



VESTAVIA HILLS

A LIFE ABOVE

ASHLEY C. CURRY

Mayor

TANEISHA YOUNG TUCKER

Library Director

Library Board of Trustees Meeting Agenda Wednesday, September 22, 2021 4:00 pm

- I. Call to Order – Larry Cochran, Chair**
- II. Approval of Today's Agenda**
- III. Approval of the Minutes from Wednesday, August 25, 2021**
- IV. Director's Report – Taneisha Tucker**
- V. Library Board Packet Items**
 - a. News Articles and Correspondence
 - b. Monthly Statistical Report
 - c. Detailed Statistics Worksheet
 - d. Bank Statement
 - e. Monthly Budget Report
 - f. Balance Sheets, Funds 12 and 13
- VI. Unfinished Business**
 - a. Library Strategic Plan for Approval
 - b. Library Budgets FY22
- VII. New Business**
 - a. LSTA Professional Training Grant - Tucker
 - b. LSTA Grant for Storage Area Network - Tackett
- VIII. Committee Reports**
- IX. Foundation Report**
- X. Friends Report**
- XI. Informational Item -Public Library Association Conference – March 23 – 25, 2022, Portland Oregon**
- XII. Adjournment**

Taneisha Tucker
Director's Report to the Library Board of Trustees
August and September 2021
September 17, 2021

Correspondence

- August 1, 2021** **Letter from APLS, Education Grant for Kara Anderson**
A letter from APLS informing the Library that Kara Anderson from Adult Services was awarded an education grant for \$2,000.
- August 1, 2021** **Letter from APLS, Grant for Library Technology and Automation**
A letter from APLS informing the Library that it was awarded an LSTA grant of \$20,000 for Technology and Automation.
- August 27, 2021** **Letter from APLS, Administrators' Meeting- September 23, 2021**
An invitation to a virtual Administrator's Meeting with APLS.
- August 30, 2021** **Email from Patricia Driscoll, Bring Belly Dancing Back**
An email from a patron praising Bethany from Tech Services and her Belly Dancing with Bethany class.
- September 1, 2021** **Email from Terri and Natalie Fliegal, Belly Dance Class**
An email from a patron praising Bethany from Tech Services and her Belly Dancing with Bethany class.

News Articles:

- August 21, 2021** **"Funny-man Magician Coming to Vestavia Library"**
Vestavia Voice | Neal Embry
Article spotlights the Library's in-person programs with a focus on Family Night with Barry Mitchell, Teen Escape Room, Dungeons and Dragons One Shot, and Seize the Clay with Holly.
- August 31, 2021** **"Friends of the Library Bookstore Open Again"**
Vestavia Voice | Shannon Stewart
Article announces the reopening of the Friends of the Library Bookstore and its operating hours.
- September 14, 2021** **"Curry Delivers State of the City Speech"**
Vestavia Voice | Eric Taunton

Article covers the recent State of the City speech given by Mayor Curry where he recognized several city officials for their service, including Taneisha Tucker.

Facebook Mentions and Spotlights:

August 25, 2021 Myrick Gurosky & Associates | The construction company responsible for building the library shared a picture of the Library at night.

August 25, 2021 Junior Board of the Vestavia Hills Library | Posted a link to the Junior Board's upcoming event, Children's Health During the Pandemic, hosted at the Library.

August 28, 2021 Junior Board of the Vestavia Hills Library | Posted a link to the Junior Board's upcoming event, Children's Health During the Pandemic, hosted at the Library.

September 4, 2021 Birmingham Christian Family | Local Christian magazine tagging the Library as a place to pick up their latest issue.

September 12, 2021 Tabitha Hester | Patron checked-in at the Library where she was reading on Sunday afternoon.

Community News Publications

September 2021 Community News | September 2021
List of library programs that will be offered in September.

October 2021 Community News | October 2021
List of library programs that will be offered in October.

Statistics and Programming Overview:

August 2021 (Statistics reflect library closing in 2020 due to COVID-19)

Physical Circulation 26,513

Digital Collections 7,949

TOTAL CIRCULATION 34,462

- Physical materials circulation increased by 14,337 items or 118% and digital materials circulation decreased by 239 items or 3%.
- Provided curbside service to 61 patrons.

Program Overview

- April Moon and Daniel Tackett hosted the annual School Media Specialists' Luncheon. This luncheon enables the media specialists to come in, learn about our services and partner with us when they can. Daniel and April use this opportunity to thank them for a continued and productive partnership between the schools and the public library.

- The Children's Department hosted a tour for the special needs class from Pizitz Middle School. Their teacher wanted the children to visit and select materials for their reading levels.
- Based on rising COVID-19 statistics, the Board agreed to regulate the number of patrons allowed to attend children's programs. The Children's Department has begun requiring registration to make certain the guidelines are followed.
- The Adult Department is offering Cognitive Care Kits to be used by patrons with dementia.
- The Adult Department is partnering with the Parks and Recreation staff to promote and participate in some of their upcoming event for senior adults.

Budgets, Balance Sheets and Bank Statements:

Pinnacle Bank Statement

August 2021: Expenses: \$556.78
 Bank Fees: \$166.43 (TSYS)
 Vending Fees: \$10.99 (Cantaloupe)
 Deposits: \$5,425.20 (Meeting Rooms, Copier, Passports)
Account Balance: \$230,852.78

Budget Reports

September 15, 2021

General Fund 01: **\$288,571.85** or **9.74%** remains.

Fund 12 / State Aid: **\$90.95** or **.3%** remains. Spending on course. Funds to cover JCLC / Library Cooperative quarterly expenses. No change since last month.

Fund 13 / Donations: **\$64,541.16** or **46%** remains.

Balance Sheets **Fund 12 / State Aid:** \$6,697.71 (Not updated in InCode)
Fund 13 / Donations: \$256,676.54

Director's Notes

- **Building and Technology Updates**
 - Working with Rick Moody and Darrin Estes on a new printer / copier maintenance agreement with R.J. Young. We are confident this solution will be more cost-effective and efficient than what we currently have.
 - Rick Moody filed the library's annual Payment Card Industry (PCI) compliance documents.
 - We are still waiting for Buddy Atwell to submit a proposal to update the library's electronic doors.

- We contacted Holt Audiovisual to replace wall jack panels and an amplifier in the Community Room. The parts remain on backorder.
- New public computers were ordered but have been placed on backorder. They are scheduled to arrive after October 11, 2021 which will be after FY22 has begun. Since the cost, \$16,800, was budgeted in Fund 13 in FY21, the fund's line item will show a deficit in FY 22.
- **Library Budgets**
 - The City Council voted on Monday, September 13, 2021, to approve the library budgets as presented. The approvals included:
 - \$126,500 Capital Improvements (SAN, furniture, public computers)
 - \$15,000 Community Involvement (programming for the departments)
 - \$8,560 Compensation (upgrade the Children's Department clerk position to an assistant, upgrade the five page positions to clerks, and compensate Daniel Tackett beginning in January 2022 for receiving an HR Certification)
 - \$13,500 Building Maintenance and Repair
- **Library Foundation Happenings**
 - I met with June Clark, Kevin Archer and April MacLennan to discuss transitional plans along with building a strong and healthy board in 2022.
 - I spent time contacting and meeting with old, new and potential members of the Foundation.
 - I contacted the four remaining members and inquired about their availability and commitment to the board. They were enthusiastically excited to remain and begin working again.
 - I shared bylaws with the two new members and provided a brief orientation so that they could become more acclimated with the board.
 - I contacted and sent application packets to six candidates to apply for the board. The deadline to submit the application is Friday, September 17, 2021.
 - I have an appointment scheduled with P. Striplin, a notable fundraiser and board organizer, to tour the library and discuss fundraising strategies.
 - Karen Templeton, former chair of the Junior Board, will roll off that Board and has applied to join the Foundation Board. The new chair of the Junior Board is Sonya Holcomb.
 - The next Foundation meeting will be Tuesday, October 5, 2021 at 4 pm via Zoom.

- **Director's meetings/events schedule included:**
 - Mayor's Prayer Breakfast
 - Chamber Luncheon – State of the City Address
 - City Department Heads
 - Library Department Heads
 - JCPLA Virtual Staff Day
 - Cinnamon McCulley – Marketing
 - Library Board of Trustees
 - JCLC Director's
 - OTM Library Directors
 - Barika Hamilton – Consultant, Library Strategic Planning (3)
 - June Clark, April MacLennan and Kevin Archer – Foundation (2)
 - RJ Young – Printers and Agreements (3)
 - April Moon – Planning for Programs
 - Budget Hearing with City Council
 - Billy Conner – Building Repairs and Maintenance

Library Board Meeting Minutes

August 25, 2021

I. Call to Order – Larry Cochran, Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session (remotely in teleconference) on Wednesday, August 25, 2021, 4:01 at pm.

Present:

Mr. Larry Cochran – Chair
Ms. April MacLennan – Vice Chair
Mr. Kevin Archer – Member
Mr. Greg Laughlin – Member
Mr. Greg Jones – Member
Dr. Jimmy Bartlett – Board Emeritus
Ms. June Clark – Foundation Chair
Ms. Andi Preston – Friends Chair
Ms. Elise Bodenheimer – Friends Co-Chair
Ms. Taneisha Tucker – Library Director
Mr. Daniel Tackett – Deputy Director
Ms. Barika Hamilton – Strategic Planner
Ms. Loraine Ward – Administrative Assistant
Ms. Eden Anderson – Recorder

Absent:

Mr. Jeff Downes – City Manager
Mayor Ashley Curry – City Liaison

II. Approval of Today's Agenda

Ms. MacLennan motioned to approve the August 25, 2021, agenda, with the addition of item VII. New Business, c. Mask Usage. Mr. Laughlin seconded the motion. The agenda for today's meeting was unanimously approved with the addition.

III. Approval of Minutes from Wednesday, June 23, 2021

Mr. Laughlin motioned to approve the minutes from the June 23, 2021, meeting with the addition of Mr. Laughlin's edit which stated that he abstained from voting for a consultant for strategic planning. Ms. MacLennan seconded the motion. The BOT minutes from June 23, 2021, were unanimously approved with Mr. Laughlin's edit.

IV. Director's Report – Ms. Tucker

Included in the Board Packet. Our Summer Reading Program for 2021 saw slightly lower participation in Children's Department but increased participation in the Teen and Adult Departments. Patrons were excited about the return of in-person programming. The Library was awarded two LSTA grants, a professional grant of \$2,000 for a staff member to attend graduate school and a \$20,000 grant for the SAN.

Preliminary budget discussions went well and will continue August 30 with the Library Director and City Council. Ms. Tucker emailed the highlights of the budget to the BOT and included in the highlights is a proposed pay increase and job responsibility changes for the Library's pages.

The pages will transition to clerks, which will come with a significant increase in pay and responsibilities. The Library staff has seen considerable turnover this summer, with five positions becoming available recently. Three positions were vacated by part-time staff who found full-time jobs, one person retired, and another left to promote a book he authored. All posts have been filled.

The Junior Board will host a children's health forum at the Library on Sunday, August 29. They will discuss children's mental and physical health, as well as vaccines.

V. Library Board Packet Items

a. News Articles and Correspondence

Included in the packet.

b. Monthly Statistical Reports

Included in the packet.

c. Detailed Statistics Worksheets

Included in the packet.

d. Bank Statements

Included in the packet.

e. Monthly Budget Report

Included in the packet.

f. Balance Sheet, Fund 12 and Fund 13

Included in the packet.

VI. Unfinished Business

a. Strategic Planning Consultant Update – Ms. Barika Hamilton

Ms. Hamilton introduced herself to the Board and thanked them for giving her the opportunity to work on the Library's Strategic Plan. Ms. Hamilton shared a brief timeline of the interviews she conducted with staff and patrons to gather information about the Library. At the Board's request, Ms. Hamilton will schedule a meeting with the Board members to hear and include their goals and aspirations for the Library in the final plan.

VII. New Business

a. Library Closings 2022 (Vote)

Ms. MacLennan motioned to approve the Library Closings schedule for 2022 as presented in the Board Packet. Mr. Archer seconded the motion. The Library Closings for 2022 schedule was unanimously approved.

b. Library Meeting Dates 2022 (Vote)

Mr. Laughlin motioned to approve the Library Staff Meeting Dates for 2022 as presented in the Board packet. Mr. Archer seconded the motion. The Library Staff Meeting Dates for 2022 was unanimously approved.

c. Mask Usage Recommendation

The Library needs to increase COVID-19 signage, specifically signage that strongly encourages in-door mask usage. The staff is wearing masks again, and patrons typically wear masks, but a few enter the Library exhibiting COVID-like symptoms while unmasked. The Board suggested changing the sign wording from "Mask Preferred" to "Mask Usage Strongly Encouraged." They also requested signage telling patrons who are exhibiting symptoms of COVID-19 not to enter the building to be displayed. The increased signage and firm verbiage will enable staff to offer patrons disposable masks if they display COVID-like symptoms.

VIII. Committee Reports

IX. Foundation Report – Ms. Clark

Ms. Clark is working on getting Form 990 filed. She reached out to an accountant with Huner & Cyr, P.C. to finish the Form 990. Ms. Clark and Ms. MacLennan reached out to the president of the Junior Board to gather information on encouraging members to take on leadership roles. The Foundation's checking account has \$2011.56, and their money market account has \$106,914.61.

X. Friends Report – Ms. Bodenheimer

New members have signed up through the website and have already volunteered. The bookstore has made \$1,000 since opening in July. There is roughly \$44,000 in the Friends bank account. Their first meeting is scheduled for September 23 and will be a program about aging.

XI. Library Board Executive Session (BOT Members and Library Director only)

XI. Informational Items

a. Trustee Training, to complete by September 2021

<https://apls.libguides.com/Trustees/shorttakes>

b. Strategic Plan Due to APLS October 2021

XII. Adjournment



ALABAMA PUBLIC LIBRARY SERVICE



NANCY C. PACK, Ph.D.
DIRECTOR

August 1, 2021

Vestavia Hills Public Library
Taneisha Tucker
1221 Montgomery Highway
Vestavia Hills, AL 35216-2797

Dear Ms. Tucker:

Subject: Education grant for Kara Anderson

The Alabama Public Library Service has awarded an education grant to your library for the tuition of the above-named individual for graduate study in library science during academic year 2021-2022. The award shall not exceed \$2,000. An FY2022 LSTA award notification is enclosed. This is in accordance with the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (2 CFR 200). Be sure to keep a copy of the award notification with your grant documents.

Your FY2022 LSTA grant contract documents are enclosed. The contract shall be in effect from the Fall 2021 academic session until the end of the Summer 2022 academic session. After reviewing the contract and attachments, have your Board Chair and the student sign where indicated on the documents. Return the documents to APLS by **October 31, 2021**. After the contracts have been signed by me, two copies will be sent to you. Please keep one copy for your files and give the other copy to the student.

A progress report must be submitted to APLS at the completion of each academic session attended by the student. A grade report should accompany the progress report. A request for payment form can be submitted **after** the satisfactory completion of a term. The request for payment must include copies of the grade report, class registration, and receipts for classes. These copies must show: (1) course number(s), (2) course title(s), (3) actual number of credit hours, (4) tuition charges, and (5) allowable fees.

Sincerely,

Nancy C. Pack, Ph.D.
Director

Enclosures

FY2022 LSTA Award Notification

Subrecipient Identification		
[Vestavia Hills, City of] Vestavia Hills Public Library 1221 Montgomery Hwy Vestavia Hills, AL 35216-2797	Unique Entity Identifier (DUNS): 159135151	EIN: 636002218
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name and Number: LSTA State Grants 45.310	Federal Award Identification Number (FAIN): LS-249947-OLS-21
Date of Federal Award to Pass-Through Entity: January 19, 2021	Total Amount of Federal Award to Pass-Through Entity: \$2,695,292.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the grantee's Five-Year State Plan for FY2018-2022 and any forthcoming amendments approved by IMLS.
Pass-Through Entity Identification		
Alabama Public Library Service 6030 Monticello Drive Montgomery, AL 36130 Nancy C. Pack, Ph.D., Director	Unique Entity Identifier (DUNS): 002287113	TIN: 636000619
General Subaward Information		
Date of Subaward: August 1, 2021 Project Start Date: The date the contract is signed by the APLS Director Project End Date: June 30, 2022	Amount of Federal Funds Obligated by this action: \$2,000.00 Total Amount of Federal Funds Obligated to the subrecipient: \$2,000.00 Subrecipient Required Local Match Amount: N/A Indirect Cost Rate: 0.00	Is this subaward for R&D? No Does this subaward require Federal Funding Accountability and Transparency Act (FFATA) reporting? No

AGREEMENT BETWEEN THE ALABAMA PUBLIC LIBRARY SERVICE AND LIBRARY BOARDS OF PUBLIC LIBRARY REGIONS OF ALABAMA

The Alabama Public Library Service (APLS) agrees to provide from the funds available under the Library Services and Technology Act (LSTA) a tuition education grant to the Vestavia Hills Public Library (hereinafter referred to as Library Board) for Kara Anderson (hereinafter referred to as Student) for courses in the MLIS Program of the University of Alabama School of Library and Information Science (hereinafter referred to as University) during the 2021-2022 academic year. The grant shall pay for the actual cost of the tuition and fees that cannot be waived, **not to exceed a total cost of \$2,000**. The grant shall not pay for fees which may be waived. Tuition will be paid for academic sessions from the Fall 2021 academic session until the end of the Summer 2022 academic session.

PROVIDED:

- I. At the beginning of each academic session the Library Board submits a true copy of the Student's registration form received from the University showing the actual number of credit hours and tuition charges.
- II. At the end of each **satisfactorily completed** academic session the Library Board submits a payment request form stating the actual cost of tuition for the session and the actual cost of fees which cannot be waived. Funds not requested by **August 31, 2022** will no longer be available unless the Alabama Public Library Service receives and approves a request for a contract extension. The Student must remain in good standing for funds to be disbursed throughout the year.
[NOTE: The disbursement for the Summer term will be issued after October 1, 2022.]
- III. The Library Board agrees to disburse funds to the Student.
- IV. At the end of each academic session the Library Board submits a progress report and copies of the Student's grades. Records shall be kept in such a way that it will be possible for APLS to determine whether disbursement of funds was successfully carried out.
- V. The Student is employed by an Alabama public library at a minimum of 19 hours per week as required by the rules of APLS (Section 520-2-1-04(3), Professional Training Grants). If the Student ceases to be employed during a session: (1) the tuition for that session does not have to be refunded, but no additional funds will be paid under this contract, and (2) the Library Board will immediately notify APLS. If the Student ceases to be employed with the Library Board with whom this contract is made and resumes employment with another Alabama public library, the contract can be transferred to the new library.
- VI. Upon completion of the Student's MLIS degree, the Library Board agrees to employ the Student as a full time professional librarian provided that a funded position for which the Student is qualified is available, that all state and federal hiring laws and regulations are observed, and, if hired, the Student's work performance meets library requirements.
- VII. The following section is attached and incorporated into this agreement: Certification Regarding Civil Rights; Debarment and Suspension; Standard Assurances.
- VIII. After the MLIS degree is conferred, the Student agrees to the following terms: (1) to work for a total of 24 months within a three-year period in a full-time professional librarian position for one or more Alabama public libraries or for APLS, and (2) if the Student works less than the required 24 months within the three-year period the Student shall refund to APLS the amount of education grant funds paid, in proportion to the

**AGREEMENT BETWEEN THE ALABAMA PUBLIC LIBRARY SERVICE AND
LIBRARY BOARDS OF PUBLIC LIBRARY REGIONS OF ALABAMA**

amount of time remaining on the 24-month commitment. The amount subject to this repayment provision is restricted to the amount in this contract and to amounts in future contracts with this provision. Further, in the event of extenuating circumstances for reasons other than personal convenience or other employment opportunities, the Student shall have the right to appeal to the APLS Executive Board for a waiver of this provision.

(Signed) _____ Date _____

Library director

Printed Name: _____

(Signed) _____ Date _____

Chair or Vice-Chair, Board of Trustees

Printed Name: _____

NOTARY CERTIFICATE

(Required for signature of Chair or Vice-Chair)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

(Signed) _____ Date _____

Student

Printed Name: _____

NOTARY CERTIFICATE

(Required for signature of Student)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

APPROVED:

Director, Alabama Public Library Service

Date

CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT AND SUSPENSION; STANDARD ASSURANCES

CIVIL RIGHTS

The grantee assures that it will comply with:

- i. Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
- ii. Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal assistance.
- iii. Title IX of the Education Amendments of 1972, as amended, 20 USC 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
- iv. The Age Discrimination Act of 1975, as amended, 42 USC 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- v. All regulations, guidelines, and standards lawfully adopted under the above statutes by the Institute of Museum and Library Services (IMLS).

DEBARMENT AND SUSPENSION

The grantee assures that it will comply with 2 CFR Part 3185 and certifies to the best of its knowledge that **neither** the grantee **nor** any of its principals:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- iv. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT AND SUSPENSION; STANDARD ASSURANCES

STANDARD ASSURANCES

The grantee hereby assures and certifies that:

- i. It will comply with the regulations, policies, guidelines, and requirements imposed by the Institute of Museum and Library Services (IMLS) and the Alabama Public Library Service (APLS).
- ii. It has legal authority to apply for, receive, and administer the grant through a resolution, motion, or similar action that has been duly adopted or passed by an official act of their governing body.
- iii. It will establish safeguards to prohibit employees and members of the governing or policy-making bodies from making decisions that would directly or indirectly benefit them financially.
- iv. It will establish and maintain fiscal and program controls that will allow for monitoring, examination or auditing of all records that pertain to this grant by the Alabama Public Library Service (APLS), the Comptroller General of the United States, the Alabama Department of Examiners of Public Accounts or a duly designated representative.
- v. It will maintain such books and records until **at least** December 31, 2026.

Library

Signature of Authorized Representative

Date



ALABAMA PUBLIC LIBRARY SERVICE



NANCY C. PACK, Ph.D.
DIRECTOR

August 1, 2021

Vestavia Hills Public Library
Taneisha Tucker
1221 Montgomery Highway
Vestavia Hills, AL 35216-2797

Dear Ms. Tucker:

RE: LSTA Project Name: Library Technology and Automation
Project Number: 22-5-10
Amount Awarded: \$20,000

On behalf of the APLS Executive Board, I am pleased to inform you that your library has been awarded the above amount for your FY2022 LSTA project. This grant award is contingent upon all conditions and stipulations being met. An FY2022 LSTA award notification is enclosed. This is in accordance with the UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (2 CFR 200). Be sure to keep a copy of the award notification with your grant documents.

Your FY2022 LSTA grant contract documents are enclosed. After reviewing the contract and attachments, have your Board Chair sign all contract and certificate copies. Please note that the contract must be notarized. Please return all of the documents to APLS by October 1, 2021. After I have signed and approved the contract, a signed copy will be returned to you. **Do not spend any local matching funds or submit a request for LSTA funds until after you receive your contract signed by the APLS Director.**

The contract period is from the date the contract is signed by me to June 30, 2022. Your final request for payment will be due on June 15, 2022.

If you have any questions please contact our LSTA Coordinator, Kelyn Ralya, at 1-800-723-8459, extension 3976, or (334) 213-3976. Her e-mail address is kralya@apls.state.al.us.

Sincerely,

Nancy C. Pack, Ph.D.
Director

FY2022 LSTA Award Notification

Subrecipient Identification		
[Vestavia Hills, City of] Vestavia Hills Public Library 1221 Montgomery Hwy Vestavia Hills, AL 35216-2797	Unique Entity Identifier (DUNS): 159135151	EIN: 636002218
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name and Number: LSTA State Grants 45.310	Federal Award Identification Number (FAIN): LS-249947-OLS-21
Date of Federal Award to Pass-Through Entity: January 19, 2021	Total Amount of Federal Award to Pass-Through Entity: \$2,695,292.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the grantee's Five-Year State Plan for FY2018-2022 and any forthcoming amendments approved by IMLS.
Pass-Through Entity Identification		
Alabama Public Library Service 6030 Monticello Drive Montgomery, AL 36130 Nancy C. Pack, Ph.D., Director	Unique Entity Identifier (DUNS): 002287113	TIN: 636000619
General Subaward Information		
Date of Subaward: August 1, 2021 Project Start Date: The date the contract is signed by the APLS Director Project End Date: June 30, 2022	Amount of Federal Funds Obligated by this action: \$20,000.00 Total Amount of Federal Funds Obligated to the subrecipient: \$20,000.00 Subrecipient Required Local Match Amount: \$5,000.00 Indirect Cost Rate: 0.00	Is this subaward for R&D? No Does this subaward require Federal Funding Accountability and Transparency Act (FFATA) reporting? No

AGREEMENT BETWEEN THE ALABAMA PUBLIC LIBRARY SERVICE AND LIBRARY BOARDS OF PUBLIC LIBRARY REGIONS OF ALABAMA

The Alabama Public Library Service agrees to provide, from the funds available under the Library Services and Technology Act, a grant to Vestavia Hills Public Library not to exceed \$20,000 for LIBRARY TECHNOLOGY AND AUTOMATION, Project #22-5-10.

PROVIDED:

1. The Library is in good standing and is in full compliance with the *Alabama Administrative Code* regarding the criteria necessary to receive State Aid.
2. These funds will be expended to provide library service in accordance with the project application approved by the Alabama Public Library Service which is considered a part of this contract.
3. That financial, narrative, interim, and annual reports be submitted in accordance with directions under separate cover. Records shall be kept in such a way that it will be possible for Alabama Public Library Service to determine whether the proposed program of library service is successfully carried out.
4. If the grant conditions are not complied with, the Alabama Public Library Service reserves the right to cancel this contract or revise the plan of service.
5. The financial records of the library will be made available, on request, to the federal government, Alabama Department of Examiners of Public Accounts, and/or the Alabama Public Library Service. Based upon review of these financial records, an audit of the Library System's records by a licensed certified public accountant may be required to determine the true financial status of the library.
6. The Library Board agrees to maintain a grant project record in the form prescribed by the Alabama Public Library Service and retain all records until at least December 31, 2026.
7. The Library Board agrees to properly manage all equipment (including replacement equipment) purchased with these funds and will meet the recordkeeping and management standards established by the Alabama Public Library Service.
8. The Library Board agrees to abide by and follow (a) all applicable rules and regulations of the U.S. Institute of Museum and Library Services, (b) the Library Services and Technology Act, and (c) the Financial Management and Administrative Policies and Procedures established by the Alabama Public Library Service pertaining to the use of the funds.
9. This agreement shall be in effect from the date the agreement is signed by the Director of the Alabama Public Library Service through June 30, 2022. Funds not requested by June 15, 2022 will no longer be available unless the Alabama Public Library Service receives and approves a request for a contract extension. Contract extensions will only be granted in very unusual circumstances.
10. The following sections are attached and incorporated into this agreement:
 - a. Certification Regarding Civil Rights; Debarment and Suspension; Standard Assurances
 - b. Internet Safety Certification

11. The Library Board agrees that the appropriate percentage of required matching funds shall be in cash and verifies that the required matching cash is available as of the date this agreement is signed by the Board Chair.

Vestavia Hills Public Library
LIBRARY

X
BOARD CHAIR

NOTARY CERTIFICATE

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary Public

APPROVED:

Director, Alabama Public Library Service

Date

CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT AND SUSPENSION; STANDARD ASSURANCES

CIVIL RIGHTS

The grantee assures that it will comply with:

- i. Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
- ii. Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal assistance.
- iii. Title IX of the Education Amendments of 1972, as amended, 20 USC 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
- iv. The Age Discrimination Act of 1975, as amended, 42 USC 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
- v. All regulations, guidelines, and standards lawfully adopted under the above statutes by the Institute of Museum and Library Services (IMLS).

DEBARMENT AND SUSPENSION

The grantee assures that it will comply with 2 CFR Part 3185 and certifies to the best of its knowledge that **neither** the grantee **nor** any of its principals:

- i. Are presently excluded or disqualified;
- ii. Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- iii. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- iv. Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT AND SUSPENSION; STANDARD ASSURANCES

STANDARD ASSURANCES

The grantee hereby assures and certifies that:

- i. It will comply with the regulations, policies, guidelines, and requirements imposed by the Institute of Museum and Library Services (IMLS) and the Alabama Public Library Service (APLS).
- ii. It has legal authority to apply for, receive, and administer the grant through a resolution, motion, or similar action that has been duly adopted or passed by an official act of their governing body.
- iii. It will establish safeguards to prohibit employees and members of the governing or policy-making bodies from making decisions that would directly or indirectly benefit them financially.
- iv. It will establish and maintain fiscal and program controls that will allow for monitoring, examination or auditing of all records that pertain to this grant by the Alabama Public Library Service (APLS), the Comptroller General of the United States, the Alabama Department of Examiners of Public Accounts or a duly designated representative.
- v. It will maintain such books and records until **at least** December 31, 2026.

Library

Signature of Authorized Representative

Date

**INTERNET SAFETY CERTIFICATION FOR
LSTA PROGRAMS
PROGRAM YEAR 2021 FUNDS (TO BE SPENT IN FY2022)**

1. In the period of your contract with APLS through June 30, 2022 will the library use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet?

☐ Yes ☐ No

2. Does the library already have in place an Internet safety policy that meets the following requirements (as provided by 20 U.S.C. Section 9134(f)(1))?

- a. A policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers by minors; and
- b. A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers.

☐ Yes ☐ No

**Select appropriate box on next page and complete the signature
and notary sections.**

**INTERNET SAFETY CERTIFICATION FOR
LSTA PROGRAMS
PROGRAM YEAR 2021 FUNDS (TO BE SPENT IN FY2022)**

1. ☐ As its duly authorized representative, I hereby certify that the applicant library will use PY2021 LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet and has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
2. ☐ As its duly authorized representative, I hereby certify that the applicant library will not use PY2021 LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet and that the requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library.

Library

Signature of Authorized Representative

Date

STATE OF ALABAMA

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, in the year _____.

Notary Public

Notary's commission expires: _____

LIBRARY TECHNOLOGY

LIBRARY: Vestavia Hills Public Library

Your FY2022 Library Technology application was reviewed by the LSTA Advisory Council. The total possible score was 150 points. Your application received a **113.33 (75.56%)**. Each of the criteria is ranked on a scale of 0 (Poor) to 5 (Excellent) and then the score is calculated using the assigned weight measurement (2, 3, or 4).

CRITERIA	RANK	WEIGHT	SCORE
<u>Project description, purpose, target population, and benefits:</u> (20 points max) Does the project description include all of the required information?	3.67	4	14.67
<u>Basic need:</u> (20 points max) Is the need for the project clearly established and will the proposed services satisfy the need of the target population?	4.00	4	16.00
<u>Outcome(s):</u> (15 points max) Does each outcome clearly explain a change expected to occur in the target population, such as a change in their skills, attitudes, knowledge, behaviors, or life condition? Is each outcome directly related to the need?	4.00	3	12.00
<u>Activities and planning:</u> (20 points max) Are the activities clearly identified, achievable, and measurable? Does the description of each activity include needed resources? Has sufficient planning gone into the application?	3.67	4	14.67
<u>Resources:</u> (15 points max) Are the project personnel qualified to meet the needs and activities of the project? Are the proposed equipment, supplies, materials, and/or contractual services appropriate to meet the needs and activities of the project?	4.00	3	12.00
<u>Evaluation and continuation:</u> (15 points max) Does the application explain how the project will be evaluated? Are there adequate provisions for continued services? If the project will not be continued, is there an explanation?	3.33	3	10.00
<u>Budget:</u> (20 points max) Are the financial resources described adequate and appropriate? Are the items or services to be acquired stated clearly and with enough detail to be understood?	4.00	4	16.00
<u>Comparative need within a grant category:</u> (15 points max) How great is the need for the project compared to all other applications within its grant category?	3.33	3	10.00
<u>Overall application evaluation:</u> (10 points max) Is the project clearly within the intent of federal and state regulations for use of LSTA funds? Does the application present a clear and convincing case for funding of the project?	4.00	2	8.00
TOTAL SCORE:			113.33

SEE OTHER SIDE FOR LSTA ADVISORY COUNCIL COMMENTS

LIBRARY TECHNOLOGY

COMMENTS FROM LSTA ADVISORY COUNCIL:

"Well done!"

"Great grant!"

"Could have expanded the evaluation section a bit."



ALABAMA PUBLIC LIBRARY SERVICE




ADMINISTRATIVE MEMORANDUM - #21-04

NANCY C. PACK, Ph.D.
DIRECTOR

August 27, 2021

TO: Public Libraries Administrators

FROM: Nancy C. Pack, Ph.D., Director 
Alabama Public Library Service

SUBJECT: Administrators' Meeting – September 23, 2021

The September Administrators' Meeting will be held virtual due to the uptick of COVID. This meeting will count as the first Administrators' Meeting of FY2022. An Administrators' Meeting will not be held in October.

- You will receive an invitation to register for the Administrators' Meeting on September 13, 2021 with details to get connected to web-ex.
- An email will be sent with a blue "Register" button. Click the button and fill out the registration form.
- Another email will be sent with a green "Join Meeting" button. This button will be the one that you click on the day of the meeting to join.
- If you are using Outlook and click the "accept" link, this email will be deleted and an entry will be placed on your calendar that contains the link to join the meeting.
- If you click the "decline" link, the email will simply be deleted. If you find that this email goes missing from your inbox, then check the deleted items/trash folder, or look to the calendar for a web-ex meeting appointment.
- If all else fails and you can't get connected, go to www.webex.com and click "join meeting". Enter the meeting access code "2462 871 5119." The password is "apls." Enter your name and email address (the address that you registered must be used), and you will be connected to the meeting.

Registration is required and will be closed thirty (30) minutes before the meeting starts. If you plan to attend the meeting via telephone, you must provide your name, your library name, and telephone number to Vanessa Carr for attendance purposes. Her email address is vcarr@apls.state.al.us. Registration for attendance by telephone must be submitted to her by September 22, 2021 at 4:30 p.m.

At the first meeting of the new fiscal year held in October, Kelyn Ralya LSTA Grants Coordinator, has a workshop for new directors and those who wants a refresher course on the LSTA grants process. The LSTA Manual states: To be eligible to apply for a competitive grant and to receive a grant award, each applying library, library system, or cooperative library network must send a project administrator, library director, trustee or other qualified representative to a grant training workshop conducted by APLS staff. See, www.statelibrary.alabama.gov, page 1, section c. This workshop will be announced at a later date. Also, this is a reminder that you must attend two meetings sponsored by APLS for state aid eligibility. I look forward to seeing you live on the web on September 23, 2021 at 10:00 a.m.

NP/vec
Enclosure

NEWS ARTICLES

Vestavia Voice

August 24, 2021

"Funny-man Magician Coming to Vestavia Library"

By Neal Embry

"Funny-man magician" coming to Vestavia library



Families can look forward to a humorous magic show at the Vestavia Hills Library in the Forest in September.

On Sept. 14, Barry Mitchell, a "funny-man magician," will come to the community room at 6 p.m. for "Family Night" at the library. Mitchell brings his combination of humor and "amazing magic." A meal will be served at 6 p.m., with the show following at 6:30 p.m.

Various science, technology, engineering, arts and math events are also available for children this month, beginning on Sept. 1 at 3:30 p.m. in the children's program room, where children from kindergarten to second grade will do "gravity painting," a hands-on activity designed to include science, math, art and fun. On Sept. 8 at the same time and place, children will create geometric bubble wands, followed by a Lego building challenge on Sept. 15, fuse bead art on Sept. 22 and a balloon science activity on Sept. 29.

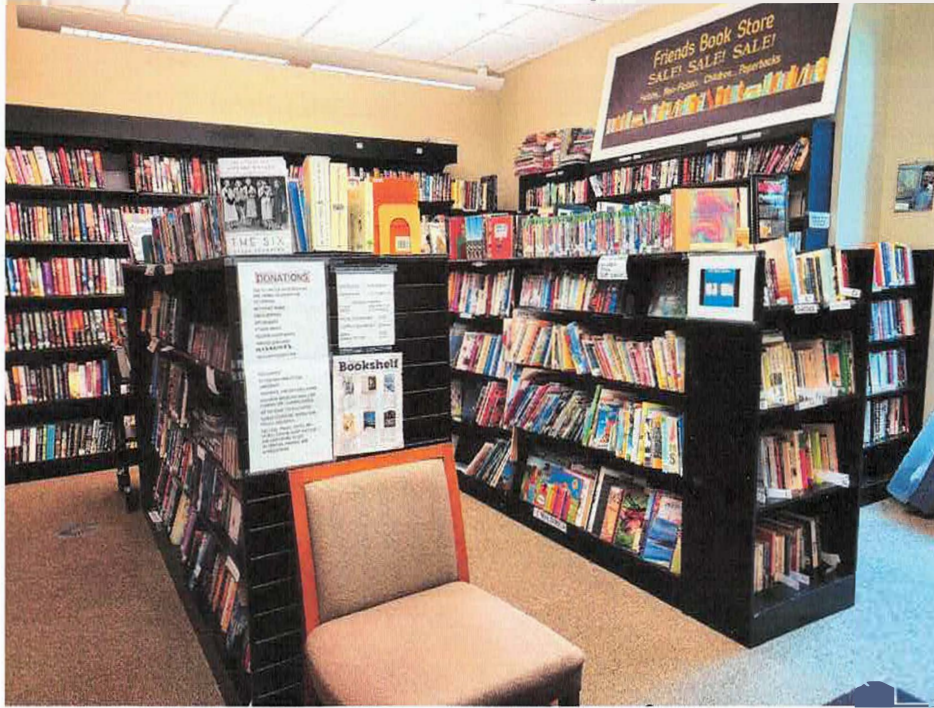
Teens can try out an escape room on Sept. 7 at 4 p.m. in the community room, where they will face off against the teen librarians and try to figure out the puzzles they created.

There also will be a “Dungeons and Dragons ‘One-Shot,’” a standalone game event where guests can play with other teens and eat snacks. The event is at 10 a.m. on Sept. 25 in the historical room. Registration is required and can be done by calling 205-978-3683.

For adults, there is a clay sculpting event scheduled for Sept. 9 at 11 a.m. in the community room. All materials are provided, and registration is required. To register, email holly.parker@vestavialibrary.org.

For more events, visit the library’s website, vestavialibrary.org.

Friends of the Library bookstore open again



The Friends of the Vestavia Hills Library Bookstore is back open for browsing and donations. The bookstore, located on the main floor, offers a large selection of previously owned fiction, non-fiction (including Biographies, cooking, travel, inspirational/religion, etc.), children’s books, CDs and DVDs, and paperback books. Come in and browse or drop off books for a donation. All proceeds from sales and donations benefit the Vestavia Hills Library in the Forest. The bookstore is open Monday-Saturday, 10 a.m. to 4 p.m. and on Sunday from 1 p.m. to 4 p.m. Masks and social distancing are encouraged.

Memberships are available to become a “Friend of the Vestavia Hills Library”; annual membership is \$20 per individual or \$30 per couple. Membership applications are available here: [Friends Membership Application | Vestavia Hills Library in the Forest \(vestavialibrary.org\)](#)

The Friends of the Vestavia Hills Library is a non-profit group of citizens who believe that a good library is essential to the cultural, educational and economic well-being of Vestavia Hills.

-- Submitted by Shannon Stewart.

Curry delivers State of the City speech



Mayor Ashley Curry recognized several city officials for their service in his State of the City address at the Vestavia Hills Chamber of Commerce luncheon on Sept. 14.

Those officials included City Manager Jeff Downes, Vestavia Hills Police Chief Dan Rary and Library Director Taneisha Tucker.

"The first thing I need to do is recognize our city officials that are here with us today because this is a team effort to say the least," Curry said. "Folks, I've said this before in the previous presentation, this is the team that makes everything happen in the city and they deserve all of the recognition for making the city an exceptional place to live. I'm honored to be a part of this team."

According to the 2020 U.S. census, Curry reported, the population has grown by 5,000 people since 2010, with roughly a 15% increase in overall growth. "We now have a population of 39,000," Curry said. "When I moved here in 1980, I think Vestavia was about 14,000 people and here we are at 39,000, which makes us one of the 15 largest cities in the state of Alabama."

Curry said that there are several factors that contribute to the city's success for 70 years but was going to focus on two: its quality of life and economic strength.

Curry said that Vestavia's quality of life is second-to-none, citizen's having access to a thriving housing market, a quality school system and excellent parks and recreation facilities. According to areavibes.com, Curry said, Vestavia Hills was ranked as the number one livable city in Alabama and one of the top 200 livable cities in the nation.

According to safelhome.org, Curry said, Vestavia Hills was rated the safest city in Alabama. Curry attributed the success to the increase of sworn officers and additional patrol units in Liberty Park, which improves the response time for the area.

Curry said he was proud of the Vestavia Hills Fire Department for maintaining its class 2 rating set by the Insurance Services Office, which is one of forty-seven departments in Alabama to have that rating.

He reported that 72% of high school seniors in Vestavia Hills City Schools received scholarships totaling more than \$41 million.

"Dr. (Todd) Freeman, our superintendent, said it best when he described our success as a 'culture of excellence in each of our schools,'" Curry said. "He attributes that to the commitment of the employees and the unyielding dedication of the parents and the community."

Several other developments are completed or underway in Vestavia, Curry said, including the new Cahaba Heights Park, an updated New Merkel House and the new Vestavia Hills Civic Center that is projected to be completed by the end of the year.

Curry said he was excited to see new restaurants and businesses come to Vestavia Hills including Martin's BBQ and Chick-Fil-A in Cahaba Heights and Parker Cornea in Liberty Park.

"Folks, we are blessed to live in our city and to enjoy the quality of life that we enjoy," Curry said. "I'm humbled and honored to serve as your mayor."

At the end of the luncheon, Karen Odle, President of the Vestavia Hills Chamber of Commerce, announced her retirement on January 31, 2022.

"I have been beyond blessed to be a part of this incredible chamber and to meet you all and work with you and have counted my time here as some of the best, most rewarding days I have ever had," Odle said. "I have made [the board] aware of my plans. We have been working together over the last several months to develop a process for a smooth transition and while it's bittersweet, I am certain that they will find a leader that will take our chamber to the next level."

EMAILS

From: patricia driscoll <tricia.driscoll8@gmail.com>

Sent: Monday, August 30, 2021 9:23 PM

To: Terri Leslie <Terri.Leslie@vestavialibrary.org>

Subject: Bring Belly Dancing Back

Hi Terri!

Tonight was the last belly dance class and I hate to see it end! It has been such an enriching experience in so many ways! Bethany has been wonderful in teaching us dance moves along with helping us learn about another culture! I can't say enough about her and how much I have enjoyed this class. I'm sure the other participants feel the same way. It truly is another valuable asset of our wonderful library and hope we can be resuming the classes in the near future!

Thank you!

Tricia Driscoll

Sent from my iPhone

From: MICHAEL & TERRI FLIEGEL <fliegelm@bellsouth.net>

Sent: Wednesday, September 1, 2021 7:37 PM

To: Bethany A Mitchell <Bethany.Mitchell@vestavialibrary.org>

Subject: Re: Belly Dance Class IV Photo/Video


Hi Bethany,

Natalie and I had such a fun time in your belly dancing classes! We loved learning from you. We are lucky to have the Vestavia Library as a resource in our community. We are looking forward to your next class!

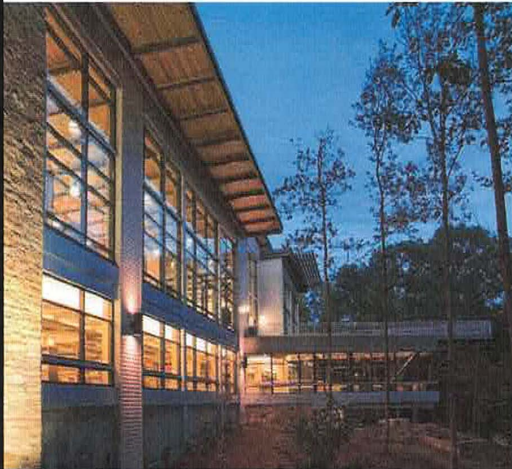
Thanks so much

Terri and Natalie Fliegel

Facebook Mentions

 **Myrick Gurosky & Associates** is at **Vestavia Hills Public Library**
Aug 25 • Instagram • Vestavia Hills, Alabama • 🌐

The 34,000 sf "Library in the Forest" is located on 9 acres of property on Highway 31 in Vestavia Hills, Alabama. Vast expanses... [See More](#)



👍 2

👍 Like 💬 Comment

 **Junior Board of the Vestavia Hills Library in the Forest**
Aug 25 • 🌐

Join us THIS coming Sunday for a chance to get tips from our area physicians on how to manage parenting in a pandemic. So many... [See More](#)



SUN, AUG 29
Junior Board of the Vestavia Hills Library in the Forest's Event

📍 You've checked in to Vestavia Hills Public Library before

👍 1

 **Junior Board of the Vestavia Hills Library in the Forest**
Aug 28 • 🌐

We hope to see you on Sun. at 3 p.m.! Come with your questions and learn more about parenting during a pandemic. We could all u... [See More](#)

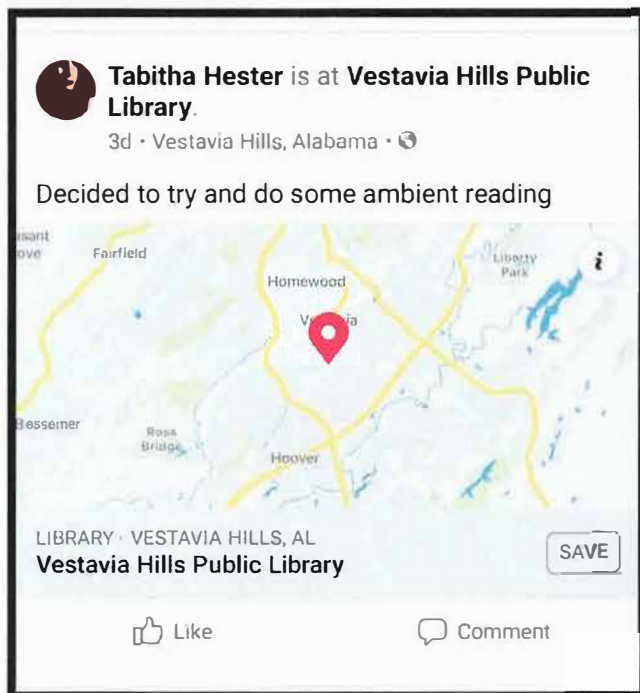


SUN, AUG 29
Junior Board of the Vestavia Hills Library in the Forest's Event

📍 You've checked in to Vestavia Hills Public Library before

👍 1

👍 Like 💬 Comment



LIBRARY IN THE FOREST

SEPTEMBER

events

Children (Birth-Gr. 1) | Tweens (Gr. 2-6) | Teens (Gr. 6-12) | Adults (Ages 18+)
Tech (Ages 18+) | Makerspace (All ages, unless noted)



- 1 **Story Friends**, 10:30am, Children's Program Room
Picking Up S.T.E.A.M.: Gravity Painting, 3:30pm, Children's Program Room
Writing Group, 4pm, Historical Room
- 2 **Book Babies**, 10am, Treehouse
12 Below: Game On!, 3:30pm, Children's Program Room
Basic Microsoft Word, 4pm, Electronic Classroom
Vinyl Cutting 101, 4pm, Makerspace
Online Chess Club, 4pm, Zoom
Read & Feed Book Group: Real Life, 6pm, Historical Room
- 3 **Open Gaming**, 4pm, Community Room
- 4 **Ms. Courtney's Library Stop!**, 10:30am, Children's Program Room
- 6 **Closed, Labor Day**
- 7 **Toddler-a-Go-Go**, 10:30am, Community Room
Smash Bits!, 4pm, YouTube
Library Escape Room, 4pm, Community Room
- 8 **Story Friends**, 10:30am, Children's Program Room
ABCs of Medicare, 12:00pm, Community Room
Picking Up S.T.E.A.M.: Geometric Bubble Wands, 3:30pm, Children's Program Room
Upcycle Art, 4pm, Treehouse
- 9 **Book Babies**, 10am, Treehouse
Handmade with Holly: Seize the Clay!, 11am, Community Room
12 Below: Brain Blast, 3:30pm, Children's Program Room
Intermediate Microsoft Word, 4pm, Electronic Classroom
- 10 **Open Gaming**, 4pm, Community Room
- 13 **Word Play Writing Group**, 6pm, Community Room
- 14 **Toddler-a-Go-Go**, 10:30am, Community Room
Open Maker Lab, 3:30-7:30pm, Makerspace
Stained Mason Jars, 4pm, Treehouse
Family Night with Funny-man Magician Barry Mitchell, 6pm, Community Room
- 15 **Story Friends**, 10:30am, Children's Program Room
Picking Up S.T.E.A.M.: Lego Building Challenge, 3:30pm, Children's Program Room
Among Us, 4pm, Discord
- 16 **Book Babies**, 10am, Treehouse
Tai Chi Series, 3pm, Community Room
12 Below: Cafternoon, 3:30pm, Children's Program Room
Basic Microsoft Excel, 4pm, Electronic Classroom
- 17 **Open Gaming**, 4pm, Community Room
Craft*Lab: Pressed Leaf Pendant, 6:30pm, Community Room
- 18 **Ms. Courtney's Library Stop!**, 10:30am, Children's Program Room
- 21 **Toddler-a-Go-Go**, 10:30am, Community Room
Open Maker Lab, 3:30-7:30pm, Makerspace
Anime Night, 4pm, Community Room
- 22 **Story Friends**, 10:30am, Children's Program Room
Picking Up S.T.E.A.M.: Fuse Bead Art, 3:30pm, Children's Program Room
Art Group, 4pm, Historical Room
- 23 **Friends of the Library: Aging in Place**, 10am, Community Room
Book Babies, 10am, Treehouse
Tai Chi Series, 3pm, Community Room
12 Below: Game On!, 3:30pm, Children's Program Room
Intro to Arduino, 4pm, Makerspace
- 24 **Super Smash Bros Tournament**, 4pm, Community Room
- 25 **Dungeons & Dragons One-Shot**, 10am, Historical Room
- 27 **More Than Words Book Group: Trains and Lovers**, 6pm, Tree House
- 28 **Toddler-a-Go-Go**, 10:30am, Community Room
Open Maker Lab, 3:30-7:30pm, Makerspace
Coastermania, 4pm, Treehouse
- 29 **Story Friends**, 10:30am, Children's Program Room
Picking Up S.T.E.A.M.: Balloon Science, 3:30pm, Children's Program Room
- 30 **Book Babies**, 10am, Treehouse
Tai Chi Series, 3pm, Community Room
12 Below: Movie Hangout, 3:30pm, Children's Program Room
Intro to 3D Printing, 4pm, Makerspace
Intermediate Microsoft Excel Part I, 4pm, Electronic Classroom

For more information, visit vestavialibrary.org
or call 205.978.0155.

October 2021 Community News

OCTOBER events

Children (Birth-Gr. 1) | Tweens (Gr. 2-6) | Teens (Gr. 6-12) | Adults (Ages 18+)
Tech (Ages 18+) | Makerspace (All ages, unless noted)



- 1 **Open Gaming**, 4pm, Community Room
- 2 **Ms. Courtney's Library Stop!**, 10:30am, Children's Program Room
- 5 **Toddler-a-Go-Go**, 10:30am, Community Room
Open Maker Lab, 3:30pm, Makerspace
Smash Bits!, 4pm, YouTube
- 6 **Story Friends**, 10:30am, Children's Program Room
Handmade with Holly: Graham Cracker Haunted Houses, 11am, Community Room
Picking Up S.T.E.A.M.: Building with Candy Pumpkins, 3:30pm, Children's Program Room
Writing Group, 4pm, Historical Room
- 7 **Book Babies**, 10am, Treehouse
Tai Chi, 3pm, Community Room
12 Below: Game On!, 3:30pm, Children's Program Room
Intermediate Microsoft Excel Part II, 4pm, Electronic Classroom
Online Chess Club, 4pm, Zoom
Vinyl Cutting 101, 4:30pm, Makerspace
Read & Feed Book Group: Klara and the Sun, 6pm, Historical Room
- 8 **Open Gaming**, 4pm, Community Room
- 11 **Word Play Writing Group**, 6pm, Community Room
- 12 **Toddler-a-Go-Go**, 10:30am, Community Room
Open Maker Lab, 3:30pm, Makerspace
The Eerie Escape, 4pm, Community Room
Family Night with Juggler Ron Anglin, 6pm, Community Room
- 13 **Story Friends**, 10:30am, Children's Program Room
ABCs of Medicare, 12pm, Community Room
Picking Up S.T.E.A.M.: Spider Silme, 3:30pm, Children's Program Room
Pocket Size Pixel Art, 4pm, Treehouse
- 14 **Book Babies**, 10am, Treehouse
Tai Chi, 3pm, Community Room
12 Below: Candy Challenge, 3:30pm, Children's Program Room
Advanced Excel: Pivot Tables and Dashboards, 4pm, Electronic Classroom
The Breakerspace Teardown, 4:30pm, Makerspace
- 15 **Open Gaming**, 4pm, Community Room
- 16 **Ms. Courtney's Library Stop!**, 10:30am, Children's Program Room
- 18 **More Than Words Book Group: All by Myself Alone**, 6pm, Tree House
- 19 **Toddler-a-Go-Go**, 10:30am, Community Room
Pumpkin Painting, 4pm, Amphitheater
- 20 **Story Friends**, 10:30am, Children's Program Room
Picking Up S.T.E.A.M.: Pumpkin Monsters, 3:30pm, Children's Program Room
Among Us, 4pm, Discord
- 21 **Book Babies**, 10am, Treehouse
Tai Chi, 3pm, Community Room
12 Below: Crafternoon Pumpkin Painting, 3:30pm, Children's Program Room
Find the Perfect Job, 4pm, Electronic Classroom
- 22 **Open Gaming**, 4pm, Community Room
Craft*Lab: Halloween Wreath, 7pm, Community Room
- 26 **Toddler-a-Go-Go**, 3:30pm, Community Room
Anime Horror Night, 4pm, Community Room
- 27 **Story Friends**, 10:30am, Children's Program Room
Picking Up S.T.E.A.M.: Halloween Fun, 3:30pm, Children's Program Room
Art Group, 4pm, Treehouse
- 28 **Book Babies**, 10am, Treehouse
Friends of the Library: City Programs for Seniors, 10am, Community Room
Tai Chi, 3pm, Community Room
12 Below: Halloween Trivia for Prizes!, 3:30pm, Children's Program Room
Google Drive, 4pm, Electronic Classroom
- 29 **Super Smash Bros Tournament**, 4pm, Community Room
Spooktacular, 6:30pm, Community Room and Amphitheater
- 30 **Dungeons and Dragons One-Shot**, 10am, Historical Room

For more information, visit vestavilibrary.org
or call 205.978.0155.

Vestavia Hills Library in the Forest

August 2021 Monthly Statistical Report

Books	Category	Aug 2021	Aug 2020	% Difference	Demand	Net Change	Type
	Adult Books	6,488	3,802	70.65%	Up	2,686	Book
	Adult Best Sellers	312	4	7700.00%	Up	308	Book
	Juvenile Books	12,337	4,599	168.25%	Up	7,738	Book
	Teen Books	1,709	879	94.43%	Up	830	Book
	Total Books	20,846	9,284	124.54%	Up	11,562	Book

Non Books	Category	Aug 2021	Aug 2020	% Difference	Demand	Net Change	Type
	Adult Non-Fiction DVDs	160	61	162.30%	Up	99	Non-Book
	Adult Audio Book MP3	4	-	100.00%	Up	4	Non-Book
	Adult Audio Books CD	411	315	30.48%	Up	96	Non-Book
	Adult Blu-rays	378	250	51.20%	Up	128	Non-Book
	Adult DVDS	1,923	1,216	58.14%	Up	707	Non-Book
	Adult Magazines	16	24	-33.33%	Down	(8)	Non-Book
	Adult Mixed Media	16	4	300.00%	Up	12	Non-Book
	Adult Music CD	294	113	160.18%	Up	181	Non-Book
	Adult Self Playing Audio	5	14	-64.29%	Down	(9)	Non-Book
	Total Adult Non Books	3,207	1,997	60.59%	Up	1,210	Non-Book

Non Books	Category	Aug 2021	Aug 2020	% Difference	Demand	Net Change	Type
	Juvenile Views	43	-	100.00%	Up	43	Non-Book
	Juvenile Audio CD	60	37	62.16%	Up	23	Non-Book
	Juvenile Blu-rays	25	10	150.00%	Up	15	Non-Book
	Juvenile DVDs	917	270	239.63%	Up	647	Non-Book
	Juvenile Magazines	27	4	575.00%	Up	23	Non-Book
	Juvenile Mixed Media	593	106	459.43%	Up	487	Non-Book
	Juvenile Music CD	32	-	100.00%	Up	32	Non-Book
	Juvenile Self Playing Audio	15	7	114.29%	Up	8	Non-Book
	Total Juvenile Non Books	1,712	434	294.47%	Up	1,278	Non-Book

Non Books	Category	Aug 2021	Aug 2020	% Difference	Demand	Net Change	Type
	Teen Audio Books MP3	3	1	200.00%	Up	2	Non-Book
	Teen Audio Books CD	31	28	10.71%	Up	3	Non-Book
	Teen Blu-rays	67	60	11.67%	Up	7	Non-Book
	Teen DVDs	295	199	48.24%	Up	96	Non-Book
	Teen Games	352	169	108.28%	Up	183	Non-Book
	Teen Magazines	-	-	0.00%	Same	-	Non-Book
	Teen Music CD	-	4	-100.00%	Down	(4)	Non-Book
	Teen Self Playing Audio	-	-	0.00%	Same	-	Non-Book
	Total Teen Non Books	748	461	62.26%	Up	287	Non-Book

Digital Collections	Category	Aug 2021	Aug 2020	% Difference	Demand	Net Change	Type
	Ebooks Adult	3,441	3,382	1.74%	Up	59	Digital
	Ebooks Children	633	1,287	-50.82%	Down	(654)	Digital
	Ebooks Teen	404	453	-10.82%	Down	(49)	Digital
	Ebooks Total	4,478	5,122	-12.57%	Down	(644)	Digital
	Movies/TV/Music	514	462				
Digital Collections	Category	Aug 2021	Aug 2020	% Difference	Demand	Net Change	Type
	Audiobooks Adult	2,529	2,128	18.84%	Up	401	Digital
	Audiobooks Children	251	273	-8.06%	Down	(22)	Digital
	Audiobooks Teen	177	203	-12.81%	Down	(26)	Digital
	Audiobooks Total	2,957	2,604	13.56%	Up	353	Digital

Category	Aug 2021	Aug 2020	% Difference
Books	20,846	9,284	124.54%
Adult Non-Books	3,207	1,997	60.59%
Juvenile Non-Books	1,712	434	294.47%
Teen Non-Books	748	461	62.26%
Total Circulation	26,513	12,176	117.75%

Category	Aug 2021	Aug 2020	% Difference
Gate Count	17,828	8,655	105.98%
Public Computers	4,662	2,046	127.86%
Volunteers	1	-	100.00%
Web Site Visits	10,934	10,367	5.47%
Tik Tok Views (YA)	1,138	NA	NA
Facebook	See Below	See Below	NA
Instagram	1386	1227	12.96%
Twitter	1224	1242	-1.45%

Services	Aug 2021	Aug 2020	% Difference
Borrowed From Others	2,017	3,213	-37.22%
Loans To Other Libraries	2,010	3,012	-33.27%
Reference Questions	3,123	1,182	164.21%
Reserves	515	1,830	-71.86%
Voter Registration	-	-	0.00%
Days Open	31	26	19.23%

Program Category	Aug 2021		Aug 2020	
	Number	Attendance	Number	Attendance
Adult Programs	7	119	7	299
Juvenile Programs	4	127	1	213
Teen Programs	12	136	10	129
Computer Lab	3	116	2	105
Outreach	-	-	1	50
Meeting Rooms	6	166	-	-
Makerspace	4	24	0	0
Total	36	688	21	796

Membership	Aug 2021	Aug 2020	% Difference
Adult Memberships	73	30	143.33%
Juvenile Memberships	11	4	175.00%
Non-Resident Adult	56	8	600.00%
Non-Resident Juvenile	-	-	0.00%
Out of County Members	-	-	0.00%
Total	140	42	233.33%

Facebook Stats	2021	2020	Curbside: 61	
Daily Page Engaged Users	1028	893		
Daily Total Reach	21,715	13,458		
Adult Jigsaw Puzzles	22		Coffee	\$0
Adult Launchpads	2		WiFi Hotspots	72
Juv Launchpads	55		Roku Sticks	0
Juv Binocular Kits	1		Hammocks	0
Juv Augmented Reality	24		WalkingSticks	0



Vestavia Hills Library in the Forest

Detailed Statistics Worksheet

August 2021

PROGRAMMING	2021		2020	
	Programs	Attendance	Programs	Attendance
Adult	Youtube 7 In-House 7 Total	32 87 119	3 Youtube 2 Zoom 1 Facebook/Docs 1 Outreach 7 Total Facebook	188 12 49 50 299 2078
Children	Youtube 2 In-house 1 Class Visits Dial-a-Story 4 Total	46 39 12 30 127	1 Youtube Facebook	213 1126
Teen	1 Zoom 1 Youtube 10 In-person 12 Total Facebook Tik Tok	1 104 31 136 10 1138	6 Zoom 4 Youtube 10 Total Facebook	26 103 129 1574
Computer Lab	One-on-Ones 2 In-House Youtube 3 Total Walk-Ins	39 42 35 116 36	2 Youtube Facebook	105 484
Outreach	0	0	Sr Citizens Day	50
Makerspace	1 Youtube 2 In-person 3D Print Submissions 4 Total	14 5 5 24	2 Youtube Facebook	49 512
TOTAL	30	522	22	795

MEETING ROOMS	2021		2020	
	Programs	Attendance	Programs	Attendance
Community Room	4	152	0	0
Historical Room	0	0	0	0
Tree House	2	14	0	0
Children's Program	0	0	0	0
Outdoor Classroom	0	0	0	0
Rooftop Garden	0	0	0	0
Total Rental Usage	6	166	0	0

Study Room Use	Sign Ins	Users	Sign Ins	Users
-----------------------	-----------------	--------------	-----------------	--------------

	223	309	NA	NA
--	-----	-----	----	----

Proctored Exams	9			
Passports	95			

VOLUNTEERS	2021		2020	
	Volunteer #	Total Hours	Volunteer #	Total Hours
Adult	0	0	0	0
Children	0	0	0	0
Teen	0	0	0	0
Computer Lab	1	14.75	0	0
Technical Services	0	0	0	0
Other front desk	0	0	0	0
TOTAL	1	14.75	0	0

MEMBERSHIPS	2021	2020
Adult VH Residents	73	30
Juvenile VH Residents	11	4
Non-resident Adults	56	8
Non-resident Juvenile	0	0
Out-of-County	0	0
TOTAL	140	42

INFORMATION	2021	2020
Voter Registration	0	0
Reserves	515	1830
Intra-Library Loans	2010	3012
Intra-Library Borrows	2017	3213
Coffee	NA	NA

ELECTRONIC CHECKOUTS	2021	2020
Downloadable Audios	2957	2604
E-books	4478	5122

REFERENCE QUESTIONS	2021	2020
Adult	1085	240
Children	630	225
Teen	540	73
Database Usage	868	544
TOTAL	3123	1182

ADDITIONAL STATS	2021	2020
Gate Count	17828	8655

Facebook Views	Daily Page Engaged Users: 1028 Daily Total Reach: 21715	Daily Page Engaged Users: 893 Daily Total Reach: 13458
Twitter	1224	1242
Instagram	1386	1227
Library Website Visits	10934	10367
Public Computer Use	4662	2046
Self Check Machine Use	12818	31
Days Open	31	26 (curbside only)

Hoopla Circulation	2021	2020
Audiobooks	1250	1058
Comics	48	53
Ebooks	327	320
Movies	146	154
Music	62	79
Television	169	86
Total	2002	1750

Kanopy	2021	2020
Movies	84	95
Documentaries	53	48
Total	137	143

Niche Academy	2021	2020
Sessions	10	24

Universal Class	2021	2020
Sessions	28	54

Creative Bug	2021	2020
Total Views	28	23

STAFF TRAINING BY DEPARTMENT	2021	2020
Acquisitions/Cataloging	4	5
Administration	0	0
Adult	0	5
Children	5	0
Circulation	4	9
Technology	2	3
Teens	2	1

HOLDINGS	Adds	Deletes	System Total
Adult Books	152	228	26124
Adult Red Hot books	0	25	227
Adult Foreign Language	0	0	73

Adult Large Print	35	34	4686
Adult Reference	0	0	281
Adult Magazine Envelopes	0	0	172
Adult Hammocks	0	0	6
Adult Hiking Poles	0	0	2
Adult Jigsaw Puzzles	9	4	35
Juvenile Books	330	134	31028
Juvenile Augmented Reality Books	4	0	31
Juvenile Binocular Kit	0	0	10
Juvenile Reference	3	0	138
Juvenile Teacher Packs	0	0	285
Juvenile Magazine Envelopes	0	0	72
Teen Books	68	5	7071
Teen Magazines Envelopes	0	0	2
Adult Audio CDs.	6	3	2991
Adult Music CDs	9	3	2696
Adult Kits	0	0	55
Juvenile Audio CDs	0	0	428
Juvenile Music CDs	0	0	274
Juvenile Kits	26	1	426
Teen Audio CDs	0	0	256
Teen Music CDs	0	1	5
Adult DVDs	49	6	5399
Adult Non-fiction DVDs	0	0	1070
Adult Blu-Rays	8	0	1005
Adult Playaway Launchpads	0	0	11
Juvenile DVDs	0	6	1898
Juvenile Non-fiction DVDs	0	0	3
Juvenile Self Playing Video	0	0	54
Juvenile Playaway Launchpads	11	1	59
Juvenile Blu-Rays	0	0	108
Teen DVDs	2	34	967
Teen Blu-Rays	2	2	268
Adult MP3s & Playaways	1	0	141
Teen MP3s & Playaways	0	0	30
Juvenile Playaways	1	0	105
Adult Nooks	0	0	1
Juvenile Nooks	0	0	2
Teen Videogames	10	0	469
Adult Wireless Hotspots	0	1	28
Adult Laptops	0	0	2
Adult Streaming Media Player	0	0	4
	726	488	89006

PINNACLE BANK

ACCT. # 1560062488

* DONATION ACCOUNT

FUND 13

Month Ending: **31-Aug-21**

BEGINNING LEDGER/CK BK BAL	\$	226,161.78	LEDGER BALANCE
Deposits:	\$	-	(Copier Revenue)
	\$	3,445.00	(PASSPORT Revenue)
	\$	1,980.20	(CCD payment Deposits)
Bank Fees	\$	(10.99)	(ePay PPD Cantaloupe System)
Bank Fees	\$	-	(Check Orders Harland Clarke)
Bank Fees	\$	(166.43)	(Svc Charge - Fees Sep TSYS CCD)
Bank Fees	\$	-	(Returned Deposit)
Bank Fees	\$	-	(Returned Deposit Fee)

Expenditures:

Date Cleared	Date Written	CK #	Name	Ck Amt.
8/2	7/15	3997	Dry Clean City	\$ (17.90)
8/2	7/22	3998	B'Ham Public Library	\$ (15.00)
8/2	7/22	4000	Hoover Public Library	\$ (6.99)
8/9	7/22	4001	O'Neal Library	\$ (20.99)
8/5	7/22	4004	JCLC	\$ (45.00)
8/17	8/5	4005	Michael's	\$ (193.21)
8/9	8/5	4006	Sam's	\$ (57.88)
8/10	8/6	4007	Tazikis	\$ (199.81)

* Break in number sequence

Ending Balance: \$ (556.78) (ledger / check book)

O/C (written-not cleared)

O/C Expenditures:

DEPOSITS IN TRANSIT

\$ -

Ending bank balance**\$ 230,852.78**

O/C = (outstanding checks)

Date 8/31/21 Page 1
 Primary Account @XXXXXXXXXX@2488
 Enclosures 9

VESTAVIA HILLS PUBLIC LIBRARY
 DONATION ACCOUNT
 TANEISHA TUCKER
 1221 MONTGOMERY HWY
 VESTAVIA HILLS AL 35216

PINNACLE BANK
 Loyal Leadership, Local Decision Making and Superior Service

*****C H E C K I N G A C C O U N T S*****

Account Title: VESTAVIA HILLS PUBLIC LIBRARY
 DONATION ACCOUNT
 TANEISHA TUCKER

NON-PROFIT CHECKING		Number of Enclosures	9
Account Number	@XXXXXXXXXX@2488	Statement Dates	8/02/21 thru 8/31/21
Previous Balance	226,161.78	Days This Statement Period	30
29 Deposits/Credits	5,425.20	Average Ledger	228,709.29
10 Checks/Charges	734.20	Average Collected	228,594.46
Service Charge	.00		
Interest Paid	.00		
Current Balance	230,852.78		

-----Deposits and Additions-----		
Date	Description	Amount
8/02	PYMT PROC TSYS CCD 84870052531161	165.80
8/02	PYMT PROC TSYS CCD 84870052531161	172.50
8/03	PYMT PROC TSYS CCD 84870052531161	37.50
8/04	PYMT PROC TSYS CCD 84870052531161	31.70
8/05	PYMT PROC TSYS CCD 84870052531161	42.35

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Deposits and Additions-----		
Date	Description	Amount
8/06	PAYOUTS CANTALOUPE PPD	3.76
8/06	PYMT PROC TSYS CCD 84870052531161	19.00
8/09	PYMT PROC TSYS CCD 84870052531161	47.35
8/09	PYMT PROC TSYS CCD 84870052531161	57.04
8/09	DEPOSIT	1,400.00
8/10	PYMT PROC TSYS CCD 84870052531161	103.83
8/11	PYMT PROC TSYS CCD 84870052531161	28.01
8/12	PYMT PROC TSYS CCD 84870052531161	61.96
8/13	PYMT PROC TSYS CCD 84870052531161	61.89
8/16	PYMT PROC TSYS CCD 84870052531161	25.00
8/16	PYMT PROC TSYS CCD 84870052531161	96.68
8/17	PYMT PROC TSYS CCD 84870052531161	111.65
8/18	PYMT PROC TSYS CCD	50.90

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Deposits and Additions-----		
Date	Description	Amount
8/18	84870052531161 DEPOSIT	2,045.00
8/19	PYMT PROC TSYS CCD 84870052531161	126.00
8/20	PYMT PROC TSYS CCD 84870052531161	29.35
8/23	PYMT PROC TSYS CCD 84870052531161	71.70
8/23	PYMT PROC TSYS CCD 84870052531161	100.30
8/24	PYMT PROC TSYS CCD 84870052531161	237.05
8/25	PYMT PROC TSYS CCD 84870052531161	57.90
8/27	PYMT PROC TSYS CCD 84870052531161	25.50
8/30	PYMT PROC TSYS CCD 84870052531161	42.80
8/30	PYMT PROC TSYS CCD 84870052531161	132.19
8/31	PYMT PROC TSYS CCD 84870052531161	40.49

-----Debits and Withdrawals-----		
Date	Description	Amount

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Debits and Withdrawals-----		
Date	Description	Amount
8/02	FEES SEP TSYS CCD 84870052531161	166.43-
8/09	PURCHASE SAMS CLUB STORES CK #4006 HOOV AL	57.88-
8/20	EPAY USA TECH DEBITS PPD	10.99-

-----Summary by Check Number-----					
Date	Check No	Amount	Date	Check No	Amount
8/02	3997	17.90	8/05	4004*	45.00
8/02	3998	15.00	8/17	4005	193.21
8/02	4000*	6.99	8/09	4006	57.88
8/09	4001	20.99	8/10	4007	199.81

*Indicates Break in Check Number Sequence

-----Daily Balance Information-----					
Date	Balance	Date	Balance	Date	Balance
8/02	226,293.76	8/11	227,740.62	8/20	230,144.85
8/03	226,331.26	8/12	227,802.58	8/23	230,316.85
8/04	226,362.96	8/13	227,864.47	8/24	230,553.90
8/05	226,360.31	8/16	227,986.15	8/25	230,611.80
8/06	226,383.07	8/17	227,904.59	8/27	230,637.30
8/09	227,808.59	8/18	230,000.49	8/30	230,812.29
8/10	227,712.61	8/19	230,126.49	8/31	230,852.78

*** E N D O F S T A T E M E N T ***
 Access your Pinnacle Bank Online Statements securely, anytime, anywhere.
 Enroll for Estatements Today!



Vestavia Hills, AL

Monthly Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 09/30/2021

Fund: 01 - GENERAL FUND

Expense

01-70-5010-000-500	COMPENSATION	118,343.00	56,639.41	61,703.59	52.14 %	1,378,808.00	1,280,495.19	98,312.81	7.13 %	1,378,808.00
01-70-5015-000-500	PAYROLL TAX EXP	9,021.00	4,224.15	4,796.85	53.17 %	105,479.00	95,079.45	10,399.55	9.86 %	105,479.00
01-70-5016-000-500	FRINGE BENEFITS EXP	27,095.00	12,352.03	14,742.97	54.41 %	312,282.00	288,387.51	23,894.49	7.65 %	312,282.00
01-70-5045-000-500	EMPLOYEE TRAINING	0.00	0.00	0.00	0.00 %	16,200.00	1,731.52	14,468.48	89.31 %	16,200.00

Budget Detail

Description	Units	Price	Amount
AAPPA Certification Courses	5.00	400.00	2,000.00
American Library Association Conference	1.00	2,200.00	2,200.00
FEMA Communications Training	1.00	2,000.00	2,000.00
Graphics Training	1.00	500.00	500.00
Marketing & Communications Conference	1.00	3,000.00	3,000.00
Technology Department Training	3.00	1,000.00	3,000.00
Tyler Connect 2021	2.00	1,750.00	3,500.00

01-70-5050-000-500	MEMBERSHIP & DUES	0.00	0.00	0.00	0.00 %	3,030.00	653.75	2,376.25	78.42 %	3,030.00
------------------------------------	-------------------	------	------	------	--------	----------	--------	----------	---------	----------

Budget Detail

Description	Units	Price	Amount
AAPPA Memberships	2.00	50.00	100.00
Alabama Library Association Memberships	5.00	80.00	400.00
American Library Association Memberships	4.00	200.00	800.00
JCPLA Organizational Dues	1.00	500.00	500.00
Marketing - Chamber of Commerce Membership and Lun	20.00	29.00	580.00
Movie Licensing USA Membership	1.00	650.00	650.00

01-70-5051-000-500	TRAVEL & CONFERENCE	1,394.00	0.00	1,394.00	100.00 %	5,000.00	225.00	4,775.00	95.50 %	5,000.00
------------------------------------	---------------------	----------	------	----------	----------	----------	--------	----------	---------	----------

Budget Detail

Description	Units	Price	Amount
American Library Association Conference	1.00	2,500.00	2,500.00
Branding / Marketing / Storytelling Conference	1.00	2,500.00	2,500.00

01-70-5065-000-500	PHYSICALS/DRUG SCREEN	36.00	0.00	36.00	100.00 %	500.00	460.00	40.00	8.00 %	500.00
01-70-5070-000-500	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00 %	500.00	0.00	500.00	100.00 %	500.00
01-70-5090-000-500	POSTAGE	0.00	0.00	0.00	0.00 %	1,150.00	539.32	610.68	53.10 %	1,150.00
01-70-5100-000-500	SUPPLIES/PRINT & OFFICE	815.00	0.00	815.00	100.00 %	9,000.00	4,961.17	4,038.83	44.88 %	9,000.00
01-70-5101-000-500	SUPPLIES/LIB PROCESS	0.00	0.00	0.00	0.00 %	10,000.00	7,579.58	2,420.42	24.20 %	10,000.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 09/30/2021

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
01-70-5105-000-500	SUPPLIES/OTHER	2,758.00	257.39	2,500.61	90.67 %	9,000.00	6,703.16	2,296.84	25.52 %	9,000.00
01-70-5110-000-500	SUPPLIES/JANITORIAL	1,219.00	72.53	1,146.47	94.05 %	5,500.00	3,815.62	1,684.38	30.63 %	5,500.00
01-70-5140-000-500	GASOLINE	72.00	0.00	72.00	100.00 %	800.00	721.30	78.70	9.84 %	800.00
01-70-5210-000-500	MAINTENANCE CONTRACTS	10,489.00	2,385.50	8,103.50	77.26 %	180,802.00	143,400.49	37,401.51	20.69 %	180,802.00
Budget Detail										
Description		Units	Price	Amount						
Adobe Creative Suite Licenses		10.00	1,125.00	11,250.00						
American Termite Service		1.00	500.00	500.00						
Ameritek Konica Public Computer Maintenance		1.00	1,065.00	1,065.00						
Baker & Taylor Title Source		1.00	675.00	675.00						
Berney Office Solutions		12.00	1,000.00	12,000.00						
Brocade Switches		1.00	1,025.00	1,025.00						
Citywide - Bagby Elevator		1.00	3,000.00	3,000.00						
Citywide - Guardian Pest Control		1.00	650.00	650.00						
Citywide - Naturscape, Inc. Landscaping		1.00	10,250.00	10,250.00						
Comprise Kiosk Maintenance		1.00	3,000.00	3,000.00						
Comprise Smart Access Maintenance		1.00	650.00	650.00						
Comprise Smart Alec & Money Manager Maintenance		1.00	1,600.00	1,600.00						
Dell SAN Maintenance		1.00	3,100.00	3,100.00						
Dell Servers Maintenance		1.00	1,500.00	1,500.00						
Faronic Deep Freeze		1.00	4,400.00	4,400.00						
Go Daddy Web Hosting Service		1.00	75.00	75.00						
Jani-King Cleaning Service		12.00	2,016.00	24,192.00						
JCLC Computer Connections & Contracts		4.00	10,750.00	43,000.00						
JCLC Databases		5.00	2,600.00	13,000.00						
JCLC Decision Center		1.00	2,100.00	2,100.00						
JCLC Email Accounts		1.00	2,500.00	2,500.00						
Johnson Controls Security Systems		1.00	4,095.00	4,095.00						
Marketing - Archive Social		1.00	2,500.00	2,500.00						
Marketing - Carbonite		1.00	85.00	85.00						
Marketing - Constant Contact		1.00	1,125.00	1,125.00						
Marketing - Local Hop Schedule Management		1.00	640.00	640.00						
Marketing - Plexamedia		1.00	2,200.00	2,200.00						
Marketing - SmugMug		1.00	50.00	50.00						
Mere Wireless Maintenance		1.00	1,575.00	1,575.00						
Microsoft License Maintenance Agreement		1.00	4,000.00	4,000.00						
Mobile Hotspots		25.00	600.00	15,000.00						
Sightline Window Cleaning		1.00	4,200.00	4,200.00						
VM Ware Platform Renewal		1.00	4,000.00	4,000.00						
Wattstopper		1.00	1,800.00	1,800.00						
01-70-5310-000-500	MAINT/REP-OFFICE EQUIP	0.00	0.00	0.00	0.00 %	1,000.00	73.79	926.21	92.62 %	1,000.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 09/30/2021

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
01-70-5350-000-500	MAINT/REP-SMALL EQUIP	0.00	0.00	0.00	0.00 %	1,500.00	1,190.00	310.00	20.67 %	1,500.00
01-70-5370-000-500	MAINT/REP-VEHICLES	267.00	0.00	267.00	100.00 %	1,000.00	1,109.89	-109.89	-10.99 %	1,000.00
01-70-5380-000-500	MAINT/REP-BUILDING	2,741.00	0.00	2,741.00	100.00 %	20,000.00	17,528.75	2,471.25	12.36 %	20,000.00
01-70-5385-000-500	MAINT/REP-HVAC	1,318.00	0.00	1,318.00	100.00 %	19,000.00	22,242.54	-3,242.54	-17.07 %	19,000.00
01-70-5390-000-500	MAINT/REP-ELEC & PLUMB	281.00	0.00	281.00	100.00 %	5,000.00	4,022.17	977.83	19.56 %	5,000.00
01-70-5700-000-500	UTILITIES	8,851.00	0.00	8,851.00	100.00 %	119,000.00	107,933.86	11,066.14	9.30 %	119,000.00
Budget Detail										
	Description	Units	Price	Amount						
	Alabama Power	1.00	85,000.00	85,000.00						
	Birmingham Water Works Board	1.00	7,000.00	7,000.00						
	Spire	1.00	27,000.00	27,000.00						
01-70-5720-000-500	COMM(TELEPHONE & INTERNET)	1,277.00	45.60	1,231.40	96.43 %	17,500.00	11,996.56	5,503.44	31.45 %	17,500.00
Budget Detail										
	Description	Units	Price	Amount						
	Altaworx	1.00	8,700.00	8,700.00						
	AT&T	1.00	900.00	900.00						
	AT&T Corp.	1.00	5,500.00	5,500.00						
	Marketing - Cell Phone	1.00	650.00	650.00						
	Spectrum (Lockers)	1.00	1,050.00	1,050.00						
	YouTube	1.00	700.00	700.00						
01-70-5840-000-500	PROF CONSULTANTS	1,087.00	0.00	1,087.00	100.00 %	5,700.00	0.00	5,700.00	100.00 %	5,700.00
Budget Detail										
	Description	Units	Price	Amount						
	Karen Moody - Erate Consultant	1.00	700.00	700.00						
	Professional Development Consultants	1.00	2,000.00	2,000.00						
	Technology Consultants	1.00	3,000.00	3,000.00						
01-70-5940-000-500	COMMUNITY INVOLVEMENT	732.00	749.39	-17.39	-2.38 %	25,000.00	20,892.88	4,107.12	16.43 %	25,000.00
Budget Detail										
	Description	Units	Price	Amount						
	Adult Department Programs	1.00	6,000.00	6,000.00						
	Children's Department Programs	1.00	15,000.00	15,000.00						
	Teen Department Programs	1.00	4,000.00	4,000.00						
01-70-5940-002-500	OUTREACH/LIB PARK & CH	0.00	0.00	0.00	0.00 %	2,637.00	0.00	2,637.00	100.00 %	2,637.00
01-70-5940-003-500	MARKETING - LIBRARY	2,910.00	155.00	2,755.00	94.67 %	14,245.00	1,199.00	13,046.00	91.58 %	14,245.00
Budget Detail										
	Description	Units	Price	Amount						
	Event Promotions	1.00	500.00	500.00						
	Printing	1.00	12,745.00	12,745.00						
	Signage and Banners	1.00	1,000.00	1,000.00						

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 09/30/2021

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
01-70-8100-000-500	PURCHASE/OFFICE & COMP EQUIP	0.00	0.00	0.00	0.00 %	0.00	265.08	-265.08	0.00 %	0.00
01-70-8150-000-500	PURCHASES-SMALL EQUIP	851.00	0.00	851.00	100.00 %	2,000.00	2,289.99	-289.99	-14.50 %	2,000.00
01-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	6,504.00	0.00	6,504.00	100.00 %	89,000.00	88,901.58	98.42	0.11 %	89,000.00
Budget Detail										
	Description	Units	Price	Amount						
	Creative Bug Crafting / Creativity Instruction	1.00	1,100.00	1,100.00						
	Hoopla	1.00	39,840.00	39,840.00						
	Library Aware	1.00	1,000.00	1,000.00						
	Morning Star & Value Line	1.00	1,260.00	1,260.00						
	Niche Academy	1.00	2,100.00	2,100.00						
	Overdrive Digital Collections	1.00	35,000.00	35,000.00						
	Print Magazines - EBSCO	1.00	6,000.00	6,000.00						
	Universal Class	1.00	2,700.00	2,700.00						
01-70-8610-000-712	PURCHASES/BOOKS	29,109.00	11,500.21	17,608.79	60.49 %	175,000.00	174,172.70	827.30	0.47 %	175,000.00
	Total Expense:	227,170.00	88,381.21	138,788.79	61.09 %	2,535,633.00	2,288,571.85	247,061.15	9.74 %	2,535,633.00
	Total Fund: 01 - GENERAL FUND:	227,170.00	88,381.21	138,788.79	61.09 %	2,535,633.00	2,288,571.85	247,061.15	9.74 %	2,535,633.00
Fund: 12 - LIBRARY-STATE AID										
	Expense									
12-70-5050-000-500	MEMBERSHIP & DUES	2,272.89	0.00	2,272.89	100.00 %	27,155.00	27,064.05	90.95	0.33 %	27,155.00
	Total Expense:	2,272.89	0.00	2,272.89	100.00 %	27,155.00	27,064.05	90.95	0.33 %	27,155.00
	Total Fund: 12 - LIBRARY-STATE AID:	2,272.89	0.00	2,272.89	100.00 %	27,155.00	27,064.05	90.95	0.33 %	27,155.00
Fund: 13 - LIBRARY-BOOKS/DON										
	Expense									
13-70-5045-000-500	EMPLOYEE TRAINING	334.80	0.00	334.80	100.00 %	4,000.00	0.00	4,000.00	100.00 %	4,000.00
Budget Detail										
	Description	Units	Price	Amount						
	150 JCPLA Storytelling Conference	2.00	75.00	150.00						
	Alabama Library Association Conference	3.00	200.00	600.00						
	American Graphics - Tara Vines	1.00	800.00	800.00						
	BER Conference - Children's Department	5.00	50.00	250.00						
	Circulation, Acquisition and Admin. Staff Training	5.00	200.00	1,000.00						
	JCPLA Division Conferences	2.00	250.00	500.00						
	Lynda.com OnlineTraining	1.00	700.00	700.00						
13-70-5050-000-500	MEMBERSHIP & DUES	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
Budget Detail										
	Description	Units	Price	Amount						
	Alabama Library Association - Paraprofessionals	4.00	75.00	300.00						
	American Library Association - Library Board	2.00	100.00	200.00						
13-70-5051-000-500	TRAVEL & CONFERENCE	418.50	0.00	418.50	100.00 %	5,000.00	0.00	5,000.00	100.00 %	5,000.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 09/30/2021

		September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Budget Detail										
Description		Units	Price	Amount						
American Library Association Conference - Trustees		2.00	2,500.00	5,000.00						
13-70-5052-000-500	EMPLOYEE MISC EXPENSES	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
13-70-5090-000-500	POSTAGE	125.55	0.00	125.55	100.00 %	1,500.00	1,976.65	-476.65	-31.78 %	1,500.00
13-70-5100-000-500	SUPPLIES/PRINT & OFFICE	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
13-70-5105-000-500	SUPPLIES/OTHER	83.70	0.00	83.70	100.00 %	1,000.00	4,594.22	-3,594.22	-359.42 %	1,000.00
13-70-5110-000-500	SUPPLIES/JANITORIAL	25.11	0.00	25.11	100.00 %	300.00	0.00	300.00	100.00 %	300.00
13-70-5210-000-500	MAINTENANCE CONTRACTS	1,590.30	0.00	1,590.30	100.00 %	19,000.00	18,719.30	280.70	1.48 %	19,000.00
13-70-5220-000-500	COMPUTER SERVICES/ JCLC	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
13-70-5310-000-500	MAINT/REP-OFFICE EQUIP	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
13-70-5380-000-500	MAINT/REP-BLDG	167.40	0.00	167.40	100.00 %	2,000.00	0.00	2,000.00	100.00 %	2,000.00
13-70-5840-000-500	PROFESSIONAL CONSULTANTS	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
13-70-5940-000-500	COMMUNITY INVOLVEMENT	544.05	0.00	544.05	100.00 %	6,500.00	0.00	6,500.00	100.00 %	6,500.00
Budget Detail										
Description		Units	Price	Amount						
Adult Department		1.00	1,000.00	1,000.00						
Childrens Department		1.00	3,000.00	3,000.00						
Programming Items via Pinnacle		1.00	2,000.00	2,000.00						
Teen Department		1.00	500.00	500.00						
13-70-5990-000-500	BANK CHARGES	0.00	0.00	0.00	0.00 %	0.00	109.66	-109.66	0.00 %	0.00
13-70-5992-000-500	MERCHANT FEES	100.44	0.00	100.44	100.00 %	1,200.00	0.00	1,200.00	100.00 %	1,200.00
13-70-8100-000-500	PURCHASE-OFFICE & COMP EQUIP	41.85	0.00	41.85	100.00 %	500.00	492.37	7.63	1.53 %	500.00
13-70-8150-000-500	PURCHASES-SMALL EQUIP	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
13-70-8205-000-500	PURCHASES/PERIODICAL REPLACE	41.85	0.00	41.85	100.00 %	500.00	0.00	500.00	100.00 %	500.00
13-70-8500-000-500	PURCHASES-CAP (UNDER \$5K)	502.20	0.00	502.20	100.00 %	6,000.00	3,648.12	2,351.88	39.20 %	6,000.00
Budget Detail										
Description		Units	Price	Amount						
Computer / Technology Purchases - Use Fund Balance		1.00	4,000.00	4,000.00						
Landscaping Maintenance - Use Fund Balance		1.00	2,000.00	2,000.00						
13-70-8600-000-712	PURCHASES-CAP (OVER \$5K)	7,449.34	0.00	7,449.34	100.00 %	88,999.38	46,217.90	42,781.48	48.07 %	88,999.38
Budget Detail										
Description		Units	Price	Amount						
Electronic Classroom Macs - Use Fund Balance		10.00	4,000.00	40,000.00						
LSTA Grant for Makerspace - Use fund Balance		1.00	10,000.00	10,000.00						
Staff PCs - Use Fund Balance		17.00	970.55	16,499.38						
Teen Computers - Use Fund Balance		11.00	1,500.00	16,500.00						
Trac-Systems Scanner - Use Fund Balance		1.00	6,000.00	6,000.00						
13-70-8610-000-712	PURCHASES-BOOKS	25.11	0.00	25.11	100.00 %	300.00	0.00	300.00	100.00 %	300.00

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 09/30/2021

	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Total Expense:	11,743.15	0.00	11,743.15	100.00 %	140,299.38	75,758.22	64,541.16	46.00 %	140,299.38
Total Fund: 13 - LIBRARY-BOOKS/DON:	11,743.15	0.00	11,743.15	100.00 %	140,299.38	75,758.22	64,541.16	46.00 %	140,299.38
Report Total:	241,186.04	88,381.21	152,804.83	63.36 %	2,703,087.38	2,391,394.12	311,693.26	11.53 %	2,703,087.38

Monthly Budget Report

For Fiscal: 2020-2021 Period Ending: 09/30/2021

Group Summary

Account Type	September Budget	September Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
Fund: 01 - GENERAL FUND									
Expense	227,170.00	88,381.21	138,788.79	61.09 %	2,535,633.00	2,288,571.85	247,061.15	9.74 %	2,535,633.00
Total Fund: 01 - GENERAL FUND:	227,170.00	88,381.21	138,788.79	61.09 %	2,535,633.00	2,288,571.85	247,061.15	9.74 %	2,535,633.00
Fund: 12 - LIBRARY-STATE AID									
Expense	2,272.89	0.00	2,272.89	100.00 %	27,155.00	27,064.05	90.95	0.33 %	27,155.00
Total Fund: 12 - LIBRARY-STATE AID:	2,272.89	0.00	2,272.89	100.00 %	27,155.00	27,064.05	90.95	0.33 %	27,155.00
Fund: 13 - LIBRARY-BOOKS/DON									
Expense	11,743.15	0.00	11,743.15	100.00 %	140,299.38	75,758.22	64,541.16	46.00 %	140,299.38
Total Fund: 13 - LIBRARY-BOOKS/DON:	11,743.15	0.00	11,743.15	100.00 %	140,299.38	75,758.22	64,541.16	46.00 %	140,299.38
Report Total:	241,186.04	88,381.21	152,804.83	63.36 %	2,703,087.38	2,391,394.12	311,693.26	11.53 %	2,703,087.38

Fund Summary

Fund	September Budget	September Activity	Variance		YTD Budget	YTD Activity	Variance		Total Budget
			Favorable (Unfavorable)	Percent Remaining			Favorable (Unfavorable)	Percent Remaining	
01 - GENERAL FUND	227,170.00	88,381.21	138,788.79	61.09 %	2,535,633.00	2,288,571.85	247,061.15	9.74 %	2,535,633.00
12 - LIBRARY-STATE AID	2,272.89	0.00	2,272.89	100.00 %	27,155.00	27,064.05	90.95	0.33 %	27,155.00
13 - LIBRARY-BOOKS/DON	11,743.15	0.00	11,743.15	100.00 %	140,299.38	75,758.22	64,541.16	46.00 %	140,299.38
Report Total:	241,186.04	88,381.21	152,804.83	63.36 %	2,703,087.38	2,391,394.12	311,693.26	11.53 %	2,703,087.38



Vestavia Hills, AL

Balance Sheet

Account Summary

As Of 09/15/2021

Account	Name	Balance	
Fund: 12 - LIBRARY-STATE AID			
Assets			
Department: 00 - Department 00			
12-00-1031-000-000	CLAIM ON CASH	6,697.71	
12-00-1941-000-000	DUE FROM OTHER FUNDS	0.00	
	Total Department 00 - Department 00:	6,697.71	
	Total Assets:	6,697.71	6,697.71
Liability			
Department: 00 - Department 00			
12-00-2000-000-000	ACCOUNTS PAYABLE	0.00	
12-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	
12-00-2741-000-000	DUE TO GENERAL FUND	0.00	
12-00-2830-000-000	ENCUMBRANCES	0.00	
12-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	
	Total Department 00 - Department 00:	0.00	
	Total Liability:	0.00	
Equity			
Department: 00 - Department 00			
12-00-2950-000-000	FUND BALANCE/RESTRICTED	6,697.71	
	Total Department 00 - Department 00:	6,697.71	
	Total Beginning Equity:	6,697.71	
Total Revenue		27,064.05	
Total Expense		27,064.05	
Revenues Over/Under Expenses		0.00	
	Total Equity and Current Surplus (Deficit):	6,697.71	
	Total Liabilities, Equity and Current Surplus (Deficit):		6,697.71

Balance Sheet

As Of 09/15/2021

Account	Name	Balance	
Fund: 13 - LIBRARY-BOOKS/DON			
Assets			
Department: 00 - Department 00			
13-00-1010-000-000	PETTY CASH	600.00	
13-00-1022-001-000	DONATION	226,161.78	
13-00-1031-000-000	CLAIM ON CASH	29,914.76	
13-00-1131-000-000	INVESTMENTS	0.00	
13-00-1230-000-000	ACCOUNTS RECEIVABLE	0.00	
13-00-1341-000-000	PREPAID EXPENSES	0.00	
	Total Department 00 - Department 00:	256,676.54	
	Total Assets:	256,676.54	256,676.54
Liability			
Department: 00 - Department 00			
13-00-2000-000-000	ACCOUNTS PAYABLE	0.00	
13-00-2005-000-000	ACCOUNTS PAYABLE/OTHER	0.00	
13-00-2741-000-000	DUE TO OTHER FUNDS	0.00	
13-00-2830-000-000	ENCUMBRANCES	0.00	
13-00-2840-000-000	RESERVE FOR ENCUMBRANCES	0.00	
	Total Department 00 - Department 00:	0.00	
	Total Liability:	0.00	
Equity			
Department: 00 - Department 00			
13-00-2900-000-000	RESERVE FOR PPD/INV	0.00	
13-00-2950-000-000	FUND BALANCE/RESTRICTED	287,677.38	
	Total Department 00 - Department 00:	287,677.38	
	Total Beginning Equity:	287,677.38	
Total Revenue		44,757.38	
Total Expense		75,758.22	
Revenues Over/Under Expenses		-31,000.84	
	Total Equity and Current Surplus (Deficit):	256,676.54	
	Total Liabilities, Equity and Current Surplus (Deficit):	256,676.54	

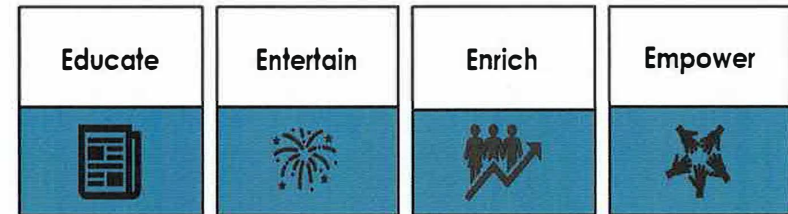


Vestavia Hills Library Strategic Map

MISSION

As an innovative and vibrant community center, the Vestavia Hills Library in the Forest cultivates dynamic resources, environmentally conscious facilities and opportunities for life-long learning, cultural enrichment, personal empowerment and entertainment for all.

GUIDING PRINCIPLES



STRATEGIC ACTIONS



STRENGTHS

- ❖ Creative, intuitive, and committed leadership and staff
- ❖ Intensive use by primary school pupils; great contacts with elementary school system
- ❖ Attractive and inviting public space
- ❖ Children's programming
- ❖ Supportive city government
- ❖ Expansion of programs and services (passports, proctoring and Makerspace)
- ❖ Embraced opportunity for cross functional training to maximize HR talent

WEAKNESSES

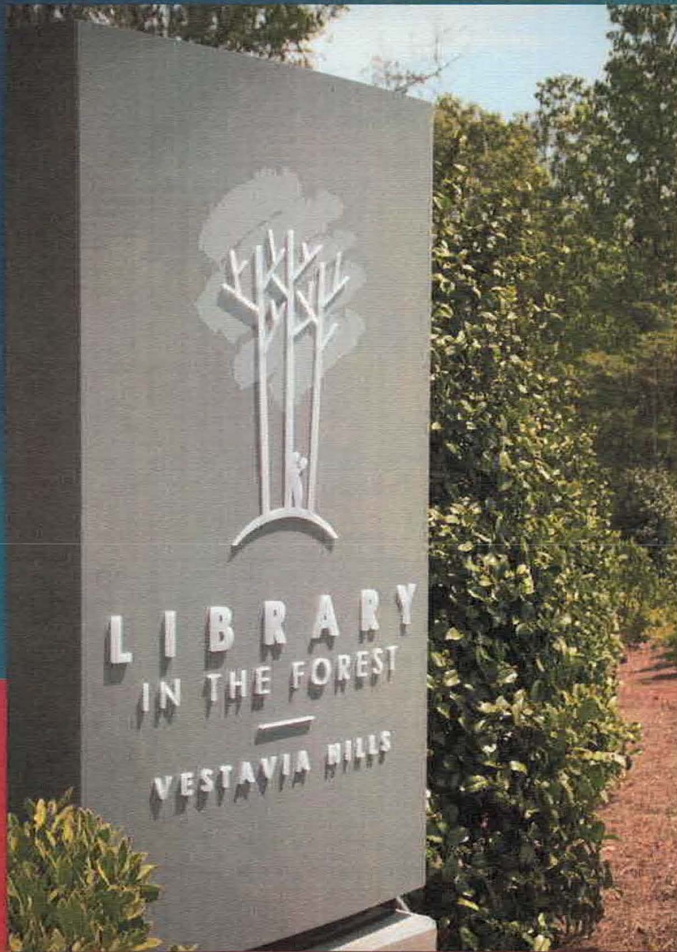
- ❖ Need for comprehensive fundraising and marketing strategy
- ❖ Physical constraint on facility
- ❖ Need for additional volunteers, part-time and full-time staff to support execution of strategic plan
- ❖ Need for more outreach presence

OPPORTUNITIES

- ❖ Reestablish connections with patrons following remote Covid operations
- ❖ Expansion of connections and partnerships with community organizations
- ❖ Explore collaborative processes to link Vestavia schools with the library
- ❖ Capitalize on the popularity of new city-wide amenities to improve outreach
- ❖ Expansion of locker system
- ❖ Shift in workforce and technology trends
- ❖ Influence of Friends of the Library and Foundation

THREATS

- ❖ Lack of awareness of programs and services among general population; need for increased marketing
- ❖ Neighboring library and community offerings
- ❖ Changing perception of the community regarding the role of the library
- ❖ Challenges with connecting with Cahaba Heights and Liberty Park patrons and maintaining consistent relations
- ❖ Relocation of nearby middle school; limited interaction with secondary school system
- ❖ Lack of engagement with the library's donor base
- ❖ Management of social agendas and controversies not consistent with library values



VESTAVIA HILLS LIBRARY IN THE FOREST

LONG RANGE PLAN 2021-2026



OVERVIEW

Established in 1969 as the Vestavia Hills Public Library, the Library in the Forest currently employs 20 full-time, 12 part-time and 2 seasonal employees staffing the following departments: Administration, Adult Services, Children's, Teens, Circulation & Acquisitions, Information Technology, Marketing, Makerspace and Facilities.

MISSION

As an innovative and vibrant community center, the Vestavia Hills Library in the Forest cultivates dynamic resources, environmentally-conscious facilities and opportunities for life-long learning, cultural enrichment, personal empowerment and entertainment for all.



A background photograph showing several people, mostly women, gathered around a table covered with a blue cloth. They appear to be engaged in a collaborative activity, possibly a craft or a community meeting. The lighting is somewhat dim, and the overall tone is warm and community-oriented. A solid red rectangular block is positioned in the upper right corner of the image.

HISTORY

Early in 1969, a group of dedicated citizens, soon to become the Friends-of-the-Library, surveyed the community and found a strong desire for its citizens to have their own library. The first Library Board was soon formed, with Dr. Leonard Robinson as its chairman; the other members being Dr. Joe Volker, Jack Echols, Buell Warren, and Sara Wuska. In April of 1969, the Library opened on the present site of the Vestavia Hills Civic Center, with slightly more than 7,000 books.

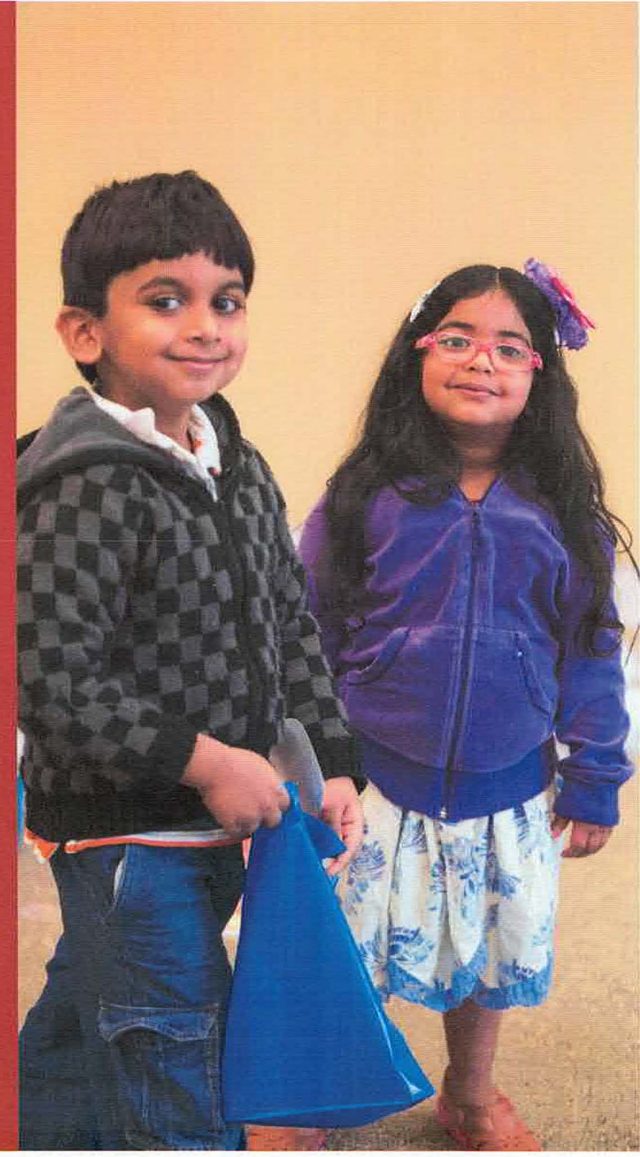
With the continuing support of the Mayor and City Council, tremendous growth occurred. In 1995 the Library moved to 1112 Montgomery Highway. That location was home to over 85,000 items.

In 2005, a Library Foundation was established in order to raise funds to build a new facility. After many years of strategic planning, organizing, and fundraising, a new LEED gold certified library opened on December 12, 2010. This state-of-the-art facility is the first Leadership in Energy and Environmental Design library in the state of Alabama. Complete with the latest in technology and quality service, the Vestavia Hills Library in the Forest is truly a first-class library.



LIBRARY SERVICES

- Member of the Jefferson County Library Cooperative – 39 libraries serving patrons throughout the county
- Books, magazines, newspapers, investment resources, DVDs, music CDs and audio books
- Downloadable e-books and audio books, pre-loaded digital books (playaways), digital databases
- Interlibrary loan
- Automated library catalog
- Website and social media sites (Facebook, Instagram, Twitter and TikTok) that provide library announcements, calendars, readers' advisory, reference resources, and catalog, databases, and member account access
- Reference and information in both print and digital formats for patrons of all ages
- Apple and PC Computer workstations and Wi-Fi, both providing internet access and word processing/publishing software
- Popular interests, entertainment and informational programs for children, teens and adults
- Friend's bookstore
- Makerspace
- Passports, proctoring and notary services



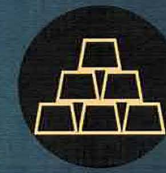
An illustration on the left side of the slide shows a black silhouette of a person with their arms raised, reaching towards a large, stylized tree with many red leaves. The background of the illustration is a mix of light green, yellow, and pinkish tones, suggesting a bright, open space. The person is standing on a brown, textured ground. The overall style is modern and artistic.

STRATEGIC GOALS & SUCCESS MEASURES

STRATEGIC OBJECTIVES

OUR MISSION

As an innovative and vibrant community center, the Vestavia Hills Library in the Forest cultivates dynamic resources, environmentally-conscious facilities and opportunities for life-long learning, cultural enrichment, personal empowerment and entertainment for all.



MARKETING & COMMUNICATIONS

Promote the invaluable services and resources of the library to strengthen its image, increase library use and elevate the vital role the library plays within the Vestavia Hills community.

PROGRAMMING & SERVICES

Provide inclusive, patron-driven programming and services that meet the educational, recreational, professional, and social needs of Vestavia Hills and surrounding communities.

STAKEHOLDER ENGAGEMENT

Expand and maintain effective stakeholder partnerships to strengthen and support the community needs.

ORGANIZATIONAL EXCELLENCE

Improve and increase the organization's capabilities and competencies through consistent access to learning and training.

FACILITY & TECHNOLOGY IMPROVEMENTS

Continue improving modern facility and technology systems, tools, expertise, and services to advance the Vestavia Hills Library in the Forest as a vital and vibrant community pulse point.

FINANCIAL CONTRIBUTIONS

Improve and increase the organization's capabilities and competencies through consistent access to learning and training.



MARKETING & COMMUNICATIONS

MARKETING & COMMUNICATIONS

Promote the invaluable services and resources of the library to strengthen its image, increase library use and elevate the vital role the library plays within the Vestavia Hills community.

- ▶ Create and implement a comprehensive marketing strategy that will reach new audiences, and communicate the library's vision, mission, and vitality to the community.
- ▶ Implement brand identity guidelines to help all employees consistently produce and share messaging that is professional and immediately recognizable as the Vestavia Hills Library in the Forest.
- ▶ Improve and expand the library's website enabling patrons to easily utilize resources, view and register for programs and events.
- ▶ Cultivate and enhance the library's digital presence on social media.
- ▶ Develop and maintain public relations with the news media to increase coverage of library events, programs and services.
- ▶ Engage in local, state and national library events.

MARKETING & COMMUNICATIONS

Success Measures



Review data and analytics that capture the library's website traffic and visitor usage to help determine which promotional methods work best.



Bi-annual review of patron surveys and annual review of progress reports with the intent to implement feasible user demands.



Measure social media engagement, which involves likes, shares, comments, direct messages, and mentions of the library on various social media platforms.



PROGRAMMING & SERVICES

PROGRAMMING AND SERVICES

Provide inclusive, patron-driven programming and services that meet the educational, recreational, professional, and social needs of Vestavia Hills and surrounding communities.

- ▶ Continually improve existing favorable programs and services.
- ▶ Facilitate seminars to support the scholastic, professional, recreational and wellness interests of each existing patron-base in the community.
- ▶ Explore the idea of recruiting patron ambassadors to participate in roundtable discussions with the community about existing and future library offerings.
- ▶ Expand collections to reflect the diversity of the community.
- ▶ Increase resources for patrons with special needs.
- ▶ Continue offering virtual reality, coding, gaming and other materials to promote current STEM initiatives.
- ▶ Explore collaborative processes to link Vestavia Hills schools with the library.

PROGRAMMING AND SERVICES

Provide inclusive, patron-driven programming and services that meet the educational, recreational, professional, and social needs of Vestavia Hills residents and surrounding communities.

- ▶ Explore programming for new audiences: area daycare centers, private elementary schools, and homeschoolers.
- ▶ Host adulting and other life skills programming for teens.
- ▶ Regularly offer ACT prep workshops.
- ▶ Investigate the establishment of unique advisory boards e.g., Teens, Young Adults, Adults, and Seniors.
- ▶ Host annual “Forest Fests,” a multigenerational event that celebrates the library, its people, programs and services.

PROGRAMMING & SERVICES

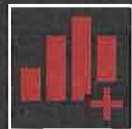
Success Measures



5-10% increase in focused programs and services in each target area



Review responsiveness and involvement with new offerings.



Annually evaluate programming to determine effectiveness.



STAKEHOLDER ENGAGEMENT

STAKEHOLDER ENGAGEMENT

Expand and maintain effective stakeholder partnerships to strengthen and support the community needs.

- ▶ Use city demographic data to identify, prioritize and define the unique needs of each type of stakeholder.
- ▶ Remain a trusted partner with the Vestavia Hills School System.
- ▶ Collaborate with new and existing establishments in Vestavia Hills and the surrounding area to promote joint efforts highlighting community engagement and improvement.
- ▶ Increase relations with the City of Vestavia Hills departments, providing resources and seminars to entities seeking administrative improvements.
- ▶ Capitalize on new city amenities and participate as a partner in city-wide events.

STAKEHOLDER ENGAGEMENT

SUCCESS MEASURES



Annually solicit feedback from stakeholders.



10-20% increase of partnerships that advance the recognition and use of the library.



ORGANIZATIONAL EXCELLENCE

ORGANIZATIONAL EXCELLENCE

Improve and increase the organization's capabilities and competencies through consistent access to learning and training.

- ▶ Research courses, conferences and seminars for staff training
- ▶ Continual review of onboarding activities to ensure new employees are familiar with assigned duties and the library's culture.
- ▶ Explore, design and implement cross-training programs to maximize staff talent.
- ▶ Incorporate monthly and quarterly professional development opportunities for department leaders and staff.
- ▶ Encourage and support professional certifications.
- ▶ Expand technology and services training to entire staff.
- ▶ Explore current staffing model to determine feasibility for new hires.

ORGANIZATIONAL EXCELLENCE

Success Measures



Launch and review annual employee experience surveys to determine opportunities for organizational improvement.



Leadership's development and support of continuous learning objectives.



Number of library staff completing professional development training.



FACILITY & TECHNOLOGY IMPROVEMENTS

FACILITY AND TECHNOLOGY IMPROVEMENTS

Continue improving modern facility and technology systems, tools, expertise, and services to advance the Vestavia Hills Library in the Forest as a vital and vibrant community pulse point.

- ▶ Ensure maintenance warranties for mission critical networking components and servers remain up-to-date.
- ▶ Replace and modernize the server room network backup system.
- ▶ Update public and teen computers with the latest software.
- ▶ Explore locker expansion to include Cahaba Heights.
- ▶ Identify and address storage needs across the facility.
- ▶ Implementation of bottle fill equipment at all water fountains.
- ▶ Incorporate meeting and study room scheduling system.
- ▶ Research an indoor mapping solution and way-finding tool to help users physically locate items and explore spaces in the library.

FACILITY AND TECHNOLOGY IMPROVEMENTS

Continue improving modern facility and technology systems, tools, expertise, and services to advance the Vestavia Hills Library in the Forest as a vital and vibrant community pulse point.

- ▶ Install Macintosh computers with the latest Adobe Creative cloud software in the makerspace lab.
- ▶ Maintain continuous 4-year computer replacement cycle.
- ▶ Attend local and national technology conferences to stay current with technology trends.
- ▶ Explore touchless door opening solutions as an alternative to existing automatic door-locking system.
- ▶ Keep technology and job training classes stimulating and fresh.

FACILITY AND TECHNOLOGY IMPROVEMENTS

Success Measures



Documentation and active management of routine maintenance.



Review and approval of annual facility and technology assessments by library director and board of trustees.



Continue innovative staff training and development.

BOOM
READ
About Me

*Bowling Pin characters created by students at Vest
Central Elementary! Check out a biography of
of the characters and get an extra stamp!*



**FINANCIAL
CONTRIBUTIONS**

FINANCIAL CONTRIBUTIONS

Foster positive charitable connections and secure financial support to help the Vestavia Hills Library in the Forest achieve its community-focused mission.

- ▶ Improve the library's fundraising infrastructure.
- ▶ Devise and implement a comprehensive fundraising strategy.
- ▶ Examine and elevate donor recognition efforts.
- ▶ Explore new fundraising pathways:
 - ▶ Benchmark proven strategies of other libraries.
 - ▶ Research the probability of an endowment.
- ▶ Investigate grants and grant-based programming that supports the library's mission.

FINANCIAL CONTRIBUTIONS

Success Measures



Annual evaluation and analysis of the development strategy.



Improved donor retention and growth rate.



Improved visibility of the foundation's footprint in the community.

A Huge Thank You!

We'd like to acknowledge the gifts of time, talent and efforts to all who supported the creation of our long-range plan. Your commitments are very much appreciated and will have long lasting powerful impacts within the community.

Taneisha Tucker, Library Director

Consultant:

Barika McNeal Hamilton, MBA

