



# VESTAVIA HILLS

A LIFE ABOVE

ASHLEY C. CURRY  
*Mayor*

TANEISHA YOUNG TUCKER  
*Library Director*

**Library Board of Trustees  
Meeting Agenda  
Wednesday, August 23, 2023  
4:00 pm, VHLLF Community Room**

- I. Call to Order – April MacLennan, Chair**
- II. Approval of Today’s Agenda**
- III. Approval of the Minutes from Wednesday, June 14, 2023**
- IV. Director’s Report – Taneisha Tucker**
- V. Library Board Packet Items**
  - a. News Articles and Correspondence
  - b. Monthly Statistical Reports
  - c. Bank Statements
  - d. Current Budget Report
  - e. Balance Sheets, Funds 12 and 13
- VI. Unfinished Business**
  - a. Fund 13 Investment Discussion
  - b. Library Budget Update with Summary
- VII. New Business**
  - a. Updated Request for Reconsideration of Materials Policy (Review and VOTE)
- VIII. Committee Reports**
- IX. Friends Report**
- X. Foundation Report**
- XI. Informational Items**
- XII. Adjournment**

**The next meeting of the Library Board of Trustees will be on Wednesday, October 25, 2023,  
at 4pm.**

**Taneisha Tucker**  
**Director's Report to the Library Board of Trustees**  
**May, June, July 2023**  
**August 18, 2023**

**Statistics and Programming Overview**

	<i>May</i>	<i>June</i>	<i>July</i>
<b>Visits</b>	57.79% increase	.52% increase	12.61% increase
<b>Program Attendance</b>	639% increase 52 programs with 5,614 patrons	8% increase 69 programs with 2,197 patrons	15% decrease 60 programs with 1,820 patrons
<b>Circulation</b>	9.37% increase 24,934 physical materials 10,981 digital materials <b>35,915 total collection use</b>	12.03% increase 33,604 physical materials 13,475 digital materials <b>47,079 total collection use</b>	22.25% increase 36,152 physical materials 15,323 digital materials <b>51,475 total collection use</b>

**Bank Statement, Budgets and Balance Sheets**

***Pinnacle Bank Statements***

**June 2023:** Expenses: \$479.18  
 Bank Fees: \$273.01  
 Vending Fees: \$10.99  
 Deposits: \$8,044.95  
**Account Balance: \$382,167.51**

**July 2023:** Expenses: \$307.18  
 Bank Fees: \$426.25  
 Vending Fees: \$10.99  
 Deposits: \$6,042.47  
**Account Balance: \$387,465.56**

***Budget Report as of August 2023***

**General Fund 01 Balance:** \$360,269.08  
**Fund 12 / State Aid Balance:** -\$6,700.97  
**Fund 13 / Donations Balance:** \$30,760.37

## ***Balance Sheets:***

August 2023                      Fund 12 / State Aid: \$0  
Fund 13 / Donations: \$427,892.71

## ***Summer Reading Excitement (Statistics)***

### **Children's Department, April Moon, Department Head**

1,732 Children Registered

- In-house – 1281
- Online – 451

### **Students logged 156,260 minutes of reading.**

- West: 440 kids, 29,444 minutes logged
- East: 231 kids, 16,899 minutes logged
- Cahaba Heights, 105 kids, 18,976 minutes logged
- Liberty Park: 44 kids, 3,769 minutes logged
- Dolly Ridge: 163 kids, 10,009 minutes logged
- Other schools: 595 kids, 77,163 minutes logged

### **Random points of interest:**

- 251 patrons attended the 4 outreach programs at Liberty Park. The summer program was not held there this year, so these were patrons who came just for the library programs.
- 55 programs with 4412 in attendance. (This includes the SR Kickoff)
- 4,200 prizes given to eager readers
- 568 volunteer hours were worked during June and July by the Belles.

### **Adult Department, Terri Leslie, Department Head**

328 Adults Registered

- Books Read – 1301
- Programs – 17
- 320 attendees
- 1 prize each week with 1 grand prize

### **Teen Department, Daniel Tackett, Department Head**

129 Teens Registered

- Books Read – 1011
- Programs – 33
- 329 attendees
- 1 prize each week with 1 grand prize

## Director's Notes

- **Budget Hearing before City Council**

The preliminary budgets for the library have been submitted. The City Council has requested a meeting with Department Heads to discuss proposal and submissions. The meeting will be on Monday, August 21, 2023 at 3pm.

- **Reconsideration of Materials Policy Update**

The policy and procedures have been updated. Please review closely and prepare to vote on the policy at the August meeting. Daniel is prepared to answer questions as needed.

### Director's Meetings, Events Schedule included:

- Todd Richardson – marketing, publications, Friends, Foundation, strategic planning
- Library Staff – bimonthly meeting
- Library Department Heads
- Daniel Tackett – facilities, library happenings, budgets
- Budget Hearing – City and BOT, Daniel Tackett
- Friends Board Meeting
- JCLC Directors (2)
- City Department Heads (3)
- Andi Preston and Elise Bodenheimer
- Delivered Appreciation Baskets (7)
- Daniel Tackett, Todd Richardson – Budgets
- Pamela Parson – Budgets
- Foundation (2) Transition Meetings
- Library Concert for Dogwood Festival
- American Library Association Conference
- Library Tour – Alabaster Library and Construction
- Library Tour – Hoover Library Staff
- Alabama Public Library Service Administrators' Meeting



MARKETING REPORT  
**AUGUST 2023**

# TABLE OF CONTENTS

<b>FOUNDATION</b>	<b>3</b>
Partners in Reading <b>Thank-You Baskets</b>	
<b>IN THE NEWS</b>	<b>7</b>
Articles <b>Local Media</b>	
<b>FACEBOOK MENTIONS</b>	<b>9</b>
Library <b>@LibraryintheForest</b>	
<b>INSTAGRAM MENTIONS</b>	<b>10</b>
Library <b>@LibraryintheForest</b>	
<b>THE NUMBERS</b>	<b>11</b>
Library <b>Social Media</b>	



FOUNDATION  
**THANK-YOU BASKETS**

**ROBERTSON BANKING**  
Epic Adventures Sponsor



**UNITED COMMUNITY BANK**  
Epic Adventures Sponsor



FOUNDATION  
**THANK-YOU BASKETS**

**JEFFERSON COUNTY COMMISSION**  
Epic Adventures Sponsor



**SHANNON WALTCHACK**  
Science Fiction & Fantasy Sponsor



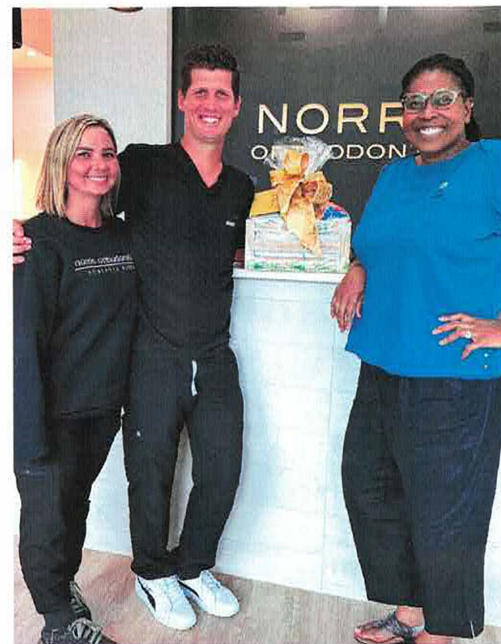


FOUNDATION  
**THANK-YOU BASKETS**

**JOHN HENLEY - STATE FARM**  
Science Fiction & Fantasy Sponsor



**NORRIS ORTHODONTICS**  
The Classics Sponsor



# FOUNDATION THANK-YOU BASKETS

**PIGTAILS & CREWCUTS - VESTAVIA HILLS**  
The Classics Sponsor



**TROUP'S PIZZA**  
The Classics Sponsor



# Performers, dad and daughter tea coming to library this month

BY NEAL EMBRY MAY 29, 2023 4:07 PM



## Vestavia Hills Library Renovations

*Vestavia Hills Library in the Forest has several events planned for June including a "Dad and Daughter Tea" on June 17.*

A litany of performers plus an opportunity for fathers and daughters to share tea together is on tap this month at the Vestavia Hills Library in the Forest.

First up on June 1 is Professor WhizzPop, who will have performances at 10:30 a.m. and 3:30 p.m. in the community room. The event includes "giggles galore, madcap magic and plenty of books" as the professor encourages readers to read. The event is for ages 3 and up.

Trained poodles will also make an appearance on June 8 at 10:30 a.m. and 3:30 p.m. in the community room. The poodles will share their "fun and amazing tricks."

Collage artist Michael Albert will bring supplies to help adults and kids make their own collages from cereal boxes. The event is scheduled for June 10 from 10:30 a.m. to 12:30 p.m. in the children's program room.

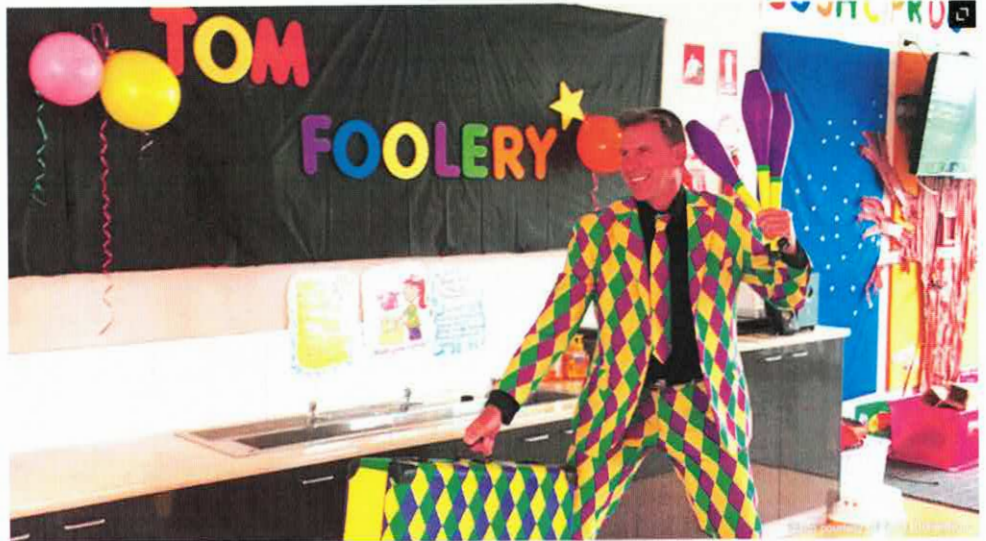
On June 15, Tommy Johns will use puppets, magic, comedy and more to show everyone why it is "so much fun to read." There is a 10:30 a.m. and 3:30 p.m. show, with the former held in the community room and the latter in the gym at Vestavia Hills Elementary Liberty Park.

On June 17 at 11 a.m. in the community room, there is a "Dad and Daughter Tea" event. Registration is required and can be done by calling [205-978-0159](tel:205-978-0159). The event is open to all ages.

Teens can participate in the library's own version of the Netflix show "Nailed It" on June 6 at 5:30 p.m. in the amphitheater. Teens will try their best to replicate desserts. The event is limited to the first 20 people who sign up, and guests must register by calling [205-978-3683](tel:205-978-3683).

# Juggler, other performers coming to library

BY NEAL EMBRY | JUNE 29, 2023 6:40 PM



Tom Foolery will make an appearance at the Vestavia Hills Library in the Forest this month.

There's some Tom Foolery coming to the Vestavia Hills Library in the Forest this month.

Juggler Tom Foolery will have a performance on July 5 at 10:30 a.m. in the community room and at 3:30 p.m. at the gym at Vestavia Hills Elementary Liberty Park. The performances are for those ages 3 and up.

Sean Driscoll will bring his "Story Ship" to the library on July 13 at 10:30 a.m. and 3:30 p.m. in the community room, a show that includes interactive segments, music, magic, comedy and more.

Another performer, ventriloquist Gene Cordova, will bring his band of "Merry-Makers" to have fun and entertain children on July 20 at 10:30 a.m. in the community room and at 3:30 p.m. at the VHELP gym.

Also in the children's department, Sir Crazy Pants will perform on July 27 at 10:30 a.m. and 3:30 p.m. in the community room, where he will rock out to his "jamming music" during a concert.

In addition to art groups, open gaming and more in the teen department, there will be a zombie scavenger hunt at 5:30 p.m. in the community room on July 25. Teens will have to bring their wits with them as they "race other contestants and search for the survival items hidden around the library." Pizza will be served.

For adults, the read and feed book group will meet at 6 p.m. in the community room on July 13 to discuss Barbara Kingsolver's "Demon Copperhead."

The library wants to thank its sponsors that helped make summer reading possible. The sponsors include: Jim & Eva Robertson, Jefferson County Commission, Robertson Banking Company, United Community (formerly Progress Bank), Shannon Waltchack — Realtor, John Henley — State Farm Agent, Blair Moss — Ray & Poyner Properties, Norris Orthodontics, Pigtails & Crewcuts — Vestavia and Troup's Pizza.



# MENTIONS

Vestavia Hills Library in the Forest was mentioned in a post

**Positive Maturity, Inc.** · Follow  
1h · 🌍

Good morning! Here are more June 2023 activities that you don't want to miss out on! 🌟🌟🌟  
There's even a Seniors only Pool Party! 🏊 That sounds fun! 🥰 Jefferson County, Alabama  
Birmingham Park and Recreation Board AIDS Alabama Food For Our Journey Alzheimer's of Central Alabama (ACA) Vestavia Hills Library in the Forest:

**COMMUNITY CLOSET BLOCK PARTY**  
PARKING LOT OF AIDS ALABAMA  
3529 7TH AVENUE S | BIRMINGHAM, AL 35222

**FREE CLOTHES**  
RAIN CONTINGENCY  
Downstairs at the HUB

**FRIDAY | JUNE 02, 2023**  
1:00 - 5:00 pm

POPCORN  
DRINKS & MUSIC

Community Event  
Come shop and see selections of donated clothing and more items provided here to you!

**A Community Day OF Fun!**

**FUN DAY**  
Join us!

FOR KIDS | GAMES | PRIZES | FOOD | SERVICES

Fun! Open to Public: All ages welcome. All ages welcome. All ages welcome.

Fun! Open to Public: All ages welcome. All ages welcome. All ages welcome.

Fun! Open to Public: All ages welcome. All ages welcome. All ages welcome.

**Alzheimer's Disease Update**  
Monday, June 5, 2023, at 9:30 a.m.  
Alzheimer's Education

**Swim Party**  
June 30, 2023

👍❤️🔖 3

Vestavia Hills Library in the Forest was mentioned in a post

**Vestavia Hills City Arts Council** · Follow  
3 hours ago · 🌍

Calling all creators!! Vestavia Hills City Arts Council loves our Maker Lab at Vestavia Hills Library in the Forest. Today!! The Open Maker Lab takes place on June 29, 2023 from 2:00 pm to 6:00 pm. Whether you need to do some 3D printing, vinyl cutting, or work on an art project, the Makerspace will be available so you can MAKE IT.

VESTAVIALIBRARY.ORG  
**About Makerspace | Vestavia Hills Library in the Forest**  
Makerspaces are creative, DIY spaces that are purposefully-planned and designed for use by C...

You and 2 others

Love Comment Share

**Vestavia Voice**  
1h · 🌍

Check out these upcoming events at Vestavia Hills Library in the Forest!

VESTAVIAVOICE.COM  
**Juggler, other performers coming to library**  
Juggler Tom Foolery will have a performance on July 5 at 10:30 a.m. in the community room an...

Like Comment Share

Write a comment...

**Irondale Public Library**  
1h · 🌍

Everyone had an amazing time playing Mini Golf in the library Friday night! Special thanks to Homewood Public Library, Homewood, AL and Vestavia Hills Library in the Forest for helping make this event possible!  
@homewoodpublic @vestaviahillslibrary

4 comments



# MENTIONS



istiana\_habilibuman • Follow  
Jan Miska • Alan Miska everything  
istiana\_habilibuman The lovely @istiana\_habilibuman behind our library in the forest. @istiana\_habilibuman and right before night it gets just enough to enjoy a relaxing evening. 🌿 books & nature 🌿 #istiana\_habilibuman #istiana\_habilibuman

48 likes  
14 hours ago



thenilshome • Follow  
Lord Huron • Ends of the Earth  
thenilshome We explored a new library today. A library in the forest. There was a walking trail that lead into the forest. Coolest thing ever. We cannot wait to go back!

rebecca\_robbins It's such a pretty library  
platewithpassion Where is this??  
11 likes  
18 hours ago



stswagler • Following  
Chicago, Illinois  
stswagler A beautiful friend from home! Loved seeing @stswagler at the @americanlibraryassociation conference where I'm learning how to be a better trustee for @vestavahilllibrary. So many amazing books out now! I'll share with @mickaduberrygda.com. Also, I had a mistake!

12 likes  
4 days ago



stswagler • Following  
Chicago, Illinois  
stswagler Proud and happy to represent @vestavahilllibrary in Chicago @americanlibraryassociation. Our library in the forest is thriving and beautiful. Our staff dedicated and amazing. As a trustee, I'm learning how to help support them and keep our library strong.

amurienacleman I can't wait to hear about it when you get back!  
suntheburger Thank you for serving!  
48 likes  
14 hours ago



librarian.space • Follow  
#librarian #library #bookstagram #brariansofinstagram #librarylife #brariansofinstagram #book #books #reading #read #libraries #booklover #brarians #brarianlife #schoolbrarian #bibliophile #k #librarylove #teachersofinstagram #schoollibrary #teacher #ayokeperustakaan #ayomembaca #salamiterasi #libraryfun #literature

emptynestreader @vestavahilllibrary @adogram  
bita\_bsa Typically when you have ants it leads to having obnoxious parties  
1,654 likes  
14 hours ago



ironstablelibrary • Following  
ironstablelibrary Everyone had an amazing time playing with God in the library Friday night! Special thanks to Homewood Public Library, Homewood AL and Westvaco Hill Library in the Forest for helping make this event possible!  
@homewoodpublic @vestavahilllibrary

10 months ago

# THE NUMBERS

## SOCIAL MEDIA

	<i>Metric</i>	<i>June</i>	<i>July</i>	<i>YTD Avg</i>
<b>Facebook Library</b>	Accounts Reached	11,903	10,727	9,538
	Profile Views	1,926	1,517	1,473
	Engagement	379	191	237
	New Followers	41	37	37
	New Likes	20	25	21
<b>Instagram Library</b>	Accounts Reached	1,141	1,053	921
	Profile Activity	376	303	266
	Engagement	217	208	159
	New Followers	44	33	39
<b>Google My Business</b>	Search	UA	UA	17,118
	Business Views	4,423	4,201	4,833
	Directions	917	830	773
	Calls	372	311	329
	Website Clicks	1,552	1,203	1,095
<b>YouTube Children's</b>	Views	55,700	8,761	18,972
	Watch Time (Hours)	761	124	245
	New Subscribers	206	14	61

# Library Board Meeting Minutes

## June 14, 2023

### I. Call to Order – April MacLennan, Chair

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Wednesday, June 14, 2023 at 4:02pm.

#### Present:

**Ms. April MacLennan – Chair**  
**Mr. Kevin Archer – Vice Chair**  
**Ms. Susan Swagler –Member**  
**Mayor Ashley Curry – City Liaison**  
**Ms. Andi Preston – Friends Chair**  
**Ms. Elise Bodenheimer – Friends Co-Chair**  
**Ms. Taneisha Tucker – Library Director**  
**Mr. Daniel Tackett – Deputy Director**  
**Mr. Todd Richardson – Marketing Department Head**  
**Mr. Zach Clifton – CPA, Deputy Finance Director**  
**Mr. John Thomas Clark – Eagle Scout**  
**Ms. Bethany Mitchell – Recorder**

#### Absent:

**Mr. Larry Cochran – Member**  
**Mr. Greg Jones – Member**  
**Dr. Jimmy Bartlett – Board Emeritus**  
**Ms. Karen Templeton – Foundation Chair**  
**Mr. Jeff Downes – City Manager**  
**Ms. Loraine Ward – Administrative Assistant**

### II. Approval of Today's Agenda

Mr. Archer motioned to approve the June 14, 2023 agenda. Ms. Swagler seconded the motion. The agenda for today's meeting was unanimously approved.

### III. Approval of Minutes from Wednesday, March 8, 2023

Mr. Archer motioned to approve the minutes from March 8, 2023. Ms. Swagler seconded the motion. The BOT minutes from March 8, 2023 were unanimously approved.

### IV. Director's Report – Ms. Tucker

Included in the packet. The Summer Reading kickoff was very successful. Registration included over 1,000 children, 80 teens, and 200 adults. Summer Reading t-shirts are available for sale at the front desk.

### V. Library Board Packet Items

#### *a. News Articles and Correspondence*

Included in the packet.

#### *b. Monthly Statistical Report*

Included in the packet.

#### *c. Marketing Report – Mr. Richardson*

Included in the packet. Mr. Richardson stated that the library is adjusting how data is quantified. The focus is now more on growth. He created social media sites specifically for the Children's Department in February. The repurposed content on the Children's Department YouTube Page, @ForestFriendsKids, has grown exponentially with views now worldwide for some videos. In



March, there were two views. Views increased to over 27,000 views in May. By June, there were over 30,000 views. There are now more subscribers for the Children's Department YouTube page than for the library's YouTube page. Additionally, the library's Instagram page has also increased in popularity. The Creative Team at the library assists Mr. Richardson in producing content. He has asked the Children's Department to create more video content to keep up with demand. Mr. Richardson expects the Children's social media statistics to outpace the library's social media statistics. He compared the Vestavia Hills Library's social media output with other local libraries and with the Huntsville Library for its massive social media reach. The Homewood Library produces four times more content. However, the Vestavia Hills Library's social media presence is growing faster. He hopes to add metrics for the Friends and the Foundation soon. The Friends now have their own Facebook page.

**d. Bank Statements**

Included in the packet.

**e. Current Budget Report**

Included in the packet.

**f. Balance Sheets, Fund 12 and Fund 13**

Included in the packet.

## **VI. Unfinished Business**

There was no unfinished business.

## **VII. New Business**

**a. Investment Options – Zach Clifton, CPA, Deputy Finance Director**

Ms. Tucker stated that Dr. Bartlett had asked about the board investing in money market accounts. After researching, she contacted Mr. Clifton to speak on what the board could do with some of the funds in the discretionary account. According to Mr. Clifton, the account currently totals \$365,000, and many options are available beyond an investment account. He said he spoke with contacts at Regions, SouthPoint Bank, ServisFirst Bank, and more. The best option from Regions is an Operating Account. This has a mutual funds sweep feature that is compliant with the SAFE Act, which is required by state and local government for Alabama. It has a 4.35% interest rate. This would yield just under \$16,000 annually with the current average balance. Regions would place the library in an account with no fees. The account acts like a ZBA (zero balance account).

Mr. Clifton added that many places have money market accounts that they call "Follow the Fed." They could be more lucrative than 4.35%, but as of today, they are still at 4.2%. He reminded the board that money market accounts may only allow a certain number of withdrawals per month, which differs from liquid operating accounts. Some CDs are available with an interest rate over 5%. However, the money would not be available for immediate withdrawal in an emergency.

Regions also has an Enhanced Cash Strategy investment option. It is a separate account from the operating account. It allows you to place your desired amount into the investment account. Regions will then invest different amounts at different times. You can choose to do a monthly sweep or pull money from the account as needed. It has a 5.1% interest rate.

Mr. Clifton believes the market has stabilized and now it a good time to invest. He said he was alarmed that Pinnacle bank, the library's current bank, has 0% interest. Ms. Tucker stated that she would keep Pinnacle bank for holding grant money, which is not allowed to earn interest. Mr. Clifton stated that the library could designate certain amounts of money to be 0% interest if needed.

**b. *Eagle Scout Presentation – John Thomas Clark***

Mr. Clark, an Eagle Scout, reconstructed benches along the library's nature trail. He raised money for the project and donated the remaining \$1,750.47 to the Library Foundation. Mr. Clark presented the check to the library board. He stated that he always enjoyed the nature trail, and he wanted to give back to the community. Mayor Curry thanked him and congratulated him, remarking that only a very small percentage of boys make it to the level of Eagle Scout and that it will help him in his future endeavors.

**c. *Policy Review: Censorship and Reconsideration of Materials – Mr. Tackett***

Mr. Tackett stated that he wanted to refresh the library board regarding the library's censorship policy. Collection development policies are in place for each department with an emphasis on diversity of materials and age appropriateness. If a patron has concerns with library materials, the complaint goes to the library director and the Board of Trustees.

**d. *City of Vestavia Hills Strategic Plan and Priority Objectives – Ms. Tucker***

In February, the Mayor and the City Council presented the City of Vestavia Hills' Strategic Plan and Priority Objectives. Item 3G of the strategic plan provided in the board packet lists the "focus on investments to evolve into the library in the future" as part of the list of improvements to the community's quality of life. This will be the primary focus as the library's budget is discussed.

**e. *Library in the Forest Output and Outcomes Measures – Ms. Tucker***

Ms. Tucker submitted a list of output and outcome measures in alignment with the city's strategic plan and priority objectives. These are available in the board packet.

**f. *2023-2024 Preliminary Budgets – Ms. Tucker***

*i. Fund 01 General Budget*

The last page of each budget in the board packet includes budget adjustments. Compensation is the largest adjustment, totaling just over \$54,000. The adjustment accommodates an employee's promotion, upgrading a part-time position to a full-time position, and a new part-time, in-house housekeeper at \$19,000. Ms. Tucker reminded the board that the compensation price is up for negotiation with the city manager. Funds requested for employee training decreased. Ms. Tucker stated that she plans to have more outreach in Liberty Park and Cahaba Heights, specifically in the entertainment area. Periodical funds increased due to the rising popularity of digital materials accessed through the Hoopla app and others. Digital materials are more expensive than physical materials even though physical materials still circulate more. The total general budget adjustments equaled \$116,084. Last year, the total was \$27,000. Mr. Clifton, CPA and Deputy Finance Director, stated that the city will sell the library's Jeeps to Parks and Recreation. The library will receive a Pathfinder and/or a Rogue, Transverse, or something similar in size. The maintenance cost will remain the same, while the monthly cost will change.

*ii. Fund 12 State Aid*

State Aid is \$1.19 per capita, totaling \$32,571.96. Thirty percent goes to JCLC. All State Aid funds are used to cover the JCLC annual membership fees. State Aid is not enough to cover all expenses, so the remaining needs are included in the General Budget under Maintenance Contracts, Periodical Replacements, and Memberships.

*iii. Fund 13 Donations*

Ms. Tucker presented the following projected revenue categories, among others, with special requests:

<i>Account</i>	<i>Projected Amount</i>	<i>Special Requests and Notes</i>
Junior Board Donations	\$4,000	Summer Reading Prizes for Children and Teens
Friends Donations	\$14,000	Interactive Table for Technology Initiative
Foundation Donations	\$36,000	Funding for Technology Initiative (Video Wall)
Grants	\$37,000	Applied for LSTA Grant for Host Servers
Claim on Cash	\$32,500	Computers and Other Items as Needed + \$37,000 if Not Awarded LSTA Grant for Host Servers
<i>See board packet for complete projected budget</i>		
<b>Projected Total</b>	<b>\$212,500</b>	<b>\$90,000 Earmarked Initiatives \$90,000 Projected In-House Revenue</b>

Ms. Tucker stated that passport fees, projected at \$55,000, have helped the library because library fines have decreased. Rentals, projected at \$15,000, have also helped. Further projections are available in the board packet.

iv. *Fund 20 Capital Improvements*

Critical improvements include a \$33,000 upgrade for the HVAC with Trane and a \$40,000 upgrade for the library's host servers. The library has applied for an LSTA grant for the servers. However, Ms. Tucker stated that the host servers must still be upgraded even if the library is not awarded the grant.

Regarding staffing, Ms. Tucker requested a part-time custodian and a promotion for an employee who has worked at the library for 30 years. Additionally, she requested that the part-time Teen Services Clerk become a full-time position. This upgrade will cost \$31,283 and will allow the staff member to assist with meeting rooms and passports, both of which provide funds for the library.

Technology improvements include a video wall for the Community Room (\$71,000), security cameras (\$7,200), interactive kiosks (\$13,000), an interactive table (\$14,000), and electric vehicle charging stations (\$25,000). Mr. Tackett will meet with a Tesla representative on the 28<sup>th</sup> for more information on the charging stations. An ADECA grant possibility was suggested in the board meeting. July is the next grant deadline.

Other projected improvements include water refilling stations (\$16,000) and leased vehicles (\$13,811.04). Mr. Clifton stated that the leased vehicle funds should be doubled due to the upcoming change in vehicles. Lastly, driving simulators (\$98,000) were pushed to fiscal year 2025.

Ms. Tucker stated that she may ask the BOT to cover the funds for these improvements if the city does not cover them. On average, the city usually gives about \$75,000 annually for library capital improvements. Ms. Tucker will share the budget hearing date with the BOT when it is provided. Mr. Clifton offered to help the board and present members with grant information and guidance.

## VIII. Committee Reports

### IX. Friends Report – Ms. Bodenheimer and Ms. Preston

Currently, the Friends have \$53,000 in savings, with May bookstore sales bringing in \$700. Square Readers are now operational in the bookstore, allowing for credit card payments.

The Friends are officially registered with the Alabama Attorney General’s Office. The Friends bylaws were acquired via microfiche, and Ms. Bodenheimer and Ms. Preston are compiling a notebook of all relevant paperwork for future use. Ms. Bodenheimer stated that Jefferson County was awarded \$5,000 in grant money due to COVID-19, and the money must be spent by the end of the year. The next Friends’ meeting is July 11<sup>th</sup>. Ms. Tucker stated that she appreciated Ms. Bodenheimer and Ms. Preston’s work with the Friends. They have been serving since 2018.

### X. Foundation Report – Mr. Tackett

#### a. *Donation: Outdoor Bench – Mr. Tackett*

A patron wants to donate \$5,000 for a dedicated bench. The bench would not be an Eagle Scout bench.

Ms. Templeton has resigned as Foundation Chair. She will be honored at an event for donors on August 17. A president of the Foundation she worked to raise over \$8,000 for Summer Reading.

Mr. Richardson created a new website for the Foundation and updated the volunteer description. He stated that the library will still provide a mailer during the transition to a new Foundation Chair. The mailer’s theme is the, “Library of the Future.” Mr. Archer stated that having clear initiatives in place helps to recruit new members to the Foundation.

### XI. Informational Items

#### a. *American Library Association Conference: Chicago, IL, June 22-27, 2023 – Ms. Tucker*

Ms. Tucker, Ms. Swagler, and Adult Department Head Terri Leslie will attend the ALA conference in Chicago. Ms. Swagler is planning to attend sessions on ChatGPT, book banning, donations, and more.

#### b. *Foundation Donor Gathering: August 17, 2023 – Ms. Tucker*

Ms. Swagler stated that the event takes place at 6:30pm until 8pm.

Ms. Tucker added that Waynes Termite will drop the library’s termite contract. Keeping the contract would require drilling holes in the foundation, which is estimated to cost \$4,000. Ms. Tucker stated that she would know more next week and will decide then on how to proceed. The deadline to decide is August 1.

### XII. Adjournment

The meeting adjourned at 5:30pm. The next BOT meeting is Wednesday, August 23, 2023 at 4pm at the Vestavia Hills Library.

# VHPL Statistics Report

## May 2023

	Current Year 2023	Previous Year 2022	% Change For 2023	Value Change For 2023
Total Days Open	29	29	0.00%	0
Total Hours Open	269	261	3.07%	8

### Library Visits

Gate Count	29,554	25,723	14.89%	3,831
Curbside Appointments	9	30	-70.00%	(21)
Offsite Program Visits (open to the public)	0	0	0.00%	0
Outreach Visits (schools, daycares, private facilities)	0	0	0.00%	0
Adult	1	0	100.00%	1
Teens	0	2	-100.00%	(2)
Children	3	5	-40.00%	(2)
Website Visits	19,988	16,126	23.95%	3,862
Mobile App Sessions	1,242	727	70.84%	515
<b>Total Library Visits</b>	<b>50,797</b>	<b>42,613</b>	<b>19.21%</b>	<b>8,184</b>

# VHPL Statistics Report

## May 2023

### Programs and Events

	2023		2022	
	Programs	Attendance	Programs	Attendance
<b>Adult</b>				
In person	6	126	7	134
Virtual and Passive	0	0	0	0
<b>Total Adult Programs</b>	6	126	7	134
Change %	-14%	-6%	<b>All Programs</b>	
Change Value	-1	-8		
<b>Teens</b>				
In person	19	235	15	909
Virtual and Passive	1	6	1	7
<b>Total Teen Programs</b>	20	241	16	916
Change %	25%	-74%	<b>All Programs</b>	
Change Value	4	-675		
<b>Children</b>				
In person	23	3,202	17	4,485
Virtual and Passive	0	0	0	0
<b>Total Children's Programs</b>	23	3,202	17	4,485
Change %	35%	-29%	<b>All Programs</b>	
Change Value	6	-1,283		
<b>Makerspace</b>				
In person	8	21	7	12
Virtual and Passive	0	0	0	0
<b>Total Makerspace Programs</b>	8	21	7	12
Change %	14%	75%	<b>All Programs</b>	
Change Value	1	9		
<b>Technology</b>				
In person	4	20	4	12
Virtual and One on one	1	42	1	55
<b>Total Technology Programs</b>	5	62	5	67
Change %	0%	-7%	<b>All Programs</b>	
Change Value	0	-5		
<b>In Person ONLY Events</b>				
Special Community Events	0	0	0	0
Tours	1	8	0	0
<b>Total Other</b>	1	8	0	0
Change %	0%	0%	<b>All Programs</b>	
Change Value	1	8		
<b>Total Programs and Events</b>				
	63	3,660	52	5,614
Change %	21%	-35%	<b>All Programs</b>	
Change Value	11	-1,954		
	<b>2023</b>		<b>2022</b>	

# VHPL Statistics Report

## May 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Services

Borrowed from Other Libraries	1,851	1,567	18.12%	284
Coffee	68	41	65.85%	27
Holds for Liberty Park Lockers	194	147	31.97%	47
Interlibrary Loans	44	9	388.89%	35
Loans to Other Libraries	1,916	1,678	14.18%	238
Notary Service	0	5	-100.00%	-5
Passports	92	123	-25.20%	-31
Public Computer Usage	5,363	4,476	19.82%	887
Reserves	357	355	0.56%	2
Self-Checkout Machine Usage	12,821	12,184	5.23%	637
Test Proctoring	3	22	-86.36%	-19
Voter Registration	2	2	0.00%	0
Wireless Network Usage	4,303	3,487	23.40%	816
<b>Reference Questions Total (Then By Department) - AutoCALC</b>	<b>3,412</b>	<b>3,212</b>	<b>6.23%</b>	<b>200</b>
Adult	1,123	1,109	1.26%	14
Teens	955	703	35.85%	252
Children	998	1,146	-12.91%	-148
Technology	281	206	36.41%	75
Makerspace	55	48	14.58%	7
<b>Total Services</b>	<b>33,838</b>	<b>30,520</b>	<b>10.87%</b>	<b>3,318</b>

### Memberships

Adult Residents	72	85	-15.29%	-13
Child Residents	35	46	-23.91%	-11
Adult Non-Residents	59	56	5.36%	3
Child Non-Residents	6	3	100.00%	3
Out of County	0	2	-100.00%	-2
<b>Total Memberships</b>	<b>172</b>	<b>192</b>	<b>-10.42%</b>	<b>-20</b>

### Meeting Room Use

	Rented 2023	Attendees 2023	Rented 2022	Attendees 2022
Community Room	10	457	12	665
Historical Room	0	0	0	0
Tree House	1	12	1	8
Children's Program	1	15	4	27
Outdoor Classroom	0	0	0	0
Rooftop Garden	0	0	0	0
<b>Total Rental Usage</b>	<b>12</b>	<b>484</b>	<b>17</b>	<b>700</b>

### Study Room Use

	Checked Out	Users
All Rooms	331	533
<b>Total Study Room Usage</b>	<b>331</b>	<b>533</b>

# VHPL Statistics Report

## May 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Library Materials Usage

Physical Book Circulation				
Adult Books	5,962	5,663	5.28%	299
Adult Large Print	1,352	1,213	11.46%	139
Teen Books	1,718	1,736	-1.04%	-18
Children's Books	10,894	10,643	2.36%	251
<b>Total Physical Books</b>	<b>19,926</b>	<b>19,255</b>	<b>3.48%</b>	<b>671</b>

Physical Non-Book Circulation				
Adult Non-Fiction DVDs / Roku	167	147	13.61%	20
Adult Audiobooks	347	307	13.03%	40
Adult Blu-rays	382	285	34.04%	97
Adult DVDs	1,953	1,974	-1.06%	-21
Adult Games and Puzzles	27	11	145.45%	16
Adult Launchpads	2	6	-66.67%	-4
Adult Magazines	82	73	12.33%	9
Adult Mixed Media	10	3	233.33%	7
Adult Music	334	249	34.14%	85
Adult Self-playing Audio	4	1	300.00%	3
Adult WiFi-Hotspots	76	68	11.76%	8
Adult Other: Kits	0	0	0.00%	0
Adult Other: Hammocks	0	3	-100.00%	-3
Adult Other: Walking Sticks	1	0	100.00%	1
<b>Total Adult Physical Non-Book Circulation</b>	<b>3,385</b>	<b>3,127</b>	<b>8.25%</b>	<b>258</b>

Teen Non-Book Circulation				
Teen Audiobooks	23	21	9.52%	2
Teen Blu-rays	75	85	-11.76%	-10
Teen DVDs	276	232	18.97%	44
Teen Games	489	358	36.59%	131
Teen Other: Specify	0	0	0.00%	0
<b>Total Teen Physical Non-Book Circulation</b>	<b>863</b>	<b>696</b>	<b>23.99%</b>	<b>167</b>

Children's Non-Book Circulation				
Children's Audiobooks	49	33	48.48%	16
Children's Augmented Reality	24	41	-41.46%	-17
Children's Blu-rays	66	35	88.57%	31
Children's DVDs	915	967	-5.38%	-52
Children's Launchpads	72	70	2.86%	2
Children's Magazines	24	27	-11.11%	-3
Children's Mixed Media	679	590	15.08%	89
Children's Music	16	26	-38.46%	-10
Children's Self-playing Audio	32	23	39.13%	9
Children's Views	27	38	-28.95%	-11
Children's Other: Kits	5	6	-16.67%	-1
<b>Total Children's Physical Non-Book Circulation</b>	<b>1,909</b>	<b>1,856</b>	<b>2.86%</b>	<b>53</b>



# VHPL Statistics Report

## May 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Library Materials Usage (cont.)

Adult Digital Usage				
Adult eBooks (Overdrive & Hoopla)	4,443	3,932	13.00%	511
Adult Downloadable Graphic Novels (Hoopla)	52	72	-27.78%	-20
Adult Downloadable Audiobooks (Overdrive & Hoopla)	5,327	4,280	24.46%	1,047
Adult Downloadable Music (Hoopla)	65	64	1.56%	1
Adult Downloadable Movies and Documentaries/TV (Hoopla & Kanopy)	436	382	14.14%	54
Adult Downloadable Magazines	351	0	35100.00%	351
<b>Adult Digital Usage Total</b>	<b>10,674</b>	<b>8,730</b>	<b>22.27%</b>	<b>1,944</b>

Teen Digital Usage				
Teen eBooks (Overdrive)	644	643	0.16%	1
Teen Downloadable Audiobooks (Overdrive)	326	254	28.35%	72
<b>Teen Digital Usage Total</b>	<b>970</b>	<b>897</b>	<b>8.14%</b>	

Children's Digital Usage				
Children's eBooks (Overdrive & Hoopla)	895	866	3.35%	29
Children's Downloadable Graphic Novels (Hoopla)	24	22	9.09%	2
Children's Downloadable Audiobooks (Overdrive & Hoopla)	593	434	36.64%	159
Children's Downloadable Music (Hoopla)	5	7	-28.57%	-2
Children's Downloadable Movies/TV (Hoopla)	56	25	124.00%	31
<b>Children's Digital Usage Total</b>	<b>1,573</b>	<b>1,354</b>	<b>16.17%</b>	<b>219</b>

### Circulation Totals By Category

These Values Are Auto-Calculated Based On Category Totals

Books	19,926	19,255	3.48%	671
Adult Non-Books	3,385	3,127	8.25%	258
Teen Non-Books	863	696	23.99%	167
Children's Non-Books	1,909	1,856	2.86%	53
Adult Digital Usage	10,674	8,730	22.27%	1,944
Teen Digital Usage	970	897	8.14%	73
Children's Digital Usage	1,573	1,354	16.17%	219
<b>Total Library Materials Usage</b>	<b>39,300</b>	<b>35,915</b>	<b>9.43%</b>	<b>3,385</b>

# VHPL Statistics Report

## May 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Electronic Retrieval Sessions / Database Usage

Alabama Virtual Library	0	0	0.00%	0
Ancestry	0	0	0.00%	0
Creative Bug	9	80	-88.75%	-71
Niche Academy	5	0	500.00%	5
Reference USA	0	0	0.00%	0
Universal Class	158	11	1336.36%	147
Other Databases	570	952	-40.13%	-382

<b>Total Electronic Retrieval Sessions</b>	<b>742</b>	<b>1,043</b>	<b>-28.86%</b>	<b>-301</b>
--	------------	--------------	----------------	-------------

### Marketing

YouTube	545	221	146.61%	324
Facebook: Daily Page Engaged Users	6,532	1,377	374.36%	5,155
Facebook: Daily Total Reach	0	25,887	-100.00%	-25,887
Instagram	1,755	1,505	16.61%	250
TikTok	2,183	1,859	17.43%	324
Twitter	1,200	1,232	-2.60%	-32
Newsletter Subscribers	2,932	2,885	1.63%	47

<b>Marketing Total</b>	<b>15,147</b>	<b>34,966</b>	<b>-56.68%</b>	<b>-19,819</b>
------------------------	---------------	---------------	----------------	----------------

### Library Holdings

Book Volumes	69,342	69,806	-0.66%	-464
Serial Volumes	211	234	-9.83%	-23
Audiobooks	3,721	4,253	-12.51%	-532
Digital Audiobooks	111,996	94,227	18.86%	17,769
Music CDs	2,371	3,008	-21.18%	-637
DVDs and Blu-rays	10,793	10,960	-1.52%	-167
Other	196	179	9.50%	17

<b>Library Holdings Total</b>	<b>198,630</b>	<b>182,667</b>	<b>8.74%</b>	<b>15,963</b>
-------------------------------	----------------	----------------	--------------	---------------

### Volunteers

	# Volunteers	Hrs Worked
Acquisitions	0	0
Adult	0	0
Children's	0	0
Circulation	0	0
Technology	1	17
Teens	5	12

<b>Volunteers Total</b>	<b>6</b>	<b>29</b>
-------------------------	----------	-----------

### Staff Training By Department

Acquisitions	6	3	100.00%	3
Administration	0	0	0.00%	0
Adult	0	3	-100.00%	-3
Children's	2	0	200.00%	2
Circulation	1	1	0.00%	0
Technology	0	0	0.00%	0
Teens	0	0	0.00%	0

<b>Staff Training Total</b>	<b>9</b>	<b>7</b>	<b>28.57%</b>	<b>2</b>
-----------------------------	----------	----------	---------------	----------

# VHPL Statistics Report

## June 2023

	<b>Current Year 2023</b>	<b>Previous Year 2022</b>	<b>% Change For 2023</b>	<b>Value Change For 2023</b>
Total Days Open	30	30	0.00%	0
Total Hours Open	262	258	1.55%	4

### Library Visits

Gate Count	37,231	35,221	5.71%	2,010
Curbside Appointments	10	29	-65.52%	(19)
Offsite Program Visits (open to the public)	0	0	0.00%	0
Outreach Visits (schools, daycares, private facilities)			0.00%	0
Adult	1	1	0.00%	0
Teens	0	0	0.00%	0
Children	5	2	150.00%	3
Website Visits	18,299	20,276	-9.75%	(1,977)
Mobile App Sessions	1,061	786	34.99%	275
<b>Total Library Visits</b>	<b>56,607</b>	<b>56,315</b>	<b>0.52%</b>	<b>292</b>

# VHPL Statistics Report

## June 2023

### Programs and Events

Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
<b>Adult</b>				
In person	8	162	13	117
Virtual and Passive	0	0	0	0
<b>Total Adult Programs</b>	8	162	13	117
Change %	-38%	38%	<b>All Programs</b>	
Change Value	-5	45		

Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
<b>Teens</b>				
In person	16	175	20	170
Virtual and Passive	1	4	0	0
<b>Total Teen Programs</b>	17	179	20	170
Change %	-15%	5%	<b>All Programs</b>	
Change Value	-3	9		

Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
<b>Children</b>				
In person	31	1,793	32	1,701
Virtual and Passive	0	0	0	0
<b>Total Children's Programs</b>	31	1,793	32	1,701
Change %	-3%	5%	<b>All Programs</b>	
Change Value	-1	92		

Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
<b>Makerspace</b>				
In person	8	29	8	33
Virtual and Passive	0	0	0	0
<b>Total Makerspace Programs</b>	8	29	8	33
Change %	0%	-12%	<b>All Programs</b>	
Change Value	0	-4		

Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
<b>Technology</b>				
In person	4	18	5	13
Virtual and One on one	1	16	1	9
<b>Total Technology Programs</b>	5	34	6	22
Change %	-17%	55%	<b>All Programs</b>	
Change Value	-1	12		

Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
<b>In Person ONLY Events</b>				
Special Community Events	0	0	0	0
Tours	0	0	0	0
<b>Total Other</b>	0	0	0	0
Change %	0%	0%	<b>All Programs</b>	
Change Value	0	0		

Total Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
	69	2,197	79	2,043
Change %	-13%	8%	<b>All Programs</b>	
Change Value	-10	154		
	<b>2023</b>		<b>2022</b>	

# VHPL Statistics Report

## June 2023

	Current Year 2023	Previous Year 2022	% Change For 2023	Value Change For 2023
<b>Services</b>				
Borrowed from Other Libraries	2,516	2,333	7.84%	183
Coffee	51	21	142.86%	30
Holds for Liberty Park Lockers	211	170	24.12%	41
Interlibrary Loans	28	44	-36.36%	-16
Loans to Other Libraries	2,384	2,141	11.35%	243
Notary Service	2	4	-50.00%	-2
Passports	89	92	-3.26%	-3
Public Computer Usage	5,690	4,739	20.07%	951
Reserves	528	466	13.30%	62
Self-Checkout Machine Usage	16,952	16,897	0.33%	55
Test Proctoring	4	16	-75.00%	-12
Voter Registration	0	1	-100.00%	-1
Wireless Network Usage	4,387	3,699	18.60%	688
<b>Reference Questions Total (Then By Department) - AutoCALC</b>	<b>4,711</b>	<b>3,829</b>	<b>23.03%</b>	<b>882</b>
Adult	1,657	1,304	27.07%	353
Teens	1,063	976	8.91%	87
Children	1,686	1,290	30.70%	396
Technology	220	161	36.65%	59
Makerspace	85	98	-13.27%	-13
<b>Total Services</b>	<b>42,264</b>	<b>38,281</b>	<b>10.40%</b>	<b>3,983</b>

## Memberships

Adult Residents	93	110	-15.45%	-17
Child Residents	47	82	-42.68%	-35
Adult Non-Residents	66	65	1.54%	1
Child Non-Residents	4	15	-73.33%	-11
Out of County	4	1	300.00%	3
<b>Total Memberships</b>	<b>214</b>	<b>273</b>	<b>-21.61%</b>	<b>-59</b>

## Meeting Room Use

	Rented 2023	Attendees 2023	Rented 2022	Attendees 2022
Community Room	8	460	11	571
Historical Room	1	10	0	0
Tree House	2	29	0	0
Children's Program	2	40	0	0
Outdoor Classroom	0	0	0	0
Rooftop Garden	0	0	0	0
<b>Total Rental Usage</b>	<b>13</b>	<b>539</b>	<b>11</b>	<b>571</b>

## Study Room Use

	Checked Out	Users
All Rooms	309	450
<b>Total Study Room Usage</b>	<b>309</b>	<b>450</b>

# VHPL Statistics Report

## June 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Library Materials Usage

Physical Book Circulation				
Adult Books	6,792	5,851	16.08%	941
Adult Large Print	1,561	1,337	16.75%	224
Teen Books	2,453	2,389	2.68%	64
Children's Books	15,970	14,972	6.67%	998
<b>Total Physical Books</b>	<b>26,776</b>	<b>24,549</b>	<b>9.07%</b>	<b>2,227</b>

Physical Non-Book Circulation				
Adult Non-Fiction DVDs / Rokus	189	163	15.95%	26
Adult Audiobooks	383	338	13.31%	45
Adult Blu-rays	393	272	44.49%	121
Adult DVDs	1,994	2,132	-6.47%	-138
Adult Games and Puzzles	29	14	107.14%	15
Adult Launchpads	6	6	0.00%	0
Adult Magazines	72	55	30.91%	17
Adult Mixed Media	20	13	53.85%	7
Adult Music	287	266	7.89%	21
Adult Self-playing Audio	4	1	300.00%	3
Adult WiFi-Hotspots	84	67	25.37%	17
Adult Other: Kits	3	0	300.00%	3
Adult Other: Hammocks	0	2	-100.00%	-2
Adult Other: Walking Sticks	0	0	0.00%	0
<b>Total Adult Physical Non-Book Circulation</b>	<b>3,464</b>	<b>3,329</b>	<b>4.06%</b>	<b>135</b>

Teen Non-Book Circulation				
Teen Audiobooks	17	13	30.77%	4
Teen Blu-rays	105	123	-14.63%	-18
Teen DVDs	362	440	-17.73%	-78
Teen Games	605	474	27.64%	131
Teen Other: Specify	0	0	0.00%	0
<b>Total Teen Physical Non-Book Circulation</b>	<b>1,089</b>	<b>1,050</b>	<b>3.71%</b>	<b>39</b>

Children's Non-Book Circulation				
Children's Audiobooks	87	88	-1.14%	-1
Children's Augmented Reality	44	30	46.67%	14
Children's Blu-rays	77	71	8.45%	6
Children's DVDs	1,046	1,233	-15.17%	-187
Children's Launchpads	62	76	-18.42%	-14
Children's Magazines	41	12	241.67%	29
Children's Mixed Media	812	686	18.37%	126
Children's Music	8	31	-74.19%	-23
Children's Self-playing Audio	59	40	47.50%	19
Children's Views	31	86	-63.95%	-55
Children's Other: Kits	8	8	0.00%	0
<b>Total Children's Physical Non-Book Circulation</b>	<b>2,275</b>	<b>2,361</b>	<b>-3.64%</b>	<b>-86</b>

# VHPL Statistics Report

## June 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Library Materials Usage (cont.)

Adult Digital Usage				
Adult eBooks (Overdrive & Hoopla)	4,642	3,963	17.13%	679
Adult Downloadable Graphic Novels (Hoopla)	51	39	30.77%	12
Adult Downloadable Audiobooks (Overdrive & Hoopla)	5,349	4,225	26.60%	1,124
Adult Downloadable Music (Hoopla)	61	85	-28.24%	-24
Adult Downloadable Movies and Documentaries/TV (Hoopla & Kanopy)	506	290	74.48%	216
Adult Downloadable Magazines	462	0	46200.00%	462
<b>Adult Digital Usage Total</b>	<b>11,071</b>	<b>8,602</b>	<b>28.70%</b>	<b>2,469</b>

Teen Digital Usage				
Teen eBooks (Overdrive)	483	599	-19.37%	-116
Teen Downloadable Audiobooks (Overdrive)	324	206	57.28%	118
<b>Teen Digital Usage Total</b>	<b>807</b>	<b>805</b>	<b>0.25%</b>	<b>2</b>

Children's Digital Usage				
Children's eBooks (Overdrive & Hoopla)	879	770	14.16%	109
Children's Downloadable Graphic Novels (Hoopla)	25	28	-10.71%	-3
Children's Downloadable Audiobooks (Overdrive & Hoopla)	644	473	36.15%	171
Children's Downloadable Music (Hoopla)	10	17	-41.18%	-7
Children's Downloadable Movies/TV (Hoopla)	39	39	0.00%	0
<b>Children's Digital Usage Total</b>	<b>1,597</b>	<b>1,327</b>	<b>20.35%</b>	<b>270</b>

### Circulation Totals By Category

These Values Are Auto-Calculated Based On Category Totals

Books	26,776	24,549	9.07%	2,227
Adult Non-Books	3,464	3,329	4.06%	135
Teen Non-Books	1,089	1,050	3.71%	39
Children's Non-Books	2,275	2,361	-3.64%	-86
Adult Digital Usage	11,071	8,602	28.70%	2,469
Teen Digital Usage	807	805	0.25%	2
Children's Digital Usage	1,597	1,327	20.35%	270
<b>Total Library Materials Usage</b>	<b>47,079</b>	<b>42,023</b>	<b>12.03%</b>	<b>5,056</b>

# VHPL Statistics Report

## June 2023

Current Year 2023	Previous Year 2022	% Change For 2023	Value Change For 2023
-------------------	--------------------	-------------------	-----------------------

### Electronic Retrieval Sessions / Database Usage

	Current Year 2023	Previous Year 2022	% Change For 2023	Value Change For 2023
Alabama Virtual Library	0	0	0.00%	0
Ancestry	0	0	0.00%	0
Creative Bug	63	9	600.00%	54
Niche Academy	15	25	-40.00%	-10
Reference USA	0	0	0.00%	0
Universal Class	4	44	-90.91%	-40
Other Databases	1,398	1,812	-22.85%	-414
<b>Total Electronic Retrieval Sessions</b>	<b>1,480</b>	<b>1,890</b>	<b>-21.69%</b>	<b>-410</b>

### Marketing

	Current Year 2023	Previous Year 2022	% Change For 2023	Value Change For 2023
YouTube	6,300	1,018	518.86%	5,282
Facebook: Daily Page Engaged Users	11,903	1,913	522.22%	9,990
Facebook: Daily Total Reach	0	28,392	-100.00%	-28,392
Instagram	1,791	1,534	16.75%	257
TikTok	2,785	1,864	49.41%	921
Twitter	1,196	1,235	-3.16%	-39
Newsletter Subscribers	188	2,892	-93.50%	-2,704
<b>Marketing Total</b>	<b>24,163</b>	<b>38,848</b>	<b>-37.80%</b>	<b>-14,685</b>

### Library Holdings

	Current Year 2023	Previous Year 2022	% Change For 2023	Value Change For 2023
Book Volumes	69,237	70,079	-1.20%	-842
Serial Volumes	115	234	-50.85%	-119
Audiobooks	3,740	3,649	2.49%	91
Digital Audiobooks	113,935	94,360	20.75%	19,575
Music CDs	2,376	3,012	-21.12%	-636
DVDs and Blu-rays	10,311	10,997	-6.24%	-686
Other	190	180	5.56%	10
<b>Library Holdings Total</b>	<b>199,904</b>	<b>182,511</b>	<b>9.53%</b>	<b>17,393</b>

### Volunteers

	# Volunteers	Hrs Worked
Acquisitions	0	0
Adult	0	0
Children's	98	361
Circulation	0	0
Technology	1	24
Teens	12	66
<b>Volunteers Total</b>	<b>111</b>	<b>451</b>

### Staff Training By Department

	Current Year 2023	Previous Year 2022	% Change For 2023	Value Change For 2023
Acquisitions	0	0	0.00%	0
Administration	0	0	0.00%	0
Adult	1	1	0.00%	0
Children's	0	0	0.00%	0
Circulation	1	2	-50.00%	-1
Technology	0	0	0.00%	0
Teens	0	0	0.00%	0
<b>Staff Training Total</b>	<b>2</b>	<b>3</b>	<b>-33.33%</b>	<b>-1</b>



# VHPL Statistics Report

## July 2023

	<b>Current Year 2023</b>	<b>Previous Year 2022</b>	<b>% Change For 2023</b>	<b>Value Change For 2023</b>
Total Days Open	30	29	3.45%	1
Total Hours Open	257	255	0.78%	2

### Library Visits

Gate Count	31,797	27,814	14.32%	3,983
Curbside Appointments	10	51	-80.39%	(41)
Offsite Program Visits (open to the public)	0	1	-100.00%	(1)
Outreach Visits (schools, daycares, private facilities)	0	0	0.00%	0
Adult	0	1	-100.00%	(1)
Teens	0	0	0.00%	0
Children	2	2	0.00%	0
Website Visits	16,759	15,263	9.80%	1,496
Mobile App Sessions	883	780	13.21%	103
<b>Total Library Visits</b>	<b>49,451</b>	<b>43,912</b>	<b>12.61%</b>	<b>5,539</b>

# VHPL Statistics Report

## July 2023

### Programs and Events

Adult	2023		2022	
	Programs	Attendance	Programs	Attendance
In person	9	158	8	116
Virtual and Passive	0	0	1	50
<b>Total Adult Programs</b>	9	158	9	166
Change %	0%	-5%	<b>All Programs</b>	
Change Value	0	-8		

Teens	2023		2022	
	Programs	Attendance	Programs	Attendance
In person	13	126	15	108
Virtual and Passive	1	2	0	0
<b>Total Teen Programs</b>	14	128	15	108
Change %	-7%	19%	<b>All Programs</b>	
Change Value	-1	20		

Children	2023		2022	
	Programs	Attendance	Programs	Attendance
In person	23	1,407	20	1,193
Virtual and Passive	0	0	1	600
<b>Total Children's Programs</b>	23	1,407	21	1,793
Change %	10%	-22%	<b>All Programs</b>	
Change Value	2	-386		

Makerspace	2023		2022	
	Programs	Attendance	Programs	Attendance
In person	8	34	8	23
Virtual and Passive	0	0	0	0
<b>Total Makerspace Programs</b>	8	34	8	23
Change %	0%	48%	<b>All Programs</b>	
Change Value	0	11		

Technology	2023		2022	
	Programs	Attendance	Programs	Attendance
In person	5	61	3	8
Virtual and One on one	1	32	1	34
<b>Total Technology Programs</b>	6	93	4	42
Change %	50%	121%	<b>All Programs</b>	
Change Value	2	51		

In Person ONLY Events	2023		2022	
	Programs	Attendance	Programs	Attendance
Special Community Events	0	0	0	0
Tours	0	0	0	0
<b>Total Other</b>	0	0	0	0
Change %	0%	0%	<b>All Programs</b>	
Change Value	0	0		

### Total Programs and Events

Total Programs and Events	2023		2022	
	Programs	Attendance	Programs	Attendance
	60	1,820	57	2,132
Change %	5%	-15%	<b>All Programs</b>	
Change Value	3	-312		
	<b>2023</b>		<b>2022</b>	

# VHPL Statistics Report

## July 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Services

Borrowed from Other Libraries	2,199	2,078	5.82%	121
Coffee	51	37	37.84%	14
Holds for Liberty Park Lockers	225	140	60.71%	85
Interlibrary Loans	26	37	-29.73%	-11
Loans to Other Libraries	2,156	1,837	17.37%	319
Notary Service	3	3	0.00%	0
Passports	93	108	-13.89%	-15
Public Computer Usage	5,313	4,775	11.27%	538
Reserves	397	423	-6.15%	-26
Self-Checkout Machine Usage	14,749	15,719	-6.17%	-970
Test Proctoring	6	19	-68.42%	-13
Voter Registration	0	1	-100.00%	-1
Wireless Network Usage	4,187	3,909	7.11%	278
<b>Reference Questions Total (Then By Department) - AutoCALC</b>	<b>4,133</b>	<b>3,501</b>	<b>18.05%</b>	<b>632</b>
Adult	1,292	1,125	14.84%	167
Teens	985	835	17.96%	150
Children	1,484	1,200	23.67%	284
Technology	298	268	11.19%	30
Makerspace	74	73	1.37%	1
<b>Total Services</b>	<b>37,671</b>	<b>36,088</b>	<b>4.39%</b>	<b>1,583</b>

### Memberships

Adult Residents	87	91	-4.40%	-4
Child Residents	20	43	-53.49%	-23
Adult Non-Residents	47	62	-24.19%	-15
Child Non-Residents	4	0	400.00%	4
Out of County	2	2	0.00%	0
<b>Total Memberships</b>	<b>160</b>	<b>198</b>	<b>-19.19%</b>	<b>-38</b>

### Meeting Room Use

	Rented 2023	Attendees 2023	Rented 2022	Attendees 2022
Community Room	5	260	7	350
Historical Room	0	0	0	0
Tree House	6	90	2	8
Children's Program	1	20	0	0
Outdoor Classroom	0	0	0	0
Rooftop Garden	0	0	0	0
<b>Total Rental Usage</b>	<b>12</b>	<b>370</b>	<b>9</b>	<b>358</b>

### Study Room Use

	Checked Out	Users
All Rooms	338	449
<b>Total Study Room Usage</b>	<b>338</b>	<b>449</b>

# VHPL Statistics Report

## July 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Library Materials Usage

Physical Book Circulation				
Adult Books	7,103	6,096	16.52%	1,007
Adult Large Print	1,623	1,239	30.99%	384
Teen Books	2,735	2,155	26.91%	580
Children's Books	17,214	14,226	21.00%	2,988
<b>Total Physical Books</b>	<b>28,675</b>	<b>23,716</b>	<b>20.91%</b>	<b>4,959</b>

Physical Non-Book Circulation				
Adult Non-Fiction DVDs / Roku	151	96	57.29%	55
Adult Audiobooks	417	330	26.36%	87
Adult Blu-rays	411	258	59.30%	153
Adult DVDs	2,208	2,107	4.79%	101
Adult Games and Puzzles	30	18	66.67%	12
Adult Launchpads	5	2	150.00%	3
Adult Magazines	75	46	63.04%	29
Adult Mixed Media	24	5	380.00%	19
Adult Music	246	251	-1.99%	-5
Adult Self-playing Audio	3	0	300.00%	3
Adult WiFi-Hotspots	94	69	36.23%	25
Adult Other: Kits	3	2	50.00%	1
Adult Other: Hammocks	1	2	-50.00%	-1
Adult Other: Walking Sticks	0	0	0.00%	0
<b>Total Adult Physical Non-Book Circulation</b>	<b>3,668</b>	<b>3,186</b>	<b>15.13%</b>	<b>482</b>

Teen Non-Book Circulation				
Teen Audiobooks	3	23	-86.96%	-20
Teen Blu-rays	116	86	34.88%	30
Teen DVDs	388	428	-9.35%	-40
Teen Games	667	491	35.85%	176
Teen Other: Specify	0	0	0.00%	0
<b>Total Teen Physical Non-Book Circulation</b>	<b>1,174</b>	<b>1,028</b>	<b>14.20%</b>	<b>146</b>

Children's Non-Book Circulation				
Children's Audiobooks	102	63	61.90%	39
Children's Augmented Reality	34	36	-5.56%	-2
Children's Blu-rays	96	75	28.00%	21
Children's DVDs	1,367	1,348	1.41%	19
Children's Launchpads	74	87	-14.94%	-13
Children's Magazines	51	20	155.00%	31
Children's Mixed Media	787	772	1.94%	15
Children's Music	14	18	-22.22%	-4
Children's Self-playing Audio	66	34	94.12%	32
Children's Views	35	72	-51.39%	-37
Children's Other: Kits	9	11	-18.18%	-2
<b>Total Children's Physical Non-Book Circulation</b>	<b>2,635</b>	<b>2,536</b>	<b>3.90%</b>	<b>99</b>

# VHPL Statistics Report

## July 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Library Materials Usage (cont.)

Adult Digital Usage				
Adult eBooks (Overdrive & Hoopla)	5,117	4,370	17.09%	747
Adult Downloadable Graphic Novels (Hoopla)	73	57	28.07%	16
Adult Downloadable Audiobooks (Overdrive & Hoopla)	6,018	4,540	32.56%	1,478
Adult Downloadable Music (Hoopla)	116	44	163.64%	72
Adult Downloadable Movies and Documentaries/TV (Hoopla & Kanopy)	604	498	21.29%	106
Adult Downloadable Magazines	532	0	53200.00%	532
<b>Adult Digital Usage Total</b>	<b>12,460</b>	<b>9,509</b>	<b>31.03%</b>	<b>2,951</b>

Teen Digital Usage				
Teen eBooks (Overdrive)	648	573	13.09%	75
Teen Downloadable Audiobooks (Overdrive)	481	256	87.89%	225
<b>Teen Digital Usage Total</b>	<b>1,129</b>	<b>829</b>	<b>36.19%</b>	

Children's Digital Usage				
Children's eBooks (Overdrive & Hoopla)	1,012	770	31.43%	242
Children's Downloadable Graphic Novels (Hoopla)	40	21	90.48%	19
Children's Downloadable Audiobooks (Overdrive & Hoopla)	596	473	26.00%	123
Children's Downloadable Music (Hoopla)	19	6	216.67%	13
Children's Downloadable Movies/TV (Hoopla)	67	31	116.13%	36
<b>Children's Digital Usage Total</b>	<b>1,734</b>	<b>1,301</b>	<b>33.28%</b>	<b>433</b>

### Circulation Totals By Category

These Values Are Auto-Calculated Based On Category Totals

Books	28,675	23,716	20.91%	4,959
Adult Non-Books	3,668	3,186	15.13%	482
Teen Non-Books	1,174	1,028	14.20%	146
Children's Non-Books	2,635	2,536	3.90%	99
Adult Digital Usage	12,460	9,509	31.03%	2,951
Teen Digital Usage	1,129	829	36.19%	300
Children's Digital Usage	1,734	1,301	33.28%	433
<b>Total Library Materials Usage</b>	<b>51,475</b>	<b>42,105</b>	<b>22.25%</b>	<b>9,370</b>

# VHPL Statistics Report

## July 2023

Current Year	Previous Year	% Change For	Value Change For
2023	2022	2023	2023

### Electronic Retrieval Sessions / Database Usage

Alabama Virtual Library	0	0	0.00%	0
Ancestry	0	0	0.00%	0
Creative Bug	64	16	300.00%	48
Niche Academy	25	33	-24.24%	-8
Reference USA	0	0	0.00%	0
Universal Class	296	8	3600.00%	288
Other Databases	337	1,534	-78.03%	-1,197
<b>Total Electronic Retrieval Sessions</b>	<b>722</b>	<b>1,591</b>	<b>-54.62%</b>	<b>-869</b>

### Marketing

YouTube	1,000	329	203.95%	671
Facebook: Daily Page Engaged Users	10,727	1,295	728.34%	9,432
Facebook: Daily Total Reach	0	22,012	-100.00%	-22,012
Instagram	1,824	1,556	17.22%	268
TikTok	2,425	3,389	-28.44%	-964
Twitter	1,197	1,231	-2.76%	-34
Newsletter Subscribers	187	2,898	-93.55%	-2,711
<b>Marketing Total</b>	<b>17,360</b>	<b>32,710</b>	<b>-46.93%</b>	<b>-15,350</b>

### Library Holdings

Book Volumes	69,872	70,186	-0.45%	-314
Serial Volumes	116	214	-45.79%	-98
Audiobooks	3,753	3,662	2.48%	91
Digital Audiobooks	114,332	94,539	20.94%	19,793
Music CDs	2,383	3,014	-20.94%	-631
DVDs and Blu-rays	10,357	11,036	-6.15%	-679
Other	188	188	0.00%	0
<b>Library Holdings Total</b>	<b>201,001</b>	<b>182,839</b>	<b>9.93%</b>	<b>18,162</b>

### Volunteers

	# Volunteers	Hrs Worked
Acquisitions	0	0
Adult	0	0
Children's	53	207
Circulation	0	0
Technology	1	27
Teens	6	52
<b>Volunteers Total</b>	<b>60</b>	<b>286</b>

### Staff Training By Department

Acquisitions	1	1	0.00%	0
Administration	0	0	0.00%	0
Adult	4	0	400.00%	4
Children's	0	0	0.00%	0
Circulation	0	2	-100.00%	-2
Technology	2	0	200.00%	2
Teens	0	0	0.00%	0
<b>Staff Training Total</b>	<b>7</b>	<b>3</b>	<b>133.33%</b>	<b>4</b>

**PINNACLE BANK**

ACCT. # 1560062488

\* DONATION ACCOUNT  
FUND 13

Month Ending: 30-Jun-23

BEGINNING LEDGER/CK BK BAL	\$	374,885.75	LEDGER BALANCE
Deposits:	\$	-	(Payouts Cantaloupe)
	\$	3,290.00	(PASSPORT Revenue)
	\$	15.51	(Cantaloupe Maste PPD)
	\$	4,739.44	(CCD payment Deposits)
Bank Fees	\$	(10.99)	(ePay PPD Cantaloupe System)
Bank Fees	\$	-	(Check Orders Harland Clarke)
Bank Fees	\$	(273.02)	(Svc Charge - Fees Sep TSYS CCD)
Bank Fees	\$	-	(Verification of Deposit/Carr Riggs Ingram)

Expenditures:

Date Cleared	Date Written	CK #	Name	Ck Amt.	Acct #	Line Item
6/14	6/12	4108	Sam's	\$ (440.64)	5940	Comm Inv
6/20	6/16	4109	Sam's	\$ (38.54)	5940	Comm Inv
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		

\* Break in number sequence

Ending Balance: \$ (479.18) (ledger / check book)

O/C (written-not cleared)


O/C Expenditures: \_\_\_\_\_

DEPOSITS IN TRANSIT

\$ -

Ending bank balance

\$ 382,167.51

O/C = (outstanding checks)

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	3
Account Number	@XXXXXXXXXX@2488	Statement Dates	6/01/23 thru 7/02/23
Previous Balance	374,885.75	Days This Statement Period	32
30 Deposits/Credits	8,044.95	Average Ledger	378,897.87
4 Checks/Charges	763.19	Average Collected	378,794.64
Service Charge	.00		
Interest Paid	.00		
Current Balance	382,167.51		

-----Deposits and Additions-----

Date	Description	Amount
6/01	PYMT PROC TSYS CCD 84870052531161	71.64
6/02	PAYOUTS CANTALOUPE MASTE PPD	15.51
6/02	PYMT PROC TSYS CCD 84870052531161	370.32
6/05	PYMT PROC TSYS CCD 84870052531161	144.84
6/05	PYMT PROC TSYS CCD 84870052531161	189.48
6/05	DEPOSIT	1,315.00



NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Deposits and Additions-----		
Date	Description	Amount
6/06	PYMT PROC TSYS CCD 84870052531161	245.90
6/07	PYMT PROC TSYS CCD 84870052531161	185.58
6/08	PYMT PROC TSYS CCD 84870052531161	883.03
6/09	PYMT PROC TSYS CCD 84870052531161	146.45
6/12	PYMT PROC TSYS CCD 84870052531161	62.64
6/12	PYMT PROC TSYS CCD 84870052531161	188.61
6/13	PYMT PROC TSYS CCD 84870052531161	50.79
6/14	PYMT PROC TSYS CCD 84870052531161	95.20
6/15	PYMT PROC TSYS CCD 84870052531161	132.00
6/16	PYMT PROC TSYS CCD 84870052531161	142.67
6/20	PYMT PROC TSYS CCD 84870052531161	17.70
6/20	PYMT PROC TSYS CCD	32.70

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Deposits and Additions-----		
Date	Description	Amount
6/20	84870052531161 PYMT PROC TSYS CCD	103.64
6/21	84870052531161 PYMT PROC TSYS CCD	105.45
6/22	84870052531161 PYMT PROC TSYS CCD	249.59
6/22	84870052531161 DEPOSIT	1,975.00
6/23	84870052531161 PYMT PROC TSYS CCD	116.25
6/26	84870052531161 PYMT PROC TSYS CCD	79.59
6/26	84870052531161 PYMT PROC TSYS CCD	215.90
6/27	84870052531161 PYMT PROC TSYS CCD	489.63
6/28	84870052531161 PYMT PROC TSYS CCD	64.89
6/29	84870052531161 PYMT PROC TSYS CCD	146.80
6/30	84870052531161 PYMT PROC TSYS CCD	102.10
6/30	84870052531161 DEPOSIT	106.05

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Debits and Withdrawals-----			
Date	Description		Amount
6/02	FEES SEP TSYS CCD 84870052531161		273.02-
6/14	PURCHASE SAMS CLUB STORES CK #4108 HOOV AL		440.64-
6/20	PURCHASE SAMS CLUB STORES CK #4109 HOOV AL		38.54-
6/23	PAYMENT CANTALOUPE DEBIT PPD		10.99-

----- Summary by Check Number -----					
Date	Check No	Amount	Date	Check No	Amount
6/14	4108	440.64	6/20	4109	38.54

\*Indicates Break in Check Number Sequence

-----Daily Balance Information-----					
Date	Balance	Date	Balance	Date	Balance
6/01	374,957.39	6/12	378,431.73	6/22	380,857.29
6/02	375,070.20	6/13	378,482.52	6/23	380,962.55
6/05	376,719.52	6/14	378,137.08	6/26	381,258.04
6/06	376,965.42	6/15	378,269.08	6/27	381,747.67
6/07	377,151.00	6/16	378,411.75	6/28	381,812.56
6/08	378,034.03	6/20	378,527.25	6/29	381,959.36
6/09	378,180.48	6/21	378,632.70	6/30	382,167.51

\*\*\* END OF STATEMENT \*\*\*  
 Access your Pinnacle Bank Online Statements securely, anytime, anywhere.  
 Enroll for Estatements Today!

**PINNACLE BANK**

ACCT. # 1560062488

\* DONATION ACCOUNT  
FUND 13

Month Ending: 31-Jul-23

BEGINNING LEDGER/CK BK BAL	\$ 382,167.51	<b>LEDGER BALANCE</b>
Deposits:	\$ - (Payouts Cantaloupe)	
	\$ 2,930.00 (PASSPORT Revenue)	
	\$ - (Cantaloupe Maste PPD)	
	\$ 3,112.47 (CCD payment Deposits)	
Bank Fees	\$ (10.99) (ePay PPD Cantaloupe System)	
Bank Fees	\$ - (Check Orders Harland Clarke)	
Bank Fees	\$ (426.25) (Svc Charge - Fees Sep TSYS CCD)	
Bank Fees	\$ - (Verification of Deposit/Carr Riggs Ingram)	

Expenditures:

Date Cleared	Date Written	CK #	Name	Ck Amt.	Acct #	Line Item
7/24	7/21	4110	Sam's	\$ (307.18)	5940	Comm Inv
				\$ -	5940	Comm Inv
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		
				\$ -		

\* Break in number sequence

Ending Balance: \$ (307.18) (ledger / check book)

O/C (written-not cleared)


O/C Expenditures: \_\_\_\_\_

DEPOSITS IN TRANSIT

\$ -

Ending bank balance

\$ 387,465.56

O/C = (outstanding checks)

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	2
Account Number	@XXXXXXXXXX@2488	Statement Dates	7/03/23 thru 7/31/23
Previous Balance	382,167.51	Days This Statement Period	29
28 Deposits/Credits	6,042.47	Average Ledger	384,470.62
3 Checks/Charges	744.42	Average Collected	384,271.66
Service Charge	.00		
Interest Paid	.00		
Current Balance	387,465.56		

-----Deposits and Additions-----

Date	Description	Amount
7/03	PYMT PROC TSYS CCD 84870052531161	80.22
7/03	PYMT PROC TSYS CCD 84870052531161	466.20
7/05	PYMT PROC TSYS CCD 84870052531161	49.24
7/05	PYMT PROC TSYS CCD 84870052531161	62.60
7/06	PYMT PROC TSYS CCD 84870052531161	.80

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Deposits and Additions-----		
Date	Description	Amount
7/07	PYMT PROC TSYS CCD 84870052531161	73.09
7/10	PYMT PROC TSYS CCD 84870052531161	95.60
7/10	PYMT PROC TSYS CCD 84870052531161	150.60
7/11	PYMT PROC TSYS CCD 84870052531161	78.30
7/12	PYMT PROC TSYS CCD 84870052531161	31.04
7/13	PYMT PROC TSYS CCD 84870052531161	192.90
7/14	PYMT PROC TSYS CCD 84870052531161	163.58
7/14	DEPOSIT	1,660.00
7/17	PYMT PROC TSYS CCD 84870052531161	31.90
7/17	PYMT PROC TSYS CCD 84870052531161	73.50
7/18	PYMT PROC TSYS CCD 84870052531161	91.85
7/19	PYMT PROC TSYS CCD 84870052531161	220.00
7/20	PYMT PROC TSYS CCD 84870052531161	331.83

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Deposits and Additions-----		
Date	Description	Amount
7/21	84870052531161 PYMT PROC TSYS CCD	120.65
7/24	84870052531161 PYMT PROC TSYS CCD	58.09
7/24	84870052531161 PYMT PROC TSYS CCD	183.28
7/25	84870052531161 PYMT PROC TSYS CCD	97.87
7/26	848700525311 61 PYMT PROC TSYS CCD	122.59
7/27	84870052531161 PYMT PROC TSYS CCD	140.14
7/28	84870052531161 PYMT PROC TSYS CCD	96.70
7/31	84870052531161 PYMT PROC TSYS CCD	21.95
7/31	84870052531161 PYMT PROC TSYS CCD	77.95
7/31	84870052531161 DEPOSIT	1,270.00

-----Debits and Withdrawals-----		
Date	Description	Amount
7/03	FEES SEP TSYS CCD 84870052531161	426.25-

NON-PROFIT CHECKING @XXXXXXXXXX@2488 (Continued)

-----Debits and Withdrawals-----

Date	Description	Amount
7/21	PAYMENT CANTALOUPE DEBIT PPD	10.99-
7/24	PURCHASE SAMS CLUB STORES CK #4110 HOOV AL	307.18-

----- Summary by Check Number -----

Date	Check No	Amount
7/24	4110	307.18

\*Indicates Break in Check Number Sequence

-----Daily Balance Information-----

Date	Balance	Date	Balance	Date	Balance
7/03	382,287.68	7/13	383,021.85	7/24	385,638.36
7/05	382,399.52	7/14	384,845.43	7/25	385,736.23
7/06	382,400.32	7/17	384,950.83	7/26	385,858.82
7/07	382,473.41	7/18	385,042.68	7/27	385,998.96
7/10	382,719.61	7/19	385,262.68	7/28	386,095.66
7/11	382,797.91	7/20	385,594.51	7/31	387,465.56
7/12	382,828.95	7/21	385,704.17		

\*\*\* END OF STATEMENT \*\*\*  
 Access your Pinnacle Bank Online Statements securely, anytime, anywhere.  
 Enroll for Estatements Today!



My Monthly Budget Report

For Fiscal: Current Period Ending: 08/31/2023

	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
<b>Department: 70 - LIBRARY</b>										
<b>Category: 501 - PERSONNEL EXPENSE</b>										
<u>01-70-5010-000-500</u>	COMPENSATION	128,255.00	63,474.18	64,780.82	50.51%	1,427,621.00	1,319,364.86	108,256.14	7.58%	1,558,721.00
<u>01-70-5015-000-500</u>	PAYROLL TAX EXP	9,828.00	4,727.47	5,100.53	51.90%	109,208.00	98,421.49	10,786.51	9.88%	119,242.00
<u>01-70-5016-000-500</u>	FRINGE BENEFITS EXP	27,111.00	13,924.94	13,186.06	48.64%	302,027.00	298,707.84	3,319.16	1.10%	329,944.00
<u>01-70-5045-000-500</u>	EMPLOYEE TRAINING	390.00	0.00	390.00	100.00%	13,745.00	9,950.78	3,794.22	27.60%	15,200.00
<u>01-70-5050-000-500</u>	MEMBERSHIP & DUES	194.00	869.83	-675.83	-348.37%	2,419.00	2,657.51	-238.51	-9.86%	2,450.00
<u>01-70-5051-000-500</u>	TRAVEL & CONFERENCE	0.00	0.00	0.00	0.00%	4,847.00	3,739.28	1,107.72	22.85%	5,400.00
<u>01-70-5065-000-500</u>	PHYSICALS/DRUG SCREEN	22.00	0.00	22.00	100.00%	434.00	443.00	-9.00	-2.07%	500.00
<u>01-70-5070-000-500</u>	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00%	375.00	0.00	375.00	100.00%	500.00
	<b>Total Category: 501 - PERSONNEL EXPENSE:</b>	<b>165,800.00</b>	<b>82,996.42</b>	<b>82,803.58</b>	<b>49.94%</b>	<b>1,860,676.00</b>	<b>1,733,284.76</b>	<b>127,391.24</b>	<b>6.85%</b>	<b>2,031,957.00</b>
<b>Category: 509 - POSTAGE AND MAILING</b>										
<u>01-70-5090-000-500</u>	POSTAGE	0.00	0.00	0.00	0.00%	787.00	548.95	238.05	30.25%	1,150.00
	<b>Total Category: 509 - POSTAGE AND MAILING:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>787.00</b>	<b>548.95</b>	<b>238.05</b>	<b>30.25%</b>	<b>1,150.00</b>
<b>Category: 510 - SUPPLIES</b>										
<u>01-70-5100-000-500</u>	SUPPLIES/PRINT & OFFICE	275.00	0.00	275.00	100.00%	5,806.00	2,454.60	3,351.40	57.72%	8,000.00
<u>01-70-5101-000-500</u>	SUPPLIES/LIB PROCESS	1,570.00	0.00	1,570.00	100.00%	9,278.00	7,000.09	2,277.91	24.55%	10,000.00
<u>01-70-5105-000-500</u>	SUPPLIES/OTHER	947.00	0.00	947.00	100.00%	6,129.00	6,997.16	-868.16	-14.16%	9,000.00
<u>01-70-5110-000-500</u>	SUPPLIES/JANITORIAL	606.00	0.00	606.00	100.00%	5,774.00	6,760.27	-986.27	-17.08%	7,000.00
<u>01-70-5140-000-500</u>	GASOLINE	114.00	0.00	114.00	100.00%	1,691.00	938.56	752.44	44.50%	1,800.00
	<b>Total Category: 510 - SUPPLIES:</b>	<b>3,512.00</b>	<b>0.00</b>	<b>3,512.00</b>	<b>100.00%</b>	<b>28,678.00</b>	<b>24,150.68</b>	<b>4,527.32</b>	<b>15.79%</b>	<b>35,800.00</b>
<b>Category: 520 - MAINTENANCE CONTRACTS</b>										
<u>01-70-5210-000-500</u>	MAINTENANCE CONTRACTS	7,973.00	1,646.29	6,326.71	79.35%	184,172.00	186,227.62	-2,055.62	-1.12%	198,157.00
	<b>Total Category: 520 - MAINTENANCE CONTRACTS:</b>	<b>7,973.00</b>	<b>1,646.29</b>	<b>6,326.71</b>	<b>79.35%</b>	<b>184,172.00</b>	<b>186,227.62</b>	<b>-2,055.62</b>	<b>-1.12%</b>	<b>198,157.00</b>
<b>Category: 530 - MAINTENANCE EXPENSE</b>										
<u>01-70-5310-000-500</u>	MAINT/REP-OFFICE EQUIP	0.00	0.00	0.00	0.00%	875.00	250.00	625.00	71.43%	1,000.00
<u>01-70-5350-000-500</u>	MAINT/REP-SMALL EQUIP	277.00	0.00	277.00	100.00%	1,500.00	808.98	691.02	46.07%	1,500.00
<u>01-70-5370-000-500</u>	MAINT/REP-VEHICLES	52.00	0.00	52.00	100.00%	2,390.00	913.74	1,476.26	61.77%	2,500.00
<u>01-70-5380-000-500</u>	MAINT/REP-BUILDING	4,389.00	100.00	4,289.00	97.72%	20,742.00	27,178.64	-6,436.64	-31.03%	25,000.00
<u>01-70-5385-000-500</u>	MAINT/REP-HVAC	1,994.00	821.00	1,173.00	58.83%	23,534.00	18,671.65	4,862.35	20.66%	25,000.00
<u>01-70-5390-000-500</u>	MAINT/REP-ELEC & PLUMB	921.00	0.00	921.00	100.00%	7,038.00	7,637.89	-599.89	-8.52%	7,500.00
	<b>Total Category: 530 - MAINTENANCE EXPENSE:</b>	<b>7,633.00</b>	<b>921.00</b>	<b>6,712.00</b>	<b>87.93%</b>	<b>56,079.00</b>	<b>55,460.90</b>	<b>618.10</b>	<b>1.10%</b>	<b>62,500.00</b>
<b>Category: 570 - UTILITY EXPENSE</b>										
<u>01-70-5700-000-500</u>	UTILITIES	12,558.00	0.00	12,558.00	100.00%	115,168.00	116,858.95	-1,690.95	-1.47%	124,000.00
<u>01-70-5720-000-500</u>	COMM(INTERNET & TELEPHONE)	1,451.00	805.12	645.88	44.51%	18,451.00	11,498.02	6,952.98	37.68%	19,350.00
	<b>Total Category: 570 - UTILITY EXPENSE:</b>	<b>14,009.00</b>	<b>805.12</b>	<b>13,203.88</b>	<b>94.25%</b>	<b>133,619.00</b>	<b>128,356.97</b>	<b>5,262.03</b>	<b>3.94%</b>	<b>143,350.00</b>
<b>Category: 580 - PROFESSIONAL SERVICES</b>										
<u>01-70-5840-000-500</u>	PROFESSIONAL CONSULTANTS	0.00	0.00	0.00	0.00%	1,564.00	4,622.00	-3,058.00	-195.52%	5,054.00
	<b>Total Category: 580 - PROFESSIONAL SERVICES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>1,564.00</b>	<b>4,622.00</b>	<b>-3,058.00</b>	<b>-195.52%</b>	<b>5,054.00</b>

My Monthly Budget Report

For Fiscal: Current Period Ending: 08/31/2023

	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Category: 590 - BANK CHARGES</b>									
<u>01-70-5940-000-500</u>	1,829.00	325.00	1,504.00	82.23%	35,874.00	37,206.20	-1,332.20	-3.71%	40,000.00
<u>01-70-5940-002-500</u>	0.00	0.00	0.00	0.00%	2,250.00	2,400.00	-150.00	-6.67%	3,000.00
<u>01-70-5940-003-500</u>	922.00	0.00	922.00	100.00%	6,890.00	6,225.69	664.31	9.64%	8,700.00
<b>Total Category: 590 - BANK CHARGES:</b>	<b>2,751.00</b>	<b>325.00</b>	<b>2,426.00</b>	<b>88.19%</b>	<b>45,014.00</b>	<b>45,831.89</b>	<b>-817.89</b>	<b>-1.82%</b>	<b>51,700.00</b>
<b>Category: 810 - PURCHASES</b>									
<u>01-70-8100-000-500</u>	2,096.00	0.00	2,096.00	100.00%	6,731.00	6,396.21	334.79	4.97%	8,000.00
<u>01-70-8150-000-500</u>	0.00	0.00	0.00	0.00%	4,000.00	4,612.44	-612.44	-15.31%	4,000.00
<b>Total Category: 810 - PURCHASES:</b>	<b>2,096.00</b>	<b>0.00</b>	<b>2,096.00</b>	<b>100.00%</b>	<b>10,731.00</b>	<b>11,008.65</b>	<b>-277.65</b>	<b>-2.59%</b>	<b>12,000.00</b>
<b>Category: 850 - CAPITAL PURCHASES</b>									
<u>01-70-8205-000-500</u>	3,231.00	0.00	3,231.00	100.00%	119,442.00	119,649.91	-207.91	-0.17%	121,260.00
<u>01-70-8610-000-500</u>	23,421.00	615.80	22,805.20	97.37%	131,939.00	140,516.59	-8,577.59	-6.50%	147,000.00
<b>Total Category: 850 - CAPITAL PURCHASES:</b>	<b>26,652.00</b>	<b>615.80</b>	<b>26,036.20</b>	<b>97.69%</b>	<b>251,381.00</b>	<b>260,166.50</b>	<b>-8,785.50</b>	<b>-3.49%</b>	<b>268,260.00</b>
<b>Total Department: 70 - LIBRARY:</b>	<b>230,426.00</b>	<b>87,309.63</b>	<b>143,116.37</b>	<b>62.11%</b>	<b>2,572,701.00</b>	<b>2,449,658.92</b>	<b>123,042.08</b>	<b>4.78%</b>	<b>2,809,928.00</b>

My Monthly Budget Report

For Fiscal: Current Period Ending: 08/31/2023

	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
<b>Fund: 12 - LIBRARY-STATE AID</b>										
<b>Revenue</b>										
<b>Department: 00 - Department 00</b>										
<b>Category: 310 - STATE REVENUE</b>										
<u>12-00-3175-000-511</u>	STATE AID	2,441.77	0.00	-2,441.77	-100.00%	26,859.47	31,687.02	4,827.55	17.97%	29,313.00
<b>Total Category: 310 - STATE REVENUE:</b>		<b>2,441.77</b>	<b>0.00</b>	<b>-2,441.77</b>	<b>-100.00%</b>	<b>26,859.47</b>	<b>31,687.02</b>	<b>4,827.55</b>	<b>17.97%</b>	<b>29,313.00</b>
<b>Category: 330 - CITY REVENUE</b>										
<u>12-00-3379-000-706</u>	INTEREST	0.00	0.00	0.00	0.00%	0.00	43.69	43.69	0.00%	0.00
<b>Total Category: 330 - CITY REVENUE:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>43.69</b>	<b>43.69</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Department: 00 - Department 00:</b>		<b>2,441.77</b>	<b>0.00</b>	<b>-2,441.77</b>	<b>-100.00%</b>	<b>26,859.47</b>	<b>31,730.71</b>	<b>4,871.24</b>	<b>18.14%</b>	<b>29,313.00</b>
<b>Total Revenue:</b>		<b>2,441.77</b>	<b>0.00</b>	<b>-2,441.77</b>	<b>-100.00%</b>	<b>26,859.47</b>	<b>31,730.71</b>	<b>4,871.24</b>	<b>18.14%</b>	<b>29,313.00</b>
<b>Expense</b>										
<b>Department: 70 - LIBRARY</b>										
<b>Category: 501 - PERSONNEL EXPENSE</b>										
<u>12-70-5050-000-500</u>	MEMBERSHIP & DUES	2,441.77	0.00	2,441.77	100.00%	26,859.47	31,687.02	-4,827.55	-17.97%	29,313.00
<b>Total Category: 501 - PERSONNEL EXPENSE:</b>		<b>2,441.77</b>	<b>0.00</b>	<b>2,441.77</b>	<b>100.00%</b>	<b>26,859.47</b>	<b>31,687.02</b>	<b>-4,827.55</b>	<b>-17.97%</b>	<b>29,313.00</b>
<b>Category: 590 - BANK CHARGES</b>										
<u>12-70-5913-000-709</u>	TRANSFERS OUT/FUND 13 LIBRARY	0.00	0.00	0.00	0.00%	0.00	6,744.66	-6,744.66	0.00%	0.00
<b>Total Category: 590 - BANK CHARGES:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>6,744.66</b>	<b>-6,744.66</b>	<b>0.00%</b>	<b>0.00</b>
<b>Total Department: 70 - LIBRARY:</b>		<b>2,441.77</b>	<b>0.00</b>	<b>2,441.77</b>	<b>100.00%</b>	<b>26,859.47</b>	<b>38,431.68</b>	<b>-11,572.21</b>	<b>-43.08%</b>	<b>29,313.00</b>
<b>Total Expense:</b>		<b>2,441.77</b>	<b>0.00</b>	<b>2,441.77</b>	<b>100.00%</b>	<b>26,859.47</b>	<b>38,431.68</b>	<b>-11,572.21</b>	<b>-43.08%</b>	<b>29,313.00</b>
<b>Total Fund: 12 - LIBRARY-STATE AID:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>-6,700.97</b>	<b>-6,700.97</b>		<b>0.00</b>

My Monthly Budget Report

For Fiscal: Current Period Ending: 08/31/2023

	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget	
<b>Fund: 13 - LIBRARY-BOOKS/DON</b>										
<b>Revenue</b>										
<b>Department: 00 - Department 00</b>										
<b>Category: 330 - CITY REVENUE</b>										
<u>13-00-3375-000-511</u>	SPECIAL REV/DONATIONS	250.00	0.00	-250.00	-100.00%	2,750.00	120.00	-2,630.00	-95.64%	3,000.00
<u>13-00-3375-001-511</u>	DONATIONS/FRIENDS	250.00	0.00	-250.00	-100.00%	2,750.00	6,640.98	3,890.98	141.49%	3,000.00
<u>13-00-3375-002-511</u>	DONATIONS/FOUNDATION	0.00	0.00	0.00	0.00%	0.00	1,750.47	1,750.47	0.00%	0.00
<u>13-00-3379-001-706</u>	INTEREST/BOOK REV	0.00	0.00	0.00	0.00%	0.00	553.38	553.38	0.00%	0.00
<u>13-00-3380-000-510</u>	MISCELLANEOUS REVENUE	3,790.15	0.00	-3,790.15	-100.00%	41,691.65	85,120.91	43,429.26	104.17%	45,500.00
<u>13-00-3385-000-510</u>	BOOK REVENUE	541.45	0.00	-541.45	-100.00%	5,955.95	8,161.40	2,205.45	37.03%	6,500.00
<u>13-00-3390-000-511</u>	GRANTS-FEDERAL	0.00	0.00	0.00	0.00%	0.00	15,000.00	15,000.00	0.00%	0.00
<u>13-00-3393-000-510</u>	RENTAL INCOME	999.60	0.00	-999.60	-100.00%	10,995.60	12,240.00	1,244.40	11.32%	12,000.00
<u>13-00-3398-000-709</u>	TRANSFERS IN	0.00	0.00	0.00	0.00%	0.00	6,744.66	6,744.66	0.00%	0.00
<b>Total Category: 330 - CITY REVENUE:</b>		<b>5,831.20</b>	<b>0.00</b>	<b>-5,831.20</b>	<b>-100.00%</b>	<b>64,143.20</b>	<b>136,331.80</b>	<b>72,188.60</b>	<b>112.54%</b>	<b>70,000.00</b>
<b>Total Department: 00 - Department 00:</b>		<b>5,831.20</b>	<b>0.00</b>	<b>-5,831.20</b>	<b>-100.00%</b>	<b>64,143.20</b>	<b>136,331.80</b>	<b>72,188.60</b>	<b>112.54%</b>	<b>70,000.00</b>
<b>Total Revenue:</b>		<b>5,831.20</b>	<b>0.00</b>	<b>-5,831.20</b>	<b>-100.00%</b>	<b>64,143.20</b>	<b>136,331.80</b>	<b>72,188.60</b>	<b>112.54%</b>	<b>70,000.00</b>
<b>Expense</b>										
<b>Department: 70 - LIBRARY</b>										
<b>Category: 501 - PERSONNEL EXPENSE</b>										
<u>13-70-5045-000-500</u>	EMPLOYEE TRAINING	666.40	0.00	666.40	100.00%	7,330.40	3,511.21	3,819.19	52.10%	8,000.00
<u>13-70-5050-000-500</u>	MEMBERSHIP & DUES	41.65	0.00	41.65	100.00%	458.15	0.00	458.15	100.00%	500.00
<u>13-70-5051-000-500</u>	TRAVEL & CONFERENCE	750.00	0.00	750.00	100.00%	8,250.00	2,419.75	5,830.25	70.67%	9,000.00
<u>13-70-5052-000-500</u>	EMPLOYEE MISC EXPENSE	41.66	0.00	41.66	100.00%	458.26	0.00	458.26	100.00%	500.00
<b>Total Category: 501 - PERSONNEL EXPENSE:</b>		<b>1,499.71</b>	<b>0.00</b>	<b>1,499.71</b>	<b>100.00%</b>	<b>16,496.81</b>	<b>5,930.96</b>	<b>10,565.85</b>	<b>64.05%</b>	<b>18,000.00</b>
<b>Category: 509 - POSTAGE AND MAILING</b>										
<u>13-70-5090-000-500</u>	POSTAGE	274.89	0.00	274.89	100.00%	3,023.79	3,415.00	-391.21	-12.94%	3,300.00
<b>Total Category: 509 - POSTAGE AND MAILING:</b>		<b>274.89</b>	<b>0.00</b>	<b>274.89</b>	<b>100.00%</b>	<b>3,023.79</b>	<b>3,415.00</b>	<b>-391.21</b>	<b>-12.94%</b>	<b>3,300.00</b>
<b>Category: 510 - SUPPLIES</b>										
<u>13-70-5100-000-500</u>	SUPPLIES/PRINT & OFFICE	41.66	0.00	41.66	100.00%	458.26	0.00	458.26	100.00%	500.00
<u>13-70-5105-000-500</u>	SUPPLIES/OTHER	83.33	0.00	83.33	100.00%	916.63	349.62	567.01	61.86%	1,000.00
<u>13-70-5106-000-500</u>	SUPPLIES/REFUNDS	0.00	0.00	0.00	0.00%	0.00	7,576.36	-7,576.36	0.00%	0.00
<u>13-70-5110-000-500</u>	SUPPLIES/JANITORIAL	83.33	0.00	83.33	100.00%	916.63	0.00	916.63	100.00%	1,000.00
<b>Total Category: 510 - SUPPLIES:</b>		<b>208.32</b>	<b>0.00</b>	<b>208.32</b>	<b>100.00%</b>	<b>2,291.52</b>	<b>7,925.98</b>	<b>-5,634.46</b>	<b>-245.88%</b>	<b>2,500.00</b>
<b>Category: 520 - MAINTENANCE CONTRACTS</b>										
<u>13-70-5210-000-500</u>	MAINTENANCE CONTRACTS	1,249.50	0.00	1,249.50	100.00%	13,744.50	0.00	13,744.50	100.00%	15,000.00
<u>13-70-5220-000-500</u>	COMPUTER SERVICES	208.33	0.00	208.33	100.00%	2,291.63	0.00	2,291.63	100.00%	2,500.00
<b>Total Category: 520 - MAINTENANCE CONTRACTS:</b>		<b>1,457.83</b>	<b>0.00</b>	<b>1,457.83</b>	<b>100.00%</b>	<b>16,036.13</b>	<b>0.00</b>	<b>16,036.13</b>	<b>100.00%</b>	<b>17,500.00</b>
<b>Category: 530 - MAINTENANCE EXPENSE</b>										
<u>13-70-5310-000-500</u>	MAINT/REP-OFFICE EQUIP	166.66	0.00	166.66	100.00%	1,833.26	0.00	1,833.26	100.00%	2,000.00
<u>13-70-5380-000-500</u>	MAINT/REP-BUILDING	333.33	0.00	333.33	100.00%	3,666.63	0.00	3,666.63	100.00%	4,000.00

My Monthly Budget Report

For Fiscal: Current Period Ending: 08/31/2023

	August Budget	August Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Total Category: 530 - MAINTENANCE EXPENSE:</b>	<b>499.99</b>	<b>0.00</b>	<b>499.99</b>	<b>100.00%</b>	<b>5,499.89</b>	<b>0.00</b>	<b>5,499.89</b>	<b>100.00%</b>	<b>6,000.00</b>
<b>Category: 560 - LEASE EXPENSES</b>									
<u>13-70-5605-000-500</u> RENTAL/STORAGE FACILITY	249.90	304.95	-55.05	-22.03%	2,748.90	2,987.50	-238.60	-8.68%	3,000.00
<b>Total Category: 560 - LEASE EXPENSES:</b>	<b>249.90</b>	<b>304.95</b>	<b>-55.05</b>	<b>-22.03%</b>	<b>2,748.90</b>	<b>2,987.50</b>	<b>-238.60</b>	<b>-8.68%</b>	<b>3,000.00</b>
<b>Category: 580 - PROFESSIONAL SERVICES</b>									
<u>13-70-5840-000-500</u> PROFESSIONAL CONSULTANTS	75.00	0.00	75.00	100.00%	825.00	0.00	825.00	100.00%	900.00
<b>Total Category: 580 - PROFESSIONAL SERVICES:</b>	<b>75.00</b>	<b>0.00</b>	<b>75.00</b>	<b>100.00%</b>	<b>825.00</b>	<b>0.00</b>	<b>825.00</b>	<b>100.00%</b>	<b>900.00</b>
<b>Category: 590 - BANK CHARGES</b>									
<u>13-70-5940-000-500</u> COMMUNITY INVOLVEMENT	541.66	0.00	541.66	100.00%	5,958.26	11,945.46	-5,987.20	-100.49%	6,500.00
<u>13-70-5990-000-500</u> BANK CHARGES	0.00	0.00	0.00	0.00%	0.00	2,934.73	-2,934.73	0.00%	0.00
<u>13-70-5992-000-500</u> MERCHANT FEES	249.90	0.00	249.90	100.00%	2,748.90	0.00	2,748.90	100.00%	3,000.00
<b>Total Category: 590 - BANK CHARGES:</b>	<b>791.56</b>	<b>0.00</b>	<b>791.56</b>	<b>100.00%</b>	<b>8,707.16</b>	<b>14,880.19</b>	<b>-6,173.03</b>	<b>-70.90%</b>	<b>9,500.00</b>
<b>Category: 810 - PURCHASES</b>									
<u>13-70-8100-000-500</u> PURCHASE/OFFICE & COMP EQUIP	333.20	0.00	333.20	100.00%	3,665.20	0.00	3,665.20	100.00%	4,000.00
<u>13-70-8150-000-500</u> PURCHASES-SMALL EQUIP	41.66	0.00	41.66	100.00%	458.26	0.00	458.26	100.00%	500.00
<b>Total Category: 810 - PURCHASES:</b>	<b>374.86</b>	<b>0.00</b>	<b>374.86</b>	<b>100.00%</b>	<b>4,123.46</b>	<b>0.00</b>	<b>4,123.46</b>	<b>100.00%</b>	<b>4,500.00</b>
<b>Category: 850 - CAPITAL PURCHASES</b>									
<u>13-70-8205-000-500</u> PURCHASES/PERIODICAL REPLACE	41.66	0.00	41.66	100.00%	458.26	0.00	458.26	100.00%	500.00
<u>13-70-8500-000-500</u> PURCHASES-CAP (UNDER \$5K)	333.33	0.00	333.33	100.00%	3,666.63	4,100.00	-433.37	-11.82%	4,000.00
<u>13-70-8610-000-500</u> PURCHASES/BOOKS	25.00	0.00	25.00	100.00%	275.00	0.00	275.00	100.00%	300.00
<b>Total Category: 850 - CAPITAL PURCHASES:</b>	<b>399.99</b>	<b>0.00</b>	<b>399.99</b>	<b>100.00%</b>	<b>4,399.89</b>	<b>4,100.00</b>	<b>299.89</b>	<b>6.82%</b>	<b>4,800.00</b>
<b>Total Department: 70 - LIBRARY:</b>	<b>5,832.05</b>	<b>304.95</b>	<b>5,527.10</b>	<b>94.77%</b>	<b>64,152.55</b>	<b>39,239.63</b>	<b>24,912.92</b>	<b>38.83%</b>	<b>70,000.00</b>
<b>Total Expense:</b>	<b>5,832.05</b>	<b>304.95</b>	<b>5,527.10</b>	<b>94.77%</b>	<b>64,152.55</b>	<b>39,239.63</b>	<b>24,912.92</b>	<b>38.83%</b>	<b>70,000.00</b>
<b>Total Fund: 13 - LIBRARY-BOOKS/DON:</b>	<b>-0.85</b>	<b>-304.95</b>	<b>-304.10</b>		<b>-9.35</b>	<b>97,092.17</b>	<b>97,101.52</b>		<b>0.00</b>



Vestavia Hills, AL

# My Balance Sheet

## Account Summary

As Of 07/31/2023

Account	Name	Balance
<b>Fund: 12 - LIBRARY-STATE AID</b>		
<b>Assets</b>		
<u>12-00-1031-000-000</u>	CLAIM ON CASH	0.00
<u>12-00-1941-000-000</u>	DUE FROM GENERAL FUND	0.00
	<b>Total Assets:</b>	<u>0.00</u> <u>0.00</u>
<b>Liability</b>		
<u>12-00-2000-000-000</u>	ACCOUNTS PAYABLE	0.00
<u>12-00-2005-000-000</u>	ACCOUNTS PAYABLE/OTHER	0.00
<u>12-00-2741-000-000</u>	DUE TO GENERAL FUND	0.00
<u>12-00-2830-000-000</u>	ENCUMBRANCES	0.00
<u>12-00-2840-000-000</u>	RESERVE FOR ENCUMBRANCES	0.00
	<b>Total Liability:</b>	<u>0.00</u>
<b>Equity</b>		
<u>12-00-2950-000-000</u>	FUND BALANCE/RESTRICTED	6,700.97
	<b>Total Beginning Equity:</b>	<u>6,700.97</u>
Total Revenue		31,730.71
Total Expense		<u>38,431.68</u>
Revenues Over/Under Expenses		<u>-6,700.97</u>
	<b>Total Equity and Current Surplus (Deficit):</b>	<u>0.00</u>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<u>0.00</u>

My Balance Sheet

As Of 07/31/2023

Account	Name	Balance
<b>Fund: 13 - LIBRARY-BOOKS/DON</b>		
<b>Assets</b>		
<u>13-00-1010-000-000</u>	PETTY CASH	600.00
<u>13-00-1022-001-000</u>	DONATION	387,465.56
<u>13-00-1031-000-000</u>	CLAIM ON CASH	43,927.15
<u>13-00-1230-000-000</u>	ACCOUNTS RECEIVABLE	0.00
<u>13-00-1341-000-000</u>	PREPAID EXPENSES	0.00
	<b>Total Assets:</b>	<b>431,992.71</b>
		<b><u>431,992.71</u></b>
<b>Liability</b>		
<u>13-00-2000-000-000</u>	ACCOUNTS PAYABLE	4,100.00
<u>13-00-2005-000-000</u>	ACCOUNTS PAYABLE/OTHER	0.00
<u>13-00-2741-000-000</u>	DUE TO GENERAL FUND	0.00
<u>13-00-2830-000-000</u>	ENCUMBRANCES	0.00
<u>13-00-2840-000-000</u>	RESERVE FOR ENCUMBRANCES	0.00
	<b>Total Liability:</b>	<b>4,100.00</b>
<b>Equity</b>		
<u>13-00-2900-000-000</u>	NONSPENDABLE	0.00
<u>13-00-2950-000-000</u>	FUND BALANCE/RESTRICTED	330,495.59
	<b>Total Beginning Equity:</b>	<b>330,495.59</b>
Total Revenue		136,331.80
Total Expense		38,934.68
Revenues Over/Under Expenses		97,397.12
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>427,892.71</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>431,992.71</u></b>

## Vestavia Hills Library in the Forest

Output/Outcome Measures in alignment with City of Vestavia Hills 2023 Strategic Plan & Priority Objectives.

Output Measures	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Building Usage (In-Person Visits)	206,808	145,481	282,470	300,000	325,000
Strategic Priority Area 3					
Collections & Materials Circulation (Physical & Digital)	336,063	377,642	475,725	494,000	537,000
Strategic Priority Area 3					
Events & Outreach Attendance	16,925	24,775	14,363	18,900	20,990
Strategic Priority Area 3					
Technology Usage (Computer/Wi-Fi/Website)	174,453	166,486	210,241	317,800	321,800
Strategic Priority Area 3					
Outcome Measures	2020 Actual	2021 Actual	2022 Actual	2023 Projected	2024 Projected
Provide a safe space with quality programs, facilities and services.	Yes	Yes	Yes	Yes	Yes
Strategic Priority Area 3					
Use all media outlets to increase communications and awareness within the community and surrounding areas.	Yes	Yes	Yes	Yes	Yes
Strategic Priority Area 3					
Provide exemplary customer service at all Library touchpoints.	Yes	Yes	Yes	Yes	Yes
Strategic Priority Area 7					
Continue to increase our community engagement outside the Library through partnerships with area businesses, organizations and community groups.	Yes	Yes	Yes	Yes	Yes
Strategic Priority Area 3 & 7					
Continue a strong collaborative partnership with the Jefferson County Library Cooperative.	Yes	Yes	Yes	Yes	Yes
Strategic Priority Area 3 & 7					
Continue to use innovative technology to create new and unique methods of engaging the community.	Yes	Yes	Yes	Yes	Yes
Strategic Priority Area 3 & 7					



# BUDGET SUMMARY 2023/2024

## **MISSION STATEMENT**

*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.*

### **As a provider, the Library will:**

- *Circulate collections of current high-demand, high-interest materials in a variety of formats for all ages.*
- *Maintain collections in a variety of formats representing a broad spectrum of knowledge on a variety of subjects.*
- *Offer reference services providing timely and accurate information in a variety of formats with access from diverse sources.*
- *Plan and implement programs and services for all ages that encourage reading, learning, and cultural enrichment.*
- *Create environmental educational opportunities as the first “green” library in the state.*

### **As a partner, the Library will:**

- *Coordinate the development of reference and informational collections, current reading lists and other materials for the Vestavia Hills school system.*
- *Facilitate connections with local businesses and the Chamber of Commerce.*
- *Work with other agencies and organizations to provide pertinent community information.*
- *Foster the development of programs and services offered by local groups.*

## **DEPARTMENTAL GOALS**

### **Continue Improvements to Community Quality of Life Amenities:**

- *Provide a safe space with quality programs, facilities and services.*
- *Use all media outlets to increase communications and awareness within the community and surrounding areas.*
- *Continue to increase our community engagement outside the Library through partnerships with area businesses, organizations and community groups.*

- *Continue a strong collaborative partnership with the Jefferson County Library Cooperative.*
- *Continue to use innovative technology to create new and unique methods of engaging the community.*

**Provide Consistent Exceptional Customer Service:**

- *Provide exemplary customer service at all Library touchpoints.*
- *Continue to increase our community engagement outside the Library through partnerships with area businesses, organizations and community groups.*
- *Continue a strong collaborative partnership with the Jefferson County Library Cooperative.*
- *Continue to use innovative technology to create new and unique methods of engaging the community.*

**TOTALS AND LINE-ITEM SUMMARIES**

	<b>2022-2023</b>	<b>2023-2024</b>	<b>VARIANCE</b>	<b>NOTABLE ITEMS</b>
GENERAL 01	\$2,809,928	\$3,014,519	\$204,591	\$141,942 PERSONNEL EXPENSES \$31,140 NON-CAPITAL PURCHASES
FUND 12	\$29,313	\$32,572	\$3,259	PER CAPITAL INCREASE
FUND 13	\$70,000	\$258,506	\$188,506	\$10,000 LANDSCAPING \$18,500 COMPUTERS \$17,300 DELL DESKTOPS \$37,000 HOST SERVERS \$12,500 TECHNOLOGY FRIENDS \$36,000 TECHNOLOGY FOUNDATION
CAPITAL IMPROVEMENTS	\$72,462	\$269,762	\$197,300	\$35,762 LEASES \$205,350 CAPITAL PURCHASES
	\$2,981,703	\$3,575,359	\$593,656	

**PROPOSALS**

- 1. Greg Wallace Promotion** **\$6011.00**

Promote Greg, a 30-year employee, from Grade 4/10 to Grade 7/8. Greg has served as the library’s Processing Clerk and has done an outstanding job. He has also gone above and beyond and served as the assistant to the Acquisitions Manager as needed. **Funded by Fund 13 until March 2024 then to be funded by the city.**
- 2. Two Host Servers** **\$40,000.00**

Two Host Servers and the accompanying VMware software to run the hardware. Current Host Servers have become obsolete during the 12 years the Library has operated. They control the Library’s Storage Area Network (SAN) and the virtual servers located on it,

which allow the Library's technology and network to function properly. We are running a downgraded version of the VMware software because the existing Host Servers will not support the current version. Installing the updated version will let our Host Servers properly migrate in case of emergencies, protect us against security threats, and allow us to purchase a maintenance agreement from our servers' manufacturer. We need this replacement hardware and software to operate the Library's network effectively and to continue offering uninterrupted library services to our community. **Funded by city or LSTA grant.**

**3. Part-time Custodian \$13,575.00**

Jani-King has cleaned the library for several years for an annual fee of \$24, 192. Their employee comes and cleans during the evening and does the basics - restrooms, vacuuming, empties trash, etc. As the library ages, we are finding that additional cleaning is required to maintain a clean and healthy environment throughout the day.

Jani-King's contract has not changed during economic turns and remained the same for several years. We want to continue service with Jani-King, but also request a part-time staff custodian during the day who can consistently manage the facility. This request models the O'Neal Library.

In preparation for this request, we contacted other cleaning services who provided the following estimates for their services:

JanPro - \$6,813 per month, \$81,756 annually

Vanguard - \$5,824.00 per month, \$69,888 annually

These prices do not include extra services such as carpet extraction and stripping and waxing the floors. **Funded by city effective March 2024.**

**4. Trane Upgrade \$33,000.00**

The Vestavia Hills Library in the Forest facility currently has a Trane Summit building automation controller that operates via the LonTalk (Lon) protocol. Lon was one of the popular communications protocols during the late 1990s until the early 2010s.

Unfortunately, the company that manufactures the chips required for the Lon controllers is no longer producing the chips and the Building Automation Industry has moved past Lon as a communication protocol. The inability to obtain Lon controllers creates multiple problems for all buildings that have Lon controllers operating their HVAC systems.

**Funded by city.**

**5. Full time Teen Clerk \$18,348.00**

The library has employed a part-time Teen Services Clerk since December 2018. Over the past several years, the work and responsibilities required of the individual filling this post, have grown beyond what one would generally expect from a part-time employee. Although this employee assists within the Teen Department and the litany of services and programs that it hosts, they also assist the Library's creative team in designing and

illustrating projects, execute passports as a part of the Library’s ongoing service to the community, and support the social media efforts of the library to promote our services and brand to the City at large. Each of these initiatives has been a success, and we want to expand upon them in way that requires a full-time position.

First, this full-time position will allow Derek Anderson, currently our Teen Services Assistant and Makerspace Coordinator, to spend more of his working hours in the Makerspace. This will allow him to create additional creative classes, open the space to the public more frequently, learn additional technologies to host in the space, and better prepare the space for those interested in its offerings.

Second, this position will take on a larger role regarding Passport Services at the library. They will troubleshoot the process with the numerous questions we receive daily, transition our reservation process online, and host additional appointments for the public. This will increase the revenue that we receive currently by thousands of dollars and expand our reservation calendar, which is currently booked a month out.

Lastly, this position will assist in booking and maintaining the library’s Meeting Rooms. We have long needed an additional staff member to undertake this project, and this clerk will remove some of the burden from the Administrative Assistant. With more focus placed upon this revenue stream, we believe that additional revenue will also result, making this upgrade highly valuable to the City overall. ***Funded by city effective March 2024.***

**6. Outreach Efforts for LP and CH \$5,000.00**

The library plans to offer three or four special events for residents in these areas.

1. Participating in Halloween in the Heights in October. This would consist of a Library setup focused on kids and families with activities, giveaways, and a performer.
2. Present a family event, possibly a concert, at Sicard Hollow for Liberty Park. We would provide food or have food trucks along with a Library station for information, giveaways, and take-home activities.
3. Create a community event in the Cahaba Heights area. This might be a concert, a performer or other family event. We will also look to partner with the community’s pre-existing events, e.g. ***Heights Hangout. Funded by the city.***

**7. Video Wall \$71,000**

The community room is in high demand. By adding a video wall and teleconferencing system to replace our antiquated projection and audio/visual equipment, we will increase the value of our programming choices and provide a full-service digital meeting space for conferences, guest speakers, authors and performers both live and remote. New types of programs including game nights and televised sporting events can also be offered.

The library currently has an outdated overhead projector. Over the past year, we had numerous requests for a new and updated projector with increased functionality and teleconferencing capabilities. **Funded by the city.**

#### **8. Water Refill Stations**

**\$16,000**

Library plans to update the existing fountains. Since COVID-19, library patrons no longer trust traditional water fountains. Therefore, they go unused. We have had numerous requests for water bottle refilling stations. We want to be in line with other public departments such as parks and recreation, as they have these stations that residents readily use. **Funded by Library Foundation.**

#### **9. Directional and Interactive Kiosk \$13,000**

Upgrading the library's digital signage and kiosk capabilities will increase awareness and provide quick access to information on programs, resources and equipment. This is an ongoing challenge in an age of digital overload. Providing patrons with new and seamless ways to connect with us and others, is critical in providing the highest quality service. **Funded by Library Foundation.**

#### **10. Children's Interactive Table**

**\$14,000**

The library plans to upgrade the table by adding a special performance computer upgrade that will increase performance for the processor, video graphics card, hard drive and RAM. When the elementary school moved, we lost many of the children who visited the library daily. To reconnect with those families and better support our homeschoolers, we want to place the table in the Children's Department. Its easy and interactive nature will attract children and adults, offering a new perspective on teaching and learning. **Funded by Friends of the Library.**

#### **11. Car Charging Stations**

To reinforce our commitment to being a true leader in energy and environmental design, we want to offer electric vehicle charging stations to serve our growing number of patrons who drive electric cars. We believe these stations would provide a local community service that isn't being offered anywhere close by. Those who utilize the stations would also have the opportunity to visit the library, as well as other locations in Vestavia Hills. Funding and need are the factors that impact this request. We hope to receive grant funds that will make this vision a reality.

## **Vestavia Hills Library in the Forest Library Mission Statement**

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.

### **Vestavia Hills Library in the Forest Censorship and Reconsideration of Materials**

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While a person may reject materials for himself or for his children, he cannot exercise censorship to restrict access to library materials by others.

The Vestavia Hills Public Library Board of Trustees believes that the only acceptable censorship is self-censorship; therefore, the Library has implemented an appropriate procedure for patrons to register complaints concerning materials, which must include appeal to the Vestavia Hills Public Library Board of Trustees.

The Vestavia Hills Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967, and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community." We realize that everyone's tastes are different, and that it is our responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

The internet makes available a wide variety of material, most of it useful and worthwhile, but some internet sites are unsuitable for children and offensive to many adults. Unfortunately, we cannot filter out such sites without also eliminating access to many good resources. We have no control over internet information, and we caution parents and others that objectionable sites do exist, although they are not usually accessible except by deliberate choice on the part of the browser. Library policy prohibits the use of sites which may reasonably be construed as obscene, and individuals who access such sites may lose their internet privileges.

If a patron adamantly objects to a particular item in the physical collection, the following procedure should be followed:

The patron will fill out the Reconsideration of Library Materials Form detailing objections to the material. The form will be referred to the Materials Review Committee, which shall consist of the Library Director, a Library Department Head, and two designated Trustees. The Library Director will acknowledge receipt of the form within two weeks.

Within two weeks after acknowledgement of the reconsideration recommendation, and reviewing the material, the review committee will decide whether the item will remain in the collection or will be removed. The Library Director will notify the patron in writing of said decision. A final appeal may be made by the complainant in writing to the Library Board of Trustees within seven days of the decision, and the Trustees will issue a decision within thirty

days of the appeal date. Until a final decision is made, the item will remain in the collection. A copy of the request form without identifying patron information will be mailed to the ALA (American Library Association) Intellectual Freedom Committee. The Library will not convene a Materials Review Committee related to the same complaint for a period of three years.

The Vestavia Hills Public Library believes in the rights of a free press guaranteed by the Constitution of the United States of America. We further believe that the parents of a child are the only people who should be allowed to monitor the reading, watching or listening activities of that child. Conversely, we believe that it is every parent's duty to monitor his or her child's activity, and that this is not the prerogative of the library.

Adopted by the Vestavia Hills Library in the Forest Board of Trustees March 2015  
Updated and approved August 2023

## Vestavia Hills Library in the Forest Patron Request for Reconsideration of Materials Form

The Trustees of the Vestavia Hills Library in the Forest have established a Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

To submit a request for reconsideration of materials at the Vestavia Hills Library in the Forest, you must be a resident of the City of Vestavia Hills. Only one form from a household is accepted at a time. Each household is also limited to no more than 3 challenges per year. **This form must also be completed in full, and the material being challenged must also be read in full. Failure to fully answer all questions will nullify the form and request.**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Format (Book, Video, Magazine, etc.): \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Group you represent (if any): \_\_\_\_\_

**Please provide answers to each question and complete the form in full.**

1. How was this material brought to your attention?
  
2. Did you read/listen/view the entire work? *If you did not read/listen/view the entire work, the material will not be placed under consideration for review.*
  
3. What positive qualities does the material present?
  
4. What are your concerns about the material and why do you object?
  
5. What specifically do you object to in this work? Cite pages, quotes, and/or scenes.
  
6. For what age group would you recommend this work?



7. Have you read any professional reviews about this work? If so, how has the material been assessed in professional review sources? (Include citations)
8. What do you believe to be the theme of this work and the purpose?
9. How does the material fail to meet local and state educational objectives?
10. Who would be negatively impacted by this material and how? (Citations and evidence required).
11. What would you replace the material with (include titles and professional reviews of replacement).
12. Why do you believe you should be able to restrict the reading choices of community members, including children?
13. Explain how the material fails to meet Intellectual Freedom standards.  
*By answering this question and providing your signature to this form, you are stating that you have read the First Amendment to the United States Constitution, the Library Bill of Rights and Statement of Intellectual Freedom which reads:*  
  
*Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.*  
  
*Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship.*  
  
*The Freedom to Read Statement asserts, "The freedom to read is essential to our democracy." In a democratic society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all, regardless of age.*
14. Additional comments:

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While you may reject materials for yourself or for your children, you cannot exercise censorship to restrict access to library materials by others.

\*Patron Printed Name: \_\_\_\_\_

\*Patron Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Library Director Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

**\*Forms that are not completed and signed will be void. Only completed forms will be considered. The Library Director will acknowledge receipt of the form within two weeks and will begin the review process.**

## **Vestavia Hills Library in the Forest Materials Selection Criteria for Adults**

Materials are selected by professional librarians/department heads to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community. Librarians utilize the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, and *Publisher's Weekly* as well as patron and staff requests during the selection process. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space. Materials are offered in a variety of formats including print, large print, digital, audio, video, and pre-loaded devices.

Careful consideration is given to the introduction of new formats to the Library's collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the Library's decision to discard specific items or material formats from its collections to responsibly accommodate trends in user demands and/or changes in technology.

### **General Criteria for the Selection of Library Materials**

In selecting materials, Professional Librarians use the following criteria:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendation lists, and indexes

### **ADULT COLLECTION**

#### *Fiction*

The collection focuses on popular literature including classics and standard titles, diverse genres and special interests. There is no single standard for inclusion in the fiction collection. Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for fiction are purchased whenever possible and influence the addition of more copies.

Genre fiction such as mysteries, romances, espionage, horror, thrillers, science fiction, fantasy and westerns are purchased in proportion to demand and use statistics. Efforts are made to complete series, purchase award winning titles and to represent local authors, publishers and subject matter.

### *Non-Fiction*

The non-fiction collection emphasizes timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the Library responds with timely additions. The Vestavia Hills Library in the Forest emphasizes non-scholarly materials. For more in-depth research, patrons are directed to use the Alabama Virtual Library, PLJC databases, and other available search engines. Some priority areas for The Vestavia Hills Library in the Forest include medical, general religion, job-search and resumes, personal finance, law for lay persons, test study materials, home repair, crafts, holidays, pets, gardening, health, cookbooks, popular biographies, travel and books on contemporary issues.

### *Reference*

Reference materials are for in-house use. They provide quick, concise and up-to-date information. Included are indexes, encyclopedias, bibliographies, biographical resources, dictionaries, almanacs, and directories.

Additional selection criteria for Reference Materials:

- Ease of use
- Format
- Authoritativeness
- Frequency of use
- Scope and depth of coverage
- Demands on subject areas which circulating collection cannot meet

## **SPECIAL COLLECTIONS**

The Vestavia Hills Library in the Forest maintains a few special collections for which the development and management differ somewhat from the general collections.

### **A. Genealogy and Local History**

The Vestavia Hills Library maintains a growing collection of local history and genealogical materials. Much of this collection is considered as Reference and as such does not circulate.

### **B. "Go Green" Sustainable Living**

The Vestavia Hills Library in the Forest is LEED Certified and therefore very aware of the importance of "living green." Our collection on sustainable living provides materials emphasizing ways in which everyone can contribute to sustainable living for our future. The collection, including adult, teen and children's books, includes information about green building techniques, pollution and recycling, reuse of materials, and much more.

Approved by the Library Board March 2015

## **Vestavia Hills Library in the Forest Materials Selection for Children and Teens**

Materials are selected by professional librarians/department heads in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Librarians utilize the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, and *Publisher's Weekly* as well as patron and staff requests during the selection process. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space. Materials are offered in a variety of formats including print, large print, digital, audio, video, and pre-loaded devices.

Careful consideration is given to the introduction of new formats to the Library's collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the Library's decision to discard specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

### **General Criteria for the Selection of Library Materials**

In selecting materials, Professional Librarians use the following criteria:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendations lists, indexes

### **COLLECTIONS FOR TEENS AND CHILDREN**

The range of users served by Young Adult and Children's collections include preschool children, home schooling families, private and public school students, and university students of Education, especially Children's Literature.

The Vestavia Hills Library in the Forest Collection Development Policy applies to materials in the Teen and Children's Departments.

### **Additional Selection Criteria for Materials for Children and Teens**

- Age and interest-appropriate content and presentation
- Emphasis on quality, critically acclaimed materials as demonstrated in awards, specialized bibliographies and/or reviews.
- Quality and aesthetics of illustrations to stimulate the imagination
- Awareness of curriculum-based needs of public, private, and home school students.
- Information and stories, representing a spectrum of family styles, values and interests.
- Materials which represent the richness and diversity of young people's local and world community.
- Materials which meet the particular developmental need of youth at different stages.

### **CHILDREN'S COLLECTION**

- **Easy/Picture Books:** board books, wordless books, simple concept and informational books, classic and contemporary preschool stories and folklore; book and CD packages, book and MP3 device packages, pre-loaded video players.
- **Readers:** books specifically designed for the emerging reader with controlled and/or progressively constructed vocabularies, book and CD packages, book and MP3 packages, pre-loaded video players.
- **First Chapter/Easy Fiction:** simple chapter books and popular easy chapter series (primarily with chapters less than 10 pages and with some illustrations within the chapters), books on CD, books on MP3 player, book and MP3 packages.
- **Award Winners:** books which have won major children's literary awards including but not limited to Caldecott, Newbery and Coretta Scott King.
- **Juvenile Fiction:** quality contemporary and historical fiction for readers from age eight to twelve. Genres include fantasy, science fiction, mystery, inspirational, realistic fiction, historical fiction, classics, popular series, graphic novels and best sellers.
- **Juvenile Nonfiction:** informational books for youth up to age twelve, including but not limited to mythology and folklore; physical and natural science; arts and crafts; sports; poetry and classical literature; biographies; cultures, customs and history of man; and geography of the U.S. and other countries. Many nonfiction selections include a list of websites and other resources that add an interactive component to these materials.
- **Juvenile Reference:** a highly selective collection of bibliographic resources and encyclopedias for key areas of research by youth.

- **Media:** Music CDs with popular children's performers, preloaded video devices for preschool to elementary, preloaded MP3 devices primarily for elementary to middle school; books on CD for elementary to middle school, DVD and Blu-Ray collection with popular, best-seller and educational selections suitable for preschool to family, nonfiction DVDs, book and CD packages, book and MP3 packages.
- **Periodicals:** magazines and periodicals for children of all ages are chosen based on popularity, diversity of subject matter and target age.

## **TEEN COLLECTION**

The Teen Department provides materials suitable for teens in grades six and up in a variety of formats and in sufficient number to meet the current and anticipated needs of the community. The Teen Librarian is primarily responsible for the selection of materials for the department using appropriate professional review sources and bibliographic selection tools. All collection development and management activities, including selection, replacement, duplication, inventory, and weeding of teen materials are directed by the Teen Librarian under the supervision of the Library Director.

A young adult, or teen, is generally defined as anyone in or entering grades six through twelve. The types of materials selected are diverse in the social, emotional, and intellectual maturity required to read them due to the wide range of ages served. The collection includes the curricular requirements of local schools, both fiction and nonfiction. Materials are available in a variety of formats such as print, periodicals, graphic novels, manga, audiobooks (digital, CD and pre-loaded devices), DVD, and Blu Ray.

Parents or legal guardians are solely responsible for supervising or limiting their teen's access to Library materials.

Approved by the Library Board March 2015

## **Vestavia Hills Library in the Forest Materials Selection for Digital and Multi-Media Resources**

Materials are selected by professional librarians/department heads in an effort to maintain a well-balanced, up-to-date, attractive, and useful collection of materials that will meet the needs of the community as a whole. Librarians utilize the reviews in professional journals such as *Library Journal*, *School Library Journal*, *Booklist*, *VOYA*, and *Publisher's Weekly* as well as patron and staff requests during the selection process. Factors affecting materials selection include suitability of a material's format for Library purposes, availability of funds, availability of new materials in needed subject areas, replacement of outdated and worn materials (weeding), and space. Materials are offered in a variety of formats including print, large print, digital, audio, video, and pre-loaded devices.

Careful consideration is given to the introduction of new formats to the Library's collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the Library's decision to discard specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

### **General Criteria for the Selection of Library Materials**

In selecting materials, Professional Librarians use the following criteria:

- Appropriateness to library's mission and service roles
- Relationship to existing collection and other titles available
- Availability elsewhere or more in keeping with other institutions roles
- Availability to purchase or access
- Requests by patrons, advisory groups, and staff
- Suitability of format for user's needs and subject
- Community interests and needs
- Relevance to the experiences and contributions of diverse populations
- Levels of funding and cost of item
- Anticipated use
- Physical quality of material
- Value of resource in relation to its cost
- Authority, accuracy and accessibility of presentation
- Currency of information
- Reputation of author, publisher or issuing body
- Attention and response of critics, reviewers and general public
- Subject matter and scope
- Historical significance
- Quality and style of writing
- Inclusion of work in bibliographies, recommendations lists, indexes

### **DIGITAL AND MULTI-MEDIA RESOURCES**

The Vestavia Hills Library in the Forest provides access to global digital resources all library patrons. The Library recognizes that the development of digital information and networking poses new challenges as well as new opportunities for patrons, Board and staff. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional library use and the principles of a free society.



## **Internet Access**

The internet enables the library to provide information resources beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. While the Internet offers a wealth of materials that are personally, professionally and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, illegal, inaccurate or incomplete. The Library provides filtered, free access to the internet to the public. The responsibility for what minors read or view on the internet rests with parents or guardians. In support of parental responsibility, the Vestavia Hills Library in the Forest requires children under the age of 16 to have parental/guardian permission to obtain a Library card.

## **Digital Resources**

Professional staff will identify and recommend interesting and useful internet destinations and resources from the Library's website, which supports the Library's Mission and service roles, as we do for the in-house library materials collection. Links to information resources are based on staff's judgment of the best resources available and do not imply endorsement. Users should recognize, however, that the Library is not responsible for the content of linked sites, or for the content of sources accessed through subsequent links. The library cannot control or monitor material that may be accessible from internet sources because the internet is a vast and unregulated medium with access points that can and do change rapidly and unpredictably.

Questions considered when evaluating whether to link to a remote website:

1. Is the subject matter and information useful for our patrons?
2. Is the remote site easily accessible?
3. Is it relevant to the overall mission of the Library?
4. Is it a local resource?
5. Is the resource of sufficient quality to merit a link?
6. Who has established the page? (Authority)
7. Is there a sponsor?
8. Is the information accurate?
9. Is there discernable bias?
10. Does the page have a posting and/or revision date?
11. Is the site regularly maintained?

## **Digital and Online Databases**

The State of Alabama offers all citizens of the state access to its premier database collection, the Alabama Virtual Library (AVL). The AVL is a collection of 55 databases encompassing all age groups and a vast range of topics. The Alabama Virtual Library uses geo-location technology to authenticate Alabama residents. This technology allows most Alabama residents access to AVL from their homes without the need for a username and password. If the geolocation technology is unable to "recognize" a user as an Alabama resident, then residents may login with an AVL Card.

## **Periodicals and Newspapers**

Periodicals are an important source of new ideas, current topics, and consumer information and are in high demand as recreational reading material. The Vestavia Hills Library in the Forest subscribes to a broad range of approximately 100 periodicals and newspapers in both print and digital formats. Print periodicals are generally retained for six months and newspapers are generally retained for six weeks. The periodicals collection is reviewed annually for additions and deletions.

## Audio/Visual Materials

As with print materials, the audio/visual collections are selective rather than comprehensive in scope. All materials selected will contribute to the fulfillment of goals of the Library as a whole, and criteria for the selection of audio and video materials are much the same as those used in the selection of other collections.

- *Audio Books (CD's, MP3s, Playaways, downloadables)*  
Audio materials are considered an adjunct to the print collection; this collection is not intended to mirror development of literature or to systematically cover non-fiction topics. Unabridged titles are preferred but abridged titles may be purchased and added to the collection upon request. Fiction is emphasized over non-fiction. As patrons move from CDs, MP3s, and Playaways to digital/downloadable formats the ratio of these materials will also change over time.
- *DVDs and Blu Rays*  
The goals of the DVD and Blu Ray collection are:
  - To provide basic information on a variety of subjects of interest to patrons. The video collection is considered an adjunct to the print collection, with emphasis placed on purchases in which the nature of the medium adds substantially to the viewer's understanding.
  - To provide children with a quality selection of preschool learning and entertainment ideas such as film versions of children's literature; selected non-fiction DVDs and Blu Rays that reflect areas of interest across generations, and award-winning children's films.
  - To provide patrons with DVDs and Blu Rays including feature films. Specifically collected are family entertainment and literature-based materials. In addition to popular film and movie titles, the collections include quality productions from such entities as PBS, BBC, and classic television series.
  - DVDs are protected by copyright and are for home use only.
- *Music*  
Selections for the music collection are in CD and digital formats and cover all music periods and tastes.

### Additional selection criteria for Audio/Visual Materials

- Technical quality of audio and visual reproduction
- Presentation or experience that is unique to format and provides an alternative to print
- Significance of performance or diversity in interpretation
- Critical acclaim as demonstrated in awards, nomination for awards, and/or reviews
- Suitability to be circulated or housed in a sturdy, safe and convenient manner

Approved by the Library Board March 2015