



# VESTAVIA HILLS

A LIFE ABOVE

ASHLEY C. CURRY  
*Mayor*

TANEISHA YOUNG TUCKER  
*Library Director*

## **Library Board of Trustees Meeting Agenda Wednesday, February 28, 2024 4:00 pm, VHLF Community Room**

- I. Call to Order – April MacLennan, Chair**
- II. Approval of Today's Agenda**
- III. Approval of the Minutes from Wednesday, January 24, 2024**
- 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 Update
  - b. Video Wall Update
  - c. Bylaws Review and Amendments – MacLennan
  - d. Extended Study Hours – Tackett (VOTE)
  - e. Board Initiatives (VOTE)
- VII. New Business**
- VIII. Committee Reports**
  - a. Junior Board – Gerety
- IX. Friends Report**
- X. Foundation Report**
- XI. Informational Items**
  - a. Annual Concert – Miles College Gospel Choir, Sunday, April 21, 2024 at 3:00pm
- XII. Executive Session – Confidentiality in a Personnel Matter**
- XIII. Time of Adjournment**

**The next meeting of the Library Board of Trustees will be Wednesday, April 24, at 4pm.**

**Taneisha Tucker**  
**Director's Report to the Library Board of Trustees**  
**January and February 2024**  
**February 23, 2024**

**News and Correspondence**

**November 27, 2023** Alabama Public Library Service | Nancy Pack, State Librarian  
Letter identifies and explains updates to APLS's Administrative Code.

**Statistics and Programming Overview**

<i>January 2024</i>	
<b>Visits</b>	1.16% decrease
<b>Program</b>	18% increase
<b>Attendance</b>	63 programs 1,392 patrons
<b>Circulation</b>	9.17% increase 23,173 physical materials 16,097 digital materials <b>39,270 total collection use</b>

**Bank Statement, Budgets and Balance Sheets**

***The Last Pinnacle Bank Statement: Account was closed on January 31, 2024.***

**January 2024:** Expenses: \$0  
Bank Fees TSYS: \$464.58  
Vending Fees: \$0  
Deposits: \$3,656.22  
**Account Balance: \$464,421.95**

***Budget Report***

**January 31, 2024**

**General Fund 01 Balance: \$2,075,124.36**  
**Fund 12 / State Aid Balance: \$23,856.06**  
**Fund 13 / Donations Balance: \$201,506.38**

**January 2024 Balance Sheets:**

Fund 12 / State Aid: \$0  
Fund 13 / Donations \$496,778.81

## **Library Board Initiatives 2024-2025 (VOTE)**

- Replace flooring at the main entrance
- Replace outdoor furniture
- Finish upholstery as needed
- Develop a new website
- Revitalize the Rooftop Garden
- Install garage doors in the Makerspace
- Hire a part-time or full-time employee as a Foundation liaison to assist with Liberty Park fundraising
- Purchase Agati PODs for the Teen Department
- Repair aged windows

## **Director's Notes**

**Fund 13 Donations Account** has been moved from Pinnacle Bank. Deputy Finance Director, Zach Clifton, transferred the balance from the account into the City's Regions sweep account. The funds will now be coded as Claim on Cash. The balance as of Friday, February 23, 2024 is **\$500,047.33**. This amount includes the items the Board budgeted in this year's expenses which total **\$231,506.00**. Capital items include:

\$10,000 Landscaping

\$18,500 Computers

\$17,300 Dell Desktops

\$37,000 Host Servers

\$12,500 Interactive Table for the Children's Department

\$16,000 Water Refill Stations

\$23,000 Interactive Kiosks

### **Library Staff**

- Lisa Hicks will retire on February 29, 2024, and Lauren Headrick has been hired to fill the Children's Clerk position. She will begin March 4, 2024.
- Loraine Ward announced that she will retire on June 30, 2024. I will interview in March, and the position will be available on April 1, 2024 so that Loraine can train her replacement.
- Lexie Rueve will transition from part-time Teen Clerk to full-time clerk on March 18, 2024.
- Part-timers – Wendy Bridges and Lakin Lucky are leaving for full-time employment elsewhere.
- A new part-time custodian position will be available on March 18, 2024.

### **Building and Technology Updates**

- Trane completed upgrades to the HVAC system
- Gallup Electric repaired indoor and outdoor lights.

- Met with a representative to install water refill stations. Due to the tile behind the water fountains, I have requested a consultation with a tile installer before continuing with the project.
- Some security cameras have been out of order due to a system failure. The cameras are now working again.
- Purchased new iMacs for Historical Room and two staff members.

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

- Todd Richardson – marketing, publications, Friends, Foundation, strategic planning
- Library Department Heads
- Daniel Tackett and Todd Richardson – Strategic Planning Brainstorming
- April Moon – Interviews for Full-time Library Clerk
- City Manager and Council – City Strategic Planning
- Daniel Tackett – facilities, library happenings, personnel updates
- City Department Heads (2)
- Valerie Harris – Miles College Choir
- APLS Administrators' Meeting
- Jessica Willingham, APLS Consultant Visit
- Personnel Board of Jefferson County Evaluation Training
- April Moon – Evaluation
- Library Board Meeting

# **Library Board Meeting Minutes**

## **January 24, 2024**

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

The Vestavia Hills Library in the Forest Board of Trustees met in regular session on Wednesday, January 24, 2024 at 4:00pm.

#### **Present:**

**Ms. April MacLennan – Chair**  
**Ms. Susan Swagler – Vice Chair**  
**Mr. Kevin Archer – Member**  
**Mr. Larry Cochran – Member**  
**Mr. Christopher Gerety – Member**  
**Ms. Elise Bodenheimer – Friends Co-Chair**  
**Ms. Ann Hamiter – Interim Foundation Chair**  
**Mr. Zachary Clifton – Deputy Finance Director**  
**Ms. Taneisha Tucker – Library Director**  
**Mr. Daniel Tackett – Deputy Director**  
**Mr. Todd Richardson – Marketing Department Head**  
**Ms. Loraine Ward – Administrative Assistant**  
**Ms. Bethany Mitchell – Recorder**

#### **Absent:**

**Dr. Jimmy Bartlett – Board Emeritus**  
**Mayor Ashley Curry – City Liaison**  
**Ms. Andi Preston – Friends Chair**  
**Mr. Jeff Downes – City Manager**

### **II. Approval of Today’s Agenda**

Mr. Cochran motioned to approve the January 24, 2024 agenda. Mr. Archer seconded the motion. The agenda for today’s meeting was unanimously approved.

### **III. Approval of Minutes from Wednesday, October 25, 2023**

Mr. Cochran motioned to approve the minutes from October 25, 2023. Mr. Archer seconded the motion. The BOT minutes from October 25, 2023 were unanimously approved.

### **IV. Director’s Report – Ms. Tucker**

Included in the packet. Ms. Tucker thanked the BOT for participating in the “Be Our Guest” video for strategic planning. The library plans to create three videos to showcase the library’s emphasis on customer service. The strategic planning meeting is set for February 15-16. Additionally, the city began digitizing its evaluation process in October with a system called Workday. It helps to streamline staff evaluations. The library will begin using Workday in the spring. Regarding capital projects for this fiscal year, the \$33,000 Trane system upgrade has been installed, but the water bottle filling station is delayed. Ms. Tucker concluded by thanking the Foundation for providing the staff with an off-site team building excursion at Topgolf.

Mr. Richardson provided marketing updates. He spotlighted an upcoming video project called Stories from the Forest that will offer a more personal perspective from the community and library patrons. Regarding past successes, he stated that a successful December book ornament program inspired by bookstagrammer Beth Ann Reads resulted in 100 take-home kits given away in 45 minutes. The library ordered 300 more, and all were taken before Christmas. Mr. Richardson added that Sharp would not reduce its price for the potential video wall in the Community Room. As a result, he is communicating with a new vendor. Mr. Richardson hopes that the video wall will be up by the spring.

## **V. Library Board Packet Items**

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

Included in the packet.

### ***b. Monthly Statistical Reports***

Included in the packet.

### ***c. Bank Statements***

Included in the packet.

### ***d. Current Budget Report***

Included in the packet.

### ***e. Balance Sheets, Fund 12 and Fund 13***

Included in the packet.

## **VI. Unfinished Business**

### ***a. Fund 13 Investment Update – Mr. Clifton***

Mr. Clifton stated that the library's money will be moved to a new account that provides just under 6% interest next week. Currently, the library's Fund 13 account contains \$489,665 with 0% interest. For the new Fund 13 account, all interest comes back to the library. The city is in the process of changing from using checks to using purchaser cards. Purchaser cards have controls in place such as the requirement of a receipt. If no receipt is available, the purchaser using the card will be liable. The library currently has one purchasing card, but the goal is to have multiple cards in the future. These changes in accounts and usage of purchasing cards will help make the library less liable, put controls in place for auditing, allow the library to earn money in interest, and offer cloud-based software to digitize the experience and provide ease of access.

### ***b. JCLC Guidelines: Parental Rights and Child's Library Card – Ms. Tucker***

Ms. Tucker reviewed bullet point E of the JCLC Guidelines that pertains to parental rights. The guideline states that "a parent or guardian of a minor child under 18 who has proper identification (i.e. the license reported on the child's library card record) shall have the right to inspect any public library's registration or circulation records that pertain to his or her child".

### ***c. Procedure for Public Comments at BOT Meetings – Ms. Tucker***

The BOT reviewed the Library Board Public Hearing Procedures and had the following amendments:

- The BOT will address public comments at the end of the library board meeting.
- The BOT may choose not to respond to public comments.

Ms. Swagler motioned to approve the amended Library Board Public Hearing Procedures. Mr. Archer seconded the motion. The amended Library Board Public Hearing Procedures were unanimously approved.

**d. Update 2024 Holiday Schedule – Ms. Tucker**

The 2024 Holiday Schedule has the following two updates, pending the city’s approval:

- December 23: Library closes at noon pending city approval
- December 30: Library closes at noon pending city approval

Mr. Gerety motioned to approve the updated 2024 Holiday Schedule. Ms. Swagler seconded the motion. The updated 2024 Holiday Schedule was unanimously approved.

**VII. New Business**

**a. Library Committee Assignments – Ms. Tucker**

The following are the BOT 2024 Committee Assignments:

<b>Responsibility</b>	<b>Primary</b>	<b>Secondary</b>
Budgeting / Finance	Mr. Cochran	Dr. Bartlett
Facilities / Construction	Mr. Archer	Ms. MacLennan
Human Resources / Staff Support	Ms. Swagler	Mr. Gerety
Policies	Ms. MacLennan	Mr. Cochran
Foundation Liaison	Mr. Archer	Ms. Swagler
Friends Liaison	Mr. Cochran	Mr. Gerety
Junior Board Liaison	Mr. Gerety	Ms. Swagler
Grant Writing / Funding Opportunities	Ms. MacLennan	Dr. Bartlett
Outreach to Schools	Entire board	
Strategic Planning	Ms. MacLennan	Mr. Archer
Outreach to LP and CH	Ms. Swagler	Ms. MacLennan
Marketing	Ms. Swagler	Ms. MacLennan

Ms. Tucker presented the following 2024/2025 initiative ideas, which are listed in the board packet:

- Replace flooring at the main entrance
- Replace outdoor furniture
- Finish upholstery as needed
- Develop a new website

In-house ideas from Strategic Planning and ideas from the BOT and other sources include:

- Revitalize the Rooftop Garden
- Install garage doors in the Makerspace
- Hire a part-time or full-time employee as a Foundation liaison to assist with Liberty Park fundraising
- Purchase Agati PODs for the Teen Department
- Repair aged windows

The board will add to the potential initiatives at the next board meeting.

**b. *LSTA Notice of Intent – Mr. Tackett***

A notice of intent for a LSTA grant has been submitted for the upcoming fiscal year to help with technological infrastructure costs. The library would be paying approximately \$4,000 and the grant would cover \$16,000. Specifically, the funds would be used for a replacement Universal Power Supply that maintains the power in the server room. The funds would also be used for cloud storage as a backup and for disaster contingencies.

**c. *Library Board Bylaws Review – Ms. MacLennan***

Ms. MacLennan requested that the BOT review the bylaws and bring any suggestions to the next meeting. The last official changes to the bylaws took place in 2020.

## **VIII. Committee Reports**

### **IX. Friends Report – Ms. Bodenheimer**

The Friends have \$52,474 in their accounts as of the end of December. The bookstore brought in \$675.50 in November and \$462.50 in December. Upcoming programming will feature Jeff Downes, Sean Dietrich, and more. The Friends will meet with the Jefferson County Beekeepers Association in April. Ms. Bodenheimer stated that she will remain Friends president for another year if there are no other candidates.

### **X. Foundation Report – Ms. Hamiter**

The Foundation met on January 10. Ms. Hamiter stated that there is \$37,392 in the operating account as of the end of December. The money market account holds \$133,959. The Foundation moved \$25,000 over to a money market account. They plan to open a CD by the end of the month to maximize earnings. Ms. Hamiter thanked Mr. Archer for arranging a meeting with Eva and Jim Robertson on best practices to start an endowment. She spoke with an accountant as well on how taxes may be affected if the Foundation started an endowment. The tax bill would potentially increase to \$12,000 if the Foundation pursued large grants. The Foundation currently pays \$2,000 for taxes. Ms. Hamiter stated that Danielle from Commissioner Bolin's office said they are committing another \$5,000 grant to the Foundation for summer reading. The Foundation has two new members: Michael Sweeney and Emily Lawrence. The Foundation received over \$37,000 in donations from the annual mailer. Ms. Hamiter added that a contact list of potential donors would be helpful in donation efforts. The BOT suggested contacting college sororities and interest groups for finding volunteers, potential interns, and new recruits. The next Foundation meeting is scheduled for March 13.

## **XI. Informational Items**

**a. *JCLC Annual Statistical Report – Mr. Tackett***

Statistics for the 2023 calendar year showed an increase in circulation, memberships, internet usage, and more. Vestavia Hills memberships included nearly 50% of the population. Digital materials continue to be very successful, topping number three in the Jefferson County system and number four in total circulations. A complete statistical report is included in the board packet.

**b. *APLS Annual Statistical Report – Mr. Tackett***

Statistics for the 2023 fiscal year showed a 16% increase in library visits, a 6% increase in wireless sessions, an 11% increase in website visits, and a 43% increase in program attendance from last year. A complete statistical report is included in the board packet.



**c. Annual Concert: Miles College Gospel Choir, Sunday, April 21, 2024 at 3:00pm – Ms. Tucker**

The library is hosting Miles College Gospel Choir this year as part of the annual Dogwood Festival. The event takes place at the Civic Center Ballroom.

**d. ALA Annual Conference & Exhibition June 27- July 2, 2024 San Diego, CA – Ms. Tucker**

Funding from Fund 13 is available for three board members to attend the ALA conference. Registration opens in February. Ms. Tucker asked the BOT to email her if anyone is interested in attending.

**XII. Adjournment**

The meeting adjourned at 5:38pm. The next BOT meeting is Wednesday, February 28, 2024 at 4pm at the Vestavia Hills Library.



# Alabama Public Library Service



NANCY C. PACK, Ph.D.  
DIRECTOR

February 1, 2024

Dear Colleagues:

The Alabama Public Library Service (APLS) Executive Board has updated the Administrative Code for the operations of the agency per the request from Governor Kay Ivey. The Administrative Code is the body of law that governs the activities of APLS. These laws include rule making, adjudication and the enforcement of specific conditions.

In accordance with the Legislative Services Agency Administrative Procedure Division, APLS is informing you of changes and providing a 90-day notice of its intended changes to the Alabama Administrative Code after it has been published in the *Legislative Administrative Monthly* published by the Legislative Services Agency. The publication date of the *Administrative Monthly* is January 31, 2024, and the website for the Alabama Administrative Code is <https://admincode.legislature.state.al.us/administrative-code>.

Interested persons are invited to present written comments on the proposed rulemaking action described above at any time during the ninety (90) day period following publication of this notice. Written comments should be mailed or hand-delivered to the address below:

**Vanessa Carr**  
**Executive Secretary**  
**Alabama Public Library Service**  
**6030 Monticello Drive**  
**Montgomery, AL 36117**

Written comments should be received at the Alabama Public Library Service by 4:30 p.m. CST on April 29, 2024. A public hearing will be held on April 30, 2024 at 10:00 a.m. CST at the above address. Requests to make oral comments should be sent to [vcarr@apls.state.al.us](mailto:vcarr@apls.state.al.us) no later than 4:30 p.m. on April 29, 2024. The order of oral comments will be established based on the date(s) that the requests are received at APLS. Oral comments will be limited to three (3) minutes.

A brief synopsis of the changes to Chapter 520-2-2.03 Library Establishment, Policy and Service Requirements is provided below.

Chapter 520-2-2.03(2)(f) Approve written policies for the public library which cover the following:

**Added New Paragraphs:**

11. Physical location (and relocation) of sexually explicit or other material deemed inappropriate for children and youth.

12. Advance approval of materials recommended, displayed, or otherwise actively promoted to children or youth.

Chapter 520-2-2.03(4) The public library must not deny service to anyone on the basis of age, race, sex, or creed. **Added new language:** Exercising discretion in the location of sexually explicit material or other material deemed by the public library board to be inappropriate for children or youth does not constitute a denial of service on the basis of age. Taking age into account when recommending, displaying, or otherwise actively promoting library materials does not constitute a denial of service on the basis of age.

**Added New Paragraph:**

(8). Any expenditure of public funds to the American Library Association must be approved by the governing board of the public library or public library system in an open, public meeting following advance public notice.

It is important to have a full understanding of the changes being made and that you can explain them to your stakeholders. Please share this information with your stakeholders such as Friends of the Library, etc. Before adopting the final rule, APLS must "consider fully all written and oral submissions respecting a proposed rule." APLS will review comments received at the hearing and will discuss comments at their May 16, 2024 meeting.

For your information and files, I have attached a brief overview of the Administrative Code Process. If you have questions about the proposed changes or hearing regarding the Alabama Public Library Administrative Code, please contact me at 334-213-3900.

Sincerely,



Nancy C. Pack, Ph.D.  
Director

## **Summary of Rulemaking under the Alabama Administrative Procedure Act February 1, 2024**

The Alabama Administrative Procedure Act (APA) enacted in 1981 establishes the “minimum procedural code” by which an agency board or commission of state government may adopt administrative rules.

The formal rulemaking process begins with a proposal. The Alabama Public Library Service (APLS) initiates the proposal to the Legislative Services Agency (LSA). The proposed rule changes to the Administrative Code are published by LSA in the Alabama Administrative Monthly (AAM) (<https://admincode.legislature.state.al.us/administrative-monthly>). The AAM contains a listing of notices of all rules submitted during that month that are to be added, amended, or repealed. Each notice describes the substance of the proposed rule change, specifies a comment period, and provides the manner in which a member of the public may submit comments to the agency regarding the proposal. The AAM will show the proposed changes by highlighting the added or deleted language.

Following the rules of the Alabama Administrative Procedure Act, the APLS Executive Board must specify a notice and comment period. The APLS Executive Board has chosen to have a 90-day comment period following the publication of the proposal in the AAM. The purpose of the notice is to give parties affected by the rule and other interested members of the public an opportunity to comment; therefore, the notice provides a clear and reasonable method by which the APLS Executive Board will accept comments. Before adopting the final rule, the agency must “consider fully all written and oral submissions respecting a proposed rule.” After considering all comments it receives during the notice period, the APLS Executive Board will meet to adopt the final rule. The APLS Executive Board may adopt the final rule either with or without changes in response to comments. If the APLS Executive Board receives conflicting views during the comment period, the agency must provide a concise statement on the certification of the principal reason for or against the rule. The statement should clearly articulate the APLS Executive Board’s reasons for overruling any considerations raised against the adoption of the rule.



We love [@vestaviahillslibrary](#)



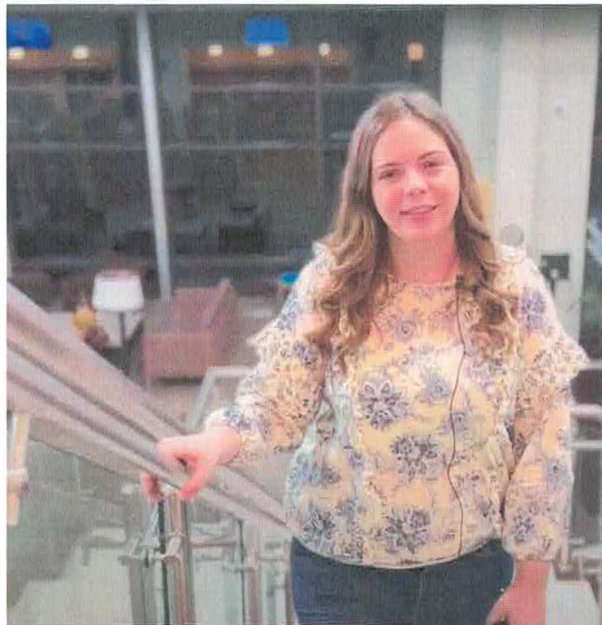
MARKETING REPORT  
**FEBRUARY 2024**

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# LIBRARY IN THE FOREST MAGIC VIDEOS



In 2024, the City of Vestavia Hills is making a push to coordinate their customer service efforts across all departments.

During this year's Strategic Planning, City Manager Jeff Downes asked departments to show how they were providing customer service through their cast, setting and process.

For our presentation, we created three videos showcasing our on-going efforts to serve our community with exceptional customer service.

We want to thank all of you that were able to participate!

The videos are quite impactful and should make us all proud.

# LIBRARY IN THE FOREST TERRI IN THE NEWS



Terri Leslie, Department Head for Adult Services, spoke with WBRC's Good Day Alabama on February 15, 2024. She was talking about The Great Backyard Bird Count, which happened the weekend of February 16-19.

The Bird Count is an event to connect birds and migration patterns from across the globe. The Library in the Forest is an ideal spot for bird watching and the GBBC is a great event for us to support.

In addition to advertisements, we offer binoculars and other resources to make bird watching at the library easy and fun.

GBBC sponsors include The Cornell Lab, Audubon Society and Birds Canada.







# MENTIONS

**Lisa Marie Rios**  
January 3 at 10:16 AM

Does anyone have this book that I can purchase today or this weekend? My child needs this for a paper that is due on Monday. Apparently online/ebook is unacceptable.

4 comments

Like Comment Send

**Katherine Williams McRee**  
November 8, 2023

Thank You to everyone that is supporting the new Vestavia Hills Arts Council. You're invited for a celebration tonight at Vestavia Hills Library in the Forest.

Thursday, November 9th 6:45 pm - 8:15 pm  
Vestavia Hills Library in the Forest

**Vestavia Hills Arts Council**  
November 8, 2023

Vestavia Hills Arts Council is celebrating the lovely success of our magical month-long Artstober festival for the City of Vestavia Hills! It took a "village" of... See more

Like Comment Share

**Mommy Deals Galore Birmingham** Follow  
Vestavia Hills Library in the Forest was mentioned in a post 1 day ago

**Vestavia Hills Library in the Forest**  
Teens, grade 6-12 - Embroidery

**WEEKEND EMBROIDERY**

Vestavia Hills Library in the Forest  
Published by Vestavia Hills 6 days ago

**Cahaba Heights Local**  
November 1, 2023

We loved having Forest Friends - Vestavia Hills Library in the Forest join us for Halloween in the Heights

**Forest Friends**  
October 31, 2023

Have a Happy Halloween! We had a great time this Saturday at Haunt the Hills and Halloween in the Heights!

You and 3 others

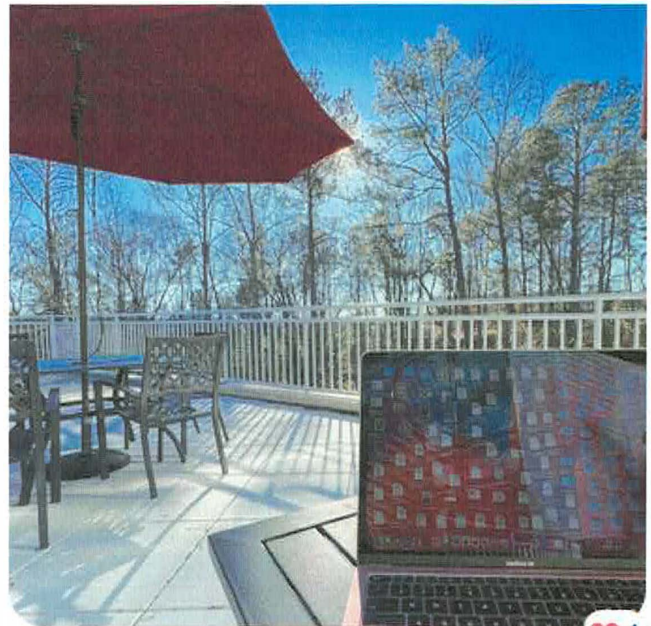


# MENTIONS

Shared Karisa Schlundt's story



**sswagler**



sswagler - Following  
Vestavia Hills Library in the Forest



sswagler 🙌  
Thank you @mikedubberlygda and the @wbrnews team for sharing the @vestaviahillslibrary Great Backyard Bird Count event happening Feb 16-19. Come to the Library in the Forest to join the global count!! Our adult services librarian Terri Leslie did a great job this morning explaining it.

**No comments yet.**

Start the conversation.



1 like  
2 hours ago



Add a comment...



## Vestavia Hills Library in the Forest

1221 Montgomery Hwy, Vestavia Hills, AL

Get more reviews

4.7  80 reviews ⓘ

Most relevant **Newest** Highest Lowest



**Ryan Nolfe**

12 reviews

 a month ago

They're always closed. Very frustrating. The old library was a much better building too. This one is built like it's for events rather than a quite and cozy library.

 Like

**Response from the owner** 5 days ago

Hi Ryan! Thanks for sharing your thoughts.

 Edit  Delete

# THE NUMBERS

## SOCIAL MEDIA & OUTREACH

	<b>Metric</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>YTD Avg</b>
<b>Facebook Library</b>	Accounts Reached	10,670	9,700	10,174	10,174
	Profile Views	1,474	1,754	2,135	2,135
	Engagement	158	278	179	179
	New Followers	25	29	41	41
	New Likes	21	18	33	33
<b>Instagram Library</b>	Accounts Reached	1,127	1,157	920	920
	Profile Activity	211	246	362	362
	Engagement	19	13	274	274
	New Followers	18	34	62	62
<b>Google My Business</b>	Profile Interactions	1,836	1,955	3,185	3,185
	Business Views	3,423	3,053	3,658	3,658
	Directions	698	685	1,472	1,472
	Calls	319	336	441	441
	Website Clicks	819	934	1,272	1,272
<b>Outreach</b>	<b>Event</b>	<b>Org.</b>	<b>Visitors</b>	<b>Staff/Vol.</b>	<b>Date</b>
	Halloween in the Heights	CH Local	2,100	6	Oct 28
	Haunt the Hills	Chamber	1900	6	Oct 28
	Tree Lighting Festival	Chamber	1,800	5	Nov 28
	Holiday in the Park	LP	300	2	Dec 3

# VHPL Statistics Report

## January 2024

### Hours

	Current	Previous	% Chg	Value Chg	YTD	YTD	% Chg	Value Chg
	2024	2023	2024	2024	2024	2023	2024	2024
Total Days Open	27	28	-3.57%	-1	109	110	-0.91%	-1
Total Hours Open	237	248	-4.44%	-11	984	988	-0.40%	-4

### Library Visits

Gate Count	23,592	25,053	-5.83%	(1,461)	97,588	95,061	2.66%	2,527
Curbside Appointments	14	13	7.69%	1	43	39	10.26%	4
Offsite Program Visits (open to the public)	0	0	0.00%	0	2	0	2.00%	2
Outreach Visits (schools, daycares, private facilities)	0	0	0.00%	0	0	0	0.00%	0
Adult	1	1	0.00%	0	4	4	0.00%	0
Teens	0	0	0.00%	0	0	0	0.00%	0
Children	0	0	0.00%	0	3	1	200.00%	2
Website Visits	17,000	16,300	4.29%	700	52,744	51,037	3.34%	1,707
Mobile App Sessions	1,333	1,064	25.28%	269	4,421	3,476	27.19%	945
<b>Total Library Visits</b>	<b>41,940</b>	<b>42,431</b>	<b>-1.16%</b>	<b>(491)</b>	<b>154,805</b>	<b>149,618</b>	<b>3.47%</b>	<b>5,187</b>

# VNP Statistics Report

Programs and Events	2024		2023		YTD	2024	YTD	2023
	Programs	Attendance	Programs	Attendance	Programs	Attendance	Programs	Attendance
<b>Adult</b>								
In person	6	94	6	159	34	596	30	677
Virtual and Passive	0	0	0	0	0	0	2	28
<b>Total Adult Programs</b>	6	94	6	159	34	596	32	705
Change %	0%	-41%	All Programs		6%	-15%	All Programs	
Change Value	0	-65			2	-109		
<b>Teens</b>								
In person	12	107	13	70	57	554	52	508
Virtual and Passive	0	0	1	7	0	0	2	12
<b>Total Teen Programs</b>	12	107	14	77	57	554	54	520
Change %	-14%	39%	All Programs		6%	7%	All Programs	
Change Value	-2	30			3	34		
<b>Children</b>								
In person	32	994	31	796	104	3,489	104	2,594
Virtual and Passive	1	121	0	0	1	121	2	282
<b>Total Children's Programs</b>	33	1,115	31	796	105	3,610	106	2,876
Change %	6%	40%	All Programs		-1%	26%	All Programs	
Change Value	2	319			-1	734		
<b>Makerspace</b>								
In person	8	31	9	79	26	64	19	192
Virtual and Passive	0	0	0	0	1	198	1	80
<b>Total Makerspace Programs</b>	8	31	9	79	27	262	20	272
Change %	-11%	-61%	All Programs		35%	-4%	All Programs	
Change Value	-1	-48			7	-10		
<b>Technology</b>								
In person	3	19	5	18	14	84	16	80
Virtual and One on one	1	26	1	55	4	98	3	186
<b>Total Technology Programs</b>	4	45	6	73	18	182	19	266
Change %	-33%	-38%	All Programs		-5%	-32%	All Programs	
Change Value	-2	-28			-1	-84		
<b>Other Events</b>								
Tours	0	0	0	0	0	0	0	0
<b>Total Other</b>	0	0	0	0	0	0	0	0
Change %	0%	0%	All Programs		0%	0%	All Programs	
Change Value	0	0			0	0		
<b>Outreach Events</b>								
City Events	0	0	0	0	5	4,282	0	0
Chamber of Commerce	0	0	0	0	3	6,950	0	0
Cabaha Heights	0	0	0	0	1	2,100	0	0
Liberty Park	0	0	0	0	3	425	0	0
<b>Total Other</b>	0	0	0	0	12	13,757	0	0
Change %	0%	0%	All Programs		0%	0%	All Programs	
Change %	0	0			12	13,757		
<b>Total Programs and Events</b>								
	63	1,392	65	1,184	253	18,961	231	4,639
Change %	-5%	18%	All Programs		-9%	35%	All Programs	
Change Value	-3	208			-6	416		
	2024		2023		YTD2024		YTD2023	

# VNPL Statistics Report

Services	Current	Previous	% Chg	Value Chg	YTD	YTD	% Chg	Value Chg
	2024	2023	2024	2024	2023	2023	2024	2024
Borrowed from Other Libraries	2,751	2,302	19.50%	449	8,040	7,445	7.99%	595
Coffee	74	75	-1.33%	-1	363	268	35.45%	95
Holds for Liberty Park Lockers	285	197	44.67%	88	826	815	1.35%	11
Interlibrary Loans	40	26	53.85%	14	85	128	-33.59%	-43
Loans to Other Libraries	2,128	2,113	0.71%	15	7,258	6,997	3.73%	261
Notary Service	5	2	150.00%	3	23	13	76.92%	10
Passports	120	143	-16.08%	-23	371	506	-26.68%	-135
Public Computer Usage	4,869	4,952	-1.68%	-83	19,401	18,232	6.41%	1,169
Reserves	511	403	26.80%	108	1,472	1,301	13.14%	171
Self-Checkout Machine Usage	11,574	11,694	-1.03%	-120	39,483	40,400	-2.27%	-917
Test Proctoring	19	8	137.50%	11	57	51	11.76%	6
Voter Registration	2	0	2.00%	2	2	2	0.00%	0
Wireless Network Usage	3,993	3,866	3.29%	127	15,882	14,599	8.79%	1,283
<b>Reference Questions Total (Then By Department) - AutoCALC</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>2,746</b>	<b>6,149</b>	<b>-55.34%</b>	<b>-3,403</b>
Adult	818	1,235	-33.77%	-417	4,063	4,210	-3.49%	-147
Teens	652	813	-19.80%	-161	2,672	2,989	-10.61%	-317
Children	570	805	-29.19%	-235	2,217	3,675	-39.67%	-1,458
Technology	277	231	19.91%	46	840	812	3.45%	28
Makerspace	102	32	218.75%	70	254	202	25.74%	52
<b>Total Services</b>	<b>28,790</b>	<b>28,897</b>	<b>-0.37%</b>	<b>-107</b>	<b>106,055</b>	<b>108,794</b>	<b>-2.52%</b>	<b>-2,739</b>

## Memberships

Adult Residents	102	63	61.90%	39	285	217	31.34%	68
Child Residents	17	29	-41.38%	-12	53	73	-27.40%	-20
Adult Non-Residents	100	70	42.86%	30	243	187	29.95%	56
Child Non-Residents	2	5	-60.00%	-3	6	8	-25.00%	-2
Out of County	1	1	0.00%	0	7	2	250.00%	5
<b>Total Memberships</b>	<b>222</b>	<b>168</b>	<b>32.14%</b>	<b>54</b>	<b>594</b>	<b>487</b>	<b>21.97%</b>	<b>-7,334</b>

## Meeting Room Use

	Rented	Attendees	Rented	Attendees	YTD Rent	YTD Attend	Rented	Attendees
	2024	2024	2023	2023	2024	2024	2023	2023
Community Room	7	285	10	452	32	1,654	44	2,163
Historical Room	1	8	2	16	3	24	2	16
Tree House	0	0	3	37	6	44	13	174
Children's Program	1	15	2	45	13	213	3	57
Outdoor Classroom	0	0	0	0	0	0	0	0
Rooftop Garden	0	0	0	0	1	50	0	0
<b>Total Rental Usage</b>	<b>9</b>	<b>308</b>	<b>17</b>	<b>550</b>	<b>55</b>	<b>1,985</b>	<b>62</b>	<b>2,410</b>

## Study Room Use

	Checked Out	Users	Checked Out	Users	YTD Chk Out	YTD Users	YTD Chk Out	YTD Users
	2024	2024	2023	2023	2024	2024	2023	2023
All Rooms	307	484	307	495	1,287	2,096	862	1,365
<b>Total Study Room Usage</b>	<b>307</b>	<b>484</b>	<b>307</b>	<b>495</b>	<b>1,287</b>	<b>2,096</b>	<b>862</b>	<b>1,365</b>

# VHPL Statistics Report

Library Materials Usage - Physical	Current 2024	Previous 2023	% Chg 2024	Value Chg 2024	YTD 2024	YTD 2023	% Chg 2024	Value Chg 2024
<b>Physical Book Circulation</b>								
Adult Books	5,624	5,415	3.86%	209	20,552	19,981	2.86%	571
Adult Large Print	1,270	1,232	3.08%	38	4,920	4,648	5.85%	272
Teen Books	1,591	1,538	3.45%	53	5,807	5,409	7.36%	398
Children's Books	9,771	9,702	0.71%	69	37,639	38,753	-2.87%	-1,114
<b>Total Physical Books</b>	<b>18,256</b>	<b>17,887</b>	<b>2.06%</b>	<b>369</b>	<b>68,918</b>	<b>68,791</b>	<b>0.18%</b>	<b>127</b>
<b>Adult Physical Non-Book Circulation</b>								
Non-Fiction DVDs / Rokus	105	125	-16.00%	-20	467	385	21.30%	82
Audiobooks	275	341	-19.35%	-66	1,061	1,278	-16.98%	-217
Blu-rays	429	345	24.35%	84	1,313	1,083	21.24%	230
DVDs	1,653	1,977	-16.39%	-324	6,224	7,074	-11.39%	-800
Games and Puzzles	35	27	29.63%	8	101	86	17.44%	15
Launchpads	8	0	8.00%	8	21	3	600.00%	18
Magazines	26	28	-7.14%	-2	152	207	-26.57%	-55
Mixed Media	10	14	-28.57%	-4	18	56	-67.86%	-38
Music	185	263	-29.66%	-78	752	984	-23.58%	-232
Self-playing Audio	0	4	-100.00%	-4	1	24	-95.83%	-23
WiFi-Hotspots	65	72	-9.72%	-7	236	307	-23.13%	-71
Other: Kits	0	0	0.00%	0	5	0	5.00%	5
Other: Hammocks	0	0	0.00%	0	0	5	-100.00%	-5
Other: Walking Sticks	0	0	0.00%	0	0	0	0.00%	0
<b>Total Adult Physical Non-Book Circulation</b>	<b>2,791</b>	<b>3,196</b>	<b>-12.67%</b>	<b>-7</b>	<b>10,351</b>	<b>11,442</b>	<b>-9.54%</b>	<b>-71</b>
<b>Teen Non-Book Circulation</b>								
Teen Audiobooks	8	21	-61.90%	-13	24	78	-69.23%	-54
Teen Blu-rays	94	58	62.07%	36	285	227	25.55%	58
Teen DVDs	256	237	8.02%	19	895	982	-8.86%	-87
Teen Games	475	414	14.73%	61	1,755	1,529	14.78%	226
Teen Other: Specify	0	0	0.00%	0	0	0	0.00%	0
<b>Total Teen Physical Non-Book Circulation</b>	<b>833</b>	<b>730</b>	<b>14.11%</b>	<b>103</b>	<b>2,959</b>	<b>2,816</b>	<b>5.08%</b>	<b>143</b>
<b>Children's Non-Book Circulation</b>								
Audiobooks	45	45	0.00%	0	193	143	34.97%	50
Augmented Reality	22	27	-18.52%	-5	46	118	-61.02%	-72
Blu-rays	55	21	161.90%	34	183	104	75.96%	79
DVDs	431	604	-28.64%	-173	2,637	2,741	-3.79%	-104
Launchpads	40	70	-42.86%	-30	159	235	-32.34%	-76
Magazines	17	13	30.77%	4	65	79	-17.72%	-14
Mixed Media	631	529	19.28%	102	2,212	2,224	-0.54%	-12
Music	20	21	-4.76%	-1	85	69	23.19%	16
Self-playing Audio	18	32	-43.75%	-14	116	114	1.75%	2
Views	11	16	-31.25%	-5	45	36	25.00%	9
Other: Kits	3	1	200.00%	2	13	12	8.33%	1
<b>Total Children's Physical Non-Book Circulation</b>	<b>1,293</b>	<b>1,379</b>	<b>-6.24%</b>	<b>-86</b>	<b>5,754</b>	<b>5,875</b>	<b>-2.06%</b>	<b>-121</b>



Library Materials Usage - Digital	Current 2024	Previous 2023	% Chg 2023	Value Chg 2023	YTD 2024	YTD 2024	% Chg 2023	Value Chg 2023
<b>Adult Digital Usage</b>								
eBooks (Overdrive & Hoopla)	4,713	4,379	7.63%	334	16,510	15,723	5.01%	787
Graphic Novel Downloads (Hoopla)	36	51	-29.41%	-15	179	112	59.82%	67
Audiobook Downloads (Overdrive & Hoopla)	6,088	4,931	23.46%	1,157	22,223	17,346	28.12%	4,877
Downloadable Music (Hoopla)	44	67	-34.33%	-23	221	283	-21.91%	-62
Movies/Documentaries/TV Downloads (Hoopla & Kanopy)	522	526	-0.76%	-4	1,796	1,891	-5.02%	-95
Magazine Downloads	1,662	434	282.95%	1,228	6,221	1,860	234.46%	4,361
<b>Adult Digital Usage Total</b>	<b>13,065</b>	<b>10,388</b>	<b>25.77%</b>	<b>2,677</b>	<b>47,150</b>	<b>37,215</b>	<b>26.70%</b>	<b>9,935</b>
<b>Teen Digital Usage</b>								
Teen eBooks (Overdrive)	669	534	25.28%	135	2,356	1,998	17.92%	358
Teen Audiobook Downloads (Overdrive)	475	351	35.33%	124	1,602	1,200	33.50%	402
<b>Teen Digital Usage Total</b>	<b>1,144</b>	<b>885</b>	<b>29.27%</b>	<b>259</b>	<b>3,958</b>	<b>3,198</b>	<b>23.76%</b>	<b>760</b>
<b>Children's Digital Usage</b>								
eBooks (Overdrive & Hoopla)	1,240	961	29.03%	279	4,725	3,415	38.36%	1,310
Graphic Novel Downloads (Hoopla)	36	37	-2.70%	-1	105	142	-26.06%	-37
Audiobook Downloads (Overdrive & Hoopla)	571	471	21.23%	100	2,206	2,021	9.15%	185
Downloadable Music (Hoopla)	5	6	-16.67%	-1	33	33	0.00%	0
Movies/TV Downloads (Hoopla)	36	32	12.50%	4	168	121	38.84%	47
<b>Children's Digital Usage Total</b>	<b>1,888</b>	<b>1,507</b>	<b>25.28%</b>	<b>381</b>	<b>7,237</b>	<b>5,732</b>	<b>26.26%</b>	<b>1,505</b>
<b>Circulation Totals By Category</b>								
Books	18,256	17,887	2.06%	369	68,918	68,791	0.18%	127
Adult Non-Books	2,791	3,196	-12.67%	-405	10,351	11,442	-9.54%	-1,091
Teen Non-Books	833	730	14.11%	103	2,959	2,816	5.08%	143
Children's Non-Books	1,293	1,379	-6.24%	-86	5,754	5,875	-2.06%	-121
Adult Digital Usage	13,065	10,388	25.77%	2,677	47,150	37,215	26.70%	9,935
Teen Digital Usage	1,144	885	29.27%	259	3,958	3,198	23.76%	760
Children's Digital Usage	1,888	1,507	25.28%	381	7,237	5,732	26.26%	1,505
<b>Total Library Materials Usage</b>	<b>39,270</b>	<b>35,972</b>	<b>9.17%</b>	<b>3,298</b>	<b>146,327</b>	<b>135,069</b>	<b>8.33%</b>	<b>11,258</b>

# WHFLE Statistics Report

Electronic Retrieval Sessions / Database Usage	Current	Previous	% Chg	Value Chg	YTD	YTD	% Chg	Value Chg
	2024	2023	2023	2023	2024	2024	2023	2023
Alabama Virtual Library	0	0	0.00%	0	0	0	0.00%	0
Ancestry	0	0	0.00%	0	0	0	0.00%	0
Creative Bug	44	31	41.94%	13	139	167	-16.77%	-28
Niche Academy	7	11	-36.36%	-4	13	28	-53.57%	-15
Reference USA	0	0	0.00%	0	0	0	0.00%	0
Universal Class	22	32	-31.25%	-10	102	80	27.50%	22
Other Databases	556	423	31.44%	133	2,241	2,127	5.36%	114
<b>Total Electronic Retrieval Sessions</b>	<b>629</b>	<b>497</b>	<b>26.56%</b>	<b>132</b>	<b>2,495</b>	<b>2,402</b>	<b>3.87%</b>	<b>93</b>

## Marketing

YouTube Views: Main	155	760	-79.61%	-605	3,693	4,122	-10.41%	-429
YouTube Views: Kids	30	0	30.00%	30	40	0	40.00%	40
Facebook Reach: Main	10,200	9,024	13.03%	1,176	30,570	30,354	0.71%	216
Facebook Reach: Kids	215	0	215.00%	215	344	0	344.00%	344
Instagram Users: Main	1,979	1,648	20.08%	331	1,979	1,648	20.08%	331
Instagram Users: Kids	62	0	62.00%	62	121	0	121.00%	121
TikTok: Teens	5,760	3,769	52.83%	1,991	12,156	17,331	-29.86%	-5,175
Linkedin	61	0	61.00%	61	121	0	121.00%	121

## Library Holdings

Book Volumes	67,595	68,792	-1.74%	-1,197	275,657	278,194	-0.91%	-2,537
Serial Volumes	86	212	-59.43%	-126	344	884	-61.09%	-540
Audiobooks	3,595	3,601	-0.17%	-6	14,253	15,328	-7.01%	-1,075
Digital Audiobooks	120,013	106,123	13.09%	13,890	480,626	409,190	17.46%	71,436
Music CDs	2,378	3,039	-21.75%	-661	9,513	12,073	-21.20%	-2,560
DVDs and Blu-rays	10,248	11,060	-7.34%	-812	41,221	44,045	-6.41%	-2,824
Other	199	196	1.53%	3	773	789	-2.03%	-16
<b>Library Holdings Total</b>	<b>204,114</b>	<b>193,023</b>	<b>5.75%</b>	<b>11,091</b>	<b>822,387</b>	<b>760,503</b>	<b>8.14%</b>	<b>61,884</b>

## Volunteers

	Volunteers	Hours	Volunteers	Hours	YTD Vol.	YTD Hours	YTD Vol.	YTD Hours
	2024	2024	2023	2023	2024	2023	2023	2023
Acquisitions	0	0	0	0	0	0	1	6
Adult	0	0	0	80	0	0	0	80
Children's	1	3	1	2	1	3	1	2
Circulation	0	0	0	0	0	0	0	0
Technology	1	5	1	12	3	14	3	20
Teens	3	20	4	17	10	50	10	41
<b>Volunteers Total</b>	<b>5</b>	<b>28</b>						

## Staff Training By Department

	Staff	Staff	% Chg	Value Chg	YTD	YTD	% Chg	Value Chg
	2024	2023			2024	2023		
Acquisitions	1	0	1.00%	1	15	10	50.00%	5
Administration	0	0	0.00%	0	2	2	0.00%	0
Adult	1	3	-66.67%	-2	24	22	9.09%	2
Children's	1	2	-50.00%	-1	15	12	25.00%	3
Circulation	18	5	260.00%	13	45	20	125.00%	25
Technology	4	0	4.00%	4	11	4	175.00%	7
Teens	0	0	0.00%	0	6	6	0.00%	0
<b>Staff Training Total</b>	<b>25</b>	<b>10</b>	<b>150.00%</b>	<b>15</b>	<b>118</b>	<b>76</b>	<b>55.26%</b>	<b>42</b>

# PINNACLE BANK

ACCT. # 1560062488

\* DONATION ACCOUNT  
FUND 13

Month Ending: 31-Jan-24

BEGINNING LEDGER/CK BK BAL	\$	461,230.31	LEDGER BALANCE
Deposits:	\$	-	(Payouts Cantaloupe)
	\$	-	(PASSPORT Revenue)
	\$	-	(Foundation Donations)
	\$	3,656.22	(CCD payment Deposits)
Bank Fees	\$	-	(ePay PPD Cantaloupe System)
Bank Fees	\$	-	(Returned Deposit/Fees)
Bank Fees	\$	(464.58)	(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
				\$ -	5940	Comm Inv
				\$ -	5940	Comm Inv
				\$ -	5940	Comm Inv
				\$ -	5940	Comm Inv

\* Break in number sequence

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

O/C (written-not cleared)


O/C Expenditures:                     

DEPOSITS IN TRANSIT	\$	-
<b>Ending bank balance</b>	<b>\$</b>	<b>464,421.95</b>

O/C = (outstanding checks)



Date 1/31/24 Page 1  
 Primary Account 1560062488  
 Enclosures

CITY OF VESTAVIA HILLS  
 PUBLIC LIBRARY DONATION ACCOUNT  
 TANEISHA TUCKER  
 1032 MONTGOMERY HIGHWAY  
 VESTAVIA HILLS AL 35216

PINNACLE BANK  
 Loyal Leadership, Local Decision Making and Superior Service

\*\*\*\*\*CHECKING ACCOUNT\*\*\*\*\*

Account Title: CITY OF VESTAVIA HILLS  
 PUBLIC LIBRARY DONATION ACCOUNT  
 TANEISHA TUCKER

NON-PROFIT CHECKING		Number of Enclosures	0
Account Number	1560062488	Statement Dates	1/01/24 thru 1/31/24
Previous Balance	461,230.31	Days This Statement Period	31
24 Deposits/Credits	3,656.22	Average Ledger	462,581.19
1 Checks/Charges	464.58	Average Collected	462,581.19
Service Charge	.00		
Interest Paid	.00		
Current Balance	464,421.95		

DEPOSITS AND ADDITIONS

Date	Description	Amount
1/02	PYMT PROC TSYS CCD 84870052531161	2.30
1/04	PYMT PROC TSYS CCD 84870052531161	185.30
1/05	PYMT PROC TSYS CCD 84870052531161	125.10
1/08	PYMT PROC TSYS CCD 84870052531161	120.69
1/08	PYMT PROC TSYS CCD 84870052531161	386.70

Date 1/31/24  
Primary Account  
Enclosures

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NON-PROFIT CHECKING 1560062488 (Continued)

**DEPOSITS AND ADDITIONS**

Date	Description	Amount
1/09	PYMT PROC TSYS CCD 84870052531161	353.09
1/10	PYMT PROC TSYS CCD 84870052531161	102.40
1/11	PYMT PROC TSYS CCD 84870052531161	339.65
1/12	PYMT PROC TSYS CCD 84870052531161	145.95
1/16	PYMT PROC TSYS CCD 84870052531161	50.00
1/16	PYMT PROC TSYS CCD 84870052531161	63.74
1/16	PYMT PROC TSYS CCD 84870052531161	141.66
1/17	PYMT PROC TSYS CCD 84870052531161	13.95
1/19	PYMT PROC TSYS CCD 84870052531161	89.45
1/22	PYMT PROC TSYS CCD 84870052531161	96.75
1/22	PYMT PROC TSYS CCD 84870052531161	215.77
1/23	PYMT PROC TSYS CCD	87.49

Date 1/31/24  
Primary Account  
Enclosures

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NON-PROFIT CHECKING 1560062488 (Continued)

**DEPOSITS AND ADDITIONS**

Date	Description	Amount
1/24	84870052531161 PYMT PROC TSYS CCD	67.30
1/25	84870052531161 PYMT PROC TSYS CCD	63.60
1/26	84870052531161 PYMT PROC TSYS CCD	346.04
1/29	84870052531161 PYMT PROC TSYS CCD	155.62
1/29	84870052531161 PYMT PROC TSYS CCD	267.29
1/30	84870052531161 PYMT PROC TSYS CCD	176.23
1/31	84870052531161 PYMT PROC TSYS CCD	60.15
	84870052531161	

**DEBITS AND WITHDRAWALS**

Date	Description	Amount
1/03	FEES SEP TSYS CCD 84870052531161	464.58-

**DAILY BALANCE INFORMATION**

Date	Balance	Date	Balance	Date	Balance
1/01	461,230.31	1/08	461,585.82	1/16	462,782.31
1/02	461,232.61	1/09	461,938.91	1/17	462,796.26
1/03	460,768.03	1/10	462,041.31	1/19	462,885.71
1/04	460,953.33	1/11	462,380.96	1/22	463,198.23
1/05	461,078.43	1/12	462,526.91	1/23	463,285.72



Date 1/31/24  
Primary Account  
Enclosures

Page 4  
1560062488

NON-PROFIT CHECKING 1560062488 (Continued)

**DAILY BALANCE INFORMATION**

Date	Balance	Date	Balance	Date	Balance
1/24	463,353.02	1/26	463,762.66	1/30	464,361.80
1/25	463,416.62	1/29	464,185.57	1/31	464,421.95

\*\*\* END OF STATEMENT \*\*\*

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My Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2024

	January Budget	January 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>										
<a href="#">01-70-5010-000-500</a>	COMPENSATION	137,746.00	129,557.02	8,188.98	5.94%	548,179.00	508,540.75	39,638.25	7.23%	1,668,053.00
<a href="#">01-70-5015-000-500</a>	PAYROLL TAX EXP	10,435.00	9,668.93	766.07	7.34%	41,739.00	38,279.06	3,459.94	8.29%	126,740.00
<a href="#">01-70-5016-000-500</a>	FRINGE BENEFITS EXP	30,070.00	28,966.66	1,103.34	3.67%	117,231.00	113,911.62	3,319.38	2.83%	355,606.00
<a href="#">01-70-5045-000-500</a>	EMPLOYEE TRAINING	380.00	714.98	-334.98	-88.15%	2,455.00	3,658.83	-1,203.83	-49.04%	14,250.00
<a href="#">01-70-5050-000-500</a>	MEMBERSHIP & DUES	38.00	500.00	-462.00	-1,215.79%	287.00	620.00	-333.00	-116.03%	2,750.00
<a href="#">01-70-5051-000-500</a>	TRAVEL & CONFERENCE	0.00	0.00	0.00	0.00%	292.00	0.00	292.00	100.00%	5,500.00
<a href="#">01-70-5065-000-500</a>	PHYSICALS/DRUG SCREEN	0.00	0.00	0.00	0.00%	60.00	92.00	-32.00	-53.33%	500.00
<a href="#">01-70-5070-000-500</a>	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%	500.00
<b>Total Category: 501 - PERSONNEL EXPENSE:</b>		<b>178,669.00</b>	<b>169,407.59</b>	<b>9,261.41</b>	<b>5.18%</b>	<b>710,743.00</b>	<b>665,102.26</b>	<b>45,640.74</b>	<b>6.42%</b>	<b>2,173,899.00</b>
<b>Category: 509 - POSTAGE AND MAILING</b>										
<a href="#">01-70-5090-000-500</a>	POSTAGE	60.00	85.60	-25.60	-42.67%	66.00	85.60	-19.60	-29.70%	1,150.00
<b>Total Category: 509 - POSTAGE AND MAILING:</b>		<b>60.00</b>	<b>85.60</b>	<b>-25.60</b>	<b>-42.67%</b>	<b>66.00</b>	<b>85.60</b>	<b>-19.60</b>	<b>-29.70%</b>	<b>1,150.00</b>
<b>Category: 510 - SUPPLIES</b>										
<a href="#">01-70-5100-000-500</a>	SUPPLIES/PRINT & OFFICE	31.00	147.17	-116.17	-374.74%	2,246.00	1,571.20	674.80	30.04%	8,000.00
<a href="#">01-70-5101-000-500</a>	SUPPLIES/LIB PROCESS	0.00	0.00	0.00	0.00%	1,131.00	702.09	428.91	37.92%	10,000.00
<a href="#">01-70-5105-000-500</a>	SUPPLIES/OTHER	212.00	0.00	212.00	100.00%	1,607.00	959.00	648.00	40.32%	9,000.00
<a href="#">01-70-5110-000-500</a>	SUPPLIES/JANITORIAL	0.00	1,313.13	-1,313.13	0.00%	1,917.00	2,820.17	-903.17	-47.11%	8,000.00
<a href="#">01-70-5140-000-500</a>	GASOLINE	58.00	0.00	58.00	100.00%	405.00	264.38	140.62	34.72%	1,800.00
<b>Total Category: 510 - SUPPLIES:</b>		<b>301.00</b>	<b>1,460.30</b>	<b>-1,159.30</b>	<b>-385.15%</b>	<b>7,306.00</b>	<b>6,316.84</b>	<b>989.16</b>	<b>13.54%</b>	<b>36,800.00</b>
<b>Category: 520 - MAINTENANCE CONTRACTS</b>										
<a href="#">01-70-5210-000-500</a>	MAINTENANCE CONTRACTS	26,400.00	14,181.22	12,218.78	46.28%	89,914.00	75,593.46	14,320.54	15.93%	205,072.00
<b>Total Category: 520 - MAINTENANCE CONTRACTS:</b>		<b>26,400.00</b>	<b>14,181.22</b>	<b>12,218.78</b>	<b>46.28%</b>	<b>89,914.00</b>	<b>75,593.46</b>	<b>14,320.54</b>	<b>15.93%</b>	<b>205,072.00</b>
<b>Category: 530 - MAINTENANCE EXPENSE</b>										
<a href="#">01-70-5310-000-500</a>	MAINT/REP-OFFICE EQUIP	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	1,000.00
<a href="#">01-70-5350-000-500</a>	MAINT/REP-SMALL EQUIP	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%	1,500.00
<a href="#">01-70-5370-000-500</a>	MAINT/REP-VEHICLES	235.00	122.82	112.18	47.74%	934.00	491.28	442.72	47.40%	2,798.00
<a href="#">01-70-5380-000-500</a>	MAINT/REP-BUILDING	2,520.00	1,050.00	1,470.00	58.33%	8,613.00	4,513.65	4,099.35	47.59%	30,000.00
<a href="#">01-70-5385-000-500</a>	MAINT/REP-HVAC	4,668.00	6,486.95	-1,818.95	-38.97%	8,871.00	8,796.95	74.05	0.83%	25,000.00
<a href="#">01-70-5390-000-500</a>	MAINT/REP-ELEC & PLUMB	383.00	1,667.88	-1,284.88	-335.48%	928.00	9,499.43	-8,571.43	-923.65%	7,500.00
<b>Total Category: 530 - MAINTENANCE EXPENSE:</b>		<b>7,806.00</b>	<b>9,327.65</b>	<b>-1,521.65</b>	<b>-19.49%</b>	<b>19,846.00</b>	<b>23,301.31</b>	<b>-3,455.31</b>	<b>-17.41%</b>	<b>67,798.00</b>
<b>Category: 570 - UTILITY EXENSE</b>										
<a href="#">01-70-5700-000-500</a>	UTILITIES	9,373.00	7,385.47	1,987.53	21.20%	42,101.00	41,327.19	773.81	1.84%	138,000.00
<a href="#">01-70-5720-000-500</a>	COMM(INTERNET & TELEPHONE)	1,816.00	1,031.43	784.57	43.20%	6,783.00	4,355.57	2,427.43	35.79%	18,400.00
<b>Total Category: 570 - UTILITY EXENSE:</b>		<b>11,189.00</b>	<b>8,416.90</b>	<b>2,772.10</b>	<b>24.78%</b>	<b>48,884.00</b>	<b>45,682.76</b>	<b>3,201.24</b>	<b>6.55%</b>	<b>156,400.00</b>
<b>Category: 580 - PROFESSIONAL SERVICES</b>										
<a href="#">01-70-5840-000-500</a>	PROFESSIONAL CONSULTANTS	0.00	0.00	0.00	0.00%	0.00	375.00	-375.00	0.00%	7,000.00
<b>Total Category: 580 - PROFESSIONAL SERVICES:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>375.00</b>	<b>-375.00</b>	<b>0.00%</b>	<b>7,000.00</b>

My Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2024

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<b>Category: 590 - BANK CHARGES</b>									
<a href="#">01-70-5940-000-500</a>	2,709.00	2,035.38	673.62	24.87%	8,662.00	8,296.24	365.76	4.22%	40,000.00
<a href="#">01-70-5940-002-500</a>	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	7,000.00
<a href="#">01-70-5940-003-500</a>	436.00	247.54	188.46	43.22%	901.00	873.17	27.83	3.09%	8,000.00
<b>Total Category: 590 - BANK CHARGES:</b>	<b>3,145.00</b>	<b>2,282.92</b>	<b>862.08</b>	<b>27.41%</b>	<b>9,563.00</b>	<b>9,169.41</b>	<b>393.59</b>	<b>4.12%</b>	<b>55,000.00</b>
<b>Category: 810 - PURCHASES</b>									
<a href="#">01-70-8100-000-500</a>	100.00	6,731.37	-6,631.37	-6,631.37%	2,585.00	6,731.37	-4,146.37	-160.40%	11,000.00
<a href="#">01-70-8150-000-500</a>	0.00	0.00	0.00	0.00%	253.00	0.00	253.00	100.00%	4,000.00
<b>Total Category: 810 - PURCHASES:</b>	<b>100.00</b>	<b>6,731.37</b>	<b>-6,631.37</b>	<b>-6,631.37%</b>	<b>2,838.00</b>	<b>6,731.37</b>	<b>-3,893.37</b>	<b>-137.19%</b>	<b>15,000.00</b>
<b>Category: 850 - CAPITAL PURCHASES</b>									
<a href="#">01-70-8205-000-500</a>	16,385.00	6,748.69	9,636.31	58.81%	59,239.00	55,366.46	3,872.54	6.54%	149,400.00
<a href="#">01-70-8610-000-500</a>	6,127.00	4,133.27	1,993.73	32.54%	35,257.00	51,670.17	-16,413.17	-46.55%	147,000.00
<b>Total Category: 850 - CAPITAL PURCHASES:</b>	<b>22,512.00</b>	<b>10,881.96</b>	<b>11,630.04</b>	<b>51.66%</b>	<b>94,496.00</b>	<b>107,036.63</b>	<b>-12,540.63</b>	<b>-13.27%</b>	<b>296,400.00</b>
<b>Total Department: 70 - LIBRARY:</b>	<b>250,182.00</b>	<b>222,775.51</b>	<b>27,406.49</b>	<b>10.95%</b>	<b>983,656.00</b>	<b>939,394.64</b>	<b>44,261.36</b>	<b>4.50%</b>	<b>3,014,519.00</b>

My Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2024

	January Budget	January 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>									
Department: 00 - Department 00									
Category: 310 - STATE REVENUE									
<a href="#">12-00-3175-000-511</a> STATE AID	2,713.24	0.00	-2,713.24	-100.00%	10,852.96	8,715.94	-2,137.02	-19.69%	32,572.00
<b>Total Category: 310 - STATE REVENUE:</b>	<b>2,713.24</b>	<b>0.00</b>	<b>-2,713.24</b>	<b>-100.00%</b>	<b>10,852.96</b>	<b>8,715.94</b>	<b>-2,137.02</b>	<b>-19.69%</b>	<b>32,572.00</b>
<b>Total Department: 00 - Department 00:</b>	<b>2,713.24</b>	<b>0.00</b>	<b>-2,713.24</b>	<b>-100.00%</b>	<b>10,852.96</b>	<b>8,715.94</b>	<b>-2,137.02</b>	<b>-19.69%</b>	<b>32,572.00</b>
<b>Total Revenue:</b>	<b>2,713.24</b>	<b>0.00</b>	<b>-2,713.24</b>	<b>-100.00%</b>	<b>10,852.96</b>	<b>8,715.94</b>	<b>-2,137.02</b>	<b>-19.69%</b>	<b>32,572.00</b>
<b>Expense</b>									
Department: 70 - LIBRARY									
Category: 501 - PERSONNEL EXPENSE									
<a href="#">12-70-5050-000-500</a> MEMBERSHIP & DUES	2,713.24	0.00	2,713.24	100.00%	10,852.96	8,715.94	2,137.02	19.69%	32,572.00
<b>Total Category: 501 - PERSONNEL EXPENSE:</b>	<b>2,713.24</b>	<b>0.00</b>	<b>2,713.24</b>	<b>100.00%</b>	<b>10,852.96</b>	<b>8,715.94</b>	<b>2,137.02</b>	<b>19.69%</b>	<b>32,572.00</b>
<b>Total Department: 70 - LIBRARY:</b>	<b>2,713.24</b>	<b>0.00</b>	<b>2,713.24</b>	<b>100.00%</b>	<b>10,852.96</b>	<b>8,715.94</b>	<b>2,137.02</b>	<b>19.69%</b>	<b>32,572.00</b>
<b>Total Expense:</b>	<b>2,713.24</b>	<b>0.00</b>	<b>2,713.24</b>	<b>100.00%</b>	<b>10,852.96</b>	<b>8,715.94</b>	<b>2,137.02</b>	<b>19.69%</b>	<b>32,572.00</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>0.00</b>	<b>0.00</b>		<b>0.00</b>

My Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2024

	January Budget	January 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>										
<a href="#">13-00-3375-000-511</a>	SPECIAL REV/DONATIONS	333.20	0.00	-333.20	-100.00%	1,332.80	0.00	-1,332.80	-100.00%	4,000.00
<a href="#">13-00-3375-001-511</a>	DONATIONS/FRIENDS	1,166.20	0.00	-1,166.20	-100.00%	4,664.80	0.00	-4,664.80	-100.00%	14,000.00
<a href="#">13-00-3375-002-511</a>	DONATIONS/FOUNDATION	2,998.80	0.00	-2,998.80	-100.00%	11,995.20	0.00	-11,995.20	-100.00%	36,000.00
<a href="#">13-00-3375-003-511</a>	DONATIONS/MEMORIALS	416.50	0.00	-416.50	-100.00%	1,666.00	0.00	-1,666.00	-100.00%	5,000.00
<a href="#">13-00-3379-001-706</a>	INTEREST/BOOK REV	141.61	140.11	-1.50	-1.06%	566.44	442.30	-124.14	-21.92%	1,700.00
<a href="#">13-00-3380-000-510</a>	MISCELLANEOUS REVENUE	666.40	3,656.22	2,989.82	448.65%	2,665.60	34,092.87	31,427.27	1,178.99%	8,000.00
<a href="#">13-00-3380-002-510</a>	PASSPORT REVENUE	4,581.50	2,940.00	-1,641.50	-35.83%	18,326.00	7,825.00	-10,501.00	-57.30%	55,000.00
<a href="#">13-00-3385-000-510</a>	BOOK REVENUE	499.80	496.45	-3.35	-0.67%	1,999.20	4,668.61	2,669.41	133.52%	6,000.00
<a href="#">13-00-3390-000-511</a>	GRANTS-FEDERAL	3,082.10	0.00	-3,082.10	-100.00%	12,328.40	0.00	-12,328.40	-100.00%	37,000.00
<a href="#">13-00-3393-000-510</a>	RENTAL INCOME	1,249.50	1,640.00	390.50	31.25%	4,998.00	6,915.00	1,917.00	38.36%	15,000.00
	<b>Total Category: 330 - CITY REVENUE:</b>	<b>15,135.61</b>	<b>8,872.78</b>	<b>-6,262.83</b>	<b>-41.38%</b>	<b>60,542.44</b>	<b>53,943.78</b>	<b>-6,598.66</b>	<b>-10.90%</b>	<b>181,700.00</b>
	<b>Total Department: 00 - Department 00:</b>	<b>15,135.61</b>	<b>8,872.78</b>	<b>-6,262.83</b>	<b>-41.38%</b>	<b>60,542.44</b>	<b>53,943.78</b>	<b>-6,598.66</b>	<b>-10.90%</b>	<b>181,700.00</b>
	<b>Total Revenue:</b>	<b>15,135.61</b>	<b>8,872.78</b>	<b>-6,262.83</b>	<b>-41.38%</b>	<b>60,542.44</b>	<b>53,943.78</b>	<b>-6,598.66</b>	<b>-10.90%</b>	<b>181,700.00</b>
<b>Expense</b>										
<b>Department: 10 - CITY WIDE</b>										
<b>Category: 980 - TRANSFERS</b>										
<a href="#">13-10-9811-000-709</a>	TRANSFERS OUT/FUND 11 COURT	0.00	100.00	-100.00	0.00%	0.00	100.00	-100.00	0.00%	0.00
	<b>Total Category: 980 - TRANSFERS:</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.00%</b>	<b>0.00</b>
	<b>Total Department: 10 - CITY WIDE:</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.00%</b>	<b>0.00</b>

My Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2024

	January Budget	January 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>										
<a href="#">13-70-5010-000-500</a>	COMPENSATION	203.91	490.00	-286.09	-140.30%	815.64	2,071.00	-1,255.36	-153.91%	2,448.00
<a href="#">13-70-5015-000-500</a>	PAYROLL TAX EXP	15.66	37.00	-21.34	-136.27%	62.64	111.00	-48.36	-77.20%	188.00
<a href="#">13-70-5016-000-500</a>	FRINGE BENEFITS EXP	30.82	74.00	-43.18	-140.10%	123.28	222.00	-98.72	-80.08%	370.00
<a href="#">13-70-5045-000-500</a>	EMPLOYEE TRAINING	666.40	0.00	666.40	100.00%	2,665.60	0.00	2,665.60	100.00%	8,000.00
<a href="#">13-70-5050-000-500</a>	MEMBERSHIP & DUES	41.65	133.00	-91.35	-219.33%	166.60	133.00	33.60	20.17%	500.00
<a href="#">13-70-5051-000-500</a>	TRAVEL & CONFERENCE	749.70	0.00	749.70	100.00%	2,998.80	0.00	2,998.80	100.00%	9,000.00
<a href="#">13-70-5052-000-500</a>	EMPLOYEE MISC EXPENSE	41.65	0.00	41.65	100.00%	166.60	0.00	166.60	100.00%	500.00
	<b>Total Category: 501 - PERSONNEL EXPENSE:</b>	<b>1,749.79</b>	<b>734.00</b>	<b>1,015.79</b>	<b>58.05%</b>	<b>6,999.16</b>	<b>2,537.00</b>	<b>4,462.16</b>	<b>63.75%</b>	<b>21,006.00</b>
<b>Category: 509 - POSTAGE AND MAILING</b>										
<a href="#">13-70-5090-000-500</a>	POSTAGE	416.50	0.00	416.50	100.00%	1,666.00	965.00	701.00	42.08%	5,000.00
	<b>Total Category: 509 - POSTAGE AND MAILING:</b>	<b>416.50</b>	<b>0.00</b>	<b>416.50</b>	<b>100.00%</b>	<b>1,666.00</b>	<b>965.00</b>	<b>701.00</b>	<b>42.08%</b>	<b>5,000.00</b>
<b>Category: 510 - SUPPLIES</b>										
<a href="#">13-70-5100-000-500</a>	SUPPLIES/PRINT & OFFICE	41.65	0.00	41.65	100.00%	166.60	0.00	166.60	100.00%	500.00
<a href="#">13-70-5105-000-500</a>	SUPPLIES/OTHER	166.60	0.00	166.60	100.00%	666.40	0.00	666.40	100.00%	2,000.00
<a href="#">13-70-5110-000-500</a>	SUPPLIES/JANITORIAL	83.30	0.00	83.30	100.00%	333.20	0.00	333.20	100.00%	1,000.00
	<b>Total Category: 510 - SUPPLIES:</b>	<b>291.55</b>	<b>0.00</b>	<b>291.55</b>	<b>100.00%</b>	<b>1,166.20</b>	<b>0.00</b>	<b>1,166.20</b>	<b>100.00%</b>	<b>3,500.00</b>
<b>Category: 520 - MAINTENANCE CONTRACTS</b>										
<a href="#">13-70-5210-000-500</a>	MAINTENANCE CONTRACTS	1,249.50	0.00	1,249.50	100.00%	4,998.00	0.00	4,998.00	100.00%	15,000.00
<a href="#">13-70-5220-000-500</a>	COMPUTER SERVICES	208.25	0.00	208.25	100.00%	833.00	0.00	833.00	100.00%	2,500.00
	<b>Total Category: 520 - MAINTENANCE CONTRACTS:</b>	<b>1,457.75</b>	<b>0.00</b>	<b>1,457.75</b>	<b>100.00%</b>	<b>5,831.00</b>	<b>0.00</b>	<b>5,831.00</b>	<b>100.00%</b>	<b>17,500.00</b>
<b>Category: 530 - MAINTENANCE EXPENSE</b>										
<a href="#">13-70-5310-000-500</a>	MAINT/REP-OFFICE EQUIP	166.60	0.00	166.60	100.00%	666.40	0.00	666.40	100.00%	2,000.00
<a href="#">13-70-5380-000-500</a>	MAINT/REP-BUILDING	333.20	0.00	333.20	100.00%	1,332.80	0.00	1,332.80	100.00%	4,000.00
	<b>Total Category: 530 - MAINTENANCE EXPENSE:</b>	<b>499.80</b>	<b>0.00</b>	<b>499.80</b>	<b>100.00%</b>	<b>1,999.20</b>	<b>0.00</b>	<b>1,999.20</b>	<b>100.00%</b>	<b>6,000.00</b>
<b>Category: 560 - LEASE EXPENSES</b>										
<a href="#">13-70-5605-000-500</a>	RENTAL/STORAGE FACILITY	249.90	629.90	-380.00	-152.06%	999.60	1,249.80	-250.20	-25.03%	3,000.00
	<b>Total Category: 560 - LEASE EXPENSES:</b>	<b>249.90</b>	<b>629.90</b>	<b>-380.00</b>	<b>-152.06%</b>	<b>999.60</b>	<b>1,249.80</b>	<b>-250.20</b>	<b>-25.03%</b>	<b>3,000.00</b>
<b>Category: 580 - PROFESSIONAL SERVICES</b>										
<a href="#">13-70-5840-000-500</a>	PROFESSIONAL CONSULTANTS	74.97	0.00	74.97	100.00%	299.88	0.00	299.88	100.00%	900.00
	<b>Total Category: 580 - PROFESSIONAL SERVICES:</b>	<b>74.97</b>	<b>0.00</b>	<b>74.97</b>	<b>100.00%</b>	<b>299.88</b>	<b>0.00</b>	<b>299.88</b>	<b>100.00%</b>	<b>900.00</b>
<b>Category: 590 - BANK CHARGES</b>										
<a href="#">13-70-5940-000-500</a>	COMMUNITY INVOLVEMENT	874.65	370.31	504.34	57.66%	3,498.60	3,362.77	135.83	3.88%	10,500.00
<a href="#">13-70-5990-000-500</a>	BANK CHARGES	416.50	464.58	-48.08	-11.54%	1,666.00	1,295.27	370.73	22.25%	5,000.00
<a href="#">13-70-5992-000-500</a>	MERCHANT FEES	0.00	0.00	0.00	0.00%	0.00	12.99	-12.99	0.00%	0.00
	<b>Total Category: 590 - BANK CHARGES:</b>	<b>1,291.15</b>	<b>834.89</b>	<b>456.26</b>	<b>35.34%</b>	<b>5,164.60</b>	<b>4,671.03</b>	<b>493.57</b>	<b>9.56%</b>	<b>15,500.00</b>
<b>Category: 810 - PURCHASES</b>										
<a href="#">13-70-8100-000-500</a>	PURCHASE/OFFICE & COMP EQUIP	749.70	0.00	749.70	100.00%	2,998.80	0.00	2,998.80	100.00%	9,000.00

My Monthly Budget Report

For Fiscal: Current Period Ending: 01/31/2024

	January Budget	January Activity	Variance Favorable (Unfavorable)	Percent Remaining	YTD Budget	YTD Activity	Variance Favorable (Unfavorable)	Percent Remaining	Total Budget
<a href="#">13-70-8150-000-500</a>									
PURCHASES-SMALL EQUIP	41.65	0.00	41.65	100.00%	166.60	0.00	166.60	100.00%	500.00
<b>Total Category: 810 - PURCHASES:</b>	<b>791.35</b>	<b>0.00</b>	<b>791.35</b>	<b>100.00%</b>	<b>3,165.40</b>	<b>0.00</b>	<b>3,165.40</b>	<b>100.00%</b>	<b>9,500.00</b>
<b>Category: 850 - CAPITAL PURCHASES</b>									
<a href="#">13-70-8205-000-500</a>									
PURCHASES/PERIODICAL REPLACE	41.65	0.00	41.65	100.00%	166.60	0.00	166.60	100.00%	500.00
<a href="#">13-70-8500-000-500</a>									
PURCHASES-CAP (UNDER \$5K)	1,332.80	0.00	1,332.80	100.00%	5,331.20	0.00	5,331.20	100.00%	16,000.00
<a href="#">13-70-8600-000-712</a>									
PURCHASES-CAP (OVER \$5K)	11,062.24	0.00	11,062.24	100.00%	44,248.96	20,476.79	23,772.17	53.72%	132,800.00
<a href="#">13-70-8610-000-500</a>									
PURCHASES/BOOKS	24.99	0.00	24.99	100.00%	99.96	0.00	99.96	100.00%	300.00
<b>Total Category: 850 - CAPITAL PURCHASES:</b>	<b>12,461.68</b>	<b>0.00</b>	<b>12,461.68</b>	<b>100.00%</b>	<b>49,846.72</b>	<b>20,476.79</b>	<b>29,369.93</b>	<b>58.92%</b>	<b>149,600.00</b>
<b>Total Department: 70 - LIBRARY:</b>	<b>19,284.44</b>	<b>2,198.79</b>	<b>17,085.65</b>	<b>88.60%</b>	<b>77,137.76</b>	<b>29,899.62</b>	<b>47,238.14</b>	<b>61.24%</b>	<b>231,506.00</b>
<b>Total Expense:</b>	<b>19,284.44</b>	<b>2,298.79</b>	<b>16,985.65</b>	<b>88.08%</b>	<b>77,137.76</b>	<b>29,999.62</b>	<b>47,138.14</b>	<b>61.11%</b>	<b>231,506.00</b>
<b>Total Fund: 13 - LIBRARY-BOOKS/DON:</b>	<b>-4,148.83</b>	<b>6,573.99</b>	<b>10,722.82</b>		<b>-16,595.32</b>	<b>23,944.16</b>	<b>40,539.48</b>		<b>-49,806.00</b>



Vestavia Hills, AL

# My Balance Sheet

## Account Summary

As Of 01/31/2024

Account	Name	Balance
<b>Fund: 12 - LIBRARY-STATE AID</b>		
<b>Assets</b>		
<a href="#">12-00-1031-000-000</a>	CLAIM ON CASH	0.00
<a href="#">12-00-1941-000-000</a>	DUE FROM GENERAL FUND	0.00
	<b>Total Assets:</b>	<b>0.00</b>
		<b><u>0.00</u></b>
<b>Liability</b>		
<a href="#">12-00-2000-000-000</a>	ACCOUNTS PAYABLE	0.00
<a href="#">12-00-2005-000-000</a>	ACCOUNTS PAYABLE/OTHER	0.00
<a href="#">12-00-2741-000-000</a>	DUE TO GENERAL FUND	0.00
<a href="#">12-00-2830-000-000</a>	ENCUMBRANCES	0.00
<a href="#">12-00-2840-000-000</a>	RESERVE FOR ENCUMBRANCES	0.00
	<b>Total Liability:</b>	<b>0.00</b>
<b>Equity</b>		
<a href="#">12-00-2950-000-000</a>	FUND BALANCE/RESTRICTED	0.00
	<b>Total Beginning Equity:</b>	<b>0.00</b>
Total Revenue		8,715.94
Total Expense		8,715.94
<b>Revenues Over/Under Expenses</b>		<b>0.00</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>0.00</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>0.00</u></b>

My Balance Sheet

As Of 01/31/2024

Account	Name	Balance
<b>Fund: 13 - LIBRARY-BOOKS/DON</b>		
<b>Assets</b>		
<a href="#">13-00-1010-000-000</a>	PETTY CASH	600.00
<a href="#">13-00-1022-001-000</a>	DONATION	464,421.95
<a href="#">13-00-1031-000-000</a>	CLAIM ON CASH	31,756.86
<a href="#">13-00-1230-000-000</a>	ACCOUNTS RECEIVABLE	0.00
<a href="#">13-00-1341-000-000</a>	PREPAID EXPENSES	0.00
	<b>Total Assets:</b>	<u>496,778.81</u>
		<u><b>496,778.81</b></u>
<b>Liability</b>		
<a href="#">13-00-2000-000-000</a>	ACCOUNTS PAYABLE	1,111.69
<a href="#">13-00-2005-000-000</a>	ACCOUNTS PAYABLE/OTHER	0.00
<a href="#">13-00-2741-000-000</a>	DUE TO GENERAL FUND	0.00
<a href="#">13-00-2830-000-000</a>	ENCUMBRANCES	0.00
<a href="#">13-00-2840-000-000</a>	RESERVE FOR ENCUMBRANCES	0.00
	<b>Total Liability:</b>	<u>1,111.69</u>
<b>Equity</b>		
<a href="#">13-00-2900-000-000</a>	NONSPENDABLE	0.00
<a href="#">13-00-2950-000-000</a>	FUND BALANCE/RESTRICTED	471,722.96
	<b>Total Beginning Equity:</b>	<u>471,722.96</u>
Total Revenue		53,943.78
Total Expense		<u>29,999.62</u>
<b>Revenues Over/Under Expenses</b>		<u><b>23,944.16</b></u>
	<b>Total Equity and Current Surplus (Deficit):</b>	<u>495,667.12</u>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<u><u><b>496,778.81</b></u></u>



**BYLAWS OF THE  
VESTAVIA HILLS LIBRARY IN THE FOREST  
BOARD OF TRUSTEES  
(Revised August 2020)**

**ARTICLE I.**

**Name, Board Membership and Responsibilities.**

- 1.1 The name of this organization is “The Board of Trustees of the Vestavia Hills Library in the Forest,” hereinafter referred to as the Board.
- 1.2 The name of the Vestavia Hills Public Library was changed to the Richard M. Scrushy Library on April 30, 1995 per Ordinance 1477. On April 17, 2006, Ordinance 1477 was rescinded by Ordinance 2154 changing the name back to the Vestavia Hills Public Library. A new facility was constructed in 2010 and the Library’s name changed to Vestavia Hills Library in the Forest on May 24, 2010 per Ordinance 2333.
- 1.3 The Vestavia Hills Public Library, which serves the City of Vestavia Hills and other communities in the Cooperative System of Jefferson County, was established by Ordinance No. 98, dated April 7, 1964 and was opened on April 13, 1969. The Board is the governing and policymaking body of the Vestavia Hills Library in the Forest.
- 1.4 Incorporated under the laws of the State of Alabama, it operates independently of the Civil Service Commission and therefore is not under the jurisdiction of the Jefferson County Personnel Board. It is authorized by the Code of Ordinances, City of Vestavia Hills, Alabama, exercising the duties and powers enumerated in Chapter 7, Articles 1 through 2; it functions in accordance with Alabama Code 1975, Section 11-90-3.

**ARTICLE II.**

**Appointments and Terms of Board Members; Vacancies and Compensation.**

- 2.1 The Board of Trustees consists of five members appointed by the City Council of Vestavia Hills.
- 2.2 The City Council of Vestavia Hills shall fill all vacancies, including any expired or unexpired terms.
- 2.3 Each Board member may serve for no more than two consecutive four-year terms.
- 2.4 A Board member may succeed himself when continued service is deemed necessary; however, the Board should not be self-perpetuating to encourage active community participation.
- 2.5 Board members who are absent from two consecutive regular meetings or three nonconsecutive regular meetings of the Board during a single administrative year shall automatically vacate their position on the Board unless said members are absent due to unforeseen circumstances and/or emergencies. Under these circumstances, the remaining

Board members shall review and vote upon retaining or removing Board members from the Library Board.

- 2.6 Board members shall serve without compensation, but by resolution of the Board of Trustees, may receive a reasonable amount as reimbursement of expenses incurred in attending to their authorized duties.

**ARTICLE III.**  
**Officers, Ex-Officio Members and Duties.**

**Section 1. Officers.**

- 3.1 Officers shall be elected by the Board and shall be chosen by nomination and a simple majority vote at the January meeting each year. The officers of the Board shall be Chair, Vice Chair and Secretary.
- 3.2 Each officer shall hold office until the next annual January meeting of the Board and until a successor shall be elected. No officer shall serve longer than two consecutive terms.
- 3.3 The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for all special meetings and generally perform the duties of a presiding officer. The Chair shall serve as an ex-officio member of all committees.
- 3.4 The Vice Chair of the Board shall perform the duties of Chair in the absence of the Chair. The Vice Chair shall be responsible for the orientation of new Board members in conjunction with the Library Director.
- 3.5 The Office of Secretary shall be filled by the Director of the Library. The Director or designee, shall issue notices of the meetings, keep a true and accurate account of the proceedings of the Board and have custody of the minutes and attendance records.

**Section 2. Ex-Officio (Non-Voting) Board Members.**

- 3.6 In addition to the voting members of the Board, there shall be separate categories consisting of Ex-Officio members of the Board, each with specific purposes and functions. The individuals selected to serve in such capacities shall not diminish nor affect the number of voting members required for Board membership. Nonvoting members are invited to attend all regularly scheduled Board meetings and may have the full right to engage in all matters discussed therein, except as otherwise noted.
- 3.7 **The Director of the Library and the City Council Liaison** shall be Ex-Officio members of the Board.
- 3.8 **Members of the Friends of the Library and the Foundation Board** who serve as liaisons to the Library are invited to attend the meetings of the Board.

**3.9 Emeritus Board Members.** Directors may establish an Emeritus Board to support the mission of the Corporation. Membership on the Emeritus Board is restricted to retired or past members of the Board of Directors who have provided distinguished service to the organization over a sustained period. Emeritus Board members are ex-officio members of the Board.

**Nominations.** Any standing member of the Board of Directors can nominate individuals for membership to the Emeritus Board. Nominations must be approved by a majority vote of the standing members of the Board of Directors.

**Meetings.** Emeritus Board members are welcome to attend regular Board of Directors meetings in a non-voting capacity but are not required to do so. **Duties and Responsibilities** of Emeritus Board members are as follows:

- a) Serve as advocates for the Library and its mission.
- b) Provide feedback to the Board of Directors and Staff.
- c) Provide advice and technical expertise to the Board and Staff.
- d) Assist in identifying and fostering relationships with others whose interest and support are important and beneficial to the Library, and
- e) Assist and advise the Board in fund-raising efforts, where appropriate.

**Section 3. Duties of Board Members.** Duties of members of the Board shall include the following:

- (a) Attend meetings of the Board, enter discussion, and participate in decision-making on items coming before the Board.
- (b) Study and be familiar with reports and materials sent to Board members prior to meetings. Remain informed regarding Library laws, policies, trends, long range plan, and services.
- (c) Attend local, state and national Library and trustee meetings, workshops and/or training as needed.
- (d) Serve on committees when requested to do so by the Chair.
- (e) Refer problems brought to the attention of the individual Board member to the Director for review, action, or submission to the Board.
- (f) Recognize that an individual Board member has no authority to act for the Library Board of the City of Vestavia Hills except at the request of the Board.
- (g) Work with the City Manager to evaluate the Director.

#### **ARTICLE IV.** **Board Committees**

**4.1** Board Committees may be formed whenever the Board deems it necessary to facilitate Board business.

**Section 1. Standing Committees.**

**4.2** The Standing Committees shall make regular reports to the Board, and membership shall be for one year by appointment of the Chair. Standing committees shall be as follows: Budgeting/ Finance; Facilities/Construction; Human Resources/ Staff Support; Policies; Grant Writing/ Funding; Outreach to Schools; Marketing; Survey/ Community Input; Foundation Liaison; and Friends Liaison. Duties are provided as follows:

**Budgeting/ Finance:** This committee shall assist with budget preparation and approval as requested by the Director, as well as attend annual budget hearings.

**Facilities/Construction:** This committee shall work with the Deputy Director to periodically evaluate facility needs and funding required for sustaining and improving the facility as well as assist with facility updates and construction projects.

**Human Resources/ Staff Support:** This committee shall work with the Library Director to update job descriptions, resolve personnel matters and staffing concerns as they arise; the committee shall also support staff training and development opportunities.

**Policies:** This committee shall review and evaluate new and updated policies before submission to the Board for approval.

**Grant Writing/ Funding:** This committee shall work with the Library Director, Staff and Foundation Board Members to locate, write, and submit grants for the Library.

**Outreach to Schools:** This committee shall serve as a liaison to the school system, promote Library services and offerings, and work to establish solid communication and partnerships when possible within the school system.

**Marketing:** This committee shall work with the Communications Specialist and Marketing Manager by submitting and implementing ideas that promote the Library via social media, in-house and in various City publications.

**Survey/ Community Input:** This committee shall work with Library Staff to develop and distribute surveys to Library patrons and citizens of Vestavia Hills

**Foundation Liaison:** This committee shall represent the Board by attending Foundation meeting and serving on committees as needed.

**Friends Liaison:** This committee shall represent the Board by attending Friends meeting and programs, as well as serving on committees as needed.

**Section 2. Special Committees.**

**4.3** Special Committees may be appointed by the Chair for special purposes and shall serve only until completion of the assignment.

**ARTICLE V.**  
**Board Meetings.**

**Section 1. Meetings**

**5.1** A regular monthly meeting of the Board will be held unless a formal vote to cancel a meeting is taken by Board members. Date, time and place of such meeting(s) will be published publicly as required. At the regular meeting of the Board, the meeting will be conducted in accordance with the agenda prepared prior to each meeting.

**5.2** All Board meetings are open to the public as required by the Sunshine Law of Alabama, and the Board will abide by all requirements of this and all other applicable Alabama state laws regarding open meetings.

**5.3** Roberts Rules of Order, latest revision, will be the authority for all questions of procedure at any meeting of the Board.

**5.4** The regular meeting held during the month of January shall be known as the annual meeting. This meeting shall be for the purpose of electing the officers, reviewing bylaws and conducting any additional business that may arise.

**5.5** A special meeting may be called at any time by the Chair of the Board. Board members and/or the Director may at any time request a special meeting be called and the Chair shall comply.

**Section 2. Notice.**

Notice of all meetings shall be given by the Director to all members at least five (5) days before each meeting. Any member unable to attend must notify the Director as soon as possible prior to the meeting.

**Section 3. Quorum.**

A quorum for the transaction of Library business shall consist of three members of the Board.

**Section 4. Order of Business.**

The order of business at the regular meetings shall be as follows:

1. Call to Order
2. Approval of the agenda and minutes (either read previously received)
3. Financial report and monthly statistics
4. Report of the Director
5. Unfinished business
6. New business
7. Adjournment

**ARTICLE VI.**  
**Library Director.**

6.1 The Board shall retain a qualified Director.

6.2 The minimum requirements of the Director shall include holding a Master of Library Science degree from a graduate school accredited by the American Library Association. The Director's job description and all other Library job descriptions shall be placed in the staff manual.

6.3 The Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the employment and direction of the staff, orientation of new Board members, the care of the building and equipment and the efficiency of the Library's service to the public. The Director is responsible for providing and compiling all financial data required by the City of Vestavia Hills to obtain funds necessary for operation of the Library and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings except those at which appointment or salary is to be discussed.

6.4 The Director shall provide an orientation for new Board members following their appointment by the City Council.

**ARTICLE VII.**  
**By-Law Amendments**

7.1 These bylaws may be amended at any regular meeting of the Board with a quorum present by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

**ARTICLE VIII.**  
**Exculpation of Members of the Board of Trustees**

8.1 No member of the Board shall be liable to anyone for any acts on behalf of the Library Board or any omission with respect to the Library Board committed by such person, except for his or her own willful neglect or default.

8.2 No member of the Board shall be liable to anyone for any act of neglect or default on the part of any one or more of the other Board members in the absence of specific knowledge on the part of such Board member of such neglect or default.

**ARTICLE IX.**  
**General Provisions**

**Section 1. Parliamentary Authority.** Robert's Rules of Order Newly Revised Edition shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**Section 2. Amendments of Bylaws.** These bylaws may be amended by a majority vote of the total membership of the Board (3 affirmative votes).

**Section 3. Conflicts of Interest.** Members of the Library Board of the City of Vestavia Hills recognize that they, as a fiduciary, hold a position of public trust and that any effort to realize personal gain through official conduct is a violation of that trust. No member of the Board may make motions or may vote on proposals or other matters before the Board in which the member has a conflict of interest as defined in the State Ethics Law, Sec. 36-25-1 through Sec. 36-25-30, Code of Alabama, 1975.

**Section 4. Non-Discrimination Policy.** The Vestavia Hills Library in the Forest is an equal-opportunity employer, and does not discriminate according to race, creed, color, ethnicity, sex, gender, sexual orientation, religion, national origin, citizenship, age, disability or handicap, genetic information, medical condition, status as a disabled or status as a veteran as outlined by the Equal Employment Opportunity Commission, or any other characteristic protected by applicable federal, state or local laws.

**ARTICLE X.**  
**Date of Adoption.**

**10.1** These bylaws were previously adopted on April 22, 2008. They should be reviewed, at minimum, every other year.

**Date of Adoption of these Revised Bylaws** \_\_\_\_\_

BILL TO		SHIP TO		Quote Date: 01/15/2024	
City of Vestavia Hills		City of Vestavia Hills		Valid Until: 04/30/2024	
1032 Montgomery Hwy		1032 Montgomery Hwy		Your Customer #: CIVEHI	
Vestavia, AL, 35216		Vestavia, AL, 35216		Terms: To Be Determined	
Phone: (205) 842-1389		Phone: (205) 978-0100		Contact: Todd Richardson	

Project Summary	Salesperson	Shipping Method	Shipping Terms
REV-01 Library In the Forest Video Wall	Allen Brooks	M3 Delivery/Install	Included in Price

LINE	ITEM	DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE
<b>OWNER FURNISHED ITEMS</b>					
1	OFE	AV SYSTEM	1.00	0.00	0.00
<b>163" DIAGONAL VIDEO WALL</b>					
2	LGELAEC015GN2AUSQ	136" 1920x1080 DVLED Standard 1.5mm pitch FHD Bundle 500 Nit	1.00	44,945.00	44,945.00
3	EXT60133112	DTP HDMI 4K 330 Tx - Long Distance HDMI Twisted Pair Transmitter - 330 feet (100 m)	1.00	416.67	416.67
4	EXT60133113	DTP HDMI 4K 330 Rx - Long Distance HDMI Twisted Pair Receiver - 330 feet (100 m)	1.00	416.67	416.67
5	EXT6019010	RSU 126 - 1U 6" Deep Universal Rack Shelf Kit	1.00	111.54	111.54
6	EXT7007701	MBU 125 - 1/4 & 1/2 Rack Width, Under-Desk Mount Kit for Two-Piece Enclosure	1.00	39.74	39.74
7	C2G56783	6ft/1.8M High Speed HDMI Cable w/ Eth	2.00	9.16	18.32
8	MISCELLANEOUS	Cables, Connectors, Hardware, Etc.	1.00	3,888.00	3,888.00
9	INSTALLATION	Labor to Install	1.00	13,020.00	13,020.00
10	PROJECTMGMT	Project Management	1.00	2,300.00	2,300.00
11	TRAVEL	Travel	1.00	3,260.00	3,260.00
12	SHIPPING	Shipping	1.00	1,150.00	1,150.00
13	M3TEXTWAR	M3 Extended Warranty - This will extend our standard 90 day installation warranty for 9 months, resulting in 1 Year coverage.	1.00	1,380.00	1,380.00
					<b>70,945.94</b>

Continued...





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www.M3TechGroup.com 877-227-0717

**Quote**  
**PQ240103**

<b>BILL TO</b>	<b>SHIP TO</b>	Quote Date:	01/15/2024
City of Vestavia Hills	City of Vestavia Hills	Valid Until:	04/30/2024
1032 Montgomery Hwy	1032 Montgomery Hwy	Your Customer #:	CIVEHI
Vestavia, AL, 35216	Vestavia, AL, 35216	Terms:	To Be Determined
Phone: (205) 842-1389	Phone: (205) 978-0100	Contact:	Todd Richardson

<b>Project Summary</b>	<b>Salesperson</b>	<b>Shipping Method</b>	<b>Shipping Terms</b>
REV-01 Library In the Forest Video Wall	Allen Brooks	M3 Delivery/Install	Included in Price
<b>LINE</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b> <b>UNIT PRICE</b> <b>EXT. PRICE</b>

**Standard Workmanship Warranty**

M3 Technology Group, Inc. guarantees system installations to be free of defects in hardware, cables, connectors (materials) and workmanship for a period of 90 days from the date of completion. Completion is defined as the date of installation and training completion. Defective materials or equipment will, at M3's option, be repaired or replaced at no cost to the owner during the warranty period, provided any work does not void the manufacturers' warranties or adversely affects the products' performance.

This Warranty does not cover problems caused by associated equipment that has been provided and/or connected by others, or damage caused by accident, misuse, abuse, theft, vandalism, improper power source, fire, flood, lightning, earthquakes, (or any other acts of God), repair, or alteration by parties other than M3. This Standard Workmanship warranty is independent of all manufacturers' warranties.

**Manufacturer Warranties**

For equipment purchases, the manufacturers' warranties apply, and shall be supported by M3 if said warranty period is greater than the length of the M3 Standard Workmanship Warranty. For warranty periods less than the M3 Standard Workmanship Warranty period, M3 shall be liable only for defects in a given item until the end of that period.

**Terms**

Terms are Due Upon Receipt and NET30 with approved credit.

For orders that exceed ten thousand dollars (\$10,000.00); 50% to initiate order (due upon receipt), balance due upon progress billing based on purchase agreement at time of order.

Payments made by credit card are subject to a 3.0% fee.

Due to global semiconductor ("chip") shortages and supply chain disruptions, pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

Any changes to the items, scope of work (SOW), and/or timeline detailed in this quote, after receipt of customer PO, may impact the quoted system price. Any requested change that the parties mutually accept will be agreed to with a Change Order signed by both parties that specifically references the relevant change(s).

<b>Subtotal:</b>	<b>70,945.94</b>
<b>Tax Total:</b>	<b>0.00</b>
<b>Total:</b>	<b>70,945.94</b>

Signature \_\_\_\_\_

Date \_\_\_\_\_



All images in this datasheet are for illustrative purposes only. Stand accessories differ by model and are sold separately.

## LG LED All-in-One LAEC Series

# All-in-One LED Display with webOS

**1** All-in-One LED Screen

Built-in Speakers

Dedicated Accessories

Easy Installation Quick Maintenance

Compatible with **LG One:Quick Share**

	LAEC015	LAEC018
Size	136"	163"
Pixel Pitch	1.56 mm	1.88 mm
Brightness	500 nits (Max. after calibration)	500 nits (Max. after calibration)
Screen Resolution	1,920 × 1,080	1,920 × 1,080
Serviceability	Front	Front
Speakers	Built-in	Built-in
LED Controller	Embedded	Embedded



### All-in-One LED Screen with Built-in Speakers

LG's LED All-in-One LAEC series has two size of screens: 136-inch and a 163-inch. The LAEC series is an all-in-one display that includes an embedded controller and built-in speakers. After a simple installation process, all you need to do is to turn on the screen with a remote control like home TV.



### High Performance with webOS

LG's built-in quad-core system on chip can execute several tasks at once for providing smooth content playback. Also, the LG webOS Smart Platform has an intuitive user interface and provides system integrators and developers simple app development tools\* such as a software development kit (SDK), SCAP, and sample applications.

\* LG partners have access to the webOS Signage Developer site (<https://webossignage.developer.lge.com>) for SDK tools and documentation.



\* The image is illustrated as an example of LAEC015 model.

### Easy Installation

The installation process of the All-in-One Smart series is very simple. After securing the cabinets\* (two for LAEC015, three for LAEC018), attach each LED display module to them. Lastly, plug in the power cable.

\* Wall mount or dedicated stand and associated hardware sold separately.

Landscape Wall Mount



Optional Stand



Multi-screen Setup



### Versatile Installation with Dedicated Accessories

The LAEC series can be wall-mounted or have its own portable stand. The dedicated stand is optional and sold separately. In addition, the LAEC series can be installed side by side in the form of 1 x N or 2 x N, up to 14 individual screens each displaying its own content.



## Quick Maintenance

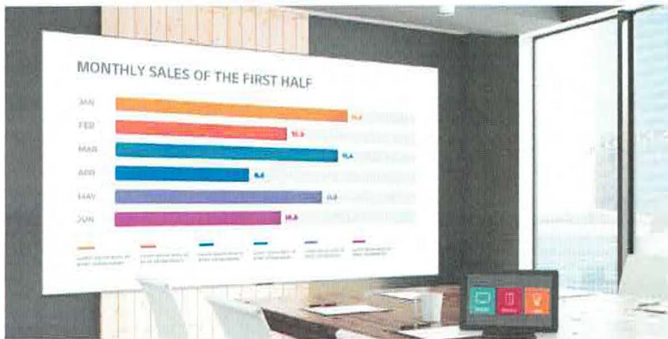
In case of failure related to the LED module or the system board, it can be serviced from the front. The LED module can be simply detached by the provided magnetic tool and replaced quickly without cabling.



## Real-time LG ConnectedCare

Maintenance is easy and fast with the optional LG ConnectedCare\* service, a cloud service solution provided by LG. It remotely manages the status of displays in client workplaces for fault diagnosis and remote-control services.

\* The availability of LG ConnectedCare differs by region.



## Compatible with AV Control Systems

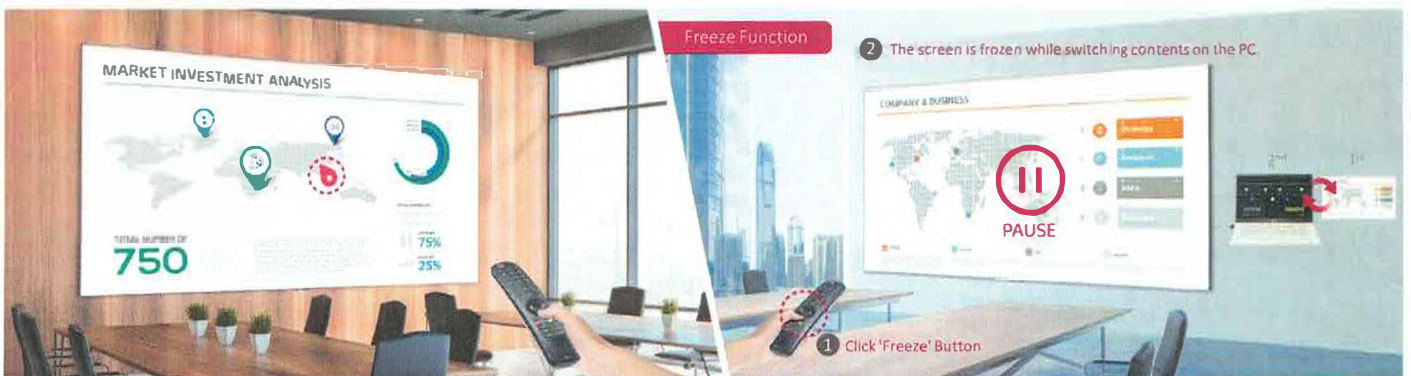
The LAEC series supports Crestron Connected\* for compatibility with professional AV controls to achieve virtually seamless integration and automated network-based control.



## Wireless Screen Sharing

The LAEC series is compatible with LG One:Quick Share\*, a wireless screen sharing solution. This helps to wirelessly share one's personal PC screen to the display with a single button press via the LAEC embedded Wi-Fi.

\* LG One:Quick Share is sold separately.



## LG Magic Remote

With the LG Magic Remote, you can select and run the LAEC menu using a mouse and cursor by pointing the remote at the screen. In addition, through the newly added FREEZE button on the remote control, users can temporarily freeze the screen while switching contents on the PC, so that users are able to have more streamlined meetings without exposing the switching process.

\* LG Magic Remote is optional and sold separately.

\*\* The FREEZE function is only available when the LAEC is connected to an external input signal.

	LAEC015-GN2	LAEC018-GN2	
Physical Parameters	Pixel Configuration	Single SMD	Single SMD
	Pixel Pitch	1.56 mm	1.88 mm
	Screen Resolution (W × H)	1,920 × 1,080	1,920 × 1,080
	Module Dimensions (W × H)	9.8 × 11. in. / 250 × 281.3 mm	11.8 × 6.6 in. / 300 × 168.75 mm
	No. of Modules per Screen (W × H)	12 × 6 (Total 72)	12 × 12 (Total 144)
	Screen Dimensions (W × H × D)	118.3 × 66.6 × 2.8 in. 3,004 × 1,692 × 70 mm	141.9 × 79.9 × 3.2 in. 3,604 × 2,029 × 81 mm
	Screen Surface Area	54.5 ft <sup>2</sup> / 5.06 m <sup>2</sup>	78.5 ft <sup>2</sup> / 7.29 m <sup>2</sup>
	Screen Weight	291 lbs. / 132 kg	418.9 lbs. / 190 kg
	Physical Pixel Density	409,600 pixels/m <sup>2</sup>	284,444 pixels/m <sup>2</sup>
	Flatness of Cabinet	±0.2 mm	±0.2 mm
	Cabinet Material	Die-casting Aluminum	Die-casting Aluminum
Service Access	Front	Front	
Optical Specifications	Max. Brightness after calibration	500 nits	500 nits
	Color Temperature	3,200 - 9,300 K	3,200 - 9,300 K
	Visual Viewing Angle (Horizontal)	160°	160°
	Visual Viewing Angle (Vertical)	160°	160°
	Brightness Uniformity	98%	98%
	Color Uniformity	±0.015 Cx, Cy	±0.015 Cx, Cy
	Contrast Ratio	3,000:1	3,000:1
Processing Depth	16 bit (HDR10, HDR10 Pro)	16 bit (HDR10, HDR10 Pro)	
Electrical Specifications	Max Power Consumption	1,700 W	2,200 W
	Avg. Power Consumption	680 W	880 W
	Max Power Consumption per Unit Area	336 W/m <sup>2</sup>	302 W/m <sup>2</sup>
	Max Power Consumption	5,800 BTU/h	7,506 BTU/h
	Avg. Power Consumption	2,321 BTU/h	3,004 BTU/h
	Max Power Consumption per Unit Area	1,146 BTU/h/m <sup>2</sup>	1,030 BTU/h/m <sup>2</sup>
	Power Supply	100 to 240 Vac	100 to 240 Vac
	Frame Rate	50 / 60 Hz	50 / 60 Hz
Refresh Rate	3,960 Hz	3,000 Hz	
Operation Specifications	Lifetime (Half Brightness)	Up to 100,000 hours	Up to 100,000 hours
	Operating Temperature	32°F to 104°F / 0°C to +40°C	32°F to 104°F / 0°C to +40°C
	Operating Humidity	10-80% RH	10-80% RH
	IP Rating (Front / Rear)	IP30 / IP20	IP30 / IP20
Speakers	Built-in (9 W + 9 W)	Built-in (9 W + 9 W)	
Certifications	CE, FCC, ETL, CB	CE, FCC, ETL, CB	
Environment	RoHS, REACH	RoHS, REACH	
LED Controller	Embedded	Embedded	

\* Specifications are subject to change without notice. Please make sure to check the product manual for details about product usage.

## CONNECTIVITY



- 1 HDMI 1
- 4 DP-IN
- 7 RS-232C OUT
- 10 LAN
- 2 HDMI 2
- 5 USB 2.0 IN
- 8 IR & LIGHT SENSOR IN
- 3 HDMI 3
- 6 RS-232C IN
- 9 OPTICAL DIGITAL AUDIO OUT

## SCOPE OF WORK

### City of Vestavia Hills

PQ240103

#### Library in the Forest

M3 Technology Group provides this Scope of Work (SOW) for the proposed integration of an audiovisual solution for the City of Vestavia Hills at The Library in the Forest, 1221 Montgomery Highway, Vestavia Hills, AL, 35216.

This Statement of Work (SOW) is based on the information provided by the customer and an initial site survey performed by M3 Technology Group and/or The City of Vestavia Hills. This is not intended to be a detailed engineering document and may require minor changes as necessary to deliver a fully functional system.

Please read this section carefully to gain a full understanding of the work being proposed. By signing this document, The City of Vestavia Hills agrees to the terms of this SOW and approves the work to be completed by M3 Technology Group.

This Statement of Work (SOW) and bill of materials (BOM), reflects the responsibilities, hardware, software, and non-personal services Contractor will deliver. Contractor will strive to meet Customer schedule requirements; however, actual project dates will be subject to availability of materials and resources.

The project includes onsite technical services and support for the complete installation, configuration, programming, integration, testing, training, and full production implementation of replacement of the existing displays with new installed larger displays. Testing and full production implementation must be completed by a Contractor Certified Quality Technician alongside Customer's direct technical support staff to ensure that the Solution is successfully implemented within Customer's infrastructure.

#### **Description of Services Required:**

The Contractor shall provide all personnel, equipment, supplies, transportation, tools, materials, supervision, and other items and services necessary to perform the work as defined in this SOW; except for any items specified as Government Furnished Equipment (GFE) as listed in the Deliverables. The Contractor shall perform to the standards in this contract. The Customer shall not exercise any supervision or control over the Contractor's service providers performing the services herein. Such contract service providers shall be accountable solely to the CONTRACTOR who, in turn, is responsible to the customer.

## Displays

### Flat Panel Displays

- Provide and install (1) 136", 1920x1080 DVLED All-in-One with Stacking Feature, no bezel, wall mounted on the main presentation wall.
- M3 will remove the existing projector and projection screen from the room.
  - The removal of the electrical wiring for the projection screen will be the responsibility of the City of Vestavia Hills.
  - The display wall will need to be properly backed to withstand the weight of the displays with a safety factor of at least 5:1.
  - All AC power at the display locations, along with any required low voltage cable paths to the displays shall be the responsibility of others.
  - All required backing and any other wall reinforcement required to safely accommodate the displays shall be the responsibility of others.

## Switching & Interfacing

### Switching

- All sources shall be routed through an owner furnished AV system.

### Interfacing

- Provide and install (1) HDMI transmitter in the owner furnished AV Equipment Rack, connecting to the owner furnished Extron HAE 100 audio extractor HDMI output.
- Provide and install (1) HDMI receiver at the video wall location.

## Audio

- No changes to the audio system.

## AV Rack

- The new equipment will be installed in an owner furnished 24RU wall mounted AV Equipment Rack.

## Control System

- No changes to the control system. The current routing to the projector will now route video to the new video wall.

## Warranty

Contractor will provide a (1) Year Extended Warranty.

## Testing

- Testing shall be conducted alongside Customer's direct technical support staff to allow verification that the multi classification video teleconferencing solution was successfully implemented within Customer's Cisco Unified Communication voice, video, and conferencing infrastructure environment and Enterprise Local Area Network.
- System testing of full production implementation and functionality based on integration requirements as well as Contractor's and OEM's quality assurance, test practices, and procedures.
- Final testing must confirm setup, installation, configuration, programming, integration, full production implementation, and system functionality meet appropriate requirements and complies with U.S. National Security Agency's Telecommunications Electronic Material Protected from Emanating Spurious Transmissions (TEMPEST), DoD, and U.S. Army specifications, regulations, and policies; as well as the latest Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) and adherent to the Joint Interoperability Test Command (JITC) hardware and software requirements stated by the DISA Approved Products List (APL).

## Project Initiation

Process begins with planning the project with key stakeholders with Contractor and Customer's CIO Office during which all requirements, dependencies, success criteria, as well as challenges and risks to the project will be identified and planned for.

The project initiation will consist of the following tasks:

- Define roles and responsibilities of the project core team
- Articulate project objectives, priorities, technologies being deployed, and key deliverables
- Develop strategies for mitigating major project risks
- Identify the work required to achieve the project goals
- Establish a high-level schedule for the project



- Plan the project success criteria
- Understand project dependencies
- Finalize any logistical details such as security clearance and facility access

## Required Activities/Documents

Activities related to scheduled tasks will support the formulation of a successful project. Tasks that will directly support the milestone and project completion criteria:

- Project Initiation/Project Kick Off
- Acceptance Testing Procedures (ATP)
- As-Built Documentation
- Detailed Network Diagram
- Informal over-the-shoulder knowledge transfer
- Knowledge Transfer Documentation (from formal resource)

## Documentation

- Contractor will employ a formal documentation development process, which utilizes a document change management tool to protect and control content production and editing. All documentation will be considered confidential and available for official use only, and with contributing staff unable to share data outside the project's Information Technology domain. Information will be controlled on a strict need-to-know basis.

New Equipment:

- See the associated bill of materials

## Customer Responsibilities:

1. All electrical services at required locations. (Specified by M3 TECHNOLOGY GROUP) POWER for projectors, cameras, screens, and equipment located in a podium and/or equipment rack(s) to be supplied by the customer and functional prior to installation.
2. For Zoom Rooms or Microsoft Teams Rooms; Client is to provide Account Administrator during installation to configure the Zoom Room or Microsoft Teams Room appliance. Failure to do so will result in additional charges for return visit(s).
3. Clear mounting location for installation of equipment including walking path and/or installation area.
4. Building access - Customer shall provide access to workers during normal business operating hours (8:00am – 5pm, CST) unless otherwise specified. No overtime work has been included in this proposal. Night and weekend work are available upon request at an additional cost pending approval of change order.

5. Any security measures necessary to protect the work while the work is in progress
6. A safe working environment free from environmental or health hazards
7. Customer is responsible for re-building of ceiling grids for recessed screen installation and/or changes.
8. Network connections with static IP addresses and IP naming schemes, codec provisioning information prior to scheduling of installation. (See additional Network requirements in Network Readiness section below)
9. Provide completion of work by other trades in sequence with the AV project schedule.
10. M3 Technology Group will not be responsible for any re-painting or repair of wall. The customer is responsible for these types of repairs or cosmetic refinishes. (Excluding accidental damage by M3 Technology Group)
11. Provide proper backing and support for wall mounted displays and/or equipment racks.
12. Cable route or floor core for all cabling from the table to the equipment rack.
13. Provide make and model of owner furnished equipment must be provided prior to commencement of programming.
14. Provide all owner furnished equipment at time of installation.

## **M3 Technology Group Provides**

1. Project management, labor and integration, project schedule.
2. Shop drawing submittals, as-builts
3. Delivery, set-up, and training
4. Cables, connectors, and hardware
5. M3 Technology Group will provide for the initial adjustment and alignment of the system(s), checkout, and functional testing

## **Network Readiness:**

Network Readiness of the new, existing, or upgraded network infrastructure must be complete prior to installation date. This includes, but is not limited to:

1. Network configuration, including installation and configuration of routers, switches, etc. Network routing, VLANs, sub-nets, etc. should be configured and tested.
2. Any leased/switched network services should be installed and tested at the DMARC as well as extended and tested at the termination point where the system(s) will be maintained.
3. Any Public (ISP) service should be installed and tested, including extension to the termination point where the system(s) will be maintained.



4. Any servers, client workstations, etc. must be installed and operational, meeting the minimum requirements as outlined in this SOW or any supplementary documentation provided.
5. M3 Technology Group is not responsible for issues arising from network connections within the carrier's network, network connections from the carrier to the customer premise or network connections within the customer premise. M3 Technology Group is also not responsible for any
6. conference related issues resulting from customer/end-user-initiated failures, customer premises equipment issues or failures (unless equipment is covered under a M3 Technology Group maintenance contract) or customer infrastructure failures.

NOTE: Failure to comply with Network Readiness requests that result in a return site visit by M3 Technology Group technicians or subsidiaries may result in additional Time and Materials fees.

## Our Integration Process

M3 Technology Group has developed a comprehensive integration process designed to not only meet -- but exceed -- customer expectations. This five-step process begins with consultation and carries through to post-installation training. Our goal at M3 Technology Group is to work with you every step of the way to ensure that your project is completed on schedule and within budget.

## Engineering and Design

During this phase, the information acquired during the needs analysis is developed into a technically sound and functional system design. The Design Engineer, along with your M3 Technology Group Account Manager, will perform a feasibility study. The results will include an examination of the desired capabilities, architectural, environmental, and technical details of your system. During the Engineering and Design process, the selection of the appropriate equipment, hardware and software is accomplished. The result of engineering & design phase is a system designed specifically to meet the requirements and environmental conditions that are unique to your application.

## Pre-Installation

Once you have contracted with M3 Technology Group, the Pre-Installation phase begins. This phase is critical in ensuring a seamless integration of the specified system. M3 Technology Group will assign a Project Manager to your project. The Project Manager will work together with your Account Manager through the entire project process until completion. It is during this juncture that coordination between the project manager, design engineer, architects, general contractors, and other trades begins. While coordination with the other trades is occurring, the M3 Technology Group engineering team develops the required facility drawings, signal flow diagrams, equipment rack layouts and the design and programming of the custom



control system's graphical user interface (GUI). Touch Panel Programming Scope of Work will be provided in a separate document.

Although the Pre-Installation period may be one of the least visible and lengthy steps of the project process, M3 Technology Group is committed to keeping you informed from the beginning to the end of your project. Initial communication will include contact information and organization of the M3 Technology Group team

that will be working with you. Shortly thereafter, you will begin receiving project status reports from the technical project team member responsible for routine contact throughout the entire project.

During this phase, M3 Technology Group's fabrication team will assemble equipment racks and perform wiring and termination of equipment within the racks. The final stage of Pre-Installation is testing. During the testing process, M3 Technology Group's fabrication and engineering teams will test each piece of equipment to ensure it is working properly and is without noticeable manufacturer defect. Additional tests performed include testing for proper signal flow and custom control system operation.

## On Site Installation

This phase is by far the most noticeable, with the bulk of the integration being accomplished once your facility is clean and secure. To ensure your expectations are met, the field integration team responsible for your installation reports to and is directed by the Project Engineer for your system.

Our professional, industry-trained field integration team will install your system in a manner that exceeds industry standards. Our team will install all components, cables, and hardware necessary to support the specified system. At the end of each day's operations, the field team will complete two additional tasks. First, the area in which M3 Technology Group worked will be cleaned and left in an orderly state. Second, field teams report progress to us to ensure that we

are up to date on every aspect of your project. If you ever have a question, you can contact the designated lead team member responsible for your project.

Upon completion of the physical installation, the Project Engineer, along with the field integration team, will perform functionality tests on the entire system. It is at this point that final adjustments are made to ensure optimum performance of each component and the system as a whole.

## Training

An integral part of the delivered system is user training. M3 Technology Group is committed to providing you with clear and concise instructions on the use of each system. Training and one-page quick start documentation will provide operational and maintenance personnel with information to support the daily use of the system.

Final documentation will include a user training guide and the equipment operation manuals. The manuals delivered are those that are provided by the manufacturers with their products. This documentation will be assembled and delivered in electronic format within 30 days of final closeout and sign-off.

Note: Audiovisual products do not ship from the manufacturers with maintenance and/or service manuals. In most cases, there are no user serviceable components within these products. Maintenance and service manuals are generally restricted to authorized and trained service providers and are not available to the general public; therefore, maintenance and service manuals are not a part of the standard documentation.

Once the project has been closed out and all documentation delivered, the system will be handed over to M3 Technology Group service department for maintenance administration (terms of service are pending the maintenance contract, which is in a separate document).

## **Warranty Statement**

Warranty services are performed by M3 Technology Group certified staff technicians and/or approved, accredited service partner in accordance with the project specifications. Pricing includes system warranty as required by project specification. Additional M3 Service Level Agreements are available upon request.

## **Manufacturer Warranties**

For equipment purchases, the manufacturers' warranties apply, and shall be supported by M3 if said warranty period is greater than the length of the M3 Standard Workmanship Warranty. For warranty periods less than the M3 Standard Workmanship Warranty period, M3 shall be liable only for defects in each item until the end of that period.

## **Preventive Maintenance & Service Level Agreements**

Our AV and IT network Service Level Agreements (SLAs) can be custom tailored to your individual needs, and offer full support of your AV, IP Camera, Phone Systems, or IT network infrastructure. Whether you want to establish a regular schedule of system maintenance, user trainings, meeting setup/support or help with equipment failure and warranty management, M3's SLAs provide you a range of coverage. Choose from our Prevent, Monitor and Manage plans. Each plan provides an enhanced level of support so you feel confident

that your equipment will always be in working order for your team, with limited downtime. Customers under an active contract receive service priority.

**ACCEPTANCE:**

Acceptance of the audio-visual system is expected based on proven operational status. Operational status is not limited to any potential customer provided facility or network issues, known or unknown, at the time of installation. In the event of network issues, M3 Technology Group will provide proof of satisfactory operational status via trouble shooting methods and isolation of the equipment from the customer premises, if required, including a closed, off net testing if necessary.

M3 Technology Group and the customer must agree on any changes to this scope of work.

Accepted by \_\_\_\_\_ Date \_\_\_\_\_  
(CUSTOMER)

# CITY OF VESTAVIA HILLS

VESTAVIA HILLS, AL

## AUDIOVISUAL SYSTEMS DRAWINGS

DRAWINGS INDEX	
NUMBER	AUDIOVISUAL INFRASTRUCTURE REFERENCE DRAWINGS
AV-101	AUDIOVISUAL DRAWINGS INDEX
AV-401	VIDEO LINE DRAWINGS
AV-901	WIRE PINOUTS

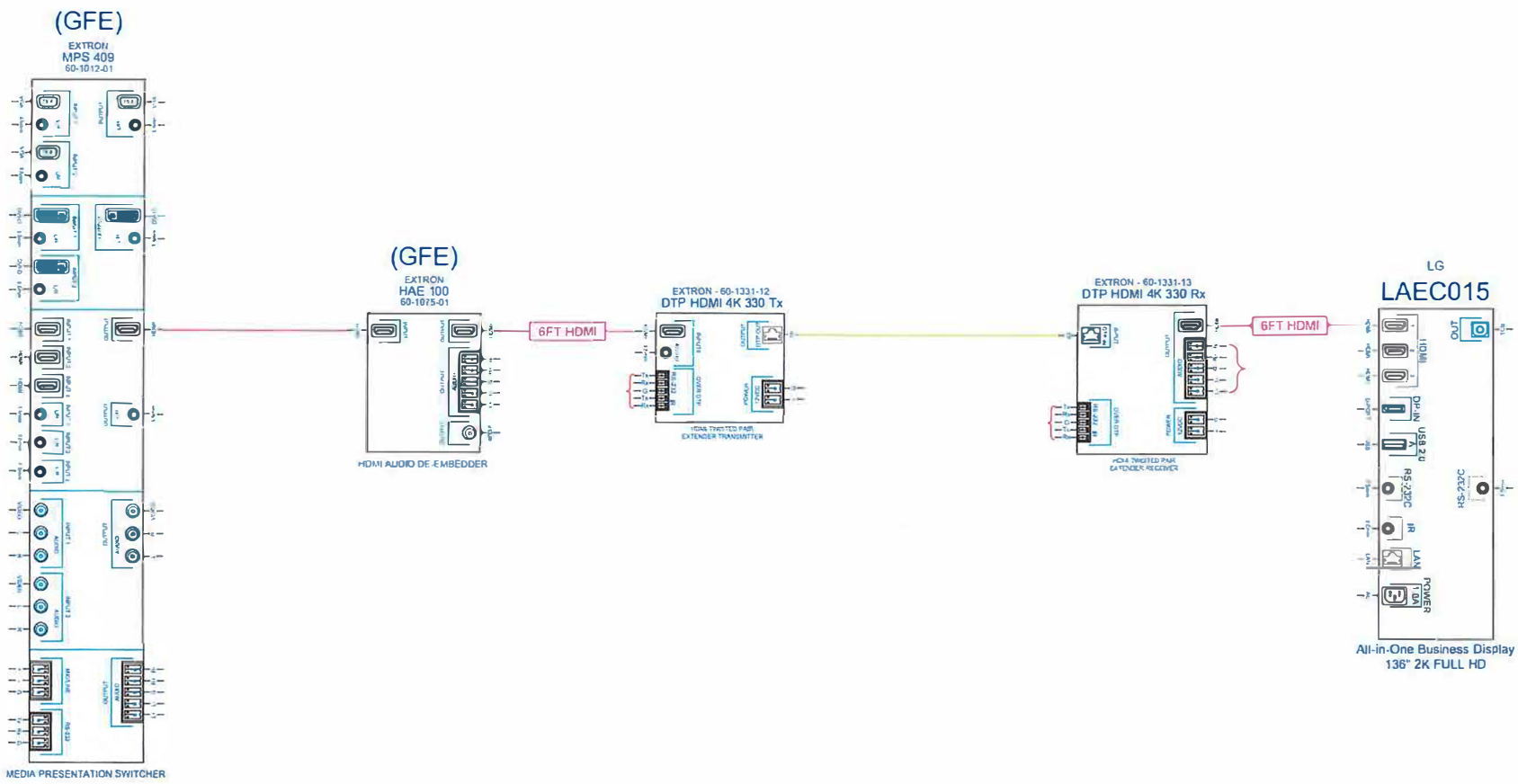
SYSTEM: 401-37577814  
CLIENT: City of Vestavia Hills, AL  
PROJECT: Library in the Forest  
TOWN: Vestavia Hills, AL  
DATE: 1/15/24

**NEEDS REVIEW**

1 AKALET FOR CONSTRUCTION  
1 TACI CONSTRUCTION  
REV DATE REVISION

DATE: 1/15/24  
PROJECT MANAGER: PHILIP PARRISH  
DESIGNER: PHILIP PARRISH  
CHECKER: PHILIP PARRISH  
CLASSIFIED: NONE  
PROJECT TITLE: LIBRARY IN THE FOREST  
CLIENT: CITY OF VESTAVIA HILLS  
NOTES:

1	AKK31	ACE CONSULTING	LOGAN
2	AKK31	ACE CONSULTING	LOGAN
3	AKK31	ACE CONSULTING	LOGAN
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18	AKK31	ACE CONSULTING	LOGAN
19	AKK31	ACE CONSULTING	LOGAN
20	AKK31	ACE CONSULTING	LOGAN



**BLUE LEGEND**

00X	DESIGNERS NEED TO DESSKATE - TELEVISION CABLES (ALLSIZES)
001	DIGITAL VIDEO (HDMI, DVI, SPDIF, ETC)
002	AUDIO LINE
003	AUDIO VIDEO
004	CATS-AE TVGRPA
00A	TECHN DANTELAVE
001	CONTROL - 20022ARG
002	SPEAKER WIRE - 18AWG (SPEAKER PWR CORD)
003	POWER, PWRM / PWRM
004	USB
005	NETWORK
006	ADJUTARY VIDEO - SDI - HCA
007	DSI - SINGLE MODE FIBER
008	FOOT - MULTIMODE FIBER
009	CRED WIRE - 24AWG (TP & 24AWG TP)



### OneLINK RECEIVER - RS232 CONTROL PORT



- 1-UNUSED
- 2-UNUSED
- 3-UNUSED
- 4-UNUSED
- 5-UNUSED
- 6-GND-GREEN
- 7-RX (from TX of controller) Brown/White
- 8-TX (to RX of controller) Brown

### SERIAL PORT



- 1-5V
- 2-RS485(-)
- 3-RxD
- 4-TxD
- 5-RS485(+)
- 6-GND

## WIRING STANDARDS



VISCA to 3-pin Phoenix  
(Check manufacturer pinout)



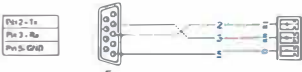
RTS AIO CONNECTOR RJ45 to RJ12 ADAPTER CABLE



7 AUDIO WIRING STANDARD - CAT5-568B TIA STANDARD



8 WIRING STANDARD - CAT6-568B TIA STANDARD TO CRESTNET



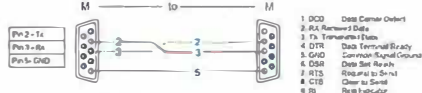
DB9 RS232 - 3-PIN PHOENIX



RS232 - 3-PIN PHOENIX



DB9 Female/Male or Male/Female Straight Through RS232



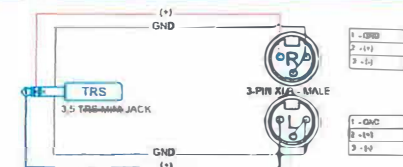
DB9 Female/Female or Male/Male Crossover RS232



3-PIN XLR (FEMALE) TO 3-PIN PHEONIX



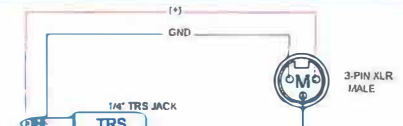
3-PIN XLR (MALE) TO 3-PIN PHEONIX



UNBALANCED (STEREO) JACK to (2)XLR MALES



UNBALANCED (MONO) JACK to XLR FEMALE



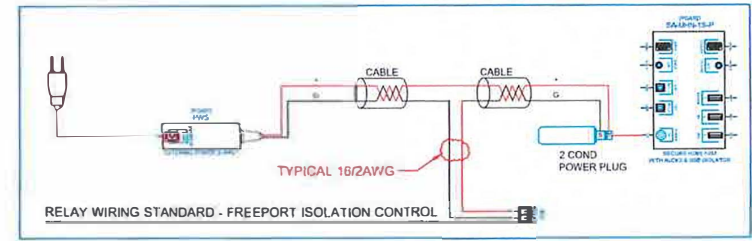
1/4" TRS (BALANCED) JACK to XLR MALE



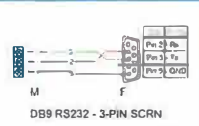
1/4" TRS (BALANCED) JACK to XLR FEMALE



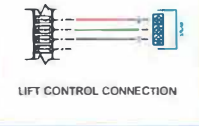
3.5mm TRRS to (2)3-pin Phoenix  
(Stereo Unbalanced)



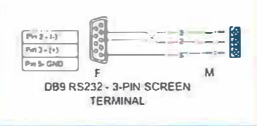
RELAY WIRING STANDARD - FREEPORT ISOLATION CONTROL



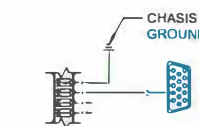
DB9 RS232 - 3-PIN SCRN



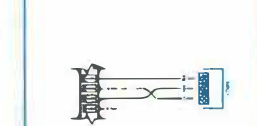
LIFT CONTROL CONNECTION



DB9 RS232 - 3-PIN SCREEN TERMINAL



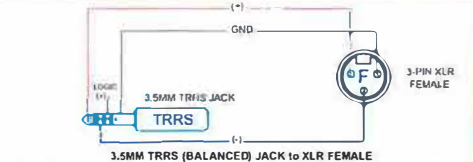
AMPLIFIER CONTROL



SCREEN CONTROL CONNECTION



MX395 LED to CLOCK AUDIO (ARM-C RJ12) ADAPTER CABLE



3.5mm TRRS (BALANCED) JACK to XLR FEMALE

**M3 Technology**  
 925 Airpark Center Dr  
 Nashville, Tennessee  
 37217  
 Phone: 615.227.0717  
 www.M3TechGroup.com

CITY OF VESTAVIA HILLS  
 LIBRARY IN THE FOREST  
 WIRE PINOUTS

SYSTEM: AV SYSTEM  
 CLIENT: CH24  
 APPROVED BY: TERRY GIBSON  
 PROJECT: TERRY GIBSON  
 DATE: 11/15/24

NO.	DESCRIPTION	DATE
1	REVISED	11/15/24
2	REVISED	11/15/24
3	REVISED	11/15/24
4	REVISED	11/15/24
5	REVISED	11/15/24
6	REVISED	11/15/24
7	REVISED	11/15/24
8	REVISED	11/15/24
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10	REVISED	11/15/24



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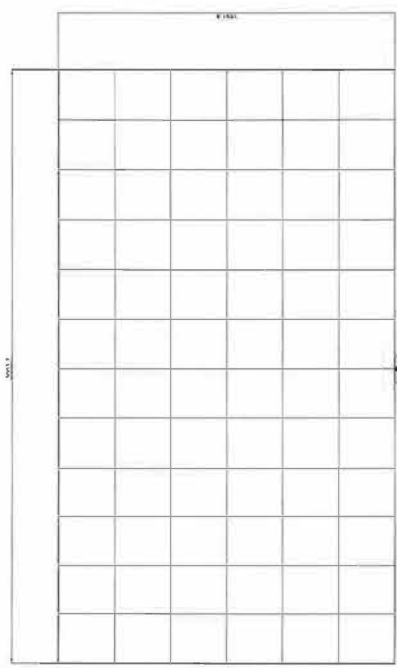
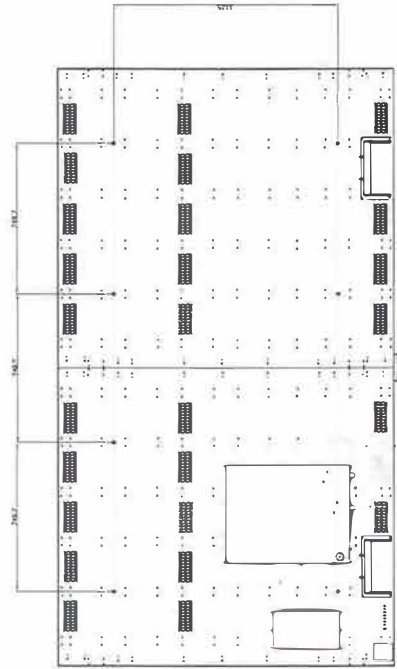
USA

PROJECT #	
DATE	
DESIGNER	ATS
DRAWN BY	ATS
PROJECT MGR	
SCALE	
DATE	
REVISION HISTORY	
Product No.	

PRODUCT SHEET

AV

1 OF 1



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