

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
November 16, 2022

The meeting was called to order by the Chairperson.

Present: Melissa Thompson, Chair
G. W. Boon, Vice Chair
Doug Martinson, Member
Kevin Gray, Member
Ranae Bartlett, Member
Dr. Jan Harris, Member
Carla Clift, Member
Cindy Hewitt, Executive Director
Connie Chow, Deputy Director
Adrienne Bone, North Huntsville Library
Annie Phillips, HMCPL Digital Services
Dorothie Linton, Recorder

Approval of Agenda

Ms. Thompson asked for additions or corrections to the Agenda and hearing none declared the Agenda approved as presented.

Approval of Minutes

Ms. Thompson called for additions or corrections to the Minutes. Mr. Martinson motioned to approve, Mr. Gray seconded, and the motion carried.

Friends of the Library Report

Ms. Bone presented the Board with information about the Friends of the North Huntsville Library. The Friends group is seeking to complete the election of officers before the group can finalize its 501(c)3 status but there is strong support in the community and they anticipate the group to be fully formed soon.

Guest Speaker

Ms. Phillips presented information on the re-branding of the previous Digital Media Zone to the new Valley Digital Library. Currently the consortium offers 4,700 audiobooks and 7,400 e-books. Ms. Phillips presented information on the Universal Class platform which offers a wide variety of training curriculum topics for patrons and offers a certificate option for patrons who are seeking workforce development skills.

Ms. Phillips presented information on the new Aspen overlay to the existing library catalog which allows patrons to search for materials in both physical and digital collections, including HMCPL databases and platforms, as well as content on the HMCPL website. This will allow patrons to connect not only with a variety of materials but also programs hosted or sponsored by the library.

Finance Committee Report

Ms. Bartlett reported that the committee did not meet this month. There was a delay in the payment from Madison City but otherwise there are no changes to report.

Governance Committee Report

Vacation Policy Change

Mr. Gray presented to the Board the committee's recommendation to approve a revised vacation policy which lowers the rollover cap for employee vacation accruals. The motion carried as presented.

Governmental Relations Report

Dr. Harris reported there will be a government elected officials reception for public funders on December 9 at the North Huntsville Public Library to show appreciation for support and contributions to the Library's ongoing work.

Library Foundation Report

Ms. Tabereaux reported that the annual Vive le Livre was a great success and raised \$100,000 in profits. \$60,000 of those funds will go towards continuing support for the Valley Digital Library, including the purchase of new digital titles. \$16,000 will go towards the purchase of physical materials. The Foundation's grant cycle has opened and is accepting applications for internal grants to support library programs and initiatives.

The Denton author event was very successful. The Library Impact report has been sent out to library supporters detailing the Library's successful work in 2022. End of the year fundraising requests have been sent out and the Foundation anticipates strong support from donors as in previous years.

Executive Director's Report

Activity Report

Ms. Hewitt reported that circulation in FY 2022 was well over 2.6 million with the Library recording its highest total circulation of materials ever during this period. Visits to the library are also up and use of the library's downloadable materials increased. Use of the library's website also showed an increase which is likely related to the new Aspen overlay. Use of the library's

WiFi hotspots increased after the transition to a fee-free model and all current hotspots are checked out.

Financial Report

Ms. Hewitt reported the Library remains in great financial shape, and notes that Mayor Battle included the South Huntsville Branch Library in the State of the City address video.

New Hope Library Update

The New Hope Branch Library staff are unpacking materials in advance of the soft opening on November 21. The ribbon cutting is currently scheduled to take place on December 5.

Holds Locker Update

The Hampton Cove Holds Locker has been greatly received and is consistently used with a waiting list. The library is exploring the option of increasing its capacity in the near future in order to meet the demand.

Downtown Library Update

Ms. Hewitt presented Huntsville City's proposed options for the Downtown Huntsville location. The first option is to renovate the existing facility to resolve facility issues and better meet the location's needs. The second option is to relocate the branch to a new site within the city. Discussion of the options will continue.

Strategic Plan Update

The work sessions to create the Library's 2023-2026 strategic plan will begin in January and will take guidance and inspiration from the Jerry Kline Community Impact Award criteria.

New Business

Request for RFP for Downtown Boiler Maintenance

Ms. Hewitt reported that the library has encountered difficulty recruiting and retaining maintenance personnel due to the Downtown Huntsville Branch's boiler issues. Ms. Hewitt recommends opening a request for proposals to hire a boiler maintenance contractor to better address these issues. Dr. Harris motioned to approve, Mr. Gray seconded, and the motion carried.

Proposed 2023 Library Board Meeting Dates

Ms. Hewitt presented the list of dates for the Library Board meetings in 2023. Mr. Gray motioned to approve the dates as presented, Mr. Boon seconded, and the motion carried.

Proposed LSTA FY2024 Grant

Ms. Hewitt reported that the library has submitted a Letter of Intent to apply for the LSTA Grant FY2024 cycle. The proposed grant will focus on reading readiness and more information will be provided once the application is complete.

Next Meeting Date

The next meeting will be held January 18, 2023 at the Downtown Huntsville Branch Library.

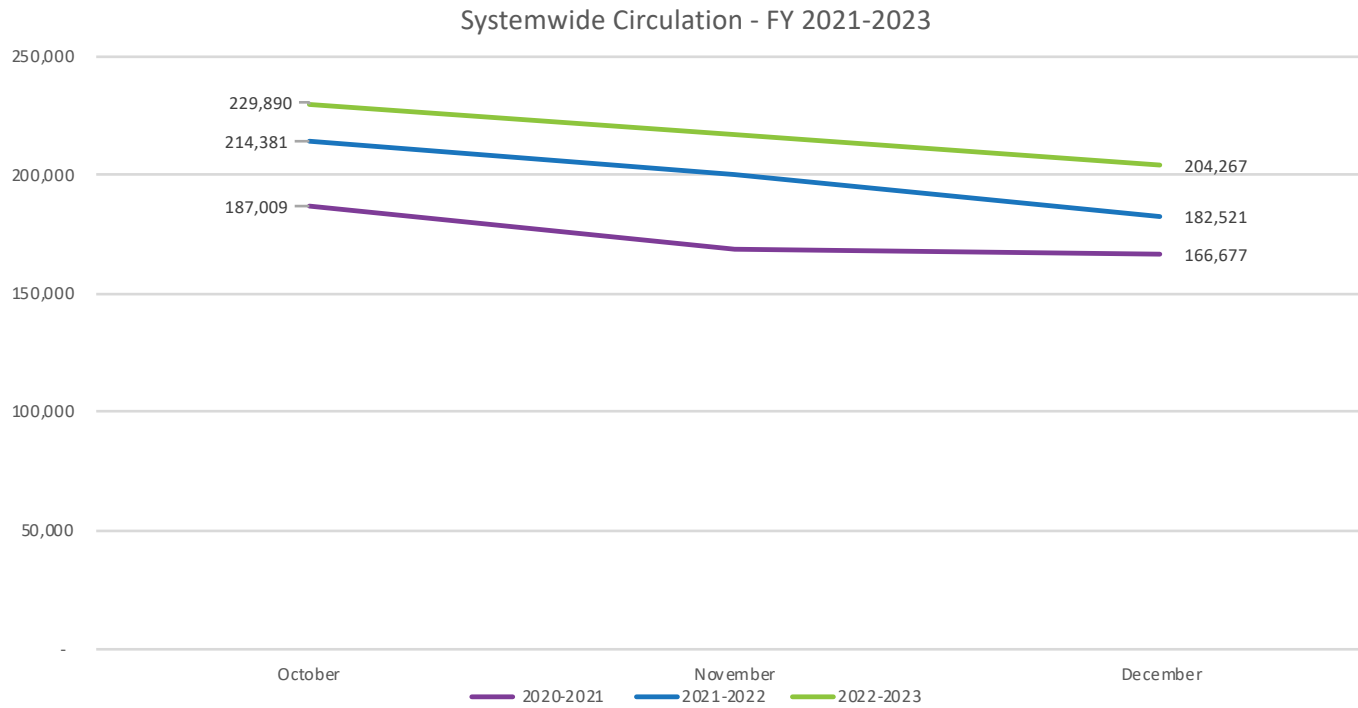
There being no further business the meeting adjourned.

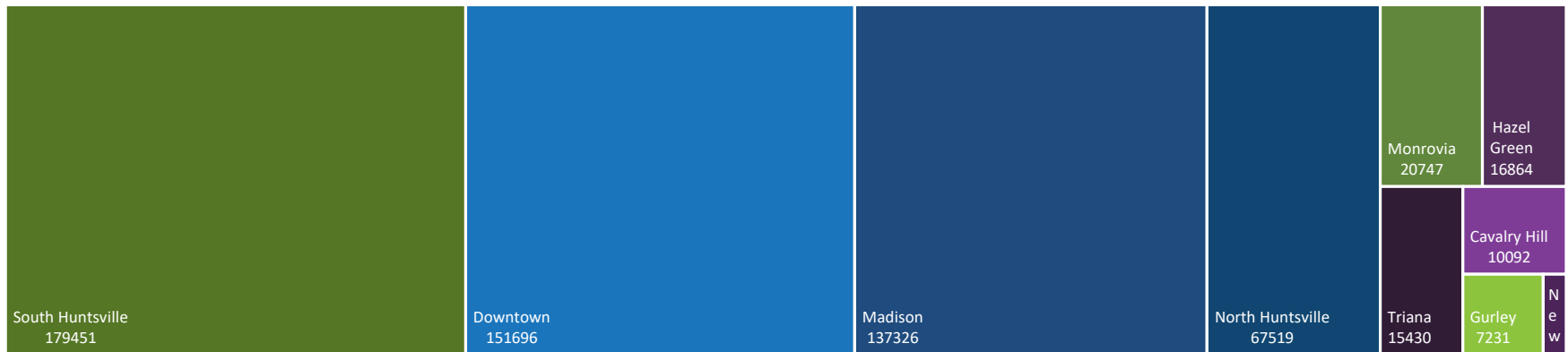
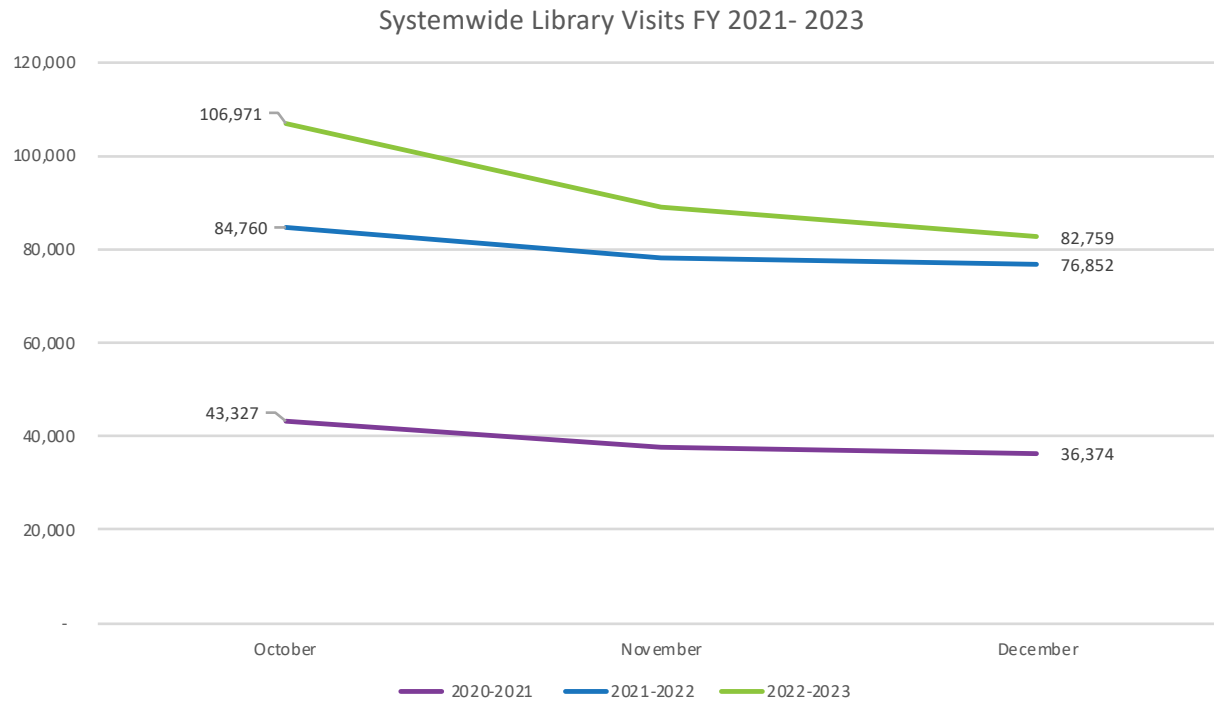
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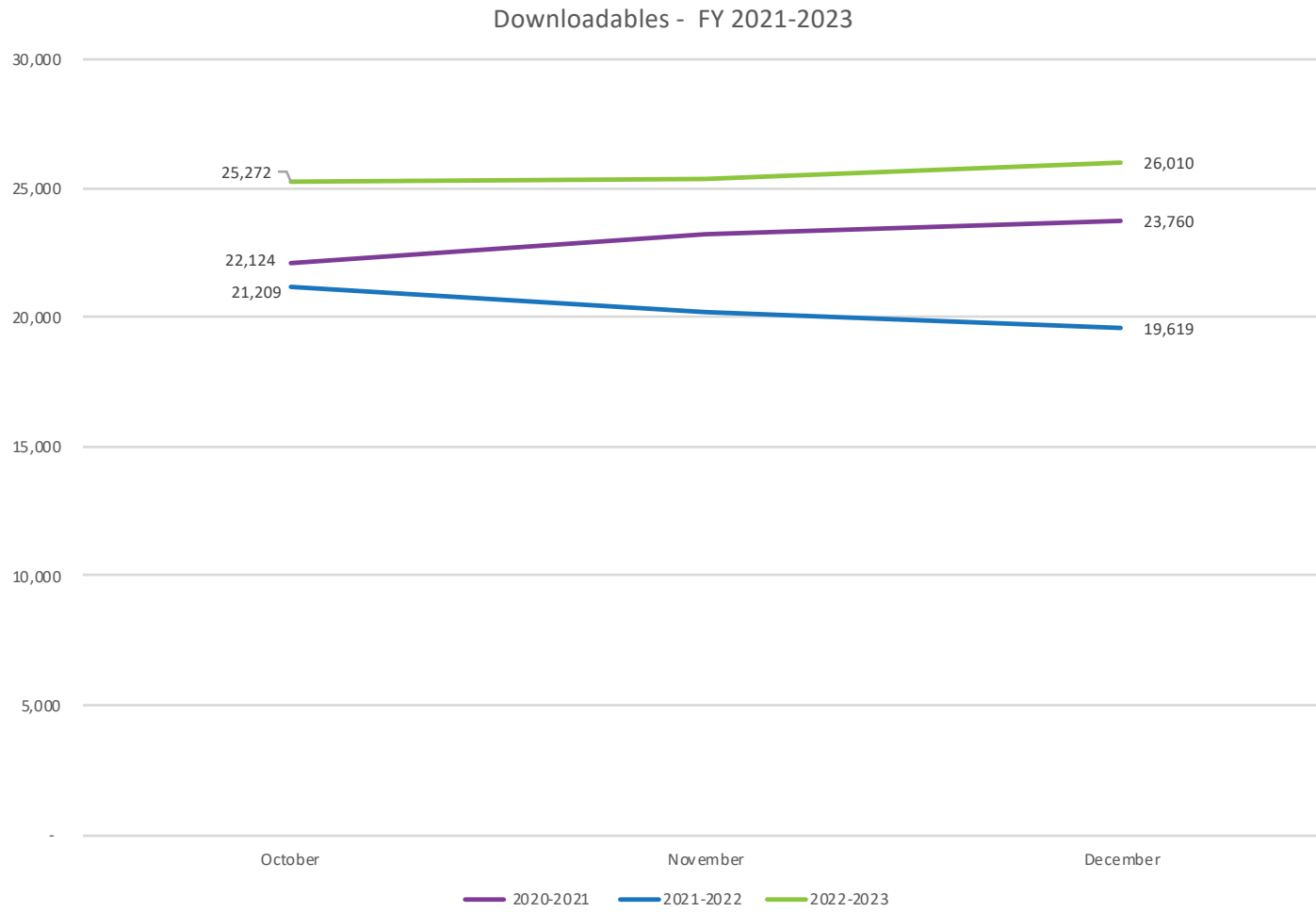
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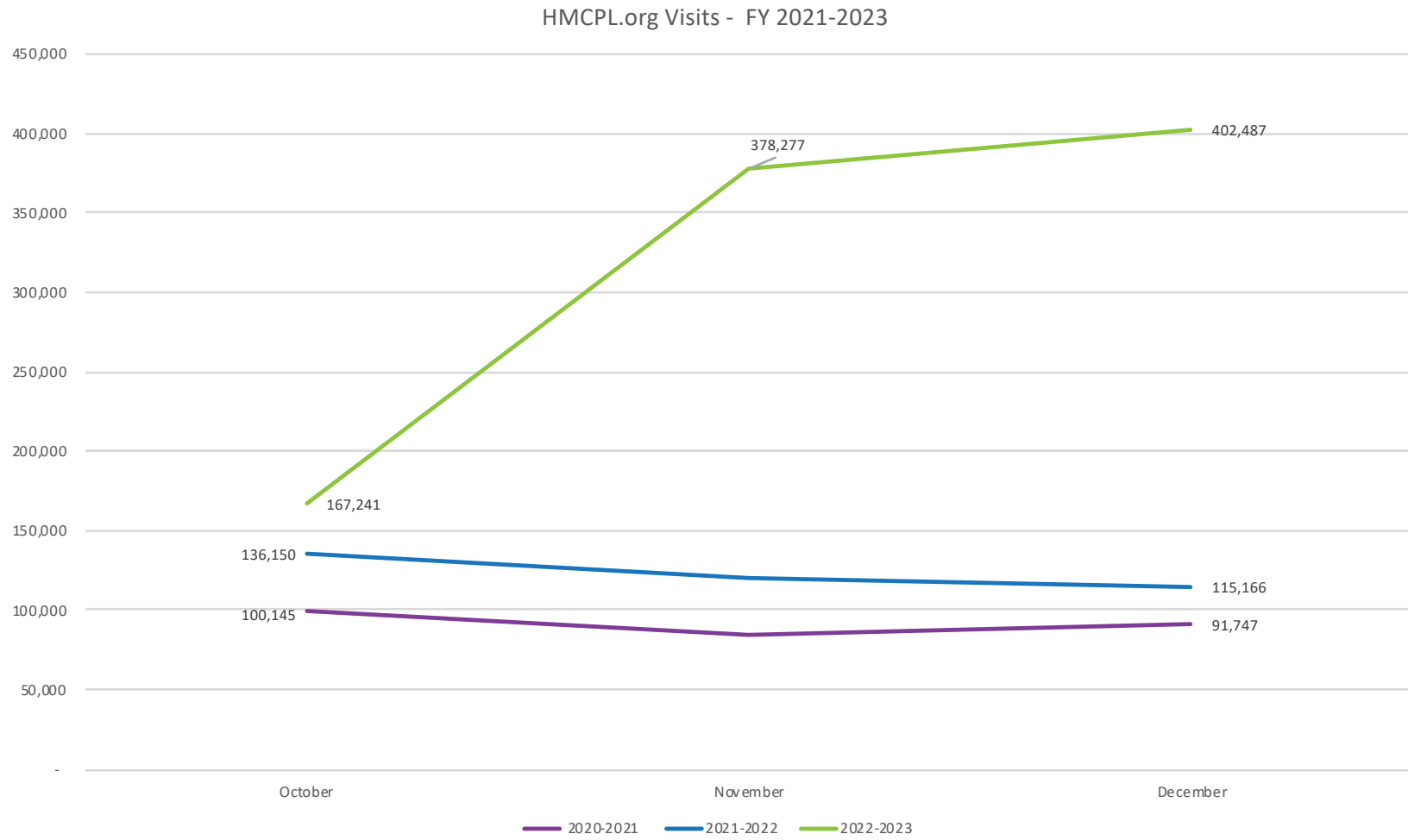
Dorothie Linton

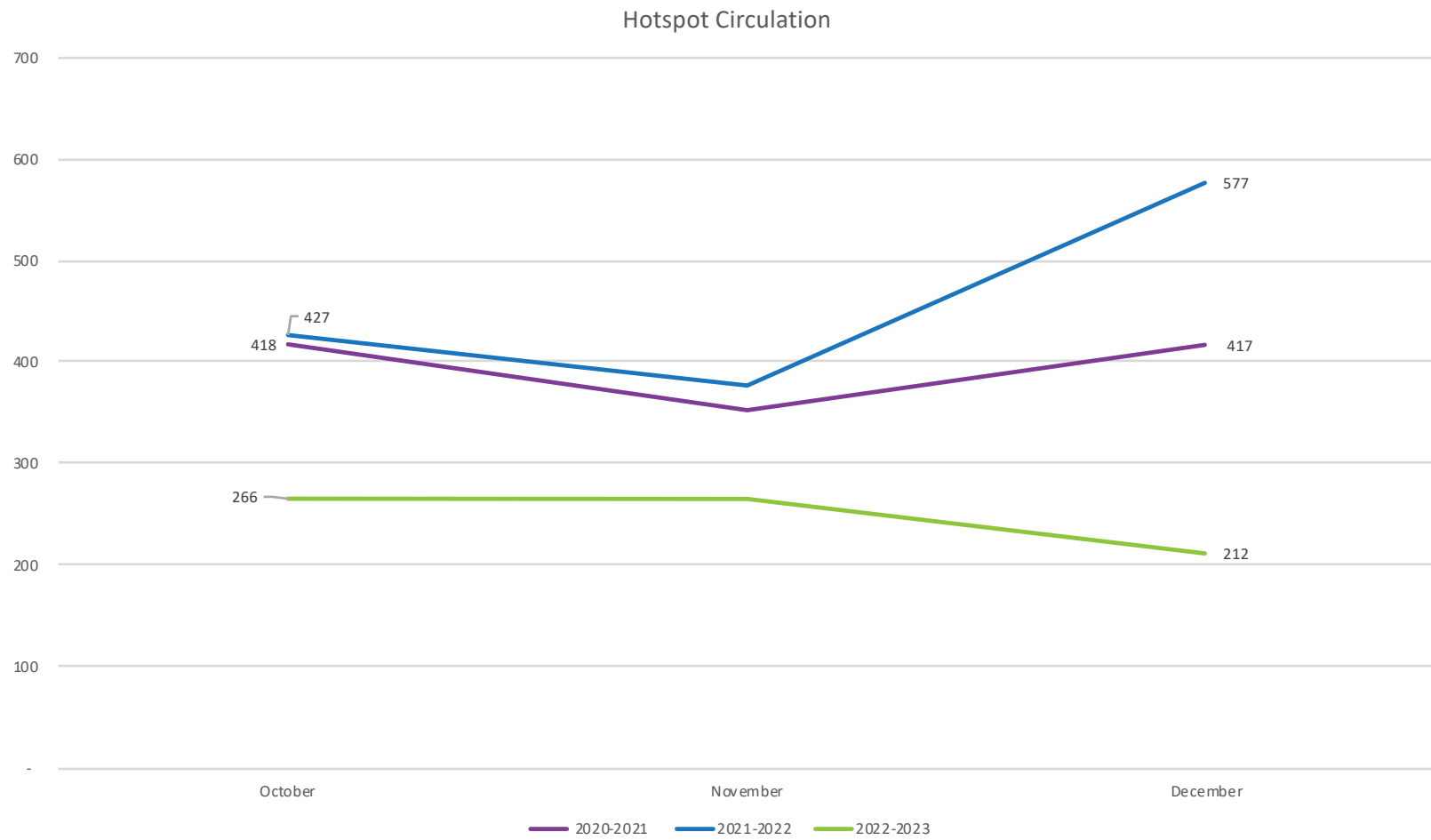
Melissa Thompson, Chair











December 2022 HMCPL Statistics

Systemwide Circulation				
	FY2021	FY2022	FY2023	% +/-
October	187,009	214,381	229,890	7.23%
November	169,056	200,100	216,726	8.31%
December	166,677	182,521	204,267	11.91%
January	164,800	194,484		
February	162,561	189,633		
March	188,251	216,632		
April	170,748	202,221		
May	177,034	213,161		
June	212,220	249,986		
July	211,705	260,475		
August	185,968	253,170		
September	195,892	231,817		
Year	2,191,921	2,608,581		

Systemwide totals include downloadables.

hmcpl.org				
	FY2021	FY2022	FY2023	% +/-
October	100,145	136,150	167,241	22.84%
November	85,104	120,147	378,277	214.85%
December	91,747	115,166	402,487	249.48%
January	100,380	136,458		
February	94,860	122,427		
March	69,871	128,900		
April	132,669	125,257		
May	152,925	131,567		
June	134,248	135,165		
July	136,236	138,450		
August	136,580	139,402		
September	131,500	128,289		
Year	1,366,265	1,557,378		

Number of visits to hmcpl.org website including our public catalog.
 *Debuted new catalog on October 25, 2022

Downloadables				
	FY2021	FY2022	FY2023	% +/-
October	22,124	21,209	25,272	19.16%
November	23,235	20,272	25,337	24.99%
December	23,760	19,619	26,010	32.58%
January	24,500	22,805		
February	24,503	21,095		
March	18,179	21,899		
April	16,734	21,335		
May	17,997	25,533		
June	17,739	24,279		
July	18,790	25,084		
August	21,112	25,641		
September	22,326	23,865		
Year	250,999	272,636		

*Downloadables include digital media from Hoopla, Freegal, Overdrive, Freeding, Blast, Kanopy, & Gutenberg
 *Freegal Music was discontinued at the end of February 2021
 *Blast went live on August 31, 2021
 *Kanopy went live on October 1, 2021
 *Freeding was discontinued at the end of May 2022

Music Downloadables				
	FY2021	FY2022	FY2023	% +/-
October	6,206	1,210	594	-50.91%
November	7,391	664	680	2.41%
December	7,939	666	1,235	85.44%
January	7,237	1,023		
February	7,560	958		
March	157	760		
April	121	830		
May	95	2,455		
June	98	1,170		
July	103	703		
August	2,009	753		
September	4,108	710		
Year	43,024	11,902		

*Music Downloadables includes Freegal, Blast, and Hoopla (music)
 *Freegal Music was discontinued at the end of February 2021
 *Blast went live on August 31, 2021

Wi-Fi # of Logins				
	FY2021	FY2022	FY2023	% +/-
October	9,793	18,969	17,940	-5.42%
November	6,983	15,534	15,806	1.75%
December	7,101	14,112	13,375	-5.22%
January	6,575	13,786		
February	5,726	14,857		
March	7,506	16,421		
April	7,250	18,013		
May	6,090	17,528		
June	12,601	17,109		
July	13,865	17,639		
August	13,407	18,755		
September	14,202	18,365		
Year	111,099	201,088		

*In May 2021, wireless access points were upgraded, with different statistical reporting.
 IT adjusted reporting measures in order to accurately capture statistics.

Public Computer Use				
	FY2021	FY2022	FY2023	% +/-
October	2,822	4,472	5,959	33.25%
November	2,330	4,280	4,629	8.15%
December	2,221	4,143	4,577	10.48%
January	2,467	4,572		
February	2,274	4,859		
March	3,008	5,340		
April	3,065	5,168		
May	3,592	5,152		
June	4,584	5,695		
July	4,817	6,109		
August	4,965	6,292		
September	4,528	5,730		
Year	40,673	61,812		

Reference Questions				
	FY2021	FY2022	FY2023	% +/-
October	24,821	10,544	7,974	-24.37%
November	21,789	11,271	7,668	-31.97%
December	22,369	12,256	7,981	-34.88%
January	23,555	14,577		
February	21,252	14,685		
March	18,208	19,154		
April	14,897	15,091		
May	17,388	17,420		
June	16,362	15,365		
July	14,648	12,546		
August	12,150	10,919		
September	10,757	9,180		
Year	218,196	163,008		

Online Database Use				
	FY2021	FY2022	FY2023	% +/-
October	77,038	54,881	29,776	-45.74%
November	21,573	53,773	23,160	-56.93%
December	23,231	46,401	14,307	-69.17%
January	19,763	79,623		
February	35,627	55,259		
March	175,379	97,819		
April	56,558	35,184		
May	43,480	34,773		
June	83,585	31,045		
July	23,626	20,064		
August	22,406	28,991		
September	35,283	50,014		
Year	617,549	587,827		

*Statistical definitions were adjusted to be more accurate in FY2021.
 *December 2022 missing stats due to vendor reporting.

Curbside Transactions				
	FY2021	FY2022	FY2023	% +/-
October	-	228	89	-60.96%
November	-	206	87	-57.77%
December	-	173	60	-65.32%
January	502	301		
February	1,485	201		
March	1,260	136		
April	990	131		
May	638	140		
June	468	123		
July	393	125		
August	498	83		
September	393	93		
Year	6,627	1,940		

*HMCPL started formally tracking curbside interactions mid-January 2021.
The Curbside Service began in May 2020

Program Attendance				
	FY2021	FY2022	FY2023	% +/-
October	7,182	6,891	6,030	-12.49%
November	2,937	5,061	5,712	12.86%
December	3,300	4,321	4,762	10.21%
January	3,427	3,787		
February	3,557	5,465		
March	4,168	8,045		
April	5,448	7,101		
May	3,917	4,005		
June	7,121	11,893		
July	3,245	8,053		
August	2,211	7,962		
September	2,145	6,201		
Year	48,658	78,785		

*New reporting parameters from APLS affect June 2021 forward. The new numbers do not include passive programs.
*October 2022 attendance is incomplete due to software errors.

Cavalry Hill Circulation				
	FY2021	FY2022	FY2023	% +/-
October	625	798	637	-20.18%
November	549	535	509	-4.86%
December	811	601	558	-7.15%
January	598	534		
February	578	664		
March	1,277	677		
April	1,092	484		
May	728	465		
June	1,044	609		
July	841	798		
August	994	616		
September	932	555		
Year	10,069	7,336		

Cove Holds Locker Circulation				
	FY2021	FY2022	FY2023	% +/-
October	-	-	240	
November	-	-	561	
December	-	-	585	
January	-	-		
February	-	-		
March	-	-		
April	-	-		
May	-	-		
June	-	-		
July	-	-		
August	-	-		
September	-	-		
Year	-	-		

*Cove Holds Locker Opened October 7, 2022

Downtown Circulation				
	FY2021	FY2022	FY2023	% +/-
October	43,425	33,272	37,867	13.81%
November	36,606	28,553	34,603	21.19%
December	35,739	28,965	33,024	14.01%
January	33,258	31,067		
February	33,084	30,984		
March	43,385	38,079		
April	36,464	33,131		
May	36,440	32,724		
June	43,946	39,592		
July	47,614	42,648		
August	55,073	41,199		
September	54,181	37,093		
Year	499,215	417,307		

*Downtown had a power failure and was closed October 5-13, 2021

Gurley Circulation				
	FY2021	FY2022	FY2023	% +/-
October	4,817	5,006	5,042	0.72%
November	4,018	4,746	5,084	7.12%
December	4,454	4,733	4,348	-8.13%
January	4,603	4,910		
February	4,441	4,519		
March	5,135	5,169		
April	4,642	5,615		
May	4,416	5,099		
June	5,869	5,372		
July	5,677	5,355		
August	5,101	5,236		
September	5,486	5,053		
Year	58,659	60,813		

Hazel Green Circulation				
	FY2021	FY2022	FY2023	% +/-
October	6,072	6,326	7,693	21.61%
November	5,139	5,697	7,366	29.30%
December	5,239	5,319	7,068	32.88%
January	5,326	5,181		
February	5,198	5,388		
March	7,150	6,447		
April	5,821	6,152		
May	6,315	5,938		
June	7,622	8,504		
July	7,788	8,359		
August	7,477	7,682		
September	6,449	7,540		
Year	75,596	78,533		

Madison Circulation				
	FY2021	FY2022	FY2023	% +/-
October	55,445	62,070	66,131	6.54%
November	47,155	55,162	60,949	10.49%
December	47,250	51,311	57,371	11.81%
January	47,234	54,755		
February	47,344	53,829		
March	58,361	61,577		
April	53,188	59,357		
May	55,159	59,517		
June	69,350	76,272		
July	69,892	77,630		
August	64,453	72,913		
September	58,784	67,241		
Year	673,615	751,634		

Monrovia Circulation				
	FY2021	FY2022	FY2023	% +/-
October	13,918	12,554	14,825	18.09%
November	12,190	11,802	13,458	14.03%
December	12,276	10,845	12,175	12.28%
January	11,744	11,073		
February	11,769	10,966		
March	13,756	13,371		
April	11,827	12,905		
May	11,869	12,197		
June	13,719	15,454		
July	13,854	15,544		
August	13,483	15,536		
September	12,990	14,660		
Year	153,395	156,907		

New Hope Circulation				
	FY2021	FY2022	FY2023	% +/-
October	1,926	1,346	-	
November	1,835	146	277	
December	2,458	-	950	
January	2,018	-		
February	1,643	-		
March	1,905	-		
April	2,149	-		
May	2,374	-		
June	3,111	-		
July	3,007	-		
August	3,483	-		
September	3,073	-		
Year	28,982	1,492		

*New Hope closed to the public September 30, 2021. Statistics following this are renewals.

North Huntsville Circulation				
	FY2021	FY2022	FY2023	% +/-
October	-	12,570	12,175	-3.14%
November	-	10,525	10,583	0.55%
December	-	10,101	9,911	-1.88%
January	-	9,472		
February	-	9,080		
March	265	10,019		
April	5,655	9,639		
May	9,522	9,961		
June	12,126	11,953		
July	12,864	12,372		
August	11,988	12,025		
September	11,849	11,502		
Year	64,269	129,219		

North Huntsville opened April 5, 2021. Statistics prior to this are renewals.

Outreach Circulation				
	FY2021	FY2022	FY2023	% +/-
October	224	465	1,317	183.23%
November	4,492	4,340	3,120	-28.11%
December	540	693	2,737	294.95%
January	3,031	3,095		
February	2,480	1,878		
March	1,251	1,480		
April	1,181	519		
May	1,037	891		
June	1,841	1,294		
July	803	683		
August	1,551	1,667		
September	4,059	3,521		
Year	22,490	20,526		

South Huntsville Circulation				
	FY2021	FY2022	FY2023	% +/-
October	-	57,753	56,999	-1.31%
November	-	57,424	53,535	-6.77%
December	-	49,481	48,412	-2.16%
January	-	50,783		
February	-	50,469		
March	-	57,360		
April	-	52,420		
May	-	51,715		
June	-	65,477		
July	-	70,660		
August	-	69,545		
September	6155	59,690		
Year	6155	692,777		

*South Huntsville opened September 28, 2021.

Triana Circulation				
	FY2021	FY2022	FY2023	% +/-
October	523	1,012	1,692	67.19%
November	445	898	1,344	49.67%
December	401	852	1,118	31.22%
January	345	809		
February	292	760		
March	404	553		
April	517	664		
May	480	682		
June	879	1,180		
July	1,055	1,342		
August	982	1,110		
September	1,025	1,097		
Year	7,348	10,959		

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	194	1,083	1,787	17,754	15,955	28,782	1,119	910	1,232
November	271	1,027	1,496	14,517	19,810	21,575	562	697	710
December	249	1,212	1,689	14,375	20,429	20,038	909	329	1,054
January	209	850		15,498	20,779		774	1,545	
February	305	1,234		14,833	22,193		620	1,003	
March	737	1,638		19,365	26,435		980	1,699	
April	592	1,428		18,643	25,019		1,118	1,257	
May	764	1,395		18,348	24,979		1,016	1,304	
June	1,438	1,930		25,450	28,151		1,545	1,665	
July	1,319	1,961		27,262	28,698		1,335	1,523	
August	947	1,618		29,461	27,150		1,585	1,466	
September	1,011	1,541		26,208	25,453		1,343	1,246	
Year	8,036	16,917		241,714	285,051		12,906	14,644	

	Hazel Green			Madison			Monrovia		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	2,359	2,577	2,806	10,165	18,387	23,514	2,520	3,174	3,322
November	2,018	2,303	2,608	10,011	15,105	19,973	2,281	2,795	3,332
December	2,109	2,348	2,538	7,790	15,027	16,940	2,354	2,943	3,034
January	2,091	1,916		9,379	15,800		2,282	3,665	
February	2,126	2,262		9,096	18,281		2,255	3,190	
March	2,579	2,863		10,250	20,140		2,836	3,538	
April	2,522	2,800		9,471	19,097		2,708	3,329	
May	2,128	2,751		11,792	21,855		2,716	3,460	
June	3,084	3,800		20,475	27,736		3,563	4,716	
July	3,101	3,100		19,334	25,470		3,382	4,037	
August	2,681	3,093		19,154	26,934		3,384	4,032	
September	2,573	2,719		17,367	24,495		3,239	2,990	
Year	29,371	32,532		154,284	248,327		33,520	41,869	

*HAZ people counters malfunctioned from 6/15/22 to 7/5/22. June/July 2022 visitor numbers are an estimate.

	New Hope			North Huntsville			South Huntsville		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	565	135	-	-	10,091	13,394	-	30,994	29,164
November	569	-	1,097	-	7,890	10,006	-	27,323	25,699
December	586	-	920	-	7,827	8,989	-	25,155	25,740
January	572	-	-	-	6,883	-	-	24,300	-
February	487	-	-	-	8,193	-	-	27,573	-
March	606	-	-	-	10,009	-	-	30,850	-
April	671	-	-	6,571	9,964	-	-	28,006	-
May	715	-	-	6,722	10,458	-	-	27,792	-
June	1,074	-	-	10,240	11,921	-	-	33,779	-
July	815	-	-	8,541	10,527	-	-	33,506	-
August	956	-	-	8,719	12,518	-	-	35,273	-
September	1,051	-	-	8,349	12,085	-	2,892	30,069	-
Year	8,667	135		49,142	118,366		2,892	354,620	

*South Huntsville branch opened September 28, 2021. People counters began September 29.

*New Hope closed September 30, 2021

	Triana		
	FY2021	FY2022	FY2023
October	455	1,454	2,970
November	327	1,024	2,583
December	311	1,312	1,817
January	311	1,082	
February	399	1,083	
March	855	1,448	
April	874	1,298	
May	793	1,359	
June	1,299	2,158	
July	1,813	2,810	
August	1,084	2,455	
September	966	2,795	
Year	9,487	20,278	

	Total Number of Library Visitors-HMCPL		
	FY2021	FY2022	FY2023
October	43,327	84,760	106,971
November	37,658	77,974	89,079
December	36,374	76,582	82,759
January	38,543	76,820	
February	36,566	85,012	
March	45,412	98,620	
April	49,902	92,198	
May	51,361	95,353	
June	75,442	115,856	
July	68,162	111,632	
August	67,971	114,539	
September	64,999	103,393	
Year	615,717	1,132,739	

Hotspot Circulation									
	Cavalry Hill			Downtown			Gurley		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	14	8	6	210	93	97	9	53	24
November	10	8	8	176	100	99	7	35	22
December	11	18	9	201	218	59	10	33	16
January	22	11		172	144		8	38	
February	20	23		197	245		11	35	
March	32	8		202	109		15	37	
April	36	18		157	211		14	25	
May	26	13		135	102		16	20	
June	28	20		286	98		8	37	
July	26	8		98	120		8	36	
August	45	12		155	83		17	23	
September	17	9		150	52		18	14	
Year	287	156		2,139	1,575		141	386	

	Hazel Green			Madison			Monrovia		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	54	76	30	31	46	34	18	36	17
November	54	70	30	21	63	34	21	22	18
December	79	77	24	39	66	31	16	43	16
January	69	51		43	40		12	31	
February	68	46		20	86		12	23	
March	85	83		42	28		11	45	
April	75	46		44	48		14	32	
May	65	49		46	44		11	16	
June	78	57		47	23		5	47	
July	68	83		51	45		15	28	
August	71	48		58	33		25	31	
September	77	22		53	9		34	11	
Year	843	708		495	531		194	365	

	New Hope			North Huntsville			South Huntsville		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
October	44	0	0	0	87	29	-	27	25
November	31	0	3	0	46	24	-	33	21
December	30	0	8	0	67	26	-	54	19
January	38	0		0	41		-	32	
February	32	0		0	46		-	27	
March	64	0		0	45		-	70	
April	46	0		4	21		-	44	
May	50	0		4	21		-	35	
June	44	0		16	46		-	40	
July	34	0		23	87		-	48	
August	47	0		24	27		-	30	
September	50	0		19	12		6	8	
Year	510	0		90	546		6	448	

	Triana		
	FY2021	FY2022	FY2023
October	0	1	4
November	0	0	6
December	0	1	4
January	0	4	
February	0	4	
March	0	4	
April	0	0	
May	0	3	
June	0	0	
July	0	4	
August	0	1	
September	0	0	
Year	0	22	

	Total Hotspot Circulation-HMCPL		
	FY2021	FY2022	FY2023
October	380	427	266
November	320	377	265
December	386	577	212
January	364	392	
February	360	535	
March	451	429	
April	390	445	
May	353	303	
June	512	368	
July	323	459	
August	442	288	
September	424	137	
Year	4,705	4,737	

*In December 2021, the allowable checkout period for hotspots increased to 6 months.
 *Removed hotspot rental fee October 2022

Devices in Circulation as of	1/1/23	104
Devices on Hold as of	1/1/23	80

					TOTAL				
INCOME AND EXPENSE SHOULD BE AT 25%					Oct - Dec 22	Budget	\$ Over Budget	% of Budget	INCOME AND EXPENSE SHOULD BE AT 25%
Ordinary Income/Expense									
Income									
CAPITAL CAMPAIGN INCOME					0.00	0.00	0.00	0.0%	
GOVERNMENT SUPPORT					1,860,715.49	7,188,410.00	-5,327,694.51	25.89%	
FRIENDS OF THE LIBRARY SUPPORT					32,770.29	111,800.00	-79,029.71	29.31%	
FOUNDATION SUPPORT					73,200.00	73,000.00	200.00	100.27%	
INVESTMENT INCOME					32,595.02	30,625.00	1,970.02	106.43%	INVESTMENT INCOME-Hawthorne Trust \$11,195.
FEES					36,226.20	90,055.00	-53,828.80	40.02%	FEES-Photocopies \$6,822, L&D \$1,812.
GIFTS and GRANTS					23,193.71	80,050.00	-56,856.29	28.97%	
MISCELLANEOUS					669.24	0.00	669.24	100.0%	
PROGRAM REVENUES					50.00	0.00	50.00	100.0%	
SALE OF FIXED ASSETS					3,384.00	0.00	3,384.00	100.0%	
Total Income					2,062,803.95	7,573,940.00	-5,511,136.05	27.24%	
Gross Profit					2,062,803.95	7,573,940.00	-5,511,136.05	27.24%	
Expense									
CAPITAL CAMPAIGN EXPENSE					1,165.90	0.00	1,165.90	100.0%	
AUTOMATED SERVICES					78,953.05	222,730.00	-143,776.95	35.45%	AUTOMATED SERVICES-Bywater 54,000.
BUILDING OPERATIONS					284,746.64	1,130,492.00	-845,745.36	25.2%	
GENERAL OPERATING					70,270.86	287,686.00	-217,415.14	24.4%	
MATERIALS					172,476.93	601,064.00	-428,587.07	28.7%	
SALARIES & BENEFITS					1,150,426.13	5,291,468.00	-4,141,041.87	21.74%	
GRANT EXPENSES					59,497.56	40,100.00	19,397.56	148.37%	GRANT EXPENSES-Daniel Grant complete
OTHER GIFT EXPENSES					35,669.24	400.00	35,269.24	8,917.31%	OTHER GIFT EXPENSES-FUQUA \$6,650, HAAR \$3,607.
Total Expense					1,853,206.31	7,573,940.00	-5,720,733.69	24.47%	
Net Ordinary Income					209,597.64	0.00	209,597.64	100.0%	
Net Income					209,597.64	0.00	209,597.64	100.0%	

				Dec 31, 22
ASSETS				
Current Assets				
Checking/Savings				
Cash and cash on hand				
VISA DEBIT CARDS				
			VISA GIFT CARD #9867-TRI	500.00
			VISA GIFT CARD-OUTREACH 1701	380.00
			VISA GIFT CARD 0225 (300) GUR	9.27
			VISA GIFTCARD #5932 (425) -TRI	2.16
			Total VISA DEBIT CARDS	891.43
Servis1st Bank-Master Account				
			Servis1st Bank-Master-Rainy Day	1,423,204.00
			Servis1st Bank-Master Account - Other	1,184,008.11
			Total Servis1st Bank-Master Account	2,607,212.11
Servis1st Bank-Gifts				398,125.12
Servis1st Bank-Merchant Acct				5,906.77
Servis1st Bank-Payroll				13,002.09
Petty cash				1,695.00
Total Cash and cash on hand				3,026,832.52
Certificates of Deposit				
			PROGRESS BANK-RAINY DAY FUNDS	251,549.23
			PNC CD #391594 EME	169,655.98
			PNC CD #390322 AEDG	51,000.00
			TRUIST BANK CD RAINY DAY-MMA	573,764.17
			PROGRESS BANK CD-P KYSER 0949	52,907.63
			PROGRESS BANK CD-EME 0728 02-23	88,816.06
			Progress-Cummer #6010025186	97,900.74
			Progress CD- EME #6010025827	174,920.86
			Servis1st CD- Rainy Day 340851	151.44
			Servis1st CD-McLain #340778	27,299.89
			Total Certificates of Deposit	1,487,966.00
Investments				
			C. Schwab HMCPL 3703-9063	832,761.63
			C. Schwab M. Pruitt 4478-8529	102,938.98
			C.Schwab Jean Payne 7587-0478	73,624.04
			C. Schwab- Roberts 4311-4986	20,792.58
			Total Investments	1,030,117.23
Total Checking/Savings				5,544,915.75
Accounts Receivable				
			Accounts Receivable	-3,321.30
Total Accounts Receivable				-3,321.30
Other Current Assets				
			Miscellaneous Deposits	9,920.14
			Miscellaneous Receivables	18,277.89
			Prepays	6,116.09
Total Other Current Assets				34,314.12
Total Current Assets				5,575,908.57
Fixed Assets				

	Construction in Progress	94,179.22
	Library collection	3,129,109.11
	Miscellaneous fixed assets	6,878,096.39
	Donated photographs	126,077.00
	Acc deprec - library collection	-2,134,610.03
	Acc deprec - misc fixed assets	-4,927,832.32
	Total Fixed Assets	3,165,019.37
TOTAL ASSETS		8,740,927.94
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Accrued liabilities		
	Clinic	130.00
	Withheld Critical Illness Princ	0.06
	Withheld Voluntary Life Prem	23.91
	Withheld Health Ins (pretaxed)	-17,480.10
	Withheld Health Ins (taxed)	-336.45
	Withheld LTD Principal	-32.90
	Withheld STD Principal	2.83
	Withheld Vision (pretaxed)	-27.13
	Withheld Vision (taxed)	20.94
	Total Accrued liabilities	-17,698.84
Deferred revenue		
	Deferred revenue - grants	32,928.71
	Deferred revenue - Other	750.00
	Total Deferred revenue	33,678.71
	Total Other Current Liabilities	15,979.87
	Total Current Liabilities	15,979.87
Total Liabilities		15,979.87
Equity		
	Investment in Fixed Assets	2,926,306.12
	Restricted Fund	359,349.75
	Retained Earnings	3,091,350.58
	UNRESTRICTED-GENERAL FUND	1,736,672.96
	GAAP ENTRY	401,671.02
	Net Income	209,597.64
	Total Equity	8,724,948.07
TOTAL LIABILITIES & EQUITY		8,740,927.94

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		Total COH			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	1,407,792.72	5,591,171.00	-4,183,378.28	25.18%
	FRIENDS OF THE LIBRARY SUPPORT	28,689.54	90,000.00	-61,310.46	31.88%
	FOUNDATION SUPPORT	73,200.00	66,000.00	7,200.00	110.91%
	INVESTMENT INCOME	32,595.02	30,625.00	1,970.02	106.43%
	FEES	24,145.14	59,320.00	-35,174.86	40.55%
	GIFTS and GRANTS	21,408.71	62,020.00	-40,611.29	34.52%
	MISCELLANEOUS	478.91			
	PROGRAM REVENUES	50.00			
	SALE OF FIXED ASSETS	3,384.00			
	Total Income	1,591,744.04	5,899,136.00	-4,307,391.96	27%
	Gross Profit	1,591,744.04	5,899,136.00	-4,307,391.96	27%
Expense					
	CAPITAL CAMPAIGN EXPENSE	1,165.90			
	AUTOMATED SERVICES	46,746.37	116,850.00	-70,103.63	40.01%
	BUILDING OPERATIONS	259,608.04	1,049,940.00	-790,331.96	24.7%
	GENERAL OPERATING	59,927.24	233,380.00	-173,452.76	25.7%
	MATERIALS	137,996.36	376,018.00	-238,021.64	36.7%
	SALARIES & BENEFITS	895,264.81	4,106,808.00	-3,211,543.19	21.8%
	GRANT EXPENSES	17,630.36	16,040.00	1,590.36	109.92%
	OTHER GIFT EXPENSES	19,372.19	100.00	19,272.19	19,372.19%
	Total Expense	1,437,711.27	5,899,136.00	-4,461,424.73	24.37%
	Net Ordinary Income	154,032.77	0.00	154,032.77	100.0%
	Net Income	154,032.77	0.00	154,032.77	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		Total Gurley			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	26,314.02	115,204.00	-88,889.98	22.84%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	744.98	1,190.00	-445.02	62.6%
	GIFTS and GRANTS	0.00	6,010.00	-6,010.00	0.0%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	29,059.00	125,604.00	-96,545.00	23.14%
	Gross Profit	29,059.00	125,604.00	-96,545.00	23.14%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	1,798.17	7,316.00	-5,517.83	24.58%
	BUILDING OPERATIONS	857.97	1,790.00	-932.03	47.93%
	GENERAL OPERATING	484.27	3,510.00	-3,025.73	13.8%
	MATERIALS	2,187.65	9,812.00	-7,624.35	22.3%
	SALARIES & BENEFITS	21,868.64	95,056.00	-73,187.36	23.01%
	GRANT EXPENSES	2,552.20	8,020.00	-5,467.80	31.82%
	OTHER GIFT EXPENSES	69.69	100.00	-30.31	69.69%
	Total Expense	29,818.59	125,604.00	-95,785.41	23.74%
	Net Ordinary Income	-759.59	0.00	-759.59	100.0%
	Net Income	-759.59	0.00	-759.59	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		Total Hazel Green			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	57,579.25	140,317.00	-82,737.75	41.04%
	FRIENDS OF THE LIBRARY SUPPORT	10.75			
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	1,136.25	4,425.00	-3,288.75	25.68%
	GIFTS and GRANTS	125.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	58,851.25	145,942.00	-87,090.75	40.33%
	Gross Profit	58,851.25	145,942.00	-87,090.75	40.33%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	2,327.23	9,538.00	-7,210.77	24.4%
	BUILDING OPERATIONS	2,314.01	7,569.00	-5,254.99	30.57%
	GENERAL OPERATING	1,173.56	4,897.00	-3,723.44	23.97%
	MATERIALS	4,120.78	18,609.00	-14,488.22	22.14%
	SALARIES & BENEFITS	23,762.35	105,329.00	-81,566.65	22.56%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	0.00			
	Total Expense	33,697.93	145,942.00	-112,244.07	23.09%
	Net Ordinary Income	25,153.32	0.00	25,153.32	100.0%
	Net Income	25,153.32	0.00	25,153.32	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		Total Madison			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	230,975.00	957,000.00	-726,025.00	24.14%
	FRIENDS OF THE LIBRARY SUPPORT	15.00	16,000.00	-15,985.00	0.09%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	8,243.89	19,325.00	-11,081.11	42.66%
	GIFTS and GRANTS	1,540.00			
	MISCELLANEOUS	190.33			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	240,993.22	993,525.00	-752,531.78	24.26%
	Gross Profit	240,993.22	993,525.00	-752,531.78	24.26%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	22,578.58	65,807.00	-43,228.42	34.31%
	BUILDING OPERATIONS	18,119.09	59,898.00	-41,778.91	30.25%
	GENERAL OPERATING	6,090.43	32,900.00	-26,809.57	18.51%
	MATERIALS	22,943.87	173,010.00	-150,066.13	13.26%
	SALARIES & BENEFITS	142,201.97	661,910.00	-519,708.03	21.48%
	GRANT EXPENSES	295.10			
	OTHER GIFT EXPENSES	5,864.17			
	Total Expense	218,093.21	993,525.00	-775,431.79	21.95%
	Net Ordinary Income	22,900.01	0.00	22,900.01	100.0%
	Net Income	22,900.01	0.00	22,900.01	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		Total Monrovia			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	97,400.00	188,100.00	-90,700.00	51.78%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	1,432.14	4,070.00	-2,637.86	35.19%
	GIFTS and GRANTS	120.00			
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	100,955.14	195,370.00	-94,414.86	51.67%
	Gross Profit	100,955.14	195,370.00	-94,414.86	51.67%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	4,343.31	15,001.00	-10,657.69	28.95%
	BUILDING OPERATIONS	2,416.59	6,547.00	-4,130.41	36.91%
	GENERAL OPERATING	1,496.19	7,747.00	-6,250.81	19.31%
	MATERIALS	2,117.76	9,242.00	-7,124.24	22.92%
	SALARIES & BENEFITS	33,921.29	156,833.00	-122,911.71	21.63%
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	481.13			
	Total Expense	44,776.27	195,370.00	-150,593.73	22.92%
	Net Ordinary Income	56,178.87	0.00	56,178.87	100.0%
	Net Income	56,178.87	0.00	56,178.87	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		Total New Hope			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	21,229.50	104,518.00	-83,288.50	20.31%
	FRIENDS OF THE LIBRARY SUPPORT	55.00	1,800.00	-1,745.00	3.06%
	FOUNDATION SUPPORT	0.00	1,200.00	-1,200.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	73.70	1,235.00	-1,161.30	5.97%
	GIFTS and GRANTS	0.00	6,010.00	-6,010.00	0.0%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	21,358.20	114,763.00	-93,404.80	18.61%
	Gross Profit	21,358.20	114,763.00	-93,404.80	18.61%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	808.15	3,668.00	-2,859.85	22.03%
	BUILDING OPERATIONS	1,193.60	4,086.00	-2,892.40	29.21%
	GENERAL OPERATING	864.09	2,695.00	-1,830.91	32.06%
	MATERIALS	1,190.32	5,659.00	-4,468.68	21.03%
	SALARIES & BENEFITS	16,115.55	90,535.00	-74,419.45	17.8%
	GRANT EXPENSES	36,467.70	8,020.00	28,447.70	454.71%
	OTHER GIFT EXPENSES	6,288.06	100.00	6,188.06	6,288.06%
	Total Expense	62,927.47	114,763.00	-51,835.53	54.83%
	Net Ordinary Income	-41,569.27	0.00	-41,569.27	100.0%
	Net Income	-41,569.27	0.00	-41,569.27	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		Total Triana			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	19,425.00	92,100.00	-72,675.00	21.09%
	FRIENDS OF THE LIBRARY SUPPORT	0.00			
	FOUNDATION SUPPORT	0.00	1,000.00	-1,000.00	0.0%
	INVESTMENT INCOME	0.00			
	FEES	418.10	490.00	-71.90	85.33%
	GIFTS and GRANTS	0.00	6,010.00	-6,010.00	0.0%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	19,843.10	99,600.00	-79,756.90	19.92%
	Gross Profit	19,843.10	99,600.00	-79,756.90	19.92%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	351.24	4,550.00	-4,198.76	7.72%
	BUILDING OPERATIONS	237.34	662.00	-424.66	35.85%
	GENERAL OPERATING	235.08	2,557.00	-2,321.92	9.19%
	MATERIALS	1,920.19	8,714.00	-6,793.81	22.04%
	SALARIES & BENEFITS	17,291.52	74,997.00	-57,705.48	23.06%
	GRANT EXPENSES	2,552.20	8,020.00	-5,467.80	31.82%
	OTHER GIFT EXPENSES	3,594.00	100.00	3,494.00	3,594.0%
	Total Expense	26,181.57	99,600.00	-73,418.43	26.29%
	Net Ordinary Income	-6,338.47	0.00	-6,338.47	100.0%
	Net Income	-6,338.47	0.00	-6,338.47	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
 October through December 2022

		TOTAL			
INCOME AND EXPENSE SHOULD BE AT 25%		Oct - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00	0.00	0.00	0.0%
	GOVERNMENT SUPPORT	1,860,715.49	7,188,410.00	-5,327,694.51	25.89%
	FRIENDS OF THE LIBRARY SUPPORT	32,770.29	111,800.00	-79,029.71	29.31%
	FOUNDATION SUPPORT	73,200.00	73,000.00	200.00	100.27%
	INVESTMENT INCOME	32,595.02	30,625.00	1,970.02	106.43%
	FEES	36,226.20	90,055.00	-53,828.80	40.02%
	GIFTS and GRANTS	23,193.71	80,050.00	-56,856.29	28.97%
	MISCELLANEOUS	669.24	0.00	669.24	100.0%
	PROGRAM REVENUES	50.00	0.00	50.00	100.0%
	SALE OF FIXED ASSETS	3,384.00	0.00	3,384.00	100.0%
	Total Income	2,062,803.95	7,573,940.00	-5,511,136.05	27.2%
	Gross Profit	2,062,803.95	7,573,940.00	-5,511,136.05	27.2%
Expense					
	CAPITAL CAMPAIGN EXPENSE	1,165.90	0.00	1,165.90	100.0%
	AUTOMATED SERVICES	78,953.05	222,730.00	-143,776.95	35.45%
	BUILDING OPERATIONS	284,766.13	1,130,492.00	-845,725.87	25.19%
	GENERAL OPERATING	70,251.37	287,686.00	-217,434.63	24.42%
	MATERIALS	172,476.93	601,064.00	-428,587.07	28.7%
	SALARIES & BENEFITS	1,150,426.13	5,291,468.00	-4,141,041.87	21.74%
	GRANT EXPENSES	59,497.56	40,100.00	19,397.56	148.37%
	OTHER GIFT EXPENSES	35,669.24	400.00	35,269.24	8,917.31%
	Total Expense	1,853,206.31	7,573,940.00	-5,720,733.69	24.47%
	Net Ordinary Income	209,597.64	0.00	209,597.64	100.0%
	Net Income	209,597.64	0.00	209,597.64	100.0%

Huntsville Public Library Capital Campaign

Balance Sheet by Class

As of December 31, 2022

		SHV	TOTAL
ASSETS			
Current Assets			
Checking/Savings			
	Servis1st Bank Capital Campaign	18,529.48	18,529.48
Total Checking/Savings		18,529.48	18,529.48
Total Current Assets		18,529.48	18,529.48
TOTAL ASSETS		18,529.48	18,529.48
LIABILITIES & EQUITY			
Equity			
Unrestricted Net Assets		18,419.13	18,419.13
Net Income		110.35	110.35
Total Equity		18,529.48	18,529.48
TOTAL LIABILITIES & EQUITY		18,529.48	18,529.48

Huntsville Public Library Capital Campaign

Profit & Loss by Class

October through December 2022

						SHV	TOTAL
					Ordinary Income/Expense		
					Income		
					Investments		
					Interest-Savings, Short-term CD	110.35	110.35
					Total Investments	110.35	110.35
					Total Income	110.35	110.35
					Gross Profit	110.35	110.35
					Net Ordinary Income	110.35	110.35
					Net Income	110.35	110.35

**Huntsville Public Library
Building Maintenance**

November - December 2022

Date	Name	Memo	Amount	Total
MAIN				
NOVEMBER INVOICES PAID				
11/01/2022	State Systems Inc.	PARTS-REPAIR	1,062.00	
11/02/2022	Kone Chicago	REPAIR ELEVATOR	471.89	
11/04/2022	City of Huntsville	DAILY BOILER BLOW DOWN W.O. 160712	20.88	
11/04/2022	City of Huntsville	REPAIR BACK DOOR HANDLE W.O. 161119	20.88	
11/04/2022	City of Huntsville	SLOW DRAIN IN WORKROOM SINK W.O. 161359	272.59	
11/04/2022	City of Huntsville	TOILET IN FIRST STALL OF WOMENS BY MAIN DESK CLOGGED W.O. 161680	24.16	
11/07/2022	Mid-South Water, LLC	INTERNAL BOILER CORROSION INHIBITOR	355.00	
11/12/2022	Credit Card Services	FELT FURNITURE PADS	27.96	
11/18/2022	Allied Supply Company, inc.	WATER SOFTENER TABLETS FOR BOILER	96.60	
				2,351.96
DECEMBER INVOICES PAID				
12/01/2022	Commercial Flooring Services, Inc.	2ND FL CLASSROOM FLOORWORK	5,844.06	
12/03/2022	Commercial Flooring Services, Inc.	3RD FL ADMIN AND ITS DIRECTOR FLOORWORK	8,110.45	
12/03/2022	Commercial Flooring Services, Inc.	2ND FL VENDING AREA AND CIRC WORKROOM OFFICE FLOORWORK	3,029.44	
12/03/2022	Commercial Flooring Services, Inc.	3RD FL TILE REPAIRS	986.50	
12/05/2022	Scott Lighting Supply Company, Inc.	LIGHT BULBS	160.75	
12/06/2022	City of Huntsville	TVI SEWER LINES W.O. 161924	96.62	
12/06/2022	City of Huntsville	LIGHTS REPLACEMENT W.O. 162111	125.28	
12/06/2022	City of Huntsville	WOMEN'S RESTROOM LIGHT W.O. 162117	83.52	
12/06/2022	City of Huntsville	DAILY BOILER BLOWDOWN W.O. 162127	20.88	
12/06/2022	City of Huntsville	CLOGGED TOILET W.O. 162158	83.52	
12/06/2022	City of Huntsville	DAILY BOILER BLOWDOWN W.O. 162227	20.88	
12/06/2022	City of Huntsville	DAILY BOILER BLOWDOWN W.O. 162301	20.88	
12/06/2022	City of Huntsville	DAILY BOILER BLOWDOWN W.O. 162330	20.88	
12/08/2022	Industrial Boiler & Mechanical Co. Inc.	BOILER MAINTENANCE SERVICES	1,500.00	
12/08/2022	City of Huntsville	REPLACE BULBS IN STUDY ROOM 2 W.O. 161681	41.76	
12/08/2022	City of Huntsville	DAILY BOILER BLOWDOWN W.O. 162101	20.88	
12/08/2022	City of Huntsville	DAILY BOILER BLOWDOWN W.O. 162118	20.88	
12/08/2022	City of Huntsville	MENS TOILET ON 2ND FLOOR CLOGGED W.O. 162281	83.52	

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

PROPOSAL SUMMARY

RFP TITLE: Boiler Maintenance Services for
Downtown Huntsville Library
PROPOSAL DUE: 2:00 p.m., Thursday, January 12, 2023
"Sealed Proposal—Boiler Services" must be
printed on outside of envelope
PROPOSAL OPENING: 2:00 p.m., Thursday, January 12, 2023
Library Board Room, 3rd Floor Administrative
Office
Huntsville-Madison County Public Library

ADDRESSES:

Mailing address:	Delivery address:
Connie Chow	Connie Chow
Huntsville-Madison County Public Library	Huntsville-Madison County Public Library
P.O. Box 443	915 Monroe Street
Huntsville, AL 35804	Huntsville, AL 35801

EMAIL: cchow@hmcpl.org

PLEASE SUBMIT ONE (1) ORIGINAL PROPOSAL

AND

ONE (1) PRINT COPY OF COMPLETE PROPOSAL

AND

ONE (1) ELECTRONIC COPY OF COMPLETE PROPOSAL

All proposals must be signed on the Proposal Form (page 8), and include a signed Project Specifications and Detailed Requirements Acceptance Form (page 9), Certificate of Liability Insurance, and three (3) References.

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY
PROJECT SPECIFICATIONS AND DETAILED REQUIREMENTS
ACCEPTANCE FORM

I acknowledge that I will comply with the Project Specifications and Detailed Requirements listed in the RFP.

COMPANY NAME: Industrial Boiler & Mechanical Co., Inc. (IBM)

AUTHORIZED REPRESENTATIVE: Taylor Massingill (print)

SIGNATURE: 

TITLE: Vice President

DATE: 1-11-23

COST/PROPOSAL FORM

BOILER MAINTENANCE SERVICES FOR DOWNTOWN HUNTSVILLE LIBRARY

		Monthly Cost	Annual Preventative Maintenance Cost
2023	\$	3,982.00	\$7,998.00
2024	\$	4,141.28	\$8,317.92
2025	\$	4,306.93	\$8,650.64
Optional Two Years			
2026	\$	4,658.38	\$9,122.62
2027	\$	4,844.71	\$9,487.52

COMPANY NAME: Industrial Boiler & Mechanical Co., Inc. (IBM)

ADDRESS: P.O. Box 5100

CITY/STATE/ZIP: Chattanooga, TN, 37406

TELEPHONE #: 423-629-1117 FAX#: 423-629-5333

AUTHORIZED REPRESENTATIVE: Taylor Massingill (print)

SIGNATURE: Taylor Massingill

TITLE: Vice President DATE: 1-11-23

By signing the above, I certify that I am authorized by the Company named above to respond to this Request for Proposal.



Industrial Boiler & Mechanical Company, Inc.

January 11, 2023

Huntsville-Madison County Public Library
915 Monroe Street SW
Huntsville, AL 35801

Attn: Connie Chow

We at Industrial Boiler and Mechanical Company, Inc. are pleased to offer the following list of references for the boiler maintenance services bid.

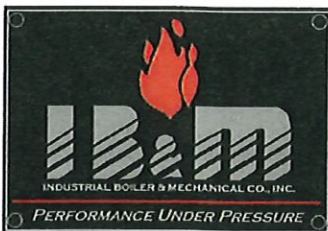
References:

- 1.) Company: Decatur General Hospital
Contact: Zack Wadell
Contact Number: 256-612-1308

- 2.) Company: Marshall Medical South
Contact: Danny Gaskin
Contact Number: 256-572-4731

- 3.) Company: Wayne Farms (Decatur, AL)
Contact: Ricky Schoenberger
Contact Number: 256-606-2742

With Best Regards,
Industrial Boiler & Mechanical Co., Inc.



Taylor Massingill

Vice President - Alabama Operations | Corporate Rental Operations
Physical: 3325 North Hawthorne Street, Chattanooga, TN 37406
Billing: PO Box 5100, Chattanooga, TN 37406
P: 423-629-1117 | C: 423-667-8228 | F: 423-629-5333
Email: taylor@industrialboiler.com
Website: www.industrialboiler.com

3325 N. Hawthorne Street • Post Office Box 5100 • Chattanooga, TN 37406
Telephone: (423) 629-1117 • www.industrialboiler.com • Fax: (423) 629-5333

"Performance Under Pressure"

MEMORANDUM OF AGREEMENT



1/30/23

Huntsville-Madison County Public Library

Memorandum of Agreement with
Premier NDT Resources

Memorandum of Agreement

HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY

Introduction

Premier NDT Resources is a family owned business which provides training in Non-Destructive Testing for the military and industrial workforce in Madison County, Alabama. The Purpose of this MOA is to help the **Huntsville-Madison County Public Library** (HMCPL) fulfill its strategic plan in Workforce Development for our community and to provide a dedicated Workforce Development area for training classes provided by NDT. These classes range from three to ten days in length and will have four to ten students in attendance.

The company owner, Max Daugherty, founded Quality NDT Consulting, now **Premier NDT Resources**, in 2019. He began his career in welding and fabrication in the early 2000s. Max officially started his career by becoming an American Welding Society Certified Welding Inspector at the age of 20. Working for companies like Quad City Testing Laboratories, Alstom, Quality Testing Services, and Intercontinental Manufacturing and Engineering Corporation gave Max a well-rounded background. Currently, he holds an AWS CWI and multiple ASNT Level 3s in VT, PT, MT, UT, and RT.

Statement of Benefits

What **HMCPL** offers **Premier NDT Resources**:

1. A physical location for NDT's training sessions on the second floor of the the Downtown Library which includes audiovisual access, tables and chairs for 10 students and the training facilitator.
2. HMCPL agrees to hosting 77 full day classes in 2023, dates are attached, with the Administrative Coordinator reserving the room in our software for NDT.
3. The room reservation fee will be waived in the event HMCPL closes the facility for more than 25% of the reserved time on any specific day due to weather, electrical, or other human or natural interruption in service.

What **Premier NDT Resources** offers **HMCPL**:

1. Commitment to use the Workforce Development area to provide training for members of our community
2. A room reservation fee of \$75 for each day the room is used. Rooms reserved and subsequently cancelled due to lack of attendance or other scheduling change by Premier NDT Resources will cost \$50 per day the room was reserved.

Terms of Agreement

1. This MOU is a 1 year agreement to be re-evaluated by both parties in December 2023
2. **HMCPL** will provide **Premiere NDT Resources** with non-exclusive, dedicated space for their training sessions and audiovisual access to their computer.

3. Access to the Workforce Development room is from 9am until 5pm on 77 specified days during 2023. See attached.
4. Access to the Workforce Development area is during Library open hours only and will be provided by staff at the Information and Business Center.
5. Library programming may be conducted in the room when not in use by NDT.
6. The Library will attempt to accommodate substitutions in the NDT schedule, however pre-existing Library programming will not be rescheduled to accommodate such changes.
7. Exclusive access to the Workforce Development area is not provided, however a staff member will always be in the room if a public program is held. Janitorial staff may enter at any time.
8. Any items left in the Workforce Development area by NDT are not the responsibility of the Library.
9. Payment will be due the first of each month for the previous month for room rental. The Administrative Coordinator will generate an itemized bill and attach it to **Premiere NDT Resources's** library account. Non payment within ten days after receiving the bill cancels this agreement and subsequent room reservations immediately.
10. NDT will provide attendance figures to the Administrative Coordinator prior to the 5th of each month after the NDT events.
11. Either party may terminate this agreement with 30 days prior notice.

Summary

The partnership with **Premier NDT Resources** provides an excellent opportunity for **HMCPL** to fulfill its mission as an institution promoting and supporting workforce development in our community.

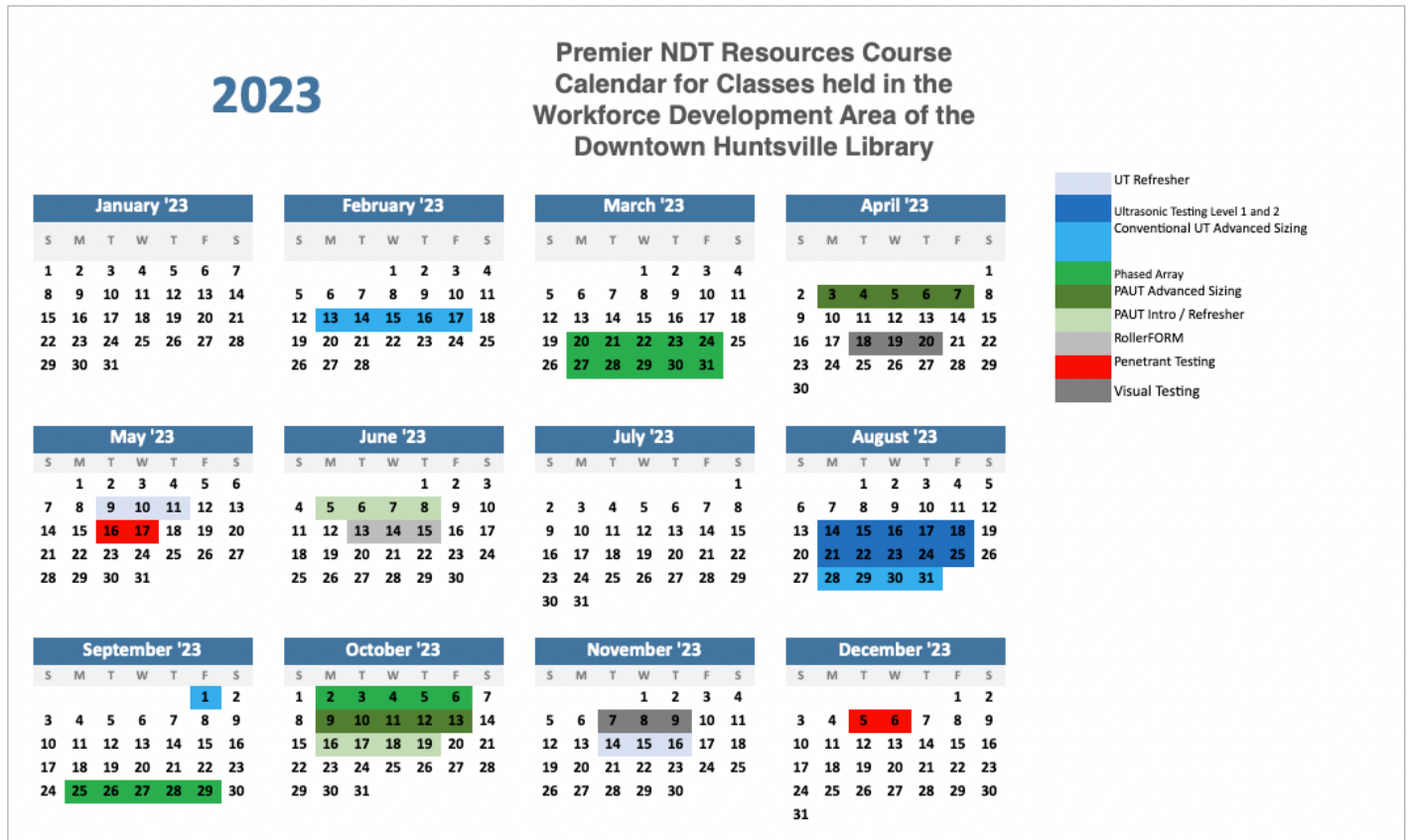
Signatures:

Huntsville-Madison County Public Library Representative



Max Daugherty
Premier NDT Resources Representative

Specified Days that NDT will occupy the Downtown Workforce Development Area from 9am until 5pm



Monday, February 13, 2023	Friday, August 18, 2023
Tuesday, February 14, 2023	Monday, August 21, 2023
Wednesday, February 15, 2023	Tuesday, August 22, 2023
Thursday, February 16, 2023	Wednesday, August 23, 2023
Friday, February 17, 2023	Thursday, August 24, 2023
Monday, March 20, 2023	Friday, August 25, 2023
Tuesday, March 21, 2023	Monday, August 28, 2023
Wednesday, March 22, 2023	Tuesday, August 29, 2023
Thursday, March 23, 2023	Wednesday, August 30, 2023
Friday, March 24, 2023	Thursday, August 31, 2023
Monday, March 27, 2023	Friday, September 01, 2023

Tuesday, March 28, 2023	Monday, September 25, 2023
Wednesday, March 29, 2023	Tuesday, September 26, 2023
Thursday, March 30, 2023	Wednesday, September 27, 2023
Friday, March 31, 2023	Thursday, September 28, 2023
Monday, April 03, 2023	Friday, September 29, 2023
Tuesday, April 04, 2023	Monday, October 02, 2023
Wednesday, April 05, 2023	Tuesday, October 03, 2023
Thursday, April 06, 2023	Wednesday, October 04, 2023
Friday, April 07, 2023	Thursday, October 05, 2023
Tuesday, April 18, 2023	Friday, October 06, 2023
Wednesday, April 19, 2023	Monday, October 09, 2023
Thursday, April 20, 2023	Tuesday, October 10, 2023
Tuesday, May 09, 2023	Wednesday, October 11, 2023
Wednesday, May 10, 2023	Thursday, October 12, 2023
Thursday, May 11, 2023	Friday, October 13, 2023
Tuesday, May 16, 2023	Monday, October 16, 2023
Wednesday, May 17, 2023	Tuesday, October 17, 2023
Monday, June 05, 2023	Wednesday, October 18, 2023
Tuesday, June 06, 2023	Thursday, October 19, 2023
Wednesday, June 07, 2023	Tuesday, November 07, 2023
Thursday, June 08, 2023	Wednesday, November 08, 2023
Tuesday, June 13, 2023	Thursday, November 09, 2023
Wednesday, June 14, 2023	Tuesday, November 14, 2023
Thursday, June 15, 2023	Wednesday, November 15, 2023
Monday, August 14, 2023	Thursday, November 16, 2023
Tuesday, August 15, 2023	Tuesday, December 05, 2023
Wednesday, August 16, 2023	Wednesday, December 06, 2023
Thursday, August 17, 2023	