

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
July 20, 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
Cindy Hewitt, Executive Director
Connie Chow, Deputy Director
Teresa Ballard and Priscilla Scott, Friends of the New Hope Library
Dorothe Linton, Recorder

Special Guest

Jay Hixon, HMCPL Public Relations Director

Approval of Agenda

Ms. Thompson asked for additions or corrections to the Agenda and hearing none called for a motion to approve the Agenda as presented. Mr. Gray motioned to approve, Mr. Boon seconded, and the motion carried.

Approval of Minutes

Ms. Thompson called for additions or corrections to the Minutes. Dr. Harris motioned to approve the minutes as presented, Mr. Boon seconded, and the motion carried.

Friends of the Library Report

Ms. Ballard and Ms. Scott presented an update on the construction of the New Hope Branch Library facility. The sign for the library has been erected however the paving of the lot is not yet completed. The New Hope Friends group is excited at the progress on the facility and looks forward to the opening. The New Hope Friends currently has 33 members, or 50% of its pre-COVID-19 membership. The New Hope Friends is in the planning stages for the upcoming Quilt show which is their largest fundraiser and funds materials and equipment for the library. The next quilt show will take place on the second weekend in April. Ms. Ballard and Ms. Scott presented the Board with a check for \$10,000 on behalf of a former New Hope Library volunteer. The funds will go to support the opening of the new facility.

Special Guest

Jay Hixon introduced himself as the new Public Relations Director for the Huntsville-Madison County Public Library. Mr. Hixon brings seven years of experience working in public relations on behalf of non-profit organizations to the library and has greatly enjoyed learning more about all the ways the library enriches and supports the community as well as how public relations will be vital to the library's future goals.

Library Foundation Report

Ms. Hewitt reported that Redstone Federal Credit Union will be the first presenting sponsor at the 2022 annual Vive le Livre event on September 21. The Foundation is seeking additional sponsors to offset increasing costs associated with the event. The Foundation will be hosting an author event with Laura Denton in August and anticipates a good response.

Executive Director's Report

Activity Report

Ms. Hewitt presented the Board with a visual recap of this year's annual summer reading program which was a tremendous success and saw great participation from the community at all of the library's locations. Circulation of library materials was higher than in the past three years at the Madison, South Huntsville, Downtown Huntsville, Monrovia, and North Huntsville locations. Visits to those same locations were at or above numbers reported in 2019. Use of downloadables and visits to the library website are both strong. Use of WiFi hot spots is slightly down from previous reports; hot spots will soon move to a no-cost model for patrons which may change usage trends by increasing accessibility for low-income patrons.

Financial Report

Ms. Hewitt reported the Library is in great financial shape, with expenses at the target percentage and materials purchasing ready to resume after the change in vendors is completed.

Branch Updates

Ms. Hewitt reported that work continues at the future New Hope Branch Library site and that new flooring has been laid. Internet services will be installed by AT&T next month. The facility is scheduled for the library to be granted occupancy in September with a planned opening to the public in October.

A holds locker has been installed at the Mark Russell Recreation Center and is tentatively scheduled to be open for use by patrons within a month.

Summer Reading

Ms. Hewitt announced the Library presented 641 programs during its 2022 Summer Reading events with 18,894 attendees total at all events. During the Summer Reading period, 370,358 items were circulated, and the library recorded 179,224 visitors at all locations between June 6 and July 15.

Committee Reports

Governmental Relations

Dr. Harris and Mr. Martinson reported that the committee members have spoken to several legislators and councilmembers on behalf of HMCPL. They received pledged amounts of \$3,000 for the Hazel Green Library, \$10,000 for the Gurley Library, and \$10,000 for the New Hope Library. Unspecified amounts were also pledged for the Downtown Huntsville Library's materials budget as well as an unspecified amount for the North Huntsville Library.

Governance Committee

Mr. Gray reported that the committee has conducted its introductory meeting and will begin meeting in alternate months as the Library Board so as not to conflict with the Board's meetings. The committee discussed Board charter and annual disclosures and is reviewing further items in line with the schedule.

Financial Committee

Ms. Bartlett reported that the committee has conducted its introductory meeting and will begin meeting the week prior to the Board meetings to review and compile a report on the current budgetary numbers. The salary structure project has made good progress but has more work to be done. The general budget for the year has been reviewed and the committee is recommending a change in auditors for the next audit period to ensure a comprehensive and thorough review. No fault was found with previous audits, but a motion has been made to approve an RFP for Auditor. With no opposition, the motion carried.

New Business

Benefits Review

Blue Cross Blue Shield Contract

Ms. Linton presented the current rates and coverages for the Blue Cross Blue Shield Health Insurance contract. Rates have increased 12.54% but no other changes have been made and BCBS remains the most affordable insurance option for library staff members.

Huntsville Hospital Clinic Benefit

Ms. Linton presented information of a new, optional employee benefit, participation in Huntsville Hospital Employee Health Clinic. Through the Clinic, all employees of HMCPL would be eligible for a \$65.00 monthly membership which would provide them with unlimited visits and basic primary care with no additional costs and no insurance billed.

2023 Library Closing Schedule

Ms. Linton presented the closing schedule for the 2023 calendar year, with no changes to previous years' closing holidays. Mr. Gray motioned to approve the closing schedule as presented, Mr. Boon seconded, and the motion carried.

Ms. Thompson called for a motion to move to Executive Session to discuss the Library Director's Contract. Mr. Gray motioned to move to executive session, Mr. Boon seconded, and the motion carried. No action was taken in the session.

Ms. Thompson called for a motion to renew the Executive Director's contract for the next three years with the same terms, subject to annual reviews and potential salary adjustments as determined by the Board. Dr. Harris motioned to approve, Mr. Boon seconded, and the motion carried.

Next Meeting Date

The next meeting will be held September 26, 2022 at the Downtown Huntsville Branch Library.

There being no further business the meeting adjourned.

Submitted by:

Approved:

Dorothie Linton

Melissa Thompson, Chair

HMCPL PROPOSED BUDGET - FY 2022 - 2023

<u>PROPOSED 22-23 FY</u>		<u>TOTAL</u>			<u>CAVALRY HILL</u>			<u>DOWNTOWN</u>			<u>NORTH HUNTSVILLE</u>			<u>OUTREACH</u>			<u>SOUTH HUNTSVILLE</u>		
		21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed
INCOME																			
Government Support																			
	State of AL-State Aid	426,254	458,427	461,073	8,000	8,000	8,000	182,554	191,689	217,373	10,000	10,000	10,000	24,000	24,000	24,000	30,000.00	30,000.00	30,000
	AL State Rex Reynolds	0	0	3,000															
Madison County Support			0																
	Mad. Co-Gen Fund	400,000	400,000	400,000	7,500	7,500	7,500	39,025	39,025	29,025	9,500	9,500	9,500	12,617	12,617	8,000	22,640.00	22,640.00	12,640
	Mad. Co-Prob/Tax	17,452	19,634	17,452				17,452	19,634	17,452									
	District 1	31,000	38,135	31,000															
	District 3	0	5,000	20,000															
	District 4	28,500	30,000	36,500															
Municipal Support		0	0	0															
	City of Huntsville	5,000,000	5,000,000	5,217,681	106,150	106,150	106,398	3,100,365	3,100,365	3,256,579	686,067	686,067	663,597	215,000	215,000	197,114	892,418.00	892,418.00	993,993
	City of Madison	914,000	910,000	933,000											0				
	Town of Gurley	19,300	19,300	20,704															
	Town of New Hope	0	0	9,600															
	Town of Triana	38,400	31,200	38,400															
Total Government Support		6,874,906	6,911,695	7,188,410	121,650	121,650	121,898	3,339,396	3,350,713	3,520,429	705,567	705,567	683,097	251,617	251,617	229,114	945,058	945,058	1,036,633
Friends of the Library		78,000	90,308	111,800	0	16	0	50,000	69,765	75,000	0	0	0	0	0	0	8,000	2,398	15,000
Foundation Support		70,000	70,000	73,000	1,000	1,000	1,200	61,000	61,000	61,200	1,000	1,000	1,200	1,000	1,000	1,200	1,000	1,000	1,200
Total Interest/Endowments		30,625	35,893	30,625	0	0	0	28,925	35,893	28,925	0	0	0	0	0	0	1,700	0	1,700
Total Fines/Fees		181,601	214,693	90,055	1,405	1,684	830	104,431	90,207	38,850	6,985	17,608	6,440	0	0	0	20,950	41,307	13,200
Total Gifts and Grants		225,430	572,430	80,052	0	7,868	6,010	225,430	315,638	50,000	0	24,357	0	0	15,650	6,010	0	60,543	0
Total Program Revenue		0	1,931	0	0	0	0	0	1,915	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE		7,460,562	7,896,949	7,573,942	124,055	132,218	129,938	3,809,182	3,925,131	3,774,404	713,552	748,532	690,737	252,617	268,267	236,324	976,708	1,050,306	1,067,733
EXPENSES																			
Total Automated Services		170,817	140,683	222,729	1,241	679	2,206	29,946	39,230	47,451	23,987	14,523	21,136	0	0	0	40,202	23,621	46,057
Total Building Operations		1,135,458	944,855	1,130,492	4,431	3,848	4,749	701,374	587,545	673,267	160,224	117,023	147,627	100	37	50	192,913	171,197	224,247
Total Gen Operations		273,708	276,882	287,687	3,255	1,775	3,661	177,959	188,286	182,861	11,936	10,974	13,167	12,905	8,638	9,890	20,991	20,162	23,799
Total Materials		831,723	733,270	601,064	25,678	20,197	10,222	344,411	379,338	276,463	74,093	54,067	32,052	35,348	12,491	10,055	82,043	60,088	47,228
Total Sal & Benefits		4,733,668	4,259,630	5,291,469	89,450	84,266	101,080	2,316,022	2,157,041	2,594,362	443,312	374,557	476,755	204,264	133,498	208,209	640,559	592,952	726,402
Total Other Expenses		315,188	594,913	40,500	0	9,476	8,020	239,470	169,232	0	0	28,678	0	0	16,706	8,120	0	151,125	0
TOTAL EXPENSES		7,460,562	6,950,231	7,573,942	124,055	120,239	129,939	3,809,182	3,520,672	3,774,404	713,552	599,822	690,737	252,617	171,369	236,324	976,708	1,019,145	1,067,733

HMCPL PROPOSED BUDGET - FY 2022 - 2023

<u>PROPOSED 22-23 FY</u>		<u>GURLEY</u>			<u>HAZEL GREEN</u>			<u>MADISON</u>			<u>MONROVIA</u>			<u>NEW HOPE</u>			<u>TRIANA</u>		
		21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed	21/22 Budget	Oct - Sept Actual	22/23 Proposed
INCOME																			
Government Support																			
	State of AL-State Aid	33,000	33,000	33,000	34,500	34,500	34,500	14,000	21,901	14,000	52,800	57,800	52,800	30,200	30,200	30,200	7,200	17,337	7,200
	AL State Rex Reynolds						3,000												
Madison County Support																			
	Mad. Co-Gen Fund	44,500	44,500	51,500	69,500	69,500	71,817	10,000	10,000	10,000	91,500	91,500	98,800	49,718	49,718	54,718	43,500	43,500	46,500
	Mad. Co-Prob/Tax																		
	District 1				31,000	31,000	31,000		7,135										
	District 3			10,000					5,000							10,000			
	District 4										28,500	30,000	36,500						
Municipal Support																			
	City of Huntsville																		
	City of Madison							914,000	910,000	933,000									
	Town of Gurley	19,300	19,300	20,704															
	Town of New Hope															9,600			
	Town of Triana																38,400	31,200	38,400
Total Government Support		96,800	96,800	115,204	135,000	135,000	140,317	938,000	954,036	957,000	172,800	179,300	188,100	79,918	79,918	104,518	89,100	92,037	92,100
Friends of the Library		2,000	2,000	2,000	0	80	0	16,000	16,003	16,000	2,000	3	2,000	0	8	1,800	0	35	0
Foundation Support		1,000	1,000	1,200	1,000	1,000	1,200	1,000	1,000	1,200	1,000	1,000	1,200	0	0	1,200	1,000	1,000	1,000
Total Interest/Endowments		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Fines/Fees		1,825	3,892	1,190	6,425	8,684	4,425	31,675	40,230	19,325	7,245	9,977	4,070	0	208	1,235	660	896	490
Total Gifts and Grants		0	9,373	6,010	0	10,107	0	0	38,150	0	0	17,436	0	0	59,727	6,010	0	13,580	6,010
Total Program Revenue		0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE		101,625	113,065	125,604	142,425	154,886.14	145,942	986,675	1,049,418	993,525	183,045	207,716	195,370	79,918	139,861	114,763	90,760	107,548	99,600
EXPENSES																			
Total Automated Services		4,050	3,091	7,316	5,018	3,693	9,538	55,205	44,125	65,807	10,103	6,813	15,001	0	3,157	3,668	1,065	1,751	4,550
Total Building Operations		1,598	1,532	1,790	6,799	6,145	7,569	57,254	47,742	59,898	5,765	5,588	6,547	4,200	3,448	4,086	800	750	662
Total Gen Operations		3,011	2,346	3,511	4,369	3,867	4,898	30,021	29,660	32,900	7,150	6,486	7,747	0	2,792	2,696	2,111	1,896	2,556
Total Materials		16,243	12,533	9,812	21,373	16,690	18,607	191,351	148,336	173,010	25,824	17,433	9,242	0	0	5,659	15,359	12,097	8,715
Total Sal & Benefits		76,723	74,016	95,056	104,866	92,332	105,330	652,844	556,028	661,910	134,203	126,930	156,833	0	1,258	90,535	71,425	66,750	74,997
Total Other Expenses		0	11,032	8,120	0	9,171	0	0	71,811	0	0	19,663	0	75,718	92,302	8,120	0	15,719	8,120
TOTAL EXPENSES		101,625	104,550	125,604	142,425	131,897	145,942	986,675	897,702	993,525	183,045	182,913	195,370	79,918	102,956	114,763	90,760	98,964	99,600

**APPENDIX A
HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY
PROPOSAL PRICING FORM**

Proposer acknowledges an understanding and compliance with the proposal pricing terms as outlined in Appendix B– Section 3.11.

Proposer shall acknowledge receipt of all addenda in the space provided on the Proposal Pricing Form below. Failure to acknowledge receipt of addenda shall not relieve Proposer of full responsibility for all requirements contained in addenda.

We acknowledge receipt of issued addenda: Jason L Miller

Manner of Payment

Progress payments will be made based on hours of work completed during the engagement in accordance with the firm’s proposal. Interim billings shall cover a period of not less than one (1) calendar month.

TOTAL ALL-INCLUSIVE MAXIMUM PRICE

FEE STRUCTURE:	AUDITED FINANCIAL STATEMENTS AND NOTES TO THE FINANCIAL STATEMENTS, MANAGEMENT LETTER	FORM 990 FOR FOUNDATION
2022	\$ 24,500	\$1,250
2023	\$ 25,200	\$1,280
2024	\$ 25,950	\$1,300
Optional Two Years		
2025	\$ 26,700	\$1,330
2026	\$ 27,500	\$1,370

This Price Bid Form is hereby submitted by the undersigned:

Anglin Reichmann Armstrong, P.C.

Printed legal name of Bidder

Jason L. Miller, Partner

Printed name of individual/corporate officer/general partner/joint venture AND Title

Jason L Miller
Signature

September 9, 2022
Date

Huntsville Madison County Public Library
Electronic Meeting Policy

Policy Approved By: Huntsville Madison County Public Library (“HMCPL”) Board

Date Approved: September ____, 2022

Effective Date: September 26, 2022

Last Revision Date: September 20, 2022

Definitions

“Electronic” means and includes, without limitation, telephone conference, video conference, or similar communications equipment such as Webex, Teams, Zoom, Google Meet, etc.

Purpose

This policy is to establish the details and procedures for conducting and allowing attendance at electronic meetings for the HMCPL Board Meetings as stated in the Code of Alabama in accordance with Act No. 2022-421.

The HMCPL electronic meetings policy provides details on when meetings will be held electronically, the procedures for public attendance, communication equipment that will be utilized for meetings and how voting will be conducted.

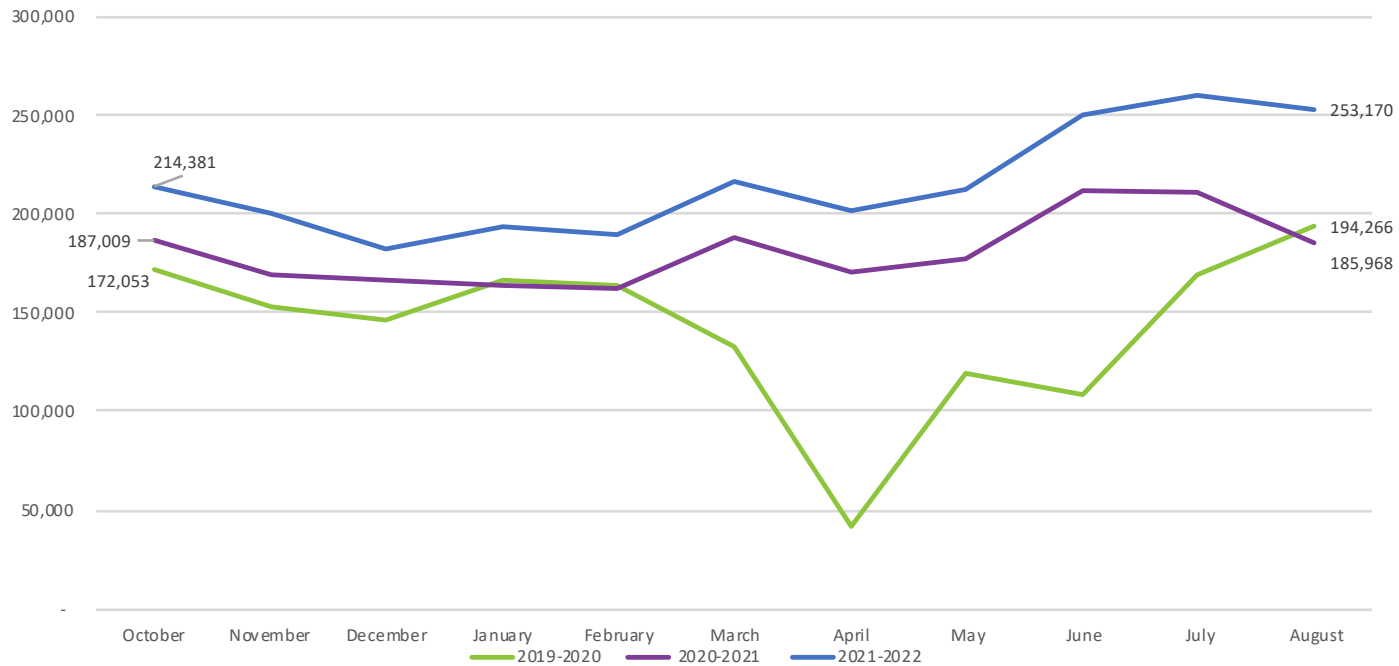
Policy

- A. The electronic meetings of the HMCPL Board will be conducted when board members are unable to physically attend the meeting and the following requirements are met:
 - 1. The meeting of the HMCPL Board has been posted and the public has been notified of the meeting seven (7) days prior to the meeting date in accordance with the Alabama Open Meetings Act.
 - 2. At least three (3) members of the HMCPL Board or a majority of a quorum of members, whichever is less, must be physically present at the physical location of the HMCPL Board meeting.
 - 3. All Board members and members of the public in attendance must be able to hear all the persons who are participating remotely.

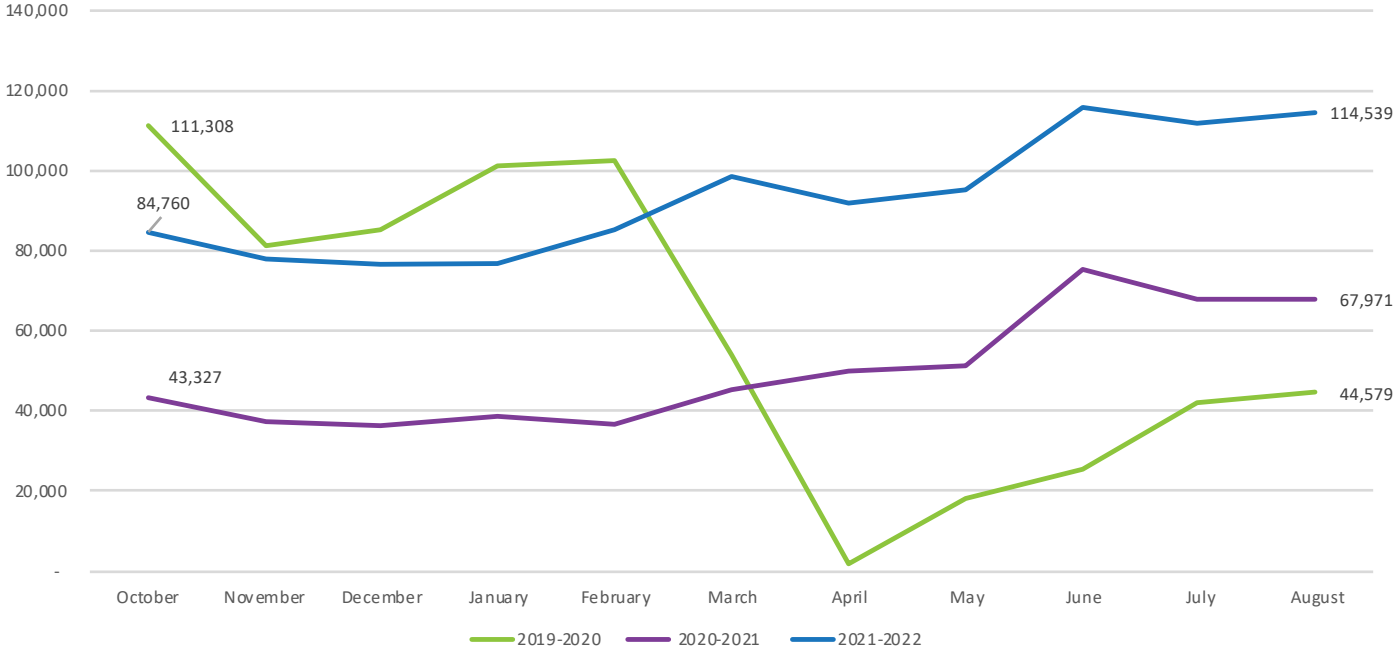
- B. Technology to be used
 - 1. The HMCPL will utilize Zoom technology to conduct the meeting.
 - 2. Board members will be provided information regarding login instructions three (3) days prior to the meeting.

3. Login assistance will be provided by HMCPL by calling 256-532-5950.
- C. The Electronic Meeting of the HMCPL Board is open to the public to attend.
1. The public is invited to attend the regular HMCPL Board meetings electronically when members of the HMCPL Board are attending electronically but not otherwise.
 2. Attendance at the meeting does not allow the public to participate to any extent beyond being able to hear the meeting.
- D. How the meeting will be conducted
1. The Agenda prepared for the meeting will be followed.
 2. Items requiring action from the HMCPL Board members will follow Roberts Rules of Order.
 3. Roll Call Voting shall be taken, meaning each Board member is to vote individually in a manner audible to all persons participating or present at the physical location.
 4. Minutes of the meeting will be distributed after the meeting for approval at the next Board meeting.

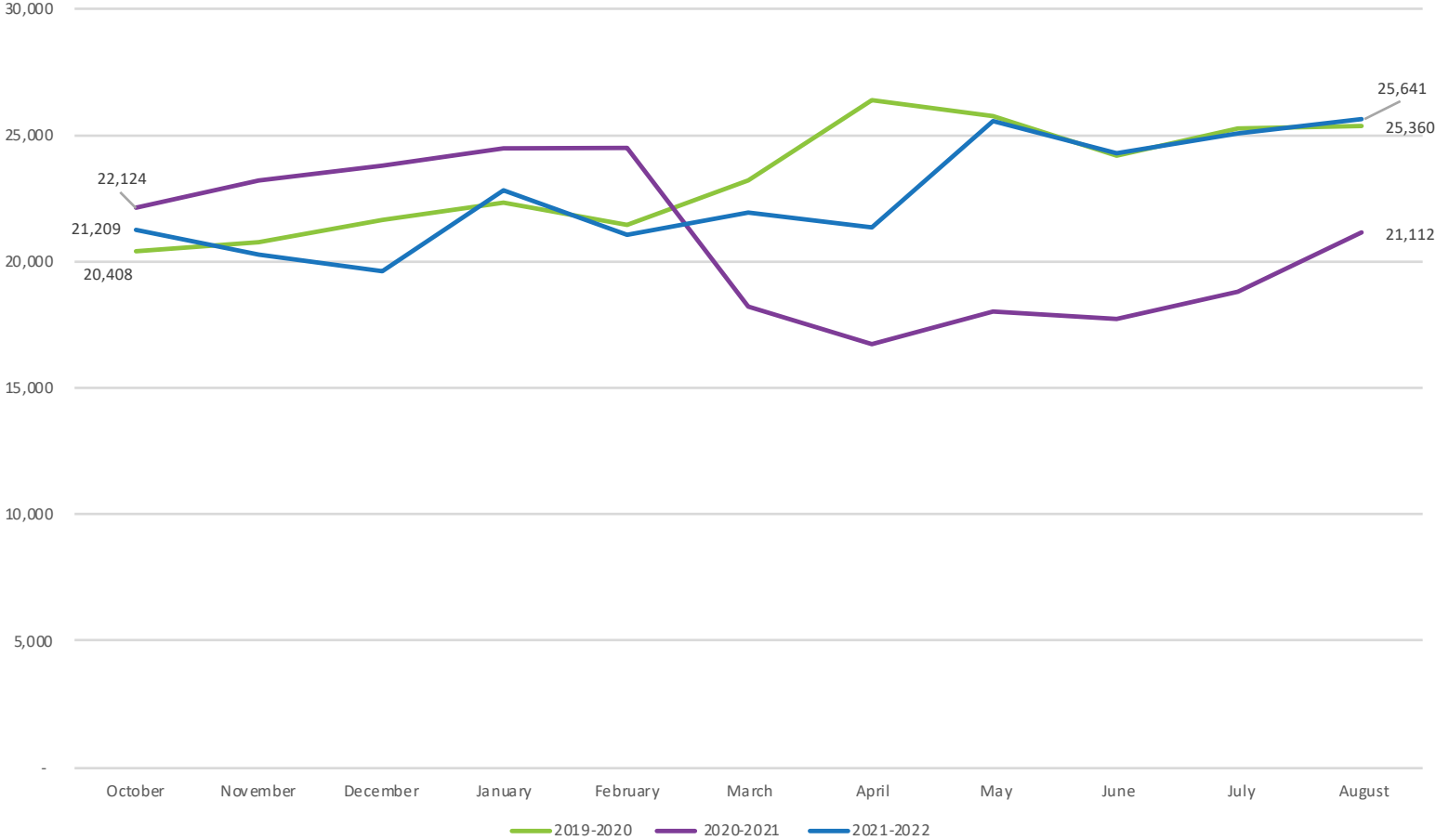
Systemwide Circulation - FY 2020-2022



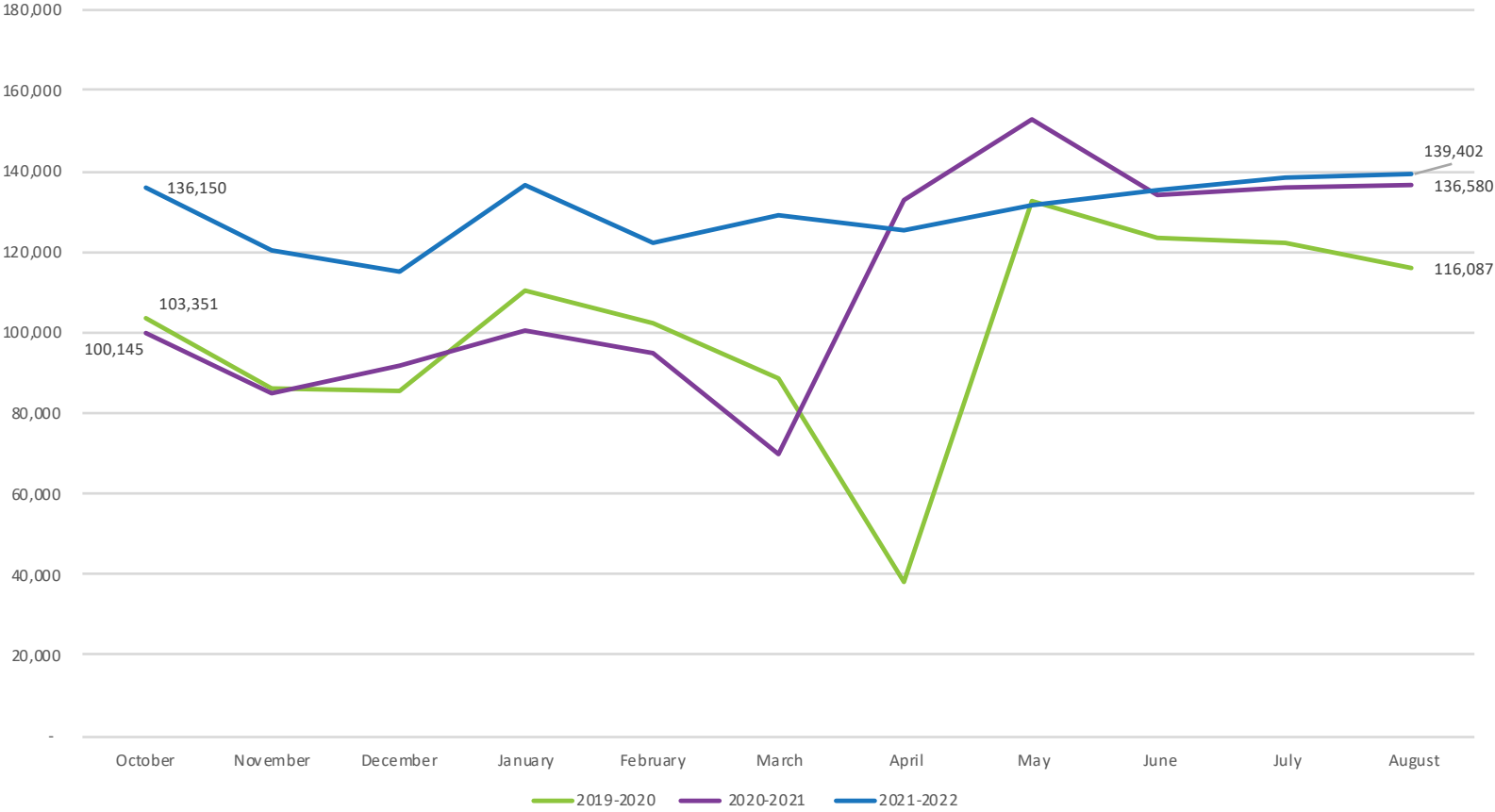
Systemwide Library Visits FY 2020- 2022



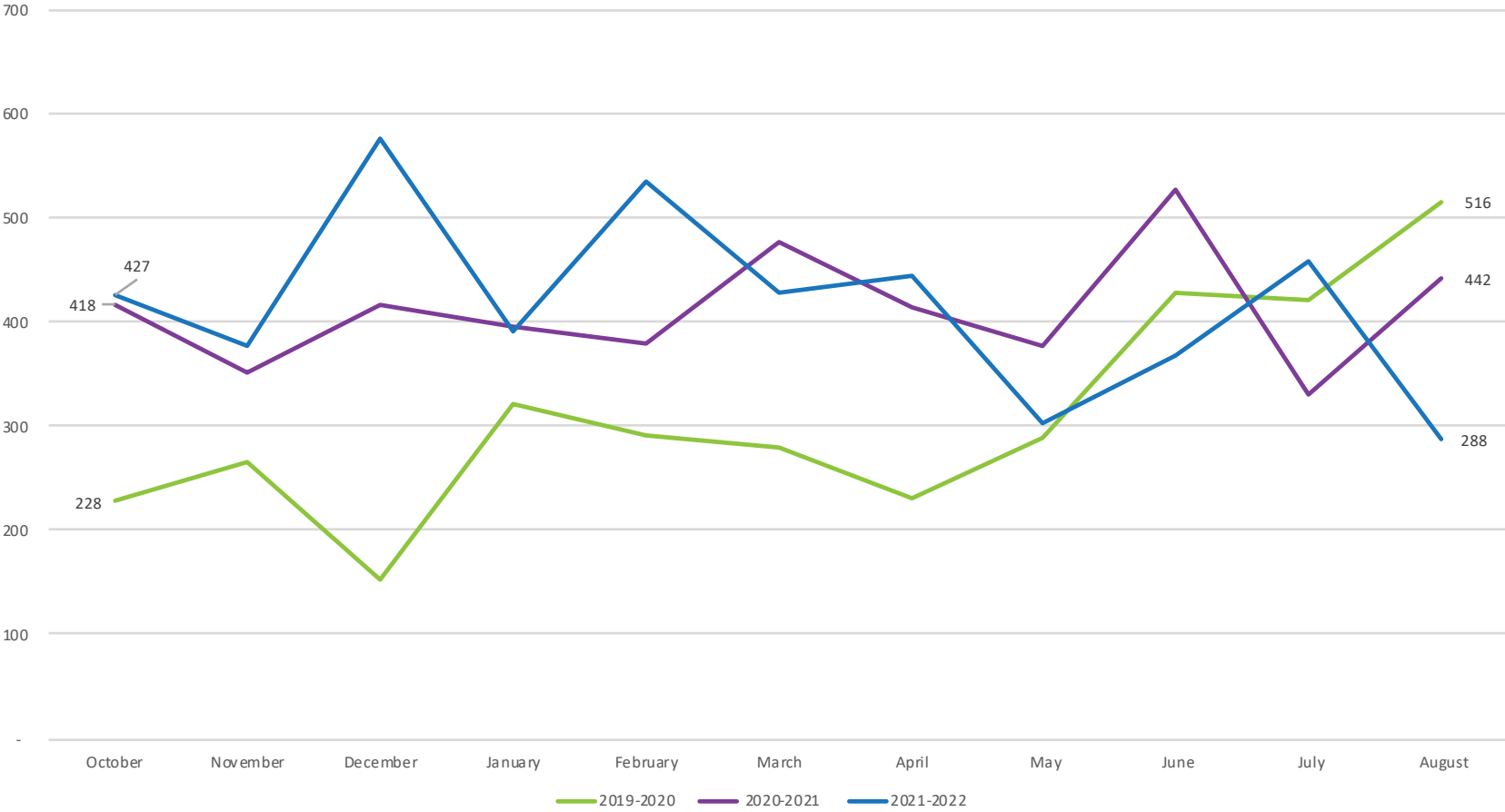
Downloadables - FY 2020-2022



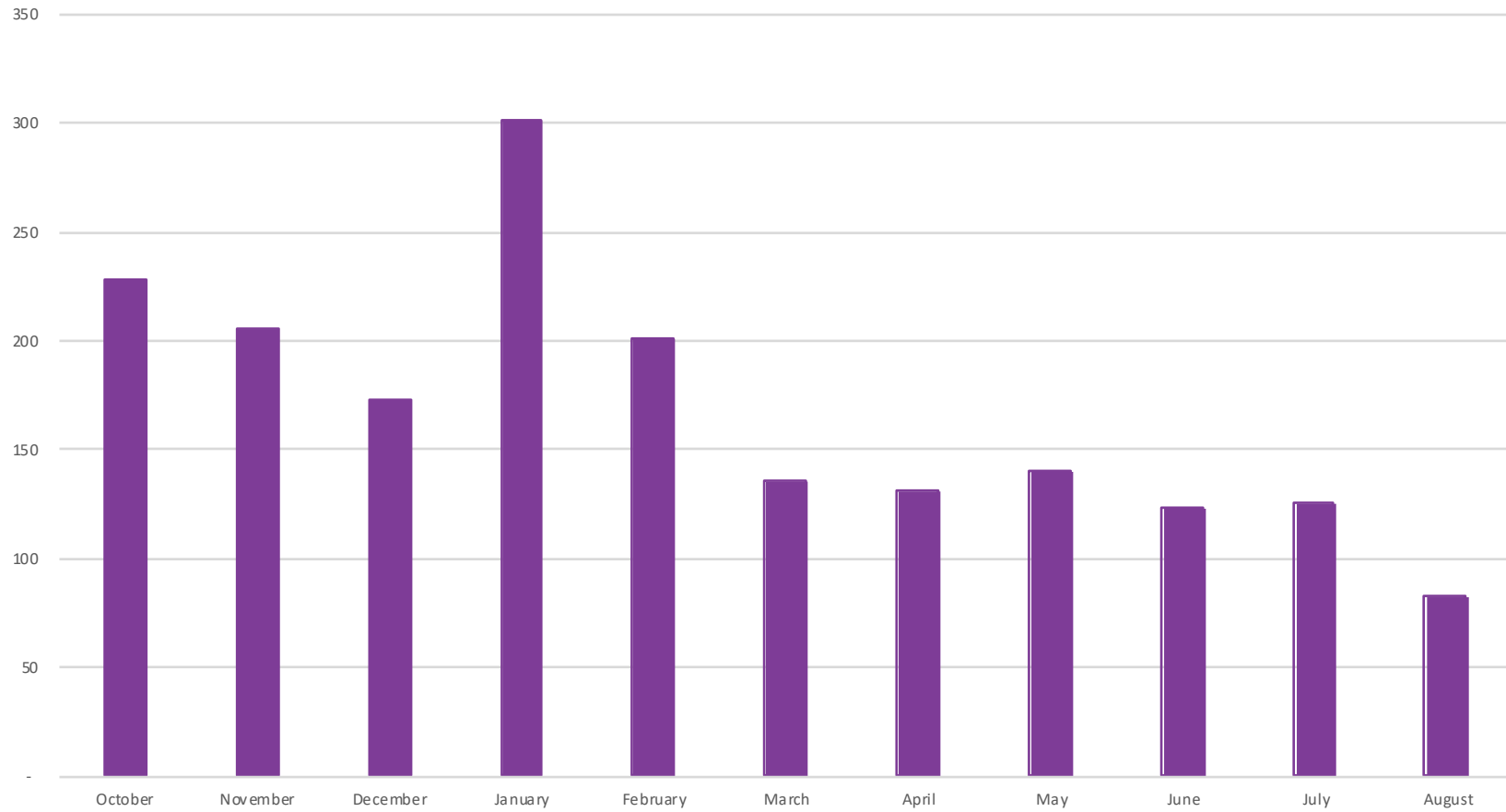
HMCPL.org Visits - FY 2020-2022



Hotspot Circulation



Curbside Interactions



August 2022 HMCPL Statistics

Systemwide Circulation				
	FY2020	FY2021	FY2022	% +/-
October	172,053	187,009	214,381	14.64%
November	153,188	169,056	200,100	18.36%
December	147,168	166,677	182,521	9.51%
January	166,226	164,800	194,484	18.01%
February	163,794	162,561	189,633	16.65%
March	132,898	188,251	216,632	15.08%
April	41,904	170,748	202,221	18.43%
May	119,446	177,034	213,161	20.41%
June	108,940	212,220	249,986	17.80%
July	169,057	211,705	260,475	23.04%
August	194,266	185,968	253,170	36.14%
September	192,233	195,892		
Year	1,761,173	2,191,921	2,376,764	

Systemwide totals include downloadables.

hmcpl.org				
	FY2020	FY2021	FY2022	% +/-
October	103,351	100,145	136,150	35.95%
November	86,458	85,104	120,147	41.18%
December	85,510	91,747	115,166	25.53%
January	110,451	100,380	136,458	35.94%
February	102,681	94,860	122,427	29.06%
March	88,569	69,871	128,900	84.48%
April	38,194	132,669	125,257	-5.59%
May	132,702	152,925	131,567	-13.97%
June	123,503	134,248	135,165	0.68%
July	122,145	136,236	138,450	1.63%
August	116,087	136,580	139,402	2.07%
September	115,587	131,500		
Year	1,225,238	1,366,265	1,429,089	

Number of visits to hmcpl.org website including our public catalog.

Downloadables				
	FY2020	FY2021	FY2022	% +/-
October	20,408	22,124	21,209	-4.14%
November	20,804	23,235	20,272	-12.75%
December	21,621	23,760	19,619	-17.43%
January	22,311	24,500	22,805	-6.92%
February	21,456	24,503	21,095	-13.91%
March	23,201	18,179	21,899	20.46%
April	26,390	16,734	21,335	27.49%
May	25,805	17,997	25,533	41.87%
June	24,200	17,739	24,279	36.87%
July	25,293	18,790	25,084	33.50%
August	25,360	21,112	25,641	21.45%
September	23,698	22,326		
Year	280,547	250,999	248,771	

*Downloadables include digital media from Hoopla, Freegal, Overdrive, Freading, Blast, Kanopy, & Gutenberg

*Hoopla went live on March 24, 2020

*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				
	FY2020	FY2021	FY2022	% +/-
October	5,726	6,206	1,210	-80.50%
November	7,427	7,391	664	-91.02%
December	8,366	7,939	666	-91.61%
January	7,487	7,237	1,023	-85.86%
February	7,432	7,560	958	-87.33%
March	6,670	157	760	384.08%
April	7,108	121	830	585.95%
May	7,167	95	2,455	2484.21%
June	6,628	98	1,170	1093.88%
July	8,018	103	703	582.52%
August	8,357	2,009	753	-62.52%
September	7,515	4,108		
Year	87,901	43,024	11,192	

*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				
	FY2020	FY2021	FY2022	% +/-
October	49,515	9,793	18,969	93.70%
November	29,942	6,983	15,534	122.45%
December	27,298	7,101	14,112	98.73%
January	31,141	6,575	13,786	109.67%
February	29,510	5,726	14,857	159.47%
March	17,026	7,506	16,421	118.77%
April	4,536	7,250	18,013	148.46%
May	8,144	6,090	17,528	187.82%
June	10,614	12,601	17,109	35.77%
July	10,688	13,865	17,639	27.22%
August	11,212	13,407	18,755	39.89%
September	11,181	14,202		
Year	240,807	111,099	182,723	

*In May 2021, wireless access points were upgraded, with different statistical reporting.

IT adjusted reporting measures in order to accurately capture statistics.

Wi-Fi Volume of Downloads (TB)				
	FY2020	FY2021	FY2022	% +/-
October	3.12	0.90	0.36	-59.91%
November	2.54	0.68	0.52	-23.53%
December	2.56	0.73	0.57	-22.24%
January	2.70	0.75	0.5	-33.16%
February	3.03	0.64	0.51	-19.80%
March	1.66	0.99	0.54	-45.67%
April	0.31	0.85	0.54	-36.62%
May	0.64	0.64	0.69	7.14%
June	0.73	0.78	0.59	-24.36%
July	0.82	0.79	0.56	-29.11%
August	0.97	0.62	0.58	-6.45%
September	0.98	0.47		
Year	20	8.84	5.96	

* The volume of downloads is calculated in terabytes.

*Volume of Downloads post-May 2021 does not include branches with the new wireless access points.

Public Computer Use				
	FY2020	FY2021	FY2022	% +/-
October	12,537	2,822	4,472	58.47%
November	9,624	2,330	4,280	83.69%
December	10,466	2,221	4,143	86.54%
January	12,114	2,467	4,572	85.33%
February	11,569	2,274	4,859	113.68%
March	5,723	3,008	5,340	77.53%
April	-	3,065	5,168	68.61%
May	10	3,592	5,152	43.43%
June	1,258	4,584	5,695	24.24%
July	2,370	4,817	6,109	26.82%
August	2,447	4,965	6,292	26.73%
September	2,456	4,528		
Year	70,574	40,673	56,082	

Online Database Use				
	FY2020	FY2021	FY2022	% +/-
October	52,148	77,038	54,881	-28.76%
November	92,516	21,573	53,773	149.26%
December	45,374	23,231	46,401	99.74%
January	69,749	19,763	79,623	302.89%
February	61,072	35,627	55,259	55.10%
March	23,152	175,379	97,819	-44.22%
April	29,301	56,558	35,184	-37.79%
May	19,328	43,480	34,773	-20.03%
June	24,125	83,585	31,045	-62.86%
July	25,775	23,626	20,064	-15.08%
August	68,739	22,406	17,245	-23.03%
September	39,108	35,283		
Year	550,387	617,549	526,067	

*Statistical definitions were adjusted to be more accurate in FY2021.

*Statistics for FY2020 were recalculated accordingly

*August 2022 missing AVL statistics

Reference Questions				
	FY2020	FY2021	FY2022	% +/-
October	24,049	24,821	10,544	-57.52%
November	19,099	21,789	11,271	-48.27%
December	22,954	22,369	12,256	-45.21%
January	23,920	23,555	14,577	-38.12%
February	22,527	21,252	14,685	-30.90%
March	14,012	18,208	19,154	5.20%
April	996	14,897	15,091	1.30%
May	6,984	17,388	17,420	0.18%
June	7,881	16,362	15,365	-6.09%
July	8,641	14,648	12,546	-14.35%
August	12,091	12,150	10,919	-10.13%
September	24,473	10,757		
Year	187,627	218,196	153,828	

Program Attendance				
	FY2020	FY2021	FY2022	% +/-
October	13,278	7,182	6,891	-4.05%
November	9,429	2,937	5,061	72.32%
December	7,362	3,300	4,321	30.94%
January	9,840	3,427	3,787	10.50%
February	9,453	3,557	5,465	53.64%
March	3,706	4,168	8,045	93.02%
April	3,450	5,448	7,101	30.34%
May	2,131	3,917	4,005	2.25%
June	3,399	7,121	11,893	67.01%
July	3,385	3,245	8,053	148.17%
August	2,888	2,211	7,267	228.67%
September	5,254	2,145		
Year	73,575	48,658	71,889	

*New reporting parameters from APLS affect June 2021 forward. The new numbers do not include passive programs.

*August 2022 missing LearningQuest attendance

Cavalry Hill Circulation				
	FY2020	FY2021	FY2022	% +/-
October	696	625	798	27.68%
November	756	549	535	-2.55%
December	907	811	601	-25.89%
January	1,051	598	534	-10.70%
February	703	578	664	14.88%
March	539	1,277	677	-46.99%
April	102	1,092	484	-55.68%
May	118	728	465	-36.13%
June	360	1,044	609	-41.67%
July	507	841	798	-5.11%
August	570	994	616	-38.03%
September	451	932		
Year	6,760	10,069	6,781	

Downtown Circulation				
	FY2020	FY2021	FY2022	% +/-
October	40,407	43,425	33,272	-23.38%
November	33,318	36,606	28,553	-22.00%
December	31,915	35,739	28,965	-18.95%
January	36,418	33,258	31,067	-6.59%
February	36,967	33,084	30,984	-6.35%
March	27,827	43,385	38,079	-12.23%
April	3,743	36,464	33,131	-9.14%
May	19,016	36,440	32,724	-10.20%
June	18,391	43,946	39,592	-9.91%
July	35,569	47,614	42,648	-10.43%
August	41,760	55,073	41,199	-25.19%
September	41,973	54,181		
Year	367,304	499,215	380,214	

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

Gurley Circulation				
	FY2020	FY2021	FY2022	% +/-
October	3,935	4,817	5,006	3.92%
November	3,308	4,018	4,746	18.12%
December	2,776	4,454	4,733	6.26%
January	3,186	4,603	4,910	6.67%
February	3,592	4,441	4,519	1.76%
March	3,481	5,135	5,169	0.66%
April	549	4,642	5,615	20.96%
May	2,305	4,416	5,099	15.47%
June	1,816	5,869	5,372	-8.47%
July	3,418	5,677	5,355	-5.67%
August	4,329	5,101	5,236	2.65%
September	4,382	5,486		
Year	37,077	58,659	55,760	

Hazel Green Circulation				
	FY2020	FY2021	FY2022	% +/-
October	5,432	6,072	6,326	4.18%
November	4,406	5,139	5,697	10.86%
December	4,376	5,239	5,319	1.53%
January	5,385	5,326	5,181	-2.72%
February	5,627	5,198	5,388	3.66%
March	3,704	7,150	6,447	-9.83%
April	388	5,821	6,152	5.69%
May	2,670	6,315	5,938	-5.97%
June	2,665	7,622	8,504	11.57%
July	4,507	7,788	8,359	7.33%
August	5,519	7,477	7,682	2.74%
September	6,004	6,449		
Year	50,683	75,596	70,993	

Madison Circulation				
	FY2020	FY2021	FY2022	% +/-
October	48,059	55,445	62,070	11.95%
November	42,063	47,155	55,162	16.98%
December	40,057	47,250	51,311	8.59%
January	45,565	47,234	54,755	15.92%
February	46,564	47,344	53,829	13.70%
March	35,566	58,361	61,577	5.51%
April	3,727	53,188	59,357	11.60%
May	34,595	55,159	59,517	7.90%
June	32,088	69,350	76,272	9.98%
July	51,224	69,892	77,630	11.07%
August	59,212	64,453	72,913	13.13%
September	57,605	58,784		
Year	496,325	673,615	684,393	

Monrovia Circulation				
	FY2020	FY2021	FY2022	% +/-
October	12,419	13,918	12,554	-9.80%
November	10,091	12,190	11,802	-3.18%
December	10,128	12,276	10,845	-11.66%
January	10,568	11,744	11,073	-5.71%
February	11,187	11,769	10,966	-6.82%
March	8,788	13,756	13,371	-2.80%
April	886	11,827	12,905	9.11%
May	9,761	11,869	12,197	2.76%
June	9,462	13,719	15,454	12.65%
July	15,106	13,854	15,544	12.20%
August	16,820	13,483	15,536	15.23%
September	15,650	12,990		
Year	130,866	153,395	142,247	

New Hope Circulation				
	FY2020	FY2021	FY2022	% +/-
October	1,983	1,926	1,346	-30.11%
November	1,740	1,835	146	-92.04%
December	1,858	2,458	1	-99.96%
January	1,648	2,018	-	-100.00%
February	1,890	1,643	1	-99.94%
March	1,281	1,905	1	-99.95%
April	97	2,149	-	-100.00%
May	1,352	2,374	-	-100.00%
June	1,002	3,111	-	-100.00%
July	1,838	3,007	-	-100.00%
August	1,982	3,483	-	-100.00%
September	2,040	3,073		
Year	18,711	28,982	1,495	

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

North Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	12,570	
November	-	-	10,525	
December	-	-	10,101	
January	-	-	9,472	
February	-	-	9,080	
March	-	265	10,019	
April	-	5,655	9,639	70.45%
May	-	9,522	9,961	4.61%
June	-	12,126	11,953	-1.43%
July	-	12,864	12,372	-3.82%
August	-	11,988	12,025	0.31%
September	-	11,849		
Year	-	64,269	117,717	

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

South Huntsville Circulation				
	FY2020	FY2021	FY2022	% +/-
October	-	-	57,753	
November	-	-	57,424	
December	-	-	49,481	
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		
Year	-	6155	633,087	

*South Huntsville opened September 28, 2021.

Outreach Circulation				
	FY2020	FY2021	FY2022	% +/-
October	2,540	224	465	107.59%
November	6,484	4,492	4,340	-3.38%
December	4,182	540	693	28.33%
January	6,709	3,031	3,095	2.11%
February	1,652	2,480	1,878	-24.27%
March	3,660	1,251	1,480	18.31%
April	2,030	1,181	519	-56.05%
May	5,453	1,037	891	-14.08%
June	417	1,841	1,294	-29.71%
July	281	803	683	-14.94%
August	1,953	1,551	1,667	7.48%
September	2,357	4,059		
Year	37,718	22,490	17,005	

Triana Circulation				
	FY2020	FY2021	FY2022	% +/-
October	599	523	1,012	93.50%
November	405	445	898	101.80%
December	293	401	852	112.47%
January	631	345	809	134.49%
February	611	292	760	160.27%
March	303	404	553	36.88%
April	5	517	664	28.43%
May	423	480	682	42.08%
June	353	879	1,180	34.24%
July	449	1,055	1,342	27.20%
August	390	982	1,110	13.03%
September	447	1,025		
Year	4,909	7,348	9,862	

Number of Library Visitors by Branch									
	Cavalry Hill			Downtown			Gurley		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	3,535	194	1,083	48,975	17,754	15,955	1,396	1,119	910
November	2,180	271	1,027	36,156	14,517	19,810	771	562	697
December	2,471	249	1,212	37,344	14,375	20,429	1,022	909	329
January	2,941	209	850	41,476	15,498	20,779	1,214	774	1,545
February	2,901	305	1,234	43,992	14,833	22,193	1,326	620	1,003
March	1,563	737	1,638	21,341	19,365	26,435	804	980	1,699
April	12	592	1,428	51	18,643	25,019	66	1,118	1,257
May	21	764	1,395	5,082	18,348	24,979	726	1,016	1,304
June	414	1,438	1,930	10,699	25,450	28,151	940	1,545	1,665
July	598	1,319	1,961	14,954	27,262	28,698	967	1,335	1,523
August	469	947	1,618	16,106	29,461	27,150	1,116	1,585	1,466
September	528	1,011		15,582	26,208		1,223	1,343	
Year	17,633	8,036	15,376	291,758	241,714	259,598	11,571	12,906	13,398

	Hazel Green			Madison			Monrovia		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	1,972	2,359	2,577	27,703	10,165	18,387	5,735	2,520	3,174
November	2,093	2,018	2,303	21,320	10,011	15,105	140	2,281	2,795
December	2,920	2,109	2,348	21,305	7,790	15,027	1,887	2,354	2,943
January	3,213	2,091	1,916	25,340	9,379	15,800	5,144	2,282	3,665
February	3,156	2,126	2,262	24,355	9,096	18,281	5,291	2,255	3,190
March	1,833	2,579	2,863	14,707	10,250	20,140	2,871	2,836	3,538
April	194	2,522	2,800	287	9,471	19,097	79	2,708	3,329
May	1,132	2,128	2,751	8,269	11,792	21,855	1,439	2,716	3,460
June	1,912	3,084	3,800	1,905	20,475	27,736	2,139	3,563	4,716
July	2,030	3,101	3,100	11,784	19,334	25,470	2,739	3,382	4,037
August	2,267	2,681	3,093	12,398	19,154	26,934	2,800	3,384	4,032
September	1,868	2,573		9,846	17,367		2,714	3,239	
Year	24,590	29,371	29,813	179,219	154,284	223,832	32,978	33,520	38,879

*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		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	2,236	565	135	-	-	10,091	-	-	30,994
November	1,189	569	-	-	-	7,890	-	-	27,323
December	820	586	-	-	-	7,827	-	-	25,155
January	1,335	572	-	-	-	6,883	-	-	24,300
February	1,340	487	-	-	-	8,193	-	-	27,573
March	613	606	-	-	-	10,009	-	-	30,850
April	1	671	-	-	6,571	9,964	-	-	28,006
May	143	715	-	-	6,722	10,458	-	-	27,792
June	331	1,074	-	-	10,240	11,921	-	-	33,779
July	409	815	-	-	8,541	10,527	-	-	33,506
August	590	956	-	-	8,719	12,518	-	-	35,273
September	613	1,051	-	-	8,349		-	2,892	
Year	9,620	8,667	135	0	49,142	106,281	0	2,892	324,551

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

*New Hope closed September 30, 2021

	Triana		
	FY2020	FY2021	FY2022
October	1,968	455	1,454
November	1,912	327	1,024
December	1,834	311	1,312
January	2,117	311	1,082
February	2,066	399	1,083
March	1,184	855	1,448
April	13	874	1,298
May	5	793	1,359
June	5	1,299	2,158
July	299	1,813	2,810
August	416	1,084	2,455
September	210	966	
Year	12,029	9,487	17,483

	Total Number of Library Visitors-HMCPL		
	FY2020	FY2021	FY2022
October	111,308	43,327	84,760
November	81,402	37,658	77,974
December	85,546	36,374	76,582
January	101,310	38,543	76,820
February	102,828	36,566	85,012
March	53,829	45,412	98,620
April	1,760	49,902	92,198
May	18,300	51,361	95,353
June	25,469	75,442	115,856
July	42,007	68,162	111,632
August	44,514	67,971	114,539
September	41,060	64,999	0
Year	709,333	615,717	1,029,346

Hotspot Circulation									
	Cavalry Hill			Downtown			Gurley		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	4	14	8	80	210	93	0	9	53
November	10	10	8	100	176	100	0	7	35
December	6	11	18	49	201	218	1	10	33
January	14	22	11	95	172	144	1	8	38
February	10	20	23	92	197	245	7	11	35
March	3	32	8	163	202	109	12	15	37
April	0	36	18	231	157	211	0	14	25
May	0	26	13	245	135	102	0	16	20
June	0	28	20	341	286	98	5	8	37
July	0	26	8	263	98	120	2	8	36
August	2	45	12	234	155	83	11	17	23
September	2	17		214	150		6	18	
Year	51	287	147	2,107	2,139	1,523	45	141	372

	Hazel Green			Madison			Monrovia		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	41	54	76	23	31	46	13	18	36
November	39	54	70	28	21	63	22	21	22
December	19	79	77	19	39	66	13	16	43
January	45	69	51	35	43	40	35	12	31
February	51	68	46	36	20	86	20	12	23
March	21	85	83	4	42	28	20	11	45
April	0	75	46	0	44	48	0	14	32
May	4	65	49	4	46	44	6	11	16
June	15	78	57	47	47	23	8	5	47
July	50	68	83	19	51	45	9	15	28
August	68	71	48	89	58	33	12	25	31
September	74	77		49	53		12	34	
Year	427	843	686	353	495	522	170	194	354

	New Hope			North Huntsville			South Huntsville		
	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022	FY2020	FY2021	FY2022
October	23	44	0	-	0	87	-	-	27
November	26	31	0	-	0	46	-	-	33
December	20	30	0	-	0	67	-	-	54
January	35	38	0	-	0	41	-	-	32
February	43	32	0	-	0	46	-	-	27
March	25	64	0	-	0	45	-	-	70
April	0	46	0	-	4	21	-	-	44
May	22	50	0	-	4	21	-	-	35
June	5	44	0	-	16	46	-	-	40
July	56	34	0	-	23	87	-	-	48
August	52	47	0	-	24	27	-	-	30
September	42	50		-	19		-	6	
Year	349	510	0	0	90	534	0	6	440

	Triana		
	FY2020	FY2021	FY2022
October	0	0	1
November	0	0	0
December	0	0	1
January	0	0	4
February	0	0	4
March	0	0	4
April	0	0	0
May	0	0	3
June	0	0	0
July	0	0	4
August	0	0	1
September	0	0	
Year	0	0	22

	Total Hotspot Circulation-HMCPL		
	FY2020	FY2021	FY2022
October	184	380	427
November	225	320	377
December	127	386	577
January	260	364	392
February	259	360	535
March	248	451	429
April	231	390	445
May	281	353	303
June	421	512	368
July	399	323	459
August	468	442	288
September	399	424	0
Year	3,502	4,705	4,600

*In December 2021, the allowable checkout period for hotspots increased to 6 months.

Devices in Circulation as of	8/2/22	127
Devices on Hold as of	8/2/22	70

2020-2021 Number of Curbside Interactions by Branch

	Cavalry Hill		Downtown		Gurley		Hazel Green		Madison	
	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022
October	-	-	-	53	-	8	-	-	-	101
November	-	-	-	60	-	4	-	1	-	61
December	-	-	-	59	-	3	-	-	-	48
January	-	-	179	87	18	11	58	4	189	118
February	-	-	537	78	62	5	42	4	670	66
March	-	-	406	45	64	5	4	-	629	41
April	-	-	248	53	47	5	11	2	527	48
May	-	-	166	62	25	5	16	-	342	36
June	-	-	126	40	25	0	2	2	181	45
July	-	-	140	44	32	0	3	-	123	46
August	-	-	190	12	25	0	2	1	165	31
September	-	-	165	-	14	-	-	-	122	-
Year	0	0	2,157	593	312	46	138	14	2,948	641

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

*Due to the nature of the building, Cavalry Hill is unable to offer curbside pickup.

	Monrovia		New Hope		North Huntsville		South Huntsville		Triana	
	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022	FY2021	FY2022
October	-	49	-	-	-	5	-	12	-	-
November	-	58	-	-	-	10	-	12	-	-
December	-	40	-	-	-	3	-	20	-	-
January	53	60	2	-	-	6	-	15	3	-
February	146	31	28	-	-	3	-	14	-	-
March	141	30	16	-	-	4	-	11	-	-
April	146	16	8	-	3	3	-	4	-	-
May	85	23	4	-	-	3	-	11	-	-
June	124	20	5	-	5	2	-	14	-	-
July	80	25	10	-	5	0	-	10	-	-
August	106	19	5	-	5	3	-	17	-	-
September	84	-	-	-	7	-	1	-	-	-
Year	965	371	78	-	25	42	1	140	3	-

* North Huntsville opened April 5, 2021

*South Huntsville opened September 28, 2021

Total Number of Curbside Interactions-HMCPL		
	FY2021	FY2022
October	0	228
November	0	206
December	0	173
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	0
Year	6,627	1,847

FINANCIAL ANALYSIS
Huntsville Public Library
Profit & Loss Budget vs. Actual
 October 2021 through September 16, 2022

		TOTAL				
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense						
Income						
	CAPITAL CAMPAIGN INCOME	61,934.80	0.00	61,934.80	100.0%	
	GOVERNMENT SUPPORT	6,915,895.10	6,874,906.00	40,989.10	100.6%	
	FRIENDS OF THE LIBRARY SUPPORT	91,013.41	78,000.00	13,013.41	116.68%	
	FOUNDATION SUPPORT	70,000.00	70,000.00	0.00	100.0%	
	INVESTMENT INCOME	36,097.70	30,625.00	5,472.70	117.87%	INVESTMENT INCOME -Hawthorne distribution \$4,342.
	FEES	189,685.60	131,801.00	57,884.60	143.92%	
	FINES/	43,468.34	49,800.00	-6,331.66	87.29%	
	GIFTS and GRANTS	480,876.69	225,340.00	255,536.69	213.4%	GIFTS and GRANTS -Additional \$31,000 Foundation-vehicle. Daniels Foundation \$50,000 NEW
	MISCELLANEOUS	9,879.35	0.00	9,879.35	100.0%	MISCELLANEOUS -Meeting room deposits not claimed \$7,185.
	PROGRAM REVENUES	1,931.42	0.00	1,931.42	100.0%	
	SALE OF FIXED ASSETS	2,600.00	0.00	2,600.00	100.0%	
	Total Income	7,903,382.41	7,460,472.00	442,910.41	105.94%	
Gross Profit		7,903,382.41	7,460,472.00	442,910.41	105.94%	
Expense						
	CAPITAL CAMPAIGN EXPENSE	48,740.72	0.00	48,740.72	100.0%	CAPITAL CAMPAIGN EXPENSE -Computers, LDS, Tv's.
	AUTOMATED SERVICES	140,684.47	170,817.00	-30,132.53	82.36%	
	BUILDING OPERATIONS	983,012.27	1,131,458.00	-148,445.73	86.88%	
	GENERAL OPERATING	295,714.61	273,708.00	22,006.61	108.04%	GENERAL OPERATING -Purchased a new vehicle.
	MATERIALS	748,750.35	831,723.00	-82,972.65	90.02%	MATERIALS -Slow shipments.
	SALARIES & BENEFITS	4,259,629.51	4,733,668.00	-474,038.49	89.99%	
	GRANT EXPENSES	242,412.16	239,380.00	3,032.16	101.27%	GRANT EXPENSES -LSTA/ARPA Grant complete.
	OTHER GIFT EXPENSES	210,948.07	0.00	210,948.07	100.0%	OTHER GIFT EXPENSES -Computers & AWE machines.
	MISCELLANEOUS EXPENSES	79,874.00	79,718.00	156.00	100.2%	MISCELLANEOUS EXPENSES -Shelving, Dropbox New Hope.
	Total Expense	7,009,766.16	7,460,472.00	-450,705.84	93.96%	
Net Ordinary Income		893,616.25	0.00	893,616.25	100.0%	
Net Income		893,616.25	0.00	893,616.25	100.0%	

Huntsville Public Library
Balance Sheet
As of September 16, 2022

				9/16/22
ASSETS				
Current Assets				
Checking/Savings				
Cash and cash on hand				
VISA DEBIT CARDS				
VISA GIFT CARD-OUTREACH 1701				380.00
VISA GIFT CARD 0225 (300) GUR				9.27
VISA GIFT CARD #8056 (500)-TRI				260.45
VISA GIFTCARD #5932 (425) -TRI				2.16
Total VISA DEBIT CARDS				651.88
Servis1st Bank-Master Account				
Servis1st Bank-Master-Rainy Day				1,423,204.00
Servis1st Bank-Master Account - Other				1,680,398.45
Total Servis1st Bank-Master Account				3,103,602.45
Servis1st Bank-Gifts				395,290.02
Servis1st Bank-Merchant Acct				16,086.80
Servis1st Bank-Payroll				12,858.88
Petty cash				1,695.00
Total Cash and cash on hand				3,530,185.03
Certificates of Deposit				
PROGRESS BANK CD-PATRICIA KYSER				52,819.51
PROGRESS BANK CD-EME 0728 02-23				88,642.68
Progress-Cummer #6010025186				95,981.12
Progress CD- EME #6010025827				171,743.60
Progress Bank CD#01-Mary Cummer				73,632.19
Progress Bank CD#04 AEDG				51,000.00
PROGRESS BANK-Rainy Day ..0582				250,513.70
Servis1st CD- Rainy Day 340851				251,254.56
Servis1st CD-McLain #340778				27,272.69
Synovus - Cummer CD 1650745158				95,664.25
Total Certificates of Deposit				1,158,524.30
Investments				
C. Schwab HMCPL 3703-9063				839,077.63
C. Schwab M. Pruitt 4478-8529				102,883.13
C.Schwab Jean Payne 7587-0478				73,584.14
C. Schwab- Roberts 4311-4986				20,781.29
Total Investments				1,036,326.19
Total Checking/Savings				5,725,035.52
Accounts Receivable				
Accounts Receivable				-3,321.30
Total Accounts Receivable				-3,321.30
Other Current Assets				
Miscellaneous Deposits				14,671.25
Total Other Current Assets				14,671.25
Total Current Assets				5,736,385.47
Fixed Assets				
Library collection				3,429,085.55
Miscellaneous fixed assets				6,396,740.93

Huntsville Public Library
Balance Sheet
As of September 16, 2022

	Donated photographs	126,077.00
	Acc deprec - library collection	-2,101,520.50
	Acc deprec - misc fixed assets	-4,840,368.25
	Total Fixed Assets	3,010,014.73
TOTAL ASSETS		8,746,400.20
LIABILITIES & EQUITY		
Liabilities		
	Current Liabilities	
	Other Current Liabilities	
	Accrued liabilities	
	Withheld Vanguard 457(b) Roth	-252.87
	Withheld Vanguard 457(b) Pretax	-383.94
	Garnishment/Bankruptcy	-7.00
	Retirement payable	-100.00
	Withheld Accident Ins(pretaxed)	-133.63
	Withheld Cancer Ins (pretaxed)	1,149.24
	Withheld Critical Illness Princ	-73.90
	Withheld Voluntary Life Prem	-670.20
	Withheld Health Ins (pretaxed)	281.49
	Withheld Health Ins (taxed)	550.53
	Withheld LTD Principal	-22.06
	Withheld S-T Disability Ins	35.10
	Withheld STD Principal	-16.30
	Withheld UnitedWay Contribution	4.00
	Withheld Vision (pretaxed)	-55.32
	Withheld Vision (taxed)	67.71
	Total Accrued liabilities	372.85
	Deferred revenue	
	Deferred revenue - grants	7,975.47
	Deferred revenue - Other	750.00
	Total Deferred revenue	8,725.47
	Total Other Current Liabilities	9,098.32
	Total Current Liabilities	9,098.32
	Total Liabilities	9,098.32
Equity		
	Friends endowment	587.30
	Investment in Fixed Assets	2,926,306.12
	Opening Bal Equity	0.25
	Restricted Fund	359,349.75
	Retained Earnings	2,394,582.30
	UNRESTRICTED-GENERAL FUND	1,736,672.96
	GAAP ENTRY	426,186.95
	Net Income	893,616.25
	Total Equity	8,737,301.88
TOTAL LIABILITIES & EQUITY		8,746,400.20

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		Total COH			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	61,934.80			
	GOVERNMENT SUPPORT	5,374,604.52	5,363,288.00	11,316.52	100.21%
	FRIENDS OF THE LIBRARY SUPPORT	72,884.91	58,000.00	14,884.91	125.66%
	FOUNDATION SUPPORT	65,000.00	65,000.00	0.00	100.0%
	INVESTMENT INCOME	36,097.70	30,625.00	5,472.70	117.87%
	FEES	136,404.36	105,721.00	30,683.36	129.02%
	FINES/	27,135.29	28,050.00	-914.71	96.74%
	GIFTS and GRANTS	338,450.30	159,066.00	179,384.30	212.77%
	MISCELLANEOUS	9,427.21			
	PROGRAM REVENUES	1,915.42			
	SALE OF FIXED ASSETS	2,600.00			
	Total Income	6,126,454.51	5,809,750.00	316,704.51	105.45%
	Gross Profit	6,126,454.51	5,809,750.00	316,704.51	105.45%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72			
	AUTOMATED SERVICES	78,053.07	95,376.00	-17,322.93	81.84%
	BUILDING OPERATIONS	917,517.93	1,059,042.00	-141,524.07	86.64%
	GENERAL OPERATING	243,337.11	227,046.00	16,291.11	107.18%
	MATERIALS	535,953.52	561,573.00	-25,619.48	95.44%
	SALARIES & BENEFITS	3,342,315.35	3,693,607.00	-351,291.65	90.49%
	GRANT EXPENSES	175,667.71	173,106.00	2,561.71	101.48%
	OTHER GIFT EXPENSES	139,617.14			
	MISCELLANEOUS EXPENSES	57.00			
	Total Expense	5,481,259.55	5,809,750.00	-328,490.45	94.35%
	Net Ordinary Income	645,194.96	0.00	645,194.96	100.0%
	Net Income	645,194.96	0.00	645,194.96	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		Total Gurley			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	96,799.96	96,800.00	-0.04	100.0%
	FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	3,538.32	825.00	2,713.32	428.89%
	FINES/	697.65	1,000.00	-302.35	69.77%
	GIFTS and GRANTS	9,047.94	7,645.00	1,402.94	118.35%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	113,083.87	109,270.00	3,813.87	103.49%
	Gross Profit	113,083.87	109,270.00	3,813.87	103.49%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	3,091.12	4,050.00	-958.88	76.32%
	BUILDING OPERATIONS	1,532.10	1,598.00	-65.90	95.88%
	GENERAL OPERATING	2,908.88	3,011.00	-102.12	96.61%
	MATERIALS	12,996.39	16,243.00	-3,246.61	80.01%
	SALARIES & BENEFITS	74,015.52	76,723.00	-2,707.48	96.47%
	GRANT EXPENSES	7,645.29	7,645.00	0.29	100.0%
	OTHER GIFT EXPENSES	2,913.37			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	105,102.67	109,270.00	-4,167.33	96.19%
	Net Ordinary Income	7,981.20	0.00	7,981.20	100.0%
	Net Income	7,981.20	0.00	7,981.20	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		Total Hazel Green			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	134,999.98	135,000.00	-0.02	100.0%
	FRIENDS OF THE LIBRARY SUPPORT	80.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	7,515.68	4,325.00	3,190.68	173.77%
	FINES/	1,491.65	2,100.00	-608.35	71.03%
	GIFTS and GRANTS	9,830.58	8,866.00	964.58	110.88%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	16.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	154,933.89	151,291.00	3,642.89	102.41%
	Gross Profit	154,933.89	151,291.00	3,642.89	102.41%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	3,692.64	5,018.00	-1,325.36	73.59%
	BUILDING OPERATIONS	6,269.93	6,799.00	-529.07	92.22%
	GENERAL OPERATING	4,172.80	4,369.00	-196.20	95.51%
	MATERIALS	17,306.81	21,373.00	-4,066.19	80.98%
	SALARIES & BENEFITS	92,332.07	104,866.00	-12,533.93	88.05%
	GRANT EXPENSES	8,865.58	8,866.00	-0.42	100.0%
	OTHER GIFT EXPENSES	0.00			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	132,639.83	151,291.00	-18,651.17	87.67%
	Net Ordinary Income	22,294.06	0.00	22,294.06	100.0%
	Net Income	22,294.06	0.00	22,294.06	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		Total Madison			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	954,035.64	938,000.00	16,035.64	101.71%
	FRIENDS OF THE LIBRARY SUPPORT	16,003.00	16,000.00	3.00	100.02%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	32,519.69	16,675.00	15,844.69	195.02%
	FINES/	11,071.48	15,000.00	-3,928.52	73.81%
	GIFTS and GRANTS	34,417.10	29,427.00	4,990.10	116.96%
	MISCELLANEOUS	416.63			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	1,049,463.54	1,016,102.00	33,361.54	103.28%
	Gross Profit	1,049,463.54	1,016,102.00	33,361.54	103.28%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	44,125.27	55,205.00	-11,079.73	79.93%
	BUILDING OPERATIONS	51,302.16	57,254.00	-5,951.84	89.6%
	GENERAL OPERATING	32,700.31	30,021.00	2,679.31	108.93%
	MATERIALS	151,883.30	191,351.00	-39,467.70	79.37%
	SALARIES & BENEFITS	556,028.17	652,844.00	-96,815.83	85.17%
	GRANT EXPENSES	29,807.35	29,427.00	380.35	101.29%
	OTHER GIFT EXPENSES	39,002.42			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	904,848.98	1,016,102.00	-111,253.02	89.05%
	Net Ordinary Income	144,614.56	0.00	144,614.56	100.0%
	Net Income	144,614.56	0.00	144,614.56	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		Total Monrovia			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	179,300.00	172,800.00	6,500.00	103.76%
	FRIENDS OF THE LIBRARY SUPPORT	2.50	2,000.00	-1,997.50	0.13%
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	8,248.46	3,945.00	4,303.46	209.09%
	FINES/	2,826.31	3,300.00	-473.69	85.65%
	GIFTS and GRANTS	16,426.22	9,816.00	6,610.22	167.34%
	MISCELLANEOUS	0.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	207,803.49	192,861.00	14,942.49	107.75%
	Gross Profit	207,803.49	192,861.00	14,942.49	107.75%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	6,813.09	10,103.00	-3,289.91	67.44%
	BUILDING OPERATIONS	5,588.34	5,765.00	-176.66	96.94%
	GENERAL OPERATING	7,562.08	7,150.00	412.08	105.76%
	MATERIALS	18,050.59	25,824.00	-7,773.41	69.9%
	SALARIES & BENEFITS	126,929.95	134,203.00	-7,273.05	94.58%
	GRANT EXPENSES	9,906.22	9,816.00	90.22	100.92%
	OTHER GIFT EXPENSES	8,682.09			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	183,532.36	192,861.00	-9,328.64	95.16%
	Net Ordinary Income	24,271.13	0.00	24,271.13	100.0%
	Net Income	24,271.13	0.00	24,271.13	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		Total New Hope			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	79,918.00	79,918.00	0.00	100.0%
	FRIENDS OF THE LIBRARY SUPPORT	8.00			
	FOUNDATION SUPPORT	0.00			
	INVESTMENT INCOME	0.00			
	FEES	173.55			
	FINES/	114.73			
	GIFTS and GRANTS	59,634.54			
	MISCELLANEOUS	12.51			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	139,861.33	79,918.00	59,943.33	175.01%
	Gross Profit	139,861.33	79,918.00	59,943.33	175.01%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	3,157.42			
	BUILDING OPERATIONS	51.36	200.00	-148.64	25.68%
	GENERAL OPERATING	2,687.60			
	MATERIALS	0.00			
	SALARIES & BENEFITS	1,258.27			
	GRANT EXPENSES	0.00			
	OTHER GIFT EXPENSES	15,984.31			
	MISCELLANEOUS EXPENSES	79,817.00	79,718.00	99.00	100.12%
	Total Expense	102,955.96	79,918.00	23,037.96	128.83%
	Net Ordinary Income	36,905.37	0.00	36,905.37	100.0%
	Net Income	36,905.37	0.00	36,905.37	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		Total Triana			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	0.00			
	GOVERNMENT SUPPORT	96,237.00	89,100.00	7,137.00	108.01%
	FRIENDS OF THE LIBRARY SUPPORT	35.00			
	FOUNDATION SUPPORT	1,000.00	1,000.00	0.00	100.0%
	INVESTMENT INCOME	0.00			
	FEES	1,285.54	310.00	975.54	414.69%
	FINES/	131.23	350.00	-218.77	37.49%
	GIFTS and GRANTS	13,070.01	10,520.00	2,550.01	124.24%
	MISCELLANEOUS	23.00			
	PROGRAM REVENUES	0.00			
	SALE OF FIXED ASSETS	0.00			
	Total Income	111,781.78	101,280.00	10,501.78	110.37%
	Gross Profit	111,781.78	101,280.00	10,501.78	110.37%
Expense					
	CAPITAL CAMPAIGN EXPENSE	0.00			
	AUTOMATED SERVICES	1,751.86	1,065.00	686.86	164.49%
	BUILDING OPERATIONS	750.45	800.00	-49.55	93.81%
	GENERAL OPERATING	2,345.83	2,111.00	234.83	111.12%
	MATERIALS	12,559.74	15,359.00	-2,799.26	81.77%
	SALARIES & BENEFITS	66,750.18	71,425.00	-4,674.82	93.46%
	GRANT EXPENSES	10,520.01	10,520.00	0.01	100.0%
	OTHER GIFT EXPENSES	4,748.74			
	MISCELLANEOUS EXPENSES	0.00			
	Total Expense	99,426.81	101,280.00	-1,853.19	98.17%
	Net Ordinary Income	12,354.97	0.00	12,354.97	100.0%
	Net Income	12,354.97	0.00	12,354.97	100.0%

Huntsville Public Library
Profit & Loss Budget vs. Actual
October 2021 through September 16,2022

		TOTAL			
		Oct '21 - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
	CAPITAL CAMPAIGN INCOME	61,934.80	0.00	61,934.80	100.0%
	GOVERNMENT SUPPORT	6,915,895.10	6,874,906.00	40,989.10	100.6%
	FRIENDS OF THE LIBRARY SUPPORT	91,013.41	78,000.00	13,013.41	116.68%
	FOUNDATION SUPPORT	70,000.00	70,000.00	0.00	100.0%
	INVESTMENT INCOME	36,097.70	30,625.00	5,472.70	117.87%
	FEES	189,685.60	131,801.00	57,884.60	143.92%
	FINES/	43,468.34	49,800.00	-6,331.66	87.29%
	GIFTS and GRANTS	480,876.69	225,340.00	255,536.69	213.4%
	MISCELLANEOUS	9,879.35	0.00	9,879.35	100.0%
	PROGRAM REVENUES	1,931.42	0.00	1,931.42	100.0%
	SALE OF FIXED ASSETS	2,600.00	0.00	2,600.00	100.0%
	Total Income	7,903,382.41	7,460,472.00	442,910.41	105.94%
	Gross Profit	7,903,382.41	7,460,472.00	442,910.41	105.94%
Expense					
	CAPITAL CAMPAIGN EXPENSE	48,740.72	0.00	48,740.72	100.0%
	AUTOMATED SERVICES	140,684.47	170,817.00	-30,132.53	82.36%
	BUILDING OPERATIONS	983,012.27	1,131,458.00	-148,445.73	86.88%
	GENERAL OPERATING	295,714.61	273,708.00	22,006.61	108.04%
	MATERIALS	748,750.35	831,723.00	-82,972.65	90.02%
	SALARIES & BENEFITS	4,259,629.51	4,733,668.00	-474,038.49	89.99%
	GRANT EXPENSES	242,412.16	239,380.00	3,032.16	101.27%
	OTHER GIFT EXPENSES	210,948.07	0.00	210,948.07	100.0%
	MISCELLANEOUS EXPENSES	79,874.00	79,718.00	156.00	100.2%
	Total Expense	7,009,766.16	7,460,472.00	-450,705.84	93.96%
	Net Ordinary Income	893,616.25	0.00	893,616.25	100.0%
	Net Income	893,616.25	0.00	893,616.25	100.0%

**Huntsville Public Library Capital Campaign
 Balance Sheet by Class
 As of September 30, 2022**

		SHV	TOTAL
ASSETS			
Current Assets			
	Checking/Savings		
	Servis1st Bank Capital Campaign	67,866.65	67,866.65
	Total Checking/Savings	67,866.65	67,866.65
	Total Current Assets	67,866.65	67,866.65
TOTAL ASSETS		67,866.65	67,866.65
LIABILITIES & EQUITY			
Equity			
	Unrestricted Net Assets	129,563.84	129,563.84
	Net Income	-61,697.19	-61,697.19
	Total Equity	67,866.65	67,866.65
TOTAL LIABILITIES & EQUITY		67,866.65	67,866.65

Huntsville Public Library Capital Campaign Profit & Loss by Class

October 2021 through September 2022

						SHV		TOTAL
Ordinary Income/Expense								
			Income					
			Investments					
			Interest-Savings, Short-term CD			237.61		237.61
			Total Investments			237.61		237.61
			Total Income			237.61		237.61
			Gross Profit			237.61		237.61
			Expense					
			LIBRARY CAPITAL CAMPAIGN EXP			61,934.80		61,934.80
			Total Expense			61,934.80		61,934.80
			Net Ordinary Income			-61,697.19		-61,697.19
Net Income						-61,697.19		-61,697.19

**Huntsville Public Library
Building Maintenance**

July - August 2022

Date	Name	Memo	Amount	Total
MAIN				
JULY INVOICES PAID				
07/01/2022	State Systems Inc.	OSY VALVE REPLACEMENT	18,048.89	
07/01/2022	Scott Lighting Supply Company, Inc.	LIGHT BULBS	1,986.00	
07/01/2022	Lewter Hardware Co.	RECEPTACLE AND WALL PLATE	6.74	
07/07/2022	City of Huntsville	CLEAN CHILLER COILS W.O 157600	216.00	
07/07/2022	City of Huntsville	REPAIR ITS SERVER ROOM HVAC W.O. 157605	336.09	
07/07/2022	City of Huntsville	CARPENTRY WORK ON AUDITORIUM DOORS W.O. 157661	41.76	
07/12/2022	Servis1st Bank-VISA	NOISE REDUCTION EARMUFFS	12.00	
07/12/2022	Servis1st Bank-VISA	SECURITY ALARM BATTERY	44.00	
07/21/2022	City of Huntsville	CARPENTRY WORK 3RD FLOOR LEAK W.O. 155870A	1,470.00	
07/21/2022	City of Huntsville	REPAIR 2ND FLOOR WOMEN'S RESTROOM SINK	41.76	
07/21/2022	City of Huntsville	EXTERIOR TRIM ON STAIRWELL DAMAGED AND FALLING W.O. 158596	83.52	
07/22/2022	The Home Depot Credit Services	REPAIR MATERIALS	23.23	
07/22/2022	The Home Depot Credit Services	REPAIR MATERIALS	10.97	
		TOTAL FOR JULY		22,320.96
AUGUST INVOICES PAID				
Trans to Cap				
08/04/2022	Erin Cancel	NEW HALF WALL WITH DOOR ON 3RD FLOOR	4,270.00	
		TOTAL FOR AUGUST		4,270.00
AUGUST INVOICES PAID				
08/01/2022	Pro Electric Inc.	EXIT SIGNS REPAIR	393.50	
08/01/2022	Brooks Lock and Key, Inc.	RE-KEY HALF WALL DOOR	285.00	
08/01/2022	The Home Depot Credit Services	SUPPLIES FOR MAIN	68.26	
08/03/2022	The Home Depot Credit Services	SUPPLIES FOR MAIN	130.62	
08/04/2022	Scott Lighting Supply Company, Inc.	LIGHT BULBS	817.92	
08/05/2022	Kone Chicago	CLEARED DEBRIS FROM PUBLIC ELEVATOR TRACK	534.71	
08/05/2022	Pro Electric Inc.	CHANGE LIGHT BULBS OUTSIDE, 2 BREAKER COVERS	1,264.20	
08/08/2022	Kone Chicago	RESET ELEVATOR FIRE SERVICE DEVICE	2,251.21	
08/08/2022	Scott Lighting Supply Company, Inc.	BULBS AND BALLAST BYPASS	1,111.28	

Huntsville Public Library Building Maintenance

July - August 2022

July - August 2022				
	08/08/2022	Armstrong Relocation & Companies	LABOR FOR INSTALLATION OF 3RD FLOOR HALF WALL	1,600.00
	08/11/2022	City of Huntsville	REPAIR LOCK ON AUDITORIUM DOOR W.O. 157933	298.32
	08/11/2022	City of Huntsville	PATCH DRYWALL ON 1ST FLOOR WHERE A NEW SPRINKLER RISER WAS INSTALLED W.O. 157933	83.52
	08/11/2022	City of Huntsville	CHECK VFD AND FAN ROTATION ON AHU-2 W.O. 158545	83.52
	08/11/2022	City of Huntsville	REPAIR SINK IN 2ND FLOOR WOMENS ROOM W.O. 158585	41.76
	08/11/2022	City of Huntsville	REPAIR EXTERIOR DAMAGE (ROOF) EXTERIOR TRIM ON SIDE OF STAIRWELL W.O. 158596	91.50
	08/11/2022	City of Huntsville	HVAC-OUTSIDE CHILLER KEEPS GOING INTO ALARM AND SHUTTING DOWN W.O. 158710	306.00
	08/11/2022	City of Huntsville	REPAIR DOOR TO OUTREACH W.O. 157872	62.64
	08/12/2022	Servis1st Bank-VISA	PORTA POTTY RENTAL	350.00
	08/12/2022	Servis1st Bank-VISA	PLUMBING REPAIR, CASTERS	284.92
	08/15/2022	The Home Depot Credit Services	SUPPLIES FOR MAIN	115.03
	08/17/2022	The Home Depot Credit Services	HAMPTON BAY LIGHT FIXTURE	179.00
	08/18/2022	City of Huntsville	CARPENTRY WORK-ROOF LEAKING OVER COUNTY RECORDS W.O. 158227	1,630.00
	08/18/2022	City of Huntsville	REPAIR BOILER ALARM W.O. 158698	334.08
	08/18/2022	City of Huntsville	HVAC IN TECHNOLOGY TRAINING ROOM AND ADJACENT ROOM NOT WORKING W.O. 158808	544.00
	08/18/2022	City of Huntsville	HVAC-WATER LEAKING BY ADMIN AND EMPLOYEE LOUNGE W.O. 159248	125.28
	08/18/2022	City of Huntsville	PLUMBING-SECOND BASIN CLOGGED W.O. 159378	125.28
	08/19/2022	The Home Depot Credit Services	BASS CRAFT 3/8IN COMPRESSION X1/2IN FIP X 16IN BRAIDED POLYMENR	26.56
	08/19/2022	The Home Depot Credit Services	DELTA FOUNDATIONS 4IN CENTERSET 2 HANDLE FAUCET-CHROME	69.00
	08/24/2022	Armstrong Relocation & Companies	TEARDOWN 3 CUBICLES, MOVE TO STORAGE, RE-INSTALL ONE CUBE	750.00
	08/31/2022	State Systems Inc.	SERVICE CALL ON SECURITY SYSTEM	1,940.00
	08/31/2022	State Systems Inc.	SERVICE CALL FOR SECURITY CAMERAS	205.00
			TOTAL FOR AUGUST	16,102.11
			NORTH	
			JULY INVOICES PAID	
	07/06/2022	Otis Elevator Company	REPAIR-POWER SURGE ELEVATOR RESET	242.00
	07/11/2022	Otis Elevator Company	REPAIR-POWER OUTAGE ELEVATOR RESET	242.00
	07/12/2022	Servis1st Bank-VISA	WALL GUARD COLOR SAMPLE	8.00
	07/18/2022	Otis Elevator Company	REPAIR-POWER SURGE ELEVATOR RESET	121.00
	07/22/2022	The Home Depot Credit Services	REPAIR MATERIALS	73.90
			TOTAL FOR JULY	686.90

**Huntsville Public Library
Building Maintenance**

July - August 2022

			AUGUST INVOICES PAID		
	08/01/2022	State Systems Inc.	HALOTRON EXTINGUISHER FOR MAKERSPACE	446.25	
	08/15/2022	The Home Depot Credit Services	SUPPLIES FOR NORTH	96.56	
			TOTAL FOR AUGUST		542.81
			SOUTH		
			JULY INVOICES PAID		
	07/22/2022	The Home Depot Credit Services	REPAIR MATERIALS	54.20	
			TOTAL FOR JULY		54.20
			AUGUST INVOICES PAID		
	08/01/2022	The Home Depot Credit Services	SUPPLIES FOR SOUTH	21.86	
			TOTAL FOR AUGUST		21.86
			TRIANA		
			AUGUST INVOICES PAID		
	08/15/2022	The Home Depot Credit Services	FAUCET FOR WOMEN'S RESTROOM	49.00	
			TOTAL FOR AUGUST		49.00
			TOTAL BUILDING MAINTENANCE		44,047.84

Strategic Plan Updates – September 2022

Goal 1: Consistently deliver exemplary customer service to demonstrate the value of the public library.

- Introduced Huntsville Hospital Wellness Clinic to staff as optional health care during open enrollment.
- Planning staff appreciation day for January 2023
- Year two in salary project

Goal 2: Share the value of the Library's contribution to the local quality of life.

- HMCLF – Have seen new sponsors for this year's Vive (ones who have never sponsored the event)
- HMCLF - Increased funding – we continue to see steady giving throughout the year from new donors. We have also received grant funding from some new sources as well.

Goal 3: Transform our physical footprint to meet the expectations of our rapidly changing community.

- Holds locker that will go into the Mark Russell Center in Hampton Cove is ready to open. Ribbon cutting on Oct. 7 at 10 am.
- New Hope Branch opening sometime in October.

Goal 4: Enhance user experience across the library system for all generations.

- Aspen overlay for catalog

Goal 5: Deliver fun and engaging learning experiences that build literacy and skills in our community.

- Newcomer welcome program at South Huntsville Library

HMCPL Disaster Plan

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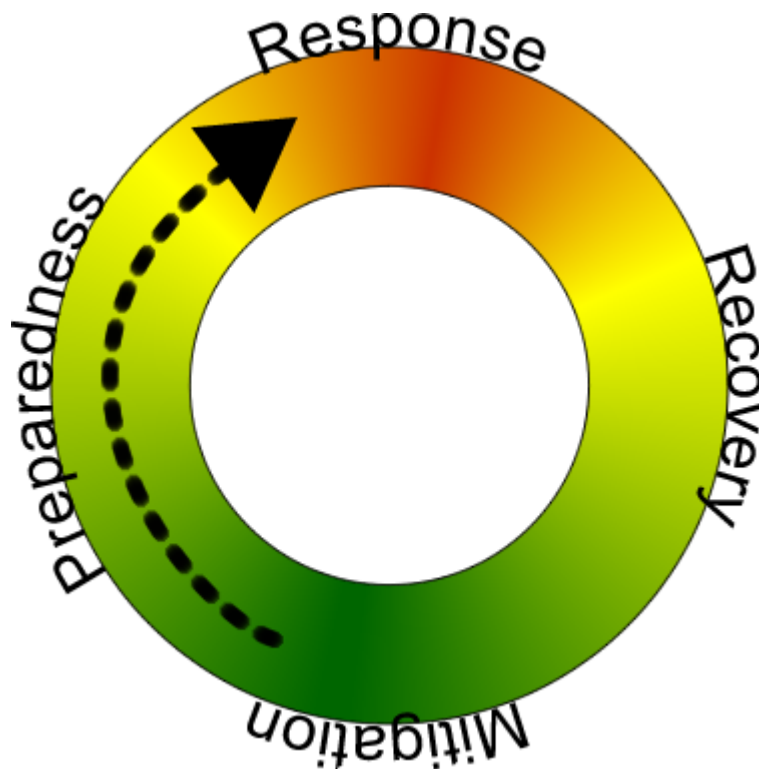
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Introduction

Because all libraries are susceptible to disasters, The Huntsville-Madison County Public Library is committed to maintaining a vigilant state of disaster preparedness for staff, library visitors, the collection and our facilities. To be prepared is the greatest weapon against disaster. This plan, along with continual training, provides library staff with a set of disaster priorities, emergency procedure guidelines, lists of personnel and floor plans for each location.



Emergency operations planning activities are divided into four phases that form a cycle. The phases of the cycle are:

- Mitigation — Taking sustained actions to reduce or eliminate risk to people and property from hazards and their effects.
- Preparedness — Building the emergency management function to respond effectively to, and recover from, any hazard.
- Response — Conducting emergency operations to save lives and property by doing such things as - evacuating potential victims; providing medical care to those in need; and restoring critical services.
- Recovery — Rebuilding our library so that we can return to normal services and protect against future hazards.

With each disastrous situation we learn how to mitigate, prepare, respond and recover better. As we revise our efforts, the cycle repeats. The phases often overlap to fit individual situations and events.

These guidelines were approved by the Library Board on February 16th, 2011, but will be updated by the Disaster Team either annually or to address new information and lessons learned. Any such updates will be communicated to the staff via training and on our Intranet, known as StaffSpace. A print version of these documents will be held locally at each location and in the homes of top-level management. An online version may be found at <http://staffspace/disasterplan>

In recognition of the possibility of both small and large disasters, the Disaster Team has devised the following guidelines to ensure that appropriate actions are taken before, during and after a disaster.

BEFORE THE DISASTER

Preventative (Mitigation)

Mitigation efforts attempt to prevent hazards from developing into disasters altogether, or to reduce the effects of disasters when they occur. The mitigation phase differs from the other phases because it focuses on long-term measures for reducing or eliminating risk.

The Disaster Team

Members of the Disaster Team are responsible for ensuring the Disaster Plan is up to date and can be put to use effectively. These members are:

- The Executive Director
- The Deputy Director
- The Human Resource Director
- The Public Relations Director
- The IT Services Director
- The ITS Project Coordinator

Contacts, Assets, and Facility Information

While our first concern is the safety of the staff and public, certain critical assets need to be protected during a disaster. Depending on the nature of the disaster at the location, these items may be identified by:

1. A printed Contact form listing Branch Management and staff who could be considered Persons in Charge in Case of Emergency

2. A printed Facility Information form
 - o Names and contact information for building owners and facility managers
 - o Locations of main switches for gas, water and other utilities.
 - o Location of special keys to every locked door, safe, cabinet or storage closet.
 - o "Other Information" on the Facility Information form might include service contracts, including daytime and evening phone numbers for contacts, payroll, banking and other vital business information
3. ITS Asset Inventory
 - o Assets are assigned to the manager of each location or department. By browsing the ITS helpdesk site, each manager will see their own location's assets on the assets tab. A master spreadsheet can be generated from database as needed, by ITS staff
4. Auditors List of Fixed Assets provides a comprehensive list which Includes any item valued over \$500 within the library system for FY20

Qualitative Risk Assessment Survey

The Qualitative Risk Assessment Survey helps analyze potential risks and their impact to staff, collections or facilities. Managers from each location should complete the survey which is based on an Excel spreadsheet. Completed forms should be attached to this space, as well as held locally in both print and digital formats.

Annual reviews of the surveys are necessary to facilitate changing risks and events.

Facilities Checklist to Help Prevent Disasters

- Make needed repairs to HVAC equipment, wiring, plumbing, gas, generator, roof, windows, doors
- Upgrade carpeting, repair broken or uneven flooring
- Evaluate routine maintenance procedures—improve weak areas
- Evaluate building security—improve as needed
- Maintain property insurance covering buildings and contents

Non-Replaceable Items at Branch Libraries

Branch Managers should keep a local list of Non-Replaceable items at their locations to ensure their known location. This data is also available on the [Facility Information form](#).

Continuity of Operations Procedures

Continuity of Library Services and Operations include instructions for staff in case the library is closed for more than one day as a result of an incident or disaster.

Shelter in Place

A Shelter in Place directive is mandated by local government. Once patrons and staff are cleared to leave, the library branch or branches may be closed during a cleanup if it has been affected by chemical, biological or radiological contaminants released into the environment.

Workplace Violence

Immediately after an incident, the police may designate the library branch as a crime scene. They may ask that patrons and staff be detained for questioning. The PIC and supervisors will provide a safe area for patrons and staff. If possible, they will show an age appropriate movie or engage in activities to occupy time while law enforcement work. Staff will try to make patrons as comfortable as possible. Once patrons and employees are released, the building may remain a crime scene, and therefore closed for several days.

Severe Weather

The library may be damaged during severe weather. Depending on the damage and repairs needed, the library branch or branches affected may be closed for an extended period of time.

Power Outage

A power outage may cause a library branch or branches to close temporarily.

Any Branch Closed 1-2 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will post on The Alabama Public Library Message Board per [these instructions](#).
- The Disaster Team will set a schedule addressing the critical needs of the facility ([facility checklist](#)), including:
 - Electronic services
 - Boiler and building checks / HVAC
 - Book drop
 - Payroll

- Other banking considerations
- The ITS Manager, or his or her delegate, will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly.
- Department managers and Maintenance will be called to work.
- Manual Circulation procedures will be handled if power is out.
- Counseling may be requested. Counseling sources are listed below.

Downtown Library Closed 3-7 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will set a schedule addressing the critical needs of the facility (facility checklist), including:
 - Electronic services
 - Boiler and building checks / HVAC
 - Book drop
 - Payroll
 - Other banking considerations
- The ITS Manager or his or her delegates will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly.
- Department managers and Maintenance will be called to work.
- Personnel will be called in as needed until the library reopens to the public.
- Personnel will be cross trained to assist in basic circulation procedures, material extensions given.
- Telephones will be manned to assist with renewals and telephone Reference, if operational.
- Branch Courier will continue branch run, provided vehicle and routes are operational.
- Personnel will pull holds and send them to other branches for pick-up. If a location's materials are not accessible, IT will bypass holds on that collection.
- Reference chat services will be provided either on site or set up at a branch location.
- Full time personnel may be deployed to unaffected branches to assist with a higher volume of patrons.
- Counseling may be requested. Counseling sources are listed below.

Downtown Library Closed 8-30 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will set a schedule addressing the critical needs of the facility (facility checklist), including:
 - Electronic services

- Boiler and building checks / HVAC
- Book drop
- Payroll
- Other banking considerations
- The ITS Manager or his or her delegate will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly. They will also determine whether volunteer assistance is warranted.
- Department managers and Maintenance will be called to work.
- Personnel will be called in as needed until the library reopens to the public.
- Personnel will be cross trained to assist in basic circulation procedures, material extensions given.
- Telephones will be manned to assist with renewals and telephone Reference, if operational.
- Branch Courier will continue branch run, provided vehicle and routes are operational.
- Personnel will pull holds and send them to other branches for pick-up. If a location's materials are not accessible, IT will bypass holds on that collection.
- Reference chat services will be provided either on site or set up at a branch location.
- Full time personnel may be deployed to unaffected branches to assist with a higher volume of patrons.
- As the building is repaired, staff may slowly return to work assisting wherever needed.
- A temporary facility may be obtained to assist patrons and house returned materials belonging to the affected library.
- Virtual services will be emphasized, including DMZ, Learning Express Library, NoveList, HeritageQuest, Reference chat, Alabama Virtual Library, Netlibrary, etc.
- Counseling may be requested. Counseling sources are listed below.

Branch Library Closed 3-7 days:

- The Library Director and his or her delegates will alert employees and other interested parties of closings or delayed openings via the Emergency Notification System.
- The Disaster Team will set a schedule addressing the critical needs of the facility (facility checklist), including:
 - Electronic services
 - HVAC and building checks
 - Book drop
- The ITS Manager or his or her delegate will post closure on the Library's website, listing branches open to assist patrons displaced by closure and other pertinent information.
- The Disaster Team will assess the damage to the collection and respond accordingly.
- Branch managers of affected locations will be called to work.
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- The Disaster team will set a schedule addressing the critical needs of the facility (facility checklist), including:
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- Virtual services will be emphasized, including DMZ, Learning Express Library, NoveList, HeritageQuest, Reference chat, Alabama Virtual Library, Netlibrary, etc.
- Counseling may be requested. Counseling sources are listed below.

Any Branch reopening:

- The Disaster Team will post on The Alabama Public Library Message Board per these instructions.

Counseling Sources:

Alabama Board of Examiners in Counseling: <http://www.abec.alabama.gov/>

Alabama Counseling Association: <http://www.alabamacounseling.org/>

Alabama Mental Health Counselors
Association: <http://www.almhca.com/ALMHCA/HOME.html>

American Counseling Association: <http://www.counseling.org/>

American Psychiatric Association: <http://www.psych.org/>

American Psychological Association: <http://www.apa.org/>

American School Counselor Association: <http://www.schoolcounselor.org/>

Distance Credentialed Counselor: <http://www.cce-global.org/credentials-offered/dccmain>

National Board for Certified Counselors: <http://www.nbcc.org/>

- Counseling sources are also available through Anthony Woodfin, MSW, at Hospice Family Care. He may be reached at 256-650-1212.

Insurance Matters

Based on materials inventory, fixed assets, ITS continuity of operations procedures, and the Qualitative Risk Assessment the Executive Director confirms annually that insurance coverage is current and/or issues are identified.

HMCPL Insurance Contact:

Blake Stephenson, AAI / CLCS
Account Executive
Marsh & McLennan Agency | Southeast Region

Direct: 256-890-9025

Email: Blake.Stephenson@MarshMMA.com

Local / Branch Insurance Coverage:

- Cavalry Hill Public Library Contents
- Downtown Library: Building and Contents
- Gurley Public Library: Contents Only
- Madison Public Library: Contents Only
- Monrovia Public Library: Contents Only
- New Hope Public Library: Contents Only
- North Huntsville Library: Building and Contents
- South Huntsville Library: Building and Contents
- Tillman D. Hill Public Library: Contents Only
- Triana Public Library: Contents Only

Preparedness

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluation and improvement activities to ensure effective coordination and the enhancement of capabilities to prevent, protect against, respond to, recover from, and mitigate the effects of natural disasters, acts of terrorism, and other man-made disasters.

Companies or Organizations Outside the Library to be Used in the Recovery Process

The Disaster Team's preservation specialist recommends the following organizations and personnel when the library is faced with a major disaster:

- WesternStates and Territories Preservation Assistance Service. Our contact is Randy Silverman 801-585-6782 rsilverman@westpass.org or randy.silverman@utah.edu
 - Reputable commercial disaster recovery firms recommended and used by Randy Silverman:
 - Kirk Lively Director of Technical Services Belfor USA 2425 Blue Smoke Ct. S. Fort Worth, Tx. 76105 Tel. (817)535-6793 Toll free 24-hour: (800)856-3333 kirk@us.belfor.com
 - Munters Corporation Moisture Control Services Headquarters Chicago District Office & Midwest Region Document Center 2008 Bloomingdale Rd. Glendale Heights, Il 60139-2192 Tel: 1800-MUNTERS mcsinfo@munters.com
 - Preservation Division, University of Utah Marriott Library Collection Disaster 888-905-7737 or 801-581-5147

Other companies with a business relationship with the library which may be of assistance:

ServePro of North Huntsville	256-534-1177	Emergency remediation
Allied Waste Services	256-837-2670	Solid waste collection, transfer and disposal services
American Standard Window Cleaning	256-534-9010	Building cleaning and maintenance services
AREN/ASC	256-971-7448	Internet, email, network services
ByWater Solutions	888-900-8944	ILS Support Vendor
City of Huntsville General Services	256-427-5660	HVAC, electrical, plumbing support services
Coleman Landscaping	256-880-7830	Landscaping services
Cook's Pest Control	256-772-2440	Termite and pest control
Commercial Flooring Services, Inc.	256-722-9302	Commercial flooring products and installation
Conditioned Air Solutions	256-428-1983	HVAC contractor
Dorma-Carolina Door Controls	205-833-8782	Automatic doors repair
Generator Service Co., Inc.	205-744-7572	Generator maintenance service
Goss Electric Industrial Division	256-355-1101	Electrical contractors
Jani-King Huntsville Region	256-971-3451	Commercial cleaning services
JanPak-Huntsville	256-851-2100	Office supplies
Kleen Air Research	256-767-5122	HVAC filters service
Kone Elevators	877-276-8691	Elevator Service
Koorsen Fire & Security Inc.	256-536-0786	Fire protection systems
LockTec Inc.	256-881-9300	Locksmith

Madison Locksmith & Safe Co.	256-772-0371	Locksmith
Mid-South Water, LLC (Nick Walker)	901-486-0650	Water Treatment Services
Monaghan Construction	256-656-4897	General contractor
Porter Roofing	931-668-2298	Roof repair and replacement
Quality Glass	256-534-4322	Automatic glass door repair
Professional Security Systems, Inc.	256-534-6523	Security systems repair and service
Rock-Tenn	256-533-9888	Book and periodicals recycling
Roto-Rooter Plumbers	256-533-7246	Plumbing contractors
Scott Lighting Supply Company, Inc.	256-536-6776	Lighting supplies
State Systems	256-518-9000	Fire and security monitoring
Tom Woo Home Improvements	256-457.9004	General repairs
Waste Management of AL-N	800-333-7705	Solid waste collection, transfer and disposal services

Internet & Technology Services Preparedness

In order to facilitate recovery of computer-based services, the attached document details hardware, software, and services inventory, as well as locations and descriptions of information backups.

Readiness and Emergency Procedures Plan

Each September, during National Preparedness Month, The Readiness and Emergency Procedures Plan will be reviewed for personnel changes.

- Managers should update their Emergency Contact Forms, keeping both a digital and printed copy in each location and off-site

Facilities Checklist for Managing Disasters

- Maintain attached checklist of facility information and provide to staff, including:
 - Water—shut off valve location
 - Electrical—turn off switches location
 - Gas—shut off valve location
- Maintain list of key contacts for inspection and repair of structural elements and facility systems
- Maintain fire and building alarms
- Maintain fire extinguishers and halon systems
- Maintain contact with community emergency services
- Evaluate building signage and update/improve as needed
- Identify important items in collection
- Purchase plastic sheeting, tape, garbage bags, gloves, mops, brooms and other cleaning supplies
- Keep in good working order all vacuum cleaners and wet-vac
- Investigate and identify salvage facilities and companies
- Provide staff training on how to respond to a variety of disasters
- Advance warning of disaster:
 - Move items away from windows and to higher floors
 - Secure windows and doors with plywood and other rigid materials
 - Cover or wrap special collections with plastic sheets and seal with waterproof tape

Facility and Contact Information

All staff are required to participate in the Emergency Notification System so that they can be contacted in the event the library closes due to weather or other such emergency. Staff will create an account in the Emergency Notification System and keep their information up to date as necessary. Instructions and an FAQ are attached. Each location's Contact List and Emergency Flip Charts should be updated as the Persons in Charge in Case of Emergency update their information.

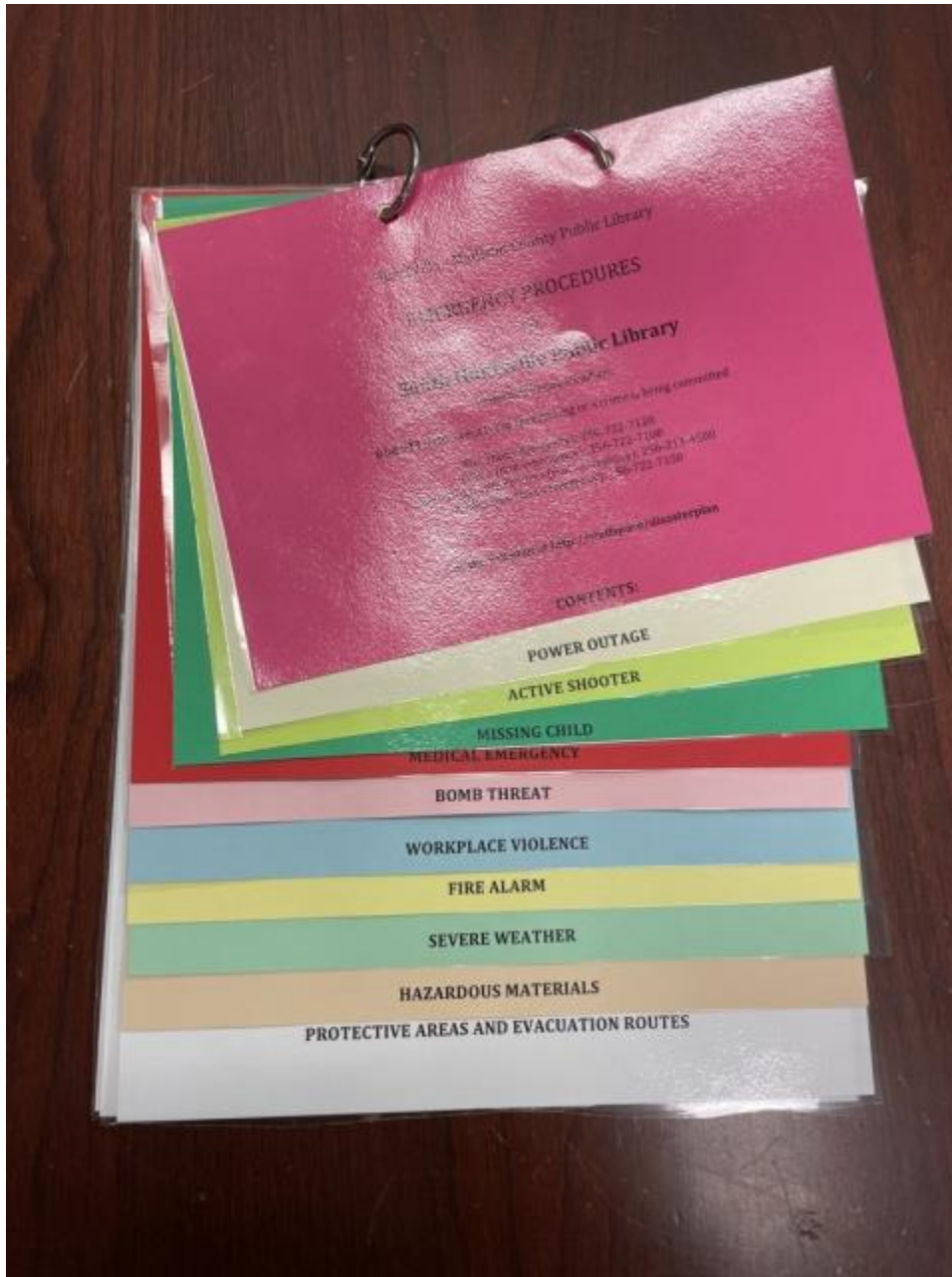
These facility and contact information documents should be reviewed and updated annually or when items change to ensure the latest information is available to staff in the event of an emergency.

Bound, Printed Copies of the Disaster Plan for Each Location

Each location will receive a three-ring notebook with an area-specific Disaster Plan. Updates to any part of the plan will be added as necessary.

Readiness Flip Charts for Each Location

Each location will receive customized copies of a condensed version of the Readiness and Emergency Procedures in flip chart form.



Staff Training for Disasters or Emergencies

With managerial support, a series of blended learning opportunities will be available for staff. Persons In Charge during an Emergency will also be offered expanded training.

"Person in Charge in Case of Emergency" Guidelines

Being a “Person in Charge in Case of Emergency” (PIC) involves your ability to lead in a crisis situation. Based on the "Tag, you're it! Implementing a "Person in Charge" Training Program " work by Adrienne Peterson of the Jefferson County Public Library System, and John Cabrera and Brett Lear of the Multnomah County Library, this model focuses on having one person serve as the primary coordinator during emergency situations.

Your first responsibility as PIC is the safety of patrons and staff. The most important thing to do in an emergency is remain calm.

What HMCPL expects of PICs:

- You will use common sense.
- You will make a decision to the best of your ability.
- You can tell the difference between and know how to act upon real emergencies and routine problems.
- You can tell the difference between an eccentric and problem patron. And if you’re not sure, you’ll take the time to gather some facts before acting.
- You know your resources within the library including the Emergency Procedures Guide and other policies and procedures in the online Policy Manual.
- Prioritizing the situation, you will delegate tasks to other supervisors and staff members.

How to tell if it’s an emergency:

- Is someone injured or in physical danger?
- Look for the three “b’s” – blood, bones, breathing. If you can see blood or bones, or if they aren’t breathing, it’s an emergency.
- Is there fire or smoke? Are alarms going off?
- Are genitals exposed?
- Is anyone’s property threatened or damaged?
- Is anyone verbally threatening staff or other patrons? Interfering with others use of the library?

Which of these scenarios qualify as an emergency?

- A patron says the men’s room is on fire. (CHECK BATHROOM FIRST FOR STATUS, THEN CALL 911 IF NEEDED)
- Someone trips on the front sidewalk and goes through the glass entrance door. (CHECK FOR BLOOD OR INJURIES. IF INJURED CALL 911**)

- A patron is arguing with Circ staff over a \$5.00 fine. (NO)
- There is a fierce hailstorm outside and it's closing time. (WE DON'T WANT TO ENDANGER SOMEONE; KEEP PEOPLE INSIDE).

****Note:** It is always okay to call 911 if you are worried about the health of staff or a patron in the library.

Once emergency personnel arrive, it is up to them to discuss options with the patron and decide the best course of action to take and whether that involves a trip to the hospital. It is not for the PIC or any other library personnel to make a decision about whether a patron should go to the hospital. The library does not call any ambulance company directly nor offer for the library to cover their medical costs (ambulance trip or otherwise).

Calling for help in an emergency:

- Verify for yourself what is happening without getting in the middle of it.
- When calling 911, be as succinct as possible and clearly state what kind of emergency it is.
- It will move things along if you use the phrase "in progress."
- "We have a medical emergency in progress at the Lakewood Library at 10200 W. 20th Ave. An older man has fallen off his chair and isn't responding. He is breathing."
- "We have a disturbance in progress in the parking lot of the Wheat Ridge Library. The address is 5475 W. 32nd Ave. There are two men fighting. I haven't seen any weapons."

911 operators will want someone to stay on the line to keep them posted on the developing situation and verify more information which they relay to the responding personnel. If you have made the call and need to be elsewhere to supervise activities, hand the phone over to another staff member.

- A general rule is if there is a potentially life or property-threatening situation going on in your building, your parking lot or library grounds, you should call 911 or designate someone else on the staff to make the call.

Daily Responsibilities or Tasks

Upon reporting for work check the schedule to see if you are the Person in Charge in Case of Emergency during your shift.

1. Consult the Person in Charge of Emergency Flowchart and the staff schedule to determine if you are to be held responsible for the position that day.
2. If your location has a PIC cell phone, make sure you wear the phone in your pocket or clipped to your belt. If you are required to leave the area *at any time* hand off the phone to the next PIC in line according to the chart. Be sure to regain control of the PIC cell phone when you return.
3. Make sure your name is written on the "Person in Charge" whiteboard in your area.

Weekly Responsibilities or Tasks

The 'top-level' Person in Charge in Case of Emergency in each location should test or re-supply certain items and then report via email to their supervisor the status of each:

- First Aid Kit should remain well-stocked
- Weather Radio should remain plugged in and set to audible alarm
- Flashlights should have working batteries*
- Portable radios should have working batteries*
- Smoke and/or Carbon Monoxide detectors should have working batteries
- Hand sanitizers and cleansing wipes should be available for staff and patrons

*A person in each department should be designated to check the batteries weekly.

Please see the Emergency Procedures Guidelines for specific instructions relating to the PIC responsibilities:

- Severe Weather
- Power Outage
- Missing Child or Abducted Child
- Fire Alarm
- Hazardous Materials
 - Shelter in Place
- Medical Emergency
- Workplace Violence
 - Active Shooter Incidents
- Bomb Threat
- Pandemic Outbreak

Documentation

- It isn't over until the documentation is done.
- Accident and Incident Report forms are available online and in your Emergency Procedures notebook. These forms are used for information – they are not used to check up on how you did.
- If anyone has been injured, you need to complete an accident report.
- If no one was injured, but you think we should have “something” on record, complete an incident report.
- When in doubt, document it just to be on the safe side.
- Be as accurate as possible, but don't interpret events. Stick to facts and observations. Remember accident reports and incident reports are a part of the public record.
- Document the event as soon as the crisis is over, while information is still fresh in your memory. This means don't wait until after your three-day weekend to fill-out the form.

The purpose of documentation is to have a record of the event as soon as possible and to prevent your Library Manager or Administration being taken by surprise.

In addition to providing documentation about an incident, you should talk with your library manager if you believe that the incident was especially stressful or difficult for staff. Library managers can arrange for counseling or other help to assist staff in handling the aftermath of a particularly difficult or traumatic experience.

Disaster kit(s) in Place for Staff, Patrons and Non-replaceable Items in the Collection

Disaster Kits are: The sum total of all items or a collection of items specifically prepared and/or arranged prior to a disaster in order to mitigate the results of an incident or disaster. **Disaster Kits include items that may or may not be contained in one location or container within a facility.** For example, Fire Extinguishers are generally wall-mounted in a highly visible location, Flash Lights should be kept where they are readily found in the dark and Weather Radios need to be deployed to an area where they can be easily heard and monitored. Items particular to a certain Department or Branch should be kept together in a container as much as possible.

Disaster Kits are located in: Each HMCPL branch or Downtown Library Department as indicated.

Kits should contain: A copy of the HMCPL Disaster Plan, a list of contact numbers and names of HMCPL employees who need to be informed of any library disaster, First Aid Supplies, Fire Extinguisher(s), Flashlight(s) Weather Radio(s), other branch or departmentally specific items as indicated or required by circumstances e.g. Archives Dept. may need white cotton gloves for handling certain fragile items, Bookmobile may need a small set of hand tools for minor on-road repairs, etc.

PIC for Kits: The Person In Charge who is responsible for maintaining the kit contents is the Branch Manager, Department Manager or their authorized delegate as applicable.

Kits are inspected and evaluated: Semi-Annually in January and June by PIC (Branch Manager or Department Manager as applicable) via visual inspection. Results are reported on the disaster kit inspection form.

Disaster Recovery Team (DRT)

The Disaster Recovery Team (DRT) is a team on call to provide immediate response to collections disasters anywhere within the HMCPL system. The group has no formal charge, but team members are trained to clean, move and pack out damaged materials *where time is a critical factor*. Headed by the preservation librarian, the team provides leadership during collections disasters. Membership is assigned on the basis of job duties and past experience in

emergency response. DRT meets once a year, and in the interim as needed for training and debriefing after a recovery event.

Disaster Recovery Team Members should include our Archivist, a staff member who is also a Community Emergency Response Team member, and the Disaster Team Lead.

In the event of an emergency which involves damaged materials please contact any member of the Disaster Team immediately.

Citizen's Aid

The library strives to aid the citizens of Madison County before, during and after a disaster occurs.

BEFORE

- Provide citizens with information on how to prepare for disasters online at <http://guides.hmcpl.org/disastersurvival> including information from:
 - Madison County Emergency Management Agency, <http://www.madisoncountyma.com/>
 - Alabama Emergency Management Agency, <http://ema.alabama.gov>
 - Federal Emergency Management Agency, <http://www.fema.gov/> and <http://www.ready.gov/>
 - Alabama Department of Homeland Security, <http://dhs.alabama.gov/>
 - Alabama Department of Public Health, <http://adph.org/>
 - Alabama Department of Public Health Center for Emergency Preparedness, <http://adph.org/CEP>
 - National Hurricane Center, <http://www.nhc.noaa.gov/>
 - National Weather Service, <http://www.nws.noaa.gov/>
 - American Red Cross, <http://www.redcross.org/>
- Provide citizens with printed materials from the U.S. Government's preparedness site, <http://ready.gov>, both in English and Spanish, available at each location of the library. These include "Preparing Makes Sense – Get Ready Now" and "Preparing Makes Sense for People with Disabilities, Others with Access and Functional Needs, and the Whole Community."
- When advance information about an impending disaster is available, the library will serve as a disseminator of information from the Madison County Emergency Management Agency.
- Provide Library Programs on Emergency Preparedness for the public.

DURING

- Provide Protective Areas for patrons inside the library during tornado warnings or any other time the Madison County Emergency Management Agency asks for citizens to Shelter in Place.

- Key staff are certified CPR responders.
- Key staff are members of the Community Emergency Response Team (CERT). The Community Emergency Response Team (CERT) program helps train people to be better prepared to respond to emergency situations in their communities. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community. <http://www.madisoncountyma.com/Citizen.html>

AFTER

- Provide public access computers at the library with internet capability.
- Provide free, open access Wi-Fi at our 12 locations and parking lots 24 hours a day, 7 days a week.
- Provide citizens with information for their personal recovery should they become disaster victims at <http://guides.hmcpl.org/disastersurvival> including information from:
 - American Red Cross, <http://www.redcross.org/>
 - The Salvation Army, <http://www.salvationarmyusa.org>
 - Federal Emergency Management Agency, <http://www.fema.gov/> and <http://www.ready.gov/>
 - Alabama Department of Senior Services, <http://adss.alabama.gov>
 - 211 Connect Alabama, <http://www.211connectsalabama.org/Subcategory.aspx?;Huntsville;3968;;N;0;45349;Disaster%20Services>
- The library cooperates with individual volunteers and/or organizations that can provide volunteers able to assist victims through Madison County Volunteer Organizations Active in Disasters (VOAD) <http://www.mcvoad.com>

DURING THE DISASTER

Response

The response phase includes the mobilization of the necessary emergency services and first responders in the disaster area. This is likely to include a first wave of core emergency services, such as firefighters, police and ambulance crews.

Readiness and Emergency Management Procedures

The purpose of this plan is to give staff, volunteers and patrons of the Huntsville Madison County Public Library information and instructions meant to assist them in the event of a variety

of emergencies. As an occupant of one of our buildings, you need to be familiar with these procedures. Read them carefully. If you have any questions, consult the Disaster Team.

IMPORTANT PHONE NUMBERS

- **ALL LOCATIONS: 911 should ALWAYS be your first call in an emergency. It is the universal number to get help sent quickly.**
- Big Cove Volunteer Fire Department Non-emergency number: (256) 518-9258
- Bobo #1 Volunteer Fire Department Non-emergency number: (256) 420-2909
- Central Volunteer Fire Department Non-emergency number: (256) 776-9569
- Green Mountain Volunteer Fire Department Non-emergency number: (256) 883-5802
- Gurley #1 Volunteer Fire Department Non-emergency number: (256) 776-3313
- Gurley #2 Volunteer Fire Department Non-emergency number: (256) 776-3313
- Gurley Police Non-emergency phone number: (256) 468-1010
- Harvest Volunteer Fire Department Non-emergency number: (256) 837-5080
- Harvest #2 Volunteer Fire Department Non-emergency number: (256) 722-8950
- Harvest #3 Volunteer Fire Department Non-emergency number: (256) 864-2974
- Hazel Green #1 Volunteer Fire Department Non-emergency number: (256) 828-0248
- Huntsville Emergency Medical Services (HEMSI) Non-emergency phone number: (256) 722-7150
- Huntsville Fire & Rescue Non-emergency phone number: (256) 722-7120
- Huntsville Police Department Non-emergency phone number: (256) 722-7100
- Keel Mountain Volunteer Fire Department Non-emergency number: (256) 776-4096
- Killingsworth Cove #1 Volunteer Fire Department Non-emergency number: (256) 776-0089
- Killingsworth Cove #2 Volunteer Fire Department Non-emergency number: (256) 776-1001
- Madison County Fire Department Non-emergency phone number: (256) 722-7171
- Madison County General Information phone number: (256) 722-7140
- Madison County Sherriff's Office Non-emergency phone number: (256) 722-7181
- Madison Fire #1 Volunteer Fire Department Non-emergency number: (256) 772-3326
- Madison Fire #2 Volunteer Fire Department Non-emergency number: (256) 830-4443
- Madison Fire & Rescue Non-emergency phone number: (256) 722-7192
- Madison Police Department Non-emergency phone number: (256) 722-7190
- Meridianville Volunteer Fire Department Non-emergency number: (256) 828-9623
- Monrovia #1 Volunteer Fire Department Non-emergency number: (256) 837-6730
- Monrovia #2 Volunteer Fire Department Non-emergency number: (256) 722-0933
- Moores Mill #1 Volunteer Fire Department Non-emergency number: (256) 859-6350
- Moores Mill #2 Volunteer Fire Department Non-emergency number: (256) 859-9358
- New Hope Volunteer Fire Department Non-emergency number: (256) 723-2616
- New Hope Police Non-emergency phone number: (256) 723-8443
- New Market #1 Volunteer Fire Department Non-emergency number: (256) 379-3100
- New Market #2 Volunteer Fire Department Non-emergency number: (256) 379-3331

- Owens Cross Roads #1 Volunteer Fire Department Non-emergency number: (256) 725-4163
- Owens Cross Roads #2 Volunteer Fire Department Non-emergency number: (256) 725-5206
- Toney #1 Volunteer Fire Department Non-emergency number: (256) 852-3311
- Toney #2 Volunteer Fire Department Non-emergency number: (256) 828-5476
- Toney #3 Volunteer Fire Department Non-emergency number: (256) 852-5007
- Triana Volunteer Fire Department Non-emergency number: (256) 772-2766
- Triana Fire Department Non-emergency phone number: (256) 772-2766
- Triana Police Non-Emergency phone number; (256) 431-2243

Emergency Codes

The codes should be used by the Person in Charge in Case of Emergency and library staff to alert the rest of the employees in the building of certain situations:

Code Yellow [Department Name]: Missing child or abducted child. Upon urgent notification by the parent, staff or PIC should issue a code yellow. Supervisors should act immediately and prevent any adult with a child or children, or an alone child, from leaving the premises while the incident is under investigation or until cleared by library personnel or police.

In the Downtown library dial xxxx from any staff desk telephone to access the paging system.

Calling 911 and the Person in Charge in Case of Emergency

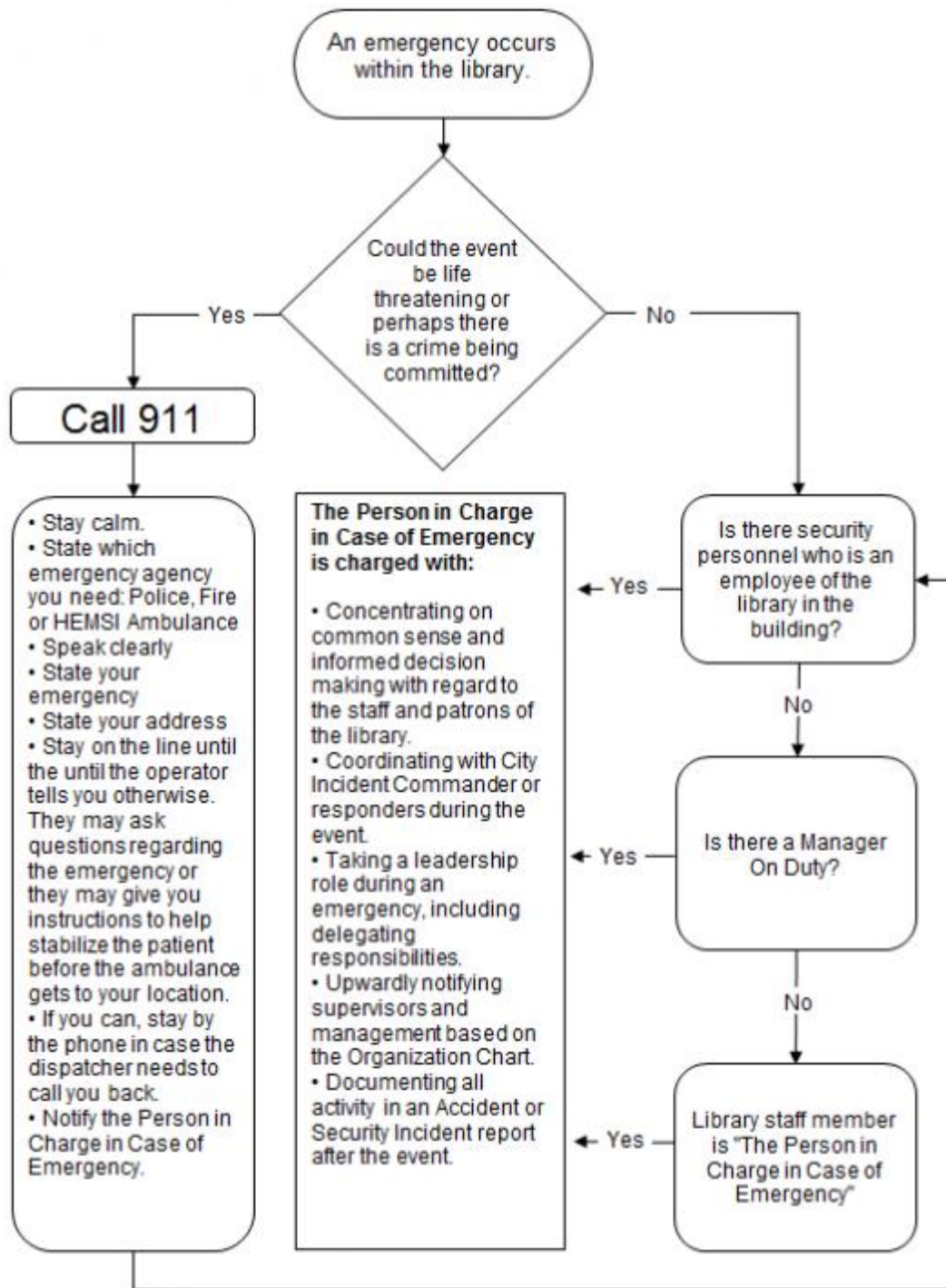
Do not hesitate to call 911 if there could be a life threatening event or a crime being committed in the library!

Rely on your intuition: if something 'feels' wrong, it probably is. After you call 911, contact Security, the Manager on Duty or the Person in Charge:

- At Cavalry, see the Manager on Duty or the Person in Charge
- At Downtown, call the Security Phone at xxx-xxx-xxxx. If the Security Phone is not available or there is no answer, dial xxxx to access the paging system and ask the Manager on Duty to come to your area.
- At Gurley, see the Manager on Duty or the Person in Charge
- At Hazel Green, see the Manager on Duty or the Person in Charge
- At Madison, call 461-0046 and ask whoever answers to ask the Manager on Duty to come to your area.
- At Monrovia, see the Manager on Duty or the Person in Charge
- At New Hope, see the Manager on Duty or the Person in Charge

- At North, see the Manager on Duty or the Person in Charge
- At South, see the Manager on Duty or the Person in Charge
- At Triana, see the Manager on Duty or the Person in Charge

All supervisors should also know which of their staff is in the building at any given time. The person designated for this responsibility depends upon location and time of day, and generally follows this organizational and communicative flow: (chart)



New for 2022 verbiage:

Related:

- Accident Report form

- [Security Incident Report form](#)
- [Printable Staff Directory](#)

Severe Weather

DURING NORMAL OPERATION:

- The person in charge in case of emergency or his or her designee will inspect the S.A.M.E. equipped NOAA Weather Alert Radio each week to insure the radio is turned on, plugged in, tuned to our local station KIH-20,162.40 MHz, the alarm is set and functioning, backup battery is good, and the external antenna, if used, is plugged in. The Weather Service tests the alarm each Wednesday, if the weather is good, between 11:00 a.m. and Noon. **The person in charge in case of emergency will report via email to his or her supervisor the status of the weather radio each week.**

DURING SEVERE WINTER WEATHER OR FLOOD EMERGENCY:

- The person in charge in case of emergency or his or her designee will monitor their locations' NOAA weather radio and local media which provides continuing coverage via broadcast or the internet. Move irreplaceable items to higher ground. Avoid walking or driving through flood waters,

DURING A TORNADO WATCH OR THUNDERSTORM WATCH OR WARNING:

- Keep flashlights and battery operated devices charged in case of power outages.
- The person in charge in case of emergency or his or her designee will monitor their locations' NOAA weather radio and local media which provides continuing coverage via broadcast or the internet. The weather alert radio is kept at the operator's desk in the Circulation workroom on the first floor.
- The person in charge in case of emergency or his or her designate will check the protective areas for personal items or potential hazards, unlock any door that is normally locked, and make sure the area is open, clear and ready for immediate use.

There are no government public tornado shelters in Madison County, though there is a sanctioned community shelter list. Upper management may choose to close and evacuate the library if a warning has been issued or if a tornado or damaging winds are spotted in an approaching storm and is at least 30-60 minutes away.

DURING A TORNADO WARNING OR IF A TORNADO OR DAMAGING WINDS ARE SPOTTED:

- The person in charge in case of emergency or his or her designee will make an announcement over the public address system that a Tornado Warning is in effect for (our portion) of Madison County. "There has been a Tornado Warning issued (or tornado or

damaging winds sighted); Please follow Library staff into protective areas in an orderly manner.”

- The person in charge in case of emergency or his or her delegate will be responsible for evacuating staff and patrons and assist handicapped persons. Aim to have everyone take cover within 60 seconds.
- Some locations do not have protective areas. Upper management may choose to close these locations if given enough warning of an approaching storm so that staff and patrons may seek shelter elsewhere.
- If available, all staff and patrons must move to the designated protective areas via the closest Emergency Stairs. Disabled staff and patrons may use the elevator if necessary but must do so immediately after the warning has sounded.
- The Protective Area Plans should be posted in each location:
 - The Cavalry Branch Library Protective area is the hallway that runs adjacent to the library, access may be gained directly from the secondary exit of the library.
 - The New Hope Public Library protective area is the hallway in the bathroom area.
 - The Gurley Public Library has no protective area.
 - Madison Public Library Protective Areas are the Workroom and the Friend's Bookstore.
 - Downtown Library Protective Areas are as follows:
 - Youth Services into the Youth Services Workroom.
 - Remainder of First Floor into the AV Workroom.
 - Second Floor and Third Floor into the Circulation Workroom or Branch Run Room.
 - Overflow may use the restrooms on the first floor or the North hallway, away from the back doors.
 - The Monrovia Public Library has no protective area.
 - The North Huntsville Library is the staff workroom and the hallway near the Makerspace.
 - The South Huntsville Library is the staff workroom, the public restrooms and the Conference Room
 - Tillman D. Hill Public Library Protective Area is the men's restroom.
 - The Triana Public Library has no protective area.
- Keep persons in protective areas if you have them. If patrons are wandering outside protective areas or are entering the library, inform them: “The Library is closed. You must remain in a protective area or depart the premises.” One staff member should be designated to remain in the protective area closest to the front doors to guide patrons to safety.
- Remain in a protective area until all clear is given by the person in charge in case of emergency or the designate.

LIBRARY CLOSURE

It may be in the best interest of staff and patrons to close the library in the event of severe weather. The Library Director and his or her delegates will alert employees, other interested parties and media of closing or delayed openings via the Emergency Notification System. Once the closure notification has been sent, the Web Services Librarian is responsible for putting the

information online at <http://hmcpl.org/>. The Communications Director should verify that both the media and <http://hmcpl.org/> have been updated with the latest information sent through the notification system.

Flipchart content:

PAY CLOSE ATTENTION TO LOCAL MEDIA AND MONITOR WEATHER RADIOS DURING ALL HAZARDOUS WEATHER EVENTS		
Actions for specific weather events:	Watch or Advisory	Warning
Flood/Flash Flood	Move irreplaceable items to higher locations.	Avoid walking or driving through flood waters.
Severe Thunderstorm	Prepare for high winds and hail by securing outdoor items. Keep flashlights and battery operated devices charged in case of power outages.	Stay indoors and away from windows.
Winter Storm	Prepare to shelter at home.	Stay indoors during the storm.
Tornado	<p>Prepare for high winds, hail or power outages. Make sure an enclosed, windowless area in the center of the building on the lowest floor is available and free of clutter. Inform patrons of the watch or advisory and that if a warning is issued we must seek shelter immediately in protective areas or nearby.</p> <p>Announcement script: “Attention library patrons: A Tornado Watch has been issued for our area. If a Tornado Warning is issued, please be prepared to shelter in the Circulation Workroom or in the back hallway while the warning is in effect. If you prefer, the closest tornado shelter is located at</p>	<p>Shelter in Place in an enclosed, windowless area on the lowest floor of the building until the Tornado Warning has expired.</p> <p>Announcement script: “Attention library patrons: A Tornado Warning has been issued for</p>

	[https://madisoncountylema.gov/safe-room-locations/].”	our area and we must take shelter. Please follow library staff into the Protective Areas on the first floor as quickly as possible.”
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Power Outage

DURING A BLACKOUT:

- Remain calm.
- Get the flashlight which is kept in your area.
- If you are in an unlighted area, proceed cautiously to an area that has emergency lights
- Supervisors should immediately
 - Assist persons as needed, especially those with physical handicaps or who may be unfamiliar with the space
 - Check the restrooms
 - For multi-level locations
 - Check the stairwells
 - Check the elevators, noting they run on generator power and should operate normally. If not, do not try to open the doors, only elevator personnel or first responders may use keys to open the doors.
- Await further instructions.

Missing Child or Abducted Child

- Staff should announce “Code Yellow [Department Name]” immediately upon urgent notification by the parent or caregiver that a child is missing
 - Calm the parent or caregiver as much as possible, letting them know that we are doing everything possible to find and protect the child.
 - Call the person in charge in case of emergency cell phone at xxx-xxx-xxxx.
- The Person in Charge in Case of Emergency (PIC) should speak with the parent or caregiver, getting as detailed a description of the child as possible. The PIC should call 911, report the incident and give the description of the child.
- Upon hearing Code Yellow the following personnel should act immediately and prevent any adult with a child or children, or an alone child, from leaving the premises while the incident is under investigation or until cleared by library personnel or police.
- Downtown Library:

- Youth Services Supervisor or Staff guards the East fire stairs
- Staff guards or designate guards the back dock (four doors leading outside)
- Circulation Supervisor or Staff guards the main entrance from the inside and the parking lot and Auditorium exit from the outside.
- 2nd and 3rd Floor supervisors check all areas on their floors then descend to the first floor, checking there as well.
- Report findings at the Circ Desk and await instructions.
- The PIC (or his or her delegate) verifies that all entrances are monitored, giving the description to those standing guard.
- The PIC (or his or her delegate) relays this and other relevant information to the police as they arrive.
- Repeat Code Yellow [Department Name] every two minutes or Send a ‘Cancel Code Yellow’ message when the child is found or instructed by police to do so.
- Send a ‘Cancel Code Yellow’ message when the child is found or instructed by police to do so.

Fire Alarm

If there is no prior warning you must assume that the fire alarm is not being tested.

- *Fire Alarm Test:* the alarm itself periodically needs to be tested by those in charge of the facilities. An announcement will be made on the public address system prior to the test and a call placed to the Person in Charge in Case of Emergency. Your job is to remain calm and inform confused patrons that it is only a test.
- *Fire Alarm Drill:* both the behavior of the people in the building and the mechanical aspects of the system are given a trial run to improve and identify problems with the emergency plan. In order to gauge the effectiveness of the plan Fire Alarm Drills may not necessarily be announced publicly.

In the event you see flames in the library, only try to extinguish small, contained fires. Use common sense; know extinguisher locations on the Floor Plans and how to use them. Contain the fire in one area by shutting doors and turning off fans.

- If the fire is *not* small or contained, engage a Fire Pull if the smoke detectors do not automatically activate the alarm system. The alarm system will automatically call the fire department.

In the event you smell or see smoke in the library and are unable to identify the source, activate the fire alarm by engaging a Fire Pull. See the [Evacuation Routes](#) for the locations of Fire Pulls in your location.

If the alarm is inoperative, dial 911 to report the fire, then call the Person in Charge in Case of Emergency. The PIC will then make an announcement over the intercom to evacuate. See the [Evacuation Routes](#) for your location.

Concerning the fire alarm panel at the Downtown Library: if the alarm is activated the only persons authorized to disable or silence the alarm are the fire department or alarm monitoring company. If we have a situation when we know it's a false alarm call the alarm monitoring company, State Systems at 256-918-9000.

All staff and patrons must evacuate the building when the fire alarm sounds if there has not been advance warning that the system is being tested. Evacuate as quickly as possible according to the Evacuation Route or, if the route is blocked, the nearest exit away from the fire. Floor supervisors are responsible for evacuating staff and patrons (including assisting handicapped persons) to fire stairwells and designated outside meeting place for a headcount. Once the headcount is taken, floor supervisors should contact the PIC cell phone (xxx-xxx-xxxx) with information regarding the evacuation and whereabouts of staff and patrons. The Person in Charge in Case of Emergency will be responsible for coordinating with the Incident Commander for the Fire Department: Immediately direct the firefighters to any persons who may be trapped in the building, the fire location or to the location of hydrants, wall hoses in fire stairwell, or activated alarm pull.

- Grab keys, purses and backpacks if they are nearby.
- Close the doors on the way out.
- If there is heavy smoke, evacuate the building by crawling with your nose to the floor.

When the fire alarm sounds, the fire doors leading into the stairwells will close automatically, creating a safe environment or shelter-in-place. In the event a disabled person (even temporarily) is in the building, supervisors should direct them into the stairwell landing, opposite the fire if possible, and wait for fire safety personnel to arrive.

Supervisors will check restrooms and other areas on their floors to see that everyone has evacuated, or if disabled, has sheltered-in-place. Use a cell phone to contact the Person in Charge in Case of Emergency and inform them who remains in the building and where they are located.

After evacuation staff and patrons should gather outside in the designated meeting places for a headcount:

- DOWNTOWN LIBRARY
 - FIRST FLOOR: In the middle of the front parking lot, away from the front entrance. Avoid fire lanes.
 - SECOND FLOOR: In the back parking lot, closest to the AC Hotel by Marriot employee parking lot.
 - THIRD FLOOR: In the back parking lot, closest to Davis Circle.
- GURLEY, HAZEL GREEN, TRIANA and MONROVIA: In the front parking lot, but avoiding fire lanes.
- CAVALRY: West parking lot.
- NEW HOPE: Front parking lot, avoid the fire lanes.
- NORTH HUNTSVILLE: Grassy area North of the building.
- MADISON: Overflow parking lot North of the building.

- SOUTH HUNTSVILLE: Grassy area East of the building

Do not re-enter or walk around the building if you were forced to exit away from your designated meeting space. Contact your supervisor by cell phone to let them know you are safe.

Supervisors should contact the Person in Charge in Case of Emergency by cell phone when your group is in the designated meeting space and the possible location of people who are not accounted for. Once the firefighters arrive, the Person in Charge in Case of Emergency should coordinate with the Incident Commander and direct the firefighters to the location of the fire, any persons who may be trapped in the building, locations of all stairwells, the location of hydrants, wall hoses in fire stairwell, or activated alarm pull.

Only re-enter the building when given an all-clear by the Incident commander or the Person in Charge in Case of Emergency.

[SEE EVACUATION PLAN FOR ROUTES AND EXITS.]

Medical Emergency

The Code of Alabama (Section 6-5-332) restricts protection to trained rescuers or employees of the public education system, unless the victim is suffering cardiac arrest. Alabama's "Good Samaritan Law" applies only to doctors, nurses, policemen, firemen, EMT, volunteer firemen, or those assisting persons having a heart attack. The law DOES NOT INCLUDE CITIZENS NOT TRAINED by programs approved by the American Medical Association. You must have updated training with AMA or be certified by the State of Alabama before rendering first aid or emergency care; you may be held liable for civil damages as a result of your actions. You must prove you have training and/or certification.

FOR LIBRARY STAFF:

- CHECK the scene, then check the person. Make sure that it is safe for you to approach.
- CALL 911 if the victim is unresponsive, unconscious, is not breathing or is having trouble breathing; is choking or has persistent chest pain; has severe bleeding, burns, is in shock or is having seizures; or shows no signs of life.
 - Have another staff member call the Person in Charge in Case of Emergency.
- CARE with consent. The victim must give consent, or implied consent, before you can administer first aid. If the person is a minor (younger than 18) ask permission to aid from the parent or guardian. If parent is unavailable, the law presumes that the parent would want the child cared for in an emergency. This is implied consent. If the victim is unconscious, mentally ill, mentally challenged, emotionally disturbed, or cannot think clearly due to the illness or injury, consent is also implied.
- Move the victim only if his or her life is endangered.
- Attempt to obtain the following information from the ill or injured person or the victim's friend, relative or guardian:

- Name, if not known
- Description of symptoms
- Allergies
- Medications, Major medical history (heart condition, asthma, diabetes, etc.)
- Continue to provide care until a trained person arrives, or have the victim's friend, relative, guardian provide most, if not all, first aid.
- Keep victim calm and comfortable.
- Do not give medical advice. Remain at the scene after emergency personnel have arrived to provide information.
- The Person in Charge (PIC) in Case of Emergency will complete an Accident Report including name, address, age, how accident occurred, nature of injury, location, family members present, names of witnesses, and procedures followed.

FOR TRAINED LIBRARY RESPONDERS ONLY:

- CHECK, CALL and CARE in accordance with First Aid / CPR / AED for the Workplace, American Red Cross (2006) ISBN 1-58480-341-X
- AED Units are located at the Downtown Library and the Madison Library near the Circulation Desk.

Workplace Violence

See the banned and warned patron list

- Always remain calm and use common sense.
- Remain alert for situations that may become dangerous or life-threatening.
- Trust your instincts.
- Do not hesitate to call 911.
- Immediately report calls from local police or emergency management personnel to the Person in Charge (PIC) in Case of Emergency. At the Downtown Library the PIC may be reached at xxx-xxx-xxxx.
- In general, put as many barriers between you and the danger as possible, but do not use elevators in an unknown situation.
- The PIC, or his or her designates (usually the floor supervisors), will be responsible for evacuating staff and patrons and assisting handicapped persons.

ANGRY INDIVIDUALS / DISORDERLY INDIVIDUALS:

- Use the 'safety in numbers' approach when dealing with angry individuals.
- Using non-threatening language, talk calmly to the person, explaining that we cannot help unless they behave rationally and within the "Behavior within the Library" policies.
- Call security or the person in charge in case of emergency via paging system or phone to alert them of the situation.

IF VIOLENCE OCCURS IN THE BUILDING OR THERE IS AN IMMEDIATE THREAT OF VIOLENCE:

- Leave the area immediately if possible. If this is not possible, try to lock yourself in a secure area.
- Call 911 or the person in charge in case of emergency at xxx-xxx-xxxx with as many details as possible.
- Immediately lock doors as possible and appropriate to isolate the disturbance.
- Take steps to protect your own safety and the safety of others.
- Encourage people to leave the area.

IF THERE IS AN ACTIVE SHOOTER IN THE BUILDING:

- In the event of an active shooter or armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access, attempt to evacuate but leave your belongings. Keep your hands visible.
- If you cannot evacuate because you'd be in harm's way, find a place to hide and lock the doors or block the entrance. Remain quiet and silence your cell phone or pager until you hear an 'all clear' or are instructed by police to come out.

HOSTAGE OR ROBBERY SITUATION:

- Dial 911 and if possible, the Person in Charge (PIC) in Case of Emergency. Provide as many details as possible including number of persons involved, description of perpetrators, weapons displayed, threats made, etc.
- Do what you are told without argument. Do not attempt to negotiate or argue with the perpetrator. Try to get others to remain calm. Tell others to do what they are told.

OUTSIDE THE LIBRARY:

- Walk in pairs at night in parking lots. At the Downtown Library, call the Person in Charge (PIC) in Case of Emergency at xxx-xxx-xxxx.
- Communicate outside danger by calling 911 on a cell phone, yelling, car panic button, or any other means possible.
- Have a personal safety plan on how you will react if attacked. Some suggestions are fake a heart attack, throw your keys, spray mace, or run. This is a personal decision based on what you are capable of doing in a given situation.

[SEE PROTECTIVE AREA AND EVACUATION PLANS FOR ROUTES AND EXITS.]

Active Shooter Incidents

[source: FEMA'S Emergency Management Institute course "Active Shooter: What you can do"]

Active Shooter Incidents

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases, there is no pattern or method to their selection of victims.

Most active shooter situations are unpredictable and evolve quickly. Because most incidents are over within minutes, we must be prepared to deal with the situation until law enforcement personnel arrive.

Preparedness and awareness are the keys to helping protect our employees, our customers, and ourselves.

Understanding Active Shooter Incidents

- Active shooter incidents are becoming more frequent.
- All employees can help prevent and prepare for potential active shooter situations.
- An active shooter is an individual killing or attempting to kill people in a confined and populated area.
- Typically, there is no pattern in the selection of victims in an active shooter incident.
- Common motives include, anger, revenge, ideology, and untreated mental illness.

Call 911 WHEN IT IS SAFE TO DO SO!

When possible, provide the following information to law enforcement officers or 911 operators:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

How To Respond

In an active shooter situation, you should quickly determine the most reasonable way to protect your own life. You should:

1. **Evacuate:** If there is an accessible escape path, attempt to evacuate the premises.
2. **Hide out:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

3. **Take action:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

It is important for employees to be trained so that they can react if they are ever confronted with an active shooter situation. As these situations evolve quickly, quick decisions could mean the difference between life and death. If you are in harm's way, you will need to decide rapidly what the safest course of action is based on the scenario that is unfolding before you.

Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Warn individuals not to enter an area where the active shooter may be.
- Have an escape route and plan in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when it is safe to do so.

Hide Out

If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.
- Close, cover, and move away from windows.

Keeping Yourself Safe While Hiding

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager. (Even the vibration setting can give away a hiding position.)
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

Consider the difference between cover and concealment. Cover will protect from gunfire and concealment will merely hide you from the view of the shooter. Choose the best space that is available quickly.

Take Action

As an absolute last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:

- Act as aggressively as possible against him/her.
- Throw items and improvise weapons.
- Yell.
- Commit to your actions.

Reactions of Managers or Uniformed Personnel

When an emergency occurs, customers and visitors will look to employees to direct them to safety, as they are familiar with the building and workspace. Employees and customers are likely to follow the lead of managers or uniformed officials during an emergency situation.

During an emergency, managers should be prepared to:

- Take immediate action.
- Remain calm, professional, and prepared to lead.
- Lock and barricade doors.
- Evacuate employees and customers via a viable, preplanned evacuation route to a safe area.

When pre-selecting shelter-in-place locations, consider any safe areas within the facility.

When Law Enforcement Arrives

The primary goal of law enforcement is to eliminate the threat and stop the active shooter as soon as possible.

As the first responders' primary responsibility is to eliminate the threat, they will not be able to stop to help injured persons until the environment is safe.

Officers may arrive in teams with tactical equipment such as vests, helmets, and rifles.

Officers will need to take command of the situation. Expect to experience officers shouting orders and even pushing individuals to the ground for their safety.

When law enforcement officials arrive, it is important that you:

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating—just proceed in the direction from which officers are entering the premises.

After you reach a safe location or assembly point, you'll be asked to cooperate by providing information to investigators.

Knowing what to expect will help you assist law enforcement officials as they work to stop an active shooter and eliminate the threat.

Law Enforcement's Role

Law enforcement's immediate purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

The first officers to arrive at the scene will not stop to help injured persons because their first priority is life safety, so they will need to secure the scene first.

When there is an emergency such as an active shooter incident, it is important to remember that officers arriving on scene may be coming from many different duty assignments and will likely be in various types of uniforms and even in street clothes. Do not be surprised by the variances in appearance, as law enforcement officials are trained to react quickly and work together.

Additional Officers and Rescue Teams

Additional officers may arrive in teams. These teams may:

- Wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Be armed with rifles, shotguns, and/or handguns.
- Use pepper spray or tear gas to control the situation.
- Shout commands, and may push individuals to the ground for their safety.

Emergency medical personnel will also arrive at the scene. Rescue teams will treat and remove any injured persons. These teams may also request able-bodied individuals to assist in removing the wounded from the premises.

Information and Assembly Points

After you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee.

Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your supervisor or human resources department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated.

Indicators of potentially violent behavior by an employee may include:

- Depression/withdrawal.
- Repeated violations of company policies.
- Explosive outbursts of anger or rage without provocation.

- Behavior that may suggest paranoia (e.g., “everybody is against me”).
- Escalation of domestic problems into the workplace.
- Talk of severe financial problems.
- Talk of previous incidents of violence.

Report violent acts or threats of violence to your immediate supervisor, security or human resources. Regardless of the type of workplace violence, the chances for prevention improve with increased awareness of potential warning signs and rapid response to a problem.

Bomb Threat

AS SOON AS YOU HANG UP FROM A BOMB THREAT NOTIFY THE PERSON IN CHARGE IN CASE OF EMERGENCY!

- Remain calm and deal with the caller. Remember that the bomb threat caller wants to create turmoil and panic!
- Observe telephone number on Caller I.D. box (if available).
- Evaluate the threat by acquiring information.
- Ask questions in a soothing voice and be conversational:
 - Why did you do that?
 - What does the bomb look like?
 - Is it a dynamite bomb?
 - How is it triggered?
 - Where is it?
 - When is it set to go off?
- Keep the caller on the phone and talking:
 - Don’t ask “Who is this?” or “Where are you?”
- Write down information as you listen:
 - Describe the caller’s voice.
 - Is there an accent?
 - What tone of voice did the caller use?
 - Is this a familiar voice?
 - Are there background noises?
 - Is the caller male or female?
 - Is the caller young or old?
- Immediately report your evaluation to security or the person in charge in case of emergency.

YOUR EVALUATION WILL HELP DECIDE IF CALLING 911 AND EVACUATION IS NECESSARY.

- Example of false alarm: 5-year-old making call, a drunken person talking incoherently, teenager with laughing in the background.
- Example of true alarm: male speaks in muffled voice saying he put a pipe bomb in your library and people are going to die.

IF THE DECISION IS MADE TO PULL THE FIRE LEVER IN ORDER TO IMMEDIATELY EVACUATE THE BUILDING

- Remain Calm; calmness is contagious.
- Security or the person in charge in case of emergency will give instructions in an unexcited manner and be responsible for evacuating staff and patrons (including assisting handicapped persons) to the stairwells and designated outside meeting place for a headcount.
 - DOWNTOWN LIBRARY
 - FIRST FLOOR: In the middle of the front parking lot, away from the front entrance. Avoid fire lanes.
 - SECOND FLOOR: In the back parking lot, closest to the AC Hotel by Marriot employee parking lot.
 - THIRD FLOOR: In the back parking lot, closest to Davis Circle.
 - GURLEY, HAZEL GREEN, TRIANA and MONROVIA: In the front parking lot, but avoiding fire lanes.
 - CAVALRY: West parking lot.
 - NEW HOPE: Gazebo in East parking lot.
 - NORTH HUNTSVILLE: Grassy area North of the building.
 - MADISON: Overflow parking lot North of the building.
 - SOUTH HUNTSVILLE: Grassy area East of the building.
- Elevators will automatically go to first floor; doors open, and remain inoperable.

MOVE OUTSIDE THE BUILDING TO DESIGNATED MEETING SPACES.

- Observe crowd. Look for suspicious persons; possible bomber watching, hand-held trigger device. Notify police.
- Re-enter building only after clearance is given by police.

[SEE EVACUATION PLANS FOR ROUTES AND EXITS.]

Pandemic Outbreak

In the event of a Pandemic outbreak the library will play a key role in protecting employees' health and safety as well as limiting the negative impact to the community. Education of the staff in advance of an epidemic will be a priority. During a viral outbreak the library will align with recommendations from The World Health Organization, The United States Federal Government / The Centers for Disease Control, The State of Alabama Department of Public Health and, ultimately, the Emergency Management Agency of Madison County.

The Disaster Team will be available to advise the Library Director on our best response to these phases developed in August 2009 for the National Network of Libraries of Medicine (NN/LM) Emergency Preparedness & Response Toolkit [Internet Archive. August 09, 2014].

The latest information on outbreaks from NN/LM may be found here:
<https://news.nnlm.gov/pnr/tag/disease-outbreak/>.

**Pandemic Planning
 Stages of Pandemic and Library Procedures**

Period	Level	Description	Procedures
Pre-pandemic	1	New influenza virus detected, no vaccination available, begins to spread among humans in a limited area.	Monitor information sources about the situation (CDC, institution), no changes to operations.
Pandemic alert	2	The virus poses a substantial risk of transmission, and spreads rapidly beyond the locality of origin. The public is informed that a new virus is successfully spreading.	Continue to monitor information sources, no changes to operations.
	3	The virus spreads globally, is transmitted quickly among humans, and creates widespread infection.	Develop/review pandemic plans and schedule a table-top exercise involving relevant personnel for dealing with the potential effects of the new virus (staff absences, limited hours of operation, closure due to social distancing measures). Update procedures as necessary. If feasible, enable connectivity for designated staff to online library resources from their homes. Create a prioritized list of supplies and order additional essential supplies, anticipating possible interruptions of service from vendors.
Pandemic	4	The WHO declares the virus to be a global pandemic.	Managers meet to discuss strategies for: <ol style="list-style-type: none"> 1. slowing the spread of the virus, and 2. dealing with a significant rate of staff absences Based on existing variables, managers decide whether, when and how changes to operations will be made as the situation evolves. Measures intended to slow the spread of the virus may include reduction of hours of operation, closure of service desks, and removal of shared equipment in public areas. Anticipating staffing shortages, managers ascertain institutional and organizational personnel and staffing policies and procedures in order to continue to offer limited library services (e.g. time and leave requirements for faculty and staff to work from home, designating essential personnel, circumstances for which leave requests may or may not be approved.) Establish a deep chain-of-command so that if key library managers are ill and unable to perform their duties a structure for decision-making and communication can be maintained. Order any essential supplies that may be needed to fill possible shortfalls from vendors.
	5	Virus becomes prevalent in the local community and authorities invoke measures in order to slow the spread of the virus. Operations may be affected by a significant rate of staff absenteeism.	Library managers comply with all directives from the institution about changes to operations resulting from the pandemic, adjusting operations and staffing patterns as the situation evolves. Measures to prevent spread of the virus may be enacted (see Level 4). Based on available staff, managers make decisions about who will work from home and during what hours, in order to provide limited patron services from off-site. Notify patrons of changes to library hours and availability of limited services from off-site. Edit the library's web page to show the status of operations and the services and resources available.

The Disaster Team will also:

- Monitor issues and information related to pandemics to keep our plan up to date.
- Recommend any changes to the plan as circumstances warrant.
- Train staff and encourage the use of proper-hand washing and distancing techniques.
- Help prepare for high-absenteeism by encouraging cross-training.
- Communicate with public health agencies, emergency responders and others regarding our plan, and understand their capabilities should an outbreak occur.
- Attend external training/seminars about pandemic influenza outbreaks in order to remain current about the pandemic threat in our community.

Latest News on the Pandemic Flu for HMCPL

The Disaster Team will stay up to date on Pandemic news in order to better estimate the effects of a crisis for the library and to make recommendations to the Library Director. Library staff and management will also need current information on the evolving situation for patrons.

Sources:

- [World Health Organization: Diseases](#)
- [Centers for Disease Control: Outbreaks](#)
- [State of Alabama Department of Public Health](#)
- [Emergency Management Agency of Madison County](#)

Protecting your health

Seasonal vaccinations will be made available through local means to library staff. Regardless of whether staff choose to receive a flu shot, all staff should follow these simple guidelines every day and especially during a Pandemic:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Disinfecting wipes and Alcohol-based hand cleaners are also effective and are made available to both staff and public.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people. Guidelines determine that the appropriate space to diminish human-to-human transmission of any virus is six feet.
- If you are sick with flu-like illness, the Centers for Disease Control recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities.

During a local outbreak, alcohol-based hand and computer-peripheral cleaners will be made available to the public. Signage will also be made available.

THE LIBRARY IS CONCERNED FOR YOUR HEALTH.

**To protect yourself,
please use a disinfectant wipe on
touchable surfaces.**



Printable signage instructions: Print on 8.5"x11" heavy paper or card stock and fold in half to create a placard to place near your disinfecting wipes.

Preparation for Absences or Closures

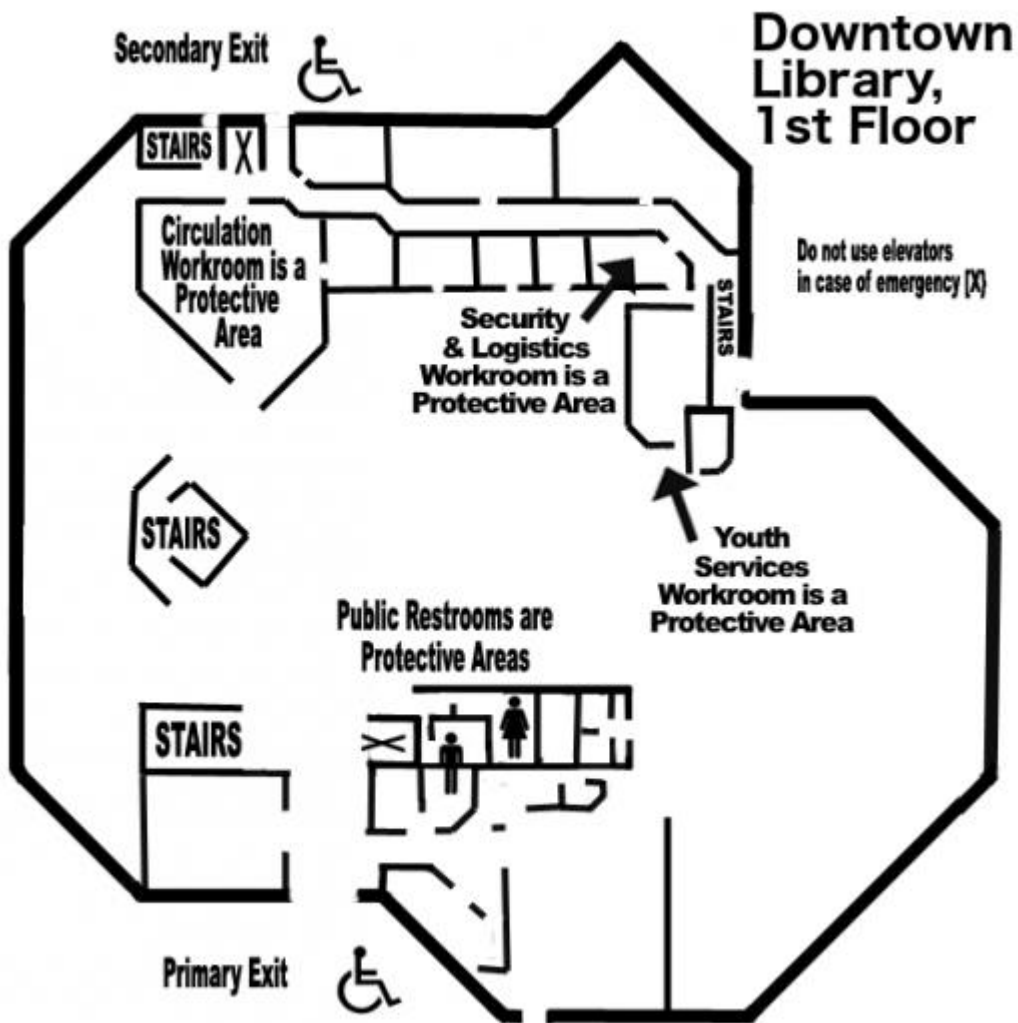
- All staff should clearly understand our Sick Leave and Family and Medical Leave Policy, especially during a Pandemic Outbreak. Taking care of ill family members or yourself is a top priority for the library.
- Staff will be cross-trained in basic circulation procedures in the event that high absences require staff shifting.
- Staff should make sure their listings in the Emergency Notification System remains effective in the event that the Emergency Management Agency of Huntsville and Madison County (or other government entity) closes the library.
- Public programming may be interrupted should there be an immediate health concern for patrons and staff or if employee absences prevent proper staffing.
- The Disaster Team will be responsible for setting a schedule for seeing to the critical needs of the facility if the library is closed for an extended time. These critical needs include, but are not limited to:
 - electronic services
 - boiler and building checks
 - book drop
 - payroll
 - other banking considerations

Protective Area Plans

Each location will have protective areas where staff and patrons will gather in the event of certain emergencies:

Downtown Library Protective Area Plan

PROTECTIVE AREA PLAN

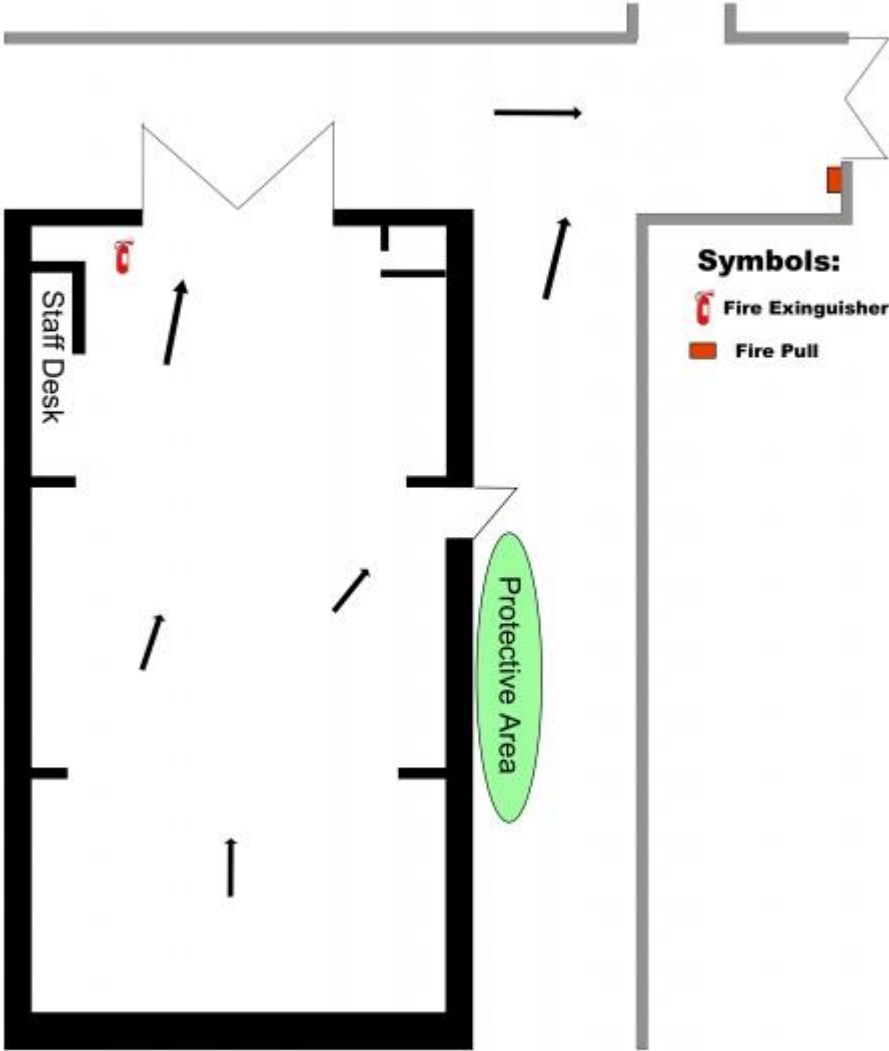


For your safety, please proceed quickly and calmly when moving to Protective Areas.

Cavalry Hill Public Library Protective Area

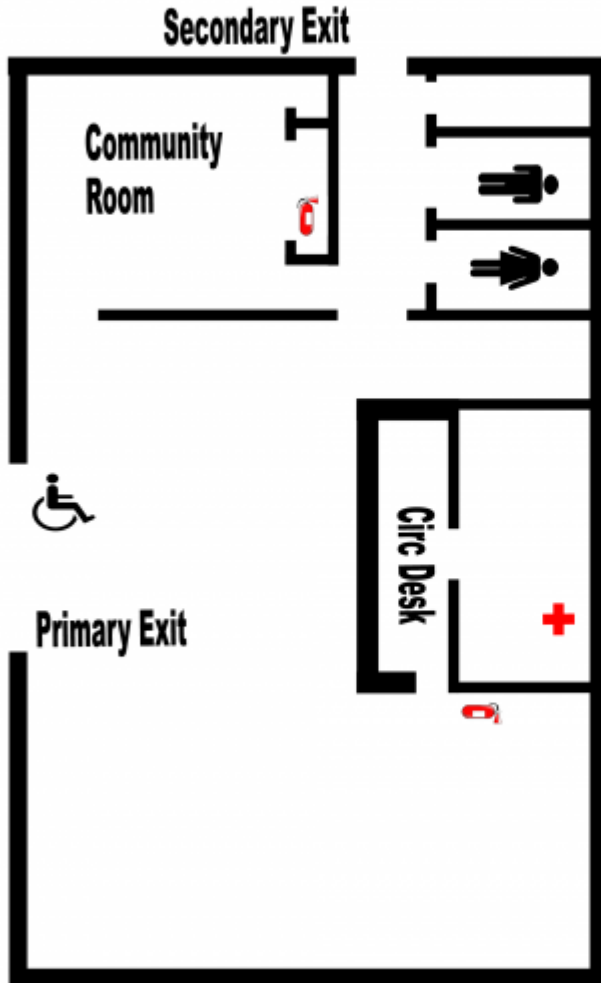
Cavalry Hill Public Library

Protective Area Plan



Gurley Public Library Protective Area Plan

Gurley Public Library



Symbols:

-  Fire Extinguisher
-  First Aid Kit

There are no protective areas in this library. Please evacuate during a tornado warning.

Protective Area Plan

Madison Public Library Protective Area Plan

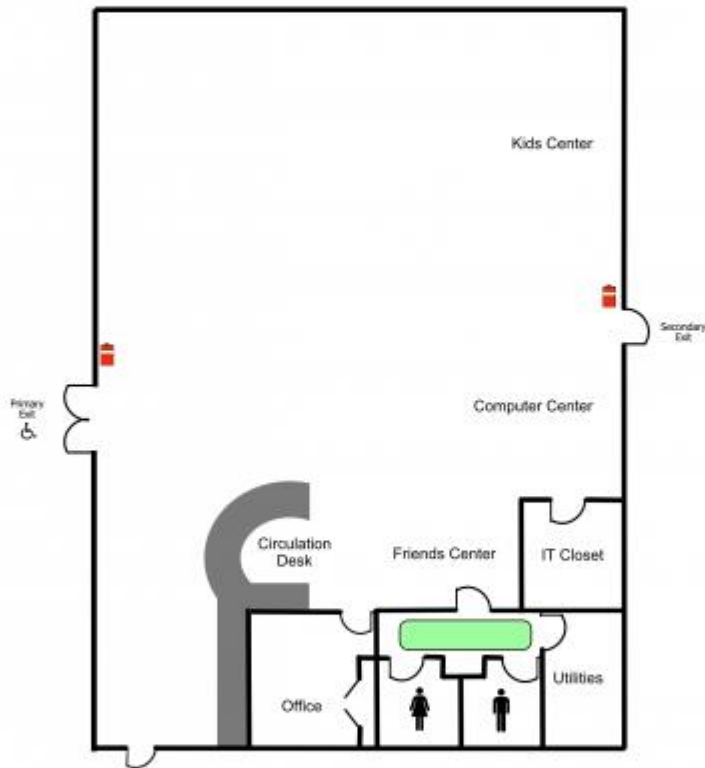
Madison Public Library Protective Areas



New Hope Public Library Protective Area Plan

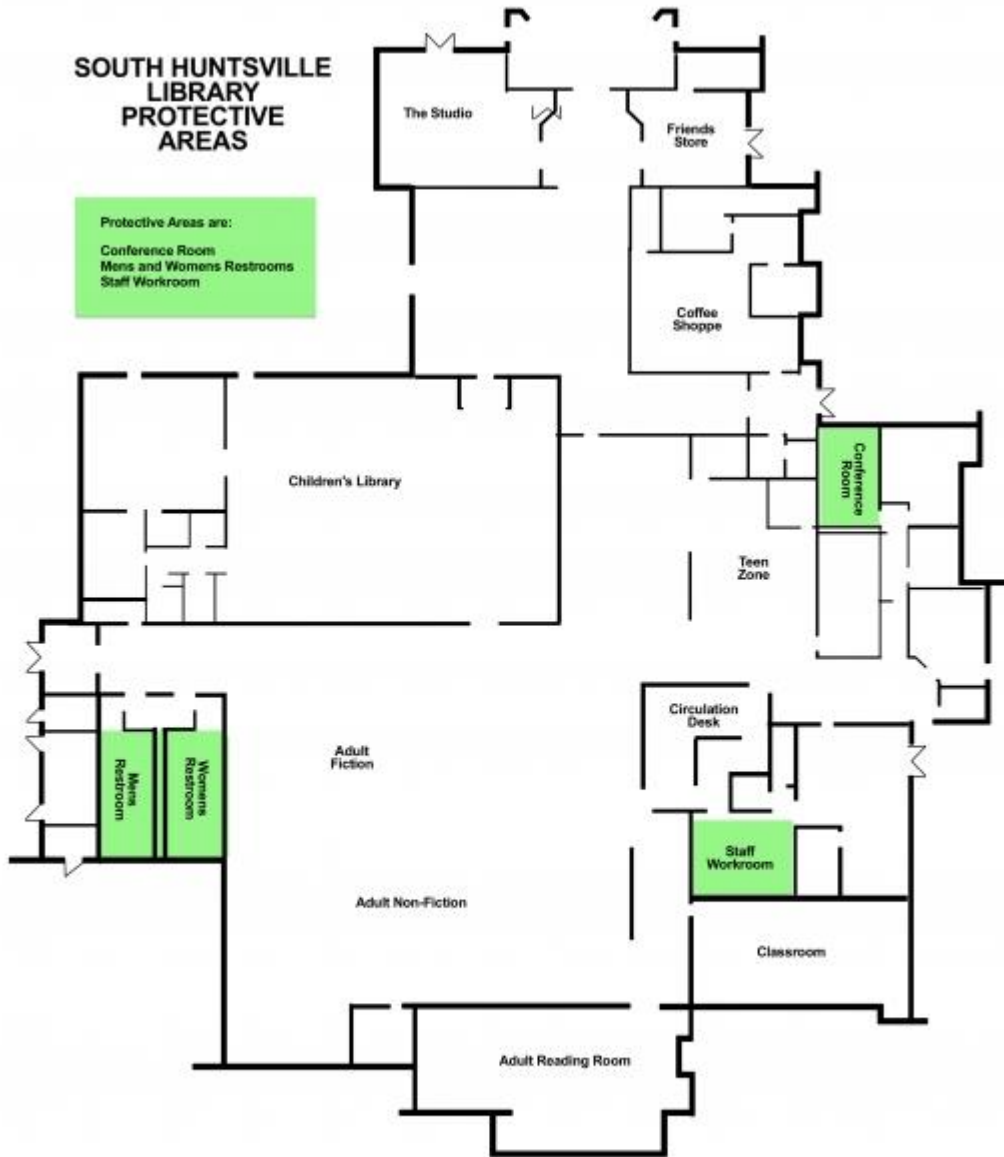
New Hope Public Library Protective Area Plan

For your safety, please proceed quickly and calmly when moving to Protective Areas



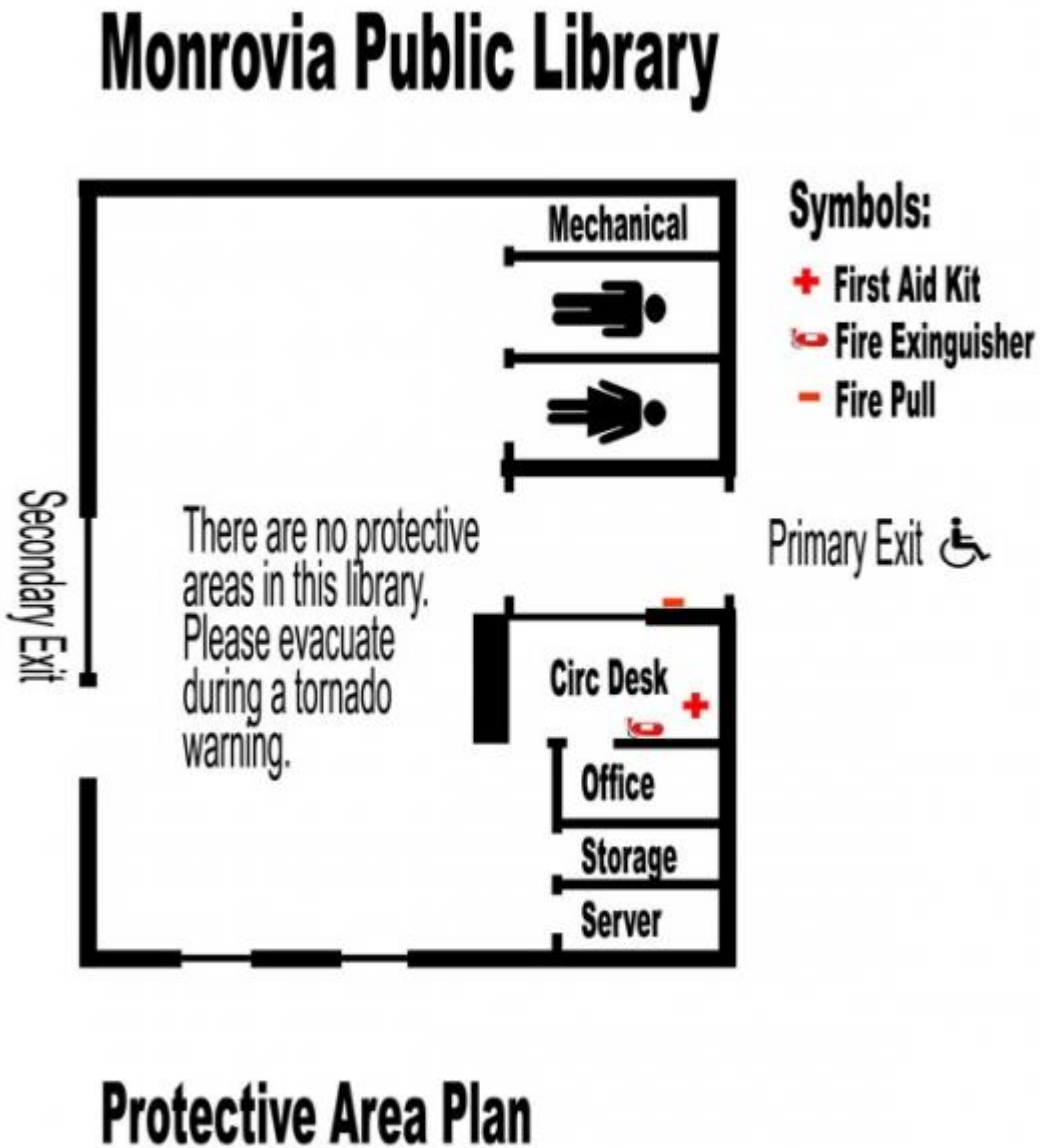
■ Protective Area ■ Fire Extinguisher + First Aid Kit

South Huntsville Library Protective Area Plan



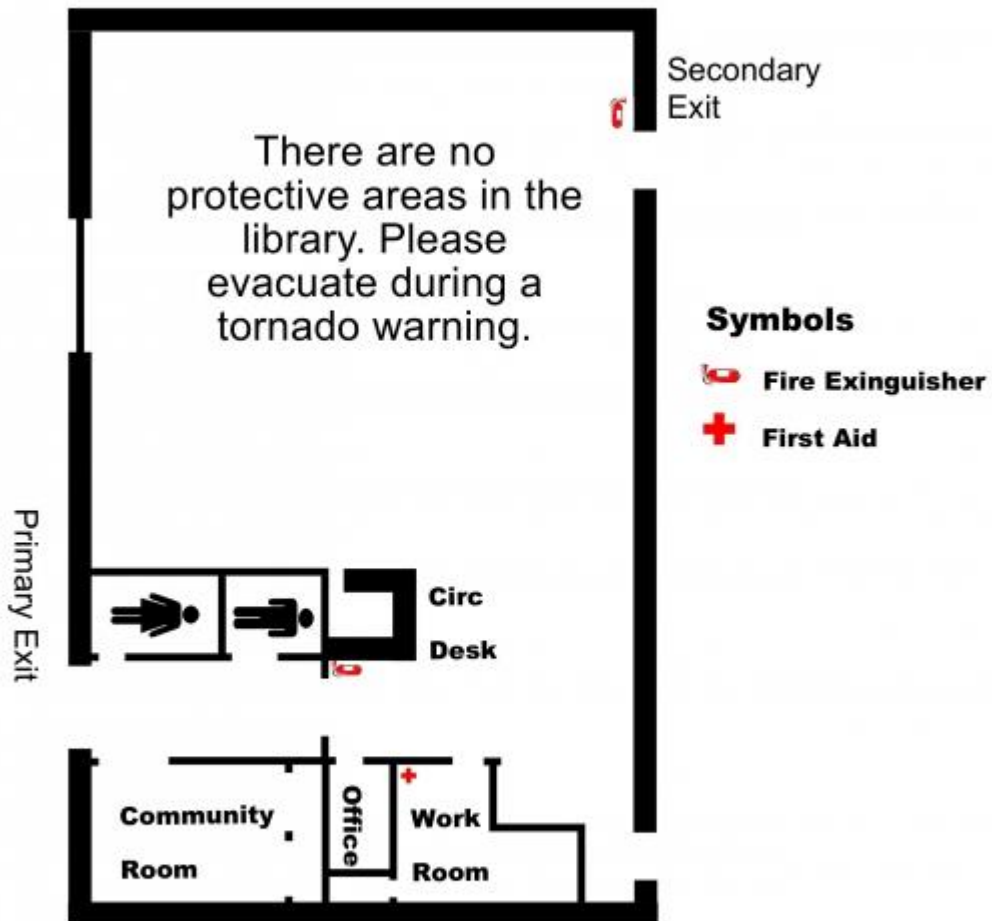
For your safety, please proceed quickly and calmly when instructed to move into protective areas.

Monrovia Public Library Protective Area Plan



Tillman D. Hill Public Library Protective Area Plan

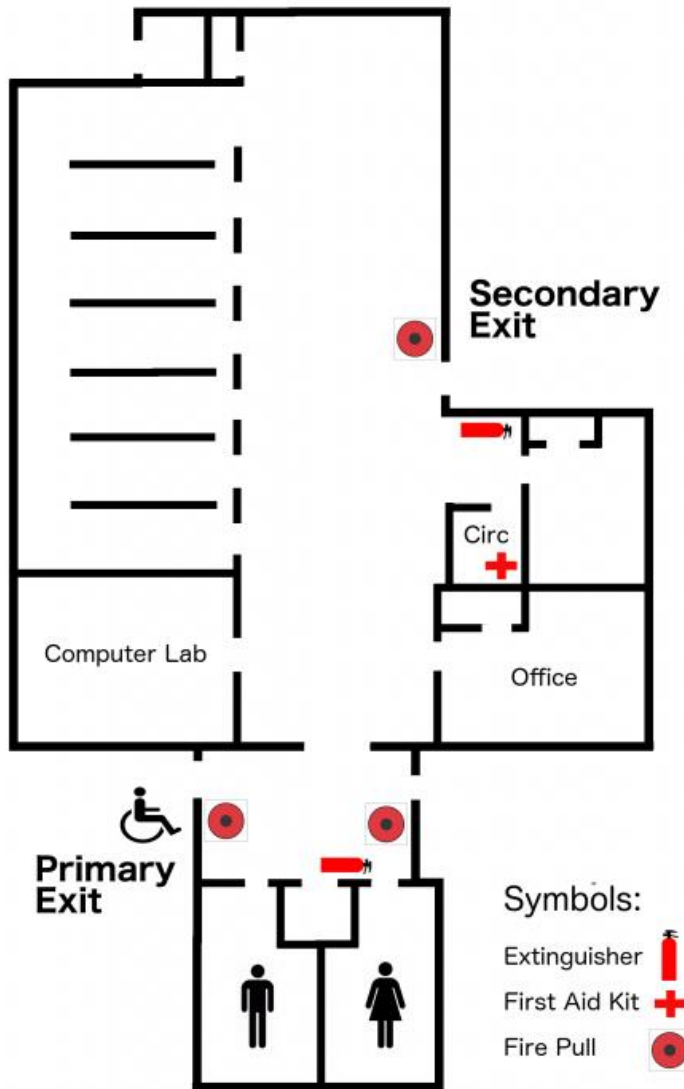
Tillman D. Hill Public Library



Protective Area Plan

Triana Public Library Protective Area Plan

Triana Public Library



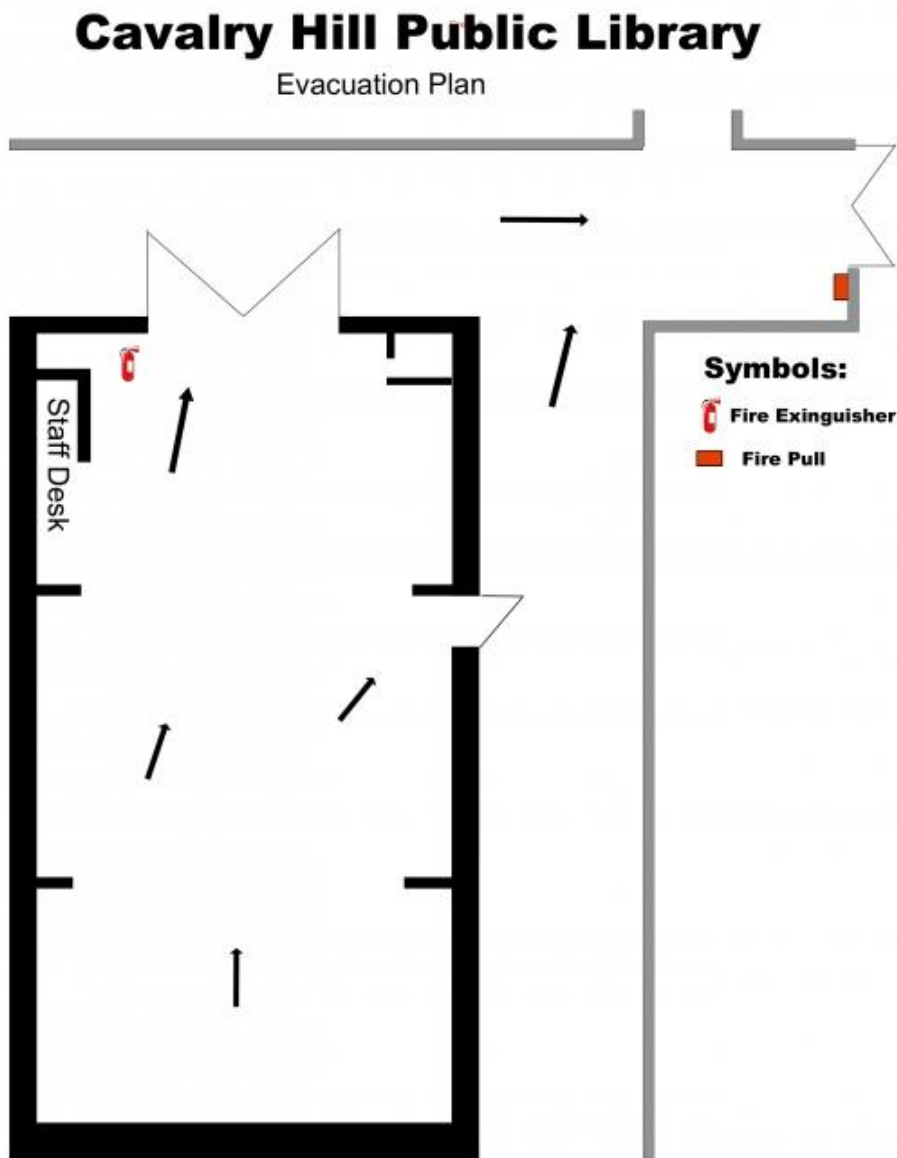
Protective Area Plan

There are no protective areas in this Library. Please evacuate during a tornado warning.

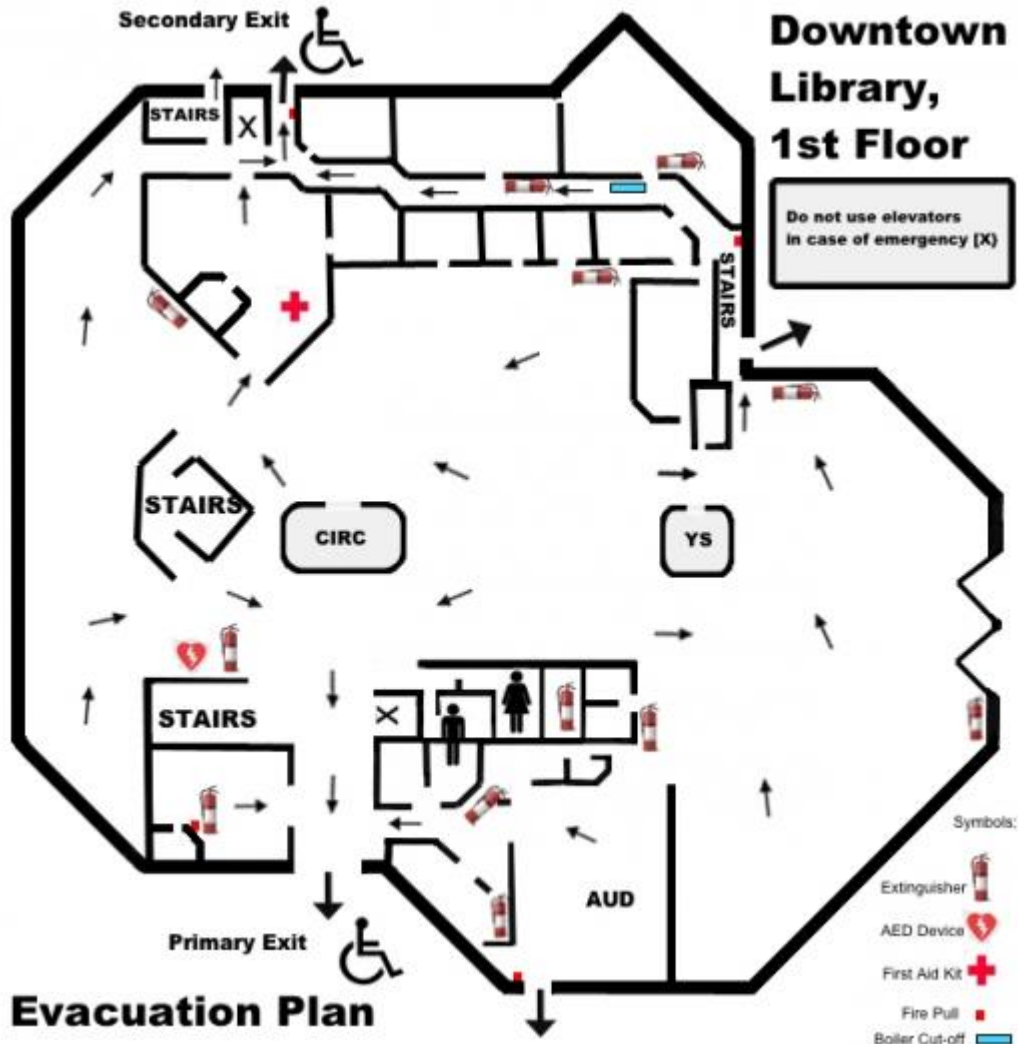
Evacuation Plans

In the event the library is evacuated, please move accordingly:

Cavalry Hill Public Library Evacuation Route

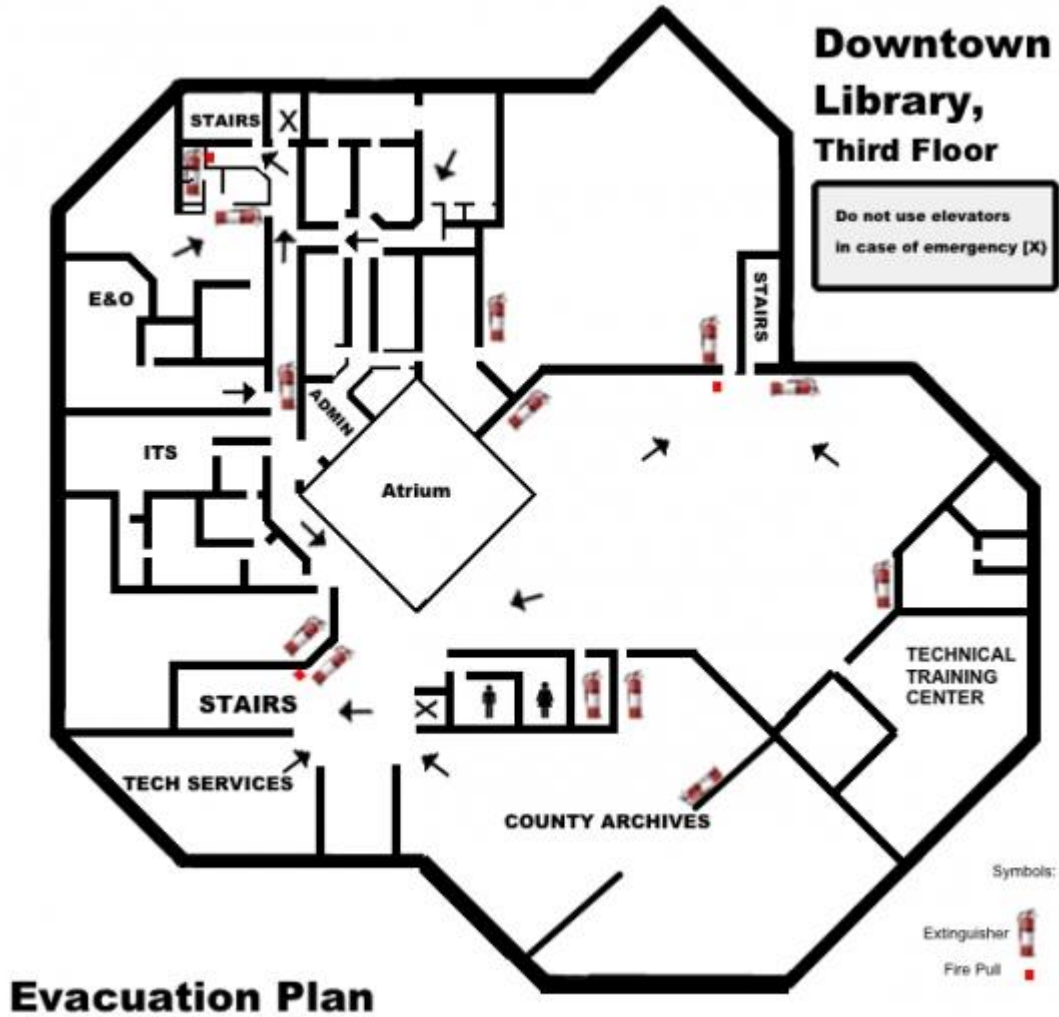


Downtown Library First Floor Evacuation Route



Downtown Library Second Floor Evacuation Route

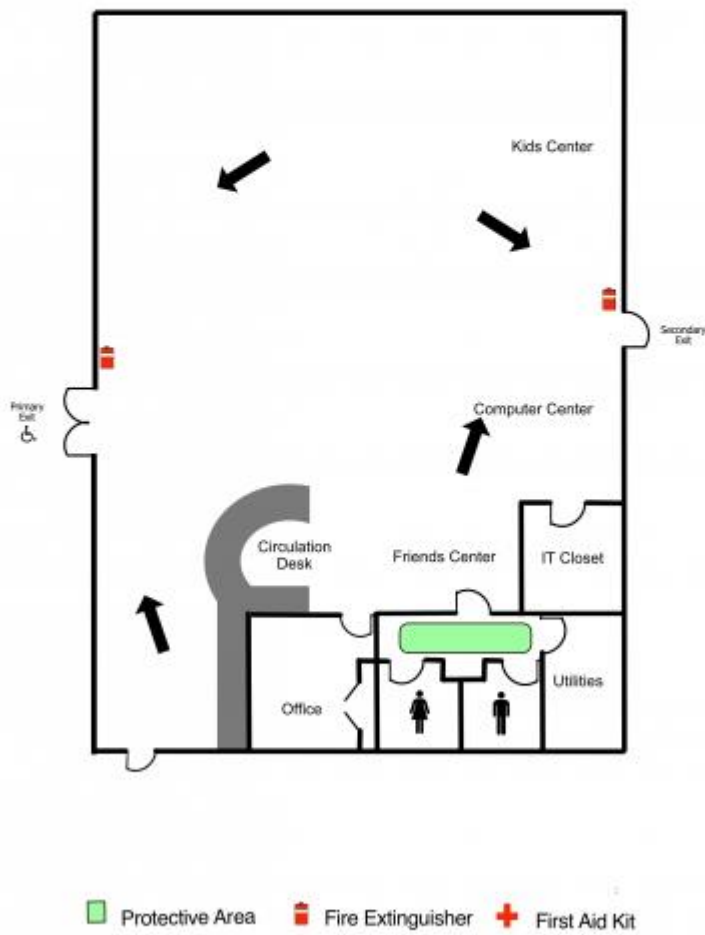
Downtown Library Third Floor Evacuation Route



New Hope Public Library Evacuation Route

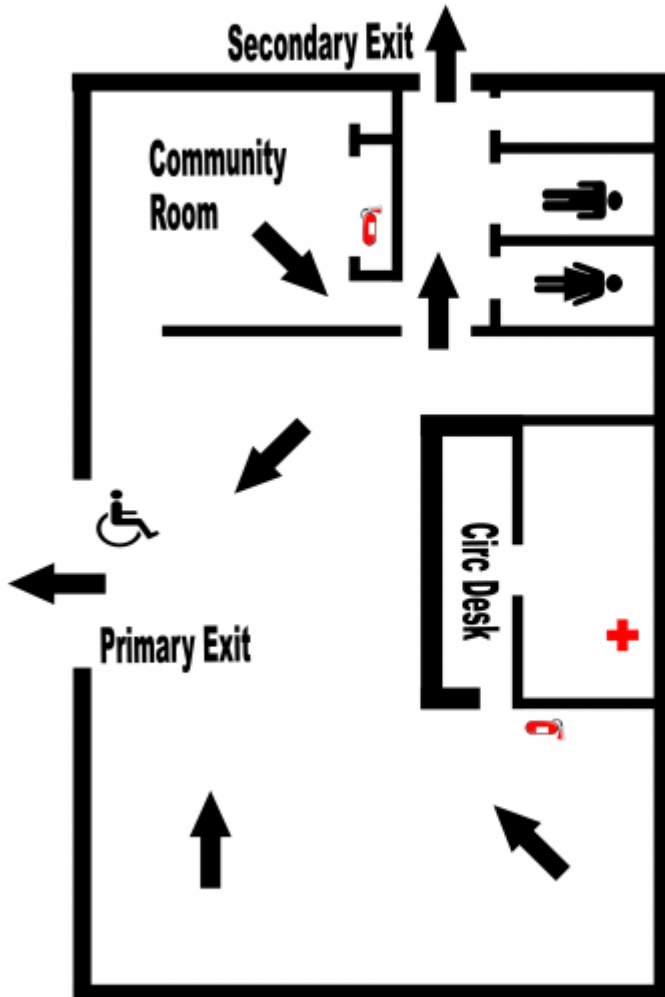
New Hope Public Library Evacuation Plan

For your safety, please proceed quickly and calmly when evacuating



Gurley Public Library Evacuation Route

Gurley Public Library



Symbols:

-  Fire Extinguisher
-  First Aid Kit

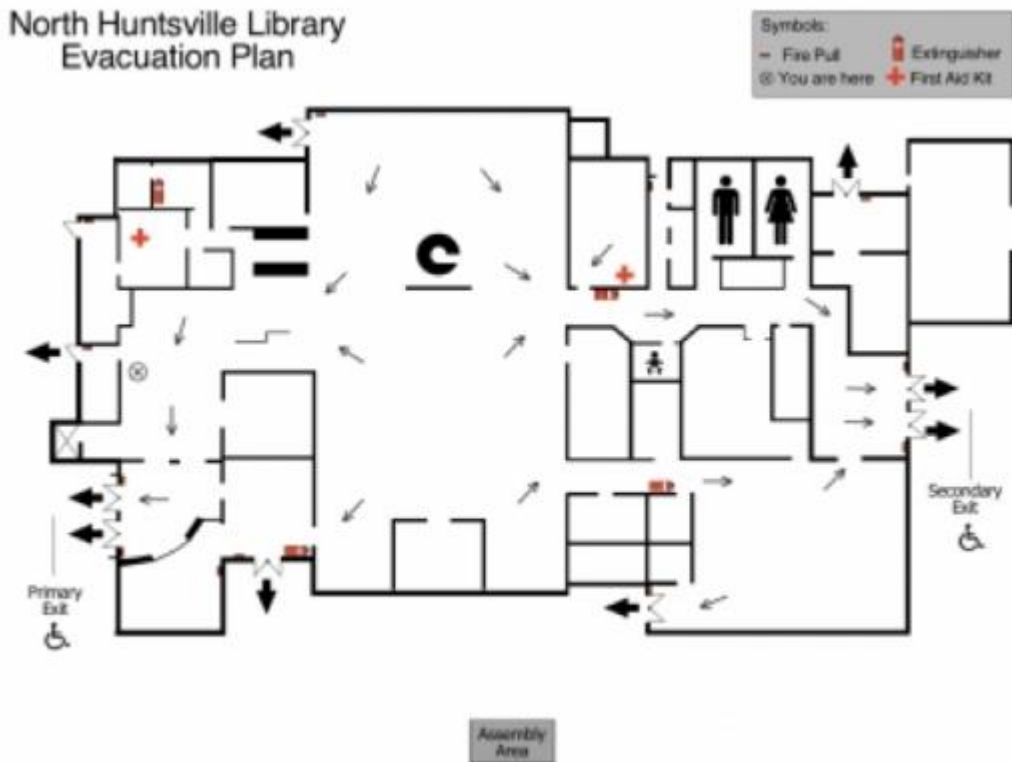
Please evacuate using the closest exit, away from danger.

Evacuation Route

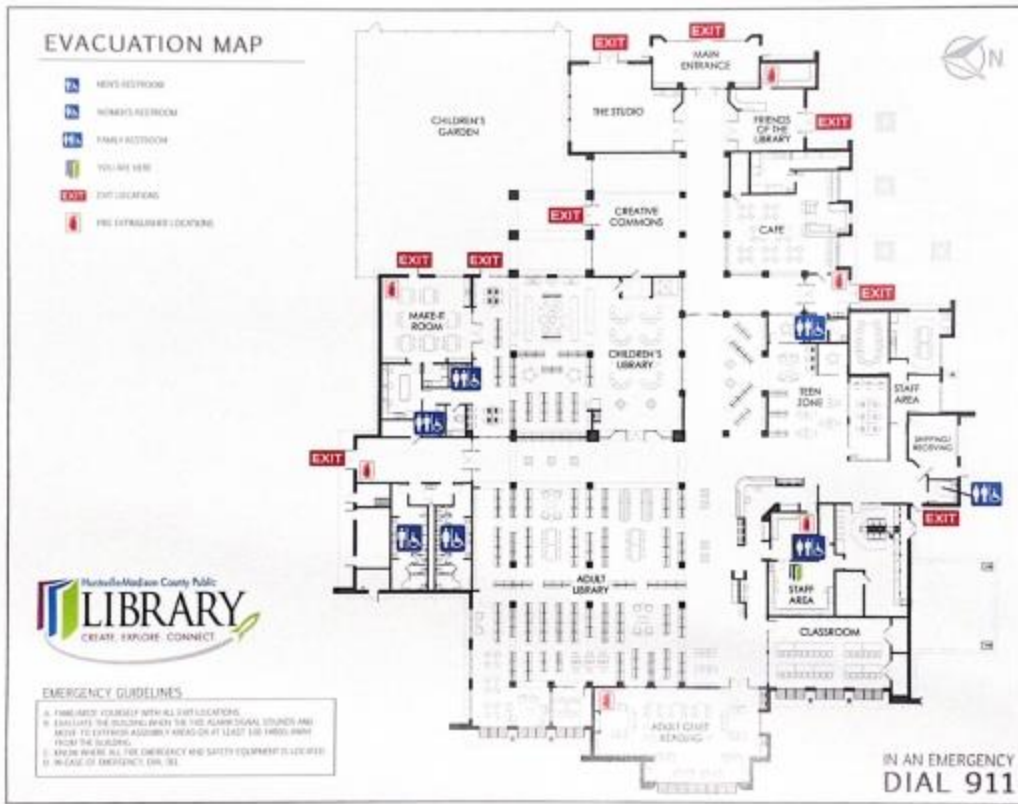
Madison Public Library Evacuation Route



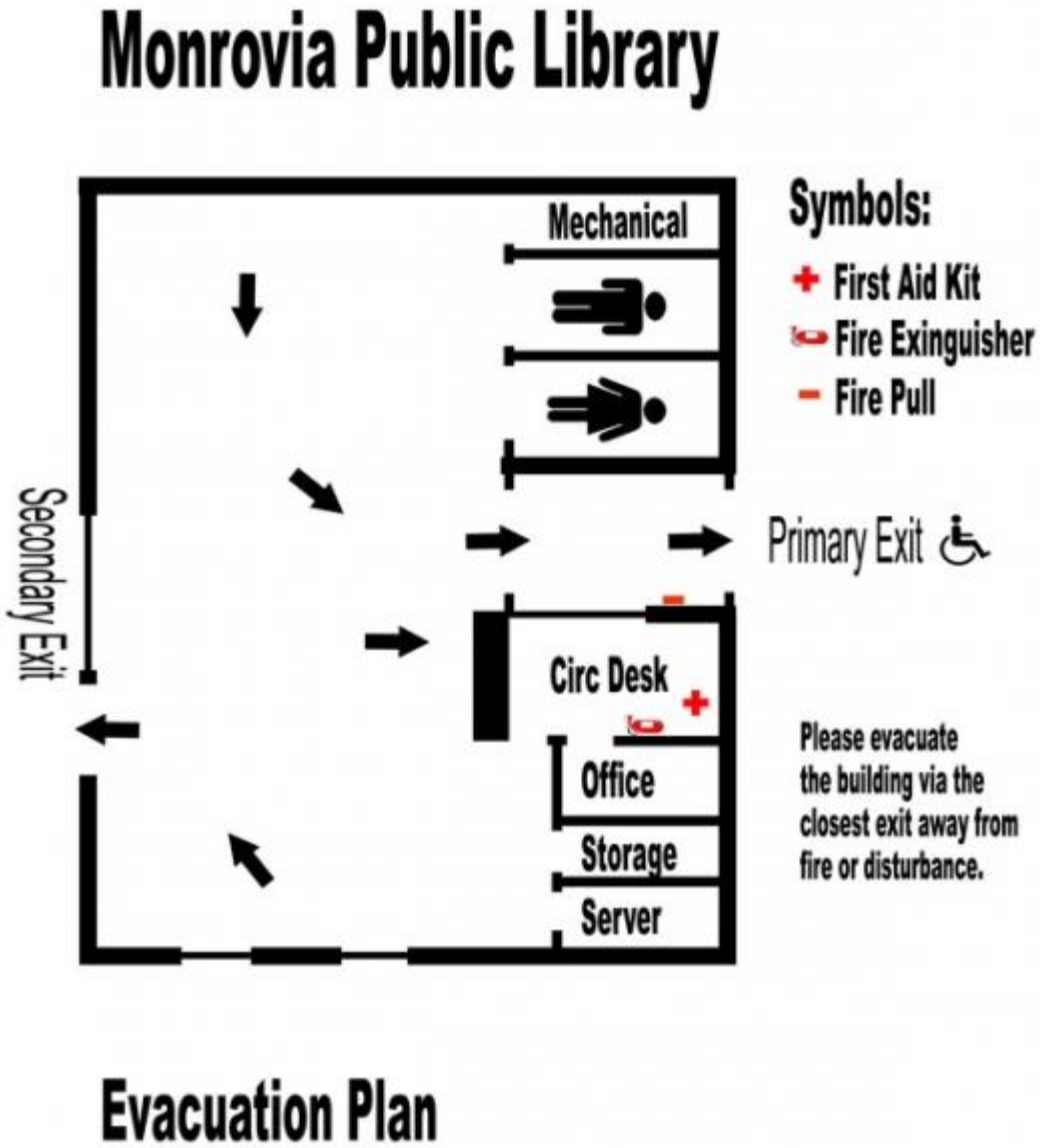
North Huntsville Library Evacuation Route



South Huntsville Library Evacuation Route

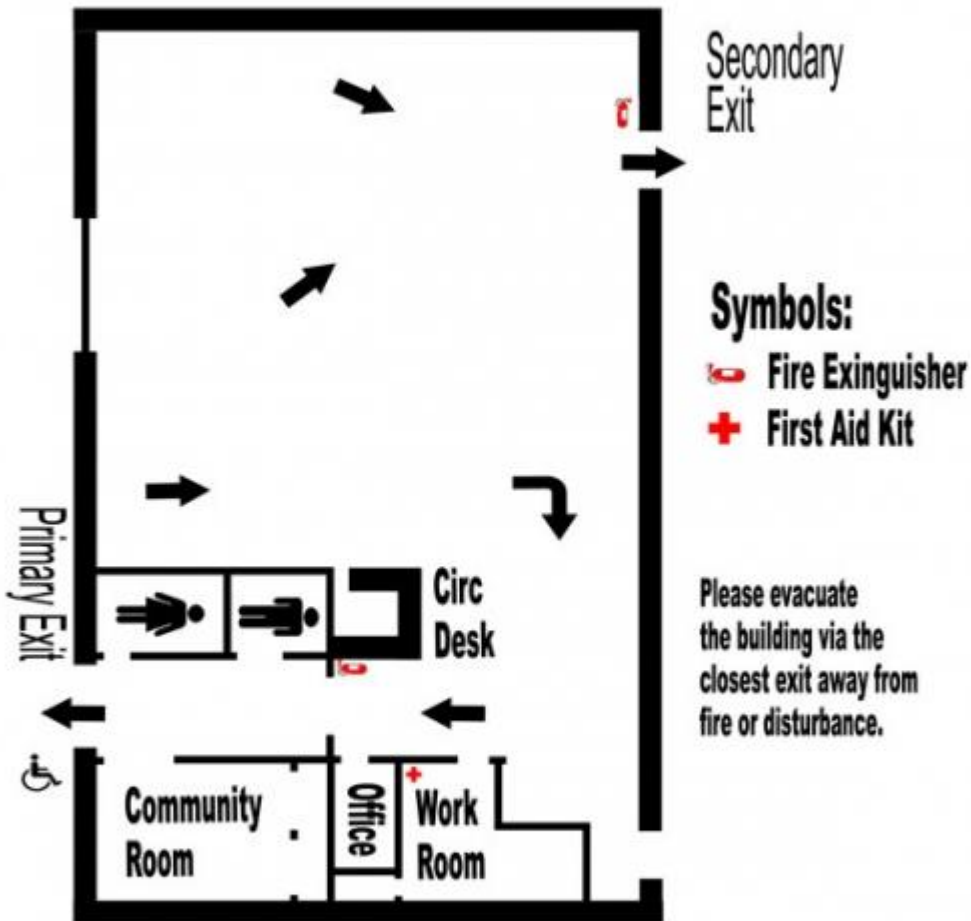


Monrovia Public Library Evacuation Route



Tillman D. Hill Public Library Evacuation Route

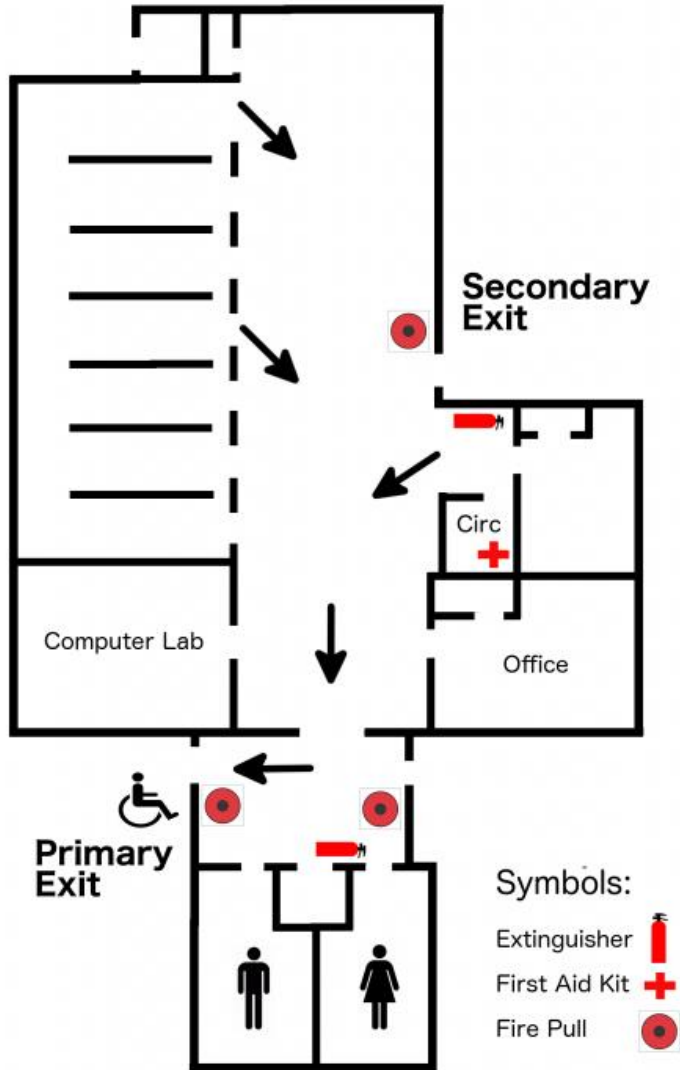
Tillman D. Hill Public Library



Evacuation Route

Triana Public Library Evacuation Route

Triana Public Library



Evacuation Plan

For your safety, please proceed quickly and calmly when instructed to evacuate. Thank you.

AFTER THE DISASTER

Recovery

The aim of the recovery phase is to restore the affected area to its previous state. It differs from the response phase in its focus; recovery efforts are concerned with issues and decisions that must be made after immediate needs are addressed. Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property, re-employment, and the repair of other essential infrastructure.

Ensuring the Safety and Well-being of the Staff and Patrons

SAFETY FIRST!

- Remain calm, reassuring. Alert staff to potential hazards.
- Look for loose or downed power lines. Avoid area. Report problems to local utility.
- Look for electrical system damage: sparks, broken/frayed wires, smell of burning insulation. Turn off electricity at main switch if you can without risk.
- If you smell gas or hear blowing or hissing, open a window and immediately leave the building. Turn off gas at main valve if trained to do so. Call gas company at once.
- DO NOT REENTER THE BUILDING until declared safe by security or emergency management officials.

STABILIZE THE BUILDING & ENVIRONMENT

- Some building contents may be contaminated. Do not enter without current tetanus shots, protective gloves/clothing, hard hat and NIOSH-approved respiratory mask.
- Identify and repair structural hazards. Brace shelves. Remove debris from floor.
- Reduce temperature and relative humidity at once to prevent mold outbreak. Ideal targets are less than 70° F/45% RH.
- If warm outside, use coldest air conditioning setting; cover broken windows with plastic.
- In cool, low-humidity weather open windows, use circulating fans. If mold is already present, do not circulate air.
- Do not turn on heat unless required for human comfort.
- Remove standing water and empty items containing water; remove wet carpets and furnishings.
- If everything is soaked, use commercial dehumidification except in historic buildings.
- Purchase needed supplies.
- Look for threats to worker safety or collections. Determine status of security systems.
- Look for evidence of mold. Note how long the materials have been wet and the current inside temperature and relative humidity.

Facilities Checklist for Recovery

1. Contact insurance agent
2. Have experts conduct safety inspections and determine facilities damage before allowing staff to enter building
3. Shut off electricity, gas, and water as needed
4. Check halon systems
5. Document damage in photos, video
6. Determine steps to be taken to repair facilities and resume services

The Library Archives are located on the second floor of the Downtown Library and the Madison County Records Center is located on the third floor of the Downtown Library. Be advised that these two repositories house the vast majority of Madison County history.

These two repositories should receive high priority in recovery and mitigation effort's use of available resources to cover their collections or to provide temporary covers for any damaged windows or doors in their departments. A limited supply of clear polyethylene type sheet film such as Visqueen Sheeting should be stored in the maintenance workroom or other designated location along with a suitable quantity of heavy duty duct tape for the purpose of sealing off damaged windows or doors. This sheeting should not be used in an attempt to cover any other large portion or portions of the library collection unless they are not needed for temporarily weatherproofing these three vital areas of the library. Library supervisors and personnel will use extreme care and cautious judgment in covering damaged windows or doors.

From the Northeast Document Conservation Center, 2007

Recovery Priorities:

- A. Put no one's life or health at risk.
- B. With water damage, create fantastic air flow to prevent mold growth.
- C. As possible, freeze wet materials—sort for replacement/discard later.

Protection of Artifacts:

1. Protect objects by covering, lifting, or evacuating if staff is available and capable.

-What should be evacuated first? Framed Portraits, Grey Document Boxes, and Rare Leather-bound Books

2. Diminish mold growth by reducing the temperature and humidity and by promoting air circulation.

-A fan and extension cord is located on the back wall of the Archives.

3. Obtain containers and supports for moving and handling objects: plastic crates, polyethylene sheeting, plywood, saw horses, rubber gloves, dollies, carts.

-There are carts in the Heritage room and Archive suitable for document boxes. Large portraits if not carried by hand, may require a flat cart such as the one in the loading bay hallway. Take care not to scratch artwork.

4. Identify temporary storage in aftermath.

-Depending on the nature of the disaster, storage of boxed items might fit in designated secure safety areas such as first floor stairwell any dry areas with no windows.

-Temporary freezing facilities might include cold storage

5. Set up work areas for items that need to be packed or air dried

-Locate cold storage or freezing facilities. Temporary facilities might include meat lockers of nearby grocery stores or industrial freezing.

-Handle objects only with rubber gloves, contaminated objects may pose a health hazard. Gloves and lint free rags may be found in the archives desk drawer located under the Archives Rare Books sign by the door to the archives room.

-If time and conditions permit, record objects and destination with film, video, or pencil and paper. Take photographs if at all possible.

6. Label object containers

-There are markers and supplies for labeling in the aforementioned desk drawer.

Material Salvage of Books and Records

To Freeze or Not to Freeze

There is a lack of consensus among conservators about which materials you can safely freeze, or freeze-dry – pottery, textiles, basketry, leather, etc. The reason is probably that most conservators have only had experiences freezing drying objects for purposes of pest control or drying waterlogged archaeological materials.

Wet organic artifacts or natural history specimens are different from both aforementioned problems. They are different from dry, pest-infested objects because they are wet and when water is frozen it expands and can cause physical damage on a microscopic scale. They are also different from waterlogged archeological materials, because their cell structure is likely much stronger and more resilient than waterlogged material.

Each case needs to be evaluated individually, weighing risks against benefits, but damage from mold growth or bleeding inks and dyes is very real and time sensitive. If immediate air drying is not feasible, freezing is generally recommended (and as soon as possible), if possible, to delay further damage. That said, there are a few media that are likely to become damaged by the freezing process. Therefore,

Avoid Freezing

- Wet paintings of any kind
- Wet composite wood objects – picture frames, veneered furniture, musical instruments, complex ethnographic objects.
- Ivory
- Wet collodion negatives, (although water is the problem, not freezing).
- Vellum (again, water is the problem).
- Wet inorganic objects – stone, glass, pottery – because drying time should be relatively quick, the objects won't need much tending during the drying, and also because risk of mold is low and consequences of mold are less serious than with organic collections.

In the case of the first five categories listed, the priority must be to try to prevent these materials from becoming wet in the first place. Proper protection in storage is key.

The recovery of books and records after exposure to a water-based emergency can be successful and cost-effective if staff and management are prepared ahead of time and react in a timely way. However, if decisions and actions are delayed more than a few hours, collections may be lost or so seriously damaged that recovery becomes a major undertaking.

Rapid response is essential for an effective recovery effort. Paper-based collections begin to distort physically immediately after becoming wet. Books swell and distort; paper cockles; inks and pigments run; coated papers begin to adhere to one another. Materials that could be dried easily and relatively inexpensively if attended to quickly become candidates for rebinding, expert conservation, or discard. Unfortunately, many librarians believe that replacement of water-damaged materials is the best solution, only to find that many items are not replaceable. Or they are replaceable in formats that are not acceptable to users or compatible with service goals. Collections of some breadth and depth may never recover their former distinction.

If environmental conditions are poor after a water problem, mold will begin to bloom in as little as 2-3 days, developing first in the gutters and spines of bound materials, and spreading rapidly thereafter. Once established, mold is extremely difficult to control and eradicate, frequently causing problems in the facility for many months after the recovery effort is concluded.

Recovery from exposure to water is more successful if collections and facilities are stabilized as soon as possible. This means that the immediate environment must receive attention. Water must be removed; temperature and humidity controlled; and dry collections protected. At the same time, wet books and records should, in most instances, be removed from the site following accepted procedures, and stabilized by freezing.

After a serious water emergency, questions often arise that deserve attention. Are any of these materials expendable because they no longer are used, have no relationship to the current collection development plan, or have no value? Can they be purchased in another format that will be acceptable to users? Would the purchase in another format create hidden expenses in the future? For example, will there be a need to upgrade equipment, hardware, or software to access the information? Does the institution have obligations to the region or even the world's library?

For books and records that have been water damaged, there are several drying techniques which have been tested and perfected over the past decade. The selection of one or more of these depends upon the extent and severity of water damage, the composition of the materials affected, the expected use and retention of the collections, and the documented facts related to the overt and hidden costs of recovery using various drying methods. These will be described briefly with comments about the kinds of damage and the specific collection materials for which they were developed as well as the short- and long-term costs of employing them.

Advice from a preservation manager or a conservator experienced in disaster recovery can be helpful before making final decisions. If rare books or unique materials are involved, a conservator should always be consulted so mistakes can be avoided. Successful recovery operations over the past decade have demonstrated repeatedly that if sound recovery methods are followed, it is less expensive to dry original collections than to replace them.

It is important to understand that no drying method restores collections. If time must be taken to make critical decisions and materials have distorted badly, that is the way they will look when dry. However, if collections are stabilized quickly, they can often be dried and returned to the shelves with little discernible damage.

Air Drying

Air drying is the oldest and most common method of dealing with wet books and records. It can be employed for one item or many, but it is most suitable for small numbers of damp or slightly wet books and documents. Because it requires no special equipment, it is often believed to be an inexpensive method of drying. But it is extremely labor intensive, it can occupy a great deal of space, and it usually results in badly distorted bindings and textblocks. It is seldom successful for drying bound volumes with coated paper. The rehabilitation costs after air drying tend to be extensive because most bound material requires rebinding. Single sheets are often distorted requiring flattening and rehousing. It is not unusual for mold to develop during extensive air-drying operations. Another hidden cost of air drying is the extra amount of shelf space required for collections. Depending upon how quickly wet materials are stabilized, the minimum amount of additional space required after drying will be 20%-30%.

Dehumidification

Drying by dehumidification has been employed for many years by business and industry to dry out buildings, the holds of ships, and mammoth storage containers. Large, commercial dehumidifiers are placed in a facility with all the collections, equipment, and furnishings left in place. Temperature and humidity are carefully controlled to specifications. This drying method is especially effective for library or archives buildings that have suffered extensive water damage to the structure itself. It can be used for collections that have suffered only slight to moderate water damage, but is not safe for water-soluble inks or pigments. Slightly damp coated paper may be dried this way if swelling and adhesion have not taken place before the process is initiated. The number of items that can be treated with dehumidification is limited only by the expertise or the equipment of the company. This drying method has the advantage of leaving the collections in place on the shelves and in storage containers, eliminating the costly step of removal to a freezer or vacuum chamber. Dehumidification is especially effective in conjunction with other drying methods and for stabilizing the building and environment.

Freezer Drying

A modest number of books and records that are only damp or moderately wet may be dried quite successfully in a self-defrosting blast freezer if left there long enough. The temperature in the freezer must be maintained no warmer than -10 degrees F. Materials should be placed in the freezer as soon as possible after becoming wet. Books will dry best if their bindings are supported firmly to inhibit initial swelling. One method is to support books between clear acrylic "boards" with holes drilled in them to facilitate drying. The book and boards can be wrapped with a strong elastic cord which will keep them firmly supported as the books dry and shrink slightly. Documents may be placed in the freezer in stacks or spread out for faster drying. Small numbers of leather and vellum bindings can be dried successfully this way. Expect this method to take from several weeks to many months, depending upon the temperature of the freezer and the extent of water damage, because it is a passive technology. Caution is advised with coated paper as leaves may adhere to one another while drying. If items are placed in the freezer very soon after becoming wet, additional shelf or storage space will be held to a minimum.

Thermaline or Cryogenic Drying

This is the copyrighted name for a new drying technique currently being tested and revised to meet special needs. Intended primarily for rare book and manuscript collections, the process was developed to address the difficulty of drying large numbers of rare books bound in leather or vellum. It employs blast freezers at very low temperatures and is an advanced variation of the Freezer Drying method described above, using sophisticated technology to hasten the drying in a more active approach. Because books receive a great deal of individual handling to ensure the most effective drying with the least amount of damage, this process is the most expensive of the drying methods. It is safe for water-soluble media and for coated papers. As with vacuum freeze drying, if carried out properly, Thermaline Drying never distorts materials as a result of the process.

Vacuum Freeze Drying

This process calls for sophisticated equipment and is especially suitable for large numbers of wet books and records as well as for water-soluble inks and for coated paper. Frozen books and records are placed in a vacuum chamber. The vacuum is pulled, a source of heat introduced, and the collections, dried at temperatures below 32 degrees F, remain frozen. The physical process known as sublimation takes place--i.e., ice crystals vaporize without melting. This means that there is no additional wetting, swelling, or distortion beyond that incurred before the frozen materials were placed in the chamber. If materials have been stabilized quickly after becoming wet, very little extra shelf or storage space will be required when they are dry. 10% additional shelf space is a sound estimate to use for planning.

Many coated papers can be difficult to dry without adhering once they are wet. Because it is nearly impossible to determine which paper will block, all coated papers should be treated the same way for the purpose of vacuum freeze drying: before any drying takes place, and ideally within six hours of exposure, materials should be frozen at -10 degrees F or lower. They may then be vacuum freeze dried with a high potential for success. Rare and unique materials can be dried successfully by vacuum freeze drying, but leathers and vellums may not survive. Although this method may initially appear to be more expensive because of the equipment required, the results are often so satisfactory that additional funds for rebinding are not necessary, and mud, dirt and/or soot are lifted to the surface, making cleaning less time-consuming. If only a few books are dried, vacuum freeze drying can be expensive. However, companies that offer this service are often willing to dry one client's small group of books with another client's larger group, reducing the per-book cost and making the process affordable.

Vacuum Thermal Drying

Books and records that are slightly to extensively wet may be dried in a vacuum thermal drying chamber into which they are placed either wet or frozen. The vacuum is drawn, heat is introduced, and the materials are dried just above 32 degrees F. This means that the materials stay wet while they dry. This method is used extensively in the food industry for freeze drying certain foods. It is an acceptable method of drying wet records that have no long-term value. The method often produces extreme distortion in books, and almost always causes blocking of coated paper. For large numbers of collections, vacuum thermal drying is easier than air drying and almost always more cost-effective. However, extensive rebinding or recasing of books should be expected as should the need for expanded shelf or storage space.

How to Air Dry Wet Records

Wet records may be air dried if care is taken to follow guidelines suggested by preservation experts. The technique is most suitable for small numbers of records that are damp or water damaged only around the edges. If there are hundreds of single pages, or if the water damage is severe, other methods of drying will be more satisfactory and cost-effective. Stacks of documents on coated, or shiny, paper must be separated immediately to prevent adhesion, or they must be frozen to await a later drying decision. Care must be taken with water-soluble inks as well. Records with running or blurred inks should be frozen immediately to preserve the written record. After the items are frozen, conservators can be contacted for advice and assistance.

If records must be air dried, the following steps will help achieve satisfactory results. Wet paper is extremely fragile and easily torn or damaged, so care must be exercised. Once wet, records will never look the same, and at least some cockling should be expected.

1. Secure a clean, dry environment where the temperature and humidity are as low as possible. The temperature must be below 70 degrees F. and the humidity below 50%, or mold will probably develop and distortion will be extreme.
2. Keep the air moving at all times using fans in the drying area. This will accelerate the drying process and discourage the growth of mold. If materials are dried outside, remember that prolonged exposure to direct sunlight may fade inks and accelerate the aging of paper. Be aware that breezes can blow away single records. Train fans into the air and away from the drying records.
3. Single leaves can be laid out on tables, floors, and other flat surfaces, protected if necessary by paper towels or clean, unprinted newsprint, or clotheslines may be strung close together and records laid across them for drying.
4. If records are printed on coated paper, they must be separated from one another to prevent them from sticking. This is a tedious process that requires skill and patience. Practice ahead of time will prove useful. Place a piece of polyester film on the stack of records. Rub it gently down on the top sheet. Then slowly lift the film while peeling off the top sheet. Hang the polyester film up to dry on a clothesline using clothespins. As the document dries, it will separate from the surface of the film, so it must be monitored carefully. Before it falls, remove it and allow it to finish drying on a flat surface.
5. Once dry, records may be rehoused in clean folders and boxes, or they may be photocopied or reformatted in other ways. Dried records will always occupy more space than ones that have never been water damaged.

How to Air Dry Wet Books

Air drying is most appropriate for books that are only damp or wet in limited places such as along the edges. Books that are soaking wet should be frozen and vacuum freeze dried to minimize cockling of pages and distortion of the text block and binding. Books containing coated paper should be frozen while still wet and vacuum freeze dried for best results. Books with running or blurred inks must be frozen immediately to preserve the contents.

Refer to steps 1 and 2 in the section How to Air Dry Wet Records.

1. Interleave every few pages, starting from the back of the book, turning pages carefully. For interleaving, use paper towels or clean, unprinted newsprint. Be careful to avoid interleaving too much or the spine will become concave and the volume distorted. Complete the interleaving by placing clean blotter paper inside the front and back covers. Close the book gently and place it on several sheets of absorbent paper. Change the interleaving frequently. Turn the book from head to tail each time it is interleaved.
2. When books are dry but still cool to the touch, they should be closed, laid flat on a table or other horizontal surface, gently formed into the normal shape, with convex spine and concave front edge (if that was their original shape), and held in place with a light weight. Do not stack drying books on top of each other. In no case should books be returned to

the shelves until thoroughly dry; otherwise mold may develop, particularly along the gutter margin.

3. Dampness will persist for some time in the gutter, along the spine, and between boards and flyleaves. This is particularly true of volumes sewn on an oversewing machine. Check often for mold growth while books are drying.
4. If the edges of the book are only slightly wet, the book may be stood on end and fanned open slightly in the path of a flow of air (as from a fan). To minimize distortion of the edges, lay volumes flat under light pressure just before drying is complete. Paper or cloth-covered bricks work well for weights.
5. If you can establish an air-conditioned room capable of maintaining a constant relative humidity of 25 to 35% and temperature between 50 and 65 degrees F, books with only wet edges can be dried successfully in approximately two weeks without interleaving. Do not try to dry books printed on coated paper by this method. In most cases, the only chance of saving such books is to freeze them while they are wet and dry them by vacuum freeze drying.

Sally Buchanan, Associate Professor
School of Information Science
University of Pittsburgh

Northeast Document Conservation Center, 2007

Acknowledgements and Revisions

The first Readiness and Emergency Management Procedures Guide, a print document, was approved by the Library Board during February of 2008. The guide was developed by Marianne Lenox (lead), Sue Royer, Regina Cooper, Susan Markham, Donna Noojin, John Poleretzky, David Johnson, Deborah Jackson, Louise Brandon, Martin Towery, BJ Johnson and Sherry Lee. Based on the original, flip-chart Emergency Plan, Michele McCrary of First Commercial Bank and Kirk Paradise (and his planning team at the Huntsville Madison County Emergency Management Agency) also contributed to the document.

Initial updates to the Readiness and Emergency Management Procedures Guide were approved by the Library Board in September of 2010 and would later become the Response section of the Disaster Plan.

In February of 2011 the Disaster Plan was approved by the Library Board as guidelines in order to prepare, prevent, respond and recover from potential disasters within the Huntsville-Madison County Public Library. This plan includes sections on Mitigation, Preparedness, Response and Recovery.

June 2011 updates included the addition of Active Shooter guidelines.

July 2012 updates included the addition of a Citizens Aid policy as well as a major rewrite which reflects the new HMCPL staff emergency notification system. The latest version of the Disaster

Plan for staff is available in both print and online at <http://staffspace/disasterplan>. Other interested parties may visit <http://hmcpl.org/disasterplan> and read or download a version which is stripped of any confidential information concerning staff or the library. The 2012 Disaster Planning Team members are Marianne Lenox (Lead), Aaron Sakovich, Bobby Lipscomb, Brian Bess, Cheryl Wernle, Connie Chow, Laurel Best, Rosalind Lett, Sue Royer, Susanna Leberman, Trina Altman, Wanda Cross, and Sheree McBryde.

July 2014 updates included corrected contact information.

July - October 2016 updates included:

- Changed the name of the "Main" branch to "Downtown"
- Changed the Staff Training and Volunteer Coordinator's mentions within the plan to Administrative Coordinator
- Changed mentions on the "Communications Tree" to the "Emergency Notification System" and added instructions for its use.
- Simplified Person In Charge of Emergency Flowchart
- Updated contact information, facility information and pocket plans for all locations
- Updated Insurance information
- Updated Protective Area and / or Evacuation Charts for Downtown, Triana and Gurley

September 2017 updates replaced the contact information and phone numbers for the public elevator in the Downtown Library.

March 2020 updated the Pandemic Outbreak Flu Placard

Fall 2021 updates included

- Adding and removing branches as appropriate
- Changing the nomenclature from "Administrative Coordinator", "Disaster Planning Team", and "Disaster Response Team" to "Disaster Team"
- Removing "Pocket Plan" pages in preparation for [location-specific flip charts](#)
- Removing all the emergency paging codes except for Yellow: Missing or Abducted Child

Fall 2022 updates include:

- Added a table of contents to the printable version
- Updated the New Hope branch as appropriate
- Updated the non-emergency phone numbers

/end