HUNTSVILLE MADISON COUNTY PUBLIC LIBRARY
Board of Directors Meeting
Tuesday, September 24, 2024 @ 4:00 pm
Meeting Site: North Huntsville Library

AGENDA

Call to Order   Kevin Gray, Chair

Approval of Agenda

Approval of Minutes

Library Foundation Report   Brooke Rawlins

Finance Committee Report   Brad Garland
     Financial Report
     Approve Budget for FY25 contingent on funding (VOTE)

Governance Committee Report   Melissa Thompson
     Disaster Plan review and approval for FY25 (VOTE)
     Computer Use Policy update (VOTE)
     Collection Development Policy update (VOTE)
     Membership and Circulation Policy update (VOTE)

Executive Director's Report: Connie Chow
     Activity Report

Public Comments

Tonia Stulting	Kimberly Meinshausen	Nancy Robertson
Julia Harrison	Susan Stewart	
Carissa Callan	Andrea Simmons	
Rachel Homolak	Gary Simmons	

Statement of Concern Appeals   Connie Chow

Next Meeting Date: November 19, 2024 @ 4:00 pm
                                Location: North Huntsville Library

Adjourn

Huntsville-Madison County Public Library
Board of Directors Meeting
MINUTES
July 16, 2024

The meeting was called to order by the Chairperson.

Present: Kevin Gray, Chair
     G.W. Boon, Vice-Chair
     Melissa Thompson, Member
     Doug Martinson, Member
     Brad Garland, Member
     Ranae Bartlett, Member
     Carla Clift, Member
     Connie Chow, Interim Executive Director
     Stephen Efird, Interim Deputy Director
     Brooke Rawlins, Development Director
     Dietrich Schaefer, Recorder

In Attendance:
Dr. Marissa Allison   Emily Jones
Stacey Riggle   Michael Shelton
Susan Stewart   Carissa Callan
Dr. Shannon Neblett

Approval of Agenda

At the start of the meeting, Mr. Gray addressed those in attendance and stated that public comments would be held at the end of the meeting to give opportunity to hear what is being discussed. Mr. Gray called for any changes to the agenda. There were no changes to the agenda. Mr. Martinson made a motion to approve the meeting minutes and Mr. Boon seconded the motion. Motion carried.

Approval of Minutes

Mr. Gray called for any additions or corrections to the Minutes. Mr. Garland made the motion to approve the minutes as presented. Ms. Thompson seconded the motion and the motion carried.

Library Foundation Report

Ms. Rawlins presented the Library Foundation Report. Ms. Rawlins reported that the annual Vive le Livre will take place on Wednesday, September 25th, 2024 at the Jackson Center. All proceeds will go back into the Library with a goal of roughly $90,000.

The Library Foundation received a $10,000 grant in support of the Ready Readers program from the PNC foundation. The Ready Readers program is a literacy initiative for pre-k children.

Finance Committee Report

Mr. Garland report that the financial data was on target for this point of the year and that there were no items of concern to report.

Mr. Garland presented the committee's recommendation to approve the contract for the South Huntsville Library janitorial services, which is the same contract from last year with the same company. The motion was made to approve the committee's recommendation with no opposition. Motion carried.

Mr. Garland presented the committee's recommendation to approve the resolution to change the trustee of the retirement savings from Ascensus Vanguard to Principal. The motion was made to approve the committee's recommendation with no opposition. Motion carried.

Governance Committee Report

Ms. Thompson presented the committee's recommendation to approve on the 2025 Closing Dates. The motion was made to approve the committee's recommendation with no opposition. Motion carried.

Ms. Thompson discussed the committee's recommendation regarding the changes to the Statement of Concern policy. Several points were mentioned regarding statements of concern, which include the following:

- In regards to digital content aggregators, the Library has limited ability to change the collection development of these entities and there are limitations to the Statement of Concern policy as it applies to digital content.
- There are 14 statements of concern in process.

Ms. Thompson presented the committee's recommendation to approve changes to the Statement of Concern policy, which includes the following changes:

- Limiting a person to a maximum submission of 3 statements of concern per year.
- During the review process, the book will remain in the collection and available.
- The review committee is expanded to include the library foundation board members.
- The decision of the review is made final for 3 years.

The motion was made to approve the committee's recommendation with no opposition. Motion carried.

Ms. Thompson presented the committee's review of the APLS rule changes that were recently finalized. The deadline to submit new collection development policies aligned with the new

goals of the updated APLS rules is December 1st, 2024. This deadline is to also be eligible for an LTSA Grant, which has historically been between $15,000 to $30,000. The deadline to submit new collection development policies aligned with the new goals to be eligible for state funding is June 30th, 2025. State funding is estimated at a little over $500,000.

To receive state funding, a library must approve updated policies to receive funding. Some of the changes from APLS include the following:

- A library has approved material selection policies, including selection criteria for minors, and how minors are safeguarded from sexually explicit material or other material deemed inappropriate for children or youth.
- A library has approved policies requiring advanced approval of materials recommended, displayed, or otherwise actively promoted to children or youth.
- A library has approved policies that ensure that library sections designated for minors under the age of 18 remain free of material that contain obscenities, sexually explicit material, or other material deemed inappropriate for children or youth.
- A library has approved policies that prevents the purchase of materials for those under the age of 18.
- A library must have separate restrictive cards for minors under the age of 18 that require parental approval before a minor can check out materials from the adult section.

Ms. Thompson states that the committee will continue to review and work through the changes in APLS rules. Changes and challenges regarding the rules were discussed. The committee will work with library staff on selection process and collection development, and how the process is directly impacted by the new APLS rules.

Executive Director's Report

Activity Report

System circulations have increased, with an estimation of 10,000 circulations ahead of last year. Downloadables are increasing with an estimated 6,000 more circulations than last year. Madison Library leads branches in overall circulation and the South Huntsville Library leads in visitor counts. Library visitors continues to increase with 7,000 more visitors this year than last year. Program attendance fluctuated, which can be attributed to traveling that is typical during the summer months. The highest attended program was the Russell Davis Magic Show at South Huntsville Library with 282 attendees. There were 8 summer reading kickoff parties across the system and there were an estimated 988 attendees total. In June of 2024 the library system had the highest visitor count since 2019 at 126,000 individuals systemwide.

Strategic Plan Update

The Library system has continued to grow many community partnerships. The North Huntsville Library partnered with the Huntsville Community Drumline for their summer reading kickoff. Jessica Camuto with WHNT weather team visited several branches and presented a meteorology program. Several branches have had programming that includes representatives from Rise Raptor, NASA, Tim's Ford State Park, and Alabama Youth Ballet.

North Huntsville Library is hosting a program called Rec and Read, and involves a partnership with Huntsville Parks and Rec. Additionally, the Ready Reader program is a part of our library outreach program and involves story time and water play at the Robert Shurney Center. In partnership with the transportation department with the city of Huntsville, a bus stop has been added at the North Huntsville Library.

Another partnership that has been developed is with Orion Amphitheater and Shedric Pelt to promote Blast music artists through an event called Hear to be Seen. This event will showcase Blast music artists and their digital music.

The Downtown Library is located in a 37-year-old building and needs renovations. The digital mapping is completed, as well as the engineering review, and staff surveys completed. Future plans include staff interviews and a work session with KPS Architects, the City of Huntsville staff, and library administration. There is no timeline available at this time.

Public Comments

Reverend Carey Cobb

Reverence Carey Cobb was not in attendance when called upon.

Stacey Riggle

Ms. Riggle states she uses library services and expressed support for the library. Ms. Riggle commented on marking what is questionable and giving parents the authority to decide for their family if it is questionable. Ms. Riggle questions "why we have to turn over the whole library system to abide by the new rules." She states adults have responsibility to protect children and to stand in the gap for children.

Dr. Marissa Allison

Dr. Allison states that she appreciates the library efforts to protect intellectual freedom and the freedom to read. Dr. Allison states that she believes the library policies meet the administrative code changes. Dr. Allison asks for continued transparency from library leadership on the actions the library will take moving forward. Regarding the statements of concern, Dr. Allison requests that decisions made by the library be part of the public record, as well as be included in board packets and the director's reports.

Emily Jones

Ms. Jones commented on author George M. Johnson and the books titled "All Boys Aren't Blue" and "We Are Not Broken." She describes "All Boys Aren't Blue" as a tragic book. Ms. Jones states that children do not need to be taught that sex can be viewed as consensual between adults and children. Ms. Jones asks the library board to consider the cost to our community for not protecting children.

Michael Shelton

Mr. Shelton states that he supports the first amendment including those with whom he disagrees. Mr. Shelton stated that the ACLU pursued action 12 years ago to allow adults to view porn in libraries because of free speech. He states at that time libraries used deference, which is a yielding of judgement and preference from respect to other people's opinions. He expressed that he looked up books that are available to juveniles and young adult in several library locations, and, in his opinion, there are books that included graphic sexual content.

Susan Stewart

Ms. Stewart expressed her support for the library in regard to amendments to administrative code. Ms. Stewart states that she believes the changes the library has made changes to align with the new rules, and the library is going to continue to make changes regarding library cards for children and how to manage library spaces for children. Ms. Stewart states that the library already does not put sexual material in the children section. Ms. Stewart wanted to make the library board aware of House bill 4 for 2025 legislative session, which was HB 385 that failed to pass this year (2024).

Carissa Callan

Ms. Callan expresses her support for the library. Ms. Callan states that while some part of the administrative code may not be clear, we still have to do hard things. Ms. Callan states that the former director wanted to move books with sexual content to the adult section last year, but the decision was later rescinded. Ms. Callan thanked the library for making it easier to get the online form to submit a statement of concern. Ms. Callan expressed questions regarding a statement of concern being required for each copy of a book at each of the different branches. She also asked if each branch had separate review committees.

After Ms. Callan's comment, Kevin Gray wanted to clear up misunderstanding regarding the statement of concern process. Mr. Gray stated that if the books are the same edition, one statement of concern covers that edition. One of the things the library is working on is making sure statement of concern is for the current edition of the book in question, as well as any other editions that have the same content.

Dr. Shannon Neblett

Dr. Neblett states that it is important to protect the right of everyone to read freely. Dr. Neblett expressed that freedom to read freely exposes people to different viewpoints, fosters empathy, and promotes critical thinking. Dr. Neblett states that parents should be involved in reading choices, and it is the parent's responsibility to guide their children in choices of reading content. Dr. Neblett expressed that limiting reading material is a step towards censorship, and further states that maintaining a broad variety of books and reading materials honors the principles of liberty and democracy.

Statement of Concern

Ms. Chow presented the Statement of Concern and reviewed the review committee response regarding the book "All Boys Aren't Blue" by George M. Johnson.

- The statement of concern says that the content of book is extremely graphic and normalizes sex at a young age prior to a child understanding consent and shares the sexual experiences of the author from childhood to adulthood. The statement of concern goes on further to express that the book seemed to be more therapeutic for the author, shares graphic details that should not be shared freely with underaged children, and that there is nothing worthwhile to be gained from the book.
- The review committee reviewed the book and made the decision that the book is to remain in the adult collection for the following reasons.
  - The content is frank and open and is relevant to the author's history.
  - The content in the book shows strong themes of loving family connections and communication struggles.
  - It is more of a disservice to remove the book from the collection as it would neglect to consider the real-world issues of sex and sexual abuse some teenagers are already experiencing.

Several board members commented on the book and their research regarding the book.

Melissa Thompson – Ms. Thompson states that she read book, and felt that the author is addressing what it feels like to be different. Ms. Thompson expressed that in her opinion, due to the graphic nature of some of the sexual experiences, the book should be moved to the adult section.

G.W. Boon – Mr. Boon states that he read the book, and found the book worthwhile, and saw it as a memoir of the author's own experiences. Mr. Boon states that he could relate to the authors experiences with family and cousins. Mr. Boon also expresses that he understands the concern over the content in question that occurs after page 200 in the book.

Ranae Bartlett – Ms. Bartlett read the book and did research as well. Ms. Bartlett expressed that it is a difficult decision on where to place the book in the collection; however, in her opinion, the book should be moved to the adult section.

Kevin Gray – Mr. Gray states that he did see value in the book as it describes content related to family, childhood struggles, and dealing with school. Mr. Gray states that descriptions in college are graphic for a book in the young adult section.

After discussion, the board decided to have an open vote regarding the statement of concern and the review committee's initial decision. There were 4 votes for the book to stay in the young adult section, which included Doug Martinson, G.W. Boon, Brad Garland, and Carla Clift. There were 3 votes for the book to be moved to the adult section, which included Ranae Bartlett, Kevin Gray, and Melissa Thompson. As a result of the board vote, the book will stay in the young adult section.

Next Meeting Date

The next meeting will be held Tuesday, September 24, 2024 at the Downtown Huntsville Library.

There being no further business, the meeting adjourned.

Submitted by: Approved:

_____   _____

Dietrich Schaefer   Kevin Gray, Chair

HUNTSVILLE PUBLIC LIBRARY
FINANCIAL ANALYSIS
AS OF 8/31/2024

INCOME AND EXPENSE SHOULD BE AT 91.67%	TOTAL				INCOME AND EXPENSE SHOULD BE AT 91.67%
	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income					
CAPITAL CAMPAIGN INCOME	19,205.24	0.00	19,205.24	100.0%	
GOVERNMENT SUPPORT	7,730,297.38	7,759,808.00	-29,510.62	99.62%	
FRIENDS OF THE LIBRARY SUPPORT	118,170.90	116,800.00	1,370.90	101.17%	
FOUNDATION SUPPORT	75,000.00	73,200.00	1,800.00	102.46%	FOUNDATION SUPPORT-Complete
INVESTMENT INCOME	196,835.81	122,025.00	74,810.81	161.31%	INVESTMENT INCOME-Higher interest rates.
FEES	174,098.18	103,010.00	71,088.18	169.01%	FEES-Photo $67,774, Mtg Rooms $16,950, Non-Res $23,978, LOST $22,877
GIFTS and GRANTS	282,331.05	17,500.00	264,831.05	1,613.32%	GIFTS and GRANTS-GRANTS $63,041 GIFTS $203,902
MISCELLANEOUS	4,804.71	0.00	4,804.71	100.0%	
PROGRAM REVENUES	266.50	0.00	266.50	100.0%	
SUMMER READING PROGRAM	1,050.00	0.00	1,050.00	100.0%	
Total Income	8,602,059.77	8,192,343.00	409,716.77	105.0%	
Gross Profit	8,602,059.77	8,192,343.00	409,716.77	105.0%	
Expense					
CAPITAL CAMPAIGN EXPENSE	904.81	0.00	904.81	100.0%	
AUTOMATED SERVICES	185,028.84	261,517.00	-76,488.16	70.75%	
BUILDING OPERATIONS	975,455.97	1,219,038.00	-243,582.03	80.02%	
GENERAL OPERATING	249,684.70	268,593.00	-18,908.30	92.96%	
MATERIALS	877,440.65	884,772.00	-7,331.35	99.17%	
SALARIES & BENEFITS	4,865,715.07	5,558,423.00	-692,707.93	87.54%	
GRANT EXPENSES	17,609.07	0.00	17,609.07	100.0%	
OTHER GIFT EXPENSES	136,779.40	0.00	136,779.40	100.0%	
Total Expense	7,308,618.51	8,192,343.00	-883,724.49	89.21%	
Net Ordinary Income	1,293,441.26	0.00	1,293,441.26	100.0%	
Net Income	1,293,441.26	0.00	1,293,441.26	100.0%	

				Aug 31, 24
ASSETS				
	Current Assets			
		Checking/Savings		
			Cash and cash on hand	
			VISA DEBIT CARDS	
			VISA GIFT CARD #9867-TRI	1.12
			VISA GIFT CARD-OUTREACH 1701	370.06
			VISA GIFT CARD 0225 (300) GUR	9.27
			VISA GIFTCARD #5932 (425) -TRI	2.16
			Total VISA DEBIT CARDS	382.61
			Servis1st Bank-Master Account	
			Servis1st Bank-Master-Rainy Day	1,694,627.00
			Servis1st Bank-Master Account - Other	1,911,001.23
			Total Servis1st Bank-Master Account	3,605,628.23
			Servis1st Bank-Gifts	524,941.23
			Servis1st Bank-Merchant Acct	6,355.71
			Servis1st Bank-Payroll	19,907.46
			Petty cash	1,695.00
			Total Cash and cash on hand	4,158,910.24
			Certificates of Deposit	
			UNITED COMMUNITY BANK #57721	186,372.29
			Firstbank EME Funds	92,690.10
			PNC CD #391594 EME	178,311.84
			PNC CD #390322 AEDG	689.04
			Progress-Cummer #601001597-CUMM	95,981.12
			PROGRESS BANK-RAINY DAY FUNDS	251,549.23
			SERVIS 1ST CD 3140415 AEDG	52,642.79
			Servis1st CD Mccalin 371138	29,094.57
			TRUIST BANK CD RAINY DAY-MMA	587,152.11
			UNITED COMMUNITY-KYSER CD	55,241.66
			Total Certificates of Deposit	1,529,724.75
			Investments	
			C. Schwab HMCPL 3703-9063	862,461.60
			C. Schwab M. Pruitt 4478-8529	106,640.29
			C.Schwab Jean Payne 7587-0478	76,319.26
			C. Schwab- Roberts 4311-4986	21,533.70
			Total Investments	1,066,954.85
		Total Checking/Savings		6,755,589.84
		Accounts Receivable		
			Accounts Receivable	-321.30
		Total Accounts Receivable		-321.30
		Other Current Assets		
			Lease Receivable - ST	19,605.38
			Miscellaneous Receivables	26.38
			Prepaids	94,937.72
		Total Other Current Assets		114,569.48
	Total Current Assets			6,869,838.02
	Fixed Assets			
		Library collection		2,928,552.21
		Miscellaneous fixed assets		7,187,862.18
		Donated photographs		126,077.00
		Acc deprec - library collection		-1,988,451.00

					Aug 31, 24
		Acc deprec - misc fixed assets			-5,261,604.75
		Lease Asset			62,708.25
		Acc Amortization - Lease			-42,129.60
	Total Fixed Assets				3,013,014.29
	Other Assets				
		Lease Receivable - LT			15,376.64
	Total Other Assets				15,376.64
TOTAL ASSETS					9,898,228.95
LIABILITIES & EQUITY					
	Liabilities				
		Current Liabilities			
			Other Current Liabilities		
				Lease Liability - ST	16,735.94
				MEETING ROOM DEPOSIT	50.00
				Due From Capital Campaign	58.92
				Accrued liabilities	
				Withheld Principal 457(b)Pretax	-2,143.95
				Withheld Principal 457(b) Roth	-3,161.25
				Clinic	1,365.00
				Withheld Vanguard 457(b) Roth	4,042.70
				Withheld Vanguard 457(b) Pretax	1,262.50
				Withheld Critical Illness Princ	59.30
				Withheld Voluntary Life Prem	176.10
				Withheld Health Ins (pretaxed)	-4,156.56
				Withheld Health Ins (taxed)	3,562.18
				Withheld LTD Principal	316.45
				Withheld STD Principal	167.30
				Withheld Vision (pretaxed)	-390.47
				Withheld Vision (taxed)	41.85
				Total Accrued liabilities	1,141.15
				Deferred revenue	
				Deferred revenue - grants	36,441.40
				Total Deferred revenue	36,441.40
			Total Other Current Liabilities		54,427.41
		Total Current Liabilities			54,427.41
		Long Term Liabilities			
			Lease - Deferred Inflow of Reso		33,881.17
			Lease Liability - LT		4,512.20
		Total Long Term Liabilities			38,393.37
	Total Liabilities				92,820.78
	Equity				
		Friends endowment			232.25
		Investment in Fixed Assets			2,926,306.12
		Restricted Fund			359,349.75
		Retained Earnings			3,135,081.14
		UNRESTRICTED-GENERAL FUND			1,736,672.96
		GAAP ENTRY			354,324.69
		Net Income			1,293,441.26
	Total Equity				9,805,408.17
TOTAL LIABILITIES & EQUITY					9,898,228.95

HUNTSVILLE PUBLIC LIBRARY
PROFIT LOSS ACTUAL vs BUSGET
OCTOBER 23-AUGUST 24

	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget
INCOME AND EXPENSE SHOULD BE AT 91.67%		Total COH		
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	19,205.24			
GOVERNMENT SUPPORT	6,072,410.75	6,070,681.00	1,729.75	100.03%
FRIENDS OF THE LIBRARY SUPPORT	96,029.65	95,000.00	1,029.65	101.08%
FOUNDATION SUPPORT	66,818.18	66,000.00	818.18	101.24%
INVESTMENT INCOME	196,835.81	122,025.00	74,810.81	161.31%
FEES	111,535.35	68,350.00	43,185.35	163.18%
GIFTS and GRANTS	256,260.91	17,500.00	238,760.91	1,464.35%
MISCELLANEOUS	3,608.66			
PROGRAM REVENUES	266.50			
SUMMER READING PROGRAM	450.00			
Total Income	6,823,421.05	6,439,556.00	383,865.05	105.96%
Gross Profit	6,823,421.05	6,439,556.00	383,865.05	105.96%
Expense				
CAPITAL CAMPAIGN EXPENSE	904.81			
AUTOMATED SERVICES	106,024.66	147,856.00	-41,831.34	71.71%
BUILDING OPERATIONS	896,299.04	1,123,860.00	-227,560.96	79.75%
GENERAL OPERATING	193,807.95	209,352.00	-15,544.05	92.58%
MATERIALS	706,576.05	690,947.00	15,629.05	102.26%
SALARIES & BENEFITS	3,715,106.92	4,267,541.00	-552,434.08	87.06%
GRANT EXPENSES	16,576.88			
OTHER GIFT EXPENSES	96,192.00	0.00	96,192.00	100.0%
Total Expense	5,731,488.31	6,439,556.00	-708,067.69	89.0%
Net Ordinary Income	1,091,932.74	0.00	1,091,932.74	100.0%
Net Income	1,091,932.74	0.00	1,091,932.74	100.0%

HUNTSVILLE PUBLIC LIBRARY
PROFIT LOSS ACTUAL vs BUSGET
OCTOBER 23-AUGUST 24

		Total Gurley		
INCOME AND EXPENSE SHOULD BE AT 91.67%	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	101,796.79	115,204.00	-13,407.21	88.36%
FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
INVESTMENT INCOME	0.00			
FEES	2,268.54	1,440.00	828.54	157.54%
GIFTS and GRANTS	2,106.18			
MISCELLANEOUS	0.00			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	0.00			
Total Income	109,535.15	119,844.00	-10,308.85	91.4%
Gross Profit	109,535.15	119,844.00	-10,308.85	91.4%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	3,553.54	8,141.00	-4,587.46	43.65%
BUILDING OPERATIONS	1,984.88	1,923.00	61.88	103.22%
GENERAL OPERATING	3,165.86	4,105.00	-939.14	77.12%
MATERIALS	7,307.69	8,235.00	-927.31	88.74%
SALARIES & BENEFITS	92,454.00	97,440.00	-4,986.00	94.88%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	1,456.23	0.00	1,456.23	100.0%
Total Expense	109,922.20	119,844.00	-9,921.80	91.72%
Net Ordinary Income	-387.05	0.00	-387.05	100.0%
Net Income	-387.05	0.00	-387.05	100.0%

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HUNTSVILLE PUBLIC LIBRARY
PROFIT LOSS ACTUAL vs BUSGET
OCTOBER 23-AUGUST 24

Total Hazel Green

INCOME AND EXPENSE SHOULD BE AT 91.67%	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	142,450.00	142,500.00	-50.00	99.97%
FRIENDS OF THE LIBRARY SUPPORT	35.75			
FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
INVESTMENT INCOME	0.00			
FEES	6,143.19	4,560.00	1,583.19	134.72%
GIFTS and GRANTS	2,010.05			
MISCELLANEOUS	0.00			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	0.00			
Total Income	152,002.63	148,260.00	3,742.63	102.52%
Gross Profit	152,002.63	148,260.00	3,742.63	102.52%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	5,738.80	9,448.00	-3,709.20	60.74%
BUILDING OPERATIONS	7,497.94	9,642.00	-2,144.06	77.76%
GENERAL OPERATING	4,791.95	5,683.00	-891.05	84.32%
MATERIALS	12,292.40	13,855.00	-1,562.60	88.72%
SALARIES & BENEFITS	90,187.18	109,632.00	-19,444.82	82.26%
GRANT EXPENSES	0.00	0.00		
OTHER GIFT EXPENSES	391.76		391.76	100.0%
Total Expense	120,900.03	148,260.00	-27,359.97	81.55%
Net Ordinary Income	31,102.60	0.00	31,102.60	100.0%
Net Income	31,102.60	0.00	31,102.60	100.0%

HUNTSVILLE PUBLIC LIBRARY
PROFIT LOSS ACTUAL vs BUSGET
OCTOBER 23-AUGUST 24

		Total Madison		
INCOME AND EXPENSE SHOULD BE AT 91.67%	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	1,004,587.75	1,033,823.00	-29,235.25	97.17%
FRIENDS OF THE LIBRARY SUPPORT	16,100.00	16,000.00	100.00	100.63%
FOUNDATION SUPPORT	1,363.63	1,200.00	163.63	113.64%
INVESTMENT INCOME	0.00			
FEES	41,229.44	23,300.00	17,929.44	176.95%
GIFTS and GRANTS	8,078.91			
MISCELLANEOUS	1,196.05			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	0.00			
Total Income	1,072,555.78	1,074,323.00	-1,767.22	99.84%
Gross Profit	1,072,555.78	1,074,323.00	-1,767.22	99.84%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	56,702.78	73,866.00	-17,163.22	76.76%
BUILDING OPERATIONS	58,112.79	71,872.00	-13,759.21	80.86%
GENERAL OPERATING	34,817.40	33,669.00	1,148.40	103.41%
MATERIALS	131,438.15	149,397.00	-17,958.85	87.98%
SALARIES & BENEFITS	669,600.26	745,519.00	-75,918.74	89.82%
GRANT EXPENSES	1,032.19			
OTHER GIFT EXPENSES	10,880.78	0.00	10,880.78	100.0%
Total Expense	962,584.35	1,074,323.00	-111,738.65	89.6%
Net Ordinary Income	109,971.43	0.00	109,971.43	100.0%
Net Income	109,971.43	0.00	109,971.43	100.0%

HUNTSVILLE PUBLIC LIBRARY
PROFIT LOSS ACTUAL vs BUSGET
OCTOBER 23-AUGUST 24

INCOME AND EXPENSE SHOULD BE AT 91.67%	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	213,472.72	198,300.00	15,172.72	107.65%
FRIENDS OF THE LIBRARY SUPPORT	2,000.00	2,000.00	0.00	100.0%
FOUNDATION SUPPORT	1,363.63	1,200.00	163.63	113.64%
INVESTMENT INCOME	0.00			
FEES	10,263.75	4,040.00	6,223.75	254.05%
GIFTS and GRANTS	3,225.00			
MISCELLANEOUS	0.00			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	0.00			
Total Income	230,325.10	205,540.00	24,785.10	112.06%
Gross Profit	230,325.10	205,540.00	24,785.10	112.06%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	9,751.60	15,187.00	-5,435.40	64.21%
BUILDING OPERATIONS	6,467.55	6,716.00	-248.45	96.3%
GENERAL OPERATING	7,118.64	8,434.00	-1,315.36	84.4%
MATERIALS	7,252.47	8,165.00	-912.53	88.82%
SALARIES & BENEFITS	136,495.09	167,038.00	-30,542.91	81.72%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	18,052.71			
Total Expense	185,138.06	205,540.00	-20,401.94	90.07%
Net Ordinary Income	45,187.04	0.00	45,187.04	100.0%
Net Income	45,187.04	0.00	45,187.04	100.0%

INCOME AND EXPENSE SHOULD BE AT 91.67%	Oct '23 - Aug 24	Total New Hope		% of Budget
		Budget	$ Over Budget	
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	96,429.37	107,200.00	-10,770.63	89.95%
FRIENDS OF THE LIBRARY SUPPORT	2,005.50	1,800.00	205.50	111.42%
FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
INVESTMENT INCOME	0.00			
FEES	1,297.22	590.00	707.22	219.87%
GIFTS and GRANTS	5,450.00			
MISCELLANEOUS	0.00			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	600.00			
Total Income	107,145.73	110,790.00	-3,644.27	96.71%
Gross Profit	107,145.73	110,790.00	-3,644.27	96.71%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	1,489.39	3,984.00	-2,494.61	37.38%
BUILDING OPERATIONS	4,335.07	4,329.00	6.07	100.14%
GENERAL OPERATING	3,412.97	4,344.00	-931.03	78.57%
MATERIALS	4,465.19	5,018.00	-552.81	88.98%
SALARIES & BENEFITS	90,581.63	93,115.00	-2,533.37	97.28%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	3,425.58			
Total Expense	107,709.83	110,790.00	-3,080.17	97.22%
Net Ordinary Income	-564.10	0.00	-564.10	100.0%
Net Income	-564.10	0.00	-564.10	100.0%

HUNTSVILLE PUBLIC LIBRARY
PROFIT LOSS ACTUAL vs BUSGET
OCTOBER 23-AUGUST 24

INCOME AND EXPENSE SHOULD BE AT 91.67%	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget
			Total Triana	
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	0.00			
GOVERNMENT SUPPORT	99,150.00	92,100.00	7,050.00	107.66%
FRIENDS OF THE LIBRARY SUPPORT	0.00			
FOUNDATION SUPPORT	1,363.64	1,200.00	163.64	113.64%
INVESTMENT INCOME	0.00			
FEES	1,360.69	730.00	630.69	186.4%
GIFTS and GRANTS	5,200.00			
MISCELLANEOUS	0.00			
PROGRAM REVENUES	0.00			
SUMMER READING PROGRAM	0.00			
Total Income	107,074.33	94,030.00	13,044.33	113.87%
Gross Profit	107,074.33	94,030.00	13,044.33	113.87%
Expense				
CAPITAL CAMPAIGN EXPENSE	0.00			
AUTOMATED SERVICES	1,768.07	3,035.00	-1,266.93	58.26%
BUILDING OPERATIONS	758.70	696.00	62.70	109.01%
GENERAL OPERATING	2,569.93	3,006.00	-436.07	85.49%
MATERIALS	8,108.70	9,155.00	-1,046.30	88.57%
SALARIES & BENEFITS	71,289.99	78,138.00	-6,848.01	91.24%
GRANT EXPENSES	0.00			
OTHER GIFT EXPENSES	6,380.34			
Total Expense	90,875.73	94,030.00	-3,154.27	96.65%
Net Ordinary Income	16,198.60	0.00	16,198.60	100.0%
Net Income	16,198.60	0.00	16,198.60	100.0%

HUNTSVILLE PUBLIC LIBRARY
PROFIT LOSS ACTUAL vs BUSGET
OCTOBER 23-AUGUST 24

INCOME AND EXPENSE SHOULD BE AT 91.67%	Oct '23 - Aug 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CAPITAL CAMPAIGN INCOME	19,205.24	0.00	19,205.24	100.0%
GOVERNMENT SUPPORT	7,730,297.38	7,759,808.00	-29,510.62	99.62%
FRIENDS OF THE LIBRARY SUPPORT	118,170.90	116,800.00	1,370.90	101.17%
FOUNDATION SUPPORT	75,000.00	73,200.00	1,800.00	102.46%
INVESTMENT INCOME	196,835.81	122,025.00	74,810.81	161.31%
FEES	174,098.18	103,010.00	71,088.18	169.01%
GIFTS and GRANTS	282,331.05	17,500.00	264,831.05	1,613.32%
MISCELLANEOUS	4,804.71	0.00	4,804.71	100.0%
PROGRAM REVENUES	266.50	0.00	266.50	100.0%
SUMMER READING PROGRAM	1,050.00	0.00	1,050.00	100.0%
Total Income	8,602,059.77	8,192,343.00	409,716.77	105.0%
Gross Profit	8,602,059.77	8,192,343.00	409,716.77	105.0%
Expense				
CAPITAL CAMPAIGN EXPENSE	904.81	0.00	904.81	100.0%
AUTOMATED SERVICES	185,028.84	261,517.00	-76,488.16	70.75%
BUILDING OPERATIONS	975,455.97	1,219,038.00	-243,582.03	80.02%
GENERAL OPERATING	249,684.70	268,593.00	-18,908.30	92.96%
MATERIALS	877,440.65	884,772.00	-7,331.35	99.17%
SALARIES & BENEFITS	4,865,715.07	5,558,423.00	-692,707.93	87.54%
GRANT EXPENSES	17,609.07	0.00	17,609.07	100.0%
OTHER GIFT EXPENSES	136,779.40	0.00	136,779.40	100.0%
Total Expense	7,308,618.51	8,192,343.00	-883,724.49	89.21%
Net Ordinary Income	1,293,441.26	0.00	1,293,441.26	100.0%
Net Income	1,293,441.26	0.00	1,293,441.26	100.0%

TOTAL

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	CAV-HILL (COH)	DOWNTOWN (COH)	NHV (COH)	Outreach (COH)	SHV (COH)	Total COH	GUR	HAZ	MAD	MON	NEW	TRI	TOTAL
	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget	24/25 Budget
Ordinary Income/Expense													
Income													
GOVERNMENT SUPPORT													
Total STATE OF ALABAMA SUPPORT	19,093.00	255,086.00	37,781.00	19,971.00	43,182.00	375,113.00	30,818.00	30,591.00	14,250.00	46,132.00	29,584.00	6,580.00	533,068.00
MADISON COUNTY SUPPORT													
District 1						0.00		25,000.00					25,000.00
District 3						0.00	10,000.00				10,000.00		20,000.00
District 4						0.00				36,500.00			36,500.00
MADISON CO - GEN FUND	7,500.00	27,500.00	10,000.00	8,000.00	15,000.00	68,000.00	56,535.00	88,892.00	56,598.00	119,684.00	62,502.00	47,789.00	500,000.00
MADISON COUNTY-RENTS		17,452.00				17,452.00							17,452.00
Total MADISON COUNTY SUPPORT	7,500.00	44,952.00	10,000.00	8,000.00	15,000.00	85,452.00	66,535.00	113,892.00	56,598.00	156,184.00	72,502.00	47,789.00	598,952.00
MUNICIPAL SUPPORT													
CITY OF HUNTSVILLE	105,029.00	3,569,867.00	670,798.00	210,687.00	1,075,642.00	5,632,023.00							5,632,023.00
CITY OF MADISON						0.00			997,225.00				997,225.00
TOWN OF GURLEY						0.00	20,704.00						20,704.00
CITY OF NEW HOPE						0.00					8,000.00		8,000.00
TOWN OF TRIANA						0.00						38,400.00	38,400.00
Total MUNICIPAL SUPPORT	105,029.00	3,569,867.00	670,798.00	210,687.00	1,075,642.00	5,632,023.00	20,704.00	0.00	997,225.00	0.00	8,000.00	38,400.00	6,696,352.00
Total GOVERNMENT SUPPORT	131,622.00	3,869,905.00	718,579.00	238,658.00	1,133,824.00	6,092,588.00	118,057.00	144,483.00	1,068,073.00	202,316.00	110,086.00	92,769.00	7,828,372.00
FRIENDS OF THE LIBRARY SUPPORT		90,000.00			15,000.00	105,000.00	2,000.00		16,000.00	2,000.00	1,800.00		126,800.00
FOUNDATION SUPPORT	1,500.00	61,500.00	1,500.00	1,500.00	1,500.00	67,500.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	74,700.00
Total INVESTMENT INCOME	0.00	174,325.00	0.00	0.00	1,700.00	176,025.00	0.00	0.00	0.00	0.00	0.00	0.00	176,025.00
Total FEES	1,325.00	35,450.00	10,900.00	0.00	20,525.00	68,200.00	1,415.00	4,560.00	25,300.00	4,590.00	590.00	770.00	105,425.00
Gross Income	134,447.00	4,231,180.00	730,979.00	240,158.00	1,172,549.00	6,509,313.00	122,672.00	150,243.00	1,110,573.00	210,106.00	113,676.00	94,739.00	8,311,322.00
Expense													
Total AUTOMATED SERVICES	2,510.00	48,057.00	20,230.00	0.00	59,512.00	130,309.00	8,227.00	14,610.00	65,140.00	15,606.00	3,563.00	2,699.00	240,154.00
Total BUILDING OPERATIONS	6,003.00	763,350.00	163,927.00	52.00	246,886.00	1,180,218.00	2,933.00	8,636.00	73,136.00	7,697.00	5,487.00	2,048.00	1,280,155.00
Total GENERAL OPERATING	4,254.00	136,460.00	14,164.00	8,096.00	26,026.00	189,000.00	4,139.00	5,637.00	35,833.00	8,434.00	4,378.00	3,049.00	250,470.00
Total MATERIALS	7,436.00	480,242.00	19,326.00	5,275.00	31,953.00	544,232.00	8,735.00	9,727.00	148,977.00	6,850.00	5,382.00	8,116.00	732,019.00
Total SALARIES & BENEFITS	114,244.00	2,803,071.00	513,332.00	226,735.00	808,172.00	4,465,554.00	98,638.00	111,633.00	787,487.00	171,519.00	94,866.00	78,827.00	5,808,524.00
Total Expense	134,447.00	4,231,180.00	730,979.00	240,158.00	1,172,549.00	6,509,313.00	122,672.00	150,243.00	1,110,573.00	210,106.00	113,676.00	94,739.00	8,311,322.00
Net Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HMCPL Disaster Plan

Board approved: 9/20/23

Table of Contents

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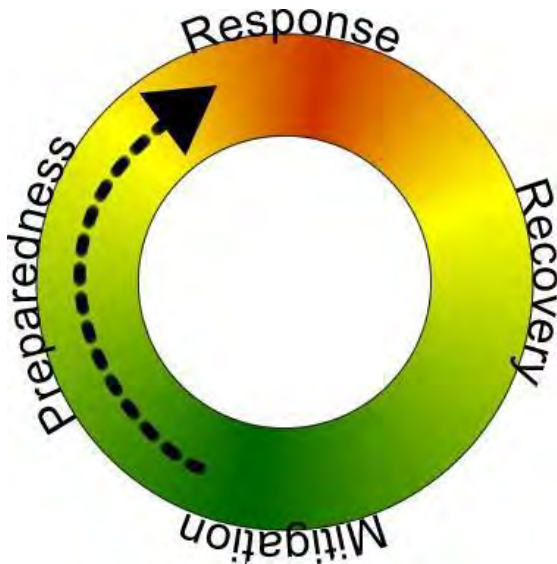
Emergency operations planning activities are divided into four phases that form a cycle. The phases of the cycle are:

- 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 <u>Facility Information form</u>
   - Names and contact information for building owners and facility managers
   - Locations of main switches for gas, water and other utilities.
   - Location of special keys to every locked door, safe, cabinet or storage closet.
   - "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. <u>ITS Asset Inventory</u>

   - Assets are assigned to the manager of each location or department. By browsing the <u>ITS helpdesk site</u>, 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. <u>Auditors List of Fixed Assets</u> provides a comprehensive list which includes any item valued over $500 within the library system for FY20

Qualitative Risk Assessment Survey

The <u>Qualitative Risk Assessment Survey</u> 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

- o   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.
- <u>Manual Circulation procedures</u> 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 <u>(facility checklist)</u>, including:
  - o   Electronic services
  - o   Boiler and building checks / HVAC
  - o   Book drop
  - o   Payroll
  - o   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 <u>basic circulation procedures</u>, 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 <u>(facility checklist)</u> , including:
  - o   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 DMZValley Digital Library, 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.
- Personnel will be called in as needed until the library reopens to the public.
- Material extensions will be 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.
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- Counseling may be requested. Counseling sources are listed below.

Branch 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
  - 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.
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- Personnel will be called in as needed until the library reopens to the public.
- Material extensions will be 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.
- 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,~~Valley Digital Library 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 StephensonRachel Murray, AAI /
CLCS Account Executive
Marsh & McLennan Agency | Southeast Region

Direct: 256-~~890382~~ ~~90254~~201
Email: ~~Blake.Stephenson@MarshMMA.com~~Rachel.Murray@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:

- Western States and Territories Preservation Assistance Service. Our contact is Randy Silverman 801-585-6782 rsilverman@westpass.org or randy.silverman@utah.edu
    - o 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
    - o 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:

Company	Phone	Service
~~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
<u>Automated Door Ways</u>	<u>866-572-3667</u>	<u>Automatic door repairs</u>
ByWater Solutions	888-900-8944	ILS Support Vendor
<u>Brooks Lock and Key</u>	<u>256-830-5990</u>	<u>Locksmith</u>
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~~<u>dormakaba USA</u>	205-833-8782	Automatic doors repair
<u>DH Pace</u>	<u>256-772-5775</u>	<u>Automatic doors repair</u>
<u>FilterPro USA</u>	<u>256-767-4158</u>	<u>HVAC filter service</u>
<u>Fish Window Cleaning</u>	<u>256-353-8859</u>	<u>Window cleaning service</u>
<u>Gen-Co</u>	<u>256-319-0382</u>	<u>Generator maintenance service</u>
~~Generator Service Co., Inc.~~	~~205-744-7572~~	~~Generator maintenance service~~
~~Goss Electric Industrial Division~~	~~256-355-1101~~	~~Electrical contractors~~

Industrial Boiler & Mechanical	855-753-2645	Boiler maintenance service
Jan-Pro	256-639-4766	Commercial cleaning services
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
Mr. Klin Services LLC	601-345-9767	Commercial cleaning services
Otis Elevator	256-534-4115	Elevator service
Porter Roofing	931-668-2298	Roof repair and replacement
Pro-Air Services	256-353-4446	HVAC contractor
Pro-Electric	256-851-2041	Electrical contractor
Quality Glass	256-534-4322	Automatic glass door repair
Republic Services	256-327-4400	Solid waste collection, transfer and disposal services
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

~~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~~

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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 <u>Emergency Contact Forms</u>, 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 <u>Emergency Notification System</u> 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.
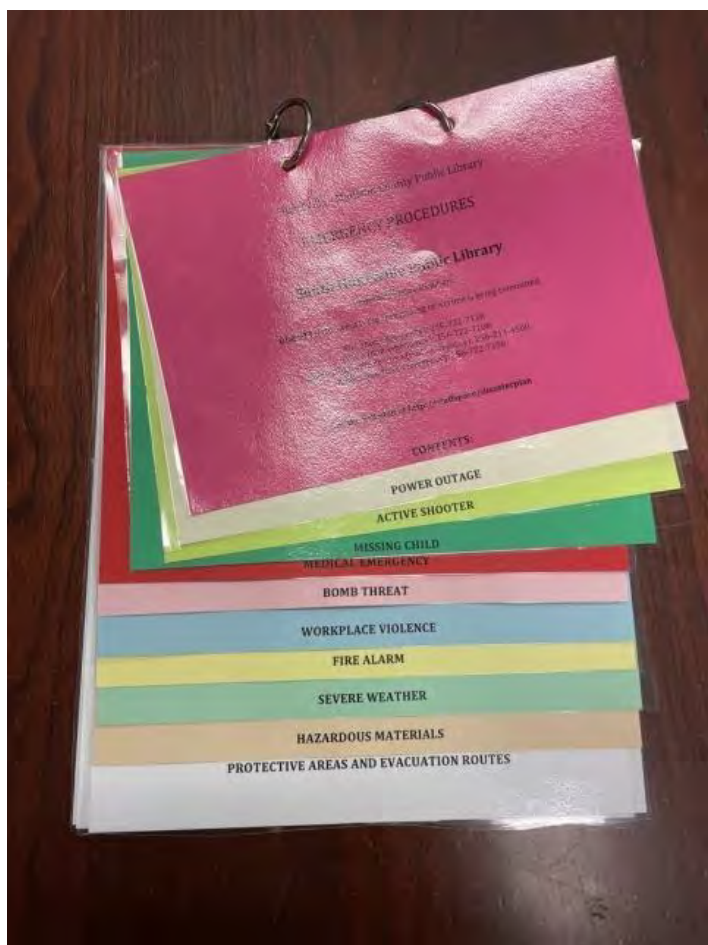
Staff Training for Disasters or Emergencies

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 Adrianne 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 <u>Person in Charge of Emergency Flowchart</u> 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.madisoncountyema.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.madisoncountyema.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;45 349;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)
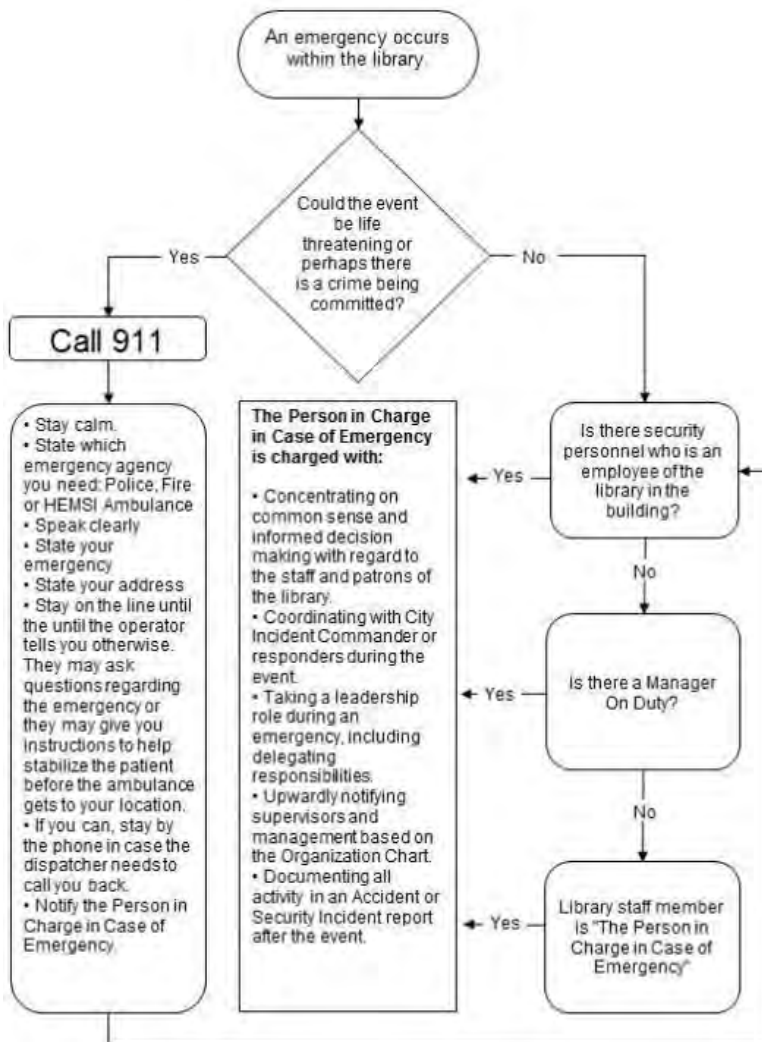
New for 2022 verbiage:

Related:

- Accident Report form

- <u>Security Incident Report form</u>
- <u>Printable Staff Directory</u>

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 <u>sanctioned community shelter list.</u> 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:
  - o 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.
  - o The New Hope Public Library protective area is the hallway in the bathroom area.
  - o The Gurley Public Library has no protective area.
  - o Madison Public Library Protective Areas are the Workroom and the Friend's Bookstore.
  - o Downtown Library Protective Areas are as follows:
    - ▪ Youth Services into the Youth Services Workroom.
    - ▪ Remainder of First Floor into the AV Makerspace Studio 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.
  - o The Monrovia Public Library has no protective area.
  - o The North Huntsville Library is the staff workroom and the hallway near the Makerspace.
  - o The South Huntsville Library is the staff workroom, the public restrooms and the Conference Room
  - o Tillman D. Hill Public Library Protective Area is the men's restroom.
  - o 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~~ Public Relations 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	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. 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	Shelter in Place in an enclosed, windowless area on the lowest floor of the building until the Tornado Warning has expired. Announcement script: "Attention library patrons: A Tornado Warning has been issued for

	[https://madisoncountyalema.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."

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:

- o   Youth Services Supervisor or Staff guards the East fire stairs
- o   Staff guards or designate guards the back dock (four doors leading outside)
- o   Circulation Supervisor or Staff guards the main entrance from the inside and the parking lot and Auditorium exit from the outside.
- o   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:

- o Name, if not known
- o Description of symptoms
- o Allergies
- o 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 <u>Accident Report</u> 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

<u>See the banned and warned patron list</u>

- 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 <u>the Person in Charge (PIC) in Case of Emergency</u>. 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: 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.

LIBRARY

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

Downtown Library, 1st Floor

Secondary Exit

STAIRS X

Circulation Workroom is a Protective Area

Makerspace Studio is a Protective Area

Do not use elevators in case of emergency (X)

STAIRS

STAIRS

Youth Services Workroom is a Protective Area

Public Restrooms are Protective Areas

STAIRS

Primary Exit

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

Staff Desk

Protective Area

Symbols:

Fire Exinguisher

Fire Pull

Gurley Public Library 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

Kids Center

Secondary Exit

Primary Exit

Computer Center

Circulation Desk

Friends Center

IT Closet

Office

Utilities

Protective Area   Fire Extinguisher   First Aid Kit

South Huntsville Library Protective Area Plan

SOUTH HUNTSVILLE LIBRARY PROTECTIVE AREAS

Protective Areas are:
Conference Room
Mens and Womens Restrooms
Staff Workroom

The Studio

Friends Store

Coffee Shoppe

Children's Library

Conference Room

Teen Zone

Circulation Desk

Mens Restroom

Womens Restroom

Adult Fiction

Staff Workroom

Adult Non-Fiction

Classroom

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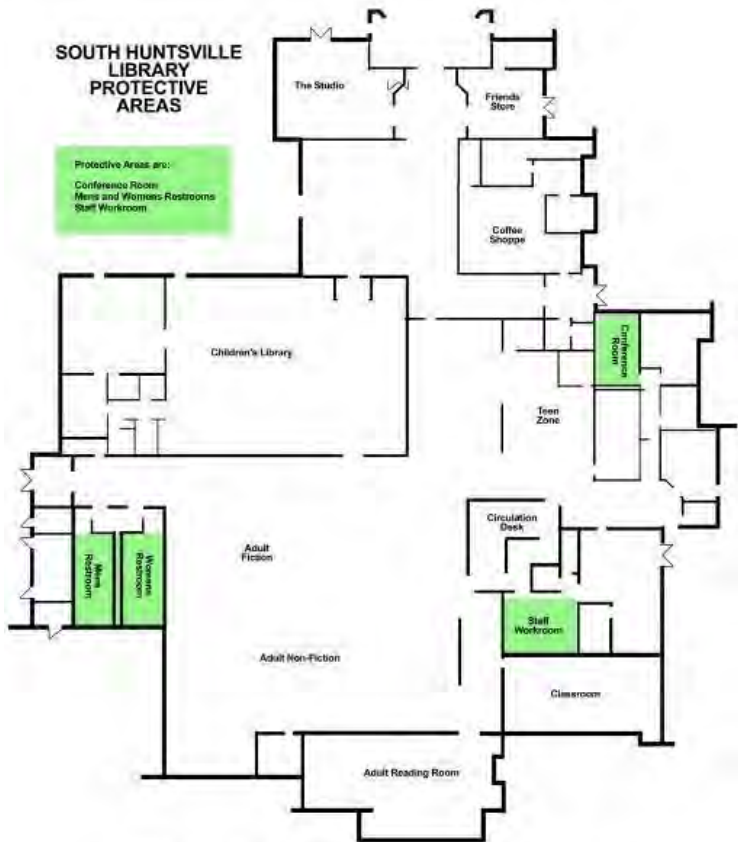
For your safety, please proceed quickly and calmly when instructed to move into protective areas.

Monrovia Public Library Protective Area Plan

Monrovia Public Library

Mechanical

Symbols:
+ First Aid Kit
Fire Exinguisher
- Fire Pull

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

Secondary Exit

Primary Exit

Circ Desk

Office

Storage

Server

Protective Area Plan

Tillman D. Hill Public Library Protective Area Plan

Tillman D. Hill Public Library

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

Secondary Exit

Primary Exit

Symbols

Fire Exinguisher

First Aid

Circ Desk

Community Room

Office

Work Room

Protective Area Plan

Triana Public Library Protective Area Plan

Evacuation Plans

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

Cavalry Hill Public Library Evacuation Route
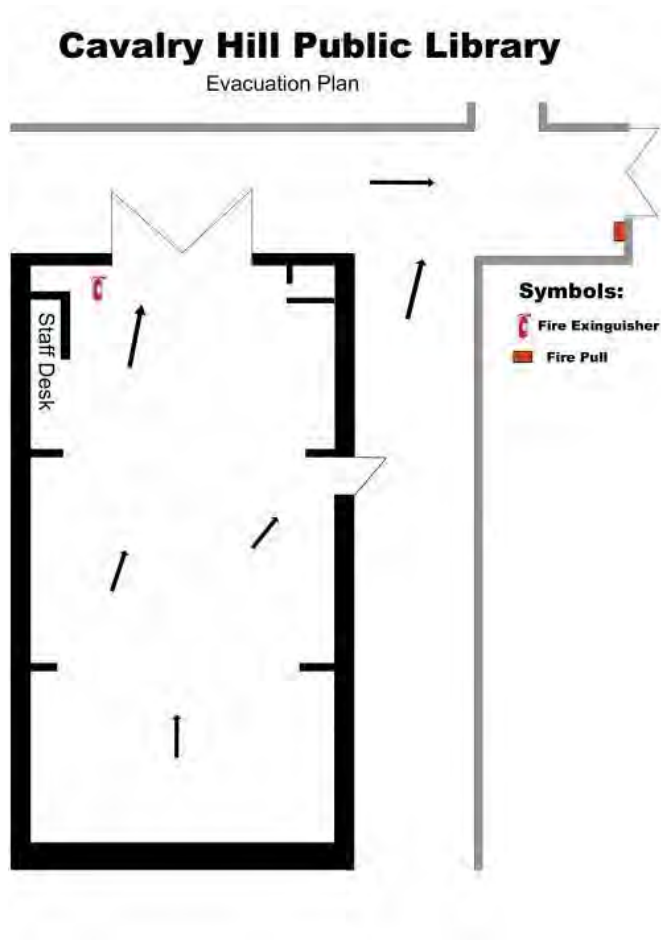
Downtown Library First Floor Evacuation Route

Downtown Library Second Floor Evacuation Route

Downtown Library, Second Floor
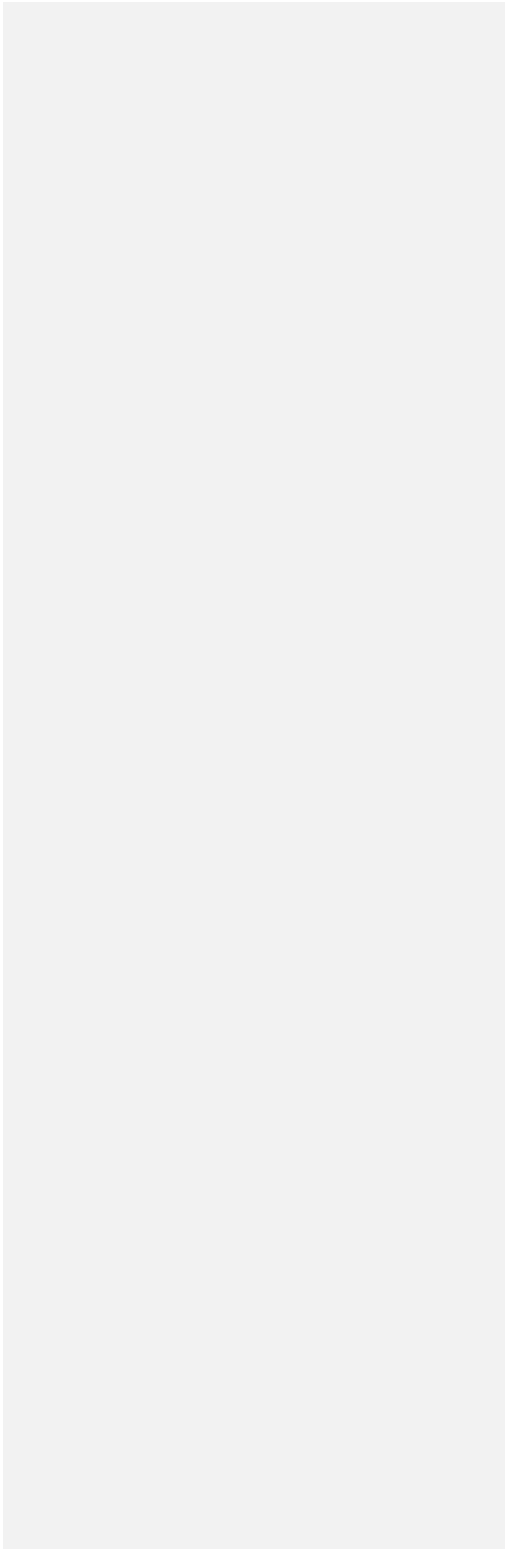
Evacuation Plan

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
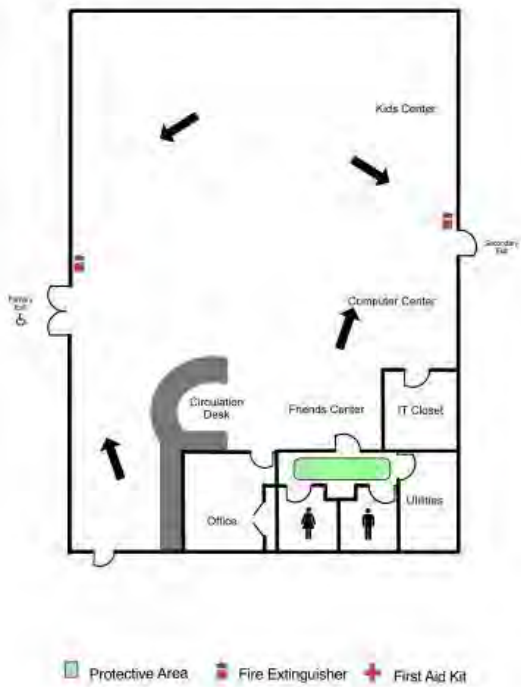
Kids Center

Secondary Exit

Computer Center

Circulation Desk   Friends Center   IT Closet

Office   Utilities

Protective Area   Fire Extinguisher   First Aid Kit

Gurley Public Library Evacuation Route

Madison Public Library Evacuation Route

Madison Public Library Evacuation Route

North Huntsville Library Evacuation Route

North Huntsville Library Evacuation Plan
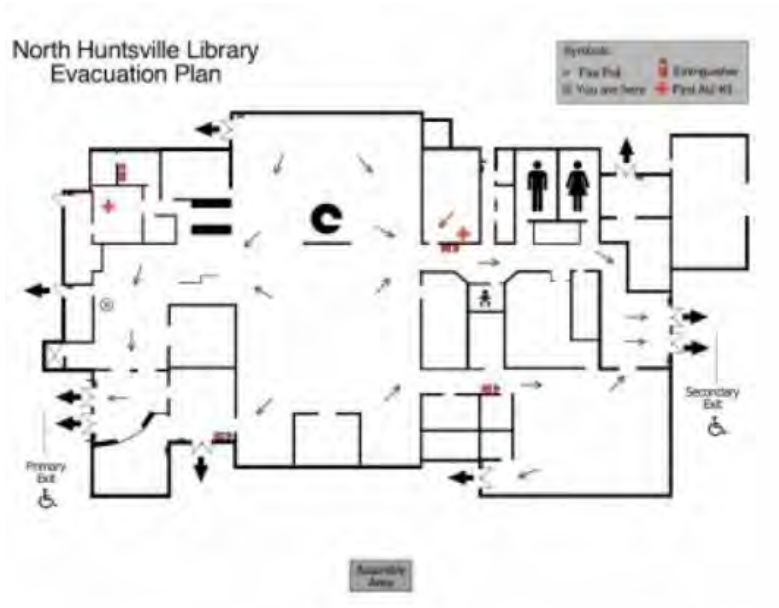
South Huntsville Library Evacuation Route
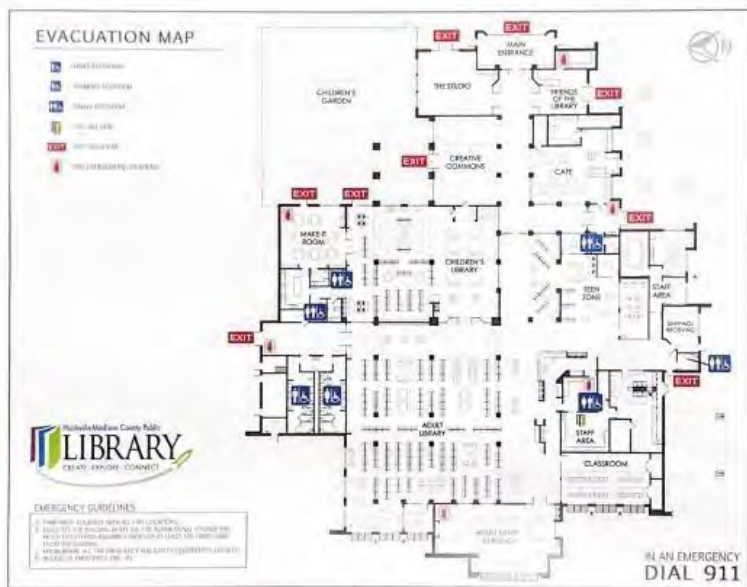
Monrovia Public Library Evacuation Route
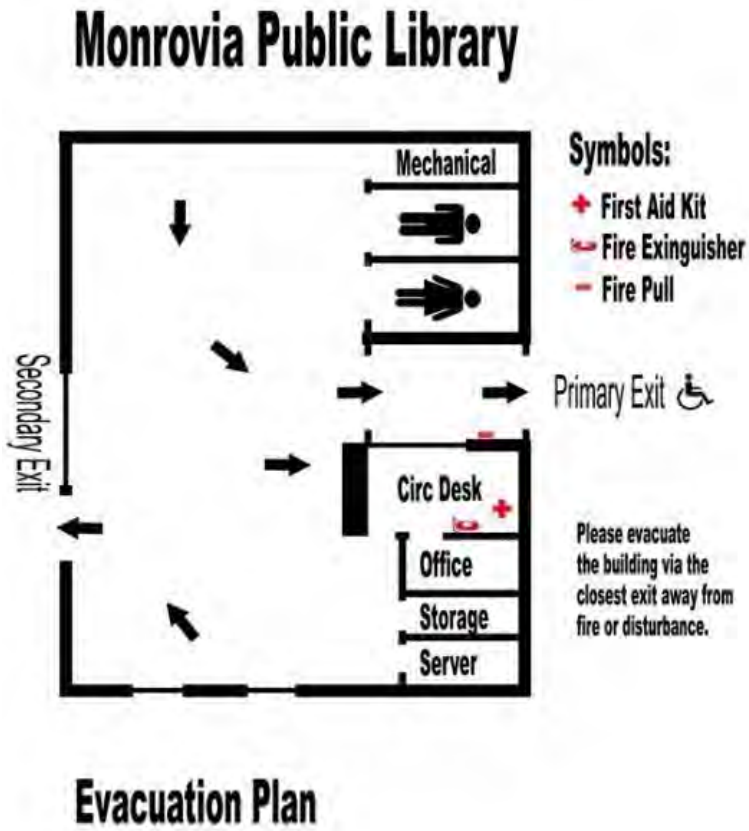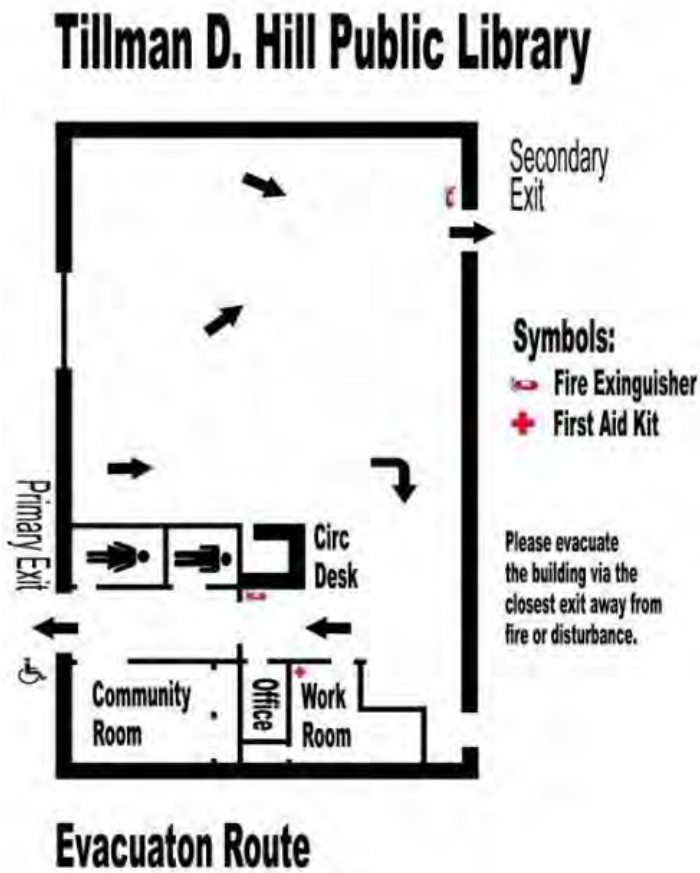
Tillman D. Hill Public Library Evacuation Route

Triana Public Library Evacuation Route

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 faculties 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

Fall 2024 updates include:
- Updated Disaster Team List
- Updated Insurance Matters section
- Updated business relationship list
- Updated Downtown 1st Floor Protective Area image
- Updated list of virtual services

/end

Computer Use

Public Access Computer Procedures

- All public access computers in the Huntsville Madison County Public Library System may be used by adults and children ages 10 and older. The Youth Services Department of ~~the Main Library and~~ some Branches have computers that are specifically for children, and have no age limits. To use all other public access computers, children ages 9 and under need to be accompanied by an adult 18 years or older.
- The Library uses an automated PC Reservation system. Every effort is made to provide equitable access and time to all users of our public computers.
- All computer users must have one of the following:
    1. A valid Huntsville-Madison County Public Library card.
    2. A ~~Public Computer Use Only~~Guest Patron Card for non-residents, guests, and residents ineligible for a full membership. This limited-access card is strictly for computer usage or room reservations. It may be obtained at a service desk and should be issued to patrons who are frequent users of the public computers. Such cards are unable to check out items; guest and non-resident patrons wishing to upgrade computer-use only cards may apply for a full card at a circulation desk. Non-resident fees apply to full membership cards.
    3. ~~Guest computer use ID—This type of card will no longer be issued effective April 1, 2008.~~
- To use a public access computer, a user must have either a valid Huntsville-Madison County Public Library card or a ~~Public Computer Use Only~~Guest Patron card. No one may use another person's card or card number. Anyone that does not comply with this requirement will have his or her card blocked for one month and will lose borrowing and computer use privileges during that time.
- Copies made on computer printers are $.15/page for black and white and $.25/page for color, with the exception that there are no charges for print-outs made of searches in our online catalog.
- Generally, a patron is limited to 1 hour usage per day with 1 extension for 30 minutes if no one is waiting.
- High demand locations have express workstations for quick email access and other short uses. These computers have a time limit of 15 minutes, and are on a first-come, first-served basis. No reservations or sign-ups are required for these workstations.
- Reservations, where reservations may be made, will be held for only five (5) minutes past the reservation time in all locations. ~~but the Regional Computer Training Center, where they will be held for ten (10) minutes.~~
- Flash Drives may be purchased for $~~7~~5.00; headsets for $2.00.
- Patrons may access personal e-mail accounts that are web-based like Gmail, Hotmail, Yahoo, and America Online.
- Patrons are required to use only the software available on the library computers, and are not allowed to load software on a computer's hard drive, or use their own software on a floppy disk or portable USB flash storage device.

- Patrons may use portable USB flash storage devices, also called memory sticks, on the library computers. The library is not responsible for any damage that might occur to a patron's personal device, and cannot guarantee, due to manufacturer variations, that all memory sticks will work with library workstations. A patron's personal USB peripherals such as external hard drives and webcams are not permitted for use on library computers.
- Individual departments or Branches may have additional procedures that are specific to each location and based on their users' needs.

Internet Safety Policy

Mission
This is the public's library. Our mission is to enrich the educational, recreational, and cultural life of our community through materials, information, and programs that foster a lifelong love of learning.

Internet Access

The Library collection is supplemented by the wide variety of resources available through the Alabama Virtual Library and the Internet. Computers are provided for our users to access these online resources in the Library, and free classes are available in the Computer Training Center for those who wish to improve their computer and Internet skills.

The content of the Internet is unregulated, and the Library has no control over the resources available there. Information found on the Internet may be reliable and current, or it may be inaccurate, out of date, illegal, obscene or sexually explicit. Because the Library cannot monitor or control the information available through the Internet, users access the Internet at their own discretion.

In order to provide equal access for users to its computers and the Internet, the Library sets time limits for computer usage and requires user sign-up or reservations.

Users are expected to utilize the Library computers in a responsible manner and to respect the rights of other users. Any actions that will cause damage to computer software or equipment, or will result in the invasion of privacy or harassment of others will not be allowed.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service. Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers. The Library is not responsible for damage to users' storage devices or computers or for any loss of data, damage or liability that may occur from the use of the Library's computers.

Responsibilities of Parents/Guardians of Minors

Parents/guardians are responsible for their minor (under the age of ~~17~~ 18) children's use of the Library's resources and facilities. This includes using the Internet at any of the Library locations. Parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use.

The Library will assist parents/guardians and children in the use of the use of the Internet, and suggest specific web sites that are age and content appropriate for children.

Unacceptable Uses of Computers

The following general uses of the Internet and Library computers are not permitted:

- Viewing graphic sexual materials;
- Downloading and installing software on Library computers;
- Hacking the Library network, including unauthorized use of network logins
- Using the Internet for unlawful purposes;

The following types of Internet and Library computer usage are prohibited for minors as specified in the Neighborhood Children's Internet Protection Act (NCIPA):

- Access by minors to inappropriate matter on the Internet and World Wide Web;
- Uses that compromise the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;
- Unauthorized access, including hacking, and other unlawful activities by minors online;
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- Access by minors to materials harmful to minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7], as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Technology Protection Measures

The Library uses technology protection measures, as required by the Children's Internet Protection Act, to protect against access to visual depictions that (1) are obscene, (2) contain child pornography, or (3) are harmful to minors.

Technology protection measures are not foolproof, and may not always prevent Library patrons and staff from inadvertently accessing text or images that may be offensive. Sites that contain inoffensive and useful information may also be erroneously blocked.

Library staff will disable upon request the technology protection measures on designated computers to allow Internet access for lawful purposes for adults (age 18~~7~~ or older).

Adults or minors may also request access to web sites that are erroneously blocked. Library staff will review the sites in question and provide access to those that are blocked in error.

Penalty for Violation of Policy

Any user who fails to comply with this policy will receive a warning and will forfeit the remainder of his computer time. After the first warning, users continuing to violate this policy will be issued a six-month trespass warning and will be barred from using any Library facilities for this period of time.

Adoption

This Internet Safety Policy was adopted by the Board of Trustees of the Huntsville Madison County Public Library at a public meeting, following normal public notice, on June 26, 2002, and revised on September 21, 2004 and April 21, 2005. It was reviewed and revised by the Library Board at a public meeting, following normal public notice, on March 19, 2014.

Headsets

Due to Public Health concerns, the Huntsville-Madison County Public Library no longer loans Shared Computer Headsets for Public Use.

Patrons are welcome to bring in personal headsets suitable for computer stereo use, or to purchase a reusable quality stereo headset at a service desk for $2.00 each. Any headset purchased becomes property of the patron, and must be taken with the patron upon exit from the Library.

The Huntsville-Madison County Public Library is not responsible for purchased or personal headsets left on the premises, or damaged due to patron misuse.

Approved by the Board of the Huntsville-Madison County Public Library July 18, 2001.

Acceptable Use Policy

HMCPL encourages patrons to engage in interactive sections of our websites, by participating in online discussions and, in some cases, providing content. Before you participate in these activities please read our policy on user-generated web content:

1. Patrons who provide online content to HMCPL for its websites are granting HMCPL full license to use such material for promotion of library services, collections and other activities. By posting comments on our websites, patrons agree that HMCPL may use their content for these purposes without compensation.
2. All content submitted for online discussion will be reviewed by staff. While we may not always have the resources to review patron comments prior to posting, HMCPL reserves the right to edit or delete user content in a manner that is consistent with our mission and policies. As such, we will not post content that contains vulgar language, personal attacks of any kind, or offensive comments that target or disparage groups by ethnicity, race, religion, sex or gender.
3. HMCPL reserves the right to moderate user-generated content for any reason.
4. HMCPL is not responsible for any user-generated comments and contents that appear on our websites.
5. This policy may be revised at any time.

Collection Development Policy

BOARD APPROVED MAY 21, 2024

Purpose

The Huntsville-Madison County Public Library (HMCPL) works to maintain a useful, well-rounded collection to support the library's mission and meet the needs of residents of the library's service area. This policy exists to guide librarians in selecting materials and to inform the public about the principles guiding collection development decisions.

Our Community

The Huntsville-Madison County community enjoys a unique background and heritage. For the better part of the past century, the Huntsville-Madison County community has been fueled by innovation and technical advancement and has welcomed newcomers from around the world to make our community their home. Consequently, our growing community encompasses a wide range of racial, ethnic, professional and socioeconomic backgrounds, as well as a diverse range of religious and political beliefs, lifestyles, and identities. HMCPL's commitment to education has caused the library to lead the state of Alabama in circulation at our local public libraries as many families rely on our library system to provide access to books and other materials in our collection as well as the many services we provide.

HMCPL is a ten-branch system with an extensive outreach department that serves all of Madison County, Alabama. For over 200 years, HMCPL has been dedicated to enriching the educational, recreational, and cultural lives of communities in Madison County through materials, information and programs that foster a lifelong love of learning.

Our Collection

The HMCPL collection includes a wide variety of formats including the following:

- Print consisting of books, documents, magazines, newspapers, pamphlets and maps.
- Audiovisual Media, including videos on DVD and Blu-ray, books on CD and digital audio player, music on compact disc, and streaming audio and video materials. When possible, digital materials are selected in accordance with this policy. However, digital materials may be provided through a content aggregator. As such, the inclusion or exclusion of specific titles in these collections are made by the vendor and may not conform to this policy's guidelines.
- The library also provides wi-fi access to the Internet.
- Other formats include multimedia kits, microforms, educational toys, and selected audiovisual equipment.

Materials may be available in a variety of formats. Factors governing choice of format include anticipated use, ease of access, and availability of technology, if applicable.

Responsibility

HMCPL provides free access to materials in a number of formats (print, media, and electronic) to all patrons. It is the responsibility of the library director and staff to curate a balanced collection that meets the needs of our community under the authority of the library board. The director and staff will oversee the acquisition of materials using professional judgment, selection guidelines, and common sense consistent with this policy.

Library users make their own choices as to what they use based on individual interests and concerns. HMCPL follows accepted principles of intellectual freedom and supports each person's right to receive information and to decide which items are appropriate for them and their families. Ultimate responsibility for a minor's use of library materials lies with the minor's parent or guardian.

General Selection Guidelines

HMCPL's goal is to provide our community with library materials that encourage literacy and instill in patrons a lifelong love of learning. As described in more detail below, the library director and staff shall select materials on the basis of community interest, accuracy of information and literary or educational significance. The library shall not exclude materials solely due to the subject matter dealing with topics deemed controversial at any given time. The library shall not purchase or receive as a donation any book or material that violates applicable laws or regulations.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable. Criteria include:

- Public demand, interest or need
- Contemporary significance or permanent value
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relation to existing materials in the collection
- Reflecting competing or controversial points of view
- Authenticity of historical, regional, or social setting
- Materials on current or historical matters
- Accessibility for multiple users of electronic formats
- Costs

Price, accuracy, and timeliness of information are other factors influencing selection. The library does not typically purchase out-of-print material for the collection, and no attempt is made to purchase all the works by particular authors. As a general rule the library will acquire only works of interest to the layperson. The library does not support educational curricula through the purchase of textbooks. Borrowing materials from other libraries through interlibrary loan is another option available to customers for older or unique materials.

The library welcomes suggestions from the public for materials to purchase. Purchase of such requests is dependent on whether the desired item meets general selection guidelines established

here.

Selection Criteria for Young Adult and Juvenile Collections

With respect to materials intended for the Juvenile or Young Adult sections, the library will not purchase or otherwise acquire any material advertised for consumers under the age of 18 that contains material that is obscene, sexually explicit or otherwise inappropriate to minors. The library director will provide guidance to staff with respect to acquisitions in conformity with the foregoing criteria and shall have the final decision in acquiring materials pursuant to this policy. For purposes of this policy, the term "inappropriate to minors" is synonymous with "harmful to minors." As used throughout this policy, the following terms shall have the meanings set forth below:

"Sexually explicit" means material that visually shows or depicts actual or simulated conduct that includes sexual intercourse, masturbation, breast nudity, genital nudity, sadomasochistic abuse, sexual excitement, or other act of apparent sexual stimulation or gratification. This definition is intended to follow and be consistent with the definition of "sexually explicit" set out at section 13A-12-190(14) Alabama Code (1975), to be effective October 1, 2024.

"Harmful to minors" means: (a) the average person, applying contemporary community standards, would find that the material, taken as whole, appeals to the prurient interest of minors; and (b) the material depicts or describes sexual conduct, breast nudity or genital nudity, in a way which is patently offensive to prevailing standards in the adult community with respect to what is suitable for minors; and (c) a reasonable person would find that the material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors. This definition is intended to follow and be consistent with the definition of "harmful to minors" set out at section 13A-12-200.1(11) Alabama Code (1975).

"Obscene" means (a) the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest; and (b) the material depicts or describes, in a patently offensive way, sexual conduct, actual or simulated, normal or perverted; and (c) a reasonable person would find that the material, taken as whole, lacks serious literary, artistic, political or scientific value. This definition is intended to follow and be consistent with the definition of "obscene" set out at section 13A-12-200.1(17) Alabama Code (1975).

"Prurient interest" is defined as a morbid, degrading, or excessive interest in sexual matters. *See* "APA Dictionary of Psychology," American Psychological Association; *Roth v. United States*, 354 U.S. 476 (1957); "Prurient." *Merriam-Webster.com Dictionary*, Merriam-Webster, https://www.merriam-webster.com/dictionary/prurient. Accessed 10 Sept. 2024.

Age-appropriate materials regarding religion, history, biology, or human anatomy shall not be construed to violate these rules.

Gifts

HMCPL welcomes donations to enhance the collection. Donated items become the property of the library. All donations to the library are accepted on the condition that they may be retained and added to the collections or disposed of at its sole discretion, in accordance with this policy. Monetary donations intended for use in purchasing materials may be accompanied by a suggested subject area, but specific selection decisions will be made in accordance with this policy.

Placement of Materials

HMCPL staff will place materials based on suitability of subject, style and content for the intended audience. The library director will provide guidance to staff in interpretation of the policy and deliver the final decision in the placement of materials in accordance with the policy. Library staff may reconsider or reevaluate the placement of materials at any time. The library will not place any materials in the Juvenile or Young Adult section that, in the HMPCL staff's exercise of reasonable discretion, are sexually explicit, obscene, or inappropriate to minors as such terms are defined above. Age-appropriate materials regarding religion, history, biology, or human anatomy shall not be construed to violate these rules.

Withdrawal of Materials

Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Materials withdrawn from the collection in this manner will be disposed of at the library's discretion.

The library follows accepted principles of intellectual freedom and each person's right to access and receive information.

Statements of Concern

Should a patron of HMCPL take issue with the inclusion of a specific title in the library collection, they may complete and submit a "Statement of Concern about Library Resources" form. For further details, please see the Statement of Concern policy.
https://www.hmcpl.org/policies/concerns

Updated 5/21/2024

Membership and Circulation

Borrowers Cards

Resident: Issued free to all Huntsville and Madison County residents ages ~~16~~ 18 and older. Residents of Limestone County that live within the city limits of Madison and Huntsville are also eligible. Valid at all branches and bookmobile. Identification with correct name and permanent address required. A government-issued photo ID is required, such as a driver's license, passport or student school card. ID can be out of area driver's license combined with a lease, utilities bill, or imprint on a check or deposit slip.

Non-Resident: $20.00 annual fee for individual. $35.00 annual fee for families. Family cards are for individuals sharing a physical address in the same household. A government-issued photo ID with correct name and address is required.

Only Resident and Non-Resident cards for ages 18 and older will have access to request Interlibrary Loan materials.

Young Readers: Issued to youth ages ~~15~~ 17 and younger. Parent or guardian ~~signature required.~~ must also have a Resident card and sign a waiver for their child to setup a card. At card setup, the parent or guardian must select the level of access for the Young Reader card. -Parent or guardian must be a resident of Madison County or a Limestone County resident living within the city limits of Madison or Huntsville, and must agree to be responsible for all items borrowed by the child(ren). Identification for the adult is required as detailed in the Resident section listed above. Changing the level of access for a Young Reader Card requires the parent or guardian to sign a new waiver.

Young Reader Cards have three levels of access.

- *Level 1 Young Reader*: Individual may check out from only the physical juvenile collection. No digital downloads access is available. This is the default level of access unless specified otherwise by a parent or guardian on the waiver.
- *Level 2 Young Reader:* Individual may check out from the physical juvenile and young adult collections. No digital downloads access is available.
- *Level 3 Young Reader:* Individual may checkout from the physical juvenile, young adult, and adult collections. Digital downloads access is available.

~~*Public Computer Use Only*~~*Guest Patron Card*: ~~Issued free for in-house computer use only, to residents ineligible for a full membership card or to non-residents who do not desire full privileges. Non-residents may upgrade to fully privileged status if membership criteria are met. Identification with correct name is required. Preferred information includes, but is not limited to, address, zip code, phone number and birthdate. A photo ID is not required for a computer use only card.~~

Issued free to adults ages 18 and older for in-house computer use or room reservation only. Guest patrons may change to a fully-privileged Resident or Non-Resident card when they meet the registration requirements. Upon registration, guest patrons must provide a form of identification as well as the following information: legal name, address, zip code, date of birth, and phone number.

Non-Resident cards expire after one year and will be renewed annually after payment of the out of county fee. Resident cards expire every three years and will be renewed after confirmation of current contact information.

Card Limits

Adult Card – up to 50 items
Young Readers Level 1 -3 Cards - up to 50 items.
Public Guest PatronComputer Use Only Card - No items may be borrowed with a Public Computer Use Only cardGuest Patron Card.

Check Out Period

All items can be borrowed for a period of two (2) weeks with four (4) renewals unless the item is on hold.

Holds

Holds are made for books, DVDs, CDs, and audiobooks with a 50 item50-item limit. Holds may not be placed on magazines, comics, or kits.

Access levels described in the Borrower Cards section will also limit the items that may be placed on hold by a patron.

An item may not be renewed if a hold has been placed on it. Patrons will receive notification that their held item is available through email or text.

Materials are held for 7 days.

HMCPL Statistics
July/August 2024

Systemwide Circulation - FY 2022 - FY 2024

240,972
271,744
229,890
263,583
214,381
253,170

Months: October, November, December, January, February, March, April, May, June, July, August

Legend: 2021-2022, 2022-2023, 2023-2024

Downloadables - FY 2022 - FY 2024

33,133
39,948
25,272
34,718
21,209
25,641

Months: October, November, December, January, February, March, April, May, June, July, August
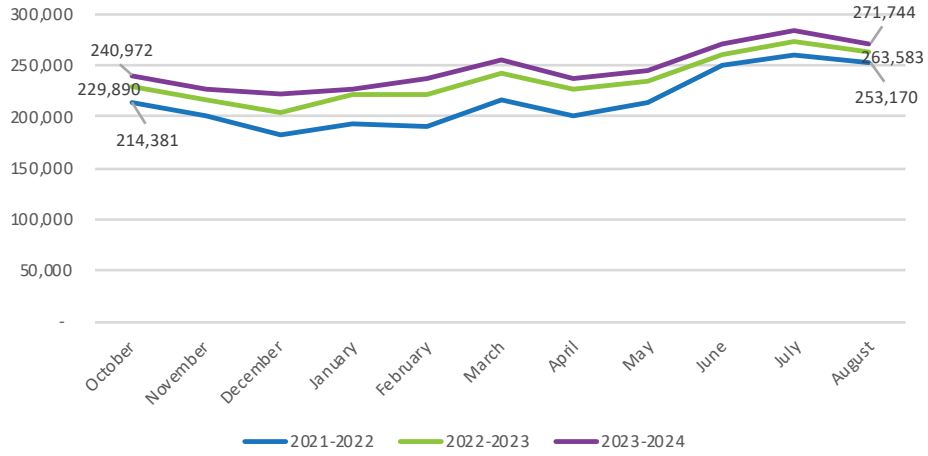
Legend: 2021-2022, 2022-2023, 2023-2024
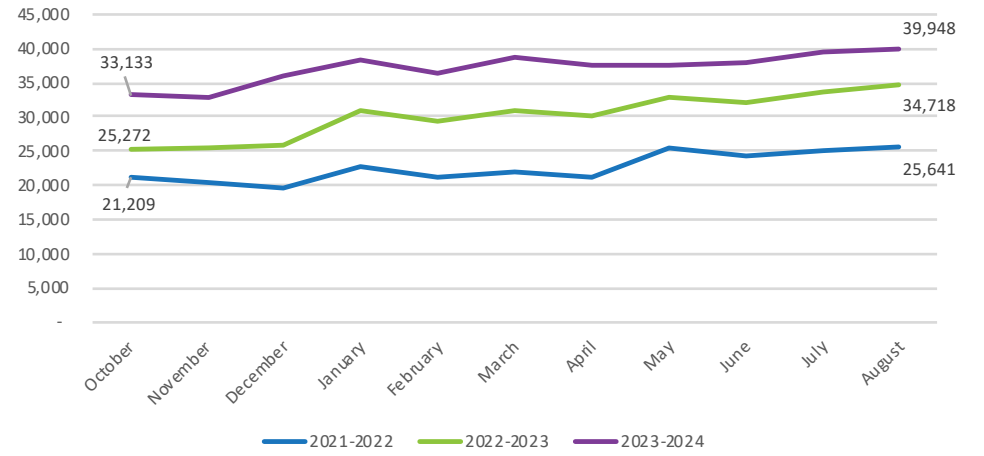
Circulation By Branch FY 2024

Legend: Cavalry Hill, Cove Holds Locker, Downtown, Gurley, Hazel Green, Madison, Monrovia, New Hope, North Huntsville, Outreach, South Huntsville, Triana

Madison 730,623
South Huntsville 668,489
Downtown 414,231
Monrovia 159,489
North Huntsville 111,412
Hazel Green 93,816
Gurley 60,786
New Hope 26...
Tria na...
Outr ea...
Cove...
C...

Books We Loved in July and August

Top circulating adult book (print):
Book Lovers, by Emily Henry
99 Checkouts

Top circulating YA book (print):
The Lightning Thief, by Rick Riordan
99 Checkouts

Top circulating juvenile book (print):
Don't Let the Pigeon Drive the Bus,
by Mo Willems - 132 Checkouts
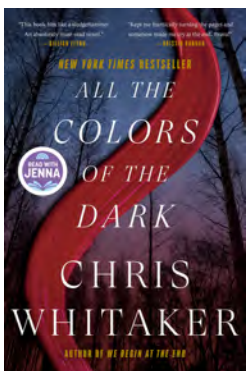
Highest demand book (print):
All the Colors of the Dark,
by Chris Whitaker - 102 holds
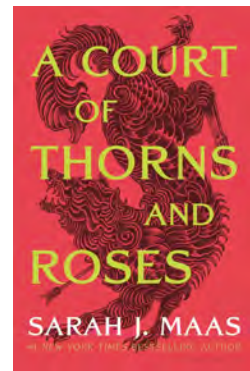
Top circulating book (digital audiobook):
A Court of Thorns and Roses, by Sarah J. Maas
156 Checkouts
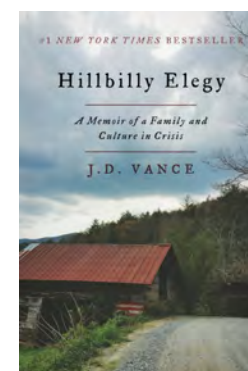
Top circulating book (ebook):
Hillbilly Elegy,
by J.D. Vance - 229 Checkouts

Library Visitors - FY 2022 - FY 2024

160,000
140,000
120,000
100,000
80,000
60,000
40,000
20,000
-

106,971
102,523
84,760
126,849
117,523
114,539

October, November, December, January, February, March, April, May, June, July, August

—— 2021-2022   —— 2022-2023   —— 2023-2024

Program Attendance - FY 2022 - FY 2024

16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-

8,774
6,891
6,030
8,154
7,267
6,075

October, November, December, January, February, March, April, May, June, July, August
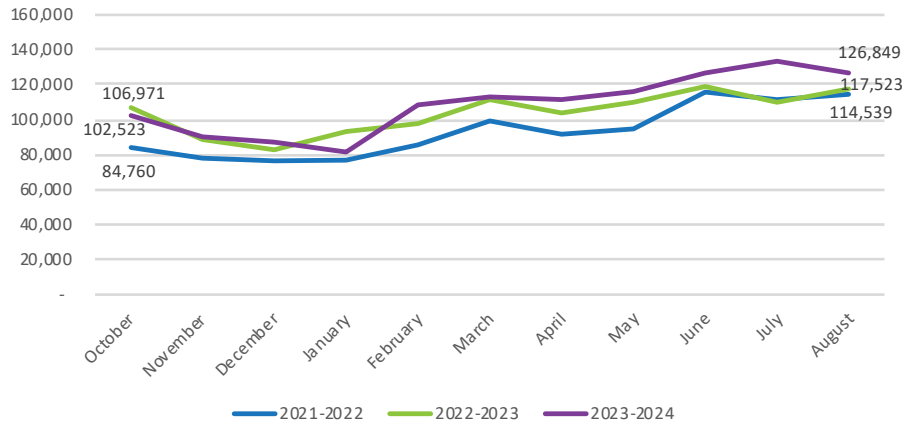
—— 2021-2022   —— 2022-2023   —— 2023-2024
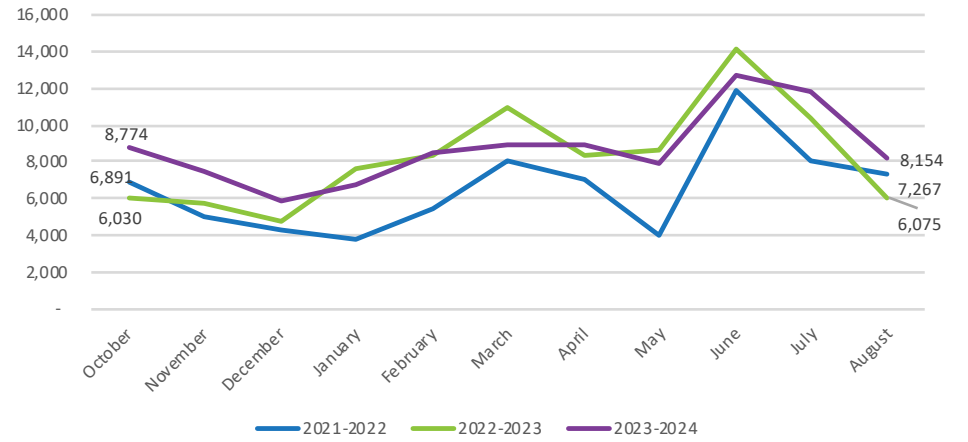
Visitors by Branch - FY 2024

■ Cavalry Hill ■ Downtown ■ Gurley ■ Hazel Green ■ Madison ■ Monrovia ■ New Hope ■ North Huntsville ■ South Huntsville ■ Triana

South Huntsville 395,775
Downtown 277,085
Madison 229,712
North Huntsville 144,369
Monrovia 46,700
Hazel Green 29,524
Triana 24,234
Gurley 12,563
Cavalry Hill 24,175
New Hope 12,283

Program and Visitor Highlights

North Huntsville visitors increased 27% from July/August 2023 to 2024

Highest attended program:
Brick Galaxy Huntsville
South Huntsville
1,294 attendees

August 2024 HMCPL Statistics

Systemwide Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	214,381	229,890	240,972	4.82%
November	200,100	216,726	225,955	4.26%
December	182,521	204,267	222,394	8.87%
January	194,484	221,404	228,175	3.06%
February	189,633	222,813	238,653	7.11%
March	216,632	243,603	255,940	5.06%
April	202,221	226,808	238,005	4.94%
May	213,161	234,908	246,220	4.82%
June	249,986	260,341	270,150	3.77%
July	260,475	273,639	284,311	3.90%
August	253,170	263,583	271,744	3.10%
September	231,817	244,473		
Year	2,608,581	2,842,455	2,722,519	

Systemwide totals include downloadables.

hmcpl.org			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	136,150	167,241	980,175	486.09%
November	120,147	378,277	571,206	51.00%
December	115,166	402,487	1,375,626	241.78%
January	136,458	452,723	762,577	68.44%
February	122,427	896,224	1,106,513	23.46%
March	128,900	948,515	769,715	-18.85%
April	125,257	614,184	857,334	39.59%
May	131,567	675,837	805,616	19.20%
June	135,165	768,632	748,271	-2.65%
July	138,450	350,479	876,127	149.98%
August	139,402	48,518	813,124	
September	128,289	212,672		
Year	1,557,378	5,915,789	9,666,284	

Number of visits to hmcpl.org website including our public catalog .
*Debuted new catalog on October 25, 2022
*August 2023 missing public catalog numbers.

Downloadables			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	21,209	25,272	33,133	31.11%
November	20,272	25,337	32,852	29.66%
December	19,619	26,010	36,014	38.46%
January	22,805	30,848	38,408	24.51%
February	21,095	29,241	36,349	24.31%
March	21,899	30,849	38,798	25.77%
April	21,335	30,127	37,494	24.45%
May	25,533	32,759	37,557	14.65%
June	24,279	32,138	38,006	18.26%
July	25,084	33,495	39,699	18.52%
August	25,641	34,718	39,948	15.06%
September	23,865	33,450		
Year	272,636	364,244	408,258	

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

Music Downloadables			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	1,210	594	544	-8.42%
November	664	680	546	-19.71%
December	666	1,235	3,722	201.38%
January	1,023	786	1,522	93.64%
February	958	1,042	1,094	4.99%
March	760	694	1,467	111.38%
April	830	712	1,201	68.68%
May	2,455	1,166	965	-17.24%
June	1,170	579	505	-12.78%
July	703	560	937	67.32%
August	753	580	582	0.34%
September	710	1,059		
Year	11,902	9,687	13,085	

*Music Downladables 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			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	18,969	17,940	18,432	2.74%
November	15,534	15,806	16,301	3.13%
December	14,112	13,375	15,031	12.38%
January	13,786	16,035	13,109	-18.25%
February	14,857	17,271	24,324	40.84%
March	16,421	19,318	18,740	-2.99%
April	18,013	18,157	19,378	6.72%
May	17,528	18,119	20,990	15.85%
June	17,109	18,944	18,562	-2.02%
July	17,639	17,661	21,625	22.44%
August	18,755	20,385	20,965	2.85%
September	18,365	18,468		
Year	201,088	211,479	207,457	

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

Public Computer Use			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	4,472	5,959	6,201	4.06%
November	4,280	4,629	5,294	14.37%
December	4,143	4,577	4,912	7.32%
January	4,572	5,948	4,590	-22.83%
February	4,859	6,058	6,585	8.70%
March	5,340	6,717	6,313	-6.01%
April	5,168	5,931	5,909	-0.37%
May	5,152	5,979	6,044	1.09%
June	5,695	6,601	6,308	-4.44%
July	6,109	6,365	7,080	11.23%
August	6,292	6,876	6,576	-4.36%
September	5,730	6,153		
Year	61,812	71,793	65,812	

Reference Questions			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	10,544	7,974	10,066	26.24%
November	11,271	7,668	8,870	15.68%
December	12,256	7,981	9,628	20.64%
January	14,577	9,748	10,396	6.65%
February	14,685	8,667	10,387	19.85%
March	19,154	10,167	11,347	11.61%
April	15,091	9,934	11,322	13.97%
May	17,420	14,886	10,922	-26.63%
June	15,365	11,876	10,394	-12.48%
July	12,546	9,871	11,397	15.46%
August	10,919	9,920	10,454	5.38%
September	9,180	9,554		
Year	163,008	118,246	115,183	

Online Database Use			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	54,881	29,776	32,487	9.10%
November	53,773	23,160	34,795	50.24%
December	46,401	25,602	35,511	38.70%
January	79,623	45,512	29,284	-35.66%
February	55,259	70,713	40,203	-43.15%
March	97,819	37,509	53,113	41.60%
April	35,184	25,823	39,090	51.38%
May	34,773	21,893	40,574	85.33%
June	31,045	448,651	24,411	-94.56%
July	20,064	18,950	65,300	244.59%
August	28,991	36,955	23,562	-36.24%
September	50,014	40,536		
Year	587,827	825,080	418,330	

*Statistical definitions were adjusted to be more accurate in FY2021.
*June 2024 missing EBSCO and Newsbank

Curbside Transactions			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	228	89	22	-75.28%
November	206	87	21	-75.86%
December	173	60	15	-75.00%
January	301	63	15	-76.19%
February	201	35	8	-77.14%
March	136	31	11	-64.52%
April	131	20	15	-25.00%
May	140	35	9	-74.29%
June	123	23	36	56.52%
July	125	7	16	128.57%
August	83	14	29	107.14%
September	93	24		
Year	1,940	488	197	

*HMCPL started formally tracking curbside interactions mid-January 2021.

The Curbside Service began in May 2020

Program Attendance			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	6,891	6,030	8,774	45.51%
November	5,061	5,712	7,545	32.09%
December	4,321	4,762	5,875	23.37%
January	3,787	7,691	6,688	-13.04%
February	5,465	8,344	8,444	1.20%
March	8,045	10,947	8,909	-18.62%
April	7,101	8,363	8,968	7.23%
May	4,005	8,713	7,847	-9.94%
June	11,893	14,146	12,718	-10.09%
July	8,053	10,320	11,811	14.45%
August	7,962	6,075	8,154	34.22%
September	6,201	8,624		
Year	78,785	99,727	95,733	

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

*October 2022 attendance is incomplete due to software errors.

Cavalry Hill Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	798	637	574	-9.89%
November	535	509	556	9.23%
December	601	558	445	-20.25%
January	534	554	487	-12.09%
February	664	525	479	-8.76%
March	677	369	659	78.59%
April	484	441	775	75.74%
May	465	428	714	66.82%
June	609	748	735	-1.74%
July	798	849	572	-32.63%
August	616	738	516	-30.08%
September	555	700		
Year	7,336	7,056	6,512	

Cove Holds Locker Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	-	240	797	232.08%
November	-	561	716	27.63%
December	-	585	756	29.23%
January	-	667	972	45.73%
February	-	875	1,164	33.03%
March	-	928	1,083	16.70%
April	-	732	1,057	44.40%
May	-	647	1,403	116.85%
June	-	661	1,632	146.90%
July	-	758	1,654	118.21%
August	-	1,001	1,689	68.73%
September	-	938		
Year		12,923		

*Cove Holds Locker Opened October 7, 2022

Downtown Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	33,272	37,867	36,729	-3.01%
November	28,553	34,603	34,489	-0.33%
December	28,965	33,024	33,948	2.80%
January	31,067	34,160	32,793	-4.00%
February	30,984	34,810	36,142	3.83%
March	38,079	38,446	38,860	1.08%
April	33,131	35,205	36,840	4.64%
May	32,724	36,252	37,557	3.60%
June	39,592	39,876	41,176	3.26%
July	42,648	43,761	44,389	1.44%
August	41,199	40,062	41,959	4.74%
September	37,093	36,066		
Year	417,307	444,132	414,882	

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

Gurley Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	5,006	5,042	6,514	29.19%
November	4,746	5,084	6,894	35.60%
December	4,733	4,348	7,474	71.90%
January	4,910	3,992	4,206	5.36%
February	4,519	4,129	4,623	11.96%
March	5,169	4,520	5,312	17.52%
April	5,615	3,962	4,875	23.04%
May	5,099	5,416	4,717	-12.91%
June	5,372	4,897	4,987	1.84%
July	5,355	4,868	5,591	14.85%
August	5,236	6,569	5,593	-14.86%
September	5,053	6,298		
Year	60,813	59,125	60,786	

Hazel Green Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	6,326	7,693	9,130	18.68%
November	5,697	7,366	7,907	7.34%
December	5,319	7,068	7,884	11.54%
January	5,181	8,259	7,512	-9.04%
February	5,388	8,735	7,974	-8.71%
March	6,447	9,005	8,820	-2.05%
April	6,152	8,532	7,570	-11.28%
May	5,938	8,617	8,167	-5.22%
June	8,504	9,971	9,496	-4.76%
July	8,359	10,397	10,148	-2.39%
August	7,682	10,221	9,208	-9.91%
September	7,540	9,071		
Year	78,533	104,935	93,816	

Madison Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	62,070	66,131	66,672	0.82%
November	55,162	60,949	59,189	-2.89%
December	51,311	57,371	57,796	0.74%
January	54,755	60,682	60,209	-0.78%
February	53,829	61,005	63,796	4.58%
March	61,577	68,389	68,117	-0.40%
April	59,357	63,255	63,480	0.36%
May	59,517	64,320	65,800	2.30%
June	76,272	73,247	74,462	1.66%
July	77,630	78,112	77,592	-0.67%
August	72,913	73,138	73,510	0.51%
September	67,241	67,382		
Year	751,634	793,981	730,623	

Monrovia Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	12,554	14,825	14,423	-2.71%
November	11,802	13,458	13,702	1.81%
December	10,845	12,175	12,959	6.44%
January	11,073	13,498	13,546	0.36%
February	10,966	13,647	14,343	5.10%
March	13,371	15,062	14,741	-2.13%
April	12,905	14,099	13,652	-3.17%
May	12,197	14,407	14,636	1.59%
June	15,454	15,289	15,530	1.58%
July	15,544	16,031	15,947	-0.52%
August	15,536	15,932	16,010	0.49%
September	14,660	14,860		
Year	156,907	173,283	159,489	

New Hope Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	1,346	-	1,904	
November	146	277	1,952	
December	-	950	1,941	104.32%
January	-	1,338	1,880	40.51%
February	-	1,594	2,021	26.79%
March	-	1,684	2,300	36.58%
April	-	1,482	2,235	50.81%
May	-	2,134	2,500	17.15%
June	-	2,129	3,153	48.10%
July	-	2,438	3,549	45.57%
August	-	2,037	3,069	50.66%
September	-	1,756		
Year	1,492	17,819	26,504	

*New Hope closed to the public September 30, 2021. Statistics following this are renewals.
*New Hope circulation incomplete November 2022-June 2023. Self checkouts were not counted.

North Huntsville Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	12,570	12,175	11,629	-4.48%
November	10,525	10,583	10,253	-3.12%
December	10,101	9,911	9,017	-9.02%
January	9,472	10,194	8,593	-15.71%
February	9,080	11,083	9,410	-15.10%
March	10,019	11,718	9,974	-14.88%
April	9,639	11,167	9,381	-15.99%
May	9,961	10,979	10,278	-6.38%
June	11,953	12,780	11,312	-11.49%
July	12,372	12,017	11,155	-7.17%
August	12,025	11,349	10,410	-8.27%
September	11,502	11,439		
Year	129,219	135,395	111,412	

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

Outreach Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	465	1,317	496	-62.34%
November	4,340	3,120	2,447	-21.57%
December	693	2,737	326	-88.09%
January	3,095	4,134	2,749	-33.50%
February	1,878	2,120	986	-53.49%
March	1,480	2,418	2,107	-12.86%
April	519	1,499	1,440	-3.94%
May	891	760	940	23.68%
June	1,294	1,743	1,697	-2.64%
July	683	679	833	22.68%
August	1,667	2,434	2,252	-7.48%
September	3,521	2,204		
Year	20,526	25,165	16,273	

South Huntsville Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	57,753	56,999	57,571	1.00%
November	57,424	53,535	53,693	0.30%
December	49,481	48,412	52,450	8.34%
January	50,783	52,037	55,579	6.81%
February	50,469	53,892	59,855	11.06%
March	57,360	58,787	63,456	7.94%
April	52,420	55,093	57,795	4.90%
May	51,715	56,840	60,699	6.79%
June	65,477	64,769	66,113	2.08%
July	70,660	68,263	71,340	4.51%
August	69,545	63,703	65,938	3.51%
September	59690	58,751		
Year	6155	691,081	664,489	

*South Huntsville opened September 28, 2021.

Triana Circulation			
	FY2022	*FY2023*	*FY2024*	*% +/-*
October	1,012	1,692	1,400	-17.26%
November	898	1,344	1,305	-2.90%
December	852	1,118	1,384	23.79%
January	809	1,041	1,241	19.21%
February	760	1,157	1,511	30.60%
March	553	1,428	1,713	19.96%
April	664	1,214	1,411	16.23%
May	682	1,349	1,644	21.87%
June	1,180	2,093	1,851	-11.56%
July	1,342	1,971	1,842	-6.54%
August	1,110	1,681	1,642	-2.32%
September	1,097	1,558		
Year	10,959	17,646	16,944	

Number of Library Visitors by Branch

	Cavalry Hill			Downtown			Gurley		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	1,083	1,787	1,827	15,955	28,782	26,454	910	1,232	1,417
November	1,027	1,496	1,755	19,810	21,575	21,831	697	710	681
December	1,212	1,689	1,852	20,429	20,038	20,051	329	1,054	627
January	850	1,929	1,343	20,779	23,800	19,544	1,545	1,034	922
February	1,234	1,660	1,904	22,193	24,645	26,254	1,003	1,167	1,022
March	1,638	1,854	2,157	26,435	26,518	25,932	1,699	1,397	1,044
April	1,428	1,538	2,298	25,019	24,541	25,957	1,257	1,442	1,157
May	1,395	1,722	2,361	24,979	27,158	26,159	1,304	1,221	1,194
June	1,930	2,228	2,795	28,151	27,725	26,583	1,665	1,557	1,346
July	1,961	1,807	3,259	28,698	26,679	29,176	1,523	1,578	1,584
August	1,618	1,964	2,624	27,150	28,778	29,144	1,466	1,690	1,569
September	1,541	1,654		25,453	26,087		1,246	1,392	
Year	16,917	21,328	24,175	285,051	306,326	277,085	14,644	15,474	12,563

	Hazel Green			Madison			Monrovia		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	2,577	2,806	2,271	18,387	23,514	20,358	3,174	3,322	4,223
November	2,303	2,608	2,958	15,105	19,973	16,753	2,795	3,332	3,672
December	2,348	2,538	2,093	15,027	16,940	16,030	2,943	3,034	3,440
January	1,916	3,039	2,177	15,800	17,214	15,642	3,665	3,809	3,587
February	2,262	2,900	2,690	18,281	18,724	21,868	3,190	3,899	4,253
March	2,863	2,916	2,859	20,140	22,509	22,139	3,538	4,478	4,294
April	2,800	2,606	2,554	19,097	19,933	19,619	3,329	3,927	4,570
May	2,751	2,810	2,927	21,855	23,022	22,177	3,460	4,663	4,911
June	3,800	3,230	3,123	27,736	23,805	25,384	4,716	5,023	4,924
July	3,100	2,609	3,190	25,470	22,371	25,198	4,037	4,275	4,894
August	3,093	2,762	2,682	26,934	24,679	24,544	4,032	4,753	3,932
September	2,719	2,422		24,495	19,823		2,990	4,362	
Year	32,532	33,246	29,524	248,327	252,507	229,712	41,869	48,877	46,700

*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		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	135	-	1,171	10,091	13,394	12,287	30,994	29,164	30,915
November	-	1,097	982	7,890	10,006	11,465	27,323	25,699	29,385
December	-	920	901	7,827	8,989	10,546	25,155	25,740	29,789
January	-	894	877	6,883	10,902	7,864	24,300	29,030	28,769
February	-	995	1,077	8,193	12,769	12,676	27,573	30,164	35,116
March	-	1,189	1,158	10,009	14,581	13,414	30,850	33,716	37,000
April	-	1,166	1,085	9,964	15,264	14,828	28,006	30,971	36,681
May	-	1,077	1,205	10,458	13,850	14,610	27,792	31,638	37,785
June	-	1,337	1,306	11,921	14,423	15,695	33,779	35,733	41,126
July	-	1,189	1,359	10,527	11,532	15,412	33,506	33,533	45,460
August	-	1,123	1,162	12,518	12,923	15,572	35,273	35,753	43,749
September	-	1,091		12,085	12,929		30,069	33,717	
Year	135	12,078	12,283	118,366	151,562	144,369	354,620	374,858	395,775

*South Huntsville branch opened September 28, 2021. People counters began September 29.
*New Hope closed September 30, 2021

	Triana		
	FY2022	FY2023	FY2024
October	1,454	2,970	1,600
November	1,024	2,583	898
December	1,312	1,817	1,555
January	1,082	983	719
February	1,083	186	2,067
March	1,448	3,001	2,644
April	1,298	2,976	2,224
May	1,359	2,680	2,834
June	2,158	3,983	3,854
July	2,810	4,316	3,968
August	2,455	3,098	1,871
September	2,795	2,535	
Year	20,278	31,128	24,234

*Triana's people counter malfunctioned in February 2023
*Triana's people counter malfunctioned in November 2023

Total Number of Library Visitors-HMCPL			
	FY2022	FY2023	FY2024
October	84,760	106,971	102,523
November	77,974	89,079	90,380
December	76,852	82,759	86,884
January	76,820	92,634	81,444
February	85,012	97,109	108,927
March	98,620	112,159	112,641
April	92,198	104,364	110,973
May	95,353	109,841	116,163
June	115,856	119,044	126,136
July	111,632	109,889	133,500
August	114,539	117,523	126,849
September	103,393	106,012	0
Year	1,133,009	1,247,384	1,196,420

*The Library was closed a full week in January 2024 due to weather.

	Hotspot Circulation								
	Cavalry Hill			Downtown			Gurley		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	8	6	3	93	97	16	53	24	3
November	8	8	3	100	99	15	35	22	3
December	18	9	4	218	59	10	33	16	2
January	11	10	1	144	53	4	38	20	3
February	23	4	3	245	82	8	35	11	1
March	8	9	2	109	69	3	37	16	2
April	18	11	1	211	59	2	25	12	2
May	13	14	1	102	37	7	20	13	0
June	20	6	0	98	43	4	37	12	2
July	8	7	0	120	120	0	36	1	2
August	12	4	0	83	4	2	23	1	0
September	9	2		52	11		14	1	
Year	156	90	18	1,575	733	71	386	149	20

*All hotspots were checked in and back out from the Downtown branch during the July 2023 hotspot transition.

	Hazel Green			Madison			Monrovia		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	76	30	7	46	34	6	36	17	5
November	70	30	3	63	34	6	22	18	3
December	77	24	6	66	31	6	43	16	7
January	51	19	4	40	28	6	31	19	1
February	46	6	4	86	19	4	23	12	3
March	83	14	3	28	31	3	45	16	4
April	46	12	1	48	18	6	32	15	0
May	49	12	2	44	22	2	16	17	0
June	57	10	4	23	19	2	47	10	0
July	83	6	1	45	11	2	28	4	0
August	48	2	0	33	6	1	31	3	0
September	22	1		9	3		11	4	
Year	708	166	35	531	256	44	365	151	23

	New Hope			North Huntsville			South Huntsville		
	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024	FY2022	FY2023	FY2024
October	0	0	4	87	29	5	27	25	7
November	0	3	6	46	24	8	33	21	6
December	0	8	3	67	26	6	54	19	3
January	0	8	5	41	23	3	32	18	4
February	0	9	3	46	6	1	27	15	3
March	0	8	4	45	11	3	70	19	3
April	0	6	4	21	14	3	44	18	4
May	0	8	3	21	19	2	35	20	1
June	0	7	1	46	17	3	40	17	1
July	0	1	0	87	3	2	48	5	0
August	0	0	0	27	0	1	30	0	1
September	0	2		12	5		8	4	
Year	0	60	33	546	177	37	448	181	33

	Triana		
	FY2022	FY2023	FY2024
October	1	4	3
November	0	6	1
December	1	4	0
January	4	4	0
February	4	3	1
March	4	3	0
April	0	6	0
May	3	5	2
June	0	3	0
July	4	2	0
August	1	0	0
September	0	2	
Year	22	42	7

Total Hotspot Circulation-HMCPL			
	FY2022	FY2023	FY2024
October	427	266	59
November	377	265	54
December	577	212	47
January	392	202	31
February	535	167	31
March	429	196	27
April	445	171	23
May	303	167	20
June	368	144	17
July	459	160	7
August	288	20	5
September	137	35	0
Year	4,737	2,005	321

*In December 2021, the allowable checkout period for hotspots increased to 6 months.
*Removed hotspot rental fee October 2022
*Hospots checked out in July 2023 received extended due dates

Devices in Circulation as of	9/3/34	5
Devices on Hold as of	9/3/24	144

From:	mailbot@hmcpl.org on behalf of Huntsville-Madison County Public Library via Huntsville-Madison County Public Library <mailbot@hmcpl.org>
Sent:	Monday, June 3, 2024 4:06 PM
To:	feedback@hmcpl.org
Subject:	Form submission from: Statement of Concern Form

Submitted on Monday, June 3, 2024 - 16:05 Submitted by anonymous user: ▓▓▓▓▓▓▓ Submitted values are:

Are you a Madison County Resident? Yes
Title: Tricks
Type of Library Material: Book
Author (Composer / Director): Ellen Hopkins Publisher / Producer: Margaret K. McElderry Books
Copyright: 2017
Patron's Name: ▓▓▓▓▓
Patron's Address: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓   Patron's phone number: ▓▓▓▓▓▓▓ Patron's Email: ▓▓▓▓▓▓▓▓   Patron's library card / member number: ▓▓▓▓▓▓▓▓   What are your objections to this library material? The descriptions of sex in this book are too detailed & graphic for the young adult section. These situations can be traumatizing and triggering to children who have been sexually abused or molested. The main characters are teens and the sexual encounters often with adult men and are close to rape. This book is repulsive and certainly not appropriate for young adults.
What harm do you feel this material might cause? Young adults who read this could be damaged and re-traumatized from previous molestation or abuse. This could also hyper sexualize kids who on the fence.
Did you complete the entire item? : Yes
Is there anything worthwhile in this material? I don't believe there's anything redeeming about the story when it comes to a young adult. They just don't need any of this content.
Have you read any professional reviews of this item? Yes Please list the reviews you read: Amazon What do you believe are the main ideas of this material? How to be a young person in the sex trade and the ramifications. Pimps are violent.
What do you think was the writer's/composer's/director's intention in creating this work? To expose the dangerous and traumatic world of the underage sex trade?
What material with a similar purpose would you suggest as a replacement for this item? I don't think this book needs a replacement. A better idea would be handouts or shelter recommendation for any kid that could be involved in this very dangerous environment.
Additional comments: Please move this book to the adult section. It's way to vile for young adult.

The results of this submission may be viewed at:
https://hmcpl.org/node/1153/submission/27495

Huntsville-Madison County Public LIBRARY
CREATE. EXPLORE. CONNECT.

August 2, 2024

███████
████████████████████
████████████████

███████,

Thank you for taking the time to complete our Statement of Concern form regarding *Tricks* by Ellen Hopkins. As our policy dictates, I appointed a committee to review the book and make a recommendation. All committee members are parents with pre-teen and teenagers of various ages. I believe they are all well-equipped to evaluate the book in question. They unanimously agreed that the book should remain in the Library and stay in the Young Adult collection for the following reasons:

1. The book provides a real and unromantic look at sex trafficking of teenagers, as well as the devasting effects of substance abuse, religious trauma, and the methods used by abusers (which most often are not strangers, usually a friend or family member).

2. The publisher, Simon & Schuster, lists the age range as 14 and up. Though the subject matter is sensitive, it is relatively common, and the striking depictions can serve as a cautionary tale for readers. The stories in the book are very relatable to many young adults, who are already aware of such situations through the experiences of their peers.

3. While researching for this review, the team referenced The National Child Advocacy Center's Child Sexual Abuse Prevention fact sheet and found topics relating to themes in the title. A sobering statistic shows 1 in 10 children will be sexually abused before they turn 18. Knowledge about sexual abuse protects youth whereas lack of knowledge leaves them vulnerable. In informing about sexual abuse, go beyond "stranger danger" because only 10% of perpetrators are strangers.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Connie Chow

Connie Chow
Interim Executive Director
cchow@hmcpl.org

From:	mailbot@hmcpl.org on behalf of Huntsville-Madison County Public Library via Huntsville-Madison County Public Library <mailbot@hmcpl.org>
Sent:	Thursday, June 20, 2024 10:57 AM
To:	feedback@hmcpl.org
Subject:	Form submission from: Statement of Concern Form

Submitted on Thursday, June 20, 2024 - 10:57 Submitted by anonymous user: ▉▉▉▉▉▉▉ Submitted values are:

Are you a Madison County Resident? Yes
Title: Worm Loves Worm
Type of Library Material: Book
Author (Composer / Director): J,J, Austrian Publisher / Producer: Balzer &Bray
Copyright: 2016
Patron's Name: ▉▉▉▉▉▉
Patron's Address: ▉▉▉▉▉▉▉▉▉▉▉▉▉▉▉ Patron's phone number: ▉▉▉▉▉▉ Patron's Email:
▉▉▉▉▉▉▉▉▉▉ Patron's library card / member number: ▉▉▉▉▉▉▉ What are your objections
to this library material? Last Wednesday June 12, I took my grandchildren to the library for story time and to check out books. My grandson is 4 years old and he picked out several books for me to check out for him. I was very disappointed and shocked with one book he picked. The book, Worm loves Worm, theme is same sex marriage is ok as long as they love one another. According to the Bible, If a man sleeps with a man as a women, they have both committed a detestable act. Leviticus 20-13. The Bible is very clear, homosexuality is a sin. Why would a public library want to expose a child to a sin that our Lord God defines as an abomination. Would you have story books for children encouraging alcoholism or stealing? So why do you have a story book that encourages same sex marriage for children? I have no problem if you have this book for adults only to check out, if they want to read it to their own child, but to have a book that any child, like my grandson did, picking it off the shelf in the children's library, I do have a problem with that. I believe other Christians will have a problem with that too.
What harm do you feel this material might cause? The Bible states in Matthew 18:6, but whoever causes one of these little ones who believe in Me to stumble and sin (by leading him away from My Teaching), it would be better for him to have a heavy millstone hung around his neck and to be drowned in the depth of the sea. Why does the Madison County/ Huntsville Public Library want to expose young children to sin? I feel it is wrong and I hope you will agree with me and take this book and any other book like this one out of the children's library and put it where only adults can check it out.
Did you complete the entire item? : Yes
Is there anything worthwhile in this material? No, I don't feel books that expose a child to the sin homosexuality, which is an abomination to God, should be in the children's library.
Have you read any professional reviews of this item? No What do you believe are the main ideas of this material? The theme of this book uses cute worms as characters to show that same sex marriage is ok as long as the worms love one another. As a Christian same sex marriage is an abomination to the Lord. This is not a topic a 4 year old should be exposed to.
What do you think was the writer's/composer's/director's intention in creating this work? To let others know that same sex marriage is ok. Which is not ok according to the Bible.
What material with a similar purpose would you suggest as a replacement for this item? The only solution is not to have these books available to children. If an adult wants to check these out then that is fine but they should never be in the children's section of the library.
Additional comments: I pray that you will see why this is inappropriate topic for little children to be exposed to.

The results of this submission may be viewed at:
https://hmcpl.org/node/1153/submission/27746

August 19, 2024

███████████
███████████████
██████████████

████████,

Thank you for taking the time to complete our Statement of Concern form regarding *Worm Loves Worm* by J.J. Austrian.

As our policy dictates, I appointed a committee to review the book and make a recommendation. All committee members are parents of children of various ages or have experience working with youth in a professional setting. I believe they are all well-equipped to evaluate the book in question. They unanimously agreed that the book should remain in the Library and stay where it is currently cataloged in the Juvenile Easy Book section. Your statement of concern was centered on the title not being suitable for children based on its depiction of same sex marriage. This recommendation is based on the following reasons:

1. In the book's content there is no language indicating the gender of the worms or mention of a political or social statement. The closest the content comes to this is discussion about the hats or clothing of the worms, but that does not necessarily signify a same sex marriage is occurring.

2. The only mention of homosexuality in the book is the illustrator's biography on the back of the dust jacket. This is outside of the book's main content for readers.

3. While the book could act as a conversation starter, the absence of any vocabulary specific to homosexuality does not make the book overtly about LGBTQ+ topics.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Connie Chow

Connie Chow
Interim Executive Director
cchow@hmcpl.org

From:	mailbot@hmcpl.org on behalf of Huntsville-Madison County Public Library via Huntsville-Madison County Public Library <mailbot@hmcpl.org>
Sent:	Monday, July 1, 2024 9:01 PM
To:	feedback@hmcpl.org
Subject:	Form submission from: Statement of Concern Form

Submitted on Monday, July 1, 2024 - 21:00 Submitted by anonymous user: ███████ Submitted values are:

Are you a Madison County Resident? Yes
Title: Sex Education: A Guide to Life
Type of Library Material: Book
Author (Composer / Director): Netflix with Forward by Laurie Nunn Publisher / Producer: Running Press Teens
Copyright: 2021
Patron's Name: █████
Patron's Address: ████████
Patron's phone number: █████
Patron's Email: ████████ Patron's library card / member number: ███████ What are your objections to this library material? This is not a sex education book. This is a book on how to be a kinky as possible. For example, page 47... The vagina. The definition? "It's where fingers, sex toys, tampons, menstrual cups, contraceptive devices and penises go in." Do 14 year old really need instructions on fingers and sex toys? And yet those are the first two items listed. This book also contains illustrations meant to be kinky (cactuses, for example) and comments from Netflix characters that are inappropriate. Ex. Page 55 "I think that if I had an extra arm growing in between my legs, I might want to show everyone too". Why even? More quotes from the book: "Touch me there" (masturbation), "so rubber up", and "sexual fantasies" with examples. Even the back of the book says "Not suitable for younger readers", yet the Young Adult section starts with 12 years old.
What harm do you feel this material might cause? Sexuality is a beautiful thing between consenting adults (and yes, I know that teens are also having sex) and this book ignores that fact, as well as any mention of abstinence. True sex education should also include abstinence instead of a self-help guide to masturbation. Furthermore, pg 58 tells teens how to color or groom their pubic hair. This could go very badly. Another quote from the book on page 81: "It's perfectly normal for a younger man to be sexually attracted to a mature woman. In fact, when you stigmatize his choice then you feed into an unhealthy narrative on masculinity in middle age". Hmmm... don't we have enough teens making out with their teachers? I don't think this needs to be encouraged in a public library book purchased with taxpayer money.
Did you complete the entire item? : Yes
Is there anything worthwhile in this material? Page 48 addresses endometriosis which is a problem with some teens and young adults.
Have you read any professional reviews of this item? Yes Please list the reviews you read: Some reviews I have read concerning this book are good reads and Amazon.
What do you believe are the main ideas of this material? To be as out there and inclusive as possible without addressing the dangers of STD or the option of abstinence What do you think was the writer's/composer's/director's intention in creating this work? To be kinky about sex. Ex. pg 72 "We've been holding hands for 45 minutes. I know how to hold hands. I'm here to fornicate."
What material with a similar purpose would you suggest as a replacement for this item? What's the Big Deal?: Why God Cares About Sex by Stan and Brenna Jones Additional comments:

The results of this submission may be viewed at:
https://hmcpl.org/node/1153/submission/27927

August 29, 2024

████████
██████████
████████████████

███████,

Thank you for taking the time to complete our Statement of Concern form regarding *Sex Education: A Guide to Life (Netflix Tie-In)* by Jordan Paramor.

As our policy dictates, I appointed a committee to review the book and make a recommendation. All committee members are either parents or have worked with youth in a professional setting. I believe they are all well-equipped to evaluate the book in question. After careful consideration, analysis, research, and discussion, the review committee unanimously agreed that the book should remain in the Library and stay in the young adult nonfiction section. This recommendation is based on the following reasons:

1. The library system has a service population of over 400,000 residents from different walks of life with different needs and interests. What is needed or relevant for one young person may vastly vary from another. This book could be used as a valuable tool for someone who may not have access to sexual education information, whether it is not having an adult in their life to answer their questions or feeling comfortable to ask these questions in person. This book helps to fill that gap.

2. Other than serving as an accessible tool for youth, the book includes content discussing abstinence, safe and consensual sex, facts about STDs, and details on understanding anatomy. This information is presented using language and illustrations that many youths find relatable.

The committee also suggested changes to how stickers are placed on the cover. Some of the title is obscured and by moving these stickers, the full title is visible and would give patrons more clarity on the book's contents while they are browsing the shelves. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Connie Chow

Connie Chow
Interim Executive Director
cchow@hmcpl.org

Submitted on Monday, July 8, 2024 - 10:06 Submitted by anonymous user: ▮▮▮▮▮▮
Submitted values are:

Are you a Madison County Resident? Yes
Title: It's Perfectly Normal
Type of Library Material: Book
Author (Composer / Director): Robbie Harris Publisher / Producer: Candlewick Press
Copyright: 2021
What are your objections to this library material? graphic sexual images, lessons on masturbation and abortion, things that are too advanced for most kids to start learning about.
What harm do you feel this material might cause? There have been SO many studies done on this. Exposing children to sexually explicit material before they're ready leads to a huge increase of sexual problems later in life, such as high-risk sexual behavior. (Psychology Today has written about it several times, along with lots of other publications.) Everyone who ever worked in marketing knows that what we see, if it's presented in an appealing way, is what we want to do. This book shows tons of images of kids having sex, presented as if it's just a casual thing that every kid does. Couple that with the idea that, hey, if you get knocked up or knock someone up, you can just go have an abortion, and what do you think is going to happen? This would seem to benefit the abortion industry, but not anyone else that I can tell.
Did you complete the entire item? : Yes
Is there anything worthwhile in this material? Yes, but it needs to be presented to children by their parents, not stumbled upon by a kid who's not mature enough for it with no parental guidance, knowledge, or supervision.
Have you read any professional reviews of this item? No
What do you believe are the main ideas of this material? Teaching children about sex. I was pretty young when I had my daughter, and I checked this book out for her when I thought she was ready for it. Being older and hopefully a little wiser now, I don't think I would do that again if I had it to do over. Plus, I believe the book I'm referencing is a newer edition, and, if my memory serves, there are a LOT more problematic things in this newer one. It's a lot more graphic, and seems to be actually ENCOURAGING children to engage in these behaviors.
What do you think was the writer's/composer's/director's intention in creating this work? I can't really know that for sure, but sexual material like this seems to have gone from educating to ENCOURAGING, and that's very disturbing. I can't figure out a reason why an adult would create a book that encourages kids to engage in sexual behavior.
What material with a similar purpose would you suggest as a replacement for this item? I wouldn't replace it. I would just move it to the adult section, and if parents want their kids to read it, they can check it out and give it to them.
Additional comments:

Due Tues, Sept 3

September 12, 2024

████████████
████████████

███████ ,

Thank you for taking the time to complete our Statement of Concern form regarding *It's Perfectly Normal: Changing Bodies, Growing Up, Sex, Gender, and Sexual Health* by Robie H. Harris.

As our policy dictates, I appointed a committee to review the book and make a recommendation. All committee members are either parents or have worked with youth in a professional setting. I believe they are all well-equipped to evaluate the book in question. After careful discussion and debate, the review committee unanimously agreed that the book should remain in the Library but moved to the young adult non-fiction section.

This recommendation is based on the following reasons:

1. Though the book contains cartoon illustrations for engaging a younger audience, the vocabulary and subject matter is geared toward an older age group that is not typical of other juvenile non-fiction books.

2. The content is well-written and factually correct.

3. In researching other Alabama public libraries' placements, several have the title in the young adult non-fiction section as well. This section is geared toward teens ages 13 and up.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

Connie Chow

Connie Chow
Interim Executive Director
cchow@hmcpl.org

Huntsville-Madison County Public Library
Building Maintenance
July - August 2024

Date	Name	Memo	Amount	Total
MAIN				
JULY INVOICES PAID				
07/01/2024	City of Huntsville	HVAC REPAIR - TRANSDUCER IN BOILER ROOM W.O. 180436	96.63	
07/01/2024	City of Huntsville	PLUMBING 1ST FLOOR WOMENS STALL STOPPED UP W.O. 180478	41.76	
07/01/2024	Home Depot	SUPPLIES FOR MINOR REPAIRS	152.16	
07/09/2024	City of Huntsville	WATERLINE IN CEILING RUNNING TO AC LEAKING IN 2ND FLOOR CONFER	1,090.69	
07/09/2024	City of Huntsville	PLUMBING 2ND FLOOR WOMENS HANDICAP STALL W.O. 180847	41.76	
07/09/2024	City of Huntsville	PLUMBING 1ST FLOOR MENS ROOM URINAL OVERFLOWING W.O. 180854	83.52	
		TOTAL FOR MAY		1,506.52
MAIN				
AUGUST INVOICES PAID				
08/01/2024	City of Huntsville	3RD FLOOR MEN'S ROOM, 2 STALLS NEED NEW FLUSH VALVES W.O. 18136	62.64	
08/01/2024	City of Huntsville	1ST FLOOR WOMENS FIRST STALL CLOGGED W.O. 181401	41.76	
08/01/2024	City of Huntsville	STANDING WATER IN RARE BOOKS ROOM ON 2ND FLOOR W.O. 181467	83.52	
08/01/2024	Home depot	CONSTRUCTION ADHESIVE	47.92	
08/08/2024	Scott Lighting	FLU LAMP - SERVICE	207.00	
		TOTAL FOR JUNE		442.84
NORTH HUNTSVILLE				
AUGUST INVOICES PAID				
08/01/2024	City of Huntsville	HVAC AIR HANDLER LEAKING ON 2ND FLOOR W.O. 181370	41.76	
				41.76

Huntsville-Madison County Public Library
Building Maintenance
July - August 2024

SOUTH HUNTSVILLE					
JULY INVOICES PAID					
	07/01/2024	Home Depot	SUPPLIES FOR MINOR REPAIRS	3.07	
	07/01/2024	City of Huntsville	REPAIR HVAC	486.03	
	07/16/2024	State Systems Inc		428.00	
			TOTAL FOR MAY		917.10
SOUTH HUNTSVILLE					
AUGUST INVOICES PAID					
	08/01/2024	City of Huntsville	HVAC WORK ORDER RTU 12 COMPRESSOR LOCKED OUT W.O. 180786	1,466.91	
	08/01/2024	City of Huntsville	HVAC WORK ORDER RTU 12 COMPRESSOR LOCKED OUT AGAIN-ALARM W	1,015.76	
			TOTAL FOR JUNE		2,482.67
			TOTAL BUILDING MAINTENANCE		5,390.89