



# **BOARD OF TRUSTEES**

## **MEETING INFORMATION PACKET**

**JUNE 23, 2021**



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## Revised

### **VIRTUAL MEETING DUE TO GOVERNMENTAL GUIDELINES REGARDING COVID-19**

#### **FULTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES VIRTUAL MEETING JUNE 23, 2021 – 4:00 P.M. AGENDA**

- I. Call to Order
- II. Public Comments
- III. Adoption of Agenda\* Doc. #21-29
- IV. Approval of Minutes – May 26, 2021\* Doc. #21-30
- V. Foundation Update – Lori Kilberg
- VI. Chairman's Report
- VII. Construction/Renovation Report – Paul Kaplan
  - Contractor
  - Winter Johnson** Central
  - A. Work Orders – Update
- VIII. Director's Reports Doc. #21-33
  - Monthly Financial Report Doc. #21-31
  - Monthly Usage Summary Doc. #21-32
- IX. Unfinished Business
  - A. Library Reopening's – June 1<sup>st</sup> – Update
  - B. Central Library – Update
  - C. In-Person Board of Trustees Meeting\*
- X. New Business
- XI. Adjournment

\*Action is anticipated on this item

**Doc. #21-30**



**FULTON COUNTY LIBRARY SYSTEM  
VIRTUAL BOARD OF TRUSTEES MEETING**

**MAY 26, 2021 – 4:00 P.M.**

**Cormier Court Reporting, LLC**

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Tel: 404.695.1923 Fax: 855.4141.CCR

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**Members Present**

Borders, Priscilla, Vice Chair  
 Denson, Damian J.  
 Jordan, Linda  
 Joyner, D. Chip, Chairman  
 Kaplan, Paul  
 Kimbrough, Marjorie L.  
 Pointek, Joe  
 Radakovich, Nina

**Absent**

None

**Also In Attendance**

Holloman, Gayle H. – Executive Director  
 Claxton, Zenobia –Assistant to Director's Office  
 Lamikanra, Adebola – County Attorney  
 McKay, Derek – Assistant Chief Information Officer  
 Melendez, Glenn – Chief Information Officer  
 Price, Brazos – Technical Services Manager

**Visitors:**

(5 Virtual Participants)

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**Vice Chair Priscilla Borders called the meeting to order at 4:00 p.m.**

**Transcript Legend**

|            |  |
|------------|--|
| --         | Break in speech continuity               |
| (sic)      | Exactly as said                          |
| (phonetic) | Exact spelling unknown                   |
| **         | Inaudible                                |
|            | Quoted material is typed as spoken.      |
| . . .      | Trailing in thought. Incomplete sentence |

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(VIRTUAL MEETING BEGAN AT 4:00 P.M.)

**CALL TO ORDER**

**VICE CHAIR PRISCILLA BORDERS:** Good afternoon, everyone. We're calling this meeting to order. And welcome to the May 26, 2021, Fulton County Library Board of Trustees Meeting. My name is Priscilla Borders. I'll be chairing today's meeting. And thank you, everyone, for your attendance.

**PUBLIC COMMENTS**

**VICE CHAIR PRISCILLA BORDERS:** So, Zenobia, can you start with Public Comments, please?

**MRS. ZENOBIA CLAXTON:** Okay. Good afternoon, everyone. I have two Public Comments. The first one comes from Charles Stephens, S-T-E-P-H-E-N-S (spelling). In 2019, the Fulton County Commission voted to rename the Ponce de Leon Library after Joan Garner, making it the Joan P. Garner Library at Ponce de Leon.

Joan Garner passed away leaving a distinguished legacy as a member of the Fulton County Commission, and an impressive track record of leadership in our city, including as an advocate for libraries. Could you please provide an update regarding the status of the renaming? And if a date has not been set for the change, what is the time frame for when we can expect a date to be announced?

**MRS. GAYLE H. HOLLOMAN:** Hi. This is Gayle Holloman, the Executive Director of the Fulton County Library System. I am pleased to let you know that we will plan a Renaming Celebration and Photo Installation for Commissioner Joan P. Garner in honor of the fact that the Fulton County Commission did approve the renaming of that facility, the Ponce de Leon Library. However, because, as you know, we've been closed for various reasons. We've had Curbside Service. We just started on May 4th to allow the public to return. We have not scheduled that event.

We are going to be open to the public on June 1, and thereafter, we will declare when that date will happen and make the announcement through the website and through other channels so that you will know when that Renaming and Photo Installation Celebration will take place.

Thank you so much for your interests.

**VICE CHAIR PRISCILLA BORDERS:** Mrs. Holloman, as a follow up to that, with that renaming that will occur for -- in remembrance of Joan Garner -- will there be a photo -- a portrait released at that same time?

**MRS. GAYLE H. HOLLOMAN:** Well, we don't know exactly. In fact, we had a conversation about that earlier today. Normally, what happens, the family members will present a portrait that they would like to have hung, and/or if there's some other way that we obtain it, the family will have to decide if they're in agreement with



the photo. So those -- there are two or three things that must take place before that date, and then we'll be able to announce when it's going to actually happen.

**VICE CHAIR PRISCILLA BORDERS:** Okay. Thank you so much. Thank you. And just keep us apprised whether or not the process -- the photo and the naming and the date for when everything will take place. Thank you so much.

**MRS. GAYLE H. HOLLOMAN:** You're welcome.

**MRS. ZENOBIA CLAXTON:** Okay. My second Public Comment comes in from Donna Renfro-Lawson. It states: Peace, Library Board of Trustees. Good afternoon to you and the elected, selected, and rejected listeners involved with the awesome interest of our public Library System.

Chair, Chip Joyner, has published a very argumentative statement involving the safety of patrons and staff. It is believed that it is not true or appropriate. His very damaging expression says that patrons do not have to receive notice if they are expelled or suspended from library.

What kind of responsible management is represented with this mindset? Public libraries can be and often are very dangerous environments. Where on our bookshelves can we find support of such folly to reference?

This type of circulating critical message can lead to all types of problems. As a matter of fact, it already has created a firestorm. There are articles written about library employees' safety and security. Some of those employed, library people, died by the hands of patrons and advocacy is ongoing for help in this area of deep concern. Shame on you, Board Members; Joyner, Jordan, Kimbrough, Borders, Kaplan, Piontek, Radakovich, and Denson, your Commissioners, and the communities that you represent for allowing this no notification required mindset to assist.

How horrible for Gayle Hunter Holloman to have an Executive Director position and be responsible for staff and library visitors and then you all believe that she would not be held responsible for such categorically blindsiding. You all have been misled. And to think that some of you have legal backgrounds and should be aware of legal entrapments. I suggest again that it is time to accept resignation notices. Let's start with yours and then the paid leadership, including Dr. Pamela Roshell. You all have shown consistent insensitivity to the needs of library patrons. You might be able to find some reason to justify your staying if you would just read a book. Library patrons should be notified when they cannot come into a public library otherwise. Who is willing to sponsor a Library Town Hall Meeting?

Mr. Joyner, you need to provide a conclusion to the unfinished business that you have with me regarding Fulton County Library System. Your immediate response is already too late.

I am because God is. Donna Renfro-Lawson.

Thank you. That's all I have.

**VICE CHAIR PRISCILLA BORDERS:** Thank you so much, Zenobia. So does anybody have any comments to make in response? If not, I will make sure that Chairman Joyner gets this information. And to my understanding, I know that he is -- has responded to the commenter. And I will make sure he'll get this information so he can continue to reply to her concern. Thank you. And I thank everyone so much.

#### **21-24 ADOPTION OF AGENDA**

**VICE CHAIR PRISCILLA BORDERS:** Has anybody had the opportunity to read the agenda? Anybody want to add anything? I have two things I would like to add. Under Unfinished Business, a follow up on the maintenance checklist to see where we're going to go with that and the current status. And under Unfinished Business, I would like to add the opening status regarding the remainder of the libraries. Anything else? Does anybody want to add anything? If not, may I have a motion?

#### **MOTION**

**MR. JOE PIONTEK:** I move that we approve the agenda with those additional items.

**VICE CHAIR PRISCILLA BORDERS:** Thank you, Mr. Piontek.

**MRS. MARJORIE KIMBROUGH:** Second.

**VICE CHAIR PRISCILLA BORDERS:** Mrs. Kimbrough is second. Thank you. We got a second. All those in favor of adopting the agenda, please signify by saying aye. (*WHEREUPON, all said aye.*)

**VICE CHAIR PRISCILLA BORDERS:** Any opposition? Thank you so much. The agenda is adopted.

#### **21-25 APPROVAL OF MINUTES OF THE REGULAR MEETING OF APRIL 28, 2021**

**VICE CHAIR PRISCILLA BORDERS:** Now, has everybody had the opportunity to read and review the minutes? And please at this time designate if there are any edits, omissions, or changes that need to be made. If not, I'll entertain a motion to approve the minutes of April 28.

#### **MOTION**

**MS. LINDA JORDAN:** So moved.

**VICE CHAIR PRISCILLA BORDERS:** Who said that? Ms. Jordan?

**MS. LINDA JORDAN:** Yes.

**MR. JOE PIONTEK:** And I second.

**VICE CHAIR PRISCILLA BORDERS:** Thank you so much. Thank you. And we have a second from Mr. Piontek. All those in favor of approving the minutes of April 28, please signify by saying aye. (*WHEREUPON, all said aye.*)

**VICE CHAIR PRISCILLA BORDERS:** Any opposition? Thank you so much. The minutes have been approved.

**CHAIRMAN'S REPORT**

**VICE CHAIR PRISCILLA BORDERS:** Next, let's move to the Chairman's Report. That's me.

Let me just say in terms of the Chairman's Report, I am filling in today. I, myself, do not have anything to add, but I'll make sure that anything that was to be covered today will be covered upon Chairman's return next month. Thank you so much.

**CONSTRUCTION/RENOVATION REPORT - PAUL KAPLAN**

**VICE CHAIR PRISCILLA BORDERS:** So next we'll move on to Mr. Kaplan. Mr. Kaplan, will you please kindly share the Construction/Renovation Report Update?

**MR. PAUL KAPLAN:** I wanted to say that it's ongoing construction going on at Central. Hopefully, we will have everything pretty well completed close to September. I don't know if that's that far off. Right now, September comes off pretty quick. But unless, Gayle, you have something else on that, that I think is what we're shooting for.

**MRS. GAYLE H. HOLLOMAN:** That's correct.

**MR. PAUL KAPLAN:** So it'll probably be around September when we're going to have it. Other than that, it's ongoing. They're getting things done. It's just taking a lot of time.

**MRS. GAYLE H. HOLLOMAN:** Yes.

**VICE CHAIR PRISCILLA BORDERS:** Any questions? Thank you so much. So Mrs. Holloman, Director's Report?

**MRS. GAYLE H. HOLLOMAN:** Okay. Madam Vice Chair, would you like Mr. Melendez to speak now so that he doesn't have to be in the entire meeting? He's with -- he's the Director of the Fulton County I.T. Department.

**I.T. - UPDATE**

**VICE CHAIR PRISCILLA BORDERS:** Yes. That'll be fine. Is that in agreement with everybody of moving the I.T. Update to right now to be cognizant of his attendance and time? Thank you so much.

**MR. GLENN MELENDEZ:** Thank you, Board members. I'm Glenn Melendez, Chief Information Officer for the County. I also have with me today, Derek McKay. He's the Assistant C.I.O. for the County. And he is dedicated, or assigned, to the libraries to ensure technology is appropriately supported through the libraries.

A couple of things I just want to kind of go through really quick. First, I know we talked about Central coming up and Central to the public. I can't wait for the public to see Central Library and what a fantastic space it is.

But with all of our libraries and the renovations, technology is a key component, and my team through Derek's leadership, is responsible for ensuring that technology is outfitted in the libraries.

You know, just a couple of key facts is we've deployed over seven hundred P.C.s for public usage. We've upgraded Internet

connectivity for the libraries, and the A.V. equipment is second to none, the conference rooms for the public to be able to leverage A.V. equipment. Very proud of the work that we've done to the libraries.

In terms of some of the things that we're still doing, as we kind of are opening up and reopening, some of the libraries that have been closed for a while, we are shaking out a few of the -- a few bugs of devices and P.C.s that had been down for a while, just not being utilized, bringing them back online.

We've had some challenges. But with that said, we are putting in some processes to better partner with the libraries.

Some of the things that we're going to start doing in short order is we want to be able to start having touch points in the morning to ensure that the library branches are all up and operational at the start of every business day. And where we have any technical challenges, we deploy technical resources immediately to those branches or remotely to be able to address those technical challenges.

I've also tasked Derek to start working with the branches on a rotating basis so that we have rotating meetings every week with the libraries and their branches to ensure that their technology needs are being met.

With thirty-four branches, that'll be a task that'll be rotated. So we'll probably do something like eleven a week, or twelve a week so that we get through, by the third week, we get through all branches, ensuring that we stay close to the voice of the customer and making sure that we're kind of listening to the customer, the library branches, and being supportive of the technology needs as we move forward.

It's an exciting time with more and more branches coming online, more and more technology being offered to the public, upgrades of all kinds, from audio/visual to PCs, the Internet upgrades, and speed of performance, all these things are being upgraded across our System. And we're just excited for the public to know that we're here to support them. And as we bring on more and more of the libraries, we are providing support in a more structured framework going forward.

That'll be all I have to start with. I'll be -- I'm certainly eager to entertain any questions that we may have.

So with that said, I'll kind of just close my recap and answer any questions.

**MR. PAUL KAPLAN:** The only question I have is that: Do you have a way of monitoring what's going on at all the branches at a central location so that you will know there's a problem before we even open the doors that day?

**MR. GLENN MELENDEZ:** Very good question. The short answer is yes. We have monitoring systems of all sorts that send out alerts if we

have issues. Those alerts -- the longer answer is those alerts don't always catch every single nuisance of an issue, because in some instances, the library technology may be up and functioning, but maybe no traffic is being passed through those -- that functioning device. So sometimes some of the nuisances of technology may not catch everything that's happening. But the last thing I'll add to that is it's exactly why I've asked for 9:30 a.m. reports from every branch and partnered with Brazos going forward so that if there is something undetected by the network monitoring systems that they we can deploy technical support ASAP.

**MR. PAUL KAPLAN:** That's good.

**VICE CHAIR PRISCILLA BORDERS:** So I just want to follow up on discussion we had last month regarding the rolling blackouts. Is that still a problem that's being experienced?

**MR. GLENN MELENDEZ:** I haven't -- we had an issue this morning, but it wasn't a result of the rolling blackout, so I don't know if Brazos might want to kind of give us just, from a customer perspective, if he's still experiencing that. We did have a challenge this morning. I don't think it was a rolling blackout issue. But those branches have since been brought online a couple of hours ago.

**VICE CHAIR PRISCILLA BORDERS:** Okay.

**MR. GLENN MELENDEZ:** But I don't think the rolling blackout issue is still an issue. It's not on my radar.

**VICE CHAIR PRISCILLA BORDERS:** Okay. So unless I -- well, I have a couple of more questions. My next question is: In terms of response time, should something require attention, is there a process that has been developed where we can get to the issue as quickly as possible?

**MR. GLENN MELENDEZ:** Yes. So the initial, the process we have was pretty standard for the County, which is a ticket is created and then we dispatch a resource based on that ticket.

I think some of the feedback I'm getting is that we need to be faster and more agile. And I think that is -- that is something that's fair, right. And to Board Member Kaplan's first point is, it's why I've implemented two things going forward. One is, again, in the morning, we're going to touch base, make sure that we have -- that we're starting off the day good. And if not, we're going to dispatch from that meeting in the morning. And then the second thing is we'll be doing rolling every three weeks. We'll touch base with every single branch. So there might not be a critical, you know, high priority item, but there may be something that's in the que and maybe there's some nuisance with it that we need to have a conversation about, right.

So we want to be closer to the voice of the customer. So every three weeks, we'll be hitting every branch just to say, you know, we're catching the critical stuff every day in the morning, and

every three weeks, we want to hear your voice and say, are there things that we can do better? Are there things that may be should be addressed differently? So we're doing those two things going forward from a process perspective.

**VICE CHAIR PRISCILLA BORDERS:** Thank you so much. I do have a question from Chairman Chip Joyner, who's on the chat. What is the primary source of our technical challenges? Is it user error? preventive maintenance? lack of training? resources? et cetera? He just wants to make sure we understood, you know, in terms of issues, what's the primary source of our challenges?

**MR. GLENN MELENDEZ:** So I think the last -- quite frankly, I think it's -- a lot of it's twofold. One is, a lot of the new libraries are now coming back online. They've been down for some time due to COVID. And as a result, there is a lot of maintenance that happens over that course of that year. There are updates and patches and security, right, that all get deployed on a regular basis to ensure that we are staying compliant with MicroSoft standards, right.

That didn't happen over the first -- over that last year. They were all shut down. When we brought them up, we had to go through a series of making sure that that maintenance -- and I guess that's the question on preventative maintenance -- was in place for everything. So that's one.

And I think the second part that we're experiencing is we really upgraded the technology tremendously at these branches with the renovations. And I think the public will be happy to hear that. But with that comes a little growing pains, right. They're supporting, you know, the newest, the latest and greatest in A.V. We want to make sure that we have faster Broadband and Internet connectivity. And that required new switches and new connectivity, new Wi-Fi axis plate. All that is new equipment. So that was done. And while COVID was going on and, you know, the Board of Health was very focused on that, we were focused on making sure that we upgraded our libraries with the latest and greatest. And I think some of that just is shaking out now that it's kind of turned up a bit, right. I feel confident that that will be shook out in the next week or so, and that we'll be getting -- we'll be going forward with just great technology.

**VICE CHAIR PRISCILLA BORDERS:** Thank you. So my final comment is: As we all work in collaboration to make sure we are serving the community at large, what can the Board do from your perspective to help you, to help I.T.?

**MR. GLENN MELENDEZ:** I really appreciate that. Brazos has been a fantastic partner with us at the libraries. And what I'm finding is it's the speed or the way at which we can collaborate and communicate. So, you know, when we dispatch somebody out there and then that tech is out there fixing things, but I don't always

get the word back, you know, as soon as -- or Derek -- as soon as he or she thinks it's resolve, to make sure that we are going the next step and touching base with the customer.

So I think in terms of, you know, what we can do better is just ensure that we are close to your Branch Managers so that when we dispatch somebody, we are immediately following up with your Branch Managers, saying we think it's fixed. Can you just confirm for us it's fixed, right? So the speed at which how agile we are in making sure that we're communicating is critical.

And, again, it points to why I'm putting in those two new processes, because I need feedback immediately. So why do I want to meet in the morning or why do I want to get a report at 9:30 in the morning? Because I want to be able to start -- when 10 o'clock hits the door and customers are walking in, I want to make sure that any issue that we may have is immediately resolved. So if we can kind of tighten and streamline that communication -- and, again, Brazos has been fantastic with it -- then I think that'll help us.

And then, again, we hadn't been communicating on a -- in a regular interval with all of our branches. We've been kind of been communicating when there's an issue, right. But I've directed my team to start communicating on a regular basis, with or without an issue, so that we understand what is -- you know, what's keeping the branches up at night, what kinds of things are making them, you know, making them not lose sleep. So that's that communication, ensuring that the Branch Managers will partner with us going forward will be just a tremendous help. And I'm sure they will be. They're just fantastic partners.

**VICE CHAIR PRISCILLA BORDERS:** Thank you so much. Any other comments or questions?

**MRS. MARJORIE KIMBROUGH:** I have one concern. Are all of the branches equipped equally? I mean, does everybody have the same kind of equipment? So that if there is a problem, it can easily be detected and we've already experienced this problem in another branch, or are their systems so different that we really can't make that assumption?

**MR. GLENN MELENDEZ:** Very good question. It's not that they're so different. In fact, like I said, we did have an issue this morning. That issue was the same for all -- for about eight or -- six branches, maybe --

**MRS. GAYLE H. HOLLOMAN:** Six.

**MR. GLENN MELENDEZ:** Yes. So we -- it was the same issue. And, again, because it was repeatable, we were able to deploy in a repeatable fashion.

The nuisance becomes not so much that they're not repeatable, it's that it's newer equipment. It's, you know, highly -- we're pushing the boundaries with our audio and visual in getting new technology

for our public. That's all great. But sometimes they exhibit new symptoms that we hadn't seen before. So that's the nuisance. But once we -- they seem to be consistent and we seem to be able to address them as, you know, one item across the board.

**MR. BRAZOS PRICE:** And may I chime in there, too, Glenn? To further your point, the Library System was renovated in two phases. And so the technology staff is largely the same between the two phases, but there are some small differences, specifically with audio/visual in the Phase I libraries versus the Phase II libraries.

That's the primary one where we'll see a little bit of differences, but other than that, all of the self-checkout machines are the same across the Library System. We have the same network infrastructure that Glenn was talking about earlier; the same, you know, website, of course, that, as you guys know, that we renovated under Mrs. Holloman's direction. That turned out wonderfully. So, generally speaking, it's a -- it's the same staff with some minor differences.

**MR. GLENN MELENDEZ:** Thank you, Brazos.

**MRS. GAYLE H. HOLLOMAN:** And I also want to point out that we are very soon going to have some of our staff, some of our circulation staff, will go out to some of our other libraries, mainly because of some staffing needs in the other libraries that are open.

But since Central is not quite ready yet, we're going to have some of the circulation staff go out and retrain, or perhaps train, on some of the equipment that they have not been used to because Central has been down and they've not worked with this new equipment in the sense that the Phase II -- the earlier Phase II libraries have had. So that's going to be something that I think will be beneficial.

**MS. NINA RADAKOVICH:** I have a question for Glenn. I was in the Northside Branch yesterday at 2:00 p.m. and there was no Internet access or no functioning computer. Has that problem been solved?

**MR. GLENN MELENDEZ:** Derek is shaking -- Derek, are you -- kind of give them an update on that?

**MR. DEREK MCKAY:** Yes. As Glenn was saying, we did have a few challenges at one of the branches. And, as Mr. Kaplan discussed, we do have the ability to fix several things remotely. For some reason, Northside was one of those that we couldn't fix remotely, but we did send a technician out first thing this morning to address that issue. So that issue has been resolved at Northside.

**MS. NINA RADAKOVICH:** Thank you.

**VICE CHAIR PRISCILLA BORDERS:** Any other questions or comments? I have one more. If there is an ongoing issue, twenty-one days or more, how or when or to whom should we escalate this issue?

**MR. GLENN MELENDEZ:** So Derek is your contact. And the processes we'll be putting in place, that'll start shaking out, you know,



with those. I should not -- I'm disappointed to hear something is twenty-one days. What I would say for that particular one, send it to Derek, but also send it to me, and we'll make sure it gets addressed.

**VICE CHAIR PRISCILLA BORDERS:** Okay. Thank you.

**MR. GLENN MELENDEZ:** And, again, that's exactly why we're putting in the processes so that we can kind of go through and make sure that we are hearing the voice of the customer, meaning the Branch Managers, on a regular basis.

**VICE CHAIR PRISCILLA BORDERS:** Thank you so much. Any more questions or concerns?

Thank you so much, gentlemen, for taking the time to meet with us and discuss the importance of the I.T. issue. Thank you.

**MR. GLENN MELENDEZ:** Thank you so much for having us.

**MR. BRAZOS PRICE:** Appreciate it. Thank you.

**VICE CHAIR PRISCILLA BORDERS:** Mrs. Holloman, would you like to continue with the Director's Report?

**MRS. GAYLE H. HOLLOMAN:** Yes, I would. Thank you very much.

#### **21-28 DIRECTOR'S REPORTS**

#### **21-26 MONTHLY FINANCIAL REPORT**

#### **21-27 MONTHLY USAGE SUMMARY**

**MRS. GAYLE H. HOLLOMAN:** And good afternoon to everybody. Just want to tell you that I'm excited about where we're headed, the fact that lots of things are going on.

In April, of course, we had the reports that you will have seen, more than likely, in your packets. We've spent -- when you look at the Financial Reports, thirty percent of our budget has already been expended. I don't know if you have any questions about it. But I do want to point out that we are on target to make sure that we are handling the budget in the proper way.

With regard to our rent, the money that we pay in rent, that all had -- the Peachtree Library and the M.L. King Library -- M.L. King right now, we're looking at trying to figure out which way we're going to go with that, because both of those libraries need to be renovated in some way.

The funding for the renovation of M.L. King or a new site was approved at the BOC meeting, the Board of Commissioner's meeting just passed.

The Peachtree Library, there is some money that's allocated by the lessor in order for us to be able to do something with it. In both of those cases [unintelligible] to meet the fact that we opened to the public on May 4th, and so that was very helpful to us so that the self-check machines were working. But I just wanted you to be aware of where we are with that.

The -- I'm trying to see. There was another report I wanted to bring up. The Georgia Public Library Service Report that's part of our Financial Report has a subsidy of fifteen employees. And

those are employees, senior level -- well, not senior level, but seniority level in which we have that subsidy provided.

Are there any questions about anything with regard to the Financial Reports or the Monthly Summary -- Monthly Usage Summary?

Our Virtual Usage has increased or stayed the same in categories. We have -- with our virtual funding, we have been able to maintain or exceed what we were doing in 2019, and in early 2020 our virtual program. We do have -- streaming is up by twelve percent of the items that our streaming platforms are on, as well as library sponsored programs for children is up twenty-four percent. I wanted to mention that to you.

That's it regarding that. We have some other things I'll be reporting on when we get down to the Unfinished Business, if there aren't any questions.

**VICE CHAIR PRISCILLA BORDERS:** Any questions or concerns before moving on? Thank you so much Mrs. Holloman.

**FOUNDATION - UPDATE**

**VICE CHAIR PRISCILLA BORDERS:** So now let's move to the Foundation Update. Ms. Radakovich?

**MS. NINA RADAKOVICH:** Thank you. We are making tremendous progress. And it just keeps increasing. It's wonderful. We have two major planning efforts going on. One, you've already heard about, the program, Strategic Plan, for the library. And the status is the process is underway. We haven't met with the public yet for feedback, but that's coming up.

The second major planning effort we have is to create a marketing plan for the library so we can raise its -- I'm sorry -- a marketing plan for the Foundation so we can raise its profile in the community and raise more money to support the libraries. And right now, we've put a RFP, and we are negotiating with one of the people who will be chosen.

There are four parts to our efforts, and I'll go over them really quickly. There's Development, Community Relations, Programming, and Governance.

Under Development, we have hired a grant writer. We have formed a committee to find sources from institutions of donations. Of course, we formed a marketing committee. We are working on contacts and establishing networks in the community with funders. We started an e-Newsletter, which I hope you all have received, and we've created a fundraising calendar so we know what we're doing every month of the year in the way of fundraising.

As far as Community Relations, our new Chair, Lori Kilberg, is in the process of meeting with each County Commissioner to discuss the Foundation and our support of the County.

Under Programming, we're -- we can't fund anything until the Strategic Plan is completed. So after that happens, we will do that.

And, finally, under Governance, we're meeting in July to work on finding new Board members and planning a retreat for the Board. And we are near the end of our search for an Executive Director. We're working on finalizing someone now. So that's it. We've just made lots of progress, and it's all positive.

**VICE CHAIR PRISCILLA BORDERS:** Thank you so much for the update. Any questions or concerns? Anything -- anyone has anything to add? I just want to add one thing to that, Nina, and if you could share the word to the new Chair of the Foundation, we would love the opportunity for her to be present so we could meet her.

**MS. NINA RADAKOVICH:** She has asked me about that. So I'm sure she would like to do that.

**VICE CHAIR PRISCILLA BORDERS:** Okay.

**MS. NINA RADAKOVICH:** Thank you.

**VICE CHAIR PRISCILLA BORDERS:** Yes. So if you could share that and then put her in contact with Chip and we can make that arrangement. Thank you so much.

**MS. NINA RADAKOVICH:** Thank you.

#### **UNFINISHED BUSINESS**

#### **LIBRARY REOPENINGS - JUNE 1, 2021**

**VICE CHAIR PRISCILLA BORDERS:** So if there are no other questions, let's move to Unfinished Business. And the first item there is the Library Reopening.

**MRS. GAYLE H. HOLLOMAN:** Yes, the Library Reopening. We're very proud to first continue to make you aware of the fact that on May 4th, Tuesday, we reopened the libraries to the public side for limiting browsing and computer usage with social distancing and mask wearing put in place. And that started on Tuesday, the 4th. That Saturday was the next date. So it's on Tuesdays and Saturdays now through the month of May.

However, starting on June 1, the libraries will be reopen to the public for six days a weeks. That's Mondays and Tuesdays from 10 until 8. And from Wednesday through Saturday, from 10 until 6. That will allow the public to do exactly what they're doing now on just two days a week, to be able to come back in and we will have much more traditional services.

The meeting rooms, study rooms, and conference rooms, however, will still not be offered to the public for usage at this time. But we will have an expected next phase.

That's due to cleaning protocols that we are addressing right now, the need for that. So that's why we're at that stage. However, our seating should be back in place, all things, so that people can feel free to come in and utilize the spaces.

We're very excited about those possibilities and the fact that that's where we are headed.

We will still maintain one hour of usage for computer time, except that the staff has been told that if a computer is available and

no one is waiting, that someone's time can be extended. So we should be able to offer that. But the browsing, the computer usage, all of those things will again be in favor. And you'll be able to use the copiers and the ability to make -- to print from the machines will also be there. So I just wanted to make sure that you all are aware of that fact and the fact that we are now looking at on June 1 that we will -- we have put in place through our P.R. and Marketing Department's assistance and the County External Affairs Department, to have a virtual presence so that it's sort of like this -- we're opening up on that date of June 1, but we're also on the website talking about the libraries that were the ten that were the last renovated -- well, actually nine. Hapeville made ten. It was a new build, so we're going to have those featured on the website with welcome back from several of -- from the Commissioners, from the County leadership, including the County Manager, and your leadership as the Board of Trustees. So we're very excited to have that put in place.

We're also looking at having hopefully ten ribbon cuttings of some type over the next few week, within the month of June, so we'll provide more details of that, because the Commissioners do really want to make sure that we don't fail to have that big celebration with the balloons and everything. So we're looking at doing that. We don't expect that it'll be as it has been in the past but that it will be a celebration of note.

Any questions about that?

**MR. PAUL KAPLAN:** Gayle, I just want to ask: The patrons are still going to be required to wear masks regardless of if they've been vaccinated -- vaccinations or not, correct?

**MRS. GAYLE H. HOLLOMAN:** Yes. Thank you. Vaccinations won't matter. It's just a matter of -- because there's no way to really know that. But the County has still declared that in their public buildings, it is public buildings, we will ask staff and the public to wear a mask and also social distancing.

**MR. PAUL KAPLAN:** Okay.

**VICE CHAIR PRISCILLA BORDERS:** Any other questions? Thank you so much.

#### **CENTRAL LIBRARY - UPDATE**

**VICE CHAIR PRISCILLA BORDERS:** So the next item under Unfinished Business is Central Library Update.

**MRS. GAYLE H. HOLLOMAN:** Okay. With regard to the Central Library Update, we're moving very, very well with the Central Library. Staff has been involved with that and engaged for quite a few weeks now with putting that all together.

We are looking at a Fall, early Fall Grand Reopening that should be for the public and everyone is able to come in. It will be our final achievement of getting all the thirty-four libraries, Phase I and Phase II, online as being renovated and/or newly built.

So Central is going to be a lot of work. It still is a lot of work. We're working very closely for a celebration type set of events, possibly for at least a year that the Foundation is very much a part of and we're looking forward to all of those types of programs. We hope that they will include things like author visits and festivals and all sorts of festivities, a weeklong worth of activities in the early stage of it, and then in actually a year that we will celebrate the reopening of Central, along with we will continue to acknowledge those ten libraries that came forth. So it's going to be an exciting time. And I think that everyone's going to find it quite enjoyable. And I can't wait for everyone to get inside and actually see just what is there and what's being offered.

**VICE CHAIR PRISCILLA BORDERS:** In terms of the Central Library, do you have any update regarding the Naming Committee?

**MRS. GAYLE H. HOLLOMAN:** The Naming Committee, we're working to get that information. We need for the Commissioner -- she's -- it was mentioned that we would have her. It was mentioned to her the last time we saw her that we would need names from her as to who she would like to include in that. We don't need a large committee, but we are required to have someone that she thinks should be involved that are from the community, and that we may suggest. So any you -- any of you can suggest people that you might want to have come. The main reason, if you are not aware, that we're doing this is because the thought has been that we need to include in the name something about it being an Event Center. And so it was brought up, this consideration of a name. It's not so much a name change as it is a name addition. So that's where we are. She was very supportive of that. Commissioner Hall, it is in her -- that runs in her district. And so that's what we would need to have happen.

So we're expecting to do that in the early part of June, to get that committee rolling. It should not take very long to get the committee to meet. It just depends upon how many meetings are deemed to be necessary. And if the agreements are that -- it could very well be that there is no agreement -- but it there becomes -- if there is a positive agreement that we will go forward, then it shouldn't take long. And, hopefully, it will get on the agenda, the first agenda in July, by the Board of Commissioners for their vote and approval.

**VICE CHAIR PRISCILLA BORDERS:** Okay. Thank you so much for the update.

**MRS. GAYLE H. HOLLOMAN:** You're welcome.

**VICE CHAIR PRISCILLA BORDERS:** Then, the last -- any other questions regarding Central Library? Okay.

#### **LIBRARY RE-OPENING STATUS**

**VICE CHAIR PRISCILLA BORDERS:** And the last item under Unfinished Business that I requested to be added on the agenda, you did touch upon it, was basically the Openings and the Status of Celebrations for all the Renovated Libraries. And you touched upon it in terms of there's plans. So just keep us abreast of what those plans are and respective dates so Board members can make plans to be present, to the extent they are able to.

**MRS. GAYLE H. HOLLOMAN:** Yes.

**VICE CHAIR PRISCILLA BORDERS:** So we look forward to those dates and schedule coming soon. So anybody have any questions with that? If not, we'll move on. Thank you.

### **NEW BUSINESS**

#### **IN-PERSON BOARD OF TRUSTEES' MEETING**

**VICE CHAIR PRISCILLA BORDERS:** The next is New Business. I.T. was already covered earlier. So the last -- the only thing under New Business that we're going to talk about at this time is whether -- regards to in-person Board of Trustees' meetings.

So I would need to confer with the attorney about this, but I would just like to read a portion of the bylaws so we could understand what are the parameters in terms of the Board meetings.

The bylaws provide: In the event that library facilities are closed to the public because of a declaration of State of Emergency by public officials with authority to make such a declaration, or circumstances make attending a meeting in person unsafe for Board members and library staff, the Board of Trustees shall be authorized to meet by videoconference or teleconference as long as such meeting allow contemporaneous public access to the Board meeting -- to the meeting and otherwise comply to the Georgia Open Meetings Act.

So just to have this in the minutes. At this point, we're still -- the library as it stands right now is not completely open to the public, correct?

**MRS. GAYLE H. HOLLOMAN:** Yes. But we will be on May 1 -- I mean, on June 1 -- I'm sorry.

**VICE CHAIR PRISCILLA BORDERS:** On June 1. So --

**MRS. GAYLE H. HOLLOMAN:** We will not have -- meeting rooms, study rooms, and conference rooms will not be available to the public.

**VICE CHAIR PRISCILLA BORDERS:** Correct.

**MS. ADEBOLA LAMIKANRA:** I just want to jump in real quick, if I can.

**VICE CHAIR PRISCILLA BORDERS:** Yes.

**MS. ADEBOLA LAMIKANRA:** So where did you read that from? Is that -- the bylaws that you read that, is that the active bylaws or was that the language that we proposed? Because I don't --

**VICE CHAIR PRISCILLA BORDERS:** No. This is the active bylaws --

**MS. ADEBOLA LAMIKANRA:** Okay.

**VICE CHAIR PRISCILLA BORDERS:** -- that were all given to us. And the date on there is amended and approved June 24, 2020.

**MS. ADEBOLA LAMIKANRA:** Okay. So it was amended.

**VICE CHAIR PRISCILLA BORDERS:** And that's page 4 of the bylaws.

**MS. ADEBOLA LAMIKANRA:** Okay.

**VICE CHAIR PRISCILLA BORDERS:** So I just want to get clarity. Because the meeting rooms where public has access are not completely open, the Board can still meet but have a mechanism for the public to be sort of there contemporaneously. They can join us by Zoom.

**MS. NINA RADAKOVICH:** Also remember that Central will not be open to the public yet.

**VICE CHAIR PRISCILLA BORDERS:** Right.

**MRS. GAYLE H. HOLLOMAN:** And I just want to -- I want to go on record as stating that I found out this week that the Auburn Avenue Research Library's parking lot, of course it's still available, but not in the traditional sense of there being a lot of spaces that's usually up there in the afternoons.

What's happened is that there are people working in the area who are paying for parking at that location. And so by them doing that, now there are fewer spaces that are allowed -- that are able to be utilized otherwise. So I just wanted you to know that that is a concern for the Auburn Avenue Research Library's use.

**VICE CHAIR PRISCILLA BORDERS:** Okay. So for clarity, what I'm trying to ascertain is whether or not, based upon this, are we authorized to continue the Zoom meetings - Correct. -- the County Attorney -- I'm sorry.

**MS. ADEBOLA LAMIKANRA:** I don't think so. That's my read of it, because declaration of a State of Emergency. We're no longer in a State of Emergency. And that was my understanding. And because of that, we have to make some type of move towards meeting in person. Now, I do understand what Gayle is saying in terms of, you know, there's not necessarily a space for us at this point. So I think until we're able to meet in person at a facility, then I think we can continue it. But we need to be trying to make an effort to get back in person, based off of the statute and the bylaws.

**MRS. GAYLE H. HOLLOMAN:** Well --

**VICE CHAIR PRISCILLA BORDERS:** So --

**MRS. GAYLE H. HOLLOMAN:** I wanted to bring up vaccinations. The County is doing vaccinations in our meeting rooms at twenty of our libraries, not at all of them, but in those that have vaccination concerns for the areas. So is it possible to make an exception, as that as an exception, for the meeting? I don't know if that's a possibility or not, at another one of the libraries that's not involved in vaccinations so that the public can come if they want

to come to one of these meetings if they were being held -- if it was being held at a branch?

**MS. ADEBOLA LAMIKANRA:** I don't know if I caught all of what you were stating, Gayle. Are you saying that we -- there's a meeting room that's open for vaccinations right now?

**MRS. GAYLE H. HOLLOMAN:** There are meeting rooms -- there are vaccinations going on at twenty of our libraries at different times during the week.

**MS. ADEBOLA LAMIKANRA:** Okay.

**MRS. GAYLE H. HOLLOMAN:** And so an exception that was made so that that could take place to benefit the communities. So my question is: I don't know if that can be done at one of the libraries that's not a part of the twenty, to make an exception once a month so that the Board of Trustees could meet at one of them. The public would be able to come in.

**MS. ADEBOLA LAMIKANRA:** Okay. I mean, yes. I think we could talk about having it at a different location. And, I mean, I think that that's fine. You would have to vote on that. Because right now it says that it has to be at the Central location -- or, I'm sorry -- the Central Library. But, yes, I mean, I think we can make an exception to change the location.

**MRS. GAYLE H. HOLLOMAN:** Originally, didn't we meet at --

**VICE CHAIR PRISCILLA BORDERS:** I think you're froze. Did you freeze?

**MRS. GAYLE H. HOLLOMAN:** I don't think so. Can you hear me?

**VICE CHAIR PRISCILLA BORDERS:** Yes.

**MRS. GAYLE H. HOLLOMAN:** Didn't the group used to meet at Auburn?

**VICE CHAIR PRISCILLA BORDERS:** Yes.

**MRS. GAYLE H. HOLLOMAN:** Okay. So that's why I was just suggesting that even if it weren't Auburn or Central, is it doable at any other library, perhaps, that's not part of the twenty -- the vaccination program?

**VICE CHAIR PRISCILLA BORDERS:** Is there a large enough space that will accommodate the Board and the public?

**MRS. GAYLE H. HOLLOMAN:** We would have to investigate it, because as I said, there are twenty that are not able to be used because of the vaccination program. So I'd have to look into it.

**VICE CHAIR PRISCILLA BORDERS:** Right.

**MS. LINDA JORDAN:** I know Wolf Creek has a large space, from what I recall. They've had vendors over there, various people; AARP. So I know they have a room, but I'm not sure, to Gayle's point, if they're using for vaccinations or not.

**MRS. GAYLE H. HOLLOMAN:** Yes. I think it's one of the vaccination program sites. I have to -- that's not before me right now, but I can get back to you on that, if that's what you'd like to happen. Unless you want to, perhaps, you know, one more meeting virtually and then see what we can do by July.



**MS. ADEBOLA LAMIKANRA:** I think we should try --

**VICE CHAIR PRISCILLA BORDERS:** Well --

**MS. ADEBOLA LAMIKANRA:** -- I'm sorry. Oh, okay. I thought I heard somebody talking.

**VICE CHAIR PRISCILLA BORDERS:** No. Go ahead. Yes.

**MS. ADEBOLA LAMINKARA:** I think we should try. My opinion is I think we should try to see before the next meeting if we can get to another -- a location that will accommodate us and the public safely. If we can do that, then we should be trying to move to that for the next meeting. If we cannot, then, you know, then, we can continue with this until we can get a location we can meet -- that could hold us in a safe manner.

**VICE CHAIR PRISCILLA BORDERS:** So is this something that requires a vote from the Board or it's something contingent upon whether or not location is available? To get the location, is that -- if this is all depending on location, we really can't vote on location because we don't know what the choices are.

**MS. ADEBOLA LAMIKANRA:** Yes. So the Board will need to vote, because right now, the bylaws state the Central Library. So if we're going to move -- if we're going to just do a temporary location, I think we should still vote on that.

If we're going to permanently move it, then we would for sure need to vote on that as well and put that in the bylaws. But there's needs to be a vote as to specific location, but, as you said, we don't know those options.

**VICE CHAIR PRISCILLA BORDERS:** Right. So we should wait until we get the location from -- okay. I get it. Thank you so much for that clarification. Does everybody understand that? I mean, we really can't take any action until we know what is available, because I think we need to have a space that can accommodate everyone, particularly, and make sure we have the public in mind wherever we're going to have these meetings. Is that -- is that -- does anybody have any questions or concerns they want to share with that?

**MS. LINDA JORDAN:** So with that being said, say a couple of days we find a location, do we need to come back and do a meeting for a vote at that time to say we want to have a temporary location for the next month? Is that how we should do it, Madam Attorney?

**VICE CHAIR PRISCILLA BORDERS:** I think from -- this is what I'm gathering -- that Gayle, at the next meeting will give us the information, what locations are there. And then at that time, we will vote upon where we're going to have the meeting. Is that -- is that said right?

**MS. ADEBOLA LAMIKANRA:** Yes. So we can do it that way --

**MS LINDA JORDAN:** Okay.

**MS. ADEBOLA LAMIKANRA:** -- to give enough time to figure out the locations.

**MS. LINDA JORDAN:** Thank you.

**MR. JOE PIONTEK:** Did we end up on June as a Zoom meeting; July is wherever we decide. Just wanted to --

**VICE CHAIR PRISCILLA BORDERS:** Yes. Thank you. Thank you for that. Yes.

So June will be on Zoom, and then Gayle will come back with the recommendations for locations, and then we'll move on from that. So just to clarify, in terms of needing a location, if we deemed a location, can we still have the Zoom opportunity for those public -- for the public who wants to join by Zoom, or is it like, if we have a meeting that's public, it's completely public?

**MS. ADEBOLA LAMIKANRA:** I think we can do that. It could be something that we talk about. It's not specifically stated that we cannot do that in the bylaws. So I think that's an option we should keep going -- that's just my opinion -- but it's up to you guys.

**VICE CHAIR PRISCILLA BORDERS:** Okay. So, definitely, we'll tackle that issue when we deal with the location so we know, first, the location and what options we have available for the public. Does everybody agree with that?

**MR. PAUL KAPLAN:** Sounds good.

**VICE CHAIR PRISCILLA BORDERS:** Thank you. Okay. So I don't have anything else on the list. If anybody has anything else, you know, we'd be happy to discuss it.

#### **MAINTENANCE CHECKLIST - FOLLOW-UP**

**MR. PAUL KAPLAN:** Yes. I had it under New Business, Library Work Orders. I put that down in there. I'll briefly talk about it. You heard me several times talk about the library work orders, where we are, and where we stand.

When I first came on the Board some years ago, a few years ago now, we had like three hundred and fifty work orders that wasn't completed and so on. And DREAM team then was formed and things have changed.

Just want to give you some statistics and tell you what I'm doing. First of all, I'd like to thank Joe Davis and his group. Joe Davis is the Director of the Department of Real Estate and Asset Management. And with his group together, I received a copy of all the work orders from December of 2019 to April 1 of 2021.

Now, during that 2020, as you know, most of the libraries were closed, but in that little, small period of time, we had three hundred and eighty-seven work orders that were active, that came into the System. Those work orders, fortunately, most of all have been completed, done by the DREAM team. They worked along even though the libraries were closed. They did work on it. Right now, from April 1 to May 17, I have two hundred and thirty work orders listed.

What's going to happen is every month I'm going to receive the previous month on work orders. What I'm trying to do is track everything down and just to keep the Board abreast of what happens in some of these work orders and what goes on.

The reason I'm doing this is before, I don't -- after all the money we put in and all the renovations, I don't want to see four or five years from now we come right back again to where we were with stuff not getting done.

But I will tell you that this DREAM team is working very well; they're working together. They're doing a good job, as best they can. We do expect suddenly when the public comes in starting next month, there'll be other work orders and things that probably were missed.

So I'm kind of tracking down what's happening. What I've done, now, I'm calling every -- and I talked to our Director about it -- I'm calling every Branch Manager. I've gone to fourteen of them right now. Talking to them directly, seeing any of their concerns, how things are going. And very, very positive. They're very happy the way things are getting done, things are happening. Some of them are disgruntled. There's always something that somebody has. But I do want to thank the Board of Trustees for even doing this, because sometimes they feel -- some feel that the Board of Trustees are there but really don't get involved in what happens in the library as far as maintenance and maintaining buildings.

So what I'm going to do from hereon in, I'll make up a report and I'll get it to you every month on the Board and tell you where we are with the work orders, how many have been completed, and where it stands.

So if we keep abreast of it, as time goes on, we'll know exactly where we are at all times. But, again, I want to thank that group for putting this together. It took a while for me to even understand everything in there, but I had the numbers, the work orders, who the job has been assigned to, what time they came in, what date they came in, what time they were completed. Some are completed; some are waiting for parts; some are waiting for assignment. So it's working.

And I also have in that report, I.T. problems, HVAC problems, everything works through the manager, and I believe they send that to the Area Manager. And, Gayle, can correct me on that portion, but, be what it is, I'm going to be covering this. And I will be talking to all Branch Managers. I've gone -- not quite half, but I'm getting there. It takes time. I get on the phone and the next thing you know it's twenty minutes later hanging up. So that's it. Anybody have any questions? Any comments at all? This is something we've never done before, and I feel it's very necessary to keep this up. Even if I'm not on the Board, it goes to somebody else and somebody else takes care of it.

**MRS. GAYLE H. HOLLOMAN:** I just want to say thank you to Mr. Kaplan and also to the folks over at DREAM. Joe Davis' group, they're doing an amazing job. And anytime I call them, they will go. Just this past week, there was a big problem with the HVAC system, and they jumped on it right away.

We've had situations of COVID-19 cases, they go that same afternoon, or that same night and spray the sanitizer and take care of the special cleaning.

So it's been an ongoing effort. We do rely heavily on the manager making us aware -- and the administrators aware. And when I have to get involved, I will get involved when they've tried so hard to get things done and maybe it hasn't quite been addressed. So I just want to thank everybody. But, Mr. Kaplan, really, thank you so much for taking this on, because it does make a huge difference.

**MR. PAUL KAPLAN:** Well, if we keep it and maintain it, the way it goes, it's going to be great for everybody. It's going to cost less money to run things. Things will run pretty smooth. But as much as libraries run without the environment being good, the HVAC system down; no heat; no air conditioning. Lightning -- we've got some light fixtures, they don't even make the light bulbs anymore. It's not even produced anymore. So now we have, you know, problems with that.

But there's priorities. Some of them they need a new switch. But then we have other things going on with the other libraries that there's much greater need than that. So we try to get it -- they try to get it done, so.

But thanks. This is what we'll do. We'll keep this up every month.

**VICE CHAIR PRISCILLA BORDERS:** Thank you so much, Mr. Kaplan. That's outstanding. Does anybody have any comments or questions?

#### **ADJOURNMENT**

#### **MOTION**

**VICE CHAIR PRISCILLA BORDERS:** If not, I'll entertain a motion for adjournment?

**MR. PAUL KAPLAN:** So moved.

**MS. LINDA JORDAN:** I second it.

**VICE CHAIR PRISCILLA BORDERS:** Okay. All those in favor of adjourning signify by saying aye.

*(WHEREUPON, all said aye.)*

**VICE CHAIR PRISCILLA BORDERS:** Thank you, everybody.

*(Whereupon, the Regular Virtual Board of Trustees Meeting concluded at 4:59 p.m.)*

## **Director's Report for May 2021**

Gayle H. Holloman, Executive Director

### **Highlights of Library Service in May**

Staff continued to offer curbside service; prepared and presented virtual programs for all ages; provided readers' advisory; book reviews; and the LibAnswers service; prepared the Central Library for re-opening; and worked their re-assignments assisting with vaccinations and fingerprinting.

In May, Library employees focused on a phased-in approach to re-opening libraries.

- Patrons had in-person access to limited services at 33 libraries on Tuesdays (10:00 a.m. to 7:00 p.m.); and on Saturdays (10:00 a.m. to 6:00 p.m.) beginning Tuesday, May 4<sup>th</sup>. Curbside service will continue on the remaining weekdays.
- The 32 branches offered in-person, walk-in service. Patrons needing to do research at the Auburn Avenue Research Library were able to do so on the same days and during the same time periods, by appointment.
- During May, patrons had access to the following services on a limited basis: browsing, computer usage and printing. Each patron's visit was limited to one hour.
- Conference, meeting and study rooms were not available. Assessments are being made so that those spaces can again be used by the public.
- Programs within the libraries were suspended; however, virtual programs continued.
- The County's mask wearing requirement remained in place for staff and patrons at all times when onsite at the libraries.
- Social distancing and good hand washing continued to be highly recommended for everyone.
- On May 15<sup>th</sup> staff currently on reassignments returned to work at their various library locations.
- The Central Library was being readied for a fall re-opening.
- Four Library employees completed the County's Certified Public Manager Program (CPM) delivered by the Carl Vinson Institute of Government of the University of Georgia.

# FULTON COUNTY LIBRARY SYSTEM

## MONTHLY FINANCIAL REPORT -TOTAL LIBRARY

AS OF MAY 31, 2021

Doc. #21-31

| SERVICE              | 2021 BUDGET       | MAY              | 2021 YTD         | 2021 YTD         | 2021 YTD          | 2021 YTD    | BUDGET            |
|----------------------|-------------------|------------------|------------------|------------------|-------------------|-------------|-------------------|
| DESCRIPTION          | ALLOCATION        | EXPENDITURES     | EXPENDITURES     | ECNUMBRANCES     | COMMITTED         | % COMMITTED | BALANCE           |
| REG SALARY           | 14,591,015        | 949,926          | 4,802,606        | -                | 4,802,606         | 33%         | 9,788,409         |
| PART TIME SALARY     | 484,240           | 26,909           | 138,172          | -                | 138,172           | 29%         | 346,068           |
| BENEFITS             | 7,903,299         | 510,080          | 2,506,281        | -                | 2,506,281         | 32%         | 5,397,018         |
| BOOKS                | 3,646,209         | 49,527           | 816,050          | 1,305,753        | 2,121,803         | 58%         | 1,524,406         |
| OFFICE EQUIP. REPAIR | 23,000            | -                | 1,610            | -                | 1,610             | 7%          | 21,390            |
| EQUIPMENT            | 15,104            | -                | -                | 1,103            | 1,103             | 7%          | 14,001            |
| OFFICE FURNITURE     | 2,000             | -                | -                | -                | -                 | 0%          | 2,000             |
| PROFESSIONAL SERV    | 38,237            | -                | -                | -                | -                 | 0%          | 38,237            |
| COPIER MACHINE       | 205,865           | 18,777           | 86,278           | -                | 86,278            | 42%         | 119,587           |
| COPIER PAPER         | 3,000             | -                | -                | -                | -                 | 0%          | 3,000             |
| SUPPLIES             | 65,900            | 7,844            | 16,941           | -                | 16,941            | 26%         | 48,959            |
| COMPUTER HARDWARE    | 625,000           | -                | -                | -                | -                 | 0%          | 625,000           |
| RENT                 | 204,840           | 18,199           | 80,230           | 141,930          | 222,159           | 108%        | (17,319)          |
| OTHER SERVICES       | 538,199           | 79,355           | 175,964          | 29,566           | 205,531           | 38%         | 332,668           |
| TRAVEL               | 12,000            | -                | 298              | -                | 298               | 2%          | 11,702            |
| HOPITALITY           | 10,000            | -                | -                | -                | -                 | 0%          | 10,000            |
| VEHICLE MAINTENANCE  | 22,850            | 857              | 6,415            | -                | 6,415             | 28%         | 16,435            |
| GENERAL INSURANCE    | 622,596           | 51,883           | 259,415          | -                | 259,415           | 42%         | 363,181           |
| <b>TOTAL</b>         | <b>29,013,354</b> | <b>1,713,358</b> | <b>8,890,259</b> | <b>1,478,351</b> | <b>10,368,610</b> | <b>36%</b>  | <b>18,644,744</b> |

**FULTON COUNTY LIBRARY SYSTEM**  
**MONTHLY FINANCIAL REPORT - ORG TYPE**

AS OF MAY 31, 2021

| ORGANIZATION             | SERVICE              | 2021 BUDGET       | MAY              | 2021 YTD         | 2021 YTD         | 2021 YTD         | 2021 YTD    | BUDGET            |
|--------------------------|----------------------|-------------------|------------------|------------------|------------------|------------------|-------------|-------------------|
| TYPE                     | DESCRIPTION          | ALLOCATION        | EXPENDITURES     | EXPENDITURES     | ECNUMBRANCES     | COMMITTED        | % COMMITTED | BALANCE           |
| PUBLIC SERVICE OPERATION | REG SALARY           | 11,509,491        | 546,203          | 3,790,754        | -                | 3,790,754        | 33%         | 7,718,737         |
|                          | PART TIME SALARY     | 484,240           | 26,909           | 138,172          | -                | 138,172          | 29%         | 346,068           |
|                          | BENEFITS             | 6,277,726         | 319,686          | 2,003,043        | -                | 2,003,043        | 32%         | 4,274,683         |
|                          | BOOKS                | 3,214,209         | 49,527           | 816,050          | 1,305,753        | 2,121,803        | 66%         | 1,092,406         |
|                          | OFFICE EQUIP. REPAIR | 20,000            | -                | 1,610            | -                | 1,610            | 8%          | 18,390            |
|                          | EQUIPMENT            | 4,000             | -                | -                | -                | -                | 0%          | 4,000             |
|                          | OFFICE FURNITURE     | 2,000             | -                | -                | -                | -                | 0%          | 2,000             |
|                          | PROFESSIONAL SERV    | 16,537            | -                | -                | -                | -                | 0%          | 16,537            |
|                          | COPIER MACHINE       | 204,865           | 18,777           | 86,278           | -                | 86,278           | 42%         | 118,587           |
|                          | SUPPLIES             | 18,000            | 5,351            | 5,591            | -                | 5,591            | 31%         | 12,409            |
|                          | RENT                 | 204,840           | 18,199           | 80,230           | 141,930          | 222,159          | 108%        | (17,319)          |
|                          | OTHER SERVICES       | 250,239           | 51,701           | 111,258          | 24,909           | 136,167          | 54%         | 114,072           |
|                          | VEHICLE MAINTENANCE  | 3,000             | -                | -                | -                | -                | 0%          | 3,000             |
|                          | GENERAL INSURANCE    | 404,826           | 33,736           | 168,678          | -                | 168,678          | 42%         | 236,149           |
| <b>Total</b>             |                      | <b>22,613,973</b> | <b>1,070,088</b> | <b>7,201,664</b> | <b>1,472,591</b> | <b>8,674,255</b> | <b>38%</b>  | <b>13,939,718</b> |

**FULTON COUNTY LIBRARY SYSTEM**  
**MONTHLY FINANCIAL REPORT - ORG TYPE**

AS OF MAY 31, 2021

| ORGANIZATION     | SERVICE              | 2021 BUDGET      | MAY           | 2021 YTD       | 2021 YTD     | 2021 YTD       | 2021 YTD    | BUDGET           |
|------------------|----------------------|------------------|---------------|----------------|--------------|----------------|-------------|------------------|
| TYPE             | DESCRIPTION          | ALLOCATION       | EXPENDITURES  | EXPENDITURES   | ECNUMBRANCES | COMMITTED      | % COMMITTED | BALANCE          |
| SUPPORT SERVICES | REG SALARY           | 1,770,026        | 7,191         | 531,949        | -            | 531,949        | 30%         | 1,238,077        |
|                  | BENEFITS             | 1,005,210        | 12,708        | 278,419        | -            | 278,419        | 28%         | 726,791          |
|                  | OFFICE EQUIP. REPAIR | 3,000            | -             | -              | -            | -              | 0%          | 3,000            |
|                  | EQUIPMENT            | 11,104           | -             | -              | 1,103        | 1,103          | 10%         | 10,001           |
|                  | PROFESSIONAL SERV    | 21,700           | -             | -              | -            | -              | 0%          | 21,700           |
|                  | COPIER MACHINE       | 1,000            | -             | -              | -            | -              | 0%          | 1,000            |
|                  | COPIER PAPER         | 3,000            | -             | -              | -            | -              | 0%          | 3,000            |
|                  | SUPPLIES             | 47,900           | 2,493         | 11,349         | -            | 11,349         | 24%         | 36,551           |
|                  | COMPUTER HARDWARE    | 625,000          | -             | -              | -            | -              | 0%          | 625,000          |
|                  | OTHER SERVICES       | 287,960          | 27,654        | 64,706         | 4,657        | 69,363         | 24%         | 218,597          |
|                  | TRAVEL               | 12,000           | -             | 298            | -            | 298            | 2%          | 11,702           |
|                  | HOPITALITY           | 10,000           | -             | -              | -            | -              | 0%          | 10,000           |
|                  | VEHICLE MAINTENANCE  | 19,850           | 857           | 6,415          | -            | 6,415          | 32%         | 13,435           |
|                  | GENERAL INSURANCE    | 217,770          | 18,148        | 90,738         | -            | 90,738         | 42%         | 127,033          |
| <b>Total</b>     |                      | <b>4,035,520</b> | <b>69,052</b> | <b>983,874</b> | <b>5,760</b> | <b>989,634</b> | <b>25%</b>  | <b>3,045,886</b> |

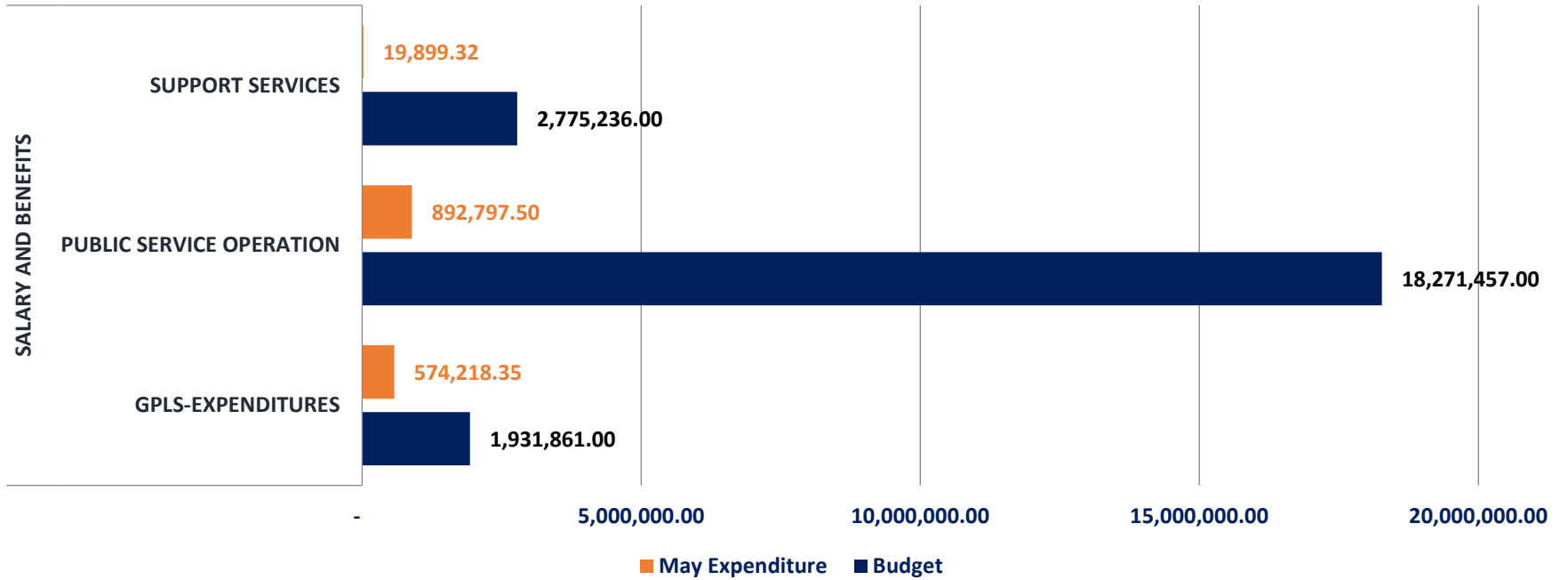


**FULTON COUNTY LIBRARY SYSTEM**  
**MONTHLY FINANCIAL REPORT - ORG TYPE**

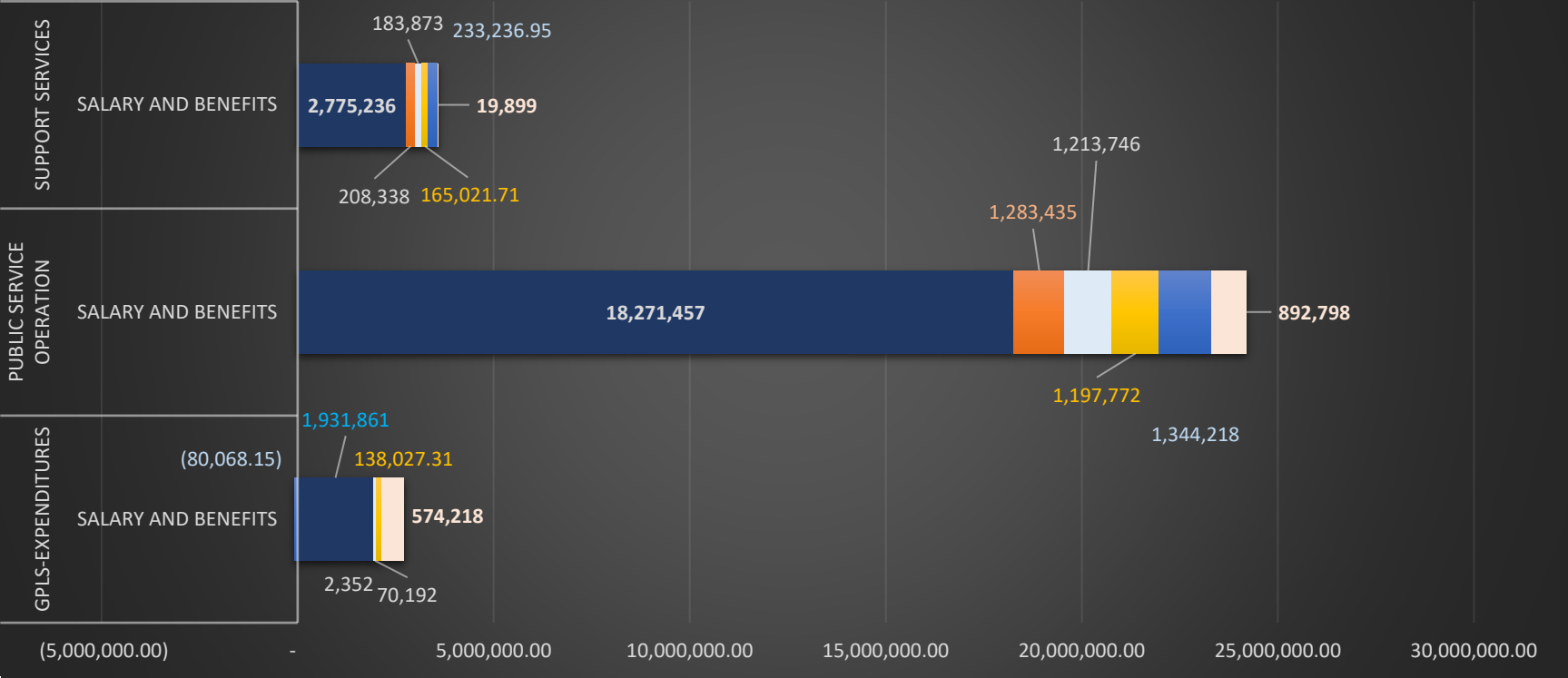
AS OF MAY 31, 2021

| ORGANIZATTION     | SERVICE     | 2021 BUDGET      | MAY            | 2021 YTD       | 2021 YTD     | 2021 YTD       | 2021 YTD    | BUDGET           |
|-------------------|-------------|------------------|----------------|----------------|--------------|----------------|-------------|------------------|
| TYPE              | DESCRIPTION | ALLOCATION       | EXPENDITURES   | EXPENDITURES   | ECNUMBRANCES | COMMITTED      | % COMMITTED | BALANCE          |
| GPLS-EXPENDITURES | REG SALARY  | 1,311,498        | 396,532        | 479,903        | -            | 479,903        | 37%         | 831,595          |
|                   | BENEFITS    | 620,363          | 177,686        | 224,818        | -            | 224,818        | 36%         | 395,545          |
|                   | BOOKS       | 432,000          | -              | -              | -            | -              | 0%          | 432,000          |
| <b>Total</b>      |             | <b>2,363,861</b> | <b>574,218</b> | <b>704,721</b> | <b>-</b>     | <b>704,721</b> | <b>30%</b>  | <b>1,659,140</b> |

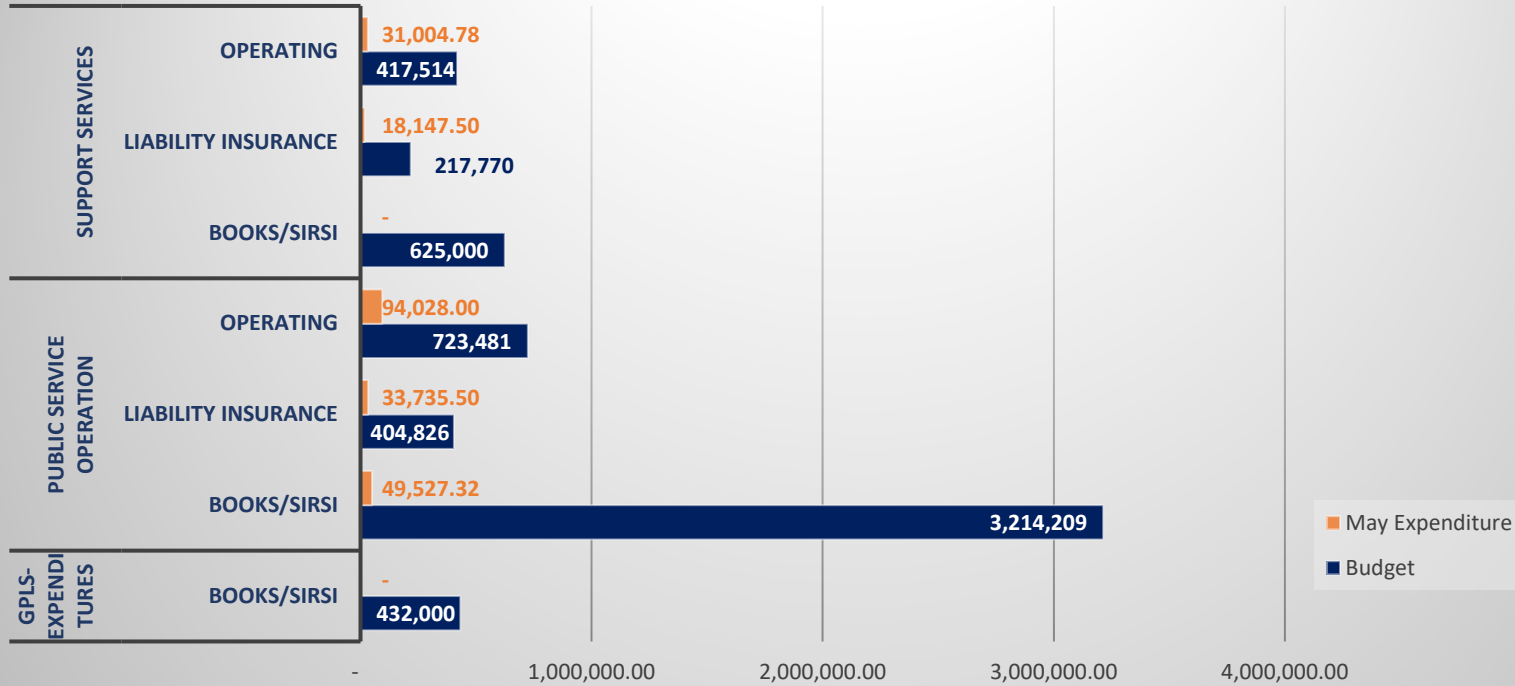
## May Salary and Benefits by Unit



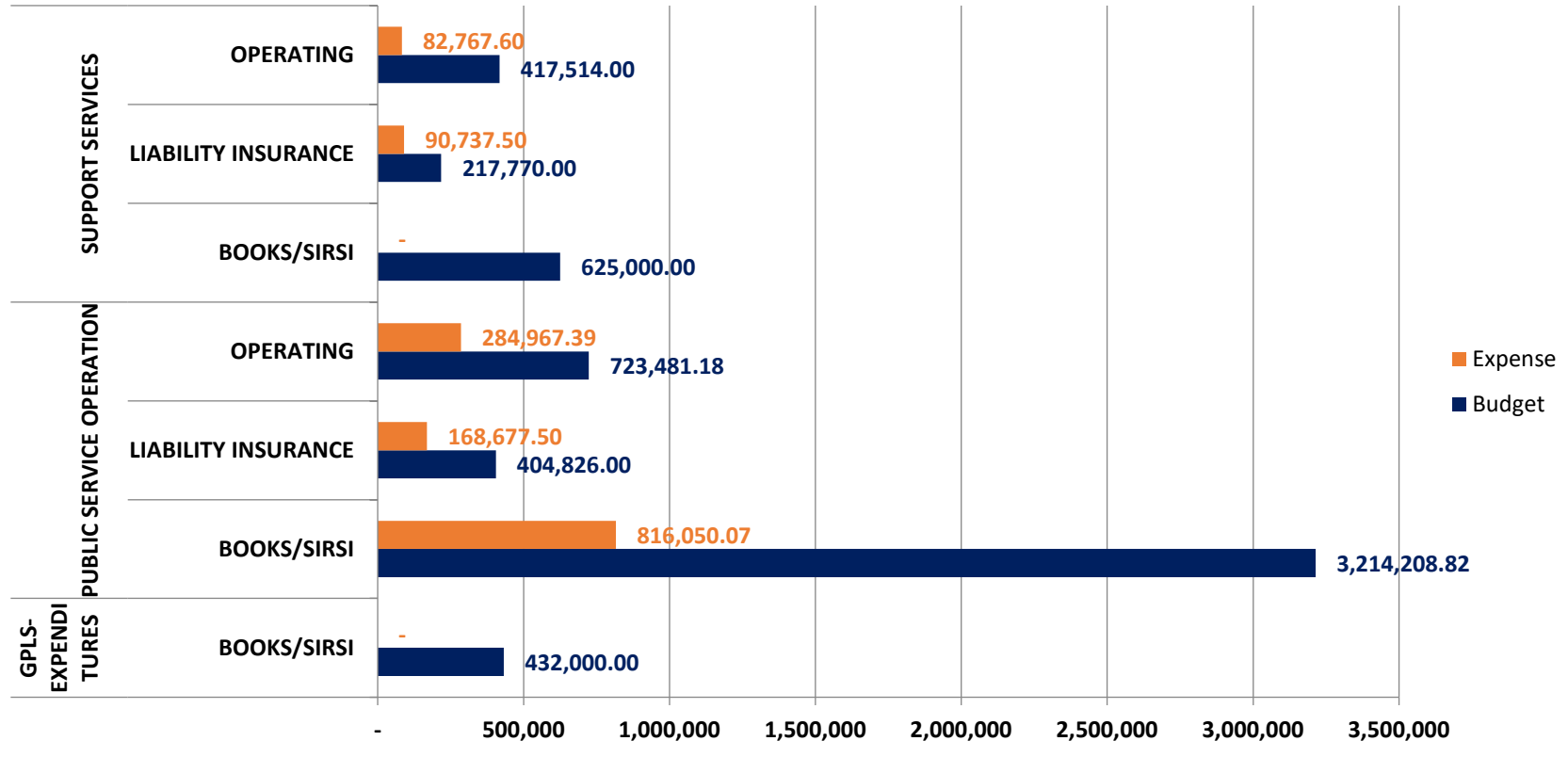
Year to Date Salaries by Month



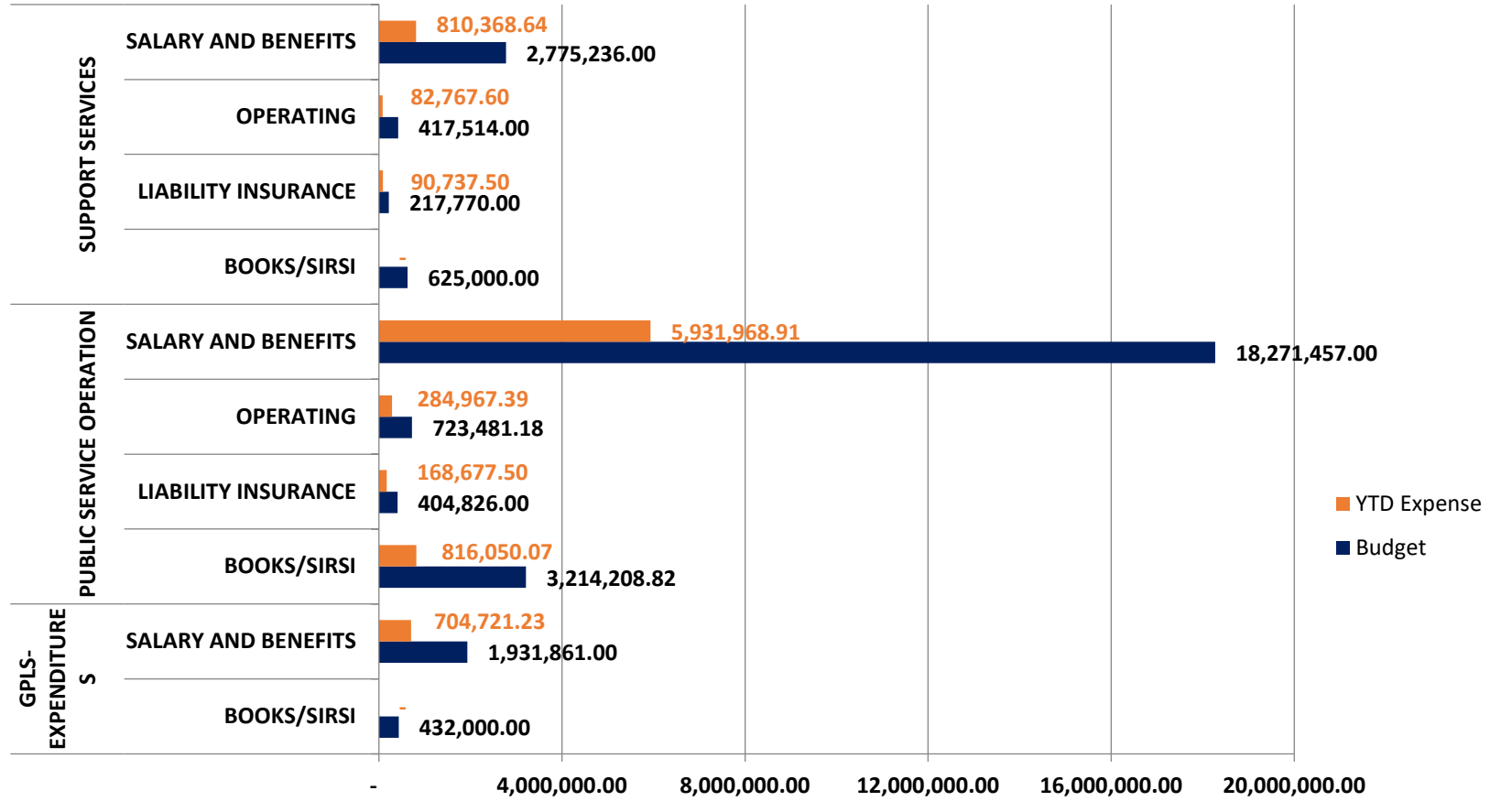
## May Operating Expenses by Unit



## May Year to Date Operating Expenses



## May Total Expenses by Unit



# Monthly Usage Summary - May 2021

Doc. #21-32

|  | 2021    |           | 2020    |           |           |
|--|---------|-----------|---------|-----------|-----------|
| Activity and Description   | May     | YTD       | May     | YTD       | YTD % +/- |
| Circulation  |         |           |         |           |           |
| Total number of items checked out of the library                         | 108,181 | 448,223   | 2,969   | 519,252   | -14%      |
| Holds  |         |           |         |           |           |
| Number of requests by patrons  | 50,933  | 288,660   | 4,300   | 115,204   | 151%      |
| Visits   |         |           |         |           |           |
| Number of people entering a library for any reason                       | 41,750  | 41,750    | 0       | 539,692   | -92%      |
| Computer/Internet Usage  |         |           |         |           |           |
| Number of computer sessions (Internet access and office software)        | 3,124   |           | 0       | 145,866   | -100%     |
| Number of hours of computer use  | 1,222   | 1,222     | 0       | 47,621    | -97%      |
| Web Page Visits  |         |           |         |           |           |
| Number of times people have visited the library's websites               | 688,974 | 3,572,397 | 251,190 | 2,279,532 | 57%       |
| Web Visitors   |         |           |         |           |           |
| Number of people who visited the library's websites                      | 106,680 | 513,318   | 64,650  | 512,706   | 0%        |
| Virtual Circulation  |         |           |         |           |           |
| Number of materials downloaded or streamed                               | 111,130 | 556,275   | 109,621 | 508,711   | 9%        |
| Virtual Circulation Users  |         |           |         |           |           |
| Number of people who downloaded or streamed                              | 23,635  | 120,129   | 21,555  | 106,588   | 13%       |
| Children's programs  |         |           |         |           |           |
| Library sponsored programs offered for children (birth - 12)             | 153     | 969       | 17      | 677       | 43%       |
| Number of people attending programs                                      | 1819    | 12871     | 2756    | 26423     | -51%      |
| Teen Programs  |         |           |         |           |           |
| Library sponsored programs offered for teens (13 - 17)                   | 16      | 134       | 17      | 150       | -11%      |
| Number of people attending programs                                      | 415     | 2086      | 2291    | 4400      | -53%      |
| Adult Programs   |         |           |         |           |           |
| Library sponsored programs offered for adults (18 + )                    | 93      | 352       | 47      | 1159      | -70%      |
| Number of people attending programs                                      | 1,078   | 6,563     | 3935    | 38757     | -83%      |
| Programs - Total   |         |           |         |           |           |
| Library sponsored programs offered (includes all-ages not counted above) | 288     | 1674      | 81      | 1986      | -16%      |
| Number of people attending programs                                      | 3,703   | 23,699    | 8,982   | 69580     | -66%      |
| Meeting Rooms  |         |           |         |           |           |
| Non-library sponsored meetings or activities scheduled                   | 0       | 0         | 0       | 781       | -100%     |
| Number of people attending meetings or activities                        | 0       | 0         | 0       | 15503     | -100%     |

\*Resources included changed in 2021, 2020 numbers are from same data; Interlibrary Loan and Computer Class on hold until in-person resumes.

### Fulton County Library System Circulation Stats - May 2021

| AGENCY NAME                      | ADULT  | JUVENILE | Y/A   | OTHER | Month-2021<br>TOTAL | Month-2020<br>TOTAL | INCREASE/<br>DECREASE | PERCENT<br>CHANGE | YTD 2021<br>CIRC | YTD 2020<br>CIRC | INCREASE/<br>DECREASE | PERCENT<br>CHANGE |
|----------------------------------|--------|----------|-------|-------|---------------------|---------------------|-----------------------|-------------------|------------------|------------------|-----------------------|-------------------|
| ADAMS PARK                       | 158    | 225      | 16    |       | 399                 | 0                   | 399                   | N/A Divide by 0   | 2,142            | 3,003            | -861                  | -28.67%           |
| ADAMSVILLE/COLLIER HEIGHTS       | 351    | 178      | 39    |       | 568                 | 80                  | 488                   | 610.00%           | 2,439            | 307              | 2,132                 | 694.46%           |
| ALPHARETTA                       | 4,268  | 7,725    | 471   |       | 12,464              | 73                  | 12,391                | 16973.97%         | 47,725           | 93,896           | -46,171               | -49.17%           |
| BUCKHEAD                         | 2,336  | 1,827    | 145   |       | 4,308               | 5                   | 4,303                 | 86060.00%         | 19,919           | 2,203            | 17,716                | 804.18%           |
| CLEVELAND AVE*                   | 1,209  | 1,902    | 128   |       | 3,239               | 12                  | 3,227                 | 26891.67%         | 4,685            | 189              | 4,496                 | 2378.84%          |
| COLLEGE PARK                     | 345    | 226      | 24    |       | 595                 | 0                   | 595                   | N/A Divide by 0   | 2,485            | 4,761            | -2,276                | -47.81%           |
| DOGWOOD                          | 170    | 168      | 19    |       | 357                 | 0                   | 357                   | N/A Divide by 0   | 1,782            | 5,600            | -3,818                | -68.18%           |
| EAST ATLANTA                     | 1,016  | 2,045    | 111   |       | 3,172               | 13                  | 3,159                 | 24300.00%         | 12,804           | 2,605            | 10,199                | 391.52%           |
| EAST POINT                       | 501    | 255      | 30    |       | 786                 | 4                   | 782                   | 19550.00%         | 4,667            | 7,667            | -3,000                | -39.13%           |
| EAST ROSWELL                     | 2,749  | 4,352    | 209   |       | 7,310               | 14                  | 7,296                 | 52114.29%         | 33,645           | 47,230           | -13,585               | -28.76%           |
| EVELYN G. LOWERY @ CASCADE       | 489    | 210      | 33    |       | 732                 | 0                   | 732                   | N/A Divide by 0   | 3,379            | 10,827           | -7,448                | -68.79%           |
| FAIRBURN                         | 373    | 119      | 26    |       | 518                 | 30                  | 488                   | 1626.67%          | 2,644            | 4,704            | -2,060                | -43.79%           |
| GLADYS S. DENNARD @ SOUTH FULTON | 473    | 430      | 40    |       | 943                 | 7                   | 936                   | 13371.43%         | 3,994            | 14,860           | -10,866               | -73.12%           |
| HAPEVILLE                        | 317    | 274      | 25    |       | 616                 | 39                  | 577                   | 1479.49%          | 1,095            | 126              | 969                   | 769.05%           |
| JOAN P. GARNER @ PONCE DE LEON   | 2,309  | 3,373    | 161   |       | 5,843               | 26                  | 5,817                 | 22373.08%         | 25,977           | 2,324            | 23,653                | 1017.77%          |
| KIRKWOOD                         | 825    | 2,022    | 96    |       | 2,943               | 12                  | 2,931                 | 24425.00%         | 12,027           | 17,974           | -5,947                | -33.09%           |
| LOUISE WATLEY @ SOUTHEAST        | 182    | 1,000    | 20    |       | 1,202               | 0                   | 1,202                 | N/A Divide by 0   | 6,312            | 9,945            | -3,633                | -36.53%           |
| MARTIN LUTHER KING, JR           | 380    | 396      | 30    |       | 806                 | 0                   | 806                   | N/A Divide by 0   | 4,158            | 7,137            | -2,979                | -41.74%           |
| MECHANICSVILLE                   | 133    | 156      | 15    |       | 304                 | 0                   | 304                   | N/A Divide by 0   | 1,465            | 151              | 1,314                 | 870.20%           |
| METROPOLITAN                     | 627    | 1,034    | 53    |       | 1,714               | 1                   | 1,713                 | 171300.00%        | 8,742            | 19,282           | -10,540               | -54.66%           |
| MILTON                           | 3,077  | 6,750    | 434   |       | 10,261              | 54                  | 10,207                | 18901.85%         | 37,986           | 49,082           | -11,096               | -22.61%           |
| NORTHEAST/SPRUILL OAKS           | 1,597  | 4,463    | 321   | 4     | 6,385               | 34                  | 6,351                 | 18679.41%         | 22,568           | 4,769            | 17,799                | 373.22%           |
| NORTHSIDE*                       | 950    | 1,246    | 105   |       | 2,301               | 18                  | 2,283                 | 12683.33%         | 16,697           | 1,997            | 14,700                | 736.10%           |
| NORTHWEST @ SCOTTS CROSSING      | 578    | 1,858    | 60    |       | 2,496               | 0                   | 2,496                 | N/A Divide by 0   | 8,585            | 20,460           | -11,875               | -58.04%           |
| OCEE                             | 3,062  | 6,390    | 735   |       | 10,187              | 38                  | 10,149                | 26707.89%         | 39,277           | 6,077            | 33,200                | 546.32%           |
| PALMETTO                         | 262    | 255      | 16    |       | 533                 | 0                   | 533                   | N/A Divide by 0   | 2,821            | 4,596            | -1,775                | -38.62%           |
| PEACHTREE**                      | 1,655  | 1,290    | 98    | 1     | 3,044               | 7                   | 3,037                 | 43385.71%         | 19,143           | 32,156           | -13,013               | -40.47%           |
| ROSWELL                          | 3,768  | 4,914    | 289   |       | 8,971               | 99                  | 8,872                 | 8961.62%          | 37,881           | 41,189           | -3,308                | -8.03%            |
| SANDY SPRINGS**                  | 5,111  | 6,073    | 383   |       | 11,567              | 91                  | 11,476                | 12610.99%         | 44,205           | 58,155           | -13,950               | -23.99%           |
| WASHINGTON PARK                  | 213    | 440      | 49    |       | 702                 | 2                   | 700                   | 35000.00%         | 2,729            | 7,299            | -4,570                | -62.61%           |
| WEST END                         | 338    | 340      | 43    |       | 721                 | 0                   | 721                   | N/A Divide by 0   | 3,885            | 4,784            | -899                  | -18.79%           |
| WOLFCREEK                        | 912    | 660      | 76    |       | 1,648               | 0                   | 1,648                 | N/A Divide by 0   | 8,654            | 20,676           | -12,022               | -58.14%           |
| <b>BRANCHES TOTAL</b>            | 40,734 | 62,596   | 4,300 | 5     | 107,635             | 659                 | 106,976               | 16233.08%         | 446,517          | 506,031          | -59,514               | -11.76%           |
| CENTRAL                          | 376    | 98       | 16    |       | 490                 | 2,309               | -1,819                | -78.78%           | 1,608            | 4,205            | -2,597                | -61.76%           |
| OUTREACH SERVICES                |        |          |       |       | 0                   | 1                   | -1                    | -100.00%          | 36               | 408              | -372                  | -91.18%           |
| AUBURN AVENUE RESEARCH           | 56     |          |       |       | 56                  | 0                   | 56                    | N/A Divide by 0   | 62               | 8,608            | -8,546                | -99.28%           |
| <b>SYSTEM TOTAL</b>              | 41,166 | 62,694   | 4,316 | 5     | 108,181             | 2,969               | 105,212               | 3543.68%          | 448,223          | 519,252          | -71,029               | -13.68%           |

Note: \*Approximately 2,500 circulations at the Northside branch were recorded for the Cleveland Avenue branch

\*\*Approximately 1,100 circulations at the Peachtree branch were recorded for the Sandy Springs branch. Both issues were self-check related and were found and corrected in Mid-June



## FULTON COUNTY SYSTEM STATS AT A GLANCE - May 2021

| AGENCY NAME                      | TOTAL CIRCULATION | TOTAL REGISTRATIONS | COMPUTER USAGE | LIBRARY VISITS | NUMBER OF PROGRAMS | PROGRAM ATTENDANCE | NUMBER OF MEETINGS | MEETING ATTENDANCE | VOTER REGISTRATIONS |
|----------------------------------|-------------------|---------------------|----------------|----------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| ADAMS PARK                       | 399               | 44                  | 103            | 520            | 2                  | 18                 |                    |                    |                     |
| ADAMSVILLE/COLLIER HEIGHTS       | 568               | 53                  | 111            | 568            | 0                  | 0                  |                    |                    | 1                   |
| ALPHARETTA                       | 12,464            | 603                 | 170            | 3,440          | 4                  | 122                |                    |                    |                     |
| BUCKHEAD                         | 4,308             | 392                 | 120            | 1,520          | 2                  | 65                 |                    |                    |                     |
| CLEVELAND AVE                    | *3239             | 22                  | 86             | 288            | 0                  | 0                  |                    |                    |                     |
| COLLEGE PARK                     | 595               | 77                  | 119            | 800            | 2                  | 35                 |                    |                    |                     |
| DOGWOOD                          | 357               | 35                  | 24             | 720            | 11                 | 26                 |                    |                    |                     |
| EAST ATLANTA                     | 3,172             | 180                 | 132            | 2,000          | 4                  | 110                |                    |                    |                     |
| EAST POINT                       | 786               | 105                 | 182            | 1,120          | 5                  | 17                 |                    |                    |                     |
| EAST ROSWELL                     | 7,310             | 230                 | 109            | 320            | 4                  | 208                |                    |                    |                     |
| EVELYN G. LOWERY @ CASCADE       | 732               | 88                  | 98             | 4,800          | 0                  | 0                  |                    |                    |                     |
| FAIRBURN                         | 518               | 78                  | 76             | 840            | 0                  | 0                  |                    |                    |                     |
| GLADYS S. DENNARD @ SOUTH FULTON | 943               | 103                 | 208            | 1,360          | 7                  | 37                 |                    |                    |                     |
| HAPEVILLE                        | 616               | 52                  | 47             | 640            | 0                  | 0                  |                    |                    |                     |
| JOAN P. GARNER @ PONCE DE LEON   | 5,843             | 361                 | 150            | 1,400          | 3                  | 50                 |                    |                    |                     |
| KIRKWOOD                         | 2,943             | 86                  | 47             | 880            | 0                  | 0                  |                    |                    |                     |
| LOUISE WATLEY @ SOUTHEAST        | 1,202             | 38                  | 117            | 640            | 0                  | 0                  |                    |                    |                     |
| MARTIN LUTHER KING, JR           | 806               | 70                  | 67             | 464            | 1                  | 18                 |                    |                    |                     |
| MECHANICSVILLE                   | 304               | 18                  | 109            | 320            | 0                  | 0                  |                    |                    |                     |
| METROPOLITAN                     | 1,714             | 79                  | 117            | 960            | 3                  | 103                |                    |                    |                     |
| MILTON                           | 10,261            | 233                 | 50             | 2,000          | 3                  | 86                 |                    |                    |                     |
| NORTHEAST/SPRUILL OAKS           | 6,385             | 219                 | 85             | 1,280          | 4                  | 115                |                    |                    |                     |
| NORTHSIDE                        | *2301             | 213                 | 60             | 720            | 2                  | 38                 |                    |                    |                     |
| NORTHWEST @ SCOTTS CROSSING      | 2,496             | 109                 | 75             | 880            | 6                  | 35                 |                    |                    |                     |
| OCEE                             | 10,187            | 372                 | 107            | 2,640          | 0                  | 0                  |                    |                    |                     |
| PALMETTO                         | 533               | 31                  | 22             | 560            | 89                 | 238                |                    |                    |                     |
| PEACHTREE                        | **3044            | 222                 | 131            | 760            | 2                  | 110                |                    |                    |                     |
| ROSWELL                          | 8,971             | 381                 | 93             | 2,800          | 8                  | 99                 |                    |                    |                     |
| SANDY SPRINGS                    | **11567           | 347                 | 145            | 3,800          | 0                  | 0                  |                    |                    |                     |
| WASHINGTON PARK                  | 702               | 20                  | 45             | 640            | 3                  | 87                 |                    |                    |                     |
| WEST END                         | 721               | 39                  | 37             | 1,280          | 0                  | 0                  |                    |                    |                     |
| WOLFCREEK                        | 1,648             | 93                  | 82             | 760            | 27                 | 49                 |                    |                    |                     |
| <b>BRANCHES TOTAL</b>            | <b>107,635</b>    | <b>4,993</b>        | <b>3,124</b>   | <b>41,720</b>  | <b>192</b>         | <b>1,666</b>       | <b>0</b>           | <b>0</b>           | <b>1</b>            |
| CENTRAL                          | 490               | 115                 |                |                | 0                  | 0                  |                    |                    |                     |
| VIRTUAL PROGRAMS                 |                   |                     |                |                | 89                 | 1,587              |                    |                    |                     |
| OUTREACH VIRTUAL PROGRAMS        | 0                 | 3                   |                |                | 6                  | 425                |                    |                    |                     |
| AUBURN AVENUE RESEARCH           | 56                | 1                   | -              | 30             | 1                  | 25                 |                    |                    |                     |
| <b>SYSTEM TOTAL</b>              | <b>108,181</b>    | <b>5,112</b>        | <b>3,124</b>   | <b>41,720</b>  | <b>288</b>         | <b>3,703</b>       | <b>0</b>           | <b>0</b>           | <b>1</b>            |

Note: \*Approximately 2,500 circulations at the Northside branch were recorded for the Cleveland Avenue branch \*\*Approximately 1,100 circulations at the Peachtree branch were recorded for the Sandy Springs branch. Both issues were self-check related and were found and corrected in Mid-June

## May 2021 Executive Summary – Charts

