



**FULTON
COUNTY**
LIBRARY
SYSTEM

BOARD OF TRUSTEES

MEETING
INFORMATION PACKET

AUGUST 24, 2022



**FULTON
COUNTY
LIBRARY
SYSTEM**

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FULTON COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES VIRTUAL MEETING
AUGUST 24, 2022



VIRTUAL MEETING

IN ACCORDANCE WITH FULTON COUNTY GOVERNMENT'S UPDATED COVID-19 GUIDELINES

FULTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES VIRTUAL MEETING AUGUST 24, 2022 – 4:00 P.M.

AGENDA

- I. Call to Order
- II. Public Comments
- III. Adoption of Agenda* Doc. #22-40
- IV. Approval of Minutes - July 27, 2022* Doc. #22-39
- V. Chairman's Report
- VI. Work Orders Report - Paul Kaplan
- VII. Director's Reports Doc. #22-43
 - Library Services and Trends
 - Monthly Financial Report Doc. #22-41
 - Monthly Usage Summary Doc. #22-42
- VIII. Unfinished Business
 - A. Central Library - Update
 - B. Strategic Plan Overview - Martha Greenway, President, Greenway Strategy Group*
- IX. New Business
 - A. 2022 Staff Development Day Cancellation Request * Doc. #22-44
- X. Adjournment

*Action is anticipated on this item

Doc. #22-39



FULTON COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES VIRTUAL MEETING

JULY 27, 2022 – 4:00 P.M.



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

Members Absent: Piontek, Joe

Also In Attendance: Holloman, Gayle H. - Executive Director
Batalon, Peter, County Attorney
Claxton, Zenobia - Assistant to the Director's Office
Culler, Jennifer, County Attorney
Rossi, Mark - Senior Assistant County Counsel

Invited Guest: Alfred Collins, Administrator, Bond Construction
Martha Greenway, President, Greenway Strategy Group

Guests: 5 Virtual Attendees

Chairman D. Chip Joyner called the meeting to order at 4:00 p.m.

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CALL TO ORDER

CHAIRMAN D. CHIP JOYNER: Okay. Welcome to the Fulton County Library System Board of Trustees Virtual meeting dated for July 27, 2022. It is now a call to order. Mrs. Claxton, are there any public comments?

PUBLIC COMMENTS

MRS. ZENOBIA CLAXTON: Good afternoon. There are no public comments today.

CHAIRMAN D. CHIP JOYNER: Okay, great. Thank you. Is there a motion to adopt the agenda? Making the assumption that everyone had the opportunity to review it and see it and make any edits if necessary.

22-34 ADOPTION OF AGENDA**MOTION**

MR. PAUL KAPLAN: I'd like to make a --

MS. LINDA JORDAN: I so move, Mr. Chairman.

CHAIRMAN D. CHIP JOYNER: There's a motion by Ms. Jordan. There's a second by Mr. Kaplan.

MR. PAUL KAPLAN: I want to -- I'd like to add something to the agenda. I like to add at the end of the -- Executive session.

MS. LINDA JORDAN: We have to -- Okay. Got you. So I'm trying to -- Okay. Go ahead.

CHAIRMAN D. CHIP JOYNER: Yes, Mr. Kaplan.

MR. PAUL KAPLAN: It's dealing with personnel.

CHAIRMAN D. CHIP JOYNER: Okay. There's a motion by Mr. Kaplan as to adopt on the agenda to add the executive session. Where would you like to add that, Mr. Kaplan?

MR. PAUL KAPLAN: At the end -- At the end -- Right after new business.

CHAIRMAN D. CHIP JOYNER: After new business. Okay.

MS. LINDA JORDAN: Right.

CHAIRMAN D. CHIP JOYNER: Is there a second?

MS. LINDA JORDAN: And I second that. I'll second that, Mr. Chairman because I agree with Mr. Kaplan.

CHAIRMAN D. CHIP JOYNER: Thank you.

MS. LINDA JORDAN: Going into executive session for personnel matters. For personnel matters. So thank you, Mr. Kaplan, for that.

CHAIRMAN D. CHIP JOYNER: Okay. There's a second by Ms. Jordan. So with that -- with that change, is there a motion to adopt the agenda, which now includes an executive session following new business? There's a motion by Mr. Kaplan and there's a second by Ms. Jordan. All those in favor say, aye.

TRUSTEES: Aye.

CHAIRMAN D. CHIP JOYNER: Any nay? Hearing none, the agenda is adopted. Now everyone has had the opportunity to review the minutes from June 22, 2022. All right. Making that assumption, is there a motion to approve the minutes?

22-35 APPROVAL OF MINUTES - JUNE 22, 2022**MOTION**

MR. PAUL KAPLAN: I make a motion that we approve the June 22nd minutes --

CHAIRMAN D. CHIP JOYNER: Okay.

MR. PAUL KAPLAN: -- As presented.

CHAIRMAN D. CHIP JOYNER: There's a motion by Mr. Kaplan to approve the minutes of June 22nd as presented. Is there a second?

MRS. MARJORIE L. KIMBROUGH: Second.

CHAIRMAN D. CHIP JOYNER: There's a second by Dr. Kimbrough. All those in favor say, aye.

TRUSTEES: Aye.

CHAIRMAN D. CHIP JOYNER: Any opposed? Hearing none, the minutes are approved. Today we have a very special guest, our very good friend, and colleague, Mr. -- Mr. Collins. Alfred Collins, the Administrator of Bond Construction. Also, as we are looking at a very full agenda today, Mr. Collins, can you share with us about how much time you'll need for your presentation today?

LIBRARY PROGRAM UPDATE - ALFRED COLLINS, ADMINISTRATOR, BOND CONSTRUCTION

MR. ALFRED COLLINS: I'll try to hold it to 5 to 7 minutes somewhere around in there.

CHAIRMAN D. CHIP JOYNER: Okay. Unless there's an objection, that sounds -- that sounds like that works with us very well. Mr. Collins, please, please proceed, and we welcome you to the board.

MR. ALFRED COLLINS: Well, thank you very much, and I appreciate the invite. Is Zenobia -- is she on? She's going to project the --

MRS. ZENOBIA CLAXTON: I am on and I'm getting ready to share my screen.

MR. ALFRED COLLINS: Okay.

MRS. ZENOBIA CLAXTON: Okay.

MR. ALFRED COLLINS: Great. If you can -- if you could maybe zoom out just a little just so it shrinks a little bit. Can everyone see that? The entire. Yeah, that, that looks good.

MRS. GAYLE H. HOLLOMAN: Yes. It does.

MR. ALFRED COLLINS: Okay. Before we get started -- that's a little large. Right, right there is fine. As we get started with the presentation, I wanted to give you an update on the entire library capital improvement program. Share with you with pride, I must say, that to date we've completed all 10 of the Phase 1 library projects. As well, we've completed 22 Phase 2 library renovations and new construction projects for a total, at this point, of 32 libraries that have been constructed and opened for use by the public. So that's, I think, quite an accomplishment for the team over the past roughly 10- or 11-year period. We have three library projects remaining and they need to be designed and constructed. They include the East Point Library expansion, Peachtree Library Renovation, and the MLK Junior Library renovation. Next slide, please. Back in March, we met with the county leadership and we reviewed, with Finance, where we were with all the expenditures on the project and what we had remaining as far as funds. For Phase 1, we identified \$124,706 in funds remaining. For Phase 2, we look -- we're looking at -- we're looking at \$7,794,863 in funds remaining. Then we identified that we had roughly \$122,500 in POs and DOs that have been written to contractors that had not been used that we could clear and put back for use on our projects remaining. So our total remaining bond funds at the time that we reviewed this was \$8,042,104 and pennies. At that time, we also identified that we had \$14,494,550 in TAD funds. Next slide, please. So we began to look at the construction projects that we had in front of us -- The Peachtree Library Renovation. Our expected costs on that were \$1,979,099, and that's in construction costs. Looking at the building, looking at furniture, and looking at technology. We did likewise for MLK Junior

Renovation. That library -- our total expected costs on that are in the neighborhood of \$1,112,175. For East Point Library expansion, we're looking at just under \$1,600,000. For a total renovation cost on all the construction projects are \$4,667,185. Next. We also looked at all the current projects that we had that we were working towards completing. For the Central Library that included about \$727,500 in work. For the Group 1 library, it's about \$665,732. Group 2, again, just a hair short of 600,000. Group 3, roughly 96,500. Then what I'll call Phase 1-Phase 2 projects -- and these are projects that kind of go across the spectrum of either Phase 1 or Phase 2, about \$1,964,000. For a total project -- current project cost of \$4,053,327 and pennies. Next slide, please. So when we look at our construction costs for the -- for the remaining projects that, the cost of all of our current projects, adding those up that totaled \$8,720,512. We added to that a rough, rough, roughly 5 percent contingency for \$436,000. Then we looked at what we had remaining as far as bond funds, and I had identified that earlier. We requested from the -- from leadership \$1,114,433.67 in TAD funds to complete the projects because we were going to have a shortfall. At that time as well, the library wanted to include \$1,000,000 in request for TAD funds to use for collections as we moved forward. So, our total request from the Board of Commissioners was \$2,114,437.67, and that was approved in April, I think, it was the April 6th meeting of this year. Next slide. Just a little bit about each of the library expansions that we have. We have East Point and we're looking to include three separate spaces to that building for a total of about 1,820 square feet. As you might remember, East Point was completed, it was totally renovated. But Commissioner Arrington wanted to do more work for that building and provide work to the -- to the community. And so we're adding 864 -- or will be adding 864 square feet of flexible space that we refer to as a maker space. It'll allow adults to use it for arts and crafts, and it could be a green studio space. It has a variety of different opportunities to serve the community. We'll also be increasing the staff area by adding on 368 square feet of moving the breakroom out and allowing us to add about three to four staff workstations to that facility. As well, we're looking at -- to add a roughly 590 square foot children's area for use as a craft story-time room. This will accommodate a lot more children for either craft or story-time because it's a flexible space that could be used for either depending on the need.

MS. LINDA JORDAN: Al, it's Linda Jordan. Maybe I missed it -- maybe I missed it. What is your timeframe on it -- on it being completed? All the upgrades and everything?

MR. ALFRED COLLINS: I'm getting to that. If you give me just one more slide, I think I'll be able to answer that question. So we're looking to add new -- some new computers. We're looking to add some new furniture again for those spaces that we're going to be putting on and then some additional signage. Next slide, please. The Peachtree Library, we'll be doing some ADA upgrades for compliance or improvements to the toilets. We'll be enlarging the data room for our added technology that we're putting in the building. We'll be also adding, much like we have at many of the other libraries, two study rooms to that facility. As well, we'll be updating all of the HVAC equipment and making sure that all of our check -- self-check machines are up to date. Wi-Fi, our network. All of that is consistent with the libraries that we've completed to date. New furniture and equipment will be added for that facility. Again, signage and as -- as a -- as a reference to the libraries that we've completed, we'll be doing all new interior: floor, wall, and ceiling finishes for that facility. Next slide. MLK is very much the same as Peachtree. We'll be doing new HVAC equipment where we require it. What we're referring to there is that equipment

that's within the space. Since we don't own those buildings, we won't be replacing the equipment that's outside of that facility -- that serves that particular library within the walls. But wherever it's required that we can improve the air circulation in that building and make it work with our layout, we'll certainly do that. We'll be doing again, ADA upgrades, compliance improvements to the toilets, new technology consistent with all of the libraries that we've completed to date, furniture, and equipment throughout the facility, with the exception of the shelving at MLK. That shelving is in really, really good condition. It's very nice actually, and I'd like to see us reuse that. Again, all new interior floor wall and ceiling finish -- finishes as well as computers, and then additional signage. Next slide. I think this is going to answer the question that was just asked. At this point for each of the libraries East Point, Peachtree, and MLK, we've put out all the solicitations that are required to get this released to the -- to a contractor. That happened back in the April-May time frame of this year. We've actually received back responses to those solicitations and they've been received by purchasing and contract compliance. So evaluation of the proposals is currently underway and we expect to complete all of the evaluations by mid-August and have contracts issued by early September. Design work, in our estimation, should be able to begin by mid to late September, and we expect construction to begin by no later than January of 2023. So this will give us an opportunity to meet with the community, to meet with the library, to, to develop a more detailed idea about what we're doing at each of the libraries, get the design completed -- the drawings complete for construction, and get construction underway. Then construction is expected to be completed on these projects by late summer of 2023, early fall at the very latest. I could tell you that to date, none of the TAD funds that we requested for construction -- and you might remember that early slide to a \$1,114,000 and change -- none of that has been spent to date. It will be used specifically for all of these renovation projects. That really concludes this presentation. It gives you a -- hopefully a comprehensive update on where we stand with, with the program and where we think we'll be going in the very near future. Any questions?

CHAIRMAN D. CHIP JOYNER: Mr. Collins, I want to thank you again for, for the presentation. At first glance, the numbers look really good and it looks like everything's in line. Of course, we didn't see too many challenges from our point of view. You and your team have done outstanding work and really good follow-through. For the sake of time, I'm going to ask that the board members, if we can follow up with you with any questions we have either in writing or perhaps invite you back just to kind of recap some of this, maybe in the September meeting, if that's all right with you?

MR. ALFRED COLLINS: I think that will be fine. Just let me know. I'll be happy to participate.

CHAIRMAN D. CHIP JOYNER: Okay. We will -- we'll communicate through the executive director on next steps. But, but thank you again. We really are happy to see you back.

MR. ALFRED COLLINS: Well, thank you so much. I appreciate it. Thanks for the -- Okay. I'm going to sign off, then let you guys continue with the meeting.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you, Mr. Collins.

MR. ALFRED COLLINS: Take care.

CHAIRMAN'S REPORT

CHAIRMAN D. CHIP JOYNER: Bye. All right. Thank you so much. Next item is the Chairman's Report. I don't have anything to report today. We are going to move very quickly through the work order report with Mr. Kaplan. You're on mute, Mr. Kaplan.

WORK ORDERS REPORT - PAUL KAPLAN

MR. PAUL KAPLAN: Okay. Work order report for the month of June. We have 167 work orders came through. Out of 167, almost 101 are already completed and there's nothing major in it. Mostly it's just maintenance stuff that keeps -- that comes up. HVAC, which is probably the most there's about 40, 42 of those and they're just simple ones. Sometimes they're -- they need a little bit of adjustment as far as getting the temperature correctly inside the library. The other ones are plumbing and electrical and then miscellaneous, and some fire alarms, and some ground landscaping. There's always landscaping. That's always in there. So, really nothing major. Talking to our Director -- Executive Director, we worked up a maintenance need survey that's going out to all the managers of the libraries to find out what they need and what's missing during the renovation, something that has been completed. We talked about this as far as fixtures that you can get bulbs for. Fixtures that might need a replacement. So, we're putting all this together, it's going to take about a month to get all that together, and then we'll come up with figures, and what we need to do to get it. I don't know if this is going to go under TAD fund money or this will go under Dream Team. I'm not sure where it'll be at this point. So there's certainly enough money in the TAD fund to probably handle almost all of it that's in there.

CHAIRMAN D. CHIP JOYNER: Okay. That's what we discussed in the last meeting with Mr. Batalon, the county attorney, correct?

MR. PAUL KAPLAN: Correct.

CHAIRMAN D. CHIP JOYNER: Our next steps were to get a list of those items, and we present that to the board, and make requests for fund availability to address those items. Is that correct?

MR. PAUL KAPLAN: Yes. I'm not sure at this time if Dream Team is going to go under their -- under their budget. I doubt it. But I don't know. Unless our Director Holloman, if you could think of anything else. Is it going to go through the Dream Team or will it go through the TAD funds?

MRS. GAYLE H. HOLLOMAN: Well, we've got to -- first cost -- to get everything costed out so we'll know what we're talking about as far as the totals. But what I did recently is to create that maintenance survey form. I just sent it to you today, Mr. Kaplan now, so I know you haven't had a chance to look at it. But we're trying to come up with those things that are urgent, such as the light bulbs and all that. The things that are expensive. Some of those are light bulbs. Then cost it all out, get it to a Dream, and let them see what needs to be done. Al Collins usually will be involved in the sense of looking through and seeing what vendors he may need to point us in the direction of. Because a lot of times with the past relationships, we were able to make that happen. Then sometimes we actually find that there's something that we need to go back to the original vendor about. So those kinds of things will take a little bit of time to assess.

MS. LINDA JORDAN: So, Gayle. Just on the TAD money, though. Do we know the amount that we -- the county has access to on TAD? What, what [inaudible 22:15]

MRS. GAYLE H. HOLLOMAN: [inaudible 22:15] Around \$14 million. So, the things that we're talking about now have not been assessed to be able to find out --

MS. LINDA JORDAN: Okay.

MRS. GAYLE H. HOLLOMAN: -- Just what totals we need from the survey that we're asking of the managers in the branches.

CHAIRMAN D. CHIP JOYNER: So, so, so, Director Holloman, is this -- is this a list that we'll get from your team in the next meeting and we could take it from there?

MRS. GAYLE H. HOLLOMAN: Yes. We can send it to you in the interim so that you can have a chance to take a look at it.

CHAIRMAN D. CHIP JOYNER: Okay. Then also, I'm going to ask Mrs. Claxton if that presentation that Mr. Collins just shared, if you can email a copy to all the board members, please.

MRS. ZENOBIA CLAXTON: Okay. Will do.

CHAIRMAN D. CHIP JOYNER: Thank you. Okay. Again, we're trying to move this because we have another guest. But Mr. Kaplan, is, is that pretty much the report?

MR. PAUL KAPLAN: Yes.

CHAIRMAN D. CHIP JOYNER: Thank you so much and really happy to hear that the AC is working in most of the units.

MR. PAUL KAPLAN: Yes.

CHAIRMAN D. CHIP JOYNER: That's very good. Thank you for staying on top of this for us.

MRS. GAYLE H. HOLLOMAN: I just want to add one other thing, Mr. Chairman, that we have completed the interviews to, to fill the position of building, building maintenance manager.

CHAIRMAN D. CHIP JOYNER: Oh, outstanding.

MRS. GAYLE H. HOLLOMAN: I was very fortunate to have the assistance of the Director of Dream. That's Mr. Joseph Davis. So we're -- hopefully, HR will be able to offer that job by the end of this week or the first of next week, and we can get someone on board within the next week or two.

CHAIRMAN D. CHIP JOYNER: Oh, that's great news. That's great news. Does that also include the, the social worker position as well?

MRS. GAYLE H. HOLLOMAN: The social worker position -- we're, we're starting the interviews by the end of next week or into the second week --

CHAIRMAN D. CHIP JOYNER: Okay.

MRS. GAYLE H. HOLLOMAN: -- of August.

CHAIRMAN D. CHIP JOYNER: Thank you. Moving into following those two comments. The Director. The Director's Report.

22-38 DIRECTOR'S REPORT

22-36 MONTHLY FINANCIAL REPORT

22-37 MONTHLY USAGE SUMMARY

CUSTOMER SERVICE COMMENTS

MRS. GAYLE H. HOLLOMAN: Yes. I won't take up a lot of time unless you have some questions about the financials or whatever. But I do want to point out some trends. We are trending very well. Computer usage is up greatly. Programs for children birth ages from birth to 12. Adult programming is up. The number of people attending our programs because they've been able to come back inside now, that's increased a lot. Meeting room usage has really increased with outside groups and others wanting to use our meeting rooms and our study rooms. The number of people entering the libraries is greatly improved and the number of items checked out has really increased. So I just wanted to point those things out as I know you probably noticed in the-- in the statistics. Are there any questions with regard to anything financial? We are at 44 percent committed to our

budget at this point, 44 percent is committed. So, I wanted to point that out. We also -- Well, we'll get to that when you call for it. But our comments have been -- Our comments have been -- the format we used when we were under, under construction of the central library and staff was here and there. It was better able to be contained or better able to be formatted. The report now will not be available for the third quarter -- or until the third quarter. I'm sorry. So just wanted to let you know, that's why you don't see that today. You would normally have received the customer service comments. Usually, we get that from the live answers when people call in to get information through the chat line, so to speak, and things like that. We don't have that pulled together for this quarter. So I just want you to be on the lookout for the fact that it would be provided in the third quarter.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you. Board, are there any other questions? Any specifics for the Executive Director with regards to the financial usage summary? Some -- library closure report. Is there any update there?

LIBRARY CLOSURE REPORT

MRS. GAYLE H. HOLLOMAN: Yes, the libraries were closed. There were two of them closed. Three of them, sorry, for a period of time, for a total of 40 hours. They were because of --

CHAIRMAN D. CHIP JOYNER: 40 -- 40? 40 hours?

MRS. GAYLE H. HOLLOMAN: 40 hours between the three of them. That was because of HVAC and or plumbing issues that took place. So, we had to close down for some hours at each of those locations, but now they're back open and not a problem. We still have some issues with some HVACs having to have someone come out maybe in the span of one day and take care of things. But we've not had to close except for those three that I mentioned. So that's -- I think that's pretty good with the heat that we've had.

CHAIRMAN D. CHIP JOYNER: Okay. Which libraries were those?

MRS. GAYLE H. HOLLOMAN: Those libraries were Central Library, Evelyn G. Lowry Library at Cascade, and the Gladys S. Dennard Library in South Fulton. I'm sorry I missed Peachtree at Washington Park. So actually there were five of them for a total of 40 hours in the entire month of June.

CHAIRMAN D. CHIP JOYNER: Central Lowry, South Fulton, Washington Park, and what's the other one?

MRS. GAYLE H. HOLLOMAN: Peachtree and Washington Park.

CHAIRMAN D. CHIP JOYNER: Okay. Was it one down more than the others that took up most of those hours?

MRS. GAYLE H. HOLLOMAN: The Peachtree Library.

CHAIRMAN D. CHIP JOYNER: How many hours?

MRS. GAYLE H. HOLLOMAN: 10 hours.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you.

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

CHAIRMAN D. CHIP JOYNER: Are there any other questions from the library board?

MRS. MARJORIE L. KIMBROUGH: I had one question with regard to circulation. I noticed a big difference in the various libraries. Is that because of accessibility to the library or is it because of the clientele? Is there a reason that some libraries have much more circulation than others?

MRS. GAYLE H. HOLLOMAN: Yes, it has to do with who comes in and what they check out. You've got your physical checkouts and there are some that are -- some of our

libraries are busier than others, and there are a lot more checkouts. But some -- the meeting rooms and computers are used in a greater -- at a greater rate than others.

MRS. MARJORIE L. KIMBROUGH: Okay. Well, I did notice that we were told that some libraries did not have MARTA or some bus transportation. Is that a factor at all?

MRS. GAYLE H. HOLLOMAN: No, I don't know that it is because some of our busier libraries like Alpharetta and Wolf Creek, some of those libraries, they're not on bus transportation, but they're, they're very busy, particularly Alpharetta. So I don't know that it's so much transportation as it is. We do see our online resources being used at a greater amount, and that's been happening ever since the pandemic hit, that those virtual resources usage went up quite a bit. That, that stayed fairly consistent. Not as much as it was during that period of time. But people are coming back into the libraries, they're discovering everything. That's one of the reasons I asked for the extra money, for another million dollars for collections, for print materials. Because now that people are able to come back in, they want to be able to walk out with something. They don't want to have to necessarily put it on hold and wait for it.

MRS. MARJORIE L. KIMBROUGH: Right.

MRS. GAYLE H. HOLLOMAN: So that should help us tremendously once those things are ordered and people can walk in and pick up their latest bestseller, I think you're going to see those numbers escalate some.

MRS. MARJORIE L. KIMBROUGH: Okay. Thank you.

CHAIRMAN D. CHIP JOYNER: Thank you for that question. Dr. Kimbrough, that's really important. And Director, are all libraries operating the same hours?

MRS. GAYLE H. HOLLOMAN: Right now, all of our libraries are open Mondays and Tuesdays from 10 to 8. Then the rest of the week, Wednesday through Saturday from 10 to 6. We are not able to offer Sunday hours at this moment because we don't have the staffing levels. It takes a lot to do -- to do Sundays because you have to have people off on other days of the week between Wednesday and Tuesday. They have to be off because they worked the weekend, Saturday and or Sunday, and then they have to have that time off, otherwise, it becomes over time.

CHAIRMAN D. CHIP JOYNER: Okay.

MRS. GAYLE H. HOLLOMAN: So right now we're not doing Sundays. We do anticipate being able to come forward with a plan to restart Sundays. But we just cannot do it at the moment.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you for that update and making that -- making that clear for everyone. Okay. Moving to unfinished business. Central Library Update.

UNFINISHED BUSINESS

CENTRAL LIBRARY UPDATE

MRS. GAYLE H. HOLLOMAN: Central Library is doing extremely well. I just want you to know that we have reinstated the GED classes and others in partnership with the Atlanta Public Schools' retired teachers. They've come back to offer those classes. We are offering weekly ESL classes. People are very excited about those ESL classes. It is just amazing how that has taken off again. So I'm very pleased to be able to announce that those have started again.

CHAIRMAN D. CHIP JOYNER: Very good. Great. They're using that -- that one separate room for those -- the workstations?

MRS. GAYLE H. HOLLOMAN: Yes.

CHAIRMAN D. CHIP JOYNER: Oh, great. Great.

MRS. GAYLE H. HOLLOMAN: Well, that's the testing center.

CHAIRMAN D. CHIP JOYNER: Okay.

MRS. GAYLE H. HOLLOMAN: So, the testing will start again very soon. That aspect is not. But the, the actual -- one of the meeting rooms is being used now for the actual training classes on the subject areas -- in the subject areas.

CHAIRMAN D. CHIP JOYNER: Okay. Well, we'd love to get updates on how many people are coming through the GED program. That's something that you can share with us. That'd be a great number to track. It's really exciting. Any other updates on Central Library?

MRS. GAYLE H. HOLLOMAN: No. Not at this point. We're getting a lot of requests for usage of the fifth floor, as always. We're about to kick off our rental policy meetings so that we can get that information to you all and so that you can review it and create the policy around it. We are dependent upon several other departments working with us to make that happen, which is why we've been delayed. We've got to get our schedules together along with some of county leadership to make that happen. But we are trying to get that because you asked for it by September. We're trying to get that to you by the September meeting.

STRATEGIC PLAN OVERVIEW - MARTHA GREENWAY, PRESIDENT, GREENWAY STRATEGY GROUP

CHAIRMAN D. CHIP JOYNER: Okay, very good. Thank you. Okay, and finishing up the director's report and unfinished business. We have a special guest today who's going to go over the strategic plan overview. That's Ms. Martha Greenway, President of Greenway Strategy Group. This is exciting for us. A lot of people put a lot of time and effort into, into this. This is something that's in partnership with the foundation to help increase the visibility of libraries. We'll hand it over to her. She'll share the results of all the hard work from everyone.

MS. MARTHA GREENWAY: Thank you. Thank you, Chairman Joyner. It is delightful to be here and to share the hard work of our Strategic Planning Committee. I want to thank Director Holloman and all her staff, as well as the entire Fulton County Library Foundation for their financial sponsorship of the project and their active engagement. So with that, I will share my screen and walk us through a brief presentation. So I do want to begin by just highlighting the membership of the Steering Committee. I know that this is a busy slide and difficult to read, but I do want to point out that there was a very strong balance on the committee between the foundation, the trustees, and the library staff. Everyone on this list actively participated throughout the process. So again, I want to provide my thanks and also admiration for the time and effort, and very thoughtful work that these people put into this process. We began our process with community focus groups and interviews. In the appendix of advanced reading, we've provided to the trustees, those specific groups and individuals are listed. I think upon review you will see that we covered a broad territory in terms of stakeholders, community leaders, and partners of the library. We also received input from all library staff about their perceived strengths, assets, and areas of improvement of the library. This was done in a format that was anonymous but then also allowed staff to view the comments of others, rate those, and allowed us to see the priorities across all library staff. We conducted a comparative analysis of key library

indicators, and we're going to share some of those results with you tonight. We held community conversations virtually at each branch to ask people to talk to us about how the library could support them in developing a community where people learn, connected, and created. The Steering Committee then participated in a half-day session, actually two half-day sessions to review that information and draft a vision, a set of priority outcomes, strategic themes, and objectives. I will point out that we have presented to the Board of Trustees several times during this process and have utilized your input as we have crafted each stuff. So, the last stop we made to you, we did share with you that draft vision, priority outcomes, strategic themes, and objectives. Now we're back with the last piece of the plan, which is based on research of the Steering Committee that formed teams and research-effective approaches to addressing the objectives and develop strategic initiatives that will actually become the library's work through this strategic plan. So as a refresher on some of the comparative data that we looked at, we compared the Fulton County Library to other similar metropolitan libraries across the United States. You can see here the libraries that we examined -- and note that Fulton was about in the middle or the median in terms of service area population. However, when we look at overall staffing based on positions, as a percentage of residents -- so FTE per 1000 residents -- we see that Fulton is in the bottom quartile. I will also note that this data was collected in 2019. So, pre-pandemic. It is based on number of positions. Fulton has also had an issue with filling all of its position, and right now I believe there are 50 vacancies in the library. Now, when we look at this same data for librarians only, we find that Fulton is about at the median. So, what this tells us is that the staff allocation of the Fulton County Library System for librarians is in the middle of the pack. But when we consider those other supportive positions around things like outreach, marketing, technology, data utilization, general administration and support, those are where we are seeing Fulton is lacking in terms of its staff allocation. When we look at total number of employees, we will also note that between 2017 and 2021, the allocation of staff to the library was -- declined by 50 employees. This slide shows us overall circulation. So, while Fulton is in the middle or median in terms of its population, it is again in the bottom quartile when we look at the amount of material circulating on an annual basis. When we look at the expenditure for the overall collection, which includes digital and physical resources, we see that Fulton is second to last among these comparable library systems. So, with that in mind and the very rich input we received from community stakeholders, both county level, community leaders, partners, influential people, as well as citizens at each branch, we are now ready to recommend what we believe needs to be the work of the future in order to position this library to be successful. So, this is an overall summary slide, which is in addition to what was provided to the board in advance. But this is our effort to, in one slide, sort of give you an overall picture of the meaning and direction of the strategic plan. Then I will walk through the details. So the 'why' of the strategic plan is to create a library system that enables the residents of Fulton County and those who utilize the libraries to learn, connect, and create. This really resonated with the citizenry in terms of what they are looking for to help them and their communities thrive. The community results that we would strive to attain through the strategic plan are to increase access to robust and broad resources. But at the same time that we are providing resources to support individual knowledge and learning, we also want to increase engagement in collaborative learning. What we heard from the community is that they seek ways to come together and to share

the experience of learning and to share knowledge with others in their community, and also to use that as an opportunity to learn more about their community itself. Then lastly

--

MS. LINDA JORDAN: I want to ask you a question.

MS. MARTHA GREENWAY: I'm sorry?

MS. LINDA JORDAN: This is Linda, I want to ask you a question. You can finish or I can ask the question. Let me know.

MS. MARTHA GREENWAY: It's -- I believe, at the will of the Chair. Would you like to stop for questions now?

CHAIRMAN D. CHIP JOYNER: Ms. Jordan, would you rather her finished up and we take all the questions at the end? Would that work?

MS. LINDA JORDAN: Yes. The question was on that point, she just made, but go ahead. I'm trying to --

CHAIRMAN D. CHIP JOYNER: You can pose it now, but then the rest of the questions, maybe we can save for the end just for the sake of time.

MS. LINDA JORDAN: No, go -- She can go ahead and finish up and I'll think about it. Go ahead.

CHAIRMAN D. CHIP JOYNER: Thank you, Ms. Jordan.

MS. MARTHA GREENWAY: Thank you, Ms. Jordan. All right. So access to information through technology is also a clear result that people believe there needs to be a greater focus on in the community. So how will we do this? So there are three main areas of focus in this strategic plan. The first is to embrace and support our communities. In this area, there are four initiatives or major strands of work that we would highlight: increasing early literacy programming. Expanding economic development programming. That includes things such as the GED certification, the maker spaces, or people who have entrepreneurial ideas or small business ideas that they need to execute on. Support for job seeking, support for resume writing, support for college applications. So anything to help the community residents expand their financial sustainability. Digital inclusion and literacy. The language here is very intentional so that ensuring that all people in the community have access to digital resources and technology, but also ensuring that everyone is literate about how to use digital resources, how to be safe online, how to be wise in their use of knowledge that they gained through the Internet and other digital resources. Then lastly, in this notion of embracing and supporting our communities to do more work, to go out into communities to deliver these services, and specifically focusing in this initial implementation on our ready partners in K through 12 schools, senior centers, and art centers throughout the county. The second area of focus is to promote today's dynamic library. We changed the language since what you were provided in advance. This was originally building our brand, but the Steering Committee decided that that really did not reflect the intention of this area. The library is a different animal than it was 50 years ago, and yet many of our county citizens don't realize that. They don't understand the dynamic services resources, the relevance of what the library has to, to provide now. So promoting that, so that everyone wants to avail themselves of this resource -- rich resource. Here there would be several areas of attention in terms of the work. To reach out to non-patrons intentionally. To reinvigorate the library brand so when people think about the library brand, it's vital and relevant to what they're doing now. And to accelerate the awareness of the programs that are happening in the library. Then last, in order to

execute on these two strategic themes. The last strategic theme is to strengthen our capacity to innovate and deliver. So to ensure that the internal library functions are ready and prepared to deliver on these activities. Enhancing the culture, engagement, and development for all staff. Assessing the structure and roles. As we saw the Fulton staffing complement is lower than what we see in comparable libraries. So really understanding what the modern library looks like in terms of its organizational structure and the important roles to have in place. To align the collections of each branch with community interests by empowering the branch managers to understand their community and customize their collection. Maximizing partnership, so we know that this work cannot be done by the library in isolation. So assessing, selecting, and aligning partnerships with this strategic plan. Then last, creating a technology master plan that is specific to the unique needs of the library. So that is a one-page overview of the components of this strategic plan. So I'll just quickly walk through it in a little more detail. As we said, we are proposing a new vision where we would envision a thriving community where people learn, connect, and create while aligning with the mission that the Board of Trustees has approved previously. We have identified these priority outcomes, which are the results we'll create for the customers of the library as a result of this strategic plan. Customers in this context, meaning all county residents. So to increase access to a robust and broad collection of resources. We've identified performance indicators that will be used to track, over time, progress on this outcome. To increase engagement and collaborative learning, which would be measured by participants and library programs held at the library, but also participants in community-based library programs and satisfaction with those programs. Then lastly, expanded access to information technology, which would have the following performance indicators, as you see here. These are all indicators where data can be tracked at the beginning of the plan and monitored over the life of the plan. So these outcomes will be supported by the three strategic themes that we just discussed earlier embracing and supporting our communities, promoting today's dynamic library, and strengthening our capacity to innovate and deliver. So under embracing and supporting our communities, we have two objectives. Understanding and responding to individual communities' needs, interests, and assets. Recognizing that Fulton County is a diverse community that is distributed in such a way that different geographic areas have different interests, different needs, and different assets to capitalize on. Different potential partners, different experts that we can bring into the library to offer programming for the community while also expanding our focus outreach into the community. As stated, the initiatives here are around early literacy, economic opportunity, digital inclusion or literacy, and outreach, particularly to K-12 schools, senior centers, and art centers, to partner with them to deliver programs and also communicate about programs through their vehicles. Strategic Theme 3: Promoting today's Dynamic Library, to increase awareness of library programs and services, to position the library system as vital, vibrant, and relevant. So, for increasing awareness, this really is two-pronged. Develop a strategy to promote key programs and really accelerating the work of the library in that. Doing that through community partners -- so using new and different partners that can help reach out to non-patrons. So finding ways to access people that would not come to the library or think to look on the website or maybe even think that the library is relevant to them. Finding ways to connect with them, to tell the story. Then under positioning the library, we do believe there's an opportunity to use professional expertise to invigorate the library brand by using

community input and feedback but finding ways to talk about today's dynamic library that resonate with the community residents. Then Strategic Theme C, strengthening the capacity to innovate and deliver, has several objectives. Developing the library workforce of the future, expanding the collection, ensuring current information technology, and increasing impactful and collaborative partnerships. So, there are several initiatives, the majority of which are under developing our library workforce for the future, because clearly if the staff of the library do not have the capacity to deliver on this strategic plan, it is not going to happen. That is the main lever for making this work successful. So, putting effort into examining the structure and roles and modifying those as necessary, engaging library employees in specific development programs, ensuring that their goals, interests, and needs for work-life balance are addressed, and building that culture of engagement, responsiveness, and initiative. Increasing the manager involvement in selecting their collection and ensuring that they, through outreach and initiative, are aware of what their community needs. Developing a library-specific technology master plan. Of course, in collaboration with the Fulton County Information Technology Department. This would not be done in isolation. Assessing, selecting, and maximizing partnerships that align with these strategic plan priorities across all aspects of the strategic plan. So, we return to our overall summary, which, while the font is small, can be all incorporated into one narrative. As well as presented conceptually in one overall graphic image. I will just note finally that, we will work on a more formal, graphically designed, visually appealing presentation of this information. But we think obviously it is important that we have the trustees' endorsement before we move to that next stage of formalizing the look of our strategic plan. So at that point -- At this point, Chairman Joyner, I believe we are open to any questions or comments from the board members.

CHAIRMAN D. CHIP JOYNER: Okay. Well, Martha, thank you so much. This is great. And we'll first go to Ms. Jordan so she can pose her question.

MS. LINDA JORDAN: Thank you, Mr. Chairman. Excuse me, I -- I'm a little hoarse, but thank you so much for your information. This is interesting to me. I want to, first of all to say that your points are very well taken. A couple of them include the fact that I was so disheartened by the fact that we are number two out of all these libraries. We're like at the bottom of the list, and I'm an athlete by nature. So you said we're like number two out of how many? Okay. But with, that being said, I've also seen some positive comments from people that talk about the libraries. I want to bring up the NACO, the National Association of Counties that myself and Joe and others know about, and the fact that libraries are a part of the system, and the fact that we have a lot of commissioners that go to NACO, and we are in the bottom of the list is, is kind of unsettling for me. So with that being said, I appreciate all the comments you made. I'm looking at the NACO website right now for those that know NACO stands for the National Association of Counties and they do conferences around the country and also in areas that members of the counties are present like Fulton County. [inaudible 53:09] not too long ago. But these are some of the comments I want to bring up, Mr. Chairman, that they made. One commissioner said that we have a significant percentage of our population that still want books. The library helps the county's overall economic vitality. We are finding that an investment in our libraries is economic development. So these are the comments that I agree with and I appreciate. So what can we do? My point is, what can we do to move the needle forward

to make sure our commissioners know that we are being categorized as like number two out of whatever? To me, failure is not an option.

CHAIRMAN D. CHIP JOYNER: Okay.

MS. LINDA JORDAN: Does that make sense?

CHAIRMAN D. CHIP JOYNER: Did you want to respond to that or --?

MS. MARTHA GREENWAY: Well, my response would be, thank you. Thank you.

MS. LINDA JORDAN: [inaudible 54:02] I've been under the weather, too, so I don't know if you can hear me, but --

MS. MARTHA GREENWAY: Yes, I think that our, our, our hope is that with the -- with the trustees' endorsement of the plan that Mrs. Holloman and myself would then share this with the county commissioners. We have shared the data with Dr. Rochelle, the, the assistant or deputy county commissioner. She found the data that was shared extremely compelling. She stated that we had made an excellent case for the strategic plan that we are proposing. She also stated that we should consider using this opportunity to ask the Commission for some additional support of the library, but we are not prepared to monetize that right now. But I think that the steering committee and, and Dr. Rochelle also emphasized perhaps requesting a more permanent increase in the line item for the collections, as well as an increase in the funding for library staffing. That those could be two actions that the commissioners could take in support of this strategic plan. But it is our intention at a date as soon as it is feasible, following the trustees' approval, to share the plan with the commissioners, and at Dr. Rochelle's encouraging, use that to suggest that some additional investment be considered. But I don't know Director Holloman, if you want to add any more to that, as far as our next steps and intentions.

MRS. GAYLE H. HOLLOWAN: No, I think you summarized it fine, Martha. That's basically the gist of her, her input.

CHAIRMAN D. CHIP JOYNER: Okay. I just wanted to say to the other board members, just, just please in your package that you received. Please be sure to take a look at the stakeholders' interview. This is really comprehensive and has a good broad list of persons who participated in this study, and it's very welcome. So this was not -- no one -- No one was shooting from the hip and putting this together.

MS. LINDA JORDAN: Right. I agree with that, Mr. Chairman. Nobody will shoot from the hip. I'm just -- from the information, but I agree with that. Thank you, guys, for the hard work. There's a lot of work that goes into putting a strategic plan together because I worked on a couple. So thank you for the hard work and anything we can do as a board, as has been mentioned previously, let us know. But I want to bring that up because with NACO, I was supposed to go to the conference, I didn't make it, but these things had come up. So that's why I brought it to your attention.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you, Ms. Jordan.

MRS. PRISCILLA BORDERS: And, and, and --

CHAIRMAN D. CHIP JOYNER: I'd like to -- Mrs. Borders?

MRS. PRISCILLA BORDERS: Just, just a fast question to piggyback on that. I encourage if any board members have any feedback or additional questions, is it okay if they reach out to you, Ms. Greenway? Get you the suggestions or comments that they may have to reach out to you directly?

MS. MARTHA GREENWAY: [inaudible 57:18] for time and I will ask Mrs. Claxton if she could forward my email address to the board members. I will also just let you know it's simply martha@greenwaystrategy.com.

MRS. ZENOBIA CLAXTON: Okay.

MRS. PRISCILLA BORDERS: Thank you very much. Thank you so much. Once again, I echo everyone who's -- who've acknowledged all the great work has been done with the strategic plan thus far and will most definitely provide you feedback once we review it much more in detail. Thank you so much.

CHAIRMAN D. CHIP JOYNER: Okay. Then I'm just going to ask if Judge Radakovich can just comment briefly on the next steps for the board with regards to the strategic plan.

MRS. NINA RADAKOVICH: Yes. I'm working on a resolution that I would like you all to see before the next meeting, which would support the efforts to gain additional budget money from this. But this is the culmination of a long process started by the foundation a few years ago. They created a Growth Committee and had a growth project, and they were trying to grow the foundation, make it become more effective as a foundation. As a result of the community leaders that they spoke with, and the members of the Growth Committee's recommendations, they determined that one thing they could do for the library would be to pay for a strategic plan. The strategic plan, as you have just seen, is very useful. It includes all the trends for libraries. It includes our own community needs and the different needs within our community. It's considered a broad range of topics that the library could not have done themselves, the foundation could not have done. So we're very grateful to Greenway Strategy for the work that they have done and it's been difficult and painful in some circumstances, but I think it's worth the effort. But the -- what we've determined from this is that to have a really first-class library, we may need more money. The foundation may need to become more of an advocate than it has been in the past to inform the community of the needs of the library. So we're focused on that. I think the foundation and the trustees can be partners in a way that they have not before, and we're hoping that that's what this will do. So that, that will probably be a corollary accomplishment of the strategic plan is to develop relationships that did not exist before. So we're looking forward to those. We're looking for --

MS. LINDA JORDAN: Nina, could I add a comment? I agree with you on that. I do -- Great idea. The question is, as we're going through this, to make sure legal to say what we can do as a board, to help support that if we can. But I agree with that 100 percent what you just said.

MRS. NINA RADAKOVICH: Yes. Well, we, we have our lawyers with us today and we have -- and they're experts on this type of thing. Of course, we, we need to stay within our lane and our function as the Board of Trustees. But we each have a relationship with the commissioner that appointed us. It may be that some of us could do more communicating. I know I could with my commissioner to keep them informed of the developments because now things are moving and developing in a positive way, and that's good information to share. But there also may be some questions about additional money that could be used. That will be new ground. But we'll find out more a month from now. We'll see what our options are and we can assist in other -- in whatever way we can legally on the strategic plan.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you, Judge Nina. So if anyone has any specific questions, they could direct them directly to, to Ms. Greenway and her -- per Vice-

Chair Borders' comment and direction. Then also please review this and we hope, Ms. Greenway, if you could share your answers to, to those questions with this in our next meeting, we will likely take some kind of action, and with regards to the approval of the strategic plan overview, but we still need everyone to look through it quickly, carefully and get all your questions answered so we can move forward and have something to present or share with the Board of Commissioners this fall. So, Ms. Greenway, we'd like -- if you have some closing remarks.

MS. MARTHA GREENWAY: The only thing I would say one, one administrative item. When we provide my email, we will also provide the version of the presentation I made this evening, as there were a couple of changes and additional slides to what you were provided in advance. Just so everyone has the most recent version. I think my closing remarks would simply be, again, to commend everybody that has participated in the process thus far and to also acknowledge, as has been stated, the really thorough engagement of this community in this strategic plan. I feel confident that the strategic plan represents what the community wants for the library and that there is a tremendous opportunity to move forward, to have the library being a central and essential organization to creating a thriving community. We are really thankful to have been part of that effort. So thank you for your --

CHAIRMAN D. CHIP JOYNER: Thank, thank you so much. Bye.

MRS. GAYLE H. HOLLOMAN: Thank you, Martha. Mr. Chairman, I do want to make sure that we don't forget about Mr. Batalon and his other attorneys who are with us this afternoon.

CHAIRMAN D. CHIP JOYNER: Yes, I see Mr. Batalon. County Attorney and Mr. Batalon, did you have any comments with, with regards to our next steps in, in approving the strategic plan in our next meeting?

MR. PETER BATALON: Hello, everyone. I'm sorry. I was trying to get in earlier, but I think I was having issues logging in. No, I actually didn't have any comments for the next steps at this time, but I look forward to seeing the changes are going to be in all that. But Ms. Culler or Mr. Rossi, do have anything else to add from our office?

MS. JENNY CULLER: Hi. I was just getting off mute as well. I don't have anything to add other than we would like to see that as well. If you have any questions about the process and the format for what you need for the approval for next time, we'll be happy to weigh in on that when we take action.

CHAIRMAN D. CHIP JOYNER: Okay. So, so in advance of the meeting, would we need your responses in writing or your commentary and writing before we take action in that meeting?

MS. JENNY CULLER: I think we would just be looking to ensure that the legal requirements have been met for the -- for the notice and getting it on the agenda and things of that nature. If we have any issues about the format of it, we can let you know ahead of time.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you so much. All right. Mrs. Holloman, can you -- can you help us keep track of our time to, to make sure that we're getting responses to you in advance of our meeting?

MRS. GAYLE H. HOLLOMAN: Certainly.

CHAIRMAN D. CHIP JOYNER: Thank you.

MRS. GAYLE H. HOLLOMAN: Yes.

NEW BUSINESS

CHAIRMAN D. CHIP JOYNER: Thank you again to the County Attorneys. All right. It is now 5:05 p.m. We will move on to new business if there is any. Otherwise, we did add an executive session. So do we have anything for new business? Okay, hearing none. Hearing none. Is there a motion to go into executive session?

EXECUTIVE SESSION

MR. PAUL KAPLAN: I so move. Where is the connection to that -- is it on my --

MRS. PRISCILLA BORDERS: I think it's --

MS. LINDA JORDAN: I -- and I second it. Linda Jordan. I second it.

CHAIRMAN D. CHIP JOYNER: There is a motion by Mr. Kaplan, seconded by Miss Jordan. And if you could just wait a moment. Mrs. Claxton, can you please --

MRS. ZENOBIA CLAXTON: Okay. So everyone would have to log -- I'm sorry. Everyone would have to log out of this. I've sent you all a new link for the executive session.

MRS. PRISCILLA BORDERS: Okay.

MRS. ZENOBIA CLAXTON: So this session will end.

MRS. PRISCILLA BORDERS: Okay.

MRS. MARJORIE KIMBROUGH: So it's an email. We each got an email from --

MRS. ZENOBIA CLAXTON: Each of you got an email from me.

MRS. PRISCILLA BORDERS: Okay.

MRS. ZENOBIA CLAXTON: Probably about 15, 20 minutes ago.

CHAIRMAN D. CHIP JOYNER: Okay. Thank you.

MR. PAUL KAPLAN: Zenobia?

MRS. ZENOBIA CLAXTON: Yes?

MR. PAUL KAPLAN: Could you email it to my Gmail account?

MRS. ZENOBIA CLAXTON: I will forward it to you now.

MR. PAUL KAPLAN: Okay. All right. Thank you.

TRUSTEES: Thank you.

ADJOURNMENT**MOTION**

(Whereupon the Regular Board of Trustees Meeting concluded at 5:07 p.m. Whereupon, the Executive Session of the Board of Trustees Meeting began at 5:09 p.m. Whereupon the Executive Session ended at 5:30 p.m.)

Library Board of Trustees Regular Meeting ended at 5:35 p.m. without conducting formal business or any actions taken. Regular meeting motion to adjourn by Paul Kaplan and seconded by Marjorie Kimbrough. Board members voted without objections to adjourn. Adjourned 5:35 p.m.

CHAIRMAN D. CHIP JOYNER: Meeting is adjourned.

(Whereupon the Virtual Board of Trustees Meeting concluded at 5:35 p.m.)

Director's Report

Gayle H. Holloman, Executive Director

July 2022

Library Services and Trends

The libraries were buzzing with a ton of activities. Patrons and staff rushed to the finale of the 2022 Summer Reading Program, which ran from June 1st to August 1st. Kids loved the activities that included movie nights; craft programs; and special performers.

The theme, "Oceans of Possibilities" was met with programming that included an ocean life scavenger hunt; programs on the coral reef; and a visit to the South Fulton Library by the Georgia State University Bio Bus. Family coloring sessions were held at the College Park Library.

Chess Club was held at the Northeast Spruill Oaks Library. The Northwest Library at Scotts Crossing got in on the fun with players of two games, Jenga and Sorry. Adults at the Dogwood Library read the book, *The Maid*, by Nina Prose.

Staff wrote book reviews for the Library's website and presented virtual cooking programs.

Staff also partnered with Vision to Learn, a non-profit agency, to provide vision screenings at the libraries. Kids, ages 5-18, received free eye exams and free glasses, as needed. The partnership opportunity included the Fulton County Library System and other metro area library systems.

The Administrative Team continued to work with the consultants in developing the Library's strategic Plan. The plan is funded by the Atlanta-Fulton Public Library Foundation.

The Central Library and Auburn Avenue Research Library provided specialized programs that included lectures; readings; and art exhibits. GED and ESL classes rounded out the offerings at the Central Library. Patrons continued to use LibAnswers for assistance with reference questions. The service is staffed by Library employees. The bookmobile went on the road throughout the month at the request of commissioners. Stay tuned for information about revamped outreach services.

Patrons are returning to in-person visits at all the libraries; and are making great use of meeting and study room spaces.

Last, but not least, the Library System participated with libraries around the country to promote, along with Sony Pictures, the reading of the best-selling novel, *Where the Crawdads Sing*. The movie opened in theaters on July 15th.

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT- TOTAL LIBRARY

AS OF JULY 31, 2022

Doc. 22-41

SERVICE	2022 BUDGET	JULY	2022 YTD	2022 YTD	2022 YTD	2022 YTD	BUDGET
TYPE	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	YTD COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,747,597	1,482,481	7,574,835	-	7,574,835	51%	7,172,762
PART TIME SALARY	466,312	24,571	123,811	-	123,811	27%	342,501
BENEFITS	7,922,592	667,044	3,838,046	-	3,838,046	48%	4,084,546
BOOKS	3,741,909	66,765	1,223,837	905,034	2,128,871	57%	1,613,038
OFFICE EQUIP REPAIR	23,930	-	3,120	12,716	15,836	66%	8,094
EQUIPMENT	47,104	11,615	11,851	19,472	31,323	66%	15,781
OFFICE FURNITURE	2,000	-	-	-	-	0%	2,000
PROFESSIONAL SER	24,907	1,078	5,080	4,854	9,934	40%	14,974
COPIER MACHINE	226,000	13,847	115,573	-	115,573	51%	110,427
COPIER PAPER	1,000	-	-	-	-	0%	1,000
SUPPLIES	70,116	7,460	28,694	7,600	36,294	52%	33,822
COMPUTER HARDWARE	734,776	-	683,520	-	683,520	93%	51,256
RENT	230,246	25,153	110,224	100,709	210,933	92%	19,314
OTHER SERVICES	628,184	75,726	255,227	43,939	299,167	48%	329,017
TRAVEL	9,900	-	615	-	615	6%	9,285
HOPITALITY	10,000	517	517	-	517	5%	9,483
VEHICLE MAINTENANCE	22,850	1,676	19,580	-	19,580	86%	3,270
GENERAL INSURANCE	622,596	51,883	363,181	-	363,181	58%	259,415
TRAVEL CONFERENCE	10,000	-	6,963	-	6,963	70%	3,037
CONTINGENCY	318,610	-	-	-	-	0%	318,610
TOTAL	29,542,019	2,429,814	14,364,673	1,094,324	15,458,997	52%	14,401,632

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE

AS OF JULY 31, 2022

ORGANIZATION	SERVICE	2022 BUDGET	JULY	2022 YTD	2022 YTD	2022 YTD	2022 YTD	BUDGET
TYPE	TYPE	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE	REG SALARY	11,577,066	1,140,971	5,879,461	-	5,879,461	51%	5,697,605
	PART TIME SALARY	466,312	24,571	123,811	-	123,811	27%	342,501
	BENEFITS	6,323,894	519,564	3,010,435	-	3,010,435	48%	3,313,459
	BOOKS	3,241,909	66,765	723,837	905,034	1,628,871	50%	1,613,038
	OFFICE EQUIP. REPAIR	20,000	-	3,120	12,716	15,836	79%	4,164
	EQUIPMENT	20,500	10,240	10,295	-	10,295	50%	10,205
	OFFICE FURNITURE	2,000	-	-	-	-	0%	2,000
	PROFESSIONAL SERV	15,159	1,078	2,628	4,785	7,413	49%	7,746
	COPIER MACHINE	225,000	13,847	115,573	-	115,573	51%	109,427
	SUPPLIES	16,700	757	4,009	-	4,009	24%	12,691
	RENT	230,246	25,153	110,224	100,709	210,933	92%	19,314
	OTHER SERVICES	366,038	63,525	164,456	23,163	187,619	51%	178,419
	VEHICLE MAINTENANCE	3,000	338	492	-	492	16%	2,508
	GENERAL INSURANCE	404,826	33,736	236,149	-	236,149	58%	168,678
	TRAVEL CONFERENCE	10,000	-	6,963	-	6,963	70%	3,037
	CONTINGENCY	16,775	-	-	-	-	0%	16,775
Total		22,939,425	1,900,543	10,391,452	1,046,407	11,437,858	50%	11,501,567

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE

AS OF JULY 31, 2022

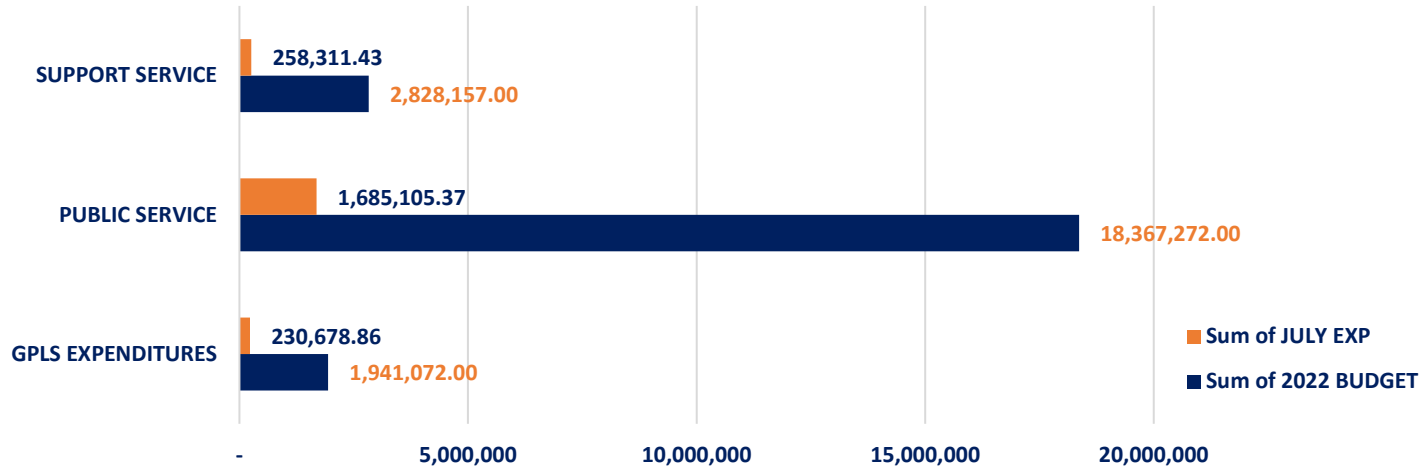
ORGANIZATION	SERVICE	2022 BUDGET	JULY	2022 YTD	2022 YTD	2022 YTD	2022 YTD	BUDGET
TYPE	TYPE	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICE	REG SALARY	1,842,057	176,971	895,425	-	895,425	49%	946,632
	BENEFITS	986,100	81,341	471,338	-	471,338	48%	514,762
	OFFICE EQUIP. REPAIR	3,930	-	-	-	-	0%	3,930
	EQUIPMENT	26,604	1,375	1,556	19,472	21,028	79%	5,576
	PROFESSIONAL SERV	9,748	-	2,452	69	2,521	26%	7,228
	COPIER MACHINE	1,000	-	-	-	-	0%	1,000
	COPIER PAPER	1,000	-	-	-	-	0%	1,000
	SUPPLIES	53,416	6,703	24,685	7,600	32,285	60%	21,131
	COMPUTER HARDWARE	734,776	-	683,520	-	683,520	93%	51,256
	OTHER SERVICES	262,146	12,201	90,771	20,777	111,548	43%	150,598
	TRAVEL	9,900	-	615	-	615	6%	9,285
	HOPITALITY	10,000	517	517	-	517	5%	9,483
	VEHICLE MAINTENANCE	19,850	1,337	19,088	-	19,088	96%	762
	GENERAL INSURANCE	217,770	18,148	127,033	-	127,033	58%	90,738
	CONTINGENCY	301,835	-	-	-	-	0%	301,835
Total		4,480,132	298,592	2,317,000	47,917	2,364,917	53%	2,115,215

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE

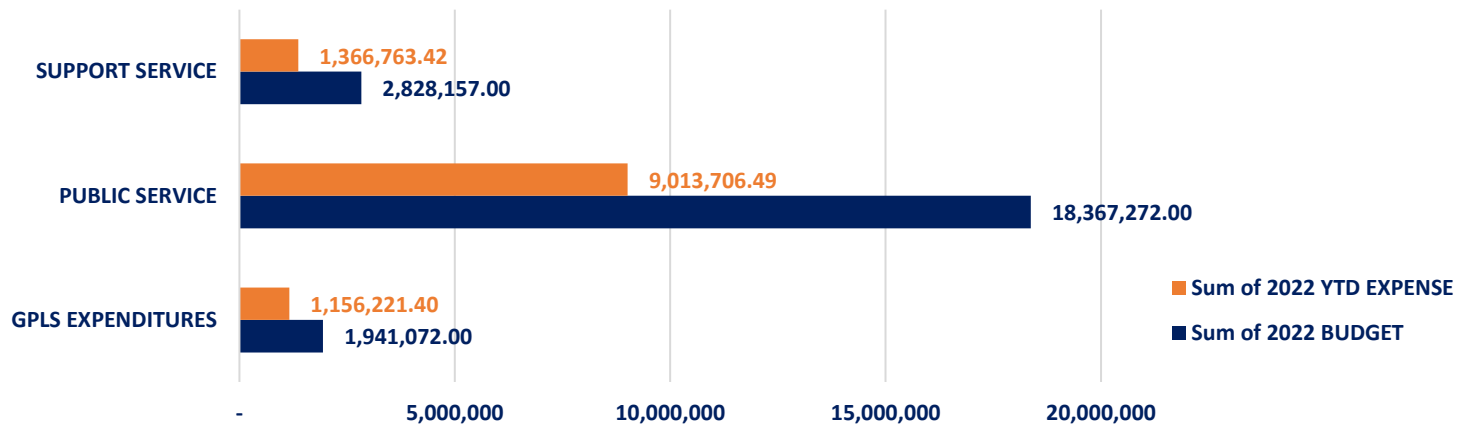
AS OF JULY 31, 2022

ORGANIZATION	SERVICE	2022 BUDGET	JULY	2022 YTD	2022 YTD	2022 YTD	2022 YTD	BUDGET
TYPE	TYPE	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
GPLS EXPENDITURES	REG SALARY	1,328,474	164,539	799,949	-	799,949	60%	528,525
	BENEFITS	612,598	66,139	356,272	-	356,272	58%	256,326
	BOOKS	500,000	-	500,000	-	500,000	100%	-
Total		2,441,072	230,679	1,656,221	-	1,656,221	68%	784,851

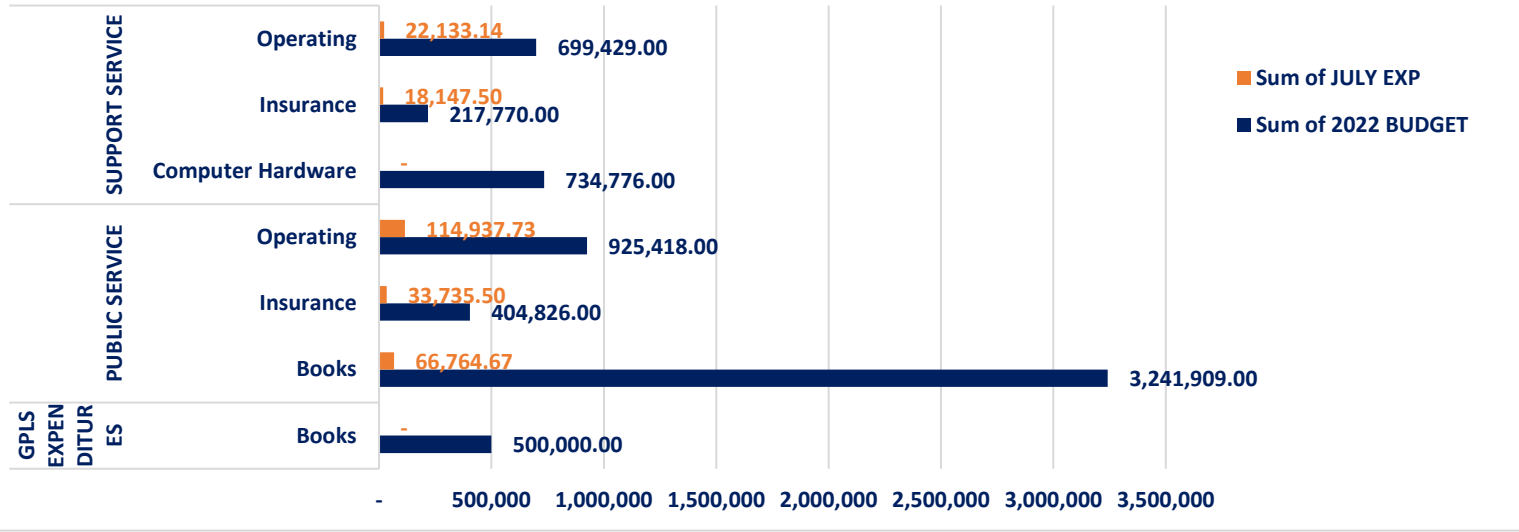
July Salary and Benefits Expense



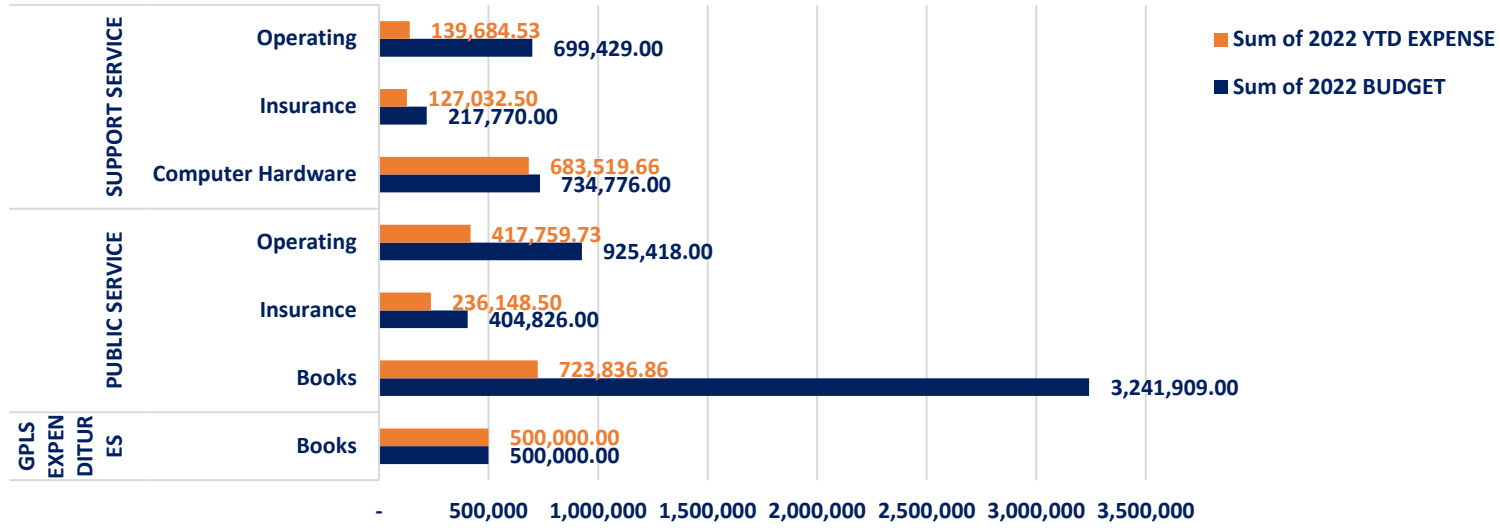
YEAR TO DATE SALARY AND BENEFITS



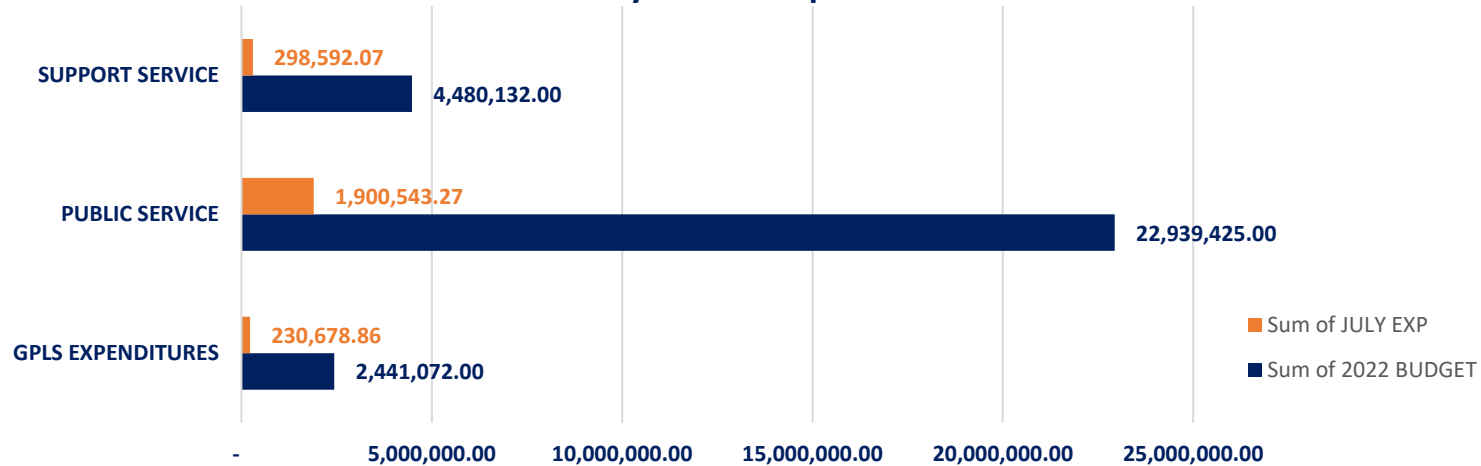
July Operating Expenses



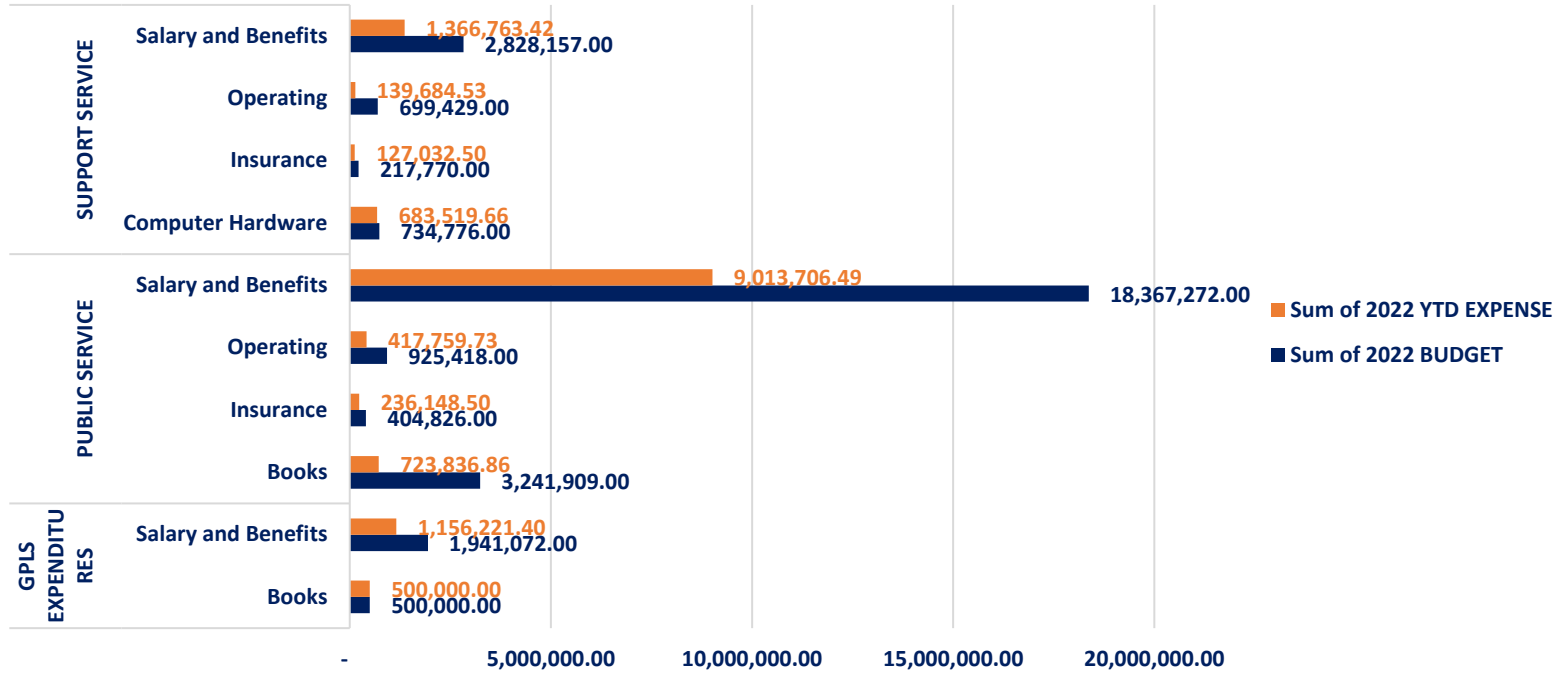
Year To Date Operating Expenses



July Overall Expenses



Year to Date Grand Total Expenses



Monthly Usage Summary - July 2022

Doc. #22-42

Activity and Description	2022		2021		YTD % +/-
	June	YTD	June	YTD	
Circulation					
Total number of items checked out of the library	215,278	1,274,518	211,310	852,427	50%
Holds					
Number of requests by patrons	49,754	319,980	45,817	383,234	-17%
Visits					
Number of people entering a library for any reason	206,568	1,174,037	139,326	299,132	292%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	62,206	314,477	20,279	36,909	752%
Number of hours of computer use	25,034	134,906	9,982	17,270	681%
Web Page Visits					
Number of times people have visited the library's websites	1,025,871	6,348,348	819,701	5,367,944	18%
Web Visitors					
Number of people who visited the library's websites	147,332	943,653	120,324	762,659	24%
Virtual Circulation					
Number of materials downloaded or streamed	123,215	788,026	109,912	773,782	2%
Virtual Circulation Users					
Number of people who downloaded or streamed	25,278	164,365	23,973	167,960	-2%
Children's programs					
Library sponsored programs offered for children (birth - 12)	330	2291	176	892	157%
Number of people attending programs	7648	38638	3675	43234	-11%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	33	258	68	235	10%
Number of people attending programs	216	1738	524	5613	-69%
Adult Programs					
Library sponsored programs offered for adults (18 +)	214	1541	89	1288	20%
Number of people attending programs	1,616	14,834	1681	126484	-88%
Programs - Total					
Library sponsored programs offered (includes all-ages not counted above)	647	4731	418	1825	159%
Number of people attending programs	10,846	68,510	2,653	24127	184%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	260	427	0	0	N/A
Number of people attending meetings or activities	3,096	4,509	0	0	N/A

* The 2022 YTD virtual circulation number was revised upward due to Hoopla.

* The 2021 YTD web page visits reflects the updated totals from Feb-Oct.

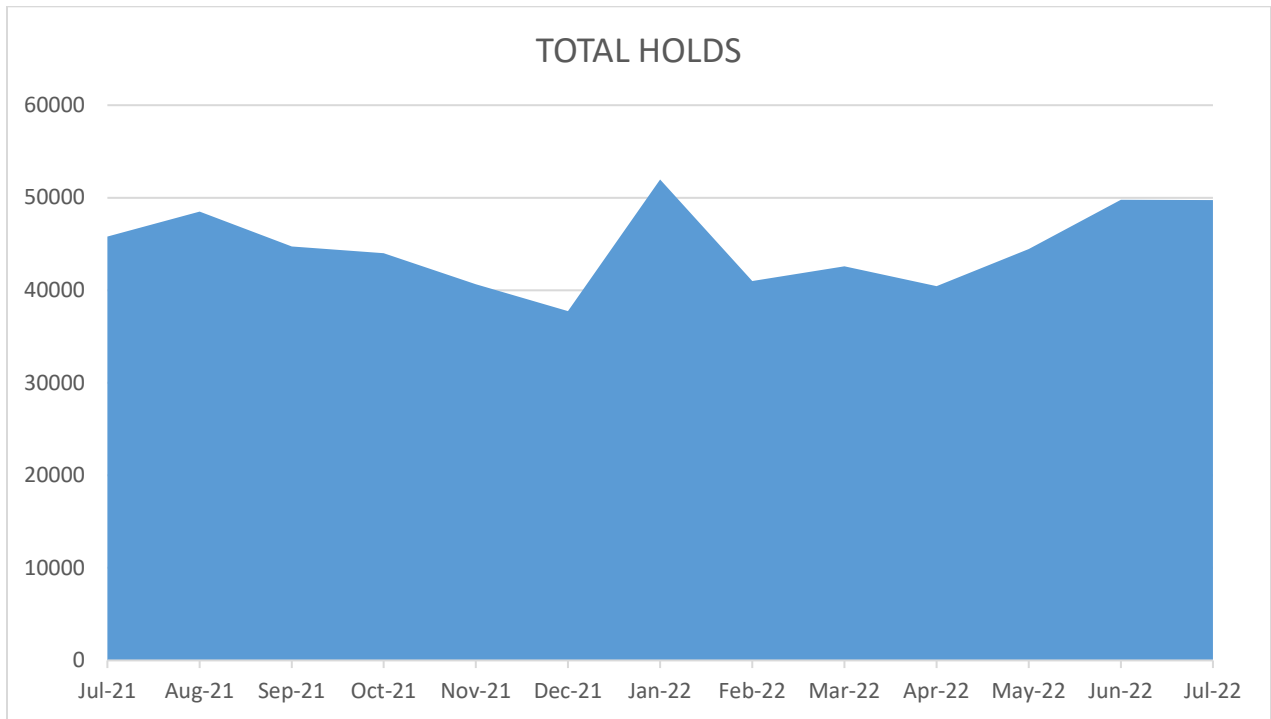
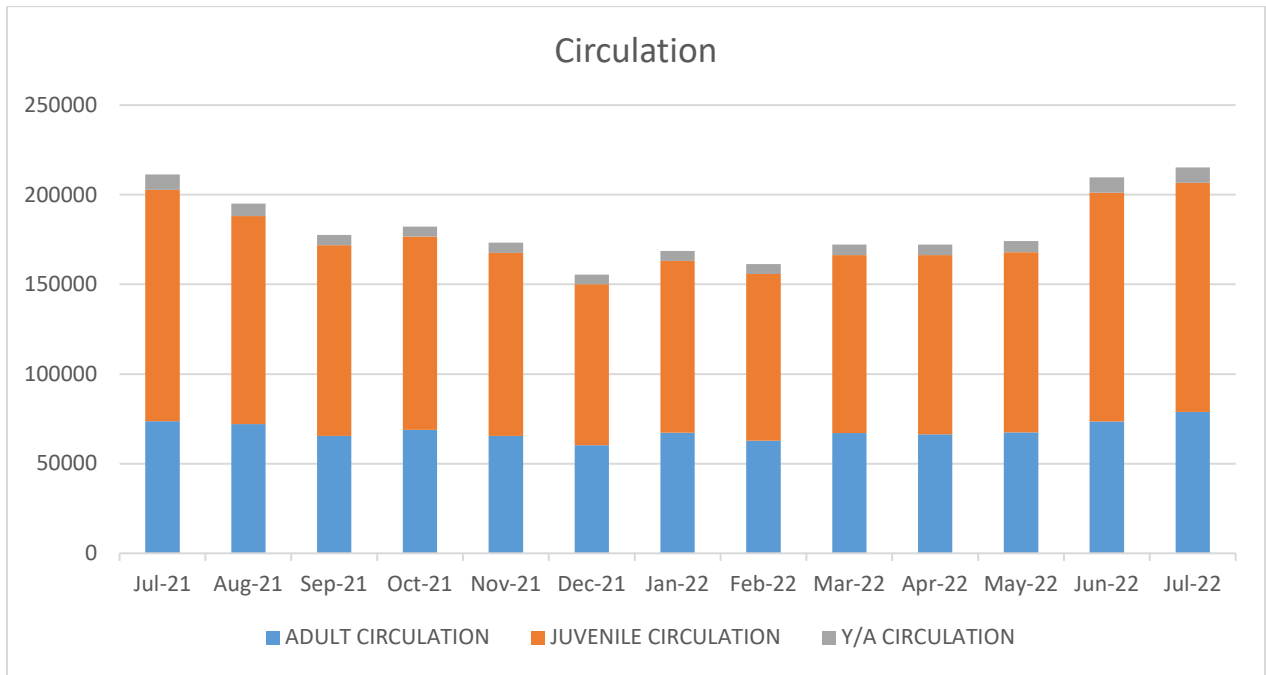
Fulton County Library System Circulation Stats - July 2022

AGENCY NAME	ADULT	JUVENILE	Y/A	OTHER	Month-2022 TOTAL	Month-2021 TOTAL	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2022 CIRC	YTD 2021 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	513	697	77	1	1,288	827	461	55.74%	6,830	3,557	3,273	92.02%
ADAMSVILLE/COLLIER HEIGHTS	628	425	58		1,111	1,088	23	2.11%	7,024	4,343	2,681	61.73%
ALPHARETTA	7,190	16,761	1,053	6	25,010	26,126	-1,116	-4.27%	142,279	96,530	45,749	47.39%
BUCKHEAD	4,261	5,421	208	10	9,900	9,254	646	6.98%	60,796	37,191	23,605	63.47%
CLEVELAND AVE	419	500	101		1,020	1,058	-38	-3.59%	5,829	8,435	-2,606	-30.90%
COLLEGE PARK	520	759	88	3	1,370	1,272	98	7.70%	9,179	4,825	4,354	90.24%
DOGWOOD	479	407	76		962	503	459	91.25%	7,572	2,839	4,733	166.71%
EAST ATLANTA	2,018	3,714	232	3	5,967	5,469	498	9.11%	37,065	22,927	14,138	61.67%
EAST POINT	560	230	57	2	849	1,139	-290	-25.46%	5,684	6,896	-1,212	-17.58%
EAST ROSWELL	5,068	7,672	346	18	13,104	14,378	-1,274	-8.86%	79,998	61,558	18,440	29.96%
EVELYN G. LOWERY @ CASCADE	868	820	93	1	1,782	1,701	81	4.76%	12,400	6,488	5,912	91.12%
FAIRBURN	660	695	56		1,411	1,156	255	22.06%	8,462	4,787	3,675	76.77%
GLADYS S. DENNARD @ SOUTH FULTON	1,053	1,693	138	1	2,885	2,668	217	8.13%	16,979	8,538	8,441	98.86%
HAPEVILLE	335	570	48	3	956	1,302	-346	-26.57%	5,527	3,361	2,166	64.45%
JOAN P. GARNER @ PONCE DE LEON	4,633	5,120	302	15	10,070	9,658	412	4.27%	65,073	44,149	20,924	47.39%
KIRKWOOD	1,527	3,553	138	2	5,220	4,736	484	10.22%	34,279	21,117	13,162	62.33%
LOUISE WATLEY @ SOUTHEAST ATLANTA	506	1,454	67		2,027	2,458	-431	-17.53%	12,507	10,319	2,188	21.20%
MARTIN LUTHER KING, JR	598	498	58		1,154	1,184	-30	-2.53%	8,275	6,185	2,090	33.79%
MECHANICSVILLE	258	184	59	3	504	577	-73	-12.65%	3,431	2,555	876	34.29%
METROPOLITAN	1,447	3,418	183	5	5,053	3,799	1,254	33.01%	29,024	15,814	13,210	83.53%
MILTON	5,335	13,710	699	6	19,750	19,724	26	0.13%	108,125	76,720	31,405	40.93%
NORTHEAST/SPRUILL OAKS	2,754	7,335	567	2	10,658	13,760	-3,102	-22.54%	65,686	48,703	16,983	34.87%
NORTHSIDE	3,356	5,270	292	3	8,921	8,706	215	2.47%	56,827	32,386	24,441	75.47%
NORTHWEST @ SCOTTS CROSSING	1,074	2,335	173	1	3,583	3,302	281	8.51%	23,244	15,864	7,380	46.52%
OCEE	5,228	14,318	1,323	11	20,880	19,670	1,210	6.15%	114,879	78,002	36,877	47.28%
PALMETTO	537	794	61		1,392	1,073	319	29.73%	8,178	4,837	3,341	69.07%
PEACHTREE	2,956	2,054	188	11	5,209	4,250	959	22.56%	34,263	25,468	8,795	34.53%
ROSWELL	6,249	9,973	552	8	16,782	18,293	-1,511	-8.26%	100,111	72,058	28,053	38.93%
SANDY SPRINGS	7,477	13,054	621	9	21,161	22,742	-1,581	-6.95%	124,416	89,289	35,127	39.34%
WASHINGTON PARK	490	712	59		1,261	1,362	-101	-7.42%	8,698	5,277	3,421	64.83%
WEST END	633	694	94		1,421	1,521	-100	-6.57%	8,889	6,920	1,969	28.45%
WOLFCREEK	1,385	2,314	294	3	3,996	2,802	1,194	42.61%	23,039	14,408	8,631	59.90%
BRANCHES TOTAL	71,015	127,154	8,361	127	206,657	207,558	-901	-0.43%	1,234,568	842,346	392,222	46.56%
CENTRAL	1,849	556	185	5	2,595	593	2,002	337.61%	20,718	2,744	17,974	655.03%
OUTREACH SERVICES		8			8	9	-1	-11.11%	25	53	-28	-52.83%
AUBURN AVENUE RESEARCH	6,018				6,018	3,150	2,868	91.05%	19,207	7,284	11,923	163.69%
SYSTEM TOTAL	78,882	127,718	8,546	132	215,278	211,310	3,968	1.88%	1,274,518	852,427	422,091	49.52%

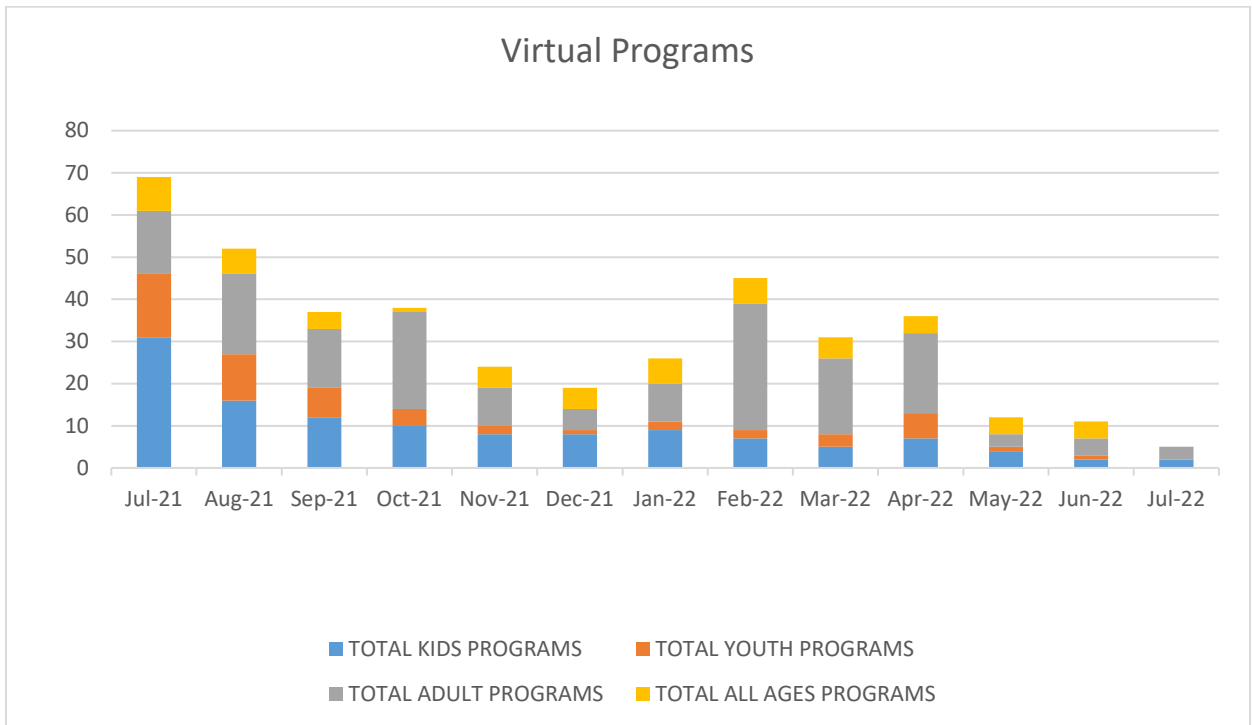
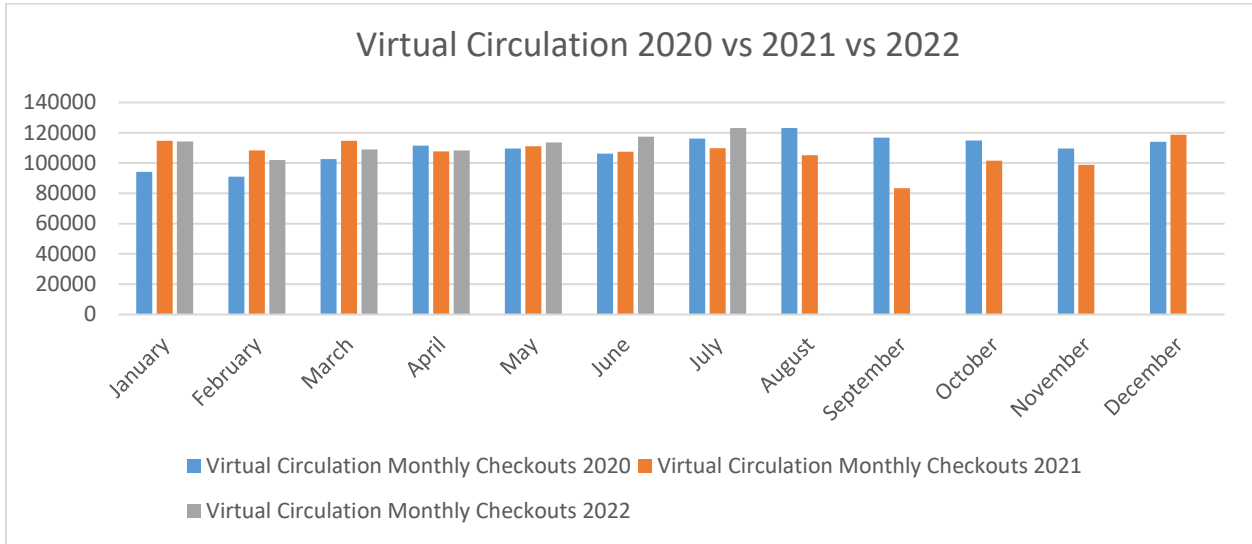
FULTON COUNTY LIBRARY SYSTEM STATS AT A GLANCE - JULY 2022

AGENCY NAME	CIRCULATION	REGISTRATIONS	USAGE	VISITS	PROGRAMS	ATTENDANCE	MEETINGS	ATTENDANCE	REGISTRATIONS
ADAMS PARK	1,288	88	2,318	4,074	17	234	0	0	0
ADAMSVILLE/COLLIER HEIGHTS	1,111	50	2,055	3,254	13	115	1	12	1
ALPHARETTA	25,010	705	1,635	12,615	46	974	15	361	15
BUCKHEAD	9,900	675	1,903	7,223	26	897			
CLEVELAND AVE	1,020	48	908	2,200	7	49	7	50	
COLLEGE PARK	1,370	91	2,278	3,395	20	241	5	20	34
DOGWOOD	962	38	820	2,904	13	214	11	75	4
EAST ATLANTA	5,967	271	1,313	8,945	10	259	4	72	0
EAST POINT	849	146	3,059	5,376	11	150	2	10	1
EAST ROSWELL	13,104	356	891	6,090	35	600	7	67	0
EVELYN G. LOWERY @ CASCADE	1,782	141	1,743	5,929	14	251	11	349	
FAIRBURN	1,411	115	645	2,539	2	2	11	21	8
GLADYS S. DENNARD LIBRARY @ SOUTH FULTON	2,885	197	2,306	6,387	11	151	14	135	0
HAPEVILLE	956	42	1,261	3,143	15	246	15	115	0
JOAN P. GARNER @ PONCE DE LEON	10,070	414	4,934	6,056	4	82	1	6	0
KIRKWOOD	5,220	195	408	3,916	14	309	1	8	2
LOUISE WATLEY LIBRARY @ SOUTHEAST ATLANTA	2,027	73	2,011	2,697	5	54			
MARTIN LUTHER KING, JR	1,154	85	827	1,700	7	10	1	8	0
MECHANICSVILLE	504	35	1,059	1,538	2	41	7	171	1
METROPOLITAN	5,053	166	2,726	4,949	27	481	59	396	0
MILTON	19,750	345	552	6,550	59	853	4	28	3
NORTHEAST/SPRUILL OAKS	10,658	265	389	5,309	33	1,076	1	3	0
NORTHSIDE	8,921	254	566	9,999	16	183	1	8	0
NORTHWEST @ SCOTTS CROSSING	3,583	146	1,973	4,709	13	171	2	20	2
OCEE	20,880	539	611	10,173	25	418	4	57	1
PALMETTO	1,392	54	345	1,679	9	122	10	220	0
PEACHTREE	5,209	349	1,517	2,061	7	50			
ROSWELL	16,782	470	1,665	12,124	38	926	3	33	3
SANDY SPRINGS	21,161	591	2,809	18,354	48	947	7	58	6
WASHINGTON PARK	1,261	40	1,950	3,879	9	93	2	22	2
WEST END	1,421	85	1,746	4,381	34	223	1	0	0
WOLFCREEK	3,996	194	795	21,381	37	243	10	405	0
BRANCHES TOTAL	206,657	7,263	50,018	195,529	627	10,665	231	2,730	83
CENTRAL	2,595	288	12,145	11,039	15	121	23	144	2
VIRTUAL PROGRAMS					5	60			
OUTREACH VIRTUAL PROGRAMS	8	3			0	0			
AUBURN AVENUE RESEARCH	6,018	1	43	0	0	0	6	222	0
SYSTEM TOTAL	215,278	7,555	62,206	206,568	647	10,846	260	3,096	85

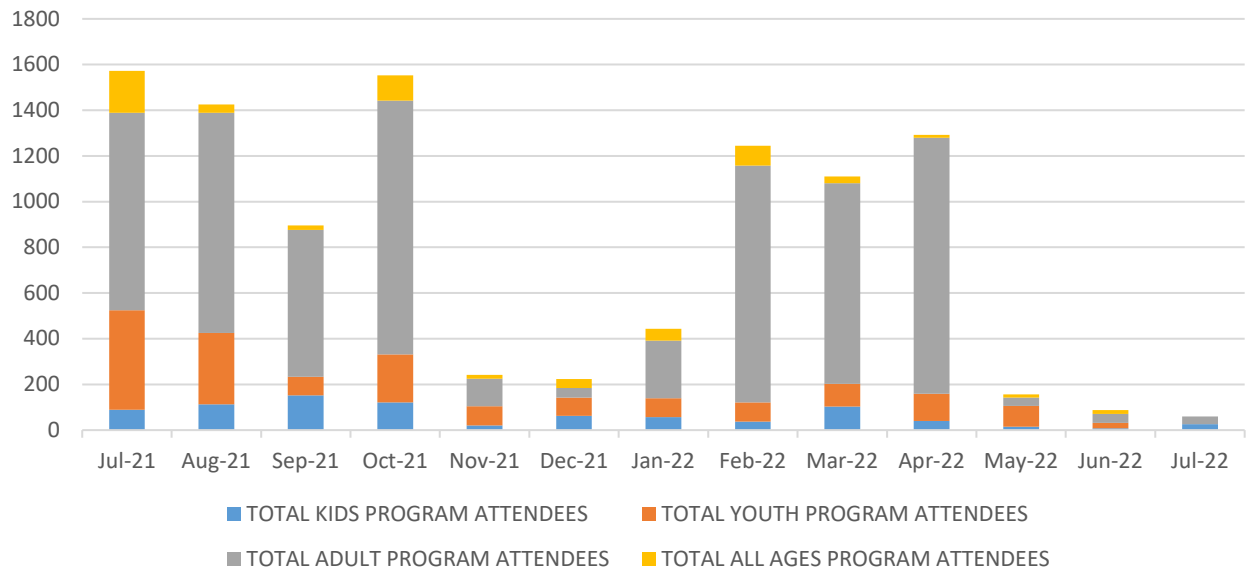
July 2022 Executive Summary – Charts



January 2022 virtual circulation and virtual circulation users numbers were revised upward due to Hoopla.



Virtual Program Attendance





Revised Fulton County Library System 2022 HOLIDAY/CLOSING CALENDAR

DATE	DAY OF THE WEEK	HOLIDAY	DESCRIPTION
January 1, 2022	Saturday	New Year's Day	Holiday – Library Closed
January 2, 2022	Sunday	New Year's Day	Holiday – Library Closed
January 3, 2022	Monday	New Year's Day	Holiday – Library Closed (Fulton County Closed)
January 17, 2022	Monday	Martin Luther King, Jr.	Holiday – Library Closed (Fulton County Closed)
February 21, 2022	Monday	President's Day	Holiday – Library Closed (Fulton County Closed)
April 17, 2022	Sunday	Easter	Holiday – Library Closed
May 30, 2022	Monday	Memorial Day	Holiday – Library Closed (Fulton County Closed)
June 19, 2022	Sunday	Juneteenth Day	Holiday – Library Closed
June 20, 2022	Monday	Juneteenth Day	Holiday – Library Closed (Fulton County Closed)
July 4, 2022	Monday	Independence Day	Holiday – Library Closed
September 5, 2022	Monday	Labor Day	Holiday – Library Closed (Fulton County Closed)
November 11, 2022	Friday	Veterans Day	Holiday – Library Closed (Fulton County Closed)
November 23, 2022	Wednesday	Thanksgiving Holiday	Library Closes at 6:00 p.m.
November 24, 2022	Thursday	Thanksgiving Holiday	Holiday – Library Closed (Fulton County Closed)
November 25, 2022	Friday	Thanksgiving Holiday	Holiday – Library Closed (Fulton County Closed)
December 23, 2022	Friday	Christmas Holiday	Holiday – Library Closed (Fulton County Closed)
December 24, 2022	Saturday	Christmas Holiday	Holiday – Library Closed
December 25, 2022	Sunday	Christmas Holiday	Holiday – Library Closed
December 26, 2022	Monday	Christmas Holiday	Holiday – Library Closed (Fulton County Closed)
December 30, 2022	Friday	New Year's Day Holiday	Holiday – Library Closed (Fulton County Closed)
December 31, 2022	Saturday	New Year's Day Holiday	Holiday – Library Closed
January 1, 2023	Sunday	New Year's Day Holiday	Holiday – Library Closed
January 2, 2023	Monday	New Year's Day Holiday	Holiday – Library Closed (Fulton County Closed)

Revised to cancel Staff Development Day that was scheduled for Monday, October 17, 2022. The FCLS will be open.

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE FULTON COUNTY LIBRARY SYSTEM TO APPROVE THE FULTON COUNTY LIBRARY SYSTEM STRATEGIC PLAN AND ITS MAIN OBJECTIVES OF EARLY LITERACY, ECONOMIC DEVELOPMENT AND DIGITAL INCLUSION AND LITERACY

WHEREAS, the Atlanta-Fulton Public Library Foundation contracted with and funded the services of Greenway Strategy Group to lead a process for the development of a comprehensive strategic plan for the Fulton County Library System focusing on programs and materials to leverage the impact and community use of the recently updated library facilities, AND

WHEREAS, the strategic planning process included interviews with community leaders, community comment, and participation on the strategic planning steering committee by the leadership of the Fulton County Library including Executive Director Gayle Holloman (“Library System”) and members of the Atlanta-Fulton Public Library Foundation (“Foundation”) and Fulton County Library System Board of Trustees (“Trustees”), who have involved and informed all Trustees of the progress on the Library System Strategic Plan (“Strategic Plan”),

NOW, THEREFORE BE IT RESOLVED BY THE FULTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES that the Trustees approve the Fulton County Library System Strategic Plan and its main objectives of early literacy, economic development and digital inclusion and literacy.

ADOPTED BY THE Fulton County Library System Board of Trustees this 24th day of August 2022

D. Chip Joyner, Chair, Fulton County Library System Board of Trustees