



**FULTON
COUNTY**
LIBRARY
SYSTEM

BOARD OF TRUSTEES

MEETING
INFORMATION PACKET

SEPTEMBER 27, 2023



**FULTON
COUNTY
LIBRARY
SYSTEM**

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**FULTON COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
SEPTEMBER 27, 2023 - 4:00 P.M.**

AGENDA

- I. Call to Order
- II. Public Comments
- III. Adoption of Agenda* Doc. #23-45
- IV. Approval of Minutes - August 23, 2023* Doc. #23-44
- V. Chairman's Report
- VI. Work Orders Report - Paul Kaplan
- VII. Director's Reports Doc. #23-48
 - Library Services and Trends
 - Monthly Financial Report Doc. #23-46
 - Monthly Usage Summary Doc. #23-47
- VIII. Unfinished Business Doc. #23-49
 - A. Central Library - Update
 - B. AFPL Foundation M.O.U. - Update
 - C. Programming Policy*
- IX. New Business
 - A. Bylaws - Board of Trustees Attendance by Teleconference and Attendance Generally - Discussion
- XI. Adjournment

*Action is anticipated on this item

Doc. #23-44



**FULTON
COUNTY
LIBRARY
SYSTEM**

FULTON COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

AUGUST 23, 2023 – 4:00 P.M.



Members Present: Borders, Priscilla - Chair
Denson, Damian J.
Jordan, Linda
Joyner, D. Chip
Kaplan, Paul
Piontek, Joe - via Zoom
Radakovich, Nina - Vice Chair
Rice, Beverly

Also In Attendance: Holloman, Gayle H. - Executive Director
Claxton, Zenobia - Assistant to the Director's Office

Guests: 4 Virtual Attendees

Board Chair Priscilla Borders called the meeting to order at 4:01 p.m.

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CALL TO ORDER

CHAIR PRISCILLA BORDERS: Good afternoon, everyone, it's 4:01. We're going to start today's Board of Trustees meeting. My name's Priscilla Borders, I'm the Board Chair, and I'm going to call the meeting to order. Mrs. Claxton, do we have any public comments?

PUBLIC COMMENTS

MRS. ZENOBIA CLAXTON: We do not have any public comments at this time.

CHAIR PRISCILLA BORDERS: Thank you so much. Before we move on to the agenda, I would like to let everybody know that the agenda proposed for you, we're going to remove one item on the agenda, the Executive Session. We will not go into Executive Session today. So, with that change in mind with the agenda, may I have a motion to approve the agenda if there's not any other additions or corrections on the agenda?

23-40 ADOPTION OF AGENDA - AUGUST 23, 2023**MOTION**

MR. D. CHIP JOYNER: So, moved.

MS. BEVERLY RICE: Second.

CHAIR PRISCILLA BORDERS: Thank you. We have two, all those in favor of the agenda, aye.

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any opposed? Great. So, the next thing we're moving on to is, we have -- this is today's agenda. Now procedurally, we have to approve -- because we had an issue with not enough Board members present at the last Board meeting. We did discuss there, the July agenda and July minutes. So, we need to sort of backtrack and approve that agenda we had in July and those minutes.

23-35 APPROVAL OF AGENDA - JULY 26, 2023**MOTION**

CHAIR PRISCILLA BORDERS: So, may I have a motion to approve the July 26, 2023, meeting agenda?

MR. PAUL KAPLAN: So, moved.

MS. BEVERLY RICE: Second.

CHAIR PRISCILLA BORDERS: All those in favor of adopting those -- that agenda for July, signify by aye.

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any opposed? Thank you. So, in correlation with the July meeting agenda, we had the -- we also had the minutes for July 26, 2023, that needs to be approved today. Any questions or any corrections with those minutes? If not, I entertain a motion to adopt July 26, 2023, minutes.

23-39 APPROVAL OF MINUTES - JULY 26, 2023**MOTION**

MR. PAUL KAPLAN: So, moved.

MR. D. CHIP JOYNER: Second.

CHAIR PRISCILLA BORDERS: All those in favor signify --

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any objections or nays? Thank you. So now, let's move on to --

MR. D. CHIP JOYNER: Chair?

CHAIR PRISCILLA BORDERS: Yes.

MRS. ZENOBIA CLAXTON: We have to vote on the June minutes.

CHAIR PRISCILLA BORDERS: The June minutes?

MRS. ZENOBIA CLAXTON: Right.

CHAIR PRISCILLA BORDERS: Okay. So you want -- okay, the June. Thank you for that.

MRS. ZENOBIA CLAXTON: June is when we didn't have enough in the quorum.

CHAIR PRISCILLA BORDERS: Okay. So, let's backtrack. Let's go back to June 28, 2023 minutes. So that's, okay, June 28, 2023, minutes that's -- any corrections on those minutes? If not, I entertain a motion to adopt.

23-34 APPROVAL OF MINUTES - JUNE 28, 2023

MOTION

MS. BEVERLY RICE: So, moved.

MR. D. CHIP JOYNER: Second.

CHAIR PRISCILLA BORDERS: Okay. All those in favor of adopting June 28, 2023, signify by saying, aye.

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any objections? Thank you. So now we're going to move on to July; is that --

MRS. ZENOBIA CLAXTON: You already voted on July --

CHAIR PRISCILLA BORDERS: July, okay.

MRS. ZENOBIA CLAXTON: So now, we can move on.

CHAIR PRISCILLA BORDERS: Just making sure, okay. Okay. I just wanted to make sure. So --

MR. D. CHIP JOYNER: Question.

CHAIR PRISCILLA BORDERS: Yes.

MR. D. CHIP JOYNER: Madam Chair.

CHAIR PRISCILLA BORDERS: Yes.

MR. D. CHIP JOYNER: Just -- okay. The Zoom, if a Board member is in Zoom, are they considered present or not present?

CHAIR PRISCILLA BORDERS: My understanding from what was explained to the Attorney, if you -- if you were attending Zoom based upon a valid reason that's within our rules, you can vote. The only reason that we could not pass anything, we have five Board members, but Damian is not a voting member.

MR. D. CHIP JOYNER: Okay. So, where I showed up via Zoom, my vote couldn't count?

MR. DAMIAN DENSON: I recall the Attorney saying it'll have to be due to illness or a Fulton County notated emergency --

CHAIR PRISCILLA BORDERS: Right.

MR. DAMIAN DENSON: -- like, COVID. So travel, business, didn't apply.

MR. JOE PIONTEK: Doesn't count. Right.

CHAIR PRISCILLA BORDERS: Right. I don't have the Board rules with me. But I -- there's -- it was very specific on what would count as an excused absence where you could not be here, but you would be joining virtually, and you could still vote.

MR. D. CHIP JOYNER: Okay.

MR. JOE PIONTEK: I just miss you all.

MRS. NINA RADA KOVICH: I have the bylaws here --

CHAIR PRISCILLA BORDERS: Okay.

MRS. NINA RADA KOVICH: -- if you want me to look at them.

CHAIR PRISCILLA BORDERS: Yes.

MRS. NINA RADA KOVICH: I think teleconference, you can't vote except in an emergency. But if your absence is excused if you're out of the jurisdiction, I think that's what --

CHAIR PRISCILLA BORDERS: But the question is, if -- but there needs to be a reason why you're absent. I mean, and then that you could still vote.

MR. DAMIAN DENSON: Right.

CHAIR PRISCILLA BORDERS: Just because you're virtual, does not mean you could vote in all instances. We just need to know when those instances are excused and you can still vote.

MR. DAMIAN DENSON: Right.

MR. D. CHIP JOYNER: Okay. So you're present, but you may not be able --

CHAIR PRISCILLA BORDERS: Correct, right.

MR. JOE PIONTEK: What I heard the Attorney say was that, the Zoom people cannot vote.

MRS. NINA RADA KOVICH: Participation by teleconference when a quorum is present in person, a member may participate by teleconference if necessary due to reasons of health or absence from the jurisdiction. Absent emergency conditions or the written opinion of a health professional that reasons of health prevent a member's physical presence, no member shall participate by teleconference, pursuant to this subsection, more than twice in one calendar year. Then it says: However, in the event library facilities are closed to the public because of declaration of a state of emergency, the Board of Trustees shall be authorized to meet by videoconference or teleconference as long as such meeting allows contemporaneous public access. So it's a little confusing.

CHAIR PRISCILLA BORDERS: But based upon -- based upon your question and what we're reading here, Nina and I will get clarity about that, basically what those two conditions are. Because I know health is one, and that the only question I have, if you're out of the jurisdiction, does that mean just because you're not here? Now, what is jurisdiction?

MR. DAMIAN DENSON: Yes, yes.

CHAIR PRISCILLA BORDERS: So, I think there's -- it's a ripple effect. You ask one question, ten come up. So, yes.

MR. D. CHIP JOYNER: So, can I ask, I can't remember why I did it via Zoom, but I imagine I wasn't feeling well.

CHAIR PRISCILLA BORDERS: That one, I remember the Attorney was here, and she said that you had an excused --

MR. D. CHIP JOYNER: Okay.

CHAIR PRISCILLA BORDERS: -- and then that one, you're permitted to vote. I remember she did say that.

MR. D. CHIP JOYNER: Okay, and we still didn't have a quorum?

MR. PAUL KAPLAN: I was there too, I was on Zoom.

MR. DAMIAN DENSON: I remember, it was just me -- it was just three of us here.

MR. PAUL KAPLAN: It was three of us on Zoom.

CHAIR PRISCILLA BORDERS: Yes.

MR. DAMIAN DENSON: Yes.

CHAIR PRISCILLA BORDERS: But we'll get clarity. We'll get clarity on that. We'll ask for written clarity.

MS. LINDA JORDAN: Sorry, I was a little late, but have a question. I missed most of that, but my question is, I travel often. So are we saying that if I'm traveling, I need to be on Zoom, I can't vote? Is that what we're saying?

CHAIR PRISCILLA BORDERS: We're going to get clarity because another thing that's brought in here, technically, you can't be on Zoom for twice in a calendar year. That, I didn't know. So, Joe, I don't know. So we'll --

MR. JOE PIONTEK: More than twice.

CHAIR PRISCILLA BORDERS: Yes.

MR. JOE PIONTEK: You said more than twice. This is my second time and my last.

CHAIR PRISCILLA BORDERS: Right.

MR. JOE PIONTEK: I'll be there in person next month.

CHAIR PRISCILLA BORDERS: So, we will get clarity for that provision of the rules.

MRS. NINA RADAKOVICH: If we determine that this is unreasonable, we could amend the bylaws.

CHAIR PRISCILLA BORDERS: Right. Okay. So what we'll actually follow up with everybody regarding clarity on this particular question. Any other questions?

MR. D. CHIP JOYNER: Thank you.

CHAIR PRISCILLA BORDERS: Thank you. So, I do not have a Chairman's report to share today, so we're going to move onto work order reports from Mr. Paul Kaplan.

WORK ORDERS REPORT

MR. PAUL KAPLAN: Okay. Work order reports from July 1st to the end of July, we had a total of 179 work orders that were put in. Out of 179, 146 were completed, was about 82 percent completion, which was done very well. As far as what it is, it's everything from HVAC, plumbing, electrical, security. If you remember I told you, I'm following security for the last two months. Well then I had this surgery, and I really can't see very well. As you can see, I have two glasses, I have nothing in here, nothing -- oh, no, that's my other glasses, these are these over here. So I will do that as soon as I can, as soon as I get in to it. But as far as security had, we have five, ten, 15, 20, 25, 30, 33 security work orders. Some of these were life safety, some of these were security alarms, quite a few security alarms for that month. Fire alarms, we had -- God, they had a lot, they had -- there was an AED, which is for some reason, some of those weren't working. The life-safety AED, I forget exactly what it stands for. But for the life safety --

MRS. NINA RADAKOVICH: Automated --

MR. PAUL KAPLAN: Yes, automatic --

MRS. NINA RADAKOVICH: -- electronic defibrillator.

MR. PAUL KAPLAN: Do they test them? I was going to ask --

MRS. GAYLE H. HOLLOMAN: There's supposed to test them. In fact, there's something wrong with --

MR. PAUL KAPLAN: They did test them, but eight of them -- eight of them failed.

MRS. GAYLE H. HOLLOMAN: Okay. Mr. Ayers has been assigned to work to look into at all of that.

MR. PAUL KAPLAN: Okay.

MRS. GAYLE H. HOLLOMAN: Yes.

MR. PAUL KAPLAN: All right.

MRS. GAYLE H. HOLLOMAN: To make sure that they are working on, that we get the maintenance done on them.

MR. PAUL KAPLAN: Okay. That's the reason why it showed up as a work order.

MRS. GAYLE H. HOLLOMAN: Some of them might have to be replaced.

MRS. NINA RADAKOVICH: They wear out --

MRS. GAYLE H. HOLLOMAN: Some have been there for a long time.

MRS. NINA RADAKOVICH: -- after a few years, yes.

MRS. GAYLE H. HOLLOMAN: Some have been there for a while.

MS. LINDA JORDAN: Question, so would that be a liability if we don't? Because we're saying we have them on, on site?

MRS. GAYLE H. HOLLOMAN: Well, it's definitely a liability not to have them working. So, that's why I had mentioned them about a month or so ago, about looking into that.

MR. PAUL KAPLAN: So that and the security alarms, there was almost --

MRS. GAYLE H. HOLLOMAN: We don't know what's happening with some of these security alarms. They are going off.

MR. PAUL KAPLAN: They're going off. There was ten of them last month.

MRS. GAYLE H. HOLLOMAN: We had one here at Central, a fire alarm about two weeks ago, and it was just very weird. The firemen came, and they said that the moment they came in, somehow, they were able to identify the fact that someone had pulled the alarm falsely. It was a false alarm. It was just amazing.

MR. PAUL KAPLAN: Last month, we had nine of them, nine fire alarms last month, several. Once I get this together, I'll have the list of all the libraries that were involved with it. We'll see where it goes.

CHAIR PRISCILLA BORDERS: For clarity, that's nine false fire alarms?

MR. PAUL KAPLAN: Yes.

CHAIR PRISCILLA BORDERS: Now, for the security alarms that, they're just going off?

MR. PAUL KAPLAN: They're going off.

MRS. GAYLE H. HOLLOMAN: They're going off.

MR. PAUL KAPLAN: Yes.

CHAIR PRISCILLA BORDERS: Just on their own, no provocation?

MR. PAUL KAPLAN: I don't know. All I know -- all I could see on my report is I can't tell you what they did, but I only can tell you it was completed. In all instances this year, all of these things were completed immediately. So I don't know what the details were.

MRS. GAYLE H. HOLLOMAN: Sometimes it's the cleaning crew will leave and not set the alarm, things of that nature. I didn't know it was nine, I knew about the one here. So we just need to figure out what's happening.

MR. PAUL KAPLAN: Yes.

MS. LINDA JORDAN: So, I have a question. With the security cameras, can they be positioned to just around the fire alarms, so you could see who might be pulling them?

MRS. GAYLE H. HOLLOMAN: Well, I don't know that -- they're positioned in various places.

MS. LINDA JORDAN: Right.

MRS. GAYLE H. HOLLOMAN: And can sometimes pick up, but I don't know that there's one on --

MS. LINDA JORDAN: That you could see, like, from the angle of the fire alarm, is my question.

MRS. GAYLE H. HOLLOMAN: I don't know.

MS. LINDA JORDAN: Okay.

MRS. GAYLE H. HOLLOMAN: We'd have to look at that.

MR. PAUL KAPLAN: They would have to go look, go into the tape and take a look at it and see what's going on. That would take a lot of work because unless they have the timeline of when that thing was done. Otherwise, they're going through a lot of stuff on there, so --

MS. LINDA JORDAN: Got you.

MR. PAUL KAPLAN: That's -- anybody got any questions? I'm certainly --

CHAIR PRISCILLA BORDERS: My other question with regarding the alarms, is it more prevalent in one library or certain libraries, or it's just --

MR. PAUL KAPLAN: That's what I'm doing. I'm --

CHAIR PRISCILLA BORDERS: Okay.

MR. PAUL KAPLAN: -- I have a -- I have two months' worth right now on the -- I typed up two months. I got two months with this one to put together now. We'll share with everybody, and we'll find out exactly which one. It could be one specific library. If it is, then maybe somebody's pulling it. Something's happening to it. We don't know.

CHAIR PRISCILLA BORDERS: Okay. So the other question I have is the heating and air. Is that any issues with --

MR. PAUL KAPLAN: Heating and air, we had 36 work orders last month. It's amazing that it's only 36. Because with this temperature as extreme as it is --

MRS. GAYLE H. HOLLOMAN: Well, we've had four this week. Roswell --

MR. PAUL KAPLAN: Well, I have --

MRS. GAYLE H. HOLLOMAN: -- Sandy Springs.

MR. PAUL KAPLAN: I haven't gotten this month's yet, we'll get to --

MRS. GAYLE H. HOLLOMAN: Roswell, Sandy Springs, Cascade, and Northeast Spruill Oaks.

MR. PAUL KAPLAN: Well, Northeast Spruill Oaks had problems, and they did repair one of them. I went over there, and so they must have had it again then.

MRS. GAYLE H. HOLLOMAN: Right, and Roswell had it today, Sandy Springs, today. Cascade, the thought they had it fixed, but they had to go back out today. So we just have a lot of things happening.

MR. PAUL KAPLAN: I did call the person that was ahead of HVAC. I can't think of the gentleman's name. I called him and he didn't know who I was. Of course, he wouldn't know, because I never met him, and I told him what happened. He said, what's your name? I said, well, I checked the outlet pressure on the vent. Normally, we're at 78 degrees. I said, it's warm, as the air conditioning was working fine in the building. It was 63 coming out, and he did fix it. He did get out, he got somebody out right away and took care of it.

MRS. GAYLE H. HOLLOMAN: Okay. They've been sending someone out pretty quickly.

MR. PAUL KAPLAN: Oh, they send them out.

MRS. GAYLE H. HOLLOMAN: Yes.

MR. PAUL KAPLAN: They do come out and they do repair it.

MRS. GAYLE H. HOLLOMAN: The same day.

MR. PAUL KAPLAN: Yes.

MRS. GAYLE H. HOLLOMAN: In just 30 minutes to an hour. So that's been really good

--

MR. PAUL KAPLAN: So, things are getting done. It's just, it's annoyance.

MRS. GAYLE H. HOLLOMAN: Yes, very good (indiscernible).

CHAIR PRISCILLA BORDERS: Does anyone have any questions or comments for Mr. Kaplan? If not, again, thank you, Mr. Kaplan for keeping us apprised with ongoing maintenance and work orders. So then we'll proceed to Director's Reports.

23-43 DIRECTOR'S REPORTS

LIBRARY SERVICES AND TRENDS

23-41 MONTHLY FINANCIAL REPORT

23-42 MONTHLY USAGE SUMMARY

MRS. GAYLE H. HOLLOMAN: Okay. Well, good afternoon, everybody, glad to see everyone. Starting with Library Services and Trends, I want to bring to your attention that our Summer Reading Program really did well this year. We have some, of course, loss in participation due to COVID, and then we came back, of course. Last year, we have -- we've actually exceeded what we did last year. This year, we had 10,152 participants. That's all ages, children, teens, and adults, and that's over 7296 last year. So we increased by about 3,000 over last year. So that's really quite an improvement and we're proud of it. Because we did lose a lot during COVID when people were not able to come in, attend programs, and all of those things kind of fell by the wayside. We're working really, really hard to improve that even more. The situation is that when our numbers are good, because we're the largest library system in the state, it helps the state's numbers for summer reading because we're all a part of the overall Summer Reading Program. So I'm not sure how our numbers have affected it yet because we won't have that report until probably another six to eight weeks from the state. So we don't know quite how we fit in with them yet, but it is a major improvement. Any questions on any of that? We did have winners of all ages, children received prizes, even note that we had two adults who received Kindles, and they participated this time. So there again, we're very proud of what's going on. The Auburn Avenue Research Library staff is still working to hire those people who are going to help them with setting up the Mellon Foundation Grant so that we can go ahead and digitize those collections that we were unable to digitize. So they're working very diligently with that. The One Book, One Read is still working real hard to get to the final day, which is September 30th. Then we're still working on the Children's Book Festival, which comes the middle of October. We're just very proud of all the people who are working to partner with us, and the Foundation's support and all of the people that they've introduced us to that are making those things happen. We're working on the summer -- the Staff Development Day, which comes up in October. So there are a lot of things keeping staff busy. Then regular day-to-day helping of people on computers, helping people find what they need regarding -- in regard to jobs as well as just getting services that they need online. Our -- I'm happy to again report that our Social Worker, Jovita Fenwick, is doing an excellent job. The other day, she was -- a letter or an email of accommodation was set on her behalf from one of our Sergeants of the Fulton County Police Department, talking about who he watched her talk with a gentleman. They had come to get her from the first floor, letting her know that there was a man who said that he was feeling that he didn't want to be here anymore, and she talked him through it right

there. He said, well, he can't go anywhere, nobody will take him in. His mother wouldn't take him, his father wouldn't take him. So she said, well, give me their number. So she called the mother, the mother said, no. But the father said, well, I'm in Tennessee, I can't get him, but if he can get here, it'll be fine. So somehow, she has connections, she was able to get a Greyhound bus ticket for him and at 5:00 o'clock that evening, he was on the train -- or the bus, rather, to go to Nashville --

MR. D. CHIP JOYNER: Oh, wow, that's great.

MRS. GAYLE H. HOLLOMAN: -- to be with his father. So, it's just lots of successful things like that that she's able to accomplish, and it's made all the difference. So he was very -- he watched that himself, one of our Sergeants, and was just so impressed by it. So we were very excited to hear that. It might just be one person, but that's still one less person --

MS. BEVERLY RICE: Right.

MRS. GAYLE H. HOLLOMAN: -- that's on the street that hopefully will make it beyond that. So that was a real positive thing. Our financial report, we're at 57 percent expenditures so far, our encumbrances, and we're looking at not leaving any money on the table. Of course, you realize that a lot of our expenditures have to do with our salaries and benefits. Right now, we're at 39 positions that need to be filled still. We have four that will be coming on by the end of this month. So that will take us, of course, down to what is that? 35. So we're still working hard. We're setting up some interviews next week for the Social Services Coordinator. So that'll give her some assistance. We've got others that we're working to get done. So we're still hoping to get all those filled. We're still working with the Fulton County plan, which is the staggered hiring. But even with that, we're making headway. So I'm glad that we're no longer in the 70s as we were.

MS. LINDA JORDAN: That's right.

MRS. GAYLE H. HOLLOMAN: Okay. Our monthly usage summary, we're very proud of the fact that we're going up in all areas, and we're staying constant with people coming in, coming to programs. Particularly, children's programming has picked back up. We are having some difficulty hiring Children's Librarians. In fact, we have 13 vacancies right now, so that's a great concern. But we're going to be talking with some of the schools that we know people tend to go to, Valdosta State as well as Florida State online, to try and see what sort of partnership opportunities might exist so that we can encourage people to apply for the jobs here. We have a study that was done by our HR Department about all of our various positions and how we are -- whether or not we're competitive, and we're not in this market right -- in this general area. So we're looking at all that and we're trying to figure out which way to go once we've got this knowledge. Now that we've got this knowledge that we've got to do something about, how we're -- how competitive we are not among the ones here in this area of Metropolitan Atlanta. Any questions about any of that or any things you've seen? A lot -- lot of programs are going on. We have a lot of wonderful partnerships. The Magistrate Court under Judge Kirk is doing a lot of programming throughout the Library System. They're -- what they're doing is that, letting people know about small claims, warrants, and garnishments and things like that. Because the average person does not really fully get all that. So they started kind of small last -- well, last three months or so, and now it has gone out to lots of our -- a lot more of our branches. We're just very, very happy for that partnership and that opportunity. Judge Kirk is just very much a part of one to make sure that people are

informed. We found that with a lot of our -- with a lot of the people over throughout the county. I think what's happening now is that a lot more of our Administrators are really reaching out and others are reaching out to us for partnership opportunities. They see the real value of how we could partner make a difference. Of course, we don't have the legal know how, but we can put the information out there, and that's what's so important. People really do appreciate it, and they let us know all the time what a difference it's making in their lives.

MRS. NINA RADAKOVICH: That fits right in with our Strategic Plan --

MRS. GAYLE H. HOLLOMAN: It does.

MRS. NINA RADAKOVICH: -- and new partnerships.

MRS. GAYLE H. HOLLOMAN: It does. So that's all I have on those things.

CHAIR PRISCILLA BORDERS: Yes, Mr. Joyner.

MR. D. CHIP JOYNER: Director Holloman, the executive write up, the G4 Migration, can you do some background on that?

MRS. GAYLE H. HOLLOMAN: Yes. Got you. Let me find my information on that. In the past, we have -- in the past, we've had Google Analytics would come in and count the number of hits that we get, meaning the number of people who go to the catalog and the number of people who go to the website. They would add those two numbers together. Some people do just one or the other. Now, they made some sort of rule, but we don't know exactly why, but Brazos informed me that they made a rule that you could only try it once. So we're only going to get one count. Whichever one they go to, you get one count. It doesn't really do anything except tabulate the fact that it was helping us to just have that information before, but now we're not getting it. So, it's something that they didn't do just to us, they did it to everyone, and so, that's the difference. It's -- it was just a single count that they come to now, where it used to count as two numbers. So if you go there -- if you go to both of them now, you're only going to get a count for one and --

MR. D. CHIP JOYNER: Did that change how we look at year-over-year analytics?

MRS. GAYLE H. HOLLOMAN: It seems to me that it would, but Brazos says he doesn't think it's a problem for us because we didn't really count them against anything anyway. It was just a number that was there. So, then they made him aware that we would only be counted one time. So it's good for -- I think it's really good for us to know each one of them separately so that we can say our catalog is being used this way, and the website is being used that way. So it probably is better to have them separate. But he's going to keep watch over it. If it starts to look skewed or weird, then we're going to try to get more information.

CHAIR PRISCILLA BORDERS: So in terms of a performance data, do we use the catalog or website?

MRS. GAYLE H. HOLLOMAN: Well, you really need the feed for both.

CHAIR PRISCILLA BORDERS: For both.

MRS. GAYLE H. HOLLOMAN: Because you really want to know how well your website is being used, and you want to know how well your catalog is being used.

CHAIR PRISCILLA BORDERS: Okay. But you just can't combine both of them to have a single? Okay. Any other questions or comments?

MR. PAUL KAPLAN: I have a question. How is the Best Buy facility that we have set up over here for the teenagers, how is it going? Is it --

MRS. GAYLE H. HOLLOMAN: It is going extremely well.

MR. PAUL KAPLAN: It is.

MRS. GAYLE H. HOLLOMAN: We had a little bit of a lull when we had one of our staff members to move on up. But it's really picked up, and we are just so excited that the kids are coming, they're learning, they're excited about coming. We also have -- they are, Best Buy has allowed us to do some work with Microsoft. They have a group of people, about four or five of them, who come on board every couple of weeks. They come in in the afternoons and work with the teens too. We just had an event the other day, where Nia Coffey, who's one of the Dream basketball team, WNBA, was here, and she was just delightful. She was here to talk to them about STEM and STEAM because she was a -- in college, she was a math major, and she was trying to talk to them about how, if you don't want to -- if you can't or don't want to play a sport, how STEM and STEAM can lead you to monetary rewards and great jobs and an educational pursuit by understanding the way that things are made, such as a basketball shoe, understanding supply and demand, understanding the supply chain. So she was very, very informative. The kids came, they were so excited to be here. I think we probably had a good 60 to 70 kids that came through for that afternoon. It opens at 3:00 o'clock, and the program, I think, started at 4:00. So she was just very, very delightful. She was here for about almost an hour, and they were really excited about it. So it's doing quite well, and we're trying to do even more things because we realize that this is the state of the world, and we've got to make sure that we're helping people to be ready for it. We also had a --

MRS. NINA RADAKOVICH: What was her name?

MRS. GAYLE H. HOLLOMAN: I'm sorry?

MRS. NINA RADAKOVICH: What was her name?

MRS. GAYLE H. HOLLOMAN: Her name is Nia Coffey.

MRS. NINA RADAKOVICH: Okay.

MRS. GAYLE H. HOLLOMAN: I think it's C-o-f-f-e-y. Then we had earlier in the month, we had our own -- what's her name, on the Foundation Board? She's involved in supply chain, her job.

MRS. NINA RADAKOVICH: Sandra Hester.

MRS. GAYLE H. HOLLOMAN: Sandra Hester?

MRS. NINA RADAKOVICH: Hester, yes.

MRS. GAYLE H. HOLLOMAN: She was here with her group. They also did a program; it's through Omega Psi Phi, and they ended up doing a wonderful program for young men. It was a culmination of a week-long project, where the young men participated for the summer in understanding the supply chain. They were also designing a shoe, and they're actually going to try to take it to market. So she's doing that through her company because it's a company project that they're leading, that she's leading. She and her partner were just wonderful. It was just absolutely wonderful. The kids just loved it, so I went their culminating event. It was just so fantastic to hear them talking all this -- some of it's really over my head, you know, talking all this supply-chain speak. But it was very, very interesting to know that they got a real kick out of it. They actually learned a lot. They had two groups against each other to -- and then they had a winning group. So it was very competitive, but it was also learning moment. So, we were glad, as a Library System, to be a part of that too. So, she wants to come back and do some more of that type of work. So, we're excited about all of these things that are feeding right into the Strategic Plan. I just think it's amazing how that's coming together.

MR. PAUL KAPLAN: That's great. That's good, I'm glad to hear that. Is it always being monitored? Is somebody from Best Buy there all the time? Or is it a room sometimes nobody there just --

MRS. GAYLE H. HOLLOMAN: Not from Best Buy. We have a person on staff that was --

MR. PAUL KAPLAN: Oh, personal staff?

MRS. GAYLE H. HOLLOMAN: Yes.

MR. PAUL KAPLAN: That's right.

MRS. GAYLE H. HOLLOMAN: They come every, at least once a week or so, I think is, from, actually from Best Buy, and then for the bigger events, and all that.

MR. PAUL KAPLAN: Okay.

MRS. GAYLE H. HOLLOMAN: We just hired a new manager of that department. He just attended a program that they had, not a program, but a training that they had in Boston about a week or so ago. It was for three days. So they do those things periodically too, where all the ones, all the Best Buy Teen Tech Centers around the nation come together. That was a really good project for him, and he really enjoyed being there. I think it was -- I'm not sure where it was last year, but this year, it was in Boston, and so, he was able to attend.

MR. PAUL KAPLAN: That's great.

MRS. GAYLE H. HOLLOMAN: They pay for it and all of that --

MS. LINDA JORDAN: Great.

MRS. GAYLE H. HOLLOMAN: -- his expenses.

MR. PAUL KAPLAN: That's terrific.

CHAIR PRISCILLA BORDERS: Any other questions? I have one question in terms of for the initiative of the Library Card, how's that going?

MRS. GAYLE H. HOLLOMAN: We are, today, we just got through filming our PSAs.

CHAIR PRISCILLA BORDERS: Okay.

MRS. GAYLE H. HOLLOMAN: We're going to put them on FG -- Fulton County Government TV, and we're just very excited. We're talking it up. We're trying to get more and more people to sign up for library cards. In everything we do, that's what we're asking Young Adult Librarians when they go out to wherever they're going, when to they go to senior centers for adult programming and all that, that they talk up the library card. So you should start hearing and seeing a lot of talk about our PSAs. I was kind of nervous doing mine, but hopefully, it didn't come out -- it didn't come through. But it's always fun, and it gives us a chance. Claudia Strange and her team work through all of that for us so that we, you know, have the wording and the right setups and everything. She's got quite a set up in her office now for us. We felt real big-time production studio look.

CHAIR PRISCILLA BORDERS: Thank you. If there's nothing further, we can proceed to Central Library update.

UNFINISHED BUSINESS

CENTRAL LIBRARY UPDATE

MRS. GAYLE H. HOLLOMAN: Well, the Central Library is doing a lot of things. I mean, there are lots of programming going on here. I came a few weeks ago on a Saturday and sat with the Pianist for Peace. That was a wonderful jazz presentation. People from any -- you've probably seen the piano. It's a little further back now. But you can just walk in,

sit down and play. We've had some interesting people who came by to play. But they like to --

CHAIR PRISCILLA BORDERS: They were playing today.

MRS. GAYLE H. HOLLOMAN: They like to do what they can. Then we've had some people to just come in, who can play beautifully. It's amazing. They would sit, some for hours, so we had to kind of limit the time. There's a sign that says 30 minutes. But the top piece, the top of the piano, was painted by a man that we've got some real working relationships with. He, I -- his name escapes me, unless you can think of it, Zenobia. But anyway, he painted quite a few pieces that we have hanging on the first floor now and in the basement, and had an exhibit not long ago. So he worked with Pianos for Peace, and he painted the top part that you'll see if you go look at that grand, baby grand piano. Invited all these folks to come, and it was amazing, the people who came, and we had a great time. They played beautifully. They had a couple of other people who played other instruments to join them, and people who were also vocalist. So that was a real good thing for about two hours on Saturday two weeks ago. We'll also have an art exhibit being installed right now. I don't know if any of you saw it if you were coming in. But it's called The Bias Inside Us. It's an exhibit that came to us for free from the Smithsonian. It's to bring more awareness to biases that we all have to some degree. So, the Smithsonian asked us if we would present it. So, we're going to have it until September 23rd. So, they're installing it and finishing up today. Those big crates and cases came in two days ago. We didn't know that it was going to be quite like that. But Dr. Small was able to pull together a group of people that brought them in all in. They were on rollers at least, and so they were able to roll everything in. We thought it would be set up by yesterday, but they're still working on it today. So maybe when you leave, you'll be able to actually see it up. But we're excited about the possibilities of bringing in people to just walk around and explore the exhibit, and think about it, talk about it, lead to some discussions that might make a difference in this --

MS. LINDA JORDAN: So, question --

MRS. GAYLE H. HOLLOMAN: -- troubled world.

MS. LINDA JORDAN: -- with some -- with that exhibit, and it's leaving on the 23rd, how do you -- how do we let people know that it's here for that period of time?

MRS. GAYLE H. HOLLOMAN: Great question. Claudia is going to be talking it up through External Affairs at the County. It'll be a part of FGTV's information.

MS. LINDA JORDAN: Okay.

MRS. GAYLE H. HOLLOMAN: We're -- she's sending it out to all of her sources.

MS. LINDA JORDAN: Okay.

MRS. GAYLE H. HOLLOMAN: So, people will know.

CHAIR PRISCILLA BORDERS: Any other comment? It's just so exciting to hear all this stuff --

MS. LINDA JORDAN: I know, right.

CHAIR PRISCILLA BORDERS: -- that is happening --

MR. PAUL KAPLAN: Yep.

CHAIR PRISCILLA BORDERS: -- and that people are reaching out to a library to do those things.

MRS. GAYLE H. HOLLOMAN: It is.

CHAIR PRISCILLA BORDERS: It's wonderful.

MR. DAMIAN DENSON: For -- I was reminded when you were talking about the library cards, the Brooklyn Library, you have to look up on the New York Times, the statistics. But they created a collector's item library cards physical --

CHAIR PRISCILLA BORDERS: I saw that.

MR. DAMIAN DENSON: -- with Jay-Z on them.

MRS. GAYLE H. HOLLOMAN: Oh, I saw that the other day. That is too cool.

MR. DAMIAN DENSON: Yeah. So they got 11,000 new accounts by doing that.

MR. D. CHIP JOYNER: Wow.

MR. DAMIAN DENSON: I'm sure it's --

MRS. GAYLE H. HOLLOMAN: 11,000?

CHAIR PRISCILLA BORDERS: Yes.

MR. DAMIAN DENSON: Yeah.

MRS. GAYLE H. HOLLOMAN: Oh, my goodness. A few years ago, Ciara and Russell Wilson did that when he was still with --

MR. D. CHIP JOYNER: Seattle.

MRS. GAYLE H. HOLLOMAN: -- with Seattle.

MR. DAMIAN DENSON: Oh, okay.

MRS. GAYLE H. HOLLOMAN: Yes, and it went off really well.

MR. DAMIAN DENSON: Yeah.

MRS. GAYLE H. HOLLOMAN: I wish we could do something like that, that's --

MR. DAMIAN DENSON: Yeah, it was --

MRS. GAYLE H. HOLLOMAN: -- but Jay-Z, I mean, when I saw that, I was like, wow, I want one.

MR. D. CHIP JOYNER: I'm sure we could do it.

CHAIR PRISCILLA BORDERS: Yes.

MS. LINDA JORDAN: Right, with like, Jermaine -- well, you know --

MR. DAMIAN DENSON: Yes.

MS. LINDA JORDAN: -- we have a lot of artists here.

MRS. GAYLE H. HOLLOMAN: Luda, Ludacris. Maybe Ludacris would do it.

MS. LINDA JORDAN: Ludacris, yes.

MRS. GAYLE H. HOLLOMAN: I don't know. I'm throwing it out there.

MR. DAMIAN DENSON: Yeah.

CHAIR PRISCILLA BORDERS: There you go.

MS. LINDA JORDAN: We just have to figure out how to go about it, you know --

MR. DAMIAN DENSON: Yes.

MS. LINDA JORDAN: -- how does it work.

MR. DAMIAN DENSON: I'll read the full article, see how they -- how it all it germinated -

CHAIR PRISCILLA BORDERS: That was a good article, I read --

MR. DAMIAN DENSON: -- and share it.

MS. LINDA JORDAN: Okay. That sounds good.

MRS. GAYLE H. HOLLOMAN: Yes, that's pretty cool.

AFPL FOUNDATION MOU - UPDATE

CHAIR PRISCILLA BORDERS: All right. So now we're going on to the Foundation MOU. The update is that the team that's put -- the team that are working on, they were still working on it. But the draft -- two drafts have been forwarded to Commissioner

Arrington for his review and feedback. So we want to give him the opportunity to read everything and provide us with his input. So the goal is, hopefully by before next Board meeting, we'll have a draft that we submit back to the County Attorney, and then bring back here to the Board for you guys to review. So, the drafts are now with him, we'll see what could happens then. They responded back to me with, how long do we want to give him to review this. I'm respectful of his time. I said, as long as before the next Board meeting, we should be happy. Because I don't want to say next week, because that's not right, they're busy as well. But so, hopefully before next Board meeting, we'll have something to present to the Board to look at.

NEW BUSINESS

PROGRAMMING POLICY - DISCUSSION

CHAIR PRISCILLA BORDERS: So, moving on to new business, we have the Programming Policy. I know that I sent this out months ago for everybody to look. It's the Programming Policy that we have developed, and it's up for review for renewal for signature. You have a hard copy before you. I did not receive any comments or feedback whether or not this policy needs to be changed. I wanted the opportunity for everybody to look at it one last time before we call for a vote to adopt and renew the policy. So once again, I did not receive anything regarding changes to this. But if you guys want to -- I entertain the opportunity to discuss it now.

MR. D. CHIP JOYNER: Question.

CHAIR PRISCILLA BORDERS: Yes.

MR. D. CHIP JOYNER: Just wanted to get some feedback from the Executive Director on how everything has been going with this policy in place, and do you feel that there needs to be any changes to it?

MRS. GAYLE H. HOLLOMAN: The Programming Policy?

CHAIR PRISCILLA BORDERS: Yes.

MRS. GAYLE H. HOLLOMAN: No. I don't think of anything -- I can't think of anything right now. But we have not, as a group, meaning our Administrative Team, looked at it lately.

CHAIR PRISCILLA BORDERS: Okay.

MRS. GAYLE H. HOLLOMAN: So, we really do need to do that.

CHAIR PRISCILLA BORDERS: Okay.

MRS. GAYLE H. HOLLOMAN: So, I just wanted you all to be aware of it because I think the date --

CHAIR PRISCILLA BORDERS: It's September.

MRS. GAYLE H. HOLLOMAN: Right.

CHAIR PRISCILLA BORDERS: Right.

MRS. GAYLE H. HOLLOMAN: It's September, so I didn't know if you wanted to look at it again and do anything with it. But we don't have any recommendations as of right now.

CHAIR PRISCILLA BORDERS: So with that in mind, would your team like to look at it within the ensuing month so we can discuss, we vote on it --

MRS. GAYLE H. HOLLOMAN: Yes.

CHAIR PRISCILLA BORDERS: -- back in September?

MRS. GAYLE H. HOLLOMAN: Okay.

CHAIR PRISCILLA BORDERS: Okay.

MRS. GAYLE H. HOLLOMAN: We'll do that.

CODE OF CONDUCT - DISCUSSION

MOTION

CHAIR PRISCILLA BORDERS: Perfect. So we'll do that. So we'll have this on the agenda again for next September for an action item. So the next matter is the Code of Conduct. I know I sent everybody an email regarding this. Under the advisement of the County Attorney, I would like to bring to your attention section -- on page 4 of the Code of Conduct under Section 4.5, if you read it, it says, taking videos and/or photos of minors without the permission of their parent or guardian, taking videos and/or photos of any individual, over said individual's objections, or using cellphones, computers, or audio equipment that produce excess noise or constitutes harassing behavior. Specifically, the County Attorney recommended that the use of the word, individual, be replaced by the word, patron. Because this Code of Conduct is basically code of conduct for the patrons. Because the word individual right now, connotes both the patrons and employees. By removing the word individual and replacing it with patrons, it specifies who this Code of Conduct is covering.

MS. LINDA JORDAN: It's Section 4.25.

CHAIR PRISCILLA BORDERS: Yes.

MS. LINDA JORDAN: You said 4.5. I just want to make that correction.

MRS. GAYLE H. HOLLOMAN: It should be patron instead. She said it should be patron?

CHAIR PRISCILLA BORDERS: Yes. The two words, individual.

MRS. NINA RADAKOVICH: That's because First Amendment --

CHAIR PRISCILLA BORDERS: Right.

MRS. NINA RADAKOVICH: -- requires people who come into the library to be able to observe government employees doing their jobs. It's kind of unusual, isn't it? I mean, it's a little bit of a surprise, but that's what the law is.

MRS. GAYLE H. HOLLOMAN: So, I thought there had been something about if you object, though. So even if the employee objects to their picture being taken, they can't because you're a government employee?

CHAIR PRISCILLA BORDERS: Anybody has any further questions regarding that recommended change? Or any further discussion? If not, I'll entertain a motion --

MR. D. CHIP JOYNER: Wait, just one question.

CHAIR PRISCILLA BORDERS: Sure.

MR. D. CHIP JOYNER: Again, just wanted to ask one more time for the Executive Director, this has worked out well and no other concerns or gaps?

MRS. GAYLE H. HOLLOMAN: It has worked out well as a policy. As far as the implementation of it, it gets to be interesting. The acceptance of it, gets to be very interesting on a daily basis. But it does -- it has made a huge difference. It has allowed us to address things that were more difficult to address before and to be able to back it up by having it in mind.

MR. D. CHIP JOYNER: Also, does the new Social -- what's her title?

MRS. GAYLE H. HOLLOMAN: Social Services Program Manager.

MR. D. CHIP JOYNER: The Social Services Program Manager, has she had an opportunity to review this and --

MRS. GAYLE H. HOLLOMAN: Yes.

MR. D. CHIP JOYNER: -- share any comments?

MRS. GAYLE H. HOLLOMAN: She didn't.

MR. D. CHIP JOYNER: Okay, okay.

MRS. GAYLE H. HOLLOMAN: We haven't talked about it at length, though. But she has not said --

MR. D. CHIP JOYNER: Do you think we need time for her or, no?

MRS. GAYLE H. HOLLOMAN: I don't really think so at this time.

CHAIR PRISCILLA BORDERS: Yes. Let me just reiterate, just for the matter of record. This recommendation for this change was brought to our attention by the County Attorney. So that's why the -- that's -- they brought it to us, so it was recommended that we change that language to make sure that it's clear as to who the Code of Conduct is being applied to, and that there is a distinction between patrons and employees.

MRS. GAYLE H. HOLLOMAN: Right. I got it.

MR. D. CHIP JOYNER: Okay. So, is the question whether we want to approve this policy?

CHAIR PRISCILLA BORDERS: Not the policy, that change. That change, yes, from the individuals, because the recommendation -- those, the words, those two words, individual needs to be changed to patron.

MS. LINDA JORDAN: So do we need a motion?

CHAIR PRISCILLA BORDERS: Oh, I'll entertain a motion that there's no further discussion.

MS. LINDA JORDAN: Okay.

MR. D. CHIP JOYNER: So, moved.

CHAIR PRISCILLA BORDERS: Thank you.

MS. LINDA JORDAN: Second.

CHAIR PRISCILLA BORDERS: So, all those in favor of adopting that change to the Code of Conduct at 4.25, removing the words, individual, and replacing with the words, patron, signify by saying, aye.

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any objections? Thank you so much. So I will make sure that gets done and I guess it's the --

MS. BEVERLY RICE: I would like to ask one question. Where is this placed so patrons -- how is it made available?

MRS. GAYLE H. HOLLOMAN: It's made available at the desk, the information desk. Here at Central and at Auburn, it's at the security, the information-security desk.

MS. BEVERLY RICE: Okay.

MRS. GAYLE H. HOLLOMAN: Then if anyone asks, we could provide them with a copy of it, because we're supposed to keep multiple ones at the desk. It's also on the website.

MS. BEVERLY RICE: Okay.

MRS. GAYLE H. HOLLOMAN: So, that's what we have.

MS. BEVERLY RICE: So, and when they're in violation, you ask them to either refer to the website, or you just provide them with a copy and show them where they are in error?

MRS. GAYLE H. HOLLOMAN: But we go ahead -- in most cases, people should primarily have these at memory -- in memory now.

MS. BEVERLY RICE: Okay.

MRS. GAYLE H. HOLLOMAN: So, they will announce to them what they violated, and then usually people say, well, let me see where it's written. So, then they'll pull this out, and show them where it's written, highlight it, and all that. But oftentimes what happens

is that people will act out, we'll ask them to leave, they'll leave, and then the decision will be made that whatever it was, was egregious enough that we need to ban them. So, we may not know their name, they may have gone on out the door, but we will still prepare the ban paperwork, leave it on site, and when that person shows up again, present them with it. If they're still there, then we'll get -- we usually get the police to present it to them if it comes to that, if it rises to that level, or the guard, and or the Manager will present it to the person and say, you're banned, and you're banned for these reasons that are checked off and for this period of time.

MS. BEVERLY RICE: Okay.

MRS. GAYLE H. HOLLOMAN: What they do is, they get the Administrator, because we have all of our libraries are divided into clusters, and so they get the Administrator of the location to sign off. Or it could be me if no one else is there to do it, and we give them permission. They usually send me the email saying, we'd like permission to ban this person for this period of time. They'll say why, they'll have pictures attached if they pictures. They'll have a write up from the security incident report. Then we review everything and make that decision. Then the person is given the notice right then or they're given the notice when they return. Some of them have actually been given the notice by police at the jail, actually take it with them and then give it to them at the jail.

MS. BEVERLY RICE: Thank you.

MS. LINDA JORDAN: So, I have a question. So, is it possible that when people come into the library, can this just -- something be set up so they can see that we have a Code of Conduct?

MRS. GAYLE H. HOLLOMAN: In some libraries, that's the way they have it set up.

MS. LINDA JORDAN: Okay. But not all? Because if I don't know, you know, some people don't know you have a code of conduct then they might act up. But if they know, if they come in and say, okay, they have a code of conduct, they're probably not going to act up. So that's my question. Can it be put somewhere for the public see -- not each page, but just, you know, even if you just ad that one page with everything in the back of it, so they know that we have a code of conduct.

MRS. GAYLE H. HOLLOMAN: Yes, we could do that. But, you know, in all of our libraries, we have those digital monitors, and if you -- you may not have noticed, but downstairs as well. On the digital monitors, it says, disruptions and so forth will not be tolerated. -- there should be no violations of the code of conduct, to something along those lines. So it's up there as well. But we could do that. So that'll be another avenue to make people aware. Thank you.

MR. PAUL KAPLAN: I have one question. How is security going now? Is it going better now? I know we had some of the problems in a couple of places. Has it finally settled down?

MRS. GAYLE H. HOLLOMAN: It's settled down some. We -- I think that it's settled down quite a bit over the last month or so.

MR. PAUL KAPLAN: Okay.

MRS. GAYLE H. HOLLOMAN: We've had some interesting things here happening. Central is different from any other place. So, we've got some things we're working on, and we're working very closely with Captain Schierle and the Police Department, Chief Yates is very much aware of it. So we're still -- we've still got some work to do here.

MR. PAUL KAPLAN: Okay.

MRS. GAYLE H. HOLLOMAN: But in the branches, I think it has calmed down to some extent. But almost on a daily basis, I'm getting at least three or four reports of a ban or a need to ban someone or some of the behavior that wasn't the kind we would want to have in the library.

MR. PAUL KAPLAN: Okay.

MRS. GAYLE H. HOLLOMAN: But we do have the guards in place. We're getting more of the armed guards, because they have to get training. It takes quite a while to train a guard who doesn't come in already with that skill and that license. I think there's a special training they have to go through. So sometimes they will hire the person, but it may take another two to four weeks for them to actually come on site.

MR. PAUL KAPLAN: All right.

CHAIR PRISCILLA BORDERS: Any further discussion or questions? If there's nothing further, I entertain a motion to adjourn.

MRS. GAYLE H. HOLLOMAN: I do have one thing I failed to mention. On September 19th at 2:00 p.m. we invite you, and you should be getting an invitation from Claudia soon to attend the dedication of the media room at the Washington Park Library for Judge Arrington, Judge Marvin Arrington, Sr. Of course, you know he recently passed away. We were hoping to get this done before anything that drastic happened. But his son, Commissioner Arrington, has agreed on that time. So, we'll be making everyone aware that we'll be dedicating the media room. The picture's already there, the wording is already in place. Al Collins and his team always work on making that happen. The family provided a picture, and so we're very excited about that. But it's 2:00 p.m. on September 19th. So, look out for that email or rather that invitation.

MR. D. CHIP JOYNER: So, that's just naming the media room? Is any thoughts to naming, renaming the library?

MRS. GAYLE H. HOLLOMAN: No. It was -- the recommendation was the media room. So, he studied there when he was working on his law degree. So that was the -- that was what was put before us to consider naming that, and you all voted for it. We took it to the Commission, and they voted for it.

MS. LINDA JORDAN: But to your point, that was -- that was when he was alive. Now he's passed away. So --

MRS. GAYLE H. HOLLOMAN: Well, that's true.

MS. LINDA JORDAN: -- should we reconsider. I see your point, am I my correct?

MR. D. CHIP JOYNER: Yes.

MS. LINDA JORDAN: Should we reconsider to that before we do all that. I'm just -- I'm with Skip, as far as the thought process because he was -- I attended the funeral, and you could see, you know, all the great things he has done --

MRS. GAYLE H. HOLLOMAN: Right.

MS. LINDA JORDAN: -- both for the city and all over the state. So, I wonder if we could reconsider and ask if it could be renamed in his honor.

MRS. GAYLE H. HOLLOMAN: We can always check into it. I'm trying to remember if that library is already named for anybody. I don't think it --

MS. LINDA JORDAN: It's the -- because it's just -- yes, I don't know. That's a good question.

MRS. GAYLE H. HOLLOMAN: Was it, which one --

MR. D. CHIP JOYNER: He used to play tennis over there too, right?

MRS. GAYLE H. HOLLOMAN: -- Ms. McPheeters?

MS. LINDA JORDAN: I think he did, yes, because he was a serious tennis player. I think --

MRS. GAYLE H. HOLLOMAN: I'm not sure, we'd --

MS. LINDA JORDAN: -- the library was very close to him.

MRS. GAYLE H. HOLLOMAN: -- have to look into it.

MS. LINDA JORDAN: So, I mean, very personal to him.

MRS. GAYLE H. HOLLOMAN: I'll be glad to check in on it.

MS. LINDA JORDAN: Please.

CHAIR PRISCILLA BORDERS: Anything further? I'll entertain a motion.

MS. LINDA JORDAN: Do we have an Executive Session or not?

CHAIR PRISCILLA BORDERS: No. That was removed from the agenda.

ADJOURNMENT

MOTION

MS. LINDA JORDAN: I'm sorry, I didn't -- I'm sorry, I missed that. So I move that we adjourn.

MR. D. CHIP JOYNER: Second.

CHAIR PRISCILLA BORDERS: All those in favor.

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any objections? Thank you, everyone.

(Whereupon the Regular Meeting of the Board of Trustees concluded at 4:51 p.m.)

Fulton County Library System (FCLS)

Gayle H. Holloman

August 2023

Staff were extremely busy in August, as the Summer Reading Program came to an end and plans, and programs took shape for the emphasis on back-to-school needs.

Well-known programs continued such as storytimes; fitness for adults; chess and Tai Chi classes; as well as ESL and GED classes.

Some programming focused on 2023 as the observance of the 50th Anniversary of Hip-Hop. Print and handwriting workshops were held and attended by all ages. A jazz program was held with the Children of Music and Song (COMAS).

A new cohort of Library employees began their matriculation through the Certified Public Managers' training program in partnership with the Carl Vinson Institute of Government at the University of Georgia (UGA).

Library book clubs met around the System to discuss the 2023 One Book, One Read selection, *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray.

The following partnerships were a huge success around the FCLS:

- UGA's Great Southeast Pollinators' Census Weekend
- Fulton County's Magistrate Court Judge Cassandra Kirk's Magistrate Court Clinic101
- The Children's Museum
- Vision to Learn for kids' eye exams and free glasses
- Fulton County Extension Services
- WorkSource Fulton
- Commissioner Arrington's Back-to-School Event that provided giveaways
- Pianos for Peace Program at the Central Library which allowed patrons to stop by, sit down and play tunes on a baby grand piano. Music filled the air!

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - TOTAL LIBRARY

AS OF AUGUST 31, 2023

Doc. #23-46

SERVICE	2023 BUDGET	AUGUST	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,685,481	1,025,446	9,043,299	-	9,043,299	62%	5,642,182
SALARIES-OVERTIME	1,180	-	1,133	-	1,133	96%	47
PART TIME SALARY	456,408	21,868	151,360	-	151,360	33%	305,048
BENEFITS	8,219,830	444,371	4,240,004	-	4,240,004	52%	3,979,826
BOOKS	3,423,135	873,016	2,432,487	931,220	3,363,707	98%	59,428
OFFICE EQUIP. REPAIR	35,500	8,027	12,526	22,747	35,273	99%	227
EQUIPMENT	57,000	1,295	15,502	16,534	32,036	56%	24,964
OFFICE FURNITURE	3,500	-	412	-	412	12%	3,088
PROFESSIONAL SERV	26,800	1,767	12,612	8,935	21,547	80%	5,253
COPIER MACHINE	226,000	15,717	70,391	-	70,391	31%	155,609
COPIER PAPER	500	-	-	-	-	0%	500
SUPPLIES	97,268	7,031	53,935	9,890	63,826	66%	33,442
COMPUTER HARDWARE	651,400	1,150	640,593	9,407	650,000	100%	1,400
RENT	238,750	36,508	150,825	84,619	235,444	99%	3,306
OTHER SERVICES	589,983	51,648	235,135	75,662	310,797	53%	279,186
TRAVEL/CONFERENCE	1,500	-	574	-	574	38%	926
HOPITALITY	9,020	-	636	-	636	7%	8,384
VEHICLE MAINTENANCE	41,511	11,166	39,633	-	39,633	95%	1,878
GENERAL INSURANCE	622,596	51,883	415,064	-	415,064	67%	207,532
ARTS-CFS	750	-	-	750	750	100%	-
CONTINGENCY	441,754	-	-	-	-	0%	441,754
TOTAL	29,829,866	2,550,892	17,516,120	1,159,765	18,675,885	63%	11,153,981

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE
AS OF AUGUST 31, 2023

ORGANIZATION	SERVICE	2023 BUDGET	AUGUST	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	TYPE	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE	REG SALARY	10,965,385	764,440	6,738,606	-	6,738,606	61%	4,226,779
	SALARIES-OVERTIME	540	-	534	-	534	99%	6
	PART TIME SALARY	456,408	21,868	151,360	-	151,360	33%	305,048
	BENEFITS	6,282,335	336,378	3,214,955	-	3,214,955	51%	3,067,380
	BOOKS	2,688,935	873,016	1,699,487	931,220	2,630,707	98%	58,228
	OFFICE EQUIP. REPAIR	32,000	8,027	12,526	19,247	31,773	99%	227
	EQUIPMENT	25,000	1,295	8,174	8,935	17,109	68%	7,891
	OFFICE FURNITURE	1,500	-	243	-	243	16%	1,257
	PROFESSIONAL SERV	20,000	1,767	12,612	6,064	18,676	93%	1,324
	COPIER MACHINE	225,000	15,717	70,391	-	70,391	31%	154,609
	SUPPLIES	25,000	-	3,811	2,671	6,482	26%	18,518
	RENT	238,750	36,508	150,825	84,619	235,444	99%	3,306
	OTHER SERVICES	300,423	21,937	122,613	1,160	123,772	41%	176,651
	VEHICLE MAINTENANCE	1,000	-	56	-	56	6%	944
	GENERAL INSURANCE	404,826	33,736	269,884	-	269,884	67%	134,942
	ARTS-CFS	750	-	-	750	750	100%	-
	CONTINGENCY	406,334	-	-	-	-	0%	406,334
Total		22,074,186	2,114,687	12,456,075	1,054,666	13,510,740	61%	8,563,446

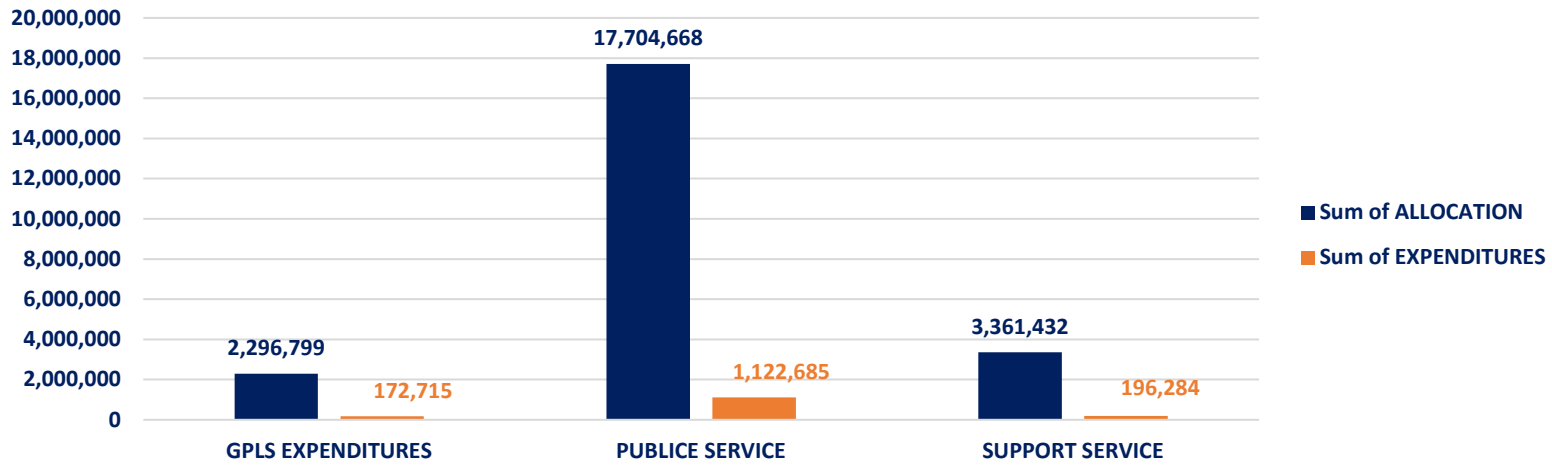
FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE
AS OF AUGUST 31, 2023

ORGANIZATION	SERVICE	2023 BUDGET	AUGUST	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	TYPE	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICE	REG SALARY	2,131,531	134,113	1,192,986	-	1,192,986	56%	938,545
	SALARIES-OVERTIME	100	-	60	-	60	60%	40
	BENEFITS	1,229,801	62,171	574,552	-	574,552	47%	655,249
	OFFICE EQUIP. REPAIR	3,500	-	-	3,500	3,500	100%	-
	EQUIPMENT	32,000	-	7,328	7,599	14,927	47%	17,073
	OFFICE FURNITURE	2,000	-	169	-	169	8%	1,831
	PROFESSIONAL SERV	6,800	-	-	2,871	2,871	42%	3,929
	COPIER MACHINE	1,000	-	-	-	-	0%	1,000
	COPIER PAPER	500	-	-	-	-	0%	500
	SUPPLIES	72,268	7,031	50,124	7,220	57,344	79%	14,924
	COMPUTER HARDWARE	651,400	1,150	640,593	9,407	650,000	100%	1,400
	OTHER SERVICES	287,647	29,711	112,522	74,502	187,024	65%	100,623
	TRAVEL/CONFERENCE	1,500	-	574	-	574	38%	926
	HOPITALITY	9,020	-	636	-	636	7%	8,384
	VEHICLE MAINTENANCE	40,511	11,166	39,576	-	39,576	98%	935
	GENERAL INSURANCE	217,770	18,148	145,180	-	145,180	67%	72,590
Total		4,687,348	263,490	2,764,301	105,099	2,869,401	61%	1,817,947

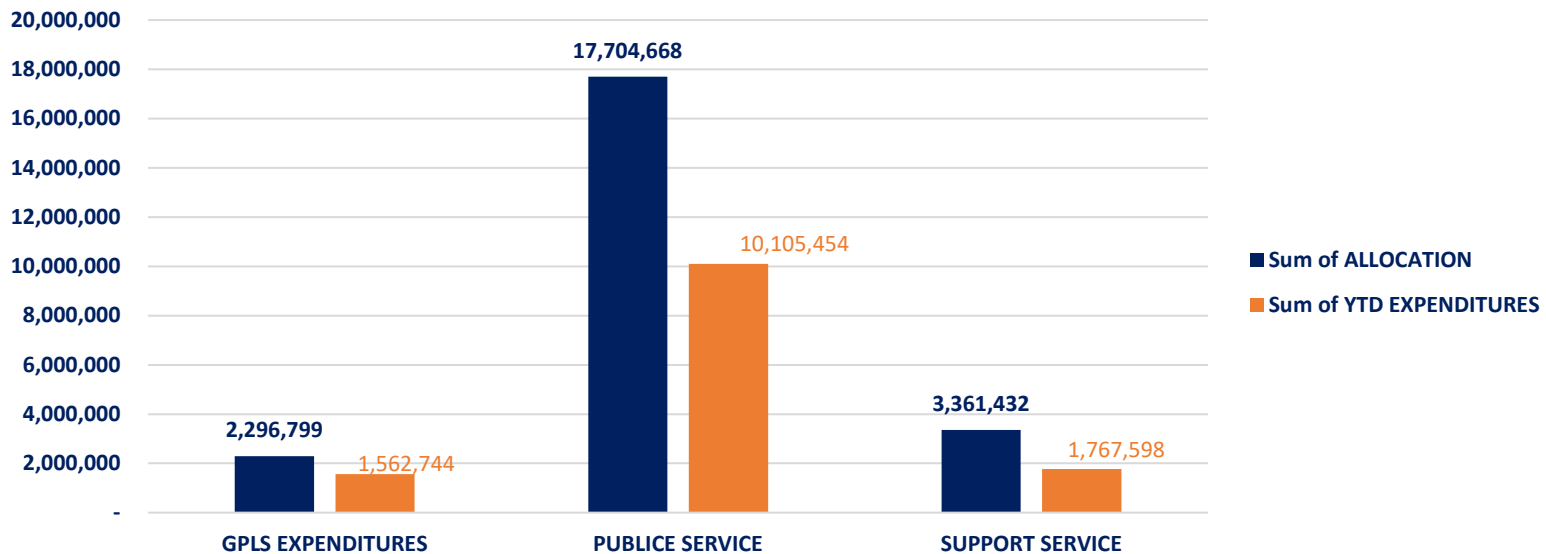
FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE
AS OF AUGUST 31, 2023

ORGANIZATION	SERVICE	2023 BUDGET	AUGUST	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	TYPE	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
GPLS EXPENDITURES	REG SALARY	1,588,565	126,893	1,111,707	-	1,111,707	70%	476,858
	SALARIES-OVERTIME	540	-	539	-	539	100%	1
	BENEFITS	707,694	45,822	450,498	-	450,498	64%	257,196
	BOOKS	734,200	-	733,000	-	733,000	100%	1,200
	OTHER SERVICES	1,913	-	-	-	-	0%	1,913
	CONTINGENCY	35,420	-	-	-	-	0%	35,420
6585 Total		3,068,332	172,715	2,295,744	-	2,295,744	75%	772,588

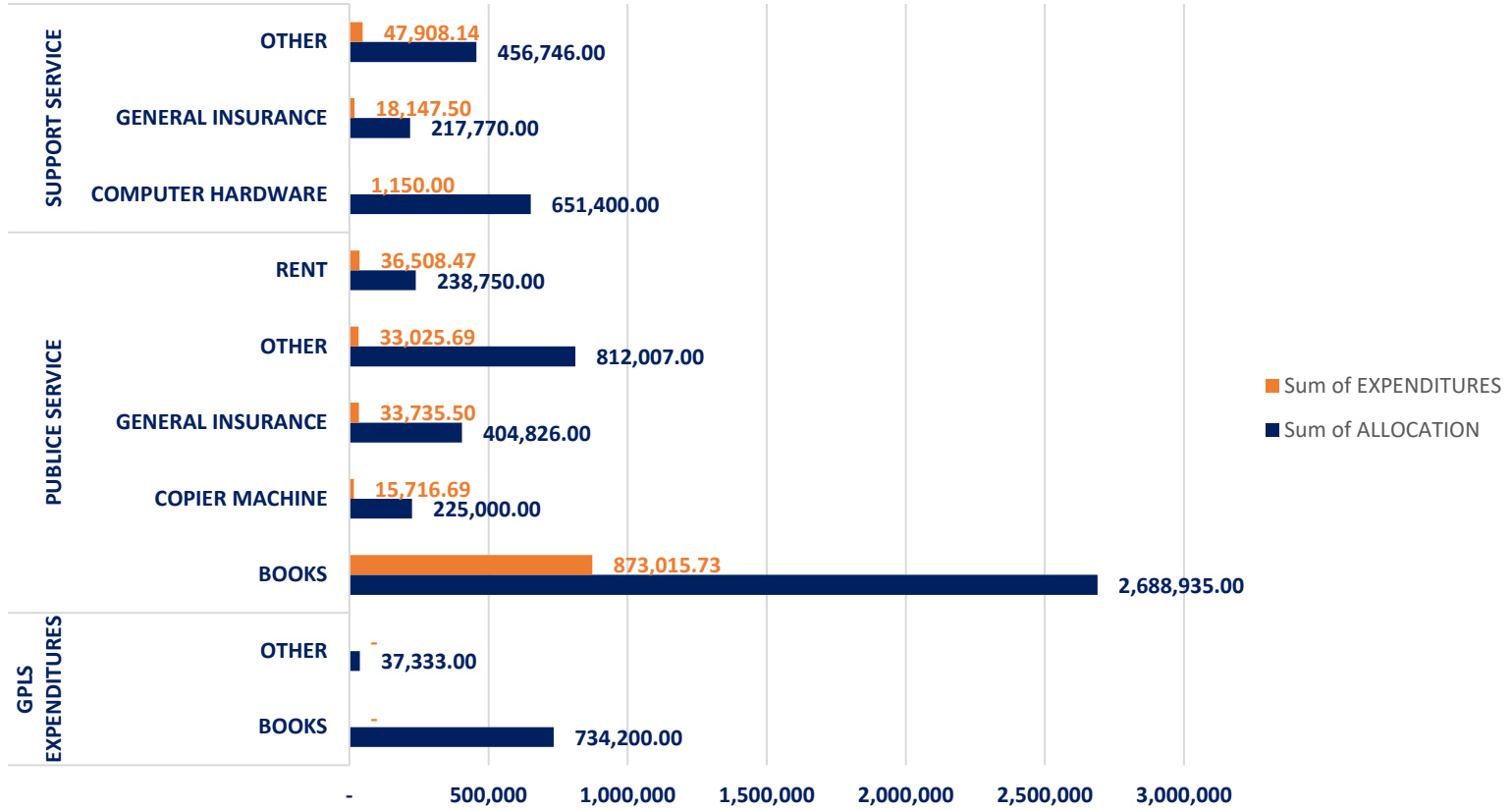
AUGUST SALARY AND BENEFITS EXPENSE BY PROGRAM



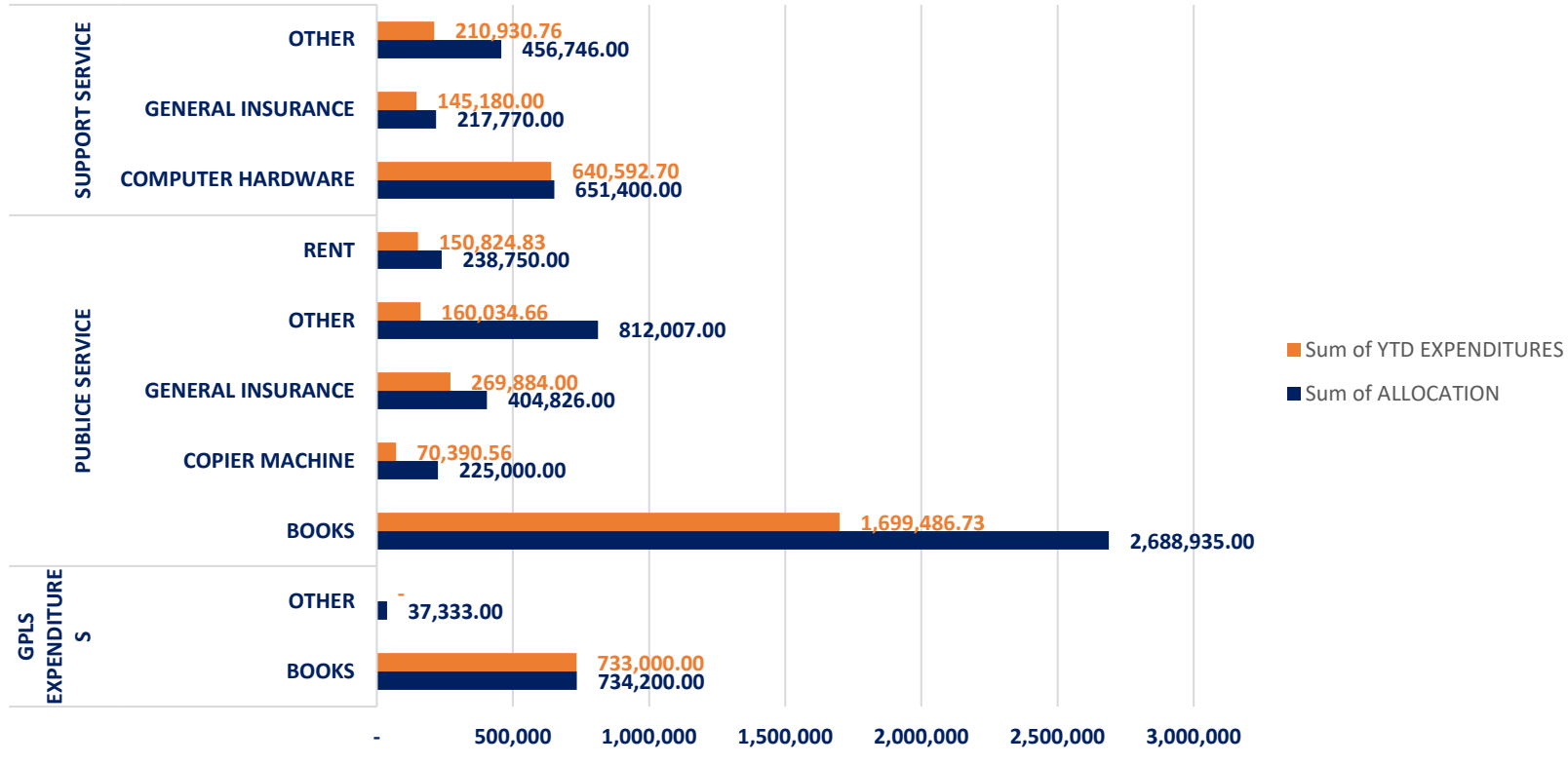
AUGUST YEAR-TO-DATE EXPENDITURES BY PROGRAM



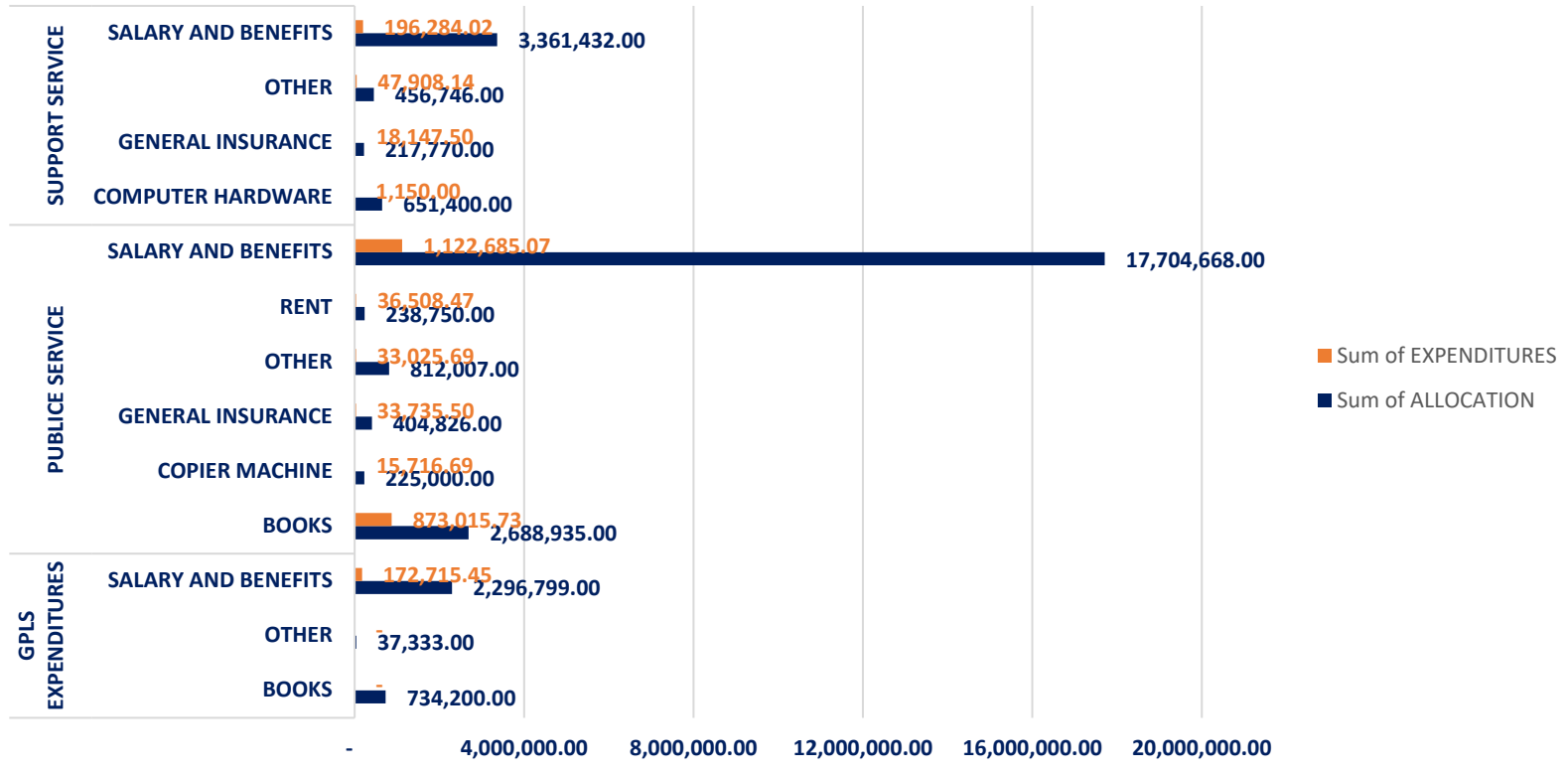
AUGUST OPERATING EXPENIDTURES BY PROGRAM



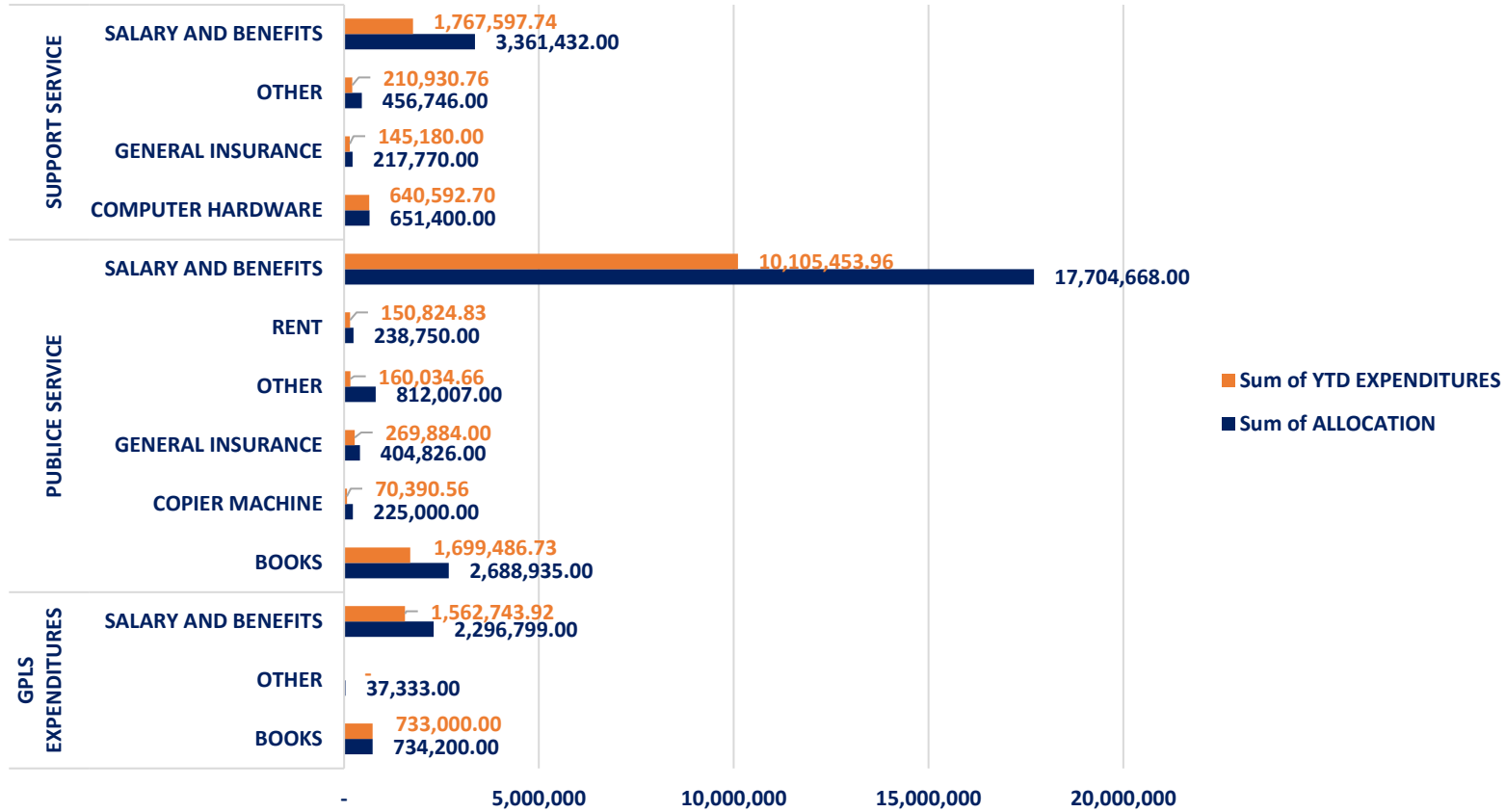
AUGUST YEAR-TO-DATE EXPENDITURES BY PRORGRAM



AUGUST TOTAL EXPENDITURES BY PROGRAM



AUGUST YEAR-TO-DATE EXPENDITURES



Monthly Usage Summary - August 2023

Doc. #23-47

Activity and Description	2023		2022		YTD % +/-
	August	YTD	August	YTD	
Circulation					
Total number of items checked out of the library	212,489	1,520,736	210,054	1,484,572	2%
Holds					
Number of requests by patrons	50,577	379,964	51,842	371,822	2%
Visits					
Number of people entering a library for any reason	333,965	2,120,390	187,300	1,361,337	56%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	84,633	569,627	69,471	383,948	48%
Number of hours of computer use	34,080	231,946	27,057	161,963	43%
Web Page Visits					
Number of times people have visited the library's websites	1,307,703	8,188,036	1,044,407	7,392,755	11%
Web Visitors					
Number of people who visited the library's websites	194,772	1,444,125	158,195	1,101,848	31%
Virtual Circulation					
Number of materials downloaded or streamed	153,792	1,128,030	125,257	916,223	23%
Virtual Circulation Users					
Number of people who downloaded or streamed	30,864	233,151	26,045	190,410	22%
Children's programs					
Library sponsored programs offered for children (birth - 12)	232	2145	168	2459	-13%
Number of people attending programs	5166	63425	3483	42121	51%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	42	337	20	278	21%
Number of people attending programs	280	1913	176	1914	0%
Adult Programs					
Library sponsored programs offered for adults (18 +)	300	2354	184	1725	36%
Number of people attending programs	3,638	32,228	3475	18309	76%
Programs - Total					
Library sponsored programs offered (includes all-ages not counted above)	657	5685	400	5131	11%
Number of people attending programs	10,955	118,940	7,518	76028	56%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	274	2,610	257	1462	79%
Number of people attending meetings or activities	3,768	42,520	4673	18000	136%

August 2023 Executive Write Up

We've surpassed 1 million virtual circulations for 2023, a month earlier than we did in 2022. We've also surpassed 2019's total virtual circulations.

Auburn, Palmetto, and Cascade had no traffic to report for August. Ginny reminded them to make sure their people counter is on.

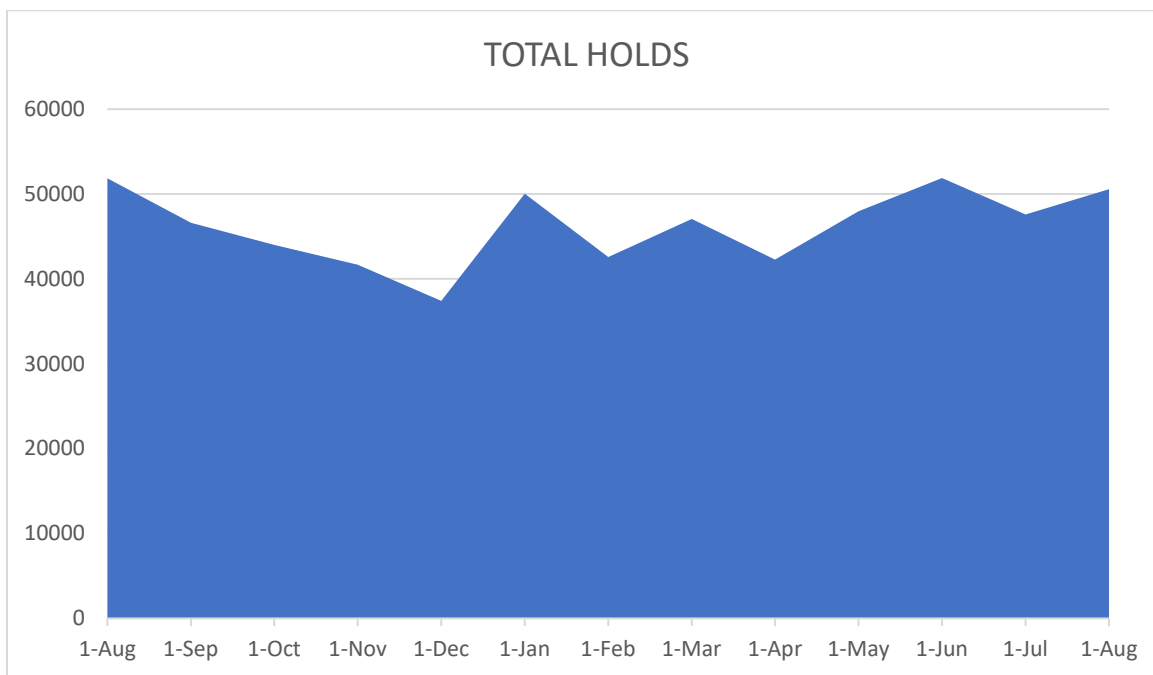
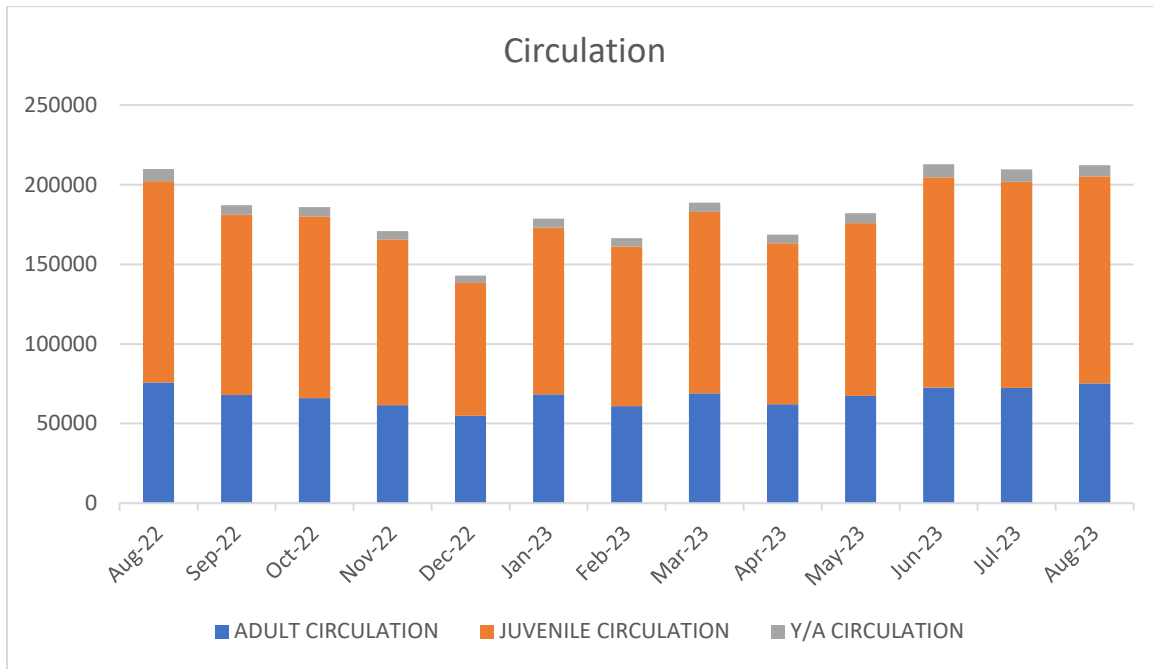
Fulton County Library System Circulation Stats - August 2023

AGENCY NAME	ADULT	JUVENILE	Y/A	OTHER	Month-2023 TOTAL	Month-2022 TOTAL	INCREASE/DECREASE	PERCENT CHANGE	YTD 2023 CIRC	YTD 2022 CIRC	INCREASE/DECREASE	PERCENT CHANGE
ADAMS PARK	340	527	47		914	1,160	-246	-21.21%	6,441	7,990	-1,549	-19.39%
ADAMSVILLE/COLLIER HEIGHTS	525	548	45		1,118	1,486	-368	-24.76%	8,511	8,510	1	0.01%
ALPHARETTA	6,764	14,672	606	22	22,064	23,239	-1,175	-5.06%	175,705	165,518	10,187	6.15%
BUCKHEAD	4,131	6,154	242	5	10,532	10,545	-13	-0.12%	74,910	71,341	3,569	5.00%
CLEVELAND AVE	93	77	15		185	950	-765	-80.53%	5,413	6,779	-1,366	-20.15%
COLLEGE PARK	545	944	81		1,570	1,435	135	9.41%	10,423	10,614	-191	-1.80%
DOGWOOD	695	355	77	2	1,129	1,295	-166	-12.82%	9,533	8,867	666	7.51%
EAST ATLANTA	2,391	4,213	193		6,797	6,079	718	11.81%	46,334	43,144	3,190	7.39%
EAST POINT	1,064	969	102	3	2,138	918	1,220	132.90%	14,715	6,602	8,113	122.89%
EAST ROSWELL	5,329	8,380	312	9	14,030	12,777	1,253	9.81%	100,647	92,775	7,872	8.49%
EVELYN G. LOWERY @ CASCADE	851	1,348	82	2	2,283	2,117	166	7.84%	16,635	14,517	2,118	14.59%
FAIRBURN	802	906	76		1,784	1,587	197	12.41%	11,823	10,049	1,774	17.65%
GLADYS S. DENNARD @ SOUTH FULTON	1,291	1,734	177		3,202	2,838	364	12.83%	21,362	19,817	1,545	7.80%
HAPEVILLE	587	1,036	116		1,739	1,160	579	49.91%	11,397	6,687	4,710	70.44%
JOAN P. GARNER @ PONCE DE LEON	4,876	6,258	327	20	11,481	10,972	509	4.64%	82,455	76,045	6,410	8.43%
KIRKWOOD	1,526	4,434	140	4	6,104	5,445	659	12.10%	41,155	39,724	1,431	3.60%
LOUISE WATLEY @ SOUTHEAST ATLANTA	634	998	95	1	1,728	1,997	-269	-13.47%	13,531	14,504	-973	-6.71%
MARTIN LUTHER KING, JR	608	400	35	1	1,044	1,251	-207	-16.55%	8,230	9,526	-1,296	-13.60%
MECHANICSVILLE	233	296	43		572	524	48	9.16%	3,952	3,955	-3	-0.08%
METROPOLITAN	1,470	3,274	166	1	4,911	4,957	-46	-0.93%	36,359	33,981	2,378	7.00%
MILTON	4,864	11,922	659	12	17,457	17,661	-204	-1.16%	110,537	125,786	-15,249	-12.12%
NORTHEAST/SPRUILL OAKS	3,022	7,744	475	8	11,249	10,965	284	2.59%	83,528	76,651	6,877	8.97%
NORTHSIDE	3,851	6,963	282	3	11,099	10,108	991	9.80%	75,421	66,935	8,486	12.68%
NORTHWEST @ SCOTTS CROSSING	1,221	2,869	122		4,212	3,724	488	13.10%	30,504	26,968	3,536	13.11%
OCEE	5,192	12,454	1,000	10	18,656	19,689	-1,033	-5.25%	139,228	134,568	4,660	3.46%
PALMETTO	646	1,008	45		1,699	1,537	162	10.54%	11,756	9,715	2,041	21.01%
PEACHTREE	2,751	1,763	103	1	4,618	5,574	-956	-17.15%	34,781	39,837	-5,056	-12.69%
ROSWELL	6,203	10,341	434	13	16,991	16,962	29	0.17%	118,537	117,073	1,464	1.25%
SANDY SPRINGS	7,798	13,008	548	23	21,377	20,028	1,349	6.74%	147,395	144,444	2,951	2.04%
WASHINGTON PARK	753	869	104	6	1,732	1,261	471	37.35%	12,144	9,959	2,185	21.94%
WEST END	648	864	55	2	1,569	1,333	236	17.70%	10,180	10,222	-42	-0.41%
WOLFCREEK	1,322	2,146	176	4	3,648	3,791	-143	-3.77%	25,954	26,830	-876	-3.27%
BRANCHES TOTAL	73,026	129,474	6,980	152	209,632	205,365	4,267	2.08%	1,499,496	1,439,933	59,563	4.14%
CENTRAL	1,986	640	118	14	2,758	2,222	536	24.12%	20,538	22,940	-2,402	-10.47%
OUTREACH SERVICES					0	0	0	#DIV/0!	15	25	-10	-40.00%
AUBURN AVENUE RESEARCH	99				99	2,467	-2,368	-95.99%	687	21,674	-20,987	-96.83%
SYSTEM TOTAL	75,111	130,114	7,098	166	212,489	210,054	2,435	1.16%	1,520,736	1,484,572	36,164	2.44%

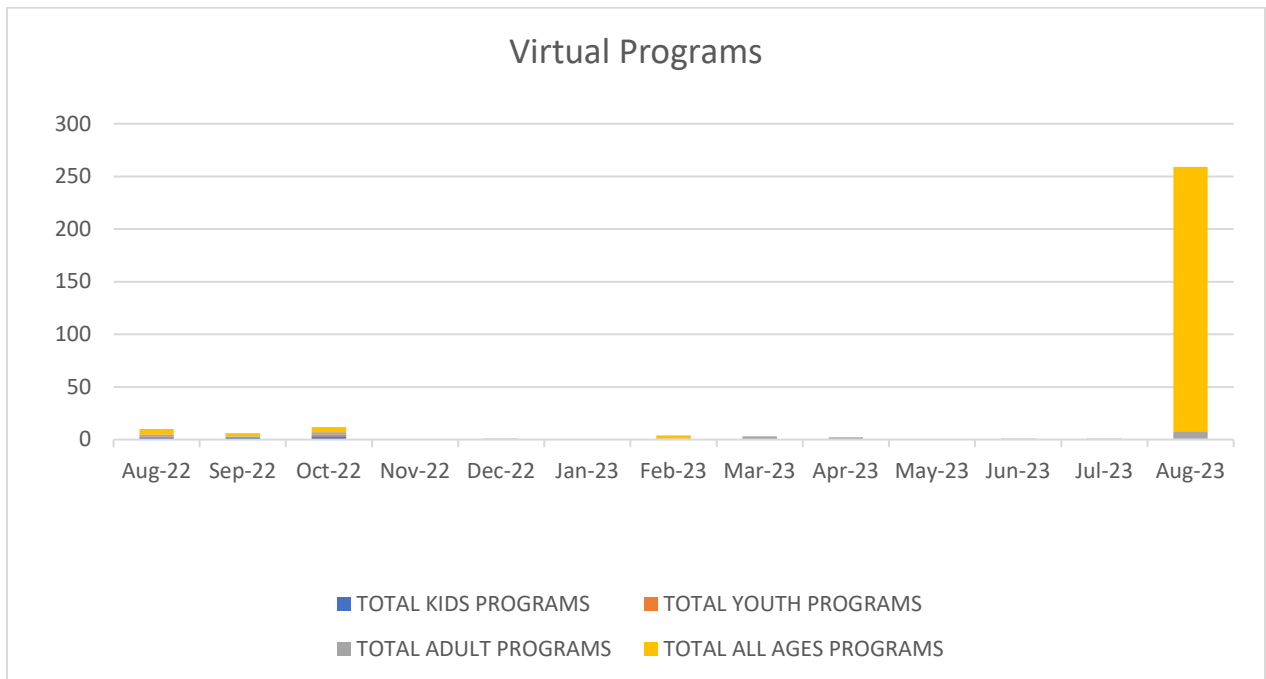
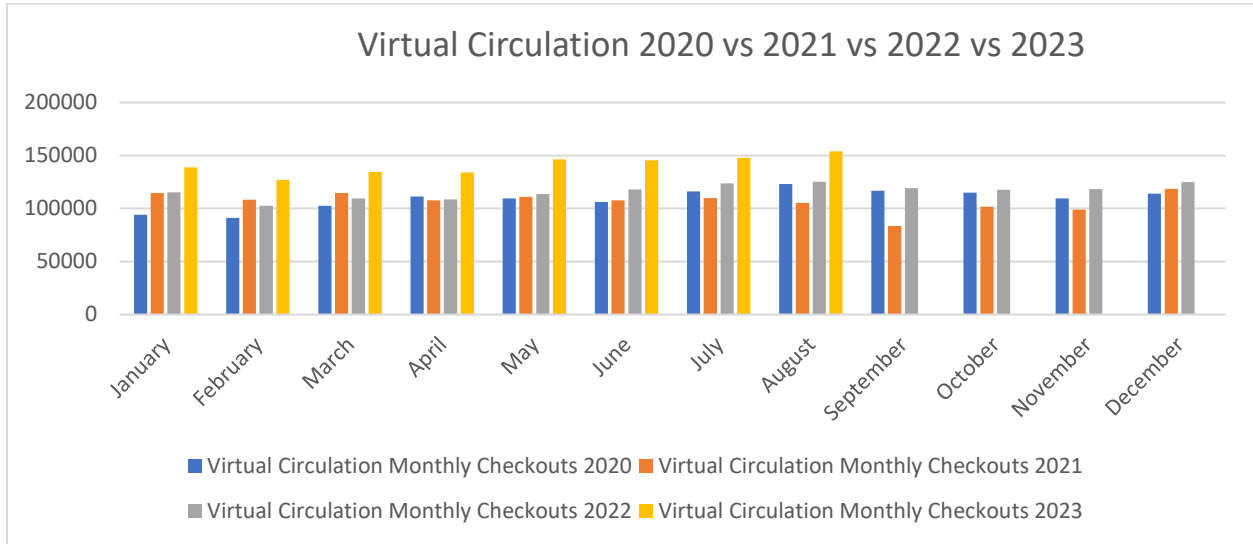
FULTON COUNTY LIBRARY SYSTEM STATS AT A GLANCE - August 2023

AGENCY NAME	CIRCULATION	REGISTRATIONS	USAGE	VISITS	PROGRAMS	ATTENDANCE	MEETINGS	ATTENDANCE	REGISTRATIONS
ADAMS PARK	914	97	2,103	115,232	4	28			
ADAMSVILLE/COLLIER HEIGHTS	1,118	129	2,961	4,539	10	37			
ALPHARETTA	22,064	937	1,920	15,231	47	1,177	28	465	0
BUCKHEAD	10,532	735	2,737	10,335	12	487	3	575	
CLEVELAND AVE	185	31	-		1	3			
COLLEGE PARK	1,570	161	4,561	4,638	13	98	1	7	0
DOGWOOD	1,129	51	1,380	4,313	12	35			
EAST ATLANTA	6,797	350	1,154	10,555	1	138	8	138	0
EAST POINT	2,138	196	5,227	8,431	28	199	15	198	0
EAST ROSWELL	14,030	492	701	6,536	24	351	6	83	0
EVELYN G. LOWERY @ CASCADE	2,283	279	2,991	0	10	133	11	185	0
FAIRBURN	1,784	195	1,011	3,327	14	52			
GLADYS S. DENNARD LIBRARY @ SOUTH FULTON	3,202	320	2,882	10,399	15	197	16	189	2
HAPEVILLE	1,739	203	1,589	3,934	12	86	17	112	
JOAN P. GARNER @ PONCE DE LEON	11,481	593	6,816	8,535	18	273	3	12	0
KIRKWOOD	6,104	251	549	5,107	14	383	6	62	0
LOUISE WATLEY LIBRARY @ SOUTHEAST ATLANTA	1,728	77	3,286	3,919	46	168	3	26	0
MARTIN LUTHER KING, JR	1,044	118	944	2,269	11	37	11	37	
MECHANICSVILLE	572	80	1,672	2,383	4	4	9	144	1
METROPOLITAN	4,911	202	2,774	5,904	19	363	40	255	
MILTON	17,457	512	759	7,085	36	516	8	174	5
NORTHEAST/SPRUILL OAKS	11,249	434	493	5,589	32	363	3	48	4
NORTHSIDE	11,099	426	850	6,876	13	682	4	56	0
NORTHWEST @ SCOTTS CROSSING	4,212	193	2,009	7,375	20	300	5	41	0
OCEE	18,656	696	657	10,360	18	394	7	92	0
PALMETTO	1,699	89	443		2	42	14	258	0
PEACHTREE	4,618	398	1,296	13,848	14	123			
ROSWELL	16,991	773	1,862	12,700	33	620	10	93	0
SANDY SPRINGS	21,377	937	4,617	22,656	67	1,324	7	122	13
WASHINGTON PARK	1,732	44	2,619	4,350	6	89	3	35	2
WEST END	1,569	128	2,001	4,824	13	107	8	131	0
WOLFCREEK	3,648	285	1,176	25	13	207	24	230	
BRANCHES TOTAL	209,632	10,412	66,040	321,275	582	9,016	274	3,768	27
CENTRAL	2,758	444	18,537	12,690	71	1,359			
VIRTUAL PROGRAMS					3	577			
OUTREACH VIRTUAL PROGRAMS	0	3			1	3			
AUBURN AVENUE RESEARCH	99	5	56	0	0	0			
SYSTEM TOTAL	212,489	10,864	84,633	333,965	657	10,955	274	3,768	27

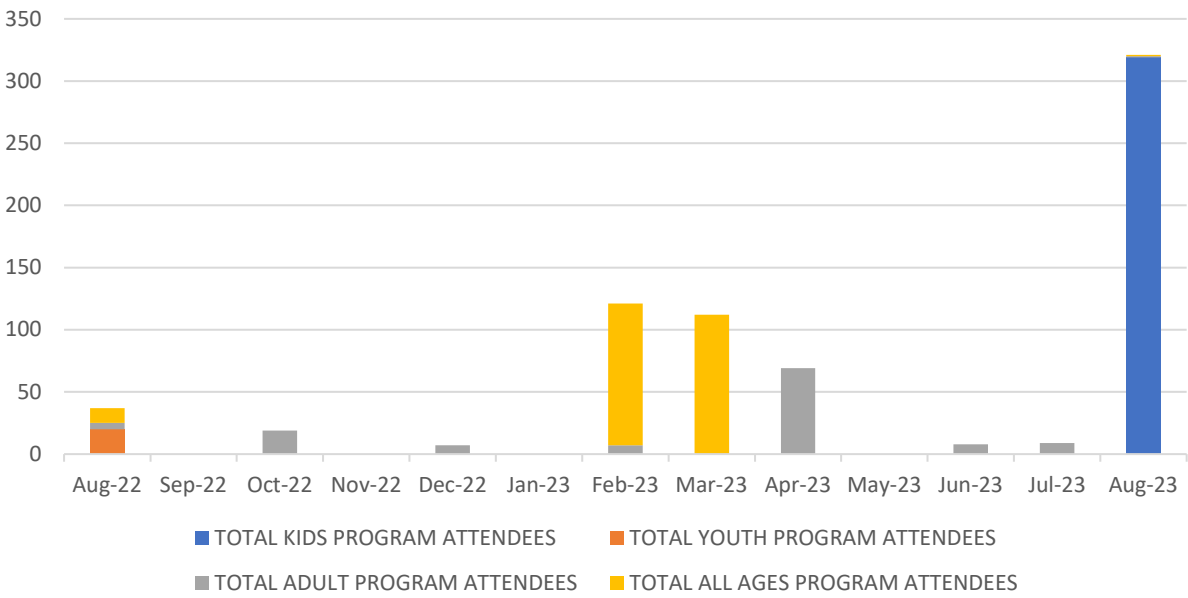
August 2023 Executive Summary – Charts



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



Virtual Program Attendance



Fulton County Library System

BYLAWS

Board of Trustees

BYLAWS FULTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

ARTICLE I DUTIES OF THE OFFICERS

Section 1. Chairperson. The Chairperson of the Board of Trustees of the Fulton County Library Systems (“FCLS”) shall preside at all Board meetings, appoint all committees and committee chairs, and be an ex-officio member of each committee. In addition, the Board Chairperson will approve the agenda for each meeting and will transmit the agenda to the Executive Director to be distributed by him/her to all Trustees and to the public. The Chairperson is a voting member of the Board of Trustees.

Section 2. Vice-Chairperson. The Vice-Chairperson shall preside at Board meetings in the absence of the Chairperson and shall represent the Fulton County Library System Board of Trustees at each quarterly meeting of the Friends Council. All other duties of the Vice-Chairperson shall be assigned by the Chairperson.

Section 3. Secretary. The office of Secretary may be held by a Board member or, at the discretion of the Board of Trustees, by the Executive Director or other library employee. In the event that the Executive Director or other library employee is elected to hold the office of Secretary, he/she will be an ex officio member of the Board of Trustees and will not be eligible to vote on Board issues. The duties of the Secretary shall be as follows:

- (a) The Secretary shall ensure that a summary of subjects acted on and the members present at any meeting of the Board of Trustees is prepared and made available to the public for inspection within two business days of the adjournment of such meeting in accordance with O.C.G.A. §50-14-1(e)(2)(A).
- (b) A verbatim transcript shall be the official minutes of the regular meetings of the Board of Trustees and, when feasible, any other meeting of the Board of Trustees. The Secretary shall ensure that the verbatim transcript of each such meeting is presented to the Board of Trustees for approval prior to the next regular meeting and then made available to the public after the next regular meeting whether or not such transcript has been approved.
- (c) In the extreme circumstances that a court reporter is not present at any meeting of the Board of Trustees to create a verbatim transcript, the Secretary shall record substitute minutes of the meeting to comply with O.C.G.A. §50-14-1(e)(2)(B) and will include (1) the names of the members present at the meeting; (2) the names of all visitors present; (3) a description of each motion or other proposal made; (4) the identities of the persons making and seconding the motion or other proposal; (5) a record of all votes including the names of each person voting for or against a proposal; however, if a motion is approved, members will be assumed to have voted in favor of the motion unless specifically identified as having voted against the proposal or abstaining.
- (d) Minutes of executive sessions are also recorded and preserved but are not open to the public. Such minutes shall specify each issue discussed in executive session, and when matters subject to the attorney client privilege are discussed, only the fact that the discussion occurred and its subject shall be identified, but the substance of the discussion shall not be recorded in the minutes.

ARTICLE II PROCEDURE FOR ELECTION OF OFFICERS

Section 1. Timing; Ballots; Terms The Board of Trustees will elect officers during the regular June meeting. The election of officers may be made, at the discretion of the voting members present at the meeting, by secret ballot or by open ballot. In the event of a vacancy in any office for any reason, election by the Board of Trustees of a new officer to complete the unexpired term will occur at the first Board meeting held at which the Trustees receive notice of the existence of a vacancy in any office. Terms of office shall begin at the close of the meeting at which new officers are elected.

ARTICLE III COMMITTEES

Section 1. Constitution and Bylaws Committee. The Constitution and Bylaws Committee shall consist of at least two Board members appointed by the Chairperson who shall also serve ex officio. The Committee will have the following responsibilities: (1) Study and be knowledgeable of: The Constitution and Bylaws of the FCLS; Local, state, and federal laws which affect Fulton County's public libraries; (c) Those portions of the Guidelines on Constitutions and Bylaws for Georgia Public Libraries <http://www.georgialibraries.org/lib/publiclibinfo/> which are applicable to Fulton County libraries; (2) Propose revisions as necessary to the FCLS Constitution and Bylaws; and (3) Advise the Chairperson on proper procedures and authority per Constitution and Bylaws.

Section 2. Special Committees. Special committees may be established as deemed appropriate by the Chairperson. These committees will be for the study and investigation of special issues and will serve until the completion of the work for which they were appointed or until, in the sole discretion of the Chairperson, any such committee is determined by the Chairperson to be no longer necessary.

Section 3. Guidelines for All Committees. Committee meetings shall be open to the public and shall follow procedures generally applicable to regular meetings of the Board of Trustees regarding scheduling and notice of meetings. Minutes shall be recorded in summary form, identifying the persons present, the action items, summaries of all analyses, reviews, conclusions, and recommendations; and future action plans. Committee meeting minutes shall be provided to the full membership of the Board of Trustees prior to the next regular meeting and distributed with the Board meeting minutes after such meeting.

ARTICLE IV MEMBER ATTENDANCE AND VACANCY

Section 1. Attendance Required. Regular attendance of meetings of the Board of Trustees is required of all Trustees.

Section 2. Removal. Georgia law requires the removal for cause of any Trustee who fails to attend three consecutive meetings or who is absent for four or more meetings in a calendar year. Upon being removed for cause or for failure to attend meetings, such member shall not be eligible for reappointment during the appointing authority's present term of office. The Chairperson shall notify the removed Trustee's appointing Commissioner within ten days of the removal of the Trustee and

the reason therefore and also request the appointment of a replacement Trustee. Notice of this action and all subsequent actions shall be reported to the Board of Trustees by the Chairperson at the next regularly scheduled meeting.

ARTICLE V MEETINGS

Section 1. Open to the Public. All Board meetings shall be open to the public to the full extent required by law. All Board decisions, to the extent required by law, are to be formally moved and adopted in an open meeting in order to be legally binding.

Section 2. Regular Meetings; Schedule. Regular meetings of the Board of Trustees shall be held monthly, on the fourth Wednesday of each month except November and December, at the Central Library. The date, place and time of the regular meetings may be changed at any regular meeting by a majority vote of the Board of Trustees. A notice containing information prescribing the time, place, and date of the next regular meeting of the Board of Trustees shall be posted and maintained in a conspicuous place available to the public at the place of the next regular meeting as well as on the FCLS's website for at least one week in advance of the next regular meeting.

Section 3. Agenda. At some time in the two weeks immediately prior to regular meetings of the Board of Trustees, an agenda of all matters expected to come before it at such meeting shall be made available to the public and posted at the meeting site. Failure to include an item which becomes necessary to address during the course of a meeting shall not preclude considering and acting upon such item.

Section 4. Minutes. As provided in Article I, Section 3(b), the proceedings of regular meetings of the Board of Trustees and all other meetings to the extent feasible shall be taken down by a court reporter and converted to a verbatim transcript which shall be the official minutes of the Board of Trustees. The cost of the court reporter is paid from the library system's budget and the scheduling of the court reporter will be the responsibility of the Executive Director's staff.

Section 5. Executive Sessions. Upon majority vote of a quorum present for a meeting, a meeting may be closed for executive session for discussion or deliberation of personnel matters, litigation matters, and the communication of attorney-client privileged discussions. Only matters that are authorized to be discussed in a closed meeting may be discussed. Pursuant to O.C.G.A. § 50-14-4(b)(1), upon the conclusion of the closed session, the Trustees attending the closed executive session shall file with the official minutes a notarized affidavit stating under oath that the subject matter of the closed portion of the meeting was devoted to matters within the exceptions provided by law and identifying the specific relevant objection. If during the closed session unauthorized discussion is initiated, the presiding officer shall immediately rule the discussion out of order. If such unauthorized discussion continues after being ruled out of order, the presiding officer shall immediately adjourn the executive session.

Section 5. Cancellation of Regular Meetings. Although cancellation of a regular Board meeting is disfavored, the Chairperson of the Board of Trustees is authorized to cancel a regular meeting when it is appropriate to do so. Examples of such circumstances include but are not limited to when it appears that a quorum is or will be lacking, inclement weather makes travel unsafe, and more time is needed to prepare for presentation of an agenda item. If the Chairperson cancels the meeting, the Chairperson shall notify each board member and the public as soon as possible.

Section 6. Special Call Meetings. Special meetings may be called by the Chairperson or upon written request of three members of the Board of Trustees for the transaction of business stated in the call for the meeting. Notice of a special call meeting shall be conspicuously posted in the place where the regular meetings are held no less than twenty-four hours in advance of the meeting. In addition, notice of the time, date, location and the agenda shall be emailed to the Daily Report. No business other than that which has been advertised may be conducted at a special meeting.

Section 7. Quorum. A quorum of the Board shall be four voting members. No official business may be conducted by the Board without a quorum. Each member of the Board shall have one vote. Ex-officio members have no voting privileges and are not included in the quorum.

Section 8. Participation by Teleconference. When a quorum is present in person, a member may participate by teleconference if necessary due to reasons of health or absence from the jurisdiction. Absent emergency conditions or the written opinion of a health professional that reasons of health prevent a member's physical presence, no member shall participate by teleconference pursuant to this subsection more than twice in one calendar year. **However, in the event that library facilities are closed to the public because of declaration of a state of emergency by a public official 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 allows contemporaneous public access to the meeting and otherwise complies with the Georgia Open Meetings Act, O.C.G.A. Section 50-14-1.**

Section 9. Procedure. The latest edition of Robert's Rules of Order, to the extent consistent with these Bylaws, shall govern the proceedings of the Board. Action items will be published in the agenda for a meeting. Motions may be made and acted upon during a meeting where these motions are part of the topic under discussion.

ARTICLE VI AMENDMENTS

Section 1. Procedure. These Bylaws may be amended at any Board of Trustees meeting by a majority vote of the full Board (4 members voting in favor), provided that the Bylaws Committee has reviewed and provided comments on the proposed change and the intended amendment is sent in writing to all members at least two weeks prior to the meeting at which the vote is taken to amend the Bylaws. All amendments to these Bylaws shall take effect immediately upon adoption.

Section 2. Filing Required. All amendments to these Bylaws must be filed with the Georgia Public Library Services Division of the Board of Regents of the University System of the State of Georgia.

**CONSTITUTION OF THE BOARD OF TRUSTEES
OF THE FULTON COUNTY LIBRARY SYSTEM**

ARTICLE I

NAME AND LOCATION

The Fulton County Library System (FCLS) is a county-wide library system and provides library services to Fulton County, Georgia, and that part of the City of Atlanta in DeKalb County, Georgia. For purposes of signage, letterhead, website and other materials and non-legal documents, the library system may also be known as the Atlanta-Fulton County Library System (AFCLS) within the corporate limits of the City of Atlanta.

ARTICLE II

PURPOSE AND MISSION

FCLS serves as a cultural and intellectual center that enriches the community and empowers all residents with essential tools for lifelong learning. FCLS shall offer a full program of library services to all citizens of the FCLS service area.

ARTICLE III

GOVERNANCE

Section 1. Governing Law. FCLS was established by the Georgia Legislature in accordance with the Act of 1982, Ga. L. 1982, p. 4174, as amended by Ga. L. 1983, p. 4228, Ga. L. 1984, p. 4711, Ga. L. 1985, p. 4327, Ga. L. 1986, p. 5370, Ga. L. 1988, p. 4613, Ga. L. 1990, p. 3715, Ga. L. 1993, p. 4429, Ga. L. 1995, pp. 3739, 4084, Ga. L. 1996, p. 3859, Ga. L. 1997, p. 3635, Ga. L. 2005, p. 4345, and Ga. L. 2015, p. 4054. Title 20, Chapter 5, Part 2, O.C.G.A. § 20-5-40 *et seq.*, also applies.

Section 2. Board of Trustees. FCLS is administered by a Board of Trustees as prescribed by Ga. L. 2015, p. 4054.

Section 3. Membership; Eligibility; Terms; Removal

- (a) **Membership.** There shall be seven Fulton County-appointed members of the Board of Trustees, with one member to be appointed by each member of the Board of Commissioners of Fulton County and confirmed by a majority of the Board of Commissioners. The mayor of the City of Atlanta shall appoint one member to serve on the board of Trustees *ex officio* as a nonvoting member. Any vacancy on the Board of Trustees shall be filled in the same manner as an initial appointment.
- (b) **Eligibility.** Each member of the Board of Trustees appointed by a member of the Board of Commissioners shall reside within Fulton County during his or her service on the Board of Trustees. No person may be appointed or serve as a member of the Board of Trustees who holds any elective office. No member of the Board of Trustees who has been removed for cause or for failure to attend meetings shall be eligible for reappointment during the appointing authority's present term of office.
- (c) **Terms.** Each member of the Board of Trustees appointed by a member of the Board of Commissioners shall serve at the pleasure of the appointing member of the Board of Commissioners and for the same term as the Commissioner making such appointment.
- (d) **Removal.** Members of the Board of Trustees shall be removed for cause or for failure to attend three consecutive meetings or for failure to attend four or more meetings in a calendar year.

Section 4. Duties and Responsibilities. The Board of Trustees shall have duties and responsibilities which include but are not limited to the following:

- (a) **Strategic Direction:** To develop an annual strategic plan for the library system.
- (b) **Executive Director:** To hire an executive director of the library system who shall serve at the pleasure of the library board of trustees with the confirmation of a majority of the Board of Commissioners of Fulton County and shall report directly to the library board of trustees for purposes of job performance, evaluation, and budgeting.
- (c) **Plan of service:** To review and approve an annual plan of service for the distribution of services throughout the legal service area by January 1 as developed by the executive director.
- (d) **Library Facility Master Plan:** To review as needed current and long-range plans for

utilization of library resources, revising any plans as appropriate;

- i. Finance: To develop with the executive director and staff the annual operating and capital budgets for the library system; monitoring actual financial performance and authorizing adjustments to expense budgets when needed.
- ii. To approve proposed budgets and changes to budgets prepared by the library system executive director and staff and to assume responsibility for the presentation of the library's fiscal needs to the Fulton County Board of Commissioners;
- iii. To present financial and progress reports to the Fulton County Board of Commissioners and to the public;

(e) Policies governing library system programs and services;

- i. To establish policies prioritizing the use of library resources and to communicate those policies to the Fulton County Board of Commissioners;
- ii. To establish reasonable rules and regulations governing the use of the library which are consistent with established legal precedent and Fulton County policies;
- iii. To set policies for the administration of gifts of money and property which are consistent with Fulton County policies relating to finance and purchasing;

(f) Board of Trustees

- i. To attend Board meetings;
- ii. To elect officers as provided in this Constitution;
- iii. To remove members of the Board of Trustees for failure to attend Board meetings which attendance shall be determined by the minutes of the meetings of the Board of Trustees or for cause as may be determined by the majority of members of the Board of Trustees in their sole discretion;
- iv. To notify appropriate commissioners on the Fulton County Board of Commissioners of vacancies on the Board of Trustees so that appointments may be made to complete unexpired or full terms;
- v. To notify the library system executive director, in advance, of

- all meetings of library Boards and Board committees; and
- vi. To provide for compliance by the Board of Trustees with the requirements of Georgia law governing open meetings, O.C.G.A. § 50-14-1 *et seq.*, and open records, O.C.G.A. § 50-18-70 *et seq.*

Section 5. Collective Authority. All decisions of the Board of Trustees shall be made by the Board as a collective body. No individual member may make decisions or act for the Board unless specifically authorized to do so by a vote of the membership of the Board.

Section 6. Compensation. The members of the Board of Trustees shall not receive compensation; however, in accordance with Ga. L. 2015, p. 4054, members of the FCLS Board of Trustees are authorized to receive a per diem allowance for each meeting of the Board of Trustees which they attend in such amount as may be fixed from time to time by the Board of Commissioners of Fulton County. Members may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business. Dues or fees for membership in local, state, regional, or National Library Associations may be paid from library funds.

Section 7. Relationship between FCLS and Fulton County. The assets of FCLS are owned by Fulton County. FCLS is funded primarily by appropriations from Fulton County in the same manner as other departments of Fulton County government in accordance with the budgetary laws applicable to Fulton County and follows the purchasing procedures and requirements of Fulton County.

ARTICLE IV OFFICERS

Section 1. Officers. The officers of the Board of Trustees shall be a chairperson, a vice chairperson, and a secretary who shall perform the duties prescribed in the Bylaws. The office of secretary may, at the discretion of the Board, be held by the executive director of the library system or other library employee. In the event that the executive director or other library employee is elected to hold the office of secretary, he/she will be an *ex officio* member of the Board and will not be eligible to vote on Board issues.

Section 2. Election; Terms; Eligibility. Officers shall be elected as provided in the Bylaws to

serve a one-year term. No member of the board of Trustees shall hold more than one office at a time. **No officer shall be eligible to serve more than two consecutive terms in the same office, except when extraordinary circumstances exist which require an extension of the second term for continuity of leadership as determined by the Board of Trustees, or when a state of emergency has been declared by a government official with authority to make such a declaration and that emergency affects library operations, and the Board of Trustees Members believe that continuity of leadership is necessary to address the emergency. The length of such an extension shall not exceed six months.** The limitation on second terms does not apply if the Board of Trustees elects the library executive director or other employee to serve as secretary. Vacancies in elected offices shall be filled by vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

ARTICLE V AMENDMENTS

Section 1. Amendment. This Constitution may be amended at any regular Board of Trustees meeting by a two-thirds vote of the members (five), provided the intended amendment is sent in writing to all members at least four weeks prior to the meeting at which the vote is taken.

Section 2. Annual Review. This Constitution shall be reviewed by the Board annually or sooner if revised Georgia Law suggests a review is in order. All amendments to the Constitution shall be filed with the Georgia Public Library Service, part of the Board of Regents, University System of Georgia immediately upon adoption.

ARTICLE VI PARLIAMENTARY AUTHORITY

The parliamentary authority shall be the latest edition of Robert's Rules of Order.

PROPOSED AMENDMENT TO THE CONSTITUTION OF THE FULTON COUNTY LIBRARY BOARD OF TRUSTEES SO AS TO AUTHORIZE THE BOARD OF TRUSTEES TO EXTEND THE TERM OF ITS CHAIR UNDER CERTAIN CIRCUMSTANCES; AND FOR OTHER PURPOSES.

WHEREAS, the Fulton County Library System is in the final stages of an extensive library renovation project involving several locations; and

WHEREAS, the Members of the Fulton County Library System Board of Trustees would like its current Chair, Phyllis Bailey, to continue as Chair through the end of 2020 to oversee completion of the construction; and

WHEREAS, the current COVID-19 health crisis has resulted in a state of emergency being declared by public officials and the closure of all library branches, creating an additional need for continuity in leadership as performed by the Library Board of Trustees and particularly its Chair; and

NOW, THEREFORE, The Constitution of the Board of Trustees of the Fulton County Library System IS HEREBY AMENDED by deleting the third sentence of Section 2 of Article IV, which currently reads as follows:

Section 2. Election; Terms; Eligibility. Officers shall be elected as provided in the Bylaws to serve a one-year term. No member of the Board of Trustees shall hold more than one office at a time. **No officer shall be eligible to serve more than two consecutive terms in the same office.** The limitation on consecutive terms does not apply if the Board of Trustees elects the library executive director or other employee to serve as secretary. Vacancies in elected office shall be filled by vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

And replacing it with the following language:

Section 2. Election; Terms; Eligibility. Officers shall be elected as provided in the Bylaws to serve a one-year term. No member of the board of Trustees shall hold more than one office at a time. **No officer shall be eligible to serve more than two consecutive terms in the same office, except when extraordinary circumstances exist which require an extension of the second term for continuity of leadership as determined by the Board of Trustees, or when a state of emergency has been declared by a government official with authority to make such a declaration and that emergency affects library operations, and the Board of Trustees Members believe that continuity of leadership is necessary to address the emergency. The length of such an**

extension shall not exceed six months. The limitation on second terms does not apply if the Board of Trustees elects the library executive director or other employee to serve as secretary. Vacancies in elected offices shall be filled by vote at the next regular meeting of the Board of Trustees after the vacancy occurs.

AND IT IS HEREBY RESOLVED that this amendment to the Constitution of the Fulton County Library System Board of Trustees shall become effective immediately and shall be filed with the Georgia Public Library Services Division of the Board of Regents of the University System of the State of Georgia.

This **22nd** day of **July**, 2020.