



**FULTON  
COUNTY**  
LIBRARY  
SYSTEM

# **BOARD OF TRUSTEES**

MEETING  
INFORMATION PACKET

OCTOBER 25, 2023



**FULTON  
COUNTY  
LIBRARY  
SYSTEM**

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**REVISED**

**FULTON COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING  
OCTOBER 25, 2023 – 4:00 P.M.  
AGENDA**

- I. Call to Order
- II. Public Comments
- III. Adoption of Agenda\* Doc. #23-51
- IV. Approval of Minutes - September 27, 2023\* Doc. #23-50
- V. Chairman's Report
- VI. AFPL Foundation, Erin Dreiling, Executive Director - Introduction
- VII. Work Orders Report - Paul Kaplan
- VIII. Director's Reports Doc. #23-54
  - Library Services and Trends
  - Monthly Financial Report Doc. #23-52
  - Monthly Usage Summary Doc. #23-53
  - Library Closure Report - Quarterly
- IX. Unfinished Business
  - A. Central Library - Update
  - B. AFPL Foundation M.O.U. - Update
  - C. Code of Conduct Policy\* - Update
- X. New Business
  - A. Library's Impact Plan - Discussion
  - B. 2024 Library Board of Trustees Meeting Schedule\* Doc. #23-55
  - C. 2024 Fulton County Library System Holiday/Closing Calendar\* Doc. #23-56
  - D. Loan Policy - Discussion
  - E. Book Selection Process and Reconsideration Process – Discussion
- XI. Executive Session
- XII. Adjournment

\*Action is anticipated on this item

**Doc. #23-50**



**FULTON  
COUNTY  
LIBRARY  
SYSTEM**

**FULTON COUNTY LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**SEPTEMBER 27, 2023 – 4:00 P.M.**



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

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

Guests: 2 Webinar Attendees

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Board Chair Priscilla Borders called the meeting to order at 4:06 p.m.

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**CALL TO ORDER**

**CHAIR PRISCILLA BORDERS:** Good afternoon everyone, my name is Priscilla Borders, Chair of the Fulton County Library System Board of Trustees. We're going to call the meeting to order, it's 4:06. Thank you for everyone for being here. Mrs. Zenobia, any public comments?

**PUBLIC COMMENTS**

**MRS. ZENOBIA CLAXTON:** We have no public comments at this time.

**CHAIR PRISCILLA BORDERS:** Appreciate. As a matter of protocol, Mr. Kaplan --

**MR. PAUL KAPLAN:** Yes.

**CHAIR PRISCILLA BORDERS:** -- a Board of Trustee is joining us virtually this afternoon. Just to make sure, Mr. Kaplan, when you get the opportunity, don't forget to submit your medical notice for joining us virtually.

**MR. PAUL KAPLAN:** Okay, sounds good.

**CHAIR PRISCILLA BORDERS:** I just wanted to get that on the record. Thank you so much. Who's that raised hand?

**MR. PAUL KAPLAN:** Can anybody see me, by any chance?

**CHAIR PRISCILLA BORDERS:** We see you. We see you and hear you.

**MR. D. CHIP JOYNER:** Yes, we see you.

**MR. PAUL KAPLAN:** Okay.

**CHAIR PRISCILLA BORDERS:** Yes, we're just looking at the Zoom feed.

**MRS. ZENOBIA CLAXTON:** She's just asking, who can see your messages?

**23-45 ADOPTION OF AGENDA****MOTION**

**CHAIR PRISCILLA BORDERS:** Oh, got it. Thank you. So, let's proceed. The adoption of the agenda, has anybody -- anybody have any additions or corrections with the agenda? If not, I'll entertain a motion to adopt.

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

**MR. D. CHIP JOYNER:** Second.

**CHAIR PRISCILLA BORDERS:** Okay. First, Mr. Kaplan, second by Trustee Joyner. So, all those in favor of adopting the agenda, signify by saying aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** Any opposed?

**MR. JOE PIONTEK:** Excuse me?

**CHAIR PRISCILLA BORDERS:** Yes.

**MR. JOE PIONTEK:** But do we intend to discuss that email?

**CHAIR PRISCILLA BORDERS:** Today?

**MR. JOE PIONTEK:** Today.

**CHAIR PRISCILLA BORDERS:** No.

**MR. JOE PIONTEK:** Okay.

**23-44 APPROVAL OF MINUTES - AUGUST, 23, 2023****MOTION**

**CHAIR PRISCILLA BORDERS:** No. Thank you. So, the -- any oppositions to the agenda? Hearing none, it's adopted. The next matter is that approval of the minutes of August 23, 2023. Everybody had the opportunity to review it? Any questions, additions, corrections, comments? If not, I'll entertain a motion to approve the minutes.

**MR. D. CHIP JOYNER:** Motion to approve.

**MR. JOE PIONTEK:** Second.

**CHAIR PRISCILLA BORDERS:** I got a first and second. All those in favor of adopting the minutes of August 23<sup>rd</sup>, signify by saying aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** All those against, nay. Hearing none, minutes are approved. The next matter of the agenda, the Chairman's report. I do not have anything to report today, so I will ask to proceed with the work orders report from Mr. Kaplan.

**WORK ORDERS REPORT**

**MR. PAUL KAPLAN:** Okay. So, through the month of August, from August 1<sup>st</sup> to the 31<sup>st</sup>, we received 203 work orders, and out of that, they completed 140, which is about 70 percent of it. It seems like they've been averaging between 70 and 80 percent of the work orders that are received during the month, which is very good. They're keeping up with it. They don't really, really drop much below 70 percent. So all of it -- and it, basically, everything there is pretty much what we've always talked about, HVAC, plumbing, electrical, miscellaneous, that's all. It's all pretty much the same. But I want to talk about the report that I've been doing for the last four months. I've tracking all of the security issues that we had throughout all the libraries. I actually have found no pattern that one specific library is causing more problems than the rest. It seems like it's been pretty much spread out. I can't find any pattern. I can't specifically say, this library here is causing more problems, the rest of it -- it just seems like, this is what, it happens with this many libraries. Thirty-four buildings, we're averaging about, believe it or not, three to four security issues per month, which is really not a lot when you think about it. But when you see it, and I talk about it each month, it seemed like a lot. But I'll tell you, I can't find any pattern to it. So I am not going to go any further trying to contact IT, contact some people, find out what's happening, because I don't see a pattern of any specific problems. Basically, the security system is either a security alarm or fire alarm systems, that's basically what I've been tracking. I have a whole complete report on every library. If you want to know who has the most, it really doesn't mean anything, is really -- well, I'll tell you in a minute -- it's South Fulton South, South Fulton branch averages about eight per month. Then there's Fairburn, there's Ocee, and like that. But then basically, there's no pattern that this one specific library branch is causing more problems than the rest. Unless there's something else, I'm not going to continue tracking. It takes a lot of time to track this. I'm just going to continue doing the work orders each month and give report to you, where we are and where we stand with it. But if you have any questions, I'd be happy to answer it.

**CHAIR PRISCILLA BORDERS:** Yes, we have a question.

**MR. D. CHIP JOYNER:** Mr. Kaplan.

**MR. PAUL KAPLAN:** Yes.

**MR. D. CHIP JOYNER:** The security incidents, there -- what was the pattern of the type of incident?

**MR. PAUL KAPLAN:** It's alarm, the security alarm, or something's not working, they can't get into the building with their pass, things like that. In all instances, all security problems and all fire alarms are always corrected almost immediately. They do not wait until the next day. They seem to get it right away, unless it's the end of the day, otherwise, they're corrected right away. So, there's no real -- and fire alarm systems, I don't know what's happening with fire alarm, unless somebody pulls it or something is short circuit, or what it is. I don't know what the final work order and who did the completion, and what they found. I have not tracked. In order to track that, I'm going to have to talk to a few people to figure out what it is.

**MR. D. CHIP JOYNER:** Okay.

**MR. PAUL KAPLAN:** Unless Director Holloman has an idea, I don't at this point.

**MRS. GAYLE H. HOLLOWAN:** I don't. We don't know. It's just all over the place.

**MR. D. CHIP JOYNER:** So, are the security incidents also safety incidents or they're just alarms?

**MRS. GAYLE H. HOLLOMAN:** It's mostly alarms.

**MR. PAUL KAPLAN:** Mostly alarms.

**MR. D. CHIP JOYNER:** Okay. So when we say, three per library, that's not three safety incidents, that's security incidents, and there's a difference between the two, is what we're hearing, correct?

**MR. PAUL KAPLAN:** Correct, security and then fire --

**MR. D. CHIP JOYNER:** Okay.

**MR. PAUL KAPLAN:** -- alarms.

**MRS. GAYLE H. HOLLOMAN:** Right.

**MR. D. CHIP JOYNER:** Okay. Okay, all right. Thank you.

**CHAIR PRISCILLA BORDERS:** Again, Mr. Kaplan, thank you so much for keeping us informed with all your maintenance follow up. So we really appreciate that. So, if there's no further questions or comments, we're going to move to the Director's report.

### **DIRECTOR'S REPORT**

#### **LIBRARY SERVICES AND TRENDS**

#### **23-46 MONTHLY FINANCIAL REPORT**

#### **23-47 MONTHLY USAGE SUMMARY**

**MRS. GAYLE H. HOLLOMAN:** Good afternoon, thank you, Madam Chair. We've been extremely busy during the month of August. The Summer Reading Program ended, and we're very, very proud to report that we did very well with the -- with it, as far as our numbers go. Our -- being the largest library system in the state, our numbers affect the state's overall performance. So we don't have the state's overall performance numbers yet. But we excelled in that we had about 7,000 last year, last summer of participants. This year we had 10,152, and that's wonderful of all ages, reading 67,000 books or a little bit over. So that's really good for us coming back off of COVID and people coming back in the programs, and people checking more books out. So we're very happy about that. We're embarking now on -- along with the state and other library systems in state with 1,000 books before kindergarten. We're really pushing that forward because we think that that's a big component of our literacy, component for our Strategic Plan. So that's an avenue that we're going down to try and better what we offer for children, and teaching parents just really how to read to their children. We're also about to embark, as soon as we can work through it, a partnership with the Atlanta Speech School. So we think that that's going to help us a lot with regard to literacy. We don't really know how it's going to look yet. But they're very much wanting us to partner with them and see what differences we can make, particularly at about nine schools in APS that they feel really need to be touched with this type of additional exposure or enhancement. We've also partnered with Zeller Cooperation, that's Mark Vollbrecht is a member of our Board of our -- Foundation Board, and he has a company running the parking garage behind us, behind our garage, across from the garage. He has so generously given us the opportunity offer parking spaces for several of our signature programs at a 50 percent discount. Normally it's \$20 for the parking, it's going to be \$10. So we're very proud of that and pleased that that was able to be worked through. We're working with some other things that some members, other members of the Foundation have started to introduce us to people, and we're very excited about how those opportunities are possible. Paper, is online resource that you may have heard me talk about through the months. It is a homework -- real-time homework resource. Children can actually go, K-12, and actually get homework assistance while they're online with a real person. It has taken off so much that it's over 300 percent usage. So it costs us money, and we're trying to figure out how to kind of afford it as we move forward. But it has been extremely, extremely well received. I just want you to know that you're very much invited to attend the One Book, One Read event this coming Saturday at 6:00 p.m. and

we look forward to your attendance, and it's going to be a great occasion, I believe. The Children's Book Festival is October 19<sup>th</sup> for children, going to feature Eric Litwin, children's author. The one that was going to be on the 20<sup>th</sup> for teens with the author Nick Stone, has been changed to the 27<sup>th</sup>, October 27<sup>th</sup>. So that's what's going on there. But it's been an exciting time, and we've got a lot of interesting people and a lot of work happening. I also am glad to report that we're down to 26 vacancies, and so that's a good thing. We're doing some more interviews, starting next week. So we're plotting along and moving along, trying to address the different problems that we faced for quite a while now. And I think we're going to see the light of the day with some of them that we thought were just going to continue to be ongoing, but they're not. Any questions about any of that, or --

**MR. D. CHIP JOYNER:** One question, Director Holloman. Thank you so much. One thing in the Director's report, and I've just been thinking about this more recently, but it's such a good report to read about what happened. Would it be possible to get the same report a month before it happens? So like, all of these things that are listed, you know, some things I wish that I -- I wish I had taken the time to go to the website and visit and take a look. But maybe if, if there's an insert saying, these things are coming up.

**MRS. GAYLE H. HOLLOMAN:** Oh, right.

**MR. D. CHIP JOYNER:** That's easier to --

**MRS. GAYLE H. HOLLOMAN:** To look forward to.

**MR. D. CHIP JOYNER:** -- to add to the calendar.

**MRS. GAYLE H. HOLLOMAN:** Certainly.

**MR. D. CHIP JOYNER:** Okay. That's great. Because there's so many great programs I'm missing, and I know that's negligent on my part. But I -- it would be great to -- for us to be able to share with our networks as well in advance.

**MRS. GAYLE H. HOLLOMAN:** Okay. We will work on that.

**MR. D. CHIP JOYNER:** Thank you.

**MRS. GAYLE H. HOLLOMAN:** We will definitely work on that.

**MR. D. CHIP JOYNER:** Okay. Then also, Director Holloman, is -- this is just out of the blue, is in a -- in the world of libraries, do you see AI coming into the picture? Is that something on the horizon for how it's going to help libraries to be affected by the technology?

**MRS. GAYLE H. HOLLOMAN:** Well, I've been -- started -- I started researching some of that, and haven't gotten very far. But AI, we think is going to really affect us in quite a few ways. It will affect writers, so then ultimately, it will affect us, and so we're not sure how it's going to look. I've been looking through the literature, as other library systems are experiencing it, more the larger, more well-known libraries are beginning to see a little bit of that more than we are. So I'm not sure. I can't give a clear response to that right now because it's so new, and people are so afraid of it. I'm not so sure it's anything to be afraid of. Because I think, too, in -- as you all probably know, we've had some AI all along. So it's not like we haven't experienced it. It's any time you manipulate information and make a picture look like something it isn't, or you write an article -- like I go on my phone sometimes and I find stuff and I think I'm reading an article that's legitimate and find out it's some bogus site that's not. So AI is basically the same thing, it's someone's interpretation and sometimes someone's change, you know, with regard to what's really true. So I'm not sure exactly how it's going to play out. ALA is really looking into it, and they're going to be making more comments on it. I expect that next year's ALA conference in San Diego would be filled with all that type of discussion. So I'll keep you posted, and as I hear about things, I'll let you all know or send you the articles or whatever.

**MR. D. CHIP JOYNER:** Thank you.

**MS. LINDA JORDAN:** Now, recently with the strike that's supposed to be over with the actors and the screenwriters and all that, but they've come up with some type of plan around AI.

**MRS. GAYLE H. HOLLOMAN:** Right.

**MS. LINDA JORDAN:** I don't know what it is, but they come up with some type of agreement as to how they can use AI.

**MRS. GAYLE H. HOLLOMAN:** Right.

**MS. LINDA JORDAN:** So I don't know if there's something that we should -- could look at, see what they've come up with. But I just wanted to bring that out, because I think it just happened yesterday. They talked about it this morning on the news.

**MRS. GAYLE H. HOLLOMAN:** Yes, that's one of the things they were very concerned about, as part of the strike, because their images could be used. Drake had a situation a few weeks ago, where somebody used his image and it wasn't even him singing or doing whatever, and he was very upset about it. So these are the types of things that are just a part of what's happening in society right now, and we're going to have to figure out where our part is in it.

**MR. DAMIAN DENSON:** Because I use Zoom so much at work, I think questions are you in the Q&A --

**MRS. ZENOBIA CLAXTON:** Yes, I see.

**MR. DAMIAN DENSON:** -- because the number keeps going up.

**MRS. GAYLE H. HOLLOMAN:** Okay.

**MRS. ZENOBIA CLAXTON:** Yes, I didn't want to disturb.

**MRS. GAYLE H. HOLLOMAN:** What are the questions? I can't read them.

**MRS. ZENOBIA CLAXTON:** So the first one is from Labrea Moore: Did I hear that no public comments are accepted?

**CHAIR PRISCILLA BORDERS:** I submitted --

**MS. LINDA JORDAN:** She said she submitted --

**MRS. ZENOBIA CLAXTON:** I submitted -- well, I didn't get it, so --

**MR. DAMIAN DENSON:** Okay.

**MRS. ZENOBIA CLAXTON:** The third one is: Are the security issues mostly during work hours or are patrons setting off the alarms by attempting to use the Wi-Fi after hours?

**MRS. GAYLE H. HOLLOMAN:** No. We don't have any indication that it has anything to do with Wi-Fi after hours. You know, at all of our libraries, the Wi-Fi extends to a certain part, part of the either parking lot, or out -- in this case, at Central Library, out on the front porch area, front lobby area, or area the right outside the front lobby. So that has not -- there's been no indication of that.

**MRS. ZENOBIA CLAXTON:** So, you answered her question, because it's the same lady. [Question]: Will there be any answers to comments submitted?

**MS. JENNIFER CULLER:** If I may interject, you know, typically in the open meetings situation, if someone provides a public comment through the regular channels that are provided for that ahead of time, then you should --

**MRS. ZENOBIA CLAXTON:** Yes.

**MS. JENNIFER CULLER:** -- have received that, and you would read it into the record. But public comments aren't routinely answered during meetings; they're simply taken into the record for information. So, you know, you wouldn't typically be having a, you know, back and forth with someone who's attending the meeting from the public, but simply taking that public comment and reading it into the record if they were provided it.

**MS. LINDA JORDAN:** She say she submitted it, though. The question is, where would they -- where did she submit it, so we make sure --

**MRS. ZENOBIA CLAXTON:** Well, I have to get it from someone.

**MS. LINDA JORDAN:** Okay.

**CHAIR PRISCILLA BORDERS:** Okay. But there is --

**MRS. ZENOBIA CLAXTON:** A follow up.

**CHAIR PRISCILLA BORDERS:** -- just for clarity, there is a process for submitting public comment, and that process is disclosed at -- on the website, correct?

**MRS. ZENOBIA CLAXTON:** Correct.

**MS. JENNIFER CULLER:** So I will say, when we first started the meeting, we noticed that there was a hand raised --

**MR. DAMIAN DENSON:** It's the same person.

**MRS. ZENOBIA CLAXTON:** That's the same person.

**MS. JENNIFER CULLER:** -- and so she may have been attempting to speak during our actual public comment, period. I'm not sure if that was the timing. So you may want to ask her to type in her public comment if that's what she -- if she had been asking to submit a public comment during that period. But again, you wouldn't be responding.

**CHAIR PRISCILLA BORDERS:** Okay. So is she still on?

**MRS. ZENOBIA CLAXTON:** Yes.

**CHAIR PRISCILLA BORDERS:** So, Ms. Moore, if you have any public comment or questions, go ahead and put it in there, and we'll take note of it. But typically, we deal with the public comments in the beginning the Board Meeting. But we'll make sure that we'll give consideration to what's submitted. Thank you. So, is that the same question, that's the same hand?

**MRS. ZENOBIA CLAXTON:** Yes.

**MR. DAMIAN DENSON:** Same person.

**CHAIR PRISCILLA BORDERS:** Okay. Got it. I just wanted to make sure it wasn't somebody else. So we're still with the Director's report.

**MRS. GAYLE H. HOLLOMAN:** Monthly financial report. The monthly financial report shows that we're at 63 percent committed in our budget, with \$11 million or little over to spend by year end. So we're on pace there, things are going well. Anybody, if there are any questions regarding that. The monthly usage summary, the -- everything is going up, or in place over year -- year to date, we just had a little bit of a challenge. We're still having some challenges with programs offered for children, birth to age 12. We're still looking at that because there are still a lot of people that aren't coming in. They just aren't -- either they don't have the time, or they're still skeptical of gathering. So, we're still working toward bettering that. It has been higher than the minus 13 percent. But we're still working toward trying to make sure that -- that we can engage the parents and children to come out more often.

**CHAIR PRISCILLA BORDERS:** Well, with that in mind, we do have the Children's Book Festival.

**MRS. GAYLE H. HOLLOMAN:** The Children's Book Festival is coming up on October 19<sup>th</sup>; is that right? Yes, and the 22<sup>nd</sup>. Any questions?

**CHAIR PRISCILLA BORDERS:** If not, let's proceed to the Central Library update.

#### **UNFINISHED BUSINESS**

#### **CENTRAL LIBRARY UPDATE**

**MRS. GAYLE H. HOLLOMAN:** Central Library is coming along; we have had some wonderful things happening here over the -- during the month of August. We, again, it's been probably two or three years since we've participated and that's because of COVID and all, we were closed, since we participated in Pianos for Peace. It was very different this -- it was a lot livelier this time. Used to be that they would have the pianos all around for different companies or organizations that wanted to participate downtown, and they would have them outside the offices or whatever. We used to always have a piano, an upright piano, outside the Central Library, sort of almost at the street level. This time, we were asked to -- to take a

baby grand piano and sit it in the main lobby of the Central Library, and people loved it. They would come in and we had all sorts of people for all sorts -- all walks of life, playing the piano. Some, a little bit better than others, not as good as others. But for the most part, we had some really, really wonderful people. You would have thought you had, you know, Liberace or Lionel Richie or somebody. They played so well, and we even some days had a choir that form from the people that sit back by the coke machines. They would start a gospel choir, and the guy would be playing the piano, and it would be like you're in church or something. So it was really quite fascinating. Then we would have people who would stay on the piano for two or three hours. But at least the ones that did, they played well, they were very well received. So we were very pleased with that, and we've now just have the piano where it's not being played. But I believe it's still there, and they're going to come get it pretty soon, probably by the end of this month. So that was --

**MR. D. CHIP JOYNER:** Director Holloman, when someone does that, is Mrs. Strange allowed to film it to put it out on --

**MRS. GAYLE H. HOLLOMAN:** Oh, it could --

**MR. D. CHIP JOYNER:** -- social media, so we are allowed to --

**MRS. GAYLE H. HOLLOMAN:** Oh, yes, it could be.

**MR. D. CHIP JOYNER:** Okay.

**MRS. GAYLE H. HOLLOMAN:** As long as the person agrees.

**MR. D. CHIP JOYNER:** Okay.

**MRS. GAYLE H. HOLLOMAN:** Right.

**MR. D. CHIP JOYNER:** Okay. Very good.

**MRS. GAYLE H. HOLLOMAN:** Yes, so it was a lot of fun. This time, like I said, it was a lot more fun because of the fact that we could all hear it or if we were walking by down there. Even here, you could hear it up -- coming up the stairs, of the sound coming through. It was very different from when it used to be outside. So I was -- it was kind of fascinating to see how that went. Our ESL and GED classes have been going real well here at Central, and we're still very excited about that, people are coming in. We just finished the exhibit that was downstairs, the Bias Within Us, and that was with the Smithsonian. It was a wonderful exhibit, people really had high regards and statements about it, and they enjoyed going through it. It was just a good piece for us to talk about, a good -- a good moment for people to just kind of listen and read and hear, and it was kind of interactive. So people really enjoyed that. I think it's being removed today, as of today. We were supposed to have it through almost the end of September. That's about it with Central right now.

**CHAIR PRISCILLA BORDERS:** Any questions or comments regarding Central?

**MR. D. CHIP JOYNER:** Just one outstanding, the light fixture that we were waiting on getting replaced -- Central. Did that ever take place?

**MRS. GAYLE H. HOLLOMAN:** The light fixture?

**MR. D. CHIP JOYNER:** The light bulbs that were out. Mr. Kaplan, that light fixture that was out at Central, did that ever get replaced or repaired?

**MR. PAUL KAPLAN:** Very honest truth, I don't know.

**MR. D. CHIP JOYNER:** Okay.

**MR. PAUL KAPLAN:** I'm not sure. I'm not sure which one it is.

**MRS. GAYLE H. HOLLOMAN:** I'll have to follow up on that.

#### **AFPL FOUNDATION MOU - UPDATE**

**CHAIR PRISCILLA BORDERS:** Any further comments? If not, I will proceed to the Foundation MOU. As you know, we're still working on the MOU. We finally got response back from Commissioner Arrington, and the team that's comprised of the Director, and Members of the Board of Trustees and Members of the Foundation. We will meet next month

to review that feedback and come up with another draft of the MOU, taking and incorporating that feedback. So we don't have anything to present this month, but, you know, give us time. We need to meet one more time at least to come up with a final draft to present to the County Attorney. So we are scheduled to meet next month. But aligned with the ongoing relationship with the Foundation, I want to give Chairman Joyner the opportunity introduce us to his Advocacy Committee, which is very much related the ongoing relationship between the Foundation and the Library System.

**MR. D. CHIP JOYNER:** Okay. Thank you, Chairman Borders. I'd like to introduce Ms. Sandra Hester from the Library Foundation. I'll let her introduce herself initially, and then together we'll share the idea that the Trustee -- that a person from the Trustees, Board of Trustees and from the Foundation together will have an Advocacy Committee to help move forward some of the initiatives that can help drive and compliment all the efforts of the Director and the Library System. But I'll let Ms. Hester introduce herself.

**MS. SANDRA HESTER:** Good afternoon, I think I know many of you in the room. So thank you for the opportunity to be here today. It's really important that we establish a partnership between the Foundation and the Board of Trustees because the library is our common goal, right, the success of the library. Helping make sure that all of the resources that are required to enable this library system to be successful, is our utmost and forefront goal. So, Chip mentioned that we have a partnership in leading the Advocacy Committee. That committee is really focused on, number one, building relationships with the Commissioners and this Board, so that we have the right level of awareness, the right level of accountability to the library, its needs, and our community. So, we're looking forward to having forging this partnership going forward, to be able to really make a sound concerted effort to ensure that the Fulton County Library Systems are compatible to the other library systems around the world, not just the United States, but around the world, right. We are all rooted in excellence, and we know that that requires the right amount of resources, right, not an extreme, but the right amount, right. We would love to be able to work with you and the Commissioners to determine what that is, and then join effort in helping raise those funds in creative ways that we may or may not have thought of, right. So, I'm excited to be here today to meet all of you and share what our plans are. We look forward to doing more of that. I will turn this back over to Chip. So it's great meeting everyone.

**MS. BEVERLY RICE:** Thank you.

**MR. JOE PIONTEK:** You, too.

**MR. D. CHIP JOYNER:** Great. Well, so this is really interesting. This is great, because as the Board over the last few years, okay, we've completed the bulk and remodeled all the libraries. So, knocked that out. Then in second, we, with the Foundation's assistance, the Strategic Plan was developed and approved. So now this is almost a third step, where the Trustees who are the Commissioners' appointees, we now have what has become a better partnership with the Foundation, who can help bring in additional resources to complement what the Trustees are doing, and in support of the Executive Director and the Commissioners. So it's almost like a lobbying army, government relations team. But again, the Foundation is to communicate with Trustees and hear back through the Trustees and with the Commissioners on how they can advocate for the libraries, for the library's mission, and the Trustees' goals and the Commissioners' goals. But it helps -- and also at the same time, it helps them really best target its fundraising efforts, so everyone's in alignment. So I think this is a great next step from how the Trustees and Executive Director have been moving the Library System forward. Again, we have beautiful facilities, we're in alignment with the plan that's written, and the Commissioners have approved. Now the Foundation with their assistance, their new leadership, and their energy to really grow more funds, we can really

do more for the citizens of Fulton County. So I think this is a real exciting time. So, the Advocacy Committee, please, we want to have an open exchange of ideas, and if they're certain initiatives that are put forward, together, myself, partnership with the Trustees, we can partner with the Foundation, and really have one single message to help drive the fundraising efforts. You said, that's correct?

**MS. SANDRA HESTER:** That's 100 percent correct.

**MR. D. CHIP JOYNER:** Okay, great. All right. Well, thank you. Thank you, Ms. Hester, for joining us at the meeting today.

**MS. SANDRA HESTER:** Absolutely. Absolutely.

**MR. D. CHIP JOYNER:** And thank you, Chair, Chairman Borders for allowing us a few minutes.

### **23-49 PROGRAMMING POLICY**

#### **MOTION**

**CHAIR PRISCILLA BORDERS:** Well, thank you, once again for being here, and thank you for being part of the Advocacy Committee. Any other comments or questions? All right. So let's proceed to the programming policy. I know that I sent the policies to you guys about two months ago. We were supposed to tackle it last month. But we wanted to give Director Holloman the opportunity for her team to review it and submit any concerns or questions. I did forward to you -- is it this one -- I did forward the comments and the suggestions that were given to her by her team. Please know that Nina and I will have the opportunity to meet to discuss those recommendations and proposed changes. A lot of them were already covered in not only the program policy itself, but the meeting room policy. And if you read the program policy, it specifically tells you to refer to the meeting policy, and then so a lot of those suggestions are not taken up today. The only one that we are going to consider and I asked whether you guys have any questions on is the -- the specific one, where it says, consider changing language regarding what's in Section -- were there some section -- but it's the paragraph that starts with: The Library shall strive to provide a board variety of programs to meet the needs of a diverse community. (period). If a program is controversial in nature, (comma), the Library will seek to present as many sides of the issue as possible. The recommended changes basically refer to removing the term, controversial, because it's pretty much inviting controversy.

**MS. LINDA JORDAN:** Right.

**CHAIR PRISCILLA BORDERS:** So the recommended change with -- the three of us met and agreed it made sense, is to read as follows: The Library shall strive to provide a broad variety of programs to meet the needs of a diverse community and will seek to present as many sides of issues (plural) as possible. By removing the term, controversial. That was one of the recommendations posed by Director Holloman's team, and we thought that was really feasible. So we wanted to bring that up to you -- to your attention as matter of action today. So I'm -- I welcome any discussion items, or if there's nothing to discuss or comment, then entertain a motion to adopt this change in language.

**MR. D. CHIP JOYNER:** Motion to adopt the change in language as just read by the Chair.

**MS. BEVERLY RICE:** Second.

**CHAIR PRISCILLA BORDERS:** Okay. If there's no further discussion, all those in favor of adopting the proposed language as I previously read, I -- signify by saying aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** All those in opposition? Hearing none, we will make sure that that change is reflected in the programming policy. Noting that change, we've got one more vote, because this programming policy is supposed to be reviewed and adopted every three years. It's scheduled to be adopted as of this month. With that change in mind, we will

-- I will ask that we adopt programming policy to be set in place for an additional three years. If there's no further comments or questions, I'll entertain a motion to adopt the programming policy.

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

**CHAIR PRISCILLA BORDERS:** Thank you.

**MR. D. CHIP JOYNER:** Second.

**CHAIR PRISCILLA BORDERS:** Okay. All those in favor, signify by saying aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** Any oppositions, nay. Hearing none, we will adopt the program policy and make sure that the -- the date will be updated with the applicable signature. So other than that, the programming policy, the next thing we're going to discuss under new business is the bylaws, the Board of Trustees attendance by teleconference and attendance generally. I know that there's a question raised at the last Board meeting, and we said that we would get as much clarity as we can. I'm going to hand it over to Trustee Radakovich.

### **NEW BUSINESS**

#### **BYLAWS - BOARD OF TRUSTEES ATTENDANCE BY TELECONFERENCE AND ATTENDANCE GENERALLY - DISCUSSION**

**MRS. NINA RADAKOVICH:** If you all read the email I sent you, you're probably more confused than before, and I confused myself while I was writing it. So, fortunately, we have a county attorney we can go to. Jennifer has gone over it and given us an explanation. But I think she can express it to us here in a little more simple way so that we know how to handle our absences or attendance by teleconference in the future.

**MS. JENNIFER CULLER:** Okay. So, I think, you know, the question was posed -- and again, you know, any legal advice for any particular subject that we would discuss would be, you know, not done in an open meeting. But just in general to answer the questions that were posed about attendance by teleconference. The way that it reads currently in law, and the bylaws support it, is if a member is -- a member may be absent twice per calendar year, with no excuse without any sort of penalty toward their membership on the Board. An excuse is essentially a doctor's note for being absent from the jurisdiction, an emergency condition in the jurisdiction and something of that nature that's outlined in the -- in the law. If a -- if a member has been approved to participate by teleconference, then they may vote as well by teleconference, but only if there are four voting members, personally present, physically present at the meeting in addition. I think that is generally the summary of the concerns. But if --

**MS. LINDA JORDAN:** So I have a question. So if a member is traveling, and the only way they can participate is by teleconference, we need to let the Madam Chair know to get approval --

**MS. JENNIFER CULLER:** Yes.

**MS. LINDA JORDAN:** -- to be able to be on the -- okay. How far in advance do we have to do it?

**MS. JENNIFER CULLER:** That is not addressed in the law or in the bylaws.

**MS. LINDA JORDAN:** Okay.

**MS. JENNIFER CULLER:** So I think that would be in the Chair's discretion.

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

**CHAIR PRISCILLA BORDERS:** For clarity, for there is no set limit a number of times you can do virtually as long as there's -- the reasons are valid?

**MS. JENNIFER CULLER:** So the way I interpret it, the member may attend by teleconference due to health reasons, an unlimited number of times. But only up to twice per calendar year for reasons of being out of the jurisdiction.

**CHAIR PRISCILLA BORDERS:** Got it.

**MS. LINDA JORDAN:** I'm not sure if I get that. So if -- if I, say if I travel three times a year for three of the meetings, right, just hypothetically, so how would that affect things? Because you're saying, we can only miss two meetings, so I'm understanding this correctly?

**MS. JENNIFER CULLER:** So there are up to two unexcused absences --

**MS. LINDA JORDAN:** Okay.

**MS. JENNIFER CULLER:** -- per board member without penalty to the membership. There are, also that would be up to two approved --

**MS. LINDA JORDAN:** Got you.

**MS. JENNIFER CULLER:** -- absences or appearances by teleconference for reasons, being out of the jurisdiction.

**MS. LINDA JORDAN:** Okay. I think I get it.

**MS. JENNIFER CULLER:** So if you had to be gone three, you know, two of those, if you get them approved, and you're by teleconference, that's fine. The third one, you just couldn't participate by teleconference, and that would count against you as an unexcused absence.

**MR. D. CHIP JOYNER:** If there are two unexcused absences, is it automatic that the person, essentially, is resigned from the Board, or is that at the discretion of the Chair?

**MS. JENNIFER CULLER:** I believe that it is in the -- I don't believe it's discretionary. I believe that after two unexcused --

**MR. D. CHIP JOYNER:** Mrs. Claxton keeps the attendance?

**MS. JENNIFER CULLER:** So this is by -- this from House Bill 595. Members of the Library Board of Trustees shall be removed for failure to attend three consecutive meetings or for failure to attend four or more meetings in a calendar year. So that's not in the discretion of the Trustees or the Chair.

**MR. D. CHIP JOYNER:** Thank you.

**MS. LINDA JORDAN:** I'm not quite sure if I understand all of that, right, because I want to make sure I'm not caught up -- I mean, not caught -- like, say if I'm traveling. So, I just want to make sure I understand, because I don't want to miss, and then have to be, you know, have to resign, is my point. I mean, it hasn't happened this year. But we have 12 meetings a year, right. So I guess I'm trying to understand the numbers to make sure I know that I'm not going to be in trouble --

**MS. JENNIFER CULLER:** Okay.

**MS. LINDA JORDAN:** -- basically.

**MS. JENNIFER CULLER:** So it might be most helpful is I -- if I just put together a guide for that and distribute it to the Members, so that, you know, as --

**MS. LINDA JORDAN:** That would be great.

**MS. JENNIFER CULLER:** -- for that, you know, because, you know, you know, time will pass and --

**MS. LINDA JORDAN:** Right.

**MS. JENNIFER CULLER:** -- the idea might be more helpful if you have that --

**MS. LINDA JORDAN:** That'll be -- That's a great idea.

**MS. JENNIFER CULLER:** Okay.

**MS. LINDA JORDAN:** Appreciate that.

**MS. JENNIFER CULLER:** Okay.

**CHAIR PRISCILLA BORDERS:** Appreciate that as well.

**MS. JENNIFER CULLER:** Sure.

**CHAIR PRISCILLA BORDERS:** But just for as a matter of record, let me just inform that attendance is taken and it's reflected in our binder, so we know who came and who did not. So that's -- just letting everybody know that we do take attendance, and the -- I think that's it. I appreciate everyone, because I do get the phone and I do get the emails where people tell me, I'm not going to be there, and I do make sure that that's related to Mrs. Claxton. So in case we have to do the, what's this, Zoom, Zoom connection and everything. So I appreciate everybody for keeping me informed. But other than that, I don't have any other comments or discussion items on the --

**MR. PAUL KAPLAN:** I'd like --

**CHAIR PRISCILLA BORDERS:** Sure.

**MR. PAUL KAPLAN:** If you don't mind, I'd like to make a comment, what we're talking about. When I was Board Chairman, I had an -- I had a Trustee that missed three meetings. That required me to contact their Commissioner and tell them to remove, what has happened, what, we know, how many -- how many misses there was during the year, and it was three consecutive ones had missed. I heard from the Commissioner, told me, he said, so what are you going to do about it? I said, well, supposed to be removing, and you're supposed to, you know, bring somebody else in on the Board. He would not do it. He says, well, you know, it happens, things happen. There must have been a reason why the person wasn't there. My question is, where's the power? Are you going to hire the police to come out and pull the Trustee out? The Trustee refused to remove off the Board. Finally, it did resign. But here, I heard from the Commissioner, tells me they're not going to do anything about it. Where do you go from that point? What's legal? I mean, I can't force a Commissioner to remove somebody off the Board. I, as the Chairman, couldn't remove the person. I asked to remove them, didn't happen. So where do you go from that point?

**MS. JENNIFER CULLER:** So that's the type of question that I will decline to answer in the public meeting. And I can provide a legal opinion about that.

**MR. PAUL KAPLAN:** Okay, that's fine. I'm just -- I just want to get that clear, because it happened with me.

**MS. BEVERLY RICE:** Madam Chair, I'd like to ask a question concerning being late. Of course, today, I was late. At the last minute, I did send an email to Mrs. Claxton to let her know that I would be here by 4:20, and I think I made it before 4:20. But how do we handle lateness?

**MS. JENNIFER CULLER:** I haven't reviewed the bylaws or the -- or any of your internal policies on that, so I can't answer that --

**MS. BEVERLY RICE:** I didn't see anything in there. But that doesn't mean it's not there. So I'd like some clarification on the policy.

**CHAIR PRISCILLA BORDERS:** We'll follow up with that. Please, do know that I was informed --

**MS. BEVERLY RICE:** Okay, thank you.

**CHAIR PRISCILLA BORDERS:** -- that you would be 20 minutes late.

**MS. BEVERLY RICE:** Thank you.

**CHAIR PRISCILLA BORDERS:** So we'll make sure to get clarification of the additional inquiries, and we'll make sure that we'll get that to you. So if we need further discussion next month, we'll do so. Any other comments or questions? If not, I'll entertain a motion to adjourn.

## **ADJOURNMENT**

### **MOTION**

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

**MR. D. CHIP JOYNER:** Second.

**MS. BEVERLY RICE:** Second.

**CHAIR PRISCILLA BORDERS:** So, all those in favor, signify by saying aye. Thank you, all.  
**(Whereupon the Regular Meeting of the Board of Trustees concluded at 4:50 p.m.)**

Fulton County Library System (FCLS)

Gayle H. Holloman

September 2023

Monthly Highlights

- In September, Library staff observed National Library Card Sign up Month. The numbers for new and renewed library cards increased when compared to the previous year (see below):
  - September 2022 – **7,787** Registrations
  - September 2023 – **10,290** Registrations
- The highlight of the month was the culmination of the reading, all around Fulton County, of the 2023 One Book, One Read (OBOR) selection, *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray. The event had 300 + attendees in person at the Central Library and numerous persons participated via YouTube Live on social media. The authors delighted the audience with their insightful and fun presentation, and lively banter. A book signing followed the book talk. The program was moderated by Alyse Eddy, Emmy Award winning Anchor, Fox 5 Atlanta. The libraries' book club groups featured the book as their recent selection and held book talks on it during the last several months. The OBOR event is a signature program of the FCLS and is supported by funding from the Atlanta-Fulton Public Library Foundation.
- The bookmobile took to the road, visiting many County locations, including Colony South Mobile Homes.

See the photos below.





**FULTON COUNTY LIBRARY SYSTEM**  
**MONTHLY FINANCIAL REPORT - TOTAL LIBRARY**

AS OF SEPTEMBER 30, 2023

Doc. #23-52

SERVICE	2023 BUDGET	SEPTEMBER	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURE	ENCUMBRANCES	YTD COMMITTED	YTD % COMMITTED	BALANCE
REG SALARY	14,683,705	1,040,612	10,083,911	-	10,083,911	69%	4,599,794
SALARIES-OVERTIME	1,180	-	1,133	-	1,133	96%	47
PART TIME SALARY	456,408	14,322	165,682	-	165,682	36%	290,726
BENEFITS	8,221,935	487,487	4,727,491	-	4,727,491	57%	3,494,444
BOOKS	3,415,435	141,580	2,574,066	805,578	3,379,645	99%	35,790
OFFICE EQUIP. REPAIR	35,500	-	12,526	22,747	35,273	99%	227
EQUIPMENT	57,000	413	15,915	16,857	32,772	57%	24,228
OFFICE FURNITURE	3,500	-	412	-	412	12%	3,088
PROFESSIONAL SERV	29,900	1,666	14,278	7,961	22,239	74%	7,661
COPIER MACHINE	226,000	21,810	92,200	-	92,200	41%	133,800
COPIER PAPER	500	-	-	-	-	0%	500
SUPPLIES	97,268	5,428	59,364	7,220	66,583	68%	30,685
COMPUTER HARDWARE	651,400	575	641,168	8,832	650,000	100%	1,400
RENT	237,750	13,818	164,643	70,802	235,444	99%	2,306
OTHER SERVICES	594,583	50,022	285,157	62,259	347,416	58%	247,167
TRAVEL/CONFERENCE	2,500	-	574	-	574	23%	1,926
HOPITALITY	9,020	-	636	-	636	7%	8,384
VEHICLE MAINTENANCE	41,511	713	40,345	-	40,345	97%	1,166
GENERAL INSURANCE	622,596	51,883	466,947	-	466,947	75%	155,649
ARTS-CFS	750	-	-	750	750	100%	-
CONTINGENCY	441,425	-	-	-	-	0%	441,425
<b>TOTAL</b>	<b>29,829,866</b>	<b>1,830,329</b>	<b>19,346,449</b>	<b>1,003,006</b>	<b>20,349,454</b>	<b>68%</b>	<b>9,480,412</b>

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

AS OF SEPTEMBER 30, 2023

ORGANIZATION	SERVICE	2023 BUDGET	SEPTEMBER	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURE	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE	REG SALARY	11,014,436	775,808	7,514,414	-	7,514,414	68%	3,500,022
	SALARIES-OVERTIME	540	-	534	-	534	99%	6
	PART TIME SALARY	456,408	14,322	165,682	-	165,682	36%	290,726
	BENEFITS	6,300,714	368,710	3,583,664	-	3,583,664	57%	2,717,050
	BOOKS	2,681,235	141,580	1,841,066	805,578	2,646,645	99%	34,590
	OFFICE EQUIP. REPAIR	32,000	-	12,526	19,247	31,773	99%	227
	EQUIPMENT	25,000	8	8,182	8,935	17,117	68%	7,883
	OFFICE FURNITURE	1,500	-	243	-	243	16%	1,257
	PROFESSIONAL SERV	23,100	1,666	14,278	7,961	22,239	96%	861
	COPIER MACHINE	225,000	21,810	92,200	-	92,200	41%	132,800
	SUPPLIES	25,000	4,803	8,614	-	8,614	34%	16,387
	RENT	237,750	13,818	164,643	70,802	235,444	99%	2,306
	OTHER SERVICES	301,423	16,001	138,614	1,160	139,773	46%	161,650
	VEHICLE MAINTENANCE	1,000	-	56	-	56	6%	944
	GENERAL INSURANCE	404,826	33,736	303,620	-	303,620	75%	101,207
	ARTS-CFS	750	-	-	750	750	100%	-
	CONTINGENCY	309,304	-	-	-	-	0%	309,304
<b>Total</b>		<b>22,039,986</b>	<b>1,392,260</b>	<b>13,848,335</b>	<b>914,433</b>	<b>14,762,767</b>	<b>67%</b>	<b>7,277,219</b>

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

AS OF SEPTEMBER 30, 2023

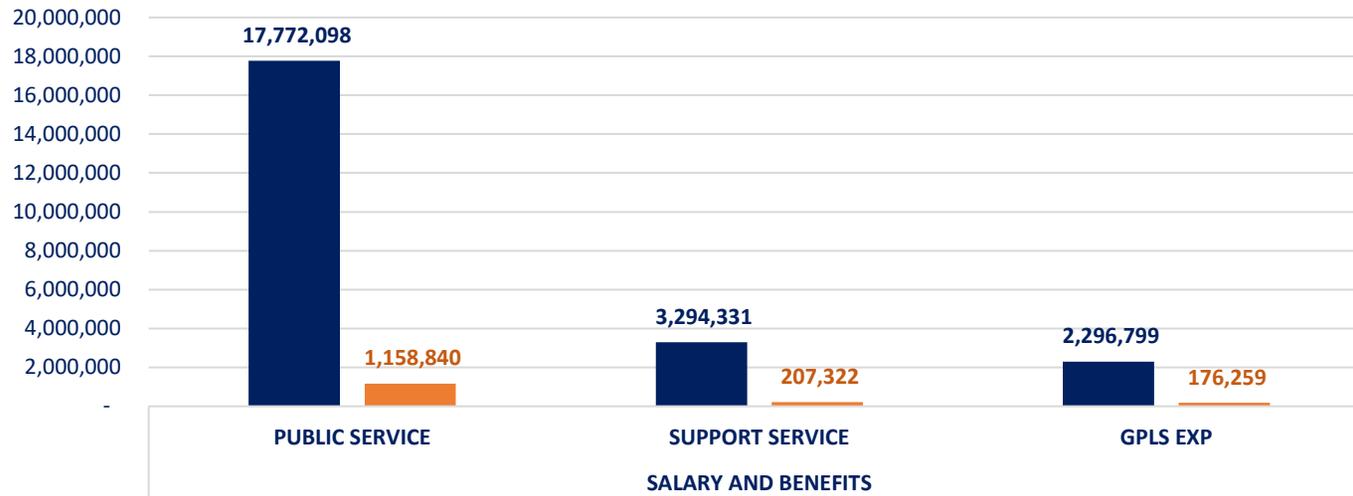
ORGANIZATION	SERVICE	2023 BUDGET	SEPTEMBER	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURE	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICE	REG SALARY	2,080,704	138,563	1,331,549	-	1,331,549	64%	749,155
	SALARIES-OVERTIME	100	-	60	-	60	60%	40
	BENEFITS	1,213,527	68,759	643,311	-	643,311	53%	570,216
	OFFICE EQUIP. REPAIR	3,500	-	-	3,500	3,500	100%	-
	EQUIPMENT	32,000	405	7,733	7,922	15,655	49%	16,345
	OFFICE FURNITURE	2,000	-	169	-	169	8%	1,831
	PROFESSIONAL SERV	6,800	-	-	-	-	0%	6,800
	COPIER MACHINE	1,000	-	-	-	-	0%	1,000
	COPIER PAPER	500	-	-	-	-	0%	500
	SUPPLIES	72,268	626	50,750	7,220	57,970	80%	14,298
	COMPUTER HARDWARE	651,400	575	641,168	8,832	650,000	100%	1,400
	OTHER SERVICES	291,247	32,319	144,841	61,099	205,940	71%	85,307
	TRAVEL/CONFERENCE	2,500	-	574	-	574	23%	1,926
	HOPITALITY	9,020	-	636	-	636	7%	8,384
	VEHICLE MAINTENANCE	40,511	713	40,289	-	40,289	99%	222
	GENERAL INSURANCE	217,770	18,148	163,328	-	163,328	75%	54,443
	CONTINGENCY	96,701	-	-	-	-	0%	96,701
<b>Total</b>		<b>4,721,548</b>	<b>260,107</b>	<b>3,024,408</b>	<b>88,573</b>	<b>3,112,981</b>	<b>66%</b>	<b>1,608,567</b>

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

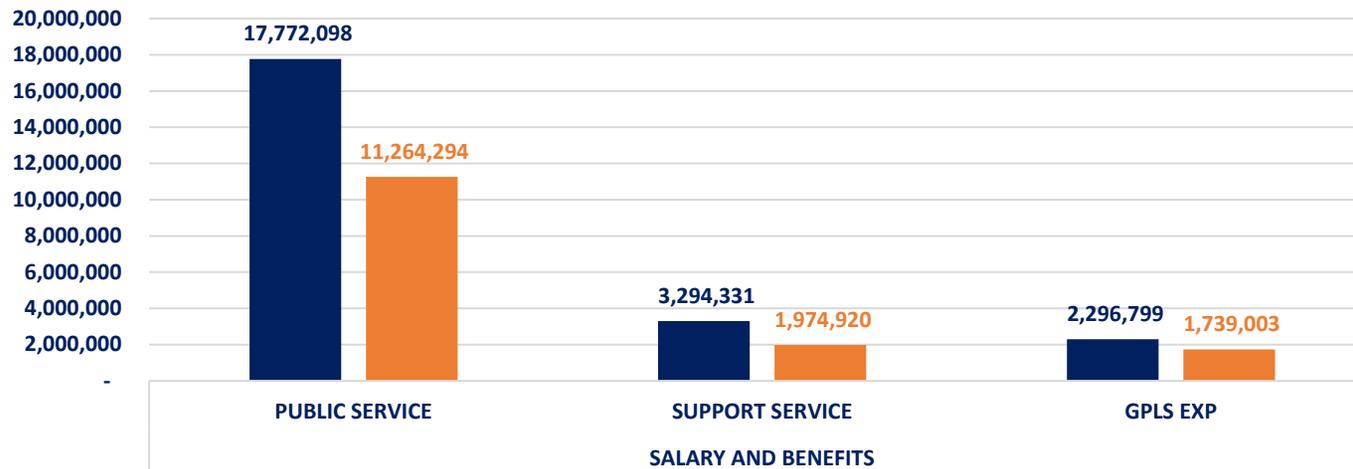
AS OF SEPTEMBER 30, 2023

ORGANIZATION	SERVICE	2023 BUDGET	SEPTEMBER	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURE	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
GPLS EXPENDITURES	REG SALARY	1,588,565	126,241	1,237,948	-	1,237,948	78%	350,617
	SALARIES-OVERTIME	540	-	539	-	539	100%	1
	BENEFITS	707,694	50,018	500,516	-	500,516	71%	207,178
	BOOKS	734,200	-	733,000	-	733,000	100%	1,200
	OTHER SERVICES	1,913	1,702	1,702	-	1,702	89%	211
	CONTINGENCY	35,420	-	-	-	-	0%	35,420
<b>Total</b>		<b>3,068,332</b>	<b>177,962</b>	<b>2,473,706</b>	<b>-</b>	<b>2,473,706</b>	<b>81%</b>	<b>594,626</b>

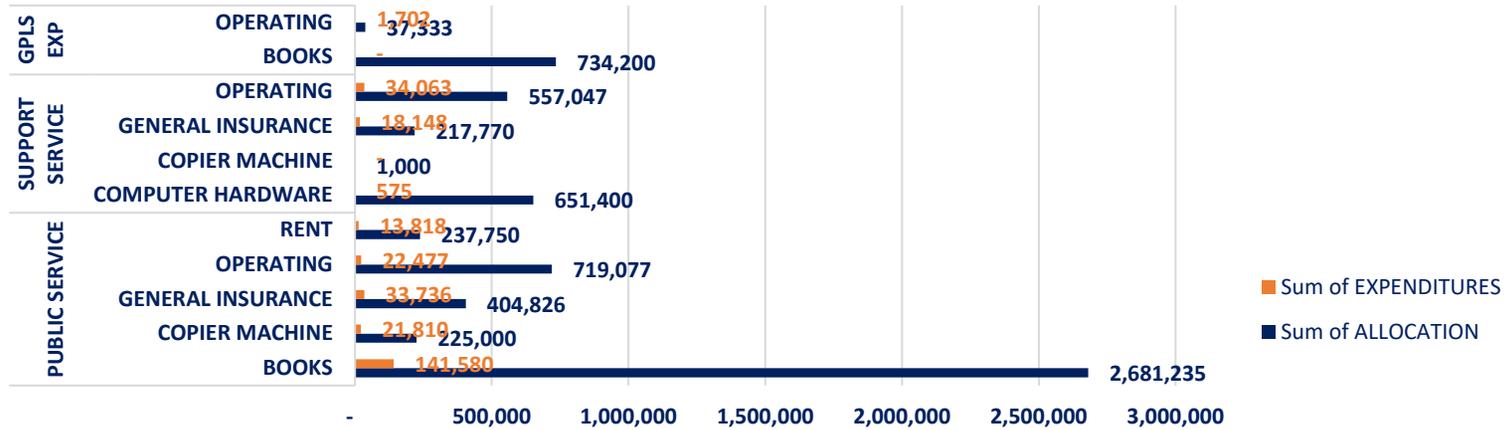
### SEPTEMBER SALARY AND BENEFITS EXPENSE BY PROGRAM



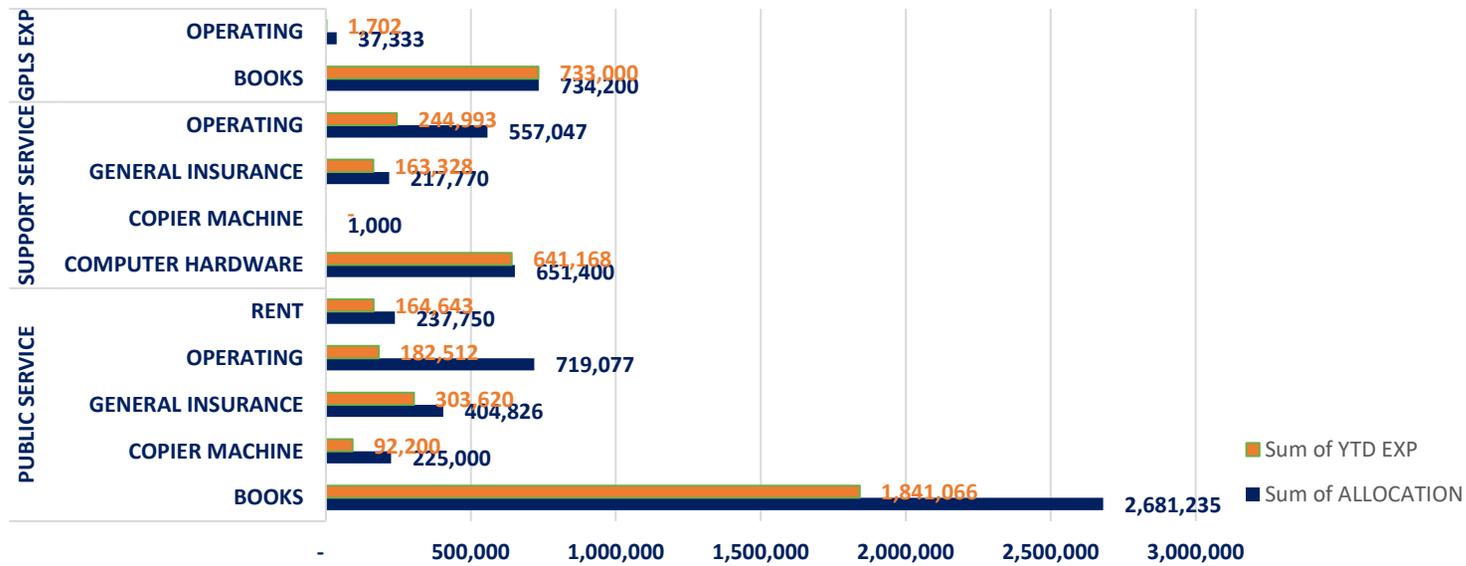
### YEAR TO DATE SALARY AND BENEFITS BY PROGRAM



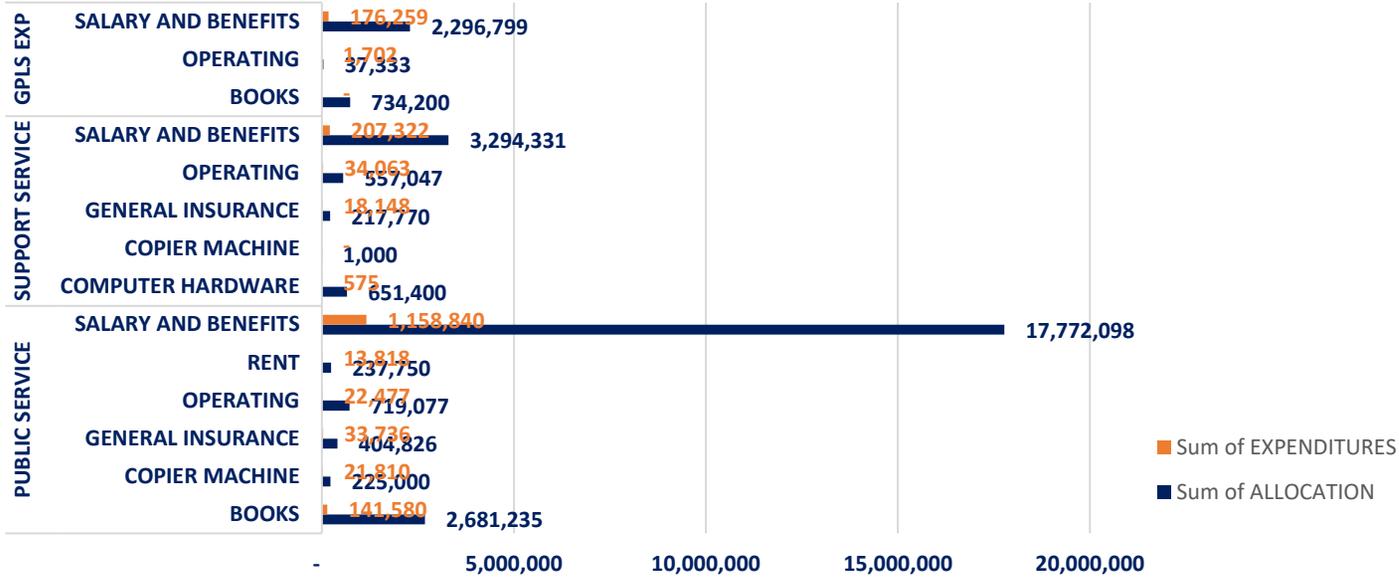
### SEPTEMBER OPERATING EXPENDITURES BY PROGRAM



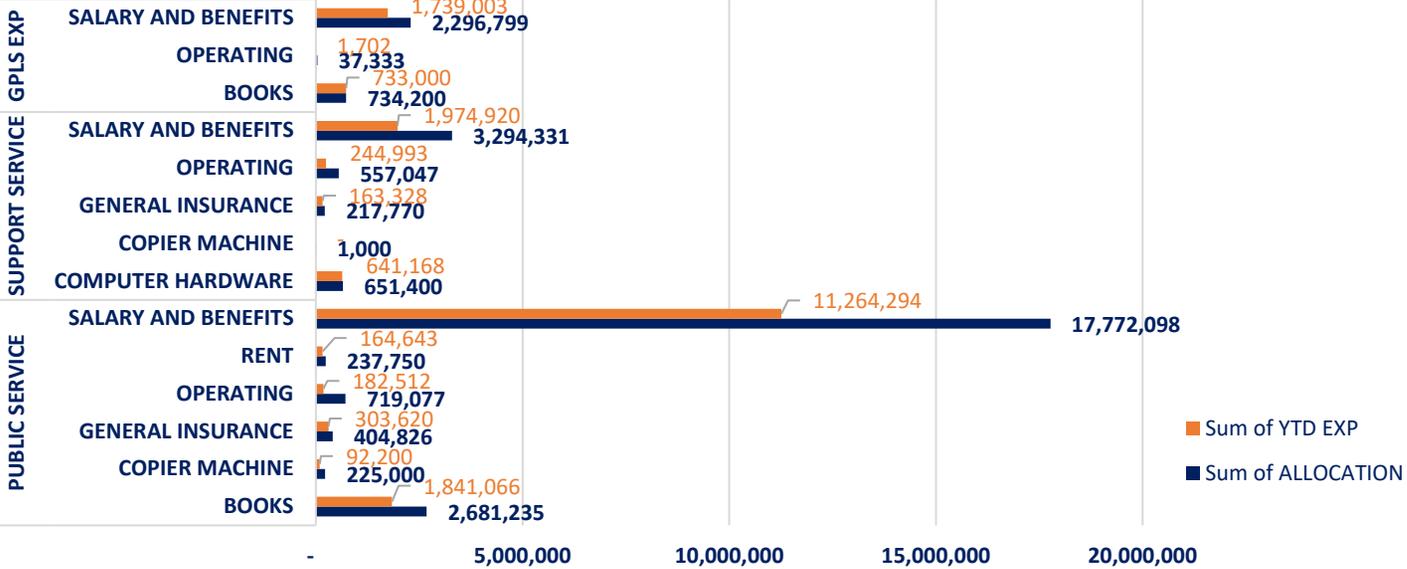
### YEAR-TO-DATE OPERATING EXPENDITURES



## SEPTEMBER TOTAL EXPENDITURES BY PROGRAM



### YEAR-TO-DATE EXPENDITURES BY PROGRAM



## Monthly Usage Summary - September 2023

Doc. #23-53

Activity and Description	2023		2022		YTD % +/-
	September	YTD	September	YTD	
Circulation					
Total number of items checked out of the library	196,765	1,717,501	187,345	1,671,917	3%
Holds					
Number of requests by patrons	46,947	426,911	46,600	418,422	2%
Visits					
Number of people entering a library for any reason	507,451	2,627,841	310,207	1,671,544	57%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	76,006	645,633	71,041	454,989	42%
Number of hours of computer use	31,034	262,980	24,835	186,798	41%
Web Page Visits					
Number of times people have visited the library's websites	1,217,150	9,405,186	960,884	8,353,639	13%
Web Visitors					
Number of people who visited the library's websites	200,957	1,645,082	148,425	1,250,273	32%
Virtual Circulation					
Number of materials downloaded or streamed	149,570	1,277,600	119,208	1,035,431	23%
Virtual Circulation Users					
Number of people who downloaded or streamed	30,677	263,828	26,150	216,560	22%
Children's programs					
Library sponsored programs offered for children (birth - 12)	320	2465	295	2754	-10%
Number of people attending programs	6352	69777	4490	46611	50%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	59	396	35	313	27%
Number of people attending programs	636	2549	462	2376	7%
Adult Programs					
Library sponsored programs offered for adults (18 + )	297	2651	197	1922	38%
Number of people attending programs	3,678	35,906	1819	20128	78%
Programs - Total					
Library sponsored programs offered (includes all-ages not counted above)	851	6536	575	5706	15%
Number of people attending programs	18,291	137,231	7,483	83511	64%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	384	2,994	284	1746	71%
Number of people attending meetings or activities	5,351	47,871	4484	22484	113%

## Fulton County Library System Circulation Stats - September 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	371	650	50	1	1,072	1,090	-18	-1.65%	7,513	9,080	-1,567	-17.26%
ADAMSVILLE/COLLIER HEIGHTS	483	630	56		1,169	1,273	-104	-8.17%	9,680	9,783	-103	-1.05%
ALPHARETTA	6,076	14,418	628	18	21,140	20,266	874	4.31%	196,845	185,784	11,061	5.95%
BUCKHEAD	3,955	5,259	190	6	9,410	9,417	-7	-0.07%	84,320	80,758	3,562	4.41%
CLEVELAND AVE	66	54	2		122	868	-746	-85.94%	5,535	7,647	-2,112	-27.62%
COLLEGE PARK	510	1,043	61		1,614	1,452	162	11.16%	12,037	12,066	-29	-0.24%
DOGWOOD	756	429	90	2	1,277	1,015	262	25.81%	10,810	9,882	928	9.39%
EAST ATLANTA	2,021	3,792	168	1	5,982	5,690	292	5.13%	52,316	48,834	3,482	7.13%
EAST POINT	1,042	939	97	1	2,079	795	1,284	161.51%	16,794	7,397	9,397	127.04%
EAST ROSWELL	4,550	7,504	273	16	12,343	11,123	1,220	10.97%	112,990	103,898	9,092	8.75%
EVELYN G. LOWERY @ CASCADE	778	1,279	79	1	2,137	1,983	154	7.77%	18,772	16,500	2,272	13.77%
FAIRBURN	697	905	106	1	1,709	1,616	93	5.75%	13,532	11,665	1,867	16.01%
GLADYS S. DENNARD @ SOUTH FULTON	1,288	2,288	143		3,719	2,740	979	35.73%	25,081	22,557	2,524	11.19%
HAPEVILLE	578	998	46	7	1,629	1,253	376	30.01%	13,026	7,940	5,086	64.06%
JOAN P. GARNER @ PONCE DE LEON	4,477	5,698	267	3	10,445	10,144	301	2.97%	92,900	86,189	6,711	7.79%
KIRKWOOD	1,456	4,113	136		5,705	4,999	706	14.12%	46,860	44,723	2,137	4.78%
ATLANTA	558	909	160		1,627	2,070	-443	-21.40%	15,158	16,574	-1,416	-8.54%
MARTIN LUTHER KING, JR	537	357	48	1	943	1,196	-253	-21.15%	9,173	10,722	-1,549	-14.45%
MECHANICSVILLE	262	379	24	1	666	565	101	17.88%	4,618	4,520	98	2.17%
METROPOLITAN	1,538	3,058	183	4	4,783	4,969	-186	-3.74%	41,142	38,950	2,192	5.63%
MILTON	4,562	10,618	463	10	15,653	15,440	213	1.38%	126,190	141,226	-15,036	-10.65%
NORTHEAST/SPRUILL OAKS	2,708	6,907	452	6	10,073	9,819	254	2.59%	93,601	86,470	7,131	8.25%
NORTHSIDE	3,311	6,058	230		9,599	9,321	278	2.98%	85,020	76,256	8,764	11.49%
NORTHWEST @ SCOTTS CROSSING	1,053	2,882	128		4,063	3,265	798	24.44%	34,567	30,233	4,334	14.34%
OCEE	4,754	12,770	848	8	18,380	18,187	193	1.06%	157,608	152,755	4,853	3.18%
PALMETTO	444	955	29		1,428	1,375	53	3.85%	13,184	11,090	2,094	18.88%
PEACHTREE	2,582	1,681	115	13	4,391	4,832	-441	-9.13%	39,172	44,669	-5,497	-12.31%
ROSWELL	5,527	8,708	484	10	14,729	14,931	-202	-1.35%	133,266	132,004	1,262	0.96%
SANDY SPRINGS	7,188	11,938	482	14	19,622	17,901	1,721	9.61%	167,017	162,345	4,672	2.88%
WASHINGTON PARK	707	901	89	5	1,702	1,255	447	35.62%	13,846	11,214	2,632	23.47%
WEST END	613	1,008	60	2	1,683	1,028	655	63.72%	11,863	11,250	613	5.45%
WOLFCREEK	1,162	2,016	120	2	3,300	3,147	153	4.86%	29,254	29,977	-723	-2.41%
<b>BRANCHES TOTAL</b>	<b>66,610</b>	<b>121,144</b>	<b>6,307</b>	<b>133</b>	<b>194,194</b>	<b>185,025</b>	<b>9,169</b>	<b>4.96%</b>	<b>1,693,690</b>	<b>1,624,958</b>	<b>68,732</b>	<b>4.23%</b>
CENTRAL	1,940	403	112	6	2,461	2,237	224	10.01%	22,999	25,177	-2,178	-8.65%
OUTREACH SERVICES	2				2	3	-1	-33.33%	17	28	-11	-39.29%
AUBURN AVENUE RESEARCH	108				108	80	28	35.00%	795	21,754	-20,959	-96.35%
<b>SYSTEM TOTAL</b>	<b>68,660</b>	<b>121,547</b>	<b>6,419</b>	<b>139</b>	<b>196,765</b>	<b>187,345</b>	<b>9,420</b>	<b>5.03%</b>	<b>1,717,501</b>	<b>1,671,917</b>	<b>45,584</b>	<b>2.73%</b>

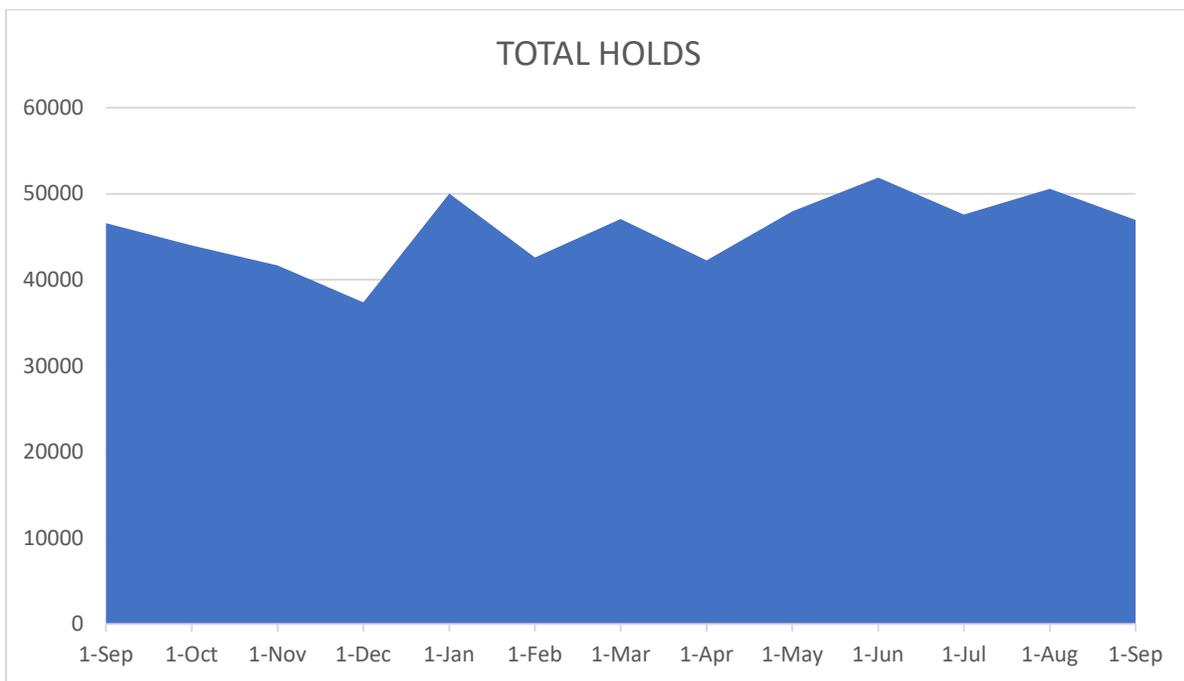
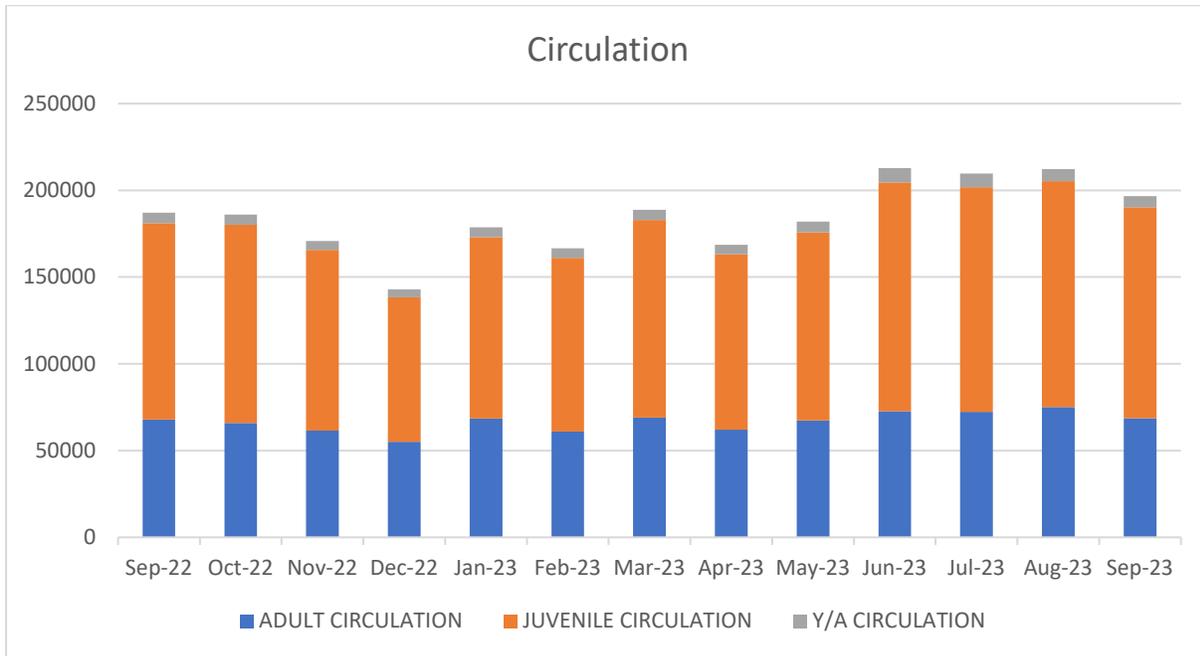
## FULTON COUNTY LIBRARY SYSTEM STATS AT A GLANCE - September 2023

AGENCY NAME	TOTAL CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	1,072	99	1,862	226,493	4	5	5	82	1
ADAMSVILLE/COLLIER HEIGHTS	1,169	86	2,488	96,148	23	182	4	32	1
ALPHARETTA	21,140	908	1,748	13,419	47	1,251	33	699	
BUCKHEAD	9,410	671	2,440	8,961	23	573	25	195	
CLEVELAND AVE	122	21			0	0			
COLLEGE PARK	1,614	122	3,632	4,574	14	86	5	52	
DOGWOOD	1,277	61	1,067	211	9	47			
EAST ATLANTA	5,982	288	1,866	10,117	1	78	7	64	
EAST POINT	2,079	154	3,934	6,801	27	235	7	75	
EAST ROSWELL	12,343	475	775	5,798	34	602	7	62	
EVELYN G. LOWERY @ CASCADE	2,137	296	3,110	16,193	19	420	11	283	
FAIRBURN	1,709	194	1,052	2,971	12	203			
GLADYS S. DENNARD LIBRARY @ SOUTH FULTON	3,719	263	2,806	5,425	23	802	25	350	2
HAPEVILLE	1,629	97	1,518	4,451	12	186	15	165	
JOAN P. GARNER @ PONCE DE LEON	10,445	581	6,125	7,442	22	274	5	50	
KIRKWOOD	5,705	259	576	4,615	8	291	7	94	
LOUISE WATLEY LIBRARY @ SOUTHEAST ATLANTA	1,627	81	2,386	2,773	47	312	10	70	2
MARTIN LUTHER KING, JR	943	96	851	2,107	11	43	11	41	
MECHANICSVILLE	666	67	1,601	2,102	4	3	8	40	
METROPOLITAN	4,783	214	2,307	5,638	24	539	52	497	
MILTON	15,653	427	703	6,652	46	487	7	88	5
NORTHEAST/SPRUILL OAKS	10,073	318	349	4,986	36	410	6	127	5
NORTHSIDE	9,599	610	733	6,323	24	794	2	18	
NORTHWEST @ SCOTTS CROSSING	4,063	163	1,373		15	239	10	106	5
OCEE	18,380	682	567	9,489	26	788	12	179	
PALMETTO	1,428	65	462		4	146	12	268	2
PEACHTREE	4,391	388	1,098	3,720	21	120	9	22	
ROSWELL	14,729	693	1,477	10,644	42	647	14	238	1
SANDY SPRINGS	19,622	842	4,160	21,113	66	950	13	120	7
WASHINGTON PARK	1,702	68	2,397	4,047	10	138	5	64	2
WEST END	1,683	100	1,589	3,901	13	99	13	189	
WOLFCREEK	3,300	291	1,141	58	15	135	17	275	
<b>BRANCHES TOTAL</b>	<b>194,194</b>	<b>9,680</b>	<b>58,193</b>	<b>497,172</b>	<b>682</b>	<b>11,085</b>	<b>371</b>	<b>4,545</b>	<b>33</b>
CENTRAL	2,461	602	17,753	10,279	156	6,576			
VIRTUAL PROGRAMS					3	240			
OUTREACH VIRTUAL PROGRAMS	2	6			10	390			
AUBURN AVENUE RESEARCH	108	2	60		0	0	13	806	0
<b>SYSTEM TOTAL</b>	<b>196,765</b>	<b>10,290</b>	<b>76,006</b>	<b>507,451</b>	<b>851</b>	<b>18,291</b>	<b>384</b>	<b>5,351</b>	<b>33</b>

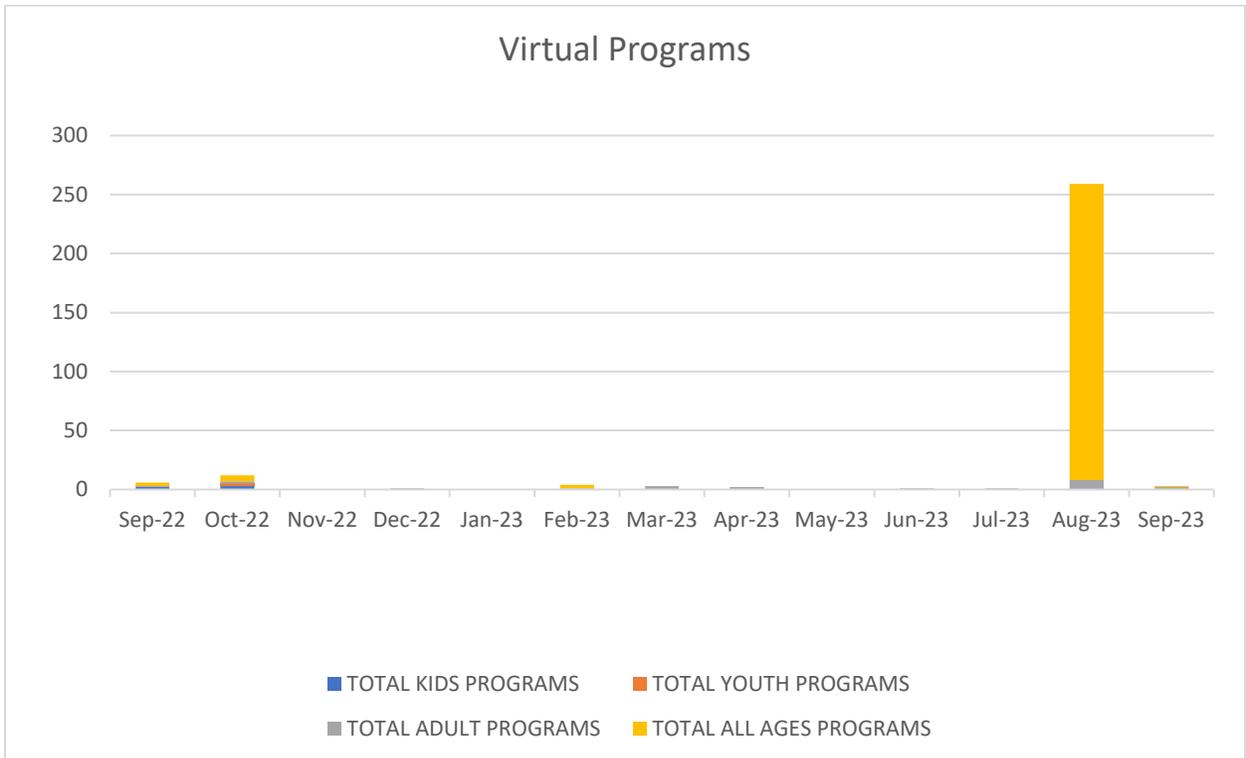
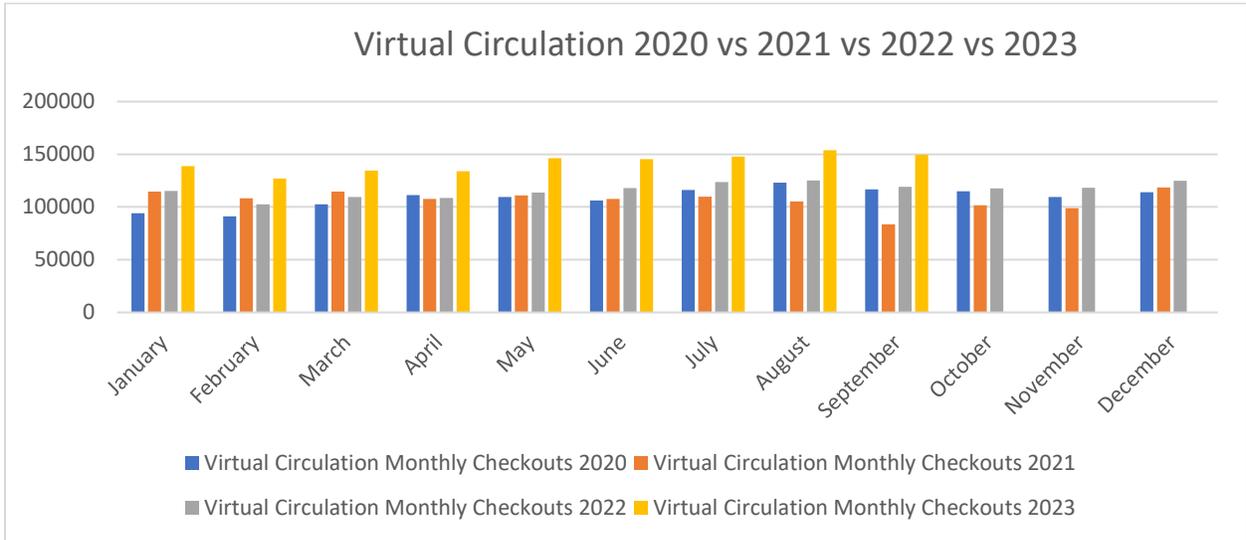
## FULTON COUNTY SYSTEM STATS AT A GLANCE - Q3 2023

AGENCY NAME	TOTAL CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	2,744	286	5,793	345,431	22	54	8	108	1
ADAMSVILLE/COLLIER HEIGHTS	3,338	308	8,597	104,630	51	376	7	74	2
ALPHARETTA	67,476	2,832	5,761	45,942	159	5,607	85	1,911	0
BUCKHEAD	29,928	2,196	7,675	28,580	63	2,017	60	1,479	0
CLEVELAND AVE	458	86	20	692	15	73	0	0	0
COLLEGE PARK	4,510	381	11,839	13,082	49	425	6	59	0
DOGWOOD	3,766	159	3,324	7,492	34	209	0	0	0
EAST ATLANTA	18,772	930	4,114	29,209	4	513	27	245	0
EAST POINT	6,249	493	13,637	22,553	97	869	35	405	0
EAST ROSWELL	40,566	1,529	2,288	19,361	95	1,943	17	209	0
EVELYN G. LOWERY @ CASCADE	6,336	782	8,857	29,118	52	1,127	60	862	1
FAIRBURN	5,035	538	2,894	8,946	38	490	0	0	0
FULTON	9,930	834	8,363	16,944	49	1,333	58	630	6
HAPEVILLE	4,919	380	4,627	12,123	45	534	32	277	0
JOAN P. LOWERY @ PONCE DE LEON	32,385	1,739	18,935	23,635	64	891	10	68	0
KIRKWOOD	16,773	730	1,563	11,355	39	1,163	16	183	4
ATLANTA	5,009	259	9,241	10,116	112	577	19	144	6
MARTIN LUTHER KING, JR	2,887	296	2,634	7,107	32	133	32	131	0
MECHANICSVILLE	1,767	187	4,527	6,175	14	54	34	369	1
METROPOLITAN	14,159	596	7,461	16,683	62	1,350	126	1,112	0
MILTON	50,724	1,484	2,035	20,853	142	1,922	21	457	14
NORTHEAST/SPRUILL OAKS	33,147	1,111	1,399	16,374	96	1,077	13	270	14
NORTHSIDE	31,052	1,434	2,466	19,168	53	1,875	10	172	0
NORTHWEST @ SCOTTS CROSSING	12,656	523	5,148	13,324	56	784	21	216	5
OCEE	57,125	2,153	1,843	31,082	67	1,723	25	339	0
PALMETTO	4,617	216	1,446	0	10	500	38	781	2
PEACHTREE	13,710	1,177	3,536	17,568	52	405	9	22	0
ROSWELL	48,806	2,334	5,373	36,762	112	2,301	37	480	1
SANDY SPRINGS	61,729	2,674	12,331	66,244	216	4,127	20	242	27
WASHINGTON PARK	5,013	159	8,218	12,333	29	440	11	128	5
WEST END	4,530	299	5,906	12,839	38	347	25	358	0
WOLFCREEK	10,828	853	3,562	212	52	650	59	1,001	0
<b>BRANCHES TOTAL</b>	<b>610,944</b>	<b>29,958</b>	<b>185,413</b>	<b>1,005,933</b>	<b>2,019</b>	<b>35,889</b>	<b>921</b>	<b>12,905</b>	<b>89</b>
CENTRAL	7,929	1,348	51,927	34,116	298	9,664	0	0	0
VIRTUAL PROGRAMS	0	0	0	0	7	826	0	0	0
OUTREACH VIRTUAL PROGRAMS	2	11	0	0	17	525	0	0	0
AUBURN AVENUE RESEARCH	252	10	155	0	6	162	21	1,160	0
<b>SYSTEM TOTAL</b>	<b>619,127</b>	<b>31,327</b>	<b>237,495</b>	<b>1,040,049</b>	<b>2,347</b>	<b>47,066</b>	<b>942</b>	<b>14,065</b>	<b>89</b>

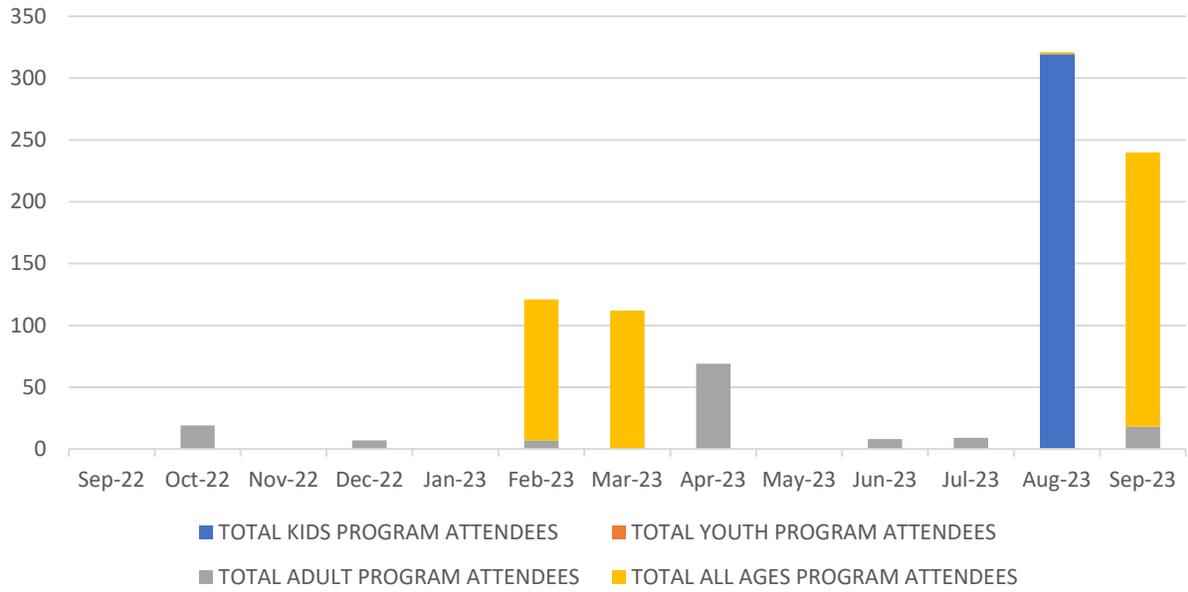
## September 2023 Executive Summary – Charts



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



# Virtual Program Attendance





**INTEROFFICE MEMORANDUM**

**TO:** Board of Trustees, Fulton County Library System  
**FROM:** Gayle H. Holloman, Executive Director *Gayle H. Holloman*  
**DATE:** October 18, 2023  
**SUBJECT:** Library Board of Trustees Meeting Schedule - 2024

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Please note the following Library Board of Trustees Meeting dates for 2024. This is an action item on your October 25, 2023, agenda.

January 24, 2024

February 28, 2024

March 27, 2024

April 24, 2024

May 22, 2024

June 26, 2024

July 24, 2024

August 28, 2024

September 25, 2024

October 23, 2024

November 20, 2024\*

December 18, 2024\*

Board of Trustees meetings are held the 4<sup>th</sup> Wednesday of each month at 4:00 p.m. The \*November and \*December meeting will be held on the 3<sup>rd</sup> Wednesday at 4:00 p.m. due to the Fulton County holidays.

Thank you.

GHH/zrc



## Fulton County Library System 2024 HOLIDAY/CLOSING CALENDAR

DATE	DAY OF THE WEEK	HOLIDAY	DESCRIPTION
January 1, 2024	Sunday	New Year's Day Holiday	Holiday – Library Closed
January 2, 2024	Monday	New Year's Day Holiday	Holiday – Library Closed (Fulton County Closed)
January 15, 2024	Monday	Martin Luther King, Jr.	Holiday – Library Closed (Fulton County Closed)
February 19, 2024	Monday	President's Day	Holiday – Library Closed (Fulton County Closed)
March 31, 2024	Sunday	Easter	Holiday – Library Closed
May 27, 2024	Monday	Memorial Day	Holiday – Library Closed (Fulton County Closed)
June 19, 2024	Wednesday	Juneteenth Day	Holiday – Library Closed (Fulton County Closed)
July 4, 2024	Thursday	Independence Day	Holiday – Library Closed (Fulton County Closed)
September 2, 2024	Monday	Labor Day	Holiday – Library Closed (Fulton County Closed)
October 14, 2024	Monday	Staff Development Day	Library Closed Columbus Day
November 11, 2024	Monday	Veterans Day	Holiday – Library Closed (Fulton County Closed)
November 27, 2024	Wednesday	Thanksgiving Holiday	Library Closes at 6:00 p.m.
November 28, 2024	Thursday	Thanksgiving Day Holiday	Holiday – Library Closed (Fulton County Closed)
November 29, 2024	Friday	Thanksgiving Holiday	Holiday – Library Closed (Fulton County Closed)
December 24, 2024	Tuesday	Christmas Eve	Holiday – Library Closed (Fulton County Closed)
December 25, 2024	Wednesday	Christmas Day Holiday	Holiday – Library Closed (Fulton County Closed)
December 31, 2024	Tuesday	New Year's Eve	Holiday – Library Closed (Fulton County Closed)
January 1, 2025	Wednesday	New Year's Day Holiday	Holiday – Library Closed (Fulton County Closed)

# Fulton County Library System

## CODE OF CONDUCT POLICY

**SECTION 1. INTENT** This code of conduct and the rules contained herein shall apply to patrons visiting all branches of the Fulton County Library System, including the Central Branch. Library patrons are expected to be engaged in activities associated with the appropriate use of public libraries while in any of the facilities, including reading, studying, using library materials and computers, and participating in library programs.

In order to ensure public safety and security and to provide a suitable environment for appropriate library use, the Fulton County Library System will require compliance with all state and local laws. Unlawful behavior will be reported to the police immediately and arrest may result. Violation of this Code of Conduct may result in the violator being banned from all Fulton County libraries for six months, one year, or permanently.

### **SECTION 2. PERMISSIBLE ACTIVITIES**

Patrons are welcome to:

- (a)** Ask questions of staff and receive needed information in the library
- (b)** Borrow materials by using a library card through FCLS established lending procedures
- (c)** Bring children and teens to the library for materials and programs
- (d)** Comply with House Bill 60, the Safe Carry Protection Act of 2014, when visiting libraries
- (e)** Use the materials in all public areas of the library, under the following conditions; The Fulton County Public Library System is committed to ensuring the safety of all of its patrons, with a special emphasis on the safety of children in our libraries. For that reason, the materials, services and equipment in the children's areas are intended primarily for the use of children, their parents and/or caregivers. Others needing to access materials or services specific to the children's area do so with the understanding that the library staff will determine whether or not a particular use or activity is appropriate in the children's area. Thus, patrons may be asked to use alternative areas of the library, at the discretion of the library manager or designee.
- (f)** Read, study, type, and write while using library materials

**(g)** Read materials held behind the desk or other off-site locations to maintain their availability and reading access for all interested patrons, who will be required to provide a valid piece of identification which will be held behind the desk until the item(s) is(are) returned

**(h)** Register for and use free library computers

**(i)** Speak quietly whenever in the library and whenever on cell phones, which should be used for calls only near restrooms and lobby areas

### **SECTION 3. PROHIBITED ACTIVITIES WHICH ARE CRIMINAL**

Patrons are prohibited from:

**3.1** Engaging in any criminal or unlawful behavior on library premises, or using any library property such as facilities, technology, or printed or digital materials to engage in such behavior, including but not limited to the following actions:

**3.2** Engaging in nudity, sexual acts or behavior, using profane language or entering the library without proper attire. Proper attire is wearing apparel in conformance with the standards of the community for public places and includes wearing shirt and shoes and having clothing properly fastened. Indecent exposure is prohibited but this shall not prohibit the breastfeeding of a child in public which is permitted by OCGA Section 31-1-9

**3.3** Bringing a weapon into any library unless explicitly authorized by law; box cutters, knives, machetes, scissors, razors, and shaving razors are prohibited

**3.4** Changing clothes or washing clothes, bathing, or shaving in public restrooms, spending a prolonged length of time in, or misusing public restrooms, damaging the function of restroom fixtures or damaging the fixtures themselves

**3.5** Consuming or possessing alcohol or illegal drugs or to be intoxicated or under the influence of alcohol or illegal drugs on library premises. However, this shall not include consuming alcohol at a library-sanctioned event.

**3.6** Damaging, defacing, or destroying the inside or outside of any library structure, or damaging, defacing, or destroying, stealing or intentionally tampering with any library property, patron's property, or library staff's property

**3.7** Stalking, following, or prolonged staring that could reasonably be expected to annoy, disturb or intimidate patrons or staff

**3.8** Harassing staff, employees or officials of Fulton County, volunteers or Library Trustees in person, by telephone, by U.S. Mail or email, or otherwise violating OCGA Section 16-11-39.1, Harassing Communications

**3.9** Engaging in any physically intimidating or assaultive behavior, or making any threats of violence or unlawful activities. The Library System has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be required to leave the library immediately.

**3.10** Committing criminal trespass by refusing to leave the library after being asked to do so by staff

#### **SECTION 4. OTHER PROHIBITED ACTIVITIES**

**4.1** Bringing animals or pets into the library, except housebroken service dogs that have been individually trained to do work or perform tasks directly related to their owner's disability with verifiable documentation of the animal's service status pursuant to the Americans Disabilities Act (ADA). Such dogs must be under the control of their handlers at all times; a service dog may be removed if the animal is out of control and the animal's handler fails to gain control of the animal. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA and therefore are prohibited from being brought into the library. Animals authorized to be part of a library-sponsored program are not subject to this prohibition.

**4.2** Bringing infested personal items into the library

**4.3** Bringing into the library personal items that do not fit comfortably under your chair, including bedrolls, blankets, frame backpacks and suitcases (*a maximum of two bags will be permitted, each measuring no more than 12"X 24"*)

**4.4** Bringing large duffle bags, shopping carts, wagons, wheeled carts and plastic bags larger than standard grocery bags into the library

**4.5** Consuming food or carrying open food or beverage containers except in lobby vending areas or areas designated for such activity

**4.6** Displaying disruptive behavior so as to disturb other patrons

**4.7** Distributing or posting printed materials or literature not approved by library staff

**4.8** Entering staff areas, offices or supply areas unaccompanied by staff

**4.9** Neglecting bathing hygiene to the extent that such neglect constitutes a nuisance to others

- 4.10** Interfering with another person's use of the library or with the library staff's performance of duties
- 4.11** Leaving a child under nine years of age *unattended* in the library; however, children between the ages of 9-13 cannot be unattended for more than 2 hours (Caregivers must be at least 14 years of age.)
- 4.12** Leaving a child or young adult under the age of 17 at the library *after closing time; Remaining* in the library after closing time
- 4.13** Leaving personal items unattended (Library staff are not responsible for the personal items of the public)
- 4.14** Loitering in any area of the library and/or on library premises
- 4.15** Monopolizing library equipment, materials, facilities, outlets, or spaces such that other patrons and staff are unable to use them; no more than two outlets may be used at a time
- 4.16** Obstructing library entrances or exits
- 4.17** Panhandling, selling, or soliciting for services, money, or items
- 4.18** Playing cards or games of any kind unless part of a FCLS sponsored or approved program
- 4.19** Unapproved arranging or disarranging library furniture or using furniture in ways not intended or for unapproved purposes
- 4.20** Riding wheeled devices such as scooters and skateboards anywhere inside or outside of library property; they must be carried
- 4.21** Sleeping in the library
- 4.22** Smoking, vaping, using e-cigarettes or using tobacco products of any kind
- 4.23** Speaking loudly on cell phones or allowing a cell phone to ring excessively or repeatedly in the library
- 4.24** Taking library materials into the restrooms or removing library materials from the premises without authorization through FCLS established lending procedures
- 4.25** Taking videos and/or photos of minors without the permission of their parent or guardian, taking videos and/or photos of any patron over said patron's objection, or using cell phones, computers, or audio equipment that produce excessive noise or constitutes harassing behavior
- 4.26** Using a wheelchair, walker or stroller to transport items or personal belongings unless such apparatus is needed because of a child or disability
- 4.27** Violating the directives listed in the Meeting Room Policy and/or Internet Use Policy

## **SECTION 5. BANNING PROCEDURE**

**Failure to comply with this Code of Conduct may result in an individual being banned from one or multiple Fulton County libraries. Either repeated misconduct incidents or one single severe offense may result in individuals being banned from the library.**

**Notwithstanding an effective ban, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises by staff. Staff will call the police for illegal behavior or when an individual refuses to leave when told by staff to do so.**

The following process shall be followed when an individual is being banned from one or more library locations:

- (1) **Ban Letter Issued** A written letter from the Library Director or his or her designee will be sent by U.S. Certified Mail to the FCLS's last known address of the individual, notifying the individual that he or she is banned from one or more libraries of the Fulton County Library System. The ban letter will indicate the reasons for the ban, the effective date of the ban, which will be effective immediately, the length of the ban, and the process for filing an appeal. If FCLS has no address for the recipient of the ban letter, the ban letter and other notices regarding the ban will be delivered by other means such as email or posted on the library premises.
- (2) **Branch Managers Notified; Director Either Agrees with Ban, Modifies Ban or Rescinds Ban** A copy of the ban notice will be emailed to the Library Director, all branch managers, and group administrators to notify them of the ban, including a description of the underlying behavior, the name and a physical description of the banned individual, and the time period of the ban. This notification should be provided on or prior to the effective date of the ban. If the Library Director agrees with the reasons for the ban and the length of the ban, then the Director shall take no further action. If, after consultation with staff, the Director deems it appropriate to rescind or modify the terms of the ban, the Director shall notify the banned individual in writing, as well as all branch managers and group administrators. The Director shall also notify the banned individual in writing of the process for

appealing a modified ban. The ban shall remain in effect during the appeal process.

- (3) **Alternative Juvenile Banning Procedure with Discretionary Restricted Library Use for Juveniles:** As an alternative to banning a juvenile, a branch manager and a staff member may restrict a juvenile from use of a specified library site without their parent or guardian present for a period of 30 days for the first offense and 90 days for a second offense. The juvenile whose library use is restricted may use the library during the specified period only when the juvenile is accompanied by their parent or guardian who is not banned. The juvenile's parent or guardian must be notified of the restriction in writing by U.S. Certified Mail. Failure to abide by the restriction may lead to banning of the juvenile from all library premises.

## **SECTION 6. BANNING PENALTIES**

**6.1 WARNING** A warning will be given for up to three violations of Section 4 which do not involve public safety or damage to property. A record shall be kept in the office of the Library Director or in a central location as determined by the Library Director of all such warnings issued.

**6.2 Banned for Six Months** A 6-month ban shall be imposed for:

- (a) the third violation of Section 4, Other Prohibited Activities, whether the three violations occurred on the same day or over a period of time; or
- (b) any Section 4 violation which involves public safety or damage to property; or
- (c) a single criminal violation of Section 3, Prohibited Activities Which Are Criminal

**6.3 Banned for One Year or A Permanent Ban** shall be imposed for:

- (a) any serious violation or violations in Section 3 which relate to public safety and security; or
- (b) multiple violations of Section 4

## **SECTION 7. APPEAL PROCESS FOR BEING BANNED FROM LIBRARIES**

### **(1) Notice of Appeal**

The banned patron (appellant) may appeal a ban by sending a written notice of appeal to the Fulton County Library System Board of Trustees (Library Board) within 10 days after the effective date of the ban. A copy of the written notice shall also be sent by the appellant to both the Library Director and the Chair of the Library Board, in care of Fulton County Library System, One Margaret Mitchell Square, Atlanta, GA 30303. If a modification of the ban by the Library Director does not resolve the appeal, the Library Board shall hold a hearing on the appeal at whichever of its next regularly scheduled meetings is at least 10 days following the Library Board Chair's receipt of the Notice of Appeal. Postponement of the hearing shall be granted within the discretion of the Library Board Chair for good cause only.

### **(2) Hearing**

The hearing shall be presided over by the Chair of the Library Board and shall conclude after a reasonable amount of time as determined by the Chair of the Library Board. The appellant may present documentary information and verbal statements for the Library Board's consideration. The hearing shall be administrative in nature and strict rules of evidence shall not apply. The proceedings shall be recorded by the Library Board's official reporter.

### **(3) Decision**

Within 30 days of the completion of the hearing, the Library Board shall issue a written recommendation to the Library Director as to whether the ban should remain, be modified or reversed. The Library Director shall have the power to affirm the original decision to ban the appellant or follow the recommendation of the Library Board. The Library Director shall notify the Library Board in writing of the final decision within 14 days of their receipt of the Library Board's recommendation, but if the Library Director rejects the recommendation of the Library Board, s/he must include an explanation for the rejection with the notification to the Library Board. The Library Director's decision to affirm and/or follow the recommendation of the Library Board shall be final and notice of the same shall be provided to the appellant, branch managers and group administrators.

To be approved at the October 25, 2023 BOT meeting

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Priscilla Borders, Fulton County  
Library Board of Trustees