



**FULTON
COUNTY**
LIBRARY
SYSTEM

BOARD OF TRUSTEES

MEETING
INFORMATION PACKET

DECEMBER 20, 2023



**FULTON
COUNTY
LIBRARY
SYSTEM**

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**FULTON COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
DECEMBER 20, 2023 - 4:00 P.M.
AGENDA**

- I. Call to Order
- II. Public Comments
- III. Adoption of Agenda* Doc. #23-63
- IV. Approval of Minutes - November 15, 2023* Doc. #23-62
- V. Captain Kenneth Schierle & Chief William Wade - Security Update
- VI. Chairman's Report
- VII. Work Orders Report - Paul Kaplan
- VIII. Director's Reports Doc. #23-66
 - Library Services and Trends
 - Monthly Financial Report Doc. #23-64
 - Monthly Usage Summary Doc. #23-65
 - FCLS Look Ahead Events/Programs
- IX. Unfinished Business
 - A. Central Library - Update
 - B. 2024 Fulton County Library System Holiday/Closing Calendar - Revised* Doc. #23-56
 - C. AFPL Foundation M.O.U. - Update
 - D. Dress Code - Discussion
- X. New Business
 - A. Code of Conduct - Discussion
 - B. Rental Policy - Discussion
 - C. Boston Library Loan Policy - Discussion
- XI. Adjournment

*Action is anticipated on this item

Doc. #23-62



**FULTON
COUNTY
LIBRARY
SYSTEM**

FULTON COUNTY LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

NOVEMBER 15, 2023 – 4:00 P.M.



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

Members Absent: Joyner, D. Chip

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

Guest: 3 Webinar Attendees

Board Chair Priscilla Borders called the meeting to order at 4:04 p.m.

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CALL TO ORDER

CHAIR PRISCILLA BORDERS: Good afternoon, everyone. It is 4:04, we're going to get started with today's Board of Trustees Meeting. My name is Priscilla Borders, Chair of the Trustees. So we're going to Mrs. Claxton, are there any public comments?

PUBLIC COMMENTS

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

23-58 ADOPTION OF AGENDA**MOTION**

CHAIR PRISCILLA BORDERS: Thank you so much for that update. So now, I hope everyone had the opportunity to look at the agenda. If there's any additions or any corrections, please advise now. I do want to add one thing under new business. We're going to add dress code for a discussion. Other than that, I have nothing to add. If there's nothing further, I'll entertain a motion to adopt the agenda with the noted addition.

MR. PAUL KAPLAN: So moved.

MS. BEVERLY RICE: Second.

CHAIR PRISCILLA BORDERS: I got a first and a second. All those in favor of the agenda, signify by saying aye.

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any opposed? Great.

23-57 APPROVAL OF MINUTES - OCTOBER 25, 2023**MOTION**

CHAIR PRISCILLA BORDERS: So let's proceed. For the review of the approval of the minutes of October 25, 2023, are there any corrections or any comments regarding the minutes? If not, I'll entertain a motion.

MR. PAUL KAPLAN: So moved.

CHAIR PRISCILLA BORDERS: We got a second, do I have a second?

MS. BEVERLY RICE: Second.

CHAIR PRISCILLA BORDERS: Okay. We have a second. Thank you. So, all those in favor of approving the minutes of October 25, 2023, signify by saying aye.

TRUSTEES: Aye.

CHAIR PRISCILLA BORDERS: Any opposed? Minutes approved. For the Chairman's report, I do not have anything specific to report at this time. So we will proceed to work orders, Mr. Kaplan.

WORK ORDERS REPORT

MR. PAUL KAPLAN: Work orders were for the month was -- as for the month of October, was 163 work orders. Unlike the other one, the other one was 100 percent, but they -- I believe we have approximately 82 percent of completion, of the 132 were completed. We have actually really nothing major unless our Director has heard something else. But everything else, pretty much the same. As far as security and fire alarm and life safety, that amounted to about 33 different instances, spread throughout all the libraries. Other than that, there's nothing major that I know of that went on. So it was a pretty smooth month.

CHAIR PRISCILLA BORDERS: That is good news indeed. Once again, thank you for keeping us in the loop of all that. So in terms of -- do we have anymore issues in terms of security?

MRS. GAYLE H. HOLLOMAN: Well, with regard to security, we still have something happening almost every day somewhere. Central has been, I think, much better over the last couple weeks. The Central Library Administrator, Dr. Cheryl Small, held a meeting about two Mondays ago with security staff here at Central. One morning, we all came in early, met with

them along with their Manager, Mr. Dexter Williams. I think it was a very good meeting. They were able to talk about things of their concerns and our concerns. I think we had a meeting of the minds with regard to some things that we need to do here at Central a little differently. They were very receptive to that, as were we. As far as the rest of the Library System goes, we are still working very closely with the Fulton County Police Department in making sure that we have at least armed guards in the places where we have been assigned, they have been -- what they have been assigned and guard patrols of the other locations. Here at Central, we are having a few more visits on a daily basis by the police from the actual Police Department, and that's been really good. They come by and see me, they go, and they stay several hours, and go back and forth around the different floors, and that has made a difference. So I think things are improving with regard to that. We're just going to continue to work with them as we move forward.

MR. PAUL KAPLAN: That's great.

CHAIR PRISCILLA BORDERS: That is good news.

MR. JOE PIONTEK: Do we -- I'm sorry. Do we have any closed libraries right now?

MRS. GAYLE H. HOLLOMAN: I was about to mention that in the other report --

MR. JOE PIONTEK: Oh, your report, that's fine.

MRS. GAYLE H. HOLLOMAN: I'll mention it now, no, that's no problem.

CHAIR PRISCILLA BORDERS: Yes, go ahead, you may proceed.

MR. PAUL KAPLAN: Might as well go right into it.

23-61 DIRECTOR'S REPORTS

LIBRARY SERVICES AND TRENDS

23-59 MONTHLY FINANCIAL REPORT

23-60 MONTHLY USAGE SUMMARY

FCLS LOOK AHEAD EVENTS/PROGRAMS

MRS. GAYLE H. HOLLOMAN: Okay. Yes, we have the East Point Library closed last Thursday for renovation. It will probably not reopen until the end of the second quarter of next year. M.L. King and Peachtree, of course you know, are our leased locations. The permits have not been received yet, so we can't close them yet. We do hope that those permits will come in so that we could close those libraries by the end of the year. There again, until they get that, they can't do it. So, we would have to -- and then we have to give notice to the public, we have to put all the stuff in place. So we're just waiting. We're waiting to hear from Al Collins and his team, again, we're working on all of that. So as soon as Al gives me the word, then I can make everyone aware.

CHAIR PRISCILLA BORDERS: So, for clarification -- I know at the last meeting, there was closures at Cascade and Cleveland, they're both open?

MRS. GAYLE H. HOLLOMAN: Cascade is back. Is that work -- I don't think that work is finished there until the 19th.

CHAIR PRISCILLA BORDERS: Okay.

MRS. GAYLE H. HOLLOMAN: I think it's Roswell, where we had a problem with the grading on one of the parking spaces because there's a -- there are people who have wheelchair, need wheelchair usage, and something went wrong in the process. They're having to, like, I'll just call it re-level it off. So that work is still happening, but it's not affecting opening.

CHAIR PRISCILLA BORDERS: Okay.

MRS. GAYLE H. HOLLOMAN: The other thing that did take place, it was the Northside Library had some work going on in the parking lot and -- not the parking lot, it's to put that canopy over the front of the building. It's going to serve as a place where people can gather. They're going to have tables and chairs underneath there. It'll be really nice in the spring and summer. But they had to reroute the entry so that the public and staff have to go in a side

door. So, they're doing that every day until 2:30, and then it reopens so that they can go in the front door. But because of some of the work and the way that -- the way that the work has to be done, they couldn't have it, they couldn't have the public being in that vicinity. So those are the things that I'm aware of right now with regard to buildings. The other trends are, I wanted to mention to you that we wanted to talk about, I think Mr. Joyner asked that we do a report each month on what's coming next. The big things coming next right now is that first of all, our new, newest addition of the Library Access should be out by next week. One of those things that would be mentioned in there, it said on December 30th, the Auburn Avenue Research Library will again have and host the Kwanzaa Celebration Program. It's a cultural celebration in observance of Kwanzaa. It features, again, the all-female group called Giwayen Mata, and they are a female drumming group. If you've ever heard -- I don't know if any of you remember them, but they've been here at Auburn many, many times, many years, and so they'll be back on August -- I mean, I'm sorry, on December 30th at 3:00 p.m. at the Auburn Avenue Research Library. It's always very, very well attended. It's crowded, it's just wonderful. It's a big drumming -- it's really fantastic to see these women in operation. If you have -- any of you ever seen it? If you haven't, then you really should, it's fantastic. Most of the time I'm on vacation during that time. I'll try to make it this year. It's been a while since I've seen them --

MR. JOE PIONTEK: About what time, do you think?

MRS. GAYLE H. HOLLOMAN: At 3:00 p.m.

MR. JOE PIONTEK: 3:00 p.m., thank you.

MRS. GAYLE H. HOLLOMAN: Yes, and I'd like to see them again. Because it's been a while. Do you want me to go ahead?

CHAIR PRISCILLA BORDERS: Yes.

MRS. GAYLE H. HOLLOMAN: Okay. Our financial report, as you see, we're, I think we're spending the money well. Do you have any questions as you look through that? We're at 74 percent in our expenditures over all, so we're keeping track of that. We are winding down with the expenditures for our collections, and especially bestsellers and other materials and materials for all ages. So that group always spends the latter part of the year getting through that because we know that January/February will be a bit tight because the budget for 2024 will not be in place yet. So they're always trying to anticipate so that we do have materials, particularly print materials available during that time. The monthly usage summary is also in your packet, and I don't know if you had any questions about that. But we do have -- it's trending upwards with regard to people attending programs. We're very excited about that. I always mention it, but the reason I mention it, is because we had such a lull during COVID. I want you to know that we are trending upwards. People are coming back, and people are with us. I think that's exciting because for a while, we were kind of wondering if we were ever going to get closer to being on pace. Circulation is up, and so we're just very happy about that. I also want to make sure I don't fail to mention that we have a new employee, Mrs. Audrey Clary. She comes along with our wonderful Zenobia Claxton, both of them are our Administrative Coordinator II positions in the Director's Office. Mrs. Clary has been with us before in the library many years. Mrs. Clary, did you want to say anything?

MRS. AUDREY CLARY: No. Thank you. I'm happy to be here, and I'm very familiar with the library, and thank you guys for what you do. I do have a degree as a Librarian, I obtained it from Syracuse, 2021. So I'm very familiar, and thank you for your services.

MRS. GAYLE H. HOLLOMAN: Thank you.

MS. BEVERLY RICE: Thank you for being here.

CHAIR PRISCILLA BORDERS: Welcome back.

MS. AUDREY CLARY: Thank you.

MR. PAUL KAPLAN: You missed us. You missed being here.

MR. JOE PIONTEK: Just can't stay away.

MS. AUDREY CLARY: I love the library, yes.

MR. PAUL KAPLAN: There you go.

MRS. NINA RADAKOVICH: How do you spell your name?

MS. AUDREY CLARY: A-u-d-r-e-y Clary, C-l-a-r-y.

MRS. NINA RADAKOVICH: -- a-r-y?

MS. AUDREY CLARY: Yes.

MRS. NINA RADAKOVICH: I had an E in there. Okay, thank you.

MS. AUDREY CLARY: You're welcome.

MR. JOE PIONTEK: It's going to need a million hits on the hits on the website, not to take away from that. I happened to look down and saw that million number. I was, like, oh.

MRS. GAYLE H. HOLLOMAN: Oh, yes. So, anyway, speaking of staffing, we are still interviewing. We are still able to do that. We got some approvals to move forward with where we are. We've come a long, long way from where we had almost 80 vacancies. Now, we're down to about, I think, we're at something like, 18.

MR. JOE PIONTEK: Oh, that's fantastic.

MRS. GAYLE H. HOLLOMAN: It is amazing, it is. Along with the Administrators and other staff have done such a great job of interviewing. So, we're in the midst of filling a few more positions, and I'm just excited about it because it is really taken its time. Of course, we're still working with Personnel about the fact that we do need to look at being competitive. So, we're looking at that at all levels, and we're still working with Mr. Hermon's staff over in County HR. Hopefully in the new year, we'll have some ways to better address that.

MR. JOE PIONTEK: So we haven't really changed salaries, but we are being more competitive or --

MRS. GAYLE H. HOLLOMAN: Well, we were able to -- yes, we were kind of robbing Peter to pay Paul. We were able to kind of take some funding. You know, if you take it out of operating, you lose it, and then it goes into staffing. So we were able to make -- you know, Jamar Parker, our Financial Systems Manager, we just been driving him nuts. Because we've had -- can you find money to do this? Can you find money to do that? So we've been able to try and match some of the requests that people are asking. Sometimes we're just not able to do though. They ask for funds, and we just can't pay. They're asking because they've been able to have those types offers --

MR. JOE PIONTEK: Get that offer somewhere else.

MRS. GAYLE H. HOLLOMAN: -- in other places. So we're trying to make it, and we have been able to do some of that. The County is fully aware, and we're not the only ones. The departments are having some of these same concerns. But we've been able to do a lot better than we were doing, and so that's the important thing.

MR. JOE PIONTEK: That's fantastic.

MR. PAUL KAPLAN: Great.

MS. LINDA JORDAN: Gayle, when do you guys have to submit your information on budgets and all that to the Commissioners? How does that work?

MRS. GAYLE H. HOLLOMAN: Well, we've been gradually submitting it over the last, maybe, six weeks. So, Jamar is still submitting things all the time. We've got -- should be by the end of this month, would be the final submissions. Then we'll start having a few meetings with the Commission. They'll have us over, or have him over, and we'll have to go through it. We're not certain that we're going to be able to get some of the things that we'd like to get. But we always ask for it.

MS. BEVERLY RICE: Good.

CHAIR PRISCILLA BORDERS: Yes, please do.

MRS. GAYLE H. HOLLOMAN: Don't ask, they won't know.

MS. LINDA JORDAN: That's right.

CHAIR PRISCILLA BORDERS: Ask for it. But 18 is a really good --

MR. JOE PIONTEK: That's a great number.

CHAIR PRISCILLA BORDERS: Considering you were in the 40s and 30s, 18 is good.

MRS. GAYLE H. HOLLOMAN: Yes.

CHAIR PRISCILLA BORDERS: 18 is a good -- that's a good number to hear. So is there anything else to report?

MRS. GAYLE H. HOLLOMAN: No, not at this moment.

CHAIR PRISCILLA BORDERS: Great. So, I'm going to ask you to proceed with the Central Library.

UNFINISHED BUSINESS

CENTRAL LIBRARY - UPDATE

MRS. GAYLE H. HOLLOMAN: The Central Library, as I was saying earlier, it's doing well, much better in comparison to what it was just a few weeks ago. Security was our biggest concern. So we're having all kinds of things. I think people feel more comfortable talking with each other. I think it made a difference when Dr. Small gathered the people together. There weren't many of staff present at the moment, but at least enough to get them to start thinking a bit differently, and to start becoming more of a team with regard to how we approach security in the building. That was the point at which we felt that we had to say something, and so I think it was well received. At first, I think there was a hesitancy, but then I think it was very well received. Since that time, I have met and over the phone with Captain Schierle, and he's putting in some more -- he's putting money in the budget to try and get even more officers that can go around and patrol. So it's not just the security, the contract security, but the guards to actually go to various branches.

MR. PAUL KAPLAN: That's good.

MRS. GAYLE H. HOLLOMAN: So, I'm excited about that. That's it for me.

CHAIR PRISCILLA BORDERS: Well, I thank you for that update. Just to let the Board know that Nina and I did attend the book discussion for the teens, and was good as well.

MRS. GAYLE H. HOLLOMAN: Oh, yes.

CHAIR PRISCILLA BORDERS: That was very, very good.

MRS. GAYLE H. HOLLOMAN: I failed to mention that.

CHAIR PRISCILLA BORDERS: Yes, but that was really good. Now I want to go and read the book. It was really, really good. But I want to say children, but the teens were really engaged, and the author was dynamic. She was --

MRS. GAYLE H. HOLLOMAN: She was, Nic Stone --

CHAIR PRISCILLA BORDERS: Yes.

MRS. GAYLE H. HOLLOMAN: -- she's for teens, and it was amazing. I mean, I'm just blown away by the kids' part of the fair as well as the teens, they were all so engaged. It was amazing. The children knew all of Eric Litwin's words to his books. It was amazing, and they were in there dancing and having a good time. Then the teens ask such intelligent questions, and just on point. They were so engaged, it was amazing. I was like, my goodness, I did quite expect that. So, you know, it's --

CHAIR PRISCILLA BORDERS: It was really good event.

MRS. GAYLE H. HOLLOMAN: Yes. We had quite a few schools that came. It was just amazing. I -- we always kind of write the kids off, and say they're not paying attention and, you know, what's the world coming to? But when I left there, I felt like, the world is in good hands.

MRS. NINA RADAKOVICH: There's a beautiful picture on the cover of our packet.

CHAIR PRISCILLA BORDERS: Yes, the Pete the Cat --.

MRS. GAYLE H. HOLLOMAN: I think so. Yes, it's very nice.

MRS. NINA RADAKOVICH: We're on there too.

CHAIR PRISCILLA BORDERS: I noticed that.

MRS. GAYLE H. HOLLOMAN: Yes, we're on the cover. I made the cover.

CHAIR PRISCILLA BORDERS: But please extend kudos and our acknowledgment of the good work they did with the book discussion for the teens.

MRS. GAYLE H. HOLLOMAN: Thank you, I will.

AFPL FOUNDATION M.O.U. - UPDATE

CHAIR PRISCILLA BORDERS: So, I will proceed with the MOU update. The plan was we were supposed to meet with Commissioner Arrington. We're still trying to come up with a date, because he's traveling and everything like that. So as soon as we get a date and have a discussion, how we're going to move forward with specifics on the MOU, I will come back to the Board, hopefully with a final, final, final draft that we can give to the Attorney to look over. So, I wanted to just make sure that I got that on the record that we're still working with the MOU. There's nothing else to report on the MOU. Any questions about that?

NEW BUSINESS

DRESS CODE - DISCUSSION

CHAIR PRISCILLA BORDERS:

So, if not, I'm going to proceed with the item that we added under new business, the dress code. I just want to let everybody know that we're going to take another look at the dress code just to make sure that it's current and it's up to date and it's compliant with existing law. So I'm going to make sure everybody here gets a copy, an electronic copy of the dress code to at least look over. If anybody has any questions, you know, just share them with me so I can get all of that together. We'll have a final look at it and get the Attorney to look at it one more time before we got vote for any additions or changes to the dress code. But we just want to make sure that that dress code is indeed compliant with what we need to have here today currently, because we haven't had a look at it in a couple years.

MR. JOE PIONTEK: Have there been issues?

MRS. GAYLE H. HOLLOMAN: Well, we've had some complaints lately that were brought to my attention, which is why I brought it to you all's attention.

MR. JOE PIONTEK: Okay.

CHAIR PRISCILLA BORDERS: So we're going to look at it, so just to --

MR. PAUL KAPLAN: I imagine it went through all this, the outcome.

CHAIR PRISCILLA BORDERS: Yes. So we're going to look. Because we haven't -- I think it was about three years ago that we tackled that and we passed a dress code. So we're going to look at that again. So add that to the list in addition to the rental policy and to the loan policy, and recently, made updates to the code of conduct and the programming policy. So the list is growing longer. So it's -- we're going to take time and look at this stuff. But I just want to let everybody know for the record there's -- we're going to add the dress code to another review for us. Other than that, I have nothing else to add.

MS. LINDA JORDAN: I do have a question though.

CHAIR PRISCILLA BORDERS: Yes.

MS. LINDA JORDAN: It goes back to our policy on meeting attendance. I don't know if we raised this when we discussed it. Can I bring it up now? If a Board Member has a medical issue, can -- and can they be excused for that? Did we talk about that?

CHAIR PRISCILLA BORDERS: Yes.

MS. LINDA JORDAN: Okay.

CHAIR PRISCILLA BORDERS: That counts as an excuse.

MS. LINDA JORDAN: Okay. Because I had one, but I came anyway, so.

CHAIR PRISCILLA BORDERS: Just let us know. Then what I'll -- typically, when I know that you're out, either you can provide it beforehand, or we'll ask for you afterwards.

MS. LINDA JORDAN: Okay, thank you.

CHAIR PRISCILLA BORDERS: I don't have anything else. Does anybody have anything else?

MRS. NINA RADA KOVICH: Do we have the loan policy on this?

CHAIR PRISCILLA BORDERS: We don't have the loan -- no, we're going to -- last Board -
-

MRS. NINA RADA KOVICH: We talked about it.

CHAIR PRISCILLA BORDERS: We talked about it; it's going to be ongoing conversation. So, what I said last, last time that you and I would get together and come up with a draft of the loan policy based on the one we had from Boston --

MRS. GAYLE H. HOLLOMAN: Boston Public.

CHAIR PRISCILLA BORDERS: Yes, we're going to look at that, and then we'll get together with you and make sure we have a draft for the Board to read.

MRS. GAYLE H. HOLLOMAN: Okay.

CHAIR PRISCILLA BORDERS: Then once we have something, once again, we're going to rely on the Attorney to make sure that we have everything that we need to be in compliance. So we got a long list, but we'll get it done. Yes. So if there's nothing else --

MRS. GAYLE H. HOLLOMAN: Mrs. Clary did this picture. I just made sure I --

CHAIR PRISCILLA BORDERS: Oh, thank you for the picture.

MRS. GAYLE H. HOLLOMAN: -- wanted to tell you all, since you mentioned it.

CHAIR PRISCILLA BORDERS: Thank you for the picture on the cover.

MRS. GAYLE H. HOLLOMAN: Yes, thank you.

MS. AUDREY CLARY: You're welcome.

ADJOURNMENT

MOTION

CHAIR PRISCILLA BORDERS: But if there's nothing else, I'm going to tell everybody, you know, have a good Thanksgiving. If not, I'll entertain a motion to adjourn.

MR. JOE PIONTEK: I move that we adjourn.

MS. LINDA JORDAN: Seconded.

CHAIR PRISCILLA BORDERS: Okay. Thank you, everyone.

(Whereupon the Regular Meeting of the Board of Trustees concluded at 4:25 p.m.)

Fulton County Library System (FCLS)

Gayle H. Holloman, Executive Director

November 2023

Monthly Highlights

- Of this month's 45 programs presented at the Alpharetta Library, *Spill the Tea*, offered by the staff, celebrated its first anniversary. The program teaches tea history, steeping methods, best foods to pair with and gives participants the option to bring their favorite saucer and cup. For this event, participants learned how to make their own Macha tea.
- Carnegie Writers Group celebrated ten years (and five years of working with the Alpharetta Library) by partnering with the branch to hold a writers' conference of 40 people, who were local, South Carolina and Tennessee based writers attended. Many attendees, in post-conference written surveys, said they felt inspired and refreshed.
- Opportunities in the Best Buy Teen Tech Center (BBTTC) at the Central Library- Supporting Children, Adolescents, and Families
 - Ongoing Initiatives: Our monthly ongoing programs feature engaging activities at the Best Buy Teen Tech Center (BBTTC), where teenagers can explore and acquire new technological skills. After-school sessions run every Monday and Tuesday from 3 pm to 8 pm, Wednesday through Friday from 3 pm to 6 pm, and Saturdays from 2 pm to 6 pm. Additionally, we've opened our doors to homeschool teens from Monday to Friday between 11 am and 2 pm. The weekly schedule includes a Photoshop workshop on Mondays, sewing on Tuesdays, robotics/coding on Wednesdays, drawing/3D printing on Thursdays, and music recording on Fridays. On average, 12 teens utilize the BBTTC daily to pursue creative projects.
 - Collaborative Learning: In December, the BBTT partnered with Cristo Rey High School for a one-day robotics workshop for teens. Best Buy Geek Squad and the Microsoft Team were present to support and guide participants during the workshop.
 - Digital Inclusion and Literacy: Teens from the Bellwood Boys and Girls Club continue to frequent the BBTTC for digital learning and inclusion. By providing a secure space for them, the library plays a crucial role in narrowing the digital gap among young individuals.
- Staff, and patrons at the Kirkwood Library, celebrated 50 Years of Hip Hop with Scratch Out Loud and the Frazer Center Adult Day program. Twenty-six participants learned to make beats and scratch on a real turntable!

- Other program offerings throughout the Library System included weekly storytimes; read aloud to therapy dogs; STEM craft programs; and continued promotion of “1000 books Before Kindergarten.”
- The East Point Library closed for its enhancement building project. It is expected to re-open in early 2024.

Observances During the Month

- Alzheimer’s Disease Awareness Month
- Veterans’ Day
- Thanksgiving
- Diwali, Christmas, Hanukkah, Kwanzaa books and displays were set up for the holiday season
- Native American Heritage Month
- National Aviation History Month
- National Novel Writing Month

Partnerships

- The Fulton County Department of Public Works collaborated with the Hapeville Library and Presented the Rain Stick Craft. Twenty-two students from Discovery Montessori School were the participants. The students built a rain stick out of materials from their environment and imitated the sound of rain like people of ancient cultures.
- The Fulton County Behavioral Health Department partnered with East Atlanta Library staff and was onsite this month to set up an information table to share resources with the unhoused and small items that can be of some value. There will be future visits planned to distribute personal supplies and other necessities in the coming months.
- The West End Library staff successfully started the month with Magistrate Court 101 program held November 1. This highly anticipated event was facilitated by Chief Magistrate Judge, Cassandra Kirk and Senior Staff Attorney, Mario Banjo and well attended with 13 participants. The audience was captivated and asked many questions. After program, attendees thanked presenters and expressed gratitude for the helpful information. Some patrons who missed program, inquired about location of next Magistrate Court information session.

Appreciation

- November was all about being appreciative at the Sandy Springs Library. Staff crafted a gorgeous “Gratitude Tree” and handed out acorn cutouts for patrons to write down what they’re grateful for and invited them to hang the acorns on the tree. Many patrons expressed appreciation for the library. One patron wrote, “Thank you for keeping a clean and welcoming library.” Another commented, “This library is AMAZING! So many fantastic resources!”
- Kirkwood Library staff noted that one patron really appreciated the selection of Spanish books for kids. Her husband is from Argentina, and he confided to her that he realized he loves reading children’s books to his young daughter in his native language instead of English, because he can add the inflections to make it really come alive for her. They checked out about six Spanish books, and the patron welcomes any more additions.
- Another patron of the Kirkwood Library, with a three-year old child on the autism spectrum, loves the VOX™ books that talk. The parent mentioned that the child reads more independently, and enjoys following the instructions, when it’s time to turn the pages. Even more importantly, the child has memorized several titles and is practicing reading along!

FULTON COUNTY LIBRARY SYSTEM

MONTHLY FINANCIAL REPORT- TOTAL LIBRARY

AS OF NOVEMBER 30, 2023

Doc. #23-64

SERVICE	2023 BUDGET	NOVEMBER	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURE	ENCUMBRANCES	YTD COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,683,705	1,071,628	12,193,085	-	12,193,085	83%	2,490,620
SALARIES-OVERTIME	1,180	-	1,133	-	1,133	96%	47
PART TIME SALARY	456,408	13,852	193,863	-	193,863	42%	262,545
BENEFITS	8,221,935	534,653	5,799,773	-	5,799,773	71%	2,422,162
BOOKS	3,693,253	45,508	2,823,693	914,023	3,737,716	101%	(44,463)
OFFICE EQUIP. REPAIR	35,500	7,952	20,478	14,795	35,273	99%	227
EQUIPMENT	50,115	8,969	25,397	9,269	34,666	69%	15,449
OFFICE FURNITURE	2,950	726	2,151	-	2,151	73%	799
PROFESSIONAL SERV	32,135	9,653	25,431	2,622	28,053	87%	4,082
COPIER MACHINE	226,000	3,317	95,517	-	95,517	42%	130,483
COPIER PAPER	500	-	-	-	-	0%	500
SUPPLIES	101,822	9,800	80,265	5,739	86,004	84%	15,818
COMPUTER HARDWARE	650,000	-	641,168	8,832	650,000	100%	-
RENT	225,850	13,658	196,755	40,362	237,117	105%	(11,267)
OTHER SERVICES	569,192	61,551	386,913	41,434	428,347	75%	140,845
TRAVEL/CONFERENCE	2,500	-	879	-	879	35%	1,621
HOPITALITY	8,539	-	636	-	636	7%	7,903
VEHICLE MAINTENANCE	43,511	1,540	42,355	-	42,355	97%	1,156
GENERAL INSURANCE	622,596	51,883	570,713	-	570,713	92%	51,883
ARTS-CFS	750	-	-	750	750	100%	-
CONTINGENCY	201,425	-	-	-	-	0%	201,425
TOTAL	29,829,866	1,834,690	23,100,207	1,037,826	24,138,032	81%	5,691,834

FULTON COUNTY LIBRARY SYSTEM

MONTHLY FINANCIAL REPORT - NOVEMBER ORG TYPE

AS OF NOVEMBER 30, 2023

ORGANIZATION	SERVICE	2023 BUDGET	NOVEMBER	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURE	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICES	REG SALARY	11,014,436	798,060	9,085,794	-	9,085,794	82%	1,928,642
	SALARIES-OVERTIME	540	-	534	-	534	99%	6
	PART TIME SALARY	456,408	13,852	193,863	-	193,863	42%	262,545
	BENEFITS	6,300,714	406,200	4,398,137	-	4,398,137	70%	1,902,578
	BOOKS	2,958,253	44,322	2,089,508	914,023	3,003,530	102%	(45,277)
	OFFICE EQUIP. REPAIR	32,000	7,952	20,478	11,295	31,773	99%	227
	EQUIPMENT	23,115	8,584	16,848	471	17,320	75%	5,796
	OFFICE FURNITURE	1,950	414	1,504	-	1,504	77%	446
	PROFESSIONAL SERV	28,085	9,653	25,431	2,622	28,053	100%	32
	COPIER MACHINE	225,000	3,317	95,517	-	95,517	42%	129,483
	SUPPLIES	27,634	5,727	21,337	-	21,337	77%	6,297
	RENT	225,850	13,658	196,755	40,362	237,117	105%	(11,267)
	OTHER SERVICES	307,246	35,012	193,981	2,217	196,198	64%	111,048
	VEHICLE MAINTENANCE	1,000	-	527	-	527	53%	473
	GENERAL INSURANCE	404,826	33,736	371,091	-	371,091	92%	33,736
	ARTS-CFS	750	-	-	750	750	100%	-
	CONTINGENCY	69,304	-	-	-	-	0%	69,304
Total		22,077,111	1,380,487	16,711,305	971,739	17,683,044	80%	4,394,067

FULTON COUNTY LIBRARY SYSTEM

MONTHLY FINANCIAL REPORT - NOVEMBER ORG TYPE

AS OF NOVEMBER 30, 2023

ORGANIZATION	SERVICE	2023 BUDGET	NOVEMBER	2023 YTD	2023 YTD	2023 YTD	2023 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURE	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	2,080,704	146,302	1,616,901	-	1,616,901	78%	463,803
	SALARIES-OVERTIME	100	-	60	-	60	60%	40
	BENEFITS	1,213,527	74,034	791,823	-	791,823	65%	421,704
	OFFICE EQUIP. REPAIR	3,500	-	-	3,500	3,500	100%	-
	EQUIPMENT	27,000	385	8,549	8,798	17,347	64%	9,653
	OFFICE FURNITURE	1,000	312	647	-	647	65%	353
	PROFESSIONAL SERV	4,050	-	-	-	-	0%	4,050
	COPIER MACHINE	1,000	-	-	-	-	0%	1,000
	COPIER PAPER	500	-	-	-	-	0%	500
	SUPPLIES	74,188	4,074	58,928	5,739	64,667	87%	9,521
	COMPUTER HARDWARE	650,000	-	641,168	8,832	650,000	100%	-
	OTHER SERVICES	260,136	26,432	191,123	39,217	230,340	89%	29,796
	TRAVEL/CONFERENCE	2,500	-	879	-	879	35%	1,621
	HOPITALITY	8,539	-	636	-	636	7%	7,903
	VEHICLE MAINTENANCE	42,511	1,540	41,828	-	41,828	98%	683
	GENERAL INSURANCE	217,770	18,148	199,623	-	199,623	92%	18,148
	CONTINGENCY	96,701	-	-	-	-	0%	96,701
Total		4,683,726	271,226	3,552,163	66,086	3,618,249	77%	1,065,477

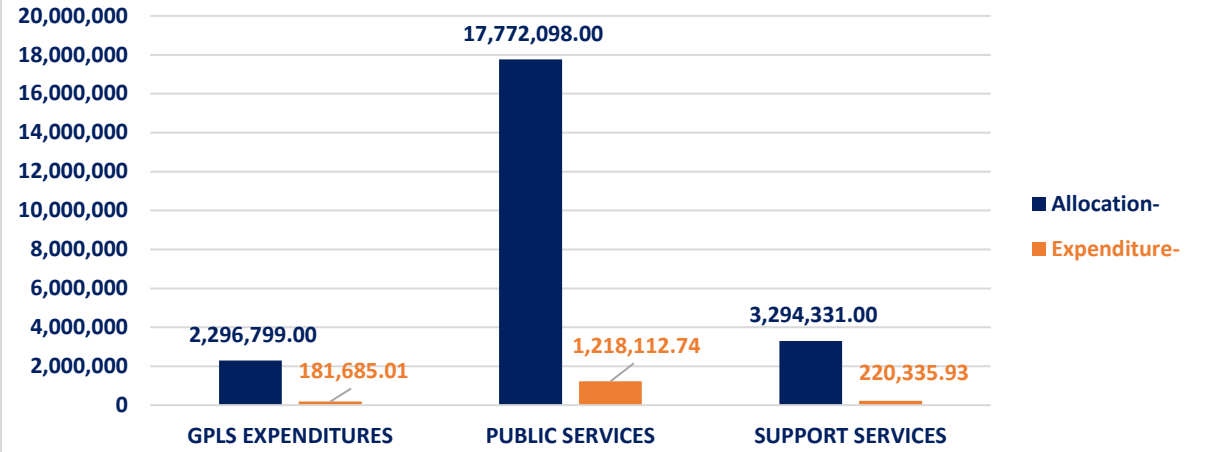
FULTON COUNTY LIBRARY SYSTEM

MONTHLY FINANCIAL REPORT - NOVEMBER ORG TYPE

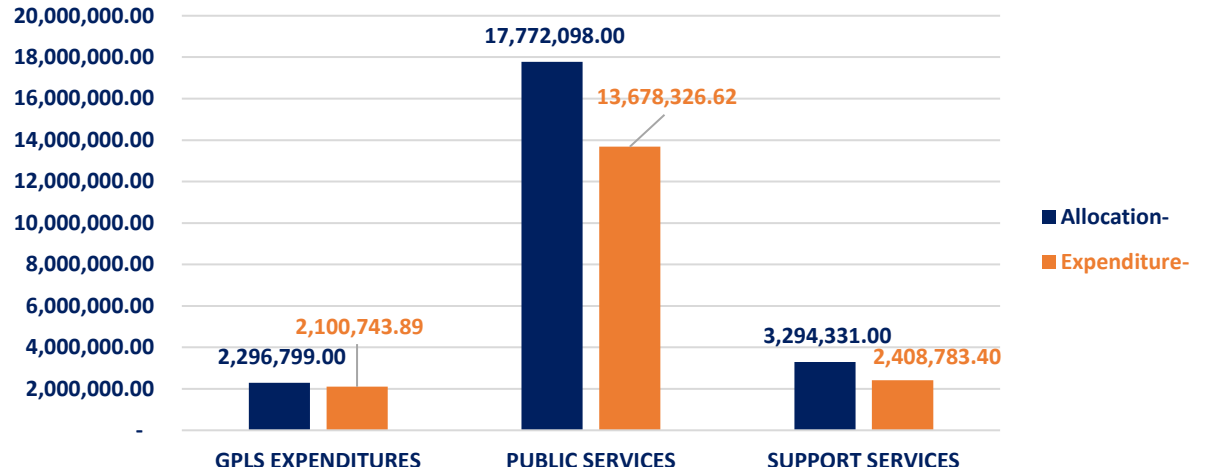
AS OF NOVEMBER 30, 2023

ORGANIZATION	SERVICE	2023 BUDGET	NOVEMBER	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	127,265	1,490,391	-	1,490,391	94%	98,174
	SALARIES-OVERTIME	540	-	539	-	539	100%	1
	BENEFITS	707,694	54,420	609,814	-	609,814	86%	97,880
	BOOKS	735,000	1,186	734,186	-	734,186	100%	814
	OTHER SERVICES	1,810	107	1,809	-	1,809	100%	1
	CONTINGENCY	35,420	-	-	-	-	0%	35,420
Total		3,069,029	182,978	2,836,739	-	2,836,739	92%	232,290

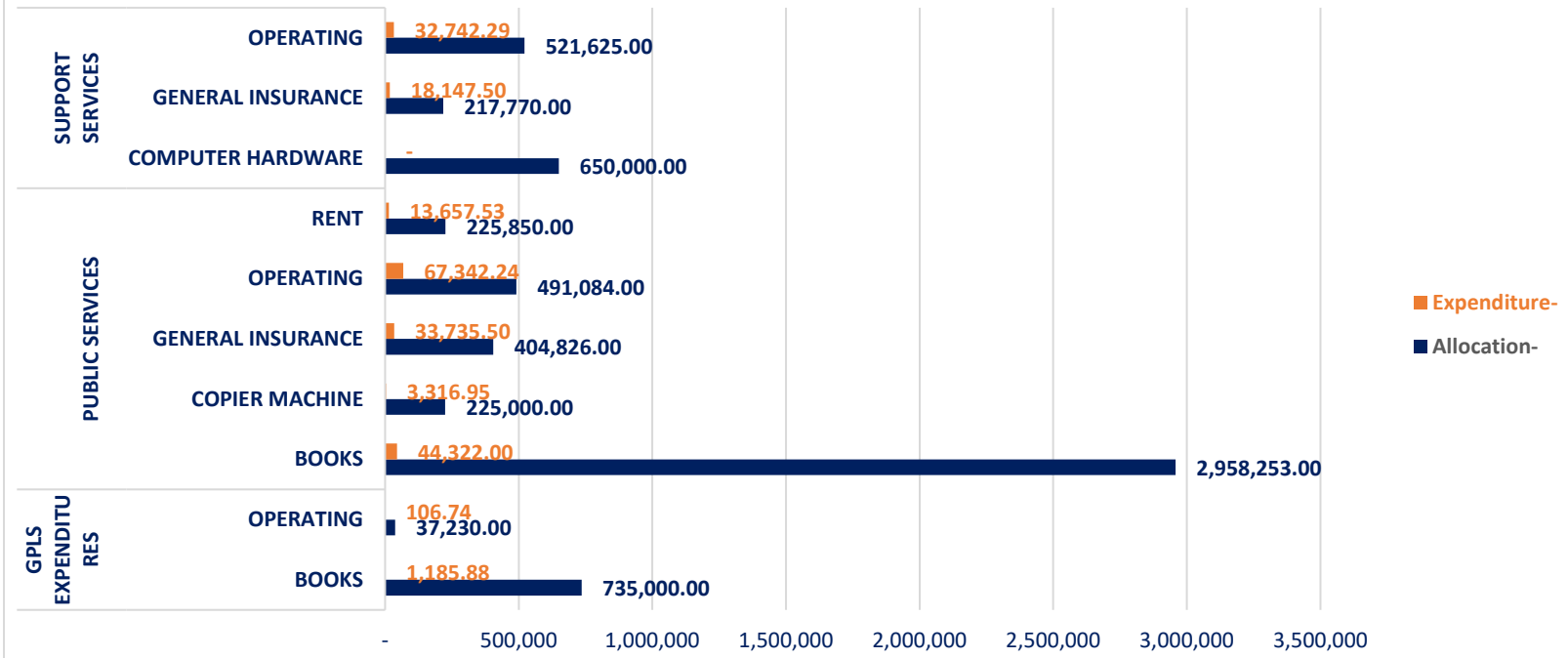
November Salary and Benefits by Program



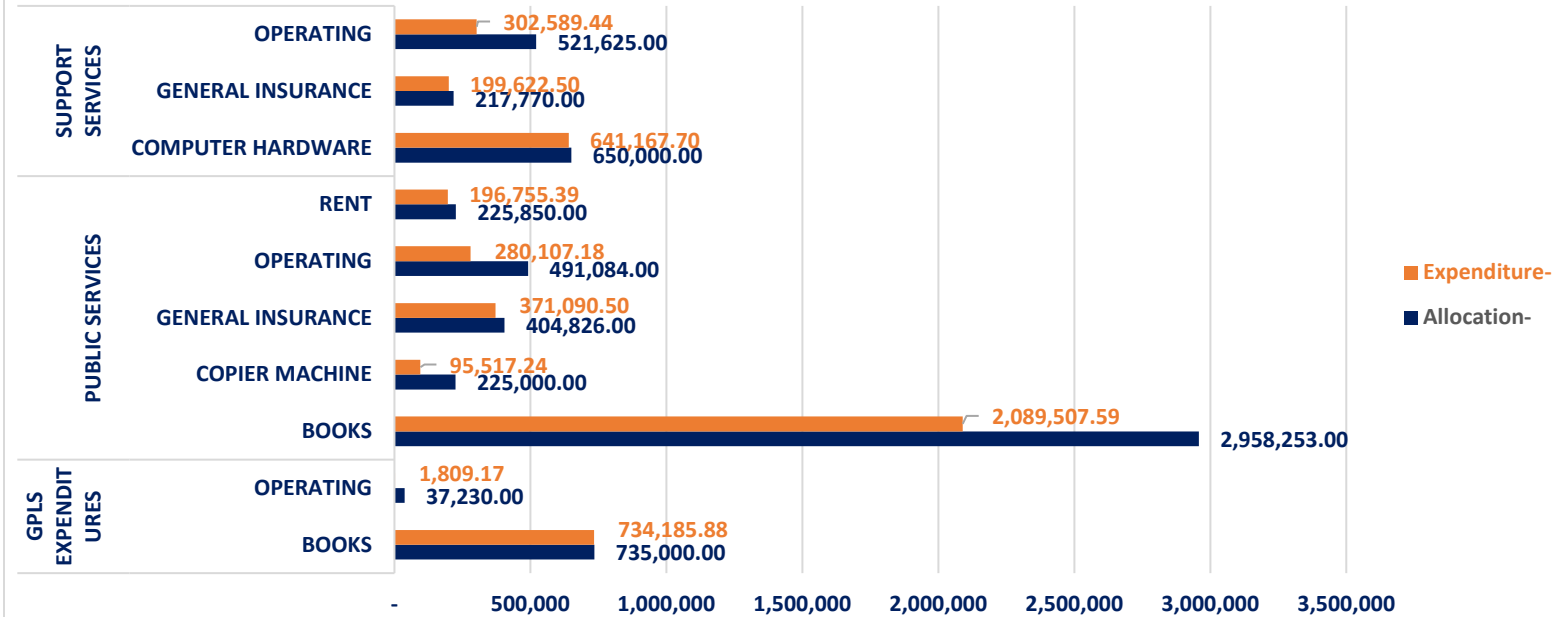
Year-To-Date Salary and Benefits by Program



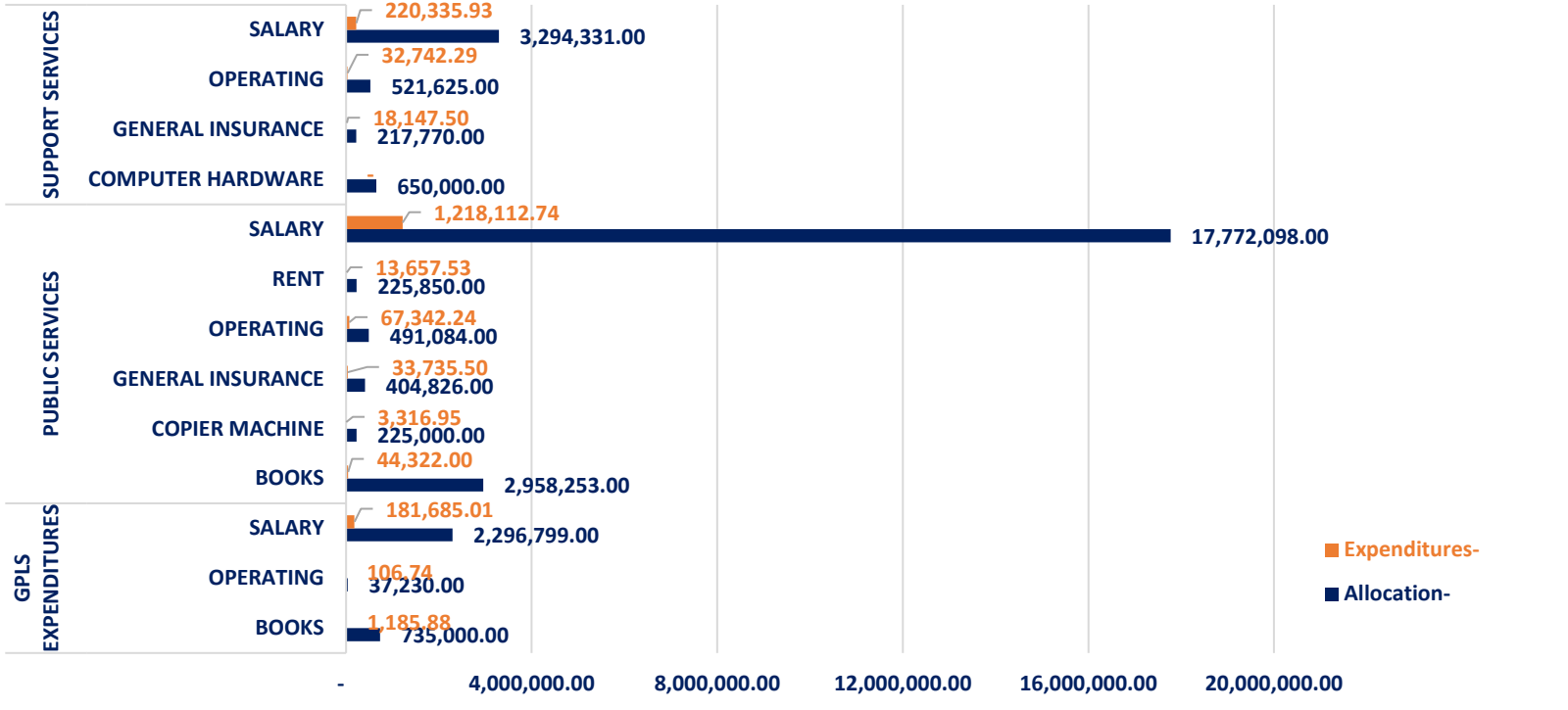
November Operating Expenses By Program



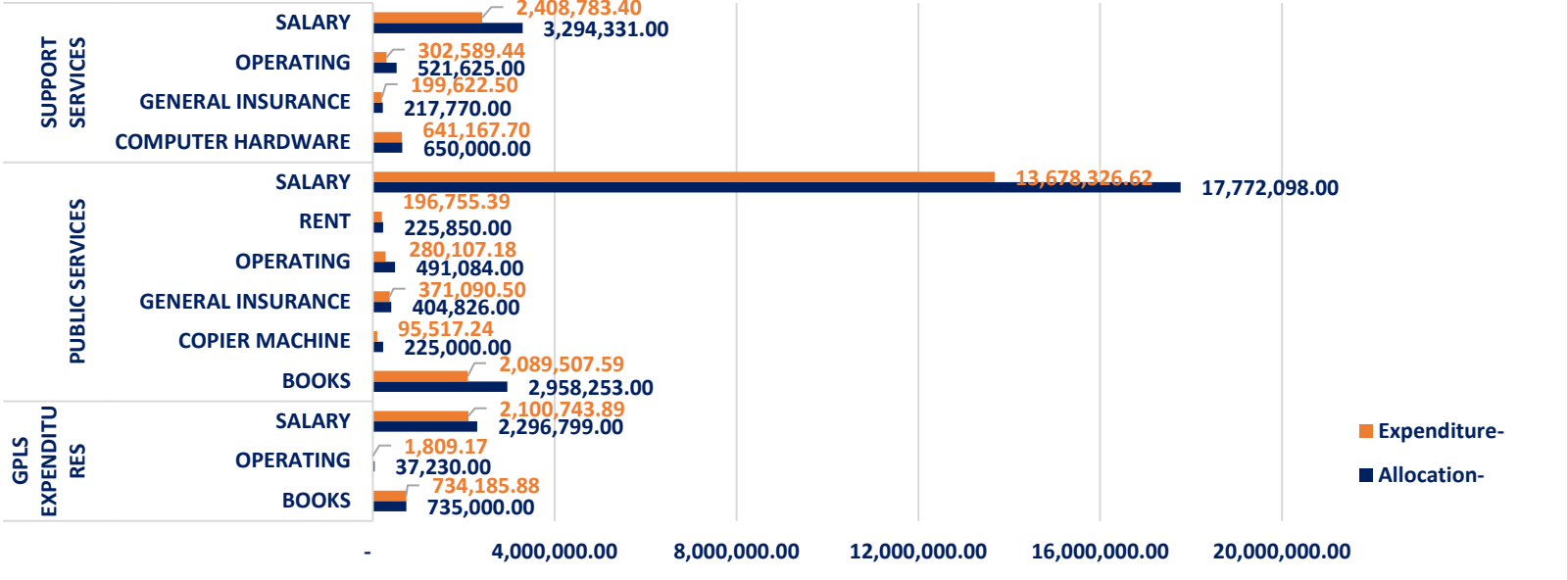
Year-To-Date Operating Expenses by Program



November Total Expenses by Program



November Total Expenses by Program



Monthly Usage Summary - November 2023

Doc. #23-65

Activity and Description	2023		2022		YTD % +/-
	November	YTD	November	YTD	
Circulation					
Total number of items checked out of the library	164,715	2,071,097	170,945	2,029,019	2%
Holds					
Number of requests by patrons	40,708	512,485	41,682	504,109	2%
Visits					
Number of people entering a library for any reason	340,708	3,271,021	206,445	2,236,065	46%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	66,474	789,829	55,037	574,340	38%
Number of hours of computer use	26,926	321,463	21,783	232,695	38%
Web Page Visits					
Number of times people have visited the library's websites	1,074,560	11,693,220	795,345	10,056,752	16%
Web Visitors					
Number of people who visited the library's websites	180,928	2,028,309	145,971	1,545,694	31%
Virtual Circulation					
Number of materials downloaded or streamed	164,122	1,607,817	118,275	1,271,428	26%
Virtual Circulation Users					
Number of people who downloaded or streamed	30,844	326,180	25,690	267,852	22%
Children's programs					
Library sponsored programs offered for children (birth - 12)	247	3001	190	3235	-7%
Number of people attending programs	5029	81096	3238	53253	52%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	67	552	22	393	40%
Number of people attending programs	343	3447	130	2777	24%
Adult Programs					
Library sponsored programs offered for adults (18 +)	211	3151	224	2454	28%
Number of people attending programs	2,164	41,525	2003	23799	74%
Programs - Total					
Library sponsored programs offered (includes all-ages not counted above)	619	7914	468	6964	14%
Number of people attending programs	9,168	159,671	5,760	96736	65%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	249	3,488	185	2168	61%
Number of people attending meetings or activities	3,589	54,516	2824	28848	89%

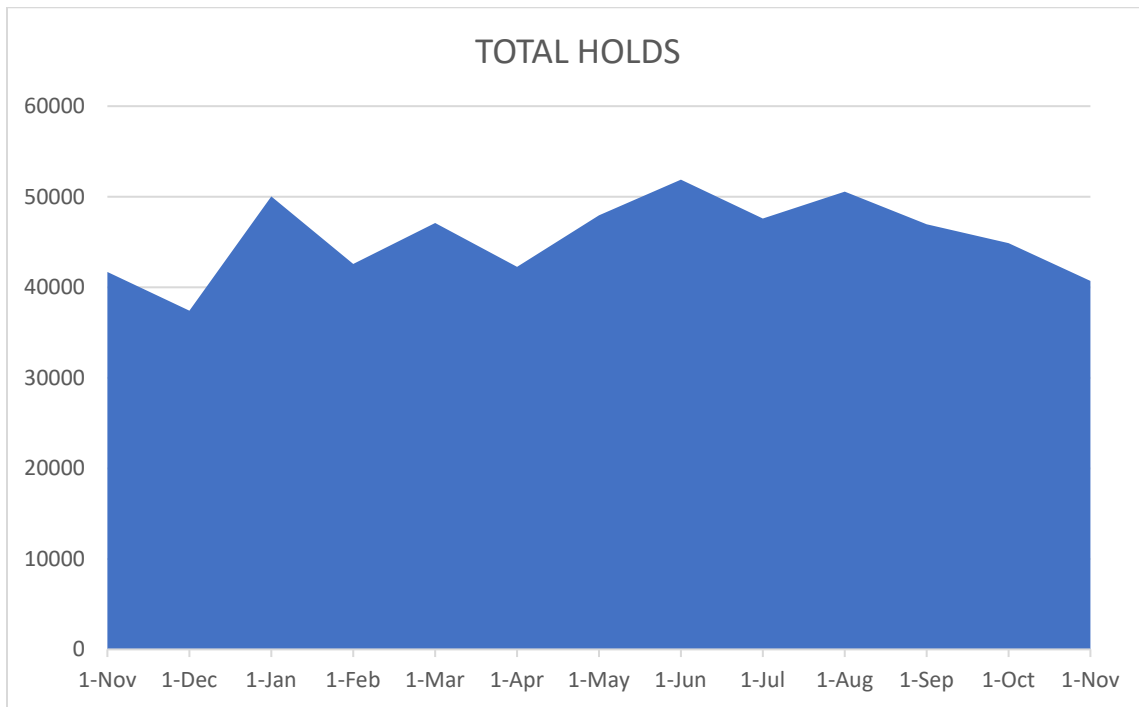
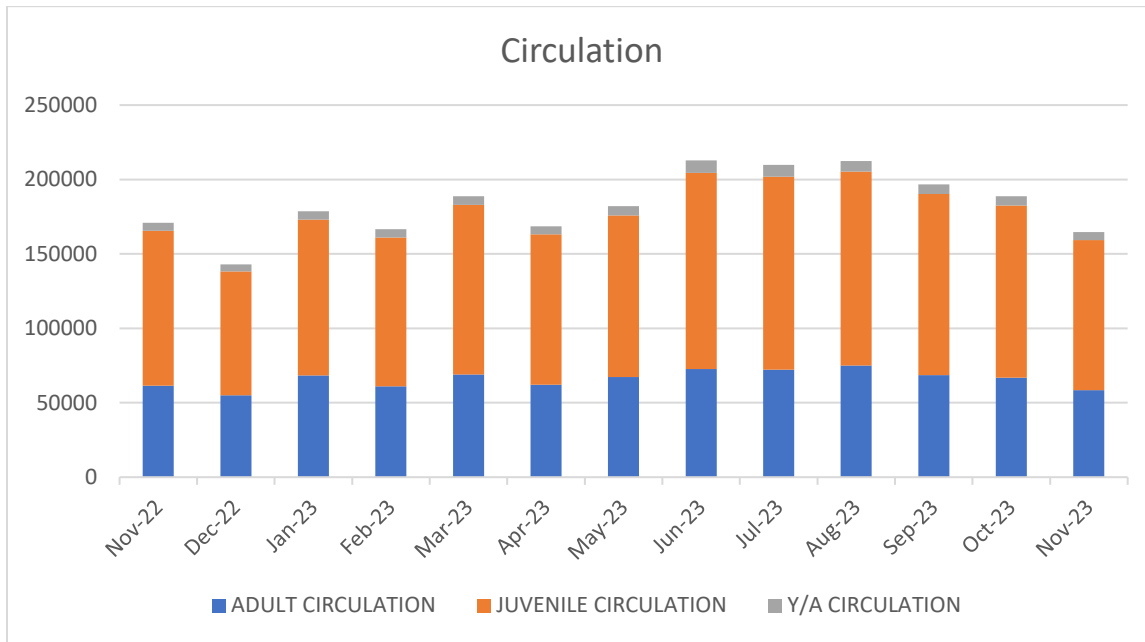
Fulton County Library System Circulation Stats - November 2023

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	412	568	34		1,014	925	89	9.62%	9,549	11,159	-1,610	-14.43%
ADAMSVILLE/COLLIER HEIGHTS	645	548	28		1,221	1,140	81	7.11%	12,381	12,247	134	1.09%
ALPHARETTA	4,913	11,746	517	11	17,187	18,677	-1,490	-7.98%	234,284	225,472	8,812	3.91%
BUCKHEAD	3,607	4,519	189	6	8,321	8,154	167	2.05%	102,190	97,915	4,275	4.37%
CLEVELAND AVE	51	16			67	943	-876	-92.90%	5,645	9,741	-4,096	-42.05%
COLLEGE PARK	555	836	50		1,441	1,432	9	0.63%	14,855	15,085	-230	-1.52%
DOGWOOD	525	293	67		885	1,249	-364	-29.14%	12,994	12,301	693	5.63%
EAST ATLANTA	1,780	3,057	123		4,960	5,113	-153	-2.99%	62,817	59,380	3,437	5.79%
EAST POINT	526	586	69		1,181	1,144	37	3.23%	20,216	9,274	10,942	117.99%
EAST ROSWELL	3,880	6,222	223	6	10,331	10,391	-60	-0.58%	134,570	125,856	8,714	6.92%
EVELYN G. LOWERY @ CASCADE	576	915	69		1,560	1,965	-405	-20.61%	21,978	20,329	1,649	8.11%
FAIRBURN	622	918	59		1,599	1,471	128	8.70%	16,810	14,736	2,074	14.07%
GLADYS S. DENNARD @ SOUTH FULTON	1,209	1,656	165		3,030	2,652	378	14.25%	31,611	28,082	3,529	12.57%
HAPEVILLE	484	958	51	1	1,494	1,372	122	8.89%	16,568	10,724	5,844	54.49%
JOAN P. GARNER @ PONCE DE LEON	4,006	4,654	234	10	8,904	8,914	-10	-0.11%	112,105	104,777	7,328	6.99%
KIRKWOOD	1,271	3,579	124		4,974	4,660	314	6.74%	57,078	54,826	2,252	4.11%
LOUISE WATLEY @ SOUTHEAST ATLANTA	517	1,028	192		1,737	1,818	-81	-4.46%	18,956	20,659	-1,703	-8.24%
MARTIN LUTHER KING, JR	458	410	23	6	897	1,155	-258	-22.34%	11,026	13,103	-2,077	-15.85%
MECHANICSVILLE	221	320	31	1	573	430	143	33.26%	5,793	5,437	356	6.55%
METROPOLITAN	1,197	2,912	146		4,255	4,577	-322	-7.04%	50,294	48,762	1,532	3.14%
MILTON	3,863	8,272	317	6	12,458	13,610	-1,152	-8.46%	153,045	169,616	-16,571	-9.77%
NORTHEAST/SPRUILL OAKS	2,213	5,815	332	6	8,366	8,304	62	0.75%	111,412	103,997	7,415	7.13%
NORTHSIDE	2,702	5,157	167	3	8,029	7,740	289	3.73%	101,893	92,634	9,259	10.00%
NORTHWEST @ SCOTTS CROSSING	1,151	2,260	110		3,521	3,352	169	5.04%	41,911	36,904	5,007	13.57%
OCEE	4,117	10,179	739	6	15,041	16,579	-1,538	-9.28%	190,231	187,274	2,957	1.58%
PALMETTO	418	813	47		1,278	1,450	-172	-11.86%	15,853	13,935	1,918	13.76%
PEACHTREE	2,039	1,803	91	1	3,934	4,317	-383	-8.87%	47,458	53,635	-6,177	-11.52%
ROSWELL	4,927	7,333	318	6	12,584	13,375	-791	-5.91%	159,788	159,418	370	0.23%
SANDY SPRINGS	5,864	9,634	354	6	15,858	16,618	-760	-4.57%	201,808	196,995	4,813	2.44%
WASHINGTON PARK	516	790	107	2	1,415	1,156	259	22.40%	16,944	13,539	3,405	25.15%
WEST END	529	714	56	1	1,300	1,114	186	16.70%	14,530	13,534	996	7.36%
WOLFCREEK	1,006	1,755	93		2,854	2,864	-10	-0.35%	35,486	36,052	-566	-1.57%
BRANCHES TOTAL	56,800	100,266	5,125	78	162,269	168,661	-6,392	-3.79%	2,042,079	1,977,398	64,681	3.27%
CENTRAL	1,683	609	97	10	2,399	2,210	189	8.55%	28,077	29,698	-1,621	-5.46%
OUTREACH SERVICES	2	3			5	7	-2	-28.57%	24	41	-17	-41.46%
AUBURN AVENUE RESEARCH	42				42	67	-25	-37.31%	917	21,882	-20,965	-95.81%
SYSTEM TOTAL	58,527	100,878	5,222	88	164,715	170,945	-6,230	-3.64%	2,071,097	2,029,019	42,078	2.07%

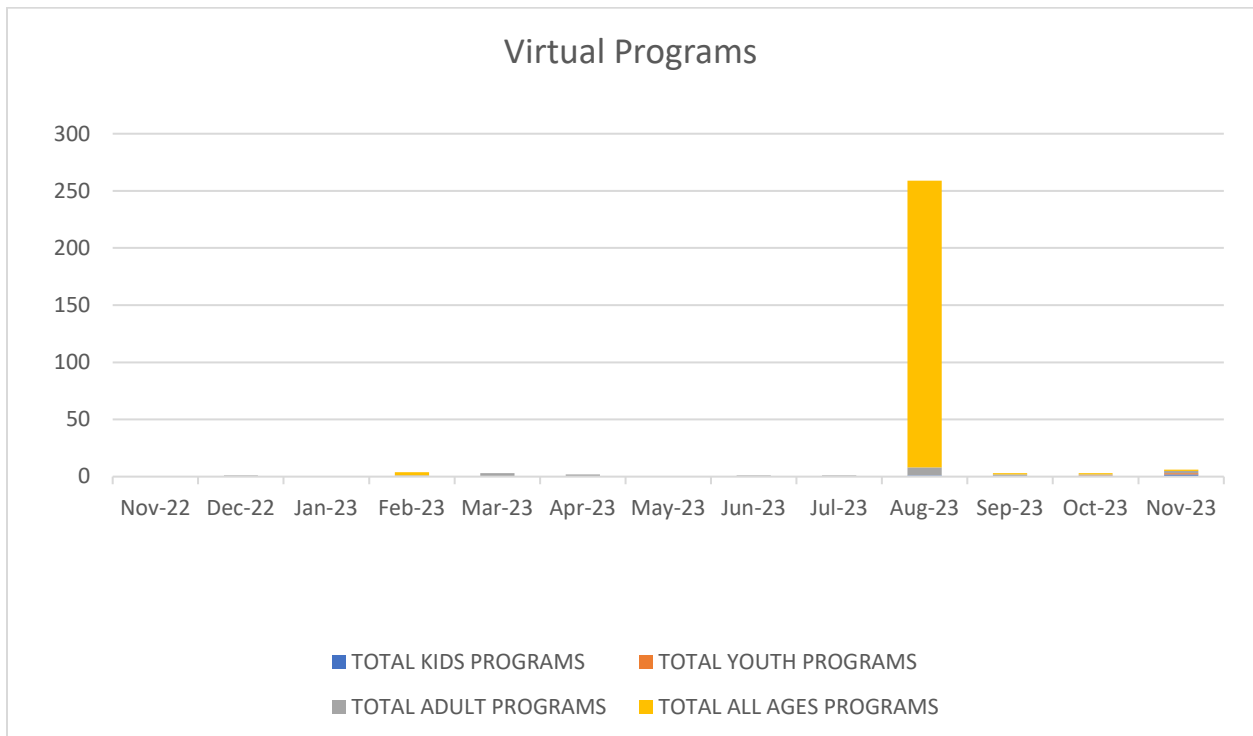
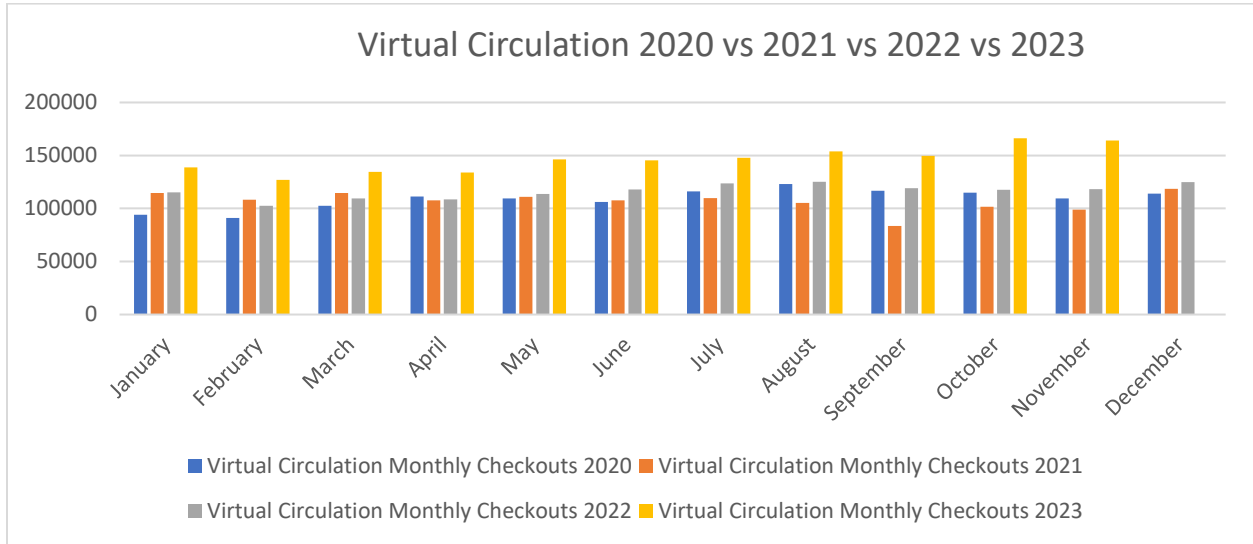
FULTON COUNTY LIBRARY SYSTEM STATS AT A GLANCE - November 2023

AGENCY NAME	TOTAL CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTERS REGISTRATIONS
ADAMS PARK	1,014	77	2,199	3,740	0	0	3	53	0
ADAMSVILLE/COLLIER HEIGHTS	1,221	86	2,737	3,637	19	68	2	8	1
ALPHARETTA	17,187	643	1,272	11,753	42	904	24	196	0
BUCKHEAD	8,321	494	2,630	7,649	2	170			
CLEVELAND AVE	67	26			0	0			
COLLEGE PARK	1,441	114	3,421	4,328	7	31	0	0	0
DOGWOOD	885	41	1,165	0	6	23	3	22	0
EAST ATLANTA	4,960	221	1,588	7,551	11	269	15	32	0
EAST POINT	1,181	114	1,140	2,332	7	46	1	7	0
EAST ROSWELL	10,331	334	615	7,472	34	554	6	20	5
EVELYN G. LOWERY @ CASCADE	1,560	169	1,444	7,072	16	251	11	132	0
FAIRBURN	1,599	170	745	2,788	11	246			
GLADYS S. DENNARD LIBRARY @ SOUTH FULTON	3,030	183	2,501	4,223	18	178	5	50	0
HAPEVILLE	1,494	66	1,195	2,351	10	96			
JOAN P. GARNER @ PONCE DE LEON	8,904	434	6,118	6,825	15	208	2	4	0
KIRKWOOD	4,974	167	565	4,121	14	384	3	79	0
LOUISE WATLEY LIBRARY @ SOUTHEAST ATLANTA	1,737	58	2,752	2,611	39	279	5	133	1
MARTIN LUTHER KING, JR	897	68	673	1,735	8	28	9	30	0
MECHANICSVILLE	573	54	1,652	1,946	5	13	7	136	0
METROPOLITAN	4,255	140	2,978	4,381	21	387	37	242	0
MILTON	12,458	341	411	5,577	51	620	9	177	4
NORTHEAST/SPRUILL OAKS	8,366	205	365	4,248	18	260	5	43	5
NORTHSIDE	8,029	227	639	2,558	9	879	4	62	0
NORTHWEST @ SCOTTS CROSSING	3,521	138	1,176	5,896	13	126	4	60	0
OCEE	15,041	382	492	7,683	25	388	3	75	0
PALMETTO	1,278	57	481		2	73	18	368	0
PEACHTREE	3,934	271	930	4,213	25	285	7	18	1
ROSWELL	12,584	475	1,353	9,477	53	792	5	52	0
SANDY SPRINGS	15,858	534	3,156	15,816	75	893	7	57	9
WASHINGTON PARK	1,415	50	2,216	3,538	3	50	2	18	4
WEST END	1,300	102	1,410	3,395	11	79	10	145	0
WOLFCREEK	2,854	189	933	82	10	100	32	687	0
BRANCHES TOTAL	162,269	6,630	50,952	148,998	580	8,680	232	2,906	30
CENTRAL	2,399	348	15,456	11,819	31	205	17	683	
VIRTUAL PROGRAMS					2	128			
OUTREACH VIRTUAL PROGRAMS	5	9			6	155			
AUBURN AVENUE RESEARCH	42	2	66	179,891	0	0			
SYSTEM TOTAL	164,715	6,989	66,474	340,708	619	9,168	249	3,589	30

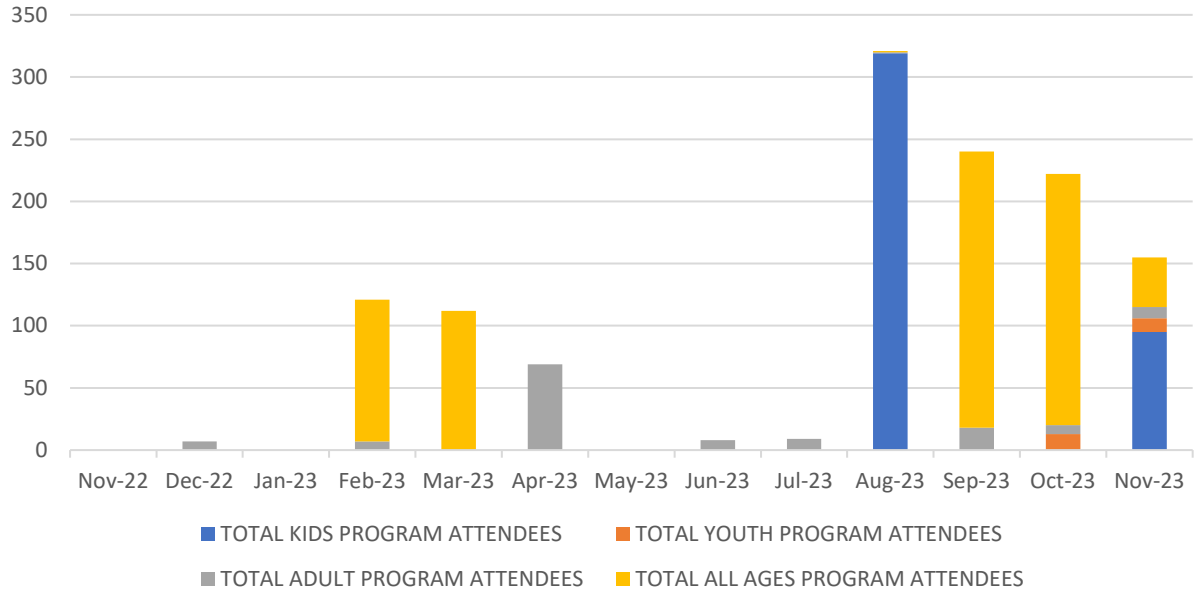
November 2023 Executive Summary – Charts



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



Virtual Program Attendance





Fulton County Library System

REVISED 2024 HOLIDAY/CLOSING CALENDAR

DATE	DAY OF THE WEEK	HOLIDAY	DESCRIPTION
December 31, 2023	Sunday	New Year's Day Holiday	Holiday – Library Closed
January 1, 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)