



**FULTON  
COUNTY**  
LIBRARY  
SYSTEM

# **BOARD OF TRUSTEES**

MEETING  
INFORMATION PACKET

DECEMBER 18, 2024



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FULTON COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING  
DECEMBER 18, 2024



*Revised*

**FULTON COUNTY LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING  
DECEMBER 18, 2024 - 4:00 P.M.  
AGENDA**

- I. Call to Order
- II. Public Comments
- III. Adoption of Agenda\* Doc. #24-63
- IV. Approval of Minutes - November 20, 2024\* Doc. #24-62
- V. Claudia Strange, P/R Marketing Director
- VI. Chairman's Report
- VII. Work Orders Report - Paul Kaplan
- VIII. Director's Reports Doc. #24-66
  - Library Services and Trends
  - Monthly Financial Report Doc. #24-64
  - Monthly Usage Summary Doc. #24-65
- IX. Unfinished Business
  - A. Central Library - Update
  - B. AFPL Foundation M.O.U. - Update
  - C. Rental Policy - Discussion
- X. New Business
  - A. Amendments to the FCLS Code of Conduct Policy
  - B. FCLS 2024 Holiday/Closing Calendar – Discussion
- XI. Adjournment

\*Action is anticipated on this item

**Doc. #24-62**



**FULTON  
COUNTY  
LIBRARY  
SYSTEM**

**FULTON COUNTY LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**NOVEMBER 20, 2024 – 4:00 P.M.**



Members Present:        Borders, Priscilla - Chair  
                                  Denson, Damian J.  
                                  Kaplan, Paul  
                                  Piontek, Joe  
                                  Radakovich, Nina - Vice Chair  
                                  Rice, Beverly

Members Absent:         Jordan, Linda  
                                  Joyner, D. Chip

Also In Attendance:     Holloman, Gayle H. - Executive Director (via Zoom)  
                                  Claxton, Zenobia - Assistant to the Director's Office  
                                  White, Sarah - Senior County Attorney (via Zoom)  
                                  Hall, Hirshel - Assistant County Attorney (via Zoom)

Guest:                     Rodriguez, Nicolas, Branch Group Administrator and  
                                  Outreach Administrator

Webinar Attendees:     4 Attendees

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Board Chair Priscilla Borders called the meeting to order at 4:03 p.m.

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**CALL TO ORDER**

**CHAIR PRISCILLA BORDERS:** Good afternoon. Welcome to today's Board of Trustees meeting. My name is Priscilla Borders, Board Chair. So we're going to get started with our meeting today. The first question is, Mrs. Zenobia, did we have any public comments?

**PUBLIC COMMENTS**

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

**CHAIR PRISCILLA BORDERS:** Thank you so much.

**MRS. ZENOBIA CLAXTON:** You are welcome.

**24-58 ADOPTION OF AGENDA****MOTION**

**CHAIR PRISCILLA BORDERS:** So Trustees, the next matter is the agenda. Please look over the agenda that we have for today, for the November 20<sup>th</sup> meeting, and let me know if there's any additions or any changes. As a matter of record, under new business, I will add the recommendations from the Naming Committee for East Atlanta Library -- for East Point Library, I mean. So that will be added under new business. Other than that, if there are no changes or addition, I'll entertain a motion to adopt today's agenda.

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

**CHAIR PRISCILLA BORDERS:** We have a first.

**MS. BEVERLY RICE:** Second.

**CHAIR PRISCILLA BORDERS:** We have a second. All those in favor, favor of adopting the November 20, 2024, meeting agenda, signify by saying, aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** Any opposed?

**TRUSTEES:** (No responses.)

**24-57 APPROVAL OF MINUTES - OCTOBER 23, 2024****MOTION**

**CHAIR PRISCILLA BORDERS:** Thank you. So next we're moving on to the approval of the minutes of October 23<sup>rd</sup>, 2024. You know, the minutes were previously submitted for your review electronically. For those who received the book, you had the opportunity to review those as well. If there are any changes or comments, please let us know now. Otherwise, I'll entertain a motion to accept the minutes of October 23, 2024.

**MS. BEVERLY RICE:** So, moved.

**CHAIR PRISCILLA BORDERS:** We got a first.

**MR. PAUL KAPLAN:** Second.

**CHAIR PRISCILLA BORDERS:** Second. All those in favor of approving the minutes of November -- no, of October 23, 2024, signify by saying, aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** Any opposed?

**TRUSTEES:** (No responses.)

**CHAIR PRISCILLA BORDERS:** Thank you. So let's proceed to the next matter on the agenda, is a presentation by Nicolas Rodriguez, the Branch Group Manager -- the Branch Group Administrator and Outreach Administrator. Welcome.

**NICOLAS RODRIGUEZ, BRANCH GROUP ADMINISTRATOR AND OUTREACH ADMINISTRATOR**

**MR. NICOLAS RODRIGUEZ:** Thank you. Well, good afternoon, and thank you very much for inviting me to speak to the Trustees. It's been a while since I had a chance to address the Trustees. So as you mentioned, my name is Nicolas Rodriguez. I'm one of the Branch Group Administrators, and I also oversee Outreach Services. So I included a flyer, a handout that has a list of all my outreach for 2024 so far. But before getting to this, I wanted to just speak a little bit of my two branches that are currently closed. I have a group of eight libraries within my cluster. The branches in my cluster are Cleveland Avenue -- Cleveland Avenue, Fairburn, Roswell, Ponce, Sandy Springs, East Point, Hapeville, and College Park. Of the two libraries, Cleveland Avenue and East Point are closed. Cleveland Avenue has been closed for repairs due to a fire since July of 2023. The repairs continue to this day. Mr. Alfred Jones from DREAM is overseeing repairs, and has not given us a date for completion. However, he thinks that renovations should be completed by the end of December of 2024, so we'll see. The IT Department, Fulco IT is currently working on replacing some of the computer switches in order to get the internet working again since everything has been down since July of 2023. Once the internet is set up, then we can get the cameras working and all of our systems to work. Also AT&T is working on the phone lines to get the fire alarm and the burglar alarm systems to work. Regarding the East Point branch, the East Point branch has been closed for now a year. As of today, all of the public computers and staff computers are in place where they should be, but they're just waiting to get it installed. The phone lines, the phones are in place, everything is in place. However, AT&T is working on the phone lines to get the phones, the fire alarm and the burglar alarm to work, to get it connected to the system. Once they get that, all the systems connected, then we should be getting closer to substantial completion of East Point. So no date has been given for East Point yet. Regarding my outreach, I will give a brief description of what I do, and then the list that you -- that you see that I've given you all, it's mostly of what I -- what I do in addition to what I do with within my cluster, as a Branch Group Administrator. So as you know, the Fulton County Library System has two Bookmobiles. One is designated to Youth Services, and the second one to Adult Services. They are Mercedes-Benz Sprinter vans, and measure 24 feet in length. The Bookmobiles were customized by Farber Specialty Vehicles to function as bookmobiles. They are equipped with AV equipment, LED lights, and they're ADA approved for wheelchair lifts. I usually keep the Youth Services Bookmobile parked downstairs in the loading dock. The Adult Services Bookmobile, I keep it, it's mostly at the Central Maintenance, which is a Fulton County facility. I determine which vehicle to use based on the type of outreach being requested. If the



outreach is focused on youth services, I use the book -- The Youth Services van. If the outreach is for adults, I then use the Adult Services van. They're almost identical; the only difference is that the Youth Services Bookmobile have STEM equipment in there for the kids. The actual bookmobiles were acquired in November of 2019. So we've had them for a couple of years, however, we didn't use them for most of the 2020 and most of 2021. So I have been the person that has driven them the most. So since we started using, going out and doing outreach, I've been the person giving them the miles that they have. They both run on diesel fuel, and are equipped with state-of-the-art safety driving features, such as driver security, when we turn in the lanes and all that, it alerts you. It's a very sophisticated system. They have built-in shelves. They have an alarm system, and they both have retractable power awnings, so that when we do summer events, we can pull out the awning, and then set up a table alongside the Bookmobile. They can be driven with a regular driver's license, so I didn't have to get a CDL or anything to drive this. All right. So currently, due to staffing constraints, we do not have a Bookmobile route. The units are not used to deliver holds or pick up holds or anything like that. Instead, I focus our services on attending large community events and Commissioner-sponsored events. Outreach participants, participants -- outreach participates in large events such as the Zoo, Atlanta Family Days, Atlanta Pride Festival, the International Expo at MLK Center, Immigrant Community Outreach, I have a partnership with Immigrant, Immigrant Affairs in city of Atlanta. So they do a lot of outreach for the Latino community, so I usually try to go with, and assist and attend those events. I do back to school resource fairs, science, and STEM festivals. I do a lot of senior center outreach, mostly with Commissioner Hall. She was doing a lot of that, so I used to go and attend those as well. I do community health fairs and summer camps. We used to have a team of five employees that were dedicated to outreach. But the Outreach Department has been refocused, revamped, and we're now -- we consist of two. It's myself and a part-time library associate. However, I get a lot of assistance from Jovita Fenwick, which is the Student Services Program Manager. Also, I get assistance from Library staff. I do have two volunteers that come out to assist as well. We are exploring available options to expand services and include a traditional Bookmobile route. So, this is something that I -- that Mrs. Holloman and myself have been discussing it. We would like to start our Bookmobile route the way we had it years ago, where patrons can then check out books and place holds and that sort of thing. During community outreach events, we distribute donated books from various Friends' groups. So I'm getting a lot of books from the Friends of Roswell, Friends of Sandy Springs, Ponce, has been extremely helpful. Patrons are invited to enter the Bookmobile and explore the shelves and pick one free item. Most of our visitors either don't have a library card or live in a fee area, and most haven't borrowed a book in years. So a lot of our clientele that I encounter, you know, they haven't been in libraries. It's like, they're like, wow, you know, I haven't had a book, you know, I haven't checked out a book in years and I -- or they tell me stories that they

used to go to the library long time ago or used to bring their kids. So this is a way for us to reintroduce people in the community to the library. So our goal is to inspire, inspire them to return to the library and reconnect with reading. So we encourage them to sign up for a library card, and we share library information. We give them, you know, free resources. We talk about our services, our museum passes. We talk about our databases, and we get them excited about the library. Then most of them are -- do sign up for a library card, and they do follow up. Then I get to see some -- sometimes, I get to see some of those patrons that I've -- that I've seen in outreach. I see them again, and they tell me they've been to this or that branch, and I find that it's a very exciting way, exciting way to get them back to the library. So during warm weather, kids enjoy exploring the STEM equipment on the Youth Services portfolio, especially playing with the Snap Circuits or learning about our solar power with a solar power charger. We have a charger that I can put it in the sun, and then patrons are able to connect their cellphones and charge. So they are able to see how sunlight can become direct energy that you can use in a cellphone. During the colder months, we have -- we have, you know, the -- both units have AV equipment so we are able to play videos and show movies or whatever it may be. We have an X-box that we can set up in the Bookmobile. So although we do encourage reading, and we're all about reading and literacy, but you know, we also provide a little bit of entertainment. So most of our -- of my outreach is held on Saturdays, and they typically run from three to five hours. So that's my usual. So the list, the list that I included, it just shows outreach for 2024. The list should grow a little more. It's now showing I have done 30 community events so far this year, and of 30 events, the -- 21 of those have been with the Bookmobile. Some of the outreach I do, they -- I cannot bring the Bookmobile, such as the Zoo, and we have to set up a table -- set up tables, and bring equipment, and then my books and my library information. So I just wanted to mention, speak briefly about what I do, and how excited I am to do this. This is -- this is new to me. I was as a Branch Group Administrator. I never did outreach in this, in this way. I mean, I did some at the branch, but this is something new and exciting. I embraced it, and I love it. Any questions? I can answer any questions.

**MS. BEVERLY RICE:** I'd like to ask, just, how are you scheduled to go to these events?

**MR. NICOLAS RODRIGUEZ:** So typically, what happens is, I get an invitation from one of the Commissioners that they're having a summer reading camp, or some health walk or -- so I get -- I get those emails directly, sometimes Mrs. Holloman gets them, and she forward those to me. Sometimes I get invited by any -- it could be any, any member of the community, or it could be any -- any citizen or organization that is -- that would like to have the units. A lot of the events that I participate there, there are other mobile units there from the county, especially the ones that are Commissioner sponsored.

**MS. BEVERLY RICE:** But they do not have to be Commissioner sponsored, right?

**MR. NICOLAS RODRIGUEZ:** No, no, not necessarily.

**MS. BEVERLY RICE:** Okay.

**MR. NICOLAS RODRIGUEZ:** Like, if you look at the list, there's a lot here that are not. Yes, there's some, like the Science Festival that I do at Piedmont Park or the Zoo Atlanta Zoo one, it's not.

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

**CHAIR PRISCILLA BORDERS:** Well, Thank you so much, Mr. Rodriguez I can, I can attest that many of us here were at the meetings when we initial discussed the Bookmobile. It was a concept, but the idea that it's now, you know, being used and are doing it. Yes.

**MR. JOE PIONTEK:** Nick, you indicate here that you had a team of five employees before, but you don't anymore. I know that you sort of said you have a couple of people that join in. What is your staff for this Bookmobile?

**MR. NICOLAS RODRIGUEZ:** So now, I have a part-time Library Associate, and he's here at Central.

**MR. JOE PIONTEK:** Okay.

**MR. NICOLAS RODRIGUEZ:** He has been also assisting with the technical services downstairs, with Brazos and his team.

**MR. JOE PIONTEK:** So is kind of like the two of you?

**MR. NICOLAS RODRIGUEZ:** So it's the two of us, right.

**MR. JOE PIONTEK:** Okay.

**MR. NICOLAS RODRIGUEZ:** But I do get a lot of assistance from library staff, especially Jovita. Because a lot of the events, she's able to then --

**MR. JOE PIONTEK:** I see that.

**MR. NICOLAS RODRIGUEZ:** -- also contact, you know, be in contact with the community like, not this Saturday, but the one before, we had a 5-K Walk that was sponsored by the Junior League of Atlanta. She was out there with me, Jovita, and she was able to do network as well.

**MR. JOE PIONTEK:** Oh, fantastic.

**MR. NICOLAS RODRIGUEZ:** Promote our services.

**MR. PAUL KAPLAN:** Do we advertise the Bookmobile at the local -- at different branches that this is available, so that some adults would come in there and look at it? Yes, I'd like to have something like that at my school or wherever they are. How do they get the word out that we have this available?

**MR. NICOLAS RODRIGUEZ:** Well, it's on our -- on our website --

**MR. PAUL KAPLAN:** It's on the website.

**MR. NICOLAS RODRIGUEZ:** -- that we have it. I do get patrons and organizations that are reaching out.

**MR. PAUL KAPLAN:** Okay.

**MR. NICOLAS RODRIGUEZ:** Because they see me on the website.

**MR. JOE PIONTEK:** Social media might help.

**MR. PAUL KAPLAN:** Yes.

**MR. NICOLAS RODRIGUEZ:** Also, it makes it to the -- it's on the Library Access that we put out. There's always a section there for it.

**MR. PAUL KAPLAN:** For outreach.

**MR. NICOLAS RODRIGUEZ:** But we will, you know, it, for 2025, we expect to be able to have a Bookmobile route. It may start small, but it's something that we will definitely accomplish.

**MRS. GAYLE H. HOLLOMAN:** Everyone, we really would like to have the Bookmobiles out more often, but as you -- as Nicolas has indicated, the staffing is always a concern. So, we're doing what we can to try and address that, and hopefully in the new year, we can, as he said, put together a new schedule so that people will know to expect it here and there. Probably, at maybe four quarters of the county or something like that, on various days, because we did used to do all of those things in the past, and people -- we could keep them out every single day, because there's always somewhere to go. But primarily, what we're doing is working with the Commissioners and partners that we already have, partnerships we already have, and then we go out accordingly as we're -- as we can. So Nicolas and his staff have done an extremely wonderful job. He and Marco are taking on the ones that they can do. But it does take staff to make it work.

**MR. NICOLAS RODRIGUEZ:** Every time we go out, it's like a major production, we have to --

**MR. PAUL KAPLAN:** Yes.

**MR. NICOLAS RODRIGUEZ:** -- a collection we have to replenish. We have to, you know -- there's a lot of logistics that go along. We do as best we can. We are -- we're running along the way, and it's getting a lot more efficient. The beginning was a lot tougher, but now it's --

**CHAIR PRISCILLA BORDERS:** So every time you go somewhere, you got to stock the books according to where you're going?

**MR. NICOLAS RODRIGUEZ:** Right. So we try to get books, you know, if it's a health walk, we try to get some books in health. We try to get books on cooking if it's, we go to senior centers. Like, when we did a lot of the senior centers, we were trying to get a lot of large-print books.

**CHAIR PRISCILLA BORDERS:** Okay.

**MR. NICOLAS RODRIGUEZ:** So when I do the Latino community events, I try to get some bilingual books or Spanish books.

**CHAIR PRISCILLA BORDERS:** So that is a production. That is production.

**MR. NICOLAS RODRIGUEZ:** It's an exciting production.

**MR. JOE PIONTEK:** I hate to revisit the same thing, but this is for the Director. Mrs. Holloman, is there any intention of bringing more people in? As you were saying, that they the staff is very limited.

**MRS. GAYLE H. HOLLOMAN:** Right. Well, we want to do two things. We want to restructure some of the outreach possibilities that our own staff have in various areas,

such as, if a Commissioner in a certain area, they all have district line. They all have -- all have libraries within their districts. So what we sometimes will do, and want to increase, is to ask staff, particularly Youth Services staff, to be a part of outreach activities. So Nicolas would go to someone at a library and ask them to join him on a Saturday at an event or whatever. So, we need staff to make that happen, because often staff are needed to work the Saturdays at the branches. So we want to have more staff to make that happen. It does happen from time to time, he's able to do it. But that's what we want to do and increase the participation of staff already in the various communities, because it's important that they do some outreach and are known within the communities. So that's one way to do it, and then, of course, as we move into the new year, to hire new staff.

**MR. JOE PIONTEK:** Thank you.

**CHAIR PRISCILLA BORDERS:** Any other questions or comments?

**MR. PAUL KAPLAN:** I think, doing a terrific job.

**CHAIR PRISCILLA BORDERS:** Yes.

**MR. NICOLAS RODRIGUEZ:** Thank you.

**MR. JOE PIONTEK:** Great job. Thank you.

**MR. PAUL KAPLAN:** You're really doing a great job.

#### **CHAIRMAN'S REPORT**

**CHAIR PRISCILLA BORDERS:** Thank you. We appreciate you presenting today. So the next matter is the Chairman's report. I have nothing to add beyond what's already been designated on the agenda for today. So let's proceed to the work orders report by Mr. Kaplan.

#### **WORK ORDERS REPORT**

**MR. PAUL KAPLAN:** Work order report. Well, this last month, October, we had 235 work orders. A lot of work orders for one month. 160 of them were completed. It just was a very busy, very busy month. I -- and it broke down again with HVAC, plumbing, nothing large in it, but just a lot of things to do. It's not only work orders, also moving furniture, doing like, change the light bulbs and stuff like that. I talked to the DREAM group, and we figured it takes two to three hours per work order to get it completed. So I went three hours. So with 235, we're talking over 700 labor hours in one month to handle everything that we have to do in the libraries. It's just a lot of work getting done in one month. But what I am noticing, and I don't know how to address it yet, and that's something I would talk to our Director about. I'm finding some of the work orders that were not completed for different reasons, parts are not there, it's incomplete and so on. Some of these work orders are going on for six months and nothing's getting done. I don't know at this point how I find out if I should start tracking some of these work orders out and find out what's happening and how come they're not getting done. I don't know how to do it yet. I'm trying to figure it out, because my work order points with 235, 34 libraries and all the different things and different work orders. Somehow, I want to trace that out

to see what's happening, because I'm hearing it from the Branch Managers, and they say, oh, we had this work around for the last couple, two or three months, and nothing's getting done, and they keep reapplying all the time, and still, they come out, they repair it, and then two days later, it fails. So I'm trying to find out what's happening. So our Director, so what's happening is that some of the work orders, they've been on the books six, seven months, and they're not getting completed for some reason, for one reason or another. I'm not sure how I'm going to trace these things out. It's going to probably involve myself and the DREAM Team very close, closely, working together, unless the -- our Director has a different, different way of doing it. But I'm trying to, and I don't know if it's a lot or what's happening. I'm not sure.

**MRS. GAYLE H. HOLLOMAN:** Well, Mr. Kaplan, the way it's supposed to work is that they're not supposed to be outstanding for that long without being reported to me and to Ronald Ayers, he is our Building Maintenance Manager. So, they're supposed to follow through, and after, say, a couple of days or maybe two weeks at the most, make us aware that they've still been waiting for whatever it is to be done. Then what I do when I hear about these things, I escalate them up to the highest person in DREAM, and then usually we get a response. But if we don't know it, we can't get ourselves engaged in that. It shouldn't take all that, but they do have other departments than the library. So sometimes we don't get people's response as quickly as we would like, but that is the process. What we're going to do as we move into the new year is have a series of SOPs. I think that's what we're lacking very much. So, what I'm going to do is assign so many of them to our Administrators to put together and be responsible for them, and come back to the group, and we will make sure we approve of everything or add to, take away from, and then put them out to all of our managers and staff. Because I think that some people do it this way, some people do it that way, and we need to have a set of rules and regulations. So I think that the SOPs would probably help us to do a better job of everybody knowing what to do. We do have a lot of new people, and I always tell them I used to know everybody, and now I don't. So, it's very hard when you've got people who have come on board, and maybe they came from other places that did it differently, or they never were involved in those aspects of it. So we've got some training to do as well.

**MR. PAUL KAPLAN:** Okay, that'll be great. I mean, I could certainly make a phone call myself and get something done right away. But I don't want to do that, that's not right, because then I'm jumping over everyone, and going right to the Director of DREAM Team. I can't -- I don't like to bother him on something like this. So that's why I brought it up, that, maybe that's something we'll talk about at the first of the year. Like you said, it could be the information is just not getting followed up somehow. Maybe, maybe it's completed, and maybe this is -- maybe two months later, the same thing happened again, and there's another work order, and I think the thing's never been done. So, there's a lot of variables that you have to look at.

**MRS. GAYLE H. HOLLOMAN:** Exactly.

**MR. PAUL KAPLAN:** But so just wanted to bring it up, but --

**MRS. GAYLE H. HOLLOMAN:** Okay, thank you.

**MR. PAUL KAPLAN:** -- it was a very busy month in October. That's all what I can tell you.

**MRS. GAYLE H. HOLLOMAN:** It was.

**MR. PAUL KAPLAN:** Doing a lot of things.

**MRS. GAYLE H. HOLLOMAN:** Had a lot of HVAC problems.

**MR. PAUL KAPLAN:** Awe, there was all kinds of problems, yes.

**MRS. GAYLE H. HOLLOMAN:** It's sewer problems with --

**MR. PAUL KAPLAN:** Plumbing, plumbing is starting to beat everything out right now. They're getting -- they have some problems with those. So and a lot of times --

**MRS. GAYLE H. HOLLOMAN:** Yes, we had a sewer system --

**MR. PAUL KAPLAN:** -- the problems -- a lot of problems with the plumbing is not the plumbing itself, it's the person using it, and some people do it on purpose.

**MR. JOE PIONTEK:** Washing their clothes in there again?

**MR. PAUL KAPLAN:** Well, they do, they plug up the system. They do it on purpose. Employees upset with somebody, I don't know, so.

**MRS. GAYLE H. HOLLOMAN:** We don't know how they happen, but they do happen. Right now, they have a backflow issue that they're working through at Auburn. But we didn't have to close the facility. So they thought they would have had it finished out on Tuesday, but they're still working on that issue.

**MR. PAUL KAPLAN:** Okay, all right. That's it, Chairman. That's enough.

**CHAIR PRISCILLA BORDERS:** All right. We appreciate the information, and Director Holloman, to the extent you can keep us abreast of the SOPs that you'll put in place regarding the procedure, so we know that that is already in place. So hopefully, when Paul comes back for our reports, in the ensuing months, we'll notice that this backlog will sort of hopefully lessen.

**MRS. GAYLE H. HOLLOMAN:** Exactly, yes.

**CHAIR PRISCILLA BORDERS:** So let's proceed to Director's reports.

#### **24-61 DIRECTOR'S REPORTS**

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

#### **24-59 MONTHLY FINANCIAL REPORT**

#### **24-60 MONTHLY USAGE SUMMARY**

**MRS. GAYLE H. HOLLOMAN:** Okay. Well, we've had a -- we had a good October. Lots of things went on, as you can see the highlights in the booklet here, but we're very excited about the fact that we have averaged a lot of programs that we have not had in many, many years. I keep telling you about that every month. A lot of them took place at the Central Library, which I'll talk about a little bit later, but our Best Buy Teen Tech Center, had a wonderful program. I'll talk about that a little bit later. But Social Services has really kicked in. They've done a great job of different activities that they put together. They had

a big program at the Hapeville Library called Helping Mamas, where mothers can come once a month, and can -- or others who are caretakers and can get diapers for babies, diapers and wipes. So that kicked off at the Hapeville Library a few, about two weeks ago. Now we're hoping to move it to some of the other libraries. It was fantastic. People really responded, and they were in the line about an hour or two before it started. That is one of Nicolas's branches as well, Hapeville. So that was well received. We are averaging 300 or so attendees at our Book Talks for all ages, whether it's for children or adults, and it's been amazing, the kinds of responses we've had with regard to that. The staff have put on a wonderful Staff Development Day. We had Kimberly Snoddy-George and Dr. Cheryl Small were the coordinators of the event this year, again this year. This is the second year that they coordinated it. It was extremely well attended, and from all that I can hear, people were just amazed and very appreciative. Of course, as you know that, and our author programs are sponsored by the Library Foundation. So without those things, we wouldn't have a Staff Development Day or the author visits that we've been able to have. So that has served us very well. Do you have any questions about any of that?

**CHAIR PRISCILLA BORDERS:** No questions.

**MRS. GAYLE H. HOLLOMAN:** Okay. You have a question?

**CHAIR PRISCILLA BORDERS:** No question.

**MRS. GAYLE H. HOLLOMAN:** Did someone --

**CHAIR PRISCILLA BORDERS:** Yes.

**MRS. GAYLE H. HOLLOMAN:** Also, we've been engaged in the 30<sup>th</sup> Anniversary Observance of Auburn Avenue Research Library. They've had a lot of events going on, and they will through the end of the year, and so that's been really wonderful. As you know, that's how I started out. I started out back then, almost 30 years ago, at the Auburn Avenue Library as a Docent, taking people to the building as we toured it when it opened. So that's how I got to know some people at the library who told me there were going to be some openings coming up. So, I have to thank Auburn for that occasion. So now, 30 years later, they're celebrating all that they've done. If you haven't been to Auburn in a while, it is a wonderful opportunity to see just what can be done with a special library, even within a public library setting. We used to -- we are used to thinking of them as being in a part of academia, but there are several libraries around the country that have, not very many, but that have special libraries, and we're very fortunate, I think, to have one, and especially with the historical nature of this Atlanta Metropolitan area. So please do visit when you can, and learn more and more about the Auburn Avenue Research Library. If there are no more questions, Madam Chair, would you want me to move to the monthly financial report?

**CHAIR PRISCILLA BORDERS:** Yes, please do.

**MRS. GAYLE H. HOLLOMAN:** Okay. The financial report, as you can see, we're down to about \$6 million left now in our budget. We are 86 percent funded. Funding -- we do



86 percent of our funding goes to our salaries and benefits. So, you can imagine, that's what that 6 million will be used toward the end of the year, as we go through till December. So we're doing a good, great job, I think, of not leaving money on the table. That's what we always aim to do. Of course, we put through our request for different things, which we're not sure we're going to get this year, because of the fact that the millage rate did not get increased and a lot of the enhancements that this department, as well as other departments have asked for will probably not be granted. But we understood that when we asked, but we never cease to put those out there, because you might just get lucky and get some of the things you want. So that's what we've done with that. Any questions about the financial report?

**CHAIR PRISCILLA BORDERS:** No.

**MRS. GAYLE H. HOLLOMAN:** Our monthly usage summary is just very, very heartwarming in the sense that people coming to teen programs, as I said, other programs, adult, children, and teens have gone significantly. It is amazing to be able to get teens to come to something. We're up 285 percent of the number of teens participating in programs, and 110 percent for library-sponsored programs for teens, and it's just been amazing. That's an area that we end up losing, because what happens is that we have -- we have the babies, and they come to various programs, and they love it, you can keep them. But when they get to middle school, get to high school, that's the area that we end up not being able to get them to show up. So, we've been able to do so in a lot more ways, and I'm very excited to report that people are responding to it, and then adults are responding. So that has been a major coup for us, and we couldn't do it without the Foundation. So we thank you, we thank them, and we thank you all for encouraging that and for attending the programs that you've attended that also let them know how much you are in favor of what's being done. So I appreciate that. So that's the monthly usage summary.

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

**MRS. GAYLE H. HOLLOMAN:** Unless someone has a question.

**CHAIR PRISCILLA BORDERS:** No. So let's proceed to the Central Library update.

### **UNFINISHED BUSINESS**

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

**MRS. GAYLE H. HOLLOMAN:** The Central Library has just been wonderful. We have had at least, I think, four to six programs in the last three months that were author visits, and we had 300-plus attendees at those Book Talks, and it's been phenomenal. At one point, we had standing room only and we were worried about the fire marshal showing up. It's just been amazing. The program that was really, really amazing for teens was the one with Jason Reynolds, who is a bestselling New York Times bestselling author. He has also been -- he's also served as an Ambassador of Youth Services of the main library, at the Library of Congress in DC. Jason Reynolds was here. He reminds you of the young man that was on The Cosby Show, and he's just real tall guy. You wouldn't

expect him to be a writer of children's or teen books. He was amazing. He held their attention. He actually spoke himself for about, probably close to 45 minutes. What he did was he was talking about his book *Twenty-Four Seconds From Now*, and he actually recited from memory something like the first 10 to 12 pages of that book, and they were mesmerized. The parents came with their children. The teens were there. They were totally excited. They asked very, very awesome questions. He was very engaging. So I think that when we have things that people really gravitate toward, then we can make a difference. We have somehow been able, with the help of some bookstores in the area, to really hone in on some of those locations -- some of those authors that will come here. We've had some like we had recently, Anika Noni Rose, who came for her children's book, and the kids were just fascinated by her. She even sang, as you know, she's a Tony Award winner. She sang from the -- some of the songs she did from Disney, the princess movies that she did, and they were just mesmerized by her. The kids came. It was the day before Halloween. The kids came in that princess dresses, and it was just fabulous to watch these little girls and even some little boys dress as princesses. So, it was just a fabulous occasion. We're able to do things like that now because we've got the funding opportunities to do so. We also had at the Alpharetta Library, we had some authors that came and did the same thing for teens and tweens. But the ones here at Central have just been phenomenal. So I just want you to know, the Best Buy Teen Tech Center has had a fabulous fashion showcase. They have, I don't know if you're aware of it, they have sewing machines, and the kids love that. So they come in every afternoon after school, they -- and on Saturdays, they practice the sewing. They created fashion, and they had a fashion showcase. So if you look at your cover of your booklet, you will see the kids that participated in that program on that day. So it was the first one. They say it's going to be an annual event, and it was just fascinating. We also had, with the help of Commissioner Dana Barrett, we had the Connect the Dots Program. That is a partnership with Comcast as well as Inspire.edu. They come to different libraries. This time, they came to the Central Library two times, two Saturdays in the month of October. They gave away 50 computers at each day. The first Saturday was for children, the second Saturday was for adults. So, 100 computers were given away for free to people who needed them, who applied and attended the programs. The programs last about four hours, and it was brought to us by, as I said, Commissioner Dana Barrett. We're hoping we will be able to assume that program partnership, but we're working toward the funding and seeing if we can make that happen as we move into the new year. But so far, I think we've had it at about five libraries now, and Central was the last one for this year. If I'm talking too loud, it's because I'm having trouble hearing myself.

**MR. PAUL KAPLAN:** You're doing fine.

**MRS. GAYLE H. HOLLOMAN:** My ears are stopped up. But anyway, just wanted you to know about that. But she has been very, very happy with the program and how well it transpired, and how well the people gravitated toward it. So, it was just phenomenal. I'm

just very excited to know that we've been able to do all of that and do well with it. Any questions about any of that?

### **AFPL FOUNDATION M.O.U. - UPDATE**

#### **24-55 FULTON COUNTY LIBRARY SYSTEM LOAN POLICY**

**CHAIR PRISCILLA BORDERS:** No questions. Any comments? Nothing on this side. But thank you so much for all the updates that you provided us. So, for the next item on the agenda, it is the AFPL Foundation M.O.U. nothing to report at this time. Let's move on. The Fulton County Library System loan policy, I know that I sent a reminder of that policy. Just for a matter of record, that policy has been reviewed by Nina and I, has been reviewed by the Attorney and has been reviewed by the Executive Director and her staff. So the policy that I sent you is the final draft that's up for consideration today. We do not have a loan policy right now, but we use that policy. We mirrored after Baltimore's policy, I believe. Just for context, that policy that were -- that's up for discussion and for adoption today is put into place to make sure that people to people -- not people, but organizations or private entities borrow something from the library that, that piece that's borrowed, its integrity is made and is intact. There's a policy, there's a procedure, how, not only of shipping, and they have requirements of how they're going to hang it, or how they're going to make sure that the safety of that piece is maintained, and insurance is taken care of. So we wanted to make sure that we had something in policy, to make sure that whatever is borrowed is sort of like, you know, when you borrow something, you return it in the condition you've received it.

**MS. BEVERLY RICE:** Right.

**CHAIR PRISCILLA BORDERS:** So we wanted to make sure that that's here. So does anybody have any questions about the policy that I sent to you for review?

**TRUSTEES:** (No responses.)

**CHAIR PRISCILLA BORDERS:** Madam Executive Director, is there anything you want to say about the policy before we take it for a consideration for a vote?

**MRS. GAYLE H. HOLLOMAN:** No. I just really appreciate us getting that together, because it has -- we're getting quite a few opportunities that make it necessary. So, thank you all.

### **MOTION**

**CHAIR PRISCILLA BORDERS:** So, if there are no questions or comments at this time, I'll entertain a motion to adopt the loan policy that was submitted to you for your review and discussion here today.

**MR. PAUL KAPLAN:** I so move.

**CHAIR PRISCILLA BORDERS:** We have a first.

**MS. BEVERLY RICE:** Second.

**CHAIR PRISCILLA BORDERS:** We have a second. All those in favor of adopting the Fulton County Library System Library Property Loan Policy, please signify by saying, aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** All those opposed?

**TRUSTEES:** (No responses.)

### **RENTAL POLICY - DISCUSSION**

**CHAIR PRISCILLA BORDERS:** Thank you. So we're going to make sure that we get a final version signed and dated, and Mrs. Claxton will make sure that'll happen. So thank you all for that consideration of the loan policy. Director Holloman, do we have any updates on the rental policy?

**MRS. GAYLE H. HOLLOMAN:** No, I'm sorry to report we have nothing. That committee has not been reconvened. I'm waiting for the DREAM staff to put that out again. I don't think it will happen before the year is over. So, we're going to go into the new year without it. But I'm still pushing for it from our end of it. But as I have mentioned before, it has to be a unified policy with not just the Library, but the Atrium and other -- the Aviation Center and other locations that the county has that actually have events. So they're trying to make sure it's all coordinated. That's really been the hold up.

### **NEW BUSINESS**

#### **NAMING COMMITTEE RECOMMENDATION**

#### **MOTION**

**CHAIR PRISCILLA BORDERS:** Well, appreciate it. Thank you so -- thank you for that. So now let's move on to the new business. We approved the agenda with the addition of under new business is the recommendation of the Naming Committee in regards to East Point Library. So a Naming Committee was convened subsequent to a request to rename East Atlanta Library, on behalf of --

**MRS. GAYLE H. HOLLOMAN:** East Point.

**CHAIR PRISCILLA BORDERS:** East Point, East Point. Thank you. That's another conversation. So, the East Point Library to be considered to be renamed after William H. McClure, and a Naming Committee was convened, and they recommended based upon their conversation that the library be renamed to the William H. McClure Library at East Point, specifically designating, they wanted to add the name of the library in there. So I sent you that information, as well as the bio of William H. McClure. So, based on the information I gave to you and the recommendations of the Naming Committee, are there any comments or discussions at this time?

**MR. PAUL KAPLAN:** We've done this before in a couple other libraries, so this is not --

**MR. JOE PIONTEK:** It's fine.

**MR. PAUL KAPLAN:** Yes.

**CHAIR PRISCILLA BORDERS:** So if there are no comments or questions, the -- and there's a recommendation from the Naming Committee, the next thing for this Board is to whether or not to approve the recommendation so it can be considered by the Board of Commissioners. So I will entertain a motion to adopt a recommendation, so the Board of Commissioners will take that next step on for their matter whether or not to accept the naming recommendation.

**MR. JOE PIONTEK:** I move that we approve the naming of the East Point Library to the William H. McClure --

**CHAIR PRISCILLA BORDERS:** Thank you.

**MR. JOE PIONTEK:** -- Library at East Point.

**CHAIR PRISCILLA BORDERS:** So we have a first. Do we have a second?

**MS. BEVERLY RICE:** I'll second.

**CHAIR PRISCILLA BORDERS:** We have a second. All those in favor of adopting the recommendation of the naming committee, please signify by saying, aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** All those opposed.

**TRUSTEES:** (No responses.)

**CHAIR PRISCILLA BORDERS:** Thank you. So we'll make sure that that matter is being -- is going to be considered by the Board of Commissioners in terms of what the Naming Committee has recommended. So, any outstanding items? If not, I'll entertain a motion to adjourn.

## **ADJOURNMENT**

### **MOTION**

**MS. BEVERLY RICE:** So, moved.

**CHAIR PRISCILLA BORDERS:** I got a first second.

**MR. JOE PIONTEK:** Second.

**CHAIR PRISCILLA BORDERS:** We have a second. All those in favor, signify by, aye.

**TRUSTEES:** Aye.

**CHAIR PRISCILLA BORDERS:** Thank you guys so much. Have a good afternoon.

**(Whereupon the Regular Meeting of the Board of Trustees concluded at 4:49 p.m.)**

Fulton County Library System (FCLS)

## Director's Report

Gayle H. Holloman, Executive Director

November 2024

### Highlights

#### Special Observances/Happenings

##### Central Library

- Signature Program Success- Anika Noni Rose Event One of the most successful signature programs, led by the Central Library Administrator, was the visit by acclaimed actress Anika Noni Rose. This October event drew over 500 attendees, including many children dressed in character with bows and elegant dresses. The signature programs not only created a magical experience for attendees to meet their favorite authors but also leads to a noticeable increase in circulation, new library card registrations, and visits from individuals new to the library. This quarterly program exemplifies the library's ability to inspire and engage audiences in transformative ways.
- Artist in Residence Program and Art Gallery Space- The Artist in Residence Program and Art Gallery space continue to draw some of Atlanta's most talented artists, both emerging and established. With the gallery space fully booked for 2025, this initiative has become a cornerstone of the library's cultural offerings. The collaborative efforts of Atlanta's vibrant art community have played a significant role in spreading the word about this program, further cementing the library as a premier destination for artistic expression and appreciation. Program Success Stories 1. Career Online High School & GED Programs • Career Online High School: o Over 120 students surveyed, with 67 actively participating. o Eight students advancing to Part II, and two recent graduates. o Goal: 14 graduates by May 2025. • GED Program: o A pillar of library services for over 20 years, available at the Central and Southeast Libraries. o November results: 58 tests administered and 7 graduates
- Career Online High School- Over 120 students surveyed, with 67 actively participating. o Eight students advancing to Part II, and two recent graduates. o Goal: 14 graduates by May 2025.
- GED Program: - A pillar of library services for over 20 years, available at the Central and Southeast Libraries. o November results: 58 tests administered and 7 graduates
- Best Buy Teen Tech Center Showcase (November 2)- Featured projects from throughout the year, including a fashion parade with handmade designs by teens.
- Recognized Alexander William, a 10th grader, as "Best Buy Tech of the Year."

- Hosted Girl Scouts for coding and AI activities and welcomed Drew Charter School students for a library tour, inspiring a new generation of library users.

### **Thematic Programs for November**

- Thanksgiving
- National Family Caregiver’s Month
- World Science Day for Peace and Development
- Native American Heritage Month
- National Memoir Writing Month
- Aviation History Month
- Diabetes Awareness Month

### **Auburn Avenue Research Library on African American Culture and History (AARL)**

- Staff at the AARL hosted “Collecting, Researching & Writing While Black Conference” which featured “Lens of Legacy: Documenting African American Culture Across Generations.” It was a 3-day scholarly and informative dialogue that “sought to unite expert and enthusiastic scholars, archivists, and community leaders to celebrate, document, and advance the rich tapestry of the Black experience.”

### **Outreach Services**

- The Library’s Social Worker along with a Volunteer, and the Fulton County Library System’s Outreach Services staff attended the Junior League of Atlanta’s Literacy Walk. They drove the bookmobile to the event. A table was setup to distribute library information. We distributed 2 crates of adult fiction and non-fiction, young adult, and children’s books. In addition, we brought some swag items as giveaways. Eleven library cards were issued.

### **Other**

- Another well-attended event at the Sandy Springs Library in November was the annual Diwali celebration. Attendees learned about the history of Diwali, the Hindu festival of lights, and enjoyed games and crafts, especially Mehndi art, the traditional art of painting the hands, feet, or body. There was also a special Dandiya dance performance, a folk dance that originates from the Indian state of Gujarat.

- Cyberbullying Prevention with City of South Fulton Police Department. Officers spoke to families at the Wolf Creek Library about being safe on the internet and different scenarios of bullying. Anti-bullying bracelets were given out.
- Staff at the East Roswell Library taught a well-received adult class called “The Art of Kokedama.” Kokedama is the Japanese art of growing plants in a moss-covered ball of soil wrapped with string. Each participant received a succulent plant and got their hands dirty as they created their moss ball. Staff members were very pleased that all 20 participants showed up for the unique class.
- Libraries throughout the System served as voting places for the 2024 General Election




# Fulco

## Library in Action: the impact of our library's Strategic Plan

The Fulton County Library System is making strides in our plan to serve the community through exciting programs, helpful partnerships, and better access to technology. From early literacy to career skills, see how we're working together to help everyone succeed!

### IMPACT BY NUMBERS

**23 YOUTH  
32 ADULT**  
Librarians supporting literacy initiatives

 **87**  
SERVING **APS Schools**  
(Atlanta Public)

**55,000**  
**Atlanta Public**  
STUDENTS REACHED

 **108**  
SERVING **Fulton County**  
Schools

**94,000**  
**Fulton County**  
STUDENTS REACHED



### LITERACY IN ACTION



We're committed to boosting literacy for all, offering a range of programs that equip both children and adults with the tools they need to thrive.

**CLASS Pass Program**  
With APS & Georgia Cyber Academy

**ASL Defined**  
partnership, digital ASL learning

**Helping Mamas Partnership**  
social services support for families

**GED Program**  
With APS

**Job Skills Training**

**Estate Planning**  
Services for Seniors

### DIGITAL INCLUSION IN ACTION

Our digital inclusion programs are helping everyone stay connected, learn new skills, and thrive in an increasingly digital world.

**Free Computer Time** with a Library Card

**Best Buy Teen Tech Center**  
Maker space and technology hub

**Technology Training for Seniors**

**Chromebooks** Available for Check-out

**Remote Access** at Government Center to access materials

**Inspired & Connected** partnerships to connect students



### PARTNERSHIPS IN ACTION

#### American Heart Association

Blood pressure cuffs in every branch

#### Alzheimer's Association

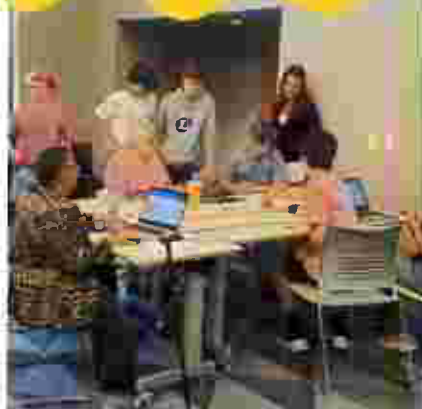
Stay Sharp Kits for cognitive health

#### Behavioral Health Services

In-branch support and onsite social workers

#### Fulton County Magistrate Court

Legal literacy programs



Our mission is to create a connected community where everyone has the opportunity to learn and grow. We want to hear from you! Let us know how the library is doing by completing our quarterly survey.



**YOUR FEEDBACK HELPS US SERVE YOU BETTER!**

# FULTON COUNTY LIBRARY SYSTEM

## MONTHLY FINANCIAL REPORT - TOTAL LIBRARY

AS OF NOVEMBER 30, 2024

Doc #24-64

SERVICE	2024 BUDGET	NOVEMBER	2024 YTD	2024 YTD	2024 YTD	2024 YTD	BUDGET
TYPE	ALLOCATION	EXPENDITURE	EXPENDITURES	ENCUMBERANCE	COMMITTED	% COMMITTED	BALANCE
REG SALARY	15,122,916	1,722,811	13,837,688	-	13,837,688	92%	1,285,228
PART TIME SALARY	536,034	58,973	400,599	-	400,599	75%	135,435
BENEFITS	8,018,913	743,603	6,700,463	-	6,700,463	84%	1,318,450
BOOKS	3,917,609	102,311	3,076,795	627,697	3,704,492	95%	213,117
OFFICE EQUIP. REPAIR	67,352	-	6,291	56,057	62,348	93%	5,004
EQUIPMENT	57,640	4,562	26,742	8,033	34,775	60%	22,865
OFFICE FURNITURE	2,100	813	1,429	-	1,429	68%	671
<i>PROFESSIONAL SERV</i>	<i>26,800</i>	<i>595</i>	<i>15,788</i>	<i>2,195</i>	<i>17,983</i>	<i>67%</i>	<i>8,817</i>
<i>COPIER MACHINE</i>	<i>122,500</i>	<i>-</i>	<i>112,304</i>	<i>-</i>	<i>112,304</i>	<i>92%</i>	<i>10,196</i>
SUPPLIES	141,270	14,954	111,841	14,141	125,983	89%	15,287
COMPUTER HARDWARE	382,756	-	367,949	-	367,949	96%	14,807
RENT	303,450	5,062	88,379	31,550	119,929	40%	183,521
OTHER SERVICES	461,457	32,850	382,886	27,907	410,793	89%	50,664
TRAVEL/CONFERENCE	11,500	-	10,194	-	10,194	89%	1,306
HOPITALITY	9,420	65	759	3,916	4,675	50%	4,745
VEHICLE MAINTENANCE	9,511	-	3,298	-	3,298	35%	6,213
GENERAL INSURANCE	622,596	18,148	604,449	-	604,449	97%	18,148
CONTINGENCY	2,244	-	-	-	-	0%	2,244
<b>TOTAL</b>	<b>29,816,068</b>	<b>2,704,746</b>	<b>25,747,854</b>	<b>771,497</b>	<b>26,519,351</b>	<b>89%</b>	<b>3,296,717</b>

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

AS OF NOVEMBER 30, 2024

ORGANIZATION	SERVICE TYPE	2024 BUDGET	NOVEMBER	2024 YTD	2024 YTD	2024 YTD	2024 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	COMMITTED	ALLOCATED
PUBLIC SERVICE	REG SALARY	11,282,006	1,272,369	10,252,849	-	10,252,849	91%	1,029,157
	PART TIME SALARY	536,034	58,973	400,599	-	400,599	75%	135,435
	BENEFITS	6,065,635	555,614	5,068,799	-	5,068,799	84%	996,837
	BOOKS	3,108,758	102,311	2,267,944	627,697	2,895,641	93%	213,117
	OFFICE EQUIP. REPAIR	63,852	-	6,291	52,557	58,848	92%	5,004
	EQUIPMENT	15,600	559	2,886	4,914	7,799	50%	7,801
	OFFICE FURNITURE	1,000	184	800	-	800	80%	200
	PROFESSIONAL SERV	20,000	595	15,558	1,982	17,539	88%	2,461
	COPIER MACHINE	122,500	-	112,304	-	112,304	92%	10,196
	SUPPLIES	50,500	6,264	38,580	3,845	42,425	84%	8,075
	RENT	303,450	5,062	88,379	31,550	119,929	40%	183,521
	OTHER SERVICES	261,626	16,499	238,874	483	239,357	91%	22,269
	HOSPITALITY EXPENSE	400	65	106	-	106	27%	294
	VEHICLE MAINTENANCE	3,000	-	1,893	-	1,893	63%	1,107
	GENERAL INSURANCE	404,826	-	404,826	-	404,826	100%	-
	CONTINGENCY	2,244	-	-	-	-	0%	2,244
<b>Total</b>		<b>22,241,431</b>	<b>2,018,495</b>	<b>18,900,688</b>	<b>723,027</b>	<b>19,623,714</b>	<b>88%</b>	<b>2,617,717</b>

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

AS OF NOVEMBER 30, 2024

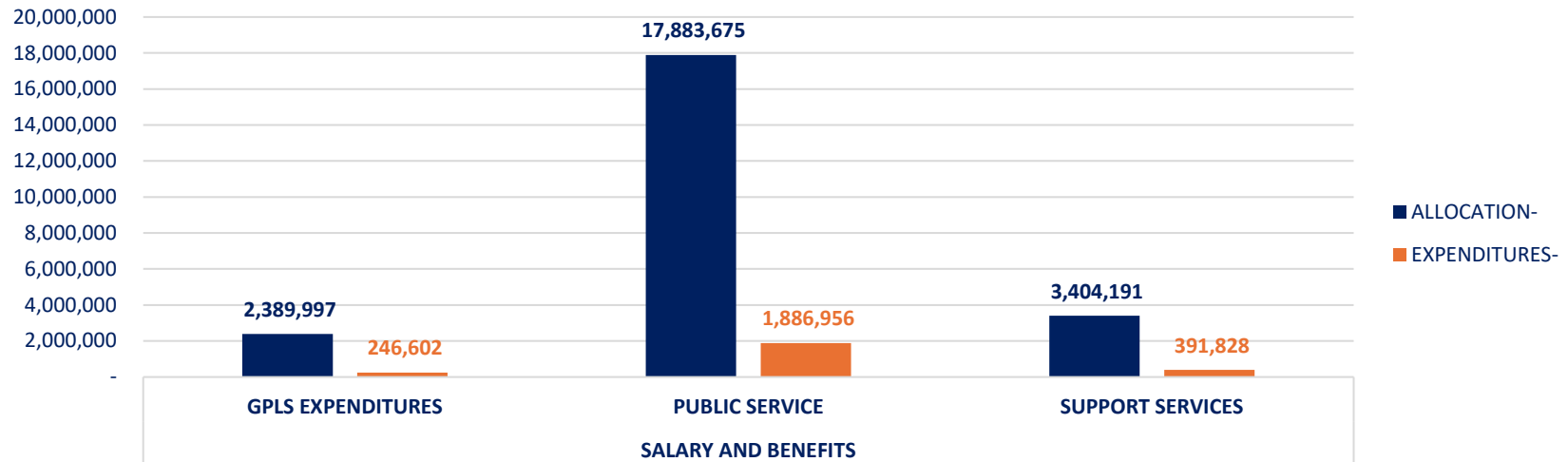
ORGANIZATION	SERVICE TYPE	2024 BUDGET	NOVEMBER	2024 YTD	2024 YTD	2024 YTD	2024 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	COMMITTED	ALLOCATED
SUPPORT SERVICES	REG SALARY	2,199,388	273,280	2,029,714	-	2,029,714	92%	169,674
	BENEFITS	1,204,803	118,549	972,935	-	972,935	81%	231,869
	OFFICE EQUIP. REPAIR	3,500	-	-	3,500	3,500	100%	-
	EQUIPMENT	42,040	4,003	23,856	3,120	26,976	64%	15,064
	OFFICE FURNITURE	1,100	629	629	-	629	57%	471
	PROFESSIONAL SERV	6,800	-	230	214	444	7%	6,356
	SUPPLIES	90,770	8,690	73,261	10,296	83,557	92%	7,213
	COMPUTER HARDWARE	382,756	-	367,949	-	367,949	96%	14,807
	OTHER SERVICES	199,831	16,351	144,012	27,424	171,436	86%	28,395
	TRAVEL/CONFERENCE	11,500	-	10,194	-	10,194	89%	1,306
	HOPITALITY	9,020	-	653	3,916	4,569	51%	4,451
	VEHICLE MAINTENANCE	6,511	-	1,405	-	1,405	22%	5,106
	GENERAL INSURANCE	217,770	18,148	199,623	-	199,623	92%	18,148
<b>Total</b>		<b>4,375,789</b>	<b>439,648</b>	<b>3,824,460</b>	<b>48,470</b>	<b>3,872,931</b>	<b>89%</b>	<b>502,859</b>

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

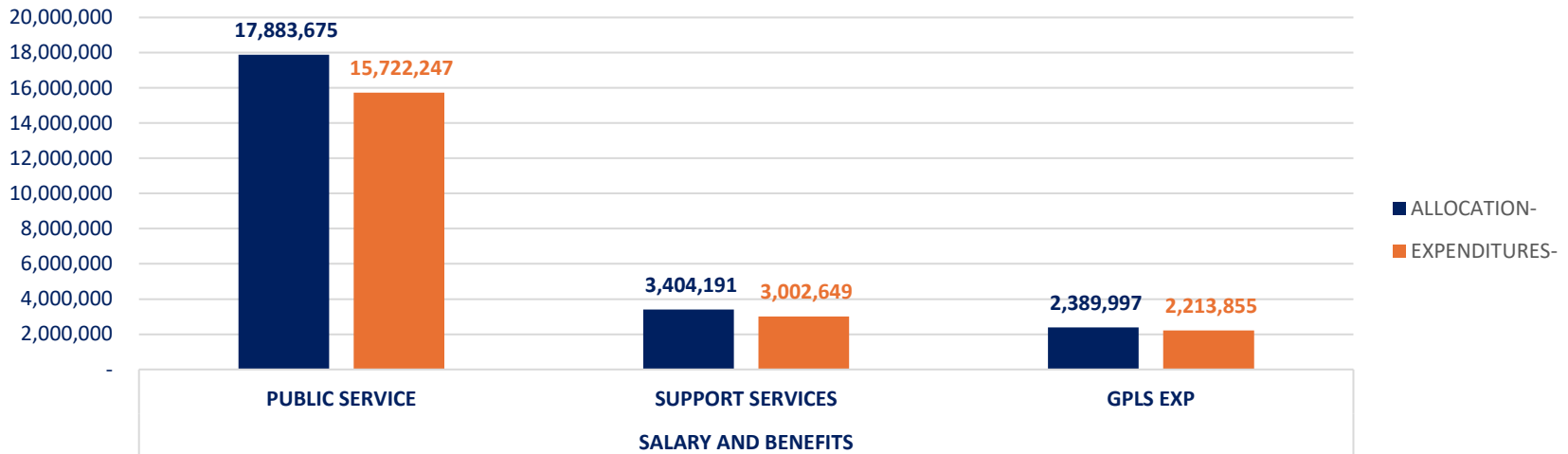
AS OF NOVEMBER 30, 2024

ORGANIZATION	SERVICE TYPE	2024 BUDGET	NOVEMBER	2024 YTD	2024 YTD	2024 YTD	2024 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	COMMITTED	ALLOCATED
GPLS EXPENDITURES	REG SALARY	1,641,522	177,162	1,555,125	-	1,555,125	95%	86,397
	BENEFITS	748,475	69,440	658,730	-	658,730	88%	89,745
	BOOKS	808,851	-	808,851	-	808,851	100%	-
<b>Total</b>		<b>3,198,848</b>	<b>246,602</b>	<b>3,022,706</b>	<b>-</b>	<b>3,022,706</b>	<b>94%</b>	<b>176,142</b>

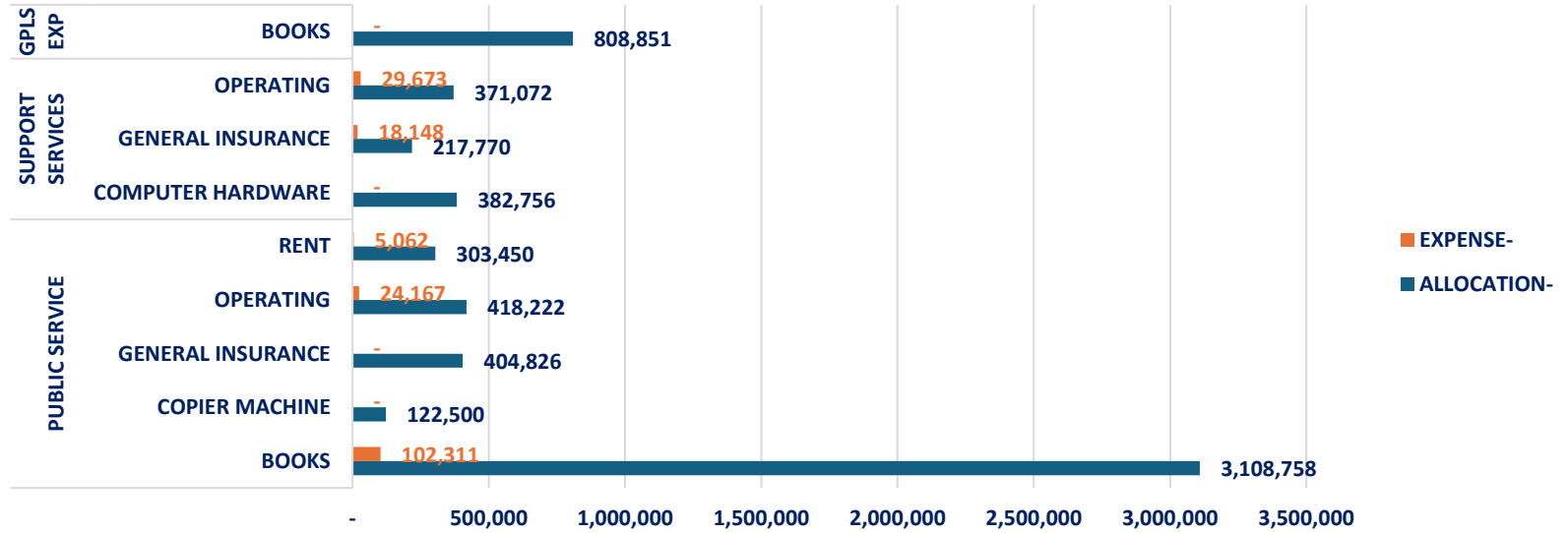
### NOVEMBER SALARY AND BENEFITS BY PROGRAM



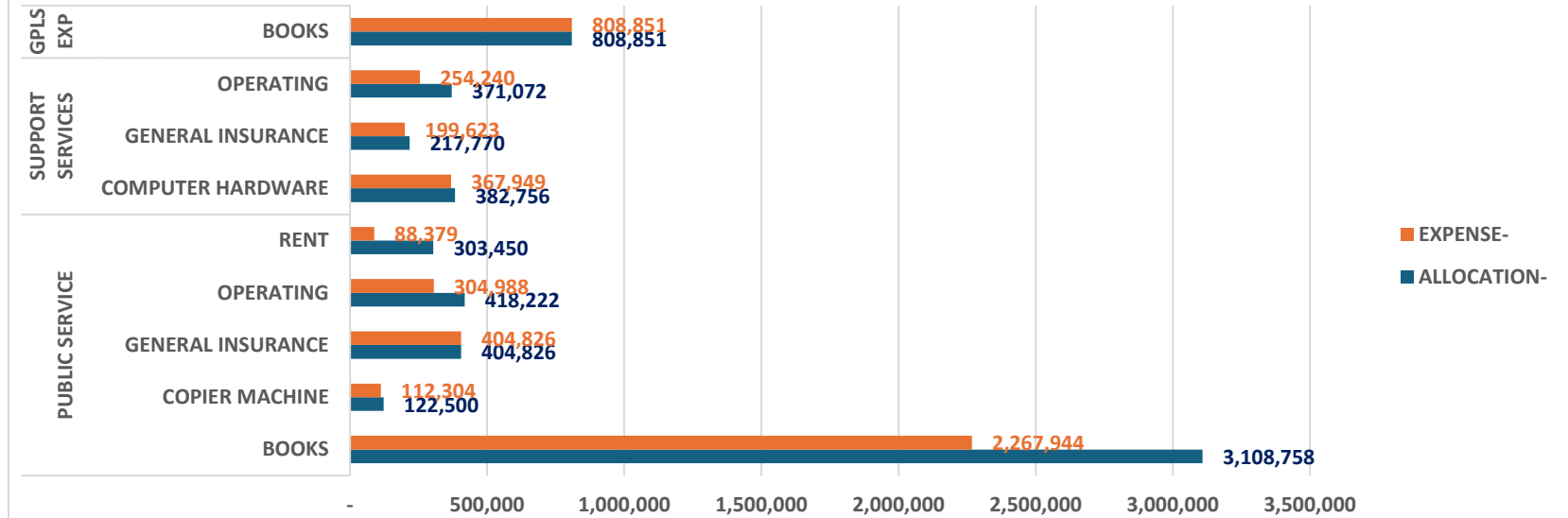
### YEART-TO-DATE SALARY AND BENEFITS BY PROGRAM



### NOVEMBER OPERATING EXPENSES BY PROGRAM

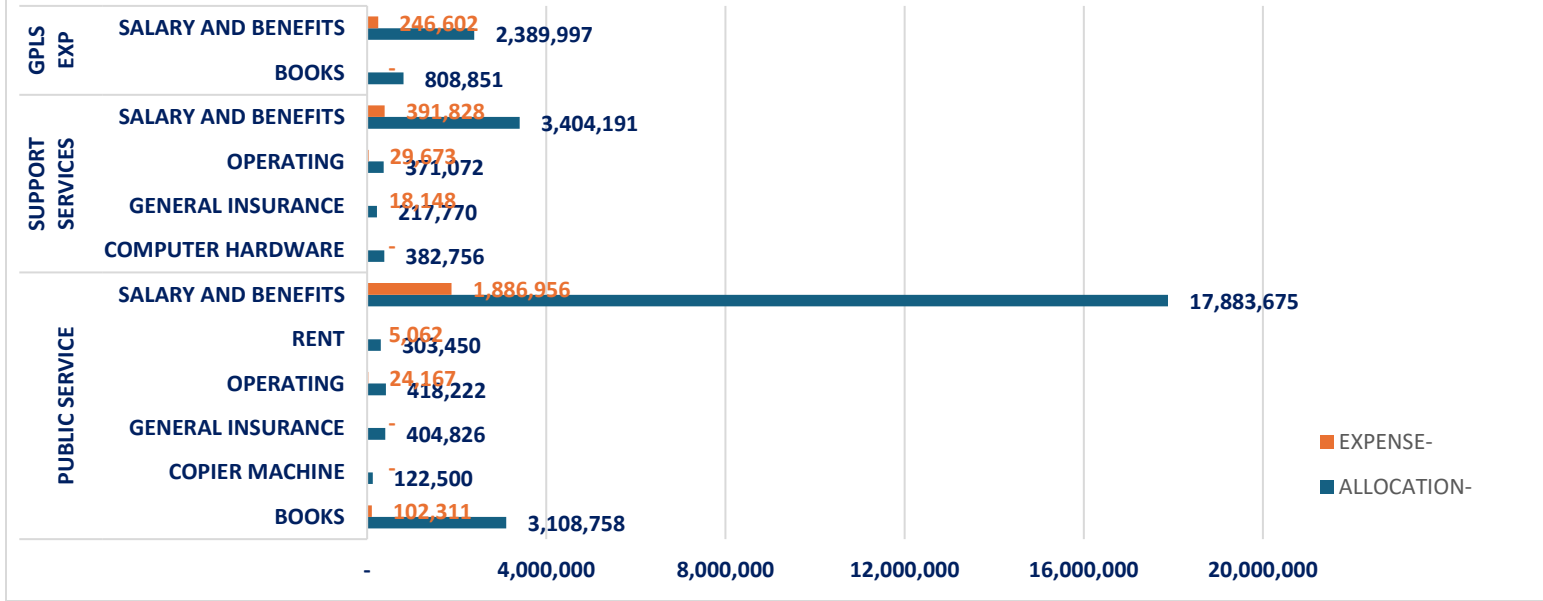


### YEAR-TO-DATE OPERATIONAL EXPENSES BY PROGRAM

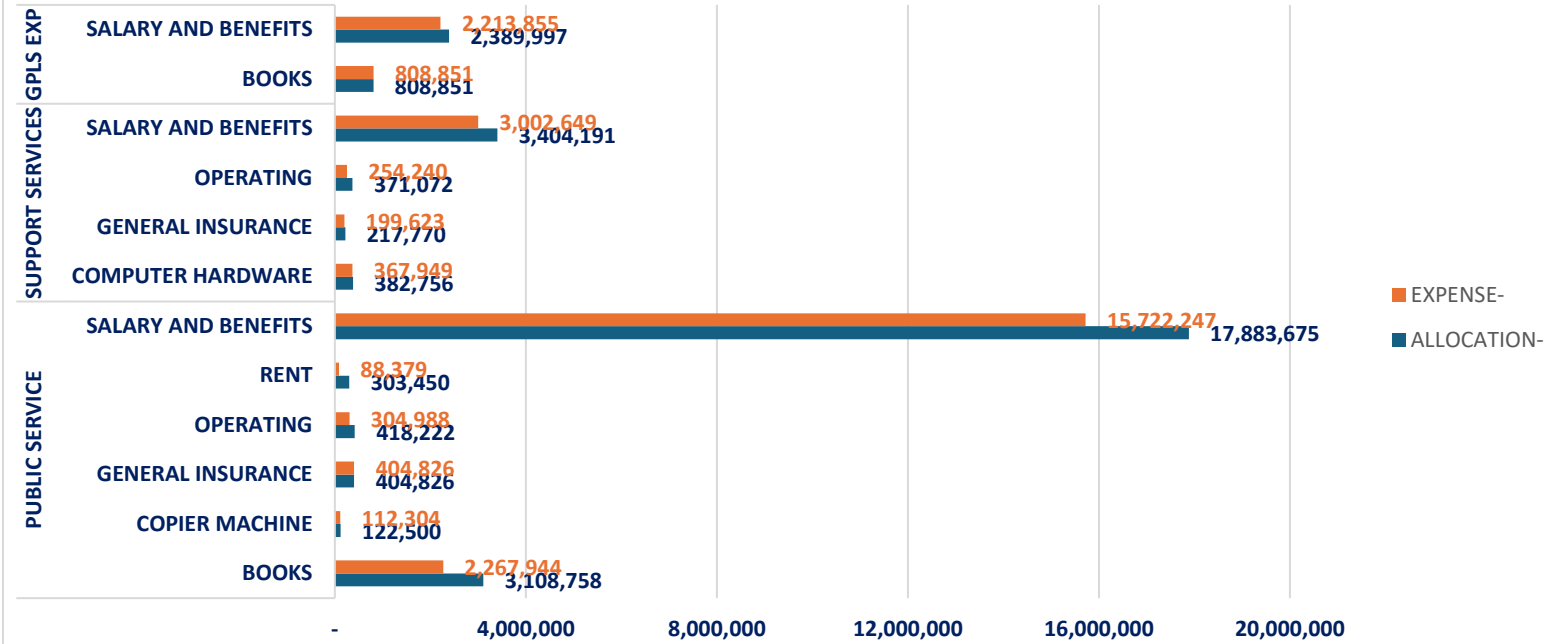




### NOVEMBER TOTAL EXPENSES BY PROGRAM



### YEART-TO-DATE EXPENSES BY PROGRAM



## Monthly Usage Summary - November 2024

Doc. #24-65

Activity and Description	2024	YTD	2023	YTD	YTD % +/-
<b>Circulation</b>					
Total number of items checked out of the library	176177	2136779	170953	2077335	3%
<b>Holds</b>					
Number of requests by patrons	40,676	517234	42404	514181	1%
<b>Visits</b>					
Number of people entering a library for any reason	167331	2313036	340708	3276397	-29%
<b>Computer/Internet Usage</b>					
Number of computer sessions (Internet access and office software)	67022	732428	66474	789829	-7%
Number of hours of computer use	26,265	287484	26926	321463	-11%
<b>Web Page Visits</b>					
Number of times people have visited the library's websites	1107482	14015569	1074560	11693220	20%
<b>Web Visitors</b>					
Number of people who visited the library's websites	184,764	2346597	180928	2028309	16%
<b>Virtual Circulation</b>					
Number of materials downloaded or streamed	170197	1815201	164122	1607817	13%
<b>Virtual Circulation Users</b>					
Number of people who downloaded or streamed	36105	390177	30844	326180	20%
<b>Children's programs</b>					
Library sponsored programs offered for children (birth - 12)	228	3092	247	3001	3%
Number of people attending programs	5352	84795	5029	81096	5%
<b>Teen Programs</b>					
Library sponsored programs offered for teens (13 - 17)	67	1084	67	552	96%
Number of people attending programs	508	12444	343	3447	261%
<b>Adult Programs</b>					
Library sponsored programs offered for adults (18 + )	301	3708	211	3151	18%
Number of people attending programs	3219	45547	2164	41525	10%
<b>Programs - Total</b>					
Library sponsored programs offered (includes all-ages not counted above)	705	9798	619	7914	24%
Number of people attending programs	11858	199770	9168	159671	25%
<b>Meeting Rooms</b>					
Non-library sponsored meetings or activities scheduled	265	3479	249	3488	0%
Number of people attending meetings or activities	3800	54551	3589	54516	0%

## November 2024 Executive Write Up

There have been technical issues with the gate PCs at East Atlanta, Fairburn and Roswell. We are waiting on IT to help resolve the issue. Once this is complete, the visits for past months will be reported.

Some of our November Hoopla statistics are not reported by the vendor until later in December. Once we receive these numbers, there will be a slight adjustment to the November virtual circulation numbers to reflect that addition.

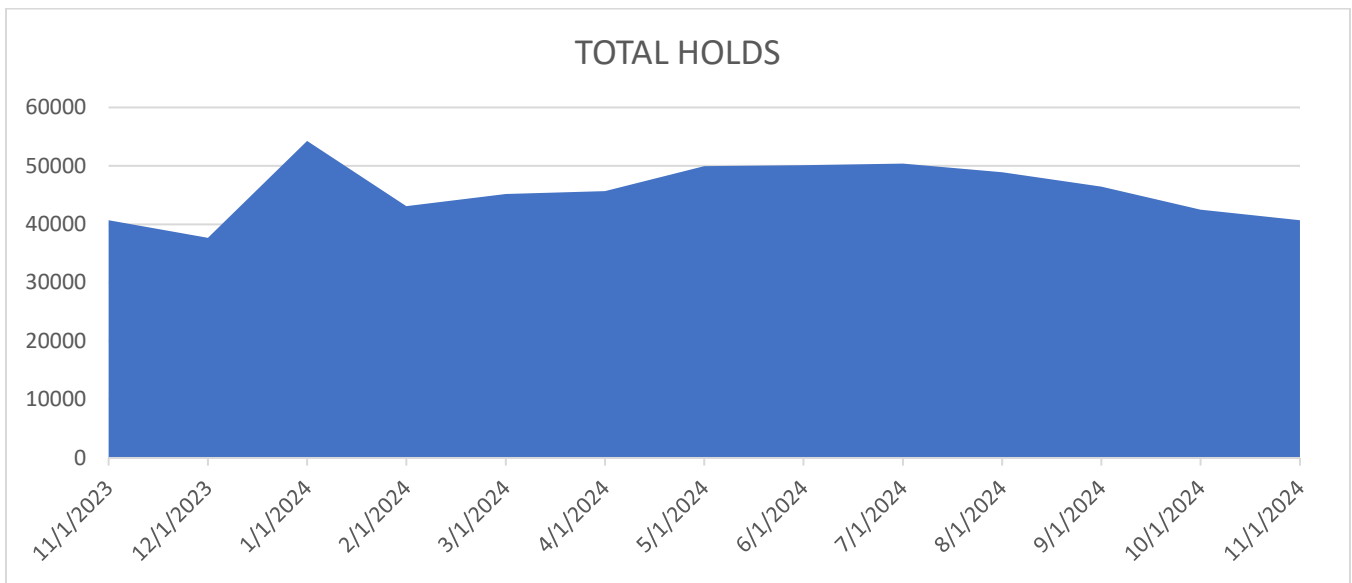
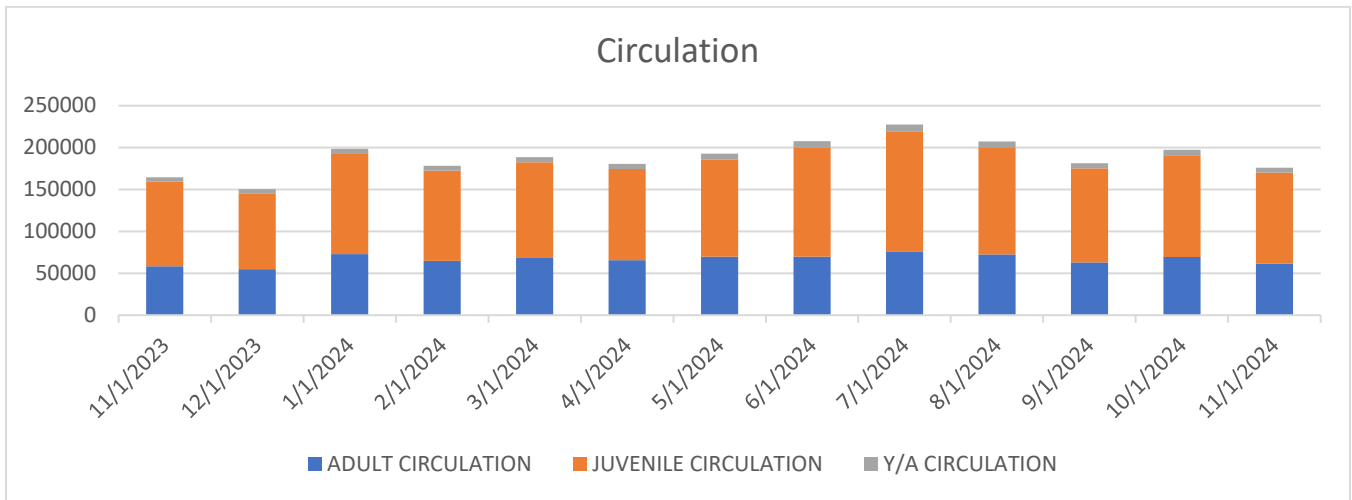
## Fulton County Library System Circulation Stats - November 2024

AGENCY NAME	ADULT	JUVENILE	Y/A	OTHER	Month-2024 TOTAL	Month-2023 TOTAL	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2024 CIRC	YTD 2023 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	360	530	68	0	958	1088	-130	-11.95%	10,644	9,623	1,021	10.61%
ADAMSVILLE/COLLIER HEIGHTS	458	598	76	0	1132	1272	-140	-11.01%	14,827	12,432	2,395	19.26%
ALPHARETTA	5103	11569	605	14	17291	17662	-371	-2.10%	218,229	234,759	-16,530	-7.04%
BUCKHEAD	4318	6188	223	2	10731	8662	2069	23.89%	117,758	102,531	15,227	14.85%
CLEVELAND AVE	9	10	0	0	19	67	-48	-71.64%	226	5,645	-5,419	-96.00%
COLLEGE PARK	793	1112	58	2	1965	1488	477	32.06%	22,590	14,902	7,688	51.59%
DOGWOOD	280	198	45	0	523	925	-402	-43.46%	9,216	13,034	-3,818	-29.29%
EAST ATLANTA	1815	3920	133	1	5869	5110	759	14.85%	55,337	62,967	-7,630	-12.12%
EAST POINT	68	4	2	0	74	1192	-1118	-93.79%	1,328	20,227	-18,899	-93.43%
EAST ROSWELL	3856	6535	198	7	10596	10653	-57	-0.54%	138,584	134,892	3,692	2.74%
EVELYN G. LOWERY @ CASCADE	1078	1443	101	0	2622	1595	1027	64.39%	25,850	22,013	3,837	17.43%
FAIRBURN	543	1066	46	1	1656	1663	-7	-0.42%	18,261	16,874	1,387	8.22%
GLADYS S. DENNARD @ SOUTH FULTON	1145	1716	151	0	3012	3114	-102	-3.28%	36,363	31,695	4,668	14.73%
HAPEVILLE	602	989	157	1	1749	1597	152	9.52%	20,766	16,671	4,095	24.56%
JOAN P. GARNER @ PONCE DE LEON	4981	5527	359	9	10876	9351	1525	16.31%	121,561	112,552	9,009	8.00%
KIRKWOOD	1618	4133	139	1	5891	5149	742	14.41%	70,826	57,253	13,573	23.71%
LOUISE WATLEY @ SOUTHEAST ATLANTA	706	1225	164	2	2097	1785	312	17.48%	23,884	19,004	4,880	25.68%
MARTIN LUTHER KING, JR	57	91	0	0	148	941	-793	-84.27%	2,297	11,070	-8,773	-79.25%
MECHANICSVILLE	282	388	24	3	697	634	63	9.94%	7,398	5,854	1,544	26.38%
METROPOLITAN	1320	3269	133	0	4722	4430	292	6.59%	54,961	50,469	4,492	8.90%
MILTON	3892	8474	370	5	12741	12939	-198	-1.53%	172,382	153,526	18,856	12.28%
NORTHEAST/SPRUILL OAKS	2851	6609	367	0	9827	8758	1069	12.21%	116,765	111,804	4,961	4.44%
NORTHSIDE	2959	5934	212	2	9107	8418	689	8.18%	111,889	102,282	9,607	9.39%
NORTHWEST @ SCOTTS CROSSING	1189	2645	158	1	3993	3672	321	8.74%	37,627	42,062	-4,435	-10.54%
OCEE	4224	11404	687	7	16322	15608	714	4.57%	199,005	190,798	8,207	4.30%
PALMETTO	485	1047	50	0	1582	1309	273	20.86%	17,443	15,884	1,559	9.81%
PEACHTREE	367	196	20	0	583	4068	-3485	-85.67%	33,111	47,592	-14,481	-30.43%
ROSWELL	5516	8480	323	6	14325	13181	1144	8.68%	168,157	160,385	7,772	4.85%
SANDY SPRINGS	6038	9542	407	8	15995	16368	-373	-2.28%	208,598	202,318	6,280	3.10%
WASHINGTON PARK	425	727	32	4	1188	1469	-281	-19.13%	15,157	16,998	-1,841	-10.83%
WEST END	675	750	67	3	1495	1321	174	13.17%	14,532	14,551	-19	-0.13%
WOLFCREEK	1215	2220	176	0	3611	2935	676	23.03%	38,220	35,567	2,653	7.46%
<b>BRANCHES TOTAL</b>	<b>59228</b>	<b>108539</b>	<b>5551</b>	<b>79</b>	<b>173397</b>	<b>168424</b>	<b>4973</b>	<b>2.95%</b>	<b>2,103,792</b>	<b>2,048,234</b>	<b>55,558</b>	<b>2.71%</b>
CENTRAL	2020	575	116	3	2714	2472	242	9.79%	32,141	28,150	3,991	14.18%
OUTREACH SERVICES	0	0	0	0	0	5	-5	-100.00%	23	24	-1	-4.17%
AUBURN AVENUE RESEARCH	66	0	0	0	66	52	14	26.92%	823	927	-104	-11.22%
<b>SYSTEM TOTAL</b>	<b>61314</b>	<b>109114</b>	<b>5667</b>	<b>82</b>	<b>176177</b>	<b>170953</b>	<b>5224</b>	<b>3.06%</b>	<b>2,136,779</b>	<b>2,077,335</b>	<b>59,444</b>	<b>2.86%</b>

## FULTON COUNTY SYSTEM STATS AT A GLANCE - November 2024

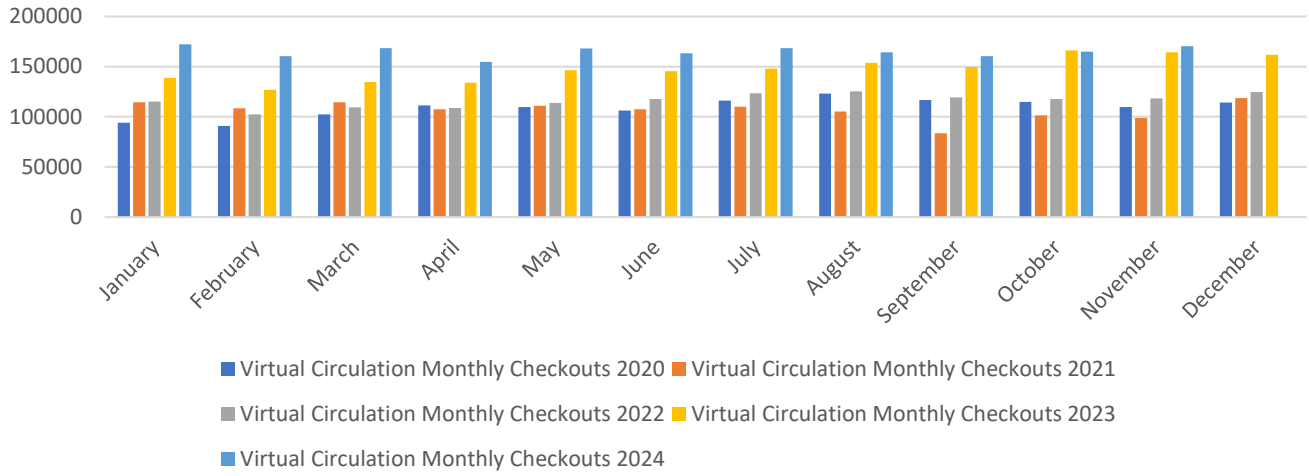
AGENCY NAME	TOTAL CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	958	97	2398	7,058	15	33	2	30	0
ADAMSVILLE/COLLIER HEIGHTS	1,132	81	3282	4,054	44	113	3	40	2
ALPHARETTA	17,291	571	1127	11,620	46	1169	15	379	0
BUCKHEAD	10,731	531	2496	4,504	31	616	25	692	0
CLEVELAND AVE	19	27	0	0	0	0	0	0	0
COLLEGE PARK	1,965	162	4628	0	8	65	6	54	0
DOGWOOD	523	46	797	3,794	17	56	11	38	0
EAST ATLANTA	5,869	282	1899	0	11	168	5	33	0
EAST POINT	74	94	0	0	0	0	0	0	0
EAST ROSWELL	10,596	207	387	7,006	21	343	11	66	0
EVELYN G. LOWERY @ CASCADE	2,622	183	2830	8,556	28	322	21	175	0
FAIRBURN	1,656	181	841	0	8	27	18	82	15
GLADYS S. DENNARD @ SOUTH FULTON	3,012	189	2148	651	28	670	3	45	0
HAPEVILLE	1,749	75	1602	3,030	14	173	15	236	3
JOAN P. LOWERY @ PONCE DE LEON	10,876	429	5164	7,893	13	110	0	0	0
KIRKWOOD	5,891	189	562	4,376	11	413	4	35	0
LOUISE WATLEY @ SOUTHEAST ATLANTA	2,097	70	1925	5,776	46	229	8	98	0
MARTIN LUTHER KING, JR	148	50	86	0	0	0	0	0	0
MECHANICSVILLE	697	43	1918	4,183	1	5	5	33	1
METROPOLITAN	4,722	154	2652	4,734	14	306	20	177	0
MILTON	12,741	294	493	5,465	57	762	5	63	2
NORTHEAST/SPRUILL OAKS	9,827	184	518	4,298	32	435	5	40	4
NORTHSIDE	9,107	215	557	5,103	12	830	3	45	0
NORTHWEST @ SCOTTS CROSSING	3,993	124	1492	4,679	14	181	1	6	0
OCEE	16,322	381	471	9,231	30	454	3	26	0
PALMETTO	1,582	70	304	5,392	24	220	10	168	0
PEACHTREE	583	163	0	0	0	0	0	0	0
ROSWELL	14,325	470	1105	812	44	1187	10	104	0
SANDY SPRINGS	15,995	482	3220	12,563	49	1501	4	27	1
WASHINGTON PARK	1,188	44	2239	4,600	7	49	5	65	0
WEST END	1,495	90	1566	1,866	7	30	0	0	0
WOLFCREEK	3,611	183	729	8,060	15	97	21	614	0
<b>BRANCHES TOTAL</b>	<b>173,397</b>	<b>6,361</b>	<b>49,436</b>	<b>139,304</b>	<b>647</b>	<b>10,564</b>	<b>239</b>	<b>3,371</b>	<b>28</b>
CENTRAL	2,714	480	17528	26,099	39	476	26	429	3
VIRTUAL PROGRAMS					2	29			
OUTREACH VIRTUAL PROGRAMS	0	11	0	0	3	151	0	0	0
AUBURN AVENUE RESEARCH	66	0	58	1,928	14	638	0	0	0
<b>SYSTEM TOTAL</b>	<b>176,177</b>	<b>6,852</b>	<b>67,022</b>	<b>167,331</b>	<b>705</b>	<b>11,858</b>	<b>265</b>	<b>3,800</b>	<b>31</b>

## November 2024 Executive Summary – Charts

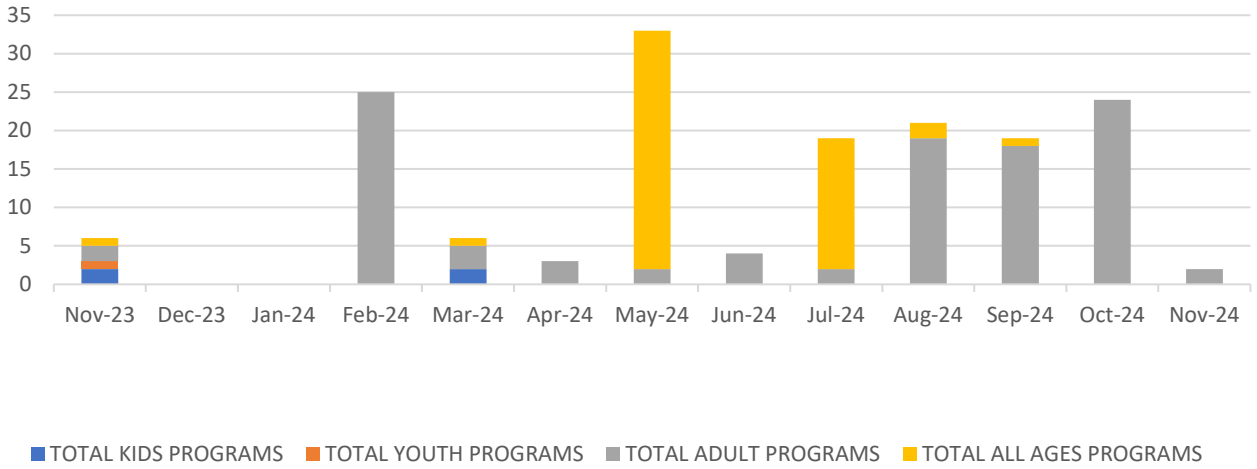


January 2022 virtual circulation and virtual circulation users numbers were revised upward due to Hoopla.

### Virtual Circulation 2020 vs 2021 vs 2022 vs 2023 vs 2024



### Virtual Programs





### Virtual Program Attendance

