



BOARD OF TRUSTEES

MEETING
INFORMATION PACKET

DECEMBER 16, 2020



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VIRTUAL MEETING
DUE TO GOVERNMENTAL GUIDELINES REGARDING COVID-19

FULTON COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES VIRTUAL MEETING
DECEMBER 16, 2020 – 4:00 P.M.
AGENDA

- I. Call to Order
- II. Meditation Moment
- III. Public Comments
- IV. Adoption of Agenda* Doc. #20-61
- V. Approval of Minutes – November 18, 2020* Doc. #20-60
- VI. Chairman’s Report
- VII. Construction/Renovation Report – Paul Kaplan
 - Contractor
 - Albion Scaccia** Hapeville
 - Winter Johnson** Central
- I. Director’s Reports Doc. #20-64
 - Monthly Financial Report Doc. #20-62
 - Monthly Usage Summary Doc. #20-63
- II. Committee Reports:
 - A. Library Visitation – D. Chip Joyner, Vice Chairman
 - B. Bylaws and Rules – Priscilla Borders and Nina Radakovich
 - C. National and State Developments – Linda Jordan and Joe Piontek
- X. Unfinished Business
 - A. Curbside Service – Update
- XI. New Business
 - A. Naming of Best Buy Teen Tech Center*
 - B. Installation of Board Chairman
- XII. Adjournment

*Action is anticipated on this item

Doc. #20-60



FULTON COUNTY LIBRARY SYSTEM
VIRTUAL BOARD OF TRUSTEES MEETING
NOVEMBER 18, 2020 – 4:00 P.M.

Cormier Court Reporting, LLC
Snellville, Georgia 30039
Tel: 404.695.1923 Fax: 855.4141.CCR
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**Members Present**

Bailey, Phyllis D., Chairman
Borders, Priscilla
Denson, Damian J.
Jordan, Linda
Joyner, D. Chip, Vice Chair
Kaplan, Paul
Pointek, Joe
Radakovich, Nina

Also In Attendance

Holloman, Gayle H. – Executive Director
Claxton, Zenobia –Assistant to Director’s Office
Lamikanra, Adebola – County Attorney

Visitors:

(Two Virtual Participants)

Chairman Phyllis D. Bailey called the meeting to order at 4:00 p.m.

Transcript Legend

--	Break in speech continuity
(sic)	Exactly as said
(phonetic)	Exact spelling unknown
**	Inaudible
	Quoted material is typed as spoken.
. . .	Trailing in thought. Incomplete sentence

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(VIRTUAL MEETING BEGAN AT 4:00 P.M.)

CALL TO ORDER

CHAIRMAN PHYLLIS D. BAILEY: Good afternoon to all of you: Good to see you. Hope that you are doing well. And I'd like to call the November meeting of the Fulton County Library Board to order.

MEDITATION MOMENT

CHAIRMAN PHYLLIS D. BAILEY: Our Moments of Meditation for today is something that I thought I'd -- it's just a poem -- and I'd like to share it because I think it says so much in this particular day.

It's called: The Most Vital Thing in Life.

When you feel like saying something that you know you will regret, or keenly feel an insult not quite easy to forget, that's the time to curb resentment and maintain a mental peace. For when your mind is tranquil, all your ill thoughts simply cease.

It's easy to be angry when defrauded or defied, to be peeved and disappointed if your wishes are denied. But to win a worthwhile battle over selfishness and spite, you must learn to keep strict silence, though you know you're in the right. So keep your mental balance when confronted by a foe. Be it enemy in ambush or some danger that you know, if you are poised and tranquil when all around is strife, be sure that you have mastered the most vital thing in life.

Thank you.

PUBLIC COMMENTS

CHAIRMAN PHYLLIS D. BAILEY: We have one Public Comment.

MRS. ZENOBIA CLAXTON: Yes.

CHAIRMAN PHYLLIS D. BAILEY: We're ready.

MRS. ZENOBIA CLAXTON: Okay. One Public Comment. This comment comes from Donna Renfro-Lawson. Her question is -- or her statement: Dr. Pamela Roshell has been contacted per the suggested comments from the last Board Meeting. She has not responded, and her duties to the library's management is still questioned.

In addition, Forrest Evans, a library employee, has --

MRS. GAYLE H. HOLLOMAN: Forrest who?

MRS. ZENOBIA CLAXTON: Excuse me?

MRS. GAYLE H. HOLLOMAN: I couldn't hear. Something froze.

MRS. ZENOBIA CLAXTON: Oh, okay. Would you like me to start over, Gayle?

MRS. GAYLE H. HOLLOMAN: Yes, please.

MRS. ZENOBIA CLAXTON: Okay.

Again, this comes from Donna Renfro-Lawson. Dr. Pamela Roshell

has been contacted per the suggested comments from the last Board Meeting. She has not responded, and her duties to the library's management is still questioned.

In addition, Forrest Evans, a library employee, has been identified as one of the staff alleged to have complained about my interaction with her, which led to the County Attorney, Patrice Hooker, expelling me from the library, which Chair Phyllis Bailey expressed that she and possibly the entire Library Board of Trustees were unaware of it at the time of disclosure.

To date, my questions have not been properly answered. In addition, who can provide a status on the Book Mobile? And, finally, for today, it seemed very hypocritical and a gross injustice to have library staff work the polls versus having the branches open.

Our community demographics includes humans, people that should be used and not abused. The implication that voter's safety is more important than library patron's well-being is short sighted. What's the difference? We need Library Board of Trustees members that are more proactive in getting the normalcy restored to better servicing than curb attention.

How about working on putting the library minutes back online? That glitch seems intentional.

Thank you. That's all I have.

CHAIRMAN PHYLLIS D. BAILEY: Is there a comment from any one of the Board Members? Thank you.

If there are no comments, the questions that are presented, of course, would have to be answered by someone in Mrs. Roshell's - - Dr. Roshell's office -- or in Mrs. Roshell's office. And, of course, Mrs. Lawson has said that she is in contact with them and they have not responded.

So we will table that because we can't do anything with that.

Mrs. Holloman, did you have anything further to add to that?

Mrs. Holloman?

MRS. GAYLE H. HOLLOMAN: Yes, Madam Chair, just a couple -- just a few things. Can you all hear me?

CHAIRMAN PHYLLIS D. BAILEY: Yes.

MRS. GAYLE H. HOLLOMAN: I just need to say that we cannot comment with regard to any legal matters. That would have to be taken up with the County Attorney's office.

Dr. Roshell, as I stated in our, I believe, in our last meeting, is the Deputy Chief Operating Officer, which means that she has quite a few departments assigned to her.

The library is a Fulton County Department. It is one of her departments that she handles. There are quite a few of them that are part of her tutordledge, so that's how she is associated

with the library. The Book Mobiles are not working at the moment, because -- they're actually called Tech Mobiles now. And the idea behind them is that the public would be able to enter inside those mobiles and would be able to actually learn computer technology and do other things, check out books. The problem with it is being able to keep it clean after people are inside of it. So that is why they are not on the road at the moment. We are working toward doing -- getting them back on the road, as well as doing something aside from curbside service that would allow patrons some sort of traditional library service that would take place inside the library. The Board of Commissioners talked about this this morning; however, it is very much tied to COVID-19 and the rise in cases. So until that's cleared a lot more along the lines of what was outlined this morning by the Chief Operating Officer, Anna Roach, we will not be opening to the public anymore than we are now.

Staff working elections, that was mandated by the County Manager, because we are County employees. And we were assigned to assist because we do have transferrable skills that they felt were needed. And the staff has done so in the past in smaller elections, and they felt that they needed all hands on deck. I've actually worked elections back in June before --

THE COURT REPORTER: I believe we are frozen.

MRS. GAYLE H. HOLLOMAN: I thought that they were back online again, but we will double-check that -- unless Zenobia can answer that right now.

MRS. ZENOBIA CLAXTON: The minutes are online. At the end of every meeting, the second day, it's put online by Claudia Strange. So they are there.

MRS. GAYLE H. HOLLOMAN: Okay. I thought so. Thank you.

MRS. ZENOBIA CLAXTON: You're welcome.

CHAIRMAN PHYLLIS D. BAILEY: So if that's all, then we have addressed each issue that we are capable of addressing. Others has to be handled from another venue.

Thank you so much for the input.

MRS. ZENOBIA CLAXTON: You're welcome.

CHAIRMAN PHYLLIS D. BAILEY: Any other comments or questions from Board members? Thank you.

AFPL FOUNDATION - PETER PEARSON, INTERIM EXECUTIVE DIRECTOR

CHAIRMAN PHYLLIS D. BAILEY: At this time, we will have a presentation by Mr. Peter Pearson. He is with the Atlanta-Fulton Public Library Foundation. Mr. Pearson?

MR. PETER PEARSON: Good afternoon. I want to thank the Board of Trustees --

CHAIRMAN PHYLLIS D. BAILEY: Good afternoon.

MR. PETER PEARSON: Pardon me?

CHAIRMAN PHYLLIS D. BAILEY: I think we're having some technical difficulty.

MR. PETER PEARSON: Okay. Can you hear me?

CHAIRMAN PHYLLIS D. BAILEY: I can now.

MR. PETER PEARSON: Great. So first I want to thank the Board of Trustees for giving me an opportunity to talk with you this afternoon.

I want to talk with you about the Library Foundation and about strategic planning.

So let me tell you just a little bit about myself very briefly.

I was the Executive Director of the Library Foundation for St. Paul, Minnesota for twenty-five years. While I was in that capacity, we created a consulting company that did consulting with Library Foundations all over the country.

And during that time, Atlanta-Fulton Library Foundation was one of our clients. And I had worked with them starting several years back. I continued that work more recently. And when the Foundation had quick staff turnover, they came to me and asked if I would consider being their Interim Executive Director until they could do an adequate search to find a fulltime Executive Director.

So I agreed to do that. And I have been the Interim Executive Director of the Foundation since August. It's been a very interesting job. There's lots we can do. And the Foundation is very interested in making itself into an organization that's even a better fundraising organization in support of the library.

And so one of the things that they've done, over the last year, is they've gathered a group of community leaders from Fulton County and have met with them several times during the year. We had thought at first it would be in-person meetings, but now they've all been through Zoom.

And that group is looking at: What are the steps that the Library Foundation needed to take so that it can become a stronger fundraising organization. Everybody on the -- what we call the Growth Committee -- would gather -- had an immediate reaction when we started talking about how do we ramp up our fundraising. Their reaction was, you can't just fundraise for nothing. You have to have a clear plan of what it is you want to fundraise for. And in order to do that, the library would need to do a Strategic Plan so that it becomes clear what kinds of programs and services the library will be offering based on input from the community during strategic planning.

So with that in mind, the Foundation wanted to make an offer to the Foundation -- to the Board of Trustees -- that the Library

Foundation would be happy, as part of its initial work to extend library fundraising, to pay for a Library Strategic Plan. We know that there isn't one in place right now, and we thought this would be a great step for the library. And so we're very happy to be able to do that for the library. We would like to talk a little bit about how that might look, and see if the Board of Trustees would be willing to support this effort so that we could go forth and raise whatever additional funds might be needed to do this.

By the way, just to give you an idea, many of these Library strategic planning processes, especially for a library the size of Fulton County, probably run in the sixty-five to seventy thousand dollar range. And that's what we're anticipating that the Foundation, in terms of the money we'd like to have available, for this.

So just to give you an idea of how these processes work: They typically have two different phases. The first is information gathering. And the information gathering takes place in three different ways. One is that whoever is going to do your strategic planning would create an online survey so that people could provide input about the library, about what services and programs they would hope the library could provide.

The second information gathering would be the smallest in groups. Even in a time of COVID, I'm quite certain that we could probably socially distance and meet with three, four, five people at a time to have conversations, again, with a small group of individuals, about how they perceive the library and what they would hope the library could do in the future.

The third data gathering would be benchmarking the Fulton County Library System with other peer libraries. So the consultants would look at other libraries of comparable size and look at the kinds of services they provide, look at the budgets of the libraries, look at number of branch locations, hours of service, Collection budgets, all kinds of information that would put you in a context of other Library Systems that serve a population of about a million people, which is what the Fulton County System serves, I think about 1.1, if I'm not mistaken.

So that's the first part of the strategic planning process. All of that could take place during COVID restrictions. So if this were to begin sometime early in 2021, I would imagine that all of that could happen even if we weren't at a point to where a vaccine is fully distributed.

Now, the second part of the strategic planning would need to take place after there is more certainty that groups can gather. Because the second part is a really serious attempt to get stakeholder input and buy-in for the library's programs and

services. So, typically, what you would do is you would invite representatives of all the various stakeholder groups in the County to a daylong retreat where they -- one of the things that would happen at this retreat is, in the morning, the library director and others from the Board of Trustees would have an opportunity to really educate the people who are coming to this retreat. Because, typically, the assumption is that a lot of people that come to this retreat, who we call stakeholders, still don't know the full scope of services of any urban library today. So a big piece of this is to educate the community and the stakeholders about what the library does.

Following that, the people in attendance then break up into smaller groups and talk about from their perspective what they see is needed and how that can be met by the library. So some of the groups you would invite to this daylong retreat would include school administrators, County Commissioners and administrators, representatives of the Board of Trustees here, nonprofit organizations within Fulton County, job centers, early childhood programs, homeschoolers. That's just a smattering of a few of the groups that could be invited.

I've been a part of a process of doing this with other Library Systems. And this daylong retreat has anywhere from forty-five to sixty people in attendance, who are actively involved and engaged in the day and providing lots of great input. And, also, leaving the day far more informed about what the library is, so that you in a sense have advocates out there in the community that you didn't have before.

We'd like to gather a small group, an internal planning group for strategic planning, to include the library director, representatives of the Board of Trustees, Foundation representatives, a couple of other library staff people. And that would be the group that is really going to lay out the process and deal with the input that's being received so that, for instance, after this daylong stakeholder retreat, it would be up to this internal group to sift through all the information that's been provided, all the thoughts and ideas for programs and services and figure out what's really possible and lay that out into a Strategic Plan over three years. It talks about the kinds of services needed, the funding needed to do that, how much of that could potentially come from the County, how much might be needed for private funding, and we then have a roadmap moving forward that would help the Library Foundation fill in some of the gaps that we know the County can't fill. It'd just be an easy way for us to do our fundraising, so that when we go out to funders we can say, our request to you for private funding is based on a very thorough and comprehensive Strategic

Plan process that the library conducted. And the community was heavily involved in this. We have lots of community engagement and we're coming to you to say this community wants 'x'. And that will give us a plan for fundraising for the library. So that's what I wanted you to hear about tonight. The Library Foundation would like to provide this for you. And what we would be looking for would be your approval of us doing that so that we can move forward and do fundraising around this. We know several individuals and corporations that would potentially be interested in supporting it. And we also have funds within the Library Foundation that could help go towards this. So we're not concerned that we won't get the money in place. We are quite confident that the money will be raised and ready to use when the library is ready.

So I'll stop there and let you question me about this.

CHAIRMAN PHYLLIS D. BAILEY: At this point -- your presentation was excellent -- I would like the opportunity for the entire Board to be able to discuss this before we make a final commitment. And that will be one this afternoon -- right -- just after this meeting in Executive Session. And we will be able to get back with you very quickly to let you know exactly where we are.

I understand the proposal, and I want to be able to discuss this with each of the members of the Board. And at this point, I'd like for Board members, if you have a comment or suggestions, you'd make that right now so that Mr. Pearson will know exactly where we are, because we will make a comment or a decision today sometime and then be able to let you know.

Is there a Board member who would care to make a comment or suggestion? I don't seem to be getting any. We're going into Executive Session following this meeting, and so we will be able to handle that at that point.

I thank you so very much for a very extensive and comprehensive presentation.

MR. PAUL KAPLAN: I do have one question.

CHAIRMAN PHYLLIS D. BAILEY: Mr. Kaplan?

MR. PAUL KAPLAN: Mr. Pearson, how are you doing? I talk to you on the phone, now I can see you in person, almost in person.

MR. PETER PEARSON: Almost, yes.

MR. PAUL KAPLAN: On the retreat, do you see a facilitator that's running the retreat to make sure everybody stays in groups, and when they're done with the groups and they break up, take all the information that they received together and then talk about it out in the open with all the groups? How do you see that happening?

MR. PETER PEARSON: Actually, during that large stakeholder

retreat, there are multiple facilitators. There's one overall facilitator for the day and then there are breakout facilitators for each of the groups that we break out from the day. So it's very heavily facilitated. It's not a free-for-all by any stretch of the imagination. And the smaller groups are given specific questions that they are to deal with and report back to the full group on.

MR. PAUL KAPLAN: I've been to several retreats when I was on the Board for the state in Illinois. What we did was -- we actually had a whole weekend. We went down, we had a hotel room. And we had probably approximately forty people together. The Board consisted of fifteen members, and by the time the end of Sunday came, we came up with the direction that we were going in. And I'll tell you something, you'll learn a lot. You don't realize -- when you think you've heard all of the questions, you haven't; somebody comes up with something you've never heard of before. I think that's an excellent way to do it. And I think it would be successful.

MS. LINDA JORDAN: Mr. Pearson, I have a question for you. So being that we don't know how COVID is going to be next year, are you going to make two plans, one for a virtual element and also one for in-person? Because, as you know today, New York just announced schools closed. One location just announced schools closed until Easter. So my concern is that this COVID matter will still be with us, because we don't know the situation with the vaccine and all that. So do you have a plan A and a plan B for that retreat?

MR. PETER PEARSON: Well, first of all, what I want to say is -- and that's a good question, Linda -- there is not an assumption that I or people that I'm affiliated with would be the facilitators of your Strategic Plan. We would propose putting together a RFP that could be submitted to a number of groups out there. And we would ask them in that RFP to respond to exactly that issue. How could this process be conducted if we can gather? And how can the process be finished if we're still in a time of COVID lockdowns? So that would have to be addressed by any group that wants to apply for this.

What would happen, if it was my group doing this and we were doing the process I had just explained, we would have to modify that stakeholder retreat dramatically.

And I can't imagine sixty people on a Zoom call. I just don't think it's going to work. So what might have to happen in that case would be to have -- to pick the people who would volunteer to be a part of the process and then break them up into smaller groups before they ever start.

So perhaps there would be one all group gathering where the

library director would provide education needed for them to do their planning. But then once that was finished, that wouldn't be a discussion opportunity, because obviously it's going to be difficult having a sixty person Zoom discussion, but after that, half an hour to forty-five minutes of education, then everything would probably be in smaller groups from that point forward.

CHAIRMAN PHYLLIS D. BAILEY: I have one other question also. Where has the Foundation seen the City of Atlanta as far as this process is concerned?

MR. PETER PEARSON: Mrs. Bailey, would you repeat that, please?

CHAIRMAN PHYLLIS D. BAILEY: Okay. Now, I want to know how we see the City of Atlanta participating in this process. Because the City of Atlanta, the name, has been dropped from the logo. The City of Atlanta's Board member does not have a vote, so it's almost like you're excluding them.

Now, my question is, where do they stand in this process?

MR. PETER PEARSON: Well, I would tell you this -- if Nina Radakovich wants to add to this. She's got a lot more history with the Foundation than I do of just a few months. But one of our Board members on the Foundation is Luisa Cardona. And Luisa is in the mayor's staff. So she is always bringing us information about the City. She's even brought opportunities to us about the City participating potentially in some of the local programming from branches located within the city.

So with Luisa's involvement as a Foundation Board member, we wanted for sure to know that the City has a voice there.

CHAIRMAN PHYLLIS D. BAILEY: Thank you. Any other questions or concerns or comments?

MS. NINA RADAKOVICH: I wanted to say that the Library System is already actively partnering with the Atlanta Public Schools. So there are ties already. And almost all city residents are county residents, with the exception of a few in DeKalb, so I think the city would have excellent representation and we could also ask about that in the RFP to make sure that we do have city representation.

CHAIRMAN PHYLLIS D. BAILEY: Thank you. Any other comments? concerns? Thank you so much, Mr. Pearson. It's been a delight. And we will be back with you very soon; very, very soon.

MR. PETER PEARSON: Thanks for taking time. And thanks for all you do in support of Fulton County libraries.

CHAIRMAN PHYLLIS D. BAILEY: Thank you. And you have a good evening.

MR. PETER PEARSON: You too.

MRS. GAYLE H. HOLLOMAN: Thank you, Peter.

MR. PETER PEARSON: Thank you.

20-56 ADOPTION OF AGENDA

CHAIRMAN PHYLLIS D. BAILEY: Okay. We'll move forward. Please review your agenda. I'd like a motion for Adoption of the Agenda. May I have a motion concerning the agenda?

MOTION

MR. D. CHIP JOYNER: I make a motion.

MR. PAUL KAPLAN: I so move.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Mr. Joyner. Seconded by Mr. Kaplan that the meeting agenda will be approved as presented. All in favor?

(Whereupon, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Opposition? Motion carried.

Thank you.

20-55 APPROVAL OF MINUTES OF THE REGULAR MEETING OF OCTOBER 28, 2020

CHAIRMAN PHYLLIS D. BAILEY: The minutes, October 28, 2020 minutes. If you haven't had a chance, please go over them quickly.

MOTION

MR. PAUL KAPLAN: I make a motion to approve the minutes of October 28, 2020.

MS. LINDA JORDAN: I second that.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Mr. Kaplan, seconded by Ms. Jordan that the minutes from the October meeting be adopted as presented. All in favor?

(Whereupon, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Opposition? Motion carried. Thank you.

CHAIRMAN'S REPORT

CHAIRMAN PHYLLIS D. BAILEY: As far as my report is concerned, I wanted to share with the Board that I did speak with the new Commissioner from District 6. Mr. Carn is no longer the Commissioner. And her name is -- oh, dear. I can't even pronounce it. But I will send it to you. I talked with -- Khadijah is her first name -- anyway, she has asked that I stay on the Board. And so after today's nomination and election, I will be just a Board member. So I would thank you for that. As far as anything else that I have done, I have -- I started to go and visit Hapeville. I got caught in traffic and couldn't make it. It was awful out there that day. But I am going down to Hapeville to see just what is -- how it's coming along and how the building is proceeding to its opening. Other than that, I don't have any further report to make. Thank you so much for all that you've done.

CONSTRUCTION/RENOVATION REPORT - PAUL KAPLAN

CHAIRMAN PHYLLIS D. BAILEY: Construction and Renovation Report.

Mr. Kaplan?

MR. PAUL KAPLAN: Well, we've only got two libraries, that's Central and Hapeville. Central, I'm going to put my neck out -- Central substantial completion -- or Certificate of Occupancy -- I don't know if it's going to be temporary or what it is -- Conditional Occupancy, could happen in December, sometime in December. But I think -- and Gayle, you can correct me -- that Central we're looking for by the mid-February when everything is pretty much completed? Am I correct in saying that, Gayle?

MRS. GAYLE H. HOLLOMAN: Yes. The staff would be back, hopefully, by the middle to end -- middle to the end of December. And then that will take us to about January, early February, to get everything set up and arranged so that we can have some semblance of opening or service.

MR. PAUL KAPLAN: Okay. And then, also, Hapeville is coming along. I don't know the exact date it's going to open, as far as curbside is concerned. How close are we, Gayle?

MRS. GAYLE H. HOLLOMAN: Well, I've been told by the end of November. I say that with -- the probability is not very good of that. But that's what we're told, by the end of November. So I could see the end of November, middle of December, for Hapeville. And it will come online as curbside service.

MR. PAUL KAPLAN: Okay. So it's all going along well. It's going along good. I have other things to talk about, as far as the construction is concerned, but I'm going to do that in Executive Session, dealing with finance. That's all I have.

CHAIRMAN PHYLLIS D. BAILEY: Thank you.

20-59 DIRECTOR'S REPORTS

20-57 MONTHLY FINANCIAL REPORT

CHAIRMAN PHYLLIS D. BAILEY: Okay. Director's Reports. Mrs. Holloman?

MRS. GAYLE H. HOLLOMAN: Thank you, Madam Chair. Good evening, everyone. There are a few things here that I wanted to go over with you, starting with the Monthly Financial Report and the Monthly Usage Summary, and then the one -- you see the ones that were attached are revised.

I don't know if you've looked over it or had any questions, but I do want to revisit in one way and to respond if there's anybody -- last month, I think it was last month, it could have been the month before -- we had a question about the twenty thousand dollars listed here for, I believe it was Building Rent. And I couldn't quite explain it. And now we have a ninety-three thousand dollars or so on the books and -- under Budget Balance. And whenever I see anything in parenthesis, I'm always thinking, and it usually is, that with financial people,

what they do is they put it in parenthesis because it's a minus. But in this case, it really isn't. But I wanted to kind of make sure that I kind of explained that, because now we've got this additional amount of ninety-three thousand.

But, as an example of what has happened, is that because our budget is situated the way it happens every year, that we don't quite get the allocation approved, as far as the whole budget goes. There is a process in which there are guesstimates made. So, as an example, we buy our books from Brodart. That's one of our vendors. So if we decide we've set aside a hundred thousand dollars to pay for books for Brodart but then the P.O.s, the purchase orders finally go out and they come back at eighty thousand, that could very well be because some of the books we couldn't get from the publisher, something happened, so that hundred thousand dollars didn't get spent. So that would take us out with the twenty thousand dollars in parenthesis. We don't lose the twenty thousand. We would end up still being able to use it and moving it into other avenues.

So I wanted you to know that it looks like there's a problem here. In one case, it's showing a hundred and three percent above committed, but that's not exactly true. It's all based on how the P.O.s are addressed at the start of the year. And so that's the explanation I've been given by Finance, because it really bothered me when I saw it the first time and couldn't really understand it. And now I've got a better understanding. And when I saw this ninety thousand, I'm like, whoa, something's happening. So I hope that better explains it, because it took me awhile to kind of understand what was happening there.

But just so that you know, in case you wondered.

20-58 MONTHLY USAGE SUMMARY

MRS. GAYLE H. HOLLOMAN: I also wanted to bring to your attention that our Monthly Usage Summary for October shows that we're up thirty-six percent in virtual checkouts. And that's a wonderful thing because we are spending that -- we did spend the funding that we were given initially with our 2020, as well as one for the four million dollars in enhancements that allowed us to purchase even more virtual items.

As I promised you last month, we would have a series of revised reports, starting June, July, August, September. And you will note that those are in your packets. Those have been updated. The different problems that we had stemmed from typos to addition not being correct. We found quite a few errors that -- some numbers that just weren't correct. And so we have identified the employee who made those errors, and that person has been disciplined and the duties have been assigned to someone else now. So that as of October, those numbers should

be as accurate as possible, I'm told. And we should not have that problem again.

But we wanted to make sure that we enter into the record the revised and corrected copies. So that's what we see under the yellow or gold tabs in each of your packets.

Any questions about any of that?

CHAIRMAN PHYLLIS D. BAILEY: Has this employee been moved to a section where there's no contact with finances?

MRS. GAYLE H. HOLLOMAN: Well, there wouldn't be any reporting of finances. They're still, by virtue of the work that a person is assigned, but the person has also been assigned, instead of reporting directly to the overall manager, there's an interim -- there's a middle manager. So that person is a check and balance and then it goes to the actual administrator of that department. So that person then becomes a second check and balance.

So we think we've got avenues in place now. But the final, this while reporting mechanism, is no longer assigned to that individual. So we think that we made a lot of changes that should make a huge difference so that this doesn't happen again.

CHAIRMAN PHYLLIS D. BAILEY: Good.

MRS. GAYLE H. HOLLOMAN: It was identified really by accident. It's a good thing, because once you start having numbers that aren't right, at some point, you have to get them straight because you're going to continue to see something that looks wrong. And that's how it got identified. It just started to look wrong. No further questions on that?

Okay. I do want to let you know that we've had a lot of great responses to our survey, our Library Survey that you may have noticed on the website. The website is new. People seem to be enjoying it. It is a lot more user-friendly. So I encourage you to go there and look. But we've had a lot of usage of our virtual programming. People are really responding. They're coming online and they're participating in programs for all ages.

Our Streaming Storyline continues to be very well received. I'm just very impressed with how well -- although they don't always agree with us about curbside service, they are really using it. And so that has been really rewarding for us to be able to at least bring those books and other materials to people in what we think right now is a very safe and good way of doing it for the patrons as well as for staff.

You know that many of our staff were assigned to elections. In fact, we had a hundred -- about a hundred and seventy employees who were assigned to the General Elections. This week we've had over seventy employees that were assigned to the recount. So we have been heavily involved in elections. And it's just been -

it's been quite interesting. At one point, we were, you know, really kind of chasing around trying to make sure we had enough staff to handle what we're trying to do with curbside service, but it has worked out nicely. And I was glad to know that they were able to finish early with the recount.

The only two libraries to be renovated now, like Mr. Kaplan just said, are Hapeville and Central. And, of course, Hapeville is a new build. And we're just moving quite along. We do want to try and finalize some sort of celebration for those thirteen libraries that have not had a celebration. There's been a lot of thought and talk about it, so we're working very closely. We'll be getting with Mrs. Bailey and the rest of you to try and finalize how that's going to look.

We've had some comments from the Commission and from other County leadership as to just how that should look. There's a lot of opinions about, you know, how do you do it? And is there some way to mix it, mix virtual with something in person or some huge online presentation?

So we're kicking it around. If you have any ideas, please do let us know, because it would be a wonderful thing to be able to at least memorialize what we have done so far.

So that's it for my report. Anything else? Any questions?

Thank you.

CHAIRMAN PHYLLIS D. BAILEY: Thank you, Mrs. Holloman. You've done a fantastic job.

You have a question, Mr. Joyner?

MR. D. CHIP JOYNER: Yes.

CHAIRMAN PHYLLIS D. BAILEY: We're having some technical problems.

MR. D. CHIP JOYNER: Is that better?

CHAIRMAN PHYLLIS D. BAILEY: I'm still getting an echo.

MR. D. CHIP JOYNER: There's an echo? Okay. Is this better?

MRS GAYLE H. HOLLOMAN: Yes.

MR. D. CHIP JOYNER: Okay. Great job on the election, Gayle. Really pleased with how so many of the libraries did, just different reports I received from different people. But just wanted to just get some feedback from any of the employees how they felt that it went. And, also, just wanted to make sure no one happened to get sick during this time. Have you heard of anyone catching COVID or having to quarantine since the election?

MRS. GAYLE H. HOLLOMAN: I don't know that it was a result of the election, but we do have one reported case as of this week. It was reported on Sunday evening. That person does have COVID-19 and is out. We had to close down that branch for the night and do the cleaning. And then we had to vet all of the staff

that had been in touch with this person and so -- close contact -- so that whole staff has to quarantine for at least ten days then be tested. And so we've had to put a temporary staff in place for them to handle the curbside service. We had a situation where we had an employee that thought -- that believed that they had COVID, but it turns out, he had the flu.

As far as staff feeling good about the elections, I haven't heard any major negatives. I think the thing that has probably been the most difficult for staff has been the frequency of being asked to work. I don't know that anybody was that much opposed to the actual, I got to be assigned to elections, but just the idea of how frequently they were asked to be a part of it. And that became a little problematic for some people.

They've been away a long time from their branches. Others had to step in. Some had to work a little bit more hours than normal, particularly, managers, but they're exempt. So that's something that we know we have to do from time to time. It doesn't happen often. These elections don't come about that often. And this major election issues that we've had -- these major issues we've had this year have brought it to a point where it's never been seen before.

And so we tried to talk with all the administrators and managers and let them know this is unprecedented. And so this may never happen again in our lifetimes, the situations we've been involved in this year.

So I think that was their biggest concern more than anything, Mr. Joyner. It's just how frequent the same people are asked. And the reason it ended up being the same people a lot of the times is because there were people who had to opt out of being able to work because they were able to send in information from their physicians that stated that their health would not allow them to congregate in that way. And so that became problematic. I had forty-two people who were not able to do so. And so forty-two people from two-ninety-six, you know, then you start taking people to work elections, and you see how the numbers were running. So that's, I think, their biggest concern.

CHAIRMAN PHYLLIS D. BAILEY: Are there any other questions or concerns? If not, thank you so very much, Mrs. Holloman. You've done an excellent job, as usual, and I'm thankful to you.

MRS. GAYLE H. HOLLOMAN: Thank you.

CHAIRMAN PHYLLIS D. BAILEY: You're really working so hard. Hopefully, we can get you some help, very, very soon.

COMMITTEE REPORTS

LIBRARY VISITATION - D. CHIP JOYNER, VICE CHAIRMAN

CHAIRMAN PHYLLIS D. BAILEY: Okay. Library Visitation. Mr. Joyner?

MR. D. CHIP JOYNER: Mrs. Bailey, can you repeat the question?

CHAIRMAN PHYLLIS D. BAILEY: My question was concerning the Library Visitation. I merely said it was time for Mr. Joyner and the Library Visitation. That was all I said.

MR. D. CHIP JOYNER: Okay. Well, no, didn't have any, unless anyone else visited. But I did have one question. Is there any opportunity for people visiting the libraries to vote to get library cards during that visit?

CHAIRMAN PHYLLIS D. BAILEY: Mrs. Holloman, is on mute. I think she'd have to answer that.

MRS. GAYLE H. HOLLOMAN: Right. There's a way that they can do -- that they can come in -- or walk up, rather. We are advising people to do it online if they're able to. You can get it online card that will give you full access.

MR. D. CHIP JOYNER: Okay. All right. If anyone else had a chance to visit, please --

MRS. GAYLE H. HOLLOMAN: Did you hear my last response?

MR. D. CHIP JOYNER: The last response about the online card?

MRS. GAYLE H. HOLLOMAN: No. When you were asking me about how the staff responded.

MR. D. CHIP JOYNER: Yes.

MRS. GAYLE H. HOLLOMAN: Okay. I'm sorry. I didn't know if you heard me, because so much was going on, I could hear.

MR. D. CHIP JOYNER: Okay. Yes, I did. Thank you.

CHAIRMAN PHYLLIS D. BAILEY: Are there any other visitations? You have none? No more visitation. Okay.

BYLAWS AND RULES - PRISCILLA BORDERS AND NINA RADAKOVICH

CHAIRMAN PHYLLIS D. BAILEY: Okay. Mrs. Borders and Judge Nina? Are there any reports for Bylaws and Rules?

MS. NINA RADAKOVICH: No. We have some comments on the proposed resolution we're going to discuss.

NATIONAL AND STATE DEVELOPMENTS - LINDA JORDAN AND JOE PIONTEK

CHAIRMAN PHYLLIS D. BAILEY: Okay. National and State Developments. Ms. Jordan?

MS. LINDA JORDAN: Yes, Madam Chair. We don't have a report. Joe is also on, but we don't have a report today.

CHAIRMAN PHYLLIS D. BAILEY: He is on?

MS. LINDA JORDAN: He made it on, yes.

CHAIRMAN PHYLLIS D. BAILEY: Okay. Thank you.

UNFINISHED BUSINESS

CURBSIDE SERVICE - UPDATE

CHAIRMAN PHYLLIS D. BAILEY: Unfinished Business. Curbside Service - Update. Mrs. Holloman?

MRS. GAYLE H. HOLLOMAN: Yes. Thank you. You may have heard or listened to the Board of Commissioners this morning. There is still a move afoot to have us reopen in some traditional way and

offer library service. I've been working this week with Dr. Roshell and the Chief Operating Officer, Anna Roach, on a presentation that she made today to the Board of Commissioners about that very fact. We are very much hindered by the fact that the cases are going up in the county where it very much is a high orange area, as they give those green, yellow, red reports. And we want to be below five percent in the positivity rate. So until that happens or we get some other guidelines from the CDC and from the County Board of Health, we're holding off. But there are some plans that if we can do so, we would open it up with what's called escorting staff -- I mean, escorting patrons through the browsing sections and coming in for limited use of our computers, which would be up to one hour. So we're looking into that. I will bring all of that back to you when something more comes about. But that's where we are. Some of the Commissioners expressed a little bit of discontent with some of that even today. But we did base it on what others are doing around this area on library service in Georgia as well as what's going on in some of the Library Systems that are comparable to ours around the nation.

So we'll be talking more about that, bringing information back to you for your input. We may have to do some of it by sending emails. But as soon as we can come to some terms, then we would figure that out. Also, we are still, as I mentioned earlier, working very much with elections through January, through the week -- what are they having in January? -- the two elections in -- the two runoffs -- I'm trying to think of the word runoff -- the two runoffs that will happen. So we're going to be very much involved in Early Voting continuing as well as those runoffs. So that's going to hinder us.

As I mentioned, I still have over forty people who have declared that they are not able to be assigned in that manner. And so that takes away the number of people we have to offer. Anything additional to curbside service, which makes it, you know, very challenging for us to be able to start something a little bit new and different, but we will do all we can to make sure that we're serving the needs of our patrons.

CHAIRMAN PHYLLIS D. BAILEY: Any other questions or concerns? Thank you, Mrs. Holloman, again, for all of your hard work.

NEW BUSINESS

NOMINATION OF CHAIRPERSON, LIBRARY BOARD OF TRUSTEES

CHAIRMAN PHYLLIS D. BAILEY: In the way of New Business, you need to nominate the Chairperson for the Library Board. Members of the Board?

MR. JOE PIONTEK: I'd like to nominate, Chip.

CHAIRMAN PHYLLIS D. BAILEY: Mr. Piontek nominates, Mr. Chip Joyner.

MS. LINDA JOYNER: I'll second that immediately.

MOTION

CHAIRMAN PHYLLIS D. BAILEY: Nominations motions made that Mr. Joyner will be the new chairperson. Seconded by Ms. Jordan. Are there any questions? If there are no questions, all in favor?

(WHEREUPON, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Motion passes. Mr. Joyner, you are the new chairperson.

MR. D. CHIP JOYNER: Thank you, everyone. Big shoes to fill.

CHAIRMAN PHYLLIS D. BAILEY: I beg your pardon?

MR. D. CHIP JOYNER: Big shoes to fill.

NOMINATION OF VICE CHAIRPERSON, LIBRARY BOARD OF TRUSTEES

CHAIRMAN PHYLLIS D. BAILEY: I don't know about that. Do we nominate a vice chair? Or I think you choose your vice chair.

MR. D. CHIP JOYNER: Is there a nomination or is it a choice?

CHAIRMAN PHYLLIS D. BAILEY: Judge Nina, is that a nomination?

MR. PAUL KAPLAN: Nina's on -- Nina's on mute.

CHAIRMAN PHYLLIS D. BAILEY: I beg your pardon? What did you say, Mr. Kaplan?

MR. PAUL KAPLAN: She's on mute right now.

MS. NINA RADAKOVICH: Yes. I'm going to look at the bylaws, unless Adebola knows already. Let's see.

MS. ADEBOLA LAMIKAMRA: I'm actually looking too.

MR. D. CHIP JOYNER: I think in the past it was nominated.

MS. NINA RADAKOVICH: Article Two: Procedure for Election of Officers: says that -- it doesn't distinguish or differentiate between different offices. It says: The Board of Trustees will elect officers during the regular June meeting, which we know we postponed. The election of officers may be made at the discretion of the voting members present at the meeting by secret ballot or by open ballot.

In the event of a vacancy in any office for any reason, election of a new officer to complete the unexpired term will occur at the first Board meeting held at which the Trustees receive notice of the vacancy.

Terms of office shall begin at the close of the meeting at which new officers are elected.

CHAIRMAN PHYLLIS D. BAILEY: So there's no --

MS. NINA RADAKOVICH: It could be in the constitution.

No. It just refers to the provisions of the bylaws. It says: Officers shall be elected as provided in the bylaws to serve for a one year term. No member shall hold more than one office at a time. No more than two consecutive terms. That's about it.

CHAIRMAN PHYLLIS D. BAILEY: So I'm understanding that it would really be up to the body as to whether it is nominated or selected. Is that -- would that be a fair assumption?

MS. NINA RADAKOVICH: Yes. I think --

MR. D. CHIP JOYNER: I believe in the past it's always been by nomination. In keeping with that, is there anyone that would like to be nominated, or can we open the table -- open the floor to a nomination for vice chair?

CHAIRMAN PHYLLIS D. BAILEY: I have no problem with that if the rest of the members do not.

MR. PAUL KAPLAN: I'll tell you they've got --

CHAIRMAN PHYLLIS D. BAILEY: Go ahead, Paul.

MR. PAUL KAPLAN: All right.

CHAIRMAN PHYLLIS D. BAILEY: Go ahead.

MOTION

MR. PAUL KAPLAN: I make a motion that Priscilla Borders become our vice chairman.

CHAIRMAN PHYLLIS D. BAILEY: I second the motion.

MR. D. CHIP JOYNER: I second that.

MR. PAUL KAPLAN: Priscilla, you don't get to vote. Anyway, I make a motion that Priscilla Borders becomes the vice chairman.

CHAIRMAN PHYLLIS D. BAILEY: I second it. I suppose I can't because --

MR. D. CHIP JOYNER: I seconded as well. Priscilla, is that something that you would be open to?

MRS. PRISCILLA BORDERS: Yes, I would.

MR. D. CHIP JOYNER: Okay.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Mr. Kaplan and seconded by Mr. Joyner that Mrs. Borders will become our new vice chair. All opposed? All in favor, rather? All in favor?

(WHEREUPON, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Opposition? Motion carries. Congratulations, Mr. Joyner and Mrs. Borders.

MR. D. CHIP JOYNER: Thank you.

MRS. PRISCILLA BORDERS: Thank you.

MR. PAUL KAPLAN: They haven't told you about the additional hours that you have to put in now.

CHAIRMAN PHYLLIS D. BAILEY: We'll get to that later.

ENDED REGULAR BOT MEETING FOR THE PURPOSE OF EXECUTIVE SESSION

MOTION

CHAIRMAN PHYLLIS D. BAILEY: If we have no other, I'd like to move into Executive Session?

MS. LINDA JORDAN: Second it. I move that we move into Executive Session.

CHAIRMAN PHYLLIS D. BAILEY: Moved by Ms. Jordan.

MRS. PRISCILLA BORDERS: Second.

CHAIRMAN PHYLLIS D. BAILEY: Seconded by Ms. Borders that we move into Executive Session. All in favor?

(Whereupon, all said aye.)

CHAIRMAN PHYLLIS D. BAILEY: Opposition? Motion carries.

(Whereupon, the Regular Board of Trustees Meeting concluded at 4:58 p.m.)

(Whereupon, the Executive Session of the Board of Trustees Meeting began at 5:06 p.m.)

(Whereupon, the Executive Session ended at 5:25 p.m.)

(Whereupon, the Regular Board of Trustees Meeting resumed at 5:25 p.m.)

CHAIRMAN ELECT D. CHIP JOYNER: I'd like to call the meeting to order. We've just ended the Executive Session. And today is November 18th. And we'd like to make a motion to begin the meeting. And then, also, we're going to make a motion -- can someone make a motion for the Strategic Plan that we discussed in the Executive Meeting?

MOTION

MRS. PRISCILLA BORDERS: Yes. I would like to make a motion to accept the Resolution brought forth by the Foundation seeking the Board's support for the funding of a Strategic Plan, a Strategic Plan that the Board is supportive that the library is in need of.

CHAIRMAN ELECT D. CHIP JOYNER: Okay. Motion by Mrs. Priscilla Borders, and seconded by Ms. Jordan.

MS. LINDA JORDAN: I was going to second it, but Paul had said it first.

CHAIRMAN ELECT D. CHIP JOYNER: Oh, I didn't hear Paul.

MS. LINDA JORDAN: Well, okay. I'll second it.

CHAIRMAN ELECT D. CHIP JOYNER: Okay. Okay. So all those in favor of the motion say aye?

(Whereupon, all said aye.)

All those opposed? Hearing none, the motion passes.

ADJOURNMENT

MOTION

CHAIRMAN ELECT D. CHIP JOYNER: And do we have a motion to adjourn the meeting for this evening?

MS. LINDA JORDAN: So moved.

MR. PAUL KAPLAN: I'll second that.

CHAIRMAN ELECT D. CHIP JOYNER: All right. Any objection? Without objection, the meeting is adjourned. Thank you all.

(Whereupon, the Regular Board of Trustees Meeting concluded at 5:38 p.m.)

Curbside Service

Feedback from patrons continues to be positive regarding their use and appreciation of curbside service.

Renovation Projects

The Hapeville Library remains under final construction with a planned year-end completion. The Central Library's renovation is moving along at a swift pace. Furniture, fixtures and equipment will soon start to be put in place. Elevators have been upgraded, and a new freight elevator was constructed.

Staff Engagement

Library employees continued to provide major assistance to Registrations and Elections. On any given day, 40-100 Library employees staffed early voting sites, as well as worked the General Election on November 3rd. Staff assisted with all of the absentee ballot counting projects. They will work assignments through the runoff election on January 5th; with additional assignments through January 15th.

Staff provided virtual book clubs such as the one at the Cascade Library where they read Dwayne Alexander Smith's book, *Forty Acres*. The Wolf Creek Library's Afternoon Book Club read *Caste: The Origins of Our Discontent* by Isabel Wilkerson. The Roswell Library's True Crime Book Club met via Zoom.

The Craft-in-A-Bag program was a continued success at the Southeast Atlanta Library. The Kitchen Chemistry streaming program went over well as presented by Northside Library staff. Peachtree Library staff presented a dinosaur themed streaming storytime!

Native American Heritage Month and Peanut Butter Lovers' Month virtual programs were presented.

Books on decorating and seasonal holidays jumpstarted the circulation of materials.

Outreach staff presented Novel Deliveries which provides patrons with an array of readers' advisory items based on user interest.

The Library has added remote printing for patrons. Now users can send their print jobs electronically and have them available at curbside service for pick up. Additionally, patrons can receive up to 10 free copies.

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - TOTAL LIBRARY

AS OF NOVEMBER 30, 2020

Doc. #20-62

SERVICE	2020 BUDGET	NOVEMBER	2020 YTD	2020 YTD	2020 YTD	2020 YTD %	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	COMMITTED	BALANCE
REG SALARY	14,547,966	987,293	12,937,278	-	12,937,278	89%	1,610,688
PART TIME SALARY	484,491	28,811	371,177	-	371,177	77%	113,314
BENEFITS	7,456,178	517,974	6,320,856	-	6,320,856	85%	1,135,322
BOOKS	3,289,186	721,022	2,744,087	696,983	3,441,070	105%	(151,884)
OFFICE EQUIP. REPAIR	9,126	-	7,673	1,234	8,907	98%	219
EQUIPMENT	11,491	7,438	9,922	-	9,922	86%	1,569
OFFICE FURNITURE	1,929	-	384	-	384	20%	1,545
PROFESSIONAL SERV	30,035	4,200	18,323	2,062	20,385	68%	9,650
COPIER MACHINE LEASE	154,524	16,688	153,566	-	153,566	99%	958
COPIER PAPER	-	-	-	-	-	0%	-
SUPPLIES	66,922	8,229	41,667	14,190	55,856	83%	11,066
SOFTWARE MAINTENANCE	559,789	544,275	558,214	1,497	559,711	100%	78
BUILDING RENT	208,268	15,215	174,698	59,958	234,656	113%	(26,388)
OTHER SERVICES	481,579	45,943	380,111	76,368	456,479	95%	25,100
TRAVEL	18,700	-	2,275	-	2,275	12%	16,425
HOSPITALITY	128	-	35	-	35	27%	93
VEHICLE MAINTENANCE	22,650	5,524	22,153	-	22,153	98%	497
GENERAL INSURANCE	622,596	51,884	570,719	-	570,719	92%	51,878
CONTINGENCY	-	-	-	-	-	0%	-
TOTAL	27,965,558	2,954,496	24,313,139	852,292	25,165,431	90%	2,800,127

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE

AS NOVEMBER 30, 2020

ORGANIZATION	SERVICE	2020 BUDGET	NOVEMBER	2020 YTD	2020 YTD	2020 YTD	2020 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATION	REG SALARY	12,571,432	846,959	11,152,931	-	11,152,931	89%	1,418,501
	PART TIME SALARY	484,491	28,811	371,176	-	371,176	77%	113,315
	BENEFITS	6,364,176	444,046	5,437,730	-	5,437,730	85%	926,446
	BOOKS	3,289,186	721,022	2,744,087	696,983	3,441,070	105%	(151,884)
	OFFICE EQUIP. REPAIR	3,147	-	3,147	-	3,147	100%	-
	EQUIPMENT	1,700	-	1,420	-	1,420	84%	280
	OFFICE FURNITURE	385	-	385	-	385	100%	0
	PROFESSIONAL SERV	28,325	4,200	16,920	1,754	18,674	66%	9,651
	COPIER MACHINE LEASE	154,524	16,688	153,566	-	153,566	99%	958
	SUPPLIES	7,827	120	2,804	827	3,630	46%	4,197
	BUILDING RENT	208,268	15,215	174,686	59,958	234,644	113%	(26,376)
	OTHER SERVICES	309,614	31,336	230,266	66,233	296,499	96%	13,115
	VEHICLE MAINTENANCE	1,500	-	1,026	-	1,026	68%	474
	GENERAL INSURANCE	404,826	33,736	371,091	-	371,091	92%	33,736
	CONTINGENCY	-	-	-	-	-	0%	-
Total		23,829,401	2,142,134	20,661,235	825,754	21,486,989	90%	2,342,412

FULTON COUNTY LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE

AS NOVEMBER 30, 2020

ORGANIZATION	SERVICE	2020 BUDGET	NOVEMBER	2020 YTD	2020 YTD	2020 YTD	2020 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	1,976,534	140,333.50	1,784,346.40	-	1,784,346.40	90%	192,188
	BENEFITS	1,092,002	73,928.42	883,126.70	-	883,126.70	81%	208,875
	OFFICE EQUIP. REPAIR	5,979	-	4,526.00	1,234.00	5,760.00	96%	219
	EQUIPMENT	9,791	7,437.69	8,501.69	-	8,501.69	87%	1,289
	OFFICE FURNITURE	1,544	-	-	-	-	0%	1,544
	PROFESSIONAL SERV	1,710	-	1,402.25	307.80	1,710.05	100%	-
	COPIER MACHINE LEASE	-	-	-	-	-	0%	-
	COPIER PAPER	-	-	-	-	-	0%	-
	SUPPLIES	59,095	8,109.24	38,863.58	13,362.80	52,226.38	88%	6,869
	SOFTWARE MAINTENANCE	559,789	544,275.41	558,214.45	1,497.00	559,711.45	100%	78
	OTHER SERVICES	171,965	14,607.05	150,481.74	10,135.48	160,617.22	93%	11,348
	TRAVEL	18,700	-	2,275.33	-	2,275.33	12%	16,425
	HOSPITALITY	128	-	35.23	-	35.23	28%	93
	VEHICLE MAINTENANCE	21,150	5,524.07	21,127.46	-	21,127.46	100%	23
	GENERAL INSURANCE	217,770	18,147.50	199,622.50	-	199,622.50	92%	18,148
	CONTINGENCY	-	-	-	-	-	0%	-
Total		4,136,157	812,363	3,652,523	26,537	3,679,060	89%	457,097

Monthly Usage Summary - November 2020					Doc. #20-63
Activity and Description	2020		2019		YTD % +/-
	November	YTD	November	YTD	
Circulation					
Total number of items checked out of the library	76,240	898,753	201,545	2,637,434	-66%
Holds					
Number of requests by patrons	54,080	391,399	36,093	484,317	-19%
Inter-Library Loans					
Number of items lent to or borrowed from another library system	0	967	433	4626	-79%
Visits					
Number of people entering a library for any reason	0	539,692	188,698	2,619,991	-79%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	0	145,866	42,438	448,321	-67%
Number of hours of computer use	0	47,621	98,209	547,770	-91%
Web hits					
Number of times people have visited the library's website	708,718	5,700,804	578,017	7,162,554	-20%
Online Resources					
Number of times a resource is logged into or a patron action is committed	212,448	2,026,276	144,935	2,127,316	-5%
Computer Classes					
Number of classes	0	23	14	98	-77%
Number of attendees	0	199	100	752	-74%
Virtual Circulation					
Number of e-books and e-audiobooks checked out	82,915	934,697	58,087	683,874	37%
Children's programs					
Library sponsored programs offered for children (birth - 12)	156	1038	308	3554	-71%
Number of people attending programs	1705	47257	6832	113668	-58%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	17	217	73	711	-69%
Number of people attending programs	421	6709	1236	14436	-54%
Adult Programs					
Library sponsored programs offered for adults (18 +)	31	1336	402	5118	-74%
Number of people attending programs	583	131,637	7978	113267	16%
Programs - Total					
Library sponsored programs offered (includes all-ages not counted above)	221	2667	783	9381	-72%
Number of people attending programs	2,890	190,826	16,046	243888	-22%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	0	781	317	3679	-79%
Number of people attending meetings or activities	0	15,503	5,170	66754	-77%

Fulton Library System Circulation Stats - November 2020

AGENCY NAME	ADULT	JUVENILE	Y/A	OTHER	Month-2020 TOTAL	Month-2019 TOTAL	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2020 CIRC	YTD 2019 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	135	214	14	0	363	101	262	259.41%	4,815	11,569	-6,754	-58.38%
ADAMSVILLE/COLLIER HEIGHTS	398	229	15	0	642	67	575	858.21%	2,838	16,964	-14,126	-83.27%
ALPHARETTA	3,240	4,863	325	0	8,428	39,645	-31,217	-78.74%	138,905	420,661	-281,756	-66.98%
BUCKHEAD	1,820	1,485	99	0	3,404	867	2,537	292.62%	12,795	87,080	-74,285	-85.31%
CLEVELAND AVE	214	155	39	0	408	33	375	1136.36%	1,695	10,077	-8,382	-83.18%
COLLEGE PARK	259	194	11	0	464	140	324	231.43%	7,594	14,338	-6,744	-47.04%
DOGWOOD	186	136	29	0	351	1,913	-1,562	-81.65%	7,503	6,602	901	13.65%
EAST ATLANTA	723	1,245	65	0	2,033	716	1,317	183.94%	9,355	70,201	-60,846	-86.67%
EAST POINT	483	205	23	0	711	4,474	-3,763	-84.11%	11,941	29,158	-17,217	-59.05%
EAST ROSWELL	2,201	3,894	135	0	6,230	21,513	-15,283	-71.04%	79,683	281,376	-201,693	-71.68%
FAIRBURN	258	134	29	0	421	1,918	-1,497	-78.05%	7,143	14,909	-7,766	-52.09%
HAPEVILLE	2	0	0	0	2	151	-149	-98.68%	151	9,708	-9,557	-98.44%
KIRKWOOD	716	1,270	47	0	2,033	7,149	-5,116	-71.56%	31,027	26,591	4,436	16.68%
MARTIN LUTHER KING, JR	417	295	26	0	738	3,034	-2,296	-75.68%	12,072	21,649	-9,577	-44.24%
MECHANICSVILLE	55	234	3	0	292	39	253	648.72%	1,381	7,487	-6,106	-81.55%
METROPOLITAN	483	1,180	42	0	1,705	8,546	-6,841	-80.05%	28,162	99,756	-71,594	-71.77%
MILTON	2,380	3,906	302	0	6,588	22,259	-15,671	-70.40%	83,105	300,500	-217,395	-72.34%
NORTHEAST/SPRUILL OAKS	1,096	2,091	131	0	3,318	2,036	1,282	62.97%	15,431	104,193	-88,762	-85.19%
NORTHSIDE	1,282	1,433	93	0	2,808	806	2,002	248.39%	11,184	76,378	-65,194	-85.36%
NORTHWEST	611	751	61	1	1,424	8,132	-6,708	-82.49%	31,454	95,407	-63,953	-67.03%
OCEE	2,008	3,662	318	1	5,989	2,275	3,714	163.25%	30,517	160,432	-129,915	-80.98%
PALMETTO	143	239	9	0	391	2,169	-1,778	-81.97%	6,651	26,099	-19,448	-74.52%
PEACHTREE	1,931	1,762	148	0	3,841	11,897	-8,056	-67.71%	59,117	116,036	-56,919	-49.05%
PONCE DE LEON	1,773	2,116	136	0	4,025	3,928	97	2.47%	15,207	118,380	-103,173	-87.15%
ROSWELL	3,041	2,830	203	1	6,075	1,680	4,395	261.61%	72,337	19,791	52,546	265.50%
SANDY SPRINGS	3,347	3,666	250	0	7,263	24,742	-17,479	-70.65%	98,365	139,254	-40,889	-29.36%
SOUTHEAST	292	874	16	0	1,182	4,115	-2,933	-71.28%	15,987	48,384	-32,397	-66.96%
SOUTH FULTON	544	400	36	0	980	5,832	-4,852	-83.20%	21,469	79,527	-58,058	-73.00%
SOUTH WEST	386	198	19	0	603	4,319	-3,716	-86.04%	15,411	22,358	-6,947	-31.07%
WASHINGTON PARK	183	313	24	0	520	1,442	-922	-63.94%	9,671	6,743	2,928	43.42%
WEST END	360	385	24	0	769	1,904	-1,135	-59.61%	9,017	12,577	-3,560	-28.31%
WOLFCREEK	1,086	683	110	0	1,879	10,585	-8,706	-82.25%	30,823	128,489	-97,666	-76.01%
BRANCHES TOTAL	32,053	41,042	2,782	3	75,880	198,427	-122,547	-61.76%	882,806	2,582,674	-1,699,868	-65.82%
CENTRAL	221	73	8	0	302	778	-476	-61.18%	6,534	9,581	-3,047	-31.80%
OUTREACH SERVICES	36	17	4	1	58	703	-645	-91.75%	740	2,813	-2,073	-73.69%
AUBURN AVENUE RESEARCH	0	0	0	0	0	1,637	-1,637	-100.00%	8,673	42,366	-33,693	-79.53%
SYSTEM TOTAL	32,310	41,132	2,794	4	76,240	201,545	-125,305	-62.17%	898,753	2,637,434	-1,738,681	-65.92%

FULTON COUNTY SYSTEM STATS AT A GLANCE - NOVEMBER 2020

AGENCY NAME	TOTAL CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	363	21	0	0	11	14	0	0	0
ADAMSVILLE/COLLIER HEIGHTS	642	15	0	0	1	44	0	0	2
ALPHARETTA	8,428	239	0	0	5	30	0	0	0
BUCKHEAD	3,404	347	0	0	5	15	0	0	0
CLEVELAND AVE	408	9	0	0	0	0	0	0	0
COLLEGE PARK	464	42	0	0	0	0	0	0	0
DOGWOOD	351	20	0	0	6	8	0	0	0
EAST ATLANTA	2,033	147	0	0	1	60	0	0	0
EAST POINT	711	61	0	0	0	0	0	0	0
EAST ROSWELL	6,230	114	0	0	1	40	0	0	0
FAIRBURN	421	31	0	0	0	0	0	0	0
HAPEVILLE	2	13	0	0	2	0	0	0	0
KIRKWOOD	2,033	69	0	0	1	12	0	0	0
MARTIN LUTHER KING, JR	738	62	0	0	1	6	0	0	0
MECHANICSVILLE	292	14	0	0	5	37	0	0	0
METROPOLITAN	1,705	62	0	0	2	116	0	0	0
MILTON	6,588	97	0	0	2	59	0	0	0
NORTHEAST/SPRUILL OAKS	3,318	97	0	0	7	47	0	0	0
NORTHSIDE	2,808	139	0	0	6	42	0	0	0
NORTHWEST	1,424	47	0	0	9	45	0	0	0
OCEE	5,989	197	0	0	7	31	0	0	0
PALMETTO	391	15	0	0	0	0	0	0	4
PEACHTREE	3,841	193	0	0	1	20	0	0	0
PONCE DE LEON	4,025	328	0	0	1	1	0	0	0
ROSWELL	6,075	219	0	0	18	161	0	0	0
SANDY SPRINGS	7,263	264	0	0	0	0	0	0	0
SOUTHEAST	1,182	57	0	0	7	178	0	0	0
SOUTH FULTON	980	42	0	0	5	11	0	0	0
SOUTH WEST	603	48	0	0	0	0	0	0	0
WASHINGTON PARK	520	22	0	0	5	25	0	0	0
WEST END	769	56	0	0	0	0	0	0	0
WOLFCREEK	1,879	60	0	0	27	79	0	0	7
BRANCHES TOTAL	75,880	3,147	0	0	136	1,081	0	0	13
CENTRAL	302	77	0	0	0	0	0	0	0
VIRTUAL PROGRAMS			0		81	1,245			
OUTREACH VIRTUAL PROGRAMS	58	0	0	0	3	501	0	0	0
AUBURN AVENUE RESEARCH	0	0	0	0	1	63	0	0	0
SYSTEM TOTAL	76,240	3,224	0	0	221	2,890	0	0	13