



atlanta-fulton public library system

Take your dreams off the shelf.™

BOARD OF TRUSTEES

MEETING INFORMATION PACKET

JUNE 27, 2018



atlanta-fulton public library system

Take your dreams off the shelf.™

TABLE OF CONTENTS

TOPIC	PAGE #
BOT MEETING AGENDA	3
MEETING MINUTES	4-16
DIRECTOR'S REPORT	17-19
MONTHLY FINANCIAL REPORT – TOTAL LIBRARY	20
MONTHLY FINANCIAL REPORT – BY ORG TYPE	21-22
MONTHLY USAGE SUMMARY	23
MONTHLY CIRCULATION REPORT	24
MONTHLY SYSTEM STATS-AT-A-GLANCE	25

FULTON COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES REGULAR MEETING
JUNE 27, 2018



atlanta-fulton public library system

"Take your dreams off the shelf."

revised
Fulton County Library System
Board of Trustees Meeting
Central Library, 6th Floor
June 27, 2018 – 4:00 p.m.

AGENDA

- | | | |
|---|--------------------------|--|
| I. Adoption of Agenda | Doc. #18-30 | Tab #1 |
| II. Approval of Minutes from Regular Meeting of May 23, 2018* | Doc. #18-29 | Tab #2 |
| III. Public Comments | | |
| IV. Swearing In Ceremony – Tonya Grier, Interim Clerk to the Commission | | |
| V. Community Outreach Presentation – Amanda Densmore | | |
| VI. Executive Session – Personnel | | |
| VII. Chairman's Report | | |
| Construction/Renovation Update | | |
| <u>Contractor</u> | | |
| Hogan | <u>Group I:</u> | Roswell, Sandy Springs, Dogwood, Kirkwood,
Washington Park, West End, Southwest |
| Evergreen | <u>Group II:</u> | Buckhead, Ocee, Northeast, Northside, Mechanicsville |
| Out for bid | <u>Group III:</u> | Adams Park, Adamsville, Cleveland,
College Park, Ponce, East Atlanta |
| BuildSmart/Tebarco | <u>Group IV:</u> | East Point, Fairburn |
| Albion Scaccia | | Hapeville |
| RFQ | | Central |
| VIII. Director's Reports | Doc. #18-33 | Tab #3 |
| A. Monthly Financial Report | Doc. #18-31 | |
| B. Monthly Usage Summary | Doc. #18-32 | |
| IX. Old Business | | |
| A. | | |
| VII. New Business | | |
| A. Collection Development Policy – Discussion | | |
| VIII. Election of Officers* | | |
| IX. Adjournment | | |

*Action is anticipated on this item.

Doc. #18-29



FULTON COUNTY PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

MAY 23, 2018 – 4:00 P.M.

CENTRAL LIBRARY – 6th FLOOR BOARD ROOM

Cormier Court Reporting, LLC

Snellville, Georgia 30039

Tel: 404.695.1923 Fax: 855.4141.CCR

cormiercourtereporting.com

Competitive, Committed, Reliable

**Members Present**

Bailey, Phyllis D., Vice Chairman
 Borders, Patricia
 Joyner, D. Chip
 Kaplan, Paul, Chairman
 Piontek, Joe Taylor

Absent:

Jordan, Linda

Also In Attendance

Claxton, Zenobia –Assistant to Director’s Office
 Holloman, Gayle H. – Division Manager
 Martinez, Dominique – County Attorney
 Morley, Dr. Gabriel – Executive Director
 Small, Cheryl – Central Library Administrator

Visitors Present

Collins, Al – Assistant Director Building Engineering Library Projects
 Fraser, Denise – Assistant to Commissioner Liz Hausmann
 Kessler, Kyle – Friends of Central Library
 White, Daniel – Assistant to Commissioner Liz Hausmann

Chairman Paul Kaplan called the meeting to order at 4:00 p.m. at the Atlanta-Fulton Public Library System.

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

TABLE OF CONTENTS

CALL TO ORDER.....5

18-25 ADOPTION OF AGENDA.....5

 MOTION.....5

18-24 APPROVAL OF MINUTES FROM REGULAR MEETING OF APRIL 25, 2018.....5

 MOTION.....5

CENTRAL LIBRARY PRESENTATION – CHERYL SMALL.....6

AUDIO RECORDING DEVICE STOPPED WORKING. MINUTES ARE CAPTURED VIA NOTES.

NEW BUSINESS.....

 AUTHORIZE USING \$5,330,237.98 OF TAD MONEY TO INCREASE THE SPENDING
 AUTHORITYFOR GROUP II RENOVATIONS AS PART OF THE LIBRARY’S CAPITAL
 IMPROVEMENT PROGRAM.....6

 MOTION.....6

CHAIRMAN’S REPORT.....

18-28 DIRECTOR’S REPORTS.....

 18-26 MONTHLY FINANCIAL

 18-27 MONTHLY USAGE SUMMARY.....

**AUDIO RECORDING DEVICE WORKING PROPERLY AT THIS TIME. MINUTES CAPTURED
VERBATIM.**

FOUNDATION UPDATE.....10

OLD BUSINESS.....11

ADJOURNMENT.....12

 MOTION.....13

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

CALL TO ORDER

CHAIRMAN PAUL KAPLAN: I'd like to call this Board of Trustees meeting, Central Library, Library Board of Trustees on May 23, 2018, 4:00.

18-25 ADOPTION OF THE AGENDA

CHAIRMAN PAUL KAPLAN: First thing on the agenda is the Adoption of the Agenda. Is there any additions to the agenda? If not, is there a motion to accept the agenda as presented?

MOTION

MR. JOE PIONTEK: So moved.

CHAIRMAN PAUL KAPLAN: It's been moved. Is there a second?

MRS. PHYLLIS D. BAILEY: Second.

CHAIRMAN PAUL KAPLAN: All those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

18-24 APPROVAL OF THE VERBATIM MINUTES FROM REGULAR MEETING OF APRIL 25, 2018

CHAIRMAN PAUL KAPLAN: Next order of business is the Approval of the Verbatim Minutes from the Regular Meeting of April 25, 2018.

MOTION

MRS. PHYLLIS D. BAILEY: Mr. Chairman, I move that the minutes be accepted as presented.

CHAIRMAN PAUL KAPLAN: It's been moved. Is there a second?

MR. JOE PIONTEK: Second.

CHAIRMAN PAUL KAPLAN: Moved and second. Okay. Do I have any corrections? any additions? or anything to it? If not, all those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

CENTRAL LIBRARY PRESENTATION - CHERYL SMALL

CHAIRMAN PAUL KAPLAN: We have a Central Library Presentation by Cheryl Small. Okay. I think everybody received an email from Dr. Morley concerning every month we're going to have a presentation done by different sections of the library. It was a good idea that was brought up by Josh. And so we're going to do it every month like this.

We're not open for a lot of questions, but it's going to be a short presentation.

CHAIRMAN PAUL KAPLAN: Do you need an introduction? You want to introduce yourself?

MRS. CHERYL SMALL: My name is Cheryl Small. I'm the Central Library Administrator for the Central Library.

AUDIO RECORDING DEVICE STOPPED WORKING. MINUTES ARE CAPTURED VIA NOTES.

NEW BUSINESS**AUTHORIZE USING \$5,330,237.98 OF TAD MONEY TO INCREASE THE SPENDING AUTHORITY FOR GROUP II RENOVATIONS AS PART OF THE LIBRARY'S CAPITAL IMPROVEMENT PROGRAM****MOTION**

MRS. PHYLLIS D. BAILEY: Made a motion to authorize using \$5,330,37.98 of TAD money to increase the spending authority for Phase II renovations as part of the library's capital improvement program.

CHAIRMAN PAUL KAPLAN: It's been moved. Is there a second?

MR. JOE PIONTEK: Second.

CHAIRMAN PAUL KAPLAN: All those in favor say aye.
(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

**AUDIO RECORDING DEVICE WORKING PROPERLY AT THIS TIME.
MINUTES CAPTURED VERBATIM.**

DR. GABRIEL MORLEY: ... or Atlanta Public Library System. It's an issue, and I need to get some guidance from this Board today because we're about to order the signage for all of these twenty-four renovations, and we do not want to order the signage and spend hundreds of thousands of dollars on Atlanta-Fulton Public Library System if the Board of Commissioners are going to continue to press us on this and compel us to change it to Fulton County Library System. So the law is the law, obviously. I don't know who ultimately has jurisdiction here. I mean, I don't know that putting it on the sign is a violation of the law as long as we use Fulton County Library System as our legal name.

MR. JOSH TAYLOR: That would be my recommendation is that the marketing value of retaining the Atlanta-Fulton County Library System is important, so I would recommend not changing anything that you don't have to.

DR. GABRIEL MORLEY: I think we kind of feel that way, too.

MR. JOSH TAYLOR: And I know that I've had discussions with some of the former Board members who talked to their Commissioners.

DR. GABRIEL MORLEY: It's your Commissioner.

MR. JOSH TAYLOR: Well, I know that this was instigated back in 2015. And I think this was just poor craftsmanship in terms of -- there may have been an agenda item...

DR. GABRIEL MORLEY: From the legislature?

MR. JOSH TAYLOR: Yes. It was the legislature that did it. They caught the Board of Commissioners by surprise.

MS. PHYLLIS D. BAILEY: Question: What was the meaning behind changing it in the first place?

CHAIRMAN PAUL KAPLAN: I mean, the reason we didn't do it -- and Josh is correct -- we talked about this. going to cost us \$200-\$250,000 and change all the envelopes, all the paperwork. What's the difference? If the legal part says Fulton County Library System, fine, but paperwork all the stuff we have that says Atlanta-Fulton, we just [inaudible 00:02:25]. What's the reason to bring it up now? What is really the reason?

DR. GABRIEL MORLEY: If that's your pleasure, then we need to let Todd and Dick know and let them work with the Commissioners to see how they want to approach it. And I don't know that Dominique wants to weigh in, but I don't know who has jurisdiction internally. I don't know that the Board of Commissioners can mandate that we change our stationery and change the name tags and all of that. I just don't know how that piece plays out. But if it's your pleasure to retain Atlanta-Fulton Public Library, I can make that known to the county and then see if they really want to proceed and how vigorously. And we can go from there without getting into a big, long brouhaha when they might just say, okay, you know, let's go --

MR. JOSH TAYLOR: Well, one of the things we discussed at the time was go back to legislature and say, make this minor change so that we're not in violation, and we continue to be the Atlanta-Fulton System. And, Paul, I don't know, I think your Commissioner was supportive of that.

CHAIRMAN PAUL KAPLAN: Yes. He would be. I have to talk to him about that. I completely forgot about that until --

MR. JOSH TAYLOR: And if my Commissioner is out of bounds, I'll talk to him.

MRS. PHYLLIS D. BAILEY: I know my Commissioner wouldn't support changing the Atlanta-Fulton County.

CHAIRMAN PAUL KAPLAN: Your Commissioner wouldn't.

DR. GABRIEL MORLEY: Well, if that's your pleasure, I don't know that we need a motion. I mean, I don't know there has to be a formal vote, but I can -- I'll send them something in writing so we can document that this Board, unless you all are opposed, this Board generally feels that we prefer to keep the name as it is and then see what --

CHAIRMAN PAUL KAPLAN: But all legal, all legalities, we always say Fulton County Library System.

DR. GABRIEL MORLEY: Yes. We do that. We've done that for two years.

CHAIRMAN PAUL KAPLAN: Because all the signage in all the new libraries would have to come down. You'd change all of those. I mean, there's a lot --

DR. GABRIEL MORLEY: Yes. And the logo.

CHAIRMAN PAUL KAPLAN: And all the logos and everything else.

MR. D. CHIP JOYNER: State legislature voted this?

MRS. PHYLLIS D. BAILEY: Yes.

MR. D. CHIP JOYNER: It had nothing to do with the local?

MRS. PHYLLIS D. BAILEY: Let me ask another question in connection with that. Now, according to what I've seen, there is a spot on this Board for the Atlanta Member. And I think that the two legislative pieces were enacted somewhat near each other, that the Atlanta person would have no vote.

DR. GABRIEL MORLEY: It's in the same document.

MRS. PHYLLIS D. BAILEY: That's what I thought. Now, why?

DR. GABRIEL MORLEY: Why don't they have a vote?

MRS. PHYLLIS D. BAILEY: Yes. I know how it got started. I know the instigator of the whole thing.

MR. JOSH TAYLOR: Well, the financial authority for the Library System is Fulton County Commission, not City of Atlanta. So I think they were trying just to provide a space for a -- I'd be very happy if it was a voting member, but I know they were providing space for the City of Atlanta to have somebody and they -- you know, I think it was just politics.

MRS. PHYLLIS D. BAILEY: Oh, I'm sure it was politics. No doubt in my mind about that. But my point is: Why would you want a person on the board and not allow them to have a vote?

MR. JOSH TAYLOR: Yes. It doesn't make sense to me.

MRS. PHYLLIS D. BAILEY: No, it doesn't.

DR. GABRIEL MORLEY: Maybe just to be a representative to report back to the City.

CHAIRMAN PAUL KAPLAN: And that person's appointed by the mayor of Atlanta?

MRS. PHYLLIS D. BAILEY: Yes. And I'm sure that's why we didn't get an appointment for all these years, that the mayor never appointed anybody.

MR. JOSH TAYLOR: Right.

CHAIRMAN PAUL KAPLAN: We have a new mayor now.

MRS. PHYLLIS D. BAILEY: Yes. Well, hopefully she'll take that up too.

CHAIRMAN PAUL KAPLAN: Chip, what do you think? I mean, do you want to let them go back or would you rather keep Atlanta-Fulton -- stationery? But as far as legal stuff, it's fine.

MR. D. CHIP JOYNER: Well, the legal document, personally, we don't -- the public doesn't see it.

CHAIRMAN PAUL KAPLAN: No.

MR. D. CHIP JOYNER: So we can go along and get along with this, but as long as the stationery and the branding remains the same, I think that's important.

DR. GABRIEL MORLEY: Okay. That's fine with me. I think Gayle and I felt that way all along. I think this -- the issue came up again. We just had our Summer Reading Proclamation. And so,

as part of that Proclamation, the reading of the Proclamation says, The Atlanta-Fulton Public Library System. And that alerted some of the Commissioners that it was -- we were still using that Atlanta name. So I'll send that. We'll let Dick handle his piece and see how they want to proceed and --

CHAIRMAN PAUL KAPLAN: And if they want to push it, and really push it hard, then fine. I need a couple hundred thousand dollars, and we don't have that in our budget.

DR. GABRIEL MORLEY: Well, that's the urgency piece of it. I'll tell him tomorrow before we release this signage package for Phase Two, so that we can potentially resolve this fairly quickly. That was all I have.

MR. D. CHIP JOYNER: Also, I wanted to mention that I've noticed the library so much more in my social media feeds, just in a way that I've never seen before. So that's really, really good. It's popped up in different areas. It's really significant.

DR. GABRIEL MORLEY: We're trying to get it going. We've got the Constant Contact back up. We're trying to push into some more areas. And, you know, it's just the -- the way it works, you know, the more you have the more you're going to get, the more amplified. So I think we're on the right track. We could probably do some different things, but we're moving forward.

MR. D. CHIP JOYNER: It really makes a difference to see it there because also it's easier than me taking notes and then sending out a message to friends and people of interest. Now, social media you can just forward it or repost it and you can spread the word so much easier.

DR. GABRIEL MORLEY: That's Claudia, Claudia and Rachel.

MRS. PHYLLIS D. BAILEY: She's done a great job.

CHAIRMAN PAUL KAPLAN: Joe?

MR. JOE PIONTEK: I just would make the point about the last thing that we're talking about here. If it was truly an unintended consequence in the way the law was written, then it certainly wouldn't be a problem to go back and get them to tweak the law seven months from now. If it is an intended consequence and it's not going to be changed and we're going to buy twenty-two signs with the wrong name on them and monuments, twenty-two more monuments are going to get a lot more expensive than some stationery and the eight we purchase. It would be good to know if it was intended or unintended consequence.

DR. GABRIEL MORLEY: Well, that's our goal. We want to know definitively one way or the other before we let this signage package out for bid.

MR. JOE PIONTEK: Yes.

MR. JOSH TAYLOR: So why don't you talk to Janet and find out, because she's the author?

MR. JOE PIONTEK: And Harry's, Harry's no longer with us, rest his soul. And Joe's not with us anymore. The way things are worded sometimes are very precise for a precise reason. I'm from Roswell. I know why they do some things and why they don't do other things, so I'm just worried about that and I would hate to buy twenty-two monuments and whatever else it's going to be, \$15,000 apiece.

CHAIRMAN PAUL KAPLAN: Yes. Any questions on the Financial Report or Monthly Usage Summary at all?

FOUNDATION UPDATE

CHAIRMAN PAUL KAPLAN: If not, Foundation Update. I know they had a meeting today.

DR. GABRIEL MORLEY: Yes. The Foundation met today. They made some good progress. Remember, they are trying to reorganize, so they agreed today to add a Commitment Statement for each board member. So now in order to be a Foundation Board member, they need to sign the form that commits them to certain things, including giving a specified dollar amount themselves. So that was good for them. They also sort of divided up into some new committees. They're -- part of their thinking going forward is to have a committee structure that will help give them some structure and be a little more helpful in guiding their activities, their fundraising activities. So it's baby steps for them. They're making incremental progress. This was a good head start, and they're looking forward to a much more robust meeting in July.

MR. JOSH TAYLOR: I think the fact that the current -- what's her title -- what's -- the lady who's their admin person?

DR. GABRIEL MORLEY: Keira.

MR. JOSH TAYLOR: Keira.

DR. GABRIEL MORLEY: Yes. She's their director.

MR. JOSH TAYLOR: Director?

DR. GABRIEL MORLEY: Yes.

MR. JOSH TAYLOR: She's going to this conference --

DR. GABRIEL MORLEY: She is.

MR. JOSH TAYLOR: --that's really focused on Foundations.

DR. GABRIEL MORLEY: This is the Second Annual Public Library Foundation Conference. So she'll be there in Denver for a couple of days to try and see what some other places are doing and how our Foundation may duplicate some of those activities, and --

MR. JOSH TAYLOR: So will Nina also be going or just Keira?

DR. GABRIEL MORLEY: I don't think so.

CHAIRMAN PAUL KAPLAN: She's very good. She's very -- she really working hard on it.

OLD BUSINESS

CHAIRMAN PAUL KAPLAN: Okay. We took care of New Business. Real quick on Old Business, I'm just going to say it again, for

what it's worth, again, let me just say that after everything's renovated, I want to make sure we have enough money to maintain all these libraries. I'm really worried about falling back. I might not be on the board, but I would hate to see in five, six, ten years from now we're right back where we started again and these places need work and so on and so forth. So I'm just putting it out there.

The DREAM team is good. Ellis Kirby is very good at what he does, but let's make sure we have enough money in the budget to maintain these libraries.

Chip?

MR. D. CHIP JOYNER: Now, how does the maintenance line item work? Are these accrued charges that are hitting or is it charged once the work is done?

MR. JOSH TAYLOR: It's the County budget. It's not ours.

MR. D. CHIP JOYNER: And is there preventative maintenance done on a regular basis or is it really just putting out fires?

MR. JOSH TAYLOR: Well, Ellis has stated that he wants to implement a preventative maintenance program. And I guess my question is, is there a way for us to monitor -- first, is there a budget? And second, is it being properly --

CHAIRMAN PAUL KAPLAN: Properly maintained.

MR. JOSH TAYLOR: -- maintained.

MR. D. CHIP JOYNER: Is there a way that we can do something to get in front of that? Are we --

CHAIRMAN PAUL KAPLAN: I think all the managers of the libraries, you know, they report to the area managers. They know what they need. It'd be almost impossible for us to keep ahead with what's needed. I don't want to put everything in emergency. It becomes crazy. Even to maintain this building -- I have the report of what it takes -- if everything was done correctly here, just to maintain this yearly was around \$85,000 a year, just to maintain this building. That's 85,000. That's just for one. I have all the figures for all the libraries. If you put it all together it's a whole amount of money. It really is. So it's -- I just worry about -- I'd hate to fall back after we do all this work. We're putting a lot of money into this thing and then we don't do anything after that. So I'm looking at Gayle --

MR. JOSH TAYLOR: Can I --

CHAIRMAN PAUL KAPLAN: -- and Dr. Morley, you guys will be here so --

MR. JOSH TAYLOR: Can you address that question to your Commissioner? Is there a budget?

CHAIRMAN PAUL KAPLAN: Oh, I have talked about it in a roundabout way, but I can talk to her.

MR. JOSH TAYLOR: Okay.

CHAIRMAN PAUL KAPLAN: But I don't think they really know until everything is done, but I'm just worried about having enough money in the budget. If they keep cutting back, they're going to cut -- that's an easy thing to cut -- they'll cut the maintenance on the library. So it's just something I worry about in the future.

Anybody else want to bring anything else up?

MR. JOSH TAYLOR: Could we go back to the Salary Savings and what the current estimate is, and how you plan to make sure we don't under-spend?

DR. GABRIEL MORLEY: I don't know what the current estimate is. I think they're almost finished with the interviews or their assistant next week.

MRS. GAYLE H. HOLLOMAN: The Library Assistants are coming up next, and that'll be the first week in June.

DR. GABRIEL MORLEY: So that will fill a dozen, maybe almost twenty positions total?

MRS. GAYLE H. HOLLOMAN: I think it's close to twenty-four --

DR. GABRIEL MORLEY: When you do Librarian I, Assistant, and Associate.

MRS. GAYLE H. HOLLOMAN: -- twenty-four positions.

DR. GABRIEL MORLEY: So that will stop it from accumulating because those positions will then be filled. But what's already been accumulated, we -- you remember, we've slotted some for additional security, so someone over there. We've tried to slot some onto the Outreach Vehicle, and I don't know the status of that. But other than that, we haven't dedicated any, because remember part of what we have to do is ask the County can we spend this money on this purpose. And they jumped on security and said, yes. And they said, yes, to the vehicle, because that was an easy one. They already have a contract with the vehicle provider.

But we haven't identified any others. You know, we haven't submitted anything to them. But we still have a little while. This is just June, or this is May. We still have June, July before they cut off spending. We still have a little while.

MR. JOSH TAYLOR: Well, can you -- can you give us an update next month --

DR. GABRIEL MORLEY: Yes.

MR. JOSH TAYLOR: -- so we can look at our book budget? I mean, I -- that's the easiest one, you know. It's an approved expenditure.

DR. GABRIEL MORLEY: And it's probably going to be the only payment, because the other branches are going to be renovated. And we're -- we're -- any capital or one-time expenses will be covered in that renovation.

MR. JOSH TAYLOR: Yes. Okay.

CHAIRMAN PAUL KAPLAN: Anything else?

ADJOURNMENT

CHAIRMAN PAUL KAPLAN: Do I hear a motion to adjourn?

MOTION

MR. JOE PIONTEK: I move we adjourn.

CHAIRMAN PAUL KAPLAN: Moved. Second?

MRS. PHYLLIS D. BAILEY: Second.

CHAIRMAN PAUL KAPLAN: All those in favor say aye.

(Whereupon, all said aye.)

*(Whereupon, the Board of Trustees Meeting
concluded at 5:20 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

June 2018

Summary of May 2018 Activities

Personnel

- Library Assistant and Library Associate positions are being filled over the next few weeks.
- We have advertised to permanently fill two librarian principal positions.

Bond Update

- The Central Library RFP has been issued. Remember we have three firms prequalified to bid on the project. Proposals are due July 9.
- Group 1 (Roswell, Sandy Springs, Kirkwood, Southwest, Dogwood, Washington Park, West End) – Exterior work continues. We are still anticipating closures and interior work to begin August 2018.
- Group 2 (Ocee, NESO, Northside, Mechanicsville, Buckhead) – We have been working with the design team to bring the project scope within our budget. First-look drawings are being developed now.
- Group 3 (Adams Park, Adamsville, Cleveland Ave., Ponce, College Park, East Atlanta) – Approval of a contractor is expected in July.
- Group 4 (East Point and Fairburn) – East Point and Fairburn both closed earlier this month as planned. The move out process went well and staff are reporting to their new work locations. Demolition begins later this month.
- The Hapeville project is progressing as FULCO and the City of Hapeville work out project details.

Maintenance Update

- Telephone service was out for several days at NESO.

VOLUNTEER SERVICES

- Volunteer Services recorded 4,923 hours performed at 32 locations, including seven departments at Central Library.
- 596 volunteers, 69 of which were new to the system, served at 22 different branches.

- Branches with the top hours of 279, 257 and 253 included Roswell, Ocee and Sandy Springs.
- Branches with the top number of volunteers were Ocee with 55, Northeast/Spruill Oaks with 45 and Alpharetta with 41.
- Roswell, Alpharetta and Sandy Springs had the top number of Friends' hours with 513, 501 and 239 hours respectively.

AUBURN AVENUE RESEARCH LIBRARY

- In collaboration with the Ezra Jack Keats Foundation, presented selected artwork from 12 Rounds of Glory: The Story of Muhammad Ali. This powerfully illustrated poetic verse biography of Ali's life, from the time he was born, to his lighting of the 1996 Olympic Torch in Atlanta, is written by Charles Smith and illustrated by renowned artist Bryan Collier. The artwork in this exhibition is from the Auburn Avenue Research Library Archives' Bryan Collier Collection. This exhibition will be on display in the Children's Gallery.
- Announced the opening of the Dr. Robert A. Holmes Collection. Dr. Holmes served as a State Representative in the Georgia General Assembly from 1974 to 2008. He was a Professor of Political Science at the Clark Atlanta University until his retirement in 2005. Dr. Holmes was also the Director of Southern Center for Studies in Public Policy as well as the Director of the W.E.B. Dubois Institute. The collection presents the accumulation of his career in politics, academia and in civic works, in and around the State of Georgia.
- In partnership with The Baton Foundation, Inc., hosted a screening of the film Against All Odds: The Fight for a Black Middle Class. Through dramatic historical footage and deeply moving personal interviews, acclaimed journalist Bob Herbert deftly examines the ongoing struggle of Black families, who despite entrenched systemic racial injustice continue to pursue the ever elusive "American Dream".

ADAMSVILLE-COLLIER HEIGHTS

- The library held a Mother's Day make-and-take craft for young patrons and they were able to make their mothers a card containing a special poem. The young patrons used cupcake holders to create the flowers to decorate the cards.
- The Pop Up Yoga class continues to be very popular.
- The Atlanta Zoo-Pass continues to be extremely popular.
- The branch manager served as keynote speaker at Magnificent Daycares' Graduation Ceremony. She offered words of encouragement to the graduating preschoolers and encouraged the parents to continue to use the public library throughout their children's educational progression.

ALPHARETTA

- In a partnership with the Georgia Commission on the Holocaust, the Alpharetta Library presented “A Survivor’s Story” with Hershel Greenblatt. Attracting over 80 people of all ages, many were visibly moved by Mr. Greenblatt’s account of hiding and escaping the Nazi Regime. As a preschooler when the war began, Mr. Greenblatt has the distinction of being one of the *youngest* remaining Holocaust survivors. Two weeks before the program, Hopewell Middle School’s School Media Specialist (and Northeast/Spruill Oaks Friends member), Nan Brown, was enlisted to help promote the program to various educators and their parents. As a result, at least seven parents and their children attended. The very next day, Ms. Brown received excellent feedback.
- Summer Reading 2018 kicked off with our 3rd annual Petting Zoo. Located on the grassy area to right of the children’s level, participants were able to pet and interact with a variety of animals, including rabbits, miniature horses and pigs. Over 400 joined in the fun and with assistance from National Charity League members.

DOGWOOD

- There are two main highlights for the month of May 2018. There was the graduation ceremony for students of Northwest Youth Power Learning Academy, the branch’s regular story time participant. 32 boys and girls from the center took part in the graduation ceremony. Youth Services Librarian, Tonia Clark was presented with an appreciation award at the ceremony for her impact working with students of Northwest Youth Power.
- In preparation for the Summer Reading Program (SRP), community outreach visits were made this month by Youth Services Librarian to Thomas Day Care where she met with the director, Ms. Patrick to inform her of the upcoming summer reading program at the Dogwood Library. The center would participate in the 2018 SRP by bringing 60 children to the weekly summer program and activities.
- Youth Services Librarian contacted the Program Coordinator for the Salvation Army Boys & Girls Clubs of Greater Atlanta, Ms. Lillian Byrden to provide information about the Summer Reading Program. The Program Coordinator was very excited and interested in partnering with the library to involve teens from the center in the forthcoming summer reading program and activities at the branch. Additionally, Dogwood plans to circulate books for the students to read at the Boys & Girls Club during the summer. This ensures students lacking transportation will still have access to books during the summer.
- Branch Manager met with the Marketing Director for Chick-fil-A’s Northside Drive and Howell Mill Rd locations, Alyse Rothenberger. Chick-fil-A would partner with the branch for the Summer Reading Program and other literacy activities. The new partnership with Chick-fil-A would boost literacy activities at Dogwood Library this summer and in the fall. Ms. Rothenberger is excited about summer reading and agreed to bring the Chick-Fil-A cow for our Summer Reading Kickoff and Finale. She will also provide reading incentives to students who earn badges through reading as well as to keep them motivated throughout the summer.

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - TOTAL LIBRARY

AS MAY 31, 2018

Doc. #18-31

SERVICE	2018 BUDGET	MAY	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,203,881	1,036,991	5,747,831	-	5,747,831	40%	8,456,050
PART TIME SALARY	738,196	32,732	192,265	-	192,265	26%	545,931
BENEFITS	7,222,655	525,406	2,813,592	-	2,813,592	39%	4,409,063
BOOKS	2,124,531	135,265	164,440	1,070,025	1,234,465	58%	890,066
OFFICE EQUIP. REPAIR	19,216	2,964	2,964	-	2,964	15%	16,252
EQUIPMENT	49,110	-	-	37,512	37,512	76%	11,598
OFFICE FURNITURE	2,082	126	142	-	142	7%	1,940
PROFESSIONAL SERV	108,337	2,999	10,693	30,658	41,352	38%	66,985
COPIER MACHINE LEASE	281,535	20,016	106,692	-	106,692	38%	174,843
COPIER PAPER	16,000	1,679	4,199	8,572	12,770	80%	3,230
SUPPLIES	223,591	17,279	33,633	1,395	35,028	16%	188,563
SOFTWARE MAINTENANCE	444,193	-	-	-	-	0%	444,193
BUILDING RENT	203,641	23,844	79,193	124,440	203,633	100%	8
LYRASIS CHARGES	200	-	-	-	-	0%	200
OTHER SERVICES	197,711	31,903	61,704	14,654	76,358	39%	121,353
SECURITY SERVICES	343,614	87,637	201,732	141,882	343,614	100%	-
TRAVEL	31,180	683	8,595	-	8,595	28%	22,585
VEHICLE MAINTENANCE	12,850	3,684	11,007	-	11,007	86%	1,843
GENERAL INSURANCE	759,530	63,294	316,471	-	316,471	42%	443,059
CONTINGENCY	42,450	-	-	-	-	0%	42,450
TOTAL	27,024,503	1,986,504	9,755,151	1,429,139	11,184,290	41%	15,840,213

ATLANTA-FULTON COUNTY PUBLIC LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE

AS OF MAY 31, 2018

ORGANIZATION	SERVICE	2018 BUDGET	MAY	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	11,939,505	880,169	4,881,161	-	4,881,161	41%	7,058,344
	PART TIME SALARY	738,196	32,732	192,265	-	192,265	26%	545,931
	BENEFITS	6,115,713	444,676	2,388,390	-	2,388,390	39%	3,727,323
	BOOKS	2,124,531	135,265	164,440	1,070,025	1,234,465	58%	890,066
	OFFICE EQUIP. REPAIR	18,456	2,964	2,964	-	2,964	16%	15,492
	EQUIPMENT	44,000	-	-	37,512	37,512	85%	6,488
	OFFICE FURNITURE	1,785	126	142	-	142	8%	1,643
	PROFESSIONAL SERV	79,595	1,700	4,600	8,893	13,493	17%	66,102
	COPIER MACHINE LEASE	256,235	18,061	96,801	-	96,801	38%	159,434
	SUPPLIES	168,896	9,652	10,561	1,251	11,813	7%	157,083
	BUILDING RENT	203,641	23,844	79,193	124,440	203,633	100%	8
	OTHER SERVICES	62,298	1,367	4,766	2,641	7,407	12%	54,891
	SECURITY SERVICES	343,614	87,637	201,732	141,882	343,614	100%	-
	GENERAL INSURANCE	575,035	47,920	239,598	-	239,598	42%	335,437
	CONTINGENCY	17,450	-	-	-	-	0%	17,450
Total		22,688,950	1,686,114	8,266,614	1,386,645	9,653,259	43%	13,035,691

ATLANTA-FULTON COUNTY PUBLIC LIBRARY SYSTEM
MONTHLY FINANCIAL REPORT - BY ORG TYPE

AS OF MAY 31, 2018

ORGANIZATION	SERVICE	2018 BUDGET	MAY	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	2,264,376	156,822	866,669	-	866,669	38%	1,397,707
	BENEFITS	1,106,942	80,730	425,202	-	425,202	38%	681,740
	OFFICE EQUIP. REPAIR	760	-	-	-	-	0%	760
	EQUIPMENT	5,110	-	-	-	-	0%	5,110
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	28,742	1,299	6,093	21,765	27,859	97%	883
	COPIER MACHINE LEASE	25,300	1,955	9,891	-	9,891	39%	15,409
	COPIER PAPER	16,000	1,679	4,199	8,572	12,770	80%	3,230
	SUPPLIES	54,695	7,626	23,072	143	23,215	42%	31,480
	SOFTWARE MAINTENANCE	444,193	-	-	-	-	0%	444,193
	LYRASIS CHARGES	200	-	-	-	-	0%	200
	OTHER SERVICES	135,413	30,536	56,938	12,013	68,951	51%	66,462
	TRAVEL	31,180	683	8,595	-	8,595	28%	22,585
	VEHICLE MAINTENANCE	12,850	3,684	11,007	-	11,007	86%	1,843
	GENERAL INSURANCE	184,495	15,375	76,873	-	76,873	42%	107,622
	CONTINGENCY	25,000	-	-	-	-	0%	25,000
Total		4,335,553	300,389	1,488,538	42,493	1,531,031	35%	2,804,522

Atlanta-Fulton Public Library System May 2018

Activity and Description	2018		2017		YTD
	May	YTD	May	YTD	
Circulation					
Total number of items checked out of the library	278,191	1,308,846	244,394	1,211,237	8%
Holds					
Number of requests by patrons	50,139	242,049	56,727	261,592	-7%
Inter-Library Loans					
Number of items lent to or borrowed from another library system	472	2,541	453	2,027	25%
Visits					
Number of people entering a library for any reason	311,364	1,625,630	373,045	1,581,158	3%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	82,904	382,430	135,439	478,571	-20%
Number of hours of computer use	44,918	213,346	76,810	180,673	18%
Wireless Sessions					
Number of times the library's wireless network is accessed	N/A	79,590	43,829	170,320	-53%
Web Hits					
Number of times people have visited the library's website	675,894	3,368,665	697,044	2,813,427	19.7%
Online Resources					
Number of times a resource is logged into or a searched performed	126,809	815,041	143,532	603,289	35%
Computer Classes					
Number of classes	16	88	21	123	-28%
Number of attendees	144	773	141	775	0%
Virtual Circulation					
Number of e-books and e-audiobooks checked out	46,187	210,891	34,123	147,225	43%
Children's programs					
Library sponsored programs offered for children (birth - 12)	305	1,789	294	1,561	15%
Number of people attending programs	15,200	56,335	16,606	54,003	4%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	66	350	47	245	43%
Number of people attending programs	1,273	6,664	878	3,267	104%
Adult Programs					
Library sponsored programs offered for adults (18 +)	454	2,345	419	2,116	11%
Number of people attending programs	5,994	34,446	5,260	29,112	18%
Programs - Total					
Library sponsored programs offered - total of all programs	825	4,504	760	3,922	15%
Number of people attending programs	22,467	97,445	22,744	85,882	13%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	434	2,429	763	3,470	-30%
Number of people attending meetings or activities	9,810	38,318	7,724	40,311	-5%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
CIRCULATION COMPARISON REPORT
MAY 2018

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	OTHER	MAY 2018 DATA	MAY 2017 DATA	INCREASE/DECREASE	PERCENT CHANGE	YTD 2018 CIRC	YTD 2017 CIRC	INCREASE/DECREASE	PERCENT CHANGE
ADAMS PARK	1,161	448	57	5	1,671	1,309	362	28%	8,402	7,408	994	13%
ADAMSVILLE/COLLIER HEIGHTS	999	592	83	3	1,677	1,434	243	17%	7,765	8,568	(803)	-9%
ALPHARETTA	8,639	15,344	675	125	24,783	26,977	(2,194)	-8%	120,011	131,574	(11,563)	-9%
BUCKHEAD	7,026	7,445	354	53	14,878	10,768	4,110	38%	61,706	51,392	10,314	20%
CLEVELAND AVENUE	1,032	496	47	6	1,581	1,846	(265)	-14%	7,821	8,931	(1,110)	-12%
COLLEGE PARK	1,152	575	73	3	1,803	1,521	282	19%	8,534	8,513	21	0%
DOGWOOD	890	710	141	1	1,742	1,933	(191)	-10%	9,159	10,607	(1,448)	-14%
EAST ATLANTA	2,251	2,910	165	8	5,334	5,479	(145)	-3%	26,377	27,423	(1,046)	-4%
EAST POINT	2,187	1,290	177	14	3,668	3,495	173	5%	17,714	19,095	(1,381)	-7%
EAST ROSWELL	7,083	7,308	362	26	14,779	14,474	305	2%	69,948	70,103	(155)	0%
FAIRBURN	1,179	479	62	6	1,726	2,117	(391)	-18%	9,179	10,615	(1,436)	-14%
HAPEVILLE	791	518	64	9	1,382	1,307	75	6%	5,741	6,970	(1,229)	-18%
KIRKWOOD	1,023	1,523	97	22	2,665	3,096	(431)	-14%	14,822	15,315	(493)	-3%
MARTIN LUTHER KING, JR	440	248	19	0	707	1,044	(337)	-32%	3,924	5,234	(1,310)	-25%
MECHANICSVILLE	941	557	148	4	1,650	1,445	205	14%	10,315	7,625	2,690	35%
METROPOLITAN	2,233	2,652	129	6	5,020	5,663	(643)	-11%	29,380	30,622	(1,242)	-4%
MILTON	5,369	12,048	646	34	18,097	16,459	1,638	10%	83,770	79,598	4,172	5%
NORTHEAST/SPRUILL OAKS	4,333	10,256	598	74	15,261	16,300	(1,039)	-6%	103,169	80,517	22,652	28%
NORTHSIDE	4,899	6,727	356	99	12,081	14,618	(2,537)	-17%	53,669	62,913	(9,244)	-15%
NORTHWEST	1,698	3,329	195	4	5,226	5,121	105	2%	24,250	25,585	(1,335)	-5%
OCEE	10,907	17,814	1,225	509	30,455	24,043	6,412	27%	136,597	120,408	16,189	13%
PALMETTO	744	940	29	3	1,716	1,913	(197)	-10%	8,499	11,170	(2,671)	-24%
PEACHTREE	3,226	3,255	286	71	6,838	5,631	1,207	21%	36,358	28,055	8,303	30%
PONCE DE LEON	6,484	5,051	328	38	11,901	10,946	955	9%	56,797	55,464	1,333	2%
ROSWELL	10,462	8,847	665	52	20,026	18,999	1,027	5%	104,158	95,034	9,124	10%
SANDY SPRINGS	9,792	10,028	619	58	20,497	16,375	4,122	25%	99,263	80,300	18,963	24%
SOUTHEAST	1,137	2,398	63	1	3,599	3,027	572	19%	14,827	16,228	(1,401)	-9%
SOUTH FULTON	2,612	2,541	231	5	5,389	6,800	(1,411)	-21%	31,457	32,999	(1,542)	-5%
SOUTHWEST	2,402	959	126	7	3,494	3,782	(288)	-8%	18,708	19,804	(1,096)	-6%
WASHINGTON PARK	1,269	1,300	124	13	2,706	1,572	1,134	72%	9,187	8,174	1,013	12%
WEST END	1,152	575	99	9	1,835	1,474	361	24%	7,762	7,387	375	5%
WOLFCREEK	3,560	4,015	490	24	8,089	7,439	650	9%	40,980	40,497	483	1%
BRANCHES TOTAL	109,073	133,178	8,733	1,292	252,276	238,407	13,869	6%	1,240,249	1,184,128	56,121	5%
CENTRAL	21,856	1,012	155	72	23,095	5,897	17,198	292%	50,006	26,939	23,067	86%
OUTREACH SERVICES	16	53	0	2	71	90	(19)	-21%	1,595	170	1,425	1360%
AUBURN AVENUE	2,608	111	19	11	2,749	0	2,749	5760%	16,996	-	16,996	100%
SYSTEM TOTAL	133,553	134,354	8,907	1,377	278,191	244,394	33,797	14%	1,308,846	1,211,237	97,609	8%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
SYSTEM STATS AT A GLANCE
MAY 2018

AGENCY NAME	MAY CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	1,671	112	1,994	953	13	195	3	36	0
HEIGHTS	1,677	141	2,120	4,877	10	108	8	107	2
ALPHARETTA	24,783	635	3,848	17,623	56	1,835	9	2,671	4
BUCKHEAD	14,878	495	2,039	15,388	33	1,223	28	2,048	0
CLEVELAND AVE	1,581	104	1,838	3,737	19	395	7	82	7
COLLEGE PARK	1,803	133	3,018	3,622	10	228	1	11	0
DOGWOOD	1,742	51	1,002	4,821	14	156	2	28	11
EAST ATLANTA	5,334	202	2,287	5,878	10	382	18	142	7
EAST POINT	3,668	291	2,040	4,055	15	444	0	0	3
EAST ROSWELL	14,779	188	1,814	4,661	27	471	10	102	7
FAIRBURN	1,726	190	434	2,365	8	189	9	55	4
HAPEVILLE	1,382	48	1,192	3,132	5	36	0	0	0
KIRKWOOD	2,665	106	970	1,370	19	500	9	91	2
MARTIN LUTHER KING, JR	707	57	3,361	15,388	7	129	0	0	0
MECHANICSVILLE	1,650	73	1,388	4,164	5	174	9	115	3
METROPOLITAN	5,020	197	5,282	9,703	49	556	55	724	0
MILTON	18,097	367	518	8,219	35	1,189	6	69	8
NORTHEAST/SPRUILL OAKS	15,261	260	1,086	22,042	32	1,182	23	134	4
NORTHSIDE	12,081	282	658	11,003	9	260	3	11	9
NORTHWEST	5,226	195	2,767	8,444	20	589	9	326	8
OCEE	30,455	608	1,349	20,670	52	1,102	0	0	5
PALMETTO	1,716	70	1,516	4,961	8	284	3	42	0
PEACHTREE	6,838	333	1,635	6,154	29	597	3	39	3
PONCE DE LEON	11,901	267	2,600	22,235	23	263	2	20	2
ROSWELL	20,026	522	1,290	16,800	38	624	4	47	4
SANDY SPRINGS	20,497	638	2,780	22,342	70	4,117	15	217	8
SOUTHEAST	3,599	146	2,128	4,150	22	261	9	118	0
SOUTH FULTON	5,389	336	6,107	7,274	9	90	105	753	4
SOUTH WEST	3,494	258	4,885	15,500	11	186	40	580	0
WASHINGTON PARK	2,706	82	2,000	9,622	11	319	2	18	32
WEST END	1,835	101	2,042	2,688	12	194	4	33	28
WOLFCREEK	8,089	229	2,590	13,671	36	1,136	17	651	14
BRANCHES TOTAL	252,276	7,717	70,578	297,512	717	19,414	413	9,270	179
CENTRAL	23,095	490	11,948	11,916	65	706	16	394	6
OUTREACH SERVICES	71	4	0	0	32	1,772	0	0	0
AUBURN AVENUE RESEARCH	2,749	22	378	1,936	11	575	5	146	0
SYSTEM TOTAL	278,191	8,233	82,904	311,364	825	22,467	434	9,810	185