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BOARD OF TRUSTEES

MEETING INFORMATION PACKET

JULY 26, 2017



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ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES REGULAR MEETING
JULY 26, 2017



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Revised
Atlanta-Fulton Public Library System
Board of Trustees Meeting
Central Library, 6th Floor
July 26, 2017 – 4:00 p.m.

AGENDA

- | | |
|--|--------------------|
| I. Adoption of Agenda | Doc. #17-36 Tab #1 |
| II. Public Comments | |
| III. Approval of Verbatim Minutes from Regular Meeting of June 28, 2017* | Doc. #17-35 Tab #2 |
| IV. Chairman's Report | |
| V. Director's Reports | Doc. #17-40 Tab #3 |
| a. Library Bond Program – Update | |
| b. Budget – Discussion | |
| A. Monthly Financial Report | Doc. #17-37 |
| B. Monthly Usage Summary | Doc. #17-38 |
| C. Customer Service Report | Doc. #17-39 |
| D. Library Closure Report | |
| VI. Old Business | |
| A. BOT Constitution* | Doc. #17-29 |
| VII. New Business | |
| A. Tuition Policy – Discussion | |
| B. No Smoking Policy – No Vaping* | Doc. #17-41 |
| VIII. Foundation – Update | |
| IX. Adjournment | |

*Action is anticipated on this item.

Doc. #17-35



ATLANTA-FULTON PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

JUNE 28, 2017 – 4:00 P.M.

CENTRAL LIBRARY – 6th FLOOR BOARD ROOM

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Board of Trustees Meeting, 28 June 2017



Members Present

Bailey, Phyllis D., Vice Chairman
Borders, Patricia
Burke, Jamilica
Joyner, D. Chip (via teleconference)
Kaplan, Paul, Chairman
Piontek, Joe
Taylor, Josh

Absent:

(All Board of Trustees Members Present)

Also In Attendance

Claxton, Zenobia – Assistant to Director’s Office
Grier, Tonya – Interim Clerk to the Commission
Holloman, Gayle H. – Division Manager
Morley, Dr. Gabriel – Executive Director
Rafferty, Paula – County Attorney

Visitors Present

Pitts, Robb – Former Fulton County Board of Commissioner
Thomas, Harriet – Chief of Staff to Commissioner Lee Morris
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

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

CALL TO ORDER

CHAIRMAN PAUL KAPLAN: I'd like to call the Atlanta-Fulton Public Library System to order, the meeting of June 28, 2017 at 4:00 o'clock.

17-31 ADOPTION OF THE AGENDA

CHAIRMAN PAUL KAPLAN: The first thing on the agenda, the Adoption of the Agenda. Is there any additions or corrections?

MR. JOSH TAYLOR: Yes. I think Gabe referred to the recent user Online Survey in his report. And if he has any more information on that, it'd be good to hear it.

DR. GABRIEL MORLEY: Yes. I've got a little bit.

CHAIRMAN PAUL KAPLAN: So that'd be under Old Business.

MR. JOSH TAYLOR: Under Director's Report.

DR. GABRIEL MORLEY: Yes. I can just do it under Director's Report. Zenobia and I talked about it.

MR. JOSH TAYLOR: And then the results from the Phase I Branch Meetings, if we could have a summary of key needs seen by each branch?

DR. GABRIEL MORLEY: Yes. I've got that.

MR. JOSH TAYLOR: And then we had talked last time about a short slide presentation that the Board can use to discuss --

CHAIRMAN PAUL KAPLAN: For a PowerPoint --

MR. JOSH TAYLOR: For a PowerPoint?

CHAIRMAN PAUL KAPLAN: Uh-huh (affirmative).

MR. JOSH TAYLOR: So do we have that or is that something that...

DR. GABRIEL MORLEY: I've got it.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: I'm going to pass it out so we can write on it if we need to.

MR. JOSH TAYLOR: Yes. Great.

CHAIRMAN PAUL KAPLAN: Any other additions? corrections? Is there a motion to accept the agenda?

DR. GABRIEL MORLEY: Let's also add Approve the Strategic Plan.

CHAIRMAN PAUL KAPLAN: Okay.

DR. GABRIEL MORLEY: I sent everybody the Strategic Plan via email so you could look at it and review it before we got here. I have one copy I printed if you need to refresh your memory, but you had already essentially approved all the different pieces. This was just a consolidation of those different pieces.

CHAIRMAN PAUL KAPLAN: Put that under Old Business?

DR. GABRIEL MORLEY: Sure.

MR. JOSH TAYLOR: I don't see the election -- I don't see the --

CHAIRMAN PAUL KAPLAN: It's on there. Eight --

MRS. PHYLLIS D. BAILEY: Eight, number eight.

CHAIRMAN PAUL KAPLAN: -- number eight.

MR. JOSH TAYLOR: Okay. Good. Thanks.

CHAIRMAN PAUL KAPLAN: Okay. Any other additions? corrections?
Is there a motion to accept the agenda as amended?

MOTION

MRS. PHYLLIS D. BAILEY: Mr. Chair, I move that the agenda be
accepted as corrected.

CHAIRMAN PAUL KAPLAN: Moved. Is there a second?

MS. JAMILICA BURKE: Second.

CHAIRMAN PAUL KAPLAN: Any other discussion? All those in favor
say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

Just so you know that -- Mr. Chip Joyner is on the road, and he
is teleconferencing us right now. He can hear us, right, Chip?

MR. D. CHIP JOYNER: Yes. I can hear you. Thank you.

CHAIRMAN PAUL KAPLAN: Okay. Thank you.

Okay. The first thing on the agenda is swearing in of our new
trustee. And it's done by Tonya Grier. And Joe...

SWEARING IN CEREMONY - TONYA GRIER, CLERK TO THE COMMISSION

MS. TONYA GRIER: Good afternoon.

If you would please stand and raise your right hand and repeat
after me?

I, state your name.

MR. JOE PIONTEK: I, Joe Piontek --

MS. TONYA GRIER: Do solemnly swear or affirm --

MR. JOE PIONTEK: -- do solemnly affirm or affirm.

MS. TONYA GRIER: That I will well and truly --

MR. JOE PIONTEK: -- that I will well and truly --

MS. TONYA GRIER: -- discharge the duties as a member --

MR. JOE PIONTEK: -- discharge the duties as a member --

MS. TONYA GRIER: -- of the Library Board of Trustees --

MR. JOE PIONTEK: -- of the Library Board of Trustees --

MS. TONYA GRIER: -- in all matters which require my official
action --

MR. JOE PIONTEK: -- in all matters which require my official
action --

MS. TONYA GRIER: -- to the best of my knowledge and skill.

MR. JOE PIONTEK: -- to the best of my knowledge and skill.

MS. TONYA GRIER: And I will so act --

MR. JOE PIONTEK: And I will so act --

MS. TONYA GRIER: -- as in my judgment --

MR. JOE PIONTEK: -- as in my judgment --

MS. TONYA GRIER: -- will be most conducive --

MR. JOE PIONTEK: -- will be most conducive --

MS. TONYA GRIER: -- to the welfare and best interest of the entire County.

MR. JOE PIONTEK: -- to the welfare and best interest of the entire County.

MS. TONYA GRIER: I do further solemnly swear or affirm --

MR. JOE PIONTEK: I do further solemnly swear of affirm --

MS. TONYA GRIER: -- that I am not the holder of any unaccounted for public money --

MR. JOE PIONTEK: -- that I am not the holder of any unaccounted for public money --

MS. TONYA GRIER: -- due this State --

MR. JOE PIONTEK: -- due this State --

MS. TONYA GRIER: -- and that I am otherwise qualified --

MR. JOE PIONTEK: -- and I am otherwise qualified --

MS. TONYA GRIER: -- to hold said office --

MR. JOE PIONTEK: -- to hold said office --

MS. TONYA GRIER: -- according to the Constitution of the United States of America.

MR. JOE PIONTEK: -- according to the Constitution of the United States of America.

MS. TONYA GRIER: Thank you. Congratulations.

MR. JOE PIONTEK: Thank you.

MS. TONYA GRIER: And if you would please sign these three copies.

MR. JOE PIONTEK: Okay.

CHAIRMAN PAUL KAPLAN: Congratulations, Joe.

MR. JOE PIONTEK: Thank you.

CHAIRMAN PAUL KAPLAN: Welcome to the Board.

MR. JOE PIONTEK: Thank you.

CHAIRMAN PAUL KAPLAN: Before I get the Approval of the Verbatim Minutes, Mr. Robb Pitts, I'll give you a couple of minutes. You want to speak to the Board.

PUBLIC SPEAKER

MR. ROBB PITTS: Very briefly.

CHAIRMAN PAUL KAPLAN: Sure.

MR. POBB PITTS: Many of you, or some of you may have seen this article, and I thought it was very timely, talking about who uses public libraries today and the fact that in the process of -- what's the word here -- renovating this facility, which most of you here know I had a very, very strong vehement disagreement with that, but my position didn't prevail. I'm a big boy. I accept the results and the fact that this Board of Trustees

voted to renovate versus building a brand new -- and I'll use that old, tired word, iconic facility -- but to renovate this one. But on that point, the other point that I'd like to make today is the fact I heard and I saw that even -- there was some discussion at a meeting or two ago about the quality of the design work that was submitted by the bidders to renovate this facility. And it really addressed the point that I've been making all along. And if I -- and I don't want to put words in anybody's mouth -- but it sounded like to me based upon what I heard and read that most of you, if not all of you, were dissatisfied with the quality of the design work that you received from the bidders.

And that being the case, there has to be a better way. Even if the decision stands to renovate this particular facility, and I have to make an assumption that it is, but why not get a firm that is visionary and that can design a facility that we can all be proud of. Because based upon the comments that I heard, none of you -- I may be mistaken on that -- many of you were unhappy with the quality of the proposals that were submitted, but yet in spite of that, maybe you had to -- you felt that you had to submit something to the Board of Commissioners. And the Board of Commissioners, I'm not sure what they were doing, but it just doesn't make a lot of sense to me. With everything else that's going on in our great city and county, for us to have a mediocre library.

Again, I lost on the issue of the building of a new one, which I still think I was right on, but if this one is going to be renovated, why not renovate it in such a way that we can still be proud of it?

CHAIRMAN PAUL KAPLAN: I'll correct you. I will say, first of all, unless somebody else on this Board, I have never seen the design of what this is going to be. It's not out, as far as I know -- I'm looking at Gayle; and I'm looking at Dr. Morley -- I have never seen it. So for me to be dissatisfied, I have nothing to be dissatisfied. I don't even know what it looks like. So I have no record or nothing from me coming across my table.

MR. JOSH TAYLOR: No other presentations have been made to the Board.

CHAIRMAN PAUL KAPLAN: Nothing at all.

MR. ROBB PITTS: Okay.

CHAIRMAN PAUL KAPLAN: So we don't even know.

MR. ROBB PITTS: Okay. Well, I guess my -- I do know. I haven't seen it, but what I heard was that there was some discussion here and very little discussion at the Board of

Commissioners about the quality. And the firm that I think was being recommended or is being recommended is a quality firm, Atlanta-based firm, quality firm, great work. But I think that the creativity is missing. And that's what's missing in this whole process now.

And I would think that as a Board of Trustees -- it may be -- and I'm not sure whether it's too late or not. I may be speaking after the fact, because once a contract has been signed by both parties, it's a done deal. The County can always get out of it. I don't think the will is there to do so, but to me, we had an opportunity and still have an opportunity if the contract has not been consummated to come up with something that we can all be proud of. And the report that I got from my folk at the County was that it was -- one of the terms that kept coming up was mediocre at best. And I think we're bigger and better than that.

That's all I've said all along. And that's my say for the day. And I stand corrected on it, because I wasn't sure who or what or where here. That's why I said some not all.

CHAIRMAN PAUL KAPLAN: Okay. Thank you. I haven't seen anything yet, but thank you.

MR. ROBB PITTS: And this piece here, maybe you've already seen it, but it does address when this notion comes up about people aren't using libraries anymore, I've always disagreed with that. That's simply not true.

CHAIRMAN PAUL KAPLAN: Thank you, Mr. Pitts.

17-30 APPROVAL OF THE VERBATIM MINUTES OF THE REGULAR MEETING OF MAY 24, 2017

CHAIRMAN PAUL KAPLAN: Okay. Next is the Approval of the Verbatim Minutes of the Regular Meeting of May 24, 2017. I'm assuming everybody has read the verbatim minutes. Is there any corrections or do I hear a motion to accept the verbatim minutes?

MOTION

MRS. PHYLLIS D. BAILEY: Mr. Chair, I move that the Verbatim Minutes for the Library Board be accepted as presented.

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

MS. JAMILICA BURKE: Second.

CHAIRMAN PAUL KAPLAN: Is there any discussion?

If not, all those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed. None.

MR. D. CHIP JOYNER: Aye.

CHAIRMAN PAUL KAPLAN: Okay. Thanks. I keep forgetting you're

on the phone. Sorry about that. I'm getting used to that. They need to get a T.V. screen up there or something.

CHAIRMAN'S REPORT

CHAIRMAN PAUL KAPLAN: Okay. Chairman's Report. Well, first of all, I'd like to thank, Joe, our newest trustee. He has been to every public meeting of all the first group of libraries. And I have been to about four of them. I have missed a couple. I couldn't make it to them. But there are -- some of them were lively. And I would think that -- we'll talk a little bit more in depth with that when Dr. Morley talks about it. But it seems like the same thing: Everybody wants new facilities. They want better shelving; they want study rooms. Study rooms is a very large thing right -- study rooms. They all want study rooms, different design of the Circulation Desk. It's almost the same thing in every one. A couple of them want a second floor, which can't happen; some want to expand the libraries out. But we've told them that we're building on it. We're renovating on the footprint that we have there. And we don't have the many who are going out on it.

But it's going to be some tough times coming up. I would think with the way the construction schedule is going, my own opinion is that we are -- it's going to be somewhere along the line that some people are not going to be happy because I think we're going to have a couple of the major libraries closed for renovation, so people will have to travel a little bit further to get to a library. It's just the way it is, because we have to be completed by the end of 2019.

We will be starting the first part of the construction, I think, in February of next year. Dr. Morley or Gayle, you can correct me if I'm wrong on that, but that's what it sounds like at this point. But it's going along. Things are getting done. A couple of the other groups have been approved, contractors. And other than that, that's all.

But I -- I come to find out for myself that I can't seem to accelerate things the way I like it. It just doesn't happen. I've been doing this -- I've been doing this business for many years, and no matter what I do, every time I go up and talk to somebody, I get another wall built up in front. No, this is the way it goes. This is the way it happens. Everything is transparent, which I understand that. But my God, I want to move. I want to skip a few things.

We had these public meetings; we're going to have another set of public meetings, which is fine. But it's just very frustrating for me.

MR. JOSH TAYLOR: Do we have a schedule for the next set of

public meetings?

CHAIRMAN PAUL KAPLAN: I -- we'll be talking about that. I don't have them in front of me, so maybe they do. I don't know if they have it at this point, so I'm not sure.

MR. JOSH TAYLOR: Okay.

CHAIRMAN PAUL KAPLAN: So that's all I have for the Chairman's Report. I'm just kind of a little frustrated at times.

17-34 DIRECTOR'S REPORTS

CHAIRMAN PAUL KAPLAN: Okay. Director's Report.

DR. GABRIEL MORLEY: This is our second month with the new Director's Report. I hope it's still going well. You see we've changed to the bullet points. We've sort of created some more structure so we'd have a Personnel, a Bond Issue, some of those things. That way we don't have to talk about it at the meeting as long, you know, we can hit the highlights.

As Paul mentioned, we can do our Bond Update here.

CHAIRMAN PAUL KAPLAN: Yes. Uh-huh (affirmative)

OLD BUSINESS

LIBRARY BOND PROGRAM - UPDATE

DR. GABRIEL MORLEY: All of these were approved June 21st. All of the contractors have those contracts. They're vetting them now. They'll be prepared to move forward. And I think July, the week of July 24th we're tentatively scheduled to meet with all of these separate contractors for our kickoff meeting.

Because remember, we're doing seven now, seven currently underway with Hogan. We just released six more plus the design bid for Central, so all of those. That week of July 24th, we'll have our first meetings to get those in the hopper.

In the next three or four weeks or so, we'll advertise for those that are outstanding, the remaining branches and Hapeville. And then later on in the year, we'll look at the Central bid -- or the Central build bid and maybe one more, some other minor project.

We asked yesterday if things were still on-track. You know, there've been some delays. The contractors, as Paul said, have gone. We've had all of our public meetings. They're going to take that information, incorporate it with the meetings we had with staff and then they're going to begin their drawings. And remember, they were anticipating giving us the drawings that first week of August. And so we feel like we're still on-track for that. So maybe next time we meet we'll be that much closer to having those initial designs. And that's when we will schedule the second round of public meeting. Because the idea is to then go back to the very same places we were and say here's how we've incorporated some of these ideas into the

design. Last chance. Because after this, we're about to rock and roll, so no more changes.

I can tell you, if any of you are sitting on a pot of gold, produce it now because things are expensive. And the money is tight. So we're going back and forth trying to ensure that we get the things we want for the money we have. But it is very, very difficult. And I don't see that -- I don't see that changing for these next rounds either.

So we have a couple of other options that we don't want to discuss today, but you all know we have some other things we can look at and some other ways to approach some of these things that we were discussing in the renovations. And Gayle and I've had many long conversations about what our priorities are. We met with Heery/Russell yesterday. Reiterated those priorities so we know what things are must haves before we get down to the things that are frou-frou. Any specific questions about the Bond Project?

MRS. PHYLLIS D. BAILEY: I heard you mention that Hapeville was included in this group.

DR. GABRIEL MORLEY: It's its own group, remember?

MRS. PHYLLIS D. BAILEY: That's what I thought.

DR. GABRIEL MORLEY: Hapeville is its own separate project. And now that we've approved these, we can put that bid out. So all the people who didn't get one of these are eligible to bid for that. And the County has also met with the City of Hapeville, and they are potentially looking at some kind of partnership too. So that one's still a little fluid.

MRS. PHYLLIS D. BAILEY: I'd like to be included in anything that is done with Hapeville.

DR. GABRIEL MORLEY: It was all DREAM. You know, it's nothing to do with us.

MRS. PHYLLIS D. BAILEY: Oh, okay.

DR. GABRIEL MORLEY: It's the County and the City.

MRS. PHYLLIS D. BAILEY: Oh, okay.

DR. GABRIEL MORLEY: You know, they just told us, you know, stay tuned. But remember that the Hapeville one is a question mark for us. And the contractor is supposed to give us two proposals: a renovate proposal and a rebuild proposal. And so that way we can look at the financials and make a determination. And I think that's what the County is saying, let's wait and see what the City is willing to contribute or how that situation plays out. And we have a number of those.

You all may remember that the City of Sandy Springs is trying to build a roundabout right in our parking lot at the library. So they want to widen their street. So that could affect our

grass, whatever's along there.

CHAIRMAN PAUL KAPLAN: The one -- the one corner.

DR. GABRIEL MORLEY: Yes.

CHAIRMAN PAUL KAPLAN: We looked at that map. It kind of overlaps. You can see the one area that's going to be affected.

DR. GABRIEL MORLEY: And Joe brought up today -- and I think some of you knew this went on the tour with Bob Ellis -- but the City of Roswell is redoing that whole little area there. And, you know, they had talked about having connectable sidewalks and all. And that's why I'm saying, I mean, we want to keep having this honest conversation, make sure that people's expectations are realistic, because a hundred and nine million dollars seems like a lot of money. It is a lot of money. But once you start spreading it around on these long-term neglected maintenance projects, that money starts going away very quickly. And that's what we're seeing. So we will not have the Taj Mahal if that's what you were thinking.

But the good thing is, is like Gayle and I are constantly reminding people, the goal is to have all of these renovations look just like the new ones. And I think we're there. We can do those things. But it's some of the superfluous things, like Paul said, there's going to be no second floors on any of these. You know, there's not going to be outdoor amphitheaters. You know, that kind of money isn't available. But the technology, the carpet, the paint, all of those things are included in the assessment Faithful+Gould did. They were all in the RFP. Those are all attainable. And, you know, we just want to make sure that we're clear, because we went to those meetings and people said a lot of things. And Paul's right, all of those things aren't necessarily going to happen. But I think we all knew that. I mean, we've discussed that before. So if people want to gripe and complain, let them gripe and complain. And we'll see what we can do.

CHAIRMAN PAUL KAPLAN: So if I'm really right, so Group One we know about. Group Two has been -- Group Two -- Group Three and the Bridging Documents, correct, have been all --

DR. GABRIEL MORLEY: All approved.

CHAIRMAN PAUL KAPLAN: That was at the last BOC Meeting?

DR. GABRIEL MORLEY: Correct, June 21st. They're all being vetted now, and I'm sure will be signed shortly. And remember, the Group Four contractor has not done any work for us before, so he's brand new. That's a C.T. Darnell. So they'll be doing East Point and Fairburn. And because these are separate projects, you mentioned earlier about the construction -- somebody mentioned the construction -- Gayle and I are pushing

as much as we can -- so some of these that are separate projects may actually be able to jump ahead a little bit.

You know, if you've only got two libraries, it's easier for you to go out and do two public meetings, start to get your stuff going than to try and figure out how you're going to do seven, how you're going to staff them, ordering all that equipment. So we could see, even though the projects haven't been bid simultaneously, we could ultimately see work being done simultaneously. And I say that, too, because remember -- and Chip's on the phone. I don't know if he ended up meeting with Muriel. But Muriel came to the BOC Meeting and said, you know, East Point's still in bad shape, and, oh, it's going to be 2019. And, you know, we hear all those things. We're ramping them up as quickly as we can, as Paul mentioned, but there's still that process that's cumbersome to get through, but...

MR. D. CHIP JOYNER: Yes. She and I are supposed to meet next month. She's out of town. And so we scheduled a follow-up next month regarding the library.

DR. GABRIEL MORLEY: Well, that's good. You --

MR. D. CHIP JOYNER: I also appreciate the follow-up on that too.

DR. GABRIEL MORLEY: Yeah. You have good news to tell her. We've signed the contract. They'll be having the public meeting soon, she can get to work.

MR. D. CHIP JOYNER: Excellent. I'm sure she'll be happy to hear that. Thank you.

DR. GABRIEL MORLEY: Any other bond question? We feel like things are going well. You know, we're still on-track where we want to be. And, you know, the next few months are going to be very harried though while we try to get these first seven off of our plate and into the hopper and we get these other six onto our plate while we're also preparing that last group to go out for bid. So they'll be a lot of activity.

CHAIRMAN PAUL KAPLAN: The only question I have probably for you and for Gayle: How long will it take us to get all the books out there and get it ready so we'll say it's ready to go? It's taking us we figure a week, two weeks to get everything out of the places completely before they come in and do renovations?

MRS. GAYLE H. HOLLOMAN: It's going to depend on the size.

DR. GABRIEL MORLEY: And the mover.

MRS. GAYLE H. HOLLOMAN: And the mover and the size of the Collections. So that's why we've been talking for months now to the staff about the importance of cleaning up their own personal items, back-up house, and then of course doing whatever we -- they plan on doing and just tidying everything up and getting

everything ready to start boxing.

CHAIRMAN PAUL KAPLAN: Who is the mover? Somebody -- we are controlling the mover or is Fulton County controlling the mover? Who controls --

DR. GABRIEL MORLEY: The contractor.

CHAIRMAN PAUL KAPLAN: The contractor. Oh, the contractor. Okay. They're the ones who have the move the books. That's part of their bid.

MRS. GAYLE H. HOLLOMAN: Uh-huh (affirmative).

CHAIRMAN PAUL KAPLAN: Okay. Then I was wrong. All right. That's up to them then.

MRS. GAYLE H. HOLLOMAN: And storage of it.

CHAIRMAN PAUL KAPLAN: And what?

MRS. GAYLE H. HOLLOMAN: And storage of the items.

CHAIRMAN PAUL KAPLAN: And storage. Oh, they will store the items offsite?

MRS. GAYLE H. HOLLOMAN: Uh-huh (affirmative). Yes.

CHAIRMAN PAUL KAPLAN: And putting it back again on the shelves, that'll be ours -- ours to do, right? That's for us to do?

MRS. GAYLE H. HOLLOMAN: I'm not sure. Was that part of it?

DR. GABRIEL MORLEY: They're not going to store them in books. They're going to store them on book trucks. So they're going to pull them off the shelf in order, put it on a book truck --

CHAIRMAN PAUL KAPLAN: Oh, in order.

DR. GABRIEL MORLEY: -- wrap that book truck with a blanket or cellophane and then push it onto a truck and store it just like that.

CHAIRMAN PAUL KAPLAN: And then we take it off and put it in the new shelves or whatever we're going to do. Okay.

MR. JOSH TAYLOR: Gabe, we had, I think, asked before for this profile of the new facilities in terms of what -- and probably the study rooms since that came up as a need, you know, in most of the discussions -- that would be most interesting if we could if we could have that as to, you know, the new branches. Here's what they got. You know, we can look -- you know, we already have their square footage, so we can look at that when we start looking at each of these new plans and to how well it matches up.

DR. GABRIEL MORLEY: Yes, if that's what you want to do. And remember, we -- we've -- we talked about this a little bit before. But once we put all that information together and put it out, then it's out there. And then we have to be able to defend whatever we do. And you know there's going to be questions of disparity. There's going to be questions of fairness. And so everybody has to be prepared for that, you

know. Dogwood's not going to get eight study rooms like Milton or something, so we have to be ready for --

MR. JOSH TAYLOR: Well, I'm sure you're going to have a criteria based upon the usage, based upon the square footage, and the other use of the space. I mean, I think that's something that you can present and we can defend.

DR. GABRIEL MORLEY: We'll have to.

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: I mean, we don't have an option.

MR. JOSH TAYLOR: I know. I know. I'm just saying. I think you need to let us know that so we can be part of your team in communicating it to the various --

DR. GABRIEL MORLEY: Well, we pushed --

MR. JOSH TAYLOR: -- marketers.

DR. GABRIEL MORLEY: -- we pushed that back. I don't have that today.

MR. JOSH TAYLOR: I understand.

DR. GABRIEL MORLEY: But, you know, I sent it to you and Paul. And you all massaged it a little bit. Gayle and I talked about it again, and we've just not settled, like you said, on the specific things that we want to do. I mean, all the information's available. It's all public. We're not hiding anything. But compiling it and comparing it in one document makes it very, very visible, you know, what's happening. And we want to be sure that that's the argument we want to have with people and not distract them from the fact that we're getting a renovation, you know, all new technology, modern facility, you know what I mean.

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: We want to control the conversation in a positive way.

MR. JOSH TAYLOR: And as you pointed out, you know, Milton may not need all the PCs they have. They may need something different. And each branch has probably got its own profile of what its needs are. And I think we just need to be able to say, here's the rationale for, you know, what we're trying to accomplish.

DR. GABRIEL MORLEY: Yes. I think it'll be easier too. This has been a good trial for us. And Ellis kept telling us we need to do these first seven so we can see what's really involved, what are we really talking about, what's really doable in all of these spaces. So it's been good to go through this exercise initially. And I think that will help inform that document too now that we've gone through and seen the costs of some of these things. That helps us put things in perspective. So maybe next

time.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: I'll send it to you ahead though --

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: -- so you can --

MR. JOSH TAYLOR: You've got a mix of small and large in this -- these first seven. So I think you're right.

DR. GABRIEL MORLEY: Yes.

MR. JOSH TAYLOR: It'll show us a lot.

CHAIRMAN PAUL KAPLAN: Also the cost of the study room build-out. You'll be surprised what they'll charge you for. That's --

DR. GABRIEL MORLEY: I was.

CHAIRMAN PAUL KAPLAN: All right. Well, then, you already know then. Okay. Then I don't have to say anything more. I'm just telling there's a build-out cost. And I know what these guys do.

DR. GABRIEL MORLEY: There's a cost for everything.

CHAIRMAN PAUL KAPLAN: Yes. I know.

MRS. PHYLLIS D. BAILEY: One further question. Is it possible you could share with me the information concerning Hapeville, because I am very concerned about that, because I can't see how you can renovate that structure, or whatever you want to call it?

DR. GABRIEL MORLEY: I think for their renovation they were just thinking to strip it all down except for the steel frame, you know. Because, I mean, they don't want to move the footprint, you know. There's not really anywhere to move it. And that's the location we have. And so I think the option is either just bulldoze the whole thing and restart --

MRS. PHYLLIS D. BAILEY: Which seems to be the thing to do.

DR. GABRIEL MORLEY: -- or pull that siding off, you know, because it's a --- I don't know what --

MRS. PHYLLIS D. BAILEY: A Quonset Hut.

DR. GABRIEL MORLEY: -- you call it. The steel goes up, across, and then down.

MRS. PHYLLIS D. BAILEY: That's about all it is.

MR. JOSH TAYLOR: Quonset Hut is a pretty good description.

MRS. PHYLLIS D. BAILEY: Yes, it is. That's the way it is.

CHAIRMAN PAUL KAPLAN: Actually, that place could be stripped down and the steel can stay where it's at and then they can build there.

DR. GABRIEL MORLEY: I think that's -- that's what --

CHAIRMAN PAUL KAPLAN: You'd probably get that in spite of what they're doing.

DR. GABRIEL MORLEY: -- they're talking about.

MRS. PHYLLIS D. BAILEY: Please let me know. That's ridiculous.

DR. GABRIEL MORLEY: That's their goal, you know, is to come back with the two proposals. And Heery estimated those two proposals the difference being less than a million dollars. And so that's what really compelled us to say let's look at both options.

MRS. PHYLLIS D. BAILEY: You've got electrical wiring attached to trees out there.

DR. GABRIEL MORLEY: I know. I know. You don't like the mote in the front?

MRS. PHYLLIS D. BAILEY: Don't ask me. I may tell you.

DR. GABRIEL MORLEY: That might be a one-of-a-kind in America.

MRS. PHYLLIS D. BAILEY: Sadly.

DR. GABRIEL MORLEY: What else do I have, Paul? That was -- oh, I talked about the bond in the wrong spot.

CHAIRMAN PAUL KAPLAN: You already talked about that.

DR. GABRIEL MORLEY: Oh, because I was going through the Director's Report. Some of the survey results, you see we had sixteen thousand survey responses, which was fantastic, especially compared to last year. We had around a few thousand or so. I may have mentioned it here. There's obviously some margin of error because we had it up on the home page of the public computers here. So conceivably if you came in every day to use the computer, you maybe answered the survey four or five times if you couldn't figure out how to bypass it. Regardless, even if we discounted nine hundred and thirty-four responses, we're still around fifteen thousand. So that gives us some good data. Nine thousand four hundred and eighty-four of those were female; a hundred and twenty-six were other. Just for levity. And a thousand people, you know, declined to respond.

But -- so that gives us a fairly good mix of men and women. Age-wise, the biggest age group was thirty-five to forty-four or thirty-three hundred of those responses. And then, you know, the two buffers to that, twenty-five to thirty-four and forty-five to fifty-four both had over two thousand. So it's also a good mix of age.

I'm still looking at some of the other stuff. I was very surprised there were a lot of people with an income, a household income over a hundred thousand, which surprised me, because I would think they would have access to a computer, access to materials on their own.

But we had a sizeable number of over a hundred and a lot under twenty-five thousand a year, you know, household incomes. So

that's more of what I was in-line with. I thought those were the individuals coming in to use the library, more inclined to use our public computers to actually be confronted with the survey and respond. So we're looking at an easy way. I went through -- because what happens is when you print out the results, one of those questions asked about your Zip Code. So it ends up producing, you know, two or three hundred pages because each Zip Code has its own line. So I've been trying to figure out a way to get it in a format where I can get it to you where it's readable and isn't nonsense. And I was going through the raw data today. And so I separated some of those Zip Codes. And I think our two biggest Zip Codes were 30022. Is that an Alpharetta Zip Code maybe?

CHAIRMAN PAUL KAPLAN: Johns Creek.

MS. JAMILICA BURKE: Johns Creek.

DR. GABRIEL MORLEY: And --

CHAIRMAN PAUL KAPLAN: That's Alpharetta.

DR. GABRIEL MORLEY: -- and maybe - I don't remember the other one. But there was -- there were about eight hundred and fifty responses from the twenty-two Zip Code, and there was another Zip Code with six or seven hundred. And the majority of the others were all around two, three, four hundred. So that was good, too, because that gave us another good, broad analysis, you know. It wasn't all concentrated at one branch where that Branch Manager really pushed it. It was spread out throughout the County.

So we should have some fairly good data once we can get all the demographics down and then start to look at the questions and run that analysis on what kind of responses we got from what kind of respondents. So, hopefully, we'll have that. Claudia and I have been fooling with it for a couple of days trying to figure out how to corral it into something that's digestible. Because once we give it to you, it's public record, right. So we want to make sure that what we put out is easily understandable and we're not trying to answer questions that don't make sense. So I expect we'll have it before the next meeting, so I can email it to you, then we can discuss it at the next meeting. But it's good news, I think, a lot of respondents and a good sample of different people.

I also have the Customer Comments and Complaints that we've been asking about for a couple of weeks. So this is just a little chart. Remember, Josh had been looking at some numbers and noticed a decline in the number of complaints. So I went through and we pulled last year's data. We pulled last year's data, compared it to this year's data. I gave Joe a preview so

he would know how well we were doing and wouldn't come in here and think we were hacks.

But you can see, and I think Gayle told you before, I mean, we had a ton of complaints in 2015 related to Wi-Fi and facilities.

CHAIRMAN PAUL KAPLAN: Right.

DR. GABRIEL MORLEY: You know, the air conditioning was out at multiple branches for extended periods. The Wi-Fi was horrible. Even when I got here, the Wi-Fi was still horrible. Ellis got here, he's tried to fix a lot of those facilities' issues, air conditioning issues. We attacked to the Wi-Fi problem. That was one of our biggest objectives, you know, right after I got here. And you can see the results of that. The complaints went way down. It's also interesting, though, compliments went down too. And so that could be because people are not looking for us to complain anymore, so they don't see that there's a compliment button. But the real reason is probably unknown. So, you know, it -- this sort of --

MR. JOSH TAYLOR: Are these all electronic reports or are these manually reported?

DR. GABRIEL MORLEY: Some of them are manual if they give it to the Branch Manager. You know, if you write it down or...

MR. JOSH TAYLOR: Right.

DR. GABRIEL MORLEY: Some come via email, directly to an email. Some come to Library Comments. There's different avenues that people can make a compliment or a complaint. And -- but, you know, this reiterates the Kennesaw State study that said we were doing fantastic Customer Service wise. You know, I tell you every month we get relatively few complaints. And those complaints we do get are typically facilities related. Every now and then it'll be a staff issue, but very rarely do we have serious significant complaints -- legitimate.

MR. JOSH TAYLOR: Well, I think this is worth promoting. It's a good report.

DR. GABRIEL MORLEY: Well, that's what I mean, it's good data. And we can draw a clear line --

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: -- what it stemmed from.

MR. JOSH TAYLOR: It's a good story line.

DR. GABRIEL MORLEY: And I'm going to pass this out, too, unless there's other -- if there are questions, I can answer them while I pass this out.

This is the proposed presentation. And I printed it instead of sending it so we don't get mixed up and confused about which version we're doing. And remember, some of you wanted a presentation where you could go and make a little thing to your

group or something like that and, you know, to talk about services. So I did this draft. And you can write on this. Obviously, we printed it so that you can write on it to make changes, because I don't know how -- did I skip you?

MS. JAMILICA BURKE: Yes.

DR. GABRIEL MORLEY: I'm sorry. I don't know how sophisticated you want to be doing the presentation, you know. If you just want to be able to get up and say, hey, we have some digital resources, that's what this is. If you really want to get down to it and talk about we had an eighty-two percent increase in Virtual Circ year over year, we can add that too. But that's why I want to give you the draft so you can massage it to how you want to see it, because it's for you not for me. I'm going to stand up and say something else.

So, you know, this is just for you to tell other people to -- to -- or if you go to a book talk or if you want to do something for some little community group, you're welcome to get up and talk about it.

Some things that just off the top of my head, I did not include a slide with all the trustee names, but we could potentially do that. I did put all the branches. There's a few statistics just to give people some kind of idea about what we do, but we can always add more statistics if you're interested in statistics. We can add more photos if that's what you were thinking, that we could show off the branches. I didn't put anything about the building project. We can. And then we can just take it out once the renovations get done, you know. I was just trying to keep this as basic as possible.

MR. JOSH TAYLOR: Yes. I think it would be good to add something on the building projects because that's a major focus for you and for us.

DR. GABRIEL MORLEY: Two or three slides?

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: Maybe a general page, hey, two hundred and seventy-five million dollar bond. One slide, Phase One, this many.

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: -- Phase Two --

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: -- here's where we are?

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: Okay. We can do that.

CHAIRMAN PAUL KAPLAN: They're very much -- they're very interested in that.

MR. JOSH TAYLOR: Yes. And then I think -- back to the strategy

-- I think would be interesting. I mean, it's -- what you say when you get up and speak, if we could boil that down to two or three slides, I think that would be great.

DR. GABRIEL MORLEY: In addition to these or you want to scratch some of these?

MR. JOSH TAYLOR: Well, I don't see it anywhere here, so it's in addition. But, you know, we may be able to scratch some when you get -- take a look at it.

DR. GABRIEL MORLEY: Well, that's what I mean. If you just click through, I mean, some of them would be very fast. Like, for example, let's say you're doing a PowerPoint presentation for a group and you get to this. You say, hey, we also have digital eBooks. You know, you can jump into Overdrive. You can jump into EBSCO from our webpage. Check out a few books. Boom. Move on to the next slide. But we could also get more sophisticated. We could put the number of eBooks, how to access it, what the web address is. It's entirely up to you. I don't know what your preference is, you know. I can do some of this by memory. So, you know, I'm trying to put myself in your spot. What do you want to know to tell people? What do you feel comfortable answering questions about?

MR. JOSH TAYLOR: I think if you give us more information than we need, we can probably edit it down --

DR. GABRIEL MORLEY: Okay.

MR. JOSH TAYLOR: -- a bit.

DR. GABRIEL MORLEY: At the bottom of the slide?

MR. JOSH TAYLOR: Yes. Yes.

DR. GABRIEL MORLEY: Okay. Everybody's familiar with that? And some of these things, you know, it would be a good education for all of you to get on our webpage and try out Zinio and Overdrive and just have a --

MR. JOSH TAYLOR: Obviously, that's what I need to do.

DR. GABRIEL MORLEY: -- some familiarity with...

MR. JOSH TAYLOR: Is this a high usage service or is this a -

DR. GABRIEL MORLEY: I've got a -- I've got twenty books for Joe to take home with him that I checked out on his card, so...

MR. JOE PIONTEK: I actually did just get a new card. And I think it has something to do with encouraging milestones, retests that you can take on there.

DR. GABRIEL MORLEY: Yes, a lot. And that's why this came up, because there are a lot of things that are difficult to promote and market. And so the Board wanted a way they could talk about these things knowledgeably in the community and help promote just like you said, because now you can go and tell other people about those, and...

MR. JOE PIONTEK: Is that an expectation that we'll be having community meetings or all meetings?

DR. GABRIEL NMORLEY: No. I think just a couple of people mentioned -- you know, Paul gets asked a lot of questions. He's also on the Milton Friends Group, though, so he's at the library a lot. Josh is in a Friends Group.

MR. JOSH TAYLOR: Yes. I meet with all of the Friends Groups.

CHAIRMAN PAUL KAPLAN: Friends Council. We have a Friends Council.

MR. JOSH TAYLOR: And then there's a Friends Council. So, essentially, it's useful to have this to -- as talking points.

DR. GABRIEL MORLEY: And Phyllis does a lot of Senior Center work, a lot of community work.

MRS. PHYLLIS D. BAILEY: I meet with the six libraries in my area. We have Friends of groups also.

DR. GABRIEL MORLEY: So different Board members have different places. And some are more attached than others, you know, gets asked more questions. So you may get one question a month and may handle it. But, I think they were getting more than that and felt like we ought to have a little presentation we could pop in and show somebody. So it's very basic. It's nothing complicated. But I'll add some of that information. We'll put the building; we'll put the strategy.

But I also wanted to keep it around that ten or fifteen minute mark, you know. I didn't want you all to have to feel like you got to go somewhere thirty, forty-five minutes. People are constantly asking you questions and you're constantly saying, I don't know; I don't know. You don't want to be in that scenario. You just want to be able to give that high level, don't forget about Georgia milestones. Don't forget about SAT; don't forget about eAudio books. Don't buy those audible books from Amazon. Get them for free from the library, our sales pitch.

CHAIRMAN PAUL KAPLAN: Okay.

DR. GABRIEL MORLEY: What else? Did I have something else in there?

17-32 MONTHLY FINANCIAL REPORT

CHAIRMAN PAUL KAPLAN: Okay. Usage Report. Well, the Strategic Plan. But I still got to go through the Monthly Financial Report first and Monthly Usage Summary.

DR. GABRIEL MORLEY: Well, let's --

CHAIRMAN PAUL KAPLAN: We can jump into Old Business, but we've done some of the Old Business. We've jumped around, so that's fine.

DR. GABRIEL MORLEY: Yes. I did Bond Program already.

CHAIRMAN PAUL KAPLAN: Bond is done.

DR. GABRIEL MORLEY: I do want to say this is not -- I mean, this is related to the Financial Report. And I know this sounds horrible, and I hate to say it, but I want you to be aware. Remember, at the last meeting, we approved doing some different things with the Salary Savings we had. The County has still not released that Salary Savings to us. So we've made absolutely zero progress. And if you recall, this is a very similar scenario to what happened last year, and we ended up we couldn't spend the money. So Ed's tried to find out, and the response was something about, you know, the County's assessing their mid-year spending, too, you know. And they're, I guess, they're busy doing other things, and we just haven't been at the top of their list. But we still have no official authority to move forward with shifting the Salary Savings from those other line items to the line items you all approved. So we -- we haven't done anything that was included in the moving of the Salary Savings.

MR. JOSH TAYLOR: So we need to speak to our Commissioners about that?

DR. GABRIEL MORLEY: I mean, I don't know that the Commissioners can really push. I mean, it's Finance, you know. And I don't know what internally their -- if they do a mid-year audit or something. I mean, there's got to be some reason that they're trying to figure out where they are or what they're doing. And, you know, we just haven't --

MR. JOSH TAYLOR: Well, I'm going to ask my Commissioner. And I'd suggest each of us do that, because this is unacceptable to get delayed when they told us last year that we can do this.

DR. GABRIEL MORLEY: And remember, we're down to three months.

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: That's why Gayle and I are nervous, because they're going to cut us off in October. So all those things that we included have to be done, billed, and paid for in the next three months. So we're on the fine line. I'm staying positive. I'm hopeful that it's going to be soon, and maybe it will be. But I just wanted to make you aware, so if we meet again next month and I tell you we still have no progress, we might be on a very tight timeline.

MR. JOSH TAYLOR: Yes.

CHAIRMAN PAUL KAPLAN: I'll tell you what -- let me back up before we get into budget. Let me get a couple of more things out of the way. I want to talk a little bit about that also. Let me go over the Monthly Financial Report. Has everybody looked through it? Does anybody have any questions on it?

MR. D. CHIP JOYNER: I have one question.

CHAIRMAN PAUL KAPLAN: Sure. Go ahead, Chip.

MR. D. CHIP JOYNER: And I want to direct it at Gayle. And, Gayle, is there any precedent for the Commissioners letting us shift line items across the budget?

MRS. GAYLE H. HOLLOMAN: Items can be moved. Our Finance Manager can move money within the different silos here. You see something you think needs to be moved?

MR. D. CHIP JOYNER: Like, when we have savings in one department, is there any precedence where we've been able to use the savings in one and applied it someplace else?

MRS. GAYLE H. HOLLOMAN: Now, are you talking about the Salary Savings that comes from the positions that haven't been filled?

MR. D. CHIP JOYNER: Salary Savings or maintenance savings or any other savings across the board.

MRS. GAYLE H. HOLLOMAN: Okay. The Salary Savings, they are putting a hold on it right now and have not allowed us to do it. However, the other items on here like maintenance and all that, that -- as we get closer to that October, November time period, you'll see that money changing. He moves things around. He being the Finance Director for the library.

MR. D. CHIP JOYNER: Okay. I'm just wondering in your experience have you seen -- have you seen that done successfully before? So when we talk to our Commissioners, we can say, well, this happened once before, so you know, there shouldn't be a real challenge to it.

MRS. GAYLE H. HOLLOMAN: I've never known them to challenge that because we just do it. Ed just does it as the Finance Manager, so...

MR. D. CHIP JOYNER: Okay.

MRS. GAYLE H. HOLLOMAN: Am I misunderstanding the question?

MR. JOSH TAYLOR: But the key is the Salary Savings.

MRS. GAYLE H. HOLLOMAN: The Salary Savings is the big thing. That's where we have the biggest amount of money, the largest amount of money.

MR. JOSH TAYLOR: And we were told last year by Finance that we had the authority to do that.

MR. D. CHIP JOYNER: Okay.

MR. JOSH TAYLOR: But, you know, obviously, it's meeting some bureaucratic resistance.

MRS. GAYLE H. HOLLOMAN: Right.

MR. JOSH TAYLOR: And we need to fight through that with our Commissioners, because if it goes on another month or two it's too late.

MRS. GAYLE H. HOLLOMAN: Exactly.

MR. D. CHIP JOYNER: Right. Right. Okay. Well, thank you.

CHAIRMAN PAUL KAPLAN: That's why we're a very important voice to the Commissioner. We can go right directly to the Commissioner, whereas, employees will not do it. I mean, we have a voice. We can just go up to the Commissioner, hey, this is the problem we're having.

Joe?

MR. JOE PIONTEK: So we can normally shift from one budget item to another, but the Salary Savings is being held up specifically?

CHAIRMAN PAUL KAPLAN: Yes. But we don't know why. They said we can use it --

MR. JOE PIONTEK: Did they simply take it away or what?

MR. JOSH TAYLOR: Last year we under spent by a million and a half.

CHAIRMAN PAUL KAPLAN: A million and a half.

MR. JOE PIONTEK: I understand we ran into a time frame.

MR. JOSH TAYLOR: So we met with them to talk about that, and they said, well, you can move that money around. It has to be one-time expenditures, not recurring expenditures. They were very specific. So we met with Finance on this, and... But for whatever reason, and I suspect getting us out to it, they're holding on to the money because, you know, they're concerned about it.

MR. D. CHIP JOYNER: It's really challenging when because we're short staffed, you know, we save money and then the following year they make cuts to that thing. It seems to happen almost every year where the assumption is made that everyone has to, you know, cut their feet a little bit and cut back, but we're cutting back from a shortage already and have been told that we need to communicate that or make it clear some kind of, you know, real clear way to our Commissioners saying we can't cut anymore or let us make -- you know, use these savings someplace else. It's really a real challenge.

CHAIRMAN PAUL KAPLAN: How much was the total Salary Savings?

DR. GABRIEL MORLEY: So far for this year?

CHAIRMAN PAUL KAPLAN: Yes.

DR. GABRIEL MORLEY: I think we moved about seven hundred. But that number was probably back from May, you know, because we're always a month behind.

MR. JOSH TAYLOR: So it's probably close to a million now.

DR. GABRIEL MORLEY: And it doesn't include benefits. The County will include the benefits subsequently, but Ed just estimates the actual salary dollars. So it's a little more than the seven hundred in May. And you're right, more has

accumulated now, which we anticipated. So in a month or so, we want to come back again and try to use that other hundred, two hundred thousand, whatever's there. But all this has to happen quickly. And it's not happening quickly.

MR. JOSH TAYLOR: Right.

CHAIRMAN PAUL KAPLAN: We really can't wait until another month. We have to get ahold of our Commissioners now, because as time wastes, we're going to lose it. We're going to lose the money again.

DR. GABRIEL MORLEY: And we could be a week away. Remind them of that, though. I mean, you know, don't - don't go beat them up when it could just be, you know, next Wednesday they turn it loose.

CHAIRMAN PAUL KAPLAN: No.

DR. GABRIEL MORLEY: Because I still have to work with them.

MR. JOSH TAYLOR: Gabe, we just want them to give a good answer. And if the answer is a week away, that's a great answer. If the answer is we don't know because we're still looking at it, that's a bad answer.

DR. GABRIEL MORLEY: I agree.

MR. JOSH TAYLOR: Okay.

MR. JOE PIONTEK: So the Commissioners need to talk to the Finance Department to get the money back to Ed --

MR. JOSH TAYLOR: Yes.

MR. JOE PIONTEK: -- to still be given the Salary Savings?

CHAIRMAN PAUL KAPLAN: That's exactly right.

MR. JOE PIONTEK: I just need to know.

CHAIRMAN PAUL KAPLAN: Yes. Okay. Monthly Financial Report. Any further questions on it? And any questions or -- has everybody read through it?

DR. GABRIEL MORLEY: And, Joe, you may notice -- this is just a point of clarity. Ed provides the overall budget here.

MR. JOE PIONTEK: Yes.

DR. GABRIEL MORLEY: And then because of the way the library is set up, we have two separate like admin as part and operations as part, so the two add up to the one. That confused me for awhile.

CHAIRMAN PAUL KAPLAN: Anything on the Monthly Financial Report?

17-33 MONTHLY USAGE SUMMARY

CHAIRMAN PAUL KAPLAN: How about the Monthly Usage Summary?

DR. GABRIEL MORLEY: I'll just throw out, I mean, the trends -- the same trends continue. You know, we see this stagnating or diminishing print Circ, but you see the eighty-two percent increase in Virtual Circ, so that shift from Print Materials to Digital, Virtual, Electronic Materials is still holding steady.

And everything else, I mean, is relatively stable. And some of these numbers will, remember, will fluctuate dramatically as branches start to close, start to wind down getting ready to close. So the stats will be a little wonky for the next couple of years.

MR. JOSH TAYLOR: How much of the decline in circulation since Virtual Circulation is only seven or eight percent of the total? So most of the Circ is print?

DR. GABRIEL MORLEY: Correct.

MR. JOSH TAYLOR: How much of that is due to the fact that our purchasing budget has been constrained over the last several years?

DR. GABRIEL MORLEY: I don't know. There's no way for us to know. Because you see the Holds? Remember, we talked last time about the Holds.

MR. JOSH TAYLOR: Right.

DR. GABRIEL MORLEY: You know, there's fifty-six thousand Holds in the month. So imagine if, let's just say half of those people didn't have to put their book on hold. They could have received the book when they were in the building, read it, come back and potentially got another one. But if they came in and it wasn't there, maybe they put it on hold, left with nothing. And then maybe by the time six months from now it comes off of hold, you know, they've not been back. And so library use is habitual, remember. So you come in and you come in a lot. When you don't come in; you don't come in for a long time. So part of it is having the displays, having the materials when people want it. And that's what we're trying to expedite. We're making that shift in the Collection that says let's don't have such a broad Collection. Let's try and get a few more things people want. Cut down on the Holds, have a higher turnover, make it a much more thriving and healthy Collection. And we talked about this before, and this overlaps a little bit with the budget proposal, but Collection HQ will do that for us. That's why we're pushing this Collection HQ product, because it's not only analyzing our current data, but it's also being proscriptive in what we buy. And James and I had some long discussions at ALA with the Collection HQ people talking about how we could potentially expand our Book Lease Program, whether or not we might want to abandon the Lease Program and just actually buy more books and then try to recoup some of that money on the back end. So there are a couple of different strategies.

And you recall, too, last year one of the reasons we wanted to hire two more people in Collection Management was so we could

really help turn this over. And I'm happy to say we finally advertised those positions. So now we just have to get them registered and get them hired. And, you know, all these things are coming together at the right time, because some of these branches will be closed, so we don't need to get anything for them while they're closed. And we can be preparing for when they re-open with the right kind of materials. And so the timing works out well. It's just this painful adolescent period before we're fully matured.

CHAIRMAN PAUL KAPLAN: Okay.

MR. JOSH TAYLOR: Okay.

CHAIRMAN PAUL KAPLAN: All right. Any question on Financial or Usage?

17-28 BOARD OF TRUSTEES BYLAWS - UPDATE

17-29 BOARD OF TRUSTEES CONSTITUTION - UPDATE

CHAIRMAN PAUL KAPLAN: Library Bond, we've gone through that already. Two specific things here before we get into Strategic Plan. We have to look at that too.

Last month, the Board of Trustees -- the bylaws have been rewritten and parts of the constitution has been rewritten to pretty much standard with Fulton County.

Paula is going to -- if there's any questions, I know -- you know the constitution was changed.

Paula, if you can tell us exactly what you've done on the constitution part?

MRS. PAULA RAFFERTY: If you're familiar with the constitution, you can tell that it's been completely reworked. And so trying to compare it with the previous one is a little difficult. That's why I didn't give you a relined version of it. The constitution is required by Georgia statute. And I won't give you numbers, but it's in the book. And it's also required to be drafted by statute and in accordance with the handbook called the Constitutions and Bylaws for Georgia Public Libraries. And the most recent one is January of 2012. But most of this comes from the actual statutes. And I can generally -- and we, because we're in Fulton County, have a lot of local legislation. And the last one that has the most relevance for us is -- was enacted in 2015. And the name of the library was changed in 2015. So the official name of the library is the Fulton County Library System. And so that's the first major thing that you're going to need to take into consideration as you go forward. That's the official name of the library. It's the legal name of the library. Within the confines of the City of Atlanta in non-legal documents, you can use the Atlanta-Fulton County Library System, but for all legal

documents, it should be the Fulton County Library System. And I used from other documents the purpose and mission. Governance came from the local legislation -- local legislation for membership eligibility removal statutes for duties and responsibilities as the Board of Trustees, and I tried combining some. This is on page 4. I added 'g'. And that was so that as I watched what your business is actually here and what your intent is, and I believe what the intent of the Board of Commissioners is, is that you enact policy for the library and communicate that to the Board of Commissioners. And whether or not the Board of Commissioners actually takes that and utilizes it when it makes its decisions about the expenditure of funds, at least you've made a policy statement about what you want the Library System to be doing. And I think that that's a worthwhile thing for you all to be expressly stating on behalf of the Library System, so I included that. And it's really up to you guys whether or not you want to leave it in there or not. And --

MR. JOSH TAYLOR: While we're on that section --

MRS. PAULA RAFFERTY: Yes.

MR. JOSH TAYLOR: -- there were several specifics in the previous constitution that did not carry forward.

MRS. PAULA RAFFERTY: And they were?

MR. JOSH TAYLOR: Just reviewing it real quickly here. I think everything you've got in here is good. The -- maybe it's a matter of edits, but the Strategic Direction, establishment of an annual Strategic Plan. It's the first bullet point under the previous Article III. And then, I think, Plan of Service and Library Facility Master Plan, so there are three specifics in the previous draft, which I think are important. And I don't think we need to diminish our authority and responsibility by excluding those.

MRS. PAULA RAFFERTY: Which was the second one?

MR. JOSH TAYLOR: Well, if you look at the current constitution on page 2 under Article III, there are five bullet points. And the first one I mentioned is Strategic Direction. The second one I mentioned is number 3, Plan of Service. And the next one is Library Facility Master Plan.

MRS. PAULA RAFFERTY: Okay. The Master Plan can only be changed by the Board of Commissioners. If you look at the actual Fulton County legislation, the Master Plan has to be adopted by the Board of Commissioners.

MR. JOSH TAYLOR: Well, I mean, they have to adopt the budget. They have to adopt a lot of things. I'm just saying --

MRS. PAULA RAFFERTY: Right.

MR. JOSH TAYLOR: -- part of our charge is making recommendations, you know. Because if our budget is constrained, we may make recommendations to either reduce hours or maybe we can increase hours in certain facilities. So that to me is part of the scope of what a library does. The Commission obviously has to approve this or not. But it's part of the scope of what our job is.

MRS. PAULA RAFFERTY: If you'd rather go back to the language that's in the old constitution as opposed to using 'g', that's fine with me. We'll do that. But you're not going to be able to update the Master Plan every year.

MR. JOSH TAYLOR: Of course not. But it's the plan we're working under. At some point, we probably do need to review it. And I don't think the Board of Commissioners is going to dig into the details. They're going to expect the Library Director with the Board of Trustees to come to them with recommendations if we see a need for change.

MRS. PAULA RAFFERTY: Okay. I'll make that change.

CHAIRMAN PAUL KAPLAN: Everybody understand that what we were talking about on that? What was the other thing you had, Josh? You had something else, too, didn't you?

MR. JOSH TAYLOR: Well, there were three bullet points that -- on the left hand -- Strategic Direction, Plan of Service, Library Master Plan.

MRS. PAULA RAFFERTY: We -- the County Attorney's office has given the Board of Trustees and the Library Director on numerous occasions opinions about the language of the local legislation, how it's been changed over the years. And I didn't bring those opinions with me this time, but I know I've delivered them within the last fiscal year.

The way in which the local legislation has been drafted has been kind of squirrely over the years. And there have been -- there's language in it that has -- that has remained the same although other parts of it has changed. For instance, the statutes say that libraries have the ability to enter into their own contracts. But Fulton County controls the money and you have to follow the purchasing code within Fulton County. And the purchasing law within Fulton County has been established by the state legislature. So the library doesn't have in Fulton County the ability to independently enter into contracts. And there are other aspects of what that preparatory language is. In the local legislation, it says that the library can -- and it's quoted in here -- this last -- and I have to tell you, this last version of the constitution that you've got was not drafted by any lawyer in Fulton County. I can promise you that.

Because it contains a lot of errors and omissions as to what is actually the law in the state of Georgia. But the language is, "responsibility for constructing, operating and maintaining all library facilities and services within the service area of the Library System shall hereinafter be vested in the County-wide Library System shall be administered by the Library Board of Trustees." That's kind of lifted from the state statute, but then it's been flipped by all of this local legislation that takes that away and changes it.

So, no, you can't independently construct things because you don't have the ability to raise revenues. You can't tax. You don't have the power to tax. You don't have the power to levy taxes. You don't have the power to, you know, do anything; collect funds, to issue bonds, to -- in order to construct libraries. The only people who can do that for you in Fulton County are the Fulton County Board of Commissioners -- so you can't really construct the libraries.

MR. JOSH TAYLOR: I think we understand that.

MRS. PAULA RAFFERTY: Okay.

MR. JOSH TAYLOR: That language came directly from House Bill 595.

MRS. PAULA RAFFERTY: I understand that. And it's been in the law for a long time before that.

MR. JOSH TAYLOR: Okay.

MRS. PAULA RAFFERTY: It just never was changed.

MR. JOSH TAYLOR: Okay.

MRS. PAULA RAFFERTY: It's been sitting there. And so these bullet points that have been in here were added by, I think, your last Chair.

MR. JOSH TAYLOR: The last Chair and I basically drafted it.

MRS. PAULA RAFFERTY: Okay. And what I was trying to do with 'g' was to give that flavor and intent: to enact policies and to communicate them as a duty of the Board of Trustees.

MR. JOSH TAYLOR: And I think that part is very good. I think you've clarified that.

MRS. PAULA RAFFERTY: But I can add back in as best as I legally can those last three -- the first three entries --

MR. JOSH TAYLOR: Okay.

MRS. PAULA RAFFERTY: -- but they'll be modified to actually reflect Georgia law.

CHAIRMAN PAUL KAPLAN: Was there anything else on the constitution? Do you have anything else?

MR. JOSH TAYLOR: No.

CHAIRMAN PAUL KAPLAN: Okay. How about the -- well, I can't do anything -- I can't approve it yet until we redo it. But as far

as the bylaws are concerned, are there any other questions on the bylaws part or do we want to wait for the whole thing and get it all done at one time? I'd like to get the bylaws thing out of the way. Is there any other questions?

MR. JOSH TAYLOR: That's fine. They look very straightforward to me.

CHAIRMAN PAUL KAPLAN: I don't see anything. Anybody else have anything on bylaws? changes? additions? corrections? If not, can I have a motion to accept the bylaws as presented as amended?

MR. JOSH TAYLOR: Paul, any reason why we can't act on the bylaws now?

MRS. PAULA RAFFERTY: There isn't.

CHAIRMAN PAUL KAPLAN: No.

MOTION

MR. JOSH TAYLOR: Okay. So moved.

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

MS. JAMILICA BURKE: Second.

CHAIRMAN PAUL KAPLAN: Did I hear a second?

MS. JAMILICA BURKE: Second.

CHAIRMAN PAUL KAPLAN: Okay. Any other discussion? If not, those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

So the constitution will come back. We'll come back and we'll redo it. Thank you all.

MRS. PAULA RAFFERTY: Now, let me be clear, is that the only section that you want changed?

CHAIRMAN PAUL KAPLAN: Well, what else did you have? Is that all you have?

MR. JOSH TAYLOR: That was it.

CHAIRMAN PAUL KAPLAN: That was it?

MR. JOSH TAYLOR: I'll be happy to read back through it. And if I have any other thoughts, I'll pass them along to Paula and you.

CHAIRMAN PAUL KAPLAN: And Gabe. All right.

APPROVAL OF THE STRATEGIC PLAN

CHAIRMAN PAUL KAPLAN: The next thing is the Approval of the Strategic Plan. Do you want to talk about that just for a second?

DR. GABRIEL MORLEY: Yes. Remember, I emailed this to you maybe two weeks ago or so so everyone could look. And it just had some photos, but it was the -- it was the matrix we developed. It was the one page -- whatever your call the -- the one page flyer, you know, that was sort of a compilation of everything.

And then we had the meat and bones of the different strategies, some of the objectives. And if you -- you know, we kind of went back and forth. John preferred the matrix type format, that page, so we could see who was responsible for things. That's why we have multiple components.

Everybody probably remembers that. I'm just reiterating. Remember, this was a staff effort, a public effort, albeit small public effort, but if you came to some of those public meetings for renovations, you know the things people talked about in those renovations are the very same things in this plan. So, ah-ha, I think Gayle and I headed you off on that one because we felt those things and knew those things anyway from working in these facilities day to day. So even though people didn't show up the first time when they came to these renovations, they said the things that we felt like they were going to say.

So if you are agreeable, then all you have to do today is vote to approve this. If you want to make changes, we can make changes very easily. But I think there's a provision in here -- we'll -- we'll keep up with how these things go on an annual basis so we can have a report in January or February about how much we accomplish the remainder of this year and then successively years after that.

And if you recall, just to remind you, we did this for three years because that was the three years of construction. So we knew we would be in the state of tumult where we're moving people around, opening and closing branches, the stats would be weird in places to compensate for those closures. So this is designed just to get us through until we reopen with all the renovations, all the new facilities, all the new staffing models, all of those things that sort of get started in here can get tested and molded in here.

And just for Harriett and Daniel, we tried to mimic what the County had done, too, so some of the structure of these documents is very similar to the ones that Dick put out. So it sort of aligns with what the County had been trying to do. So it's your pleasure. And if you don't do it, we're still going to do these things, so that's my subtle encouragement that you approve the plan. And a lot of these things you know are already in motion. We have the Outreach Department.

MR. JOSH TAYLOR: How do you plan to use this?

DR. GABRIEL MORLEY: We're going to sit down individually with the Group Managers in the next couple of weeks for sure and lay out specific goals and objectives that we want them to go after. We will probably also meet with the Managers, the different Branch Managers, go over those same kinds of goals but in a less

specific way because we want those Group Managers to really take some ownership in steering them, and the rest of the staff probably via email. I mean, and as we see people, clearly we can talk to them about it. But we're really looking at those Group Administrators to push some of these objectives. And really -- and some of you may recognize this from the meetings we've just had -- in some ways, we need those Group Managers to withdraw some things, too. You know, there are some things that we're doing that are not going so well that we need to stop doing, and that's why this plan was also very narrowly focused because we wanted to confine our objectives to things that were extremely important to the health of this organization so we can build that strong foundation and stop doing some of these peripheral things that aren't getting us any ROI.

MR. JOSH TAYLOR: So what are examples of that?

DR. GABRIEL MORLEY: Programs that are not worthwhile, overstaffing at times when we don't need overstaffing, unclear work objectives. You know, things that are not helping us be better but we're doing them as a matter of routine. You know, we've always done this, so let's continue to do this. And we just don't have the people to continue to do those things. And, potentially, we could. You know, if we can push the self-check and get to a point where we have a little more staff time. If we can enhance the Collection to where it circulates more and it's healthier, that frees up staff time to then do some ancillary things. But right now, we've got to focus on those core objectives.

And the best example -- Gayle can talk to you more about it because I left midway through -- but we went on a VIP tour of the main library in Chicago at ALA. And all of the things that we're talking about are things they're doing in practice, in a lot of ways on a much grander scale. But as we talked to them, the quizzical looks on their faces about why are you doing that; why would you be doing that? And, you know, we had a bunch of our top administrators; you, me, Kimberly, Victor, Floyd, so five out of --

MRS. GAYLE H. HOLLOMAN: Cheryl.

DR. GABRIEL MORLEY: --nine -- Cheryl -- yes, so six out of eight or six out of nine of us were there. And, you know, you -- I think Gayle said before this -- the people here were allowed to do what they wanted to do, and they got in that routine. And now we're trying to ask them to do what's best for the library again and maybe not what's necessarily the easiest thing to do. And, you know, I think it -- it's not a complicated plan. Remember, we wanted it to be easy. And, remember, some of you

questioned too about this doesn't really seem like a Strategic Plan. This seems more like an operational plan. Because that's sort of the assessment we got. When we went out and talked to the staff, initially, that was the feedback we got is the overarching goals are great, but they needed a little more day to day direction. And, actually, we had that conversation right before we left for Chicago. You know, that even though we don't really want to get in the weeds, we're going to have to get in the weeds to actually demonstrate what we're asking people to do. It's just not -- every time we ask something, we hit that same wall you're hitting. So we want to figure out how to get rid of that wall so that it's much easier for everybody.

MRS. GAYLE H. HOLLOMAN: The whole thing is to try to go in one direction. Because a lot of what we've done over the years have been this pocket doing this, this pocket doing that, and we're finding out as conversations come to play. And then you realize we're not -- we're doing the work perhaps and getting to the same end result, but we're not doing it the same way. And then when you're moving people around you've got these disparate training needs, because, oh, we did it like this at this branch. Oh, but we don't do it like that over here. And it shouldn't be that way? So then sometimes you're making too many motions to get to one point where you could just cut some of it out and move right on. So we're finding a lot of those types of things. And we've got to bring it in -- we've got to bring it into perspective and make sure that everybody's on the same page doing things the same way so then we can hold people accountable and everybody's hearing the same thing. And that's another problem. We've got a lot of new managers now. So we're putting forth some training to make them come on into one accord and get more of a feeling of togetherness in the direction we're going. And that's not to say that we won't make changes, but we've just got to find more cohesiveness. And that's been what's sort of been lost.

MRS. PRISCILLA BORDERS: So as you move with this new plan, I'm gathering there'll be incremental assessments. You're not waiting a whole year to see whether or not it's working?

DR. GABRIEL MORLEY: No. I mean, we'll have to assess as we go. Some of these things, you know, we already keep data on. And that's how the Outreach works now. You know, we look every month and make those little adjustments to get us back where we want to be. And, Gayle's right, a lot of these people are green. And so they need some more support. It's not like we can just hire you to go be an attorney. You've got those

skills. So we're asking them to do something, but we're not clear and specific about what we're asking them to do. And so we want to be able to do that on a much better basis. And it's going to happen naturally, though, because remember we changed the structure from last year. Now, we have the Group Administrators. So they meet with their clusters much more frequently than -- I mean, Gayle and I would meet with them once a month. So they can meet with those clusters once a week and talk to those people. So there's a lot more interaction and supervision from a managerial level than previously.

CHAIRMAN PAUL KAPLAN: It's going to -- it's just a way of thinking. Because every place I go, well, that's the way we did it. That's the way we do it. Well, that might not necessarily be the right way, but you try. You've got to make a change. It's very hard.

So you want us to make a motion to accept the Strategic Plan that we have right now at this point? Is that what you're looking for?

DR. GABRIEL MORLEY: You can approve it. You can accept it. You can just look at it. I mean, we're -

CHAIRMAN PAUL KAPLAN: The thing is, it's something we can go back to and we're free to make a change. If we don't see it's going the right way, we can do it again; we can make a change.

DR. GABRIEL MORLEY: Oh, yes. I suspect some things will change.

CHAIRMAN PAUL KAPLAN: Sure.

DR. GABRIEL MORLEY: Things will happen rapidly.

CHAIRMAN PAUL KAPLAN: Well, would the Board like to approve it?

MR. JOSH TAYLOR: Yes.

CHAIRMAN PAUL KAPLAN: Do I hear a motion?

MOTION

MR. JOSH TAYLOR: I make a motion. Let's approve it.

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

MS. JAMILICA BURKE: Second.

CHAIRMAN PAUL KAPLAN: Moved and second. Any other discussion? Chip, are you there?

MR. D. CHIP JOYNER: Yes, I'm here.

CHAIRMAN PAUL KAPLAN: You don't have any changes? It's okay to -- okay with this?

MR. D. CHIP JOYNER: No changes. Yes, sir.

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

CHAIRMAN PAUL KAPLAN: Opposed? Thank you.

NEW BUSINESS

2018 PRELIMINARY BUDGET - UPDATE

CHAIRMAN PAUL KAPLAN: Okay. I have -- go ahead. What do you want to do? Do you have something else? I was going to go to the budget.

DR. GABRIEL MORLEY: Yes. That's what I had. Do you want to talk about it?

CHAIRMAN PAUL KAPLAN: Well, I just want to talk briefly.

DR. GABRIEL MORLEY: Okay.

CHAIRMAN PAUL KAPLAN: I wasn't going to, but I am, since that million dollars, looks like that -- they're holding on to that. If we do not indicate or show to the BOC or to whoever's involved in it that we need more money to operate these libraries for next year, 2018, we're going to lose some of the money we have now. We're going to lose the amount that we get this year. It'll be less next year. All right. Because there's a rumor floating around there that things are going to look very lien next year. And we have to indicate that we -- to me, we've seen that million dollars look like it's disappearing on us. Even though we are going to talk to our Board of Commissioners, I'm afraid what's going to happen next year for our 2018 budget. What if they cut us down? After all the things that we've done and what we're using, they cut us down, we're going to be in trouble. And I'm really worried about that for next year.

So our goal right now is to say, hey, we need 'x' amount of dollars to really do what we need to do to get this done. I don't know what your feeling is. I -- you're more connected to them than I am. But I hear things from different people.

DR. GABRIEL MORLEY: Well, remember we're facing two separate issues. That's one issue. The other issue is their rigid formula.

CHAIRMAN PAUL KAPLAN: Yes.

DR. GABRIEL MORLEY: Remember, they want the status quo budget, then a five percent reduction, and a five percent increase. Those are the only three options they want to see. And so ours clearly are going to fall beyond that five percent increase. And you saw this, Josh sent me some notes about some ideas I had about crafting some narratives around these different projects and products that we're looking at. So that in some way, whatever way that is -- and I guess from your perspective that's going to be beyond the bounds of the budgeting process -- we can talk about why this money is important, why these things are significant to what we're trying to do. So we can do it internally, officially.

CHAIRMAN PAUL KAPLAN: Right.

DR. GABRIEL MORLEY: But it's going to be obvious as soon as we

submit it that it's far beyond the five percent enhancement. And, you know, I don't know the behind the scenes discussions over there, how that works. But just so you know, that's the scenario that's presented and on the table. So we can have our talking points; we can have our costs and our little narratives, but I don't know how effective those are going to be in the grand scheme of things.

MR. JOSH TAYLOR: Well, I think the first step is we have to go ahead and put together those talking points so that the Board supports what you want and weighs in on the thing that we see. And then we need to go to our Commissioners and make the case.

DR. GABRIEL MORLEY: I think that's all we can do.

MR. JOSH TAYLOR: Yes. I mean, that's all we can do.

DR. GABRIEL MORLEY: You know, if I knew another strategy, I would certainly try it, and... I mean, we tried to think of one for over a year. I mean, we've had other meetings with them, you know, to try and figure out another way to express how important it is. And they're just not hearing the message that we're putting out there. So, you know, Gayle and I've been trying to think of different ways. I was just telling Joe, you know, we're looking at some different techniques to try and reinforce the importance of what we're saying.

So, you know, I'm willing to try it. I mean, we have some of this information. I have a list. If you have things that you know of, we've asked the staff, too, if they have a specific thing they know of. And -- I don't remember. Did I send an email to everybody? Did you get a budget briefing or anything that said, you know, like we want to have a fifty thousand dollar ad budget or... If you don't remember that, I may have just sent it to Paul and Josh to flesh it out. Because some of the things we're looking at, obviously, is the Collection HQ product add on. There's a data analytics program that will tell us --

MR. JOSH TAYLOR: Yes. It was just Paul and myself.

DR. GABRIEL MORLEY: Okay. There's a data analytics program that will tell us who our users are. But more importantly, it tells us who our users aren't so that we can then target those people. I think everyone agrees we need some more marketing. So, you know, we've asked for some more money. But we hope to ask for more money in a marketing budget. Our staffing model, Gayle and I go back and forth every day. It's hard to figure out what our staffing model ought to be because we're still in a weird spot with new branches and legacy branches. Some with self-check; some with self-check reluctantly; some with self-check that's okay.

Outreach Department, we know the Outreach Department is being suppressed in a way because they're turning down obligations now.

So what we want to do is create some more space in the Outreach Department for manual tasks. For example, if Oscar and Cristina go to a festival and sign up four hundred people for library cards, they then have to come back to the library, enter that library card data for those four hundred people into the computer. So we're doing double the work and we're paying a Librarian Senior to sit and do data entry, which isn't a good use of their time. So we're trying to figure out how do we get the remote services available where they can sign people up at the festival and there's no back and forth, or have somebody to take care of those routine clerical tasks so that they can be back out doing library work. So we want to keep pushing and pressing in that outreach department, because part of my philosophy, remember, is to build this groundswell of support so that it becomes very visible what we're doing and people then want to be part of it and contribute to it and it's self-fulfilling in its growth. So we want to continue to promote that.

Book purchasing, Josh talked about it. And I think everybody knows our book budget's very small because in our total budget eighty-five percent is salary and benefits. So a very small amount is being spent on Materials.

The question, though, is if we use the Collection HQ product the way it's supposed to be used, we can potentially realize a significant savings in Materials that were not worthwhile and reinvest that money into Materials that we know will be worthwhile.

So even if there's no -- I hate to say this publicly -- but even though there's no increase potentially in the book budget, we still could be healthier with the book budget money through the Collection HQ product. And the rest of these things are just sort of regular library thing, you know. We want to continue our Training and Development Program. Like Gayle said, we have a lot of new people, a lot of new librarians, people that have never been anywhere else or done anything, so they've been very appreciative this year of the training opportunities they had.

MR. JOSH TAYLOR: Did we get the library specific trainer?

DR. GABRIEL MORLEY: That's one of the ones that's advertised, right?

MRS. GAYLE H. HOLLOMAN: The library -- which one?

DR. GABRIEL MORLEY: The trainer?

MRS. GAYLE H. HOLLOMAN: The trainer, yes.

DR. GABRIEL MORLEY: That's one of those Library IIs. Of course, we haven't interviewed the people, so if there's no good candidate then we're right back to the drawing board. And we also talked about -- and Joe made a good point today -- we talked before the meeting about, you know, the way people think of the library. And, you know, a lot of people when they think of the library they think it's for kids. You know, they don't naturally assume that it's for adults. And having said that, everyone here realizes for a kid to get to the library somebody's got to bring them. So even though we have this initiative that's for children, the parents have to bring the children. So everybody knows we have the Summer Reading Program every year. It's a challenge every year to get the kids to come, not because the kids necessarily don't want to come, but mom and dad have to bring them. And so part of what we want to do is try and embroaden not just our base, but we want to broaden our abilities too. And so we talked and talked and talked last year about getting an online Summer Reading Program that would help facilitate the program without the necessity necessarily of showing up at the library. And at one point, we thought the State was going to do it, so we sort of backed off. Then at another point, we were going to use some Salary Savings last year and try to get something and that went away. So this year I think we just want to go ahead and try and include it even though we have some other significant increases. And we'll see how it goes. You know, we all believe, I think -- we had a long admin meeting the other day, and I think we're all in agreement and we all believe that it would be beneficial and worthwhile. The product is new. There's just not a lot of evidence from other Library Systems that proves it. So -- but, you know, I'm flexible. If it doesn't work after a year or two, we cut it. So we --

MR. JOSH TAYLOR: Is this -- which program is this?

DR. GABRIEL MORLEY: It's a thing called Beanstack. It can be an app; it can be an online program. There's various ways to get to it, but it allows you to do multiple things that are related to Summer Reading. You can sign kids up remotely. They can read remotely, record their stuff remotely. It really helps facilitate the Summer Reading Program in a way that may be more convenient to adults. And that's really how we're attacking this problem. And, you know, we'll see how it goes. I mean, we've -- we had a good big push. I don't think I talked about it. I don't remember if it was in the email. We had a big kickoff at Woodruff Park downtown and had a couple of hundred kids. We did some different programs. South Fulton had four to

five hundred kids. Alpharetta had eight hundred or so kids at their kickoff. Buckhead, I think had three or four hundred at theirs. I mean, we've had some very successful kickoffs. We don't know about the follow through, you know. We started July 3rd -- or June 3rd, I think, so we're four weeks in. You know, we're getting close to the deadline. We want to make another big push, so we're trying to look at some of that data where we are. Because our goal, remember, is to sign up more than we did last year. Last year, we had thirty-eight or thirty-nine thousand kids signed up. So we want to get over forty thousand for sure this year. It would be ideal if we could get to fifty thousand. But, you know, part of what Gayle and I've done too -- and we talked about this for a long time last week -- is we've tried to give people a lot of room to go out and figure out how to do what they need to do. And we've observed; we've tried to encourage and coach them in specific ways. And now we're beginning to see some of those results. So hopefully we can make more significant assessments. Like Priscilla was talking about, instead of having to wait forever, now we sort of see where people's strengths are, where their weaknesses are and where we can help push them in the right direction. So I'm hopeful that we'll have a good, strong number for SRP. If not, you know, we'll have to try something else. We just can't afford to give up on that part of what we're doing. And, you know, there's competition. I mean, everybody -- the Mayor has a Summer Reading Program.

MR. JOSH TAYLOR: There was a feature in the AJC today.

DR. GABRIEL MORLEY: Yes. The Braves, the WNBA, the hockey team, the Hawks, everybody's got some kind of reading program. And so that's -- that's good for kids. And it's ultimately good for us, but numbers-wise, it could be splintering some of what's happening. We're not the only game in town. So it's hard to rely just on the statistics, but we can always do better. You know, we can always do more. And we'll see how it goes. I mean, I haven't heard anything bad. I just also haven't heard anything great. Like, hey, you know, we had six thousand kids this week at our Summer Reading Programs. And usually people want to brag about those good things. So I'm a little nervous, but we'll see; a couple of more weeks.

CHAIRMAN PAUL KAPLAN: Yes.

DR. GABRIEL MORLEY: So I guess that was a -- that was part of the budget discussion. So for the budgeting, I'm going to work on some narratives around these things. I'll send them out to everybody for massaging. So don't run off with them until we get them where we want to be because we all want to be

consistent, you know. We definitely don't want to hit two different people with different requests. We want to be able to rank our priorities just in case they say, well, you can have half of this but not all of it. We want to know which half we want when they ask and we don't have to reconvene or scramble around to try to figure it out. So I'll put some of that in an official email or some kind of more formalized email so we can look at everything, see everything. And I know Chip's asked several times, too, about those Branch Profiles. We could conceivably, too, say these things would be important to these branches, you know, based on their usage or not.

MR. D. CHIP JOYNER: Yes. That would be helpful.

DR. GABRIEL MORLEY: Yes. That may speak more directly to each Commissioner rather than saying in toe-toe, you know, we need this much money for the Library System. But to specifically say, you know, this could help, 'x', 'y', 'z', libraries in your district because it speaks directly to something that's going on in those libraries. So I'll look at some of that. And I do not know when they want the original draft. But, remember, the deal is we send it to them then they do something, then they call us in for a meeting, and we discuss it. Then they sit on it again until January and then approve it. And so --

CHAIRMAN PAUL KAPLAN: It's just -- it's --

DR. GABRIEL MORLEY: Well, they'll have their public meetings, though, you know, to talk about it.

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: So, regardless, our part will be done rather quickly except for the peppering later on, you know, the consistent message. And so I'll do that this week. I think I have some time. And then that way by next week we'll have a good document. Ed and I can finalize what we're going to do. Because I think what we certainly want to do is put our priorities as much as we can in that five percent enhancement just in case they say we're just going with the five percent you presented. If we -- just like we did last year. You know, we sort of -- we were a little squirrely and we put our positions in where we wanted it so that that zero-based budget still got us some of the things we wanted. Ed and I will try to work on that again and see what we come up with.

CHAIRMAN PAUL KAPLAN: All right. I still want that million dollars.

MR. D. CHIP MORLEY: That'd be good.

CHAIRMAN PAUL KAPLAN: Okay.

ELECTION OF OFFICERS

CHAIRMAN PAUL KAPLAN: Now, we're down to Election of Officers.

Let's do something else. So everybody knows my feeling about election of officers. I believe that the Board -- the Chairman, Vice Chairman, they need to move around. I know that over the years they've done ballots and so on and so forth. I think everybody needs a turn. If you don't want a turn, then we'll go to the next person. I just really believe everybody needs to go around the table.

So here I am. The year has passed by. It's gone by pretty quick. I try to keep people informed as much as I can. Do I write a lot of emails to everybody? No. But I'm more of a hands-on. I'm in the faces of some people that you never see. They don't necessarily want me there, but I do manage to get over to the area. I kind of live at the Government Center, unbeknownst to a lot of people. So anybody wants to be Chairman? I'm looking at my Vice Chairman. Everybody's laughing. I'm just kind of going around the table, you know.

MR. JOSH TAYLOR: If you would consider another term during this critical period of construction, I think it would be very beneficial.

CHAIRMAN PAUL KAPLAN: Well, let's put it -- I -- yes, I would take another year. That's my last year, guys, because there's only two years. So -- and then I move on to sitting at some other place over here. But I'll be happy -- I'm just looking at everybody. It's -- anybody has a desire? I'm looking at my new Board of Trustee. Not yet.

MR. JOE PIONTEK: I've got a lot to learn.

MRS. PHYLLIS D. BAILEY: My feeling is that you need to really be here as Chairman for the next -- or during this building period because you have the experience, extensive experience with library building construction. Now, I have some other concerns that I will share with you later on. But I do feel that your presence there is almost required for us. Because I don't know that anybody else on this Board has the construction experience that you do.

CHAIRMAN PAUL KAPLAN: Yes. I do have construction experience, and I do get frustrated.

MRS. PHYLLIS D. BAILEY: Oh, I bet you do. We're all frustrated.

CHAIRMAN PAUL KAPLAN: And I'll be the first -- I tell everybody that. And Dr. Morley knows I do get frustrated at times when I hear these things. I hear no. Even out attorney over there, I said, well, what do you mean I can't do it this way? Well, you can't. But that doesn't make any sense to me. So that's -- and she kind of straightens me out a little bit. But I just, you know -- I'd be happy to take it another year. I -- I, you know,

I'll do the best I can to try to keep it going and try to push it along. But it's going to be a rough couple of years. I mean, I'm telling you that there'll be libraries closed. People are going to scream, why can't I go? I can't even go down to the next library. Well, we might just have to be inconvenient for a little while, patrons. But, you know, at the end result, they're going to like what they see. And I really feel that we're going in the right direction. Once this is over with, we'll probably look back and say, gosh, it really wasn't that bad doing it, right. It was very easy.

And I was very shocked when Mr. Pitts came by and said that we understand that the design is not -- whatever he said. Design, we're not even in the design phase at this point. We just hired the person that's going to be doing the design. So that's how rumors fly around there.

I'll be happy to take another year if nobody wants. I'll be happy -- I'll do the best I can for another year. But I will tell -- I will say I think we're getting there. We have the Board members. Everybody has an expertise on this Board and I'd like to use it. And I think we'll -- this will be very good. It'll be good. By the time I get off this Board in 2020, or maybe sooner, we'll see what happens. That's when my Commissioner is up. I think we'll do quite well. I think we're getting there.

With that being said, we normally don't meet in July. And I really think we need to meet in July. There's too many things going on right now. And I'd like to meet in July unless somebody has an objection to it. I think we need to continue on. There's a lot of things going on, and every month there seems to be something. And the -- and the marketing with -- marketing -- talking to our Commissioners concerning the Salary Savings and things like that, we need to continue doing it. And other than that, is there anything else? Go ahead. You're pointing.

DR. GABRIEL MORLEY: Yes. I think we'll need official motions, right? Somebody to nominate as the Chairman --

MRS. PAULA RAFFERTY: Yes.

DR. GABRIEL MORLEY: -- an official vote and Vice Chair and all that. And the July meeting, you'll need to make a motion to meet in July, have a vote.

MR. JOSH TAYLOR: Phyllis, are you willing to continue as Vice Chair?

MRS. PHYLLIS D. BAILEY: Yes, I am, if that's acceptable to others.

MR. JOSH TAYLOR: Okay.

MS. JAMILICA BURKE: Are you willing to continue as Secretary?

MR. JOSH TAYLOR: No. I think the new, you know, the new bylaws -- I don't want to say the Constitution and Bylaws -- but basically we're using Zenobia's one pager.

CHAIRMAN PAUL KAPLAN: She sends it to the -- she's been doing it for years like that.

MR. JOSH TAYLOR: So I've eliminated the minutes' write-up that I was doing. So I do not need to be the secretary, no.

MS. JAMILICA BURKE: Okay.

CHAIRMAN PAUL KAPLAN: All right. So do I hear -- I can't say -

MOTION

MR. JOSH TAYLOR: So if you need a motion, I make a motion that we elect Paul Kaplan as the Chair and Phyllis Bailey as the Vice Chair.

MR. D. CHIP JOYNER: Second.

CHAIRMAN PAUL KAPLAN: Move and seconded. Any other discussion? No discussion? Come on. No? All those in favor say aye.
(*Whereupon, all said aye.*)

CHAIRMAN PAUL KAPLAN: Motion carries. I'm not saying anything, so... My own motion, that's it.

MR. JOSH TAYLOR: We didn't ask you to step out of the room either.

CHAIRMAN PAUL KAPLAN: No. I know you didn't. I really believe things should be open. And I'm really, really for that.

MRS. PHYLLIS D. BAILEY: I agree.

CHAIRMAN PAUL KAPLAN: Yes?

MRS. PAULA RAFFERTY: You do need a Secretary. Your bylaws have lots of duties for the Secretary.

CHAIRMAN PAUL KAPLAN: Okay.

MRS. PAULA RAFFERTY: One of the things that you can do in your discretion is to use the Executive Director as your Secretary or a library employee who shall be an ex officio member of the Board of Trustees. And that person's duties are spelled out on page 1 of the bylaws.

CHAIRMAN PAUL KAPLAN: Okay.

MR. JOSH TAYLOR: So do we need to vote on that?

MRS. PAULA RAFFERTY: Yes, you do.

CHAIRMAN PAUL KAPLAN: Do I hear a motion to...

MOTION

MR. JOSH TAYLOR: I make a motion to ask Zenobia if she's willing to continue in what she's doing to be the Secretary, in addition to.

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

MS. JAMILICA BURKE: Second.

CHAIRMAN PAUL KAPLAN: Any discussion? If not, all those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

Okay. We also need a motion that we are going to meet in July. Normally, it's on the calendar as an off time.

So do I hear a motion to meet?

MOTION

MRS. PHYLLIS D. BAILEY: Mr. Chairman, I move to meet.

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

MS. JAMILICA BURKE: Second.

CHAIRMAN PAUL KAPLAN: I hear a second. Any discussion? If not, all those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None. Thank you very much. And, Chip, thank you for calling in. Appreciate it.

MR. D. CHIP JOYNER: Thank you.

CHAIRMAN PAUL KAPLAN: Are you out of the country? Where are you at now?

MR. D. CHIP JOYNER: I'm in Rosemary, Rosemary, Florida.

CHAIRMAN PAUL KAPLAN: Okay. All right.

DR. GABRIEL MORLEY: Well, just let me remind you, too, remember, tomorrow morning at ten is the renaming of the South Fulton Library to the Gladys S. Dennard Library at South Futon.

CHAIRMAN PAUL KAPLAN: Unfortunately, I can't -- I cannot make it.

MRS. PHYLLIS D. BAILEY: I'll be there.

DR. GABRIEL MORLEY: You know, fifteen --

CHAIRMAN PAUL KAPLAN: Phyllis, you're going to be there? Good. Phyllis will be there.

DR. GABRIEL MORLEY: Fifteen, twenty minutes unless Commissioner Darnell gets talking.

MRS. PHYLLIS D. BAILEY: She may not be there because she has some medical issues.

DR. GABRIEL MORLEY: Oh, yes?

MRS. PHYLLIS D. BAILEY: And she -- I talked with her concerning that, so I will speak for her.

DR. GABRIEL MORLEY: Then it'll definitely be fifteen minutes.

ADJOURNMENT

CHAIRMAN PAUL KAPLAN: Okay. Do I hear a motion to adjourn the meeting?

MOTION

MS. JAMILICA BURKE: So moved.

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

MR. D. CHIP JOYNER: Second.

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

CHAIRMAN PAUL KAPLAN: Thank you. Bye, Chip. Thank you.

*(Whereupon, the Board of Trustees Meeting
concluded at 5:40 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

July 26, 2017

Summary of June 2017 Activities

Personnel

- We have interviews planned next week for the Tech Services Manager position.
- We have hired two new branch managers:
 - Alpharetta – Ashley Dupuy, former director of research and instructional services at Kennesaw State University, joined AFPLS earlier this month. Ashley has a solid background in reference work and marketing. We've charged her with growing the success at Alpharetta through outreach, programming and increased circulation.
 - Milton – Todd Williamson, was previously the assistant branch manager at the Roswell Library. Todd's strengths lie in his creative programming and community engagement. He has been a school librarian and a longtime branch manager in West Virginia prior to relocating to the Atlanta area.
- We recently made offers to five individuals in the classification of Librarian Senior. The five slots are assistant branch manager at Milton, assistant branch manager at Metropolitan, assistant branch manager at Roswell, collection development librarian at AARL, and a community engagement outreach librarian.

Bond Update

- We are scheduling our initial meetings with each of the three new contractors. (Group 2, Group 4 and Central)
- Group 2 – EDT (worked on new Alpharetta branch and original Ocee branch)
- Group 4 – BuildSmart/Tebarco
- Central design – Cooper Carry
- Group 3 was advertised July 12.
- Hapeville has not been advertised.
- The first group of seven libraries is moving through the design phase and cost estimating phase. The project management team and the contractor are working to align our goals and our budget.

Maintenance Update

- See quarterly report

AUBURN AVENUE RESEARCH LIBRARY

Program Division

- Number of Programs: 15
- Total Program Attendance: 895
- Presented Exhibits: 4
- Total Exhibit Attendance: 537

Reference and Research Division

- Books Added to Collection – 42
- Journals/Magazines Added to Collection – 34
- Newsletters Added to Collection – 5
- Newspapers Added to Collection – 140
- New Books Received – 148

Reference Questions Answered and Computer Usage

- Auburn Express (Internet) – 196
- Computer Sessions – 373
- Computer Time in Hours – 79
- Number of Research Items Requested/Used – 119
- Questions Answered (reference/directional/referred) – 393
- Research Consultations – 3
- Study Rooms Requested – 20
- Telephone Calls (reference/directional/referred) – 29

VOLUNTEER SERVICES

- The Office of Volunteer Services recorded 5,829 hours performed at 32 locations, including 6 departments at Central, by 617 volunteers, 139 of which were new to the System. Branches with the top hours included Ocee, Northeast/Spruill Oaks and Sandy Springs and branches with the top number of volunteers included Ocee, Northeast/Spruill Oaks and Alpharetta. Alpharetta, Roswell and Sandy Springs had the top number of Friends' hours with 548, 458 and 303 hours respectively.

BUCKHEAD

- We started the month with an indoors and outdoors kick-off. June we celebrated Father's Day with wooden bowties for dads. Rockler Woodworking partnered with the library to create unfinished wooden bowtie cut-outs. The library via partnerships provided materials used by the children to decorate and complete bowties for their dads.

EAST ATLANTA

- The Summer Reading Program got off to a great start with a kickoff performance from Keith Karnok and a visit from the Chick-fil-A Cow who brought mini chicken biscuits to share. Other programs included a shadow puppet performance and workshop and a drone workshop with Generation in Focus. We had a special Braves storytime with 2 of the bat girls. Each attendee got to take home a foam tomahawk, which was a big hit.

MLK

- Patrons participated in a number of exciting interactive programs focusing on this year's summer reading theme, "Build a Better World". On June 6. More than 200 families attended the "Building a Community of Leaders" summer reading celebration. The kickoff began with special guest, motivational speaker and storyteller Benetta Standly. Standly read the story, "Iggy Peck Architect" by Andrea Beaty". Next, Kaiser Permanente's educational theater group intrigued families and campers with interactive stories, music and an out-of-this-world puppet show with the world famous Mumferd! Charles Curry, Community Outreach Specialist of the Atlanta Citizens Review Board, and superhero Captain Integrity spoke to program participants about the importance of always being on their best behavior. Zaxby's restaurant mascot, Little Zach, made an appearance and posed for pictures while other participants waited patiently to get their faces painted and receive a reading themed removable tattoo.

MECHANICSVILLE

- In partnership with the Romae T. Powell Juvenile Court, Grandparents Raising Grandchildren continue to meet at the Mechanicsville Branch. Resources are shared among the group which will assist grandparents in better caring for the grandchildren. Most of the grandparents have acquired their grandchildren via the juvenile court system as a result of delinquency or parent deprivation.

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

AS OF JUNE 30, 2017

Doc. #17-37

SERVICE	2017 BUDGET	JUNE	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURE	EXPENDITURE	ENCUMBRANCE	COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,648,364	1,035,317	6,632,545	-	6,632,545	45%	8,015,819
PART TIME SALARY	771,759	40,893	299,950	-	299,950	39%	471,809
BENEFITS	7,617,085	555,985	3,318,350	-	3,318,350	44%	4,298,735
BOOKS	2,114,549	121,264	223,260	934,634	1,157,894	55%	956,655
OFFICE EQUIP. REPAIR	43,456	3,828	3,828	-	3,828	9%	39,628
EQUIPMENT	9,320	-	-	1,094	1,094	12%	8,226
OFFICE FURNITURE	2,082	-	-	-	-	0%	2,082
PROFESSIONAL SERV	90,337	-	13,215	16,741	29,956	33%	60,381
COPIER MACHINE LEASE	286,535	19,665	127,635	-	127,635	45%	158,900
COPIER PAPER	16,760	825	825	4,675	5,500	33%	11,260
SUPPLIES	137,952	11,916	21,264	-	21,264	15%	116,688
SOFTWARE MAINTENANCE	241,193	7,254	210,941	2,100	213,041	88%	28,152
BUILDING RENT	203,641	10,263	83,875	71,199	155,074	76%	48,567
LYRASIS CHARGES	1,000	-	-	-	-	0%	1,000
OTHER SERVICES	187,261	4,398	61,119	4,278	65,397	35%	121,864
SECURITY SERVICES	437,614	18,178	243,865	193,749	437,614	100%	-
TRAVEL	38,176	3,910	14,346	-	14,346	38%	23,830
VEHICLE MAINTENANCE	8,750	462	4,270	-	4,270	49%	4,480
GENERAL INSURANCE	759,530	71,944	379,765	-	379,765	50%	379,765
TOTAL	27,615,364	1,906,102	11,639,053	1,228,471	12,867,523	47%	14,747,841

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

AS OF JUNE 30, 2017

ORGANIZATION	SERVICE	2017 BUDGET	JUNE	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	12,534,540	877,223	5,602,593	-	5,602,593	45%	6,931,947
	PART TIME SALARY	771,759	40,893	299,950	-	299,950	39%	471,809
	BENEFITS	6,566,069	472,758	2,824,199	-	2,824,199	43%	3,741,870
	BOOKS	2,114,549	121,264	223,260	934,634	1,157,894	55%	956,655
	OFFICE EQUIP. REPAIR	43,456	3,828	3,828	-	3,828	9%	39,628
	EQUIPMENT	4,000	-	-	-	-	0%	4,000
	OFFICE FURNITURE	1,785	-	-	-	-	0%	1,785
	PROFESSIONAL SERV	49,595	-	9,547	4,947	14,493	29%	35,102
	COPIER MACHINE LEASE	271,235	17,598	115,485	-	115,485	43%	155,750
	SUPPLIES	86,607	6,720	6,874	-	6,874	8%	79,733
	BUILDING RENT	203,641	10,263	83,875	71,199	155,074	76%	48,567
	OTHER SERVICES	40,098	200	4,973	687	5,660	14%	34,438
	SECURITY SERVICES	437,614	18,178	243,865	193,749	437,614	100%	-
	GENERAL INSURANCE	575,035	56,520	287,517	-	287,517	50%	287,518
Total		23,699,983	1,625,444	9,705,966	1,205,216	10,911,182	46%	12,788,801

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

AS OF JUNE 30, 2017

ORGANIZATION	SERVICE	2017 BUDGET	JUNE	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	2,113,824	158,094	1,029,952	-	1,029,952	49%	1,083,872
	BENEFITS	1,051,016	83,227	494,151	-	494,151	47%	556,865
	EQUIPMENT	5,320	-	-	1,094	1,094	21%	4,226
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	40,742	-	3,668	11,795	15,463	38%	25,279
	COPIER MACHINE LEASE	15,300	2,067	12,150	-	12,150	79%	3,150
	COPIER PAPER	16,760	825	825	4,675	5,500	33%	11,260
	SUPPLIES	51,345	5,196	14,390	-	14,390	28%	36,955
	SOFTWARE MAINTENANCE	241,193	7,254	210,941	2,100	213,041	88%	28,152
	LYRISIS CHARGES	1,000	-	-	-	-	0%	1,000
	OTHER SERVICES	147,163	4,198	56,146	3,591	59,737	41%	87,426
	TRAVEL	38,176	3,910	14,346	-	14,346	38%	23,830
	VEHICLE MAINTENANCE	8,750	462	4,270	-	4,270	49%	4,480
	GENERAL INSURANCE	184,495	15,425	92,247	-	92,247	50%	92,248
Total		3,915,381	280,658	1,933,087	23,255	1,956,341	50%	1,959,040

Atlanta-Fulton Public Library System - June 2017

Activity and Description	2017		2016		YTD
	June	YTD	June	YTD	
Circulation					
Total number of items checked out of the library	296,930	1,508,167	312,166	1,600,236	-6%
Holds					
Number of requests by patrons	59,070	320,662	58,522	317,712	1%
Inter-Library Loans					
Number of items lent to or borrowed from another library system	534	2,561	199	1,337	92%
Visits					
Number of people entering a library for any reason	442,619	2,023,777	365,219	1,798,518	13%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	112,677	591,248	81,556	471,614	25%
Number of hours of computer use	371,559	629,042	166,478	473,679	33%
Wireless Sessions					
Number of times the library's wireless network is accessed	44,903	215,223	40,680	230,965	-7%
Webhits					
Number of times people have visited the library's website	799,809	4,310,280	813,449	4,354,942	-1.0%
Online Resources					
Number of times a resource is logged into or a searched performed	134,547	881,368	71,920	515,305	71%
Computer Classes					
Number of classes	20	143	13	116	23%
Number of attendees	188	963	112	753	28%
Virtual Circulation					
Number of e-books and e-audiobooks checked out	35,356	182,581	20,016	100,874	81%
Children's programs					
Library sponsored programs offered for children (birth - 12)	490	2,051	480	2,042	0%
Number of people attending programs	20,873	74,876	20,150	72,685	3%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	88	333	143	365	-9%
Number of people attending programs	1,468	5,235	2,054	9,677	-46%
Adult Programs					
Library sponsored programs offered for adults (18 +)	436	2,552	397	2,196	16%
Number of people attending programs	7,949	37,061	6,260	29,945	24%
Programs - Total					
Library sponsored programs offered - total of all programs	1,014	4,936	1,020	4,603	7%
Number of people attending programs	30,290	116,172	28,464	112,307	3%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	631	4,101	424	2,941	39%
Number of people attending meetings or activities	19,655	59,966	5,907	54,716	10%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
CIRCULATION REPORT
JUNE 2017

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	JUNE 2017 DATA	JUNE 2016 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2017 CIRC	YTD 2016 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	1,025	766	58	1,849	2,041	(192)	-9%	9,257	10,869	(1,612)	-15%
ADAMSVILLE/COLLIER HEIGHTS	1,112	742	72	1,926	1,901	25	1%	10,494	11,315	(821)	-7%
ALPHARETTA	10,354	22,128	1,164	33,646	35,526	(1,880)	-5%	165,220	167,931	(2,711)	-2%
BUCKHEAD	6,321	5,880	415	12,616	15,309	(2,693)	-18%	64,008	71,876	(7,868)	-11%
CLEVELAND AVENUE	1,223	1,070	78	2,371	2,326	45	2%	11,302	11,955	(653)	-5%
COLLEGE PARK	1,047	894	104	2,045	3,312	(1,267)	-38%	10,558	25,763	(15,205)	-59%
DOGWOOD	1,003	890	192	2,086	2,669	(583)	-22%	12,693	15,443	(2,750)	-18%
EAST ATLANTA	2,519	3,887	277	6,682	6,904	(222)	-3%	34,105	33,630	475	1%
EAST POINT	2,650	1,230	172	4,052	4,944	(892)	-18%	23,147	29,118	(5,971)	-21%
EAST ROSWELL	7,410	9,654	444	17,508	19,007	(1,499)	-8%	87,611	93,912	(6,301)	-7%
FAIRBURN	1,538	1,249	143	2,931	4,169	(1,238)	-30%	13,546	20,695	(7,149)	-35%
HAPEVILLE	631	824	91	1,546	1,730	(184)	-11%	8,516	8,901	(385)	-4%
KIRKWOOD	1,218	2,087	112	3,417	2,984	433	15%	18,732	17,250	1,482	9%
MARTIN LUTHER KING, JR	554	504	78	1,137	1,334	(197)	-15%	6,371	7,496	(1,125)	-15%
MECHANICSVILLE	777	1,020	163	1,960	1,597	363	23%	9,585	10,080	(495)	-5%
METROPOLITAN	2,658	3,221	219	6,098	9,018	(2,920)	-32%	36,720	49,062	(12,343)	-25%
MILTON	6,158	14,668	939	21,765	21,805	(40)	0%	101,363	98,827	2,536	3%
NORTHEAST/SPRUILL OAKS	5,721	12,954	985	19,660	21,338	(1,678)	-8%	100,177	102,279	(2,102)	-2%
NORTHSIDE	6,893	9,851	647	17,391	17,591	(200)	-1%	80,304	80,509	(205)	0%
NORTHWEST	2,262	3,984	389	6,636	6,535	101	2%	32,221	36,073	(3,852)	-11%
OCEE	9,200	18,164	1,809	29,173	31,799	(2,626)	-8%	149,581	169,133	(19,552)	-12%
PALMETTO	949	1,504	108	2,561	4,514	(1,953)	-43%	13,731	20,552	(6,821)	-33%
PEACHTREE	2,989	2,827	146	5,962	6,524	(562)	-9%	34,017	33,994	23	0%
PONCE DE LEON	6,320	4,742	414	11,476	14,089	(2,613)	-19%	66,940	74,081	(7,141)	-10%
ROSWELL	10,736	12,069	858	23,663	24,439	(776)	-3%	118,697	132,272	(13,575)	-10%
SANDY SPRINGS	9,196	9,728	780	19,704	21,781	(2,077)	-10%	100,004	96,830	3,174	3%
SOUTHEAST	1,429	1,544	105	3,078	451	2,627	100%	19,306	746	18,560	100%
SOUTH FULTON	3,679	4,509	432	8,621	300	8,321	2774%	41,620	1,719	39,901	2321%
SOUTHWEST	2,547	1,998	266	4,811	5,854	(1,043)	-18%	24,615	27,209	(2,594)	-10%
WASHINGTON PARK	799	811	57	1,667	2,709	(1,042)	-38%	9,841	12,113	(2,272)	-19%
WEST END	760	647	49	1,456	2,282	(826)	-36%	8,843	10,916	(2,073)	-19%
WOLFCREEK	3,118	6,162	529	9,810	9,387	423	5%	50,307	45,809	4,498	10%
BRANCHES TOTAL	114,798	162,209	12,297	289,304	306,169	(16,865)	-6%	1,473,432	1,528,358	(54,927)	-4%
CENTRAL	4,267	2,980	213	7,460	5,884	1,576	27%	34,399	38,011	(3,612)	-10%
Outreach Services	103	52	11	166	102	64	63%	336	839	(503)	-60%
AUBURN AVENUE RESEARCH				Non-circulating library - please refer to other usage reports.							
SYSTEM TOTAL	119,168	165,241	12,521	296,930	312,155	-15,225	-5%	1,508,167	1,567,208	-59,041	-4%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
SYSTEM STATS AT A GLANCE
JUNE 2017

	JUNE	TOTAL	INTRA-LIBRARY	COMPUTER	LIBRARY	NUMBER OF	PROGRAM	NUMBER OF	MEETING	VOTER
AGENCY NAME	CIRCULATION	REGISTRATIONS	LOANS	USAGE	VISITS	PROGRAMS	ATTENDANCE	MEETINGS	ATTENDANCE	REGISTRATIONS
ADAMS PARK	1,849	162	136	14,681	29,462	21	472	5	83	0
ADAMSVILLE/COLLIER HEIGHTS	1,926	231	452	2,346	3,994	8	133	3	22	2
ALPHARETTA	33,646	1,401	2,957	4,504	33,171	42	957	17	12,705	15
BUCKHEAD	12,616	566	1,269	1,492	29,362	21	1,028	45	464	1
CLEVELAND AVE	2,371	180	506	2,219	6,299	21	849	7	49	2
COLLEGE PARK	2,045	229	292	3,644	3,867	45	927	1	20	0
DOGWOOD	2,086	166	275	1,044	5,998	15	479	6	130	
EAST ATLANTA	6,682	365	581	2,246	6,575	15	390	15	117	7
EAST POINT	4,052	355	1,887	5,257	3,360	16	289	35	490	0
EAST ROSWELL	17,508	991	595	2,198	13,300	51	1,229	8	73	16
FAIRBURN	2,931	386	437	660	4,023	20	684	20	295	8
HAPEVILLE	1,546	119	378	1,169	3,526	22	766	5	46	0
KIRKWOOD	3,417	189	472	992	2,832	15	508	4	38	4
MARTIN LUTHER KING, JR	1,137	115	305	1,234	4,065	24	1,253	0		10
MECHANICSVILLE	1,960	107	343	1,444	5,776	14	338	4	46	4
METROPOLITAN	6,098	356	4,536	6,342	11,917	27	772	160	885	0
MILTON	21,765	653	3,203	1,134	4,789	19	246	3	38	10
NORTHEAST/SPRUILL OAKS	19,660	602	2,161	490	23,041	45	1,496	31	189	8
NORTHSIDE	17,391	438	1,070	844	57,500	12	604	10	120	0
NORTHWEST	6,636	284	3,431	3,324	9,036	21	1,089	15	578	15
OCEE	29,173	1,019	1,728	1,609	20,370	27	628	2	9	8
PALMETTO	2,561	152	983	4,089	8,088	10	837	1	16	0
PEACHTREE	5,962	354	1,132	2,396	5,366	36	627	11	121	3
PONCE DE LEON	11,476	482	1,802	2,802	21,893	42	517	11	67	9
ROSWELL	23,663	1,272	2,698	1,354	21,200	42	1,061	4	26	11
SANDY SPRINGS	19,704	1,072	2,108	3,091	24,565	80	2,633	11	561	11
SOUTHEAST	3,078	264	1,383	2,275	10,583	24	498	20	450	0
SOUTH FULTON	8,621	1,051	4,155	7,038	6,104	40	2,617	79	86	0
SOUTH WEST	4,811	515	425	5,333	17,000	31	1,232	45	658	0
WASHINGTON PARK	1,667	130	460	2,259	9,762	16	335	3	49	38
WEST END	1,456	193	256	1,917	3,331	20	439	6	86	38
WOLFCREEK	9,810	546	3,201	3,225	11,070	40	779	28	887	4
BRANCHES TOTAL	289,304	14,945	45,617	94,652	421,225	882	26,712	615	19,404	224
CENTRAL	7,460	1,005	6,095	17,652	19,518	86	1,295	13	216	16
OUTREACH SERVICES	166	95	0	0	0	31	1,388	0	0	0
AUBURN AVENUE RESEARCH	0	0	6	373	1,876	15	895	3	35	0
SYSTEM TOTAL	296,930	16,045	51,718	112,677	442,619	1,014	30,290	631	19,655	240

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
SYSTEM STATS AT A GLANCE
2ND QUARTER 2017

AGENCY NAME	TOTAL CIRCULATION	TOTAL REGISTRATIONS	INTRA-LIBRARY LOANS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	4,509	466	318	20,602	55,060	38	732	27	470	1
ADAMSVILLE/COLLIER HEIGHTS	5,005	658	1,196	6,459	10,669	29	918	15	178	5
ALPHARETTA	85,908	2,677	7,616	12,053	139,140	121	3,037	63	13,917	32
BUCKHEAD	32,929	1,432	3,251	5,791	67,034	67	2,750	115	1,768	9
CLEVELAND AVE	5,979	463	1,367	5,736	14,079	45	1,109	30	366	2
COLLEGE PARK	5,092	663	805	9,137	10,246	94	1,487	10	130	0
DOGWOOD	6,019	460	739	3,088	16,194	57	1,036	14	180	8
EAST ATLANTA	17,416	878	1,605	6,271	17,781	42	834	49	323	17
EAST POINT	11,185	962	2,813	14,547	10,790	34	668	93	1,289	2
EAST ROSWELL	45,786	2,030	3,814	6,079	30,037	119	3,417	35	355	46
FAIRBURN	7,133	901	1,148	2,110	9,253	40	1,580	61	628	23
HAPEVILLE	3,912	267	1,042	3,525	9,966	49	1,406	20	153	0
KIRKWOOD	9,348	444	1,143	2,955	7,596	52	1,217	17	245	12
MARTIN LUTHER KING, JR	3,126	223	786	3,272	11,145	71	2,579	0	0	30
MECHANICSVILLE	4,726	292	876	4,234	14,146	41	1,189	17	322	9
METROPOLITAN	17,332	929	12,144	17,231	32,066	57	1,393	580	3,024	0
MILTON	53,880	1,356	9,706	2,748	13,463	86	1,159	19	257	20
NORTHEAST/SPRUILL OAKS	51,945	1,145	5,795	3,199	65,085	111	3,625	78	530	8
NORTHSIDE	43,463	1,031	2,712	2,196	77,860	26	1,072	32	306	0
NORTHWEST	16,627	858	9,336	8,552	22,434	51	3,321	64	1,836	39
OCEE	75,988	2,079	4,698	4,233	66,010	70	1,244	7	107	16
PALMETTO	6,478	307	2,764	7,703	15,975	22	1,401	6	119	0
PEACHTREE	17,231	879	2,851	5,758	16,012	107	1,796	29	322	9
PONCE DE LEON	32,733	1,277	4,686	7,862	60,821	83	1,088	36	297	24
ROSWELL	61,052	2,623	7,090	6,128	61,490	131	2,131	20	361	46
SANDY SPRINGS	51,655	2,573	5,556	8,362	60,308	184	7,986	44	1,820	23
SOUTHEAST	8,919	678	3,435	6,477	27,836	81	2,535	58	1,153	0
SOUTH FULTON	21,106	2,309	10,979	18,511	16,010	90	4,454	288	556	0
SOUTH WEST	12,370	1,225	1,419	15,294	48,500	66	2,267	160	2,131	4
WASHINGTON PARK	4,842	359	1,247	5,835	27,474	33	698	8	150	97
WEST END	4,439	546	674	2,457	9,244	47	832	17	193	86
WOLFCREEK	25,459	1,023	8,516	8,500	30,443	82	1,662	88	2,394	24
BRANCHES TOTAL	753,592	34,013	122,127	236,905	1,074,167	2,226	62,623	2,100	35,880	592
CENTRAL	19,035	2,594	17,094	34,303	55,449	235	3,354	53	877	45
OUTREACH SERVICES	320	455	0	-	0	111	3,486	0	0	0
AUBURN AVENUE RESEARCH	0	0	9	1,065	5,109	39	1,891	11	263	0
SYSTEM TOTAL	772,947	37,062	139,230	272,273	1,134,725	2,611	71,354	2,164	37,020	637

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
Customer Service Comments
Quarterly Report
April, May, June 2017

	Apr	May	June	2 nd Quarter Total	2016 Year to date (Jan-Jun)	2017 Year to date (Jan-Jun)
• Total Customer Comments Received:	112	109	218	439	480	813
• Types of Comments:						
▪ Compliment	12	12	14	38	158	87
▪ Suggestion	5	13	30	48	43	72
▪ Complaint	6	6	9	21	94	47
▪ Inquiry	89	78	165	332	184	607
• Format of Comments:						
▪ Emails	97	97	208	402	225	736
▪ Postcards	15	12	10	37	231	73
▪ Direct Contact	0	0	0	0	24	4

ATLANTA-FULTON COUNTY LIBRARY SYSTEM

Customer Service Snapshot

April, May, June, 2017

- **439 comments were received during the quarter.** The majority of comments were directly related to services offered such as holds, copying, computer services, fines, classes, and parking. The majority of comments were for services provided by staff with overall ratings of excellent.
- A sampling of complimentary quotes received include:
 1. Alpharetta – “Staff are very responsive when providing assistance.
 2. South Fulton – “The Launch Pads are an excellent resource for all learners!”
 3. Washington Park - “Excellent Customer Service”.
 4. Milton - ‘Staff goes beyond the call of duty’.
 5. Auburn – “Thanks for the extensive collection and helpful staff”.
 6. East Point - “Staff are very resourceful”.
 7. Cleveland - “Staff members are a tremendous help with the computers”.
- **21 disappointments and suggestions for improvement** were received during this quarter indicating patrons felt the service they received that time was worse than what they had experienced in the recent past.
- A sampling of quotes received appears below:
 1. Copy machine malfunctions
 2. Parking
 3. Library card renewals