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# **BOARD OF TRUSTEES**

## **MEETING INFORMATION PACKET**

**MARCH 22, 2017**



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ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES REGULAR MEETING  
MARCH 22, 2017



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**Revised**

**Atlanta-Fulton Public Library System  
Board of Trustees Meeting  
Central Library, 6<sup>th</sup> Floor  
March 22, 2017 – 4:00 p.m.**

**AGENDA**

- I. Adoption of Agenda Doc. #17-13 Tab #1
- II. Approval of Summary Minutes from Regular Meeting of February 22, 2017\* Doc. #17-12 Tab #2  
Approval of Verbatim Minutes from Regular Meeting of February 22, 2017\*
- III. Chairman's Report
- IV. Director's Reports Doc. #17-16 Tab #3
  - A. Monthly Financial Report Doc. #17-14
  - B. Monthly Usage Summary Doc. #17-15
- V. Foundation Update
- VI. Old Business
  - A. Library Bond Program – Update
  - B. Strategic Plan on Objectives & Measure of Performance – Update
  - C. Positions Planning to fill & Open Positions – Update
  - D. Meeting Room Policy – Political Activity Discussion\*
  - E. Board of Trustees Bylaws\* - Update
  - F. Director Review
- VII. New Business
  - A. Future Agenda Items
- VIII. Executive Session
- IX. Adjournment

\*Action is anticipated on this item.



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FULTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
MINUTES FOR February 22, 2017 MEETING – 4:00 PM CENTRAL LIBRARY

Members Present:

Bailey, Phyllis D. – Vice Chairman  
Kaplan, Paul – Chairman  
Taylor, Josh  
Thomas, John R.

Also In Attendance

Claxton, Zenobia – Assistant to Director’s Office  
Holloman, Gayle H. – Division Manager  
Morley, Gabriel Dr. – Executive Director  
Rafferty, Paula – Staff County Attorney

**A. PRELIMINARY BUSINESS:**

Motion made by John R. Thomas and seconded by Phyllis D. Bailey to accept the agenda as presented.

**B. APPROVAL OF MINUTES:**

Motion made by John R. Thomas and seconded by Josh Taylor to approve the January 25, 2017 summary minutes. Motion made by Phyllis D. Bailey and seconded by Josh Taylor to approve the January 25, 2017 verbatim minutes.

**C. CHAIRMAN’S REPORT:** See Bond Update and discussion on Bylaws below

**D. DIRECTOR’S REPORTS:**

1. Monthly Financial Report: Dr. Morley reported that there was nothing outstanding on the financial report.
2. Monthly Usage Summary: Dr. Morley provided some highlights virtual circulation was up 74% this January over last January. Dr. Morley mentioned that they were going to put more resources into eBooks, eAudios and push services to keep up with growth.
3. Organization staffing: Dr. Morley announced that two Outreach staff and eight Librarian Seniors all started today. Interviews for the four Library Associate positions were completed today. We’re still waiting for position numbers for six new staff.
4. Strategic Plan: We asked that the person responsible for each action item be identified.
5. TAD Funds: Dr. Morley stated that the board needs to make a motion. A motion was made by

Josh Taylor and seconded by John R. Thomas that authorizes Dr. Morley to write up the plan to spend the 500,000 for bookmobiles, put the other 7.5 million in reserve.

6. Code of Conduct: we will wait until we have the other two Branch Group Managers so they can participate
7. State Funding: They give us a stipend for some amount of staff salaries, maybe two hundred something thousand for professional positions. There are a lot of different little things that pop up midway through the year; midway through our year but toward the end of their year and some of it is for equipment. We just turned in our MRR for equipment, which will be about two hundred thousand dollars' worth of equipment. The State also does Capital Projects, but we are never high enough on the list to get funds due to the needs of other counties that are not as well funded as we are.

#### **E. LIBRARY RENOVATION PROCESS AND SCHEDULE UPDATE:**

Paul provided some highlights for the construction process, there were 1,035 proposals submitted and had to be reviewed. . The following is the status for each group in Phase II based on CIP Outreach Information handed out by Dr. Morley:

- Group 1 – Hogan selected , and Contract submitted
- Program management – Solicitation for RFP to be released week of Feb13
- Central Library Programming/ Bridging – Solicitation for RFP to be released week of Feb 21
- Group 2 – Solicitation for RFP to be released week of Feb 27
- Group 4 – Solicitation for RFP to be released week of March 6
- Special Inspections/ Materials Testing – Solicitation for RFP to be released week of March 13
- Group 3 – Solicitation for RFP to be released - 2<sup>nd</sup> quarter 2017
- Hapeville Library – Solicitation for RFP to be released - 2<sup>nd</sup> quarter 2017
- Central Library – Solicitation for RFP to be released - 1st quarter 2018

Each bid solicited has 30 days for responses. Group 1 took about 6 months, but we hope to reduce that in the next round of bids, but it is a lot of work and coordination between library staff and the County (Purchasing, Legal, & Facilities management.) Once the contract is let out for each phase, we're talking about having public hearings at each library. Then we have to do the design, because every library is different. They're not all cookie cutters. Design could take a couple of months, three months, before they even get in to set foot to do anything. The terms of the bond contract requires that construction for all phases be substantially complete by the end of 2019.

Dr. Morley spoke about the need for Central activities that are still going to have to continue during Renovations which may take eighteen or twenty-four months,

- Space for couriers & a place for them to park their trucks.
- Collection Management , Finance and other system staff

We are trying to find either a Fulton County location or some other place near enough where we

can monitor what's going on & to do centralized System work.

Dr. Morley also explained how they are planning with each branch for renovation and the schedule of activities:

- Staff ideas for function needs.
- Weeding the collection.
- Clearing out the clutter of the surplus items.
- Development of fact sheets on what will be included in scope.
- Publicity about the renovations ahead of meetings.
- Public Meetings about scope and design with Contractor.
- Involvement of local cities and organizations (e.g. Sandy Springs, Hapeville, etc.)

**F. MEETING ROOM POLICY – POLITICAL ACTIVITY DISCUSSION:**

Paula Rafferty, Staff Attorney will review the policy before it's voted on by the BOT.

**G. OTHER ITEMS**

1. Board of Trustees Bylaws: We discussed several items, and decided that a Bylaws Committee will be formed by the Chair including MRS. BAILEY and one other BOT member.
2. COUNTY MOU FOR FRIENDS AND USE OF FACILITIES - This is still pending at County attorney office.
3. DIRECTOR REVIEW: Chair will schedule an executive session in the future for this review.
4. JOHN THOMAS has resigned from BOT, but will continue until his replacement is confirmed.

**H. IMMEDIATE ACTION ITEMS:**

1. LIBRARY RFP Schedule
2. Update on Positions we are currently planning to fill, open positions – current status.
3. Strategic Plan – Update on objectives and measures of performance
4. Develop plan for 2017 capital expenditures based on TAD funds availability.
5. Update on county process for applying for TAD funds.

**I. Future Action Items:**

1. Meeting Room Policy Revision
2. Board of Trustees Bylaws - Update
3. Code of Conduct:

The meeting was adjourned at 5:25 p.m.

**Doc. #17-12**



**ATLANTA-FULTON PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**FEBRUARY 22, 2017 – 4:00 P.M.**

**CENTRAL LIBRARY – 6th FLOOR BOARD ROOM**

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Board of Trustees Meeting, 22 February 2017



**Members Present**

Bailey, Phyllis D., Vice Chairman  
Kaplan, Paul, Chairman  
Taylor, Josh, Secretary  
Thomas, John R.

**Absent:**

Borders, Patricia  
Burke, Jamilica  
Joyner, D. Chip

**Also In Attendance**

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

**Visitors Present**

Long, Todd – Chief Operating Officer, County Manager’s Office  
White, Daniel – Assistant to Commissioner Liz Hausmann

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**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:** Okay. I'm going to call the Board of Trustees meeting of February 22, 2017 to order.

**17-09 ADOPTION OF THE AGENDA**

**CHAIRMAN PAUL KAPLAN:** Everybody read the agenda? And if so, I need a motion to accept as presented. And I am going to make one change on it first.

**MOTION**

**MR. JOHN R. THOMAS:** So moved.

**CHAIRMAN PAUL KAPLAN:** Is there a second?

**MRS. PHYLLIS D. BAILEY:** Second.

**CHAIRMAN PAUL KAPLAN:** Okay. Moved and second.

Okay. I'd like to add under New Business, C, Director Review. I want to write that down. I want to talk about it a little bit.

**MRS. PHYLLIS D. BAILEY:** Director Review?

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

Any other changes or any other additions?

**DR. GABRIEL MORLEY:** Yes. We can strike Security Update.

That's a quarterly report.

**CHAIRMAN PAUL KAPLAN:** Yes.

Okay. If none, all those in favor say aye.

*(Whereupon, all said aye.)*

**CHAIRMAN PAUL KAPLAN:** Opposed? None.

**17-08 APPROVAL OF THE SUMMARY MINUTES FROM REGULAR MEETING OF JANUARY 25, 2017**

**CHAIRMAN PAUL KAPLAN:** Okay. Approval of the Summary Minutes of the Regular Meeting of January 25, 2017.

Do I hear a motion?

**MOTION**

**MR. JOHN R. THOMAS:** So moved.

**MR. JOSH TAYLOR:** Second.

**CHAIRMAN PAUL KAPLAN:** It's been moved and second. Any discussion? If not, all those in favor say aye?

**CHAIRMAN PAUL KAPLAN:** Opposed?

**MRS. PHYLLIS D. BAILEY:** Abstain.

**CHAIRMAN PAUL KAPLAN:** Abstain.

*(Whereupon, one abstained.)*

**17-08 APPROVAL OF THE VERBATIM MINUTES FROM REGULAR MEETING OF JANUARY 25, 2017**

**CHAIRMAN PAUL KAPLAN:** Okay. Approval of the Verbatim Minutes of the Regular Meeting of January 25, 2017.

Do I hear a motion to approve?

**MOTION**

**MRS. PHYLLIS D. BAILEY:** Yes. I move to approve.

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

**MR. JOSH TAYLOR:** Second.

**CHAIRMAN PAUL KAPLAN:** Approved and seconded. Any questions or anything? If not, all those in favor say aye?

*(Whereupon, all said aye.)*

**CHAIRMAN'S REPORT**

**CHAIRMAN PAUL KAPLAN:** Chairman's Report. Well, I'm not going to get into the construction. If I do, I'll probably going to be talking the same thing that Gabriel is going to talk about, or I can talk about a little bit.

Update: Well, Gayle, do you want to say an update about this thing? Let me tell you where we are. Right now, I met with Felicia, who's the Director of Procurement and Contracts and Purchasing. And I asked why things take so long. Well, I talked to her for about forty-five minutes in her office.

It's going to take -- transparency. We don't need any problems at all. This is just the way things go. It doesn't go very quickly. Just give you a little insight. Just on the -- excuse me for a second. I've got to go through my -- I got so many notes today.

**DR. GABRIEL MORLEY:** That's all right. I'll hand this out.

**CHAIRMAN PAUL KAPLAN:** Just to tell you what she goes through: During Phase I, those are the libraries that we built, out of those -- it was a total of around thirty-five when the project started -- she had thirteen hundred and thirty-five proposals to go through, thirteen hundred. Just think about what she had. She has to go through every single proposal. This is just -- just -- and I got all the statistics of what she had to go through. And I can understand, and I can -- I understand. Subcontractor trade batches were nine hundred and sixty-six subcontractor proposals. Every one of those she has to go through. She has to verify them. She also has to verify their references. Even though they're working for a general contractor, I mean, it's under the general contractor, the County has to know who they are and what they've done and so on and so forth.

And I think I remember at the last Commissioner's meeting -- correct me if I'm wrong -- now, they're asking for that -- how many contractors in that group that work has done more than three jobs for the County. And I don't know if that means they can't do anymore for the County. I'm not sure what that was driving at. I have my idea, but I'm not going to say it. But I was just wondering. But just telling you what she goes through.

Right now, the -- we're waiting for the contract to be signed to go back to Hogan. Am I right, Hogan Construction?

**MRS. GAYLE H. HOLLOMAN:** Yes.

**CHAIRMAN PAUL KAPLAN:** And that hasn't been done. She text me. I don't think it's gone yet through. So we haven't got the contract to Hogan yet. Once Hogan gets the contract, then they have to come back again signed, come back to her office. All of this has to take place before we even start anything at this point. So we're anxious to get these going. And the problem is, as anxious as we are, I think we're not talking -- probably won't start this until maybe September.

And you realize that by the end of 2019, the bonds are done. That was it. We were supposed to have it all done. We feel -- and Gabe you can tell them -- we feel that almost all of these libraries are going to go at one time. I don't know how we're going to make it happen in this short period of time.

First of all, there's a shortage of tradesmen. You read about it. I read in the paper. There was an article that they don't have tradesmen to work. We have the airport, which is -- how many billions of dollars is the airport work? They can't get tradesmen. You can't even get material.

I'm worried about the HVAC system since that was what I did and plumbing work. We used to have to wait seven to eight weeks from the time we order. When we get an notice to proceed, that's the day we cut the purchase order to our suppliers. Our suppliers told us -- and this is when we used to do Chicago Public Schools -- well, get in line. You're seven to eight weeks away. I said, but I have to have the job done is ten weeks. So we -- it got to a point that in order for me even to start the job they wanted me to take all the material that we ordered, they wanted shipped and verified that it's offsite. In other words, it's not still being made. It's actually a place where we can get it and grab it.

So it really caused a lot of problems. And in most cases, we couldn't finish the job. We had to work during winter break. We had to work during a couple of day breaks. We had to work every Saturday and Sunday and with all our cost. So it's a large undertaking. This is just the first group. We're talking all the rest of it being let out and I -- did you pass out the -

**MR. JOSH TAYLOR:** Paul, may I ask a question?

**CHAIRMAN PAUL KAPLAN:** Sure. Go ahead.

**MR. JOSH TAYLOR:** The bonds have been issued.

**CHAIRMAN PAUL KAPLAN:** Yes.

**MR. JOSH TAYLOR:** The money is in the Fulton County coffers. If

we're not finished, we still have the money. What's the end of '19 --

**MR. JOHN R. THOMAS:** Yes. I'm not sure I understand.

**MR. JOSH TAYLOR:** -- the constraint?

**CHAIRMAN PAUL KAPLAN:** You want to explain that to me? They have to have it done by the end of 2019 or at least substantially done.

**MR. JOSH TAYLOR:** They may not have it done. So what happens?

**DR. GABRIEL MORLEY:** It's a financial penalty. It will affect our bond rating and we end up having to pay back money because we haven't spent it all on time. That's why she's been adamant about spending down this first phase. Because as those auditors come through and look at it and see that we still have this money sitting out that should have been gone, we start paying the penalty.

**MRS. PHYLLIS D. BAILEY:** So it's a penalty if you don't spend the money.

**CHAIRMAN PAUL KAPLAN:** That's right.

**MRS. PAULA RAFFERTY:** Well, we make representations when we issue bonds about when they're going to be -- when we will have used eight-five percent of the bond funds. And so that gets tied up in the bond issuance, and it's part of the representations that we make. And so the people who buy the bonds have a right to know what our disclosures are, and we have to keep those promises.

**DR. GABRIEL MORLEY:** And in some cases, though, we can encumber that money and then it could bleed over a little bit.

**MR. JOSH TAYLOR:** Well, that's what I was going to ask.

**DR. GABRIEL MORLEY:** If it's November 2019 and we still have four hundred thousand dollars worth of work that's encumbered, that can carry over. But Sharon really doesn't want it to go over too far because they'll want to close out that year too.

**CHAIRMAN PAUL KAPLAN:** So it's a large -- it's a large undertaking. And if you saw the -- did you see the schedule? Do you have it in front of you?

**MRS. PHYLLIS D. BAILEY:** Yes.

**CHAIRMAN PAUL KAPLAN:** And if -- you can see how we're trying to -- they're trying --

**MR. JOSH TAYLOR:** Have you handed the schedule out? I don't have a copy.

**DR. GABRIEL MORLEY:** Yes. It's this one.

**CHAIRMAN PAUL KAPLAN:** You've got it right there.

**MR. JOSH TAYLOR:** Oh, underneath it.

**CHAIRMAN PAUL KAPLAN:** They're trying to make those dates.

**DR. GABRIEL MORLEY:** And Felicia asked me to remind all of you,

too, you shouldn't be talking to anyone after these get released. Contractors shouldn't be buttering you up. I turned down a guy today who wanted to come and talk about one. And we also have an unusual situation. Paul and I talked about this on the phone. You know, Heery Russell will still be with us until the end of May. But technically we can't talk about these with Heery Russell either because they are a potential bidder for this one that we released Friday. So we're in an awkward situation with them. So be gentle with your conversations wherever they are, especially in your position, so someone doesn't get the impression that something's happening from you, and then later on, it comes back and that's just not the way it is. So we hope these will be much more expedient than the Hogan one. You know, Gayle and I have committed to meeting as quickly as possible to make these decisions as these roll through and get people in the hopper. But you can see how long since we picked Hogan until now and we're just getting to that contract phase.

**CHAIRMAN PAUL KAPLAN:** And once the contract's let out and they're the one, now we're talking about having public hearings at each library. And then we have to do the design, because every library is different. They're not all cookie cutters. And so it's -- so that has to go in design. Design could take a couple of months, three months, before they even get in to set foot to do anything. In the meantime we have to have enough leeway so that we do the things that we need to do; move people over; move books out of the way. They're -- it's a huge project. It could be an apartment by itself. And it's just a lot of work. So the next three years we are really going to be very busy, at least until probably -- at least until probably -- at least through 2017.

Do we have enough tradesmen? I mean, if somebody bids on the job and is going to do five libraries, wow, you're only going to do one and a time? You can't do it that way. You'll never get it done. So that's what we're talking about. Some libraries will be closed down completely to get it done quickly, or some will be partially closing back and forth. And you need a supervisor that will supervise the contractors. So if I have a HVAC person that's working at this place, he'd better be supervising all of us; otherwise, I'm telling you something, if there's no supervisor, things are going to get missed. And good as we are -- and as good as whoever it might be, the construction managers - things get missed. And it will show up six, seven months later, eight months later. And you're wondering, gee, this doesn't work, and something's happening.

And then who do you point fingers at. And then after the first year we buy it; it's ours. So I'll let him update later on as we get through the thing.

The second thing is, I've been reading the bylaws. And you know something, I won't talk about it until we get to bylaws, because used to have things I wanted to talk about.

There is -- I was required -- and I did not do it -- I was required that after -- if somebody misses three consecutive meetings or more, no more than four meetings a year, I was supposed to notify the Commissioners, which I did not do. And I'm going to put in another clause in that part of the bylaws. When we get to it, I'll talk about it. But I will be notifying the Commissioners as far as people's attendance are concerned. I'm not looking to replace anybody. I'm not looking to say, hey, we need that person replaced. But that was last year. This is a new year. And we need -- we need people here. And there's -- we'll talk a little bit about. I have a thing called excused absence. And I have a full thing written out about it. And maybe there's something we can add.

But the bylaws in general -- and I think Phyllis has some stuff to talk about. We're going to go over it; some things we need to do. That is it. I can keep talking, but we'll leave that go, so.

#### **17-12 DIRECTOR'S REPORT**

#### **17-10 MONTHLY FINANCIAL REPORT**

**CHAIRMAN PAUL KAPLAN:** Okay. Director's Report. Let's go the Financial.

**DR. GABRIEL MORLEY:** Well, we can finally spend some money again. There's nothing really outstanding on the Financial Report. You can see we've encumbered some money for books; otherwise, we're around where we need to be.

**CHAIRMAN PAUL KAPLAN:** Any questions on it at all?

#### **17-11 MONTHLY USAGE SUMMARY**

**CHAIRMAN PAUL KAPLAN:** What about the Usage Report?

**DR. GABRIEL MORLEY:** Yes. I was going to say, I don't remember if I mentioned last time, there was this girl who's five years old who read over a thousand books already.

**MRS. PHYLLIS D. BAILEY:** I think I saw it. Was it a piece in the paper about that?

**DR. GABRIEL MORLEY:** Right.

**MRS. PHYLLIS D. BAILEY:** Yes.

**DR. GABRIEL MORLEY:** It keeps getting more and more publicity out of it. There's a newspaper article recently. She was at the capitol when I went over there a couple of weeks ago. And she went to the Library of Congress and was Librarian of

Congress for a Day. So we've been getting a lot of play out of this. Her name is Daliyah or Deliyah --

**MRS. PHYLLIS D. BAILEY:** What page is that on?

**DR. GABRIEL MORLEY:** Page 3 of 3 on the Director's Report. But she had her fifth birthday the day we were doing Hotdog Day at the Capitol. So she's five years old now, and she met with Joyia out at Southeast. You know, she was Librarian for a Day at the Southeast Library. So it's just a -- it's a good story for us. And --

**MR. JOHN R. THOMAS:** That she can even read at five, then read a thousand books. That's pretty phenomenal.

**DR. GABRIEL MORLEY:** Her parents were insistent that all of their children read for at least fifteen minutes every day. And she was the youngest. And so she was feeling left out. So I think it said when she was maybe two years and four months or two years and eight months she read her first book. And they thought, well, maybe she just memorized it. So they downloaded some stuff on the phone and said, can you read this? And she read it right off the phone.

**MRS. PHYLLIS D. BAILEY:** So she's reading.

**DR. GABRIEL MORLEY:** So since then, she's been on a tear, and... But it was a good story for the library, you know, to push out. And it's a feel good story. There's nothing negative about it. And we got a lot of good publicity out of it.

**CHAIRMAN PAUL KAPLAN:** I got a question on Buckhead Branch. It was an interesting statement: The Children Services remains constant and proven to be one of the best -- strategically best public libraries. I think that's an interesting statement that they put about Buckhead. That one, and there was another one. What is -- in Alpharetta Highway it's called Year Up, Year Up. What is that? That's in Alpharetta Highway, in Alpharetta Library. What is that? Year Up, what is... promoting Year Up.

**DR. GABRIEL MORLEY:** They're doing some technology classes.

**CHAIRMAN PAUL KAPLAN:** Is that what it is? It's technology?

**DR. GABRIEL MORLEY:** Yes. We're trying to partner with several different groups. Remember, Generation InFocus, we wanted to focus on teenagers, but they didn't really have the capacity. This is one of those that focuses on that younger age group. We met with another group yesterday called Power My Learning that does a similar thing with digital inclusion. There are a lot of these little places popping up, and some of them will just use our resources.

**MR. JOSH TAYLOR:** Paul, on Buckhead, I met with the Friends Group and Robert, who is the children and teen librarian there, as well as Shirelle. They had more ideas, you know, in this

last meeting. I think somebody's lit a fire under them. But they've got a lot of very creative ideas of ways to expand the services. I'm very pleased with what they're doing.

**DR. GABRIEL MORLEY:** Yes. Shirelle always has a lot of good ideas. We're trying to give her some confidence to accomplish those ideas. Remember, she's just been there a few months.

**MR. JOSH TAYLOR:** Yes, since October.

**DR. GABRIEL MORLEY:** Not too long.

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** So she's finding her way.

**CHAIRMAN PAUL KAPLAN:** Okay. Any other questions for the Director's Report?

**DR. GABRIEL MORLEY:** Yes. I was going to tell you one thing: If you look at our Virtual Circ, you know we're always monitoring that Virtual Circ. And you see it was up seventy-four percent this January over last January. And we're going to continue to put more resources into, I think, eBooks, eAudios, and push the services to keep up with that growth.

#### **OLD BUSINESS**

#### **LIBRARY BOND PROGRAM - UPDATE - LIBRARY RIFP SCHEDULE**

**CHAIRMAN PAUL KAPLAN:** Library Bond Program - Update.

**MR. JOHN R. THOMAS:** Paul, I did have one question for Gabe. I didn't know if you were finished, but in the State newsletter. I wasn't aware of this, and you may have mentioned this during the budget discussion with Gabe, at the close of the year's legislative session, the Georgia General Assembly added and Governor Nathan Deal approved a twenty-five cent per capita allocation for Library Materials. Is that in the budget now?

**DR. GABRIEL MORLEY:** That was last year. They asked for it again this, but it hasn't been - the legislature is still in session this year.

**MR. JOHN R. THOMAS:** Oh, this is -- what do you mean? This is not for 2017?

**DR. GABRIEL MORLEY:** I think their year is half and half. I think -- isn't the State year June to July?

**MR. JOHN R. THOMAS:** I'm not sure about that.

**DR. GABRIEL MORLEY:** Yes, because all of our stuff gets mixed up with theirs. And that was their 2016, the twenty-five cents. Because they asked for twenty-five cents again for 2017, 2018 session that's currently ongoing. And the libraries, the individual libraries have been asking them to bump it up fifty cents.

**MR. JOHN R. THOMAS:** What did that -- what did that mean to us in 2016; do you know?

**DR. GABRIEL MORLEY:** Not much. It's not a lot of money, maybe a

couple of hundred thousand.

**MR. JOHN R. THOMAS:** I was going to say about...

**MRS. PHYLLIS D. BAILEY:** And what was the purpose?

**DR. GABRIEL MORLEY:** Books. The State has a weird system where some of this money is for equipment; some of the money is for books. They have all these different formulas. This is a strange set up.

**MR. JOSH TAYLOR:** It's a per capita number, twenty-five cents?

**DR. GABRIEL MORLEY:** I don't know what the figure is or what the formula is. But they pay for some staff salaries. You may know that. They give us a stipend for some amount of staff salaries, maybe two hundred something thousand for professional positions. There's a lot of different little things that pop up midway through the year, midway through our year but toward the end of their year. And some of its equipment. Like we just turned in our MRR for equipment, which will be about two hundred thousand dollars worth of equipment.

And the State also does Capital Projects. We're just never in that group that gets approved, you know, because we're a little bit more well-off than some of these places. But the State ranks their capital priority. So potentially the State could build a library in some other county. You know, they could say, hey, hey, here's two million dollars for a library in...

**MRS. PHYLLIS D. BAILEY:** Maybe they would consider Hapeville in one of their projects.

**DR. GABRIEL MORLEY:** I mean, we can always submit it. But they're -- the other Systems in the state have a much greater need than we ever will. You know, when they look at our budget compared to some of these places, it's pitiful. But the State re-ranks that list every year. And we're on there somewhere far down the list, you know. And as projects get scratched or as local places pay for their own project, those lists fluctuate.

**MRS. PHYLLIS D. BAILEY:** What about Hapeville?

**DR. GABRIEL MORLEY:** I wouldn't hold your breath.

**MRS. PHYLLIS D. BAILEY:** I won't. Believe me.

**CHAIRMAN PAUL KAPLAN:** Okay. Library Bond Program.

**DR. GABRIEL MORLEY:** I passed out the release schedule, and I think you already had all the groupings, but those are the new groupings. We're ready to go. Like Paul said, Gayle and I have been having some serious discussions about Central because we realized the other day some of these things at Central are still going to have to continue.

**CHAIRMAN PAUL KAPLAN:** Yes.

**DR. GABRIEL MORLEY:** You know, we'll still need space four couriers. We'll still have to have a place for them to park

their trucks. So if we close this building for eighteen or twenty-four months, we still have to have a place to go. And I guess in my mind, I just kept thinking we'll just disperse the staff to other branches. And it didn't occur to us we'll still need to have Collection Management. We'll still need to have Finance all together somewhere.

So Gayle started the process last week of trying to find either a Fulton County location for free or some other place near enough to here where we can still get back and forth to monitor what's going on but a place that would hold all of us that need to do centralized System work. Because just like we said about this first set of seven, imagine now once we find that place, we're going to have to negotiate with the landlord. Then we're going to have to get that approved by the BOC. So you can see the timeline stretching out for us; locating a place, trying to get it wired to meet our needs, a place that has a dock, a place for our storeroom. You may have never seen them, but have of this floor almost is a storeroom of supplies for thirty-four branches. We've probably got two hundred thousand dollars worth of office supplies back there. All that's got to be accessible somewhere, so we can continue to operate the System while this branch is closed. And not knowing how they're going to do this branch, if we can just phase it, we might be okay. We can all just get on one floor, work there until they tell us we have to move then move to another floor.

But we don't, the two of us, don't want to get caught at the last minute when they say are you ready to move out and we don't have a place to go. So we're scouting those locations and trying to put together a plan so we will be ready to go when they say it's time.

Otherwise, for the Bond Program, there's nothing else to talk about. These RFPs will go out; they'll come back. We're going to try and make our decision as quickly as possible, push them through the BOC approval process. And like Paul said, get these rolling. But you can see, some of these are going to be right on top of each other and go relatively quickly. So it's going to become increasingly more difficult to maintain what we're doing while we're trying to juggle what's open, what's closed, how are we providing the best service? And in some cases, like we talked about earlier this week, if it makes sense to just close five at one time because we got the A.C. man and the machines, we might have to do it. It's just something we weren't prepared for. And we just don't have the luxury of time. Because one delay, you know, a two or three week delay for an HVAC system could step back the project for weeks and weeks and weeks beyond

that three week timeline. So we're going to do what we can do, but recognize some of this is totally out of our hands. We're trying to do as much prep work as we can. Gayle and them have been meeting with the branches to congeal their ideas so when the contractor comes onboard we can say, hey, here's our part. Let's do our Public Meeting. Let's move on. We don't need to drag this out for weeks and weeks at a time. Let's get the ball rolling. So we're moving ahead as fast as we can with what we know. We're working on weeding; we working on figuring out how to get all these things tagged. We're working on clearing out the clutter of the surplus items we have, going through our inventory to make sure we don't throw away things that we shouldn't throw away. It's just all of a sudden is upon us. This is the end of February, and so we -- we are cautiously optimistic. We're happily perturbed.

**MRS. PHYLLIS D. BAILEY:** Oh, I love that.

**DR. GABRIEL MORLEY:** Nicely perturbed. And all the different things that we hear about from time to time that we didn't think about initially.

**CHAIRMAN PAUL KAPLAN:** I do find -- I think it's kind of funny when I hear we just have to push through the, you know, Commissioners. You don't anything through. I've come to that conclusion. I'm starting -- the more I getting -- the more people I talk to over at the government building you don't push anything. It goes through this normal process. I can't skip over something because then it just doesn't work. It's just a regular thing. But things go slowly. Even emergency work sometimes takes a day or two, although the DREAM team is doing a good job.

**DR. GABRIEL MORLEY:** Yes. The County --

**CHAIRMAN PAUL KAPLAN:** -- I'm telling you they're starting to do a good job.

**DR. GABRIEL MORLEY:** -- the County's committed too. I mean, it's not just us. You know, recognize that Todd's helping push; Ellis is helping push; from DREAM; Felicia's helping push from Purchasing. So we're all working together to get these through as quickly as possible with the new agenda deadlines.

**MR. JOSH TAYLOR:** What's the expectation for the -- if you have a solicitation at least eight -- let's take Group Three is Second Quarter 2017. How long before we would get the bids and make a decision?

**DR. GABRIEL MORLEY:** They'll stay out for thirty days.

**MR. JOSH TAYLOR:** They'll stay out. But I'm asking what's our total cycle time until we make a decision?

**DR. GABRIEL MORLEY:** It fluctuates, because Purchasing guides

all of this. So whenever Purchasing can meet -- and we all have to meet in person - they won't let us do conference calls. We tried that. So whenever Gayle, me, Al, and Ellis can meet with Purchasing, and then whatever questions arise, however many bidders bid -- let's say we get twenty bidders -- we may want to narrow that down. So we got to figure out how to narrow that down. Then we --

**MR. JOSH TAYLOR:** If we're using Group One as the prototype, I mean, it looks like that's taking about six months.

**DR. GABRIEL MORLEY:** Yes. That took a long time.

**CHAIRMAN PAUL KAPLAN:** Six months.

**DR. GABRIEL MORLEY:** Because we went back to them several times and then waited for responses from them. It's a -- it's a tricky process. I wish it were easier. We did our part a week after the stuff came in. Gayle and I sat down. We filled out our forms. We submitted it. And then it was just back and forth, back and forth, back and forth. And when we get to the point where we're trying to interview them, then we're working around their schedule too for some flexibility. You know, when can you come in and meet with us? When do we have time to block off a whole day to do all this? So we keep telling them we will adjust our schedule to expedite this. And I think Ellis is with us on that.

**CHAIRMAN PAUL KAPLAN:** He is.

**DR. GABRIEL MORLEY:** This is a big project for him. But Purchasing also has a ton of other things going on. And like Paul said, all of these companies want as much work as they can get. So they're bidding all over the place for other jobs too. And -- I think Gayle had a good conversation. I didn't participate with the people that did not get the Group One bid. And all three of them we anticipate will bid on other projects. And so hopefully the conversation they had will help conform their next round of bidding, which will help because then we're not going back and forth asking some of these questions that take up a week or two weeks of time.

**CHAIRMAN PAUL KAPLAN:** And also -- also, the first one is a little bit harder. We sent out the RFPs, and then they come back and they have questions. And then there's an addendum that has to be written, an alternate. Then you send out to the contractors who are bidding it and then they have questions. So I think we -- I think they got it down to what it should be, as close as they can. But it just takes a lot of time. Just can't seem to get this thing going. It's just, you know, frustrating. And --

**MR. JOSH TAYLOR:** Is there any reason you can think of that this

would not be a six-month process for each of the subsequent phases?

**CHAIRMAN PAUL KAPLAN:** I think they're going to narrow it down maybe to five months, four months --

**MR. JOSH TAYLOR:** Okay.

**CHAIRMAN PAUL KAPLAN:** -- maybe. I'm worried about equipment. I'm worried about tradesman. I'm worried about having help. You know, when I was a contractor, we would bid everything I could see. If I got the job, I said, then I'd turn around and look at all the -- now, what are we going to do? I don't have enough people. We got this job down here. We go, well, we'll just throw a couple of guys down here to appease them. I'm telling you this is how it works. Then whoever screams the loudest, well, we better get over there and take care of that person. And then leave that and then go to another one. And that's what I'm afraid is going to happen here. I've done this stuff myself. I understand where it is. It's a terrible -- it's dog eat dog. And then we used to get fined because there was -- we couldn't get a public school opened. It was costing me five thousand dollars a day every day those kids were not going to the school. Took us -- we worked twenty-four hours, and we still ended up paying ten thousand dollar fine to them. Couldn't get the school -- that means the buses couldn't go. Those people don't get paid. So they charged us for all the salaries for the buses, all the fuel for the buses, all the teachers still got paid. But we had to pay for it. That's how it -- I don't know if that's written in this schedule or not. But this is -- this is what we're up against. So it's a --

**DR. GABRIEL MORLEY:** And the Second Phase will be a little bit different than the first one, because remember the first group is the savings from Phase One. So that amount of money was finite. We knew what that was going to be. For this next phase, it's just a pot of money. And so part of what we'll be assessing, I expect, is what they believe their costs are going to be. And that's something we won't know until we get into it with them, until we go to the library and see all of the particulars.

And that's -- we talked about that last time we met. We have to insure that we still have enough money at the end for these in that Group Three and Hapeville, that it didn't get all spent in these first few groups. So there's going to be some finagling in there. And I'm not quite sure how that's going to work. But all we can do is try it and see how it goes.

**CHAIRMAN PAUL KAPLAN:** And you do know if you're looking at Group Four is East Point and Fairburn. And Hapeville is a

standalone; and, of course, Central is standalone. So it's just a little bit different than what we had originally.

**MRS. GAYLE H. HOLLOMAN:** Right.

**CHAIRMAN PAUL KAPLAN:** Okay. So for all that wonderful...

**STRATEGIC PLAN - UPDATE ON OBJECTIVES AND MEASURES OF PERFORMANCE**

**CHAIRMAN PAUL KAPLAN:** Let's go on to Strategic Plan.

**DR. GABRIEL MORLEY:** Strategic Plan. I sent you -- did I give you one already? -- I just added on here, this is just page 3, because I sent you the first few pages. But I added these things that Josh emailed. So the very bottom piece are the things that he wanted to add in his email the other day. So I think what we wanted to talk about today was if we're good with this format, if we want to add things here, take things away from here, be more specific, less specific. We're trying to get to a place where we can start to develop a document we want to have.

This mimics what the Foundation does too. And so you see some of these goals were pulled right from the other end. I have page 1 and 2 in my office. This was just the last page. But our goals mimic the goals that are on that one-page pull out. Remember the colorful sheet that we had last time. So we took those goals which we established going through this whole process, and we just added them in this chart format where we can see what they are. And we put a timeline on them.

**MR. JOHN R. THOMAS:** Gabe, when -- for example, that first action item: Ensure staff attend at least two training sessions each year. And then I would add who's responsible or something like that.

**MR. JOSH TAYLOR:** That's the second column.

**DR. GABRIEL MORLEY:** Yes, trainer and managers.

**MR. JOHN R. THOMAS:** That's what I'm saying. That's what I'm saying put it right there.

Now, when you say -- will someone know who -- does the responsible person know that it is he or she when you put trainer and managers. You see what I'm saying?

**DR. GABRIEL MORLEY:** Yes.

**MR. JOHN R. THOMAS:** Do they know that there's a -- there's a name behind that?

**DR. GABRIEL MORLEY:** Yes, once we hire that person.

**MR. JOHN R. THOMAS:** Okay. When you say manager, the trainer, for example, who is that?

**MR. JOSH TAYLOR:** That's a new hire.

**DR. GABRIEL MORLEY:** That's one of the new positions.

**MR. JOHN R. THOMAS:** New hire. Okay. How about managers?

**DR. GABRIEL MORLEY:** That's all of the Branch Managers and the Branch Group Manager.

**MR. JOHN R. THOMAS:** Okay.

**DR. GABRIEL MORLEY:** Because each manager will meet with their employee, right, to determine what kind of training they need.

**MR. JOHN R. THOMAS:** Okay.

**DR. GABRIEL MORLEY:** The employee doesn't just get to pick and say I want Word training and then sit there for no reason. So they -- it has to be that joint effort. And then for things that we can do in-house, that's what the trainer will be able to do.

**MR. JOHN R. THOMAS:** Okay.

**DR. GABRIEL MORLEY:** So the trainer will know they have to develop a training plan for each employee in conjunction with the manager and the employee.

**MR. JOHN R. THOMAS:** Okay.

**DR. GABRIEL MORLEY:** So ultimately I think that person will guide all of this. But the managers have to be involved; otherwise, the staff is just going to say I want a juggling class or whatever.

**MR. JOSH TAYLOR:** Under these Comprehensive Group and Individual Trainings, is it your intention that number 3 in my email: Successful Implementation of New Organization Structure that that covers that?

**DR. GABRIEL MORLEY:** No.

**MR. JOSH TAYLOR:** Because I don't see anything else on here.

**DR. GABRIEL MORLEY:** I know. I think I have all of them. I don't think I included that one.

**MR. JOSH TAYLOR:** I think you were the responsible person for that one, as of those two.

**DR. GABRIEL MORLEY:** I added -- oh, yes. Yes. Work on -- on the last -- Renovate all Remaining Libraries. Work with Designer/Builder to Improve Use of Library Space and Staffing Model. Is that what you were talking about, the staffing model?

**MR. JOSH TAYLOR:** Well, the staffing model is a detail. But to me, the -- you know, the innovative organizational concept that you presented to us with the Group Managers and the New Hirers and the ability to challenge managers to make decisions, there's a process there that goes beyond training, I think. And I'm not sure what other actions that you plan. It isn't going to happen unless you develop a plan for it.

**DR. GABRIEL MORLEY:** I don't know how we would measure it, though.

**MR. JOSH TAYLOR:** I'm not worried about measuring it so much as, at least -- you know --

**DR. GABRIEL MORLEY:** Yes. I think --

**MR. JOSH TAYLOR:** You're right. It's difficult to measure, but in the end, you know, some organizations, you know, measure things like this or an attitude survey. It isn't just attitude, but it's, you know, how do you -- do you feel like you're getting the proper amount of direction and decision making? So I think we can design an attitude survey or a survey of employees that would shed some light on this.

**DR. GABRIEL MORLEY:** Okay. So you think we can throw that into the first one under Training Plans or just have a whole another strategy for Implement?

**MR. JOSH TAYLOR:** I think it could go under the first one. It just -- it really says that the first one is broader than training. It's establishing the Successful Organizational Model and Decision Making, Including Training. Training is a tactic, if you'd like, of accomplishing that.

**DR. GABRIEL MORLEY:** Okay. I'm going to put Quarter Four for 2017. That way we can assess it at the end of the year.

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** We ought to know something by then. Okay. I can add that one.

And remember, these issues came from sessions with the staff and sessions with the managers. So a lot of these internal ones are things that we know we need to work on that were identified by the people that work here.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** Hi, Todd.

And Collecting HQ was number 1 on the first page under Increase Circ.

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** It was in your email.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** I didn't duplicate it because it was --

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** -- part of the circulation goal.

And the rest are things we can do. I mean, remember, part of what we don't want to do is demoralize everyone. And doing the construction is going to be tricky enough to figure out. And so we're still trying to be productive with what we're doing.

We're still trying to meet our goals which we've set right around they were this year, even knowing that we'll have time out of these libraries, which is going to curtail Circ and other things. But we're going to try and overcompensate for that.

**CHAIRMAN PAUL KAPLAN:** Well, the stats will go down then with all the --

**DR. GABRIEL MORLEY:** Potentially. I mean, we're going to -- like I said, we're going to try and overcompensate for it with our Outreach efforts and with doing some different things leading up to the closures. And then, you know, it's easy for us to say, hey, take another two or three books; we'll be closed for a couple of months. And as long as we can prep people for that, I think we'll be better off than they just show up and the library is closed.

**MR. JOSH TAYLOR:** Yes. Well, I think we can measure the availability of access based on, you know, the closure schedule. So we can develop a bogie that, you know, not just a raw number bogie but we can say, you know, we're going to be down fifteen percent in terms of hours --

**DR. GABRIEL MORLEY:** Yes.

**MR. JOSH TAYLOR:** -- so on an equivalent basis, you know --

**DR. GABRIEL MORLEY:** And we'll be able to look historically --

**MR. JOSH TAYLOR:** We can look at that.

**DR. GABRIEL MORLEY:** -- you know, what each branch would normally do --

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** -- in the course of that time. But we're trying to push through that anyway --

**MR. JOSH TAYLOR:** Yes. No. I think we should.

**DR. GABRIEL MORLEY:** -- and convince that we can still do this. Just because the building is closed doesn't mean we can stop what we're doing. We just have to figure out another way to provide those services.

**MR. JOSH TAYLOR:** We just need to get those Bookmobiles soon.

**DR. GABRIEL MORLEY:** That's coming up.

**MR. JOSH TAYLOR:** Okay.

**CHAIRMAN PAUL KAPLAN:** Excuse me for backing up. I'm going back to facilities. Let me -- let me -- I'll look at Gayle. I'm looking at both of you. So we're going to have Public Meetings, correct?

**MRS. GAYLE H. HOLLOMAN:** Yes.

**DR. GABRIEL MORLEY:** Two meetings at each --

**CHAIRMAN PAUL KAPLAN:** What are we going to accomplish out of the Public Meetings? And how many Public Meetings are we talking about at the Library Branch?

**MRS. GAYLE H. HOLLOMAN:** Two --

**CHAIRMAN PAUL KAPLAN:** In other words, say we got Roswell Library. And we're going to have a Public Meeting, and Public Meeting is going to get input from -- who is the input coming from? From our patrons or are we getting it from the staff about what they want in their library? Because my feeling is

the library, our Director, you, Gayle, know what needs to be in a library for it to run efficiently. So you're going to get all the input from the constituents out there. What are they going to tell you? I'd like to have a couple of extra rooms. Or I'd like to have this reading room. I'd like to have this. That can't happen.

**MRS. GAYLE H. HOLLOMAN:** But that's what's going to happen.

**CHAIRMAN PAUL KAPLAN:** So what --

**MRS. GAYLE H. HOLLOMAN:** They just can't --

**CHAIRMAN PAUL KAPLAN:** -- what is the Public Meetings going to accomplish?

**MRS. GAYLE H. HOLLOMAN:** Well, I think --

**CHAIRMAN PAUL KAPLAN:** I'm not saying against it --

**MRS. GAYLE H. HOLLOMAN:** Right.

**CHAIRMAN PAUL KAPLAN:** -- I just -- what do we expect to accomplish?

**MRS. GAYLE H. HOLLOMAN:** Well, we've talked about having at least two meetings per branch. And staff has already started giving us input, you know. Dr. Morley asked awhile back for them to start sending that. And a lot of the managers have really, really taken it to heart and have sent us pages and pages of things that they have an interest in being considered. And most of those are very sensible things. But what's going to happen with the public, it's going to be that they're not going to always necessarily be what we would call sensible because they don't understand the scope of it; the lack of funding and the fact that we can't give them the moon. And I think what we're going to have to be faced with is that when we start those conversations, we have to, I think, be very clear -- and Al is onboard with it -- about saying we've got to do HVAC; we've got to do this. We've got to do things that you may not see but you might feel, because it's not too hot or it's not too cold. You know, that kind of thing is what we're going to have to make them very much aware that we will do all we can to give them the pretty, but that it's not going to be all aesthetic, and that they need to be onboard to understand that. And that's going to be a hard sell. It's going to be really hard for them when they know that up the road they've got this fantastic Alpharetta Library, this fantastic Wolf Creek Library. That's what they think they're going to get. And we've got to find a way -- and I think part of it may be with the fact sheets that we're planning -- we're working with Claudia about, our P.R. and Marketing Director. We have the meetings, Gabe and I, and Claudia about the fact that we've got to probably get ahead of it by sending out those

fact sheets to talk about what is the project about; where are we headed; what can you expect? Talk about possible closures. All of those things. Other Library Systems I've been looking around and I've been researching it, that's the type of thing that they've been doing. They send that type of thing out. They have it on their website and all of that by fax, questions, FAQs. And that kind of, I think, will help us a lot.

**MR. JOHN R. THOMAS:** That's a good idea, Gayle. Because if they know going into these community meetings what is and what isn't going to happen, then they'll -- it's not going to be that they'll lower their sight, but they're not going to come in with these grandiose ideas of an enlarged community room, you know. But they know it's going to be paint; it's going to be carpet, those kinds of things, then they may come in and say, well, can we add some more artwork or something? Maybe things like that are legitimate. But, you know, they know -- are there going to be roof repairs in a lot of them?

**CHAIRMAN PAUL KAPLAN:** Well, we probably get all new roofs.

**MR. JOHN R. THOMAS:** Okay. So it's going to repair and painting kind of thing, so it's a good idea.

**CHAIRMAN PAUL KAPLAN:** And the only reason I brought it up is because I'm trying to get the process through. Because if we have three or four meetings at one library, my God, we'll never get the construction started. And once we get all the input from the -- from your staff and from the patrons, all that information goes on sheet and then you give it to the subcontractor -- or to the general. This is what we're looking for. How do you -- how are you going to relay that information?

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** They need to be in those meetings.

**CHAIRMAN PAUL KAPLAN:** So you're going to have the general contractor at the meetings?

**MRS. GAYLE H. HOLLOMAN:** That's what we've done in the past.

**CHAIRMAN PAUL KAPLAN:** I'm just -- it'll be one last step --

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

**CHAIRMAN PAUL KAPLAN:** -- to go through.

**MRS. PHYLLIS D. BAILEY:** Shouldn't a member of the Board who represents that particular area, especially, be there?

**CHAIRMAN PAUL KAPLAN:** We can do that.

**MRS. GAYLE H. HOLLOMAN:** That's what's happened in the past.

**MRS. PHYLLIS D. BAILEY:** That's what I think would be a good idea. That if you are representing a specific area, maybe all the Board members would be there also, but especially that person who represents that area.

**CHAIRMAN PAUL KAPLAN:** Todd, I saw your hand up.

**MR. TODD LONG:** Yes. I just -- if you'll allow me to speak.

**CHAIRMAN PAUL KAPLAN:** Go ahead.

**MR. TODD LONG:** I came late, and I apologize for that. I was over at the Capitol. I cannot tell you how many people have come up to me and said they want input in the process. So you've got to check the box if you're getting input. You may be right what you get is it useful? I -- you could debate that all day. But you can't not have public input at these meetings. So the big thing is, I think you need to have a Board of Trustee at each one that that area represents. And you also need to invite the Board of Commissioners' --

**MRS. GAYLE H. HOLLOMAN:** Right.

**MR. TODD LONG:** -- member of that area. Because I'm getting lots of comments from the different Commissioners wanting to know, hey, what are you going to do with this Board. I mean, this is a way to plug them in too in the process. And that, you know, it won't be a huge citizen outpouring. It'll be, you know, half a dozen to dozen people --

**MR. JOHN R. THOMAS:** That's right.

**MR. TODD LONG:** -- at most of them. Now, Central's a different story. Central's a whole different strategy. Because you'll have to -- I think you need to get the downtown --

**MR. JOHN R. THOMAS:** Engaged in it.

**MR. TODD LONG:** -- the Downtown -- no, CID, which is --

**MR. JOHN R. THOMAS:** Oh, yes.

**MR. TODD LONG:** -- what do you call it?

**MRS. GAYLE H. HOLLOMAN:** Central Atlanta Progress.

**MR. TODD LONG:** Central Atlanta Progress, right, Central Atlanta Progress. Because, you know, they've already talked to us and wanted to have input. In fact, they want to offer up suggestive firms to give us even more input. We met with them probably several times back about half a year ago, Gabe; is that right? So these other libraries, so just having that input. You know, their input's going to be -- a lot of times you can answer their questions right on the spot. But I think just -- I mean, they're going to give you input on color schemes and art and things that you hadn't thought of that I think will be useful. I know the folks at Hapeville is a good example. We want to go down there and meet. They -- we've got to make a decision for one about do we just build a new one right beside the old one or do we have the old. The City Manager and the entire Council of Hapeville want to be involved in that process because they see -- and I don't -- to me, I think you ought to take that and run with it. They see that as their library. They don't own it; they don't manage it. But Hapeville, in their mind, they own

Hapeville Library. And that's not bad though --

**MR. JOHN R. THOMAS:** That's right.

**MR. TODD LONG:** -- right?

**MR. JOHN R. THOMAS:** Not with that kind of ownership.

**MR. TODD LONG:** Right. It's their library.

**MR. JOHN R. THOMAS:** Okay.

**MR. TODD LONG:** In fact, you know, they would probably try to straighten all of us and try to just -- you know, the logical thing would be not to have a Hapeville Library. We got other libraries you can almost see from Hapeville, right? That's not true. But, I mean in reality the volume, you know, it doesn't justify even having a Hapeville Library in a lot of ways. But they want to own it. Just like Alpharetta wanted to own theirs. Alpharetta wants to -- they want to even own the landscaping now at the Alpharetta Library. I don't know if you knew that or not.

**MR. JOHN R. THOMAS:** The new library?

**MR. TODD LONG:** The new library in Alpharetta, they want the same landscaping company that takes care of all their other buildings to take care of the library so it all looks consistent. But you want that kind of ownership --

**MR. JOHN R. THOMAS:** Yes.

**MR. TODD LONG:** -- in my two cents worth.

**MR. JOHN R. THOMAS:** Yes.

**MR. TODD LONG:** Gabe, you probably get more comments than I have from different folks, but is that what you're hearing as well?

**DR. GABRIEL MORLEY:** Yes. And I think what Gayle and Claudia and I talked about, too, is having a lot of photos of what it could look like. And that will help steer people's ideas in a certain direction. If they see that it's going to have lower shelving, then they're going to be thinking, yes, we want lowering shelving, so we can -- in a way, we can psychologically guide them in the direction we want them to go by telling them these are the things we've planned. These are how these things could look. And then that way, we don't get trapped in some of these conversations about things that we don't want to do.

**MR. JOSH TAYLOR:** So does this happen after the Design Phase for each library?

**MRS. GAYLE H. HOLLOMAN:** Before.

**CHAIRMAN PAUL KAPLAN:** No. It's before.

**DR. GABRIEL MORLEY:** As soon as we get Hogan, we'll meet with Hogan at each library.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** They'll make their notes, and they'll arrange those meetings.

**MR. JOSH TAYLOR:** Okay. So this is part of the Design Process?

**DR. GABRIEL MORLEY:** Right. Yes.

**MR. JOSH TAYLOR:** Okay.

**MR. TODD LONG:** I'll give the example, Hapeville -- not Hapeville, East Point -- the mayor came to see us about East Point. Phyllis, I think -- is that your district or not? Maybe?

**MRS. PHYLLIS D. BAILEY:** I think so.

**MR. TODD LONG:** No, it's not. That's in Joan Gardner's --

**MRS. PHYLLIS D. BAILEY:** Yes.

**MR. TODD LONG:** Who's Joan's appointed?

**MRS. PHYLLIS D. BAILEY:** Or either Arrington; one or the other.

**MR. JOSH TAYLOR:** It's DeKalb.

**MRS. PHYLLIS D. BAILEY:** What?

**MR. JOSH TAYLOR:** It's in DeKalb.

**MR. TODD LONG:** No. We --

**MRS. PHYLLIS D. BAILEY:** No, it isn't.

**MR. JOSH TAYLOR:** It's East Atlanta is --

**MR. TODD LONG:** East Point. Well, anyway, so that mayor came to see us about the windows, spider webs on the windows. I mean, I'm talking about detail, because she sees that as her library. Now, she's got grandiose ideas about what we should do with the renovation money. So another thing these Public Meetings can do is it can help us with the expectations. Say, look, when people start going off and saying we want to tear all these walls down and build -- add on an addition and... Hey, wait, wait. What we're doing here it's cosmetic, but it's also infrastructure; replacing the HVAC system, replacing the landscaping out front, maybe redoing the parking lot, whatever it may be. We're not adding on to the library. It's not a -- it's not a Flat Shoals, new situation like on Flat Shoals with the new library in Union City.

Now, I will say this: I -- we opened -- since I've been here we opened three libraries. And nobody's complaining about the new libraries.

**MRS. PHYLLIS D. BAILEY:** No.

**MR. TODD LONG:** But --

**MRS. PHYLLIS D. BAILEY:** Hapeville is --

**MR. TODD LONG:** -- but in this case, they'll complain if they don't -- if they don't have some say in the process. I don't -- you've had public input before with all those old libraries. So anyway, I just -- I know you asked me a question, Paul. I'm just --

**CHAIRMAN PAUL KAPLAN:** No. I want to bring it up because I was just thinking in my mind trying to -- how they move this thing

along. And I'm not saying not to have public, but what is it going to do? As long as the general - as long as somebody is there, general contractor, because how do we pass that information on to them? I'm trying to stop the steps a little bit.

**MR. TODD LONG:** And we may find, hey, look, what's important to people at Hapeville is the fact that, you know, if we decide to rebuild, they hate the fact that it's mildew on the side of the building. They hate the fact that --

**MRS. PHYLLIS D. BAILEY:** The whole building is deplorable.

**MR. TODD LONG:** Because all -- Hapeville's just a big square room, right? That's all it's going to be. Even if you build a new one, it's going to be a square room, right? It's going to be small; five thousand square feet. But these others like East Point, there are things you can do. There's a wall between the library room and the meeting room you possibly can tear out and put a glass wall in and have it -- make it look way more open at a very low cost. Replacing the carpet may be as simple as -- which you do at some places, right?

We're spending a bunch of money on the consultants, though. And they will milk us during this process, too, though.

**CHAIRMAN PAUL KAPLAN:** Yes.

**MR. TODD LONG:** Right? Did I say that out loud? I think you've said it out loud plenty of times, right, Gabe? But we're struggling with how much they charge.

**DR. GABRIEL MORLEY:** Everybody's getting paid.

**CHAIRMAN PAUL KAPLAN:** Yes.

**MR. TODD LONG:** Everybody gets paid, even us. Except you guys don't get paid.

**MR. JOHN R. THOMAS:** That's right.

**CHAIRMAN PAUL KAPLAN:** Okay. I'll -- I'll carry on.

#### **17-07 MEETING ROOM POLICY - POLITICAL ACTIVITY DISCUSSION**

**CHAIRMAN PAUL KAPLAN:** Okay. Meeting Room Policy. Let me jump around over here. Meeting Room Policy.

**DR. GABRIEL MORLEY:** Yes. Let's just hold that one. Paul and I had some more discussions today, and I think we're --

**CHAIRMAN PAUL KAPLAN:** Not there yet there.

**DR. GABRIEL MORLEY:** -- going down the wrong road. So I will get us back on the right road. I think we can come up with something next week. We're just trying to figure out the language we want to use. Because remember the issue is who's applying our policy. And in some cases, it's a twenty-year-old kid with a high school diploma who we're asking to interpret our policies. And so we want to get it to where it complies with what the County wants us to comply with but also that meets our

particular needs. And it's never easy. I mean, this is an issue at every library around the country. I mean there is no good Meeting Room Policy. The best policy is not to have one at all, you know. It's just very, very tricky.

**UPDATE ON POSITIONS WE ARE CURRENTLY PLANNING TO FILL; OPEN POSITIONS - CURRENT STATUS**

**CHAIRMAN PAUL KAPLAN:** Update on positions that are coming, planned to be filled. Where are we at on that?

**DR. GABRIEL MORLEY:** The two Outreach people started today.

**MR. JOSH TAYLOR:** All right. Congratulations.

**DR. GABRIEL MORLEY:** But remember, that was because Gayle was able to get them in on the old numbers. And so today I sent the Personnel Director an email that I didn't want to send, but we're still waiting for position numbers for those six new ones. So that's been two months, you know. And, I mean, we can't do anything until they give us numbers. Gayle's talked to them, and they said we'll call you back before the end of the day. That was seven or eight days ago. We've been emailing them repeatedly. We tried different people to email. No response. So we went to the top today to see if we can get some relief from their Director.

**MR. JOSH TAYLOR:** So who's the Director?

**DR. GABRIEL MORLEY:** Ken Hermon.

**MR. JOSH TAYLOR:** Okay.

**MRS. GAYLE H. HOLLOMAN:** And our eight Librarian Seniors that we told you about last month, they also started today. So we're excited about that.

**CHAIRMAN PAUL KAPLAN:** Oh, good.

**MRS. GAYLE H. HOLLOMAN:** And four Library Associate positions, they completed interviews as of today. And so those positions will be filled --

**MR. JOHN R. THOMAS:** Good.

**MRS. GAYLE H. HOLLOMAN:** -- this week or by the early part of next week. And they probably won't start until the following week. They usually start on a Wednesday is when they like to start, at the beginning of a pay period. So that's where we are with that.

**DR. GABRIEL MORLEY:** Yes. And you should have gotten an email about those new Librarian Seniors.

**MR. JOHN R. THOMAS:** Yes.

**DR. GABRIEL MORLEY:** Because there are several Branch Managers in there and...

**CHAIRMAN PAUL KAPLAN:** Right.

**DEVELOP PLAN FOR 2017 CAPITAL EXPEDITURES BASED ON TAD FUNDS AVAILABILITY**

**CHAIRMAN PAUL KAPLAN:** How about the TAD funds availability? Where are we with that?

**DR. GABRIEL MORLEY:** Paula and I have talked about that. And Paula put me on a mission to come up with a plan that we could approve so that this doesn't get out of control. And I tried and tried, but it's hard to spend eight million dollars. And so --

**MR. JOSH TAYLOR:** We don't need to spend eight million dollars. We just need to spend whatever the capital requirements are for this year.

**DR. GABRIEL MORLEY:** Well, this is -- this is the issue, though. What we're trying to do is protect that TAD money, right --

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** -- so it doesn't go somewhere else? So we needed to earmark it for something. But even if we -- even if we say let's slot five hundred thousand for Bookmobiles, then we have seven and a half million that we need to put somewhere. We anticipate -- and Gayle can talk more specifically about this because she talked to one of the contractors. We anticipate that this first group may not really be within the amount of money that we have available. And so we may need some extra money for that first group. Because remember, that's Phase One savings, so it was capped. But in talking to some of those contractors, they were telling us these numbers are not realistic, you know, that you're going to be over. So we could potentially put some there. But the -- to me, the most important question is not where this money is going but who has control of this money.

Does this Board have control of this money or does the CIP Program and DREAM have control of that money? I believe this Board has control of the money and can say where it goes. But I think Al's under the impression that the money is his to spend as he sees fit for CIP Projects. And we never got -- I don't think, unless Paula was emailed privately -- I don't think we got a clarification from Sharon about whether the BOC was involved or not.

Remember, you asked and...

**MRS. PAULA RAFFERTY:** I didn't get a direct answer to that, but I think she's probably right that they need to approve a spending plan. And I think that -- I mean, I don't think that it's something that can be definitively answered as to who -- you know, based on what I've seen. And maybe there is an answer and we just haven't looked in the right place yet. But I -- I -- you know, my guess is whoever gets their Strategic Plan in first and gets it approved by the Board of Commissioners, you

know, that --

**DR. GABRIEL MORLEY:** Well, do you think it would be reasonable then to say we want to designate this money as a Capital Reserve until all of these renovations are done? Because ultimately, remember, there's money paid into this account every year. So even if we earmarked this eight, there's going to be more money from then at the end of 2017, 2018. And I just don't know how we could --

**MR. JOSH TAYLOR:** Well, I think we need to take Paula's suggestion, which is let's come up with a plan, and put it in front of the BOC.

**DR. GABRIEL MORLEY:** Well, that's -- that's what I'm saying. But can we do that plan now? Can we say five hundred thousand for Bookmobiles and then do we need to -- can we be vague and say 7.5 million as reserve? Or should we go ahead and dedicate, break that up and say, this for Phase One, this for Phase II. Because at this point, we don't know.

**MR. JOSH TAYLOR:** You know, I would -- I would take a look at all the things that you can spend and should spend this year. And then everything else would be the reserve. Because until we get these budgets back, we don't know what it is.

**DR. GABRIEL MORLEY:** But I don't think we know what we want to spend this year either until we get into these renovations.

**MRS. PAULA RAFFERTY:** I -- from what I heard you say, there's a question whether or not this first group is already over budget?

**DR. GABRIEL MORLEY:** Correct.

**MRS. PAULA RAFFERTY:** And so it would seem to me like that would be your first -- since that's got a hard cap on it, that would be your first concern. And it would be very hard to sort of, you know, divvy up that 7.5 million say --

**MR. JOSH TAYLOR:** We'll know the numbers certainly by the middle of the year, won't we, or September? I mean, we'll --

**MRS. PAULA RAFFERTY:** You would want to -- you would want to get your plan approved.

**MR. JOSH TAYLOR:** Yes. But I'm just saying, it seems to me a plan is like a budget. This is what we think it is. But as we get more realistic numbers, we'll update you. And if we need approval, we'll get approval.

**CHAIRMAN PAUL KAPLAN:** You know, it sounds too simple. I don't think it's going to get done. I don't trust putting something in reserve. Honestly, every time we do it, it seems like the money disappears, goes someplace else.

**MR. JOSH TAYLOR:** Well, I mean, I think --

**CHAIRMAN PAUL KAPLAN:** I just --

**MR. JOSH TAYLOR:** But Gabe put his finger on it. If everything

that gets spent out of that has to be approved first by the Board of Trustees and second by the Board of Commissioners, then we should just simply state that as part of the principals, whatever the first stretch is; whether it's five hundred thousand or seven hundred thousand. You know, there's more -- I suspect that you can identify more that you need to spend this year than just the five hundred.

**MRS. GAYLE H. HOLLOMAN:** Part of what we learned in the renovation of South Fulton is that until they start really getting into the projects, we don't always know how far over we could go. There are things that crop up that they don't have any idea they're going to face until they start digging holes and tearing down walls, whatever.

**MR. JOSH TAYLOR:** Right.

**MRS. GAYLE H. HOLLOMAN:** So that's why we've got to have something somewhere, because there's a good probability that the funding that was in place now won't be quite enough for the whole thing.

**CHAIRMAN PAUL KAPLAN:** Right.

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** What if we had a policy that says just what you said, that whatever TAD money is to be spent first has to be approved by the BOT? Because then we can come back whenever we want. And then if someone tries to -- I mean, I guess the BOC could override that policy, but --

**MR. JOSH TAYLOR:** I think it's a reasonable policy. I don't think they would.

**DR. GABRIEL MORLEY:** At this point, we just -- I mean, we could arbitrarily say let's put four million into Phase One and the other four million into Phase II's capital reserves. But it's still just going to be a reserve. There's nothing specific we can attach it to.

**MR. JOSH TAYLOR:** I don't think you need to break it out, because you don't have enough information --

**DR. GABRIEL MORLEY:** Yes --

**MR. JOSH TAYLOR:** -- to say that.

**DR. GABRIEL MORLEY:** -- specific.

**MR. JOSH TAYLOR:** So I think -- I think the only thing we know concretely is we do want the Bookmobiles, and there may be a few other things. I mean, I still think we should be putting in self-check in as many branches as possible and not wait until the renovation.

**DR. GABRIEL MORLEY:** Yes. But the books aren't tagged. It wouldn't work anyway. Because the new self-check machines have a different kind of tag to be --

**MR. JOSH TAYLOR:** So that's going to only happen when we do what? We're going to retag the entire inventory?

**DR. GABRIEL MORLEY:** Yes.

**MR. JOSH TAYLOR:** And when will that happen?

**DR. GABRIEL MORLEY:** As we close.

**MRS. GAYLE H. HOLLOMAN:** As we close.

**DR. GABRIEL MORLEY:** As we lead up to that closure, they'll be weeding so we don't tag stuff to throw away. And then while we're closed, they'll be able to tag everything. So when we reopen we'll be ready to go.

**MR. JOSH TAYLOR:** Okay. Well, then you've answered the question.

**CHAIRMAN PAUL KAPLAN:** And that's not that easy. We had to do that at our library, and we had three hundred and seventy-five thousand volumes. We had a committee of four people that that's all they did week after week, day after day.

**MRS. GAYLE H. HOLLOMAN:** Monumental problem -- project.

**CHAIRMAN PAUL KAPLAN:** For the self-check system. Once it was done, it was great. But --

**DR. GABRIEL MORLEY:** Well, I talked to the self-check people. They have the machines.

**CHAIRMAN PAUL KAPLAN:** They do?

**DR. GABRIEL MORLEY:** So we're good to go on that. They don't have to make them. They're in a warehouse. They ready for us when we're ready for them.

**MR. JOSH TAYLOR:** How is that going to work, Gabe, because people bring books back from any branch to any branch? So not all the books that are brought back to a branch like Buckhead are going to be from the Buckhead branch. They might be from Northside, from Central.

**DR. GABRIEL MORLEY:** Yes. But they'll all have an RIFP tag.

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** And you'll have some period of time where it overlaps. Like anything checked out now that doesn't get tagged will get tagged as it's brought in. So you'll have a period of time when you reopen to catch up all the remainders.

**MR. JOSH TAYLOR:** Okay.

**MRS. GAYLE H. HOLLOMAN:** And once we close the library, what we do is we shadow that library's Collection, the entire Collection. So once we do that then they're -- you can't check them out. And so that way then the staff can go ahead and the ones that are physically there they can go ahead and tag. And then as others come back that are theirs, they just sort the ones that --

**MR. JOSH TAYLOR:** I guess the answer is: If somebody brings a

book from Central to the newly renovated Sandy Springs Branch and it hadn't been tagged yet, they'll just check it in the old way?

**DR. GABRIEL MORLEY:** Yes.

**MRS. GAYLE H. HOLLOMAN:** It reads both. The machines will read both.

**DR. GABRIEL MORLEY:** But that overlap will be very small. Because Central's going to start probably in January. And if this one starts in September or October, by the time it reopens, Central will probably be shut down. That's a -- the overlap is going to catch up some of these. And we know there's going to be hiccups. I mean, there's no way to avoid some of the things we're trying to do because we're doing them simultaneously. We just don't have the time to stretch them out and do them individually. But I don't think that will be a -- I mean, that's just an ordinary process for us. I mean, I don't think there's anything unique about that.

**MR. JOSH TAYLOR:** Well, do you have enough from this discussion to go ahead and draft that proposed policy and the initial allocation?

**DR. GABRIEL MORLEY:** Yes. I mean, it'd just be four or five sentences, I would think. It just says: You know, this is what we want to do. And this is the process we foresee.

**MR. JOSH TAYLOR:** Yes. I mean, let's get the ball rolling.

**CHAIRMAN PAUL KAPLAN:** It sounds too simple. Well, everything seems to be, you know -- nothing goes real smooth. Nothing goes smooth.

**MR. JOSH TAYLOR:** Hey. I'm not expecting things to go smooth. All I'm just saying is if you don't ever put the ball in play, you never find out.

**CHAIRMAN PAUL KAPLAN:** It's not going to happen.

**MR. JOSH TAYLOR:** So we got to do something. That's all I'm asking.

**CHAIRMAN PAUL KAPLAN:** Then we'll get rejected.

**MR. JOSH TAYLOR:** Well, that's all right. I mean, we'll find what happens. I guess we're on a pause.

*(WHEREAS, there is a brief discussion being held between Dr. Gabriel Morley and Mrs. Paula Rafferty.)*

**DR. GABRIEL MORLEY:** Okay. She's recommending that we make a motion that spends -- that authorizes me to write up the plan to spend the five hundred thousand for Bookmobiles, put the other seven and a half million in the reserve. And then if you all approve that, then we have some standing then to go to the BOC.

**MRS. PHYLLIS D. BAILEY:** Okay.

**MOTION**

**MR. JOSH TAYLOR:** I will make that motion.

**MR. JOHN R. THOMAS:** I will second that.

**CHAIRMAN PAUL KAPLAN:** Any further discussion on it? All those in favor say aye.

*(Whereupon, all said aye.)*

**CHAIRMAN PAUL KAPLAN:** Opposed? Carried.

**MR. JOSH TAYLOR:** And we'll use the minutes to...

**CHAIRMAN PAUL KAPLAN:** Right.

**DR. GABRIEL MORLEY:** Yes. I'll get it worked out with Zenobia.

#### **NEW BUSINESS**

##### **17-13 BOARD OF TRUSTEES BYLAWS - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Okay. I'm going to go on to the next.

New Business - Board of Trustees Bylaws - Update.

**MR. JOSH TAYLOR:** All right. Everybody should have at least one suggestion and then -- which is that we're not using a Nominating Committee, but we'll just simply do it at the meeting.

**MRS. PHYLLIS D. BAILEY:** May I ask a question before we go anywhere? Who -- was this the bylaws -- were these bylaws written up before let's say the last three years? Are these the exact bylaws as they appeared say three years ago?

**MR. JOSH TAYLOR:** No.

**MRS. PHYLLIS D. BAILEY:** Who wrote up the new ones?

**MR. JOSH TAYLOR:** I did.

**MRS. PHYLLIS D. BAILEY:** Why? Why asked you to?

**MR. JOSH TAYLOR:** Stephanie, which is the Board Chairman.

**MRS. PHYLLIS D. BAILEY:** That's what I was afraid of. See, there were a number of things that were done in that particular line of thinking that were done in order to eliminate some things. One was the idea to eliminate the young lady here who's recording the minutes. Now --

**MR. JOSH TAYLOR:** That was not discussed as part of the bylaws.

**MRS. PHYLLIS D. BAILEY:** I'm sure it wasn't. But the thing about it is, that was put in place so that you could write up the bylaws and there wouldn't have been a court reporter. And I was the one who objected strenuously.

Now, we as a group have not decided on having a secretary. The secretary was appointed for people who wanted to read accelerated that you would do it.

**MR. JOSH TAYLOR:** Right.

**MRS. PHYLLIS D. BAILEY:** And I have no problems with that. But that is not the legal part of what we're maintaining. And if you wanted to do that, if you wanted to read it, I have nothing against that. But our legal responsibility, in my view, is to have this court reporter record verbatim the minutes of this

meeting and that they be adopted as the legal record of what goes on in this meeting.

**MR. JOSH TAYLOR:** We agreed to that last fall when we discussed that; did we not?

**MRS. PHYLLIS D. BAILEY:** So why do we need two to be accepted into the formal minutes?

**CHAIRMAN PAUL KAPLAN:** You're on Article -- you're talking about Article One, correct?

**MRS. PHYLLIS D. BAILEY:** Yes.

**CHAIRMAN PAUL KAPLAN:** The position of secretary be held by an appointed board member and have the following duties.

**MRS. PHYLLIS D. BAILEY:** I mean, I have no problem with it if you wanted to write this for people who don't want to read the full context of the minutes. But I see no reason for that to be a part of our legal record.

**MR. JOSH TAYLOR:** So what are we -- what page are we looking at now?

**MRS. PHYLLIS D. BAILEY:** We're looking at page 2 of 4 under Bylaws, the very first page.

**CHAIRMAN PAUL KAPLAN:** Article One.

**MRS. PHYLLIS D. BAILEY:** And that position of the secretary was not a part of the bylaws at that time.

**MR. JOSH TAYLOR:** Well, these are the bylaws that the Board approved. If you want to make a change to the bylaws, then I think we can make a change.

**MRS. PHYLLIS D. BAILEY:** My feeling is that the secretary is an arbitrary thing that you wanted to do for people who wanted it but that our bylaws should state that the court reporter records the legal record in meetings held by the Board of Trustees. And they are the ones that should be accepted into the record as the legal record so that if anything comes up, that's where we go.

**MR. JOSH TAYLOR:** And I think we agreed as a Board to that. If you'd like to put it in the bylaws, I think we can do that too.

**MRS. PHYLLIS D. BAILEY:** Well, I would like it stated such that this is an arbitrary kind of thing that you want to do but that the legal record for this meeting is the minutes that are accepted and recorded by the court reporter.

**MRS. PAULA RAFFERTY:** May I offer some information?

**MRS. PHYLLIS D. BAILEY:** Yes.

**CHAIRMAN PAUL KAPLAN:** Sure. Go ahead.

**MRS. PAULA RAFFERTY:** All right. There are many great things that come from having a verbatim transcript. And I wholeheartedly support doing that. I think for a record of a meeting to make sure that everything that gets said and recorded is recorded properly. And a verbatim format ought to be done

more often in more contexts. I think it's brilliant actually. In almost all organizations -- in fact, I'm not aware of any that do not -- and corporations require them -- there is a position of a secretary who's required to keep the minutes of the organization.

**MRS. PHYLLIS D. BAILEY:** In addition to this one?

**MRS. PAULA RAFFERTY:** Yes. Actually, that's their job. And they also have to attest to the signature, the proper signature of the presiding officer and things like that so that there's a traditional function of the secretary for organizations. That would not necessarily apply to the Board of Trustees because it's not a traditional organization like a corporation would be. But it's analogous to that, so it's not completely arbitrary. It's got some history behind it.

I think that certainly tradition would say that your minutes are the minutes that would be more compressed. That's not what you all have decided, though. You all have decided since I've been on the Board as your Staff Attorney that the minutes would be the verbatim minutes that were kept. And that in addition to that, there would also be a more compressed version of it. So in essence, there would be duplicate minutes.

You know, I think as a matter of form most organizations are going to be relying upon the secretary to keep the minutes. I'm on the Board of Directors at a non-profit. And when I'm the secretary, because we don't have many directors, so I circulate back onto the board periodically and get stuck with that. You know, I always keep the minutes. And that's my job. And so I'm familiar with it.

**MRS. PHYLLIS D. BAILEY:** Well, I appreciate what you're saying because I, too, am on the board as a secretary. However, the reason that I make that particular notice is that when this secretary was -- the secretarial office not the person -- the secretary always was appointed. It was appointed with the idea that this lady would be eliminated.

Now, I don't have a problem with having a secretary. But I see almost a nonsensical kind of thing of having two sets of minutes being adopted.

Now, if, you know, you want to read a summary, I have no problem with that. Anybody who wants to it's fine. And if you want to maintain -- but the thing that bothers me is the way it was done in the first place, the intent.

**MRS. PAULA RAFFERTY:** You know your bylaws can be amended to --

**MRS. PHYLLIS D. BAILEY:** Well, that's --

**MRS. PAULA RAFFERTY:** -- required that there be verbatim minutes.

**MRS. PHYLLIS D. BAILEY:** -- well, that is what I thought. But I obviously was -- I was quite wrong.

**MRS. PAULA RAFFERTY:** I mean, you know, you can have your, you know, your secretary keep the minutes, and then you can also -- and I should have said verbatim transcript so that it would be, you know, two different things. You'd have your meeting minutes, and then you'd always have your verbatim transcript. And that would be required by the Bylaws of the Board of Trustees. And that would be something that you could put to the vote -- to a vote for the Trustees to decide.

**CHAIRMAN PAUL KAPLAN:** We can certainly put that in the bylaws. I mean, we can do that. We can make that change, whatever needs to be done.

I think there are several changes that we need to get done on this. You know, it's too bad. We really need a Bylaw Committee to sit down and look these bylaws over.

**MRS. PHYLLIS D. BAILEY:** That's true.

**CHAIRMAN PAUL KAPLAN:** I don't remember the last time it was done.

**MR. JOHN R. THOMAS:** Well, we always have a Bylaw Committee, always had a Bylaws Review Committee. That's the only way we did it. We used to do it, believe it or not, Paul, we did it probably the first ten years I was on the board every two years. I stand corrected. I think we did it every year. And then we changed to -- so that we rejected and we were supposed to do it every three years. I think the bylaw reviewing -- I think the bylaws required that they be reviewed every three years. But there needs to be a Bylaws Committee -- review committee.

**CHAIRMAN PAUL KAPLAN:** Right.

**MR. JOHN R. THOMAS:** Because, technically, that's what these bylaws now say, that we can make changes provided the recommendations are coming from a Bylaws Review Committee.

**CHAIRMAN PAUL KAPLAN:** Right. Well, I can get a committee together. And -- we don't have everybody here.

**MR. JOHN R. THOMAS:** We don't. That's for sure.

**MRS. PHYLLIS D. BAILEY:** I would be glad to be on that.

**CHAIRMAN PAUL KAPLAN:** You want to be on the committee?

**MRS. PHYLLIS D. BAILEY:** Yes, I would.

**CHAIRMAN PAUL KAPLAN:** All right. I'll be on the committee. And let me see if I can get some of the other people that aren't here, I'd like to see -- get them on the committee also.

**MR. JOHN R. THOMAS:** Yes. Priscilla would be a good one to be on it.

**MRS. PHYLLIS D. BAILEY:** She's an attorney, yes.

**CHAIRMAN PAUL KAPLAN:** Priscilla, yes, she's -- yes, let's get

Priscilla. Okay. I'm going to do that. Okay.

**MRS. PHYLLIS D. BAILEY:** I have one other thing.

**CHAIRMAN PAUL KAPLAN:** Go ahead.

**MRS. PHYLLIS D. BAILEY:** The -- I did not realize I was required to go to the Library -- Fulton County Library System Board of Trustees as a representative -- Friends Council.

**CHAIRMAN PAUL KAPLAN:** Oh, yes, we talked about that.

**MRS. PHYLLIS D. BAILEY:** Okay. So I need to do that. I need to do that.

**CHAIRMAN PAUL KAPLAN:** I am usually there and Josh is there.

**MRS. PHYLLIS D. BAILEY:** I will be now. I will make it a point to be there.

**CHAIRMAN PAUL KAPLAN:** Yes. It's only once every three months or so.

**MRS. PHYLLIS D. BAILEY:** Okay. I'll get the dates from you, and then I'll make it a point to be there.

**CHAIRMAN PAUL KAPLAN:** I don't even know the dates.

**MRS. PHYLLIS D. BAILEY:** Oh, okay.

**CHAIRMAN PAUL KAPLAN:** Also, I'm going to bring this up, and I'll talk about it in the bylaws. You know, we have bylaws as far as attendance. Remember, attendance. I'd like to add something to it what is called excused absence. I'm just going to say it out. Since we're going to form a committee, I'm going to probably add to it: An excused absence shall be defined as an unavoidable absence as a result of Trustees personal illness and illness of his or her immediate family, an unavoidable emergency, vacation, business trip out of town, jury duty, or attending a library conference. We had this added to my bylaws in Illinois. We added that on there because a lot of times during a conference there's an illness. You know, apparently last year, I did it a little bit different last year. But this year I'm going to add that on there to the bylaws.

And then once we -- the committee gets together we'll bring it to the full Board and we'll all talk about it. We'll find out what we need to change and we'll just go from there, so...

Let's see.

**MRS. PHYLLIS D. BAILEY:** Looking at the bottom of page 3 of 4.

**COUNTY MOU FOR FRIENDS AND USE OF FACILITIES**

**CHAIRMAN PAUL KAPLAN:** Yes. County MOU - Friends and Use of Facilities. I know that. Josh talked about it, and we still don't have any real answer at this point.

**MR. JOSH TAYLOR:** I'm sorry. Todd left before we could ask him.

**CHAIRMAN PAUL KAPLAN:** Todd left already?

**MR. JOSH TAYLOR:** Yes.

**CHAIRMAN PAUL KAPLAN:** He took -- did he take everything with

him? His -- he left?

**MRS. PAULA RAFFERTY:** He left.

**CHAIRMAN PAUL KAPLAN:** Okay. And you don't know either, so I'm not going to say anything. Okay.

**DIRECTOR REVIEW**

**CHAIRMAN PAUL KAPLAN:** I did put on Director Review. I asked Gabe to do a self-evaluation, which he will -- he was going to take care of. And then what I'm going to do -- you know, it's very hard to do an evaluation on a director if you're -- most people meet once a month here. They really don't know what's going on behind the scenes, other than the president, a couple of the officers know. What I'm going to do is once he makes the evaluation, we'll go on to an Executive Session, and we'll discuss it. I'll discuss what I know and so on and then what your concerns are and then we'll go from there.

I just -- what we did was, we did it to -- just one year. But we used to do it every six months, a real short one. If there's something that needed to be changed that we weren't happy with, we would get them right there at six months not wait a whole year because people then boil over and get madder and madder. At that time it didn't make sense. So that's what I'd like to do on that.

Is there anything else? It's going to be very busy. And it's going to take a lot of patience. And once we get this strategic -- get all that done. We'll do the best we can for the next two, three years. It's really going to be interesting to see what's going to happen. And I offered my service to Heather. I know she's getting some real pressure from some of the Friends Group and some of the libraries. And I told her I'd be happy to go there and talk to them about construction.

It seems that Dr. Morley has gone to a couple of them. They don't listen to him. Maybe they'll listen to me. I don't know. They hear you talk, and they're still never satisfied. And there was a letter that was written. I'm not going to read it. I got a letter from one of your managers -- I got it here someplace -- about a person who has resigned from the Library Board.

**MRS. PHYLLIS D. BAILEY:** What?

**CHAIRMAN PAUL KAPLAN:** Her name is Norma Mullins. I just got this from --

**MR. JOHN R. THOMAS:** Ocee?

**CHAIRMAN PAUL KAPLAN:** Is that the one I sent to you?

**MR. JOHN R. THOMAS:** Yes. She resigned from the Friends.

**CHAIRMAN PAUL KAPLAN:** Oh, I think she was from Ocee Branch.

**MR. JOHN R. THOMAS:** Karen --

**MRS. GAYLE H. HOLLOMAN:** Karen Purcell.

**MR. JOHN R. THOMAS:** -- Purcell.

**CHAIRMAN PAUL KAPLAN:** I'm sorry. She wanted me to share with the Board members. Well, after I read all this, I got so upset when I read it. And then I -- did I call you? No, I talk to you, John --

**MR. JOHN R. THOMAS:** Yes.

**CHAIRMAN PAUL KAPLAN:** -- because you had been around a long time.

**MR. JOHN R. THOMAS:** I was -- I was -- yes. She was making reference to a pretty old kind of --

**CHAIRMAN PAUL KAPLAN:** I'm looking at all this, construction separated into two phases. She says, what's happening? Nothing's been done. What's the plan to stock the books on the shelves? I'm looking at all this. And Phase Two funds were redirected from Ocee to MLK Branch.

**MRS. GAYLE H. HOLLOMAN:** I don't know one thing about that being done, and I was the manager of Ocee. So I don't know.

**CHAIRMAN PAUL KAPLAN:** I don't have a clue of what she was saying. And then I talked to John. He straightened it out. She's talking about stuff ten years ago.

**MR. JOHN R. THOMAS:** Things did happen that way years ago.

**CHAIRMAN PAUL KAPLAN:** And I thought it was something that happened right now. It didn't make any sense. So I'm not reading it. I don't want to stir everybody up with that.

**MR. JOHN R. THOMAS:** Right.

**CHAIRMAN PAUL KAPLAN:** So anything else? If not, do I hear --

**DR. GABRIEL MORLEY:** Yes.

**CHAIRMAN PAUL KAPLAN:** Yes?

**DR. GABRIEL MORLEY:** This is John's last meeting for anyone who doesn't know.

**MRS. PHYLLIS D. BAILEY:** Where is he?

**CHAIRMAN PAUL KAPLAN:** Well, Phyllis here was trying to -- trying to convince John to stay.

**MRS. PHYLLIS D. BAILEY:** He's going to think about he said.

**CHAIRMAN PAUL KAPLAN:** He's thinking about it. But I've got a feeling -- I'm looking at his face that this is John's last meeting. And you're really going to be lost, I'll tell you. Because, you know, you're the last one on the Board who has any history as far as Trustees are concerned. That's it. We're -- well, I'm new, relatively new now. We're all new on the Board. So you're certainly going to be missed.

But you're still going to be on the Foundation, right?

**MR. JOHN R. THOMAS:** Oh, I am on the Foundation.

**CHAIRMAN PAUL KAPLAN:** So I have to come to the Foundation to

see you?

**MR. JOHN R. THOMAS:** Well, I'll be here.

**CHAIRMAN PAUL KAPLAN:** Are you going to be here until they find a replacement?

**MR. JOHN R. THOMAS:** I told Liz I'd be happy to do that.

**CHAIRMAN PAUL KAPLAN:** Well, John, you're a great insight on what happened, what happened in the past. You're certainly going to be surely missed. I'll have to talk to Liz. We'll see what we can do.

**MRS. PHYLLIS D. BAILEY:** I'll need to talk to John.

**CHAIRMAN PAUL KAPLAN:** But thank you for your help.

**MR. JOHN R. THOMAS:** You're welcome.

**CHAIRMAN PAUL KAPLAN:** And thank you for all the years you've spent on there.

**MR. JOHN R. THOMAS:** It's been a pleasure. I have -- I'm indebted to the library institution. It's been a part of my life for many, many years. And it was just sort of a way of giving back. Phyllis is giving me the...

**CHAIRMAN PAUL KAPLAN:** Oh, no. She's not done with me.

**MRS. PHYLLIS D. BAILEY:** That's true.

**CHAIRMAN PAUL KAPLAN:** All right. Thank you.

#### ADJOURNMENT

#### MOTION

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

**MRS. PHYLLIS D. BAILEY:** So moved.

**CHAIRMAN PAUL KAPLAN:** Second?

**MR. JOHN R. THOMAS:** Second.

**CHAIRMAN PAUL KAPLAN:** All in favor say aye.

*(WHEREUPON, all said aye.)*

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

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

March 22, 2017

**Summary of February 2017 Activities**

**Auburn Avenue Research Library on African American Culture and History**

- On February 16<sup>th</sup>, - Along with AARL Program Division Manager, Morris Gardner, met with Production Director, Matt Weiss and Executive Director, Mike Walbert from the A3C Festival & Conference. *A3C engages and inspires the artists, entrepreneurs, and creatives that shape hip-hop culture.* The annual music festival and conference holds an “Action Summit” portion of programming which invites activists, academics and artists to connect, discuss and address social justice challenges. The 2-day summit will host a series of panels, workshops, mixers and sessions culminating in the 3rd annual A3C Action Pitch Competition. The A3C and the AARL will partner with programming as well as having the AARL host the “Action Summit” in October of this year.
- In collaboration with Hammonds House Museum and Take on the Arts, AARL hosted The Highwaymen: Legacy of a Landscape. This exhibition honors the artistic contribution and historical relevance of The Highwaymen, an innovative ensemble of self-taught African American landscape painters, founded by Alfred Hair, in Fort Pierce, Florida in the 1950s. This exhibition included a community dialogue featuring Doretha Hair Truesdell, widow of Alfred Hair founder of the Highwaymen, Al Black, an original Highwaymen, and Jimmy Stovall, a 2nd generation Highwaymen.

February Monthly Activities	Count
Collection Boxes Processed/Work-in Progress	31
Finding Aids Completed (Work-in-Progress)	3
Online / Email Research Transactions	11
Archives Division Online Pageviews	76
Archives Division Access to Collection Online	43
Archives Division Finding Aids Online Use	143
Archives Division Online Pageview	182
In-House Research Transactions	7
Phone Calls Received/Returned Calls	17
Archives Visits	4
Photographs	12
Manuscripts used	290
Referral to other institutions	2
Staff request & other activities	2
Process Materials in Linear Feet	10

## **Volunteer Services Report**

General Overview: The Office of Volunteer Services recorded 7,239 hours performed at 30 locations, including 5 departments at Central, by 761 volunteers, 62 of which were new to the System. Ocee, Northeast/Spruill Oaks and Roswell had over 350 hours each and the top number of volunteers with 97, 70 and 52 volunteers respectively. East Roswell, Alpharetta and Roswell had the top number of Friends' hours with 685, 469 and 354 hours respectively.

Our AARP participants Margaret Marria at Buckhead, Florence Bowser at Central and Chantima Likitcharoenvanich at Sandy Springs are our volunteers with the top number of hours this month. Our top three teen volunteers included Samuel Hardin who served 24 hours at Palmetto and Isaiah Dubose at Ponce and Christopher Maddox at East Atlanta who both served 21 hours each. Our three Friends members with the highest hours included Roswell Friends' Book Store Manager Carol Harrison and East Roswell Friends' President Pat Price and Secretary Barbara Gradolf who led their annual book sale. Ocee, Roswell, Alpharetta and Milton staff members led the highest number of new volunteers. Our three new volunteers with the highest number of hours included Florence Bowser serving in the Children's Department at Central and Mark Silver at Sandy Springs and Karl Wichser at Roswell who are leading tax preparations. Our top three new teens included Mikala Calloway who served 9 hours at Adams Park, Sera Biju who served 7 at Alpharetta, as well as Ryan Cooper who served 7 hours at Wolf Creek.

Surveys were sent to all volunteers who served in 2016, but hadn't yet served in 2017 and results included over 100 responses, of which 22% were completing court or school requirements and 14% were completing a one-time project. 60% of all participants stated they had a very good volunteer experience, 30% good, 6 % fair and 4% included no response. We will continue to offer training and work with volunteer liaisons to strengthen our program and increase responses regarding training, information given during the tour and ensuring volunteers know our handbook is online. Although we offer week day, week night and weekend volunteer opportunities at our largest branches, 60% of the participants said they stopped volunteering because their schedule didn't match our hours.

## **Collection Management Report**

- Material budget, collection plans and spending plans for the 2017 year were collected from branches and departments to support centralized selection. Selectors were assigned to select materials for specific Dewey areas, format and audience.
- February was super busy with aligning Patronlink with the Public Relations department, getting Freegal launch ready, setting up trainings for 2017, and doing Training Outreach. Training staff gives much insight into the parodies, challenges, etc. of AFPLS professional staff. There are no standards in place to encourage Managers to push electronic resources, unless I am not aware of them. The branches that do well with databases are self-motivated and usually from other libraries that were big on utilizing databases.
- GA State Park Passes were processed and cataloged for all libraries.

## **ADAMS PARK**

Both the branch manager and the children's librarian have been preparing their orders for supplies in support of their Bill A Fox mini-grants. Ms. Roberds has met with her team of 6 participating libraries to finalize their mission while Ms. Beene has been finalizing and collecting logo design submissions in her local high school art competition for grant.

We received news that a private citizen would like to donate two benches in support of our garden. Plans are underway to speak with the County Landscaper to designate the intended areas of installation.

Students from nearby Therrell High have fulfilled our request to create logo designs for our Fresh Out of Adams Park garden project. These submissions will be on display in the Teen area until May.

## **CLEVELAND AVENUE**

The Cleveland Avenue Library Journeys Book club conducted a special book club membership drive. The theme was Fall in Love with Reading! The program featured the Wednesday Wind Down Line Dancers and poet, musician, and author Leonard Blount. Light refreshments were served. As a result of the program, the book club has several new members. The staff was also able to share information about library resources.

The Stitcher's of Soul quilting group is currently exhibiting a large quilt with a special pattern that relates to the story of the Underground Railroad. The quilt is hanging inside the main floor of the library. A book and nonbook display was created to compliment the display. Handouts were also made available explaining the meaning behind the various quilt pattern design. The quilting group meets twice a month at the branch and welcomes new members.

Staff created a black inventors exhibit in the large glass display case in recognition of Black History Month. The display included books, posters, book marks, pictures, and an inventor's bingo game. An inventor's handout sheet was also made available. This is was also a way to encourage the use of library online databases.

## **MECHANICSVILLE**

### Overview

It is the shortest month in the year, but with the longest list of celebratory events! Each event is so worth the hype! African American History Month, American Heart Month, Valentine's Day, not to mention the Super Bowl was so graciously thrown into the equation. They were all celebrated with the greatest enthusiasm staff could muster for the community. Books and relevant displays recognizing all the above mentioned events were highlighted throughout the branch.

## Significant Programs/Events

- Recycling for Perks began the month started the month off by sharing the many advantages of recycling.
- The City of Atlanta is partnering with a growing number of businesses where residents can receive substantial discounts when they recycle from their individual homes.
- Approximately 60 residents visited the information table to sign up for the Recycling for Perks discounts offered throughout the city as they were offered prizes and refreshments during the event.
- The library also shared library features on Paul Dunbar Elementary school's Google Classroom site.
- Each staff member spotlighted on the many features the library has to offer. This information can be accessed remotely as a part of the monthly Curriculum Night festivities for parents, teachers and the community; all on Dunbar Elementary School's website.

## NORTHEAST/SPRUILL OAKS

While the lovely weather outdoors may have slowed our patron use and circulation a little bit, February was a big month for programming at NESO.

The semi-annual AARP Safe Driver Course was presented on Saturday, February 25<sup>th</sup> to a crowd of 32 patrons. The next day on the 26<sup>th</sup> was the highlight of the month, the annual Teen and Adult Volunteer Appreciation Event. This program featured the twenty-piece Johns Creek High School Orchestra Ensemble performing in honor of our wonderful volunteers to a packed room of 87 volunteers and their supporters, including former NESO Branch Manager, Nancy Powers and the chairman of the AFPLS Board of Trustees, Paul Kaplan. Additionally, 7 young volunteers were included in the honors. We are very proud of these successful events and of Adult Services Librarian, Karen Swenson, who made them possible.

The AARP Tax Aides have returned for two sessions each week through the end of the tax season. Ninety-seven persons got their taxes prepared in February Not only do the AARP tax aides provide a valuable service in helping patrons with their tax returns, but this year one of our aides discovered that the patron he was helping had had her identity stolen! The patron had no idea this happened and she may not have found out until it was too late had she not come in for tax help. After finding out, she said she spent a lot of time on the phone but was able to sort everything out before too much damage had been done. Hurrah for AARP!

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

AS OF FEBRUARY 28, 2017

Doc. #17-14

SERVICE	2017 BUDGET	FEBRUARY	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,676,857	998,871	2,036,952	-	2,036,952	14%	12,639,905
PART TIME SALARY	771,759	50,638	98,077	-	98,077	13%	673,682
BENEFITS	7,633,984	518,642	1,059,215	-	1,059,215	14%	6,574,769
BOOKS	2,114,549	-	-	987,881	987,881	47%	1,126,668
OFFICE EQUIP. REPAIR	58,456	-	-	-	-	0%	58,456
EQUIPMENT	2,820	-	-	-	-	0%	2,820
OFFICE FURNITURE	12,082	-	-	-	-	0%	12,082
PROFESSIONAL SERV	55,337	1,513	5,513	13,950	19,463	35%	35,874
COPIER MACHINE LEASE	336,535	25,559	36,266	-	36,266	11%	300,269
COPIER PAPER	33,400	-	-	-	-	0%	33,400
SUPPLIES	188,152	1,166	2,291	-	2,291	1%	185,861
SOFTWARE MAINTENANCE	256,193	-	-	14,300	14,300	6%	241,893
BUILDING RENT	107,001	10,811	10,811	94,263	105,074	98%	1,927
LYRISIS CHARGES	1,000	-	-	-	-	0%	1,000
OTHER SERVICES	168,561	2,797	9,126	9,732	18,858	11%	149,703
SECURITY SERVICES	437,614	82,852	102,660	28,833	131,493	30%	306,121
TRAVEL	38,176	-	8,233	-	8,233	22%	29,943
VEHICLE MAINTENANCE	8,750	24	119	-	119	1%	8,631
GENERAL INSURANCE	759,530	63,294	126,588	-	126,588	17%	632,942
<b>TOTAL</b>	<b>27,660,756</b>	<b>1,756,167</b>	<b>3,495,853</b>	<b>1,148,958</b>	<b>4,644,812</b>	<b>17%</b>	<b>23,015,945</b>

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

AS OF FEBRUARY 28, 2017

SERVICE	SERVICE	2017 BUDGET	2017 FEBRAURY	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
ORGANIZATION	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	12,563,033	845,288	1,709,759	-	1,709,759	14%	10,853,274
	PART TIME SALARY	771,759	50,638	98,077	-	98,077	13%	673,682
	BENEFITS	6,582,968	443,457	900,783	-	900,783	14%	5,682,185
	BOOKS	2,114,549	-	-	987,881	987,881	47%	1,126,668
	OFFICE EQUIP. REPAIR	58,456	-	-	-	-	0%	58,456
	OFFICE FURNITURE	11,785	-	-	-	-	0%	11,785
	PROFESSIONAL SERV	14,595	-	4,000	-	4,000	27%	10,595
	COPIER MACHINE LEASE	321,235	23,449	31,956	-	31,956	10%	289,279
	SUPPLIES	135,607	-	-	-	-	0%	135,607
	BUILDING RENT	107,001	10,811	10,811	94,263	105,074	98%	1,927
	OTHER SERVICES	37,098	612	3,620	1,119	4,739	13%	32,359
	SECURITY SERVICES	437,614	82,852	102,660	28,833	131,493	30%	306,121
	GENERAL INSURANCE	575,035	47,920	95,839	-	95,839	17%	479,196
<b>Total</b>		<b>23,730,735</b>	<b>1,505,026</b>	<b>2,957,506</b>	<b>1,112,096</b>	<b>4,069,602</b>	<b>17%</b>	<b>19,661,133</b>

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

AS OF FEBRUARY 28, 2017

ORGANIZATION	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	12,563,033	845,288	1,709,759	-	1,709,759	14%	10,853,274
SUPPORT SERVICES	REG SALARY	2,113,824	153,583	327,193	-	327,193	15%	1,786,631
	BENEFITS	1,051,016	75,185	158,431	-	158,431	15%	892,585
	EQUIPMENT	2,820	-	-	-	-	0%	2,820
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	40,742	1,513	1,513	13,950	15,463	38%	25,279
	COPIER MACHINE LEASE	15,300	2,110	4,310	-	4,310	28%	10,990
	COPIER PAPER	33,400	-	-	-	-	0%	33,400
	SUPPLIES	52,545	1,166	2,291	-	2,291	4%	50,254
	SOFTWARE MAINTENANCE	256,193	-	-	14,300	14,300	6%	241,893
	LYRASIS CHARGES	1,000	-	-	-	-	0%	1,000
	OTHER SERVICES	131,463	2,186	5,507	8,612	14,119	11%	117,344
	TRAVEL	38,176	-	8,233	-	8,233	22%	29,943
	VEHICLE MAINTENANCE	8,750	24	119	-	119	1%	8,631
	GENERAL INSURANCE	184,495	15,375	30,749	-	30,749	17%	153,746
<b>Total</b>		<b>3,930,021</b>	<b>251,142</b>	<b>538,347</b>	<b>36,862</b>	<b>575,210</b>	<b>15%</b>	<b>3,354,811</b>

## Atlanta-Fulton Public Library System - February 2017

Activity and Description	2017		2016		YTD
	February	YTD	February	YTD	
<b>Circulation</b>					
Total number of items checked out of the library	234,123	478,304	262,770	522,585	-8%
<b>Holds</b>					
Number of requests by patrons	48,103	103,757	50,271	105,283	-1%
<b>Inter-Library Loans</b>					
Number of items lent to or borrowed from another library system	377	723	196	406	78%
<b>Visits</b>					
Number of people entering a library for any reason	299,795	596,351	297,689	567,132	5%
<b>Computer/Internet Usage</b>					
Number of computer sessions (Internet access and office software)	88,389	166,896	83,424	163,617	2%
Number of hours of computer use	49,415	92,107	42,074	86,177	7%
<b>Wireless Sessions</b>					
Number of times the library's wireless network is accessed	45,159	84,681	40,994	74,489	14%
<b>Webhits</b>					
Number of times people have visited the library's website	681,361	1,427,244	705,246	1,431,964	-0.3%
<b>Online Resources</b>					
Number of times a resource is logged into or a searched performed	139,809	254,799	92,545	154,344	65%
<b>Computer Classes</b>					
Number of classes	29	50	18	37	35%
Number of attendees	172	303	102	262	16%
<b>Virtual Circulation</b>					
Number of e-books and e-audiobooks checked out	25,058	52,026	14,369	29,855	74%
<b>Children's programs</b>					
Library sponsored programs offered for children (birth - 12)	302	529	348	592	-11%
Number of people attending programs	8,140	13,401	9,116	16,144	-17%
<b>Teen Programs</b>					
Library sponsored programs offered for teens (13 - 17)	46	78	55	78	0%
Number of people attending programs	778	1,344	1,028	1,329	1%
<b>Adult Programs</b>					
Library sponsored programs offered for adults (18 + )	420	735	342	638	15%
Number of people attending programs	6,262	9,818	3,835	8,193	20%
<b>Programs - Total</b>					
Library sponsored programs offered - total of all programs	768	1,342	745	1,308	3%
Number of people attending programs	15,180	24,563	13,979	25,666	-4%
<b>Meeting Rooms</b>					
Non-library sponsored meetings or activities scheduled	605	1,155	516	994	16%
Number of people attending meetings or activities	8,392	14,664	12,941	19,695	-26%

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

AGENCY NAME	FEBRUARY CIRCULATION	TOTAL REGISTRATIONS	INTRA-LIBRARY LOANS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	1,488	121	115	2,628	11,778	12	213	12	220	2
ADAMSVILLE/COLLIER HEIGHTS	1,702	368	410	2,165	2,820	13	104	8	52	0
ALPHARETTA	25,159	616	2,784	4,223	31,254	59	1,299	16	663	0
BUCKHEAD	9,874	449	977	2,345	11,278	20	774	0	0	6
CLEVELAND AVE	1,584	125	405	1,719	3,377	12	100	9	71	0
COLLEGE PARK	1,825	228	214	2,934	3,761	26	290	1	2	0
DOGWOOD	1,954	114	197	1,035	4,231	16	472	1	3	5
EAST ATLANTA	5,367	355	529	2,300	5,671	10	289	13	67	3
EAST POINT	3,900	296	451	4,561	5,955	15	228	32	380	0
EAST ROSWELL	13,080	373	1,565	1,811	4,719	40	650	15	303	8
FAIRBURN	2,163	331	330	885	3,311	16	532	16	102	8
HAPEVILLE	1,587	83	301	1,216	3,067	12	268	6	89	0
KIRKWOOD	3,056	151	380	936	1,037	5	58	4	47	7
MARTIN LUTHER KING, JR	1,105	87	278	1,011	3,695	22	710	0	0	6
MECHANICSVILLE	1,410	102	289	1,555	5,442	13	370	7	114	3
METROPOLITAN	6,642	292	4,296	6,432	12,724	20	557	184	1,086	0
MILTON	14,953	328	3,323	1,774	7,520	34	507	6	81	9
NORTHEAST/SPRUILL OAKS	15,379	207	1,856	979	18,878	37	666	29	300	2
NORTHSIDE	11,440	295	714	520	3,600	5	164	8	111	0
NORTHWEST	4,930	282	1,576	2,760	7,995	13	140	20	615	11
OCEE	22,840	472	979	1,329	16,350	42	761	7	93	1
PALMETTO	2,385	112	769	1,572	4,210	10	591	3	31	0
PEACHTREE	5,391	261	850	1,783	4,851	38	622	5	56	2
PONCE DE LEON	11,220	397	1,351	2,331	19,394	20	277	12	136	5
ROSWELL	18,974	668	2,157	2,224	18,690	43	584	8	93	15
SANDY SPRINGS	15,645	626	1,724	2,445	15,267	43	626	14	299	3
SOUTHEAST	3,682	202	1,085	5,487	5,179	7	122	63	959	1
SOUTH FULTON	6,629	827	3,944	2,296	9,690	25	337	14	227	0
SOUTH WEST	3,935	432	587	4,979	15,000	17	381	54	730	0
WASHINGTON PARK	1,412	133	404	1,883	8,962	7	64	3	42	34
WEST END	1,423	137	195	680	1,488	11	166	2	14	24
WOLFCREEK	6,954	415	2,892	2,623	6,954	16	629	17	951	15
<b>BRANCHES TOTAL</b>	<b>229,088</b>	<b>9,885</b>	<b>37,927</b>	<b>73,421</b>	<b>278,148</b>	<b>679</b>	<b>13,551</b>	<b>589</b>	<b>7,937</b>	<b>170</b>
CENTRAL	5,035	794	3,800	14,623	19,810	73	764	14	380	10
OUTREACH SERVICES		7	1							0
AUBURN AVENUE RESEARCH				345	1,837	16	865	2	75	0
<b>SYSTEM TOTAL</b>	<b>234,123</b>	<b>10,686</b>	<b>41,728</b>	<b>88,389</b>	<b>299,795</b>	<b>768</b>	<b>15,180</b>	<b>605</b>	<b>8,392</b>	<b>180</b>

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
CIRCULATION REPORT  
FEBRUARY 2017

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	FEB 2017 DATA	FEB 2016 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2017 CIRC	YTD 2016 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	1,052	396	40	1,488	1,892	(404)	-21%	2,955	3,501	(546)	-16%
ADAMSVILLE/COLLIER HEIGHTS	774	879	49	1,702	1,835	(133)	-7%	3,458	4,037	(579)	-14%
ALPHARETTA	8,490	16,146	523	25,159	26,532	(1,373)	-5%	51,910	52,686	(776)	-1%
BUCKHEAD	5,814	3,727	333	9,874	11,204	(1,330)	-12%	20,192	22,217	(2,025)	-9%
CLEVELAND AVENUE	920	608	56	1,584	2,147	(563)	-26%	3,253	3,943	(690)	-17%
COLLEGE PARK	1,125	660	40	1,825	5,038	(3,213)	-64%	3,658	8,741	(5,083)	-58%
DOGWOOD	822	1,032	100	1,954	2,760	(806)	-29%	4,604	5,426	(822)	-15%
EAST ATLANTA	2,376	2,775	216	5,367	5,606	(239)	-4%	10,943	10,195	748	7%
EAST POINT	2,364	1,382	154	3,900	4,862	(962)	-20%	7,792	10,382	(2,590)	-25%
EAST ROSWELL	5,790	6,986	304	13,080	15,181	(2,101)	-14%	26,588	30,330	(3,742)	-12%
FAIRBURN	1,304	763	96	2,163	3,494	(1,331)	-38%	4,236	7,093	(2,857)	-40%
HAPEVILLE	799	749	39	1,587	1,513	74	5%	3,338	2,865	473	17%
KIRKWOOD	1,054	1,900	102	3,056	2,915	141	5%	6,048	5,717	331	6%
MARTIN LUTHER KING, JR	671	402	32	1,105	1,171	(66)	-6%	2,185	2,246	(61)	-3%
MECHANICSVILLE	708	661	41	1,410	1,830	(420)	-23%	3,163	3,143	20	1%
METROPOLITAN	3,338	3,087	216	6,642	8,597	(1,955)	-23%	12,989	17,722	(4,733)	-27%
MILTON	5,090	9,393	470	14,953	15,924	(971)	-6%	30,492	31,236	(744)	-2%
NORTHEAST/SPRUILL OAKS	4,655	10,246	478	15,379	16,763	(1,384)	-8%	31,360	33,150	(1,790)	-5%
NORTHSIDE	5,372	5,740	328	11,440	12,361	(921)	-7%	23,371	24,761	(1,390)	-6%
NORTHWEST	1,955	2,865	110	4,930	5,840	(910)	-16%	10,115	12,005	(1,890)	-16%
OCEE	7,215	14,712	913	22,840	27,499	(4,659)	-17%	47,739	55,815	(8,076)	-14%
PALMETTO	1,063	1,272	50	2,385	3,577	(1,192)	-33%	4,938	6,862	(1,924)	-28%
PEACHTREE	3,093	2,177	122	5,391	5,516	(125)	-2%	10,861	11,043	(182)	-2%
PONCE DE LEON	6,508	4,389	323	11,220	11,186	34	0%	22,033	22,743	(710)	-3%
ROSWELL	9,515	8,948	511	18,974	22,418	(3,444)	-15%	37,516	44,071	(6,555)	-15%
SANDY SPRINGS	8,082	7,019	544	15,645	17,402	(1,757)	-10%	31,714	23,447	8,267	35%
SOUTHEAST	1,474	2,055	153	3,682		3,682	100%	7,067	0	7,067	100%
SOUTH FULTON	3,091	3,337	201	6,629	428	6,201	1449%	13,906	17,738	(3,832)	-22%
SOUTHWEST	2,327	1,438	170	3,935	5,403	(1,468)	-27%	8,122	5,848	2,274	39%
WASHINGTON PARK	796	563	53	1,412	2,114	(702)	-33%	3,075	4,292	(1,217)	-28%
WEST END	881	478	63	1,423	1,788	(365)	-20%	2,915	3,304	(389)	-12%
WOLFCREEK	3,047	3,735	172	6,954	7,778	(824)	-11%	16,021	15,413	608	4%
<b>BRANCHES TOTAL</b>	<b>101,565</b>	<b>120,519</b>	<b>7,004</b>	<b>229,088</b>	<b>252,574</b>	<b>(22,662)</b>	<b>-9%</b>	<b>468,557</b>	<b>501,972</b>	<b>(33,415)</b>	<b>-7%</b>
CENTRAL	3,715	1,172	148	5,035	6,545	(1,510)	-23%	9,745	13,366	(3,621)	-27%
Outreach Services				0	116	(116)	-100%	2	227	(225)	-99%
AUBURN AVENUE RESEARCH											
<b>SYSTEM TOTAL</b>	<b>105,280</b>	<b>121,691</b>	<b>7,152</b>	<b>234,123</b>	<b>259,235</b>	<b>-24,288</b>	<b>-9%</b>	<b>478,304</b>	<b>515,565</b>	<b>-37,261</b>	<b>-7%</b>

Non-circulating library - please refer to other usage reports.