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BOARD OF TRUSTEES

MEETING INFORMATION PACKET

NOVEMBER 15, 2017



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FULTON COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES REGULAR MEETING
NOVEMBER 15, 2017



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Revised

**Fulton County Library System
Board of Trustees Meeting
Central Library, 6th Floor
November 15, 2017 – 4:00 p.m.**

AGENDA

- I. Adoption of Agenda Doc. #17-63
- II. Approval of Verbatim Minutes from Regular Meeting of October 25, 2017* Doc. #17-62
- III. Chairman's Report
- IV. Director's Reports Doc. #17-66
 - a. Library Bond Program – Update
 - A. Monthly Financial Report Doc. #17-64
 - B. Monthly Usage Summary Doc. #17-65
- V. Foundation Report – Update
- VI. Old Business
- VII. New Business
- VIII. Adjournment

*Action is anticipated on this item.

Doc. #17-62



ATLANTA-FULTON PUBLIC LIBRARY SYSTEM

BOARD OF TRUSTEES MEETING

OCTOBER 25, 2017 – 4:00 P.M.

CENTRAL LIBRARY – 6th FLOOR BOARD ROOM

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Board of Trustees Meeting, 25 October 2017



Members Present

Bailey, Phyllis D., Vice Chairman
Burke, Jamilica (Via Teleconference)
Joyner, D. Chip
Kaplan, Paul, Chairman
Taylor, Josh

Absent:

Borders, Priscilla
Piontek, Joe

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

Collins, Al – Assistant Director Building Engineering Library Projects
Dollar, Alvin – Patron
Jackson, Willie – Patron
O’Connor, Michael – Policy Advisor to Commissioner Liz Hausmann
Thomas, Harriet – Chief of Staff to Commissioner Lee Morris

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

Transcript Legend

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

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

CALL TO ORDER

CHAIRMAN PAUL KAPLAN: I'm going to say good afternoon, everybody. We'll start the Board of Trustees meeting, on October 25th at 4 o'clock.

Jamilica, you're on the phone, correct?

MS. JAMILICA BURKE: Yes, I'm here.

CHAIRMAN PAUL KAPLAN: Okay. How are you doing?

MS. JAMILICA BURKE: I'm good.

CHAIRMAN PAUL KAPLAN: Okay.

17-53 ADOPTION OF THE AGENDA

CHAIRMAN PAUL KAPLAN: Adoption -- the first thing on the agenda is Adoption on the Agenda. Has everyone read over it? Is there any corrections or anything you want to add? I am going to add one thing to it under New Business. Under 'E' would be Metropolitan Library. And I'll have Mr. Collins kind of describe to everybody what that's about, so everybody will know. Anybody else -- do I hear a motion to accept the agenda as amended?

MOTION

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

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

MR. JOSH TAYLOR: Can we have a discussion?

CHAIRMAN PAUL KAPLAN: Yes. Go ahead. Second it, then I'll have a discussion.

MR. JOSH TAYLOR: I'll second it.

CHAIRMAN PAUL KAPLAN: Okay. Now is there any discussion?

MR. JOSH TAYLOR: Since we didn't get the book, and I don't know who's had a chance to read the verbatim minutes, but my suggestion is we defer approving these until next month. It'll give us a chance to read them.

CHAIRMAN PAUL KAPLAN: I have no problem with that unless somebody else does.

MR. D. CHIP JOYNER: I didn't hear that.

CHAIRMAN PAUL KAPLAN: The verbatim minutes, just got the book. Has everybody read the verbatim minutes?

MRS. PHYLLIS D. BAILEY: I have.

MR. JOSH TAYLOR: I know. You always do.

CHAIRMAN PAUL KAPLAN: I -- I have read it. Has everybody? Have you read it?

MRS. PHYLLIS D. BAILEY: Yes.

CHAIRMAN PAUL KAPLAN: Yes.

MR. JOSH TAYLOR: Well, I'd say if you all are satisfied with it, let's go ahead with it then.

CHAIRMAN PAUL KAPLAN: Okay.

MR. JOSH TAYLOR: That's fine.

CHAIRMAN PAUL KAPLAN: Okay. It's moved and second. Any other additions or corrections on that? All those in favor of adopting the agenda say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? Public Comments, there is none.
17-52 APPROVAL OF THE VERBATIM MINUTES OF THE REGULAR MEETING OF SEPTEMBER 27, 2017

CHAIRMAN PAUL KAPLAN: The Approval of the Verbatim Minutes of the Regular Meeting of September 27th. Is there a motion to accept the verbatim minutes?

MOTION

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

CHAIRMAN PAUL KAPLAN: It's been moved. Is there a second? Anybody? Nobody wants to second it?

MR. JOSH TAYLOR: I'm not going to because I --

CHAIRMAN PAUL KAPLAN: No. You're not --

MRS. PHYLLIS D. BAILEY: You abstained your position.

CHAIRMAN PAUL KAPLAN: Chip, do you second?

MR. D. CHIP JOYNER: Second.

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

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None. Thank you.

CHAIRMAN'S REPORT

CHAIRMAN PAUL KAPLAN: Okay. I'm going to defer my Chairman's Report to Mr. Al Collins who's going to make a presentation to the Board of Trustees.

Also, when you're done with that portion of it, Al, I'm going to have you switch down to the Metropolitan, which was under New Business, so I don't keep you here until the very end of the meeting. We figure to get out of here by seven. I don't know if you want to stay that late or not.

CHAIRMAN PAUL KAPLAN: That's just a small comment.

MR. JOSH TAYLOR: We got out about five last time.

CHAIRMAN PAUL KAPLAN: He's going to pass around the...

MRS. GAYLE H. HOLLOMAN: Did you get one, Mr. Taylor?

MR. JOSH TAYLOR: I've got it.

DR. GABRIEL MORLEY: Do they need to take action on this or are you just --

MR. AL COLLINS: This is information only.

CHAIRMAN PAUL KAPLAN: This is information only for the Board.

LIBRARY BOND PROGRAM - UPDATE

MR. AL COLLINS: So we'll start with the smaller eight and a half by eleven colored slideshow. It's really an update. I just wanted to make sure you are aware of where we stand with the Phase Two projects. So if you'll flip to page 2 on that. It really describes the activities of recent with the Group One. All of our staff and community meetings are complete. We have received a review and we have agreed on a conceptual estimate. It did require that we add 1.8 million dollars from our savings into the project. The funds were just not enough to cover it. We are also moving forward with the design. I gave them direction to move forward with the designs and they are developing the schematic designs at this time. And they're also pricing those schematic estimates, so we hope to bring that to conclusion.

We have not yet concluded the review of all of the schematic design pricing and reached conclusion on that, but it is in progress and we hope to in the next week or so to conclude that. So that's kind of where we stand with the phase -- with the Group One projects.

CHAIRMAN PAUL KAPLAN: So once that gets done, then you're going to go to the next project?

MR. AL COLLINS: Once that's done, we'll be able to, you know, go to -- talk with the Commissioner about it and then go to the community and say, guys, this is what's included in each of the designs for each of the libraries. And it will show them, based on their comments, based on what we've heard from the staff, in the synthesis of all that information, you know, what's going to be included in the design for each of those libraries.

CHAIRMAN PAUL KAPLAN: So time frame you're still talking...

MR. AL COLLINS: Time frame, we hope to -- we're going to likely be able to do that by mid November.

MR. JOSH TAYLOR: That's the Public Hearings?

MR. AL COLLINS: Yes. Group Two, we're following a similar path as Group One. The design builder on this -- I'm sorry -- Group Two, the design builder, Engineering Design and Technologies, was not able to provide the bonds for the project, and so it looks like we're moving forward with the alternate. There was a second tier vendor which has been alerted. And that vendor has accepted moving forward with Group Two. And so we're making that adjustment. Purchasing is looking to put that on the Board's agenda. I believe it's by November the 1st.

CHAIRMAN PAUL KAPLAN: So -- and just so I get the timeline -- so after that's done, what are we talking about when we would

start that phase for Group Two? Are we talking -- will that be quarter of next year? What's the timing on that?

MR. AL COLLINS: We're looking to start Group Two in design by the first quarter of '18.

CHAIRMAN PAUL KAPLAN: First quarter?

MR. AL COLLINS: Yes. Because if we can get it approved on the first of November -- the first meeting in November, that will give us enough time to get the contract resolved and signed and get the team kicked off with the design by the first of 2018.

CHAIRMAN PAUL KAPLAN: Group One, Group One is also the first quarter. We're thinking maybe January or February for that, for Group One?

MR. AL COLLINS: Well, Group One is already started.

CHAIRMAN PAUL KAPLAN: Yes, but the actual construction.

MR. AL COLLINS: Actual construction on Group One will start, yes, in that first quarter as well.

CHAIRMAN PAUL KAPLAN: In the first quarter.

MR. AL COLLINS: Yes.

CHAIRMAN PAUL KAPLAN: Okay.

MR. AL COLLINS: I think, though, if we can distinguish between the two, I think that the design for Group Two will start early in January, so...

CHAIRMAN PAUL KAPLAN: Okay.

MR. JOSH TAYLOR: And when do you anticipate the group meetings and I guess ready for starting construction on this? Do you have any idea?

MR. AL COLLINS: For Group Two?

MR. JOSH TAYLOR: Yes.

MR. AL COLLINS: We'll likely, again, in January start our meetings with the staff and with the community as well. We have to give -- we try to give a couple of weeks' notice, so it'll be latter part of January when we start those meetings.

Group Three, we did of course receive a single bid on that one. And I'll just explain that -- I've said here that bidding for Group Three may be affected by what happens on Group Two. And that's because the bidder for this group, the single bidder for this group was the second in line bidder for Group Two. And they elected to go with Group Two as opposed to Group Three. So that by definition then means we have to rebid Group Three.

MR. D. CHIP JOYNER: They can't do both.

MR. AL COLLINS: They cannot do both. Part of our rules that we established at the onset of the project was to award a project -- only one project per contractor. And if you received one, you did not have the ability to be awarded another one. We have -- there's so much construction in this area at this time that as we

rebid this Group Three, I think it's prudent for us to relax that rule so that we can get a lot more participation.

Some of our contractors, you know, have voiced interest in some of the other projects. And I think that, again because we're getting low turnout, it might well serve our purposes to relax that rule and give them an opportunity to go after some other ones as well.

CHAIRMAN PAUL KAPLAN: When do you think it goes out for rebid?

MR. AL COLLINS: That's going to go out for rebid -- we're hoping to bring it to the Board's attention for approval on the first quarter of 2018. Again, it'll likely be in February but during the first quarter.

MR. JOSH TAYLOR: Do you anticipate needing BOC approval to relax the requirement?

MR. AL COLLINS: It's not a -- it's not -- we don't need to go to BOC to get that rule relaxed. We have talked briefly with Purchasing. And I think if we get good response from Purchasing, you know from the library, from you guys, we can move forward with that, so...

Group Four, we are -- much like Group One we are moving ahead. They have completed all their community and staff meetings. They've also given us conceptual estimates for those two projects: East Point and Fairburn Library. We are in the process of reviewing those estimates. And as soon as we reach conclusion on those conceptual estimates and agreement, we'll move forward with the design.

So we're hoping to do that again in this next one to two-week period.

Hapeville, we did receive bids on that project on the -- this week, Monday of this week, on the 23rd. We received one bid, and that bid is acceptable. The committee that reviews them did convene and review it, and our recommendations are to move forward. And so Purchasing is looking to put that on the agenda, again, for the first meeting in November so that we can get that one moved forward. If that occurs, of course, we'll begin our design. We'll begin our community meetings, staff meetings, first quarter, early January.

For Central, we are of course continuing with the programming, design, and the Bridging Documents for Central with Cooper Carry. And those staff meetings were actually concluded last evening. We had a staff meeting at Wolf Creek -- excuse me -- a community meeting at Wolf Creek. That was the last of our community meetings. We had a number of community meetings here at the library. We had a community meeting up in Alpharetta,

and we staged one in the south at Wolf Creek, so that concludes all of our meetings.

The architect will now synthesize all their data and information that they have collected and begin to formalize the program for the building based on comment and discussions.

CHAIRMAN PAUL KAPLAN: How was -- how was the turnout?

MR. AL COLLINS: We didn't get a good turnout last -- in fact, the two meetings that we had in Alpharetta and Wolf Creek, we didn't get good turnout. We got better turnout here at Central.

CHAIRMAN PAUL KAPLAN: But even the turnout at Central I heard wasn't really big.

MR. AL COLLINS: It wasn't real big, but we did get some participation.

MR. D. CHIP JOYNER: What were some of the primary comments? feedback?

MR. AL COLLINS: Well, one of the groups really wanted to express their concern for the iconic nature of the building and how little they wanted to see changed as far as the exterior was concerned, and quite frankly, the interior as well. And we went through spaces. We asked them questions about what they wanted to see as far as meeting rooms and modifications to perhaps the children's area or computers.

And they did give feedback in terms of numbers and some of the things that were important for all the departments and spaces within the building. And we kind of recorded all of that information. So, you know, whether they wanted to see, in addition to the auditorium, smaller breakout meeting rooms, for example, that could work in connection with the auditorium for large meetings and breakout spaces.

Flexibility was a big issue. They wanted to see some flexibility in our meeting rooms and study rooms and things of that nature. So as we move forward, you know, they can have opportunities to get out of the main library and do some study or do some small group meetings in some of the meeting rooms. There was also discussion about maybe some specialized meeting rooms for cooking classes or things of that nature, so some of those may be outfitted with special exhaust so that that could occur. But that's something we'll have to discuss and see how it could be possible.

There was discussion about what should occupy the first level. How much -- there was an interest in having a coffee shop, retail on the first level, and how much of the first level that should occupy. What other functions would work well as they see it on the first level? And the plaza, how that might be used. There was a big discussion about whether the plaza should be

connected with the plaza across the street, the Margaret Mitchell Plaza, and how that could work with the MARTA Plaza, and how that could be a big plaza of all three and how they should work together and how we might make that happen. How we might use programming to energize the plaza and create more use of it. How we might use food trucks and things of that nature to, again, energize the use of that plaza, especially during the lunch hour and early evening. So a lot of discussion took place again about all the levels of the building. There was a lot of talk about light, introducing light into the building, how that might happen and where that might happen from. Whether we cut holes in the roof and introduce an opportunity for light to come in from above, that was a big discussion.

And I think, finally, whether we should look at opportunities to enter the lower level, enter the auditorium from outside without necessarily having to traverse the entry of the library and the bulk of the library itself to get to that space. That might create some after-hour use of the auditorium for a lot of different functions, so there was a lot of healthy discussion, although there weren't a lot of people. There was a lot of good discussion about all areas of the building.

MR. JOSH TAYLOR: About how many people?

MR. AL COLLINS: I'm going to say for the second meeting we had, I don't know, maybe a dozen. Something like that maybe.

MRS. GAYLE H. HOLLOMAN: Yes.

MR. JOSH TAYLOR: And the first meeting?

MR. AL COLLINS: The first meeting we had a little less. We had probably six to eight people show up, so... A lot of them were people who have moved into the area, into the downtown area. Professionals, some came, so we got a mix.

CHAIRMAN PAUL KAPLAN: So at the rate we're going, if everything falls in place, they're probably not -- they're not even talking about starting something like this until third quarter of next year, 2018?

MR. AL COLLINS: It'll be -- exactly, the third quarter of 2018 before we start construction. They still have to complete the design, complete our cost estimates.

CHAIRMAN PAUL KAPLAN: Yes, that's the big thing.

MR. AL COLLINS: That's the big thing. That's correct.

CHAIRMAN PAUL KAPLAN: So we're not talking about vacating this building until...

MR. AL COLLINS: Well, it'll be second quarter of next year.

MRS. GAYLE H. HOLLOMAN: No, we're talking about --

CHAIRMAN PAUL KAPLAN: I'm looking at Gayle. Probably the second --

MRS. GAYLE H. HOLLOMAN: -- end of the first quarter, beginning of the second quarter.

CHAIRMAN PAUL KAPLAN: Because there's a lot to move.

MRS. GAYLE H. HOLLOMAN: A lot to move.

CHAIRMAN PAUL KAPLAN: A lot to move out of here.

MRS. GAYLE H. HOLLOMAN: But we've got to get the people out and somewhere to go before we can get all this other stuff out.

CHAIRMAN PAUL KAPLAN: It's a big undertaking, yes. The library is...

MR. AL COLLINS: So there are another group of RFPs that we're still working on for the Central Library that includes a qualifications package for the design builder. We're looking to actually have that ready by the 1st of November. There's also a design build -- design builder that we need to bring onboard, and that RFP is being worked on. We hope to have it advertised the first quarter of, again, 2018. Moving services for the move out of the library, we're working on that. That's actually out to bid, and we've gotten a lot of questions on the move service. And we're probably going to delay that just a little bit so we can make certain that everybody gets good information on especially the artwork and the value of the artwork, and the value of our Special Collections, things of that nature that -- we've just gotten a lot of questions related to that.

And the Board actually just approved at their last meeting the Appraisal Services which will catalog all of our artwork for this library and others and give us value for artwork as well as the Special Collections. So we'll be able to then share that information with the movers, so we just need a little bit of time here to get that information collected.

CHAIRMAN PAUL KAPLAN: A lot of work that goes into this.

MR. AL COLLINS: So that's it on the update, unless you have any questions.

CHAIRMAN PAUL KAPLAN: Why don't you go over this -- I'm going to jump now -- why don't you go over to talk about the Metropolitan.

MR. AL COLLINS: Yes. And that's the larger package that you would have received, the 11 by 17. I just wanted to make you aware that we did, or Land did, receive -- was contacted by Department of Transportation regarding the Metropolitan Library. This is the one on Metropolitan Avenue. And they are interested in improving that intersection with new signalization. So they want to put up new mast poles that go across the street. And

they want to put that -- one of those mast poles on our property, but in order for them to do that, they want to acquire actually a portion of our property at that corner of Manford and Metropolitan for the use.

If you look on page 3 of the handout that I've provided you, you see that there's a little square there that shows a yellow triangle and an orange rectangle. Can you see that?

MR. D. CHIP JOYNER: Yes.

MR. AL COLLINS: The yellow is the right-of-way that they want to acquire. That's going to -- and you see a little dot that's shown in that surrounded by a circle. That's the signal, the mast pole that will sit on the property. So they want to acquire that piece of property. It's about a hundred seventy-four total square feet. So it's not very large, but it's something that they need to acquire in the event that they have to make any modifications, or changes, or repairs, or things of that nature in the future to those signals across the street. The orange, they will need as an easement in order to work on the signals in the event that they need to. So I've worked with Mike Graham with our Land Department on this. He's the lead person on it, and he'll continue the discussions.

The idea is to get this to the Board probably by the second meeting in November and get their approval on it. But I wanted to make you guys aware that there is interest to improve that intersection and they would do so by acquiring a portion of our property.

I think the entire easement is about six hundred and fifty-six square feet, and that's on your -- the fourth page. There's a tabulation there of both the right-of-way as well as the easement.

MR. JOSH TAYLOR: This doesn't show the location of the library, how close it is.

MR. AL COLLINS: It does not. Unfortunately, they didn't do an entire survey of the site, but if you look closely, you do see the columns. You do see the four columns on page 3 there. The right-of-way goes through about the middle of the third column. Can you see that -- the easement rather? Can you see that?

MR. JOSH TAYLOR: I see the arrows.

CHAIRMAN PAUL KAPLAN: They're columns there.

MRS. PHYLLIS D. BAILEY: Yes. There are columns there.

MR. AL COLLINS: Go to the next page where it's larger. No, that's it. See the columns that are...

MR. JOSH TAYLOR: So is that part of the library structure?

MR. AL COLLINS: Those are the columns that -- you might remember at Metropolitan we salvaged from the --

MR. JOSH TAYLOR: Oh, the decorative columns.

MR. AL COLLINS: The decorative columns that sit out front.

MR. JOSH TAYLOR: Okay.

MR. AL COLLINS: Those are they.

MR. JOSH TAYLOR: So this is -- the library is pretty far off.

MR. AL COLLINS: The library is pretty far off. This is well into the plaza. We, of course, are pretty proud of those columns, and so part of that is to say that -- and you see the wording there -- Do Not Disturb. But they needed to have a certain amount of square footage just so that they can pull their vehicles up on the curb in the event that they needed to work on that traffic control signal.

MR. D. CHIP JOYNER: These signals are just old or...

MR. AL COLLINS: They're old. They're outdated, and they're coming back. What they're installing now across the city is, they're pretty decorative, but they're pretty substantial. They go all the way across the street in a cantilever. And so you only have one pole but you have it really cantilevered out with all the signals; left turn, you know, straight ahead, all of that. It's cantilevered off of that -- that arm that sticks out from the pole. And that's what they're installing. They'll do one on our site and one on the site catty-corner to the library. We did have a lot of success in talking with them about this. They initially wanted to bring the signal control box onto our site. And we saw that as an eyesore and worked to try to prevent that from happening. They ultimately acquiesced and decided to keep it where it is now, which is over on the site of the -- I think it's the auto parts store, Auto Zone or something to that effect.

So that remains. It will not be on our property. The only thing we'll have is the mast arm for the signal itself and just that we have to -- you know, there's an area that will be used for easement.

The purchase for that yellow property is -- the cost they're willing to pay is pretty nominal. It's really -- it's not worth discussing, quite frankly, but there will be a slight exchange of funds for that. It's a hundred and seventy-four square feet, so...

MR. D. CHIP JOYNER: That's a real active community over there. Have they been -- are they included in --

MR. AL COLLINS: I don't know that the Department of Transportation has reached out to them about the improvements they intend to make. I was simply concerned, as was Land, about

how it might impact the County's possessions. The rest is just notes on what they intend to do.

One of the qualifications I wanted to see put in here, and they did include it, was if you take up any pavement then you put back like-in-kind so that we end up with what we have now as far as our plaza is concerned, which I think is pretty important. And the fact that they agreed not to touch any of our decorative columns, we don't want those compromised in any way, shape, or form.

CHAIRMAN PAUL KAPLAN: As long as they dig carefully.

MR. AL COLLINS: They'll dig carefully, yes. Anyway, that's it. I just wanted to make you aware that the DOT is planning improvements. We think that is going to help that intersection, but again, we wanted to be good stewards and make sure that we weren't harmed by anything that they do. So unless there's any questions, I think that's my part.

CHAIRMAN PAUL KAPLAN: Thank you, Al.

MR. AL COLLINS: All right.

CHAIRMAN PAUL KAPLAN: Spending time with you, maybe things will start working.

MR. AL COLLINS: Yes.

CHAIRMAN PAUL KAPLAN: We'll see what happens. Thank you. Okay. Before I go back into the Director's Report, I have Mr. Dollar. You have something you want to say? I'll give you a couple of minutes. I have to -- we have so much on the agenda.

PUBLIC COMMENT

MR. ALVIN DOLLAR: Yes, that's what I recognize.

Good evening, everyone. If you remember, I came here in August to recommend the renaming of the Southeast Branch to include the name Louise Watley. I'm here with Mr. Jackson. We've been mobilizing, along with the stakeholder's. Dr. Morley's who's really got the petitions. Mr. Joyner's got letters of support. We just really feel like it's a worthy thing. I guess -- thirty seconds gone.

I'm a Grady baby, as I mentioned. And I remember coming up with the mobile libraries and those people; the driver, and the lady who ran the library, they were highly motivated. And so now I have a computer, but regularly I need something done and I run into a library. I've been in probably seven or eight of them to use a computer. Whereas when I go to New Orleans, they charge to get on the computer. And I've come across the country and seen how libraries go.

So I want to -- hopefully, Dr. Morley will move forward with a recommendation and you all will approve the renaming of that branch in honor of Louise Watley.

I guess that's basically it. Thank you for your time. I know you have a full agenda.

CHAIRMAN PAUL KAPLAN: Okay. Thank you very much.

MR. WILLIE JACKSON: I wonder if I can say one more -- I've got a little bit more, but I'm waiting on -- we were still getting petitions, so hopefully you all will move again as expeditiously as we can to celebrate and invite you to that breakfast meeting.

CHAIRMAN PAUL KAPLAN: Okay. Thank you.

Okay. Chairman's Report.

DR. GABRIEL MORLEY: That was you. Do you want me to do mine?

CHAIRMAN PAUL KAPLAN: Yes.

DIRECTOR'S REPORTS

17-54 MONTHLY FINANCIAL REPORT

DR. GABRIEL MORLEY: The Chairman doesn't get paid.

Financial Report looks good. You know Fulton County is closing out their fiscal year, so we've just about shut down our new spending, the things we had encumbered and just our regular expenses will roll on through.

I did check on the books. Remember last time we were wondering? It was a little under, but those items have been ordered and they just get paid out as they come in, so the money is still there. Everything else is about where it needs to be. We knew we were going to have some significant salary savings. We just didn't have an opportunity to use it.

17-55 MONTHLY USAGE SUMMARY

DR. GABRIEL MORLEY: Our stats looked pretty good. We're still working on shoring them up. That's one of Brazos' new jobs is to figure out how we can collect these in a more efficient way so we can get them out on time and not be delayed.

One of the things that I thought was interesting, if you check the Virtual Circ, it's up seventy-five percent. You know, it had been trending between fifty and seventy, so this is a good month, a good sign. It's colder weather, maybe that number will continue to go up.

We also had seventy-one percent increase in online resources. We sort of know that number is tricky, but the Internet usage I think is also significant. As we continue to renovate these buildings, we have an opportunity to add computers in some of these places, especially here where we know there's a need for some more, so hopefully that number will continue to increase as we renovate and provide more access.

And it's also just -- it's interesting to library nerds, Inner Library Loans has gone up sixty-one percent, which is a good indicator of demand for our items, not necessarily items that we

have, but the demand throughout the System for things that we own. So we know we're getting some of where we want to be. And remember, starting January 1, our new Collection HQ predictive model will roll out, so our stats next year should be dramatically different. We should reduce the number of Holds, reduce that number of ILLs, but our Circs should go up as a result because we're trading one for the other.

17-56 CUSTOMER SERVICE COMMENTS

DR. GABRIEL MORLEY: What else do I have? Customer Service Comments. Remember, we do this report quarterly, so this is pretty much our summer stats, July, August, and September. The numbers look pretty good. They've gone up where we want to go up and gone down where we want to go down.

On the second page, remember, we included some qualitative comments. John Thomas was always interested in seeing those. If you look at the bottom, you can see some of the things that people are interested in. We know signage is an issue. We're working on that inside and outside during the renovations. Parking spaces for seniors, I don't know what branch that is. And notification for expired card, those usually will go out by email. I don't even know if we do a robocall anymore. Do you remember, Gayle, if we robocall on the phone? I think it's all email?

MRS. GAYLE H. HOLLOMAN: It's all email, as far as I know.

DR. GABRIEL MORLEY: Yes. So you know your card is going to expire, so we'll send you the email. But, you know, nothing out of the ordinary.

LIBRARY CLOSURE REPORT

DR. GABRIEL MORLEY: The Closure Report shouldn't be out of the ordinary. Everybody knows we were closed for a couple of days for the hurricane, so that artificially inflated our numbers. So, you know, there wasn't really much we could do about it. But we haven't had very many closures for building related issues. We even stayed open yesterday at Sandy Springs. There was some kind of odor in the building, but they opened the doors, turned on the fans, and tried to deal with it. So we'll see how it goes as it gets colder. Maybe some of these old heating issues will pop up.

And we had a couple of leaks. I told you all about those. I think they've been remedied at this point, so we haven't had a lot of building issues, thankfully. We've had other things to worry about.

And I think all my other stuff is on the agenda, so that was all I have for mine.

CHAIRMAN PAUL KAPLAN: On the -- on the budget, any indication of where they're going to go with it? It looked like it is going to go.

DR. GABRIEL MORLEY: No. Sharon says they want to present to BOC in the middle of November, and then I suspect you all will start having your budget meetings maybe toward end of November, right before Thanksgiving and maybe right after Thanksgiving. So those should wrap up sometime in December, which theoretically means if they choose they could adopt the budget in December, but I suspect they must have some internal discussions too about do they want to wait and see who gets elected and let those people come onboard, or do they want to vote now, or whatever. But remember, they have until the end of January, so they could do it in December or they could delay until January. But I haven't heard anything else from them. I think part of what they're doing now is taking every different department budget, putting it together to go through and figure out the priorities.

CHAIRMAN PAUL KAPLAN: All right. Anybody else have any comments on any of it, the Director's Report?

DR. GABRIEL MORLEY: I will say, too, it's not really in my report, but it's good news. Central Library's Administrator, Floyd Council, was named director of the Birmingham Public Library this week, so he'll be taking over a System of nineteen branches, two hundred eighty-five staff, and some of the same building issues that we have. So he's perfectly positioned to tackle those building issues.

MRS. PHYLLIS D. BAILEY: Now, will his position have to be refilled?

DR. GABRIEL MORLEY: Oh, yes. Yes. So we'll probably have an Interim because, you know, it will take two or three months, especially with the holidays, to get through the advertising process, the interview process, and we don't want to get off track. We're trying to get this building ready to close, to move out, so we'll probably name an Interim for four or five months. And then when the new person comes in, we'll have a little bit of transition period.

MR. JOSH TAYLOR: How long was he in place?

DR. GABRIEL MORLEY: Here?

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: A year?

MRS. GAYLE H. HOLLOMAN: About a year.

MR. JOSH TAYLOR: Yes. I thought he was one of your new hires.

DR. GABRIEL MORLEY: Maybe fourteen months or so.

CHAIRMAN PAUL KAPLAN: That's right. He was one -- the one that was hired, yes.

DR. GABRIEL MORLEY: It's a good opportunity for him. It'll be his first Director's job. You know, he's been a middle manager for most of his career, so this will be a good step for him.

MR. JOSH TAYLOR: That's the credit to you for making a good pick that somebody else picked off.

CHAIRMAN PAUL KAPLAN: Somebody else took him.

MRS. PHYLLIS D. BAILEY: Yes.

DR. GABRIEL MORLEY: Now we can pick one off ourselves.

MR. JOSH TAYLOR: Well, exactly.

OLD BUSINESS

MOU FOR FRIENDS OF THE LIBRARY - UPDATE

CHAIRMAN PAUL KAPLAN: Okay. Under Old Business, MOU. Paula? I know that -- I don't know if any of you started looking at it yet because there's so many other things going on.

MRS. PAULA RAFFERTY: Yes.

CHAIRMAN PAUL KAPLAN: And I would think right now it's kind of off to the side. They've got other bigger issues going on.

MRS. PAULA RAFFERTY: Yes.

CHAIRMAN PAUL KAPLAN: So right now, that's where we're at. They have it.

MR. JOSH TAYLOR: Who's they?

CHAIRMAN PAUL KAPLAN: Our County -- Paula. I'm looking right at her. They have it, but they've got so many other issues going on that this is kind of off to the side right now.

MRS. PAULA RAFFERTY: That's exactly right.

CHAIRMAN PAUL KAPLAN: Yes. So I'm not in any rush.

MR. JOSH TAYLOR: This is the latest draft that --

CHAIRMAN PAUL KAPLAN: Yes. We gave it to them to look it over, but they've got so many other things. There's so many things going on.

MR. JOSH TAYLOR: So what's your estimate?

MRS. PAULA RAFFERTY: We're actually doing the Service Center ones first.

MR. JOSH TAYLOR: So what's --

MRS. PAULA RAFFERTY: We're closer --

MR. JOSH TAYLOR: -- what's your estimate on this one?

MRS. PAULA RAFFERTY: Probably next month.

MR. JOSH TAYLOR: Oh, okay.

MRS. PHYLLIS D. BAILEY: When you say Service Centers, are you referring to Senior Centers? I need to talk with you --

MRS. PAULA RAFFERTY: Yes, ma'am.

MRS. PHYLLIS D. BAILEY: -- sidely about that. Thank you.

NEW BUSINESS

17-58 2018 LIBRARY BOARD OF TRUSTEES' MEETING SCHEDULE

CHAIRMAN PAUL KAPLAN: Okay. Under New Business we have the Trustees' Meeting Schedule. Has everybody looked it over?

MR. JOSH TAYLOR: It's in the book?

CHAIRMAN PAUL KAPLAN: In the book, yes.

DR. GABRIEL MORLEY: And there's one question --

CHAIRMAN PAUL KAPLAN: I knew they had a --

DR. GABRIEL MORLEY: -- for November.

CHAIRMAN PAUL KAPLAN: -- November.

MR. D. CHIP JOYNER: The 2nd week.

DR. GABRIEL MORLEY: So you just need to decide which day in November. And if the other days are good, then you can approve the whole thing.

MR. JOSH TAYLOR: So is November 14th the second Wednesday? Must be, yes.

DR. GABRIEL MORLEY: Yes. Chip's voting for that, or recommending that.

CHAIRMAN PAUL KAPLAN: And the fourth one is right there by...

MRS. ZENOBIA CLAXTON: The day before Thanksgiving.

MR. JOSH TAYLOR: The day before Thanksgiving. I don't think that's a good idea.

MRS. PHYLLIS D. BAILEY: The second Wednesday might be a better idea.

CHAIRMAN PAUL KAPLAN: Jamilica?

MR. JOSH TAYLOR: Jamilica, are you still there?

MS. JAMILICA BURKE: Sorry, I muted.

CHAIRMAN PAUL KAPLAN: Jamilica, did you ever get this -- did you get the booklet? We were talking about the meeting schedule for next year. We're talking --

MS. JAMILICA BURKE: I have the online -- well, I have the email version.

CHAIRMAN PAUL KAPLAN: Okay. And we're talking about the second or the fourth Wednesday in November. It looks like right now we're talking about the second one, which is November 14th. Does that work out for you?

MS. JAMILICA BURKE: Actually, yes, that does work.

CHAIRMAN PAUL KAPLAN: Okay. All right. Then if that's the case, does anybody else have any questions on this -- from the group? It's the same. It's the fourth Wednesday of every month.

MOTION

CHAIRMAN PAUL KAPLAN: All right. Then I'll entertain a motion to accept the Board of Trustees Meeting Schedule for 2018. The November would be the November 14, which isn't on there, so do I hear a motion to --

MR. JOSH TAYLOR: You've just made it. I'll second it.

CHAIRMAN PAUL KAPLAN: You second it. I'm not supposed to make a motion, but you'll second it. Any other discussion? All those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? Thank you.

17-59 2018 FCLS HOLIDAY/CLOSING CALENDAR

CHAIRMAN PAUL KAPLAN: Next one is the holiday -- is the Closing Calendar that you gave us. This is Fulton County policy, right? Who do you have on that?

DR. GABRIEL MORLEY: Yes. And you know this is tricky because this is happening this year, too, where Veteran's Day is on the weekend. And since we're open on the weekends, we're closing both times. So we're closing on the actual Veteran's Day, November 11th, but then we're also closing on Fulton County's holiday, which is the Monday. This year, we're closing on the Friday, which is the Fulton County holiday, and then the Saturday, which is the 11th. I think all the rest were just regular holidays. I don't think there are any other questions. We just -- we --

CHAIRMAN PAUL KAPLAN: So November 11th we're closed on a Sunday, and then we're closed on a Monday?

DR. GABRIEL MORLEY: Yes, because that's Fulton County's official holiday. And we just selected September 24th as Staff Development Day.

CHAIRMAN PAUL KAPLAN: Which one? November what? Twenty --

DR. GABRIEL MORLEY: September 24th.

CHAIRMAN PAUL KAPLAN: September 24th.

DR. GABRIEL MORLEY: That's just a good day for us.

CHAIRMAN PAUL KAPLAN: Anybody have any other questions on the schedule? Do we need a motion on this? This is -- this is current?

DR. GABRIEL MORLEY: Yes.

MOTION

CHAIRMAN PAUL KAPLAN: All right. Is there a motion on the County's Library System Holiday/Closing Calendar? Any questions? If not, I'll hear a motion to accept.

MR. D. CHIP JOYNER: So moved.

MRS. PHYLLIS D. BAILEY: Second.

CHAIRMAN PAUL KAPLAN: Moved and then seconded. Any discussion? All those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

17-60 CIRCULATION POLICY - DISCUSSION ON BLOCK LIBRARY CARD

CHAIRMAN PAUL KAPLAN: Circulation Policy.

DR. GABRIEL MORLEY: Yes. This one is quick. I think I mentioned it in the email where -- you may have this in your packet where you can look at it and see 4.2. There was a question a patron had. A patron believed that all of these stipulations had to occur simultaneously for their card to be blocked, which meant they had to meet 4.2.1, -.2, -.3, and -.4. The way we read this is only one of those needed to be met, so we're trying to change the wording of this policy so that it becomes more clearer. And we think we can accomplish that by just having 4.2.1 say ten or more dollars in unpaid fines. And then, you know, that should cover everything. Right? Because any damaged item, any lost item, any of those things are going to be over ten dollars, so...

MRS. GAYLE H. HOLLOMAN: Unpaid fines or charges.

DR. GABRIEL MORLEY: And that's what gets you to your blocked card, so we don't really need to specify all of these other occurrences, because if it's more than ten dollars, your card is blocked. And you could give us a dollar and get it to nine and check out for the next twenty years as long as you keep it at nine dollars. So it's no burden. It's just a way to clarify some of this language. It's really just procedural, but it would be a change of the policy, so you would need to vote.

MR. D. CHIP JOYNER: Can you rent a book or borrow a book that costs more than ten dollars, keep the book, and just pay the ten dollars?

DR. GABRIEL MORLEY: No, because you would owe for the total cost of the lost item.

MRS. GAYLE H. HOLLOMAN: It goes into lost status after awhile.

And then you'll be charged for the cost of the book.

MR. D. CHIP JOYNER: And ten dollars?

MRS. GAYLE H. HOLLOMAN: No, just the cost of the book at that point.

MR. D. CHIP JOYNER: Just the cost of the book.

MR. JOSH TAYLOR: Well, I don't recall seeing the policy before, but this is nice that it's there.

MRS. PHYLLIS D. BAILEY: There were some issues raised.

CHAIRMAN PAUL KAPLAN: Yes. I have a question about this. So somebody has not returned a book back. They've been overdue by ten dollars. We -- I'm talking about not here, in Illinois -- we added one more thing to our policy. It's that after 'x' amount of days it goes to a collection agency. And we were very successful in collecting a lot of money by putting it in there. Is that something that you would consider?

MRS. GAYLE H. HOLLOMAN: We did at one time.

CHAIRMAN PAUL KAPLAN: How did it go?

MRS. GAYLE H. HOLLOMAN: And then it got very expensive. It got very expensive for us.

CHAIRMAN PAUL KAPLAN: We took fifty -- it was fifty percent. We figured fifty percent of something is better than nothing, and I'm talking about something that's been going on for three months.

MRS. GAYLE H. HOLLOMAN: Right.

CHAIRMAN PAUL KAPLAN: Is that something that we can put back in there?

MRS. GAYLE H. HOLLOMAN: But it cost -- it started costing us a lot of money to pay the company that we were using, so it just got to be a bit much for what we received back, so the decision was made to not go back through that.

CHAIRMAN PAUL KAPLAN: We worked it out with one that didn't cost us anything. They just -- they pursued it pretty strong.

MRS. GAYLE H. HOLLOMAN: One that didn't cost anything?

CHAIRMAN PAUL KAPLAN: Nothing.

MRS. GAYLE H. HOLLOMAN: Really?

CHAIRMAN PAUL KAPLAN: Nothing at all.

MR. JOSH TAYLOR: No. Just a percentage of the --

CHAIRMAN PAUL KAPLAN: Just a percentage. They took fifty percent and we took the other fifty. It worked out very well for us.

MRS. GAYLE H. HOLLOMAN: Well, some -- our negotiations, I don't know exactly who negotiated it, but it wasn't that great. It wasn't --

CHAIRMAN PAUL KAPLAN: The one we had was very good.

MRS. GAYLE H. HOLLOMAN: Oh, okay.

CHAIRMAN PAUL KAPLAN: Is that something that -- I'm asking the Board is it something we should consider putting in there --

MR. JOSH TAYLOR: Yes. I think we should explore that and see if there's a service that we could consider doing that.

MRS. PHYLLIS D. BAILEY: I agree with you there.

CHAIRMAN PAUL KAPLAN: -- consider doing that? We collected quite a bit. We didn't have it for years, and then we ended up, believe it or not, we ended up collecting almost seven hundred thousand dollars. We're talking about things that were back, way far back, but it was better than --

MRS. GAYLE H. HOLLOMAN: We've never had that kind of success.

CHAIRMAN PAUL KAPLAN: Oh, we were very persistent.

MRS. PHYLLIS D. BAILEY: Maybe they have a company here that's -

CHAIRMAN PAUL KAPLAN: You know, if you can talk about something like that or contact somebody, or I can find out. I'll tell you

what. I'll find out who we used and I'll get the information over to both of you.

MRS. GAYLE H. HOLLOMAN: That would be great. It's my

understanding we checked around and checked around and the deal we had didn't quite work out.

CHAIRMAN PAUL KAPLAN: Now, things might have changed. I've been away for awhile, but let me find out, okay.

MR. JOSH TAYLOR: That's a fairly standard collection percentage, you know, for small bills, so...

CHAIRMAN PAUL KAPLAN: Yes. Okay. You wanted us to vote on a motion on this policy?

DR. GABRIEL MORLEY: If that's your pleasure. I hope it is.

MOTION

CHAIRMAN PAUL KAPLAN: Do I hear a motion to accept the policy as written?

MR. JOSH TAYLOR: So moved.

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

MRS. PHYLLIS D. BAILEY: Second.

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

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None. Okay. Hopefully, that clears up a few things.

17-60 WAIVING OUT OF COUNTY CARD FEES FOR ACTIVE MILITARY

PERSONNEL

DR. GABRIEL MORLEY: Another little policy issue -- Paula and I talked about this on the phone one day this week -- technically, if you are not a Fulton County resident you pay an out of County or out of area fee. What we're asking is if we can waive that fee for military personnel. We have transient military personnel that come in, want to use the service, and up until now we've just been giving them a courtesy card. But I think we could easily -- I mean, we're talking about less than a hundred, two hundred dollars a year. And so it's just sort of a nicety to say, hey, you know, you're a service member; here's your card. No fee. But we would have to change our policy to specify that. So you would have to approve that change formally.

MR. JOSH TAYLOR: How many out of County cards do we have? What's the revenue that we --

DR. GABRIEL MORLEY: Total?

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: I don't know. Do you have any...

MRS. GAYLE H. HOLLOMAN: I have no idea.

DR. GABRIEL MORLEY: I wouldn't think very many. But, I mean, some places -- Sandy Springs may have a few more because it's closer to Cobb.

MRS. GAYLE H. HOLLOMAN: Alpharetta gets a lot because they're closer to Forsyth, Milton in Alpharetta.

DR. GABRIEL MORLEY: Yes.

MR. JOSH TAYLOR: And what do we charge for them?

DR. GABRIEL MORLEY: Forty.

MRS. GAYLE H. HOLLOMAN: Forty dollars.

DR. GABRIEL MORLEY: But I could look up the number. I would say that we've just had a few of these military cases.

CHAIRMAN PAUL KAPLAN: You're talking about active duty? active military?

DR. GABRIEL MORLEY: Yes.

CHAIRMAN PAUL KAPLAN: You're not talking about retired? You're talking about active?

MRS. PHYLLIS D. BAILEY: He never specified that. Otherwise you'll get a lot of feedback from the military who are retired.

CHAIRMAN PAUL KAPLAN: I don't have a problem with it. I think it's...

MRS. PHYLLIS D. BAILEY: No, I don't.

DR. GABRIEL MORLEY: It's still our standard procedure. I mean, we have their address, their phone number. You know, I mean, it's not a huge issue, but we just felt like it was a nice thing to do. It was a courtesy for those people, and you know...

MR. JOSH TAYLOR: To the question, are you talking about just active duty people or retired as well?

DR. GABRIEL MORLEY: I would just say active duty, but if you live in Fulton County it's free anyway.

MR. JOSH TAYLOR: Yes, I know.

DR. GABRIEL MORLEY: I just don't --

MR. JOSH TAYLOR: Yes. I guess active is really what would be applicable.

CHAIRMAN PAUL KAPLAN: Yes.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: We can do that.

MR. JOSH TAYLOR: That sounds good.

DR. GABRIEL MORLEY: All right. So we just need a motion and a second.

MOTION

CHAIRMAN PAUL KAPLAN: Do I have a motion?

MRS. PHYLLIS D. BAILEY: Mr. Chairman, I move that active duty military be given complimentary...

DR. GABRIEL MORLEY: Perfect.

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

MR. D. CHIP JOYNER: Second.

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

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

17-61 SOUTHEAST ATLANTA LIBRARY NAMING - DISCUSSION

DR. GABRIEL MORLEY: All right. And you know I sent you your packet awhile back so you could look it over if you wanted to rename the Southeast Atlanta Library for Louise Watley. We had over five hundred, maybe by now over six hundred signatures. These two gentlemen over here have done a lot of the legwork. We had a committee of local residents, library staff, a couple of family members were involved too. And I was telling Paul earlier, Louise is still alive.

CHAIRMAN PAUL KAPLAN: I asked that question.

DR. GABRIEL MORLEY: She has some remembering problems, but she --

MRS. PHYLLIS D. BAILEY: What's her last name?

DR. GABRIEL MORLEY: Watley.

MRS. PHYLLIS D. BAILEY: Watley.

DR. GABRIEL MORLEY: And was a big figure for a long time, you know, in the community and still lives over there in the community. And we had no opposition, you know. No one objected. Everyone had nice things to say, so we voted. The committee voted unanimously to go ahead and forward this recommendation to you.

Remember, the process is then you consider it, you forward a recommendation on to BOC. We put it on their agenda, they make the final decision, and then we would set up just like we did for the Gladys Dennard one. We would set up some kind of little ceremony. We'd figure out a place to put the name of the building and we would do that and be done.

CHAIRMAN PAUL KAPLAN: I'll tell you, this lady has done a lot. I've read every piece of literature that was given to me. Gosh, she was fantastic. I want her in my neighborhood. She was incredibly active. She's helped people out; she's nonstop. Boy, she knows a lot of people. It's amazing the amount of people that she has crossed paths with and all the recommendations that I received from people that are in the community. We're also talking about people that are elected officials.

I see no reason not to let this go forward, but I'm going to go around the Board.

Phyllis?

MRS. PHYLLIS D. BAILEY: I see no reason not to either because I feel that this kind of thing encourages more support of the

library itself. So I think that it would be not only an honor for her, but a support for the Library System as a whole. So I would certainly approve of it.

MR. JOSH TAYLOR: I think that's an excellent point. And I read some of these recommendations and I would agree with you. I mean, this is a person that should be honored, and so I would agree.

CHAIRMAN PAUL KAPLAN: Chip?

MR. D. CHIP JOYNER: I'm in support, particularly, when a community gets that involved and can identify someone who has done so much, I think it's our responsibility to respond to the desires of the community.

CHAIRMAN PAUL KAPLAN: Jamilica?

MR. JOSH TAYLOR: Jamilica?

MS. JAMILICA BURKE: Yes.

CHAIRMAN PAUL KAPLAN: I didn't hear her.

DR. GABRIEL MORLEY: We were talking about the Naming. Were you in favor of the name change?

MS. JAMILICA BURKE: Yes, I'm in favor.

DR. GABRIEL MORLEY: So you just need a motion, a second, and an official vote.

MOTION

CHAIRMAN PAUL KAPLAN: Do I hear a motion to rename the Southeast Library, or a recommendation?

MRS. PHYLLIS D. BAILEY: I move that the Southeast Library be named in honor of Mrs. Louise Watley as a tribute to her and to the library.

MR. JOSH TAYLOR: Second.

CHAIRMAN PAUL KAPLAN: Moved and a second. Any further discussion? All those in favor say aye.

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

Gentlemen, thank you.

MR. ALVIN DOLLAR: I also knew Ms. Dennard. She was one of my favorite.

CHAIRMAN PAUL KAPLAN: Thank you.

MR. ALVIN DOLLAR: What does that do now? It gets before the agenda of the Board of Commissioners?

DR. GABRIEL MORLEY: Yes. I'm going to see if I can get it on for November 1 or November 18, but I'll let you know. I'll get Zenobia to call everybody and send out an email because I'm not sure what their deadline is. But I'll call Marvin, too, and he may be able to bump it up on there.

MR. ALVIN DOLLAR: Thanks, again.

DR. GABRIEL MORLEY: Thanks, Alvin.

CHAIRMAN PAUL KAPLAN: Anything else anybody has? I'll just kind of give you a little bit on the construction end.

So the way we're going right now and the way things are falling in place, do you see we're probably going to have probably two libraries in an area that's close to each other that will be closed. So people, patrons are going to have to go a little bit further to get to the library. Do you see any way around that? Because we're into 2018, we're trying to be finished, substantially would be by 2019.

I don't know about the Central Library. I have my own feelings on it and I'm not going to say it. So I'm just looking at -- I'll look at you, Gayle, since you're involved with construction. What do you think? Do you think there's going to be -- there's going to be some area where we're probably going to have maybe one closed? We wanted to keep one open and keep one going and so on.

MRS. GAYLE H. HOLLOMAN: That was the goal. But the way things are shaping out, as you're saying, I don't see any way around it. I really think we are going to have multiple locations closed at once. And we didn't want that to happen but it's going to. You know, some of them are just moving forward a lot -- ahead of others. And it's just, I think almost inevitable. But I think that we can, with our Outreach staff now that we have onboard, I think we're going to be really okay to make activities happen in nearby community locations. And we can go to the Boys and Girls Club that's across the distance from the library or a school or two or three. I think we will still be -- but our task is going to be all the other things we're doing but to also find other ways to program and to meet the needs of people.

So I think we'll still be able to do that. I don't know if we will have some way to get a Bookmobile in place by that time, because that would be helpful to be able to, you know, roll the books out to others and, you know, have them -- have a certain date that we go visit. But we can -- we've put books in cars before. I've done it myself and delivered items, you know, to Daycare Centers and Senior Centers and all that. So I think that's going to be our task. Our Outreach activity is going to have to greatly increase. That's how I see it.

CHAIRMAN PAUL KAPLAN: Yes. I really do feel that way, and that's the reason I'm bringing it up so the Board knows what's happening. It's going to be -- it's too bad we don't have the Bookmobile.

MRS. GAYLE H. HOLLOMAN: I know.

CHAIRMAN PAUL KAPLAN: Last year when we talked about that, it would have been terrific. And we would roll it near the area and even close to the place where the building is and here it is, temporally. But just bear in mind that that will probably happen. And with our Outreach Program, hopefully, they can tell everybody what's happening. Otherwise, I think our phones will be ringing or our emails will be wondering what the hell is going on. I'm really -- I'm really concerned about it.

MR. JOSH TAYLOR: Can we get a schedule as to probable closing periods for each of the libraries in the System? It seems like you need that and we need that and --

DR. GABRIEL MORLEY: The only schedule Al has is by quarter, just what he was talking about.

MR. JOSH TAYLOR: Well, can we ask the design build contractor to lay it out in more detail so that we can look at it?

DR. GABRIEL MORLEY: Yes. That's part of their contract. They're just not to that point yet.

MR. JOSH TAYLOR: Okay.

CHAIRMAN PAUL KAPLAN: They're not there.

DR. GABRIEL MORLEY: I mean, they'll know -- they should know in December or January, you know, because now they're finalizing those designs. They're trying to figure out how they can order the equipment to be as efficient as possible. And they know our stipulation. And Gayle's right. I don't think it'll be simultaneous. You know, I don't think two closed together will be closed for the same period of time the whole time --

CHAIRMAN PAUL KAPLAN: But they could overlap.

DR. GABRIEL MORLEY: -- but maybe a couple of months could overlap. While one's finishing, the other one starts. So it shouldn't be --

MR. JOSH TAYLOR: Well, as an example, we've got Northside and Buckhead in the same group. And, you know, one's small and one's, you know, medium sized.

DR. GABRIEL MORLEY: Yes. They'll just split those. They'll just split them. They won't do both of those at the same time.

MRS. GAYLE H. HOLLOMAN: It's just that we don't want Sandy

Springs and Roswell to be closed at the same time.

MR. JOSH TAYLOR: Right, and the same thing there.

MRS. GAYLE H. HOLLOMAN: Right.

DR. GABRIEL MORLEY: Yes. That what I mean. That stipulation's in their contract.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: They have to -- to try and work around that with us. And I think we already looked. Group Four is okay.

They can do those simultaneously because there's some others nearby. And now you just heard Group Three is pushed way back.

CHAIRMAN PAUL KAPLAN: Yes.

DR. GABRIEL MORLEY: So we don't have to worry about those until sometime next fall. So we can switch that next Group Two piece. But I suspect that they will finish the three or four small ones in Group One very quickly and be done hopefully before the summer. We can catch Summer Reading and not miss that -- that activity. But we'll see. We really should know more next month. Once they finalize those drawings and Al's given them the okay, they'll know exactly what they're doing, what they need to order, what permits they need to pull and they'll be able to come up with that schedule and give it to us, which we'll then post on the Web and you know give to everybody else.

'Cause we have our Communications Plan ready. We're just waiting for them to tell us those dates so we can start putting up the signs alerting people. Hey, in two or three months this is when it's going to close. So we're ready for that piece. We just need their -- them to do their parts.

CHAIRMAN PAUL KAPLAN: Paula, I'm looking at you.

MRS. PAULA RAFFERTY: Yes. Finance has set aside five hundred thousand dollars for the Bookmobiles from the TAD money. So that's been funded, and so it's ready to be put out with an RFP or however the purchasing is going to be done with it. And I made sure that that was set aside at five hundred thousand dollars, which you guys had authorized previously so... And that's out of the TAD money. It's not out of your regular Operating Budget.

CHAIRMAN PAUL KAPLAN: Right.

MRS. PAULA RAFFERTY: It's not out of the --

DR. GABRIEL MORLEY: Yes. Ed's going over those final details. They've gone back and forth with the RFPs. And he and Oscar and Christina are making sure everything's there that they want before they put it out. So that should also be forthcoming.

CHAIRMAN PAUL KAPLAN: Hopefully, they can accelerate a little bit.

MR. JOSH TAYLOR: Yes. So maybe by the middle of next year or maybe late second quarter we could have these things.

DR. GABRIEL MORLEY: Potentially. I suspect the guy's going to take nine months to build it out. You know, it's not just on the shelf. He's going to have to put everything on. 'Cause part of what we did too was try to get as much on it as we could so it wouldn't be separate purchases.

MR. JOSH TAYLOR: Right.

DR. GABRIEL MORLEY: So we make one purchase that has the stuff we want. And I think when they talked to him previously to get some preliminary info he said it's a six to nine-month build out depending on the level of work.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: But even so, if we awarded the contract in January or February, six or seven months from then, you know, we could be ready. That would be just after summer.

MR. JOSH TAYLOR: Yes. Okay.

CHAIRMAN PAUL KAPLAN: Well, I just bring it up. I can be very pessimistic when it comes to construction in certain instances. I'm worried about -- we'll get everything going. We'll have it all out there and we're ready to start the work, and then one of the subcontractors says, well, you know I got another job I'm going on. I'll be right there. And I'll be there next week. I'll be there tomorrow. I've been through this. And then every week we work on the schedule. This is for a job. Every week the schedule changed. I'm dying because material didn't come in on time so that delays -- that delays one portion of it. That delays that portion that delays the other person who's trying to get it in.

The coordination of this and the supervision of this is going to be tremendous. There's a lot going on over here and a lot of things that you guys are going to be doing. So this is, it's going to be a busy time. But those are the things that concern me, Gayle.

MRS. GAYLE H. HOLLOMAN: I think Al has divided out his staff in even more varying ways than in Phase One so that the different trades will be really reviewed and they'll keep on top of them.

CHAIRMAN PAUL KAPLAN: Yes.

MRS. GAYLE H. HOLLOMAN: So I think he's really aware and very much tuned into the fact that you've got to -- you've got to really work those trades and make sure that you monitor what they're doing.

CHAIRMAN PAUL KAPLAN: Absolutely. That's -- been there.

Anybody else? Nothing?

MR. JOSH TAYLOR: Yes. The question that I posed, you know, to fill some time, which isn't a time filler. It's an important issue, but I'd just like to hear when you think is the appropriate time to talk about the staffing model, for example, and...

DR. GABRIEL MORLEY: Gayle and I talked about that a little bit today.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: You know, to try and figure out how we want to move forward with the new equipment. That's still in some ways a question mark --

MR. JOSH TAYLOR: Right.

DR. GABRIEL MORLEY: -- 'cause we don't know the rate of adoption of that new equipment. But we did, in our Budget Hearing, we floated the idea to some of the people at the County to see what tolerance there might be at the County level for some of the ideas that Gayle and I had discussed, you know, related to quick express type libraries, self-serve type libraries. And there was some interest. So I think part of what we're going to do is do a pilot when we renovate one of these libraries. And we're going to see if we can make it a hundred percent self-check and try to promote it as one of the most technologically advanced libraries we have. So we can really sort of see if the communities are ready to do that and if we're ready to do that. And the other piece, to get us there is a bigger obstacle than it seems. And Gayle and I probably have spent six or seven months trying to figure it out and I think we gave up a couple of weeks ago when we were looking at how to reposition the staff for the renovations. It occurred to us there was going to be no way to change their schedules because of the opening and closings.

And it's too complicated to get into now, but an overview of the way things work is maybe your Sunday you work at Paul's branch. But if Paul's branch closes, do you still work on Sunday or do you go work at Zenobia's branch?

And if you go work at Zenobia's branch, that's where Phyllis usually goes and does her Sunday. So now does she still need to come over and do hers? So we got all confused and we just gave up and said, look, let's just tell people leave it the way it is for now until we can get a better understanding of how the renovations are going to go.

There's just a lot of -- we're building in a big safety net because of the employee protection in this place. And so we're trying to ensure that everything we do is doable.

We even met with Paula a couple of times and the H.R. attorneys too to try and see what's allowable and what isn't. You know, how far can we go before we've gone to a point where we need some kind of permission or authorization?

And I think we've taken that first step, you know. We've asked the staff for their preferences on where they want to go for the relocation. We know that when we come back from that relocation two things could happen: There could be a surge in usage because now it's renovated and it's nice, or there could be a

tailing off because people got use to going somewhere else and now they like it better somewhere else. So that will be one key indicator after we reopen to see is this really as necessary as we thought. And once you have a better understanding of some of the designs too -- our overall goal, remember, is to try and free up staff time from doing automated tasks so they can do more either Outreach, Reader's Advisory, Hands-On Engagement with Customers. And once you're able to see some of the designs, part of what we've done is try to centralize the Circ desks so that we can have fewer people required to be there at the desk to free you up to go and do some other things. So we also have to train the staff to think in that way so we don't have four or five people who want to crowd in to this little small desk.

MR. JOSH TAYLOR: How about the brand new branches? They have the technology. Isn't that a model that you could model and then project somewhere out in the future? Because at some point, you need a utilization model that says within a certain amount of time, you know, and obviously the adoption rate. Do you know the adoption rate on self-check in the new branches?

DR. GABRIEL MORLEY: Some are better than others. I think Alpharetta is around twenty-seven or twenty-eight percent, maybe a little higher some months. But we've talked about some of those things too. Some of it's positioning, you know, where the machines are. But a lot of it truly is that those libraries were designed to have a Circ desk as the main feature so people naturally could go there. So what we want to avoid is that empty desk with people standing there saying, I'm getting poor customer service.

MR. JOSH TAYLOR: Yes.

DR. GABRIEL MORLEY: And so it's just been a --

MR. JOSH TAYLOR: Yes. It's going to be hard to change people's assignments. 'Cause I know, for example, Northside, they've got a self-check. Which is out of habit, you know, I'll go to the desk 'cause there is somebody there.

DR. GABRIEL MORLEY: Yes.

MR. JOSH TAYLOR: They're not busy.

DR. GABRIEL MORLEY: But we could fix theirs by diminishing their Circ desk and moving it out of eyesight so that when you grab your book -- and that's what we're trying to do here -- is how do we positioning the self-check so that when you get you material you check it out and you don't go looking for someone? And some, I mean, we could potentially try on some.

The issue with the small ones that we keep bumping up against is we have to have a specific number of people to cover all the hours.

MR. JOSH TAYLOR: Right.

DR. GABRIEL MORLEY: And so even though we know there's deficiencies or there's overages in the quality or quantity of people, we still need that quantity to cover the time period. So we're looking at the too though to see, you know, is there a better model where we could have a different kind of scenario. But a lot of those things, also we talked about with Paula, in some ways we have to make sure that what we're doing doesn't cross a threshold to where it becomes a reorganization, 'cause then we have to have BOC approval. We've got to go through a whole rigmarole that we really don't want to attack while we're trying to do all these other things.

So that's -- I think we've just sort of moved it down our list of priorities. You know, as we figure out -- we know we can bulk up some of the weak places now with staff from the closed branches. So that'll get us through. So we have a temporary stopgap to pick up some momentum on the renovation before we really have to approach now we're putting people back in here. How do we get it going?

But we have the trainer. We've made the commitment for the smaller Circ desk, so we're positioning ourselves. We just haven't -- we haven't come through with that last segment. And it may be, you know, first quarter, second quarter next year when we reopen these first ones, you know, that we really made that push. But right now, we're just sort of been holding.

MR. JOSH TAYLOR: You mentioned you used -- I've forgotten whether it was volunteers from a university to help you. I don't know whether it was a work sampling study or some type of modeling, you know, at your previous position in Louisiana. And I'm just wondering what was your experience there, or did you not have the complexity that we're talking about here?

DR. GABRIEL MORLEY: Remind me again. What did we do?

MR. JOSH TAYLOR: I recall you saying that you used some volunteer folks from one of the colleges. And I don't what the scope of their efforts were, whether it was doing some modeling or just gathering some data or analyzing the data. But, you know, work sampling is a very old technology. And that's sort of the basis on which you would build a staffing model. And you could use a consulting firm or you could use Georgia Tech engineers or you could do different, you know, use internal staff. You know, I've seen it done a number of different ways. This doesn't ring a bell?

DR. GABRIEL MORLEY: No I don't remember.

MRS. GAYLE H. HOLLOMAN: You mean like time in motion studies?

MR. JOSH TAYLOR: Well, instead of time in motion studies, I mean, it's in place of time and motion studies. Yes, you can do time and motion studies. But work sampling is a much more of a useful tool. And it -- you know, to study activities and try to figure out how much time are we spending on this activity or that activity? And developing some models to say, all right, here's an opportunity that maybe we can eliminate this activity and eliminate the work.

So it's a technique that most engineering consulting groups, such as the one I was part of, would use.

DR. GABRIEL MORLEY: We might be able to do some of that in some of the bigger places. I -- but for the smaller places we would have to make either a recommendation or a commitment that would change our service level.

MR. JOSH TAYLOR: And I'm not suggesting that you do that. I'm saying it would be helpful -- you know, just say you're managing a three hundred person operation -- it would be helpful to understand the work level activity of small branches versus large branches and how much of that is related to things that could be automated versus can't be automated. And how do you want to use that time that becomes available?

MRS. PAULA RAFFERTY: I think we may have to have a discussion about Personnel Policies and Procedures in a Closed Session.

CHAIRMAN PAUL KAPLAN: You just named it, Paula. I was just thinking the same, because I had that discussion on the MOU we were talking about it. Volunteers: We found out a lot of information

MR. JOSH TAYLOR: Oh, yes. That's a whole another...

CHAIRMAN PAUL KAPLAN: That's a whole another -- you got to change the way things are being done. I'm looking at Paula because it's a policy. And I know what you were talking about there. Getting volunteers, and now with what's happening. it's a tough deal.

MRS. PAULA RAFFERTY: And -- I mean, we want to be in Closed Session when we can have these discussions, you know, because they have legal ramifications too them.

CHAIRMAN PAUL KAPLAN: Yes.

DR. GABRIEL MORLEY: Well, I'll look at some stuff and see if I can figure out, you know, something that may apply for us. You know, some place that it might fit in what we're trying to do. I don't know. I'll try to get a better understanding. I just don't have a good idea of -- I guess I really don't understand the question. I mean, we're...

CHAIRMAN PAUL KAPLAN: Let me do this. Let me adjourn and you guys can talk. I'm on the -- I have to get out of here.

DR. GABRIEL MORLEY: Oh, okay.

CHAIRMAN PAUL KAPLAN: It's going to be a long discussion. It's going to be an interesting one. But it's -- it's something we're going to have to address.

But I'm going back to what Paula -- going back to -- it's a whole thing on a Fulton County and the way things -- the way people -- volunteers. We went through this. The meetings, the MOU meetings and the meetings I had when I was running with Nina, it's a -- I'm learning a lot about policy around here. It's not easy to make changes. And it's not even going to the Commissioner to make changes. It's just the way things have been for so many years. I'm looking at Gayle. Gayle, you've been here twenty-something years so you know.

MRS. GAYLE H. HOLLOMAN: I do.

CHAIRMAN PAUL KAPLAN: I run up against a lot of walls.

MR. D. CHIP JOYNER: I mean, is it something we can add to the agenda? I'd be interested in hearing it.

CHAIRMAN PAUL KAPLAN: Oh, that would be a discussion that -- I didn't want to do it this time. He brought it up. He had it up, you know, to discuss it. I held it up. We can have that. I'm just trying to get this construction part started. That's -- there's been so many meetings on it. All right.

MR. JOSH TAYLOR: Gabe, I can certainly reach out to some of my formal colleagues and see if there's anyone that would make sense for you to talk to just to give you...

DR. GABRIEL MORLEY: Yes, just some kind of foundation, I think, as a starting point.

MR. JOSH TAYLOR: I'm sure they'd be happy to talk to you about it.

DR. GABRIEL MORLEY: Some ideas, 'cause I don't get -- have you all ever done one before that you know of?

MRS. GAYLE H. HOLLOMAN: We have not, but I worked for a company that did it. You know, they do it in corporate -- the corporate world all the time. So I know what he's talking about. But because of what Paula just said, it's -- it would be interesting for us.

ADJOURNMENT

CHAIRMAN PAUL KAPLAN: All right. Listen, hearing a motion to adjourn and we'll talk about this.

MR. JOSH TAYLOR: Okay.

CHAIRMAN PAUL KAPLAN: Okay. Is there a motion? Somebody made a motion? Somebody make a motion -- or Josh.

MOTION

MR. JOSH TAYLOR: I'll make a motion to adjourn.

MR. D. CHIP JOYNER: Second.

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

(Whereupon, all said aye.)

CHAIRMAN PAUL KAPLAN: Jamilica, still on the phone?

MS. JAMILICA BURKE: Yes.

CHAIRMAN PAUL KAPLAN: Thanks for calling in. Appreciate it.

MS. JAMILICA BURKE: Absolutely. Thanks guys.

CHAIRMAN PAUL KAPLAN: Thank you.

*(Whereupon, the Board of Trustees Meeting
concluded at 5:21 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

November 15, 2017

Summary of October 2017 Activities

Personnel

- FULCO requested we freeze seven full time positions for 2018. We submitted a list of positions to freeze, which was accepted.
- The hiring freeze will not affect replacing the Central Library administrator.
- We transferred Cheryl Small, branch group administrator, into the interim Central Library administrator position. Cheryl intends to return to her position as branch group administrator once we find a permanent replacement for the Central Library administrator.
- We transferred Ronald Brown, South Fulton branch manager, into Cheryl Small's vacated position on an interim basis. Ronald will return to his position as South Fulton branch manager once Cheryl Small returns to her role.
- We transferred Michelle Bennett, Central Library children's manager, to be the interim South Fulton branch manager. Michelle will return to her role in the Central Library children's department once Ronald resumes his role as South Fulton branch manager.
- We transferred Ginny Collier, Northeast/Spruill Oaks branch manager, to the collection manager position. We hope to name an interim NESO branch manager while we search for a permanent replacement.

Bond Update

- The redesign of Central Library is moving forward rapidly. CooperCarry continues to refine plans based on our frequent meetings, discussions, findings etc.
- Group 2 (Ocee, NESO, Northside, Mechanicsville, Buckhead) – This project was awarded to a new bidder on Nov. 1. We have not had an initial meeting with the contractor.
- Group 4 (East Point and Fairburn) – Gayle and I will see the proposed designs for the first time on Nov. 9.
- Group 3 (Adams Park, Adamsville, Cleveland Ave., Ponce, College Park, East Atlanta) – This project needs to be re-advertised. The original bidder declined to accept the Group 2 job.
- The Hapeville project was awarded to Albion. We have not had an initial meeting with this contractor.
- Group 1 (Roswell, Sandy Springs, Kirkwood, Southwest, Dogwood, Washington Park, West End) – Designs are being finalized in preparation to present to the BOC and the public.

Maintenance Update

- The basement flooded at East Roswell. FULCO's DREAM department responded.

VOLUNTEER SERVICES

- Sent personalized fliers and thank you cards to 23 branches for National Friends of the Library Week. We also hosted the third annual celebration for all the Friends groups at the East Atlanta Library to thank them for donating books, hard work, expertise, money, supplies and time. The Friends can be seen daily carrying, organizing, pricing, sorting and selling books, but more importantly- giving books a new home and turning them into programs for the library. Special congratulations were given to our groups winning the President's Volunteer Service Award for their hours served in 2016. Gold was awarded for 1,000+ hours to Alpharetta, East Roswell, Milton, Northeast/Spruill Oaks, Northside, Roswell and Sandy Springs. Silver was awarded for 500-999 hours to Dogwood, East Atlanta, Ocee and Palmetto. Bronze was awarded for 200-499 hours to Adams Park, Metropolitan, Northwest and Peachtree.

OUTREACH

- Adult Outreach attended 16 events this month, issued 204 library cards, and reached 1,366 patrons. Some of the larger events included the Maker Faire, Crabapple Fest, Candler Park Fall Fest, World Changers Fall Fest, SCAD Atlanta, and Atlanta Technical College.
- Christina participated in nine outreach programs and 13 planning meetings.
- Christina set up a library table at the Candler Park Fall Festival and engaged with 48 women, 31 men, 52 girls, and 51 boys; 380 buttons were made; 50 books were given away to participants.
- Oscar hosted two Library After Dark programs in the Metropolitan Branch including a Halloween Movie Night and a Virtual Reality Gaming night.
- The library bike arrived and was put together for free by Velofix Mobile Bike Shop. We are just waiting for the charger to arrive to power the bike and get it out on the road.
- Oscar attended the Georgia Libraries Conference, presented on continuing education, ran the GLA Professional and Continuing Education Interest Group business meeting, and accepted the position of 2018 Georgia Library Association Vice President.

CENTRAL LIBRARY

- Creative Loafing is running a scavenger hunt in a mystery novel series. The newspaper included clues in the article that can be found in the Central Library. The series started on Oct. 19. In the mystery story, readers might recognize some of the characters as library staff members that work on the second floor. The mystery item is on the second floor. The project web address is www.atlmysteries.com.
- October was Family History and Genealogy Month at the Central Library. The Special Collections Department developed and presented genealogy and family history related programs throughout the month. Among programs presented: an Introduction to African-American Genealogy, The Georgia Genealogical Society and the Genealogist, The Herndons: an Atlanta Family, a ProQuest presented program on AFPLS provided genealogical resources Ancestry, Heritage Quest and Fold3, and weekly screenings of episodes of Finding you roots with Dr. Henry Lewis Gates

EAST ATLANTA

- The staff at East Atlanta continues to provide great customer care in very customer friendly atmosphere. Terra Cribbs received a comment from a patron who is a new resident and wanted to share how excellent she was treated on her first visit. This neighborhood is seeing peak growth as families, students, and young professional choose to make East Atlanta their home. Our new library card registration for adults was nearly 60 in October and a total of 41 also applied online. We added 187 new books to our collection and patrons have expressed their pleasure the book display for both adults and children. High school seniors and their parents studying for various tests are thrilled to see all the new and updated testing exam guides.

EAST ROSWELL

- On October 31st, we held a Bat-tastic Halloween Fun program. The program was aimed at teaching families about bats and why they are important in lieu of National Bat Appreciation Month. Staff and volunteers dressed up for this event. There was a craft table for children to make a bat craft and a storytime was presented *The Old Lady who Swallowed a Bat* by Lucille Colandro and *Bats in the Library* by Brian Lies. We invited “Bat Lady” and “Robin (her bat)” to come our branch. Bat Lady was dressed in costume, presented a fun and engaging presentation on bats and why they are important. She also brought Robin who is a live bat. After her presentation, she took Robin out of his cage and walked around the room with him so each participant could see a live bat up close. After the bat presentation, the children were able to trick-or-treat throughout the library led by the youth services librarian. Six trick or treat stations were set up throughout the library for children to receive candy and treats at each station. Patrons provided a lot of positive feedback about the program and had an enjoyable time. One little girl even said, “This was the best Halloween ever!” A total of 87 children participated in this program.

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

AS OF OCTOBER 31, 2017

Doc. #17-64

SERVICE	2017 BUDGET	2017 OCTOBER	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,684,835	1,059,878	11,333,821	-	11,333,821	77%	3,351,014
PART TIME SALARY	770,259	37,000	471,450	-	471,450	61%	298,810
BENEFITS	7,625,409	542,140	5,636,496	-	5,636,496	74%	1,988,913
BOOKS	2,234,749	348,840	988,535	969,506	1,958,040	88%	276,709
OFFICE EQUIP. REPAIR	5,777	-	3,828	-	3,828	66%	1,950
EQUIPMENT	7,320	-	-	2,809	2,809	38%	4,511
OFFICE FURNITURE	582	-	-	-	-	0%	582
PROFESSIONAL SERV	42,837	5,590	28,863	10,319	39,181	91%	3,656
COPIER MACHINE LEASE	289,535	23,128	227,207	-	227,207	78%	62,328
COPIER PAPER	14,260	-	5,344	8,903	14,247	100%	14
SUPPLIES	127,952	6,319	49,713	2,323	52,035	41%	75,917
SOFTWARE MAINTENANCE	215,078	2,100	213,041	1,200	214,241	100%	837
BUILDING RENT	201,741	11,582	153,122	48,590	201,712	100%	29
LYRASIS CHARGES	200	-	-	-	-	0%	200
OTHER SERVICES	146,761	9,608	91,614	12,807	104,421	71%	42,340
SECURITY SERVICES	437,614	-	393,366	44,248	437,614	100%	-
TRAVEL	38,176	3,894	26,425	-	26,425	69%	11,751
VEHICLE MAINTENANCE	12,750	4,865	9,314	-	9,314	73%	3,436
GENERAL INSURANCE	759,530	63,294	632,942	-	632,942	83%	126,588
TOTAL	27,615,364	2,118,240	20,265,078	1,100,704	21,365,782	77%	6,249,583

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

AS OF OCTOBER 31, 2017

ORGANIZATION	SERVICE	2017 BUDGET	2017 OCTOBER	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	12,558,426	897,263	9,595,498	-	9,595,498	76%	2,962,928
	PART TIME SALARY	770,259	37,000	471,450	-	471,450	61%	298,810
	BENEFITS	6,570,885	461,856	4,800,586	-	4,800,586	73%	1,770,299
	BOOKS	2,234,749	348,840	988,535	969,506	1,958,040	88%	276,709
	OFFICE EQUIP. REPAIR	5,777	-	3,828	-	3,828	66%	1,950
	EQUIPMENT	1,500	-	-	777	777	52%	723
	OFFICE FURNITURE	285	-	-	-	-	0%	285
	PROFESSIONAL SERV	25,595	4,274	21,444	2,274	23,718	93%	1,877
	COPIER MACHINE LEASE	261,235	20,666	206,552	-	206,552	79%	54,683
	SUPPLIES	86,607	5,100	23,585	2,200	25,785	30%	60,822
	BUILDING RENT	201,741	11,582	153,122	48,590	201,712	100%	29
	OTHER SERVICES	19,598	1,621	8,272	612	8,884	45%	10,714
	SECURITY SERVICES	437,614	-	393,366	44,248	437,614	100%	-
	GENERAL INSURANCE	575,035	47,920	479,196	-	479,196	83%	95,839
Total		23,749,306	1,836,122	17,145,433	1,068,207	18,213,641	77%	5,535,666

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

AS OF OCTOBER 31, 2017

ORGANIZATION	SERVICE	2017 BUDGET	2017 OCTOBER	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	2,126,409	162,615	1,738,323	-	1,738,323	82%	388,086
	BENEFITS	1,054,523	80,285	835,909	-	835,909	79%	218,614
	EQUIPMENT	5,820	-	-	2,032	2,032	35%	3,788
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	17,242	1,316	7,419	8,044	15,463	90%	1,779
	COPIER MACHINE LEASE	28,300	2,462	20,655	-	20,655	73%	7,645
	COPIER PAPER	14,260	-	5,344	8,903	14,247	100%	14
	SUPPLIES	41,345	1,219	26,128	123	26,251	63%	15,094
	SOFTWARE MAINTENANCE	215,078	2,100	213,041	1,200	214,241	100%	837
	LYRISIS CHARGES	200	-	-	-	-	0%	200
	OTHER SERVICES	127,163	7,988	83,342	12,194	95,536	75%	31,627
	TRAVEL	38,176	3,894	26,425	-	26,425	69%	11,751
	VEHICLE MAINTENANCE	12,750	4,865	9,314	-	9,314	73%	3,436
	GENERAL INSURANCE	184,495	15,375	153,746	-	153,746	83%	30,749
Total		3,866,058	282,118	3,119,645	32,496	3,152,141	82%	713,917

Atlanta-Fulton Public Library System - October 2017

Activity and Description	2017		*2016		YTD
	October	YTD	October	YTD	
Circulation					
Total number of items checked out of the library	244,857	2,521,360	267,683	2,609,940	-3%
Holds					
Number of requests by patrons	50,790	531,899	52,175	515,477	3%
Inter-Library Loans					
Number of items lent to or borrowed from another library system	523	4,550	304	2,803	62%
Visits					
Number of people entering a library for any reason	424,121	3,441,951	382,355	3,156,753	9%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	93,775	965,321	87,969	764,557	26%
Number of hours of computer use	53,484	832,119	45,466	623,959	33%
Wireless Sessions					
Number of times the library's wireless network is accessed	40,715	379,144	47,922	414,721	-9%
Webhits					
Number of times people have visited the library's website	709,276	7,308,999	729,918	7,411,206	-1.4%
Online Resources					
Number of times a resource is logged into or a searched performed	217,371	1,588,157	104,966	908,502	75%
Computer Classes					
Number of classes	24	222	13	185	20%
Number of attendees	142	1,413	105	1,144	24%
Virtual Circulation					
Number of e-books and e-audiobooks checked out	35,121	323,786	21,346	186,644	73%
Children's programs					
Library sponsored programs offered for children (birth - 12)	336	3,286	340	3,248	1%
Number of people attending programs	9,401	113,565	8,678	111,000	2%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	84	629	59	597	5%
Number of people attending programs	1,444	13,287	825	13,321	0%
Adult Programs					
Library sponsored programs offered for adults (18 +)	457	4,185	312	3,530	19%
Number of people attending programs	7,653	66,297	3,965	47,512	40%
Programs - Total					
Library sponsored programs offered - total of all programs	877	8,097	711	7,375	10%
Number of people attending programs	18,498	192,116	13,468	171,833	12%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	497	6,353	639	5,082	25%
Number of people attending meetings or activities	7,560	88,770	42,275	118,089	-25%

* August 2016 statistics were corrupted and inaccurate.

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
CIRCULATION REPORT
OCTOBER 2017

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	OCT 2017 DATA	OCT 2016 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2017 CIRC	YTD 2016 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	884	547	40	1,471	2,014	(543)	-27%	15,328	17,834	(2,506)	-14%
ADAMSVILLE/COLLIER HEIGHTS	749	921	53	1,723	1,831	(108)	-6%	17,485	17,627	(142)	-1%
ALPHARETTA	8,564	15,100	601	24,266	27,536	(3,270)	-12%	268,885	275,866	(6,981)	-3%
BUCKHEAD	5,352	4,540	286	10,178	10,600	(422)	-4%	107,069	114,933	(7,864)	-7%
CLEVELAND AVENUE	1,034	591	64	1,689	1,623	66	4%	18,752	19,471	(719)	-4%
COLLEGE PARK	1,012	649	85	1,746	2,416	(670)	-28%	17,411	36,483	(19,072)	-52%
DOGWOOD	1,557	992	182	2,731	2,386	345	14%	22,585	25,248	(2,663)	-11%
EAST ATLANTA	2,236	2,683	182	5,101	6,583	(1,482)	-23%	56,097	54,417	1,680	3%
EAST POINT	2,318	1,408	127	3,853	4,907	(1,054)	-21%	49,610	48,964	646	1%
EAST ROSWELL	5,921	6,967	288	13,177	15,122	(1,945)	-13%	133,645	152,038	(18,393)	-12%
FAIRBURN	1,180	967	79	2,226	2,878	(652)	-23%	22,832	31,173	(8,341)	-27%
HAPEVILLE	562	555	39	1,157	1,394	(237)	-17%	13,185	12,323	862	7%
KIRKWOOD	957	1,720	107	2,784	2,995	(211)	-7%	30,841	28,677	2,164	8%
MARTIN LUTHER KING, JR	508	348	22	878	1,071	(193)	-18%	10,058	11,473	(1,415)	-12%
MECHANICSVILLE	579	668	83	1,330	1,468	(138)	-9%	14,898	15,862	(964)	-6%
METROPOLITAN	2,629	3,183	115	5,927	7,135	(1,208)	-17%	61,565	78,832	(17,267)	-22%
MILTON	4,436	11,540	367	16,343	16,314	29	0%	171,714	163,037	8,677	5%
NORTHEAST/SPRUILL OAKS	4,644	11,991	507	17,142	17,965	(823)	-5%	171,296	170,826	470	0%
NORTHSIDE	4,123	5,685	247	10,055	15,094	(5,039)	-33%	129,184	134,022	(4,838)	-4%
NORTHWEST	1,707	3,200	183	5,090	5,864	(774)	-13%	53,183	58,339	(5,156)	-9%
OCEE	7,347	17,676	958	25,981	26,360	(379)	-1%	253,391	272,247	(18,856)	-7%
PALMETTO	786	937	62	1,785	2,798	(1,013)	-36%	21,206	33,424	(12,218)	-37%
PEACHTREE	2,694	3,085	124	5,904	5,003	901	18%	57,388	54,488	2,900	5%
PONCE DE LEON	5,974	4,958	304	11,236	11,843	(607)	-5%	111,087	121,265	(10,178)	-8%
ROSWELL	9,340	9,375	569	19,284	20,890	(1,606)	-8%	198,314	211,580	(13,266)	-6%
SANDY SPRINGS	9,117	9,947	604	19,668	16,590	3,078	19%	177,271	174,774	2,497	1%
SOUTHEAST	1,286	1,823	89	3,198	3,856	(658)	-17%	31,081	13,785	17,296	125%
SOUTH FULTON	2,611	3,885	165	6,661	7,141	(480)	-7%	69,159	12,105	57,054	471%
SOUTHWEST	2,081	1,799	136	4,016	5,136	(1,120)	-22%	41,952	52,646	(10,694)	-20%
WASHINGTON PARK	768	763	41	1,573	2,042	(469)	-23%	16,399	19,449	(3,050)	-16%
WEST END	748	510	49	1,307	1,618	(311)	-19%	14,535	17,128	(2,593)	-15%
WOLFCREEK	3,912	4,931	490	9,333	11,436	(2,103)	-18%	84,674	82,074	2,600	3%
BRANCHES TOTAL	97,619	133,946	7,248	238,813	261,909	(23,096)	-9%	2,462,080	2,532,410	(70,330)	-3%
CENTRAL	4,191	1,211	202	5,604	5,765	(161)	-3%	57,517	58,956	(1,439)	-2%
Outreach Services	151	255	34	440	9	431	4789%	1,763	867	896	103%
AUBURN AVENUE RESEARCH	Non-circulating library - please refer to other usage reports.										
SYSTEM TOTAL	101,961	135,412	7,484	244,857	267,683	-22,826	-9%	2,521,360	2,592,233	-70,873	-3%

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

AGENCY NAME	OCTOBER CIRCULATION	TOTAL REGISTRATIONS	INTRA-LIBRARY LOANS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	1,471	240	135	3,052	15,350	9	169	3	44	0
ADAMSVILLE/COLLIER HEIGHTS	1,723	214	570	2,353	3,746	10	152	2	19	4
ALPHARETTA	24,266	772	2,087	3,431	44,370	49	706	10	241	4
BUCKHEAD	10,178	546	783	2,517	16,063	14	616	34	266	2
CLEVELAND AVE	1,689	150	570	1,891	4,143	17	200	0	0	1
COLLEGE PARK	1,746	345	289	2,873	3,272	10	199	2	19	0
DOGWOOD	2,731	140	250	1,099	6,129	25	259	1	8	2
EAST ATLANTA	5,101	316	598	1,966	5,668	14	372	23	209	9
EAST POINT	3,853	350	674	4,688	6,210	3	29	7	1201	2
EAST ROSWELL	13,177	456	1,624	1,908	5,313	33	750	16	198	14
FAIRBURN	2,226	316	386	545	2,576	6	70	6	36	20
HAPEVILLE	1,157	75	351	1,173	3,281	11	111	3	18	0
KIRKWOOD	2,784	199	402	839	1,612	9	189	9	96	4
MARTIN LUTHER KING, JR	878	73	393	1,352	5,934	11	247	0	0	7
MECHANICSVILLE	1,330	118	312	1,292	4,168	15	880	10	155	0
METROPOLITAN	5,927	377	3,274	6,383	11,644	28	439	56	994	0
MILTON	16,343	433	2,773	830	9,021	43	722	3	188	7
NORTHEAST/SPRUILL OAKS	17,142	322	2,081	1,084	22,264	47	958	18	115	1
NORTHSIDE	10,055	271	1,142	838	11,148	9	253	1	8	0
NORTHWEST	5,090	286	2,996	2,634	4,654	18	296	12	245	13
OCEE	25,981	608	1,766	1,310	19,985	40	988	2	9	3
PALMETTO	1,785	133	770	1,775	4,567	12	218	1	12	0
PEACHTREE	5,904	311	1,193	1,846	5,314	43	672	8	30	1
PONCE DE LEON	11,236	478	1,671	3,016	21,095	9	240	4	51	4
ROSWELL	19,284	638	2,234	2,320	18,350	38	583	6	74	15
SANDY SPRINGS	19,668	765	1,940	2,722	18,434	76	769	20	923	12
SOUTHEAST	3,198	404	1,077	2,455	82,207	18	892	9	145	3
SOUTH FULTON	6,661	718	3,311	6,046	7,293	15	208	118	318	0
SOUTH WEST	4,016	402	249	5,205	15,500	7	59	59	706	0
WASHINGTON PARK	1,573	103	453	2,039	8,992	8	121	6	64	26
WEST END	1,307	188	224	1,783	2,919	32	267	1	10	46
WOLFCREEK	9,333	374	2,680	3,120	9,270	31	599	25	860	6
BRANCHES TOTAL	238,813	11,121	39,258	76,385	400,492	710	13,233	475	7,262	206
CENTRAL	5,604	1,068	5,254	16,951	20,647	101	1,997	21	295	10
OUTREACH SERVICES	440	77				38	1,764	0	0	0
AUBURN AVENUE RESEARCH		2	1	439	2,982	28	1,504	1	3	0
SYSTEM TOTAL	244,857	12,268	44,513	93,775	424,121	877	18,498	497	7,560	216