



atlanta-fulton public library system

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# **BOARD OF TRUSTEES**

## **MEETING INFORMATION PACKET**

**OCTOBER 26, 2016**



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ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES REGULAR MEETING  
OCTOBER 26, 2016



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**Fulton County Library System  
Board of Trustees Meeting  
Central Library, 6<sup>th</sup> Floor  
October 26, 2016 – 4:00 p.m.**

**AGENDA**

- |       |  |             |
|-------|--|-------------|
| I.    | Adoption of Agenda   | Doc. #16-54 |
| II.   | Public Comments  |             |
| III.  | Approval of Summary Minutes from Regular Meeting of September 28, 2016*<br>Approval of Verbatim Minutes from Regular Meeting of September 28, 2016*                  | Doc. #16-53 |
| IV.   | Chairman's Report  |             |
| V.    | Director's Reports   | Doc. #16-57 |
|       | A. Monthly Financial Report  | Doc. #16-55 |
|       | B. Monthly Usage Summary   | Doc. #16-56 |
|       | C. Customer Service Report - Quarterly   | Doc. #16-60 |
|       | D. Library Closure Report - Quarterly  |             |
| VI.   | Old Business   |             |
|       | A. Library Bond – Phase I Update   |             |
| VII.  | New Business   |             |
|       | A. 2017 Library Board of Trustees Meeting Schedule*  | Doc. #16-58 |
|       | B. 2017 FCLS Holiday/Closing Calendar*   | Doc. #16-59 |
|       | C. Action Items  |             |
|       | 1. Report on Meeting with county CFO to discuss Budget process   |             |
|       | 2. 2016 budget Update  |             |
|       | 3. 2017 Budget update  |             |
|       | 4. Strategic Plan Update   |             |
|       | 5. Updated current organization chart and staffing for Library system, any positions we are currently planning to fill, and proposed organization under 2017 budget. |             |
|       | 6. Branch renovation process and schedule.   |             |
|       | 7. Code of Conduct – audit. Timing?  |             |
|       | 8. Future Plan for SIRSI upgrades, backup, and maintenance   |             |
|       | 9. Future discussion on how we could improve the procurement purchasing process  |             |
|       | 10. Naming of the South Fulton Library   |             |
|       | 11. Hapeville Library - Update   |             |
| VIII. | Adjournment  |             |

\*Action is anticipated on this item.



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FULTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
MINUTES FOR September 28, 2016 MEETING – 4:00 PM CENTRAL LIBRARY

Members Present:

Bailey, Phyllis D. – Vice Chairman  
Borders, Priscilla  
Joyner, D. Chip  
Kaplan, Paul – Chairman  
Taylor, Josh  
Thomas, John R.

Also In Attendance

Claxton, Zenobia – Assistant to Director's Office  
Holloman, Gayle H. – Division Manager  
Long, Todd – Chief Operating Officer, County Manager's Office  
Morley, Gabriel Dr. – Executive Director  
Robinson, Ed – Financial Systems Manager

Visitors Present

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

- A. Preliminary Business: Motion made by John Thomas and seconded by Phyllis D. Bailey to amend the agenda as presented.
- B. Approval of Minutes: Motion made by Josh Taylor and seconded by John R. Thomas to approve the August 24, 2016 summary minutes. Motion made by Phyllis D. Bailey and seconded by John Thomas to approve the August 24, 2016 verbatim minutes.
- C. Chairman's Report: Paul provided an update to the members about the RFP for the 7 libraries covered by Phase I balance. The proposals are due back by October 7, 2016. We hope to start construction the second quarter of 2017 on those libraries. Some of these libraries may be closed; some won't close.

Paul and Dr. Morley responded that this will be considered by a review of the design build proposals, and that there is some flexibility, but there is a finite budget that must cover the major physical systems (Roof, HVAC, etc.)

The county plans to amend the original RFP to allow people to bid on one of the small groups and Central so they can have two at the same time.

Paul recommended the board members attend the ALA conference.

**D. Director's Reports**

1. Monthly Financial Report: Dr. Morley spoke about the monthly financial, the library received their year-end-closing letter from the County.

2. Monthly Usage Summary

Dr. Morley Morley stated that the statistics continue to go up. We still have had ongoing issues with wireless connectivity and are not satisfied with this. Dr. Morley also talked about the inconsistencies with the monthly usage statistics which is related to the SIRSI upgrade. There was a failure to back up the statistical data, so we are missing 12 days of reported circulation activity from August. We should just have it managed in the Cloud by SIRSI or just pay SIRSI a maintenance fee every year and just have the software as a service and let them do the maintenance; let them do the backups; let them do all the storage.

3. Quarterly Reports will be presented at October Meeting :
- a. Customer Service Comments
  - b. Closures and Maintenance

**E. Report on Action items from August 24, 2016 BOT minutes :**

1. Strategic Plan Update:

Dr. Morley had previously provided the Board with an outline of strategy issues discussed in the July BOT meeting. He spoke about focusing on some of the broader objectives, and getting additional staff input. Dr. Morley spoke about the upcoming deadline for library staff to submit their comments.

Our goal is to be able to implement the strategic plan in January, 2017, so would expect to review it with the BOT in October or November. We also discussed the need for metrics to be part of the plan.

We requested that we have a schedule timeline by next BOT meeting, and that we have an interim review at the BOT level before the completed plan is presented for BOT approval

3. 2016 Budget update : As a result of vacancies at the library, we have accumulated a significant salary savings. Fulton County only allows salary savings to be spent on one-time purchases. At this time we are seeking approval to move \$706,500 from salary savings to two separate line items -- equipment and materials. A motion was made and this was approved.

• Security Cameras (25)	\$125,000
• Security x-ray machine for Central	\$50,000
• Early Literacy Stations	\$200,000
• Smart Terminals All-in-One Cash Registers	\$46,000
• Postage Meter	\$8,500
• Library Materials	\$277,000

4. 2017 Budget Update. Dr. Morley provided an extensive budget update.
  - a. The base line 2017 budget is \$27.6 million, same as 2016 with no increase.
  - b. We have provided for the additional management positions by reducing part time budget
  - c. We need to make additional proposals for capital items: A bookmobile replacement and 1 or 2 vans to park in front of closed branches.

Best Buy Grant: Dr. Morley reported on the Best Buy Teen Center. The estimated cost for the buildout of the space is \$90K and has to get the approval of the Board of Commissioners. The question to the board is do we want to spend \$90K and then a year from now rip it out when the Central Library gets remodeled. The board concurred that we should go back to Best Buy and see if we can delay this until we have a remodeled Central

5. Date for visit to branch libraries by BOT - Library tour to Southwest, Hapeville and West End to begin at 10:00 a.m. on October 13, 2016.

TRACKING MAINTENANCE AND I.T. ISSUES; Dr Morley provided a report of major occurrences and how they have been addressed. Todd Long stated there are a lot of things that aren't working building-wise in this County. Every day there's some kind of emergency or something. We have to where we're doing productive, aggressive preventive maintenance instead of reactive maintenance.

#### F. Foundation Report

1. The 2016 Summer Reading Program reached close to 40,000 school-age children.
  - a. We circulated more than a 108,000 books, which is a 31% increase .
  - b. In 2014, we had 10 programs for bilingual students. Last summer that we had 139 bilingual programs.
2. Dr. Morley has set a goal of reaching 100,000 school-age children. We have asked the Goddard Foundation to double their annual contribution from \$25,000 to \$50,000 to support this.
3. We will be looking for new candidates to become members of the Foundation Board .We have twenty board members, ten of whom must be appointed by the Board of Trustees; nine are appointed by the Foundation itself. And then one is a Friends Council appointment. So keep your eyes open for candidates for the Foundation. John Thomas agreed to send out a short summary to all board members.
4. 501c3 Status: 14 of our 23 branches that have Friends Groups have their own 501c3 status which allows them to raise money just like the Foundation does, and 11 do not. Some do want to have a 501c3, but it costs money. And they would prefer to have someone else do the administration of it. The Foundation is forming a policy, where will act as their agent and they can use our 501c3 status.

## G. Other Items Discussed

1. Purchasing: Paul Kaplan commented on the inefficiency of having to go through County Purchasing and the use of an RFP for e-books and other standard items.

Todd Long responded that the County attorney in 2015 stated the new state law (House Bill 595) providing for Library BOT authority did not change the local legislation that requires the Library to use the County Procurement Process. ... Now, how do you streamline those rules and regulations to make it better? That's a discussion for a different day.

2. Budget Authority : Josh Taylor made the following motion

“Whereas the AFCLS BOT has authority to establish the budget by line item for AFCLS within the total BOC approved Budget spending allocation for each fiscal year, this also includes making adjustments to the budget between any line items at any time during the year as long as the total BOC approved Budget spending allocation is not increased.

Once an initial budget is approved by AFCLS BOT on or before the October BOT monthly board meeting, the Executive Director is authorized to begin hiring to fill proposed positions in time to be on board by January 1 of the next fiscal year. If there is a budget surplus in the current fiscal year, the positions can be added before January 1.

If the total BOC approved Budget spending allocation (usually completed by January or February of the Fiscal year) is reduced from the BOT planned budget, then a budget adjustment will be made as soon as this is established.”

In discussion, Dr Morley pointed out that we can't even advertise for any of these positions because these numbers don't exist [yet in the County Budget]After a useful discussion the motion was passed with two abstentions.

Todd Long agreed to set up a meeting with the County CFO to discuss how we can achieve the budget flexibility that is needed within the county process. [This meeting was held on Monday October 10, 2016]

## H. Action Items:

1. Report on Meeting with county CFO to discuss Budget process
2. 2016 budget Update
3. 2017 Budget update
4. Strategic Plan Update
5. Updated current organization chart and staffing for Library system, any positions we are currently planning to fill, and proposed organization under 2017 budget.
6. Branch renovation process and schedule.
7. Code of Conduct – audit. Timing?
8. Future Plan for SIRSI upgrades, backup, and maintenance
9. Future discussion on how we could improve the procurement purchasing process.

The meeting was adjourned at 5:40 p.m.

**Doc. #16-53**



**ATLANTA-FULTON PUBLIC LIBRARY SYSTEM**  
**BOARD OF TRUSTEES MEETING**  
**SEPTEMBER 28, 2016 – 4:00 P.M.**  
**CENTRAL LIBRARY – 6th FLOOR BOARD ROOM**

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Board of Trustees Meeting, 28 September 2016



**Members Present**

Bailey, Phyllis D., Vice Chairman  
Borders, Patricia  
Joyner, D. Chip  
Kaplan, Paul, Chairman  
Taylor, Josh  
Thomas, John R.

**Members Absent**

Burke, Jamilica

**Also In Attendance**

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

**Visitors Present**

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

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**Chairman Paul Kaplan called the meeting to order at 4:02p.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 4:02 P.M.)

CALL TO ORDER

**CHAIRMAN PAUL KAPLAN:** Okay. I'm going to call the Atlanta-Fulton Public Library System Board of Trustees meeting for September 28, 2016.

16-49 ADOPTION OF THE AGENDA

**CHAIRMAN PAUL KAPLAN:** And the first thing is the Adoption of the Agenda. Is there a motion to approve the agenda as written?

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

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

**CHAIRMAN PAUL KAPLAN:** Moved and second. Is there any changes or additions to the agenda?

**MR. JOSH TAYLOR:** I've got a question.

**CHAIRMAN PAUL KAPLAN:** Sure.

**MR. JOSH TAYLOR:** Are we going to talk about the current organization chart staffing?

**DR. GABRIEL MORLEY:** No. We'll defer that.

**MR. JOSH TAYLOR:** Okay.

**CHAIRMAN PAUL KAPLAN:** Defer it.

**MR. JOSH TAYLOR:** So that's off the agenda?

**CHAIRMAN PAUL KAPLAN:** Okay. Anything else?

**DR. GABRIEL MORLEY:** Yes. We could ditch Code of Conduct. I mean, that'll be part of the Strategic Plan.

MOTION

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

*(WHEREUPON, all said aye.)*

16-48 APPROVAL OF THE SUMMARY MINUTES FROM REGULAR MEETING OF AUGUST 24, 2016

**CHAIRMAN PAUL KAPLAN:** Next is the Approval of the Summary Minutes for the Regular Meeting of August 24. Do I hear a motion to...

MOTION

**MR. JOSH TAYLOR:** I make a motion to adopt.

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

**CHAIRMAN PAUL KAPLAN:** Moved and second. Okay. Is there any questions? Everybody read it? Okay. No questions.

All those in favor say aye.

*(WHEREUPON, there was one abstain.)*

**CHAIRMAN PAUL KAPLAN:** One abstain.

16-48 APPROVAL OF THE VERBATIM MINUTES FROM REGULAR MEETING OF August 24, 2016

**CHAIRMAN PAUL KAPLAN:** Okay. The same thing, the Verbatim Minutes. Do I hear a motion to accept those?

MOTION

**MRS. PHYLLIS D. BAILEY:** I move to accept the Verbatim for legal purposes.

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

**CHAIRMAN PAUL KAPLAN:** It's been moved and it's been second.

Any questions or changes?

All those in favor say aye.

*(WHEREUPON, all said aye.)*

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

**CHAIRMAN'S REPORT**

**CHAIRMAN PAUL KAPLAN:** Well, I'll make it quick. So I have an update on the construction. This is probably, Gabe, might know. We're going to the delay the proposal. They're supposed to be coming in October 12 or 11. I can't remember when it is. Probably -- I haven't talked to Al Collins yet, but I did talk to Ellis -- and probably it's going to be closer to the end of the month. The reason being is there's some specific questions that were asked by contractors as they went through the libraries that requires us to answer it. So it's written out; there's an addendum, then it'll be coming back out written to make the change. And so it just takes time to do it. So it will be delayed probably close to the end of the month before we get the proposals back.

Now, at that point the proposals come back, depending upon the amount of money, if it goes over budget -- say it goes over budget -- we had 12.6 million, 7 million roughly. Say it goes over budget, everything stops.

**MR. JOHN R. THOMAS:** I thought that number was 18 million.

**CHAIRMAN PAUL KAPLAN:** This is for the first seven libraries.

**MR. JOHN R. THOMAS:** Yes. That was what I thought. I thought it was 18. It's only 12?

**CHAIRMAN PAUL KAPLAN:** No. It's twelve point -- 12.8, I think, twelve point --

**MR. JOSH TAYLOR:** I think Central's roof and --

**CHAIRMAN PAUL KAPLAN:** It's part of that too.

**MR. JOSH TAYLOR:** -- elevators --

**MR. JOHN R. THOMAS:** Oh, okay. Okay. For the seven, Phase I renovation --

**CHAIRMAN PAUL KAPLAN:** Phase I renovation.

**MR. JOHN R. THOMAS:** -- it's 12.8.

**CHAIRMAN PAUL KAPLAN:** 12.6, I don't have the exact figure in front of me.

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

**CHAIRMAN PAUL KAPLAN:** If everything goes over budget -- if all the bids come in budget, we start from square one. Because then what you have to do, we're going to have to take something away.

We're going to say we can't do this or we can't -- otherwise, we'll have to go back to the Commissioners and get more money. So we don't know how they're going to come in. We're not quite sure. You do understand this is design built. So if we take x, y, z contractor who is a \$12.5 million, once that contractor is fit to do those seven libraries, then what happens is we look at it and Gabe will -- you said you're going to have a Public Meeting and the Branch Manager Meeting to find out about the neighborhood, what they have in the branches, what they want in it. Everything's going to take time. It just takes a lot of time to do this. So it's not going to go as quick as everybody think it's going to come.

I'm not optimistic about it when it comes to construction because I probably delayed a lot of my own construction projects. So I'll be straight on with you, there's always something comes up. So I'm going to be involved in the process. I did talk to Ellis. I talked to my Commissioner that I want all paperwork that comes back and forth concerning construction it goes to me also. I'm not going to hinder it. I'm not going to stop the wheels turning, but I want to be abreast of everything that goes on from start to finish. It's something I've been doing for many years, and I want to oversee it.

**MR. JOHN R. THOMAS:** That's very nice of you, Paul. I know it's going to take your time. Appreciate it.

**CHAIRMAN PAUL KAPLAN:** Well, it's something I'm very comfortable with. So that's where we are with the construction. It's going -- it just takes time to get things going.

Also, Gabriel wrote to the -- Julia Walker. She's in the Georgia Public Library Service. I guess we will be able to get exhibit badges for the ALA mid-winter conference which is coming up. I really want the entire Board to go there. It's really something to see. And I don't know what the cost is at this time. I'm trying to see if we could work it in our budget.

**DR. GABRIEL MORLEY:** Yes. I talked to Sharon today. It's sixty bucks a person. And Sharon says the library will pay for it. So I'm passing these out. Whoever's interested just needs to tell me and then we'll just fill out a regular travel form and pay for it. We just -- I don't want to pay for it if somebody's not going to use it though. And this -- the sheet I gave you has all the details.

**CHAIRMAN PAUL KAPLAN:** And I really think you need to go there. I've been to many of them. I've traveled a lot of different places where the conference is, and you really learn a lot about libraries. It isn't just simply books. And people say what the

hell could be in one of those conferences. Well, there's shelving; there's books.

**MR. JOHN R. THOMAS:** There's chairs.

**CHAIRMAN PAUL KAPLAN:** There's library chairs.

**MR. JOHN R. THOMAS:** There's tables.

**CHAIRMAN PAUL KAPLAN:** Tables. I mean, there's self-check machines. There's new things that are coming out in the Library System.

**MR. JOSH TAYLOR:** Do they have seminars?

**CHAIRMAN PAUL KAPLAN:** You'd be surprise what's there.

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

**MR. JOSH TAYLOR:** They have seminars, too, don't they?

**CHAIRMAN PAUL KAPLAN:** They do have seminars. I don't know if we as exhibit only can get into the seminar.

**DR. GABRIEL MORLEY:** No.

**CHAIRMAN PAUL KAPLAN:** I don't think -- unless you're an ALA member, which I was and I gave it up two years ago. I should have kept it. I don't -- in order to get in, I think you have to pay a \$175 a person to join ALA and then you won't get an exhibit only badge. You would have where you could go to all the conferences. But not with a badge you won't be able to.

**MR. JOHN R. THOMAS:** Paul, I've been to a number of the annual conferences. How does this differ from the annual conference?

**CHAIRMAN PAUL KAPLAN:** It's just smaller.

**MR. JOHN R. THOMAS:** It's just smaller.

**CHAIRMAN PAUL KAPLAN:** It's just smaller. Not that much smaller, but it's smaller.

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

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

**MR. JOHN R. THOMAS:** But still they do have seminars. You're just not sure we -- well, you know we can't with that \$60 pass?

**DR. GABRIEL MORLEY:** Right. The exhibit pass gets you into the exhibits. If you want to get a pass that will allow you into the full conference, let me know, and --

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

**DR. GABRIEL MORLEY:** -- we'll do that too.

**MR. JOHN R. THOMAS:** Those were always very beneficial, very fruitful.

**CHAIRMAN PAUL KAPLAN:** I found them the most fruitful. I belonged to the Trustee Association for ALA. And I went to all their conferences and you really do learn a lot.

**MR. JOHN R. THOMAS:** You do.

**CHAIRMAN PAUL KAPLAN:** I mean, you really do. So it's -- we'll see. And I don't know what the classes are going to be. I don't know if we have -- there's a book out -- is there a -- I

don't think it's --

**DR. GABRIEL MORLEY:** You look online.

**CHAIRMAN PAUL KAPLAN:** Is it online?

**DR. GABRIEL MORLEY:** Yes. They'll have the whole schedule online.

**CHAIRMAN PAUL KAPLAN:** They have the schedule out already.

**DR. GABRIEL MORLEY:** I think so.

**CHAIRMAN PAUL KAPLAN:** They do. Okay. So take a look at it. See if maybe one of the conferences you want to go into. Other than that, then don't forget we have the -- we're going to go to the branches October the --

**DR. GABRIEL MORLEY:** 13th.

**CHAIRMAN PAUL KAPLAN:** -- 13th.

**MRS. PHYLLIS D. BAILEY:** I thought it was the 11th.

**CHAIRMAN PAUL KAPLAN:** And it's going to be --

**DR. GABRIEL MORLEY:** Thursday, October 13th. We'll start at Adams Park. We'll go to Southwest and Hapeville. Alex is going to drive. So you can meet us here and we'll go to Adams Park in a van or a truck, something from the County, or you can drive yourself.

**CHAIRMAN PAUL KAPLAN:** Anyway, if you -- it's better if you come here probably.

**MRS. PHYLLIS D. BAILEY:** Not for me.

**CHAIRMAN PAUL KAPLAN:** Not for you it won't be. For us it probably would be. Other than that, that's it.

#### **16-52 DIRECTOR'S REPORTS**

#### **16-50 MONTHLY FINANCIAL REPORT**

**CHAIRMAN PAUL KAPLAN:** So I'm going to go right into the Director's Report; Monthly Financial Report.

**DR. GABRIEL MORLEY:** Yes. There's nothing outstanding on the Financial Report. We're still trying to wind it down. We got our year-end-closing letter from the County. So everything we do has to be tied up and done by November 19. Ed and his office will start having some of those meetings to get us where we need to be by November.

#### **16-51 MONTHLY USAGE SUMMARY**

The more important thing, and unfortunately this is not going to reflect well on us, we went for a long time without doing a SIRSI upgrade, many, many years. So when I got here we met with the SIRSI people. They said, hey, it's been a long time. We need -- we've got the money for this. We need to do the SIRSI upgrade. So we upgraded SIRSI. The next morning, there were a few little kinks like we suspected. Then a few days later, when we got ready to run our report, we found out that all of our data wasn't there. And so we asked Fulton County I.T., you

know, to reload our backup data so we would have all of our statistical information. And they said they don't have a backup of all our data. So we no longer have any statistical information --

**CHAIRMAN PAUL KAPLAN:** We lost everything.

**DR. GABRIEL MORLEY:** -- prior to August the 12th. So every bit of that's gone. There was, you know, no safeguard at Fulton County; no offsite storage. SIRSI tried for several days to find that information, to re-master it. And, you know, it wasn't their responsibility. They were just trying to do us a favor. So when you look at your stats for the month of August you'll notice that we circulated a hundred thousand fewer items. That's because we lost twelve days worth of statistics. And you know we've been exceeding our Circulation numbers year-to-year every month. I just thought when you looked at this you would see some glaring discrepancies and wonder, you know, why did Circulation drop so precipitously. I don't believe it dropped. We just don't have any statistics to give you.

So, you know, going forward, I.T. claims that they will be more rigorous in backing up all of our data. It's another indication, from my point of view, that we should just have it managed in the Cloud by SIRSI or just pay SIRSI a maintenance fee every year and just have the software as a service and let them do the maintenance; let them do the backups; let them do all the storage. But Fulton County I.T. is in charge of that decision.

**MRS. PHYLLIS D. BAILEY:** Of course.

**DR. GABRIEL MORLEY:** Unless we bring some pressure to bear and they decide to change their mind, but --

**MR. JOHN R. THOMAS:** Are they aware of that desire on your part to have SIRSI...

**DR. GABRIEL MORLEY:** I think Gayle and them brought it up even long before I got here and they said no. They wanted control of --

**MR. JOHN R. THOMAS:** Oh, they wanted it. Okay.

**DR. GABRIEL MORLEY:** -- of that data to be able to, you know -- because essentially what you got to do is open, right. You're going to have to allow SIRSI access to everything we have on our servers. And so I think Fulton County would prefer to block that open access and be the intermediary.

And Sally may be willing to change. I mean, she's been preoccupied with trying to reorganize and do some other things and this may be part of her plan moving forward to modernize I.T. But, regardless, our data's gone. And moving forward we would prefer another option. But that's, I mean, that's -- so

there's no real way to talk realistically about the statistics. They're skewed to some degree. I would maintain though that we're still ontrack in where we ought to be. And next month when you look at September's they will probably be back on trend with what we had been doing the first part of the year.

**MR. JOSH TAYLOR:** So does this impact all of the activities' statistics?

**DR. GABRIEL MORLEY:** Anything that was kept in SIRSI. So Programming and all should still be okay because we do that by hand. But anything that's calculated that's part of ILS; Circulation --

**MR. JOSH TAYLOR:** Holds.

**DR. GABRIEL MORLEY:** -- Registrations, New Library Cards.

**MR. JOSH TAYLOR:** So all of that?

**DR. GABRIEL MORLEY:** Yes.

**MR. JOHN R. THOMAS:** We do have this one page. Is that what you're talking about?

**MR. JOSH TAYLOR:** Yes. That's -- it's basically missing twelve days of data.

**DR. GABRIEL MORLEY:** Yes.

**MR. JOHN R. THOMAS:** We do have one page of it, right?

**DR. GABRIEL MORLEY:** No. This is a summary page that we produce. Like, look at the first item. You see where it says August Circulation, 179,000 Items.

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

**DR. GABRIEL MORLEY:** Then you look at August 2015, 288.

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

**DR. GABRIEL MORLEY:** So you see we dropped a hundred thousand items this month. And if you look at last month in July and then if you start looking at the granular data branch by branch - like, Alpharetta usually circulates --

**MR. JOHN R. THOMAS:** I'm with you.

**DR. GABRIEL MORLEY:** -- a ton of material. East Roswell Circ ten thousand items, you know, because they missed twelve days worth of Circ totals. Milton was only at eleven; Spruill-Oaks at twelve. And, you know, all of those are usually much higher. But, I mean, it's just an asterisk for this month. And then next month we get back ontrack. And I told Josh and Paul earlier this week, the only other issue is historically if we want something now we'll have to go back to the paper copies and find them. We won't be able to run a report that says how many items did we circulate in 2012. It won't be there.

**CHAIRMAN PAUL KAPLAN:** So we didn't --

**DR. GABRIEL MORLEY:** It's somewhere.

**CHAIRMAN PAUL KAPLAN:** -- so do we have any backup right now?

Do we have any backup right now?

**DR. GABRIEL MORLEY:** Fulton County I.T. says we do. I don't personally know.

**CHAIRMAN PAUL KAPLAN:** I don't trust it.

**DR. GABRIEL MORLEY:** Well, different places have done different things. You know, when I first got into this, we backed stuff up on tape, you know. And then we just found it was just easier to let SIRSI do it. They're maintaining everything. They might as well as just keep it and then we just access their server. But this is the first place I've been where we weren't in control of the Information Technology Department. So it's their bailiwick right now.

**MRS. PAULA RAFFERTY:** Was there an issue about having I.T. do something with the vendor to make sure that things were tested before they actually put it into production?

**DR. GABRIEL MORLEY:** There should have been. I think I.T.'s excuse was we didn't know it was going to be this, or we didn't know how serious it was going to be. There was some excuse that Don gave, but it was after the fact that, you know... At this point, it is what it is. We'll just have to make do.

And we don't go back that frequently. And like I say, if we need to go backwards, we can always use the print copies which we have. So it's just an annoyance at this point. We can't compare 2014 with 2017 or something.

**MR. JOSH TAYLOR:** Well, can you add that to your Action List to --

**CHAIRMAN PAUL KAPLAN:** Yes.

**MR. JOSH TAYLOR:** -- pursue with the County. Because I don't think it's acceptable to have a disaster of this nature. It could have been worse. It may have been worse. And not have at least a discussion about what's the best way to maintain our data.

**DR. GABRIEL MORLEY:** And they may be moving in that direction.

**MR. JOSH TAYLOR:** Yes.

**MRS. PHYLLIS D. BAILEY:** But I agree with you. If they -- if this came on their watch, then why just hand it back to them and expect them to do something different?

**DR. GABRIEL MORLEY:** We don't have any means of backing it up. We don't have the servers. They own all of the equipment.

**CHAIRMAN PAUL KAPLAN:** Well, me when Gayle, you would know, when did we lose I.T. that was part of the library, for our own?

**MRS. GAYLE H. HOLLOMAN:** Oh, my goodness, at least twelve years ago.

**CHAIRMAN PAUL KAPLAN:** It's been that many years ago. Okay.

**MRS. GAYLE H. HOLLOMAN:** Oh, yes.

**MR. JOHN R. THOMAS:** It was just after -- it was around 2004, 2005.

**CHAIRMAN PAUL KAPLAN:** That's when it moved to County?

**MRS. PAULA RAFFERTY:** I represent both I.T. and the Library. And I know that one of the issues that I.T. has is that if it's not directly involved in the vendor procurement in scheduling all that and setting up all the testing and everything they may not have any idea that something's going on. And I take it that was not exactly the problem that you had.

**DR. GABRIEL MORLEY:** No. They were involved.

**MRS. PAULA RAFFERTY:** They were involved.

**DR. GABRIEL MORLEY:** They knew it was happening.

**MRS. PAULA RAFFERTY:** They just made a mistake --

**DR. GABRIEL MORLEY:** They just didn't do --

**MRS. PAULA RAFFERTY:** -- of biblical proportions.

**DR. GABRIEL MORLEY:** -- their part for that. I mean, the transition went through; the upgrade went through. Everything was fine. But that backup of data was not there. And apparently wasn't there from the week before or the month before, you know, whatever their backup procedure was.

**CHAIRMAN PAUL KAPLAN:** Well, that's too bad. That's just another thing that's -- another thing that annoys me. There's so many.

Any other questions on the Monthly Financial or Usage at this point?

**MR. JOSH TAYLOR:** Yes. This November 19th date, I mean, that's not the fiscal year end. What has to be done by then?

**DR. GABRIEL MORLEY:** That's when everything is wrapped up with the County so they can start closing the books for the end of the year.

**MR. JOSH TAYLOR:** How do they close the books six weeks ahead of the year?

**MR. TODD LONG:** Every organization closes -- every state, every organization closes. Typically, you'll make your last purchase by then. It usually comes after that, usually six weeks out. And that's how we did it in state government. Take money on that. I came here, it's almost identical, so. You don't close the books on -- the way the auditing is you don't close the books on the last day of the year. You get your purchase orders in ahead of time and that way everything is -- it's not -- you're not closing the books. You're closing -- you don't have future things coming in the pipe.

**MR. JOSH TAYLOR:** Okay. That I understand, purchasing, you know, have a cut off on purchasing. But the financials, you know --

**MR. TODD LONG:** That's what they're talking about here.

**MR. JOSH TAYLOR:** -- they've got to run through the end of the year, don't they?

**MR. TODD LONG:** Well, yes, they do.

**DR. GABRIEL MORLEY:** Yes. That's what I mean. We -- it's a semantic. We won't be able to buy anything else. We'll be done November 19. And then whatever comes in after that just go to Finance and they pay it out.

**MR. JOSH TAYLOR:** Okay.

**CHAIRMAN PAUL KAPLAN:** Any other -- just --

**DR. GABRIEL MORLEY:** We're going to --

**CHAIRMAN PAUL KAPLAN:** No.

Any other questions on that?

**FOUNDATION REPORT - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Let me go to the Foundation Report.

We'll get into Old Business. There's a lot to talk about. John?

**MR. JOHN R. THOMAS:** Yes. Okay. Three things: Number One, we had a number of -- another very successful Summer Reading Program. We touched close to forty thousand school-age children with our program. And remember the research on Summer Reading. It's been proven that kids who are engaged in Summer Reading hold on to maintain their reading achievement. So they learned that when they left school in the spring compared to those who don't, who are not in a Summer Reading Program, it's very easy to lose reading skills if you don't keep them up. So in -- and this past summer we touched nearly forty thousand kids. Next year for Summer Reading, Gabe has a very ambitious program of reaching a hundred thousand. And we've asked our primary supporter of the Summer Reading Program, the Goddard Foundation, to double their annual contribution from twenty-five to fifty thousand. We shall see. It won't be for the lack of a very genuine and a very well done request on the part of Gabe to the Goddard Foundation. It was a remarkable request, very well done. So we'll keep our fingers crossed.

We are --

**DR. GABRIEL MORLEY:** Before you jump -- before you jump off that let me say, too, we had sixteen thousand kids and teens registered for Summer Reading. So that was an increase of three thousand students this year. We also circulated more than a hundred and eight thousand books, which is a thirty-one percent increase over Summer Reading in 2015.

We had a record-breaking number of bilingual programs for children and teens. In 2014, we had ten programs for bilingual students. Last summer that we just had a few weeks ago, we had

a hundred and thirty-nine bilingual programs.

**MR. JOHN R. THOMAS:** That's fantastic, Gabe.

**MRS. PHYLLIS D. BAILEY:** Yes, it is.

**DR. GABRIEL MORLEY:** So you can see the way we're trying to reach out, meet the needs of people in the community. The one negative is we had fewer attendees at Summer Reading Programs. We ended up with --

**MR. JOHN R. THOMAS:** I think it was around thirty-nine thousand.

**DR. GABRIEL MORLEY:** Yes, thirty-eight -- thirty something thousand. Last year was forty-five or forty-eight thousand.

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

**DR. GABRIEL MORLEY:** We also offered, though, six hundred fewer programs this year than last year. So I'm sure that correlates with the drop in attendance. But don't overlook the fact -- and be sure you tell people when they say, hey, how are you doing; what's going on with the library? -- be sure you push, we circulated over a hundred thousand kid's books just this summer, you know, in a matter of weeks. And that we really pushed into some bilingual programming and our efforts hopefully will continue next year.

**MR. JOHN R. THOMAS:** If you really wanted to be treated to just a delightful experience, go into a branch library during the Summer Reading Program and see these kids -- these little kids carrying armfuls of the books, you know, twelve to fifteen books under their arms. So it really is encouraging.

**MR. JOSH TAYLOR:** John, does this include the support that the individual Friends Groups provide or is this just from the Foundation?

**MR. JOHN R. THOMAS:** Just the Foundation. And, specifically, the Goddard Foundation has been funding this for some time.

**MR. JOSH TAYLOR:** So how many branches are covered by that?

**MR. JOHN R. THOMAS:** All of them.

**MR. JOSH TAYLOR:** Okay. But there's a disconnect here because I know that Sandy Springs and Northside and some of the individual branches provide materials for Summer Reading.

**MR. JOHN R. THOMAS:** Okay. And they may supplement. And that's sort of getting to the point. We can do more if we had more money, so... And I should have mentioned that. I can't attest to it, but my suspicion is some of the larger libraries supplement through their Friends Group.

**MR. JOSH TAYLOR:** Okay.

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

**MR. JOSH TAYLOR:** Yes.

**MR. JOHN R. THOMAS:** And number two, we're beginning our Annual Fund Campaign. This is an annual mail campaign. We have -- we

were very fortunate to have Jenny Brewer be our campaign chairman Jenny is the wife of Charles Brewer. Charles, he found some Internet --

**MR. JOSH TAYLOR:** Yes, MindSpring.

**MR. JOHN R. THOMAS:** MindSpring. Right. They're very well-known throughout the Atlanta area and parts beyond I suspect. But one of the Foundation's goals has been always to raise our visibility. People have heard of the Woodruff Foundation, but not too many know about the Library Foundation. So having people like Jenny sign off on the campaign letter would be, I think, a real shot in the arm.

The last thing. We will be looking for new Foundation Board candidates. And just to give you a little background, the Foundation is authorized by its bylaws and I guess they go back to the Articles of Incorporation. They have twenty board members. Ten of whom must be appointed by this Board here, by the Board of Trustees; nine are appointed by the Foundation itself. And then one is a Friends Council appointment. So keep your eyes open for candidates for the Foundation.

Let me tell you what the ideal candidate will be. It will be a person more youthful than the person you're looking at. We want more youth. We'd like to have a more racially, ethnically diversified Foundation. And most importantly, we're looking for someone who loves libraries, loves education, loves improving literacy.

So that's what we're looking for. I -- if you have somebody in mind, I can provide all kind of information. I won't go into it now. I can give you an elevator speech that says in about thirty seconds what we do. I can give you all kind of other documents. I won't get into it now, but do keep in mind people who love libraries may want to be part of the fundraising aspect.

We are the fundraising arm of the Library System. We have a lot of great programs. Summer Reading is among them and our Books for Babies Program, so just to name a couple of them.

So any questions in that regard?

**MR. JOSH TAYLOR:** If you've got a thirty second elevator speech, can you reduce it to a one page email?

**MR. JOHN R. THOMAS:** I can. I'll --

**MR. JOSH TAYLOR:** Just send it to us.

**MR. JOHN R. THOMAS:** -- I will send it to you. Be happy to. And here will be my plan: If you can take that and get someone's attention that says, yeah, I'm kind of interested in that. Let me know. I can either send you some more, more than you care to have, or I'll swing into action and help you out.

**CHAIRMAN PAUL KAPLAN:** How many meetings?

**MR. JOHN R. THOMAS:** Pardon me?

**CHAIRMAN PAUL KAPLAN:** Every other month?

**MR. JOHN R. THOMAS:** Right now, we have - we're short one right now. But at the end of the year, terms will expire and we will be needing people. We don't know. Most people continue to stay one. But we'll probably need another two or three in addition to the one we need.

**DR. GABRIEL MORLEY:** He's saying how many meetings?

**CHAIRMAN PAUL KAPLAN:** How many meetings?

**DR. GABRIEL MORLEY:** Five or six?

**MR. JOHN R. THOMAS:** Oh, I'm sorry.

**CHAIRMAN PAUL KAPLAN:** How many meetings?

**MR. JOHN R. THOMAS:** Two -- six meetings, every other year -- every other month.

**CHAIRMAN PAUL KAPLAN:** Every other month?

**MR. JOHN R. THOMAS:** Yes. Forgive me, Paul. I don't have my hearing aid in and...

**CHAIRMAN PAUL KAPLAN:** That's all right. That's all right. Okay. Any questions?

**MR. JOHN R. THOMAS:** Pass on those names, okay.

**MR. JOSH TAYLOR:** You want to comment on the 501c3?

**MR. JOHN R. THOMAS:** Oh, okay. Yes. Fourteen of our twenty-three branches have their own 501c3 status which allows them to raise money just like the Foundation does. That would make what -

**DR. GABRIEL MORLEY:** Eleven.

**MR. JOHN R. THOMAS:** -- eleven that do not. My suspicion is some of those eleven don't care to have one. But there are some -- would that be -- would it be fair to say that? -- that not all, but some do want to have a 501c3, but it costs money. And they would prefer to have someone else do the administration of it. So we are forming a policy, the Foundation, where will act as their agent. They can use our 501c3 status. There's some things that we will want to do. We're spelling out exactly what can and cannot be done. For example, if they are about to use our 501c3 status to apply for a grant application, we want to see that first. Because if they do it and they don't do a very good job and it gets rejected, then that reflects negatively on us. So there's some stipulations, but we are taking this on. We want to be a help to the Friends, so..

**MR. JOSH TAYLOR:** Thank you.

**MR. JOHN R. THOMAS:** Sure.

**MR. JOSH TAYLOR:** At the Friends Council meeting a couple of weeks ago when I mentioned this, all of a sudden about half the

group said, great idea. I mean, they'll take us up on it.

**MR. JOHN R. THOMAS:** Yes. You know, the Friends Group and the Foundation all want the same thing. We want a very robust, always looking forward Library System. But we've never really come together and rallied our resources or our donors and so forth. So we're trying to bring us -- trying to be more united. We're not adversarial, but we're just not as united as we can be or should be.

**MRS. PHYLLIS D. BAILEY:** Fairburn is one of the libraries that wants to have 501c3 but could not afford to do so.

**MR. JOHN R. THOMAS:** Could not what?

**MRS. PHYLLIS D. BAILEY:** They couldn't afford to do so.

**MR. JOHN R. THOMAS:** Couldn't afford it. And that's exactly what we're going to do. We're going to provide that ability.

**CHAIRMAN PAUL KAPLAN:** I think it's great.

**MR. JOHN R. THOMAS:** We'll show them how to deposit the money into our banking -- into our account. We'll write the check for -- when they have to disburse. So we'll do it all.

**CHAIRMAN PAUL KAPLAN:** That'd be great. Thank you, John.

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

**DR. GABRIEL MORLEY:** Bookmobile?

**MR. JOHN R. THOMAS:** Well, I was going to talk about that when we talk about the budget, but whatever you want to do.

**DR. GABRIEL MORLEY:** You're all right.

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

#### OLD BUSINESS

#### LIBRARY BOND PROGRAM - UPDATE

**CHAIRMAN PAUL KAPLAN:** Library Bond Program, what's the update on that? Do you want to give any update on that at all?

**DR. GABRIEL MORLEY:** No. There's no update.

**CHAIRMAN PAUL KAPLAN:** You don't need to. I mean --

**DR. GABRIEL MORLEY:** No. We don't have update beyond what you said. And I thought I sent this out to your email, but some of you said, no, this is the schedule.

**MR. JOSH TAYLOR:** I swear I saw that, but maybe -- I don't know.

**MR. JOHN R. THOMAS:** Maybe I didn't.

**DR. GABRIEL MORLEY:** Yes. I thought I emailed it earlier this week. But this is the timeline.

**MR. JOSH TAYLOR:** Yes. I saw the text email. I just didn't look at it.

**MR. JOHN R. THOMAS:** I did see this. I did see this.

**MR. JOSH TAYLOR:** It was an attachment to it. Okay.

**MR. TODD LONG:** I want to say something about that.

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

**MR. TODD LONG:** So today Dr. Morley gave a presentation on the

program to all the mayors in Fulton County. We invited them in to the mayor's meeting group. I'd say four or five of the Commissioners were there. Either they presented kind of the game plan, gave them background, what was done previously in the Bond I, kind of the -- in the Bond I the extra money we had. They laid it all out to them, all the information you guys know already. But did a great job. Had a few comments maybe, but nothing major. But the mayor seemed genuinely interested because a lot of those libraries they claim as theirs really. Like the Alpharetta Library and the...

**MR. JOSH TAYLOR:** How many of the mayors were there?

**MR. TODD LONG:** We were missing Mayor Reid; we were missing the mayor of Milton; and the mayor of - there's three mayors missing. A couple of mayors had their pro tems there, but it was pretty attended mostly.

**MR. JOHN R. THOMAS:** Was Johns Creek there, Bodker?

**MR. TODD LONG:** Yes, Bodker was not there.

**MR. JOHN R. THOMAS:** He was not?

**MR. TODD LONG:** But his pro tem was there.

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

**MR. TODD LONG:** He did a good job. I just wanted to let you guys know.

**CHAIRMAN PAUL KAPLAN:** Anybody have a question on any of this? I kind of -- we're already up-to-date as far as the construction part is concerned, which I'll be updating every month and sometimes in between depending upon what's going on.

#### **CENTRAL LIBRARY - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Well, Central Library - Update. I don't know what you're going to...

**DR. GABRIEL MORLEY:** No. There's no real update. It ties in with the Bond Program Update. The one thing Paul failed to mention is after Ellis and Al got together and maybe with Todd, some of the comments from the potential builders who had bid on these projects said they're not interested in some of these small groups because it would preclude them from bidding on Central. So it sounds like Ellis and Al want to amend the original RFP to allow people to bid on one of the small groups and Central so they can have two at the same time. I talked to a woman today who worked for one of the builders and she said that they would definitely be interested in bidding on the smaller ones if they could also bid on Central. So that may also delay the process by several weeks or a month if we make that addendum and then put it back out to allow people to come up with proposals.

**CHAIRMAN PAUL KAPLAN:** That's why I mentioned it'll probably be

the end of the month, of next month, before we look at any of this at all. And I will tell you that a lot of the contractors that were at the pre-meeting for the proposal, they're very good contractors. The contractors that were in there can certainly handle the -- one of the first seven and also do Central. They have enough help, and they have really the expertise. I talked to several of them at the meeting. And I think that's a good idea. Because I said if I was bidding on it, I would want the -- Central is where everybody wants.

**MR. JOHN R. THOMAS:** What was the purpose of having it either one or the other, to spread the wealth?

**CHAIRMAN PAUL KAPLAN:** Well, first of all, if you have -- you know, you got the central area, the south side and the north side. You got three areas out there. We could never have one contractor to all of them. You couldn't even control it.

**MR. JOHN R. THOMAS:** It would be too much. Okay.

**CHAIRMAN PAUL KAPLAN:** It would be too much. And the idea was whoever bids one group, that's it. That's all your bid is on, one group. But apparently the question came back to, well, we really want to do also Central.

**MR. JOHN R. THOMAS:** So they don't think it'd be too much? They don't think it would be too much?

**CHAIRMAN PAUL KAPLAN:** Well, Central and one of the groups, they're fine with that.

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

**DR. GABRIEL MORLEY:** Some of these are giant companies.

**CHAIRMAN PAUL KAPLAN:** They're not small. Yes. They're not small companies. They're very large. And it was a good turnout. It really was a good turnout at the meeting.

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

**MR. JOSH TAYLOR:** So does your email that have this list the branches in the Group II, five libraries, and Group III, nine?

**DR. GABRIEL MORLEY:** It should have.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** Because that was in the memo. Maybe that's what you saw. Maybe you didn't scroll down all the way.

**MR. JOSH TAYLOR:** Yes. I just --

**DR. GABRIEL MORLEY:** It was the same email. In that memo, if you go to the very bottom -- or maybe it's attached to that same email.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** The other Central Update is unrelated to the Bond Program. But the roof repair is ahead of schedule. And there's one big hold up now is this patio out here that they tackled first now has to be tested, which means they've got to

flood it with four inches of water. So we're trying to figure out what the Fulton County water restrictions are, if the roof could hold four I inches of water for the flood test. You know, we don't want it to collapse after we've sealed it. So once they finish that, the patio part will be done.

And they made a ton of progress on the other tiers of the roofing. And we just -- we had one mishap when we went up there. Remember last Sunday when it poured rain, and so when I came in Monday, I noticed that all the carpet upstairs was soaked because the roof leaked incredibly now that they've removed some of the material. So they tied up tarps. They covered everything. They put out buckets. And I went up there the other day. The carpet's dry, so I think all of that is mitigated.

**CHAIRMAN PAUL KAPLAN:** Won't say the roof is complete then, but at least we started with something dry. I mean, no matter what we do in here, it's not going to get ruined.

**STRATEGIC PLAN - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Moving to the Strategic Plan. Where are we at with that now?

**DR. GABRIEL MORLEY:** Strategic Plan Update, Friday is the deadline for staff to submit comments. You know, we pushed out last month for staff to make their comments based on the preliminary information we put together and the Branch Managers had put together. And so staff's had time to think about it, make some suggestions. And I don't know, I probably have about ten emails from people. That's probably to be expected though. You know, some people are part-time; some people just don't care; some people, you know, are working the Circ Desk and they're just not interested in Strategic Planning, so... And it's a lot of things that we've already identified and talked about. You know, their priorities align with many of our priorities, aside from their personal.

**MR. JOHN R. THOMAS:** Yes, personal agenda.

**DR. GABRIEL MORLEY:** Correct.

**MR. JOSH TAYLOR:** So when will we see an interim version of this?

**DR. GABRIEL MORLEY:** At the next meeting for sure.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** You know, because what we'll do is once we incorporate their input, then we'll start scheduling these Public Meetings so that we can begin to compile all that information. We'll give you something next month; continue those meetings and then we should have something finalized or ready to be finalized in November.

**MR. JOSH TAYLOR:** If you have a schedule for that, I think that would be good to send out to us.

**DR. GABRIEL MORLEY:** Okay. I can get something. And we can adjust. Remember, I mean, we just -- it's an artificial deadline that we've created to try and rollout January 2017. If we need to push it and do some more work, we could roll it out February 1, 2017. I mean, we were just trying to line it up with the new Budget Year and so we would have the advantage of having a full year to implement.

**ACTION ITEMS**

**CHAIRMAN PAUL KAPLAN:** Okay. Well, let's talk about Budget. Let's do the -- the first one should be changes in the 2016 which need to be reviewed.

**DR. GABRIEL MORLEY:** Yes. Those are in here. Josh emailed me yesterday. I sent him the latest one I had. And then -

**MR. JOSH TAYLOR:** this was 2017, so...

**DR. GABRIEL MORLEY:** Yes, '16s on there.

**CHAIRMAN PAUL KAPLAN:** '16s on here.

**MR. JOSH TAYLOR:** Oh, '16 is.

**DR. GABRIEL MORLEY:** Yes. It's in the second column.

**MR. JOSH TAYLOR:** Oh, okay. Got it.

**DR. GABRIEL MORLEY:** Did you get one, John?

**MR. JOHN R. THOMAS:** No, I didn't.

**DR. GABRIEL MORLEY:** So you can see and compare the differences. And what we want to do now is we still have an accumulation of Salary Savings that we're trying to find something to spend the money on. I talked to Sharon Whitmore this morning. And she shot down a couple of more ideas I had for spending the money. And then I realized I was talking to the wrong person. Of course she wants it to roll back over into the General Funds so Fulton County can have their money back.

I told her I wanted to spend the money. But, truly, the things that Ed and I originally -- did you get one of these?

**MR. JOHN R. THOMAS:** I got one, yes.

**DR. GABRIEL MORLEY:** -- the things that Ed and I wanted to do were to try and buy some of the items that we know we're going to use in the renovations. And Sharon said, no, we have to use bond money for that. Because we originally planned to spend about six hundred and fifty thousand and get self-check machines now so we wouldn't lose this money. But she said, no, we have to use bond money to get those self-check machines because they're for the new libraries.

So you can see in this -- the second sheet I handed out, we've only identified about seven hundred thousand dollars worth of one-time purchases that we can spend Salary Savings on, which

leaves us probably with about six hundred, six hundred fifty thousand, which we have and we could spend if we had something to spend it on. And this dovetails with John's discussion. Because part of the deal, too, is that looming November 19th deadline. Because we've identified several different things we could spend the money on, but we can't wrap them up by November 19th. And the Bookmobile is one of them. And I'm not going to speak for him or the Foundation.

But what we do need is, you do need to take some kind of official action on the Salary Savings. You need to have a motion and approve the motion that allows Ed to ask Fulton County Finance to move Salary Savings seven hundred and six thousand five hundred dollars worth of Salary Savings into equipment line item so that we can then get started on buying all these. Because we need to buy this stuff, have it installed, have it built, and have it paid before the end of the year.

**MR. JOSH TAYLOR:** I thought we also were going to accelerate purchase of digital materials this year and use some of the savings for that.

**DR. GABRIEL MORLEY:** Yeah. That was in the last one. That one's already -- remember at the last meeting, that was part of the reason that the book budget jumped --

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** -- because we added that five hundred thousand.

**MR. JOSH TAYLOR:** Okay. So that's already in.

**DR. GABRIEL MORLEY:** That was our first six months of Salary Savings. Now, this is from July - June, July, and August Salary Savings, which should decline because now we're also hiring people to fill these vacancies we've had. The reason we had so much Salary Savings was because we had twenty or twenty-five positions that were unfilled for most of the year. But now that we've hired -- or now that we will hire those people, it's imminent, that Salary Savings number will decline -- will reduce. So this was an anomaly to have all of this Salary Savings.

**MR. JOHN R. THOMAS:** Where on this, Gabe, is 2016 actual or is it not on here? Is there a -- how -- I see the budget. But where --

**DR. GABRIEL MORLEY:** No. You'll have to look at your regular sheet to see your regular Finance Report. This is just the budgeting sheet we did.

**MR. JOHN R. THOMAS:** Okay. But the seven hundred and six thousand on this, if I went to what's in the book, that seven

hundred six thousand price plus some is from Salary Savings?

**DR. GABRIEL MORLEY:** Uh-huh (affirmative).

**MR. JOHN R. THOMAS:** Okay. How much? What is it?

**DR. GABRIEL MORLEY:** It's a total of 1.3.

**MR. JOHN R. THOMAS:** 1.3 million. Okay. All right.

**CHAIRMAN PAUL KAPLAN:** I'd make a motion, but I'd like -- we need to talk about this budget. Our authority is compared to the Fulton County -- we'll talk about this. Let me get this -- does everybody understand everything on Salary Savings and the motion that we have to make? Okay.

**MR. JOHN R. THOMAS:** Should I talk about the Bookmobile now, Gabe, or is that something that we could add on here? You want me --

**DR. GABRIEL MORLEY:** Question mark.

**MR. JOHN R. THOMAS:** Question mark.

**DR. GABRIEL MORLEY:** I mean, that's what we have to ask Sharon and Dick.

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

**DR. GABRIEL MORLEY:** You know, because --

**MR. JOSH TAYLOR:** Well, we have Todd here and we have our attorney. What's the question?

**DR. GABRIEL MORLEY:** The question is can we spend that six hundred thousand dollars on a Bookmobile that won't be here potentially for months.

**MR. TODD LONG:** I don't see why -- if you do a mass purchase before the 19h, then I don't see why you couldn't.

**DR. GABRIEL MORLEY:** So you think we could spend the money now and potentially not take possession of the Bookmobile until March or April?

**MR. TODD LONG:** I take it fabrication time frame is long is the problem, right?

**MR. JOSH TAYLOR:** I'm sorry?

**MR. TODD LONG:** The fabrication time --

**MR. JOSH TAYLOR:** Yes.

**MR. TODD LONG:** -- is months, I'm assuming, right?

**DR. GABRIEL MORLEY:** That's what I mean. It could be March or April of 2017. And we don't want to get caught. Ed's concerned that Fulton County will encumber the money but then take it out of the 2017 fund.

**MRS. PAULA RAFFERTY:** I don't think that's how it works.

**MR. TODD LONG:** Yes. The --

**DR. GABRIEL MORLEY:** I don't think so either, but that's what --

**MR. TODD LONG:** I think we can do that. I'll check.

**MRS. PAULA RAFFERTY:** A one-time purchase I think doesn't get caught.

**MR. TODD LONG:** Right. The same thing with building a building or -- we've got a lot of purchases. Like, we're buying -- let's say we're buying ten HVACs for ten different buildings under this year's money, right, which we're going to do on some buildings. We're buying those HVACs, but we're not going to probably have them install them until probably January or February. Same principle.

**DR. GABRIEL MORLEY:** So is there a cutoff, you think? I mean, you think February is --

**MR. TODD LONG:** I don't think so. I think the -- whatever -- no, I don't think there is. I think just as long as you make the encumbrance purchase prior to the deadline.

**MR. JOSH TAYLOR:** So order two Bookmobiles.

**MR. TODD LONG:** But how much is the Bookmobile?

**MR. JOHN R. THOMAS:** The short answer is we don't know. And that's part of the problem right now, Todd. If I may give a little more background. You know, a year and a half ago -- and Paula's aware of this -- we started talking about the Foundation funding a so-called state of the art Bookmobile. We got the Georgia Tech Industrial Design Department involved and they came up with some great ideas. And we were -- we were excited; we're still excited.

A couple of things have happened. And I talked to the Board today and they're -- the Foundation Board -- and they're in agreement. A resolution still remains problematic. We're working on it, working with Paula. That doesn't mean -- even if we come up with a satisfactory resolution that doesn't mean the Board of Commissioners is going to approve it. Because keep in mind, one of the central goals of that resolution is to give the Foundation not complete free reign.

We don't want to be wild like a loose cannon. But under certain County parameters, we want to be able to design and then fund this Bookmobile without getting the County's stamp of approval. That remains problematic.

The second thing is: I'm a little more skeptical today than I was a year and a half ago about the Foundation having the resources to pull this off, in all honesty. We have one part-time person, Cara Darling, who does an exceptional job. She works twenty-eight hours a week. We keep her pretty full. She can't do it. So I'm just doubtful, skeptical.

We haven't pulled the plug on it. But I told Gabe I think the smart thing to do is at least budget in 2017 so we have the option of going out and buying our own through the normal process. So that's how this whole process, whole idea came open.

And then Gabe, we were just talking about maybe we can do something with the money left over from 2016. So that's where we stand. Okay.

**MRS. PAULA RAFFERTY:** There is an existing Bookmobile, but it's kind of decrepit, you know, out of sorts.

**MR. TODD LONG:** No. It's in the parking lot somewhere over by the jail.

**MR. JOHN R. THOMAS:** It's a --

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

**MR. JOHN R. THOMAS:** It's done. It's a 1997 converted R.V. And it's -- how about it Gayle?

**MRS. GAYLE H. HOLLOMAN:** It's done.

**MR. JOSH TAYLOR:** R.V.s are pretty much standard? I mean, is it rocket science? Could we research what, you know, most --

**DR. GABRIEL MORLEY:** We can get an estimate for sure.

**MR. JOSH TAYLOR:** Yes.

**MR. TODD LONG:** You know, I thought they were going to -- I thought you had students that were developing a unique style Bookmobile.

**MR. JOHN R. THOMAS:** That was our goal to get with Georgia Tech, and that's still our goal. Because we think we can get -- maybe not completely a pro bono design, but somewhere between completely free and then maybe paying for the labor. But that's still -- we're not sure about that. So we -- as I sit here, Todd, I can't tell you what the state of the art Bookmobile would be. My bet is that there are Bookmobiles we can buy off the shelf that may not be -- have all of our dreams on it but certainly fulfill what we need. Wouldn't you say, Gabe? There's got to be --

**MR. JOSH TAYLOR:** As the Library Board of Trustees, we need Bookmobiles, and we need to just go ahead and move on. And maybe out in the future if you have a futuristic design we can look at that. But let's get one or two Bookmobiles and use them.

**DR. GABRIEL MORLEY:** So we need to get on the agenda, right? I want to make sure our timeline is still feasible to spend the money, because we don't have money in the 2017 budget for it. We have Salary savings. So I'm expecting that the Bookmobile will be between one fifty and two fifty.

**MRS. PAULA RAFFERTY:** Okay.

**DR. GABRIEL MORLEY:** So it's going to have to go on the BOC agenda.

**MRS. PAULA RAFFERTY:** Well, what you're going to need is to put out an RFP. And the first step to that is getting on the agenda to get their approval to put out the RFP.

**DR. GABRIEL MORLEY:** I think that timeline is going to kill us on Salary Savings.

**MRS. PAULA RAFFERTY:** Miracles occur.

**DR. GABRIEL MORLEY:** Because that -- the RFPs going to be out for thirty days minimum; is that right?

**MR. TODD LONG:** I don't know what getting the RFP -- I mean, I don't know -- see, I don't know the staff there.

**MRS. GAYLE H. HOLLOMAN:** Can you use a state contract for it?

**MR. TODD LONG:** I don't think -- I guess at this point you're making -- it might not be on state contract.

**MRS. PAULA RAFFERTY:** We can find out.

**MR. JOSH TAYLOR:** Well, if it's a standard unit --

**MRS. GAYLE H. HOLLOMAN:** Then you wouldn't have to go to an RFP.

**MRS. PAULA RAFFERTY:** Right.

**MR. JOSH TAYLOR:** -- you don't need an RFP. Here's what we want to spend.

**MRS. GAYLE H. HOLLOMAN:** Well, you know, we've also kicked around the idea that with these new libraries that we're about to renovate, as we close something, we can then send the Bookmobile out to cover those areas. It would be real helpful if we could have a Bookmobile and maybe two vans. Then you could send things north, south, east, west, central, and north and south, or something like that.

That was kind of one scenario we've been kind of kicking around, some of the other Branch Managers and Administrators.

**CHAIRMAN PAUL KAPLAN:** If we have the opportunity to go for it, let's go for it.

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

**CHAIRMAN PAUL KAPLAN:** I mean, I'd hate to give up this money --

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

**CHAIRMAN PAUL KAPLAN:** -- and it's never going to be used. I mean, it'll be absorbed. I think as far as the price of it is concerned, I can call some people and get you a price.

**MR. JOHN R. THOMAS:** On a Bookmobile?

**CHAIRMAN PAUL KAPLAN:** I'll call Chicago Public Library.

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

**CHAIRMAN PAUL KAPLAN:** I'll also call ALA down in Chicago. I'll find out.

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

**CHAIRMAN PAUL KAPLAN:** I can get back to you on that pretty quick. I can make some phone calls to a couple of people

**DR. GABRIEL MORLEY:** I mean, we'll need an estimate for based on what we want to do, too. I mean, we don't just want a Blue Bird school bus with shelves.

**MR. JOHN R. THOMAS:** That's my line.

**DR. GABRIEL MORLEY:** We'll have to have something, you know, that's in writing.

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

**DR. GABRIEL MORLEY:** And then -- I mean, if it's on state contract, that should be easy. But I'd be surprised if Bookmobiles are on state contract. That doesn't seem like a regular item.

**MRS. PAULA RAFFERTY:** Are a wide variety of conveyors of Bookmobiles around the country?

**DR. GABRIEL MORLEY:** There's probably at least three or four that are in the business. I don't know that they have them built and ready to go though. I think it's custom made.

**MR. JOSH TAYLOR:** It's basically a custom made R.V.

**MRS. PAULA RAFFERTY:** I loved the trailer concept.

**MR. JOHN R. THOMAS:** Yes. That's what I was talking about, Georgia Tech students, they were as creative as they come.

**DR. GABRIEL MORLEY:** We can work it out tomorrow.

**MRS. PAULA RAFFERTY:** Okay.

**CHAIRMAN PAUL KAPLAN:** Okay. Well, let's go back to you have a hundred and -- seven hundred six thousand five hundred. Can we hold off can we get the price of that or can we go ahead and do this?

**DR. GABRIEL MORLEY:** We need to go ahead, because the cameras, all these other things need to be ordered so they can get in and get billed and we can pay. I mean, the security cameras are also going to have to be installed. That's part of that --

**CHAIRMAN PAUL KAPLAN:** Even if it's an old branch, you still got to install it and then they'll just take it down --

**DR. GABRIEL MORLEY:** Yes. These cameras are for the old branches, because the old branches have zero cameras right now. So what we want to do is get at least a minimum of one, and in some cases two at the door, at the very minimum. And then as we renovate then that's going to be included as part of the renovation.

#### **MOTION**

**CHAIRMAN PAUL KAPLAN:** All right. Do I hear a motion on this? A motion to move this seven hundred six thousand five hundred Salary Savings to Equipment line item?

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

**MR. JOSH TAYLOR:** And I'll second.

**CHAIRMAN PAUL KAPLAN:** Moved and second. Is there any discussion? All those in favor say aye.  
(*WHEREUPON, all said aye.*)

**CHAIRMAN PAUL KAPLAN:** Opposed? None. Okay.  
Updated draft and 2017 budget.

**MR. JOSH TAYLOR:** That's what the spreadsheet was.

**DR. GABRIEL MORLEY:** Yes. That's what I passed out to you.

**CHAIRMAN PAUL KAPLAN:** Okay.

**DR. GABRIEL MORLEY:** That reflects what we submitted to the County. And remember we submitted the status quo budget and we had to do one that was five percent reduction and then one that included our critical needs.

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

**CHAIRMAN PAUL KAPLAN:** Before we get off that part, I want to -- I'm going to ask Josh. Josh, we had the meeting and, you know, I was trying to change our authority. You know, the law, change it that we take care of our own budget. And we find that very frustrating -- I know it is for Dr. Morley -- that we can't even order e-Books. If we're ordering e-Books, you still got to go through the County. You got to go through purchasing. We're the one controlling the budget. This Board controls the budget. We're the ones who approve, yes, go ahead and do it, not to do it. And I come from a Board that we control -- we can -- well, ours is a little bit different. I was also on a Board, and I was also like a Commissioner and we also approved it right there at the same time questioned it.

Everything we do here, and Gabe can tell me if I'm right or wrong, everything we do here we still got to go through the County. Although we have a budget say of twenty-seven million dollars, that's the money that we have to run this Library System and everything in it, why do we have to vet and always go to Purchasing Department to buy something?

I think it's crazy. Why can't we come to our Board, we approve it and go from there. I'm not trying to fight County. And I'm looking at Todd sitting there too. I'm just trying to find out why can't we? I mean, why can't we do some of -- I'm looking at my attorney sitting here too -- why can't we do it? We are the Library Board. We are the Board of Trustees. And we are in charge of our budget.

We send it to the Commissioners, of course, to approve. I understand that. But once it's approved, why can't we send him out to get eBooks rather than going to the RFP program, wait for things to come through again? To me it's ridiculous. And I'm trying to find out what the purpose of this is.

**MRS. PAULA RAFFERTY:** I'm going to defer.

**CHAIRMAN PAUL KAPLAN:** Go ahead, Todd.

**MR. TODD LONG:** I read -- I figured you might ask that question. I read the legal opinion on purchasing that was written in February of 2015. You weren't here then. You weren't in office. But so at the time, Jeralyn, her office put together a

three page document on why you have to go back through the County for all your purchasing. I can't quote all the Code Section, but she went back to the local legislation, the entity created by the County, and must use the County Procurement Process. You got follow all the laws and rules associated with the County.

So if you got to do all that, why create your own Purchasing Department when you've got a Purchasing Department that's got to follow the rules anyway.

So their legal opinion was strongly was that you could not do your own purchasing, so...

**CHAIRMAN PAUL KAPLAN:** But I still --

**MR. TODD LONG:** That document, it explains it real well. I'm not a lawyer, and I'm not going to pretend to be one.

**CHAIRMAN PAUL KAPLAN:** Well, I understand that.

**MR. TODD LONG:** But you ought to get a copy of it and read it so you would understand it yourself.

**CHAIRMAN PAUL KAPLAN:** I understand it. But why can't this Board do it? I don't understand. If we were in charge of doing the budget, I mean, the law that came -- whatever that number was, five -- that was passed several years ago that changed the makeup of this Board --

**MR. TODD LONG:** It didn't give you the designation of -- you don't have the authority to designate that portion of law. That was not given in the Code Section. So, you know, I don't -- what Code Section are you referring to that gives you the power to do --

**CHAIRMAN PAUL KAPLAN:** I'm talking about the law that was enacted that changed the makeup of the Board.

**MR. TODD LONG:** Correct. But that law does not specify that you got -- you got the authority to do your own purchasing of those things.

**MR. JOHN R. THOMAS:** Right. That was not -- that was silent on that.

**MR. TODD LONG:** That was silent on that. So therefore since you're still a Board that's a created entity by the County, therefore that's essentially what the briefing said. I'll get her a copy so she'll have it. You may not have that. I found it tucked away in some folders, some files in fact Gayle had given me when I first got onboard, so...

**CHAIRMAN PAUL KAPLAN:** Well, it just seems -- it seems kind of ludicrous. Because if he needs something -- I understand what you're saying -- if he needs something, x, y, z, why we get it to through purchasing or why do you need this? My God, we're running a library. He's running a Library System.

**MR. JOSH TAYLOR:** I think Todd --

**CHAIRMAN PAUL KAPLAN:** You understand where I'm coming from. I don't know if the Board understands where I'm coming from.

**MR. JOSH TAYLOR:** Todd, I think what we're saying is that the policy in terms of purchasing for the library really does fall under the Library System. So we don't mind it, you know, using the County library purchasing procedure, but we need to have some input so that it meets the needs of the organization. And right now, apparently, it's very cumbersome.

**MR. TODD LONG:** Well, I'll stand before you, I think it's too hard to hire people; it's too hard to fire people; and too hard to buy things.

**MR. JOSH TAYLOR:** Yes.

**MR. TODD LONG:** That's the knock on government. She's on the record. So I've been saying that since I got here. But the procurement laws that are in place are in place. Now, how do you streamline those rules and regulations to make it better? That's a discussion for a different day.

There's been a lot of changes. And they're trying to make things better on both the hiring and firing and purchasing. But from an authority standpoint, you know, you can't have every organization that's created by the County have their own procurement. So we'd have the Arts Council have their own procurement.

I mean, it'd just be a -- it'd be crazy. We're still under the, you know -- you're created by the County. And therefore, we've got to follow the rules and regulations of the County.

So I don't know how you get around that at all. I mean, what would be your rules and regulations, go out and buy from whoever you wanted to? The next thing you know, you know, people are buying things from buddies of theirs, and it's just a mess. You know, if you don't have rules and regulations, you have a system set up for a lot of faults and problems.

**MRS. PAULA RAFFERTY:** Well, you'd have to duplicate essentially the procurement process for the County --

**MR. TODD LONG:** That's correct.

**MRS. PAULA RAFFERTY:** -- if you decide to follow the County's procurement process. So you'd set up a duplicate system and spend some of your budget, a substantial part of your budget, operating a, you know, an accounting portion that --

**MR. TODD LONG:** Right.

**MRS. PAULA RAFFERTY:** -- would have to follow exactly the same rules and go through exactly the same hoops, because it still goes back to the Board of the Commissioners to approve contracts.

**MR. TODD LONG:** You'd be wasting staff. You'd be wasting precious dollars in your budget for - to pay staff that you've already -- is already paid for -- you're getting essentially, sort of free of charge from the budget provided.

**CHAIRMAN PAUL KAPLAN:** It's shared services --

**MR. TODD LONG:** Right.

**CHAIRMAN PAUL KAPLAN:** -- is what you're basically talking about.

**MR. JOSH TAYLOR:** Well, let's put on a future discussion on how we could improve the procurement purchasing process.

**CHAIRMAN PAUL KAPLAN:** That'd be another time.

**MR. JOSH TAYLOR:** Yes. Right.

**MR. TODD LONG:** And Sharon would be glad to come here too. I mean, I -- she probably knows, because I don't want to -- Purchasing and I.T. aren't under me. But I certainly, I mean, I can be a sounding board. Because, I mean, I am Gayle's - Gabe's contact back to the County. And I'll be glad to -- I'm texting Sharon trying to find out what happened on that I.T. thing because I hadn't heard about that until today. But as far as things like this, I absolutely a hundred percent agree. We've got to speed up that process.

I'm -- we're not saying it's perfect. I mean, I think anybody that's worked for County for a long time, you know it's just - it takes too long to buy things, so...

But, you know, I watch our Board in action; and, you know, very -- library, you all buy things through our Board every meeting. I mean, it goes through; it happens. I know it's a lot of time and energy, but very rarely does - you all get, you know, hey, no. Why does the library want that, you know? Nobody's -- that doesn't happen very rarely -- very rarely. Since I -- I've only been here a year, but I'm not seeing them question your purchases. And maybe, Gabe, you've seen it different. But I -- they're letting you buy what you want to buy.

So to your argument, you know, nobody's telling you how to run your business at the library or what books and things to buy.

**CHAIRMAN PAUL KAPLAN:** Basically, what Josh said streamlining. We're trying to -- so things can get through, because sometimes it gets frustrating with waiting so long for the approval process. Even in on an emergency basis, by the time you get through Request for Proposal, by the time you get the contract signed. My God, it just takes -- it seems to take forever. So all right. Well, that'd be something for further discussion. Thanks though.

**CHAIRMAN PAUL KAPLAN:** Okay. Update Current -- I've forgotten - - or passed up --

**DR. GABRIEL MORLEY:** Maintenance.

**CHAIRMAN PAUL KAPLAN:** Maintenance. Okay.

**DR. GABRIEL MORLEY:** Finally got that Maintenance Report.

**CHAIRMAN PAUL KAPLAN:** Okay.

**DR. GABRIEL MORLEY:** Zenobia and I did a little dance after we put together a Maintenance Report. I'm sure Gayle doesn't want one. She's memorized all of these things. And, actually, the power just went out and Fairburn, so we closed Fairburn. But remember we're trying to keep track of some of the maintenance issues. We have some of the I.T. issues. We have -- we only have one I.T. issue. It happened to be a big one. But these are some of the maintenance issues. And I tried to put on the side sort of what the result was. Like the Milton HVAC leak was a clogged drain. And so they just decided to replace it and make a bigger drain.

Buckhead had no water. I think I told some of you that already. That's part of the City Sidewalk Project. The Milton urinal has a leak. The South Fulton garage elevator will not open sporadically. You know, we opened it last week. And some people got on the elevator yesterday or the day before and it wouldn't open. And the Alpharetta elevator didn't work. And we -- our library detective skills believe it's because of a rogue phone number. That somehow the phone numbers to emergency responders controls the elevator. So when the elevator kicked off, we couldn't get the elevator back on.

So during the investigation, it was revealed that the phone numbers that were on file were somebody's personal cell phones. So, you know, it was just a comedy of errors to try and get the elevator to work.

And those are the only maintenance issues we've had. We've done real well with HVAC. Like Todd said, I mean, they're working on putting in some new HVAC in some places where we just can't wait for the renovation. And, you know, just regular. I mean, we have litter issues, things that are maintenance related to the grounds crew that we're always on, you know, as they come up.

**CHAIRMAN PAUL KAPLAN:** And they're changing the cleaning crew, I think. Al said that they have another group in. I mean, they're trying. I mean, we've gone through several. And they try to do what they can.

At Milton -- just so I tell you because I went up into their system over there -- it happened on a Saturday. So, you know, you call the emergency number. Well, the two gentlemen, the two service people they answered the phone immediately, but, you know, if somebody's with their family or they're a hundred miles away, they all come in. They get in. They get in their trucks

and they come over. So it takes, sometimes it takes three to four hours to get there. And there's nothing more they can do. That's a -- it's a day where nobody's working if they're off. But they did come and they did take care of it. But they didn't take care of it. There was some water leaks and stuff through the wall. They're going to replace some of the ceiling tiles. I did -- I was asked by Commissioner Ellis' staff is this a warranty because it's only been open a year. I can't answer that. I said I don't know. You know, if that's how they ran the piping, I have no idea.

So -- but they do come out. They are coming out. It's called the Dream Team. I think I mentioned that name. And, Todd, maybe you can tell me what each one means. I can't remember anymore, the Dream Team. Everybody's got acronyms for something, so...

**DR. GABRIEL MORLEY:** The Department of Real Estate and Asset Management.

**CHAIRMAN PAUL KAPLAN:** Is that what it is? Thank you. Okay.

**MR. TODD LONG:** Can I mention the grounds right quick to you, so you can -- give you an update?

**CHAIRMAN PAUL KAPLAN:** Yes.

**MR. TODD LONG:** Ellis and I -- I've been very frustrated with -- I go around -- I get around the libraries. I literally stop at libraries making my round. Some of your staff probably reports that. But -- and they'll give me all their needs and desires. I am very frustrated with how the grounds look. And we've got -- we've gone out -- you stop doing it yourself. You hire somebody to do it. You think you're going to get better service, right?

Because I'm thinking essentially we're going to get the service that some of these office complexes get, you know. So Ellis and I are going to be all over that contractor to do a better job or we're going to fire him, all right.

Some places look better than others. But getting the contractor out on a regular basis and getting the -- keeping the grass cut and all those things to me is huge. And The contractor has not been doing the job that they need to be doing. So that said, we're going to really focus in on -- we've done -- I think getting it out of our hands and putting it in the hands of a contractor was the right thing to do.

But now getting that contractor to perform is something we got to make sure happens.

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

**MR. TODD LONG:** You know, I don't -- I don't remember the name of the company because I've been going through Ellis and just --

I've been beating on Ellis pretty big time. He's pretty upset about it too. And I will say this: in Alpharetta we have been approached -- they -- the library there, of course, is part of a larger complex, including City Hall. And for continuity of maintenance and consistency, the grass gets cut, they've asked if they could take over maintenance of the library at some dollar value. So we're considering doing that. We think it'll make sense. It'll be one less Library. It will be done. When the grass for City Hall gets cut, the grass at the library -- they, and honestly, Alpharetta does a phenomenal job, if you've been up there, keeping their grounds, their buildings up to step. So if we can look like there's all the time; some look to be a mess, to be honest with you. We'd probably have to pay a little bit more than we're paying the contractor. Maybe that's from -- from the current contract, we might not -- we may be paying for what we get, right?

So it's been under ice. Obviously, refurbishing the libraries is big, get that underway. We've got to do a better job. We're committed to doing that. I hope that just in general that the guys are seeing work orders being done quicker. And Ellis is really getting a good hand on it. The System was totally broke when Dennis took it over. Dennis has really got -- I think he did a good job trying to get the ship back floating again. And now, you know -- he's helping us by the way. Dennis is still onboard helping us with this, that and the other --

**CHAIRMAN PAUL KAPLAN:** I know they're trying to get him to stick around for a little while.

**MR. TODD LONG:** Oh, yes. We'd love to have him as long as he'll stay. He's doing a special project. Heck, I'd love him to do the libraries as a project, but, you know, we're going to have -- the libraries is taken care of because we've got Heery onboard to do program management. But we don't necessarily need Dennis for the refurbishments. But, you know, he's still good from that standpoint, give us advice.

I just wanted to share that with you. I thought maybe you'd want to hear that.

**CHAIRMAN PAUL KAPLAN:** I talk to Ellis quite a bit. I talked to him 7 o'clock last night concerning some things. And he's right on there. He's doing it. He's trying to do it. Once this HVAC system, he'll have it all centralized. It'll go on the computer. I mean, he has a vision that's fabulous.

**MR. TODD LONG:** It's just a lot. It's a lot -- it's a lot of buildings in this County.

**DR. GABRIEL MORLEY:** But there's --

**MR. TODD LONG:** There's a lot of things that aren't working

building-wise in this County. I mean, every day there's some kind of emergency or something. We got to get past that where we're doing productive, aggressive preventive maintenance instead of reactive maintenance.

**CHAIRMAN PAUL KAPLAN:** Absolutely. Thanks.

**MR. JOSH TAYLOR:** Paul, I had a motion I wanted to present as far as the budgeting is concerned. It's apart from the purchasing issue. I think -- Zenobia, do you have copies of that?

**MRS. ZENOBIA CLAXTON:** No. I'll get it.

**MR. JOSH TAYLOR:** I sent you an email.

**DR. GABRIEL MORLEY:** Oh, yes. It might be in your email.

**MR. JOSH TAYLOR:** If you would take care of it. And I can read it.

**DR. GABRIEL MORLEY:** That's okay. You can take a minute. I'll talk about something.

**MR. JOSH TAYLOR:** Yes.

#### **BEST BUY GRANT**

**DR. GABRIEL MORLEY:** This is just like the mayor's meeting. We had that technical difficulty. I knew you were stalling. Okay. This is an issue that we need to address and get some clarity on. You remember before I got here we got the Best Buy Grant. And we've made absolutely zero progress on that, except to identify a place. Until yesterday afternoon, we got an estimate from the County for the buildout cost for the space to house the Best Buy Teen Center. The estimated cost was roughly ninety thousand dollars. So our first belief was let's just pay for this with Salary Savings. And the County assured us they could do this before November 19th.

So that was going to go great until we found out that anything over forty-nine thousand nine hundred and ninety dollars has to get BOC approval, which means we would have to get on the agenda. And by the time we got on the agenda and got approval there wouldn't be enough time to complete this project.

The addendum to that is do we want to spend ninety thousand dollars of taxpayer money to buildout the Best Buy Teen Center and then maybe a year from now rip it out when we remodel this building.

Our other option is do we just want to give Best Buy back the twenty-five thousand dollars and say, thank, but we're not in a position to use it. Or do we want to contact Best Buy and see if they will hold this for three years or two years until we can incorporate it into our overall design for Central. But we need to do something to be fair to the Best Buy people. I mean, they're asking and asking and we've just had no response for

them until we could get this estimate. And now that we have the estimate, you know, the Foundation can't just write a check for ninety thousand bucks. That would have to go to the County anyway for us to accept. You know, it draws out this process. And John and I talked about it earlier today. You know, how's it going to look if the AJC comes over here and asks that question publicly in the paper: The library's spending a hundred thousand dollars and the next year conceivably they're just going to tear this down and start over.

So Gayle and I talked yesterday and said, well, maybe we could make it super nice, you know, and just put it in a corner. And then when we do the renovation say don't fool with this corner. But then we don't necessarily know that it's going to fit with everything else. We don't -- we don't even know what floors we're going to occupy at this point, you know.

So I don't know. We found this out yesterday afternoon. I don't want to wait until the next meeting, you know, a month from now. We need to tell Best Buy something or we need to have some direction about your thoughts. I wasn't here when we got the grant. I'm not sure what the impetus was.

And Gayle and I even this afternoon right before this meeting we floated the idea of potentially moving it to another library. But it would have to be another new one; otherwise, we're in the same position. If we put it in one that hasn't been renovated, a year from now or six months from now we're going to renovate that. So it would have to be one of the ten that's currently opened and operating. And I don't know of those ten where we would carve out that space, if we would want to carve out that space.

**CHAIRMAN PAUL KAPLAN:** Gayle, refresh my memory. I thought when we talked about the buildout it was going to be around forty thousand dollars. How come it more than doubled?

**MRS. GAYLE H. HOLLOMAN:** Okay. What happened in the beginning was that that is what we thought when the guy first came and just eyeballed it. However, we went to the Foundation and talked to Mr. Thomas and others and they were willing to try and work with us and help us to obtain the funding from some other source. Then when they did the final -- we were looking at the first floor because we wanted people to be able to see it from the outside and draw people's attention and all that to it. The buildout on that was going to be a hundred and twenty thousand dollars, which of course we couldn't do, the Foundation couldn't do. So we went back and mentioned that to them, and of course, they couldn't do that. So we've been waiting now for several months to get a response back as to putting it on the

fourth floor because the fourth floor lab could be utilized and already it's closed in and we wouldn't have to do all the things we thought we would have to do, just glass, installation, and what have you.

But even with that, we found out yesterday that the total now comes to a little over eighty-nine thousand dollars, ninety thousand dollars. So it's just a bit less than the one twenty. And we didn't expect it to be ninety thousand dollars. But it came back at that rate and so that's where we are right now. We really don't want to have to give it back, give it up. But, you know, they have awarded the money. The BOC's already approved our acceptance of it. We had some -- some of us had some thought that the floor could already be identified as the fourth floor where we were going and -- because we figure we would at least be through four floors in the Central renovation. So we could just say this is it. And we're going to do carpeting. The roof will already have been done. So we're going to do carpeting that Best Buy requires. So with all that in mind, that area of the floor would be finished and you just do the rest to Central perhaps. So that's kind of where we are right now. And it's just a matter of, like Dr. Morley said, if we want to stay or we want to give the money back or just what do we want to do at this point.

**CHAIRMAN PAUL KAPLAN:** I think also Best Buy indicated to us, and we mentioned it, that if there's going to be -- if Central ends up being renovated, what happens to the space? All that's easy to be removed.

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

**CHAIRMAN PAUL KAPLAN:** They had partitions, they could move it, close it. Put it someplace and bring it back in again.

**MRS. GAYLE H. HOLLOMAN:** But they were already aware that we might move to either another location or might renovate this building. And they were fine with that. From the beginning they've known that. And we asked them in the beginning if that was going to pose a problem before we moved any further. So --

**CHAIRMAN PAUL KAPLAN:** You know, it's really too bad, because it was a great idea. And it's really something for the people in the Central area out here. They can use it, especially the teens in school can use it. But my feeling is to spend ninety thousand dollars on a building I know that's going to be renovated, I can't justify it in my mind. I just -- even if you kept it there, even in perfect conditions in construction, something's going to get ruined. I'm telling you. They start to take ceilings down and things, things happen. But go ahead, John.

**MR. JOHN R. THOMAS:** I agree, Paul. That is not something I would recommend doing, proceeding just because we have the authority or we have Best Buy supporting it. I think proceeding under the idea that we may tear it down doesn't make any sense at all.

I would recommend -- I recommend contacting Best Buy and asking them what are our options? Can we delay this until we get the renovation in? Can we come back to you then? But see -- ask them. This is the situation. What can we do?

**DR. GABRIEL MORLEY:** Would you all be open -- and Gayle, you may remember from the discussions -- would you be open to having it offsite at a non-library location? I mean, if there were another County facility or like one -- is it the North Annex that we --

**MRS. GAYLE H. HOLLOMAN:** The North Annex or Oak Hill or South Annex.

**DR. GABRIEL MORLEY:** Is there a South Annex, too, or --

**MRS. GAYLE H. HOLLOMAN:** The Adamsville Health Center is where we've done a lot of work.

**DR. GABRIEL MORLEY:** I mean, the only caveat there is we wouldn't be able to staff it fulltime, you know. It would only be for scheduled programs. And if we had scheduled programming all the time, I mean, I guess then essentially we would be staffing it.

**MR. JOHN R. THOMAS:** Do the annexes have teens?

**DR. GABRIEL MORLEY:** I've never even been there. I have no idea.

**MR. JOHN R. THOMAS:** Do they --

**MRS. GAYLE H. HOLLOMAN:** The reason we do what we do there is we provide services for children. Usually, it's parents coming in to get different services that are offered as a combined services location, such as WIC and different things like that. So when the children are there we provide Storytime. There have been some computer classes offered for adults if they're able to do so. And so that's how we've operated.

**MR. JOHN R. THOMAS:** Is it a place that teens would come?

**MRS. GAYLE H. HOLLOMAN:** It's a room. It's like a reading room within the facilities; North Annex at the Adamsville Health Center.

**MR. JOHN R. THOMAS:** But the Best Buy is a teen --

**MRS. GAYLE H. HOLLOMAN:** It's a teen initiative.

**MR. JOHN R. THOMAS:** Yes. Would an annex have enough teens to...

**MRS. GAYLE H. HOLLOMAN:** It may be possible. We hadn't -- until this moment, we haven't looked into that, but it may be possible

to do it at Oak Hill, for instance. We've thought about doing some work with them and putting a similar reading room type approach. And they have had some computer space. And the North Annex did it one time too. We were talking with Bob Frady there about the computer rooms that he had. So it may be possible. I think he had it set up, they could do twelve computers or something at that location.

**CHAIRMAN PAUL KAPLAN:** I still think the best is if Best Buy would delay it.

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

**CHAIRMAN PAUL KAPLAN:** If we can delay it until we get --

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

**CHAIRMAN PAUL KAPLAN:** -- this place renovated, put it in Central Library. I think that's where it belongs. And you're always staffed. And there's always people there. And you recall, they were going to put one of their -- what are they called, Geek Squad? -- actually, permanently in that space, one person always going to be there.

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

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

**CHAIRMAN PAUL KAPLAN:** It sounded like a great set up. But --

**MR. D. CHIP JOYNER:** How did it work, they cut a check to us or they come in with their team or how does it work?

**MRS. GAYLE H. HOLLOMAN:** They gave us a certain amount of money in the beginning through a grant. And then each year you can apply for additional money, but they're going to provide the entire set up as far as the technology goes. They're going to provide an instructor that they pay. And then they're going to have a Geek Squad person onsite that they pay.

**MR. D. CHIP JOYNER:** Can they provide the funds to the Foundation and you stagger it as we can use it or anything like that while we try to figure this out so we can get our hands on the money first?

**MR. JOHN R. THOMAS:** I don't know. That's why I was suggesting we need to contact them and say here's our situation. What are our options at this point?

**CHAIRMAN PAUL KAPLAN:** I don't want to discourage them.

**MR. JOHN R. THOMAS:** No.

**CHAIRMAN PAUL KAPLAN:** We need to tell them, hey, we really want it but, you know, we're going to -- hey, this is going to be renovated shortly -- whatever you want to tell them -- can you hold off?

**MR. D. CHIP JOYNER:** I'd hate for a decision to be reversed before you get the check.

**MR. JOSH TAYLOR:** Is there one of the new branches that would be

if not as good as Central pretty good as a location for teens?

**DR. GABRIEL MORLEY:** We would lose that workspace at whatever branch it is.

**MR. JOSH TAYLOR:** How many square feet are we talking about?

**MRS. GAYLE H. HOLLOMAN:** Fifteen hundred for the actual lab.

**CHAIRMAN PAUL KAPLAN:** That's quite a bit. It'll take a lot.

**MR. JOHN R. THOMAS:** Well, but some of these branches are twenty thousand, twenty-five thousand, so...

**MRS. GAYLE H. HOLLOMAN:** Twenty-five thousand square feet.

**CHAIRMAN PAUL KAPLAN:** But it requires -- we're going to move shelves and moving things around. We've got to bring electric into the area. There's a lot to it. This would be ideal. Because if this was the case, when this place is being renovated, part of the thing was when we get the proposal to renovate, hey, we have -- Best Buy is going to go right here. This is what we need in this area and then we're done. I really would contact them. Gayle?

**MRS. GAYLE H. HOLLOMAN:** Well, Cheryl Small, our Branch Group Administrator, Youth Services Coordinator, has been the point of contact. So she's out doing interviews at South Fulton today and she'll be back tomorrow afternoon. I'll just get with her and we'll --

**CHAIRMAN PAUL KAPLAN:** See what she has to say.

**MRS. GAYLE H. HOLLOMAN:** -- have a conference call with Best Buy. We usually have a conference call every two weeks with them anyway, but we can just call at any time.

**CHAIRMAN PAUL KAPLAN:** Sure. Okay.

Josh, you wanted to say something?

**MR. JOSH TAYLOR:** John is -- can we just take a short break because I don't --

**CHAIRMAN PAUL KAPLAN:** We'll take a short break.

**MR. JOSH TAYLOR:** -- want to have to repeat it. I think to introduce this I think I'd like for Gabe to talk a little bit about some of the issues that he has. But let's wait until John get back. Do we have anything else to cover?

**CHAIRMAN PAUL KAPLAN:** Code of Conduct -- Timing. Other than that, that's --

**MRS. PHYLLIS D. BAILEY:** That was taken off though.

**DR. GABRIEL MORLEY:** Yes. We've scratched that.

**CHAIRMAN PAUL KAPLAN:** We've scratched that off, right? You're not going to...

**DR. GABRIEL MORLEY:** Yes. I mean, that'll be fine.

**CHAIRMAN PAUL KAPLAN:** I'll talk to Todd. So Todd, so it's going to be a very busy couple of years. Let me tell you, when all these things start going, contractors all over the place,

and then just moving -- for Gabe to remove people from this library --

**MR. TODD LONG:** Close it --

**CHAIRMAN PAUL KAPLAN:** Close it; put them someplace else temporarily. It's going to be a large undertaking. A lot of things are going to go on. So it's -- this is not any small project. In fact, it's very large. And a matter of fact, I believe that the County is looking to renovate another bond issue, whatever they're going to do for --

**DR. GABRIEL MORLEY:** All of them.

**CHAIRMAN PAUL KAPLAN:** -- all the buildings they got. However, they're going to do it. I mean --

**MR. TODD LONG:** Right. We're not going to renovate -- we're going to -- they're be certain elements of building. Like, we may replace HVACs or -- we're going to have a huge bond program for the courthouse. If you've ever been to the courthouse, you know it's a request. So we're going to bond the courthouse and we're going to bond the renovations to our government complex. So, yes, you're correct. So combining that with the libraries -

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**CHAIRMAN PAUL KAPLAN:** There's a lot going on.

**MR. TODD LONG:** Don't forget, we'll have, hopefully, November 8th, SPLOST passed. We'll have constructional money in. We've got two or three big projects not related to libraries but wastewater. We've got two hundred million dollar project in wastewater. All total it's probably between five and six million dollars.

**CHAIRMAN PAUL KAPLAN:** Okay.

**MR. JOSH TAYLOR:** Okay. Gabe, you know, you met with Paul and myself earlier this week and I think what we came away with is that budget flexibility is a major issue. And apparently the current process -- I'm not sure I can accurately describe this -- but basically when you submit a change in a budget process it goes to a budget analyst who may or may not accept it. I don't know whether it goes up any higher than that. And my thought is we need to have some budget flexibility. So this proposal, which I think needs to be discussed at the Board of Trustee level, provides that flexibility. And I will read it for our stenographer:

**WHEREAS**, the Atlanta-Fulton County Library System Board of Authorities has authority to establish the budget by line item for Atlanta-Fulton County Library System within the total Board of Commissioner approved budget spending allocation for each year. This also includes making adjustments to the budget between any line items at any time during the year as long as

the total Board of Commissioner approved budget spending allocation is not increased.

Once an initial budget is approved by Atlanta-Fulton County Library System Board of Authorities Board of Trustees on or before the October Board of Trustee monthly board meeting, the Executive Director is authorized to begin hiring to fill proposed positions in time to be onboard by January 1 of the next fiscal year. If there is a budget surplus in the current fiscal year, the positions can be added before January 1. Thirdly, if the total Board of Commissioner approved budget spending allocation, which is usually completed by January or February of the fiscal year, is reduced from the Board of Trustee planned budget, then a budget adjustment will be made as soon as this is established.

So my background of this is, you know, kind of working with different organizations, both private and not for profit. Usually, you establish a budget sometime in the fall and then you begin planning to implement this. You know, the idea that we don't know the budget number until January or February, it just knocks three months out of the business cycle in terms of implementing this budget. So this proposal, I think, is within the authority that the Board of Trustees has. And I recommend that we adopt it and then that we meet with whoever we need to meet with in the County to figure out the procedure and how to make it happen.

**CHAIRMAN PAUL KAPLAN:** All right.

**MR. JOSH TAYLOR:** Questions? comments?

**DR. GABRIEL MORLEY:** Right. Because for those of you who don't understand or know how the County process works, for his second paragraph, for example -- and Gayle tell me if I'm wrong, but I don't think I am -- we can't even advertise for any of these positions because they're -- these numbers don't exist; is that correct?

**MRS. GAYLE H. HOLLOMAN:** After the close -- after the budget closes in November; is that right?

**DR. GABRIEL MORLEY:** I mean, tomorrow, right? That's what you're saying? We should advertise tomorrow and start to be prepared to hire these people to start January 1.

**MR. JOSH TAYLOR:** Yes, absolutely.

**DR. GABRIEL MORLEY:** But there's no number for these positions because it's six new --

**MRS. GAYLE H. HOLLOMAN:** Well, no, we continue to hire all year. We don't stop hiring.

**DR. GABRIEL MORLEY:** So we can hire six new people tomorrow?

**MRS. GAYLE H. HOLLOMAN:** Not those people you're proposing.

That has to be approved.

**DR. GABRIEL MORLEY:** That's what this is saying.

**MRS. GAYLE H. HOLLOMAN:** Oh, no. That has to be approved if they're brand new people. I'm sorry. I thought you --

**MR. TODD LONG:** You're adding to the budget there, right?

**MRS. GAYLE H. HOLLOMAN:** Yes. You're adding to the budget, so -

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**DR. GABRIEL MORLEY:** No.

**MRS. GAYLE H. HOLLOMAN:** Well, you're adding people that we don't have -- positions that we currently own.

**MR. JOSH TAYLOR:** No. This is a reallocation of resources not an addition. The addition is a separate item.

**DR. GABRIEL MORLEY:** But they don't current exist.

**MRS. GAYLE H. HOLLOMAN:** They don't currently exist. So, yes, we couldn't do that until January 1.

**MR. D. CHIP JOYNER:** You're saying we could adjust numbers by line item as long as we're under the aggregate, right?

**MR. JOSH TAYLOR:** Yes.

**MR. D. CHIP JOYNER:** I agree with that. I think that's...

**DR. GABRIEL MORLEY:** I don't think Fulton County is going to let us do that.

**MRS. PAULA RAFFERTY:** I don't think you can do that, but you can try. I mean, I'm happy to go back and look at it.

**MR. JOSH TAYLOR:** I suspect it's more procedural than, you know, it involves systems and information, how the finances, you know, the budget system works. So that's something we would have to work out.

**MRS. PAULA RAFFERTY:** I know that there can -- you can't move between some line items and others because they're different categories of expenditures and necessarily it follows over to the next year. So if you've got things that are to be completed and one-time purchases in the year 2016 then that's one matter. If you hire somebody, then that implicates all kinds of expenditures beyond that year. And so there's a whole other aspect of the budgetary process that comes into being. And there are rules about whether or not a County can -- and they can't incur debt beyond the year that they're already in. And so it's...

**MR. JOSH TAYLOR:** In this case, you know, maybe other parts of the County are different, but we've got budgetary savings either through permanent or through part-time. So we have the ability to meet and not exceed the budget totals. So all we want to do is get on with business, hire the people we need, and we'll stay within the budget.

**MRS. GAYLE H. HOLLOMAN:** But unless I'm wrong, the way we would

interpret it, and for the last few months we've been talking about it, the Salary Savings can only be used for something that's a one-time purchase through the end of the year. And these salaries for the people that we want to start, I mean, that we want to go to salaries and create, they would have to be paid in 2017. And we can't do it yet because we can't use the current Salary Savings -

**MR. JOSH TAYLOR:** I'm not trying to use the current Salary Savings for 2017. I'm just saying --

**MRS. GAYLE H. HOLLOMAN:** But you can't incur it unless you have put it in the budget for next year.

**MR. JOSH TAYLOR:** What I'm saying is the budget we've established in 2017, which we've already approved, has these positions.

**MRS. GAYLE H. HOLLOMAN:** But has it been approved by the BOC to accommodate --

**MR. JOSH TAYLOR:** Well, that's what I'm saying. I don't think the BOC wants to get into, you know, which positions that we have. They're approving a budget. So all I'm really saying is if we have it in our budget, and if we need to adjust it, we can adjust it in the new year because we've got that flexibility. But we just need to go ahead and have a plan and start hiring people and not wait for, you know, January or February.

**CHAIRMAN PAUL KAPLAN:** Todd, you want -- you got to --

**MR. TODD LONG:** This is my suggestion to you. So, you know, we can pontificate all we want to about this, which in principle it sounds like what you're saying makes sense. But we got all these questions. Here's what I suggest: We get Sharon or Ken, either one of them, and invite them. You may want to wait until the end of October for your next BOT meeting, but if you want to have Paul --

**CHAIRMAN PAUL KAPLAN:** Yes.

**MR. TODD LONG:** -- from Sharon's standpoint, you can represent the Board of Trustees. We can arrange that. Dr. Morley, you, and I, and Sharon sit down and we'll go through these questions we have. If you want to bring in Josh since he's sponsoring this. Maybe we can answer a lot of the questions and dialogue about the budget instead of -- because we're all just guessing right now. And, honestly, I know for a fact what Gayle is saying is right. You can't -- you just can't go out just 'cause you got money in your budget this year, if you hire people now, it affects your budget for '17. Then, you know, then you have to -- well, '17 will come along, you've got to reduce your spending on your other things that you spend money on.

**MR. JOSH TAYLOR:** Well, we understand that.

**MR. TODD LONG:** I don't if that's gas. Whatever it is, you know.

**MR. JOSH TAYLOR:** Well, ninety percent of the budget is people, so...

**MR. TODD LONG:** I know what you're saying, but you got to make room. If you hire more people, you got to make room for those people which are getting cut somewhere else.

**MR. JOSH TAYLOR:** Yes. And we've done that, so...

**MR. TODD LONG:** You've got, listen we're -- my goal is I want to give offices as much flexibility as I can in running their shops. Now, we sometimes make it hard. And, honestly, there's certain rules and guidelines you've got to go by. But this whole how do you want to spend your Salary Savings, we've given a lot of flexibility to our department heads over the last year that some of them didn't make use of before. We want to make use of those things and make it easier on you. What you're saying here is not principle. What we probably should be allowing today and what we, I think, may allow. I think we may allow some of this today. So that's my suggestion.

**CHAIRMAN PAUL KAPLAN:** Because we don't know. We really don't know.

**MR. JOSH TAYLOR:** Well, my recommendation is that we make a motion. Let's approve it, if everybody agrees, and then let's have that discussion.

**DR. GABRIEL MORLEY:** Could Sharon speak for Ken? Does Ken work for Sharon?

**MR. TODD LONG:** Ken Harmon?

**DR. GABRIEL MORLEY:** Yes.

**MR. TODD LONG:** Yes. It could be -- I -- so -- just looking at our structure, she's the chief financial officer, Sharon, she supervises the internal facing organization; so I.T., H.R., and Budget, all right. So the three areas that you're having issues with today. So that's why it would be good to have this meeting with Sharon. She's been here a long time. She's, you know, explains herself real well. I think that'll be very healthy. And we'll go back, you know, I'll get with legal. She -- I'll get you all that legal briefing so you can see. It's really clear cut; two or three pages about your authority as a board regarding purchasing.

**CHAIRMAN PAUL KAPLAN:** And I'm going to go back on the Resolution. Do you want to make a motion on that? I mean, how do --

**MOTION**

**MR. JOSH TAYLOR:** Yes. I would like to make a motion and we approve it.

**MR. D. CHIP JOYNER:** I have one more question before you make a  
--

**CHAIRMAN PAUL KAPLAN:** Go ahead.

**MR. JOSH TAYLOR:** Yes?

**MR. D. CHIP JOYNER:** So, as I understand, if there's still money left over this year for salaries, we can get the person hired this year and maybe only use up a month's worth --

**MR. JOSH TAYLOR:** Yes.

**MR. D. CHIP JOYNER:** -- of the salary? And it's a budgeted position next year. So they can start off the year using the money that's already funded for that position versus having another gap quarter --

**MR. JOSH TAYLOR:** That's exactly right.

**MR. D. CHIP JOYNER:** Okay.

**MR. JOSH TAYLOR:** Yes. You got it.

**MR. D. CHIP JOYNER:** Okay.

**MR. JOSH TAYLOR:** We're always behind, you know, in the card -- sort of process.

**MR. D. CHIP JOYNER:** So it completely pays for itself.

**MR. JOSH TAYLOR:** Yes.

**MR. D. CHIP JOYNER:** Exactly. And it is budgeted. Absolutely.

**MR. JOSH TAYLOR:** Yes.

**CHAIRMAN PAUL KAPLAN:** Josh, make a motion, and I'll ask for questions. You made a motion?

**MR. JOSH TAYLOR:** I've made the motion.

**MR. D. CHIP JOYNER:** Second.

**CHAIRMAN PAUL KAPLAN:** Moved and second. Okay. Any more discussion?

Phyllis, what do you think?

**MRS. PHYLLIS D. BAILEY:** I'm not very clear on it, but I have a question as to whether or not we are being given the authority to actually delineate where we want the money or whether this is just a stop gap kind of thing. I don't know that my question at this point would be valid, because I'm not sure just how this headed.

**MR. JOSH TAYLOR:** Could I --

**CHAIRMAN PAUL KAPLAN:** But we will know when we have a meeting and we'll find out where we're going.

**MRS. PHYLLIS D. BAILEY:** And I'd like to see all Board members involved in this.

**CHAIRMAN PAUL KAPLAN:** Uh-huh (affirmative). That's fine. Any other?

**MR. JOSH TAYLOR:** My answer -- can I answer, Paul?

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

**MR. JOSH TAYLOR:** My intention is not that this be a stop gap;

that this regularized the budget process going forward so we have the rules of the road that are clear. And we have this new authority, but it seems like this is the first time that we've really gotten into the weeds as far as the budget is concerned. So I just want to make sure that we as a Board understand that we need to understand the details of the budget and approve it, and that that includes providing the flexibility when things change that we respond to that as well.

**CHAIRMAN PAUL KAPLAN:** Priscilla, anything?

**MRS. PRISCILLA BORDERS:** I'm just listening. And my interpretation is more of a procedural matter, how we're going to deal with issues that come up. I mean, this is not something that's going to -- it's not something we're going to do regularly, does not need to happen. But in case something that needs to be approved, it's a matter of procedure that we can do it.

**MR. JOSH TAYLOR:** Well, and that we do have the authority. That it's not up to a budget analyst to say, well, that fits or it doesn't fit.

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

**CHAIRMAN PAUL KAPLAN:** Okay. It's been moved and second.

All those in favor say aye.

*(WHEREUPON, all said aye.)*

**CHAIRMAN PAUL KAPLAN:** Opposed?

*(WHEREUPON, two abstained.)*

**CHAIRMAN PAUL KAPLAN:** The motion is passed.

So then, Todd, we'll get together and we'll talk, see what the -- is that Sharon? Is she at the Government Center? I walk through the Government Center all the time. I need to start going through offices finding everybody, different offices.

#### ADJOURNMENT

#### MOTION

**CHAIRMAN PAUL KAPLAN:** Okay. Do you have anything else? Anything else anybody want to talk about? If not, do I hear a Motion to Adjourn?

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

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

**MR. JOSH TAYLOR:** Second.

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

*(WHEREUPON, all said aye.)*

**CHAIRMAN PAUL KAPLAN:** Thank you very much. And we'll do some talking. We'll figure out what we can do on this thing.

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

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

October 19, 2016

**Summary of September Activities**

- The AARL, in collaboration with Hammonds House Museum and Creative Milieu, hosted an artist talk for Architecture Dreams and Jazz in Paint: The Art of Oscar Harris. Eloquently curated by Tracy Murrell, this compelling exhibition is a vibrant exploration into the lifelong artistic evolution of Oscar Harris and the inseparable connection between his art, architecture and love of jazz. Oscar Harris is an accomplished artist and retired master architect, responsible for creating many iconic architectural structures in the city of Atlanta.
- The AARL is an institutional donor to the Smithsonian's National Museum on African American History and Culture. The Research Library has loaned its copy of *The Negro Motorist Green Book by Victor Green (1946)*. The booklet is/was a travel guide for African Americans who traveled by automobiles/bus through the South. It provided a listing of places, such as, gas stations, hotels and restaurants where travelers can safely frequent during their travels. The item is on loan for five years from January 15, 2016 to January 15, 2020.
- Sharon E. Robinson, Manager/Librarian Principal, RRD, traveled to Washington, DC to attend pre-opening and opening day activities of the Smithsonian's National Museum on African American History and Culture (NMAAHC). The NMAAHC is the Smithsonian's 19<sup>th</sup> museum, and is located on the National Mall next to the Washington Memorial. The NMAAHC hosted a Donor's Reception and Preview Viewing on Saturday, September 17, 2016. On Saturday, September 24<sup>th</sup>, the museum held its grand opening celebration.

## DATA AND STATISTICS

September Monthly Activities	Count
Collection Boxes Processed/Work-in Progress	2
Online / Email Research Transactions	6
In-House Research Transactions	13
Phone Calls Received/Returned Calls	12
Archives Visits	13
Photographs	12
Manuscripts used	170
Referral to other institutions	5
Staff request & other activities	10

#### Program Division

- Number of Programs: 7
- Total Program Attendance: 480
  
- Presented Exhibits: 3
- Total Exhibit Attendance: 134

#### Reference and Research Division

- Books Added to Collection – 92
- Journals/Magazines Added to Collection – 22
- Newsletters Added to Collection – 5
- Newspapers Added to Collection – 178
- New Books Received – 230

#### Reference Questions Answered and Computer Usage

- Computer Sessions – 177
- Computer Time in Hours - 42
- Ready Reference Questions – 432
- Directional Questions – 60
- Questions Referred – 8
- Ready Reference Telephone Inquiries – 17
- Research Items Requested – 125
- Research Consultations (mailed-0; emailed-9; telephone-3; in person-3) – 15

#### Patron/Researchers

- Patrons/Researchers Served – 372

#### Total for the Year

- Books Added to Collection – 366
- Media Added to Collection – 15
- Serials (Journals/Magazines/Newsletters/Newspapers) Added to Collection – 2,081
- New Books Received – 1,099
- New Media Received – 20
- Computer Sessions – 295
- Computer Time in Hours – 71
- Ready Reference Questions – 1,057
- Directional Questions – 606
- Questions Referred – 65
- Ready Reference Telephone Inquiries – 176
- Research Items Requested – 467
- Research Consultations – 164
- Patron/Researchers Served – 924

## **Branch Services Summary**

### **Adult Services**

September was also “Library Card Sign-Up” month. The Adult Librarians conducted library card drives in the community. The Cleveland Avenue Library held a library card drive at the new WIC Clinic located at the Oak Hill Child, Adolescent & Family Center, the Ocee Library hosted a Library Tote Bag Craft where families were encouraged to get their library card and invited to decorated library bags and the Martin Luther King, Jr. Library hosted a library card drive at Helene Mills Senior Multipurpose Center with over fifty energetic and extremely excited seniors signing up for library cards.

Adult Services librarians were also out in the community visiting senior centers, colleges, businesses and other community organizations to promote the library’s many services and programs. The East Roswell Library hosted a paper collage art program for the adults with learning disabilities from the Great Prospects Academy and many of our other libraries hosted yoga, computer, proposal writing and quilting classes for Adults as well as, book club meetings. Participation also increased for our Adult ESL classes. The Central, Northwest, Sandy Springs and East Roswell Branches all offered this fantastic service.

### **Youth Services**

Northside issued over 550 library cards to students attending North Atlanta High School, Sutton Middle School and Pace Academy during September, library card sign-up month

### **Adult Programming**

The Pianos for Peace Festival (October 3 – 18) was a great success. The library hosted piano was played by staff, patrons, Georgia State University students and passersby throughout the day and overnight. Even DragonCon attendees in costume stopped to play the piano. Pianos for Peace organizers Malek Jandali and Ameer Muhammad both stated that they believed that the library piano was a great success!

The City of Atlanta and Tim Keane (Commissioner for Planning & Community Development) hosted a special event in the Central Library Auditorium on September 1<sup>st</sup>. The event took place at 6:00 p.m. Dr. Author C. Nelson was the guest speaker [http://www.arch.utah.edu/cgi-bin/wordpress-metroresearch/?page\\_id=479](http://www.arch.utah.edu/cgi-bin/wordpress-metroresearch/?page_id=479). The event was a question and answer forum discussing: What will a Larger City Look Like? How can We Design our City Now for the future?

### **Youth Services**

GED Testing:

- 38 unduplicated test takers.
- 55 tests administered during 8 testing programs / sessions.
- 7 GED graduates.

- (This brings our 2016 YTD number of graduates to 67).

#### GED Classes:

- 57 unduplicated students.
- 297 attending participants.
- 26 class programs / sessions averaging 11 per session.

#### Learning & Career Center Computer Usage

- 13,292 Computer usages.
- 819 computer assistance to patrons.
- 32 patrons utilized the Mavis Beacon typing system.
- 20 participants attended 3 computer class sessions

#### Youth Services Computer Usage:

Teen Center Computer Usage – 990

Children’s Department Computer Usage - 186

#### Learning & Career Center Literacy:

48 participants attended 4 ESL class sessions

#### Interlibrary Loan

We are still deciding what changes the ILL staffers need to make. In September, the ILL staffers handled these types of transactions: loaned 279; requested 126; and received 124.

#### Reference, Virtual Reference and Special Collections

##### Learning & Career Center Reference

- 725 Reference Transactions/Questions answered.

##### Learning & Career Center Literacy Reference

- 725 Reference Transactions/Questions answered.

#### General Collection:

The Atlanta Artists Center Exhibit was taken down on Saturday, September 17, and the new Atlanta Celebrates Photography Exhibition was installed the same day. This year’s ACP exhibit, entitled *The Natural World*, features photographers Brenda Constant, Lynn Farmer and Jerry Williamson. The exhibit presents the wonders of nature from across the globe. Every year, Ms. Baugh ask the photographers exhibiting with us to purchase a listing in the Atlanta Celebrates Photography Venue Guide. This helps to attract to the Central Library exhibit the visitors and photography buffs who are interested in attending the city-wide, festival’s galleries and venues to see the photographs. *The Natural World* Exhibit will stay up through October, 28, and the First Thursday Opening Reception is scheduled for Thursday, October 6, from 5:00 – 7:00 p.m.

SOCIAL MEDIA STATS – SEPTEMBER 2016

FACEBOOK:	Total Posts	90
	Reactions	1228
	Comments	58
	Post Shares	155
	Total Fans	3645
TWITTER:	Tweets	35
	Mentions	89
	Profile Visits	879
	Impressions	15.7K
	Followers	795
BLOG:	New Posts	5
	Post Views	289
	YTD posts	33
	YTD post views	1022
INSTAGRAM:	Total Posts	9
	Likes	151
	Comments	5
	Followers	392 (+44)
	Post Views (video)	148

Volunteer Services

General Overview: The Office of Volunteer Services recorded 5,264.14 hours performed at 32 locations, including eight departments at Central, by 600 volunteers, 101 of which were new to the System. Roswell, Ocee and Milton once again had the top number of volunteers with 85, 67 and 61 respectively. Roswell, Alpharetta and Sandy Springs had the top number of hours donated by the Friends.

Books for Babies program materials were distributed to 19 new families this month through our youth services librarians and a Grady Hospital social worker. Volunteer services staff screened and placed 46 teenagers, 49 adults, eight court-required volunteers, seven program presenters, five CAST math tutors, one new AARP volunteer, one Spelman College student and three groups. Staff also assisted 10 community members with finding alternative community service locations and completed 20 volunteer letters to verify service hours.

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

AS OF SEPTEMBER 30, 2016

Doc. #16-55

SERVICE	2016 BUDGET	SEPTEMBER	2016 YTD	2016 YTD	2016 YTD	2016 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
REG SALARY	13,573,117	1,513,759	9,937,365	-	9,937,365	73%	3,635,752
PART TIME SALARY	1,314,918	81,683	628,297	-	628,297	48%	686,621
BENEFITS	7,337,277	623,990	4,849,052	-	4,849,052	66%	2,488,225
BOOKS	2,806,245	305,471	1,263,277	549,775	1,813,052	65%	993,193
OFFICE EQUIP. REPAIR	58,456	121	54,744	1,570	56,313	96%	2,143
EQUIPMENT	16,013	-	909	7,524	8,433	53%	7,580
OFFICE FURNITURE	22,238	2,413	9,848	4,345	14,193	64%	8,045
PROFESSIONAL SERV	55,337	6,208	33,967	16,823	50,790	92%	4,547
COPIER MACHINE LEASE	323,100	28,824	179,183	-	179,183	55%	143,917
COPIER PAPER	27,865	4,659	5,898	5,102	11,000	39%	16,865
SUPPLIES	208,062	12,995	94,994	9,630	104,624	50%	103,438
SOFTWARE MAINTENANCE	250,000	-	157,088	70,510	227,598	91%	22,402
BUILDING RENT	263,050	5,328	176,906	86,143	263,050	100%	0
LYRISIS CHARGES	1,000	-	-	-	-	0%	1,000
OTHER SERVICES	140,111	7,724	63,224	31,683	94,907	68%	45,204
SECURITY SERVICES	392,442	81,066	269,118	10,590	279,708	71%	112,734
TRAVEL	12,391	83	8,450	-	8,450	68%	3,941
TRANSFER OUT CAPITAL PROJ	30,000	-	15,000	-	15,000	50%	15,000
TRAINING	1,465	-	-	-	-	0%	1,465
VEHICLE MAINTENANCE	13,750	240	1,803	-	1,803	13%	11,947
GENERAL INSURANCE	759,530	63,294	569,647	-	569,647	75%	189,883
RENOVATIONS	6,000	-	-	-	-	0%	6,000
<b>TOTAL</b>	<b>27,612,367</b>	<b>2,737,858</b>	<b>18,318,769</b>	<b>793,696</b>	<b>19,112,465</b>	<b>69%</b>	<b>8,499,902</b>

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

SEPTEMBER 30, 2016

ORGANIZATION	SERVICE	2016 BUDGET	SEPTEMBER	2016 YTD	2016 YTD	2016 YTD	2016 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	11,621,761	1,277,618	8,480,507	-	8,480,507	73%	3,141,254
	PART TIME SALARY	1,314,918	81,683	628,297	-	628,297	48%	686,621
	BENEFITS	6,243,027	528,264	4,143,958	-	4,143,958	66%	2,099,069
	BOOKS	2,806,245	305,471	1,263,277	549,775	1,813,052	65%	993,193
	OFFICE EQUIP. REPAIR	58,456	121	54,744	1,570	56,313	96%	2,143
	EQUIPMENT	1,700	-	-	954	954	56%	746
	OFFICE FURNITURE	21,941	2,253	9,688	4,345	14,033	64%	7,908
	PROFESSIONAL SERV	14,595	1,648	8,424	1,624	10,048	69%	4,547
	COPIER MACHINE LEASE	299,800	26,818	160,087	-	160,087	53%	139,713
	COPIER PAPER	600	-	-	-	-	0%	600
	SUPPLIES	118,442	10,934	56,637	-	56,637	48%	61,805
	BUILDING RENT	263,050	5,328	176,906	86,143	263,050	100%	0
	OTHER SERVICES	33,883	1,817	10,503	4,241	14,744	44%	19,139
	SECURITY SERVICES	392,442	81,066	269,118	10,590	279,708	71%	112,734
	TRAINING	1,000	-	-	-	-	0%	1,000
	GENERAL INSURANCE	575,035	47,920	431,276	-	431,276	75%	143,759
<b>Total</b>		<b>23,766,895</b>	<b>2,370,941</b>	<b>15,693,422</b>	<b>659,244</b>	<b>16,352,665</b>	<b>69%</b>	<b>7,414,230</b>

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

SEPTEMBER 30, 2016

ORGANIZATION	SERVICE	2016 BUDGET	SEPTEMBER	2016 YTD	2016 YTD	2016 YTD	2016 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	1,951,356	236,141	1,456,858	-	1,456,858	75%	494,498
	BENEFITS	1,094,250	95,726	705,094	-	705,094	64%	389,156
	EQUIPMENT	14,313	-	909	6,570	7,479	52%	6,835
	OFFICE FURNITURE	297	160	160	-	160	54%	137
	PROFESSIONAL SERV	40,742	4,560	25,542	15,199	40,742	100%	0
	COPIER MACHINE LEASE	23,300	2,006	19,096	-	19,096	82%	4,204
	COPIER PAPER	27,265	4,659	5,898	5,102	11,000	40%	16,265
	SUPPLIES	89,620	2,061	38,357	9,630	47,987	54%	41,633
	SOFTWARE MAINTENANCE	250,000	-	157,088	70,510	227,598	91%	22,402
	LYRASIS CHARGES	1,000	-	-	-	-	0%	1,000
	OTHER SERVICES	106,228	5,907	52,721	27,441	80,163	75%	26,065
	TRAVEL	12,391	83	8,450	-	8,450	68%	3,941
	TRANSFER OUT CAPITAL PROJ	30,000	-	15,000	-	15,000	50%	15,000
	TRAINING	465	-	-	-	-	0%	465
	VEHICLE MAINTENANCE	13,750	240	1,803	-	1,803	13%	11,947
	GENERAL INSURANCE	184,495	15,375	138,371	-	138,371	75%	46,124
	RENOVATIONS	6,000	-	-	-	-	0%	6,000
<b>Total</b>		<b>3,845,472</b>	<b>366,917</b>	<b>2,625,347</b>	<b>134,452</b>	<b>2,759,800</b>	<b>72%</b>	<b>1,085,672</b>

## Atlanta-Fulton Public Library System - September 2016

Activity and Description	2016		2015		YTD
	September	YTD	September	YTD	
<b>Circulation</b>					
Total number of items checked out of the library	267,682	2,342,257	272,696	2,222,014	5%
<b>Holds</b>					
Number of requests by patrons	53,492	463,302	47,665	406,250	14%
<b>Inter-Library Loans</b>					
Number of items lent to or borrowed from another library system	403	2,499	191	2,200	14%
<b>Visits</b>					
Number of people entering a library for any reason	326,154	2,774,398	275,716	2,343,354	18%
<b>Computer/Internet Usage</b>					
Number of computer sessions (Internet access and office software)	94,183	676,588	75,841	607,521	11%
Number of hours of computer use	49,267	578,493	42,407	366,726	58%
<b>Wireless Sessions</b>					
Number of times the library's wireless network is accessed	45,054	366,799	29,059	377,652	-3%
<b>Webhits</b>					
Number of times people have visited the library's website	739,312	6,681,288	690,623	6,224,771	7%
<b>Online Resources</b>					
Number of times a resource is logged into or a searched performed	107,367	803,536	54,430	576,624	39%
<b>Computer Classes</b>					
Number of classes	19	172	9	174	-1%
Number of attendees	109	1,039	61	1,195	-13%
<b>Virtual Circulation</b>					
Number of e-books and e-audiobooks checked out	20,953	165,298	11,766	109,361	51%
<b>Children's programs</b>					
Library sponsored programs offered for children (birth - 12)	323	2,908	326	2,271	28%
Number of people attending programs	10,774	102,322	10,136	82,584	24%
<b>Teen Programs</b>					
Library sponsored programs offered for teens (13 - 17)	48	538	73	435	24%
Number of people attending programs	529	12,496	2,858	9,978	25%
<b>Adult Programs</b>					
Library sponsored programs offered for adults (18 + )	353	3,218	285	2,387	35%
Number of people attending programs	5,526	43,547	3,475	36,266	20%
<b>Programs - Total</b>					
Library sponsored programs offered - total of all programs	724	6,664	684	5,093	31%
Number of people attending programs	16,829	158,365	16,469	128,828	23%
<b>Meeting Rooms</b>					
Non-library sponsored meetings or activities scheduled	554	4,443	454	3,164	40%
Number of people attending meetings or activities	6,604	75,814	7,000	44,505	70%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
SYSTEM STATS AT A GLANCE  
2016 3RD QUARTER

	TOTAL	TOTAL	INTRA-LIBRARY	COMPUTER	LIBRARY	NUMBER OF	PROGRAM	NUMBER OF	MEETING	VOTER
AGENCY NAME	CIRCULATION	REGISTRATIONS	LOANS	USAGE	VISITS	PROGRAMS	ATTENDANCE	MEETINGS	ATTENDANCE	REGISTRATIONS
ADAMS PARK	4,951	674	490	8,709	18,688	44	599	29	676	36
ADAMSVILLE/COLLIER HEIGHTS	4,481	699	1,184	5,907	13,400	29	575	11	128	20
ALPHARETTA	80,399	2,682	9,090	12,256	98,299	146	3,316	47	1,016	53
BUCKHEAD	32,457	1,600	3,839	7,962	54,683	49	1,441	138	1,153	55
CLEVELAND AVE	5,893	604	1,380	6,096	13,024	29	645	32	691	12
COLLEGE PARK	8,304	880	924	10,036	11,014	48	742	9	33	23
DOGWOOD	7,419	337	843	4,016	14,970	29	840	13	65	49
EAST ATLANTA	13,460	1,165	1,886	7,406	19,976	70	3,334	16	178	51
EAST POINT	15,683	1,264	1,672	15,794	23,529	35	889	85	1,642	24
EAST ROSWELL	43,004	1,548	4,917	6,900	15,030	85	1,862	43	433	64
FAIRBURN	7,600	996	1,138	2,453	12,200	33	838	26	161	30
HAPEVILLE	3,680	375	1,202	3,833	9,060	40	2,336	27	153	11
KIRKWOOD	8,432	480	1,214	4,605	7,998	53	633	26	455	14
MARTIN LUTHER KING, JR	2,906	336	948	4,077	11,808	51	1,260	0	0	55
MECHANICSVILLE	4,314	373	890	5,148	16,924	24	611	30	336	16
METROPOLITAN	22,635	1,266	14,471	24,003	42,878	57	1,480	251	2,838	0
MILTON	47,896	1,312	11,048	3,998	26,259	159	1,924	23	502	66
NORTHEAST/SPRUILL OAKS	50,582	1,160	5,892	3,111	67,815	90	2,162	68	614	12
NORTHSIDE	38,419	1,487	2,487	1,665	3,405	26	865	18	280	0
NORTHWEST	16,402	969	7,835	9,749	26,323	47	1,009	57	912	48
OCEE	76,754	1,878	3,129	4,046	72,156	102	1,803	24	505	61
PALMETTO	10,074	330	4,055	8,020	15,459	29	1,525	78	172	2
PEACHTREE	15,491	817	2,955	5,850	11,508	76	1,158	25	183	29
PONCE DE LEON	35,341	1,419	4,657	7,692	75,470	46	596	38	374	64
ROSWELL	58,418	2,148	7,131	8,783	60,860	90	1,267	32	406	83
SANDY SPRINGS	49,355	2,569	6,009	8,808	62,572	128	2,128	29	527	53
SOUTHEAST	9,473	1,562	1,664	5,692	23,997	39	609	22	416	20
SOUTH FULTON	2,956	1,035	2	1,076	800	4	-834	14	21	1
SOUTHWEST	15,326	1,483	2,147	14,975	44,000	55	1,821	126	1,970	0
WASHINGTON PARK	5,294	512	1,211	6,875	28,490	24	739	8	104	67
WEST END	4,594	489	668	6,443	8,540	32	424	7	75	35
WOLFCREEK	24,829	1,484	5,709	9,215	12,903	45	945	107	2,410	34
<b>BRANCHES TOTAL</b>	<b>726,822</b>	<b>35,933</b>	<b>112,687</b>	<b>235,199</b>	<b>924,038</b>	<b>1,814</b>	<b>39,542</b>	<b>1,459</b>	<b>19,429</b>	<b>1,088</b>
CENTRAL	15,180	2,819	12,764	46,124	51,428	229	4,498	43	1,619	97
BOOKMOBILE/OUTREACH SERVICES	19	3	0	-	0	2	1,089	0	0	0
AUBURN AVENUE RESEARCH		2	0	71	2,514	16	929	0	0	0
<b>SYSTEM TOTAL</b>	<b>742,021</b>	<b>38,757</b>	<b>125,451</b>	<b>281,323</b>	<b>977,980</b>	<b>2,061</b>	<b>46,058</b>	<b>1,502</b>	<b>21,048</b>	<b>1,185</b>

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
CIRCULATION REPORT  
SEPTEMBER 2016 - 2015

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	SEPT 2016 DATA	SEPT 2015 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2016 CIRC	YTD 2015 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	1,220	718	70	2,008	1,570	438	28%	15,820	13,011	2,809	22%
ADAMSVILLE/COLLIER HEIGHTS	1,044	658	50	1,752	1,823	(71)	-4%	15,796	14,271	1,525	11%
ALPHARETTA	9,434	17,786	922	28,142	24,597	3,545	14%	248,330	129,621	118,709	92%
BANKHEAD/BOWEN	0	0	0	0	0	0	0%	0	10,101	(10,101)	-100%
BUCKHEAD	6,608	4,665	250	11,523	11,788	(265)	-2%	104,333	105,486	(1,153)	-1%
CARVER	0	0	0	0	1,638	(1,638)	-100%	6,215	14,349	(8,134)	-57%
CLEVELAND AVENUE	1,186	599	80	1,866	2,329	(463)	-20%	17,848	19,470	(1,622)	-8%
COLLEGE PARK	1,636	1,218	314	3,167	4,385	(1,218)	-28%	34,067	24,248	9,819	40%
DOGWOOD	1,865	744	242	2,850	3,873	(1,023)	-26%	22,862	26,078	(3,216)	-12%
EAST ATLANTA	2,994	1,731	225	4,950	6,093	(1,143)	-19%	47,834	49,044	(1,210)	-2%
EAST POINT	2,012	3,427	225	5,665	5,641	24	0%	44,057	46,101	(2,044)	-4%
EAST ROSWELL	6,681	7,706	300	14,686	17,068	(2,382)	100%	136,916	133,454	3,462	100%
FAIRBURN	1,689	1,222	89	3,001	3,491	(490)	-14%	28,295	32,070	(3,775)	-12%
GEORGIA HILL	0	0	0	0	1,725	(1,725)	-100%	7,404	11,875	(4,471)	-38%
HAPEVILLE	757	842	53	1,652	1,530	122	8%	10,929	14,586	(3,657)	-25%
KIRKWOOD	1,208	1,862	134	3,204	3,192	12	0%	25,682	26,081	(399)	-2%
MARTIN LUTHER KING, JR	738	352	26	1,116	1,327	(211)	-16%	10,402	11,110	(708)	-6%
MECHANICSVILLE	748	726	128	1,603	1,374	229	17%	14,394	14,920	(526)	-4%
METROPOLITAN	4,105	3,521	297	7,924	0	7,924	100%	71,697	0	71,697	100%
MILTON	4,825	11,290	598	16,713	18,499	(1,786)	100%	146,723	57,085	89,638	100%
NORTHEAST/SPRUILL OAKS	5,747	11,913	548	18,207	16,535	1,672	10%	152,861	167,858	(14,997)	-9%
NORTHSIDE	6,278	7,159	389	13,826	11,502	2,324	20%	118,928	104,228	14,700	14%
NORTHWEST	2,469	3,047	170	5,686	7,373	(1,687)	0%	52,475	21,326	31,149	100%
OCEE	7,687	17,920	992	26,599	29,785	(3,186)	-11%	245,887	288,008	(42,121)	-15%
PALMETTO	1,459	1,935	72	3,466	4,102	(636)	100%	30,626	35,838	(5,212)	100%
PEACHTREE	3,061	2,680	141	5,883	5,944	(61)	-1%	49,485	52,228	(2,743)	-5%
PONCE DE LEON	6,890	4,943	447	12,281	12,756	(475)	100%	109,422	4,426	104,996	2372%
ROSWELL	10,050	9,695	521	20,266	23,109	(2,843)	-12%	190,690	115,559	75,131	65%
SANDY SPRINGS	9,006	7,886	587	17,479	20,274	(2,795)	-14%	158,184	243,061	(84,877)	-35%
SOUTHEAST	1,851	1,944	150	3,945	0	3,945	100%	9,929	174,586	(164,657)	100%
SOUTH FULTON	1,200	1,136	112	2,448	329	2,119	644%	4,964	3,003	1,961	-6%
SOUTHWEST	3,008	2,473	235	5,717	986	4,731	480%	47,510	50,822	(3,312)	-7%
STEWART LAKEWOOD	0	0	0	0	6,059	(6,059)	-100%	0	22,903	(22,903)	-100%
THOMASVILLE	0	0	0	0	1,417	(1,417)	-100%	4,088	10,742	(6,654)	-62%
WASHINGTON PARK	1,127	847	42	2,016	2,649	(633)	-24%	17,407	19,846	(2,439)	-12%
WEST END	968	574	46	1,588	1,737	(149)	-9%	15,510	17,740	(2,230)	-13%
WOLFCREEK	5,657	4,757	327	10,741	8,958	1,783	100%	70,638	70,207	431	1%
<b>BRANCHES TOTAL</b>	<b>115,209</b>	<b>137,975</b>	<b>8,786</b>	<b>261,970</b>	<b>265,458</b>	<b>(3,488)</b>	<b>-1%</b>	<b>2,288,208</b>	<b>2,155,342</b>	<b>132,866</b>	<b>6%</b>
CENTRAL	4,401	1,074	234	5,710	7,110	(1,400)	-20%	53,191	65,985	(12,794)	-19%
BOOKMOBILE/Outreach Services	0	2	0	2	59	(57)	-97%	858	151	707	468%
AUBURN AVENUE RESEARCH								Non-circulating library - please refer to other usage reports.			
<b>SYSTEM TOTAL</b>	<b>119,610</b>	<b>139,051</b>	<b>9,020</b>	<b>267,682</b>	<b>272,627</b>	<b>-4,945</b>	<b>-2%</b>	<b>2,342,257</b>	<b>2,221,478</b>	<b>120,779</b>	<b>5%</b>

**ATLANTA-FULTON PUBLIC LIBRARY SYSTEM**  
**Customer Service Comments**  
**Quarterly Report**  
**July, August, September 2016**

**Doc. #16-60**

	<b>July</b>	<b>August</b>	<b>September</b>	<b>Year to Date</b>
• <b>Total Customer Comments Received:</b>	78	62	114	734
• <b>Types of Comments:</b>				
▪ Compliment	5	8	17	156
▪ Suggestion	8	2	4	43
▪ Complaint	4	3	6	94
▪ Inquiry	63	49	87	184
• <b>Format of Comments:</b>				
▪ Emails	254			
▪ Postcards	24			
▪ Direct Contact	0			

# ATLANTA-FULTON COUNTY LIBRARY SYSTEM

## *Customer Service Snapshot*

*July, August, September 2016*

- **254 comments were received during the quarter.** The majority of comments were directly related to the services provided and each rating was beyond expectation with a vote of thanks for the efforts of staff.
- A sampling of complimentary quotes received include:
  1. Cleveland Avenue Branch: “The service received was outstanding”
  2. East Point: A special thank you to all staff for being helpful”
  3. Central: ‘Excellent Service from staff on visit to apply for a library card”
  4. Milton: “Exceptional Service” Staff on the 2<sup>nd</sup> floor provided me with superb customer service
  5. Alpharetta: “Staff member assisted with computer use and translation.”
  6. Sandy Spring: “Very patient staff”
  
- **25 disappointments and suggestions for improvement** were received during this quarter indicating patrons felt the service they received that time was worse than what they had experienced in the recent past.
  
- A sampling of quotes received appears below:
  1. Fax service should be offered,
  2. Update collection.
  3. Newspaper delay.
  4. More computers needed in Teen areas.



atlanta-fulton public library system

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## INTEROFFICE MEMORANDUM

**TO:** Board of Trustees, Fulton County Library System

**FROM:** Gabriel Morley, Executive Director

**DATE:** October 19, 2016

**SUBJECT:** Library Board of Trustees Meeting Schedule - 2017

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Please note the following Library Board of Trustees Meeting dates for 2017. This is an action item on your October 26, 2016 agenda.

January 25, 2017  
February 22, 2017  
March 22, 2017  
April 26, 2017  
May 24, 2017  
June 28, 2017  
August 23, 2017  
September 27, 2017  
October 25, 2017  
November 15, 2017\*\*  
December 20, 2017\*\*

Board of Trustees meetings are held the 4<sup>th</sup> Wednesday of each month at 4:00 p.m. at the Central Library.

\*\*November and December meetings will be held 3<sup>rd</sup> Wednesday at 4:00 p.m. at the Central Library due to Fulton County holidays.

Thank you.

GM/zrc

Approved by Board of Trustees  
October 26, 2016