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# **BOARD OF TRUSTEES**

## **MEETING INFORMATION PACKET**

**DECEMBER 21, 2016**



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ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES REGULAR MEETING  
DECEMBER 21, 2016



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**Fulton County Library System  
Board of Trustees Meeting  
Central Library, 6<sup>th</sup> Floor  
December 21, 2016 – 4:00 p.m.**

## AGENDA

- |       |  |             |
|-------|--|-------------|
| I.    | Adoption of Agenda   | Doc. #16-67 |
| II.   | Approval of Summary Minutes from Regular Meeting of November 16, 2016*<br>Approval of Verbatim Minutes from Regular Meeting of November 16, 2016*                    | Doc. #16-66 |
| III.  | Chairman's Report  |             |
| IV.   | Director's Reports   | Doc. #16-70 |
|       | A. Monthly Financial Report  | Doc. #16-68 |
|       | B. Monthly Usage Summary   | Doc. #16-69 |
| V.    | Old Business   |             |
|       | A. Library Bond – Phase I Update   |             |
|       | B. 2017 FCLS Holiday/Closing Calendar* (discussion of SDD 2017)  | Doc. #16-59 |
| VII.  | New Business   |             |
|       | A. Thomasville Heights Library - Discussion  |             |
|       | B. Action Items  |             |
|       | 1. Updated current organization chart and staffing for Library system, any positions we are currently planning to fill, and proposed organization under 2017 budget. |             |
|       | 2. Update on AARP Tax preparations in the Branch Libraries; communication with branch managers.  |             |
|       | 3. Strategic Plan – Update   |             |
|       | 4. Filling proposed new positions and other open positions – current status.   |             |
|       | 5. Develop plan for 2017 capital expenditures based on TAD funds availability.   |             |
|       | 6. Update on county process for applying for TAD funds   |             |
|       | 7. Update on 2017 Budget – any changes.  |             |
| VIII. | Adjournment  |             |

\*Action is anticipated on this item.



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FULTON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
MINUTES FOR November 16, 2016 MEETING – 4:00 PM CENTRAL LIBRARY

Members Present:

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

Also In Attendance

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

Visitors Present

White, Daniel – Assistant to Commission Vice-Chairman Liz Hausmann

- A. Preliminary Business: Motion made by Phyllis D. Bailey and seconded by Josh Taylor to accept the agenda as presented.
- B. Approval of Minutes: Motion made by John R. Thomas and seconded by Josh Taylor to approve the October 26, 2016 summary minutes. Motion made by Josh Taylor and seconded by John R. Thomas to approve the October 26, 2016 verbatim minutes.

C. LIBRARY BOND – PHASE I UPDATE

The contractors will do a technical presentation on Thursday, November 17, 2016. When the proposals have all been submitted, the committee will review each proposal and they'll pick the top two. The process takes time before construction can begin. We discussed a number of issues to be addressed:

1. Selection criteria for choosing the contractor.
2. Steps will include:
  - a. Purchasing to Insure that proposal documentation is complete,
  - b. Review Committee process
  - c. Presentations by contractors
  - d. Selection of Contractor
3. Schedule for each Phase 1 library to be closed. (May have by Feb 2017.)
4. For larger libraries minimize out of service time by splitting the interior work into phases?
5. Options for moving the books during construction.

6. Reassignment of staff when the library is closed.  
How to provide meeting space to volunteer groups such as AARP Tax Aid.

**D. Director's Reports:**

1. Monthly Financial Report :  
No Comments
2. Monthly Usage Summary: Paul noticed the computer classes continually go down. Josh provided a handout comparing October 2016 circulation and compared it to 2013 and 2012.

**E. Foundation Update:**

Mr. Thomas talked about the Foundations' annual fund has kicked off. This year's campaign manager is Jenny Brewer, wife of Charles Brewer owner of Mindspring. John reported on the Fox Mini Grant lead by the committee chair, Michelle Smith. The Foundation had a total of 29 applicants to submit for the Fox Mini Grant for a total of \$101,000 and a total of eight or nine were awarded a total of \$26,000. John also reported the Foundation Director, Mrs. Cara Haynie, is leaving the Foundation and they're looking for a replacement.

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

**F. Naming of the South Fulton Library - Update:**

The board voted unanimously to submit a recommendation to the Board of Commissioners to rename the South Fulton Library to the Gladys Dennard Library.

**G. 2017 Budget Update**

Dr. Morley reported that Tuesday, November 15<sup>th</sup> was the last day for the County to submit the budget to the County Commission. We discussed the availability of TAD funds to be used for capital expenditures not covered by the Operating Budget. The county has not yet outlined a process for requesting Capital fund spending from TAD funds.

**H. Strategic Plan – Update.** Dr. Morley presented an update. We had a lively discussion. Our goal is to be able to implement the strategic plan in January, 2017. We recommended that the plan as presented needs a bit more focus and metrics.

**I. Immediate Action Items:**

1. Updated current organization chart and staffing for Library system, any positions we are currently planning to fill, and proposed organization under 2017 budget.
2. 2017 Atlanta-Fulton Public Library Holiday/Closing Calendar
3. Update on AARP Tax preparations in the Branch Libraries; communication with branch managers.
4. Strategic Plan – Update
5. Filling proposed new positions and other open positions – current status.
6. Develop plan for 2017 capital expenditures based on TAD funds availability .
7. Update on county process for applying for TAD funds
8. Update on 2017 Budget – any changes.
- 9.

**J. Future Action Items:**

1. Code of Conduct – audit. Timing – 1<sup>st</sup> quarter 2017
2. Future discussion on how we could improve the procurement purchasing process.

The meeting was adjourned at 5:45 p.m.

**Doc. #16-66**



**ATLANTA-FULTON PUBLIC LIBRARY SYSTEM**  
**BOARD OF TRUSTEES MEETING**  
**NOVEMBER 16, 2016 – 4:00 P.M.**  
**CENTRAL LIBRARY – 6th FLOOR BOARD ROOM**

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Board of Trustees Meeting, 16 November 2016



**Members Present**

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

**Members Absent**

Burke, Jamilica  
Joyner, D. Chip

**Also In Attendance**

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

**Visitors Present**

White, Daniel – Assistant to Commission Vice-Chairman Liz Hausmann

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**Chairman Paul Kaplan called the meeting to order at 4:03 p.m. at the Atlanta-Fulton Public Library System.**

### **Transcript Legend**

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

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(MEETING BEGAN AT 4:03 P.M.)

**CALL TO ORDER**

**CHAIRMAN PAUL KAPLAN:** I'm going to call the Atlanta-Fulton County Library System to order for the meeting on November 16 at 4 o'clock, a few minutes after.

**16-62 ADOPTION OF THE AGENDA**

**CHAIRMAN PAUL KAPLAN:** The first thing on the agenda is the Adoption of the Agenda. Anybody have a motion to accept? Particularly, do you want to add something?

**MOTION**

**MRS. PHYLLIS D. BAILEY:** Mr. Chairman, I move that the agenda be adopted as presented.

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

**MR. JOSH TAYLOR:** Second.

**CHAIRMAN PAUL KAPLAN:** Any additions, corrections on it? No? If not, all those in favor say aye?

*(WHEREUPON, all said aye.)*

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

**16-61 APPROVAL OF THE SUMMARY MINUTES FROM REGULAR MEETING OF OCTOBER 26, 2016**

**CHAIRMAN PAUL KAPLAN:** Approval of the Summary Minutes of the Regular Meeting Next of October 26. Do I hear a motion?

**MOTION**

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

**CHAIRMAN PAUL KAPLAN:** It's been moved.

**MR. JOSH TAYLOR:** Second.

**CHAIRMAN PAUL KAPLAN:** And second. Any additions, corrections on it? If not, all those in favor say aye.

*(WHEREUPON, there was one abstain.)*

**CHAIRMAN PAUL KAPLAN:** One abstention.

**16-61 APPROVAL OF THE VERBATIM MINUTES FROM REGULAR MEETING OF October 26, 2016**

**CHAIRMAN PAUL KAPLAN:** Approval of the Verbatim Minutes of the Regular Meeting of October 26, 2016. Do I hear a motion?

**MOTION**

**MR. JOSH TAYLOR:** Moved -- so moved.

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

**CHAIRMAN PAUL KAPLAN:** Moved and second. Any corrections on it? If not, all those in favor say aye.

*(WHEREUPON, all said aye.)*

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

**CHAIRMAN'S REPORT**

**CHAIRMAN PAUL KAPLAN:** Chairman's Report. Well, everybody had received by email our attorney's information concerning the oral

presentation that's going to take place tomorrow with the four contractors. Anyone got any questions, anything you want to add that you needed submitted prior to the oral presentations? And then Josh sent me a letter, sent something to everybody so you know. And some of the questions he had was interesting. Things I never knew it covered. And I'm probably going to try to straighten it out. And if Gayle can help me on this also. The self-check machines, the book setting is in the scope of the contractor bidding. The contractors tomorrow, all they're doing is a technical presentation. Nothing else. They know nothing about what's on -- inside of the library. All they care about is the roof, the mechanical system, the walls, the ceilings, things like that. That's it.

What's going to happen on those oral presentations, all four of the bidders are going to make their presentation. Out of those four, one of them will be picked as the contractor. Got to bear in mind that nobody in that room except purchasing -- you guys can correct me here. I'm looking at Gayle. - Nobody in that room knows what their bid cost was.

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

**CHAIRMAN PAUL KAPLAN:** Nobody knows. They keep it all above board. So in other words, you're just -- you're just picking the person you think has the expertise on their specific whatever they're talking about. It depends what they're going to say on there. So they have nothing to do with anything inside the building at all.

The other thing that you had on there, also -- and I have to ask, Josh, Gabriel on this -- capital items for -- like separate for self-check machines. There's a little, if you saw Gabriel's thing on here -- Josh, I'm sorry.

**MR. JOSH TAYLOR:** Yes. I basically said now that we know we can use the TAD funds, it's just -- my understanding is it's a matter of going ahead and submitting a recommendation to include that as part of our capital budget. And, you know, that's something we --

**DR. GABRIEL MORLEY:** The TAD money?

**MR. JOSH TAYLOR:** Yes, the Tax Allocation District. You know, we've got about six million dollars that's for capital expenditures to date and then it will grow. So my question was: It seems to me that that should not be part of the bond money expenditures. But it should be a capital expenditure that we use and accelerate it.

**DR. GABRIEL MORLEY:** Last time we tried that Sharon told us, no, that's bond money.

**MRS. GAYLE H. HOLLOMAN:** That's right.

**DR. GABRIEL MORLEY:** I mean, we can -- we can try for the TAD money, but we just asked like six weeks ago.

**MRS. GAYLE H. HOLLOMAN:** It's supposed to be bond money.

**DR. GABRIEL MORLEY:** And, you know, could we use some of the salary savings to buy --

**MR. JOSH TAYLOR:** I know.

**DR. GABRIEL MORLEY:** -- and she said no.

**MR. JOSH TAYLOR:** But I think we need to go back to her and ask her why not use the capital --

**DR. GABRIEL MORLEY:** So use the TAD money --

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** -- for the machines --

**MR. JOSH TAYLOR:** For the machines.

**DR. GABRIEL MORLEY:** -- and that will free up --

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** -- bond money for --

**MR. JOSH TAYLOR:** Yes. It'll create more flexibility as far as the bond money is concerned. And more importantly, it'll accelerate our ability to deploy these machines and improve, hopefully, service and productivity. So why do we need to wait two or three years for all of these renovations to take place?

**DR. GABRIEL MORLEY:** That might work if there's drops. I mean, that's been the holdup on the cash register machines. We got to have a place to drop those machines even if we buy them.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** So, I mean, we can try for sure. I don't know how much acceleration will actually happen though. Because like, let's use an example. If we bought some self-check machines for Buckhead -- I mean, I guess, potentially we could just find a spot and stick them somewhere if we weren't, you know, particular about where we wanted to put it. But I don't know that we want to spend -- I think it's a hundred fifty, a hundred seventy-five bucks per drop, you know, to drop the drops in Buckhead and then renovate. I mean, we can, if that's what --

**MR. JOSH TAYLOR:** Well, you know, here's --

**DR. GABRIEL MORLEY:** -- if that's what you want to do.

**MR. JOSH TAYLOR:** -- here's the whole point about the capital expenditure: How does that impact service? How does that impact costs and productivity? And a hundred and seventy-five dollars doesn't seem like a lot compared to the equivalent of one or two fulltime employment persons.

**DR. GABRIEL MORLEY:** We can try and see.

**MR. JOSH TAYLOR:** At the worst case, let's get the machines. And even if they're in the warehouse waiting to figure out, you

know, if --

**DR. GABRIEL MORLEY:** They won't -- Bibliotech won't do it because they want to hold it as long as possible so it gets the most updated version.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** We tried that one too. We asked them. We said, can we just buy it now with the money and hold it? And even let them hold it. And they said, no, they didn't want to do that.

**MR. JOSH TAYLOR:** Okay. Well, that's fair enough.

**CHAIRMAN PAUL KAPLAN:** Okay. The next thing about fast tracking the schedule to minimize cost of being -- the service. And then you know, keeping something partially opened; some of the bigger libraries. They told me no. There's no way they're going to do that because that's going to impact the cost.

You know, right now, as it stands with these four contractors, all of them could be over the budget and we don't know. We won't know until we pick it.

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

**CHAIRMAN PAUL KAPLAN:** And that's the thing. But they are not going to pursue it.

**MR. JOSH TAYLOR:** I understand that. But to me, we should press on and say, look, what is the -- you know, what are our options here? How much extra does it cost? And if it's a hundred thousand dollars, because it keeps either Sandy Springs or Roswell open two or three months more than they would be otherwise open, I think that would be a good investment.

**CHAIRMAN PAUL KAPLAN:** Well, it could be talked about. But I already approached it once. I mean, they just said flatly no. And at this point, it -- you know, we hired Gabriel to be our director. That's up to him. How he manages it and what he needs to do with these libraries to keep these things in operation is up to him. We can suggest things to him and do things. But the ultimate decision is him because none of us are librarians and he's the one.

**MR. JOSH TAYLOR:** That's true.

**CHAIRMAN PAUL KAPLAN:** But I will tell you that I got hit a couple of times back. And I -- it's just -- I try to get things accelerated, but it's not that easy. I'm finding out every time I try to accelerate I get a roadblock in front of me. And I can understand what he's going through.

All the other things -- all the other things you say are actually they're great -- they're great things, but it's going to be up to Gabriel what he wants to do on that.

I don't know what's going to happen. And even at the Public

Hearings, the turnout was -- I know you were at a couple. I was at a couple. Well, one, there was nobody who came in at all. The second one, I think it was only one person in Alpharetta. You had a couple of people, I think, by you.

**MR. JOSH TAYLOR:** At Wolf Creek.

**CHAIRMAN PAUL KAPLAN:** At Wolf Creek.

**MR. JOSH TAYLOR:** At Wolf Creek, we had a total of three; one of whom was a friend of mine. But the other two were very active in the Friends Group.

**DR. GABRIEL MORLEY:** Sandy Springs.

**CHAIRMAN PAUL KAPLAN:** And -- and --

**MR. JOSH TAYLOR:** Sandy Springs we had, what, five or six people.

**CHAIRMAN PAUL KAPLAN:** Phyllis brought out she felt there was not enough time given for the people, not enough advertising for people to come out. It was like a -- you had a --

**MRS. PHYLLIS D. BAILEY:** I had a concern because I talked with six librarians in the -- in District Six. And one or two days with both meetings in the south taking place on the second and the third. And your notice coming out either October 31st or the 1st, which means forty-eight hours, something like that, that cannot possibly happen.

**DR. GABRIEL MORLEY:** We had no more time because the voting took up some of those days and we needed to have it ready tonight. Remember, you all wanted to have it for tonight. I mean, we just ran out of days.

**MRS. PHYLLIS D. BAILEY:** Well, in that case, it will be -- cannot be presented as a document that has public input.

**MR. JOSH TAYLOR:** He'd say he's had very limited public input. But --

**MRS. PHYLLIS D. BAILEY:** Virtually none. I'd say one or two people were there.

**DR. GABRIEL MORLEY:** But I'll tell you too -- and I'm not defending what we did -- but I'll tell you, I've done this in three other places. And this is exactly the same amount of people. I've never been to one where we've had more than ten people, you know, anyplace I've been. And, I mean, I think it's just not a topic people are interested in.

**MRS. PHYLLIS D. BAILEY:** Well, I had said at the last meeting that once I found out that I would make it a point to go to each one of those libraries and make sure they got people there. But the timeframe was such that that was impossible.

**DR. GABRIEL MORLEY:** Well, we even told the Friends thinking the Friends would drum up support. And we had three at Sandy Springs and two at Wolf Creek.

And, I mean, I think part of it, too, though is we can do it again if we -- if our goal is to have a document ready for these budget hearings, which I thought was the reason. But we can continue to get support and refine our document. You know, I mean, it doesn't have to be set in stone that this is it. But if we want to have something to take to these Public Hearings, then this is what we had to go with. We had to have it ready by today so you all could look at it and vote on it. We just didn't have the time because we had zero Friday openings and Tuesday was actually election. And, actually, in Sandy Springs we couldn't even get in the meeting room. We had to meet in the library.

**MRS. PHYLLIS D. BAILEY:** The Friends Of in Palmetto did not -- they didn't -- they weren't aware. I guess it went to the library, but the Friends Of weren't aware.

**DR. GABRIEL MORLEY:** They should have been. Heather emailed the Friends' presidents and all the people in the Friends.

**MRS. PHYLLIS D. BAILEY:** I don't know.

**CHAIRMAN PAUL KAPLAN:** Well --

**DR. GABRIEL MORLEY:** That's what I mean. It's up to you all. I mean, we'll definitely have more meetings if you want to have more meetings. I mean, it's -- it's no skin off us. We were just trying to meet the deadline.

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

**DR. GABRIEL MORLEY:** I mean, we needed to get something ready by today; otherwise, when we have the budget hearings you would just have some nebulous, hey, this is what we're thinking about.

**CHAIRMAN PAUL KAPLAN:** Well, the way we stand with the libraries right now is the four contractors that meet tomorrow, they give their presentation then the committee will pick one of them. Correct me if I'm wrong. Not two but just one. And then at that point, they go back to purchasing or whoever they tell that the -- that this is the contractor they want. Here's where I get really confused. So I could -- I get the package and I'm successful at it, whatever it is you want me to have. Do I then make my contract up at that time and then it gets presented back to Al's group or do they make a presentation in front of BOC or you're making a presentation or Al?

**DR. GABRIEL MORLEY:** No. The County will negotiate with them.

**CHAIRMAN PAUL KAPLAN:** The County will negotiate with the contractor?

**MRS. PAULA RAFFERTY:** Exactly. The terms of the contract.

**CHAIRMAN PAUL KAPLAN:** The terms of the contract.

**MRS. PAULA RAFFERTY:** Yes.

**CHAIRMAN PAUL KAPLAN:** Then at that time then you tell the --

you talk to the BOC and make the presentation to the BOC?

**MRS. PAULA RAFFERTY:** Well, interesting enough, the BOC approves entering into the contract before it is actually negotiated.

**CHAIRMAN PAUL KAPLAN:** Okay.

**MRS. PAULA RAFFERTY:** That's the -- that's the authority for negotiating the contract. And usually, I mean -- it happens all the time when guys are doing contracts -- I get it, you know, on my desk after the BOC has seen it. And I'm like going, uh, you know. This provision shouldn't be in here, you know. So then it's subject to being negotiated. So it's kind of a backward way of doing that.

**CHAIRMAN PAUL KAPLAN:** Yes, a little bit different.

**MRS. PAULA RAFFERTY:** A little bit different.

**CHAIRMAN PAUL KAPLAN:** So we pick a contractor out. I'm just -- I'm getting this out in the open so everybody knows. So we pick a contractor out, then we sit down and we start talking about what we really want -- what we want in there. And that's like the furniture, the technology. You know, this is not -- this is not a turnkey operation. There's a lot of entities involved. We have contractors involved. We have our I.T. department involved. We have our Library System involved. Everybody's involved to get this thing completed. It's going to take time to get everybody together on board. And once we sit and talk to them, then we'll know exactly how much extra -- we're always worried about extras. Well, you know, I didn't have this in my thing. I want another extra two hundred, three hundred thousand dollars.

Once that happens, then you got to go back again. And you're going back in on the contract. And you have to go back in front of BOC at that point?

**MRS. PAULA RAFFERTY:** When there are significant modifications, that's -- I think that there's a give that's, you know, allowed under the big contracts where you can have some modifications that don't, you know, require the BOC to approve it. But it's pretty limited range. And then beyond that, if it's a two hundred, three hundred dollar -- thousand dollar difference, they would definitely be approving that modification.

**CHAIRMAN PAUL KAPLAN:** Okay. Our biggest worry is about us having enough money to do everything we need to do. And if we don't have enough money, then something's going to hurt in the 2017 budget or something is not going to happen. And that's -- and, of course, that TAD money, that's another thing that would be great if we can use that. That eliminates 'x' amount of dollars right there.

And the ALA Convention that's coming up in January, all the new

technology will be there. Probably new self-check machines, they're a smaller footprint now. And even the self-check machines, to fit into the library they might have to build a wall. They might have to move some walls. So there's a lot of things going on, a lot of movements happening. So there's a lot involved with this thing. It's going to take a lot of time to get it get together. Once it's done, then it's -- goes out and gets done. I know your question, John, was about using Roswell Library --

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

**CHAIRMAN PAUL KAPLAN:** -- starting in February. I don't see anything happening in the beginning of February. Unless something miracle in the next ninety days everything gets put together, I don't see it.

**MR. JOHN R. THOMAS:** Gabe, the district coordinator for AARP Tax Aid, are you familiar with that organization?

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

**MR. JOHN R. THOMAS:** Okay. They are -- they must use seven or eight of our libraries, one of which is Roswell. And the Branch Manager rightfully told her not to plan on the availability of the Roswell Library. She came back to me and wanted to -- she wasn't doubting, but she wanted to see if there was any leeway. Do you have --

**DR. GABRIEL MORLEY:** All the proposals we had didn't even have construction starting until sometime in the fall. So even if we could --

**MRS. PHYLLIS D. BAILEY:** In the --

**DR. GABRIEL MORLEY:** I know -- even if we could squeeze them and get them to start, I mean, it's not going to even be beginning of summer.

**MR. JOHN R. THOMAS:** So you think we can use the Roswell --

**DR. GABRIEL MORLEY:** In February for sure.

**MR. JOHN R. THOMAS:** It'd be February through the 15th of April, end of tax season.

**DR. GABRIEL MORLEY:** Oh, yes. They won't be...

**MR. JOHN R. THOMAS:** Okay. Now, is that something that will be communicated to the Branch Manager? Or I may -- because I know --

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

**MR. JOHN R. THOMAS:** It should have already been, okay.

**DR. GABRIEL MORLEY:** I think the Branch Manager misunderstands what's supposed to be happening here. We're supposed to be scheduling programs and telling people your program may be cancelled, not not scheduling programs because it might be cancelled.

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

**DR. GABRIEL MORLEY:** The caveat is, hey, sign up for your program, but be aware we may call you, you know, a couple of weeks ahead of time and say, hey, you can't have it.

**MR. JOHN R. THOMAS:** Good. That's fair enough.

**DR. GABRIEL MORLEY:** But I don't think that --

**MR. JOHN R. THOMAS:** Even that's going to happen?

**DR. GABRIEL MORLEY:** Yes. I don't think that translated for every Branch Manager.

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

**CHAIRMAN PAUL KAPLAN:** Well, I planned unlike -- I can't think of that -- Roger? -- Roger was at the -- Sandy Springs?

**MR. JOSH TAYLOR:** Yes. Roger. Yes. Former Board member.

**CHAIRMAN PAUL KAPLAN:** Yes.

**MR. JOHN R. THOMAS:** Roger Rupnow.

**CHAIRMAN PAUL KAPLAN:** Right. Right.

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

**CHAIRMAN PAUL KAPLAN:** Tells it like it is, because he -- he's -- I never got his -- I never got an update on anything in construction. Nobody even talked to me. He said he was coming. He'd never come. At that time, he was talking about Al Collins. Well, that won't happen here. I will tell you, and I will keep this Board updated. And we're -- I've got to hit that sunlight, man. I need my sunglasses.

I will keep the Board updated every month when we come in. If I have to, I'll send some emails in between if something really big is going down.

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

**CHAIRMAN PAUL KAPLAN:** So, anyway, that won't happen here.

#### **16-65 DIRECTOR'S REPORTS**

#### **16-63 MONTHLY FINANCIAL REPORT**

**CHAIRMAN PAUL KAPLAN:** Okay. Monthly Financial Report, 16-65.

**DR. GABRIEL MORLEY:** Yes. There's nothing out of the ordinary on the Financial Report except we can barely spend any money. Fulton County is practically shut down.

**CHAIRMAN PAUL KAPLAN:** Yes.

**DR. GABRIEL MORLEY:** This week is the actual end-of-the-date, you know, to use the p-card, to put in any purchase orders or anything. So pretty much what you see on here and then whatever our encumbrances are is where we're going to end up over the next six weeks, five more weeks, whatever's left in the year.

#### **16-64 MONTHLY USAGE SUMMARY**

**CHAIRMAN PAUL KAPLAN:** Anybody have any questions or anything on that or the Monthly Usage Summary?

I will say one thing on the Computer Classes. Every month they

continually go down. Is that because just people are just not interested in it or what? I always see negative...

**DR. GABRIEL MORLEY:** Compared to the previous year you mean?

**CHAIRMAN PAUL KAPLAN:** Yes. Right. Yes.

**DR. GABRIEL MORLEY:** Yes. I don't know. They may be. Well, I mean thirteen and fifteen. I mean, it could have just been, you know, two extra days in the month last year. I mean, I don't know what the particular -- I mean, it's in a comparable range.

**CHAIRMAN PAUL KAPLAN:** Yes. And then --

**MR. JOSH TAYLOR:** Before you move on --

**CHAIRMAN PAUL KAPLAN:** Go ahead.

**MR. JOSH TAYLOR:** This handout that I -- everybody should have a copy of -- basically is a comparison of this --

**CHAIRMAN PAUL KAPLAN:** Of '15 and 2016?

**MR. JOSH TAYLOR:** October 2016 compared to 2013, 2012. And I guess what jumps out to me in this is that Circulation is fairly flat, down a little bit, eighty-six percent. And all I did was take the ten months time 11.2. And Visits are, you know, ninety-seven percent. So that's about flat. But the two things that really jump out are the Web Hits, a hundred and seventy-six percent and Virtual Circulation, two hundred and fifty-five percent. So there's no real surprise. You've been telling us this all along. And I guess my question is, you know, the Virtual Circulation is now seven percent of the total circulation, which is still fairly small. And do you have any benchmarks as to what other Systems are experiencing?

**DR. GABRIEL MORLEY:** I don't know. We pushed in Calcasieu to get up to thirty percent. That was our goal. And we were right around twenty-seven percent.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** And so we kept adding more and more titles because we wanted to get to that thirty percent because it's much more efficient for us. It's much more economical for us. It's a good model. And I think we can get there. I mean, we still have, you all know, relatively few e-Books. Unfortunately, the County did not give us the money we wanted for 2017 to buy more, so we'll be using the Material Budget that we have this year. It's just going to roll over. But I hope we will -- we'll put some more money into that. We had a meeting yesterday and talked about a way that we could try and bulk up those e-Resources. But I think you would see a huge jump if we doubled the number of e-Materials we had. I think that number would grow --

**MR. JOSH TAYLOR:** So how much --

**DR. GABRIEL MORLEY:** -- as well.

**MR. JOSH TAYLOR:** -- how much would we have to spend to do that?

**DR. GABRIEL MORLEY:** I don't know. I mean, you'd have to run an order and see if we could even double the number. I mean, that's the other thing. You've got to find the titles. There'd have to be enough titles that are available in the formats we have or does Overdrive have enough books that we think could be worthwhile for us to purchase.

But if we have those two new people next year, the cataloger and the acquisitions person, you know, that will really be a huge benefit because they can spend their time looking at that trying to figure out where those weaknesses are and where we can pick up. Because all we need to do is look at our Overdrive stats and figure out what's circulating. And without looking, I can almost guarantee it's going to be Romance. You know, there's just a ton of Romance that circs on e-Books.

And if that's the case, that's good because there's a lot of Romance to buy. We just have to get it into the System and get it promoted. I mean, I don't think it would be difficult to get to twenty-five percent in a year. I mean, that would be very easy. It's just a matter of adding those titles. The demand is there. We just have a deficiency in what we're offering.

**MR. JOSH TAYLOR:** Is it a matter of changing the budget allocation within Circulation or is it a matter of getting more dollars? Because we're still at, you know, half of what we should be in terms of materials.

**DR. GABRIEL MORLEY:** Yes. We can just shift our priority, I mean, because the Materials Budget is just the one line item.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** So, I mean, we can just ask James to spend more money on e-Materials. And that's partly what we've been doing along the way. He's just sort of been easing into it.

**MR. JOSH TAYLOR:** Okay.

**CHAIRMAN PAUL KAPLAN:** Okay. Other questions?

#### **FOUNDATION REPORT - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Foundation Update - Report. John?

**MR. JOHN R. THOMAS:** Yes. Sure. We met today. And we had a number of things, most of which would be of no interest to you. But the Annual Fund -- the Foundation's Annual Fund Campaign has been kicked off. And this year our campaign chairman is Jenny Brewer. You may or may not know Jenny. Jenny is the wife of --

**MR. JOSH TAYLOR:** Charles.

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

**MR. JOSH TAYLOR:** Yes, Charles Brewer.

**MR. JOHN R. THOMAS:** -- Charles Brewer. And she's a wonderful lady. And we -- she wrote a wonderful letter. Her twelve year

old son -- I think it's -- you met him, McHenry. He also signed it as a junior something. I forget what he put. But we're pretty excited about the potential of the Fund this year. So if you happen to see a letter in your mailbox, don't blame me. Okay. And then one of our -- probably one of our most successful programs that we fund is the Fox Mini Grant Awards. These awards are tailored to fund money for staff, library staff. Oftentimes, staff will say, I wish I had enough money to do, to do whatever it is. Fill in the blank. And last year at this time, we really had a poor showing. We only had two of -- solicitations totaling five thousand dollars. The program, we fund about twenty-six thousand. Michelle Smith, who is the chairman of that committee, the Allocations Committee, and her committee went to work on that. And they improved the program, enhanced it. And with Gabe's help began to advertise and communicate it. And I predicted back in, I guess -- said we were going to have an over subscription by the staff. And sure enough we did. We had twenty-nine applications totaling one hundred and one thousand dollars. So we did select, I think it was eight or nine, and they totaled twenty-six thousand. So it's a -- the Fox Mini Grant Award is back. And it's well, and it's serving the staff. So we're pretty excited about that. And then just the last thing, Paul, is that our development director, Cara Darling, now Cara Haynie, is leaving the Foundation. So if you're aware of any fundraisers that may be interested in either part or fulltime work, please let me know.

**CHAIRMAN PAUL KAPLAN:** Okay.

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

**CHAIRMAN PAUL KAPLAN:** Thank you.

**DR. GABRIEL MORLEY:** To piggyback on that, though, some of the programs are very interesting. Vickie Beane at Adams Park is going to do a community garden, you know. So people will be able to come and plant gardens at the library, on library property. Then when it gets too cold, she's got an aquaponics program to bring it inside. So she's partnered with the 4-H people. It's at the Ag Center, some other local places around town, a local chef to talk about nutrition and healthy meals and that kind of stuff. So I'm hopeful that it'll be a big success and we can duplicate it --

**MR. JOHN R. THOMAS:** Amen.

**DR. GABRIEL MORLEY:** -- at some other branches.

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

**DR. GABRIEL MORLEY:** There was a program about A Thousand Books Before Kindergarten, you know, to try and promote early literacy among kids. There was a program, Shenanigans, was to

specifically target groups with special needs, particularly --

**MR. JOHN R. THOMAS:** Right. I saw that one.

**DR. GABRIEL MORLEY:** -- autism, a program at Auburn Avenue that's I thought was very interesting, would be an easy signoff is to begin to work with some of the local churches and collect their records and digitize their records for them. And so, apparently, there's another organization doing that too. So we can partner with them and that way we won't have a lot of overlap. Do you remember some of the others?

**MR. JOHN R. THOMAS:** Well, I'm confused. I read them all. Like I said, there's twenty-nine. So I'm confusing it with the ones that got approved and the ones that didn't.

**MR. JOSH TAYLOR:** Will this be publicized in any fashion, Gabe?

**DR. GABRIEL MORLEY:** Yes. We sent it out to staff. I can send it to you.

**MR. JOSH TAYLOR:** Okay.

**MRS. PHYLLIS D. BAILEY:** I'd like to see that too.

**DR. GABRIEL MORLEY:** Yes. I'll send it to everyone.

**MR. JOHN R. THOMAS:** It's very interesting.

**DR. GABRIEL MORLEY:** It's got a little breakdown of what the program is. You know, it says what all the particulars are. Oh, New Glass Cases for --

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

**DR. GABRIEL MORLEY:** -- for Margaret Mitchell exhibit.

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

**DR. GABRIEL MORLEY:** A disk repair --

**MR. JOHN R. THOMAS:** You've got a good memory. I couldn't remember them.

**DR. GABRIEL MORLEY:** -- disk repair cleaning machines so we can fix our DVDs. You know when a DVD is scratched, you know, you can just put it in a machine and there's this liquid ointment you put on there. It'll fix the DVD so we can put them back in circulation; a charger. Mechanicsville got a grant for a speedy charger. So if you needed to phone -- charge your phone, you can bring it in and plug it into the super fast charger. And there may have been one or two more. I was trying to think of them by branch.

**MR. JOHN R. THOMAS:** Let me see.

**DR. GABRIEL MORLEY:** A lot of good ones that were not selected too.

**MR. JOHN R. THOMAS:** Yes. And because of that, Gabe, we are going to increase -- or at least we feel -- we're certain we will increase the budget to thirty-five thousand dollars next year.

**DR. GABRIEL MORLEY:** We also have to get rid of that rule about

the director not being able to submit grant applications because mine were summarily dismissed.

**MR. JOHN R. THOMAS:** Yes. We just didn't want the boss being in competition with the staff. I like the idea as did Michelle. What was it, to put books in barbershops?

**DR. GABRIEL MORLEY:** Yes. Yes. So that way when kids come in, the barber can make them read to them aloud while they're getting their hair cut.

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

**DR. GABRIEL MORLEY:** So then we promote literacy. We're helping establish these mentor relationships. And, you know, we were going to target inner city Atlanta and try to hit some of the poorest, most illiterate areas where the student reading scores are the lowest because we know we have a captive audience. Come in, they've got to sit in the barber's chair for however long. They're stuck there. They might as well be reading aloud. The idea was to set up these little mini libraries in there and partner with those barbershops.

**MR. JOSH TAYLOR:** I think it's a great idea.

**MR. JOHN R. THOMAS:** It's a great idea. But Michelle was right. She didn't want the staff --

**DR. GABRIEL MORLEY:** I told her put somebody else's name on it. Zenobia turned that one in.

**MR. JOHN R. THOMAS:** Real quickly -- and Gabe mentioned Vickie Beane over that at Adams Park. It's Fresh Out. It's the gardening. That one is forty-seven hundred dollars; Shenanigans at the --

**DR. GABRIEL MORLEY:** The Autism Program.

**MR. JOHN R. THOMAS:** Right. That was, what, thirty-six hundred. Seeing Margaret Mitchell clearly, you mentioned that. Audio/Visual Disk Repair Machine, thirty-two hundred; Pop Up Electronic Resources Library, twenty-two thousand twenty-eight; One Thousand Books Before Kindergarten, thirty-four hundred; Collecting, Preserving Access to African-American Church History. That was only six hundred and seventy-three. Smart Money Matters, eight hundred and seventy. Steam Trunks, what was that -- do you remember that one?

**DR. GABRIEL MORLEY:** I can have some robot kits and different kinds of science technology, that type of stuff. And they'll be in a kit, so then the library can check out the kit --

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

**DR. GABRIEL MORLEY:** -- and deploy all the different resources.

**MR. JOHN R. THOMAS:** She didn't go -- we didn't have time to go through them all. But she did encourage us to read these. And then the last one was Quick Charge Changing Station.

**CHAIRMAN PAUL KAPLAN:** Right.

**MR. JOHN R. THOMAS:** Okay. A great program. It was a great year, and we're looking to expand it.

**CHAIRMAN PAUL KAPLAN:** That's great. The Foundation does a great job.

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

**CHAIRMAN PAUL KAPLAN:** Money that we don't have --

**MR. JOHN R. THOMAS:** We have a new chairman --

**CHAIRMAN PAUL KAPLAN:** That starts January.

**MR. JOHN R. THOMAS:** Nina.

**CHAIRMAN PAUL KAPLAN:** Nina.

**MR. JOHN R. THOMAS:** Nina Radakovich. And she was here earlier, so... Great lady.

#### OLD BUSINESS

##### LIBRARY BOND - PHASE I UPDATE

**CHAIRMAN PAUL KAPLAN:** Okay. Old Business. Library Bond -- Phase I Update. I don't know if you want to say anything at all.

**DR. GABRIEL MORLEY:** No. We meet tomorrow.

**CHAIRMAN PAUL KAPLAN:** We meet tomorrow.

##### 16-59 2017 FCLS HOLIDAY/CLOSING CALENDAR

**CHAIRMAN PAUL KAPLAN:** Everybody had that holiday closing calendar? This is something that we're going to have to make a motion on. We talked about it, I think, at the last meeting.

**MR. JOSH TAYLOR:** We were waiting to get some additional updates.

**CHAIRMAN PAUL KAPLAN:** Yes.

**MRS. PAULA RAFFERTY:** Yes.

**DR. GABRIEL MORLEY:** And I think Paula just said move forward and if something happens we'll have to adjust.

**MRS. PAULA RAFFERTY:** It was on the Board of Commissioners' agenda to essentially delay the implementation of the personnel break evolutions, and I'm not sure what the projected date is. But that would -- that really controls what holidays are then in place. So I think that the safest course is to just go ahead and do what you're going to do. And if something changes --

**CHAIRMAN PAUL KAPLAN:** We'll adjust it.

**MRS. PAULA RAFFERTY:** -- then you'll have to deal with that then.

#### MOTION

**CHAIRMAN PAUL KAPLAN:** Anybody have any problem with that? If not, I'll entertain a motion to accept the 2017 Holiday Closing Calendar.

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

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

**CHAIRMAN PAUL KAPLAN:** It's been moved. It's been second. Any discussion? All those in favor say aye.

*(WHEREUPON, all said aye.)*

**CHAIRMAN PAUL KAPLAN:** Opposed?

**NAMING OF THE SOUTH FULTON LIBRARY - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Okay. Naming the South Fulton Library - Update. Has everybody read -- Emma Darnell had a -- I'm going to pass it on to everybody. Has everybody thought about it, how they feel about it? I can go around the table and talk about it or you want to say something, Gabe?

**DR. GABRIEL MORLEY:** No. I don't have anything to add since the last meeting.

**CHAIRMAN PAUL KAPLAN:** Phyllis? Go to you first. What do you think of...

**MRS. PHYLLIS D. BAILEY:** I don't know enough about it. I know that they want to rename the library for this lady who was killed there. And I think that that's a good idea. And I was for that.

**CHAIRMAN PAUL KAPLAN:** That's the question on the table. Do we support that particular naming?

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

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

**MR. JOHN R. THOMAS:** I would.

**MR. JOSH TAYLOR:** I do. And, you know, we've got a process. We've got, I think as we discussed last time, at least half a dozen or more libraries that do have names attached to them, so...

**MR. JOHN R. THOMAS:** And it's covered by the procedure. We're not -- we're certainly in-line with the guidelines, Paul.

**CHAIRMAN PAUL KAPLAN:** Yes, we are.

**MR. JOHN R. THOMAS:** Yes. So I think it's very appropriate. That lady died in serving the Library System, as the one lady mentioned. I think it's very appropriate.

**CHAIRMAN PAUL KAPLAN:** Priscilla?

**MRS. PRISCILLA BORDERS:** I agree. I think it's appropriate.

**CHAIRMAN PAUL KAPLAN:** Everything I read about her, she was -- she was well-liked. Gayle, you knew her. She was well-liked by the kids. She was --

**MRS. GAYLE H. HOLLOMAN:** She was.

**CHAIRMAN PAUL KAPLAN:** She was one of those persons everyone wanted to see her. She was that -- was she always at that library?

**MRS. GAYLE H. HOLLOMAN:** I don't think she was always at that library. Looks like she was somewhere else. I can't remember where, though, because she was here when I came. But she was

just well-liked. She was a mentor to so many of us. Just a really nice overall -- just well-rounded person. And very knowledgeable of the profession. Very deeply involved in the profession.

**CHAIRMAN PAUL KAPLAN:** All right. So do we want to recommend this to the BOC? They're the ones who's going to have the final authority on this.

**MR. JOHN R. THOMAS:** I would recommend it.

**MRS. PHYLLIS D. BAILEY:** I would too.

**CHAIRMAN PAUL KAPLAN:** Do we need a motion on this?

**DR. GABRIEL MORLEY:** Yes.

**MOTION**

**CHAIRMAN PAUL KAPLAN:** Okay. Let me entertain --

**MRS. PHYLLIS D. BAILEY:** I would move that we submit the resignation -- I mean recommendation -- to the Board of Commissioners that we rename the library for this lady.

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

**MRS. PRISCILLA BORDERS:** Second.

**CHAIRMAN PAUL KAPLAN:** Any discussion?

**MR. JOSH TAYLOR:** We should certainly add her name to the motion. Vivian Pritchard is the name.

**MR. JOHN R. THOMAS:** Yes. Let's put the name in the motion.

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

**DR. GABRIEL MORLEY:** Yes, Gladys Dennard.

**MRS. PHYLLIS D. BAILEY:** Gladys Dennard, yes.

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

*(WHEREUPON, all said aye.)*

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

The only thing I will tell you is that every -- everyone that comes to us and wants things name, each one has to be done as a separate thing. It's not a blanket. Just because we labeled this woman with the woman's name, this is not a blanket that every library in the System, that we're going to throw names, because everything is on its own merit. We did this on the Zoning Board of Appeals. I used to make motions and stuff and then people would, well, you did it for them. No. You're separate. Everybody is separate because it can get out of hand.

**MRS. PHYLLIS D. BAILEY:** And there has to be viable information that supports that too. It all -- or necessarily support it to the extent that Ms. Dennard was.

**CHAIRMAN PAUL KAPLAN:** Yes.

**DR. GABRIEL MORLEY:** Well, that's the second one, too, because remember the committee recommendation is to reject the second

one. So you all have to decide whether you're rejecting or promoting the second one, which is naming the meeting room after the woman who is the -- was the community group president. I don't have my paperwork. Is that the one that you had, Josh, Vivian Pritchard?

**MR. JOSH TAYLOR:** Yes. The South -- the South Fulton Library Naming Committee --

**MRS. PHYLLIS D. BAILEY:** Wasn't that Ms. Dennard?

**MR. JOSH TAYLOR:** Oh, that was Dennard, yes.

**DR. GABRIEL MORLEY:** Yes. Dennard is for the library, and then --

**MRS. PHYLLIS D. BAILEY:** South Fulton.

**DR. GABRIEL MORLEY:** -- Vivian Pritchard -- was it Vivian Pritchard? I don't even remember the --

**MR. JOSH TAYLOR:** Well, the committee is unanimously rejecting the request to name a room. So I don't think we need a motion at all.

**MRS. PHYLLIS D. BAILEY:** If the committee rejected it, yes, you're right.

**DR. GABRIEL MORLEY:** All right. Then I'll just send them a letter saying the committee chose not to forward it to the Board.

**CHAIRMAN PAUL KAPLAN:** To the Board.

**DR. GABRIEL MORLEY:** Okay.

**MRS. PHYLLIS D. BAILEY:** Dennard was the only one that we were considering at this point.

**DR. GABRIEL MORLEY:** For the library. This one was a room, a room name. And we have another one for Southwest. I've got to form a committee. And I've got to find some community members for Southwest.

**MRS. PHYLLIS D. BAILEY:** What is there position there? Who is the person?

**DR. GABRIEL MORLEY:** I don't remember the woman's name. It's -- do you know Dominic who runs the Community Development -- Community CID?

**MRS. PHYLLIS D. BAILEY:** What's the name? I'll make it a point to find out though.

**DR. GABRIEL MORLEY:** Dominic is the person. I don't remember his last name. I have the paperwork.

**MRS. PHYLLIS D. BAILEY:** For Southwest?

**DR. GABRIEL MORLEY:** Yes, Southwest Library.

**MRS. PHYLLIS D. BAILEY:** I'll check and see if I can find some information.

#### **2017 BUDGET UPDATE**

**CHAIRMAN PAUL KAPLAN:** Okay. 2017 Budget Update.

**DR. GABRIEL MORLEY:** Yes. 2017 Budget -- Update. You know today was the day -- no, yesterday was the day the County had to submit their budget to the County Commission.

**CHAIRMAN PAUL KAPLAN:** Right.

**DR. GABRIEL MORLEY:** So yesterday afternoon after I left we got an email from our budget person that said -- it was one sentence that said your budget for 2017 is twenty-seven million six sixty whatever the other dollars were. So then Hakeem sent an email that outlined all the County's priorities and all the County's objectives and the things they spent the money on. And it was not the things that we wanted. So essentially what we got was our rollover budget. So we didn't lose money, but we also didn't gain any money. So we got -- we did not get the hundred thousand dollars for Programming. We did not get the five hundred thousand for Materials. We just got exactly what we have today.

And if you remember, though, part of what we did was squeeze those new positions into that rollover. So we're still good on the new positions. We just don't have that Programming money and that extra Materials money we asked for.

**MR. JOHN R. THOMAS:** That sounds like we didn't get the Bookmobile either then?

**DR. GABRIEL MORLEY:** No. And that's one of the things Josh and I have been working on offline is what about that TAD money.

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

**DR. GABRIEL MORLEY:** But they don't even have a process for the TAD money. Sharon and Hakeem apparently got to sit down, come up with a separate fund to figure out how that money gets spent or whatever. I mean, because the BOC just approved at their last meeting moving it. And so now Fulton County's trying to figure out how they set it up for us to use.

**MR. JOSH TAYLOR:** And the conversation that I've had with Lee Morris is that he thinks that a properly documented proposal for capital expenditure that we will be able to convince the County of the wisdom of that and it would be approved.

**DR. GABRIEL MORLEY:** And just --

**MR. JOSH TAYLOR:** So that's -- we just need to go ahead and put our case forward.

**DR. GABRIEL MORLEY:** And we asked Sharon if we could do that immediately or if we had to wait until 2017. And her response was very bizarre. Did you see? It was something about, well, this isn't bond money. It never expires.

**MR. JOSH TAYLOR:** So, I mean, I think we can do that now.

**DR. GABRIEL MORLEY:** Well, as soon as they have something set up. I mean --

**MR. JOSH TAYLOR:** I guess my say is why not go ahead and say here's what we want to spend the money on. And then when they get their procedure, hopefully, they'll act on it. And if they are dragging their feet, then we'll go back to our Commissioners and say please expedite this.

**MRS. PAULA RAFFERTY:** If you have prepared, essentially what your bid document would be for a particular kind of thing or whatever it is that you want to buy and you set it up according to what the normal purchasing requirements are. If it's what they're talking about, is what the fund will be that the money would come out of not whether the purchasing rules will --

**DR. GABRIEL MORLEY:** Right.

**MRS. PAULA RAFFERTY:** -- exactly the same. So if you develop those materials, you'll be that far -- further along than you will be if you wait until they figure it out.

**DR. GABRIEL MORLEY:** Okay.

**MRS. PAULA RAFFERTY:** Because, believe me, it'll be at the bottom of your list of things to figure out unless they have something that will require that. There are just more pressing fish to fry.

**MRS. PHYLLIS D. BAILEY:** That makes sense.

**DR. GABRIEL MORLEY:** And I think -- I didn't get to read Gayle's email, so she'll know better than I. But I think the next step is to have one Public Hearing in each district to discuss the budget the County's put out. And then the BOC members will actually finagle however they want before they vote on the final. Is that what your email said?

**MRS. GAYLE D. HOLLOMAN:** Right. They often will finagle some things after that. But they do have at least one budget hearing in each district, like you just said.

**DR. GABRIEL MORLEY:** So, you know, there is still the possibility. And I talked to Sharon again about the Salary Savings, but that wasn't included anywhere in the written documentation they sent me. So that's a question mark still.

**CHAIRMAN PAUL KAPLAN:** By the way, that Salary Savings would just go in the General Fund and that'd be -- you won't see it.

**DR. GABRIEL MORLEY:** That's what I --

**CHAIRMAN PAUL KAPLAN:** That's exactly what's going to happen.

**DR. GABRIEL MORLEY:** And I'll send you the -- I'll email you the email they sent me that lists all of the things they're spending the money on, so you'll have some background.

**CHAIRMAN PAUL KAPLAN:** What it'll show you is that if you have a budget and you any surplus, spend it before October 1. That's what it sounds like.

**MR. JOHN R. THOMAS:** That's what -- that's what you said.

**CHAIRMAN PAUL KAPLAN:** Spend it before October 1.

**MR. JOHN R. THOMAS:** We'll say it's every ten months.

**CHAIRMAN PAUL KAPLAN:** Because they close the books.

**MR. JOHN R. THOMAS:** Ten month budget.

**MRS. GAYLE H. HOLLOMAN:** Right. It really is.

**DR. GABRIEL MORLEY:** And every department's encountered the same thing. That's what Dick said, you know, we under run every year County wide because everybody runs into this same issue about not being able to spend every penny we have.

And some of 2017, you all probably realize this, but some of 2017 is still wonky because of the new cityhood. And so part of what's happened is they've tried to plan, do we just need to pay these expenses for four months until the new city is officially started or do we keep paying these services because even when the new city is started, they won't have a mayor and a councilman necessarily on that day? So some of -- I think what they've done is try and build in a buffer about what might need to happen in 2017 on the County's end to get through this cityhood process.

**MRS. PHYLLIS D. BAILEY:** Question -- side question. Isn't that under consideration to be taken to the Board for something or another?

**DR. GABRIEL MORLEY:** I don't know. The last thing -- we met Monday. And Dick said he was hoping the governor would appoint some kind of transition team, because without a transition team, there's not even a person to talk to. There's no one you can go and meet with and say, hey, are you going to take over fire services? Because until they elect a mayor and city councilman, there's nobody to represent the City of South Fulton.

**MRS. PHYLLIS D. BAILEY:** You know, I just thought that -- I don't know where I read it -- it might be under consideration to be taken to court because people along a certain area had voted and were not a part of that city.

**DR. GABRIEL MORLEY:** Maybe.

**MR. JOSH TAYLOR:** I remember seeing something in the paper about it. But I haven't seen anything since the election.

**MRS. PHYLLIS D. BAILEY:** That was because people along the -- Fulton Industrial would not be a part of the city and they voted in the --

**DR. GABRIEL MORLEY:** Right. That was the question.

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

**DR. GABRIEL MORLEY:** Yes. And it doesn't affect us. I mean, I thought that was self-evident. But the libraries is unaffected by this. So it doesn't, you know, it won't matter to us which way it goes or how long it takes. We'll still operate normally.

**MR. JOHN R. THOMAS:** Gabe, regarding the 2017 budget, if we successfully hire all the new hires that we wanted -- we're budgeting to hire, how many new employees will that be approximately?

**DR. GABRIEL MORLEY:** Six.

**MR. JOHN R. THOMAS:** Six. That's all?

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

**MR. JOSH TAYLOR:** It's really six new positions that he outline. And the rest is a tradeoff between reduced part-time positions and basically it's a carry forward of the current staffing volume is my understanding.

**MR. JOHN R. THOMAS:** So you have six new positions. How about all the positions that have already existed but were never filled?

**DR. GABRIEL MORLEY:** Those should almost be all done. I think we might have three or four more librarian levels.

**MRS. GAYLE H. HOLLOMAN:** We have three librarian level positions to fill. We are just completing the seven -- that's librarian senior. We have seven librarian positions that we're offering before the week is over. And we just hired --

**DR. GABRIEL MORLEY:** And I think fifteen or sixteen assistants?

**MRS. GAYLE H. HOLLOMAN:** We just hired ten Library Assistants and we have three more that we can hire. So we should have those hires done by the middle -- first or second week of December.

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

**DR. GABRIEL MORLEY:** So we'll almost be full.

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

**MR. JOSH TAYLOR:** Based on this, can you start the hiring process now for your new positions?

**DR. GABRIEL MORLEY:** We think for two of them, the two that we talked about the other day. The other six, Ed says he doesn't think so because technically the Commissioners haven't approved the budget. So we would be advertising and interviewing for a position that hasn't necessarily been authorized until that final vote, which he anticipates at the second January meeting. So I think our plan is to open that register sometime in December, get some names on it, start talking to people so we'll be ready so that when they vote then that next week or so we can say, hey, we're good to go.

**CHAIRMAN PAUL KAPLAN:** Is the final vote in January or February for the budget.

**MRS. GAYLE H. HOLLOMAN:** I think it's January.

**DR. GABRIEL MORLEY:** Sharon said it has to be done maybe by January 20 or 21. And because of this cityhood thing, I think

they're going to try to wait as long as possible to see --

**CHAIRMAN PAUL KAPLAN:** See what happens there.

**DR. GABRIEL MORLEY:** -- how that washes out over the next two months.

**STRATEGIC PLAN - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Okay. Strategic Plan - Update.

**DR. GABRIEL MORLEY:** I printed theses - Josh had a good idea. And I wanted to send these, but I never had any time. I ran out of time for everything this week, except Dav Pilkey. We had a great program today. Eighteen hundred kids got to come and hear Dav Pilkey, author of Captain Underpants series and Dog Man and sixteen other fantastic kids books. They came to the Realto. We had two programs.

**CHAIRMAN PAUL KAPLAN:** Eighteen hundred?

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

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

**DR. GABRIEL MORLEY:** From Atlanta and Fulton County School Systems. So if you know what the County's Strategic Plan looks like, it looks very similar. And Josh acted like that might be a good idea if we could design ours similarly. Because I think, if I remember correctly, what we're trying to do is have a one pager for sure that you can carry around that's easy to I guess easy to remember or talk about.

**MR. JOHN R. THOMAS:** Like an elevator speech.

**DR. GABRIEL MORLEY:** Yes. That you can --

**MR. JOHN R. THOMAS:** That's what we call ours. That's what we -  
- we had the same thing in the Foundation.

**DR. GABRIEL MORLEY:** And so what I did, though, on the right-hand side it's still blank. Because when we had our discussions last time, we talked a little bit about how many objectives we might want to have. These are the objectives that have come from our discussions, from staff discussions, from senior staff discussions, from the people that we've talked to during the Strategic Planning Sessions. The majority of their concerns were space related, which is something that we have already all identified. I mean, obviously, they said the old legacy buildings need to be updated; the facilities need to be improved. But their other considerations were off in space; more meeting rooms; more space where people could sit and study; not a lot of the things that you would typically think of. No complaints about the Collection. No complaints about staff or Customer Service.

Primarily -- and you saw the email Josh sent, so you had a good idea of what people were talking about. And they were generally agreeable to many of the things we said, you know. Because

remember part of these discussions are about setting the expectations and the boundaries. So part of what we talked about was our desire to move more to self-check. Part of our desire was to move more to outreach services outside of our building. And people seemed to embrace these ideas. They were very willing to accept some of these things, which we felt like they would be or we wouldn't have ever proposed them to begin with.

So essentially what we have is we have -- if you -- and all of this is -- can be massaged. None of this is set in stone. Potentially, that's what you're going to do today is vote on what you want to set in stone for your Strategic Plan over the next few months until -- if we want to have more public meetings. But the -- everything on the left is pretty standard from what we've already agreed to, what we've already discussed. We could potentially add more objectives under each one of these, these priority areas. But what I also passed out were the actual objectives we came up with over the period of the last three or four months.

And one of the things we did in Calcasieu - I know one of the things the Foundation has done -- and I'm pretty sure Josh mentioned last time that we want to have a smaller number of objectives. We don't want to have -- I think one of these had twenty something objectives. And so that's partly why I brought it here today, so we could either discuss today or you can take it home and look at it and, you know, send them back to me by email and we can include those over here on the left side of the page where it's blank. So then we have a one page sheet that says, hey, these are our strategic priority areas. This is what we're trying to do in each area, and then here are some of the key objectives. And we can just color code them.

But it's -- I think we all need to be in agreement about what those objectives are, you know, what our main priorities are. You know, if our priority is to increase Circulation, then let's include it. If our priority is not enabling public faxing at each branch, then let's not include it.

We can certainly still have it as part of our plan internally, you know, those are things we want to work on. But it doesn't necessarily have to be on the Strategic Plan. And remember, too -- and I've tried to tell people and allay some of their concerns -- some of what we're doing is a little more practical than a true Strategic Plan because we're trying to get a footing here. We're trying to get some momentum going. So we've tried to include some objectives that we think are reasonable and practical and not just pie in the sky things like, oh, well, we

would like to increase Circulation to match demand. You know we've tried to put some very specific goals so that staff has something particular to work for and they're not struggling to grasp what we're doing. Because when we first had the meetings, they had some concerns about, well, what are we going to do? How are we going to do that? We could never do that. And it just devolves into this nothingness. So we, as the more we talked, we felt like having these specific accomplishments gave them some clear direction so they could get a little more comfortable with what we were trying to do.

**MR. JOHN R. THOMAS:** So I assume, Gabe, that once we agree on the I suspect four or five objectives for each one of these then we have to come up with a number of strategies that we're going to employ to achieve these objectives. I mean, the fact we just have a list it doesn't mean they're going to happen. We need to be employing some --

**MR. JOSH TAYLOR:** I think there's a difference between --

**DR. GABRIEL MORLEY:** You could.

**MR. JOSH TAYLOR:** -- you know, for example, just take a look at the first two on the User Experience. Annually Assess Library Collections. Increase Circulation is the objective.

**DR. GABRIEL MORLEY:** Yes.

**MR. JOSH TAYLOR:** The action to do that is Assess the Library Collections and develop, you know, the changes to do that. Some of these other things here are potentially objectives or goals. But others are action steps. So I think we need to sort of parse this.

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

**MRS. PHYLLIS D. BAILEY:** I agree with you there. Because that public faxing is one that I think would probably fall under getting more people into the library and so forth, that you wouldn't necessarily need that one as an objective.

**MR. JOSH TAYLOR:** Uh-huh (affirmative).

**MR. JOHN R. THOMAS:** For example, take a look at 1.5 under the User Experience. Develop Teen Advisory Group at each branch. Increase Teen Participation. Okay. What are we going to do to do that? That's what I was getting at. What are we going to do? That just isn't going to happen because we now have it as an objective in the Strategic Plan. There needs to be action plan steps with timelines. You know, when are we going to? Who's going to do it? What are we going to do? When are we going to do it? I think this is a great beginning, but it's just -- it's just that, it's a beginning.

**DR. GABRIEL MORLEY:** What would be the penalty for not abiding

by that strategy? I mean, my overall goal -- and you all know this. This is not a surprise. -- is total and utter flexibility to do whatever we want and not to have to define those things now but to -- and get involved in this process and figure out how we get to these strategies.

**MR. JOSH TAYLOR:** Well, you know, but you've also said to us consistently we need to narrow our focus and do the things that are important not necessarily everything we've been doing.

**DR. GABRIEL MORLEY:** Right.

**MR. JOSH TAYLOR:** So this is an opportunity in this document to reflect some narrowing and focus.

**DR. GABRIEL MORLEY:** Yes.

**MR. JOSH TAYLOR:** And it's not to say that when we go through this process much earlier, by the way, next year as opposed to, you know -- in other words, it should lead the budget process rather than be concurrent with it.

So let's say that we come back and revisit this is July or August. It's an update of the strategy. And it's a plan for 2018. And then it'll drive the budget. But, you know, we just didn't have time to do that this year. So I think I'd like to hear from you, if you had to pick five, which five would you pick? And then, obviously, the action steps. You know, we'd want to hear for those five that you pick what are the action steps that you would see doing?

So you need to decide on where to put the resources and attach it.

**DR. GABRIEL MORLEY:** I wasn't thinking that.

**MR. JOSH TAYLOR:** Yes, I know.

**DR. GABRIEL MORLEY:** I mean, because part of it, too -- and I mean, this is -- this may be in here. I don't remember if we included it, but part of what we tried to do is include the staff in all of these things, too, and not be so top down. And an example is we had an idea for a Sunday rotation, but we backed off of it and put together a Staff Committee and said why don't you all come up with something that would work for the Sunday rotation.

**MR. JOSH TAYLOR:** And I think that's a great action step.

**DR. GABRIEL MORLEY:** And I suspect we would do that for these too. You know, if we say we want to let's say double our Summer Reading participation, we would have to involve the actual people who are doing the work to say what kind of strategy would we have.

**MR. JOSH TAYLOR:** Okay. So maybe this is a time phase.

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

**MR. JOSH TAYLOR:** You're saying sometime in, hopefully, early

2017 each one of these areas would have some type of a more fleshed out plan. If we had it by the end of this quarter?

**DR. GABRIEL MORLEY:** Yes. We can put a strategy together for sure on each one of the items we select.

**MR. JOSH TAYLOR:** Yes. Okay.

**DR. GABRIEL MORLEY:** I mean, I think that's doable. I'm just not prepared for that today.

**MR. JOSH TAYLOR:** I understand.

**DR. GABRIEL MORLEY:** But if you want to narrow, I mean, I think that would be valuable, you know, based on what things are important to this Board. But I'll tell you, in reality whatever you take off the list, we're still keeping on our secret list, you know. I mean, we're still interested in doing all of these things, whether it's part of the Strategic Plan or not, you know what I mean. That's why we developed the list in this way, because we were honing it down as we went. You know, our process all along was to get rid of stuff that wasn't important to get us to where we are today.

**MR. JOSH TAYLOR:** What are some examples of stuff that you got rid of?

**DR. GABRIEL MORLEY:** We got rid of some things that were outdated. The faxing was one of those on the bubble. I included it even though a lot of us object. There were still a few people who wanted to have it. We did the --

**MR. JOSH TAYLOR:** Could it be specific by branch or area that needs the fax?

**DR. GABRIEL MORLEY:** Well, needs is subjective. I mean --

**MR. JOSH TAYLOR:** I know, but --

**DR. GABRIEL MORLEY:** -- because part of what we're trying to do is say, look, the service we offer is scan the email. That we don't -- we don't need to pay for a fax line and go through the rigmarole of faxing.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** Anything you need to fax to somebody, we could just as easily scan an email and then we don't spend any ink, any paper. But it's a training issue to convince people you don't have to fax anymore. And meanwhile, the staff just wants to sit there and say, well, someone came in to fax. We told them we don't fax. But we do scan the email. You know, make the leap.

**MRS. PHYLLIS D. BAILEY:** They need to say that.

**MR. JOSH TAYLOR:** Well, can we say -- you know, you're right. It's a training issue. When somebody wants to fax something say, here's how we fax it. It happens to be a scanned email. Call it a fax.

**DR. GABRIEL MORLEY:** That's our preference, you know. But it's a training issue to get people to understand that. You know, some of these things we tried to get away from, some of the old fashioned staffing models. You know, people were stuck on my branch is 'x' thousand square feet, so I should have 'x' number of people. And we tried to migrate that more towards let's form a committee that will look at what kind of branches need what kind of staffing and what kind of services. Because we've talked before, too, about every branch doesn't need to offer every service. Some of these branches do very, very little children Circ. But maybe they do heavy tech Circ. So maybe we get rid of half their kids' books and add double the computers, you know. So just things that seem like they might be outdated by the time we really started to implement some of these more efficient strategies.

I don't know. I mean, some of the -- I mean, we got rid of things that we felt like wouldn't make sense to things that don't give us a return on our investment. A lot of them were in the marketing and outreach where people wanted to do things that we had no way to regain in the return for our investment on; parties, you know, different things that they came up with. I don't remember a lot of things we got rid of.

I mean, we got rid of them because we ruled them out, you know. And I don't know.

**MRS. PHYLLIS D. BAILEY:** Question: Providing access to Social Services. Exactly what do you mean there?

**DR. GABRIEL MORLEY:** Yes. I mean, part of one of the things that came up a lot was people are coming to the library, and while they're here, potentially they could be met with a nurse. They could be connected to a V.A. worker. They could be connected to a social worker. And so part of what we've put together is this idea that because people are coming to our buildings, instead of making them go to another building, we could have those individuals come to our building. So let's just say potentially every Thursday the woman from the local V.A. could come and set up in a meeting room at one of the libraries and people with V.A. issues could then meet her there on her terms.

And I just saw a great example. I think if you want to look at the Salt Lake City Library, they have just done something about what we've talked about for the main floor here. Is the main floor is not a library floor. It's a retail and social service floor. And so you have to go up to get to the actual Salt Lake City Library. But they have the same issues that we have as an urban library system. They have a lot of people coming in with

mental health and behavioral issues that need to be addressed. And you'll know they're closing two of the homeless centers in town. So that's going to push those people back on the street. So when they come here, instead of having them be a problem or not participate in our society. If we have that social services bent, then potentially we could connect to those people in our facility.

And, I mean, at this point, we don't have anything specific in mind. We're just opening up the possibility to explore that. San Francisco and a couple of other places got a nurse. And that went over pretty well. Because a lot of these homeless individuals don't have any kind of medical care. We already have a Fulton County Health Department that we could easily partner with, you know, to have some kind of health related service in our buildings.

So, you know, I mean, we also talked about haircuts, you know, just different things that we don't think about necessarily that might be beneficial to our users.

**MR. JOHN R. THOMAS:** Gabe, just as a suggestion as a way forward, it seems to me that you and your key lieutenants, the ones that you're going to be counting on to carry this out, need to be deciding as the operating people what's most important to you. We can sit here as non operators. We can sit here as the Board of Trustees and say that would be nice, but I'd like to know what you think as the guy in charge would mean the most to you. And you have commitment from your lieutenants, and you've all decided how you're going to carry it out. I don't know.

**DR. GABRIEL MORLEY:** We can - I mean, we can do that. I mean, we can narrow the list. I mean, like I said, all of these things will be in our back pocket. I mean, the key for us is to get the staff to focus on these key priority areas --

**MR. JOHN R. THOMAS:** Exactly.

**DR. GABRIEL MORLEY:** -- and not be everywhere.

**MR. JOHN R. THOMAS:** That's right. Because if you're everywhere, then first of all if anything gets done, it'll be the easy things not the thing that you feel was the priority, so I'd want to get focused on the top three, four, or five from each one of these.

**DR. GABRIEL MORLEY:** I think we can do that.

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

**DR. GABRIEL MORLEY:** I mean, that shouldn't be too difficult to do. I mean, I -- inherently, I think we know what we want to do. We're just trying to keep our options open too.

**MR. JOHN R. THOMAS:** Yes. But in addition to knowing what you're going to do, who's going to do it; how's it going to get done;

and when is it going to get done? Without those key things, no accountability. It won't happen.

**DR. GABRIEL MORLEY:** Yes.

**MRS. PHYLLIS D. BAILEY:** And will you have enough staff to do it all?

**DR. GABRIEL MORLEY:** Oh, yes. We'll have the staff. I mean, it's - because they're going to have to reprioritize what they're doing. And some of the things they're doing just won't be a priority anymore. And we've talked about it at a lot of these Strategic Planning meetings. A good example is staff time. We don't need somebody to stand there and check out books. We can have the self-check machine and people can check out themselves. You know, in some ways, at some point, we have to tell the public, tough. If you want somebody to check it out for you, this is what you've got. You know, you can't just go to Southwest and demand service. You got to do your ticket online. And we'll certainly have people there, but our goal would be to push more and more people to self-service. And that would free up that staff time.

You know, we talked about in Sandy Springs -- I don't know if you've been to Sandy Springs. Sandy Springs in the back has a table about this long where they hand sort materials. So you've got two or three people every day who are sorting materials by hand. But if we buy the automated materials handler, then that frees up the time of those three people to go and do some of these other things.

**MR. JOSH TAYLOR:** It also takes up space which is needed for other things.

**DR. GABRIEL MORLEY:** Oh, yes. I mean, it's a huge -- the table -- the system they have set up they probably have twenty or thirty book drops back there too attached.

**MR. JOSH TAYLOR:** Yes. The logistics system I would say is 1950s.

**MR. JOHN R. THOMAS:** That new?

**DR. GABRIEL MORLEY:** And some of them, too -- you know, like the -- a good example, the day we went to West End there were five staff members there and there were three or four patrons in the building. So some of it is also the staffing model. Do we really need five people here right now. Maybe we don't. Maybe we only need four people, you know. And so some of those things we just have to figure out because no one's put any attention on them or they put attention on it, but we haven't been able to affect any change. So some of it will be as we reorder the priorities at these branches the staffing model will adjust to accommodate whatever we come up with.

**CHAIRMAN PAUL KAPLAN:** Does the Board want to take and think about this and go through it and email him what we feel that would be --

**MR. JOSH TAYLOR:** I thought it would be good if you could email us this set of data for us to look at and --

**DR. GABRIEL MORLEY:** These?

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** Okay.

**MR. JOSH TAYLOR:** The pretty chart.

**DR. GABRIEL MORLEY:** I mean, you can certainly use these if you go to the public budget hearings. I mean, I think we all know the direction we're heading. It may not be as specific, you know, as we want it to be. But I think everybody understands we're trying to do some more outreach. We're trying to engage with our patrons more, and we're trying to shore up some of the internal processes, which every organization should be doing.

**CHAIRMAN PAUL KAPLAN:** You'll email us some of the...

**DR. GABRIEL MORLEY:** Yes.

**MR. JOSH TAYLOR:** And then I think go ahead and indicate either separately or on that email the top four, five that you think really need to have the primary focus in 2017.

**DR. GABRIEL MORLEY:** Okay. I can do that.

**MR. JOSH TAYLOR:** Okay.

#### **NEW BUSINESS**

#### **DISCUSSION OF APPLYING BELTLINE TAD FUNDS"**

**CHAIRMAN PAUL KAPLAN:** Okay. Under New Business, Applying for the TAD Funds. We've kind of talked about it briefly. And anything else you want to say on that?

**DR. GABRIEL MORLEY:** No. I mean, the money -- I think everyone knows the money was moved from being dedicated solely to the Central Library to now it can be spent on Capital Projects for any library in the System. So it could be spent system-wide.

**CHAIRMAN PAUL KAPLAN:** Okay. The action item was Update the Current Organization Chart.

**DR. GABRIEL MORLEY:** Yes. I have that too. We met yesterday for -- and essentially this is just a drawing of everything we've already talked about -- we met yesterday and talked about this for a long time to see what we could come up with to see if we could -- and essentially what we've done is take the system we have now and try to break it down a little bit further. I mean, part of what we feel like the issue is is we don't have the time to work individually. Because as you know, right now we have two Branch Group Managers. So each one of those Branch Group Managers is responsible for seventeen libraries. And so

if you have one troubled library, that may monopolize two or three days out of your week. So then the other sixteen potentially are suffering or are just missing out on any kind of coaching. So if you look at this chart, everything in blue and red already exists. The green are the new positions that we'll be adding. And the -- it's two outreach people. I just left it in one circle. But part of what we're trying to do is to add these other two Branch Group Managers so we can break down the number of branches that each one's responsible for.

Because, really, my main objective for the Strategic Plan is to flatten the organization and get rid of this whole top down hierarchy we have. And part of what we talked about yesterday was these Branch Group Managers need to be running the library. You know, Gayle and I have strategic things to worry about, system-wide things to worry about, Fulton County things to worry about.

These Branch Group Managers have to start running the branches in connection with the Branch Manager. But they can't keep pushing these tasks up to us to resolve. Because then everybody's time gets wrapped up and absorbed in some of these little bitty projects. And if we don't respond, then they get drug out over a period of time. And it's just not efficient in any way. And, consequently, Gayle and I very rarely have time to focus on the things that we really need to focus on and want to focus on. So what we're hoping is these two Branch Group Managers will help alleviate some of the stress of managing seventeen. So now you just have eight branches per person. The other connection to that is we're telling them they need to spend ninety percent of their time in the branches. There's no reason for them to come and sit in this building right here and talk on the phone and answer email. So we'll be deploying those Branch Group Managers to offices in one of the libraries in their group. And then they will rotate, you know, on their own schedule based on where they go in their group and which branches they work with. Because our other goal is to have them working much more closely with the Branch Managers. The Branch Managers need some extra support and help from that Branch Group Manager not just an email every two weeks that says, hey, you know, my fire alarm still isn't working and my library has been built for two years. I mean, how is that even acceptable? But there's no way to focus on it because you've got fourteen other things at the other branches that are more of a priority. So divvying up the workload, our hope is that they will be able to accomplish more projects at the branch level. And that's coupled with giving much more authority to the Branch Group

Managers to make some of these decisions. You know, they -- if there's a problem at Hapeville. There's no water. They don't need to email me and Gayle to find out if they can close. If there's no water, they're grown. They're a librarian. They can say, hey, the building's closed. But meanwhile, you know, we'll get ten emails. We -- just this week Gayle and I were laughing about one. We got one. Someone at Central emailed us to find out if someone could take engagement pictures on the third floor, you know. And so --

**MR. JOSH TAYLOR:** Seriously?

**DR. GABRIEL MORLEY:** I'm saying, what in the -- and so they're not going to make a decision until somebody else makes a decision, you know. So then somebody else will send an email, but it won't say yes or no. It'll say something else. So then the first person says, well, this -- is this yes or no? Can we do this? Seriously? You know, this is -- and we're involved, you know. And they're steadily not making these decisions. So part of what we're hoping to do in a productive way is say, you can make these decisions. It's okay for you to tell someone go for it. Take your engagement pictures on the third floor. And, hopefully, what it does is it starts to get them empowered to make decisions so that we start to cut back on some of the email and some of all of this nickel and dime stuff that we're fooling with. Will it work? I don't know. I mean, that's going to be the true test, you know, is to figure out can we get enough people rowing in the same direction at the same time.

**CHAIRMAN PAUL KAPLAN:** Where are they going to have their office at, based out of Central and then they go from there or are you going to have --

**DR. GABRIEL MORLEY:** No. They'll be in whichever one --

**CHAIRMAN PAUL KAPLAN:** Whichever branch they want to go in?

**DR. GABRIEL MORLEY:** -- they choose. I suspect Cheryl will choose South Fulton because it's big enough. It's got space. And I suspect Teryn will pick Wolf Creek because there's office space there. And then these other two people will be new hires, so they'll pick wherever they can go. I mean, Southwest has a ton of space. Milton has a ton of space in the back. Northside doesn't have much space. Fairburn is tight, tight, tight.

**MR. JOSH TAYLOR:** You haven't really created a geographical node with these four groups.

**DR. GABRIEL MORLEY:** No. We intentionally didn't do it by geography because we -- the other thing, and I was honest with them -- the other thing I'm hoping is that this is going to shine a light on the underperformers. And if three of these groups start to look good and one's not looking too good,

hopefully, that puts some pressure on you to step it up. And so part of what we did was try to break them up so that there was parody between north and south. Because we know the ones in the north are soaring. We know the ones in the south are doing well. It's these ones in the middle that are killing us. I mean, they're just dropping circulation like crazy. They're struggling. So we tried to put some good successful ones with some that weren't so successful. We tried to divvy them up, north, south, and central, so that we didn't create these little pockets, because it's going to be too easy.

If we group Roswell, Sandy Springs, and Alpharetta together, they're Friends are going to pump a hundred and fifty thousand dollars a year into those programs. Meanwhile, some of these in the middle part of the city are going to have zero Friends' dollars. So they're going to just continue to suffer and decline.

And part of it, too, was to try and get them to work together more as a team. So you can pull and say, well, gosh, they're doing this over here. We meet regularly or we're much more friendly with each other, so... And we wanted to split up the renovations. We didn't want one person to have to deal with ten renovations and everybody else said, well, all my libraries are brand new. And then the other person saying, well, you know, mine have tons of problems.

So this is fairly fair. I think each one has three or four central libraries and one or two north; one or two south. And they --

**MR. JOSH TAYLOR:** I think that's very interesting.

**DR. GABRIEL MORLEY:** -- they rearranged a few yesterday based on their own personal knowledge about workload, because some of these managers are great managers. You're never going to have a problem at Milton. But some of these other branches you might have to spend a little more time. So we didn't want to unfairly have somebody with three issues that they're always dealing with. You know, we want everybody to have a fair chance at being successful.

**MRS. PHYLLIS D. BAILEY:** Now, when will these two other Branch Managers come onboard?

**DR. GABRIEL MORLEY:** We're -- we can hire these now. We've got to combine the -- we're -- but this is the caveat. We're losing fourteen part-time positions. Because to gain these two, we got to come up with two hundred fifty-six thousand bucks. So those fourteen part-time positions are going away. And so we know that's going to be somewhat of a loss. But in reality, those fourteen part-time haven't been filled anyway. So we've gone at

least the six months I've been here without those fourteen part-time, right?

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

**DR. GABRIEL MORLEY:** So --

**MR. JOSH TAYLOR:** Plus -- plus, you know, once you start closing branches, you know, you're going to have a huge logistics problem. What do I do with the people? And that will fill some of the part-time.

**DR. GABRIEL MORLEY:** Well, that's one reason we dedicated Gayle to this. She and I sat in on all these meetings and all these contractor dealings. And it's just getting more and more cumbersome. And we talked about in a meeting with Claudia the other day, we don't even have a single point person people could call for information. You know, we're just trying to tag team it as best we can depending on what else is happening. And so part of this we'll focus and she'll have -- she'll be the contact for building renovation and have an admin, you know, that we can always rely on.

You know they will have the schedules and everything. So we'll have a decision maker onsite who can visit the branches and not be beholden to all these little knick-knack things that the branches come up with. And I think that will help us avoid some of the issues we had, like the overbuying in books and materials, to have the actual librarian there who knows the system to help make these decisions. Say, well, no, wait a minute. We're not putting computers here just because it's easier for you. And, you know, we'll see how it goes. I mean, that's part of our thinking is we've got to figure out how it's going to work. We got to figure out how to coordinate getting all the books tagged with our RFID. You know we've got to figure out just what you said, where to put these people when this branch closes. When the branch is going to reopen how do we get people back in and trained on the new technology? And if we don't have someone dedicated to that full-time, then all of these little things are just going to slide through the cracks until they say, hey, we're ready to open and we say, well, we don't even have cash to put in the coin machines. You know somebody has to be focused on these things. We'll see how it goes.

**MR. JOSH TAYLOR:** I think this is a great model. I congratulate you on coming up with something that seems like it meets the needs going forward and has the possibility of innovation, you know, at multiple levels.

**DR. GABRIEL MORLEY:** Well, the other thing, too, and you all may know we -- the programming has sort of been centralized. Of

course, we didn't get the hundred thousand, so it's not as big an issue. But each Branch Group Manager will also be responsible for children's and adult programming in their branches. And then each branch group and manager will also have a system-wide project. So Cheryl will have these eight libraries to manage and do their children's and their adult programming. But she'll also be in charge of Summer Reading program for the whole system, you know. Then Teryn would have her eight children's and adult programming and those eight plus a system-wide project; you know, the survey or Books for Barbers, or Talk with me Baby, whatever system priority we have. So each one of them will have that opportunity to do something bigger too.

And part of our goal is to get them to talk with each other more, those Branch Group Managers to be on better terms and not be corralled in their own little area and not help the others when they need it. So we'll see how it goes. I mean, I hope they will -- I hope we'll all be able to figure it out and get it the way we want it to be.

The tech services part, I think, is very important. And I know you and I talked about it a lot, Josh. The tech services administrator who will then supervise cataloging, training, collections. And even though we still have to use Fulton County I.T., you know, we don't have anybody. Just like you said, I mean, ALA's going to be here with their new equipment. There's nobody in the system who all day every day thinks about new technology. So we're just going to walk in blind and see what's there. No one's focused on that exclusively. But this person will be. They can look at the stats. Zenobia and I were complaining last week because the stats got to us like ten minutes before we had to put it in the mail to you. So we didn't even have time to look at the stats before we got to put it in the mail. But there's nobody who's dedicated to stats, you know. Several different people are pulling things from different places trying to put it all together. They're out for a day. They're here for a day. And so this helps bring all of that under one umbrella and put those responsibilities on one person. And I think that will help us in the long run, too, technology-wise. We won't always be trying to catch up with ourselves.

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

**MR. JOSH TAYLOR:** Yes. I think this is excellent. And, I guess, could you forward this to us as well?

**DR. GABRIEL MORLEY:** Yes. I can email it to you.

**MR. JOSH TAYLOR:** And I guess my question my question is: I'm

certainly happy to talk to my Commissioner about moving faster on these positions. They're in the budget. And I guess my question really is: Do you think that's productive or do you think we just have to wait and let the process...

**DR. GABRIEL MORLEY:** Yes. Because I -- I mean, I think it's going to be dependent on the funding. I mean, if one of the Commissioners comes in and says, well, I think we should move five hundred thousand to Aging Transportation. And they say where is that five hundred thousand going to come from? They may pick a hundred thousand from five departments and that may be one whole position that we were counting on. Because you remember when we proposed our reductive or our reduced budget, it was to get rid of those positions. So that way everything would stay the same. We wouldn't really lose anything. So if they come back and say, hey, here's your real budget. It's twenty-seven five sixty. We got to find a hundred thousand dollars somewhere to get rid of. And I'd rather dump one position than pull it out of resources.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** But Gayle and I also talked about something the other day too. When we look at the staffing model, and you all may have already considered this, and we were using Southwest as an example. And everyone knows the Circ at Southwest is low compared to its size. Remember we went there. Giant library, low Circ, but heavy computer use. And Gayle was telling me they have an open librarian slot. But essentially we could split that one librarian job into two library assistants, so you could get two full-time people if you just need warm bodies. And so some of our thinking, too, has to go towards that. You know now that we have a different model, could we potentially break up a professional position into two assistant or associate level positions for the same price? So now we have two people instead of one.

And so potentially we could maneuver some things around if we had to take a cut. Justlike that, we could say, hey, let's make this one librarian, two assistants then just hire one assistant and we just saved 20K by making a decision. And we still have a warm body to do the things we need to do.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** And I think that's the message Dick's pushing too. I don't know if Paula's been involved in those, but, you know, he's a salesman. So his whole sales job is, hey, you know we're not giving you all the money you need and you need to do more. And here's how you can do more. You got to be more productive. So we're not going to get anymore money, but

please be more productive and find those efficiencies. So that's --

**MR. JOSH TAYLOR:** And here's how we're going to do that, Dick. We're going to accelerate these self-check machines and sorting machines.

**DR. GABRIEL MORLEY:** Well, I thought -- and we had such a good play too. Is, hey, we've made six new positions at zero cost to the County. So reward us, you know, with a hundred thousand dollars so we can do some programming and not penalize the branches that don't have external funding from the Friends. But, you know, they have other priorities. I.T. is a huge priority; the hospital; facilities. All those things add up. And --

**MR. JOHN R. THOMAS:** Gabe, because of our geographical stretch, how far we are apart, are County cars available to travel? Or do they get paid -- do they get reimbursed for the mileage on their car?

**DR. GABRIEL MORLEY:** Yes. We can pay their mileage.

**MR. JOHN R. THOMAS:** Okay. How many County cars are there assigned to the lot? Do you have one?

**DR. GABRIEL MORLEY:** Yes.

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

**DR. GABRIEL MORLEY:** We paid fifteen thousand bucks for it.

**MRS. PHYLLIS D. BAILEY:** Yikes.

**MR. JOHN R. THOMAS:** You paid fifteen thousand bucks for it?

**DR. GABRIEL MORLEY:** Yes. We got to buy them. The library buys them. The County doesn't buy it for us. It came out of our budget.

**MR. JOHN R. THOMAS:** Oh, is that right?

**DR. GABRIEL MORLEY:** Our first six month Salary Savings we used to buy the car. And I don't know who pays for Al's. But Al has one.

**CHAIRMAN PAUL KAPLAN:** Al has one.

**MRS. GAYLE H. HOLLOMAN:** It comes out of his budget.

**DR. GABRIEL MORLEY:** So he's out of CIP?

**MRS. GAYLE H. HOLLOMAN:** I don't think it's out of CIP. It's out of something else that he has. But we --

**DR. GABRIEL MORLEY:** Alex has one, security.

**MRS. GAYLE H. HOLLOMAN:** The library pays for that, I think.

**DR. GABRIEL MORLEY:** Yes.

**MRS. GAYLE H. HOLLOMAN:** But we can borrow them. We do let people borrow them from time to time. We have in the pass. We borrow Al's every now and then.

**DR. GABRIEL MORLEY:** It would just be if we --

**MR. JOHN R. THOMAS:** What's the fifteen thousand? I didn't

follow that.

**DR. GABRIEL MORLEY:** That was to buy the car.

**MR. JOHN R. THOMAS:** From the -- what kind of car did you get for fifteen thousand?

**DR. GABRIEL MORLEY:** One of the Ford --

**MRS. GAYLE H. HOLLOMAN:** Ford Focus.

**DR. GABRIEL MORLEY:** -- Focus or something.

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

**DR. GABRIEL MORLEY:** It's that little white one right downstairs.

**MRS. GAYLE H. HOLLOMAN:** I ordered it the month before he started.

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

**MRS. GAYLE H. HOLLOMAN:** Because the other car, the Crown Vic was giving us such difficulty, so the security manager uses it mostly now. It's a humungous car.

**MR. JOHN R. THOMAS:** But those people that don't have cars, they get reimbursed for mileage; like, Claudia, for example? When she was up in Alpharetta, she got reimbursed, I guess? Is that --

**MRS. GAYLE H. HOLLOMAN:** She can.

**DR. GABRIEL MORLEY:** She didn't submit it. I mean, it was on her way home. So she shouldn't technically submit that one.

**MR. JOHN R. THOMAS:** Okay. But there is -- there is a procedure by which travel was reimbursed?

**DR. GABRIEL MORLEY:** Yes.

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

**DR. GABRIEL MORLEY:** But it's not well-publicized.

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

**DR. GABRIEL MORLEY:** So right now some staff are being paid for their mileage, and some are not.

**MR. JOHN R. THOMAS:** Well, that's a formula for problems down the road.

**DR. GABRIEL MORLEY:** I know.

**MRS. PHYLLIS D. BAILEY:** I'm afraid so.

**MRS. GAYLE H. HOLLOMAN:** Well, what's happened is in the past we've not had enough funding. So what we implemented over the last three or four years is if you have already been in the mix for receiving it you can continue. But then there has to be a discussion about adding someone. So that's something that has to be talked about.

**DR. GABRIEL MORLEY:** Yes. It's a separate line from travel.

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

**DR. GABRIEL MORLEY:** Because, remember, the travel we had to specifically say who was going to travel and where. And that

reminds me, I asked Ed yesterday about the ALA, you know, passes. And he said as soon as we get into January then we can register because it's 2017 money. So, hopefully, we'll have enough turnaround time to before --

**CHAIRMAN PAUL KAPLAN:** It's going to have to be very quickly because they have to give -- they have to --

**DR. GABRIEL MORLEY:** I said that probably three times. And three times he told me, oh, you can just do it online; do it online. So I'm -- we'll see.

**CHAIRMAN PAUL KAPLAN:** I'm trying -- I've been to so many of them I know how long it takes them to do it.

**DR. GABRIEL MORLEY:** We'll see. That's what I told him. Even getting it through Fulton County? He said, oh, yeah, yeah, yeah. So okay.

**CHAIRMAN PAUL KAPLAN:** Okay. And now you already have the application in for the passes. And then they get mailed to you usually three or four, five weeks before.

**DR. GABRIEL MORLEY:** Yes. You'll have to pick it up. They won't have time to mail it.

**CHAIRMAN PAUL KAPLAN:** You pick it up at the desk there.

**DR. GABRIEL MORLEY:** Yes.

#### **DISCUSSION OF BETTER WORLD BOOKS**

**CHAIRMAN PAUL KAPLAN:** All right. Better World Books. What's this under discussion?

**DR. GABRIEL MORLEY:** Yes. This is a quick one to sort of feel you out because -- and I told the woman, the Ocee Friends don't have very many Friends anymore. They're overwhelmed with books. They don't really have any place to put them. And so they're looking for a way out of book sales. And so what they want to do is put a Better World Books bin in the parking lot. You all know, especially John, I'm totally, completely a thousand percent opposed to any kind of corporate intrusion or interference in what the library does. But I know that I'm prejudice that way. So I'm asking all of you what are your thoughts? If you're open to it, then, you know, we can certainly do it. I've already told the woman, no, once. And then she emailed me again, you know, and saying, you know, well, if we can't do this then, you know, we're not going to be able to do anything. And she said they already have a contract with Better World. We already have a -- the library already has a contract with Better World. So essentially the way the money would work is if someone drove up, donated the materials to Better World Books. Better World Books sells those materials and gives a percentage of that money to the Friends and then the Friends have the flexibility to use that money for the library.

If they donated the books to us and we gave them to Better World Books, I think that money goes to the County.

**MRS. GAYLE H. HOLLOMAN:** It comes in and goes to the General Fund.

**DR. GABRIEL MORLEY:** So it doesn't necessarily come back to the library. So that's one advantage. Obviously, an advantage is people are going to come into the library and say, I turned my books in to the green bin. Why did you send me an overdue notice? And then we're going to say, because that was to Better World Books. That wasn't a book return for the library. So, you know, inevitably there's going to be little obstacles. But there's also two other companies other than Better World Books that do this kind of thing. So if we do this, technically, we're probably bypassing Fulton County's -- well, I don't know. That's something we would have to --

**CHAIRMAN PAUL KAPLAN:** Well, we -- Milton has a -- we have a contract with Better World Books. We've had a contract for almost a year. All our discards, the entire barn that we had, we box it up. They even give us a label and we ship it and we get a percentage back to whatever they sell. We've been doing that on a regular basis. We do -- we have no bin or anything.

**DR. GABRIEL MORLEY:** They could do that, too, but they don't have the staff. That's what she's saying.

**CHAIRMAN PAUL KAPLAN:** You need the staff.

**DR. GABRIEL MORLEY:** They don't have the personnel to do it. And we don't want the books to just pile up for three months waiting for them to come in whenever they feel like it.

**CHAIRMAN PAUL KAPLAN:** Where's the nearest drop off where Ocee is at? Is at -- their drop-off is in a different area; isn't it?

**DR. GABRIEL MORLEY:** I don't know. I mean, I told her I would ask though. I wanted to be fair to her and not be so draconian because of my personal feelings about corporations. And Gwinnett does it. I mean, it's not something onto ward. I mean, we can certainly do it if that's what you want to do. But I just want to advise you, you know, be prepared that Thrift Books then may say, well, hold up, you know. Why do they get to be in your parking lot? What about us. And then all of a sudden maybe American Heart Association comes along says, hey, well, you know, we let people donate shoes. We want to put this -- so I -- I mean, and we have the ability to say yes or no, I think.

**MR. JOHN R. THOMAS:** So are we talking about only Ocee at this point or?

**DR. GABRIEL MORLEY:** Yes. That's the only group that wants to do it.

**MR. JOHN R. THOMAS:** What's the alternative to Better World putting their truck in the parking lot or whatever?

**DR. GABRIEL MORLEY:** Whatever they want to do. I mean, they're separate from the library. I mean, they could try and box them up. Leave them at Milton.

**CHAIRMAN PAUL KAPLAN:** They box them up at Milton.

**DR. GABRIEL MORLEY:** They can shut down the Friends Group. They could say, we don't take donations anymore. Donate them to Alpharetta or Milton or something else.

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

**CHAIRMAN PAUL KAPLAN:** And they're very willing. They give you a label and everything with it. I mean, we --

**MR. JOHN R. THOMAS:** Didn't they do our weeding? Isn't that who did the weeding process?

**MRS. GAYLE H. HOLLOMAN:** Better World?

**MR. JOHN R. THOMAS:** Better World?

**MRS. GAYLE H. HOLLOMAN:** No.

**MR. JOHN R. THOMAS:** Who did that? Who took the books from the weeding?

**MRS. GAYLE H. HOLLOMAN:** Which weeding?

**MR. JOHN R. THOMAS:** Whenever we weeded the couple of years.

**MRS. GAYLE H. HOLLOMAN:** Well, generally, what we do is we weed the books. We offer to -- we put them on the shelves. Give ten days for the Friends to review them. And if the Friends can't use them, then we give them to Better World Books.

**MR. JOHN R. THOMAS:** Better World. That's what I meant.

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

**MR. JOHN R. THOMAS:** That's where I heard that name.

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

**MR. JOHN R. THOMAS:** Right. That's what I was getting at.

**CHAIRMAN PAUL KAPLAN:** I think what they're going to have to do is limit the amount of books they take. We have limits on what we take. We actually have a whole thing written on our book drop exactly what we do not want. We do not take any National Geographics. We don't take -- a lot of things we don't take. No encyclopedias. I don't know. My personal thing on book drops, I think if you do it for one, you're going to open up for the whole rest of the system.

**MRS. PHYLLIS D. BAILEY:** That was my thought too.

**CHAIRMAN PAUL KAPLAN:** And I'm afraid of that. But that's my feeling, so.

**DR. GABRIEL MORLEY:** Well, I mean, if that's the consensus, I mean, I can tell her. I mean, they're, you know, they're -- I think she knows, you know, that it's unlikely. But I just wanted to be fair.

**CHAIRMAN PAUL KAPLAN:** And I'm surprised their Friends Group doesn't have a lot of volunteers.

**DR. GABRIEL MORLEY:** Yes. They're just down to two or three people.

**MRS. GAYLE H. HOLLOMAN:** They used to have a lot. And also when I was manager there --

**CHAIRMAN PAUL KAPLAN:** Right. They were.

**MRS. GAYLE H. HOLLOMAN:** -- they had a very thriving group. They used to give us twelve thousand dollars a year for Summer Reading Programs. But a lot of those people have moved away. And they've not been able to attract another group to follow. So that's been kind of problematic.

**MR. JOHN R. THOMAS:** Because they were thriving at one time.

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

**MR. JOSH TAYLOR:** And they have huge circulation.

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

**CHAIRMAN PAUL KAPLAN:** Oh, yes. It's way up.

**MRS. GAYLE H. HOLLOMAN:** To this day, yes.

**MR. JOHN R. THOMAS:** That's really too bad.

**MR. JOSH TAYLOR:** Who's district is that in?

**DR. GABRIEL MORLEY:** I'm sure that's Liz.

**MRS. PHYLLIS D. BAILEY:** I can tell you in just a second.

**MR. JOHN R. THOMAS:** It is?

**CHAIRMAN PAUL KAPLAN:** Yes. I think that's Liz Hausmann.

**MR. JOSH TAYLOR:** Well, maybe this is a good example of where, you know, if the Foundation and the Friends were --

**MRS. PHYLLIS D. BAILEY:** Ocee, yes, is Ms. Hausmann.

**MR. JOSH TAYLOR:** -- a little bit more --

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

**MR. JOSH TAYLOR:** -- cohesive.

**MR. JOHN R. THOMAS:** Working together, focusing on what we need to.

**MR. JOSH TAYLOR:** Because maybe there are books there that could be used for book sales.

**MR. JOHN R. THOMAS:** And that's a -- that really is a goal.

That's why we're taking on the 501(c)(3).

**MR. JOSH TAYLOR:** Right.

**CHAIRMAN PAUL KAPLAN:** So I have the feeling the Board, looks like they do not want the box to be dropped off? Am I saying that correctly?

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

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

**MR. JOSH TAYLOR:** We agree with what you and the director have said.

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

**CHAIRMAN PAUL KAPLAN:** Is there anything else on the -- we have an Executive Session coming up. Is there anything else on the regular agenda? And did everybody contact Zenobia concerning ALA tickets, what you want? Did you tell her that you wanted the exhibits? Have you talked to her or called her or?

**MR. JOSH TAYLOR:** I emailed.

**CHAIRMAN PAUL KAPLAN:** You emailed. Okay.

**MRS. PHYLLIS D. BAILEY:** I need to.

**CHAIRMAN PAUL KAPLAN:** Well, okay.

**DR. GABRIEL MORLEY:** Do you want to do the whole thing or you just want to do --

**MRS. PHYLLIS D. BAILEY:** What dates are they?

**CHAIRMAN PAUL KAPLAN:** January -

**DR. GABRIEL MORLEY:** It's either exhibits or the whole conference.

**MRS. PHYLLIS D. BAILEY:** How many days?

**DR. GABRIEL MORLEY:** I mean, I think it's five or seven days.

**MR. JOSH TAYLOR:** You can select the events you go to. But if you just do the exhibits you can walk through. But if you get the whole conference then you can select seminars and things that you might be interested in. That's what I asked for is to do the whole thing.

**MR. JOHN R. THOMAS:** Is it about -- is it similar to the summer one, Gabe?

**DR. GABRIEL MORLEY:** Yes. It's exactly the same.

**CHAIRMAN PAUL KAPLAN:** It's a smaller version.

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

**CHAIRMAN PAUL KAPLAN:** Yes?

**MRS. PAULA RAFFERTY:** Breaking news. There's a thing that came out through the County email system that says that there's a new employee holiday calendar. And they had a link to click on, but it wasn't working on our phones. So Zenobia is going to go look at it. So you may want to wait a couple of minutes before you leave so that if there's a difference in the holiday scheduling you might want to take that into consideration.

**MR. JOSH TAYLOR:** Well, we've got December. We can always address it in the December meeting.

**MRS. PAULA RAFFERTY:** You can do that.

**CHAIRMAN PAUL KAPLAN:** Yes. We can --

**DR. GABRIEL MORLEY:** Okay.

**CHAIRMAN PAUL KAPLAN:** But just, if you've never been to an ALA convention, you can go -- you can get a pass called Exhibits Only. You can go for the next five days to exhibits. I know the large one it takes you two or three days to go through it. But they do have programs. They do have seminars. And it's

very informative. You can pick and choose whatever seminar you want. I will tell you, some of it is standing room only. The real good ones are standing room only. You have to get in early to sit down. But it's well worth it. I think everybody on the Board should go to it. It's really something to see. So we're talking about the ALA passes, Zenobia, to ALA. We're trying to figure out who wants full passes or Exhibit Only passes.

**MR. JOSH TAYLOR:** I've already emailed you.

**MRS. PHYLLIS D. BAILEY:** I hadn't spoke with her. I would like --

**MR. JOHN R. THOMAS:** I'll give you a call. I want to talk Tricia. I'm sure Tricia and I will go.

**CHAIRMAN PAUL KAPLN:** Priscilla?

**MRS. PATRICIA BORDERS:** I'd have to let you know.

**MR. JOHN R. THOMAS:** What are the dates again? Are you looking at the dates there?

**DR. GABRIEL MORLEY:** No. This was the County calendar.

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

**DR. GABRIEL MORLEY:** It's the 17, 18, 19. It's that week of.

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

**DR. GABRIEL MORLEY:** You know it starts on a Thursday; Thursday, Friday, Saturday, Sunday, Monday.

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

**MRS. PAULA RAFFERTY:** And the actual dates for the holidays, the new holidays are down at the bottom.

**DR. GABRIEL MORLEY:** Yes. It's President's Day; New Year's Eve --

**MR. JOSH TAYLOR:** It's what we had before.

**DR. GABRIEL MORLEY:** -- and Columbus Day.

**MRS. GAYLE H. HOLLOMAN:** So that's going to take our Staff Development Day.

**DR. GABRIEL MORLEY:** Yes. We'll have to pick a new one.

**MRS. PHYLLIS D. BAILEY:** So your library is 17, 18, 19 and 20?

**DR. GABRIEL MORLEY:** It may be 18, 19, 20, 21, 22 and 23.

**MRS. PHYLLIS D. BAILEY:** So 22 is Sunday.

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

**MR. JOHN R. THOMAS:** Oh, yes. It's Saturday and Sunday.

**CHAIRMAN PAUL KAPLAN:** it goes right through the weekends.

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

**MRS. PHYLLIS D. BAILEY:** So it'd be the 17th -- 18 through 23 perhaps?

**DR. GABRIEL MORLEY:** Yes. And usually the 18th is just pre-conference stuff.

**MRS. PHYLLIS D. BAILEY:** Okay. So 19 through 23.

**DR. GABRIEL MORLEY:** They'll have the --

**CHAIRMAN PAUL KAPLAN:** Ribbon cutting.

**DR. GABRIEL MORLEY:** Yes. The exhibits will probably been opened Thursday night after the Opening Session. And then it'll close at noon on the 24th. I think those are the dates. You can see them online if you look up ALA Mid-Winter Atlanta. Yes. You can look and see. I mean, they'll tell you all the programs. You can decide if you want to do it or not.

**EXECUTIVE SESSION**

**CHAIRMAN PAUL KAPLAN:** Okay. Is there anything else to discuss. If not, I'll entertain a motion to go into Executive Session.

**MOTION**

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

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

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

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

**CHAIRMAN PAUL KAPLAN:** Moved and second. All those in favor say aye.

*(WHEREUPON, all said aye.)*

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

Let's take about a five-minute break.

*(WHEREUPON, the Board of Trustees Meeting  
Went into Executive Session at 5:45 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

December 21, 2016

**Summary of August Activities**

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

- November 10<sup>th</sup> was Fellow Muhammad Khairil Zhafri's final day with the staff at the Auburn Avenue Research Library. Mr. Zhafri returned to Malaysia to create his fellowship project focusing on the creation of a podcast that aims to shed light on the civil liberty issues in Malaysia. The Young Southeast Asian Leaders Initiative (YSEALI) is President Obama's signature program to strengthen leadership development and networking in ASEAN, deepen engagement with young leaders on key regional and global challenges, and strengthen people-to-people ties between the United States and young Southeast Asian leaders. YSEALI is aimed at engaging promising young leaders, aged 18-35, from Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam in developing and fostering innovative ideas for tackling what they have identified as their generation's greatest challenges in the ASEAN region. The Program provides participants a month-long fellowship at U.S.-based non-profit or other organizations, government offices or legislative bodies.
- **Collection Processing/Work-in Progress:** Sweet Auburn Curb Market Records, Alton Hornsby Papers.
- **Finding Aids Completed/Work-in Progress:** The Finding Aids to the Sweet Auburn Curb Market Records and Alton Hornsby Papers are in progress.
- **New Collections/Additions:** The Division received additions to the Barbara L. King Papers.

**DATA AND STATISTICS**

November Monthly Activities	Count
Collection Boxes Processed/Work-in Progress	7
Finding Aids Completed (Work-in-Progress)	2
Online / Email Research Transactions	13
In-House Research Transactions	10
Phone Calls Received/Returned Calls	17
Archives Visits	13
Manuscripts used	470
Staff request & other activities	7
Process Materials in Linear Feet	7

### AARL Reference and Research Division

- Books Added to Collection – 208
- Gifts Received (Books-1; DVDs-) to be Added to Collection – 1
- Journals/Magazines Added to Collection – 31
- Media (DVDs-15; Music-2; VHS-28; Spoken Wd-19) Added to Collection – 64
- Newsletters Added to Collection – 46
- Newspapers Added to Collection – 130
- New Books Received – 16
- New Media Received - 10

### UPCOMING AARL PROGRAMS

**12/30/16**

**KWANZAA with KWANZA FEATURING GIWAYEN MATA**

#### **Central**

##### **Adult Programming**

The November's art exhibition entitled *City of Mirage: Atlanta Cityscapes* by artist Sophie Guoer featured acrylic and oil paintings. On November 10, the department hosted the opening reception for the exhibit and sixteen people attended the reception. Ms. Guoer spoke about her artwork. "My perception has since altered how I view the sky mirrors how we live on Our Earth". She attended the University of Iowa and the University of Northern Iowa for her graduate studies. She majored in Studio Art in Painting and has her studio in Duluth, Georgia.

#### **Special Collections**

Several years ago the Special Collections Department partnered with the Georgia State University Department of Archives and Special Collections to digitize our collection of 96 glass plate negatives of the area of downtown Atlanta now known as Underground Atlanta. Through the efforts of the Georgia State University Library and GSU Student Innovation Program the individual images have been digitally stitched together to provide whole street views. AFPLS remarkable collection has become the centerpiece of an ongoing effort by Georgia State University, Emory University and Georgia Tech University gather maps and historic photos of Atlanta to create a digital record of the city over time. The Special Collections Department has also contributed 64 historic maps of Atlanta to the project. For views of the stitched images and raw images please see the attached links:

Geo-tagging Underground Atlanta:

<http://sites.gsu.edu/innovation/2016/03/04/geo-tagging-underground-atlanta/>

Atlanta-Fulton Public Library System Glass Plate Negatives Digital Collection:

<http://digitalcollections.library.gsu.edu/cdm/search/searchterm/Atlanta-Fulton%20Public%20Library%20System%20Glass%20Plate%20Negatives%20Digital%20Collection/field/all/mode/exact/conn/and/display/100/order/nosort/ad/asc>

## **Youth Services**

The Mobile Dairy Classroom is a dynamic and fun educational program operated by the Agricultural Commodity Commission for Milk. A fully operational milking parlor with a live cow used for milking and feeding demonstrations will be inside of the classroom. Children from various childcare centers and schools attended this event. The goal of the program is to provide children with an understanding of where milk comes from, how it is processed, and the healthy benefits of consuming dairy products.

In addition to the mobile dairy classroom, Georgia Agriculture provided 200 cups of chocolate, strawberry, and vanilla ice cream to guests.

## **Volunteer Services**

The Office of Volunteer Services recorded 4,773 hours performed at 31 locations, including 8 departments at Central, by 620 volunteers, 94 of which were new to the System. Ocee, Northeast/Spruill Oaks and Roswell had the top number of volunteers with 90, 81 and 77 respectively. Alpharetta, Roswell and Milton had the top number of Friends' hours.

Our three highest hour volunteers were our AARP participants Willie Lee Thomas at Mechanicsville and Edith Morris and Regina Wimberly who both serve at the Central Library in General Collections. Ocee, Northeast/Spruill Oaks and East Roswell staff members led the highest number of volunteer orientations. Our top new volunteers included Yogesh Bogad at Milton, Kimberly Johnson at Southeast Atlanta and high school student Zamira Johnson-Sfaelos at South Fulton. Our top three highest hours among the Friends were donated by book store leaders Carol Harrison at Roswell and Barbara Selwyn and Ben Statham at Alpharetta.

Friends groups held successful book sales at Alpharetta, Metropolitan, Milton, Northside and Ponce. Friends of the Dogwood Library sponsored three master gardening programs and three peer mentoring programs. The Friends of the East Roswell Library sponsored a Lego program and a fall leaves art program. The Friends of the Northeast/Spruill Oaks Library hosted a celebration of volunteers with Harpist Lisa Handman to honor volunteer Barbara McCoy and later in the month they sponsored the eighth annual Johns Creek Poetry Festival for teens and adults. The Friends of the Adamsville-Collier Heights Library sponsored a veteran appreciation program. Friends members participated in several strategic planning meetings across the System and our staff joined the Friends of the Auburn Avenue Research Library for a new member recruitment reception.

Two of our longtime volunteers were hired as full time AFPLS staff including volunteer of the year Emmett Brantley at the Dogwood Library and Shirley Favors at the Central Library.

Books for Babies program materials were distributed to three families, but new supplies were not ordered because the Foundation asked us to wait for 2017. No new adult volunteers were placed because of the county's review of procedures, but 94 volunteers were placed on the waiting list. Volunteer services staff placed 72 teenagers, eight program presenters, eight Spelman students, four National Charity League members, three groups, two CAST math tutors and one community based learning volunteer. Staff also assisted six community members with finding alternative community service locations and completed 11 volunteer letters to verify service hours. The volunteer services manager served on the review committee for the Foundation's Mini-grant program, met with Adams Park staff to develop volunteer roles, met with the Friends of East Point to discuss strengthening volunteer opportunities and assisted with the Milner Awards.

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

AS OF NOVEMBER 30, 2016

Doc. #16-68

SERVICE	2016 BUDGET	2016 NOVEMBER	2016 YTD	2016 YTD	2016 YTD	2016 YTD	2016 BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCE	COMMITTED	% COMMITTED	BALANCE
REG SALARY	13,573,117	990,792	11,921,712	-	11,921,712	88%	1,651,405
PART TIME SALARY	1,314,918	99,656	782,310	-	782,310	59%	532,608
BENEFITS	7,337,277	480,864	5,827,782	-	5,827,782	79%	1,509,495
BOOKS	2,902,617	511,456	1,994,065	735,698	2,729,763	94%	172,854
OFFICE EQUIP. REPAIR	62,983	-	54,744	6,176	60,919	97%	2,064
EQUIPMENT	22,968	7,044	9,751	12,859	22,610	98%	358
OFFICE FURNITURE	33,987	13,091	33,078	-	33,078	97%	909
PROFESSIONAL SERV	44,210	1,381	42,307	1,782	44,088	100%	122
COPIER MACHINE LEASE	291,100	29,103	224,026	-	224,026	77%	67,074
COPIER PAPER	18,282	11,493	18,276	6	18,282	100%	-
SUPPLIES	210,915	41,186	165,128	36,867	201,995	96%	8,920
SOFTWARE MAINTENANCE	227,628	-	227,598	-	227,598	100%	30
BUILDING RENT	234,230	8,628	218,293	15,936	234,230	100%	-
OTHER SERVICES	137,459	7,574	86,637	15,748	102,386	74%	35,073
SECURITY SERVICES	397,240	68,287	354,938	42,302	397,240	100%	-
TRAVEL	12,391	575	9,208	-	9,208	74%	3,183
TRANSFER OUT CAPITAL PROJ	15,000	-	15,000	-	15,000	100%	-
TRAINING	1,465	-	-	-	-	0%	1,465
VEHICLE MAINTENANCE	8,250	617	4,059	2,500	6,559	80%	1,691
GENERAL INSURANCE	759,530	63,294	696,236	-	696,236	92%	63,294
RENOVATIONS	6,800	-	-	6,484	6,484	95%	316
<b>TOTAL</b>	<b>27,612,367</b>	<b>2,335,042</b>	<b>22,685,146</b>	<b>876,357</b>	<b>23,561,503</b>	<b>85%</b>	<b>4,050,863</b>

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

AS OF NOVEMBER 30, 2016

ORGANIZATION	SERVICE	2016 BUDGET	NOVEMBER	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	829,672	10,147,493	-	10,147,493	87%	1,474,268
	PART TIME SALARY	1,314,918	99,656	782,310	-	782,310	59%	532,608
	BENEFITS	6,241,971	404,089	4,969,203	-	4,969,203	80%	1,272,768
	BOOKS	2,902,617	511,456	1,994,065	735,698	2,729,763	94%	172,854
	OFFICE EQUIP. REPAIR	62,983	-	54,744	6,176	60,919	97%	2,064
	EQUIPMENT	1,000	954	954	-	954	95%	46
	OFFICE FURNITURE	33,690	13,091	32,918	-	32,918	98%	772
	PROFESSIONAL SERV	10,268	624	10,173	25	10,198	99%	70
	COPIER MACHINE LEASE	252,800	27,003	200,754	-	200,754	79%	52,046
	SUPPLIES	113,295	13,581	83,559	27,400	110,959	98%	2,336
	BUILDING RENT	234,230	8,628	218,293	15,936	234,230	100%	0
	OTHER SERVICES	29,283	525	17,997	244	18,241	62%	11,042
	SECURITY SERVICES	397,240	68,287	354,938	42,302	397,240	100%	-
	TRAINING	1,000	-	-	-	-	0%	1,000
	GENERAL INSURANCE	575,035	47,920	527,115	-	527,115	92%	47,920
<b>Total</b>		<b>23,792,091</b>	<b>2,025,487</b>	<b>19,394,517</b>	<b>827,780</b>	<b>20,222,297</b>	<b>85%</b>	<b>3,569,794</b>

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

AS OF NOVEMBER 30, 2016

TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	1,951,356	161,120	1,774,219	-	1,774,219	91%	177,137
	BENEFITS	1,095,306	76,775	858,579	-	858,579	78%	236,727
	EQUIPMENT	21,968	6,089	8,796	12,859	21,656	99%	312
	OFFICE FURNITURE	297	-	160	-	160	54%	137
	PROFESSIONAL SERV	33,942	757	32,133	1,757	33,890	100%	52
	COPIER MACHINE LEASE	38,300	2,100	23,272	-	23,272	61%	15,028
	COPIER PAPER	18,282	11,493	18,276	6	18,282	100%	0
	SUPPLIES	97,620	27,606	81,569	9,467	91,036	93%	6,584
	SOFTWARE MAINTENANCE	227,628	-	227,598	-	227,598	100%	30
	OTHER SERVICES	108,176	7,048	68,640	15,504	84,144	78%	24,032
	TRANSFER OUT CAPITAL PROJ	15,000	-	15,000	-	15,000	100%	-
	TRAVEL	12,391	575	9,208	-	9,208	74%	3,183
	TRAINING	465	-	-	-	-	0%	465
	VEHICLE MAINTENANCE	8,250	617	4,059	2,500	6,559	80%	1,691
	GENERAL INSURANCE	184,495	15,375	169,120	-	169,120	92%	15,375
	RENOVATIONS	6,800	-	-	6,484	6,484	95%	316
<b>Total</b>		<b>3,820,276</b>	<b>309,555</b>	<b>3,290,628</b>	<b>48,577</b>	<b>3,339,206</b>	<b>87%</b>	<b>481,070</b>

## Atlanta-Fulton Public Library System - November 2016

Activity and Description	2016		2015		YTD
	November	YTD	November	YTD	
<b>Circulation</b>					
Total number of items checked out of the library	244,862	2,854,802	255,219	2,756,867	4%
<b>Holds</b>					
Number of requests by patrons	47,770	563,247	44,745	499,280	13%
<b>Inter-Library Loans</b>					
Number of items lent to or borrowed from another library system	280	3,083	283	2,654	16%
<b>Visits</b>					
Number of people entering a library for any reason	388,367	3,545,120	255,358	2,835,872	25%
<b>Computer/Internet Usage</b>					
Number of computer sessions (Internet access and office software)	82,557	847,114	75,655	764,032	11%
Number of hours of computer use	140,561	764,520	40,759	453,731	68%
<b>Wireless Sessions</b>					
Number of times the library's wireless network is accessed	41,366	456,087	33,071	441,628	3%
<b>Webhits</b>					
Number of times people have visited the library's website	662,277	8,073,483	650,507	7,565,145	7%
<b>Online Resources</b>					
Number of times a resource is logged into or a searched performed	104,067	1,012,569	52,261	675,986	50%
<b>Computer Classes</b>					
Number of classes	21	206	13	202	2%
Number of attendees	109	1,253	102	1,444	-13%
<b>Virtual Circulation</b>					
Number of e-books and e-audiobooks checked out	21,913	208,557	15,416	138,519	51%
<b>Children's programs</b>					
Library sponsored programs offered for children (birth - 12)	308	3,556	241	2,813	26%
Number of people attending programs	7,848	118,848	6,458	96,955	23%
<b>Teen Programs</b>					
Library sponsored programs offered for teens (13 - 17)	27	624	37	520	20%
Number of people attending programs	519	13,840	1,510	12,890	7%
<b>Adult Programs</b>					
Library sponsored programs offered for adults (18 + )	305	3,835	247	2,976	29%
Number of people attending programs	4,635	52,147	2,897	43,610	20%
<b>Programs - Total</b>					
Library sponsored programs offered - total of all programs	640	8,015	525	6,309	27%
Number of people attending programs	13,002	184,835	10,865	153,455	20%
<b>Meeting Rooms</b>					
Non-library sponsored meetings or activities scheduled	645	5,725	384	4,004	43%
Number of people attending meetings or activities	5,949	195,012	4,922	57,095	242%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
SYSTEM STATS AT A GLANCE  
NOVEMBER 2016

AGENCY NAME	NOVEMBER CIRCULATION	TOTAL REGISTRATIONS	INTRA-LIBRARY LOANS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	1,759	205	117	2,734	4,189	9	146	15	299	10
ADAMSVILLE/COLLIER HEIGHTS	1,818	202	346	1,929	5,112	7	81	2	20	0
ALPHARETTA	26,828	873	2,722	3,347	62,938	42	1,255	25	295	7
BUCKHEAD	10,150	519	970	1,955	22,600	10	434	37	300	6
CLEVELAND AVE	1,856	191	341	1,566	4,568	11	177	15	134	0
COLLEGE PARK	2,230	200	266	3,942	6,665	10	136	1	12	0
DOGWOOD	2,105	89	224	1,022	4,983	15	245	2	48	9
EAST ATLANTA	3,879	383	457	2,118	16,373	9	184	10	42	35
EAST POINT	5,952	224	577	4,621	2,219	12	462	14	228	0
EAST ROSWELL	13,407	402	1,548	1,856	7,219	37	728	8	115	0
FAIRBURN	2,574	507	307	878	3,444	11	278	10	97	8
HAPEVILLE	1,264	76	344	933	2,854	16	299	6	51	2
KIRKWOOD	2,881	145	352	1,103	2,014	15	164	13	145	2
MARTIN LUTHER KING, JR	1,022	83	246	1,249	3,981	19	452	0	0	10
MECHANICSVILLE	1,622	105	262	1,149	3,447	10	192	8	121	3
METROPOLITAN	6,698	342	5,305	6,105	11,448	7	152	221	1,642	0
MILTON	15,429	337	3,580	743	8,143	38	457	9	195	2
NORTHEAST/SPRUILL OAKS	15,633	315	1,753	892	20,924	33	451	22	157	1
NORTHSIDE	12,008	293	737	448	2,945	9	277	4	49	0
NORTHWEST	5,760	330	1,900	2,729	11,889	14	299	13	197	5
OCEE	23,662	442	819	1,214	18,170	26	334	2	20	0
PALMETTO	2,380	91	951	1,979	3,927	8	380	11	268	0
PEACHTREE	5,320	223	843	1,466	4,256	28	504	5	56	1
PONCE DE LEON	11,092	321	1,279	2,311	16,145	15	169	12	174	5
ROSWELL	18,510	541	2,171	2,212	18,830	21	243	5	48	9
SANDY SPRINGS	15,250	664	1,887	2,361	26,008	34	593	7	133	1
SOUTHEAST	3,636	341	1,220	4,604	2,706	10	204	56	37	0
SOUTH FULTON	7,202	780	270	1,977	34,468	15	145	33	37	0
SOUTHWEST	4,980	336	486	4,963	15,500	17	362	43	397	0
WASHINGTON PARK	1,757	112	374	1,846	9,624	7	110	7	78	20
WEST END	1,169	191	205	1,817	1,400	12	170	0	0	13
WOLF CREEK	9,618	487	2,576	1,167	8,720	32	764	13	193	5
<b>BRANCHES TOTAL</b>	<b>239,451</b>	<b>10,350</b>	<b>35,435</b>	<b>69,236</b>	<b>367,709</b>	<b>559</b>	<b>10,847</b>	<b>629</b>	<b>5,588</b>	<b>154</b>
CENTRAL	5,395	784	4,686	13,045	19,624	67	1,475	13	310	13
BOOKMOBILE/OUTREACH SERVICES	16	3	2	0	0	0	0	0	0	0
AUBURN AVENUE RESEARCH				276	1,034	14	680	3	51	0
<b>SYSTEM TOTAL</b>	<b>244,862</b>	<b>11,137</b>	<b>40,123</b>	<b>82,557</b>	<b>388,367</b>	<b>640</b>	<b>13,002</b>	<b>645</b>	<b>5,949</b>	<b>167</b>

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

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	NOV 2016 DATA	NOV 2015 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2016 CIRC	YTD 2015 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	1,120	598	41	1,759	1,809	(50)	-3%	19,611	16,806	2,805	17%
ADAMSVILLE/COLLIER HEIGHTS	991	784	43	1,818	1,786	32	2%	19,447	17,978	1,469	8%
ALPHARETTA	9,244	16,712	872	26,828	23,710	3,118	13%	302,866	179,095	123,771	69%
BANKHEAD/BOWEN	0	0	0	0	0	0	0%	0	10,101	(10,101)	-100%
BUCKHEAD	5,914	3,844	392	10,150	10,082	68	1%	125,112	127,291	(2,179)	-2%
CARVER	0	0	0	0	1,218	(1,218)	-100%	6,215	17,189	(10,974)	-64%
CLEVELAND AVENUE	1,129	659	68	1,856	1,805	51	3%	21,336	23,356	(2,020)	-9%
COLLEGE PARK	1,319	852	59	2,230	4,401	(2,171)	-49%	38,723	33,747	4,976	15%
DOGWOOD	1,413	580	112	2,105	2,847	(742)	-26%	27,358	31,654	(4,296)	-14%
EAST ATLANTA	2,448	1,278	153	3,879	5,577	(1,698)	-30%	58,307	60,232	(1,925)	-3%
EAST POINT	2,200	3,543	209	5,952	5,120	832	16%	54,952	57,069	(2,117)	-4%
EAST ROSWELL	6,468	6,679	260	13,407	14,859	(1,452)	100%	165,476	165,144	332	100%
FAIRBURN	1,479	1,001	94	2,574	3,357	(783)	-23%	33,763	39,154	(5,391)	-14%
GEORGIA HILL	0	0	0	0	1,244	(1,244)	-100%	7,404	14,989	(7,585)	-51%
HAPEVILLE	614	595	54	1,264	1,486	(222)	-15%	13,592	17,610	(4,018)	-23%
KIRKWOOD	1,139	1,672	70	2,881	2,625	256	10%	31,570	31,733	(163)	-1%
MARTIN LUTHER KING, JR	574	427	21	1,022	1,145	(123)	-11%	12,496	13,335	(839)	-6%
MECHANICSVILLE	733	657	233	1,622	1,324	298	23%	17,489	17,866	(377)	-2%
METROPOLITAN	3,381	3,040	277	6,698	8,527	(1,829)	100%	85,539	17,743	67,796	100%
MILTON	4,812	10,170	447	15,429	15,114	315	100%	178,513	89,726	88,787	100%
NORTHEAST/SPRUILL OAKS	4,908	10,250	475	15,633	15,411	222	1%	186,530	200,244	(13,714)	-7%
NORTHSIDE	5,502	6,164	341	12,008	12,377	(369)	-3%	144,142	129,465	14,677	11%
NORTHWEST	2,482	3,029	249	5,760	6,212	(452)	0%	64,103	34,654	29,449	100%
OCEE	7,041	15,693	928	23,662	27,634	(3,972)	-14%	296,645	345,687	(49,042)	-14%
PALMETTO	978	1,354	48	2,380	3,511	(1,131)	100%	35,806	43,512	(7,706)	100%
PEACHTREE	2,828	2,386	106	5,320	5,414	(94)	-2%	59,918	63,414	(3,496)	-6%
PERRY HOMES	0	0	0	0	0	0	0%	0	4,426	(4,426)	-100%
PONCE DE LEON	6,331	4,365	396	11,092	12,207	(1,115)	100%	132,383	140,120	(7,737)	-6%
ROSWELL	9,303	8,674	533	18,510	21,096	(2,586)	-12%	230,175	287,411	(57,236)	-20%
SANDY SPRINGS	7,881	6,853	516	15,250	15,212	38	0%	190,308	209,038	(18,730)	-9%
SOUTH EAST	1,409	2,054	173	3,636	0	3,636	100%	1742302%	0	17,423	100%
SOUTH FULTON	3,175	3,727	300	7,202	343	6,859	2000%	19,311	3,779	15,532	-6%
SOUTHWEST	2,876	1,861	243	4,980	5,024	(44)	-1%	57,637	66,618	(8,981)	-13%
STEWART LAKEWOOD	0	0	0	0	0	0	0%	0	16,844	(16,844)	-100%
THOMASVILLE	0	0	0	0	1,180	(1,180)		4,088	13,204	(9,116)	-69%
WASHINGTON PARK	987	717	53	1,757	2,099	(342)	-16%	21,213	24,389	(3,176)	-13%
WEST END	654	469	46	1,169	1,518	(349)	-23%	18,302	20,827	(2,525)	-12%
WOLFCREEK	4,909	4,486	223	9,618	10,903	(1,285)	100%	91,759	90,061	1,698	2%
<b>BRANCHES TOTAL</b>	<b>106,240</b>	<b>125,172</b>	<b>8,039</b>	<b>239,451</b>	<b>248,177</b>	<b>(8,726)</b>	<b>-4%</b>	<b>2,789,512</b>	<b>2,675,511</b>	<b>114,002</b>	<b>4%</b>
CENTRAL	4,097	1,103	195	5,395	6,980	(1,585)	-23%	64,407	80,666	(16,259)	-20%
BOOKMOBILE/Outreach Services		16		16	62	(46)	-74%	883	223	660	296%
AUBURN AVENUE RESEARCH	Non-circulating library - please refer to other usage reports.										
<b>SYSTEM TOTAL</b>	<b>110,337</b>	<b>126,291</b>	<b>8,234</b>	<b>244,862</b>	<b>255,219</b>	<b>-10,357</b>	<b>-4%</b>	<b>2,854,802</b>	<b>2,756,400</b>	<b>98,403</b>	<b>4%</b>



atlanta-fulton public library system

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## Fulton County Library System

### 2017 HOLIDAY/CLOSING CALENDAR

DATE	DAY OF THE WEEK	HOLIDAY	DESCRIPTION
January 1, 2017	Sunday	New Year's Day	Holiday – Library Closed
January 2, 2017	Monday	New Year's Day	Library Closed – New Year's Day Observed (Fulton County Closed)
January 16, 2017	Monday	Martin Luther King, Jr.	Holiday – Library Closed
February 20, 2017	Monday	President's Day	Holiday – Library Closed
April 16, 2017	Sunday	Easter	Holiday – Library Closed
May 29, 2017	Monday	Memorial Day	Holiday – Library Closed
July 4, 2017	Tuesday	Independence Day	Holiday – Library Closed
September 4, 2017	Monday	Labor Day	Holiday – Library Closed
September 25, 2017	Monday	Staff Development Day	Library Closed
October 9, 2017	Monday	Columbus Day	Holiday – Library Closed
November 10, 2017	Friday	Veterans Day	Library Closed – Observed (Fulton County Closed)
November 11, 2017	Saturday	Veterans Day	Holiday – Library Closed
November 22, 2017	Wednesday	Thanksgiving Holiday	Library Closes at 6:00 p.m.
November 23, 2017	Thursday	Thanksgiving Holiday	Holiday – Library Closed
November 24, 2017	Friday	Thanksgiving Holiday	Holiday – Library Closed
December 22, 2017	Friday	Christmas Holiday	Library Closed – Observed (Fulton County Closed)
December 23, 2017	Saturday	Christmas Holiday	Library Closed
December 24, 2017	Sunday	Christmas Holiday	Holiday – Christmas Eve - Library Closed
December 25, 2017	Monday	Christmas Holiday	Holiday – Christmas Day
December 29, 2017	Friday	New Year's Eve	Library Closed – Observed (Fulton County Closed)
December 30, 2017	Saturday	New Year's Eve	Library Closed
December 31, 2017	Sunday	New Year's Eve	Holiday – Library Closed
January 1, 2018	Monday	New Year's Day	Holiday – Library Closed

Approved by Board of Trustees  
December 21, 2016