



# **BOARD OF TRUSTEES**

MEETING  
INFORMATION PACKET

FEBRUARY 27, 2019



## TABLE OF CONTENTS

<b><u>TOPIC</u></b>	<b><u>PAGE #</u></b>
BOT MEETING AGENDA	3
BOT MEETING MINUTES – JANUARY 23, 2019	4-29
DIRECTOR’S REPORT	30-32
MONTHLY FINANCIAL REPORT – TOTAL LIBRARY	33
MONTHLY FINANCIAL REPORT – BY ORG TYPE	34-35
MONTHLY USAGE SUMMARY	36
MONTHLY CIRCULATION REPORT	37
MONTHLY SYSTEM STATS-AT-A-GLANCE	38



**Revised**  
**FULTON COUNTY LIBRARY SYSTEM**  
**BOARD OF TRUSTEES MEETING**  
**AUBURN AVENUE RESEARCH LIBRARY**  
**FEBRUARY 27, 2019 – 4:00 P.M.**  
**AGENDA**

- I. Call to Order
- II. Meditation Moment
- III. Adoption of Agenda\* Doc. #19-08
- IV. AFPL Foundation Presentation – Nina Radakovich
- V. Renaming of the Southwest Library\*
- VI. Approval of Minutes – January 23, 2019\* Doc. #19-07
- VII. Chairman’s Report
- VIII. Construction/Renovation Report – Paul Kaplan
  - Contractor
  - Hogan**                      **Group 1:**      Roswell, Sandy Springs, Dogwood, Kirkwood, Washington Park, West End, Southwest
  - Evergreen**                      **Group 2:**      Buckhead, Ocee, Northeast, Northside, Mechanicsville
  - CT Darnell Construction**      **Group 3:**      Adams Park, Adamsville, Cleveland, College Park, Ponce, East Atlanta
  - BuildSmart/Tebarco**              **Group 4:**      East Point, Fairburn
  - Albion Scaccia**                      Hapeville
  - RFP**                                      Central
- IX. Director’s Reports Doc. #19-11
  - A. Monthly Financial Report Doc. #19-10
  - B. Monthly Usage Summary Doc. #19-09
- X. Committee Reports:
  - A. Library Visitation – D. Chip Joyner, Vice Chairman
  - B. Bylaws and Rules – Priscilla Border and Nina Radakovich
  - C. National and State Developments – Linda Jordan and Joe Piontek
- XII. Unfinished Business
- XIII. New Business
- XIV. Adjournment

\*Action is anticipated on this item

**Doc. #19-07**



**FULTON COUNTY LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**JANUARY 23, 2019 – 4:00 P.M.**

**AUBURN AVENUE RESEARCH LIBRARY  
ON AFRICAN AMERICAN CULTURAL AND HISTORY**

**Cormier Court Reporting, LLC**

Snellville, Georgia 30039

Tel: 404.695.1923 Fax: 855.4141.CCR

[cormiercourtereporting.com](http://cormiercourtereporting.com)

**Competitive, Committed, Reliable**

Board of Trustees Meeting, 23 January 2019



**Members Present**

Bailey, Phyllis D., Chairman  
Borders, Priscilla  
Jordan, Linda  
Joyner, D. Chip, Vice Chairman  
Kaplan, Paul  
Piontek, Joe  
Radakovich, Nina

**Also In Attendance**

Claxton, Zenobia – Assistant to Director's Office  
Collins, Al – Assistant Director Building Engineering Library Projects  
Holloman, Gayle H. – Division Manager  
Morley, Dr. Gabriel – Executive Director

**Visitors Present**

[No Visitors Present]

---

**Chairman Phyllis D. Bailey called the meeting to order at 4:00 p.m. at the Fulton County 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

**TABLE OF CONTENTS**

CALL TO ORDER..... 5

MEDITATION MOMENT..... 5

19-02 ADOPTION OF AGENDA..... 5

MOTION..... 5

19-01 APPROVAL OF MINUTES FROM REGULAR MEETING OF DECEMBER 19, 2018..... 5

MOTION..... 5

LIBRARY BOND PROGRAM UPDATE – AL COLLINS..... 6

CHAIRMAN’S REPORT.....14

CONSTRUCTION/RENOVATION REPORT.....17

19-06 DIRECTOR’S REPORTS.....18

19-03 MONTHLY FINANCIAL REPORT.....18

19-04 MONTHLY USAGE SUMMARY.....18

19-05 QUARTERLY CUSTOMER SERVICE REPORT.....19

QUARTERLY LIBRARY CLOSURE REPORT.....19

FOUNDATION REPORT – UPDATE.....20

COMMITTEE REPORTS.....21

LIBRARY VISITATION.....21

BYLAWS AND RULES.....23

NATIONAL AND STATE DEVELOPMENTS.....24

UNFINISHED BUSINESS.....26

NEW BUSINESS.....26

ADJOURNMENT.....26

MOTION.....26

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

**CALL TO ORDER**

**CHAIRMAN PHYLLIS D. BAILEY:** Ladies and gentlemen, Board, and other members, visiting members, I will call the January 2019 meeting of the Trustee Board to order.

**MEDIATION MOMENT**

**CHAIRMAN PHYLLIS D. BAILEY:** For our Meditation Moment, I thought it might be appropriate to quote two things from Dr. Martin Luther King that might be appropriate. And I quote: "The ultimate measure of a man or woman is not where he or she stands in the moments of comfort and convenience, where he or she stands in times of challenge and controversy. And to support that, we will have to answer in this generation, not merely for the hateful words, the actions of the bad people, but the appalling sights of the good people." Each of us needs to consider the far reaching implications of these pronouncements today and every day. Thank you.

**19-02 ADOPTION OF THE AGENDA**

**CHAIRMAN PHYLLIS D. BAILEY:** If you will review your agenda. I'd like to have a motion for adoption if there are no additions or corrections.

**MOTION**

**MR. PAUL KAPLAN:** So moved.

**CHAIRMAN PHYLLIS D. BAILEY:** Moved by Mr. Kaplan.

**MRS. PRISCILLA BORDERS:** Second.

**CHAIRMAN PHYLLIS D. BAILEY:** Seconded by Mrs. Borders that the agenda be adopted as presented.

All in favor?

*(Whereupon, all said aye.)*

**CHAIRMAN PHYLLIS D. BAILEY:** Agenda adopted.

**19-01 APPROVAL OF MINUTES - DECEMBER 19, 2018**

**CHAIRMAN PHYLLIS D. BAILEY:** Please review the minutes if you haven't already.

Are there any corrections or additions?

If not, may I have a motion for approval?

**MOTION**

**MRS. PRISCILLA BORDERS:** So moved.

**CHAIRMAN PHYLLIS D. BAILEY:** Moved by Mrs. Borders.

**MR. PAUL KAPLAN:** Second.

**CHAIRMAN PHYLLIS D. BAILEY:** Seconded by Mr. Kaplan, the minutes be approved as presented.

At this time, we're going to ask Mr. Al --

**DR. GABRIEL MORLEY:** You need to vote.



**CHAIRMAN PHYLLIS D. BAILEY:** Oh, I'm sorry. I didn't vote. All in favor of adopting the minutes as presented?  
(Whereupon, all said aye.)

**CHAIRMAN PHYLLIS D. BAILEY:** Opposition? Thank you. Minutes are approved.

Mr. Al Collins will make a presentation for us. Mr. Collins?

**LIBRARY BOND PROGRAM UPDATE - AL COLLINS**

**MR. AL COLLINS:** Thank you, Mrs. Bailey. I have some handouts, and I'll tell you what, I'll just let you pass those around. It's really -- thank you for the opportunity, by the way, to come and speak with you about Library Capital Improvement Program.

At this time, I'm pleased to say that all twenty-two of the libraries, and that includes Central, are in some form of progress at this point. We're at construction on some. We're at permitting on others. We are in design -- in various stages of design on yet some of the other projects. So we are moving on all of them at this point. And so there's a lot of activity going on.

As you know, we rolled them out in groups: Groups of seven for Group One; groups of five and six for Groups Two and Three; and Group Four has two projects. There's Hapeville and Central, and both of those are a group of one, so -- but all the projects are out there.

What you have in front of you today is really an update as to where we stand on all the projects, what our schedule -- near term schedules are for the projects. And if you have any comments or you want to ask any questions, we can certainly do that. But I thought we'd just go down and talk about each of the projects individually starting with Sandy Springs. That project is in construction. It is part of Group One. Right now, we're installing the ceiling grids. The mechanical rough-in is about to be complete. Meaning that they have the new mechanical systems in place. They're putting -- making all the final ductwork connections on the interior of that building. All the interior walls have been removed, have been replaced with the new walls. All the drywall is complete and we're having GC&E, the low voltage, come in and put in the wiring for all the low voltage cable connections, data for connection, things of that nature. So we're progressing pretty good with that work at this point.

We're scheduled -- we started construction on 10/15, and we're scheduled to have that substantially complete; meaning that the building can be used for its intended purpose on or about the 21st of March of this year. So we're moving forward with that.

Dogwood, we just received permit application -- permit, rather, for that project on the seventh of this month. And we're scheduled to start demolition at the end of week. So they're mobilizing in earnest. On Monday, they'll start demolition on that project.

We're scheduled to start construction, as it says here, on the 21st. But it's going to be about a week's delay. And we're looking to have that substantially complete on the 13th of March. Again, ready to be used for its intended use.

In this case, I want to make a distinction, too, between being used and used for its purpose. What it means for the contractor is now you can move the furniture in. We're done with the construction. We have all of the, you know, sticks and bricks and mortar. All that's in place. All the carpet's in place; painting's done. And you can move the furniture in. So that's when we'll start moving the furniture in and we'll put the books on the shelf and be prepared then for the Grand Reopening. And then it's usually a period between sometimes the completion and the Grand Reopening just to get all of those furniture systems in place, or copy machines, things of that nature, up and running.

Southwest Library, again, we're under construction on that one. We've had in all of these libraries to cut the slab and put in new under-slab, piping, things of that nature. As we take out the existing partition, we come back with new studs. So drywall is complete on that one, as well as the ceiling grid installation is complete; meaning that they have the ductwork in place. They have the mechanical systems replaced on that project. And at this point, they're looking to put in the final ceiling acoustical tiles in place.

There's still a lot of work to be done on the electrical ongoing systems. But, again, we're moving pretty good on that one.

We're looking -- we started in October. We're looking to have that one substantially complete on the 22nd of March as well. Roswell, that project has undergone a number of changes, as you may be aware. We started. We closed. We started some of the exterior work, cleaning up the building, things of that nature. We were asked by the Commission to consider another option. Of course, that was approved by the Board. There was a number of discussions that had to take place with the City of Roswell, because replacing the roof, the façade on that building, the impervious material require water quality and water retention under the site.

The cost that the Board approved, that we submitted to them to approve, did not include water retention nor water quality. So

we actually had to go through a number of meetings with the city to better understand what the Code was requiring, because we had a roof that we were replacing square foot per square foot. We weren't adding any impervious material to the site. We're simply replacing. But it was ruled that in this case if you place more than a thousand square feet, rather it was replacing existing or not, that that required the site to have water quality; meaning that you had to filter the water that came off the site to remove any silt before it was discharged into the storm water system.

And if it was more than five thousand square feet of impervious material -- and our roof was about seven thousand five hundred square feet -- then we had to provide retention for the water coming off the site.

And that meant then we had to have underground storage of that storm water. And then you release it over time into the storm water system. All of that was projected to be about seven hundred thousand dollars when it was all said and done. After a number of discussions with the city, we came to understand and conclude from information that was provided to us that the city had installed some water quality and water retention box as part of the Myrtle Street repaving. And as we analyzed the site -- as the civil engineers analyzed the site, they were able to determine that we could in fact make use of that. So there was no requirement then for us to put storm water and water quality on our site, so saving us the seven hundred thousand dollars. But we do, however, have to pay a shared cost with the city of about fifty-four thousand. And we do have to pay engineering fees to the architect for doing all the research and having to do the paperwork and having to do the -- all that needs to be done in order to make this happen. So that came to about seventy-five thousand dollars. So as of this very day, we presented that to the Board, in addition to the 1.7 billion, to change the contract for the design builder, and they approved it. So we're moving ahead at this point.

Commissioner Hausmann did ask us to be as expeditious as possible with the permitting and with the schedule for construction on this, so we committed that we would certainly do that and keep her informed.

So we're moving forward with Roswell at this point. We'll be putting in for permitting. And I apologize. That should have been the twelve -- 1/27 date for the re-permitting. We have completed the documents, so we'll be moving forward with all of that. Again, construction should started in about a month, the permits, by the time we get everybody mobilized and get out

there to the site. The intent is to have this one substantially complete in early October, October the 8th. So we're committed to trying to improve upon that date. And the City of Roswell has asked -- has also committed to assisting us through permitting, through inspections, things of that nature, to expedite it. So hopefully we'll be able to come back with better news on substantial completion on that project. Kirkwood, we're in bidding. We have received all of our permits on that. Again, demolition will start next week. And construction should be complete by early March on that project as well.

Washington Park, we are -- we have just received permit on that project as of yesterday. The structural engineer down at the city signed off on all the changes to the project. So we're preparing to move forward on that one. That project should be substantially complete on or about the first part of April of this year.

West End, we got permitting on that one in early January. Again, construction starts next week and substantially complete by the early part of March of this year.

The Group Two projects we're in design. And we're in design development to be specific. And that should end on the 15th of February. The schedule, the projected schedule on that will be to close that project early May, start construction mid May, and be substantially complete by November the 1st of this year. Northside is on a very similar schedule. That project, of course, being part of Group Two is in design. We'll have that one substantially complete on or about November 8th of this year. And that true, for the most part, of Robert E. Fulton, Northeast-Spruill Oaks as well. So the projects are completing in October, latter part of November.

Mechanicsville is in that same group. There's not a lot of work to be done at Mechanicsville, but we wanted to give some of the other ones the chance to move forward because there wasn't so much to be done there. However, we are making some changes. We're adding some study rooms to that space. We're adding some new ceilings, some cabinetry. And we're looking to have that one complete, again, ready for furniture about the 22nd of November of this year.

Moving into Group Three. I'm moving quickly, so if you have any questions, you can ask them at the end. I'm happy to answer any of those questions.

Group Three, we are starting to go around with our second round of Community Meetings. And, of course, Mrs. Bailey, you attended one last night on College Park. We had our second

round of meetings, and Paul, you were at one just last week, and that was Adams Park.

So we have several more that we're going to do. As a matter of fact, we're doing one tonight at Adamsville-Collier Heights tonight at 6 to 8 o'clock. And --

**CHAIRMAN PHYLLIS D. BAILEY:** 6:30.

**MR. AL COLLINS:** I'm sorry, 6:30 --

**CHAIRMAN PHYLLIS D. BAILEY:** 6:30 to 8.

**MR. AL COLLINS:** -- to 8 o'clock. So that one will bring out all three of those projects. But those projects are the design. We have completed Schematic Design on those projects. And that's when we come to the community and say, we visited you some months ago. We took down notes on your wants and desires in terms of the modification of the library. Based on your request, based on what you've expressed, the architects have come back now and said we're prepared to show you what the plan has turned into. So we're showing them, the community that is, we're showing them the new plan for those facilities. And we'll be doing that at Adamsville tonight.

These projects should start construction April to mid April with projected completions in June and July of this year. Some will be extending into August, and then Ponce and College Park a little bit later, substantially complete, November, end of November of this year.

East Atlanta is part of that as well. And it'll be a little bit later before that one is substantially complete. We're looking at January of 2020. So we're just a little bit beyond this year. But that's acceptable, as long as we have a plan, and as long as we have dates that it will be completed. That is acceptable, as far as the bonds are concerned.

East Point and Fairburn, which are part of Group Four, both of those projects have moved pretty well actually. They are the most complete, as far as construction is concerned. The mechanical rough-in on both of those projects is near complete. The ceiling installation is in progress and also near complete. We're putting in light fixtures. All the drywall is complete. They've mudded the walls. They're sanding the walls, and they're starting to put the first level -- the first coat of paint on those walls as well.

For East Point, they've actually taken off and put on a temporary roof. And they're putting on the final roof, which is probably at this time about fifty percent complete. So we're looking to have that project complete by the end of February. Both -- and I need to just say -- both Fairburn and East Point are a slight bit behind. If you look at what's being projected

versus what is actually being accomplished, we think there's a little bit of a mismatch. We've had several meetings with the contractor.

We want to get to a schedule that really does more correctly project the completion of the project. We think it's going to be a little bit behind what we're showing here, what he's telling us. And it's because we've had three to four subcontractors go out of business on these projects. And those contractors have had to be replaced. And so that's caused some delays in some of the trades on the project.

**MR. D. CHIP JOYNER:** You mean, they haven't...

**MR. AL COLLINS:** I'm sorry, they have been replaced. They are -- you know, the new contractors have come onboard. But it's a problem in the current market. And it's unfortunate -- unfortunately, we've had to experience it on these kinds of projects.

**MS. LINDA JORDAN:** Were they small firms?

**MR. AL COLLINS:** They were small firms. And that's what happens when they get overcommitted on work. There's a market out there that offers a lot of opportunities to getting themselves contracted for these opportunities but don't have the workforce, you know, to complete what they commit to. And so that gets them into trouble.

**MS. LINDA JORDAN:** Are there specific categories?

**MR. AL COLLINS:** No. It's mechanical; it's plumbing; it's drywall. It's just some of the smaller subcontractors that don't have the manpower. And the manpower is becoming more difficult to pick up because everybody's busy.

**MS. LINDA JORDAN:** Right.

**MR. AL COLLINS:** And so there's not a lot of trades people sitting around twittling their thumbs. They're all very -- they're very committed to various projects.

Hapeville is progressing very well. We're in design. We are -- we have picked all the finishes for those libraries -- for that library. And, of course, that's will be a new library. The Board did vote to build that one new. It's just -- it was just beyond repair. And so we're actually building that library. It should be exciting, just the front of the old Hapeville Library. But I think you'll -- I didn't bring photographs or anything of that library -- but I think you'll be very, very pleased at the progress we have had.

Both of our Community Meetings, the community was very, very excited, very receptive of the design of that library. It stays within the fifty-five hundred square footprint of the existing library. But it's a rectangular building. And it gives options

for some flexibility that the prior building, or the existing building, didn't offer because it was so -- it was so detailed and in so many separate spaces. In this case we have a much larger space that can be used very flexibly, which I think is very good for this library.

We're looking to close that library, again, focus on the construction, because we can't build a -- the parking for the library and keep the other one open on or about the 12th of April of this year.

And, of course, Central. That project is in design development right now. It too is moving very quickly and moving very well at this point. And Johnson has come in. We've had a number of meetings with them -- with the team. And they're finishing up the documents that were started by Cooper Carry. As you know, Cooper Carry only took the documents to -- or the development of the design to fifty percent construction documents. So they're completing the design. They're completing the furniture selection, things of that nature, and moving that project forward.

As part of that, we've had to move the Collection out of the building. All of it has been palletized. All of it has been shrink wrapped, and all of it right now being prepared to be moved out into the parking -- or into the temporary walls on the parking level. We've put in some temporary air conditioning and heating on that level within those spaces. So that material will be temporarily housed on the parking level of the building until such time as the construction is ready and shelving is installed and we can move the books back up into the library. So right now they're about ninety-five percent complete with a temporary storage in the basement, parking on the level. All the FF&E, all the furniture, all the shelving has been moved out of the building, has been recycled, has been surplus. And so the building at this point, outside of books that I just described, is empty and has been turned over to Winter Johnson. So it's under their control as far as the Collection is concerned.

And just a brief look at the schedule. We're talking about fifty percent construction documents being completed on or about the 4th of February, fifty percent -- we're going to have a page. We're going to go through everything on the 26th of this month and just make sure we respond to all of that. So we're independently reviewing it. We'll be prepared to get with the contractor and give them comments.

A hundred percent construction documents on the first of April. And, again, we'll have another page. We'll be able to give them

comments on or about the 4th of -- excuse me -- the 23rd of April.

Demolition is scheduled to start at the end of -- I'm sorry -- demolition has started -- excuse me -- let me take that back. Permitting has started not demolition. We have not gotten the permit yet. As soon as we get that, we'll be prepared to start demolition on that project; demolition of the walls, on the interior, things of that nature.

Substantial completion is on schedule for 5/22 of '20. Again, that one is going to move slightly into the -- 2020. Again, as long as we have a schedule, as long as we have a plan, that's acceptable as far as the bonds are concerned.

That's it, very quickly. You certainly are free to take that, peruse the document. If you have questions, I'll -- you can submit them through Dr. Morley and I'll be prepared to offer a response.

**CHAIRMAN PHYLLIS D. BAILEY:** You've done an exemplary job. We certainly thank you so very much for your continued pursuit of excellence here.

And if any member of the Board has a question, I'm sure that you will certainly be able to answer them.

**MR. AL COLLINS:** Absolutely.

**CHAIRMAN PHYLLIS D. BAILEY:** Does anyone have a question for Mr. Collins?

**MR. PAUL KAPLAN:** I've got a question for Dr. Morley.

So once the building gets turned over, how long does it take for our staff to get everything up to reopen? Does it take four weeks, five weeks to get everything...

**DR. GABRIEL MORLEY:** No. It shouldn't take that long. It'll probably depend somewhat on the size of the facility. I mean, if we can get the Collection on the stacks in three days and then do some more training.

Part of what we've done is initiated a training program now so we can introduce people to that new technology. We take them to the branch so they can get some hands-on experience. That's their first introduction.

So then once we are complete, but not reopened to the public and they're onsite, then they get the refresher training again, figure out the workflow.

Gayle and I talked last night, and a week, two weeks is probably plenty --

**MR. PAUL KAPLAN:** Plenty of time?

**DR. GABRIEL MORLEY:** -- you know, for even a bigger like an East Point, it should only take four or five days to get the items on



the shelves; two, three, maybe four days for the staff to get acclimated and we'll be --

**MR. PAUL KAPLAN:** And I.T. is going to be keeping up with all -- keeping up with this pretty much?

**DR. GABRIEL MORLEY:** That's the plan.

**MR. PAUL KAPLAN:** I always like to smile.

**DR. GABRIEL MORLEY:** That's the plan.

**MR. PAUL KAPLAN:** It's just -- okay. That's the plan.

**DR. GABRIEL MORLEY:** And I think that gives us a buffer.

Because we know when we opened some in this last round, there are last minute things that could prevent us from accomplishing what we want to accomplish, so...

And we've had some commitments in the past to help us get to the finish line. So I think they'll be accommodating once we get closer to that point.

**MR. PAUL KAPLAN:** Okay.

**CHAIRMAN PHYLLIS D. BAILEY:** Any other questions or concerns? Again, Mr. Collins, thank you so very much.

**MR. AL COLLINS:** Well, thank you. I appreciate the opportunity.

**CHAIRMAN PHYLLIS D. BAILEY:** It has been very, very informative, and your work is quite explosive. Thank you again.

**MR. PAUL KAPLAN:** So tell me, Al, when do you get off in the morning? Because I know you go to the meetings -- I was at meetings -- and by the time you leave you turn around, you come back to another meeting, same as Dr. -- and Gayle.

**MR. AL COLLINS:** Sometimes it's hard. We'll be up late tonight, then I think we'll be able to catch up a little bit towards the end of the week, so...

Again, thank you so much.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you so much.

#### CHAIRMAN'S REPORT

**CHAIRMAN PHYLLIS D. BAILEY:** And now we can move on with my report. My report is very brief.

We had some information passed on to us regarding the MOU. And we had some concerns and that kind of thing. But I felt as though we needed to look at it in a much more comprehensive way. And I'm going to ask the Bylaws and Rules Committee under Judge Nina and Ms. Borders to take a look at this and look at the fine print, that kind of thing, and bring back to this Board a recommendation as to what we should do. I think that getting discussion now would just be a matter of tossing around facts that we possibly don't even really -- we're not really sure of. So I think that if the committee will take a look at that then we can then make a recommendation and make some concrete decisions.

Thank you both for doing that.

I attended the College Park Public Meeting last evening, relatively, few people there, to put it nicely. But I want to encourage all members of the Board to try to attend the meetings, especially those in your district, because these people need to know who you are. They need to know that you are concerned, because the library is important.

And as appointed members of this Board, we need to take that very seriously. So please, if at all possible, please try to attend meetings, even if they're not in your district and you wish to attend one that is not in your district, please feel free to do so.

I got a call from a dear friend of ours regarding the zoo. I have no idea what part the library plays in the zoo. And if there's anyone here that can tell me, I would certainly appreciate it.

**MR. PAUL KAPLAN:** Is there a branch in the zoo now?

**CHAIRMAN PHYLLIS D. BAILEY:** Yes, Paul.

**MR. PAUL KAPLAN:** I just threw that out there.

**CHAIRMAN PHYLLIS D. BAILEY:** This was out of the clear blue. I had no idea what this was all about. The caller said I needed to check into what the library does with the zoo. I'm thinking, how did the library get involved with the zoo? So somebody, please tell me.

**MR. JOE PIONTEK:** Was there a pop-up library there or something?

**CHAIRMAN PHYLLIS D. BAILEY:** I have no idea.

**MRS. NINA RADAKOVICH:** They used to give passes --

**DR. GABRIEL MORLEY:** The zoo --

**MRS. NINA RADAKOVICH:** -- and you could check out the passes.

**DR. GABRIEL MORLEY:** Correct. The zoo provides every library in Georgia passes that people can check out and get into the zoo for free.

**CHAIRMAN PHYLLIS D. BAILEY:** So that's the extent of our involvement? I'll retain -- restrain comment. The person kept me on the phone for at least thirty minutes and it was ridiculous.

**MR. JOE PIONTEK:** They still haven't figured out who I am, so I'm cool.

**MR. PAUL KAPLAN:** We can arrange something, Joe. We can handle it.

**CHAIRMAN PHYLLIS D. BAILEY:** Yes. How about that? We'll introduce you. But, anyway, went on and on about other things. And it just sort of went in one ear and out the other. And I -- you know, it's sad to have to respond that way, I know, but

after awhile it gets to be a bit difficult. And I'll just say that to be kind. And I'll let it go at that. I still have the reading at Hapeville next month. And I went to a display at the Hammonds House. And they mentioned something about their connection -- and I'm not sure how -- with the Library System. And, again, I get these kinds of things out of nowhere and I don't have any idea of what it's all about. So I've run across a couple people who've heard of Hammonds House, that it was in some way connected to the Auburn Avenue facility and therefore, seemingly, a part of the library. But I don't -- I'm trying to find what's going to be done. And so... Here comes, Linda, watch me ask her. I'm going to ask Linda -- I know how you'll react to this -- if she will -- you and Joe -- will look into what is the Hammonds House? How does it relate to the library?

**MR. D. CHIP JOYNER:** The Hammonds House is like -- it's a museum.

**CHAIRMAN PHYLLIS D. BAILEY:** Yes.

**MR. D. CHIP JOYNER:** It's not far from the A.U. center.

**CHAIRMAN PHYLLIS D. BAILEY:** Right.

**MR. D. CHIP JOYNER:** They had an event last week that was followed by a group discussion here at Auburn Avenue this past Saturday that I attended.

So they had a book signing at the Hammonds House and then I guess there's a talk with the author and a couple of local artists. And it was packed in here on Saturday.

**CHAIRMAN PHYLLIS D. BAILEY:** So there is a connection?

**MR. D. CHIP JOYNER:** Yes.

**MRS. GAYLE H. HOLLOMAN:** Yes. There's a tradition of Auburn Avenue partnering with the Hammonds House.

**CHAIRMAN PHYLLIS D. BAILEY:** Okay.

**MRS. GAYLE H. HOLLOMAN:** It's named after -- in honor of, I don't know if it was Dr. Hammonds -

**CHAIRMAN PHYLLIS D. BAILEY:** Yes. That's what they said.

**MRS. GAYLE H. HOLLOMAN:** Right. And so it's a long term staple in the community. And our staff at Auburn have, I mean for years and years, and I can't tell you how many, have done many partnerships and programs and big events with the Hammonds House.

**CHAIRMAN PHYLLIS D. BAILEY:** Okay.

**MS. LINDA JORDAN:** Where was it held?

**MRS. GAYLE H. HOLLOMAN:** It's a historical building --

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

**MRS. GAYLE H. HOLLOMAN:** -- and the projects that they do.

**MS. LINDA JORDAN:** What room was it in?

**MR. D. CHIP JOYNER:** It was in the auditorium.

**MS. LINDA JORDAN:** Auditorium, okay.

**MR. D. CHIP JOYNER:** And it was sponsored by Howard University Alumni Association.

**CHAIRMAN PHYLLIS D. BAILEY:** Oh, I'm ashamed. As a Howard Alumnae, I really...

**MS. LINDA JORDAN:** So that -- is that -- you want us to...

**CHAIRMAN PHYLLIS D. BAILEY:** Yes, please.

**MS. LINDA JORDAN:** Okay.

**CHAIRMAN PHYLLIS D. BAILEY:** I'd like to know where they fit into the library, the kinds of things that we can possibly be knowing about, or even helping if possible, that sort of thing. And I know that you'll be very detailed, both of you, in finding out the information.

**MS. LINDA JORDAN:** Joe and I are alike, yes.

**CHAIRMAN PHYLLIS D. BAILEY:** I appreciate your ability to do this, and thank you so much for going ahead with it. Thank you for that information, Chip.

**MS. LINDA JORDAN:** Did you go to Howard?

**MR. D. CHIP JOYNER:** Yes.

**MS. LINDA JORDAN:** Oh, he went to Howard. I didn't know that.

**CHAIRMAN PHYLLIS D. BAILEY:** I did too.

**MS. LINDA JORDAN:** Oh, you did too?

**CHAIRMAN PHYLLIS D. BAILEY:** Oh, yes.

**MS. LINDA JORDAN:** Okay.

**MRS. GAYLE H. HOLLOMAN:** I almost went. My mother didn't want me to move out of town.

**CHAIRMAN PHYLLIS D. BAILEY:** Well, I finished Howard years before most of you were born.

**MRS. GAYLE H. HOLLOMAN:** But, no, the best contact for -- or one of the best contacts I could think of for that would be Morris Gardner. He is the assistant manager here at this library in Programming. And he has been instrumental in working with the Hammonds House for at least a good ten or twelve years.

**CHAIRMAN PHYLLIS D. BAILEY:** Good. Okay. That gives us a place to start. Good.

**MS. LINDA JORDAN:** Thank you.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you so much.

Other than that, I want to again say thank you again for all the work and the cooperation that all of you have shown. I really appreciate it.

Library Bond Program Update, Mr. Collins has done that.

**CONSTRUCTION/RENOVATION REPORT - PAUL KAPLAN**

**CHAIRMAN PHYLLIS D. BAILEY:** Continuing to move forward. Construction and Renovation Report. Mr. Kaplan?

**MR. PAUL KAPLAN:** Well, I think Mr. Collins took care of everything. I think he got it all covered. I was at Adams Park Public Hearing. I found that that construction company was very efficient. They presented what they needed to present. And there was more employees than actual guests, maybe four guests and the rest were employees. Good questions. It was done professionally; no hollering, no screaming was done. It worked very well.

**CHAIRMAN PHYLLIS D. BAILEY:** Yes.

**MR. PAUL KAPLAN:** And I assume the one last night you were at went well and you've got one tonight. So I'm assuming it's the same company, of course. And I think they're doing well. Other than that, I have no other thing than what Al talked about.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you.

Any questions or concerns?

**MR. JOE PIONTEK:** Not much to do on Adams?

**MR. PAUL KAPLAN:** Uh-uh (negative).

**MR. JOE PIONTEK:** Getting it all done in sixty days? Either there's not much to do or they're that efficient.

**MR. PAUL KAPLAN:** They're very good. I'm not saying anything.

#### **19-06 DIRECTOR'S REPORTS**

##### **19-03 MONTHLY FINANCIAL REPORT**

**CHAIRMAN PHYLLIS D. BAILEY:** Okay. Director's Report, sir. Dr. Morley?

**DR. GABRIEL MORLEY:** Yes, I'll be quick. Al took some of my regular time. If you look at -- this is our final Financial Report of the year. So you can see we were 1.1 million under. I think that's a good thing. Some people are going to gripe about that, think that's a bad thing.

The County is using that in some ways against us. But if you look at the real numbers, eight hundred thousand of that is personnel under-rung. And so historically we know over the last three years, maybe more than that, there's an -- a difficult process filling a job once that job becomes vacant. So some of those personnel costs are inevitable.

And, you know, this year it will -- in 2019, it's also going to be somewhat squishy based on when we open these libraries and when we don't open them.

##### **19-04 MONTHLY USAGE SUMMARY**

**DR. GABRIEL MORLEY:** Same with the statistics. If you go over a few more pages, this is our final Statistics sheet for the year. You can see some of the year-to-date percentages. I'll give you the total year-end numbers. I think Claudia is working on that now. She's going to make a little annual report, one sheet thing. So we'll have that sometime before the next meeting.

But all of you know - you've all been here -- we talk about the same thing every month. Ten libraries were closed part of the year this year. We still met all of our KPI for the County. We've done very well to maintain running the System well. A third of it's been closed. We fully anticipate doing that again in 2019, even though we'll have more libraries.

Having said that, though, we will be adjusting some of our KPI for 2019, because it's going to be too hard to predict what will be open, what will be closed and for how long and how that will affect some numbers.

So we don't want to just arbitrarily use the same numbers we used this year. So we're going to look at some different KPI. We may measure Outreach Events, something that we can still control that's not necessarily influenced one way or the other by the construction activity. So we meet with the County next week to go over those KPI for 2019. So look forward to that.

#### **19-05 QUARTERLY CUSTOMER SERVICE REPORT**

##### **QUARTERLY LIBRARY CLOSURE REPORT**

**DR. GABRIEL MORLEY:** This report, also for those of you who are new, remember every quarter we get the Customer Service Report and the building close report, or whatever it's called, at the very back where it says Branch Closure Report. And so you typically know when we close a branch for whatever reason, you can see on that report, if you have questions.

The Customer Service Report is interesting because remember we implemented the LivAnswers platform so we could automate the research questions we were getting. So we've also begun forwarding all of these kinds of comments to that LivAnswers portal too. So we should get some better and more accurate information through that mechanism.

And you can see we had the total customer comments increase by almost a thousand, or a little more than a thousand this year, so that's good. That's giving us more day-to-day feedback from people on the ground in the library.

And the way they parcel out is pretty consistent between compliments, suggestions, complaints, and inquiry. And I suspect the inquiry will really go up in 2019 about people calling to say when is my branch going to open? What's the schedule look like? What do I do with these books I checked out and now my branch is closed? You know, all of the things that we're trying to anticipate, we still believe people are going to call and ask us questions.

And that's all I have. It was a good year for us in 2018. The Board of Commissioners were still meeting, when I left today around 3:30, to discuss the budget. I was hopeful that we were

getting that budget increase that we asked for, and then things took an interesting turn today during that discussion. So I'm not sure where the final pieces are going to fall. We -- hopefully, we'll know tomorrow, unless the meeting goes on overnight into tomorrow. But as soon I know what that looks like, I'll update you so we can make whatever kind of plans we made need to make.

Because one of the suggestions was if we were going to get the enhancement, then we needed to take a reduction in another area. So it may mean doing some governmental accounting. That's all I have.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you, Dr. Morley. It's always tough when money comes into the picture.

**FOUNDATION REPORT - UPDATE**

**CHAIRMAN PHYLLIS D. BAILEY:** Foundation Report, Judge Nina.

**MRS. NINA RADAKOVICH:** Yes. The Foundation met today. And we continue to evolve as an organization. We're trying to come into the 21st Century and behave more like other non-profits do. So today we made some progress.

We normally meet six times a year. We're going to reduce that to four times a year and increase our committee meetings, because our consultant told us that most of our work should be done through our committees, and then we have formal actions taken at our regular board meetings. So we're going to do that. We need to figure out what kind of calendar we work.

We also had changed our bylaws to limit our terms because we have some members that have been on the Foundation for many, many years. People get tired and burned out, and you just need turnover to get fresh ideas and to make progress. And everybody agreed that was a good idea. So we have term limits now.

That's going to change out composition.

We also eliminated the total number of board members that we can have so that if we -- if our Nominating Committee comes across candidates that are particularly well-qualified, we don't have to be concerned if we don't have a slot on the board. We can have more people if we come across more qualified candidates. And we can have less if we -- if there's less interest.

So we have this very active Nominating Committee right now. And they are going to do a listening tour in the community. They have a list of people at other influential organizations, such as the Woodruff Foundation, the Atlanta Community Foundation, and so on.

And we're going to talk with them about helping us to find people who have experience in the non-profit area and are

excited about libraries and want to help us fundraise on a larger. So that's encouraging.

Back to meetings. We're going to move our meetings to 4 o'clock, because it's hard for people to come at noon if they're working, to a meeting. It breaks up the day and they have to leave early and so it's difficult. So we're going to copy this organization and have 4 o'clock meetings but not on the same day obviously. And so we've done that.

And we're also working to develop a matrix of skills for our board members so that we can have criteria. And the more people meet, the better. But, you know, you want some lawyers on a board; you want creative people. You want idea people; you want go fundraisers. So we'll be doing that. And our consultant will be helping us continue with that.

And so what I was about to say earlier, and this is the last thing, our Nominating/Governing Committee is in the process of setting up a listening tour to meet with these people and get ideas from others in the community. So we're looking forward to what they bring back.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you, Judge Nina. Thank you. This is some things that we need to think in terms of as well, but sounds good. And we're very hopeful that things will go very well. Thank you again.

#### **COMMITTEE REPORTS**

##### **LIBRARY VISITATION**

**CHAIRMAN PHYLLIS D. BAILEY:** Mr. Joyner?

**MR. D. CHIP JOYNER:** Anyone have any comments or feedback from one of their library visits that you've been going to over the last couple of months?

**MR. JOE PIONTEK:** Gabe and I were at the Spruill -- Spruill Oaks had their twentieth anniversary. Yes. And they had the high school orchestra came over. Very demanding, Dr. Young Kim, so it was really good in music. And he was like this isn't even my first tier, so. And the Friends were there, and they were very happy it was going on. It was really very well-attended; didn't you think, Dr. Morley?

**DR. GABRIEL MORLEY:** I did. Yes.

**MR. JOE PIONTEK:** And so, I mean, it really packed the room there. Kind of afraid that -- you know, you never know. But it was a great turnout. So that's the twentieth year. And there are a lot of people that were involved in getting the library built there in the first place that were back again to see this. So it was good.

**CHAIRMAN PHYLLIS D. BAILEY:** Sounds good.

**MS. LINDA JORDAN:** Good P.R. especially.



**MR. JOE PIONTEK:** Yes, it was. We had a good time.

**CHAIRMAN PHYLLIS D. BAILEY:** Anybody else? Go ahead.

**MR. D. CHIP JOYNER:** I had two visits. One, I came to the event on Saturday. I had a conflict with another meeting, but I ran over here, so I didn't get here right when it started. No seat. It was packed. It was really great. And then also I parked a little farther away because I'm cheap and I didn't want to... So I lost a few minutes there. But it was a really, really well-attended event. And it was -- I didn't know Howard University was sponsoring it. But I saw the advertisement on Facebook. I knew some mutual friends were going and I wanted to go to the reception on Friday at Hammonds House, but didn't make that. But I stood up. It was standing room only and I stayed. It was really, really nice. And so I want to make sure I attend more of those events. And Facebook is where I'm capturing most of that. I just have to click on it more often so that it shows up in my feed as often - more often.

But it was really nice. The facility was clean. We had three gentlemen working up front. When people sign in -- sometimes you come in and they ask you to sign in and then you don't know where it is. You have to walk around the stairwell. Maybe if the sign-in sheet was a little closer to the front door, the security guard wouldn't have to yell out and say, hey, you have to come back over here and that kind of thing.

But, anyway, it was still very nice.

And then also I spoke with the Branch Manager, Mr. Coleman at MLK. He gave me some good feedback. I asked how was -- did he get anymore action the MLK weekend. I didn't know if the shutdown would affect, you know, the library traffic. He said no. He said but they get MLK traffic year-round.

But he said they were packed every day. He said the seats were full every day at that library, which I was surprised to hear because it's so small. But he said usually they're waiting for computers. They hold pack a Chrome, said that they always have some members who want to work in there.

But I met three people working there. One, she's a little younger, so she might not have been a volunteer, but she looked fairly -- like maybe college age -- and they throw in some engagement with the apartment buildings to try and get more college students to come over.

He had an event or a reading session with Kindezi, a charter school down the street, you know, at their library which was good. He's been trying to connect with someone at Hope Hill, so if anyone knows any teachers or academics over there, that would

probably be helpful. They can get in touch with the Branch Manager.

**MRS. PRISCILLA BORDERS:** I'll help with that connection.

**MR. D. CHIP JOYNER:** Okay. He would really welcome that.

**MRS. PRISCILLA BORDERS:** They used to be partnered. Hope Hill used to be partnered --

**MR. D. CHIP JOYNER:** Is there a new administrator or some new --

**MRS. PRISCILLA BORDERS:** No. She's new.

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

**MRS. PRISCILLA BORDERS:** She's trying to build connections with everybody.

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

**MRS. PRISCILLA BORDERS:** I'll help with that.

**MR. D. CHIP JOYNER:** He would really, really welcome that. But it was a really good visit. It was really impressive.

**CHAIRMAN PHYLLIS D. BAILEY:** Wonderful. Wonderful.

**MR. D. CHIP JOYNER:** And, again, this is -- I think the team welcomes us coming in and just doing our listening tour. I really encourage everyone. And, Paul, you're at the libraries all the time. So always feel free to share.

**MR. PAUL KAPLAN:** Most of them are just waiting for the renovation. All they want to talk about is renovation, renovation.

**MR. D. CHIP JOYNER:** Well, we know you're there all --

**MR. PAUL KAPLAN:** I can go to the first library, the new ones and say about -- but everybody's looking forward to it. Even though with the problems and stuff we had, but they're really forward to it.

**MR. D. CHIP JOYNER:** And it was nice to visit two libraries and not hear anything about the technology. That's good. That's what I was waiting for, but that didn't happen.

**DR. GABRIEL MORLEY:** Gayle and I straightened them out.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you all so much. It is very, very invigorating. And it makes me feel really positive to know that we are reaching out to libraries and that we are showing them that they are important to us, and that we visit and we talk to people. That's what we're all about. That's the way I see it anyway. That this is what a Board of Trustees is supposed to do. We're trusted with caring. And I think that in going, talking with as you've done, this tells them that their situations are not left to limbo and they we do care and will try to address some of their issues.

Thank you again.

#### **BYLAWS AND RULES**

**CHAIRMAN PHYLLIS D. BAILEY:** Bylaws and Rules? Anything?

**MRS. PRISCILLA BORDERS:** No.

**MRS. NINA RADAKOVICH:** No.

**CHAIRMAN PHYLLIS D. BAILEY:** It will be when you get through with this next project, I'm sure.

**NATIONAL AND STATE DEVELOPMENT**

**CHAIRMAN PHYLLIS D. BAILEY:** National and State Development?

**MS. LINDA JORDAN:** I don't have any update yet, but I do want to mention that I will be at the State Capitol off and on throughout the session. They -- we just -- they just went into session, as you know, this past week -- no last week.

And so as I'm over there, I'm going to be working with one of my friends. She is a state rep from Peach County. We grew up together, Patty Bentley. Just trying to see what goes on with the state and libraries, because I don't know, so I'm curious. So I know a number of the state representatives, state senators. But, also, I will be able to get to know the staff, some of the staff members as well in those different departments. So I just want to put that out there.

If anybody thinks of anything from a state perspective, just let me know, and I'll be happy to research it, or I'll be happy to bring back information that I find out as well.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you so much.

**MS. LINDA JORDAN:** Thank you.

**CHAIRMAN PHYLLIS D. BAILEY:** That's very positive input.

**DR. GABRIEL MORLEY:** February 13 is Library Legislative Day.

**MS. LINDA JORDAN:** Okay.

**DR. GABRIEL MORLEY:** So we will be there supplying legislators with Varsity hotdogs.

**MS. LINDA JORDAN:** So do you -- okay. Do you do a -- what have you done in the past when that day comes, as far as going to see them up in the gallery?

**DR. GABRIEL MORLEY:** Right.

**MS. LINDA JORDAN:** Do you sit in the gallery?

**DR. GABRIEL MORLEY:** No. The state invites all of them to come to lunch. So as they come to lunch in the room, there's tables set up. And that's where we have conversation with them.

**MS. LINDA JORDAN:** Okay.

**DR. GABRIEL MORLEY:** They're used to it. Everybody who's done it before knows the routine and they want the hotdogs.

**MS. LINDA JORDAN:** Okay.

**MR. D. CHIP JOYNER:** Is it open to the public or is it just for the members or is it...

**DR. GABRIEL MORLEY:** You can show up.

**MS. LINDA JORDAN:** So do you have most of the -- is it the Fulton County delegation? Do they come? Do they attend?

Because the reason I ask is that whoever we need to be there, we can always ask them separately. Although we had asked about -- you know, just trying to make sure we get them. That's what we did last week when we had some former educators come. We made sure we asked all of the legislators that are involved in the districts, and they all came, about twelve of them, in and out -

**DR. GABRIEL MORLEY:** Sometimes it overlaps with other things. Some of them send their staff, you know, and some of them are just in and out and say, hey, good job; keep going.

**MS. LINDA JORDAN:** They all want to eat when they have the lunch thing, staff and all.

**DR. GABRIEL MORLEY:** It's a hectic day, but you know, it doesn't last long. I think we're there from 11 to 2 maybe, maybe 11 to 1.

**CHAIRMAN PHYLLIS D. BAILEY:** February 13?

**MS. LINDA JORDAN:** To answer Chip's question, though, I think anybody -- I think we can go. Right?

**MR. D. CHIP JOYNER:** Yes.

**DR. GABRIEL MORLEY:** You can definitely go as a Library Board member.

**MS. LINDA JORDAN:** Yes. I'll be over there anyway.

**DR. GABRIEL MORLEY:** We're specifically there on that day, along with every other library from the state. So people send people up. They're all working the table. I'll be handing out drinks. People handing out hotdogs. There's chilly -- chilly dog. You know, there are other people who are ushering people into the room. So it's an operation that they do every year. It's a whole routine.

**MS. LINDA JORDAN:** So let me ask you this: Do we do P.R. from the Fulton County perspective regarding that day?

**DR. GABRIEL MORLEY:** For Legislative Day, no. The GPLS does all of that and takes care of it.

**MS. LINDA JORDAN:** Okay.

**DR. GABRIEL MORLEY:** And, truly, that's their role. I mean, GPLS is Georgia Public Library Service.

**MS. LINDA JORDAN:** Right.

**DR. GABRIEL MORLEY:** And they're fully integrated in the whole process. Julie sits in on every meeting, every budget session. And so that's part of what they're doing is having this event, pulling the people in. We're just there to get to whatever. You know, I'll talk to anybody. I don't care if it's in my County or not. I want money.

**MS. LINDA JORDAN:** The only reason I was asking is to try to see if we needed to do something separate from a Fulton County

perspective to show what we're doing as a Board. Some of the Board members attend and also, you know, whoever comes from the staff.

**DR. GABRIEL MORLEY:** Yes. You can email them.

**MS. LINDA JORDAN:** Like a picture, stuff like that -- put it somewhere.

**DR. GABRIEL MORLEY:** Send them something; see who's going. And I'll send you -- Claudia's going to finish up that annual report. That's what we did last year, we sent out the annual report so they can see what the statistics were and everything.

**MS. LINDA JORDAN:** Okay. That sounds good.

**MR. PAUL KAPLAN:** We did the same thing in Illinois. I'm hearing you talk about it. We did the same thing. Once a year we got down to the State Capitol, which was Springfield. And I was on the State Board, State Regional Board. All of us went. It was like twelve boards. It was chaotic. It was a bunch of people that come in there. But you know something, we try to get our point across. There's a little lunch going on. It sounds exactly the same thing as Illinois. But it's a way to get your voice known, let me tell you.

**MS. LINDA JORDAN:** I hope that day doesn't conflict, because I'm off and on there. But thank you for that.

**CHAIRMAN PHYLLIS D. BAILEY:** Thank you. I'll see if I can't be of -- at least be interested in what's going on.

Any other comments or concerns, if not...

#### UNFINISHED BUSINESS

**CHAIRMAN PHYLLIS D. BAILEY:** Do we have any Unfinished Business?

#### NEW BUSINESS

**CHAIRMAN PHYLLIS D. BAILEY:** New Business?

If we have neither of those, then if there are any other comments, concern, announcements?

#### ADJOURNMENT

#### MOTION

**MS. LINDA JORDAN:** I move for adjournment.

**CHAIRMAN PHYLLIS D. BAILEY:** Moved by --

**MR. PAUL KAPLAN:** Second.

**CHAIRMAN PHYLLIS D. BAILEY:** It's been moved and seconded that the meeting be adjourned.

*(Whereupon, the Board of Trustees Meeting  
concluded at 5:00 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

February 2019

**Summary of January 2019 Activities**

**Personnel**

- Derek Wilson was named branch manager at South Fulton. Derek has been with FCLS for many years and was recently branch manager at East Point.
- Jeff Stinson was named branch manager at Alpharetta. Jeff has been with the library a relatively short period of time, but previously served as a branch manager in Augusta.

**Bond Update**

- The books have been moved to the basement and interior demolition is scheduled to begin soon.
- Group 1 (Roswell, Sandy Springs, Kirkwood, Southwest, Dogwood, Washington Park, West End) – Sandy Springs and Southwest are moving along well. All permits have been issued. The Roswell Library design was approved by the BOC in January.
- Group 2 (Ocee, NESO, Northside, Mechanicsville, Buckhead) – Public meetings are ongoing with this group to reveal final designs.
- Group 4 (East Point and Fairburn) – These two projects are on track to reopen in April or May.
- Group 3 (Adams Park, Adamsville, Cleveland Ave., Ponce, College Park, East Atlanta) – Public meetings have begun to reveal the final designs of these projects. Permits have been applied for at Adams Park, Cleveland Avenue and College Park.
- The Hapeville project is under review. The team is working to iron out final details about preservation and site location issues.

**Maintenance Update**

- None.

## **VOLUNTEER SERVICES**

- Volunteer Services recorded 501 volunteers who served 3,464 hours at 23 locations including Mount Vernon Towers and North Fulton Service Center.
- 79 new volunteers donated time last month.
- 205 volunteers assisted with shelving tasks and 165 volunteers assisted with programs across the system.
- 19 volunteers taught 76 meditation, Tai Chi and yoga sessions at 11 different locations. 11 volunteers taught 24 coding sessions at Alpharetta, Milton and Wolf Creek. Nine volunteers taught 30 ESL sessions at Alpharetta, East Roswell, Milton, Northeast/Spruill Oaks, Ponce and Sandy Springs. Seven volunteers taught 12 art programs at Cleveland Avenue, East Roswell, Palmetto, Sandy Springs and Wolf Creek. Two volunteers taught Spanish classes at College Park and with the Sandy Springs outreach program at the North Fulton Service Center. Volunteers also taught chess club at Alpharetta and Wolf Creek; dance classes at Northeast/Spruill Oaks; and games at Metropolitan, Milton and Wolf Creek.
- Branches with top hours of 339, 224 and 216 included Milton, Northeast/Spruill Oaks and Alpharetta.
- Branches with the top number of volunteers were Northeast/Spruill Oaks with 75, Milton with 71 and Ocee with 68.
- Alpharetta, Milton and Roswell had the top number of Friends' hours with 467, 160 and 151 hours respectively. The Friends also worked with groups of volunteers including East Roswell with 15 and Buckhead, East Atlanta and Milton all with 14 volunteers.

## **AUBURN AVENUE RESEARCH LIBRARY**

- Auburn Avenue Research Library in collaboration with the Hammond's House Museum, hosted Mama Africa!: How Miriam Makeba Spread Hope with Her Song, a compelling new exhibition featuring the illustrated children's literature of award-winning artist/illustrator Charly Palmer. These vivid paintings pulsing with color, movement, and emotion creating a driving visual narrative that alight on significant events, in the life of Miriam Makeba, such as her flight from her homeland in disguise, her powerful testimony at the United Nations, the horrific Soweto killings, and Nelson Mandela's release from jail, ending with the singer's triumphant return home after apartheid is ended. Miriam Makeba, a Grammy Award-winning South African singer, rose to fame in the hearts of her people at the pinnacle of apartheid—a brutal system of segregation similar to American Jim Crow laws. Mama Africa, as they called her, raised her voice to help combat injustice. Charly Palmer is a graphic designer, illustrator, and fine artist who studied art and design at the American Academy of Art and the School of Art Institute, both in Chicago. Mama Africa! is his first picture book.

## **WOLF CREEK**

- Wolf Creek introduced three new adult programs for the community; a Seed Swap, a Genealogy Workshop and a Winterization Workshop. Master Gardener, Penny Reed hosted the Seed Swap to celebrate National Seed Swap Day for the month of January. Wolf Creek made gardening books available to participants who met to exchange seeds. Wolf Creek partnered with Fulton County's Public Works department to host a Winterization workshop. Participants learned tips on how to prepare their homes for the cold winter weather. On January 12, staff member Thelma Khatib led a Genealogy Workshop in the computer lab. In addition to hands on instruction, patrons were given handouts highlighting FCLS resources for Genealogy research. Our regular monthly programs including the GeoAg workshops, Scrabble Club and Let's Talk About Tech: Technology Education for Adults continued to be popular during January. The Book Club met in January to discuss Becoming by Michelle Obama.

## **NORTHWEST**

- The Northwest Library partnered with Cannon Adult Education Services to meet the needs of those wanting to explore career opportunities in 2019. Volunteer Marion Cannon offered one-on-one sessions of the Review of Resumes and these sessions are offered once a month. She also offered a series of workshops including useful tips and strategies for networking, job searching, completing job applications, and preparing for interviews.
- The MLK Cinema for the seniors was a showing of the movie "Selma". Based on the 1965 Selma to Montgomery voting rights marches, the movie was a chance for the viewers to share their experiences about that time in history. Since many of these people had real life experiences with the Civil Rights movement, some of the scenes were difficult to view.
- Teens created their own dream boxes that involved decorating cigar boxes with pictures and words that represented their dreams for the future for the MLK Dream Boxes program



FULTON COUNTY PUBLIC LIBRARY SYSTEM  
MONTHLY FINANCIAL REPORT - TOTAL LIBRARY

AS OF JANUARY 31, 2019

Doc. #19-09

SERVICE	2019 BUDGET	JANUARY	2019 YTD	2019 YTD	2019 YTD	2019%	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBRANCES	COMMITTED	COMMITTED	BALANCE
REG SALARY	14,581,075	1,052,570	1,052,570	-	1,052,570	7%	13,528,505
PART TIME SALARY	526,440	33,961	33,961	-	33,961	6%	492,479
BENEFITS	7,511,865	442,947	442,947	-	442,947	6%	7,068,918
BOOKS	2,615,836	75	75	21,825	21,900	1%	2,593,936
OFFICE EQUIP. REPAIR	6,760	-	-	-	-	0%	6,760
EQUIPMENT	27,291	-	-	9,906	9,906	36%	17,385
OFFICE FURNITURE	2,082	-	-	-	-	0%	2,082
PROFESSIONAL SERV	112,906	2,287	2,287	2,458	4,745	4%	108,161
COPIER MACHINE LEASE	256,824	6,877	6,877	-	6,877	3%	249,947
COPIER PAPER	15,000	-	-	-	-	0%	15,000
SUPPLIES	181,140	982	982	2,562	3,544	2%	177,596
SOFTWARE MAINTENANCE	500,392	-	-	-	-	0%	500,392
BUILDING RENT	203,641	-	-	29,284	29,284	14%	174,357
LYRASIS CHARGES	200	-	-	-	-	0%	200
OTHER SERVICES	180,739	10,230	10,230	6,612	16,842	9%	163,897
SECURITY SERVICES	340,000	36,795	36,795	20,000	56,795	17%	283,205
TRAVEL	40,000	-	-	-	-	0%	40,000
VEHICLE MAINTENANCE	21,850	-	-	-	-	0%	21,850
GENERAL INSURANCE	585,361	48,780	48,780	-	48,780	8%	536,581
CONTINGENCY	19,720	-	-	-	-	0%	19,720
ENHANCEMENT ****	150,000	-	-	-	-	0%	150,000
<b>TOTAL</b>	<b>27,879,122</b>	<b>1,635,504</b>	<b>1,635,504</b>	<b>92,647</b>	<b>1,728,152</b>		<b>26,150,970</b>

\*\*\*\* ENHANCEMENTS

\$100,000 Andrew Young Foundation (non-recurring).

\$50,000 Auburn Avenue Research Library Resources (non-recurring).

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

AS JANUARY 31, 2019

ORGANIZATION	SERVICE	2019 BUDGET	JANUARY	2019 YTD	2019 YTD	2019 YTD	2019 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURE	EXPENDITURE	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATION	REG SALARY	12,310,377	896,931	896,931	-	896,931	7%	11,413,446
	PART TIME SALARY	526,440	33,961	33,961	-	33,961	6%	492,479
	BENEFITS	6,325,340	378,079	378,079	-	378,079	6%	5,947,261
	BOOKS	2,615,836	75	75	21,825	21,900	1%	2,593,936
	OFFICE EQUIP. REPAIR	1,000	-	-	-	-	0%	1,000
	EQUIPMENT	24,000	-	-	9,906	9,906	41%	14,094
	OFFICE FURNITURE	1,785	-	-	-	-	0%	1,785
	PROFESSIONAL SERV	85,164	936	936	550	1,486	2%	83,678
	COPIER MACHINE LEASE	231,524	6,566	6,566	-	6,566	3%	224,958
	SUPPLIES	126,445	-	-	2,059	2,059	2%	124,386
	BUILDING RENT	203,641	-	-	29,284	29,284	14%	174,357
	OTHER SERVICES	42,826	280	280	2,313	2,593	6%	40,233
	SECURITY SERVICES	340,000	36,795	36,795	20,000	56,795	17%	283,205
	VEHICLE MAINTENANCE	2,000	-	-	-	-	0%	2,000
	GENERAL INSURANCE	400,866	33,406	33,406	-	33,406	8%	367,461
	CONTINGENCY	12,420	-	-	-	-	0%	12,420
	ENHANCEMENT	150,000	-	-	-	-	0%	150,000
<b>Total</b>		<b>23,399,664</b>	<b>1,387,028</b>	<b>1,387,028</b>	<b>85,936</b>	<b>1,472,965</b>	<b>6%</b>	<b>21,926,699</b>

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

AS JANUARY 31, 2019

ORGANIZATION	SERVICE	2019 BUDGET	JANUARY	2019 YTD	2019 YTD	2019 YTD	2019 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURE	EXPENDITURE	ENCUMBRANCES	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	2,270,698	155,639	155,639	-	155,639	7%	2,115,059
	BENEFITS	1,186,525	64,868	64,868	-	64,868	5%	1,121,657
	OFFICE EQUIP. REPAIR	5,760	-	-	-	-	0%	5,760
	EQUIPMENT	3,291	-	-	-	-	0%	3,291
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	27,742	1,352	1,352	1,908	3,260	12%	24,482
	COPIER MACHINE LEASE	25,300	311	311	-	311	1%	24,989
	COPIER PAPER	15,000	-	-	-	-	0%	15,000
	SUPPLIES	54,695	982	982	504	1,485	3%	53,210
	SOFTWARE MAINTENANCE	500,392	-	-	-	-	0%	500,392
	LYRASIS CHARGES	200	-	-	-	-	0%	200
	OTHER SERVICES	137,913	9,950	9,950	4,299	14,249	10%	123,664
	TRAVEL	40,000	-	-	-	-	0%	40,000
	VEHICLE MAINTENANCE	19,850	-	-	-	-	0%	19,850
	GENERAL INSURANCE	184,495	15,375	15,375	-	15,375	8%	169,120
	CONTINGENCY	7,300	-	-	-	-	0%	7,300
<b>Total</b>		<b>4,479,458</b>	<b>248,476</b>	<b>248,476</b>	<b>6,711</b>	<b>255,187</b>	<b>6%</b>	<b>4,224,271</b>

## Atlanta-Fulton Public Library System January 2019

Activity and Description	2019		2018		YTD
	January	YTD	January	YTD	
<b>Circulation</b>					
Total number of items checked out of the library	251,035	251,035	251,326	251,326	0%
<b>Holds</b>					
Number of requests by patrons	52,409	52,409	52,637	52,637	0%
<b>Inter-Library Loans</b>					
Number of items lent to or borrowed from another library system	406	406	429	429	-5%
<b>Visits</b>					
Number of people entering a library for any reason	191,592	191,592	297,702	297,702	-36%
<b>Computer/Internet Usage</b>					
Number of computer sessions (Internet access and office software)	31,006	31,006	76,591	76,591	-60%
Number of hours of computer use	19,351	19,351	41,538	41,538	-53%
<b>Web hits</b>					
Number of times people have visited the library's website	624,325	624,325	722,255	722,255	-13.6%
<b>Online Resources</b>					
Number of times a resource is logged into or a searched performed	236,905	236,905	204,413	204,413	16%
<b>Computer Classes</b>					
Number of classes	7	7	16	16	-56%
Number of attendees	80	80	144	144	-44%
<b>Virtual Circulation</b>					
Number of e-books and e-audiobooks checked out	57,981	57,981	42,237	42,237	37%
<b>Children's programs</b>					
Library sponsored programs offered for children (birth - 12)	273	273	292	292	-7%
Number of people attending programs	7,996	7,996	7,749	7,749	3%
<b>Teen Programs</b>					
Library sponsored programs offered for teens (13 - 17)	75	75	47	47	60%
Number of people attending programs	894	894	524	524	71%
<b>Adult Programs</b>					
Library sponsored programs offered for adults (18 + )	373	373	348	348	7%
Number of people attending programs	6,251	6,251	4,826	4,826	30%
<b>Programs - Total</b>					
Library sponsored programs offered - total of all programs	721	721	687	687	5%
Number of people attending programs	15,141	15,141	13,099	13,099	16%
<b>Meeting Rooms</b>					
Non-library sponsored meetings or activities scheduled	327	327	443	443	-26%
Number of people attending meetings or activities	5,849	5,849	7,082	7,082	-17%

FULTON COUNTY PUBLIC LIBRARY SYSTEM  
CIRCULATION REPORT  
JANUARY 2019

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	OTHER	JAN 2019 DATA	JAN 2018 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2019 CIRC	YTD 2018 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	1,407	676	80	1	2,164	1,601	563	35%	2,164	1,601	563	35%
ADAMSVILLE/COLLIER HEIGHTS	1,609	1,000	54	10	2,673	1,321	1,352	102%	2,673	1,321	1,352	102%
ALPHARETTA	10,948	21,197	855	64	33,064	21,824	11,240	52%	33,064	21,824	11,240	52%
BUCKHEAD	7,261	7,026	392	26	14,705	11,673	3,032	26%	14,705	11,673	3,032	26%
CLEVELAND AVENUE	1,124	752	77	7	1,960	1,557	403	26%	1,960	1,557	403	26%
COLLEGE PARK	1,569	1,103	143	9	2,824	1,775	1,049	59%	2,824	1,775	1,049	59%
DOGWOOD	16			0	16	1,508	(1,492)	-99%	16	1,508	(1,492)	-99%
EAST ATLANTA	2,820	4,738	229	10	7,797	5,485	2,312	42%	7,797	5,485	2,312	42%
EAST POINT	98	114	5	3	220	3,778	(3,558)	-94%	220	3,778	(3,558)	-94%
EAST ROSWELL	11,166	13,602	641	39	25,448	13,348	12,100	91%	25,448	13,348	12,100	91%
FAIRBURN	115	29	6	0	150	1,905	(1,755)	-92%	150	1,905	(1,755)	-92%
HAPEVILLE	731	449	39	13	1,232	1,187	45	4%	1,232	1,187	45	4%
KIRKWOOD	53	91	1	0	145	2,691	(2,546)	-95%	145	2,691	(2,546)	-95%
MARTIN LUTHER KING, JR	1,052	836	107	4	1,999	935	1,064	114%	1,999	935	1,064	114%
MECHANICSVILLE	660	536	85	2	1,283	2,869	(1,586)	-55%	1,283	2,869	(1,586)	-55%
METROPOLITAN	4,079	5,203	218	10	9,510	6,204	3,306	53%	9,510	6,204	3,306	53%
MILTON	8,356	18,176	649	35	27,216	16,611	10,605	64%	27,216	16,611	10,605	64%
NORTHEAST/SPRUILL OAKS	4,437	12,724	627	55	17,843	19,930	(2,087)	-10%	17,843	19,930	(2,087)	-10%
NORTHSIDE	5,574	6,791	456	34	12,855	9,663	3,192	33%	12,855	9,663	3,192	33%
NORTHWEST	2,561	4,591	200	8	7,360	4,759	2,601	55%	7,360	4,759	2,601	55%
OCEE	7,643	16,587	1,037	194	25,461	24,522	939	4%	25,461	24,522	939	4%
PALMETTO	1,115	1,649	75	2	2,841	1,671	1,170	70%	2,841	1,671	1,170	70%
PEACHTREE	4,075	3,504	378	79	8,036	7,700	336	4%	8,036	7,700	336	4%
PONCE DE LEON	7,027	5,729	335	38	13,129	10,964	2,165	20%	13,129	10,964	2,165	20%
ROSWELL	897	798	81	6	1,782	23,031	(21,249)	-92%	1,782	23,031	(21,249)	-92%
SANDY SPRINGS	1,477	2,115	91	4	3,687	19,277	(15,590)	-81%	3,687	19,277	(15,590)	-81%
SOUTHEAST	1,364	2,529	102	2	3,997	2,796	1,201	43%	3,997	2,796	1,201	43%
SOUTH FULTON	2,895	4,145	209	6	7,255	6,587	668	10%	7,255	6,587	668	10%
SOUTHWEST	134	45	8	3	190	3,163	(2,973)	-94%	190	3,163	(2,973)	-94%
WASHINGTON PARK	39	60	7	0	106	1,450	(1,344)	-93%	106	1,450	(1,344)	-93%
WEST END	36	49	2	0	87	1,148	(1,061)	-92%	87	1,148	(1,061)	-92%
WOLFCREEK	5,063	5,811	463	37	11,374	9,153	2,221	24%	11,374	9,153	2,221	24%
<b>BRANCHES TOTAL</b>	<b>97,401</b>	<b>142,655</b>	<b>7,652</b>	<b>701</b>	<b>248,409</b>	<b>242,086</b>	<b>6,323</b>	<b>3%</b>	<b>248,409</b>	<b>242,086</b>	<b>6,323</b>	<b>3%</b>
CENTRAL	567	141	24	13	745	5,678	(4,933)	-87%	745	5,678	(4,933)	-87%
OUTREACH SERVICES	133	9	13	0	155	530	(375)	-71%	155	530	(375)	-71%
AUBURN AVENUE	1,440	252	26	8	1,726	1,524	202	13%	1,726	1,524	202	13%
<b>SYSTEM TOTAL</b>	<b>99,541</b>	<b>143,057</b>	<b>7,715</b>	<b>722</b>	<b>251,035</b>	<b>249,818</b>	<b>1,217</b>	<b>0%</b>	<b>249,309</b>	<b>249,818</b>	<b>1,015</b>	<b>0%</b>

FULTON COUNTY PUBLIC LIBRARY SYSTEM  
SYSTEM STATS AT A GLANCE  
JANUARY 2019

AGENCY NAME	JANUARY *CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	2,164	105	1,559	2,352	8	226	9	79	0
ADAMSVILLE/COLLIER HEIGHTS	2,673	132	2,177	4,590	13	78	10	108	0
ALPHARETTA	33,064	577	1,597	16,758	57	941	24	687	3
BUCKHEAD	14,705	500	1,828	9,182	34	1,322	0	0	4
CLEVELAND AVE	1,960	92	1,408	2,908	13	248	12	124	2
COLLEGE PARK	2,824	191	2,481	3,719	7	95	7	49	0
DOGWOOD	16	16	0	0	12	205	0	0	0
EAST ATLANTA	7,797	278	1,508	5,650	8	272	17	142	3
EAST POINT	220	87	0	0	0	0	0	0	0
EAST ROSWELL	25,448	376	1,700	6,090	51	1,066	21	296	16
FAIRBURN	150	66	0	0	0	0	0	0	0
HAPEVILLE	1,232	43	0	0	0	0	0	0	0
KIRKWOOD	145	47	0	0	14	234	0	0	0
MARTIN LUTHER KING, JR	1,999	73	1,730	8,364	4	85	0	0	0
MECHANICSVILLE	1,283	91	0	0	0	0	0	0	0
METROPOLITAN	9,510	180	0	0	34	471	70	1,294	0
MILTON	27,216	321	757	9,586	63	824	18	443	13
NORTHEAST/SPRUILL OAKS	17,843	237	438	21,994	36	547	9	44	1
NORTHSIDE	12,855	271	394	11,603	17	269	10	70	4
NORTHWEST	7,360	209	3,057	8,742	26	408	18	508	17
OCEE	25,461	452	867	19,370	59	1,290	7	98	2
PALMETTO	2,841	90	978	6,846	12	268	0	0	0
PEACHTREE	8,036	450	1,908	4,999	35	734	10	107	0
PONCE DE LEON	13,129	307	2,226	18,400	38	591	19	229	1
ROSWELL	1,782	295	0	0	3	18	0	0	0
SANDY SPRINGS	3,687	293	0	0	31	1,447	0	0	0
SOUTHEAST	3,997	119	1,935	12,102	26	337	17	182	0
SOUTH FULTON	7,255	425	0	0	13	269	24	422	0
SOUTH WEST	190	116	0	0	0	0	0	0	0
WASHINGTON PARK	106	28	0	0	8	162	0	0	0
WEST END	87	29	0	0	0	0	0	0	0
WOLFCREEK	11,374	213	2,063	16,061	39	515	25	967	7
<b>BRANCHES TOTAL</b>	<b>248,409</b>	<b>6,709</b>	<b>30,611</b>	<b>189,316</b>	<b>661</b>	<b>12,922</b>	<b>327</b>	<b>5,849</b>	<b>73</b>
CENTRAL	745	237	0	0	9	28	0	0	0
OUTREACH SERVICES	155	3	0	0	42	1,454	0	0	0
AUBURN AVENUE RESEARCH	1,726	4	395	2,276	9	737	0	0	0
<b>SYSTEM TOTAL</b>	<b>251,035</b>	<b>6,953</b>	<b>31,006</b>	<b>191,592</b>	<b>721</b>	<b>15,141</b>	<b>327</b>	<b>5,849</b>	<b>73</b>