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BOARD OF TRUSTEES

MEETING INFORMATION PACKET

MARCH 28, 2018



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ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES REGULAR MEETING
MARCH 28, 2018



atlanta-fulton public library system

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**Atlanta-Fulton Public Library System
Board of Trustees Meeting
Central Library, 6th Floor
March 28, 2018 – 4:00 p.m.**

AGENDA

- | | | |
|-------|--|-------------|
| I. | Adoption of Agenda* | Doc. #18-12 |
| II. | Approval of Verbatim Minutes from Regular Meeting of February 28, 2018* | Doc. #18-11 |
| III. | Public Comments | |
| IV. | Chairman's Report | |
| | Construction/Renovation Update | |
| | <u>Contractor</u> | |
| | Hogan <u>Group I:</u> Roswell, Sandy Springs, Dogwood, Kirkwood,
Washington Park, West End, Southwest | |
| | Evergreen <u>Group II:</u> Buckhead, Ocee, Northeast, Northside, Mechanicsville | |
| | Out for bid <u>Group III:</u> Adams Park, Adamsville, Cleveland,
College Park, Ponce, East Atlanta | |
| | BuildSmart/Tebarco <u>Group IV:</u> East Point, Fairburn | |
| | Albion Scaccia Hapeville | |
| | RFQ Central | |
| V. | Director's Reports | Doc. #18-15 |
| | A. Monthly Financial Report | Doc. #18-13 |
| | B. Monthly Usage Summary | Doc. #18-14 |
| VI. | Foundation Update | |
| VII. | Old Business | |
| VIII. | New Business | |
| | A. Future Items to be discussed | |
| IX. | Adjournment | |
| X. | Executive Session | |
| | A. Approval of Verbatim Minutes from Executive Session of
February 28, 2018* | Doc. #18-16 |

*Action is anticipated on this item.

Doc. #18-11



ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING
FEBRUARY 28, 2018 – 4:00 P.M.
CENTRAL LIBRARY – 6th FLOOR BOARD ROOM

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Board of Trustees Meeting, 28 February 2018



Members Present

Bailey, Phyllis D., Vice Chairman
Borders, Patricia
Jordan, Linda
Joyner, D. Chip
Kaplan, Paul, Chairman
Taylor, Josh

Absent:

Piontek, Joe

Also In Attendance

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

Visitors Present

Fraser, Denise – Assistant to Commissioner Liz Hausmann
Grier, Tonya – Interim Clerk to the Commission
Kessler, Kyle – Friends of Central Library
White, Daniel – Assistant to Commissioner Liz Hausmann

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

Transcript Legend

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

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

CALL TO ORDER

CHAIRMAN PAUL KAPLAN: Okay. I'd like to call this meeting to order of the Library Board of Trustees, February 28 at 4 o'clock. First is the Adoption of the Agenda. I have a couple of items.

One, after the Approval of Verbatim Minutes, I'd like to add the Swearing In of our new Board member. And then under -- I have to put in Executive Meeting at -- and it's going to be for Hapeville. So a couple things.

18-07 ADOPTION OF AGENDA

CHAIRMAN PAUL KAPLAN: Anyway, everybody read the adoption -- do I hear a motion to approve the Adoption of the Agenda as amended?

MOTION

MRS. PHYLLIS D. BAILEY: Mr. Chairman, I move that we Adopt the Agenda as amended.

CHAIRMAN PAUL KAPLAN: Is there a second?

MR. D. CHIP JOYNER: Second.

CHAIRMAN PAUL KAPLAN: Any questions? Go ahead.

MR. JOSH TAYLOR: The questions that I sent in email, was that going to be covered underneath those?

CHAIRMAN PAUL KAPLAN: Yes. That's going to be under New Business.

MR. JOSH TAYLOR: Okay.

CHAIRMAN PAUL KAPLAN: And that should be there under Agenda Review.

MR. JOSH TAYLOR: Okay.

CHAIRMAN PAUL KAPLAN: I just wrote it down that way. Yes. No other questions. All those in favor say aye.

(WHEREUPON, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

18-06 APPROVAL OF THE VERBATIM MINUTES FOR JANUARY 24, 2018

CHAIRMAN PAUL KAPLAN: Approval of the Verbatim Minutes of the Regular Meeting on January 24th, 2018. Do I hear a motion to approve?

MOTION

MRS. PRISCILLA BORDERS: I motion to approve the verbatim minutes as provided.

MRS. PHYLLIS D. BAILEY: Second.

CHAIRMAN PAUL KAPLAN: It's be motioned. It's been seconded. Any questions? any comments? any changes? If not, all those in favor say aye.

(WHEREUPON, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

SWEARING IN CEREMONY - TONYA GRIER, INTERIM CLERK TO THE COMMISSION

CHAIRMAN PAUL KAPLAN: Well, our newest Board member who is going to be sworn in is Linda. Linda Jordan, glad to have you here.

MS. LINDA JORDAN: Thank you.

CHAIRMAN PAUL KAPLAN: That's terrific. And I'll let this person right behind you is going to take care of swearing you in.

MS. LINDA JORDAN: Okay.

MS. TONYA GRIER: Okay. If you would please raise your right hand and repeat after me. I, state your name.

MS. LINDA JORDAN: I, Linda Jordan --

MS. TONYA GRIER: -- do solemnly swear or affirm --

MS. LINDA JORDAN: -- do solemnly swear or affirm --

MS. TONYA GRIER: -- that I will well --

MS. LINDA JORDAN: -- that I will well --

MS. TONYA GRIER: -- and truly discharge --

MS. LINDA JORDAN: -- and truly discharge --

MS. TONYA GRIER: -- the duties as a member --

MS. LINDA JORDAN: -- the duties as a member --

MS. TONYA GRIER: -- of the Library Board of Trustees.

MS. LINDA JORDAN: -- of the library Board of Trustees.

MS. TONYA GRIER: -- in all matters, which require my official action --

MS. LINDA JORDAN: -- in all matters, which require my official action --

MS. TONYA GRIER: -- to the best of my knowledge and skill.

MS. LINDA JORDAN: -- to the best of my knowledge and skill.

MS. TONYA GRIER: And I will so act --

MS. LINDA JORDAN: And I will so act --

MS. TONYA GRIER: -- as in my judgment --

MS. LINDA JORDAN: -- as in my judgment --

MS. TONYA GRIER: -- will be most conducive --

MS. LINDA JORDAN: -- will be most conducive --

MS. TONYA GRIER: -- to the welfare and best interest --

MS. LINDA JORDAN: -- to the welfare and best interest --

MS. TONYA GRIER: -- of the entire County.

MS. LINDA JORDAN: -- of the entire County.

MS. TONYA GRIER: I do further solemnly swear or affirm --

MS. LINDA JORDAN: I do further solemnly swear or affirm --

MS. TONYA GRIER: -- that I am not the holder --

MS. LINDA JORDAN: -- that I am not the holder --

MS. TONYA GRIER: -- of any unaccounted for public money --

MS. LINDA JORDAN: -- of any unaccounted for public money --
MS. TONYA GRIER: -- due the State --
MS. LINDA JORDAN: -- due the State --
MS. TONYA GRIER: -- and that I am otherwise qualified --
MS. LINDA JORDAN: -- and that I am otherwise qualified --
MS. TONYA GRIER: -- to hold said office --
MS. LINDA JORDAN: -- to hold said office --
MS. TONYA GRIER: -- according to the Constitution of The United States of America.
MS. LINDA JORDAN: -- according to the Constitution of The United States of America.
MS. TONYA GRIER: Thank you. Congratulations.
CHAIRMAN PAUL KAPLAN: Congratulations. So we'll do a little induction. I'm going to go around the table, Linda. I'm going to have people introduce themselves. Gayle, go ahead and introduce yourself. You probably said it all, but we'll just do it --
MS. LINDA JORDAN: Okay. Great.
MRS. GAYLE H. HOLLOMAN: Hello. I'm Gayle Holloman, Library Division Manager.
MR. D. CHIP JOYNER: Chip Joyner.
MRS. ZENOBIA CLAXTON: Zenobia Claxton.
DR. GABRIEL MORLEY: Gabriel Morley. We met yesterday.
MS. LINDA JORDAN: Yes.
CHAIRMAN PAUL KAPLAN: Paul Kaplan.
MRS. PHYLLIS D. BAILEY: Phyllis Bailey.
MRS. JOSH TAYLOR: I'm Josh Taylor.
MRS. PRISCILLA BORDERS: Priscilla Borders.
MS. LINDA JORDAN: Great.
CHAIRMAN PAUL KAPLAN: Welcome. Glad to have you onboard.
MS. LINDA JORDAN: Thank you. Looking forward to working with everyone.
CHAIRMAN PAUL KAPLAN: We're sure a good working board.

CHAIRMAN'S REPORT

CHAIRMAN PAUL KAPLAN: Okay. Chairman's Report. I'm going to make this short. First of all, thank everybody for coming to the Public Meeting. I think every one of the Board of Trustees has made at least one meeting, if not two meetings, or more than that. It was great to have you there so you can listen in to what's going on. And I got a chance to meet with the architect, with Hogan, the first group. So got to meet them and what they're doing. And thanks for your notes on it also. That helps. I keep a file of it. And as construction goes on, I'll kind of have to kind of remember some of the things that they were talking about. I'm pretty good at doing that.

The only thing I have to tell you, we're having a little bit of a problem.

You're going to find out as you go to different libraries, and I'm going to talk to my experience, it's either staff or the Friends Group, they're kind of pumping me for questions, things that probably should've been answered by the Library System, by either Gayle or Dr. Morley. And be careful what you do and what you say because I don't want to go underneath them and say, hey, no, this is what's going to happen in the future.

I'm finding out more and more that I don't know what's happening out there, but they're all asking questions. And I would imagine it's because of renovation coming up. So you just got to be careful when you talk to them. I don't want to undermine them.

And then as we talk to different divisions and stuff, if we find something that we feel should be corrected and it's just something, we'll going under New Business, not to say anything to that person but to sit here on the Board and talk to Dr. Morley. And maybe there's a better way of doing something or a suggestion. I think that'd be the best thing to do. I don't run the library. You guys run the library. We're the Board of Trustees. And I really feel the division should be there. Listen to them. And if you think there's something that may be corrected or look at a better way of doing it, talk to Dr. Morley and go in front of the Board.

But thank you everybody. That's the first round. And now Group Two will be starting and we got some more meetings coming up and we'll go from there. And I'll talk about things later on. I'm going right into the Director's Reports, if you will.

18-11 DIRECTOR'S REPORTS

LIBRARY BOND PROGRAM - UPDATE

DR. GABRIEL MORLEY: Everyone should have received the times and dates for those Group Two meetings. So if you don't have that, let us know. I have a few updates in the Bond Program from when we sent this out. We have the Schematic Design drawings for Central. We will talk about those as a library on Friday, and I expect at the end of March or beginning of April, we'll have the Public Meeting to reveal those drawings. I mean, we're at that point, we need to forward. We need to close out our piece with Cooper Carry and start looking for the design builder. So that's going to come on us in a hurry.

We had some interesting news last night about Group One. And we are trying to decide how to proceed. The interesting news we had was the contractor told us all of these projects that we thought would be starting in April were going to be pushed back

to start in the fall.

MRS. PHYLLIS D. BAILEY: Why?

DR. GABRIEL MORLEY: Pushing those back to start in the fall necessarily meant that the Roswell project would not begin until February of 2019, and then wouldn't finish until the end of 2019. Understanding that, last night Al and the Project Management Team floated the idea to the attendees at the meeting about whether they would consider allowing us to close Roswell and Sandy Springs simultaneously.

Remember previously we wanted to keep one open so patrons could go to the other. A percentage of the people in attendance last night indicated they would rather the project be moved up and both libraries closed simultaneously, that they would go to East Roswell, or Milton; they would find another location. They prefer not to wait until 2019.

We have not asked the people at Sandy Springs how they feel, because we already had the Sandy Springs meeting weeks ago. So our plan is to send an email to all the people that showed up at the Sandy Springs Public Meeting, ask them if they have some major objection to us closing the two of them simultaneously. If not, then I suspect we will tell the contractor to move forward with doing them both at the same time.

I'm not -- a lot of these things are still fluid too. We talked again this morning, because the contractor didn't necessarily give us specifics last night about why, or when, or how. It was kind of surprising. It was five minutes before the meeting; they called us into the hall to tell us. So we haven't had a lot of time to digest this, except we know we've already told the public four these libraries will be closing in April, and now we know that's not the case. So we need to mediate that. We also need to figure out how that affects our day-to-day operations, because previously when we reassigned staff, we thought one was going to be open while the other was closed. So now if they're both closed simultaneously, we have to make some other adjustments, especially considering the process we used to reassign staff based on seniority, based on their preferences. So there's some things we have to work out, and I don't know that it's a hundred percent. I mean, I would say it's at least over ninety-five percent, unless the County has some unbelievable amount of pressure to put on the contractor to force them to hurry.

So like I said, we don't have a lot of details. Ellis Kirby asked Al this morning to get with the contractor, get some documentation so they could send it to us and we would have some good information to make a better decision about how we want to

proceed. But if there's objections here to closing both at the same time, I, at least want to be able to relay that message back to the County and the contractor that BOT is okay with closing both simultaneously if the patrons in both of those communities are okay with it as well.

So if you have an objection, now's the time to lodge that. I think by Thursday or Friday we ought to be able to know which way we're going. But you know I've said all along, I think something will happen and then months later it still hasn't happened.

So my timetable is not the same as Fulton County's timetable, but I do think they want to make a decision quickly so the contractor will know how to proceed.

MR. JOSH TAYLOR: How about the smaller libraries in Group One, are they also pushed back?

DR. GABRIEL MORLEY: That's our understanding based on what was said last night, but we have nothing in writing. Gayle and I don't have anything in writing. And I don't know if Al does. If he does, he didn't indicate that. But you were at the meeting. Did you understand that all the projects were pushed back to begin in the fall?

CHAIRMAN PAUL KAPLAN: No.

DR. GABRIEL MORLEY: You thought it was just...

CHAIRMAN PAUL KAPLAN: Just that one only.

DR. GABRIEL MORLEY: Just one. So --

CHAIRMAN PAUL KAPLAN: But I know for a fact they're all going to get pushed. Because how many subcontractors do you possibly have? I'm lucky they have two subcontractors to do two of them at the same time. If I was a subcontractor and I'm doing one library, hey, you got the other library, too, because you're part of that group. How do I split my men up?

And like I always said, this is fluid. This is typical construction. What I'd like to know is on their proposal, didn't they state that how many -- wasn't there a certain amount of day they had to be completed? Are they over those amount of dates stated?

DR. GABRIEL MORLEY: No. They had a lot of days.

CHAIRMAN PAUL KAPLAN: So in other words, they're still within their time period?

DR. GABRIEL MORLEY: Oh, yes.

CHAIRMAN PAUL KAPLAN: And we don't -- they're not -- well.

DR. GABRIEL MORLEY: Oh, yes. So, anyway, that's a developing situation. It's not the end of the world. It's just, remember, we've already advertised, told people, put it on our website, hey, these four are closing in April. And now potentially,

they're closing sometime in August. So it's a little egg on our face, but money's okay. You know, there's no major catastrophe. It's just a delay in the start of these projects.

Group Two is going very well. We've had all of our staff input sessions except one, the last one's tomorrow at Mechanicsville. You have the dates for when we will do those initial Public Meetings.

Group Three, the bids did not come back Monday. We had to do an addendum. So those bids won't come back until, potentially, mid-March. So we still have another two or three weeks before the bids for Group Three come back.

CHAIRMAN PAUL KAPLAN: Do you know what the addendum was?

DR. GABRIEL MORLEY: I don't remember.

Group Four, East Point and Fairburn is on track. I think we talked this morning. We will have the Schematic Design for those, or we may have the Schematic Design for those, and we're finalizing -- we will have our second Public Meetings next month, right, March 13 and 22.

MRS. GAYLE H. HOLLOMAN: That sounds about right.

DR. GABRIEL MORLEY: Once we finalize those dates, I'll send them out to you. We haven't -- we're still waiting on a confirmation, I think, from one of the branches that there's no conflict. But either way, both of those meetings will happen in March. And as long BOC has no major objections, they'll get that notice to proceed and continue. So Group Four may jump ahead of Group One, depending on our timetable.

Group Five, Hapeville, we will need to go into Executive Session at the end of this meeting. We have some -- there's some real estate questions tied to whether we renovate the building, or build new. So we have a couple of decisions to make tonight about how we move forward with the Hapeville project.

And we had our initial Public Meeting at Hapeville Monday night. Phyllis was there. Very cordial. Nice group of people. A couple of families showed up. And so I think that one will move fairly rapidly too. Once we make a decision today, the County finalizes that decision, we can clear the contractor, and they'll be ready to go.

You know, It's a single project, small project, and I don't foresee any giant hurdles with Hapeville. So that one may proceed before Group Two. It may jump up there in the line ahead of Ocee, NESO, Northside, Mechanicsville, and Buckhead. No major personnel actions, but Gayle and I have interviewed candidates to replace Floyd as Central Library Administrator. We're mulling over those and trying to make that decision. So we should have someone in place by the next Library Board

Meeting. That'll be good for us. That will help us get through moving out of this building and have somebody onboard with enough time to begin coming up with projects, programs, things downtown that will help us maintain a presence here.

MR. JOSH TAYLOR: Are these internal candidates, or internal and external?

DR. GABRIEL MORLEY: Internal and external. We had two internal and maybe seven external. Gayle and Kimberly Snoddy-George, Group Administrator, were on the panel. And you may remember, Gayle and Kimberly both ran this library, so special particular expertise about this one. And we had, you know, a mixed bag of candidates.

The Maintenance Update, Paul's intimately familiar with the problem at Alpharetta. He was onsite several days monitoring the work. It was an extensive plumbing issue that lasted four or five days, involved digging ten or so feet into the ground to repair some work. So that hurt our stats a little bit. You know, Alpharetta's our busiest branch. To be closed for a few days, put a rock in our pocket.

The Adams Park Library also had some plumbing issues. The bathroom overflowed into the lobby, and so it messed up the sheetrock; it messed up all the tile. So all that had to be remediated, and they did that. They finished that a week or so ago and reopened. So those are our two big maintenance issues. You may remember, too, we have a lot of HVAC issues. It's about to get warm again. Ellis told us this morning they're really trying as hard as they can to keep these things going until we can renovate. And so they're babysitting this one in this building. Fairburn is a tough one. Adams Park is just --

CHAIRMAN PAUL KAPLAN: That's the worst.

DR. GABRIEL MORLEY: -- It's kaput. And so we may have a few more maintenance issues as the weather changes and some of these projects are delayed. But we're not going to go in and fix a lot of these problems and then renovate. It just doesn't make sense, even though some people would prefer we do that.

CHAIRMAN PAUL KAPLAN: We did talk about in some of those instances where it's so poor, we really can't do anything with, it's talking about jumping ahead a little bit and going in there and putting new equipment in prior to the renovation so you have some kind of environment in there. You can't work inside there. But I will tell you a little bit about Alpharetta. My feeling is -- I was there are about four days. The connection from the site plumbing to the building sewer coming out was never done properly. This is my feeling. What happens is, when you dig and say you dig too deep and you throw some dirt on there, if

you don't compact it and you put that pipe down, as time goes on, drops down and disconnects.

And not only was that a problem there, we finally -- it's funny how the things work -- how it goes -- luckily, we had some as built prints -- became a big environmental issue because sewage backed up in the mechanical room. It was all over the mechanical room, toilet paper, and I don't have to describe everything else to you, because prior to this time when they shut us down, bathrooms upstairs on the second floor, they're using it, they wouldn't know that stuff is backing up downstairs. Who would ever walk into the mechanical room until they -- stuff came out the door. I forgot exactly what happened. I was down in there. So it became an issue.

An environmental issue is a big deal, because at Adams Park, they had to clean up that place quite a bit before they can open to the public. So it's not only the backup, it's everything that's involved.

My contention is, we do all this remodeling, we got to make sure -- I'm behind the scenes. I think of all the mechanical issues and all the plumbing issues and all the electrical issues, because that's the thing that really shuts you down. Inside, interior, new furniture, new lighting, that's fine. But if there's stuff in the back doesn't work, nobody is going to come to that library. So that's why I kind of push it a little bit. I am sorry that I jumped over both Dr. Morley and also Gayle. I got a note from Joe concerning Dogwood, the lighting at Dogwood. I thought it was a life safety issue. I made that phone call that night. I sent a text out, and I did talk to Ellis about it, who didn't know anything about it at that time. And then you -- he said the thing was put in back in October. My question is to both of you: So if you put the request in in October and here it is now February and the lights are still out, doesn't somebody say, hey, if it's not done in seven days, I'm going to make a phone call, go up the ladder until it finally gets to you. So you make a phone call, what the hell is going on? Excuse my expression -- but that's communications. I'm not looking at you. It just never got up to you. So I just want to say that. But that's -- that's pretty poor. I'll tell you.

MRS. GAYLE H. HOLLOMAN: It is. And I was very bothered by the fact that I never had heard of it. Usually people know me well enough to know that if they'll us know, we jump on it almost like a dog after a bone. But no one had made us aware of it. So if you tried that many times and you haven't had a response, they usually send it up to the Group Manager. They don't have

any way of getting it done. They send it up to me. And usually it stops with me. I don't even bother Gabe with it. But we didn't know about all that.

CHAIRMAN PAUL KAPLAN: Oh, I didn't think you did know about it.

MRS. GAYLE H. HOLLOMAN: And so that's a problem. I couldn't understand why it was being sat on like that. I mean, that is a major safety concern.

CHAIRMAN PAUL KAPLAN: Yes. That's the reason why I called it in right away like that.

MRS. GAYLE H. HOLLOMAN: I'm glad you did.

CHAIRMAN PAUL KAPLAN: Well, I don't like to normally do it. I don't want to jump it, but that to me was a life safety, especially when employees are leaving at night. They can't even see your cars out there, and it's pitch dark in that area. So, okay, I'll get off my... I just get very upset over that stuff when it comes to construction. Okay. Anything else?

18-09 MONTHLY FINANCIAL REPORT

18-10 MONTHLY USAGE SUMMARY

DR. GABRIEL MORLEY: Yes. I passed out -- this is just an infographic you can use, you can distribute, make copies, and hand to other people. This sort of summarizes some of our accomplishments in 2017, so it gives you an idea about some of the things that are important to us, the statistics we look at and measure. And you can see it's all in this handy little plan on a page like Dick Anderson likes.

MR. JOSH TAYLOR: The Circ numbers were -- the important numbers are down five percent, but it's probably closer to seven because of the blip in that 2016 data. It was a -- the comparisons were --

DR. GABRIEL MORLEY: Yes. I'm with you.

MR. JOSH TAYLOR: And December was just off the charts. So do you have an explanation as to what -- and it's consistent by a month, that we're down in circulation all throughout 2017.

DR. GABRIEL MORLEY: Gayle and I have talked about it. And if you look January's up.

MR. JOSH TAYLOR: Yes. I saw that.

DR. GABRIEL MORLEY: And so I don't know. I mean, it could be holidays for December to January. We talked about some different ones though. College Park was an example we looked at. They had a significant drop. We know some dropped because we opened those new libraries, and the System's readjusting. Remember before I got here, Roswell was sky high. East Roswell opened, it went up, Roswell dropped. So we know there was still some adjusting. But we -- we -- I don't know, three or four months ago, we started making some internal adjustments to try

and correct some of those. We implemented a program where the Branch Managers need to create displays. We're asking people to do more Readers Advisories.

So we saw that trend developing and began to put in place a way to counteract it. And I think everyone knows, when we talked before -- Linda may not know -- about the way we're ordering material this year through Collection HQ, trying to target and pinpoint specific areas and groups that we know have material that's in demand. Because what we're trying to do is drive down that number of Holds. We don't want fifty thousand people requesting an item that we don't have. We want to fulfill those Holds, and drive the Circ, and continue to get those people in with new materials.

So we have a couple of things in place that we hope will stem some of this, but it may not. It may just be the natural progression of a decline in print readership, because if you see the Virtual Circ was up, what, fifty-one or fifty-two percent over a hundred and fifty thousand extra items. So -- and you know, too, I mean, I think we've talked about before, we're pumping extra money into e-books this year so we'll have a more robust collection.

We continue to add materials in different formats that people can access with their Kindle, with their i-Pad, whatever. And I expect that will continue to grow.

As we offer more material, then people are going to continue to use it. Tied to that, we're enabling the online card registration. If you notice on our sheet sometimes, our Web Hits are going down because our apps enabling people to go directly to Overdrive so they can bypass the website, get right to what they're looking for.

So it's a comprehensive plan. But I'm not going to promise that it's going to stop. You know, we're hoping to sort of stem that tide. And Gayle and I talked about it this morning with Kimberly and then we talked with Julia last night at Roswell. If we're open twenty-six days in a month, and if you have, let's just say, a hundred people come in a day, if each one of those hundred takes an extra book, that's an extra twenty-six hundred a month per branch.

So times -- let's just say thirty, that's a round number -- if each one of those people leaves with less than a book, now we have that four, five percent drop. So we've tried to make a personal connection for the staff to see. When you look at this number as a total, it looks high. But if you start to count it out per patron, who's coming in the building on a daily basis, it's a small number. So I think we'll do well.

We're putting together some digital books displays. Debbie Mack does that for us. We're building -- everyone knows we've been pushing into the virtual space some more, because we realize two-thirds of our users are virtual users. But we're not putting two-thirds of our effort into our virtual product. So Brazos is working on trying to develop some plans that really drive that traffic. We've got some different marketing tools. We met with the analytics people earlier this week. So in the next couple of weeks, we should have that product rolled in that will overlay on top of our Circulation data. So we'll be able to see who's checking out, who isn't checking out, who's using the library, who isn't using the library. It's all rolled up with census data, Experian data. So we'll have a good snapshot of the people we want to go after, which people are low hanging fruit, which people do we want to write off, and not fool with. So I feel good about our plan. And I mentioned before, I think everyone remembers, because it's important to us, we have some specific objectives this year that we need to meet to get our bonus. So there's also that renewed interest on the staff's part in trying to push some of these objectives, so that we can get that cash payment at the end of the year. So I'm not too -- that's a long explanation for me to say, I'm not too worried about the fluctuation in the print Circ. If there's a huge drop, you know, we might have some concern. But the little minor blips, it's just not something I think that we're willing to try and investigate, you know, until it becomes a real issue.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: I was going to say too -- and I don't think this one will take long -- but the survey questions, Josh sent me a couple. We've added those. I didn't hear from anybody else. So it starts Friday. If you've got a last minute thing, send it tonight or tomorrow. But, otherwise, we'll go with what we have. Remember, we put it on the homepage of all of our internal computers, so we can get in-library users to fill it out. We've got about fifty thousand emails in our Constant Contact that we can send it to. We're also going to purchase some Facebook ads so we can get it to people who are non-users via different methodologies.

We don't have a phone -- we don't have a phone --

MR. JOSH TAYLOR: A telemarketing.

DR. GABRIEL MORLEY: -- a telemarketing thing set up. But, you know -- and remember, we want to do it in March before we plan to close some of these libraries in April. We want to get around ten thousand; I think is at least a good number. We had

sixteen thousand last year; two thousand the year before. I think we'd be satisfied with ten thousand, you know, as an average moving forward, but we may get a lot more. I mean, the Facebook connectivity is putting us in touch with more people. And once we have this Experian data, we'll have a lot more tools at our fingertips where we can get to people. We'll know specifically what kind of category these people are, what things might interest them. And the company that is working with us on this project, they've recently hired a librarian to pull out, or extract some of the Experian data to items that are of particular interest to libraries. So it's --

MR. JOSH TAYLOR: So who's the company you're working with?

DR. GABRIEL MORLEY: Gale Cengage. It's a big library conglomerate, digital resource conglomerate, but -- and we'll see how it goes. I mean, our goal all along, remember right when I got here, we knew we needed some better data on who's using the library, how they're using it. We know our survey is minimally effective and we were looking for the right product, because there are a lot of products that just pulls census data, which we could pull ourselves. That's of no help to us. But this product overlays with our ILS, so we can see that 'x' person checked out nineteen items last year. So we know this person might be ripe for checking out 'x' number of materials. And so we can pull by Zip Code. We can pull by single soccer mom under thirty; single soccer mom over fifty-five. We can dig down to levels that are very sophisticated. And the consultant, the library consultant they've hired has tried to corral some of that for us, because in reality it's just going to be and Gayle and Brazos. Let's be honest. We don't have a whole staff of people analyzing the data. So it's really just the three of us. And our goal for us this year is to get some baseline data. That's really all we want to do is get the data and look at it. Whether we do anything or not is irrelevant to us, because we want to start figuring out what should we do. And so I suspect we'll go for two or three years and then we don't need it as much. We'll have a much better understanding of whose who, where they are, what they're doing. We can let it slide for a little while. And then if we need to pick it up again later, we can always do that. So we're very excited about that. That's a good product for us. It helps us get to those people, like you said in your email, that we're not getting to now and we don't know why we're not getting to them. So at least now if we can't get to them, we can understand better why we're not and make an attempt to get to them.

MR. JOSH TAYLOR: Well, that's excellent. I'm glad to hear

you're doing that.

DR. GABRIEL MORLEY: Yes. It's going to really change what we're doing and how we operate. It's a hundred percent plus for us. And I said that because of the survey questions. I got sidetracked. But if there's no other survey questions, we'll go with what we have. And we'll use that data for it for the rest of this year combined with our new product. I think that's all I have; I mean, unless there's budget questions. I did want to tell Josh. Ed told me last month's figures are the end of the year. He said whatever rolled over was minimal. And the County just absorbed it, not a big deal. So whatever was in your January packet was your 2017, end of year numbers.

CHAIRMAN PAUL KAPLAN: Anybody have any questions on our Monthly Finance Report, or the Monthly Usage Summary?

DR. GABRIEL MORLEY: And not to belabor this, I mean, I don't want to spend a ton of time, but the County police department at the request of the County Manager is assessing all County facilities for vulnerabilities, for security-type issues. You all know everyone watches the news. I mean, there are a lot of these issues that are happening in places.

So Fulton County Police Department's assessing all the Fulton County buildings, including the libraries. I think it's going to be difficult for us to avoid any recommendations that come out of those reports. You know, if the police recommend we do something and we don't do it and something happens, we're on the hook for that.

So I think we need to be cognizant of that. We haven't budgeted for any kind of security upgrades or improvements in our regular operations budget. We have budgeted for security upgrades, cameras, video, in the renovations. So, potentially, our saving grace is a lot of these will be closing and we'll have CIP money, but some may not.

And in some cases, it may not be a camera issue at all. It may be a personnel issue. So I talked to Alex Lamback, who's our security manager, for a long time this week, to sort of position ourselves so we're prepared for when these recommendations come down. So we may end up having to make some changes to the budget to put more money in the security line item and hire some more security guards.

We may have to change some of our plans about how we designed these libraries, if some of these recommendations come back about x-ray machines, or something else --

CHAIRMAN PAUL KAPLAN: Metal detectors.

DR. GABRIEL MORLEY: -- metal detectors. I mean, those things may affect some of the designs of the buildings that we already

have. We may have to make some adjustments. So be prepared for that conversation. We'll need to have it soon after they issue those reports, because we also don't want to appear to be dragging or delaying something that could happen.

MR. JOSH TAYLOR: When do you expect our report?

DR. GABRIEL MORLEY: I don't know. He's doing every building in the County. And, I mean, I think they've done this one and maybe a couple of other libraries. But there's over a hundred buildings in the County. So it may still be months out before he finishes. So we'll see how it goes. It may not be too bad. But if you remember two years ago, our security budget was closer to five hundred thousand, and we were struggling to fund it. So we dropped it.

This year we were fortunate, because we knew some would close, so we didn't have to fund a full year guard salary. We'll see how it goes. Just be prepared for that conversation at some point in the future.

And, truly, be honest with yourself about it. Gayle and I have had this conversation. I had this conversation over the weekend. It's a topic -- it's a hot topic that people are talking about. And for me to get into this building and on the elevator, there's not a lot of anxiety. So I dismiss a lot of other people's issue when they said, I don't feel safe. I go, why? I feel perfectly safe in here.

So we're trying to balance each other out by asking different people at different times, how do you feel coming into the building? How do you feel at this branch? Do these things worry you? So we can get a better perspective about what's really necessary and what's just -- not hype, but what's a reaction to the stuff that's happening.

CHAIRMAN PAUL KAPLAN: Well, I looked into it over the weekend. And I found out -- I want to know why in libraries, that you're allowed to carry a weapon in there. Well, I went in there -- and I went into Georgia state law -- in fact, I should have called you Paula. Is Paula still here?

MRS. PAULA RAFFERTY: Yes.

CHAIRMAN PAUL KAPLAN: I could have called you, but I checked everything. I read everything up. It supersedes anything that we would put. If we said that, you can't carry a weapon, that it's a weapon free area, you need a metal detector and you need a guard with them. That's the only way you can do it; otherwise, they could walk in with a weapon. There's nothing much you can do about it. So I'd be interested to see what those recommendations are going to be.

In light of everything that went down in Florida and what's

going on, people are really hot onto this right now.

DR. GABRIEL MORLEY: Right.

CHAIRMAN PAUL KAPLAN: It's a big deal. All right.

MR. JOSH TAYLOR: I have one small question.

CHAIRMAN PAUL KAPLAN: Go ahead.

MR. JOSH TAYLOR: You mentioned that Hoopla is a program that is doing very, very well. Where is that in budget? Do we need to make a modification in order to allow for this, or are we going to run out of money?

DR. GABRIEL MORLEY: Probably not this year. We have the ability this year to expend the remaining CIP funds. So what we've done is shift that CIP money into that budget to cover --

MR. JOSH TAYLOR: Just remind me what CIP means.

DR. GABRIEL MORLEY: The Capital Improvement Program.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: So remember that during the first phase of the program, there was Collection money set aside for those new libraries.

MR. JOSH TAYLOR: Right.

DR. GABRIEL MORLEY: So all of that wasn't spent. So we're able to use the remainder of that money to fulfill several of these digital database items this year. But next year, we will certainly have to take a look. I told Josh one day last month, I think we were at a meeting, and in November, I think we had about nineteen thousand dollars worth of use of Hoopla. And in January, it was up to twenty-three thousand. So it's one of our most popular resources, but if it continues to grow, you know, we will have to make some decisions about where we're moving money from one thing to another.

And I don't think it's a big issue. I mean, we know that our targeted print purchasing is getting better via Collection HQ. So that frees up some more money to put into areas where we know there's a demand.

MR. JOSH TAYLOR: So does this show up in Materials budget, Hoopla?

DR. GABRIEL MORLEY: No. I think there's a digital database line item. Look on here. Software maintenance, I think it gets rolled up in that.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: But I'll find out for sure. One of the things Brazos and I were trying to do is, if you look at your Stats Summary Sheet, what we've discovered over time is some of these numbers aren't exactly accurate.

What we're counting and how we're counting is not necessarily consistent. For example, if you look at your top on your System

Summary, where it's got two yellow columns, if you look at your Circulations for 2018 year-to-date, you see it says, two fifty-one three-twenty-six. But if you come over and look at your Circ page per branch, and look down at the total for January of 2018, it's, two fifty-four zero forty. So the two numbers don't match.

MR. JOSH TAYLOR: Well, you've corrected it in this exhibit. It matches on our copy.

DR. GABRIEL MORLEY: No. You've got a two fifty fifty-one three twenty-six and a two fifty-four zero forty; don't you?

MR. JOSH TAYLOR: No.

DR. GABRIEL MORLEY: On your --

MR. JOSH TAYLOR: It's two fifty-one three twenty-six on the System Stats at a Glance.

DR. GABRIEL MORLEY: Yes. Two fifty-one three twenty-six on System Stats at a Glance. But then if you go branch by branch for January 2018 data, it's two forty-nine eight eighteen.

MR. JOSH TAYLOR: Oh, the branch. Okay.

DR. GABRIEL MORLEY: So you're short several thousand items.

MR. JOSH TAYLOR: I got it. Okay.

DR. GABRIEL MORLEY: And it's because of the separate computer programs we have running tallying things. So some items are not being tallied in one report and they are in another report. So that got us asking questions about who set these up; how they get set up? And as we investigate, we're finding more and more discrepancies. So we're trying to set up a meeting next month to correct these before the year gets on too far. But one of the things we want to do is break down, for example, Virtual Circ. That Virtual Circ consists of several different products. And some of those products are much more well used than others. The way we're counting them is not necessarily what's accurately represented here.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: So we're working through those statistical questions that we can try and clarify what some of these things are, and because we want to use that data and that evidence to make our push into the digital space. You know, when you see three or five hundred thousand hits on Overdrive and then you look and see, well, we only circulated two hundred and fifty thousand print items, you know, you start taking notice. I mean, we're getting maybe double in some cases interest in that Virtual Circ versus print.

So why are we continuing to spend a majority of our money on these print resources, when we have a ton of digital users. So we want to have accurate data before we make some of these

decisions and shifts.

And just like Josh said, we know when it comes budget time this summer, we will need to move money into electronic resources from what we've been doing. We just won't have an option.

So if we could do that and there could also be robot cops for security, we would have the perfect future scenario. But I think we're in a good place. Because remember, too, part of what we're doing is taking a large portion of our Material budget, and repurposing it based on Collection HQ.

So it's no longer being wasted. Now, it's being used much more efficiently and effectively for what we're trying to do.

So don't fret over the money. I think we're okay for what we're doing and where we're going in the near future. And we have some other ideas.

The Foundation met, they had a retreat this weekend, and I think they have a renewed focus and a different focus on what they're doing. So that may provide us some opportunities that we haven't had previously to put some money into Materials or projects, or things that we think are valuable. So we'll see how that shakes out.

CHAIRMAN PAUL KAPLAN: Okay. Any other questions on either the Financial part or Monthly Usage Summary?

OLD BUSINESS

BOOKMOBILE

CHAIRMAN PAUL KAPLAN: If not, I'm going to Old Business. Just so I know, where are we with the Bookmobile? How close is it? Because, if the libraries are starting to push back, we're still going to -- they'll be four libraries closed -- how close are we? Do you have any idea?

DR. GABRIEL MORLEY: Yes. Do you have a -- I think Ed told me the other day, he believes that it's going to be pushed to 2019, you know, based on what's happening and just the communication with the County, you know, trying to get back and forth about what's going on. But in the meantime, we do believe -- because remember, we submitted a budget, that the County asked us in a nice way to change that budget, even though we didn't really change it. They asked us to make some specific cuts after we had submitted. So on the back end, what that did was free up our plan. Because, remember, we had a backup plan if something happened.

So Ed and I are going to try and make the case that we -- because that was our backup plan, we don't really want to use the money for the backup. We would rather use that money and put it into an Outreach Van.

CHAIRMAN PAUL KAPLAN: Right.

DR. GABRIEL MORLEY: So we would at least have some vehicle, maybe not the Bookmobiles, but it would at least get us moving forward. And so we'll see -- you know, that's going to require County approval. So we'll see how we can do that. And that shouldn't take long. That's a state contract deal. You know, that should just be a matter of paperwork, if we can do that.

CHAIRMAN PAUL KAPLAN: Seems like nothing goes fast through the County. I know you just said that, and I'm listening to it, and I'm telling you, nothing seems to go quickly. As quick as I'd like to have it done, it doesn't happen. That's too bad, because you could really use something like that, but I just need the status.

Anybody else have anything under Old Business? If not, I'm going to go in New Business.

NEW BUSINESS

AGENDA REVIEW

CHAIRMAN PAUL KAPLAN: About a week or so ago, Josh wrote an email. Everybody got a copy of it. It's concerning the agenda and some of the items that we might consider in the future for doing things. So I'm going to go through it. And I want everybody's consensus what they want on the agenda. I mean, I'm willing to change the agenda, but I just don't want to have the meeting take an unreasonable amount of time. I just don't -- busy time. So what I'm going to do, I'm going to pass out -- and we'll go through this, and we'll see.

Let me -- Josh, you already got a copy.

MR. JOSH TAYLOR: So Paul and Gabe, let me just say at the outset that these are some ideas of things that I think would be interesting for the Library Board of Trustees to become aware of. And my suggestion is not to greatly extend the time we have in a meeting, but for Gabe and you to decide, all right, this month we'll do this. Could be ten, fifteen minutes on a specific topic. And over a year's time we can cover a lot of ground. These are just some ideas. Others may have other ideas. And I -- I don't --

CHAIRMAN PAUL KAPLAN: Yes. That's what I'm bringing up, because everybody on the Board here has different ideas. The Board's run by everybody; not one or two of us, but everybody. But just one thing, I'm going to go over this real quick. Buying Materials and Management Collection, I know in our Trustee's handbook there's a whole section on how we do it, and how we collect it. But that is a big portion of our budget, and Josh, I believe, is going to be able to talk directly with --

MR. JOSH TAYLOR: Jenny Collins.

CHAIRMAN PAUL KAPLAN: -- Jenny Collins -- I forget her name --

and just to look at it for yourself. But for the rest of us, I'm not sure how many people want to get involved in that and want to listen to it. This is something we can do in the future.

Training of staff, I don't really want to know how you train your staff. I am not running your library. I don't know how anybody else feels about it. I really don't want to know what your training course is. I really don't. Maybe because I've been doing libraries for so many years, I don't need to know that part. That's why I have a director. But I could certainly put it in there, if somebody wants -- if the Board wants to go through this, it'd be a topic that we could do in the future. We could pick it up as one of them and talk about it. Does anybody have any -- go ahead, Phyllis.

MRS. PHYLLIS D. BAILEY: My comment is that I agree with you that Dr. Morley has that responsibility as a Director, and that what he does would come back to us if there is a major issue. But to go for the daily operational procedures, I think that usually you've handled that very effectively.

CHAIRMAN PAUL KAPLAN: Okay. All right. Well, there's a lot of things. Everybody look into this. Read it. If you want it added on, if something -- I can change the agenda or we can add things, but I need to have some input of what you want to see and what you want to do.

MRS. PHYLLIS D. BAILEY: I like number two.

CHAIRMAN PAUL KAPLAN: I'm looking -- at training of staff. I'm looking at Chip. Chip, you've been on the Board fourteen years, thirteen years?

MR. D. CHIP JOYNER: It hasn't been that long, has it?

CHAIRMAN PAUL KAPLAN: Well, I don't know, I heard rumors. I'm as new as Josh is basically. I've been here about three years. So, you know, look it over. Look at all of these things and see -- and some of these things we do go by, you know, Update on Budgets, we do, do that. Feedback from Public Meetings.

There's one thing I do want to talk -- I don't think we could -- you know something, I'll do it on my summary. We saw the summary of some of the Public Meetings, and one thing was about the hearing, the TCOI. I come to found out that the gentleman that was talking about it is the salesman for that. And it came out -- I finally figured it out yesterday at Roswell Library. Al Collins said it beautifully. He said, well, we are going to look into -- we can't use a single source person. He said, if it's multiple people, we can do different ways of doing it. If it's a single source supplier, the County doesn't like that. So

I didn't realize -- and he made the same presentation yesterday at Roswell and the same thing -- then I find out that he actually sells the products. And I'm not saying that shouldn't be done, but I just wanted to throw that in there.

But look this over. We'll talk about this at the next meeting. In fact, I'll put it on the agenda. And right now I --

DR. GABRIEL MORLEY: On that particular issue, we have made the new buildings, and included in all the renovations is a process, or equipment for hearing impaired. So it's not called TCOI, but it is built-in to the existing renovation plans we have now.

MR. JOSH TAYLOR: For Central or for all of them?

DR. GABRIEL MORLEY: For all of them. And the new buildings already have it.

MR. JOSH TAYLOR: Okay.

DR. GABRIEL MORLEY: I don't remember the name of the system. Do you remember Gayle?

MRS. GAYLE H. HOLLOMAN: I don't.

DR. GABRIEL MORLEY: But it's there, so...

CHAIRMAN PAUL KAPLAN: Look it over. See what you think. Josh has some good ideas in some things. Some things I don't care to know, but I wonder what everybody else's opinion is. So get back to me. Send me a note. Send something to Dr. Morley, whatever you want to do. And we'll talk about it at the next meeting. I'll put a separate thing on it, a separate item and we'll discuss it, and go from there.

The other thing is Gayle and Dr. Morley have really been inundated with meetings on this construction. It's getting to a point that it's every day there's a meeting. Correct me if I'm wrong guys, every day, there's not only one meeting, there's two meetings. We're getting to a point that you can't even do your own normal work that you do.

Everything ends up being renovation. There's got to be a point. Hopefully, when group one is finally on its way, you're done with the meetings, except for weekly meetings or every two weeks.

Do you have an idea Gayle, are you planning to be at these construction meetings, or once it starts, it all belongs to Al Collin's group?

MRS. GAYLE H. HOLLOMAN: Oh, no. We sit through every single meeting.

CHAIRMAN PAUL KAPLAN: You got to be at every one of --

MRS. GAYLE H. HOLLOMAN: Every one of those eight new libraries, I sat through ever single meeting. And renovations too.

CHAIRMAN PAUL KAPLAN: I feel -- and I'm going to throw this to the Board, I feel that at least one Trustee -- or maybe a couple

-- or one Trustee sit in those meetings. I want you guys to hear what goes on. I want you to see what the graphic is and how many delays there is, and what goes on. So you have a good idea of what's going on in the building. So I'm going to ask that we publicize the meeting just only to us for the construction so you understand what it takes to put some of these things together. It's not that easy. It takes eight, nine months to do some of these. But the meetings that we have here is absolutely -- it's great. Every day you walk in here, there's another meeting going on. And it's either in the building or outside the building. So just be aware of what's happening. It's getting to a point that you can't get your own normal work done in the library.

MR. JOSH TAYLOR: Paul, I think that's an excellent suggestion. I look forward to it.

CHAIRMAN PAUL KAPLAN: I really do. I really want everybody to be involved in and listen to it. You won't be able to tell anyone what to do, but at least you could listen to it and have an idea. So you have an understanding of how these contractors are. Next, which is phase -- which is Group Two, that's Evergreen; am I correct?

DR. GABRIEL MORLEY: Yes.

CHAIRMAN PAUL KAPLAN: So it's a whole new thing. Josh and I went to the -- a couple of -- well, we went to a couple of -- Hogan. They all have a different way of doing things. So it's nice to see. Evergreen, correct me if I'm wrong, did Evergreen do something in the first new buildings? Didn't they do a building?

MRS. GAYLE H. HOLLOMAN: They did one, which one did they do?

DR. GABRIEL MORLEY: South Fulton.

MRS. GAYLE H. HOLLOMAN: South Fulton.

CHAIRMAN PAUL KAPLAN: They did South Fulton. Okay. They were the contractors there. Okay. I knew they were there. All right.

ADJOURNMENT

CHAIRMAN PAUL KAPLAN: Well, I'm going to ask that we adjourn and go into Executive Session.

MOTION

MS. LINDA JORDAN: So moved.

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

MR. JOSH TAYLOR: Second.

CHAIRMAN PAUL KAPLAN: All those in favor say aye?

(WHEREUPON, all said aye.)

*(WHEREUPON, the Board of Trustees Meeting
concluded for Executive Session at 4:52 p.m.)*

*(WHEREUPON, the Regular Meeting of the Board of Trustees
resumed at 5:30 p.m.)*

RESUME REGULAR MEETING OF BOARD OF TRUSTEES

CHAIRMAN PAUL KAPLAN: Okay. We made a discussion. Who wants to make the motion?

MRS. PHYLLIS D. BAILEY: I will.

CHAIRMAN PAUL KAPLAN: Go ahead.

MOTION

MRS. PHYLLIS D. BAILEY: Mr. Chairman, I move that the construction at Hapeville read to remove that building, I suppose you call it, and construct a new building for a Hapeville as a library.

CHAIRMAN PAUL KAPLAN: I hear a motion. Is there a second?

MS. LINDA JORDAN: I second it.

MR. D. CHIP JOYNER: Second.

CHAIRMAN PAUL KAPLAN: Any discussion?

MRS. LINDA JORDAN: Why don't we let Chip -- we'll go with Chip since I'm new.

MR. D. CHIP JOYNER: That's fine.

CHAIRMAN PAUL KAPLAN: Okay. If there's no other discussion, all those in favor say aye.

(WHEREUPON, all said aye.)

CHAIRMAN PAUL KAPLAN: Opposed? None.

DR. GABRIEL MORLEY: Excellent.

ADJOURNMENT

MOTION

CHAIRMAN PAUL KAPLAN: I'll make a motion to adjourn the meeting unless there's something else that needs to come up and you want to stay here the rest of the night, that's okay. It's all right. We're going to go home.

I'll assume that there was a motion made to adjourn.

MS. LINDA JORDAN: Second

CHAIRMAN PAUL KAPLAN: Is there a second? All those in favor say aye?

(WHEREUPON, all said aye.)

CHAIRMAN PAUL KAPLAN: Thank you very much. And, Linda, it's great to have you on here.

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

MS. LINDA JORDAN: Thank you. Looking forward to work with everyone.

CHAIRMAN PAUL KAPLAN: Just so everybody knows, Priscilla Borders is going stay on the Board. The new Commissioner has appointed her to go on.

*(WHEREUPON, the Board of Trustees Meeting
concluded at 5:32 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

March 2018

Summary of February 2018 Activities

Personnel

- Cheryl Small, one of our branch group administrators, has been named the new Central Library administrator. Cheryl previously led eight branches as a group administrator and managed all youth services for AFPLS, including the annual summer reading program. She had been interim Central Library administrator since December 2017. We liked Cheryl for several reasons, including the fact that she led the closure and renovation of the South Fulton library. That experience will be important as we close and renovate Central Library later this year.
- We have hired Nicholas Rodriguez from the Miami-Dade library system to replace Cheryl as a group administrator overseeing eight branches. Nicholas brings a wide variety of experience back to AFPLS where he worked formerly as a branch manager. In addition to being bilingual in Spanish and English, Nicholas has experience with renovation projects at Miami-Dade.

Bond Update

- CooperCarry continues to refine the Central Library design documents. We are still meeting regularly to tweak the design based on new information, new costs, finishes etc. The request for qualifications (RFQ) process has begun to identify qualified bidders for the Central renovation project.
- Group 1 (Roswell, Sandy Springs, Kirkwood, Southwest, Dogwood, Washington Park, West End) – All public meetings have concluded and exterior work is slated to begin at some locations in April. Construction and library closures will begin in late August.
- Group 2 (Ocee, NESO, Northside, Mechanicsville, Buckhead) – Initial public meetings are underway.
- Group 3 (Adams Park, Adamsville, Cleveland Ave., Ponce, College Park, East Atlanta) – Bids for this project have been received and are being reviewed.
- Group 4 (East Point and Fairburn) – We have finalized the designs for these two libraries. We are meeting with commissioners and will update you at the meeting with drawings. The second round of public meetings are underway.
- The Hapeville project was awarded to Albion. The primary focus from BOT and FULCO was to move forward with a new Hapeville Library. FULCO is working with the city to negotiate terms of the project.

Maintenance Update

- The Southwest Library was closed for two days because of smoke infiltration. A homeless individual started a fire in an alcove outside the building while the library was closed. Smoke entered the building via the HVAC system. When staff arrived the next morning they reported the incident and FULCO began remediation of the smoke and odor.

VOLUNTEER SERVICES

- The Office of Volunteer Services recorded 7,431 hours performed at 31 locations, including five departments at Central.
- 753 volunteers participated in library activities in February (107 were first-timers).
- Branches with the top hours of 776, 399 and 392 included Sandy Springs, Northeast/Spruill Oaks and Milton.
- Branches with the top number of volunteers were Northeast/Spruill Oaks at 88, Ocee with 72 and Milton with 60.
- Roswell, East Roswell and Alpharetta had the top number of Friends' hours with 841, 723 and 481 hours respectively.

ALPHARETTA

- In February the permanent art was hung in the library. Many of the pieces are striking and patrons have made positive comments. Tax season is also upon us. We have received many inquiries about tax form availability and locations for tax preparation assistance both over the phone and in person. We received our binder of reproducible forms the last week of February.
- Study Room A provided a meeting space for the staff of Representative Karen Handel's office. They met individually with constituents to address a variety of complaints and issues, including VA health care benefits, Social Security, Medicare and Medicaid, etc.
- For the first time, a document shredding event was held at the branch on 2/3/18. Over 150 people were served and 23 bins of shredded documents were collected. We expect to repeat this event sometime later this year.
- Attendance for our twice monthly Chess Club has skyrocketed. In an effort to better understand the sudden increase, Mike Salpeter informally "interviewed" the mother of two participants. She attributed it to Vedic, the state chess champion high school student who recently began facilitating each class. He "really knows his stuff..." she concluded.

DOGWOOD

- The branch had three very successful adult programs in February. The programs are the Dogwood Book Club, Dogwood Adult Mentoring program and the very popular Adult Coloring program. The Dogwood Book Club met on Monday, February 5th to discuss the fiction book *Everybody Say Amen* by ReShonda Tate Billingsley. Thirteen patrons participated in the book discussion. Next month, the book club will be reading *Under the Peach Tree* by Charley Marie.
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- The Adult Mentoring program was held on Tuesday, February 6th and 13th from 2:00 – 4:00 p.m. The program helps adult men and women with no job skills set personal goals, strive for growth and seek job opportunities. Five adult patrons participated in the program.
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- The Adult Coloring program was held on February 1st, 8th, 15th and 22nd. Library Associate, Audrey Taylor is facilitating the program. The program is held every Thursday from 12-2 p.m. Framed colored pictures made by participants are displayed at the Friends bookstore and sold for \$1.00. Five adults and seniors participated in the program.

KIRKWOOD

- 132 babies, toddlers and caregivers attended four Teeny Tiny Tots story times. Titles read during story times include *Charlie Parker Played Be Bop* by Chris Raschka and *Cassie's World Quilt* by Faith Ringgold.
- Outreach included visits to Soulshine preschool for storytime, Fred Toomer Elementary for an African American Read-In and the Saint Philip Child Development Center for a storytime. A total of eighty-one were in attendance. The stories shared were *Hey Black Child* by Useni Eugene Perkins and *Another Way to Climb a Tree* by Elizabeth Garton Scanlon.
- 20 patrons utilized the Drop-In Computer Lab program for assistance with school projects and navigating the IRS.gov website.
- 43 participated in the Black History Book Bingo family literacy program (only two patrons completed the contest to win). Each received a bingo card to check out Kirkwood Branch items matching the bingo square categories on the card to win. Prizes were donated by the Zone Six Atlanta Police Department.
- AARP Volunteer Tax Preparation volunteers held seven sessions with a total of one hundred and seventy-eight in attendance.
- On February 6th, the Central Library Special Collections Department presented a workshop on African-American Genealogy to six attendees.

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

AS FEBRUARY 28, 2018

Doc. #18-13

SERVICE	2018 BUDGET	FEBRUARY	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBERED	COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,243,881	1,046,256	2,110,675	-	2,110,675	15%	12,133,206
PART TIME SALARY	755,646	36,584	71,051	-	71,051	9%	684,595
BENEFITS	7,222,655	531,216	1,074,416	-	1,074,416	15%	6,148,239
BOOKS	2,124,531	7,126	7,126	739,539	746,665	35%	1,377,866
OFFICE EQUIP. REPAIR	19,216	-	-	-	-	0%	19,216
EQUIPMENT	9,110	-	-	-	-	0%	9,110
OFFICE FURNITURE	2,082	-	-	-	-	0%	2,082
PROFESSIONAL SERV	100,337	773	773	12,913	13,687	14%	86,650
COPIER MACHINE LEASE	281,535	18,657	50,177	-	50,177	18%	231,358
COPIER PAPER	16,000	-	-	4,373	4,373	27%	11,627
SUPPLIES	237,791	1,298	2,588	382	2,969	1%	234,822
SOFTWARE MAINTENANCE	444,193	-	-	-	-	0%	444,193
BUILDING RENT	203,641	10,466	10,466	14,782	25,249	12%	178,392
LYRASIS CHARGES	200	-	-	-	-	0%	200
OTHER SERVICES	195,611	793	7,452	1,278	8,730	4%	186,881
SECURITY SERVICES	343,614	42,850	52,096	291,518	343,614	100%	-
TRAVEL	31,180	867	1,294	-	1,294	4%	29,886
VEHICLE MAINTENANCE	8,750	5,545	6,408	-	6,408	73%	2,342
GENERAL INSURANCE	759,530	63,294	126,588	-	126,588	17%	632,942
CONTINGENCY	25,000	-	-	-	-	0%	25,000
TOTAL	27,024,503	1,765,725	3,521,111	1,064,786	4,585,897	17%	22,438,606

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

AS FEBRUARY 28, 2018

ORGANIZATION	SERVICE	2018 BUDGET	FEBRUARY	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBERED	COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	11,979,505	888,565	1,795,895	-	1,795,895	15%	10,183,610
	PART TIME SALARY	755,646	36,584	71,051	-	71,051	9%	684,595
	BENEFITS	6,115,713	451,438	913,772	-	913,772	15%	5,201,942
	BOOKS	2,124,531	7,126	7,126	739,539	746,665	35%	1,377,866
	OFFICE EQUIP. REPAIR	18,456	-	-	-	-	0%	18,456
	EQUIPMENT	4,000	-	-	-	-	0%	4,000
	OFFICE FURNITURE	1,785	-	-	-	-	0%	1,785
	PROFESSIONAL SERV	79,595	-	-	3,200	3,200	4%	76,395
	COPIER MACHINE LEASE	256,235	16,599	46,170	-	46,170	18%	210,065
	SUPPLIES	183,196	-	-	-	-	0%	183,196
	BUILDING RENT	203,641	10,466	10,466	14,782	25,249	12%	178,392
	OTHER SERVICES	60,098	793	1,230	1,026	2,255	4%	57,843
	SECURITY SERVICES	343,614	42,850	52,096	291,518	343,614	100%	-
	GENERAL INSURANCE	575,035	47,920	95,839	-	95,839	17%	479,196
Total		22,701,050	1,502,341	2,993,645	1,050,065	4,043,710	18%	18,657,340

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

AS FEBRUARY 28, 2018

ORGANIZATION	SERVICE	2018 BUDGET	FEBRUARY	2018 YTD	2018 YTD	2018 YTD	2018 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ENCUMBERED	COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	2,264,376	157,691	314,779	-	314,779	14%	1,949,597
	BENEFITS	1,106,942	79,778	160,645	-	160,645	15%	946,297
	OFFICE EQUIP. REPAIR	760	-	-	-	-	0%	760
	EQUIPMENT	5,110	-	-	-	-	0%	5,110
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	20,742	773	773	9,713	10,487	51%	10,255
	COPIER MACHINE LEASE	25,300	2,059	4,007	-	4,007	16%	21,293
	COPIER PAPER	16,000	-	-	4,373	4,373	27%	11,627
	SUPPLIES	54,695	1,298	2,588	382	2,969	5%	51,726
	SOFTWARE MAINTENANCE	444,193	-	-	-	-	0%	444,193
	LYRASIS CHARGES	200	-	-	-	-	0%	200
	OTHER SERVICES	135,413	-	6,223	252	6,475	5%	128,938
	TRAVEL	31,180	867	1,294	-	1,294	4%	29,886
	VEHICLE MAINTENANCE	8,750	5,545	6,408	-	6,408	73%	2,342
	GENERAL INSURANCE	184,495	15,375	30,749	-	30,749	17%	153,746
	CONTINGENCY	25,000	-	-	-	-	0%	25,000
Total		4,323,453	263,384	527,466	14,721	542,187	13%	3,781,266

Atlanta-Fulton Public Library System February 2018

Activity and Description	2018		2017		YTD
	February	YTD	February	YTD	
Circulation					
Total number of items checked out of the library	239,360	490,686	234,123	478,304	3%
Holds					
Number of requests by patrons	45,756	98,393	48,103	103,757	-5%
Inter-Library Loans					
Number of items lent to or borrowed from another library system	539	968	377	723	34%
Visits					
Number of people entering a library for any reason	298,122	595,824	299,795	596,351	0%
Computer/Internet Usage					
Number of computer sessions (Internet access and office software)	76,795	153,386	88,389	166,896	-8%
Number of hours of computer use	43,103	84,641	49,415	92,107	-8%
Wireless Sessions					
Number of times the library's wireless network is accessed	26,894	52,639	45,159	84,681	-38%
Webhits					
Number of times people have visited the library's website	624,235	1,346,490	681,361	1,427,244	-5.7%
Online Resources					
Number of times a resource is logged into or a searched performed	204,538	408,951	139,809	254,799	60%
Computer Classes					
Number of classes	21	37	29	50	-26%
Number of attendees	147	291	172	303	-4%
Virtual Circulation					
Number of e-books and e-audiobooks checked out	38,430	80,667	25,058	52,026	55%
Children's programs					
Library sponsored programs offered for children (birth - 12)	377	669	302	529	26%
Number of people attending programs	9,429	17,178	8,140	13,401	28%
Teen Programs					
Library sponsored programs offered for teens (13 - 17)	68	115	46	78	47%
Number of people attending programs	1,080	1,604	778	1,344	19%
Adult Programs					
Library sponsored programs offered for adults (18 +)	511	859	420	735	17%
Number of people attending programs	7,735	12,561	6,262	9,818	28%
Programs - Total					
Library sponsored programs offered - total of all programs	956	1,643	768	1,342	22%
Number of people attending programs	18,244	31,343	15,180	24,563	28%
Meeting Rooms					
Non-library sponsored meetings or activities scheduled	490	933	605	1,155	-19%
Number of people attending meetings or activities	7,646	14,728	8,392	14,664	0%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
CIRCULATION COMPARISON REPORT
FEBRUARY 2018

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	OTHER	FEB 2018 DATA	FEB 2017 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2018 CIRC	YTD 2017 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	558	307	73	0	938	1,503	(565)	-38%	2,543	2,970	(427)	-14%
ADAMSVILLE/COLLIER HEIGHTS	889	627	46	6	1,568	1,724	(156)	-9%	2,892	3,512	(620)	-18%
ALPHARETTA	9,167	14,361	612	129	24,269	25,535	(1,266)	-5%	46,218	52,822	(6,604)	-13%
BUCKHEAD	5,466	4,841	210	41	10,558	9,958	600	6%	22,259	20,353	1,906	9%
CLEVELAND AVENUE	875	524	62	3	1,464	1,589	(125)	-8%	3,023	3,285	(262)	-8%
COLLEGE PARK	1,032	474	74	3	1,583	1,860	(277)	-15%	3,360	3,708	(348)	-9%
DOGWOOD	983	748	125	7	1,863	2,011	(148)	-7%	3,376	4,804	(1,428)	-30%
EAST ATLANTA	2,083	2,619	129	14	4,845	5,401	(556)	-10%	10,338	11,035	(697)	-6%
EAST POINT	2,246	1,165	120	13	3,544	3,939	(395)	-10%	7,144	7,950	(806)	-10%
EAST ROSWELL	6,058	6,294	242	25	12,619	13,337	(718)	-5%	26,179	27,359	(1,180)	-4%
FAIRBURN	1,049	671	49	6	1,775	2,197	(422)	-19%	3,686	4,349	(663)	-15%
HAPEVILLE	391	462	42	3	898	1,729	(831)	-48%	2,090	3,561	(1,471)	-41%
KIRKWOOD	899	1,769	80	19	2,767	3,101	(334)	-11%	5,468	6,120	(652)	-11%
MARTIN LUTHER KING, JR	477	243	18	5	743	1,142	(399)	-35%	1,679	2,236	(557)	-25%
MECHANICSVILLE	826	825	244	7	1,902	1,443	459	32%	4,776	3,243	1,533	47%
METROPOLITAN	2,717	3,470	177	8	6,372	7,151	(779)	-11%	12,582	14,500	(1,918)	-13%
MILTON	4,775	10,506	374	30	15,685	15,304	381	2%	32,338	31,316	1,022	3%
NORTHEAST/SPRUILL OAKS	7,463	12,679	1,118	88	21,348	15,699	5,649	36%	41,364	32,146	9,218	29%
NORTHSIDE	3,968	5,405	262	88	9,723	11,489	(1,766)	-15%	19,469	23,451	(3,982)	-17%
NORTHWEST	1,643	2,754	172	6	4,575	4,956	(381)	-8%	9,347	10,185	(838)	-8%
OCEE	6,865	14,494	772	425	22,556	23,003	(447)	-2%	47,567	48,204	(637)	-1%
PALMETTO	705	876	34	1	1,616	2,396	(780)	-33%	3,287	5,001	(1,714)	-34%
PEACHTREE	3,047	3,032	342	94	6,515	5,533	982	18%	14,315	11,131	3,184	29%
PONCE DE LEON	5,883	4,399	307	64	10,653	11,286	(633)	-6%	21,650	22,199	(549)	-2%
ROSWELL	10,561	8,735	606	62	19,964	19,491	473	2%	43,055	38,801	4,254	11%
SANDY SPRINGS	8,835	8,758	711	311	18,615	16,730	1,885	11%	38,107	33,356	4,751	14%
SOUTHEAST	1,137	1,084	100	4	2,325	3,772	(1,447)	-38%	5,125	7,298	(2,173)	-30%
SOUTH FULTON	2,463	3,146	172	5	5,786	7,048	(1,262)	-18%	12,376	14,795	(2,419)	-16%
SOUTHWEST	1,808	1,031	110	8	2,957	4,005	(1,048)	-26%	6,131	8,231	(2,100)	-26%
WASHINGTON PARK	800	809	107	2	1,718	1,512	206	14%	3,171	3,285	(114)	-3%
WEST END	853	373	49	3	1,278	1,523	(245)	-16%	2,437	3,090	(653)	-21%
WOLFCREEK	2,491	4,786	232	48	7,557	9,278	(1,721)	-19%	16,769	19,971	(3,202)	-16%
BRANCHES TOTAL	99,013	122,267	7,771	1,528	230,579	236,645	(6,066)	-3%	474,121	484,267	(10,146)	-2%
CENTRAL	4,873	2,753	213	63	7,902	5,706	2,196	38%	13,628	10,998	2,630	24%
OUTREACH SERVICES	350	67	5	0	422	0	422	100%	954	2	952	47600%
AUBURN AVENUE	354	93	4	6	457	937	(480)	-51%	1,983	2,061	(78)	-4%
SYSTEM TOTAL	104,590	125,180	7,993	1,597	239,360	243,288	(3,928)	(0)	490,686	497,328	(6,642)	-1%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM
SYSTEM STATS AT A GLANCE
FEBRUARY 2018

AGENCY NAME	FEBRUARY CIRCULATION	TOTAL REGISTRATIONS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	938	78	579	670	7	149	5	39	1
ADAMSVILLE/COLLIER HEIGHTS	1,568	129	1,937	6,698	7	95	6	55	0
ALPHARETTA	24,269	436	2,621	13,719	57	963	7	172	0
BUCKHEAD	10,558	320	2,016	14,967	31	912	44	597	1
CLEVELAND AVE	1,464	85	1,679	3,549	14	162	15	144	0
COLLEGE PARK	1,583	122	2,464	3,517	24	296	4	28	0
DOGWOOD	1,863	49	1,056	5,762	13	199	5	56	5
EAST ATLANTA	4,845	156	1,624	4,873	8	206	22	189	6
EAST POINT	3,544	195	4,101	5,817	23	326	24	198	1
EAST ROSWELL	12,619	235	1,769	4,363	42	766	20	250	13
FAIRBURN	1,775	254	685	2,111	17	563	18	176	5
HAPEVILLE	898	47	1,287	3,016	7	65	6	103	0
KIRKWOOD	2,767	113	793	1,623	21	501	8	96	4
MARTIN LUTHER KING, JR	743	41	1,205	14,967	5	143	0	0	0
MECHANICSVILLE	1,902	76	1,174	3,522	19	257	8	86	3
METROPOLITAN	6,372	216	5,177	9,867	45	523	40	576	0
MILTON	15,685	273	858	5,590	48	821	9	87	7
NORTHEAST/SPRUILL OAKS	21,348	191	969	22,134	39	843	20	138	3
NORTHSIDE	9,723	225	673	6,761	11	385	11	113	3
NORTHWEST	4,575	158	2,247	7,879	21	232	18	692	11
OCEE	22,556	348	1,205	18,470	44	642	4	122	0
PALMETTO	1,616	57	1,848	3,899	6	282	5	45	0
PEACHTREE	6,515	174	1,693	6,189	34	647	5	69	4
PONCE DE LEON	10,653	437	2,940	19,423	39	390	5	54	8
ROSWELL	19,964	450	1,987	15,000	51	928	8	130	11
SANDY SPRINGS	18,615	408	2,085	16,480	75	993	16	380	10
SOUTHEAST	2,325	133	2,270	8,660	17	618	22	300	0
SOUTH FULTON	5,786	517	2,443	8,537	23	295	21	414	0
SOUTH WEST	2,957	250	2,033	15,000	13	133	57	786	0
WASHINGTON PARK	1,718	68	2,009	9,832	10	100	0	0	26
WEST END	1,278	93	1,744	2,830	15	209	5	51	18
WOLFCREEK	7,557	186	2,250	9,630	35	1,437	32	985	9
BRANCHES TOTAL	230,579	6,520	59,421	275,355	821	15,081	470	7,131	149
CENTRAL	7,902	615	16,936	20,067	74	668	20	515	13
OUTREACH SERVICES	422	0	0	0	40	1,195	0	0	0
AUBURN AVENUE RESEARCH	457	0	438	2,700	21	1,300	0	0	0
SYSTEM TOTAL	239,360	7,135	76,795	298,122	956	18,244	490	7,646	162