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# **BOARD OF TRUSTEES**

## **MEETING INFORMATION PACKET**

**SEPTEMBER 27, 2017**



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ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
BOARD OF TRUSTEES REGULAR MEETING  
SEPTEMBER 27, 2017



atlanta-fulton public library system

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**Atlanta-Fulton Public Library System  
Board of Trustees Meeting  
Central Library, 6<sup>th</sup> Floor  
September 27, 2017 – 4:00 p.m.**

**AGENDA**

- I. Adoption of Agenda Doc. #17-48
- II. Public Comments
- III. Approval of Verbatim Minutes from Regular Meeting of August 23, 2017\* Doc. #17-47
- IV. Chairman's Report
- V. Director's Reports Doc. #17-51
  - a. Library Bond Program – Update
  - A. Monthly Financial Report Doc. #17-49
  - B. Monthly Usage Summary Doc. #17-50
- VI. Old Business Doc. #17-29
  - A. BOT Constitution\*
  - B. MOU for Friends of the Library – Update
- VII. New Business
  - A. Joe Piontek - Roswell City Council Post 3 - Update
- VIII. Adjournment

\*Action is anticipated on this item.

**Doc. #17-47**



**ATLANTA-FULTON PUBLIC LIBRARY SYSTEM**

**BOARD OF TRUSTEES MEETING**

**AUGUST 23, 2017 – 4:00 P.M.**

**CENTRAL LIBRARY – 6th FLOOR BOARD ROOM**

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Board of Trustees Meeting, 23 August 2017



**Members Present**

Bailey, Phyllis D., Vice Chairman  
Borders, Patricia  
Joyner, D. Chip  
Kaplan, Paul, Chairman  
Piontek, Joe  
Taylor, Josh

**Absent:**

Burke, Jamilica

**Also In Attendance**

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

**Visitors Present**

Dollar, Alvin, – Patron  
Frazer, Denise – Assistant to Commissioner Liz Hausmann  
Jackson, Willie – Patron  
Kessler, Kyle – Friends of Central Library  
Thomas, Harriet – Chief of Staff to Commissioner Lee Morris

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**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'm going to call the meeting to order, the Board of Trustees meeting on August 23rd at 4 o'clock.

**17-43 ADOPTION OF THE AGENDA**

**CHAIRMAN PAUL KAPLAN:** The first thing on the agenda is the Adoption of the Agenda. Does anybody have any additions or corrections on it at this point?

**MRS. PHYLLIS D. BAILEY:** We will need to add --

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

**MOTION**

**MR. JOSH TAYLOR:** So moved.

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

**MRS. PRISCILLA BORDERS:** Second.

**CHAIRMAN PAUL KAPLAN:** Any discussion?

All those in favor say aye.

*(Whereupon, all said aye.)*

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

**17-42 APPROVAL OF THE VERBATIM MINUTES OF THE REGULAR MEETING OF JULY 26, 2017**

**CHAIRMAN PAUL KAPLAN:** Approval of the Verbatim Minutes of the Regular Meeting of July 26, 2017. Is everybody ready to entertain a motion to accept?

**MOTION**

**MRS. PHYLLIS D. BAILEY:** Mr. Chairman, I move that the Verbatim Minutes from the Regular Meeting be accepted.

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

**MR. JOSH TAYLOR:** Second.

**CHAIRMAN PAUL KAPLAN:** Any discussion?

Hearing none, all those in favor say aye.

*(Whereupon, all said aye.)*

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

**CHAIRMAN'S REPORT**

**CHAIRMAN PAUL KAPLAN:** Chairman's Report is going to be very short and very quick. We have a lot to cover. I sent a brief email to everybody yesterday late about no further emails be transmitted on the subject that was on the budget. It has come to my knowledge that the information that was sent to the Board of Trustees has gone out to the field. I do not know where it came from. I don't know how it got out there, but it's out there. And a lot of those things were confidential and we really didn't want them to come out, so I would say that next



year when we're sitting and doing the same thing for the budget we'll have a separate meeting for budget only. And it'll have all the paperwork there at that time. It can't go out to the field. That's the problem we're having. And once it gets out in the field, people start talking. So just -- that's the reason why I sent that out there, so everybody knows. And at this point, I'm going to let Phyllis talk for a second but -- concerning the same thing.

**MRS. PHYLLIS D. BAILEY:** My concern was I heard information concerning what was emailed, and I was not real happy with it, and I didn't see the reason for it, because people then knew exactly who they were talking about and that sort of thing. And I don't feel that that is something that we as a Board need to publicize for the public. If we're going to discuss the budget we have a right to do that. As an oversight, we're overseeing the whole budget process. We're not setting salaries. So we need to stop passing out information that is open to the Internet and open to anybody who wants to look at it. I was very upset when I heard that.

Thank you, Mr. Chair.

**CHAIRMAN PAUL KAPLAN:** Okay. We have one public speaker. I'm going to let that person -- it's Alvin -- is that Alvin Dollar?

**MR. ALVIN DOLLAR:** Yes.

**CHAIRMAN PAUL KAPLAN:** Okay. Go ahead and talk about what you need to talk about. Tell us who you are and then we'll give you a couple of minutes.

**PUBLIC COMMENT**

**MR. ALVIN DOLLAR:** Good afternoon. I'm here with Mr. Willie Jackson. I will defer to him to make comments about what we're here for. But I'm a Grady baby, native Atlanta, and was pretty much a follower of Louise Watley. And I'm here in the naming of Southeast Atlanta Library in her memory. And Mr. Jackson is leading a group of community stakeholders involved in supporting that. And I had received feedback from the director and others.

**CHAIRMAN PAUL KAPLAN:** Your name?

**MR. WILLIE JACKSON:** Willie Jackson

**CHAIRMAN PAUL KAPLAN:** Okay.

**MR. WILLIE JACKSON:** I'd just like to take a minute. I think you pretty much got an email out. And it just -- we sort of just wanted to come -- I just wanted to -- first time being, you know, in y'all presence, so I just wanted to get a feel for it, so... And let you know that we do have petitions and letters of recommendations coming to just ask the Board to consider changing that library to Louise Watley. And I don't want to take up a whole bunch of time where we don't have time for that,

but just let you know we're coming. And that's pretty much it for now.

**CHAIRMAN PAUL KAPLAN:** Okay.

**MR. ALVIN DOLLAR:** To add to that, I was hoping that you all would give us some timeline as to when the committee will be making a consideration and making the recommendation to the Fulton Board of Commission because they have several community events coming up in the fall regarding the Carver Home Community that I'd like to see if the recommendation moves forward, an announcement made as soon as possible and the affirmative that the library would add Louise Watley's name. It's not that I'm in a rush, but kind of some timeline as to when it's going to be considered.

**DR. GABRIEL MORLEY:** Yes. For our timeline, the Naming Committee will meet again in a couple of weeks, and then we meet before this Board meets again. And the Naming Committee will bring that recommendation to this Board and so the this Board's September meeting, which I think is September 30th may be the last Wednesday of the month, then they will make a recommendation to the BOC. And then we'll put that on the BOC Agenda, which will probably be the first or second meeting in November, you know, because we have a lead time. So it'll definitely be November or December, you know, but no sooner. There's just no -- they don't meet before September 30th, and the BOC won't meet so that we could get on their agenda.

**MR. ALVIN DOLLAR:** What -- is it, Mr. Director or Chairman, would it be pertinent that we send other support to whom in regards to --

**DR. GABRIEL MORLEY:** Yes. Send it all to me and Zenobia. We're collecting it all for that Naming Committee. Or you can give it to Derrick -- Derrick George, you know, Gabby. He's sort of collecting in the community too. So we're -- the staff is asking some people at Carver Homes to write letters. I sent Robb Pitts an email to see if he would write a letter of support. We talked to Diana to see if she would have a petition on her letters. And essentially we're just going to put together that package. And then we have some evidence to show them, you know, so that we can get their recommendation.

**MR. ALVIN DOLLAR:** Mr. Jackson and others are collecting petitions as well as their other community stakeholders, elected officials, all of them. So I wanted to be able to tell them where to direct it.

**DR. GABRIEL MORLEY:** That's good. I think I responded to your email today. So you should have my address. So you can see all of it to me or you can drop it off up here with me or Zenobia.

And --

**MR. ALVIN DOLLAR:** So, Mr. Chairman, I'm kind of long-winded, but I'm going to sit down. Louise Watley was my Cub Scout Den Mother, and I'm seventy years old in April.

**CHAIRMAN PAUL KAPLAN:** Seventy years is young. It seems young to me.

**MRS. PHYLLIS D. BAILEY:** Me too.

**CHAIRMAN PAUL KAPLAN:** Okay. We're going to the Director's Report on the Library Bond.

**DR. GABRIEL MORLEY:** Kyle is going to say something.

**CHAIRMAN PAUL KAPLAN:** Oh, okay. Got one -- Kyle.

**MR. KYLE KESSLER:** Yes.

**CHAIRMAN PAUL KAPLAN:** Everybody, I think they know your name.

**MR. KYLE KESSLER:** Kyle Kessler, downtown resident, Architect, Member of the Friends of the Central Library. I was here last month to speak about Central and the renovation and the community engagement process. So just once again this is a very critical facility for the downtown community, for the whole city, for the county, for the region. So as we continue to sort of burn, tie, and leaning towards what's going to happen, I know that there's a rush based upon the Bond Referendum, but as much time as we can allocation for that community engagement and participation, I think we'll have a much better project and a much better outcome, much better sort of resulting service if we can get that process started with the consultants that the County has on board as soon as possible.

Thank you.

**CHAIRMAN PAUL KAPLAN:** Thank you. Thank you, Kyle.

**DR. GABRIEL MORLEY:** Yes. It should be sometime in September. We met with them once. We're going to meet with them again this week. And I think they'll sort of put together their plan. So I would say probably September we'll start those public meetings.

**CHAIRMAN PAUL KAPLAN:** Okay. Joe's here. I heard from Joe. He text me he was on the train. Welcome to the train.

#### **17-46 DIRECTOR'S REPORT**

#### **LIBRARY BOND PROGRAM - UPDATE**

**CHAIRMAN PAUL KAPLAN:** Okay. We're going to go to the Director's Report. I'm not trying to rush it. We're going to go through it briefly. We've got a lot of things -- budget is the main thing here. So I'm turning this over to Dr. Morley to go through the slides.

**DR. GABRIEL MORLEY:** This was the Board update. I think when Todd was here last time he asked Al to make a presentation. We just had eight slides. It's just sort of a quick rundown of the

exact same things I put into the Director's Report. Some of you wanted to see the presentation. So you know for the first seven we've engaged Hogan. We're meeting with them tomorrow to discuss some of their preliminary plans and then they still have some more work to do to get their initial drawings. Then we go back and have our second public meeting and we can show what's come out of all of those conversations we've had leading up to this.

Group II is sort of on hold. It's still in Purchasing. Even though we felt like it was moving along at a good clip, there's some technical difficulties with the paperwork. So that one's still sitting in Purchasing. We have made zero progress, unfortunately.

Group III, bad news. Only one bidder bid on the Group III project. And it sounds like from Purchasing's perspective that they are going to want to rebid that project, which means more delays. So we'll have an update at the next meeting based on what purchasing decides to do.

**MRS. PHYLLIS D. BAILEY:** Question.

**DR. GABRIEL MORLEY:** Okay.

**MRS. PHYLLIS D. BAILEY:** Is Hapeville in one of those?

**DR. GABRIEL MORLEY:** No. Hapeville's off by itself. It's Group V.

Group IV, East Point and Fairburn. You should have had the flyers. We met with East Point staff yesterday. We meet with Fairburn staff tomorrow. The Public Meeting for East Point is next Tuesday the 29th, I think. And then the Fairburn Public Meeting is September 7th. So that's plenty of notice for people in those communities to come out. We talked to the staff for two, two and a half hours --

**MRS. GAYLE H. HOLLOMAN:** Two and a half hours.

**DR. GABRIEL MORLEY:** -- yesterday at East Point. The architects were there. The contractors were there. Same process we did for the first seven. You know, we met individually with the staff, let them say what they wanted to say. Contractors took notes and minutes. Then we'll meet with the public, and then they'll get started on their piece.

The good news, you know, East Point's down frequently for the rain. They looked at the air conditioner yesterday and they decided just to abandon the ductwork that's in the ground and run new ductwork just like you would a regular building. Fairburn, we haven't had that meeting yet. But this is the contractor that is on the ball and ready to go. So their pushing us to make some of these decisions so they can get started, do the things they want to do. So we shouldn't have

too many problems there. Those are both on the smaller size. They think they can do them simultaneously. And they think it'll only take six or seven months to do what they want to do. So that'll be very good news for East Point and Fairburn. And essentially, too, if you close East Point, you can still get to college Park. If you close Fairburn, you can still get to South Fulton. So we don't have an issue with closing those.

**MR. JOSH TAYLOR:** Excuse me. Question. When you say six or seven months, does that mean they'll be closed six or seven months?

**DR. GABRIEL MORLEY:** No. It'll be closed longer than that because we'll need to move out and move back in.

**MR. JOSH TAYLOR:** So even the small libraries are going to be closed for about how long?

**DR. GABRIEL MORLEY:** Well, I mean, they're estimating at least six or seven months to do their part. And so if we could get out in a month, that's a month ahead. And if it takes us a month to get back in, that's a month on the back end.

**MR. JOSH TAYLOR:** So nine months?

**DR. GABRIEL MORLEY:** But it could take us six weeks to get out, you know, depending on how things ebb and flow with everything else we're doing. But at least, I mean...

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** Because East Point doesn't need a new roof. It needs some roof repairs. So that's good. We won't have to tear the roof off and go through that labor. But inside, it's not good.

And Hapeville is by itself. The RFP is ready. But Ellis talked today about maybe we're too overloaded with projects, but it wouldn't hurt to have a little bit of time in between some of these so that we have some wiggle room on what we close and what we keep open. Because we don't want to have a scenario where all the contractors are ready to go and they'll all want to close at the same time and then we're in a bind about providing regular library services.

So we may wait a couple of months on Hapeville before we advertise it. And they may do some other things too. Because our other concern is if we had one bidder for that Group III that had six projects in it, that's eleven, twelve, thirteen million dollars and then we have this little project by itself, who's going to bid on it. If we can't get people to bid on the big projects, we're really worried about whether or not we can get people to bid on a small project. So we'll see what the County's tolerance is for moving that project forward quickly or slowly.

But some of that will depend on Purchasing too. I mean, Purchasing and contract Compliance really run the process after we develop those RFPs, because it's got to go through their due diligence and they have to do all their deeds. So that was it for the Bond Update. I think -- just a second -- no, there's one more. I forgot about the big one. You know we met with Cooper Carry. One thing that may be of interest is, remember, they have two hundred and ten days. So they have seven months to do their design piece. I believed that seven months started when the BOC agreed and we started signing the contract paperwork. It did not. The seven months started when we gave the Notice to Proceed last week. So all of the time up until last Friday they were not on the clock. So that means a much later start date. So now maybe September -- August, September, October next year before any kind of work would happen here. And, you know, they're just doing the design portion and then we're also working on a separate RFQ and RFP to limit the number of bidders to qualified bidders who could actually do the construction piece, because we don't want to sort through a bunch of knuckleheads who may not have the bonding capacity or the expertise to do it. So we're going to issue a RFQ and try to ensure that the people who apply are capable of doing a project like this, have done projects like this in the past, have the manpower to do this, have the bonding capacity, and then we'll issue a RFP after that, which I think will be the first quarter of 2018. Is that what they said today?

**MRS. GAYLE H. HOLLOMAN:** Yes.

**DR. GABRIEL MORLEY:** So that gives us a good head start. We met with Cooper Carry last week and talked to them for a couple of hours about things we wanted to see in this building. And I think they were a little surprised. They had some ideas of their own, which I squashed, since we're interested in our ideas and not there's. I think that hurt their feelings. But we're coming back next week to get together so that we can kind of put a good solution for all of us. I think that's it.

And probably -- well, related to that, remember, we have to leave this building. And we opted not to rent a space because the costs were too high. So we asked the County to look for some other County spaces that we could potentially use.

So Gayle and I went and toured two different places, I think, out of a list of five. And we think we found a location that would work for some of us temporarily. I think we whittled it down in scope. We started off with maybe sixty or seventy --

**MRS. GAYLE H. HOLLOMAN:** Sixty-five.

**DR. GABRIEL MORLEY:** -- people and now you're down to --

**MRS. GAYLE H. HOLLOMAN:** And now we're down to thirty-five.

**DR. GABRIEL MORLEY:** -- thirty-five. So we've cut the number in half. And what we anticipate is that we'll just get some of these people to do a little more tele-working than paying for them to have space somewhere else, because we have to retrofit whatever we get. You know, there's no County building where we just walk in and --

**CHAIRMAN PAUL KAPLAN:** Right.

**DR. GABRIEL MORLEY:** -- you know, operations restart. So wherever we're going to go, they need four or five months to prep that space for us to come in. So we'll have areas for the dock where the couriers can sort materials every day. We'll need space to have Collection Management. So we're trying to minimize some of those costs by finding the space that we selected that has some offices built already, already has phone lines run, already has CAT5 cable run. So we feel good about it.

There's a fence around the property so we can leave our vehicles there at night. We don't have to pay the installation of a fence. It's a little inconvenient, but we'll make do for what we need. Question?

**CHAIRMAN PAUL KAPLAN:** No. Just to tell everybody, this construction is going -- even the first group of libraries we hope to start at the next quarter or next year. I was saying February, but I was told don't say February, just say the first quarter. So -- and that we'd be closed -- some of those libraries would be closed for at least nine, ten months. So it's a big undertaking. And I said this at the last meeting, the supervision is going to be tough. We have a lot of contractors, a lot of people working at one time. Sometimes things get missed. They'll be on a punch list, but sometimes there behind the walls and you never see them. So it's a tough undertaking for the next couple of years. So we'll get through it. But everything is taking time. And I'm really for grouping Hapeville into Group III.

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

**CHAIRMAN PAUL KAPLAN:** And I'll say that out loud, because otherwise there's one contractor sitting out there and maybe have a better chance of getting more than one bidder. But because you only have one bidder we're going back out again. Now it delays weeks. It's now delayed again. You got to go through the whole process; go through the RFP. And we start all over again. So it's -- as much as we try to accelerate it, it seems like we're making two steps back every time we go forward.

We'll get through it. Go ahead.

**MR. D. CHIP JOYNER:** Why only one bidder for that one RFP? Is it just the size or?

**DR. GABRIEL MORLEY:** They said there's too much other work going on. It's just not lucrative enough for them. There's -- the City of Atlanta, I think, has eight billion dollars worth of stuff going on. I guess the stadium work is almost done. The airport has an enormous project. You're out there. And that's what we found.

And, remember, the other two groups that we bid also only had three bidders. And both times it was the same three bidders. So the first group got it one time, and then the next time it was the same three. The next group got it. So this time it was the one who hadn't gotten it. So now all three that bid each time are essentially the winner. So we've had zero new bidders from those originals.

**MR. D. CHIP JOYNER:** Does the County have a minimum number of qualified bidders to be able to award it? Do you have to have like a certain of number of -- to design or anything like that?

**CHAIRMAN PAUL KAPLAN:** They have to be prequalified before they can even bid.

**DR. GABRIEL MORLEY:** I don't think they had --

**CHAIRMAN PAUL KAPLAN:** I don't how many they had. I don't even know how many they had.

**DR. GABRIEL MORLEY:** No. Because we had one bidder for Group IV. Bill Smart Tabarca was the only bidder for Group IV. But I don't think Purchasing likes to go before the BOC with only one bidder. You know, there's too many issues they have to address. And so we'll see. I mean, they may change their mind. Felicia is at a conference. She gets back next week. And she may say, hey, we've done our due diligence. We did everything we needed to do. Let's put it before them and see what happens. And it's a company that's worked for us before. They built one of the libraries that we already have. So we know who they are. They're reliable. There's no hidden agenda. We just didn't have any other interests. People are too busy or making too much money somewhere else.

**MRS. PHYLLIS D. BAILEY:** I'd like to - I agree with Paul that Hapeville be included in one of the others, because I don't want to see them left by themselves with nobody bidding on them. Because it's a health hazard and a fire hazard out there. And you're walking on thin ice when you're not doing anything about it. So the sooner we can get to that one, I would think would be better.

**DR. GABRIEL MORLEY:** I think that's the County's preference.



**MRS. PHYLLIS D. BAILEY:** It is?

**DR. GABRIEL MORLEY:** But they'll have to -- Purchasing will have to agree --

**CHAIRMAN PAUL KAPLAN:** Right.

**DR. GABRIEL MORLEY:** -- you know. And we may have to go back to the BOC, because we went to them to separate them. Remember, it was part of this group originally, but we pulled it out so we could encourage more small contractors.

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

**DR. GABRIEL MORLEY:** And those small contractors have never materialized. So we may put it back in.

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

**DR. GABRIEL MORLEY:** But that takes time too. Just like Paul said, that means we got to get back on the agenda. You know, go through this whole formal process. So it takes time.

**MR. JOSH TAYLOR:** So back to your Central staff. When do you anticipate, I guess, a contract on new space? And when do you anticipate actually moving into it?

**DR. GABRIEL MORLEY:** Oh, we wouldn't move in until April or May of next year, maybe even June if everything else gets pushed back.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** We still have a long way to go. And the further it gets pushed off, the longer we can stay. But for the contract, I don't know. Because what Gayle and I want to see first is what's the build-out cost? If it's going to cost us six hundred thousand dollars to build out that facility, maybe we don't want to do it. We'll figure out something else. Because that's six hundred thousand we would be taking away from the Central renovation.

So if it's going to be a minimal cost to rehab the space, then we would probably say yes. Since the County already owns it, there should be no negotiations or anything. They should just have to get a contractor come in, make those changes, and then move us over. But at least four or five months, I would think. Wouldn't you?

**MRS. GAYLE H. HOLLOMAN:** I would think at least four or five months. But I --

**DR. GABRIEL MORLEY:** To get the space ready.

**MRS. GAYLE H. HOLLOMAN:** Yes. They have to have time to get it ready. And it's been sitting there now, it's been sitting there for a year.

**DR. GABRIEL MORLEY:** And at least a month or so to move. I mean -- because we have to wait for the movers too. I mean, we got to get the mover -- the Central mover bid has to come back. We

have to award it and not have some kind of issue, like Paul's saying, where we have to go back out to negotiate with them and go through that contractual process before we can actually clear them to start doing anything.

But, I mean, I think the last meeting Evan said April would be the close for this unless you all move it forward for whatever reason, but...

**CHAIRMAN PAUL KAPLAN:** I'm just worrying about the end date. The end date is 2019, the beginning of 2020. Everything is supposed to be pretty well complete or at least substantially completed.

**MRS. GAYLE H. HOLLOMAN:** That's what I'm worried about.

**CHAIRMAN PAUL KAPLAN:** And that's -- that --

**MRS. GAYLE H. HOLLOMAN:** I've been worried about it from the beginning.

**CHAIRMAN PAUL KAPLAN:** -- that's the problem I have, because being in construction all my life, it's just going to be chaos at the end. It's just going to be crazy trying to get it all done. So I'll give you more update as we go along. All right. Any other questions on the Bond? If not, I'm going to go into the budget.

**DR. GABRIEL MORLEY:** Well, let me say a couple of other things while we're on the Director's Report.

I do want to make you aware of something - and, Paula, tell me if I'm wrong -- the County has no prohibition against alcohol on County property. Some Friends Groups are having programs with alcohol, some events. We had one at Alpharetta recently where we let someone serve wine. There's nothing in our policies that they're prohibited either. So I told Paula I was going to make you aware of that before we really kicked it off. Because we've had people asking steadily about can we have after-hours programs? Can we have wine? Can we do this or that? And so I just want you to be aware of what's happening. We don't have any rules against it. I guess you're free to make a rule against it, right? I mean, could they make an internal policy?

**MRS. PAULA RAFFERTY:** They could.

**DR. GABRIEL MORLEY:** But I think Gayle told me it's been sort of a standard practice for several years that it was okay.

**MRS. GAYLE H. HOLLOMAN:** We've had it forever. We just prohibit red wine. I'm just telling you.

**MR. D. CHIP JOYNER:** Because of the stain?

**MRS. GAYLE H. HOLLOMAN:** Probably because if you spill something. If you spill, you know, it's so hard to get red wine up, the stain.

**DR. GABRIEL MORLEY:** I don't know that that's written anywhere.

**MRS. GAYLE H. HOLLOMAN:** No. None of it's been written.

**DR. GABRIEL MORLEY:** It's an informal --

**MRS. GAYLE H. HOLLOMAN:** Neither one of them has been written. But we have always just told people no red wine.

**DR. GABRIEL MORLEY:** So that was just an informational item. Also, another informational item, since we cut back on the marketing stuff that we produce for this meeting, it was pandemonium for the eclipse glasses. I don't know if you all were involved in that, but we gave out almost ten thousand pairs. There were probably five or six hundred people lined up at Woodruff Park the other day. They started lining up at eleven in the morning for a two o'clock program. We had people wrapped around the building at Milton. Wolf Creek, the line snaked off. It was like Disney World at Wolf Creek for hours. It was like when a new iPhone comes out at the Apple Store for two dollar glasses. But people were calling like crazy even up to the last minute.

I mean, Gayle and I were here, and Zenobia was on the phone telling people, no, we no longer -- John Lewis' office came over begging for glasses an hour before the program. And so we were just very surprised. But we were glad that we got involved months ago when the glasses were readily available and we ordered them all so we did have that ten thousand to hand out. So it was a good program for us. We didn't really do a lot except have the glasses, but it turned out to be a nice little thing. And people did too. It wasn't just handing out the glasses, of course. We had astronomy programs. A guy came here who's written several books and did a lecture at Central and talked about it. So it was a lot of different things, too, that were tied to the glasses. We didn't just hand out the glasses at every --

**MR. JOSH TAYLOR:** Buckhead Branch had, you know, Robert had an educational program for the kids and he saved the glasses for that.

**DR. GABRIEL MORLEY:** Yes. And we even did a cool thing. Oscar came up with a play list. You know, one of our databases has free music. So Oscar came up with a playlist that was Dark Side of the Moon, Total Eclipse of the Heart. So we played all of the songs, so we promo'd our music databases, too, while we were at Woodruff Park. That was all right.

#### **BUDGET DISCUSSION**

**CHAIRMAN PAUL KAPLAN:** Okay. We're going into the budget. Josh has been sending a lot of literature out, gone through some details. Some of the stuff's been drilled down. But I need everybody's participation on this. It's not only just a few of

us. I need everybody who's gone through budget, I need everybody to talk about it. Now, where we're going to start, that's the question. If you want to give a little quick summary, Gabe, just talk about it a little bit in the beginning and then we'll talk from that point on?

**DR. GABRIEL MORLEY:** Well, remember we have three things we have to do for FulCo. We give them a status quo rollover budget. We give them a five percent reduction budget. And then we list our enhancements. So for our purposes, we have two different scenarios. We have the original scenario I sent with a 2018 proposed status quo budget, which is essentially the 2017 budget. And then the most recent one, the latest one that we sent out, which was Josh's suggestion that we incorporate our priorities into our proposed 2018 based budget.

So you have two different things. I don't want you to get confused as we discuss. Or if you don't want to discuss then you can just vote. But either way, regardless, I mean, the issue, I think that you want to decide, if you remember, there's not a lot of flexibility in our budget. Generally, it's mandatory. We have a little bit of wiggle room in salary and benefits. And we have a little bit of wiggle room in books. Conceivably, we could have wiggle room in security, but you would be making a decision to cut security. So I don't really consider that a lot of wiggle room. We need the guards we have. And, you know, that's the reality.

And the others are -- there is some wiggle room in the small line items. But because they're so small already, the wiggle room is small, and it doesn't really add up to much. Because either way, regardless of which scenario you look at, if we need to present the five percent reduction budget, that means we're cutting 1.37 out of the budget. So that 1.37 million has got to come from somewhere.

And so you see the two options in the two different scenarios. the original scenario and then the latest scenario. And it's really your pleasure. I mean, Ed's here today. And Ed can tell you it's a tricky proposition because once we submit this to the County, we're done with it. And they're not going to decide until January what they're doing. So we don't have an option to go back after they make their decision. You know, we don't get to say, hey, here's what we want to submit and then they decide what they're going to give us and then we get to decide how to spend it. We have to decide how to spend what we're submitting now. And then they're saying yes or no, to some extent, because they could say yes and no to different things depending on how it goes.

The other maybe important thing is the scenario I presented had a list of enhancements. The scenario that we worked up for Josh includes those enhancements in the base budget, which means we don't have to ask for all of those other enhancements when we go and meet with the County.

**MR. JOSH TAYLOR:** Well, how do you feel about them? Do you think that's -- does that cover the needs effectively? I kind of like to get some other feedback in terms of that approach.

**DR. GABRIEL MORLEY:** Yes, it covers it. And I think that's the exact same question I asked Ed two weeks ago. And he explained to me that essentially what we're doing then is undercutting ourselves. Because the other departments are likely to go and ask for enhancements when what we've done is already cut our own budget and include our enhancements. So we're --

**MR. JOSH TAYLOR:** My recommendation to you is that the enhancements need to be one or two very specific things, such as increasing the Book Budget or Hours of Operation, or something that would be easily explainable as to a lot of individual items. So I'm not saying don't do any enhancement budget. But I'm just saying save your enhancements for something pretty big like that.

**DR. GABRIEL MORLEY:** Well, we can. But then if they don't fund it, it's not anywhere in the budget.

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

**DR. GABRIEL MORLEY:** So it'd be totally gone.

**MR. JOSH TAYLOR:** Well, I mean, I think we've got three choices. You know, we've got base; we've got minus five percent; and then we had enhancement. So I understand that. I mean, I'm not expecting us to get the plus five. But let's make the case for it.

**CHAIRMAN PAUL KAPLAN:** Me either.

**MR. JOSH TAYLOR:** Let's make the case for it. That's all I'm really saying.

**DR. GABRIEL MORLEY:** Well, right. I mean, and I think that's -- I think we're saying the same thing. But I want to be clear -- and, Ed, for sure, tell us if we're wrong -- you know, because you have a lot of experience going through this process. The first scenario we sent out, if that based rollover budget is approved with no enhancements, then we have zero enhancements that are included as part of the base budget we prepared for you, Attachment C.

**MR. JOSH TAYLOR:** Well, I wouldn't do that. I mean, why would we not include our base budget with the enhancements that you have outlined? That to me is the base budget.

**DR. GABRIEL MORLEY:** Well, that's what I'm saying. We can do

that, but then essentially what we're saying is we're cutting our budget by four hundred and twenty-thousand dollars to include those enhancements without asking for them as enhancements.

**MR. D. CHIP JOYNER:** So it's all or nothing?

**MR. JOSH TAYLOR:** Well, we're making choices.

**DR. GABRIEL MORLEY:** Yes.

**MR. JOSH TAYLOR:** We're just saying if we have to do a base budget these are our priorities.

**DR. GABRIEL MORLEY:** Correct.

**MR. JOSH TAYLOR:** And, you know, if you want to go back and add some in the enhancement budget to bring it back up, I mean, that's -- that's -- I mean, that's a -- I hadn't considered that, but I would say to me the books and staffing are the two key areas for the enhancement budget.

**DR. GABRIEL MORLEY:** Are you thinking that that's simultaneous? Because I'm thinking that can't be simultaneous. We can't include it in the base and ask for it as an enhancement.

**MR. JOSH TAYLOR:** No.

**DR. GABRIEL MORLEY:** It's one or the other.

**MR. JOSH TAYLOR:** No, I agree. I think what you've done in the enhancement -- I mean, in the revised base budget is the starting point of our discussion. Although, I would like to see us look --

**DR. GABRIEL MORLEY:** Asking for that back as an enhancement?

**MR. JOSH TAYLOR:** Ask for whatever you think you'd like to in enhancement. I mean, my choice would be books and staffing, you know, just two items. And then there's more discussion we need to have in terms of does it really make sense to keep cutting part-time? Shouldn't we go ahead and do something with full-time and preserve the flexibility part-time gives us in the base budget?

So, you know, when do we have to submit it to the County? That's the first question.

**CHAIRMAN PAUL KAPLAN:** Actually, now.

**DR. GABRIEL MORLEY:** Before September --

**CHAIRMAN PAUL KAPLAN:** We have no time. That's why we're going over this right now.

**MR. JOSH TAYLOR:** Okay.

**CHAIRMAN PAUL KAPLAN:** We're running out of time.

**DR. GABRIEL MORLEY:** Well, I think you're right. But we could -- if we include some of those things in the base and we just ask for them again as an enhancement, if the enhancement is turned down, then it's still included in the base.

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

**DR. GABRIEL MORLEY:** I think we can -- we can try that.

**MR. D. CHIP JOYNER:** Can you give an example of that?

**DR. GABRIEL MORLEY:** Yes. Think of if we want to get the safes so we can have our total money management piece set up. So we have fifty-six thousand dollars which would be an enhancement to buy safes for the branches. So if we include that fifty-six thousand in the regular base budget, then we don't have to ask for it as an enhancement. But we do not have to tell the County, despite the Commissioner's reps that are here, that we are including that fifty-six thousand in the base budget so we can ask for it as an enhancement.

Of course, then the only pitfall is --

**MR. JOSH TAYLOR:** No. I wouldn't ask for the fifty-six as an enhancement. I would ask for the --

**DR. GABRIEL MORLEY:** This is just an example though. He's looking for an example of the process, right? I mean --

**MR. JOSH TAYLOR:** Right.

**MR. D. CHIP JOYNER:** But then if you -- if you have it in the base then you also get the funds for an enhancement --

**DR. GABRIEL MORLEY:** Then it's double.

**MR. D. CHIP JOYNER:** Do you have to use that money specifically for that item?

**DR. GABRIEL MORLEY:** No, just in that line item.

**MR. JOSH TAYLOR:** Yes. I wouldn't do that. I mean, that's what I'm saying. Once it's in the base, do not put it in the enhancement. And choose something else to put in the enhancement.

**MRS. GAYLE H. HOLLOMAN:** You can't do that. They won't let you do that.

**CHAIRMAN PAUL KAPLAN:** You can't do that. Can you do that?

**MR. JOSH TAYLOR:** What do you mean you can't do it?

**MR. ED ROBINSON:** The equipment, like all your one-time purchases, generally, you don't want to put them in your base budget. Say like the safe is a one-time purchase. And the way the County operates that -- all the -- this way you have a separate equipment list, those are one-time purchases. And usually you are pretty successful with a one-time purchase. You just have a better chance of getting a one-time purchase, like the vehicles, the safe. Because they know once it's a one and done type situation, it's not creating future liabilities to the County, so... And really with the County, if you don't put the equipment in there, you can't -- the basis for your ongoing operation -- so you just kind of -- you have to go back and get approval from the County to move it. See, when I budget, I got to put it -- all the equipment goes in the 1410, which is

Capital Equipment line. So there's really not a line in the base budget for that. So that -- you want to put all your equipment out separately, just creating your equipment list.

**MR. D. CHIP JOYNER:** But now if there's an item like fifty thousand dollars, I mean, can you capitalize it so -- say it's capitalized over five years so it's only ten thousand for one year. So it leaves you another forty thousand that you can use? Does it work like that in County budget?

**MRS. PAULA RAFFERTY:** Use it or lose.

**MR. ED ROBINSON:** Yes. Use it or lose it. Usually --

**MR. JOSH TAYLOR:** It's a cash budget.

**MR. ED ROBINSON:** Yes. It's just that their budgeting philosophy in -- usually all of your vehicles and things like that, anything that's just one-time purchase, you create a separate list and the County have a separate equipment list. And you probably stand a better chance of getting equipment versus staffing. Because staffing is --

**MR. JOSH TAYLOR:** Well, how much of the enhancements falls under that equipment category?

**MR. ED ROBINSON:** The two vehicles and the safes for the most part, I think that's., what, about somewhere around a hundred and something thousand or a little bit over a hundred and something thousand dollars.

**DR. GABRIEL MORLEY:** Yes. But I didn't fool with the vehicles. I was going to do that as an enhancement.

**MR. D. CHIP JOYNER:** Is a least considered a purchase?

**MR. ED ROBINSON:** The County really don't do a lot of leasing. Leasing would be ongoing. That's -- that wouldn't go in your Operating Budget.

**MRS. PAULA RAFFERTY:** It's constitutional permissible.

**MR. ED ROBINSON:** Right. Doesn't do a lot of leasing. Usually, when we -- we just make like real small -- like postage meters and things like that; whereas, accounts flying under the radar because it's only about two thousand bucks. You just do it.

**MRS. PAULA RAFFERTY:** Constitutionally there's a prohibition on the County creating debt for itself.

**MR. ED ROBINSON:** Right.

**MRS. PAULA RAFFERTY:** The citizens in the County have not specifically approved the creation of that debt. So calendar year, January 1 to December 31, that's the period of time in which the expenditure can be made. And beyond December 31, the County does not have the ability to create that that goes beyond that. So it's use it or lose it within that year period. They cannot have retention liability; can't accept more construction contracts, and some other exceptions, create any debt that goes



beyond that. Certainly, if it's funded by a bond, then it's limited to the bond that the voters actually approved. And it can't be changed willy-nilly. So there are specific things that can be done. But for the most part, the County cannot without violating the constitution of prohibition create debt for itself.

**MR. ED ROBINSON:** Lease is just like it's a one year thing. But what brought it close to them was you can't buy -- if you have to -- you pay all upfront.

**MRS. PAULA RAFFERTY:** You can pay it all upfront or you can have a termination at will provision.

**MR. ED ROBINSON:** It's all a one year thing. So if you decide you don't want to go with --

**MR. JOSH TAYLOR:** So for the fifty thousand or so for the safe is the only equipment that you've got. So then let's go ahead and put that in the enhancement with anything else. And, you know, can you give us a different way to slice the pie from the base budget? Because I just don't think it makes sense to submit the 2017 budget as a base budget when you've got priorities that we can meet.

**DR. GABRIEL MORLEY:** I'm with you. I just know you have options. It's your decision.

**CHAIRMAN PAUL KAPLAN:** What does the rest of the Board think? Priscilla?

**DR. GABRIEL MORLEY:** And if you're lost, because I know we're just throwing these around, but remember when I sent this, the original had the enhancements. So you see what choices we're making. We're choosing these items instead of whatever the line items we cut from. In the case that we -- the Attachment C, we cut money from part-time budget, and we cut money from security. And the security piece is safe. Because, remember, Central will be closed for several months in 2018. And then some of these smaller branches will be closed. So Ed feels comfortable with the security cut.

**MRS. PRISCILLA BORDERS:** I just want to make sure that there's enhancements to be budgeted. Those are the ones that we can afford to lose and it doesn't affect the functioning of the library. Is it -- the enhancement, and it's something you really need, we're going to be stuck in the same place.

**DR. GABRIEL MORLEY:** Well, I think that's Josh's argument.

**MRS. PRICILLA BORDERS:** Yes. Right.

**DR. GABRIEL MORLEY:** To include them in the base. So that's -- everything in here is included in the base except the Margaret Mitchell stuff, enhancement to build up that collection and the vehicles, which is equipment. But the rest of these items, the

software that we were looking at; the advertising; the Outreach Start-Up, all -- essentially, the thing we wanted to get with Salary Savings that when they said no we can't have the Salary Savings we still want to get that stuff. And so that's what you're seeing in there.

But it comes at a sacrifice. And I think that's also Josh's point. I mean, do we want to sacrifice from the Book Budget? Do we want to sacrifice from the part-time budget? Do we want to sacrifice from the full-time budget? Because somewhere in there we got to find that money.

**MR. JOSH TAYLOR:** Could you address the question that I raised about the mix of part-time and full-time? Because that's something that, you know, I don't think I understand fully, the flexibility that it gives you or doesn't give you. It just seems offhand that if part-time is less expensive you get more hours and that gives you more flexibility.

**DR. GABRIEL MORLEY:** Sort of. I mean, we have more buy-in from full-time, clearly. And it's going to be tricky to still have the coverage we want if we reduce the number of full-time. The scenario presented here reduces it six already and then all the part-time. I mean --

**MR. JOSH TAYLOR:** Why does that give you less flexibility? That's my question. Why not reduce some of the full-time and -- because you have turnover. It's not as though you're going to have to go out and say, all right, we're going to reduce ten positions. It'll happen.

**DR. GABRIEL MORLEY:** Yes. I mean, that's what we talk about. We anticipate that, but that's why we're in this perpetual state of disarray, you know, where branches are trying to get help from other branches. So you're at one branch and you're calling Zenobia because you need help at your branch. So if she can spare, now she's down a person.

**MR. JOSH TAYLOR:** Right. But if we had a larger pool of part-time, doesn't that give you more flexibility to address that issue?

**MRS. GAYLE H. HOLLOMAN:** Well, you know, also, part-time is limited to a maximum of twenty-nine hours.

**MR. JOSH TAYLOR:** Right.

**MRS. GAYLE H. HOLLOMAN:** Okay. We've kept it at about twenty-four, because we were having a lot of problems with -- for some reason -- when you hit twenty-nine, people want to go thirty. And we were always in trouble for that. So we've pretty much gone to twenty-four. In some cases, we'll go to twenty-eight or whatever. But actually don't keep your part-time people that long. There's a lot of turnover with part-time staff.

**DR. GABRIEL MORLEY:** I'm suspecting though, Paula is agreeing with me, is that it would be a RIP process with the County. I was close.

**MRS. PAULA RAFFERTY:** He's right.

**DR. GABRIEL MORLEY:** But, I mean, essentially if we - if we wanted to go through that process we would have to follow the County's RIF process. So we may not get to indiscriminately pick the reductions that we want. They may be controlled to some extent by the FulCo process.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** But Gayle can -- say a little bit more. I mean, you've been here. You were here when they --

**CHAIRMAN PAUL KAPLAN:** Was that some years ago?

**DR. GABRIEL MORLEY:** '14 maybe?

**MRS. GAYLE H. HOLLOMAN:** 2014 we laid off seventy-two part time employees. And it does not go in our favor to do that. Because first of all it hurts the moral; it sets us up for a reputation we don't need to have in the library world. It was unheard of. And we really have not -- we really haven't quite gotten back over all of that, because a lot of people have been very mistrustful of us because of that. And it has really hurt our retention of part-time staff. And then when we return ourselves to our regular hours. It hurt us in the sense that we hire people back with the idea that you would work nights and weekends. Well, a lot of people after awhile and it sounds good because I need a part-time job. But when you really start doing it week after week, it's kind of like, I don't want to work every Tuesday and Wednesday night and every Saturday and Sunday. So that became problematic. And that's why we're losing the part-time people.

So, you know, we can hire them. But then we need to have them where they're working the same hours as everyone else. But the deal was when the BOC gave us back the money we would restore the hours and we would restore them with the idea of the part-timers would keep open us on those weekends and those nights. So we can of course reverse that, but then you're going to need more part-time people to do it. And you save money I guess you say in the sense of benefits. That's true. But the retention of part-time staff is very, very limited. They just don't stay. And they have this idea of sometime, well, you can do without me because all your staff is here today, so I need to go and I need to do this and I need to do that. And things happen in people's lives, we know that. But it is very hard to maintain over a period of time, and particularly in these larger libraries, they have such a high circulation it is detrimental to what they do,

so...

**MRS. PRISCILLA BORDERS:** So the primary function of some of these part-timers is to be on duty at hours that another full-timer do not cover?

**MRS. GAYLE H. HOLLOMAN:** No full-time they have a staff -- they have a schedule, but we were needing the additional help because they're there all day. We're needing the additional help on nights and weekends, especially for those larger libraries that have such high circulation.

**MR. JOSH TAYLOR:** Well, under your five percent cut scenario, you're pretty much wiping out the part-time. Is that really something that you accept as a legitimate strategy going forward compared to Fulton?

**DR. GABRIEL MORLEY:** It's I think from an operational standpoint it's a better scenario than defunding full-time lines, because those numbers also go away, you know. And Ed -- tell me if I'm wrong -- but if we dump ten, those ten numbers go away, right? Because then the next year's rollover status quo budget doesn't include those individuals. So we can't just bring them back arbitrarily. We would have to go through the whole process we went through last year to create those six new ones. And --

**MR. JOSH TAYLOR:** Okay. Okay. Well, I accept your --

**DR. GABRIEL MORLEY:** There's more flexibility.

**MR. JOSH TAYLOR:** -- I accept your explanation. I just wanted a raise the point.

**DR. GABRIEL MORLEY:** It's just less of a headache, I think, too. They're temporary workers. They understand the situations precarious. And it's, you know...

**CHAIRMAN PAUL KAPLAN:** And when you cut the hours of the library, how much did you save? Were the hours cut in all the libraries?

**MRS. GAYLE H. HOLLOMAN:** Yes.

**CHAIRMAN PAUL KAPLAN:** Did that save a lot of --

**MRS. GAYLE H. HOLLOMAN:** Money?

**CHAIRMAN PAUL KAPLAN:** Uh-huh (affirmative).

**MR. ED ROBINSON:** But that was when we -- when we had -- the big hours cut, that was the tradeoff we were getting rid of the part-time. So usually when you cut hours, you go to cut, you know, you got to cut somewhere else. So staffing, so their hours, we reduced the hours then we reduced the staffing. Really, the staffing reduced essentially was the part-time.

**CHAIRMAN PAUL KAPLAN:** Phyllis?

**MRS. PHYLLIS D. BAILEY:** Well, in that case, then are you then propelling yourself back to the situation you had?

**MRS. GAYLE HOLLOMAN:** We would be.

**MR. ED ROBINSON:** Well, that's one of the tradeoffs. When you put your reductions then you got to show your impact. So that would be also one of Dr. Morley's impact. If we have to cut the seven hundred from part-time, then how is it going to impact? It's going to impact with you with the hours for operation. So that would be one of the -- and then that's how the County they weigh your reduction against the impact of your reduction. Then hopefully we'll have some Commissioners and the public on our side. So if the library -- because obviously if we cut seven hundred thousand on part-time, we can't operate business as usual. So it's going to be, the impact will probably, I would venture, be on hours of operation.

**MRS. GAYLE H. HOLLOMAN:** That's what happened before.

**MR. ED ROBINSON:** Right. That's why we cut -- that's how we had -- when we reduced the hours of operation, that's the impact of hours of operation, cutting staff.

**DR. GABRIEL MORLEY:** And just so you understand, I mean, because we do want to be honest. We want you to have a good idea. I mean, we can still open, you know. It's just that our service level diminishes. You know, whereas, if we have four people now maybe we open with three. You know, so the library still opens. We still offer the same accessibility. But the service level is somewhat diminished because we don't have those extra people. You know, we may but back on programs because we don't have someone who has the time to do those programs or something. But it's not a dire situation, you know, where we would be totally destitute. It would just be a significant hit to the level of service we can provide.

**CHAIRMAN PAUL KAPLAN:** Phyllis?

**MRS. PHYLLIS D. BAILEY:** What was -- the reaction last time was when they cut the hours was fairly negative, as I can remember, over the community.

**MRS. GAYLE H. HOLLOMAN:** Oh, it was very negative. The community hated it. Even though we'd done a study and we looked at the numbers and all that it provided to us about, you know, what hours of operation are less used, we found it to be Friday afternoon. But in the people's mind, that's when I need to go.

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

**MRS. GAYLE H. HOLLOMAN:** Or it was Saturday morning, we'd say people don't come in until 2 o'clock or 12 Noon. But then that still -- all of a sudden everybody wanted to knock on the door at 10. So it became very problematic in the minds of people, probably only because we were doing it at the time. So they became reactionary to it. It's very hard to give something and take it away. And that's the problem. You've got to be very

decisive about what you put in place, because when you remove it, that's when you're going to hear about things. And that's what we heard. People are very, very unhappy with it. And staff was very unhappy. And it does put -- it puts us in a bind. If you've got three employees even at a small library and then you're doing all this heavy work -- it's very physical work, especially when you have a lot of the part-time staff are usually Library Assistants and Library Associates.

So when you've got that group and you're asking them to stand on their feet all day and take these books and material in all day, before you know it, your Family Medical Leave has run -- not Family Medical Leave, but your Exceptional Circumstances Leave Request are out there. They don't get paid for being off, but they want to be away. They don't get benefits, but they're always, I don't feel good. My back's hurting, things like that. You get many more problems that way. So then you've got three people, now you're down to two. Then if those people want to take leave or anything then you got to try to borrow staff if -- someone was I think mentioning earlier -- from somewhere in order to help cover. Then they're reduced too. So then where are they going to give you some help?

So it all becomes a Catch 22. And we try to manage it. And we do fairly well with it, so all is not lost. But it's a difficult situation to operate out of.

**MRS. PRISCILLA BORDERS:** So the reduction of hours is the proportion equivalent to the use of the library?

**MRS. GAYLE H. HOLLOMAN:** Yes. That's what we based it on.

**MRS. PRISCILLA BORDERS:** So those libraries were more widely used? They're not as reduced as much as the comparable for other --

**MRS. GAYLE H. HOLLOMAN:** Well, other people are a percentage.

**MR. ED ROBINSON:** We kind of did a percentage. You've got to remember at that time we also did a lot -- because we had vacant positions, so we essentially said -- like right now we've got based on vacancy -- we did away with all our part-time and we did away with all of our vacancies. And we also -- cause at that time it was a seriously large cut, so we also -- we had to dip into Operations, Book Budget and everything. So it was a lot larger than what they're asking for now. I think it was somewhere along about ten, twenty percent -- fifteen to twenty percent cut. And they just kind of gave us a number. We want you to cut your budget by five million dollars. So we did studies that show what would be the hours. We did surveys and we find out, you know, for hours. Got everybody -- by location. And they determined, say like one branch, if Thursday was the

low usage day, then that was the day they closed. If it was Friday -- it was like Gayle said, it was a lot of -- it was a lot of pandemonium in the community. A lot of people --

**MR. JOSH TAYLOR:** They closed specific days. It was not a -- even a five-day schedule in some cases.

**MR. ED ROBINSON:** Right.

**CHAIRMAN PAUL KAPLAN:** Joe? Anything?

**MR. JOE PIONTEK:** I understand the morale problem that you have when you get rid of all the part-timers and that's tough. But part-timers can be brought back -- and I -- whether the trust level is high or not. But if you get rid of the real positions -- not real -- the permanent positions, you can't bring those back. So --

**MRS. GAYLE H. HOLLOMAN:** Well, we couldn't bring back all the part-time either because we didn't have the budget to bring all seventy-two back.

**MR. JOE PIONTEK:** Absolutely not. And we won't have -- if we get these cuts, we're not going to have the budget to bring sixteen back either.

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

**MR. JOE PIONTEK:** But that's the easier route to go.

**MR. JOSH TAYLOR:** Okay.

**MR. JOE PIONTEK:** It's unfortunate either way, I'd hate for you to lose a permanent position and --

**MR. JOSH TAYLOR:** So I'm hearing a consensus that you need to protect your permanent positions. Go with this revised base budget. And then the question is: Is there anything there that you really do want to put in the enhancement side in order to tweak it a bit?

**DR. GABRIEL MORLEY:** No. I mean, I think all of our priorities are included in that base. That way they're not -- that way they're not on the bubble and we ensure we get them.

**MR. JOSH TAYLOR:** So let's assume for a moment that we do that. What then do we ask for in enhancement? And my recommendation would be, you know, you've got some things that didn't get in in this phase. And my recommendation would be to ask for books because that's still over -- you know, we're paying the price for the huge cuts that we did years ago. We're underfunding books, whether it's electronic or hard cover.

**DR. GABRIEL MORLEY:** We can. I mean, that's the process. We go; we tell them these are the things, you know, that we want to have as an enhancement. We lay out the case and then, you know they --

**MR. JOSH TAYLOR:** Okay. Where are we on the Bookmobiles? Is that coming out of --

**MR. ED ROBINSON:** That I have to get with the County. And I just got to go knock on somebody's door, stand in front of somebody's door. They have to give us our funding line so that we can complete the process. Because we have to -- once it goes out for RFP we have to have a funding line already established because the County won't allow you to go out for the RFP or bid unless you already know your funding. So it's just getting with the people in Finance. And I guess everybody right now, they kind of snowed under with the budget process. So I'm hoping within the next few days I can call them again in the next couple of days and someone will have the funding line and then we can --

**MR. JOSH TAYLOR:** But is that going to be in our 2018 budget or is it going to come out of the --

**DR. GABRIEL MORLEY:** It's the TAD --

**MR. JOSH TAYLOR:** The TAD money? Okay.

**DR. GABRIEL MORLEY:** It's a separate thing.

**MR. JOSH TAYLOR:** So it's covered through TAD?

**DR. GABRIEL MORLEY:** Yes.

**MR. ED ROBINSON:** Right. Right.

**MR. JOSH TAYLOR:** Well, that -- you know, if we need a motion, that's the motion I would make is that we accept the --

**DR. GABRIEL MORLEY:** With one change, right? Because we're going to pull that fifty-six for the safes --

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** -- and put it on the equipment list?

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** And then we'll throw that fifty-six back into books.

**MR. JOSH TAYLOR:** Yes.

**DR. GABRIEL MORLEY:** So then books end up being three forty-four instead of four hundred.

**MR. JOSH TAYLOR:** And then on the enhancement side, if you've got, you know, additional capacity, you know, I'd do books there too.

**DR. GABRIEL MORLEY:** Okay.

**MR. JOSH TAYLOR:** How does everybody else feel about it?

**CHAIRMAN PAUL KAPLAN:** Anybody else have any feelings?

**MRS. PRISCILLA BORDERS:** Is there going to be a differentiation between the books you're asking in your base and the books you're asking in your enhancement or just books?

**MR. JOSH TAYLOR:** It's just dollars.

**MRS. PRISCILLA BORDERS:** Okay.

**MR. JOE PIONTEK:** Well, you've mentioned a couple of times that we are below the standard of other libraries with the book



budget.

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

**MR. JOE PIONTEK:** Was the book budget cut substantially?

**MR. JOSH TAYLOR:** Substantially. At one time we were at half. I think we're now up to maybe sixty-seven percent of the norm, which is good progress. But, you know, we need to get up to a hundred percent. And I'm measuring this on a per capita basis.

**CHAIRMAN PAUL KAPLAN:** You're talking about books?

**MR. JOSH TAYLOR:** Yes. We have a population of a million. And if you look at other counties and how much they spend on books per million or per capita, we're far below all of that, both in the southeast area. I can -- I'll send you the notes that I sent out before on that.

**MR. JOE PIONTEK:** And you had gone around to these other counties and spoke with them about it?

**MR. JOSH TAYLOR:** I haven't spoken to them, but basically most of the numbers that I provided came from the -- either Georgia Public Service or I think there was a study that you all had done on this as well. So it was our budget numbers compared to the other county budget. And that's available, public information.

**CHAIRMAN PAUL KAPLAN:** Okay. Is there any other discussion on budget? If not, then I'll entertain a motion. Go ahead.

**MR. D. CHIP JOYNER:** Just want to make sure that we each go to our Commissioners and ask for the additional funds and enhancements because that's what they tell us individually. They want a premiere library. They want us to move forward and make them state-of-the art, and make them better places to go. But every year we're suffering with cuts. And each year the cut is based off the previous year's cut. And so it really is hard to deliver the expectation. And then you become less relevant. And then your budget is cut because you're less relevant. It's a cycle. And it's just something that we have to have an honest conversation with our Commissioners and tell them we really have to move forward.

They've made improvements with how we govern the library. So we think we can have a greater impact. But this is one step we can try to really use that in a more productive way.

**CHAIRMAN PAUL KAPLAN:** That's why I said everybody should talk to their Commissioners. We all have a voice. We can go right up them and bypass a lot of other people. And that's the only way you're going to get it done. And the Commission is small right now. They're only down to five members. So it's a -- it's going to be a little different feeling in there.

**MOTION**

**MR. JOSH TAYLOR:** So the motion --

**CHAIRMAN PAUL KAPLAN:** Go ahead.

**MR. JOSH TAYLOR:** -- is made. I guess we need a second and a move.

**MR. JOE PIONTEK:** Second.

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

*(Whereupon, all said aye.)*

**CHAIRMAN PAUL KAPLAN:** Opposed? Okay.

Next year when we have the budget, I really strongly urge whoever's going to be sitting in this seat here, strongly urge that we have just a separate meeting for budget only. That's it. Just sit there and talk and discuss what's going on; what happened during the year and so on and so forth. It's very difficult to do things in a small - like we have right now.

**MR. JOSH TAYLOR:** That's a good recommendation, Paul. I agree with you.

**CHAIRMAN PAUL KAPLAN:** I always feel better about that because we always used to have pre-budget meetings and then we would go in a regular board meeting and then we would approve it. At least we have a working session.

**17-44 MONTHLY FINANCIAL REPORT****17-45 MONTHLY USAGE SUMMARY**

**CHAIRMAN PAUL KAPLAN:** Okay. Monthly Financial Report. Anybody have any questions -- and also the Monthly Usage both at the same time?

**MR. JOSH TAYLOR:** So, Gabe, it looks like circulation continues as minus six percent range year-to-date?

**DR. GABRIEL MORLEY:** Yes. We had some big hits. College Park was down fifty-eight percent this month. There were several large deductions. Gayle and I looked at them. And, you know, we're trying to figure out what it may be. Does South Fulton reopening affect all of our -- you know, because South Fulton has steadily increased since they've reopened. So have we drawn some of those people away from there? Because remember this is just year over year.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** So four years ago when they were both open, or three years ago whenever they were both opened, the numbers may have been slightly different. But you also saw the -- on the original budget information I sent you, you also had that breakdown per branch for costs, Circ, Visits and those kinds of things so you could see on an annual basis what those look like. And you see some of these numbers are obviously out of line, you

know, once you try to look at the total, because South Fulton and Southeast were closed. And now they reopened. Those percentages are in there corrupting the overall data. So you have a four hundred and ninety-four percent increase in South Fulton, which you know is an outlier.

**MR. JOSH TAYLOR:** No, Southeast.

**DR. GABRIEL MORLEY:** So it's more beneficial to look individually item by item.

**MR. JOSH TAYLOR:** Right.

**DR. GABRIEL MORLEY:** And the Outreach stats are not accurate either. We can't make our system tabulate Outreach the way we want to, how we have it set up. So we're working on trying to figure out a new way to keep the Outreach stats.

**MR. JOSH TAYLOR:** Is it on the page you provided us?

**DR. GABRIEL MORLEY:** Yes. On the Circulation Report towards the very bottom under the Branches Total --

**MR. JOSH TAYLOR:** Oh, I got it. Yes.

**DR. GABRIEL MORLEY:** -- it shows Outreach. But you can see that it included thirty-four last year under Y/A when there was no real Outreach Department. So the numbers are a little squirrely based on how we keep those stats in SIRSI.

And we've tried to delineate youth and adult, and that's worked to some extent. But there's still some cases where things are not getting credited where they need to get credited.

But that's just a small -- they're keeping their own stats, too. So we have accurate data for Outreach. It's just not reflected in this report.

**MR. JOSH TAYLOR:** Okay.

**DR. GABRIEL MORLEY:** But our other trends are also continuing. More Visits; more Computer Use; number of Holds, steady. Virtual Circ continues to go up. And I want to say, too, to be totally transparent, we recently discovered the Meeting Room numbers are not accurate either. Some Branch Managers are counting Meeting Room use and Study Room use as one. Others are counting Meeting Rooms only and counting Study Rooms separately. So I'm not sure at what point that started.

But if you look at one of your individual sheets you'll see Metropolitan had a hundred and ninety-five meetings. So that would have been more than six meetings a day. But she was counting all the Study Rooms too. And then you know Alpharetta has a huge Visitation. And you see they had fourteen meetings. So you know that's not apples to apples. So we're going to address that and then -- from the next month forward, that data will be consistent. So those numbers may fluctuate dramatically too once we make that correction.

And I haven't seen the Summer Reading data. I don't know if Gayle has seen any or not. But we'll have a Summer Reading report at the next meeting for statistics.

**CHAIRMAN PAUL KAPLAN:** Any other questions on Monthly Usage Report?

**OLD BUSINESS**

**17-29 BOT CONSTITUTION**

**CHAIRMAN PAUL KAPLAN:** Under Old Business we have the Constitution. Anybody last week receive a discussion on the -- we just passed it out at the meeting. And I believe, Josh, you had a question or something to Paula concerning another change or a clarification on the BOT?

**MR. JOSH TAYLOR:** Well, I sent out --

**CHAIRMAN PAUL KAPLAN:** I saw something come through and I --

**MR. JOSH TAYLOR:** Yes. I sent out a revision to the Section 4, which outlines the duties of the Board and I covered it in the email what the changes were. I suspect since this is -- and Paul, I apologize -- I just had other things on my schedule that I didn't get a chance to get to this until late. But -- so my suggestion is let's take it up next month.

**CHAIRMAN PAUL KAPLAN:** That's fine. We're still working under the old constitution anyway. That's fine. There's just so many things going on.

Okay. If that's all right, we'll shelve that to the next meeting.

**NEW BUSINESS**

**MOU FOR FRIENDS OF THE LIBRARY - UPDATE**

**CHAIRMAN PAUL KAPLAN:** MOU Friends. I'll give you an update. There's a task force group of individuals -- and Paula has been at the meeting -- although we had our first -- we've had two meetings so far. We also have one coming up Friday.

So what it is is it's a Memorandum of Understanding for the Friends Group. It's not only Friends of the Library, it's also -- Phyllis is on the Board. She represents the --

**MRS. PHYLLIS D. BAILEY:** Senior Centers.

**CHAIRMAN PAUL KAPLAN:** -- Friends Group -- the Senior Centers. And then we have the Friends of the Arts and Culture -- am I saying that right? -- and then there's also another Friends Group. There's several Friends Groups. We're not the only one. The library as the biggest Friends Groups. And what it is is they had a problem I guess at Wolf Creek a year ago or so. And so they had decided -- the County Attorney decided they needed some kind of MOU.

**MR. JOSH TAYLOR:** But to clarify, it was not at the Wolf Creek Library.

**CHAIRMAN PAUL KAPLAN:** No. No. Wolf Creek Amphitheater. Sorry. I got to say that because I get caught. So we're almost like collateral damage on these things. So we are coming along. We're going line by line. We've made some significant changes. We also have another meeting this Friday. We might have one more after that. So we're getting to a point, I suggest that anybody who is on the Friends Group, please come to the September 13 meeting. Todd Long will be there and an explanation of what this is all about. And if they got questions, boy, that's the time to tell -- talk about it. It's not going to be up in front of the BOT until everybody seems to be satisfied with it.

However, the only thing I do have to say is that even though we make all the changes, it still goes back to the County Attorney. And she might say that, no, we we're going to go back to the way -- the original form was. So I never know for sure. But we're working on it. We're getting it through. We're getting it through. We're working as we go along. We've made some changes like I said. And I have investigated four of the systems; Los Angeles, Chicago, New York, and I got a smaller county in the United States. I can't remember.

Everybody does have an MOU. All Friends Groups do. However, nothing like ours that are that strict in the beginning. I mean, it was -- far exceeded everybody else.

L.A., which has seventy-four branches, seventy Friends Groups, they have a MOU for each one. And it's all really run -- they're all 501c3s. And all of them are managed by the manager from that library. In other words, that manager is at their meetings. He checks to see what they got coming on; what's going on. So it's very -- it all stays within the Library System. I had suggested at the last meeting -- I don't know, Paula, if you read it -- I want BOT on there.

I think the Board of Trustees, our Board here, it belongs with our group. The County is -- we're all still -- they're still County employees. But I think the Board of Trustees needs to be running the System. Because they said in one of their meetings, somebody from the County should sit at every one of the Board meetings for the Friends Group, which is ridiculous. We have managers. The Managers there -- I know you're shaky your head -- but I did see there on the original plan did have it on there, the original MOU.

**MRS. PHYLLIS D. BAILEY:** Yes, I did.

**CHAIRMAN PAUL KAPLAN:** Had all their -- at their specific board meetings just to kind of look it over. So we went through that thing and we made a change on that. Go ahead, Paula, you can

say -- you already emailed it?

**MRS. PAULA RAFFERTY:** I don't remember seeing that.

**CHAIRMAN PAUL KAPLAN:** Oh, it's there.

**MRS. PHYLLIS D. BAILEY:** It was there --

**CHAIRMAN PAUL KAPLAN:** It was there.

**MRS. PHYLLIS D. BAILEY:** Because I responded that the manager of the facility should be the County representative. So it was indeed there.

**MRS. PAULA RAFFERTY:** There were -- there were some hands in the kitchen --

**CHAIRMAN PAUL KAPLAN:** There's a lot of in there right now, a lot of people.

**MRS. PAULA RAFFERTY:** And so in any event, I think that that's certainly something that we can -- that wasn't intended to have somebody burdening down the Board the Directors neck from the County. It was the intent to have a close working relationship so that there would be somebody from the County that the group was well aware of and could talk easily about things. A and somebody from the Friends Group that the County was well aware of and can talk about so there wouldn't be, you know, all of a sudden things had fallen off the cliff and nobody knew who to talk to.

**CHAIRMAN PAUL KAPLAN:** Yes. But see, I disagree with that. But I don't want to get into it. That belongs to -- that belongs to the manager of the specific branch. And I'm really starting to believe that. And I'm still going to push that through. And I understand where you're going from. But, you know something, they're accountable. The Manager is accountable for what goes on with the Friends Group.

We have twenty -- we have twenty-one Friends Group -- sorry, I can't remember.

**MR. JOSH TAYLOR:** It's been twenty-four, I think.

**MR. JOE PIONTEK:** Is there a list of that somewhere by the way?

**MR. JOSH TAYLOR:** There is.

**CHAIRMAN PAUL KAPLAN:** Sure. We have a list of the Friends Group.

**MR. JOSH TAYLOR:** Zenobia can send it to you.

**CHAIRMAN PAUL KAPLAN:** Just to tell you, we are working it through. And we hopefully by September 13 we will have something that we can present to the rest of the Friends Groups and not get completely get thrown things at us. So we have something that's a little friendlier. But we're working at, so...

**MR. JOSH TAYLOR:** Do you think you've have --

**MRS. PAULA RAFFERTY:** I'll be back on Friday.

**CHAIRMAN PAUL KAPLAN:** Yes. Friday's going to be a call-in. We're all going to call in.

**MR. JOSH TAYLOR:** Will there be something sent out before the September 13 meeting?

**CHAIRMAN PAUL KAPLAN:** We hopefully will send out copies from Todd.

**ADJOURNMENT**

**CHAIRMAN PAUL KAPLAN:** Okay. Is there anything else you need to bring up at the... If not, do I hear a motion to adjourn? Unless people want to continue on.

**MOTION**

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

**CHAIRMAN PAUL KAPLAN:** Move to adjourn. Is there a second?

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

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

*(Whereupon, all said aye.)*

**CHAIRMAN PAUL KAPLAN:** Thank you, everybody, for coming. Appreciate it.

*(Whereupon, the Board of Trustees Meeting  
concluded at 5:17 p.m.)*

Fulton County Library System

Director's Report

Dr. Gabriel Morley, Executive Director

September 27, 2017

**Summary of August 2017 Activities**

**Personnel**

- Brazos Price began work as the Tech Services Manager earlier this month. Brazos was previously the virtual library director at Cobb County Library. He brings a good deal of technical expertise to AFPLS. We were equally impressed with his initiative and ideas about how we can move forward using technology as a tool for decision-making.
- James Jones, our collections manager, resigned this month to seek other opportunities. We will miss James and his thoughtful understanding of how our collection can meet the needs of diverse residents.
- We hired two new catalogers this month as well.
  - Stephanie Galipeau already works for us and accepted a promotion to help lead our collectionHQ efforts.
  - Betty Wright has also accepted our offer to become a cataloger at AFPLS. Betty has academic and law firm experience, as well as a deep knowledge-base of cataloging.
- Joy Burson was promoted to the systemwide trainer position. Joy had been working as a librarian at the East Point library. Joy's attitude and enthusiasm, as well as her marketing background, made her an ideal candidate to create a training platform at AFPLS.

**Bond Update**

- We met with Cooper Carry multiple times during the last few weeks to discuss the Central Library renovation design. We have all been impressed with Cooper Carry's vision and ability to capture our ideas in a way that enhances the library program and building. We are preparing two questionnaires regarding the Central renovation. One is for all Fulton County residents, and the second is for Central staff. Additionally, we will have staff meetings and six public meetings where individuals can provide input about the Central renovation.
- Group 2 (Ocee, NESO, Northside, Mechanicsville, Buckhead) – FULCO Purchasing is finalizing the contract details with the contractor. We hope to have an initial meeting with the contractor in October.
- Group 4 (East Point and Fairburn) – We had several good design sessions with contractor BuildSmart/Tebarco related to renovations at East Point and Fairburn. We met with staff at each branch. We also held public meetings at each branch. The contractor is working on rough designs and cost estimates now.



- Group 3 (Adams Park, Adamsville, Cleveland Ave., Ponce, College Park, East Atlanta) – We received one bid for this project. FULCO Purchasing is preparing to place an item on the BOC agenda seeking approval of the single bidder.
- The Hapeville project has been advertised and bids are due October 23.
- Group 1 (Roswell, Sandy Springs, Kirkwood, Southwest, Dogwood, Washington Park, West End) – We received rough design sketches for each library and have been studying them to ensure they meet library and community needs. The initial drawings look good and need some minor tweaking before we are ready to move forward with presenting the plans to the BOT, public, BOC etc.

### **Maintenance Update**

- No significant issues were reported related to the hurricane that passed through Fulton County earlier this month. (Existing leaks were noted for closer inspection by renovation teams.)

### **AUBURN AVENUE RESEARCH LIBRARY**

- AARL hosted *Brotherman: Revelation “Unleashing the Black Imagination”* by renowned artist Dawud Anyabwile, the creator and illustrator of the Brotherman graphic novel series. This immersive exhibition is the multidimensional manifestation of the black mythology and cultural symbolism that anchors the Big City comic universe. This exhibition also celebrates the release of the long awaited graphic novel Brotherman Revelation, a story that reaches back through the generations to set the foundation for the future. Dawud facilitated an exhibition opening artist talk and gallery tour.
- The Auburn Avenue Research Library was the host site for the 2017 Opening Reception and Literary Awards Ceremony for The Black Caucus of American Library Association, Inc. – 10<sup>th</sup> National Conference of African American Librarians.

### **VOLUNTEER SERVICES**

- The Office of Volunteer Services recorded 4,510 hours performed at 32 locations, including 5 departments at Central, by 478 volunteers, 141 of which were teens and 43 of which were new to the System. Branches with the top hours included Ocee, Roswell and Sandy Springs and branches with the top number of volunteers included Ocee, Northeast/Spruill Oaks and Milton. Roswell, Alpharetta and Sandy Springs had the top number of Friends’ hours with 548, 488 and 250 hours respectively. The Friends of Sandy Springs, Roswell and Northside had the most volunteers with 33, 32 and 30 respectively.

## DOGWOOD

- The highlight for the month of August is the first annual Grove Park Summer Festival sponsored by the First Light Vision in collaboration with the branch and the Friends of the Dogwood Library at the parking lot of the branch. The program which showcased business vendors in the neighborhood was held on Saturday, August 5th, from 10:00 a.m. – 2:00 p.m. Several neighborhood businesses and organizations participated in the program.

## KIRKWOOD

- On August 16, staff began applying RFID (radio frequency) tags to the branch collection in preparation for the new technology included as part of the pending renovations. To date, well over 3000 items have been tagged out of a collection of about 23,633 items or over 10% of the collection in fifteen days.

## OCEE

- Ocee is number one again with 4813 holds filled and 6324 holds placed during the month of August. Ocee was second highest in total circulation for the month of August. Ocee continues to lead the AFPLS system in self check-outs with 11,823.

## WASHINGTON PARK

- People from the community attended a **Solar Eclipse Viewing Program** in the parking lot. Chairs were set up and glasses were available for viewing the Solar Eclipse. People from nearing neighborhoods visited the library to partake of light refreshments and crafts for kids, adults and teens. The library partnered with **Kipp Ways West Academy** and gave the school twenty-two glasses for a class to view the eclipse. The parking lot was filled with seventy-eight participants of all ages. Everyone expressed their gratitude for the program and said they had a GREAT time!

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

AS OF AUGUST 31, 2017

Doc. #17-49

SERVICE	2017 BUDGET	AUGUST	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
DECRPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ECNUMBRANCES	TOTAL COMMITTED	% COMMITTED	BALANCE
REG SALARY	14,648,364	1,045,943	8,708,870	-	8,708,870	59%	5,939,494
PART TIME SALARY	771,759	39,228	376,919	-	376,919	49%	394,840
BENEFITS	7,617,085	539,246	4,399,913	-	4,399,913	58%	3,217,172
BOOKS	2,114,549	48,839	451,059	722,699	1,173,758	56%	940,791
OFFICE EQUIP. REPAIR	43,456	-	3,828	-	3,828	9%	39,628
EQUIPMENT	9,820	-	-	1,094	1,094	11%	8,726
OFFICE FURNITURE	2,082	-	-	-	-	0%	2,082
PROFESSIONAL SERV	89,837	5,224	22,648	13,934	36,581	41%	53,256
COPIER MACHINE LEASE	286,535	23,343	181,076	-	181,076	63%	105,459
COPIER PAPER	16,760	2,100	3,145	2,355	5,500	33%	11,260
SUPPLIES	137,952	5,531	33,464	5,356	38,820	28%	99,132
SOFTWARE MAINTENANCE	241,193	-	210,941	2,100	213,041	88%	28,152
BUILDING RENT	203,641	12,178	120,751	34,323	155,074	76%	48,567
LYRISIS CHARGES	1,000	-	-	-	-	0%	1,000
OTHER SERVICES	187,261	6,424	70,405	12,919	83,324	44%	103,937
SECURITY SERVICES	437,614	51,381	348,358	89,256	437,614	100%	-
TRAVEL	38,176	3,585	22,531	-	22,531	59%	15,645
VEHICLE MAINTENANCE	8,750	12	4,449	-	4,449	51%	4,301
GENERAL INSURANCE	759,530	63,294	506,353	-	506,353	67%	253,177
<b>TOTAL</b>	<b>27,615,364</b>	<b>1,846,329</b>	<b>15,464,709</b>	<b>884,036</b>	<b>16,348,745</b>	<b>59%</b>	<b>11,266,619</b>

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

AS AUGUST 31, 2017

ORGANIZATION	SERVICE	2017 BUDGET	AUGUST	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ECNUMBRANCES	TOTAL COMMITTED	% COMMITTED	BALANCE
PUBLIC SERVICE OPERATIONS	REG SALARY	12,534,540	890,158	7,367,055	-	7,367,055	59%	5,167,485
	PART TIME SALARY	770,259	39,228	376,919	-	376,919	49%	393,340
	BENEFITS	6,566,069	459,745	3,746,621	-	3,746,621	57%	2,819,448
	BOOKS	2,114,549	48,839	451,059	722,699	1,173,758	56%	940,791
	OFFICE EQUIP. REPAIR	43,456	-	3,828	-	3,828	9%	39,628
	EQUIPMENT	4,000	-	-	-	-	0%	4,000
	OFFICE FURNITURE	1,785	-	-	-	-	0%	1,785
	PROFESSIONAL SERV	49,595	4,549	16,545	4,573	21,118	43%	28,477
	COPIER MACHINE LEASE	261,235	21,249	164,845	-	164,845	63%	96,390
	SUPPLIES	86,607	2,618	11,598	5,100	16,698	19%	69,909
	BUILDING RENT	203,641	12,178	120,751	34,323	155,074	76%	48,567
	OTHER SERVICES	39,098	600	6,109	1,352	7,461	19%	31,637
	SECURITY SERVICES	437,614	51,381	348,358	89,256	437,614	100%	-
	GENERAL INSURANCE	575,035	47,920	383,357	-	383,357	67%	191,678
<b>Total</b>		<b>23,687,483</b>	<b>1,578,464</b>	<b>12,997,044</b>	<b>857,303</b>	<b>13,854,347</b>	<b>58%</b>	<b>9,833,136</b>

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

AS AUGUST 31, 2017

ORGANIZATION	SERVICE	2017 BUDGET	AUGUST	2017 YTD	2017 YTD	2017 YTD	2017 YTD	BUDGET
TYPE	DESCRIPTION	ALLOCATION	EXPENDITURES	EXPENDITURES	ECNUMBRANCES	TOTAL COMMITTED	% COMMITTED	BALANCE
SUPPORT SERVICES	REG SALARY	2,115,324	155,785	1,341,815	-	1,341,815	63%	773,509
	BENEFITS	1,051,016	79,502	653,292	-	653,292	62%	397,724
	EQUIPMENT	5,820	-	-	1,094	1,094	19%	4,726
	OFFICE FURNITURE	297	-	-	-	-	0%	297
	PROFESSIONAL SERV	40,242	675	6,103	9,360	15,463	38%	24,779
	COPIER MACHINE LEASE	25,300	2,095	16,231	-	16,231	64%	9,069
	COPIER PAPER	16,760	2,100	3,145	2,355	5,500	33%	11,260
	SUPPLIES	51,345	2,913	21,866	256	22,122	43%	29,223
	SOFTWARE MAINTENANCE	241,193	-	210,941	2,100	213,041	88%	28,152
	LYRASIS CHARGES	1,000	-	-	-	-	0%	1,000
	OTHER SERVICES	148,163	5,824	64,296	11,567	75,863	51%	72,300
	TRAVEL	38,176	3,585	22,531	-	22,531	59%	15,645
	VEHICLE MAINTENANCE	8,750	12	4,449	-	4,449	51%	4,301
	GENERAL INSURANCE	184,495	15,375	122,997	-	122,997	67%	61,498
<b>Total</b>		<b>3,927,881</b>	<b>267,865</b>	<b>2,467,665</b>	<b>26,732</b>	<b>2,494,397</b>	<b>64%</b>	<b>1,433,484</b>

## Atlanta-Fulton Public Library System - Aug 2017

Activity and Description	2017		2016		YTD
	August	YTD	August	YTD	
<b>Circulation</b>					
Total number of items checked out of the library	252,450	2,040,666	179,874	2,074,575	-2%
<b>Holds</b>					
Number of requests by patrons	53,858	431,109	37,183	409,810	5%
<b>Inter-Library Loans</b>					
Number of items lent to or borrowed from another library system	413	3,508	443	2,096	67%
<b>Visits</b>					
Number of people entering a library for any reason	351,031	2,741,252	322,541	2,448,244	12%
<b>Computer/Internet Usage</b>					
Number of computer sessions (Internet access and office software)	103,068	789,691	110,791	658,825	20%
Number of hours of computer use	52,905	735,354	55,547	703,783	4%
<b>Wireless Sessions</b>					
Number of times the library's wireless network is accessed	n/a	258,279	46,429	321,745	-20%
<b>Webhits</b>					
Number of times people have visited the library's website	833,232	5,924,200	811,472	5,941,976	-0.3%
<b>Online Resources</b>					
Number of times a resource is logged into or a searched performed	164,343	1,202,662	104,033	696,169	73%
<b>Computer Classes</b>					
Number of classes	18	184	20	153	20%
Number of attendees	128	1,200	177	930	29%
<b>Virtual Circulation</b>					
Number of e-books and e-audiobooks checked out	35,375	255,160	21,838	144,345	77%
<b>Children's programs</b>					
Library sponsored programs offered for children (birth - 12)	203	2,691	156	2,585	4%
Number of people attending programs	6,796	96,346	4,176	91,548	5%
<b>Teen Programs</b>					
Library sponsored programs offered for teens (13 - 17)	50	476	34	490	-3%
Number of people attending programs	1,601	8,373	1,090	11,967	-30%
<b>Adult Programs</b>					
Library sponsored programs offered for adults (18 + )	435	3,367	381	2,865	18%
Number of people attending programs	9,842	52,155	4,538	38,021	37%
<b>Programs - Total</b>					
Library sponsored programs offered - total of all programs	688	6,534	571	5,940	10%
Number of people attending programs	18,239	155,874	9,804	141,536	10%
<b>Meeting Rooms</b>					
Non-library sponsored meetings or activities scheduled	615	5,370	540	3,889	38%
Number of people attending meetings or activities	8,168	75,047	7,013	69,210	8%

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM  
CIRCULATION REPORT  
AUGUST 2017

ORGANIZATION NAME	ADULT	JUVENILE	Y/A	AUGUST 2017 DATA	AUGUST 2016 DATA	INCREASE/ DECREASE	PERCENT CHANGE	YTD 2017 CIRC	YTD 2016 CIRC	INCREASE/ DECREASE	PERCENT CHANGE
ADAMS PARK	900	734	60	1,694	1,285	409	32%	12,460	13,812	(1,352)	-10%
ADAMSVILLE/COLLIER HEIGHTS	1,003	744	43	1,790	1,225	565	46%	14,119	14,044	75	1%
ALPHARETTA	9,531	14,976	643	25,151	19,897	5,254	26%	220,363	220,188	175	0%
BUCKHEAD	5,589	4,389	284	10,261	7,693	2,568	33%	86,765	92,810	(6,045)	-7%
CLEVELAND AVENUE	1,109	936	84	2,130	1,473	657	45%	15,528	15,982	(454)	-3%
COLLEGE PARK	1,045	683	69	1,797	1,670	127	8%	14,135	30,900	(16,765)	-54%
DOGWOOD	1,275	896	154	2,324	2,072	252	12%	17,321	20,012	(2,691)	-13%
EAST ATLANTA	2,023	3,224	175	5,423	4,334	1,089	25%	45,811	42,884	2,927	7%
EAST POINT	6,966	8,265	342	15,573	3,258	12,315	378%	42,618	38,392	4,226	11%
EAST ROSWELL	2,317	1,200	134	3,650	10,626	(6,976)	-66%	106,846	122,230	(15,384)	-13%
FAIRBURN	1,324	1,046	84	2,455	2,135	320	15%	18,644	25,294	(6,650)	-26%
HAPEVILLE	538	433	30	1,001	682	319	47%	11,095	10,929	166	2%
KIRKWOOD	1,230	1,822	102	3,154	2,134	1,020	48%	25,113	22,478	2,635	12%
MARTIN LUTHER KING, JR	584	384	38	1,006	664	342	52%	8,300	9,286	(986)	-11%
MECHANICSVILLE	593	589	65	1,247	1,348	(101)	-7%	12,252	12,791	(539)	-4%
METROPOLITAN	2,951	3,391	152	6,494	6,265	229	4%	49,643	63,773	(14,131)	-22%
MILTON	5,358	11,779	542	17,679	11,787	5,892	50%	139,683	130,010	9,673	7%
NORTHEAST/SPRUILL OAKS	5,105	11,623	753	17,481	12,092	5,389	45%	137,678	134,654	3,024	2%
NORTHSIDE	5,259	7,212	351	12,822	8,694	4,128	47%	109,281	105,102	4,179	4%
NORTHWEST	1,872	2,922	218	5,013	4,119	894	22%	43,368	46,789	(3,421)	-7%
OCEE	7,838	15,806	1,111	24,755	17,577	7,178	41%	202,173	219,288	(17,115)	-8%
PALMETTO	714	1,090	67	1,871	2,299	(428)	-19%	17,482	27,160	(9,678)	-36%
PEACHTREE	3,178	2,494	125	5,796	3,668	2,128	58%	45,875	43,602	2,273	5%
PONCE DE LEON	6,373	4,864	379	11,616	8,960	2,656	30%	89,837	97,141	(7,304)	-8%
ROSWELL	9,948	8,925	528	19,401	13,950	5,451	39%	160,427	170,424	(9,997)	-6%
SANDY SPRINGS	9,503	8,657	648	18,808	11,920	6,888	58%	138,199	140,705	(2,506)	-2%
SOUTHEAST	1,128	1,827	108	3,064	2,202	862	39%	25,513	5,984	19,529	326%
SOUTH FULTON	3,114	3,368	284	6,766	204	6,562	3217%	55,724	2,516	53,208	2115%
SOUTHWEST	2,458	1,893	197	4,548	3,868	680	18%	33,904	41,793	(7,889)	-19%
WASHINGTON PARK	855	821	37	1,713	1,279	434	34%	13,379	15,391	(2,012)	-13%
WEST END	821	551	60	1,432	1,034	398	38%	11,828	13,922	(2,094)	-15%
WOLFCREEK	2,924	4,401	494	7,819	5,619	2,200	39%	66,908	59,897	7,011	12%
<b>BRANCHES TOTAL</b>	<b>105,426</b>	<b>131,944</b>	<b>8,364</b>	<b>245,734</b>	<b>176,033</b>	<b>69,701</b>	<b>40%</b>	<b>1,992,272</b>	<b>2,010,183</b>	<b>(17,912)</b>	<b>-1%</b>
CENTRAL	4,088	2,086	155	6,329	3,840	2,489	65%	47,208	47,481	(273)	-1%
Outreach Services	178	196	13	387	1	386	38600%	1,186	856	330	39%
AUBURN AVENUE RESEARCH				Non-circulating library - please refer to other usage reports.							
<b>SYSTEM TOTAL</b>	<b>109,692</b>	<b>134,226</b>	<b>8,531</b>	<b>252,450</b>	<b>179,874</b>	<b>72,576</b>	<b>40%</b>	<b>2,040,666</b>	<b>2,058,520</b>	<b>-17,855</b>	<b>-1%</b>

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

AGENCY NAME	AUGUST CIRCULATION	TOTAL REGISTRATIONS	INTRA-LIBRARY LOANS	COMPUTER USAGE	LIBRARY VISITS	NUMBER OF PROGRAMS	PROGRAM ATTENDANCE	NUMBER OF MEETINGS	MEETING ATTENDANCE	VOTER REGISTRATIONS
ADAMS PARK	1,694	203	108	2,998	1,742	5	126	4	66	0
ADAMSVILLE/COLLIER HEIGHTS	1,790	243	478	2,714	4,503	4	98	6	80	3
ALPHARETTA	25,151	870	2,443	4,057	44,097	47	628	13	227	3
BUCKHEAD	10,261	533	1,112	2,692	18,800	22	893	34	571	3
CLEVELAND AVE	2,130	182	495	2,395	4,187	15	655	11	107	0
COLLEGE PARK	1,797	221	310	3,103	3,922	19	230	6	38	0
DOGWOOD	2,324	152	245	1,256	6,521	14	175	2	34	12
EAST ATLANTA	5,423	453	604	2,157	6,096	11	286	23	164	7
EAST POINT	15,573	389	621	5,275	7,152	14	411	27	370	0
EAST ROSWELL	3,650	735	1,755	1,938	5,788	28	410	14	191	16
FAIRBURN	2,455	425	397	645	3,000	10	76	25	190	10
HAPEVILLE	1,001	86	375	1,187	3,220	7	109	1	7	0
KIRKWOOD	3,154	227	460	1,042	1,858	13	216	12	141	3
MARTIN LUTHER KING, JR	1,006	59	257	1,419	4,025	18	372	0	0	0
MECHANICSVILLE	1,247	89	337	1,412	4,236	10	752	5	72	3
METROPOLITAN	6,494	367	3,642	7,067	12,712	15	135	88	1,205	0
MILTON	17,679	567	3,288	1,125	5,131	23	759	6	67	7
NORTHEAST/SPRUILL OAKS	17,481	398	2,080	1,079	21,214	33	969	20	157	2
NORTHSIDE	12,822	418	1,009	709	7,708	9	311	5	41	0
NORTHWEST	5,013	329	3,009	3,045	7,558	15	413	26	599	18
OCEE	24,755	626	1,825	1,444	18,370	35	542	4	72	3
PALMETTO	1,871	145	925	2,399	3,692	3	49	4	76	0
PEACHTREE	5,796	356	1,147	1,714	5,216	27	210	7	80	1
PONCE DE LEON	11,616	535	1,601	2,981	22,754	21	213	10	100	16
ROSWELL	19,401	752	2,361	2,745	19,250	41	576	15	188	12
SANDY SPRINGS	18,808	938	1,992	2,805	22,447	51	660	11	297	10
SOUTHEAST	3,064	243	1,190	2,427	10,227	16	591	16	376	0
SOUTH FULTON	6,766	903	3,358	6,973	7,920	13	217	106	730	0
SOUTH WEST	4,548	426	404	5,597	16,000	12	290	55	532	0
WASHINGTON PARK	1,713	167	432	2,423	9,258	6	166	8	52	27
WEST END	1,432	154	270	1,983	3,600	12	166	1	12	32
WOLFCREEK	7,819	506	2,767	3,154	13,895	25	1,415	24	835	5
<b>BRANCHES TOTAL</b>	<b>245,734</b>	<b>12,697</b>	<b>41,297</b>	<b>83,960</b>	<b>326,099</b>	<b>594</b>	<b>13,119</b>	<b>589</b>	<b>7,677</b>	<b>193</b>
CENTRAL	6,329	956	6,329	18,625	22,631	55	754	19	330	16
OUTREACH SERVICES	387	213	0	0		27	3,208	0	0	0
AUBURN AVENUE RESEARCH	0	1	2	483	2,301	12	1,158	7	161	0
<b>SYSTEM TOTAL</b>	<b>252,450</b>	<b>13,867</b>	<b>47,628</b>	<b>103,068</b>	<b>351,031</b>	<b>688</b>	<b>18,239</b>	<b>615</b>	<b>8,168</b>	<b>209</b>