



## Library Board Meeting Agenda

### **Indianapolis-Marion County Public Library**

**Notice Of The Regular Meeting  
August 27, 2018**

**Library Board Members Are Hereby Notified That The Regular Meeting  
Of The Board Will Be Held At The**

**Pike Branch Library  
6525 Zionsville Road  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 22nd Day Of August, 2018**

**JOANNE M. SANDERS  
President of the Library Board**

### **-- Regular Meeting Agenda --**

- 1. Call to Order**
- 2. Roll Call**

3. **Branch Manager's Report** – Tia Jah Wynne Ayres, Pike Branch Manager, will provide an update on their services to the community. (enclosed)

## 4. Public Comment and Communications

### a. Public Comment

The Public has been invited to the Board Meeting.

Hearing of petitions to the Board by Individuals or Delegations. Only one may speak for a delegation on an issue. Speakers who wish to address an item on the Agenda will be called at the appropriate time during the meeting. A **five**-minute limit will be allowed for each speaker.

### b. Dear CEO Letters and Responses (at meeting)

### c. Correspondence for the Board's general information. (at meeting)

## 5. Approval of Minutes

### a. Regular Meeting, July 23, 2018 (enclosed)

## COMMITTEE REPORTS

## 6. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne M. Sanders)

### a. Report of the Treasurer – July 2018 (enclosed)

### b. Resolution 27 – 2018 (Authorization to Initiate Lease Renewal Process for Fountain Square) (enclosed)

### c. Resolution 28 – 2018 (Resolution for Appropriation and Tax Rates) (enclosed)

## 7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)

## 8. Facilities Committee (Dr. Terri Jett, Chair; Rev. T. D. Robinson, TBD)

- a. **Briefing Report** – Michigan Road Branch Construction Progress (enclosed)
- b. **Briefing Report** – Eagle Branch Construction Progress (enclosed)
- c. **Resolution 29 – 2018** (Approval to Award a Construction Services Contract for the Beech Grove Branch Update Project) (enclosed)
- d. **Resolution 30 – 2018** (Approval to Award a Construction Services Contract for the Nora Branch Façade Replacement Project) (enclosed)

## 9. Library Foundation Update (Dr. Terri Jett, Library Board Representative)

## 10. Report of the Chief Executive Officer

- a. **Public Services Update and Statistics**
  - 1) **Public Services Update – July 2018** – John Helling, Director, Public Services, will discuss the Update. (enclosed)
- b. **Briefing Report** – Report on the Return on Investment Study – Mr. Helling will discuss the Report. (enclosed)
- c. **July Media Report** (enclosed)
- d. **Update on the Website Redesign** – Kimberly Crowder, Communications Director, will provide the Update. (at meeting)
- e. **Confirming Resolutions:**
  - 1) **Resolution Regarding Finances, Personnel and Travel (31 – 2018)**

Enclosed.

## UNFINISHED BUSINESS

## 11.

## NEW BUSINESS

12.

## DISCUSSION AND AGENDA BUILDING

**13. Future Agenda Items** – This time is made available for discussion items not on the Agenda which are of interest to Library Board members and the opportunity to suggest items to be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

**September, 2018** - Briefing from the IndyPL Staff Wellness Committee

## INFORMATION

### 14. Materials

a. **Joint Meeting of Library Board Committees Notes – August 14, 2018** (enclosed)

### 15. Board Meeting Schedule for 2018 (Notice of Date and Place of Meeting) and Upcoming Events

a. **Board Meetings for 2018** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

b. **Library Programs/Free Upcoming Events updated through September 23, 2018** (enclosed)

c. **Joint Meeting of Library Board Committees** – Tuesday, September 11, 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

### 16. Notice of Special Meetings

### 17. Notice of Next Regular Meeting

Monday, September 24, 2018, at the Wayne Branch Library, 198 South Girls School Road, at 6:30 p.m.

## **18. Other Business**

## **19. Adjournment**



**Pike Branch Library**  
**The Indianapolis Public Library**  
**Board Meeting**  
**August 27, 2018**

Since the Pike High School Freshman Center was erected just across the parking lot from our branch, we have struggled to balance the needs of library patrons of all ages, from toddlers to elders—including teens, during the after school hours. Unfortunately, the large numbers of unsupervised youth who flooded the branch after school resulted in numerous behavioral issues and the loss of many adult and family patrons. Last fall, we were able to follow the recommendation of the school and the IMPD to have our after school security staffed by off-duty police officers. This improved the situation in the branch tremendously, with incident reports and calls to IMPD dropping to almost zero by the second semester. Many patrons have commented positively on the change in atmosphere during the after school hours and seem to appreciate the opportunity to interact with the police in a relaxed situation. Recently, children’s librarian Kathleen Laratta told me this story:

A young boy, about 5 or 6, walked up to our officer (Troy) and tapped him on the leg. Officer Troy waved and said “Hi” and the little boy gave him a hug. The boy then motioned for Officer Troy to follow and they proceeded to move around the library. Apparently the boy had lost sight of his mom. After walking through the computer area and the children’s area the boy found his older brother and learned that his mom was in the restroom. I was pleased with the helpfulness of our officer, and happy that the boy knew to go to him for assistance.

Volunteers continue to make a positive impact here at Pike. They help us search for items on our pull lists, keep DVDs shelved correctly, check in holds, and numerous other tasks that enable us to serve our patrons quickly and effectively. But our volunteer program is also a positive experience for our volunteers. For a couple of years we have had student volunteers from the Pike High School Life Skills program for special needs students. Two or three students spend an hour two days each week helping with our pull list and learning how to find materials in a library. Lead teacher Johanna Miler said that the teachers and students really appreciate the opportunity for the kids to gain some valuable work experience in a safe and supportive environment. One of the students who graduated last year has even joined us as a regular adult volunteer. The staff looks forward to seeing these students each week, and we are happy that we can provide meaningful life experience for them.

In May of 1986, Pike Township’s only public library branch moved from a small storefront at 71<sup>st</sup> and Michigan Road to the present location on Zionsville Road, and was renamed the Pike Branch Library. Since that time, we have worked to serve all the patrons of Pike Township. While the residents on the west side of the township were thrilled to have a large library located closer to their homes, those who lived near Michigan Road mourned the loss of their small but convenient branch. In December of this year, those east side residents will welcome the large, new Michigan Road Branch Library at 62<sup>nd</sup> and Michigan Road. We are fully prepared to lose some patrons to the new, closer library, but we will take this opportunity to increase our focus on non-library users and encourage them to use the services offered by The Indianapolis Public Library and Pike Branch.

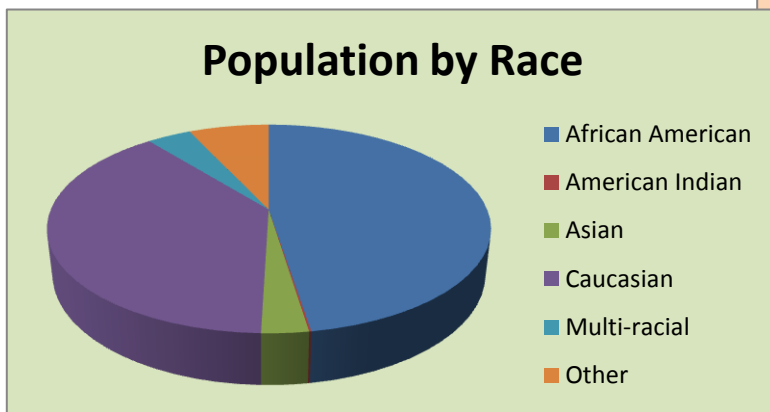
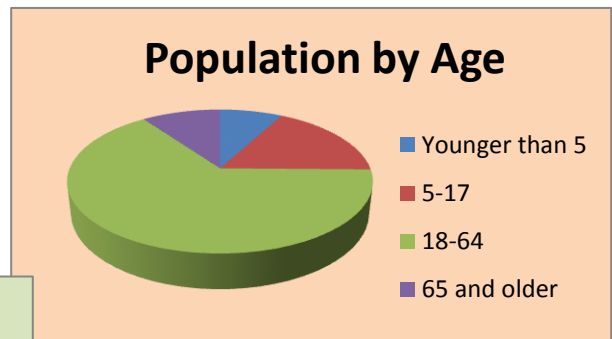
If you would like to see our off-duty police officers in action, please visit us on any school day between 3-5; to meet our Life Skills students, please stop by on a Monday or Wednesday school morning before 10:20. Of course, we are happy to welcome you at any time and look forward to talking more about ways Pike Branch is contributing to life in Pike Township.

**We Are:**

- |                            |                                  |
|----------------------------|----------------------------------|
| 1 Area Resource Manager    | 1 Branch Manager                 |
| 1 FT Supervising Librarian | 3 FT Librarians                  |
| 1 PT Librarian             | 1 FT Library Services Supervisor |
| 1 FT Library Assistant III | 3 FT Library Assistants II       |
| 1 PT Library Assistant II  | 8 Pages                          |
| 1 16 hr/wk PSA             | 1 16 hr/wk Library Assistant II  |
| 13 Regular Volunteers      |                                  |

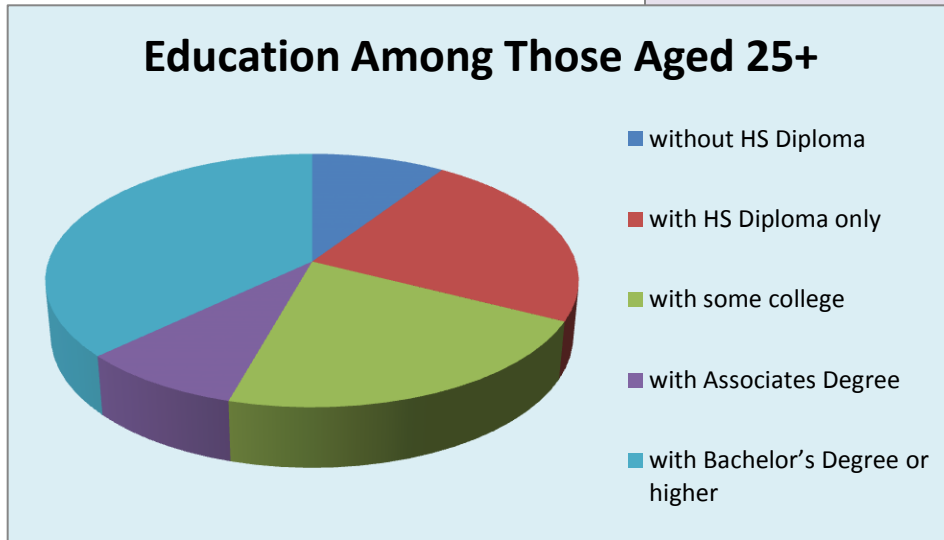
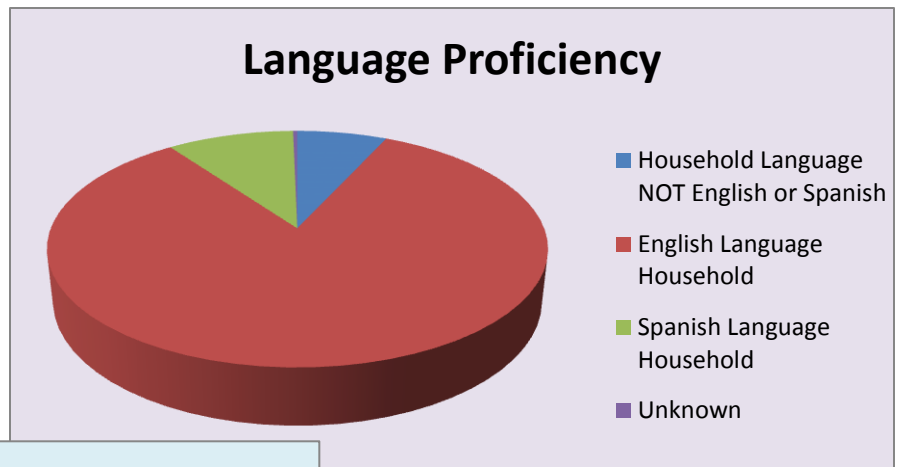
**Who We Serve:**

Population By Age		
Younger than 5	6,407	7.93%
5-17	14,025	17.32%
18-64	52,469	64.83%
65 and older	8,038	9.92%
<b>Total Population</b>	<b>80,939</b>	<b>100%</b>



Population by Race		
African American	38,405	47.45%
American Indian	105	.13%
Asian	2,331	2.88%
Caucasian	31,341	38.72%
Multi-racial	3,101	3.83%
Other	5,656	6.99%
Hispanic	10,109	12.489%
Non-Hispanic	70,830	87.510%

Language Proficiency		
Household Language NOT English or Spanish	2,180	6.86%
English Language Household	26,423	83.13%
Spanish Language Household	3,081	9.69%
Unknown	103	.32%
Total Number of Households	31,787	100%



Education Among Population Aged 25+		
without HS Diploma	4,849	9.36%
with HS Diploma only	11,965	23.1%
with some college	11,348	21.91%
with Associates Degree	4,468	8.63%
with Bachelor's Degree or higher	19,172	37%

- The total base population is 80,939.<sup>1</sup>
- MSD Pike Township comprised of 9 elementary schools, 3 middle schools, 1 Freshmen Center, 1 traditional High School, 1 Career Center, and the non-traditional Pike Preparatory Academy.<sup>2</sup> Two private schools and one parochial school also reside in the township, Brebeuf Jesuit Preparatory School, Sycamore School, and St. Monica Catholic School. The Pike Library also serves one Washington Township school, Crooked Creek Elementary.

#### ***How We Serve:***

- 308,426 items checked-out in 2017.
- 312,816 items checked-in 2017.
- 86,374 holds picked-up in 2017.
- 231,193 door count in 2017.
- 59,406 computer users in 2017.
- 1,952 new Library card registrations in 2017.
- 490 programs in 2017 reached 9,156 individuals.

<sup>1</sup> [www.savi.org](http://www.savi.org), 2016 census data

<sup>2</sup> [www.pike.k12.in.us](http://www.pike.k12.in.us)

Respectfully submitted,  
Tia Jah Wynne Ayers  
Manager, Pike Branch  
August 2018



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JULY 23, 2018**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana on Monday, July 23, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Ms. Sanders presided as Chairman. Dr. Jett acted as Secretary.

**2. Roll Call**

Members present: Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Members absent: Ms. Payne.

**3. Branch Manager’s Report**

Elizabeth Schoettle, Beech Grove Branch Manager, addressed the Board and provided an update on their services to the community.

She commented that Beech Grove is the Indianapolis Public Library’s newest branch. The merger between the two entities took place in 2016 and it’s been a good thing for patrons. Many people that use the Franklin Road and Southport branches now also use Beech Grove. This has resulted in increased door count, circulation and computer use.

Many of the branch staff are active in community organizations, serving on the local Chamber of Commerce, Education Foundation and Historical Society boards. They also visit area schools and daycares.

At this time, Mike Halstead from Halstead Architects, discussed the upcoming renovations at Beech Grove. He reviewed various architectural drawings and pointed out that the proposed renovations will involve a new entrance within the building, an expanded circulation desk and lowered shelving. The café will also be removed and the train in front of the children’s area will be moved to make the area more open. He anticipates that renovation will take 75 days and it will start after Labor Day.

#### 4. **Public Comment and Communications**

##### a. **Public Comment**

Library patron Jim Armbruster spoke to the Board. He requested that Microsoft Access be made available on public PCs at the Library. He went on to express concern that some unique books had been weeded from the collection and they were no longer available for patrons. Additionally, he commented on his disappointment with the excessive game playing on computers by young people and the vulgarity he observes in the Library.

Dr. Jett asked Mr. Armbruster if he could provide an example of which unique books were no longer available.

Mr. Armbruster responded that there was a 10-volume set on World War II that is gone.

Lastly, Ms. Sanders encouraged Mr. Armbruster to further communicate his concerns to Library personnel via letter and email so that they may be addressed.

- b. **Dear CEO Letters and Responses** were circulated for the Board's general information.
- c. **Correspondence** was circulated for the Board's general information.

#### 5. **Approval Of Minutes: Executive Session, Regular and Special Meetings**

##### a. **Executive Session, June 21, 2018**

The minutes were approved on the motion of Dr. Jett, seconded by Rev. Robinson, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

##### b. **Regular Meeting, June 25, 2018**

The minutes were approved on the motion of Dr. Jett, seconded by Mr. Andrews, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

### **COMMITTEE REPORTS**

#### 6. **Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne Sanders)**

##### a. **Report of the Treasurer – June 2018**

Ije Dike-Young, Chief Financial Officer, reviewed the Report. She also distributed a revised Page 11 of the Report to the Board for their information.

It was noted that revenues in June were better than last year at this time, with 56% of the yearly property tax revenue already received. She attributed this to the fact that more delinquent taxes are being collected. Expenditures remain on target, with 44% of the Library's yearly budget spent.

Ms. Dike-Young went on to discuss the Library's garage fund which is used for the operation and maintenance of Central Library's parking garage. It was mentioned that Buckingham rents spaces in the garage for their tenants and this generates income for the Library. The fund is self-sufficient, as the Library spends only what's generated in parking and rental revenues.

Dr. Jett pointed out that the Tuition Fund is almost used up for the year and it appears that the Wellness Fund is not being used. Further discussion is recommended.

Rev. Robinson made the motion, which was seconded by Ms. Crenshaw, that the Report of the Treasurer, as modified, be filed for audit.

Motion carried.

The Report is attached to, and made a part of, these minutes.

b. **Resolution 23 – 2018** (Approval of 2018 – 2019 Liability Insurance)

Ms. Dike-Young requested Board approval of the contract for the Library's 2018 – 2019 liability insurance coverage with Hartford Insurance at a cost of \$357,557, which is a 2.1% increase over the current year. Hartford has served as the Library's liability insurance provider since 2013.

After full discussion and careful consideration of Resolution 23 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

c. **Briefing Report – Review of Draft Budget**

Ms. Dike-Young discussed the Library's proposed budget for 2019. Property tax revenues, while taking into account a \$7.2 million reduction from property tax caps, are estimated at almost \$35 million, a 4.5% increase over 2018. The proposed Operating Fund budget is \$46.3 million, with the overall budget (including debt service, Library Improvement Reserve Fund, and Rainy Day Fund) totaling \$62.9 million, compared to \$60.4 million for 2018. The budget includes funding for merit increases, bringing salaries up for employees (excluding pages and hourly summer clerks) to \$13.00 per hour, and staffing new branches. It also assumes a 7% increase in health care and provides for increases to supplies, utilities and maintenance. There is a planned additional contribution to the employees' HSA accounts based on an insurance refund. Expenditures for collection materials

would remain at \$5.5 million. A public hearing on the budget is scheduled for August 14, 2018 at 5:00 p.m. at the Library Services Center during the Board's Joint Committee Meeting.

**7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

Ms. Crenshaw advised that the Committee had nothing to present this month.

**8. Facilities Committee (Dr. Terri Jett, Chair; Rev. T. D. Robinson, TBD)**

**a. Briefing Report – Michigan Road Branch Construction Progress**

Sharon Smith, Facilities Director, discussed the progress on the Michigan Road Branch construction. Interior concrete floor slabs have been installed, as has installation of utilities crossing Michigan Road. Roof installation is expected to be completed by July 27, 2018. Substantial completion of the project is expected by October 24, 2018.

**b. Briefing Report – Eagle Branch Construction Progress**

Ms. Smith commented that the building pad is complete for the new Eagle Branch. Installation of concrete footings and foundation walls is underway. Work progresses in the parking lots and storm water management areas. Utilities have been installed on Moller Road. Substantial completion of the project is estimated by March 15, 2019.

**c. Resolution 24 – 2018 (Approval to Award a Construction Services Contract for the Library Services Center Window Flashing Repair Project)**

Ms. Smith advised that it was being recommended that the Board approve a construction services contract for the Library Services Center window flashing repair project to Wells Masonry & Restoration, Inc. of Indianapolis at a cost of \$122,800. The project will eliminate water leaks during heavy rains which have been found at the second floor windows,

After full discussion and careful consideration of Resolution 24 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

- d. **Resolution 25 – 2018** (Approval to Award Fixture, Furniture, and Equipment Purchase Contracts for the Eagle Branch Project)

Per Ms. Smith, it is recommended that the Board approve the purchase of fixtures, furniture and equipment for the Eagle Branch project totaling \$377,054 from the following entities: Business Furniture LLC, Kentwood Office Furniture; and Fineline Furniture, all of Indianapolis.

After full discussion and careful consideration of Resolution 25 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Rev. Robinson, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

The resolution is appended to, and made a part of, these minutes.

## 9. **Library Foundation Update**

### **July 2018 Library Foundation Update**

Dr. Jett provided the Update for July 2018.

News:

The Library Foundation is excited to announce the winners and finalists of the 2018 Eugene & Marilyn Glick Indiana Authors Award.

- National Author winner: Kimberly Brubaker Bradley
- Regional Author winner: Sandy Eisenberg Sasso
- Lifetime Achievement honoree: James Alexander Thom (*Tom*)
- Emerging Author finalists: Deborah E. Kennedy, Elizabeth Klehfoth (*Kleh-futh*), Azareen (*Az-UH-reen*) Van der Vliet (*Vlit*) Oloomi

The Emerging Author winner will be announced at the Award Dinner on Saturday, October 13, 2018. Find more information and full bios for the honorees at [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org).

The Library Foundation hopes many of you will join us in celebrating 10 years of the Indiana Authors Award at the Award Dinner at Central Library on October 13, 2018. Many past winners will be present. If you, your company or your book club is interested in tickets or a table, please call the Library Foundation at (317) 275-4868 for more information.

Congratulations to Volunteer Resources on the annual volunteer celebration dinner held June 28, 2018 and for managing the volunteer programs year round. We heard one volunteer mention that they felt very appreciated and valued as a volunteer and they hold their volunteer position to a high standard.

Congratulations to all staff on the Summer Reading Program and related workshops. It is encouraging to see many branches exceed their participation totals from last year. Our donors enjoyed many visits to see programs in action.

The Library Foundation thanks 158 donors who made gifts last month. The following are our top corporate and foundation contributors:

CD-COM Systems Midwest, Inc.  
 Hoover Family Foundation  
 Sablosky Family Foundation, a fund of Legacy Fund  
 Alerding CPA Group  
 Lacy Foundation  
 Regions Bank  
 The National Bank of Indianapolis  
 Fifth Third Bank, Indiana  
 Old National Bank  
 Arthur Jordan Foundation  
 The Eugene and Marilyn Glick Family Foundation  
 Indianapolis Colts

This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

**Children’s Programs**

School 14 After School Club Makerspace (SPK)  
 Chess 101 (WRN)  
 Road to Reading – Early Childhood Conference

**Cultural Programs**

Branded Giveaways  
 Classical Concerts (CEN)  
 Hometown Roots

**Collections and Technology**

Lilly City Digitization

**Lifelong Learning**

Community Engagement Conversations/Forums (E38)  
 Nonprofit Series and Foundation Collection (E38)  
 Warren Service Area Teacher Informational Open House (WRN)  
 Workshops for Nonprofits (CEN)

**10. Report Of The Chief Executive Officer**

a. **Dashboards and Statistics**

1) **Monthly Performance Dashboard – June 2018**

John Helling, Public Services Director, reviewed the Dashboard.

He mentioned that walk-in patron visits are up 1% year-to-date compared to 2018. Web branch visits are down 11%. Electronic circulation is up 4%, while circulation of physical materials is down 7%. To reverse the downward trend in physical circulation, beginning in 2019 the Library will limit the number of times an item can be renewed to 10, compared to the current 254 times. The goal is to make more items available for browsing, which accounts for the majority of checkouts by patrons.

Other dashboard statistics show that database usage is up, except Articles Viewed. There are 398,506 total borrowers, compared to 395,322 at this point in 2017. Average unique wireless devices used per week in IndyPL facilities reached an all-time high of 13,419 in the second quarter of this year.

Mr. Helling then went on to explain the Return on Investment study that has been completed to help the Library quantify its economic impact on the community. Early results indicate that for every \$1 the Library invests in programs, services and people, it has a benefit of \$3 to the community.

Mr. Helling commented that the IUPUI School of Social Work recently completed a study to help the Library staff gauge patron needs. The School received a grant for a master's level social worker who will be joined by a team of social work students to train staff and design services in response to the needs identified in the survey. The social worker will be in place in November, and the students by early 2019.

A survey of the Flanner House community has been completed. The Library received 110 responses, from which 69% reported they visit other branches in addition to the Flanner House Branch. Many lauded the staff and customer service at the branch, with some mentioning the fact that Flanner House staff are moving to the new Michigan Road Branch is helping them deal with the closure of Flanner House.

It was also mentioned that Flanner House is currently hosting an intern, namely, Aniya Powell, which is being funded through the Public Library Association. Ms. Powell created a teen summer reading program that will be piloted next year at the Michigan Road Branch.

**b. Progress Report on the Library's Strategic Plan**

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She reviewed the strategy of ensuring that staff are competent ambassadors for the Library in the community. This strategy involves training staff to make effective presentations, sharing their expertise by becoming involved in Library committees and projects, and encouraging staff to develop service plans as a method to get their ideas implemented.

**Progress Report for the Strategic Plan 2015 – 2020**

Ms. Cairo reported that, at the halfway mark of the current Strategic Plan, the Library has made progress on implementing most of the strategies to meet the Plan's four goals. We are well on the road to the Plan's completion in 2020.

The Board was reminded that this was Ms. Cairo's final report as she is retiring in August after 36 years of service to the Library.

Ms. Sanders thanked Ms. Cairo for her commitment to the Library over these many years.

She also commented that the Strategic Plan has put the Library on a good path and hopefully Ms. Cairo's successor will pick it up and move us through the rest of the three years.

Other Board members joined in congratulating Ms. Cairo.

c. **June Media Report**

The June Media Report was presented to the Board. It highlighted coverage of IndyPL services and programs in all media formats.

Ms. Nytes also reminded the Board that the Library is hosting monthly naturalization ceremonies at Central Library. It is exciting to see the reach in social media of the posts about the ceremonies.

d. **Presentation by Indy Reads**

Ryan King, Indy Reads CEO, and Jason Spilbeler, Indy Reads Board President, made a presentation to the Board.

Indy Reads, which is based at Central Library, provides adult literacy services to the citizens of Indianapolis. It was noted that one in six adults in Indianapolis read below the 5<sup>th</sup> grade level. They plan to expand the organization's mission by beginning an ELL (English Language Learners) group services for non-English speakers, adding more community sites where services are provided, aligning services to become part of the state's education curriculum, utilizing a paid instructor who can provide more format structure to one-on-one tutoring, and offering more support services to adult learners.

Ms. Sanders inquired if Indy Reads still needs volunteers.

Mr. King assured Ms. Sanders that Indy Reads is always looking for volunteers.

Following a question from Rev. Robinson regarding the various support services, Mr. King shared a list of those different entities, including Indy Go, etc.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (26– 2018)**

After full discussion and careful consideration of Resolution 26 – 2018, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Crenshaw, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.



Motion carried.

The resolution is appended to, and made a part of, these minutes.

## UNFINISHED BUSINESS

11. None.

### 12. NEW BUSINESS

a. **Board Committee Assignments as of July 10, 2018**

The list showing the new Board Committee Assignments was provided to the Board.

Ms. Sanders announced that the Library is waiting on information from the County Commissioners regarding the appointment of a new Board member. That information will be shared as soon as it is received.

## AGENDA BUILDING

13. **Future Agenda Items** – This time was made available for discussion of items not on the Agenda which were of interest to Library Board members and the opportunity was given to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

**August 2018** – *No items were suggested.*

## INFORMATION

### 14. Materials

a. **Joint Meeting of Library Board Committee Notes – July 10, 2018** were distributed to the Board members for their general information.

### 15. Board Meeting Schedule for 2017 (Notice and Place of Meeting) and Upcoming Events/Information

a. **Board Meetings for 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*

b. **Library Programs/Free Upcoming Events updated through August 26, 2018.**

c. **Joint Meeting of Library Board Committees** – Tuesday, August 14, 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, August 27, 2018 at the Pike Branch Library, 6525 Zionsville Road, at 6:30 p.m.

**18. Other Business**

None.

**19. Adjournment**

The Secretary announced that there was no further business to come before the Board.

The Chairman then declared the meeting adjourned at 8:25 p.m.

A DVD of this meeting is on file in the Library's Communications Office.

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Dr. Terri Jett, Secretary to the Board



**Indianapolis-Marion County Public Library  
Report of the Treasurer for July 2018  
Prepared by Accounting for August 27, 2018 Board Meeting**

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**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**OPERATING FUND REVENUES AND EXPENDITURES**  
**MONTH ENDED JULY 2018**

<b>Revenue</b>		<b>Annual</b>			<b>% Budget Received</b>
		<b>2018 Revised Budget</b>	<b>Actual MTD 7/31/2018</b>	<b>Actual YTD 7/31/2018</b>	
Property Taxes	31	33,405,356	-	18,585,970	56%
Intergovernmental	33	7,536,265	328,229	4,031,353	53%
Fines & Fees	35	788,340	58,390	412,319	52%
Charges for Services	34	536,140	53,662	408,371	76%
Miscellaneous	36	671,000	270,465	1,307,109	195%
<b>Total</b>		<b>42,937,101</b>	<b>710,746</b>	<b>24,745,123</b>	<b>58%</b>

<b>Expenditures</b>		<b>Annual</b>			<b>% Budget Spent</b>
		<b>2018 Revised Budget</b>	<b>Actual MTD 7/31/2018</b>	<b>Actual YTD 7/31/2018</b>	
Personal Services & Benefits	41	25,813,463	1,934,812	14,065,543	54%
Supplies	42	1,486,395	44,047	429,971	29%
Other Services and Charges	43	15,320,910	1,006,326	7,491,955	49%
Capital Outlay	44	3,953,972	175,393	1,720,809	44%
<b>Total</b>		<b>46,574,740</b>	<b>3,160,578</b>	<b>23,708,278</b>	<b>51%</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Fund 101- Operating Fund - Detailed Income Statement**  
**MONTH ENDED JULY 2018**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>TAXES</b>						
311000 PROPERTY TAX	40,974,356	40,974,356	-	18,585,970	-	22,388,386
311300 PROPERTY TAX CAPS	(7,569,000)	(7,569,000)	-	-	-	(7,569,000)
<b>TAXES Total</b>	<b>33,405,356</b>	<b>33,405,356</b>	<b>-</b>	<b>18,585,970</b>	<b>-</b>	<b>14,819,386</b>
<b>INTERGOVERNMENTAL</b>						
332200 E-RATE REVENUE	250,000	250,000	-	137,461	-	112,539
335100 FINANCIAL INSTITUTION TAX REV	299,868	299,868	-	125,277	-	174,591
335200 LICENSE EXCISE TAX REVENUE	2,766,458	2,766,458	-	1,337,738	-	1,428,720
335400 LOCAL OPTION INCOME TAX	3,733,649	3,733,649	311,137	2,177,962	-	1,555,687
335500 COUNTY OPTION INCOME TAX	205,100	205,100	17,092	119,642	-	85,458
335700 COMMERCIAL VEHICLE TAX REVENUE	255,818	255,818	-	123,186	-	132,632
339000 IN LIEU OF PROP. TAX	25,372	25,372	-	10,087	-	15,285
<b>INTERGOVERNMENTAL Total</b>	<b>7,536,265</b>	<b>7,536,265</b>	<b>328,229</b>	<b>4,031,353</b>	<b>-</b>	<b>3,504,912</b>
<b>CHARGES FOR SERVICES</b>						
347600 COPY MACHINE REVENUE	-	-	116	793	-	(793)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	28,821	207,321	-	67,679
347602 FAX TRANSMISSION REVENUE	32,000	32,000	5,541	38,306	-	(6,306)
347603 PROCTORING EXAMS	3,500	3,500	1,075	4,320	-	(820)
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	77,837	-	5,163
347605 USAGE FEE REVENUE	14,000	14,000	150	7,450	-	6,550
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	3,075	11,018	-	983
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	3,325	9,629	-	5,371
347608 SECURITY SERVICES REVENUE	18,000	18,000	3,955	13,855	-	4,145
347609 EVENT SECURITY	-	-	1,260	4,236	-	(4,236)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	510	3,308	-	2,692
347621 CATERING REVENUE	75,000	75,000	5,833	30,299	-	44,701
<b>CHARGES FOR SERVICES Total</b>	<b>536,140</b>	<b>536,140</b>	<b>53,662</b>	<b>408,371</b>	<b>-</b>	<b>127,769</b>
<b>FINES</b>						
351200 FINES	761,840	761,840	57,008	402,133	-	359,707
351201 OTHER CARD REVENUE	12,000	12,000	70	1,036	-	10,964
351202 HEADSET REVENUE	6,000	6,000	615	4,122	-	1,878
351203 USB REVENUE	6,000	6,000	475	3,682	-	2,318
351204 LIBRARY TOTES	2,500	2,500	222	1,346	-	1,154
<b>FINES Total</b>	<b>788,340</b>	<b>788,340</b>	<b>58,390</b>	<b>412,319</b>	<b>-</b>	<b>376,021</b>
<b>MISCELLANEOUS</b>						
360000 MISCELLANEOUS REVENUE	6,000	6,000	53	1,285	-	4,715
360001 REVENUE ADJUSTMENT	-	-	-	(563)	-	563
361000 INTEREST INCOME	35,000	35,000	8,659	43,732	-	(8,732)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	13,261	63,347	-	61,653
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	9,320	41,723	-	30,778
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	2,305	7,783	-	(7,783)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	750	2,255	-	245
367004 OTHER GRANTS	225,000	225,000	225,000	225,000	-	-
<b>MISCELLANEOUS Total</b>	<b>466,000</b>	<b>466,000</b>	<b>259,349</b>	<b>384,561</b>	<b>-</b>	<b>81,439</b>
<b>OTHER FINANCING SRCS</b>						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	120	-	4,880
396000 REFUNDS	5,000	5,000	-	35,611	-	(30,611)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	11,116	183,303	-	(8,303)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	703,514	-	(683,514)
<b>OTHER FINANCING SRCS Total</b>	<b>205,000</b>	<b>205,000</b>	<b>11,116</b>	<b>922,548</b>	<b>-</b>	<b>(717,548)</b>
<b>REVENUE Total</b>	<b>42,937,101</b>	<b>42,937,101</b>	<b>710,746</b>	<b>24,745,123</b>	<b>-</b>	<b>18,191,978</b>
<b>EXPENSE</b>						
<b>PERSONAL SERVICES</b>						
411000 SALARIES APPOINTED STAFF	16,106,437	16,160,731	1,195,197	8,887,423	-	7,273,308
412000 SALARIES HOURLY STAFF	1,770,890	1,770,890	187,540	975,925	-	794,965
413000 WELLNESS	30,000	30,000	17,090	17,180	2,930	9,890
413001 LONG TERM DISABILITY INSURANCE	35,000	35,000	3,585	24,700	-	10,300
413002 EMPLOYEE ASSISTANCE PROGRAM	22,020	22,020	-	-	-	22,020

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Fund 101- Operating Fund - Detailed Income Statement**  
**MONTH ENDED JULY 2018**

413003 TUITION ASSISTANCE	8,000	18,000	2,000	16,624	-	1,376
413100 FICA AND MEDICARE	1,367,616	1,361,770	99,612	707,857	-	653,913
413300 PERF/INPRS	2,272,649	2,274,053	167,729	1,245,015	-	1,029,038
413400 UNEMPLOYMENT COMPENSATION	7,000	7,000	-	307	-	6,693
413500 MEDICAL & DENTAL INSURANCE	4,100,000	4,100,000	258,920	2,168,566	-	1,931,434
413600 GROUP LIFE INSURANCE	34,000	34,000	3,140	21,946	-	12,054
<b>PERSONAL SERVICES Total</b>	<b>25,753,612</b>	<b>25,813,463</b>	<b>1,934,812</b>	<b>14,065,543</b>	<b>2,930</b>	<b>11,744,990</b>

**SUPPLIES**

421500 OFFICE SUPPLIES - FAC/PURCH	477,599	411,838	10,654	139,628	20,220	251,989
421501 PUBLIC DEVICES	149,000	149,256	-	184	256	148,816
421502 STAFF DEVICES	27,000	27,000	-	3,865	-	23,135
421600 LIBRARY SUPPLIES	219,210	224,968	7,015	38,179	24,476	162,313
421700 DEPARTMENT OFFICE SUPPLIES	190,350	373,944	11,475	161,922	49,673	162,349
422210 GASOLINE	40,000	42,498	4,329	13,800	9,054	19,645
422250 UNIFORMS	8,000	8,000	-	56	-	7,944
422310 CLEANING & SANITATION	165,000	171,239	6,786	57,094	18,286	95,859
429001 NON CAPITAL FURNITURE & EQUIP	76,500	77,652	3,788	15,243	1,029	61,381
<b>SUPPLIES Total</b>	<b>1,352,659</b>	<b>1,486,395</b>	<b>44,047</b>	<b>429,971</b>	<b>122,993</b>	<b>933,431</b>

**OTHER SERVICES AND CHARGES**

431100 LEGAL SERVICES	219,000	256,488	-	157,387	-	99,102
431500 CONSULTING SERVICES	299,150	653,267	52,771	364,698	235,036	53,533
432100 FREIGHT & EXPRESS	5,500	5,716	372	3,362	1,971	383
432200 POSTAGE	68,150	68,331	310	3,288	1,889	63,154
432300 TRAVEL	38,830	38,830	1,126	9,014	-	29,816
432400 DATA COMMUNICATIONS	303,300	303,300	9,049	156,734	-	146,566
432401 CELLULAR PHONE	11,610	11,610	1,382	7,520	-	4,090
432500 CONFERENCES	100,000	100,000	5,319	36,105	-	63,895
432501 IN HOUSE CONFERENCE	45,000	45,180	410	3,889	-	41,291
433100 OUTSIDE PRINTING	259,789	257,919	15,877	95,577	12,159	150,183
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	586	942	-	608
434100 WORKER'S COMPENSATION	157,000	157,000	-	52,144	-	104,856
434200 PACKAGE	236,485	236,485	11,293	95,551	-	140,934
434201 EXCESS LIABILITY	10,001	10,001	-	3,558	-	6,443
434202 AUTOMOBILE	18,750	18,750	-	7,508	-	11,242
434500 OFFICIAL BONDS	1,000	1,000	-	-	-	1,000
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,266	-	734
434502 BROKERAGE FEE	17,000	17,000	-	8,500	-	8,500
435100 ELECTRICITY	997,500	1,067,493	80,137	514,305	-	553,188
435200 NATURAL GAS	118,450	131,116	1,524	62,420	60,246	8,450
435300 HEAT/STEAM	382,200	419,596	16,892	204,163	215,433	-
435400 WATER	68,250	77,673	7,120	38,713	38,959	-
435401 COOLING/CHILLED WATER	475,860	499,128	67,972	261,115	214,877	23,137
435500 STORMWATER	20,330	20,330	-	8,783	11,548	-
435900 SEWAGE	77,040	90,535	10,631	53,575	35,349	1,612
436100 REP & MAINT-STRUCTURE	1,900,000	2,217,827	105,223	916,078	344,262	957,488
436110 CLEANING SERVICES	1,064,228	1,148,257	158,383	600,005	427,224	121,028
436200 REP & MAINT-EQUIPMENT	196,500	198,187	7,122	33,308	23,799	141,080
436201 REP & MAINT-HEATING & AIR	455,000	852,084	48,191	547,895	148,053	156,137
436202 REP & MAINT -AUTO	59,475	60,682	7,906	18,992	2,380	39,310
436203 REP & MAINT-COMPUTERS	439,620	438,295	-	228,383	114,435	95,476
437200 EQUIPMENT RENTAL	68,070	68,070	4,884	39,868	14,098	14,103
437300 REAL ESTATE RENTAL	470,271	470,271	37,513	271,339	-	198,932
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	56,372	61,782	6,320	43,999	29,120	(11,337)
439601 SNOW REMOVAL	354,080	407,570	-	329,533	32,425	45,611
439602 LAWN & LANDSCAPING	283,365	284,656	23,349	120,661	87,546	76,449
439800 DUES & MEMBERSHIPS	55,875	55,875	-	33,409	-	22,466
439901 COMPUTER SERVICES	91,790	178,066	527	34,508	37,158	106,400
439902 PAYROLL SERVICES	120,000	158,681	9,556	71,838	35,000	51,843
439903 SECURITY SERVICES	1,004,721	1,040,265	81,213	518,765	424,360	97,139
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	4,040	22,649	-	42,351
439905 OTHER CONTRACTUAL SERVICES	544,237	581,066	63,214	282,108	206,846	92,112
439906 RECRUITMENT EXPENSES	20,500	20,500	685	3,297	-	17,203
439907 EVENTS & PR	34,200	35,200	1,125	9,439	1,015	24,747
439910 PROGRAMMING	75,500	76,925	5,980	25,635	41,874	9,417
439911 PROGRAMMING-JUV.	145,000	147,009	22,186	73,439	17,517	56,054

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Fund 101- Operating Fund - Detailed Income Statement**  
**MONTH ENDED JULY 2018**

439912 PROGRAMMING ADULT - CENTRAL	25,000	35,935	170	26,315	-	9,620
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	7,681	-	775	1,925	4,981
439920 PROPERTY TAXES	-	-	320	320	-	(320)
439930 MATERIALS CONTRACTUAL	2,000,000	-	-	-	-	-
439931 E-BOOKS	-	845,281	24,858	377,523	-	467,758
439932 E-AUDIO	-	501,222	16,006	198,768	-	302,455
439934 DATABASES	-	670,000	84,265	474,357	-	195,643
<b>OTHER SERVICES AND CHARGES Total</b>	<b>13,506,549</b>	<b>15,155,684</b>	<b>995,809</b>	<b>7,467,321</b>	<b>2,816,503</b>	<b>4,871,859</b>
<b>CAPITAL</b>						
445200 VEHICLES	50,000	50,000	19,718	19,962	2,084	27,955
445300 CAPITAL - EQUIPMENT	55,000	63,972	-	13,210	1,709	49,053
445301 COMPUTER EQUIPMENT	290,000	290,000	-	-	200,254	89,746
449000 BOOKS & MATERIALS	2,165,000	2,165,000	108,859	1,211,076	1,273	952,650
449001 PERIODICALS & NEWSPAPERS	120,000	120,000	928	5,208	-	114,792
449002 NON-PRINT	115,000	115,000	-	-	-	115,000
449003 CD'S	210,000	210,000	16,699	126,806	-	83,194
449004 DVD'S	940,000	940,000	29,190	344,546	-	595,454
449100 UNPROCESSED PAPERBACK BOOKS	137,000	150,227	10,517	24,634	83,929	41,664
<b>CAPITAL Total</b>	<b>4,082,000</b>	<b>4,104,199</b>	<b>185,910</b>	<b>1,745,443</b>	<b>289,249</b>	<b>2,069,507</b>
<b>OTHER FINANCING SRCS</b>						
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
452002 TRANSFER OUT	-	-	-	-	-	-
<b>OTHER FINANCING SRCS Total</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>EXPENSE Total</b>	<b>44,709,820</b>	<b>46,574,740</b>	<b>3,160,578</b>	<b>23,708,278</b>	<b>3,231,675</b>	<b>19,634,787</b>

**INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY**  
**CASHFLOW PROJECTIONS - OPERATING FUND**  
**January 1 - December 31, 2018**

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
<b>Beginning Balance</b>	\$ 18,921,220	\$ 16,466,412	\$ 13,136,608	\$ 11,005,957	\$ 9,913,129	\$ 12,629,221	\$ 22,407,676	\$ 20,175,559	\$ 16,220,131	\$ 13,011,904	\$ 10,853,935	\$ 11,246,176	\$ 18,921,220	\$ 18,921,220	
<b>Receipts:</b>															
Property Tax	-	-	-	1,550,000	5,500,000	11,535,970	-	-	-	1,275,000	4,825,000	9,143,260	33,829,230	33,405,356	423,874
Excise Tax	-	-	-	-	-	1,337,738	-	-	-	-	-	1,337,738	2,675,477	2,766,458	(90,981)
Financial Institution Tax	-	-	-	-	-	125,277	-	-	-	-	-	125,277	250,554	299,868	(49,314)
Commercial Vehicle Tax	-	-	-	-	-	123,186	-	-	-	-	-	123,186	246,372	255,818	(9,446)
In-Lieu-of Taxes	-	-	-	-	-	10,087	-	-	-	-	-	10,087	20,174	25,372	(5,198)
Local Option Income Tax (LOIT)	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	3,733,648	3,733,649	(1)
County Option Income Tax (COIT)	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	205,100	205,100	0
Fines	64,155	55,488	63,168	52,354	48,419	61,541	57,008	63,487	63,487	63,487	63,487	63,487	719,567	761,840	(42,273)
Photocopier	58	55	147	173	157	87	116	-	-	-	-	-	793	-	793
Printers	25,763	29,877	34,818	31,928	27,692	28,421	28,821	17,846	17,846	17,846	17,846	17,846	296,550	275,000	21,550
Fax Transmissions	5,035	5,423	6,344	5,702	5,153	5,108	5,541	2,667	2,667	2,667	2,667	2,667	51,639	32,000	19,639
Headsets	617	589	665	568	533	535	615	500	500	500	500	500	6,622	6,000	622
USB	537	502	610	593	505	459	475	500	500	500	500	500	6,182	6,000	182
PLAC Dist.	-	-	-	-	-	77,837	-	-	-	-	-	-	77,837	83,000	(5,163)
Interest income	4,977	4,754	5,498	5,845	7,030	6,968	8,659	2,917	2,917	2,917	2,917	2,917	58,315	35,000	23,315
Library totes	149	155	140	178	182	320	222	195	150	150	120	100	2,061	2,500	(439)
Other Card Revenue	285	266	197	7	136	75	70	1,000	900	1,000	900	500	5,336	12,000	(6,664)
Miscellaneous	194	369	181	246	(357)	35	53	500	500	500	500	500	3,221	6,000	(2,779)
Proctoring Exams	435	345	630	500	815	520	1,075	300	100	300	300	300	5,620	3,500	2,120
Facility Rental	17,456	17,563	19,947	21,416	20,929	26,582	37,401	15,000	25,000	30,000	15,000	26,640	272,935	261,640	11,295
Catering Commission	-	9,894	-	1,446	2,460	10,665	5,833	-	10,000	14,000	17,000	5,500	76,799	75,000	1,799
Café Revenue	-	-	-	1,656	-	1,142	510	500	500	500	500	500	5,808	6,000	(192)
Reimbursement for Services	-	20,117	-	-	64,613	87,456	11,116	1,000	9,000	-	-	54,000	247,303	175,000	72,303
Insurance Reimbursement	-	-	686,389	-	17,126	-	-	-	-	-	-	-	703,515	20,000	683,515
Refunds	4,487	-	3,175	-	27,949	-	-	-	-	-	-	-	35,611	5,000	30,611
Erate Revenue	25,618	25,605	12,803	47,830	12,803	12,803	-	12,803	30,000	12,803	31,000	12,803	236,871	250,000	(13,129)
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	20	40	-	20	40	-	-	2,000	-	2,000	-	4,120	5,000	(880)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>477,996</b>	<b>499,251</b>	<b>1,162,981</b>	<b>2,048,672</b>	<b>6,064,394</b>	<b>13,781,082</b>	<b>710,746</b>	<b>447,443</b>	<b>494,295</b>	<b>1,750,398</b>	<b>5,308,465</b>	<b>11,256,536</b>	<b>44,002,259</b>	<b>42,937,101</b>	<b>1,065,158</b>
<b>Expenditures:</b>															
Personal Services & Benefits	2,045,240	1,846,976	1,829,080	1,828,056	1,863,028	2,718,351	1,934,812	1,977,479	1,977,479	1,977,479	1,977,479	3,066,756	25,042,216	25,820,562	778,346
Supplies	72,458	79,779	46,498	62,405	63,772	61,012	44,047	378,094	80,329	271,617	231,568	130,912	1,522,491	1,522,491	-
Other Services and Charges	1,422,247	1,074,162	1,238,563	885,726	973,109	877,705	1,006,326	1,589,147	1,384,381	1,384,154	1,920,212	1,703,184	15,458,917	15,458,917	-
Library Materials Capital Outlay	179,926	338,967	252,058	229,033	309,557	249,992	175,393	458,149	260,333	275,117	786,964	605,710	4,121,199	4,121,199	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,719,871</b>	<b>3,339,884</b>	<b>3,366,199</b>	<b>3,005,220</b>	<b>3,209,466</b>	<b>3,907,060</b>	<b>3,160,578</b>	<b>4,402,870</b>	<b>3,702,522</b>	<b>3,908,367</b>	<b>4,916,223</b>	<b>5,506,562</b>	<b>46,144,823</b>	<b>46,923,169</b>	<b>778,346</b>
<b>Change in AP/Petty Cash</b>	<b>787,067</b>	<b>(489,170)</b>	<b>72,567</b>	<b>(136,281)</b>	<b>(138,836)</b>	<b>(95,567)</b>	<b>217,715</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Balance</b>	<b>\$ 16,466,412</b>	<b>\$ 13,136,608</b>	<b>\$ 11,005,957</b>	<b>\$ 9,913,129</b>	<b>\$ 12,629,221</b>	<b>\$ 22,407,676</b>	<b>\$ 20,175,559</b>	<b>\$ 16,220,131</b>	<b>\$ 13,011,904</b>	<b>\$ 10,853,935</b>	<b>\$ 11,246,176</b>	<b>\$ 16,996,150</b>	<b>\$ 16,778,656</b>	<b>\$ 14,935,152</b>	



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
STATUS OF THE TREASURY - CASH BALANCES  
MONTH ENDED JULY 2018**

<b>Fund</b>	<b>Fund Name</b>	<b>Beg. Balance</b>	<b>END BALANCE</b>	<b>INVESTMENTS**</b>	<b>TOTAL</b>
101	GENERAL (OPERATING) FUND	* \$ 13,802,943	\$ 15,015,874	\$ 5,159,685	\$ 20,175,559
102	EXCESS LEVY	-	-	-	-
103	UNUSED	-	-	-	-
104	FINES	-	187	-	187
190	BEECH GROVE	-	-	-	-
226	PARKING GARAGE	* 416,228	454,579	203,469	658,048
230	GRANT	538,938	1,113,630	-	1,113,630
245	RAINY DAY FUND	251,287	186,605	4,551,161	4,737,765
270	SHARED SYSTEM	145,330	58,824	310,964	369,788
290	CAFÉ & CATERING	-	-	-	-
301	B&I REDEMPTION FUND	3,935,133	1,038,812	1,476,038	2,514,850
321	B&I REDEMPTION FUND II	59,515	162,776	-	162,776
471	LIBRARY IMPROV RESERVE FUND	264,322	150,518	2,649,231	2,799,749
472	CONSTRUCTION	11,966	62,006	-	62,006
473	CAPITAL PROJECTS FUND	-	-	-	-
474	2014 MULTI-BRANCH FAC IMPROV	13,591	2,491	-	2,491
475	2015 BOND - RFID BOOKS AND MAT	4,418	157,334	750,000	907,334
476	2016 BOND - MICHIGAN ROAD	126,149	539,076	4,570,870	5,109,945
477	2017 BOND - BRIGHTWOOD	280,997	238,270	5,335,008	5,573,278
478	2017 BOND - EAGLE	7,632,922	390,216	6,039,510	6,429,726
479	2018A BOND - ILS/AHS/FACIM	-	4,952,632	-	4,952,632
800	GIFT	143,561	310,254	518,273	828,527
806	PAYROLL LIABILITIES	113,730	78,362	-	78,362
812	FOUNDATION AGENCY FUND	509	4,571	-	4,571
813	STAFF ASSOCIATION	2	6	-	6
814	SALES TAX	1,337	1,594	-	1,594
815	PLAC CARD REVENUE	25,501	31,221	-	31,221
<b>Totals</b>		<b>\$ 27,768,379</b>	<b>\$ 24,949,839</b>	<b>\$ 31,564,208</b>	<b>\$ 56,514,047</b>

\*Does not include Petty Cash on Hand in Fund 101 in the amount of \$6,499 and Garage Fund change in the amount of \$1,800.

\*\* Investments include balances at Fifth Third Bank, Hoosier Fund, and Trust Indiana.

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
MONTH ENDED JULY 2018**

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	<u>Balance July 31, 2018</u>	<u>Interest Earned July 31, 2018</u>		<u>Balance June 30, 2018</u>	<u>Interest Earned June 30, 2018</u>
Operating Fund	\$ 11,051,938	\$ 1,476	Operating Fund	\$ 1,050,463	\$ 277
Library Improvement Reserve Fd	622	0	Library Improvement Reserve Fd	621	0
Shared System Fund	46,237	19	Shared System Fund	46,218	18
Grant Fund	438,335	178	Grant Fund	438,157	173
Parking Garage	305,031	124	Parking Garage	304,908	120
Bond & Interest Redemption Fd	538,750	219	Bond & Interest Redemption Fd	538,532	212
<b>Total Chase Savings Account</b>	<b>\$ 12,380,914</b>	<b>\$ 2,016</b>	<b>Total Chase Savings Account</b>	<b>\$ 2,378,898</b>	<b>\$ 801</b>
<i>The average savings account rate for July was 0.48%</i>			<i>The average savings account rate for June was 0.48%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	<u>Balance July 31, 2018</u>	<u>Interest Earned July 31, 2018</u>		<u>Balance June 30, 2018</u>	<u>Interest Earned June 30, 2018</u>
Operating Fund	\$ 3,603,294	\$ 4,806	Operating Fund	\$ 3,598,488	\$ 4,486
Library Improvement Reserve Fd	2,649,231	3,541	Library Improvement Reserve Fd	2,645,689	3,357
Shared System Fund	310,964	415	Shared System Fund	310,549	387
Gift Fund	518,273	691	Gift Fund	517,582	645
Construction Fund	-	-	Construction Fund	-	135
Parking Garage	203,469	271	Parking Garage	203,198	253
Rainy Day Fund	4,378,485	5,839	Rainy Day Fund	4,372,646	5,451
Bond & Interest Redemption Fd	1,036,546	1,382	Bond & Interest Redemption Fd	1,035,164	1,290
<b>Total Fifth Third Bank</b>	<b>\$ 12,700,262</b>	<b>\$ 16,946</b>	<b>Total Fifth Third Bank</b>	<b>\$ 12,683,316</b>	<b>\$ 16,005</b>
<i>The average investment account rate for July was 1.60%</i>			<i>The average investment account rate for June was 1.5%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	<u>Balance July 31, 2018</u>	<u>Interest Earned July 31, 2018</u>		<u>Balance June 30, 2018</u>	<u>Interest Earned June 30, 2018</u>
Operating Fund	\$ 1,544,452	\$ 2,358	Operating Fund	\$ 1,542,094	\$ 2,187
Rainy Day Fund	172,676	264	Rainy Day Fund	172,412	245
2017A Brightwood Project Fund	5,335,008	8,513	2017A Brightwood Project Fund	5,576,494	7,909
<b>Total Hoosier Fund Account</b>	<b>\$ 7,052,135</b>	<b>\$ 11,135</b>	<b>Total Hoosier Fund Account</b>	<b>\$ 7,291,000</b>	<b>\$ 10,341</b>
<i>The average Hoosier Fund account rate for July was 1.73%</i>			<i>The average Hoosier Fund account rate for June was 1.72%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	<u>Balance July 31, 2018</u>	<u>Interest Earned July 31, 2018</u>		<u>Balance June 30, 2018</u>	<u>Interest Earned June 30, 2018</u>
Operating Fund	\$ 11,939	\$ 20	Operating Fund	\$ 11,919	\$ 18
2015 RFID Project Fund	750,000	-	2015 RFID Project Fund	1,000,000	-
2016 Michigan Road Project Fund	4,570,870	8,622	2016 Michigan Road Project Fund	5,312,248	8,116
2017B Eagle Project Fund	6,039,510	10,053	2017B Eagle Project Fund	6,029,457	9,211
Bond & Interest Redemption Fd	439,492	2,187	Bond & Interest Redemption Fd	437,305	2,196
<b>Total TrustIndiana Account</b>	<b>\$ 11,811,811</b>	<b>\$ 20,882</b>	<b>Total TrustIndiana Account</b>	<b>\$ 12,790,929</b>	<b>\$ 19,541</b>
<i>The average TrustIndiana account rate for July was 1.97%</i>			<i>The average TrustIndiana account rate for June was 1.87%</i>		

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement**  
**MONTH ENDED JULY 2018**

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>REVENUES</b>						
<b>Property Taxes</b>						
311000 PROPERTY TAX	\$12,168,828	\$12,168,828	\$6,614,252	\$6,614,252	\$-	\$5,554,576
<b>Property Taxes Total</b>	<b>12,168,828</b>	<b>12,168,828</b>	<b>6,614,252</b>	<b>6,614,252</b>	<b>-</b>	<b>5,554,576</b>
<b>Intergovernmental</b>						
335100 FINANCIAL INSTITUTION T	89,605	89,605	34,176	34,176	-	55,429
335200 LICENSE EXCISE TAX REVE	732,478	732,478	364,783	364,783	-	367,695
335700 COMMERCIAL VEHICLE TAX	76,445	76,445	33,606	33,606	-	42,839
339000 IN LIEU OF PROP. TAX	7,556	7,556	2,769	2,769	-	4,787
<b>Intergovernmental Total</b>	<b>906,084</b>	<b>906,084</b>	<b>435,334</b>	<b>435,334</b>	<b>-</b>	<b>470,750</b>
<b>Miscellaneous</b>						
361000 INTEREST INCOME	5,000	5,000	3,699	19,952	-	(14,952)
<b>Miscellaneous Total</b>	<b>5,000</b>	<b>5,000</b>	<b>3,699</b>	<b>19,952</b>	<b>-</b>	<b>(14,952)</b>
<b>REVENUES Total</b>	<b>13,079,912</b>	<b>13,079,912</b>	<b>7,053,284</b>	<b>7,069,538</b>	<b>-</b>	<b>6,010,374</b>
<b>EXPENSES</b>						
<b>Other Services and Charges</b>						
439904 BANK FEES/CREDIT CARD F	4,750	4,750	-	2,250	-	2,500
438100 PRINCIPAL	10,450,000	10,450,000	2,170,000	5,155,000	-	5,295,000
438200 INTEREST	2,357,485	2,357,485	768,885	1,226,584	-	1,130,901
<b>Other Services and Charges Total</b>	<b>12,812,235</b>	<b>12,812,235</b>	<b>2,938,885</b>	<b>6,383,834</b>	<b>-</b>	<b>6,428,401</b>
<b>EXPENSES Total</b>	<b>12,812,235</b>	<b>12,812,235</b>	<b>2,938,885</b>	<b>6,383,834</b>	<b>-</b>	<b>6,428,401</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Fund 245 - Rainy Day Fund - Detailed Income Statement**  
**MONTH ENDED JULY 2018**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	30,000	30,000	6,103	38,890	-	(8,890)
<b>MISCELLANEOUS Total</b>	<b>30,000</b>	<b>30,000</b>	<b>6,103</b>	<b>38,890</b>	<b>-</b>	<b>(8,890)</b>
<b>REVENUE Total</b>	<b>30,000</b>	<b>30,000</b>	<b>6,103</b>	<b>38,890</b>	<b>-</b>	<b>(8,890)</b>
<b>EXPENSE</b>						
<b>CHARGES FOR SERVICES</b>						
431100 LEGAL SERVICES	75,000	75,000	-	7,641	-	67,359
431200 ENGINEERING & ARCHITECTURAL	500,000	763,591	-	10,456	207,044	546,091
431500 CONSULTING SERVICES	203,000	232,675	-	1,300	28,375	203,000
433100 OUTSIDE PRINTING	-	-	-	2,100	-	(2,100)
439905 OTHER CONTRACTUAL SERVICES	250,000	256,300	-	6,300	-	250,000
<b>CHARGES FOR SERVICES Total</b>	<b>1,028,000</b>	<b>1,327,566</b>	<b>-</b>	<b>27,797</b>	<b>235,419</b>	<b>1,064,350</b>
<b>CAPITAL</b>						
441000 LAND	480,000	487,500	-	1,036,885	7,500	(556,885)
443500 BUILDING	1,040,000	1,040,000	-	-	-	1,040,000
<b>CAPITAL Total</b>	<b>1,520,000</b>	<b>1,527,500</b>	<b>-</b>	<b>1,036,885</b>	<b>7,500</b>	<b>483,115</b>
<b>OTHER FINANCING SRCS</b>						
452002 TRANSFER OUT	-	-	-	-	-	-
<b>OTHER FINANCING SRCS Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENSE Total</b>	<b>2,548,000</b>	<b>2,855,066</b>	<b>-</b>	<b>1,064,682</b>	<b>242,919</b>	<b>1,547,465</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement**  
**MONTH ENDED JULY 2018**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	26,000	26,000	3,541	21,216	-	4,784
<b>MISCELLANEOUS Total</b>	<b>26,000</b>	<b>26,000</b>	<b>3,541</b>	<b>21,216</b>	<b>-</b>	<b>4,784</b>
<b>REVENUE Total</b>	<b>26,000</b>	<b>26,000</b>	<b>3,541</b>	<b>21,216</b>	<b>-</b>	<b>4,784</b>
<b>EXPENSE</b>						
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	-	-	-	2,678	-	(2,678)
431200 ENGINEERING & ARCHITECTURAL	-	-	1,800	29,720	4,000	(33,720)
431500 CONSULTING SERVICES	-	-	-	-	8,000	(8,000)
436100 REP & MAINT-STRUCTURE	250,000	250,000	-	-	-	250,000
438400 ISSUANCE COSTS	-	-	-	2,903	-	(2,903)
<b>OTHER SERVICES AND CHARGES Total</b>	<b>250,000</b>	<b>250,000</b>	<b>1,800</b>	<b>35,300</b>	<b>12,000</b>	<b>202,700</b>
<b>CAPITAL</b>						
444500 BUILDING IMPRVMENTS & UPGRADES	150,000	150,000	-	-	-	150,000
444501 COMPUTER SOFTWARE	-	357,531	45,421	59,904	299,891	(2,264)
445300 CAPITAL - EQUIPMENT	-	415,871	52,897	77,916	479,858	(141,903)
<b>CAPITAL Total</b>	<b>150,000</b>	<b>923,402</b>	<b>98,319</b>	<b>137,820</b>	<b>779,749</b>	<b>5,833</b>
<b>OTHER FINANCING SRCS</b>						
452002 TRANSFER OUT	-	-	-	-	-	-
<b>OTHER FINANCING SRCS Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENSE Total</b>	<b>400,000</b>	<b>1,173,402</b>	<b>100,119</b>	<b>173,120</b>	<b>791,749</b>	<b>208,533</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Fund 226 - Parking Garage - Detailed Income Statement**  
**MONTH ENDED JULY 2018**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>CHARGES FOR SERVICES</b>						
347610 PARKING REVENUE	360,000	360,000	12,901	92,757	-	267,243
347611 EVENTS PARKING	11,000	11,000	1,675	6,435	-	4,565
<b>CHARGES FOR SERVICES Total</b>	<b>371,000</b>	<b>371,000</b>	<b>14,576</b>	<b>99,192</b>	<b>-</b>	<b>271,808</b>
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	2,000	2,000	395	2,323	-	(2,323)
<b>MISCELLANEOUS Total</b>	<b>2,000</b>	<b>2,000</b>	<b>395</b>	<b>2,323</b>	<b>-</b>	<b>(2,323)</b>
<b>REVENUE Total</b>	<b>373,000</b>	<b>373,000</b>	<b>14,972</b>	<b>101,515</b>	<b>-</b>	<b>269,485</b>
<b>EXPENSE</b>						
<b>SUPPLIES</b>						
421200 PRINTER SUPPLIES	2,500	2,500	1,382	1,741	-	759
421500 OFFICE SUPPLIES - FAC/PURCH	3,384	3,384	1,031	2,279	-	1,105
422310 CLEANING & SANITATION	-	-	21	21	-	(21)
<b>SUPPLIES Total</b>	<b>5,884</b>	<b>5,884</b>	<b>2,434</b>	<b>4,041</b>	<b>-</b>	<b>1,843</b>
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	-	-	-	203	-	(203)
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	3,000	7,000	-	5,000
432400 DATA COMMUNICATIONS	4,320	4,320	948	2,426	-	1,894
434201 EXCESS LIABILITY	5,280	5,280	1,320	3,080	-	2,200
436100 REP & MAINT-STRUCTURE	5,525	5,525	-	5,525	31,101	(31,101)
436110 CLEANING SERVICES	-	-	10,156	10,156	-	(10,156)
436200 REP & MAINT-EQUIPMENT	10,000	10,000	1,088	1,455	-	8,545
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	1,280	4,755	-	3,245
439905 OTHER CONTRACTUAL SERVICES	50,760	50,760	12,925	29,460	-	21,300
<b>OTHER SERVICES AND CHARGES Total</b>	<b>95,885</b>	<b>95,885</b>	<b>30,717</b>	<b>64,060</b>	<b>31,101</b>	<b>724</b>
<b>EXPENSE Total</b>	<b>101,769</b>	<b>5,884</b>	<b>33,151</b>	<b>68,102</b>	<b>31,101</b>	<b>2,566</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Summary of Construction Fund Cash Balances**  
**As of July 31, 2018**

**Construction Fund Cash Balances - Does Not Include Retainage Withheld**

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	907,333.99
Fund 476 - Restricted - Michigan Road Project	4,909,945.41
Fund 477 - Restricted - Brightwood Project	5,573,278.01
Fund 478 - Restricted - Eagle Project	6,360,531.33
Fund 479 - Restricted - Multiple Projects	4,952,632.37
Foundation	62,006.01
<b>Total Construction Fund Cash Balances</b>	<b><u>22,768,218.57</u></b>

**Construction Fund Classification Breakdown**

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	907,333.99
Fund 476 - Restricted - Michigan Road Project	4,909,945.41
Fund 477 - Restricted - Brightwood Project	5,573,278.01
Fund 478 - Restricted - Eagle Project	6,360,531.33
Fund 479 - Restricted - Multiple Projects	4,952,632.37
Foundation - Assigned - Central	62,006.01
<b>Total Construction Fund Breakdown</b>	<b><u>22,768,218.57</u></b>

**Summary of Classifications**

Total Restricted	22,706,212.56
Total Assigned	62,006.01
<b>Total of All Classifications</b>	<b><u>22,768,218.57</u></b>

**Summary of Project Activity**

<u>PROJECT</u>	*** ADJUSTED					<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>			
Fund 474 - Restricted - E. Washington, Southport, Warren	5,053,406.80	0.00	11,100.00	5,050,915.35	1,840.24	651.21	
Fund 475 - Restricted - RFID Project	2,000,000.00	20,002.32	365,204.92	1,110,787.37	400,215.54	488,997.09	
Fund 476 - Restricted - Michigan Road Project	7,685,869.88	402,347.19	2,026,473.39	2,775,924.47	3,973,409.08	936,536.33	
Fund 477 - Restricted - Brightwood Project	6,030,007.69	51,311.85	292,726.93	456,729.68	393,784.51	5,179,493.50	
Fund 478 - Restricted - Eagle Project	7,756,137.52	342,592.44	1,311,900.60	1,395,606.19	4,067,745.42	2,292,785.91	
Fund 479 - Restricted - Multiple Projects	5,030,000.00	47,367.63	47,367.63	47,367.63	7,250.00	4,975,382.37	
Major Repairs & Maintenance	3,453,433.86	0.00	54,677.00	3,392,064.93	13,400.00	47,968.93	
Central Technology	6,852,536.01	15,967.76	15,967.76	6,851,898.93	0.00	637.08	
<b>Total Expenditures</b>	<b><u>43,861,391.76</u></b>	<b><u>879,589.19</u></b>	<b><u>4,125,418.23</u></b>	<b><u>21,081,294.55</u></b>	<b><u>8,857,644.79</u></b>	<b><u>13,922,452.42</u></b>	

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	774.21	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 474	24,106.15	0.00	0.00	24,106.15	0.00
** Estimated Future Interest Earnings - Fund 476	120,869.88	8,621.99	55,186.48	120,869.88	0.00
** Estimated Future Interest Earnings - Fund 477	85,007.69	8,513.49	46,840.06	85,007.69	0.00
** Estimated Future Interest Earnings - Fund 478	39,509.97	10,053.13	39,509.97	39,509.97	0.00
** Estimated Future Interest Earnings - Fund 479	30,000.00	0.00	0.00	0.00	30,000.00

\* The difference in the budget balances of Central Project, Major Repairs & Maintenance and Central Technology (Open P.O + Unexpended) versus the cash balances (Foundation and Sale of Ambassador) is the estimated future interest earnings.  
 \*\* The difference in the budget balance (Open P.O + Unexpended) versus the cash balance is the estimated future interest earnings.  
 \*\*\* Adjusted Original Budget includes previously unallocated interest from previous months and current month. It is also included in Est Future Interest Budget.



# Board Action Request

6b

**To:** IMCPL Board

**Meeting Date:** August 27, 2018

**From:** Finance Committee

**Approved by the  
Library Board:**

**Effective Date:** August 27, 2018

**Subject:** Authorization For Chief Executive Officer And Chief Financial Officer To Initiate Process To Negotiate And Lease Property Fountain Square Branch Library Facility Pursuant to Indiana Code § 36-1-10, *Et Seq.* – Resolution 27-2018

**Recommendation:** Library Staff requests Board approval for the attached action (Resolution 27-2018) to authorize the Library's Chief Executive Officer and Chief Financial Officer to negotiate and initiate all procedural actions necessary for approval of a final negotiated lease agreement for Fountain Square Branch Library facility.

**Background:** The lease agreement for Fountain Square Branch Library's current location expires this year. Based upon staff analysis of Branch facilities and Branch usage, the Library Staff has concluded that the Library needs to maintain a branch location at or near the existing Fountain Square Library Branch. In light of this input, the board of Trustees will need to initiate the process of proceeding to lease a Branch facility for Fountain Square pursuant to Indiana Code § 36-1-10, *et seq.* The attached Resolution authorizes the initiation of that process and authorizes the Chief Executive Officer and the Chief Financial Officer to take all procedural steps necessary for proceeding under Indiana Code § 36-1-10, *et seq.* for leasing the Fountain Square Branch Facility, and to proceed with negotiating a lease agreement for the Fountain Square Branch Facility.

**Strategic/Fiscal Impact:** The rental fees for the leases are included in the Operating Fund.





## Board Resolution

6b

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

#### RESOLUTION 27-2018

#### AUTHORIZATION FOR CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER TO INITIATE PROCESS TO NEGOTIATE AND LEASE PROPERTY FOR FOUNTAIN SQUARE BRANCH LIBRARY FACILITY PURSUANT TO INDIANA CODE

§ 36-1-10, ET SEQ.

August 27, 2018

**WHEREAS**, the Indianapolis-Marion County Public Library ("Library") currently leases real property for the Fountain Square Branch Library facility comprising a part of the Library's branch library system in Marion County, Indiana, and

**WHEREAS**, the Board of Trustees of the Library deems it in the best interest of the Library to continue to lease real property for the Fountain Square Branch Library facility, and based on investigation by Library staff determines that the Fountain Square Branch Library facility is needed, and

**WHEREAS**, the Board of Trustees is desirous of entering into new or extended lease agreement for the Fountain Square Branch Library facility, and deems it in the best interest of the Library to proceed with leasing this property pursuant to Indiana Code § 36-1-10, et seq.

**RESOLVED**, that the Chief Executive Officer and the Chief Financial Officer each shall be, and hereby are, authorized (i) to proceed with initiating the process for leasing of real property for the Fountain Square Branch Library facility pursuant to Indiana Code § 36-1-10, et seq., (ii) to proceed with obtaining the necessary taxpayer signatures for a petition supporting the leasing of this facility, and (iii) for all other matters incident to the proper leasing of real property for the Fountain Square Branch facility pursuant to Indiana Code § 36-1-10, et seq.; and

**RESOLVED**, that the Chief Executive Officer and the Chief Financial Officer, or any of them, is hereby authorized to proceed with negotiating a lease agreement for the Fountain Square Branch Library facility, and to commence and initiate all procedural actions necessary for approval of final negotiated lease agreement pursuant to Indiana Code § 36-1-10, et seq., including the scheduling and notice of public hearings for the proposed lease once negotiated.



# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 8/14/2018 12:01:44 AM

Ordinance Number: 28-2018

Be it ordained/resolved by the **Indianapolis-Marion County Public Library** that for the expenses of **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY** for the year ending December 31, **2019** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Indianapolis-Marion County Public Library**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Indianapolis-Marion County Public Library	Library Board	08/27/2018

Funds				
Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$2,060,000	\$0	0.0000
0101	GENERAL	\$46,356,497	\$45,000,000	0.1216
0180	DEBT SERVICE	\$11,938,375	\$11,113,250	0.0300
0182	BOND #2	\$1,742,097	\$2,344,273	0.0063
2011	LIBRARY IMPROVEMENT RESERVE	\$600,000	\$0	0.0000
		<b>\$62,696,969</b>	<b>\$58,457,523</b>	<b>0.1579</b>

Name		Signature
Joanne M. Sanders, President	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Rev. T.D. Robinson, Vice President	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Dr. Terri Jett, Secretary	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
John J. Andrews, Member	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Dorothy R. Crenshaw, Member	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
Patricia A. Payne, Member	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	

# ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)  
Approved by the State Board of Accounts, 2015  
Prescribed by the Department of Local Government Finance

Budget Form No. 4  
Generated 8/14/2018 12:01:44 AM

## ATTEST

Name	Title	Signature
Dr. Terri Jett	Secretary	

**Indianapolis Marion County Public Library  
2019 Estimated Revenue**

<u>Description</u>	<u>2017 Actual</u>	<u>2018 Original Budget</u>	<u>2019 Draft Budget</u>	<u>Variance 2019 vs. 2018</u>
<b>Revenues</b>				
<b>Tax Revenue</b>				
PROPERTY TAX	33,783,786.80	40,974,356.00	42,130,543.00	1,156,187.00
PROPERTY TAX CAPS	-	(7,569,000.00)	(7,195,433.00)	373,567.00
LICENSE EXCISE TAX REVENUE	2,763,087.67	2,766,458.00	2,705,458.00	(61,000.00)
FINANCIAL INSTITUTION TAX REV	276,108.64	299,868.00	245,850.00	(54,018.00)
COMMERCIAL VEHICLE TAX REVENUE	255,818.09	255,818.00	249,381.00	(6,437.00)
IN LIEU OF PROP. TAX	25,371.38	25,372.00	20,087.00	(5,285.00)
LOCAL OPTION INCOME TAX	3,679,555.72	3,733,649.00	3,854,584.00	120,935.00
COUNTY OPTION INCOME TAX	202,211.45	205,100.00	213,720.00	8,620.00
<b>Total Tax Revenue</b>	<b>\$ 40,985,939.75</b>	<b>\$ 40,691,621.00</b>	<b>\$ 42,224,190.00</b>	<b>\$ 1,532,569.00</b>
<b>Fees &amp; Fines Revenue</b>				
FINES	712,018.54	761,840.00	670,000.00	(91,840.00)
COPY MACHINE REVENUE	1,256.91	-	1,300.00	1,300.00
PUBLIC PRINTING REVENUE	330,231.36	275,000.00	330,000.00	55,000.00
FAX TRANSMISSION REVENUE	52,213.11	32,000.00	60,000.00	28,000.00
OTHER CARD REVENUE	13,913.84	12,000.00	2,000.00	(10,000.00)
MISCELLANEOUS REVENUE	47,937.81	6,000.00	2,500.00	(3,500.00)
REVENUE ADJUSTMENT	1,034.50	-	-	-
HEADSET REVENUE	7,323.25	6,000.00	7,000.00	1,000.00
USB REVENUE	5,771.49	6,000.00	6,000.00	-
LIBRARY TOTES	2,088.77	2,500.00	2,500.00	-
PROCTORING EXAMS	4,774.22	3,500.00	4,500.00	1,000.00
<b>Total Fees &amp; Fines Revenue</b>	<b>\$ 1,178,563.80</b>	<b>\$ 1,104,840.00</b>	<b>\$ 1,085,800.00</b>	<b>\$ (19,040.00)</b>
<b>Grants</b>				
OTHER GRANTS	200,000.00	225,000.00	225,000.00	-
<b>Total Grants</b>	<b>\$ 200,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ -</b>
<b>Other Revenue</b>				
TRANSFER IN	31,231.41	-	-	-
INTEREST INCOME	46,971.15	35,000.00	82,366.00	47,366.00
PLAC CARD DISTRIBUTION REVENUE	85,819.95	83,000.00	78,000.00	(5,000.00)
LSC Parking License	-	2,640.00	-	-
USAGE FEE REVENUE	17,502.08	14,000.00	14,000.00	-
EQUIPMENT RENTAL REV - TAXABLE	15,314.98	-	10,000.00	10,000.00
EQUIPMENT RENTAL REV - NONTAX	4,431.00	2,500.00	2,500.00	-
SET-UP & SERVICE - TAXABLE	19,248.67	12,000.00	12,000.00	-
SET-UP & SERVICE - NON-TAXABLE	18,845.50	15,000.00	15,000.00	-
FACILITY RTL REV - TAXABLE	135,899.81	125,000.00	100,000.00	(25,000.00)
CAFE REVENUE	7,853.57	6,000.00	6,000.00	-
FACILITY RENTAL REV - NONTAX	63,821.50	72,500.00	64,000.00	(8,500.00)
SECURITY SERVICES REVENUE	34,003.00	18,000.00	18,000.00	-
CATERING REVENUE	79,492.10	75,000.00	75,000.00	-
SALE OF SURPLUS PROPERTY	6,743.15	5,000.00	5,000.00	-
E-RATE REVENUE	287,336.12	250,000.00	240,000.00	(10,000.00)
INSURANCE REIMBURSEMENTS	3,546.00	20,000.00	20,000.00	-
REIMBURSEMENT FOR SERVICES	197,955.09	175,000.00	175,000.00	-
REFUNDS	36,177.82	5,000.00	5,000.00	-
<b>Total Other Revenue</b>	<b>\$ 1,092,192.90</b>	<b>\$ 915,640.00</b>	<b>\$ 921,866.00</b>	<b>\$ 8,866.00</b>
	<b>\$ 43,456,696.45</b>	<b>\$ 42,937,101.00</b>	<b>\$ 44,456,856.00</b>	<b>\$ 1,522,395.00</b>

**Total Proposed Budget**  
**Strutural Deficit**

**\$ 46,356,497.18**  
**\$ (1,899,641.18)**

**Indianapolis Marion County Public Library  
2019 Proposed Budget**

Description	2017 Actual Including Encumbrances	2018 Original Budget	2019 Draft Budget	Variance 2019 vs. 2018
<b>Expenditures</b>				
<b>Services Personal</b>				
SALARIES APPOINTED STAFF	15,072,584.00	16,106,437.00	16,106,437.00	-
SALARIES HOURLY STAFF	1,571,504.00	1,770,890.00	1,770,890.00	-
MERIT INCREASES	-	-	447,547.00	447,547.00
NEW POSITIONS/SALARY ADJUSTMENT	-	-	183,000.00	183,000.00
<b>Total Salaries &amp; Wages</b>	<b>\$ 16,644,088.00</b>	<b>\$ 17,877,327.00</b>	<b>\$ 18,507,874.00</b>	<b>\$ 630,547.00</b>
MEDICAL & DENTAL INSURANCE	3,423,200.00	4,100,000.00	4,387,000.00	287,000.00
WELLNESS	15,260.00	30,000.00	35,000.00	5,000.00
GROUP LIFE INSURANCE	36,798.00	34,000.00	38,000.00	4,000.00
LONG TERM DISABILITY INSURANCE	38,954.00	35,000.00	43,000.00	8,000.00
UNEMPLOYMENT COMPENSATION	4,858.00	7,000.00	9,000.00	2,000.00
FICA AND MEDICARE	1,196,136.00	1,367,616.00	1,415,852.00	48,236.00
PERF	2,051,946.00	2,272,649.00	2,376,651.73	104,002.73
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	22,020.00	22,571.00	551.00
TUITION ASSISTANCE	15,162.00	8,000.00	25,000.00	17,000.00
<b>Total Employee Benefits</b>	<b>\$ 6,804,334.00</b>	<b>\$ 7,876,285.00</b>	<b>\$ 8,352,074.73</b>	<b>\$ 475,789.73</b>
<b>Total Services Personal</b>	<b>\$ 23,448,422.00</b>	<b>\$ 25,753,612.00</b>	<b>\$ 26,859,948.73</b>	<b>\$ 1,106,336.73</b>
<b>Supplies</b>				
<b>Office Supplies</b>				
OTHER OFFICE SUPPLIES	798,620.00	843,949.00	888,849.00	44,900.00
UNIFORMS	7,242.00	8,000.00	8,000.00	-
<b>Total Office Supplies</b>	<b>\$ 805,862.00</b>	<b>\$ 851,949.00</b>	<b>\$ 896,849.00</b>	<b>\$ 44,900.00</b>
<b>Operating Supplies</b>				
CLEANING & SANITATION	113,533.00	165,000.00	165,000.00	-
GASOLINE	24,099.00	40,000.00	40,000.00	-
<b>Total Operating Supplies</b>	<b>\$ 137,632.00</b>	<b>\$ 205,000.00</b>	<b>\$ 205,000.00</b>	<b>\$ -</b>
<b>Other Supplies</b>				
LIBRARY SUPPLIES	217,832.00	219,210.00	210,000.00	(9,210.00)
NON CAPITAL FURNITURE & EQUIP	99,163.00	76,500.00	68,000.00	(8,500.00)
<b>Total Other Supplies</b>	<b>\$ 316,995.00</b>	<b>\$ 295,710.00</b>	<b>\$ 278,000.00</b>	<b>\$ (17,710.00)</b>
<b>Total Supplies</b>	<b>\$ 1,260,489.00</b>	<b>\$ 1,352,659.00</b>	<b>\$ 1,379,849.00</b>	<b>\$ 27,190.00</b>
<b>Other Services &amp; Charges</b>				
<b>Professional Services</b>				
CONSULTING SERVICES	683,348.00	299,150.00	241,450.00	(57,700.00)
LEGAL SERVICES	286,636.00	219,000.00	219,000.00	-
<b>Total Professional Services</b>	<b>\$ 969,984.00</b>	<b>\$ 518,150.00</b>	<b>\$ 460,450.00</b>	<b>\$ (57,700.00)</b>
<b>Communication &amp; Transportation</b>				
POSTAGE	56,982.00	68,150.00	69,650.00	1,500.00
TRAVEL	21,864.00	38,830.00	37,830.00	(1,000.00)
CONFERENCES	84,297.00	100,000.00	116,875.00	16,875.00
IN HOUSE CONFERENCE	22,277.00	45,000.00	50,240.00	5,240.00
FREIGHT & EXPRESS	7,239.00	5,500.00	5,500.00	-
DATA COMMUNICATIONS	278,219.00	303,300.00	290,300.00	(13,000.00)
CELLULAR PHONE	12,134.00	11,610.00	13,550.00	1,940.00
<b>Total Communication &amp; Transportation</b>	<b>\$ 483,012.00</b>	<b>\$ 572,390.00</b>	<b>\$ 583,945.00</b>	<b>\$ 11,555.00</b>

**Indianapolis Marion County Public Library  
2019 Proposed Budget**

Description	2017 Actual Including Encumbrances	2018 Original Budget	2019 Draft Budget	Variance 2019 vs. 2018
<b>Printing &amp; Advertising</b>				
PUBLICATION OF LEGAL NOTICES	1,210.00	1,550.00	1,550.00	-
OUTSIDE PRINTING	159,184.00	259,789.00	226,500.00	(33,289.00)
<b>Total Printing &amp; Advertising</b>	<b>\$ 160,394.00</b>	<b>\$ 261,339.00</b>	<b>\$ 228,050.00</b>	<b>\$ (33,289.00)</b>
<b>Insurance</b>				
OFFICIAL BONDS	975.00	1,000.00	1,000.00	-
AUTOMOBILE	7,590.00	18,750.00	19,593.75	843.75
PACKAGE	212,246.00	236,485.00	241,687.67	5,202.67
WORKER'S COMPENSATION	161,698.00	157,000.00	159,826.00	2,826.00
EXCESS LIABILITY	8,121.00	10,001.00	10,351.04	350.04
PUBLIC OFFICIALS & EE LIAB	15,306.00	16,000.00	16,000.00	-
CLAIMS, AWARDS, INDEMNITIES	2,500.00	25,000.00	25,000.00	-
BROKERAGE FEE	17,000.00	17,000.00	17,000.00	-
<b>Total Insurance</b>	<b>\$ 425,436.00</b>	<b>\$ 481,236.00</b>	<b>\$ 490,458.46</b>	<b>\$ 9,222.46</b>
<b>Utilities</b>				
NATURAL GAS	114,858.00	118,450.00	118,450.00	-
ELECTRICITY	1,012,653.00	997,500.00	1,067,500.00	70,000.00
HEAT/STEAM	377,535.00	382,200.00	382,200.00	-
COOLING/CHILLED WATER	545,999.00	475,860.00	525,000.00	49,140.00
WATER	72,136.00	68,250.00	75,000.00	6,750.00
STORMWATER	18,694.00	20,330.00	25,000.00	4,670.00
SEWAGE	88,364.00	77,040.00	84,000.00	6,960.00
<b>Total Utilities</b>	<b>\$ 2,230,239.00</b>	<b>\$ 2,139,630.00</b>	<b>\$ 2,277,150.00</b>	<b>\$ 137,520.00</b>
<b>Repairs &amp; Maintenance</b>				
REP & MAINT-STRUCTURE	2,068,629.00	1,900,000.00	1,484,600.00	(415,400.00)
REP & MAINT-HEATING & AIR	606,695.00	455,000.00	310,950.00	(144,050.00)
TRANSFER TO LIRF	-	-	590,000.00	590,000.00
REP & MAINT -AUTO	41,928.00	59,475.00	65,000.00	5,525.00
REP & MAINT-EQUIPMENT	41,909.00	196,500.00	185,360.00	(11,140.00)
REP & MAINT-COMPUTERS	518,578.00	439,620.00	463,100.00	23,480.00
CLEANING SERVICES	1,023,833.00	1,064,228.00	1,079,239.00	15,011.00
<b>Total Repairs &amp; Maintenance</b>	<b>\$ 4,301,572.00</b>	<b>\$ 4,114,823.00</b>	<b>\$ 4,178,249.00</b>	<b>\$ 63,426.00</b>
<b>Rentals</b>				
REAL ESTATE RENTAL	462,315.00	470,271.00	480,000.00	9,729.00
EQUIPMENT RENTAL	65,548.00	68,070.00	78,100.00	10,030.00
<b>Total Rentals</b>	<b>\$ 527,863.00</b>	<b>\$ 538,341.00</b>	<b>\$ 558,100.00</b>	<b>\$ 19,759.00</b>
<b>Other Services &amp; Charges</b>				
AUDIT FEES	12,279.00	15,000.00	15,000.00	-
DUES & MEMBERSHIPS	41,528.00	55,875.00	57,400.00	1,525.00
COMPUTER SERVICES	79,896.00	91,790.00	204,790.00	113,000.00
PAYROLL SERVICES	160,527.00	120,000.00	170,000.00	50,000.00
SECURITY SERVICES	798,843.00	1,004,721.00	964,721.00	(40,000.00)
TRASH REMOVAL	67,889.00	56,372.00	75,000.00	18,628.00
SNOW REMOVAL	255,252.00	354,080.00	370,000.00	15,920.00
PROGRAMMING	91,765.00	75,500.00	75,500.00	-
PROGRAMMING-JUV.	152,309.00	145,000.00	145,000.00	-
PROGRAMMING ADULT - CENTRAL	20,576.00	25,000.00	25,000.00	-
PROGRAMMING EXHIBITS - CENTRAL	6,886.00	5,000.00	5,000.00	-

**Indianapolis Marion County Public Library  
2019 Proposed Budget**

Description	2017 Actual Including Encumbrances	2018 Original Budget	2019 Draft Budget	Variance 2019 vs. 2018
EVENTS & PR	21,887.00	34,200.00	34,200.00	-
LAWN & LANDSCAPING	280,223.00	283,365.00	319,271.00	35,906.00
OTHER CONTRACTUAL SERVICES	780,512.00	544,237.00	707,915.00	163,678.00
MATERIALS CONTRACTUAL	2,250,000.00	2,000,000.00	2,000,000.00	-
BANK FEES/CREDIT CARD FEES	40,088.00	65,000.00	65,000.00	-
RECRUITMENT EXPENSES	11,918.00	20,500.00	24,500.00	4,000.00
<b>Total Other Services &amp; Charges</b>	<b>\$ 5,072,378.00</b>	<b>\$ 4,895,640.00</b>	<b>\$ 5,258,297.00</b>	<b>\$ 362,657.00</b>
<b>Total Other Services &amp; Charges</b>	<b>\$ 14,170,878.00</b>	<b>\$ 13,521,549.00</b>	<b>\$ 14,034,699.46</b>	<b>\$ 513,150.46</b>
<b>Capital Outlay</b>				
CAPITAL - FURNITURE	138,103.00	-	20,000.00	20,000.00
CAPITAL - EQUIPMENT	122,813.00	55,000.00	55,000.00	-
COMPUTER EQUIPMENT	182,341.00	290,000.00	240,000.00	(50,000.00)
BOOKS & MATERIALS	3,511,224.00	3,550,000.00	3,550,000.00	-
UNPROCESSED PAPERBACK BOOKS	115,382.00	137,000.00	137,000.00	-
VEHICLES	42,675.00	50,000.00	80,000.00	30,000.00
<b>Total Capital Outlay</b>	<b>\$ 4,112,538.00</b>	<b>\$ 4,082,000.00</b>	<b>\$ 4,082,000.00</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 42,992,327.00</b>	<b>\$ 44,709,820.00</b>	<b>\$ 46,356,497.18</b>	<b>\$ 1,646,677.18</b>
Percentage increase over 2018			3.68%	



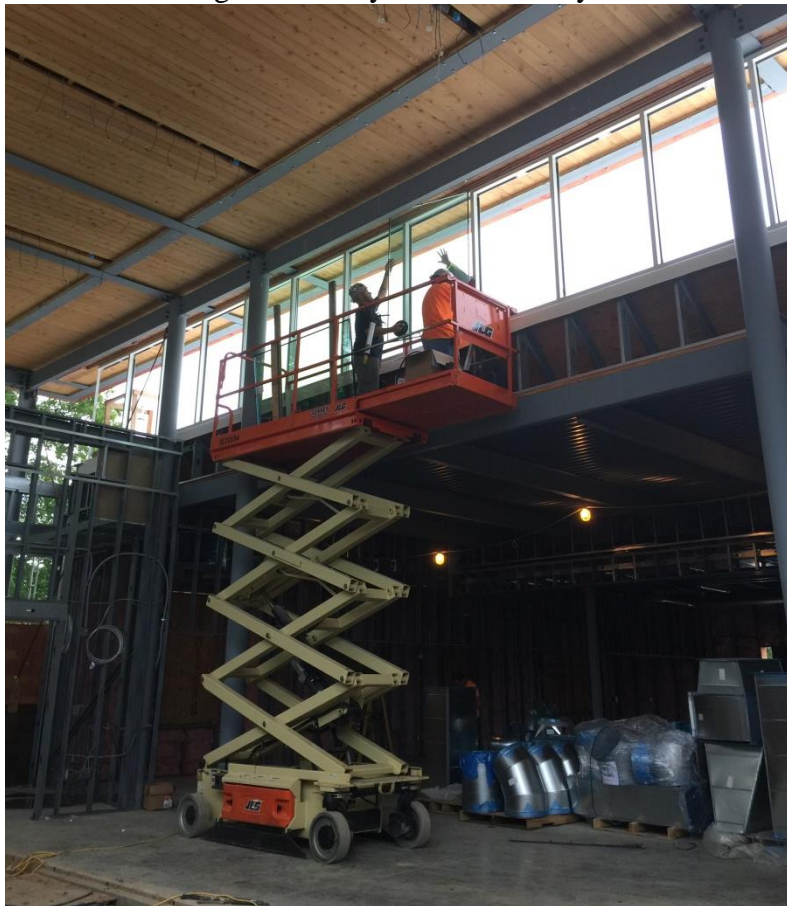
**To:** IndyPL Board Meeting Date: August 27, 2018  
Facilities Committee

**From:** Facilities Management Services Area  
Sharon Smith, Facilities Director

**Subject:** Michigan Road Branch Construction Progress

### Construction Progress for July 2018

The Project has reached a milestone with the beginning of the installation of glass. The work will help to weather-in the building for security and interior drywall work.



Project Site on August 7, 2018

View of the installation of glass in the Concourse Clerestory Windows

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: August 27, 2018



Project Site on July 25, 2018

View of the Concourse looking north with Branch staff and the Architects reviewing the full-size cardboard mock-up of the checkout desk.



Project Site on July 25, 2018

Architect Kevin Montgomery, Circulation Supervisor Priscilla Bell, ARM Carol Schlake, Branch Manager Denyce Malone and Designer Ali Herman reviewing desk details.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: August 27, 2018



Project Site on August 1, 2018

View from the entrance drive of the limestone and Halquist stone wall.



Project Site on August 1, 2018

View of the entry canopy and the concourse roof.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

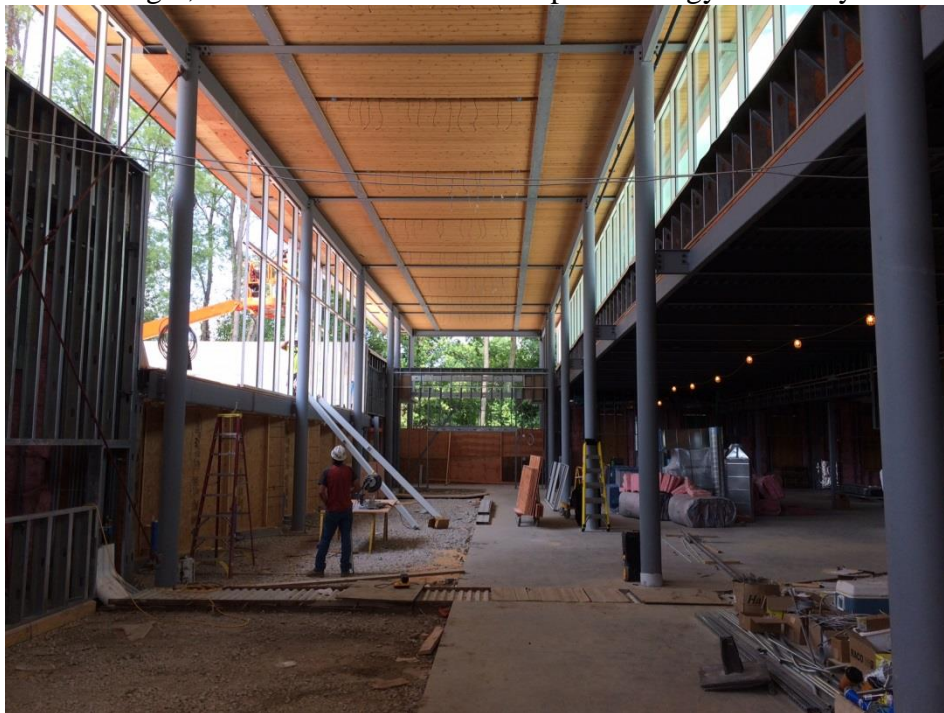
Re: Michigan Road Branch Construction Progress

Date: August 27, 2018



Project Site on August 1, 2018

Interior of the batt and spray foam insulation. The spray foam is used to complete the enclosure in tight, hard to reach cavities to improve energy efficiency.



Project Site on August 14, 2018

View of the installation of framing for the west glass in the Concourse.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: August 27, 2018



Project Site on August 14, 2018  
View of the entry canopy and the new walkway.



Project Site on August 14, 2018  
View of the new sidewalks along Michigan Road.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: August 27, 2018



Project Site on August 14, 2018  
View of the wall in the Children's Area.

**Construction Schedule Update**

Start drywall installation	August 20, 2018
<b>Install base course of asphalt</b>	<b>August 27, 2018</b>
Start ceiling grid	October 1, 2018
Start metal shelving	October 15, 2018
Substantial Completion	October 24, 2018

**Summary Construction Budget Update**

Project funded by the 2016 Construction Bond (Fund 476)	
Construction Contingency	\$589,000
<u>Expenses to Contingency</u>	<u>\$188,566</u>
Remaining Contingency	\$400,434
Percent Remaining Contingency	68%



# Board Briefing Report

8b

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** August 27, 2018

**From:** Facilities Management Services Area  
Sharon Smith, Facilities Director

**Subject:** Eagle Branch Construction Progress

## Construction Progress for July 2018

The concrete footings and foundation walls are complete. The installation of steel is in process. Work in Moller Road for utilities completed on schedule. Target installation of the floor slab the week of August 27.



Project Site on July 25, 2018  
View from Moller Road with steel installation in progress.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: August 27, 2018



Project Site on July 25, 2018

View looking east showing the slope of the ceiling and clearstory windows.



Project Site on July 25, 2018

Branch Manager Mary Agnes Hylton, Architect Landon Chapman, and Architect Dave Long.



Facilities Briefing Report

To: Facilities Committee, Item 8b  
From: Sharon Smith, Facilities Director  
Re: Eagle Branch Construction Progress  
Date: August 27, 2018



Project Site on July 25, 2018

View looking northeast showing the masonry end wall and steel structure.

**Construction Schedule Update**

Structural Steel	July 18, 2018
Interior Framing	August 27, 2018
Exterior Masonry	September 5, 2018
Substantial Completion	March 15, 2019

Quotes for the Fixtures, Furniture, and Equipment are due on July 3, 2018. These items are the last large unknown expense for the project.

**Summary Construction Budget Update**

Project funded by the 2017B Construction Bond (Fund 478)	
Construction Contingency	\$570,600
<u>Expenses to Contingency</u>	<u>\$71,292</u>
Remaining Contingency	\$499,308
Percent Remaining Contingency	87.5%



# Board Action Request

8c

**To:** IndyPL Board **Meeting Date:** August 27, 2018  
**From:** Facilities Committee **Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 29-2018**  
**Approval to Award a Construction Services Contract for the**  
**Beech Grove Branch Update Project**

**Recommendation:**

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 29-2018) to award a construction services contract for the Beech Grove Branch Update Project to **Boyle Construction Management, Inc, Indianapolis, Indiana**, for the total cost of \$151,000.00.

**Background:**

As part of the 2018 Facilities Plan, funds were allocated for the updating of the Beech Grove Branch in response to the Strategic Plan 2015-2020 to improve patron services. The Project will include these components:

- Move the interior entrance into the Branch closer to the entrance most used by patrons.
- Open the Information and Circulation Desk into the Gallery Hall to create a single welcoming and monitoring point for the entrance.
- Add space to the Children’s area by reallocating underutilized rooms in the Staff area.
- Reorganized and shorten the shelving heights to increase the openness of the Library.
- Increase patron seating.
- Add power to patron study tables.
- Provide accommodations for digital signage.

The preliminary project schedule targets a starting date of September 17, 2018, with substantial completion by December 14, 2018.

The Scope of Work was developed by the architects, Halstead Architects, Indianapolis, IN, working closely with IndyPL Branch and Facilities Staff. All construction work will be scheduled for continuing operation of Branch activities.

## **Board Action Request**

RE: Facilities Committee, Item 8c  
Resolution 29-2018 Approval to Award a Construction Services Contract for the  
Beech Grove Branch Update Project

Date: August 27, 2018

Halstead Architects prepared documents to solicit open, competitive, and sealed bids for the work. The bidding documents were issued on July 12, 2018 following the Public Works Statute IC § 36-1-12 and the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017.

Public notices per IC § 5-3-1 were published on July 13 and 20, 2018.

A Pre-Bid Conference and Site tour was held on July 26, 2018.

Notice of the Project was posted on our website and was emailed to these 15 business development entities:

- Center for Empowerment and Economic Development.
- Conexus Indiana.
- Hispanic Business Council, Indianapolis Chamber of Commerce.
- Indiana Minority Supplier Development Council.
- Indiana Chamber of Commerce.
- Indianapolis Black Chamber of Commerce.
- Indianapolis Chamber of Commerce.
- Indianapolis Office of Minority & Women Business Development.
- Indianapolis Urban League.
- National Association of Women Business Owners – Indy.
- Mid-States Minority Supplier Development Council.
- Small Business Administration.
- State of Indiana Minority & Women's Business Enterprise Division.
- Women's Business Enterprise Council, Indianapolis Chamber of Commerce.
- Women's Business Enterprise Council – Great Lakes Indiana.

Eight (8) sealed bids were received by the deadline of 1:00 pm local time on August 8, 2018. The bids were opened and read aloud publically. The sealed bids were to have a bid security for 10% of the total bid per IC § 36-1-12-4.5. Two of the bids were determined to be unresponsive because of the exceptions or lack of acknowledgment of the Addendum.

The Project also requires compliance with Requirements for Contractors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees. The responsive sealed bids were accompanied by a copy of the bidder's drug testing program.

The tabulation sheet is included on the following page.

**Board Action Request**

RE: Facilities Committee, Item 8c

Resolution 29-2018 Approval to Award a Construction Services Contract for the  
Beech Grove Branch Update Project

Date: August 27, 2018

Contractor	Lump-Sum Quote	Certifications	Receipt of Addendum 1	Drug Testing Program Plan	Executed Non-Collusion Affidavit	Executed E-Verify Affidavit
White Oak Construction	\$ 151,993.00		Yes	Yes	Yes	Yes
Alderson Construction	\$ 172,968.48		No	No	Yes	Yes
Boyle Construction Management	\$ 151,000.00		Yes	Yes	Yes	Yes
Hoffacker/Birnbaum with Conditions and Exceptions	(1) \$ 145,000.00		No	No	Yes	Yes
S&B Construction	\$ 263,000.00		Yes	Yes	Yes	Yes
3D Professional Contracting with Conditions and Exceptions	(2) \$ 128,852.00		No	Yes	Yes	Yes
Stenz Construction	\$ 193,000.00		Yes	No	Yes	Yes
JBM Contractors	\$ 194,000.00		Yes	Yes	Yes	Yes

(1) Bid was not on required form and did not include the required the supporting information.

(2) Bid did not acknowledge the Addendum.

**Strategic/Fiscal Impact:**

IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12. The Project is funded by the Library Operating Fund (101.)



## Board Resolution

8c

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 29-2018

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE BEECH GROVE BRANCH UPDATE PROJECT

AUGUST 27, 2108

**WHEREAS**, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility update projects in response to the Strategic Plan 2015-2020 for the long-term use of IndyPL facilities; and

**WHEREAS**, IndyPL staff and the architect, Halstead Architects, prepared bidding documents to solicit open, competitive, and sealed public bids for Beech Grove Branch Update Project; and

**WHEREAS**, IndyPL received sealed bids from eight (8) general contractors; and

**WHEREAS**, based on the review of the bids, IndyPL and the architect have determined **Boyle Construction Management, Inc., Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder, and recommend IndyPL award the contract to **Boyle Construction Management, Inc.**

**IT IS THEREFORE RESOLVED** the Beech Grove Branch Update Project contract, as bid, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Boyle Construction Management, Inc.** The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated July 12, 2018, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Boyle Construction Management, Inc.** will be for the total cost of One Hundred Fifty-One Thousand Dollars (\$151,000.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



# Board Action Request

8d

**To:** IndyPL Board **Meeting Date:** August 27, 2018  
**From:** Facilities Committee **Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 30-2018**  
**Approval to Award a Construction Services Contract for the**  
**Nora Branch Façade Replacement Project**

**Recommendation:**

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 30-2018) to award a construction services contract for the Nora Branch Façade Replacement Project to **Impact Construction Management, LLC, Indianapolis, Indiana**, for the total cost of \$241,998.00.

**Background:**

As part of the 2018 Facilities Plan, funds were allocated for replacement of the Nora Branch exterior soffit and fascia panels. The existing panels were installed in 1971 are past their useful life. The existing panels contain asbestos which will require removal and disposal under a separate contract with a certified abatement contractor. Working with our professional environmental consultant, Metric Environmental, we solicited quotes for the abatement work from four (4) vendors known to be capable of completing the work. All invited vendors visited the site for a pre-quote tour on July 11, 2018. One vendor, National Environmental Service Corporation, submitted a quote of \$33,269, by the submittal deadline of July 24, 2018. National Environmental Service Corporation previously provided successful abatement services for IndyPL at the Southport, Warren, and Brightwood Branch project sites. The cost for the abatement services is not included in the contract amount to Impact Construction Management.

The preliminary project schedule targets a starting date of September 17, 2018, with substantial completion by November 16, 2018.

The Scope of Work was developed by the design team at Architects Forum, Indianapolis, IN, working with IndyPL Facilities Staff. The work includes removal of the façade panels and soffits by an abatement contractor, and replacement with a stucco-like exterior insulation and finish

## **Board Action Request**

RE: Facilities Committee, Item 8d  
Resolution 30-2018 Approval to Award a Construction Services Contract for the  
Nora Branch Façade Replacement Project

Date: August 27, 2018

system. The color of the new finish will be similar to the existing color, with a finer texture to the surface. New metal parapet wall coping material and the roof flashing will be required.

Architects Forum prepared documents to solicit open, competitive, and sealed bids for the work. The bidding documents were issued on July 3, 2018 following the Public Works Statute IC § 36-1-12 and the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017.

Public notices per IC § 5-3-1 were published on July 5 and 12, 2018.

A Pre-Bid Conference and Site tour was held on July 11, 2018.

Notice of the Project was emailed to these 15 business development entities:

- Center for Empowerment and Economic Development.
- Conexus Indiana.
- Hispanic Business Council, Indianapolis Chamber of Commerce.
- Indiana Minority Supplier Development Council.
- Indiana Chamber of Commerce.
- Indianapolis Black Chamber of Commerce.
- Indianapolis Chamber of Commerce.
- Indianapolis Office of Minority & Women Business Development.
- Indianapolis Urban League.
- National Association of Women Business Owners – Indy.
- Mid-States Minority Supplier Development Council.
- Small Business Administration.
- State of Indiana Minority & Women's Business Enterprise Division.
- Women's Business Enterprise Council, Indianapolis Chamber of Commerce.
- Women's Business Enterprise Council – Great Lakes Indiana.

Two (2) sealed bids were received by the deadline of 2:00 pm local time on July 24, 2018. The bids were opened and read aloud publically. All of the received sealed bids were accompanied by a bid security for 10% of the total bid per IC § 36-1-12-4.5.

The successful bidder will be required to furnish Performance and Labor & Material Bonds for 100% of their contract amount before execution of the contract. Bonds shall be maintained in accordance with IC § 36-1-12-13.1 and IC § 36-1-12-14.

The Project also requires compliance with Requirements for Contactors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees. All of the received sealed bids were accompanied by a copy of the bidder's drug testing program.

The tabulation sheet is included on the following page.

**Board Action Request**

RE: Facilities Committee, Item 8d

Resolution 30-2018 Approval to Award a Construction Services Contract for the Nora Branch Façade Replacement Project

Date: August 27, 2018

Contractor – Plan Holders	Attended Pre-Bid	Certifications	Quote on Required Form	Lump-Sum Quote	Unit Price 1 Replace Sheathing	Receipt of Add 1	Drug Testing Program Plan	Non Collusion Affidavit	E-Verify Affidavit
Impact Construction	X		X	\$ 241,998	\$58/ Sheet	X	X	X	X
Marten Construction	X		X	\$ 242,000	\$60/ Sheet	X	X	X	X
Alderson									
Alt Construction									
BCMI									
Catalyst									
Compass									
Hoffacker-Birnbaum	X								
Kort Builders									
K.P. Meiring	X								
Stenz									
White Oak	X								

**Strategic/Fiscal Impact:**

IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12. The Project is funded by the Library Improvement Reserve Fund (LIRF 471.)



**Board Action Request**

RE: Facilities Committee, Item 8d  
Resolution 30-2018 Approval to Award a Construction Services Contract for the  
Nora Branch Façade Replacement Project

Date: August 27, 2018

Nora Façade Replacement Project Scope of Work:



Existing metal coping to be removed and replaced with new.

Existing Transite panel as a fascia and a soffit with stone aggregate texture. Transite panel to be removed and replaced with new exterior insulation and finish system to match the existing color.

Existing address numbers to be removed and reinstalled on the new panel.

Existing soffit to be removed and replaced with new exterior insulation and finish system to match existing color.

Existing brick and windows to remain.



## Board Resolution

8d

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 30-2018

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE NORA BRANCH FAÇADE REPLACEMENT PROJECT

AUGUST 27, 2108

**WHEREAS**, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility maintenance projects for the long-term use of IndyPL facilities; and

**WHEREAS**, IndyPL staff and the architect, Architects Forum, prepared bidding documents to solicit open, competitive, and sealed public bids for Nora Branch Façade Replacement Project; and

**WHEREAS**, IndyPL received sealed bids from two (2) general contractors; and

**WHEREAS**, based on the review of the bids, IndyPL and the architect have determined **Impact Construction Management, LLC, Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder, and recommend IndyPL award the contract to **Impact Construction Management, LLC**.

**IT IS THEREFORE RESOLVED** the Nora Branch Façade Replacement Project contract, as bid, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Impact Construction Management, LLC**. The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated July 3, 2018, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Impact Construction Management, LLC**. will be for the total cost of Two-Hundred Forty One-Thousand Nine-Hundred Ninety Eight Dollars (\$241,998.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



## Board Briefing Report

9

**To:** IndyPL Board

**Meeting Date:** 8/27/18

**From:** The Indianapolis Public Library Foundation

**Subject:** August 2018 Update

**Background:** Every month, the Library Foundation provides an update to the Library Board.

**News:**

A big thank you to the many Library staff members, including Bethany Allison, Stephanie Armour, Stefany Boleyn, Emily Cordes, Deb Ehret, Alyssa Lay, Mary Luzader, Jessica Mattox, Jim Myers, Linda Nieves, Sindhu Pathak, Michael Starks and Mike Williams, who played a role in front of the camera or behind the scenes in the creation of our 10th anniversary video for the Eugene & Marilyn Glick Indiana Authors Award. We look forward to the premiere of the video at this year's Award Dinner and to sharing the completed project with all of you.

Congratulations to all Library staff who participated in the development and launch of the IPS digital collection.

The Library Foundation thanks 91 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank them, the Library Foundation would be grateful.

Fifth Third Bank  
Bose McKinney & Evans LLP  
RJE Business Interiors  
St. Vincent Health  
Cardinal Publishers Group  
Arthur Jordan Foundation  
Old National Bank  
Managed Health Services

This month, we are proud to provide funding for the following Library programs. All programs are system-wide unless otherwise noted.

**Children’s Programs**

- On the Road to Reading
- Early Literacy Specialist
- Packaged Programs
- ALA Great Stories Club (CEN)
- Curveside Ride
- Pop-up Literacy Center (E38)
- Storytime Creations (E38)

**Cultural Programs**

- “Sons” seeing the modern African American Male Exhibit w/ Kevin Powell
- Bookin’ in the Beats
- Fall Fest 2018/Slammin’ Rhymes Challenge XIII “Beyond the Limit”
- Mini Mural Community Art Project
- Young Adult Author Visits 2018

**Collections and Technology**

- General Digitization
- Lilly City Digitization

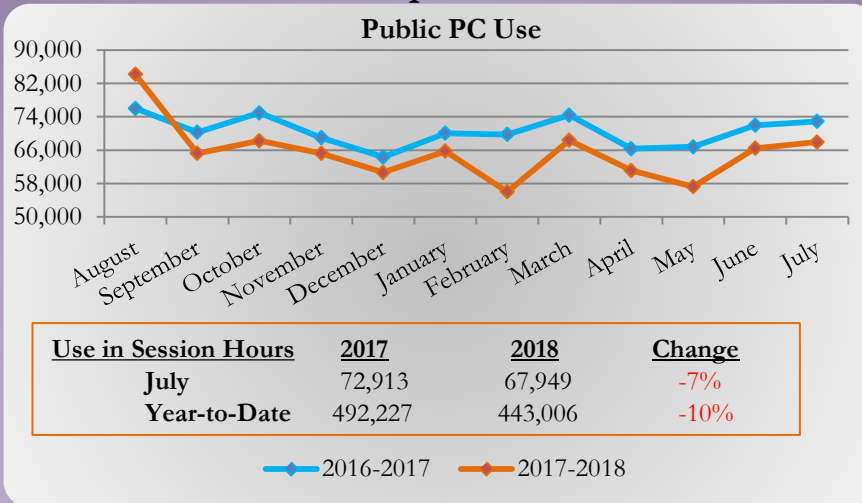
**Lifelong Learning**

- The Job Centers
- Tinker Stations 3.0

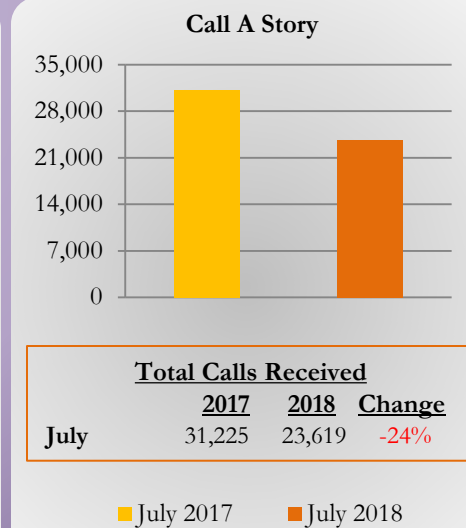
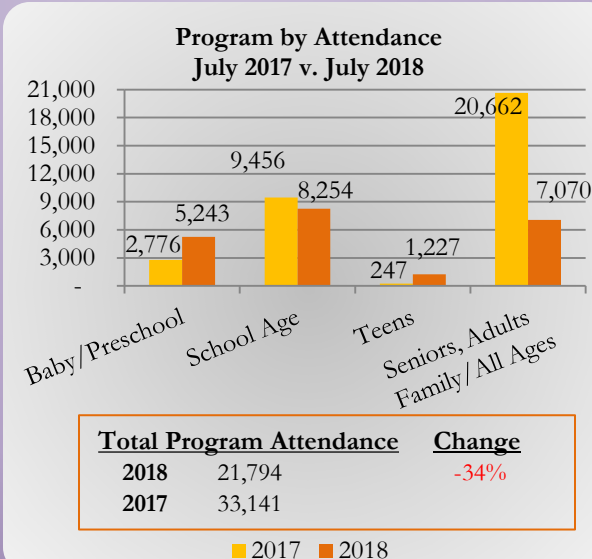
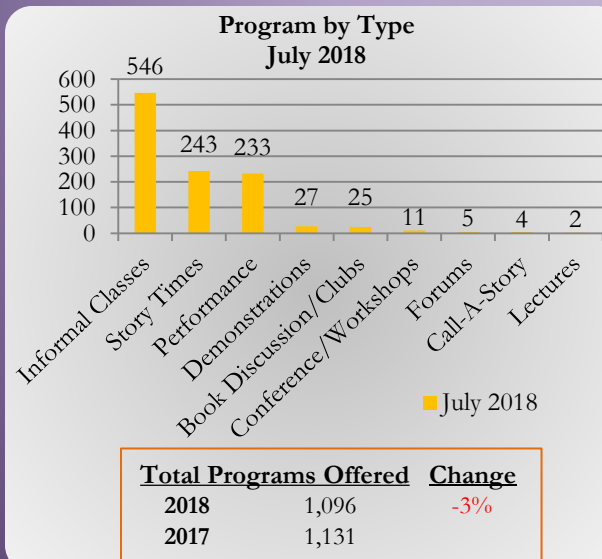
**Capital**

- E38th’s STEAM Storytime & Programming: Aquarium Maintenance
- Pike Aquarium

## Computer Use



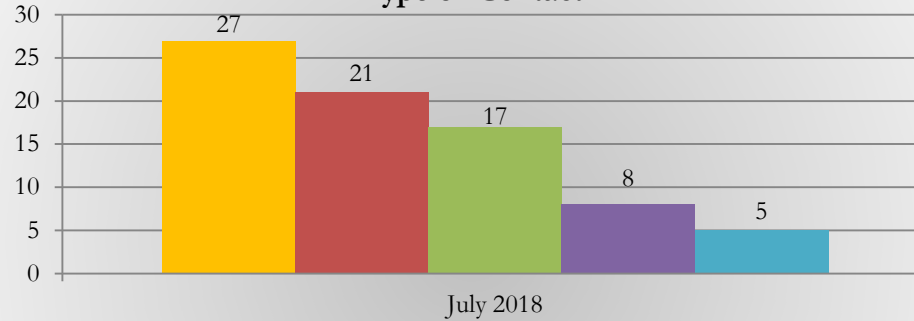
## Programs



# Public Services Update

## Community Contacts

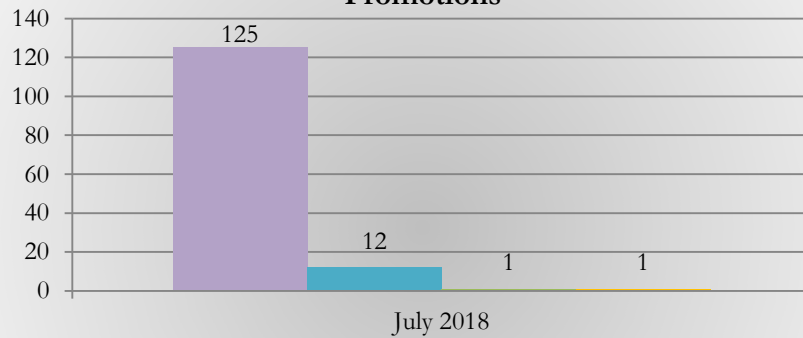
### Type of Contact



Total Contacts Made	2017	2018	Change
July	83	78	-6%

- Community Partner
- Drop off materials
- Plan a visit
- Attend community function
- Serve on a Board/Team

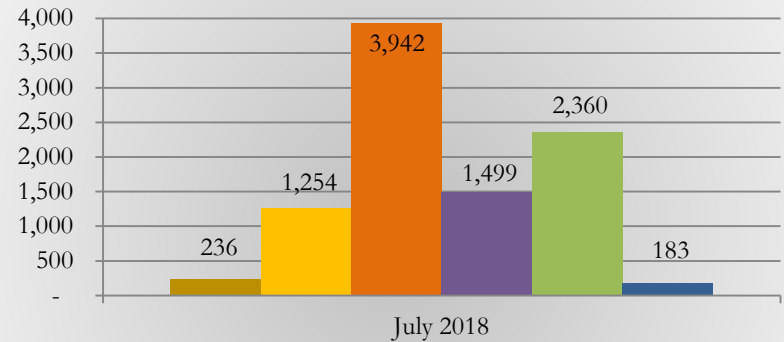
### Promotions



Total Promotions 139

- Promotional Events
- Presentations
- Exhibits
- Library Tours

### Promotions Attendance

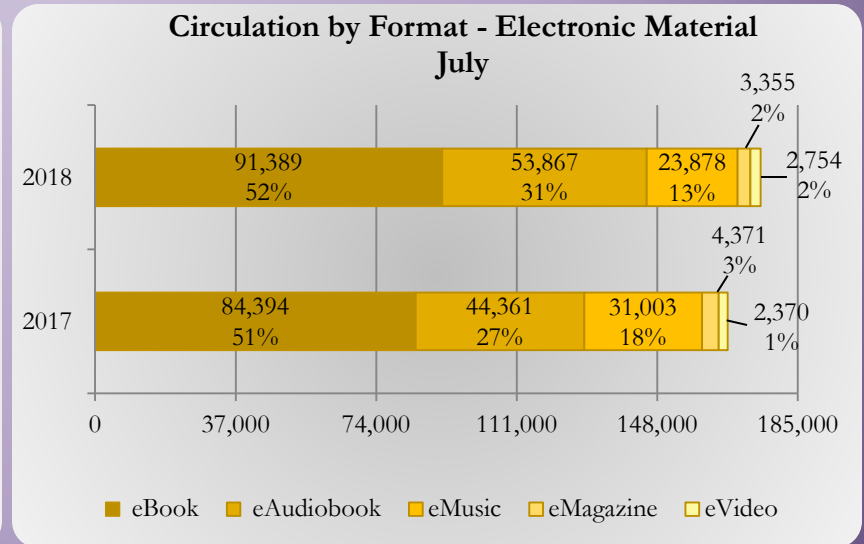
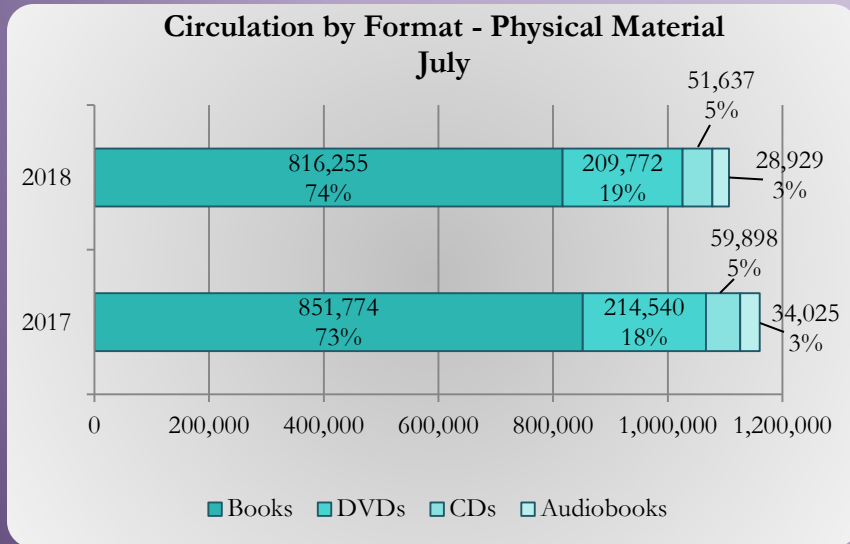
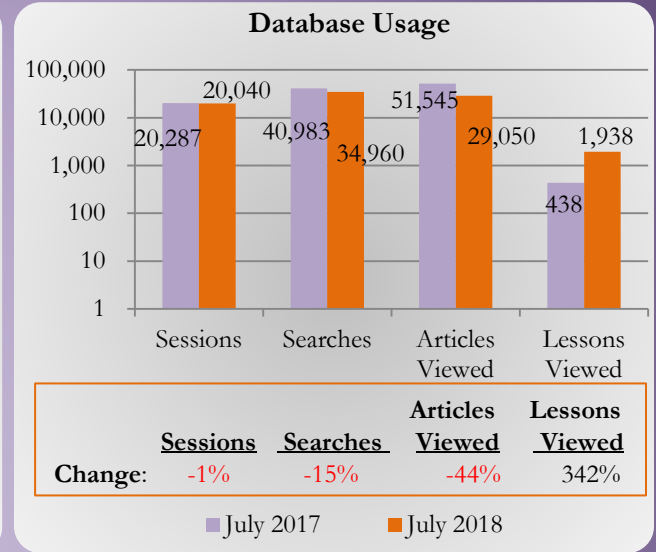
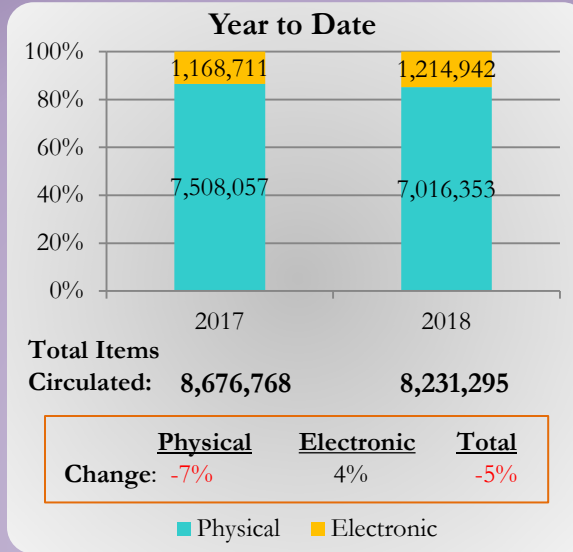
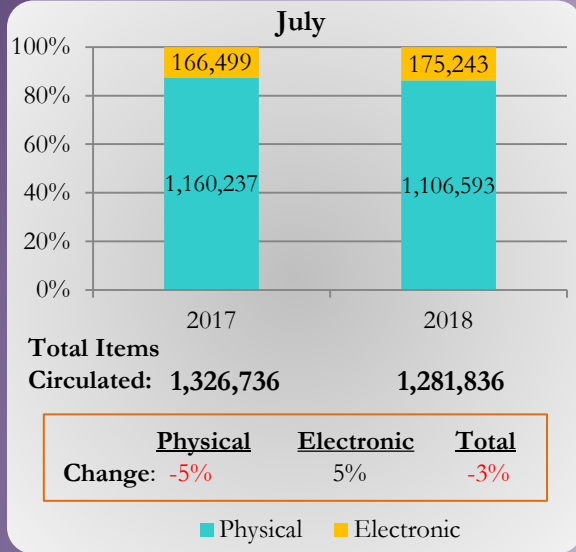


Total Promotions Attendance 9,474

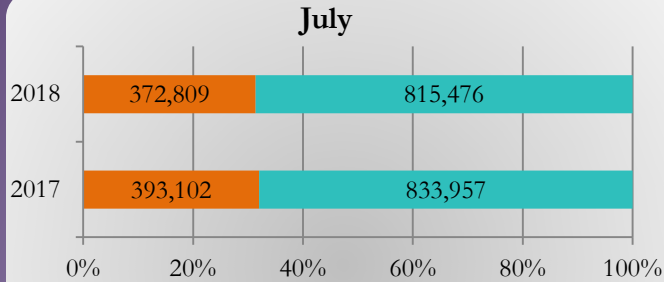
- Infant
- Preschool
- SchoolAge
- Teen
- Adult
- Senior

# Public Services Update

## Circulation



## Patron Visits

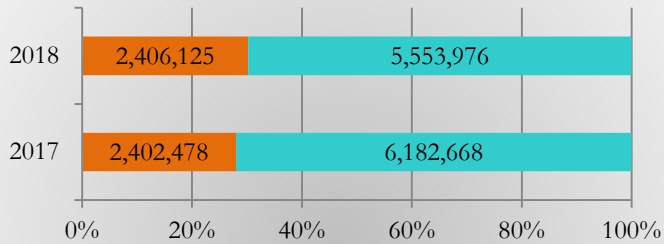


Total Visits		July	
2018	1,188,285	2018	1,188,285
2017	1,227,059	2017	1,227,059

	Walk-in	Web Branch	Total
Change	-5%	-2%	-3%

Legend: Walk-in (orange), Web Branch (teal)

## Year to Date



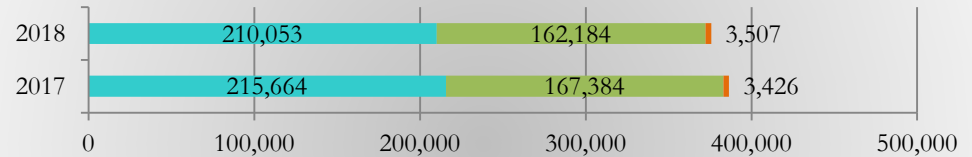
Total Visits		Year-to-Date	
2018	7,960,101	2018	7,960,101
2017	8,585,146	2017	8,585,146

	Walk-in	Web Branch	Total
Change	0%	-10%	-7%

Legend: Walk-in (orange), Web Branch (teal)

## Library Card Use

### Total Borrowers



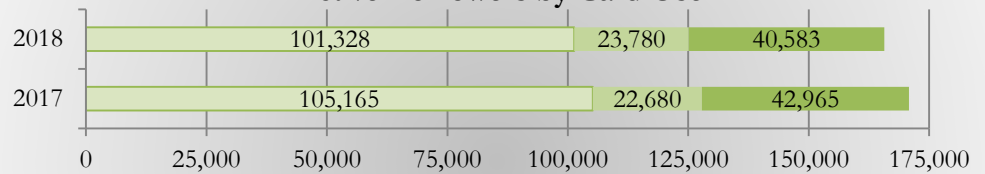
### Total Borrowers

2018	375,744
2017	386,474

	All Others	Active	New
Change	-3%	-3%	2%

Legend: All Others (teal), Active (green), New (orange)

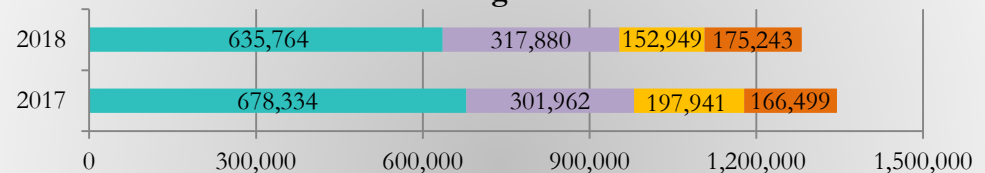
### Active Borrowers by Card Use



	Both	Check-out Only	PC & Remote Access Only
Change	-4%	5%	-6%

Legend: Both (light green), Checking-out material (medium green), Using public PCs and remote online service (dark green)

### Borrowing Methods



	Self-Renewal	Circ Check Desk	Electronic	
Change	-6%	5%	-23%	5%

Legend: Renewal (teal), Self-Check (purple), Circ Desk (yellow), Electronic (orange)





## Board Briefing Report

10b

**To:** IMCPL Board

**Meeting Date:** August 27, 2018

**From:** John Helling  
Director of Public Services

**Subject:** Report on the Return on Investment Study

**Summary:** The Indianapolis Public Library hired Thomas P. Miller and Associates as consultants to carry out an Return On Investment (ROI) study. The goal of this study was to determine what financial benefit that Library stakeholders receive in return for their support. The study determined that every \$1 invested into The Library generated \$2.99 in Community Benefit. In other words, the total ROI of The Library is \$1.99.

**Overview:** To determine The Library's ROI, the consultants used "contingent valuation" and "economic impact analysis."

Contingent valuation is a way of determining the value of a resource that isn't available from another market source. To determine this value, the Library asked users what they would be willing to pay for Library services in the event that they needed to.

The economic impact analysis examined the money spent directly by The Library as well as the money spent by companies in The Library's supply chain in order to meet demand created by Library business.

The study also calculated the difference between what the average patron was willing to pay and their perceived value of the library.

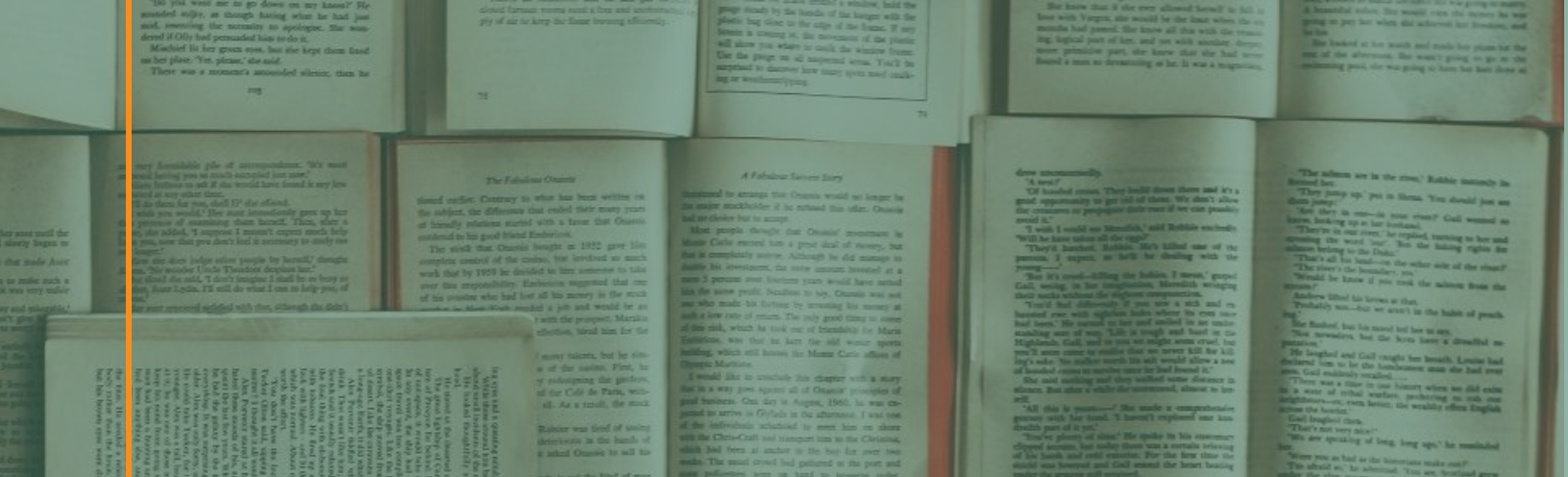
These three factors were used to calculate The Library's "total net benefit" of \$135.3 million. Dividing this number by the total taxpayer investment into The Library of \$45.2 million produced the cost/benefit ratio of \$2.99.

**Key Takeaways:** Some informative data points that were generated by the study include:

- The benefits of the public library are triple its operating costs
- More than half of our users say they visit The Library for reasons other than checking out materials or attending Library programs
- Compared to our peers, we have a relatively high population and a relatively low operating budget
- Patrons who identify as Black are most likely to have used a library in the last 12 months (52%), followed by White (48%), and Hispanic (41%)
- Patrons who identify as Black or Hispanic are more likely to say that The Library should expand their activities beyond "traditional" library services

# Executive Summary: Community Impact of The Indianapolis Public Library

August 2018



## The INDIANAPOLIS PUBLIC Library

The report was made possible by The Indianapolis Foundation Library Fund, a CICF affiliate, through a grant to The Indianapolis Public Library Foundation.



Analysis by:



THOMAS P. MILLER & ASSOCIATES



## Executive Summary

*“A library outranks any other one thing a community can do to benefit its people. It is a never-failing spring in the desert.”*

— Andrew Carnegie

Libraries are important components of healthy communities. In addition to providing access to their collections of books and other cultural materials, libraries provide a variety of programs that help residents improve their lives. Library programming often fills gaps in the programmatic and services needs of the community that are not delivered through other public or private organizations. Libraries are often considered the cornerstone of their communities, serving a wide-range of public needs, including:

- Encouraging literacy, learning, enrichment, and recreation
- Improving public access to technology and internet
- Filling gaps between the education, workforce, social service, and government systems
- Providing a “third space” for citizens to congregate, engage, and relax
- Contributing to the arts, culture, and heritage of the community

Public libraries provide all citizens — regardless of income, race, or age — access to information, educational opportunities, and enrichment programs at no cost. Library systems are so vital to the wellbeing and character of communities that they are allowed the power of taxation alongside other essential public goods such as education, fire, and police.

### pub•lic good

noun

1. Economics: A commodity or service that is provided without profit to all members of a society, either by the government or a private individual or organization
2. the benefit or well-being of the public

## Return on Investment

Each year, The Library provides an estimated \$135.3 million in annual benefits to taxpayers, which is nearly triple the public's annual investment of \$45.2 million. This number was found by adding its economic impact, what library users would be willing to pay for the services they receive, and the additional value that card holders receive above what they would be willing to pay.



The resulting **Return on Investment of \$1.99** means that for every \$1.00 taxpayers pay for library services, the community receives an additional \$1.99 in benefits from The Library (for a total of \$2.99 in community benefits).



This return on investment was calculated using a combination of contingent valuation and economic impact analysis. The equation for which is shown in the table below.

### The Library's 2017 Return on Investment

Net Economic Impact <sup>a</sup>	\$ 25,070,718
Net Contingent Value <sup>b</sup>	42,151,544
Additional Value Received by Cardholders <sup>c</sup>	22,554,970
Total Net Benefit	\$ 90,071,265
Divided by: Taxpayer Investment <sup>d</sup>	\$ 45,234,691
<b>Return on Investment</b>	<b>\$1.99</b>

a. Total Economic Impact minus direct impact

b. Total Contingent Value minus taxpayer investment

c. Annual difference between willingness to pay and perceived value, times the number of households that have library cards (Total number of card holders divided by an average household size of 2.4)

d. 2017 total taxpayer investment in The Indianapolis Public Library

## Economic Impact Analysis

### Contingent Valuation

A contingent valuation is an economic method of determining the value of a non-market resource, such as library services, based on users' willingness to pay for that resource. To determine library user's willingness to pay for library resources, TPMA fielded a survey of individuals who hold a library card or are eligible for a library card. The following section estimates the value of library services based on responses to questions about how much respondents would pay for their household to access library resources as they currently exist if library resources were not paid for through taxes.<sup>1</sup>

Card holders were asked how much they used and would pay for each of three library resources: 1) physical and electronic checkouts, 2) programs, and 3) facilities. On a monthly basis, users would be willing to pay an average of:

- \$10.84 for physical or electronic checkouts
- \$7.58 for programs
- \$7.15 for access to the facilities
- \$7.25 so that others have access to all library services

However, users perceive that they receive even more benefits from The Library, an average of **\$19.83** per month.

Based on the contingent valuation, The Library's annual value to its card holders is **\$87.4 million**.

	Willing to Pay Annually	Service Usage	Contingent Value
Check-Out Materials	\$130.12	171,025 <sup>a</sup>	\$22,253,272
Attend Programs	90.90	287,722 <sup>b</sup>	26,159,115
Use Facilities	85.77	89,275 <sup>c</sup>	7,757,389
For Others to Access Library Services	86.95	360,153 <sup>d</sup>	31,316,459
<b>TOTAL</b>			<b>\$87,386,235</b>

- a. Number of 2017 "active borrowers"  
 b. Number of 2017 program attendees  
 c. The percentage of "active borrowers" who use facilities (52%)  
 d. Households in The Library's service area

<sup>1</sup> The Indianapolis Public Library does not intend to implement new fees as a result of this study.

# The Library's Stakeholders

**The Library has a variety of active users from different backgrounds and in different stages of their lives. Interestingly:**

- Nearly half of users check out between 3 and 10 items per month
- Nearly half of users attended a program last year
- More than half of users visit The Library for reasons other than to check out books or attend a program

## Families

Families with children under the age of 19 are some of the heaviest users of The Library.

- Over half of families visit monthly or more often
- Families have one of the highest rates of check-outs
- Families are the group most likely to attend programs

## Senior Citizens

Seniors are the least likely to check out materials, attend a program, or use WiFi.

- Seniors have the lowest willingness to pay for access to check-outs and programs

## Business Owners

Business owners and entrepreneurs are not heavy users of the Library.

- They are the least likely to visit The Library monthly
- Business owners are slightly less likely than other groups to check out items or attend programs

## Diversity

Minorities actively use The Library and tend to value programming more than other user groups.

- Over half of non-white respondents visit The Library monthly or more
- Non-white respondents have the highest willingness to pay to attend programs

**“The library is one of the few public places in which I see people of all different ages, classes, races, and backgrounds. I'm very proud of Indy's library system.”**

**– Survey Respondent**

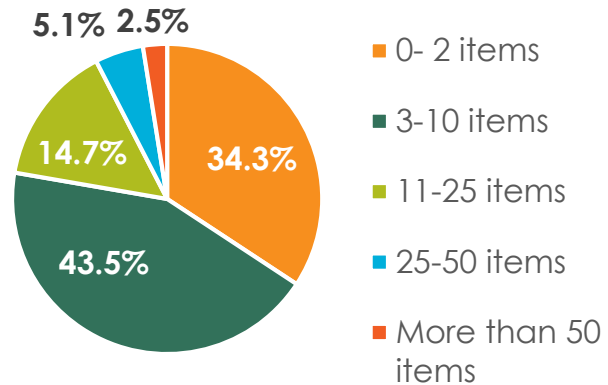
## LIBRARY USAGE

More than a quarter of library users don't use electronic materials (**26.6%**), but of those who do, **one in ten** use them more than once a week.

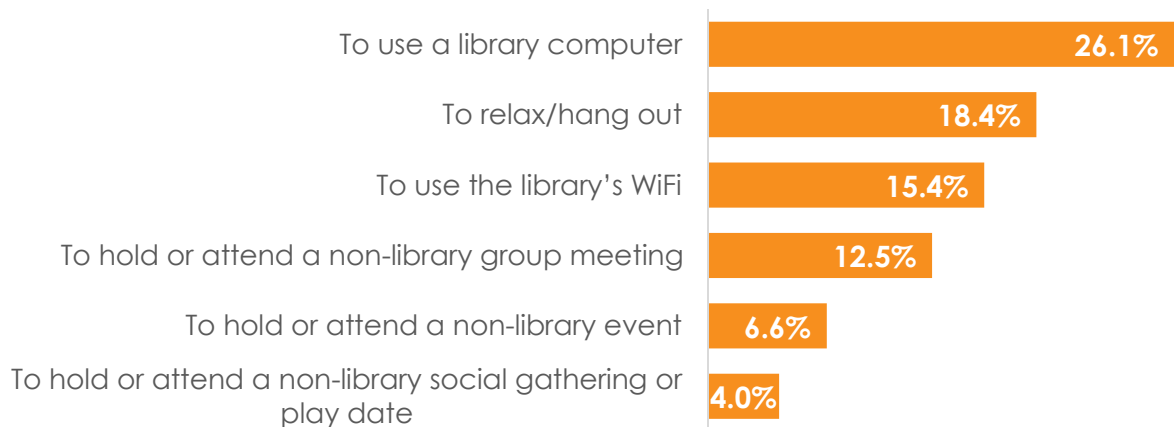
Only **4.9%** of library users say they never check out physical books.

**Three in five** library users go to the library for reasons other than checking out materials or attending a program.

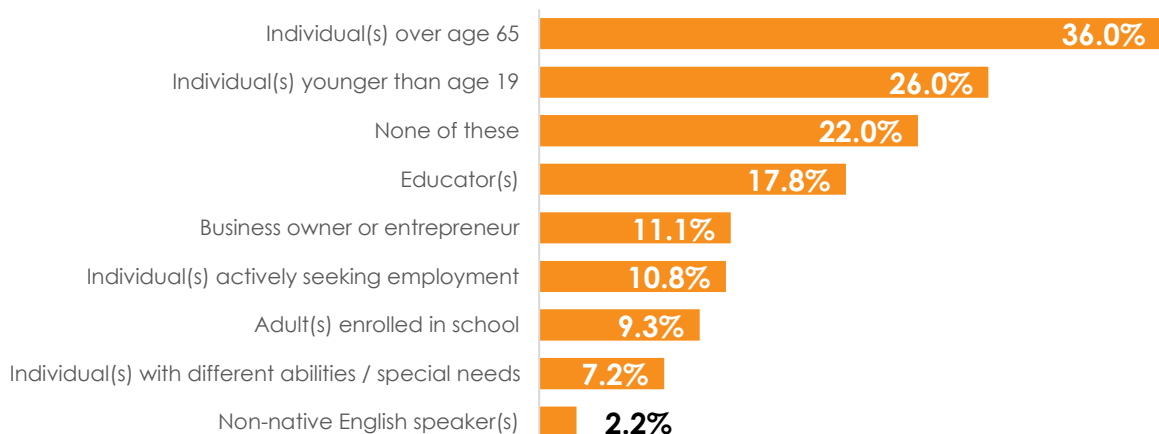
### Average Number of Checkouts per Month



### Other Reasons Respondents Go to The Library



The Library serves many different types of households, including households with the following:





# The Library in Context

When compared to best practices within the public library industry and peer library systems, The Library is providing quality services and programming to the community.

This is especially noteworthy given some of the challenges it faces, such as:

- Relatively large population
- Relatively low operating budget
- High degree of diversity within the population, which results in a wide range of interests and needs to meet

## BEST PRACTICES

To further develop programming and services to meet the community's needs, The Library may consider similar initiatives to other leading libraries:

### Early Childhood Literacy & Lifelong Learning

The Public Library of Cincinnati & Hamilton County, OH: William Hueneke Homework Center

### Small Business & Entrepreneurship

Brooklyn Public Library, NY: Power-Up Business Plan Competition

### Workforce Initiatives & Training

Memphis Public Library, TN: JobLINC

### Homeless Assistance

Minneapolis Central Library, MN: Social Worker on Staff

### Immigrant Assistance

Harford Public Library, CT: The American Place

## BENCHMARKING

Despite having the largest population and one of the lowest operating budgets, The Library is competitive with its peer library systems on a number of indicators.

The Library was benchmarked to the following library systems:

- Columbus Metropolitan Library, OH
- Cuyahoga County Public Library, OH
- Denver Public Library, Co
- Multnomah County Library, OR
- Public Library of Cincinnati & Hamilton County, OH
- Salt Lake County Library System, UT

Benchmarking criteria include:

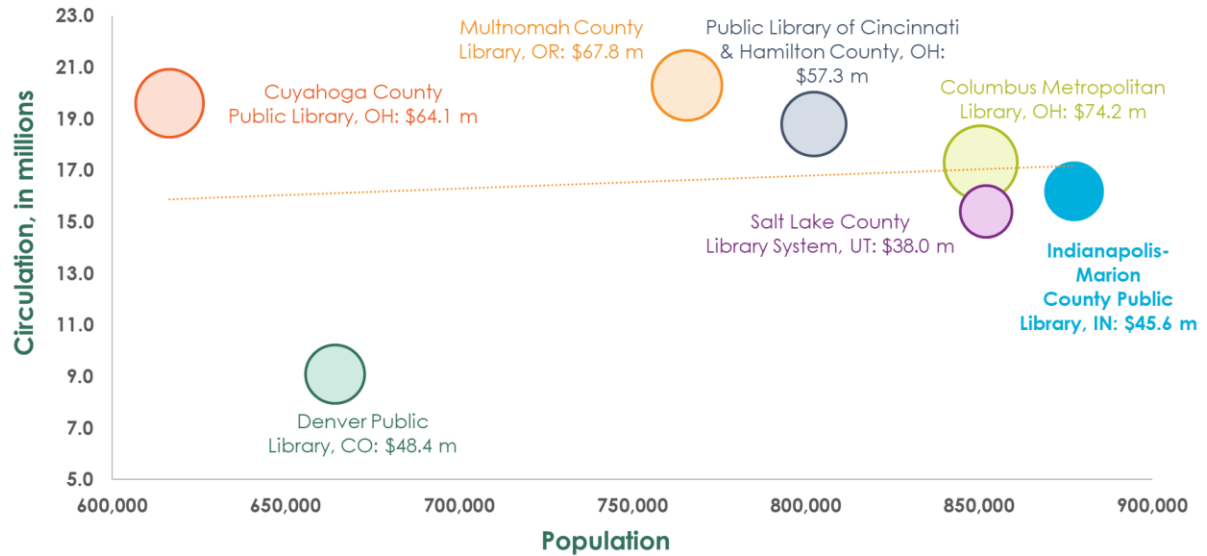
- Expenditures over \$30 million
- Geopolitically-similar service area
- Star Library
- Similar equity ratings
- (based on inclusion, access, diversity, race and ethnicity-based dissimilarity indices, changes in poverty levels, and educational attainment)

### Relative to its peers, The Library ranks:

- #1 Population
- #2 Population Density
- #3 Diversity
- #4 Locations
- #5 Computer Usage
- #6 Program Attendance
- #6 Operating Expenditures
- #7 Cardholders per Capita

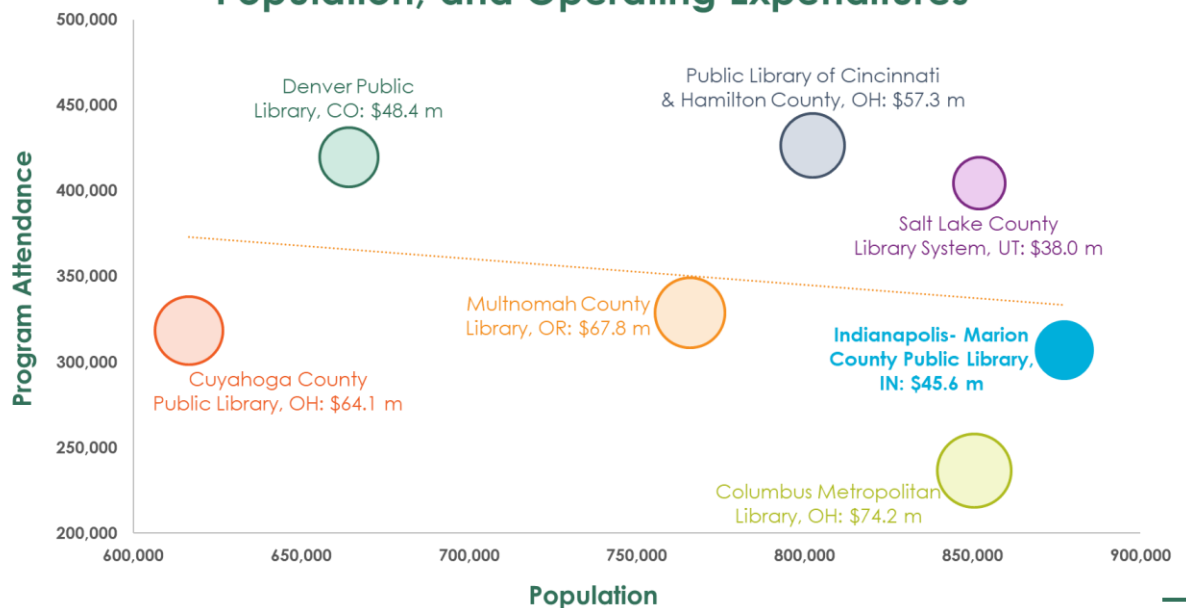
Considering the Library has a larger population, but smaller budget, The Library performs well in terms of circulation relative to its peers.

### Benchmarking: Circulation, Population, and Operating Expenditures



While the overall trend is a decline in program participation in locations with larger populations, The Library's attendance is higher than two other library systems with smaller populations and larger budgets.

### Benchmarking: Program Attendance, Population, and Operating Expenditures



## Summary

Overall, the Indianapolis Public Library is competitive with its peer library systems and is providing high quality services to the citizens in Marion County despite having the largest population and one of the lowest operating budgets amongst benchmarked systems.

The Library serves a variety of different types of individuals families, including all age and income ranges. Library patrons report receiving significantly more value from the library than they would be able to pay in an open market, and quotes from patrons show appreciation for both the services the library provides for their family, but also for the public good that The Library brings to the community.













Economically speaking, The Library provides an estimated \$135.3 million in value to the taxpayers in Marion County annually, which is nearly triple the public's annual investment of \$45.2 million. That means for every dollar spent by taxpayers, the library returns an additional \$1.99 in value to the community.

In all, The Library provides high quality, valuable services to a wide range of Marion County residents and has a positive economic impact in Marion County.



# IMPACT ON CONSTITUENTS

## The Library at a Glance, 2017

Cardholders		Circulation	
	<b>401,525</b> Number of card holders		<b>12.4 million</b> Number of books checked out (includes renewals)
	<b>43%</b> Percentage of card holders who are active borrowers		<b>2 million</b> Number of electronic books
Visits		Programs	
	<b>4 million</b> Walk-ins		<b>13,095</b> Programs
	<b>10.2 million</b> Website Visits		<b>22</b> Average participants per program
Shared System		Volunteers	
	<b>35,319</b> Active Cardholders		<b>782</b> Volunteers
	<b>196,225</b> Total circulation of physical and electronic items		<b>25</b> Average number of hours donated



# The Library's Community of Families

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With a variety of activities to educate children from infancy through the teenage years, libraries contribute to family engagement and childhood development. Ninety-four percent of parents with children 18 and under believe that libraries are “very important,” with 4% of these parents saying that libraries help their children develop a love of reading.<sup>1</sup>

Early childhood reading and literacy are highly indicative of student success and lifelong earnings.<sup>2</sup> Libraries provide resources for reading and other activities for youth of all ages:

- For families with pre-school aged children, libraries offer free early educational programs that can help prepare children for school. These programs offer low-income families educational opportunities and create a forum for parents and children to learn together.<sup>3</sup>
- Summer reading programs at libraries provide a crucial resource for elementary school-aged children to fill the summer reading gap. Summer learning loss can be equivalent to a month of classroom instruction.<sup>4</sup>
- While teenagers can benefit from summer reading programs, libraries also offer this age group programs that help them prepare for college and/or the workforce. Libraries offer a safe place for teenagers to participate in organized activities during after school hours.<sup>5</sup>

Additionally, libraries act as a family engagement tool. By offering a forum for families and children of all ages to participate in learning activities together, libraries help strengthen family connections and integrate families into their communities.<sup>6</sup>

## EXAMPLES OF LIBRARY PROGRAMS & EVENTS ATTENDED BY FAMILIES

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### **Book Discussions & Author Visits Conferences & Workshops**

- Photography Workshop
- Youth Writer's Series
- Spring Into Education School and Community Resource Fair
- Scholarship Series

### **Civic Engagement and Community Forums**

- Kindergarten Expo
- Annual Love Your Library Tour

### **Performances**

- Ballet Storytime
- Hot Jazz for Cool Kids
- Movie at the FTC
- Santa's Visit

- Silly Safaris Animal Show
- Young Actors Theatre

### **Classes**

- Children's Coloring
- Color & Numbers & Magic, Oh My!
- Create Your Own Catapult
- Family Craft Night
- Family Dance party
- Game Day
- Homeschool Adventures
- I Like Myself
- Lego Club
- Peas in a Pod
- Toddler Dance
- Parent and Preschooler Yoga
- Robots After Noon
- Paws to Read

# Families by the Numbers...



**24%** of the Library's surveyed cardholders have children under the age of 19

## General Information



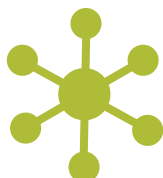
- The Library's families have on average **four members per household**
- **33%** of families who responded have an annual household income of less than \$50,000
- **47%** of families visited the library to use a computer or WiFi last year

## Book and Digital Items Use



- **66%** of families visit a library location monthly or more to check out books or digital items
- Families would pay an average of **\$11** per month for access to the library system's books and digital items
- **74%** of families checked out more than three items a month last year

## Program Use



- **59%** of families visited a library location to attend a program last year
- Families would pay an average of **\$6** per month for access to the library system's programs
- **33%** of families attended a Summer Reading Program last year

*"To say that the public library is appreciated by my whole family would be an understatement. The system we are fortunate to have in this city is wonderful."*

– Survey Respondent

The Indianapolis Public Library will not be charging fees in the future. This survey was designed to gather information on the value of the Library to the Indianapolis community. Respondents that reported having children 19 years old and younger are included in survey data. Respondents were asked to report library use for their entire household.

<sup>1</sup> PEW Research Center. "Parents, Children, Libraries, and Reading," May 1, 2013; pg 2

<sup>2</sup> Stockard Jean & Engelmann, Kurt. "The Development of Early Academic Success: The Impact of Direct Instruction's Reading Mastery." *Journal of Behavior Assessment and Intervention in Children*. 1(1); pg 2

<sup>3</sup> Lopez, M. E., Jacobson, L., Caspe, M., & Hanebutt, R. (2018). Leading Family Engagement in Early Learning: The Role of State Library Administrative Agencies. Retrieved from <http://bit.ly/GFRPStateLibraryPolicy>; pg 7-8

<sup>4</sup> Lu, Ya-Ling & Gordon, Carol. "Reading Takes You Places: A Study of a Web-based Summer Reading Program." *American Association of School Libraries*, 2009; pg 1

<sup>5</sup> Young Adult Library Services Association, "Teens Need Libraries." Accessed June 22, 2018. <http://www.ala.org/yalsa/teens-need-libraries>.

<sup>6</sup> M. Elena Lopez, Margaret Caspe, and Lorette McWilliams, Public Libraries: A Vital Space for Family Engagement. (Cambridge, MA: Harvard Family Research Project, 2016), <http://www.hfrp.org/librarycta>; pg 12-13



# The Library's Community of Diversity

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Libraries can act as a community center for a city, town, or neighborhood. By bringing together citizens of different backgrounds, they allow people to engage with diverse lifestyles and opinions.

For some minority communities, the services offered by libraries can help counterbalance existing inequalities within a community and economy:

- Libraries provide literature, events, arts, and music that represent a variety of cultures and backgrounds. For minority populations that are sometimes not represented in American popular culture, access to cultural resources is important for creating connections and establishing a common identity.<sup>1</sup>
- Many libraries offer language classes for non-English speakers or offer classes in other languages. They also often provide books in languages other than English.<sup>2</sup>
- Libraries can provide immigrants with informational resources and help them network and connect with other individuals.<sup>3</sup>

Among adults, Black individuals are more likely to have used the library in the past 12 months (52%) compared to White (48%) or Hispanic (41%) individuals.<sup>4</sup> While least likely to visit the library regularly, Hispanic individuals also recognize the importance of the library, with 40% saying a library closing would have a major impact on themselves and their family, compared to 26% among White and 32% among Black individuals.<sup>5</sup> Individuals who are Black or Hispanic are also more likely than those who are white to say that libraries should expand their activities beyond traditional lending services and make libraries more accessible and comfortable.<sup>6</sup> This suggests that minority communities interact differently with libraries, valuing the community benefits that they offer rather than just access to books and other items.

## EXAMPLES OF LIBRARY PROGRAMS & EVENTS ATTENDED BY MINORITIES

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### **Book Discussions & Author Visits Conferences & Workshops**

- Presentation for Refugees

### **Civic Engagement and Community Forums**

- Immigration Welcome Center Information Session
- Celebrating Our New Neighbors
- Community Conversations
- Naturalization Ceremony
- Mayor's Advisory Council on People with Disabilities

### **Performances Classes**

- Microsoft Office Classes in Spanish
- Introduccion a los computadores
- African Dance
- English Conversation Circle

# Diversity by the Numbers...



**16%** of the Library's surveyed cardholders are racial or ethnic minorities

## General Information



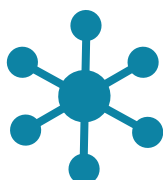
- **11%** identify as Black or African American
- **2.3%** identify as Hispanic (1% as White/Hispanic)
- **5.4%** identify as other (non-White) race or two or more races
- **60%** of minorities have an annual household income of less than \$50,000

## Book and Digital Items Use



- **66%** of minorities visit a library location monthly or more to check out books or digital items
- Minorities would pay an average of **\$11** a month for access to the library system's books and digital items
- **58%** of minorities checked out more than three items a month last year

## Program Use



- **55%** of minorities visited a library location to attend a program last year
- Minorities would pay an average of **\$9** a month for access to the library system's programs
- **15%** of minorities attended a cultural program last year

*"The library is one of the few public places in which I see people of all different ages, classes, races, and backgrounds. I'm very proud of Indy's library system and use it a great deal, even though I have access to other library systems through my work."*

– Survey Respondent

The Indianapolis Public Library will not be charging fees in the future. This survey was designed to gather information on the value of the Library to the Indianapolis community. Respondents who reported identifying as American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, Other Race, or Two or More Races and respondent who identified as White or Caucasian and Hispanic are included in the survey data. Respondents were asked to report library use for their entire household.

<sup>1</sup>Edwards, Julie Biando; Rauser, Melissa S.; Unger, Kelley Rae. "Community Center: 23 Reasons Why Your Library Is the Most Important Place in Town. Public Libraries Online. April 30, 2013. <http://publiclibrariesonline.org/2013/04/community-centered-23-reasons-why-your-library-is-the-most-important-place-in-town/>.

<sup>2</sup>Ibid.

<sup>3</sup>Ibid.

<sup>4</sup>Horrigan, John. "A portrait of those who have never been to libraries." Pew Research Center. September 9, 2016. <http://www.pewinternet.org/2016/09/09/a-portrait-of-those-who-have-never-been-to-libraries/>.

<sup>5</sup>Brown, Anna; Lopez, Mark Hugo. "Public Libraries and Hispanics." Pew Research Center. March 17, 2015. <http://www.pewhispanic.org/2015/03/17/public-libraries-and-hispanics/>.

<sup>6</sup>Horrigan, John. "Americans' Attitudes toward public libraries." Pew Research Center. September 9, 2016. <http://www.pewinternet.org/2016/09/09/americans-attitudes-toward-public-libraries/>





10c

## July 2018 Media Report

Below is a summary of highlighted media activity in July for electronic, print and social media. This is a limited view, but it includes several activities the Communications Department is most proud of.

For a more comprehensive view of print media placements, please view the Library's yearly media scrapbook, available in the Communications Department and at monthly Board meetings.

### **Topics of major news releases or media solicitation: (print placements listed below topic)**

- **IPS Digital Collection Unveiled**  
*UrbanLibrariesCouncil.com, Weekly View, Wishtv.com, Southsider Voice, Southside Times, Indianapolis Recorder, Westside Community News (additional coverage in August)*
- **Indiana Authors Award Winners Announced**  
*Weekly View, Urban Times, Ft. Wayne News Sentinel*
- **Indy Library Distributes Backpacks to Foster Children**  
*Indianapolis Star, Southside Times, Westside Community News (additional coverage in August)*

*Other media outreach in July occurred on such Library activities as the 2018 Summer Reading Program, new Library branch managers, and the upcoming Frankenstein program initiative.*

### **1 newscast distributed to Library staff:**

- WXIN spot on launch of IPS collection on Digital Indy web page

### **2 YouTube videos posted to website:**

- Books for Youth backpack distribution to foster children at Glendale Branch
- Former Senator Richard Lugar on the Indianapolis Public Schools (to introduce the new Digital Indy collection on IPS)

### **1 Library Calendar of Events sent to Govt. Access Channel 16:**

- Video spot produced specifically for Channel 16 to broadcast as filler between other programming as needed. The station manager reports it is used multiple times daily throughout the month.

## Social Media

### 51 posts published on the official IndyPL Facebook Page:

#### Top Performing Posts -

- Currently Reading Weekly Book Discussions- Reach of 3.5k, 2.1k, 1.6k, 1.8k
- "I Disappear Into Books, What's Your Superpower" Summer Reading Post - Reach of 2.6k
- Describe the Last Book You Read with a GIF Game- Reach 4.5k
- IndyPL Staff Photos from Summer Reading - Reach of 1.6k
- Gen Con Ticket Contest- Reach of 3.1k
- Article by Greg Morris of the IBJ about IndyPL- Reach of 1.8k
- Great American Read Partnership with WFYI- Reach of 1.8k
- IPS Digital Collection Launch through Digital Indy- Promoted post with a \$30 ad spent, reaching 10.7k

Topics/Events covered on Facebook: Summer Reading Program, Call the Indians, Call the Fever, Library Night at Victory Field, We Need Diverse Books movement, Mike Perkins' research on Workingman's Friend, Literary games, Indiana Black Expo, highlights from the collection, e-resources, and databases, Books for Youth partnership, Seed Library program

### 94 tweets published on the official IndyPL Twitter Page:

- 66.6k Twitter impressions occurred in May
- 1,950 profile visits
- 213 outside mentions of IndyPL by patrons, community partners, and Indianapolis media
- 60 new followers

*We also posted content on IndyPL's Instagram, which highlighted the Summer Reading through videos, photos and reposts of photos provided by IndyPL patrons.*

## Print Activity

### Fall Preschool Programs Bookmarks and Posters:

- Harvest Time Story Time - \$540.00
- Yes, You Can Move Your Body - \$533.00
- Syllables Through Drumming - \$539.00
- Little Builders - \$539.00
- Red Leaf, Yellow Leaf - \$538.00
- Rockets - \$538.00
- Tiny Tots Rocks - \$529.00
- Fall Workshop Bookmark - \$934.00
- Homework and Research Databases Brochure - \$3462.00
- Play and Learn to Read Bookmarks/Download and Stream Bookmarks - \$3435.00
- Classical Concerts for Fall Bookmarks and Posters - \$1352.00
- Early Literacy Conference (pdf) - \$105.00
- Call the Indiana Fever Bookmarks and Posters - \$1,224.00
- Teen Frankentoys Posters - \$548.00
- Tiffany Jackson Bookmarks and Posters - \$564.00
- Library Night at Victory Field Signage - \$420.00

## July Blog Posts

### Kids' Blog:

- Call-an-Indianapolis Indian
- Andrew Luck July Book Club Pick – From the Mixed-Up Files of Mrs. Basil E. Frankweiler
- Kids Changing the World Just Like You – Super Deeds!
- Graphic Novels for Kids
- Drawing Superheroes and Villains

### Ready to Read:

- Read Right Now! July 4<sup>th</sup>
- 100+ Free Video Read Alouds for Kids – Pulled forward for Shark Week featuring the new Brightly Story *My Little Golden Book About Sharks*
- Everyday Superheroes
- Not Too Little To Help! Raising Socially Conscious Kids – Super Deeds!
- Read Right Now! Favorite Super Villains, Bad Guys & Rascals

## Top 5 Performing July Blog Posts (Page Views)

### Kids' Blog:

- Science Experiment: Chemical Reaction – Plastic Bottle Geyser
- Science Experiment: Newton's Second Law of Motion – Comet Cratering
- Science Experiment: Saturation - Growing Crystals
- Science Experiment: Density – Buoyancy Test
- Science Experiment: Chemical Reaction - Milk Glue

### Ready to Read:

- 100+ Free Video Read Alouds
- Read Right Now! Dr. Seuss
- Read Right Now! Pete the Cat
- Read Right Now! July 4<sup>th</sup>
- Ready to Read Home



## Board Action Request

10e1

**To:** IMCPL Board **Meeting Date:** August 27, 2018

**From:** M. Jacqueline Nytes, CEO **Approved by the Library Board:**

**Effective Date:** August 27, 2018

**Subject:** Finances, Personnel and Travel Resolution 31-2018

**Recommendation:** Approve Finances, Personnel and Travel Resolution 31- 2018

**Background:** The Finances, Personnel and Travel Resolution 31- 2018 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

**Strategic/Fiscal Impact:** The financial impact has already been accounted for in the budget for 2018.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 31 - 2018**

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WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of July 2018 pursuant to the Annual Resolution.

THEREFORE, BE IT RESOLVED, that the Board has considered and now confirms these acts lawfully taken by the Chief Executive Officer and the Treasurer as lawful acts on behalf of the Library.

Warrant numbers **62836** through **63024** for a total of  
**\$1,684,051.14** were issued from the operating bank accounts.

EFT numbers **873** through **906** and  
**911** through **935** and  
**940** through **974** and  
**977** through **992** and  
**1076** through **1087** for a total of

**\$4,477,275.13** were issued from the operating bank accounts.

Warrant numbers **734** through **740** for a total of  
**\$309.41** were issued from the fines bank account.

Warrant numbers **6599** through **6678** for a total of  
**\$54,373.35** were issued from the gift bank account.

**907** through **910** and  
**936** through **939** and  
**975** through **976** and  
EFT numbers **993** through **994** for a total of

**\$39,198.30** were issued from the gift bank account.

Warrant numbers **267839** through **267916** and  
**1356** for a total of

**\$27,730.15** were issued for employee payroll

Direct deposits numbers **280001** through **280634** and  
Direct deposits numbers **300001** through **300628** for a total of

**\$997,899.96** were issued for employee payroll

Electronic transfers for payment of taxes and garnishments for a total of

**\$371,897.48** were issued for employee payroll

AND WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following personnel actions have been taken pursuant to the Annual Resolution.

THEREFORE, BE IT FURTHER RESOLVED, that the Board has considered and now confirms these acts lawfully taken by the Chief Executive Officer of the Library and the Treasurer of the Library as lawful acts on behalf of the Library.

AND WHEREAS, the Chief Executive Officer of the Library does hereby certify that the attached schedule of travel and training has been authorized and is within the appropriations previously approved by the Board.

THEREFORE, BE IT FURTHER RESOLVED, that the Board has considered and now confirms these acts lawfully taken by the Chief Executive Officer of the Library and the Treasurer of the Library as lawful acts on behalf of the Library.

\_\_\_\_\_  
John Andrews

\_\_\_\_\_  
Patricia A. Payne

\_\_\_\_\_  
Crista Carlino

\_\_\_\_\_  
Rev. T.D. Robinson

\_\_\_\_\_  
Dorothy R. Crenshaw

\_\_\_\_\_  
Joanne Sanders

I have examined the within claims and certify they are accurate:

\_\_\_\_\_  
Dr. Terri Jett

\_\_\_\_\_  
Ijeoma Dike-Young  
Treasurer of the Library Board

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**OPERATING ACCOUNTS**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
873	EFT	07/05/2018	ABELL ELEVATOR SERVICE CO	700.00
874	EFT	07/05/2018	BACKGROUND BUREAU INC.	220.00
875	EFT	07/05/2018	BAKER & TAYLOR	7,040.86
876	EFT	07/05/2018	BAKER & TAYLOR	8,782.98
877	EFT	07/05/2018	BAKER & TAYLOR	9,550.12
878	EFT	07/05/2018	BRODART COMPANY CONTINUATIONS	179.92
879	EFT	07/05/2018	CDW GOVERNMENT, INC.	14.41
880	EFT	07/05/2018	DENISON PARKING	25,334.64
881	EFT	07/05/2018	EBSCO INFORMATION SERVICES	81,403.35
882	EFT	07/05/2018	FINELINE PRINTING GROUP	1,499.00
883	EFT	07/05/2018	FLEET CARE, INC.	691.74
884	EFT	07/05/2018	G4S SECURE SOLUTIONS (USA) INC.	21,257.11
885	EFT	07/05/2018	INDIANAPOLIS ARMORED CAR, INC	2,638.00
886	EFT	07/05/2018	INGRAM LIBRARY SERVICES	3,780.37
887	EFT	07/05/2018	KLINES QUALITY WATER, INC	51.50
888	EFT	07/05/2018	LUNA MUSIC	4,260.31
889	EFT	07/05/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	396.81
890	EFT	07/05/2018	MIDWEST TAPE - PROCESSED DVDS	5,361.54
891	EFT	07/05/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	6,837.04
892	EFT	07/05/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	5,379.90
893	EFT	07/05/2018	MIDWEST TAPE, LLC	5,176.77
894	EFT	07/05/2018	MOORE INFORMATION SERVICES, INC	591.00
895	EFT	07/05/2018	OFFICEWORKS	1,891.00
896	EFT	07/05/2018	OVERDRIVE INC	40,313.45
897	EFT	07/05/2018	RECORD AUTOMATIC DOORS, INC	296.00
898	EFT	07/05/2018	RECORDED BOOKS	858.96
899	EFT	07/05/2018	RICOH USA, INC. - 12882	9,837.20
900	EFT	07/05/2018	ROBERT HALF INTERNATIONAL, INC	2,400.00
901	EFT	07/05/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,927.25
902	EFT	07/05/2018	TITAN ASSOCIATES	70,042.08
903	EFT	07/05/2018	TYLER TECHNOLOGIES, INC.	20,188.70
904	EFT	07/05/2018	ULINE	698.28
905	EFT	07/05/2018	UNIQUE MANAGEMENT SERVICES, INC	6,666.52
906	EFT	07/05/2018	VALUE LINE PUBLISHING INC.	1,050.00
911	EFT	07/12/2018	ABELL ELEVATOR SERVICE CO	4,082.50
912	EFT	07/12/2018	ALSCO	325.15
913	EFT	07/12/2018	BAKER & TAYLOR	4.76
914	EFT	07/12/2018	BAKER & TAYLOR	21,814.83
915	EFT	07/12/2018	BAKER & TAYLOR	2,202.03
916	EFT	07/12/2018	CDW GOVERNMENT, INC.	1,366.50
917	EFT	07/12/2018	CITIZENS THERMAL ENERGY	16,892.03
918	EFT	07/12/2018	CITIZENS THERMAL ENRGY.	67,971.98
919	EFT	07/12/2018	DANCORP INC. DBA DANCO	700.00
920	EFT	07/12/2018	DELTA DENTAL	11,444.76
921	EFT	07/12/2018	FLEET CARE, INC.	100.45
922	EFT	07/12/2018	G4S SECURE SOLUTIONS (USA) INC.	30,256.68
923	EFT	07/12/2018	INDIANA PLUMBING AND DRAIN LLC	3,588.25
924	EFT	07/12/2018	INGRAM LIBRARY SERVICES	1,784.33
925	EFT	07/12/2018	J&G CARPET PLUS	630.00
926	EFT	07/12/2018	JCOS, INC.	20,372.50
927	EFT	07/12/2018	MIDWEST TAPE - PROCESSED DVDS	256.06
928	EFT	07/12/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	38.08
929	EFT	07/12/2018	MIDWEST TAPE NON PROCESSED	216.88
930	EFT	07/12/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	1,990.08
931	EFT	07/12/2018	MIDWEST TAPE, LLC	4,459.70
932	EFT	07/12/2018	PERFECTION GROUP, INC.	14,230.25
933	EFT	07/12/2018	RECORD AUTOMATIC DOORS, INC	888.00
934	EFT	07/12/2018	RICOH USA, INC. - 12882	14,554.14
935	EFT	07/12/2018	STENZ MANAGEMENT COMPANY, INC	6,045.72
940	EFT	07/19/2018	ABELL ELEVATOR SERVICE CO	2,450.00
941	EFT	07/19/2018	ACORN DISTRIBUTORS, INC	3,711.65
942	EFT	07/19/2018	ART WITH A HEART	4,541.00
943	EFT	07/19/2018	BACKGROUND BUREAU INC.	465.00
944	EFT	07/19/2018	BAKER & TAYLOR	6,686.50
945	EFT	07/19/2018	BAKER & TAYLOR	118.93
946	EFT	07/19/2018	BAKER & TAYLOR	5,427.15
947	EFT	07/19/2018	BAKER & TAYLOR	27,320.27

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**OPERATING ACCOUNTS**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
948	EFT	07/19/2018	BAKER & TAYLOR	6,040.03
949	EFT	07/19/2018	BRODART COMPANY	364.79
950	EFT	07/19/2018	COMMERCIAL SEWER CLEANING	625.00
951	EFT	07/19/2018	DEMCO, INC.	411.99
952	EFT	07/19/2018	FINELINE PRINTING GROUP	5,029.00
953	EFT	07/19/2018	H.J. UмбаUGH & ASSOCIATES	31,456.00
954	EFT	07/19/2018	INDIANA PLUMBING AND DRAIN LLC	1,479.50
955	EFT	07/19/2018	INDIANAPOLIS RECORDER	72.45
956	EFT	07/19/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	237.24
957	EFT	07/19/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	2,829.00
958	EFT	07/19/2018	INGRAM LIBRARY SERVICES	1,894.98
959	EFT	07/19/2018	IRVINGTON PRESBYTERIAN CHURCH	937.50
960	EFT	07/19/2018	J&G CARPET PLUS	1,000.00
961	EFT	07/19/2018	JCOS, INC.	435.00
962	EFT	07/19/2018	KLINES QUALITY WATER, INC	58.50
963	EFT	07/19/2018	LEVEL (3) COMMUNICATIONS, LLC	4,253.53
964	EFT	07/19/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	1,651.00
965	EFT	07/19/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	418.99
966	EFT	07/19/2018	MIDWEST TAPE - PROCESSED DVDS	1,950.88
967	EFT	07/19/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,501.32
968	EFT	07/19/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	2,308.17
969	EFT	07/19/2018	MIDWEST TAPE, LLC	3,890.08
970	EFT	07/19/2018	PERFECTION GROUP, INC.	22,410.00
971	EFT	07/19/2018	RICOH USA, INC. - 12882	4,699.42
972	EFT	07/19/2018	ROBERT HALF INTERNATIONAL, INC	6,690.00
973	EFT	07/19/2018	STENZ MANAGEMENT COMPANY, INC	12,517.40
974	EFT	07/19/2018	ULINE	186.63
977	EFT	07/26/2018	ALSCO	325.15
978	EFT	07/26/2018	ART WITH A HEART	284.00
979	EFT	07/26/2018	DEMCO, INC.	4,749.99
980	EFT	07/26/2018	G4S SECURE SOLUTIONS (USA) INC.	29,608.23
981	EFT	07/26/2018	INDIANA PLUMBING AND DRAIN LLC	1,602.50
982	EFT	07/26/2018	INDIANAPOLIS RECORDER	110.00
983	EFT	07/26/2018	IRISH MECHANICAL SERVICES, INC.	221.00
984	EFT	07/26/2018	J&G CARPET PLUS	3,175.00
985	EFT	07/26/2018	KLINES QUALITY WATER, INC	8.00
986	EFT	07/26/2018	OFFICEWORKS	178.00
987	EFT	07/26/2018	PERFECTION GROUP, INC.	340.00
988	EFT	07/26/2018	RECORD AUTOMATIC DOORS, INC	1,923.00
989	EFT	07/26/2018	ROBERT HALF INTERNATIONAL, INC	2,400.00
990	EFT	07/26/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	889.88
991	EFT	07/26/2018	TYLER TECHNOLOGIES, INC.	22,607.76
992	EFT	07/26/2018	UNIQUE MANAGEMENT SERVICES, INC	4,933.89
1076	EFT	07/02/2018	THE BANK OF NEW YORK MELLON TRUST CO N.A	493,700.00
1077	EFT	07/02/2018	THE BANK OF NEW YORK MELLON TRUST CO N.A	1,619,100.00
1078	EFT	07/02/2018	THE BANK OF NEW YORK MELLON TRUST CO N.A	1,347,286.88
1079	EFT	07/06/2018	ADP, INC.	3,899.14
1080	EFT	07/13/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1081	EFT	07/13/2018	FIDELITY INVESTMENTS	5,121.78
1082	EFT	07/16/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,766.90
1083	EFT	07/20/2018	INDIANA DEPARTMENT OF REVENUE	1,147.49
1084	EFT	07/20/2018	ADP, INC.	3,955.30
1085	EFT	07/27/2018	ADP, INC.	20.00
1086	EFT	07/27/2018	ADP, INC.	1,063.50
1087	EFT	07/30/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,677.37
62836	CHECK	07/05/2018	1414406 ONTARIO, LTD	383.80
62837	CHECK	07/05/2018	ANNETTE BAZIRA-OKAFOR	32.60
62838	CHECK	07/05/2018	AT&T	820.87
62839	CHECK	07/05/2018	ATC GROUP SERVICES, LLC	11,439.55
62840	CHECK	07/05/2018	BEECH GROVE SEWAGE WORKS	140.61
62841	CHECK	07/05/2018	BETH MENG	50.00
62842	CHECK	07/05/2018	BRENDA J. TRUAX	200.00
62843	CHECK	07/05/2018	BRENNA LORRAINE SHEPHERD	50.00
62844	CHECK	07/05/2018	BROWNING DAY MULLINS DIERDORF	10,780.50
62845	CHECK	07/05/2018	CATHERINE BOWIE	50.00
62846	CHECK	07/05/2018	CENTRAL SECURITY & COMMUNICATIONS	943.27
62847	CHECK	07/05/2018	CITIZENS ENERGY GROUP	1,938.10

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**OPERATING ACCOUNTS**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
62848	CHECK	07/05/2018	COURT & COMMERCIAL RECORD	72.39
62849	CHECK	07/05/2018	CRITERION PICTURES USA, INC.	225.00
62850	CHECK	07/05/2018	DULCE M. VEGA TELLEZ	100.00
62851	CHECK	07/05/2018	ENVIRO-TOTE INC.	7,941.07
62852	CHECK	07/05/2018	FLASHBAY, INC.	9,420.00
62853	CHECK	07/05/2018	GALE GROUP THE	79.18
62854	CHECK	07/05/2018	GREEN BUSINESS CERTIFICATION, INC.	2,740.00
62855	CHECK	07/05/2018	GREY HOUSE PUBLISHING	162.00
62856	CHECK	07/05/2018	GUARDIAN	15,318.32
62857	CHECK	07/05/2018	GUY HANSEN LSIR	400.00
62858	CHECK	07/05/2018	HISTORIC LANDMARKS FOUNDATION OF INDIANA	40.00
62859	CHECK	07/05/2018	IMMIGRANT WELCOME CENTER	1,425.00
62860	CHECK	07/05/2018	INDIANA NEWSPAPERS, INC.	572.05
62861	CHECK	07/05/2018	INDIANA NEWSPAPERS	164.24
62862	CHECK	07/05/2018	JEANNETTE HUESCA	50.00
62863	CHECK	07/05/2018	KELSEY SIMPSON	100.00
62864	CHECK	07/05/2018	KEMNA RESTORATION & CONSTRUCTION INC.	4,500.00
62865	CHECK	07/05/2018	KEVIN SUMMERS	70.64
62866	CHECK	07/05/2018	JACKSON MANUFACTURERS CO., INC.	3,788.34
62867	CHECK	07/05/2018	LUSK ENTERTAINMENT GROUP, INC	350.00
62868	CHECK	07/05/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,600.00
62869	CHECK	07/05/2018	MAYRA OSEGUERA	100.00
62870	CHECK	07/05/2018	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	59,737.65
62871	CHECK	07/05/2018	NATIONALITIES COUNCIL OF INDIANA	112.00
62872	CHECK	07/05/2018	NEXT GREAT ARCHITECTS	350.00
62873	CHECK	07/05/2018	OLD HOUSE JOURNAL	27.00
62874	CHECK	07/05/2018	PITNEY BOWES, INC.	184.50
62875	CHECK	07/05/2018	SAKURA FUQUA	100.00
62876	CHECK	07/05/2018	SHARON BERNHARDT	264.00
62877	CHECK	07/05/2018	SHOWCASES	120.69
62878	CHECK	07/05/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	574.30
62879	CHECK	07/05/2018	THE REPUBLIC	329.00
62880	CHECK	07/05/2018	JOHNSON CONTROLS FIRE PROTECTION, LP	969.71
62881	CHECK	07/05/2018	WFYI TV FYI PRODUCTIONS	300.00
62882	CHECK	07/12/2018	ADTEC	630.00
62883	CHECK	07/12/2018	AJILON FINANCE	655.04
62884	CHECK	07/12/2018	ALLEN IRRIGATION COMPANY, INC.	1,691.00
62885	CHECK	07/12/2018	AMERICAN UNITED LIFE INSURANCE CO	2,654.70
62886	CHECK	07/12/2018	AMERICAN UNITED LIFE INSURANCE CO	3,431.09
62887	CHECK	07/12/2018	ANTHEM INSURANCE COMPANIES, INC	337,500.00
62888	CHECK	07/12/2018	AT&T	1,432.50
62889	CHECK	07/12/2018	AT&T MOBILITY	768.60
62890	CHECK	07/12/2018	BETH MENG	50.00
62891	CHECK	07/12/2018	BLACKMORE & BUCKNER ROOFING	1,597.46
62892	CHECK	07/12/2018	BOWEN TECHNOVATION	1,300.50
62893	CHECK	07/12/2018	BRENDA J. TRUAX	100.00
62894	CHECK	07/12/2018	BRENNA LORRAINE SHEPHERD	50.00
62895	CHECK	07/12/2018	CATHERINE BOWIE	50.00
62896	CHECK	07/12/2018	CENTRAL INDIANA HARDWARE	1,175.40
62897	CHECK	07/12/2018	CHILDREN'S PLUS INC.	277.10
62898	CHECK	07/12/2018	CITIZENS ENERGY GROUP	10,646.74
62899	CHECK	07/12/2018	COMPUTYPE INC.	407.92
62900	CHECK	07/12/2018	COURT & COMMERCIAL RECORD	89.82
62901	CHECK	07/12/2018	CULLIGAN	117.20
62902	CHECK	07/12/2018	DACO GLASS & GLAZING INC	1,175.00
62903	CHECK	07/12/2018	DELL MARKETING L.P.	399.96
62904	CHECK	07/12/2018	GALE GROUP THE	494.28
62905	CHECK	07/12/2018	GENUINE PARTS COMPANY-INDIANAPOLIS	29.46
62906	CHECK	07/12/2018	GORDON PLUMBING, INC.	169.95
62907	CHECK	07/12/2018	HOOSIER AQUATIC CARE	2,976.00
62908	CHECK	07/12/2018	HOOSIER EQUIPMENT SERVICE, INC.	3,390.00
62909	CHECK	07/12/2018	INDIANAPOLIS FLEET SERVICES	4,328.91
62910	CHECK	07/12/2018	INDIANAPOLIS POWER & LIGHT COMPANY	80,137.38
62911	CHECK	07/12/2018	INDIANAPOLIS STAGE SALES AND RENTALS, INC	107.88
62912	CHECK	07/12/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,063.01
62913	CHECK	07/12/2018	JACKSON SYSTEMS	256.00
62914	CHECK	07/12/2018	JEANNETTE HUESCA	50.00



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
BANK REGISTER**

**OPERATING ACCOUNTS**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
62915	CHECK	07/12/2018	LUSK ENTERTAINMENT GROUP, INC	700.00
62916	CHECK	07/12/2018	MAYRA OSEGUERA	100.00
62917	CHECK	07/12/2018	MAYREALTORS, LLC	5,000.00
62918	CHECK	07/12/2018	E.SOLUTIONS, INC.	2,951.00
62919	CHECK	07/12/2018	MOLLIE BEAUMONT	20.00
62920	CHECK	07/12/2018	PFM TRUCK CARE CENTER	234.95
62921	CHECK	07/12/2018	REPUBLIC WASTE SERVICES	6,320.26
62922	CHECK	07/12/2018	SAKURA FUGUA	100.00
62923	CHECK	07/12/2018	SCHOLASTIC, INC	917.42
62924	CHECK	07/12/2018	STENZ CONSTRUCTION CORPORATION	339,188.44
62925	CHECK	07/12/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	37,687.60
62926	CHECK	07/12/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	554.30
62927	CHECK	07/12/2018	THOMAS P. MILLER AND ASSOCIATES, LLC	14,583.33
62928	CHECK	07/12/2018	TRENDYMINDS, INC.	6,512.50
62929	CHECK	07/12/2018	TRUCK PAINTING SPECIALISTS	927.34
62930	CHECK	07/19/2018	AJILON FINANCE	5,097.03
62931	CHECK	07/19/2018	APPLIED ENGINEERING SERVICES	3,500.00
62932	CHECK	07/19/2018	AT&T	68.51
62933	CHECK	07/19/2018	AXIS ARCHITECTURE & INT., LLC	33,796.30
62934	CHECK	07/19/2018	BEAM, LONGEST & NEFF, LLC	897.00
62935	CHECK	07/19/2018	BETH MENG	50.00
62936	CHECK	07/19/2018	BOWEN TECHNOVATION	640.50
62937	CHECK	07/19/2018	BRENDA J. TRUAX	100.00
62938	CHECK	07/19/2018	BRENNA LORRAINE SHEPHERD	50.00
62939	CHECK	07/19/2018	BRIGHTWOOD INVESTORS, LLC	4,041.33
62940	CHECK	07/19/2018	CATHERINE BOWIE	50.00
62941	CHECK	07/19/2018	CHILDREN'S PLUS INC.	5.99
62942	CHECK	07/19/2018	CITIZENS ENERGY GROUP	1,609.54
62943	CHECK	07/19/2018	CITYOGA SCHOOL OF YOGA & HEALTH	75.00
62944	CHECK	07/19/2018	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,835.00
62945	CHECK	07/19/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	658.75
62946	CHECK	07/19/2018	DACO GLASS & GLAZING INC	583.33
62947	CHECK	07/19/2018	DELL MARKETING L.P.	15,967.76
62948	CHECK	07/19/2018	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
62949	CHECK	07/19/2018	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
62950	CHECK	07/19/2018	GALE GROUP THE	654.30
62951	CHECK	07/19/2018	GLENDALE TOWN CENTER	24,854.16
62952	CHECK	07/19/2018	GREY HOUSE PUBLISHING	229.50
62953	CHECK	07/19/2018	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	252.99
62954	CHECK	07/19/2018	INDIANA NEWSPAPERS, INC.	108.90
62955	VOID	07/19/2018	JP MORGAN CHASE BANK	0.00
62956	CHECK	07/19/2018	KRESS CONSULTING	5,000.00
62957	CHECK	07/19/2018	LEGALSHIELD	276.00
62958	CHECK	07/19/2018	LUSK ENTERTAINMENT GROUP, INC	350.00
62959	CHECK	07/19/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,000.00
62960	CHECK	07/19/2018	MAYRA OSEGUERA	100.00
62961	CHECK	07/19/2018	MCGINTY CONVEYORS INC.	2,540.00
62962	CHECK	07/19/2018	METRIC ENVIRONMENTAL	955.55
62963	CHECK	07/19/2018	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
62964	CHECK	07/19/2018	MUNIHUB	900.00
62965	CHECK	07/19/2018	NEXT GREAT ARCHITECTS	350.00
62966	CHECK	07/19/2018	OCLC INC	9,022.86
62967	CHECK	07/19/2018	RADWAY PIANO SERVICE	95.00
62968	CHECK	07/19/2018	SAKURA FUGUA	100.00
62969	CHECK	07/19/2018	SMARTFISH, INC	365.00
62970	CHECK	07/19/2018	SOCIAL TABLES, INC,	2,100.00
62971	CHECK	07/19/2018	SONDHI SOLUTIONS	280.33
62972	CHECK	07/19/2018	SPRINT PCS	279.92
62973	CHECK	07/19/2018	STENZ CONSTRUCTION CORPORATION	282,607.20
62974	CHECK	07/19/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	31,400.80
62975	CHECK	07/19/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	294.02
62976	CHECK	07/19/2018	TOM WOOD FORD, INC	19,718.25
62977	CHECK	07/19/2018	TOSHIBA FINANCIAL SERVICES	320.24
62978	CHECK	07/19/2018	UNIFORM HOUSE INC. THE	1,050.00
62979	CHECK	07/19/2018	VERNON LIBRARY SUPPLIES	574.62
62980	CHECK	07/20/2018	JP MORGAN CHASE BANK	3,906.07
62981	CHECK	07/20/2018	JP MORGAN CHASE BANK	14,911.25

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**OPERATING ACCOUNTS**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
62982	CHECK	07/26/2018	AFSCME COUNCIL IKOC 962	3,270.72
62983	CHECK	07/26/2018	AMERICAN LIBRARY ASSOCIATION	2,202.47
62984	CHECK	07/26/2018	AMERICAN BANKERS INSURANCE COMPANY OF FLORIDA	11,293.00
62985	CHECK	07/26/2018	ARCHITECTS FORUM,LLC	1,800.00
62986	CHECK	07/26/2018	BETH MENG	50.00
62987	CHECK	07/26/2018	BRENNA LORRAINE SHEPHERD	50.00
62988	CHECK	07/26/2018	BROWNING DAY MULLINS DIERDORF	10,755.35
62989	CHECK	07/26/2018	CATHERINE BOWIE	50.00
62990	CHECK	07/26/2018	CENTRAL SECURITY & COMMUNICATIONS	281.50
62991	CHECK	07/26/2018	CHC WELLNESS	17,070.00
62992	CHECK	07/26/2018	CITIZENS ENERGY GROUP	1,480.08
62993	CHECK	07/26/2018	CITY OF INDIANAPOLIS	50.00
62994	CHECK	07/26/2018	CLINTON JOHN JIVOIN	2,000.00
62995	CHECK	07/26/2018	CONTINENTAL BROADCAST GROUP, LLC	699.00
62996	CHECK	07/26/2018	CROSSROADS DOCUMENT SERVICES	28,684.00
62997	CHECK	07/26/2018	EZRA TOMPKINS	1,412.50
62998	CHECK	07/26/2018	FORCE TECHNOLOGY SOLUTIONS, LLC	52,897.15
62999	CHECK	07/26/2018	FULLER ENGINEERING CO., LLC	6,550.00
63000	CHECK	07/26/2018	HP PRODUCTS CORPORATION	384.17
63001	CHECK	07/26/2018	ICC FLOORS	470.00
63002	CHECK	07/26/2018	INDIANA DEPARTMENT OF HOMELAND SECURITY	240.00
63003	CHECK	07/26/2018	INDIANA NEWSPAPERS	107.12
63004	CHECK	07/26/2018	INDIANA STATE LIBRARY	11,115.00
63005	CHECK	07/26/2018	JEANNETTE HUESCA	50.00
63006	CHECK	07/26/2018	JEREMY SOUTH	4,080.00
63007	CHECK	07/26/2018	JP MORGAN CHASE BANK	342.50
63008	CHECK	07/26/2018	KEITH C. MCCLAIN	1,207.00
63009	CHECK	07/26/2018	KRM ARCHITECTURE+	20,687.50
63010	CHECK	07/26/2018	LIGHTNING TWO WAY RADIO, INC	298.05
63011	CHECK	07/26/2018	LUNA LANGUAGE SERVICES	70.00
63012	CHECK	07/26/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,600.00
63013	CHECK	07/26/2018	MAYRA OSEGUERA	100.00
63014	CHECK	07/26/2018	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	840.00
63015	CHECK	07/26/2018	NEXT GREAT ARCHITECTS	875.00
63016	CHECK	07/26/2018	PFM TRUCK CARE CENTER	2,818.37
63017	CHECK	07/26/2018	REED DRAPERY SERVICE	81.00
63018	CHECK	07/26/2018	RJE BUSINESS INTERIORS	72.00
63019	CHECK	07/26/2018	SAFEGUARD BUSINESS SYSTEMS	423.85
63020	CHECK	07/26/2018	SAKURA FUQUA	50.00
63021	CHECK	07/26/2018	SHARON BERNHARDT	26.47
63022	CHECK	07/26/2018	SHELBY UPHOLSTERING & INTERIORS	650.00
63023	CHECK	07/26/2018	SIGNARAMA DOWNTOWN INDIANAPOLIS	376.12
63024	CHECK	07/26/2018	UNITED PARCEL SERVICE	372.13
			<b>Total</b>	<b><u>\$ 6,161,326.27</u></b>

**Summary by Transaction Type:**

<b>Computer Check</b>	\$ 1,684,051.14
<b>EFT Check</b>	\$ 4,477,275.13
<b>Total Payments</b>	\$ 6,161,326.27
<b>Total Voided Items</b>	\$ -

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**FINES ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
734	CHECK	07/12/2018	NICAYLA SUE CLEVELAND	53.75
735	CHECK	07/12/2018	TERESA A. RAY	64.98
736	CHECK	07/19/2018	BRENDON E. NEAL	25.65
737	CHECK	07/19/2018	KRISTINE MARIE FAIRES	15.99
738	CHECK	07/26/2018	EMMA JOHNSON % BRADLEY JOHN	75.00
739	CHECK	07/26/2018	NATALIE RAYFORD	33.10
740	CHECK	07/26/2018	SHABNAM SHARMEEN CHOWDHURY	40.94
<b>Total</b>				<u>\$ 309.41</u>

**Summary by Transaction Type:**

<b>Computer Check</b>	\$309.41
<b>EFT Check</b>	\$0.00
<b>Total Payments</b>	\$309.41
<b>Total Voided Items</b>	\$0.00

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**GIFT ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
907	EFT	07/05/2018	ART WITH A HEART	289.00
908	EFT	07/05/2018	G4S SECURE SOLUTIONS (USA) INC.	761.80
909	EFT	07/05/2018	INGRAM LIBRARY SERVICES	13,423.62
910	EFT	07/05/2018	MIDWEST TAPE, LLC	157.15
936	EFT	07/12/2018	ART WITH A HEART	872.00
937	EFT	07/12/2018	BAKER & TAYLOR	49.95
938	EFT	07/12/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	8,050.00
939	EFT	07/12/2018	INGRAM LIBRARY SERVICES	13,918.63
975	EFT	07/19/2018	ART WITH A HEART	785.00
976	EFT	07/19/2018	MIDWEST TAPE, LLC	75.16
993	EFT	07/26/2018	ART WITH A HEART	480.00
994	EFT	07/26/2018	DEMCO, INC.	335.99
6599	CHECK	07/05/2018	BENNETT CRANTFORD	250.00
6600	CHECK	07/05/2018	BEVERLY SCOTT	250.00
6601	CHECK	07/05/2018	BLAKE SCHLABACH	250.00
6602	CHECK	07/05/2018	ENVIRO-TOTE INC.	2,501.21
6603	CHECK	07/05/2018	FISHBACK CREEK PUBLIC ACADEMY	100.00
6604	CHECK	07/05/2018	FRANKLIN ROAD (PETTY CASH)	49.56
6605	CHECK	07/05/2018	INDIANA JIM'S REPTILE EXPERIENCE	450.00
6606	CHECK	07/05/2018	INDIANA WRITER'S CENTER	200.00
6607	CHECK	07/05/2018	JEREMY SOUTH	1,400.00
6608	CHECK	07/05/2018	JESSICA TRINOSKY	292.47
6609	CHECK	07/05/2018	MADER DESIGN LLC	4,500.00
6610	CHECK	07/05/2018	MARK CAMERON HARPER	175.00
6611	CHECK	07/05/2018	TAKE FLIGHT WILDLIFE EDUCATION	1,000.00
6612	CHECK	07/05/2018	MELISSA WOOTON	138.60
6613	CHECK	07/05/2018	PERRY A. SCOTT	250.00
6614	CHECK	07/05/2018	SILLY SAFARI SHOWS, INC	2,000.00
6615	CHECK	07/05/2018	TIA JAH WYNNE AYERS	37.50
6616	CHECK	07/05/2018	TIFFANI N. CARTER	43.28
6617	CHECK	07/05/2018	VLADIMIR KRAKOVICH	500.00
6618	CHECK	07/05/2018	WAYNE (PETTY CASH)	102.92
6619	CHECK	07/05/2018	YEFIM PASTUKH	500.00
6620	CHECK	07/12/2018	DENYCE MALONE	52.97
6621	CHECK	07/12/2018	DON HUDSON	475.00
6622	CHECK	07/12/2018	ED FERRER	540.00
6623	CHECK	07/12/2018	FLASHBAY, INC.	5,000.00
6624	CHECK	07/12/2018	GREGORY HILL	32.03
6625	CHECK	07/12/2018	HADIAH RICE	250.00
6626	CHECK	07/12/2018	INDIANA JIM'S REPTILE EXPERIENCE	150.00
6627	CHECK	07/12/2018	INDIANA WRITER'S CENTER	400.00
6628	CHECK	07/12/2018	INDY CONVERGENCE	400.00
6629	CHECK	07/12/2018	INDY VEGFEST	177.00
6630	CHECK	07/12/2018	JACQUELINE CROFTS	50.00
6631	CHECK	07/12/2018	JEREMY SOUTH	840.00
6632	CHECK	07/12/2018	LAWRENCE (PETTY CASH)	28.42
6633	CHECK	07/12/2018	MADER DESIGN LLC	1,556.08
6634	CHECK	07/12/2018	TAKE FLIGHT WILDLIFE EDUCATION	600.00
6635	CHECK	07/12/2018	MARY LUZADER	14.97
6636	CHECK	07/12/2018	ROSIE PETTYGRUE	200.00
6637	CHECK	07/12/2018	SILLY SAFARI SHOWS, INC	250.00
6638	CHECK	07/12/2018	TAMI EDMINSTER	14.95
6639	CHECK	07/12/2018	TIA JAH WYNNE AYERS	40.63
6640	CHECK	07/12/2018	TIFFANI N. CARTER	366.18
6641	CHECK	07/12/2018	WFYI TELEPLEX	3,000.00
6642	CHECK	07/12/2018	YARDART	85.00
6643	CHECK	07/19/2018	CONTINENTAL BROADCAST GROUP, LLC	500.00
6644	CHECK	07/19/2018	CREATIVE AQUATIC SOLUTIONS, LLC	418.35
6645	CHECK	07/19/2018	ED FERRER	405.00
6646	CHECK	07/19/2018	INDIANA JIM'S REPTILE EXPERIENCE	300.00
6647	CHECK	07/19/2018	INDIANA WRITER'S CENTER	200.00
6648	CHECK	07/19/2018	JEANINE M. FOX	38.34

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANK REGISTER**  
**GIFT ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
6649	CHECK	07/19/2018	JEREMY SOUTH	1,120.00
6650	CHECK	07/19/2018	JOSH CRAIN	42.78
6651	CHECK	07/19/2018	JP MORGAN CHASE BANK	55.92
6652	CHECK	07/19/2018	TAKE FLIGHT WILDLIFE EDUCATION	1,000.00
6653	CHECK	07/19/2018	MICHELLE SHARP	123.43
6654	CHECK	07/19/2018	NANCY MOBLEY	149.35
6655	CHECK	07/19/2018	PRISCILLA BELL	42.43
6656	CHECK	07/19/2018	SILLY SAFARI SHOWS, INC	1,750.00
6657	CHECK	07/19/2018	VLADIMIR KRAKOVICH	500.00
6658	CHECK	07/19/2018	YEFIM PASTUKH	500.00
6659	CHECK	07/26/2018	ASHLEY RM DOWNEY	600.00
6660	CHECK	07/26/2018	BLACK INVENTORS AND SCIENTISTS MUSEUMS, II	600.00
6661	CHECK	07/26/2018	BRIGHT IDEAS IN BROAD RIPPLE	992.55
6662	CHECK	07/26/2018	COMPUTYPE INC.	79.80
6663	CHECK	07/26/2018	ED FERRER	810.00
6664	CHECK	07/26/2018	INDIANA JIM'S REPTILE EXPERIENCE	450.00
6665	CHECK	07/26/2018	INDIANA WRITER'S CENTER	400.00
6666	CHECK	07/26/2018	JEREMY SOUTH	1,680.00
6667	CHECK	07/26/2018	JOSEPH M. GREEN	500.00
6668	CHECK	07/26/2018	MARK CAMERON HARPER	175.00
6669	CHECK	07/26/2018	TAKE FLIGHT WILDLIFE EDUCATION	200.00
6670	CHECK	07/26/2018	MOBILE ED PRODUCTIONS, INC.	347.50
6671	CHECK	07/26/2018	PIKE (PETTY CASH)	28.94
6672	CHECK	07/26/2018	PRECISE PRINTING PLUS SIGNS	130.00
6673	CHECK	07/26/2018	RAYMOND GEDDES & COMPANY, INC.	1,190.00
6674	CHECK	07/26/2018	ROBERT G. LEHNEN, PHD.	4,200.00
6675	CHECK	07/26/2018	SILLY SAFARI SHOWS, INC	4,250.00
6676	CHECK	07/26/2018	THERESA MARIE MORPHEW	750.00
6677	CHECK	07/26/2018	VANESSA JAMERSON	300.26
6678	CHECK	07/26/2018	WAYNE (PETTY CASH)	29.93
			<b>Total</b>	<b><u>\$ 93,571.65</u></b>

**Summary by Transaction Type:**

<b>Computer Check</b>	<b>\$ 54,373.35</b>
<b>EFT Check</b>	<b>\$ 39,198.30</b>
<b>Total Payments</b>	<b>\$ 93,571.65</b>
<b>Total Voided Items</b>	<b>\$ -</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**August 27, 2018**

**PERSONNEL ACTIONS**

**RESOLUTION 31-2018**

**NEW HIRES:**

- Ciera Hudson, Page, Franklin Road, \$9.15 per hour, Effective: 07/16/2018
- Alexandria Moore, Hourly Library Assistant II (FTE), Lawrence, \$12.40 per hour, Effective: 07/16/2018
- Colin Turley, Hourly Library Assistant II (SUB), Warren, \$12.40 per hour, Effective: 07/16/2018
- Jasmin Garrett, Hourly Library Assistant II (SUB), Pike, \$12.40 per hour, Effective: 07/16/2018
- Kyala Taylor, Page, East 38<sup>th</sup>, \$9.15 per hour, Effective: 07/16/2018
- Teonna Taylor, Page, East 38<sup>th</sup>, \$9.15 per hour, Effective: 07/16/2018
- Selena Perez, Page, Franklin Road, \$9.15 per hour, Effective: 07/16/2018
- Mackenzie Terry, Page, Franklin Road, \$9.15 per hour, Effective: 07/16/2018
- Tial Par, Library Assistant II Part-Time, Southport, \$12.40 per hour, Effective: 07/31/2018
- Migna Jones, Hourly Library Assistant II (SUB), Southport, \$12.40 per hour, Effective: 07/16/2018
- Suzanne Bartholomew, Hourly Public Services Associate I (SUB), Central, \$14.07 per hour, Effective: 07/16/2018
- Emily Buckler, Hourly Public Services Associate I (SUB), Franklin Road, \$14.07 per hour, Effective: 07/16/2018
- Erik Peppinger, Hourly Public Services Associate I (SUB), Learning Curve, \$14.07 per hour, Effective: 07/31/2018
- Daniel Snodgrass, Hourly Library Assistant II (SUB), Central, \$12.40 per hour, Effective: 07/31/2018
- Jacqueline McKeever, Hourly Library Assistant II (SUB), Southport, \$12.40 per hour, Effective: 07/31/2018
- Jerome Bingham, Hourly Library Assistant II (SUB), Central, \$12.40 per hour, Effective: 07/31/2018
- Danielle McCullough, Hourly Library Assistant II (SUB), Nora, \$12.40 per hour, Effective: 07/31/2018
- Shade Bell, Hourly Library Assistant II (SUB), Warren, \$12.40 per hour, Effective: 07/31/2018
- Sandra Bottom-Seals, Hourly Public Services Associate I (SUB), Pike, \$14.07 per hour, Effective: 07/31/2018
- Neil McGrann, Hourly Library Assistant II (SUB), Franklin Road, \$12.40 per hour, Effective: 07/31/2018
- Elisabeth Hall, Page, Warren, \$9.15 per hour, Effective: 08/13/2018
- Burke Anderson, Hourly Library Assistant II (SUB), Pike, \$12.40 per hour, Effective: 08/13/2018
- Darletta Haley, Hourly Library Assistant II (SUB), Franklin Road, \$12.40 per hour, Effective: 08/13/2018
- Lisa Anderson, Hourly Activity Guide, InfoZone, \$15.34 per hour, Effective: 08/13/2018
- Shirley Tandy, Hourly Public Services Associate I (SUB), Central, \$14.07 per hour, Effective: 08/13/2018
- Fibi Kim, Hourly Library Assistant II (FTE), Southport, \$12.40 per hour, Effective: 08/13/2018

## INTERNAL CHANGES:

- Adam Todd from Manager, Decatur Branch, \$25.32 per hour to Manager, Nora Branch, \$26.20 per hour, Effective: 07/22/2018
- Anne Herold-Short from Hourly Library Assistant II (SUB), Glendale, \$12.40 per hour to Hourly Public Services Associate I (SUB), Glendale, \$14.07 per hour, Effective: 08/05/2018
- Stephen Bridge from Hourly Public Services Associate I (SUB), Nora to Hourly Public Services Associate I (SUB), Franklin Road, No Change In Pay, Effective: 07/01/2018
- Randall Ayers from Hourly Public Services Associate I (SUB), Glendale to Hourly Public Services Associate I (SUB), Nora, No Change in Pay, Effective: 07/22/2018
- Emilie Lynn from Public Services Associate II Part-Time, Outreach, \$16.69 per hour to Temporary Public Services Librarian, Full Time, Outreach, \$18.00 per hour, Effective: 06/10/2018
- Emilie Lynn from Public Services Associate II Part-Time, Outreach, \$16.69 per hour to Public Services Librarian, Full Time, Outreach, \$18.10 per hour, Effective: 07/22/2018
- Dianne Corbin from Library Assistant II, Lawrence to Library Assistant II, Outreach, No Change in Pay, Effective: 08/05/2018
- Stefany Boleyn from Public Services Associate II, Learning Curve, \$16.04 per hour to Hourly Public Services Associate I (SUB), Learning Curve, \$15.07 per hour, Effective: 08/05/2018
- Joshua Crain from Public Services Librarian, East Washington, \$18.72 per hour to Manager, Decatur, \$22.82 per hour, Effective: 09/02/2018
- Brittany McFadden from Hourly Summer Reading Clerk, Eagle, \$11.85 per hour to Library Assistant II, Central, \$12.40 per hour, Effective: 08/19/2018
- Emily Rasmussen from Hourly Summer Reading Clerk, West Indianapolis, \$10.85 per hour to Page, West Indianapolis, \$9.33 per hour, Effective: 08/05/2018
- Anavrin Reeves-Woods from Hourly Summer Reading Clerk, Brightwood, \$10.50 per hour to Page, Brightwood, \$9.33 per hour, Effective: 08/05/2018
- Azucena Guerrero Ruiz from Hourly Summer Reading Clerk, Haughville, \$11.85 per hour to Page, Haughville, \$9.15 per hour, Effective: 08/05/2018
- Robyn McKinney from Hourly Summer Reading Clerk, East 38<sup>th</sup>, \$11.85 per hour to Page, East 38<sup>th</sup>, \$9.15 per hour, Effective: 08/05/2018
- Samuel Lambert from Hourly Summer Reading Clerk, East 38<sup>th</sup>, \$10.50 per hour to Page, East 38<sup>th</sup>, \$9.15 per hour, Effective: 08/05/2018
- Aaliyah Barnett from Page (Summer Position), Brightwood to Page, Brightwood, No Change in Pay, Effective: 08/05/2018
- Azucena Guerrero-Ruiz from Page, Haughville to Page, Garfield Park, No Change in Pay, Effective: 08/19/2018
- Isaac Swisher from Page (Summer Position), Glendale to Page, Glendale, No Change in Pay, Effective: 08/05/2018
- Gynelyn Dimick from Library Assistant II, Full Time, Glendale to Library Assistant II, Part Time (24 Hours), Glendale, No Change in Pay, Effective: 08/05/2018
- Rachel Oliver from Hourly Summer Reading Clerk, Lawrence to Page, Lawrence, No Change in Pay, Effective: 08/11/2018
- Kathryn Farmer from Public Services Associate II (Part-Time 20 hours), Decatur to Public Services Associate II (Part-Time 24 Hours), Decatur, No Change in Pay, Effective: 08/05/2018
- Vicki Glover-Sheppard from Hourly Library Assistant II, Outreach to Hourly Library Assistant II (SUB), Lawrence, No Change in Pay, Effective: 07/22/2018

- Maralise Smith from Hourly Summer Reading Clerk, Spades Park, \$10.50 per hour to Page, Spades Park, \$9.15 per hour, Effective: 08/19/2018
- Elizabeth Schoettle from Manager, Beech Grove, \$28.93 per hour to Supervisor Librarian, Central, \$28.00 per hour, Effective: 09/30/2018

**RE-HIRES: (None Reported)**

**SEPARATIONS:**

- Ariadna Flores, Page, Garfield Park, 2 months, Effective: 07/13/2018
- Pamela Gullion, Hourly Library Assistant II, Southport, 10 years and 6 months, Effective: 06/30/2018
- Matthew Stevenson, Hourly Public Services Associate I (SUB), Central, 6 years, Effective: 06/24/2018
- Jackie Kelly, Supervisor Librarian, Central, 3 years and 11 months, Effective: 07/17/2018
- Katelyn Buis, Library Assistant II Part-Time, Southport, 9 years and 10 months, Effective: 08/04/2018
- Katherine Kirby, Page, Lawrence, 1 year and 2 months, Effective: 07/21/2018
- Cameiron Jackson, Page, Brightwood, 1 year, Effective: 07/26/2018
- Jessica Johnson, Page, Irvington, 2 months, Effective: 08/01/2018
- Isra Haider, Hourly Summer Reading Clerk, College, 1 year and 2 months, Effective: 07/23/2018
- Jean Hurley, Page, Glendale, 19 years and 11 months, Effective: 07/28/2018
- Ashly Crane, Page, Central, 27 days, Effective: 07/30/2018
- Kestrel Jones, Hourly Summer Reading Clerk, Pike, 3 years and 2 months, Effective: 07/28/2018
- Carleigh Grupe, Hourly Summer Reading Clerk, Pike, 3 months, Effective: 07/31/2018
- Sarah Jones, Hourly Summer Reading Clerk, Pike, 1 year and 9 months, Effective: 07/31/2018
- Tial Par, Library Assistant I, Southport, Effective: 08/03/2018
- Janay Biddle, Library Assistant II, Flanner House, 3 years and 6 months, Effective: 07/10/2018
- Alexandria Edminster, Hourly Summer Reading Clerk, Learning Curve, 1 year and 2 months, Effective: 08/13/2018
- Bess Yeager, Hourly Summer Reading Clerk, Learning Curve, 2 years and 2 months, Effective: 08/13/2018
- Janeika Matthews, Hourly Summer Reading Clerk, Garfield Park, 1 year and 2 months, Effective: 07/19/2018
- Darlene Raposa, Page, Central, 1 month, Effective: 08/06/2018

**INACTIVE:**

- Rubin Foley, Hourly Summer Reading Clerk, Learning Curve, Effective: 07/07/2018
- Abigail Maitland, Hourly Summer Reading Clerk, Southport, Effective: 07/21/2018
- Brittany Coffman, Page, Warren, Effective: 07/31/2018
- Anna McCasland, Hourly Summer Reading Clerk, Warren, Effective: 07/31/2018
- Luke Fillenwarth, Hourly Summer Reading Clerk, Franklin Road, Effective: 07/31/2018
- Mellisa Nichols, Hourly Summer Reading Clerk, Franklin Road, Effective: 07/28/2018
- Crystal Harves, Hourly Summer Reading Clerk, Franklin Road, Effective: 07/29/2018
- Consuelo Zavala, Hourly Summer Reading Clerk, Wayne, Effective: 08/11/2018
- Brian Robinson, Hourly Summer Reading Clerk, East 38<sup>th</sup>, Effective: 08/11/2018
- Ashley Maxwell, Hourly Summer Reading Clerk, Decatur, Effective: 08/04/2018



- Marianne Stephens, Hourly Summer Reading Clerk, Decatur, Effective: 08/04/2018
- Danielle Adams, Page, East 38<sup>th</sup>, Effective: 08/11/2018
- Aundrelle Balance, Hourly Summer Reading Clerk, East 38<sup>th</sup>, Effective: 08/11/2018
- Madison Blackwell, Hourly Summer Reading Clerk, Wayne, Effective: 08/11/2018
- Pamela Fleck, Page, College, Effective: 08/17/2018
- Frances Opferman, Page, Glendale, Effective: 08/11/2018
- Theresa Coleman, Hourly Summer Reading Clerk, Glendale, Effective: 08/01/2018
- Robin Meyer, Hourly Summer Reading Clerk, Glendale, Effective: 08/01/2018
- Katherine McGinn, Hourly Summer Reading Clerk, East Washington, Effective: 07/31/2018
- Andrew Finnell, Hourly Summer Reading Clerk, College, Effective: 08/03/2018
- Shelby Hopewell, Hourly Summer Reading Clerk, College, Effective: 08/03/2018
- Corajeon Medina, Hourly Summer Reading Clerk, Southport, Effective: 08/11/2018
- Elizabeth Hosty, Hourly Summer Reading Clerk, Southport, Effective: 08/11/2018
- Ngun Cin, Hourly Summer Reading Clerk, Southport, Effective: 08/11/2018
- Henry Dawson, Page, Southport, Effective: 08/11/2018
- Meghan Baker, Hourly Summer Reading Clerk, Garfield Park, Effective: 08/03/2018
- Andrea Harshbarger, Hourly Summer Reading Clerk, Lawrence, Effective: 08/05/2018
- Meliyah Harris, Hourly Summer Reading Clerk, Lawrence, Effective: 08/11/2018
- Laura Miller, Hourly Summer Reading Clerk, Lawrence, Effective: 08/05/2018
- Brittany McFadden, Hourly Summer Reading Clerk, Eagle, Effective: 07/30/2018
- Maxwell Pugh, Hourly Summer Reading Clerk, Eagle, Effective: 07/28/2018
- Katherine Danforth, Hourly Summer Reading Clerk, Lawrence, Effective: 08/11/2018
- Julie Wilber, Hourly Library Assistant II, Outreach, Effective: 08/06/2018
- Adrienne Gordon, Hourly Summer Reading Clerk, Flanner House, Effective: 08/01/2018
- Sarada Kasarabada, Page, Wayne, Effective: 08/19/2018
- Tiara Perry, Hourly Summer Reading Clerk, Nora, Effective: 08/06/2018
- Bronwynn Woodsworth, Hourly Summer Reading Clerk, Learning Curve, Effective: 08/04/2018
- Eamon Laughlin, Hourly Summer Reading Clerk, Nora, Effective: 08/06/2018
- Ashabul Alam, Hourly Summer Reading Clerk, Learning Curve, Effective: 08/04/2018
- Ian Gulyas, Hourly Summer Reading Clerk, Learning Curve, Effective: 08/04/2018
- Anthony Rucker, Hourly Summer Reading Clerk, Learning Curve, Effective: 08/04/2018
- Ciera Smith, Page, Fountain Square, Effective: 08/14/2018

**RE-ACTIVATE:**

- Jessica Fischer, Hourly Library Assistant II (SUB), Glendale, Effective: 07/29/2018

**RECLASSIFICATION: (None Reported)**

**ADJUSTMENTS: (None Reported)**



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
AUGUST 14, 2018

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Tuesday, August 14, 2018, at 4:35 p.m., pursuant to notice given.

**1. Call To Order**

In the absence of Ms. Sanders, Rev. Robinson called the meeting to order.

**2. Roll Call**

Members present: Mr. Andrews, Ms. Crenshaw, Dr. Jett, Ms. Payne and Rev. Robinson

Members absent: Ms. Sanders

**COMMITTEE REPORTS**

At the request of Dr. Jett, the presentation of the items from the Finance Committee was moved up on the Agenda.

**5. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne M. Sanders) – Staff Liaison: Ije Diké-Young**

**a. Resolution – Authorization to Initiate Process To Negotiate And Lease Fountain Square Branch Library.** The lease agreement for Fountain Square Branch Library’s current location expires this year and does not include a renewal term. The Library would like to negotiate a new lease on this property for a two year term with the option to renew for an additional year. Ms. Crenshaw asked that the language of the resolution be clarified that this is not a reversal of the Board’s decision to close the Fountain Square Branch; it will remain open only until construction on the West Perry Branch is complete.

*At this time, Vice President Robinson adjourned the Committee Meeting.*

**b. Vice President Robinson will Convene a Public Hearing**

Rev. Robinson announced that this Public Hearing was being held to consider the Library’s 2019 Budget.

**1) To consider the 2019 Library Budget as advertised on August 3 and 10, 2018 in *The Indianapolis Star* and on August 3 and 10, 2018 in the *Court and Commercial*.**

At this time, Ms. Dike-Young provided a presentation on the Library's 2019 Budget.

She reminded everyone of the Library's Strategic Plan, its four main goals and what the Library has accomplished.

Some of those items include:

- The 30<sup>th</sup> anniversary of Meet the Artists, an annual event put on by the Library's African-American History Committee.
- The opening of the Center for Black Literature and Culture, the creation of its webpage, and its collection being searchable in the Library's catalog.
- The 2018 McFadden Lecture featuring Jeff Kinney, author of *Diary of a Wimpy Kid*.
- Indianapolis Public School collections are now available in the Library's digital collection.
- The Shared System now consists of 48 schools. Students in Lawrence, Warren, and Franklin Township schools all have library cards.
- A Google funded program that lends mobile hotspots and Chromebooks.
- Construction has progressed on the new Michigan Road Branch, ground has been broken for the new Eagle Branch, and designs for the new Brightwood Branch have been completed.

Ms. Dike-Young advised that the Library's budget has increased by \$2.2 million. She proceeded to review the Library's proposed 2019 Operating Fund. The Operating Fund's total budget is \$46,356,497. The Operating Fund budget consists of 4 characters, once this budget is approved, any transfers between characters will require Board approval.

Character 1: Personal Services. This character includes staff salaries and benefits. Funds have been set aside for merit increases and for raising the lowest pay grades (except Pages and Hourly Summer Reading Clerks) to a minimum wage of \$13.00 per hour. The Library's contribution to PERF remains the same at 14.2%.

*Ms. Sanders arrived at approximately 4:55 p.m.*

Character 2: Supplies. The increase in this character is primarily due to new branches.

Character 3: Other Services and Charges. Increases in this character are due to the addition of Bibliocommons and increases in utility costs.

Character 4: Capital Outlay. This character will remain the same in 2019 as it did in 2018. This character includes tangible collection materials such as books, CDs, and DVDs.

Ms. Dike-Young then presented charts that demonstrate the Library's sources of revenue and what its primary expenses are. She called attention to the fact that 80% of the Library's revenue comes from property taxes and salaries & benefits make up 58% of its expenses. The Library's 2019 budget does have a deficit of \$1,899,641 that will be made up by the Library's fund balance.

Ms. Dike-Young presented information on how the property tax caps affect the Library's budget. She then discussed the amount of COIT that the Library received compared to other library systems in Indiana. The percent of the Indianapolis Public Library's General Fund that is funded by its share of COIT is less than 0.5%. Other libraries have been able to rely on COIT funds to make up portions of their General Fund because their shares of COIT fund between 11% and 65% of their General Fund. Ms. Dike-Young notes that steps are being taken to try to get the Library a larger share of COIT.

She then discussed how the funds from the Rainy Day, Debt Service, and Bond and Interest Redemption funds will be spent. The \$2.06 million Rainy Day Fund will be used to purchase land for construction of expanded branches, consulting and legal fees associated with land purchases, improvements, and construction expenses. The \$12.7 million Bond and Interest Redemption Fund includes all current debt service payments for 2019 as well as the proposed bond for West Perry Branch being sold in 2018. The \$600,000 in the Library Improvement Reserve Fund will be used for the Central temperature controls energy savings project and the Central lutron lighting controls upgrade project.

Finally, some of the Library's future projects include:

- Opening the relocated Eagle and Brightwood branches in 2019
- Renovations on the Lawrence and Wayne branches
- Replacing its current integrated Library System in 2019
- A pay and salary classification study
- Launching Bibliocommons and website redesign
- Completing the implementation of Facilities Improvement Plan with Glendale, Fort Benjamin Harrison, and West Perry branches.

## **2) Invite Public Comment from the Audience**

The Chairman inquired if there were any taxpayers who wished to be heard on the Library's 2019 Budget.

Library staff member Michael Torres stood to address the Board. Mr. Torres requested, on behalf of the Union, that the proposed pay and compensation study not be undertaken in 2019 and the funds set aside for merit increases. Mr. Torres reported that staff would rather move farther into their respective pay grades than have the Library undertake another compensation study.

Dr. Jett asked what the projected cost of this study will be. Ms. Dike-Young responded that the Library has budgeted \$70,000 for this study and asked the Board to keep in mind that this is a one-time cost.

Ms. Sanders asked if, during the Library's budget meeting, the City asked agencies and Municipal Corporations to make cuts to their spending compared to previous years. Ms. Dike-Young responded that the Library hasn't had their meeting with the City on the Library's budget yet, but that she does not anticipate that this request will be made of the Library. Ms. Nytes stated that, in their discussions with Bart Brown and the Deputy Controller, due to the strength of the assessed value, the growth of COIT, and added revenue like the gas tax they have been able to construct a budget that will not require any cuts.

Returning to the suggestion made by Mr. Torres, Ms. Payne asked what the Library planned to do about the Union's suggestion to put the funds for the pay and classification study into the Library's salary budget. Ms. Nytes stated that this was the first time they had heard this suggestion, but she could discuss some of the implications of implementing this suggestion. The last time the Library did a pay and compensation study was in 2012. Prior to that study, it had been so long since the Library did a compensation study that the cost to bring staff up to the new pay grades was around \$800,000. The Library doesn't want to wait too long to do another study and risk things getting that bad again. Ms. Nytes noted that the Library is aware that the starting salary for a librarian in our system is lower than it may be in other comparable libraries. The Library does a lot of promoting from within, but would like to make sure their pay is competitive enough to attract outside applicants. It was the Library's feeling that the prudent thing to do would be to undertake a pay and compensation study in order to make corrections now and would recommend not transferring these funds to the salary budget. She stated that this is her initial response after hearing the suggestion for the first time at this meeting and that she would be willing to discuss the suggestion with the Board and internally.

Ms. Sanders then stated that she wanted to call the Board's attention to how abysmal the Library's share of COIT is compared to other counties. She said the Library will be giving its best effort this year to start the process of increasing the Library's share of COIT. Ms. Nytes has been meeting with various City officials regarding this effort. Ms. Nytes noted that even the Deputy Controller had observed that the amount of COIT the Library receives doesn't seem fair. Ms. Nytes then acknowledged the Union's contribution to this effort and thanked them for speaking with City Councilors on behalf of the Library.

#### **President Sanders Will Consider a Motion to Close the Public Hearing**

Rev. Robinson made a motion to close the Public Hearing. Ms. Crenshaw seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

*President Sanders reconvened the Committee Meeting.*

c. **Resolution: Adoption of 2019 Budget.** Ms. Payne made a motion to move the adoption of the 2019 Budget to the Library Board., Mr. Andrews seconded the motion. The 2019 Budget will be brought to the August 27, 2018 Library Board Meeting for approval and adoption.

3. **Facilities Committee (Dr. Terri Jett, Chair; Rev. T. D. Robinson, TBD) – Staff Liaison: Sharon Smith**

**Briefing Report – Michigan Road Branch Construction Progress**

- Sharon Smith reported that the Project has reached a milestone with the installation of glass. The work will help to weather-in the building for security and interior drywall work.

**Construction Schedule Update**

- Start drywall installation August 20, 2018
- Install base course of asphalt August 27, 2018
- Start ceiling grid October 1, 2018
- Start metal shelving October 15, 2018
- Substantial completion October 24, 2018

**Summary Construction Budget Update**

Project funded by the 2016 Construction Bond (Fund 476)

- Construction Contingency \$589,000
- Expenses to Contingency \$188,566
- Remaining Contingency \$400,434
- Percent Remaining Contingency 68%

**Briefing Report – Eagle Branch Construction Progress**

- The concrete footings and foundation walls are complete. The installation of steel is in process. Work on Moller Road for utilities completed on schedule. Target installation of the floor slab is the week of August 27.

**Construction Schedule Update**

- Structural Steel July 18, 2018
- Interior Framing August 27, 2018
- Exterior Masonry September 5, 2018
- Substantial Completion March 15, 2019

Quotes for the Fixtures, Furniture, and Equipment are due July 3, 2018. These items are the last large unknown expense for the project.

### **Summary Construction Budget Update**

Project funded by the 2017B Construction Bond (Fund 478)

• Construction Contingency	\$570,600
• Expenses to Contingency	\$71,292
• Remaining Contingency	\$499,308
• Percent Remaining Contingency	87.5%

### **Resolution ??-2018 – Approval to Award a Construction Services Contract for the Beech Grove Branch Update Project**

IndyPL Facilities Committee recommends Board approval to award a construction services contract for the Beech Grove Branch Update Project to **Boyle Construction Management, Inc., Indianapolis, Indiana**, for the total cost of \$151,000.00.

The Project will include these components:

- Move the interior entrance into the Branch closer to the entrance most used by patrons.
- Open the Information and Circulation Desk into the Gallery Hall to create a single welcoming and monitoring point for the entrance.
- Add space to the Children’s area by reallocating underutilized rooms in the Staff area.
- Reorganize and shorten the shelving heights to increase the openness of the Library.
- Increase patron seating.
- Add power to patron study tables.
- Provide accommodations for digital signage.

The preliminary project schedule targets a starting date of September 17, 2018, with substantial completion by December 14, 2018.

The Scope of Work was developed by the architects, Halstead Architects, Indianapolis, IN, working closely with IndyPL Branch and Facilities Staff. All construction work will be scheduled for continuing operation of Branch activities.

- Public notices were published on July 13 and 20, 2018.
- A Pre-Bid Conference and Site tour was held on July 26, 2018.
- Eight (8) sealed bids were received by the deadline of 1:00 pm local time on August 8, 2018. The bids were opened and read aloud publically. Two of the bids were determined to be unresponsive because of the exceptions or lack of knowledge of the Addendum.
- The Project is funded by the Library Operating Fund (101).



**Resolution ??-2018 – Approval to Award a Construction Services Contract for the Nora Branch Façade Replacement Project**

- IndyPL Board Facilities Committee recommends Board approval to award a construction services contract for the Nora Branch Façade Replacement Project to **Impact Construction Management, LLC, Indianapolis, Indiana**, for the total cost of \$241,998.00.
  - Funds were allocated for replacement of the Nora Branch exterior soffit and fascia panels. The existing panels were installed in 1971 are past their useful life. The existing panels contain asbestos which will require removal and disposal under a separate contract with a certified abatement contractor. Working with our professional environmental consultant, Metric Environmental, we solicited quotes for the abatement work from four (4) vendors known to be capable of completing the work. All invited vendors visited the site for a pre-quote tour on July 11, 2018. One vendor, National Environmental Service Corporation, submitted a quote of \$33,269, by the submittal deadline of July 24, 2018. National Environmental Service Corporation previously provided successful abatement services for IndyPL at the Southport, Warren, and Brightwood Branch project sites. The cost for the abatement services is not included in the contract amount to Impact Construction Management.
  - The preliminary project schedule targets a starting date of September 17, 2018, with substantial completion by November 16, 2018.
  - The Scope of Work was developed by the design team at Architects Forum, Indianapolis, IN, working with IndyPL Facilities Staff. The work includes removal of the façade panels and soffits by an abatement contractor, and replacement with a stucco-like exterior insulation and finish system. The color of the new finish will be similar to the existing color, with a finer texture to the surface. New metal parapet wall coping material and the roof flashing will be required.
  - The bidding documents were issued on July 3, 2018.
  - Public notices were published on July 5 and 12, 2018.
  - A Pre-Bid Conference and Site Tour was held on July 11, 2018.
  - Two (2) sealed bids were received by the deadline of 2:00 pm local time on July 25, 2018. The bids were opened and read aloud publically.
  - The Project is funded by the Library Improvement Reserve Fund (LIRF 47).
4. **Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson) – Staff Liaison: Katherine Lerg**

Ms. Crenshaw advised that the Committee did not have a report this month.

**6. Other Business**

Dr. Jett reminded the Board members of her request to schedule an Executive Session.

Ms. Sanders advised that she will address that request and follow-up with the Board.

**7. Notice of Next Regular Board Meeting and Library Board Committees Meeting**

a. **Regular Board Meeting** – Monday, August 27, 2018, at the Pike Branch Library, 6525 Zionsville Road, at 6:30 p.m.

b. **Library Board Committees Meeting** – September 11, 2018, at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

**8. Adjournment**

Ms. Sanders declared the meeting adjourned at 5:40 p.m.





*You Are Invited!*

15b

The Indianapolis Public Library  
**Free Upcoming Events**

*(Please call Communications at 317-275-4022 for more information)*

**Continuing through September 20 – “A Place for All People.”** View this historic, limited-edition poster exhibit celebrating the September 2016 opening of the newest Smithsonian museum, the National Museum of African American History and Culture. The exhibit is a multi-disciplinary tribute to the best ideals of the American philosophy. This exhibit is available for viewing in Central Library’s South Display Hall during regular Library hours.

**Continuing through September 21 - “Celebrating 100 Years of Policewomen in Indianapolis.”** View historical information and visual artifacts that highlight contributions of women who’ve served in the Indianapolis Metropolitan Police Department since 1918. Among items on display will be uniforms, badges, handcuffs, holsters and colorful photos. The exhibit is available for viewing in the Indianapolis Special Collections Room on Central Library’s 6th floor during regular Library hours.

**September 7 - 15 – “Indy Library Store Booksale.”** Here’s your next opportunity to buy new and used books and other items at discount prices. Proceeds support Library programs and services through the Library Foundation. Friends of the Library Preview Night is Friday, September 7 from 5:30 - 7:30 p.m. Half-Price Day is Friday, September 14 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, September 15 from 10 a.m. - 4 p.m. Held at the Library Services Center.

**Throughout September, October & November – “One State / One Story: Frankenstein.”** Celebrate the 200th anniversary of Mary Shelley’s classic novel, *Frankenstein*, during this initiative presented in partnership with Indiana Humanities. Intended not only to encourage Hoosiers to read *Frankenstein*, the vast variety of programs will examine questions raised by the book about the practice of science and its role in society. IndyPL programs will explore the complexities of scientific discovery through book discussions, lectures, theater and more. Held at various Library locations.

**September 18 & 20 from noon - 1 p.m. – “Lunch & Learn Series.”** Enjoy a traditional lunch and chat about cultures represented in Indy. Lunch will be provided by local restaurants. This is a National Welcoming Week event presented in partnership with the Immigrant Welcome Center. The program on September 18 at the Nora Branch will feature the Congo. The program on September 20 at the Lawrence Branch will feature Honduras.

**September 18 from 3 - 5 p.m. – “Winterizing the Garden.”** Receive great tips on protecting your landscape investment during this program presented by Dottie Wright of Dammann’s Garden Company. This program will make spring clean-up a breeze while providing help with fall pruning and dividing perennials. There will also be a door prize drawing. Held at the Beech Grove Branch.

**September 22 from 2:30 - 4:30 p.m. – “Introduction to Ancestry Library Edition.”** Start your journey of discovering your family history. You’ll learn how to explore Ancestry’s Learning Center, open a family tree, and do a basic search of the Historical Records and U.S. Census databases. You’ll also learn to access genealogy learning materials through the Library’s online eBooks and eMagazines. Held in the Computer Training Lab at Central Library.

*We hope to see you at these exciting events!*