



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
December 16, 2019

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

Library Services Center
2450 North Meridian Street
At 6:30 P.M.

For The Purpose Of Considering The Following Agenda Items
Dated This 11th Day Of December, 2019

JOANNE M. SANDERS
President of the Library Board

-- Regular Meeting Agenda --

1. Call to Order
2. Roll Call

Library Board Meeting Agenda

3. **Report** – Bradley Johnson, Supervisor, Shipping & Receiving, will give presentation about the Shipping & Receiving Area of Facilities. (at meeting)

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, November 25, 2019** (enclosed)
- b. **Annual Meeting, November 25, 2019** (enclosed)

COMMITTEE REPORTS

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

- a. **Report of the Treasurer – November 2019** (enclosed)
- b. **Resolution 45-2019** – D&O Liability Insurance Renewal (enclosed)
- c. **Resolution 46-2019** – Cyber Insurance (enclosed)
- d. **Resolution 47-2019** – Transfers between Accounts and Classifications (enclosed)
- e. **Resolution 48-2019** – Waiving of Faxing Fees During ILS Implementation (enclosed)

7. **Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)**

- a. **Resolution 49-2019** – 2020 Appointment List (enclosed)
- b. **Resolution 50-2019** – Annual Review of IndyPL Acceptable Use Policy (enclosed)

- 8. Facilities Committee (Dr. Terri Jett, Chair; Crista L. Carlino, Rev. T. D. Robinson)**
 - a. **Briefing Report** (Brightwood Branch Project Update for November 2019) (enclosed)
 - b. **Resolution 51-2019** (Approval to Award a Purchase Order for the Brightwood Branch Interior and Exterior Signage Project) (enclosed)
 - c. **Resolution 52-2019** (Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project) (enclosed)
 - d. **Resolution 53-2019** (Approval to Award Services Contracts for Snow and Ice Removal Services) (enclosed)
- 9. Library Foundation Update – (Rev. T. D. Robinson, Library Board Representative)**
(enclosed)
- 10. Report of the Chief Executive Officer**
 - a. **Public Services Update and Statistics**
 - 1) **Public Services Update – December 2019** – John Helling, Public Services Director, will provide the Update. (at meeting)
 - b. **November Media Report** (enclosed)
 - c. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (54 – 2019)**
(enclosed)

UNFINISHED BUSINESS

11.

NEW BUSINESS

12. Recommendations from the Board Retreat

- a. **Redesign of Board Meeting Agenda**
- b. **Committee Structure Realignment**
- c. **Implementation of formal board software package**

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:

January, 2020 –

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – December 3, 2019** (enclosed)

15. Board Meeting Schedule for 2020 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Board Meetings for 2020** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through January 15, 2020** (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, January 14, 2020, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

Library Board Meeting Agenda

pg. 5

17. Notice of Next Regular Meeting:

Monday, January 27, 2020, at the College Branch, 4180 North College Avenue, at 6:30 p.m.

18. Other Business

19. Adjournment



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
NOVEMBER 25, 2019**

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, November 25, 2019 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. Ms. Carlino acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Rev. Robinson, Judge Salinas and Ms. Sanders.

Members absent: Dr. Jett, Ms. Payne

3. Branch Manager's Report

Deb Lambert, Director of CMSA, welcomed everyone and provided information about the Collection Management Services Area giving an overview of the department as a whole and then breaking down the functions of the departments within.

Ms. Lambert explained that CMSA manages all of the items in the library's collection including electronic versions of all materials. She explained that CMSA works behind the scenes and takes steps to ensure the collection has breadth, depth and is diverse while managing the size of the collection at each branch.

She then outlined several of the special projects CMSA is working on including The Chris Gonzalez Collection, the implementation of Polaris, creating non-floating core collections that include award winning and classic material for each branch, opening day collections for newly constructed branches, a collection diversity audit, and introducing Vox Books as a new book format.

Ms. Lambert ended her presentation by explaining the challenges faced by CMSA. The first of which is ebook purchasing limitations by publishers. When asked by Judge Salinas, she stated that the public is supportive of the library's efforts to be more efficient at sharing those materials. The next challenge is that we will soon face

downtime while we migrate data from Horizon to Polaris. She explained that there will be an ordering backlog which will be noticed by patrons who see fewer new materials over the next few months in addition to the normal year-end backlog to get materials paid for and processed.

Ms. Lambert's closing remark was that the role of a public library is to defend the right to access information and encouraged everyone to do so by reading a banned book.

Ms. Sanders expressed her appreciation for the work and challenges faced by the CMSA department.

4. Public Comment and Communications

a. Public Comment

Michael Torres spoke as president of the AFSCME Union. His remarks exceeded five minutes and they are attached herein.

President Sanders thanked Mr. Torres and remarked that the board appreciates the work the union has done to address salary compression on behalf of the staff.

b. Dear CEO Letters and Responses – were circulated for the Board's general information.

c. Correspondence was circulated for the Board's general information.

d. A summary of the Nov. 15th board retreat was included in board member packets.

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

a. Regular Meeting, October 28, 2019

The minutes from the Regular Meeting held October 28, 2019 were distributed to the Board.

Reverend Robinson made the motion, which was seconded by Mr. Andrews, that the minutes be approved.

There was no discussion.

Motion carried.

b. Executive Session, November 12, 2019

Ms. Carlino made the motion to approve, which was seconded by Mr. Andrews, that the minutes be approved.

There was no discussion.

Motion carried.

COMMITTEE REPORTS

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

a. Report of the Treasurer – October 2019

Ijeoma Dike-Young, Chief Financial Officer, explained that The library has received 64 percent of revenues this year compared to 66 percent in October 2018 due to tax advances. This is dependent upon taxpayers. There's no way to tell what our revenue will be until the last disbursement at the end of December. Ms. Dike-Young stated that there has been a little more in circuit breaker loss this year and they are worried about the revenue impact.

On the expenditures side, Ms. Dike-Young states that we are right in line with what we spent last year. 72 percent of the budget has been spent.

She asked members of the board to look at page 5 of the report. It gave an overview of the year and projections for the rest of the year. At the beginning of the year, the library's cash balance was about \$23 million with plans to end the year with a cash balance of \$23.9 million. If we spend all of the budget, we would end the year with approximately \$18 million cash balance but we are not likely to do this.

All funds, receipts, and disbursements are shown on the next page as well as the receipts and disbursement for October including the ending cash balance. For all funds, the ending cash balance for October is \$47.5 million. Next month, we will see an additional fund #481 which will be the bonds that the library just sold on November 19th for a net interest of 1.46 percent. It was a competitive sale with 6 bids. The Library received a AA+ rating from Fitch for this bond issue.

Ms. Dike-Young summarized the library's investments noting that a US Bank Money Market account has been added as a new investment vehicle at 1.95 percent in October.

She explained that the rest of the report contains detailed income statements for the rest of the library's funds except for the agency funds like payroll and sales tax, and insurance premiums. The income statement for the gift and grant fund detailed on page 12 shows the money received from the foundation in the form of gifts and grants. So far, the library has received \$966,000 in contributions from the foundation. In addition to that we have received \$928,000 in grants through the foundation, most of which is spent on programming.

No questions were asked about the report.

Judge Salinas made the motion, which was seconded by Ms. Carlino, that the Report of the Treasurer be filed for audit.

Motion carried.

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

b. Resolution 38 – 2019 (Transfer Between Classifications and Accounts)

In order for the library to transfer funds between major classifications approval is needed. CFO Dike-Young stated that this resolution is for the transfer of funds from unprocessed books to supply to pay for summer reading prizes which were books. Since the books are being given away, they are supply items as opposed to capital.

Ms. Sanders noted that this was reviewed in committee without a quorum of that committee so this will require a motion and a second in order to pass this resolution.

Reverend Robinson made the motion, which was seconded by Judge Salinas, that the resolution for transfer between classifications be approved.

Motion carried.

7. Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)

a. Resolution 39- 2019 – (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees)

Katherine Lerg, Director of HR greeted the board and presented the board action request for the annual salary resolution. She explained that this is a routine procedural document that gives an overview of benefits and the salary schedule for the upcoming year. This year's resolution includes an additional personal holiday as well as the 2020 pay schedule which is a result of the compensation study conducted earlier this year. Questions from the board regarding equitable pay are being investigated. So far, a deeper analysis shows no problems. The full report will be completed shortly. There were additional questions about compression. Ms. Lerg stated that all available money was put forth to positively affect the most people.

Judge Salinas made the motion, which was seconded by Mr. Andrews, that the Resolution 39, the salary resolution be adopted.

Motion carried.

8. Facilities Committee (Dr. Terri Jett, Chair; Crista L. Carlino, Rev. T. D. Robinson,)

a. Briefing Report – Brightwood Branch Project Update

Sharon Smith, Facilities Director, referred the Board members to the photos included in the packet and stated that the move to the new branch is on target for April 2020.

b. Resolution 40 – 2019 (Approval to Award a Construction Services Contract for the Central Library KMC Controls Replacement Project)

Ms. Smith advised that the facilities staff recommends board approval to award a construction services contract for the Central Library KMC Controls Replacement Project to Jackson Systems for the total of the \$219,905 to replace controls installed in 2007 during the opening of Central Library. This will improve reliability and reporting of the system. It will allow for better tracking of energy consumption in the building resulting in reduced operating expenses. The installation will use the existing cabling, conduits, and raceways. The bidding documents were prepared by the engineers at CMID working closely with the IndyPL staff. Public notice to prospective bidders was advertised October 3rd and 10th and notice of the project was emailed directly to vendors. The IndyPL Diversity, Equity, and Inclusion Officer reached out to XBE vendors via telephone. Three bids were received by the October 17th deadline. Jackson Systems came in as the lowest bidder. The project will be funded by the library improvement reserve fund.

Ms. Carlino made the motion.

Discussion: Judge Salinas advised that the library follow up with the XBE vendors that find out what the barriers were to bidding on this contract. Ms. Smith stated that it was a pretty specialized contract and that the notice was sent to vendors that specialize in HVAC.

After full discussion and careful consideration of Resolution 40 – 2019, the resolution was adopted with the motion of Ms. Carlino, and the “yes” votes of Mr. Andrews, Ms. Carlino, Judge Salinas, and Reverend Robinson.

Motion carried.

The resolution is part of these minutes.

c. Resolution 41 2019– (Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Wayne Branch Project)

Ms. Smith submits a recommendation for board approval to award fixtures, furniture, and equipment purchase orders to Office Works for the Wayne Branch Project for the total cost of \$133,060.98. Six sealed quotes were received on November 6th. Notice was email to 20 vendors known to be capable, those who had expressed an interest in FFE, and those listed on the XBE vendor list. This will be funded by the series 2019 bond fund.

Ms. Sanders stated that this resolution came out of committee with a recommendation.

Ms. Carlino made the motion to approve.

There was no discussion.

Motion carried.

9. **Library Foundation Update (Rev. T. D. Robinson, Library Board Representative)**

News

The Library Foundation Board of Directors met on November 12th and they approved the Foundation's 2020 budget which includes nearly \$2.8 million for library programs and services. This was the first meeting for the newly elected directors including Rev. Robinson. The Library Foundation just wrapped up the 2019 staff campaign. Totals will be announced later and the Foundation thanks all staff who were able to participate with special thanks to the staff campaign committee members.

Donors

The Library Foundation thanked 194 donors who made gifts last month. The following is our top corporate and foundation contributors:

- Central Indiana Community Foundation
- College Savings Bank
- Comcast
- Ritz Charles

Program Support

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

On the Road to Reading
 Early Literacy Specialists
 Center for Black Literature & Culture
 Marion County Internet Library
 Job Centers
 USB Technology
 Nikon Supplies
 Pike Aquarium

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

a. Public Services Update and Statistics

- 1) **Public Services Update** – October 2019 – Jackie Nytes, CEO, provided the Update as follows:

a) Outreach Services Area

Maggie Ward, manager of Outreach and Ellen Flexman, Public Services Librarian presented information about their department.

They gave a PowerPoint presentation that lead with an overview of the department staff and explained that they serve patrons all over the county who face various barriers and challenges getting to the library. They are

able to accomplish this with the help of two bookmobiles named Frog and Toad and six “itty bitty” bookmobiles.

They have several regular routes that serve schools, preschools, daycares, assisted living facilities, and prisons. They deliver materials to patrons and well as programming. They also serve patrons at fairs, festivals, and community events.

Jackie invited board members to come aboard and explore the bookmobiles.

b. October Media Report

Ms. Nytes noted that the communications staff continues to use every channel available to tell the community about our programming. She expressed gratitude at how often she notices community newspapers that display Library stories on the front page. The Report highlighted coverage of IndyPL in traditional and social media, blogs and print.

c. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (42 – 2019)

Ms. Nytes explained that this is a routine resolution that includes bills that have been paid as well as staff training and travel that has been authorized. It also includes a recap for the board of various staffing changes over the last months.

Judge Salinas made the motion, which was seconded by Reverend Robinson.

There was no discussion.

Motion carried.

Ms. Nytes invited Jessica Moore, the Diversity, Equity and Inclusion Officer to present an update to the board.

Ms. Moore greeted the board and explained that she would be giving an overview of the last 120 days since she has taken on this role. She started by explaining that the Library needs to reconcile its cultural narrative. The Library prides itself on being open to the public and welcoming to everyone. However, that has not always been the case historically. There are people who have been excluded from accessing public libraries based on gender race, and socioeconomic status.

Ms. Moore explained that she did not think it responsible to come into her new role making decisions without putting in the time to listening to the perspective of Library staff.

When Ms. Moore asked staff “What is your hope for the future?” many staff members responded by saying that they hope that we will be representative of the community that we serve and that every member of the community that

walks into our spaces feels like there is something here for them and that any barriers that prevent access to our resources have been eliminated.

She has identified six different areas that require the attention of the library.

They include:

- Training and Development
- Attraction, Recruitment, and Retention
- Community engagement and partnership
- Policies and Procedures
- Programs, Collections, and Services
- Messaging and Metrics

Doing business with library, which is part of community engagement, is the first point of focus. The disparity study doesn't have to be complete for the library to be able to take steps toward attracting XBE vendors. Ms. Moore reports that the library is also in conversations with the city of Indianapolis's Women and Minority Business Development office. They are looking at prioritizing education for small businesses in 2020.

Ms. Moore reported that the library will be hosting the City of Indianapolis's Office of Women and Business Development's End of Year Forum on December 11th. Several Outreach events are planned such as an event for the West Perry Location on January 8th at the Library Services Center.

The disparity study will also provide more information about the ways we work with XBE businesses. The results will be shared in January 2020. The Library has also joined the Mid-States Minority Supplier Development Council (MSDC) which will serve as an additional resource when we are looking to connect to XBE businesses.

As for the work to be started on training and development, Ms. Moore reports that the library will be hosting a training session with Government Alliance on Race & Equity (GARE). This event will be facilitated by the city county council. This organization has a lot of experience working with libraries and is able to give case studies for how libraries have executed changes that have worked well.

Human Resources is also working toward the development of an implicit bias training series. It will be more than a one-time training session that will help us identify how bias shows up in our work.

Recruitment and hiring is still a big deal with regard to how the library gets the word out that opportunities are available. We have to help them see us as a

possibility. An upcoming opportunity at Martin University will help the library get the word out about job openings at the new Martindale Brightwood Branch.

Ms. Moore ended her presentation and asked if there were any questions. Ms. Sanders remarked that the amount of work Ms. Moore has done in six months seems like a year's worth.

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. None.

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:

December, 2019 – There were no items suggested.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – November 12, 2019**
(enclosed)

15. **Board Meeting Schedule for 2019 (Notice and Place of Meeting) and Upcoming Events/Information**

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 25, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, December 3, 2019, 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, December 16, 2019, at the Library Services Center 2450 North Meridian Street, at 6:30 p.m.

18. Other Business

Ms. Sanders directed member to page 94: The Renewal of the Contract of the CEO. She stated that the board members have reflected on this contract since the end of September and expressed appreciation of feedback at meetings that were listed in the minutes over the last months.

Resolution 43 – 2019 (The Approval of the Employment Agreement for the Chief Executive Officer)

Ms. Sanders covered the key items such as a three year term beginning January 1, 2020 and the only other item changed was the salary increase of 2 percent.

Reverend Robinson made the motion, which was seconded by Judge Salinas.

Discussion: Judge Salinas wanted to make it clear that he asked his appointing body, IPS, about their interaction with our CEO and how they felt he should approach this contract. He stated that their interactions have been positive and they were comfortable going forward with the contract and expressed that they would like for him to vote in the affirmative.

In addition, Ms. Sanders received an email from Dr. Jett who has asked that her remarks be attached to the minutes. She stated that Dr. Jett is in opposition to the process used by the board even though it was similar to past practice and that the contract was vetted by all members of the board. The members present will vote on this resolution which includes a salary adjustment that is in keeping with the policies that have been applied across the board. Ms. Payne sent an email in support of Dr. Jett's comments as well. All members of the Board received Dr. Jett's email.

Motion carried: All members present voted in favor including Ms. Sanders who generally only votes as the presiding officer when there is tie. However, she is choosing to be vocal this evening in support of this resolution.

19. Adjournment

The Acting Secretary announced that there was no further business to come before the Board. The Chairman then declared the meeting adjourned at 8:00 p.m.

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

Crista Carlino, Acting Secretary to the Board



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTE ATTACHMENTS
NOVEMBER 25, 2019**

Attachment 1

4. Public Comment and Communications

a. Public Comment

“November 25, 2019

Good evening Library Trustees. My name is Michael Torres. I am a Public Service Associate at Central library and have been with IMCPL for 23 years. I am president of our library union, AFSCME Local 3395 and President of AFSCME Council 962 IN/KY. We represent over 5000 members in both states; from city workers, service workers at IUPUI/Bloomington, healthcare givers at Eskanazi Hospital, Teachers in Kentucky; who I'm sure are excited of the prospects of what a new governor will bring, and yes, library workers in Hammond, Gary, Monroe County and Louisville. AFSCME represents 1.2 million workers Internationally.

I want to take a second to recognize and congratulate our Library Trustee, Crista Carlino who is the newly elected city-county councilwoman for District 6-the westside of Indianapolis. Thank you for your service to the library and we hope to see good things coming from you.

I come tonight with feedback, concerns, and ideas from our union members about the library's Compensation study, new branch buildings and board makeup for 2020.

At our last Membership meeting members were encouraged that many will be gaining from the Comp study results and the proposed salary structure the board will vote on tonight. I personally believe the union's push to address compression for many years is a leading factor that brought about many of these favorable increases. We made compression a priority and it has been part of our discussions since the last salary study in 2012. I thank members for keeping the conversation going. I want to thank the HR Director's recognition of the union's contribution concerning compression at the October board meeting. As well as the CEO's recognizing the union's contribution concerning compression in our November 1, 2019 HR newsletter. Also, because we did not having access to staff years of service we were unable to provide examples of compression when Library leadership asked for them in a few meetings. I'm happy to see they came up with 190.

Thanks to the meeting archives on our city's website, a couple nights ago I reviewed the Municipal Corporation committee meeting of September 2013 when the library moved the starting pay of Librarians from 29k to 38k. Yes, I said 29k! Basically, the CEO determined that was where the library could afford to place them. Unfortunately, their salaries haven't been addressed until this 2020 salary structure. When we see two Administrative jobs gaining 16k in one swipe, and numerous Executive level jobs continuing to move further into their salary it really makes the seven-year gap for frontline and support staff salary boost question Administration's value placed on them. For future reference, we would like to suggest a step plan spread over a few years; then it might not seem like such a burden on the budget.

Despite not participating in the outcomes of the proposed Salary Structure, the overall results, as I mentioned earlier, are good for a lot of members; although there remain a few issues most members raised

in the meeting.

1. No movement of Pay Grade 2 workers.

The group noticed the salaries of the workers in pay grade 2, which include LA1's and Office Assistants, will not experience any increases to their salary schedule; the beginning, mid and max salaries of this group will remain the same. Several will move to a new bottom of the proposed salary structure due to their number of years in that position and some will only receive their earned 2% merit increase. We'd like to learn more about the reason for that group not moving.

2. Group of workers with 20+ years of service.

It was noted that many members beyond the 9+ years in their position, according to the new salary structure addressing compression, will also experience no compression adjustment in their salary; only their earned 2% merit increase. Numerous staff in this group were not recognized in the last comp study done in 2012. It's reasonable this group feels ignored when the library often seems structured like a business. In that type of model they seemingly cost the library more to keep. Libraries that operate in a business model might search for a way to replace them with another Librarian closer to the beginning salary becomes; it's a natural presumption. We'd like to make the 9+ YIP employees a priority in the next budget.

3. No Pay for Performance

Several hours of negotiations in previous contracts were spent on reasons why the library wanted to go with Pay for Performance. According to HR Director, it was the best method to reward an employee for going beyond the call of duty. At our membership meeting, we ended up spending lots of time talking about how co-workers who earned a 4+ rating in their Performance evaluation would not receive any additional Pay for Performance/Merit increase this year. We heard some members were not told until their review or at one of the briefing sessions Katherine and Rahmberg conducted. Every employee has been made aware, on multiple occasions, how much documentation is required for any 4 or above rating; probably so extensive and time consuming that this had to be very disappointing. After hearing multiple staff experiencing this, I brought it to my monthly meeting with Katherine and Staff Association and Katherine said it was Jackie's decision and it did not happen until that Monday. I'm guessing it was the day before the Tuesday-Joint Committee meeting where the results were first discussed publicly. That's still a day to let those hoping to get an additional raise that it wasn't going to happen. Unfortunately, this affected non-union eligible staff as well. Everyone knows there should never be any surprises at one's performance review.

4. Appeal process for review of job placement.

We would like to hear from HR Director about the appeals process. We've heard nothing. If members have questions on how their job was evaluated and placed in the new Salary schedule, what are the steps on addressing that issue? If there are multiple co-workers in the identical situation should they consider making it a class-action appeal; would it easier for HR to deal with? There's been no communication to staff about a process.

5. Outside book returns with no conveyor to take books inside.

The very noticeable progress of the new Martindale-Brightwood branch came up. We discovered there are no conveyors built into the new building. Then we heard Eagle doesn't have one either. We looked at the new West Perry and it looks one is included in the drawings. How will this affect staffing at Martindale-Brightwood?

Let's me be clear, members are elated to be receiving any raise and you might have heard many stay because the benefits seem fair. We all have responsibilities to fulfill and we work to accomplish them. It frustrates me when we're made to feel like our salaries are a burden to our budget. I'd like to know the

what positions have been created or reclassified since the last salary study in 2013.

Finally, I leave you with a quote from Joe Biden:

“Don’t tell me what you value. Show me your budget and I will tell you what you value.

Michael Torres, president AFSCME Local 3395-Indy Library Workers”.

Attachment 2

18. Other Business Resolution 43 – 2019

Dr. Jett’s remarks which were sent to all board members are included here:

Dear Library Trustee Board,

On Monday, September 30th I sent the email below regarding the negotiations with CEO Jackie Nytes on her contract renewal by President of the Board Joanne Sanders, without any type of input or discussion with the entire Board. There has been no discussion regarding how the evaluation process for contract renewal consideration will take place, and a total disregard for my suggestion of a 360 evaluation process. A second evaluation process for the CEO took place just a month ago (a process I dissented from), when we had not even fully completed her evaluation from earlier this year. Instead, you offered a resolution for a “salary adjustment,” suggesting that there was some type of sacrifice because the CEO had not had an increase in a couple of years when, in fact, the reason why the Board HR Committee had not done an evaluation was because they were busy adjudicating the several grievances, mostly involving people of color, that had risen to the level of the Board. All of this political maneuvering done to move the CEO salary into the highest bracket of her level while we were in the midst of a compensation study that indicated that most of the staff was at least 7% to 12% below the appropriate level for their pay grade.

With this most recent evaluation, I specifically made sure that this was not related to the contract renewal process, which was assured by Rev. TD Robinson, VP of the Board, and yet for the meeting on Monday there is a “Resolution,” on the agenda for the contract renewal of the CEO. I will not be at that meeting because I will be with my family, but that resolution needs to be taken off the agenda of the Board asap, and the contract renewal should not come before the Board until we agree on a process, and additionally, once the Board membership is in place for the new year.

There is currently at least one person on the Board who is now a City-Councilor Elect – Crista Carlino, and two other Board members up for renewal at the end of this year, and so it is unethical to rush a contract renewal process prior to having all Board members in place at the new year moving forward.

Monday, September 30th email

We (The entire Board of Trustees) are going to need to be provided more information with regard to this process of renewal. It is not the responsibility of the President of the Board to simply engage in a discussion about contract renewal without consent from the rest of the Board on how we are to proceed in gathering information from all stakeholders with regard to the desire of renewal first. We haven’t even begun gathering any information, though I have been suggesting since 2016 in anticipation of this

moment that a 360 evaluation process be put in place, or something similar so that we have data to substantiate our COLLECTIVE decision.

Since I have been told on numerous occasions that I have been stepping outside of the boundaries of my authority, I consulted with my appointing body who additionally sought the opinion of the city attorney. From her specifically –

“The library board’s powers and duties are in Indiana Code. State law does not have specific guidelines or restrictions on what they can demand from the CEO/director. In fact, the law empowers the board to set its own rules and polices for governing the affairs of the library and exercising its powers. “See IC 36-12-3-3.

IC 36-12-2-24 – Selection of director; employment and discharge of librarians; reimbursement of interviewing and moving expenses; severance pay

Sec. 24 (a) – The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of candidate’s training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible TO THE BOARD (my emphasis) for the operation and management of the library.

What you have engaged in is a process that has usurped the authority of the other six Board members. I am not in agreement of a three year contract. Additionally we need to have discussions about a succession plan. I also find it problematic that we are having this discussion simultaneous to the yearly evaluation, especially since we did not complete the last evaluation process.

I expect the Board to act in the best interest of the appointing authorities and their constituents and one Board member, even the President of the Board, is not legally allowed to act on behalf of the Board without full consent.

Remove that resolution regarding the CEO contract renewal from the Board agenda for the November 25th Library Board meeting.

Dr. Jett

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE ANNUAL MEETING
November 25, 2019**

*

The Indianapolis-Marion County Public Library Board met at The Library Services Center, 2450 N. Meridian Street, Indianapolis, Indiana, on Monday, November 25, 2019 at 7:45 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. Ms. Carlino acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Ms. Rev. Robinson, Judge Salinas, and Ms. Sanders.

Members absent: Dr. Jett, Ms. Payne

3. Election of Officers

The Chair advised that the first matter on the Agenda for the Annual Meeting is the election of Officers. Officers are elected for a one (1) year term. The term for those officers elected this evening will be from January 1, 2020 to December 31, 2020. Nominations will be available for the offices of President, Vice President, Secretary and Treasurer.

Ms. Carlino moved to nominate Joanne Sanders as President, Rev. T.D. Robinson as Vice President, Dr. Terri Jett as Secretary and Ijeoma Dike-Young as Treasurer.

There were no other nominations.

The nominations for election of officers were approved on the “yes” votes of Mr. Andrews, Ms. Carlino, Rev. Robinson, Judge Salinas, and Ms. Sanders.

4. Resolution 44-2019 – Approval of Annual Resolution

The Board annually approves its Annual Resolution to approve, confirm or reauthorize those matters that are addressed annually. The Chair advises there are no official changes to the by-laws. The changes being voted on tonight reflect changes in fees and fines as well as meeting room

changes that will be effective January 1, 2020.

Ms. Carlino makes a motion to adopt Resolution 44-2019, which is seconded by Reverend Robinson and approved on the “yes” votes of Mr. Andrews, Ms. Carlino, Reverend Robinson, and Judge Salinas.

Motion Carried. The Annual Resolution with By-Laws appended to, and made a part of, these minutes.

5. Adjournment

The Chariman announced that there was no further business to come before the Board. The Chairman then declared the meeting adjourned at 8:00 p.m.

A DVD of this meeting is on file in the Library’s administration office.

Crista Carlino, Acting Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for November 2019
Prepared by Accounting for December 16, 2019 Board Meeting**

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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
OPERATING FUND REVENUES AND EXPENDITURES
MONTH ENDED NOVEMBER 2019

Revenue		Annual			% Budget Received
		2019 Revised Budget	Actual MTD 11/30/2019	Actual YTD 11/30/2019	
Property Taxes	31	34,529,871	3,778,000	24,116,724	70%
Intergovernmental	33	7,723,633	527,570	5,980,756	77%
Fines & Fees	35	788,340	43,578	605,958	77%
Charges for Services	34	536,140	49,583	651,278	121%
Miscellaneous	36	682,163	29,713	1,359,267	199%
Total		44,260,147	4,428,445	32,713,983	74%

Expenditures		Annual			% Budget Spent
		2019 Revised Budget	Actual MTD 11/30/2019	Actual YTD 11/30/2019	
Personal Services & Benefits	41	27,006,948	2,720,415	23,005,138	85%
Supplies	42	1,549,371	51,390	695,607	45%
Other Services and Charges	43	15,447,621	885,080	12,024,991	78%
Capital Outlay	44	5,249,467	573,391	4,112,964	78%
Total		49,253,407	4,230,276	39,838,701	81%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED NOVEMBER 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	42,109,199	42,109,199	3,778,000	24,116,724	-	17,992,475
311300 PROPERTY TAX CAPS	(7,205,286)	(7,579,328)	-	-	-	(7,579,328)
TAXES Total	34,903,913	34,529,871	3,778,000	24,116,724	-	10,413,147
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	240,000	240,000	13,050	365,892	-	(125,892)
335100 FINANCIAL INSTITUTION TAX REV	268,077	268,077	-	133,088	-	134,989
335200 LICENSE EXCISE TAX REVENUE	2,854,816	2,854,816	-	1,325,426	-	1,529,390
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	496,244	3,779,909	-	74,675
335500 COUNTY OPTION INCOME TAX	216,474	216,474	18,277	214,816	-	1,658
335700 COMMERCIAL VEHICLE TAX REVENUE	264,311	264,311	-	149,123	-	115,188
339000 IN LIEU OF PROP. TAX	25,371	25,371	-	12,502	-	12,869
INTERGOVERNMENTAL Total	7,723,633	7,723,633	527,570	5,980,756	-	1,742,877
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	128	2,062	-	(2,062)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	26,506	336,343	-	(61,343)
347602 FAX TRANSMISSION REVENUE	32,000	32,000	6,273	67,783	-	(35,783)
347603 PROCTORING EXAMS	3,500	3,500	210	3,650	-	(150)
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	83,509	-	(509)
347605 USAGE FEE REVENUE	14,000	14,000	1,170	9,799	-	4,201
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	2,100	19,885	-	(7,885)
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	1,459	15,329	-	(329)
347608 SECURITY SERVICES REVENUE	18,000	18,000	1,470	21,063	-	(3,063)
347609 EVENT SECURITY	-	-	840	8,958	-	(8,958)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	703	15,709	-	(9,709)
347621 CATERING REVENUE	75,000	75,000	8,724	67,187	-	7,813
CHARGES FOR SERVICES Total	536,140	536,140	49,583	651,278	-	(115,138)
FINES						
351200 FINES	761,840	761,840	42,566	591,513	-	170,327
351201 OTHER CARD REVENUE	12,000	12,000	65	1,319	-	10,681
351202 HEADSET REVENUE	6,000	6,000	447	6,354	-	(354)
351203 USB REVENUE	6,000	6,000	411	5,007	-	993
351204 LIBRARY TOTES	2,500	2,500	89	1,766	-	734
FINES Total	788,340	788,340	43,578	605,958	-	182,382
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	223	4,882	-	1,118
360001 REVENUE ADJUSTMENT	-	-	64	126	-	(126)
361000 INTEREST INCOME	46,163	46,163	12,783	239,239	-	(193,076)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	9,233	147,113	-	(22,113)
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	5,510	41,444	-	31,056
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	1,900	20,395	-	(20,395)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	-	2,501	-	(1)
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	477,163	477,163	29,713	680,700	-	(203,537)
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	3,787	-	1,213
396000 REFUNDS	5,000	5,000	-	21,377	-	(16,377)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	229,203	-	(54,203)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	424,201	-	(404,201)
OTHER FINANCING SRCS Total	205,000	205,000	-	678,567	-	(473,567)
REVENUE Total	44,634,189	44,260,147	4,428,445	32,713,983	-	11,546,164
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,611,566	16,608,370	1,817,149	14,369,896	-	2,238,474
412000 SALARIES HOURLY STAFF	1,806,308	1,809,504	179,998	1,656,529	-	152,975
413000 WELLNESS	35,000	35,000	3,932	31,078	-	3,922
413001 LONG TERM DISABILITY INSURANCE	43,000	43,000	3,843	42,214	-	786
413002 EMPLOYEE ASSISTANCE PROGRAM	22,571	22,571	1,600	17,600	1,600	3,371
413003 TUITION ASSISTANCE	25,000	25,000	1,000	10,085	-	14,915
413004 SALARY ADJUSTMENT	90,000	90,000	-	-	-	90,000
413100 FICA AND MEDICARE	1,415,852	1,415,852	146,217	1,167,265	-	248,587
413300 PERF/INPRS	2,376,651	2,376,651	260,189	2,038,577	-	338,074
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	1,150	4,073	-	4,927
413500 MEDICAL & DENTAL INSURANCE	4,387,000	4,534,000	302,195	3,634,284	2,114	897,602
413600 GROUP LIFE INSURANCE	38,000	38,000	3,143	33,537	-	4,463
PERSONAL SERVICES Total	26,859,948	27,006,948	2,720,415	23,005,138	3,714	3,998,096
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	640,249	313,428	3,130	131,502	42,245	139,680
421600 LIBRARY SUPPLIES	210,000	229,507	12,398	76,287	7,551	145,669

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED NOVEMBER 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
421700 DEPARTMENT OFFICE SUPPLIES	248,600	661,315	21,884	314,385	184,218	162,712
422210 GASOLINE	40,000	40,502	2,024	21,844	3,742	14,917
422250 UNIFORMS	8,000	11,188	-	4,553	-	6,635
422310 CLEANING & SANITATION	165,000	168,724	8,146	86,523	3,120	79,081
429001 NON CAPITAL FURNITURE & EQUIP	68,000	124,706	3,807	60,513	2,507	61,685
SUPPLIES Total	1,379,849	1,549,371	51,390	695,607	243,383	610,380
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	267,028	10,823	152,423	-	114,605
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	216,450	468,932	36,188	290,844	121,438	56,650
432100 FREIGHT & EXPRESS	5,500	5,860	-	4,899	753	208
432200 POSTAGE	69,650	69,614	5,000	19,150	1,061	49,404
432300 TRAVEL	37,830	37,730	1,852	14,645	-	23,085
432400 DATA COMMUNICATIONS	290,300	290,300	21,041	259,348	-	30,952
432401 CELLULAR PHONE	13,550	16,150	863	10,279	-	5,871
432500 CONFERENCES	105,115	101,115	4,863	61,005	-	40,110
432501 IN HOUSE CONFERENCE	62,000	65,600	1,379	48,461	-	17,139
433100 OUTSIDE PRINTING	226,500	229,775	14,443	168,330	12,239	49,206
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	281	1,225	-	325
434100 WORKER'S COMPENSATION	159,826	156,826	-	81,569	-	75,258
434200 PACKAGE	241,688	164,688	-	93,894	-	70,794
434201 EXCESS LIABILITY	10,351	85,451	-	85,434	-	18
434202 AUTOMOBILE	19,594	19,594	-	18,555	-	1,039
434500 OFFICIAL BONDS	1,000	1,000	-	975	-	25
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,259	-	741
434502 BROKERAGE FEE	17,000	18,900	-	18,500	-	400
435100 ELECTRICITY	1,067,500	1,137,917	80,824	814,486	297,931	25,500
435200 NATURAL GAS	118,450	143,476	3,834	78,697	56,858	7,921
435300 HEAT/STEAM	382,200	375,923	21,474	245,833	114,890	15,200
435400 WATER	75,000	79,901	3,546	61,183	18,573	145
435401 COOLING/CHILLED WATER	525,000	537,538	54,012	490,567	34,433	12,538
435500 STORMWATER	23,800	23,800	52	20,776	-	3,024
435900 SEWAGE	85,200	92,680	4,568	90,852	1,305	524
436100 REP & MAINT-STRUCTURE	1,484,600	2,036,061	71,770	1,634,206	384,350	17,505
436110 CLEANING SERVICES	1,079,239	1,110,971	81,554	816,273	187,771	106,927
436200 REP & MAINT-EQUIPMENT	185,360	198,222	2,706	98,873	24,131	75,218
436201 REP & MAINT-HEATING & AIR	900,950	441,139	22,744	266,513	159,834	14,793
436202 REP & MAINT -AUTO	65,000	65,000	1,248	24,032	8,950	32,019
436203 REP & MAINT-COMPUTERS	463,100	329,771	7,784	300,093	8,724	20,954
437200 EQUIPMENT RENTAL	87,829	87,829	9,268	66,929	540	20,360
437300 REAL ESTATE RENTAL	470,271	486,354	35,953	393,260	-	93,094
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	75,000	111,530	9,235	88,784	14,307	8,439
439601 SNOW REMOVAL	370,000	432,535	-	319,798	9,662	103,075
439602 LAWN & LANDSCAPING	319,271	345,940	24,419	245,448	23,438	77,054
439800 DUES & MEMBERSHIPS	57,400	60,825	1,000	56,314	625	3,886
439901 COMPUTER SERVICES	204,790	377,975	5,521	332,799	6,904	38,273
439902 PAYROLL SERVICES	170,000	145,000	9,838	118,697	-	26,303
439903 SECURITY SERVICES	964,721	1,015,227	41,589	888,204	108,818	18,205
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	5,178	45,034	-	19,966
439905 OTHER CONTRACTUAL SERVICES	707,915	749,136	52,187	609,911	94,841	44,384
439906 RECRUITMENT EXPENSES	24,500	14,500	520	12,336	-	2,164
439907 EVENTS & PR	34,200	37,640	895	21,348	4,373	11,919
439910 PROGRAMMING	75,500	75,500	1,783	56,882	15,870	2,748
439911 PROGRAMMING-JUV.	145,000	148,000	1,779	114,223	1,380	32,397
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	8,195	23,297	-	1,703
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	800	960	-	4,040
439930 MATERIALS CONTRACTUAL	2,000,000	2,002,289	224,072	1,733,410	-	268,879
439931 E-BOOKS	-	-	-	-	-	-
439932 E-AUDIO	-	-	-	-	-	-
439934 DATABASES	-	-	-	-	-	-
451100 AUDIT FEES	15,000	28,829	-	15,179	13,650	-
452002 TRANSFERS IN/OUT	-	590,000	-	590,000	-	-
459000 REFUNDS	-	5,000	-	5,000	-	-
OTHER SERVICES AND CHARGES TOTAL	14,034,700	15,447,621	885,080	12,024,991	1,727,649	1,694,980
CAPITAL						
443500 BUILDING	-	676,396	-	676,396	-	-
445100 CAPITAL - FURNITURE	20,000	20,000	-	8,658	-	11,342
445200 VEHICLES	80,000	107,718	19,721	47,440	-	60,279
445300 CAPITAL - EQUIPMENT	55,000	75,740	-	20,740	-	55,000
445301 COMPUTER EQUIPMENT	240,000	532,568	-	292,618	-	239,950
449000 BOOKS & MATERIALS	3,550,000	3,694,853	553,670	3,021,079	-	673,774
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449003 CD'S	-	-	-	-	-	-
449004 DVD'S	-	-	-	-	-	-
449100 UNPROCESSED PAPERBACK BOOKS	137,000	142,192	-	46,034	95,667	492

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
 Fund 101- Operating Fund - Detailed Income Statement
 MONTH ENDED NOVEMBER 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
CAPITAL Total	4,082,000	5,249,467	573,391	4,112,964	95,667	1,040,837
EXPENSE Total	46,356,497	49,253,407	4,230,276	39,838,701	2,070,413	7,344,294

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASHFLOW PROJECTIONS - OPERATING FUND
January 1 - December 31, 2019

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
Beginning Balance	\$ 22,972,161	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,943,914	\$ 15,716,053	\$ 15,914,959	\$ 22,972,161	\$ 22,972,161	
Receipts:															
Property Tax	-	-	-	1,300,000	6,257,000	11,128,724	-	-	-	1,653,000	3,778,000	10,787,189	34,903,913	34,903,913	-
Excise Tax	-	-	-	-	-	1,325,426	-	-	-	-	-	1,427,408	2,752,834	2,854,816	(101,982)
Financial Institution Tax	-	-	-	-	-	133,088	-	-	-	-	-	134,039	267,127	268,077	(950)
Commercial Vehicle Tax	-	-	-	-	-	149,123	-	-	-	-	-	132,156	281,279	264,311	16,968
In-Lieu-of Taxes	-	-	-	-	-	12,502	-	-	-	-	-	12,686	25,188	25,371	(183)
Local Option Income Tax (LOIT)	321,215	321,215	392,727	321,215	321,215	321,215	321,215	321,215	321,215	321,215	496,244	249,704	4,029,613	3,854,584	175,029
County Option Income Tax (COIT)	18,277	18,277	22,096	18,277	18,277	28,228	18,277	18,277	18,277	18,277	14,458	14,458	229,274	216,474	12,800
Fines	72,730	56,115	62,072	53,368	48,800	55,524	55,667	47,645	48,331	48,695	42,566	62,644	654,156	761,840	(107,684)
Photocopier	113	201	132	223	214	161	238	116	335	203	128	-	2,062	-	2,062
Printers	24,533	32,843	34,585	34,752	28,578	29,000	31,513	32,626	29,825	31,582	26,506	21,301	357,644	275,000	82,644
Fax Transmissions	5,041	5,118	6,945	6,649	5,876	5,594	6,454	6,632	6,112	7,089	6,273	2,443	70,226	32,000	38,226
Headsets	618	583	606	583	468	596	624	650	585	594	447	482	6,836	6,000	836
USB	449	407	500	463	434	455	486	491	519	393	411	551	5,558	6,000	(442)
PLAC Dist.	-	-	-	-	83,509	-	-	-	-	-	-	-	83,509	83,000	509
Interest income	10,323	11,226	10,960	8,774	15,964	28,772	47,591	33,422	31,008	28,415	12,783	3,251	242,490	46,163	196,327
Library totes	153	142	196	175	108	279	191	176	138	119	89	227	1,993	2,500	(507)
Other Card Revenue	136	263	134	130	65	131	2	130	198	65	65	1,084	2,403	12,000	(9,597)
Miscellaneous	104	302	486	124	177	1,635	(1,170)	716	2,234	113	287	536	5,544	6,000	(456)
Proctoring Exams	160	225	280	275	505	500	885	310	75	225	210	304	3,954	3,500	454
Facility Rental	46,445	13,210	30,179	26,531	29,172	17,014	13,545	30,006	25,759	30,943	23,681	22,195	308,681	261,640	47,041
Catering Commission	8,082	2,631	2,999	977	601	13,494	7,115	1,490	-	21,074	8,724	5,768	72,955	75,000	(2,045)
Café Revenue	8,506	1,416	-	-	921	1,517	640	661	650	695	703	500	16,209	6,000	10,209
Reimbursement for Services	-	22,962	25,992	30,132	73,561	53,114	18,642	300	4,500	-	-	48,500	277,703	175,000	102,703
Insurance Reimbursement	-	-	-	407,576	-	-	-	-	16,625	-	-	-	424,201	20,000	404,201
Refunds	-	18,634	-	-	-	2,743	-	-	-	-	-	463	21,840	5,000	16,840
Erate Revenue	30,287	13,803	33,689	12,971	123,408	13,494	12,954	63,228	35,958	13,050	13,050	-	365,892	240,000	125,892
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	-	-	-	-	-	3,787	-	-	-	-	-	3,787	5,000	(1,213)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	547,171	519,572	624,578	2,223,194	7,008,852	13,322,329	763,657	558,093	542,345	2,175,747	4,428,445	12,927,886	45,641,868	44,634,189	1,007,682
Expenditures:															
Personal Services & Benefits	1,959,606	2,221,696	1,927,031	1,916,883	2,699,071	1,948,964	1,955,332	1,913,573	1,844,626	1,897,941	2,720,415	1,970,039	24,975,177	27,009,948	2,034,771
Supplies	105,846	74,369	34,466	49,784	91,369	62,732	70,920	38,578	51,188	64,965	51,390	129,812	825,419	1,618,039	792,620
Other Services and Charges	1,204,425	1,700,287	1,203,809	975,930	987,943	956,647	1,100,720	1,093,470	747,735	1,168,946	885,080	1,405,650	13,430,641	15,723,079	2,292,438
Library Materials Capital Outlay	328,521	277,065	682,072	353,658	458,060	173,264	379,066	334,992	282,083	270,790	573,391	481,784	4,594,747	5,271,539	676,792
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,598,399	4,273,416	3,847,379	3,296,256	4,236,443	3,141,606	3,506,039	3,380,613	2,925,632	3,402,642	4,230,276	3,987,284	43,825,984	49,622,605	5,796,621
Change in Payables/Petty Cash/Correction*	(201)	1,698	195,005	(164,006)	28,387	(4,417)	102,433	(46,122)	(45,032)	(968)	738				
Ending Balance	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,943,914	\$ 15,716,053	\$ 15,914,959	\$ 24,855,560	\$ 24,788,045	\$ 17,983,745	



Receipts and Disbursements - November 2019

FUND	CASH AND INVESTMENTS 10/31/19	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 11/30/19
101 Total Operating	15,716,053	4,428,445	4,229,539	15,914,959
104 Total Fines	6	80,931	80,931	6
226 Total Parking Garage	730,034	15,634	7,958	737,710
230 Total Grant	501,887	187,354	228,196	461,046
245 Total Rainy Day	5,346,135	7,538	41,367	5,312,306
270 Total Shared System	341,650	29,482	7,952	363,180
301 Total BIRF 1	3,290,819	346	-	3,291,165
321 Total BIRF 2	460,855	-	-	460,855
471 Total Library Improvement Reserve Fund	2,721,616	3,516	1,770	2,723,362
472 Total Construction	13,242	-	-	13,242
475 Total 2015 Bond RFID Books & Materials	264,525	-	204	264,321
476 Total 2016 Bond - Michigan Rd	449,070	227	227,055	222,242
477 Total 2017A Bond - Brightwood	3,375,954	4,429	12,266	3,368,116
478 Total 2017B Bond - Eagle	1,368,113	866	241,987	1,126,992
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	3,154,753	4,319	139,477	3,019,595
480 Total 2018 BBond - West Perry Branch	8,711,701	12,150	2,144	8,721,707
481 Total 2019 Bond - LAW WAY Renovation	-	30,400	-	30,400
800 Total Gift	995,543	15,845	70,435	940,954
806 Total Payroll Liabilities (1)	67,428	156,304	123,429	100,303
812 Total Foundation Agency Fund	3,834	581	3,833	581
813 Total Staff Association Agency Fund	27	2	-	29
814 Total Sales Tax Agency Fund	1,680	1,140	1,680	1,140
815 Total PLAC Card Revenue Agency Fund	21,795	3,120	12,025	12,890
Grand Total	47,536,719	4,982,628	5,432,248	47,087,100

Indianapolis Marion County Public Library
 Status of the Treasury
 Investment Report
 MONTH ENDED NOVEMBER 2019

<u>Chase Savings Account</u>		
	Balance November 30, 2019	Interest Earned November 30, 2019
Operating Fund	\$ 11,437	\$ 822
Shared System Fund	\$ 1	\$ -
Grant Fund	\$ 392,946	\$ 158
Parking Garage	\$ 408,519	\$ 164
Bond & Interest Redemption Fd	\$ 1,671,672	\$ -
Bond & Interest Redemption Fd 2	\$ 360,386	\$ -
Rainy Day Fund	\$ 603,863	\$ 243
Total Chase Savings Account	\$ 3,448,823	\$ 1,388

The average savings account rate for November was 0.49%

<u>Previous Month's Chase Savings Account Activity</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019
Operating Fund	\$ 10,615	\$ 1,023
Shared System Fund	\$ 1	\$ -
Grant Fund	\$ 392,788	\$ 197
Parking Garage	\$ 408,354	\$ 204
Bond & Interest Redemption Fd	\$ 1,671,672	\$ -
Bond & Interest Redemption Fd 2	\$ 360,386	\$ -
Rainy Day Fund	\$ 603,620	\$ 302
Total Chase Savings Account	\$ 3,447,435	\$ 1,726

The average savings account rate for October was 0.59%

<u>Fifth Third Bank Investment Account</u>		
	Balance November 30, 2019	Interest Earned November 30, 2019
Library Improvement Reserve Fd	\$ 2,202,735	\$ 3,516
Rainy Day Fund	\$ 4,406,054	\$ 7,033
Total Fifth Third Bank	\$ 6,608,789	\$ 10,549

The average investment account rate for November was 1.92%

<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019
Library Improvement Reserve Fd	\$ 2,199,219	\$ 3,529
Rainy Day Fund	\$ 4,399,021	\$ 7,059
Total Fifth Third Bank	\$ 6,598,240	\$ 10,588

The average investment account rate for October was 1.93%

<u>Hoosier Fund Account Income</u>		
	Balance November 30, 2019	Interest Earned November 30, 2019
Operating Fund	\$ 1,589,288	\$ 2,348
Rainy Day Fund	\$ 177,688	\$ 262
2017A Brightwood Project Fund	\$ 2,668,314	\$ 3,942
2018B West Perry Project Fund	\$ 3,062,846	\$ 4,525
2018A Multi-Project Fund	\$ 2,923,565	\$ 4,319
Total Hoosier Fund Account	\$ 10,421,702	\$ 15,396

The average Hoosier Fund account rate for November was 1.80%

<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019
Operating Fund	\$ 1,586,941	\$ 2,691
Rainy Day Fund	\$ 177,426	\$ 301
2017A Brightwood Project Fund	\$ 2,664,372	\$ 4,518
2018B West Perry Project Fund	\$ 3,058,321	\$ 5,186
2018A Multi-Project Fund	\$ 2,919,246	\$ 4,950
Total Hoosier Fund Account	\$ 10,406,306	\$ 17,647

The average Hoosier Fund account rate for October was 2.00%

<u>TrustIndiana</u>		
	Balance November 30, 2019	Interest Earned November 30, 2019
Operating Fund	\$ 5,316,582	\$ 8,802
2015 RFID Project Fund	\$ 250,000	\$ -
2016 Michigan Road Project Fund	\$ 164,554	\$ 227
2017A Brightwood Project Fund	\$ 352,534	\$ 487
2017B Eagle Project Fund	\$ 626,937	\$ 866
2018B West Perry Project Fund	\$ 5,522,196	\$ 7,625
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 967,130	\$ 346
Total TrustIndiana Account	\$ 13,290,831	\$ 18,353

The average TrustIndiana account rate for November was 1.68%

<u>Previous Month's TrustIndiana</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019
Operating Fund	\$ 5,307,780	\$ 24,701
2015 RFID Project Fund	\$ 250,000	\$ -
2016 Michigan Road Project Fund	\$ 164,327	\$ 292
2017A Brightwood Project Fund	\$ 352,047	\$ 776
2017B Eagle Project Fund	\$ 626,072	\$ 996
2018B West Perry Project Fund	\$ 5,514,571	\$ 8,958
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 966,784	\$ 398
Total TrustIndiana Account	\$ 13,272,478	\$ 36,122

The average TrustIndiana account rate for October was 1.87%

<u>U. S. Bank</u>		
	Balance November 30, 2019	Interest Earned October 31, 2019
Operating Fund	\$ 8,000,811	\$ 811
Total U. S. Bank	\$ 8,000,811	\$ 811

The average U. S. Bank account rate for November was 1.70%

<u>Previous Month's U.S. Bank</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019
Operating Fund	\$ 8,000,000	\$ -
Total U. S. Bank	\$ 8,000,000	\$ -

The average U. S. Bank account rate for October was 1.95%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
MONTH ENDED NOVEMBER 2019

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	12,727,045	12,727,045	-	6,837,488	-	5,889,557
Property Taxes Total	12,727,045	12,727,045	-	6,837,488	-	5,889,557
Intergovernmental						
335100 FINANCIAL INSTITUTION T	70,827	70,827	-	37,255	-	33,572
335200 LICENSE EXCISE TAX REVE	781,741	781,741	-	367,857	-	413,885
335700 COMMERCIAL VEHICLE TAX	69,472	69,472	-	41,744	-	27,728
339000 IN LIEU OF PROP. TAX	8,081	8,081	-	4,351	-	3,730
Intergovernmental Total	930,121	930,121	-	451,207	-	478,914
Miscellaneous						
361000 INTEREST INCOME	-	-	346	34,353	-	(34,353)
Miscellaneous Total	-	-	346	34,353	-	(34,353)
REVENUES Total	13,657,166	13,657,166	346	7,323,048	-	6,334,118
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	5,500	5,500	-	2,250	-	3,250
438100 PRINCIPAL	11,230,000	11,230,000	-	7,930,000	-	3,300,000
438200 INTEREST	2,394,631	2,394,631	-	1,553,101	-	841,530
Other Services and Charges Total	13,630,131	13,630,131	-	9,485,351	-	4,144,780
EXPENSES Total	13,630,131	13,630,131	-	9,485,351	-	4,144,780

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 245 - Rainy Day Fund - Detailed Income Statement
MONTH ENDED NOVEMBER 2019

	Original Budaet	Revised Budaet	MTD	YTD	P.O.	Available Budaet
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	24,306	24,306	7,538	86,724	-	(62,418)
MISCELLANEOUS Total	24,306	24,306	7,538	86,724	-	(62,418)
REVENUE Total	24,306	24,306	7,538	86,724	-	(62,418)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	18,194	2,003	20,090	-	(1,896)
431200 ENGINEERING &	795,000	955,665	26,740	221,101	243,490	491,073
431500 CONSULTING SERVICES	-	-	12,557	15,557	-	(15,557)
433200 PUBLICATION OF LEGAL	-	-	-	253	-	(253)
438400 ISSUANCE COSTS	-	-	68	1,103	-	(1,103)
452002 TRANSFERS IN/OUT	-	-	-	(30,142)	-	30,142
OTHER SERVICES AND CHARGES TOTAL	800,000	973,859	41,367	227,963	243,490	502,406
CAPITAL						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	760,000	760,000	-	-	-	760,000
CAPITAL Total	1,260,000	1,260,000	-	-	-	1,260,000
EXPENSE Total	2,060,000	2,233,859	41,367	227,963	243,490	1,762,406

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
MONTH ENDED NOVEMBER 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	14,582	14,582	3,516	39,115	-	(24,533)
MISCELLANEOUS Total	14,582	14,582	3,516	39,115	-	(24,533)
OTHER FINANCING SRCS						
391000 TRANSFER IN	590,000	590,000	-	590,000	-	-
OTHER FINANCING SRCS Total	590,000	590,000	-	590,000	-	-
REVENUE Total	604,582	604,582	3,516	629,115	-	(24,533)
EXPENSE						
OTHER SERVICES AND CHARGES						
431200 ENGINEERING & ARCHITECTURAL	-	-	-	-	-	-
431500 CONSULTING SERVICES	-	4,418	-	4,414	-	3
436100 REP & MAINT-STRUCTURE	600,000	696,800	1,770	98,570	91,010	507,220
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	600,000	701,218	1,770	102,984	91,010	507,223
CAPITAL						
444501 COMPUTER SOFTWARE	-	272,772	-	9,613	259,563	3,596
445300 CAPITAL - EQUIPMENT	-	54,083	-	54,083	-	-
CAPITAL Total	-	326,855	-	63,696	259,563	3,596
EXPENSE Total	600,000	1,028,072	1,770	166,680	350,573	510,820

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 226 - Parking Garage - Detailed Income Statement
MONTH ENDED NOVEMBER 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	180,000	180,000	14,420	156,426	-	23,574
347611 EVENTS PARKING	12,000	12,000	1,050	11,700	-	300
CHARGES FOR SERVICES Total	192,000	192,000	15,470	168,126	-	23,874
MISCELLANEOUS						
360001 REVENUE ADJUSTMENT	-	-	-	2	-	(2)
361000 INTEREST INCOME	5,000	5,000	164	4,920	-	80
MISCELLANEOUS Total	5,000	5,000	164	4,922	-	78
REVENUE Total	197,000	197,000	15,634	173,048	-	23,952
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	282	2,648	-	(148)
421500 OFFICE SUPPLIES - FAC/PURCH	4,000	5,000	283	5,782	-	(782)
422310 CLEANING & SANITATION	100	100	-	80	-	20
SUPPLIES Total	6,600	7,600	564	8,510	-	(910)
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,750	1,750	-	383	-	1,368
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	11,000	-	1,000
432200 POSTAGE	1,000	-	-	-	-	-
432400 DATA COMMUNICATIONS	4,320	4,320	353	3,932	-	388
434201 EXCESS LIABILITY	5,280	5,280	440	4,840	-	440
436100 REP & MAINT-STRUCTURE	10,000	40,818	-	10,360	818	29,640
436110 CLEANING SERVICES	10,000	10,000	-	4,812	-	5,188
436200 REP & MAINT-EQUIPMENT	10,000	10,000	927	6,689	-	3,311
436201 REP & MAINT-HEATING & AIR	-	123,062	-	-	23,062	100,000
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	663	7,561	-	439
439905 OTHER CONTRACTUAL SERVICES	50,760	45,760	4,011	49,282	-	(3,522)
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	113,110	260,990	7,394	98,858	23,880	138,252
EXPENSE Total	119,710	268,590	7,958	107,368	23,880	137,342

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
MONTH ENDED NOVEMBER 2019

	MTD	YTD
REVENUE		
MISCELLANEOUS		
360000 - MISCELLANEOUS REVENUE	-	(677)
360001 - REVENUE ADJUSTMENT	-	-
361000 - INTEREST INCOME	(158)	(10,239)
367000 - FOUNDATION CONTRIBUTION	(14,519)	(981,321)
367002 - FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 - OTHER GRANTS	(187,196)	(1,115,654)
MISCELLANEOUS Total	(201,874)	(2,107,892)
REVENUE Total	(201,874)	(2,107,892)
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	18,276	207,183
412000 SALARIES HOURLY STAFF	18,221	72,743
413001 LONG TERM DISABILITY INSURANCE	-	-
413100 FICA AND MEDICARE	6,262	25,903
413300 PERF/INPRS	817	6,538
413500 MEDICAL & DENTAL INSURANCE	4,382	50,018
413600 GROUP LIFE INSURANCE	-	-
PERSONAL SERVICES Total	47,958	362,386
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	1,275	19,475
421600 LIBRARY SUPPLIES	-	557
421700 DEPARTMENT OFFICE SUPPLIES	1,669	161,513
SUPPLIES Total	2,944	181,546
OTHER SERVICES AND CHARGES		
431500 CONSULTING SERVICES	8,497	96,217
432100 FREIGHT & EXPRESS	-	3,265
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	-	38,139
432500 CONFERENCES	-	4,793
432501 IN HOUSE CONFERENCE	-	778
433100 OUTSIDE PRINTING	3,883	22,619
439901 COMPUTER SERVICES	-	534
439903 SECURITY SERVICES	-	220
439905 OTHER CONTRACTUAL SERVICES	-	48,021

	MTD	YTD
439907 EVENTS & PR	4,789	12,462
439910 PROGRAMMING	20,592	183,256
439911 PROGRAMMING-JUV.	3,482	128,110
439912 PROGRAMMING ADULT - CENTRAL	182	5,708
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	196,950	909,870
439934 DATABASES	-	-
OTHER SERVICES AND CHARGES Total	238,374	1,453,991
CAPITAL		
445100 CAPITAL - FURNITURE	-	1,837
445200 VEHICLES	-	19,748
445300 CAPITAL - EQUIPMENT	-	7,342
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	(655)	187,839
449100 UNPROCESSED PAPERBACK BOOKS	10,063	258,669
449200 - ART & EXHIBITS	-	20,000
CAPITAL Total	9,408	495,434
OTHER FINANCING SRCS		
459000 REFUNDS	-	17,453
459001 UNRESTRICTED EXPENSES	-	252
OTHER FINANCING SRCS Total	-	17,704
EXPENSE Total	298,685	2,511,060

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of November 30, 2019

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	264,320.86
Fund 476 - Restricted - Michigan Road Project	162,593.54
Fund 477 - Restricted - Brightwood Project	3,156,314.89
Fund 478 - Restricted - Eagle Project	1,100,196.55
Fund 479 - Restricted - Multiple Projects	3,019,594.72
Fund 480 - Restricted - West Perry Project	8,721,706.50
Fund 481 - Restricted - Lawrence/ Wayne Projects	30,400.00
Fund 472 - Construction/Foundation	13,241.56
Total Construction Fund Cash Balances	<u><u>16,468,368.62</u></u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	264,320.86
Fund 476 - Restricted - Michigan Road Project	162,593.54
Fund 477 - Restricted - Brightwood Project	3,156,314.89
Fund 478 - Restricted - Eagle Project	1,100,196.55
Fund 479 - Restricted - Multiple Projects	3,019,594.72
Fund 480 - Restricted - West Perry Project	8,721,706.50
Fund 481 - Restricted - Lawrence/ Wayne Projects	30,400.00
Fund 472 - Construction/Foundation - Assigned - Central	13,241.56
Total Construction Fund Breakdown	<u><u>16,468,368.62</u></u>

Summary of Classifications

Total Restricted	16,455,127.06
Total Assigned	13,241.56
Total of All Classifications	<u><u>16,468,368.62</u></u>

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED					
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 475 - Restricted - RFID Project	2,000,000.00	204.04	206,167.89	1,735,679.14	0.00	264,320.86
Fund 476 - Restricted - Michigan Road Project	7,719,554.17	228,404.82	723,932.36	7,556,960.63	160,814.54	1,779.00
Fund 477 - Restricted - Brightwood Project	6,165,847.78	12,266.01	2,307,140.30	3,009,532.89	2,991,958.97	164,355.92
Fund 478 - Restricted - Eagle Project	7,843,564.95	33,734.80	3,791,691.87	6,743,368.40	106,912.77	993,283.78
Fund 479 - Restricted - Multiple Projects	5,063,922.49	139,476.77	1,534,686.22	2,044,327.77	353,877.43	2,665,717.29
Fund 480 - Restricted - West Perry Project	9,595,998.86	2,144.36	787,432.55	874,292.36	427,574.94	8,294,131.56
**** Fund 481 - Restricted - Lawrence/ Wayne Projects	0.00	0.00	0.00	0.00	0.00	30,400.00
Major Repairs & Maintenance	3,454,070.94	0.00	29,905.55	3,440,829.38	13,241.56	(0.00)
Total Expenditures	<u><u>41,842,959.19</u></u>	<u><u>416,230.80</u></u>	<u><u>9,380,956.74</u></u>	<u><u>25,404,990.57</u></u>	<u><u>4,054,380.21</u></u>	<u><u>12,413,988.41</u></u>

	<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	0.00	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 476	154,554.17	227.22	7,560.90	154,554.17	0.00
** Estimated Future Interest Earnings - Fund 477	220,847.78	4,428.61	92,518.34	220,847.78	0.00
** Estimated Future Interest Earnings - Fund 478	126,937.40	865.71	40,787.81	126,937.40	0.00
** Estimated Future Interest Earnings - Fund 479	63,922.49	4,318.89	63,922.49	63,922.49	0.00
** Estimated Future Interest Earnings - Fund 480	185,042.32	12,149.97	184,504.76	185,042.32	0.00
** Estimated Future Interest Earnings - Fund 481	0.00	0.00	0.00	0.00	0.00

* The difference in the budget balances of Central Project, Major Repairs & Maintenance and Central Technology (Open P.O + Unexpended) versus



Board Action Request

6b

To: IMCPL Board
From: Finance Committee
Meeting Date: December 16, 2019
Approved by the Library Board: December 16, 2019
Effective Date: December 16, 2019

Subject: D&O Liability Insurance Renewal – Resolution 45-2019

Recommendation: Authorize the adoption of Resolution 45-2019

Background: Annually the Library reviews our coverage for D&O Liability and Employment Practices Liability coverage.

Summary of Renewal

Renewal Date: January 1, 2020

Coverage Summary: Director and Officers (D&O) liability coverage insures the personal assets of the Library’s Directors and Officers for loss (damages and defense costs) arising out of lawsuits in conjunction with performing their duties and responsibilities in managing the Library. Common claims under this type of coverage allege mismanagement, misstatement, omission, breach of duty, and unfair competition. Coverage is provided for the directors and officers in the event they are sued for an alleged error or omission in the performance of their duties and responsibilities as a director or officer of the organization.

Employment Practices Liability Insurance (EPLI) provides coverage for the Library against claims arising from the employment process. The most frequent types of claims covered under such policies include: wrongful termination, discrimination, sexual harassment, and retaliation.

Policy Premium: The total annual renewal premium is \$15,504 (D&O is \$7,241; EPLI is \$8,263). The premium is up slightly.

Strategic/Fiscal Impact: We included this coverage in our 2020 budget and it is sufficient to cover the cost.



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 45-2019
D&O LIABILITY INSURANCE RENEWAL
December 16, 2019**

WHEREAS, the desire of the Library is to maintain Directors and Officer Liability and Employment Practices Liability insurance coverage for the period January 1 2020 – December, 31 2020, and

WHEREAS, the Library elected to stay with our current carrier Continental Casualty Company as they have provided our coverage for the past six years and have traditionally provided lower rates than any other carriers, therefore

BE IT RESOLVED, that for the policy year 2020, Continental Casualty Company will provide the Library's coverage related to directors and officer liability and employment practices liability at a cost of \$15,504.00.



Board Action Request

6c

To: IMCPL Board
From: Finance Committee
Meeting Date: December 16, 2019
Approved by the Library Board: December 16, 2019
Effective Date: December 16, 2019

Subject: Cyber Insurance – Resolution 46-2019

Recommendation: Adopt Resolution 46-2019 authorizing and directing the purchase of Cyber Liability Insurance Coverage for the period of January 1, 2020 through December 31, 2020.

Background: The Library purchased cyber insurance for the first time in 2019 due to the increased and evolving risk of cyber attacks. Library management recommends renewing this coverage. Cyber insurance helps mitigate the financial, operational and reputational damages a data breach can inflict on an organization. It protects the Library from a range of threats and incidents relating to a breach event including:

- Liability claims involving the unauthorized release of information for which the organization has a legal obligation to keep private
- Liability claims alleging invasion of privacy and/or copyright/trademark violations in a digital, online or social media environment
- Liability claims alleging failures of computer security that result in deletion/alteration of data, transmission of malicious code, denial of service, etc.
- Defense costs in State or Federal regulatory proceedings that involve violations of privacy law; and
- The provision of expert resources and monetary reimbursement to the Insured for the out-of-pocket (1st Party) expenses associated with the appropriate handling of the types of incidents listed above

The term “Cyber” implies coverage only for incidents that involve electronic hacking or online activities, when in fact this product is much broader, covering private data and communications in many different formats – paper, digital or otherwise.

The Library recommends renewing the cyber liability insurance with BCS for \$6,785 for policy year 2020.

Strategic/Fiscal Impact: The cost of this coverage is included in our 2020 budget and the amount included is sufficient to cover the cost.



Board Resolution

6c

INDIANAPOLIS-MARION COUNTY PUBLIC
LIBRARY RESOLUTION 46-2019
CYBER INSURANCE
December 16, 2019

WHEREAS, the desire of the Library is to maintain cyber liability insurance coverage for the period January 1 2020 –December, 31 2020, and

WHEREAS, the Library elected to stay with our current carrier BCS as they have provided a competitive rate, therefore

BE IT RESOLVED, that for the period January 1, 2020 through December 31, 2020, the Library staff is authorized to purchase cyber liability insurance from BCS Insurance Company at a cost of \$6,785.00.



Board Action Request

6d

To: IMCPL Board

Meeting Date: December 16, 2019

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: December 16, 2019

Subject: Resolution 47-2019 – Transfer Between Classifications and Accounts

Recommendation: Library staff recommends Board approval of the transfer.

Background: The transfers in the Operating Fund are to allocate funds for additional West Perry Branch building costs and allocate funds for additional Brightwood Branch building costs.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2019 as the funds are moving from one account to another.



Board Resolution

6d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 47-2019
TRANSFERS BETWEEN CLASSIFICATIONS AND ACCOUNTS
December 16, 2019**

WHEREAS, certain conditions have developed since the Adoption of the 2019 Annual Budget,

WHEREAS, it is necessary to transfer funds between Budget Classifications and Accounts, therefore

BE IT RESOLVED that the following transfers and re-appropriations be made via:

OPERATING FUND

Decrease

FROM:

1. PERSONAL SERVICES	10102005-411000	SALARIES APPOINTED STAFF	<u>\$ (65,000.00)</u>
1. PERSONAL SERVICES	10102029-411000	SALARIES APPOINTED STAFF	<u>\$ (174,269.00)</u>

Increase

TO:

4. CAPITAL	10102005-443500	BUILDING	<u>\$ 65,000.00</u>
4. CAPITAL	10102029-443500	BUILDING	<u>\$ 174,269.00</u>



Board Action Request

6e

To: IMCPL Board

Meeting Date: December 16, 2019

From: Finance Committee

**Approved by the
Library Board:** December 16, 2019

Effective Date: December 16, 2019

Subject: Waiving of Faxing Fees During ILS Implementation – Resolution 48-2019

Recommendation: Authorize the adoption of Resolution 48-2019

Background: The Library is implementing a new Integrated Library System (ILS) with a planned go-live date of January 23, 2020. After close on 1/18/20 Horizon (the old ILS) will be shut down so that data can be pulled from Horizon and moved to Polaris (the new ILS). The process of data migration to Polaris will take four days. The Library will therefore be without a system from Sunday, January 19th to Wednesday, January 22nd. This includes the MLK holiday, 1/20/20. During three days of those days, the Library branches will be open and will have to put measures in place to operate with no ILS. Without the ILS, the Library’s process and controls for proper recording of cash receipts will be disrupted. As a result, we will be limiting cash transactions. The board has set a fee of \$1.00 a page for faxing and this resolution will give branches the authority to waive the fee during the days the system is down due to the implementation of the new ILS.

Strategic/Fiscal Impact: We estimate that the lost revenues from waiving the fees will be approximately \$650.



Board Resolution

6e

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 48-2019
WAIVING OF FAXING FEES DURING ILS IMPLEMENTATION
December 16, 2019**

WHEREAS, the Library is implementing a new Integrated Library System (ILS) with a planned go-live date of January 23, 2020; and

WHEREAS, the Library Board has fixed a fee of \$1.00 per page for faxing; and

WHEREAS, the ILS will be down for data migration for three days while the Library branches are open and operational and the Library's normal system of properly recording cash transactions will be disrupted; therefore

BE IT RESOLVED, that the Library will waive the fees for faxing and override printing fees when necessary during the ILS implementation.



Board Action Request

7a

To: IMCPL Board **Meeting Date:** December 16, 2019

From: Diversity, Policy and Human Resources Committee **Approved by the Library Board:**

Effective Date: December 16, 2019

Subject: 2020 Appointment List

Recommendation: Approval of Resolution 49-2019- 2020 Appointment List

Background: Resolution 49-2019 Appointment List is a routine annual resolution in which the Chief Executive Officer lists the full-time and part-time benefit eligible staff (historically referred to as Board Appointed) and the non-benefit eligible staff (historically referred to as Hourly staff) of the Indianapolis-Marion County Public Library per individual job title at this point in time. It also authorizes the adjustment of individual bi-weekly salaries and hourly rates in line with the Schedule of Pay Grades and Staff Positions as outlined in Resolution 39–2019, and any other adjustments that may be recommended, and rescinds Resolution 58–2018.

Final numbers for the Library’s Compensation Study implementation are as follows:

352 employees received an adjustment to the new pay grade minimum and an additional 129 received an adjustment to the new minimum plus a compression adjustment for a total of 481.

Three employees who received an adjustment to the new pay grade minimum also received an additional market adjustment as listed below:

- John Helling - \$2,000
- Ije Dike-Young - \$2,000
- Nichelle Hayes - \$3,158

130 employees received merit only and an additional 69 received merit plus a compression adjustment for a total of 199.

6 employees received no change to pay rate

- 3 new hires

- 2 poor performance scores, not eligible for merit

- 1 over new pay grade maximum, not eligible for pay increase

Total Number of Employees: 686

The investment in our existing staff for 2020 is \$1.3mm. This additional investment includes merit, adjustments to new pay grade minimums and compression. This represents the majority of our new revenue for next year.

The Library did utilize our merit-based system for the performance year of 9/1/18 – 8/31/19. The Library did not use multiple levels of increases and instead kept the merit increase level for those eligible employees at 2%. This was done to put the most funding toward addressing compression. Employees who received an overall rating of less than 3 did not receive a merit increase. However, these employees may have received an adjustment to the new pay grade minimum. Merit increases for performance were separate from any pay adjustments due to the new, updated salary structure.

Human Resources is working on an intersectional analysis of the compensation study implementation in collaboration with our Strategic Planning & Assessment and Diversity & Inclusion Officers. Once our analysis is complete, we will be available to meet off-line with any interested Board member to discuss our results.

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2020.



Board Resolution

7a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 49-2019

APPOINTMENT LIST

DECEMBER 16, 2019

WHEREAS, the Chief Executive Officer has presented to the Board and the Board has reviewed the attached Appointment List which makes appointments to the staff of the Indianapolis-Marion County Public Library (“Library”) and adjustments of staff salaries and rates of compensation;

THEREFORE, BE IT RESOLVED, that the Board approves the attached Appointment List which sets forth the Chief Executive Officer’s appointments to the Library staff and makes adjustments of individual salaries and rates of compensation for staff in line with the Schedule of Pay Grades and Staff Positions previously approved.

BE IT RESOLVED FURTHER, that the approval and passage of this resolution updates, modifies and amends the Appointment List previously approved in Resolution 58-2018.

Hrly Library Assistant II	3	\$	13.98
Hrly Library Assistant II	3	\$	13.98
Hrly Library Assistant II	3	\$	13.98
Hrly Library Assistant II	3	\$	13.98
Hrly Library Assistant II	3	\$	13.98
Hrly Library Assistant II	3	\$	13.98
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.39
Hrly Library Assistant II	3	\$	14.82
Hrly Library Assistant II	3	\$	14.82
Hrly Library Assistant II	3	\$	14.82
Hrly Library Assistant II	3	\$	14.82
Hrly Library Assistant II	3	\$	14.82
Hrly Library Assistant II	3	\$	14.82
Hrly Library Assistant II	3	\$	14.82
Hrly Library Assistant II	3	\$	14.82
Hrly Computer Assistant II	4	\$	15.02
Hrly Computer Assistant II	4	\$	15.02
Hrly Computer Assistant II	4	\$	15.02
Hrly Computer Assistant II	4	\$	15.02
Hrly Processing Assistant I	4	\$	15.02
Hrly Control Room Technician	5	\$	16.63
Hrly Indy Library Store Online Bookseller	5	\$	17.13
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
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Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.15
Hrly Public Services Associate I	5	\$	16.63
Hrly Public Services Associate I	5	\$	16.63
Hrly Public Services Associate I	5	\$	16.63
Hrly Public Services Associate I	5	\$	16.63

Hrly Public Services Associate I	5	\$	16.63
Hrly Public Services Associate I	5	\$	16.63
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Public Services Associate I	5	\$	17.13
Hrly Auditorium Assistant	7	\$	18.66

Supervisor Librarian	10	40.00	\$	1,854.81
Supervisor Librarian	10	40.00	\$	1,854.81
Supervisor Librarian	10	40.00	\$	1,910.46
Supervisor Librarian	10	40.00	\$	1,910.46
Supervisor Librarian	10	40.00	\$	1,987.68
Supervisor Librarian	10	40.00	\$	2,330.50
Supervisor, Computer Instruction	10	40.00	\$	1,854.81
Web Content Specialist	10	40.00	\$	2,326.76
Budget Analyst	11	40.00	\$	1,993.92
Business Analyst	11	40.00	\$	2,115.20
Collection Development Librarian	11	40.00	\$	2,053.72
Collection Development Librarian	11	40.00	\$	2,053.72
Collection Development Librarian	11	40.00	\$	2,053.72
Collection Development Librarian	11	40.00	\$	2,115.20
Digital Marketing Specialist	11	40.00	\$	1,993.92
Digital Projects Coordinator	11	40.00	\$	1,993.92
Electronic Resources Librarian	11	40.00	\$	1,993.92
Front End Web Developer	11	40.00	\$	2,462.94
Human Resources Generalist	11	40.00	\$	1,993.92
Human Resources Generalist	11	40.00	\$	2,053.72
Indy Library Store Coordinator	11	40.00	\$	1,993.92
Media Specialist	11	40.00	\$	2,403.75
Mgr., Central Adult Services	11	40.00	\$	2,148.17
Mgr., Central Services	11	40.00	\$	1,993.92
Mgr., Circulation	11	40.00	\$	2,041.53
Mgr., Digital Encyclopedia	11	40.00	\$	2,500.00
Mgr., Learning Curve	11	40.00	\$	2,083.86
Mgr., Neighborhood Branch	11	40.00	\$	1,993.92
Mgr., Neighborhood Branch	11	40.00	\$	1,993.92
Mgr., Neighborhood Branch	11	40.00	\$	1,993.92
Mgr., Neighborhood Branch	11	40.00	\$	1,993.92
Mgr., Neighborhood Branch	11	40.00	\$	2,115.20
Mgr., Neighborhood Branch	11	40.00	\$	2,157.69
Mgr., Neighborhood Branch	11	40.00	\$	2,284.44
Mgr., Processing	11	40.00	\$	2,053.72
PC/Lan Specialist	11	40.00	\$	1,993.92
Program Specialist	11	40.00	\$	1,996.93
Program Specialist	11	40.00	\$	2,018.30
Program Specialist	11	40.00	\$	2,128.50
Program Specialist	11	40.00	\$	2,329.80
Public Relations Specialist	11	40.00	\$	2,191.05
Safety and Security Officer	11	40.00	\$	2,313.74
Special Collections Librarian	11	40.00	\$	1,993.92
Special Collections Librarian	11	40.00	\$	2,115.39
Staff Accountant	11	40.00	\$	1,993.92
Venue Coordinator	11	40.00	\$	1,993.92
Volunteer Resource Specialist	11	40.00	\$	1,995.14
Web Developer	11	40.00	\$	2,411.99
Lan Administrator	12	40.00	\$	2,824.62
Mgr., Buildings and Grounds	12	40.00	\$	2,325.58
Mgr., Community Branch	12	40.00	\$	2,143.46
Mgr., Community Branch	12	40.00	\$	2,143.46
Mgr., Community Branch	12	40.00	\$	2,143.46
Mgr., Community Branch	12	40.00	\$	2,143.46
Mgr., Community Branch	12	40.00	\$	2,207.78

Mgr., Community Branch	12	40.00	\$	2,274.00
Mgr., Community Branch	12	40.00	\$	2,547.66
Mgr., Digital Projects	12	40.00	\$	2,186.58
Mgr., Events	12	40.00	\$	2,329.83
Mgr., ILS Project	12	40.00	\$	2,424.46
Mgr., Outreach	12	40.00	\$	2,143.46
Mgr., Support Programs & Volunteer Resources	12	40.00	\$	2,378.71
Network Systems Analyst	12	40.00	\$	2,604.12
Senior Accountant	12	40.00	\$	2,274.00
Software Engineer	12	40.00	\$	2,789.76
Supervisor, Accounting	12	40.00	\$	2,274.00
Mgr., Acquisitions and Collection Development	13	40.00	\$	2,320.00
Mgr., Cataloging and Metadata	13	40.00	\$	2,444.54
Mgr., Payroll	13	40.00	\$	2,373.35
Mgr., PC & Communications	13	40.00	\$	3,102.38
Mgr., Regional Branch	13	40.00	\$	2,304.23
Mgr., Regional Branch	13	40.00	\$	2,373.35
Mgr., Regional Branch	13	40.00	\$	2,373.35
Mgr., Regional Branch	13	40.00	\$	2,385.92
Mgr., Regional Branch	13	40.00	\$	2,444.54
Mgr., Regional Branch	13	40.00	\$	2,444.54
Mgr., Regional Branch	13	40.00	\$	2,444.54
Mgr., Regional Branch	13	40.00	\$	2,506.56
Mgr., Regional Branch	13	40.00	\$	2,943.48
Mgr., Shared Systems	13	40.00	\$	2,373.35
Area Resource Manager, Branches	14	40.00	\$	2,477.04
Area Resource Manager, Branches	14	40.00	\$	2,477.04
Area Resource Manager, Branches	14	40.00	\$	2,477.04
Area Resource Manager, Central	14	40.00	\$	3,087.24
Area Resource Manager-Adult Services	14	40.00	\$	2,477.04
Area Resource Manager-Youth Services	14	40.00	\$	3,345.26
Controller	15	40.00	\$	2,942.31
Mgr., Data & Web Services	15	40.00	\$	3,412.62
Mgr., Facilities Projects	15	40.00	\$	3,546.18
Mgr., Organizational Learning and Development	15	40.00	\$	3,560.78
Mgr., Systems and Network Infrastructure	15	40.00	\$	3,583.87
Diversity & Inclusion Officer	16	40.00	\$	3,062.23
Strategic Planning & Assessment Officer	16	40.00	\$	3,062.23
Dir., Collection Management	17	40.00	\$	4,315.88
Dir., Communications	17	40.00	\$	3,674.70
Dir., Facilities	17	40.00	\$	3,784.93
Dir., Human Resources	17	40.00	\$	3,784.93
Dir., Information Technology	17	40.00	\$	4,621.87
Dir., Public Services	17	40.00	\$	3,707.24
Chief Financial Officer	18	40.00	\$	4,027.24
Chief Executive Officer	19	40.00	\$	6,352.41

Computer Assistant II	4	40.00	\$	15.02
Computer Assistant II	4	40.00	\$	15.02
Computer Assistant II	4	40.00	\$	15.47
Computer Assistant II	4	40.00	\$	15.47
Computer Assistant II	4	40.00	\$	15.47
Computer Assistant II	4	20.00	\$	15.94
Processing Assistant I	4	20.00	\$	15.02
Processing Assistant I	4	20.00	\$	15.02
Processing Assistant I	4	40.00	\$	15.02
Processing Assistant I	4	40.00	\$	15.02
Processing Assistant I	4	20.00	\$	15.47
Processing Assistant I	4	40.00	\$	15.47
Processing Assistant I	4	40.00	\$	15.47
Processing Assistant I	4	40.00	\$	15.54
Processing Assistant I	4	40.00	\$	15.94
Processing Assistant I	4	40.00	\$	16.05
Processing Assistant I	4	40.00	\$	16.27
Processing Assistant I	4	40.00	\$	16.47
Processing Assistant I	4	40.00	\$	16.69
Processing Assistant I	4	40.00	\$	16.83
Processing Assistant I	4	40.00	\$	16.90
Processing Assistant I	4	40.00	\$	16.99
Processing Assistant I	4	40.00	\$	17.36
Team Member, Shipping and Receiving	4	40.00	\$	15.02
Team Member, Shipping and Receiving	4	40.00	\$	15.02
Team Member, Shipping and Receiving	4	40.00	\$	15.02
Team Member, Shipping and Receiving	4	40.00	\$	15.02
Team Member, Shipping and Receiving	4	40.00	\$	15.02
Team Member, Shipping and Receiving	4	40.00	\$	17.42
Building Steward	5	40.00	\$	16.15
Cataloging Assistant	5	40.00	\$	20.66
Control Room Technician	5	40.00	\$	16.15
Control Room Technician	5	40.00	\$	16.15
Control Room Technician	5	40.00	\$	16.15
Control Room Technician	5	40.00	\$	17.13
Control Room Technician	5	40.00	\$	17.13
Control Room Technician	5	40.00	\$	17.19
Lead Office Assistant	5	40.00	\$	20.21
Library Assistant III	5	40.00	\$	16.15
Library Assistant III	5	40.00	\$	16.15
Library Assistant III	5	40.00	\$	16.63
Library Assistant III	5	40.00	\$	16.63
Library Assistant III	5	40.00	\$	16.63
Library Assistant III	5	24.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Library Assistant III	5	40.00	\$	17.13
Order Specialist	5	40.00	\$	18.51
Order Specialist	5	40.00	\$	22.19

Accounts Payable Assistant	6	40.00	\$	17.36
Activity Guide	6	20.00	\$	17.36
Activity Guide	6	40.00	\$	17.36
Activity Guide	6	40.00	\$	17.36
Activity Guide	6	40.00	\$	17.36
Activity Guide	6	40.00	\$	18.01
Activity Guide	6	40.00	\$	18.42
Activity Guide	6	40.00	\$	18.42
Administrative Assistant I	6	20.00	\$	17.36
Administrative Assistant I	6	30.00	\$	17.36
Administrative Assistant I	6	40.00	\$	17.36
Administrative Assistant I	6	40.00	\$	17.88
Indy Library Store Assistant Coordinator	6	20.00	\$	21.01
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	40.00	\$	17.36
Public Services Associate II	6	20.00	\$	17.88
Public Services Associate II	6	40.00	\$	17.88
Public Services Associate II	6	20.00	\$	18.42
Public Services Associate II	6	20.00	\$	18.42
Public Services Associate II	6	40.00	\$	18.42
Public Services Associate II	6	40.00	\$	18.42
Public Services Associate II	6	40.00	\$	19.97
Public Services Associate II	6	40.00	\$	20.04
Public Services Associate II-Outreach	6	20.00	\$	17.36
Public Services Associate II-Outreach	6	20.00	\$	17.88
Public Services Associate II-Outreach	6	20.00	\$	17.88
Public Services Associate II-Outreach	6	20.00	\$	20.29
Serials Specialist	6	40.00	\$	23.00
Accounting Assistant	7	40.00	\$	18.66
Administrative Assistant II	7	40.00	\$	18.66
Administrative Assistant II	7	40.00	\$	18.66
Administrative Assistant II	7	40.00	\$	19.22
Administrative Assistant II	7	40.00	\$	19.80
Artist-in-Residence	7	40.00	\$	22.50
Payroll Specialist	7	40.00	\$	19.22
Technical Support Assistant	7	40.00	\$	19.48
Circulation Supervisor I-NE	8	24.00	\$	20.06
Network PC Technician	8	40.00	\$	20.06
Executive Assistant	9	40.00	\$	33.09
Metadata Specialist	9	40.00	\$	21.57
Organizational Learning & Development Coordinator	9	40.00	\$	21.57
Project and Grant Specialist	9	40.00	\$	22.88

Project Coordinator	9	40.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	21.57
Public Services Librarian-NE	9	20.00	\$	22.21
Public Services Librarian-NE	9	20.00	\$	22.21
Public Services Librarian-NE	9	20.00	\$	22.88
Public Services Librarian-NE	9	20.00	\$	22.88
Public Services Librarian-NE	9	20.00	\$	23.71
Public Services Librarian-NE	9	20.00	\$	25.32
Purchasing Agent	9	40.00	\$	21.57
Supervisor, Building Systems	9	40.00	\$	22.88
Supervisor, Shipping and Receiving	9	40.00	\$	22.21
Facilities Technical Assistant	10	40.00	\$	23.19
Supervisor Librarian-NE	10	20.00	\$	24.60
Supervisor Librarian-NE	10	20.00	\$	24.92



Board Action Request

7b

To: IMCPL Board **Meeting Date:** December 16, 2019
From: Debra Champ **Approved by the Library Board:**
Effective Date: December 16, 2019
Subject: Annual Review of IMCPL Acceptable Use Policy

Recommendation: Approval of Resolution 50-2019 - Annual Review of IMCPL Acceptable Use Policy

Background:

Indiana Code IC 36-12-1-12, which covers the policy for Internet or other computer network use for libraries, requires that the board of a public library annually review the policy concerning the appropriate use of the Internet or other computer networks by library patrons in all areas of the library.

IMCPL's Acceptable Use Policy is attached for the Board's approval. No changes are recommended for 2019.

The Acceptable Use Policy is in place to communicate acceptable computer user behavior to patrons, to provide IMCPL disclaimers of liability for potential misuse and to provide the staff tools to aid in patron behavior modification when needed.

The Children's Internet Protection Act, or CIPA, requires that libraries have an Internet Safety Policy adopted by the board to be eligible for eRate funds. In addition, the policy must include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors.



Board Resolution

7b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 50-2019
ACCEPTABLE USE POLICY**

December 16, 2019

WHEREAS, the Library has conducted an annual review of the Acceptable Use Policy for internet access and usage, electronic access and use of Library on-line resources, and Library computer usage; and

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library has reviewed the Acceptable Use Policy, and determines that the policy is prudent and in the interest of the Library and its patrons.

THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby approve and adopt the Acceptable Use Policy in the form attached to this Resolution.

Acceptable Use Standards for Internet and Indianapolis Public Library (IndyPL) Computers

All electronic traffic originating from the Indianapolis Public Library connection shall be in accordance with these Acceptable Use Standards. *Failure to abide by these standards may result in the loss of internet, computer and Library privileges.*

Cooperative Use

IndyPL has installed a PC Management system that governs the use of computers in the Library. PC users must facilitate the fair use of the Library's limited resources by observing time limits on PC use and surrendering use of the terminal when allotted time has elapsed. IndyPL reserves the right to terminate a PC session that disrupts Library services or that involves user behavior that violates the Library's policies. Tampering with or defeating time limits will result in the loss of some or all Library privileges consistent with the Library's policy on inappropriate behavior.

Acceptable Use

Use of the Library's computers shall be guided by the following principles:

- Respect for the privacy of others.
- Adherence to the legal protection provided by copyright and license to programs and data.
- Consideration for the security and functioning of computers, computer networks, and systems.
- Adherence to IndyPL policies governing the security and functioning of computers, computer networks, and systems.

Unacceptable Use

It is not acceptable to use the Indianapolis Public Library computers for:

- Any purposes which violate U.S., state, or local laws.
- Transmitting threatening, obscene, or harassing materials, including the use of profanity or offensive language.
- Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems, including excessive bandwidth utilization.
- Distribution of unsolicited advertising.

- Tampering with computer or network security.
- Disconnecting library equipment, including monitors, network cables, and electrical cords.
- Making unauthorized entry into any systems accessible via Library computers.
- Representing oneself as another person.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems (e.g. computer "viruses" and "worms").
- Copying, file sharing, downloading, or distributing commercial software or other works or material (e.g. music, movies, or other audio or digital material) in violation of state, federal, or international copyright laws.
- Accessing or loading pornographic, obscene, or sexually explicit material.
- Other uses deemed inappropriate at the discretion of IndyPL management.

Illegal acts involving the IndyPL's computers may be subject to prosecution by local, state, or federal authorities.

Internet Safety Policy

In addition to the useful and educational information available on the internet, a great deal of content exists that is not appropriate for children. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. IndyPL enforces a policy of internet safety that includes measures to block or filter internet access for both minors and adults to certain visual depictions. IndyPL's technology protection measure is a specific system that blocks or filters specific internet sites. It protects against access by adults and minors to visual depictions that are obscene, child pornography or harmful to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. IndyPL staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children's Internet Protection Act, no one under the age of 18 is permitted to access computer sites, chat rooms or email that contain obscene or sexually explicit material or other material harmful to minors.

IndyPL does not condition a child's use of our public use internet terminals on the collection of any personally identifiable information from the child. Please see the full text of IndyPL's e-privacy statement.

Disclaimer

IndyPL provides access to the internet as a service of convenience to the public. The internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the internet provide accurate, complete, or current information. Users may encounter material that could be considered inappropriate.

Parents of minor children assume responsibility for their children's use of the internet through the Library's connection. Parents and children are encouraged to read [Netsmartz](#) Safety Tips and to explore the additional resources at Netsmartz, a resource for parents and children of all ages.

IndyPL expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. Conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc., or accessing systems where such personal or business data are stored is not recommended. The Library's computing environment does not maintain sufficient safeguards to protect such activities.

Users of Library computing resources should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user's own personal or business computers via email, or via media such as floppy, CDROM, or USB Flash Drives. Users are therefore warned that it is not possible to provide a 100% virus free environment and that the user accepts such risks while using the Library's computing resources.

Review of IndyPL Policy

Reviewed by the Library Board of Trustees, December 16, 2019.



Board Briefing Report

8a

To: IndyPL Board Meeting Date: December 16, 2019
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Brightwood Branch Project Update for November 2019

Major milestone work completed in November includes the placement of the final pavement in 25th Street required from utilities connections, installation of landscaping at the West Lot, completion of the wood fence, and the required City's inspection of the in-wall mechanical/plumbing/electrical installations. Temporary enclosures and heating have been installed to facilitate interior construction work.

Major exterior work to be completed in December includes the installation of storefront and window systems, completion of the concrete curbs and walks near the building, installation of the rainscreen wall finish, and completion of the masonry. Major exterior work to be completed in December includes installation of perimeter wall insulation and interior drywall.



Project Site on November 27, 2019

View of the Project Site showing the completion of the exterior wall moisture barrier and the temporary enclosures along Sherman Drive.

The image is taken from the Contractor's WebCam.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for November 2019

Date: December 16, 2019



Project Site on November 27, 2019

View of the Alley Looking South and Towards the West Lot from the Entrance.



Project Site on November 27, 2019

View of the Sherman Drive Entrance.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for November 2019

Date: December 16, 2019



Project Site on November 27, 2019
View of the Glazers Installing Windows on the West Elevation.



Project Site on November 27, 2019
Interior Panoramic View from the Sherman Entrance.

Project Schedule

Construction Complete

February 2020

Project Complete

March 2020

Move to New Branch Location

April 2020



Board Action Request

8b

To: IndyPL Board

Meeting Date: December 16, 2019

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 51-2019**
Approval to Award a Purchase Order for the Brightwood Branch Interior and Exterior Signage Project

Recommendation:

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 51-2019) to award a purchase order for the Brightwood Branch Interior and Exterior Signage Project for \$56,058.00 to **Aarvee Associates LLC, d.b.a Image 360 Indianapolis Northwest.**

Background:

The Invitation to Quote (“ITQ”) was for the signage vendors to provide and install signage for the new Branch Library. Electrical connections and concrete foundations for the exterior monument signs are by the general building contractor.

The signage was quoted using the Public Purchasing Statute IC § 5-22-8-3, with the expectation that the purchase for the equipment would not be more than \$150,000. The specifications and sign list were developed by the architect, AXIS Architecture + Interiors and IndyPL Facilities Staff. The ITQ was issued on November 8, 2019. Quotes were received on November 26, 2019, allowing time for evaluation prior to presentation at the December 3, 2019 IndyPL Board Facilities Committee Meeting.

The ITQ was emailed directly to six (6) vendors who are known to be capable of providing the equipment, and two (2) quotes were received at the Library Services Center. The quote from ASI Signage Innovations was received 22 minutes after the deadline established in the ITQ.

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 51-2019 Approval to Award a Purchase Order for the Brightwood

Branch Interior and Exterior Signage Project

Date: December 16, 2019

Vendor	Certification	Exterior Lump-Sum Quote	Interior Lump-Sum Quote	Installation	Total
Image 360 Indianapolis NW	MBE	\$ 32,400.00	\$ 14,858.00	\$ 8,800.00	\$ 56,058.00
ACE Signs					No Quote
A Sign By Design	WBE				No Quote
ASI Signage Innovation		\$52,000.00	\$15,900.00	\$5,900.00	\$73,800.00
Essential Signage	WBE				No Quote
Sign Solutions					No Quote

The vendors who did not submit a quote commented that they are very busy and did not have the resources to prepare a quote for the work.

Strategic/Fiscal Impact:

IndyPL shall award the purchase order to the lowest, responsible, and responsive quoter pursuant to IC § 5-22-8-3. The purchase of the equipment will be funded by the Series 2017A Bond Fund (Fund 477.)



Board Resolution

8b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 51-2019

APPROVAL TO AWARD A PURCHASE ORDER FOR THE BRIGHTWOOD BRANCH INTERIOR AND EXTERIOR SIGNAGE PROJECT

DECEMBER 16, 2019

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility upgrade projects in support of the Strategic Plan of IndyPL; and

WHEREAS, IndyPL and the architect, Axis Architecture + Interiors, have prepared specifications for the interior and exterior signage required for the Brightwood Branch Project; and

WHEREAS, IndyPL and the architect, have solicited open, public, and competitive quotes for the interior and exterior signage required for the Brightwood Branch Project; and

WHEREAS, IndyPL received responsive and responsible quotes pursuant to IC § 5-22-8 from two (2) of the six (6) invited Vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Aarvee Associates, LLC, d.b.a. Image 360 Indianapolis Northwest, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter, and recommends IndyPL award the purchase order to **Aarvee Associates, LLC, d.b.a. Image 360 Indianapolis Northwest** for a total cost of Fifty-Six Thousand Fifty-Eight Dollars (\$56,058.00).

IT IS THEREFORE RESOLVED the Brightwood Branch Interior and Exterior Signage Project, as quoted, is approved and authorizes the Chief Executive Officer (“CEO”) to execute a purchase order with the selected Vendor and to acquire the specified signage. The purchase order will be based upon such terms described in the Invitation to Quote dated November 8, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such purchase order execution and delivery effected be, and hereby is, confirmed and approved.



Board Action Request

8c

To: IndyPL Board

Meeting Date: December 16, 2019

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 52-2019**
Approval to Award a Construction Services Contract for the
Lawrence Branch Renovation Project

Recommendation:

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 52-2019) to award a general construction services contract for the Lawrence Branch Renovation Project to **MacDougall Pierce Construction Inc., Fishers, Indiana**, for the total cost of \$1,267,500.00 inclusive of Alternate #3 to add new windows.

Background:

The Lawrence Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. Rowland Design leads the design team and we are on track to have the Project ready to begin construction in January 2020.

In August 2019 with Resolution 26-2019 the IndyPL Board authorized the preparation of bidding documents and to solicit open, competitive, and public bids for the Project. The Project was bid and will be completed using the requirements of the Public Works Statute IC § 36-1-12. Bidding used the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017. The Bid Documents were issued to bidders on October 24, 2019.

Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on October 30 and November 6, 2019. Notice of the Project was also posted on the IndyPL website.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors in the construction industry. IndyPL Diversity, Equity, and Inclusion Officer reached out via telephone calls to the XBE vendors to confirm receipt of the notice and to gauge interest in submitting a bid.

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 52-2019 Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project

Date: December 16, 2019

The Notice to Bidders for the Project was emailed directly to these vendors:

Certification	Vendor	Certification	Vendor
	3D Professional Contracting	MBE	J-A- Bonilla, Inc.
WMBE	Act Development		JBM Contractors Corporation
MBE	Apogge Construction		JM Rowland
WBE	B&E Contracting, LLC		Jungclaus-Campbell
WBE	BAF Corporation		Kemna Restoration
	Boyle Construction Management		K-P- Meiring Company
	Brandt Construction		MacDougall Pierce Construction
	Capital Construction		Marten Construction Management
	C-Cat		Mattcon General Contractors
MBE	Cliff's Construction	MBE	MBC Construction
MBE;WBE	Commercial Construction Solutions Inc.		Messer Construction
VBE	Complete Construction Solutions LLC		Meyer Najem
	Connect Electric	MBE	Powers and Sons
	CORE Construction	MBE	Price Construction
MBE	Cornerstone Construction Group, LLC	MBE	Revive Construction Group
MBE	Davis & Associates		RL Turner
MBE	Eagle Mechanical		S&B Construction
	FH Paschen	MBE	Sexson Mechanical
MBE	Garcia Construction	MBE	Smoot Construction
	Gilliatte General Contractors, Inc.		Stenz Construction Corporation
MBE	H&H Construction and Services LLC		Sub-Surface Indiana
MBE	Harmon Construction		Summit Construction
	Hoffacker-Birnbaum Associates	MBE	Supreme Remodeling Services, Inc.
	Impact Construction	MBE	The Carpenter's Son
	InHerent Construction	MBE	TriVersity Construction
			White Oak Construction

The Notice was also sent to the following business development contacts:

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

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 52-2019 Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project

Date: December 16, 2019

Six (6) sealed bids were received at the Library Services Center by the deadline of 11:30 am local time on November 21, 2019. The bids were opened and read aloud publically. A tabulation of the bids is included below.

Bidder	Base Bid	Alternate #1 - Install luminous ceiling sections in lieu of acoustic cloud	Alternate #2 - Add for custom Tectum panels	Alternate #3 - Add for new windows	Alternate #4 - Add to install new doors and frames at exterior openings	Alternate #5 - Add to install tile floors in restrooms	Construction Duration (Days)	Certifications	Total Bid Including Alternate 3
BCMI	\$1,429,000	\$4,000	\$23,100	\$14,000	\$14,000	\$6,950	154		\$1,443,000
Alderson	\$1,273,626	\$(3,100)	\$(3,500)	\$12,600	\$14,550	No Bid	160		\$1,286,226
Davis	\$1,809,000	\$(2,000)	No Bid	\$9,933	\$13,933	No Bid	180	MBE	\$1,818,933
MacDougall Pierce	\$1,251,250	\$4,000	\$7,620	\$16,250	\$11,100	\$3,500	150		\$1,267,500
S&B	\$1,249,000	\$ -	\$19,900	\$32,000	\$20,100	\$(2,800)	120		\$1,281,000
Stenz	\$1,421,000	\$(3,000)	\$21,000	\$29,000	\$25,000	\$10,000	?		\$1,450,000

Alternate #1 - Install luminous ceiling sections salvaged from over the existing Checkout Desk in the place of a new acoustic cloud. IndyPL Staff recommends we do not take this add alternate.

Alternate #2 - Add for custom Tectum acoustic panels instead of standard size and shape panels. IndyPL Staff recommends we do not take this add alternate.

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 52-2019 Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project

Date: December 16, 2019

Alternate #3 - Add for new windows at the east and west ends of the building. IndyPL Staff recommends we take this add alternate.

Alternate #4 - Add to install new doors and frames at existing exterior openings at the ends of each wing. IndyPL Staff recommends we do not take this add alternate.

Alternate #5 - Add to install tile floors in the public restrooms instead of the poured non-slip seamless epoxy surface. IndyPL Staff recommends we do not take this add alternate.

IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12. The lowest, responsive, and responsible bidder is MacDougall Pierce Construction, and was requested to provide the 72 hour post-bid information.

MacDougall Pierce Construction was requested to provide the XBE participation information on the Project. Per the standard bidding practices at MacDougall Pierce Construction they did invite certified XBE vendors to submit bids for sub-contract work for the Project. MacDougall Pierce Construction invited 34 XBE vendors and received bids from 7 of these vendors. Two of these vendors were the low bidder for the sub-contracted work.

Rowland Design has reviewed the submitted bid documents, finds no deficiencies, and finds the bid mostly aligns with the estimates provided during the design phases of the Project. Exceptions include the premium for labor due to the heavy workloads and additional material costs due to tariffs on equipment and materials.

MacDougall Pierce Construction is an Indiana company with the knowledge, experience, and resources to satisfactorily complete the work as described in the bidding documents. They most recently completed the renovation and expansion of the East Washington Street Branch Library in 2017.

Additionally, the regional references for MacDougall Pierce Construction show a positive long-standing reputation in the community for performing construction services similar to the scope of the Project. Rowland Design is please to recommend acceptance of the bid and to engage in a contact for construction services with MacDougall Pierce Construction.

The Project requires compliance with Requirements for Contactors on Public Works Projects IC § 5-16-13 including contractor self-performance of work, liability insurance, qualification, E-Verify, employee training, and records retention.

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 but one of the received sealed bids (Alderson was the exception) were accompanied by a copy of the bidder's drug testing program.

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 52-2019 Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project

Date: December 16, 2019

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.

All of the received sealed bids were accompanied by a bid security for 5% of the total bid.

The Project schedule has the last day of service in the Branch of January 4, 2019, starting construction on starting on January 13, with substantial completion on June 12, 2020. The branch will reopen following installation of shelving, furniture, equipment, and return of the collection.

Strategic/Fiscal Impact:

This work is within the total Project budget of \$1,600,000. The majority of the work, \$1,500,000, will be funded by the Series 2019 Bond Fund. An additional \$100,000 was included in the Project budget from the Miscellaneous Projects 2018 Bond Fund (Fund 479) to add exterior windows to the building other upgrades. Current expenses for the Project are being charged to the Rainy Day Fund (Fund 245). Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and associated expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number TBD.)

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 52-2019 Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project

Date: December 16, 2019



Interior View Looking West by the Information Desk



Furniture and Shelving Floor Plan Dated November 26, 2019



Board Resolution

8c

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 52-2019

APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE LAWRENCE BRANCH RENOVATION PROJECT

DECEMBER 16, 2019

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility upgrade projects in support of the IndyPL Strategic Plan; and

WHEREAS, IndyPL staff and the architect, Rowland Design, prepared bidding documents to solicit open, competitive, and sealed public bids for the Lawrence Branch Renovation Project. Unified general construction contract bids were solicited beginning on October 24, 2019, with the contractor responsible for all general, electrical, mechanical, plumbing, and miscellaneous construction activities; and

WHEREAS, IndyPL received sealed bids from six (6) contractors by the deadline on November 21, 2019; and

WHEREAS, based on the review of the bids, IndyPL and the architect have determined to **MacDougall Pierce Construction Inc., Fishers, Indiana** to be the lowest, responsive, and responsible bidder inclusive of Alternate #3 to add new windows, and recommends award of the contract to **MacDougall Pierce Construction Inc.**

IT IS THEREFORE RESOLVED the Lawrence Branch Renovation 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 to **MacDougall Pierce Construction 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 October 24, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with to **MacDougall Pierce Construction Inc.** will be for the total cost of One-Million Two-Hundred Sixty-Seven Thousand Five-Hundred Dollars (\$1,267,500.00) inclusive of Alternate #3, and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Action Request

8d

To: IndyPL Board

Meeting Date: December 16, 2019

From: Facilities Committee

**Approved by
The Library Board:
Effective Date:**

**Subject: Resolution 53-2019
Approval to Award Services Contracts for Snow and Ice Removal Services**

Recommendation:

The IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 53-2019) to award contracts for snow and ice removal services for IndyPL owned facilities to **Phil’s Lawn Service, Providence Outdoor Services and Hurm Snow Removal.**

Background:

Snow and ice removal services included in the RFP are for all 21 IndyPL owned facilities. Leased facilities (Brightwood, Fountain Square, Glendale, and InfoZone Branches) are not included in the Request for Proposals. Services include clearing of walks, entrances and steps; clearing of public sidewalks, curb ramps, and bus access areas; clearing of parking lots and drives; application of snow and ice melt treatments; and Services during holidays, weekends, days, evenings, and overnight. The purpose of the Services is to maintain safe access to IndyPL facilities. To facilitate equitable opportunity for multiple Vendors to propose Services, the twenty-one (21) locations are grouped into five (5) Service Areas based on geographic location in Marion County.

In accordance with the policies of the Board, Facilities Staff used the Request for Proposals (“RFP”) process pursuant to IC § 5-22-9-1 to solicit Proposals for the Services.

The RFP is for a time and materials services contract, and was issued on October 28, 2019. Copies of the RFP were sent to vendors known to have the required capabilities, public notices were placed in the newspapers, and the RFP was posted to the IndyPL website. The RFP was structured to encourage proposals from smaller companies by requesting proposals for each location requiring services. Vendors could decide on how their capabilities best match with the needs of IndyPL.

Board Action Request

RE: Facilities Committee, Item 8d
Resolution 53-2019 Approval to Award Services Contracts for Snow and Ice Removal Services

Date: December 16, 2019

To promote the diversity of vendors considering the scope of required services, the RFP was also listed on the City and State’s XBE business development websites. The vendor list for RFP included these companies:

City Cert	Company Name	City Cert	Company Name
MBE	A & J SNOW SERVICES LLC	MBE	ME AND MY DIDDY LAWN CARE, LLC
MBE, WBE	ATL ENTERPRISE	MBE	NO LIMIT ENTERPRISE LLC DBA NO LIMIT REO CLEAN UP
WBE	B&E CONTRACTING, LLC	WBE	PARKS OUTDOOR MAINTENANCE, INC
MBE	DKM CONSTRUCTIVE MAINTENANCE LLC	MBE	PHIL'S LAWN SERVICES DBA PHILLIP D LIVERS
	HURM SNOW REMOVAL		PROVIDENCE OUTDOOR
MBE	GLS, INC.	MBE	Quality Lawn Care
	KEY LAWN CARE		RASK
WBE	GREEN EARTH LAWN SERVICES, INC.	WBE	SMOOT LANDSCAPING LLC
VBE	HAMHED,LLC	MBE	TJ MACK BUILDING & GROUNDS SERVICE
	JCOS	WBE	Via Excavating LLC
MBE	LAND LOVER LLC	MBE	WILKINS AND SON LAWN CARE
WBE	LAURA KOPETSKY TRI-AX, INC.	MBE	WILLIAM J. PETTY DBA MR. GREEN JEANS LANDSCAPE
	MAINSCAPE		

The RFP is for a time and materials services contract, so the Vendors were requested to submit proposals for these items at the location:

Snow and Ice Removal			Snow and Ice Melt Material and Labor		
0" to 1.5" for Steps, Walks, Entrances, and Public Sidewalks	1.5" to 3" for Drives, Drive Lanes, Parking Spaces, Steps, Walks, Entrances, and Public Sidewalks	Per Inch Above 3" for Drives, Drive Lanes, Parking Spaces, Steps, Walks, Entrances, and Public Sidewalks	Snow/Ice Melt (Salt) to Parking Lot per Treatment	Snow/Ice Melt (Salt) to Walks per Treatment	Snow/Ice Melt (Calcium Chloride) to Walks per Treatment

Proposals from the vendors were received on November 19, 2019 from eight (8) Vendors. The selection of the Vendor is based upon the criteria established in the RFP, including the Vendor’s overall cost for labor and materials, satisfaction level of current customers of the Vendor, demonstrated expertise in the areas of snow and ice removal services, perceived effectiveness of the proposed work plan, and other criteria determined by the Library.

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 53-2019 Approval to Award Services Contracts for Snow and Ice Removal Services

Date: December 16, 2019

Vendor	Certifications	Exceptions	Service Areas				
			Service Area Northwest	Service Area Northeast	Service Area Central	Service Area Southwest	Service Area Southeast
Phil's Lawn Service	MBE	None	\$ 9,008.00	\$ -	\$ -	\$ -	\$ -
Grant Key's Lawn Service		EWA Only GPK Only	\$ -	\$ -	\$ 3,365.00	\$ 3,188.00	\$ 13,965.00
Dresslar Snow Removal			\$ -	\$ -	\$ -	\$ -	\$16,650.00
Eddie Hurm		SOU Only No Umbrella Insurance	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00
ATL Enterprise	MBE MBE		\$ 18,945.00	\$ 26,765.00	\$ 19,383.25	\$ 19,029.50	\$ 27,140.00
R.A.S.K. Associates			\$ 20,555.00	\$ 21,027.00	\$ 21,407.00	\$ 11,208.00	\$ 17,822.00
Providence Outdoor			\$ 11,220.00	\$ 14,980.00	\$ 15,415.00	\$ 10,120.00	\$ 12,035.00
JCOS	MBE		\$ 14,345.47	\$ 18,432.88	\$ 19,560.02	\$ 12,455.80	\$ 14,135.34

The selection committee recommends the 3 Vendors with these comments:

- Three of the 8 vendors submitting proposals are certified XBE entities.
- Phil's Lawn Service is a certified MBE company.
- Hurm Snow Removal was the lowest cost provider for the Southport location.
- The work plan submitted by Providence Outdoor will meet our requirements for services during significant daytime weather events.
- The costs above are estimates that represent a group of typical snowfall events.

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 53-2019 Approval to Award Services Contracts for Snow and Ice Removal Services

Date: December 16, 2019

Per the Bylaws of the Library Board, all service agreements over \$10,000 in value are to be approved by the Board.

Fiscal Impact:

The RFP includes provisions for a three-year contract with the option for three (3) additional one-year renewals (3+1+1+1.) The cost of this service will be funded from the Operating Fund (Fund 10) during the contract term.



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 53-2019

APPROVAL TO AWARD SERVICES CONTRACTS FOR SNOW AND ICE REMOVAL SERVICES

DECEMBER 16, 2019

WHEREAS, Snow and Ice Removal Services for the Indianapolis-Marion County Public Library (“IndyPL”) are required to maintain safe access to Library owned facilities; and

WHEREAS, IndyPL issued a Request for Proposals (“RFP”) on October 28, 2019 to provide snow and ice removal services for the Library owned properties including Central Library, Library Services Center and nineteen (19) branch library facilities; and

WHEREAS, IndyPL received eight (8) responses to the RFP by the submission deadline of November 19, 2019 from qualified Vendors, and has reviewed the responses, investigated references, and reviewed the proposed work plans from the submitting vendors; and

WHEREAS, IndyPL has determined that **Phil’s Lawn Service, DBA Phillip D. Livers, Indianapolis, Indiana** is the Vendor that best meets the criteria as outlined in the RFP for the Northwest Service Area, and recommends IndyPL award a contract to **Phil’s Lawn Service**; and

WHEREAS, IndyPL has determined that **Hurm Snow Removal, Greenwood, Indiana** is the Vendor that best meets the criteria as outlined in the RFP for the Southport Branch Library, and recommends IndyPL award a contract to **Hurm Snow Removal.**; and

WHEREAS, IndyPL has determined that **Providence Outdoor Services, Carmel, Indiana** is the Vendor that best meets the criteria as outlined in the RFP for the Northeast, Central, Southwest, and Southeast Service Areas, with the exception of the Southport Branch Library, and recommends IndyPL award a contract to **Providence Outdoor Services.**

RESOLUTION 53-2019

(Continued)

**APPROVAL TO AWARD A SERVICES CONTRACT FOR SNOW AND ICE
REMOVAL SERVICES**

DECEMBER 16, 2019

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a three-year services contract with Phil's Lawn Service for Snow and Ice Removal Services in the Northwest Service Area, with options for three (3) additional one-year renewals, substantially in the form of the contract and conditions included in the RFP and the received Proposal, and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL's legal counsel; and

IT IS FURTHER RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a three-year services contract with Hurm Snow Removal for Snow and Ice Removal Services for the Southport Branch Library, with options for three (3) additional one-year renewals, substantially in the form of the contract and conditions included in the RFP and the received Proposal, and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL's legal counsel; and

IT IS FURTHER RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a three-year services contract with Providence Outdoor for Snow and Ice Removal Services for the Northeast, Central, Southwest, and Southeast Service Areas, with the exception of the Southport Branch Library, with options for three (3) additional one-year renewals, substantially in the form of the contract and conditions included in the RFP and the received Proposal, and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL's legal counsel.



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 12/16/19
From: The Indianapolis Public Library Foundation
Subject: December 2019 Update

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

News

Would you like to be part of a special effort to encourage and thank our staff? If so, you have an opportunity to help the Library Foundation provide discounted tickets to Library staff and their guests to Circulate: Night at the Library. Circulate is the Foundation's new fundraiser, held on Saturday, April 18. Earlier, you received an email outlining how you can purchase your own tickets for Circulate, how you can help underwrite staff discounts, and how your gift will be recognized. If you are interested in participating, please contact Roberta Jagggers, rjagggers@indyplfoundation.org. Also, if you have any corporate donors in mind for either a sponsorship or a silent auction item, please let Roberta know.

Foundation staff attended the Indy Library Store's holiday luncheon and thanked all book sale volunteers for their efforts throughout the year. Since inception, the Indy Library Store has raised over \$7.5 million for the Foundation. The Foundation would like to again thank the volunteers, the Library's Volunteer Services department and Indy Library Store Coordinator Mike Ehret and Assistant Coordinator Richard Swan!



Donors

The Foundation thanks 229 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, the Library Foundation would be grateful.

Eli Lilly & Company
Lilly Endowment Inc.

Program Support

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

Children's Program

On the Road to Reading
Early Literacy Specialist

Collections/IT

Downey Collection Digitization

Lifelong Learning

Job Centers

Capital Projects

Narcan supplies



10b

November 2019 Media Report

Below is a summary of highlighted media activity in November 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: (placements among local publications that provide us free access/delivery are listed below topic)

- **IndyPL and Indy Pride Unveil LGBTQ+ Collection**
Weekly View, Urban Times, WFYI.org, WISHTV.com, WRTV.com
- **Indy Library Adjusts Circulation Limits on e-Books**
Southside Times, Urban Times, Westside Community News, Scoop Magazine, WRTV.com, (feature to appear in Indianapolis Business Journal in December)
- **Fall Fest '19 Features the Step Stool Chef!**
Indianapolis Recorder, Weekly View, Urban Times, Southside Times, Southsider Voice, Westside Community News
- **Wayne Branch to Temporarily Close for Renovation**
Westside Community News, Northwest Press, Inside Indiana Business

All news releases are posted on the Library's website in the News & Announcements section.

Other media outreach in November occurred on such Library activities as the Meet and Author, Be an Author event, Veterans Portrait Project at Central Library, ABCs of Diabetes series, upcoming Nutcracker story programs, Gun Violence community forum at the Haughville Branch, and IndyPL Thanksgiving holiday closings.

12 YouTube videos posted to website

- Dedication of Chris Gonzalez Collection at Central Library
- Brightwood Branch Construction Progress
- Step Stool Chef Julian Frederick is Featured Speaker at Fall Fest 2019
- Indianapolis Youth Poet Laureate Alyssa Gaines at Fall Fest 2019
- Winners of Slammin' Rhymes XIV Poetry Challenge Perform at Fall Fest 2019 (8 videos)

6 programs cablecast on Govt. Access Channel 16

- Library Calendar of Featured Events
- Library Board Meeting
- Center for Black Literature & Culture Celebrates Second Anniversary at Central

- Step Stool Chef Julian Frederick
- Indianapolis Youth Poet Laureate Alyssa Gaines
- Chris Gonzalez Collection Unveiled at Central Library

Digital Signage Postings

- Posted 7 new slides and 3 new videos to media content file for 24 digital signage displays promoting events and programs.

Social Media

43 posts published on the official IndyPL Facebook Page. Top performing posts:

- Currently Reading Weekly Book Discussions- Reach of 2.6k, 2.7k, 2.6k, 3.5k
- IndyPL Black Friday Special- Reach of 23.9k



- Text Message Library Humor- Reach of 7.4k
- Nutcracker Ballet Storytime- Reach of 3.7k
- How do you shelve your books discussion- Reach of 3.1k
- New e-Book Rules- Reach of 2.3k and 2.9k
- Newfields Winterlights Ticket Giveaway- Reach of 2.2k
- Unveiling of the Chris Gonzales Collection-Reach of 2.1k

Topics/Events covered on Facebook: Library events and programs, Dia de Los Muertos, #weneeddiversebooks, Veterans Small Business Week, Spirit and Place Festival, Call a Delicious Story,

68 tweets published on the official IndyPL Twitter Page:

- 60.6 Twitter impressions occurred in November
- 833 profile visits
- 193 mentions by outside organizations, individuals, and the media

We also used Instagram (posts and stories) and Pinterest consistently in November. On Pinterest, we had a total of 137,580 impressions. Pinterest highlights:

- Bibliocommons staff lists and adult booklists
- Bestselling e-books
- Gifts for Book Lovers
- #WeNeedDiverseBooks
- Booklists for Kids
- Cookbooks

Blog Posts

- Fall Fest
- Read Right Now! Thanksgiving
- Homework Help: 13 Colonies
- Dig In! Cookbooks for Kids
- ISO Teddy Bear Concerts
- The Chris Gonzalez Collection
- Graphic Novels for Kids – Dog Man and More!
- New e-Book and e-Audiobook Loan Limits
- IndyPL Book Club in a Bag
- Jingle Books

Top 10 Performing Blog Posts (Page Views) in November 2019:

1. 100+ Free Video Read Alouds
2. New e-Book and e-Audiobook Limits
3. Science Experiment: Newton's Second Law of Motion
4. Read Right Now! Dr. Seuss
5. Read Right Now! Thanksgiving
6. Science Experiment: Newton's First Law of Motion
7. Blog Home
8. Science Experiment Newton's Third Law of Motion
9. Blog Kids Home
10. Science Experiment: Acids – Bouncing Egg

Print Activity

- Homework and Research Database Brochure – 10,000 pieces
- Play and Learn to Read Bookmark – 10,000 pieces
- Download and Stream Bookmark – 10,000 pieces
- Bethel African Methodist Episcopal Church Digital Program Poster – 40 pieces
- "Your Suggestions Please" Brochure – 2,000 pieces
- Classical Concert Series - Winter/Spring Bookmarks and Posters – 1,183 pieces
- Library Card Campaign - Wayne Township Letters & Envelopes – 33,500 pieces
- Food Rule Signs – 533 pieces
- Call-A-Delicious Story Featuring WFYI Bookmarks and Posters – 962 pieces
- Business Cards for Staff Members – 14 boxes
- 1,000 Books by Kindergarten Booklet (Reprint) – 3,000 pieces
- CMSA Downtime Bookmarks – 1,875 pieces

- Jingle Books Posters – 106 pieces
- Holiday Classical Concerts Bookmarks and Posters – 792 pieces
- Glendale Branch - Tuesday Night Readers Posters and Fliers – 30 pieces
- CMSA Downtime/Ordering Has Resumed Table Tents – 624 pieces
- Library Logo Signs for Outreach – 2 pieces
- Eagle Branch – Grinch Storytime and Movie Flier and Poster – 5 pieces



Board Action Request

10c1

To: IMCPL Board **Meeting Date:** December 16, 2019

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

Effective Date: December 16, 2019

Subject: Finances, Personnel and Travel Resolution 54-2019

Recommendation: Approve Finances, Personnel and Travel Resolution 54-2019

Background: The Finances, Personnel and Travel Resolution 54- 2019 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 2019.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 54 - 2019

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 November 2019 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 **72084** through **72280** for a total of
\$1,139,813.88 were issued from the operating bank accounts.

EFT numbers **302217** through **302246** and
302250 through **302276** and
302279 through **302298** and
302301 through **302341** and
1266 through **1284** for a total of
\$1,955,505.30 were issued from the operating bank accounts.

Warrant number **805** through **810** for a total of
\$257.86 was issued from the fines bank account.

Warrant numbers **7484** through **7520** for a total of
\$27,858.86 were issued from the gift bank account.

EFT numbers **302247** through **302249** and
302277 through **302278** and
302299 through **302300** and
302342 for a total of
\$43,955.88 were issued from the gift bank account.

Warrant numbers **268774** through **268846** for a total of

\$32,609.61 were issued for employee payroll
Direct deposits numbers **440001** through **440605** and
460001 through **460610** and
480001 through **480605** for a total of

\$1,470,903.43 were issued for employee payroll
Electronic transfers for payment of taxes and garnishments for a total of
\$554,009.49 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

Rev. T.D. Robinson

Crista L. Carlino

Judge Jose D. Salinas

Dr. Terri Jett

Joanne Sanders

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

Patricia A. Payne

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1266	EFT	11/01/2019	FIDELITY INVESTMENTS	5,879.15
1267	EFT	11/01/2019	AMERICAN UNITED LIFE INSURANCE CO	3,401.69
1268	EFT	11/04/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	96,053.42
1269	EFT	11/04/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	192.87
1270	EFT	11/01/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	174.34
1271	EFT	11/04/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	174.34
1272	EFT	11/04/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	174.34
1273	EFT	11/08/2019	U.S. POSTAL SERVICE	5,000.00
1274	EFT	11/15/2019	ADP, INC.	6,541.57
1275	EFT	11/15/2019	FIDELITY INVESTMENTS	5,879.15
1276	EFT	11/15/2019	AMERICAN UNITED LIFE INSURANCE CO	3,401.69
1277	EFT	11/15/2019	ADP, INC.	1,036.50
1278	EFT	11/18/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	97,868.02
1279	EFT	11/20/2019	INDIANA DEPARTMENT OF REVENUE	1,668.02
1280	EFT	11/26/2019	SHEILA BENHAM	85.60
1281	EFT	11/29/2019	FIDELITY INVESTMENTS	5,879.15
1282	EFT	11/29/2019	AMERICAN UNITED LIFE INSURANCE CO	3,401.69
1283	EFT	11/29/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	70.36
1284	EFT	11/29/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	97,694.77
72084	CHECK	11/07/2019	1-800MD, LLC	913.50
72085	CHECK	11/07/2019	A CLASSIC PARTY RENTAL CO	2,177.50
72086	CHECK	11/07/2019	ADTEC	3,250.00
72087	CHECK	11/07/2019	AIMEE ROSE FORMO	200.00
72088	CHECK	11/07/2019	ALICE L. SMITH-GOEKE	200.00
72089	CHECK	11/07/2019	ALIKI DORA BARNSTONE	50.00
72090	CHECK	11/07/2019	AT&T	1,449.98
72091	CHECK	11/07/2019	AT&T	38.76
72092	CHECK	11/07/2019	AT&T MOBILITY	678.80
72093	CHECK	11/07/2019	BETH MENG	50.00
72094	CHECK	11/07/2019	BRIGHT IDEAS IN BROAD RIPPLE	48.50
72095	CHECK	11/07/2019	CATHERINE BOWIE	50.00
72096	CHECK	11/07/2019	CFRA	3,774.35
72097	CHECK	11/07/2019	BRIGHT HOUSE NETWORKS	84.99
72098	CHECK	11/07/2019	CHRIS MURRAY	20.99
72099	CHECK	11/07/2019	CITIZENS ENERGY GROUP	2,617.48
72100	CHECK	11/07/2019	CREATIVE AQUATIC SOLUTIONS, LLC	289.90
72101	CHECK	11/07/2019	DLZ INDIANA, LLC	37.50
72102	CHECK	11/07/2019	DYNAMARK GRAPHICS GROUP	200.30
72103	CHECK	11/07/2019	GALE GROUP THE	895.13
72104	CHECK	11/07/2019	GUARDIAN	15,716.65
72105	CHECK	11/07/2019	HAINES & COMPANY INC	501.50
72106	CHECK	11/07/2019	INDIANA STATE LIBRARY	12,025.00
72107	CHECK	11/07/2019	GREATER INDIANAPOLIS PROGRESS COMMITTEE	1,000.00
72108	CHECK	11/07/2019	INDIANAPOLIS RECORDER	1,016.69
72109	CHECK	11/07/2019	INNOVATIVE INTERFACES INCORPORATED	4,000.00
72110	CHECK	11/07/2019	KAREN MARIE KOVACIK	50.00
72111	CHECK	11/07/2019	KENTWOOD OFFICE FURNITURE, INC.	29,087.80
72112	CHECK	11/07/2019	LABEL SOLUTIONS, LLC	243.88
72113	CHECK	11/07/2019	LIBRARY IDEAS	236.12
72114	CHECK	11/07/2019	LUNA LANGUAGE SERVICES	183.16
72115	CHECK	11/07/2019	MAIN EVENT SOUND & LIGHTING	2,391.00
72116	CHECK	11/07/2019	MATTHEW B HUME	100.00
72117	CHECK	11/07/2019	MCCREADY & KEENE, INC.	6,500.00
72118	CHECK	11/07/2019	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
72119	CHECK	11/07/2019	MOOREVILLE DECATUR-TIMES	84.00
72120	CHECK	11/07/2019	MOVIETyme VIDEO PRODUCTIONS	7,032.50
72121	CHECK	11/07/2019	NATIONAL SAFETY COUNCIL	36.00
72122	CHECK	11/07/2019	PAULETTA HANSEL	50.00
72123	CHECK	11/07/2019	PAYPAL	54.10

No.	Type	Date	Reference	Amount
72124	CHECK	11/07/2019	RJE BUSINESS INTERIORS	541.80
72125	CHECK	11/07/2019	RONALD ALLEN RIEKKI	50.00
72126	CHECK	11/07/2019	SAKURA FUQUA	100.00
72127	CHECK	11/07/2019	SAMPSON ENTERPRISES INC	45.90
72128	CHECK	11/07/2019	SARAH KANE	50.00
72129	CHECK	11/07/2019	SHARI M. WAGNER	50.00
72130	CHECK	11/07/2019	SIERRA CLUB	12.00
72131	CHECK	11/07/2019	SONDHI SOLUTIONS	368.36
72132	CHECK	11/07/2019	THE HARMON HOUSE L.L.C.	420.00
72133	CHECK	11/07/2019	VLADIMIR KRAKOVICH	600.00
72134	CHECK	11/07/2019	WTLC-FM	1,090.00
72135	CHECK	11/07/2019	YEFIM PASTUKH	600.00
72136	CHECK	11/14/2019	AFSCME COUNCIL IKOC 962	1,808.98
72137	CHECK	11/14/2019	AIMEE ROSE FORMO	200.00
72138	CHECK	11/14/2019	ALICE L. SMITH-GOEKE	200.00
72139	CHECK	11/14/2019	AMERICAN UNITED LIFE INSURANCE CO	3,326.20
72140	CHECK	11/14/2019	AMOS GUTTERING, INC	48,800.00
72141	CHECK	11/14/2019	ANTHEM INSURANCE COMPANIES, INC	343,200.00
72142	CHECK	11/14/2019	ARAB TERMITE AND PEST CONTROL INC	1,602.00
72143	CHECK	11/14/2019	AXIS ARCHITECTURE & INT., LLC	10,071.01
72144	CHECK	11/14/2019	BEECH GROVE SEWAGE WORKS	51.70
72145	CHECK	11/14/2019	BETH MENG	50.00
72146	CHECK	11/14/2019	BRIGHTWOOD INVESTORS, LLC	4,074.00
72147	CHECK	11/14/2019	CATHERINE BOWIE	50.00
72148	CHECK	11/14/2019	CENTER POINT PRESS	408.06
72149	CHECK	11/14/2019	CHADWICK J. OFFUTT- GILLENWATER	200.00
72150	CHECK	11/14/2019	CITIZENS ENERGY GROUP	790.84
72151	CHECK	11/14/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	2,289.36
72152	CHECK	11/14/2019	COMPUTYPE INC.	3,013.07
72153	CHECK	11/14/2019	CUONG TRAN	250.00
72154	CHECK	11/14/2019	ELIZABETH FRANKLIN	714.00
72155	CHECK	11/14/2019	EMBARQUE	57.60
72156	CHECK	11/14/2019	FOUNTAIN BLOCK DEVELOPMENT L.P.	5,045.88
72157	CHECK	11/14/2019	GALE GROUP THE	1,762.68
72158	CHECK	11/14/2019	GLENDALE MALL	25,895.83
72159	CHECK	11/14/2019	GREEN BUSINESS CERTIFICATION, INC.	775.00
72160	CHECK	11/14/2019	GREY HOUSE PUBLISHING	1,381.00
72161	CHECK	11/14/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	405.97
72162	CHECK	11/14/2019	HALLIE BRYANT	200.00
72163	CHECK	11/14/2019	HENRY ROBERTSON	300.00
72164	CHECK	11/14/2019	HORNING ROOFING & SHEET METAL	463.96
72165	CHECK	11/14/2019	INDIANA CHAMBER OF COMMERCE	322.95
72166	CHECK	11/14/2019	INDIANA WRITER'S CENTER	2,725.00
72167	CHECK	11/14/2019	INDIANAPOLIS POWER & LIGHT COMPANY	80,824.33
72168	CHECK	11/14/2019	INNOVATIVE INTERFACES INCORPORATED	43,293.00
72169	CHECK	11/14/2019	JERALD HARKNESS	100.00
72170	CHECK	11/14/2019	JOHN GIPSON	300.00
72171	CHECK	11/14/2019	LABEL SOLUTIONS, LLC	4,396.45
72172	CHECK	11/14/2019	LARRY O'BANION	200.00
72173	CHECK	11/14/2019	LEGALSHIELD	287.55
72174	CHECK	11/14/2019	MATTHEW B HUME	100.00
72175	CHECK	11/14/2019	MEGAN FERGUSON	53.13
72176	CHECK	11/14/2019	E.SOLUTIONS, INC.	1,154.63
72177	CHECK	11/14/2019	PFM TRUCK CARE CENTER	104.52
72178	CHECK	11/14/2019	REPUBLIC WASTE SERVICES	8,084.83
72179	CHECK	11/14/2019	ROWLAND DESIGN, INC.	16,284.02
72180	CHECK	11/14/2019	SAKURA FUQUA	100.00
72181	CHECK	11/14/2019	SARAH KANE	50.00
72182	CHECK	11/14/2019	SEAN STUART	200.00
72183	CHECK	11/14/2019	SONDHI SOLUTIONS	5,115.00
72184	CHECK	11/14/2019	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	1,349.84
72185	CHECK	11/14/2019	SYLVIA PAYNE RIVERS	800.00
72186	CHECK	11/14/2019	WEDDING DAY MAGAZINE	500.00

No.	Type	Date	Reference	Amount
72187	CHECK	11/14/2019	WILLIAM E. HAMPTON	300.00
72188	CHECK	11/14/2019	WOLTERS KLUWER	1,226.78
72189	CHECK	11/21/2019	AIMEE ROSE FORMO	100.00
72190	CHECK	11/21/2019	AIR WORX	2,551.80
72191	CHECK	11/21/2019	ALICE L. SMITH-GOEKE	100.00
72192	CHECK	11/21/2019	AMERICAN UNITED LIFE INSURANCE CO	1,636.20
72193	CHECK	11/21/2019	ARAB TERMITE AND PEST CONTROL INC	317.00
72194	CHECK	11/21/2019	ASI SIGNAGE INNOVATIONS	1,220.00
72195	CHECK	11/21/2019	AT&T	36.99
72196	CHECK	11/21/2019	BETH MENG	50.00
72197	CHECK	11/21/2019	BLACKMORE & BUCKNER ROOFING	812.59
72198	CHECK	11/21/2019	CATHERINE BOWIE	50.00
72199	CHECK	11/21/2019	CHADWICK J. OFFUTT- GILLENWATER	300.00
72200	CHECK	11/21/2019	CITIZENS ENERGY GROUP	5,715.90
72201	CHECK	11/21/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	3,060.00
72202	CHECK	11/21/2019	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
72203	CHECK	11/21/2019	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	1,870.00
72204	CHECK	11/21/2019	COURT & COMMERCIAL RECORD	49.58
72205	CHECK	11/21/2019	DACO GLASS & GLAZING INC	3,077.20
72206	CHECK	11/21/2019	DYNAMARK GRAPHICS GROUP	588.18
72207	CHECK	11/21/2019	EDWARD GEORGE & ASSOCIATES, LLC	1,515.00
72208	CHECK	11/21/2019	EMILIE LYNN	30.03
72209	CHECK	11/21/2019	GALE/CENGAGE LEARNING	196,950.00
72210	CHECK	11/21/2019	INDIANA NEWSPAPERS	133.88
72211	CHECK	11/21/2019	INFOR (US), INC	8,610.00
72212	CHECK	11/21/2019	JP MORGAN CHASE BANK	1,407.96
72213	CHECK	11/21/2019	LUNA LANGUAGE SERVICES	60.00
72214	CHECK	11/21/2019	MATTHEW B HUME	50.00
72215	CHECK	11/21/2019	METAMORPHOSIS CONSULTING SERVICES	750.00
72216	CHECK	11/21/2019	PAULA SCHEIDLER	85.15
72217	CHECK	11/21/2019	R AND B ARCHITECTS LLC	7,000.00
72218	CHECK	11/21/2019	REGIONS BANK PURCHASING CARD	9,703.62
72219	CHECK	11/21/2019	REPROGRAPHIX, INC	145.85
72220	CHECK	11/21/2019	ROBIN RATH	80.00
72221	CHECK	11/21/2019	SAKURA FUQUA	100.00
72222	CHECK	11/21/2019	SIGNARAMA DOWNTOWN INDIANAPOLIS	279.49
72223	CHECK	11/21/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	2,421.89
72224	CHECK	11/21/2019	VLADIMIR KRAKOVICH	600.00
72225	CHECK	11/21/2019	YEFIM PASTUKH	600.00
72226	CHECK	11/29/2019	A CLASSIC PARTY RENTAL CO	192.50
72227	CHECK	11/29/2019	ACTION PEST CONTROL, INC	400.00
72228	CHECK	11/29/2019	ADP, INC.	2,259.81
72229	CHECK	11/29/2019	AIMEE ROSE FORMO	100.00
72230	CHECK	11/29/2019	ALICE L. SMITH-GOEKE	100.00
72231	CHECK	11/29/2019	ALLEN IRRIGATION COMPANY, INC.	660.00
72232	CHECK	11/29/2019	APEX BENEFITS GROUP	12,500.00
72233	CHECK	11/29/2019	AT&T	2,367.20
72234	CHECK	11/29/2019	BETH MENG	50.00
72235	CHECK	11/29/2019	BROWNING DAY MULLINS DIERDORF	3,427.00
72236	CHECK	11/29/2019	CATHERINE BOWIE	50.00
72237	CHECK	11/29/2019	CHADWICK J. OFFUTT- GILLENWATER	100.00
72238	CHECK	11/29/2019	CHC WELLNESS	2,535.00
72239	CHECK	11/29/2019	CITIZENS ENERGY GROUP	954.63
72240	CHECK	11/29/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	8,797.50
72241	CHECK	11/29/2019	CMID	1,770.00
72242	CHECK	11/29/2019	CONCRETE SURGEONS	4,460.00
72243	CHECK	11/29/2019	CRIFE	3,650.00
72244	CHECK	11/29/2019	DRIESSEN WATER INC	167.83
72245	CHECK	11/29/2019	DACO GLASS & GLAZING INC	315.66
72246	CHECK	11/29/2019	DOUBLE CUPPED	201.50
72247	CHECK	11/29/2019	DYNAMARK GRAPHICS GROUP	193.32
72248	CHECK	11/29/2019	EDC EDUCATIONAL SERVICES	3,377.20
72249	CHECK	11/29/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	126.00

No.	Type	Date	Reference	Amount
72250	CHECK	11/29/2019	EXPODESIGN, INC.	3,807.40
72251	CHECK	11/29/2019	FACILITY COMMISSIONING GROUP, INC	1,925.00
72252	CHECK	11/29/2019	FOUNDATION CENTER	2,995.00
72253	CHECK	11/29/2019	GALE GROUP THE	2,196.50
72254	CHECK	11/29/2019	GLENDALE (PETTY CASH)	28.60
72255	CHECK	11/29/2019	GREY HOUSE PUBLISHING	216.75
72256	CHECK	11/29/2019	HAINES & COMPANY INC	8,552.50
72257	CHECK	11/29/2019	INDIANA DEPT OF WORKFORCE DEVELOP.	1,150.00
72258	CHECK	11/29/2019	INDIANA NEWSPAPERS	97.20
72259	CHECK	11/29/2019	INDIANAPOLIS FLEET SERVICES	2,023.95
72260	CHECK	11/29/2019	INFORMATION TODAY, INC.	3,185.21
72261	CHECK	11/29/2019	KNOX ASSOCIATES	4,577.19
72262	CHECK	11/29/2019	LEADERSHIP DIRECTORIES INC	1,045.00
72263	CHECK	11/29/2019	LIGHTNING TWO WAY RADIO, INC	216.50
72264	CHECK	11/29/2019	MATTHEW B HUME	100.00
72265	CHECK	11/29/2019	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	2,000.00
72266	CHECK	11/29/2019	OCLC INC	35,141.66
72267	CHECK	11/29/2019	OUTREACH (PETTY CASH)	16.00
72268	CHECK	11/29/2019	PHILHARMONIC ORCHESTRA OF INDIANAPOLIS	2,000.00
72269	CHECK	11/29/2019	PROVIDENCE OUTDOOR	600.00
72270	CHECK	11/29/2019	RAHMBERG, STOVER & ASSOCIATES, LLC	5,945.00
72271	CHECK	11/29/2019	RJE BUSINESS INTERIORS	20.00
72272	CHECK	11/29/2019	ROWMAN & LITTLEFIELD PUBLISHING GROUP	4,559.12
72273	CHECK	11/29/2019	SAKURA FUQUA	100.00
72274	CHECK	11/29/2019	SARAH KANE	50.00
72275	CHECK	11/29/2019	SENSORY TECHNOLOGIES	3,564.00
72276	CHECK	11/29/2019	SIGNARAMA DOWNTOWN INDIANAPOLIS	850.00
72277	CHECK	11/29/2019	THE HARMON HOUSE L.L.C.	735.00
72278	CHECK	11/29/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,411.48
72279	CHECK	11/29/2019	TOM WOOD FORD, INC	19,721.25
72280	CHECK	11/29/2019	WW NORTH AMERICA HOLDINGS, INC.	1,346.80
302217	EFT	11/07/2019	ABELL ELEVATOR SERVICE CO	1,443.75
302218	EFT	11/07/2019	AUSTIN BOOK SALES	4,117.33
302219	EFT	11/07/2019	BACKGROUND BUREAU INC.	385.00
302220	EFT	11/07/2019	BAKER & TAYLOR	13,916.96
302221	EFT	11/07/2019	BAKER & TAYLOR	14,470.43
302222	EFT	11/07/2019	BAKER & TAYLOR	25,581.85
302223	EFT	11/07/2019	BRODART COMPANY CONTINUATIONS	1,535.42
302224	EFT	11/07/2019	CDW GOVERNMENT, INC.	1,733.92
302225	EFT	11/07/2019	DANCORP INC. DBA DANCO	500.00
302226	EFT	11/07/2019	FINELINE PRINTING GROUP	3,141.00
302227	EFT	11/07/2019	G4S SECURE SOLUTIONS (USA) INC.	637.44
302228	EFT	11/07/2019	INGRAM LIBRARY SERVICES	1,980.13
302229	EFT	11/07/2019	KLINES QUALITY WATER, INC	51.55
302230	EFT	11/07/2019	LUNA MUSIC	255.87
302231	EFT	11/07/2019	MERGENT FIS	995.00
302232	EFT	11/07/2019	MICHAEL R. TWYMAN	6,666.66
302233	EFT	11/07/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	15,392.58
302234	EFT	11/07/2019	MIDWEST TAPE - PROCESSED DVDS	12,139.14
302235	EFT	11/07/2019	MIDWEST TAPE NON PROCESSED	769.56
302236	EFT	11/07/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	34,187.16
302237	EFT	11/07/2019	MIDWEST TAPE, LLC	7,500.36
302238	EFT	11/07/2019	MOORE INFORMATION SERVICES, INC	521.80
302239	EFT	11/07/2019	PERFECTION GROUP, INC.	1,276.21
302240	EFT	11/07/2019	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	4,037.50
302241	EFT	11/07/2019	RECORDED BOOKS	687.90
302242	EFT	11/07/2019	STAPLES	10.11
302243	EFT	11/07/2019	STAPLES	1,439.87
302244	EFT	11/07/2019	STENZ CONSTRUCTION CORPORATION	94,113.50
302245	EFT	11/07/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,782.00
302246	EFT	11/07/2019	ULINE	891.13
302250	EFT	11/14/2019	ABELL ELEVATOR SERVICE CO	4,165.00
302251	EFT	11/14/2019	ART WITH A HEART	230.00

No.	Type	Date	Reference	Amount
302252	EFT	11/14/2019	AUSTIN BOOK SALES	15,917.91
302253	EFT	11/14/2019	BAKER & TAYLOR	2,932.70
302254	EFT	11/14/2019	BAKER & TAYLOR	15,541.09
302255	EFT	11/14/2019	BAKER & TAYLOR	25,037.23
302256	EFT	11/14/2019	BAKER TILLY VIRCHOW KRAUSE, LLP	1,513.75
302257	EFT	11/14/2019	CROSSROADS REHABILITATION CENTER	330.00
302258	EFT	11/14/2019	DELTA DENTAL	120.20
302259	EFT	11/14/2019	DELTA DENTAL	205.27
302260	EFT	11/14/2019	DELTA DENTAL	10,901.58
302261	EFT	11/14/2019	ENVISIONWARE, INC.	3,814.15
302262	EFT	11/14/2019	FLEET CARE, INC.	293.86
302263	EFT	11/14/2019	G4S SECURE SOLUTIONS (USA) INC.	806.05
302264	EFT	11/14/2019	GRAINGER	253.44
302265	EFT	11/14/2019	INDIANA PLUMBING AND DRAIN LLC	1,200.00
302266	EFT	11/14/2019	INGRAM LIBRARY SERVICES	22,616.82
302267	EFT	11/14/2019	IRVINGTON PRESBYTERIAN CHURCH	937.50
302268	EFT	11/14/2019	JCOS, INC.	3,085.00
302269	EFT	11/14/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	408.32
302270	EFT	11/14/2019	R AND B ARCHITECTS LLC	3,456.25
302271	EFT	11/14/2019	RECORD AUTOMATIC DOORS, INC	1,814.00
302272	EFT	11/14/2019	RICHARD LOPEZ ELECTRICAL, LLC	3,154.04
302273	EFT	11/14/2019	STENZ CONSTRUCTION CORPORATION	341,885.79
302274	EFT	11/14/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	2,750.25
302275	EFT	11/14/2019	TITAN ASSOCIATES	10,047.00
302276	EFT	11/14/2019	ULINE	523.15
302279	EFT	11/21/2019	ABELL ELEVATOR SERVICE CO	7,961.50
302280	EFT	11/21/2019	CDW GOVERNMENT, INC.	673.75
302281	EFT	11/21/2019	CITIZENS THERMAL ENRGY.	75,485.77
302282	EFT	11/21/2019	DANCORP INC. DBA DANCO	385.00
302283	EFT	11/21/2019	FINELINE PRINTING GROUP	1,229.00
302284	EFT	11/21/2019	INDIANA PLUMBING AND DRAIN LLC	622.50
302285	EFT	11/21/2019	INGRAM LIBRARY SERVICES	506.21
302286	EFT	11/21/2019	J&G CARPET PLUS	1,280.00
302287	EFT	11/21/2019	JCOS, INC.	1,106.25
302288	EFT	11/21/2019	JCOS, INC.	20,777.50
302289	EFT	11/21/2019	LEVEL (3) COMMUNICATIONS, LLC	3,162.77
302290	EFT	11/21/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	612.00
302291	EFT	11/21/2019	OFFICE360	465.00
302292	EFT	11/21/2019	PERFECTION GROUP, INC.	17,514.00
302293	EFT	11/21/2019	RICHARD LOPEZ ELECTRICAL, LLC	17,184.47
302294	EFT	11/21/2019	RICOH USA, INC. - 12882	4,699.42
302295	EFT	11/21/2019	RYAN FIRE PROTECTION, INC	653.00
302296	EFT	11/21/2019	STENZ MANAGEMENT COMPANY, INC	7,335.52
302297	EFT	11/21/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	573.75
302298	EFT	11/21/2019	TITAN ASSOCIATES	73,795.58
302301	EFT	11/29/2019	ABELL ELEVATOR SERVICE CO	1,312.50
302302	EFT	11/29/2019	ACORN DISTRIBUTORS, INC	4,899.91
302303	EFT	11/29/2019	AUSTIN BOOK SALES	16,329.75
302304	EFT	11/29/2019	BACKGROUND BUREAU INC.	135.00
302305	EFT	11/29/2019	BAKER & TAYLOR	13,354.51
302306	EFT	11/29/2019	BAKER & TAYLOR	66,791.92
302307	EFT	11/29/2019	BAKER & TAYLOR	52,923.41
302308	EFT	11/29/2019	BAKER & TAYLOR	24.54
302309	EFT	11/29/2019	BRODART COMPANY CONTINUATIONS	6,840.25
302310	EFT	11/29/2019	CDW GOVERNMENT, INC.	2,634.02
302311	EFT	11/29/2019	DEMCO, INC.	883.57
302312	EFT	11/29/2019	DENISON PARKING	7,274.63
302313	EFT	11/29/2019	EBSCO INFORMATION SERVICES	82,000.49
302314	EFT	11/29/2019	FINELINE PRINTING GROUP	9,147.00
302315	EFT	11/29/2019	G4S SECURE SOLUTIONS (USA) INC.	40,936.06
302316	EFT	11/29/2019	GRAINGER	154.70
302317	EFT	11/29/2019	INDIANA PLUMBING AND DRAIN LLC	1,015.25
302318	EFT	11/29/2019	INDIANAPOLIS ARMORED CAR, INC	2,977.00

No.	Type	Date	Reference	Amount
302319	EFT	11/29/2019	INDIANAPOLIS RECORDER	310.38
302320	EFT	11/29/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	461.55
302321	EFT	11/29/2019	INGRAM LIBRARY SERVICES	2,617.72
302322	EFT	11/29/2019	J&G CARPET PLUS	975.00
302323	EFT	11/29/2019	KLINES QUALITY WATER, INC	59.55
302324	EFT	11/29/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	1,035.00
302325	EFT	11/29/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	8,463.45
302326	EFT	11/29/2019	MIDWEST TAPE - PROCESSED DVDS	13,876.58
302327	EFT	11/29/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	32,943.28
302328	EFT	11/29/2019	MIDWEST TAPE NON PROCESSED	1,394.35
302329	EFT	11/29/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	20,508.37
302330	EFT	11/29/2019	MIDWEST TAPE, LLC	11,068.50
302331	EFT	11/29/2019	OVERDRIVE INC	218,850.20
302332	EFT	11/29/2019	PERFECTION GROUP, INC.	1,634.74
302333	EFT	11/29/2019	RECORD AUTOMATIC DOORS, INC	1,017.60
302334	EFT	11/29/2019	RECORDED BOOKS	6,371.40
302335	EFT	11/29/2019	RYAN FIRE PROTECTION, INC	2,656.00
302336	EFT	11/29/2019	STAPLES	10,859.23
302337	EFT	11/29/2019	STENZ MANAGEMENT COMPANY, INC	7,436.52
302338	EFT	11/29/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	699.00
302339	EFT	11/29/2019	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,041.43
302340	EFT	11/29/2019	TITAN ASSOCIATES	250.00
302341	EFT	11/29/2019	ULINE	639.80
				3,095,319.18

Summary by Transaction Type:

Computer Check	\$ 1,139,813.88
EFT Check	\$ 1,955,505.30
Total Payments	\$ 3,095,319.18
Total Voided Items	\$ -

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

No.	Type	Date	Reference	Amount
805	CHECK	11/29/2019	DAVID J. DREYER	109.94
806	CHECK	11/29/2019	ERICA BAIR	18.00
807	CHECK	11/29/2019	ERIN PUSTER	17.99
808	CHECK	11/29/2019	JOSHUA ABEL	29.98
809	CHECK	11/29/2019	LINFIELD COLLEGE- PORTLAND CAMPUS LIBRA	65.00
810	CHECK	11/29/2019	PETER HOFSTETTER	16.95
Total				\$ 257.86

Summary by Transaction Type:

Computer Check	\$257.86
EFT Check	\$0.00
Total Payments	\$257.86
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7484	CHECK	11/07/2019	ALYSSA GAINES	75.00
7485	CHECK	11/07/2019	BRIGHT IDEAS IN BROAD RIPPLE	1,180.79
7486	CHECK	11/07/2019	BROAD RIPPLE VILLAGE ASSOCIATION (BRVA)	30.00
7487	CHECK	11/07/2019	ERNIE PYLE SCHOOL 90	100.00
7488	CHECK	11/07/2019	JOSH CRAIN	154.50
7489	CHECK	11/07/2019	RITZ CHARLES CARMEL	2,518.49
7490	CHECK	11/14/2019	B.E.A.T.S. MUSIC MENTORING INC.	200.00
7491	CHECK	11/14/2019	CALVIN SMALL	300.00
7492	CHECK	11/14/2019	CREATIVE AQUATIC SOLUTIONS, LLC	314.11
7493	CHECK	11/14/2019	INDIANA WRITER'S CENTER	1,800.00
7494	CHECK	11/14/2019	METROPOLITAN SCHOOL DISTRICT OF PIKE TWNSP	180.00
7495	CHECK	11/14/2019	SHARON BERNHARDT	49.64
7496	CHECK	11/14/2019	SHAWN COWHERD	200.00
7497	CHECK	11/14/2019	SUE KENNEDY	144.80
7498	CHECK	11/14/2019	THE STEP STOOL CHEF, LLC	14,400.00
7499	CHECK	11/14/2019	WENDY'S	215.00
7500	CHECK	11/21/2019	3'D TROPHY ENGRAVING CO., INC.	124.00
7501	CHECK	11/21/2019	CLAUDINE POLLEY	250.00
7502	CHECK	11/21/2019	CREATIVE AQUATIC SOLUTIONS, LLC	218.99
7503	CHECK	11/21/2019	DOUBLE CUPPED	158.72
7504	CHECK	11/21/2019	EMBARQUE	57.60
7505	CHECK	11/21/2019	GLENDALE (PETTY CASH)	10.59
7506	CHECK	11/21/2019	GRACE CONYERS	25.00
7507	CHECK	11/21/2019	KEVIN SUMMERS	10.70
7508	CHECK	11/21/2019	REGIONS BANK PURCHASING CARD	965.63
7509	CHECK	11/29/2019	BAMBI PEA	42.82
7510	CHECK	11/29/2019	CREATIVE AQUATIC SOLUTIONS, LLC	386.10
7511	CHECK	11/29/2019	INDY VEGFEST	182.00
7512	CHECK	11/29/2019	JENNIFER MILLER	2.99
7513	CHECK	11/29/2019	JEREMY SOUTH	2,000.00
7514	CHECK	11/29/2019	KATHY CONROW	73.22
7515	CHECK	11/29/2019	PERRY A. SCOTT	300.00
7516	CHECK	11/29/2019	PHOENIX RISING DANCE STUDIOS INC	390.00
7517	CHECK	11/29/2019	SAMUEL ROTHSTEIN	300.00
7518	CHECK	11/29/2019	SHANNON BAHLER	65.68
7519	CHECK	11/29/2019	SHANNON O'DONNELL	132.49
7520	CHECK	11/29/2019	YU JIN	300.00
302247	EFT	11/07/2019	FINELINE PRINTING GROUP	1,266.00
302248	EFT	11/07/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	542.03
302249	EFT	11/07/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	68.96
302277	EFT	11/14/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,373.09
302278	EFT	11/14/2019	INGRAM LIBRARY SERVICES	754.97
302299	EFT	11/21/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	39,371.16
302300	EFT	11/21/2019	STAPLES	5.66
302342	EFT	11/29/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	574.01
			Total	71,814.74

Summary by Transaction Type:

Computer Check	\$ 27,858.86
EFT Check	\$ 43,955.88

No.	Type	Date	Reference	Amount
			Total Payments	\$ 71,814.74
			Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
December 16, 2019
PERSONNEL ACTIONS
RESOLUTION 54-2019

NEW HIRES:

- Elizabeth Johnson, Manager, Brightwood, \$26.44 per hour, Effective: 12/02/2019

INTERNAL CHANGES:

- Mary Farmer from Page, Decatur to Page, Southport, No Change in Pay, Effective: 12/08/2019
- Fahmida Alam from Page, Central to Page, Lawrence, No Change in Pay, Effective: 12/08/2019
- Richard Foster from Library Assistant II, Part-Time, Decatur to Computer Lab Assistant II, Part-Time, Decatur, No Change in Pay, Effective: 12/08/2019
- Doriene Smither from Manager, East Washington, \$24.59 per hour to Manager, Decatur, \$27.59 per hour, Effective: 12/22/2019
- Josh Crain from Manager, Decatur, \$23.28 per hour to Manager, East Washington, \$24.92 per hour, Effective: 12/22/2019

RE-HIRES: (None Reported)

SEPARATIONS:

- Jackie Stroud-Painter, Page, Learning Curve, 2 years and 6 months, Effective: 11/06/2019

INACTIVE:

- Mark Lasbury, Hourly Library Assistant II (SUB), Wayne, Inactive: 12/01/2019

RE-ACTIVATE:

- Fiona Dwyer, Page, Learning Curve, Re-activate: 11/23/2019

RECLASSIFICATION: (None Reported)

ADJUSTMENTS:

- John Helling, Director, Public Services, from PG 0500, \$44.01 per hour to PG 17, \$46.34 per hour, Effective: 01/01/2020
- Ije Dike-Young, Chief Financial Officer, from PG500, \$46.25 per hour to PG 18, \$50.34 per hour, Effective: 01/01/2020
- Nichelle Hayes, Special Collections Librarian, from PG 0300, \$23.98 per hour to PG 11, \$26.44 per hour, Effective: 01/01/2020

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
TRAVEL AND TRAINING ACTION
 RESOLUTION 54- 2019

WHEREAS it is the opinion of the Board that it is necessary for the following individuals:

BE IT RESOLVED that they be allowed the necessary credited time and registration fees to be paid out of the Operating Fund:

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Travel/Mileage	Lodging	Per Diem	Total
Bethany Allison	MIC	2027	Nashville, TN	PLA 2020	10	\$ 585.00	\$ 340.00	\$ 652.29	\$ 90.00	\$1,667.29
Megan Ferguson	DEC	2006	Indianapolis, IN	IAEYC	10	\$ 175.00	\$ 60.00	\$ -	\$ -	\$235.00
Nichelle Hayes	CBLC	1412	Philadelphia, PA	ALA MidWinter	10	\$ 330.00	\$ 1,500.00	\$ 1,500.00	\$ 120.00	\$3,450.00
Kathleen Laratta	PIKE	2015	Jeffersonville, IN	PLA 2021	10	\$ 585.00	\$ 340.00	\$ 1,100.00	\$ 90.00	\$2,115.00
Shannon O'Donnell	WRN	2022	Carmel, IN	Mock Caldecott	10	\$ 25.00	\$ 7.42	\$ -	\$ -	\$32.42
Kasey Panighetti	FRA	2021	Carmel, IN	Mock Caldecott	10	\$ 50.00	\$ -	\$ -	\$ -	\$50.00
Claudine Polley	FSQ	2011	Indianapolis, IN	Joseph Taylor Symposium	10	\$ 60.00	\$ -	\$ -	\$ -	\$60.00
								TOTAL		\$7,609.71



Board Briefing Report

12a

To: IndyPL Board **Meeting Date:** December 16, 2019

From: Jackie Nytes
Chief Executive Officer

Subject: Redesign of Board Meeting

Proposal for Revamping Library Board Meetings Structure for 2020

There were conversations at the recent Library Board Retreat and at several other meetings with various members of the Board expressing a desire for us to look at how the Board agenda is structured in order to reduce the repetition of Resolutions being presented to the Board, several times, give more time for discussion of services to the patrons, and less time spent on routine matters.

The current order for the Agenda is laid out in the Board By Laws and was established quite a few years ago to try and give members a heads up on items prior to any vote. Many of the items that come before the Board are very managerial in nature, but are required to have Board approval simply by virtue of the dollar value. Thus we cannot relegate such proposals to Management to take care of, the Board must vote on them, even when it might seem like it is not a matter of policy. The By Laws can be changed to reflect a different order of items on the agenda, and it is legal to use a consent agenda for certain repetitive items such as minutes and claims approval. The following is suggested as a starting point for a new order of the Agenda.

Revised Board Agenda Template for Monthly Meetings:

1. Call to Order
2. Roll Call
3. Public Comment
4. Topical Presentations on Service by Staff, including host library
5. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - c. Claims, HR Changes, and Travel
6. Action Items
 - a. Resolution #
 - b. Resolution #
7. New Business
 - a. This would be used to identify items expected to come before the Board the following month, although not in final presentations format
8. Calendar Items
9. Adjournment

Approach to Committee Meetings for 2020

There has also been a variety of views on the usefulness and efficiency of our current Committee process. The Joint Committee meeting was created five or so years ago in an attempt to respond to a concern that Board members were having to attend too many meetings. By having all of the Committees at the same meeting, there is only one Committee meeting per month, and everyone hears everything at the same time which supposedly resulted in members being more informed.

One result of this however, is that members do not have the time for much discussion, perhaps because there is so much on the agenda each time. Some of the items we have on the agenda may not merit much discussion, but there is little opportunity to explore something like our long term financial plan in any depth. We have become very transactional, instead of focusing on policy and overall direction discussions. Returning to individual Committee Meetings might address this, but they need to meet less than every month if there is going to be some relief from “Too Many Meetings” because we have so many committees, that people must serve on several. We could reduce the number of committees. For the sake of discussion, here is one possible approach which could serve as a starting point.

Move to quarterly meetings of each Committee to be scheduled in advance. If future work identifies need for extended discussion by a Committee, an extra meeting can be scheduled. The months are for example primarily and can be adjusted. Diversity work impacts more than just HR, it must include the work of every committee and every area of the library therefore it is not limited to just HR.

Finance Committee – Meet in January, April, July and October

Major topics include Debt Plans, Long Term Financial Plan, Financial Policies, 2021 Budget, Audit Bond Resolutions, Large RFP's End of Year projections

Facilities Committee – Meet in January, April, July and October

Major Topics will be Facilities Master Plan, Project Timeline, Upcoming Bids/RFP's

Personnel Committee – February, May, August, November

Major topics would include Staff Development, Succession Planning, Union Negotiations, Policies and Benefits

Strategic Planning can be done as a Task Force or Ad Hoc Committee, which the board can create at any time.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
December 3, 2019

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, December 3, 2019 at 5:06 p.m. pursuant to notice given.

1. Call to Order

Rev. Robinson called the meeting to order.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson and Judge Salinas.

Members absent: Ms. Sanders

COMMITTEE REPORTS

3. Facilities Committee (Dr. Terri Jett, Chair; Rev. T.D. Robinson, Ms. Crista Carlino)
Staff Liaison: Sharon Smith

a. Briefing Report – Brightwood Branch Project Update for November 2019

- Sharon Smith reported that the major milestone work completed in November includes the placement of the final pavement in 25th Street required from utilities connections, installation of landscaping at the West Lot, completion of the wood fence, and the required City’s inspection of the in-wall mechanical/plumbing/electrical installations. Temporary enclosures and heating have been installed to facilitate interior construction work.
- Major exterior work to be completed in December includes the installation of storefront and window systems, completion of the concrete curbs and walks near the building, installation of the rainscreen wall finish, and completion of the masonry. Other exterior work to be completed in December includes installation of perimeter wall insulation and interior drywall.

Project Schedule

- Construction Complete February 2020
- Project Complete March 2020
- Move to New Branch Location April 2020

b. Resolution XX-2019 – Approval to Award Services Contracts for Snow and Ice Removal Services

- IndyPL Facilities staff recommends Board approval to award Services Contracts for snow and ice removal services for IndyPL owned facilities to **Phil’s Lawn Service, Providence Outdoor Services and Hurm Snow Removal.**

Background:

Snow and ice removal services included in the RFP are for all 21 IndyPL owned facilities. Leased facilities (Brightwood, Fountain Square, Glendale, and InfoZone Branches) are not included in the Request for Proposals. Services include clearing of walks, entrances and steps; clearing of public sidewalks, curb ramps, and bus access areas; clearing of parking lots and drives; application of snow and ice melt treatments; and Services during holidays, weekends, evenings, and overnight. The purpose of the Services is to maintain safe access to IndyPL facilities. To facilitate equitable opportunity for multiple Vendors to propose Services, the twenty-one (21) locations are grouped into five (5) Service Areas based on geographic location in Marion County.

The RFP is for a time and materials services contract, and was issued on October 28, 2019. Copies of the RFP were sent to vendors known to have the required capabilities, public notices were placed in newspapers, and the RFP was posted to the IndyPL website. The RFP was structured to encourage proposals from smaller companies by requesting proposals for each location requiring services. Vendors could decide on how their capabilities best match with the needs of IndyPL.

To promote the diversity of vendors considering the scope of required services, the RFP was also listed on the City and State’s XBE business development websites.

Proposals from the vendors were received on November 19, 2019 from eight (8) Vendors. The selection of the Vendor is based upon the criteria established in the RFP, including the Vendor’s overall cost for labor and materials, satisfaction level of current customers of the Vendor, demonstrated expertise in the areas of snow and ice removal services, perceived effectiveness of the proposed work plan, and other criteria determined by the Library.

The selection committee recommends the 3 Vendors with these comments:

- Three of the 8 vendors submitting proposals are certified XBE entities.
- Phil’s Law Service is certified a MBE company.
- Hurm Snow Removal was the lowest cost provider for the Southport location.
- The work plan submitted by Providence Outdoor will meet our requirements for services during significant daytime weather events.

Fiscal Impact:

The RFP includes provisions for a three-year contract with the option for three (3) additional one-year renewals (3+1+1+1). The cost of this service will be funded from the Operating Fund (Fund 101) during the contract term.

Dr. Jett asked to table this resolution until she had more time to review the information presented.

c. Resolution XX-2019 – Approval to Award a Purchase Order for the Brightwood Branch Interior and Exterior Signage Project

- IndyPL Facilities staff recommends Board approval to award a purchase order for the Brightwood Branch Interior and Exterior Signage Project for \$56,058.00 to **Aarvee Associates LLC, d.b.a. Image 360 Indianapolis Northwest**.

The Invitation to Quote (“ITQ”) was for signage vendors to provide and install signage for the new Branch Library. Electrical connections and concrete foundations for the exterior monument signs are by the general building contractor.

The specifications and sign list were developed by the architect, AXIS Architecture+Interiors and IndyPL Facilities Staff. The ITQ was issued on November 8, 2019. Quotes were received on November 26, 2019, allowing time for evaluation prior to presentation at the December 3, 2019 IndyPL Board Facilities Committee Meeting.

The ITQ was emailed directly to six (6) vendors who are known to be capable of providing the equipment, and two (2) quotes were received at the Library Services Center by the deadline. It was noted that the quote from ASI Signage Innovations was received 22 minutes after the deadline established in the ITQ.

Strategic/Fiscal Impact:

The purchase of the equipment will be funded by the Series 2017A Bond Fund (Fund 477).

After discussion, the Facilities Committee moved the Resolution forward to the regular December 2019 Board Meeting with recommendation for approval.

d. Resolution XX-2019 – Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project

- IndyPL Board Facilities Committee recommends Board approval to award a general construction services contract for the Lawrence Branch Renovation Project to **MacDougall Pierce Construction Inc., Fishers, Indiana**, for the total cost of \$1,267,500 inclusive of Alternate #3 to add new windows.

Background:

The Lawrence Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. Rowland Design leads the design team and we are on track to have the Project ready to begin construction in January 2020.

In August 2019 with Resolution 26-2019 the IndyPL Board authorized the preparation of bidding documents and to solicit open, competitive, and public bids for the Project. The Bid Documents were issued to bidders on October 24, 2019.

Public Notice to prospective bidders was advertised on October 30 and November 6, 2019. Notice of the Project was also posted on the IndyPL website.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors in the construction industry. IndyPL Diversity, Equity, and Inclusion Officer reached out via telephone calls to the XBE vendors to confirm receipt of the notice and to gauge interest in submitting a bid.

Six (6) sealed bids were received at the Library Services Center by the deadline of 11:30 am local time on November 21, 2019. The bids were opened and read aloud publically.

The lowest, responsive, and responsible bidder was MacDougall Pierce Construction, and was requested to provide the 72 hour post-bid information. MacDougall Pierce Construction was requested to provide the XBE participation information on the Project. Per the standard bidding practices at MacDougall Pierce Construction they did invite certified XBE vendors to submit bids for sub-contract work for the Project. MacDougall Pierce Construction invited 34 XBE vendors and received bids from 7 of these vendors. Two of these vendors were the low bidder for the sub-contracted work.

Rowland Design has reviewed the submitted bid documents, finds no deficiencies, and finds the bid mostly aligns with the estimate provided during the design phases of the Project. Exceptions include the premium for labor due to the heavy workloads and additional material costs due to tariffs on equipment and materials.

MacDougall Pierce Construction is an Indiana company with the knowledge, experience, and resources to satisfactorily complete the work as described in the bidding documents. They most recently completed the renovation and expansion of the East Washington Street Branch Library in 2017.

Additionally, the regional references for MacDougall Pierce Construction show a positive longstanding reputation in the community for performing construction services similar to the scope of the Project. Rowland Design is pleased to recommend acceptance of the bid and to engage in a contract for construction services with MacDougall Pierce Construction.

The Project schedule has the last day of service in the Branch of January 4, 2020, starting construction on starting on January 13, with substantial completion on June 12, 2020. The branch will reopen following installation of shelving, furniture, equipment, and return of the collection.

Strategic/Fiscal Impact:

The work is within the total Project budget of \$1,600,000. The majority of the work, \$1,500,000, will be funded by the Series 2019 Bond Fund. An additional \$100,000 was included in the Project budget from the Miscellaneous Projects 2018 Bond Fund (Fund 479) to add exterior windows to the building. Current expenses for the Project are being charged to the Rainy Day Fund (Fund 245). Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and associated expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number TBD).

After discussion, the Facilities Committee moved the Resolution forward to the regular December 2019 Board Meeting with the recommendation for approval.

4. Diversity, Policy and Human Resources Committee (Rev. T.D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas) – Staff Liaison: Katherine Lerg

a. Resolution XX-2019 - 2020 Appointment List

- Ms. Lerg goes through the final numbers from the Compensation Study as to number of employees that received adjustments. She points out that this is an investment for 2020 of \$1.3 million for our existing staff and that it points to the value that IndyPL places on our employees. She explains that the library did utilize merit-based system for the performance year of 9/1/2018-8/31/2019. The Library did not use multiple levels of increases and instead kept the merit increase level for those eligible employees at 2%. This was done to put the most funding toward addressing compression.

Ms. Lerg advises that she is working with the Strategic Planning & Assessment Officer and Diversity and Inclusion Officer on an intersectional analysis of the compensation study implementation. She hopes to have this completed after second pay period in January, 2020. Once analysis is completed she will notify the board and can meet with any interested board members to discuss the results.

After discussion, the Diversity, Policy and Human Resources Committee moved the Resolution forward to the regular December 2019 Board Meeting with recommendation for approval.

b. Resolution XX-2019 – Annual Review of IndyPL Acceptable Use Policy

- Ms. Lerg invites Deb Champ to explain purpose behind resolution. Ms. Champ advises there are not changes to document this year. This is for patrons that use library computers. This document is posted and patron has to acknowledge it prior to using library computer. This allows Public Services to hold patrons accountable. Ms. Carlino asks question about filtering system. Ms. Champ explains how the filter works and who has the ability to unblock items.

After discussion, the Diversity, Policy and Human Resources Committee moved the Resolution forward to the regular December 2019 Board Meeting with recommendation for approval.

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

a. Resolution XX-2019 – D&O Liability Insurance Renewal

- Ms. Dike-Young explains that D&O liability coverage insures the personal assets of the Library’s Directors and Officers for loss (damages and defense costs) arising out of lawsuits in conjunction with performing their duties and responsibilities in managing the Library. The total annual premium is \$15,504.00.

After discussion, the Finance Committee moved the Resolution forward to the regular December 2019 Board Meeting with recommendation for approval.

b. Resolution XX-2019 – Cyber Liability Insurance

- Ms. Dike-Young explains this is our second year of purchasing this coverage due to the increased and evolving risk of Cyber attacks. The cost for this year is \$6,785.00.

After discussion, the Finance Committee moved the Resolution forward to the regular December 2019 Board Meeting with recommendation for approval.

c. Resolution XX-2019 – Transfers Between Classifications and Accounts

- Ms. Dike-Young advised that transfers in the Operating Funds is necessary for the Library to cover the purchase of an additional \$300,000.00 in e-resources for patrons, to allocate funds for additional \$174,269.00 for the West Perry Branch Building costs and to allocate funds for additional \$65,000.00 in Brightwood Branch building costs. These charges have no impact on the total budget for 2019 as the funds are moving from one account to another.

After discussion, the Finance Committee moved the Resolution forward to the regular December 2019 Board Meeting with recommendation for approval.

d. Resolution XX-2019 – Waiving of Faxing Fees During ILS Implementation

- Ms. Dike-Young advises the library is implementing a new Integrated Library System with a planned go-live date of January 23, 2020. After close on January 18, 2020 Horizon (the old ILS) will be shut down so that data can be pulled from Horizon and moved to Polaris (the new ILS). The process of data migration to Polaris will take four days. The Library will be without a system during this time. During three of those days, the Library branches will be open and will have to operate with no ILS. Without the ILS, the Library will be unable to process receipts which will limit cash transactions, therefore the branches will be waiving the \$1.00 per page for faxing during the three days that the system is shut down. Estimated lost revenues from waiving these fees will be approximately \$650.00.

After discussion, the Finance Committee moved the Resolution forward to the regular December 2019 Board Meeting with recommendation for approval.

6. Other Business

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

- a. **Regular Board Meeting** – Monday, December 16, 2019, at the Library Services Center, 2450 N. Meridian St. at 6:30 p.m.
- b. **Library Board Committees Meeting** – Tuesday, January 14, 2020 at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

9. Adjournment

Rev. Robinson declared the meeting adjourned at 5:55 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

December 18 at 10:15 a.m. – “The History of Jazz.” Explore the history, artists and music of this great American art form, beginning in New Orleans in the early 20th century and continuing through the swing era of the 30’s & 40’s to the present. Professor James Lerner of Marian University will demonstrate key elements of jazz with his saxophone. Held at the Lawrence Branch as part of its 2019 Travel and Popular Culture Series.

December 26 from 5:30 - 9 p.m. – “Kwanzaa: Strength in Unity.” Join in the Kwanzaa Umoja Village Festival celebration with spoken word performances, African dancers and drummers, a Kinara lighting ceremony, Queen Mother procession, musical acts, children’s activities, cultural foods and assorted vendors. This program presented by the Indianapolis Kwanzaa Committee will be hosted in the Center for Black Literature & Culture at Central Library.

December 26 from 6:30 - 8 p.m. – “Virtual Bethel AME Church.” Learn about the Bethel AME Church, a bedrock institution of African American life surrounding Indiana Avenue, predating the Civil War in its founding. Church historian Olivia McGee-Lockhart will discuss her first-hand experience in preserving Bethel’s history and attending the historic church. This virtual experience will allow attendees to walk through the congregation hall and learn how the institution inspired generations of leaders. Held in the Nina Mason Pulliam Indianapolis Special Collections Room at Central Library.

January 6 from 5:30 - 7:30 p.m. – “Frame Your Vision!” You’re invited to bring a picture frame and your creativity to frame a powerful vision and dream board to help visualize your life for the New Year! Construction paper and card stock will be provided, but attendees should bring old magazines and other decorations. Held at the East 38th Street Branch.

January 13 from 5 - 6 p.m. – “Free Tax Help.” Adults who need help understanding and preparing their 2019 taxes are invited for a free session provided by representatives from Southeast Community Services who can answer questions and offer guidance in completing tax forms. Registration is required. Held at the Garfield Park Branch.

January 24 - February 1 – “Indy Library Store Booksale.” Here’s your first opportunity of the year to purchase new and used books at discount prices. Friends of the Library Preview Night is Friday, January 24 from 5:30 - 7:30 p.m. The sale opens to the public on Saturday, January 25 from 10 a.m. - 4 p.m. and continues on Thursday, January 30 from 12 noon - 7 p.m. Half-Price Day is Friday, January 31 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, February 1 from 10 a.m. - 4 p.m. Proceeds support Library programs and activities through the Library Foundation. Held at the Library Services Center.

January 16 or 23 from 2 - 3 p.m. – “eBook Tinker Station.” Learn how to read, watch and listen on a PC, tablet or phone, as well as search and download materials from the Library’s extensive collection of eBooks, eAudiobooks and digital music. The Tinker Station is staffed by an eReader expert who can answer questions about the equipment and collection. Held at Central Library.

We hope to see you at these exciting events!