



## Library Board Meeting Agenda

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

**Notice Of The Regular Meeting  
February 22, 2016**

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

**College Branch Library  
4180 North College Avenue  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 17th Day Of February, 2016**

**DR. DAVID W. WANTZ  
President of the Library Board**

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

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

### 3. Branch Manager's Report

Jessica Trinoskey, Manager, College Branch Library, will provide an update on their services to the community. (enclosed)

### 4. Public Comment and Communications

#### a. Public Comment

The Public has been invited to the Board Meeting.

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

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

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

### 5. Approval of Minutes

#### a. Regular Meeting, January 25, 2016 (enclosed)

## COMMITTEE REPORTS

### 6. Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)

#### a. Report of the Treasurer – January 2016 (enclosed)

#### b. Briefing Report – Online Registration System (enclosed)

#### c. Resolution 8 – 2016 (Appropriation of Gift and Grant Funds) (enclosed)

#### d. Briefing Report – 2015 Events Operations (enclosed)

#### e. Draft of the Capital Projects Fund Calendar (enclosed)

- f. **Draft of the 2017 Budget Calendar** (enclosed)
  - g. **Briefing Report** – RFID Project Information and Upcoming Bids (enclosed)
- 7. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne)**
- a. **Resolution 9 – 2016** (Addition of Section 204 Transgender Policy to the Library Policy Manual) (enclosed)
- 8. Facilities Committee (Lillian L. Charleston, Chair; Camille D. Blunt, Oscar A. Gutierrez)**
- a. **Resolution 10 – 2016** (Approval to Award a Construction Services Contract for the Warren Branch Renovation Project) (enclosed)
  - b. **Resolution 11 – 2016** (Approval to Award a Construction Services Contract for the East Washington Branch Expansion Project) (enclosed)
  - c. **Briefing Report** – Land Purchase for East Washington Branch (enclosed)
  - d. **Briefing Report** – Central Library Parking Garage Lease (enclosed)
- 9. External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Camille D. Blunt, Patricia A. Payne)**
- 10. Library Foundation Update (Camille D. Blunt, Library Board Representative)**
- 11. Report of the Chief Executive Officer**
- a. **Dashboards and Statistics**
    - 1) **Monthly Performance Dashboard – January 2016** (enclosed)

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
- c. **January Media Report** – Kim Crowder, Director, Communications, will give the Report. (enclosed)
- d. **Confirming Resolutions:**
  - 1) **Resolution Regarding Finances, Personnel and Travel (12 – 2016)**

Enclosed.

## UNFINISHED BUSINESS

12.

## NEW BUSINESS

13.

## DISCUSSION AND AGENDA BUILDING

**14. 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:

**March, 2016** - To Be Determined

## INFORMATION

15. **Materials**

- a. **Special Facilities Committee Meeting Notes – February 4, 2016** (enclosed)

- b. **Joint Meeting of Library Board Committees Notes – February 9, 2016** (enclosed)

## **16. Board Meeting Schedule for 2016 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Board Meetings for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through March 27, 2016.**  
(enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, March 15, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

## **17. Notice of Special Meetings**

## **18. Notice of Next Regular Meeting**

Monday, March 28, 2016, at the East 38<sup>th</sup> Street Branch, 5420 East 38<sup>th</sup> Street, at 6:30 p.m.

## **19. Other Business**

## **20. Adjournment**



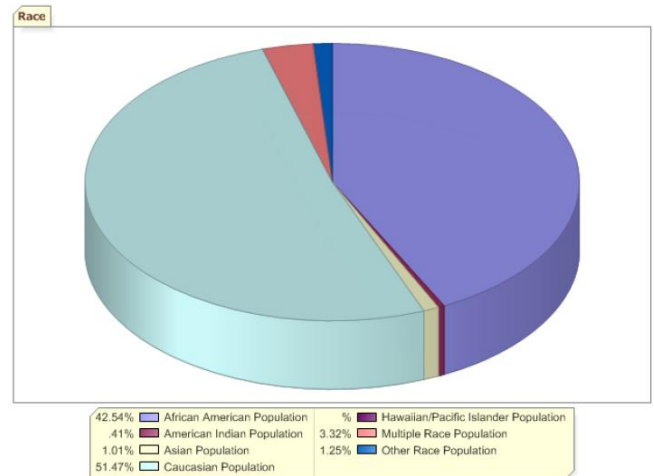
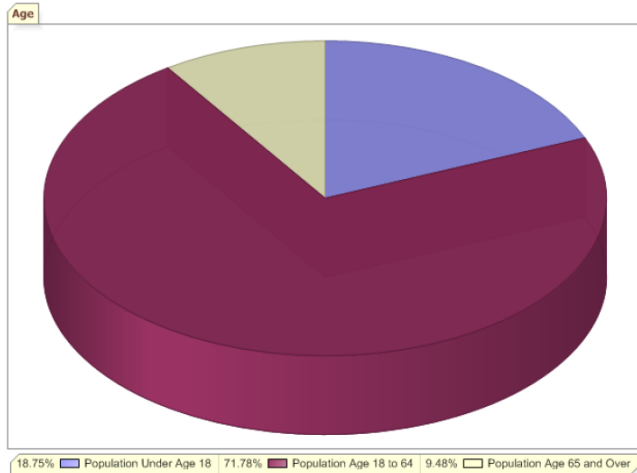
# College Avenue Library



## Who We Are:

- Manager
- Circulation Supervisor
- 1 FT Librarian
- 1 FT Public Services Associate II
- 1 PT Public Services Associate II
- 1 FT Library Assistant II
- 3 PT Library Assistant II
- 1 PT Hourly Library Assistant II
- 1 PT Computer Lab Assistant I
- 2 Library Pages
- 12 Volunteers

## Who We Serve:



- **Total base population:** 32,958
- **Land Area** in square miles: 6.52
- **Housing:** 39.9% of housing is owner-occupied, 39.13% renter occupied, 20.97% vacant
- **Schools:** 15
- **Daycares:** 37

Source: *The Polis Center at IUPUI. SAVI community profile 2016. SAVI community assets report 2015.*

## How We Serve:

- 956 new registered borrowers in 2015.
- 145,823 door count in 2015.
- 213,566 first time circulation in 2015.
- 316,079 total renewals in 2015.
- 40,496 items in the collection as of January 2016.
- 44,304 computer uses in 2015.
- 6,295 reference assists in 2015.
- 1,813 Summer Reading Program participants in 2015.

**History:**

A library has been in the Broadway area since 1924. In 2000, this 16,000 sq. ft. building opened at the intersection of 42<sup>nd</sup> Street and College Avenue. It was planned as part of a redevelopment of the corridor, along with the new IFD and IMPD buildings across the street.

The College Avenue Library serves a racially and economically diverse clientele. Our service area encompasses the Mid-North region of Indianapolis, stretching from Westfield Boulevard on the west, to 56<sup>th</sup> Street on the north, Fall Creek Parkway and Keystone on the east and 30<sup>th</sup> Street on the south. The InfoZone Service area is a subset of this, primarily the area from Capitol to Central, and from 30<sup>th</sup> to 38<sup>th</sup> Street.

The library contains over 40,000 items including books, movies, music and magazines. There are two external book drops, one of which is a popular drive-up book drop for after-hours returns. In 2015, 72% of items checked out were by patrons using our two self-check terminals.

The library has 21 internet computers and one catalog computer. Programs are offered for all ages. Storytime is offered 2-3 times per week with consistently high attendance. We added a Minecraft program, originally intended for teens, which has proven to be very popular with school-age children as well. A Job Center providing job search assistance is offered twice a week.

**2015 Highlights:**

This has been a year of transition for College Avenue staff with a new branch manager, two new reference staff, and a new circulation assistant. We had a successful summer with an increase in summer reading program participants over 2014. We were also happy to serve as a mobile site for the Summer Servings Meal Program, which was a great benefit to our young patrons.

Our juvenile services staff has focused on increasing programs to area daycares, targeting those that participate in the state Paths to Quality program. We are now doing regular outreach visits and in-house programming for 2 daycares that we didn't formally interact with previously. We hope to extend these services to other daycares over time.

The College Avenue Library is also undergoing a renovation this spring to improve patron access to services as well as staff workflow. We're going to move our existing circulation desk, and replace our existing reference desk with a smaller reference desk and separate computer assistance desk. We're also going to renovate our teen space and move our heavily used CD and DVD collections to new shelving. We hope that patrons will enjoy the improved access to these materials, which are currently housed in several different parts of the library. We're also looking forward to showing off our new look in time for summer reading!

Prepared by:

Jessica Trinoskey, Manager

College Avenue Library

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[jtrinoskey@indypl.org](mailto:jtrinoskey@indypl.org) (revised 2/2016)

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JANUARY 25, 2016**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at Central Library, 40 East St. Clair Street, Indianapolis, Indiana, on Monday, January 25, 2016 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Dr. Wantz presided as Chairman. Secretary Charleston was present.

**2. Roll Call**

Members present: Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Members absent: Ms. Aguilera.

**3. Branch Manager’s Report**

Mike Williams, Area Resource Manager, Central Library, provided an update on their services to the community.

Some of the items mentioned by Mr. Williams included the following: Central Library circulated over 457,000 physical items in 2015, but over time the evolution of formats has led the Library to become in many ways a digital filling station. Mr. Williams described how Central has reorganized its work groups to align with specific action items in the Strategic Plan. He also reviewed the new programming spaces that house a range of popular activities and how Central continues to be a busy events venue, generating over \$300,000 in gross revenues in 2015.

A copy of the Report is attached to these minutes.

**4. Public Comment and Communications**

- a. There were no petitions to come before the Board.
- b. **Dear CEO Letters and Responses** were circulated for the Board’s general information.
- c. **Correspondence** was circulated for the Board’s general information.



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

**a. Executive Session, December 14, 2015**

The minutes were approved on the motion of Ms. Charleston, seconded by Ms. Blunt, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

**b. Regular Meeting, December 14, 2015**

The minutes were approved on the motion of Ms. Blunt, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

**COMMITTEE REPORTS**

**6. Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)**

**a. Report of the Treasurer – December 2015**

Becky Dixon, Chief Financial Officer, discussed the Report as follows:

**2015 Annual Highlights**

**REVENUE: Our projection was on target and 2% less than 2014**

- Property Taxes caps for 2015 came in as projected whereas last year the caps were offset by the changes in the homestead credit
- Intergovernmental (license excise taxes, financial institution taxes, and commercial excise taxes) - higher than projected, but less than last year due to the refunds from the BMV
- County Option Income Taxes and Local Income Taxes were 7% higher than 2014 as projected

**EXPENDITURES: Spent 2% less than projected and 2% more than 2014**

- Personal Services – spent 5% more than last year
- Supplies – spent 12% more than last year
- Other Charges & Services – spent 3% more than last year
- Capital – spent 9% less than last year

**PURCHASE ORDERS:**

- Outstanding Purchase Orders increased by \$894,954 compared to last year - the majority of this increase relates to the E-rate project approved in December and the Library will receive some funding back once the project is complete. Other

large encumbrances include \$237,000 in electronic materials and an uninterrupted power supply for LSC - \$98,000.

**REVENUE/EXPENDITURES:**

• Beginning Cash Balance	\$16,289,374	Budget	\$40,860,322
• Plus Revenue	37,813,110	Expenses	(37,687,853)
• Less Expenses & PO's	<u>(39,475,767)</u>	PO's	<u>(1,787,914)</u>
• Ending Cash Balance	\$14,626,717	Unspent Bal.	\$ 1,384,555 (3%)

Mr. Gutierrez made the motion, which was seconded by Ms. Charleston, 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 1 – 2016** (Confirming Marion County Board of Finance)

Ms. Dixon mentioned that it had been the practice of the Library to designate the Marion County Board of Finance to serve as the Library's Local Board of Finance which allows the Library to benefit from the investment practices implemented by other government entities.

After full discussion and careful consideration of Resolution 1 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the "yes" votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

c. **Resolution 2 – 2016** (Disclosure of Waived Fines and Fees)

Ms. Dixon mentioned that the total amount of Fines and Fees being waived by the Library for 2015 was \$271,768. Included in this amount is \$49,668 waived from 3,195 borrowers whose accounts had expired three or more years ago.

Ms. Dixon noted that she needed to make a correction to Resolution 2 – 2016 that she was presenting. The wording in the second paragraph should read as follows: Resolved, that pursuant to the Accounting and Uniform Compliance Guidelines Manual issued by the Indiana State Board of Accounts, the Library Board acknowledges and confirms the write-off of \$271,768 in uncollectible accounts.

The changes to the resolution as presented were approved on the motion of Ms. Charleston, seconded by Ms. Payne, and the "yes" votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

After full discussion and careful consideration of Resolution 2 – 2016, the resolution, as amended, was adopted on the motion of Mr. Gutierrez, and the "yes" votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

d. **Resolution 3 – 2016** (Outstanding Purchase Orders 2015)

Mr. Gutierrez requested that the Board approve the appropriation for the outstanding purchase orders that were not paid prior to December 31, 2015.

After full discussion and careful consideration of Resolution 3 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

e. **Resolution 4 – 2016** (Transfer Between Classifications and Accounts)

After full discussion and careful consideration of Resolution 4 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

7. **Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne)**

a. **Board Briefing Report** – Addition of Section 204 Transgender Policy to the Library Policy

Katherine Lerg, HR Director, noted that this policy will be an enhancement to the Library’s anti-harassment policy. A revised draft of this policy will be presented to the Board in February based on some suggested wording changes.

Ms. Payne inquired about other implications of the policy such as restroom usage.

Ms. Lerg responded that an individual can choose the restroom they identify with.

8. **Facilities Committee (Lillian L. Charleston, Chair; Camille D. Blunt, Oscar A. Gutierrez)**

a. **Resolution 5 – 2016** (Approval to Award a Fixtures, Furniture and Equipment Services Contract for the Southport Branch Renovation Project)

Sharon Smith, Facilities Director, advised that the Library recommends awarding the contract to Commercial Office Environments in the amount of \$111,007.

After full discussion and careful consideration of Resolution 5 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

**b. Board Briefing Report – Action Items Scheduled for the February 2016 Facilities Committee Meeting**

- 1) Approval to Award a Construction Services Contract for the Warren Branch Renovation Project.
- 2) Approval to Award a Construction Services Contract for the East Washington Branch Expansion Project.

Ms. Smith advised that sealed bids will be received on February 3, 2016 for the Warren Branch project and on February 4, 2016 for the East Washington Branch project. Contracts are expected to be awarded for both projects at the February Board Meeting.

**9. External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Camille D. Blunt, Patricia A. Payne)**

Mr. Gutierrez advised that the Committee did not have a report this month.

**10. Library Foundation Update (Camille D. Blunt, Library Board Representative)**

**January 2016 Library Foundation Update**

Ms. Blunt reviewed the Foundation’s recent activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and Foundation contributors included:
  - MacAllister Machinery Co., Inc., Sciencetech Educational Foundation – Branch Designated
  - The Cohen Family Foundation, Inc., KeyBank, Tonn and Blank Construction – Children’s Fund
  - RJE Business Interiors, University of Indianapolis – Indiana Authors Award
  - The Emily Fund – Lifelong Learning

- Gracia E. Johnson Foundation – Most Urgent Need
- Hulman & Company Foundation, Inc., Junior League of Indianapolis – Ready to Read
- Ayres Foundation, Inc., Bridgestone Americas Trust Fund, Indiana Education Savings Authority, Indianapolis Indians, The Swisher Foundation, Inc. – Summer Reading Program
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

#### Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Ready to Read – Outreach to Hispanic/Latino Communities
- Ready to Read – Early Childhood Conference
- Lego Madness at Pike
- Music Circle at College Avenue
- Lego Play at Decatur
- Read to Me, Please at InfoZone
- Teen Tech Week
- Curveside Ride

#### Cultural

- McFadden Lecture
- Branded Giveaway
- World Language Book Giveaways
- Meet the Artist
- Meet the Artist – First Friday
- Using Your Library Multilingual Videos
- Hot Jazz for Cool Kids
- Classical Concerts at Central

#### Collections

- eResources Pop-Up Library at E38
- General Digitization
- Teen Read Return Repeat Bags
- Arts Digitization

#### Lifelong

- The Job Center
- eBook Tinker Station
- Nonprofit Seminars at Central
- Grantsmanship Institute at E38
- Spanish Language Computer Classes
- USB Technology
- Decatur Computer Basics

Capital

- Pike Aquarium
- E38 Aquarium
- Food for Public Programs

**Other News:**

- In 2016, the Library Foundation will fund approximately 65 Library projects or programs, including the Summer Reading Program, On the Road to Reading, the Job Center, the Marian McFadden Memorial Lecture, cultural programs of the African-American History Committee, the databases of the Marion County Internet Library and more. An estimated 101,486 people will participate in Foundation-funded programs. Patrons will use Foundation-funded resources an estimated 163,253 times. Foundation-funded marketing efforts will expose the Library to an estimated 52,006 people.
- New staff member, Abbey Brill, Stewardship Assistant, started with the Foundation on January 5, 2016. Ms. Brill will work closely with Library staff on disbursements for program funding from the Foundation, financial reporting and ensuring all donor recognition is completed as well as supporting the Foundation's fundraising efforts.

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

a. **Statistics and Dashboards**

1) **CEO Monthly Statistical Report – December 2015**

Jackie Nytes, Chief Executive Officer, stated that this is the last time the monthly statistics will be presented in this format. The new format will more closely tie the metrics that we're reporting to specific sections of the Strategic Plan.

She advised that in the December Report, it shows that Circulation is up and library cards are up. Door Count is down slightly. In general, it has been a pretty good year.

2) **CEO 4<sup>th</sup> Quarter Statistical Report**

Ms. Nytes mentioned that this Report contains the statistics for the 4<sup>th</sup> quarter.

3) **New Dashboard Format – 2015**

With regard to this item, Ms. Nytes advised that Chris Cairo, Director, Strategic Planning and Assessment, has developed the new dashboard format. The goals of the Strategic Plan shown on each page in the new dashboard allow you to see measures that tie to the work the Library is doing. This format will be used going forward in 2016. Board members were encouraged to contact Ms. Cairo if they had any questions.

- b. **Progress Report on the Library's Strategic Plan** – Ms. Cairo gave the Report. Her Report this month highlighted Goal 4 of the Strategic Plan, namely: Maximize accessibility to the Library and its services. She discussed how the Library will focus on the current capital projects plan to improve access and reduce geographic gaps in service.

Mr. Gutierrez commented that these Reports have been very informative. He utilized the information recently for his meeting with the County Commissioners.

Ms. Charleston also noted that she appreciates this new approach.

- c. **December 2015 Media Report** – Kim Crowder, Director, Communications, gave the Report. She also mentioned that work will begin to produce a special web presence for the Library's capital projects.
- d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (6 – 2016)**

At this time, Ms. Nytes acknowledged several employees who were retiring from the Library. Their years of service ranged from 20 to 40 years.

After full discussion and careful consideration of Resolution 6 – 2016, the resolution was adopted on the motion of Ms. Blunt, seconded by Ms. Payne, and the “yes” votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

e. **Other Matters**

Ms. Nytes mentioned that an agreement on the addition of Lawrence Township Schools to the Library's Shared System was being considered by the MSD Lawrence Township School Board at their meeting this evening.

Also, Dr. Shawn Smith, the Superintendent at Lawrence Township, and Ms. Nytes recently attended the ConnectEd summit in Washington, D.C. which highlighted collaborations between schools and libraries to improve access to electronic resources for students.

Ms. Nytes then announced that John Helling, Associate Director of Systemwide Services for the Johnson County Library in Kansas and a graduate of Indiana University, has accepted the position of Director of Public Services at IndyPL and will begin his tenure in March.

## UNFINISHED BUSINESS

12. **Resolution 7 – 2016** (Approval of Salary Adjustment for Chief Executive Officer)

Ms. Crenshaw asked permission from the Board to consider a motion to approve the salary adjustment for Ms. Nytes, the Library's CEO. Based on the Library's formula for merit increases, it is being recommended that she receive a 3.05% salary adjustment.

Dr. Wantz asked the Board for consent to consider Resolution 7 – 2016. At this time, there was unanimous consent from the Board to consider the resolution.

After full discussion and careful consideration of Resolution 7 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez, Ms. Payne and Dr. Wantz.

Motion carried.

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

## **NEW BUSINESS**

13. Ms. Blunt announced that she has accepted the position of Legislative Director for Mayor Hogsett and will need to step down from the Board. She will serve until her replacement is named. Ms. Blunt thanked everyone for their help and commented that it has been a pleasure working with the Library Board and staff.

## **AGENDA BUILDING**

14. **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:

**February, 2016** – There were no items suggested.

## **INFORMATION**

### **15. Materials**

- a. **Joint Meeting of Library Board Committee Notes – January 12, 2016** were distributed to the Board members for their general information.

### **16. Board Meeting Schedule for 2016 and Upcoming Events/Information**

- a. **Board Meeting Schedule for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through February 21, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, February 9, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.



**17. Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Monday, February 22, 2016, at the College Avenue Branch, 4180 North College Avenue, at 6:30 p.m.

**19. Other Business**

None.

**20. Adjournment**

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

The Chairman then declared the meeting adjourned at 7:45 p.m.

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

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Lillian L. Charleston, Secretary to the Board



**Indianapolis-Marion County Public Library  
Report of the Treasurer for January 2016  
Prepared by Accounting for February 22, 2016 Board Meeting**

**Contents**

- **Monthly Highlights**
- **Financial Charts**
- **Operating Fund Revenues and Expenditures**
- **Expenditures for Operating, Debt, Capital Projects, and Rainy Day**
- **Status of the Treasury: Investment Report**
- **Status of the Treasury: Total Funds**
- **Parking Garage**
- **Cash Flow Projections: Operating Fund**
- **Cash Flow Projections: Bond & Interest Redemption Fund**
- **2014 & 2015 Bond Expenditures**
- **Capital Projects Summary**

**Monthly Highlights**

**Revenue/Expenditure Projections – the Library was on target with our projections for January.**

**Comparison to Last Year – January 2016 revenue is 12% less than last year due to a one-time reimbursement received in 2015. Expenditures are 21% less compared to last year due to three payrolls in January 2015 and only two this year.**

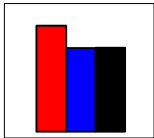
**Fines/Fees – a slight reduction compared to this time last year.**

**Project Status –New Printing Patron Software Solution – six locations have been completed with the software as of the end of January. This project will eventually integrate with our copy machines and credit card processing will be added to allow patrons to use credit/debit cards for copies and print jobs.**

**The Library received five responses to our RFP for the new financial system and three have been selected to provide demonstrations beginning in March.**

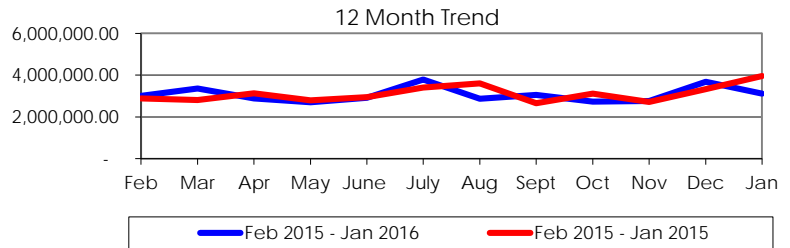
# Finances - January 2016

## Financial Comparisons - Operating Fund

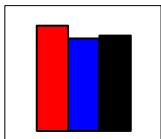


### Expenses

3,955,270	January 15
3,120,175	January 16
3,134,500	Projected
-0.5%	

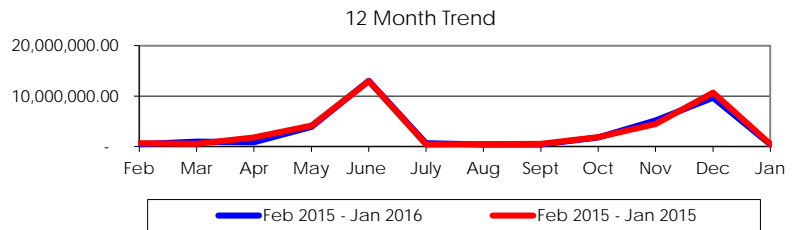


Spent less than projected - other services and charges



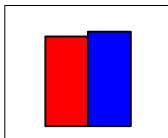
### Revenue

453,565	January 15
398,391	January 16
410,710	Projected
-3.0%	



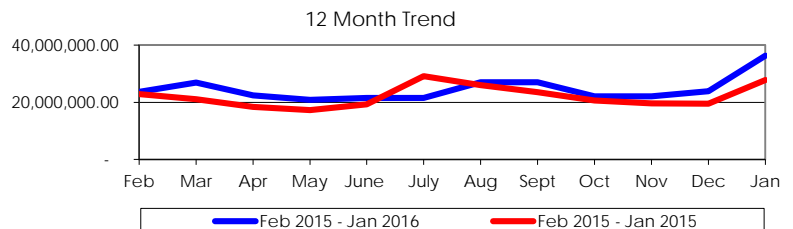
Charges for services - higher than projected, reimbursement for services - lower than projected

## Investment Activity



### Investments

27,743,434	January 15
29,264,895	January 16



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
OPERATING FUND REVENUES AND EXPENDITURES  
MONTH ENDED JANUARY 31, 2016**

<b>Revenue</b>	<b>Annual</b>			<b>Variance % MTD</b>
	<b>2016 Adjusted Budget</b>	<b>Projected MTD 1/31/2016</b>	<b>Actual MTD 1/31/2016</b>	
2015 - Property Taxes	28,533,294	-	-	0%
2015 - Intergovernmental	5,687,222	292,743	292,743	0%
Fines & Fees	1,035,042	71,108	74,235	4%
Charges for Services	13,509	12,088	13,510	12%
Miscellaneous	1,307,000	34,771	17,903	-49%
<b>Total</b>	<b>36,576,067</b>	<b>410,710</b>	<b>398,391</b>	<b>-3%</b>

<b>Expenditures</b>	<b>Annual</b>			<b>Variance % MTD</b>
	<b>2016 Adjusted Budget</b>	<b>Projected MTD 1/31/2016</b>	<b>Actual MTD 1/31/2016</b>	
Personal Services & Benefits	24,140,087	1,884,500	1,884,450	0%
Supplies	1,044,498	50,000	48,500	-3%
Other Services and Charges	12,423,222	1,100,000	1,088,035	-1%
Capital Outlay	4,053,924	100,000	99,190	-1%
<b>Total</b>	<b>41,661,731</b>	<b>3,134,500</b>	<b>3,120,175</b>	<b>0%</b>

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended January 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 8 %	P.O.	Balance 92 %	% Remaining
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	15,011,602.98	0.00	15,011,602.98	1,096,905.83	1,096,905.83	0.00	13,914,697.15	93%
SALARIES HOURLY STAFF	1,755,115.02	0.00	1,755,115.02	101,868.25	101,868.25	0.00	1,653,246.77	94%
<b>Total Salaries &amp; Wages</b>	<b>16,766,718.00</b>	<b>0.00</b>	<b>16,766,718.00</b>	<b>1,198,774.08</b>	<b>1,198,774.08</b>	<b>0.00</b>	<b>15,567,943.92</b>	<b>93%</b>
<b>Employee Benefits</b>								
HEALTH INSURANCE	3,786,089.00	17,556.00	3,803,645.00	435,405.11	435,405.11	0.00	3,368,239.89	89%
WELLNESS	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
GROUP LIFE INSURANCE	30,000.00	0.00	30,000.00	1,634.22	1,634.22	0.00	28,365.78	95%
LONG TERM DISABILITY INSURANCE	27,000.00	0.00	27,000.00	2,484.76	2,484.76	0.00	24,515.24	91%
UNEMPLOYMENT COMPENSATION	5,000.00	3,051.90	8,051.90	0.00	0.00	3,051.90	5,000.00	62%
FICA AND MEDICARE	1,284,567.00	0.00	1,284,567.00	86,195.52	86,195.52	0.00	1,198,371.48	93%
PERF	2,140,085.00	0.00	2,140,085.00	154,708.59	154,708.59	0.00	1,985,376.41	93%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	0.00	0.00	22,020.00	0.00	0%
TUITION ASSISTANCE	8,000.00	0.00	8,000.00	5,247.55	5,247.55	0.00	2,752.45	34%
SALARY ADJUSTMENT	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
<b>Total Employee Benefits</b>	<b>7,352,761.00</b>	<b>20,607.90</b>	<b>7,373,368.90</b>	<b>685,675.75</b>	<b>685,675.75</b>	<b>25,071.90</b>	<b>6,662,621.25</b>	<b>90%</b>
<b>Total Services Personal</b>	<b>24,119,479.00</b>	<b>20,607.90</b>	<b>24,140,086.90</b>	<b>1,884,449.83</b>	<b>1,884,449.83</b>	<b>25,071.90</b>	<b>22,230,565.17</b>	<b>92%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	432,381.00	158,877.43	591,258.43	33,854.48	33,854.48	193,207.91	364,196.04	62%
UNIFORMS	7,000.00	800.00	7,800.00	0.00	0.00	800.00	7,000.00	90%
<b>Total Office Supplies</b>	<b>439,381.00</b>	<b>159,677.43</b>	<b>599,058.43</b>	<b>33,854.48</b>	<b>33,854.48</b>	<b>194,007.91</b>	<b>371,196.04</b>	<b>62%</b>
<b>Operating Supplies</b>								
CLEANING & SANITATION	159,850.00	30,965.92	190,815.92	5,441.58	5,441.58	33,701.35	151,672.99	79%
GASOLINE	40,000.00	13,008.54	53,008.54	2,191.09	2,191.09	10,817.45	40,000.00	75%
<b>Total Operating Supplies</b>	<b>199,850.00</b>	<b>43,974.46</b>	<b>243,824.46</b>	<b>7,632.67</b>	<b>7,632.67</b>	<b>44,518.80</b>	<b>191,672.99</b>	<b>79%</b>
<b>Other Supplies</b>								
LIBRARY SUPPLIES	175,500.00	8,189.32	183,689.32	6,597.55	6,597.55	11,510.31	165,581.46	90%
NON-CAPITAL FURNITURE & EQUIPMENT	15,000.00	2,926.27	17,926.27	0.00	0.00	1,104.47	16,821.80	94%

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended January 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 8 %	P.O.	Balance 92 %	% Remaining
<b>Total Other Supplies</b>	<b>190,500.00</b>	<b>11,115.59</b>	<b>201,615.59</b>	<b>6,597.55</b>	<b>6,597.55</b>	<b>12,614.78</b>	<b>182,403.26</b>	<b>90%</b>
<b>Total Supplies</b>	<b>829,731.00</b>	<b>214,767.48</b>	<b>1,044,498.48</b>	<b>48,084.70</b>	<b>48,084.70</b>	<b>251,141.49</b>	<b>745,272.29</b>	<b>71%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	190,000.00	4,470.00	194,470.00	1,076.90	1,076.90	7,670.00	185,723.10	96%
LEGAL SERVICES	195,000.00	50,000.00	245,000.00	17,174.00	17,174.00	22,728.50	205,097.50	84%
<b>Total Professional Services</b>	<b>385,000.00</b>	<b>54,470.00</b>	<b>439,470.00</b>	<b>18,250.90</b>	<b>18,250.90</b>	<b>30,398.50</b>	<b>390,820.60</b>	<b>89%</b>
<b>Communication &amp; Transportation</b>								
POSTAGE	64,000.00	727.13	64,727.13	0.00	0.00	727.13	64,000.00	99%
TRAVEL	36,520.00	0.00	36,520.00	2,873.44	2,873.44	0.00	33,646.56	92%
CONFERENCES	86,380.00	0.00	86,380.00	225.00	225.00	10,000.00	76,155.00	88%
IN HOUSE CONFERENCE	40,000.00	175.00	40,175.00	457.50	457.50	0.00	39,717.50	99%
FREIGHT & EXPRESS	6,000.00	0.00	6,000.00	197.83	197.83	0.00	5,802.17	97%
DATA COMMUNICATIONS	298,000.00	20,000.00	318,000.00	9,789.91	9,789.91	20,000.00	288,210.09	91%
CELLULAR PHONE	9,810.00	0.00	9,810.00	1,458.11	1,458.11	0.00	8,351.89	85%
<b>Total Communication &amp; Transport</b>	<b>540,710.00</b>	<b>20,902.13</b>	<b>561,612.13</b>	<b>15,001.79</b>	<b>15,001.79</b>	<b>30,727.13</b>	<b>515,883.21</b>	<b>92%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	0.00	2,250.00	51.81	51.81	0.00	2,198.19	98%
Printing	238,550.00	4,020.00	242,570.00	5,422.79	5,422.79	19,170.00	217,977.21	90%
<b>Total Printing &amp; Advertising</b>	<b>240,800.00</b>	<b>4,020.00</b>	<b>244,820.00</b>	<b>5,474.60</b>	<b>5,474.60</b>	<b>19,170.00</b>	<b>220,175.40</b>	<b>90%</b>
<b>Insurance</b>								
OFFICIAL BONDS	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
AUTOMOBILE	11,500.00	0.00	11,500.00	2,484.30	2,484.30	2,484.30	6,531.40	57%
PACKAGE	186,000.00	0.00	186,000.00	39,824.70	39,824.70	39,824.70	106,350.60	57%
WORKER'S COMPENSATION	165,050.00	0.00	165,050.00	41,262.00	41,262.00	41,262.00	82,526.00	50%
EXCESS LIABILITY	7,400.00	0.00	7,400.00	1,592.00	1,592.00	1,592.00	4,216.00	57%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	0.00	16,000.00	15,839.00	15,839.00	0.00	161.00	1%
BROKERAGE FEE	17,000.00	0.00	17,000.00	4,250.00	4,250.00	4,250.00	8,500.00	50%
<b>Total Insurance</b>	<b>403,950.00</b>	<b>0.00</b>	<b>403,950.00</b>	<b>105,252.00</b>	<b>105,252.00</b>	<b>89,413.00</b>	<b>209,285.00</b>	<b>52%</b>
<b>Utilities</b>								
Gas	103,850.00	26,360.48	130,210.48	12,926.49	12,926.49	117,283.99	0.00	0%

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended January 31, 2016

Account Description	Original	Budget	Adjusted	Y-T-D			Balance	%
	Budget	Adj.	Budget	M-T-D	8 %	P.O.	92 %	Remaining
ELECTRICITY	876,875.00	84,233.26	961,108.26	65,247.45	65,247.45	895,860.81	0.00	0%
HEAT/STEAM	364,000.00	61,641.79	425,641.79	23,896.51	23,896.51	401,745.28	0.00	0%
COOLING/CHILLED WATER	453,200.00	36,541.70	489,741.70	26,774.94	26,774.94	462,966.76	0.00	0%
WATER	58,750.00	12,450.11	71,200.11	2,824.85	2,824.85	68,363.78	11.48	0%
STORMWATER	13,750.00	1,707.20	15,457.20	0.00	0.00	15,457.20	0.00	0%
SEWAGE	65,356.00	5,202.48	70,558.48	3,718.62	3,718.62	66,839.86	0.00	0%
<b>Total Utilities</b>	<b>1,935,781.00</b>	<b>228,137.02</b>	<b>2,163,918.02</b>	<b>135,388.86</b>	<b>135,388.86</b>	<b>2,028,517.68</b>	<b>11.48</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	804,800.00	184,695.87	989,495.87	113,496.50	113,496.50	535,475.47	340,523.90	34%
REP & MAINT-HEATING & AIR	155,000.00	37,088.31	192,088.31	33,969.09	33,969.09	104,492.11	53,627.11	28%
MAINT & REPAIR - AUTO	40,000.00	6,834.09	46,834.09	3,821.18	3,821.18	3,400.71	39,612.20	85%
REP & MAINT-EQUIPMENT	101,000.00	5,565.00	106,565.00	1,502.77	1,502.77	22,591.00	82,471.23	77%
REP & MAINT-COMPUTERS	393,960.00	13,889.50	407,849.50	0.00	0.00	170,526.12	237,323.38	58%
CLEANING	944,349.00	135,361.30	1,079,710.30	71,597.50	71,597.50	959,619.30	48,493.50	4%
<b>Total Repairs &amp; Maintenance</b>	<b>2,439,109.00</b>	<b>383,434.07</b>	<b>2,822,543.07</b>	<b>224,387.04</b>	<b>224,387.04</b>	<b>1,796,104.71</b>	<b>802,051.32</b>	<b>28%</b>
<b>Rentals</b>								
REAL ESTATE	452,412.00	0.00	452,412.00	36,028.44	36,028.44	17,500.00	398,883.56	88%
EQUIPMENT	63,210.00	0.00	63,210.00	8,708.28	8,708.28	4,222.14	50,279.58	80%
<b>Total Rentals</b>	<b>515,622.00</b>	<b>0.00</b>	<b>515,622.00</b>	<b>44,736.72</b>	<b>44,736.72</b>	<b>21,722.14</b>	<b>449,163.14</b>	<b>87%</b>
<b>Other Services &amp; Charges</b>								
AUDIT FEES	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	100%
TRANSFR TO LIBRARY IMPROVMT FND	200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	100%
DUES & MEMBERSHIPS	51,455.00	0.00	51,455.00	24,678.96	24,678.96	2,100.00	24,676.04	48%
COMPUTER SERVICES	38,000.00	5,170.65	43,170.65	59.95	59.95	5,665.65	37,445.05	87%
PAYROLL SERVICES	137,000.00	4,200.00	141,200.00	9,409.32	9,409.32	317.60	131,473.08	93%
SECURITY SERVICES	914,325.00	66,179.16	980,504.16	70,307.68	70,307.68	10,513.03	899,683.45	92%
TRASH REMOVAL	52,928.00	9,688.52	62,616.52	8,132.35	8,132.35	1,963.20	52,520.97	84%
SNOW REMOVAL	325,000.00	3,323.40	328,323.40	1,193.78	1,193.78	302,129.62	25,000.00	8%
PROGRAMMING	85,000.00	0.00	85,000.00	0.00	0.00	500.00	84,500.00	99%
PROGRAMMING-JUV.	166,000.00	2,468.75	168,468.75	22,766.43	22,766.43	36,305.00	109,397.32	65%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	1,200.00	1,200.00	4,650.00	24,150.00	81%
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00	100%
EVENTS & PR	39,700.00	0.00	39,700.00	300.00	300.00	0.00	39,400.00	99%
LAWN & LANDSCAPING	268,312.00	22,197.88	290,509.88	22,779.47	22,779.47	200,375.00	67,355.41	23%

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended January 31, 2016

Account Description	Original	Budget	Adjusted	Y-T-D			Balance	%
	Budget	Adj.	Budget	M-T-D	8 %	P.O.	92 %	Remaining
OTHER CONTRACTUAL SERVICES	444,720.00	77,762.45	522,482.45	11,852.36	11,852.36	99,919.88	410,710.21	79%
MATERIALS CONTRACTUAL	2,000,000.00	236,961.99	2,236,961.99	361,057.81	361,057.81	236,961.99	1,638,942.19	73%
LIBRARY MEDIA STATION	5,000.00	0.00	5,000.00	0.00	0.00	1,298.00	3,702.00	74%
BANK FEES/CREDIT CARD FEES	50,000.00	0.00	50,000.00	3,885.09	3,885.09	0.00	46,114.91	92%
RECRUITMENT EXPENSES	14,290.00	603.95	14,893.95	2,234.83	2,234.83	0.00	12,659.12	85%
<b>Total Other Services &amp; Charges</b>	<b>4,842,730.00</b>	<b>428,556.75</b>	<b>5,271,286.75</b>	<b>539,858.03</b>	<b>539,858.03</b>	<b>902,698.97</b>	<b>3,828,729.75</b>	<b>73%</b>
<b>Total Other Services &amp; Charges</b>	<b>11,303,702.00</b>	<b>1,119,519.97</b>	<b>12,423,221.97</b>	<b>1,088,349.94</b>	<b>1,088,349.94</b>	<b>4,918,752.13</b>	<b>6,416,119.90</b>	<b>52%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	0.00	98,913.00	98,913.00	0.00	0.00	98,913.00	0.00	0%
COMPUTER EQUIPMENT	10,000.00	304,824.81	314,824.81	0.00	0.00	304,824.81	10,000.00	3%
BOOKS & MATERIALS	3,500,000.00	0.00	3,500,000.00	86,827.79	86,827.79	2,000.00	3,411,172.21	97%
UNPROCESSED PAPERBACK BOOKS	126,000.00	14,185.70	140,185.70	12,295.54	12,295.54	6,830.75	121,059.41	86%
<b>Total Capital Outlay</b>	<b>3,636,000.00</b>	<b>417,923.51</b>	<b>4,053,923.51</b>	<b>99,123.33</b>	<b>99,123.33</b>	<b>412,568.56</b>	<b>3,542,231.62</b>	<b>87%</b>
<b>Total Expenses</b>	<b>39,888,912.00</b>	<b>1,772,818.86</b>	<b>41,661,730.86</b>	<b>3,120,007.80</b>	<b>3,120,007.80</b>	<b>5,607,534.08</b>	<b>32,934,188.98</b>	<b>79%</b>



**Indianapolis Marion County Public Library**  
**Bond Interest and Redemption Fund**  
For the Month Ended January 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 8 %	P.O.	Balance 92 %	% Remaining
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Other Services &amp; Charges</b>								
BOND EXPENSES	9,550,000.00	10,000.00	9,560,000.00	2,325,000.00	2,325,000.00	0.00	7,235,000.00	76%
INTEREST EXPENSE	2,554,480.00	(24,992.00)	2,529,488.00	674,973.13	674,973.13	0.00	1,854,514.87	73%
BANK FEES/CREDIT CARD FEES	4,000.00	0.00	4,000.00	850.00	850.00	0.00	3,150.00	79%
<b>Total Other Services &amp; Charges</b>	<b>12,108,480.00</b>	<b>(14,992.00)</b>	<b>12,093,488.00</b>	<b>3,000,823.13</b>	<b>3,000,823.13</b>	<b>0.00</b>	<b>9,092,664.87</b>	<b>75%</b>
<b>Total Other Services &amp; Charges</b>	<b>12,108,480.00</b>	<b>(14,992.00)</b>	<b>12,093,488.00</b>	<b>3,000,823.13</b>	<b>3,000,823.13</b>	<b>0.00</b>	<b>9,092,664.87</b>	<b>75%</b>
<b>Total Expenses</b>	<b>12,108,480.00</b>	<b>(14,992.00)</b>	<b>12,093,488.00</b>	<b>3,000,823.13</b>	<b>3,000,823.13</b>	<b>0.00</b>	<b>9,092,664.87</b>	<b>75%</b>

# Indianapolis Marion County Public Library Capital Projects Fund

For the Month Ended January 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 8 %	P.O.	Balance 92 %	% Remaining
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	489,800.00	100,978.49	590,778.49	463.89	463.89	100,817.51	489,497.09	83%
<b>Total Office Supplies</b>	<b>489,800.00</b>	<b>100,978.49</b>	<b>590,778.49</b>	<b>463.89</b>	<b>463.89</b>	<b>100,817.51</b>	<b>489,497.09</b>	<b>83%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	167,000.00	15,577.52	182,577.52	6,230.52	6,230.52	6,108.29	170,238.71	93%
<b>Total Other Supplies</b>	<b>167,000.00</b>	<b>15,577.52</b>	<b>182,577.52</b>	<b>6,230.52</b>	<b>6,230.52</b>	<b>6,108.29</b>	<b>170,238.71</b>	<b>93%</b>
<b>Total Supplies</b>	<b>656,800.00</b>	<b>116,556.01</b>	<b>773,356.01</b>	<b>6,694.41</b>	<b>6,694.41</b>	<b>106,925.80</b>	<b>659,735.80</b>	<b>85%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	25,000.00	57,531.00	82,531.00	1,450.00	1,450.00	56,081.00	25,000.00	30%
ENGINEERING & ARCHITECTURAL	0.00	22,250.00	22,250.00	0.00	0.00	22,250.00	0.00	0%
<b>Total Professional Services</b>	<b>25,000.00</b>	<b>79,781.00</b>	<b>104,781.00</b>	<b>1,450.00</b>	<b>1,450.00</b>	<b>78,331.00</b>	<b>25,000.00</b>	<b>24%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	440,000.00	318,217.03	758,217.03	79,091.00	79,091.00	240,571.03	438,555.00	58%
REP & MAINT-HEATING & AIR	450,000.00	30,328.00	480,328.00	7,765.00	7,765.00	172,563.00	300,000.00	62%
REP & MAINT-EQUIPMENT	0.00	9,656.00	9,656.00	0.00	0.00	9,656.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>890,000.00</b>	<b>358,201.03</b>	<b>1,248,201.03</b>	<b>86,856.00</b>	<b>86,856.00</b>	<b>422,790.03</b>	<b>738,555.00</b>	<b>59%</b>
<b>Other Services &amp; Charges</b>								
OTHER CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>100%</b>
<b>Total Other Services &amp; Charges</b>	<b>940,000.00</b>	<b>437,982.03</b>	<b>1,377,982.03</b>	<b>88,306.00</b>	<b>88,306.00</b>	<b>501,121.03</b>	<b>788,555.00</b>	<b>57%</b>
<b>Capital Outlay</b>								

# Indianapolis Marion County Public Library Capital Projects Fund

For the Month Ended January 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 8 %	P.O.	Balance 92 %	% Remaining
CAPITAL - FURNITURE	0.00	93,700.00	93,700.00	0.00	0.00	93,700.00	0.00	0%
CAPITAL - EQUIPMENT	0.00	231,705.00	231,705.00	0.00	0.00	231,705.00	0.00	0%
COMPUTER EQUIPMENT	236,000.00	308,837.07	544,837.07	7,947.00	7,947.00	308,837.07	228,053.00	42%
<b>Total Capital Outlay</b>	<b>236,000.00</b>	<b>634,242.07</b>	<b>870,242.07</b>	<b>7,947.00</b>	<b>7,947.00</b>	<b>634,242.07</b>	<b>228,053.00</b>	<b>26%</b>
<b>Total Expenses</b>	<b>1,832,800.00</b>	<b>1,188,780.11</b>	<b>3,021,580.11</b>	<b>102,947.41</b>	<b>102,947.41</b>	<b>1,242,288.90</b>	<b>1,676,343.80</b>	<b>55%</b>

# Indianapolis Marion County Public Library

## Income Statement - Rainy Day Fund

For the Month Ended January 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>39 - Rainy Day Fund</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	45,000.00	0.00	45,000.00	2,309.55	2,309.55	0.00	42,690.45	95%
<b>Total Other Revenue</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>2,309.55</b>	<b>2,309.55</b>	<b>0.00</b>	<b>42,690.45</b>	<b>95%</b>
<b>Total Revenues</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>2,309.55</b>	<b>2,309.55</b>	<b>0.00</b>	<b>42,690.45</b>	<b>95%</b>
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	544,630.00	36,750.00	581,380.00	1,750.00	1,750.00	35,000.00	544,630.00	94%
LEGAL SERVICES	400,000.00	0.00	400,000.00	520.00	520.00	0.00	399,480.00	100%
<b>Total Professional Services</b>	<b>944,630.00</b>	<b>36,750.00</b>	<b>981,380.00</b>	<b>2,270.00</b>	<b>2,270.00</b>	<b>35,000.00</b>	<b>944,110.00</b>	<b>96%</b>
<b>Total Other Services &amp; Charges</b>	<b>944,630.00</b>	<b>36,750.00</b>	<b>981,380.00</b>	<b>2,270.00</b>	<b>2,270.00</b>	<b>35,000.00</b>	<b>944,110.00</b>	<b>96%</b>
<b>Capital Outlay</b>								
LAND	1,555,370.00	0.00	1,555,370.00	0.00	0.00	0.00	1,555,370.00	100%
VEHICLES	0.00	407,846.00	407,846.00	0.00	0.00	407,846.00	0.00	0%
<b>Total Capital Outlay</b>	<b>1,555,370.00</b>	<b>407,846.00</b>	<b>1,963,216.00</b>	<b>0.00</b>	<b>0.00</b>	<b>407,846.00</b>	<b>1,555,370.00</b>	<b>79%</b>
<b>Total Expenses</b>	<b>2,500,000.00</b>	<b>444,596.00</b>	<b>2,944,596.00</b>	<b>2,270.00</b>	<b>2,270.00</b>	<b>442,846.00</b>	<b>2,499,480.00</b>	<b>85%</b>

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
January 31, 2016**

**Chase Savings Account**

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 6,771,015	\$ 308
Library Improvement Reserve Fd	\$ 75,532	3
Shared System Fund	\$ 145,876	6
Grant Fund	\$ 136,633	6
Parking Garage	\$ 53,974	2
Capital Projects Fund	\$ 660,219	28
Bond & Interest Redemption Fd	\$ 1,532,707	78
<b>Total Chase Savings Account</b>	<b>\$ 9,375,956</b>	<b>\$ 433</b>

The average savings account rate for January was 0.05%

**Fifth Third Bank Investment Account**

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 1,534,161	\$ 812
Library Improvement Reserve Fd	\$ 2,941,956	1,558
Shared System Fund	\$ 303,810	161
Gift Fund	\$ 506,349	268
Construction Fund	\$ 435,816	231
Capital Projects Fund	\$ 507,234	269
Rainy Day Fund	\$ 4,262,942	2,257
Bond & Interest Redemption Fd	\$ 1,012,699	536
<b>Total Fifth Third Bank</b>	<b>\$ 11,504,966</b>	<b>\$ 6,092</b>

The average investment account rate for January was .63%

**Hoosier Fund Account Income**

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 3,502,807	\$ 1,081
Capital Projects	\$ 200,160	\$ 62
Rainy Day Fund	\$ 169,247	\$ 52
<b>Total Hoosier Fund Account</b>	<b>\$ 3,872,215</b>	<b>\$ 1,195</b>

The average Hoosier Fund account rate for January was 0.37%

**Huntington Bank Money Market Account Income**

	Balance January 31, 2016	Interest Earned January 31, 2016
2014 Multi-Branch Facility Improvmts	\$ 4,500,095	\$ 1,334
<b>Total Huntington Bank Account</b>	<b>\$ 4,500,095</b>	<b>\$ 1,334</b>

The average Huntington Bank account rate for January was 0.35%

**TrustIndiana**

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 11,663	\$ 3
<b>Total TrustIndiana Account</b>	<b>\$ 11,663</b>	<b>\$ 3</b>

The average TrustIndiana account rate for January was 0.31%

**Previous Month's Chase Savings Account Activity**

	Balance December 31, 2015	Interest Earned December 31, 2015
Operating Fund	\$ 10,770,707	\$ 84
Library Improvement Reserve Fd	\$ 75,529	2
Shared System Fund	\$ 145,869	4
Grant Fund	\$ 136,627	6
Parking Garage	\$ 53,972	1
Capital Projects Fund	\$ 660,191	6
Bond & Interest Redemption Fd	\$ 4,532,628	9
<b>Total Chase Savings Account</b>	<b>\$ 16,375,523</b>	<b>\$ 111</b>

The average savings account rate for December was 0.03%

**Previous Month's Fifth Third Bank Investment Account**

	Balance December 31, 2015	Interest Earned December 31, 2015
Operating Fund	\$ 1,533,349	\$ (1,262)
Library Improvement Reserve Fd	\$ 2,940,398	(2,420)
Shared System Fund	\$ 303,649	(250)
Gift Fund	\$ 506,081	(416)
Construction Fund	\$ 435,585	(453)
Capital Projects Fund	\$ 506,965	(417)
Rainy Day Fund	\$ 4,260,684	(3,635)
Bond & Interest Redemption Fd	\$ 1,012,163	(833)
<b>Total Fifth Third Bank</b>	<b>\$ 11,498,874</b>	<b>\$ (9,686) (1)</b>

The average investment account rate for December was .57%

(1) December includes adjustment for overreported earnings in November 2015.

**Previous Month's Hoosier Fund Account Income**

	Balance December 31, 2015	Interest Earned December 31, 2015
Operating Fund	\$ 3,501,726	\$ 1,070
Capital Projects	\$ 200,099	\$ 61
Rainy Day Fund	\$ 169,195	\$ 52
<b>Total Hoosier Fund Account</b>	<b>\$ 3,871,020</b>	<b>\$ 1,183</b>

The average Hoosier Fund account rate for December was 0.36%

**Previous Month's Huntington Bank Money Market Account Income**

	Balance December 31, 2015	Interest Earned December 31, 2015
2014 Multi-Branch Facility Improvmt	\$ 4,498,802	\$ 1,343
<b>Total Huntington Bank Account</b>	<b>\$ 4,498,802</b>	<b>\$ 1,343</b>

The average Huntington Bank account rate for December was 0.35%

**Previous Month's TrustIndiana**

	Balance December 31, 2015	Interest Earned December 31, 2015
Operating Fund	\$ 11,660	\$ 2
<b>Total TrustIndiana Account</b>	<b>\$ 11,660</b>	<b>\$ 2</b>

The average TrustIndiana account rate for December was 0.21%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
STATUS OF THE TREASURY  
CASH BALANCES  
January 31, 2016

	Prior Year All Balances 1/31/2015	----- Checking and Savings Account Activity - Chase -----				Investments 1/31/2016	Total All Balances 1/31/2016
		Beginning Balance 12/31/2015	Current Month Receipts	Current Month Disbursements	Ending Balance 1/31/2016		
<b>TOTAL ALL FUNDS</b>	31,234,067.69	19,964,608.66	1,366,322.57	7,287,857.32	14,043,073.91	19,888,939.41	33,932,013.32
<b>OPERATING FUND</b>	12,787,668.77	11,367,851.43	558,232.88	3,281,913.79	8,644,170.52	5,048,631.98	13,692,802.50
Current Year			558,232.88	3,281,913.79			
Investments			-	-			
<b>CAPITAL PROJECTS FUND</b>	961,813.35	858,559.23	28.43	102,947.41	755,640.25	707,394.27	1,463,034.52
Current Year			28.43	102,947.41			
Investments			-	-			
<b>BOND &amp; INTEREST REDEMPTION FUND</b>	2,504,678.76	4,539,457.45	78.49	3,000,823.13	1,538,712.81	1,012,698.87	2,551,411.68
Current Year			78.49	3,000,823.13			
Investments			-	-			
<b>CONSTRUCTION FUND</b>	736,930.59	90,706.21	-	54,352.02	36,354.19	435,815.70	472,169.89
Current Year			-	54,352.02			
Investments			-	-			
<b>RAINY DAY FUND</b>	4,535,675.69	89,096.42	-	2,270.00	86,826.42	4,432,188.70	4,519,015.12
Current Year			-	2,270.00			
Investments			-	-			
<b>LIBRARY IMPROVEMENT RESERVE FUND</b>	2,996,313.53	77,909.90	3.25	-	77,913.15	2,941,955.60	3,019,868.75
Current Year			3.25	-			
Investments			-	-			
<b>2014 MULTI-BRANCH IMPROVEMENT</b>	4,887,626.76	137,539.16	-	161,188.26	(23,649.10)	4,500,095.19	4,476,446.09
Current Year			-	161,188.26			
Investments			-	-			
<b>2015 RFID BOOKS &amp; MATERIALS PROJECT</b>	-	1,931,369.52	20,000.00	2,524.50	1,948,845.02	-	1,948,845.02
Current Year			20,000.00	2,524.50			
Investments			-	-			
<b>PARKING GARAGE FUND</b>	61,252.08	103,881.40	7,003.32	8,065.62	102,819.10		102,819.10
			7,003.32	8,065.62			
<b>GIFT FUND</b>	676,238.19	184,708.61	158,011.96	119,951.37	222,769.20	506,349.44	729,118.64
Current Year			158,011.96	119,951.37			
Investments			-	-			
<b>GRANT FUND</b>	323,373.01	215,159.62	91,528.63	11,749.91	294,938.34		294,938.34
Current Year			91,528.63	11,749.91			
<b>OTHER FUNDS &amp; ACTIVITY:</b>							
<b>PAYROLL DEDUCTIONS</b>	119,998.62	85,364.70	524,243.71	522,446.82	87,161.59		87,161.59
<b>FOUNDATION AGENCY FUND</b>	2,378.97	882.68	774.23	-	1,656.91		1,656.91
<b>STAFF ASSOCIATION AGENCY FUND</b>	4.00	-	-	-	-		-
<b>SALES TAX AGENCY FUND</b>	1,921.37	567.25	579.58	632.67	514.16		514.16
<b>PLAC CARD AGENCY FUND</b>	4,581.00	14,258.30	4,810.00	12,675.00	6,393.30		6,393.30
<b>SHARED SYSTEM</b>	633,613.00	267,296.78	1,028.09	6,316.82	262,008.05	303,809.66	565,817.71

# Indianapolis Marion County Public Library Income Statement - Parking Garage

For the Month Ended January 31, 2016

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	50.00	0.00	50.00	2.32	2.32	0.00	(47.68)	(95.36)%
PARKING GARAGE REVENUE	182,000.00	0.00	182,000.00	20,346.00	20,346.00	0.00	(161,654.00)	(88.82)%
Events Parking	10,000.00	0.00	10,000.00	425.00	425.00	0.00	(9,575.00)	(95.75)%
<b>Total Other Revenue</b>	<b>192,050.00</b>	<b>0.00</b>	<b>192,050.00</b>	<b>20,773.32</b>	<b>20,773.32</b>	<b>0.00</b>	<b>(171,276.68)</b>	<b>(89.18)%</b>
<b>Total Revenues</b>	<b>192,050.00</b>	<b>0.00</b>	<b>192,050.00</b>	<b>20,773.32</b>	<b>20,773.32</b>	<b>0.00</b>	<b>(171,276.68)</b>	<b>(89.18)%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
PRINTING SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
OTHER OFFICE SUPPLIES	4,000.00	371.74	4,371.74	324.79	324.79	371.74	3,675.21	84.07%
UNIFORMS	100.00	0.00	100.00	44.60	44.60	0.00	55.40	55.40%
<b>Total Office Supplies</b>	<b>7,100.00</b>	<b>371.74</b>	<b>7,471.74</b>	<b>369.39</b>	<b>369.39</b>	<b>371.74</b>	<b>6,730.61</b>	<b>90.08%</b>
<b>Total Supplies</b>	<b>7,100.00</b>	<b>371.74</b>	<b>7,471.74</b>	<b>369.39</b>	<b>369.39</b>	<b>371.74</b>	<b>6,730.61</b>	<b>90.08%</b>
<b>Other Services &amp; Charges</b>								
<b>Communication &amp; Transportation</b>								
TELEPHONE	4,000.00	0.00	4,000.00	311.46	311.46	0.00	3,688.54	92.21%
DATA COMMUNICATIONS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
<b>Total Communication &amp; Transportation</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>311.46</b>	<b>311.46</b>	<b>0.00</b>	<b>4,188.54</b>	<b>93.08%</b>
<b>Insurance</b>								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	431.00	431.00	0.00	5,569.00	92.82%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>431.00</b>	<b>431.00</b>	<b>0.00</b>	<b>5,569.00</b>	<b>92.82%</b>
<b>Repairs &amp; Maintenance</b>								

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended January 31, 2016

	<b>Original Budget</b>	<b>Budget Adjust.</b>	<b>Adjust. Budget</b>	<b>Actual MTD</b>	<b>Actual YTD</b>	<b>Open P.O.</b>	<b>Balance</b>	<b>%</b>
REP & MAINT-STRUCTURE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
REP & MAINT-HEATING & AIR	15,000.00	7,315.00	22,315.00	0.00	0.00	7,315.00	15,000.00	67.22%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	0.00	0.00	18,332.50	1,667.50	8.34%
<b>Total Repairs &amp; Maintenance</b>	<b>40,000.00</b>	<b>7,315.00</b>	<b>47,315.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,647.50</b>	<b>21,667.50</b>	<b>45.79%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	150.00	0.00	150.00	0.00	0.00	0.00	150.00	100.00%
<b>Total Rentals</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</b>	<b>100.00%</b>
<b>Other Services &amp; Charges</b>								
PARKING GARAGE CONTRACTUAL	12,000.00	0.00	12,000.00	1,000.00	1,000.00	0.00	11,000.00	91.67%
CLEANING SERVICES	6,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
OTHER CONTRACTUAL SERVICES	70,000.00	0.00	70,000.00	5,332.23	5,332.23	4,800.00	59,867.77	85.53%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	621.54	621.54	0.00	6,878.46	91.71%
<b>Total Other Services &amp; Charges</b>	<b>95,500.00</b>	<b>0.00</b>	<b>95,500.00</b>	<b>6,953.77</b>	<b>6,953.77</b>	<b>4,800.00</b>	<b>83,746.23</b>	<b>87.69%</b>
<b>Total Other Services &amp; Charges</b>	<b>146,150.00</b>	<b>7,315.00</b>	<b>153,465.00</b>	<b>7,696.23</b>	<b>7,696.23</b>	<b>30,447.50</b>	<b>115,321.27</b>	<b>75.15%</b>
<b>Total Expenses</b>	<b>153,250.00</b>	<b>7,686.74</b>	<b>160,936.74</b>	<b>8,065.62</b>	<b>8,065.62</b>	<b>30,819.24</b>	<b>122,051.88</b>	<b>75.84%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>38,800.00</b>	<b>(7,686.74)</b>	<b>31,113.26</b>	<b>12,707.70</b>	<b>12,707.70</b>	<b>(30,819.24)</b>	<b>(49,224.80)</b>	<b>(158.21)%</b>



**INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY**  
**CASHFLOW PROJECTIONS - OPERATING FUND**  
 January 1 - December 31, 2016

	ACTUAL JANUARY	PROJECTED FEBRUARY	PROJECTED MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	ACTUAL Y-T-D	ORIGINAL BUDGET	Variance
<b>Beginning Balance</b>	<b>\$ 16,414,587</b>	<b>\$ 13,692,803</b>	<b>\$ 10,806,652</b>	<b>\$ 8,167,369</b>	<b>\$ 5,653,930</b>	<b>\$ 6,434,419</b>	<b>\$ 15,338,694</b>	<b>\$ 12,116,769</b>	<b>\$ 9,546,356</b>	<b>\$ 6,786,433</b>	<b>\$ 5,502,478</b>	<b>\$ 7,623,331</b>	<b>\$ 16,414,587</b>	<b>\$ 13,271,164</b>	
<b>Receipts:</b>															
Property Tax	-	-	-	400,000	3,500,000	10,366,647	-	-	-	1,300,000	4,600,000	8,366,647	28,533,294	28,533,294	(0)
Excise Tax	-	-	-	-	-	809,221	-	-	-	-	-	809,221	1,618,442	1,618,442	-
Financial Institution Tax	-	-	-	-	-	135,968	-	-	-	-	-	135,968	271,936	271,936	-
Commercial Vehicle Tax	-	-	-	-	-	131,561	-	-	-	-	-	131,561	263,122	263,121	1
In-Lieu-of Taxes	-	-	-	-	-	10,406	-	-	-	-	-	10,406	20,812	20,812	-
Local Option Income Tax (LOIT)	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	3,315,695	3,315,695	(0)
County Option Income Tax (COIT)	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	197,216	197,216	0
Fines	71,339	68,004	68,004	68,004	68,004	68,004	68,004	68,004	68,004	68,004	68,004	68,004	819,383	816,051	3,332
Photocopier	2,325	2,250	3,701	2,965	4,162	3,471	3,248	2,313	3,260	3,552	2,983	2,250	36,480	37,000	(520)
Printers	9,794	10,100	15,565	12,507	13,711	12,107	10,997	10,283	13,618	13,945	10,941	9,917	143,485	147,000	(3,515)
Fax Transmissions	1,391	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	17,891	240	17,651
Headsets	516	676	779	715	634	778	708	707	749	767	594	833	8,456	8,000	456
USB	430	770	834	679	484	603	584	640	630	664	519	571	7,408	8,000	(592)
PLAC Dist.	-	-	-	-	-	-	-	-	-	-	-	79,000	79,000	79,000	-
Interest income	2,205	2,083	2,061	3,515	2,451	1,363	2,707	1,608	1,553	1,555	3,384	1,667	26,152	20,000	6,152
Library totes	169	179	209	168	194	557	256	181	198	269	148	167	2,695	2,500	195
Other Card Revenue	1,142	1,422	1,437	1,231	1,114	2,082	1,921	1,316	1,258	1,285	1,051	3,000	18,259	20,000	(1,741)
Miscellaneous	564	600	300	300	700	1,000	400	-	800	2,000	1,000	400	8,064	8,000	64
Proctoring Exams	75	200	300	300	400	600	1,000	500	100	400	300	100	4,275	2,000	2,275
Facility Rental	14,625	23,558	28,000	20,459	18,173	30,574	10,648	25,272	24,442	21,955	20,016	2,500	240,222	246,000	(5,778)
Catering Commission	-	-	2,375	-	358	3,686	5,000	3,685	10,000	8,000	15,000	2,000	50,104	35,000	15,104
Café Revenue	-	312	-	750	381	398	464	479	407	-	1,020	684	4,895	5,000	(105)
Shared System Projects	-	-	60,000	-	-	-	-	-	-	-	-	-	60,000	60,000	-
Reimbursement for Services	671	2,018	339,243	2,607	421	19,563	-	15,699	-	3,526	9,774	30,203	423,725	431,760	(8,035)
Insurance Reimbursement	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Refunds	402	-	-	-	-	-	-	-	-	-	-	-	402	-	402
Erate Revenue	-	12,653	12,653	12,653	14,942	-	46,780	10,664	9,870	60,915	-	43,127	224,257	200,000	24,257
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	1,388	1,100	-	-	-	-	-	-	-	-	1,000	3,488	5,000	(1,512)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>398,391</b>	<b>420,456</b>	<b>830,804</b>	<b>821,096</b>	<b>3,920,372</b>	<b>11,892,831</b>	<b>671,960</b>	<b>435,594</b>	<b>429,132</b>	<b>1,781,080</b>	<b>5,107,977</b>	<b>9,914,469</b>	<b>36,624,157</b>	<b>36,576,067</b>	<b>48,090</b>
<b>Expenditures:</b>															
Personal Services & Benefits	1,884,450	1,796,606	1,829,648	1,804,534	1,809,883	1,843,856	2,629,699	1,857,638	1,800,515	1,829,648	1,829,648	2,597,405	23,513,530	24,140,087	626,557
Supplies	48,500	70,000	120,000	80,000	80,000	70,000	60,000	55,000	90,000	50,000	60,000	90,000	873,500	1,044,937	171,437
Other Services and Charges	1,088,034	900,000	1,000,000	900,000	900,000	800,000	1,000,000	850,000	1,100,000	800,000	850,000	1,100,000	11,288,034	12,434,263	1,146,229
Library Materials Capital Outlay	99,190	540,000	520,439	550,000	350,000	274,699	204,186	243,369	198,539	385,387	247,476	259,311	3,872,596	4,057,539	184,943
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,120,175</b>	<b>3,306,606</b>	<b>3,470,087</b>	<b>3,334,534</b>	<b>3,139,883</b>	<b>2,988,555</b>	<b>3,893,885</b>	<b>3,006,007</b>	<b>3,189,054</b>	<b>3,065,035</b>	<b>2,987,124</b>	<b>4,046,716</b>	<b>39,547,661</b>	<b>41,676,826</b>	<b>2,129,165</b>
<b>Ending Balance</b>	<b>\$ 13,692,803</b>	<b>\$ 10,806,652</b>	<b>\$ 8,167,369</b>	<b>\$ 5,653,930</b>	<b>\$ 6,434,419</b>	<b>\$ 15,338,694</b>	<b>\$ 12,116,769</b>	<b>\$ 9,546,356</b>	<b>\$ 6,786,433</b>	<b>\$ 5,502,478</b>	<b>\$ 7,623,331</b>	<b>\$ 13,491,084</b>	<b>\$ 13,491,084</b>	<b>\$ 8,170,405</b>	

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY  
 CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND (BIRF)  
 January through December 2016  
 Original Budget

	ACTUAL JANUARY	PROJECTED FEBRUARY	PROJECTED MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
<b>Total Beginning Funds</b>	\$ 5,551,620	\$ 2,551,412	\$ 2,551,167	\$ 2,551,640	\$ 2,552,603	\$ 2,553,047	\$ 5,234,128	\$ 1,896,466	\$ 1,897,097	\$ 1,897,706	\$ 1,998,294	\$ 2,698,144	\$ 5,551,620	\$ 4,709,543	

**Sources of Funds**

<b>Receipts:</b>															
Property Tax	-	-	-	-	-	5,242,428	-	-	-	100,000	700,000	4,442,428	10,484,856	10,484,856	-
Excise Tax	-	-	-	-	-	240,225	-	-	-	-	-	240,225	480,450	480,449	1
Financial Institution Tax	-	-	-	-	-	40,364	-	-	-	-	-	40,364	80,728	80,727	1
Commercial Vehicle Tax	-	-	-	-	-	39,055	-	-	-	-	-	39,055	78,110	78,110	-
In Lieu. Of Prop. Tax	-	-	-	-	-	3,161	-	-	-	-	-	3,161	6,322	6,324	(2)
Interest income	615	505	473	963	1,194	478	1,355	631	609	588	600	400	8,411	2,000	6,411
Investment Maturities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>615</b>	<b>505</b>	<b>473</b>	<b>963</b>	<b>1,194</b>	<b>5,565,710</b>	<b>1,355</b>	<b>631</b>	<b>609</b>	<b>100,588</b>	<b>700,600</b>	<b>4,765,633</b>	<b>11,138,876</b>	<b>11,132,466</b>	6,410

**Uses of Funds**

<b>Expenditures:</b>															
2009 Bond Principal Payment	205,000	-	-	-	-	-	210,000	-	-	-	-	-	415,000	415,000	-
2010 Bond Principal Payment	1,055,000	-	-	-	-	-	1,075,000	-	-	-	-	-	2,130,000	2,130,000	-
2011 Bond Principal Payment	25,000	-	-	-	-	-	370,000	-	-	-	-	-	395,000	395,000	-
2012 Bond Principal Payment	1,040,000	-	-	-	-	-	1,060,000	-	-	-	-	-	2,100,000	2,100,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,225,000	-	-	-	-	-	1,230,000	2,455,000	2,455,000	-
2014 Bond Principal Payment	-	-	-	-	-	535,000	-	-	-	-	-	535,000	1,070,000	1,070,000	-
2015 Bond Principal Payment	-	-	-	-	-	495,000	-	-	-	-	-	500,000	995,000	995,000	-
Bond Interest Payment	674,973	-	-	-	-	629,129	624,017	-	-	-	-	601,368	2,529,487	2,529,488	1
Bank Fees & Other Expenses	850	750	-	-	750	500	-	-	-	-	750	400	4,000	4,000	-
<b>Total Expenditures</b>	<b>3,000,823</b>	<b>750</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,884,629</b>	<b>3,339,017</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,866,768</b>	<b>12,093,487</b>	<b>12,093,488</b>	1
<b>Total Ending Funds</b>	<b>\$ 2,551,412</b>	<b>\$ 2,551,167</b>	<b>\$ 2,551,640</b>	<b>\$ 2,552,603</b>	<b>\$ 2,553,047</b>	<b>\$ 5,234,128</b>	<b>\$ 1,896,466</b>	<b>\$ 1,897,097</b>	<b>\$ 1,897,706</b>	<b>\$ 1,998,294</b>	<b>\$ 2,698,144</b>	<b>\$ 4,597,009</b>	<b>\$ 4,597,009</b>	<b>\$ 3,748,521</b>	

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended January 31, 2016

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>43 - 2014 Multi-Branch Facility Improvements - Series One</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	16,198.46	0.00	16,198.46	1,333.65	1,333.65	0.00	14,864.81	92%
<b>Total Other Revenue</b>	<b>16,198.46</b>	<b>0.00</b>	<b>16,198.46</b>	<b>1,333.65</b>	<b>1,333.65</b>	<b>0.00</b>	<b>14,864.81</b>	<b>92%</b>
<b>Total Revenues</b>	<b>16,198.46</b>	<b>0.00</b>	<b>16,198.46</b>	<b>1,333.65</b>	<b>1,333.65</b>	<b>0.00</b>	<b>14,864.81</b>	<b>92%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	171,900.40	0.00	171,900.40	0.00	0.00	0.00	171,900.40	100%
<b>Total Office Supplies</b>	<b>171,900.40</b>	<b>0.00</b>	<b>171,900.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>171,900.40</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	81,400.00	0.00	81,400.00	0.00	0.00	0.00	81,400.00	100%
<b>Total Other Supplies</b>	<b>81,400.00</b>	<b>0.00</b>	<b>81,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,400.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>253,300.40</b>	<b>0.00</b>	<b>253,300.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>253,300.40</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	160,769.50	(4,338.00)	156,431.50	0.00	0.00	30,400.00	126,031.50	81%
ENGINEERING & ARCHITECTURAL	0.00	291,536.79	291,536.79	160,730.45	160,730.45	130,806.34	0.00	0%
LEGAL SERVICES	1,506.00	38.00	1,544.00	398.00	398.00	0.00	1,146.00	74%
<b>Total Professional Services</b>	<b>162,275.50</b>	<b>287,236.79</b>	<b>449,512.29</b>	<b>161,128.45</b>	<b>161,128.45</b>	<b>161,206.34</b>	<b>127,177.50</b>	<b>28%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100%
FREIGHT & EXPRESS	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended January 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>Total Communication &amp; Transportation</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	1,498.29	0.00	1,498.29	59.81	59.81	0.00	1,438.48	96%
OUTSIDE PRINTING	2,823.50	0.00	2,823.50	0.00	0.00	0.00	2,823.50	100%
<b>Total Printing &amp; Advertising</b>	<b>4,321.79</b>	<b>0.00</b>	<b>4,321.79</b>	<b>59.81</b>	<b>59.81</b>	<b>0.00</b>	<b>4,261.98</b>	<b>99%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	6,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	100%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>100%</b>
<b>Rentals</b>								
REAL ESTATE	0.00	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	100%
<b>Total Rentals</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	27,993.68	(40.00)	27,953.68	0.00	0.00	0.00	27,953.68	100%
EVENTS & PR	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
OTHER CONTRACTUAL SERVICES	74,430.00	(3,000.00)	71,430.00	0.00	0.00	0.00	71,430.00	100%
BANK FEES/CREDIT CARD FEES	0.00	40.00	40.00	40.00	40.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>117,423.68</b>	<b>(3,000.00)</b>	<b>114,423.68</b>	<b>40.00</b>	<b>40.00</b>	<b>0.00</b>	<b>114,383.68</b>	<b>100%</b>
<b>Total Other Services &amp; Charges</b>	<b>293,020.97</b>	<b>287,236.79</b>	<b>580,257.76</b>	<b>161,228.26</b>	<b>161,228.26</b>	<b>161,206.34</b>	<b>257,823.16</b>	<b>44%</b>
<b>Capital Outlay</b>								
BUILDING IMPROVEMENTS & UPGRADES	3,542,221.00	0.00	3,542,221.00	0.00	0.00	788,900.00	2,753,321.00	78%
CAPITAL - FURNITURE	276,760.00	0.00	276,760.00	0.00	0.00	0.00	276,760.00	100%
<b>Total Capital Outlay</b>	<b>3,818,981.00</b>	<b>0.00</b>	<b>3,818,981.00</b>	<b>0.00</b>	<b>0.00</b>	<b>788,900.00</b>	<b>3,030,081.00</b>	<b>79%</b>
<b>Total Expenses</b>	<b>4,365,302.37</b>	<b>287,236.79</b>	<b>4,652,539.16</b>	<b>161,228.26</b>	<b>161,228.26</b>	<b>950,106.34</b>	<b>3,541,204.56</b>	<b>76%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 Bond**  
For the Month Ended January 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>44 - 2015 Bond - RFID Books &amp; Materials Project</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
REFUNDS	0.00	0.00	0.00	20,000.00	20,000.00	0.00	(20,000.00)	0%
<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>0%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>0%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
LIBRARY SUPPLIES	200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	100%
<b>Total Office Supplies</b>	<b>200,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>200,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Rentals</b>								
EQUIPMENT	54,000.00	0.00	54,000.00	0.00	0.00	0.00	54,000.00	100%
<b>Total Rentals</b>	<b>54,000.00</b>	<b>0.00</b>	<b>54,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	16,369.52	0.00	16,369.52	2,524.50	2,524.50	0.00	13,845.02	85%
OTHER CONTRACTUAL SERVICES	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>56,369.52</b>	<b>0.00</b>	<b>56,369.52</b>	<b>2,524.50</b>	<b>2,524.50</b>	<b>0.00</b>	<b>53,845.02</b>	<b>96%</b>
<b>Total Other Services &amp; Charges</b>	<b>110,369.52</b>	<b>0.00</b>	<b>110,369.52</b>	<b>2,524.50</b>	<b>2,524.50</b>	<b>0.00</b>	<b>107,845.02</b>	<b>98%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	1,641,000.00	0.00	1,641,000.00	0.00	0.00	0.00	1,641,000.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 Bond**  
For the Month Ended January 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Total Capital Outlay	1,641,000.00	0.00	1,641,000.00	0.00	0.00	0.00	1,641,000.00	100%
Total Expenses	1,951,369.52	0.00	1,951,369.52	2,524.50	2,524.50	0.00	1,948,845.02	100%

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Summary of Construction Fund Cash Balances**  
As of January 31, 2016

**Construction Fund Cash Balances**

Fund 43 - E. Washington, Southport, Warren	4,476,446.09
Fund 44 - Restricted - RFID Project	1,948,845.02
Foundation	472,169.89
<b>Total Construction Fund Cash Balances</b>	<b><u>6,897,461.00</u></b>

**Construction Fund Classification Breakdown**

Fund 43 - Restricted - E. Washington, Southport, Warren	4,476,446.09
Fund 44 - Restricted - RFID Project	1,948,845.02
Foundation - Assigned - Central	472,169.89
<b>Total Construction Fund Breakdown</b>	<b><u>6,897,461.00</u></b>

**Summary of Classifications**

Total Restricted	6,425,291.11
Total Assigned	472,169.89
<b>Total of All Classifications</b>	<b><u>6,897,461.00</u></b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>ADJUSTED 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 43 - E. Washington, Southport, Warren	5,059,300.65	161,228.26	161,228.26	567,989.75	950,106.34	3,541,204.56
Fund 44 - RFID Project	2,000,000.00	(17,475.50)	(17,475.50)	51,154.98	0.00	1,948,845.02
Central Project	102,568,281.93	6,829.00	6,829.00	102,252,114.01	0.00	316,167.92
Major Repairs & Maintenance	3,140,232.19	47,523.02	47,523.02	3,005,231.14	28,136.91	106,864.14
Central Technology	6,852,536.01	0.00	0.00	6,832,750.49	0.00	19,785.52
<b>Total Expenditures</b>	<b><u>119,620,350.78</u></b>	<b><u>198,104.78</u></b>	<b><u>198,104.78</u></b>	<b><u>112,709,240.37</u></b>	<b><u>978,243.25</u></b>	<b><u>5,932,867.16</u></b>

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* <b>Esitimated Future Interest Earnings</b>	9,186.06	230.77	230.77	10,401.46	(1,215.40)
** <b>Esitimated Future Interest Earnings - Fund 43</b>	30,000.00	1,333.65	1,333.65	15,135.19	14,864.81

\* The difference in the budget balances of Central Project, Major Repairs & Maintenance and Central Technology (Open P.O + Unexpended) versus the cash balances (Foundation and Sale of Ambassador) is the estimated future interest earnings.

\*\* The difference in the budget balance (Open P.O + Unexpended) versus the cash balance is the estimated future interest earnings.



## Board Briefing Report

6b

**To:** IMCPL Board

**Meeting Date:** February 22<sup>nd</sup>, 2016

**From:** Finance Committee

**Subject:** Online Registration

**Recommendation:** Informational Briefing

**Background:** In order to obtain an IndyPL library card, patrons must be Marion County residents and therefore must provide proof of residency in Marion County (excluding Speedway but including those living in Beech Grove). This has always required a face-to face encounter between staff and patrons. Staff not only validates the proof of residency documents provided by the patron, but also checks to make sure that individuals are or aren't already card members in good standing.

Mechanizing this process is complex. Many other library systems have made on-line registration available to their patrons, but usually it is for a limited period of time until the patron can provide their proof of residency in person.

"Investigating online Library card registration, resolving address verification issues" is an action in the Library's Strategic Plan (4.31) under Goal 4, Maximize accessibility to the Library and its services.

To this end, Library staff recently began discussions with a local technology consulting and resource management firm specializing in public sector clients to provide application development services to create an Online Library Card Application website. This website would securely issue library card numbers, in real time, to those library card applicants who validate residency via various mechanisms, such as credit card, utility and college enrollment data. In addition, the system would check for already existing accounts and provide messaging to users indicating reasons why a library card cannot be issued. The website would integrate with our existing integrated library system.

While address verification methodologies will not work for all Marion County residents wishing to use our on-line service, the goals of the project are to begin small, collect data on its popularity and expand to potential other residency comparison points in the future.

Once a contract has been negotiated and vetted by our attorney, it will be brought to the Board in March for further discussion and authorization to execute.





# Board Action Request

6c

**To:** IMCPL Board **Meeting Date:** February 22, 2016  
**From:** Finance Committee **Approved by the Library Board:**  
**Effective Date:**

**Subject:** Resolution 8-2016 – Appropriation of Gift/Grant Proceeds

**Recommendation:** Library staff recommends Board approval of Resolution 8-2016.

**Background:** Through the generous support of The Indianapolis Public Library Foundation’s Collection & Technology Fund, Cultural and Community fund, Lifelong Learning fund, Capital fund along with the Christel DeHaan Family Foundation, Stenz Management Company, and Lawrence Township Trustee the following programs are possible:

Multilingual Videos	\$ 25,000.00
eBook Tinker Stations	27,800.00
Meet the Artist	23,447.00
First Friday	4,512.50
Hot Jazz for Cool Kids	6,270.00
General Digitization	25,000.00
Non-Profit Seminars at Central	5,860.00
Grantsmanship at E38th Street	1,500.00
Spanish Language Computer Classes	10,000.00
USB Technology	14,719.00
Food for Public Programs	3,900.00
Mini Lawrence Job Center	<u>8,050.00</u>
Total	\$156,058.50

**Strategic/Fiscal Impact:** The fiscal impact of the gift/grant funds is the opportunity for the Library to provide various programs without the use of tax dollars.



# Board Resolution

6c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 8-2016  
APPROPRIATION OF GIFT/GRANT PROCEEDS  
February 22, 2016**

**WHEREAS**, the Library has been awarded gift/grant funds from the Library Foundation's, Collections/Technology Fund, Lifelong Learning Fund, Cultural and Community Fund, Capital Fund, Christel DeHaan Family Foundation, Stenz Management Company, Lawrence Township Trustee,

**WHEREAS**, it is necessary to appropriate the gift/grant funds

**BE IT RESOLVED** that the following appropriations be made via:

<b>APPROPRIATION OF GIFT - Fund 30</b>		
<b>FROM:</b>	GIFT PROCEEDS - MULTILINGUAL VIDEOS	\$ 25,000
<b>TO:</b>	30-530655-1501-287-16 OTHER CONTRACTUAL SERVICES	\$ 25,000
<b>FROM:</b>	GIFT PROCEEDS - e-BOOKS TINKER STATION	\$ 27,800
<b>TO:</b>	30-520120-2015-215-16 SUPPLIES	\$ 800
	30-530940-2015-215-16 PROGRAMMING	27,000
		\$ 27,800
<b>FROM:</b>	GIFT PROCEEDS - MEET THE ARTIST	\$ 23,447
<b>TO:</b>	30-520120-1501-149-16 SUPPLIES	\$ 700
	30-530320-1501-149-16 PRINTING	2,500
	30-530940-1501-149-16 PROGRAMMING	5,000
	30-530925-1501-149-16 SECURITY SERVICES	750
	30-530720-1501-149-16 EQUIPMENT RENTAL	2,747
	30-530955-1501-149-16 OTHER CONTRACTUAL SERVICES	11,750
		\$ 23,447
<b>FROM:</b>	GIFT PROCEEDS - MEET THE ARTIST FIRST FRIDAY	\$ 4,512.50
<b>TO:</b>	30-530320-1501-149-16FF PRINTING	\$ 500.00
	30-530910-1501-149-16FF DUES & MEMBERSHIPS	100.00
	30-530925-1501-149-16FF SECURITY SERVICES	225.00
	30-530940-1501-149-16FF PROGRAMMING	3,687.50
		\$ 4,512.50

<b>FROM:</b>	GIFT PROCEEDS - HOT JAZZ FOR COOL KIDS		\$ 6,270
<b>TO:</b>	30-530320-1501-311	PRINTING	\$ 1,500
	30-530940-1501-311	PROGRAMMING	4,500
	30-530955-1501-311	OTHER CONTRACTUAL SERVICES	270
			<u>\$ 6,270</u>
<b>FROM:</b>	GIFT PROCEEDS - GENERAL DIGITIZATION		\$ 25,000
<b>TO:</b>	30-530320-1501-297-16	PRINTING	\$ 2,000
	30-530955-1501-297-16	OTHER CONTRACTUAL SERVICES	23,000
			<u>\$ 25,000</u>
<b>FROM:</b>	GIFT PROCEEDS - NON-PROFIT SEMINARS AT CENTRAL		\$ 5,860
<b>TO:</b>	30-530320-1401-234-16	PRINTING	\$ 2,050
	30-530940-1401-234-16	PROGRAMMING	3,810
			<u>\$ 5,860</u>
<b>FROM:</b>	GIFT PROCEEDS - GRANTMANSHIP AT E38TH STREET		\$ 1,500
<b>TO:</b>	30-530940-2008-283-16	OTHER CONTRACTUAL SERVICES	\$ 1,500
			<u>\$ 1,500</u>
<b>FROM:</b>	GIFT PROCEEDS - SPANISH LANGUAGE COMPUTER CLASSES		\$ 10,000
<b>TO:</b>	30-530940-1501-176-16	PROGRAMMING	\$ 9,000
	30-530-55-1501-176-16	OTHER CONTRACTUAL SERVICES	1,000
			<u>\$ 10,000</u>
<b>FROM:</b>	GIFT PROCEEDS - USB TECHNOLOGY		\$ 14,719
<b>TO:</b>	30-520120-1501-323	SUPPLIES	\$ 14,719
			<u>\$ 14,719</u>
<b>FROM:</b>	GIFT PROCEEDS - FOOD FOR PUBLIC PROGRAMS		\$ 3,900
<b>TO:</b>	30-530940-1501-162	PROGRAMMING	\$ 3,900
			<u>\$ 3,900</u>
<b>APPROPRIATION OF GRANT - FUND 35</b>			
<b>FROM:</b>	GRANT FUND - MINI LAWRENCE JOB CENTER		\$ 8,050
<b>TO:</b>	35-520120-2013-285LAW-16LT	SUPPLIES	\$ 550
	35-520430-2013-285LAW-16LT	NON-CAPITAL EQUIPMENT & FURNITURE	7,500
			<u>\$ 8,050</u>



# Board Briefing Report

# 6d

**To:** IMCPL Board **Meeting Date:** February 22, 2016  
**From:** Finance Committee  
**Subject:** 2015 Events Operations

**Recommendation:** To continue with the promotion of our event spaces.

**Background:** Listed below are the results of the operations in Events for 2015 on a cash basis:

Facility Rental Income	\$176,719	<b>Room Usage</b>	
Catering Commission	88,077	Non-Profit	102
Set-Up Fees	34,917	For Profit	63
Equipment Rental	7,450	Events	67
Security Services	18,510	Internal	346
Miscellaneous Charges	<u>522</u>		
Total Revenue:	\$326,195		
Operating Expenses	\$276,301 (includes IT services)		
Revenue over Expenses	\$ 49,895		

We have catering contracts with Thomas Caterers of Distinction and Ritz Charles – both contracts expire at the end of this year and we currently receive 15% of the food and beverage charges as our commission. Overall, our clients were satisfied with the venue, pricing, and services they received in 2015.

Looking ahead for 2016, we currently have 328 bookings at Central. Consisting of 28 paid meetings, 36 weddings, 20 corporate conference/special events, and 244 internal meetings/programs/comp'd groups. The room rental fees for these bookings will bring in \$158,000, set-up charges will bring in \$35,000 and estimated catering commission is \$45,000. We are on target to meet our projections for 2016.

Goals for 2016 include increasing corporate holiday parties and daily paid meetings/corporate groups. Wedding business is doing great and continues to bring in 'high-end' clients that have large budgets.

**2017-2019 Capital Project Plan Fund Schedule**  
**DRAFT – February 22, 2016**

March 15	Discussion of the Plan at the Board Committee Meeting
April 12	Plan is presented to the Board Committee for recommendation to the full Board
April 14	Plan is advertised at least 10 days prior to April 25th
April 25	Public Hearing and Adoption at scheduled Board meeting on the plan
April 28	Certification to City/County Council
April 28	Submission deadline by 12:00 noon for proposal introduction
April 28	Plan is advertised at least 10 days prior to May 11th
May 9	Introduction at City/County Council meeting
May 11	Public hearing by Municipal Corporation Committee
June 6	Approval by City/County Council
June 9	Notice of Adoption as required under IC 5-3-1-2(j)

## Calendar and Approval Process For the 2017 Budget

- July 12 Draft of budget discussed at Board Committee meeting
- July 14 Budgets are advertised for the first time. (Meets 6-1.1-17-3 (a) requirement for 10 day notice before public hearing.) NOTE: The advertising for the Council hearing is no longer required to be noticed in the paper. It is required to be posted on-line via Gateway.
- July 21 Budgets are advertised for the second time.
- July 25 Public Hearing on 2017 Budget at regular July Board meeting (as noticed on July 14<sup>th</sup> and July 21<sup>st</sup> public notices). In accordance with IC 6-1.1-17-5(a) (notice of meeting to be posted 48 hours prior)
- Aug 22 Board adopts budget at the regular August Board meeting (as noticed on July 14<sup>th</sup> and July 21<sup>st</sup> public notices). In accordance with IC 6-1.1-17-5(a) (notice of meeting to be posted 48 hours prior)
- NOTE:** Beginning in calendar year 2009, the notice, publication and submission to DLGF of the estimated budget and public hearing must occur before September 14 of the calendar year per IC 6-1.1-17-3(a).
- Sept 2 Last day for Board to approve Budget (Per IC 36-3-6-9(b).  
Board must submit adopted budget and tax levies along with detailed accounts to council clerk before close of business. (Per IC 36-3-6-9(b))
- Sept 12 Budget introduced at Council meeting (Per CCC schedule)
- Sept 15 or 21 Municipal Corporations Committee hearing on the 2017 budget (Per CCC schedule and in accordance with IC 6-1.1-17-5(a) (2)) 5:30 p.m. Room 260
- Sept 26 Public hearing on the 2017 budget at City-Council meeting at 7:00 p.m.
- Sept 28 Review and pass budget by the Municipal Corporation Committee 5:30 p.m.  
Room 260
- Oct 10 City County Council adopts Budgets for 2017 (as required by IC 6-1.1-17-5(a) (2))
- Oct 14 Library files approved budget via Gateway for the City Controller to submit.

Two (2) days after budget is signed by mayor or veto of budget is overridden, adopted budget Ordinances must be filed by City County Council Clerk with Board of Tax Adjustment. (Per IC 6-1.1-17-5(e).)

February 2, 2016  
Prepared by Accounting



# Board Briefing Report

# 6g

**To: IMCPL Board**

**Meeting Date:** February 22, 2016

**From: Finance Committee**

**Subject: RFID Project Information and upcoming Bids**

**Recommendation:** Informational Briefing

**Background:** In support of the strategic plan and as a result of last year’s ROI study, the RFID project is moving forward in several phases.

To review, RFID (radio frequency ID) is a new way of handling library items during check in, check out, at the security gates and during inventory. RFID is designed to improve customer service and staff work conditions by automating time-consuming processes, giving staff more time to perform patron-oriented service and get materials to patrons faster.

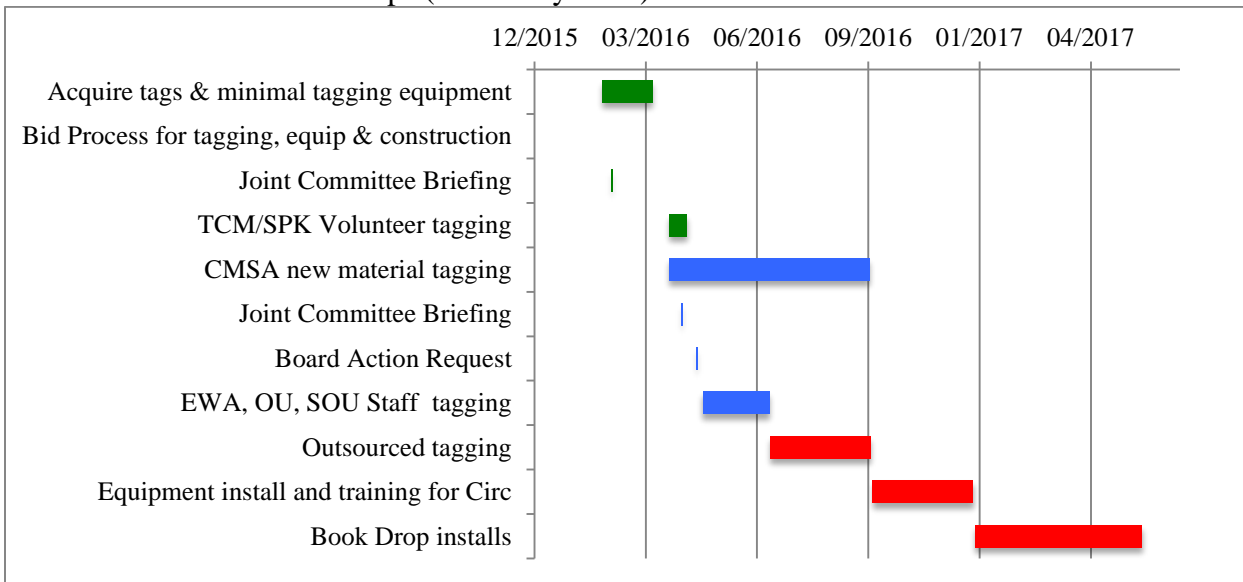
The phases of the project include:

Phase 1: Bids for Outsourced Tagging, Equipment and building construction (March – May)

Phase 2: RFID tagging of 1.7 million items at 24 locations, by volunteers, staff and outsourcing

Phase 3: Installation and training for circulation (Oct – Dec)

Phase 4: Installation of book drops (Jan – May 2017)



The project budget is \$2,000,000 to be funded by the Series 2015 Bond Fund (Fund 44).



## Board Action Request

7a

**To:** IMCPL Board

**Meeting Date:** February 22, 2016

**From:** Diversity, Policy and Human Resources Committee

**Approved by the Library Board:**

**Effective Date:** February 22, 2016

**Subject:** Resolution – 9-2016

**Recommendation:** Approve Resolution 9-2016 New Policy addition-Section 204 Transgender Policy to The Indianapolis Public Library Policy Manual

**Background:** We submitted a Board Briefing Report at the January 12, 2016 Joint Committee Meeting on a proposed addition of Section 204 Transgender Policy to the Library's Policy to address the needs and protect the rights of employees that may be members of the transgender community.

**Strategic/Fiscal Impact:** N/A





## Board Resolution

7a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 9 – 2016**

**APPROVAL OF POLICY 204 – TRANSGENDER POLICY**

**February 22, 2016**

**WHEREAS**, in response to the growing need to address the needs and protect the rights of employees that may be members of the transgender community.

**IT IS THEREFORE RESOLVED**, the attached Transgender Policy is hereby approved and made part of the Human Resources Section of the policy manual.

## 204 TRANSGENDER POLICY

### 204.1 Definitions

The following definitions apply for purposes of this policy:

- a. Gender Identity: A person's internal, deeply-felt sense of being male, female, or something other in-between, regardless ~~of that assigned of the physical sex~~ they were assigned at birth.
- b. Transgender: An umbrella term used to describe persons whose gender identity and/or expression is different from ~~that assigned their physical sex assigned~~ at birth.
- c. Transition: The process of changing one's gender from ~~that the physical sex~~ assigned at birth to one's gender identity. Transition may include "coming out" (telling family, friends, and coworkers), changing the name and/or sex on legal documents or accessing medical treatment such as hormones and surgery.

### 204.2 Official Records and Confidentiality

To the extent practical, the Library will change an employee's official records to reflect a change in name or gender upon request from the employee. Certain types of records, like those relating to payroll and retirement accounts, may require a legal name change before the employee's name can be changed.

### 204.3 Workplace

Transgender employees may dress consistent with their gender identity. Upon request, transgender employees should be addressed by the name and pronoun that correspond to the employee's gender identity. If you are unsure what name or pronoun a transitioning employee might prefer, you can politely ask the employee how they would like to be addressed. Transgender employees shall not be subject to unwanted questions regarding their status, medical history, or sexual orientation.

### 204.4 Restrooms

Employees may use the restroom corresponding to their gender identity. Some employees – transgender or non-transgender – may desire additional privacy. When available and practical, an employee who has a need or desire for increased privacy, regardless of the underlying reason, may use a single person, unisex restroom.

### 204.5 Confidentiality and Non-Disclosure

Employees should never reveal sensitive information about another employee's gender identity without that person's express consent.

### 204.6 Harassment

Harassment includes when an employee is subjected to unwelcome or offensive physical or verbal conduct because of the applicant's gender identity by an employee, patron or vendor of the Library. Harassment exists when such conduct has the purpose or effect substantially interfering with the individual's work performance or creates an intimidating, hostile, or offensive work environment. The Library has a "zero tolerance" policy against harassment based on gender identity. An employee who believes he/she has been subjected to harassment because of their gender identity should first discuss the situation with their manager, or if impractical or impossible in the circumstances, the Area Resources Manager, Services Area Director, or Director, Human Resources. The Director, Human Resources, must be notified of any and all complaints and is charged to conduct any required investigation.

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# Board Action Request

8a

**To:** IndyPL Board **Meeting Date:** February 22, 2016  
**From:** Facilities Committee **Approved by**  
**The Library Board:**  
**Effective Date:**  
**Subject:** **Resolution 10 - 2016**  
**Approval to Award a Construction Services Contract for the**  
**Warren Branch Renovation Project**

**Recommendation:**

IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 10 - 2016) to award a contract for construction services for the Warren Branch Renovation Project to **Mezzetta, Inc., Indianapolis, Indiana**, for the total cost of \$884,600.00, inclusive of Add Alternates #2, 3, and 4.

**Background:**

The Warren Branch Project was bid and will be completed using the Public Works Statute IC § 36-1-12. The required Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on January 15 and 22, 2016. The Notice was posted on the IndyPL website and copies of the Notice were emailed to these business development entities:

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

## Board Action Request

RE: Facilities Committee, Item 8a

Resolution 10 - 2016 Approval to Award a Construction Services Contract for the Warren Branch Renovation Project

Date: February 22, 2016

To ensure bids for the Project would be at budget, alternates were included in the bidding documents. This allows for IndyPL to select available enhancements to the Project.

- Add Alternate 1: Replace ceiling and light fixtures in main library space.
- Add Alternate 2: Replace cabinet doors and countertop in the Kitchen.
- Add Alternate 3: Replace staff lockers.
- Add Alternate 4: Add windows to the Quiet Study Area.

Bidding Contractor's Name	Affidavit	Addenda 1, 2, and 3	Bid Security	Base Bid (\$)	Alternate #1 Ceiling and Lighting (\$)	Alternate #2 Kitchen (\$)	Alternate #3 Lockers (\$)	Alternate #4 Study Windows (\$)	Certifications	Total Bid Including Alternates 2, 3, and 4
Gilliatte General Contractors, Inc.	X	X	X	945,000	127,000	7,200	2,500	6,000		\$960,700
Mezzetta, Inc.	X	X	X	859,800	138,000	5,500	2,600	16,700	WMBE	\$884,600
3D Professional Contracting, Inc.	X	X	X	974,500	124,000	7,000	4,000	7,000		\$992,500
Stenz Construction Corporation	X	X	X	985,000	129,000	7,700	4,430	12,000	WBE	\$1,009,130
JBM Contractors Corporation	X	X	X	884,000	124,000	6,500	3,000	8,000		\$901,500
MacDougall Pierce Construction	X	X	X	909,000	129,000	5,890	2,580	7,290		\$924,760
TriVersity Construction	X	X	X	1,161,000	165,000	6,400	2,600	9,300	MBE	\$1,179,300
Budget with Construction Contingency										\$959,000
Remaining Construction Contingency										\$74,400

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.

**Board Action Request**

RE: Facilities Committee, Item 8a  
Resolution 10 - 2016 Approval to Award a Construction Services Contract for the  
Warren Branch Renovation Project

Date: February 22, 2016

Sealed bids were received by IndyPL on February 3, 2016, and each bid was accompanied by a bid security for 5% of the total bid.

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

The preliminary project schedule targets a beginning date of March 14, 2016 and a completion date of September 19, 2016.

The Branch will remain open during construction, and the Project will be phased to ensure critical library services are available for patrons

**Strategic/Fiscal Impact:**

The Library shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.

The majority of the work will be funded by the Series 2014 Bond Fund (Fund 43). An additional \$150,000 has been included in the project budget from the Capital Projects Fund (Fund 45) for mechanical system upgrades.



## Board Resolution

8a

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 10 – 2016

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

**FEBRUARY 22, 2016**

**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, HCO/ OMS, have solicited open, public, and competitive bids for the Warren Branch Renovation Project; and

**WHEREAS**, IndyPL received bids from seven (7) bidders; and

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

**IT IS THEREFORE RESOLVED** the Warren 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 **Mezzetta, 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 December 31, 2015, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Mezzetta, Inc.** will be for the total cost of Eight Hundred Eighty Four Thousand Six Hundred Dollars (\$884,600.00), inclusive of Alternate #2 Kitchen Upgrade, Alternate #3 Staff Lockers, and Alternate #4 Quiet Study Area Windows, and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



# Board Action Request

8b

**To:** IndyPL Board **Meeting Date:** February 22, 2016

**From:** Facilities Committee **Approved by**  
**The Library Board:**

**Effective Date:**

**Subject: Resolution 11 - 2016**  
**Approval to Award a Construction Services Contract for the**  
**East Washington Branch Expansion Project**

**Recommendation:**

IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 11 - 2016) to award a contract for construction services for the East Washington Branch Expansion Project to **MacDougall Pierce Construction, Inc.**, for the total cost of \$1,700,500.00, inclusive of Add Alternates # 1, 2, 3, 4, 5, and 6.

**Background:**

The East Washington Branch Project was bid and will be completed using the Public Works Statute IC § 36-1-12. The required Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on January 15 and 22, 2016. The Notice was posted on the IndyPL website and copies of the Notice were emailed to these business development entities:

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



## Board Action Request

RE: Facilities Committee, Item 8b

Resolution 11 - 2016 Approval to Award a Construction Services Contract for the East Washington Branch Expansion Project

Date: February 22, 2016

To ensure bids for the Project would be at budget, alternates were included in the bidding documents. This allows for IndyPL to select available enhancements to the Project.

- Add Alternate 1: Replace 13 year-old roof on existing Carnegie Library Building.
- Add Alternate 2: Tuckpoint 100% of the existing Carnegie Library Building.
- Add Alternate 3: Solar panels.
- Add Alternate 4: Landscape allowance.
- Add Alternate 5: Design allowance.
- Add Alternate 6: Unforeseen conditions allowance.

VENDOR	Vendor Non-Collusion Affidavit	Addenda 1, 2, and 3 Received	Bid Bond	Base Bid (\$)	Add Alternate #1 Reroof Carnegie (\$)	Add Alternate #2 100% Tuck-point Carnegie (\$)	Add Alternate #3 Solar Panels (\$)	Add Alternate #4 Landscape Allowance (\$)	Add Alternate #5 Design Allowance (\$)	Add Alternate #6 Unforeseen Conditions Allowance (\$)	Certifications	Total Bid Including All Alternates
JBM Contractors	X	X	X	1,453,000	37,000	27,000	No Bid	21,600	54,000	54,000		\$1,646,600
JM Rowland	X	X	X	1,815,000	37,400	26,000	56,300	21,000	52,500	52,500		\$2,060,700
MacDougall Pierce	X	X	X	1,459,000	36,500	26,000	52,000	21,000	53,000	53,000		\$1,700,500
R.L. Turner	X	X	X	1,879,000	37,000	27,000	250,000	22,000	53,000	53,000		\$2,321,000
Budget with Construction Contingency												\$1,857,221
Remaining Construction Contingency												\$156,721

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.

**Board Action Request**

RE: Facilities Committee, Item 8b  
Resolution 11 - 2016 Approval to Award a Construction Services Contract for the  
East Washington Branch Expansion Project

Date: February 22, 2016

Sealed bids were received by IndyPL on February 4, 2016, and each bid was accompanied by a bid security for 5% of the total bid.

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

The preliminary project schedule targets a beginning date of March 14, 2016 and a completion date of October 10, 2016.

The Branch operations will be located off-site during construction to a temporary facility. The will ensure critical library services are available for patrons and the construction work can proceed safely and efficiently.

**Strategic/Fiscal Impact:**

The Library shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.

The majority of the work will be funded by the Series 2014 Bond Fund (Fund 43). The Library Foundation has secured a generous \$25,000 gift from OrthoIndy to be used for the installation of the new elevator in the Project.



## Board Resolution

8b

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 11 – 2016

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE EAST WASHINGTON BRANCH EXPANSION PROJECT

**FEBRUARY 22, 2016**

**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, Mohler Architects, have solicited open, public, and competitive bids for the East Washington Branch Expansion Project; and

**WHEREAS**, IndyPL received bids from four (4) bidders; and

**WHEREAS**, based on the review of the bids, IndyPL and the architect have determined **MacDougall Pierce Construction, Inc.** to be the lowest, responsive, and responsible bidder, and recommends IndyPL award the contract to **MacDougall Pierce Construction, Inc.**

**IT IS THEREFORE RESOLVED** the East Washington Branch Expansion 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 **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 January 14, 2016, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **MacDougall Pierce Construction, Inc.** will be for the total cost of One Million Seven Hundred Thousand Five Hundred Dollars (\$1,700,500.00), inclusive of Alternate #1 Reroof Carnegie, Alternate #2 100% Tuckpoint Carnegie, Alternate #3 Solar Panels, Alternate #4 Landscape Allowance, Alternate #5 Design Allowance, and Alternate #6 Unforeseen Conditions Allowance, and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



## Board Briefing Report

8c

**To:** **IndyPL Board  
Facilities Committee**                      **Meeting Date:**                      **February 22, 2016**

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

**Subject:**                      **Facilities Briefing Report  
Land Purchase for East Washington Branch**

The East Washington Branch Expansion and Renovation Project is part of the capital projects outlined in the Strategic Plan. Mohler Architects leads the project design team, and we are moving forward to have the project ready to begin construction in the second quarter of 2016. During the design process, the project design team developed a plan that maximizes the use of the existing historic Carnegie Library building and 0.42 acre site. Highlights of the plan include:

- New elevator within the enclosure of the existing building to consolidate all entrances to one location.
- Interior stair to connect Library level, Lower level and the Street level.
- Existing Washington Street steps to remain an entrance.
- An expansion to the north for a computer lab, restrooms, and mechanical systems.
- The Project has been designed to meet LEED Silver Certification requirements.
- Renovation of the community room and additional programming space.
- Parking lot reconfiguration resulting in a decrease in available parking spaces from 25 to 19 spaces, including 1 fully accessible space.

During the design process, the opportunity presented itself to purchase 0.31 acres of property adjacent the existing East Washington Branch Library. The available property is located directly to the west of the Branch, is the northeast corner lot of East Washington and Rural Streets, and was most recently a Pizza Hut carry-out/delivery restaurant.

Securing this additional property provides an opportunity to significantly improve the ability of the Branch Library facility to serve patrons and support on-going community improvements:

- Provide parking for patrons lost to the expansion project.
- Expand available parking to accommodate additional use of the Library services and renovated community room.
- Enhance and accentuate the Library building in the community by increased visibility, pocket-park space, and a public art opportunity.

Facilities Briefing Report

Re: Land Purchase for the East Washington Branch

To: Facilities Committee, Item 8c

From: Sharon Smith, Facilities Director

Date: February 22, 2016

- Opportunity to share parking with nearby businesses.
- Improved access to public transportation for the existing bus routes and the planned IndyConnect Blue and Orange Lines.
- The neighborhood has been identified as a Great Places 2020 site.

As previously directed by the Board, a purchase agreement has been signed with the current property owner. The agreed upon purchase price is \$325,000, and will be funded from the Gift Fund (Fund 30) with supplemental funding from the Capital Projects Fund (Fund 45.) IndyPL has begun due-diligence efforts by contracting for a building inspection, a boundary survey, and a Phase I Environmental Site Assessment. Pending affirmation from these due-diligence efforts, the purchase agreement establishes a target for closing in April 2016.



# Board Briefing Report

8d

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** February 22, 2016

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

**Subject:** Facilities Briefing Report  
Central Library Parking Garage Lease

After a lengthy process initiated by an RFP in August 2013, we have reached a tentative agreement with Library Square Development Partners, LLC (an affiliate of Buckingham Properties, LLC), for a long term lease of parking spaces in the Central Library garage. This lease, as finally negotiated, provides three main benefits to the Library:

1. Allows IndyPL to maximize underutilized parking spaces.
2. Income will be designated to a dedicated fund for garage maintenance, repair, and improvements.
3. Supports economic growth and development in the nearby community.

## Background

During the planning and design of the 2007 expansion of the Central Library, neighbors were concerned with reduced parking lots for the community and residents. IndyPL administrators vowed to explore allowing residents to park in the newly constructed parking garage. Since then, barriers to residential parking have been slowly eliminated. We hired a garage management firm, researched applicable statutes, evaluated overall use of the garage to determine number of available spaces, estimated expenses and revenue, researched community demand, and ultimately built an essential external elevator access to the garage which allows for 24/7 access to the garage.

After releasing the RFP in 2013, IndyPL received one Response to the RFP from Library Square Development Partners, LLC, who have plans to build a mixed-use development of nearby parcels. Throughout an arduous process, we revisited much of the research and analysis that happened previously, constantly challenging costs and benefits not only to our financial status but to the community status as well. This recommendation ultimately benefits our sustainability of the parking garage while supporting community growth and finally addressing the concerns expressed at the expansion of the Central Library.

The RFP process and applicable statutes require the Board's approval of the lease following a properly noticed public hearing.

Facilities Briefing Report

Re: Central Library Garage Parking Lease

To: Facilities Committee, Item 8d

From: Sharon Smith, Facilities Director

Date: February 22, 2016

**PRINCIPAL TERMS OF THE AGREEMENT**

- Commencement Date of Lease: Earlier of: Substantial completion of construction of new project or January 1, 2017.
- Lease term: 25 years, with one 25 year renewal which requires mutual consent of parties to exercise.
- Number of long term spaces: Seventy five (75) – 40 reserved, 35 unreserved, P2 spots.
- Number of spaces available for option: Seventy five (75) – all unreserved, P2 spots.
- Lease payment: Initial monthly payment of \$75/month/spot.
- Escalator: 10% increase every five (5) years.
- Commitment fee: \$2,500 per long term spot. Payable \$1,250 at lease execution, balance at lease commencement (Total Payment of \$187,500.00.)
- Option fee: \$2,500 per space available for option. Payable \$1,250 at lease execution, balance at lease commencement (Total Payment of \$187,500.00.)
- Option terms: Ten (10) year option period, during which annually Lessee can chose to increase (but not decrease) number of spots being leased (such election occurring no later than November 1 for a January 1 increase of spaces). Upon exercise of option, spaces would be leased for entirety of remainder of term, and would be part of a renewal, if exercised. Rent to be paid at then current payment rate. Option right not available if uncured breach exists on November 1.
- Signage: Buckingham would be permitted to install signage (with Library’s review/approval) which denotes the exclusive spots as for use by Buckingham tenants only.
- Assignment: Lease assignable to Mortgagee of new development only without Library’s consent. Any additional assignment of Lease must be with Library’s consent, which shall not be unreasonably withheld. An assignment by Mortgagee to a third party contains

Facilities Briefing Report

Re: Central Library Garage Parking Lease

To: Facilities Committee, Item 8d

From: Sharon Smith, Facilities Director

Date: February 22, 2016

various criteria included to assist in determining if consent is being unreasonably withheld. No right to assign any portion of spaces to mortgagee or future owners of Ambassador, Plaza and 941 N. Meridian Street.

Subletting:

Lessee can license spaces to tenants of new development, Ambassador, Plaza and 941 N. Meridian Street, so long as Lessee's affiliated entities own those properties. No other subletting or licensing of spaces is permitted.

Limitation of Library rental:

So long as Lessee is not in default of, Library will not market, solicit, encourage, offer, sell, lease, license parking to tenants at the new development on a greater than daily basis which is not also available to the general public.

Access:

24/7 access to spaces, subject to City/Municipal Ordinances or regulations or other matters beyond reasonable control of Library.

Third Party rights:

No rights conferred upon third parties, not specifically included in the lease.

Waivers:

Lessee responsible to obtain waivers from all if its individual parkers in the garage.

Other provisions:

Lessee responsible to purchase parking passes (current cost of \$25/pass) from Library and to maintain and share an accurate roster of permitted parkers within Garage. Heavily negotiated terms regarding indemnification, insurance and repair/replacement obligations included in the proposed final Lease.





## Board Briefing Report

10

**To:** The Indianapolis Public Library Board      **Meeting Date:** February 22, 2016

**From:** The Indianapolis Public Library Foundation

**Subject:** February 2016 Library Foundation Update

**Recommendation:** NA

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

**Strategic/Fiscal Impact:**

The Library Foundation thanks all donors who made gifts last month. The Foundation wishes to acknowledge its top foundation and corporate contributors:

**Capital Projects**

- Orthoindy Fund
- R.B. Annis Educational Foundation

**Cultural and Community**

- Christel DeHaan Family Foundation

**Indiana Authors Award**

- Purdue University, College of Liberal Arts

**Lifelong Learning**

- Office of the Lawrence Township Trustee

**Most Urgent Need**

- Sign Craft Industries

**Ready to Read**

- RTV6

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

### **Children's**

- Bilingual Storytimes at Haughville
- On the Road to Reading
- On the Road to Reading- packaged programs
- Summer Reading Program
- Teen book Club

### **Cultural**

- McFadden Lecture
- 500 Parade Balloon
- Book Bike

### **Collections**

- Downey Digital History Collection
- Teen Read Return Repeat Bags

### **Lifelong**

- eBook Tinker Station
- Glendale Seed Library
- Grantsmanship Institute at E38

### **Capitol**

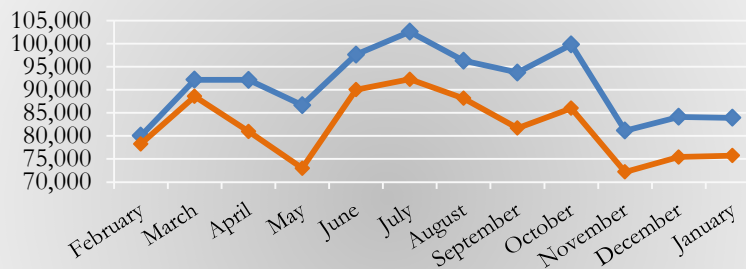
- Pike Aquarium
- E38 Aquarium
- College Avenue renovation

### **Other News:**

- Nominations for the 2016 Eugene & Marilyn Glick Indiana Authors Award opened on Monday, February 1, and run through Friday, March 18. Awards will be given in four categories: National, Regional, Emerging and a new category – Genre Excellence. The Genre Excellence category will honor talented authors in a different genre each year and highlight the diversity of writing in the state. This year's genre is Children's Picture Book. If you know a deserving Hoosier author, we encourage you to nominate them online at [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org). Last year's Award Dinner and Silent Auction raised over \$70,000 for Library programs.

## Computer / Wireless Use

### Public PC Use

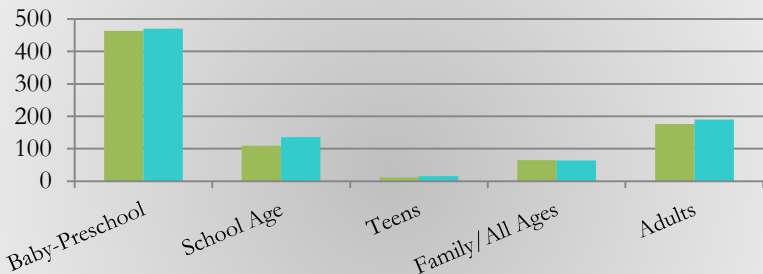


Use in Session Hours	January	Year-to-Date	Change
2015	83,928	83,928	-10%
2016	75,748	75,748	-10%

◆ 2014 - 2015    ◆ 2015 - 2016

## Programs

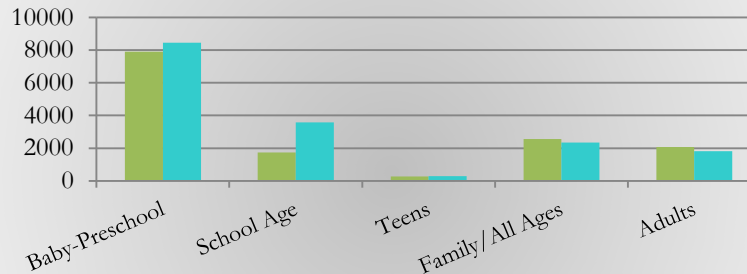
### Program by Type January 2016 v. January 2015



Total Programs Offered	Change
2015	825
2016	876
	6%

■ 2015    ■ 2016

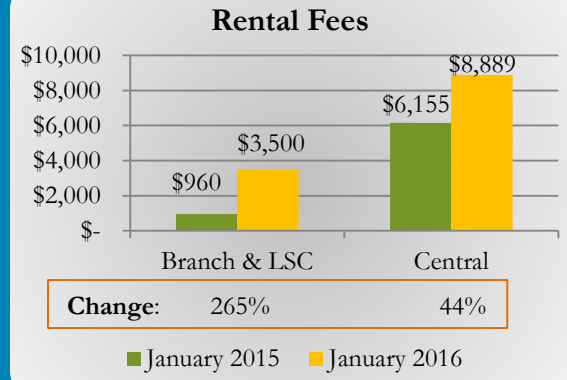
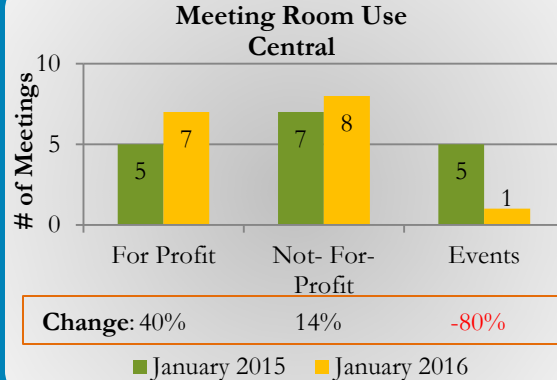
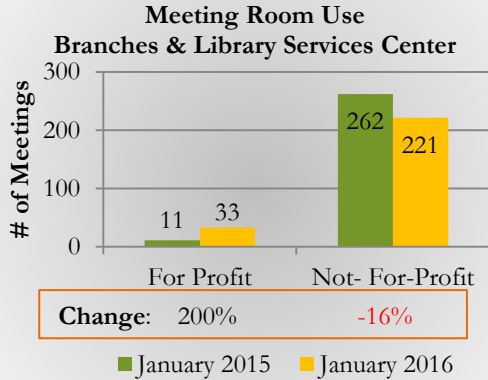
### Program by Attendance January 2016 v. January 2015



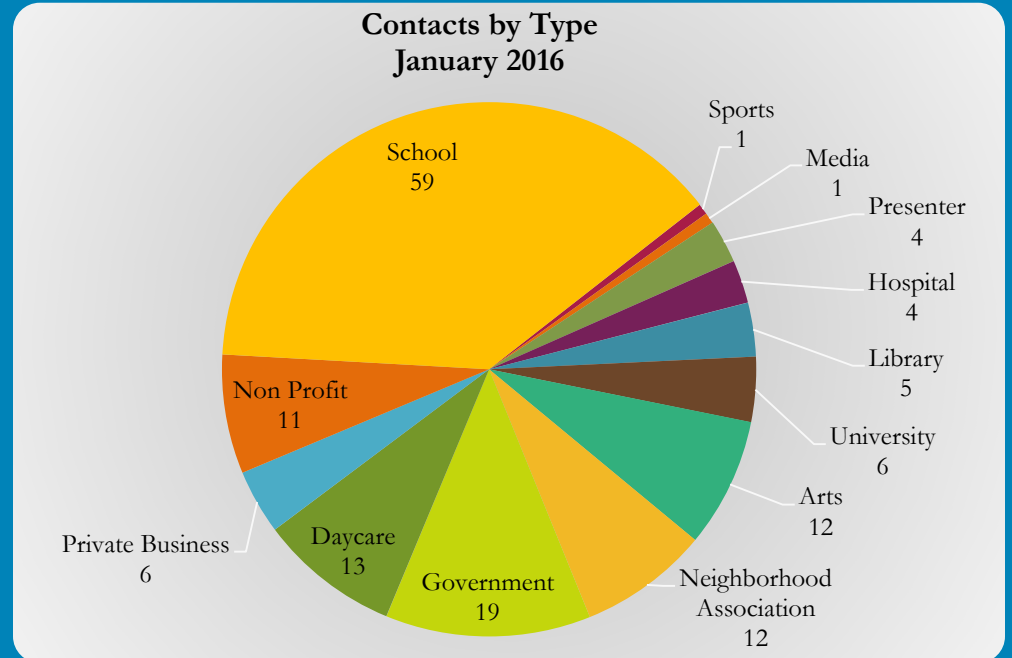
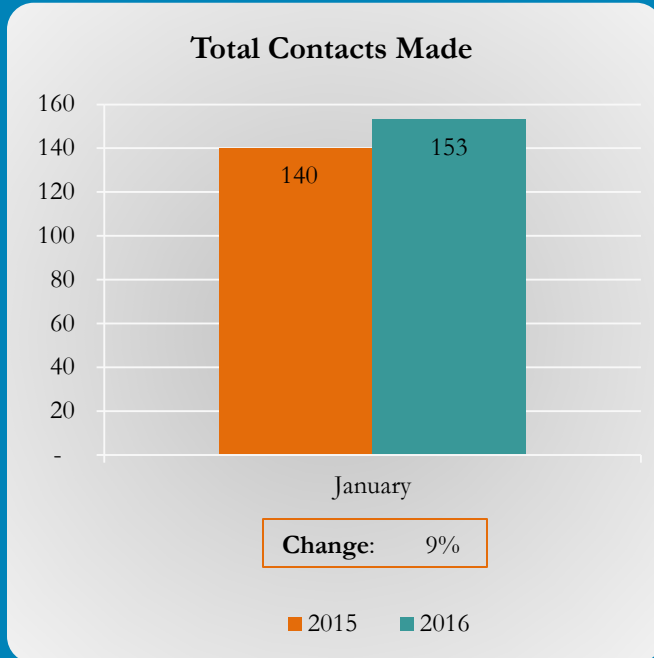
Total Program Attendance	Change
2015	14,519
2016	16,488
	14%

■ 2015    ■ 2016

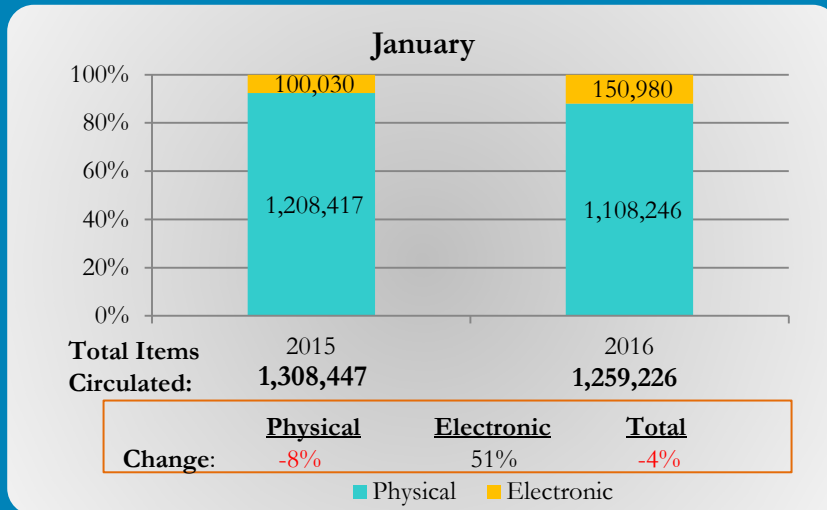
## Community Room Usage



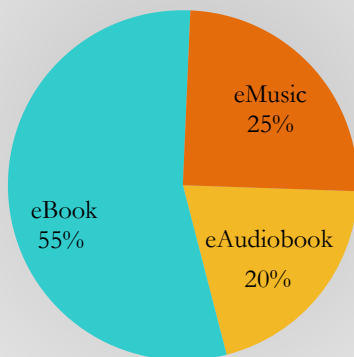
## Community Contacts



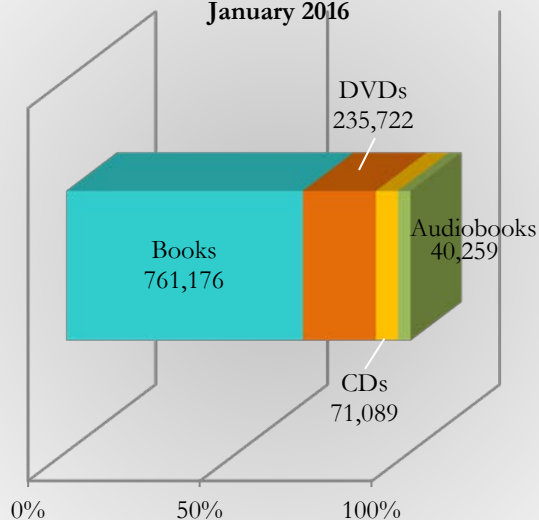
## Circulation



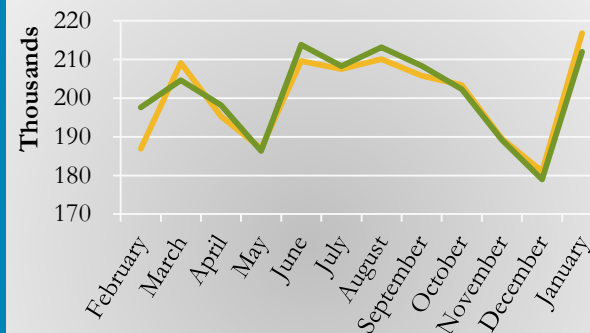
### Electronic Circulation January 2016



### Physical Material Circulation January 2016



### Requests Placed

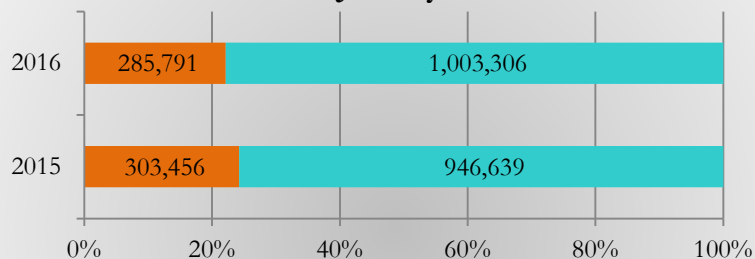


	Total January	Change
2015	216,806	
2016	211,977	-2%

— 2014-2015 — 2015-2016

## Patron Visits

### January



#### Total Visits

Year	Total Visits
2015	1,250,095
2016	1,289,097

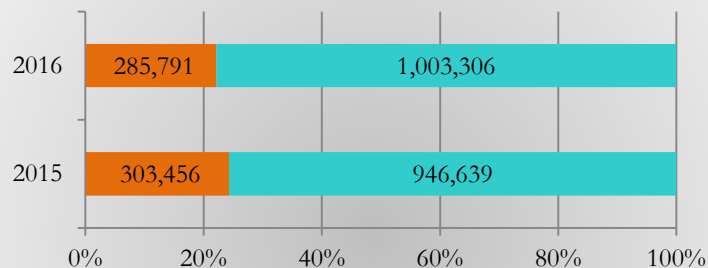
#### January

Year	January
2015	1,250,095
2016	1,289,097

Change	Walk-in	Web Branch	Total
	-6%	6%	3%

■ Walk-in ■ Web Branch

### Year to Date



#### Total Visits

Year	Total Visits
2015	1,250,095
2016	1,289,097

#### Year-to-Date

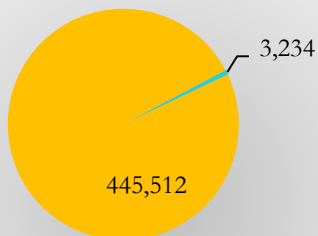
Year	Year-to-Date
2015	1,250,095
2016	1,289,097

Change	Walk-in	Web Branch	Total
	-6%	6%	3%

■ Walk-in ■ Web Branch

## Library Card Use

### Total Borrowers

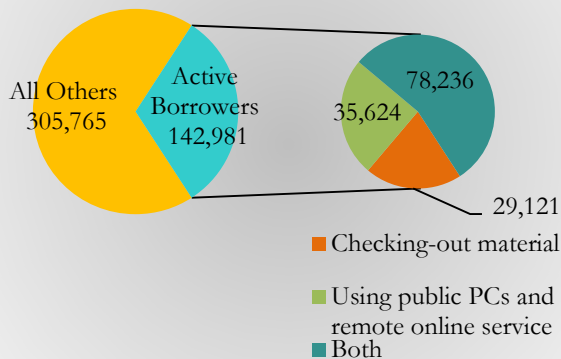


New Borrowers	January	Y-T-D
2015	2,918	2,918
2016	3,234	3,234
Change	11%	11%

■ New ■ All Others

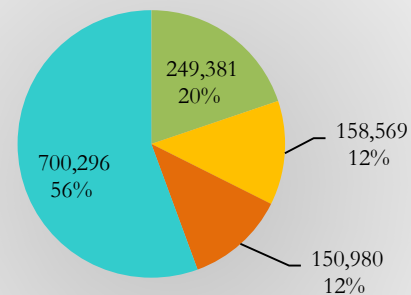
### Active Borrowers by Card Use

Borrowers who have used their card in the last 12 months



■ Checking-out material  
■ Using public PCs and remote online service  
■ Both

### Borrowing Methods



■ Self-Check ■ Circ Desk  
■ Electronic ■ Renewal

## Strategic Plan Review 6 February 2016

### **Goal 2:** Strengthen Indianapolis Neighborhoods and Businesses

**Strategy:** Employ creative space planning to make Library buildings flexible and responsive to our diverse community as service priorities change

#### Background

Libraries are public space in our cities and important motivating forces in urban development. If democracy is still revered in society, it is necessary to have public spaces where freedom of access and freedom of expression are valued. They must be open, accessible and tolerant of all. They should be owned by the citizens.

As the Indianapolis Public Library designs new facilities and upgrades existing ones, it embraces this concept of public space. Each location will be highly functional and convenient to use. Buildings will adapt and reconfigure easily to future changes in service. Increased spaces for individual and collaborative work will include personal device functionality. Bandwidth will be robust with Wi-Fi access throughout.

The Indianapolis Public Library offers free public access to information in greater quantities than anyone else in our community. To provide optimum public accessibility to all Indianapolis residents, we will offer the right devices, in the right quantities, at the right locations. We will increase our role as a provider of digital information resources and accommodate more people using personal devices at expanded locations.

New and renovated library buildings will reflect their role as the center of community life with spaces dedicated to learning, meeting and being creative. With information at the core of meaningful civic engagement, a library is a logical place to gather and share. Free meeting space in a variety of sizes and digital signage for sharing community information add to the richness of the dialogue.

Flexible social spaces will be available for teaching, gaming, group work, and just hanging out with friends. These spaces will promote social interaction or serve as an oasis for the individual to read, write, think and daydream.

#### 2-12 Use the Facilities Assessment Study as a road map to plan spaces that are highly functional, convenient to use and have adequate Wi-Fi access

**The Facilities Assessment Study**, developed by Meyer, Scherer & Rockcastle and commissioned in 2013 by the Indianapolis Public Library, serves as a guide to the continued planning and design of the new and renovated IndyPL branch facilities. Included in this document is a study of collection and use patterns at peer library systems similar to those population sizes within the IndyPL branch service areas. The data source is from IMLS (Institute of Museums and Library Services), an agency of the US Federal government and relates to the 2010 reporting year.

The current median service level for IndyPL is **0.30 square feet per capita** and is comparable to the service goal targets at many similar size systems in the USA. These national targets create the standardized baseline for proposed use of space in our newly renovated buildings. By adjusting this base model to reflect the IndyPL’s targeted goal of **0.45 square feet per capita** by 2030, we can assess whether space allocation decisions made today will meet our future needs.

**Note:** This comparative model for library space is based on quantitative and qualitative data and on a system’s own expectations for current and future performance. This model serves as an opportunity to compare and contrast our space allocations and explain the rationale for our decisions.

<b>IMLS LIBRARY SERVICE MODEL (0.45 sq. ft. per capita)</b> <b>POPULATION BASE 50,000 TO 100,000*</b>	<b>IMLS MODEL SPACE NEED by SQ FT</b>		<b>SOUTHPORT SQ FT SPACE ALLOCATION</b>		<b>WARREN SQ FT SPACE ALLOCATION</b>	
<b>Collections: Books</b>	4,928	28%	4,183	27%	4,150	27%
Non print	648	4%	785	5%	670	4%
Magazines	162	1%	92	1%	90	1%
<b>Public Computers</b>	1,944	11%	630	4%	1,005	6%
<b>Comfortable seating</b>	2,844	16%	2,063	13%	1,950	13%
<b>Staff stations</b>	1,300	7%	1,211	8%	855	6%
<b>Meeting Rooms: Multi-purpose</b>	1,155	7%	1,140	7%	1,042	6%
Study	180	1%	356	2%	460	3%
Storytime	270	2%	50	1%	50	1%
<b>Staff support areas</b>	1,343	8%	1,280	8%	1,334	8%
<b>Non-assigned Space (vestibules, restrooms, mechanical, etc.)</b>	2,686	15%	3,728	24%	3,845	25%
<b>Gross Area</b>	17,460	100%	15,518	100%	15,451	100%

\*population base for Southport 88,592 and Warren 91,886

Warren and Southport are two branches targeted for renovation in 2016. This chart compares the allocation of space in these facilities with the **IMLS Standard Service Model** and by doing so, identifies alignments and exposes outliers. Happily, the space allocations for these two branches are primarily in alignment with the service model and there is solid rationale for the variables in the three outliers.

For example, the space allocation for public computers is much smaller at IndyPL branches than the model recommends. Technological change is happening at a rapid pace. Even in the five years since the IMLS model was constructed, the shift from public computers to personal devices and robust Wi-Fi has been swift. At IndyPL we rely on computer utilization tools to determine PC branch allocation and to maintain a balance between public computers and personal device needs.

Also, the designation in both branches of a marketplace area that welcomes visitors and provides access to our most popular materials requires a larger allocation of non-assigned space. An additional family restroom is also part of non-assigned space in these renovated branches.

### 2-13 Increase the available study and tutoring spaces available in branches

Patrons are requesting spaces for small group meetings and individual study. It must be a secluded spot with connectivity and presentation capabilities. Our strong commitment to satisfying this space need explains the significantly higher percentage allocated for study spaces than the recommended standard. While neither branch offers these spaces currently, Southport branch will have four small and Warren will have one large study room after the renovation.



Here is a look at the floor plans and descriptions of space use at the Southport and Warren branches.

### **SOUTHPORT BRANCH EXTERIOR CURRENT**



The renovation of the current building will be completed before the new branch is started. Built in 1974, it has not undergone any major renovations. arcDesign of Indianapolis is the project architect. In November, 2015 Mezzetta, Inc. was awarded the construction services contract. Work will begin in January 2016 and be completed July, 2016.

### **SOUTHPORT BRANCH RENOVATION 2016**



The Southport branch is evolving into a highly utilized community anchor and will be renovated to accommodate the changing needs of area residents. As visitors enter off of the new north entry, adjacent to the parking lot, the community room will be relocated to the west entry location and enclose the building with a new glass façade. As patrons walk from the more active entry to the semi-private and private study rooms to the south, several types of seating will be available for reading, collaborating, studying, working on laptops, and enjoying the atmosphere of the branch. This renovated library will transform the patron experience.

### SOUTHPORT BRANCH INTERIOR 2016



Teen & Reference Areas



Study Pods



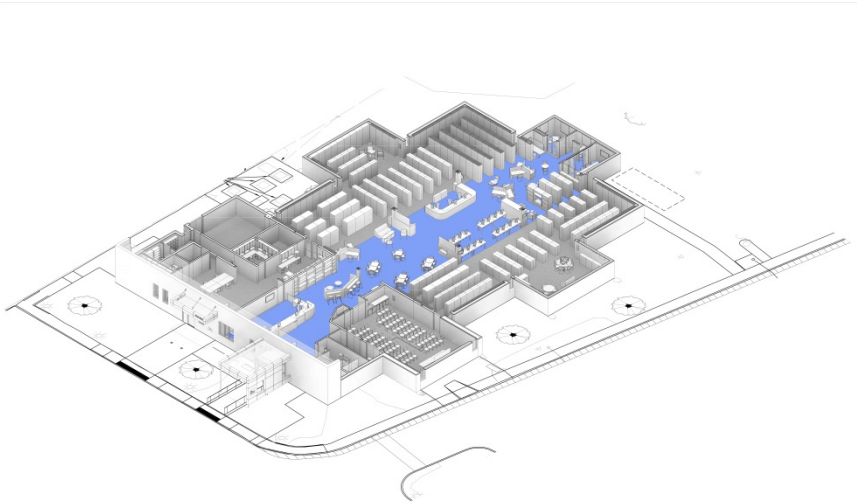
Community Room

#### Interior Perspectives

11.11.2015



### SOUTHPORT BRANCH FLOOR PLAN 2016



3D Floor Plan  
11.11.2015



The renovated interior will improve flow and function of spaces for children, create a dedicated space for teens and provide quiet study spaces for adults. A vibrant, spacious entry will include a new marketplace area with the latest material the IndyPL system has to offer. Computers will be

consolidated into one space with increased staff support. The circulation areas will be reworked in preparation for the automated materials handling system.

## WARREN BRANCH RENOVATION 2016



HCO, Inc. and OMS, Corp. architectural firms were selected for the \$1 million dollar renovation project based on their qualifications to meet the scope of this project. The design phase will be completed in February, 2016 which includes open, competitive and public bidding and a Board approved construction services contract. Construction should begin in March 2016 and is scheduled to be completed by September, 2016.

## WARREN BRANCH RENOVATION SITE PLAN 2016



The Warren Branch is a twin to the Southport Branch and was constructed simultaneously in 1974. Renovation of both locations will take place in 2016. This is the second renovation for the Warren Branch. A fire in 1979 caused damage to the five year old building and closed it to the public for seven months.

During the current design development, community input resulted in a relocation of the main entrance for closer proximity to the parking lot and the creation of a vehicular drop box.

### **WARREN BRANCH INTERIOR RENOVATION 2016**





## January 2016 Media Report

Below is a summary of highlighted media activity in January for electronic and print media. This is a limited view, but a few 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:***

- **CEO "Love Your Library" tour (\*)**  
*WRTV6, Weekly View, Urban Times, Westside Flyer, Broad Ripple Gazette, Southside Times, WXIN-Fox 59*
- **Meet the Artists 2016 (\*)**  
*NUVO, Indianapolis Recorder, Indianapolis Star, Westside Flyer, Weekly View, Urban Times, WTHR-TV, WISH-TV, WHMB-TV, WFYI-FM, WTLC-FM*
- **IndyPL 1 million eCirculation milestone**  
*WISH-TV, Southside Times, Westside Flyer, Weekly View*

*\*Note: Additional media coverage is scheduled or anticipated in February*

### ***Story Links:***

- "Love Your Library" Tour – covered by WRTV

### ***YouTube videos posted for:***

- Hoosier author Douglas Wissing's new book
- CIBA program series
- Early childhood literacy programming
- Hot Jazz for Cool Kids program series
- "Love Your Library" tour begins

(all above featured on February edition of BETWEEN THE LINES broadcast by Govt. Channel Two)



## Board Action Request

11d1

**To:** IMCPL Board **Meeting Date:** February 22, 2016

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

**Effective Date:** February 22, 2016

**Subject:** Finances, Personnel and Travel Resolution 12 - 2016

**Recommendation:** Approve Finances, Personnel and Travel Resolution 12 - 2016

**Background:** The Finances, Personnel and Travel Resolution 12 – 2016 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 2016.



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 12 - 2016**

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WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of January 2016 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 **57309** through **57440** for a total of  
**\$1,184,914.02** were issued from the Operating Fund.  
EFT numbers **11422** through **11532** and  
**11569** through **11570** for a total of  
**\$3,862,650.87** were issued from the Operating Fund.  
Warrant numbers **2933** through **2940** for a total of  
**\$77,899.14** were issued from the Payroll Fund.  
EFT numbers **408** through **415** for a total of  
**\$36,641.42** were issued from the Payroll Fund.  
Warrant number **547** through **548** for a total of  
**\$59.98** were issued from the Fines Fund.  
Warrant numbers **4956** through **4994** for a total of  
**\$117,966.28** were issued from the Gift Fund.  
EFT numbers **1079** through **1089** for a total of  
**\$2,735.09** were issued from the Gift Fund.  
Warrant numbers **266768** through **266792** and  
**1325** through **1332** for a total of  
**\$7,614.94** were issued for Employee Payroll  
Direct deposits numbers **20001** through **20591** and  
Direct deposits numbers **40001** **40589** for a total of  
**\$995,261.07** were issued for Employee Payroll  
Electronic transfers for payment of taxes and garnishments for a total of  
**\$336,054.16** 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.

\_\_\_\_\_  
Camille D. Blunt

\_\_\_\_\_  
Vanessa López Aguilera

\_\_\_\_\_  
Lillian L. Charleston

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

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

\_\_\_\_\_  
Dr. David W. Wantz

\_\_\_\_\_  
Oscar A. Gutierrez

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

\_\_\_\_\_  
Rebecca L. Dixon  
Treasurer of the Library Board

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
11422	EFT Check	1/4/2016	The Bank of New York Mellon Trust Co N.A	\$380,437.50	Cleared
11423	EFT Check	1/4/2016	The Bank of New York Mellon Trust Co N.A	\$1,371,799.38	Cleared
11424	EFT Check	1/4/2016	The Bank of New York Mellon Trust Co N.A	\$144,236.25	Cleared
11425	EFT Check	1/4/2016	The Bank of New York Mellon Trust Co N.A	\$1,103,500.00	Cleared
11426	EFT Check	1/8/2016	ADP, INC.	\$3,882.40	Cleared
11427	EFT Check	1/7/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$2,712.50	Cleared
11428	EFT Check	1/7/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$1,042.00	Cleared
11429	EFT Check	1/7/2016	ACCUITY	\$3,730.00	Cleared
11430	EFT Check	1/7/2016	ANN BEVILACQUA	\$226.90	Cleared
11431	EFT Check	1/7/2016	ASI SIGNAGE INNOVATIONS	\$91.25	Cleared
11432	EFT Check	1/7/2016	Baker & Taylor Pre-Cat	\$12,379.06	Cleared
11433	EFT Check	1/7/2016	Baker & Taylor	\$19,426.44	Cleared
11434	EFT Check	1/7/2016	Baker & Taylor	\$1,002.88	Cleared
11435	EFT Check	1/7/2016	BRODART CO.	\$39.67	Cleared
11436	EFT Check	1/7/2016	BRODART CO.	\$2,833.31	Cleared
11437	EFT Check	1/7/2016	COVEY NEFF, INC.	\$439.90	Cleared
11438	EFT Check	1/7/2016	DELTA DENTAL	\$7,974.73	Cleared
11439	EFT Check	1/7/2016	DEMCO INC.	\$1,106.06	Cleared
11440	EFT Check	1/7/2016	EMERY-PRATT COMPANY	\$64.00	Cleared
11441	EFT Check	1/7/2016	FLEET CARE, INC.	\$2,330.33	Cleared
11442	EFT Check	1/7/2016	GRAINGER	\$43.92	Cleared
11443	EFT Check	1/7/2016	INDIANA PLUMBING AND DRAIN LLC	\$1,270.50	Cleared
11444	EFT Check	1/7/2016	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	\$398.97	Cleared
11445	EFT Check	1/7/2016	INGRAM LIBRARY SERVICES	\$3,669.87	Cleared
11446	EFT Check	1/7/2016	JCOS, INC.	\$22,026.78	Cleared
11447	EFT Check	1/7/2016	Matthew Bender & Co., Inc DBA LexisNexis Matthew Ben	\$768.46	Cleared
11448	EFT Check	1/7/2016	LUNA MUSIC	\$2,241.37	Cleared
11449	EFT Check	1/7/2016	MARK'S VACUUM & JANITORIAL SUPPLIES	\$69.00	Cleared
11450	EFT Check	1/7/2016	MERGENT FIS	\$39,416.00	Cleared
11451	EFT Check	1/7/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$647.82	Cleared
11452	EFT Check	1/7/2016	MIDWEST TAPE - PROCESSED DVDS	\$1,368.18	Cleared
11453	EFT Check	1/7/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$2,403.84	Cleared
11454	EFT Check	1/7/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$16,150.94	Cleared
11455	EFT Check	1/7/2016	MIDWEST TAPE, LLC	\$8,305.06	Cleared
11456	EFT Check	1/7/2016	MOHLER ARCHITECTS	\$21,774.87	Cleared
11457	EFT Check	1/7/2016	ORBIS	\$4,166.50	Cleared
11458	EFT Check	1/7/2016	OVERDRIVE INC	\$44,264.38	Cleared
11459	EFT Check	1/7/2016	PERFECTION SERVICE OF INDIANA	\$908.68	Cleared
11460	EFT Check	1/7/2016	PERFECTION SERVICE OF INDIANA	\$5,012.00	Cleared
11461	EFT Check	1/7/2016	RECORDED BOOKS	\$424.09	Cleared
11462	EFT Check	1/7/2016	ALLIED RECEIVABLES FUNDING, INC.	\$3,862.66	Cleared
11463	EFT Check	1/7/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$24,333.10	Cleared
11464	EFT Check	1/7/2016	RYAN FIRE PROTECTION, INC.	\$2,028.00	Cleared
11465	EFT Check	1/7/2016	STENZ MANAGEMENT COMPANY, INC.	\$7,083.25	Cleared
11466	EFT Check	1/7/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$803.87	Cleared
11467	EFT Check	1/7/2016	TITAN ASSOCIATES	\$1,775.50	Cleared
11468	EFT Check	1/7/2016	ULINE	\$1,222.44	Cleared
11469	EFT Check	1/7/2016	VALUE LINE PUBLISHING INC.	\$950.00	Cleared
11470	EFT Check	1/8/2016	US DEPT OF HEALTH AND HUMAN SERVICES CMS	\$17,556.00	Cleared
11471	EFT Check	1/15/2016	ADP, INC.	\$271.38	Cleared
11472	EFT Check	1/15/2016	ADP, INC.	\$1,012.50	Cleared
11473	EFT Check	1/14/2016	BACKGROUND BUREAU INC.	\$405.00	Cleared
11474	EFT Check	1/14/2016	BAKER & TAYLOR	\$4,263.70	Cleared
11475	EFT Check	1/14/2016	BRODART CO.	\$1,252.50	Cleared
11476	EFT Check	1/14/2016	CDW GOVERNMENT, INC.	\$236.46	Cleared
11477	EFT Check	1/14/2016	DEMCO INC.	\$49.17	Cleared
11478	EFT Check	1/14/2016	FINELINE PRINTING GROUP	\$1,050.00	Cleared
11479	EFT Check	1/14/2016	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	\$59.49	Cleared
11480	EFT Check	1/14/2016	J&G CARPET PLUS	\$2,250.00	Cleared
11481	EFT Check	1/14/2016	MARK'S VACUUM & JANITORIAL SUPPLIES	\$2,100.00	Cleared
11482	EFT Check	1/14/2016	OFFICE 360	\$396.25	Cleared
11483	EFT Check	1/14/2016	STAPLES	\$10,877.59	Cleared
11484	EFT Check	1/14/2016	VOCERA COMMUNICATIONS, INC.	\$490.77	Cleared
11485	EFT Check	1/20/2016	INDIANA DEPARTMENT OF REVENUE	\$563.12	Cleared
11486	EFT Check	1/14/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$78,024.23	Cleared
11487	EFT Check	1/20/2016	BETHANY BROWN	\$1,000.00	Cleared
11488	EFT Check	1/20/2016	ALSCO	\$287.17	Cleared



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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
11489	EFT Check	1/20/2016	Record-Indiana, Inc. dba	\$1,620.00	Cleared
11490	EFT Check	1/20/2016	Baker & Taylor Unprocessed	\$26.70	Cleared
11491	EFT Check	1/20/2016	Baker & Taylor Pre-Cat	\$206.16	Cleared
11492	EFT Check	1/20/2016	Baker & Taylor	\$1.80	Cleared
11493	EFT Check	1/20/2016	BLACKSTONE AUDIO BOOKS INC.	\$343.44	Cleared
11494	EFT Check	1/20/2016	CDW GOVERNMENT, INC.	\$302.91	Cleared
11495	EFT Check	1/20/2016	CITIZENS THERMAL ENERGY	\$23,896.51	Cleared
11496	EFT Check	1/20/2016	CITIZENS THERMAL ENRGY.	\$26,774.94	Cleared
11497	EFT Check	1/20/2016	CLIENTFIRST CONSULTING GROUP, LLC	\$1,450.00	Cleared
11498	EFT Check	1/20/2016	DAVIS INDUSTRIES	\$280.00	Cleared
11499	EFT Check	1/20/2016	FINELINE PRINTING GROUP	\$1,520.00	Cleared
11500	EFT Check	1/20/2016	FLEET CARE, INC.	\$265.12	Cleared
11501	EFT Check	1/20/2016	FULLER ENGINEERING CO., LLC	\$3,111.00	Cleared
11502	EFT Check	1/20/2016	INDIANA PLUMBING AND DRAIN LLC	\$2,026.75	Cleared
11503	EFT Check	1/20/2016	INGRAM LIBRARY SERVICES	\$496.44	Cleared
11504	EFT Check	1/20/2016	J&G CARPET PLUS	\$425.00	Cleared
11505	EFT Check	1/20/2016	JCOS, INC.	\$1,193.78	Cleared
11506	EFT Check	1/20/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$3,379.72	Cleared
11507	EFT Check	1/20/2016	MOHLER ARCHITECTS	\$81,655.77	Cleared
11508	EFT Check	1/20/2016	ALLIED RECEIVABLES FUNDING, INC.	\$4,269.69	Cleared
11509	EFT Check	1/20/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$5,424.18	Cleared
11510	EFT Check	1/20/2016	TW TELECOM HOLDINGS, INC.	\$8,269.11	Cleared
11511	EFT Check	1/27/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$10,539.25	Cleared
11512	EFT Check	1/27/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$700.00	Cleared
11513	EFT Check	1/27/2016	ALSCO	\$574.34	Cleared
11514	EFT Check	1/27/2016	ARCDESIGN, PC	\$10,049.81	Cleared
11515	EFT Check	1/27/2016	COVEY NEFF, INC.	\$3,700.15	Cleared
11516	EFT Check	1/27/2016	DENISON PARKING	\$7,444.08	Cleared
11517	EFT Check	1/27/2016	FLEET CARE, INC.	\$599.29	Cleared
11518	EFT Check	1/27/2016	HCO, INC.	\$47,250.00	Cleared
11519	EFT Check	1/27/2016	PACIFIC & SOUTHERN	\$51.81	Cleared
11520	EFT Check	1/27/2016	INDIANA PLUMBING AND DRAIN LLC	\$150.00	Cleared
11521	EFT Check	1/27/2016	INGRAM LIBRARY SERVICES	\$7,940.68	Cleared
11522	EFT Check	1/27/2016	IRVINGTON PRESBYTERIAN CHURCH	\$929.17	Cleared
11523	EFT Check	1/27/2016	J&G CARPET PLUS	\$1,125.00	Cleared
11524	EFT Check	1/27/2016	JCOS, INC.	\$752.69	Cleared
11525	EFT Check	1/27/2016	MOORE INFORMATION SERVICES, INC.	\$603.95	Cleared
11526	EFT Check	1/27/2016	PERFECTION SERVICE OF INDIANA	\$13,293.62	Cleared
11527	EFT Check	1/27/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$34,015.57	Cleared
11528	EFT Check	1/27/2016	RYAN FIRE PROTECTION, INC.	\$2,716.00	Cleared
11529	EFT Check	1/27/2016	RYAN FIRE PROTECTION, INC.	\$4,663.00	Cleared
11530	EFT Check	1/27/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$3,050.00	Cleared
11531	EFT Check	1/27/2016	TITAN ASSOCIATES	\$65,299.00	Cleared
11532	EFT Check	1/27/2016	SimplexGrinnell	\$494.00	Cleared
11569	EFT Check	1/28/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$77,254.96	Cleared
11570	EFT Check	1/22/2016	ADP, INC.	\$3,725.54	Cleared
57309	Computer Check	1/7/2016	ACORN DISTRIBUTORS INC	\$1,993.60	Cleared
57310	Computer Check	1/7/2016	AMERICAN UNITED LIFE INSURANCE CO	\$1,634.22	Cleared
57311	Computer Check	1/7/2016	ANTHEM INSURANCE COMPANIES, INC.	\$274,324.38	Cleared
57312	Computer Check	1/7/2016	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	\$15,839.00	Cleared
57313	Computer Check	1/7/2016	ASHLEY LEIGHANNE ROBERTSON	\$25.00	Cleared
57314	Computer Check	1/7/2016	BONGO BOY MUSIC, INC.	\$750.00	Cleared
57315	Computer Check	1/7/2016	CARPET CONCEPTS, INC.	\$630.00	Cleared
57316	Computer Check	1/7/2016	CENTER POINT PRESS	\$72.06	Cleared
57317	Computer Check	1/7/2016	CENTRAL INDIANA COMMUNITY FOUNDATION, INC.	\$1,644.92	Cleared
57318	Computer Check	1/7/2016	CENTRAL LIBRARY (PETTY CASH)	\$57.72	Cleared
57319	Computer Check	1/7/2016	CITIZENS ENERGY GROUP	\$5,341.46	Cleared
57320	Computer Check	1/7/2016	COMPUTYPE, INC.	\$508.66	Cleared
57321	Computer Check	1/7/2016	Constellation NewEnergy Gas Division, LLC	\$3,572.08	Cleared
57322	Computer Check	1/7/2016	COURT & COMMERCIAL RECORD	\$59.81	Cleared
57323	Computer Check	1/7/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$122.44	Cleared
57324	Computer Check	1/7/2016	EDC EDUCATIONAL SERVICES	\$1,037.12	Cleared
57325	Computer Check	1/7/2016	EF MARBURGER	\$1,840.00	Cleared
57326	Computer Check	1/7/2016	GALE GROUP THE	\$515.06	Cleared
57327	Computer Check	1/7/2016	GREY HOUSE PUBLISHING	\$241.50	Cleared
57328	Computer Check	1/7/2016	GUARDIAN	\$2,484.76	Cleared
57329	Computer Check	1/7/2016	IN THE NEWS, INC.	\$142.00	Cleared

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
57330	Computer Check	1/7/2016	INDIANA LIBRARY FEDERATION	\$22,805.01	Cleared
57331	Computer Check	1/7/2016	INDIANA SOCIETY OF ASSOCIATION EXECUTIVES	\$375.00	Cleared
57332	Computer Check	1/7/2016	INDIANAPOLIS FLEET SERVICES	\$1,218.02	Cleared
57333	Computer Check	1/7/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$58,885.37	Cleared
57334	Computer Check	1/7/2016	J. W. PEPPER & SON, INC.	\$175.99	Cleared
57335	Computer Check	1/7/2016	KYLE HELMOND	\$300.00	Outstanding
57336	Computer Check	1/7/2016	LIBRARY IDEAS	\$162,500.00	Outstanding
57337	Computer Check	1/7/2016	LSC PETTY CASH	\$239.75	Cleared
57338	Computer Check	1/7/2016	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	\$114,877.43	Cleared
57339	Computer Check	1/7/2016	MITINET LIBRARY SERVICES	\$1,196.00	Cleared
57340	Computer Check	1/7/2016	PCM-G	\$160.98	Cleared
57341	Computer Check	1/7/2016	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	\$252.00	Cleared
57342	Computer Check	1/7/2016	QUALITY BOOKS INC.	\$116.64	Cleared
57343	Computer Check	1/7/2016	smartfish, inc.	\$700.00	Cleared
57344	Computer Check	1/7/2016	ST SERAPHIM BOOKSTORE	\$461.66	Cleared
57345	Computer Check	1/7/2016	UNITED PARCEL SERVICE	\$210.42	Cleared
57346	Computer Check	1/14/2016	3D PARTS MFG, LLC	\$2,468.75	Outstanding
57347	Computer Check	1/14/2016	AMERICAN LIBRARY ASSOCIATION	\$157.50	Cleared
57348	Computer Check	1/14/2016	CENTRAL LIBRARY (PETTY CASH)	\$26.00	Outstanding
57349	Computer Check	1/14/2016	CITIZENS ENERGY GROUP	\$3,511.66	Cleared
57350	Computer Check	1/14/2016	COMPENDIUM LIBRARY SERVICE, L L C.	\$1,990.00	Cleared
57351	Computer Check	1/14/2016	DELL MARKETING L.P.	\$79.98	Cleared
57352	Computer Check	1/14/2016	GARFIELD PARK (PETTY CASH)	\$40.00	Cleared
57353	Computer Check	1/14/2016	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$500.00	Cleared
57354	Computer Check	1/14/2016	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$173.25	Cleared
57355	Computer Check	1/14/2016	INDIANAPOLIS NEIGHBORHOOD RESOURCE CENTER	\$3,125.00	Cleared
57356	Computer Check	1/14/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$6,362.08	Cleared
57357	Computer Check	1/14/2016	LAKESHORE LEARNING MATERIALS	\$23.59	Cleared
57358	Computer Check	1/14/2016	LEE COMPANY, INC.	\$20,950.00	Cleared
57359	Computer Check	1/14/2016	MEETING PROFESSIONALS INTERNATIONAL	\$469.00	Cleared
57360	Computer Check	1/14/2016	MILA & ME	\$235.79	Cleared
57361	Computer Check	1/14/2016	Paypal	\$54.10	Cleared
57362	Computer Check	1/14/2016	PCM-G	\$717.13	Cleared
57363	Computer Check	1/14/2016	PCM-G	\$1,017.74	Cleared
57364	Computer Check	1/14/2016	PROFESSIONAL GARAGE DOOR SYSTEMS	\$195.00	Cleared
57365	Computer Check	1/14/2016	RJE BUSINESS INTERIORS	\$23,093.02	Cleared
57366	Computer Check	1/14/2016	ROB DIXON	\$1,000.00	Cleared
57367	Computer Check	1/14/2016	SUSAN M, DAILEY	\$100.00	Cleared
57368	Computer Check	1/14/2016	VERNON LIBRARY SUPPLIES	\$4,142.02	Cleared
57369	Computer Check	1/14/2016	WARREN (PETTY CASH)	\$2.68	Outstanding
57370	Computer Check	1/20/2016	Arab Termite and Pest Control, Inc.	\$1,847.00	Cleared
57371	Computer Check	1/20/2016	AT&T MOBILITY	\$2,152.11	Cleared
57372	Computer Check	1/20/2016	AWE DIGITAL LEARNING SOLUTIONS	\$7,947.00	Cleared
57373	Computer Check	1/20/2016	BIG CAR MEDIA, INC.	\$200.00	Outstanding
57374	Computer Check	1/20/2016	Blackmore & Buckner Roofing LLC, a Tecta America Co.	\$1,357.00	Cleared
57375	Computer Check	1/20/2016	CARPET CONCEPTS, INC.	\$3,693.00	Outstanding
57376	Computer Check	1/20/2016	CENTRAL SECURITY & COMMUNICATIONS	\$235.00	Cleared
57377	Computer Check	1/20/2016	CITIZENS ENERGY GROUP	\$1,021.65	Cleared
57378	Computer Check	1/20/2016	CULLIGAN OF INDIANAPOLIS	\$153.83	Outstanding
57379	Computer Check	1/20/2016	DACO GLASS & GLAZING INC.	\$4,330.69	Outstanding
57380	Computer Check	1/20/2016	DELL MARKETING L.P.	\$6,230.52	Cleared
57381	Computer Check	1/20/2016	DIAL ONE ALLIED BUILDING SERVICES	\$498.64	Cleared
57382	Computer Check	1/20/2016	ERGONOMIC CONSULTANTS OF INDIANA, INC.	\$150.00	Outstanding
57383	Computer Check	1/20/2016	FACILITY DUDE	\$1,801.75	Outstanding
57384	Computer Check	1/20/2016	GATEKEEPER SERVICES	\$266.00	Outstanding
57385	Computer Check	1/20/2016	HUAMNE SOCIETY OF INDIANAPOLIS	\$25.00	Outstanding
57386	Computer Check	1/20/2016	INDIANA AFTERSCHOOL NETWORK	\$300.00	Outstanding
57387	Computer Check	1/20/2016	INDIANA FILTER SUPPLY, INC.	\$11,363.79	Cleared
57388	Computer Check	1/20/2016	INDIANA WRITER'S CENTER	\$200.00	Outstanding
57389	Computer Check	1/20/2016	INDY SHADES, INC.	\$9,346.00	Cleared
57390	Computer Check	1/20/2016	JACKSON SYSTEMS	\$7,765.00	Cleared
57391	Computer Check	1/20/2016	JP MORGAN CHASE BANK	\$3,935.94	Cleared
57392	Computer Check	1/20/2016	LIGHTNING TWO WAY RADIO, INC.	\$391.80	Outstanding
57393	Computer Check	1/20/2016	LOCKERBIE SQUARE CABINET CO.	\$400.00	Cleared
57394	Computer Check	1/20/2016	MILA & ME	\$127.00	Cleared
57395	Computer Check	1/20/2016	MITCHELL APPRAISALS, INC.	\$1,750.00	Cleared
57396	Computer Check	1/20/2016	PITNEY BOWES, INC.	\$196.50	Outstanding

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
57397	Computer Check	1/20/2016	RADWAY PIANO SERVICE	\$95.00	Cleared
57398	Computer Check	1/20/2016	REMINGER CO., L.P.A.	\$66.00	Outstanding
57399	Computer Check	1/20/2016	RJE BUSINESS INTERIORS	\$18.00	Cleared
57400	Computer Check	1/20/2016	SECURITAS SECURITY SERVICES USA, INC.	\$1,793.75	Outstanding
57401	Computer Check	1/20/2016	SIGNS BY TOMORROW - INDY NW	\$245.66	Cleared
57402	Computer Check	1/20/2016	TASC - CLIENT INVOICES	\$517.50	Cleared
57403	Computer Check	1/20/2016	The Bank of New York Mellon Trust Co N.A	\$850.00	Outstanding
57404	Computer Check	1/20/2016	U.S. HealthWorks Medical Group IN, PC	\$300.09	Outstanding
57405	Computer Check	1/20/2016	WFYI TELEPLEX	\$6,100.00	Cleared
57406	Computer Check	1/25/2016	JP MORGAN CHASE BANK	\$10,167.51	Cleared
57407	Computer Check	1/27/2016	ART WITH A HEART	\$150.00	Outstanding
57408	Computer Check	1/27/2016	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	\$89,413.00	Outstanding
57409	Computer Check	1/27/2016	Blackmore & Buckner Roofing LLC, a Tecta America Co.	\$601.00	Outstanding
57410	Computer Check	1/27/2016	BRIGHTWOOD PLAZA	\$3,765.68	Outstanding
57411	Computer Check	1/27/2016	CENTRAL INDIANA HARDWARE-SCHRICKER DIVISION	\$570.51	Outstanding
57412	Computer Check	1/27/2016	CENTRAL SECURITY & COMMUNICATIONS	\$2,487.00	Outstanding
57413	Computer Check	1/27/2016	CITIZENS ENERGY GROUP	\$180.36	Outstanding
57414	Computer Check	1/27/2016	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$27,271.50	Outstanding
57415	Computer Check	1/27/2016	CONCRETE SURGEONS	\$425.00	Outstanding
57416	Computer Check	1/27/2016	Constellation NewEnergy Gas Division, LLC	\$5,842.75	Outstanding
57417	Computer Check	1/27/2016	DACO GLASS & GLAZING INC.	\$653.00	Outstanding
57418	Computer Check	1/27/2016	EF MARBURGER	\$69,745.00	Outstanding
57419	Computer Check	1/27/2016	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
57420	Computer Check	1/27/2016	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,804.42	Outstanding
57421	Computer Check	1/27/2016	NAPA AUTO PARTS	\$14.34	Outstanding
57422	Computer Check	1/27/2016	GLENDALE CENTRE, LLC	\$23,812.50	Outstanding
57423	Computer Check	1/27/2016	Hall, Render, Killian, Heath & Lyman, P.C.	\$108.00	Outstanding
57424	Computer Check	1/27/2016	INDIANA CHAMBER OF COMMERCE	\$500.00	Outstanding
57425	Computer Check	1/27/2016	INDIANA STATE LIBRARY	\$12,675.00	Outstanding
57426	Computer Check	1/27/2016	INDIANAPOLIS FLEET SERVICES	\$1,036.32	Outstanding
57427	Computer Check	1/27/2016	JACKIE NYTES	\$237.68	Outstanding
57428	Computer Check	1/27/2016	JOHN HELLING	\$526.14	Outstanding
57429	Computer Check	1/27/2016	KATHERINE LERG	\$124.14	Voided
57430	Computer Check	1/27/2016	MIDWEST REMEDIATION, INC.	\$1,176.31	Outstanding
57431	Computer Check	1/27/2016	MOVIE LICENSING USA	\$18,445.00	Outstanding
57432	Computer Check	1/27/2016	NEXT GREAT ARCHITECTS	\$350.00	Outstanding
57433	Computer Check	1/27/2016	PalFleet Truck Equipment	\$548.85	Outstanding
57434	Computer Check	1/27/2016	RICOH USA, INC.	\$8,444.28	Outstanding
57435	Computer Check	1/27/2016	SECURITAS SECURITY SERVICES USA, INC.	\$68,572.62	Outstanding
57436	Computer Check	1/27/2016	STAC MATERIAL HANDLING, INC.	\$2,925.00	Outstanding
57437	Computer Check	1/27/2016	THEODORE FRONT MUSICAL LITERATURE, INC.	\$166.00	Outstanding
57438	Computer Check	1/27/2016	U.S. HealthWorks Medical Group IN, PC	\$42.87	Outstanding
57439	Computer Check	1/27/2016	VLADIMIR KRAKOVICH	\$500.00	Outstanding
57440	Computer Check	1/27/2016	YEFIM PASTUKH	\$500.00	Outstanding
			<b>Total</b>	<u>\$5,047,564.89</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$1,184,914.02
<b>EFT Check</b>	\$3,862,650.87
<b>Total Payments</b>	\$5,047,440.75
<b>Total Voided Items</b>	\$124.14

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
408	EFT Check	1/7/2016	DELTA DENTAL	\$3,426.67	Cleared
409	EFT Check	1/14/2016	UNITED WAY OF CENTRAL INDIANA INC.	\$70.00	Cleared
410	EFT Check	1/15/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,432.00	Cleared
411	EFT Check	1/15/2016	FIDELITY INVESTMENTS	\$6,099.00	Cleared
412	EFT Check	1/14/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$5,739.07	Cleared
413	EFT Check	1/28/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$5,929.85	Cleared
414	EFT Check	1/29/2016	FIDELITY INVESTMENTS	\$6,512.83	Cleared
415	EFT Check	1/29/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,432.00	Outstanding
2933	Computer Check	1/7/2016	AMERICAN UNITED LIFE INSURANCE CO	\$12.60	Cleared
2934	Computer Check	1/7/2016	AMERICAN UNITED LIFE INSURANCE CO	\$207.03	Cleared
2935	Computer Check	1/7/2016	ANTHEM INSURANCE COMPANIES, INC.	\$63,275.62	Cleared
2936	Computer Check	1/7/2016	GUARDIAN	\$8,641.66	Cleared
2937	Computer Check	1/14/2016	AFSCME IKOC 962	\$2,026.54	Cleared
2938	Computer Check	1/14/2016	AMERICAN UNITED LIFE	\$2,738.14	Cleared
2939	Computer Check	1/14/2016	LegalShield	\$307.30	Outstanding
2940	Computer Check	1/20/2016	The Indianapolis Public Library Foundation	\$690.25	Cleared
<b>Total</b>				<u>\$114,540.56</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$77,899.14
<b>EFT Check</b>	\$36,641.42
<b>Total Payments</b>	\$114,540.56
<b>Total Voided Items</b>	\$0.00

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
547	Computer Check	1/7/2016	MARGARET J. SMITH	\$29.99	Voided
548	Computer Check	1/14/2016	MARGARET J. SMITH	\$29.99	Cleared
			<b>Total</b>	<u>\$59.98</u>	

Summary by Transaction Type:

Computer Check	\$59.98
EFT Check	\$0.00
Total Payments	\$29.99
Total Voided Items	\$29.99

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
1079	EFT Check	1/7/2016	Baker & Taylor	\$12.53	Cleared
1080	EFT Check	1/7/2016	BRODART CO.	\$230.58	Cleared
1081	EFT Check	1/7/2016	KLINES QUALITY WATER, INC.	\$23.20	Cleared
1082	EFT Check	1/7/2016	LOHR DESIGN, INC.	\$745.50	Cleared
1083	EFT Check	1/7/2016	TSAI FONG BOOKS INC	\$32.47	Cleared
1084	EFT Check	1/14/2016	ANIMALIA, INC.	\$696.00	Cleared
1085	EFT Check	1/14/2016	BAKER & TAYLOR	\$124.74	Cleared
1086	EFT Check	1/14/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$294.97	Cleared
1087	EFT Check	1/14/2016	STAPLES	\$38.70	Cleared
1088	EFT Check	1/20/2016	KLINES QUALITY WATER, INC.	\$31.00	Cleared
1089	EFT Check	1/27/2016	LOHR DESIGN, INC.	\$505.40	Cleared
4956	Computer Check	1/7/2016	A CLASSIC PARTY RENTAL CO.	\$248.11	Cleared
4957	Computer Check	1/7/2016	ANDREW MANKUS	\$150.00	Cleared
4958	Computer Check	1/7/2016	ANGELA J. CLARK	\$11.98	Cleared
4959	Computer Check	1/7/2016	BETHANY KAY CROCKER	\$225.00	Cleared
4960	Computer Check	1/7/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$241.46	Cleared
4961	Computer Check	1/7/2016	GARFIELD PARK (PETTY CASH)	\$27.80	Cleared
4962	Computer Check	1/7/2016	HOTBOX PIZZA	\$922.30	Cleared
4963	Computer Check	1/7/2016	Joycrest Inc & The Patch Place	\$264.85	Cleared
4964	Computer Check	1/7/2016	NAOMI ALLENSWORTH	\$68.34	Cleared
4965	Computer Check	1/7/2016	PEGGY WEHR	\$37.93	Outstanding
4966	Computer Check	1/7/2016	RITZ CHARLES CARMEL	\$627.25	Cleared
4967	Computer Check	1/7/2016	RJE BUSINESS INTERIORS	\$97,555.66	Cleared
4968	Computer Check	1/7/2016	The Indianapolis Public Library Foundation	\$1,362.50	Cleared
4969	Computer Check	1/14/2016	CoCo CUFFIE	\$750.00	Voided
4970	Computer Check	1/14/2016	GUY HANSEN LSIR	\$400.00	Cleared
4971	Computer Check	1/14/2016	NAPTOWN CHICKENS	\$100.00	Cleared
4972	Computer Check	1/14/2016	RHONDA OLIVER	\$37.90	Outstanding
4973	Computer Check	1/14/2016	RON BAKER JR.	\$250.00	Cleared
4974	Computer Check	1/14/2016	SILLY SAFARI SHOWS, INC.	\$50.00	Cleared
4975	Computer Check	1/14/2016	The Indianapolis Public Library Foundation	\$1,398.17	Cleared
4976	Computer Check	1/14/2016	YOUNG ACTOR'S THEATER	\$500.00	Outstanding
4977	Computer Check	1/20/2016	ANDREW MANKUS	\$150.00	Outstanding
4978	Computer Check	1/20/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$284.95	Cleared
4979	Computer Check	1/20/2016	CULLIGAN OF INDIANAPOLIS	\$16.50	Outstanding
4980	Computer Check	1/20/2016	ERIN WHITTINGTON	\$89.54	Cleared
4981	Computer Check	1/20/2016	INDIANA MINORITY BUSINESS MAGAZINE	\$750.00	Cleared
4982	Computer Check	1/20/2016	INDY PRIDE, INC.	\$225.00	Outstanding
4983	Computer Check	1/20/2016	JP MORGAN CHASE BANK	\$1,856.00	Cleared
4984	Computer Check	1/20/2016	MELISSA WOOTON	\$701.05	Outstanding
4985	Computer Check	1/20/2016	WFYI TELEPLEX	\$60.00	Cleared
4986	Computer Check	1/27/2016	ANDREW MANKUS	\$75.00	Outstanding
4987	Computer Check	1/27/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$218.99	Outstanding
4988	Computer Check	1/27/2016	EUGENIO URRUTIA BORLANDO	\$250.00	Outstanding
4989	Computer Check	1/27/2016	JACOB CROCKER	\$150.00	Outstanding
4990	Computer Check	1/27/2016	LI LI	\$250.00	Outstanding
4991	Computer Check	1/27/2016	PERRY A. SCOTT	\$250.00	Outstanding
4992	Computer Check	1/27/2016	SAMUEL ROTHSTEIN	\$250.00	Outstanding
4993	Computer Check	1/27/2016	WFYI TELEPLEX	\$6,160.00	Outstanding
4994	Computer Check	1/29/2016	LESLI BUTLER	\$1,000.00	Cleared
			<b>Total</b>	<b>\$120,701.37</b>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$117,966.28
<b>EFT Check</b>	\$2,735.09
<b>Total Payments</b>	\$119,951.37
<b>Total Voided Items</b>	\$750.00

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
PERSONNEL ACTIONS  
FEBRUARY 22, 2016  
RESOLUTION 12 -2016**

**1. New Hires**

Kirsten Weaver, Program Specialist, Program Development Area, pay grade 312, \$22.72 per hour, 1/19/16

Syliva Andrews, Hourly Public Services Associate I, Central Adult Reference, pay grade 105, \$14.07 per hour, 1/19/16

Mary Bentley, Hourly Job Center Assistant, Programs Product Development Section, pay grade 103, \$10.20 per hour, 1/19/16

Katherine Matthias, Page, Lawrence, pay grade 100, \$9.15 per hour, 2/1/16

Jessica Neeb, Public Services Librarian, Wayne, pay grade 308, \$18.00 per hour, 2/16/16

Beth Anne Darr, Library Assistant II, Spades Park, pay grade 103, \$11.85 per hour, 2/16/16

Kathryn Millikan, Cataloger, Cataloging & Metadata, pay grade 309, \$19.08 per hour, 2/16/16

Keyara Warren, Page, Pike, Pay grade 100, \$9.15 per hour, 2/16/16

John Helling, Director, Public Services, pay grade 500, \$40.86 per hour, (\$3,000.00 in moving expenses), 3/15/16

Kendra Luppino, Processing Assistant, Processing Service Section, pay grade 104, \$12.91 per hour, 2/16/16

**2. Internal Changes**

Sally Small, from Library Assistant II, Lawrence, pay grade 103, \$12.08 per hour, to Library Assistant II, Irvington, pay grade 103, \$12.08 per hour, 1/24/16

Amanda Osborne, from Hourly Library Assistant II, Southport, pay grade 103, \$11.85 per hour, to Bookmobile Driver/Clerk, Outreach, pay grade 104, \$12.91 per hour, 1/24/16

Kyle Joseph Reeser, from Library Assistant II, Glendale, pay grade 103, \$12.52 per hour, to Library Assistant III, Glendale, pay grade 105, \$14.07 per hour, 2/7/16

Todd Gilbert, from Hourly Public Services Associate I, Nora, pay grade 105, \$14.07 per hour, to Public Services Librarian, Pike, pay grade 308, \$18.00 per hour, 2/7/16

Daniel Cheap, from Team Member, Facilities Environment Delivery (Shipping), pay grade 103, \$12.30 per hour, to Processing Unpacking Assistant, Processing Service Section, pay grade 102, \$11.58 per hour, 1/24/2016

Michelle Burke, from Library Assistant III, Central, pay grade 105, \$14.67 per hour, to Library Assistant III, Public Services Area, pay grade 105, \$14.67 per hour, 2/7/16

Amber Sabo, from Library Assistant III, Pike, pay grade 105, \$14.07 per hour, to Circulation Supervisor II, pay grade 309, \$19.08 per hour, 1/24/16

Thelma Hamilton-Strong, from CMSA Aide FT, Processing Service Section, pay grade 101, \$13.44 per hour, to CMSA Aide PT, Processing Service Section, pay grade 101, \$13.44 per hour, 3/6/16

Valerie Evans, from Processing Unpacking Asst., Processing Service Section, pay grade 102, \$12.39 per hour, to Processing Assistant, Processing Service Section, pay grade 104, \$12.91 per hour, 2/7/16

### **3. Re-Hire**

Mary Alice Durchholz, Cataloger, Cataloging and Metadata, pay grade 309, \$19.08 per hour, 2/1/16

### **4. Separations**

Coral Mackenzie-Danforth, Hourly Library Assistant II, Lawrence, pay grade 103, \$12.39 per hour, 12/31/16, Ms. Mackenzie-Danforth was on staff for 10 months

Makeda Hooker, Hourly Job Center Assistant, East 38<sup>th</sup>, pay grade 103, \$10.20 per hour, 1/12/2016, Ms. Hooker was on staff for 3 months

LaToya Bush, Library Assistant II, InfoZone, pay grade 103, \$12.15 per hour, 1/23/2016, Ms. Bush was on staff for 10 years and 6 months

Janet Howard, Public Services Associate II, East 38<sup>th</sup>, pay grade 106, \$15.65 per hour, 1/30/16, Ms. Howard was on staff for 11 months

Telaia Olive, Library Assistant II, Southport, pay grade 103, \$12.39 per hour, 2/8/16, Ms. Olive was on staff for 3 years and 5 months

### **5. Inactive**

Lacey Daniels, Page, Irvington, pay grade 100, \$9.45 per hour, 1/11/16

Tyler Clemons, Page, Pike, pay grade 100, \$9.15 per hour, 1/8/16

Robert Leszcynski, Page, Irvington, pay grade 100, \$9.15 per hour, 1/18/16

### **6. Re-Activate**



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**TRAVEL AND TRAINING ACTON**  
RESOLUTION 12 - 2016

**WHEREAS it is the opnion 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	Branch/Department	Cost Center	City/State	Conference Name	Dates	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Janet Spaulding	CSMA	1201	Chicago, IL	Book Expo America	5/10-13/2016	10	\$ 228.00		\$ 600.00	\$ 120.00	\$ 948.00
Janet Spaulding	CSMA	1201	Indianapolis, IN	IAHE Convention	4/28-30/ 2016	10	\$ 55.00		\$ 20.00		\$ 75.00
Emily Chandler	CSMA	1201	Chicago, IL	Book Expo America	5/10-13/2016	10	\$ 108.00	\$ 1,015.00	\$ 200.00	\$ 105.00	\$ 1,428.00
Meaghan Fukunaga	CSMA	1201	Muncie, IN	Ball State Copyright	4/20/2016	10	\$ 90.00		\$ 75.00		\$ 165.00
Elaine Jones	CAS	1401	Alexandria, VA	USPTO Patent and trademark	3/22-24/2016	10		\$ 1,259.00	\$ 253.00	\$ 150.00	\$ 1,662.00
Shanika Heyward	E. 38th	2008	Bloomington, IN	ALA Harwood Public Innovators	3/2/2016	10			\$ 64.80		\$ 64.80
Judy Gray	GPK	2016	Indianapolis, IN	In Women's History Con	3/26/2016	10	\$ 20.00				\$ 20.00
Christopher Marshall	CAS	1401	Indianapolis, IN	Book restoration	4/29-30/2016	10	\$ 175.00				\$ 175.00
Chris Brozo	TLC	1403	Indianapolis, IN	Gen Con	8/3-4/2016	10	\$ 120.00				\$ 120.00
Shelby Phelps	TLC	1403	Indianapolis, IN	Gen Con	8/3-7/2016	10	\$ 120.00				\$ 120.00
Nichelle Hayes	CAS	1401	Alexandria, VA	USPTO Patent and trademark	3/21-24/2016	10		\$ 1,259.00	\$ 400.00	\$ 150.00	\$ 1,809.00
Chris Cairo	SPA	1901	Denver, CO	IMLS and Colorado State Lib	9/30-10/3/2016	10	\$ 1,465.00		\$ 600.00		\$ 2,065.00
Pam Swaidner	CSMA	1201	Avon,IN	ILF	3/11/2016	10	\$ 45.00				\$ 45.00
Deb Lambert	CSMA	1201	Denver, CO	PLA	4/4-9/2016	10	\$ 625.00	\$ 1,250.00	\$ 700.00	\$ 150.00	\$ 2,725.00
Kim Crowder	COM	1601	Denver, CO	PLA	4/4-9/2016	10	\$ 920.00	\$ 2,000.00	\$ 750.00	\$ 150.00	\$ 3,820.00
Amy Griffin	CAS	1401	Denver, CO	PLA	4/5-9/2016	10	\$ 450.00	\$ 1,200.00	\$ 300.00	\$ 150.00	\$ 2,100.00
Heidi Holmer	LAW	2013	Denver, CO	PLA	4/5-9/2016	10	\$ 550.00	\$ 1,000.00	\$ 500.00	\$ 150.00	\$ 2,200.00
Jenny Carter	SPA	1901	Denver, CO	PLA	4/5-9/2016	10	\$ 450.00	\$ 2,000.00	\$ 550.00	\$ 165.00	\$ 3,165.00
Karen Perry	FRA	2021	Denver, CO	PLA	4/5-9/2016	10	\$ 450.00		\$ 600.00	\$ 120.00	\$ 1,170.00
Katherine Lerg	HR	1701	Denver, CO	PLA	4/5-9/2016	10	\$ 450.00	\$ 950.00	\$ 1,000.00	\$ 90.00	\$ 2,490.00
Sue Kennedy	IRV	2004	Denver, CO	PLA	4/5-9/2016	10	\$ 550.00	\$ 1,000.00	\$ 500.00	\$ 150.00	\$ 2,200.00
Sylvia Robertson	E. 38th	2008	Denver, CO	PLA	4/5-9/2016	10	\$ 450.00	\$ 980.00	\$ 860.00	\$ 150.00	\$ 2,440.00
Deb Champ	IT	1101	Denver, CO	PLA	4/5-8/2016	10	\$ 450.00	\$ 1,125.00	\$ 990.00	\$ 90.00	\$ 2,655.00
Margaret Ward	WRN	2022	Denver, CO	PLA	4/5-9/2016	10	\$ 550.00	\$ 1,000.00	\$ 520.00	\$ 135.00	\$ 2,205.00

Name	Branch/Department	Cost Center	City/State	Conference Name	Dates	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Betsy Crawford	FRA	2021	Denver, CO	PLA	4/6-9/2016	10	\$ 300.00	\$ 920.00	\$ 800.00	\$ 120.00	\$ 2,140.00
Chris Cairo	SPA	1901	Denver, CO	PLA	4/6-9/2016	10	\$ 375.00	\$ 850.00	\$ 450.00	\$ 90.00	\$ 1,765.00
Cathy Scheib	WAY	2019	Denver, CO	PLA	4/5-9/2016	10	\$ 375.00	\$ 1,400.00	\$ 500.00	\$ 120.00	\$ 2,395.00
Jackie Kelly	CAS	1401	Denver, CO	PLA	4/5-9/2016	10	\$ 710.00	\$ 265.00	\$ 365.00	\$ 120.00	\$ 1,460.00
Meredith Albertin	CSMA	1201	Denver, CO	PLA	4/6-9/2016	10	\$ 375.00	\$ 800.00	\$ 400.00	\$ 90.00	\$ 1,665.00
Jeffrey Huttinger	TLC	1403	Denver, CO	PLA	4/5-9/2016	10	\$ 550.00	\$ 1,200.00	\$ 600.00	\$ 150.00	\$ 2,500.00
Sharon Smith	FAC	1800	Denver, CO	PLA	4/3-9/2016	10	\$ 400.00	\$ 1,700.00	\$ 1,340.00	\$ 180.00	\$ 3,620.00
Michael Perry	CSMA	1201	Denver, CO	PLA	4/4-9/2016	10	\$ 550.00	\$ 1,351.00	\$ 525.00	\$ 150.00	\$ 2,576.00
Mollie Beaumont	GLD	2003	Denver, CO	PLA	4/6-9/2016	10	\$ 475.00	\$ 181.30	\$ 300.00	\$ 90.00	\$ 1,046.30
Denyce Malone	FHS	2010	Indianapolis,IN	Joseph Taylor Symposium	2/25/2010	10			\$ 25.00		\$ 25.00
Shanika Heyward	E. 38th	2008	Indianapolis,IN	Joseph Taylor Symposium	2/25/2016	10			\$ 25.00		\$ 25.00
Shelby Phelps	TLC	1403	Indianapolis,IN	Indiana Women's History	3/26/2016	10	\$ 10.00				\$ 10.00
Kim Jones	CAS	1401	Indianapolis,IN	Indiana Women's History	3/26/2016	10	\$ 20.00				\$ 20.00
Melanie Hoffman	PIK	2015	Indianapolis,IN	Indiana Women's History	3/26/2016	10	\$ 20.00				\$ 20.00
Ahliah Bratzler	CAS	1401	Indianapolis,IN	Indiana Women's History	3/26/2016	10	\$ 10.00				\$ 10.00
Jackie Kelly	CAS	1401	Indianapolis,IN	Indiana Women's History	3/26/2016	10	\$ 20.00				\$ 20.00
Andrew Schemm	HR	1701	Indianapolis,IN	Indiana HR conference	4/19-20/2016	10	\$ 239.20		\$ 52.00		\$ 291.20
Callie Fillenwarth	HR	1701	Indianapolis,IN	Indiana HR conference	4/19-20/2016	10	\$ 239.20		\$ 52.00		\$ 291.20
Jeanne Sheehan	IT	1101	Indianapolis,IN	SirsiDynix conference	5/23-25/2016	10	\$ 400.00		\$ 75.00		\$ 475.00
Jeffrey Edminster	IT	1101	Indianapolis,IN	SirsiDynix conference	5/23-25/2016	10	\$ 400.00		\$ 75.00		\$ 475.00
Amy Spurier	IT	1101	Indianapolis,IN	SirsiDynix conference	5/23-25/2016	10	\$ 400.00		\$ 75.00		\$ 475.00
Brian Dunten	IT	1101	Indianapolis,IN	SirsiDynix conference	5/23-25/2016	10	\$ 400.00		\$ 75.00		\$ 475.00
Lauren Freeman	OUT	1506	conference fees	paid by staff association	4/6-9/2016						\$ -
Rhonda Oliver	BTW	2005	Indianapolis,IN	Joseph Taylor Symposium	5/25/2016	10			\$ 25.00		\$ 25.00
Vanessa Jamerson	E. 38th	2008	Avon,IN	District 4 conference	4/28/2016	10	\$ 67.00		\$ 24.30		\$ 91.30
Shanika Heyward	E. 38th	2008	New Castle, IN	District 8 conference	4/26/2016	10			\$ 51.30		\$ 51.30
Victoria Duncan	CMSA	1201	Washington,DC	DPLA	4/14-15/2016	10	\$ 125.00	\$ 282.50	\$ 28.00	60	\$ 495.50
											\$ 58,309.60

Meeting Date: February 4, 2016, 9:00 am  
Project: IndyPL Special Board Facilities Committee Meeting  
Location: Library Services Center, Room 221

Meeting Participants:

Lillian L. Charleston	IndyPL Board of Trustees, Chairperson, Facilities Committee
David Wantz	President, IndyPL Board of Trustees
Jackie Nytes	IndyPL Chief Executive Officer
Sharon Smith	IndyPL Director, Facilities
Robert Scott	Clark, Quinn, Moses, Scott & Grahn, LLP
Russell Brown	Clark, Quinn, Moses, Scott & Grahn, LLP

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**Topic of discussion: Central Library Parking Garage Lease**

Robert Scott began the meeting with some background of the lease and the process so far. Members of the board who were present asked detailed questions about how much research was done about income, expenses, impact on library operations, and market demand. We also discussed the benefits and impact on the surrounding community. All questions were answered to the satisfaction of the board members present and then Robert reviewed the terms of the agreement. Since there was not a quorum of the committee, Lillian Charleston, Chair, concluded the meeting with a decision to review the information at the upcoming Joint Committee Meeting on March 15, 2016.

The next Board Joint Committee Meeting is Tuesday, March 15, 2016, 4:00pm at the Library Services Center.

Notes Submitted by: Sharon Smith, Director, Facilities  
February 10, 2016

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
FEBRUARY 9, 2016

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The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, February 9, 2016 at 4:10 p.m. pursuant to notice given.

1. **Call To Order**

Dr. Wantz called the meeting to order.

2. **Roll Call**

Members present: Ms. Aguilera, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz

Members absent: Ms. Blunt and Mr. Gutierrez

**COMMITTEE REPORTS**

3. **Facilities Committee (Lillian L. Charleston, Chair; Camille D. Blunt, Oscar A. Gutierrez) – Staff Liaison: Sharon Smith**

**Resolution – Approval to Award a Construction Services Contract for the Warren Branch Renovation Project.**

- Sharon Smith presented the action request and resolution seeking Board approval to award a Construction Services Contract for the Warren Branch Renovation Project to Mezzetta, Inc., Indianapolis, IN for the total cost of \$884,600.00.
- The project was bid and will be completed using appropriate Public Works statutes and it was noted that Mezzetta, Inc. is a WMBE company.
- The project will include Add Alternate #'s 2, 3 and 4.
- The preliminary project schedule targets a beginning date of March 14, 2016 with completion date of September 19, 2016.
- The Branch will remain open during construction.
- The work will be funded from the Series 2014 Bond Fund (Fund 43).
- The Facilities Committee will present the Resolution to the full Board at the regular meeting in February.

**Resolution – Approval to Award a Construction Services Contract for the East Washington Branch Expansion Project.**

- Ms. Smith presented the action request and resolution seeking Board approval to award a Construction Services Contract for the East Washington Branch Expansion Project to MacDougall Pierce Construction, Inc., for the total cost of \$1,700,500.00 and will include Add Alternate #'s 1, 2, 3, 4, 5, and 6. It was clarified that for Add Alternate #3: Solar Panels, the panels would be installed on the new addition only and will significantly help the Library to achieve an LEED Silver certification.
- The project was bid and will be completed using appropriate Public Works statutes.
- Four (4) sealed bids were received by the Library on February 4, 2016.
- It was noted that although Public Notices to prospective bidders were advertised by being posted on the IndyPL website and copies of the Public Notice e-mailed to the standing list of business development entities, no bids were received from XBE companies.
- The preliminary project schedule targets a beginning date of March 14, 2016 and a completion date of October 10, 2016.
- The work will be funded by the Series 2014 Bond Fund (Fund 43).
- The Facilities Committee will present the Resolution to the full Board at the regular meeting in February.
- During the discussion, Sharon Smith presented a map showing the existing East Washington Branch Library and the location one (1) block east of the Library where the temporary East Washington Branch Library will be located. The temporary location is 2902 East Washington, the corner of Oxford and Washington Street will have adequate space for parking and will include a double-wide house trailer to provide temporary services to Library patrons during the duration of the project.

**Facilities Briefing Report**

**Land Purchase for East Washington Branch**

- Ms. Smith gave the briefing on the pending land purchase for the East Washington Branch.
- During the design process of the East Washington Branch Expansion and Renovation Project, an opportunity presented itself for the Library to purchase 0.31 acres of property adjacent to the existing East Washington Branch Library. The available property is located directly to the west of the Branch, at the northeast corner of East Washington and Rural Street, and was most recently Pizza Hut carry-out/delivery restaurant.
- It was noted that securing this additional property provides an opportunity to significantly improve the ability of the Branch Library facility to serve patrons by providing additional parking lost to the expansion project and also support various on-going community improvements.

- As previously directed by the Board, a purchase agreement has been signed with the current property owner.
- The agreed upon purchase price is \$325,000, and will be funded from the Gift Fund (Fund 30) with supplemental funding from the Capital Projects Fund (Fund 45).
- It was noted that no public hearing is required prior to further Library Board action on the property acquisition.

### **Facilities Briefing Report**

#### **Central Library Parking Garage Lease**

- Ms. Smith advised that after a lengthy process initiated by an RFP in August 2013, the Library has reached a tentative agreement with Library Square Development Partners, LLC (an affiliate of Buckingham Properties, LLC), for long-term lease of parking spaces in the Central Library garage.
- It was noted that benefits of the agreement include better maximizing the garage's underutilized parking spaces; income from the agreement for the Library will be designated to a fund which will provide for garage maintenance, repair, and improvements; and to support economic growth and development in the nearby community.
- Robert Scott, the Library's legal counsel, then provided an overview of principal terms of the agreement.
- After discussion, it was noted that a Board Action Request would be presented at the March 2016 Facilities Committee Meeting.

#### **4. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne) – Staff Liaison: Katherine Lerg**

##### **Board Action Request-Resolution XX-2016 – Addition of Section 204**

##### **Transgender Policy to the Library Policy Manual**

- Katherine Lerg explained changes to draft and advises sources that were consulted.
- Ms. Charleston questions financial impact policy may have. Everyone is in agreement that those issues may need to be addressed in the future as they arise.
- Robert Scott, the Library's attorney, advises resolution needs change to reflect policy only affects Library employees and not patrons.
- Changes will be made to the resolution and it will be on the Board Meeting agenda for February 22, 2016.

##### **2015 Performance Appraisals**

- Ms. Aguilera brings up discussion concerning the 2015 performance appraisals.
- Ms. Charleston explains her position that Board members need more

information presented as to ratings and how personnel are performing to enable them to make better decisions for the Library.

- Jackie Nytes, Chief Executive Officer, advises that a more complete presentation as to classification schedule may be appropriate, as to what specific job titles are in each group as to union and non-union. She advised that pay raises being based on merit was decided during last negotiation with the union.
- Ms. Lerg advises that she can provide the more categorized list that she prepared for Ms. Charleston to all Board members.
- It is agreed that this issue will be placed on the agenda for the next committee meeting, March 15, 2016 for further discussion.

**5. Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston) – Staff Liaison: Becky Dixon**

- a. **Presentation on Glick Study: IPS/Shared System.** The Library has been working with Diehl Consulting Group to examine the feasibility of the Indianapolis Public Schools joining the Library's Shared System. They are about six months through this 12 month long process. Over the next three months, Diehl will be surveying teachers, administrators, and other key personnel at IPS as well as performing site observations at school libraries and media centers. By the end of this study, the information they've gathered will not only be applicable to IPS joining the Shared System, but to other school districts as well.
- b. **Briefing: Online Registration.** The Library has been working with a consultant to develop a process by which patrons may register for a library card through the Library's website. A resolution to approve a contract will be brought before the Board in March. The Library's online library card application site is projected to go live in August, 2016.
- c. **Resolution: Appropriation of Gift and Grant Funds.** The Library is receiving gifts from The Indianapolis Public Library Foundation's Collection & Technology Fund, Cultural and Community fund, Lifelong Learning fund, Capital fund along with the Christel DeHaan Family Foundation, Stenz Management Company, and Lawrence Township Trustee which total \$156,058.50. These gifts will help fund a variety of programs such as eBook Tinker Stations, Meet the Artists, Hot Jazz for Cool Kids, Spanish Language Computer Classes, and Mini Lawrence Job Center.
- d. **Briefing: Events for 2015.** In 2015, the Events department took in \$326,195 in revenue and had \$276,301 in expenses resulting in \$49,895 in revenue over expenses. The Library has contracts with two caterers, Thomas and Ritz Charles, who handle catering for special events after Library business hours. The Library currently receives 15% of the food and beverage charges as commission. Overall, clients were satisfied with the venue, pricing, and services they received in 2015.
- e./f. **Draft of Capital Projects Fund Calendar & 2017 Budget Calendar.** Draft calendars of the Capital Projects Fund and 2017 Budget process were distributed.

The Capital Projects Fund budget for 2017-2019 will be presented for approval at the Board's April meeting. The 2017 Budget presented for approval at the Board's August meeting.

- g. **Briefing: RFID.** The RFID project will be moving forward in four phases:
- Phase 1:** Bids for Outsourced Tagging, Equipment and building construction (March – May)
  - Phase 2:** RFID tagging of 1.7 million items at 24 locations, by volunteers, staff and outsourcing
  - Phase 3:** Installation and training for circulation (Oct – Dec)
  - Phase 4:** Installation of book drops (Jan – May 2017)

A briefing report will be brought before the Board in April with the results of the bidding process. In May, a resolution to award contracts for this project and the purchase of equipment will be submitted for approval to the Board.

**6. External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Camille D. Blunt, Patricia A. Payne) – Staff Liaison: TBD**

For the Board's information, Dr. Wantz distributed copies of a letter he had recently written to his appointing authority updating them on his Board activities. Dr. Wantz suggested that the other members prepare a similar letter to their own appointing authority with the explanation that it's good to keep everyone up-to-date.

At this time, a discussion on the potential merger with the Beech Grove Public Library took place. Items discussed included: Timing of the merger, the addition of four members to the IndyPL Board, and formation of a new IndyPL Board at the conclusion of the merger process.

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

- a. **Regular Board Meeting** – Monday, February 22, 2016, at the College Branch Library, 4180 North College Avenue, at 6:30 p.m.
- b. **Library Board Committees Meeting** – March 15, 2016, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

**8. Other Business**

Ms. Nytes announced that Rev. T. D. Robinson has been selected to replace Ms. Blunt on the Board. The hearing on his appointment will take place at the Municipal Corporations Committee meeting on February 10, 2016 with final approval at the City-County Council meeting on February 29, 2016.

On another topic, a discussion took place on a book entitled "A Birthday Cake for George Washington." Dr. Wantz encouraged Board members to read the book and then discuss it since the Library is preparing to add the book to its collection.



**9. Adjournment**

Dr. Wantz declared the meeting adjourned at 5:50 p.m.

