



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
February 25, 2019**

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

**Michigan Road Branch Library
6201 Michigan Road
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 20th Day Of February, 2019**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Denyce Malone, Michigan Road Branch Manager, will provide an update on their services to the community. (enclosed)

4. **Public Comment and Communications**

a. **Public Comment**

The Public has been invited to the Board Meeting.

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

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

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

5. **Approval of Minutes**

a. **Regular Meeting, January 28, 2019** (enclosed)

COMMITTEE REPORTS

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

a. **Report of the Treasurer – January 2019** (enclosed)

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

a. **Resolution 7 – 2019** (Approval to Award the Service Contract for IndyPL's 2019 Compensation and Classification Study) (enclosed)

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

- a. **Briefing Report** – Eagle Branch Project Update (enclosed)
- b. **Briefing Report** – Brightwood Branch Project Update (enclosed)

9. Library Foundation Update (Dr. Terri Jett, Library Board Representative) – Roberta Jagers, President, Indianapolis Public Library Foundation, will provide the Update. (enclosed)

10. Report of the Chief Executive Officer

a. Public Services Update and Statistics

- 1) **New Approach to the Statistics Dashboard** – Garrett Mason, Strategic Planning and Assessment, will discuss a new approach to the Dashboard. (at meeting)
- 2) **Public Services** – John Helling, Director, will introduce the following:
 - a. **Presentation on Homeschool Services** – Cathy Bridge, Public Services Librarian, and Janet Spaulding, Selector, will make the Presentation. (at meeting)
 - b. **Recognition of Tony Radford, IndyPL Artist in Residence** (at meeting)

b. January Media Report (enclosed)

c. CAFR Award Recognition (at meeting)

d. Confirming Resolutions:

- 1) **Resolution Regarding Finances, Personnel and Travel (8 – 2019)**

Enclosed.

e. Remaining CEO Tours (at meeting)

UNFINISHED BUSINESS

11.

NEW BUSINESS

12.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

March, 2019 -

INFORMATION

14. Materials

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

15. Board Meeting Schedule for 2019 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Board Meetings for 2019** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through March 24, 2019** (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, March 12, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, March 25, 2019, at the Warren Branch Library, 9701 East 21st Street, at 6:30 p.m.

18. Other Business

19. Adjournment



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Michigan Road Branch Library



Who we are:

- Branch Manager
- Circulation Supervisor
- 2 FT Librarians
- 1 PT Public Services Associate II
- 1 FT Library Assistant
- 2 ½ Library Assistants
- 1 Hourly Library Assistant
- 2 ½ Computer Lab Assistant
- 3 Pages

Who We Serve:

Age Distribution: 26% under 18, 62% 18-64, 12% 65 and over

Racial Distribution: 45% African American, 41% Caucasian, 12% Hispanic
3% Asian

Total Base Population: 60,511 ¹

Land Area in square miles: 28.5

Schools: 8 public, 6 private

How We Serve: December 15, 2018-January 31, 2019

- 500 new registered borrowers
- 43,250 door count
- 25,307 circulation
- 56,371 items in collection
- 20 total programs 955 participants

¹ Data from the SAVI Community Profile

Our Story:

The Indianapolis Public Library added the 20,000-square-foot Michigan Road Branch on December 15, 2018. This state of the art facility provides greater access to Library services and collections, engaging spaces for children, teens, and adults, more computers, and a large community room. From opening day until January 31st, 500 individuals received library cards for the first time. The community has been excited to have a library in the neighborhood. One of the project goals was to fill a large library service-area gap in Marion and that has been accomplished.

With adding a new facility on Michigan Road, Flanner House branch inside of Flanner House Community Center on Martin Luther King Jr. Street was closed on November 21, 2018. The Library still provides services to the Flanner House area by having the bookmobile make stops at the center twice a month and providing story times to area day cares. Many of the patrons from the Flanner House community have come into the new facility at Michigan Road and loves the space and having more items to select from.

When the branch open the collection size was 56,371. The collection was made up of new items ordered by the collection staff. The collection staff considered the demographics of the community when ordering. 10,000 items came from Flanner House branch and the rest of the collection came from other locations. On the first day of opening 2,138 items were checked-out from the collection. By the end of January, 25,317 items were checked-out from Michigan Road.

Since the branch opened many programs have been offered. Twice a week preschool story times have taken place and on average twenty preschoolers and their parent have attended. Over twenty adults listened to a trio from Indiana Symphony and fourteen adults enjoyed cooking soup demonstration by the Marion County Public Health Department. Eight patrons from Flanner House Library Adult coloring attended the bi-weekly coloring sessions at Michigan Road. Patrons that attended Flanner House book club on a monthly basis came to Michigan Road book discussion in January.

Many community groups have used the community room from the Crooked Creek Neighborhood Association to Girl Scout Troops. The community has been excited to have a meeting space in the neighborhood. We look forward to serving the Michigan Road Community.

Respectfully submitted,

Denyce Malone, Branch Manager
Michigan Road Branch
6201 North Michigan Road 46268
Indianapolis, IN
(317) 275-4370

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 28, 2019**

The Indianapolis-Marion County Public Library Board met at the Southport Branch Library, 2630 East Stop 11 Road, Indianapolis, Indiana on Monday, January 28, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

Members present: Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Members absent: Mr. Andrews and Rev. T. D. Robinson

3. Branch Manager’s Report

Fiona Duke, Interim Manager, Southport Branch Library, welcomed everyone and then provided an update on their services to the community.

Ms. Duke commented that 2018 was a year of great success and great loss for the branch.

In early November, the long-time manager of the branch, Cathy Cage, passed away following an accident. Her career with IndyPL spanned 42 years and she is missed dearly.

It has been just over two years since Southport’s interior was renovated and both staff and patrons continue to enjoy the updated amenities. The branch celebrated a successful Summer Reading Program, achieving the second highest number of branch participants at 3,761. The branch also finished the year with the highest circulation of physical materials.

Southport’s patrons continue to reflect the increasing diversity of the population in Perry Township. The Burmese (Chin) continue to be the largest ethnic group with approximately 14,000 residents residing in Perry Township and Southport. There are also residents from Mexico, India, Pakistan, Syria and the Democratic Republic of Congo that use the branch.

Another success has been the Welcome Baby bag project that resulted from a Foundation funded service plan written by staff member Susan Barhan. She partnered with Franciscan Health to provide every new parent with a bag filled with two board books,

info on early literacy and a library card application. There were 500 bags that were filled by volunteers and delivered to the hospital for distribution.

4. **Public Comment and Communications**

a. **Public Comment**

Melinda Mullican, representing the IndyPL Staff Association, addressed the Board. She provided information concerning scholarship reimbursement to Library staff members who are in school, whether it is for a Master's Degree in Library Science or for an undergraduate degree.

At this time, staff members Katie Farmer and Naomi Allensworth were presented with monies to assist in the pursuit of their degrees.

Ms. Allensworth thanked the Board for the opportunity to pursue her degree.

A round of applause occurred at this time.

Southport patron Jackie Harrell spoke to the Board. She commented that she misses adult programs. There seems to be several programs for infants, toddlers, children and teenagers but there aren't programs for adults at Southport. She reminded everyone of some of the adult programs that had been done there in the past and encouraged the Library to offer adult programs again. She also noted that when the branch was expanded, she had hoped that the Library would offer computer classes here. Lastly, she wholeheartedly endorsed Ms. Duke for the position as the permanent Branch Manager.

- 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. **Regular Meeting, December 17, 2018**

The minutes were approved on the motion of Ms. Carlino, seconded by Ms. Payne, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

COMMITTEE REPORTS

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

a. Report of the Treasurer – December 2018

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board.

She mentioned that on the revenue side, we ended the year with \$45 million in revenues. This was \$1.5 million more than we budgeted and the reason for this was delinquent tax collections in the amount of \$675,000 and also a health insurance reimbursement of \$680,000 that we received earlier in the year that we previously discussed. These amounts brought our revenues to 103% more than what we budgeted.

On the expenditure side, we spent a total of \$41 million for the year and we have outstanding purchase orders in the amount of \$3.2 million. This brings the total anticipated expenditures to \$44.2 million. That is about 95% of our revised Budget. That leaves us about \$2 million in unspent Budget for 2018 and this is primarily due to reserved positions for new branches in the future. Because we're holding onto these positions, we're about \$1.5 million below Budget in our salaries and benefits.

She then reviewed the various funds and our ending cash balances for the year. There is \$22.9 million in the Operating Fund, a total of \$65.7 million in all of our funds. Of that amount, \$26 million is due to bond proceeds.

Ms. Crenshaw made the motion, which was seconded by Ms. Payne, 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 – 2019 (Disclosure of Waived Fines and Fees)

Ms. Dike-Young noted that the referenced fines and fees have been deemed uncollectible by the Library. The amount totaled \$2.6 million. The amount that was waived in the branches was \$137,833. In addition to those amounts, we also had \$1.9 million that was deleted due to routine quarterly and annual borrower purges.

After full discussion and careful consideration of Resolution 1 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

c. **Resolution 2 – 2019** (Outstanding Purchase Orders 2018)

Ms. Dike-Young explained that the State of Indiana requires us to authorize any purchase orders that we want to carry over into the next year.

Information on all outstanding purchase orders in the Operating Fund was provided to the Board. They total \$2,589,711. She then requested the Board's permission to add an additional purchase order to the list in the amount of \$676,396. This will bring the new total to \$3,268,142. These purchase orders will be spent in 2019 using 2018 funds.

She also mentioned the outstanding purchase orders for the Rainy Day Fund which totaled \$191,000 and the Library Improvement Reserve Fund which totaled \$436,000.

After full discussion and careful consideration of Resolution 2 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

d. **Resolution 3 – 2019** (Confirming Marion County Board of Finance)

Ms. Dike-Young advised that the Library seeks approval to confirm the Marion County Board of Finance as our local Board of Finance. We prefer to use the Marion County Board of Finance because we benefit from the investment practices of the other units.

The Library will present its' Investment Report at a meeting on January 31, 2019 at 2:00 p.m. at the City-County Building in Room 260.

After full discussion and careful consideration of Resolution 3 – 2019, the resolution was adopted on the motion of Ms. Carlino, seconded by Ms. Payne, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

e. **Resolution 6 – 2019** (Transfers Between Classifications and Accounts)

Ms. Dike-Young noted that the Library is requesting a transfer from the Other Services and Charges line item to the Capital line item. This is as a result of the fact that we received approximately \$675,000 more property tax revenue than was anticipated. We will use these funds to cover the deficit in the Brightwood construction account.

After full discussion and careful consideration of Resolution 6 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

f. **Investment Report 2018**

Ms. Dike-Young reviewed the information that was contained in the Investment Report 2018 which was distributed to the Board for their review.

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

a. **Briefing Report – 2019 Compensation Study Overview**

Ms. Crenshaw reviewed the 2019 Compensation Study Overview that had been presented to the Board. She explained that all jobs at the Library will be reviewed and a determination will be made that Library staff are being classified and compensated appropriately. She requested that the Board peruse the information contained in the Overview and then plan to follow-up with Katherine Lerg, HR Director, when she returns to the office.

b. **Briefing Report – Annual Review of IndyPL Acceptable Use Policy**

Debra Champ, IT Director, reviewed the information contained in the document presented to the Board. She mentioned that Indiana Code requires that the policy for Internet and other computer networks used by libraries must be reviewed by the Board of a public library annually.

Ms. Champ pointed out that the second line in the Briefing Report should be corrected to indicate that the policy only requires the Board’s review. Board approval is not necessary.

c. **Briefing Report – Wellness Committee Update**

Tisha Galarce, Human Resources Generalist, shared information about the components and the different levels (Gold, Silver, Bronze and Base) related to the

Library's Wellness Program. Employees are encouraged to participate in programs offered so that they are in better health which results in lower insurance costs. Currently, there are 280 employees signed up for the insurance. Of those, 19 pay the Base, 88 pay Bronze, 52 pay Silver and the remainder pay Gold. She announced that the Library received a refund last year from Anthem.

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

a. **Briefing Report** – Update on the Eagle Branch Project

Sharon Smith, Facilities Director, updated the Board on the Eagle Branch Project. They have completed the electrical and plumbing rough-ins. Dry wall installation has been completed. The installation of the permanent windows has begun and the above ceiling mechanical work is complete and has been inspected. Budget is still on track with 83% of the contingency remaining at this time.

b. **Briefing Report** – Update on the Brightwood Branch Project

Ms. Smith mentioned that the contractor is working to secure permits following an ongoing delay. The contractor has also identified the long lead time and critical path items.

c. **Resolution 4 – 2019** (Award Services Contract for Solar Photovoltaic System Installation and Maintenance Services at the Eagle Branch Library Project)

Ms. Smith advised that the Facilities Committee recommends Board approval to award the project to RegenEn Solar at the total cost of \$129,168. IndyPL solicited competitive proposals from prospective vendors. IndyPL and the engineer, R. E. Diamond, prepared performance technical specifications for the solar panel system to allow for a detailed and thorough evaluation of the vendors' proposals. The solar panel system specified is a 66.2 kilowatt solar array which will provide approximately 75% of the electric needs for the Eagle Branch Library. This will be our first building with solar panels of this size and energy production.

After full discussion and careful consideration of Resolution 4 – 2019, the resolution was adopted on the motion of Ms. Carlino, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Motion carried.

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

9. Library Foundation Update

January 2019 Library Foundation Update

Dr. Jett provided the Update for January 2019.

The Foundation appreciates the opportunity to join Jackie Nytes, the Library's Chief Executive Officer, on the Love Your Library Tour. We look forward to bringing our anniversary celebration to your February Board Meeting.

The Library Foundation thanks 275 donors who made gifts last month. The following are our top corporate and foundation contributors:

Indianapolis Power & Light
 Faegre Baker Daniels LLP
 Lilly Endowment
 RLR Associates
 The Swisher Foundation
 Griffith Family Foundation

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

Children's Programs

Ready to Read – Early Literacy Specialist
 Ready to Read – On the Road to Reading
 Ready to Read – Packaged Programs
 Pop Up Literacy Program – East 38th Street
 Teen Programming - East 38th Street
 WIC Let's Talk Parent Bags

Cultural Programs

Center for Black Literature and Culture
 Hot Jazz for Cook Kids – Central
 Community Author Fair – East 38th Street
 Music Monday – Spades Park
 Lunch and Learn – PDA
 Meet the Artists
 Meet the Artists – Fourth Friday
 Everyday Artists – Fountain Square
 Ready to Read – Preschool Packaged Programs
 Book Clubs – West Indianapolis

Lifelong Learning

Coding for the Curious – Central
 Plant Based Cooking – Central
 Seed Library – Glendale

Collections

Hi-Lo Books Collection

Capital Projects

Aquarium STEAM Storytime – East 38th Street
 Aquarium – Pike

10. Report Of The Chief Executive Officer

Ms. Nytes shared with Ms. Payne that we are in talks with Flanner House to determine whether any of the shelving or other items we left behind that might be useful to them. If there is any interest, we will work with the Board and the Foundation about the proper channels to make a donation.

a. Public Services Update and Statistics

1) Public Services Update

Google Project

John Helling, Public Services Director, discussed the Google Project at this time. This is a grant the Library received last year in the amount of \$200,000 to buy Chromebooks and hotspots to circulate to patrons at Brightwood and Flanner House. We began circulating those items on December 19, 2018.

Mr. Helling then addressed the question that Ms. Carlino had raised at last month's meeting about acceptable use. He brought copies of a document to the Board members which set out information. Are these devices filtered? The answer is "Yes." The Library does not filter ourselves but Sprint provides that filter. They are the internet service provider for the hotspots, so we rely on their filter.

We do not check these devices out to anyone who is younger than 18 years old. Patrons sign a disclaimer and we keep the original and we give them a copy. The disclaimer does note that the internet is not perfectly safe even with filters in place and that parents of minor children assume responsibility for their children's access. Also, the 800 number listed on the disclaimer goes to our service partner, Managed Mobility, which provides tech support.

You can check out the devices for 21 days. You cannot renew or put a hold on them. The overdue fines are \$1.00 per day for the hotspot and \$5.00 per day for the Chromebook. If you keep it longer than seven days after it's due, we turn it off remotely so that you can't use it or sell it.

To date, there have been 12 new library cards issued to specifically check out these Chromebooks. A total of 25 Chromebooks and 53 hotspots have been checked out.

December and Year-End 2018 Statistics

At this time, Garrett Mason, the Library's new Strategic Planning and Assessment Officer, gave his report to the Board.

Mr. Mason advised that he has been looking at appropriate refinements and alternative measures that might more effectively chart the Library's performance.

He then discussed various components of the report including the following:

1) Strategic Goal #1 – Public PC Use – The last two years we have experienced a general downward trend in that our December usage this year over 2017 is down. Our electronic access to our session searches, articles and lessons viewed and our database usage is up. So, people are accessing some of our electronic resources they're just not doing it through our PCs.

2) Strategic Goal #1 – Program by Type and Program by Attendance – It is noted that even though our total number of programs offered is down by 1% compared to last December, our program attendance for the same month is up 16%. Call-A-Story shows a -39% change from December of last year but there are some opportunities for reporting improvement.

3) Strategic Goal #2 – Community – Central room usage shows a significant jump in the percentage of rooms used but this is due to the fact that study room usage was not counted for one month in 2017 which means we're missing comparable data and that's creating this change. Our rental fees are down.

3) Strategic Goal #3 – Innovation – As previously mentioned, database usage is up across the board.

4) Strategic Goal #1 – Annual Report – Program Type and Attendance - Program by type and program by attendance is up annually by 6% but down on attendance.

5) Strategic Goal #3 – Annual Report – Innovation – Requests placed show a 28% decline from 2017. That is likely driven by the anomaly in May of 2017 where there was a huge spike that accounted for over 600,000 requests.

Dr. Jett asked Mr. Mason if he considered this sufficient data for what we should be looking at.

Mr. Mason replied that, as mentioned previously, he is looking at appropriate alternatives and refinements of the data. He feels there is an opportunity to strengthen how we're using our data and what we identify as appropriate measures of our success and how to best tell our story. He continued that you could always get more context to enrich the qualitative data.

Ms. Nytes shared that Mr. Mason will also be managing the service plan process that staff use to develop program or initiative ideas as part of Budget planning.

Dr. Jett commented that the Board would like to hear more about that because there has been a lot of concern about the service plan process and especially the connection between service plans and the way the staff is evaluated.

b. **December Media Report**

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

1) Website Demonstration – Kimberly Crowder, Communications Director, gave a demonstration of the new Library website that has been launched.

She commented that following this initial launch, we are going to take a look at the content involved in the website to make certain that the keywords that are on the site make sense for how our public searches. Also looking at how we are storing information on the website. Using Communico software for calendar items. Search function is better. Call to Action function was mentioned.

Ms. Crowder noted that staff had been trained on the site prior to launch. She offered to provide the same training to Board members if requested.

2) Bibliocommons Tour – Mr. Helling provided a demonstration of Bibliocommons which is the Library's new catalog product. It replaced a system called Enterprise which was a very utilitarian piece of software. Bibliocommons is much more user friendly and provides more accurate search results. He went on to describe some of the nuances of the new software. It improves our overall customer service.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (5 – 2019)**

After full discussion and careful consideration of Resolution 5 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne and Ms. Sanders.

Dr. Jett commented that she wished to learn more about how salaries are determined as it relates to the new Michigan Road Branch where it was noted that the Manager received a salary increase but the staff members did not. She would like a further explanation.

Ms. Nytes advised that this can be discussed at the next Joint Board Committee Meeting.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. Ms. Nytes invited everyone to attend the upcoming Meet the Artists Event at Central Library. Gala Opening Reception is Saturday, February 9, 2019. The featured guest will be Judge Tonya Walton Pratt.

Ms. Payne mentioned that there will be a Black History Program at Central Library on February 2, 2019 from 1:00-3:00 p.m.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

February 2019 – None

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – January 15, 2019** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through February 24, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, February 12, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. **Notice of Special Meetings**

None.

17. Notice of Next Regular Meeting

Monday, February 25, 2019 at the Michigan Road Branch, 6201 North Michigan Road,
at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 8:15 p.m.

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

Dr. Terri Jett, Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for January 2019
Prepared by Accounting for February 25, 2019 Board Meeting

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

Revenue		Annual 2019 Revised Budget	Actual MTD 1/31/2019	Actual YTD 1/31/2019	% Budget Received
Property Taxes	31	34,903,913	-	-	0%
Intergovernmental	33	7,723,633	369,779	369,779	5%
Fines & Fees	35	788,340	74,085	74,085	9%
Charges for Services	34	536,140	52,726	52,726	10%
Miscellaneous	36	682,163	50,582	50,582	7%
Total		44,634,189	547,171	547,171	1%

Expenditures		Annual 2019 Revised Budget	Actual MTD 1/31/2019	Actual YTD 1/31/2019	% Budget Spent
Personal Services & Benefits	41	27,009,948	1,959,606	1,959,606	7%
Supplies	42	1,618,039	105,846	105,846	7%
Other Services and Charges	43	15,723,079	1,204,425	1,204,425	8%
Capital Outlay	44	5,271,539	328,521	328,521	6%
Total		49,622,605	3,598,399	3,598,399	7%

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	42,109,199	42,109,199	-	-	-	42,109,199
311300 PROPERTY TAX CAPS	(7,205,286)	(7,205,286)	-	-	-	(7,205,286)
TAXES Total	34,903,913	34,903,913	-	-	-	34,903,913
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	240,000	240,000	30,287	30,287	-	209,713
335100 FINANCIAL INSTITUTION TAX REV	268,077	268,077	-	-	-	268,077
335200 LICENSE EXCISE TAX REVENUE	2,854,816	2,854,816	-	-	-	2,854,816
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	321,215	-	3,533,369
335500 COUNTY OPTION INCOME TAX	216,474	216,474	18,277	18,277	-	198,197
335700 COMMERCIAL VEHICLE TAX REVENUE	264,311	264,311	-	-	-	264,311
339000 IN LIEU OF PROP. TAX	25,371	25,371	-	-	-	25,371
INTERGOVERNMENTAL Total	7,723,633	7,723,633	369,779	369,779	-	7,353,854
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	113	113	-	(113)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	24,533	24,533	-	250,467
347602 FAX TRANSMISSION REVENUE	32,000	32,000	5,041	5,041	-	26,959
347603 PROCTORING EXAMS	3,500	3,500	160	160	-	3,340
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	-	-	83,000
347605 USAGE FEE REVENUE	14,000	14,000	950	950	-	13,050
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	2,025	2,025	-	9,975
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	975	975	-	14,025
347608 SECURITY SERVICES REVENUE	18,000	18,000	1,500	1,500	-	16,500
347609 EVENT SECURITY	-	-	840	840	-	(840)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	8,506	8,506	-	(2,506)
347621 CATERING REVENUE	75,000	75,000	8,082	8,082	-	66,918
CHARGES FOR SERVICES Total	536,140	536,140	52,726	52,726	-	483,414
FINES						
351200 FINES	761,840	761,840	72,730	72,730	-	689,110
351201 OTHER CARD REVENUE	12,000	12,000	136	136	-	11,864
351202 HEADSET REVENUE	6,000	6,000	618	618	-	5,382
351203 USB REVENUE	6,000	6,000	449	449	-	5,551
351204 LIBRARY TOTES	2,500	2,500	153	153	-	2,347
FINES Total	788,340	788,340	74,085	74,085	-	714,255
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	279	279	-	5,721
360001 REVENUE ADJUSTMENT	-	-	(176)	(176)	-	176
361000 INTEREST INCOME	46,163	46,163	10,323	10,323	-	35,840
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	31,710	31,710	-	93,290
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	6,996	6,996	-	65,504
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	1,449	1,449	-	(1,449)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	-	-	-	2,500
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
MISCELLANEOUS Total	477,163	477,163	50,582	50,582	-	426,581
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	-	-	5,000
396000 REFUNDS	5,000	5,000	-	-	-	5,000
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	-	-	175,000
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	-	-	20,000
OTHER FINANCING SRCS Total	195,000	205,000	-	-	-	205,000
REVENUE Total	44,624,189	44,624,189	547,171	547,171	-	44,087,018
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,611,566	16,611,566	1,205,455	1,205,455	-	15,406,111
412000 SALARIES HOURLY STAFF	1,806,308	1,806,308	108,273	108,273	-	1,698,035
413000 WELLNESS	35,000	35,000	30	30	1,033	33,937
413001 LONG TERM DISABILITY INSURANCE	43,000	43,000	3,852	3,852	-	39,148
413002 EMPLOYEE ASSISTANCE PROGRAM	22,571	22,571	1,600	1,600	17,600	3,371
413003 TUITION ASSISTANCE	25,000	25,000	5,731	5,731	-	19,269

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
413004 SALARY ADJUSTMENT	90,000	90,000	-	-	-	90,000
413100 FICA AND MEDICARE	1,415,852	1,415,852	92,299	92,299	-	1,323,553
413300 PERF/INPRS	2,376,651	2,376,651	171,888	171,888	-	2,204,763
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	-	-	-	9,000
413500 MEDICAL & DENTAL INSURANCE	4,387,000	4,537,000	367,342	367,342	150,000	4,019,658
413600 GROUP LIFE INSURANCE	38,000	38,000	3,135	3,135	-	34,865
PERSONAL SERVICES Total	26,859,948	27,009,948	1,959,606	1,959,606	168,633	24,881,709
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	640,249	683,948	20,223	20,223	27,020	636,705
421600 LIBRARY SUPPLIES	210,000	273,436	19,363	19,363	63,803	190,270
421700 DEPARTMENT OFFICE SUPPLIES	248,600	309,353	52,263	52,263	45,293	211,798
422210 GASOLINE	40,000	40,502	1,834	1,834	22,986	15,682
422250 UNIFORMS	8,000	13,000	3,162	3,162	1,838	8,000
422310 CLEANING & SANITATION	165,000	172,763	9,002	9,002	13,613	150,149
429001 NON CAPITAL FURNITURE & EQUIP	68,000	125,036	-	-	57,036	68,000
SUPPLIES Total	1,379,849	1,618,039	105,846	105,846	231,589	1,280,604
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	267,028	-	-	48,028	219,000
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	216,450	348,930	18,109	18,109	127,038	203,782
432100 FREIGHT & EXPRESS	5,500	5,500	242	242	3,500	1,758
432200 POSTAGE	69,650	70,773	3,444	3,444	799	66,530
432300 TRAVEL	37,830	37,830	3,015	3,015	-	34,815
432400 DATA COMMUNICATIONS	290,300	290,300	37,287	37,287	-	253,013
432401 CELLULAR PHONE	13,550	13,550	971	971	-	12,579
432500 CONFERENCES	105,115	105,115	487	487	840	103,788
432501 IN HOUSE CONFERENCE	62,000	63,600	-	-	1,600	62,000
433100 OUTSIDE PRINTING	226,500	232,588	26,843	26,843	7,983	197,762
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	-	-	-	1,550
434100 WORKER'S COMPENSATION	159,826	159,826	2,450	2,450	43,852	113,524
434200 PACKAGE	241,688	241,688	7,002	7,002	85,896	148,790
434201 EXCESS LIABILITY	10,351	10,351	-	-	3,670	6,681
434202 AUTOMOBILE	19,594	19,594	-	-	8,118	11,476
434500 OFFICIAL BONDS	1,000	1,000	975	975	-	25
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	15,259	15,259	-	741
434502 BROKERAGE FEE	17,000	17,000	-	-	8,500	8,500
435100 ELECTRICITY	1,067,500	1,159,850	70,417	70,417	21,933	1,067,500
435200 NATURAL GAS	118,450	143,976	13,083	13,083	57,472	73,421
435300 HEAT/STEAM	382,200	490,382	33,723	33,723	74,459	382,200
435400 WATER	75,000	84,465	4,901	4,901	4,564	75,000
435401 COOLING/CHILLED WATER	525,000	537,538	-	-	12,538	525,000
435500 STORMWATER	23,800	23,800	-	-	25,000	(1,200)
435900 SEWAGE	85,200	92,723	7,121	7,121	543	85,059
436100 REP & MAINT-STRUCTURE	1,484,600	2,035,433	198,934	198,934	548,220	1,288,279
436110 CLEANING SERVICES	1,079,239	1,191,908	72,532	72,532	56,537	1,062,839
436200 REP & MAINT-EQUIPMENT	185,360	199,202	3,139	3,139	31,652	164,411
436201 REP & MAINT-HEATING & AIR	900,950	1,051,239	43,988	43,988	138,426	868,825
436202 REP & MAINT-AUTO	65,000	66,139	2,719	2,719	1,139	62,281
436203 REP & MAINT-COMPUTERS	463,100	463,100	56,289	56,289	107,579	299,232
437200 EQUIPMENT RENTAL	87,829	87,829	9,663	9,663	46,994	31,172
437300 REAL ESTATE RENTAL	470,271	489,771	49,316	49,316	14,283	426,172
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	75,000	81,530	8,571	8,571	5,670	67,289
439601 SNOW REMOVAL	370,000	406,535	42,158	42,158	272,464	91,913
439602 LAWN & LANDSCAPING	319,271	347,161	3,831	3,831	24,059	319,271
439800 DUES & MEMBERSHIPS	57,400	58,525	3,078	3,078	1,125	54,322
439901 COMPUTER SERVICES	204,790	237,079	166,842	166,842	6,703	63,534
439902 PAYROLL SERVICES	170,000	210,000	8,281	8,281	40,000	161,719
439903 SECURITY SERVICES	964,721	1,100,410	122,395	122,395	254,284	723,731
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	3,818	3,818	-	61,182
439905 OTHER CONTRACTUAL SERVICES	707,915	807,168	49,004	49,004	77,423	680,741
439906 RECRUITMENT EXPENSES	24,500	24,500	235	235	-	24,265
439907 EVENTS & PR	34,200	37,640	450	450	3,965	33,225
439910 PROGRAMMING	75,500	77,891	3,090	3,090	21,288	53,512
439911 PROGRAMMING-JUV.	145,000	152,775	512	512	49,763	102,499

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	2,449	2,449	5,450	17,101
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	-	-	5,000
439930 MATERIALS CONTRACTUAL	2,000,000	2,002,289	107,803	107,803	2,289	1,892,197
439931 E-BOOKS	-	-	-	-	-	-
439932 E-AUDIO	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	14,019,700	15,708,079	1,204,425	1,204,425	2,245,647	12,258,007
CAPITAL						
443500 BUILDING	-	676,396	14,969	14,969	661,427	-
445100 CAPITAL - FURNITURE	20,000	20,000	-	-	-	20,000
445200 VEHICLES	80,000	107,718	-	-	27,718	80,000
445300 CAPITAL - EQUIPMENT	55,000	76,101	-	-	21,101	55,000
445301 COMPUTER EQUIPMENT	240,000	532,568	280,718	280,718	11,900	239,950
449000 BOOKS & MATERIALS	3,550,000	3,696,126	19,655	19,655	146,126	3,530,345
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449003 CD'S	-	-	-	-	-	-
449004 DVD'S	-	-	-	-	-	-
449100 UNPROCESSED PAPERBACK BOOKS	137,000	162,629	13,179	13,179	12,450	137,000
CAPITAL Total	4,082,000	5,271,539	328,521	328,521	880,722	4,062,296
OTHER FINANCING SRCS						
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER FINANCING SRCS Total	15,000	15,000	-	-	-	15,000
EXPENSE Total	46,356,497	49,622,605	3,598,399	3,598,399	3,526,591	42,497,615

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

	ACTUAL JANUARY	PROJECTED FEBRUARY	PROJECTED MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
Beginning Balance	\$ 22,972,161	\$ 19,920,733	\$ 16,323,519	\$ 12,721,230	\$ 9,930,477	\$ 6,235,732	\$ 20,562,950	\$ 17,472,443	\$ 13,723,134	\$ 10,473,151	\$ 8,157,354	\$ 8,613,812	\$ 22,972,161	\$ 22,972,161	
Receipts:															
Property Tax	-	-	-	350,000	525,000	16,576,957	-	-	-	1,400,000	4,900,000	11,151,957	34,903,913	34,903,913	-
Excise Tax	-	-	-	-	-	1,427,408	-	-	-	-	-	1,427,408	2,854,816	2,854,816	-
Financial Institution Tax	-	-	-	-	-	134,039	-	-	-	-	-	134,039	268,077	268,077	-
Commercial Vehicle Tax	-	-	-	-	-	132,156	-	-	-	-	-	132,156	264,311	264,311	-
In-Lieu-of Taxes	-	-	-	-	-	12,686	-	-	-	-	-	12,686	25,371	25,371	-
Local Option Income Tax (LOIT)	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	3,854,584	3,854,584	-
County Option Income Tax (COIT)	18,277	18,277	18,277	18,277	18,277	18,277	18,277	18,277	18,277	18,277	18,277	18,277	219,324	216,474	2,850
Fines	72,730	62,647	62,647	62,647	62,647	62,647	62,647	62,647	62,647	62,647	62,647	62,647	761,840	761,840	-
Photocopier	113	-	-	-	-	-	-	-	-	-	-	-	113	-	113
Printers	24,533	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	22,917	21,301	275,000	275,000	-
Fax Transmissions	5,041	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,443	32,000	32,000	-
Headsets	618	490	490	490	490	490	490	490	490	490	490	482	6,000	6,000	-
USB	449	500	500	500	500	500	500	500	500	500	500	551	6,000	6,000	-
PLAC Dist.	-	-	-	-	-	83,000	-	-	-	-	-	-	83,000	83,000	-
Interest income	10,323	3,259	3,259	3,259	3,259	3,259	3,259	3,259	3,259	3,259	3,259	3,251	46,163	46,163	-
Library totes	153	212	212	212	212	212	212	212	212	212	212	227	2,500	2,500	-
Other Card Revenue	136	1,078	1,078	1,078	1,078	1,078	1,078	1,078	1,078	1,078	1,078	1,084	12,000	12,000	-
Miscellaneous	104	536	536	536	536	536	536	536	536	536	536	536	6,000	6,000	-
Proctoring Exams	160	304	304	304	304	304	304	304	304	304	304	304	3,500	3,500	-
Facility Rental	46,445	12,300	17,300	19,300	18,300	34,300	22,300	12,300	22,300	22,300	12,300	22,195	261,640	261,640	-
Catering Commission	8,082	569	969	1,769	2,229	7,769	5,269	1,269	9,769	14,769	16,769	5,768	75,000	75,000	-
Café Revenue	8,506	500	500	500	500	500	500	500	500	500	500	500	14,006	6,000	8,006
Reimbursement for Services	-	20,000	-	-	65,000	30,000	-	-	11,500	-	-	48,500	175,000	175,000	-
Insurance Reimbursement	-	-	-	-	20,000	-	-	-	-	-	-	-	20,000	20,000	-
Refunds	-	454	454	454	454	454	454	454	454	454	454	463	5,000	5,000	-
Erate Revenue	30,287	20,000	20,000	35,000	20,000	20,000	-	35,000	20,000	20,000	19,713	-	240,000	240,000	-
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	-	-	-	-	1,000	-	-	2,000	-	2,000	-	5,000	5,000	-
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	547,171	487,709	473,109	840,909	1,085,369	18,894,153	687,409	483,409	500,409	1,891,909	5,385,622	13,367,984	44,645,158	44,634,189	10,969
Expenditures:															
Personal Services & Benefits	1,959,606	2,028,166	2,009,733	2,008,679	2,925,682	2,925,682	2,118,638	2,107,525	2,062,282	1,968,234	2,925,682	1,970,039	27,009,948	27,009,948	-
Supplies	105,846	165,412	97,961	130,200	132,971	127,377	92,995	65,483	193,369	191,804	184,810	129,812	1,618,040	1,618,039	-
Other Services and Charges	1,204,425	1,393,792	1,599,152	1,158,409	1,267,563	1,148,390	1,295,918	1,364,992	1,145,769	1,483,023	1,255,996	1,405,650	15,723,080	15,723,079	-
Library Materials Capital Outlay	328,521	497,552	368,550	334,374	453,898	365,484	270,365	694,719	348,971	564,645	562,674	481,784	5,271,538	5,271,539	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,598,399	4,084,923	4,075,397	3,631,662	4,780,114	4,566,934	3,777,916	4,232,718	3,750,391	4,207,707	4,929,163	3,987,284	49,622,606	49,622,605	-
Change in AP/Petty Cash/Correction*	(201)														
Ending Balance	\$ 19,920,733	\$ 16,323,519	\$ 12,721,230	\$ 9,930,477	\$ 6,235,732	\$ 20,562,950	\$ 17,472,443	\$ 13,723,134	\$ 10,473,151	\$ 8,157,354	\$ 8,613,812	\$ 17,994,513	\$ 17,994,713	\$ 17,983,745	



Receipts and Disbursements - January 2019

FUND	CASH AND INVESTMENTS 12/31/18	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 1/31/19
101 Total Operating	22,972,161.40	547,171.22	3,598,599.48	19,920,733.14
104 Total Fines	(9.32)	109,799.31	109,799.31	(9.32)
226 Total Parking Garage	672,029.63	9,366.68	18,665.23	662,731.08
230 Total Grant	1,020,698.55	396.42	52,701.07	968,393.90
245 Total Rainy Day	5,453,544.59	7,660.62	-	5,461,205.21
270 Total Shared System	384,916.67	539.18	5,359.54	380,096.31
301 Total BIRF 1	5,804,807.08	3,542.56	3,434,636.88	2,373,712.76
321 Total BIRF 2	109,516.19	-	-	109,516.19
471 Total Library Improvement Reserve Fund	2,260,927.08	3,487.32	6,460.22	2,257,954.18
472 Total Construction	43,147.11	-	-	43,147.11
475 Total 2015 Bond RFID Books & Materials	470,488.75	-	1,084.62	469,404.13
476 Total 2016 Bond - Michigan Rd	1,433,373.49	1,528.67	107,199.36	1,327,702.80
477 Total 2017A Bond - Brightwood	5,370,936.85	9,968.69	6,756.10	5,374,149.44
478 Total 2017B Bond - Eagle	5,023,067.61	9,261.25	1,007,713.02	4,024,615.84
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	4,490,358.45	-	153,046.21	4,337,312.24
480 Total 2018 BBond - West Perry Branch	9,324,634.29	17,730.94	20,900.00	9,321,465.23
800 Total Gift	797,734.50	840.04	75,727.45	722,847.09
806 Total Payroll Liabilities	73,511.95	102,525.28	54,472.38	121,564.85
812 Total Foundation Agency Fund	1,535.05	605.08	-	2,140.13
813 Total Staff Association Agency Fund	8.00	-	-	8.00
814 Total Sales Tax Agency Fund	460.32	2,703.29	460.32	2,703.29
815 Total PLAC Card Revenue Agency Fund	15,229.55	4,745.00	10,205.00	9,769.55
Grand Total	\$ 65,723,077.79	\$ 831,871.55	\$ 8,663,786.19	\$ 57,891,163.15

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance January 31, 2019	Interest Earned January 31, 2019		Balance December 31, 2018	Interest Earned December 31, 2018
Operating Fund	\$ 17,079,493	\$ 7,357	Operating Fund	\$ 3,072,136	\$ 1,799
Library Improvement Reserve Fund	624	-	Library Improvement Reserve Fund	623	-
Shared System Fund	46,388	27	Shared System Fund	46,361	27
Grant Fund	789,904	396	Grant Fund	439,508	257
Parking Garage	406,067	219	Parking Garage	305,848	179
Rainy Day Fund	600,238	238	Rainy Day Fund	\$ -	-
Bond & Interest Redemption Fund	878,643	451	Bond & Interest Redemption Fund	540,192	316
Total Chase Savings Account	\$ 19,801,356	\$ 8,688	Total Chase Savings Account	\$ 4,404,668	\$ 2,579
<i>The average savings account rate for January was 0.69%</i>			<i>The average savings account rate for December was 0.69%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance January 31, 2019	Interest Earned January 31, 2019		Balance December 31, 2018	Interest Earned December 31, 2018
Operating Fund	\$ 18,322	\$ 29	Operating Fund	\$ 18,292	\$ 30
Library Improvement Reserve Fund	2,167,108	3,487	Library Improvement Reserve Fund	2,163,621	3,496
Shared System Fund	313,244	504	Shared System Fund	312,740	505
Gift Fund	522,074	840	Gift Fund	521,234	842
Parking Garage	204,961	330	Parking Garage	204,632	331
Rainy Day Fund	4,410,593	7,097	Rainy Day Fund	4,403,496	7,115
Bond & Interest Redemption Fund	1,044,147	1,680	Bond & Interest Redemption Fund	1,042,467	1,684
Total Fifth Third Bank	\$ 8,680,449	\$ 13,967	Total Fifth Third Bank	\$ 8,666,482	\$ 14,004
<i>The average investment account rate for January was 1.93%</i>			<i>The average investment account rate for December was 1.94%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance January 31, 2019	Interest Earned January 31, 2019		Balance December 31, 2018	Interest Earned December 31, 2018
Construction Fund	\$ -	\$ -	Construction Fund	\$ -	\$ -
Operating Fund	1,559,676	2,913	Operating Fund	1,556,763	2,616
Rainy Day Fund	174,378	326	Rainy Day Fund	174,052	292
2017A Brightwood Project Fund	2,618,604	4,891	2017A Brightwood Project Fund	2,613,713	4,391
2018B West Perry Project Fund	3,005,777	5,614	2018B West Perry Project Fund	\$3,000,163	163
Total Hoosier Fund Account	\$ 7,358,435	\$ 13,743	Total Hoosier Fund Account	\$ 7,344,691	\$ 7,462
<i>The average Hoosier Fund account rate for January was 2.20%</i>			<i>The average Hoosier Fund account rate for December was 1.98%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance January 31, 2019	Interest Earned January 31, 2019		Balance December 31, 2018	Interest Earned December 31, 2018
Operating Fund	\$ 12,070	\$ 24	Operating Fund	\$ 12,046	\$ 23
2015 RFID Project Fund	250,000	-	2015 RFID Project Fund	250,000	-
2016 Michigan Road Project Fund	758,522	1,529	2016 Michigan Road Project Fund	756,993	2,950
2017A Brightwood Project Fund	2,519,694	5,078	2017A Brightwood Project Fund	2,514,616	4,859
2017B Eagle Project Fund	4,595,411	9,261	2017B Eagle Project Fund	4,586,150	8,862
2018B West Perry Project Fund	6,012,492	12,117	2018B West Perry Project Fund	6,000,375	375
Bond & Interest Redemption Fund	450,550	1,412	Bond & Interest Redemption Fund	449,138	1,818
Total TrustIndiana Account	\$ 14,598,739	\$ 29,421	Total TrustIndiana Account	\$ 14,569,318	\$ 18,887
<i>The average TrustIndiana account rate for January was 2.38%</i>			<i>The average TrustIndiana account rate for December was 2.28%</i>		
<u>Regions Bank</u>			<u>Previous Month's Regions Bank</u>		
	Balance January 31, 2019	Interest Earned January 31, 2019		Balance December 31, 2018	Interest Earned December 31, 2018
* 2018A Multi-Project Fund 90-Day CD	\$ 1,900,000	\$ 10,213	2018A Multi-Project Fund 90-Day CD	\$ 1,900,000	\$ -
2018A Multi-Project Fund 270-Day CD	1,015,000	-	2018A Multi-Project Fund 270-Day CD	1,015,000	-
Total Regions Bank CDs	\$ 2,915,000	\$ 10,213	Total Regions Bank CDs	\$ 2,915,000	\$ -
<i>90-Day CD Interest Rate is 2.50% 270-Day CD Interest Rate is 2.40%</i>			<i>90-Day CD Interest Rate is 2.15% 270-Day CD Interest Rate is 2.40%</i>		

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	\$12,727,045	\$12,727,045	\$-	\$-	\$-	\$12,727,045
Property Taxes Total	12,727,045	12,727,045	-	-	-	12,727,045
Intergovernmental						
335100 FINANCIAL INSTITUTION T	70,827	70,827	-	-	-	70,827
335200 LICENSE EXCISE TAX REVE	781,741	781,741	-	-	-	781,741
335700 COMMERCIAL VEHICLE TAX	69,472	69,472	-	-	-	69,472
339000 IN LIEU OF PROP. TAX	8,081	8,081	-	-	-	8,081
Intergovernmental Total	930,121	930,121	-	-	-	930,121
Miscellaneous						
361000 INTEREST INCOME	-	-	3,543	3,543	-	(3,543)
Miscellaneous Total	-	-	3,543	3,543	-	(3,543)
REVENUES Total	13,657,166	13,657,166	3,543	3,543	-	13,653,623
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	5,500	5,500	1,500	1,500	-	4,000
438100 PRINCIPAL	11,230,000	11,230,000	3,105,000	3,105,000	-	8,125,000
438200 INTEREST	2,394,631	2,394,631	328,137	328,137	-	2,066,494
Other Services and Charges Total	13,630,131	13,630,131	3,434,637	3,434,637	-	10,195,494
EXPENSES Total	13,630,131	13,630,131	3,434,637	3,434,637	-	10,195,494

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	24,306	24,306	7,661	7,661	-	16,645
MISCELLANEOUS Total	24,306	24,306	7,661	7,661	-	16,645
REVENUE Total	24,306	24,306	7,661	7,661	-	16,645
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	5,000	-	-	-	5,000
431200 ENGINEERING & ARCHITECTURAL	795,000	986,359	-	-	191,359	795,000
OTHER SERVICES AND CHARGES Total	800,000	991,359	-	-	191,359	800,000
CAPITAL						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	760,000	760,000	-	-	-	760,000
CAPITAL Total	1,260,000	1,260,000	-	-	-	1,260,000
OTHER FINANCING SRCS						
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER FINANCING SRCS Total	-	-	-	-	-	-
EXPENSE Total	2,060,000	2,251,359	-	-	191,359	2,060,000

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	14,582	14,582	3,487	3,487	-	11,095
MISCELLANEOUS Total	14,582	14,582	3,487	3,487	-	11,095
OTHER FINANCING SRCS						
391000 TRANSFER IN	590,000	590,000	-	-	-	590,000
OTHER FINANCING SRCS Total	590,000	590,000	-	-	-	590,000
REVENUE Total	604,582	604,582	3,487	3,487	-	601,095
EXPENSE						
OTHER SERVICES AND CHARGES						
431200 ENGINEERING & ARCHITECTURAL	-	4,000	-	-	4,000	-
431500 CONSULTING SERVICES	-	4,418	4,414	4,414	-	3
436100 REP & MAINT-STRUCTURE	600,000	696,800	-	-	96,800	600,000
OTHER SERVICES AND CHARGES Total	600,000	705,218	4,414	4,414	100,800	600,003
CAPITAL						
444501 COMPUTER SOFTWARE	-	276,985	2,046	2,046	267,130	7,809
445300 CAPITAL - EQUIPMENT	-	54,083	-	-	54,083	-
CAPITAL Total	-	331,068	2,046	2,046	321,213	7,809
EXPENSE Total	600,000	1,036,285	6,460	6,460	422,013	607,812

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	180,000	180,000	7,443	7,443	-	172,557
347611 EVENTS PARKING	12,000	12,000	1,375	1,375	-	10,625
CHARGES FOR SERVICES Total	192,000	192,000	8,818	8,818	-	183,182
MISCELLANEOUS						
361000 INTEREST INCOME	5,000	5,000	549	549	-	4,451
MISCELLANEOUS Total	5,000	5,000	549	549	-	4,451
REVENUE Total	197,000	197,000	9,367	9,367	-	187,633
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	504	504	-	1,996
421500 OFFICE SUPPLIES - FAC/PURCH	4,000	4,000	589	589	-	3,411
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	6,600	6,600	1,094	1,094	-	5,506
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,750	1,750	-	-	-	1,750
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	2,000	2,000	-	10,000
432200 POSTAGE	1,000	1,000	-	-	-	1,000
432400 DATA COMMUNICATIONS	4,320	4,320	665	665	-	3,655
434201 EXCESS LIABILITY	5,280	5,280	880	880	-	4,400
436100 REP & MAINT-STRUCTURE	10,000	10,818	-	-	818	10,000
436110 CLEANING SERVICES	10,000	10,000	-	-	-	10,000
436200 REP & MAINT-EQUIPMENT	10,000	10,000	935	935	-	9,065
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	-	-	-	8,000
439905 OTHER CONTRACTUAL SERVICES	50,760	50,760	13,092	13,092	-	37,668
OTHER SERVICES AND CHARGES Total	113,110	113,928	17,571	17,571	818	95,539
OTHER FINANCING SRCS						
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER FINANCING SRCS Total	-	-	-	-	-	-
EXPENSE Total	119,710	120,528	18,665	18,665	818	101,045

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

	MTD	YTD
REVENUE		
MISCELLANEOUS		
361000 INTEREST INCOME	1,236	1,236
MISCELLANEOUS Total	1,236	1,236
REVENUE Total	1,236	1,236
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	19,032	19,032
412000 SALARIES HOURLY STAFF	9,124	9,124
413100 FICA AND MEDICARE	4,373	4,373
413300 PERF/INPRS	545	545
413500 MEDICAL & DENTAL INSURANCE	1,030	1,030
PERSONAL SERVICES Total	34,104	34,104
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	18,200	18,200
421700 DEPARTMENT OFFICE SUPPLIES	6,271	6,271
SUPPLIES Total	24,471	24,471
OTHER SERVICES AND CHARGES		
431500 CONSULTING SERVICES	2,400	2,400
432400 DATA COMMUNICATIONS	3,749	3,749
432500 CONFERENCES	479	479
433100 OUTSIDE PRINTING	2,973	2,973
439905 OTHER CONTRACTUAL SERVICES	4,572	4,572
439907 EVENTS & PR	4,490	4,490
439910 PROGRAMMING	4,957	4,957
439911 PROGRAMMING-JUV.	2,232	2,232
439912 PROGRAMMING ADULT - CENTRAL	182	182
OTHER SERVICES AND CHARGES Total	26,033	26,033
CAPITAL		
445100 - CAPITAL - FURNITURE	1,136	1,136
449100 UNPROCESSED PAPERBACK BOOKS	11,992	11,992

	MTD	YTD
449200 - ART & EXHIBITS	20,000	20,000
CAPITAL Total	33,128	33,128
OTHER FINANCING SRCS		
459001 UNRESTRICTED EXPENSES	106	106
OTHER FINANCING SRCS Total	106	106
EXPENSE Total	117,842	117,842

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of January 31, 2019

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	469,404.13
Fund 476 - Restricted - Michigan Road Project	773,294.31
Fund 477 - Restricted - Brightwood Project	5,374,149.44
Fund 478 - Restricted - Eagle Project	3,805,793.94
Fund 479 - Restricted - Multiple Projects	4,337,312.24
Fund 480 - Restricted - West Perry Project	9,321,465.23
Fund 472 - Construction/Foundation	43,147.11
Total Construction Fund Cash Balances	<u>24,171,421.30</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	469,404.13
Fund 476 - Restricted - Michigan Road Project	773,294.31
Fund 477 - Restricted - Brightwood Project	5,374,149.44
Fund 478 - Restricted - Eagle Project	3,852,648.84
Fund 479 - Restricted - Multiple Projects	4,337,312.24
Fund 480 - Restricted - West Perry Project	9,321,465.23
Fund 472 - Construction/Foundation - Assigned - Central	43,147.11
Total Construction Fund Breakdown	<u>24,171,421.30</u>

Summary of Classifications

Total Restricted	24,128,274.19
Total Assigned	43,147.11
Total of All Classifications	<u>24,171,421.30</u>

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED					
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 475 - Restricted - RFID Project	2,000,000.00	1,084.62	1,084.62	1,530,595.87	15,645.68	453,758.45
Fund 476 - Restricted - Michigan Road Project	7,713,521.94	107,199.36	107,199.36	6,940,227.63	455,817.43	317,476.88
Fund 477 - Restricted - Brightwood Project	6,083,298.13	6,756.10	6,756.10	709,148.69	218,661.63	5,155,487.81
Fund 478 - Restricted - Eagle Project	7,812,038.39	1,054,567.92	1,054,567.92	4,006,244.45	2,355,170.20	1,450,623.74
Fund 479 - Restricted - Multiple Projects	5,030,000.00	153,046.21	153,046.21	662,687.76	165,291.12	4,202,021.12
Fund 480 - Restricted - West Perry Project	9,470,956.54	20,900.00	20,900.00	107,759.81	2,500.00	9,360,696.73
Major Repairs & Maintenance	3,454,070.94	0.00	0.00	3,410,923.83	0.00	43,147.11
Total Expenditures	<u>41,563,885.94</u>	<u>1,343,554.21</u>	<u>1,343,554.21</u>	<u>17,367,588.04</u>	<u>3,213,086.06</u>	<u>20,983,211.84</u>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	0.00	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 476	148,521.94	1,528.67	1,528.67	148,521.94	0.00
** Estimated Future Interest Earnings - Fund 477	138,298.13	9,968.69	9,968.69	138,298.13	0.00
** Estimated Future Interest Earnings - Fund 478	95,410.84	9,261.25	9,261.25	95,410.84	0.00
** Estimated Future Interest Earnings - Fund 479	30,000.00	0.00	0.00	0.00	30,000.00
** Estimated Future Interest Earnings - Fund 480	60,000.00	17,730.94	17,730.94	18,268.50	41,731.50

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

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

*** Adjusted Original Budget includes previously unallocated interest from previous months and current month. It is also included in Est Future Interest Budget.



Board Action Request

7a

To: IMCPL Board **Meeting Date:** February 25, 2019

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

Effective Date: February 25, 2019

Subject: Resolution 7-2019
Approval to award the service contract for IndyPL's 2019 Compensation and Classification Study.

Recommendation: Approval for the attached action (Resolution 7-2019) to award Rahmberg, Stover & Associates LLC the service contract to conduct IndyPL's 2019 Compensation and Classification Study.

The selection of the Vendor was based upon the criteria established in the RFQ and:

- a. The experience this vendor has conducting compensation studies for similarly sized library systems
- b. Vendor who best met the criteria and required deliverables as defined in the Request for Qualifications

Background:

1. The key points of the 2019 compensation study for IndyPL are to:
 - a. To ensure market competitiveness and internal structure alignment
 - b. To address recruitment and retention needs
 - c. To meet the changing needs of the library
 - d. To review minimum qualifications to facilitate recruitment of talent
 - e. To be financially sound and equitable
 - f. To be effectively and consistently administered
 - g. To identify paths for career progression

2. An RFQ was issued on October 23, 2018 and published in the following:
 - a. IndyPL website
 - b. Recorder
 - c. Indianapolis Star
 - d. Indianapolis Business Journal.
3. RFQ submission deadline was December 7, 2018.
4. We had a total of 6 proposal submissions from:
 - a. Evergreen Solutions
 - b. MGT Consulting Group
 - c. Pontifex
 - d. Rahmberg Stover (conducted 2009 study for library, not implemented due to funding availability)
 - e. Segal Waters Group (Waters Group conducted 2012 study for library, implemented January 2013)
 - f. Springsted
5. A committee comprised of six members reviewed and ranked the proposals.
 - a. Deb Champ, Dir., IT
 - b. Ije Dike-Young, CFO
 - c. Greg Hill, Mgr., Regional Branch (Lawrence)
 - d. Marina Zimmermann, Mgr., Payroll
 - e. Pam Wright, Processing Assistant (Library Union Vice President)
 - f. Katherine Lerg, Dir., HR
6. Selection criteria requirements included:
 - a. Consultant's credentials to conduct study and meet deliverables
 - b. Consultant's public sector experience, in particular experience with libraries
 - c. Provision of a sustainability methodology
 - d. References
 - e. Cost
7. Compensation Study Vendor Deliverables:
 - a. Study conducted in a Fair, Consistent and Objective manner
 - b. Conduct a review and analysis of all current IndyPL jobs and job descriptions, recommending updates
 - c. Conduct interviews, as needed, with staff or key stakeholders to ensure clarity of roles or process
 - d. Recommend any position consolidations or updates

- e. Conduct a Fair Labor Standards Act Audit
- f. Conduct an External Salary Survey using comparable employers (peer libraries, other public sector entities) and other compensation data sources
- g. Evaluation of the current IndyPL salary structure to include:
 - i. Recommendations concerning the number and width of pay grades
 - ii. Placement of jobs into pay structure
 - iii. Recommendations for any organizational structure efficiencies
 - iv. Recommendations and cost analysis of pay adjustments for jobs below market
 - v. Recommendations and cost analysis of any identified pay compression or pay equity issues
 - vi. Methodology to keep internal pay structure market competitive as market pricing moves
- h. Assist with a communication plan and materials for Library Board, Library Executives and Library Staff

8. Major Milestones (*Approximate Timeline*):

- a. March Project Initiation
- b. March/April Job and Classification Analysis
- c. April/May Salary Survey & Market Analysis
- d. June/July Recommendations Development & Initial Review with Library
- e. July/August Present Final Results

Strategic/Fiscal Impact: Study cost of \$70,000 accounted for in the 2019 budget.



Board Resolution

7a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 7-2019

APPROVAL TO AWARD A SERVICE CONTRACT FOR A COMPENSATION AND CLASSIFICATION STUDY FOR INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY

WHEREAS, it is the desire of the Indianapolis-Marion County Public Library (“Library”) to regularly review its salary structure and pay grades relative to the market for the industry; and

WHEREAS, the Library issued a Request for Qualifications (“RFQ”) on October 23, 2018, seeking qualifications for vendors whose combination of experience, processes and personnel will perform an impartial and comprehensive internal equity compensation study and a complete market pricing study for the Library; and

WHEREAS, the Library received six (6) Statements of Qualifications (“SOQs”) to the RFQ from qualified vendors by the submission deadline of December 7, 2018; and

WHEREAS, the Library RFQ review committee reviewed the responses, investigated references, held discussions with two selected vendors; and met to determine our recommended vendor.

WHEREAS, the Library RFQ review committee has determined that Rahmberg Stover and Associates LLC is the vendor that best meets the criteria as outlined in the RFQ, and recommends the Library award the contract Rahmberg Stover and Associates LLC; and

WHEREAS, the Board of Trustees has reviewed and considered the recommendation and deems it in the interest of the Library to approve the award the services contract to Rahmberg Stover and Associates LLC.

IT IS THEREFORE RESOLVED that the Board of Trustees approves the selection of Rahmberg Stover and Associates LLC to perform the compensation study and provide the scope of services as outlined in the RFQ, and authorizes the Chief Executive Officer to negotiate and enter into a contract with Rahmberg Stover and Associates LLC upon the terms and conditions

included in the RFQ and SOQ and as the Chief Executive Officer deems necessary or advisable based on the recommendations of Library legal counsel.



Board Briefing Report

8a

To: IndyPL Board Meeting Date: February 25, 2019
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Eagle Branch Construction Progress for January 2019

Major milestone work completed in January includes completion of the drywall finishing, application of paint, and the installation of the north clerestory windows. Interior data cable has been installed, and the network room is ready for AT&T fiber installation. Installation of ceramic tile has begun.

The installation of the ceiling grid has begun, and is scheduled to be complete by February 22. This will allow for installation of light fixtures and ceiling mechanical diffusers. Brick and stone installation have begun, with the north elevation 70% complete.



Project Site on February 6, 2019

View of the east wall and installation of spray-foam insulation at window edges.

Facilities Briefing Report

To: Facilities Committee, Item 8a

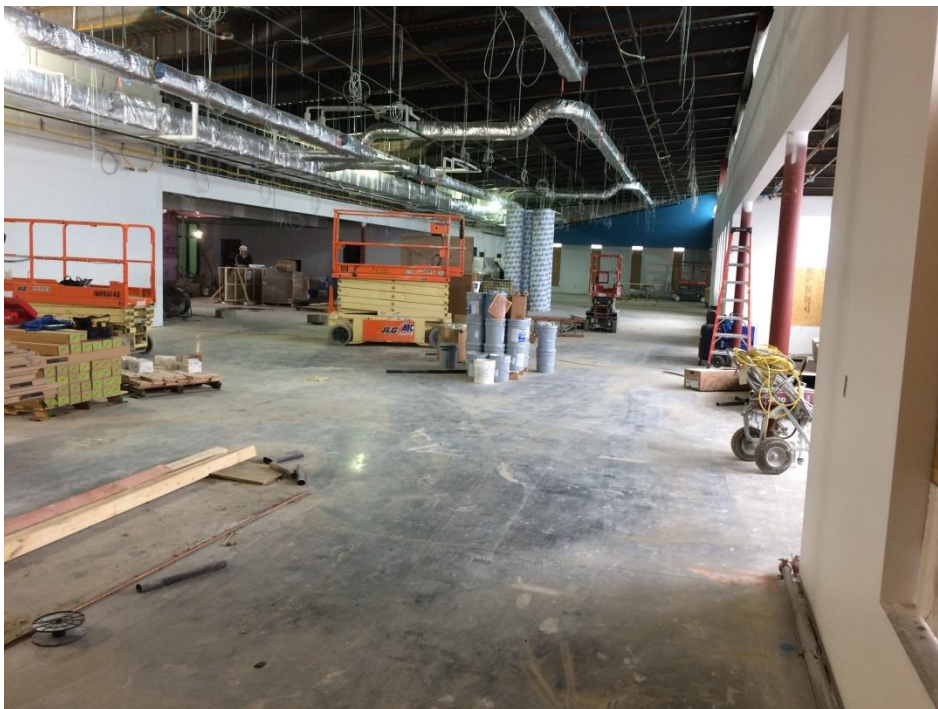
From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: February 25, 2019



Project Site on February 6, 2019
View inside looking east showing the Children's Area.



Project Site on February 6, 2019
View inside looking west showing the Teen's Area.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: February 25, 2019



Project Site on February 6, 2019

View inside looking north showing the Study Rooms in the Adult's Area.



Project Site on February 6, 2019

View inside looking at the new Program Room in the Children's Area.

Facilities Briefing Report

To: Facilities Committee, Item 8a
From: Sharon Smith, Facilities Director
Re: Eagle Branch Construction Progress
Date: February 25, 2019



Project Site on February 6, 2019
View inside of the interior brick in the Community Room.

Construction Schedule Update

Complete ceiling grid	February 22, 2019
Complete door and hardware	March 7, 2019
Complete casework	March 22, 2019
Complete parking lot	March 27, 2019
Complete floor finishes	April 10, 2019
Substantial completion	May 1, 2019

Summary Construction Budget Update

Project funded by the 2017B Construction Bond (Fund 478)		
Construction Contingency	\$619,472	
<u>Expenses to Contingency</u>	<u>\$260,191</u>	(Includes \$129,168 for PV System)
Remaining Contingency	\$359,281	
Percent Remaining Contingency	58.0%	



Board Briefing Report

8b

To: IndyPL Board Meeting Date: February 25, 2019
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Brightwood Branch Construction Progress for January 2019

Major milestone work completed in January includes completion of the stormwater permitting process and submittal of the final documents to the City.

The contractor is working to secure the construction permits based on the revised design to allow for mobilization and commencement of earthwork.

The contractor has identified the long lead time and critical path items. The submittal and order process has begun on structural steel, reinforcing steel, underground stormwater detention, and mechanical systems.

Construction Schedule Update

Mobilize	February 25, 2019
Start Foundations	March 25, 2019
Start Steel Erection	April 15, 2019
Substantial Completion	November 15, 2019



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 2/25/19
From: The Indianapolis Public Library Foundation
Subject: February 2019 Update

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

News

The Library Foundation celebrates its **50th anniversary** on February 26. On that day, we will launch the public phase of the **Next 50 Campaign** with the goal of raising at least \$150,000 for an endowment for children's programs. We will hold a **press event** at Central Library at 10 a.m. The public service locations will display **banners** and stuff **promotional bookmarks** in holds. We are also inviting supporters to be **social media ambassadors** and post information about the Foundation's anniversary on their accounts. To thank the Library staff and volunteers for their work during our celebrations, we are sending a **card and gift** to each branch and agency. We want to thank our Library colleagues for always being so supportive and helpful, especially during our anniversary year.

On Friday, May 3 the Foundation will host **Cheers for 50 Years**, our anniversary celebration. Foundation donors and the public are invited. A program showcasing the Foundation's history over the past five decades will feature speakers that have been impacted by the Foundation. After the program, guests can experience the types of programs that are offered through their support.

We invite you to participate in our anniversary by:

- **Attending our press conference on February 26**
- **Being a social media ambassador**
- **Attending Cheers for 50 Years, helping secure event sponsorships**
- **Making a gift to the Next 50 Fund (gifts of all sizes help!)**

For more information, visit <https://www.indyplfoundation.org/50>. Here you can learn about the Foundation's history, download our social media toolkit, make a gift to the Next 50 Fund and buy tickets for Cheers for 50 Years starting in mid-March. Later this month, the Library Foundation's digital collection will launch.

Donors

The Library Foundation thanks 189 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank this donor, the Library Foundation would be grateful.

Hulman & Company Foundation, Inc.
Ayres Foundation, Inc.
CD-COM Systems Midwest, Inc.
The Capital Group Companies Charitable Foundation
Carrier Corporation
Sign Craft Industries
St. Vincent Health
Indianapolis Colts
The Eiteljorg Museum
Allen Whitehill Clowes Charitable Foundation, Inc.
Central Indiana Community Foundation
The Herbert Simon Family Foundation
Christel DeHaan Family Foundation

Program Support

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

Children's Programs

Summer Reading Program
On the Road to Reading
Early Literacy Specialist
Reach out and Read/El Dia Event
After School STEAM Makerspace Club @ IPS #14 (Spades Park)
Curveside Ride
Peaceful Stories: Seasonal Book Discussion and Activity (East 38th Street)
Read to Me, Please (InfoZone)
Snacks and Stories Teen Book Club (Warren)
Tinker Kits: Tots to Teens

Cultural Programs

McFadden Lecture
Center for Black Literature & Culture
Let's Talk Indy (Central)
Music Monday (Spades Park)
Poetry Open Mic Nights (College Avenue)
Classical Concerts at Central

Collections/IT

General Digitization
NEH Digitization

Lifelong Learning

Aging Well (Central)

Code Café (Central)

Nonprofit Workshops (Central)

The Job Centers

Capital Projects

College Avenue Aquarium

Aquarium STEAM Storytime (East 38th Street)

Pike Aquarium



10c

January 2019 Media Report

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

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

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

- **IndyPL Announces New Borrowing Practices**
Southside Times, Hendricks County Flyer, Weekly View, Urban Times
- **IndyPL Launches New Website**
Urban Times, Weekly View, RTV6.com, Westside Community News
- **CEO's "Love Your Library Tour" Begins**
Westside Community News, Southside Times, Weekly View, Urban Times
- **Meet the Artists XXXI at Central Library**
Indianapolis Recorder, Urban Times, NUVO, Weekly View

Other media outreach in January occurred on such Library activities as IndyPL's Job Centers, upcoming Wayne Branch renovation community meetings, Central Library activities for Urban Times cover story feature, follow-up on the Michigan Road Branch opening, the January Indy Library Store Book Sale, and the Grow with Google partnership.

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

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

Social Media

- **51 posts published on the official IndyPL Facebook Page, resulting in the best overall Facebook month since 2017. Top performing posts:**
 - National Stay in Bed Reading Day - Reach of 11.7k
 - Astronauts Reading Stories from Space- Reach of 7.4k
 - Book Vending Machine- Reach of 5.2k

- New IndyPL Website Launch- Reach of 4.6k
- Supermoon Article- Reach of 4.6k
- Indy Library Store Blog Post- 4.2k
- Job Center Indianapolis Recorder Feature Piece- Reach of 3.9k
- Librarians Should be Running Everything- Reach of 3.5k
- #CurrentlyWatching- Reach of 3.4k
- Indy Library Locations Open During Cold- Reach of 2.9k
- Now Hiring- IndyPL Jobs post- Reach of 2.8k
- Currently Reading Weekly Book Discussions- Reach of 3.6k, 1.8k, 1.5k, 1.2k
- Harry Potter Dog Tricks- Reach of 2.9k
- Most Beautiful Libraries in the World Article- Reach of 2.5k

Topics/Events covered on Facebook: Library events and programs, #weneeddiversebooks, ALA Media Awards (Caldecott, Newbery), new website pages and support, Love Your Library CEO tour, Digital Indy collection, #LibraryShelfieDay, MLK Day, community partners, Marie Kondo.

59 tweets published on the official IndyPL Twitter Page:

- 53.6k Twitter impressions occurred in January- 1,959 profile visits
- 209 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

Content was also posted on IndyPL’s Instagram and Pinterest accounts during the month of January.

January Blog Posts:

- Welcome to the New IndyPL.org
- Transferring “My Lists” to the New Catalog
- Snow Day! Books for Kids to Maximize Winter Fun
- Read Right Now! Pete the Cat
- Newspaper Obituaries
- If You Like Diary of a Wimpy Kid
- Pause Requests
- Comfort Food: How the Library Can Help Satisfy Your Cozy Food Cravings
- Read Right Now! Groundhog’s Day
- IndyPL Closings (banner alert – polar vortex week)

Top 5 Performing Blog Posts (Page Views) January 2019:

- 100+ Free Video Read Alouds
- Welcome to the New IndyPL.org
- Homework Help: Science Experiments
- Read Right Now! Dr. Seuss
- Science Experiment: Newton’s Second Law of Motion
- Read Right Now! Pete the Cat

Print Activity

- Business Cards – 7 boxes (250 per box)
- Closed Circuit Art Class Bookmarks and Posters - 1,353 pieces
- Kawaii Art Class Bookmarks and Posters – 1352 pieces
- Hexburg Maze Design Class Bookmarks and Posters – 803 pieces
- Love Your Library 2019 CEO Tour Postcards & Posters – 1,439 pieces
- Fidget Spinner Class Bookmarks & Posters – 1,228 pieces
- Lunch and Learn: El Salvador Bookmarks & Posters – 308 pieces
- Tony Styxx - Emcee Workshop Bookmarks & Posters – 953 pieces
- Hours and Services Brochures-Reprint – 4,000 pieces
- New Website Bookmarks and Posters – 2,030 pieces
- Zany Zoodles Bookmarks & Posters – 1,225 pieces
- Spring 2019 Pete the Cat Posters – 25 pieces
- Spring 2019 Baby Animals Posters – 25 pieces
- Spring 2019 SnowTime Story Time with Professor Watermelon Posters & Bookmarks – 1,025 pieces
- Spring 2019 Babies Loving Spoonfuls Posters – 25 pieces
- Spring 2019 Jump Bunch Toddler Posters – 25 pieces
- Spring 2019 Jump Bunch Preschool Posters – 25 pieces
- Spring 2019 Life is Dance Posters – 25 posters
- Spring 2019 Spring Program Brochures – 2025 pieces
- Code of Conduct Warning Notice and Privilege Suspension Form – 400 pieces



Board Action Request

10d1

To: IMCPL Board **Meeting Date:** February 25, 2019

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

Effective Date: February 25, 2019

Subject: Finances, Personnel and Travel Resolution 8-2019

Recommendation: Approve Finances, Personnel and Travel Resolution 8- 2019

Background: The Finances, Personnel and Travel Resolution 8- 2019 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2019.

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

RESOLUTION 8 - 2019

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of January 2019 pursuant to the Annual Resolution.

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

Warrant numbers **70137** through **70310** for a total of
\$2,148,568.37 were issued from the operating bank accounts.

EFT numbers **300793** through **300829** and
300831 through **300857** and
300859 through **300877** and
300879 through **300903** and
1149 through **1164** for a total of

\$4,562,856.93 were issued from the operating bank accounts.

Warrant numbers **760** **762** for a total of

\$63.53 were issued from the fines bank account.

Warrant numbers **6962** through **6996** and
70192 for a total of

\$36,336.63 were issued from the gift bank account.

EFT numbers **300830** and
300858 and
300878 and
300904 through **300906** for a total of

\$39,390.83 were issued from the gift bank account.

Warrant numbers **268216** through **268262** for a total of

\$19,023.32 were issued for employee payroll

Direct deposits numbers **20001** through **20588** and

Direct deposits numbers **40001** through **40603** for a total of

\$1,330,180.46 were issued for employee payroll

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

\$358,694.42 were issued for employee payroll

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

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

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

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

John Andrews

Patricia A. Payne

Crista L. Carlino

Rev. T.D. Robinson

Dorothy R. Crenshaw

Joanne Sanders

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

Dr. Terri Jett

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1149	EFT	01/02/2019	THE BANK OF NEW YORK MELLON TRUST	492,775.00
1150	EFT	01/02/2019	THE BANK OF NEW YORK MELLON TRUST	1,359,386.88
1151	EFT	01/02/2019	THE BANK OF NEW YORK MELLON TRUST	1,580,975.00
1152	EFT	01/11/2019	FIDELITY INVESTMENTS	4,303.28
1153	EFT	01/11/2019	AMERICAN UNITED LIFE INSURANCE CO	3,929.00
1154	EFT	01/11/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	226.07
1155	EFT	01/14/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	94,924.81
1156	EFT	01/14/2019	ICE MILLER	85.60
1157	EFT	01/14/2019	NICHOLE HEIBRON	80.00
1158	EFT	01/18/2019	ADP, INC.	6,623.20
1159	EFT	01/18/2019	ADP, INC.	1,057.50
1160	EFT	01/22/2019	INDIANA DEPARTMENT OF REVENUE	456.97
1161	EFT	01/23/2019	U.S. POSTAL SERVICE	2,000.00
1162	EFT	01/25/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	95,791.22
1163	EFT	01/25/2019	FIDELITY INVESTMENTS	5,015.28
1164	EFT	01/28/2019	AMERICAN UNITED LIFE INSURANCE CO	3,944.00
70137	CHECK	01/03/2019	ASI SIGNAGE INNOVATIONS	10,102.50
70138	CHECK	01/03/2019	AXIS ARCHITECTURE & INT., LLC	5,040.90
70139	CHECK	01/03/2019	CENTRAL SECURITY & COMMUNICATIONS	16,830.01
70140	CHECK	01/03/2019	CITIZENS ENERGY GROUP	901.51
70141	CHECK	01/03/2019	COURT & COMMERCIAL RECORD	77.75
70142	CHECK	01/03/2019	INDIANA NEWSPAPERS	149.96
70143	CHECK	01/03/2019	MOODY'S INVESTORS SERVICE, INC	15,000.00
70144	CHECK	01/03/2019	FMHUB	900.00
70145	CHECK	01/03/2019	REPROGRAPHIX, INC	58.50
70146	CHECK	01/10/2019	ADP, INC.	599.85
70147	CHECK	01/10/2019	AJILON FINANCE	2,261.07
70148	CHECK	01/10/2019	ARAB TERMITE AND PEST CONTROL INC	178.00
70149	CHECK	01/10/2019	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	2,450.00
70150	CHECK	01/10/2019	AT&T	1,488.74
70151	CHECK	01/10/2019	AT&T	1,522.49
70152	CHECK	01/10/2019	AT&T	878.31
70153	CHECK	01/10/2019	BEECH GROVE SEWAGE WORKS	140.61
70154	CHECK	01/10/2019	BLACKMORE & BUCKNER ROOFING	2,500.00
70155	CHECK	01/10/2019	BOWEN TECHNOVATION	1,369.00
70156	CHECK	01/10/2019	BOYLE CONSTRUCTION MANAGEMENT, INC.	51,481.12
70157	CHECK	01/10/2019	BUSINESS FURNITURE CORPORATION	450.00
70158	CHECK	01/10/2019	CENTRAL SECURITY & COMMUNICATIONS	165.00
70159	CHECK	01/10/2019	BRIGHT HOUSE NETWORKS	59.99
70160	CHECK	01/10/2019	CITIZENS ENERGY GROUP	9,455.82
70161	CHECK	01/10/2019	CULLIGAN	52.87
70162	CHECK	01/10/2019	DACO GLASS & GLAZING INC	2,906.00
70163	CHECK	01/10/2019	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
70164	CHECK	01/10/2019	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
70165	CHECK	01/10/2019	GARFIELD PARK (PETTY CASH)	6.39
70166	CHECK	01/10/2019	GLENDALE TOWN CENTER	25,375.00
70167	CHECK	01/10/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	258.20
70168	CHECK	01/10/2019	GUARDIAN	14,925.74
70169	CHECK	01/10/2019	HP PRODUCTS CORPORATION	680.87
70170	CHECK	01/10/2019	INDIANA DEPARTMENT OF HOMELAND SECURITY	120.00
70171	CHECK	01/10/2019	INDIANA STATE LIBRARY	254.92
70172	CHECK	01/10/2019	INDIANAPOLIS POWER & LIGHT COMPANY	62,383.93
70173	CHECK	01/10/2019	JACKSON SYSTEMS, LLC	5,400.00
70174	CHECK	01/10/2019	KRM ARCHITECTURE+	17,390.98
70175	CHECK	01/10/2019	MACALLISTER MACHINERY CO., INC	559.00
70176	CHECK	01/10/2019	MEIJER CORPORATE	2,500.00
70177	CHECK	01/10/2019	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
70178	CHECK	01/10/2019	MITY-LITE INC.	1,279.60
70179	CHECK	01/10/2019	MOORE INFORMATION SERVICES, INC	1,023.30
70180	CHECK	01/10/2019	OCLC INC	21,164.46
70181	CHECK	01/10/2019	PCM-G	12,350.80

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
70182	CHECK	01/10/2019	PITNEY BOWES, INC.	264.00
70183	CHECK	01/10/2019	RADWAY PIANO SERVICE	95.00
70184	CHECK	01/10/2019	REPROGRAPHIX, INC	72.75
70185	CHECK	01/10/2019	REPUBLIC WASTE SERVICES	7,711.20
70186	CHECK	01/10/2019	SONDHI SOLUTIONS	293.52
70187	CHECK	01/10/2019	SPRINT PCS	119.96
70188	CHECK	01/10/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	493.50
70189	CHECK	01/10/2019	WIESE	209.80
70190	CHECK	01/10/2019	WILLIAM OVERTON	20,950.00
70191	CHECK	01/10/2019	WTLC-FM	13,800.00
70192	CHECK	01/17/2019	AJILON FINANCE	951.09
70193	CHECK	01/17/2019	APPLIED ENGINEERING SERVICES	3,500.00
70194	CHECK	01/17/2019	ARAB TERMITE AND PEST CONTROL INC	314.00
70195	CHECK	01/17/2019	ARSEE ENGINEERS, INC	2,500.00
70196	CHECK	01/17/2019	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	23,236.00
70197	CHECK	01/17/2019	ASI SIGNAGE INNOVATIONS	589.95
70198	CHECK	01/17/2019	BIBLIOCOMMONS, INC.	29,259.09
70199	CHECK	01/17/2019	BLACKMORE & BUCKNER ROOFING	462.98
70200	CHECK	01/17/2019	CAREY INTERNATIONAL, INC.	348.52
70201	CHECK	01/17/2019	CENTRAL TECHNOLOGY INC	21,522.00
70202	CHECK	01/17/2019	CHARLES E. SMITH III	4,290.00
70203	CHECK	01/17/2019	CITIZENS ENERGY GROUP	4,639.70
70204	CHECK	01/17/2019	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
70205	CHECK	01/17/2019	DACO GLASS & GLAZING INC	180.00
70206	CHECK	01/17/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	9,724.00
70207	CHECK	01/17/2019	EXPODESIGN, INC.	1,038.00
70208	CHECK	01/17/2019	GORDON PLUMBING, INC.	560.00
70209	CHECK	01/17/2019	HAUGHVILLE (PETTY CASH)	15.49
70210	CHECK	01/17/2019	HOGAN TRANSFER & STORAGE CORP	315.00
70211	CHECK	01/17/2019	INDIANA STATE LIBRARY	10,205.00
70212	CHECK	01/17/2019	INDIANAPOLIS POWER & LIGHT COMPANY	8,032.80
70213	CHECK	01/17/2019	JA BERG INC.	125.00
70214	CHECK	01/17/2019	JP MORGAN CHASE BANK	45.00
70215	CHECK	01/17/2019	JP MORGAN CHASE BANK	9,051.74
70216	CHECK	01/17/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	800.00
70217	CHECK	01/17/2019	METRIC ENVIRONMENTAL, LLC	17,072.17
70218	CHECK	01/17/2019	MITINET/MARC SOFTWARE	990.00
70219	CHECK	01/17/2019	PAYPAL	54.10
70220	CHECK	01/17/2019	PCM-G	756.12
70221	CHECK	01/17/2019	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	188,354.00
70222	CHECK	01/17/2019	REPROGRAPHIX, INC	74.80
70223	CHECK	01/17/2019	REPUBLIC WASTE SERVICES	225.07
70224	CHECK	01/17/2019	SHARON BERNHARDT	63.99
70225	CHECK	01/17/2019	SIRSIDYNIX	137,001.10
70226	CHECK	01/17/2019	SONDHI SOLUTIONS	287.93
70227	CHECK	01/17/2019	SPRINT PCS	3,748.75
70228	VOID	01/17/2019	STENZ CONSTRUCTION CORPORATION	0.00
70229	CHECK	01/17/2019	TECH-LOGIC CORPORATION	5,298.00
70230	CHECK	01/17/2019	THE BANK OF NEW YORK MELLON TRUST CO N.A	1,500.00
70231	CHECK	01/17/2019	THE HARMON HOUSE L.L.C.	70.00
70232	CHECK	01/17/2019	THE PROSPER GROUP CORPORATION	90.00
70233	CHECK	01/17/2019	TODAY'S BUSINESS SOLUTIONS, INC	16,729.00
70234	CHECK	01/17/2019	U.S. POSTAL SERVICE	1,120.00
70235	CHECK	01/17/2019	UNIFORM HOUSE INC. THE	2,962.00
70236	CHECK	01/24/2019	AJILON FINANCE	2,539.22
70237	CHECK	01/24/2019	AMERICAN LIBRARY ASSOCIATION	2,578.00
70238	CHECK	01/24/2019	ASI SIGNAGE INNOVATIONS	65.00
70239	CHECK	01/24/2019	AT&T MOBILITY	797.87
70240	CHECK	01/24/2019	BEAM, LONGEST & NEFF, LLC	562.50
70241	CHECK	01/24/2019	BLACKMORE & BUCKNER ROOFING	720.86
70242	CHECK	01/24/2019	BRIGHTWOOD INVESTORS, LLC	4,074.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
70243	CHECK	01/24/2019	CENTRAL TECHNOLOGY INC	40,520.00
70244	CHECK	01/24/2019	CHRISTIAN BOOK DISTRIBUTORS	852.95
70245	CHECK	01/24/2019	CITIZENS ENERGY GROUP	515.44
70246	CHECK	01/24/2019	CLASSIC CLEANERS	480.00
70247	CHECK	01/24/2019	DACO GLASS & GLAZING INC	774.86
70248	CHECK	01/24/2019	DELL MARKETING L.P.	60,792.15
70249	CHECK	01/24/2019	EDDIE HURM (PAINTING & SNOW REMOVAL)	175.00
70250	CHECK	01/24/2019	HOGAN TRANSFER & STORAGE CORP	692.25
70251	CHECK	01/24/2019	INDIANA DEPARTMENT OF HOMELAND SECURITY	120.00
70252	CHECK	01/24/2019	IMMIGRANT WELCOME CENTER	825.00
70253	CHECK	01/24/2019	INDIANA CHAMBER OF COMMERCE	500.00
70254	CHECK	01/24/2019	INDIANAPOLIS FLEET SERVICES	1,833.74
70255	CHECK	01/24/2019	INDY SHADES, INC.	251.00
70256	CHECK	01/24/2019	JP MORGAN CHASE BANK	7,864.04
70257	CHECK	01/24/2019	JUDAH BAND CORP.	375.00
70258	CHECK	01/24/2019	KWIK CASE LLC	6,547.90
70259	CHECK	01/24/2019	LABEL SOLUTIONS, LLC	3,661.85
70260	CHECK	01/24/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	600.00
70261	CHECK	01/24/2019	MOVIETYME VIDEO PRODUCTIONS	4,571.55
70262	CHECK	01/24/2019	NICOLE RENE FREEMAN	750.00
70263	CHECK	01/24/2019	OMEGA RAIL MANAGEMENT	696.69
70264	CHECK	01/24/2019	PERRY A. SCOTT	300.00
70265	CHECK	01/24/2019	REPUBLIC WASTE SERVICES	634.70
70266	CHECK	01/24/2019	SENSORY TECHNOLOGIES	3,564.00
70267	CHECK	01/24/2019	STENZ CONSTRUCTION CORPORATION	421,694.03
70268	CHECK	01/24/2019	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	46,854.90
70269	CHECK	01/24/2019	TECH-LOGIC CORPORATION	900.00
70270	CHECK	01/24/2019	THE CHILDREN'S MUSEUM OF INDIANAPOLIS	8,750.00
70271	CHECK	01/24/2019	VLADIMIR KRAKOVICH	600.00
70272	CHECK	01/24/2019	YEFIM PASTUKH	600.00
70273	CHECK	01/31/2019	AFSCME COUNCIL IKOC 962	1,908.08
70274	CHECK	01/31/2019	AMERICAN UNITED LIFE INSURANCE CO	1,699.24
70275	CHECK	01/31/2019	AMERICAN UNITED LIFE INSURANCE CO	3,323.35
70276	CHECK	01/31/2019	ARAB TERMITE AND PEST CONTROL INC	1,635.00
70277	CHECK	01/31/2019	AT&T	2,290.09
70278	CHECK	01/31/2019	ATC GROUP SERVICES, LLC	765.03
70279	CHECK	01/31/2019	BLACKMORE & BUCKNER ROOFING	853.61
70280	CHECK	01/31/2019	BOYLE CONSTRUCTION MANAGEMENT, INC.	13,472.50
70281	CHECK	01/31/2019	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	1,496.95
70282	CHECK	01/31/2019	BROWNING DAY MULLINS DIERDORF	8,291.00
70283	CHECK	01/31/2019	CENTRAL LIBRARY (PETTY CASH)	106.87
70284	CHECK	01/31/2019	CHADWICK J. OFFUTT- GILLENWATER	175.00
70285	CHECK	01/31/2019	CHILDREN'S PLUS INC.	857.72
70286	CHECK	01/31/2019	CITIZENS ENERGY GROUP	1,582.84
70287	CHECK	01/31/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	715.00
70288	CHECK	01/31/2019	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	7,868.58
70289	CHECK	01/31/2019	DACO GLASS & GLAZING INC	914.00
70290	CHECK	01/31/2019	EDWARD GEORGE & ASSOCIATES, LLC	935.00
70291	CHECK	01/31/2019	GRANT KEY	1,575.00
70292	CHECK	01/31/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	258.20
70293	CHECK	01/31/2019	ILEA INDIANA	195.00
70294	CHECK	01/31/2019	INDIANA NEWSPAPERS, INC.	638.06
70295	CHECK	01/31/2019	LAKESHORE EQUIPMENT COMPANY	229.96
70296	CHECK	01/31/2019	LEGALSHIELD	313.45
70297	CHECK	01/31/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	400.00
70298	CHECK	01/31/2019	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	31,571.70
70299	CHECK	01/31/2019	REED DRAPERY SERVICE	81.00
70300	CHECK	01/31/2019	SIGNARAMA DOWNTOWN INDIANAPOLIS	472.04
70301	CHECK	01/31/2019	AMERICAN SOCIETY OF COMPOSERS, AUTHORS, PUBLISHERS	150.00
70302	CHECK	01/31/2019	STENZ CONSTRUCTION CORPORATION	516,010.95
70303	CHECK	01/31/2019	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	57,334.55

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
70304	CHECK	01/31/2019	THE HARMON HOUSE L.L.C.	135.00
70305	CHECK	01/31/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	851.40
70306	CHECK	01/31/2019	U.S. BANK	5,000.00
70307	CHECK	01/31/2019	UNIFORM HOUSE INC. THE	200.38
70308	CHECK	01/31/2019	UNITED PARCEL SERVICE	242.34
70309	CHECK	01/31/2019	YU JIN	300.00
70310	CHECK	01/31/2019	ZACHARY COLLINS	300.00
300793	EFT	01/03/2019	CDW GOVERNMENT, INC.	321.12
300794	EFT	01/03/2019	DENISON PARKING	10,110.54
300795	EFT	01/03/2019	G4S SECURE SOLUTIONS (USA) INC.	23,402.75
300796	EFT	01/03/2019	J&G CARPET PLUS	340.00
300797	EFT	01/10/2019	ABELL ELEVATOR SERVICE CO	2,712.50
300798	EFT	01/10/2019	BAKER & TAYLOR	58.90
300799	EFT	01/10/2019	BAKER & TAYLOR	13,081.73
300800	EFT	01/10/2019	BAKER & TAYLOR	557.65
300801	EFT	01/10/2019	BAKER & TAYLOR	3,956.25
300802	EFT	01/10/2019	BAKER & TAYLOR	38.66
300803	EFT	01/10/2019	BRODART COMPANY	2,119.00
300804	EFT	01/10/2019	CDW GOVERNMENT, INC.	1,554.33
300805	EFT	01/10/2019	DEMCO, INC.	1,790.03
300806	EFT	01/10/2019	FINELINE PRINTING GROUP	5,721.00
300807	EFT	01/10/2019	FLEET CARE, INC.	809.92
300808	EFT	01/10/2019	G4S SECURE SOLUTIONS (USA) INC.	40,332.48
300809	EFT	01/10/2019	G4S SECURE SOLUTIONS (USA) INC.	256.38
300810	EFT	01/10/2019	GRAINGER	1,006.37
300811	EFT	01/10/2019	H.J. UмбаUGH & ASSOCIATES	2,045.97
300812	EFT	01/10/2019	INDIANA PLUMBING AND DRAIN LLC	2,403.45
300813	EFT	01/10/2019	INDIANAPOLIS ARMORED CAR, INC	2,754.00
300814	EFT	01/10/2019	INGRAM LIBRARY SERVICES	210.62
300815	EFT	01/10/2019	IRVINGTON PRESBYTERIAN CHURCH	937.50
300816	EFT	01/10/2019	J&G CARPET PLUS	1,125.00
300817	EFT	01/10/2019	JCOS, INC.	23,395.02
300818	EFT	01/10/2019	JCOS, INC.	11,026.82
300819	EFT	01/10/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	1,578.00
300820	EFT	01/10/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	381.20
300821	EFT	01/10/2019	MIDWEST TAPE, LLC	1,511.64
300822	EFT	01/10/2019	OFFICE360	18,542.00
300823	EFT	01/10/2019	PERFECTION GROUP, INC.	1,448.00
300824	EFT	01/10/2019	RYAN FIRE PROTECTION, INC	2,275.00
300825	EFT	01/10/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	967.00
300826	EFT	01/10/2019	TECH-LOGIC CORPORATION	77.51
300827	EFT	01/10/2019	TITAN ASSOCIATES	408.00
300828	EFT	01/10/2019	ULINE	1,245.42
300829	EFT	01/10/2019	UNIQUE MANAGEMENT SERVICES, INC	8,948.14
300831	EFT	01/17/2019	ACORN DISTRIBUTORS, INC	2,912.78
300832	EFT	01/17/2019	ALSCO	753.40
300833	EFT	01/17/2019	ART WITH A HEART	174.00
300834	EFT	01/17/2019	AUSTIN BOOK SALES	4,287.68
300835	EFT	01/17/2019	BACKGROUND BUREAU INC.	235.00
300836	EFT	01/17/2019	BRODART COMPANY	177.30
300837	EFT	01/17/2019	CDW GOVERNMENT, INC.	339.00
300838	EFT	01/17/2019	CITIZENS THERMAL ENERGY	33,722.64
300839	EFT	01/17/2019	DANCORP INC. DBA DANCO	700.00
300840	EFT	01/17/2019	DEMCO, INC.	7,075.84
300841	EFT	01/17/2019	FINELINE PRINTING GROUP	1,958.00
300842	EFT	01/17/2019	G4S SECURE SOLUTIONS (USA) INC.	5,985.96
300843	EFT	01/17/2019	G4S SECURE SOLUTIONS (USA) INC.	23,543.54
300844	EFT	01/17/2019	INDIANA PLUMBING AND DRAIN LLC	1,582.25
300845	EFT	01/17/2019	INDIANAPOLIS RECORDER	39.00
300846	EFT	01/17/2019	J&G CARPET PLUS	930.00
300847	EFT	01/17/2019	JCOS, INC.	481.25

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
300848	EFT	01/17/2019	KLINES QUALITY WATER, INC	44.55
300849	EFT	01/17/2019	LEVEL (3) COMMUNICATIONS, LLC	3,248.57
300850	EFT	01/17/2019	MIDWEST TAPE, LLC	23,112.78
300851	EFT	01/17/2019	OVERDRIVE INC	87,903.70
300852	EFT	01/17/2019	PERFECTION GROUP, INC.	34,393.00
300853	EFT	01/17/2019	RECORDED BOOKS	8,711.10
300854	EFT	01/17/2019	RICHARD LOPEZ ELECTRICAL, LLC	11,279.00
300855	EFT	01/17/2019	RYAN FIRE PROTECTION, INC	8,397.09
300856	EFT	01/17/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	2,096.75
300857	EFT	01/17/2019	TITAN ASSOCIATES	70,366.58
300859	EFT	01/24/2019	ABELL ELEVATOR SERVICE CO	1,575.00
300860	EFT	01/24/2019	ALSCO	382.35
300861	EFT	01/24/2019	FINELINE PRINTING GROUP	10,442.00
300862	EFT	01/24/2019	FLEET CARE, INC.	1,111.79
300863	EFT	01/24/2019	INDIANA PLUMBING AND DRAIN LLC	3,713.75
300864	EFT	01/24/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	5,158.85
300865	EFT	01/24/2019	JCOS, INC.	2,726.96
300866	EFT	01/24/2019	KLINES QUALITY WATER, INC	8.00
300867	EFT	01/24/2019	MIDWEST TAPE - PROCESSED DVDS	33,622.39
300868	EFT	01/24/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	73,809.96
300869	EFT	01/24/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	7,071.10
300870	EFT	01/24/2019	MIDWEST TAPE, LLC	16,077.80
300871	EFT	01/24/2019	PERFECTION GROUP, INC.	105.00
300872	EFT	01/24/2019	RICHARD LOPEZ ELECTRICAL, LLC	62,961.00
300873	EFT	01/24/2019	RICOH USA, INC. - 12882	9,398.84
300874	EFT	01/24/2019	RYAN FIRE PROTECTION, INC	215.00
300875	EFT	01/24/2019	SENSORY TECHNOLOGIES	7,606.43
300876	EFT	01/24/2019	STENZ MANAGEMENT COMPANY, INC	6,477.13
300877	EFT	01/24/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	298.13
300879	EFT	01/31/2019	ABELL ELEVATOR SERVICE CO	1,780.00
300880	EFT	01/31/2019	CDW GOVERNMENT, INC.	5,551.91
300881	EFT	01/31/2019	DELTA DENTAL	11,269.78
300882	EFT	01/31/2019	DEMCO, INC.	107.42
300883	EFT	01/31/2019	DENISON PARKING	8,530.87
300884	EFT	01/31/2019	FINELINE PRINTING GROUP	7,052.00
300885	EFT	01/31/2019	G4S SECURE SOLUTIONS (USA) INC.	29,005.89
300886	EFT	01/31/2019	GRAINGER	47.52
300887	EFT	01/31/2019	INDIANA PLUMBING AND DRAIN LLC	486.00
300888	EFT	01/31/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	15,741.96
300889	EFT	01/31/2019	J&G CARPET PLUS	2,100.00
300890	EFT	01/31/2019	JCOS, INC.	6,608.78
300891	EFT	01/31/2019	KLINES QUALITY WATER, INC	125.10
300892	EFT	01/31/2019	LOCKERBIE SQUARE CABINET CO	4,315.00
300893	EFT	01/31/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	1,588.00
300894	EFT	01/31/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	153.02
300895	EFT	01/31/2019	MIDWEST TAPE, LLC	88.15
300896	EFT	01/31/2019	OVERDRIVE INC	11,658.65
300897	EFT	01/31/2019	PERFECTION GROUP, INC.	1,007.25
300898	EFT	01/31/2019	RICHARD LOPEZ ELECTRICAL, LLC	15,162.32
300899	EFT	01/31/2019	RYAN FIRE PROTECTION, INC	832.00
300900	EFT	01/31/2019	STAPLES	9,099.38
300901	EFT	01/31/2019	STENZ MANAGEMENT COMPANY, INC	4,864.20
300902	EFT	01/31/2019	TITAN ASSOCIATES	957.50
300903	EFT	01/31/2019	UNIQUE MANAGEMENT SERVICES, INC	6,488.28
Total				\$ 6,711,425.30

Summary by Transaction Type:

Computer Check	\$ 2,148,568.37
EFT Check	\$ 4,562,856.93
Total Payments	\$ 6,711,425.30
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Amount
760	CHECK	01/10/2019	RICHARD SWAIN	27.99
761	CHECK	01/31/2019	ELIZA YOUMANS	23.30
762	CHECK	01/31/2019	MIA MARY WITZENMAN	12.24
			Total	<u>\$ 63.53</u>

Summary by Transaction Type:

Computer Check	\$63.53
EFT Check	\$0.00
Total Payments	\$63.53
Total Voided Items	\$0.00

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

No.	Type	Date	Reference	Amount
6962	CHECK	01/03/2019	COLLEGE AVENUE BRANCH (PETTY CASH)	8.87
6963	CHECK	01/03/2019	CROSSROADS DOCUMENT SERVICES	2,400.00
6964	CHECK	01/03/2019	JACKIE NYTES	48.78
6965	CHECK	01/03/2019	LAWRENCE (PETTY CASH)	28.17
6966	CHECK	01/10/2019	AUNA WINTERS	600.00
6967	CHECK	01/10/2019	BRIGHT IDEAS IN BROAD RIPPLE	528.50
6968	CHECK	01/10/2019	CLAUDINE POLLEY	19.47
6969	CHECK	01/10/2019	CREATIVE AQUATIC SOLUTIONS, LLC	449.60
6970	CHECK	01/10/2019	JOAN EMMERT	105.99
6971	CHECK	01/10/2019	LAWRENCE (PETTY CASH)	42.51
6972	CHECK	01/10/2019	TIFFANI N. CARTER	279.37
6973	CHECK	01/10/2019	WILLIAM FRANK LANCTON	1,500.00
6974	CHECK	01/17/2019	A CLASSIC PARTY RENTAL CO	295.00
6975	CHECK	01/17/2019	INDIANA UNIVERSITY	20,000.00
6976	CHECK	01/17/2019	INDY VEGFEST	182.00
6977	CHECK	01/17/2019	JOAN EMMERT	200.00
6978	CHECK	01/17/2019	JONI METCALF-KEMP	1,782.47
6979	CHECK	01/17/2019	MONTOYA BARKER	113.55
6980	CHECK	01/17/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATIO	150.00
6981	CHECK	01/17/2019	TIFFANI N. CARTER	39.51
6982	CHECK	01/24/2019	GREGORY HILL	213.38
6983	CHECK	01/24/2019	HORIZONS @ ST RICHARDS EPISCOPAL SCHOOL	300.00
6984	CHECK	01/24/2019	JACKIE NYTES	176.65
6985	CHECK	01/24/2019	JP MORGAN CHASE BANK	2,505.51
6986	CHECK	01/24/2019	RITZ CHARLES CARMEL	479.25
6987	CHECK	01/31/2019	JOAN EMMERT	85.23
6988	CHECK	01/31/2019	JONI METCALF-KEMP	2,093.61
6989	CHECK	01/31/2019	KATHLEEN KLOPP	49.45
6990	CHECK	01/31/2019	KEVIN SUMMERS	5.35
6991	CHECK	01/31/2019	LAKESHORE EQUIPMENT COMPANY	528.90
6992	CHECK	01/31/2019	LAWRENCE (PETTY CASH)	28.65
6993	CHECK	01/31/2019	PATTY JENKINS	19.99
6994	CHECK	01/31/2019	SOUTHPORT (PETTY CASH)	48.23
6995	CHECK	01/31/2019	SUE KENNEDY	349.29
6996	CHECK	01/31/2019	SUSAN BARHAN	179.35
70192	CHECK	01/10/2019	POWER COLLECTIVE MARKETING,LLC	500.00
300830	EFT	01/10/2019	BAKER & TAYLOR	170.94
300858	EFT	01/17/2019	INGRAM LIBRARY SERVICES	11,528.24
300878	EFT	01/24/2019	RICHARD LOPEZ ELECTRICAL, LLC	18,200.00
300904	EFT	01/31/2019	DEMCO, INC.	386.28
300905	EFT	01/31/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	8,530.02
300906	EFT	01/31/2019	STAPLES	575.35
			Total	<u>\$ 75,727.46</u>

Summary by Transaction Type:

Computer Check	\$ 36,336.63
EFT Check	\$ 39,390.83
Total Payments	\$ 75,727.46
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
February 25, 2019
PERSONNEL ACTIONS
RESOLUTION 8-2019

NEW HIRES:

- Amy Summer, Hourly Public Services Associate I (SUB), Lawrence, \$15.34 per hour, Effective: 01/28/2019
- Margarette Webb, Hourly Public Services Associate I (SUB), Lawrence, \$15.34 per hour, Effective: 01/28/2019
- David Sye, Hourly Public Services Associate I (FTE), Irvington, \$15.34 per hour, Effective: 01/28/2019
- Donald Piper, Page, Central, \$9.15 per hour, Effective: 01/28/2019
- Daniel Covarrubias, Page, Central, \$9.15 per hour, Effective: 01/28/2019
- Christopher Burton, Page, Learning Curve, \$9.15 per hour, Effective: 01/28/2019
- Ailana Woodard, Page, Learning Curve, \$9.15 per hour, Effective: 01/28/2019
- Norma (Joy) Toliver, Hourly Library Assistant II (SUB), Franklin Road, \$13.00 per hour, Effective: 01/28/2019
- Jamie Mitchell, Hourly Library Assistant II (SUB), Franklin Road, \$13.00 per hour, Effective: 01/28/2019
- Hana Svetlovics, Page, Central, \$9.15 per hour, Effective: 02/12/2019

INTERNAL CHANGES:

- Erin Fleming from Library Assistant III, Spades Park, \$15.57 per hour to Interim Circulation Supervisor I, Spades Park, \$18.00 per hour, Effective: 01/27/2019
- Andrew Cope from Library Assistant II, Nora, \$13.00 per hour to Circulation Supervisor I, Garfield Park, \$18.00 per hour, Effective: 02/17/2019
- Fiona Duke from Supervisor Librarian, Southport to Manager, Southport, \$24.31 per hour, Effective: 02/13/2019
- Margaret Ward from Public Services Librarian, College, \$19.48 per hour to Supervisor Librarian, Outreach, \$20.22 per hour, Effective: 02/17/2019
- Jennifer Carter from Administrative Assistant, Chief Financial Service Area, \$18.34 per hour to Budget Analyst, Chief Financial Service Area, \$22.82 per hour, Effective: 02/03/2019
-

RE-HIRES: (None Reported)

SEPARATIONS:

- Tracie Ricklefs, Administrative Assistant, CMSA, 2 years and 5 months, Effective: 12/31/2018
- Samuel Lambert, Page, East 38th, 1 year and 3 months, Effective: 11/21/2018
- Patty Jenkins, Circulation Supervisor II, Glendale, 37 years and 8 months, Effective: 01/31/2019

- Karl Lindner, Public Services Librarian, Human Resources, 3 years and 9 months, Effective: 01/22/2019
- Karolyn Stratford, Page, Central, 8 years and 11 months, Effective: 01/15/2019
- Stephen Manier, Accounts Payable Assistant, Accounting, 16 years and 3 months, Effective: 01/31/2019

INACTIVE:

- Brian Robertson, Page, East 38th, Effective: 01/14/2019
- Ngun Cin, Page, Southport, Effective: 01/05/2019
-

RE-ACTIVATE:

- Bronwynn Woodsworth, Page, Learning Curve, Effective: 02/03/2019

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
FEBRUARY 12, 2019

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Tuesday, February 12, 2019, at 5:00 p.m., pursuant to notice given.

1. Call To Order

Ms. Sanders called the meeting to order.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Ms. Payne and Ms. Sanders

Members absent: Dr. Jett and Rev. Robinson

COMMITTEE REPORTS

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

Briefing Report – Update on the Eagle Branch Project

Sharon Smith reported that major milestone work completed in January 2019 includes completion of the drywall finishing, application of paint, and the installation of the north clerestory windows. Interior data cable has been installed, and the network room is ready for AT&T fiber installation. Installation of ceramic tile has also begun.

The installation of the ceiling grid has begun, and is scheduled to be complete by February 22. This will allow for installation of light fixtures and ceiling mechanical diffusers. Brick and stone installations have begun, with the north elevation 70% complete.

Construction Schedule Update

- Complete ceiling grid February 22, 2019
- Complete door and hardware March 7, 2019
- Complete casework March 22, 2019
- Complete parking lot March 27, 2019
- Complete floor finishes April 10, 2019
- Substantial Completion May 1, 2019

Summary Construction Budget Update

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

- Construction Contingency \$619,472
- Expenses to Contingency \$260,191 (Includes \$129,168 for PV System)
- Remaining Contingency \$359,281
- Percent Remaining Contingency 58.0%

Briefing Report – Update on the Brightwood Branch Project

Major milestone work completed in January 2019 includes completion of the stormwater permitting process and submittal of the final documents to the City.

The contractor is working to secure the construction permits based on the revised design to allow for mobilization and commencement of earthwork.

The contractor has identified the long lead time and critical path items. The submittal and order process has begun on structural steel, reinforcing steel, underground stormwater detention, and mechanical systems.

Construction Schedule Update

- Mobilize February 25, 2019
- Start Foundations March 25, 2019
- Start Steel Erection April 15, 2019
- Substantial Completion November 15, 2019

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

4 a. Resolution - Approval to Award the Service Contract for IndyPL's 2019 Compensation and Classification Study.

Katherine explains the reason behind the Board Action Request and Resolution asking approval to award the service contract for IndyPL's 2019 Compensation and Classification Study. She advises that the vendor, Rahmberg, Stover & Associates LLC was selected by the compensation committee after they had reviewed all six of the proposals that were submitted and interviewed their top candidates. Katherine advises that Rahmberg, Stover & Associates LLC has extensive experience working with library systems of our size and that they best meet the criteria and dynamics we are looking for in our study. Vendor will also look at Compression, Pay Equity and assist with employee communication. The cost for the compensation study has already been accounted for in the 2019 budget and will not exceed \$70,000.00. Ms. Crenshaw moves that matter move forward to the regular board meeting for approval.

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

Jacqueline M. Nytes, Chief Executive Officer, announced that Ms. Dike-Young, Chief Financial Officer, will bring the Library’s Long Term Financial Plan to the Board next month.

6. Other Business

Ms. Sanders advised that she was pleased to announce that the Library has been awarded a Certificate of Achievement by the Government Finance Officers Association for our 2017 CAFR. On behalf of the Board, she congratulated the Finance Department on this honor.

It was suggested that this item be added to the Agenda for the February Regular Board Meeting where staff could be recognized for their contributions to the CAFR.

On another matter, Ms. Payne inquired about Dr. Jett’s earlier request regarding when a 360 degree evaluation of the Chief Executive Officer would be conducted.

Ms. Sanders responded that, according to *IN The Public Trust*, it is not always in the best interest of the organization to conduct this type of evaluation.

Ms. Payne commented that there is a desire to hear the authentic voices of staff on the evaluation. She will consider Ms. Sanders’ recommendation and make a determination if she wishes to put forth a motion on this matter at the next Board Meeting.

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

a. **Regular Board Meeting** – Monday, February 25, 2019, at the Michigan Road Branch Library, 6201 Michigan Road, at 6:30 p.m.

b. **Library Board Committees Meeting** – March 12, 2019, at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

8. Adjournment

Ms. Sanders declared the meeting adjourned at 5:25 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

Continuing through March 30 – “Meet the Artists XXXI.” View the works of prominent local African American artists during regular Library hours. Works in a variety of artistic mediums are featured. This year’s event pays tribute to the founder and curator of “Meet the Artists,” Tony Radford. Join us for the “Meet the Artists XXXI Fourth Friday Celebration” on March 22 from 6 - 9 p.m. Held at Central Library.

February 28 at 6:30 p.m. – “Jim Gill Family Room Concert.” Individuals of all ages are invited as award-winning musician and author Jim Gill offers more than a show to watch. His concerts are an opportunity for family play! Attendees will clap, sing, dance and even sneeze along to the silly and inspiring musical games that Jim creates on his banjo. Held at the College Avenue Branch.

March 4 at 6:30 p.m. – “2019 Photography Series with the Riviera Camera Club.” Those interested in learning to create better images are invited to develop their photography skills from expert photographers with the Riviera Camera Club. During this program, you can learn standards for journalism and view favorite images by noted photographers Bill Foley and Robert Sheer. Held at Central Library.

March 5 at 6:30 p.m. – “Laughing Jack Irish Folk Concert.” All are invited for a fun performance featuring the Irish folk music of Laughing Jack, a band of well-seasoned peddlers of sea shanties, traditional songs, Irish and American tunes. They’ll deliver family-friendly entertainment with wit, stories and history. Held at Central Library.

March 6 at 6 p.m. – “Fire and Flood: 500 Miles on the Yukon River.” Join award-winning writer and photographer John Van Barriger as he shares stories of his outdoor adventures. Canoeists, kayakers and camping enthusiasts will hear about his 15-day adventure on the Yukon River, a dream destination, focusing on its challenges, humorous moments and lifelong rewards. Held at the Glendale Branch.

March 11 at 6:30 p.m. – “A Good Story: Writing Biography for Fun (and a Little Profit).” Spend an evening with author Ray Boomhower as he shares lessons learned from writing biographies and stories about his childhood that led him to his field of work. Learn more about his newest book, *Indiana Originals: Hoosier Heroes and Heroines*, in which Boomhower brings together forty of the most notable Hoosier visionaries, heroes and lovable rogues. Held at the Irvington Branch.

March 19 at 6:30 p.m. – “Our Town: Indiana Tour.” Join Indiana Humanities and New America Indianapolis for an INconversation with James and Deborah Fallows, authors of *Our Towns: A 100,000-Mile Journey Into the Heart of America*, who will share stories of community revitalization as part of the “Our Towns: Indiana Tour” by Ruoff Home Mortgage. Book signings and sales will follow during a reception with free Upland Brewing beer. Held at Central Library.

March 20 at 1:30 p.m. – “Virtual Reality Glasses.” Learn about Google Cardboard, a virtual reality platform for use with a head mount for a smartphone. Learn to use the glasses and go home with a pair of your own! Attendees must have their own iPhone or Android phone. Held at the Garfield Park Branch.

We hope to see you at these exciting events!