Library Board Meeting Agenda

Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
February 26, 2018

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

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

For The Purpose Of Considering The Following Agenda Items
Dated This 21st Day Of February, 2018

JOANNE M. SANDERS
President of the Library Board

-- Regular Meeting Agenda --

1. **Call to Order**

2. **Roll Call**

3. **Branch Manager's Report** – Jessica Trinoskey, College Avenue 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. **Executive Session, January 22, 2018** (enclosed)

   b. **Regular Meeting, January 22, 2018** (enclosed)

COMMITTEE REPORTS

6. **Finance Committee (Dr. David W. Wantz, Chair; Lillian L. Charleston, Joanne M. Sanders)**

   a. **Report of the Treasurer – Update** (at meeting)

   b. **Briefing Report – 2018 AHS/ILS Equipment Bonds** (enclosed)

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

   a. **Resolution 7 – 2018** (Approval of Resolution 7 – 2018 Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395) (enclosed)

8. **Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)**

   a. **Briefing Report – Michigan Road Branch Construction Progress** (enclosed)

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

10. **Report of the Chief Executive Officer**

    a. **Dashboards and Statistics**

       1) **Monthly Performance Dashboard – January 2018 –** John Helling, Director, Public Services, will discuss the Dashboard. (enclosed)

    b. **Progress Report on the Library's Strategic Plan –** Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)

    c. **January Media Report** (enclosed)

    d. **Confirming Resolutions:**

       1) **Resolution Regarding Finances, Personnel and Travel (8 – 2018)**

          Enclosed.

UNFINISHED BUSINESS

11.

12. NEW BUSINESS

a. **Invitation to Present at Library Journal Symposium in Omaha, Nebraska** (at meeting)

b. **Indianapolis Immigrant Integration Plan** – Jessica Moore, Program Specialist, will present the Plan. (at meeting)

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, 2018 - To Be Determined

INFORMATION

14. Materials

a. **Joint Meeting of Library Board Committees Notes – February 13, 2018** (enclosed)

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

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

b. **Library Programs/Free Upcoming Events updated through March 25, 2018** (enclosed)

c. **Joint Meeting of Library Board Committees** – Tuesday, March 13, 2018, at Central Library, Knall Meeting Room, 40 East St. Clair Street, at **5:00 p.m.** **Please note change in location of meeting.**

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, March 26, 2018, at the Haughville Branch Library, 2121 West Michigan Street, at 6:30 p.m.

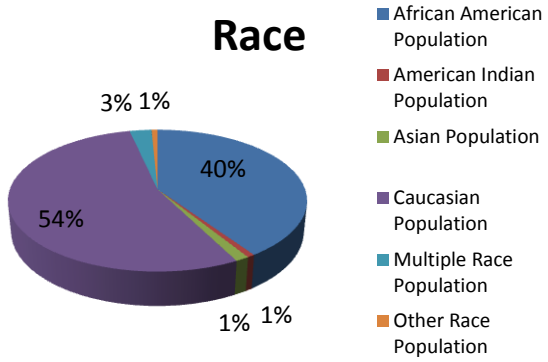
18. Other Business

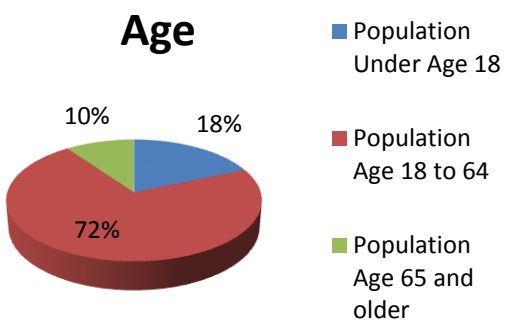
19. Adjournment

College Avenue Library

Who We Are:
Branch Manager
Circulation Supervisor
2 FT Librarians
1 PT Public Services Associate II
1 FT Library Assistant II
3 PT Library Assistant II
1 Hourly Library Assistant II
1 Hourly Computer Lab Assistant II
2 Hourly Library Pages
10 Volunteers

Who We Serve:





Who We Serve:

- **Total base population:** 34,369
- **Land Area** in square miles: 6.52
- **Housing:** 40.13% of housing is owner-occupied, 40.55% renter occupied, 19.32% vacant
- **Schools:** 8
- **Daycares:** 38

Source: The Polis Center at IUPUI. SAVI community profile November 2017. SAVI Community Assessment Planning Tool – Community Assets February 2018.

How We Serve:

- 39,953 items on the shelf as of 1/31/2018.
- 1,066 new registered borrowers in 2017.
- 142,575 door count in 2017.
- 418,554 physical items circulated in 2017.
- 47,726 e-Book and audiobooks checked out in 2017.
- 8,666 reference assists in 2017.
- 1,724 Summer Reading Program participants in 2017.

History:

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

Our service area encompasses the Mid-North region of Indianapolis, stretching from Westfield Boulevard on the west, to 56th Street on the north, Fall Creek Parkway and Keystone on the east and 30th Street on the south. The InfoZone Service area is a subset of this, primarily the area from Capitol to Central, and from 30th to 38th Street. Though the College Avenue Library serves a racially and economically diverse clientele, our patrons are predominately English speakers, with 93% of our service area population reporting English as the household language.

The library contains approximately 40,000 items including books, movies, music and magazines, as well as 21 internet computers and one catalog computer. Programs are offered for patrons of all ages.

Highlights:

The College Avenue Library underwent a small-scale renovation in 2016, which included:

- Replacing the Information Desk with 2 services desks, one facing the library entrance and the other facing the public computers.
- Shifting the circulation desk, adding a bookdrop within the desk, and adding another access point for staff.
- Replacing CD shelving units with new shelving which accommodate both CD and DVD collections, allowing for easier patron browsing.
- Renovating the teen area with new seating and paint. We also moved the teen collection slightly to allow for more seating space.

Children's programming remains very popular at College Avenue. We currently present story time twice weekly to consistently large audience, and we added an additional weekly preschool story time in 2018. In April, we added a monthly evening story time which is aimed at families who are unable to attend a morning session. Summer reading participation also increased in 2017 over 2016, and the College Avenue branch was a mobile site for the Summer Servings meal program for the 3rd summer in a row.

Adult programming increased in 2017. The Job Center continues to be offered twice per week. We had a Poetry Open Mic night in April that was facilitated by Indiana Poet Laureate Shari Wagner and was well-received by a diverse group of attendees. Another well-attended program was a discussion of Mari Evans' *Continuum: New and Selected Poems*, facilitated by the Indiana Writers Center.

College Avenue remains a busy branch, with 2017 circulation statistics that were the highest among mid-size library branches.

The College Avenue Library continues to maintain an active presence in our community. In 2017, College Avenue staff had library information tables at many school and community events. We continue to seek opportunities to work with schools and organizations, and to connect our neighbors with library programs and services!

Prepared by:
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College Avenue Library
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5a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE EXECUTIVE SESSION
JANUARY 22, 2018

*** ***

The Indianapolis-Marion County Public Library Board met in Executive Session at the West Indianapolis Branch, 1216 South Kappes Street, Indianapolis, IN on Monday, January 22, 2018 at 6:05 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. Secretary Charleston was present.

2. Roll Call

Members present: Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Members absent: Ms. Crenshaw and Dr. Wantz.

The Chairman announced that a quorum was present and that the meeting was duly constituted.

3. Discussion

a. Pursuant to Ind. Code 5-14-1.5-6.1(b)(2)(A) for discussion of strategy with respect to collective bargaining.

4. Adjournment

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

The Chairman declared the Executive Session adjourned at 6:25 p.m.

_____
Lillian L. Charleston, Secretary of the Board

CERTIFICATION

I, Lillian L. Charleston, Secretary of the Board, of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

_____
Lillian L. Charleston, Secretary of the Board

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5b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 22, 2018

*** ***

The Indianapolis-Marion County Public Library Board met at the West Indianapolis Branch Library, 1216 South Kappes Street, Indianapolis, Indiana on Monday, January 22, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

Members present: Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Members absent: Ms. Crenshaw and Dr. Wantz.

3. Branch Manager's Report

Carol Schlake, Area Resource Manager, reviewed her Report that had been submitted to the Board. She described the West Indianapolis Branch's strong partnerships with various neighborhood organizations such as Mary Rigg Neighborhood Center, WIDC, and Headstart and credited former branch manager, Kimberly Andersen, for her work in developing strong relationships in the community.

Ms. Schlake announced that there is a new school in the area, namely, the IPS Edison School of the Arts. It offers a program that promotes high academic and creative achievements through the integration of visual and performing arts. Formation of a relationship between the School and the Library should provide some new and exciting opportunities.

She then discussed the Valley Vision 2017 information provided to the Board. She explained that this is the West Indianapolis Quality of Life Plan and that Ms. Andersen, during her time at the branch, had assisted in the development of this Plan. One important component of the Plan includes suggestions for the re-use of the old GM Stamping Plant that is in the area.

At this time, Ms. Schlake introduced Tiffani Carter as the new West Indianapolis Branch Manager and that today was actually Ms. Carter's day as Manager.

Ms. Carter welcomed everyone to branch and advised that she is excited to be here. She mentioned that she had worked for the Cincinnati Public Library prior to coming to Indianapolis approximately four years ago. She noted that one of her goals is to reach out to the neighboring organizations and find ways to pull more people in. Also, she would like to find a way to connect to the 21 churches in the neighborhood.

Lastly, she announced that she is the Library's Staff Association President for 2018. One idea the Association will be focusing on this year is to identify and participate on various service projects.

At this time, Ms. Sanders advised that she would be suspending the regular order of the meeting to allow for a presentation by Jackie Nytes, the Library's Chief Executive Officer, as follows:

10. Report Of The Chief Executive Officer

f. **Recognition of Nancy Mobley, Haughville Branch Manager, for her Service on the Beech Grove School Board**

Ms. Nytes introduced Nancy Mobley, the Manager of the Library's Haughville Branch. Ms. Nytes explained that she wished to recognize Ms. Mobley for her service as a member of the Beech Grove School Board. Ms. Mobley spent ten years on that Board and just recently stepped down. Ms. Nytes commented that this is an example of a Library staff member that is engaged in their community and deserves to be acknowledged.

A round of applause occurred at this time.

4. Public Comment and Communications

a. **Public Comment**

Clark Lienemann, representing the nearby Mary Rigg Neighborhood Center, spoke and emphasized the importance of the West Indy Branch to the neighborhood, especially to schools which are within walking distance to the branch. He discussed the goals of the Center which overlap those of the branch and thanked former branch manager Ms. Andersen for her efforts in furthering the partnership between the two organizations.

Michael Torres, IndyPL staff member and President of AFSCME Local 3395, read a statement to the Board. A copy of that statement is provided below:

Good evening Board,

My name is Michael Torres, Public Service Associate with the Civic Engagement Team at Central Library and president of AFSCME Local 3395-Indy Library Workers.

As AFSMCE Local 3395 begins its 12th year representing our union members here at Indianapolis Public Library, the union intends to expand its participation. We'd like to become part of a monthly report or update on the agenda; but public comment in monthly meetings suit us as well.

This evening we'll start with a few expectations for 2018 we have on our radar that we feel the union, Administration and Board can address; all with the interests of making our Library system an environment where the work and workers are fully appreciated and evenly compensated.

1. Percentage Salary Increases vs. Flat rate increases

You can examine the annual Appointment List, which by the way, is part of every December board packet and see the salaries and figure the raises; then imagine how much better staff that would cover if we had flat rate increases instead of percentage increases. We did it in 2014 and it appears everyone made it through.

There is also a concern that percentage raises pushes higher salaried staff toward their top faster than others. If you want to acknowledge a particular employee doing an especially great job that year and going beyond then a Bonus makes more sense for a two reasons we can think of a) what they did might be a singular event that year, 2) a percentage increase will continue to affect the salary budget and we've heard too often from Administration that those increases are not always sustainable.

2. Evaluations

The union did a survey in 2016 and had no qualms about sharing it with the Board because it gave them a perspective they may not be receiving from anyone else. One of the questions on the survey was: Do you know how to receive a 4 or 5 rating on your evaluation. Being that our salary increases are Merit Based, you can only imagine how important this is to an employee yet, many staff told us they still don't know how to get higher ratings. We understand a major aspect of a rating is what our Manager/ Supervisor notes. Perhaps, clearer language on what constitutes a higher rating for each job would help everyone.

The ask would be to re-evaluate our Performance Tool, which of course we would really like to be involved with that process, search or creation.

3. Legal Fees

In 2014, the union came to the Nora library board meeting with a request for the Administration to defer from using taxpayer dollars on lawyers to

negotiate union grievances and contracts. After our public ask at that board meeting, the CEO provided a more accurate list of billable hours for those expenses since ours was under recorded. 272k was that figure from 2007-2013. Since then we've had numerous grievances and two contracts where lawyers were used.

We're here to repeat our ask, and that is to stop this practice.

Finally, the Membership met last Thursday, January 18 to review the contract. You might have anticipated receiving it tonight, but we couldn't skip a step, the review step in the process, so look for it next month.

Thank you for your time,
Michael Torres, president AFSCME Local 3395

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

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

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

a. **Executive Session, December 18, 2017**

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

b. **Regular Meeting, December 18, 2017**

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

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)

a. **Report of the Treasurer – December 2017**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer as follows:

Revenue: Actual revenue exceeded our projection and is 7% more than 2016.

- Property Taxes for 2016 are 3% higher than projected and 7% higher than 2016. This is primarily due to the abstracted AV being higher than the certified AV and higher collections of delinquent taxes.
- Intergovernmental taxes which includes license excise taxes, financial institution taxes and commercial excise taxes, was 12% higher than projected.
- Local Income Taxes were 2% less than projected.
- Charges for Services were higher than expected due to the increase in public printing revenues and fax transmission revenues.

Expenditures: Spent 11% less than projected and 7% more than 2016

- Personal Services – Spent 3% more than 2016.
- Supplies – Spent 39% more than last year primarily due to the closing out of the CPF Fund. These expenditures that were previously carried in the CPF Fund moved to the Operating Fund.
- Other Services and Charges – Spent 13% more than last year primarily due to the closing of the CPF Fund.
- Capital – Spent 1% more than last year.

Purchase Orders: Outstanding Purchase Orders decreased by $470,522 compared to the last year primarily because of the Reimagine Project. At the end of 2016, the Reimagine Project had $485,625 in outstanding purchase orders.

Revenue/Expenditures:

Beginning Cash Balance	$ 16,235,848
Plus Revenue	43,465,658
Less: Expenses and POs	(42,992,329)
Ending Cash Balance	$ 16,709,177

Ms. Dike-Young also distributed copies of the Library's Investment Report to the Board at the meeting. She noted that the Report will be presented to the Marion County Board of Finance.

Dr. Jett 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 – 2018** (Transfers Between Classifications and Accounts)

Ms. Dike-Young mentioned that $92,000 was being transferred from Other Office Supplies to the Operating Fund to cover the cost of books and materials purchased in December.

After full discussion and careful consideration of Resolution 1 – 2018, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Resolution 2 – 2018** (Disclosure of Waived Fines and Fees)

Ms. Dike-Young advised that the amount of waived fines and fees for 2017 is $185,294. Included in this total is $45,170 waived from borrowers whose accounts expired three or more years ago and $3,000 in corrections.

After full discussion and careful consideration of Resolution 2 – 2018, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

d. **Resolution 3 – 2018** (Outstanding Purchase Orders)

Ms. Dike-Young requested that the Board approve the outstanding purchase orders for 2017 in the amount of $2.2 million to be carried over into 2018.

. After full discussion and careful consideration of Resolution 3 – 2018, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

e. **Resolution 4 – 2018** (Confirming Marion County Board of Finance)

Ms. Dike-Young requested Board approval confirming that the Marion County Board of Finance will serve as the Library's Local Board of Finance. She mentioned that this has been the practice of the Library in the past.

After full discussion and careful consideration of Resolution 4 – 2018, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

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

8. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)

a. **Resolution 5 – 2018** (Approval to Award a Construction Services Contract for the Eagle Branch Project)

Ms. Nytes stated that the Library was recommending approval of a construction services contract for the Eagle Branch project to be awarded to Stenz Construction Corporation of Indianapolis for the total cost of $4.5 million. The project schedule for the new branch at 3905 Moeller Road calls for a construction start on March 12, 2018 with substantial completion in the first quarter of 2019.

Also, in response to an inquiry made at this month's Committee meeting about MBE bidders on this project, Ms. Nytes advised that there were two, namely, Powers Construction and Davis. Both submitted bids which were higher than the low bidder.

After full discussion and careful consideration of Resolution 5 – 2018, the resolution was adopted on the motion of Ms. Charleston, seconded by Rev. Robinson, and the "yes" votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

9. Library Foundation Update

January 2018 Library Foundation Update

Dr. Jett provided the Update for January 2018.

News: The Foundation welcomed an intern for the Spring to assist with the preparations for the 10th anniversary of the Indiana Authors Award. Emily Rasmussen is a student in the Kelley School of Business and is interested in a career in children's and young adult book publishing. She will bring digital outreach experience and enthusiasm to the position.

More than 20 diverse young professionals were invited to join the Imaginarium committee. They will be helping to plan this year's Imagine It! event and will shape its future. While they all love the Library, the majority of them are new to being involved with the Foundation.

The Library Foundation thanks all donors who made gifts last month. The following are our top contributors:

- Indiana University Foundation
- CSX Transportation
- TEI Landmark Audio

- Black Lawrence Press
- Ayres Foundation
- Toysmith
- Lilly Endowment, Inc.
- The Swisher Foundation, Inc.
- Denison Parking

This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's Programs
- Ready to Read – On the Road to Reading
- Ready to Read – Packaged Programs
- Ready to Read – Early Childhood Conference
- Curveside Ride

Cultural Programs
- McFadden Lecture
- Book Bike Program
- Classical Concerts (CEN)
- Hot Jazz for Cool Kids
- Lunch and Learn
- Meet the Artists XXX – "Shades of Pearl Showcase"
- Meet the Artists XXX – 5th Annual First Friday
- Center for Black Literature and Culture

Collections and Technology
- Digitization of arts organizations' historical archives
- Lilly City Digitization
- Little Library in the Lobby (GPK)

Lifelong Learning
- #CodeCafe (CEN)
- Cyberia Technology Instructional Series (E38)
- Community Engagement Conversations/Forums (E38)
- Non-Profit Series and Foundation Collection (E38)
- Libations with Librarians (COL)
- Plant-Based Workshops
- Workshops for Non-Profits (CEN)

Capital Projects
- Call-A-Story

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – December 2017

Ms. Nytes presented the monthly Dashboard for the Board's review and information.

2) **Annual Performance Dashboard – 2017**

Ms. Nytes noted that the 2017 Annual Performance Dashboard shows that circulation of electronic items was up 14%, while circulation of physical materials was down 6%. She mentioned that one of our concerns is that because our materials budget has seen very little increase, it's been hard to juggle the demand for more electronic materials. Where is the money coming from? To some extent, it has come from reallocations within the budget and that can, at times, impact physical circulation. Some of that physical decrease is reflected in things like decreases in the use of CDs, etc. We will need to determine how we adjust our budgeting and our services to respond to these trends.

Also, patron walk-ins were up 4% over 2016, while Web Branch visits were down 11%. We are looking into the decrease of Web Branch visits and have discovered that some of our electronic service providers can allow patrons to make fewer stops through their journey on our website. For instance, if you are an Overdrive user, many people are going straight to Overdrive and not spending as much time navigating our website to get to things and we think that is a piece of that number.

The lower number of new library cards issued in 2017 is a reflection of school card distribution. In 2016 we had a big push for a lot of schools. In 2017, we didn't do quite as many. It is anticipated that the number should increase in 2018.

In 2017, the active borrowers totaled 171,025, up from 169,997 in 2016.

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

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She mentioned the Library's efforts to build a digital collection. As noted in the CEO's report, circulation of eResources increased by 14% in 2017. There has been more of an emphasis on digital content for youth and young adults, with a 28% increase in Overdrive circulation in 2017. Tumblebooks for beginning readers is now available to all schools in Indianapolis. eVideo through Hoopla increased 46% in 2017, and Hoopla music increased 54%. Other digital products include the Career Transitions database which saw steady growth in use in 2017. Future considerations include streaming classic cinema, Spanish and Chinese language eBooks, online video games and online comics.

c. **December Media Report**

Ms. Nytes requested that the Board review the Media Report that was in their packets that highlighted coverage of Library programs and various services offered in print, electronic and social media. She also mentioned that work continues on the Library's new website and more information on this project will be available in the next several months.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (6 – 2018)**

After full discussion and careful consideration of Resolution 6 – 2018, the resolution was adopted on the motion of Ms. Charleston, seconded by Rev. Robinson, and the "yes" votes of Ms. Charleston, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

e. **2018 CEO Love Your Library Tour Schedule**

Ms. Nytes reviewed the 2018 CEO Love Your Library Tour schedule. Her visits to all branches will begin on Monday, January 29, 2018 at the Beech Grove Branch. The dates will be available on social media as well as on the Library's website. This year's Tour will be more of a listening and learning opportunity to gauge citizen interests and concerns.

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. None

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

Future Board Meeting in 2018 – Dr. Jett noted that, for future discussion, she wished to add a system-wide workplace survey as an Agenda item for an upcoming Board Meeting.

Ms. Nytes responded that this item had been mentioned at the Board's most recent Retreat and she will be happy to report on it.

INFORMATION

14. Materials

a. **Joint Meeting of Library Board Committee Notes – January 9, 2018** were distributed to the Board members for their general information.

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

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

b. **Library Programs/Free Upcoming Events updated through February 25, 2018.**

c. **Joint Meeting of Library Board Committees –** Tuesday, February 13, 2018, at the Library Services Center, 2450 North Meridian Street, **at 5:00 p.m. Please note change in time.**

16. Notice of Special Meetings

Ms. Sanders reminded everyone that because the Library anticipates receiving information from the Union regarding contract ratification at the end of the week, there might be a Special Meeting scheduled to move that whole process along.

17. Notice of Next Regular Meeting

Monday, February 26, 2018 at the College Branch Library, 4180 North College Avenue, 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 7:55 p.m.

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

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Lillian L. Charleston, Secretary to the Board

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Board Briefing Report

6b

To: IMCPL Board **Meeting Date:** February 26, 2018

From: **Ijeoma Dike-Young**
Chief Financial Officer

Subject: **Briefing on 2018 AHS/ILS Equipment Bonds**

Summary: The Indianapolis Public Library plans to request approval for the issuance of bonds in the estimated amount of $4,615,000.

Overview: The proposed 2018 bond issue is planned for the financing of the following projects:

Project	Estimated Cost
The purchase and implementation of a new Integrated Library System	$2,000,000
Three year subscription to Biblicommons	600,000
Removal and replacement of window flashing in LSC	250,000
Opening Day Collection for the Brightwood, Michigan Road and Eagle branches	750,000
Sorters for Central, Southport, Michigan Road, West Perry and Lawrence branches	900,000
Cost of Issuance	115,000
TOTAL	**$4,615,000**

Financial Impact: This bond issue is incorporated into our long term debt plan which keeps the debt tax rate at or below $0.0318. The interest expense on the bonds is estimated to be $310,147 with an estimated repayment term of 3.5 years.

The Library plans to issue the bonds as taxable bonds for two reasons:

- This allows the Library to finance software as a service which cannot be financed with tax – exempt bonds.
- This gives the Library the ability to issue the West Perry Bonds, which will be sold later this year, as Bank Qualified. In order to be Bank Qualified, an issuer cannot issue more than $10 million in tax-exempt bonds in a year. Bank Qualified bonds usually have lower interest rates and thus we anticipate interest savings for the Library.

The INDIANAPOLIS PUBLIC Library

Presentation of The Indianapolis Public Library to the Library Board

2018 AHS/ILS Equipment Project

February 13, 2018

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Indianapolis Public Library
Summary of Proposed Bonds

2018 AHS/ILS Equipment Project Bonds	
Estimated Borrowing Amount	$4,615,000
Estimated Repayment Term	3 years, 6 months
Estimated Interest Expense	$310,147
Estimated Maximum Annual Payment	$3,676,610

Note: The proposed 2018 AHS/ILS Equipment Project Bonds are not anticipated to increase the Library's debt service tax rate above $0.0318.

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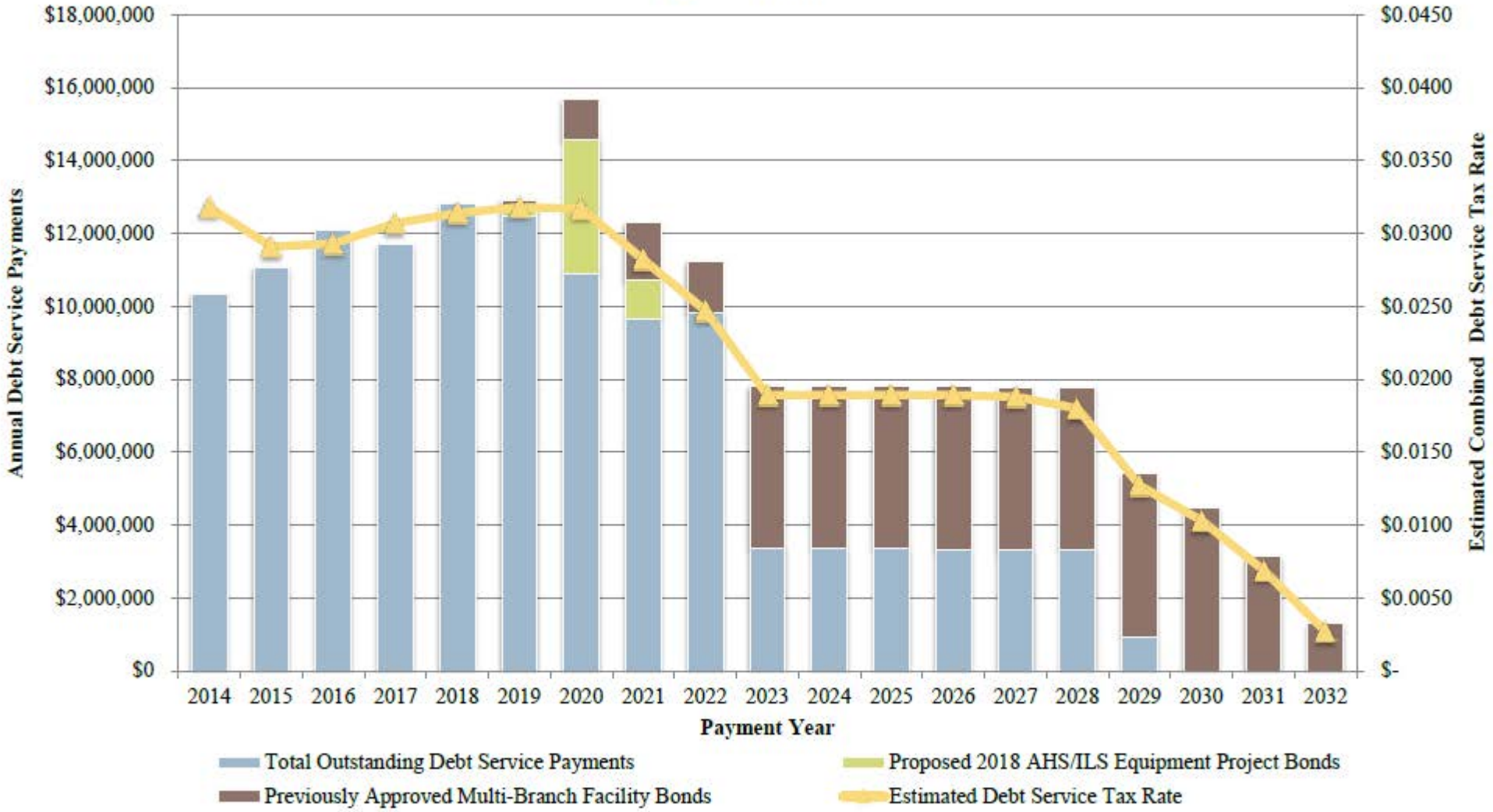
INDIANAPOLIS PUBLIC LIBRARY
EXISTING AND PROPOSED ANNUAL DEBT SERVICE PAYMENTS
(Unaudited)



Note: The previously approved bonds include funding for the $9,415,000 Perry Township Project, the $9,690,000 Fort Benjamin Harrison Project, the $3,305,000 Multi-Branch Facility Improvements Phase II Project, and the $10,215,000 Glendale Project.

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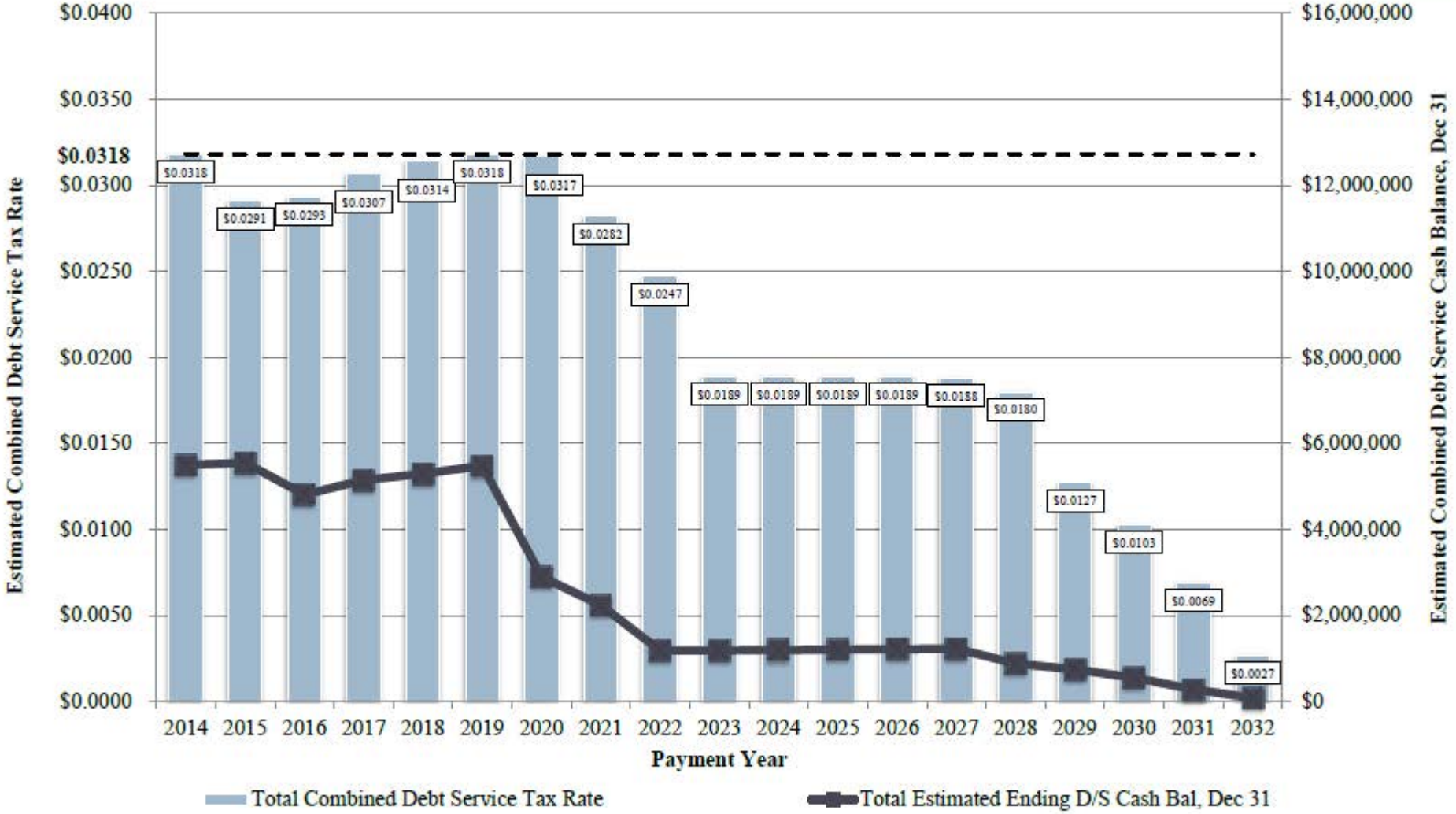
INDIANAPOLIS PUBLIC LIBRARY
COMPARISON OF TOTAL ESTIMATED DEBT SERVICE CASH BALANCE AND TAX RATE
(Unaudited)



Note: Payment schedules for future bond issues will be evaluated on an annual basis to assist with tax rate management.

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The INDIANAPOLIS PUBLIC Library	**Board Action Request**	**7a**

To: IMCPL Board

Meeting Date: February 26, 2018

From: Diversity, Policy and Human Resources Committee

Approved by the Library Board:

Effective Date: February 26, 2018

Subject: Resolution – 7-2018

Recommendation: Approval of Resolution 7-2018 – Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395

Background: The Library and AFSCME Local 3395 have reached an agreement on a new joint proposal. We are requesting the Board approve this contract to from February 26, 2018 through December 31, 2020.

Strategic/Fiscal Impact: N/A

The INDIANAPOLIS PUBLIC Library	Board Resolution	7a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 7-2018 APPROVING JOINT WRITTEN RECOMMENDATIONS OF IMCPL MANAGEMENT AND AFSCME LOCAL 3395

WHEREAS, pursuant to Resolution 89-2006 the Board of Trustees ("Board" or "Board of Trustees") of the Indianapolis-Marion County Public Library ("Library") established certain policies concerning employee organizations and concerning the collective presentation of certain employee interests ("Employee Organization Resolution"); and

WHEREAS, pursuant to the Employee Organization Resolution, Library management ("Management") and American Federation of State, County, and Municipal Employees, AFL-CIO, on behalf of the Indianapolis-Marion County Public Library Employees Union, Local 3395, ("Union"), through the equal representation committee, have come together in good faith negotiations and have made and submitted joint written recommendations ("Joint Recommendations") to the Board of Trustees for employees in the Unit; and

WHEREAS, the Board has reviewed and considered the Joint Recommendations of Management and Union, a copy of which is attached to this Resolution, and deems it in the interest of the Library to accept the Joint Recommendations to be implemented and made effective in accordance with the terms thereof as of February 26, 2018, and to remain in effect through December 31, 2020.

IT IS THEREFORE RESOLVED that the attached Joint Recommendations submitted to the Board for consideration and considered by the Board, be and hereby are, approved, and such Joint Recommendations shall be implemented and effective in accordance with and as may be limited by the terms thereof as of February 26, 2018, and shall remain in effect through December 31, 2020; and

IT IS RESOLVED FURTHER that the President of the Board be and hereby is authorized to execute the Joint Recommendations on behalf of the Library, and the Chief Executive Officer be and hereby is authorized to implement the terms of the Joint Recommendations as of the effective date of February 26, 2018.

Adopted this 26th day of February, 2018.

IMCPL/AFSCME 2017 Collective Bargaining Negotiations

JOINT WRITTEN RECOMMENDATION

SUBMITTED BY

INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY

AND

AFSCME LOCAL 3395

TO

THE IMCPL BOARD OF TRUSTEES

FEBRUARY 26, 2018

In accordance with the Certification of Bargaining Agent issued by the Indiana Commissioner of Labor on December 7, 2007 and consistent with Indianapolis-Marion County Public Library Resolution 89-2006, ("Resolution") the Certified Bargaining Agent, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO, for and on behalf of the INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY EMPLOYEES UNION, LOCAL 3395, ("Union") through its equal representation committee, and the Library's administrative officials have come together in good faith negotiations and make the following joint written recommendations to the INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES, INDIANAPOLIS, INDIANA ("Board") on matters within the scope of the Resolution, for employees in the Unit.

INDIANAPOLIS – MARION COUNTY PUBLIC LIBRARY

PREAMBLE

In order to advance the interests of the Indianapolis-Marion County Public Library by promoting orderly and constructive relationships between the Library and its employees, subject, however, to the rights of the taxpayers and citizens of Marion County served by the Library to have high quality library and information services and public access to information provided through cost effective and economical Library operations it is in the public interest to require high standards of employee performance and the continual development and implementation of modern and progressive work practices to facilitate improved employee performance and efficiency, the parties agree as follows:

Goal

The Library and the Union agree that effective, efficient and uninterrupted Library service to the community is their common goal.

Agreement

In accordance with the Certification of Bargaining Agent issued by the Indiana Commissioner of Labor on December 7, 2007 and consistent with Indianapolis-Marion County Public Library Resolution 89-2006, ("Resolution") the Certified Bargaining Agent, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO, for and on behalf of the INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY EMPLOYEES UNION, LOCAL 3395, ("Union") through its equal representation committee, and the Library's administrative officials have come together in good faith negotiations and have made joint written recommendations to the INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES, INDIANAPOLIS, INDIANA ("Board") on matters within the scope of the Resolution, for employees in the Unit. The Board, upon careful consideration, has accepted the joint recommendations submitted to it and agrees to all matters set forth herein, this 26 **day of February, 2018**.

ARTICLE 1 – RECOGNITION

Section 1.1 – Recognition

In accordance with the Certificate of Collective Bargaining Agent issue by the Indiana Commissioner of Labor on December 7, 2007, the Board recognizes AFSCME Local 3395 as the Bargaining Agent of Unit Employees of the Library for the purpose of collective bargaining for those Unit employees in a manner consistent with Indianapolis-Marion County Public Library Resolution 89-2006.

Section 1.2 – Unit Employees

The Union represents, for purposes of collective bargaining in accordance with the Resolution, the employees of the Library with the exception of the following: confidential employees; managerial employees; supervisory employees; student employees; Library page employees; hourly employees and members of the Board, as those terms are defined by the Resolution. The employees represented by the Employee Organization shall be known as "Unit Employees."

Section 1.3 – New Unit Employees

The Library shall notify the Union of any new or rehired Unit Employee within five (5) working days of hire.

Section 1.4 – Orientation

The Union president or designee shall have an opportunity to meet with new Unit Employees during new staff orientation for an amount of time not to exceed 15 minutes. The Union shall receive notice of any changes to the orientation schedule.

Section 1.5 – Scope of Recognition

A. Recognition shall not preclude any Unit Employee or group of Unit Employees, regardless of Union membership, from bringing matters of personal concern to the attention of appropriate administrative officials in accordance with applicable rules, regulations or established policy, or from choosing his, her or their representative in a grievance or appellate action.

B. Recognition of the Union continues as long as the organization continues to meet the requirements of the Resolution. In the event recognition is withdrawn by the Library, all rights and privileges granted to the Union shall terminate.

C. Recognition shall not be granted to any Union which the Board considers to be subject to corrupt influences opposed to basic democratic principles or which, in the judgment of the Board, has

engaged in any conduct inconsistent with the provisions of the Resolution.

ARTICLE 2 – RIGHTS OF UNIT EMPLOYEES

Section 2.1 – Freedom of Association
Unit Employees of the Library shall have the right freely and without fear of penalty or reprisal to form, join and assist any lawful employee organization, or to refrain from any such activity. Nothing in this or any other agreement shall require a Unit Employee to become or to remain a member of the Union or an employee organization or to pay money to the Union or any employee organization.

Section 2.2 – Notice of Rights
The Library shall take appropriate action to advise all Unit Employees of the rights referred to in this Article and to assure them that they may exercise such rights without fear of penalty or reprisal and free of interference, restraint, coercion, or discrimination by the Library, or its officers or employees, or by any employee organization, or its officers or members.

ARTICLE 3 – RIGHTS OF THE UNION

Section 3.1 – Scope of Rights
The Union shall be entitled:

A. To act on behalf of all Unit Employees and shall be responsible for representing the interests of all Unit Employees in a manner consistent with the Resolution, without discrimination and without regard to membership in the Union.

B. To represent any Unit employee(s), upon request, in discussions with library administrative officials regarding grievances or personnel practices.

C. To use the facilities of the Library for meeting places subject to scheduling and availability and all regular policies, rules and regulations relating thereto.

D. To negotiate joint written recommendations to the Board on matters concerning grievances or personnel practices for Unit Employees. Where such joint recommendations are agreed upon they may be reduced to writing and submitted to the Board for approval or

rejection. Separate recommendations may be submitted in the event of disagreement.

E. To be sent a complete Library Board packet on the same day Library Board packets are sent to Board members

F. For purposes of this Agreement, consistent with the Resolution, the phrase "personnel practices" means wages, hours, fringe benefits, and the voluntary payment of dues through payroll deductions.

G. To be included in the monthly Library Board of Trustee's official agenda for purposes of presenting a Union report, as deemed necessary and appropriate by the Board.

ARTICLE 4 – RETAINED RIGHTS OF THE LIBRARY

Section 4.1 – Rights and Responsibilities.
The Library retains the right and responsibility: (A) to direct employees of the Library, (B) to hire, promote, transfer, assign and retain employees in positions, and to suspend, demote, discharge, or take other disciplinary action against employees, (C) to relieve employees from duties because of lack of work, financial exigency, discontinuance or curtailment of an activity or for other legitimate reasons, (D) to maintain the efficiency of the operations entrusted to them, (E) to determine the methods, means and personnel by which such operations are to be conducted, (F) to determine its budget, (G) to determine the organization and assignment of Library Employees, (H) to determine the technology of performing work at the Library, and (I) to take whatever actions may be necessary to carry out the mission of the Library.

Section 4.2 – Rights Conferred by Law
Nothing in this Agreement shall be construed in any way as a relinquishment or diminishment by the Board of its obligations, responsibilities and authorities conferred on it by the people of the State of Indiana and the County of Marion through legislative statutes or local regulations to govern, set policy and act in final judgment on the management of institutional affairs in the public interest.

ARTICLE 5 – NON-DISCRIMINATION AND HARASSMENT

Section 5.1 – Non-Discrimination
To the full extent required by applicable law, there shall be no discrimination by the Library, the Union or the Unit Employees against

any person because of race, color, religion, political affiliation, national origin, sex, age, sexual preference, disability or marital status.

Section 5.2 – Harassment
Harassment is defined as unwelcome or offensive physical and/or verbal conduct directed toward one employee by another, or by a patron, and will not be tolerated. Harassment exists when: (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (B) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or (C) Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment. A Unit Employee who believes he/she has been subjected to harassment, sexual or otherwise, should report the situation to their manager, or if impractical or impossible in the circumstances, the Area Resources Manager, Services Area Director, or Director, Human Resources. Unit Employees may be assisted and accompanied by their Union representative, if requested. Reports of this nature will be handled promptly, impartially and with due regard for confidentiality. No one making a good faith report or participating in an investigation will be subject to retaliation of any kind. Immediate and appropriate corrective action, including discipline, will be taken whenever it is determined that harassment has occurred in violation of this policy.

ARTICLE 6 – NO STRIKES/NO LOCKOUTS

Section 6.1 – Conduct Prohibited.
No Unit Employee and no employee organization, including the Union shall have the right to participate in, conduct, threaten, or to induce or encourage others to participate in, conduct or threaten any strike, slowdown, work stoppage or other type of job action or interruption or interference with the activities of the Library, or act in concert with other employees to abstain in whole or in part from the full, faithful and proper performance of their duties for the Library.

Section 6.2 – Consequences of Prohibited Conduct
The Library reserves the right to deal with any such activity by any lawful means, including immediate discharge or suspension without pay of any participating Unit Employee. An employee organization, including the Union which the Board determines has violated Section 6.1 shall cease to be accorded recognition and shall cease to receive any dues or fees collected by paycheck withholding and shall not be accorded recognition or receive any dues or fees collected by pay check withholding for a period of one (1) year.

Section 6.3 – Lockouts Prohibited
The Library shall not participate in, threaten, conduct or induce a lockout of Unit Employees during the term of this agreement.

ARTICLE 7 – UNION REPRESENTATION

Section 7.1 – Union Information
In connection with its initial request for recognition in accordance with Section 3 B of the Resolution, the Union has submitted to the Library a roster of its current officers and representatives, a copy of its current constitution and bylaws, and a statement of its objectives and shall periodically update that information when changes are made.

Section 7.2 – Union Stewards and other Union Representatives
The Union shall notify the Library of the names of all stewards, the Chief Steward and the Local Union President, as they are chosen by the Union. Where no steward is available, the Union shall temporarily designate another Unit Employee to act as steward and shall notify the Library of such designation.

Section 7.3 – Participation in Grievances and Other Activities
The Union steward, Chief Steward, Local Union President, or AFSCME Representative as the case may be, are authorized to speak on behalf of any Unit Employee who may request assistance in processing a grievance or other activities arising under this Agreement. If a Unit Employee requests representation at a meeting by a Union representative who is unavailable, the Unit Employee may request that the meeting be rescheduled.

Section 7.4 – Union Time Cap
Union Time will be considered credited time without loss of pay until a maximum *aggregate* total of 600 credited hours has been accumulated in a single calendar year. In the event the term of this Agreement begins after the start of a new calendar year, the number of credited hours of Union Time available to the Union for the remainder of that calendar year will be the difference between 600 and the number of credited hours of Union Time already used in that calendar year as of the date this Agreement becomes effective. After an aggregate total of 600 credited hours has been accumulated by Union representatives, defined as Union stewards and officers, in a single calendar year, any additional Union Time in that calendar year will be counted as deducted time and unpaid. Such deducted time may be made up with the manager's prior approval. In limited circumstances and only when specifically authorized in advance and in writing by the Library, Unit Employees who are training

to become a union steward or officer may be eligible to use Union Time in order to attend training sessions or meetings directly related to their Union leadership training. Union Time shall only be used for purposes necessary to carry out the functions of the Union and shall be taken so as not to disrupt Library operations or the work of other Library Unit Employees and with the scheduling approval of affected supervisors, which approval will not be unreasonably withheld.

Section 7.5 – Entry to Library Premises
When entering a work site on Library premises for activities covered by this Agreement, the Union representative shall, whenever practicable, give at least one (1) hour's advance notice, by informing the supervisor in charge of the location or the Library's Human Resources Office.

Section 7.6 – Union Bulletin Boards
The Library shall provide the Union reasonable space in non-public areas for a bulletin board in each building operated by the Library where Unit Employees work. The Union shall bear the cost of the bulletin boards. The bulletin board shall be for the sole and exclusive use of the Union to communicate with Unit Employees about Union business and activities, and the materials posted shall be limited to those purposes. The items posted shall not be partisan or defamatory in nature. It is further agreed that there will be no posting of election campaign preferences.

Section 7.7 – Notices
The Library, or its designee, will continue to provide the Local Union President or his/her designee proposed Resolutions, Briefing Reports and changes to Policy and Procedure Manual within one (1) day after being presented at the Joint Committee meeting.

Section 7.8 – Copy of Agreement
The Library agrees to make at its cost a maximum of one (1) copy of this Agreement for each current and future Unit Employee who requests one of the Library. The Union shall provide at its cost copies of this Agreement to Unit Employees as it determines is necessary.

Section 7.9 – Information Provided to the Union
On a quarterly basis, the Library agrees to provide the Union with an electronic report listing the following information for each bargaining unit employee who has signed a written authorization:

1. Name
2. Street address, city, state, zip code
3. Employment date
4. Gender
5. Employee number

6. Hourly rate
7. Base salary
8. Work location
9. Work address
10. Union dues
11. Position

On an annual basis, the Library agrees to provide the Union with a list of Union-eligible employee names, work locations and job titles.

Section 7.10 – Equitable Recognition at Staff Day
Both the Staff Association and the Union will be permitted to set up an unmanned information table during the Library's annual Staff Day. A currently employed Unit Employee may staff the information table during the lunch period.

Section 7.11 – Communication
Union Representatives will be permitted limited use of the Library e-mail system on a one time per month basis solely for purposes of announcing upcoming Union meetings and/or membership campaigns that are directly related to the Library. The Library reserves the right to revoke this authorization at any time upon its determination, after reasonable investigation, that such e-mail use is interfering with any Unit Employee's job duties or otherwise violating Library policy. Use of e-mail for either of the above described purposes will not be deemed to violate Library policy.

Union Representatives may request secure locations to conduct confidential or sensitive Union business and such request will not be unreasonably denied.

ARTICLE 8 – VOLUNTEERS AND NON-PAID WORKERS

A. The Union and the Library agree that volunteers and non-paid Library workers are often beneficial to the Library and the community it serves. Volunteers and non-paid Library workers may be used to supplement work for specific tasks that are limited in scope.

B. The parties agree that volunteers and non-paid Library workers will not be utilized in a manner to replace Unit Employees, their hours, or positions.

ARTICLE 9 – RESIGNATION AND RE-EMPLOYMENT

A minimum of two (2) weeks' notice will be given when leaving employment. Unit Employees who resign in good standing and are re-employed shall be rehired as a new employee. A salary differential may be given relating to the experience of the former Unit Employee who is rehired.

ARTICLE 10 – LIBRARY PERSONNEL FILE

Section 10.1 – The File

The personnel file is the property of the Library. All Library personnel files shall be made available for the employees' inspection, upon request, during normal Human Resources office hours. A copy of any written disciplinary action shall be given to the Unit Employee and a copy shall also be placed in the Unit Employee's personnel file. One copy of any material in a Unit Employee's personnel file shall be provided to the Unit Employee free of charge upon request. If more than one copy is requested, additional copies will be provided at a standardized charge for duplication. The review of the file shall take place in an appropriate area of Human Resources at the Library Services Center and in the presence of a Human Resources staff member. A Union representative shall have the same rights to the file as a Unit Employee, but only with the employee's written consent. The personnel file of each Unit Employee shall be held in strict confidence, and its contents shall not be divulged except as required by law.

Section 10.2 – Additional Documents

Unit Employees may submit documents for placement in their personnel file to the Human Resources Director if the documents relate to their job performance. All such items will be initialed by the Unit Employee.

Section 10.3 – Employment References

References to prospective employers regarding a current or former Unit Employee will contain dates of employment, position held and whether the person is currently employed with the Library. Upon written request by the Unit Employee, the Director of HR or the employee's immediate manager may supply a reference letter of the Unit Employee's job performance to the prospective employer with a copy also sent to the employee.

Section 10.4 – Non-employment Inquiries

The Library will keep personnel file information confidential and its contents will not be divulged except: (A) as required by Indiana's Access to Public Records Law, IC 5-14-3-4(b)(8); (B) to the extent necessary for purposes of litigation in which the Library is a party; (C) to the extent needed to provide information which is not particularized by employee

name for general, statistical, or record keeping purposes and/or is required by any authorized local, state or federal agency, administrative body or court.

Section 10.5 – Credit Inquiries
Inquiries regarding credit and employment verification shall be forwarded to the Human Resources Office. Information given regarding such inquiries shall contain only employment verification, dates of hire, salary and position held.

Section 10.6 – Notation of Duties Performed
Employees who have been assigned to temporary duties outside their job classification shall have that fact noted in their personnel file, if they so choose, as evidence of their abilities, and this information may be used to demonstrate such ability in question of promotion.

ARTICLE 11 – PERFORMANCE EVALUATION

Section 11.1 – Written Evaluation
Written (electronic) evaluations of a Unit Employee's job performance shall be prepared annually. The evaluation, accompanied by a meeting, shall be performed by the designated manager/supervisor. Upon request, a written copy of the completed evaluation shall be distributed to the Unit Employee three (3) workdays in advance of the meeting. During the evaluation meeting, the manager/supervisor will review the employee's performance.

Section 11.2 – Signature and Hard Copy of Written Evaluation
An employee's electronic acknowledgement shall signify only that he or she has been given their performance evaluation. A Unit Employee shall have seven (7) calendar days following his/her performance evaluation meeting to input a response on their electronic appraisal form. The performance evaluation may not be altered subsequently without the Unit Employee's review.

Section 11.3 – Performance Review Meeting
Human Resources will remind **and train** managers that all performance review meetings are to be completed within the required timeframe.

ARTICLE 12 – INTRODUCTORY PERIOD

Section 12.1 – Introductory Period

All newly hired Unit Employees in all classifications shall be subject to a Probationary Period of ninety (90) days, which may be extended a maximum of an additional thirty (30) days at the Library's discretion.

Section 12.2 – Evaluation
The appropriate Personnel Service Rating Report will be prepared for each newly hired Unit Employee prior to the completion of the Probationary Period.

Section 12.3 – Application
A. Newly Hired Unit Employees who are in their Probationary Period shall not be eligible to access the Grievance Procedure, Article 17.

B. Unit Employees who are in their Probationary Period are not eligible to apply for advertised positions until satisfactory completion of their Probationary Period, or upon the recommendation of their current manager.

ARTICLE 13 – SENIORITY

Seniority is defined as the length of time a Unit Employee has been continuously employed by the Library with no break in service. Approved leaves of absence will not create a break in service for purposes of this Article. Ties will be determined by coin flip. Nothing herein shall affect the calculation of a Unit Employee's creditable service for purposes of PERF.

ARTICLE 14 – TRANSFER / PROMOTION / VACANCY

Section 14.1 – Vacancy Announcements
Announcements will be posted on the ADP portal at least seven (7) working days prior to filling a vacancy. A vacant position may be filled on a temporary basis until a final selection is made.

Section 14.2 – Promotions
Promotions may be made when vacancies occur. Qualified Unit Employees are encouraged to apply for vacant positions. Selection will be based upon evidence of satisfactory performance shown by service ratings, ability, education and technical and personal qualifications. Seniority will be a determining factor only when two or more candidates have equal qualifications and experience.

Section 14.3 – Transfers
Transfers are changes in assignments in which the salary rate, job level and classification status remain the same. A position must be vacant

and posted before a transfer application may be submitted for it. Except in cases of emergency or administrative necessity, selections for transfers shall be made based on a Unit Employee's seniority, qualifications and skills for the position as determined by the Library.

Section 14.4 – Demotions
When a Unit Employee fails to fulfill the duties and responsibilities of the position to which they have been appointed, they may be demoted to a lower grade and transferred to another assignment. Appropriate warning and opportunity to improve will be given before any demotion.

Section 14.5 – Salary Adjustments
A promotion will be accompanied by an increase to the minimum salary of the grade to which the Unit Employee is promoted or they will receive a salary adjustment of five percent (5%), whichever is greater. A transfer from one assignment to another will not warrant a change in salary rate. A demotion will be accompanied by a reduction in salary rate to one not exceeding the maximum for the pay range to which the Unit Employee is demoted.

Section 14.6 – Reduction in Force/Layoffs and Recall
For purposes of this Section, a "workforce reduction" is defined as an involuntary layoff involving any Unit Employee positions arising out of a Board decision.

In the event of a "workforce reduction," the Library will endeavor in good faith to provide the Union and the affected employees with at least thirty (30) days advance notice.

In the event of a "workforce reduction," probationary employees shall be laid off first. Poor performing employees will be laid off next. "Poor performers" are those whose last three annual performance reviews are less than satisfactory based on current Library policy (i.e. those with less than a "3" in the administrative section of the evaluation and/or those with less than a "3" in either of the other two sections of the evaluation). If an employee has been employed for less than three years, his/her last three sub-annual reviews will be used. Thereafter, any additional lay-offs will be ordered by system-wide seniority within job titles chosen by the Library. Notwithstanding Article 13's definition of "seniority," if an employee resigned/retired and was then rehired by the Library, the employees' total Library service will be calculated to determine system-wide seniority.

Former Unit Employees within a pay grade who were laid off in accordance with this Article may be recalled in the reverse order in which

they were laid off, provided no more than one year has elapsed since their layoff.

Section 14.7 – Reclassification
The Local Union President will be notified by email when an employee has been reclassified in or out of the Union when the official HR records are updated.

ARTICLE 15 – HEALTH AND SAFETY

Section 15.1 – General
The Library shall provide a workplace that is free from recognized hazards that are causing or are likely to cause death or serious physical harm. The Library and each Unit Employee shall comply with all applicable federal, state and local occupational safety and health standards.

Section 15.2 – Equipment and Machinery
Unit Employees who are required to operate dangerous equipment or machinery will receive proper training on the equipment or machinery that will be used as a normal part of the employee's job. Training will also be provided to any Unit Employee who is required to operate such equipment or machinery on a temporary or emergency basis. This training will consist of demonstration of the use of this equipment or machinery by someone already familiar with its operation. Unit Employees will practice using said equipment or machinery in the presence of the trainer and demonstrate proficiency before being asked to operate it independently. When operating such equipment or machinery, Unit Employees will be within eyesight or hearing of at least one other employee, or a means will be provided by which to summon immediate help in case of an accident.

ARTICLE 16 – DISCIPLINE

Section 16.1 – Scope
The Library has the right to establish reasonable written rules, regulations, policies and procedures consistent with the terms and conditions of this agreement. The Library also has the right to discipline and discharge Unit Employees for just cause.

Section 16.2 – Notice
Written notice of any disciplinary action shall be given to the Unit employee and the Union. Before any Unit Employee is deprived of pay, benefits or employment, the Unit Employee shall be provided with the

reason for the discipline and given an opportunity to state his or her side of the story with Union representation if desired.

Section 16.3 - Limitations
Disciplinary action, when invoked, shall be administered within a reasonable period of time after the occurrence of the incident, or when the Library reasonably became aware of the incident.

ARTICLE 17 – GRIEVANCE PROCEDURE

Section 17.1 – Scope
Unit Employees who feel that they have been treated in a manner inconsistent with Library Policy or the terms of this Agreement may utilize this Grievance Procedure; provided, however, that grievances related to performance evaluations may not proceed past the CEO's written decision as described in Section 17.5 of this Article. This procedure and any mediation occurring under it shall extend only to the interpretation or application of Library Policy or the terms of this Agreement and not to changes in or proposed changes in Library Policy or the terms of this Agreement.

Section 17.2 - Eligibility. Only Unit Employees who have successfully completed the initial ninety (90) day Probationary Period for new hires will be eligible to file a grievance. The aggrieved Unit Employee or Employees shall have the right to have a representative of their own choosing, including a Union Representative, speak for his, her or their interests.

Section 17.3 – STEP 1 - Formal Presentation. Formal presentation of any grievance must be made in writing, on a completed Grievance Form, and submitted to the Library no later than fifteen (15) weekdays following the event that gave rise to the grievance or fifteen (15) weekdays following when the employee reasonably became aware of the event that gave rise to the grievance or it may be denied as untimely. When submitting the grievance in writing, the Unit Employee must state the specific dates and nature of the grievance and its personal effect, the specific policy, procedure or term of this Agreement which was violated (citing the Article and Section number), and the desired outcome. A copy of the grievance will be sent to the HR Director, Area Resource Manager and Service Area Director. The grievance will be discussed with the manager. The manager will make every effort to resolve the grievance immediately but must provide a written answer within five (5) weekdays from the date of the grievance discussion. A copy of the manager's response will be sent to the HR Director and the grievant. If a settlement is reached, the manager will present a copy of the agreement to be signed by the

grievant and manager. Each party will retain a signed copy for their records. The Library will provide a copy of the signed agreement to the local Union President upon written request to HR.

Section 17.4 – STEP 2 - Director of Human Resources. If the grievance is not satisfactorily resolved, it may be presented to the HR Director in writing, within five (5) weekdays of the Unit Employee's receipt of the manager's written decision. The HR Director shall thoroughly investigate the grievance. The HR Director may interview all involved parties, including the grievant, to render a fair decision. The HR Director shall answer the grievance in writing within five (5) weekdays of completing all such interviews. If a settlement is reached, the HR Director (or designee) will present a copy of the agreement to be signed by the grievant and HR Director. Each party will retain a signed copy for their records. The Library will provide a copy of the signed agreement to the local Union President upon written request to HR.

Section 17.5 – STEP 3 - Chief Executive Officer. If the grievance is not resolved by the HR Director to the satisfaction of the Unit Employee, the grievance may be presented to the CEO, in writing, within five (5) weekdays of receipt of the HR Director's written decision. The CEO shall review the grievance, consult with the Director, HR, the immediate manager, and the grievant (with a Union representative, if so requested by the grievant) and issue a written decision within ten (10) weekdays of the date the CEO concludes all relevant meetings. If a settlement is reached, the CEO (or his/her designee) will present a copy of the agreement to be signed by the grievant and CEO. Each party will retain a signed copy for their records. The Library will provide a copy of the signed agreement to the local Union President upon written request to HR.

Section 17.6 – Mediation Option
After the decision of the CEO is rendered and before the time for filing an appeal to the Board has elapsed, either the Library or the Unit Employee or his or her representative may request mediation of the grievance. Mediation will be invoked only with the approval of the individual Unit Employee or the Unit Employees involved and shall be advisory in nature. If the parties to the grievance are not able to resolve the grievance through mediation, the mediator may create an advisory report for submission the Library Board with any recommendations subject to the approval of the Board. The cost of any mediation shall be shared equally by the parties to the mediation.

Section 17.7 – STEP 4 - Appeal to the Library Board. Any Unit Employee; (i) who has gone through the grievance procedure and has not had the grievance resolved by the CEO or through Mediation to the Unit

Employee's satisfaction, or (ii) against whom a recommendation for termination, demotion or suspension has been made to the Board may within ten (10) weekdays of the Unit Employee's receipt of the applicable written notice from the CEO or within ten (10) weekdays after the conclusion of mediation if that option is chosen, advance the grievance to a hearing before the Board by notifying the Director, HR.

Section 17.8 - Hearings Before the Board. Whenever a Unit Employee advances a grievance before the Board because of an appeal, such grievance is entitled to a hearing and shall be conducted in the following manner.

A. Procedure for Setting the Hearing Date. Upon receipt of an appeal or a request for a hearing, the Board will within ten (10) days after receipt of such notice set a time and place for such hearing. Notice of the setting of the hearing will be given to the aggrieved party in person or by mail. The time for the hearing shall not be sooner than ten (10) days after notice has been given to the aggrieved person.

B. Nature of Hearing. The hearing will be in an Executive Session of the Board or a committee of the Board but the Board or Board committee may order otherwise upon request of the Unit Employee and agreement of the CEO. The aggrieved party may attend such hearing and may be represented by an attorney or a Union representative.

C. Order of Proceedings. The order of proceedings will be as follows:

1. The Unit Employee may have a period of forty-five (45) minutes in which to present any information either oral or written concerning the matter at hearing.

2. The CEO or CEO designee may have forty-five (45) minutes in which to present information either oral or written concerning the matter at hearing.

3. The Unit Employee may reserve part of his/her forty-five (45) minute period for the purpose of presenting rebuttal information. The time to be reserved for rebuttal will be specified by the Unit Employee at the end of the employee’s presentation, and shall be subtracted from the presentation period. The CEO or CEO designee may reserve part of his/her forty-five (45) minute period for the purpose of responding to the Unit Employee's rebuttal, and such time shall be subtracted from the presentation period. The Board may, in its discretion, grant additional time to any party making a request at the hearing.

4. At the conclusion of the Board hearing under this procedure, the Union, if it has not acted as the Unit Employee's representative, shall

have the right, to make a statement to the Board regarding compliance with this Agreement in the collective interests of all Unit Employees.

D. Decision. The Board will then take the matter under advisement. The decision of the Board will be made at the next regular Board meeting after the hearing provided herein. However, if the findings of the Board are not completed at the end of that period, the Board may table its decision until the next regular Board meeting. The decision of the Board shall be rendered in writing and shall be final and conclusive.

Section 17.9 – Grievance Settlements
Any grievance settlements shall be consistent with the terms and conditions of this Agreement unless specifically agreed to between the Library and the Union.

Section 17.10 – Union Rights and Obligations
The Union has the right, responsibility and obligation for representing and to act on behalf of all Unit Employees and shall be responsible for representing the interests of all Unit Employees in a manner consistent with the Resolution, without discrimination and without regard to membership in the Union. A Union steward, Chief Steward, Local Union President, or AFSCME Representative, as the case may be, is authorized to speak on behalf of any Unit Employee who may request assistance in processing a grievance at any of the Steps of this procedure. The Union representative has no right or obligation to speak on behalf of the individual Unit Employee(s) unless specifically requested by the Unit Employee(s) in advance.

Section 17.11 – Time Limits
1. Failure of the Unit Employee or Union to comply with the time limits under this Article shall render the grievance void and terminated.

2. Failure of the Library to comply with the time limits constitutes a waiver of that response, and the Unit Employee or Union may appeal to the next step.

ARTICLE 18 – DUES CHECK-OFF

Section 18.1 – Voluntary Association
Nothing in this Agreement or any agreement shall require a Unit Employee to become or to remain a member of the Union or an employee organization or to pay money to the Union or employee organization.

Section 18.2 – Valid Authorization Required
In accordance with IC 22-2-6, upon receipt within ten (10) days of the date of execution of a written authorization personally signed by a Unit

Employee that is, by its terms revocable at any time by the Unit Employee, the Library agrees to deduct from the Unit Employee's wages the amount of dues to become owing by the Unit Employee to the Union of which the Unit Employee is a member.

Section 18.3 – Remittance to the Union
As a condition of making any wage deduction under this Article the Union shall certify to the Library the amount of its dues that is to be deducted from an authorizing Unit Employee's wages. The certified amount will then be remitted, so long as a valid deduction authorization exists, to AFSCME, 1422 N. Pennsylvania St. Indianapolis, IN 46202, along with an electronic format listing of the Unit Employees, the Unit Employees' employee numbers and the amount of the individual employee deduction.

Section 18.4 – Indemnification
The Union agrees to indemnify, defend and hold harmless the Library against any liability which may arise by reason of any action taken by the Library in complying with the provisions of this Article.

Section 18.5 – P.E.O.P.L.E. Deductions
The Library agrees to consider implementing a process for automatically deducting a P.E.O.P.L.E. donation from the wages of any Unit Employee who so wishes; provided, however, that written authorization for such a deduction must be received from at least 10% of Unit Employees before the Library will consider such taking such a measure, and the deductions must be consistent with Indiana law. Any Unit Employee who wishes to make such a deduction must execute a deduction authorization form that may be revoked by the Unit Employee at any time by giving written notice to both the Library and the Union. If the Library chooses to implement a P.E.O.P.L.E. deduction process, it will remit all deductions promptly to the Union, together with an itemized statement showing the name of each Unit Employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Union shall indemnify, defend and hold harmless the Library against any liability which may arise by reason of any action taken by the Library in complying with the provisions of this Article.

ARTICLE 19 – TRAVEL REIMBURSEMENT

Section 19.1 – Driving Reimbursement & Fees
Unit Employees driving in their own cars to approved workshops, conference, etc shall be reimbursed for mileage at the Federal mileage rate. Payment for registration fees may be paid directly by the Library to

the vendor after approval has been granted by the Board and the Unit Employee provides the appropriate paperwork in compliance with the Library's then current travel policy.

Section 19.2 – Non-driving Reimbursement & Fees
Transportation (when not driving a personal car) and conference registration when needed for job enhancement or required by management may be paid directly by the Library to the vendor when possible after approval has been granted by the Board and the Unit Employee provides the appropriate paperwork in compliance with the Library's then current travel policy. Unit Employees are responsible for making all travel arrangements. Any out of pocket expenses including but not limited to lodging, per diem, and transportation will be reimbursed within one pay period after receipt in accounting of the appropriate paperwork in compliance with the Library's then current travel policy. Any expenses that fall outside of the Library's then current travel policy will not be reimbursed.

ARTICLE 20 – VOLUNTARY EMPLOYEE ASSISTANCE PROGRAM

Library staff members, including Unit Employees, and members of their immediate families have access to the services of the Employee Assistance Program (EAP) through the Library's current provider. An EAP is a counseling and referral service designed to assist staff and their families in overcoming personal problems. Services provided by the EAP staff are free of charge and completely confidential. Staff may schedule appointments by calling 621-7742.

ARTICLE 21 – HOLIDAYS

Section 21.1 – Designated Days
With the exception of the "InfoZone" at the Indianapolis Children's Museum, all Library locations shall be closed and Unit Employees at those locations shall have time off with pay on the following holidays: New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24, Christmas Day and such other days as the Board may designate. The InfoZone closes on Christmas Day, Thanksgiving Day and Easter, but InfoZone employees shall receive time off with pay for Christmas Day and Thanksgiving Day only. Unit Employees who work at InfoZone on holidays other than Thanksgiving Day, Christmas Day and Easter shall receive holiday pay in accordance with section 21.6 below.

Section 21.2 – Memorial Day Weekend
With the exception of the InfoZone, the Library will be closed on the Saturday and Sunday before the Monday Memorial Day holiday. All Unit Employees will work their standard work week Monday through Friday the week before Memorial Day and, if employed at the InfoZone, shall be expected to work on Memorial Day or during the Memorial Day weekend as scheduled.

Section 21.3 – Early Closing
The Library will close at 5:00 p.m. on the Wednesday before Thanksgiving and December 31. All Unit Employees scheduled to work on these days will work a standard day. The work week will not be further reduced because of the early closing.

Section 21.4 – Holiday Occurring on Sunday
If one of the designated holidays occurs on Sunday, except Easter, the Library will be closed on Sunday and Monday.

Section 21.5 – Religious Observance
When specifically requested by a Unit Employee, the Library shall grant time off to an employee for the observance of a religious holiday, provided such time off is made up within the same work week. The Unit Employee also has the option of using annual leave/vacation time for the day off.

Section 21.6 – Holiday Pay
Any Unit Employee required to work any designated holiday shall be paid double the employee's rate of pay.

Section 21.7 – Part-time Staff
All part-time Unit Employees will be allowed an appropriate number of hours for each designated holiday regardless of whether they are scheduled to work the day on which the holiday falls. The allowance will be prorated according to the particular schedule worked. The work week, which includes one or more designated holidays, will be reduced by the appropriate number of holiday hours.

ARTICLE 22 – SPECIAL LEAVES

Section 22.1 – Family and Medical Leave Act (FMLA)
A – The Union recognizes all the Federal guidelines that apply to FMLA. Eligible Unit Employees may be entitled up to a total of 12 work weeks of unpaid leave during any 12-month period for one of the following reasons:

- For a birth and care of a newborn child;
- Adoption or foster care of a son or daughter for placement with the Unit Employee;

- To care for an immediate family member (spouse, child, parent) with a serious health condition;
- To care for the Unit Employee's own serious health condition.

B – Unit Employees seeking to use FMLA leave must provide 30 days advance notice when the need is foreseeable and such notice is practicable.

C – During the FMLA leave, the Library will maintain group health insurance coverage on the same terms as if the Unit Employee had continued to work.

D – A Unit Employee who returns to work at the conclusion of FMLA leave will be restored to his or her former position at the same rate of pay if that position is vacant, or an equivalent position with the same rate of pay, benefits and other terms and conditions of employment. In addition, a Unit Employee's use of FMLA leave will not result in the loss of any employment benefit that the Unit Employee earned or was entitled to before using FMLA leave.

Section 22.2 – Bereavement
Bereavement leave will be granted to full-time employees and prorated for part-time benefits eligible employees in the event of the absence necessitated by the death of an immediate family member. Limited bereavement leave may be allowed as set forth in this policy. ~~(233.1.A)~~

Accrued, unused vacation time must be taken if additional time off is needed. Employees wishing to attend the funeral of other relatives not defined in the policy or friends must charge the time to any accrued, unused vacation time.

All requests for bereavement leave must be made to the employee's immediate supervisor. The Director, Human Resources, may, under certain circumstances, require proof of death from the employee seeking bereavement leave.

Immediate Family
Immediate family is defined as spouse, child, parent, sibling, grandchild, grandparent, or each similar relationship established by marriage, and of a legal dependent residing in the employee's household. A maximum of 5 paid work days or appropriate pro-rata work hours for part-time, benefit eligible employees will be allowed in the event of the death of an immediate family member. The paid time off may be taken all at one time or in no more than two separate blocks of time, each in connection with either the date of death or the memorial service.

Domestic Partners
Staff members will be allowed the same amount of bereavement leave for a domestic partner, and for members of the domestic partner's immediate family. It is the responsibility of the staff member to have provided Human Resources the appropriate information as defined in the domestic partner policy.

Other Relatives
One working day, or appropriate prorated amount for part-time staff, will be granted to attend the funeral of an aunt, uncle, nephew or niece.

Professional Associates
With the approval of the manager, the necessary time will be granted to call at a funeral home or attend the funeral of a professional associate.

Personal Friends
Pre-approved time granted to call at a funeral home or attend the funeral of a personal friend will be charged to accrued annual leave and will be arranged with the manager.

Restrictions
Bereavement leave will not be granted to an employee who is on a ~~an unpaid~~ leave of absence.

Death in Immediate Family During Annual Leave
If a death in the immediate family occurs during the staff member's annual leave and the staff member terminates or interrupts the vacation to attend the funeral, the time to attend the funeral and attendant responsibilities may be charged to bereavement leave rather than annual leave.

Section 22.3 – Jury Duty
A Unit Employee called for jury duty is excused from work without any deduction from salary, sick leave or vacation allowance. The Unit Employee called for jury duty is paid for the time the person would have worked on his or her regular schedule less the amount of per diem allowance paid for the jury duty not including mileage reimbursement.

Section 22.4 – Absence for Professional Meetings and Conferences
Unit Employees who receive written approval from the Board for attending library-related conferences, professional meetings, workshops, seminars, or conventions shall have travel, meals, registration, and other direct expenses paid by the Library in accordance with the travel reimbursement policy. Official travel allowance will be the current rate

for personal automobile used. Travel time shall be considered as time worked to the extent required by the Fair Labor Standards Act.

Section 22.5 – Military Leave
Annual service in the Reserves of the U.S. Armed Forces by a Unit Employee is allowed not to exceed 15 calendar days in any calendar year without any deduction from his/her sick leave or vacation allowance. The Library will pay the difference between the Unit Employee's salary and his/her salary as a Reserve, provided the Library salary is greater. All military leave will be in compliance with state and federal law.

Section 22.6 – Personal Leave
Benefit eligible staff members ~~who have been continually employed for at least 180 days and maintained satisfactory work performance as evidenced by annual performance reviews~~ may be eligible for a personal leave of absence without pay up to a maximum of 90 days. Personal leave may be granted for any justifiable reason (the leave reason will ultimately benefit the Library or is an emergency situation) and will be granted on a case-by-case basis at the sole discretion of the CEO, a member of the Library's Executive Committee and Director, Human Resources. Employees wishing to maintain their group insurance benefits while on unpaid personal leave will be required to pay the entire premium. An employee on an approved personal leave of absence who returns within the maximum allowable time will normally be reinstated in their current position or a similar position with no reduction in pay or benefits. An employee not returning from an approved personal leave of absence on or before the approved end date of the leave will normally be separated from employment.

A personal leave must be requested by completing and submitting to Human Resources a "Personal Leave of Absence Request Form" at least 30 days in advance, unless necessitated by an emergency, in which case oral notification should be followed by prompt written application for the leave.

ARTICLE 23 – HOURS OF WORK AND OVERTIME

Section 23.1 – Work Week
The standard work week for full-time Unit Employees will commence on Sunday and will consist of 40 working hours. Flexibility of scheduling is encouraged to provide good public service and staff accommodation. Part-time Unit Employees will work the appropriate hours under which they were hired.

Section 23.2 – Work Schedules
Long range work schedules will normally be planned in advance so Unit Employees will have ample notice of weekend days of work (Sundays, Saturdays) and days off when working weekends. The Library will attempt to prepare the long range schedule a minimum of 1 month in advance. Management and employees are aware that emergencies do occur which warrant immediate changes.

Section 23.3 – Sunday Work
Aside from those Unit Employees who are regularly scheduled for Sunday work, Unit Employees will earn one (1) bonus day with pay (to be scheduled in the next calendar year with the approval of his or her supervisor) for every six (6) full Sunday shifts they work in a calendar year. In other words, Unit Employees will earn bonus days after working 6, 12, 18, etc. full Sunday shifts. The value of the "bonus day" shall be based on the individual's usual schedule. For example, if the Unit Employee typically works 20 hours/week, then the bonus day will be equal to 4 hours; if 30 hours/week, then 6 hours; if 40 hours/week, then 8 hours; and so on. The Library and the Union agree that Unit Employees should be scheduled and required to work six (6) full Sunday shifts in each calendar year. Nothing in this section, however, is intended to limit the Library's right to schedule Unit Employees for more than six (6) full Sunday shifts in a calendar year if deemed necessary by the Library, nor is this section intended to preclude Unit Employees from volunteering for more than six (6) Sunday shifts if they so desire. After a Unit Employee has already worked at least six (6) full Sunday shifts in a calendar year, he/she may trade any additional scheduled Sunday shifts in accordance with IMCPL's ~~Policy 230~~ normal policy regarding work schedules.

Section 23.4 – Breaks
Unit Employees working a minimum of four (4) hours will be entitled to one (1) 15-minute break. Unit Employees working 7.5 hours or more will be entitled to two (2), non-consecutive 15-minute breaks. Unit Employees working 7.5 hours or more on a day time schedule will be allowed a minimum of a 30-minute or up to a 60-minute unpaid lunch break, depending on where they work. Unit Employees, both full-time and part-time, working an evening shift of at least 7.5 hours, two (2) hours of which are beyond 5:30 p.m., are entitled to a thirty-minute paid supper period. No break periods can be added to arrival or departure time.

Section 23.5 – Overtime
All non-exempt Unit Employees who work more than 40 hours in any work week shall be compensated at one and one-half times their regular rate of pay.

Section 23.6 – On Call
Non-exempt Unit Employees may be assigned by their managers to be "on call" during hours outside their normal work schedule. Being "on call" does not prohibit employees from using that time for personal business. Rather, employees who are "on call" are merely required to be available and answer phone calls and respond when necessary, which may include traveling to locations and performing work. Unit Employees who are assigned to be "on call" by their managers will be paid .25 hours (15 minutes) per call or the actual time of the call, whichever is greater. Further, all applicable pay policies will apply to compensable time for those employees who are "on call," including premium and holiday pay policies.

Section 23.7 – Travel Time
Traveling to and from any location within the system shall be considered part of the workday. The Unit Employee shall be compensated at the standard Federal gas/mileage rate.

Section 23.8 – Split Shifts
When a Unit Employee is required by his or her Supervisor to work a split shift totaling 7 hours, he or she will be given 1 hour of credited time resulting in 8 hours of compensated time for the day assuming a standard 8 hour work day.~~compensation time to be used during that 40 hour week.~~ Unit Employees who work a split shift will not be entitled to the 30 minute supper period on duty time.

Section 23.9 – Shift Differential
Benefit-eligible Unit Employees who are regularly scheduled to work the third shift will be paid a ~~5~~ 10 percent "shift differential" for any third shift actually worked. A third shift shall be defined as a shift in which at least 6 hours are worked between 10:00 p.m. and 6:00 a.m.~~midnight and 8:00 a.m.~~ The "shift differential" will not be applied if the Unit Employee uses any form of leave or credited time instead of actually working the shift.

Section 23.10 – Evening Shifts
Except those Unit Employees who are regularly scheduled for evening shifts, evening shifts will be generally limited to no more than 2 per work week, but parties recognize that exceptions may need to be made on a temporary basis. An evening shift shall be defined as a shift that ends later than 6 p.m.

ARTICLE 24 – OUT OF GRADE PAY

When a Unit Employee is involuntarily assigned to fill a position in a higher classification for at least one full workweek, the Unit Employee shall be paid a wage no less than the bottom of the pay grade of the position they are filling for the time assigned to the temporary role.

When, due to the absence of a manager/supervisor, a non-supervisory Public Services Unit Employee is temporarily assigned by the manager/supervisor to the role of manager/supervisor (i.e., "Person in Charge"), he/she shall receive a ten percent (10%) increase in pay for the time assigned to the temporary role. This time period shall be entered on the Unit Employee's timecard by the Unit Employee using pay code "Person-In-Charge" to the closest quarter hour. A Unit Employee shall only be assigned to the role of Person-In-Charge under the following criteria: (1) a Person-In-Charge designation is limited to Public Services staff and may only be assigned to a Public Services staff member by a Public Services manager or member of the Executive Committee; and (2) a Person-In-Charge may be assigned only when the Public Services manager/supervisor will be off-site for a period of one (1) or more hours.

ARTICLE 25 – TIME OFF

Section 25.1 – Paid Time Off ~~Annual Leave~~

Effective no later than the pay period starting on March 4, 2018, all then current Unit Employees will transition to the Library's new Paid Time Off (PTO) policy as such policy is defined in the Library Policy Manual as of that date.

~~Unit Employees begin to accrue annual leave on an hourly basis from the first day of employment.~~

~~**A** – Annual leave shall be granted at such times during the year as requested by the Unit Employee. The Library will not condition approval of leave on the reason for the request.~~

~~**B** – Benefit eligible Unit Employees will accrue annual leave in accordance with the following formula:~~

~~Those hired after 1/1/98:~~

- ~~Pay Grades 1-4: 2 weeks annually (.0385 per regular hour worked)~~
- ~~Pay Grades 5-8: 3 weeks annually (.0577 per regular hour worked)~~
- ~~Pay Grades 9-18: 4 weeks annually (.0770 per regular hour worked)~~

~~Those hired before 1/1/98:~~

- ~~Pay Grades 1-4: 3 weeks annually (.0577 per regular hour worked)~~
- ~~Pay Grades 5-8: 4 weeks annually (.0770 per regular hour worked)~~

- ~~Pay Grades 9-18: 5 weeks annually (.0963 per regular hour worked)~~

~~**C** – The longevity allowance earned will be added to a Unit Employee's annual leave accumulation on the first payroll of the quarter following the Unit Employee's most current anniversary date.~~

~~**C1 –** The longevity allowance will be based on the total years of service, not just continuous years of service. However, it will be added to the Unit Employee's leave allowance as established by the re-hire date.~~

~~**C2 –** The annual leave allowance for Unit Employees in pay ranges 1-4 will be increased by 1 day for each additional year of service between 5 and 15 years. The annual leave allowance for Unit Employees in pay ranges 5-8 will be increased by 1 day for each additional year of service between 10 and 15 years. After 20 years of service, the annual leave allowance for all Unit Employees will be increased by 5 days.~~

~~**D –** Upon resignation, Unit Employees will receive pay for all earned but unused annual leave time subject to an accrual limitation of 480 hours and an appropriate prorated amount for part-time staff. Annual leave pay will be included with the Unit Employee's last regular check. Upon the demise of any Unit Employee, payment of accumulated annual leave will be made to the survivors or to the estate.~~

~~**Section 25.2 – Sick Leave**~~
~~Upon hire, regular, full-time, Board appointed Unit Employees will accrue sick leave at a rate of 3.08 hours per pay and regular, part-time, Board appointed Unit Employees will accrue sick leave at a prorated amount based on the 3.08 hours per pay and their hours worked. For example, a regular, part-time, Board appointed Unit Employee who works 20 hours per week will accrue sick leave at a rate of 1.54 hours per pay. Sick leave may be used for a Unit Employee's own illness or to care for an immediate family member or domestic partner. An immediate family member is defined as spouse, child or parent. In order for a domestic partner to be recognized under this policy, such information must be on file in the Library's human resources department.~~

Section 25.2~~3~~ – Voting Time
Necessary time, not to exceed 2 hours of credited time, will be granted for non-exempt staff to vote unless he or she has at least three consecutive nonworking hours in which to vote while the polls are open.

ARTICLE 26 – BENEFITS

Section 26.1 – Retirement and Insurance
An official retirement, disability, and insurance program is authorized by the Library Board for all benefited employees of IMCPL, including Unit Employees. This program consists of participation in the Indiana Workers' Compensation Act, the Public Employees' Retirement Fund of Indiana, the United States Department of Health and Human Services Social Security plan, a group life insurance policy, a group health insurance plan and a disability insurance plan.
The Union shall be afforded the opportunity to participate in the selection process of insurance carriers and plans when RFPs are issued by the Library.

Section 26.2 – Payments
Both Unit Employees and the Library Board shall pay jointly for the group life insurance, group health insurance, any of its supplemental offerings, and a disability insurance plan. ~~For calendar year 2015, the Library's contribution toward the premiums for these benefits will be 90 percent, and the Unit Employees' contribution toward the premiums for these benefits will be 10 percent.~~ Although there is no present intention to do so, the Library reserves the right to reduce its percentage contribution toward these premiums ~~in calendar years 2016 and 2017~~. Should the Library reduce its percentage contribution below 80 percent ~~in 2016 or 2017~~, the Union reserves the right to reopen negotiations with the Library concerning Article 27-Wages, and the Library and Union agree to meet and bargain in good faith. The Library further agrees to notify the Union during Joint Labor/Management Committee meetings if and when it is reasonably certain that a specific reduction in its percentage contribution toward these premiums will occur.

Section 26.3 – Payment for Workers' Compensation
Payment for Workers' Compensation insurance will be paid entirely by the Library.

Section 26.4 – Payments for Public Employees' Retirement Fund (PERF)
The Library shall continue to participate in the Public Employees' Retirement Fund (PERF) and pay both the employer's and the employees' contribution to the fund for current Unit Employees. The Library reserves the right to make available an alternative retirement plan for newly hired Unit Employees so long as: (1) the newly hired Unit Employee retains the option to choose PERF; and (2) the newly hired Unit Employee is provided at least thirty (30) days to make this choice.

Section 26.5 – Payroll Deductions
Deductions will be made from the Unit Employee's paycheck to pay for the benefits established under these plans.

Section 26.6 – Withdrawal of Employee Annuity Account
Upon termination of employment, Unit Employees may withdraw their annuity savings account, plus interest, provided they are not eligible to retirement benefit per PERF rules.

Section 26.7 – Death Benefit
Upon the death of a benefited Unit Employee not yet vested in the retirement program, the amount in the Employee Annuity Account will be paid to the designated beneficiary. The beneficiary must submit an application and proof of death to PERF.

ARTICLE 27 – WAGES

For calendar year 2018, no less than 2 percent of the aggregate total Unit Employees' salaries will be set aside as available funding for Unit Employee pay increases. This amount will be distributed either as a range shift and/or awarded pursuant to the Library's merit based approach to pay increases. The Library and Union agree to negotiate in good faith the potential for pay increases in 2019 and 2020.

~~The Library will implement a 2 percent range shift effective with the first regular pay period in 2015. The effect of the 2015 range shift is that all Unit Employees who are not above the maximum of their pay range will receive a 2 percent increase in their normal rate of pay. For any Unit Employee who is above the maximum of his/her pay range, he/she will receive a one-time payment in the gross amount of $500 to be paid in 26 equal installments in conjunction with the Library's regular pay periods in 2015. For calendar years 2016 and 2017, no less than 2 percent of the aggregate total Unit Employees' salaries will be set aside as available funding for Unit Employee pay increases. This amount will be distributed either as a range shift and/or awarded pursuant to the Library's usual approach to merit-based increases.~~

~~All pay grades and salary ranges shall be attached to and made a part of this Agreement as appendix "A."~~

ARTICLE 28 – LIBRARY POLICIES AND PROCEDURES

To the extent that the Library has established written rules, regulations, policies and procedures and has issued them to Unit Employees, and to the extent that those rules, regulations, policies and procedures have not been specifically modified by the terms of this Agreement, such rules,

regulations, policies and procedures will remain in full force and effect subject to the retained rights of the Library.

ARTICLE 29 – JOINT LABOR/MANAGEMENT COMMITTEE

Within thirty (30) days of Contract Ratification, a joint Labor/ Management committee shall be formed. The committee shall meet quarterly, at the request of either party. Each party shall select their own representatives. Each party shall submit their agenda items to the other party at least seven (7) days in advance of the scheduled meeting. During these meetings, the Union shall have the opportunity to provide input on matters that significantly impact the working conditions affecting Unit Employees.

ARTICLE 30 – BUDGET READJUSTMENTS

The parties recognize that the Library's source of funding is limited, unpredictable and subject to numerous factors outside of its control. If, during the term of this Agreement, the Library learns that its funding has or will become significantly diminished, Article 27 (Wages) of this Agreement shall be reopened for negotiation and the Library and Union agree to meet and bargain about them in good faith. Moreover, if the Library learns that its funding has or will become significantly diminished during the term of this Agreement, Article 26 (Benefits) may be amended, subject to approval by the Library Board, upon at least thirty (30) days' advance notice to the Union. The Union shall have the right to request a meeting with management to discuss such amendments.

ARTICLE 31 – SAVINGS

Nothing in this Agreement is intended to violate any federal, state or local law, rule, regulation or ordinance. If any provision is found to be in violation, the remaining provisions shall remain in full force and effect for the duration of this Agreement. Any such Article, Section or clause found to be illegal by a court of competent jurisdiction shall be renegotiated upon written request of either party.

ARTICLE 32 – TERM OF AGREEMENT

This Agreement shall become effective on February 26, 2018 and shall remain in effect through December 31, 2020~~August 31, 2017~~.

This Joint Written Recommendation was agreed to by the parties on December 28, 2017, as reflected by the signatures below.

_____	_____
Ron Richmond, AFSCME Representative	Jon Bumgarner, IMCPL Representative
Date: _____	Date: _____

Board Briefing Report

8a

To: **IndyPL Board**
Facilities Committee

Meeting Date: **February 26, 2018**

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

Subject: **Michigan Road Branch Project Progress**

Construction Progress for January 2018
Construction activities continue during the winter months, with downtime allocated for the very cold or wet days. Construction of the foundations progresses, with additional work required to remove unsuitable soils and replace with either compacted fill or unreinforced lean concrete. The soils investigation during the design phase indicated poor soils, so the construction bid included some additional soils excavation and replacement with suitable soils. ATC is IndyPL's quality control vendor, and is on-site testing the soils during excavation and the replacement.

Project Site February 6, 2018

Facilities Briefing Report
To: Facilities Committee, Item 8a
From: Sharon Smith, Facilities Director
Re: Michigan Branch Project Progress
Date: February 26, 2018

Exterior Masonry Wall Mock-up Panel for Review February 2, 2018

Fixtures, Furniture, and Equipment Selection Process
IndyPL and the design team have started the process for selection of furniture for the Project, with the plan to have the documents ready for quotes in May 2018. We are in discussions with Brian Presnell of Indy Urban Hardwood for the design and fabrication of study tables made from lumber harvested from the Project site.

Construction Schedule Update

Complete Foundations	February 6, 2018
Pour Floor Slab	February 19, 2018
Begin Structural Steel Frame	March 5, 2018
Substantial Completion	November 2018

Summary Construction Budget Update
Project funded by the 2016 Construction Bond (Fund 476)

Construction Bid	$5,700,000
Furniture Budget	$224,000
Construction Contingency	$589,000
Expenses to Contingency	$49,900
Remaining Contingency	$539,100

The INDIANAPOLIS PUBLIC Library	Board Briefing Report	9

To: IndyPL Board **Meeting Date:** 2/26/18

From: **The Indianapolis Public Library Foundation**

Subject: **February 2018 Update**

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

News:

Congratulations to the African-American History Committee, the Center for Black Literature & Culture and all other staff members involved in **Meet the Artists**. The private reception on February 9 and public celebration on February 10 were wonderful events! Special thanks to Dr. Terri Jett for speaking on behalf of the Library Foundation at both events. The Library Foundation is proud to support this outreach!

Nominations for the tenth annual **Eugene & Marilyn Glick Indiana Authors Award** opened on Monday, February 5, and run through Friday, March 16. Awards will be given in three categories: National, Regional and Emerging. We will also be presenting James Alexander Thom with a Lifetime Achievement Award. **If you know a deserving Hoosier author, we encourage you to complete a quick nomination form online at www.indianaauthorsaward.org.** Last year's Award Dinner and Silent Auction raised over $125,000 for Library programs.

Within the past several months, we have welcomed four **new Directors**: Dr. Amparo de la Peña (Eli Lilly & Company), Mr. Brad Holtz (92.3 WTTS), Mr. Philip List (Smith-Amundsen) and Ms. Shiv O'Neill (Cummins). We are excited about the enthusiasm, passion and expertise they bring to our work. For a list of all Directors, visit https://www.indyplfoundation.org/about/team

We received a nice thank you letter from a patron and we would like to share an excerpt: I would like to take the time to express my pleasure at which the Indianapolis Public Library System is ran. This is especially true at the Irvington Branch Location. What a great bunch of people work at this location. Helpful, considerate, friendly and all seem to enjoy their jobs. They are a pleasure to do business with and to be around. – Mark Hebble

The Library Foundation thanks 172 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank them, the Library Foundation would be grateful.

Griffith Family Foundation, Inc.
Indiana Oxygen
Sign Craft Industries
St. Vincent Health
The D. J. Angus/Scientech Educational Foundation
Kiwanis Foundation of Indianapolis, Inc.
The Glick Fund (CICF)
Katz, Sapper & Miller

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 – On the Road to Reading
Ready to Read – Packaged Programs
Ready to Read – Early Literary Specialist
Ready to Read – Reach Out and Read IN (ROAR) Children's Day
Summer Reading Program
Pop-up Literacy Center (E38)
Storytime Creations (E38)

Cultural Programs

McFadden Lecture
Snack Chats (WRN)
Lilly Center for Black Literature and Culture

Collections and Technology

General Digitization
Lilly City Digitization

Lifelong Learning

The Job Centers
Spanish Language Computer Classes

Capital Projects

STEAM Storytime & Programming: Aquarium Maintenance (E38)
Aquarium (PIK)
Maintenance of thinmanlittlebird

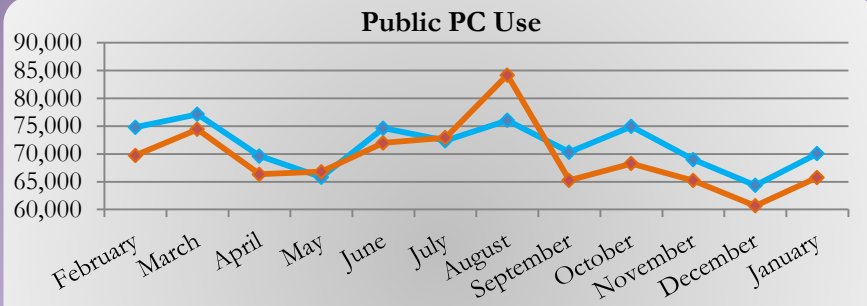
The INDIANAPOLIS PUBLIC Library

Performance Dashboard

Strategic Goal 1
Individual
January 2018

10a1

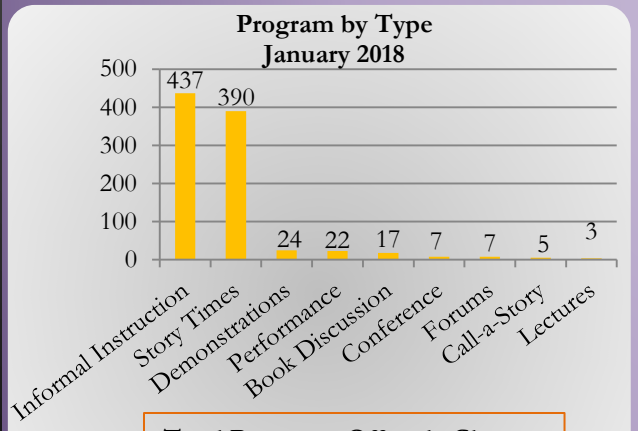
Computer Use



Use in Session Hours	2017	2018	Change
January	70,050	65,775	-6%
Year-to-Date	70,050	65,775	-6%

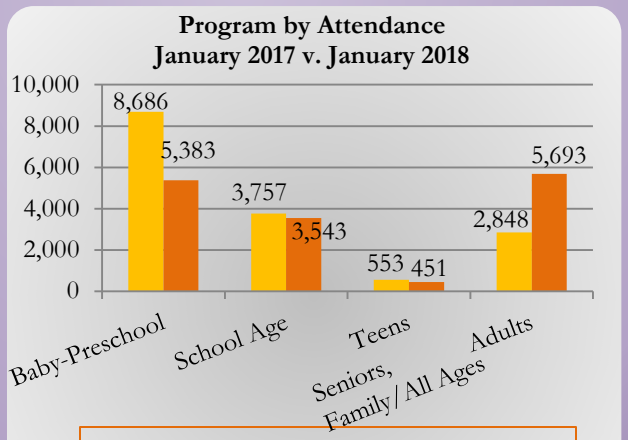
2016-2017 2017-2018

Programs



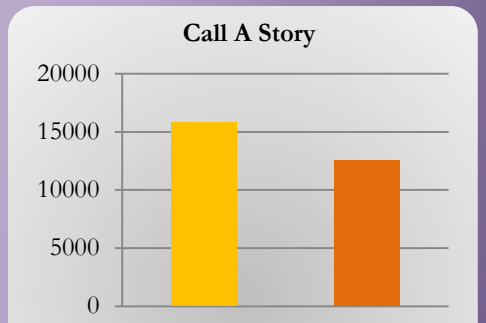
Total Programs Offered		Change
2018	912	-6%
2017	973	

January 2018



Total Program Attendance		Change
2018	15,070	-5%
2017	15,844	

2017 2018



Total Calls Received	2017	2018	Change
January	15,803	12,546	-21%

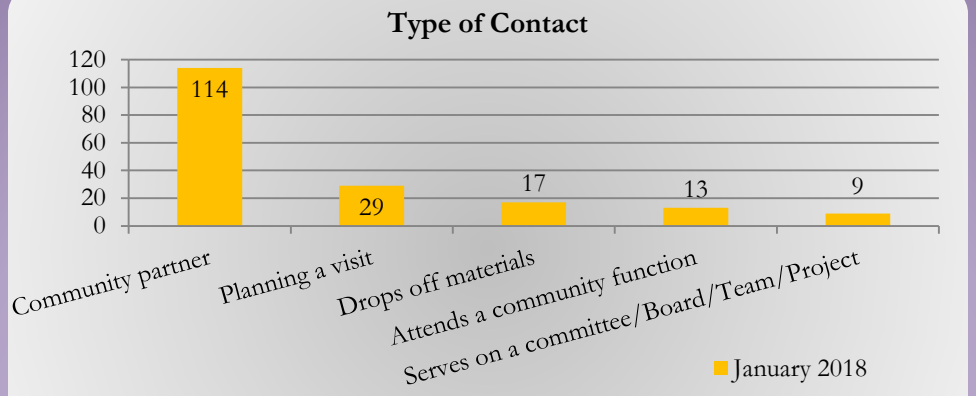
January 2017 January 2018

The INDIANAPOLIS PUBLIC Library

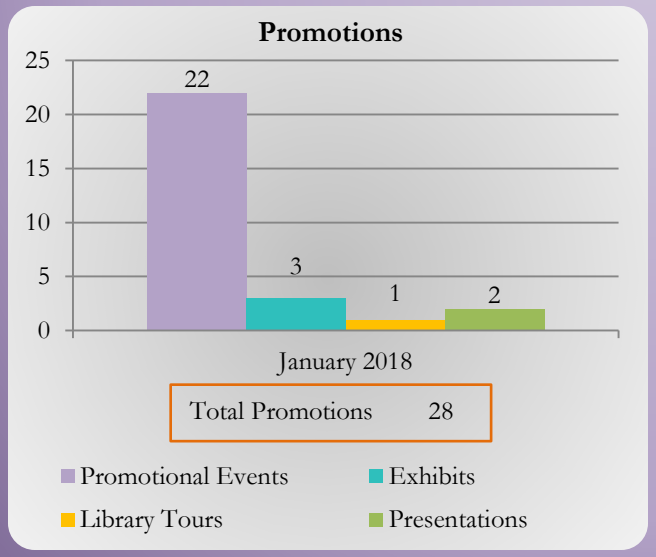
Performance Dashboard

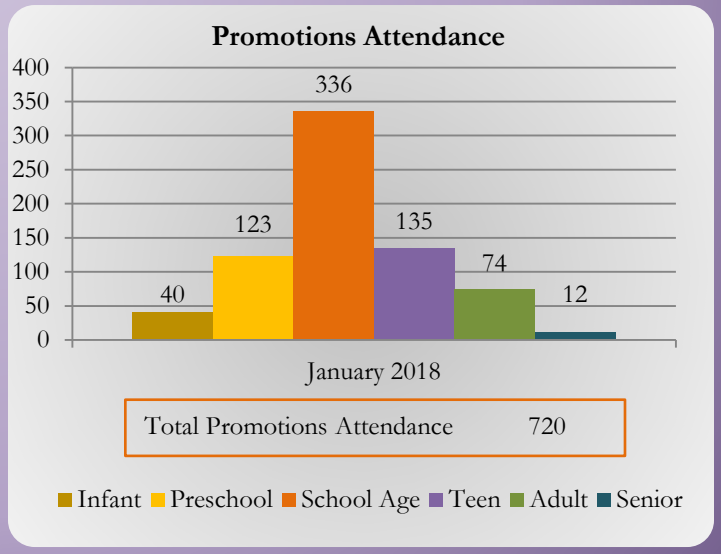
Strategic Goal 2
Community
January 2018

Community Contacts



Total Contacts Made	2017	2018	Change
January	196	182	-7%



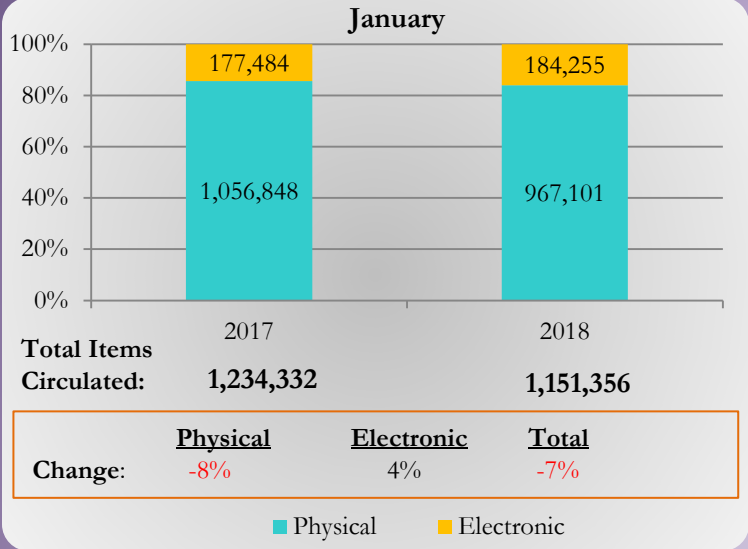


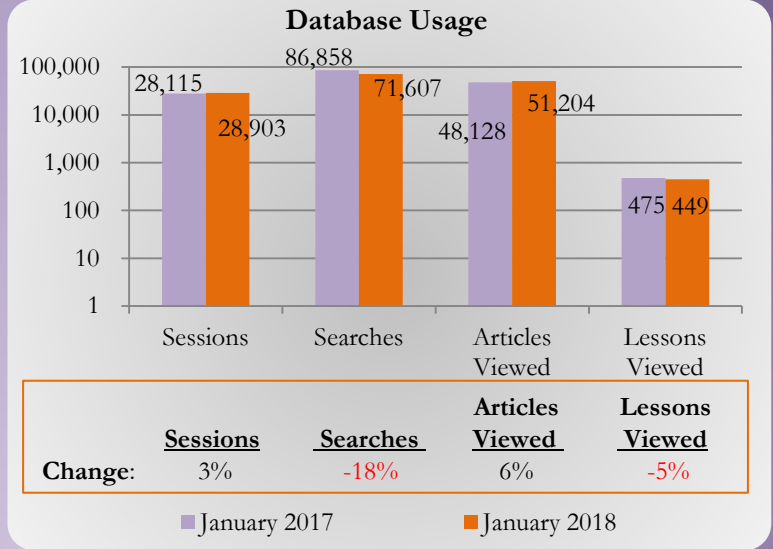
The Indianapolis Public Library

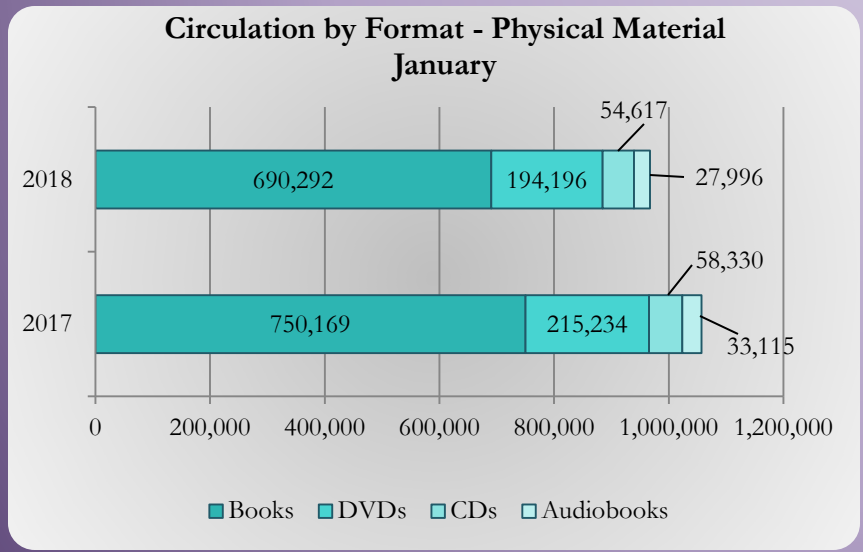
Performance Dashboard

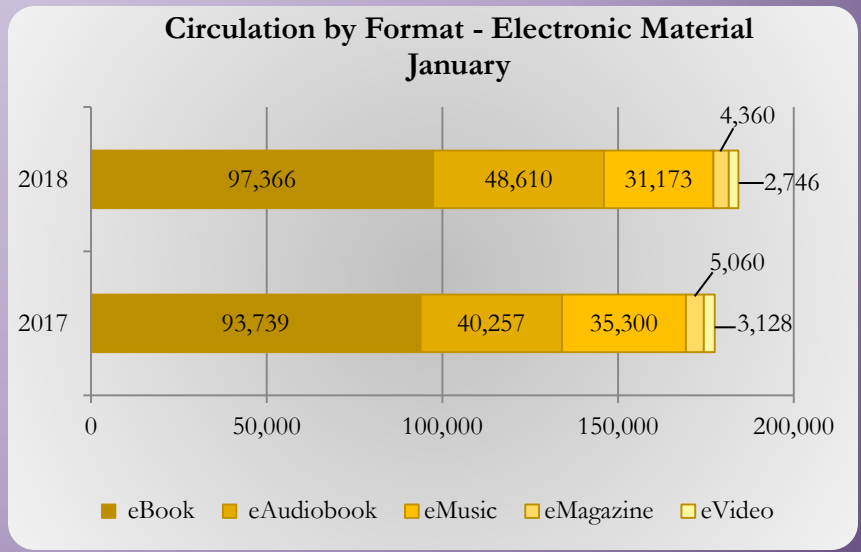
Strategic Goal 3
Innovation
January 2018

Circulation









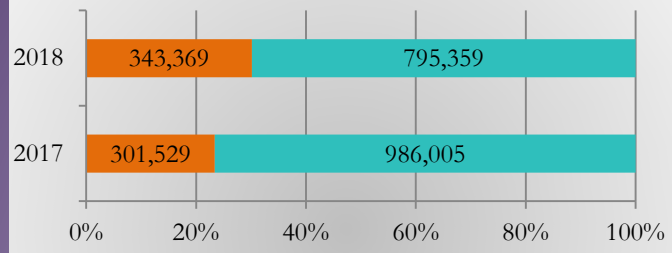
The Indianapolis Public Library

Performance Dashboard

Strategic Goal 4
Accessibility
January 2018

Patron Visits

January

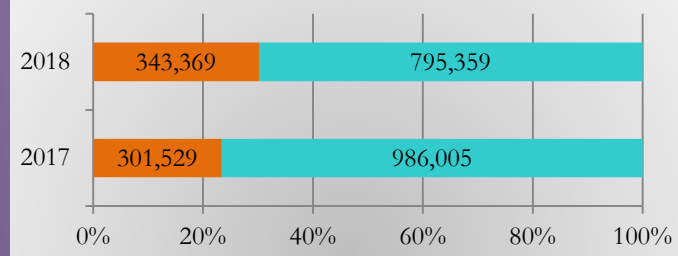


Total Visits	January
2018	1,138,728
2017	1,287,534

	Walk-in	Web Branch	Total
Change	14%	-19%	-12%

Walk-in Web Branch

Year to Date



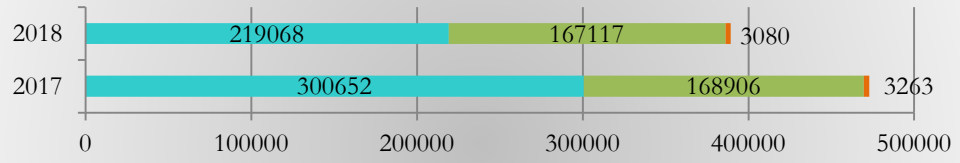
Total Visits	Year-to-Date
2018	1,138,728
2017	1,287,534

	Walk-in	Web Branch	Total
Change	14%	-19%	-12%

Walk-in Web Branch

Library Card Use

Total Borrowers

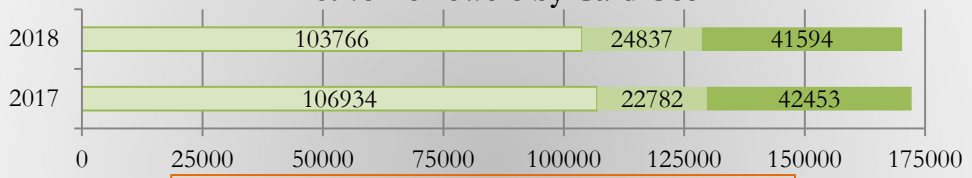


Total Borrowers	
2018	389,265
2017	472,821

	All Others	Active	New
Change	-27%	-1%	-6%

All Others Active New

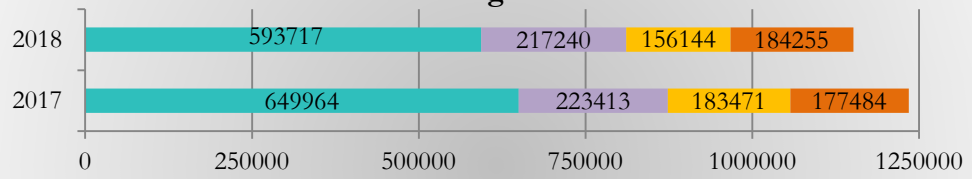
Active Borrowers by Card Use



	Both	Check-out Only	PC & Remote Access Only
Change	-3%	9%	-2%

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

Borrowing Methods



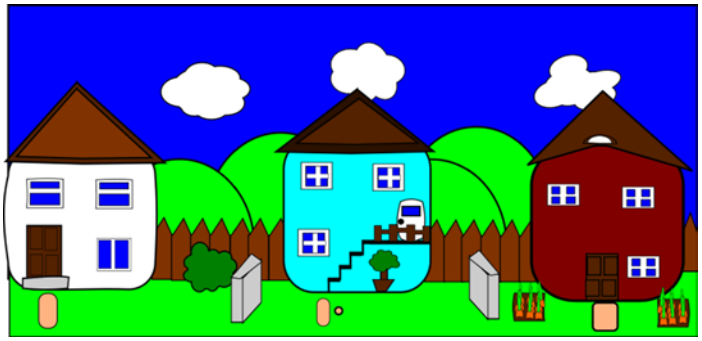
	Renewal	Self-Check	Circ Desk	Electronic
Change	-9%	-3%	-15%	4%

Renewal Self-Check Circ Desk Electronic

Strategic Plan Review #29 February 2018

Goal 2: Strengthen Indianapolis neighborhoods and businesses

Strategy: Charge the staff to more fully participate in the life of the community and neighborhoods



Background

The Indianapolis Public Library Foundation has funded a Return on Investment (ROI) study in 2018 to calculate the economic value of Library services to the Indianapolis community. Many public libraries across the country have used the quantifiable results of an ROI study to validate their economic and social benefits to community stakeholders.

A Minnesota Statewide Library ROI survey conducted in 2011 asked the pubic to what extent they value the presence of public libraries in their communities. Almost all respondents felt that public libraries contribute in a meaningful way to the quality of life in their community, and that funding public libraries was a good use of tax revenue.

Overall**, 80%** of non-users and **93%** of users felt that public library support should remain the same or be increased. There appears to be no statistically significant difference between these education groups in their feeling of the importance of having a public library in every community.

Indianapolis Public Library anticipates the results of our upcoming ROI will demonstrate our community feels the same way about the value of their public library. To ensure Library visibility, we continue to follow the historical practice of placing branches in neighborhoods to maximize accessibility. We design our spaces and offer services which contribute to the vibrancy of Indianapolis. Most importantly, Library staff members strive to be recognizable and knowledgeable about neighborhood life.

We know Library staff are active participants and leaders within their respective neighborhoods. The work is robust, relevant and produces favorable dividends for the Library. However, capturing and reporting these promotional efforts has been a challenge, until now. An antiquated "programming" database used by staff to document their connections with the community, has been replaced in 2018 with a new reporting tool.

This new Activities database is organized by Strategic Plan strategy and allows us to measure community interaction based on contacts, promotions and programs. We can easily access reports by topic, such as diversity or workforce related activity. These reports provide clarity of purpose and evidence of our success.

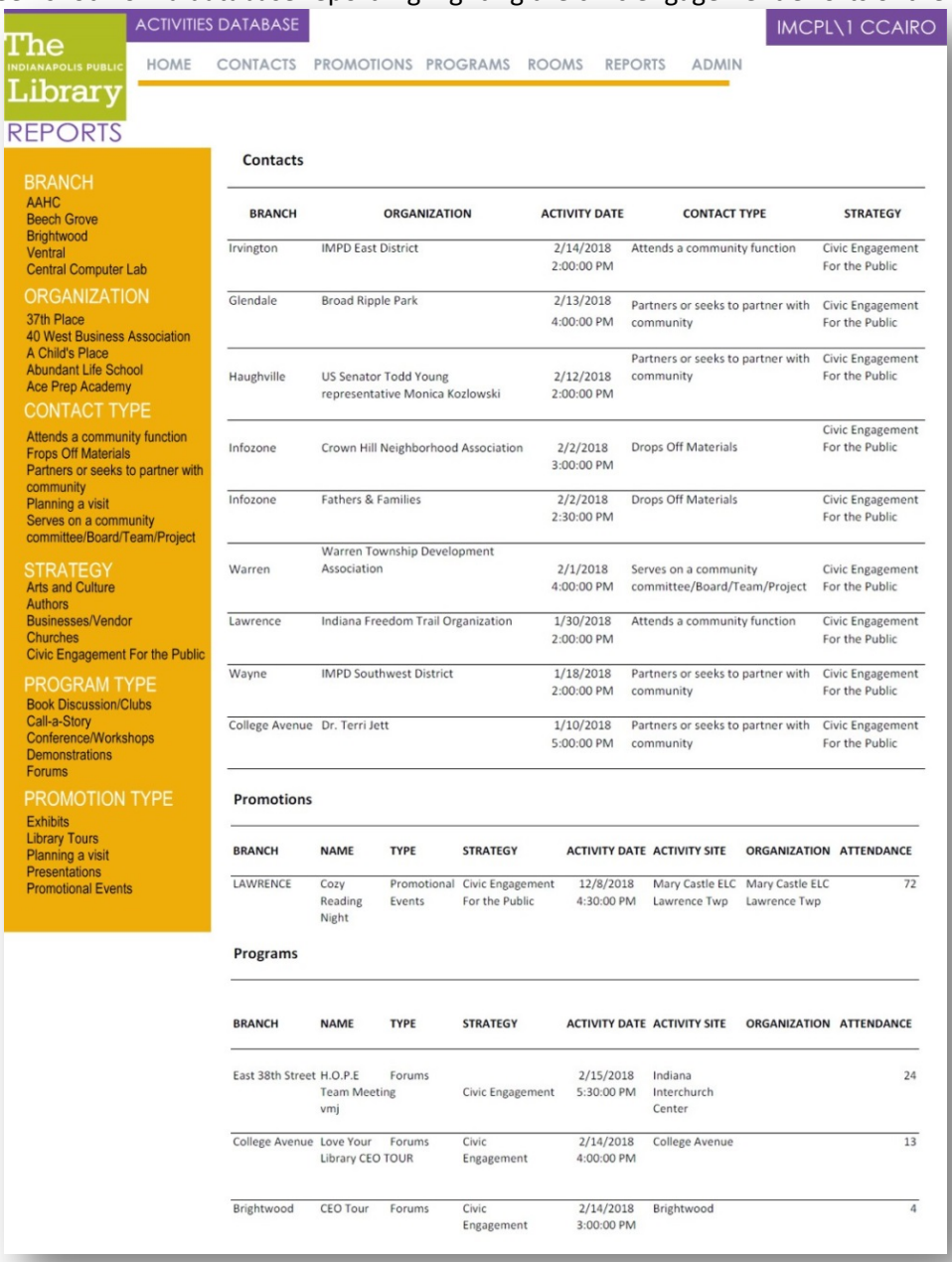
2-38 Branch staff will be engaged and support their neighborhood activities

IndyPL remains vital to our city through active participation in community life. We host book discussions, conferences, demonstrations, forums, informal instruction, lectures, performances, and of course, story times. Staff also attend community functions, serve on community committees, neighborhood boards and participate in team projects within their neighborhoods. We promote the Library at fairs and festivals, parent nights, community associations, Parks and Rec, and healthcare centers, to name just a few. However, documenting and reporting these efforts has been a challenge.

For years, the Library maintained a database, but the tool was limited to counting programs and their attendance. Efforts to measure staff engagement in neighborhoods resulted in frustration. We needed to create a logically arranged infrastructure to extract this data in useful ways. Our action-based strategic plan provided the perfect platform for accomplishing this task. A new database was developed in 2017 with all activity connected to strategic categories. It provides robust filtering to capture and report pertinent information efficiently in three areas:

- **contacts** with people
- **promotional** activity of the Library and its services
- **programs** for the public with learning activities and recreational experiences

Here is a screen shot from a database report highlighting the civic engagement efforts of the Library.



The Indianapolis Public Library

ACTIVITIES DATABASE

IMCPL\1 CCAIRO

HOME CONTACTS PROMOTIONS PROGRAMS ROOMS REPORTS ADMIN

REPORTS

BRANCH
AAHC
Beech Grove
Brightwood
Ventral
Central Computer Lab

ORGANIZATION
37th Place
40 West Business Association
A Child's Place
Abundant Life School
Ace Prep Academy

CONTACT TYPE
Attends a community function
Frops Off Materials
Partners or seeks to partner with community
Planning a visit
Serves on a community committee/Board/Team/Project

STRATEGY
Arts and Culture
Authors
Businesses/Vendor
Churches
Civic Engagement For the Public

PROGRAM TYPE
Book Discussion/Clubs
Call-a-Story
Conference/Workshops
Demonstrations
Forums

PROMOTION TYPE
Exhibits
Library Tours
Planning a visit
Presentations
Promotional Events

Contacts

BRANCH	ORGANIZATION	ACTIVITY DATE	CONTACT TYPE	STRATEGY
Irvington	IMPD East District	2/14/2018 2:00:00 PM	Attends a community function	Civic Engagement For the Public
Glendale	Broad Ripple Park	2/13/2018 4:00:00 PM	Partners or seeks to partner with community	Civic Engagement For the Public
Haughville	US Senator Todd Young representative Monica Kozlowski	2/12/2018 2:00:00 PM	Partners or seeks to partner with community	Civic Engagement For the Public
Infozone	Crown Hill Neighborhood Association	2/2/2018 3:00:00 PM	Drops Off Materials	Civic Engagement For the Public
Infozone	Fathers & Families	2/2/2018 2:30:00 PM	Drops Off Materials	Civic Engagement For the Public
Warren	Warren Township Development Association	2/1/2018 4:00:00 PM	Serves on a community committee/Board/Team/Project	Civic Engagement For the Public
Lawrence	Indiana Freedom Trail Organization	1/30/2018 2:00:00 PM	Attends a community function	Civic Engagement For the Public
Wayne	IMPD Southwest District	1/18/2018 2:00:00 PM	Partners or seeks to partner with community	Civic Engagement For the Public
College Avenue	Dr. Terri Jett	1/10/2018 5:00:00 PM	Partners or seeks to partner with community	Civic Engagement For the Public

Promotions

BRANCH	NAME	TYPE	STRATEGY	ACTIVITY DATE	ACTIVITY SITE	ORGANIZATION	ATTENDANCE
LAWRENCE	Cozy Reading Night	Promotional Events	Civic Engagement For the Public	12/8/2018 4:30:00 PM	Mary Castle ELC Lawrence Twp	Mary Castle ELC Lawrence Twp	72

Programs

BRANCH	NAME	TYPE	STRATEGY	ACTIVITY DATE	ACTIVITY SITE	ORGANIZATION	ATTENDANCE
East 38th Street	H.O.P.E Team Meeting vmj	Forums	Civic Engagement	2/15/2018 5:30:00 PM	Indiana Interchurch Center		24
College Avenue	Love Your Library CEO TOUR	Forums	Civic Engagement	2/14/2018 4:00:00 PM	College Avenue		13
Brightwood	CEO Tour	Forums	Civic Engagement	2/14/2018 3:00:00 PM	Brightwood		4

2-39 Increase efforts to hire staff who enjoy taking an active role in the neighborhood community

The work we do at the Library touches the entire community. Our staff is dedicated to serving the information needs of their neighborhoods in an effort to support and enrich lives. This means we must hire people who enjoy interacting with the public in the following ways:

Passion for their work/Library
Engaged in their work
Service-minded/people oriented
Community minded

We are proud of the efforts of our staff and the success they have achieved with each neighborhood. Our goal is to continue to hire passionate community minded staff.

2-40 Managers will strive to be recognized as leaders in their communities by being involved in community-based projects and serving on boards or other neighborhood organizations

Staff actively participates in a wide variety of community projects at many levels. They serve on boards, volunteer for committee and attend many meetings. We can capture and access this activity in our new database, and sort it by branch, organization, type of interaction and strategic topic. When we need to measure institutional performance based on community interaction, we have the tools to do so. Early indications suggest staff will use the database more often. Staff entered **375%** more data points in the first four months of use than over the same time period in 2017. Strong data collection will result in quality reporting.

SAMPLE STAFF CONTACT REPORT…could be filtered by branch, organization, type of contact or strategy

Branch	*Organization*	*Type*	*Strategy*
Lawrence	DC Entertainment	Attends a community function	Arts and Culture
Haughville	Haughville Strong	Attends a community function	Community Associations
Eagle	Eagledale Neighborhood Association	Attends a community function	Community Associations
Lawrence	Indiana Freedom Trails Organization	Attends a community function	Civic Engagement For the Public
Flanner House	Northwest Area Quality of Life	Attends a community function	Community Associations
Glendale	Turning Point School	Attends a community function	Students K-12
Eagle	Indiana Wesleyan University	Attends a community function	Higher Education
Outreach	Universal Ministries Worldwide	Attends a community function	Churches
Wayne	40 West Business Association	Attends a community function	Community Associations
Eagle	Little Scholars	Attends a community function	Early Learning/Early Literacy
Beech Grove	Greater Beech Grove Chamber of Commerce	Attends a community function	Community Associations
Brightwood	State Senator District 34	Attends a community function	Civic Engagement For the Public
East 38th	Building Blocks Academy	Attends a community function	Reading/Literacy
Central	Industrious Indianapolis	Attends a community function	Businesses/Vendor
Decatur	Communities in Schools	Attends a community function	Service Organizations
Garfield Park	Mayor's Neighborhood Advocate South and Southeast Outer District	Attends a community function	Community Associations
Pike	New Augusta North Campus - Pike Township	Attends a community function	Reading/Literacy
Fountain Square	Fletcher Place Ministries	Attends a community function	Civic Engagement For the Public
Garfield Park	Bean Creek Neighborhood Association	Attends a community function	Community Associations
Central	Department of Metropolitan Development (DMD)	Attends a community function	Civic Engagement For the Public
East Washington	Cathedral High School	Attends a community function	Databases/eResources
Beech Grove	Greater Beech Grove Chamber of Commerce	Attends a community function	Community Associations
College Avenue	Meridian Kessler Neighborhood Association	Attends a community function	Community Associations
Central	Economic Club of Indiana	Attends a community function	Civic Engagement For the Public
Brightwood	Edna Martin Christian Center	Serves on a community committee	Early Learning/Early Literacy
Warren	Warren Township Development Association	Serves on a community committee	Civic Engagement For the Public
Fountain Square	Southeast Community Services Center	Serves on a community committee	Service Organizations
Glendale	Keystone Business and Community Association (KBCA)	Serves on a community committee	Small Business
Southport	Perry Meridian Sixth Grade Academy - Perry Township	Serves on a community committee	Teachers and Administrators K-12
Fountain Square	Southeast Neighborhood QOL Community Building Team	Serves on a community committee	Community Associations
Library Services Center	Methodist Health Foundation	Serves on a community committee	Service Organizations
Program Development	Hoosier Salon Art Association	Serves on a community committee	Arts and Culture
Nora	Refugee Immigrant Collaboration Committee	Serves on a community committee	Diversity
Fountain Square	Fountain Square Merchants Association	Serves on a community committee	Community Associations
Garfield Park	Solndy Quality of Life Plan - Education & Workforce Development Committee	Serves on a community committee	Community Associations

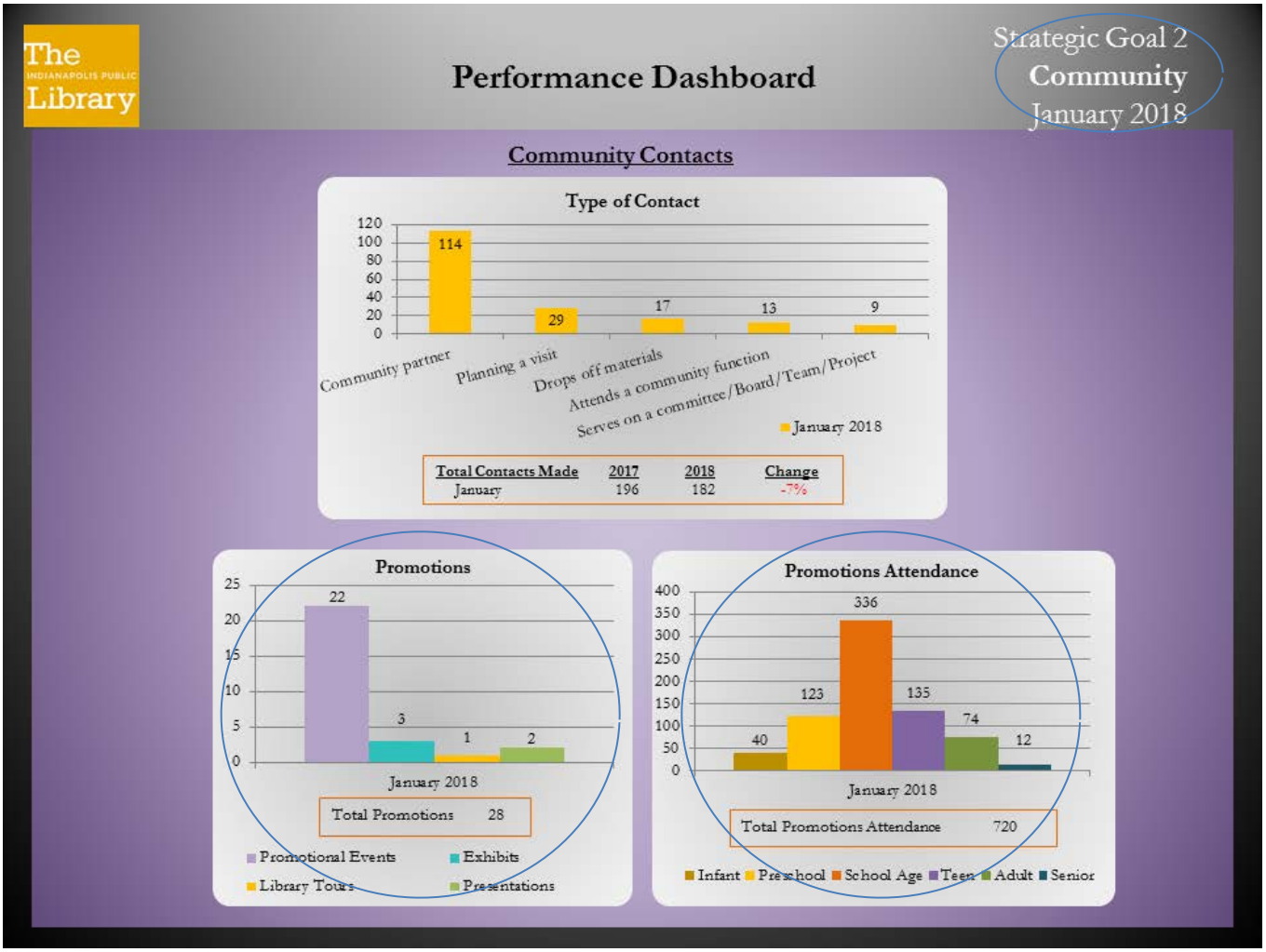
2-41 Promote Library services and become part of the community life by participating in community events, such as fairs and festivals

The Library promotes itself at every opportunity in a variety of platforms. These include social media, news, radio etc. One of the most effective methods for participation is at community events. This can include the presence of our bookmobiles, or a staff-manned booth. The new activity database captures our promotional efforts and allows us to filter and search by branch, organization, event, strategy and location of the activity. Now staff can analyze their promotional efforts and plan for the future.

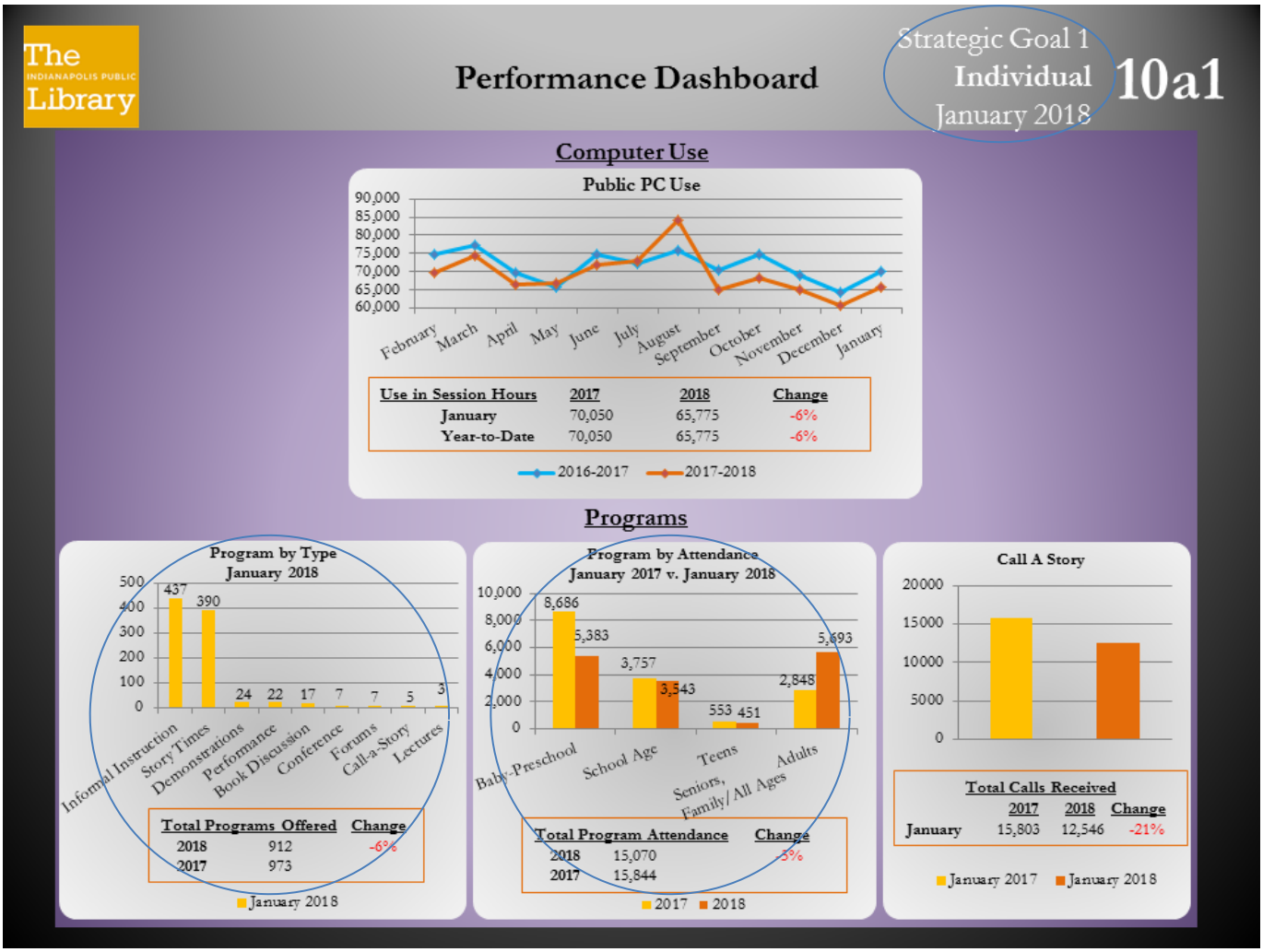
SAMPLE REPORT OF LIBRARY PROMOTIONS FILTERED BY TIME PERIOD

Branch	*Name*	*Organization*	*Type*	*Strategy*	*ActivitySite*
East 38th	At Risk Kids Food Program TC	Indy Parks and Recreation	Promotional Events	Students K-12	East 38th Street
East 38th	Devington Community Association ew		Promotional Events	Community Associations	St. Albans Church
Irvington	Our Lady of Lourdes Open House	Our Lady of Lourdes School	Promotional Events	Students K-12	Our Lady of Lourdes Elementary School
Spades Park	Paramount School of Excellence Family Jam		Promotional Events	Library Cards	Paramount School of Excellence
Eagle	Shalom Health PopUp Library		Promotional Events	Pop-Ups	Shalom Healthcare Center
Pike	Eastbrook Elementary Literacy Night	Eastbrook Elementary School - Pike Twp	Promotional Events	Library Cards	Eastbrook Elementary School - Pike Township
Eagle	Eskenazi Health West 38th PopUp Library		Promotional Events	Pop-Ups	Eskenazi West Healthcare
PDA	Jingle Books	Mayor's Office	Promotional Events	Reading/Literacy	Project Development
Pike	Pike High School Open Mic & Marketplace	Pike High School - Pike Township	Promotional Events	Reading/Literacy	Pike High School - Pike Township
Eagle	Eskenazi Healthcare PopUp Library	Eskenazi West Healthcare	Promotional Events	Pop-Ups	Eskenazi West Healthcare
Pike	Pike YMCA Breakfast with Santa	YMCA - Pike	Promotional Events	Community Associations	YMCA - Pike
Lawrence	Cozy Reading Night	Mary Castle ELC - Lawrence Township	Promotional Events	Civic Engagement For the Public	Mary Castle ELC - Lawrence Township
Eagle	IPS 107 Lew Wallace Literacy Night	IPS 107 Lew Wallace Elementary	Promotional Events	Students K-12	IPS 107 Lew Wallace
College Ave	Building Blocks Academy Reading Fair	Building Blocks Academy	Promotional Events	Reading/Literacy	Building Blocks Academy
East 38th	Devington Community Association ew	Devington Community Association	Promotional Events	Community Associations	St. Albans Church
Glendale	Broad Ripple Lights Up Kids Wonderland	Broad Ripple Village Association	Promotional Events	Civic Engagement For the Public	Broad Ripple Village
Central	Library Tours		Promotional Events	Civic Engagement For the Public	Central
E. Washington	Eastside Tinseltown	Englewood CDC	Promotional Events	Small Business	East Washington
Pike	Guion Creek Elementary School Literacy Night	Guion Creek Elementary School - Pike Twp	Promotional Events	Reading/Literacy	Guion Creek Elementary School
Outreach	International Festival	Nationalities Council of Indiana	Promotional Events	Community Associations	Indiana State Fairgrounds
Pike	NAPA-S Literacy Night	Pike Township Schools	Promotional Events	Students K-12	New Augusta Public Academy - South
Outreach	International Festival	Nationalities Council of Indiana	Promotional Events	Community Associations	Indiana State Fairgrounds
Pike	PTRA Monthly Meeting	Pike Township Residents Association	Promotional Events	Community Associations	Pike Township Government Center
Irvington	Early Readers Club Card Drive	United Way	Promotional Events	Library Cards	Day Early Learning State Center
Beech Grove	Central Elementary Fall Book Harvest	Central Elementary-Beech Grove	Promotional Events	Students K-12	Central Elementary-Beech Grove
SPVR	Salesforce Service Project	Salesforce	Volunteer Group Engagement	Volunteers	Learning Curve

This promotional data will be reported on the Library dashboard in Strategic Goal 2 (Community). Contacts made by staff within the community continue to appear as a graph on the performance dashboard organized by the type of contact.



The measurement for programming activity appears in Strategic Goal 1 (Individual).



10c

January 2018 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)

- **Library CEO "Love Your Library" Tour**
  Southside Times, Southsider Voice, Westside Community News, Hendricks Co. Flyer, Urban Times, Broad Ripple Gazette

- **Brightwood Branch Community Engagement Meetings Scheduled**
  Indianapolis Recorder, Weekly View

- **Tindley Schools Library Card Distribution**
  Indianapolis Recorder, Weekly View

- **IndyPL Names Two to Leadership Positions**
  Indianapolis Star, Indianapolis Business Journal, Broad Ripple Gazette

- **Meet the Artists XXX Exhibit & Gala**
  Indianapolis Star, Indianapolis Recorder, NUVO, Weekly View Urban Times, Do317

Other media outreach in January occurred on such Library activities as Hot Jazz for Cool Kids, the appearance of author Ann M. Martin, Come Together & Discuss The Beatles, and the Library's Job Centers.

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

***46 posts published on the official IndyPL Facebook Page*:**

Top Performing Posts-

- Television Character Discussion- Reach of 12.6k

- McFadden Award Announcement- Reach of 3.1k

- Currently Reading Weekly Book Discussions- Reach of 3.2k, 2.9k, 2.7k, 1.4k
- This is how you lose a bookworm in a Library- Reach of 2.8k
- Book recycling article- Reach of 2.7k
- National Geographic Database Launch- Reach of 2.3k

Topics/Events covered on Facebook: Brightwood community meeting, IndyPL CEO tour, 1,000 Books before Kindergarten, writing, passing of author Ursula K. Guin, Meet the Artists, Hot Jazz for Cool Kids, PAWS to Read programs, MLK Jr Day, and adult and children's literature.

67 tweets published on the official IndyPL Twitter Page:

- 48,900 Twitter impressions occurred in October
- 2,518 profile visits
- 126 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

Our most popular Instagram post ever, with 180 likes, was a photo of the Central Atrium during a snowstorm. This photo was taken by Tami Edminster of PDA.

The INDIANAPOLIS PUBLIC Library	**Board Action Request**	10d1

To: IMCPL Board

Meeting Date: February 26, 2018

From: M. Jacqueline Nytes, CEO

Approved by the Library Board:

Effective Date: February 26, 2018

Subject: Finances, Personnel and Travel Resolution 8-2018

Recommendation: Approve Finances, Personnel and Travel Resolution 8- 2018

Background: The Finances, Personnel and Travel Resolution 8- 2018 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL

RESOLUTION 8 - 2018

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 2017 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	**2**	through	**15**	and
		56	through	**70**	and
		61748	through	**61839**	for a total of
$797,337.37	were issued from the Operating Fund.				
	EFT numbers	**1**			and
		16	through	**55**	and
		71	through	**117**	and
		1000	through	**1003**	and
		23325075,	**21276324,**		and
		25188045,	**25188046,**		and
		20400029,	**58100030**		for a total of
$5,301,376.99	were issued from the Operating Fund.				
	Warrant numbers	**6276**	through	**6277**	for a total of
$2,260.72	were issued from the Gift Fund.				
	EFT numbers	**118**	through	**119**	for a total of
$200.94	were issued from the Gift Fund.				
	Warrant numbers	**267540**	through	**267565**	for a total of
$6,754.09	were issued for Employee Payroll				
	Direct deposits numbers	**20001**	through	**20588**	and
	Direct deposits numbers	**40001**	through	**40588**	for a total of
$1,144,953.25	were issued for Employee Payroll				
	Electronic transfers for payment of taxes and garnishments for a total of				
$376,498.43	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.

Lillian L. Charleston	Rev. T.D. Robinson
Dorothy R. Crenshaw	Joanne Sanders
Dr. Terri Jett	Dr. David W. Wantz

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

Patricia A. Payne	Ijeoma Dike-Young Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNT

No.	Type	Date	Reference	Checks
1	01/05/2018	EFT	THE BANK OF NEW YORK MELLON TRUST CO N.A	$ 1,593,287.50
1000	01/05/2018	EFT	THE BANK OF NEW YORK MELLON TRUST CO N.A	$ 1,349,786.88
1001	01/05/2018	EFT	THE BANK OF NEW YORK MELLON TRUST CO N.A	$ 499,625.00
1002	01/05/2018	EFT	FIRST AMERICAN TITLE INSURANCE COMPANY	$ 627,223.82
23325075	01/05/2018	EFT	ADP	$ 3,569.07
1003	01/08/2018	EFT	FIRST AMERICAN TITLE INSURANCE COMPANY	$ 336,829.47
21276324	01/12/2018	EFT	ADP	$ 111.55
25188045	01/19/2018	EFT	ADP	$ 3,589.07
25188046	01/19/2018	EFT	ADP	$ 1,017.00
20400029	01/29/2018	EFT	FIRST AMERICAN TITLE INSURANCE COMPANY	$ 3,500.00
58100030	01/30/2018	EFT	FIDELITY NATIONAL TITLE INSURANCE COMPANY	$ 414,472.78
2	01/10/2018	CHECK	AFSCME COUNCIL IKOC 962	$ 3,201.93
3	01/10/2018	CHECK	ALSCO	$ 333.88
4	01/10/2018	CHECK	AMERICAN UNITED LIFE INSURANCE CO	$ 3,069.48
5	01/10/2018	CHECK	CENTRAL TECHNOLOGY INC	$ 24,300.00
6	01/10/2018	CHECK	DACO GLASS & GLAZING INC	$ 852.00
7	01/10/2018	CHECK	DANCORP INC. DBA DANCO	$ 450.00
8	01/10/2018	CHECK	EDDIE HURM (PAINTING & SNOW REMOVAL)	$ 425.00
9	01/10/2018	CHECK	GOVERNMENT FINANCE OFFICERS ASSOCIATION	$ 180.00
10	01/10/2018	CHECK	J&G CARPET PLUS	$ 200.00
11	01/10/2018	CHECK	JACKSON SYSTEMS	$ 30,610.00
12	01/10/2018	CHECK	KOORSEN FIRE & SECURITY	$ 272.95
13	01/10/2018	CHECK	RYAN FIRE PROTECTION, INC	$ 344.00
14	01/10/2018	CHECK	THE BANK OF NEW YORK MELLON TRUST CO N.A	$ 750.00
15	01/10/2018	CHECK	THE BANK OF NEW YORK MELLON TRUST CO N.A	$ 750.00
16	01/10/2018	EFT	VOIDED UNUSED	$ -
17	01/10/2018	EFT	VOIDED UNUSED	$ -
18	01/10/2018	EFT	VOIDED UNUSED	$ -
19	01/10/2018	EFT	VOIDED UNUSED	$ -
20	01/10/2018	EFT	VOIDED UNUSED	$ -
21	01/10/2018	EFT	VOIDED UNUSED	$ -
22	01/10/2018	EFT	VOIDED UNUSED	$ -
23	01/10/2018	EFT	VOIDED UNUSED	$ -
24	01/10/2018	EFT	VOIDED UNUSED	$ -
25	01/10/2018	EFT	VOIDED UNUSED	$ -
26	01/10/2018	EFT	VOIDED UNUSED	$ -
27	01/10/2018	EFT	VOIDED UNUSED	$ -
28	01/10/2018	EFT	VOIDED UNUSED	$ -
29	01/10/2018	EFT	VOIDED UNUSED	$ -
30	01/10/2018	EFT	VOIDED UNUSED	$ -
31	01/10/2018	EFT	VOIDED UNUSED	$ -
32	01/10/2018	EFT	VOIDED UNUSED	$ -
33	01/10/2018	EFT	VOIDED UNUSED	$ -
34	01/10/2018	EFT	VOIDED UNUSED	$ -
35	01/10/2018	EFT	VOIDED UNUSED	$ -
36	01/10/2018	EFT	VOIDED UNUSED	$ -
37	01/10/2018	EFT	VOIDED UNUSED	$ -
38	01/10/2018	EFT	VOIDED UNUSED	$ -
39	01/10/2018	EFT	VOIDED UNUSED	$ -
40	01/10/2018	EFT	VOIDED UNUSED	$ -
41	01/10/2018	EFT	VOIDED UNUSED	$ -
42	01/10/2018	EFT	VOIDED UNUSED	$ -
43	01/10/2018	EFT	VOIDED UNUSED	$ -
44	01/10/2018	EFT	VOIDED UNUSED	$ -
45	01/10/2018	EFT	VOIDED UNUSED	$ -
46	01/10/2018	EFT	VOIDED UNUSED	$ -
47	01/10/2018	EFT	VOIDED UNUSED	$ -
48	01/10/2018	EFT	VOIDED UNUSED	$ -
49	01/10/2018	EFT	VOIDED UNUSED	$ -
50	01/10/2018	EFT	VOIDED UNUSED	$ -
51	01/10/2018	EFT	CDW GOVERNMENT, INC.	$ 2,752.27
52	01/10/2018	EFT	CITIZENS THERMAL ENRGY.	$ 23,267.57
53	01/10/2018	EFT	G4S SECURE SOLUTIONS (USA) INC.	$ 31,129.03
54	01/10/2018	EFT	PERFECTION GROUP, INC.	$ 1,298.06
55	01/10/2018	EFT	TYCO SIMPLEXGRINNELL LP	$ 541.56
56	01/12/2018	CHECK	ABELL ELEVATOR SERVICE CO	$ 525.00
57	01/12/2018	CHECK	ADVANCE PROTECTIVE COATINGS, INC.	$ 1,207.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNT

No.	Type	Date	Reference		Checks
58	01/12/2018	CHECK	ANTHEM INSURANCE COMPANIES, INC	$	87,007.08
59	01/12/2018	CHECK	AWE DIGITAL LEARNING SOLUTIONS	$	900.00
60	01/12/2018	CHECK	CITIZENS ENERGY GROUP	$	10,148.86
61	01/12/2018	CHECK	CUMMINS SALES AND SERVICES	$	670.21
62	01/12/2018	CHECK	EDDIE HURM (PAINTING & SNOW REMOVAL)	$	1,500.00
63	01/12/2018	CHECK	INDIANAPOLIS POWER & LIGHT COMPANY	$	63,724.62
64	01/12/2018	CHECK	KRESS CONSULTING	$	3,920.00
65	01/12/2018	CHECK	LEGALSHIELD	$	320.25
66	01/12/2018	CHECK	LEVEL (3) COMMUNICATIONS, LLC	$	4,330.26
67	01/12/2018	CHECK	PFM TRUCK CARE CENTER	$	313.48
68	01/12/2018	CHECK	PITNEY BOWES, INC.	$	264.00
69	01/12/2018	CHECK	PLYMOUTH ROCKET, INC	$	600.00
70	01/12/2018	CHECK	REPUBLIC WASTE SERVICES	$	4,944.62
71	01/12/2018	EFT	CITIZENS THERMAL ENERGY	$	37,396.12
72	01/12/2018	EFT	DELTA DENTAL	$	11,431.91
73	01/12/2018	EFT	G4S SECURE SOLUTIONS (USA) INC.	$	1,350.29
74	01/12/2018	EFT	INDIANA PLUMBING AND DRAIN LLC	$	9,500.00
75	01/12/2018	EFT	PERFECTION GROUP, INC.	$	3,050.40
76	01/12/2018	EFT	RICHARD LOPEZ ELECTRICAL, LLC	$	1,460.27
77	01/19/2018	EFT	ABELL ELEVATOR SERVICE CO	$	1,879.00
78	01/19/2018	EFT	CDW GOVERNMENT, INC.	$	107.80
79	01/19/2018	EFT	DELTA DENTAL	$	133.13
80	01/19/2018	EFT	INDIANA PLUMBING AND DRAIN LLC	$	1,749.00
81	01/19/2018	EFT	INDIANAPOLIS RECORDER	$	242.00
82	01/19/2018	EFT	JCOS, INC.	$	50,376.02
83	01/19/2018	EFT	PERFECTION GROUP, INC.	$	2,013.17
84	01/19/2018	EFT	RICHARD LOPEZ ELECTRICAL, LLC	$	26,113.53
85	01/19/2018	EFT	RYAN FIRE PROTECTION, INC	$	5,007.00
86	01/19/2018	EFT	TITAN ASSOCIATES	$	79,068.78
87	01/23/2018	EFT	BAKER & TAYLOR	$	7.08
88	01/23/2018	EFT	BRODART COMPANY CONTINUATIONS	$	6,274.77
89	01/23/2018	EFT	EMERY-PRATT COMPANY	$	120.00
90	01/23/2018	EFT	LUNA MUSIC	$	4,657.47
91	01/23/2018	EFT	MIDWEST TAPE, LLC	$	17.88
92	01/23/2018	EFT	OVERDRIVE INC	$	510.78
93	01/26/2018	EFT	ALSCO	$	640.46
94	01/26/2018	EFT	AUSTIN BOOK SALES	$	11,531.52
95	01/26/2018	EFT	BACKGROUND BUREAU INC.	$	155.00
96	01/26/2018	EFT	BAKER & TAYLOR	$	767.54
97	01/26/2018	EFT	BAKER & TAYLOR	$	7,715.28
98	01/26/2018	EFT	BAKER & TAYLOR	$	12,164.93
99	01/26/2018	EFT	BAKER & TAYLOR	$	2,656.09
100	01/26/2018	EFT	BRODART COMPANY CONTINUATIONS	$	1,248.84
101	01/26/2018	EFT	CDW GOVERNMENT, INC.	$	686.83
102	01/26/2018	EFT	EBSCO INFORMATION SERVICES	$	2.20
103	01/26/2018	EFT	G4S SECURE SOLUTIONS (USA) INC.	$	38,439.64
104	01/26/2018	EFT	GALE GROUP THE	$	323.90
105	01/26/2018	EFT	INDIANA PLUMBING AND DRAIN LLC	$	15,037.25
106	01/26/2018	EFT	INGRAM LIBRARY SERVICES	$	272.01
107	01/26/2018	EFT	JCOS, INC.	$	35,343.63
108	01/26/2018	EFT	LUNA MUSIC	$	3,170.21
109	01/26/2018	EFT	MIDWEST TAPE - PROCESSED DVDS	$	1,265.33
110	01/26/2018	EFT	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	$	631.04
111	01/26/2018	EFT	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	$	8,916.63
112	01/26/2018	EFT	MIDWEST TAPE, LLC	$	664.65
113	01/26/2018	EFT	OVERDRIVE INC	$	10,748.52
114	01/26/2018	EFT	RECORDED BOOKS	$	1,172.17
115	01/26/2018	EFT	RICHARD LOPEZ ELECTRICAL, LLC	$	7,891.49
116	01/26/2018	EFT	RYAN FIRE PROTECTION, INC	$	1,559.00
117	01/26/2018	EFT	TITAN ASSOCIATES	$	3,905.80
61748	01/19/2018	CHECK	ANTHEM INSURANCE COMPANIES, INC	$	236,692.92
61749	01/19/2018	CHECK	AT&T	$	31.67
61750	01/19/2018	CHECK	AUTOMATIC DOOR & GLASS SPECIALISTS, INC.	$	148.00
61751	01/19/2018	CHECK	BEECH GROVE SEWAGE WORKS	$	129.36
61752	01/19/2018	CHECK	CENTRAL SECURITY & COMMUNICATIONS	$	215.00
61753	01/19/2018	CHECK	CITIZENS ENERGY GROUP	$	6,179.60
61754	01/19/2018	CHECK	CULLIGAN	$	105.37

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNT

No.	Type	Date	Reference		Checks
61755	01/19/2018	CHECK	DACO GLASS & GLAZING INC	$	1,014.69
61756	01/19/2018	CHECK	EDDIE HURM (PAINTING & SNOW REMOVAL)	$	1,625.00
61757	01/19/2018	CHECK	EUGENE MARKIEWICZ	$	1,250.00
61758	01/19/2018	CHECK	FARGO INSULATION COMPANY, INC	$	1,533.00
61759	01/19/2018	CHECK	GENRICH CUSTOM CABINETRY & MILLWORK, INC	$	1,566.00
61760	01/19/2018	CHECK	INDIANA WRITER'S CENTER	$	200.00
61761	01/19/2018	CHECK	INDIANAPOLIS POWER & LIGHT COMPANY	$	6,268.52
61762	01/19/2018	CHECK	J&G CARPET PLUS	$	200.00
61763	01/19/2018	CHECK	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC	$	1,608.00
61764	01/19/2018	CHECK	LABEL SOLUTIONS, LLC	$	3,519.82
61765	01/19/2018	CHECK	LEVEL (3) COMMUNICATIONS, LLC	$	4,331.60
61766	01/19/2018	CHECK	MAYREALTORS, LLC	$	500.00
61767	01/19/2018	CHECK	ABELL ELEVATOR SERVICE CO	$	350.00
61768	01/19/2018	CHECK	SONDHI SOLUTIONS	$	179.99
61769	01/19/2018	CHECK	STENZ MANAGEMENT COMPANY, INC	$	5,065.04
61770	01/19/2018	CHECK	TODAY'S BUSINESS SOLUTIONS, INC	$	1,047.00
61771	01/19/2018	CHECK	YOUR AUTOMATIC DOOR COMPANY	$	3,693.00
61772	01/23/2018	CHECK	VOIDED UNUSED	$	-
61773	01/23/2018	CHECK	VOIDED UNUSED	$	-
61774	01/23/2018	CHECK	VOIDED UNUSED	$	-
61775	01/23/2018	CHECK	VOIDED UNUSED	$	-
61776	01/23/2018	CHECK	VOIDED UNUSED	$	-
61777	01/23/2018	CHECK	CHILDREN'S PLUS INC.	$	5,963.00
61778	01/23/2018	CHECK	H.W. WILSON COMPANY	$	741.40
61779	01/23/2018	CHECK	IBJ BOOK PUBLISHING	$	54.00
61780	01/23/2018	CHECK	JP MORGAN CHASE BANK	$	274.47
61781	01/23/2018	CHECK	VOIDED UNUSED	$	-
61782	01/23/2018	CHECK	SAGE PUBLICATIONS INC.	$	262.29
61783	01/23/2018	CHECK	UNITED NATIONS PUBLICATIONS	$	491.92
61784	01/23/2018	CHECK	VOIDED UNUSED	$	-
61785	01/24/2018	CHECK	JP MORGAN CHASE BANK	$	7,830.51
61786	01/25/2018	CHECK	3'D TROPHY ENGRAVING CO., INC.	$	59.00
61787	01/25/2018	CHECK	3'D TROPHY ENGRAVING CO., INC.	$	444.00
61788	01/25/2018	CHECK	JP MORGAN CHASE BANK	$	2,260.72
61789	01/26/2018	CHECK	ABELL ELEVATOR SERVICE CO	$	262.50
61790	01/26/2018	CHECK	ADTEC	$	1,270.00
61791	01/26/2018	CHECK	AJILON FINANCE	$	409.40
61792	01/26/2018	CHECK	AMERICAN UNITED LIFE INSURANCE CO	$	305.03
61793	01/26/2018	CHECK	APPLIED ENGINEERING SERVICES	$	2,800.00
61794	01/26/2018	CHECK	ARSEE ENGINEERS, INC	$	3,750.00
61795	01/26/2018	CHECK	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	$	93,250.00
61796	01/26/2018	CHECK	ASTM INTERNATIONAL	$	12,723.00
61797	01/26/2018	CHECK	AT&T	$	38.64
61798	01/26/2018	CHECK	AT&T	$	4,563.31
61799	01/26/2018	CHECK	AT&T	$	19.99
61800	01/26/2018	CHECK	AT&T	$	3,760.84
61801	01/26/2018	CHECK	ATC GROUP SERVICES, LLC	$	10,572.21
61802	01/26/2018	CHECK	AUSTIN BOOK SALES	$	4,215.27
61803	01/26/2018	CHECK	BAKER & TAYLOR	$	6,860.00
61804	01/26/2018	CHECK	BAKER & TAYLOR	$	37.92
61805	01/26/2018	CHECK	BAKER & TAYLOR	$	855.65
61806	01/26/2018	CHECK	BAKER & TAYLOR	$	2,671.61
61807	01/26/2018	CHECK	CAPITOL CITY FENCE	$	3,463.00
61808	01/26/2018	CHECK	CENTRAL LIBRARY (PETTY CASH)	$	19.06
61809	01/26/2018	CHECK	CENTRAL SECURITY & COMMUNICATIONS	$	4,172.66
61810	01/26/2018	CHECK	CENTRAL TECHNOLOGY INC	$	3,075.00
61811	01/26/2018	CHECK	CHILDREN'S PLUS INC.	$	7,805.10
61812	01/26/2018	CHECK	COURT & COMMERCIAL RECORD	$	34.00
61813	01/26/2018	CHECK	CRIPE	$	4,276.66
61814	01/26/2018	CHECK	CULLIGAN	$	35.94
61815	01/26/2018	CHECK	DACO GLASS & GLAZING INC	$	930.00
61816	01/26/2018	CHECK	EDDIE HURM (PAINTING & SNOW REMOVAL)	$	925.00
61817	01/26/2018	CHECK	GREY HOUSE PUBLISHING	$	1,080.00
61818	01/26/2018	CHECK	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	$	5,265.00
61819	01/26/2018	CHECK	INDIANA LIBRARY FEDERATION	$	23,767.41
61820	01/26/2018	CHECK	INDIANA NEWSPAPERS, INC.	$	1,057.32
61821	01/26/2018	CHECK	JACKSON SYSTEMS	$	1,220.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNT

No.	Type	Date	Reference	Checks
61822	01/26/2018	CHECK	KLINES QUALITY WATER, INC	$ 52.05
61823	01/26/2018	CHECK	M.T. PUBLISHING COMPANY, INC	$ 1,269.32
61824	01/26/2018	CHECK	MAGAZINE LINE	$ 14.00
61825	01/26/2018	CHECK	MCGINTY CONVEYORS INC.	$ 5,535.32
61826	01/26/2018	CHECK	MIDWEST TAPE - PROCESSED DVDS	$ 562.34
61827	01/26/2018	CHECK	ORATION SERVICES, INC. (D/B/A THE LYCEUM AGENCY)	$ 3,600.00
61828	01/26/2018	CHECK	ORATION SERVICES, INC. (D/B/A THE LYCEUM AGENCY)	$ 7,335.00
61829	01/26/2018	CHECK	P4A ANTIQUES RESEARCH SERVICES LLC	$ 3,577.00
61830	01/26/2018	CHECK	REPROGRAPHIX, INC	$ 113.40
61831	01/26/2018	CHECK	REPROGRAPHIX, INC	$ 756.00
61832	01/26/2018	CHECK	REPUBLIC WASTE SERVICES	$ 465.28
61833	01/26/2018	CHECK	RICOH USA, INC. - 12882	$ 9,398.84
61834	01/26/2018	CHECK	SHELBY UPHOLSTERING & INTERIORS	$ 175.00
61835	01/26/2018	CHECK	SIGNARAMA DOWNTOWN INDIANAPOLIS	$ 243.68
61836	01/26/2018	CHECK	UNITED PARCEL SERVICE	$ 215.57
61837	01/26/2018	CHECK	VALUE LINE PUBLISHING INC.	$ 1,000.00
61838	01/26/2018	CHECK	WIKSTROM ENGINEERING CONSULTING, P.C.	$ 1,250.00
61839	01/31/2018	CHECK	GUARDIAN	$ 14,333.54
			Total	$ 6,098,714.36

Summary by Transaction Type:

Computer Check	$ 797,337.37
EFT Check	$ 5,301,376.99
Total Payments	$ 6,098,714.36
Total Voided Items	$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT FUND

No.	Type	Date	Reference	Checks
118	01/26/2018	EFT	BAKER & TAYLOR	$ 57.02
119	01/26/2018	EFT	MIDWEST TAPE PROCESSED AND CATALOGED A	$ 143.92
6276	01/26/2018	CHECK	VOIDED UNUSED	$ -
6277	01/26/2018	CHECK	JP MORGAN CHASE BANK	$ 2,260.72
			Total	$ 2,461.66

Summary by Transaction Type:

Computer Check	$ 2,260.72
EFT Check	$ 200.94
Total Payments	$ 2,461.66
Total Voided Items	$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
February 26, 2018
PERSONNEL ACTIONS
RESOLUTION 8-2018

NEW HIRES:

- Illiana Castillo, Library Assistant II, Part-Time (20 Hours), Central, $12.40 per hour, Effective: 01/16/2018
- Jennifer Miller, Public Services Librarian, Warren, $18.00 per hour, Effective: 01/29/2018
- Bethany Stewart, Hourly Activity Guide, Learning Curve, $15.35 per hour, Effective: 01/29/2018
- Clayton Seitz, Hourly Job Center Assistant, Central Adult Reference, $10.20 per hour, Effective: 01/29/2018
- Dallas Sims, Hourly Library Assistant II, Central Borrowers Service, $12.40 per hour, Effective: 01/29/2018
- Mark Foster, Page, Garfield Park, $9.15 per hour, Effective: 01/29/2018
- Enrique Fernandez, Page, Garfield Park, $9.15 per hour, Effective: 01/29/2018
- Martin "Marty" Abdon, Page, Irvington, $9.15 per hour, Effective: 02/13/2018
- Jennifer Wankat, Library Assistant II, Wayne, $12.40 per hour, Effective: 02/13/2018
- Sarah Lucas, Activity Guide, Learning Curve, $15.35 per hour, Effective: 02/13/2018
- Masada Sparrow, Page, Southport, $9.15 per hour, Effective: 02/13/2018
- Sandra Loeffler, Hourly Library Assistant II, Southport, $12.40 per hour, Effective: 02/13/2018
- Amy McBride, Hourly Library Assistant II, Southport, $12.40 per hour, Effective: 02/13/2018

INTERNAL CHANGES:

- Nancy Mobley, Manager, Haughville, $27.18 per hour will also be Temporary Manager, West Indianapolis , $29.87 per hour, Effective: 12/24/2017 through 01/20/2018
- Stefany Boleyn, Public Services Associate II, Part-Time, Outreach to Public Services Associate II, Full-Time, Learning Curve, No Change in Pay, Effective: 01/21/2018
- Kathy Helmond from Public Services Librarian, Central Adult Reference, $22.31 per hour to Supervisor Librarian, Central Adult Reference, $23.42 per hour, Effective: 01/21/2018
- Melissa Wooton from Manager, Glendale, $26.44 per hour to Area Resource Manager, $29.08 per hour, Effective: 02/04/2018
- Darren Stewart from Public Services Librarian, Part-Time, Pike to Public Services Librarian, Full-Time, Warren, No Change in Pay, Effective: 02/18/2018
- Shanika Heyward from Manager, East 38th Street, $24.96 per hour to Manager, Fort Benjamin Harrison Branch, $26.21 per hour, Effective: 02/04/2018
- Owen Stackhouse Kaelble from Page, Lawrence, $9.65 per hour to Hourly Library Assistant II, Warren, $12.40 per hour, Effective: 02/04/2018
- Timothy Vollmer from Hourly Public Services Associate I, Nora, $15.45 per hour to Public Services Librarian, Nora, $18.00 per hour, Effective: 01/21/2018
- Emily Talbott from Public Services Librarian, Nora, $23.66 per hour to Public Services Librarian, Southport, $23.66 per hour, Effective: 01/21/2018
- Amanda Osborne from Public Services Associate II, Outreach, $15.35 per hour to Bookmobile Driver/Clerk, Outreach, $13.44 per hour, Effective: 02/18/2018

- Jay Albertson from Library Assistant II, Outreach, $12.41 per hour to Public Services Associate II, Outreach, $15.35 per hour, Effective: 02/18/2018
- MarKesa Carson from Computer Lab Assistant II, Central to Computer Lab Assistant II, Brightwood, No Change in Pay, Effective: 02/18/2018

RE-HIRES:

- Carri Genovese, Public Services Librarian, Part-Time, Lawrence, $18.00 per hour, Effective: 02/13/2018

SEPARATIONS:

- Heather Lightfoot-Benning, Hourly Library Assistant II, Learning Curve, 11 years and 6 months, Effective: 12/31/2017
- Lacey Daniels, Page, Irvington, 4 years and 7 months, Effective: 11/10/2017
- Kendra Luppino, Processing Assistant, Collection Management Services Area, 1 year and 11 months, Effective: 01/26/2018
- Cheryl Holtsclaw, Circulation Supervisor I, West Indianapolis, 14 years and 9 months, Effective: 01/31/2018
- Gregory Owens, Building Systems Team Member, Facilities, 10 years and 5 months, Effective: 01/31/2018
- Jimena Vera-Amador, Page, Southport, 1 month, Effective: 02/06/2018
- Rodney Duvra, Hourly Job Center Assistant, Central Adult Reference, 1 year and 2 months, Effective: 12/10/2017
- Elaine Jones, Public Services Librarian, Central Adult Reference, 26 years, Effective: 01/16/2018

INACTIVE:

- Corajean Medina, Page, Southport, Effective: 01/06/2018
- Katherine Danforth, Page, Lawrence, Effective: 01/30/2018

RE-ACTIVATE: (None Reported)

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
TRAVEL AND TRAINING ACTON
RESOLUTION 8- 2018

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

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

Name	Branch/Department	C/C	City/State	Conference Name	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Carolyn Adams	ACCT	1300	St. Louis, MO	GFOA Annual Confrence	101	$ 380.00	$ 1,000.00	$ 620.00	$ 90.00	$ 2,090.00
Meredith Albertin	CMSA	1200	Indianapolis, IN	Government Information Day	101			$ 20.00		$ 20.00
Bethany Allison	SPK	2018	Brookston, IN	Journey Fellowship Retreat # 2	101			$ 84.53		$ 84.53
Kim Anderson	IT	1100	Philadelphia, PA	PLA	101	$ 50.00		$ 450.00	$ 102.00	$ 602.00
Kathryn Bacone	CMSA	1200	Philadelphia, PA	PLA	101	$ 560.00	$ 500.00	$ 900.00	$ 100.00	$ 2,060.00
Kathryn Bacone	CMSA	1200	Indianapolis, IN	Hoosier Women at Work	101	$ 22.09				$ 22.09
Kathryn Bacone	CMSA	1200	Indianapolis, IN	Government Information Day	101			$ 20.00		$ 20.00
Montoya Barker	LAW	2013	Indianapolis, IN	Government Information Day	101			$ 10.00		$ 10.00
Montoya Barker	LAW	2013	Toledo, OH	Glass City Black Comix Fest	101			$ 234.42		$ 234.42
Ahliah Bratzler	CAS	1400	Indianapolis, IN	Hoosier Women at Work	101	$ 30.00				$ 30.00
Chris Brozo	TLC	1403	Indianapolis, IN	Gen Con Trade Day 2018	101	$ 200.00		$ 40.00		$ 240.00
Abby Brown	PDA	1500	Indianapolis, IN	IAEYC Conference	101	$ 160.00		$ 50.00		$ 210.00
Joanna Conrad	E38	2008	Indianapolis, IN	Indiana Comic Con	101	$ 40.00		$ 25.00		$ 65.00
Susan Davis	PDA	1500	Indianapolis, IN	Hoosier Women at Work	101	$ 30.00				$ 30.00
Ijeoma Dike-Young	ACCT	1300	St. Louis, MO	GFOA Annual Confrence	101	$ 500.00	$ 1,000.00	$ 500.00	$ 90.00	$ 2,090.00
Zoe Dollar	FSQ	2011	Indianapolis, IN	Gen Con Trade Day 2018	101	$ 200.00		$ 25.00		$ 225.00
Victoria Duncan	CMSA	1200	Indianapolis, IN	Hoosier Women at Work	101	$ 22.09		$ 12.00		$ 34.09
Ellen Flexman	EAG	2007	Indianapolis, IN	Government Information Day	101			$ 24.00		$ 24.00
Darlene Fox	CMSA	1200	Philadelphia, PA	PLA	101	$ 560.00	$ 500.00	$ 900.00	$ 100.00	$ 2,060.00
Joseph Fox	IRV	2004	Indianapolis, IN	IUPUI Sustainability Summit	101	$ 49.56		$ 10.00		$ 59.56
Meaghan Fukunaga	CMSA	1200	Terre Haute, IN	Wabash Valley Visions/Voices	101			$ 96.00		$ 96.00
Brelyn Fannelly Gerard	TLC	1403	Indianapolis, IN	Indiana Comic Con	101	$ 40.00		$ 25.00		$ 65.00
John Helling	Public Services	2001	Philadelphia, PA	PLA	101	$ 520.00	$ 1,000.00	$ 500.00	$ 120.00	$ 2,140.00
Shanika Heyward	E38	2008	Englewood, OH	Dayton Book Expo	101		$ 699.00	$ 200.00	$ 60.00	$ 959.00
Raylene Jordan	TLC	1403	Indianapolis, IN	Hoosier Women at Work	101	$ 30.00				$ 30.00

Bridget Kenney	HVL	2012	Indianapolis, IN	2018 Indiana Early Childhood Conf.	101	$ 137.00		$ 75.00		$ 212.00
William Knauth	CMSA	1200	Indianapolis, IN	Indiana Genealogical Society	101	$ 40.00		$ 129.00		$ 169.00
William Knauth	CMSA	1200	Indianapolis, IN	Hoosier Women at Work	101	$ 20.00				$ 20.00
Deb Lambert	CMSA	1200	Philadelphia, PA	PLA	101	$ 865.00	$ 500.00	$ 900.00	$ 100.00	$ 2,365.00
Katherine Lerg	HR	1700	Philadelphia, PA	PLA	101	$ 305.00		$ 811.00		$ 1,116.00
Kathryn Millikan	CMSA	1200	Indianapolis, IN	Government Information Day	101			$ 20.00		$ 20.00
Kathryn Millikan	CMSA	1200	Columbus, OH	OLC Technical Services Retrea	101	$ 325.00	$ 120.00	$ 194.00	$ 30.00	$ 669.00
Chris Murray	CMSA	1200	Philadelphia, PA	PLA	101	$ 560.00	$ 500.00	$ 900.00	$ 100.00	$ 2,060.00
Chris Murray	CMSA	1200	Indianapolis, IN	Indiana Ass. Of Home Educators	101	$ 55.00		$ 25.00		$ 80.00
Kasey Panighetti	FRN	2021	Indianapolis, IN	Indiana Ass. Of Home Educators	101	$ 55.00		$ 25.00		$ 80.00
Shelby Peak	LAW	2013	Indianapolis, IN	Indiana Ass. Of Home Educators	101	$ 55.00		$ 25.00		$ 80.00
Angi St. Clair Porter	LAW	2013	Carmel, IN	2018 Mock Caldecott Award	101	$ 25.00				$ 25.00
Miguel Ruiz	ACCT	1300	Boston, MA	Tyler Connect - 2018	101	$ 925.00	$ 1,500.00	$ 800.00	$ 60.00	$ 3,285.00
Janet Spaulding	CMSA	1200	Indianapolis, IN	Indiana Ass. Of Home Educators	101	$ 55.00		$ 25.00		$ 80.00
Janet Spaulding	CMSA	1200	Carmel, IN	2018 Mock Caldecott Award	101	$ 25.00				$ 25.00
Melanie Eve Stano	CMSA	1200	Philadelphia, PA	PLA	101	$ 560.00	$ 500.00	$ 900.00	$ 100.00	$ 2,060.00
Pamela Swaidner	CMSA	1200	Philadelphia, PA	PLA	101	$ 560.00	$ 500.00	$ 900.00	$ 100.00	$ 2,060.00
Blake Tanner	NORA	2014	Indianapolis, IN	Indiana Comic Con	101	$ 40.00		$ 25.00		$ 65.00
Jessica Trinoskey	COL	2002	Indianapolis, IN	Indiana Summit - out of School Learning	101	$ 95.00		$ 40.00		$ 135.00
Patty Wallace	GLD	2003	Cincinnati, OH	2018 ALSC National Institute	101	$ 400.00	$ 338.00	$ 169.00	$ 30.00	$ 937.00
Patty Wallace	GLD	2003	Indianapolis, IN	IAEYC Conference	101	$ 137.00		$ 75.00		$ 212.00
Kirsten Weaver	PDA	1500	Indianapolis, IN	Indiana Comic Con	101	$ 60.00		$ 20.00		$ 80.00
Kirsten Weaver	PDA	1500	Indianapolis, IN	Gen Con 2018	101	$ 200.00		$ 40.00		$ 240.00
Melanie Wissel	PDA	1500	Indianapolis, IN	Hoosier Women at Work	101	$ 30.00				$ 30.00
										$ -
								TOTAL		$ 29,605.69

14a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
FEBRUARY 13, 2018

*** ***

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Tuesday, February 13, 2018 at 5:10 p.m. pursuant to notice given.

1. Call To Order

Ms. Sanders called the meeting to order.

2. Roll Call

Members present: Rev. Robinson, Ms. Sanders and Dr. Wantz

Members absent: Ms. Charleston, Ms. Crenshaw, Dr. Jett and Ms. Payne

COMMITTEE REPORTS

3. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders) – Staff Liaison: Sharon Smith

Briefing Report – Michigan Road Branch Project Progress

Construction Progress for January 2018

- Sharon Smith advised that construction activities continue during the winter months, with downtime allocated for the very cold or wet days.
- Construction of the foundation continues, with additional work required to remove unsuitable soils and replace with either compacted fill or unreinforced lean concrete.
- The soils investigation during the design phase indicated poor soils, so the construction bid included some additional soils excavation and replacement with suitable soils.
- ATC is IndyPL's quality control vendor, and is on-site testing the soils during excavation and replacement.

Fixtures, Furniture, and Equipment Selection Process

- IndyPL and the design team have started the process for selection of furniture for the Project, with the plan to have the documents ready for quotes in May 2018.
- IndyPL is in discussions with Brian Presnell of Indy Urban Hardwood for the design and fabrication of study tables made from lumber harvested from the Project site.

Construction Schedule Update

- Complete Foundation – February 6, 2018
- Pour Floor Slab – February 19, 2018
- Begin Structural Steel Frame – March 5, 2018
- Substantial Completion – November 2018

Summary Construction Budget Update
Project funded by the 2016 Construction Bond (Fund 476)

- Construction Bid - $5,700,000
- Furniture Budget - $224,000
- Construction Contingency - $589,000
- Expenses to Contingency - $49,900
- Remaining Contingency - $539,100

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

a. **Board Resolution - Resolution approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395**

Katherine provides the Board with copies of the redlined version of the Joint Written Recommendations of IMCPL Management and AFSCME Local 3395 which would go into effect if approved at the Board Meeting on February 26, 2018 and remain in effect through December 31, 2020. She outlines the main changes in the agreement such as all union eligible employees will be moving to PTO beginning March 4, 2018.

That if the Library were to offer a secondary retirement plan, new employees would be able to choose which plan worked best for them.

The Library and Union agree to negotiate in good faith the potential for pay increases in 2019 and 2020. Katherine encourages the Board to contact her with any questions or concerns they might have after reading through the document.

5. Finance Committee (Dr. David W. Wantz, Chair; Lillian L. Charleston, Joanne M. Sanders) – Staff Liaison: Ije Diké-Young

a. **Briefing Report: 2018 AHS/ILS Equipment Bonds.** Ms. Diké-Young presented information about bonds the Library would like to issue in 2018. The bonds will be in an estimated amount of $4.615 million and will be taxable. This will allow the Library to use bond proceeds to finance software as a service and will also give the Library the ability to issue Bank Qualified bonds later in 2018 to finance the West Perry Branch. This bond issue has been incorporated into the Library's long term debt plan and keeps the debt tax rate at or below $0.0318. This bond issue will finance the following projects:

- The purchase and implementation of a new Integrated Library System (ILS). This is the software that holds the Library's catalog and patron accounts.
- A 3-year subscription to Bibliocommons. This is a service that adds a discovery layer to the Library's catalog (accessible through the Library's website) which will allow patrons to review books and follow other reviewers, staff to post recommendations, and makes the Library's catalog a little more social.
- The removal and replacement of window flashing in LSC. There have been a number of areas in the building where water leaks in during bad weather. It has been determined that the flashing material used on the building's windows has degraded and needs to be replaced.
- Opening Day Collection for Brightwood, Michigan Road, and Eagle branches. This will allow the new branches to open with complete collections without depleting branch collections elsewhere in the city.
- Materials sorters for Central, Southport, Michigan Road, West Perry, and Lawrence branches. These branches have enough space to accommodate materials sorters without the need for renovation.

b. **Update on Munis Financial Software.** Ms. Diké-Young announced that the Library's new financial software, Munis, went live in early January. Finance staff began using the new software the week of January 2nd, entering information into the system so it would be ready for the rest of the Library system to use beginning January 8th. Munis gives staff the ability to actively monitor their budgets, instead of having to request reports from Finance staff. There have been a few issues with staff permissions in the software and these are currently being addressed. Finance staff are currently receiving training on month-end procedures which will mean the January treasurer's report will not be presented until the March 26 Board Meeting. A list of checks issued in January will be presented at the February 26 Board Meeting.

6. Other Business

a. **Briefing Report – Library's Response to Opioid Instances**

John Helling, Director of Public Services, reviewed his Report for the Board. He mentioned that the cost to the Library to provide the Narcan service is anticipated at approximately $1,300. Mr. Helling noted that the Library had proposed doing this several

years ago but our insurance company wouldn't provide coverage. With the increase in instances in the Library, along with the media coverage of increased instances throughout the United States, our insurance company has now advised that they will provide insurance to the Library for this service and there will be no increase in our premiums.

Jackie Nytes, Chief Executive Officer, shared that even the Marion County Health Department encouraged us to go forward with this service.

b. **2018 Board Committee Assignments**

The "2018 Board Committee Assignments" list was distributed to the Board.

Ms. Sanders advised that this list is current as of today. She explained that only so much can be done at this time based on the ongoing work of one of the committees. She hopes to update the list again soon.

On other matters, Ms. Nytes distributed a document entitled "Free Events-January, February, March 2018 at Central Library." She reviewed some of the upcoming events including the McFadden Memorial Lecture which will take place on March 15, 2018 at 7:00 p.m.

Additionally, she mentioned the Meet The Artists Exhibit Gala which had taken place on February 10, 2018. She commended everyone involved for their good work.

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

a. **Regular Board Meeting –** Monday, February 26, 2018, at the College Branch Library, 4180 North College Avenue, at 6:30 p.m.

b. **Library Board Committees Meeting –** March 13, 2018, at the Library Services Center, 2450 North Meridian Street, Room 226, at **5:00 p.m.**

8. Adjournment

Ms. Sanders declared the meeting adjourned at 6:15 p.m.

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

You Are Invited!

The Indianapolis Public Library

Free Upcoming Events

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

Continuing through April 1 – "Meet the Artists XXX Exhibit." Celebrate the 30th anniversary of Meet the Artists and view the works of prominent local African-American artists that are on display throughout Central Library. You're also invited to attend the First Friday event on March 2 from 6 - 9 p.m. and enjoy guided tours of the exhibit, painting demonstrations, youth workshops, author book signings and more. Held at the Central Library.

Continuing through March 31 – "Food & The Great War: Indianapolis in 1918." View a special exhibit that focuses on how the public was motivated to support the World War I effort by producing and conserving food. It will highlight the Library's World War I poster collection and other Library resources such as Digital Indy, the 5th Floor Microfilm area, the Historic Cookbook Collection, Hathi Trust, and the National World War I Museum and Memorial. Held in the Nina Mason Pulliam Indianapolis Special Collections Room at Central Library.

March 5 at 6 p.m. – "2018 Author Series @ E. 38th Street." Join us for the next program in this year-long series featuring talented local authors who will discuss their careers and latest works. This program will feature Iesha and De'Ante Webster, authors of the children's books *My Mom Says I'm Beautiful* and *The Flood of Kindness: Inspired by Hurricane Katrina*. Held at the East 38th Street Branch.

March 10 at 11 a.m. – "IndyPL Seed Library Program." It's that time of year to start your seeds! Master Gardeners from Purdue Extension will be on hand to answer questions about how to start a particular plant, whether it be indoors or directly in your outdoor garden. This program is part of a continuing series of offerings in the Library's Seed Library initiative. Held at the Glendale Branch.

March 13 at 6 p.m. – "An Evening With Young Adult Author Angie Thomas." Popular young adult author Angie Thomas will discuss her powerful novel, *The Hate U Give*, which has remained as a *New York Times* bestseller since its debut in 2017. The book is about an ordinary 16-year-old girl in extraordinary circumstances and addresses issues of racism and police violence with intelligence, heart and unflinching honesty. Book sales and autographing will follow the presentation. Held at Central Library.

March 15 at 7 p.m. – "McFadden Memorial Lecture With Jeff Kinney." Mark your calendar as acclaimed author and illustrator of the *Diary of a Wimpy Kid* series Jeff Kinney discusses the development of his award-winning series. The series has been a fixture on the *New York Times* bestseller list since 2007 when Kinney's first book was published. Book sales and a book signing will follow the presentation. Held at Central Library.

March 24 at 3 p.m. – "The Musical Story World of John Willams." You're invited as the Philharmonic Orchestra of Indianapolis presents a family-friendly concert featuring the magical music of composer John Williams. It will include selections from Superman, Star Wars, Indiana Jones, Harry Potter and more. There will also be instrument demonstrations for children. Held at Central Library.

We hope to see you at these exciting events!