



Executive Session Agenda

Indianapolis-Marion County Public Library

**Notice Of An Executive Session
January 23, 2017**

**Library Board Members are Hereby Notified That An Executive Session
Of the Board Will Be Held At The**

**Library Services Center
2450 North Meridian Street
At 6:00 P.M.**

**For the Purpose Of Considering The Following Agenda Items
Dated This 18th Day of January, 2017**

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

-- Executive Session Agenda--

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

3. Discussion

- a. Pursuant to IC 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees.

4. Other Business

5. Adjournment





Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
January 23, 2016**

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

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

**For The Purpose Of Considering The Following Agenda Items
Dated This 18th Day Of January, 2017**

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

-- Regular Meeting Agenda --

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

3. Collection Management Service Area Director's Report

Deb Lambert, Director, Collection Management Service Area, will provide an update on their services. (at meeting)

4. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

5. Approval of Minutes

a. Regular Meeting, December 19, 2016 (enclosed)

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, TBD)

a. Report of the Treasurer – December 2016 (enclosed)

b. Resolution 1 – 2017 (Confirming Marion County Board of Finance) (enclosed)

c. Resolution 2 – 2017 (Disclosure of Waived Fines and Fees) (enclosed)

d. Resolution 3 – 2017 (Outstanding Purchase Orders 2016) (enclosed)

e. Resolution 4 – 2017 (Transfers Between Classifications and Accounts) (enclosed)

- f. **Resolution 5 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Hallett & Sons for Moving Services) (enclosed)
 - g. **Resolution 6 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tactic, LLC for Website Design) (enclosed)
- 7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)**
- 8. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, TBD)**
- a. **Resolution 7 – 2017** (Approval to Award a Services Contract for the Central Library Clowes Auditorium Sound System Upgrade Project) (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 – December 2016** (enclosed)
 - 2) **Annual Performance Dashboard –2016** (enclosed)
 - b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
 - c. **December Media Report** (enclosed)
 - d. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (8 – 2017)**

Enclosed.

- e. **Digital Projects Update** – Meaghan Fukunaga, Digitization Manager, will give the Update. (at meeting)

UNFINISHED BUSINESS

11.

NEW BUSINESS

12.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

February, 2017 - To Be Determined

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – January 10, 2017** (enclosed)

15. **Board Meeting Schedule for 2017 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Board Meetings for 2017** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through February 26, 2017.** (enclosed)

- c. **Joint Meeting of Library Board Committees** – Tuesday, February 14, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, February 27, 2017, at the Glendale Branch Library, 6101 North Keystone Avenue, at 6:30 p.m.

18. Other Business

19. Adjournment



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 19, 2016**

The Indianapolis-Marion County Public Library Board met at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana, on Monday, December 19, 2016 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Dr. Wantz presided as Chairman. Ms. Charleston acted as Secretary.

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Members absent: Mr. Gutierrez, Dr. Jett and Rev. Robinson.

3. Branch Manager's Report

Elizabeth Schoettle, Manager, Beech Grove Branch, welcomed the Board. She noted that this was the first Board Meeting to be held at the branch since the merger earlier this year.

Ms. Schoettle commented that the statistics underscore the success of the merger. From June to November of 2016, Beech Grove staff issued 177% more library cards than the same period in 2015. Public computer use has increased 25%, circulation is up 88% and the number of patron visits has increased 44%.

Dr. Wantz thanked the Board members from Beech Grove for their service and for their commitment to become fully active Board members.

At this time, Sister Mary Luke Jones commented that the merger had been a positive and wonderful thing.

Dr. Fennema mentioned that he felt the merger was the best integration of governmental agencies that anyone has ever seen. He gave kudos to Ms. Schoettle and IMCPL staff for their time and effort on the merger.

Mr. Vorderstrasse expressed his appreciation on behalf of the Beech Grove residents, and his own children, that the merger was completed. It has provided accessibility to so

many wonderful things for the branch patrons. He noted his pleasure that “we made it work.”

4. Public Comment and Communications

a. Public Comment

Pamela Wright, Library staff member and member of AFSCME Local 3395, addressed the Board.

With regard to the extra compensation payment that was approved at last month’s Board meeting, Ms. Wright stated that she wished to thank former Board member, Vanessa Lopez Aguilera, who had advocated for this. She also thanked Library administration for presenting it and the Board for approving it. Things like this are a really good way to get a little bit more money into the hands of the people that need it—people of modest means, like our Library staff. She also acknowledged and thanked staff member, David Vaprin, who had proposed the idea of a bonus during the 2014 union contract negotiations.

Michael Torres, Library staff member and President of AFSCME Local 3395, presented the Board with information packets that are normally given to new Library staff members that outlines the work of the union. Additionally, he then read the following letter from Debra Garcia, the Executive Director of ASFCME Indiana-Kentucky Council 962, that was contained in the packet:

Dear Bargaining Unit Member:

Since 1963, AFSCME has played an integral part in negotiating labor agreements in both the public and private arenas in both Indiana and Kentucky. Our commitment to our affiliated locals and their members in both the bargaining process and the political arena has not only improved the relationships between employers and their employees, but has also increased the quality of living for our members.

AFSCME Indiana-Kentucky Organizing Committee 962 and its affiliated locals recognize that a positive labor-management relationship is essential. Additionally, the citizens of Indiana and Kentucky benefit from constructive and cooperative relationships between AFSCME and our member’s employers.

Due to AFSCME 962’s commitment, we have grown to be one of the strongest voices for the working class among the labor movement.

In our system of industrial relations, workers and employers have conflicting; as well as, common interests. It is our intent to provide a framework where differing viewpoints can be raised in a non-adversarial setting that provides for full discussion and the possibility of a solution that benefits all parties. We believe that such conflicts of interest can be worked out in an atmosphere of mutual respect.

Finally, Mr. Torres read the following statement that he had prepared for the Board:

Last month I gave a brief report on the outcome of our union vote to amend our contract or not. The Library's HR Director had presented a Paid Time Off (PTO) policy and that is what precipitated a vote. As I reported, the vote was an overwhelming no. The vote was not unanimous. I spoke with one of the yes voters. After a brief discussion with them, I assured them when the PTO policy comes to our negotiations in 2017, we will consider their vote for the policy and work to make that reason possible or better. That's what negotiations are about. This is not normal practice for employers to negotiate outside of the contract. Normally, these changes are brought to the negotiations table when the current contract is up for negotiations; we call that "negotiating in good faith." To prevent any misunderstanding that the union leadership was speaking for all its members, the union agreed to have membership vote whether to amend our current contract. We hope this was a teachable moment and not setting a precedent for additional missteps in the future.

Melinda Mullican, President of the Library's Staff Association, reported to the Board that 153 employees are currently members of the Staff Association. The Association sponsors such events as the May Breakfast, 4th of July celebration, Chili Cookoff, November Tea and a balloon in the 500 Festival Parade. In 2017, the Staff Association will celebrate its 75th anniversary. Ms. Mullican also described the Association's role in providing scholarship reimbursements to staff. Those reimbursements totaled \$2,500 in 2016.

- b. **Dear CEO Letters and Responses** were circulated for the Board's general information.
 - c. **Correspondence** was circulated for the Board's general information.
- 5. Approval Of Minutes: Executive Session, Regular and Special Meetings**
- a. **Regular Meeting, November 28, 2016**

The minutes were approved on the motion of Ms. Payne, seconded by Sr. Mary Luke Jones, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.
 - b. **Annual Meeting, November 28, 2016**

The minutes were approved on the motion of Sister Mary Luke Jones, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett)

a. Report of the Treasurer – November 2016

Becky Dixon, Chief Financial Officer, reviewed the Report of the Treasurer as follows:

Revenues – November revenue was slightly higher than projected.

Expenditures – November expenses were 10% higher than projected. This increase was in our e-resources.

November 2015 – The Library’s revenue was within 1% of last year. Expenditures were 18% higher – e-resources.

Fines/Fees – The Library’s fines and fees are approximately 6% less than last year.

Ms. Charleston 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 55 – 2016 (Directors and Officers Liability and Employment Practices)

Ms. Dixon advised that the Library was recommending approval of a contract for the Directors and Officers Liability and Employment Practices Library insurance with Continental Casualty Company in the amount of \$15,306.

After full discussion and careful consideration of Resolution 55 – 2016, the resolution was adopted on the motion of Mr. Vorderstrasse, seconded by Dr. Fennema, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. Resolution 56 – 2016 (Appropriation of Gift Proceeds and Transfers Between Accounts and Classifications)

After full discussion and careful consideration of Resolution 56 – 2016, the resolution was adopted on the motion of Dr. Fennema, seconded by Ms. Crenshaw,

and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

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; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)

a. Briefing Report – Performance Appraisals Analysis

Katherine Lerg, HR Director, discussed the Report that was presented to the Board. She noted that two full performance cycles have been completed using the updated performance appraisal process. In looking at the process, we want to make sure that we’re answering two questions: 1) Are we doing this right? 2) Are we getting out of the process what we’re looking for? We look at retaining employees that are skilled in our current technologies, that provide excellent customer service and that are motivated as continuous learners. This year 578 employees received an appraisal. Our next steps include re-evaluating and reducing the general competency section of the performance appraisal template. There were eight general competencies and we want to reduce those down because a lot of them can be incorporated into the essential functions. We will also re-evaluate the number and weightings of the essential functions. We noticed that some of those differences can skew overall ratings, particularly for the Page position, which only has two essential functions. We will review performance standards to ensure they are set at the appropriate level. And, we will look at adding specific managerial responsibilities to our appraisal template.

b. Briefing Report – Annual Review of IMCPL Acceptable Use Policy)

Ms. Crenshaw advised that the Committee had reviewed the proposed policy at its last meeting. She commented that the Library is “in sync” with what is required by code.

8. Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse)

a. Briefing Report – Action Item Scheduled for the January 2017 Facilities Committee Meeting – Approval to Award a Services Contract for the Central Library Clowes Auditorium Sound System Upgrade Project

Sharon Smith, Facilities Director, explained that the proposed project will upgrade the equipment and infrastructure in the Clowes Auditorium at Central Library to meet the diverse audio needs of events held at that location. The cost of the project is estimated between \$50,000-\$150,000. Vendor quotes will be considered in January 2017 followed by final Board action.

b. **Resolution 57 – 2016** (Approval of Naming Opportunity at the East Washington Branch Library Community Room)

Ms. Smith explained that the Library was requesting approval to name the new East Washington Branch Community Room for the late Stephen Howe Webb, a teacher, theologian and author. The branch has Mr. Webb's books in their collection. The naming opportunity is in response to a \$250,000 gift given through the Library Foundation.

After full discussion and careful consideration of Resolution 57 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Dr. Fennema, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

9. **Library Foundation Update**

December 2016 Library Foundation Update

Robert Jagers, President of the Indianapolis Public Library Foundation, provided the Update.

First of all, Ms. Jagers relayed a pair of stories of patrons who recently expressed their appreciation for library services. One individual is a 90-year-old with macular degeneration who uses the Library's eBook collection and the other is the father of children who benefit from the storytimes at the Glendale Branch. She commented that it was fantastic that she gets to experience an outpouring of gratitude for the Library through these various encounters.

The Foundation announced to Library staff the 2017 program disbursement for Library programs totaled \$3.2 million. The distribution includes funding for the new Center for African American Literature and Culture, digitization work, perennial Library programs including Summer Reading Program, Ready to Read, the Job Center and many other branch-level initiatives.

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

- AAA Hoosier Motor Club
- Fun-Races
- Clark Quinn Moses Scott & Grahn, LLP
- Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
- GiveSmart
- Tonn and Blank Construction
- Robert & Toni Bader Charitable Foundation

- The Sexton Companies
- Junior League of Indianapolis
- The Indianapolis Public Library
- Ritz Charles Inc.

This month, the Foundation provided funding for the following Library programs.

Children's

- On the Road to Reading
- Early Literacy Specialist

Lifelong

- The Job Center

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – November 2016

Jackie Nytes, Chief Executive Officer, pointed out that PC usage continues to diminish. This statistic reflects the trend of patrons using their own devices to access the Library's online services. This raises questions for us and we must determine what the Library's role will be going forward in this regard.

b. Progress Report on the Library's Strategic Plan – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report.

The focus of the Report was the Strategic Plan strategy of piloting new methods to harness volunteer expertise. The Library has experienced a 48% increase in volunteerism from 2014 and has enhanced its reputation as a place to volunteer in Indianapolis. As an example of best practices for volunteer engagement, the Indy Library Store's booksale for 30 years has been a volunteer-driven enterprise generating nearly \$200,000 a year for Library programs and services. The Library will continue to cultivate volunteers as Library advocates and use them as technology tutors and for various special projects such as RFID.

Ms. Charleston asked how senior citizens could avail themselves of the homebound services offered by the Library.

She was told that the patron may call any branch to obtain information about the service.

c. November Media Report was provided to the Board for their information. The Report listed major news and social media coverage.

Ms. Nytes mentioned that Central Library had hosted the recent YELP Bazaar. The event was attended by over 7,000 individuals and 139 new library cards were issued that evening.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (58 – 2016)**

After full discussion and careful consideration of Resolution 58 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Sister Mary Luke Jones, Ms. Payne, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- e. **Library Card Update** – John Helling, Public Services Director, presented an update on the Library’s initiative to provide library cards to local public schools. Successful projects have been completed for 14,000 students in Lawrence Township and 11,000 students in Warren Township. Mr. Helling described to the Board the process and training used for making the cards available and credited various Library staff members for their efforts. Some possible future projects include Perry and Wayne townships as well as Franklin Central schools.

Ms. Payne asked about the status of talks with Indianapolis Public Schools (IPS).

Mr. Helling replied that a feasibility study has just been completed with regard to IPS. A meeting will be scheduled with Library staff to review the study.

Dr. Fennema asked about the possibility of including Beech Grove Schools.

Ms. Nytes mentioned that a discussion was held with Dr. Kaiser. Beech Grove is ready to go whenever we would be ready. So, right now there are several schools ahead of them in the queue but they have been added to the list. She also noted that in addition to the library card project, they may also be interested in joining the Shared System.

UNFINISHED BUSINESS

11. Dr. Fennema advised that he had received some additional information from the Board members for the Activities List that has been incorporated into the document. If more info is provided this week, he will add that info as well and forward the revised information to the Board.

Dr. Wantz explained that the Board is holding itself accountable for its own performance and preparing information to be used for an evaluation tool.

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:

January, 2017 – *No items were suggested.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – December 6, 2016** 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 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through January 22, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, January 10, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, January 23, 2017, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 8:00 p.m.

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

Lillian L. Charleston, Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for December 2016
Prepared by Accounting for January 23, 2017 Board Meeting**

Contents

- Annual Highlights
- Financial Charts
- Operating Fund Revenues and Expenditures
- Expenditures for Operating, Debt, Capital Projects, and Rainy Day
- Status of the Treasury: Investment Report
- Status of the Treasury: Total Funds
- Parking Garage
- Cash Flow Projections: Operating Fund
- Cash Flow Projections: Bond & Interest Redemption Fund
- 2014, 2015 and 2016 Bond Expenditures
- Capital Projects Summary

2016 Annual Highlights

REVENUE: Actual revenue exceeded our projection and is 6% more than 2015

- Property Taxes for 2016, including Beech Grove, are 1% higher than projected and 5% higher than 2015 – Beech Grove is 1% of the increase over last year
- Intergovernmental (license excise taxes, financial institution taxes, and commercial excise taxes) came in at 9% more than 2015, some of the increase is due to Beech Grove
- County Option Income Taxes and Local Income Taxes were 1% less than projected and slightly higher than 2015 due to Beech Grove's share of Local Income Taxes

EXPENDITURES: Spent 9% less than projected and 1.5% more than 2015

- Personal Services – spent 2.5% less than last year – 2015 had 27 payrolls
- Supplies – spent 6% more than last year
- Other Charges & Services – spent 8% more than last year
- Capital – spent 9% more than last year

PURCHASE ORDERS:

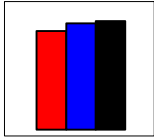
- Outstanding Purchase Orders increased by \$895,956 compared to last year- the majority of this increase relates to the "Reimagine Central Project". Other large encumbrances include \$89,966 for the sound system improvements at Central, \$179,672 for the AWE computers and \$212,618 for website design.

REVENUE/EXPENDITURES:

Beginning Cash Balance	\$16,414,587	Budget	\$42,237,240
Beech Grove Cash	469,838	Expenses	(38,259,714)
Plus Revenue	40,110,367	POs	<u>(2,683,870)</u>
Less Expenses & POs	(40,942,814)	Unspent Balance	\$ 1,293,656
Less Transfer to Rainy Day	<u>(2,500,000)</u>		(3%)
Ending Cash Balance	\$13,551,978		

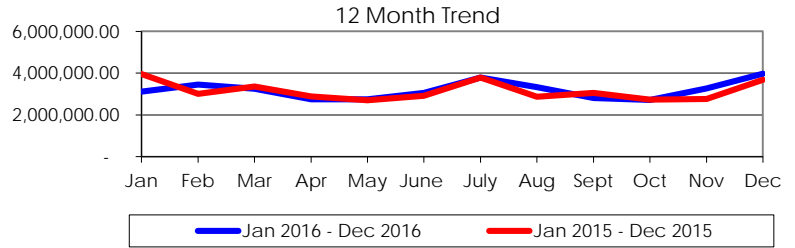
Finances - December 2016

Financial Comparisons - Operating Fund

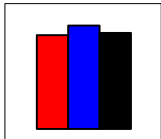


Expenses

3,675,998 December 15
 3,969,524 December 16
 4,046,716 Projected
 -1.9%

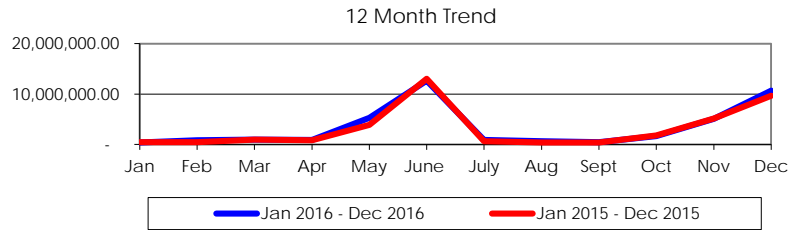


Spent more than projected - personal services, Spent less than projected - other services and charges and capital outlay



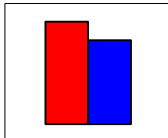
Revenue

9,697,744 December 15
 10,682,051 December 16
 9,908,392 Projected
 7.8%



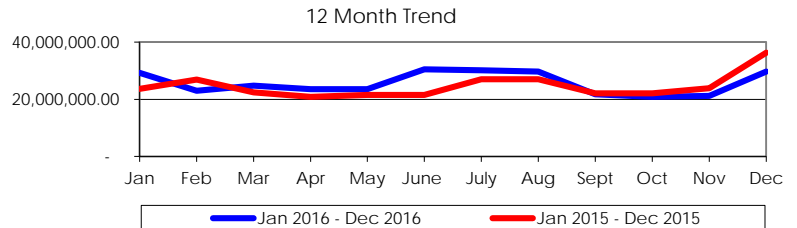
Property taxes - higher than projected

Investment Activity



Investments

36,255,879 December 15
 29,661,515 December 16



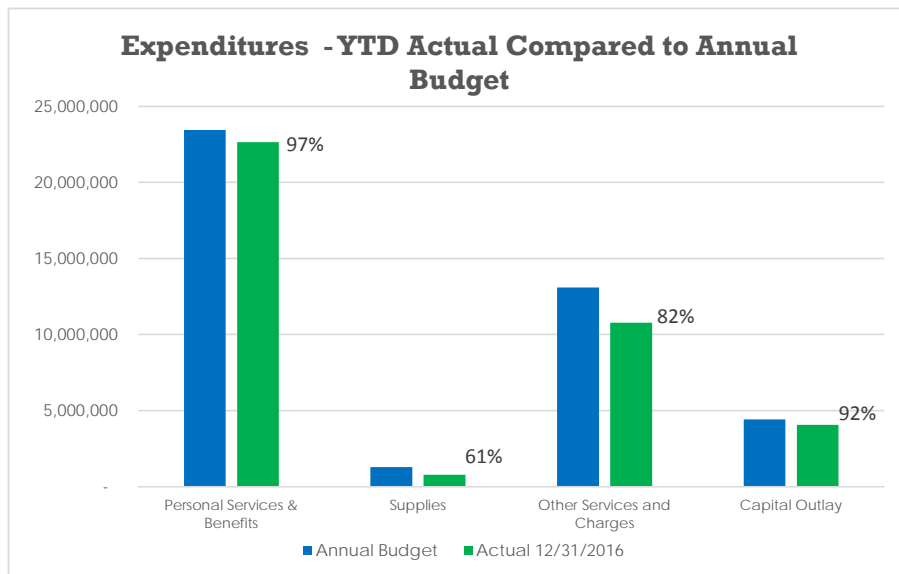
**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
OPERATING FUND REVENUES AND EXPENDITURES
MONTH DECEMBER 31, 2016**

Revenue	Annual		Variance % YTD
	2016 Adjusted Budget	Actual YTD 12/31/2016	
2016 - Property Taxes	30,151,849	30,403,163	1%
2016 - Intergovernmental	5,837,422	6,595,497	13%
Fines & Fees	873,551	887,963	2%
Charges for Services	185,500	234,852	27%
Miscellaneous	1,307,000	2,458,730 *	88%
Total	38,355,322	40,580,205	6%

*Includes cash transfer from Beech Grove

Expenditures	Annual		Variance % YTD
	2016 Adjusted Budget	Actual YTD 12/31/2016	
Personal Services & Benefits	23,445,195	22,642,055	-3%
Supplies	1,281,159	783,808	-39%
Other Services and Charges	13,092,485	10,777,335	-18%
Capital Outlay	4,418,401	4,055,746	-8%
Total	42,237,240	38,258,944	-9%

Note: We had a transfer from Operating to Rainy Day
in the amount of \$2,500,000



Indianapolis Marion County Public Library Operating Fund

For the Month Ended December 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	Actual M-T-D	Y-T-D 100 %	Outstanding P.O.	Balance 0 %	% Remaining
Expenses								
Services Personal								
Salaries & Wages								
SALARIES APPOINTED STAFF	15,011,602.98	(113,675.44)	14,897,927.54	1,869,269.27	14,654,170.69	0.00	243,756.85	2%
SALARIES HOURLY STAFF	1,755,115.02	(197,385.01)	1,557,730.01	156,950.19	1,501,210.35	0.00	56,519.66	4%
Total Salaries & Wages	16,766,718.00	(311,060.45)	16,455,657.55	2,026,219.46	16,155,381.04	0.00	300,276.51	2%
Employee Benefits								
HEALTH INSURANCE	3,786,089.00	(363,642.87)	3,422,446.13	239,497.75	3,116,097.14	10,808.91	295,540.08	9%
WELLNESS	25,000.00	0.00	25,000.00	150.00	15,350.00	0.00	9,650.00	39%
GROUP LIFE INSURANCE	30,000.00	850.00	30,850.00	3,167.59	30,834.32	0.00	15.68	0%
LONG TERM DISABILITY INSURANCE	27,000.00	7,000.00	34,000.00	2,826.45	33,706.09	0.00	293.91	0%
UNEMPLOYMENT COMPENSATION	5,000.00	3,000.00	8,000.00	0.00	5,110.45	2,000.00	889.55	11%
FICA AND MEDICARE	1,284,567.00	4,221.19	1,288,788.19	145,938.98	1,167,314.03	0.00	121,474.16	9%
PERF	2,140,085.00	(8,512.07)	2,131,572.93	264,829.88	2,081,784.89	0.00	49,788.04	2%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	1,835.00	22,020.00	0.00	0.00	0%
TUITION ASSISTANCE	8,000.00	6,958.00	14,958.00	778.84	14,457.32	0.00	500.68	3%
SALARY ADJUSTMENT	25,000.00	(13,098.00)	11,902.00	0.00	0.00	0.00	11,902.00	100%
Total Employee Benefits	7,352,761.00	(363,223.75)	6,989,537.25	659,024.49	6,486,674.24	12,808.91	490,054.10	7%
Total Services Personal	24,119,479.00	(674,284.20)	23,445,194.80	2,685,243.95	22,642,055.28	12,808.91	790,330.61	3%
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	432,381.00	339,364.44	771,745.44	21,853.93	456,494.82	303,499.29	11,751.33	2%
UNIFORMS	7,000.00	0.00	7,000.00	0.00	540.55	5,500.00	959.45	14%
Total Office Supplies	439,381.00	339,364.44	778,745.44	21,853.93	457,035.37	308,999.29	12,710.78	2%
Operating Supplies								
CLEANING & SANITATION	159,850.00	(11,972.90)	147,877.10	14,434.66	99,248.30	16,867.59	31,761.21	21%
GASOLINE	40,000.00	2,191.09	42,191.09	2,762.16	18,015.53	9,749.27	14,426.29	34%
Total Operating Supplies	199,850.00	(9,781.81)	190,068.19	17,196.82	119,263.83	26,616.86	46,187.50	24%
Other Supplies								
LIBRARY SUPPLIES	175,500.00	63,414.28	238,914.28	60,398.71	199,404.44	25,545.69	13,964.15	6%

Indianapolis Marion County Public Library Operating Fund

For the Month Ended December 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	Actual M-T-D	Y-T-D 100 %	Outstanding P.O.	Balance 0 %	% Remaining
NON-CAPITAL FURNITURE & EQUIPMENT	15,000.00	58,431.57	73,431.57	2,231.00	10,873.63	62,557.94	0.00	0%
Total Other Supplies	190,500.00	121,845.85	312,345.85	62,629.71	210,278.07	88,103.63	13,964.15	4%
Total Supplies	829,731.00	451,428.48	1,281,159.48	101,680.46	784,577.27	423,719.78	72,862.43	6%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	190,000.00	160,225.00	350,225.00	2,406.15	87,398.10	238,240.35	27,586.55	8%
ENGINEERING & ARCHITECTURAL	0.00	100.00	100.00	0.00	0.00	0.00	100.00	100%
LEGAL SERVICES	195,000.00	64,858.00	259,858.00	30,671.50	182,427.50	50,000.00	27,430.50	11%
Total Professional Services	385,000.00	225,183.00	610,183.00	33,077.65	266,825.60	288,240.35	55,117.85	9%
Communication & Transportation								
POSTAGE	64,000.00	(11,605.55)	52,394.45	1,948.50	32,249.89	980.69	19,163.87	37%
TRAVEL	36,520.00	4,000.00	40,520.00	5,358.20	29,171.18	0.00	11,348.82	28%
CONFERENCES	86,380.00	4,600.00	90,980.00	2,795.32	84,086.75	0.00	6,893.25	8%
IN HOUSE CONFERENCE	40,000.00	(4,319.90)	35,680.10	2,385.00	35,169.87	510.00	0.23	0%
FREIGHT & EXPRESS	6,000.00	0.00	6,000.00	531.20	4,039.19	0.00	1,960.81	33%
DATA COMMUNICATIONS	298,000.00	41,366.74	339,366.74	17,088.14	319,041.06	20,325.00	0.68	0%
CELLULAR PHONE	9,810.00	3,128.00	12,938.00	490.00	12,927.57	0.00	10.43	0%
Total Communication & Transportation	540,710.00	37,169.29	577,879.29	30,596.36	516,685.51	21,815.69	39,378.09	7%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	1,000.00	3,250.00	0.00	623.24	0.00	2,626.76	81%
Printing	238,550.00	(29,120.00)	209,430.00	10,776.16	165,887.99	23,289.00	20,253.01	10%
Total Printing & Advertising	240,800.00	(28,120.00)	212,680.00	10,776.16	166,511.23	23,289.00	22,879.71	11%
Insurance								
OFFICIAL BONDS	1,000.00	(25.00)	975.00	0.00	975.00	0.00	0.00	0%
AUTOMOBILE	11,500.00	(5,862.00)	5,638.00	0.00	5,637.00	0.00	0.40	0%
PACKAGE	186,000.00	20,076.80	206,076.80	0.00	206,076.40	0.00	0.40	0%
WORKER'S COMPENSATION	165,050.00	48,481.00	213,531.00	0.00	189,510.00	24,021.00	0.00	0%
EXCESS LIABILITY	7,400.00	317.00	7,717.00	0.00	7,717.00	0.00	0.00	0%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	(161.00)	15,839.00	0.00	15,839.00	0.00	0.00	0%
BROKERAGE FEE	17,000.00	0.00	17,000.00	0.00	17,000.00	0.00	0.00	0%
Total Insurance	403,950.00	62,826.80	466,776.80	0.00	442,755.00	24,021.00	0.80	0%

Indianapolis Marion County Public Library Operating Fund

For the Month Ended December 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	Actual M-T-D	Y-T-D 100 %	Outstanding P.O.	Balance 0 %	% Remaining
Utilities								
Gas	103,850.00	33,626.49	137,476.49	6,346.45	66,023.08	50,753.61	20,699.80	15%
ELECTRICITY	876,875.00	68,498.76	945,373.76	69,089.58	870,704.47	69,710.78	4,958.51	1%
HEAT/STEAM	364,000.00	(51,103.49)	312,896.51	20,419.31	240,292.00	72,604.51	0.00	0%
COOLING/CHILLED WATER	453,200.00	26,774.94	479,974.94	29,228.56	475,107.01	4,867.93	0.00	0%
WATER	58,750.00	5,592.48	64,342.48	2,556.41	50,838.28	10,611.38	2,892.82	5%
STORMWATER	13,750.00	3,177.20	16,927.20	0.00	16,893.46	0.00	33.74	0%
SEWAGE	65,356.00	3,718.62	69,074.62	2,505.21	60,627.80	8,348.15	98.67	0%
Total Utilities	1,935,781.00	90,285.00	2,026,066.00	130,145.52	1,780,486.10	216,896.36	28,683.54	1%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	804,800.00	729,211.25	1,534,011.25	88,938.74	958,824.71	497,411.23	77,775.31	5%
REP & MAINT-HEATING & AIR	155,000.00	131,908.58	286,908.58	24,761.61	221,265.11	59,421.39	6,222.08	2%
REP & MAINT -AUTO	40,000.00	7,233.38	47,233.38	7,219.20	37,833.62	4,428.46	4,971.30	2%
REP & MAINT-EQUIPMENT	101,000.00	(51,671.68)	49,328.32	5,792.25	29,993.41	8,539.35	10,795.56	22%
REP & MAINT-COMPUTERS	393,960.00	14,789.50	408,749.50	(1,801.75)	345,686.32	63,058.10	5.08	0%
CLEANING	944,349.00	5,744.00	950,093.00	70,363.37	863,264.42	86,828.53	0.05	0%
Total Repairs & Maintenance	2,439,109.00	837,215.03	3,276,324.03	195,273.42	2,456,867.59	719,687.06	99,769.38	3%
Rentals								
REAL ESTATE	452,412.00	0.00	452,412.00	37,505.30	446,724.46	0.00	5,687.54	1%
EQUIPMENT RENTAL	63,210.00	7,228.40	70,438.40	4,801.78	61,247.60	4,501.78	4,689.02	7%
Total Rentals	515,622.00	7,228.40	522,850.40	42,307.08	507,972.06	4,501.78	10,376.56	2%
Other Services & Charges								
AUDIT FEES	12,000.00	2,971.00	14,971.00	14,971.00	14,971.00	0.00	0.00	0%
TRANSFR TO LIBRARY IMPROVMT FND	200,000.00	0.00	200,000.00	200,000.00	200,000.00	0.00	0.00	0%
DUES & MEMBERSHIPS	51,455.00	3,729.90	55,184.90	2,565.00	52,149.96	1,995.00	1,039.94	2%
COMPUTER SERVICES	38,000.00	8,270.65	46,270.65	(396.67)	32,707.45	6,157.98	7,405.22	16%
PAYROLL SERVICES	137,000.00	1,182.78	138,182.78	12,348.28	123,016.98	6,140.00	9,025.80	7%
SECURITY SERVICES	914,325.00	(62,851.48)	851,473.52	84,931.12	734,654.02	108,938.59	7,880.91	1%
TRASH REMOVAL	52,928.00	9,690.14	62,618.14	3,941.11	56,188.46	6,429.68	0.00	0%
SNOW REMOVAL	325,000.00	(45,996.22)	279,003.78	4,200.00	188,157.82	90,845.00	0.96	0%
PROGRAMMING	85,000.00	(16,679.00)	68,321.00	2,223.51	49,060.93	5,100.00	14,160.07	21%
PROGRAMMING-JUV.	166,000.00	(34,099.25)	131,900.75	3,963.63	112,975.53	620.00	18,305.22	14%

Indianapolis Marion County Public Library Operating Fund

For the Month Ended December 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	Actual M-T-D	Y-T-D 100 %	Outstanding P.O.	Balance 0 %	% Remaining
PROGRAMMING ADULT - CENTRAL	30,000.00	(900.00)	29,100.00	1,646.00	16,041.50	0.00	13,058.50	45%
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	0.00	2,016.81	0.00	6,983.19	78%
EVENTS & PR	39,700.00	(1,865.00)	37,835.00	315.00	19,314.56	5,998.00	12,522.44	31%
LAWN & LANDSCAPING	268,312.00	(26,677.12)	241,634.88	1,756.25	219,727.34	10,075.00	11,832.54	5%
OTHER CONTRACTUAL SERVICES	444,720.00	389,808.37	834,528.37	67,948.03	423,866.08	352,403.81	58,258.48	7%
MATERIALS CONTRACTUAL	2,000,000.00	329,406.93	2,329,406.93	(1,318.62)	2,329,406.93	0.00	0.00	0%
LIBRARY MEDIA STATION	5,000.00	0.00	5,000.00	0.00	1,368.00	0.00	3,632.00	73%
BANK FEES/CREDIT CARD FEES	50,000.00	400.00	50,400.00	3,969.21	48,929.58	0.00	1,470.42	3%
RECRUITMENT EXPENSES	14,290.00	603.95	14,893.95	745.09	14,679.27	0.00	214.68	1%
Total Other Services & Charges	4,842,730.00	556,995.65	5,399,725.65	403,807.94	4,639,232.22	594,703.06	165,790.37	3%
Total Other Services & Charges	11,303,702.00	1,788,783.17	13,092,485.17	845,984.13	10,777,335.31	1,893,154.30	421,995.56	3%
Capital Outlay								
IMPROVEMENTS OTHER THAN BUILDINGS	0.00	750.00	750.00	0.00	0.00	0.00	750.00	100%
Capital - Furniture	0.00	45,264.00	45,264.00	0.00	0.00	45,264.00	0.00	0%
CAPITAL - EQUIPMENT	0.00	232,778.36	232,778.36	10,568.38	127,505.66	105,272.63	0.07	0%
ART & EXHIBITS	0.00	6,929.00	6,929.00	0.00	6,928.99	0.00	0.01	0%
COMPUTER EQUIPMENT	10,000.00	479,424.81	489,424.81	0.00	307,698.19	179,672.00	2,054.62	0%
BOOKS & MATERIALS	3,500,000.00	(23,177.54)	3,476,822.46	287,252.09	3,475,335.49	1,486.97	0.00	0%
UNPROCESSED PAPERBACK BOOKS	126,000.00	11,652.35	137,652.35	11,701.62	110,443.45	21,546.81	5,662.09	4%
VEHICLES	0.00	28,780.00	28,780.00	27,834.25	27,834.25	945.00	0.75	0%
Total Capital Outlay	3,636,000.00	782,400.98	4,418,400.98	337,356.34	4,055,746.03	354,187.41	8,467.54	0%
Total Expenses	39,888,912.00	2,348,328.43	42,237,240.43	3,970,264.88	38,259,713.89	2,683,870.40	1,293,656.14	3%

Indianapolis Marion County Public Library Bond and Interest Redemption Fund

For the Month Ended December 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 100 %	P.O.	Balance 0 %	% Remaining
Expenses								
Other Services & Charges								
Other Services & Charges								
BOND EXPENSES	9,550,000.00	10,000.00	9,560,000.00	2,265,000.00	9,560,000.00	0.00	0.00	0%
Lease Payments	0.00	176,300.00	176,300.00	0.00	148,196.26	0.00	28,103.74	16%
INTEREST EXPENSE	2,554,480.00	(24,992.00)	2,529,488.00	601,367.50	2,529,486.68	0.00	1.32	0%
BANK FEES/CREDIT CARD FEES	4,000.00	1,700.00	5,700.00	2,100.00	5,600.00	0.00	100.00	2%
Total Other Services & Charges	12,108,480.00	163,008.00	12,271,488.00	2,868,467.50	12,243,282.94	0.00	28,205.06	0%
Total Other Services & Charges	12,108,480.00	163,008.00	12,271,488.00	2,868,467.50	12,243,282.94	0.00	28,205.06	0%
Total Expenses	12,108,480.00	163,008.00	12,271,488.00	2,868,467.50	12,243,282.94	0.00	28,205.06	0%

Indianapolis Marion County Public Library Capital Projects Fund

For the Month December 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 100 %	P.O.	Balance 0 %	% Remaining
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	489,800.00	41,864.60	531,664.60	34,911.53	324,150.29	128,014.78	79,499.53	15%
Total Office Supplies	489,800.00	41,864.60	531,664.60	34,911.53	324,150.29	128,014.78	79,499.53	15%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	167,000.00	(52,194.48)	114,805.52	0.00	88,315.73	3,041.63	23,448.16	20%
Total Other Supplies	167,000.00	(52,194.48)	114,805.52	0.00	88,315.73	3,041.63	23,448.16	20%
Total Supplies	656,800.00	(10,329.88)	646,470.12	34,911.53	412,466.02	131,056.41	102,947.69	16%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	25,000.00	110,266.00	135,266.00	35,000.00	76,333.10	55,710.00	3,222.90	2%
ENGINEERING & ARCHITECTURAL	0.00	24,750.63	24,750.63	0.00	24,750.00	0.00	0.63	0%
LEGAL SERVICES	0.00	9,661.00	9,661.00	2,100.00	9,661.00	0.00	0.00	0%
Total Professional Services	25,000.00	144,677.63	169,677.63	37,100.00	110,744.10	55,710.00	3,223.53	2%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	440,000.00	424,159.33	864,159.33	66,076.47	699,894.50	94,727.00	69,537.83	8%
REP & MAINT-HEATING & AIR	450,000.00	(96,872.00)	353,128.00	0.00	344,128.00	0.00	9,000.00	3%
REP & MAINT-EQUIPMENT	0.00	9,565.00	9,565.00	0.00	9,565.00	0.00	0.00	0%
Total Repairs & Maintenance	890,000.00	336,852.33	1,226,852.33	66,076.47	1,053,587.50	94,727.00	78,537.83	6%
Other Services & Charges								
OTHER CONTRACTUAL SERVICES	25,000.00	2,923.00	27,923.00	1,190.00	22,322.93	5,600.00	0.07	0%
Total Other Services & Charges	25,000.00	2,923.00	27,923.00	1,190.00	22,322.93	5,600.00	0.07	0%
Total Other Services & Charges	940,000.00	484,452.96	1,424,452.96	104,366.47	1,186,654.53	156,037.00	81,761.43	6%

Indianapolis Marion County Public Library Capital Projects Fund

For the Month December 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 100 %	P.O.	Balance 0 %	% Remaining
Capital Outlay								
LAND	0.00	26,800.00	26,800.00	0.00	26,800.00	0.00	0.00	0%
BUILDING	0.00	22,001.00	22,001.00	0.00	22,000.02	0.00	0.98	0%
BUILDING IMPROVEMENTS & UPGRADES	0.00	91,143.00	91,143.00	0.00	91,143.00	0.00	0.00	0%
CAPITAL - FURNITURE	0.00	24,849.89	24,849.89	0.00	24,849.89	0.00	0.00	0%
CAPITAL - EQUIPMENT	0.00	306,301.00	306,301.00	18,755.00	242,140.00	64,161.00	0.00	0%
COMPUTER EQUIPMENT	236,000.00	234,824.48	470,824.48	0.00	369,910.48	30,493.96	70,420.04	15%
Total Capital Outlay	236,000.00	705,919.37	941,919.37	18,755.00	776,843.39	94,654.96	70,421.02	7%
Total Expenses	1,832,800.00	1,180,042.45	3,012,842.45	158,033.00	2,375,963.94	381,748.37	255,130.14	8%

Indianapolis Marion County Public Library
Income Statement - Rainy Day Fund
For the Month Ended December 31, 2016

39 - Rainy Day Fund	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Revenues								
Other Revenue								
TRANSFER IN	0.00	0.00	0.00	0.00	2,505,000.00	0.00	(2,505,000.00)	0%
INTEREST INCOME	45,000.00	0.00	45,000.00	3,281.30	28,015.38	0.00	16,984.62	38%
Total Other Revenue	45,000.00	0.00	45,000.00	3,281.30	2,533,015.38	0.00	(2,488,015.38)	-5529%
Total Revenues	45,000.00	0.00	45,000.00	3,281.30	2,533,015.38	0.00	(2,488,015.38)	-5529%
Expenses								
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	544,630.00	14,053.12	558,683.12	3,100.00	31,368.29	97,956.71	429,358.12	77%
LEGAL SERVICES	400,000.00	17,432.00	417,432.00	7,180.00	77,470.00	10,000.00	329,962.00	79%
Total Professional Services	944,630.00	31,485.12	976,115.12	10,280.00	108,838.29	107,956.71	759,320.12	78%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	0.00	207.68	207.68	0.00	207.68	0.00	0.00	0%
OUTSIDE PRINTING	0.00	234.00	234.00	0.00	234.00	0.00	0.00	0%
Total Printing & Advertising	0.00	441.68	441.68	0.00	441.68	0.00	0.00	0%
Repairs & Maintenance								
REP & MAINT -AUTO	0.00	4,823.20	4,823.20	0.00	0.00	0.00	4,823.20	100%
Total Repairs & Maintenance	0.00	4,823.20	4,823.20	0.00	0.00	0.00	4,823.20	100%
Total Other Services & Charges	944,630.00	36,750.00	981,380.00	10,280.00	109,279.97	107,956.71	764,143.32	78%
Capital Outlay								
LAND	1,555,370.00	(4,135.20)	1,551,234.80	5,000.00	17,000.00	560,726.00	973,508.80	63%
VEHICLES	0.00	411,981.20	411,981.20	0.00	411,981.20	0.00	0.00	0%
Total Capital Outlay	1,555,370.00	407,846.00	1,963,216.00	5,000.00	428,981.20	560,726.00	973,508.80	50%
Total Expenses	2,500,000.00	444,596.00	2,944,596.00	15,280.00	538,261.17	668,682.71	1,737,652.12	59%

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

Chase Savings Account

	Balance December 31, 2016	Interest Earned December 31, 2016
Operating Fund	\$ 2,374,159	\$ 161
Library Improvement Reserve Fd	\$ 75,588	\$ 5
Shared System Fund	\$ 145,983	\$ 10
Grant Fund	\$ 136,734	\$ 9
Parking Garage	\$ 54,014	\$ 4
Capital Projects Fund	\$ 10,296	\$ 1
Bond & Interest Redemption Fd	\$ 32,829	\$ 2
Total Chase Savings Account	\$ 2,829,604	\$ 192

The average savings account rate for December was 0.08%

Fifth Third Bank Investment Account

	Balance December 31, 2016	Interest Earned December 31, 2016
Operating Fund	\$ 1,543,846	\$ 1,027
Library Improvement Reserve Fd	\$ 2,960,526	\$ 1,970
Shared System Fund	\$ 305,727	\$ 203
Gift Fund	\$ 509,546	\$ 339
Construction Fund	\$ 237,997	\$ 158
Capital Projects Fund	\$ 285	\$ 285
Parking Garage	\$ 200,043	\$ 43
Rainy Day Fund	\$ 6,087,980	\$ 3,212
Bond & Interest Redemption Fd	\$ 1,019,091	\$ 678
Total Fifth Third Bank	\$ 12,865,041	\$ 7,915

The average investment account rate for December was .80%

Hoosier Fund Account Income

	Balance December 31, 2016	Interest Earned December 31, 2016
Operating Fund	\$ 3,516,613	\$ 1,443
Capital Projects	\$ 200,949	\$ 82
Rainy Day Fund	\$ 169,914	\$ 70
Total Hoosier Fund Account	\$ 3,887,476	\$ 1,595

The average Hoosier Fund account rate for December was 0.50%

Huntington Bank Money Market Account Income

	Balance December 31, 2016	Interest Earned December 31, 2016
2014 Multi-Branch Improvements	\$ 558,576	\$ 185
Total Huntington Bank Account	\$ 558,576	\$ 185

The average Huntington Bank account rate for December was 0.35%

TrustIndiana

	Balance December 31, 2016	Interest Earned December 31, 2016
Operating Fund	\$ 11,714	\$ 6
2015 RFID Project Fund	\$ 1,500,000	\$ -
2016 Michigan Road Project Fund	\$ 7,000,339	\$ 339
Bond & Interest Redemption Fd	\$ 1,008,765	\$ 1,255
Total TrustIndiana Account	\$ 9,520,818	\$ 1,600

The average TrustIndiana account rate for December was 0.59%

Previous Month's Chase Savings Account Activity

	Balance November 30, 2016	Interest Earned November 30, 2016
Operating Fund	\$ 2,373,998	\$ 133
Library Improvement Reserve Fd	\$ 75,583	\$ 5
Shared System Fund	\$ 145,973	\$ 10
Grant Fund	\$ 136,725	\$ 9
Parking Garage	\$ 54,011	\$ 4
Capital Projects Fund	\$ 10,296	\$ 1
Bond & Interest Redemption Fd	\$ 32,827	\$ 2
Total Chase Savings Account	\$ 2,829,412	\$ 163

The average savings account rate for November was 0.08%

Previous Month's Fifth Third Bank Investment Account

	Balance November 30, 2016	Interest Earned November 30, 2016
Operating Fund	\$ 1,542,818	\$ 1,057
Library Improvement Reserve Fd	\$ 2,958,556	\$ 2,028
Shared System Fund	\$ 305,524	\$ 209
Gift Fund	\$ 509,207	\$ 349
Construction Fund	\$ 237,839	\$ 163
Capital Projects Fund	\$ 510,096	\$ 350
Parking Garage	\$ -	\$ -
Rainy Day Fund	\$ 3,784,769	\$ 2,594
Bond & Interest Redemption Fd	\$ 1,018,413	\$ 698
Total Fifth Third Bank	\$ 10,867,222	\$ 7,448

The average investment account rate for November was .82%

Previous Month's Hoosier Fund Account Income

	Balance November 30, 2016	Interest Earned November 30, 2016
Operating Fund	\$ 3,515,170	\$ 1,315
Capital Projects	\$ 200,867	\$ 75
Rainy Day Fund	\$ 169,844	\$ 64
Total Hoosier Fund Account	\$ 3,885,882	\$ 1,454

The average Hoosier Fund account rate for November was 0.46%

Previous Month's Huntington Bank Money Market Account Income

	Balance November 30, 2016	Interest Earned November 30, 2016
2014 Multi-Branch Improvements	\$ 1,058,418	\$ 318
Total Huntington Bank Account	\$ 1,058,418	\$ 318

The average Huntington Bank account rate for November was 0.35%

Previous Month's TrustIndiana

	Balance November 30, 2016	Interest Earned November 30, 2016
Operating Fund	\$ 11,709	\$ 6
2015 RFID Project Fund	\$ 1,500,000	\$ -
2016 Michigan Road Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd	\$ 1,007,509	\$ 1,199
Total TrustIndiana Account	\$ 2,519,218	\$ 1,204

The average TrustIndiana account rate for November was 0.58%

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

	[----- Checking and Savings Account Activity - Chase -----]						Total All Balances 12/31/2016
	Prior Year All Balances 12/31/2015	Beginning Balance 11/30/2016	Current Month Receipts	Current Month Disbursements	Ending Balance 12/31/2016	Investments 12/31/2016	
TOTAL ALL FUNDS	39,844,964.08	8,678,756.09	25,896,760.72	18,070,308.68	16,505,208.13	26,831,911.20	43,337,119.33
OPERATING FUND	16,414,586.79	4,453,623.62	10,867,461.27	4,157,410.04	11,163,674.85	5,072,172.97	16,235,847.82
Current Year			10,867,461.27	4,157,410.04			
Investments			-	-			
CAPITAL PROJECTS FUND	1,565,623.15	(331,831.92)	710,673.33	123,383.66	255,457.75	201,234.15	456,691.90
Current Year			200,577.27	123,383.66			
Investments			510,096.06	-			
BOND & INTEREST REDEMPTION FUND	5,551,620.08	640,148.49	5,014,435.81	2,868,467.50	2,786,116.80	2,027,855.64	4,813,972.44
Current Year			5,014,435.81	2,868,467.50			
Investments			-	-			
CONSTRUCTION FUND	526,291.14	68,423.34	-	660.00	67,763.34	237,997.04	305,760.38
Current Year			-	660.00			
Investments			-	-			
RAINY DAY FUND	4,518,975.57	2,571,115.25	-	2,315,280.00	255,835.25	6,257,894.53	6,513,729.78
Current Year			-	15,280.00			
Investments			-	2,300,000.00			
LIBRARY IMPROVEMENT RESERVE FUND	3,018,307.68	156,115.81	200,005.13	-	356,120.94	2,960,526.20	3,316,647.14
Current Year			200,005.13	-			
Investments			-	-			
2014 MULTI-BRANCH IMPROVEMENT	4,636,340.70	60,114.06	541,310.99	421,200.72	180,224.33	558,575.50	738,799.83
Current Year			41,310.99	421,200.72			
Investments			500,000.00	-			
2015 RFID BOOKS & MATERIALS PROJECT	1,931,369.52	135,285.33	-	4,098.76	131,186.57	1,500,000.00	1,631,186.57
Current Year			-	4,098.76			
Investments			-	-			
2016 MICHIGAN ROAD	-	-	7,565,000.00	7,133,005.26	431,994.74	7,000,339.12	7,432,333.86
Current Year			7,565,000.00	133,005.26			
Investments			-	7,000,000.00			
2017 BRIGHTWOOD	-	-	59,450.00	-	59,450.00	-	59,450.00
Current Year			59,450.00	-			
Investments			-	-			
PARKING GARAGE FUND	103,881.40	365,783.80	20,589.42	213,154.93	173,218.29	200,042.96	373,261.25
Current Year			20,589.42	213,154.93			
GIFT FUND	690,789.93	83,135.31	163,275.00	191,565.57	54,844.74	509,545.67	564,390.41
Current Year			163,275.00	191,565.57			
GRANT FUND	215,159.62	162,330.16	55,105.78	41,421.52	176,014.42	-	176,014.42
Current Year			55,105.78	41,421.52			
OTHER FUNDS & ACTIVITY:							
PAYROLL DEDUCTIONS	85,364.70	82,322.82	683,088.60	590,535.07	174,876.35	-	174,876.35
FOUNDATION AGENCY FUND	882.68	690.56	891.43	690.56	891.43	-	891.43
STAFF ASSOCIATION AGENCY FUND	-	-	10.00	-	10.00	-	10.00
SALES TAX AGENCY FUND	567.25	1,039.06	578.73	1,039.06	578.73	-	578.73
PLAC CARD AGENCY FUND	14,258.30	10,680.80	4,678.75	-	15,359.55	-	15,359.55
SHARED SYSTEM	570,945.57	219,779.60	10,206.48	8,396.03	221,590.05	305,727.42	527,317.47

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

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
Revenues								
Other Revenue								
INTEREST INCOME	50.00	0.00	50.00	46.63	85.14	0.00	35.14	70.28%
PARKING GARAGE REVENUE	182,000.00	230,472.05	412,472.05	7,335.75	410,300.05	0.00	(2,172.00)	(0.53)%
Events Parking	10,000.00	781.25	10,781.25	0.00	10,781.25	0.00	0.00	0.00%
Total Other Revenue	192,050.00	231,253.30	423,303.30	7,382.38	421,166.44	0.00	(2,136.86)	(0.50)%
Total Revenues	192,050.00	231,253.30	423,303.30	7,382.38	421,166.44	0.00	(2,136.86)	(0.50)%
Expenses								
Supplies								
Office Supplies								
PRINTING SUPPLIES	3,000.00	1,124.31	4,124.31	0.00	2,610.31	0.00	1,514.00	36.71%
OTHER OFFICE SUPPLIES	4,000.00	5,761.43	9,761.43	282.00	5,513.98	371.74	3,875.71	39.70%
UNIFORMS	100.00	0.00	100.00	0.00	44.60	0.00	55.40	55.40%
Total Office Supplies	7,100.00	6,885.74	13,985.74	282.00	8,168.89	371.74	5,445.11	38.93%
Total Supplies	7,100.00	6,885.74	13,985.74	282.00	8,168.89	371.74	5,445.11	38.93%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	0.00	26,770.00	26,770.00	0.00	0.00	26,770.00	0.00	0.00%
LEGAL SERVICES	0.00	8,920.00	8,920.00	6,410.00	8,920.00	0.00	0.00	0.00%
Total Professional Services	0.00	35,690.00	35,690.00	6,410.00	8,920.00	26,770.00	0.00	0.00%
Communication & Transportation								
TELEPHONE	4,000.00	(41.45)	3,958.55	313.32	3,772.38	0.00	186.17	4.70%
DATA COMMUNICATIONS	500.00	83.45	583.45	0.00	541.45	0.00	42.00	7.20%
Total Communication & Transportation	4,500.00	42.00	4,542.00	313.32	4,313.83	0.00	228.17	5.02%

Indianapolis Marion County Public Library Income Statement - Parking Garage

For the Month Ended December 31, 2016

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
Insurance								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	431.00	5,172.00	0.00	828.00	13.80%
Total Insurance	6,000.00	0.00	6,000.00	431.00	5,172.00	0.00	828.00	13.80%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	5,000.00	15,322.00	20,322.00	(12,100.00)	20,321.50	0.00	0.50	0.00%
REP & MAINT-HEATING & AIR	15,000.00	6,900.88	21,900.88	0.00	7,315.00	14,585.00	0.88	0.00%
REP & MAINT-EQUIPMENT	20,000.00	25.12	20,025.12	0.00	20,012.12	0.00	13.00	0.06%
Total Repairs & Maintenance	40,000.00	22,248.00	62,248.00	(12,100.00)	47,648.62	14,585.00	14.38	0.02%
Rentals								
EQUIPMENT RENTAL	150.00	150.00	300.00	0.00	300.00	0.00	0.00	0.00%
Total Rentals	150.00	150.00	300.00	0.00	300.00	0.00	0.00	0.00%
Other Services & Charges								
PARKING GARAGE CONTRACTUAL	12,000.00	0.00	12,000.00	1,000.00	12,000.00	0.00	0.00	0.00%
CLEANING SERVICES	6,000.00	0.00	6,000.00	0.00	5,732.42	0.00	267.58	4.46%
OTHER CONTRACTUAL SERVICES	70,000.00	(4,785.34)	65,214.66	4,070.78	51,856.49	4,800.00	8,558.17	13.12%
BANK FEES/CREDIT CARD FEES	7,500.00	174.34	7,674.34	622.83	7,674.34	0.00	0.00	0.00%
Total Other Services & Charges	95,500.00	(4,611.00)	90,889.00	5,693.61	77,263.25	4,800.00	8,825.75	9.71%
Total Other Services & Charges	146,150.00	53,519.00	199,669.00	747.93	143,617.70	46,155.00	9,896.30	4.96%
Total Expenses	153,250.00	60,404.74	213,654.74	1,029.93	151,786.59	46,526.74	15,341.41	7.18%
NET SURPLUS/(DEFICIT)	38,800.00	170,848.56	209,648.56	6,352.45	269,379.85	(46,526.74)	13,204.55	6.30%

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

	<u>ACTUAL</u> <u>JANUARY</u>	<u>ACTUAL</u> <u>FEBRUARY</u>	<u>ACTUAL</u> <u>MARCH</u>	<u>ACTUAL</u> <u>APRIL</u>	<u>ACTUAL</u> <u>MAY</u>	<u>ACTUAL</u> <u>JUNE</u>	<u>ACTUAL</u> <u>JULY</u>	<u>ACTUAL</u> <u>AUGUST</u>	<u>ACTUAL</u> <u>SEPTEMBER</u>	<u>ACTUAL</u> <u>OCTOBER</u>	<u>ACTUAL</u> <u>NOVEMBER</u>	<u>ACTUAL</u> <u>DECEMBER</u>	<u>ACTUAL</u> <u>Y-T-D</u>	<u>ORIGINAL</u> <u>BUDGET</u>	Variance
Beginning Balance	\$ 16,414,587	\$ 13,692,803	\$ 11,049,747	\$ 8,785,882	\$ 6,953,837	\$ 9,518,290	\$ 19,135,908	\$ 16,233,102	\$ 13,583,202	\$ 11,217,082	\$ 7,687,643	\$ 9,523,321	\$ 16,414,587	\$ 13,271,164	
Receipts:															
Property Tax	-	-	-	400,000	4,900,000	10,552,937	-	-	-	1,218,000	4,610,000	8,722,226	30,403,163	30,151,849	251,314
Excise Tax	-	-	-	-	-	1,284,030	-	-	-	-	-	1,172,093	2,456,123	1,672,276	783,847
Financial Institution Tax	-	-	-	-	-	153,845	-	-	-	-	-	146,999	300,844	285,576	15,268
Commercial Vehicle Tax	-	-	-	-	-	128,399	-	-	-	-	-	128,398	256,797	267,345	(10,548)
In-Lieu-of Taxes	-	-	-	-	-	11,463	-	-	-	-	-	11,463	22,926	20,812	2,114
Local Option Income Tax (LOIT)	276,308	276,308	276,308	276,308	276,308	282,850	282,850	282,850	282,850	282,850	282,850	282,951	3,361,591	3,394,197	(32,607)
County Option Income Tax (COIT)	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,434	197,216	197,216	0
Fines	71,339	86,160	79,403	67,612	63,140	81,532	61,613	69,048	60,312	61,477	57,642	54,409	813,687	816,051	(2,364)
Photocopier	2,325	3,024	2,760	121	3,684	6,880	4,410	3,047	4,316	2,482	580	111	33,740	38,500	(4,760)
Printers	9,794	10,834	15,022	4,426	14,004	22,449	11,402	15,944	21,481	28,722	24,995	22,039	201,112	147,000	54,112
Fax Transmissions	1,391	2,520	2,985	3,058	2,697	3,015	2,984	3,970	3,180	3,093	3,337	3,034	35,264	-	35,264
Headsets	516	636	669	603	484	649	561	742	628	680	605	487	7,260	8,000	(740)
USB	430	575	665	513	491	542	472	673	449	425	439	430	6,104	8,000	(1,896)
PLAC Dist.	-	-	-	-	-	83,834	-	-	-	-	-	-	83,834	79,000	4,834
Interest income	2,205	2,309	2,181	2,243	2,276	2,409	2,748	2,847	2,266	2,486	2,511	2,757	29,238	20,000	9,238
Library totes	169	224	241	286	169	361	274	180	193	168	129	165	2,559	2,500	59
Other Card Revenue	1,142	1,468	1,392	956	1,132	957	648	781	884	1,006	1,015	795	12,176	20,000	(7,824)
Miscellaneous	564	534	356	382	329	(1)	646	1,029	222	121	665	1,073	5,920	8,000	(2,080)
Proctoring Exams	75	410	400	538	675	400	870	395	200	275	260	495	4,993	2,000	2,993
Facility Rental	14,625	24,157	19,900	18,964	14,717	11,289	19,599	19,769	28,111	32,297	29,130	22,995	255,553	246,000	9,553
Catering Commission	-	12,105	108	2,305	2,701	5,400	15,154	2,076	7,171	6,427	12,540	9,691	75,678	35,000	40,678
Café Revenue	-	496	912	-	1,083	84	479	1,028	468	548	554	-	5,652	5,000	652
Shared System Projects	-	-	-	58,388	-	-	-	-	-	-	-	-	58,388	60,000	(1,612)
Reimbursement for Services	671	23,573	55,134	14	-	879	2,123	8,500	233	744	-	-	52,877	144,748	(296,252)
Insurance Reimbursement	-	1,203	466,753	-	-	-	-	-	-	-	-	-	1,202	469,158	-
Refunds	402	435	-	3,300	-	5,676	-	5,539	-	-	3	4	15,359	-	15,359
Erate Revenue	-	350,451	47,300	63,842	11,825	11,825	-	65,399	-	24,467	58,475	12,233	645,817	200,000	445,817
Grants/Contributions	-	-	-	-	-	-	-	170,000	-	-	-	-	170,000	225,000	(55,000)
Sale of surplus property	-	-	1,827	-	-	-	-	2,392	9,533	-	5,025	16,690	35,467	5,000	30,467
Transfer in	-	-	-	-	-	-	469,838	-	-	-	-	-	469,838	-	469,838
Total Receipts	398,391	813,857	990,751	920,294	5,312,150	12,668,139	893,106	672,644	438,932	1,682,703	5,107,190	10,682,051	40,580,205	38,355,322	2,224,883
Expenditures:															
Personal Services & Benefits	1,884,450	1,698,604	1,684,760	1,742,860	1,721,335	1,791,522	2,553,469	1,743,620	1,716,919	1,719,305	1,699,966	2,685,245	22,642,055	23,445,195	803,140
Supplies	48,500	126,792	105,771	32,611	47,096	60,313	98,710	34,920	49,815	38,007	39,753	101,519	783,807	1,281,159	497,352
Other Services and Charges	1,088,034	1,072,646	984,248	774,294	670,804	814,733	866,549	1,027,348	774,257	715,375	1,143,071	845,976	10,777,335	13,092,485	2,315,150
Library Materials Capital Outlay	99,190	558,870	479,837	202,574	308,461	383,953	277,184	516,656	264,060	239,455	388,722	336,784	4,055,746	4,418,401	362,655
Transfer Out	-	-	-	-	-	-	-	-	-	2,500,000	-	-	2,500,000	-	(2,500,000)
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,120,175	3,456,912	3,254,616	2,752,339	2,747,696	3,050,521	3,795,912	3,322,544	2,805,051	5,212,142	3,271,512	3,969,524	40,758,944	42,237,240	1,478,296
Ending Balance	\$ 13,692,803	\$ 11,049,747	\$ 8,785,882	\$ 6,953,837	\$ 9,518,290	\$ 19,135,908	\$ 16,233,102	\$ 13,583,202	\$ 11,217,082	\$ 7,687,643	\$ 9,523,321	\$ 16,235,848	\$ 16,235,848	\$ 9,389,246	
Less Outstanding Purchase Orders													(2,683,870)		
Net Cash Balance													13,551,978		

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	TOTAL	BUDGET	VARIANCE
Total Beginning Funds	\$ 5,551,620	\$ 2,551,412	\$ 2,551,275	\$ 2,552,181	\$ 2,553,399	\$ 2,553,871	\$ 5,441,040	\$ 2,259,503	\$ 2,261,086	\$ 2,263,174	\$ 2,264,922	\$ 2,666,071	\$ 5,551,620	\$ 4,709,543	

Sources of Funds

Receipts:															
Property Tax	-	-	-	-	-	5,505,044	-	-	-	-	400,000	4,632,482	10,537,526	10,484,856	52,670
Excise Tax	-	-	-	-	-	336,845	-	-	-	-	-	307,354	644,199	480,449	163,750
Financial Institution Tax	-	-	-	-	-	39,353	-	-	-	-	-	37,602	76,955	80,727	(3,772)
Commercial Vehicle Tax	-	-	-	-	-	33,920	-	-	-	-	-	33,920	67,840	78,110	(10,270)
In Lieu. Of Prop. Tax	-	-	-	-	-	3,076	-	-	-	-	-	3,076	6,152	6,324	(172)
Interest income	615	613	906	1,218	1,222	1,257	1,305	1,583	1,593	1,748	1,899	1,935	15,894	2,000	13,894
Refunds	-	-	-	-	-	-	-	-	495	-	-	-	495	-	495
Investment Maturities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	156,575	-	-	-	-	-	156,575	-	156,575
Total Receipts	615	613	906	1,218	1,222	5,919,495	157,880	1,583	2,088	1,748	401,899	5,016,369	11,505,636	11,132,466	373,170

Uses of Funds

Expenditures:															
2009 Bond Principal Payment	205,000	-	-	-	-	-	210,000	-	-	-	-	-	415,000	415,000	-
2010 Bond Principal Payment	1,055,000	-	-	-	-	-	1,075,000	-	-	-	-	-	2,130,000	2,130,000	-
2011 Bond Principal Payment	25,000	-	-	-	-	-	370,000	-	-	-	-	-	395,000	395,000	-
2012 Bond Principal Payment	1,040,000	-	-	-	-	-	1,060,000	-	-	-	-	-	2,100,000	2,100,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,225,000	-	-	-	-	-	1,230,000	2,455,000	2,455,000	-
2014 Bond Principal Payment	-	-	-	-	-	535,000	-	-	-	-	-	535,000	1,070,000	1,070,000	-
2015 Bond Principal Payment	-	-	-	-	-	495,000	-	-	-	-	-	500,000	995,000	995,000	-
Lease Payments	-	-	-	-	-	148,196	-	-	-	-	-	-	148,196	-	-
Bond Interest Payment	674,973	-	-	-	-	629,130	624,017	-	-	-	-	601,368	2,529,488	2,529,488	0
Bank Fees & Other Expenses	850	750	-	-	750	-	400	-	-	-	750	2,100	5,600	4,000	(1,600)
Total Expenditures	3,000,823	750	-	-	750	3,032,326	3,339,417	-	-	-	750	2,868,468	12,243,284	12,093,488	(1,600)
Total Ending Funds	\$ 2,551,412	\$ 2,551,275	\$ 2,552,181	\$ 2,553,399	\$ 2,553,871	\$ 5,441,040	\$ 2,259,503	\$ 2,261,086	\$ 2,263,174	\$ 2,264,922	\$ 2,666,071	\$ 4,813,972	\$ 4,813,972	\$ 3,748,521	

Indianapolis Marion County Public Library

Income Statement - 2014 Bond

For the Month Ended December 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
43 - 2014 Multi-Branch Facility Improvements - Series One								
Revenues								
Other Revenue								
INTEREST INCOME	16,198.46	0.00	16,198.46	184.66	10,074.96	0.00	6,123.50	38%
Total Other Revenue	16,198.46	0.00	16,198.46	184.66	10,074.96	0.00	6,123.50	38%
Total Revenues	16,198.46	0.00	16,198.46	184.66	10,074.96	0.00	6,123.50	38%
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	171,900.40	87,588.22	259,488.62	16,764.99	235,673.18	17,388.23	6,427.21	2%
Total Office Supplies	171,900.40	87,588.22	259,488.62	16,764.99	235,673.18	17,388.23	6,427.21	2%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	81,400.00	26,319.19	107,719.19	6,540.50	80,596.86	201.32	26,921.01	25%
Total Other Supplies	81,400.00	26,319.19	107,719.19	6,540.50	80,596.86	201.32	26,921.01	25%
Total Supplies	253,300.40	113,907.41	367,207.81	23,305.49	316,270.04	17,589.55	33,348.22	9%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	160,769.50	(63,166.70)	97,602.80	1,045.00	49,369.43	27,682.10	20,551.27	21%
ENGINEERING & ARCHITECTURAL	0.00	302,836.79	302,836.79	4,064.74	272,085.54	26,643.77	4,107.48	1%
LEGAL SERVICES	1,506.00	20,879.70	22,385.70	0.00	15,565.70	0.00	6,820.00	30%
Total Professional Services	162,275.50	260,549.79	422,825.29	5,109.74	337,020.67	54,325.87	31,478.75	7%
Communication & Transportation								
TRAVEL	1,500.00	(1,498.75)	1.25	0.00	1.25	0.00	0.00	0%
FREIGHT & EXPRESS	1,500.00	(1,500.00)	0.00	0.00	0.00	0.00	0.00	0%

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

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
Total Communication & Transportation	3,000.00	(2,998.75)	1.25	0.00	1.25	0.00	0.00	0%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	1,498.29	(854.29)	644.00	0.00	602.14	0.00	41.86	7%
OUTSIDE PRINTING	2,823.50	(1,633.15)	1,190.35	0.00	457.72	0.00	732.63	62%
Total Printing & Advertising	4,321.79	(2,487.44)	1,834.35	0.00	1,059.86	0.00	774.49	42%
Insurance								
BUILDER'S RISK INSURANCE	6,000.00	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0%
Total Insurance	6,000.00	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	0.00	114,319.30	114,319.30	12,743.53	101,417.95	54.00	12,847.35	11%
Total Repairs & Maintenance	0.00	114,319.30	114,319.30	12,743.53	101,417.95	54.00	12,847.35	11%
Rentals								
REAL ESTATE	0.00	6,600.00	6,600.00	600.00	6,600.00	0.00	0.00	0%
EQUIPMENT RENTAL	0.00	12,195.00	12,195.00	0.00	5,020.00	7,175.00	0.00	0%
Total Rentals	0.00	18,795.00	18,795.00	600.00	11,620.00	7,175.00	0.00	0%
Other Services & Charges								
ISSUANCE COSTS	27,993.68	(27,674.75)	318.93	0.00	0.00	0.00	318.93	100%
EVENTS & PR	15,000.00	(11,551.30)	3,448.70	0.00	0.00	0.00	3,448.70	100%
OTHER CONTRACTUAL SERVICES	74,430.00	72,436.31	146,866.31	57,140.00	130,199.75	15,086.00	1,580.56	1%
BANK FEES/CREDIT CARD FEES	0.00	301.00	301.00	27.00	301.00	0.00	0.00	0%
Total Other Services & Charges	117,423.68	33,511.26	150,934.94	57,167.00	130,500.75	15,086.00	5,348.19	4%
Total Other Services & Charges	293,020.97	415,689.16	708,710.13	75,620.27	581,620.48	76,640.87	50,448.78	7%
Capital Outlay								
BUILDING IMPROVEMENTS & UPGRADES	3,542,221.00	(141,801.14)	3,400,419.86	284,856.97	2,903,870.75	461,435.59	35,113.52	1%
CAPITAL - FURNITURE	276,760.00	(157,207.23)	119,552.77	(3,866.00)	85,683.37	0.00	33,869.40	28%

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

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
CAPITAL - EQUIPMENT	0.00	56,648.59	56,648.59	0.00	20,171.19	35,610.68	866.72	2%
Total Capital Outlay	3,818,981.00	(242,359.78)	3,576,621.22	280,990.97	3,009,725.31	497,046.27	69,849.64	2%
Total Expenses	4,365,302.37	287,236.79	4,652,539.16	379,916.73	3,907,615.83	591,276.69	153,646.64	3%

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

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
44 - 2015 Bond - RFID Books & Materials Project								
Revenues								
Other Revenue								
REFUNDS	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
Total Other Revenue	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
Total Revenues	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
Expenses								
Services Personal								
Salaries & Wages								
SALARIES APPOINTED STAFF	0.00	21,600.00	21,600.00	3,206.50	10,303.00	0.00	11,297.00	52%
Total Salaries & Wages	0.00	21,600.00	21,600.00	3,206.50	10,303.00	0.00	11,297.00	52%
Employee Benefits								
MEDICAL & DENTAL INSURANCE	0.00	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
GROUP LIFE INSURANCE	0.00	53.00	53.00	3.97	9.25	0.00	43.75	83%
LONG TERM DISABILITY	0.00	40.00	40.00	4.42	13.68	0.00	26.32	66%
FICA AND MEDICARE	0.00	1,653.00	1,653.00	226.17	769.06	0.00	883.94	53%
PERF	0.00	3,068.00	3,068.00	455.32	1,463.04	0.00	1,604.96	52%
EMPLOYEE ASSISTANCE PROGRAM	0.00	28.00	28.00	0.00	0.00	0.00	28.00	100%
Total Employee Benefits	0.00	19,842.00	19,842.00	689.88	2,255.03	0.00	17,586.97	89%
Total Services Personal	0.00	41,442.00	41,442.00	3,896.38	12,558.03	0.00	28,883.97	70%
Supplies								
Office Supplies								
LIBRARY SUPPLIES	200,000.00	71,022.00	271,022.00	0.00	238,389.00	1,350.00	31,283.00	12%
Total Office Supplies	200,000.00	71,022.00	271,022.00	0.00	238,389.00	1,350.00	31,283.00	12%

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

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
Total Supplies	200,000.00	71,022.00	271,022.00	0.00	238,389.00	1,350.00	31,283.00	12%
Other Services & Charges								
Communication & Transportation								
TRAVEL	0.00	328.32	328.32	187.38	328.32	0.00	0.00	0%
CELLULAR PHONE	0.00	30.00	30.00	15.00	30.00	0.00	0.00	0%
Total Communication & Transportation	0.00	358.32	358.32	202.38	358.32	0.00	0.00	0%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	0.00	93.91	93.91	0.00	93.91	0.00	0.00	0%
Total Printing & Advertising	0.00	93.91	93.91	0.00	93.91	0.00	0.00	0%
Rentals								
EQUIPMENT RENTAL	54,000.00	(249.75)	53,750.25	0.00	0.00	0.00	53,750.25	100%
Total Rentals	54,000.00	(249.75)	53,750.25	0.00	0.00	0.00	53,750.25	100%
Other Services & Charges								
ISSUANCE COSTS	16,369.52	(11,860.10)	4,509.42	0.00	4,509.00	0.00	0.42	0%
COMPUTER SERVICES	0.00	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00	0%
OTHER CONTRACTUAL SERVICES	40,000.00	331,297.62	371,297.62	0.00	64,274.69	255,237.31	51,785.62	14%
Total Other Services & Charges	56,369.52	324,937.52	381,307.04	0.00	68,783.69	260,737.31	51,786.04	14%
Total Other Services & Charges	110,369.52	325,140.00	435,509.52	202.38	69,235.92	260,737.31	105,536.29	24%
Capital Outlay								
CAPITAL - EQUIPMENT	1,641,000.00	(437,604.00)	1,203,396.00	0.00	0.00	128,925.00	1,074,471.00	89%
Total Capital Outlay	1,641,000.00	(437,604.00)	1,203,396.00	0.00	0.00	128,925.00	1,074,471.00	89%
Total Expenses	1,951,369.52	0.00	1,951,369.52	4,098.76	320,182.95	391,012.31	1,240,174.26	64%

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

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
46 - 2016 Bond - Michigan Road								
Revenues								
Other Revenue								
PROCEEDS FROM BOND SALE	7,565,000.00	0.00	7,565,000.00	7,565,000.00	7,565,000.00	0.00	0.00	0%
INTEREST INCOME	30,000.00	0.00	30,000.00	339.12	339.12	0.00	29,660.88	99%
Total Other Revenue	7,595,000.00	0.00	7,595,000.00	7,565,339.12	7,565,339.12	0.00	29,660.88	0%
Total Revenues	7,595,000.00	0.00	7,595,000.00	7,565,339.12	7,565,339.12	0.00	29,660.88	0%
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	140,000.00	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100%
Total Office Supplies	140,000.00	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	80,000.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100%
Total Other Supplies	80,000.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100%
Total Supplies	220,000.00	0.00	220,000.00	0.00	0.00	0.00	220,000.00	100%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	211,000.00	0.00	211,000.00	500.00	500.00	6,475.00	204,025.00	97%
ENGINEERING & ARCHITECTURAL	627,167.00	0.00	627,167.00	29,222.26	29,222.26	557,944.74	40,000.00	6%
LEGAL SERVICES	30,000.00	0.00	30,000.00	2,558.00	2,558.00	0.00	27,442.00	91%
Total Professional Services	868,167.00	0.00	868,167.00	32,280.26	32,280.26	564,419.74	271,467.00	31%
Communication & Transportation								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%

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

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
Total Communication & Transportation	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	750.00	0.00	750.00	0.00	0.00	0.00	750.00	100%
OUTSIDE PRINTING	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Total Printing & Advertising	5,750.00	0.00	5,750.00	0.00	0.00	0.00	5,750.00	100%
Insurance								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Total Insurance	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Other Services & Charges								
ISSUANCE COSTS	127,825.00	0.00	127,825.00	100,725.00	100,725.00	0.00	27,100.00	21%
OTHER CONTRACTUAL SERVICES	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100%
Total Other Services & Charges	157,825.00	0.00	157,825.00	100,725.00	100,725.00	0.00	57,100.00	36%
Total Other Services & Charges	1,037,742.00	0.00	1,037,742.00	133,005.26	133,005.26	564,419.74	340,317.00	33%
Capital Outlay								
LAND	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
BUILDING	5,839,758.00	0.00	5,839,758.00	0.00	0.00	0.00	5,839,758.00	100%
CAPITAL - FURNITURE	160,000.00	0.00	160,000.00	0.00	0.00	0.00	160,000.00	100%
CAPITAL - EQUIPMENT	137,500.00	0.00	137,500.00	0.00	0.00	0.00	137,500.00	100%
COMPUTER EQUIPMENT	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
Total Capital Outlay	6,337,258.00	0.00	6,337,258.00	0.00	0.00	0.00	6,337,258.00	100%
Total Expenses	7,595,000.00	0.00	7,595,000.00	133,005.26	133,005.26	564,419.74	6,897,575.00	91%

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

Construction Fund Cash Balances

Fund 43 - Restricted - E. Washington, Southport, Warren	738,799.83
Fund 44 - Restricted - RFID Project	1,631,186.57
Fund 46 - Restricted - Michigan Road Project	7,432,333.86
Fund 47 - Restricted - Brightwood Project	59,450.00
Foundation	305,760.38
Total Construction Fund Cash Balances	<u>10,167,530.64</u>

Construction Fund Classification Breakdown

Fund 43 - Restricted - E. Washington, Southport, Warren	738,799.83
Fund 44 - Restricted - RFID Project	1,631,186.57
Fund 46 - Restricted - Michigan Road Project	7,432,333.86
Fund 47 - Restricted - Brightwood Project	59,450.00
Foundation - Assigned - Central	305,760.38
Total Construction Fund Breakdown	<u>10,167,530.64</u>

Summary of Classifications

Total Restricted	9,861,770.26
Total Assigned	305,760.38
Total of All Classifications	<u>10,167,530.64</u>

Summary of Project Activity

<u>PROJECT</u>	<u>ADJUSTED</u>			<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>			
Fund 43 - Restricted - E. Washington, Southport, Warren	5,059,300.65	379,916.73	3,907,615.83	4,314,377.32	591,276.69	153,646.64
Fund 44 - Restricted - RFID Project	2,000,000.00	4,098.76	300,182.95	368,813.43	391,012.31	1,240,174.26
Fund 46 - Restricted - Michigan Road Project	7,595,000.00	133,005.26	133,005.26	133,005.26	564,419.74	6,897,575.00
*** Fund 47 - Restricted - Brightwood Project	0.00	0.00	0.00	0.00	0.00	0.00
Central Project	102,412,625.02	0.00	15,879.88	102,261,164.89	0.00	151,460.13
Major Repairs & Maintenance	3,295,889.10	660.00	203,882.31	3,161,590.43	80,630.00	53,668.67
Central Technology	6,852,536.01	0.00	3,180.68	6,835,931.17	0.00	16,604.84
Total Expenditures	<u>127,215,350.78</u>	<u>517,680.75</u>	<u>4,563,746.91</u>	<u>117,074,882.50</u>	<u>1,627,338.74</u>	<u>8,513,129.54</u>

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings	9,186.06	158.36	2,412.11	12,582.80	(3,396.74)
** Estimated Future Interest Earnings - Fund 43	30,000.00	184.66	10,074.96	23,876.50	6,123.50
Estimated Future Interest Earnings - Fund 46	30,000.00	339.12	339.12	339.12	29,660.88
Estimated Future Interest Earnings - Fund 47	0.00	0.00	0.00	0.00	0.00

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

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

*** Budget Established in 2017



Board Action Request

6b

To: IMCPL Board

Meeting Date: January 23, 2017

From: Finance Committee

**Approved by the
Library Board:** January 23, 2017

Effective Date: January 23, 2017

Subject: Confirming Marion County Board of Finance – Resolution 1-2017

Recommendation: Authorize the adoption of Resolution 1-2017

Background: Pursuant to IC 5-13-7-2b, The Indianapolis Public Library's fiscal body may designate the Marion County Board of Finance to serve as the library's Local Board of Finance. It has been the practice of the Library to designate the Marion County Board of Finance to serve in this capacity in the past. The Finance Committee prefers to continue with this relationship for 2017.

Strategic/Fiscal Impact: By designating the Marion County Board of Finance to serve in this capacity it allows the Library to benefit from the investment practices implemented by other government entities.

The meeting has been scheduled for January 26, 2017 at 2:00 p.m. at the City-County Building, Room 260.



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 1-2017
CONFIRMING MARION COUNTY BOARD OF FINANCE
January 23, 2017**

WHEREAS, The Indianapolis Public Library designated the Marion County Board of Finance to serve as the Library's Local Board of Finance for 2016 pursuant to IC 5-13-7-2b, and

WHEREAS, The Indianapolis Public Library wishes to continue to have the Marion County Board of Finance serve as the Library's Local Board of Finance.

THEREFORE, BE IT RESOLVED that The Indianapolis Public Library confirms that the Marion County Board of Finance will continue to serve as the Library's Local Board of Finance.



Board Action Request

6c

To: IMCPL Board

Meeting Date: January 23, 2017

From: Finance Committee

**Approved by the
Library Board:** January 23, 2017

Effective Date: January 23, 2017

Subject: Disclosure of Waived Fines and Fees - Resolution 2-2017

Recommendation: Authorize the approval of Resolution 2-2017

Background: Annually, the State guidelines require the Board to disclose the amount of fines and fees waived on patron accounts. These are fines, fees, and miscellaneous charges that the Library has deemed uncollectible during the year. For the year ended December, 2016 the total amount of waived fines and fees is \$449,519. Included in this total is \$169,602 waived from borrowers whose accounts expired three or more years ago and \$42,359 in corrections.

Strategic/Fiscal Impact: The fiscal impact is a reduction in the accounts receivables reported on the Library's financial statements.



Board Resolution

6c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 2-2017
DISCLOSURE OF WAIVED FINES AND FEES
JANUARY 23, 2017**

WHEREAS, the Indianapolis-Marion County Public Library determined during 2016 that certain accounts were uncollectible under the Library's waiving guidelines.

RESOLVED, that pursuant to the Accounting and Uniform Compliance Guidelines Manual issued by the Indiana State Board of Accounts, the Library Board acknowledges and confirms the write-off of \$449,519 in uncollectible accounts for the year ended 2016.

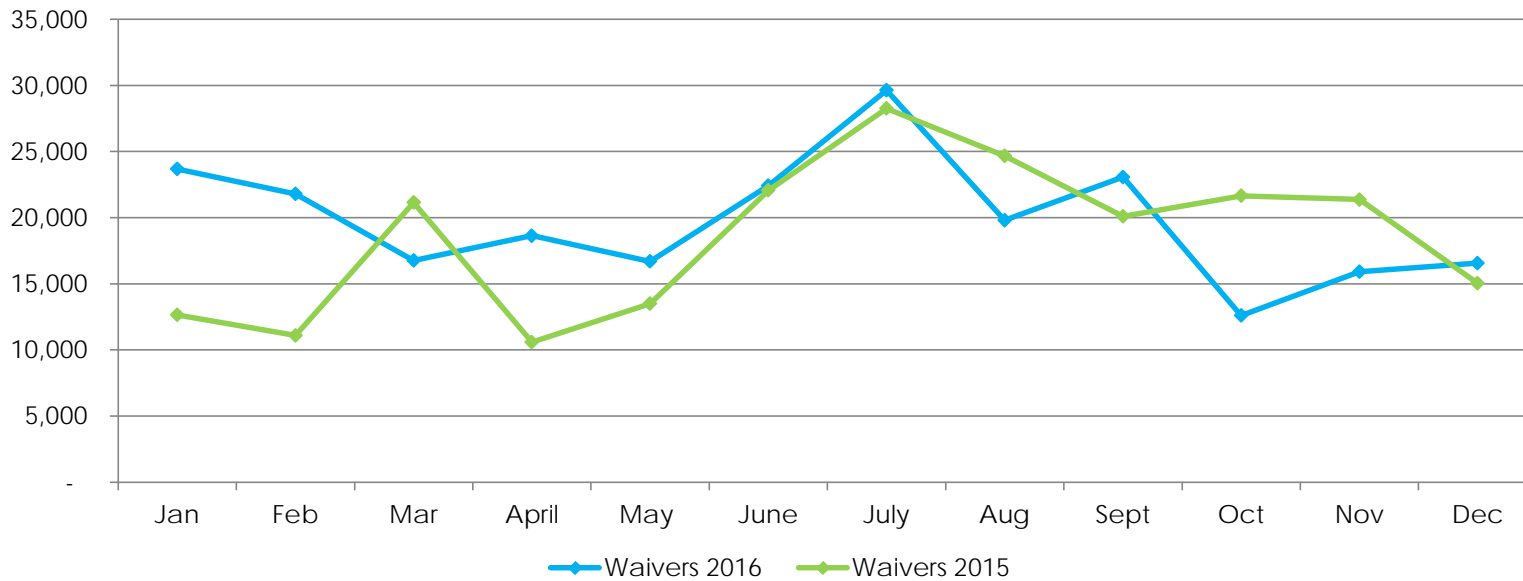
REPORT ON WAIVED FINES/FEEES FOR 2016

2016 Fines/Fees Waived												Total
Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	
\$ 23,678	\$ 103,766	\$ 103,882	\$ 18,990	\$ 17,092	\$ 22,729	\$ 29,728	\$ 59,856	\$ 23,402	\$ 13,099	\$ 16,258	\$ 17,039	\$ 449,519
note: \$169,602 was waived from purged accounts in 2016												(169,602)
note: \$42,359 was a correction												(42,359)
												\$ 237,558
											Increase over 2015	\$ 15,458

REPORT ON WAIVED FINES/FEEES FOR 2015

2015 Fines/Fees Waived												Total
Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	
\$ 14,084	\$ 29,233	\$ 23,790	\$ 30,556	\$ 13,846	\$ 22,278	\$ 28,347	\$ 24,911	\$ 20,263	\$ 22,240	\$ 21,419	\$ 20,801	\$ 271,768
note: \$49,668 was waived from purged accounts in 2015												\$ (49,668)
												\$ 222,100

Comparison of 2015 & 2016 Net Waivers





Board Action Request

6d

To: IMCPL Board

Meeting Date: January 23, 2017

From: Finance Committee

**Approved by the
Library Board:** January 23, 2017

Effective Date: January 23, 2017

Subject: Outstanding Purchase Orders 2016 - Resolution 3-2017

Recommendation: Authorize the approval of Resolution 3-2017

Background: The State guidelines require the Board to authorize the outstanding purchase orders at year-end. These outstanding purchase orders were not paid prior to December 31, 2016 therefore it will be necessary to carry them forward into the next fiscal year (2017). The appropriation to cover the purchase orders, once expensed, will come from the 2016 budget.

Strategic/Fiscal Impact: There is no fiscal impact on the 2017 budget as appropriations were provided for the purchases orders in the 2016 budget.



Board Resolution

6d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 3-2017
OUTSTANDING PURCHASE ORDERS 2016
January 23, 2017

WHEREAS, the accounting guidelines established by the State of Indiana include the approval of outstanding purchase orders at year-end, and

WHEREAS, the attached listing includes all purchase orders from budgeted funds unpaid at year-end 2016.

THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the attached list of purchase orders from 2016 be carried forward to the next budget year (2017) and be paid from 2016 appropriations.

Indianapolis-Marion County Public Library
Open PO Report - FUND 10 Operating Fund
December 31, 2016

Vendor	PO Number	PO Date	Line Item Numb	Description	Enc. Post Balance	Account ID
TECHNOLOGY INTEGRATION GROUP	14403	10/9/2015	2	RNWL Basic SNS Vcenter Server V5 Standard, Contract 3082:	\$1,504.00	10-530625-1101
	14403 Total				\$1,504.00	
RYAN FIRE PROTECTION, INC.	14727	1/12/2016	1	Fire alarm and sprinkler annual testing - 2016	\$4,538.84	10-530605-1801
RYAN FIRE PROTECTION, INC.	14727	1/12/2016	2	Add'l testing Beech Grove	\$1,176.00	10-530605-1801
	14727 Total				\$5,714.84	
STENZ MANAGEMENT COMPANY, INC.	14729	1/11/2016	1	General Maintenance throughout system - 2016	\$4,364.57	10-530605-1801
	14729 Total				\$4,364.57	
Abell Elevator Service Co., d/b/a Oracle	14731	1/11/2016	1	Elevator & Escalator Repair & Maintenance	\$10,373.75	10-530605-1801
	14731 Total				\$10,373.75	
Arab Termite and Pest Control, Inc.	14734	1/11/2016	1	Pest Control at branches - 2016 (including bookmobile)	\$2,721.00	10-530605-1801
Arab Termite and Pest Control, Inc.	14734	1/11/2016	2	Additional December invoices	\$500.00	10-530605-1801
	14734 Total				\$3,221.00	
TITAN ASSOCIATES	14738	1/11/2016	1	Cleaning Services throughout system - 2016	\$155,511.03	10-530630-1801
TITAN ASSOCIATES	14738	1/11/2016	2	2016 Reduction	(\$70,000.00)	10-530630-1801
	14738 Total				\$85,511.03	
CITIZENS ENERGY GROUP	14784	1/13/2016	1	Water & Fire Service Fees 2016	\$10,611.38	10-530540-1801
CITIZENS ENERGY GROUP	14784	1/13/2016	2	Sewer Fees 2016	\$8,348.15	10-530550-1801
	14784 Total				\$18,959.53	
INDIANAPOLIS POWER & LIGHT COMPAN	14786	1/13/2016	1	Electricity Fees 2016	\$69,710.78	10-530520-1801
	14786 Total				\$69,710.78	
CITIZENS THERMAL ENRGY.	14787	1/13/2016	1	Chilled Water Fees 2016	\$4,867.93	10-530535-1401
	14787 Total				\$4,867.93	
CITIZENS ENERGY GROUP	14788	1/13/2016	1	Natural Gas Delivery Fees 2016	\$22,330.11	10-530510-1801
	14788 Total				\$22,330.11	
CONSTELLATION NEWENERGY - GAS DIVIS	14789	1/13/2016	1	CGCU Pool Natural Gas Fees 2016	\$28,423.50	10-530510-1801
	14789 Total				\$28,423.50	
SECURITAS SECURITY SERVICES USA, INC.	14815	1/22/2016	1	2016 Security Services for Events	\$4,713.75	10-530925-3800
	14815 Total				\$4,713.75	
EDDIE HURM (PAINTING & SNOW REMOV/	14818	1/25/2016	1	Snow Removal at Southport 2016	\$4,195.00	10-530937-2017
	14818 Total				\$4,195.00	
ACORN DISTRIBUTORS, INC.	14824	2/1/2016	1	Blanket PO Cleaning Supplies 2016	\$12,300.82	10-520210-1350
ACORN DISTRIBUTORS, INC.	14824	2/1/2016	2	Reduction for 2016	(\$8,000.00)	10-520210-1350
	14824 Total				\$4,300.82	
MARK'S VACUUM & JANITORIAL SUPPLIES	14825	2/1/2016	1	Blanket PO 2016 Cleaning Products	\$6,728.20	10-520210-1350
MARK'S VACUUM & JANITORIAL SUPPLIES	14825	2/1/2016	2	Reduction for 2016	(\$3,000.00)	10-520210-1350
	14825 Total				\$3,728.20	
STAPLES	14827	2/1/2016	1	Blanket PO 2016 Cleaning Supplies	\$3,000.00	10-520210-1350
STAPLES	14827	2/1/2016	2	Reduction 2016	(\$3,000.00)	10-520210-1350
	14827 Total				\$0.00	
DANCORP INC. dba DANCO	14833	1/28/2016	1	2016 - Monthly water treatment at Central and LSC	\$900.00	10-530610-1401
	14833 Total				\$900.00	

TITAN ASSOCIATES	14863	2/9/2016	1 2016 Events moving/cleaning services	\$67.50	10-530630-3800
14863 Total				\$67.50	
REPUBLIC WASTE SERVICES	14864	2/3/2016	1 Trash Services System Wide - 2016	\$1,930.01	10-530935-1801
14864 Total				\$1,930.01	
SECURITAS SECURITY SERVICES USA, INC.	14873	1/11/2016	1 Weekly Branch Security 1/12/16-12/31/16	\$104,224.84	10-530925-1801
14873 Total				\$104,224.84	
LeEtta White	14879	2/15/2016	1 Young Women's Empowerment Series at E38	\$150.00	10-530940-1501
14879 Total				\$150.00	
TITAN ASSOCIATES	14886	2/15/2016	1 Hourly assistance sorting and stocking the booksale on a	\$6,993.50	10-530955-1801
14886 Total				\$6,993.50	
INDIANAPOLIS FLEET SERVICES	14904	2/16/2016	1 2016 calendar year fuel for fleet vehicles	\$9,749.27	10-520220-1801
14904 Total				\$9,749.27	
RUPRECHT AND HOKE CONSULTING LLC	14907	2/3/2016	3 Bi-Annual Status Report - July 2016	\$850.00	10-530110-1901
14907 Total				\$850.00	
J&G CARPET PLUS	14912	2/19/2016	2 Additional - Emergency Delivery Service	\$1,075.00	10-530955-1801
14912 Total				\$1,075.00	
UNIQUE MANAGEMENT SERVICES, INC.	14914	1/1/2016	1 2016 Placements	\$19,246.10	10-530955-1301
14914 Total				\$19,246.10	
UNIQUE MANAGEMENT SERVICES, INC.	14915	1/1/2016	1 Mailings 2016	\$980.69	10-530210-1301
UNIQUE MANAGEMENT SERVICES, INC.	14915	1/1/2016	2 Processing 2016	\$557.48	10-530955-1301
14915 Total				\$1,538.17	
CENTRAL SECURITY & COMMUNICATIONS	14928	2/17/2016	1 Commercial Monitoring	\$2,500.00	10-530620-1801
14928 Total				\$2,500.00	
CENTRAL SECURITY & COMMUNICATIONS	14946	3/1/2016	1 2016 Blanket PO for access control and security maintenanc	\$2,004.28	10-530605-1801
14946 Total				\$2,004.28	
MACALLISTER MACHINERY CO., INC.	14951	3/7/2016	2 PM 2 for generator at Central 2015	\$535.60	10-530620-1401
14951 Total				\$535.60	
BLACKMORE & BUCKNER ROOFING	14955	3/1/2016	1 2016 Blanket PO for roof repairs	\$5,848.23	10-530605-1801
14955 Total				\$5,848.23	
RICOH USA, Inc. - 12882	14964	3/16/2016	1 Copier Service for 5 months Jan - May 2016	\$25,223.00	10-530955-1101
14964 Total				\$25,223.00	
BAKER & TAYLOR	14970	3/9/2016	1 Blanket PO for 2016 Unprocessed Materials	\$21,344.61	10-540700-1201
14970 Total				\$21,344.61	
OCLC INC.	14985	3/21/2016	1 Blanket PO for OCLC Cataloging Fees/Services in 2016	\$21,553.38	10-530955-1201
14985 Total				\$21,553.38	
INDIANA PLUMBING AND DRAIN LLC	15042	3/30/2016	1 Install hot water recirc pump at Pike	\$1,224.00	10-530605-2015
15042 Total				\$1,224.00	
KOORSEN FIRE & SECURITY	15056	3/30/2016	1 Sprinkler system modifications at LSC	\$2,325.00	10-530605-1801
KOORSEN FIRE & SECURITY	15056	3/30/2016	2 Add two sprinklers at LSC vestibule	\$1,552.00	10-530605-1801
15056 Total				\$3,877.00	
TINA HOLT	15062	3/31/2016	5 November 17, 2016	\$415.00	10-530222-1701
15062 Total				\$415.00	
PCM-G	15171	5/3/2016	3 Cisco Aironet 2702i access point	\$1,825.08	10-520120-2028
15171 Total				\$1,825.08	
CMID	15172	5/2/2016	1 Surveying Services for the Bch Grove Library Merger Process	\$810.00	10-530955-2028
15172 Total				\$810.00	
DACO GLASS & GLAZING INC.	15265	6/1/2016	1 Blanket PO for Daco Glass and Glazing -	\$3,719.65	10-530605-1801
15265 Total				\$3,719.65	

CITIZENS THERMAL ENERGY	15297	5/31/2016	1 Steam Fees remaining 2016	\$147,604.51	10-530530-1401
CITIZENS THERMAL ENERGY	15297	5/31/2016	2 Reduction 2016 Steam Expenses	(\$75,000.00)	10-530530-1401
	15297 Total			\$72,604.51	
TOSHIBA FINANCIAL SERVICES	15323	6/5/2016	1 Toshiba Copier Capital Lease	\$2,945.63	10-540350-2028
	15323 Total			\$2,945.63	
STUART'S HOUSEHOLD FURNITURE MOVING	15336	6/20/2016	1 Additional 2016 Moving & Storage Fees	\$891.77	10-530955-1801
	15336 Total			\$891.77	
WEDDING DAY MAGAZINE	15367	6/8/2016	1 Qty 4: 1/2 page ads	\$1,000.00	10-530945-3800
	15367 Total			\$1,000.00	
TITAN ASSOCIATES	15375	6/30/2016	1 Cleaning of Beech Grove Library 7/1/16	\$1,250.00	10-530630-2028
	15375 Total			\$1,250.00	
MACALLISTER MACHINERY CO., INC.	15377	6/30/2016	1 Coolant system change for generator SN OCMJ01746	\$3,775.00	10-530620-1401
	15377 Total			\$3,775.00	
B & R SERVICES	15419	7/19/2016	4 Additional Services for the Temporary Tank and Tank System	\$5,259.83	10-530605-2009
	15419 Total			\$5,259.83	
CMID	15426	7/19/2016	1 Additional title search efforts for the Beech Grove.....	\$500.00	10-530955-2028
	15426 Total			\$500.00	
PRESIDIO	15447	4/19/2016	1 CiscoBase Maintenance for eRate Eligible Equipment	\$54,530.60	10-530625-1101
	15447 Total			\$54,530.60	
ARTS FOR LEARNING INDIANA	15565	8/29/2016	1 Frame Drum Making Workshops and Dance Programs at Branch	\$150.00	10-530941-1501
	15565 Total			\$150.00	
JCOS, INC.	15585	9/6/2016	1 Remove tree at Irvington branch	\$2,250.00	10-530950-2004
	15585 Total			\$2,250.00	
ART WITH A HEART	15603	9/19/2016	1 So Kawaii! Art Classes at branches	\$270.00	10-530941-1501
	15603 Total			\$270.00	
YOUNG ACTOR'S THEATER	15604	9/8/2016	1 Acting, Directing and Writing Workshops at several branches	\$200.00	10-530941-1501
	15604 Total			\$200.00	
DEMCO, INC.	15637	9/28/2016	1 Dark Oak #WF14928240 Paladin CD/DVD Display Add on	\$3,239.98	10-520430-2014
	15637 Total			\$3,239.98	
PLYMOUTH ROCKET, INC.	15661	9/28/2016	1 Kit Keeper Standard Service	\$475.00	10-520410-1201
PLYMOUTH ROCKET, INC.	15661	9/28/2016	2 Patron Authentication	\$175.00	10-520410-1201
	15661 Total			\$650.00	
PCM-G	15673	10/13/2016	1 Adobe Acrobat DC	\$172.82	10-530915-1801
PCM-G	15673	10/13/2016	2 Adobe Acrobat DC	\$172.82	10-530915-1201
PCM-G	15673	10/13/2016	3 Adobe Acrobat DC	\$172.82	10-530915-1001
PCM-G	15673	10/13/2016	5 Adobe Creative Cloud	\$1,983.35	10-530915-1101
PCM-G	15673	10/13/2016	6 Adobe Creative Cloud	\$396.67	10-530915-1201
PCM-G	15673	10/13/2016	7 Adobe Creative Cloud	\$396.67	10-530915-1401
PCM-G	15673	10/13/2016	8 Adobe Creative Cloud	\$793.34	10-530915-1601
PCM-G	15673	10/13/2016	9 Adobe Creative Cloud	\$396.67	10-530915-1501
PCM-G	15673	10/13/2016	4 Adobe Acrobat DC	\$172.82	10-530915-1901
	15673 Total			\$4,657.98	
RICOH USA, Inc. - 12882	15678	10/18/2016	1 Ricoh Copier Equipment for September - December	\$4,409.93	10-530720-1101
RICOH USA, Inc. - 12882	15678	10/18/2016	2 Ricoh Copier Equipment for BGR August- December	\$91.85	10-530720-2028
	15678 Total			\$4,501.78	
INDY CURB APPEAL ASPHALT, INC.	15689	10/7/2016	2 Haughville Parking Lot Repairs	\$7,650.00	10-530605-2012
	15689 Total			\$7,650.00	
AMERICAN LIBRARY ASSOCIATION	15716	10/26/2016	1 Teen Spaces	\$202.20	10-540700-1501

	15716 Total				\$202.20	
ALSCO	15728	10/1/2016	1 Walk Off Matting Exchange Blanket PO 2016	\$2,000.00	10-520210-1401	
	15728 Total			\$2,000.00		
MARION COUNTY PUBLIC HEALTH DEPARTI	15747	11/4/2016	1 Cooking Workshops at branches	\$4,950.00	10-530940-1501	
	15747 Total			\$4,950.00		
INDIANA DEPT OF WORKFORCE DEVELOP.	15756	11/10/2016	1 Reimbursable Bills for November and December 2016	\$2,000.00	10-510250-1701	
	15756 Total			\$2,000.00		
TYCO SIMPLEXGRINNELL LP	15758	11/8/2016	1 Blanket PO for 2016 fire alarm and syncing clock system	\$4,500.00	10-530605-1401	
	15758 Total			\$4,500.00		
DACO GLASS & GLAZING INC.	15764	11/8/2016	1 Replace glass in doors at ISCR on 6th floor of Central	\$745.00	10-530605-1401	
	15764 Total			\$745.00		
Abell Elevator Service Co., d/b/a Oracle	15766	11/9/2016	1 Provide spare elevator hall call board for parts inventory	\$837.00	10-530605-1401	
	15766 Total			\$837.00		
US DEPT OF HEALTH AND HUMAN SERVICE	15776	11/7/2016	1 2016 ACA Transitional Reinsurance Contribution	\$10,808.91	10-510210-1701	
	15776 Total			\$10,808.91		
AUTOMATIC DOOR SYSTEMS	15777	11/17/2016	1 Replace motor / gearbox as per quote 11/16/16	\$2,089.00	10-530605-2004	
	15777 Total			\$2,089.00		
ATConsulting	15779	11/15/2016	1 EZ Audit 1500 PC License	\$2,585.97	10-520120-1101	
	15779 Total			\$2,585.97		
PERFECTION SERVICE OF INDIANA	15783	11/14/2016	1 Nora RTU 6 - Recommended Work: Remove and replace he	\$2,275.00	10-530610-2014	
	15783 Total			\$2,275.00		
COMMERCIAL OFFICE ENVIRONMENTS IN	15787	11/16/2016	1 Shelving, End Panels, Canopy Tops - Delivered & Installed	\$34,378.00	10-520120-2009	
	15787 Total			\$34,378.00		
RJE BUSINESS INTERIORS	15788	11/15/2016	1 EWA C2 Fixtures Bola Chairs - 6 Units - Delivered & Installe	\$704.28	10-520120-2009	
RJE BUSINESS INTERIORS	15788	11/15/2016	2 EWA C3 Safco Sassy - 16 Units - Delivered & Installed	\$1,386.96	10-520120-2009	
RJE BUSINESS INTERIORS	15788	11/15/2016	3 EWA CR Versteel Trolley - 3 Units - Delivered & Installed	\$847.59	10-520120-2009	
RJE BUSINESS INTERIORS	15788	11/15/2016	4 EWA L1 Community Lounge - 2 Units Delivered & Installed	\$2,126.24	10-520430-2009	
RJE BUSINESS INTERIORS	15788	11/15/2016	5 EWA L2 Community Lounge - 2 Units - Delivered & Installed	\$2,126.24	10-520430-2009	
RJE BUSINESS INTERIORS	15788	11/15/2016	6 EWA T3 Fixtures Bola Table - Delivered & Installed	\$253.90	10-520120-2009	
RJE BUSINESS INTERIORS	15788	11/15/2016	7 EWA T4 Fixture Bola Table - Delivered & Installed	\$277.67	10-520120-2009	
RJE BUSINESS INTERIORS	15788	11/15/2016	8 EWA P Byrne Mini-Tap - 12 Units - Delivered & Installed	\$442.08	10-520120-2009	
	15788 Total			\$8,164.96		
COMMERCIAL OFFICE ENVIRONMENTS IN	15789	11/16/2016	1 EWA CIR Custom Circulation Desk - Delivered & Installed	\$15,264.00	10-540300-2009	
	15789 Total			\$15,264.00		
OFFICE 360	15790	11/17/2016	1 EWA A3 Haba Stools - 2 Units - Delivered & Installed	\$1,315.00	10-520120-2009	
OFFICE 360	15790	11/17/2016	3 Freight	\$90.00	10-520120-2009	
OFFICE 360	15790	11/17/2016	2 EWA A5 Safco White Board	\$273.91	10-520120-2009	
	15790 Total			\$1,678.91		
COMMERCIAL OFFICE ENVIRONMENTS IN	15792	11/15/2016	1 EWA SCD Gressco - 2 Units - Delivered & Installed	\$2,824.00	10-520430-2009	
COMMERCIAL OFFICE ENVIRONMENTS IN	15792	11/15/2016	2 EWA L3 Community Lounge - 2 Units - Delivered & Installed	\$2,464.00	10-520430-2009	
	15792 Total			\$5,288.00		
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	1 EWA C1 JSI Community - 24 Units - Delivered & Installed	\$3,574.00	10-520120-2009	
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	2 EWA C4 Versteel - 54 Units - Delivered & Installed	\$7,694.00	10-520120-2009	
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	3 EWA L4 HON Lounge - Delivered & Installed	\$724.00	10-520120-2009	
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	4 EWA L4 HON Lounge - Delivered & Installed	\$314.00	10-520120-2009	
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	5 EWA T1 Community - 4 Units - Delivered & Installed	\$1,064.00	10-520120-2009	
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	6 EWA T2 Community - 2 Units - Delivered & Installed	\$674.00	10-520120-2009	
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	7 EWA T5 Community - Delivered & Installed	\$384.00	10-520120-2009	

COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	8 EWA T6 Community - Delivered & Installed	\$434.00	10-520120-2009
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	9 EWA T7 Community - Delivered & Installed	\$764.00	10-520120-2009
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	10 EWA T10 Alera - 6 Units - Delivered & Installed	\$614.00	10-520120-2009
COMMERCIAL OFFICE ENVIRONMENTS IN	15793	11/15/2016	11 EWA LT Community - 3 Units - Delivered & Installed	\$1,254.00	10-520120-2009
15793 Total				\$17,494.00	
ORBIS	15794	11/16/2016	2 Stack-N-Nest Flipak Dolly (Gray: Steel)	\$1,623.50	10-520120-1801
15794 Total				\$1,623.50	
LOHR DESIGN, INC.	15799	11/7/2016	1 HVL Service Point Design Pilot Project	\$8,410.00	10-530110-2012
LOHR DESIGN, INC.	15799	11/7/2016	2 Reimbursable expenses	\$1,183.85	10-530110-2012
15799 Total				\$9,593.85	
RICHARD LOPEZ ELECTRICAL, LLC	15801	11/10/2016	1 Material + labor to connect electrical power and install 2	\$1,138.00	10-530605-2025
RICHARD LOPEZ ELECTRICAL, LLC	15801	11/10/2016	3 Additional Material + labor to connect electrical power to	\$864.00	10-530605-2025
15801 Total				\$2,002.00	
INDOFF OFFICE INTERIORS	15802	11/15/2016	1 EWA LP TMC - Lilly Pad Stool - Delivered & Installed	\$418.24	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	2 EWA A1 Gressco Activity Wall - Delivered & Installed	\$332.50	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	3 EWA A2 Gressco Giggie Mirror - Delivered & Installed	\$186.25	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	4 EWA MP DEMCO Display - 2 Units - Delivered & Installed	\$1,146.64	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	5 EWA RUG Gressco Off Balance - Delivered & Installed	\$299.99	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	6 EWA WB Balt White Board - Delivered & Installed	\$349.82	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	7 EWA CT KI Computer TAbles - 8 Units - Delivered & Installed	\$5,338.57	10-520210-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	8 EWA D1 Office Source Desk - Delivered & Installed	\$502.13	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	9 EWA D2 Office Source Desk - Delivered & Installed	\$502.13	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	10 EWA D3 Office Source Desk - Delivered & Installed	\$318.83	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	11 EWA D4 Office Source Desk - Delivered & Installed	\$124.97	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	12 EWA T8 Special T - Delivered & Installed	\$326.83	10-520120-2009
INDOFF OFFICE INTERIORS	15802	11/15/2016	13 EWA T8 Special T - 10 Units - Delivered & Installed	\$5,287.80	10-520120-2009
15802 Total				\$15,134.70	
LOCKERBIE SQUARE CABINET CO.	15806	11/7/2016	1 SOU Additional Casework items	\$4,589.60	10-530605-2017
15806 Total				\$4,589.60	
GRESSCO, LTD.	15812	11/25/2016	1 DVD II Cases (Grey Bottoms)	\$4,708.00	10-520410-1201
15812 Total				\$4,708.00	
PROVIDENCE CRISTO REY HIGH SCHOOL	15816	11/25/2016	1 Corporate Work Study Program	\$5,900.00	10-530955-1701
15816 Total				\$5,900.00	
ASI SIGNAGE INNOVATIONS	15819	11/23/2016	1 E38 Replacement Site Sign	\$9,025.00	10-530605-2008
15819 Total				\$9,025.00	
UNIFORM HOUSE INC. THE	15822	11/30/2016	1 December 2016 uniform purchases	\$5,500.00	10-520130-1801
15822 Total				\$5,500.00	
AT&T	15823	11/28/2016	1 AT&T ASE Service For December 2016	\$1,975.00	10-530230-1101
AT&T	15823	11/28/2016	3 AT&T ASE Service For December 2016 - BGR	\$66.50	10-530230-2028
AT&T	15823	11/28/2016	2 AT&T ASE Service For December 2016 - erate portion	\$11,775.00	10-530230-1101
AT&T	15823	11/28/2016	4 AT&T ASE Service For December 2016 - BGR erate portion	\$408.50	10-530230-2028
15823 Total				\$14,225.00	
DEMCO, INC.	15825	11/29/2016	1 Flat shelf booktrucks # WR12187100	\$1,239.95	10-520120-1506
DEMCO, INC.	15825	11/29/2016	2 Shipping Charges	\$272.01	10-520120-1506
15825 Total				\$1,511.96	
MITINET/MARC SOFTWARE	15826	11/28/2016	1 MARC Magician Professional 2011 Renewal	\$598.00	10-520120-1201
15826 Total				\$598.00	
STUART'S HOUSEHOLD FURNITURE MOVING	15830	11/29/2016	1 Additional 2016 Moving & Storage Fees	\$8,188.75	10-530955-1801

	15830 Total				\$8,188.75	
PERFECTION SERVICE OF INDIANA	15839	11/29/2016	1 HVAC Blanket PO to replace PO 14726		\$6,703.39	10-530610-1801
	15839 Total				\$6,703.39	
PFM TRUCK CARE CENTER	15840	11/29/2016	1 Blanket PO to cover repairs to bookmobiles for balance of :		\$4,428.46	10-530615-1401
	15840 Total				\$4,428.46	
RICHARD LOPEZ ELECTRICAL, LLC	15841	11/29/2016	1 Install camera in study room 404 at Central		\$960.00	10-530605-1401
	15841 Total				\$960.00	
RICHARD LOPEZ ELECTRICAL, LLC	15842	11/29/2016	1 Install a 20amp 120v dedicated circuit and receptacle for		\$870.00	10-530605-2004
	15842 Total				\$870.00	
BROWN SAFE MANUFACTURING, INC.	15843	11/30/2016	1 Brown Safe, HD-Series 7228, interior configuration #1		\$4,800.00	10-540350-1401
BROWN SAFE MANUFACTURING, INC.	15843	11/30/2016	3 Shipping & Receiving		\$1,000.00	10-540350-1401
BROWN SAFE MANUFACTURING, INC.	15843	11/30/2016	4 Placement of safe		\$1,000.00	10-540350-1401
	15843 Total				\$6,800.00	
RJE BUSINESS INTERIORS	15844	12/5/2016	1 Re-install U-shape desk from P1 storage location		\$600.00	10-530605-1401
	15844 Total				\$600.00	
MARTEN CONSTRUCTION MANAGEMENT I	15845	12/5/2016	1 Installation of the INDIANA letters on 6th floor wall		\$4,250.00	10-530605-1401
	15845 Total				\$4,250.00	
AMAZON.COM CREDIT PLAN	15847	11/30/2016	1 Brother XR9500PRW Project Runway / Limited Edition.....		\$2,147.88	10-520120-1411
AMAZON.COM CREDIT PLAN	15847	11/30/2016	3 Brother 5300 Universal Sewing Machine Carrying Case		\$270.24	10-520120-1411
	15847 Total				\$2,418.12	
DEMCO, INC.	15848	12/8/2016	1 Single DVD Replacement Cases		\$861.90	10-520410-1201
	15848 Total				\$861.90	
AWE DIGITAL LEARNING SOLUTIONS	15850	12/7/2016	1 AWE Learning Computers		\$198,172.00	10-540400-1101
AWE DIGITAL LEARNING SOLUTIONS	15850	12/7/2016	2 Discount		(\$22,200.00)	10-540400-1101
AWE DIGITAL LEARNING SOLUTIONS	15850	12/7/2016	3 Freight		\$3,700.00	10-540400-1101
	15850 Total				\$179,672.00	
VERNON LIBRARY SUPPLIES	15853	12/12/2016	1 Large Label Protectors		\$446.39	10-520410-1201
VERNON LIBRARY SUPPLIES	15853	12/12/2016	2 Shipping		\$21.45	10-520410-1201
	15853 Total				\$467.84	
INDIANA AFTERSCHOOL NETWORK	15858	12/5/2016	1 Indiana Afterschool Network registration: Jessica Trinoskey		\$95.00	10-530222-2002
	15858 Total				\$95.00	
FINELINE PRINTING GROUP	15859	12/6/2016	1 Classical Concerts Winter Series Bookmarks and Posters		\$1,195.00	10-530320-1601
FINELINE PRINTING GROUP	15859	12/6/2016	3 Teddy Bear Concert Series Bookmarks and Posters		\$1,050.00	10-530320-1601
FINELINE PRINTING GROUP	15859	12/6/2016	5 Ooey Gooey Lady - Design Only		\$528.00	10-530320-1601
FINELINE PRINTING GROUP	15859	12/6/2016	6 Spanish Kindergarten Program Log Book		\$1,550.00	10-530320-1601
FINELINE PRINTING GROUP	15859	12/6/2016	7 Jingle Books - English and Spanish Print materials		\$285.00	10-530320-1601
	15859 Total				\$4,608.00	
TODAY'S BUSINESS SOLUTIONS, INC.	15862	12/7/2016	1 Papercut Upgrade and Annual Assurance Support		\$2,429.00	10-530625-1101
TODAY'S BUSINESS SOLUTIONS, INC.	15862	12/7/2016	2 Basic Service Agreement on Cpads		\$3,000.00	10-530625-1101
TODAY'S BUSINESS SOLUTIONS, INC.	15862	12/7/2016	3 Basic Service Agreement on Credit Card terminals		\$1,500.00	10-530625-1101
TODAY'S BUSINESS SOLUTIONS, INC.	15862	12/7/2016	4 Branded PrintSpot Service Plan		\$1,500.00	10-530915-1101
TODAY'S BUSINESS SOLUTIONS, INC.	15862	12/7/2016	5 Prorated BGR Cost for PaperCut, Cpad and Credit Card Re		\$94.50	10-530625-2028
	15862 Total				\$8,523.50	
ASI SIGNAGE INNOVATIONS	15872	12/9/2016	1 Replacemnt 2nd Floor Sign Above Escalator at Central Libræ		\$790.00	10-520120-1401
	15872 Total				\$790.00	
RICOH USA, Inc. - 12882	15873	12/13/2016	1 Copier Service for 7 months		\$18,811.76	10-530955-1101
	15873 Total				\$18,811.76	
LEVEL (3) COMMUNICATIONS, LLC	15874	12/13/2016	1 Level 3 Internet and PRI services for December 2016		\$4,200.00	10-530230-1101

	15874 Total				\$4,200.00	
AT&T	15875	12/13/2016	1 AT&T Internet Services for December 2016	\$1,900.00	10-530230-1101	
	15875 Total			\$1,900.00		
PCM-G	15877	12/13/2016	1 Photoshop Elements V15	\$60.46	10-520120-1701	
	15877 Total			\$60.46		
CENTRAL SECURITY & COMMUNICATIONS	15878	12/6/2016	1 2 AXIS indoor network camera, day/night 3-9 mm lens,HDTV	\$5,328.12	10-520430-1401	
	15878 Total			\$5,328.12		
AVANT GARB	15879	12/9/2016	1 Mascot Development and Design Fee	\$8,475.00	10-540350-1501	
	15879 Total			\$8,475.00		
GRESSCO, LTD.	15881	12/14/2016	1 Kwik Case Security Case - Thin DVD II Case #89021	\$11,910.00	10-520410-1201	
GRESSCO, LTD.	15881	12/14/2016	2 Shipping	\$833.70	10-520410-1201	
	15881 Total			\$12,743.70		
COMPUTYPE INC.	15882	12/14/2016	1 Rolls of 1,000 - Barcodes beginning with	\$2,425.20	10-520410-1201	
COMPUTYPE INC.	15882	12/14/2016	3 Estimated Shipping & Handling	\$50.00	10-520410-1201	
	15882 Total			\$2,475.20		
RICHARD LOPEZ ELECTRICAL, LLC	15886	12/14/2016	1 Labor to relocate, terminate and test data jack in Room 100	\$500.00	10-530605-1401	
	15886 Total			\$500.00		
CLARK, QUINN, MOSES, SCOTT & GRAHN,	15888	12/16/2016	1 November and December 2016 legal services	\$50,000.00	10-530130-1001	
	15888 Total			\$50,000.00		
ARTHUR J. GALLAGHER RISK MANAGEMEN	15889	12/16/2016	1 2016 Worker's Comp Audit add'l fee	\$24,021.00	10-530440-1301	
	15889 Total			\$24,021.00		
ULINE	15891	12/16/2016	1 Ladders for Central	\$598.07	10-520120-1401	
	15891 Total			\$598.07		
STAPLES	15893	12/19/2016	1 December Cleaning Supplies	\$1,500.00	10-520210-1350	
	15893 Total			\$1,500.00		
STAPLES	15894	12/19/2016	1 December Office Supplies	\$10,000.00	10-520120-1350	
STAPLES	15894	12/19/2016	2 December Office Supplies - Additional	\$500.00	10-520120-1701	
	15894 Total			\$10,500.00		
EF MARBURGER	15896	12/16/2016	1 CEN Installation of IndyPL provided carpet	\$5,295.00	10-530605-1401	
	15896 Total			\$5,295.00		
CONNOR FINE PAINTING	15897	12/18/2016	1 Eagle Branch - Prep and paint public restrooms as per quot	\$975.00	10-530605-2007	
	15897 Total			\$975.00		
JCOS, INC.	15898	12/15/2016	1 Landscaping and grounds maintenance services Nov/Dec	\$7,825.00	10-530950-1801	
	15898 Total			\$7,825.00		
RICHARD LOPEZ ELECTRICAL, LLC	15900	12/18/2016	1 Beech Grove - Provide and install occupancy sensors	\$1,562.00	10-530605-2028	
	15900 Total			\$1,562.00		
RICHARD LOPEZ ELECTRICAL, LLC	15901	12/18/2016	1 Decatur Branch - Convert parking lot lights to LED	\$3,410.00	10-530605-2006	
	15901 Total			\$3,410.00		
COMMERCIAL SEWER CLEANING	15902	12/12/2016	1 Inspect and prepare report of storm water seperator	\$900.00	10-530605-1401	
	15902 Total			\$900.00		
RECORD AUTOMATIC DOORS, INC.	15903	12/18/2016	1 Replace sensor at Franlin Road branch 11/4/16	\$895.16	10-530605-2021	
	15903 Total			\$895.16		
EMERSON NETWORK POWER, LIEBERT SERV	15905	12/18/2016	1 Remove and dispose of thirty (30) HX 400 batteries.	\$1,120.00	10-530620-1801	
	15905 Total			\$1,120.00		
ORBIS	15906	12/18/2016	1 200 - FP 143 Stack-N-Nest Flipak Container - Attached Lid -	\$2,228.00	10-520120-1801	
ORBIS	15906	12/18/2016	2 Shipping	\$186.00	10-520120-1801	
	15906 Total			\$2,414.00		
JP MORGAN CHASE BANK	15907	12/19/2016	2 Distance Cubelet	\$98.85	10-520410-2024	

JP MORGAN CHASE BANK	15907	12/19/2016	3 Flashlight Cubelet	\$86.85	10-520410-2024
JP MORGAN CHASE BANK	15907	12/19/2016	4 Brightness Cubelet	\$57.90	10-520410-2024
JP MORGAN CHASE BANK	15907	12/19/2016	5 Inverse Cubelet	\$134.75	10-520410-2024
JP MORGAN CHASE BANK	15907	12/19/2016	6 Speaker Cubelet	\$115.80	10-520410-2024
JP MORGAN CHASE BANK	15907	12/19/2016	7 Blocker Cubelet	\$134.75	10-520410-2024
JP MORGAN CHASE BANK	15907	12/19/2016	8 Volume Discount	(\$125.78)	10-520410-2024
	15907 Total			\$503.12	
JP MORGAN CHASE BANK	15909	12/20/2016	2 1099 forms	\$127.17	10-520120-1301
	15909 Total			\$127.17	
I-MCPL HORIZON BOOK VENDORS	15911	12/20/2016	1 2016 Books and Materials	\$1,486.97	10-540600-1201
	15911 Total			\$1,486.97	
DEMCO, INC.	15912	12/20/2016	1 All-in-one Winter Labels	\$786.04	10-520410-1201
	15912 Total			\$786.04	
JP MORGAN CHASE BANK	15913	12/7/2016	2 iTunes Gift Card for Infozone programming tablet	\$50.00	10-520410-2024
	15913 Total			\$50.00	
RICHARD LOPEZ ELECTRICAL, LLC	15916	12/18/2016	1 Replace Powerflex Drive on Conveyor	\$2,725.00	10-530605-1401
	15916 Total			\$2,725.00	
CENTRAL SECURITY & COMMUNICATIONS	15917	12/18/2016	1 Provide Labor & Materials for Access Card Reader	\$2,638.41	10-530605-2028
	15917 Total			\$2,638.41	
RECORD AUTOMATIC DOORS, INC.	15918	12/18/2016	1 Replace Sensor at Glendale Branch 11/28/16	\$626.25	10-530605-2003
	15918 Total			\$626.25	
ASI SIGNAGE INNOVATIONS	15919	12/16/2016	1 FMSA New Van Graphics	\$695.00	10-540800-1801
ASI SIGNAGE INNOVATIONS	15919	12/16/2016	2 Unforeseen Conditions Allowance	\$250.00	10-540800-1801
	15919 Total			\$945.00	
PERFECTION SERVICE OF INDIANA	15920	12/20/2016	1 CEN Reimagine Project - Time & Materials	\$40,000.00	10-530610-1401
	15920 Total			\$40,000.00	
RICHARD LOPEZ ELECTRICAL, LLC	15921	12/20/2016	1 CEN Reimagine Project - Time & Materials	\$120,000.00	10-530605-1401
	15921 Total			\$120,000.00	
FINELINE PRINTING GROUP	15922	12/20/2016	1 Call-A-Cool Story	\$1,222.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	2 Online Digital Library Brochure	\$2,240.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	3 Student Database Brochure	\$2,240.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	4 Play & Learn Flyer	\$1,422.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	5 Business Cards	\$505.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	6 Bill Harley Bookmarks & Posters	\$1,300.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	7 Shake, Rattle & Roll Bookmarks & Posters	\$1,342.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	8 Parent & Preschool Yoga Roll Bookmarks & Posters	\$1,410.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	9 Owl Art Workshop Bookmarks & Posters	\$1,410.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	10 Healthy Snacking Bookmarks & Posters	\$1,410.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	11 Miss Bobbie Bookmarks & Posters	\$1,410.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	12 Financial Aid - College Prep English/Spanish Bookmarks/Pos	\$1,260.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	13 Scholarships - College Prep English/Spanish Bookmarks/Post	\$1,260.00	10-530320-1601
FINELINE PRINTING GROUP	15922	12/20/2016	14 Lauren Huber - Graphics Design	\$250.00	10-530320-1601
	15922 Total			\$18,681.00	
ASI SIGNAGE INNOVATIONS	15923	12/16/2016	1 EWA Interior Signage per Quote 55189-Rv1	\$12,486.50	10-520120-2009
ASI SIGNAGE INNOVATIONS	15923	12/16/2016	2 EWA Interior Signage - Unforeseen Conditions Allowance	\$4,000.00	10-520120-2009
	15923 Total			\$16,486.50	
AIR WORX	15924	12/20/2016	1 Repair Denka lift SN VJ1DN3M254DK12499 - INV 312004-0001	\$1,303.07	10-530955-1801
	15924 Total			\$1,303.07	

INDIANA PLUMBING AND DRAIN LLC	15925	12/20/2016	1 Install backwater valve at Central Library	\$4,100.00	10-530605-1401
15925 Total				\$4,100.00	
Abell Elevator Service Co., d/b/a Oracle	15927	12/18/2016	1 Provide spare elevator hall call board for parts inventory	\$837.00	10-530605-1401
15927 Total				\$837.00	
FARGO INSULATION COMPANY, INC.	15928	12/20/2016	1 CEN Install insulation on the chilled water pump flanges	\$1,533.00	10-530610-1401
15928 Total				\$1,533.00	
LOCKERBIE SQUARE CABINET CO.	15929	12/20/2016	1 PIK Replace drawer fronts on the information desk	\$1,060.00	10-530605-2015
15929 Total				\$1,060.00	
SmartSound Software, Inc.	15930	12/9/2016	1 Quicktracks Annual Music Subscription	\$1,995.00	10-530910-1601
SmartSound Software, Inc.	15930	12/9/2016	2 SonicFire Pro 6.0 Audio Software	\$199.00	10-520120-1601
15930 Total				\$2,194.00	
COMMERCIAL OFFICE ENVIRONMENTS INC	15932	12/19/2016	1 PIK Replacement Patron Tables, Chairs, Lounge Seats	\$42,266.98	10-520120-2015
COMMERCIAL OFFICE ENVIRONMENTS INC	15932	12/19/2016	2 PIK Replacement Patron Lounge Seating First Office Sofa	\$1,139.00	10-520430-2015
15932 Total				\$43,405.98	
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	1 Cell Backup Communitations - Bosch - College	\$1,295.02	10-520430-2002
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	2 Cell Backup Communitations - Bosch - Central	\$1,295.02	10-520430-1401
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	3 Cell Backup Communitations - Bosch - Decatur	\$1,295.02	10-520430-2006
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	4 Cell Backup Communitations - Bosch - East 38	\$1,295.02	10-520430-2008
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	5 Cell Backup Communitations - Bosch - East Washington	\$1,295.02	10-520430-2009
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	6 Cell Backup Communitations - Bosch - Eagle	\$1,295.02	10-520430-2007
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	7 Cell Backup Communitations - Bosch - Franklin Rd	\$1,295.02	10-520430-2021
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	8 Cell Backup Communitations - Bosch - Garfield Park	\$1,295.02	10-520430-2016
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	9 Cell Backup Communitations - Bosch - Haughville	\$1,295.02	10-520430-2012
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	10 Cell Backup Communitations - Bosch - Irvington	\$1,295.02	10-520430-2004
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	11 Cell Backup Communitations - Bosch - Lawrence	\$1,295.02	10-520430-2013
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	12 Cell Backup Communitations - Bosch - LSC	\$1,295.02	10-520430-1801
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	13 Cell Backup Communitations - Bosch - Nora	\$1,295.02	10-520430-2004
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	14 Cell Backup Communitations - Bosch - Pike	\$1,295.02	10-520430-2016
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	15 Cell Backup Communitations - Bosch - Southport	\$1,295.02	10-520430-2017
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	16 Cell Backup Communitations - Bosch - Spades Park	\$1,295.02	10-520430-2018
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	17 Cell Backup Communitations - Bosch - Wayne	\$1,295.02	10-520430-2019
CENTRAL SECURITY & COMMUNICATIONS	15933	12/20/2016	18 Cell Backup Communitations - Bosch - West Indy	\$1,295.02	10-520430-2020
15933 Total				\$23,310.36	
RICHARD LOPEZ ELECTRICAL, LLC	15934	12/19/2016	1 DEC Upgrade Data Cable to New Specifications	\$29,200.00	10-530605-2006
15934 Total				\$29,200.00	
RICHARD LOPEZ ELECTRICAL, LLC	15935	12/19/2016	1 LSC Upgrade Data Cable on Second Floor	\$24,400.00	10-530605-1801
15935 Total				\$24,400.00	
RICHARD LOPEZ ELECTRICAL, LLC	15936	12/19/2016	1 LSC Install Dedicated Power Circuits for MFDs	\$2,984.00	10-530605-1801
RICHARD LOPEZ ELECTRICAL, LLC	15936	12/19/2016	3 Second Tripp-lite unit	\$191.00	10-530605-1801
15936 Total				\$3,175.00	
RICHARD LOPEZ ELECTRICAL, LLC	15937	12/19/2016	1 SOU Install Additional Lighting at Circ Desk	\$1,820.00	10-530605-2017
15937 Total				\$1,820.00	
RICHARD LOPEZ ELECTRICAL, LLC	15938	12/19/2016	1 EWA Replace Data Cable for Security Cameras	\$14,300.00	10-530605-2009
15938 Total				\$14,300.00	
RICHARD LOPEZ ELECTRICAL, LLC	15939	12/20/2016	1 FSQ Install Dedicated Circuit for MFD & Install Tripp-Lite	\$1,892.00	10-530605-2011
15939 Total				\$1,892.00	
RICHARD LOPEZ ELECTRICAL, LLC	15940	12/20/2016	1 WAY Replace 2 Electric Heater in Vestibule	\$6,750.00	10-530605-2019
15940 Total				\$6,750.00	

RICHARD LOPEZ ELECTRICAL, LLC	15941	12/20/2016	1 FSQ Replace Interior Bus Bar on Panel P	\$2,318.00	10-530605-2011
15941 Total				\$2,318.00	
CONSTANT CONTACT	15944	12/15/2016	1 Email Services - Email Marketing Platform	\$4,998.00	10-530945-1601
15944 Total				\$4,998.00	
DOLAN TECHNOLOGIES CORP. d/b/a CC	15945	12/9/2016	1 Compensation Data 2016 Non-For-Profit-Midwest	\$579.00	10-530110-1701
DOLAN TECHNOLOGIES CORP. d/b/a CC	15945	12/9/2016	2 Shipping & Handling	\$20.00	10-530110-1701
15945 Total				\$599.00	
MID-AMERICA SOUND CORP.	15946	12/20/2016	1 CEN Clowes Auditorium - Mlxing Console	\$13,124.00	10-540350-1401
MID-AMERICA SOUND CORP.	15946	12/20/2016	2 CEN Clowes Auditorium - Digital Snake	\$3,818.00	10-540350-1401
MID-AMERICA SOUND CORP.	15946	12/20/2016	3 CEN Clowes Auditorium - Speaker System	\$55,110.00	10-540350-1401
MID-AMERICA SOUND CORP.	15946	12/20/2016	4 CEN Clowes Auditorium - Accessories	\$3,334.00	10-530605-1401
MID-AMERICA SOUND CORP.	15946	12/20/2016	5 CENClowes Auditorium - Consulting	\$14,580.00	10-530110-1401
15946 Total				\$89,966.00	
JP MORGAN CHASE BANK	15947	12/22/2016	2 Hive bundle blue-bot	\$1,499.90	10-520410-2024
15947 Total				\$1,499.90	
RECORD AUTOMATIC DOORS, INC.	15948	12/18/2016	1 Replace Sensors at Franklin Road Branch	\$3,196.66	10-530605-2021
15948 Total				\$3,196.66	
JP MORGAN CHASE BANK	15949	12/22/2016	1 Sphero SPRK Educator Pack - 12 SPRK	\$799.99	10-520410-2024
15949 Total				\$799.99	
GRANT KEY	15950	12/18/2016	1 Beech Grove Branch Snow Removal for 2016	\$1,150.00	10-530937-2028
15950 Total				\$1,150.00	
LITTLE ROBOT PHOTOGRAPHY	15951	12/16/2016	1 Photography Services	\$1,350.00	10-530955-1601
15951 Total				\$1,350.00	
HALLETT MOVERS	15953	12/28/2016	1 Cost to Move Materials, Shelving & Furniture for Reimagine	\$240,000.00	10-530955-1401
15953 Total				\$240,000.00	
JCOS, INC.	15954	12/29/2016	1 Snow and Ice Removal Services - Dec 2016	\$85,500.00	10-530937-1801
15954 Total				\$85,500.00	
ADP, INC.	15955	12/16/2016	1 ACA Compliance Fee Nov & Dec	\$1,120.00	10-530920-1701
15955 Total				\$1,120.00	
ADP, INC.	15956	12/29/2016	1 E-time fee - December	\$1,020.00	10-530920-1701
ADP, INC.	15956	12/29/2016	2 Qty: 2 - 12/30/16 payroll process fees	\$4,000.00	10-530920-1701
15956 Total				\$5,020.00	
ULINE	15957	12/29/2016	1 Mailers, Bags, Packing Tape	\$2,234.96	10-520120-2026
15957 Total				\$2,234.96	
REPUBLIC WASTE SERVICES	15958	12/27/2016	1 December Trash removal and container exchange LSC	\$4,499.67	10-530935-1801
15958 Total				\$4,499.67	
DACO GLASS & GLAZING INC.	15959	12/27/2016	1 Replace lockset at Denka Lift storage closet	\$748.00	10-530605-1401
15959 Total				\$748.00	
INDIANA PLUMBING AND DRAIN LLC	15960	12/27/2016	1 College Branch - WO 5312 - Install 10 gallon AO Smith	\$1,575.00	10-530605-2002
15960 Total				\$1,575.00	
INDIANA PLUMBING AND DRAIN LLC	15961	12/27/2016	1 Central Library - P1 Garage and First Floor of Tower	\$18,000.00	10-530605-1401
15961 Total				\$18,000.00	
Tactic	15962	12/28/2016	1 Research and Discovery related to the design of new webs	\$41,542.50	10-530110-1601
Tactic	15962	12/28/2016	3 Website Plan, Design, Build - Work Order No. INL-P-0002	\$144,575.00	10-530110-1601
Tactic	15962	12/28/2016	4 (3) Videos - Work Order No. INL-P-0003	\$26,500.00	10-530110-1601
15962 Total				\$212,617.50	
RJE BUSINESS INTERIORS	15963	12/28/2016	1 CEN Reimagine Project - Time and Materials furniture	\$20,000.00	10-520430-1401
15963 Total				\$20,000.00	

JBM CONTRACTORS INC	15964	12/28/2016	1 CEN Reimagine Project - Time and Materials for 3W checkoi	\$30,000.00	10-540300-1401
	15964 Total			\$30,000.00	
JBM CONTRACTORS INC	15965	12/28/2016	1 CEN Reimagine Project - Time and Materials for 3W for walls	\$95,625.00	10-530605-1401
	15965 Total			\$95,625.00	
RJE BUSINESS INTERIORS	15966	12/28/2016	1 CEN Reimagine Project - Time and Materials furniture	\$100,000.00	10-520120-1401
	15966 Total			\$100,000.00	
ASI SIGNAGE INNOVATIONS	15967	12/28/2016	1 CEN Reimagine Project - Time and Materials for Signage	\$50,000.00	10-520120-1401
	15967 Total			\$50,000.00	
EF MARBURGER	15968	12/28/2016	1 CEN Reimagine Project - Time and Materials for carpet	\$15,000.00	10-530605-1401
	15968 Total			\$15,000.00	
TECH-LOGIC CORPORATION	15969	12/28/2016	1 CEN Reimagine Project - Time and Materials for 3W RFID Ga	\$15,000.00	10-540350-1401
	15969 Total			\$15,000.00	
ALPINE MAINTENANCE GROUP INC	15971	12/28/2016	1 Clean eight (8) commercial HVAC systems and associated	\$8,010.00	10-530610-2014
	15971 Total			\$8,010.00	
INDIANA PLUMBING AND DRAIN LLC	15972	12/28/2016	1 Wayne Branch - WO 5439 - Install 40 gallon water heater	\$829.00	10-530605-2019
	15972 Total			\$829.00	
DUNHAM RUBBER & BELTING CORP.	15973	12/28/2016	1 Provide and install 17.5" x 16'8" belt on conveyor	\$608.75	10-530620-1401
	15973 Total			\$608.75	
RICHARD LOPEZ ELECTRICAL, LLC	15976	12/29/2016	1 Electrical Services - November and December	\$46,000.00	10-530605-1801
	15976 Total			\$46,000.00	
	Grand Total			\$2,683,870.40	

Account Summary

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
10-510210-1701	HEALTH INSURANCE	\$10,808.91
10-510250-1701	UNEMPLOYMENT COMPENSATION	\$2,000.00
10-520120-1101	OTHER OFFICE SUPPLIES	\$2,585.97
10-520120-1201	OTHER OFFICE SUPPLIES	\$598.00
10-520120-1301	OTHER OFFICE SUPPLIES	\$127.17
10-520120-1350	OTHER OFFICE SUPPLIES	\$10,000.00
10-520120-1401	OTHER OFFICE SUPPLIES	\$151,388.07
10-520120-1411	OTHER OFFICE SUPPLIES	\$2,418.12
10-520120-1506	OTHER OFFICE SUPPLIES	\$1,511.96
10-520120-1601	OTHER OFFICE SUPPLIES	\$199.00
10-520120-1701	OTHER OFFICE SUPPLIES	\$560.46
10-520120-1801	OTHER OFFICE SUPPLIES	\$4,037.50
10-520120-2009	OTHER OFFICE SUPPLIES	\$83,746.02
10-520120-2015	OTHER OFFICE SUPPLIES	\$42,266.98
10-520120-2026	OTHER OFFICE SUPPLIES	\$2,234.96
10-520120-2028	OTHER OFFICE SUPPLIES	\$1,825.08
10-520130-1801	UNIFORMS	\$5,500.00
10-520210-1350	CLEANING & SANITATION	\$9,529.02
10-520210-1401	CLEANING & SANITATION	\$2,000.00
10-520210-2009	CLEANING & SANITATION	\$5,338.57
10-520220-1801	GASOLINE	\$9,749.27
10-520410-1201	LIBRARY SUPPLIES	\$22,692.68

10-520410-2024	Library Supplies	\$2,853.01
10-520430-1401	NON-CAPITAL FURNITURE & EQUIPMENT	\$26,623.14
10-520430-1801	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2002	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2004	NON-CAPITAL FURNITURE & EQUIPMENT	\$2,590.04
10-520430-2006	Non-Capital Furniture & Equipment	\$1,295.02
10-520430-2007	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2008	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2009	NON-CAPITAL FURNITURE & EQUIPMENT	\$10,835.50
10-520430-2012	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2013	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2014	NON-CAPITAL FURNITURE & EQUIPMENT	\$3,239.98
10-520430-2015	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,139.00
10-520430-2016	NON-CAPITAL FURNITURE & EQUIPMENT	\$2,590.04
10-520430-2017	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2018	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2019	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2020	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-520430-2021	NON-CAPITAL FURNITURE & EQUIPMENT	\$1,295.02
10-530110-1401	CONSULTING SERVICES	\$14,580.00
10-530110-1601	CONSULTING SERVICES	\$212,617.50
10-530110-1701	CONSULTING SERVICES	\$599.00
10-530110-1901	CONSULTING SERVICES	\$850.00
10-530110-2012	CONSULTING SERVICES	\$9,593.85
10-530130-1001	LEGAL SERVICES	\$50,000.00
10-530210-1301	POSTAGE	\$980.69
10-530222-1701	IN HOUSE CONFERENCE	\$415.00
10-530222-2002	IN HOUSE CONFERENCE	\$95.00
10-530230-1101	DATA COMMUNICATIONS	\$19,850.00
10-530230-2028	DATA COMMUNICATIONS	\$475.00
10-530320-1601	OUTSIDE PRINTING	\$23,289.00
10-530440-1301	WORKER'S COMPENSATION	\$24,021.00
10-530510-1801	GAS	\$50,753.61
10-530520-1801	ELECTRICITY	\$69,710.78
10-530530-1401	HEAT/STEAM	\$72,604.51
10-530535-1401	COOLING/CHILLED WATER	\$4,867.93
10-530540-1801	WATER	\$10,611.38
10-530550-1801	SEWAGE	\$8,348.15
10-530605-1401	REP & MAINT-STRUCTURE	\$278,956.00
10-530605-1801	REP & MAINT-STRUCTURE	\$112,698.32
10-530605-2002	REP & MAINT-STRUCTURE	\$1,575.00
10-530605-2003	REP & MAINT-STRUCTURE	\$626.25
10-530605-2004	REP & MAINT-STRUCTURE	\$2,959.00
10-530605-2006	REP & MAINT-STRUCTURE	\$32,610.00
10-530605-2007	REP & MAINT-STRUCTURE	\$975.00
10-530605-2008	REP & MAINT-STRUCTURE	\$9,025.00
10-530605-2009	REP & MAINT-STRUCTURE	\$19,559.83
10-530605-2011	REP & MAINT-STRUCTURE	\$4,210.00

10-530605-2012	REP & MAINT-STRUCTURE	\$7,650.00
10-530605-2015	REP & MAINT-STRUCTURE	\$2,284.00
10-530605-2017	REP & MAINT-STRUCTURE	\$6,409.60
10-530605-2019	REP & MAINT-STRUCTURE	\$7,579.00
10-530605-2021	REP & MAINT-STRUCTURE	\$4,091.82
10-530605-2025	REP & MAINT-STRUCTURE	\$2,002.00
10-530605-2028	REP & MAINT-STRUCTURE	\$4,200.41
10-530610-1401	REP & MAINT-HEATING & AIR	\$42,433.00
10-530610-1801	REP & MAINT-HEATING & AIR	\$6,703.39
10-530610-2014	REP & MAINT-HEATING & AIR	\$10,285.00
10-530615-1401	REP & MAINT -AUTO	\$4,428.46
10-530620-1401	REP & MAINT-EQUIPMENT	\$4,919.35
10-530620-1801	REP & MAINT-EQUIPMENT	\$3,620.00
10-530625-1101	REP & MAINT-COMPUTERS	\$62,963.60
10-530625-2028	REP & MAINT -COMPUTERS	\$94.50
10-530630-1801	CLEANING	\$85,511.03
10-530630-2028	CLEANING	\$1,250.00
10-530630-3800	CLEANING	\$67.50
10-530720-1101	EQUIPMENT RENTAL	\$4,409.93
10-530720-2028	EQUIPMENT RENTAL	\$91.85
10-530910-1601	DUES & MEMBERSHIPS	\$1,995.00
10-530915-1001	COMPUTER SERVICES	\$172.82
10-530915-1101	COMPUTER SERVICES	\$3,483.35
10-530915-1201	COMPUTER SERVICES	\$569.49
10-530915-1401	COMPUTER SERVICES	\$396.67
10-530915-1501	COMPUTER SERVICES	\$396.67
10-530915-1601	COMPUTER SERVICES	\$793.34
10-530915-1801	COMPUTER SERVICES	\$172.82
10-530915-1901	COMPUTER SERVICES	\$172.82
10-530920-1701	PAYROLL SERVICES	\$6,140.00
10-530925-1801	SECURITY SERVICES	\$104,224.84
10-530925-3800	SECURITY SERVICES	\$4,713.75
10-530935-1801	TRASH REMOVAL	\$6,429.68
10-530937-1801	SNOW REMOVAL	\$85,500.00
10-530937-2017	SNOW REMOVAL	\$4,195.00
10-530937-2028	SNOW REMOVAL	\$1,150.00
10-530940-1501	PROGRAMMING	\$5,100.00
10-530941-1501	PROGRAMMING - JUV.	\$620.00
10-530945-1601	EVENTS & PR	\$4,998.00
10-530945-3800	EVENTS & PR	\$1,000.00
10-530950-1801	LAWN & LANDSCAPING	\$7,825.00
10-530950-2004	LAWN & LANDSCAPING	\$2,250.00
10-530955-1101	OTHER CONTRACTUAL SERVICES	\$44,034.76
10-530955-1201	OTHER CONTRACTUAL SERVICES	\$21,553.38
10-530955-1301	OTHER CONTRACTUAL SERVICES	\$19,803.58
10-530955-1401	OTHER CONTRACTUAL SERVICES	\$240,000.00
10-530955-1601	OTHER CONTRACTUAL SERVICES	\$1,350.00
10-530955-1701	OTHER CONTRACTUAL SERVICES	\$5,900.00

10-530955-1801	OTHER CONTRACTUAL SERVICES	\$18,452.09
10-530955-2028	OTHER CONTRACTUAL SERVICES	\$1,310.00
10-540300-1401	Capital - Furniture	\$30,000.00
10-540300-2009	Capital - Furniture	\$15,264.00
10-540350-1401	CAPITAL - EQUIPMENT	\$93,852.00
10-540350-1501	CAPITAL - EQUIPMENT	\$8,475.00
10-540350-2028	CAPITAL - EQUIPMENT	\$2,945.63
10-540400-1101	COMPUTER EQUIPMENT	\$179,672.00
10-540600-1201	BOOKS & MATERIALS	\$1,486.97
10-540700-1201	UNPROCESSED PAPERBACK BOOKS	\$21,344.61
10-540700-1501	UNPROCESSED PAPERBACK BOOKS	\$202.20
10-540800-1801	VEHICLES	\$945.00
	Grand Totals:	\$2,683,870.40

Indianapolis-Marion County Public Library
 Open PO Report - FUND 11 Library Improvement Reserve Fund
 December 31, 2016

Vendor	PO Number	PO Date	Line Item Nurr Description	Enc. Post Balance	Account ID
H.J. UMBAUGH & ASSOCIATES	15512	8/11/2016	1 Implementation Services for New Accounting Software	\$47,331.25	11-540450-1301
	15512 Total			\$47,331.25	
TYLER TECHNOLOGIES, INC.	15807	11/23/2016	1 Accounting/HR Software	\$207,308.00	11-540450-1301
TYLER TECHNOLOGIES, INC.	15807	11/23/2016	2 Implementation & Conversion Services	\$227,500.00	11-540450-1301
TYLER TECHNOLOGIES, INC.	15807	11/23/2016	3 2 Secure Signature Systems	\$3,300.00	11-540450-1301
TYLER TECHNOLOGIES, INC.	15807	11/23/2016	4 First Year Maintenance	\$1,000.00	11-530915-1301
TYLER TECHNOLOGIES, INC.	15807	11/23/2016	5 Estimated Travel Expenses	\$57,450.00	11-540450-1301
TYLER TECHNOLOGIES, INC.	15807	11/23/2016	6 Contingency for Additional Services	\$51,442.00	11-540450-1301
	15807 Total			\$548,000.00	
	Grand Total			\$595,331.25	

Account Summary

Account Number	Description	Amount
11-530915-1301	COMPUTER SERVICES	\$1,000.00
11-540450-1301	COMPUTER SOFTWARE	\$594,331.25
Grand Totals:		\$595,331.25

Indianapolis-Marion County Public Library
 Open PO Report - FUND 39 Rainy Day Fund
 December 31, 2016

Vendor	PO Number	PO Date	Line Item Nun Description	Enc. Post Balance	Account ID
DTM REAL ESTATE SERVICES, LL	14094	6/23/2015	1 BTW Representation Services for parcel acquisition	\$25,000.00	39-530110-2005
	14094 Total			\$25,000.00	
MayRealtors, LLC	14290	8/21/2015	1 Michigan Road Representation Services for Parcel Acquisitior	\$10,000.00	39-530110-2027
	14290 Total			\$10,000.00	
SHREWSBERRY & ASSOCIATES	15093	4/12/2016	1 Phase I Environment Site Assessment	\$3,400.00	39-530110-2027
SHREWSBERRY & ASSOCIATES	15093	4/12/2016	2 Title Records Search for Phase I Environment Site Assessment	\$500.00	39-530110-2027
	15093 Total			\$3,900.00	
SHREWSBERRY & ASSOCIATES	15278	6/3/2016	1 Phase II Limited Subsurface Investigation	\$9,056.35	39-530110-2027
	15278 Total			\$9,056.35	
METRIC ENVIRONMENTAL	15352	6/17/2016	1 Phase I Environmental Site Assessment - BTW Property	\$570.00	39-530110-2005
	15352 Total			\$570.00	
METRIC ENVIRONMENTAL	15432	7/20/2016	1 MIC Phase II Limited Site Inspection	\$3,200.36	39-530110-2027
	15432 Total			\$3,200.36	
METRIC ENVIRONMENTAL	15435	7/20/2016	1 MIC Phase 1 Environmental Site Assessment	\$2,755.00	39-530110-2027
	15435 Total			\$2,755.00	
METRIC ENVIRONMENTAL	15744	11/7/2016	1 BTW Phase I Environmental Site Assessment - Sherman Drive	\$4,600.00	39-530110-2005
	15744 Total			\$4,600.00	
METRIC ENVIRONMENTAL	15811	11/11/2016	2 site per proposal dated 11/11/16.	\$22,500.00	39-530110-2005
	15811 Total			\$22,500.00	
GREATER KING SOLOMON MI:	15846	12/5/2016	1 Purchase 2412 N. Shadeland for new Brightwood branch.	\$220,000.00	39-540100-2005
	15846 Total			\$220,000.00	
MAY REALTORS, LLC	15855	12/9/2016	1 Real Estate Brokerage Fees - Brightwood Property Acquisition	\$3,375.00	39-530110-2005
	15855 Total			\$3,375.00	
MAY REALTORS, LLC	15856	12/9/2016	1 Real Estate Consulting Fees for Eagle Property Acquisition	\$3,250.00	39-530110-2007
MAY REALTORS, LLC	15856	12/9/2016	2 Real Estate Consulting Fees for Michigan Rd Property Acquisi	\$3,250.00	39-530110-2027
	15856 Total			\$6,500.00	
MAY REALTORS, LLC	15857	12/9/2016	1 Real Estate Consulting Fees for Brightwood Property Acquisit	\$6,500.00	39-530110-2005
	15857 Total			\$6,500.00	
WILLIAM P. RICKETTS	15869	12/9/2016	1 Parcel #1072633 as Part of Land Acquisition for Brightwood	\$7,500.00	39-540100-2005
	15869 Total			\$7,500.00	
CLARK, QUINN, MOSES, SCOT	15892	12/16/2016	1 November and December 2016 legal services	\$10,000.00	39-530130-1001
	15892 Total			\$10,000.00	
BETHESDA TEMPLE APOSTOLIC	15943	12/20/2016	1 Land Purchase for Michigan Road Library	\$333,226.00	39-540100-2027
	15943 Total			\$333,226.00	
	Grand Total			\$668,682.71	

Account Summary

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
39-530110-2005	CONSULTING SERVICES	\$62,545.00
39-530110-2007	CONSULTING SERVICES	\$3,250.00
39-530110-2027	CONSULTING SERVICES	\$32,161.71
39-530130-1001	LEGAL SERVICES	\$10,000.00
39-540100-2005	LAND	\$227,500.00
39-540100-2027	LAND	\$333,226.00
Grand Totals:		\$668,682.71

Indianapolis-Marion County Public Library
 Open PO Report - FUND 45 Capital Project Fund
 December 31, 2016

Vendor	PO Number	PO Date	Line Item Num	Description	Enc. Post Balance	Account ID
ADTEC	14538	11/18/2015	3	PY 19 (2016) Category 1, Phase 3 eRate Filings	\$3,470.00	45-530110-1101
	14538 Total				\$3,470.00	
SIRSIDYNIX	14589	12/4/2015	1	Horizon Software	\$12,170.00	45-520120-1101
SIRSIDYNIX	14589	12/4/2015	2	Services	\$1,220.00	45-520120-1101
SIRSIDYNIX	14589	12/4/2015	3	Enterprise	\$29,180.00	45-520120-1101
	14589 Total				\$42,570.00	
ADTEC	14590	12/4/2015	3	Plan Year 2016 (19) Category 2 BMIC Phase 3	\$630.00	45-530110-1101
	14590 Total				\$630.00	
SENSORY TECHNOLOGIES	14640	12/21/2015	1	Installation of AV Technologies for 16 Branch Libraries per	\$32,941.00	45-540350-1801
	14640 Total				\$32,941.00	
CDW GOVERNMENT, INC.	15071	3/30/2016	4	APC 1.8M PWR Cord Kit MFG#: AP8706S - WW	\$236.82	45-520120-1101
	15071 Total				\$236.82	
SONDHI SOLUTIONS	15160	4/27/2016	2	CPF Fund	\$51,610.00	45-530110-1101
	15160 Total				\$51,610.00	
SENSORY TECHNOLOGIES	15406	7/14/2016	1	SOU Digital Signage Installation per Quote 50610-R1	\$4,992.00	45-540350-2017
	15406 Total				\$4,992.00	
SENSORY TECHNOLOGIES	15518	7/20/2016	1	LSC Digital Signage per Quote 50610-R2	\$4,992.00	45-540350-1801
	15518 Total				\$4,992.00	
SENSORY TECHNOLOGIES	15519	8/15/2016	1	WRN Digital Signage per Quote 50610-R6	\$4,992.00	45-540350-2022
	15519 Total				\$4,992.00	
SENSORY TECHNOLOGIES	15520	7/20/2016	1	WIN Digital Signage per Quote 50610-R4	\$4,397.00	45-540350-2020
	15520 Total				\$4,397.00	
SENSORY TECHNOLOGIES	15522	7/20/2016	1	WAY Digital Signage per Quote 50610-R5	\$4,397.00	45-540350-2019
	15522 Total				\$4,397.00	
KOORSEN FIRE & SECURITY	15553	8/18/2016	1	Provide N2 blast system to provide 98% nitrogen to the dry	\$14,857.00	45-530605-2004
	15553 Total				\$14,857.00	
Shelby Upholstering & Interic	15601	9/19/2016	1	Skim cote and paint wall in Teen Area	\$950.00	45-530605-2002
Shelby Upholstering & Interic	15601	9/19/2016	2	Remove carpet, prep floor, install new carpet in Teen Area	\$650.00	45-530605-2002
Shelby Upholstering & Interic	15601	9/19/2016	3	Dismantle, reconstruct & install cabinet in Teen Area	\$500.00	45-530605-2002
Shelby Upholstering & Interic	15601	9/19/2016	4	Recover cushion in cabinet, replace foam.	\$200.00	45-530605-2002
Shelby Upholstering & Interic	15601	9/19/2016	6	Remove & reinstall bulletin board vertically in Teen Area	\$100.00	45-530605-2002
Shelby Upholstering & Interic	15601	9/19/2016	7	Install new 4'X6' dry erase board & hand paint custom design	\$800.00	45-530605-2002
Shelby Upholstering & Interic	15601	9/19/2016	8	Fabricate & install new wood corner trim piece, stained to	\$475.00	45-530605-2002
	15601 Total				\$3,675.00	
Shelby Upholstering & Interic	15609	9/12/2016	1	Material/Labor for loveseat reupholstery, repad, cushion	\$1,150.00	45-530605-2002
Shelby Upholstering & Interic	15609	9/12/2016	3	Material/Labor for (3) chairs reupholstery, repad, cushion	\$2,250.00	45-530605-2002
Shelby Upholstering & Interic	15609	9/12/2016	5	Material/Labor for (2) chairs reupholstery, repad,	\$1,394.00	45-530605-2002
Shelby Upholstering & Interic	15609	9/12/2016	7	Material/Labor for (4) pillow top benches reupholstering,	\$2,000.00	45-530605-2002
	15609 Total				\$6,794.00	
BLACKMORE & BUCKNER	15640	9/29/2016	1	Southport Branch Roof Recover Project	\$3,000.00	45-530605-2017
	15640 Total				\$3,000.00	
PCM-G	15672	10/13/2016	1	Microsoft Surface Book Tablet with detachable keyboard	\$1,992.36	45-520430-1101
	15672 Total				\$1,992.36	
EF MARBURGER	15697	10/19/2016	1	Remove existing carpet, then furnish and install	\$6,345.00	45-530605-2012
EF MARBURGER	15697	10/19/2016	3	Remove existing carpet, then furnish and install	\$7,137.00	45-530605-2012
EF MARBURGER	15697	10/19/2016	5	Remove existing carpet, then furnish and install	\$4,455.00	45-530605-2012
	15697 Total				\$17,937.00	
BILL LAWRENCE COMPAN	15700	10/24/2016	1	SPK Exterior Painting	\$15,700.00	45-530605-2018

	15700 Total				\$15,700.00	
EF MARBURGER	15708	10/24/2016	1	EWA Installation of Shaw Vinyl Quiet Cover Flooring	\$23,115.00	45-530605-2009
	15708 Total				\$23,115.00	
RICHARD LOPEZ ELECTRI	15709	10/24/2016	1	WRN Upgrade exterior lights to LED	\$9,649.00	45-530605-2022
	15709 Total				\$9,649.00	
DELL MARKETING L.P.	15734	11/3/2016	1	Dell OptiPlex 7440 AIO	\$31,947.20	45-520120-1101
	15734 Total				\$31,947.20	
EF MARBURGER	15798	11/17/2016	1	Remove and replace carpet damaged by flooding on first floor	\$5,600.00	45-530955-1801
	15798 Total				\$5,600.00	
CDW GOVERNMENT, INC.	15808	11/18/2016	3	Panduit TX6A-SD 10Gig 15ft Patch Cables - Black	\$1,180.80	45-520120-1101
	15808 Total				\$1,180.80	
PCM-G	15809	11/18/2016	1	Cisco 550 Series Wirelell Controller Additive Capacity ...	\$6,538.80	45-520120-1101
	15809 Total				\$6,538.80	
CDW GOVERNMENT, INC.	15838	12/1/2016	1	Socket Bluetooth Cordless Hand Scanner 7Xi Barcode Scanner	\$508.84	45-520120-1101
	15838 Total				\$508.84	
PCM-G	15863	12/12/2016	1	Dell PowerEdge R730 Server	\$27,894.98	45-540400-1101
	15863 Total				\$27,894.98	
DELL MARKETING L.P.	15865	12/12/2016	1	Dell Optiplex 7440 AIO Computers	\$15,973.60	45-520120-1101
	15865 Total				\$15,973.60	
DELL MARKETING L.P.	15866	12/12/2016	1	Dell Optiplex 7440 Small Form Factor	\$1,049.27	45-520430-1101
	15866 Total				\$1,049.27	
DELL MARKETING L.P.	15867	12/7/2016	1	Dell Latitude E5570 Laptops	\$19,980.00	45-520120-1101
	15867 Total				\$19,980.00	
PCM-G	15868	12/12/2016	1	Apple MacBook Pro with touch bar Core i7 2.7 Ghz 16GB	\$2,598.98	45-540400-1101
PCM-G	15868	12/12/2016	2	Apple Magic Keyboard	\$87.76	45-520120-1101
PCM-G	15868	12/12/2016	3	Apple Magic Mouse 2	\$70.41	45-520120-1101
PCM-G	15868	12/12/2016	4	Desktop for Mac Software	\$69.59	45-520120-1101
PCM-G	15868	12/12/2016	5	Freight	\$12.00	45-520120-1101
	15868 Total				\$2,838.74	
TECHNOLOGY INTEGRATI	15870	12/12/2016	1	VMware Vsphere V.6.0. Standard License for one processor	\$3,700.00	45-520120-1101
TECHNOLOGY INTEGRATI	15870	12/12/2016	2	VMware production support and subscription for	\$1,272.00	45-520120-1101
	15870 Total				\$4,972.00	
PCM-G	15876	12/13/2016	1	SQL Server Standard Core Edition License & Software Assurance	\$2,346.16	45-520120-1101
PCM-G	15876	12/13/2016	3	Windows Server Standard Edition License & Software Assurance	\$721.80	45-520120-1101
	15876 Total				\$3,067.96	
CENTRAL RESTAURANT P	15910	12/20/2016	1	TCGG-48S Stainless Steel Deli Case	\$7,000.00	45-540350-1401
CENTRAL RESTAURANT P	15910	12/20/2016	2	Installation & Removal	\$450.00	45-540350-1401
	15910 Total				\$7,450.00	
WEBYOG, INC.	15926	12/19/2016	1	SQLYog Ultimate 5 user software license	\$799.00	45-520120-1101
	15926 Total				\$799.00	
	Grand Total				\$381,748.37	

Account Summary

Account Number	Description	Amount
45-520120-1101	OTHER OFFICE SUPPLIES	\$128,014.78
45-520430-1101	NON-CAPITAL FURNITURE & EQUIPMENT	\$3,041.63
45-530110-1101	CONSULTING SERVICES	\$55,710.00
45-530605-2002	REP & MAINT-STRUCTURE	\$10,469.00
45-530605-2004	REP & MAINT-STRUCTURE	\$14,857.00
45-530605-2009	REP & MAINT-STRUCTURE	\$23,115.00
45-530605-2012	REP & MAINT-STRUCTURE	\$17,937.00
45-530605-2017	REP & MAINT-STRUCTURE	\$3,000.00
45-530605-2018	REP & MAINT-STRUCTURE	\$15,700.00

45-530605-2022	REP & MAINT-STRUCTURE	\$9,649.00
45-530955-1801	OTHER CONTRACTUAL SERVICES	\$5,600.00
45-540350-1401	CAPITAL - EQUIPMENT	\$7,450.00
45-540350-1801	CAPITAL - EQUIPMENT	\$37,933.00
45-540350-2017	CAPITAL - EQUIPMENT	\$4,992.00
45-540350-2019	CAPITAL - EQUIPMENT	\$4,397.00
45-540350-2020	CAPITAL - EQUIPMENT	\$4,397.00
45-540350-2022	CAPITAL - EQUIPMENT	\$4,992.00
45-540400-1101	COMPUTER EQUIPMENT	\$30,493.96
	Grand Totals:	<hr/> <u>\$381,748.37</u>



Board Action Request

6e

To: IMCPL Board

Meeting Date: January 23, 2017

From: Finance Committee

Approved by the

Library Board: January 23, 2017

Effective Date: January 23, 2017

Subject: Resolution 4-2017 – Transfers Between Classifications and Accounts

Recommendation: Library staff recommends Board approval of the transfers to cover 2016 deficit balances.

Background: After posting all year-end activity, the Operating Fund had a deficit balance in the capital equipment account for the work being done to the sound system at Central Library. There are sufficient funds available in the repairs account to cover this project.

In the 2014 Bond Fund, there is a need to reallocate from capital to supplies and contractual.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2016 as the funds are moving from one account to another.



Board Resolution

6e

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 4-2016
TRANSFERS BETWEEN CLASSIFICATIONS AND ACCOUNTS
December 19, 2016**

WHEREAS, certain conditions have developed since the Adoption of the 2016 Annual Budget,

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

BE IT RESOLVED that the following transfers and reappropriations be made via:

OPERATING FUND			
DECREASE			
3. Services & Charges			
FROM:	10-530605-1801	REPAIRS & MAINT STRUCTURES	<u>\$(56,248.00)</u>
INCREASE			
4. Capital Outlay			
TO:	10-540350-1401	CAPITAL EQUIPMENT	<u>\$ 56,248.00</u>
2014 BOND FUND 43			
DECREASE			
4. Capital Outlay			
FROM:	43-540350-2022	CAPITAL EQUIPMENT	<u>\$ (6,464.78)</u>
INCREASE			
2. Supplies			
TO:	43-520120-2022	SUPPLIES	\$ 5,588.22
3. Services & Charges			
TO:	43-530955-2022	OTHER CONTRACTUAL SERVICES	876.56
			<u>\$ 6,464.78</u>



Board Action Request

6f

To: IMCPL Board

Meeting Date: January 23, 2017

From: Finance Committee

Approved by Library Board: January 23, 2017

Effective Date: January 23, 2017

Subject: Resolution – 5 -2017: Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Hallett and Sons for Moving Services.

Recommendation: Library staff recommends we move forward with an agreement with Hallett and Sons and the approval of Resolution – 5 -2017.

Background: The Library used Hallett and Sons in 2007 for the move of collection materials from the Interim Central to Central after the renovation was complete. Hallett and Sons completed the move on time, within budget, and professionally. Hallett and Sons has significant experience in working with libraries throughout the country on moving library materials and related equipment. Central staff worked with Hallett and Sons during the move in 2007 and suggested we use them again for this move.

The moving of our materials, shelving, and some furniture is critical to making the "Central Reimagined" project happen before Central's anniversary in October 2017. This project is designed to rebalance Central's collection and services to better match our patrons' use patterns of the library collection. The adjustment of collections, shelving, and space will allow the Library to accomplish some major initiatives, including growing undersized space for children's, adult fiction, and AV collections, increasing services to teens, building a dedicated Center for African American Literature and Culture, and creating a centralized space for the Library's world language collection.

The total cost for this move is estimated at a not to exceed amount of \$232,680.00.

Fiscal Impact: There is no impact on 2017 budget.



Board Resolution

6f

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 5-2017
AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER
TO NEGOTIATE AND EXECUTE A CONTRACT FROM HALLETT AND SONS, INC. FOR
MOVING SERVICES
January 23, 2017**

WHEREAS, the Indianapolis-Marion County Public Library ("Library") wishes to rebalance the collection and services at the Central Library to match the needs of our patrons; and

WHEREAS, in order to accomplish the reallocation of our resources it will be necessary to move our collection, shelving, and some furniture; and

WHEREAS, Library staff had a previous positive experience with Hallett & Sons in moving our collection materials from our Interim location to Central, prefers to work with a company experienced in library material moves and known in this industry, and recommends the Library move forward with contract negotiations and the execution of an agreement for moving services for the Central Library project.

IT IS THEREFORE RESOLVED that the Chief Executive Officer be, and hereby is, authorized to negotiate with Hallett and Sons, Inc. an agreement not to exceed the fees as quoted in the attached draft agreement upon such terms as the Chief Executive Officer deems necessary or advisable, and any resulting agreement shall be substantially in the form presented to the Finance Committee and acceptable to the Chief Executive Officer with such changes to the form thereof as the Chief Executive Officer deems necessary or advisable (based on the recommendations of the Library's legal counsel), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.

**CONTRACTUAL AGREEMENT
BETWEEN
THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AND
HALLETT & SONS EXPERT MOVERS, INC.**

THIS AGREEMENT, entered into this — day of _____, 2016, by and between **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**, located at 2450 N. Meridian Street, P.O. Box 211, Indianapolis, Indiana, 46206, an Indiana Municipal Corporation (hereinafter referred to as “**IMCPL**”) and **Hallett & Sons Expert Movers, Inc.** located at **7535 w. 59TH Street, Summit, IL 60501-1415** (hereinafter referred to as “**Contractor**”). IMCPL and Contractor, in consideration of the mutual covenants set forth below, now Agree that the relocation and moving services of the IMCPL Central Library collections, (together, the "Services") shall be provided by Contractor, and that payment for such Services shall be made by the IMCPL, all in accordance with the terms and conditions as more fully set forth below.

ARTICLE 1: INTERPRETATION AND INTENT

- 1.1 Agreement Construction. The “Agreement,” as referred to herein, shall mean this Agreement executed by the IMCPL and Contractor, and shall include all terms and conditions contained herein.
- 1.2 Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, written or verbal, between the IMCPL and Contractor. No statements, promises, or agreements whatsoever, in writing or verbal, in conflict with the terms of this Agreement have been made by the IMCPL or Contractor which in any way modify, vary, alter, enlarge, or invalidate any of the provisions hereof and/or obligations herein stated. This Agreement may be amended and modified only in writing signed by both the IMCPL and Contractor.
- 1.3 Compliance with Laws and Regulations. This Agreement shall include, and incorporate by reference, any provisions, covenants, or conditions required or provided by law or by regulation of applicable local authorities, the State of Indiana or the federal government. This Agreement shall be construed under and governed by the laws of the State of Indiana, and the parties agree that the exclusive venue of any lawsuit between them will be in Marion County, Indiana. All remedies at law, in equity, by statute or otherwise shall be cumulative and may be enforced concurrently herewith or from time to time, and the election of any one or more shall not constitute a waiver of the right to pursue other available remedies.

ARTICLE 2: CONTRACTOR’S RESPONSIBILITIES

- 2.1 Materials and Equipment. Contractor shall provide all labor, equipment and other materials necessary to provide the required Services. Contractor shall be responsible for maintenance and repair of its equipment and the availability, presence and supervision of its employees.
- 2.2 Safety. Contractor shall provide the Services set forth in this Agreement in a safe and sanitary fashion and shall be solely responsible for the safety of its employees and agents.

Contractor shall meet all federal, state, and local laws, statutes, ordinances and regulations relating to the health, safety and welfare of its employees and agents.

- 2.3 Records. Contractor shall maintain complete and accurate records of all documents associated with the Services provided under this Agreement. All such records shall be available for inspection and audit by the IMCPL, its designee, or the Indiana State Board of Accounts. Failure to maintain accurate records and valid licenses, registrations, certifications, or insurance shall constitute breach of this Agreement and may result in termination of the Agreement.
- 2.4 Liability. Contractor shall be and remain liable for all damages to the IMCPL caused by Contractor's or its approved sub-contractors' acts, errors, or omissions in the performance of any Services under this Agreement, including, but not limited to, costs of repair, experts, inspections, reasonable attorney's fees, claims and damages to third parties, and costs incurred because of delayed commencement, progress, or completion of any project.
- 2.5 Indemnification. Contractor shall indemnify, hold harmless and defend IMCPL and its directors, officers, agents, representatives, officials, and employees from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest costs, or expenses (including without limitation reasonable attorneys' fees and cost costs), whether or not involving a third party claim, arising out of or in connection with: (a) the negligent acts, errors, omissions, conduct, or operations of Contractor or any of its officers, sub-contractors, agents; or (b) any material breach of any of the representations, warranties, covenants, obligations or duties contained in the Agreement; or (c) any violation of any federal, state, or local laws, rules, or regulations. The indemnification obligations herein shall not be limited by reason of the enumeration of any insurance coverage required under this Agreement.
- 2.6 Subcontractors. Contractor shall obtain prior written approval from the IMCPL for all subcontractor and subcontract agreements for any portion of the work performed under this Agreement and shall furnish copies of all executed sub-agreements to IMCPL. Contractor shall specifically bind every approved sub-contractor to all applicable terms and conditions of the Agreement for benefit of the IMCPL. Failure to bind such subcontractors shall be considered a breach of this Agreement and may result in the termination thereof.
- 2.7 Independent Contractors. It is expressly understood and agreed that Contractor is an independent contractor and not an employee of the IMCPL. This Agreement will not constitute, create, give rise to or otherwise recognize a joint venture, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly stated under this Agreement. Nothing in the Agreement shall create any contractual or other relationship between the IMCPL and any sub-contractor having a contract with Contractor, nor shall it create any obligation on the part of the IMCPL to pay or to see to payment of any monies due to any sub-contractor from Contractor. The Contractor represents and warrants that no persons supplied by it in the performance of the contract are employees of the Library and further agrees that no rights of the Library's civil service, retirement or personnel rules accrue to such persons.

The Contractor shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning all employees and personnel provided by Contractor in the performance of this Agreement and shall save and hold the Library harmless with respect thereto.

- 2.8 Suitability; Background Checks. Contractor shall provide competent, capable, experienced, and suitably qualified personnel to fulfill its obligations, provide the Services and complete the work under this Agreement. Contractor shall supervise and coordinate the work of its employees and subcontractors and shall be responsible for and liable to IMCPL for the work of its employees and subcontractors. Any employee, representative, or approved subcontractor of Contractor who, in the opinion of IMCPL, does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the written request of the IMCPL, be removed from performing any further Services to be provided under this Agreement. Contractor represents and warrants that each person engaged by it to perform Services under this Agreement has never been convicted of a felony. Contractor shall perform a state and federal expanded criminal history check, as permitted by law, on all personnel assigned to this Project before any Services are rendered by such personnel for the Project. All criminal history checks shall, at a minimum, have been performed within the preceding twelve (12) month period.
- 2.9 Laws, Rules, and Regulations. In performance of its Services, Contractor warrants that it has knowledge of, understands, and shall comply with all applicable federal, state, and local laws and regulations, including without limitation, those laws and regulations relating to the environment, health, safety, and welfare, discrimination in employment, conflicts of interest, and accounting records and requirements. SHOULD ANY APPLICABLE LAW OR REGULATION CHANGE DURING THE TERM OF THIS AGREEMENT, CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE VERSION OF SUCH LAW OR REGULATION IN FORCE AT THE TIME OF THE PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT.
- 2.10 Consultation, Planning and Management. IMCPL and Contractor recognize that communication, planning, organization and solid management practices are imperative to the successful completion of the project and Services provided under this Agreement. Contractor shall employ the highest professional standards in the industry to plan, oversee and manage the project and Services to be provided by Contractor under this Agreement.

ARTICLE 3: INSURANCE

- 3.1 (A) Contractor shall provide to the IMCPL the following:

(1) The name of the insurance carrier and evidence of insurability for each type of coverage. Insurance shall be current and kept in force until the completion of the contract.

(2) Contractor shall name the IMCPL as an additional insured for each type of coverage for the duration of the project and Services provided under this Agreement.

(3) Contractor shall provide a certificate of insurance compliance within fifteen (15) calendar days in advance of insurance cancellation or termination.

(4) The insurance policy shall cover such claims as may be caused by any act, omission, or negligence of the Vendor or its officers, agents, representatives, assigns, or subcontracted labor.

(B) Contractor shall carry the following types of insurance and minimum amounts thereof for the project and Services provided under this Agreement.

(1) Commercial General Liability and Errors and Omissions Coverage:

- a. Bodily injury liability including death (\$1,000,000 per occurrence)
- b. Property Damage (1,000,000 per occurrence)

(2) Commercial Automobile Liability insurance including coverage for owned, leased, and hired vehicles.

- a. Vehicle liability and property (cargo) damage, and bodily injury (\$1,000,000 per occurrence)

(3) Crime Insurance - Third party Crime/Employee Dishonesty Insurance in an amount not less than One Million Dollars (\$1,000,000). The policy shall name the Indianapolis-Marion County Public Library as a loss payee.

(4) Worker's Compensation Insurance in compliance with Indiana law to protect the Library and the Library Foundation from any claims whatsoever arising from work on the project or Services provided under this Agreement.

(5) Umbrella Liability Insurance coverage with \$2,000,000 per occurrence.

(C) If Contractor's insurance contains a deductible (or self-insured retention amount), Contractor shall disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount). The IMCPL reserves the right to reject insurance policies with a deductible (or self-insured retention amount) in excess of \$25,000 for which adequate financial strength of the Contractor cannot be demonstrated to the satisfaction of the IMCPL.

ARTICLE 4: PAYMENTS TO CONTRACTOR

- 4.1 Payment for Services. Except as otherwise provided in this Article, the IMCPL agrees to pay Contractor for Services performed under this Agreement; provided, however, IMCPL shall only pay for those Services which are actually rendered by Contractor or its subcontractors and agreed to in writing by the IMCPL. Any and all changes, revisions or modifications to any and all work orders or change orders must be previously authorized in writing by IMCPL. IMCPL shall not be required to pay for any Services provided under a work order or change order that are not signed by IMCPL.
- 4.2 Form of Payment. IMCPL shall pay Contractor for Services rendered under this Agreement in an amount not to exceed Two Hundred Thirty-Two Thousand Six Hundred Eighty Dollars (\$232,680.00) as set forth in Attachment A pursuant to the following payment schedule:
\$96,849.00 upon completion of moving 50% of the linear footage of the collection (30,630 linear feet)

\$135,831.00 upon completion, approval and sign off by Library and Contractor of moving the remaining 50% of the linear footage of the collections and completion of the remaining items per Attachment A, including the following:
Shelving – relocated
Shelving – Cret shelving adjustments
Shelving – removed to a storage or recycle (shelving to be dismantled and palletized for dock pick up, pallets are library supplied)
Relocation of microfilm cabinets/contents with uplighting
Relocation of all remaining items including readers and PC tables
Payment requests shall be forwarded to the IMCPL, in the form specified by IMCPL, to the attention of Deb Lambert, Director of Collections, 2450 N. Meridian Street, P.O. Box 211, Indianapolis, IN 46206-0211 for approval. The IMCPL shall not be obligated to pay Contractor for any Services which invoices are not rendered to the IMCPL, in the form and containing the information and attachments specified by the IMCPL.
- 4.3 Notice of Improper Invoice. The IMCPL shall pay Contractor for the Services supported by adequate invoices and documentation. The IMCPL will pay the amount of the invoice within thirty (30) days of receipt of proper invoice and supporting documentation. The IMCPL shall give Contractor notice within ten (10) days if the documentation is not proper. The IMCPL is the sole judge as to the acceptability of the invoice and supporting documentation.
- 4.4 Reservation of Rights. The IMCPL reserves the right to reject payment of any claim if the Services provided under this Agreement are not in the IMCPL's opinion satisfactory or cannot be adequately verified.
- 4.5 Continuation during Disputes. In the event IMCPL rejects payment of any claim submitted by Contractor, Contractor shall continue providing the Services requested by the Library pending resolution of the dispute.

ARTICLE 5: TERMINATION

- 5.1 For Cause. If Contractor becomes insolvent, or if it refuses or fails to perform the Services provided by this Agreement, or if it refuses to perform disputed work or

Services as directed pending resolution of such dispute, or if it fails to make payments to subcontractors or consultants employed by it, or if it otherwise violates or fails to perform any term, covenant, or provision of this Agreement, then the IMCPL may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that Contractor shall be given: (1) not less than three calendar days written notice of the IMCPL's intent to terminate, and (2) an opportunity for consultation with the IMCPL prior to termination.

- 5.2 For Convenience. This Agreement may be terminated in whole or in part in writing by the IMCPL for any reason, provided that Contractor is given thirty (30) days written notice of intent to terminate. If termination for convenience is effected by the IMCPL, Contractor shall be paid in full for Services actually rendered and expenses incurred prior to the termination. No amount shall be allowed for anticipated profit on unperformed Services or other work.
- 5.3 Notice of Termination. Upon receipt of a notice of termination, Contractor shall promptly discontinue all Services affected, unless the notice of termination directs otherwise.

ARTICLE 6: GENERAL CONSIDERATIONS

- 6.1 Successors and Assigns. The IMCPL and Contractor each binds itself and its partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Agreement. Except as otherwise provided herein, Contractor shall not assign or transfer its interest in this Agreement without the prior written consent of the IMCPL.
- 6.2 Records; Audit. Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance of Services under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. Contractor shall also maintain the financial information and data used by Contractor in the submission or preparation of any cost submission, statement or summary submitted to the IMCPL or any funding agency. The IMCPL shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine, inspect, audit, and copy directly pertinent books, documents, papers and records of Contractor involving any transaction related to this Agreement. The periods of access and examination as described herein shall continue until any disputes, claims, or litigation arising out of the performance of this Agreement has been resolved.
- 6.3 Attorney's Fees. Contractor shall be liable to the IMCPL for reasonable attorney's fees incurred by the IMCPL in connection with the collection, or attempt to collect, any damages arising from any act or omission of Contractor, or its approved subcontractors or from Contractor's failure to perform any Services or fulfill any obligations or responsibilities provided under this Agreement.
- 6.4 Other Contractors. The IMCPL reserves the right to employ other contractors in connection with the Services contemplated by this Agreement. Contractor shall coordinate its work under this Agreement with any other contractor employed by the IMCPL to perform similar or related Services.

- 6.5 Non-Discrimination. Contractor and approved subcontractors shall not discriminate against any employees or applicants for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment, because of race, religion, color, age, sex, creed, gender, disability, , national origin, ancestry, military service veteran status, sexual orientation or gender identity. Breach of this covenant may be regarded as a material breach of the Agreement.
- 6.6 Terms of Agreement. This Agreement shall become effective from the date of execution by all required signatories. Services provided under this Agreement shall be substantially completed within thirty-five (35) days from the relocation commencement date, which date shall be determined by the Parties.
- 6.7 Severability. In the event any provision of this Agreement is determined by a court of competent jurisdiction or by the laws of the State of Indiana to be null and void, such provision shall be stricken and all other provisions, which can be given effect independently of the stricken provision, shall remain in full force and effect.
- 6.8 Conflict of Interest. Contractor certifies and warrants to the IMCPL that neither it, nor its agents, representatives, or employees, which will participate in any way in the performance of Contractor's obligations under this Agreement has, or will have, any conflict of interest, direct or indirect, with the IMCPL.
- 6.9 Employment Verification Requirements. Pursuant to IND. CODE 22-5-1.7-11, Contractor agrees to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program ("E-Verify"). Contractor shall not knowingly employ or contract with an unauthorized alien. Contractor will provide IMCPL the attached Affidavit (Exhibit B) affirming Contractor does not knowingly employ an unauthorized alien. Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien. To the extent applicable, Contractor shall ensure Contractor's subcontractors are enrolled and participating in E-Verify and do not knowingly employ or contract with an unauthorized alien. Contractor shall maintain the subcontractor certification for the duration of the contract with subcontractor.
- 6.10 Iran Investment. Pursuant to IND. CODE 5-22-16.5-13(b), Contractor represents and certifies that it is not engaged in investment activities in Iran.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

HALLETT & SONS EXPERT MOVERS, INC.

IMCPL

BY: _____

BY: _____

Jackie Nytes
Chief Executive Officer

Printed: _____

Title: _____

Address: _____

Address: 2450 N. Meridian St.,
P.O. Box 211
Indianapolis, IN 46206-0211

Fed. ID# _____

Date: _____

Date: _____

APPROVED AS TO FORM AND LEGALITY:

BY: _____

PRINTED: _____

**THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AND
HALLETT & SONS EXPERT MOVERS, INC.**

ATTACHMENT A- CONTRACT PRICE AND PAYMENT SCHEDULE

REQUESTED SERVICES

1. Collections -- Break out by collection

	Linear Feet	Pricing
a. Archival Reference	7,805	\$25,175.90
b. Bound Periodicals	769	2,422.78
c. Magazines	615	1,938.03
d. Audiobooks	1,657	5,219.53
e. Biographies	5,686	17,911.20
f. Fiction	7,273	22,909.70
g. Non-fiction	31,561	99,559.37
h. Music CDs	1,140	3,591.36
i. DVDs	2,461	7,752.11
j. Graphic Novels	178	559.95
k. Teen Books	95	298.77
l. Children's Fiction	459	1,445.33
m. Children's Nonfiction	1,268	4,057.24
n. Large Type	272	856.72
Totals	61,259	\$193,697.99

2. Shelving – relocated \$16,113.01

3. Shelving – Cret shelving adjustments \$4,746.00

4. Shelving - Removed to storage or recycle (*shelving to be dismantled and palletized for dock pick up, pallets are library supplied*) \$3,885.00

5. Other things being relocated within the Library – microfilm cabinets/contents with uplighting. \$12,656.00

6. Other things being relocated within the Library – everything else (readers and PC tables) \$1,582.00

Grand Total **\$232,680.00**

(The above pricing includes all planning, supervision, labor, supplies, & equipment).

**THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AND
HALLETT & SONS EXPERT MOVERS, INC.**

EXHIBIT B – E-VERIFY AFFIDAVIT

Hallett & Sons Expert Movers, INC. (“Contractor”), submits to Indianapolis-Marion County Public Library (“IMCPL”) the following affirmation, as required by Indiana Code § 22-5-1.7-11.

1. I AM AN AUTHORIZED AGENT OF CONTRACTOR AND A COMPETENT ADULT OVER THE AGE OF EIGHTEEN (18).

2. I HAVE PERSONAL KNOWLEDGE OF CONTRACTOR’S EMPLOYMENT PRACTICES AND AFFIRM THAT CONTRACTOR DOES NOT KNOWINGLY EMPLOY ANY UNAUTHORIZED ALIENS.

I SWEAR OR AFFIRM, UNDER THE PENALTIES OF PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE.

Contractor Signature

Date

Print Name: _____

Print Title: _____



Board Action Request

6g

To: IMCPL Board

Meeting Date: January 23, 2017

From: Finance Committee

Approved by Library Board: January 23, 2017

Effective Date: January 23, 2017

Subject: Resolution – 6 -2017: Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tactic, LLC for Website Design.

Recommendation: Library staff recommends we move forward with an agreement with Tactic, LLC and the approval of Resolution – 6 -2017.

Background: The Indianapolis Public Library is requesting a website redesign as the last redesign was in 2012. Currently the website is not responsive and cannot be viewed easily from different type of devices. A responsive website provides the most optimal viewing experience for the visitors to a website from any device – from desktop to mobile to anywhere in between. It adapts to the layout of the window size providing easy reading and navigation through the use of fluid imagery, scrolling, and panning.

The current CMS (content management system), Concrete 5 has been in place since 2012. This CMS offers old technology and limits the website's functionality. In addition the code is old and unsupported.

Last year, the IndyPL's website received more than 4 million views from multiple types of devices, including stationary and mobile. There is a need for an updated website that is more user-friendly, responsive, and easy to navigate so patrons find exactly what they are searching for. The current site provides limitations to this function.

The Library has selected Tactic, LLC to develop the new website based on many key factors, including their having redesigned the Foundations' website in 2016. During this process, Tactic worked extensively with the Library's IT department and built a strong relationship with our team. In addition, Tactic has done work for the Indianapolis Airport and other governmental agencies and has experience with integrating third party vendors into websites.

The total cost for the new website is estimated at a not to exceed amount of \$213,000.

Fiscal Impact: There is no impact on 2017 budget.



Board Resolution

6g

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 6-2017

AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT FROM TACTIC, LLC FOR WEBSITE DESIGN

January 23, 2017

WHEREAS, the Indianapolis-Marion County Public Library ("Library") wishes to update and redesign our website for the benefit of our patrons; and

WHEREAS, the Library's website has not been updated since 2012 and is not responsive and cannot be viewed easily from different type of devices; and

WHEREAS, Library staff reviewed work performed by Tactic, LLC for other comparable entities and projects, and Tactic recently updated and redesigned the Library Foundation website which resulted in an easily navigable, un-cluttered and visually appealing site; and

WHEREAS, Library staff recommends the Library move forward with contract negotiations and the execution of an agreement for website design with Tactic LLC.

IT IS THEREFORE RESOLVED that the Chief Executive Officer be, and hereby is, authorized to negotiate with Tactic LLC an agreement not to exceed the fees as quoted in the attached draft agreement upon such terms as the Chief Executive Officer deems necessary or advisable, and any resulting agreement shall be substantially in the form presented to the Finance Committee and acceptable to the Chief Executive Officer with such changes to the form thereof as the Chief Executive Officer deems necessary or advisable (based on the recommendations of the Library's legal counsel), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.

MASTER SERVICES AGREEMENT

This Master Services Agreement is between **Tactic LLC, an Indiana limited liability company having its principal office at 605 E. Market Street, Indianapolis, Indiana 46204 ("Agency")** and **Indianapolis-Marion County Public Library, an Indiana municipal corporation having its principal office at 2450 North Meridian Street, Indianapolis, Indiana 46206 ("Client")** (Agency and the Client shall sometimes collectively be referred to as the "parties"). The parties therefore agree as follows:

1. BASIC TERMS AND CONDITIONS

As used herein and throughout this Agreement:

- 1.1. *AGREEMENT* means the entire content of this Master Services Agreement document, the Work Order document(s), Schedule A, Schedule B, , together with any exhibits, schedules or attachments hereto.
- 1.2. *CLIENT CONTENT* means all materials, information, photography, writings and other creative content provided by Client for use in the preparation of and/or incorporation in the Deliverables including by way of example and not limitation, any and all visual designs, visual elements, video, graphic design, illustration, photography, animation, sounds, typographic treatments and text.
- 1.3. *COPYRIGHTS* means the property rights in original works of authorship, expressed in a tangible medium of expression, as defined and enforceable under U.S. Copyright Law.
- 1.4. *DELIVERABLES* means the services and work product specified in the Work Order to be delivered by Agency to Client, in the form and media specified in the Work Order.
- 1.5. *AGENCY TOOLS* means all design tools developed and/or utilized by Agency in performing the Services, including pre-existing software including source code, web authoring tools, type fonts and application tools, together with general non-copyrightable concepts such as website design, architecture, layout, navigational and functional elements.

- 1.6. *FINAL ART* means all creative content developed or created by Agency, or commissioned by Agency, exclusively for the Project and incorporated into and delivered as part of the Final Deliverables, including and by way of example, not limitation, any and all visual designs, visual elements, web design, web development, video, graphic design, illustration, photography, animation, sounds, typographic treatments and text, modifications to Client content and Agency's selection, arrangement and coordination of such elements together with Client content and/or Third Party Materials.
- 1.7. *FINAL DELIVERABLES* means the final versions of Deliverables provided by Agency and accepted by Client.
- 1.8. *PRELIMINARY WORKS* means all artwork including, but not limited to, concepts, sketches, visual presentations or other alternate or preliminary designs and documents developed by Agency and which may or may not be shown and or delivered to Client for consideration but do not form part of the Final Art.
- 1.9. *PROJECT* means the scope and purpose of the Client's identified usage of the work product as described in the Work Orders.
- 1.10. *SERVICES* means all services and the work product to be provided to Client by Agency as described and otherwise further defined in the Work Orders.
- 1.11. *THIRD PARTY MATERIALS* means proprietary third party materials, which are incorporated into the Final Deliverables, including without limitation stock photography or illustration.
- 1.12. *TRADEMARKS* means trade names, words, symbols, designs, logos or other devices or designs used in the Final Deliverables to designate the origin or source of the goods or services of Client.
- 1.13. *FEES* refers to all fees identified in this Agreement and specifically detailed and disclosed in all Work Orders, and may include recurring fees, one-time fees, fees for Third Party Products or Services, reimbursable expenses and costs, but only as specifically agreed upon by the parties.

2. SERVICES

- 2.1. *ENGAGEMENT; WORK ORDER.* Subject to the terms and conditions of this Agreement, Client engages Agency to provide information technology consulting, software development, website development and related Services according to one or more Work Orders (each a Work Order) agreed to and signed by the authorized representatives of the Parties. Each Work Order, which shall be appended hereto as an Appendix, shall incorporate the terms and conditions of this Agreement, shall identify the scope and approach for the Project, Services and Deliverables to be provided by Agency to the Client, the Fees to be provided by the Client to Agency and other terms and conditions applicable to the Services of that Work Order.
- 2.2. *CHANGE ORDER.* A Change Order is a document referencing a specific Work Order that includes additional work or changes to the scope of, and fees to be paid for, the Services described in such Work Order. The term Work Order as used in this Agreement shall include any Change Order(s). If there is an inconsistency between the terms of this Master Services Agreement and a Work Order, the terms of this Agreement shall take precedence.
- 2.3. *ACCEPTANCE PERIOD.* With respect to the Deliverables and the Products to be developed pursuant to this Agreement, Client shall have a reasonable opportunity to inspect and review the Deliverables and the Products. As Deliverables are prepared and presented by Agency to Client, Client agrees to exercise good faith commercially reasonable efforts to provide acceptance on deliverables in accordance with agreed upon time periods. In all events, Client shall have a reasonable opportunity and reasonable time to inspect and review each Deliverable and the Products. If a Deliverable does not comply with the material specifications for such Deliverable set forth in the Statement of Work, Client may reject such Deliverable by delivery of written notice of rejection to Agency. For purposes of this Section 2, “material specifications” means any specifications which are essential to the use of the Deliverable as intended. The notice shall provide a detailed description of the reasons the Deliverable fails to meet the relevant specifications. Agency shall remedy such deficiencies as Client may identify within ten (10) days of such notification. If Client in good faith cannot agree with Agency as to the acceptance criteria

for an individual Deliverable (if not set forth in the Statement of Work), Client may terminate this Agreement, in the manner provided in Section 10, provided that Client shall remain obligated to pay to Agency the Fees incurred prior to any such termination.

3. PAYMENT TERMS

- 3.1. *FEES.* In consideration of the Services to be performed by Agency, Client shall pay to Agency fees in the amounts and according to the payment schedule set forth in the Work Orders, and all applicable sales, use or value added taxes, even if calculated or assessed subsequent to the payment schedule.
- 3.2. *EXPENSES.* Reasonable out-of-pocket expenses incurred by Agency in the course of performing Services shall be billed to Client at the actual amount of the expenses. Expenses will be billed as actually incurred and separately identified on monthly invoices. Upon request, the Agency shall provide to Client supporting documentation of any claimed out-of-pocket expenses. Agency shall use its best efforts to minimize the amount of out-of-pocket expenses incurred in connection with this Agreement. Out-of-pocket expenses incurred in connection with this Agreement may include the following: (a) costs for postage, shipping, overnight courier, service bureaus, typesetting, blueprints, models, presentation materials, photocopies, parking fees and tolls and taxis at cost, and, if applicable, a mileage reimbursement at \$ 0.53.5 per mile; and (b) travel expenses including transportation, meals and lodging, incurred by Agency provided. Agency shall secure prior written approval from Client's authorized representative prior to incurring any single expenditure or series of expenditures in excess of \$500.00.
- 3.3. *ADDITIONAL COSTS.* Subject to prior approval provision in Section 3.2, unless otherwise stated, Project pricing includes Agency's fee only. Any and all outside costs will be presented to Client in writing for approval to proceed, including, but not limited to, equipment rental, photographer's costs and fees, photography and/or artwork licenses, prototype production costs, talent fees, music licenses and online access or hosting fees, will be billed to Client unless specifically otherwise provided for in the Work Orders.

- 3.4. **INVOICES.** All invoices are payable within 30 days of receipt provided, however, if Client in good faith disputes any portion of any Agency invoice, Client shall, within 30 days following the invoice date, remit to Agency full payment of the undisputed portion of the invoice and provide written documentation identifying and substantiating the disputed amount. Agency and Client agree to use their respective good faith commercially reasonable efforts to resolve any billing dispute within 30 days after Agency receives written notice of the dispute from Client. Any disputed amounts subsequently resolved in favor of Client shall be credited to Client's account on the next invoice following resolution of the dispute. Any disputed amounts determined to be payable to Agency shall be due within 30 days of the resolution of the dispute. A monthly service charge based on an annual rate of 12%, or the maximum amount allowed by state law if such maximum amount is lower than 12%, is payable on all undisputed, overdue balances. Payments will be credited first to late payment charges and next to the unpaid balance.
- 3.5. **AUDITS.** Upon not less than thirty (30) days prior written notice, Client may request that Agency provide to Client or its auditors access to Agency's payroll and expense records, related to engagements undertaken on behalf of Client, to the extent necessary for Client to audit Agency's invoices hereunder. In the event an audit results in a determination that Agency has overcharged Client, Agency shall promptly refund each overpayment with interest as calculated in Section 3.4 hereof. Client shall bear the costs of any such audits; provided, however, that in the event an audit results in a determination that Agency has overcharged Client in an amount equal to or exceeding one percent (1%) of the total charges for the period audited, Agency shall reimburse Client for the costs of the audit.
- 3.6. **TAX EXEMPT STATUS.** It is understood that Client is a municipal corporation that is exempt from certain Indiana sales, use and other taxes. If necessary, the Agency shall request of Client any and all necessary Indiana sales, use and other tax exemption certificates. In no event shall Client be liable for any taxes from which Client is exempt.

4. CLIENT OBLIGATIONS

- 4.1. The Client will provide reasonable cooperation with Agency to assist Agency in provision of the Services. If any of the Client's personnel are permitted to enter into Agency premises, such personnel shall adhere to Agency applicable policies and procedures for visitors and for security. In the event the Client locates any of its property on Agency premises, other than property considered Confidential Information as defined in the Confidentiality Agreement (as defined in Section 6 hereto), the Client agrees that it is responsible for insuring such property and that Agency is under no obligation to insure such property.
- 4.2. [Intentionally Omitted]

5. **AGENCY OBLIGATIONS**

- 5.1. Agency shall defend, indemnify and hold harmless Client and its respective officers, trustees, directors, agents, representatives and employees (collectively, the "Client Indemnified Parties") against any and all losses, costs, obligations, liabilities, demands, penalties, liens, fines, damages and expenses (including without limitation reasonable attorneys' fees and court costs) (collectively, a "Loss" or "Losses") that such Client Indemnified Parties incur, to the extent that such Loss or Losses:
 - I. Arises out of or in connection with the negligent acts, errors, omissions, conduct, or operations of Agency or any of its employees, officers, agents, representatives or sub-contractors,
 - II. Arises out of any material breach by Agency of any provision of this Agreement,
 - III. Arises out of or relates to any claim that the Services or any software or Deliverables provided to Client under this Agreement violate, infringe or misappropriate any patent, copyright, trademark or trade secret of any third party,
 - IV. Agency's modification or alteration of Client Content or other information or materials furnished by Client to Agency regarding Client, Client's products, or Client's competitors or Client's competitors' products without Client's prior consent to such modification or alteration,

- V. Any claim for libel, slander, piracy, plagiarism, invasion of right of privacy or publicity or infringement of copyright or other third party intellectual property right relating to any Deliverables prepared by Agency, or Agency's failure to comply with limitations or restrictions applicable to the use of Third Party Materials, provided that:
 - (a) Client promptly notifies Agency in writing of the claim;
 - (b) Agency shall have sole control of the defense and all related settlement negotiations, provided, that in no case shall a settlement or any other similar resolution contain an admission of fault or wrongdoing without Client's prior written approval; and
 - (c) Client shall provide Agency with the assistance, information and authority necessary to perform Agency's obligations under this section. Notwithstanding anything to the contrary herein, Client shall have the right to control the defense of any claim relating to or arising out of Client owned or licensed intellectual property.
 - VI. Except as otherwise provided herein, Agency shall have no obligation to defend or otherwise indemnify Client for any claim or adverse finding of fact arising out of or due to Client Content or improper or illegal use by Client of any Deliverables provided by Agency. Agency will reimburse the reasonable out-of-pocket expenses incurred by Client in providing such assistance.
- 5.2 Agency shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify program ("E-Verify") as required by IND. CODE § 22-5-1.7-11. Agency shall not knowingly employ or contract with an unauthorized alien. Contemporaneous with the execution and delivery of this Agreement by Agency, Agency will provide Client the attached Affidavit (**Exhibit B**) affirming Agency does not knowingly employ an unauthorized alien. Agency shall not retain an employee or contract with a person that Agency subsequently learns is an unauthorized alien. To the extent applicable, Agency shall ensure Agency subcontractors are enrolled and participating in E-Verify and do not knowingly employ or contract with an unauthorized alien. Agency shall maintain the subcontractor certification for the duration of the contract with subcontractor.
- 5.3 Agency certifies that it is not engaged in investment activities in Iran as defined in IND. CODE § 5-22-16.5-8.

6. CONFIDENTIALITY

Prior to execution of this Agreement the parties entered into a Mutual Non-Disclosure Agreement, dated ___/___/16 (the "NDA"). The parties wish to remain bound by the terms of the NDA, which attached hereto as Exhibit A and incorporated herein by this reference.

7. RELATIONSHIP OF THE PARTIES

- 7.1. *INDEPENDENT CONTRACTOR.* Agency is an independent contractor, not an employee of Client or any company affiliated with Client. Agency shall provide the Services under the general direction of Client, but Agency shall determine, in Agency's sole discretion, the manner and means by which the Services are accomplished. This Agreement does not create a partnership or joint venture and neither party is authorized to act as agent or bind the other party except as expressly stated in this Agreement. The work product or Deliverables prepared by Agency shall be deemed a work for hire as that term is defined under Copyright Law.
- 7.2. *AGENCY AGENTS.* Agency shall be permitted to engage and/or use third party Agencies or other service providers as independent contractors in connection with the Services ("Agency Agents"). Notwithstanding, Agency shall remain fully responsible for such Agency Agents' compliance with the various terms and conditions of this Agreement. Notwithstanding anything to the contrary in this Section 7.2, before any Agency Agents provide any services in connection with this Agreement, such Agency Agents must execute a non-disclosure agreement with Client in a form and substance substantially similar to the Confidentiality Agreement.

- 7.3. **NO SOLICITATION.** During the term of this Agreement and for one year after the termination of this Agreement or when there are no Work Orders with active terms, whichever is later, neither Party shall, directly or indirectly, on its own behalf or on behalf of any other person or entity, do any of the following:
- I. hire, solicit, recruit, contact or otherwise attempt to hire or enter into any employment relationship with any individual employed by either Party;
 - II. share the names, addresses, telephone numbers, e-mail addresses or other means of contacting any employee of either Party; or
 - III. share information regarding the salaries, benefits or other remuneration paid by Client to any of its employees with any other person or entity.

The parties agree that if either party breaches this paragraph, in addition to any other rights or remedies afforded under this Agreement, it shall also be liable to the non-breaching Party for liquidated damages of the amount of such employee's first-year annual salary. Nothing in this paragraph shall limit a non-breaching Party's other rights and remedies under this Agreement or in law or equity. Notwithstanding anything to the contrary in this Section 7.3, nothing herein shall restrict a party's ability to hire an employee of the other party who responds to a job solicitation made to the general public and the liquidated damages herein shall not apply in such a case.

- 7.4. **NO EXCLUSIVITY.** The parties expressly acknowledge that this Agreement does not create an exclusive relationship between the parties. Client is free to engage others to perform services of the same or similar nature to those provided by Agency, and Agency shall be entitled to offer and provide design services to others, solicit other clients and otherwise advertise the services offered by Agency.

8. WARRANTIES

- 8.1. **BY CLIENT.** Client represents, warrants and covenants to Agency that:

- I. Client owns all right, title, and interest in, or otherwise has full right and authority to permit the use of the Client Content, provided, however, Client is making no representation respecting modifications to Client Content made or provided by Agency, and
 - II. To Client's knowledge, the Client Content does not infringe the rights of any third party and use of the Client Content as well as any Client Trademarks in connection with the Project does not and will not violate the rights of any third parties ;provided, however, that the foregoing representations do not include and shall not be applicable to any modifications or alterations to Client Content made or provided by Agency.
- 8.2. *BY AGENCY.* Agency hereby represents, warrants and covenants to Client that:
- I. Agency will provide the Services identified in the Agreement and any Work Order in a diligent, professional and workmanlike manner meeting or exceeding all reasonable professional standards for performance of such services in the industry, and in accordance with all applicable laws, rules, regulations, codes and ordinances.
 - II. Agency will diligently and continuously prosecute and coordinate the provision of all Services with such workers, materials, and equipment to ensure timely completion of the Projects and Services as described in the Work Orders.
 - III. The Services and Projects will conform to the specifications and requirements set forth in this Agreement and the Work Orders, and shall, at the time of delivery to Client, be free from material defects in workmanship and materials which prevent a Deliverable or the Product from operating substantially in accordance with its specifications or requirements of the Agreement or a Work Order.
 - IV. At the time of delivery to Client, the Final Deliverables will be free from any devices such as "back doors," Trojan horses, worms or viruses that will cause the Deliverable or any component thereof to be erased or become inoperable or incapable of processing or affect operations of other systems, commonly known within the industry at the time of delivery.
 - V. Agency further represents, warrants and covenants to Client that (a) except for Third Party Materials and Client Content

not otherwise modified by Agency, the Final Deliverables and Final Art shall be the original work of Agency and/or its independent contractors, (b) in the event that the Final Deliverables or Final Art include the work of independent contractors commissioned for the Project by Agency, Agency shall have secure agreements from such contractors granting all necessary rights, title, and interest in and to the Final Deliverables and Final Art sufficient for Agency to grant the intellectual property rights provided in this Agreement, and (c) the Final Deliverables and Final Art provided by Agency and Agency's subcontractors does not infringe the rights of any party, and use of same in connection with the Project will not (i) infringe or violate any patent, copyright, trade secret, trademark, or other third party intellectual property right or any rights of publicity or privacy, or (ii) violate any law, statute, ordinance or regulation. In the event Client or third parties modify or otherwise use the Final Deliverables or Final Art outside of the scope or for any purpose not identified in the Work Orders or this Agreement or contrary to the terms and conditions noted herein, Agency shall not incur any liability for damages or losses directly resulting from such modification or use that is outside of the scope of this Agreement.

- VI. EXCEPT FOR THE EXPRESS REPRESENTATIONS AND WARRANTIES STATED IN THIS AGREEMENT, AGENCY EXPLICITLY DISCLAIMS ANY OTHER WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

9. LIMITATION OF LIABILITY

Except in connection with any infringement of either party's intellectual property rights or violations of state and federal regulations and laws, in no event shall either party be liable to the other for any speculative, indirect, special, punitive or consequential damages, including but not limited to lost profits or lost revenue, even if advised in advance of the possibility of such damages, in connection with performance under this Agreement. In no event shall Agency or Client's liability hereunder exceed the amount paid by Client to Agency within the immediately preceding 12-month period.

EXCEPT IN CONNECTION WITH ANY INFRINGEMENT OF CLIENT'S

INTELLECTUAL PROPERTY RIGHTS, OR VIOLATIONS OF STATE AND FEDERAL REGULATIONS AND LAWS, THE MAXIMUM LIABILITY OF EACH PARTY, ITS DIRECTORS, OFFICERS, EMPLOYEES, DESIGN AGENTS AND AFFILIATES, TO THE OTHER PARTY FOR DAMAGES FOR ANY AND ALL CAUSES WHATSOEVER, AND EACH PARTY'S MAXIMUM REMEDY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR OTHERWISE, SHALL BE LIMITED TO THE AMOUNT PAID BY CLIENT TO AGENCY WITHIN THE IMMEDIATELY PRECEDING 12 -MONTH PERIOD. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY LOST DATA OR CONTENT, LOST PROFITS, BUSINESS INTERRUPTION OR FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATING TO THE MATERIALS OR THE SERVICES PROVIDED UNDER THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. THE FOREGOING LIMITATION OF LIABILITY ALSO SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTION 8.2(V).

10. TERM AND TERMINATION

- 10.1. Unless terminated sooner pursuant to the provisions of this Agreement, the term of this Agreement shall commence on the date hereof and shall continue for a period of 24 months from the earliest Work Order effective date.
- 10.2. This agreement may be renewed by mutual written agreement of the parties.
- 10.3. Each Work Order will continue for a period of 12 months from the Work Order effective date and may be renewed by mutual written agreement of the parties hereto. For a renewal period, pricing adjustments may be proposed by Agency in such renewal agreement and such pricing changes will be in effect for such renewal period only upon mutual written agreement of the parties hereto. Each Work Order will terminate upon the earliest to occur of:
 - I. The completion of the services described therein,
 - II. Agency or Client delivers written notice to the other at least 30 days prior to the end of the then current term of such Work Order, or
 - III. A failure by a Party to cure, within 15 days after written notice, a material breach of any provision of the Work Order.

10.4. Termination of one (1) or more Work Order(s) will not terminate, or affect the validity of, this Agreement. In addition, Work Orders will automatically terminate upon the termination of the Master Service Agreement by and between the parties hereto.

10.5. If Agency becomes insolvent, or if it refuses or fails to perform the Services provided by this Agreement or a Work Order, or if it fails to make payments to subcontractors or consultants employed by it, or if it otherwise violates or fails to perform any term, covenant, or provision of this Agreement, then Client may, without prejudice to any other right or remedy, terminate this Agreement, in writing, provided that Agency shall be given: (1) not less than five (5) calendar days written notice of Client's intent to terminate, and (2) an opportunity for consultation with Client prior to termination.

If Client becomes insolvent, or if it refuses or fails to pay for the Services provided by this Agreement or a Work Order, or if it otherwise violates or fails to perform any term, covenant, or provision of this Agreement, then Agency may, without prejudice to any other right or remedy, terminate this Agreement, in writing, provided that Client shall be given: (1) not less than five (5) calendar days written notice of Agency's intent to terminate, and (2) an opportunity for consultation with Agency to termination.

10.6. This Agreement may be terminated by Client for any reason or no reason upon thirty (30) days prior written notice to Agency. If termination is effected by Client under this Section 10.6, Agent shall be paid in full for Services actually rendered prior to the termination. No amount shall be allowed for anticipated profit on unperformed Services or other work.

10.7. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by Client at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then Client shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding.

10.8. Upon expiration or termination of this Agreement:

- I. Each party shall return or, at the disclosing party's request, destroy the Confidential Information of the other party, and
- II. Other than as provided herein, all rights and obligations of each party under this Agreement, exclusive of the Services,

shall survive.

- 10.9. In the event Client has any property located at Agency premises, upon termination of the Agreement or of the Work Order for which Agency provides Services involving the Client property, the Client and Agency will mutually make arrangements for the removal of such property.

11. GENERAL

- 11.1. *MODIFICATION/WAIVER.* This Agreement may not be modified except by written agreement signed by duly authorized representatives of both parties. Failure by either party to enforce any right or seek to remedy any breach under this Agreement shall not be construed as a waiver of such rights nor shall a waiver by either party of default in one or more instances be construed as constituting a continuing waiver or as a waiver of any other breach.
- 11.2. *NOTICES.* Any notice either party desires to give the other party hereunder shall be in writing and shall be delivered to the parties at their addresses set forth below unless such addresses are changed by written notice. Notices shall be effective upon delivery:
- I. In person,
 - II. By certified mail, postage prepaid, return receipt requested, by the receiving party,
 - III. By a recognized commercial overnight courier that guarantees next day delivery and provides a receipt, or
 - IV. Upon confirmed successful transmission if sent by facsimile or electronic mail to the recipient's then current facsimile number, or electronic mail address, as applicable.

The parties mailing address and authorized contact persons:

Tactic
Attn: Meredith Jenkins
605 East Market Street
Indianapolis, IN 46202
317.926.1727

Indianapolis-Marion County Public Library
Attn: Director of Communications
P.O. Box 211
Indianapolis, Indiana 46206
317.275.4100

- 11.3. *NO ASSIGNMENT.* This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors by consolidation, merger or purchase, or other acquisition of all or substantially all of the assets of a party; but this Agreement shall not otherwise be assignable or transferable by one party without the written consent of the other party.
- 11.4. *FORCE MAJEURE.* Neither party shall be deemed in breach of this Agreement if it is unable to complete, or delayed in completing, its duties or any portion thereof by reason of fire, earthquake, labor dispute, act of God or public enemy, death, illness or incapacity of Agency or any local, state, federal, national or international law, governmental order or regulation or any other event beyond such party's reasonable control (collectively, "Force Majeure Event"). Upon occurrence of any Force Majeure Event, the affected party shall give notice to the other party of its inability to perform or of delay in performance and shall propose revisions to the schedule for completion of such performance.
- 11.5. *GOVERNING LAW AND DISPUTE RESOLUTION.* The formation, construction, performance and enforcement of this Agreement shall be in accordance with the laws of the United States and the state of Indiana without regard to its conflict of law provisions or the conflict of law provisions of any other jurisdiction. In the event it is necessary to bring legal action to enforce this Agreement, the parties agree to subject themselves to the personal jurisdiction of state or federal courts located in Marion County, Indiana.
- 11.6. *INTREPRETATION.* Any ambiguities in this Agreement shall not be strictly construed against the drafter of the language concerned but shall be resolved by applying the most reasonable interpretation under the circumstances, giving full consideration to the intentions of the parties at the time of contracting. This Agreement shall not be construed against any party by reason of its preparation.
- 11.7. *SEVERABILITY.* Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective

and valid under applicable law, but if any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect and the invalid or unenforceable provision shall be replaced by a valid or enforceable provision, mutually agreed to by the parties.

- 11.8. *HEADINGS.* The numbering and captions of the various sections are solely for convenience and reference only and shall not affect the scope, meaning, intent or interpretation of the provisions of this Agreement nor shall such headings otherwise be given any legal effect.
- 11.9. *INTEGRATION.* Subject to any provision herein that incorporates any other terms by references, this Agreement comprises the entire understanding of the parties hereto on the subject matter herein contained, and supersedes and merges all prior and contemporaneous agreements, understandings and discussions between the parties relating to the subject matter of this Agreement provided that, in accordance with Section 6 hereto, the Confidentiality Agreement is incorporated herein. In the event of a conflict between the Work Order and any other Agreement documents, the terms of the Work Order shall control.
- 11.10. *RECORDS; AUDIT.* Agent shall maintain books, records, documents, and other evidence directly pertinent to performance of Services under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. Agent shall also maintain the financial information and data used by Agent in the submission or preparation of any cost submission, statement or summary submitted to Client. Client and the Indiana State Board of Accounts shall, until the expiration of three (3) years after termination of this Agreement, have access to and the right to examine, inspect, audit, and copy directly pertinent books, documents, papers and records of Agency involving any transaction related to this Agreement. The periods of access and examination as described herein shall continue until any disputes, claims, or litigation arising out of the performance of this Agreement has been resolved.
- 11.11. *DISCRIMINATION.* Agency shall not discriminate against any employees or applicants for employment, to be employed in the

performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment, because of race, creed, color, religion, age, gender, disability, national origin, ancestry, military service veteran status, sexual orientation or gender identity.

- 11.12. **CONFLICT OF INTEREST.** Agency certifies and warrants to Client that neither it, nor its agents, representatives, or employees, which will participate in any way in the performance of Agency's obligations under this Agreement has, or will have, any conflict of interest, direct or indirect, with Agency.
- 11.13. **NO SELLING AGENCY.** Agency warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.
- 11.14. **COUNTERPARTS; ELECTRONIC SIGNATURES.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. It is the intention of the parties that the counterparts of this Agreement may be executed and delivered by facsimile or via any other method of electronic signature by any of the parties to any other party, and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received. In addition, the parties intend for the execution of this Agreement and the signatures hereto to be deemed to include electronic or digital signatures or the keeping in electronic form, each of which shall be of the same effect, validity, and enforceability as manually executed signatures or a paper-based recordkeeping system, as the case may be, to the extent as provided for under applicable law, including the Electronic Signatures in Global and National Commerce Act of 2000 (15 U.S.C. § 7001 *et seq.*) or any other similar state laws based on the Uniform Electronic Transactions Act.
- 11.15. **PROPRIETARY RIGHTS.** All trademarks, service marks, patents, copyrights, trade secrets and other intellectual property rights in or relating to any materials provided by Client to Agency (collectively "Materials") hereunder are and will remain the exclusive property of Client or its suppliers, whether or not specifically recognized or

perfected under applicable local law. Agency will not create derivative works of, modify, assign, sublicense, sell, rent, reverse engineer, disassemble or decompile the Materials. Client or its suppliers will own all rights in all derivative works of the Materials prepared by Agency and any copy, translation, modification, adaptation or derivative work of the Materials prepared by Agency provided Client has paid Agency in full. Agency will not take any action that jeopardizes Client's or its suppliers' proprietary rights in the Materials. Agency agrees to provide documentation and assistance as is reasonably necessary to effectuate Client's rights in such Materials.

All trademarks, service marks, insignia, symbols, or decorative designs, trade names, domain names, and other symbols associated with Agency and Agency's products and Services ("Agency Marks") are the sole property of Agency. Client acknowledges and agrees that it:

- I. Has no right to use the Agency Marks without Agency's prior written consent; and
- II. Will take no action which might derogate from Agency's rights in, ownership of, or the goodwill associated with such Agency Marks.

All trademarks, service marks, insignia, symbols, or decorative designs, trade names, domain names, and other symbols associated with Client and Client's products and services ("Client Marks") are the sole property of Client. Agency acknowledges and agrees that it:

- I. Has no right to use the Client Marks, outside of the scope of the Services provided under this Agreement, without Client's prior written consent; and
- II. Will take no action which might derogate from Client's rights in, ownership of, or the goodwill associated with such Client Marks.

Upon payment in full of all undisputed amounts due under a Work Order for the applicable Services and Deliverables, Agency will assign to Client all of Agency's right, title and interest (including without limitation all intellectual property and moral rights) in and to

all work product created and delivered to Client as part of the Services and Deliverables and upon such assignment Client shall have the exclusive worldwide right in perpetuity to use, modify and fully exploit (and/or sell, assign or license to others to do the same) all or any part of the work product and Deliverable, in any format or version, by any means and in any media, whether or not used therein, whether now known or hereafter developed, without the necessity of further consideration, for promotional, commercial or any other purpose, including the right to file applications therefor in Client's own name, where possible. Agency shall sign, and shall cause its employees, officers and agents to sign, all papers necessary to secure all such copyrights and proprietary rights for Client.

DRAFT

12. SIGNATURE

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

AGENCY

Tactic
605 East Market Street
Indianapolis, Indiana 46202

Signature

Printed Name

Title

Date

CLIENT

Indianapolis-Marion County Public Library

Chief Executive Officer P.O. Box 211

Indianapolis, Indiana 46206

317.275.4100

Signature

Printed Name

Title

Date

DRAFT

**SCHEDULE A
NON-DISCLOSURE AGREEMENT**

DRAFT



605 E Market St, Indianapolis, IN 46202 // 317.721.0111 // tacticmarketing.com

SCHEDULE B
E-Verify Affidavit

Pursuant to Indiana Code 22-5-1.7-11, a vendor entering into a contract with the Indianapolis Marion County Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify Program. The vendor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify Program if the E-Verify program no longer exists.

The undersigned, on behalf of the Agency, being first duly sworn, deposes and states that the Agency does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into a services contract with the Indianapolis-Marion County Public Library, the Agency will enroll in verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Agency): _____

By (Written Signature): _____

(Printed Name): _____

(Title): _____

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____

SS: _____

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20____

My commission expires: _____ (Signed) _____

Residing in _____ County, State of _____



APPENDIX "A"
STATEMENT OF WORK (SOW) ("WORK ORDER") NO. INL-P-0001
TO
MASTER SERVICES AGREEMENT

This Work Order, Appendix A, is an addendum to the Master Services Agreement dated 11/08/16, between Tactic (Agency) with its principal place of business at 605 East Market Street, Indianapolis, IN 46202, and Indianapolis Public Library (Client), which has offices at P.O. Box 211 Indianapolis, IN 46206-0211.

This Appendix is the Work Order referred to in Section 2 of the above agreement.

STATEMENT OF WORK

In accordance with the Master Services Agreement with Agency and Client dated 11/08/16, the undersigned parties agree that there are direct deliverables for the below-named resources to develop while working with the assigned client manager.

Description

Communications Research + Discovery

Agency will complete the below research tactics to gain a deeper understanding of the IndyPL.org content needs and audience preferences to better inform website strategy and recommendations.

As part of this Communications Research + Discovery phase, Agency, Client and any other involved parties will hold a kickoff meeting to include the Agency project team including up to four (4) team members. Once the research outlined below is completed, Agency will incorporate research insights and findings from research tactics led by Agency, including Stakeholder Interviews, Keyword Research and Web Analytics, into the deliverables outlined below. Total investment assumes regular check-ins between Agency and Client, account management and Quality Assurance (QA).

The following are within the scope of Communications Research + Discovery:

Stakeholder Interviews

Agency will complete interviews with key external Client stakeholders to determine digital and engagement opportunities, key needs and constraints related to each specific group.

- Includes six (6) external stakeholder interviews totaling 30 minutes each with one (1) Agency team member via phone or Webcam
- Client to source interview participants
- Agency to contact and schedule times for interview participants
- Client to review stakeholder interview questions created by Agency

Usability Testing

Agency will conduct usability testing of the current IndyPL.org website with 20 users, 10 mobile users and 10 desktop users, for 15 minutes each. Agency will collaborate with the Client to create questions and test with users within Client's target demographic.

Customer Survey

Agency will craft and execute a customer survey. Client will have one (1) round of review to the questionnaire before it is sent out via email to Client-provided contacts by Agency.

Keyword Research

Agency will complete keyword research including Google-recommended keywords and examination of co-occurrence phrases. From these findings, Agency will create a keyword map for top-level pages, as well as overarching recommendations for determined topic groups.

Industry Analysis

Agency will complete an industry analysis of Client competitors as a benchmark to determine competitors' benefits and drawbacks regarding user needs. The analysis will include architecture, functionality, navigation and on-page content. Includes the review and analysis of four (4) competitor websites.

Web Analytics Audit

Agency will complete a website analytics audit for the current IndyPL.org to glean insights into current traffic patterns, user flow and traffic source information.

Content/Design Exercise Meeting

Agency will hold a content/design exercise meeting with key Client stakeholders to determine content priority and design preference moving forward with the build of IndyPL.org. This meeting will help to inform the initial site map and strategy document completed in this phase. Details of the content/design exercise meeting include:

- A two (2)-hour strategy meeting at a TBD location
- Client to provide list of all relevant team members to include in meeting (Not to exceed eight (8) Client team members)
- Agency to create meeting agenda/discussion guide

After completing the outlined research above, Agency will complete the following deliverables:

Development Exploration

As part of the development exploration, Agency will work with Client to assess all existing integrations, including third-party tools, to determine next steps and requirements for the new IndyPL.org website. This will include determining which tools should be carried over to the new website as well as any new or replacement integration recommendations moving forward. There will be a specific focus on the vendors listed on the Download or Stream page (<http://www.indypl.org/download-or-stream/>).

Content Inventory v.1

Agency will collaborate with Client to complete a full audit of all existing pages within the current IndyPL.org website in accordance with the current site map to set a baseline for the new website architecture. Agency and Client will outline all existing IndyPL.org pages and determine which pages should be modified (M), omitted (O) or protected (P) within the new website architecture. This audit will set the groundwork for website changes and integration of new content. Agency will allow for one (1) round of Client review and revisions to the portion of the MOP completed by Agency.

Agency will complete Content Inventory v.2 via Phase 1 of the IndyPL.org project.

Website Strategy Document

Upon completion of research, development exploration and content inventory v.1, Agency will create a website strategy document outlining key information, research and findings.

Site Map v.1

Guided by findings and conclusions in the discovery phase, Agency will develop and deliver a site map for the new website. This will account for all of the current site's content pages, some of which may be consolidate or otherwise modified by the client based on agency's recommendations.

The site map will ultimately reflect the most optimized content hierarchy and overall structure of the site. Throughout the site map development process, Agency will collaborate with Client to ensure existing content that is brought forward to the new site falls in line with the strategy for the project.

Agency will utilize Slickplan to provide revisions to the Client-provided site map for the new IndyPL.org website, allowing for two (2) rounds of Client review and revisions.

Once all research is completed, Agency will complete Website Strategy v.2 via Phase 1 of the IndyPL.org project.

Communications Research + Discovery Deliverables:

- Development Exploration
- Content Inventory v.1
- Website Strategy Document
- Site Map v.1



Estimated Timing

10-12 weeks (A detailed timeline will be produced when this Work Order is executed.)

Resource Name: Tactic
Start Date: _____

11/14/16
Billing: Project will be billed monthly based on work completed.
Total Investment: \$41,542.50

Tactic:	Indianapolis Public Library:
Signature: _____	Signature: _____
Name: <u>Tyler Murray</u>	Name: _____
Title: <u>COO</u>	Title: _____
Date: _____	Date: _____

APPENDIX "A"
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TO
MASTER SERVICES AGREEMENT

This Work Order, Appendix A, is an addendum to the Master Services Agreement dated 11/08/16, between Tactic (Agency) with its principal place of business at 605 East Market Street, Indianapolis, IN 46202, and Indianapolis Public Library (Client), which has offices at P.O. Box 211 Indianapolis, IN 46206-0211.

This Appendix is the Work Order referred to in Section 2 of the above agreement.

STATEMENT OF WORK

In accordance with the Master Services Agreement with Agency and Client dated 11/08/16, the undersigned parties agree that there are direct deliverables for the below-named resources to develop while working with the assigned client manager.

Description

1. Website Organization, Strategy & Administration

Site content documentation originating from "Communications Research + Discovery" phase, including version 2 of sitemap and version 2 of content inventory and content direction outline. Project Administration services include resource planning, timeline management, communication with Client, internal Quality Assurance (QA), budgetary administration and asset delivery. One (1) two-hour Content Management System (CMS) training session is also included. Client will write all content for the website.

Wireframe Assumptions:

- *All content will be written following the content outlines provided by Tactic.*
- *Client will write all content in GatherContent.*

2. Wireframes

Before proceeding with robust design of the website, Agency will wireframe the intended framework of the website homepage and unique interior pages of the website. This strategy-driven step requires all parties to consider and make any modifications to the overall website content and layout hierarchy before allowing design aesthetics to become a central focus of the review process. Once the framework of the website is in place to convey content in a prioritized manner, the design phase will proceed (see “Design” below).

Wireframe Assumptions:

- *The website will be responsive.*
- *Agency will design desktop and mobile views for all provided wireframe deliverables.*
- *Wireframes will be produced for a TBD number of pages at the discretion of Agency.*
- *The Client will provide final content for the wireframes prior to the wireframe phase beginning.*

3. Design

Design for the website will be delivered through multiple checkpoints in the following stages:

Initial Design Deliverable

Agency will begin the design phase by building an initial design deliverable (ex: element collage, style tile, etc.) that reflects design findings from Phase 0 - Research. The initial design deliverable could include explorations on typeface, copy styling, photography style and color palette. Agency will start with small pieces to create a design conversation with Client team confirming we are headed down correct path and work will be built upon throughout the design phase. Agency will deliver two (2) rounds of the initial design deliverable for Client review.

Design Templates

After the initial design deliverable components are agreed upon, Agency will begin design templates. Design templates will include homepage and key interior page designs, to be delivered with initial templates and latest round of the initial design deliverable. Agency will deliver two (2) rounds of design templates for

Client review. Following approval of the design templates, Agency will apply final content along with final Client revisions from design in the development stage.

Design Assumptions:

- *Designs will be produced for a TBD number of pages at the discretion of Agency.*
- *Client will work with Agency to provide all necessary imagery and video for the website. Any additional photography needs will require a separate Work Order and may result in a delay of the website launch milestone, as outlined in the project timeline.*

4. Website Build

Agency will build a responsive, mobile-friendly website. Following the website build, Agency will conduct testing to ensure functionality and will work with Client to resolve any outstanding issues.

Website Build Components

- Back-end Development
- Front-end Development
- CMS Content Entry
- Additional development (CMS/Dev/Hosting Setup, Analytics, QA, Revisions, etc.)

Website Build Assumptions:

- *Website will be compatible with Internet browser IE11 and up, as well as Chrome, Safari and Firefox browsers.*
- *Agency will use Craft as the CMS.*
- *Front-end templates will not be sent to Client for review.*
- *This quote accounts for 20 hours of content entry by Agency. All additional content will be loaded by the Client.*
- *Assumes third party services will be accessed by linking out to external websites. Any third party services that need to be integrated into the website will require a Change Order for additional work.*
- *Any advanced functionality or integrations as determined by Agency will require a Change Order for additional work.*

Estimated Timing

28-30 weeks (A detailed timeline will be produced when this Work Order is executed.)

Timeline Assumptions:

- *Client will write all website content in the three (3) weeks allotted in the project timeline.*
- *After Agency has completed loading 20 hours worth of content, Client will enter the remaining content into the CMS in the one week allotted in the project timeline.*

Resource Name: Tactic

Start Date:

11/14/16

Billing:

Total Investment:

Project will be billed monthly based on work completed.

\$144,575.00

Tactic:

Indianapolis Public Library:

Signature: _____

Signature: _____

Name: Tyler Murray

Name: _____

Title: COO

Title: _____

Date: _____

Date: _____

APPENDIX "A"
STATEMENT OF WORK (SOW) ("WORK ORDER") NO. INL-P-0003
TO
MASTER SERVICES AGREEMENT

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This Appendix is the Work Order referred to in Section 2 of the above agreement.

STATEMENT OF WORK

In accordance with the Master Services Agreement with Agency and Client dated 11/08/16, the undersigned parties agree that there are direct deliverables for the below-named resources to develop while working with the assigned client manager.

Description

Indianapolis Public Library Video

Think Ahead Studios (TAS) and Tactic (TAC) will produce three (3) videos for the Indianapolis Public Library. The set of videos will include a new promotional video for the website and two (2) customer story videos for other promotions.

Phase 1: Pre-Production

- Client Kick-Off Meeting — TAS and TAC will host a 1-hour meeting with Client to discuss objectives, goals, tone, style and other details regarding the project.
- Video Strategy Document — TAS and TAC will put all information to align all team members and client on direction.
- Concept Creation — TAS will create video concepts to discuss with the Client team.
- Project Administration — This includes all client and team communication and project management during pre-production.
- Location and Talent Procurement — TAS will work with the Client team to decide on locations and on-camera talent.

Phase 2: Production

- **Video Production** — Based on the chosen direction, TAS will provide crew and equipment for filming the videos.

Phase 3: Post-Production

- **Preview Draft 1** — TAS will edit all footage, voice-over, music, and graphics together for each video.
- **Preview Draft 2** — TAS will make revisions based on Client feedback.
- **Preview Final Draft** — TAS make final tweaks based on Client feedback and will finalize all color, audio and graphics.
- **Final Render/Encode/Delivery** — TAS will render the final files in a high-quality format for final placement.
- **Perpetual licensing for high-quality music track.**

Assumptions

Tactic will produce three (3) videos total:

1. One (1) 60-120-second library promotion video for the website
2. Two (2) 60-second customer stories

Estimated Timing

- 2-3 weeks expected production time. (A detailed timeline will be produced when this Work Order is executed.)



Resource Name: **Tactic**

Start Date:

12/13/2016

Billing: Billed monthly based on accrued time

Total Investment: \$26,500

Tactic: Indianapolis Public Library:

Signature: _____ Signature: _____

Name: Tyler Murray Name: _____

Title: COO Title: _____

Date: _____ Date: _____



Board Action Request

8a

To: IndyPL Board

Meeting Date: January 23, 2017

From: Facilities Committee

Approved by The Library Board:
Effective Date:

Subject: **Resolution 7-2017**
Approval to Award a Services Contract for the Central Library Clowes Auditorium Sound System Upgrade Project

Recommendation:

IndyPL Facilities staff recommends Board approval of the attached action (Resolution 7-2017) to award a contract for sound system equipment services for the Central Library Clowes Auditorium Sound System Upgrade Project to **Mid-America Sound, Greenfield, IN** for the total cost of \$ 89,966.00.

The Services include the addition of a digital mixing board, a cable snake system, and the expansion of the speaker system.

Background:

The Clowes Auditorium sound system was originally designed to support spoken word and multi-media events. Since opening the Clowes Auditorium has become a highly sought-after venue, hosting a wide variety of events including lectures, multimedia presentations, Lego competitions, panel discussions, theatrical performances, musical performances, educational sessions, award ceremonies, and training seminars. The Project is to upgrade the equipment and infrastructure to meet the diverse audio needs of events now held in the Clowes Auditorium. The Project will include these major components:

- Addition of a digital mixing board with 48 inputs and 16 outputs.
- Addition of a digital cable snake system at the performance space and the control booth.
- Expansion of the speaker system.

Board Action Request

RE: Facilities Committee, Item 8a

Resolution 7-2017 Approval to Award a Services Contract for the Central Library Clowes Auditorium Sound System Upgrade Project

Date: January 23, 2017

VENDOR	Digital Mixing Console	Digital Snake System	Speaker System	Infrastructure cabling, hardware, connections, racks, power supplies, and accessories	Consultation, design, and installation services	Other expenses	Total
ESCO Communications	\$ 9,186	\$ 999	\$ 56,825	\$10,549	\$ 9,396	\$ 5,754	\$ 92,708
Main Event Sound	No Quote Submitted						
Mid-America Sound L-Acoustics ARCS	\$ 13,124	\$ 3,818	\$ 28,876	\$ 3,334	\$ 14,580	\$ -	\$ 63,732
Mid-America Sound L-Acoustics KIVA II	\$ 13,124	\$ 3,818	\$ 55,110	\$ 3,334	\$ 14,580	\$ -	\$ 89,966

The Project was quoted using the Public Works Statute IC § 36-1-12-4.7. The Invitation to Quote was issued on November 23, 2016 to local vendors known to be capable of successfully completing the Project: ESCO Communications, Main Event Sound, and Mid-America Sound.

The Scope of Work was developed by Clowes Auditorium technical staff and Facilities staff. Sealed quotes were received on December 14, 2016 for evaluation prior to presentation at the January 10, 2017 Facilities Committee Meeting.

The preliminary project schedule targets a beginning date of the middle of February and a completion date of March 6, 2017.

Strategic/Fiscal Impact:

The Project will be funded by the capital portion of the Operating Fund (Fund 10). IndyPL shall award the Project to the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12-4.7 (b) (3).



Board Resolution

8a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 7-2017

APPROVAL TO AWARD A SERVICES CONTRACT FOR THE CENTRAL LIBRARY CLOWES AUDITORIUM SOUND SYSTEM UPGRADE PROJECT

JANUARY 23, 2017

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

WHEREAS, IndyPL solicited competitive sealed quotes for the equipment and services required for the Central Library Clowes Auditorium Sound System Upgrade Project; and

WHEREAS, IndyPL received quotes from two (2) of the three (3) invited vendors; and

WHEREAS, based on the review of the quotes, IndyPL has determined **Mid-America Sound, Greenfield, IN** to be the lowest, responsive, and responsible quoter, and recommends IndyPL award the contract to **Mid-America Sound**.

IT IS THEREFORE RESOLVED the Central Library Clowes Auditorium Sound System Upgrade Project, as quoted, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Mid-America Sound**. The agreement will be based upon such terms described in the Invitation to Quote November 23, 2016, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Mid-America Sound** will be for the total cost of Eighty-nine Thousand Nine Hundred Sixty-six Dollars (\$89,966.00), and any such agreement execution and delivery be, and hereby is, confirmed and approved.



Board Briefing Report

9

To: The Indianapolis Public Library Board **Meeting Date:** January 23, 2017
From: The Indianapolis Public Library Foundation
Subject: January 2017 Library Foundation Update

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

News:

- Jen Knife has joined the Library Foundation's staff in the capacity of Executive Assistant. She previously worked as Office Manager/Executive Assistant at Aon, a benefits brokerage and risk management company, for eight years. The staff and Board are excited about the considerable talent and enthusiasm she brings to her position.
- The Library Foundation Organization Chart and Foundation Staff Duties have been updated and included as attachments.

Strategic/Fiscal Impact:

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

- R.B. Annis Educational Foundation
- CD-COM Systems Midwest, Inc.
- Central Indiana Community Foundation
- Allen Whitehill Clowes Charitable Foundation, Inc.
- Office of the Lawrence Township Trustee
- Eli Lilly and Company Foundation, Inc.
- The D.J. Angus / Sciencetech Educational Foundation

This month, we are proud to provide funding for the following Library programs.

Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Packaged Programs

- Ready to Read – Early Childhood Conference
- Digital Littles Storytimes at Fountain Square
- 1,000 Books by Kindergarten
- Read to Me, Please at InfoZone
- YAT Workshops
- Curveside Ride
- Minecraft with iPads at Pike
- Maker Kits at Pike
- Warren Teen Book Club at Warren

Cultural

- McFadden Lecture
- Teacher Open House at Warren
- Meet the Artist
- Meet the Artist – First Friday
- Warren Book Club at Warren
- College Book Discussion at College Avenue
- Hot Jazz for Cool Kids
- Classical Concerts at Central
- Community Conversations at East 38th Street
- Celebrating our New Neighbors at Eagle
- Lunch and Learns
- Global Village Innovation

Collections

- Little Library in the Lobby at Garfield Park
- Teen Tech Lounge at Spades Park
- Various digitization projects

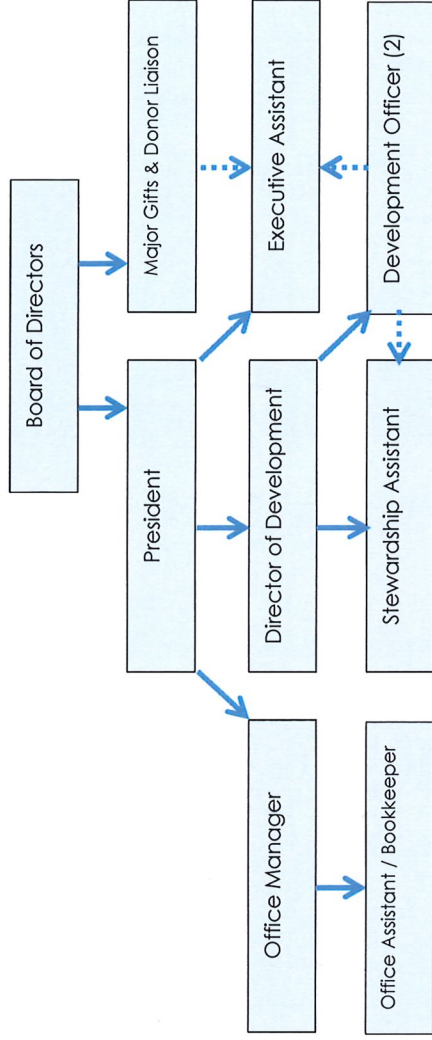
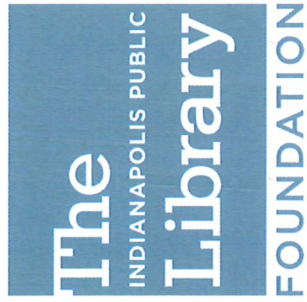
Lifelong

- The Job Center
- Grantsmanship Institute at East 38th Street

Capital

- Food for Public Programs

Organization Chart



Library Foundation Staff

President – Roberta Jagers

- Oversees the Foundation's operations
- Supports the Board of Directors
- Raises funds
- Represents the Foundation to the Library's Executive Committee

Major Gifts and Donor Liaison – Danny Dean

- Raises funds

Executive Assistant – Jen Knife

- Provides administrative support primarily for the President, Major Gifts & Donor Liaison and Board of Directors
- Handles most Foundation events
- Performs daily office functions

Director of Development – Bethany Warner

- Manages the Foundation's fundraising and communication operations
- Raises funds
- Supervises the Development Officers and Stewardship Assistant
- Leads the Library Foundation's participation in the service plan process and stewards the Library Foundation's investment in some Library initiatives

Development Officer – Caitly Withers

- Manages the Eugene & Marilyn Glick Indiana Authors Award
- Raises funds
- Stewards the Library Foundation's investment in some Library initiatives

Development Officer – Alex Sventeckis

- Manages Friends of the Library and Foundation communications initiatives
- Raises funds
- Stewards the Library Foundation's investment in some Library initiatives

Stewardship Assistant – Abbey Brill

- Stewards most of the Library Foundation's investments in the Library (includes setting up cash flow, preparing program funding administration guides and holding those meetings, implementing donor recognition, following up for reporting, etc.)
- Provides administrative support for the Director of Development and Development Officer, including the Indiana Authors Award
- Provides fundraising support

Office Manager – Denise Elkins

- Manages the Foundation's administrative operations (finance, human resources)
- Liaises with Indy Library Store
- Supervises Bookkeeper/Office Assistant

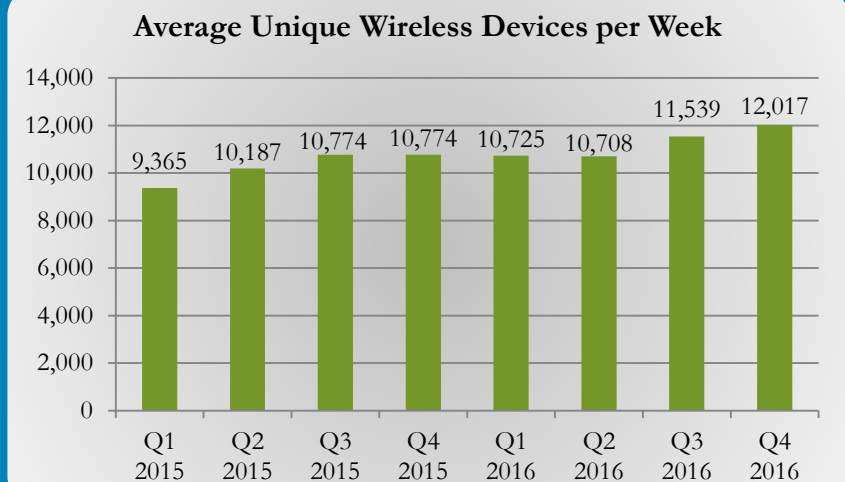
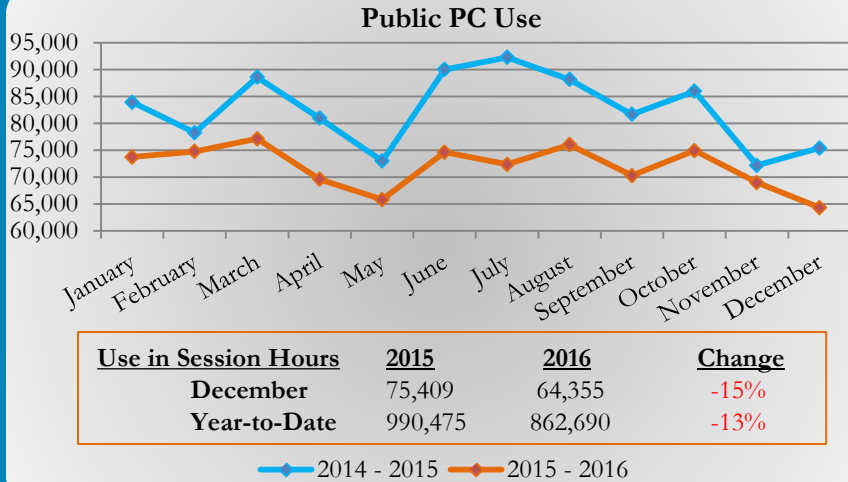
Bookkeeper/Office Assistant – Cathy Hurt

- Maintains the Library Foundation's financial records
- Provides administrative support for the Office Manager

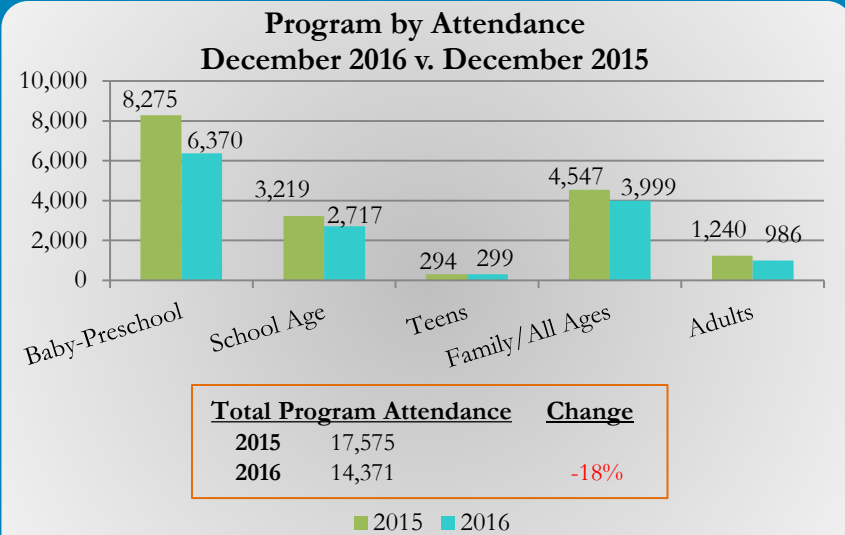
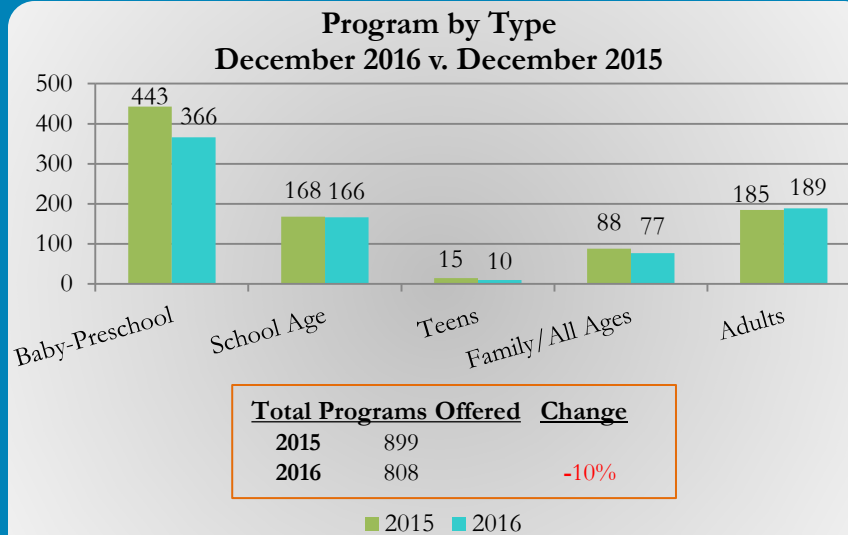
Bios available at <https://www.indyplfoundation.org/about/team>

January 9, 2017

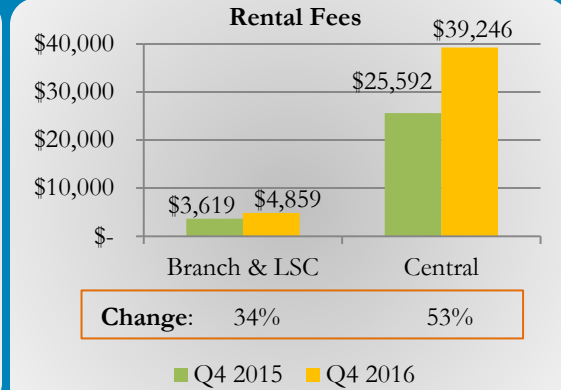
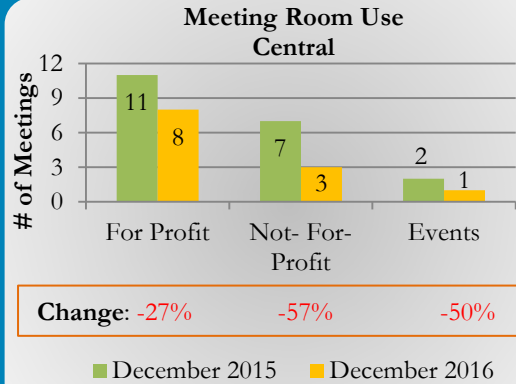
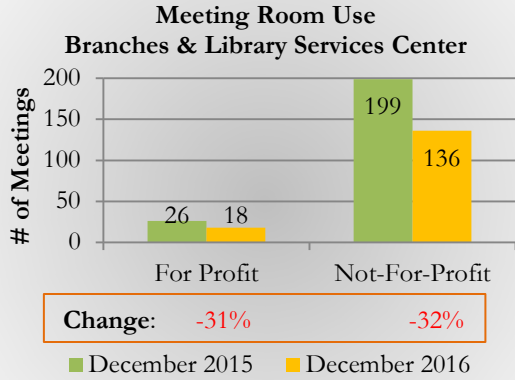
Computer / Wireless Use



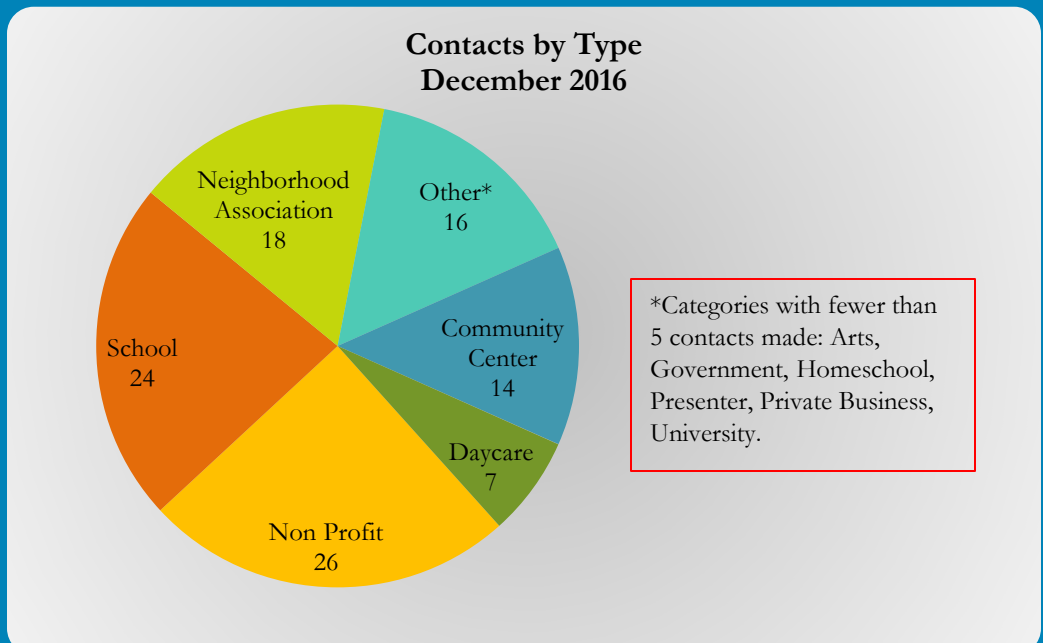
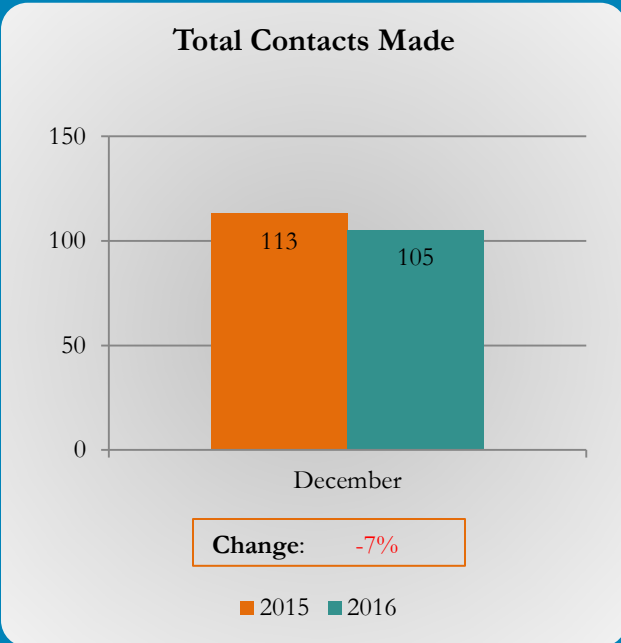
Programs



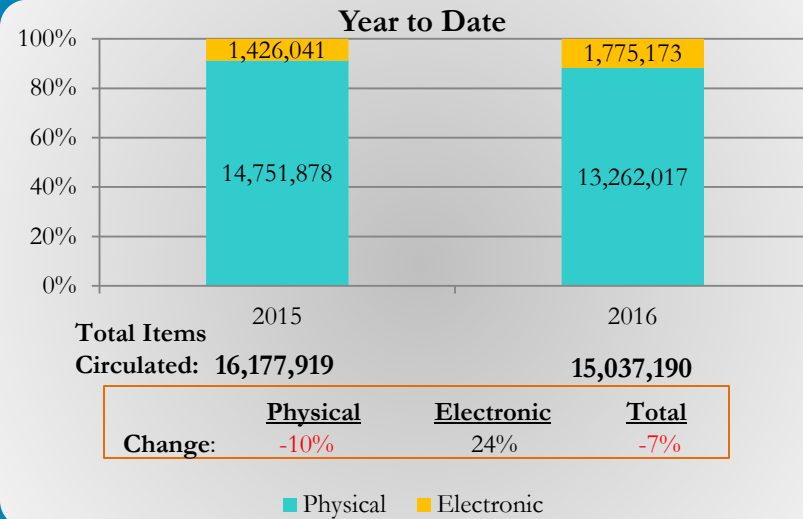
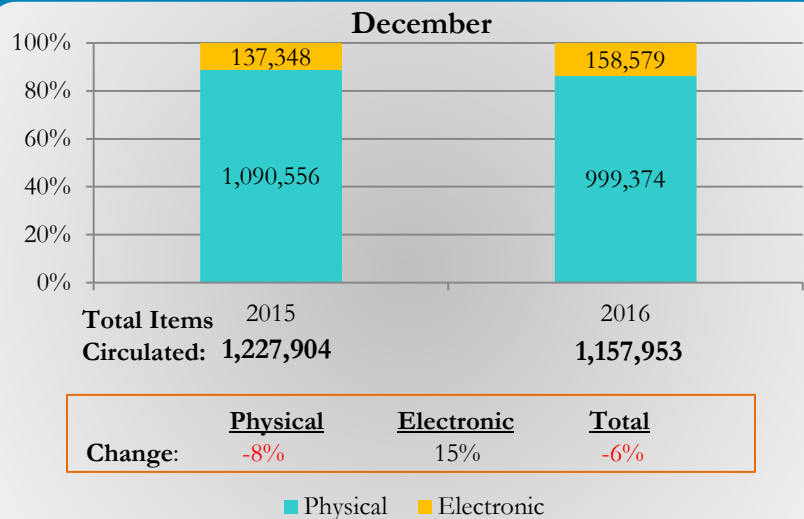
Community Room Usage



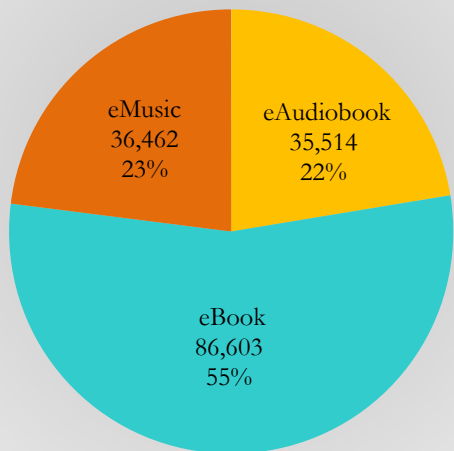
Community Contacts



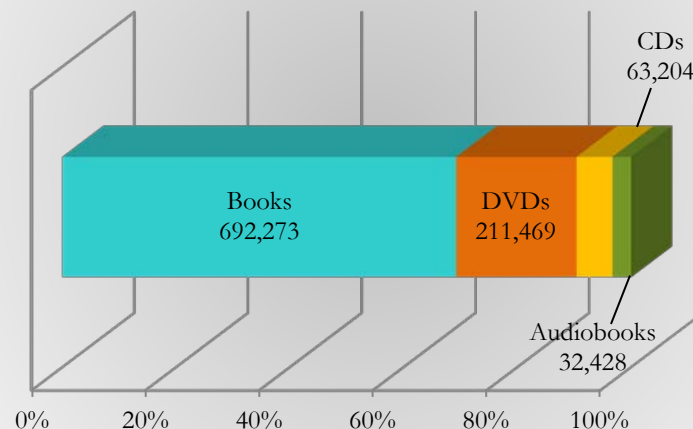
Circulation



Electronic Circulation December 2016

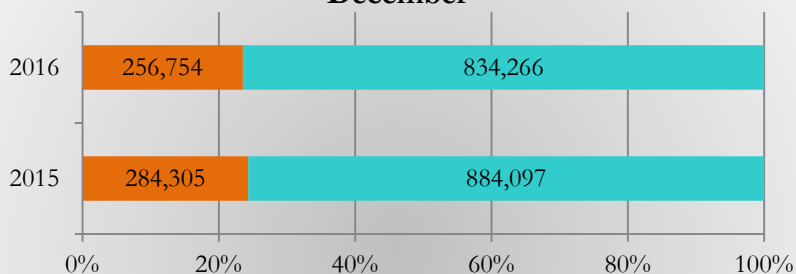


Physical Material Circulation December 2016



Patron Visits

December

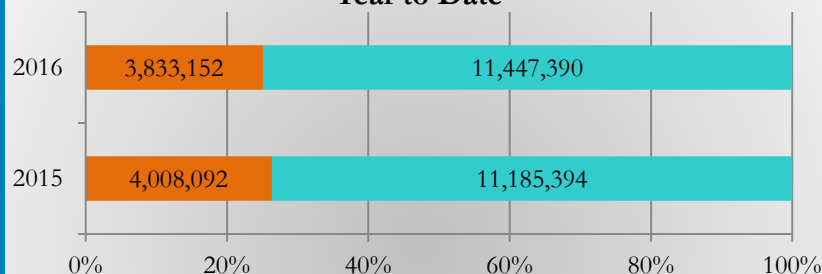


Total Visits		December
2015		1,168,402
2016		1,091,020

Change	Walk-in	Web Branch	Total
	-10%	-6%	-7%

Walk-in Web Branch

Year to Date



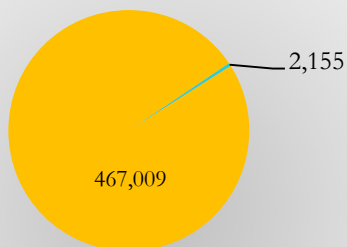
Total Visits		Year-to-Date
2015		15,193,486
2016		15,280,542

Change	Walk-in	Web Branch	Total
	-4%	2%	1%

Walk-in Web Branch

Library Card Use

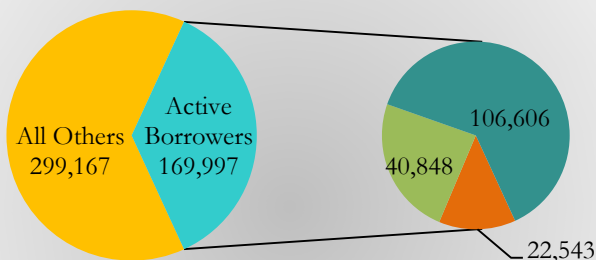
Total Borrowers



New Borrowers	December	Y-T-D
2015	2,134	45,515
2016	2,155	51,312
Change	1%	13%

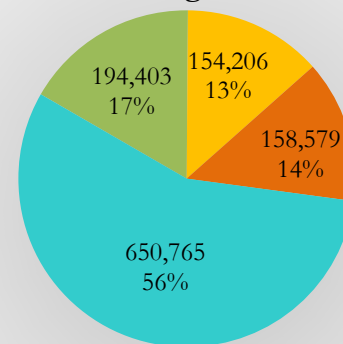
New All Others

Active Borrowers by Card Use



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

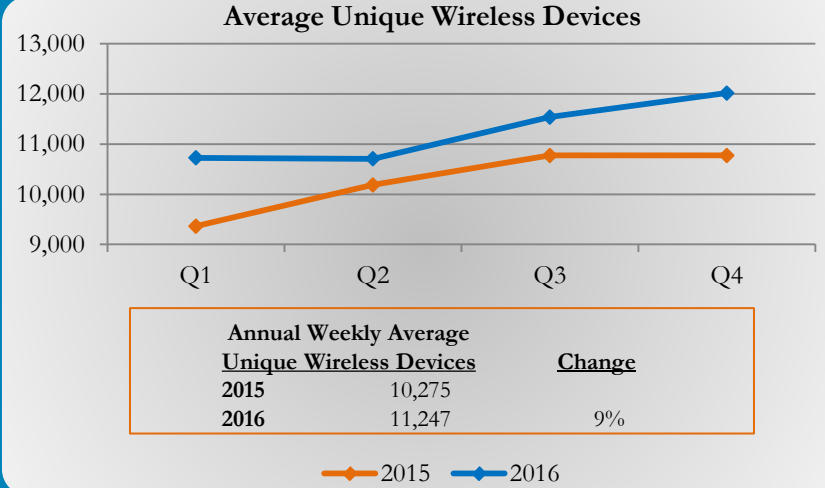
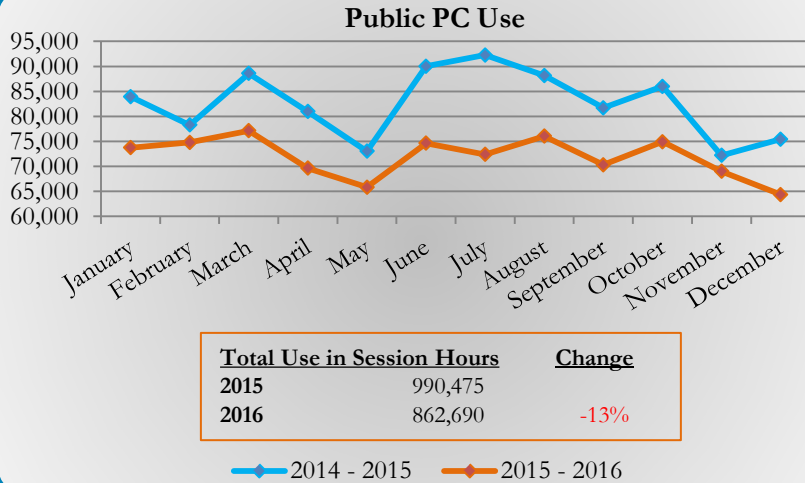
Borrowing Methods



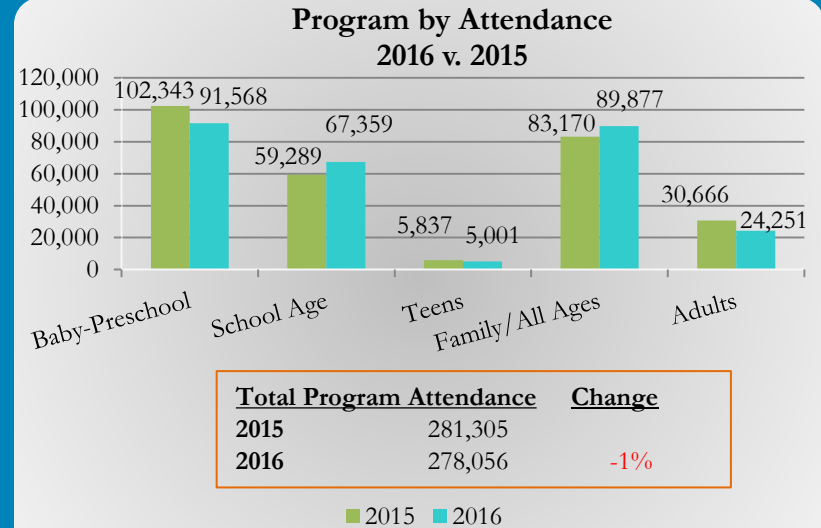
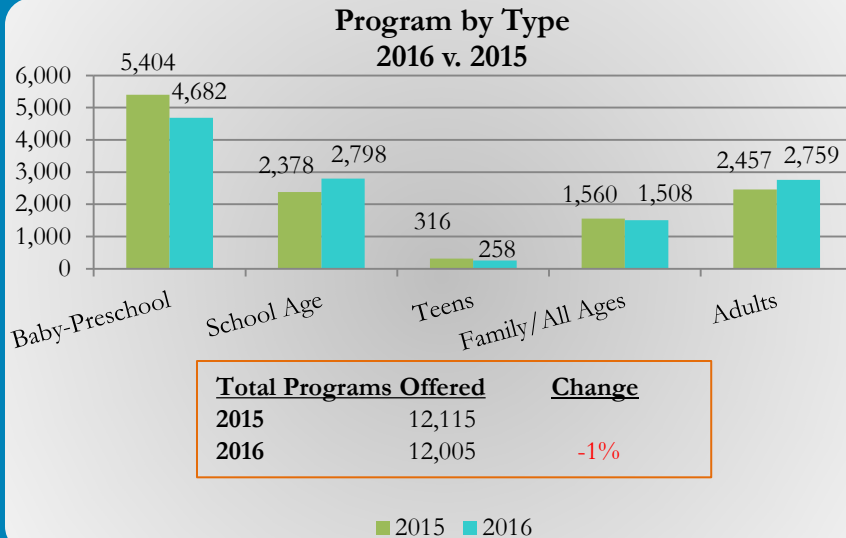
Self-Check Circ Desk
Electronic Renewal

Performance Dashboard

Computer / Wireless Use

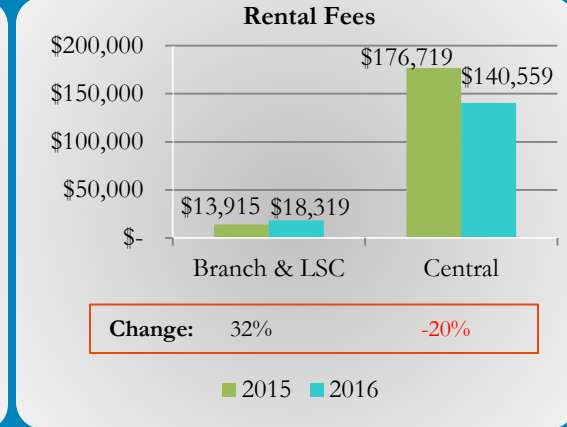
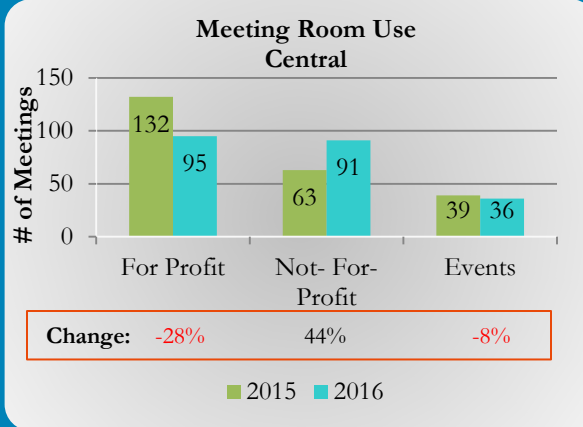
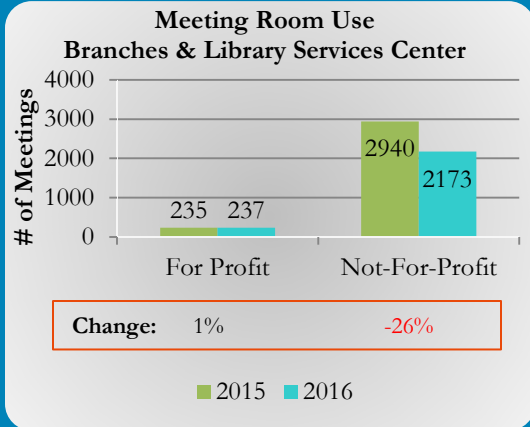


Programs

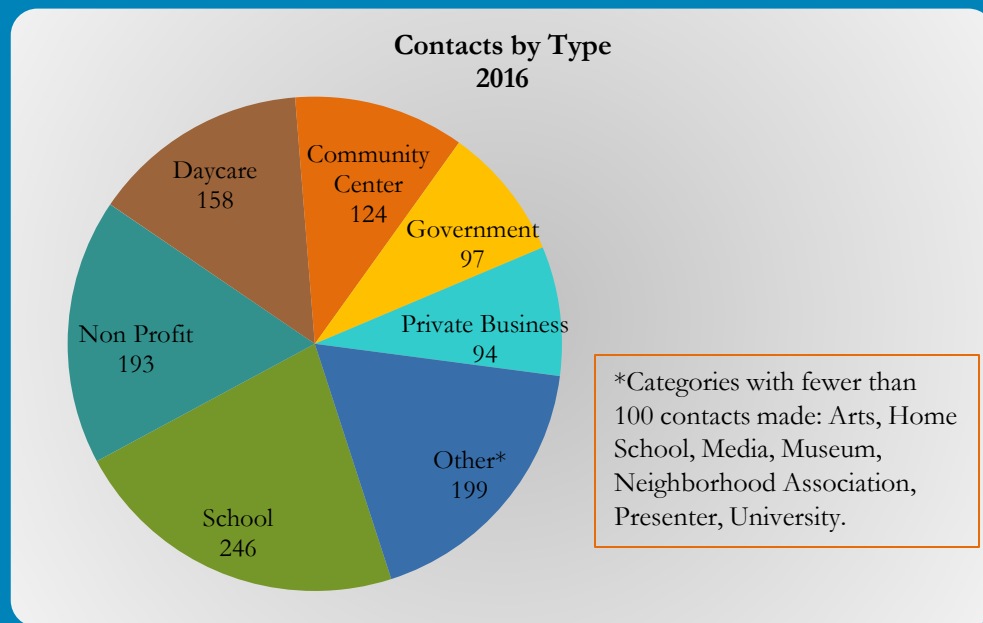
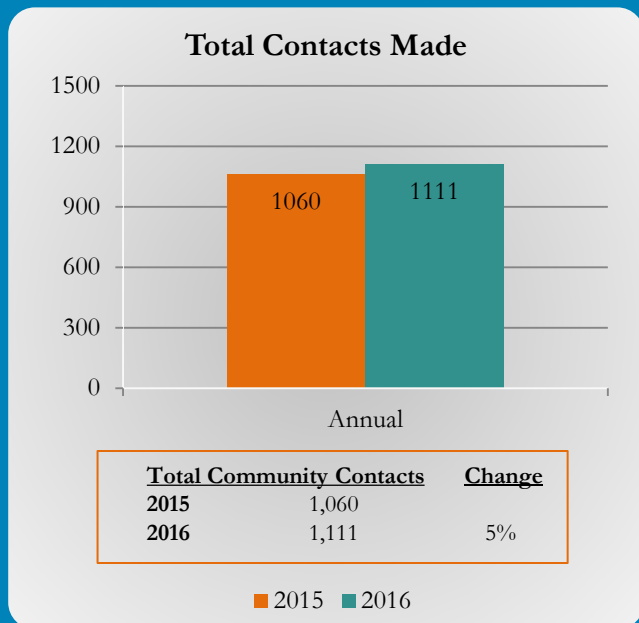


Performance Dashboard

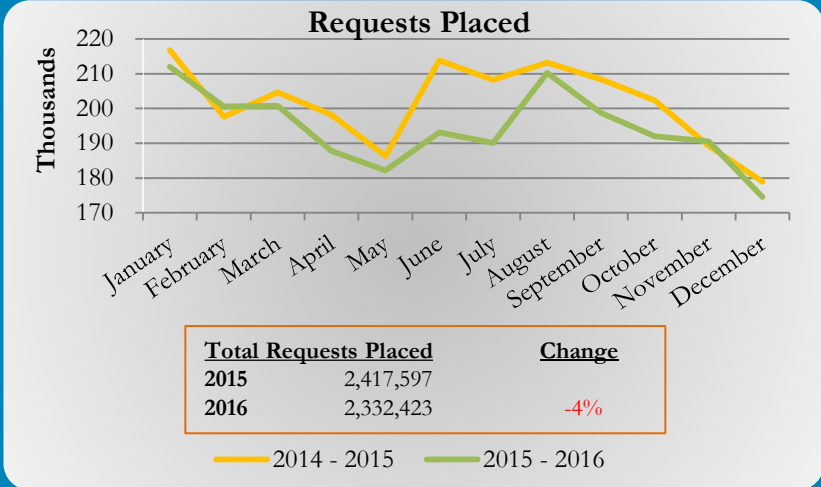
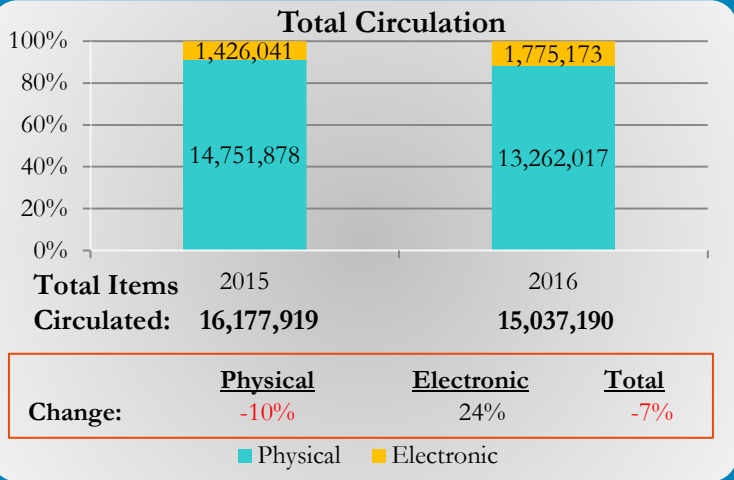
Community Room Usage



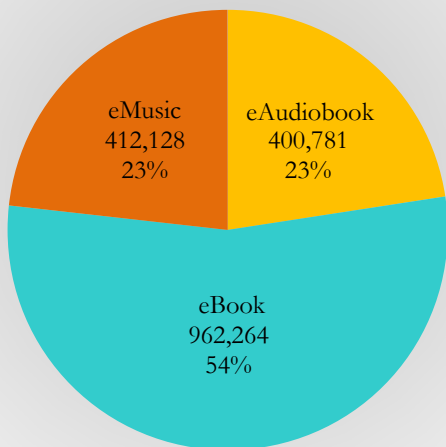
Community Contacts



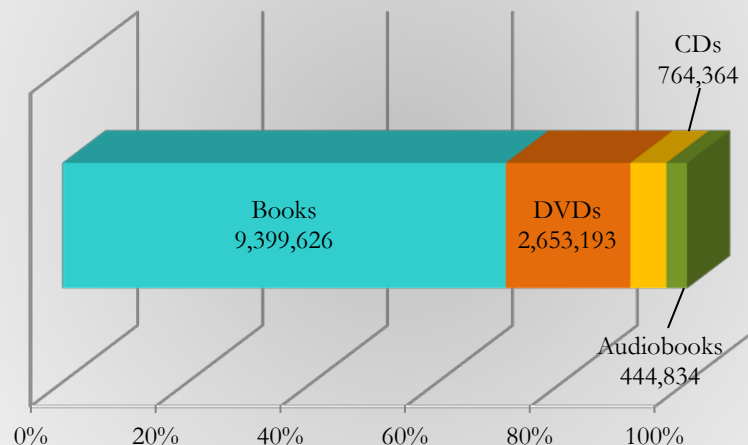
Circulation



Electronic Circulation 2016



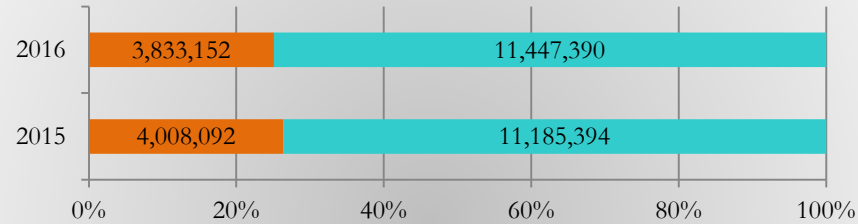
Physical Material Circulation 2016



Performance Dashboard

Patron Visits

Patron Visits – Annual



Total Visits

2015
2016

Year-to-Date

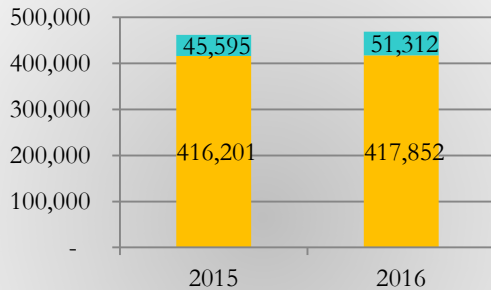
15,193,486
15,280,542

	<u>Walk-in</u>	<u>Web Branch</u>	<u>Total</u>
Change	-4%	2%	1%

Walk-in Web Branch

Library Card Use

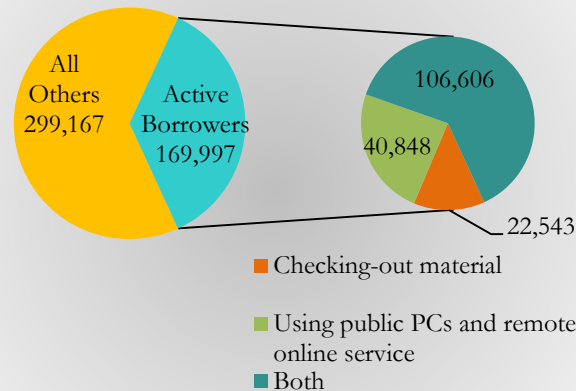
Total Borrowers



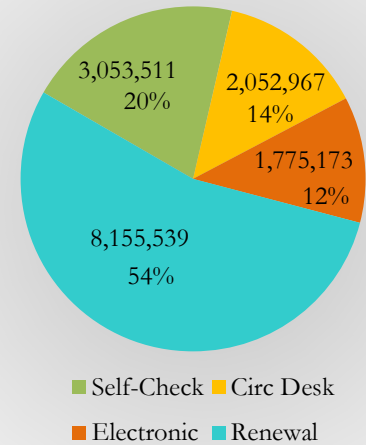
	<u>New</u>	<u>All Others</u>	<u>Total Borrowers</u>
Change:	13%	0%	2%

All Others New

Active Borrowers by Card Use



Borrowing Methods



Strategic Plan Review #16 January 2017

Goal: Act of agents of innovation in the Indianapolis community

Strategy: **Provide assessments of community technology**



Background

Technology trends burn hot and fast, so making sure the Library is meeting patron technology needs is a constant priority. One way to stay in step with the users of library technology is to survey them for insights. Fortunately, reaching these users is easy through a variety of computing devices. Convincing them to respond to the survey is more difficult.

In November, 2016 IndyPL used a turnkey survey offered by the University of Washington to gain patron feedback and demonstrate how and how often respondents visit the library or the library's websites, access the public access technology resources and receive assistance from staff. The survey results showed us the kinds of activities public technology users engage in across the following domains: education, employment, entrepreneurship, health and wellness, eGovernment, civic engagement, eCommerce, and social inclusion.

Finally, the patron satisfaction and demographics section detailed the types of patrons who completed the survey, and how satisfied they were with the technology services provided by the Library. The survey results also defined the benefits of these services to our community.

The sampling was small, with **1,100** patrons responding to either the **long** impact based version (136) or the **short** outcome driven survey (962.) However, the insights were large and gave us the benchmark data we needed to illustrate the importance of our computer and WiFi service. **97%** of the respondents completed the survey while in a library branch using a public PC. The remaining respondents completed the form online through the Library website or did not identify their location.

The Library now has baseline data to use for comparative analysis when conducting future technology service surveys. However, increasing respondent use of the long-form would provide a much richer understanding of the impact of library technology. Future surveying efforts should provide incentives for patrons to complete the long-form, or the Library could pulse patrons often with small sections of the survey for quick insights.

One of the greatest benefits for using the nationally recognized technology survey is access to comparable data from other Library systems across the country. We learned that patrons responding to the long-form used library technology resources much more frequently than the national average. **51%** compared to **22%** nationally used technology at least once a week. IndyPL also beat the average nationally for satisfaction with **65.2%** expressing strong satisfaction with Library technology compared to **52.9%** nationally.

Yeah for us!

3-43 Assess community technology needs

In November 2016, the Library surveyed the public about their use and satisfaction with Library technology. The survey provided benchmark indicators, provided data to improve the use of Library technology and the Library gained feedback on technology use and patron requirements. Prior to this time, IndyPL knew little about the technology content use patterns of our patrons and had only utilization data to support our technology investment or to analyze and optimize our services.

The Library plans to continue surveying the public on a regular basis to assess patron technology needs and their satisfaction with our services.

3-44 Measure outcomes and impact of Library technology efforts

Assistance from Library Staff

131 (97%) of respondents accessed library resources using the computers in the library.

- 67 (51%) did so once a week or more frequently
- 33 (25%) did so about 1-3 times a month
- 31 (24%) did so less than once a month

109 (81%) users reported having received one-on-one technology help from library staff or volunteers in the past 12 months. 87% that received assistance reported the library staff or volunteers to be “very helpful.”

Demographics of Long-Form Respondents (n=136)

- Gender
 - Female 56%
 - Male 41%
 - Did not respond 2%
- Race
 - African American or Black 14%
 - American Indian 1%
 - Asian 2%
 - Caucasian or White 65%
 - Other 4%
 - Two or more races 8%
 - Did not respond: 6%

1,098 PATRON RESPONSES



Patrons were asked which activity areas they used technology in the last 12 months

- Age
 - 14-24 **4%**
 - 25-34 **11%**
 - 35-44 **16%**
 - 44-54 **19%**
 - 55-64 **34%**
 - 65+ **17%**
- Language Spoken at Home
 - English **85%**
 - Language Other than English **14%**
 - Did not respond **1%**
- Income (based on family size)
 - Under 100% of Poverty **19%**
 - 100%-199% of Poverty **28%** (\$11,000 for one to \$40,000 for eight people)
 - 200%-299% of Poverty **17%** (\$23,000 for one to \$79,000 for eight people)
 - 300%-399% of Poverty **10%** (**\$34,000 for one to \$119,000 for eight people**)
 - 400% or more of Poverty **6%**
 - Did not respond **19%**

Summary of Desired Improvements

54 individuals (**40%**) responded to an open-ended question on the long-form concerning how the Library could improve its services. Responses were grouped into categories. Patron responses that include multiple categories were divided and are presented under the applicable categories.

- Noise/Quiet Areas (9 responses) Generally requesting quiet computing space and more privacy
- Technology Issues (9 Responses) Requests for volume control or software applications
- Environment (8 responses) Eliminating food at computer stations and comfortable seating
- Hours of Operation (7 Responses) Extend open hours
- Limit Gaming (6 Responses) Reserving Public PCs for serious work
- Computer Time Limit(4 Responses) Consistent application of time limits throughout system
- Training (3 Responses) More computer classes at the branches and advanced classes
- Loan Time Period (2 Responses) Increase the loan period for movies
- Positive General (2 Responses) Good job!
- Open Forum (6 Responses) Issues unrelated to the survey topic

After reviewing and considering each request, the following issues will be addressed:

- Offer computers in teen designated spaces in new facilities
- Check audio volume at branches on public PCs
- Add appropriate software to public PCs
- Evaluate seating quality at computer stations
- Audit computer time at all locations and enforce consistency
- Improve promotion of branch computer classes
- Consider extending loan period for movies
- Celebrate the positive aspects of the survey results with staff

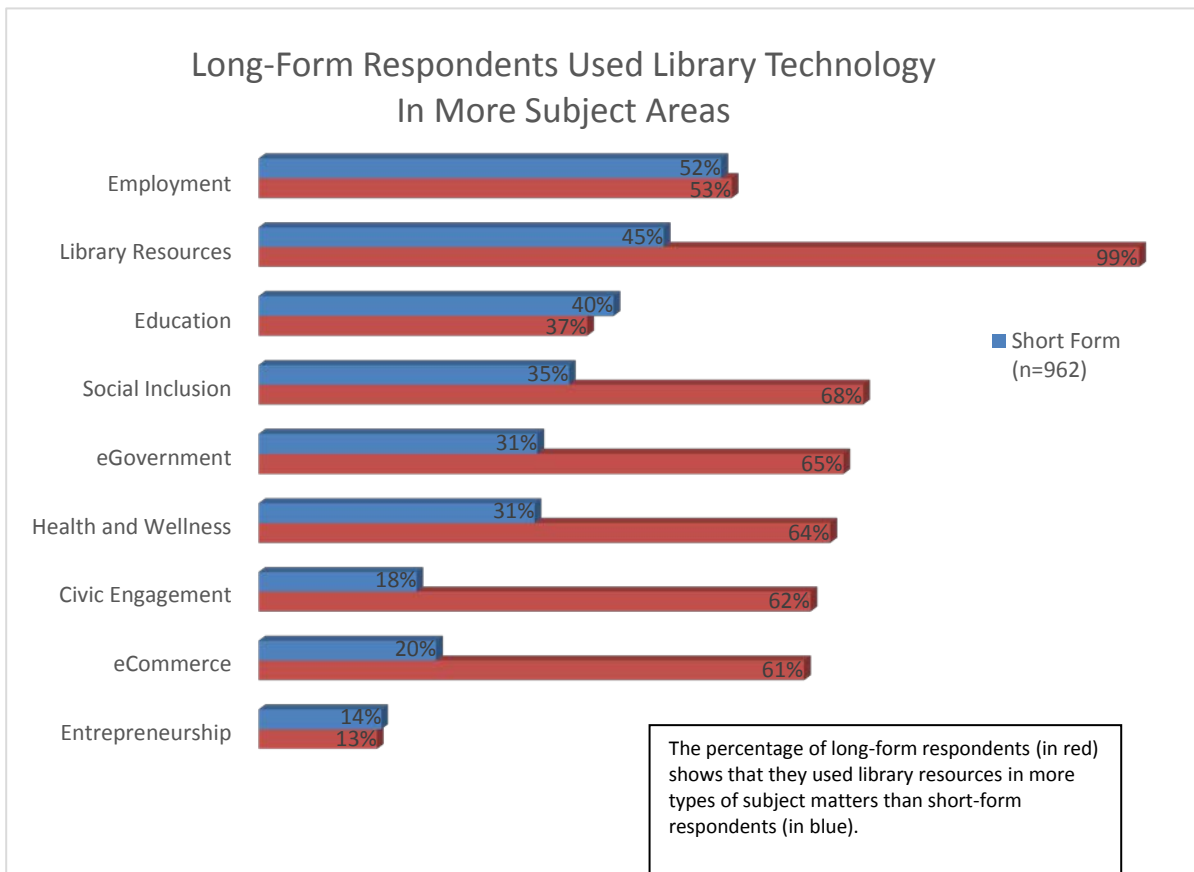
3-45 Evaluate effectiveness of workforce, e-Government, education and health and wellness technology

IMPACT ANALYSIS FROM LONG-SURVEY

The following section only includes information provided by the 136 long-form respondents.

Highlights of Impact (n=136)

- **45%** found information about a doctor or other health care provider (60)
- **41%** received help from a government official or agency (54)
- **38%** applied for a job or sent out a resume (50)
- **33%** made a decision about diet changes (44)
- **27%** made changes in exercise habits (36)
- **20%** were hired for a job (26)
- **16%** organized/managed a club, civic/community/church group, or non-profit (21)
- **15%** took an online class (20)
- **14%** started or managed their own business (18)
- **9%** received financial aid for education (12)
- **7%** were admitted to a degree or certificate program (9)





10c

December 2016 Media Report

Below is a summary of highlighted media activity in November for electronic and print media. This is a limited view, but a few the Communications Department is most proud of.

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

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

- **Warren Branch Grand Reopening Open House**
Weekly View, Inside Indiana Business, WFYI.com
- **Statehood Celebration Day at Central Library**
Indy Star, Urban Times, Hendricks County Flyer, Indianapolis Recorder
-
- **Jingle Books: A Book for Every Child**
Broad Ripple Gazette, Southsider Voice, Southside Times, Weekly View
- **Specialist Named to Lead Center for African-American Literature and Culture at Central Library**
Indianapolis Recorder, Indy Star, Inside Indiana Business, Wednesday Word (Indiana State Library), Hendricks County Flyer

Other media outreach in December occurred on such Library activities as Call-a-Holiday-Story on the Library's 24-hour Call-a-Story telephone line and the upcoming community meeting on the new Michigan Road Branch (with anticipated media coverage in January).

5 YouTube videos posted to website:

- Warren Branch reopens with Open House on December 10
- Nichelle Hayes to lead new Center for African-American Literature and Culture at Central Library
- The Eugene & Marilyn Glick Indiana Authors Award – Inspiring Readers
- What's new in Library collection for 2017
- Meet-the-Artists XXIX exhibit to open at Central in January 2017

All above featured on January edition of BETWEEN THE LINES broadcast by Govt. Channel Two on Comcast 28 and Bright House 17.

Communications Department Note:

There were 157 applications received for the new Digital Marketing Specialist position.



Board Action Request

10d1

To: IMCPL Board **Meeting Date:** January 23, 2017

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

Effective Date: January 23, 2017

Subject: Finances, Personnel and Travel Resolution 8-2017

Recommendation: Approve Finances, Personnel and Travel Resolution 8-2017

Background: The Finances, Personnel and Travel Resolution 8-2017 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 2017.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 8 - 2017

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 December 2016 pursuant to the Annual Resolution.

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

Warrant numbers **59322** through **59472** for a total of
\$3,894,779.08 were issued from the Operating Fund.
EFT numbers **13019** through **13139** and
13180 for a total of
\$1,562,156.90 were issued from the Operating Fund.
Warrant numbers **3021** through **3027** for a total of
\$79,096.21 were issued from the Payroll Fund.
EFT numbers **498** through **509** for a total of
\$56,954.42 were issued from the Payroll Fund.
Warrant number **608** through **613** for a total of
\$262.77 were issued from the Fines Fund.
Warrant numbers **5579** through **5636** for a total of
\$37,425.47 were issued from the Gift Fund.
EFT numbers **1323** through **1341** for a total of
\$154,646.10 were issued from the Gift Fund.
Warrant numbers **267089** through **267148** for a total of
\$12,502.12 were issued for Employee Payroll
Direct deposits numbers **480001** through **480586** and
Direct deposits numbers **500001** through **500580** and
Direct deposits numbers **510001** through **510593** and
Direct deposits numbers **520001** through **520586** for a total of
\$1,485,506.47 were issued for Employee Payroll
Electronic transfers for payment of taxes and garnishments for a total of
\$571,893.51 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

Patricia A. Payne

Dorothy R. Crenshaw

Rev. T.D. Robinson

Dr. Terri Jett

Dr. David W. Wantz

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

Rebecca L. Dixon
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
13019	EFT Check	12/6/2016	FIRST AMERICAN TITLE INSURANCE CO.	\$5,000.00	Cleared
13020	EFT Check	12/8/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$568.75	Cleared
13021	EFT Check	12/8/2016	ACORN DISTRIBUTORS INC	\$2,828.92	Cleared
13022	EFT Check	12/8/2016	ASI SIGNAGE INNOVATIONS	\$50.25	Cleared
13023	EFT Check	12/8/2016	AUSTIN BOOK SALES	\$7,641.88	Cleared
13024	EFT Check	12/8/2016	AVID AIRLINE PRODUCTS OF RHODE ISLAND, INC.	\$1,959.65	Cleared
13025	EFT Check	12/8/2016	Baker & Taylor Pre-Cat	\$23,267.45	Cleared
13026	EFT Check	12/8/2016	Baker & Taylor	\$55,902.74	Cleared
13027	EFT Check	12/8/2016	Baker & Taylor Unprocessed	\$13.60	Cleared
13028	EFT Check	12/8/2016	Baker & Taylor	\$3,738.37	Cleared
13029	EFT Check	12/8/2016	CONNOR FINE PAINTING	\$11,905.00	Cleared
13030	EFT Check	12/8/2016	DELTA DENTAL	\$8,052.09	Cleared
13031	EFT Check	12/8/2016	DEMCO INC.	\$1,149.01	Cleared
13032	EFT Check	12/8/2016	FINELINE PRINTING GROUP	\$2,850.00	Cleared
13033	EFT Check	12/8/2016	FLEET CARE, INC.	\$1,286.72	Cleared
13034	EFT Check	12/8/2016	GRAINGER	\$203.59	Cleared
13035	EFT Check	12/8/2016	HP PRODUCTS CORPORATION	\$175.20	Cleared
13036	EFT Check	12/8/2016	INDIANA PLUMBING AND DRAIN LLC	\$686.50	Cleared
13037	EFT Check	12/8/2016	INDIANAPOLIS RUBBER STAMP	\$26.00	Cleared
13038	EFT Check	12/8/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$1,550.00	Cleared
13039	EFT Check	12/8/2016	INGRAM LIBRARY SERVICES	\$22,387.08	Cleared
13040	EFT Check	12/8/2016	LUNA MUSIC	\$375.55	Cleared
13041	EFT Check	12/8/2016	MARK'S VACUUM & JANITORIAL SUPPLIES	\$2,451.00	Cleared
13042	EFT Check	12/8/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$667.83	Cleared
13043	EFT Check	12/8/2016	MIDWEST TAPE - PROCESSED DVDS	\$1,760.14	Cleared
13044	EFT Check	12/8/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$323.84	Cleared
13045	EFT Check	12/8/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$12,917.72	Cleared
13046	EFT Check	12/8/2016	MIDWEST TAPE, LLC	\$5,553.29	Cleared
13047	EFT Check	12/8/2016	OFFICE 360	\$418.25	Cleared
13048	EFT Check	12/8/2016	RECORDED BOOKS	\$1,236.89	Cleared
13049	EFT Check	12/8/2016	ALLIED RECEIVABLES FUNDING, INC.	\$41.39	Cleared
13050	EFT Check	12/8/2016	RYAN FIRE PROTECTION, INC.	\$332.00	Cleared
13051	EFT Check	12/8/2016	STENZ MANAGEMENT COMPANY, INC.	\$750.00	Cleared
13052	EFT Check	12/8/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$5,732.75	Cleared
13053	EFT Check	12/8/2016	ULINE	\$855.43	Cleared
13054	EFT Check	12/2/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$79,517.76	Cleared
13055	EFT Check	12/9/2016	ADP, INC.	\$3,552.62	Cleared
13056	EFT Check	12/9/2016	Voided Unused payment	\$0.00	Voided
13057	EFT Check	12/20/2016	INDIANA DEPARTMENT OF REVENUE	\$1,031.46	Cleared
13058	EFT Check	12/15/2016	ACORN DISTRIBUTORS INC	\$2,230.55	Cleared
13059	EFT Check	12/15/2016	ASI SIGNAGE INNOVATIONS	\$23,225.00	Cleared
13060	EFT Check	12/15/2016	BACKGROUND BUREAU INC.	\$150.00	Cleared
13061	EFT Check	12/15/2016	CDW GOVERNMENT, INC.	\$2,933.54	Cleared
13062	EFT Check	12/15/2016	CITIZENS THERMAL ENERGY	\$20,419.31	Cleared
13063	EFT Check	12/15/2016	CITIZENS THERMAL ENRGY.	\$29,228.56	Cleared
13064	EFT Check	12/15/2016	EBSCO ACCOUNTS RECEIVABLE	\$106,988.76	Cleared
13065	EFT Check	12/15/2016	FINELINE PRINTING GROUP	\$2,630.00	Cleared
13066	EFT Check	12/15/2016	GRAINGER	\$58.66	Cleared
13067	EFT Check	12/15/2016	INDIANA PLUMBING AND DRAIN LLC	\$390.75	Cleared
13068	EFT Check	12/15/2016	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	\$5,000.00	Cleared
13069	EFT Check	12/15/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$200,000.00	Cleared
13070	EFT Check	12/15/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$4,118.34	Cleared
13071	EFT Check	12/15/2016	INGRAM LIBRARY SERVICES	\$70.06	Cleared
13072	EFT Check	12/15/2016	LOHR DESIGN, INC.	\$805.90	Cleared
13073	EFT Check	12/15/2016	MacDougall Pierce Construction	\$219,056.40	Cleared
13074	EFT Check	12/15/2016	MARK'S VACUUM & JANITORIAL SUPPLIES	\$2,295.00	Cleared
13075	EFT Check	12/15/2016	MIDWEST LIBRARY SERVICE	\$79.72	Cleared
13076	EFT Check	12/15/2016	OVERDRIVE INC	\$98,728.71	Cleared
13077	EFT Check	12/15/2016	PERFECTION SERVICE OF INDIANA	\$2,299.39	Cleared
13078	EFT Check	12/15/2016	STENZ MANAGEMENT COMPANY, INC.	\$5,000.29	Cleared
13079	EFT Check	12/15/2016	TITAN ASSOCIATES	\$66,367.50	Cleared
13080	EFT Check	12/15/2016	ULINE	\$78.91	Cleared
13081	EFT Check	12/15/2016	VERITIV OPERATING COMPANY	\$1,180.00	Cleared
13082	EFT Check	12/21/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$175.00	Cleared
13083	EFT Check	12/21/2016	ALSCO	\$591.08	Cleared
13084	EFT Check	12/21/2016	AUSTIN BOOK SALES	\$6,451.65	Cleared
13085	EFT Check	12/21/2016	BACKGROUND BUREAU INC.	\$120.00	Cleared

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
13086	EFT Check	12/21/2016	Baker & Taylor	\$545.61	Cleared
13087	EFT Check	12/21/2016	Baker & Taylor Pre-Cat	\$47.51	Cleared
13088	EFT Check	12/21/2016	Baker & Taylor	\$486.53	Cleared
13089	EFT Check	12/21/2016	BRODART CO.	\$550.63	Cleared
13090	EFT Check	12/21/2016	CONNOR FINE PAINTING	\$1,190.00	Cleared
13091	EFT Check	12/21/2016	FINELINE PRINTING GROUP	\$7,749.00	Cleared
13092	EFT Check	12/21/2016	FLEET CARE, INC.	\$3,964.93	Cleared
13093	EFT Check	12/21/2016	FLEET CARE, INC.	\$762.94	Cleared
13094	EFT Check	12/21/2016	HCO, INC.	\$4,064.74	Cleared
13095	EFT Check	12/21/2016	INDIANA PLUMBING AND DRAIN LLC	\$1,554.50	Cleared
13096	EFT Check	12/21/2016	INGRAM LIBRARY SERVICES	\$17,585.56	Cleared
13097	EFT Check	12/21/2016	J&G CARPET PLUS	\$675.00	Cleared
13098	EFT Check	12/21/2016	JCOS, INC.	\$2,446.25	Cleared
13099	EFT Check	12/21/2016	K & K FENCE CO., INC	\$2,996.00	Cleared
13100	EFT Check	12/21/2016	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$797.50	Cleared
13101	EFT Check	12/21/2016	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$9,455.00	Cleared
13102	EFT Check	12/21/2016	MEZZETTA, INC.	\$928.41	Cleared
13103	EFT Check	12/21/2016	MEZZETTA, INC.	\$39,945.69	Cleared
13104	EFT Check	12/21/2016	MIDWEST LIBRARY SERVICE	\$113.01	Cleared
13105	EFT Check	12/21/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$859.76	Cleared
13106	EFT Check	12/21/2016	MIDWEST TAPE - PROCESSED DVDS	\$35.18	Cleared
13107	EFT Check	12/21/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$3,599.95	Cleared
13108	EFT Check	12/21/2016	MIDWEST TAPE, LLC	\$281.18	Cleared
13109	EFT Check	12/21/2016	MOORE INFORMATION SERVICES, INC.	\$556.75	Cleared
13110	EFT Check	12/21/2016	OVERDRIVE INC	\$9,284.55	Cleared
13111	EFT Check	12/21/2016	PERFECTION SERVICE OF INDIANA	\$12,942.22	Cleared
13112	EFT Check	12/21/2016	RECORD AUTOMATIC DOORS, INC.	\$285.00	Cleared
13113	EFT Check	12/21/2016	RECORD AUTOMATIC DOORS, INC.	\$592.09	Cleared
13114	EFT Check	12/21/2016	RECORDED BOOKS	\$74.04	Cleared
13115	EFT Check	12/21/2016	ALLIED RECEIVABLES FUNDING, INC.	\$3,899.72	Cleared
13116	EFT Check	12/21/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$51,886.00	Cleared
13117	EFT Check	12/21/2016	STAPLES	\$10,681.45	Cleared
13118	EFT Check	12/21/2016	STENZ MANAGEMENT COMPANY, INC.	\$3,957.55	Cleared
13119	EFT Check	12/21/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$130.75	Cleared
13120	EFT Check	12/21/2016	TITAN ASSOCIATES	\$2,830.25	Cleared
13121	EFT Check	12/16/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$81,856.07	Cleared
13122	EFT Check	12/23/2016	ADP, INC.	\$1,024.50	Cleared
13123	EFT Check	12/23/2016	ADP, INC.	\$3,577.13	Cleared
13124	EFT Check	12/28/2016	ALSCO	\$295.54	Cleared
13125	EFT Check	12/28/2016	ASI SIGNAGE INNOVATIONS	\$1,728.00	Cleared
13126	EFT Check	12/28/2016	BAKER & TAYLOR	\$11,531.56	Cleared
13127	EFT Check	12/28/2016	BARNES & THORNBURG	\$27,500.00	Cleared
13128	EFT Check	12/28/2016	DENISON PARKING	\$6,097.10	Cleared
13129	EFT Check	12/28/2016	INDIANA PLUMBING AND DRAIN LLC	\$300.00	Cleared
13130	EFT Check	12/28/2016	IRVINGTON PRESBYTERIAN CHURCH	\$933.33	Cleared
13131	EFT Check	12/28/2016	LOHR DESIGN, INC.	\$1,600.25	Cleared
13132	EFT Check	12/28/2016	PERFECTION SERVICE OF INDIANA	\$5,995.00	Cleared
13133	EFT Check	12/28/2016	PERFECTION SERVICE OF INDIANA	\$3,450.00	Cleared
13134	EFT Check	12/28/2016	J.J.B. HILLIARD, W.L. LYONS, LLC	\$37,825.00	Cleared
13135	EFT Check	12/20/2016	U.S. POSTAL SERVICE (ENDICIA)	\$500.00	Cleared
13136	EFT Check	12/28/2016	U.S. POSTAL SERVICE (ENDICIA)	\$1,000.00	Cleared
13137	EFT Check	12/29/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$25,347.00	Cleared
13138	EFT Check	12/29/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$75,787.77	Cleared
13139	EFT Check	12/30/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$4,995.66	Outstanding
13180	EFT Check	12/30/2016	ADP, INC.	\$3,623.94	Cleared
59322	Computer Check	12/1/2016	Paypal	\$54.10	Cleared
59323	Computer Check	12/7/2016	CITIZENS ENERGY GROUP	\$248.75	Cleared
59324	Computer Check	12/8/2016	ACTION PEST CONTROL, INC.	\$250.00	Cleared
59325	Computer Check	12/8/2016	AMERICAN UNITED LIFE INSURANCE CO	\$3,180.90	Cleared
59326	Computer Check	12/8/2016	ANTHEM INSURANCE COMPANIES, INC.	\$234,342.47	Cleared
59327	Computer Check	12/8/2016	Arab Termite and Pest Control, Inc.	\$1,593.00	Cleared
59328	Computer Check	12/8/2016	ART WITH A HEART	\$135.00	Outstanding
59329	Computer Check	12/8/2016	BLACKMORE & BUCKNER ROOFING, INC.	\$11,750.00	Cleared
59330	Computer Check	12/8/2016	CENTER POINT PRESS	\$355.92	Cleared
59331	Computer Check	12/8/2016	CENTRAL INDIANA SECURITY CORP., LTD	\$109.95	Cleared
59332	Computer Check	12/8/2016	CHILDREN'S PLUS INC.	\$3,614.60	Cleared
59333	Computer Check	12/8/2016	CHRISTIAN BOOK DISTRIBUTORS	\$208.82	Cleared

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
59334	Computer Check	12/8/2016	CINTAS CORPORATION #018	\$84.25	Cleared
59335	Computer Check	12/8/2016	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$24,778.50	Cleared
59336	Computer Check	12/8/2016	CONVENIENT TAPE & SUPPLIES	\$1,697.65	Cleared
59337	Computer Check	12/8/2016	DACO GLASS & GLAZING INC.	\$676.00	Cleared
59338	Computer Check	12/8/2016	DEECLARE PUBLISHING	\$89.85	Cleared
59339	Computer Check	12/8/2016	GALE GROUP THE	\$1,965.32	Cleared
59340	Computer Check	12/8/2016	Greater Beech Grove Chamber of Commerce	\$40.00	Cleared
59341	Computer Check	12/8/2016	GUARDIAN	\$2,841.24	Cleared
59342	Computer Check	12/8/2016	Horning Roofing & Sheet Metal	\$6,303.00	Cleared
59343	Computer Check	12/8/2016	ILEA Indiana	\$100.00	Outstanding
59344	Computer Check	12/8/2016	INDIANA DEPARTMENT OF HOMELAND SECURITY	\$120.00	Cleared
59345	Computer Check	12/8/2016	INDIANA WRITER'S CENTER	\$200.00	Cleared
59346	Computer Check	12/8/2016	INDIANAPOLIS FLEET SERVICES	\$1,460.88	Cleared
59347	Computer Check	12/8/2016	INDY CURB APPEAL ASPHALT, INC.	\$1,200.00	Cleared
59348	Computer Check	12/8/2016	INDY SHADES, INC.	\$169.00	Cleared
59349	Computer Check	12/8/2016	IUPUI UNIVERSITY LIBRARY	\$2,000.00	Cleared
59350	Computer Check	12/8/2016	KST SECURITY, INC.	\$9,300.00	Cleared
59351	Computer Check	12/8/2016	KYLE HELMOND	\$400.00	Cleared
59352	Computer Check	12/8/2016	MAKER NAVIGATOR, INC.	\$10,000.00	Cleared
59353	Computer Check	12/8/2016	Movietyme Video Productions	\$7,651.95	Cleared
59354	Computer Check	12/8/2016	OMEGA RAIL MANAGEMENT	\$665.41	Cleared
59355	Computer Check	12/8/2016	PFM AUTOMOTIVE.COM	\$633.07	Cleared
59356	Computer Check	12/8/2016	SECURITAS SECURITY SERVICES USA, INC.	\$56,136.75	Cleared
59357	Computer Check	12/8/2016	Shelby Upholstering & Interiors	\$4,000.00	Cleared
59358	Computer Check	12/8/2016	UNITED PARCEL SERVICE	\$234.75	Cleared
59359	Computer Check	12/8/2016	CITIZENS ENERGY GROUP	\$986.66	Voided
59360	Computer Check	12/8/2016	CITIZENS ENERGY GROUP	\$986.86	Cleared
59361	Computer Check	12/12/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$61,349.95	Cleared
59362	Computer Check	12/14/2016	CITIZENS ENERGY GROUP	\$3,572.77	Cleared
59363	Computer Check	12/14/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$7,739.63	Cleared
59364	Computer Check	12/15/2016	ADP, LLC	\$570.09	Cleared
59365	Computer Check	12/15/2016	AMERICAN LIBRARY ASSOCIATION	\$2,565.00	Cleared
59366	Computer Check	12/15/2016	ANDERSON & BECK	\$650.00	Cleared
59367	Computer Check	12/15/2016	APPLIED ENGINEERING SERVICES	\$1,045.00	Cleared
59368	Computer Check	12/15/2016	ART WITH A HEART	\$405.00	Cleared
59369	Computer Check	12/15/2016	ARTS FOR LEARNING INDIANA	\$300.00	Cleared
59370	Computer Check	12/15/2016	AT&T	\$1,880.42	Cleared
59371	Computer Check	12/15/2016	AT&T	\$1,991.50	Cleared
59372	Computer Check	12/15/2016	BRIGHT IDEAS IN BROAD RIPPLE	\$123.10	Outstanding
59373	Computer Check	12/15/2016	BUSINESS FURNITURE, LLC	\$325.00	Cleared
59374	Computer Check	12/15/2016	CENTRAL LIBRARY (PETTY CASH)	\$46.62	Cleared
59375	Computer Check	12/15/2016	CENTRAL SECURITY & COMMUNICATIONS	\$30,203.24	Cleared
59376	Computer Check	12/15/2016	CHC WELLNESS	\$150.00	Cleared
59377	Computer Check	12/15/2016	CIRCLE CITY RINGERS, INC.	\$300.00	Cleared
59378	Computer Check	12/15/2016	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$23,802.00	Cleared
59379	Computer Check	12/15/2016	CROSSROADS DOCUMENT SERVICES	\$2,450.00	Cleared
59380	Computer Check	12/15/2016	DELL MARKETING L.P.	\$32,802.19	Cleared
59381	Computer Check	12/15/2016	DONNA GRIFFIN	\$100.00	Cleared
59382	Computer Check	12/15/2016	DYNAMARK GRAPHICS GROUP	\$99.62	Cleared
59383	Computer Check	12/15/2016	FAULKENBERG PRINTING COMPANY, INC.	\$300.00	Cleared
59384	Computer Check	12/15/2016	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$196.53	Cleared
59385	Computer Check	12/15/2016	HAUGHVILLE (PETTY CASH)	\$17.07	Cleared
59386	Computer Check	12/15/2016	IDentisource, LLC	\$1,261.38	Cleared
59387	Computer Check	12/15/2016	LAKESHORE LEARNING MATERIALS	\$320.83	Cleared
59388	Computer Check	12/15/2016	LSC PETTY CASH	\$185.00	Cleared
59389	Computer Check	12/15/2016	I-MCPL - MACDOUGALL RETAINAGE	\$24,339.60	Cleared
59390	Computer Check	12/15/2016	MAKER NAVIGATOR, INC.	\$2,000.00	Cleared
59391	Computer Check	12/15/2016	MITINET LIBRARY SERVICES	\$598.00	Cleared
59392	Computer Check	12/15/2016	NELSON PRICE	\$300.00	Cleared
59393	Computer Check	12/15/2016	Paypal	\$54.10	Cleared
59394	Computer Check	12/15/2016	REED DRAPERY SERVICE	\$81.00	Cleared
59395	Computer Check	12/15/2016	SPRINT PCS	\$209.94	Cleared
59396	Computer Check	12/15/2016	The Bank of New York Mellon Trust Co N.A	\$2,866,367.50	Cleared
59397	Computer Check	12/15/2016	The Bank of New York Mellon Trust Co N.A	\$400.00	Cleared
59398	Computer Check	12/15/2016	TOSHIBA FINANCIAL SERVICES	\$574.88	Cleared
59399	Computer Check	12/15/2016	U.S. HealthWorks Medical Group IN, PC	\$300.09	Cleared
59400	Computer Check	12/15/2016	WFYI TELEPLEX	\$5,500.00	Outstanding

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
59401	Computer Check	12/21/2016	B & R SERVICES	\$4,400.00	Outstanding
59402	Computer Check	12/21/2016	BIBLIOTHECA	\$59,619.00	Outstanding
59403	Computer Check	12/21/2016	BOOKPAGE	\$3,828.00	Cleared
59404	Computer Check	12/21/2016	CALIFA GROUP/INFOPEOPLE	\$200.00	Outstanding
59405	Computer Check	12/21/2016	CENTRAL INDIANA HARDWARE-SCHRICKER DIVISION	\$80.49	Cleared
59406	Computer Check	12/21/2016	CENTRAL LIBRARY (PETTY CASH)	\$65.23	Voided
59407	Computer Check	12/21/2016	CHILDREN'S PLUS INC.	\$2,595.65	Outstanding
59408	Computer Check	12/21/2016	CINTAS CORPORATION #018	\$46.51	Outstanding
59409	Computer Check	12/21/2016	CITIZENS ENERGY GROUP	\$700.20	Cleared
59410	Computer Check	12/21/2016	CITY COMMUNITY CHURCH	\$300.00	Cleared
59411	Computer Check	12/21/2016	CMID	\$2,600.00	Cleared
59412	Computer Check	12/21/2016	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$1,835.00	Cleared
59413	Computer Check	12/21/2016	Constellation NewEnergy Gas Division, LLC	\$2,996.51	Cleared
59414	Computer Check	12/21/2016	CULLIGAN OF INDIANAPOLIS	\$135.85	Cleared
59415	Computer Check	12/21/2016	DACO GLASS & GLAZING INC.	\$2,302.92	Outstanding
59416	Computer Check	12/21/2016	EDDIE HURM (PAINTING & SNOW REMOVAL)	\$1,100.00	Cleared
59417	Computer Check	12/21/2016	HOGAN TRANSFER & STORAGE CORP.	\$90.00	Cleared
59418	Computer Check	12/21/2016	IMPERIAL RESTORATIONS	\$2,760.00	Outstanding
59419	Computer Check	12/21/2016	INDIANA ASSN. OF THE DEAF	\$2,125.00	Cleared
59420	Computer Check	12/21/2016	INDIANAPOLIS FLEET SERVICES	\$1,301.28	Outstanding
59421	Computer Check	12/21/2016	INDY CURB APPEAL ASPHALT, INC.	\$1,250.00	Cleared
59422	Computer Check	12/21/2016	INDY SHADES, INC.	\$3,666.00	Cleared
59423	Computer Check	12/21/2016	JFD TUBE & COIL PRODUCTS, INC.	\$75.00	Cleared
59424	Computer Check	12/21/2016	JP MORGAN CHASE BANK	\$6,277.81	Cleared
59425	Computer Check	12/21/2016	KAREN HUDSON	\$200.00	Cleared
59426	Computer Check	12/21/2016	krM Architecture+	\$29,222.26	Outstanding
59427	Computer Check	12/21/2016	LAKESHORE LEARNING MATERIALS	\$2,793.72	Cleared
59428	Computer Check	12/21/2016	MACALLISTER MACHINERY CO., INC.	\$2,896.40	Cleared
59429	Computer Check	12/21/2016	MAY REALTORS, LLC	\$1,000.00	Cleared
59430	Computer Check	12/21/2016	IMCPL - Mezzetta Retainage - WARREN	\$4,438.41	Cleared
59431	Computer Check	12/21/2016	IMCPL - Mezzetta Retainage - Southport	\$103.16	Cleared
59432	Computer Check	12/21/2016	PFM AUTOMOTIVE.COM	\$571.54	Cleared
59433	Computer Check	12/21/2016	PITNEY BOWES, INC.	\$184.50	Outstanding
59434	Computer Check	12/21/2016	PLANES MOVING & STORAGE INC.	\$57,050.00	Cleared
59435	Computer Check	12/21/2016	RICOH USA, Inc. - 12882	\$50,451.00	Cleared
59436	Computer Check	12/21/2016	RICOH USA, Inc. - 12882	\$8,408.50	Cleared
59437	Computer Check	12/21/2016	RICOH USA, INC.	\$4,501.78	Cleared
59438	Computer Check	12/21/2016	SCHINDLER ELEVATOR CORPORATION	\$6,750.00	Cleared
59439	Computer Check	12/21/2016	SECURITAS SECURITY SERVICES USA, INC.	\$28,719.37	Cleared
59440	Computer Check	12/21/2016	SSI SERVICES, LLC	\$15,269.00	Cleared
59441	Computer Check	12/21/2016	UNITED PARCEL SERVICE	\$173.35	Cleared
59442	Computer Check	12/21/2016	WARREN (PETTY CASH)	\$37.40	Outstanding
59443	Computer Check	12/22/2016	JP MORGAN CHASE BANK	\$1,961.05	Cleared
59444	Computer Check	12/22/2016	TOM WOOD NISSAN, INC.	\$27,834.25	Cleared
59445	Computer Check	12/28/2016	BARDACH AWARDS	\$19.24	Outstanding
59446	Computer Check	12/28/2016	BOOKS IN COMMON	\$1,500.00	Outstanding
59447	Computer Check	12/28/2016	BRIGHTWOOD INVESTORS, LLC	\$3,975.00	Outstanding
59448	Computer Check	12/28/2016	CHARITABLE ADVISORS	\$175.00	Outstanding
59449	Computer Check	12/28/2016	CINTAS CORPORATION #018	\$130.76	Outstanding
59450	Computer Check	12/28/2016	CITIZENS ENERGY GROUP	\$2,902.98	Cleared
59451	Computer Check	12/28/2016	EDDIE HURM (PAINTING & SNOW REMOVAL)	\$250.00	Outstanding
59452	Computer Check	12/28/2016	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
59453	Computer Check	12/28/2016	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,881.56	Outstanding
59454	Computer Check	12/28/2016	FOUNTAIN SQUARE (PETTY CASH)	\$16.55	Outstanding
59455	Computer Check	12/28/2016	GLENDALE TOWN CENTER	\$24,333.33	Outstanding
59456	Computer Check	12/28/2016	GRANT KEY	\$2,850.00	Outstanding
59457	Computer Check	12/28/2016	H. J. Uмбаugh & Associates	\$35,400.00	Cleared
59458	Computer Check	12/28/2016	Hall, Render, Killian, Heath & Lyman, P.C.	\$999.00	Outstanding
59459	Computer Check	12/28/2016	INDIANA WRITER'S CENTER	\$200.00	Outstanding
59460	Computer Check	12/28/2016	JACKIE KELLY	\$83.06	Outstanding
59461	Computer Check	12/28/2016	Jeanine DeLashmit	\$23.53	Outstanding
59462	Computer Check	12/28/2016	JERALD M. GILPIN	\$300.00	Outstanding
59463	Computer Check	12/28/2016	PITNEY BOWES, INC.	\$264.00	Outstanding
59464	Computer Check	12/28/2016	RADWAY PIANO SERVICE	\$95.00	Outstanding
59465	Computer Check	12/28/2016	SARAH JANE BATT	\$60.00	Outstanding
59466	Computer Check	12/28/2016	SECURITAS SECURITY SERVICES USA, INC.	\$75.00	Outstanding
59467	Computer Check	12/28/2016	SUSAN M. DAILEY	\$60.00	Outstanding

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
59468	Computer Check	12/28/2016	TERESA BRUCE & JOSEPH BRUCE	\$300.00	Outstanding
59469	Computer Check	12/28/2016	The Bank of New York Mellon Trust Co N.A	\$950.00	Outstanding
59470	Computer Check	12/28/2016	The Bank of New York Mellon Trust Co N.A	\$750.00	Outstanding
59471	Computer Check	12/28/2016	The Indianapolis Public Library Foundation	\$690.56	Outstanding
59472	Computer Check	12/28/2016	TINT KING	\$1,820.00	Outstanding
			Total	<u>\$5,456,935.98</u>	

Summary by Transaction Type:

Computer Check	\$3,894,779.08
EFT Check	\$1,562,156.90
Total Payments	\$5,455,884.09
Total Voided Items	\$1,051.89

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

No.	Type	Date	Reference	Checks	Status
498	EFT Check	12/8/2016	DELTA DENTAL	\$3,368.34	Cleared
499	EFT Check	12/8/2016	UNITED WAY OF CENTRAL INDIANA INC.	\$275.20	Cleared
500	EFT Check	12/2/2016	FIDELITY INVESTMENTS	\$6,306.61	Cleared
501	EFT Check	12/2/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,542.00	Cleared
502	EFT Check	12/2/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,091.85	Cleared
503	EFT Check	12/16/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,392.00	Cleared
504	EFT Check	12/15/2016	FIDELITY INVESTMENTS	\$6,297.71	Cleared
505	EFT Check	12/16/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,151.56	Cleared
506	EFT Check	12/29/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$6,479.76	Cleared
507	EFT Check	12/30/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$764.61	Cleared
508	EFT Check	12/30/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,392.00	Cleared
509	EFT Check	12/30/2016	FIDELITY INVESTMENTS	\$5,892.78	Cleared
3021	Computer Check	12/8/2016	AFSCME COUNCIL 962	\$2,136.18	Cleared
3022	Computer Check	12/8/2016	AMERICAN UNITED LIFE	\$2,403.64	Cleared
3023	Computer Check	12/8/2016	AMERICAN UNITED LIFE INSURANCE CO	\$216.64	Cleared
3024	Computer Check	12/8/2016	ANTHEM INSURANCE COMPANIES, INC.	\$62,657.53	Cleared
3025	Computer Check	12/8/2016	GUARDIAN	\$10,855.84	Cleared
3026	Computer Check	12/8/2016	LegalShield	\$320.25	Outstanding
3027	Computer Check	12/21/2016	The Indianapolis Public Library Foundation	\$506.13	Cleared
			Total	<u>\$136,050.63</u>	

Summary by Transaction Type:

Computer Check	\$79,096.21
EFT Check	\$56,954.42
Total Payments	\$136,050.63
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Checks	Status
608	Computer Check	12/8/2016	DAMON EUGENE BERRY	\$2.00	Outstanding
609	Computer Check	12/8/2016	MIRJAM YACOB	\$73.95	Outstanding
610	Computer Check	12/15/2016	ALEJANDRO ESQUEDA	\$40.97	Cleared
611	Computer Check	12/28/2016	ANITA K. MOODY	\$58.93	Outstanding
612	Computer Check	12/28/2016	ISAIAH WILSON	\$33.94	Outstanding
613	Computer Check	12/28/2016	MILDRED A. LOUISSAINT	\$52.98	Outstanding
			Total	<u>\$262.77</u>	

Summary by Transaction Type:

Computer Check	\$262.77
EFT Check	\$0.00
Total Payments	\$262.77
Total Voided Items	\$0.00

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

No.	Type	Date	Reference	Checks	Status
1323	EFT Check	12/8/2016	Baker & Taylor Pre-Cat	\$682.65	Cleared
1324	EFT Check	12/8/2016	Baker & Taylor	\$60.14	Cleared
1325	EFT Check	12/8/2016	Baker & Taylor	\$10.10	Cleared
1326	EFT Check	12/8/2016	BRODART CO.	\$806.71	Cleared
1327	EFT Check	12/8/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$127,806.56	Cleared
1328	EFT Check	12/8/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$1,003.56	Cleared
1329	EFT Check	12/8/2016	INGRAM LIBRARY SERVICES	\$435.62	Cleared
1330	EFT Check	12/8/2016	KLINES QUALITY WATER, INC.	\$29.90	Cleared
1331	EFT Check	12/8/2016	RUBY TREGNAGO	\$50.00	Cleared
1332	EFT Check	12/15/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$10,141.69	Cleared
1333	EFT Check	12/15/2016	INGRAM LIBRARY SERVICES	\$238.03	Cleared
1334	EFT Check	12/15/2016	KLINES QUALITY WATER, INC.	\$7.75	Cleared
1335	EFT Check	12/21/2016	Baker & Taylor Pre-Cat	\$524.52	Cleared
1336	EFT Check	12/21/2016	Baker & Taylor	\$257.19	Cleared
1337	EFT Check	12/21/2016	BRODART CO.	\$1,105.58	Cleared
1338	EFT Check	12/21/2016	INGRAM LIBRARY SERVICES	\$91.53	Cleared
1339	EFT Check	12/21/2016	KLINES QUALITY WATER, INC.	\$29.90	Cleared
1340	EFT Check	12/28/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$11,006.00	Cleared
1341	EFT Check	12/28/2016	INGRAM LIBRARY SERVICES	\$358.67	Cleared
5579	Computer Check	12/8/2016	ARTS FOR LEARNING INDIANA	\$85.00	Cleared
5580	Computer Check	12/8/2016	CAREY INTERNATIONAL, INC.	\$75.00	Cleared
5581	Computer Check	12/8/2016	CHILDREN'S PLUS INC.	\$62.85	Cleared
5582	Computer Check	12/8/2016	CITY COMMUNITY CHURCH	\$300.00	Cleared
5583	Computer Check	12/8/2016	COLLEGE AVENUE BRANCH (PETTY CASH)	\$40.94	Cleared
5584	Computer Check	12/8/2016	CROSSROADS DOCUMENT SERVICES	\$1,124.87	Cleared
5585	Computer Check	12/8/2016	CULLIGAN OF INDIANAPOLIS	\$23.12	Cleared
5586	Computer Check	12/8/2016	INDY TRANSLATIONS, LLC	\$587.50	Cleared
5587	Computer Check	12/8/2016	KONSTANTIN UMANSKY	\$250.00	Cleared
5588	Computer Check	12/8/2016	MIRIAM GUIDERO	\$48.97	Cleared
5589	Computer Check	12/8/2016	SHERRY HONG	\$250.00	Cleared
5590	Computer Check	12/8/2016	SILLY SAFARI SHOWS, INC.	\$1,250.00	Cleared
5591	Computer Check	12/8/2016	VLADIMIR KRAKOVICH	\$500.00	Cleared
5592	Computer Check	12/8/2016	YEFIM PASTUKH	\$500.00	Cleared
5593	Computer Check	12/15/2016	ARTS FOR LEARNING INDIANA	\$288.00	Cleared
5594	Computer Check	12/15/2016	BIBLIOTHECA	\$824.00	Cleared
5595	Computer Check	12/15/2016	BRIGHT IDEAS IN BROAD RIPPLE	\$3,565.90	Outstanding
5596	Computer Check	12/15/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$313.85	Cleared
5597	Computer Check	12/15/2016	CROSSROADS DOCUMENT SERVICES	\$7,061.30	Cleared
5598	Computer Check	12/15/2016	JILL WETNIGHT	\$33.06	Cleared
5599	Computer Check	12/15/2016	SUE KENNEDY	\$34.16	Cleared
5600	Computer Check	12/15/2016	KONSTANTIN UMANSKY	\$750.00	Cleared
5601	Computer Check	12/15/2016	LAKESHORE LEARNING MATERIALS	\$328.80	Cleared
5602	Computer Check	12/15/2016	LSC PETTY CASH	\$6.00	Voided
5603	Computer Check	12/15/2016	SHARON BERNHARDT	\$124.41	Cleared
5604	Computer Check	12/15/2016	SHERRY HONG	\$750.00	Cleared
5605	Computer Check	12/15/2016	TARGET MARKETING	\$5,401.42	Cleared
5606	Computer Check	12/15/2016	The Indianapolis Public Library Foundation	\$1,416.47	Cleared
5607	Computer Check	12/15/2016	VLADIMIR KRAKOVICH	\$500.00	Voided
5608	Computer Check	12/15/2016	WFYI TELEPLEX	\$660.00	Outstanding
5609	Computer Check	12/15/2016	YEFIM PASTUKH	\$1,500.00	Cleared
5610	Computer Check	12/15/2016	LSC PETTY CASH	\$43.81	Cleared
5611	Computer Check	12/16/2016	VLADIMIR KRAKOVICH	\$1,500.00	Cleared
5612	Computer Check	12/21/2016	ARTS FOR LEARNING INDIANA	\$144.00	Outstanding
5613	Computer Check	12/21/2016	BRIGHT IDEAS IN BROAD RIPPLE	\$410.98	Outstanding
5614	Computer Check	12/21/2016	CHILDREN'S PLUS INC.	\$508.60	Outstanding
5615	Computer Check	12/21/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$249.80	Cleared
5616	Computer Check	12/21/2016	CROSSROADS DOCUMENT SERVICES	\$546.94	Outstanding
5617	Computer Check	12/21/2016	ERIN WEBSTER WEIR	\$73.19	Outstanding
5618	Computer Check	12/21/2016	JESSICA TRINOSKY	\$247.54	Outstanding
5619	Computer Check	12/21/2016	JOAN EMMERT	\$42.50	Outstanding
5620	Computer Check	12/21/2016	KONSTANTIN UMANSKY	\$500.00	Cleared
5621	Computer Check	12/21/2016	LAWRENCE (PETTY CASH)	\$43.08	Cleared

5622	Computer Check	12/21/2016	MARGARET WARD	\$283.10	Cleared
5623	Computer Check	12/21/2016	PAUL'S NURSERY	\$307.20	Cleared
5624	Computer Check	12/21/2016	PEGGY WEHR	\$52.59	Outstanding
5625	Computer Check	12/21/2016	RUTH HANS	\$22.50	Cleared
5626	Computer Check	12/21/2016	SHERRY HONG	\$500.00	Cleared
5627	Computer Check	12/21/2016	SILLY SAFARI SHOWS, INC.	\$360.00	Outstanding
5628	Computer Check	12/21/2016	VLADIMIR KRAKOVICH	\$1,000.00	Outstanding
5629	Computer Check	12/21/2016	YEFIM PASTUKH	\$1,000.00	Cleared
5630	Computer Check	12/21/2016	ADAM TODD	\$59.15	Cleared
5631	Computer Check	12/28/2016	DON HUDSON	\$125.00	Outstanding
5632	Computer Check	12/28/2016	ELIZABETH SCHOETTLE	\$119.60	Outstanding
5633	Computer Check	12/28/2016	KIMBERLY ANDERSEN	\$170.13	Outstanding
5634	Computer Check	12/28/2016	PATTY WALLACE	\$35.86	Outstanding
5635	Computer Check	12/28/2016	The Indianapolis Public Library Foundation	\$423.21	Outstanding
5636	Computer Check	12/28/2016	WAYNE (PETTY CASH)	\$1.07	Outstanding
			Total	<u>\$192,071.57</u>	

Summary by Transaction Type:

Computer Check	\$37,425.47
EFT Check	\$154,646.10
Total Payments	\$191,565.57
Total Voided Items	\$506.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY - JANUARY 23, 2017 - PERSONNEL ACTIONS - RESOLUTION 8-2017

NEW HIRES:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	HIRE DATE
Barbara Stewart	Hourly Library Assistant II	Warren	\$11.85	1/3/2017
Dianne Reed	Page	Warren	\$9.15	1/3/2017
Nathan Shuherk	Computer Lab Assistant II	Lawrence	\$12.92	1/3/2017
Shelly C Van Antwerp	Page	Franklin Road	\$9.15	1/3/2017
Cassandra Borley	Page	Nora	\$9.15	1/3/2017
Cheryl Dillenback	Page	Garfield Park	\$9.15	1/3/2017

INTERNAL CHANGES:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	OLD JOB TITLE	OLD LOCATION	OLD HOURLY RATE	EFFECTIVE DATE
Josh Crain	Public Services Librarian	East Washington	\$18.00	Public Services Librarian	HR	\$18.00	1/8/2017
Julie Able	Public Services Librarian (Part-Time)	Central	\$20.59	Public Services Librarian	Central	\$20.59	1/22/2017
Michelle Unrue	Public Services Librarian (Part-Time)	Central	\$21.99	Public Services Librarian	Central	\$21.99	1/22/2017
Abby Brown	Program Specialist (Part-Time 30 Hours)	Program Development	\$24.35	Program Specialist (Full Time)	Program Development	\$24.35	1/1/2017
James Mladenovic	Public Services Librarian	Central	\$18.00	Computer Lab Assistant II	Central	\$13.44	2/5/2017
Jason Davis	Public Services Librarian	Central	\$18.00	Library Assistant II (Part-Time)	Nora	\$12.65	2/19/2017

SEPARATIONS:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	YEARS OF SERVICE	EFFECTIVE DATE
Esther Bowen	Page	Franklin Road	\$9.65	4 years and 6 months	12/12/2016
Beverly Braden	Page	Irvington	\$9.33	2 years and 9 months	10/20/2016
Ann Ricciardelli	Public Services Librarian	Central	\$21.41	27 years and 1 month	12/31/2016
Julia Payton	Administrative Assistant	Program Development	\$15.97	5 years and 7 months	12/30/2016
Stephanie Engel	Library Assistant II	Wayne	\$12.09	7 months	1/14/2017
Lori Spears	Page	Southport	\$9.84	3 years and 4 months	12/30/2016
Regina Dillard	Hourly Public Services Librarian	HR	\$18.36	2 years and 10 months	12/31/2016
Nimra Nayyar	Hourly Library Assistant II	Nora	\$12.33	1 year and 7 months	1/6/2017

INACTIVE:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE
Sherri Griffin	Page	East 38th	\$9.15	12/13/2016
Hannah Kraus	Page	Warren	\$9.15	12/31/2016
Corajeon Medina	Page	Southport	\$9.15	1/7/2017
Ngun Cin	Page	Southport	\$9.15	1/7/2017

RE-ACTIVATE:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE
Lorette Takacs	Page	Pike	\$9.99	1/15/2017

\$ 8,740.53



Board Resolution

12

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 9-2017

APPROVAL OF SALARY ADJUSTMENT FOR CHIEF EXECUTIVE OFFICER

JANUARY 23, 2017

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library renewed the appointment of M. Jacqueline Nytes as the Chief Executive Officer of the Library effective as of January 1, 2015; and

WHEREAS, the Board has completed and provided to the Chief Executive Officer her annual performance evaluation for the year ended 2016, and based on the results thereof, the Board desires to increase the Chief Executive Officer's Base Salary (as that term is defined in the Employment Agreement between the Library and the Chief Executive Officer) for the calendar year 2017, with such increase to be based on the formula for merit increases used for all Library staff.

IT IS THEREFORE RESOLVED the Base Salary of the Chief Executive Officer for the calendar year 2017 shall be increased by 2.7% to \$158,748.52, to be effective with the first pay period in 2017.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
JANUARY 10, 2017**

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, January 10, 2017 at 4:05 p.m. pursuant to notice given.

1. Call To Order

Dr. Wantz called the meeting to order.

2. Roll Call

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

Members absent: Mr. Gutierrez and Rev. Robinson

COMMITTEE REPORTS

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

Michigan Road Branch Project - Schematic Design Presentation by the Branch Manager and the Architect

- Denyce Malone, the current Flanner House Branch Manager and future Michigan Road Branch Library Manager spoke about community engagement concerning the Michigan Road Branch Library project.
- Kevin Montgomery of krM Architecture+ gave the presentation of the Michigan Road Branch Library design concepts.

Resolution xx-2017 - Approval to Award a Services Contract for the Central Library Clowes Auditorium Sound System Upgrade Project

- The Clowes Auditorium was originally designed to support only spoken word and multi-media events. Since opening, the Clowes Auditorium has become a highly sought-after venue, hosting a wide variety of events. The Project is to upgrade the auditorium’s equipment and infrastructure to meet the diverse audio needs of future events to be held in the auditorium.

- Major components of the project include a new digital mixing board, addition of a digital cable snake system, and expansion of the auditorium's speaker system.
- The selection committee recommends awarding a contract for sound system equipment services for the Central Library Clowes Auditorium Sound System Upgrade Project to Mid-America Sound, Greenfield, IN for the total cost of \$89,966.00.
- The project will be funded by the capital improvement portion of the Operating Fund (Fund 10).
- The preliminary project schedule targets a beginning date of the middle of February and a completion date of March 6, 2017.
- The Facilities Committee will present the Resolution to the full Board for action at the regular meeting in January.

Update on Current Projects

Sharon Smith provided updates on several current projects.

Brightwood

- Sharon Smith reported that negotiations with property owners regarding land acquisition have stalled.
- CEO Jackie Nytes and Sharon Smith plan to meet with the architects to discuss concepts for site utilization of the new Brightwood Branch Library.

West Perry

- Sharon Smith met recently with Citizens Energy concerning the land parcel under consideration for the new West Perry Branch Library and will be scheduling another meeting soon.

East Washington

- Construction is scheduled to be completed next week.
- The plan is to begin moving back into the East Washington Branch Library at the end of February.
- There is an Open House at the East Washington Branch Library planned for Saturday, March 18, 2017 from 2:00 to 4:00
- The Library Board of Trustees is scheduled to hold their monthly meeting at East Washington Branch Library on March 27, 2017.

Eagle

- The Library has entered into a Real Estate Option Contract with Meijer concerning acquisition of the land for the new Eagle Branch Library located at 38th Street & Moller Road.

- The Library also continues to work with City Planners on resolving a new zoning ordinance issue regarding specifics of a sidewalk installation on the site of the proposed new Library Branch.

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

Ms. Crenshaw advised that the Committee did not have any items to present this month.

5. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, TBD) – Staff Liaison: Becky Dixon

- Resolution: Confirming Marion County Board of Finance.** The Library wishes to continue to designate the Marion County Board of Finance as their Local Board of Finance. This allows the Library the opportunity to see how other municipal corporations are faring in the investment world. The Library's investment report will be presented during the Board of Finance's meeting on January 26th, 2017.
- Resolution: Disclosure of Waived Fines and Fees.** Annually, the State requires the Board to disclose the total amount of fines and fees waived on patron accounts. In 2016, the total amount waived on patron accounts was \$449,519. Included in the total is \$169,602 that was waived from accounts that had been expired for three or more years whose debt was less than \$25. Also included in this total is \$42,359 in corrections.
- Resolution: Outstanding Purchase Orders for 2016.** State guidelines require the Board to authorize outstanding purchase orders at year end. Ms. Dixon distributed the list of outstanding purchase orders for 2016. These are purchase orders that were not paid prior to December 31, 2016 and require that funds be appropriated from the 2016 budget. There will be no fiscal impact to the 2017 budget.
- Resolution: Transfer Between Classifications and Accounts.** A transfer will be made in the Operating Fund to re-allocate resources for the work being done on the sound system at the Central Library. In the 2014 Bond Fund, there is a need to reallocate from capital to supplies and contractual. These changes have no impact on the total budget for 2016 as the funds are moving from one account to another.
- Resolution: Authorization to Negotiate a Contract with Hallett & Sons for Moving Services.** The "Central Reimagined" project will require the moving of materials, shelving, and some furniture. This project is designed to rebalance Central's collection and services to better match our patrons' use patterns of the library collection. In order to complete the project in time for Central's centennial in October, 2017, the Library would like to use Hallett and Sons to move these materials. The Library used Hallett and Sons in 2007 when moving from Interim Central to Central after its renovation. They were able to complete the move on time and within budget.

- f. **Resolution: Authorization to Negotiate a Contract with Tactic, LLC for Website Design.** The Library would like to hire Tactic, LLC to develop their new website. The Library's current content management system limits the website's functionality. A new website will allow users to access the Library's website on any device, whether they are on their phone or at their desktop PC. The total cost for this project is estimated at a not to exceed amount of \$203,000.

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

- a. **Regular Board Meeting** – Monday, January 23, 2017, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – February 14, 2017, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

7. Other Business

- a. **Report from Ad Hoc Committee on Board Evaluation** – Dr. Wantz advised that he would contact former Board member, Dr. Fennema, to obtain the Board evaluation documentation.
- b. **Report from Ad Hoc Committee on CEO Evaluation** – Ms. Crenshaw announced that the Board would hold an Executive Session on January 23, 2017 at 6:00 p.m. prior to the Regular Board Meeting to review the CEO's evaluation information.

8. Adjournment

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





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

Continuing through January 28 – “Indy Library Store Booksale.” Here’s your first chance in the new year to buy new and used books at discount prices. The sale continues on Thursday, January 26 from 12 noon - 7 p.m. Half-Price Day is Friday, January 27 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, January 28 from 10 a.m. - 4 p.m. Proceeds support Library programs and services through the Library Foundation. Held at the Library Services Center.

January 28 from 1:30 - 3 p.m. – “Brown County Rock & Mineral Club Show and Tell.” Learn about the world of fossils, minerals and rocks during this presentation by members of the Brown County Rock & Mineral Club. Attendees are encouraged to bring their own items for club members to identify and explain. Held at the Decatur Branch.

January 31 - March 26 – “Meet the Artists XXIX Exhibit and Gala Reception.” View the works of 25 locally prominent African-American artists during this 29th annual exhibit presented by the Library’s African-American History Committee. Works representing all artistic mediums are on display during regular Central Library hours. You’re also invited to meet the artists and enjoy a night of cultural entertainment during the free Gala Reception on Saturday, February 11 from 5 - 10 p.m. Held at Central Library.

February 4, 11, 18 & 25 at 2 p.m. – “Exploring the Elements of Creative Writing.” Learn the fundamentals of creative writing during this four-session workshop series presented by authors and writing coaches Charity Singleton Craig and Ann Kroeker. Topics include building a backdrop for your story, why point of view matters, developing the plot and narrative arc, and getting feedback during the revision process. Register by calling 317-275-4472. Held at the Nora Branch.

February 12 at 3 p.m. – “Hot Jazz for Cool Kids.” Indy’s leading jazz musicians are on stage during this sixth season of family-friendly performances intended to introduce young people to jazz music in a setting that is fun and educational for all ages. This program will feature a performance by the Allen Turk Burke Quintet. This series is presented by the Learning Curve at Central Library in association with the Indianapolis Jazz Foundation and Indy Jazz Fest. Held at Central Library.

February 13 from 2 - 5 p.m. – “Genealogy Research With the D.A.R.” You can receive free and personalized assistance with genealogy research by representatives from the Samuel Bryan Chapter of the D.A.R. This offering is provided twice monthly in the branch’s Technology Room. Held at the Beech Grove Branch.

February 22 at 6 p.m. and February 25 at 2 p.m. – “Young Actors Theatre: Anne of Green Gables.” Join the Young Actors Theatre and the Learning Curve at Central Library for the classic story of a girl who overcomes impossible odds through the magic of her imagination. YAT’s original adaptation of this story will transport you to a world where everything has potential, all things could be beautiful, and you should never, ever give up. Held at Central Library.

We hope to see you at these exciting events!