



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
July 23, 2018**

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

**Beech Grove Branch Library
1102 Main Street, Beech Grove, Indiana 46107
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 18th Day Of July, 2018**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Elizabeth Schoettle, Beech Grove Branch Manager, will provide an update on their services to the community. (enclosed)

4. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

5. Approval of Minutes

a. Executive Session, June 21, 2018 (enclosed)

b. Regular Meeting, June 25, 2018 (enclosed)

COMMITTEE REPORTS

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

a. Report of the Treasurer – June 2018 (enclosed)

b. Resolution 23 – 2018 (Approval of 2018 – 2019 Liability Insurance) (enclosed)

c. Briefing Report – Review of Draft Budget (enclosed)

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

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

- a. **Briefing Report** – Michigan Road Branch Construction Progress (enclosed)
- b. **Briefing Report** – Eagle Branch Construction Progress (enclosed)
- c. **Resolution 24 – 2018** (Approval to Award a Construction Services Contract for the Library Services Center Window Flashing Repair Project) (enclosed)
- d. **Resolution 25 – 2018** (Approval to Award Fixture, Furniture, and Equipment Purchase Orders for the Eagle Branch 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 – June 2018** – John Helling, Director, Public Services, will discuss the Dashboard. (enclosed)
- b. **Library’s Strategic Plan Review for July 2018 and Progress Report for the Strategic Plan 2015 – 2020** – Chris Cairo, Director, Strategic Planning and Assessment, will discuss the information. (enclosed)
- c. **June Media Report** (enclosed)
- d. **Presentation by Indy Reads** – Ryan King, Indy Reads CEO, and Jason Spilbeler, Indy Reads Board President, will give the presentation. (at meeting)
- e. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (26 – 2018)**

Enclosed.

UNFINISHED BUSINESS

11.

12. NEW BUSINESS

- a. **Board Committee Assignments as of July 10, 2018** (enclosed)

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:

August, 2018 - To Be Determined

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – July 10, 2018** (enclosed)

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

- a. **Board Meetings for 2018** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through August 26, 2018** (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, August 14, 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, August 27, 2018, at the Pike Branch Library, 6525 Zionsville Road, at 6:30 p.m.

18. Other Business

19. Adjournment



Beech Grove Branch Library
1102 Main Street
Beech Grove, IN 46107



Who we are

Branch Manager	Elizabeth Schoettle
Circulation Supervisor	Jill Laker
Public Services Librarians	Michele Patterson
	Andrew Davis
PT Library Assistants	Cristal Beatty
	Natalie Burriss
	Valerie Cobb
Hourly Library Assistants	Sharon Cornish
	Patricia Pote

Our Story

The Beech Grove Public Library served the City of Beech Grove for nearly 70 years. The library district was first established on May 4, 1949. In October 1951, the library was opened as a store front location. To meet demand, a larger facility was required. The ground was broken at the current location in October of 1952 and opened to the public June 1, 1953. Since that time, three renovations and additions have been made to the building. The last renovation was done in 2002.

In early 2016 the Beech Grove Public Library Board made the visionary and brave decision to move forward with a merger with the Indianapolis Public Library. This decision was not entered into lightly; the Board had gotten extensive public input through the strategic planning process. The Board moved forward with the merger in order to provide the community with a library which could best meet its needs and desires into the future. On June 1, 2016 the Beech Grove Public Library merged to become the 23rd branch of the Indy PL library system. The library continues to serve the city of Beech Grove and its 14,000 residents as well as filling a gap in library service in the southeastern part of Marion County.

	Beech Grove	Metro	State
Median Household Income	\$38,254	\$52,842	\$49,255
Median Age	39	36	37
Population over 65	16%	6%	6%
Bachelor's Degree or Higher	14%	31%	24%
Unemployment Rate	11%	8%	8%
People in Poverty	16%	14%	15%
Households receiving food stamps	17%	13%	13%
Owner occupied housing units	60%	65%	69%
Vacant housing units	7%	11%	11%

Beech Grove is one of four excluded cities/towns in Marion County. Beech Grove maintains its own police, fire, public works, and parks departments and operates a senior-citizens' center. The current Mayor is Dennis Buckley who was first elected in 2012 and re-elected in 2016. There is a seven-member city council and an elected clerk-treasurer and judge. The residents of Beech Grove get to vote for both the mayor of Beech Grove and Indianapolis during mayoral election years.

The city is located within parts of four of Marion County's townships; Perry, Franklin, Center and Warren. In order of city population; the list is Perry, Center, and Franklin; the Warren Township section is uninhabited railroad land.

Beech Grove City Schools has five schools with a total of 2,293 students; Dr. Paul Kaiser is the superintendent.

- Hornet Park Elementary School (all day kindergarten & grade 1)
- Central Elementary (Grades 2 & 3, school library shares parking lot with)
- South Grove Intermediate (Grades 4, 5, & 6)
- Beech Grove Middle School (Grades 7 & 8)
- Beech Grove High School (Grades 9-12)

In addition Holy Name Catholic Church has grades K-8.

The library staff is very active in the community. Branch manager serves on the board of directors for the Greater Beech Grove Chamber of Commerce and Beech Grove Education Foundation. Adult services librarian Michele Patterson serves on the board of the Beech Grove Historical Society. Andrew Davis, children's library is very active with the schools and the three daycares in the service area.

Prepared by:
Elizabeth Schoettle
Beech Grove Branch Manager

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE EXECUTIVE SESSION
JUNE 21, 2018

The Indianapolis-Marion County Public Library Board met in Executive Session at the Library Services Center, 2450 North Meridian Street, Indianapolis, IN on Thursday, June 21, 2018 at 4:00 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. In the absence of Ms. Charleston, Ms. Payne acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Members absent: Ms. Charleston.

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

3. Discussion

Pursuant to IC 5-14-1.5-6.1(b)(6) to receive information concerning an individual's alleged misconduct;

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

Pursuant to IC 5-14-1.5-6.1(b)(2)(B) for discussion of litigation that is pending or has been threatened specifically in writing.

4. Adjournment

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

The Chairman declared the Executive Session adjourned at 6:00 p.m.

Patricia A. Payne, Acting Secretary of the Board

CERTIFICATION

I, Patricia A. Payne, Acting Secretary of the Board, of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

Patricia A. Payne, Acting Secretary of the Board



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 25, 2018**

The Indianapolis-Marion County Public Library Board met at the Spades Park Branch Library, 1801 Nowland Avenue, Indianapolis, Indiana on Monday, June 25, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

In the absence of President Sanders, Rev. Robinson presided as Chairman. Ms. Payne acted as Secretary in the absence of Ms. Charleston.

2. Roll Call

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

Members absent: Ms. Charleston, Ms. Crenshaw and Ms. Sanders.

Ms. Sanders announced that Ms. Charleston had submitted her resignation from the Board to be effective on June 30, 2018. Later in this meeting the Board will vote to elect a new Board Secretary.

3. Branch Manager’s Report

Deb Ehret, Spades Park Branch Manager, addressed the Board and provided an update on their services to the community.

Ms. Ehret mentioned that, in 2017, the branch’s door count increased 9.1%. The number of programs increased 25% and program attendance was up 29%. This year’s Summer Reading Program registrations at Spades Park are the highest percentage-wise for the Library system. The branch continues its involvement in many neighborhood associations, including Windsor Park, where a new art cinema and two restaurants are scheduled to open. She noted that the branch’s Seed Library program distributed over 11,000 seeds last year. Also, its Summer Servings of free lunches to at-risk children were part of 224 such offerings system-wide last year.

She concluded my acknowledging the “amazing” staff at the branch.

Ms. Payne complimented Ms. Ehert and her staff for their involvement in the various neighborhood organizations noting that it’s always good to look for ways where the Library can serve its neighbors.

4. **Public Comment and Communications**

a. **Public Comment**

Melinda Mullican, Wayne Branch Manager and Staff Association representative, mentioned that the Association will be holding their July 4th event at Central Library to view the downtown fireworks. She commented that it is always a fun time for members.

She then discussed the Staff Association scholarships that are awarded each year and the criteria necessary to receive one. This year's recipients were as follows: Kathryn Farmer (MLS), Lauren Freeman (MLS) and Amanda Osborne (Undergraduate). Those present at the meeting were acknowledged with a round of applause.

Dr. Jett asked Ms. Mullican to explain where the funds come from for these scholarships.

Ms. Mullican noted that funding for scholarship assistance comes from endowment monies and Staff Association dues.

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, May 21, 2018**

The minutes from the Regular Meeting held May 21, 2018 were distributed to the Board.

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

COMMITTEE REPORTS

6. **Finance Committee (TBD, Chair; Lillian L. Charleston, Joanne M. Sanders)**

a. **Report of the Treasurer – May 2018**

Ije Dike-Young, Chief Financial Officer, reviewed the information in the Report of the Treasurer for May 2018. She commented that revenues came in higher than projected in May. The latest installment of property tax revenues was received this month. She discussed various expenditures including personal services, security and cleaning services, supplies, materials, etc. The Library's budget remains on track with 35% having been spent year-to-date.

Ms. Payne made the motion, which was seconded by Mr. Andrews, that the May 2018 Report of the Treasurer be filed for audit.

Motion carried.

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

b. **Briefing Report – 2019 Budget Overview**

Ms. Dike-Young provided an overview of the 2019 Budget. The Library has assumed that property tax revenues will increase by approximately 3.4% while accounting for the impact of property tax caps (circuit breaker). Budget highlights include salary increases using a 2% merit pool plus an additional \$90,000. An adjustment of \$32,000 is included to implement the increase to a minimum \$13 per hour wage. There are also increases for staffing at the new Michigan Road and Brightwood branches. Two high deductible health plans will continue to be offered to Library employees. There is a planned additional contribution to the employees' HSAs for 2019 based on the insurance refund. Also, the Library will continue to budget for staff wellness programs. And, the Library will keep the materials budget flat for 2019.

c. **Briefing Report – 2018-2019 Liability Insurance**

Ms. Dike-Young explained that the Library's liability insurance policy for 2018-2019 is scheduled to go into effect on August 1, 2018. The Library will recommend to the Board that the policy be renewed with The Hartford at a cost of \$357,557, compared to this year's premium of \$350,514. The Board will vote on this recommendation at the July meeting.

d. **Resolution 18 – 2018** (Approval to Negotiate and Sign a Contract for Catalog Discovery Services with Bibliocommons, Inc.)

Debra Champ, IT Director, noted that the Library was requesting Board approval for the CEO to negotiate and sign a one-year contract for Catalog Discovery Services with Bibliocommons, Inc. for \$110,500, and a one-time implementation cost estimated to be \$65,000. IndyPL and the Shared System have used SirsiDynix's Horizon catalog software since 2000. The Library has chosen to implement Bibliocommons prior to selection and implementation of a new Integrated Library System in 2020 for a number of reasons including that it will be a seamless transition for patrons as core functionality will not change.

After full discussion and careful consideration of Resolution 18 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

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

a. Resolution 19 – 2018 (Policy Clean Up)

Katherine Lerg, HR Director, advised that the Library is updating their Paid Time Off policy resulting from the Amended Collective Bargaining Agreement with AFSCME Local 3395, the Library's union, that switches union-eligible employees from the current Annual Leave and Sick Leave policies to the PTO policy currently in use for all non-union eligible employees. As a result, Annual Leave and Sick Leave policies are no longer applicable with all employees now subject to the same PTO policy. The resolution being proposed to the Board modifies the Library's policy manual to reflect this change.

After full discussion and careful consideration of Resolution 19 – 2018, the resolution was adopted on the motion of Mr. Andrews, seconded by Dr. Jett, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

a. Briefing Report – Presentation of the Brightwood Branch Project

Sharon Smith, Facilities Director, introduced architect Brian Robinson from Meticulous who gave a presentation on the Brightwood Branch Project.

Mr. Robinson displayed and discussed the architectural drawings and described the various interior and exterior design features, including how the neighborhood's history and culture will be reflected in the branch.

b. Resolution 20 – 2018 (Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project)

Ms. Smith noted that it was being recommended that the Board approve Resolution 20 – 2018 which authorized the preparation of bidding documents and to solicit competitive and public bids for the construction of the new Brightwood branch. The schedule for the \$4.45 million project calls for construction to begin in October 2018, with substantial completion in the fourth quarter of 2019.

After full discussion and careful consideration of Resolution 20 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

c. **Briefing Report** – Michigan Road Branch Construction Progress

Ms. Smith discussed the Report on the construction progress for the new Michigan Road Branch.

She advised that under-slab plumbing and installation of the floor slab have been completed, and connection of the sanitary and storm sewer lines will occur soon. Work within the branch is beginning this week. Substantial completion is scheduled for October 24, 2018.

d. **Resolution 21 – 2018** (Approval to Award Fixture, Furniture, and Equipment Purchase Contracts for the Michigan Road Branch Project)

Ms. Smith noted the Library was recommending that the Board approve Resolution 21 – 2018 which awards purchase contracts for fixtures, furniture and equipment to six different vendors for a total cost of \$198,333.

After full discussion and careful consideration of Resolution 21 – 2018, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Andrews, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

e. **Briefing Report** – Eagle Branch Construction Progress

Ms. Smith advised that progress continues on the new Eagle Branch. The building pad is complete and concrete footings and foundation walls are in process. Work progresses on the parking lot and storm water management areas. Substantial completion is scheduled for March 2019.

f. **Briefing Report** – July 2018 Action Items

1) Fixture, Furniture, and Equipment Services Contracts for the Eagle Branch Project

Ms. Smith advised that the Invitation to Quote, which was issued on June 12, 2018, will have three separate quote components for the fixtures, furniture and equipment in the packages. Public notices were published June 19 and 26, 2018. Sealed quotes are due on July 3, 2018. The total budget is \$374,000.

2) Construction Services for the Beech Grove Branch Update Project

Beech Grove is scheduled to receive several updates including moving the interior entrance, increase patron seating, add power to study tables, shorten shelving, etc.

The Invitation to Quote was issued on June 11, 2018. Public notices were published June 19 and 26, 2018. A pre-bid conference was held on June 20, 2018. Sealed quotes are due on July 3, 2018. Total budget is \$110,000.

3) Construction Services for the LSC Window Flashing Repair Project

Services to be performed include removal of brick above the second floor windows to remove and replace the flexible sheet flashing, and then replacing the brick with salvaged materials.

Bidding documents were issued on June 5, 2018. Public notices were published June 6 and 13, 2018. A pre-bid conference was held on June 18, 2018. Sealed bids are due on June 28, 2018. The total budget is \$250,000.

4) Construction Services for the Irvington Branch Elmira Annis Civic Plaza Project

A civic plaza on the grounds of the Irvington Branch will be constructed to be used for both branch and community activities. Some monies for the construction came from the R. B. Annis Educational Foundation. Public art and sculpture will also be incorporated on the site.

A pre-bid conference was held on June 18, 2018. Sealed quotes are due on July 3, 2018. Total budget is \$50,000.

9. Library Foundation Update

June 2018 Library Foundation Update

Dr. Jett provided the Update for June 2018.

News:

Congratulations to all staff on the launch of the Summer Reading Program and related workshops. Our donors love visiting to see their gifts in action. Some of this year's Summer Reading Program donors are:

- 92.3 WTTS
- BKD
- Carrier Corporation
- Citizens Energy Group
- CollegeChoice CD 529 Savings Plan
- Indiana Pacers
- Indianapolis Colts
- The Indianapolis Foundation Library Fund
- JP Morgan Chase & Co.
- The Kroger Co.
- Lilly Endowment, Inc.
- Office of Lawrence Township Trustee Steve Talley
- One America

- Providence Outdoor
- The Swisher Foundation, Inc.
- Toymith

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

- Chase
- WTTS
- Lilly Endowment, Inc.
- First Merchants Bank
- Office of the Lawrence Township Trustee Steve Talley
- Clark Quinn Moses Scott & Grahn, LLP
- Central Indiana Community Foundation
- Faegre Baker Daniels LLP
- Stifel Nicolaus & Company, Inc.
- Allen Whitehall Clowes Charitable Foundation, Inc.
- Pacers Foundation, Inc.
- TEI Landmark Audio
- Regions Bank
- Ritz Charles, Inc.
- WISH/WNDY/WIIIH-TV

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

Children's Programs

- On the Road to Reading – Packaged Programs
- Barbershop Books – FHS, HVL, SPK
- Read to Me, Please – InfoZone
- Summer Reading Program 5 Year Impact Assessment, Phase 3
- Foster Family Fun – COL & FSQ

Cultural Programs

- Art Squared
- Lilly Center for Black Literature and Culture (CEN)

Collections and Technology

- The Public Collection

Lifelong Learning

- Plant-Based Workshops
- Spanish Language Computer Classes

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – May 2018

John Helling, Public Services Director, reviewed the Dashboard. He

mentioned that patron walk-in visits are up 3% from 2017. Web branch visits are down 12%. Physical circulation is down 7%. Electronic circulation is up 4%. New borrowers are up 8%. Total program attendance is up 5%. Mr. Helling went on to explain that Call-A-Story calls are now being included in the count for program attendance and school visits to promote the Summer Reading Program are being eliminated from that count. He also described a survey of adult Library cardholders intended to gauge their opinions on the impact of Library services. Results of the survey are still being gathered. Another survey of patrons at the Flanner House Branch is underway to determine how they feel about the branch's closing when the new Michigan Road Branch opens. He announced that it is planned that the Bookmobile will serve the Flanner House Community Center and that mobile hot spots and Chromebooks will be made available there.

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

Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report.

This month's Report focused on the strategy to meet the information needs of the economically and socially disadvantaged. In addition to working to meet traditional information needs, she listed numerous projects in which the Library works with area shelters and relevant organizations to provide support for a large range of personal patron issues. A needs assessment of Library staff was conducted by the IU School of Social Work about their perception of patron needs, and another assessment will be conducted in July of patrons asking about their needs. While identifying such patron issues as financial need, homelessness and drug abuse, the survey of staff captured the conflicting perspectives on the Library's role of providing types of social services. In addition, a Diversity and Inclusion Strategic Plan is in development that will lead to initiatives that will strengthen the Library's outreach in the community.

Dr. Jett asked Ms. Cairo what branches had participated in the needs assessment. She also wanted to know if there was a breakdown of the branches that would illustrate significant variances. Additionally, she suggested that the Library might consider the safety of Library staff at some of the branches. Is there also a need to place a social worker at any location? Also, she wanted to know how the patrons would be surveyed.

Ms. Cairo responded that all branches had responded to the needs assessment except for the Lawrence branch. The IU School of Social Work is determining how best to reach our patrons for that survey.

Ms. Payne requested to see the aggregated data when it becomes available.

c. **May Media Report**

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

Ms. Nytes expressed her appreciation to the local media community for their recent efforts to get stories about the Library on their radio/television stations or in their newspapers with particular attention to this year’s Summer Reading Program.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (22– 2018)**

After full discussion and careful consideration of Resolution 22 – 2018, the resolution was adopted on the motion of Mr. Andrews, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Ms. Payne and Rev. Robinson.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

12. **NEW BUSINESS**

a. **Election of Board Secretary**

Rev. Robinson reminded everyone that Lillian Charleston, Board member and Secretary, recently tendered her resignation to be effective June 30, 2018. As a result, there will be a vacancy in the office of Secretary that needs to be filled for the remainder of the current term of office of the Secretary beginning July 1, 2018 and ending December 31, 2018. Pursuant to the Library’s By-Laws, Election of Officers is to be accomplished by nomination and roll call.

Nominations are now in order for the office of Secretary.

At this time, Mr. Andrews announced that he wished to nominate Dr. Terri Jett to the position of Secretary to fill the vacancy in the Secretary position effective July 1, 2018 and ending December 31, 2018.

Ms. Payne seconded the nomination.

Hearing no other nominations, the nominations were closed.

Rev. Robinson called for a roll call vote to elect Dr. Terri Jett as Secretary to fill the vacancy for the office of Secretary July 1, 2018 and ending December 31, 2018.

The results of the roll call vote were as follows:

Andrews	-	Yes
Jett	-	Yes
Payne	-	Yes
Robinson	-	Yes

Rev. Robinson announced that Dr. Terri Jett was elected Secretary for the period July 1, 2018 and ending December 21, 2018.

b. **Secretary Actions**

Rev. Robinson noted that due to the potential unavailability of the Secretary during the month of July, 2018, it would be prudent for the Board to confirm that the Vice President, in the absence of the Secretary, be authorized to perform functions attendant to the position of Secretary.

Mr. Andrews made the following motion:

Resolved, that in the event the Secretary is unavailable during the month of July 2018, the Board hereby confirms and ratifies that the Vice President is authorized to take all necessary action to fulfill and perform the obligations and functions of the Secretary, including those previously authorized by the Board to be performed by the Secretary, during such period.

Ms. Payne seconded the motion.

After full discussion and careful consideration, the motion was carried on the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne and Rev. Robinson.

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:

July, 2018 – *No items were suggested.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – June 12, 2018** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through July 22, 2018.**

- c. **Joint Meeting of Library Board Committees** – Tuesday, July 10, 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, July 23, 2018 at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana, 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 8:10 p.m.

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

Patricia A. Payne, Acting Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for June 2018
Prepared by Accounting for July 23, 2018 Board Meeting**

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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
OPERATING FUND REVENUES AND EXPENDITURES
MONTH ENDED JUNE 2018

Revenue		Annual			% Budget Received
		2018 Revised Budget	Actual MTD 6/30/2018	Actual YTD 6/30/2018	
Property Taxes	31	33,405,356	11,535,970	18,585,970	56%
Intergovernmental	33	7,536,265	1,937,320	3,374,895	45%
Fines & Fees	35	788,340	62,930	353,929	45%
Charges for Services	34	536,140	133,254	354,709	66%
Miscellaneous	36	671,000	111,608	1,036,644	154%
Total		42,937,101	13,781,082	23,706,148	55%

Expenditures		Annual			% Budget Spent
		2018 Revised Budget	Actual MTD 6/30/2018	Actual YTD 6/30/2018	
Personal Services & Benefits	41	25,813,463	2,718,351	12,130,731	47%
Supplies	42	1,486,395	61,012	385,924	26%
Other Services and Charges	43	15,170,684	877,705	6,471,512	43%
Capital Outlay	44	4,104,199	249,992	1,559,533	38%
Total		46,574,740	3,907,060	20,547,700	44%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED JUNE 2018

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	\$40,974,356	\$40,974,356	\$11,535,970	\$18,585,970	\$-	\$22,388,386
311300 PROPERTY TAX CAPS	(7,569,000)	(7,569,000)	-	-	-	(7,569,000)
Property Taxes Total	33,405,356	33,405,356	11,535,970	18,585,970	-	14,819,386
Intergovernmental						
332200 E-RATE REVENUE	250,000	250,000	12,803	137,461	-	112,539
335100 FINANCIAL INSTITUTION T	299,868	299,868	125,277	125,277	-	174,591
335200 LICENSE EXCISE TAX REVE	2,766,458	2,766,458	1,337,738	1,337,738	-	1,428,720
335400 LOCAL OPTION INCOME TAX	3,733,649	3,733,649	311,137	1,555,687	-	2,177,962
335500 COUNTY OPTION INCOME TA	205,100	205,100	17,092	85,458	-	119,642
335700 COMMERCIAL VEHICLE TAX	255,818	255,818	123,186	123,186	-	132,632
339000 IN LIEU OF PROP. TAX	25,372	25,372	10,087	10,087	-	15,285
Intergovernmental Total	7,536,265	7,536,265	1,937,320	3,374,895	-	4,161,370
Charges for Services						
347600 COPY MACHINE REVENUE	-	-	87	676	-	(676)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	28,421	178,500	-	96,500
347602 FAX TRANSMISSION REVENU	32,000	32,000	5,108	32,765	-	(765)
347603 PROCTORING EXAMS	3,500	3,500	520	3,245	-	255
347604 PLAC CARD DISTRIBUTION	83,000	83,000	77,837	77,837	-	5,163
347605 USAGE FEE REVENUE	14,000	14,000	1,800	7,300	-	6,700
347606 SET-UP & SERVICE - TAXA	12,000	12,000	2,933	7,943	-	4,058
347607 SET-UP & SERVICE - NON-	15,000	15,000	1,435	6,304	-	8,696
347608 SECURITY SERVICES REVEN	18,000	18,000	2,130	9,900	-	8,100
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	1,142	2,798	-	3,202
347621 CATERING REVENUE	75,000	75,000	10,665	24,466	-	50,534
347609 EVENT SECURITY	-	-	1,176	2,976	-	(2,976)
Charges for Services Total	536,140	536,140	133,254	354,709	-	181,431
Fines & Fees						
351200 FINES	761,840	761,840	61,541	345,125	-	416,715
351201 OTHER CARD REVENUE	12,000	12,000	75	966	-	11,034
351202 HEADSET REVENUE	6,000	6,000	535	3,507	-	2,493
351203 USB REVENUE	6,000	6,000	459	3,207	-	2,793
351204 LIBRARY TOTES	2,500	2,500	320	1,124	-	1,376
Fines & Fees Total	788,340	788,340	62,930	353,929	-	434,411
Miscellaneous						
360000 MISCELLANEOUS REVENUE	6,000	6,000	121	1,232	-	4,768
361000 INTEREST INCOME	35,000	35,000	6,968	35,073	-	(73)
362000 FACILITY RTL REV - TAXA	125,000	125,000	7,443	50,086	-	74,914
362001 FACILITY RENTAL REV - N	72,500	72,500	7,610	32,403	-	40,098
362002 EQUIPMENT RENTAL REV -	-	-	2,055	5,478	-	(5,478)
362003 EQUIPMENT RENTAL REV -	2,500	2,500	-	1,505	-	995
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
392100 SALE OF SURPLUS PROPERT	5,000	5,000	40	120	-	4,880
396000 REFUNDS	5,000	5,000	-	35,611	-	(30,611)
399000 REIMBURSEMENT FOR SERVI	175,000	175,000	87,456	172,186	-	2,814
399001 INSURANCE REIMBURSEMENT	20,000	20,000	-	703,514	-	(683,514)
360001 REVENUE ADJUSTMENT	-	-	(86)	(563)	-	563
Miscellaneous Total	671,000	671,000	111,608	1,036,644	-	(365,644)
REVENUES Total	42,937,101	42,937,101	13,781,082	23,706,148	-	19,230,953

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED JUNE 2018

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
EXPENSES						
Personal Services & Benefits						
411000 SALARIES APPOINTED STAF	16,106,437	16,160,731	1,787,157	7,692,226	-	8,468,505
412000 SALARIES HOURLY STAFF	1,770,890	1,770,890	233,101	788,385	-	982,505
413000 WELLNESS	30,000	30,000	70	90	-	29,910
413001 LONG TERM DISABILITY IN	35,000	35,000	3,701	21,115	-	13,885
413002 EMPLOYEE ASSISTANCE PRO	22,020	22,020	-	-	-	22,020
413003 TUITION ASSISTANCE	8,000	18,000	4,599	14,624	-	3,376
413100 FICA AND MEDICARE	1,367,616	1,361,770	145,168	608,245	-	753,525
413300 PERF/INPRS	2,272,649	2,274,053	250,700	1,077,286	-	1,196,767
413400 UNEMPLOYMENT COMPENSATI	7,000	7,000	-	307	-	6,693
413500 MEDICAL & DENTAL INSURA	4,100,000	4,100,000	290,626	1,909,646	-	2,190,354
413600 GROUP LIFE INSURANCE	34,000	34,000	3,228	18,806	-	15,194
Personal Services & Benefits Total	25,753,612	25,813,463	2,718,351	12,130,731	-	13,682,733
Supplies						
421500 OFFICE SUPPLIES - FAC/P	477,599	411,838	2,455	128,974	24,541	258,322
421501 PUBLIC DEVICES	149,000	149,256	-	184	256	148,816
421502 STAFF DEVICES	27,000	27,000	-	3,865	-	23,135
421600 LIBRARY SUPPLIES	219,210	224,968	22,169	31,165	13,738	180,065
421700 DEPARTMENT OFFICE SUPPL	190,350	373,944	23,980	150,447	53,487	170,010
422210 GASOLINE	40,000	42,498	-	9,471	13,383	19,645
422250 UNIFORMS	8,000	8,000	-	56	-	7,944
422310 CLEANING & SANITATION	165,000	171,239	12,407	50,308	11,369	109,562
429001 NON CAPITAL FURNITURE &	76,500	77,652	-	11,454	3,788	62,410
Supplies Total	1,352,659	1,486,395	61,012	385,924	120,562	979,909
Other Services and Charges						
431100 LEGAL SERVICES	219,000	256,488	44,187	157,387	-	99,102
431500 CONSULTING SERVICES	299,150	648,267	50,976	311,927	273,897	62,443
432100 FREIGHT & EXPRESS	5,500	5,716	1,788	2,990	2,343	383
432200 POSTAGE	68,150	68,331	1,180	2,978	2,199	63,154
432300 TRAVEL	38,830	38,830	1,563	7,888	-	30,942
432400 DATA COMMUNICATIONS	303,300	303,300	19,863	147,685	-	155,615
432401 CELLULAR PHONE	11,610	11,610	1,427	6,138	-	5,472
432500 CONFERENCES	100,000	100,000	6,555	30,786	-	69,214
432501 IN HOUSE CONFERENCE	45,000	45,180	658	3,480	-	41,700
433100 OUTSIDE PRINTING	259,789	257,919	9,186	79,700	15,531	162,688
433200 PUBLICATION OF LEGAL NO	1,550	1,550	-	356	-	1,194
434100 WORKER'S COMPENSATION	157,000	157,000	-	52,144	-	104,856
434200 PACKAGE	236,485	236,485	-	84,258	-	152,227
434201 EXCESS LIABILITY	10,001	10,001	-	3,558	-	6,443
434202 AUTOMOBILE	18,750	18,750	-	7,508	-	11,242
434500 OFFICIAL BONDS	1,000	1,000	-	-	-	1,000
434501 PUBLIC OFFICIALS & EE L	16,000	16,000	-	15,266	-	734
434502 BROKERAGE FEE	17,000	17,000	-	8,500	-	8,500
435100 ELECTRICITY	997,500	1,067,493	76,166	434,168	-	633,325
435200 NATURAL GAS	118,450	131,116	2,958	60,895	61,771	8,450
435300 HEAT/STEAM	382,200	419,596	19,938	187,271	232,325	-
435400 WATER	68,250	77,673	4,475	31,594	46,079	-
435401 COOLING/CHILLED WATER	475,860	499,128	65,491	193,143	282,849	23,137
435500 STORMWATER	20,330	20,330	-	8,783	11,548	-
435900 SEWAGE	77,040	90,535	6,461	42,944	45,698	1,893
436100 REP & MAINT-STRUCTURE	1,900,000	2,217,827	135,465	810,855	391,339	1,015,632
436110 CLEANING SERVICES	1,064,228	1,148,257	3,458	441,623	584,281	122,353
436200 REP & MAINT-EQUIPMENT	196,500	198,187	5,978	26,185	27,126	144,876
436201 REP & MAINT-HEATING & A	455,000	852,084	41,541	499,704	170,389	181,992

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED JUNE 2018

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
436202 REP & MAINT -AUTO	59,475	60,682	953	11,085	3,999	45,598
436203 REP & MAINT-COMPUTERS	439,620	443,295	-	228,383	100,321	114,590
437200 EQUIPMENT RENTAL	68,070	68,070	4,963	34,984	18,798	14,288
437300 REAL ESTATE RENTAL	470,271	470,271	37,513	233,826	-	236,445
439100 CLAIMS, AWARDS, INDEMN	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	56,372	61,782	6,782	37,678	23,440	663
439601 SNOW REMOVAL	354,080	407,570	-	329,533	32,425	45,611
439602 LAWN & LANDSCAPING	283,365	284,656	23,526	97,312	110,895	76,449
439800 DUES & MEMBERSHIPS	55,875	55,875	3,089	33,409	-	22,466
439901 COMPUTER SERVICES	91,790	178,066	311	33,981	37,158	106,926
439902 PAYROLL SERVICES	120,000	158,681	8,796	62,282	35,000	61,399
439903 SECURITY SERVICES	1,004,721	1,040,265	41,120	437,552	505,705	97,008
439904 BANK FEES/CREDIT CARD F	65,000	65,000	3,080	18,608	-	46,392
439905 OTHER CONTRACTUAL SERVI	544,237	581,066	25,599	218,894	257,949	104,224
439906 RECRUITMENT EXPENSES	20,500	20,500	319	2,612	-	17,888
439907 EVENTS & PR	34,200	35,200	500	8,314	1,714	25,173
439910 PROGRAMMING	75,500	76,925	5,584	19,655	47,774	9,497
439911 PROGRAMMING-JUV.	145,000	147,009	4,045	51,253	27,048	68,709
439912 PROGRAMMING ADULT - CEN	25,000	35,935	725	26,145	-	9,790
439913 PROGRAMMING EXHIBITS -	5,000	7,681	-	775	1,925	4,981
439930 MATERIALS CONTRACTUAL	2,000,000	-	-	-	-	-
439931 E-BOOKS	-	845,281	112,988	352,664	-	492,616
439932 E-AUDIO	-	501,222	58,760	182,762	-	318,461
439934 DATABASES	-	670,000	39,738	390,092	-	279,908
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
Other Services and Charges Total	13,521,549	15,170,684	877,705	6,471,512	3,351,526	5,347,646
Capital Outlay						
445200 VEHICLES	50,000	50,000	-	244	21,802	27,955
445300 CAPITAL - EQUIPMENT	55,000	63,972	5,947	13,210	1,709	49,053
445301 COMPUTER EQUIPMENT	290,000	290,000	-	-	-	290,000
449000 BOOKS & MATERIALS	2,165,000	2,165,000	143,158	1,102,218	1,273	1,061,509
449001 PERIODICALS & NEWSPAPER	120,000	120,000	275	4,280	-	115,720
449002 NON-PRINT	115,000	115,000	-	-	-	115,000
449003 CD'S	210,000	210,000	21,140	110,107	-	99,893
449004 DVD'S	940,000	940,000	77,439	315,356	-	624,644
449100 UNPROCESSED PAPERBACK B	137,000	150,227	2,033	14,117	94,480	41,630
Capital Outlay Total	4,082,000	4,104,199	249,992	1,559,533	119,264	2,425,402
EXPENSES Total	44,709,820	46,574,740	3,907,060	20,547,700	3,591,351	22,435,689

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASHFLOW PROJECTIONS - OPERATING FUND
January 1 - December 31, 2018

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance	
Beginning Balance	\$ 18,921,220	\$ 16,466,412	\$ 13,136,608	\$ 11,005,957	\$ 9,913,129	\$ 12,629,221	\$ 22,407,676	\$ 19,271,792	\$ 15,870,021	\$ 12,651,208	\$ 10,598,499	\$ 11,935,266	\$ 18,921,220	\$ 18,921,220		
Receipts:																
Property Tax	-	-	-	1,550,000	5,500,000	11,535,970	-	-	-	1,275,000	4,825,000	8,719,386	33,405,356	33,405,356	0	
Excise Tax	-	-	-	-	-	1,337,738	-	-	-	-	-	1,337,738	2,675,477	2,766,458	(90,981)	
Financial Institution Tax	-	-	-	-	-	125,277	-	-	-	-	-	125,277	250,554	299,868	(49,314)	
Commercial Vehicle Tax	-	-	-	-	-	123,186	-	-	-	-	-	123,186	246,372	255,818	(9,446)	
In-Lieu-of Taxes	-	-	-	-	-	10,087	-	-	-	-	-	10,087	20,174	25,372	(5,198)	
Local Option Income Tax (LOIT)	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	3,733,649	3,733,649	(1)	
County Option Income Tax (COIT)	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	205,100	205,100	0	
Fines	64,155	55,488	63,168	52,354	48,419	61,541	63,487	63,487	63,487	63,487	63,487	63,487	726,045	761,840	(35,795)	
Photocopier	58	55	147	173	157	87	-	-	-	-	-	-	677	-	677	
Printers	25,763	29,877	34,818	31,928	27,692	28,421	17,846	17,846	17,846	17,846	17,846	17,846	285,574	275,000	10,574	
Fax Transmissions	5,035	5,423	6,344	5,702	5,153	5,108	2,667	2,667	2,667	2,667	2,667	2,667	48,764	32,000	16,764	
Headsets	617	589	665	568	533	535	500	500	500	500	500	500	6,507	6,000	507	
USB	537	502	610	593	505	459	500	500	500	500	500	500	6,207	6,000	207	
PLAC Dist.	-	-	-	-	-	77,837	-	-	-	-	-	-	77,837	83,000	(5,163)	
Interest income	4,977	4,754	5,498	5,845	7,030	6,968	2,917	2,917	2,917	2,917	2,917	2,917	52,573	35,000	17,573	
Library totes	149	155	140	178	182	320	275	195	150	150	120	100	2,113	2,500	(387)	
Other Card Revenue	285	266	197	7	136	75	500	1,000	900	1,000	900	500	5,766	12,000	(6,234)	
Miscellaneous	194	369	181	246	(357)	35	500	500	500	500	500	500	3,668	6,000	(2,332)	
Proctoring Exams	435	345	630	500	815	520	500	300	100	300	300	300	5,045	3,500	1,545	
Facility Rental	17,456	17,563	19,947	21,416	20,929	26,582	25,000	15,000	25,000	30,000	15,000	26,640	260,533	261,640	(1,107)	
Catering Commission	-	9,894	-	1,446	2,460	10,665	6,000	-	10,000	14,000	17,000	5,500	76,966	75,000	1,966	
Café Revenue	-	-	-	1,656	-	-	500	500	500	500	500	500	5,798	6,000	(202)	
Reimbursement for Services	-	20,117	-	-	64,613	87,456	-	1,000	9,000	-	-	-	54,000	236,186	175,000	61,186
Insurance Reimbursement	-	-	686,389	-	17,126	-	-	-	-	-	-	-	703,515	20,000	683,515	
Refunds	4,487	-	3,175	-	27,949	-	-	-	-	-	-	-	35,611	5,000	30,611	
Erate Revenue	25,618	25,605	12,803	47,830	12,803	12,803	12,803	12,803	30,000	12,803	31,000	12,803	249,674	250,000	(326)	
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-	
Sale of surplus property	-	20	40	-	20	40	-	-	2,000	-	2,000	-	4,120	5,000	(880)	
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Receipts	477,996	499,251	1,162,981	2,048,672	6,064,394	13,781,082	687,223	447,443	494,295	1,750,398	5,308,465	10,832,662	43,554,862	42,937,101	617,761	
Expenditures:																
Personal Services & Benefits	2,045,240	1,846,976	1,829,080	1,828,056	1,863,028	2,718,351	1,977,479	1,977,479	1,977,479	1,977,479	1,977,479	3,066,756	25,084,883	25,820,562	735,679	
Supplies	72,458	79,779	46,498	62,405	63,772	61,012	212,559	212,559	82,559	162,559	152,559	97,218	1,305,940	1,522,491	216,551	
Other Services and Charges	1,422,247	1,074,162	1,238,563	885,726	973,109	877,705	1,269,148	1,269,148	1,319,148	1,319,148	1,297,739	1,389,082	14,334,928	15,458,917	1,123,989	
Library Materials Capital Outlay	179,926	338,967	252,058	229,033	309,557	249,992	363,920	390,027	333,920	343,920	543,920	418,920	3,954,159	4,121,199	167,040	
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	3,719,871	3,339,884	3,366,199	3,005,220	3,209,466	3,907,060	3,823,107	3,849,214	3,713,107	3,803,107	3,971,698	4,971,977	44,679,909	46,923,169	2,243,260	
Change in AP/Petty Cash	787,067	(489,170)	72,567	(136,281)	(138,836)	(95,567)	-	-	-	-	-	-	-	-	-	
Ending Balance	\$ 16,466,412	\$ 13,136,608	\$ 11,005,957	\$ 9,913,129	\$ 12,629,221	\$ 22,407,676	\$ 19,271,792	\$ 15,870,021	\$ 12,651,208	\$ 10,598,499	\$ 11,935,266	\$ 17,795,952	\$ 17,796,172	\$ 14,935,152		

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
STATUS OF THE TREASURY - CASH BALANCES
MONTH ENDED JUNE 2018**

Fund	Fund Name	Beg. Balance	END BALANCE	INVESTMENTS**	TOTAL
101	GENERAL (OPERATING) FUND	* \$ 7,483,410	\$ 17,255,174	\$ 5,152,502	\$ 22,407,676
102	EXCESS LEVY	-	-	-	-
103	UNUSED	-	-	-	-
104	FINES	(3,056)	6	-	6
190	BEECH GROVE	-	-	-	-
226	PARKING GARAGE	* 449,085	466,493	203,198	669,691
230	GRANT	560,443	675,444	-	675,444
245	RAINY DAY FUND	201,129	186,605	4,545,058	4,731,662
270	SHARED SYSTEM	46,906	40,330	310,549	350,880
290	CAFÉ & CATERING	-	-	-	-
301	B&I REDEMPTION FUND	491,029	4,498,680	1,472,469	5,971,149
321	B&I REDEMPTION FUND II	59,515	162,776	-	162,776
471	LIBRARY IMPROV RESERVE FUND	210,726	250,637	2,645,689	2,896,326
472	CONSTRUCTION	(42,711)	77,974	-	77,974
473	CAPITAL PROJECTS FUND	-	-	-	-
474	2014 MULTI-BRANCH FAC IMPROV	2,491	2,491	-	2,491
475	2015 BOND - RFID BOOKS AND MAT	(70,783)	(90,785)	1,000,000	909,215
476	2016 BOND - MICHIGAN ROAD	508,053	(8,577)	5,312,248	5,303,671
477	2017 BOND - BRIGHTWOOD	164,007	39,582	5,576,494	5,616,076
478	2017 BOND - EAGLE	893,658	663,614	6,029,457	6,693,071
800	GIFT	441,079	347,518	517,582	865,100
806	PAYROLL LIABILITIES	74,979	112,853	-	112,853
812	FOUNDATION AGENCY FUND	3,389	3,900	-	3,900
813	STAFF ASSOCIATION	4	4	-	4
814	SALES TAX	932	1,156	-	1,156
815	PLAC CARD REVENUE	30,636	37,071	-	37,071
Totals		\$ 11,504,921	\$ 24,722,945	\$ 32,765,245	\$ 57,488,191

*Does not include Petty Cash on Hand in Fund 101 in the amount of \$6,449 and Garage Fund change in the amount of \$1,825.

** Investments include balances at Fifth Third Bank, Hoosier Fund, and Trust Indiana.

**Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
MONTH ENDED JUNE 2018**

Chase Savings Account			Previous Month's Chase Savings Account Activity		
	Balance June 30, 2018	Interest Earned June 30, 2018		Balance May 31, 2018	Interest Earned May 31, 2018
Operating Fund	\$ 1,050,463	\$ 277	Operating Fund	\$ 363,797	\$ 148
Library Improvement Reserve Fd	621	0	Library Improvement Reserve Fd	621	0
Shared System Fund	46,218	18	Shared System Fund	46,200	19
Grant Fund	438,157	173	Grant Fund	437,984	178
Parking Garage	304,908	120	Parking Garage	304,787	124
Bond & Interest Redemption Fd	538,532	212	Bond & Interest Redemption Fd	538,319	219
Total Chase Savings Account	\$ 2,378,898	\$ 801	Total Chase Savings Account	\$ 1,691,709	\$ 689
<i>The average savings account rate for June was 0.48%</i>			<i>The average savings account rate for May was 0.48%</i>		
Fifth Third Bank Investment Account			Previous Month's Fifth Third Bank Investment Account		
	Balance June 30, 2018	Interest Earned June 30, 2018		Balance May 31, 2018	Interest Earned May 31, 2018
Operating Fund	\$ 3,598,488	\$ 4,486	Operating Fund	\$ 3,594,002	\$ 4,692
Library Improvement Reserve Fd	2,645,689	3,357	Library Improvement Reserve Fd	2,701,648	3,527
Shared System Fund	310,549	387	Shared System Fund	310,162	405
Gift Fund	517,582	645	Gift Fund	516,937	675
Construction Fund	-	135	Construction Fund	120,550	157
Parking Garage	203,198	253	Parking Garage	202,945	265
Rainy Day Fund	4,372,646	5,451	Rainy Day Fund	4,367,195	5,701
Bond & Interest Redemption Fd	1,035,164	1,290	Bond & Interest Redemption Fd	1,033,873	1,350
Total Fifth Third Bank	\$ 12,683,316	\$ 16,005	Total Fifth Third Bank	\$ 12,847,311	\$ 16,772
<i>The average investment account rate for June was 1.5%</i>			<i>The average investment account rate for May was 1.57%</i>		
Hoosier Fund Account Income			Previous Month's Hoosier Fund Account Income		
	Balance June 30, 2018	Interest Earned June 30, 2018		Balance May 31, 2018	Interest Earned May 31, 2018
Operating Fund	\$ 1,542,094	\$ 2,187	Operating Fund	\$ 1,539,907	\$ 2,172
Rainy Day Fund	172,412	245	Rainy Day Fund	172,167	243
2017A Brightwood Project Fund	5,576,494	7,909	2017A Brightwood Project Fund	5,568,585	7,855
Total Hoosier Fund Account	\$ 7,291,000	\$ 10,341	Total Hoosier Fund Account	\$ 7,280,660	\$ 10,270
<i>The average Hoosier Fund account rate for June was 1.72%</i>			<i>The average Hoosier Fund account rate for May was 1.66%</i>		
TrustIndiana			Previous Month's TrustIndiana		
	Balance June 30, 2018	Interest Earned June 30, 2018		Balance May 31, 2018	Interest Earned May 31, 2018
Operating Fund	\$ 11,919	\$ 18	Operating Fund	\$ 11,901	\$ 18
2015 RFID Project Fund	1,000,000	-	2015 RFID Project Fund	1,000,000	-
2016 Michigan Road Project Fund	5,312,248	8,116	2016 Michigan Road Project Fund	5,304,132	7,902
2017B Eagle Project Fund	6,029,457	9,211	2017B Eagle Project Fund	6,020,245	8,969
Bond & Interest Redemption Fd	437,305	2,196	Bond & Interest Redemption Fd	435,109	2,138
Total TrustIndiana Account	\$ 12,790,929	\$ 19,541	Total TrustIndiana Account	\$ 12,771,388	\$ 19,027
<i>The average TrustIndiana account rate for June was 1.87%</i>			<i>The average TrustIndiana account rate for May was 1.76%</i>		

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
MONTH ENDED JUNE 2018

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	\$12,168,828	\$12,168,828	\$6,614,252	\$6,614,252	\$-	\$5,554,576
Property Taxes Total	12,168,828	12,168,828	6,614,252	6,614,252	-	5,554,576
Intergovernmental						
335100 FINANCIAL INSTITUTION T	89,605	89,605	34,176	34,176	-	55,429
335200 LICENSE EXCISE TAX REVE	732,478	732,478	364,783	364,783	-	367,695
335700 COMMERCIAL VEHICLE TAX	76,445	76,445	33,606	33,606	-	42,839
339000 IN LIEU OF PROP. TAX	7,556	7,556	2,769	2,769	-	4,787
Intergovernmental Total	906,084	906,084	435,334	435,334	-	470,750
Miscellaneous						
361000 INTEREST INCOME	5,000	5,000	3,699	19,952	-	(14,952)
Miscellaneous Total	5,000	5,000	3,699	19,952	-	(14,952)
REVENUES Total	13,079,912	13,079,912	7,053,284	7,069,538	-	6,010,374
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	4,750	4,750	-	2,250	-	2,500
438100 PRINCIPAL	10,450,000	10,450,000	2,170,000	5,155,000	-	5,295,000
438200 INTEREST	2,357,485	2,357,485	768,885	1,226,584	-	1,130,901
Other Services and Charges Total	12,812,235	12,812,235	2,938,885	6,383,834	-	6,428,401
EXPENSES Total	12,812,235	12,812,235	2,938,885	6,383,834	-	6,428,401

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 245 - Rainy Day Fund - Detailed Income Statement
MONTH ENDED JUNE 2018

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Miscellaneous						
361000 INTEREST INCOME	\$30,000	\$30,000	\$5,696	\$32,787	\$-	\$(2,787)
Miscellaneous Total	30,000	30,000	5,696	32,787	-	(2,787)
REVENUES Total	30,000	30,000	5,696	32,787	-	(2,787)
EXPENSES						
Other Services and Charges						
431100 LEGAL SERVICES	75,000	75,000	1,268	7,641	-	67,359
431200 ENGINEERING & ARCHITECT	500,000	763,591	10,456	10,456	207,044	546,091
431500 CONSULTING SERVICES	203,000	232,675	-	1,300	28,375	203,000
433100 OUTSIDE PRINTING	-	-	-	2,100	-	(2,100)
439905 OTHER CONTRACTUAL SERVI	250,000	256,300	2,800	6,300	-	250,000
Other Services and Charges Total	1,028,000	1,327,566	14,524	27,797	235,419	1,064,350
Capital Outlay						
441000 LAND	480,000	487,500	-	1,036,885	7,500	(556,885)
443500 BUILDING	1,040,000	1,040,000	-	-	-	1,040,000
Capital Outlay Total	1,520,000	1,527,500	-	1,036,885	7,500	483,115
EXPENSES Total	\$2,548,000	\$2,855,066	\$14,524	\$1,064,682	\$242,919	\$1,547,465

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
MONTH ENDED JUNE 2018

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Miscellaneous						
361000 INTEREST INCOME	\$26,000	\$26,000	\$3,357	\$17,675	\$-	\$8,325
Miscellaneous Total	26,000	26,000	3,357	17,675	-	8,325
REVENUES Total	26,000	26,000	3,357	17,675	-	8,325
EXPENSES						
Other Services and Charges						
431100 LEGAL SERVICES	-	-	-	2,678	-	(2,678)
431200 ENGINEERING & ARCHITECT	-	-	18,460	27,920	5,800	(33,720)
436100 REP & MAINT-STRUCTURE	250,000	250,000	-	-	-	250,000
438400 ISSUANCE COSTS	-	-	945	2,903	-	(2,903)
Other Services and Charges Total	250,000	250,000	19,405	33,500	5,800	210,700
Capital Outlay						
444500 BUILDING IMPRVMENTS & U	150,000	150,000	-	-	-	150,000
444501 COMPUTER SOFTWARE	-	357,531	-	14,482	343,049	-
445300 CAPITAL - EQUIPMENT	-	415,871	-	25,019	391,338	(486)
Capital Outlay Total	150,000	923,402	-	39,501	734,387	149,514
EXPENSES Total	400,000	1,173,402	19,405	73,001	740,187	360,214

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 226 - Parking Garage - Detailed Income Statement
MONTH ENDED JUNE 2018

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Miscellaneous						
361000 INTEREST INCOME	\$2,000	\$2,000	\$389	\$1,554	\$-	\$446
Miscellaneous Total	2,000	2,000	389	1,554	-	446
Charges for Services						
347610 PARKING REVENUE	360,000	360,000	5,672	63,958	-	296,042
347611 EVENTS PARKING	11,000	11,000	1,313	3,168	-	7,833
Charges for Services Total	371,000	371,000	6,985	67,125	-	303,875
REVENUES Total	373,000	373,000	7,374	68,679	-	304,321
EXPENSES						
Other Services and Charges						
432400 DATA COMMUNICATIONS	4,320	4,320	41	1,478	-	2,842
439904 BANK FEES/CREDIT CARD F	8,000	8,000	664	3,476	-	4,524
431501 PARKING GARAGE CONTRAC1	12,000	12,000	-	4,000	-	8,000
434201 EXCESS LIABILITY	5,280	5,280	-	1,760	-	3,520
439905 OTHER CONTRACTUAL SERV	50,760	50,760	-	16,535	-	34,225
436200 REP & MAINT-EQUIPMENT	10,000	10,000	-	367	-	9,633
436100 REP & MAINT-STRUCTURE	5,525	5,525	5,525	5,525	-	-
Other Services and Charges Total	95,885	95,885	6,229	33,141	-	62,744
Supplies						
421200 PRINTER SUPPLIES	2,500	2,500	-	359	-	2,141
421500 OFFICE SUPPLIES - FAC/P	3,384	3,384	-	1,248	-	2,136
Supplies Total	5,884	5,884	-	1,607	-	4,277
EXPENSES Total	101,769	101,769	6,229	34,748	-	67,021

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of June 30, 2018

Construction Fund Cash Balances

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	909,214.95
Fund 476 - Restricted - Michigan Road Project	5,303,670.61
Fund 477 - Restricted - Brightwood Project	5,616,076.37
Fund 478 - Restricted - Eagle Project	6,693,070.64
Foundation	77,973.77
Total Construction Fund Cash Balances*	<u>18,602,497.79</u>

Construction Fund Classification Breakdown

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	909,214.95
Fund 476 - Restricted - Michigan Road Project	5,303,670.61
Fund 477 - Restricted - Brightwood Project	5,616,076.37
Fund 478 - Restricted - Eagle Project	6,693,070.64
Foundation - Assigned - Central	77,973.77
Total Construction Fund Breakdown	<u>18,602,497.79</u>

Summary of Classifications

Total Restricted	18,524,524.02
Total Assigned	77,973.77
Total of All Classifications	<u>18,602,497.79</u>

*Cash Restricted for Retainage Payable is not included in cash balance shown.

Summary of Project Activity

PROJECT	*** ADJUSTED			PROJECT TO DATE	OPEN P.O.	UNEXPENDED
	ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR			
Fund 474 - Restricted - E. Washington, Southport, Warren	5,053,406.80	0.00	11,100.00	5,050,915.35	1,840.24	651.21
Fund 475 - Restricted - RFID Project	2,000,000.00	20,002.32	345,202.60	1,090,785.05	400,215.54	508,999.41
Fund 476 - Restricted - Michigan Road Project	7,677,247.89	392,443.33	1,624,126.20	2,373,577.28	4,356,125.27	947,545.34
Fund 477 - Restricted - Brightwood Project	6,021,494.20	124,425.00	241,415.08	405,417.83	328,806.36	5,287,270.01
Fund 478 - Restricted - Eagle Project	7,746,627.55	212,798.43	969,308.16	1,053,013.75	4,408,835.26	2,284,778.54
Major Repairs & Maintenance	3,453,433.86	0.00	54,677.00	3,392,064.93	13,400.00	47,968.93
Central Technology	6,852,536.01	0.00	0.00	6,835,931.17	15,969.12	635.72
Total Expenditures	<u>38,804,746.31</u>	<u>749,669.08</u>	<u>3,245,829.04</u>	<u>20,201,705.36</u>	<u>9,525,191.79</u>	<u>9,077,849.16</u>

	*** BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	BUDGET BALANCE
* Estimated Future Interest Earnings - Foundation	15,270.69	135.42	774.21	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 474	24,106.15	0.00	0.00	24,106.15	0.00
** Estimated Future Interest Earnings - Fund 476	112,247.89	8,115.76	46,564.49	112,247.89	0.00
** Estimated Future Interest Earnings - Fund 477	76,494.20	7,908.92	38,326.57	76,494.20	0.00
** Estimated Future Interest Earnings - Fund 478	30,000.00	9,211.47	29,456.84	29,456.84	543.16

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

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

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



Board Action Request

6b

To: IMCPL Board

Meeting Date: July 23, 2018

From: Finance Committee

Approved by the
Library Board: July 23, 2018

Effective Date: July 23, 2018

Subject: Resolution 23-2018 – Liability Insurance for Policy Period 2018-2019

Recommendation: Authorize the adoption of Resolution 23-2018

Background: The Library's insurance coverage is renewed on an annual basis effective in August. Last year the Library selected Hartford as our carrier.

In 2013, the Library began a relationship with Hartford as our insurance provider. They worked with us in spite of our worker's compensation experience and have continually offered the best pricing to the Library. Based on our past history, our broker is recommending we remain with Hartford for the 2018-2019 year. Hartford has proven to be a good partner with the Library and again they are offering a competitive rate for our coverage.

Hartford has worked with the Library's Safety and Security Officer to help train staff in proper procedures leading to reduced worker's compensation claims resulting in a lower experience modification. Although our mod is higher than the average, it is moving in the right direction leading to only a slight increase in premium in spite of the increase in the covered payroll. In 2018 the Library's mod has decreased to 1.57 from 1.67 last year. Property values have increased slightly by 1.5%. Automobile coverage has increased overall due to adverse loss experience industry wide.

Strategic/Fiscal Impact: The fiscal impact overall is a slight increase compared to the amount we paid for 2017/2018 coverage. Total cost for 2017/2018 was \$350,514 and the amount quoted for 2018/2019 is \$357,557 an increase of \$7,043 or 2.1%.



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 23-2018
LIABILITY INSURANCE FOR POLICY PERIOD 2018-2019
July 23, 2018**

WHEREAS, the Library has reviewed its current insurance coverages and deductibles for the period August 2018-August 2019; and

WHEREAS, the Library prefers to renew its coverages with its current insurance carriers as they have been determined to provide the most cost effective coverage.

BE IT RESOLVED, that for the policy year 2018-2019, the Library Board of Trustees approves the selection of Hartford Insurance as the provider of the Library property, liability, automobile, workers compensation, umbrella, inland marine, boiler and crime insurance coverages and approves the selection of National Union Fire Insurance Company as the provider of accident coverage for our Library volunteers at a combined cost of \$357,557.



Board Briefing Report

6c

To: IMCPL Board **Meeting Date:** July 23, 2018
From: Finance Committee
Subject: 2019 Proposed Budget

Background:

Overall Summary of 2019 Budget:

	<u>2019</u>	<u>2018</u>
Operating Fund	\$46,356,497	\$44,709,820
BIRF – Debt Service	12,938,060	12,810,432
LIRF	600,000	400,000
Rainy Day Fund	2,405,000	2,548,000
TOTAL	\$62,299,557	\$60,468,252

Operating Fund:

The attached Projected Budget and Estimated Revenues for the Operating Fund are still in draft form as the Library is waiting on information from the Department of Local Government Finance (DLGF) on Circuit Breaker (Tax Caps) and assessed property values.

Attached are the assumptions used for 2019 in the Operating Fund.

The DLGF did release the growth quotient for 2019 – it is 3.4%.

Bond and Interest Redemption Fund (BIRF – debt service):

In accordance with Indiana Code, this fund can only be used for making our debt payments related to outstanding bonds. For 2019, so far the Library’s total debt payments are \$12,674,920. This does not include the new West Perry Bonds scheduled to be sold later this year, but includes the debt service for the \$5 million bond issue financing the new Integrated Library System (ILS) and other projects which sold on June 19th and is closing on July 19th. The estimated debt service for the West Perry bonds is included in the 2019 budget.

Library Improvement Reserve Fund (LIRF):

There are two projects being funded by the LIRF fund in 2019:

Central temperature controls energy savings project	\$500,000
Central lutron lighting controls upgrade project	<u>100,000</u>
	\$600,000

Rainy Day Fund: Expenses related to the Library's building projects

Construction	\$1,105,000
Land	500,000
Consulting Services/Engineering & Architectural	700,000
Legal Services	<u>100,000</u>
	\$2,405,000

**Indianapolis Public Library
Summary of Significant Assumptions
Budget 2019**

Operating Fund Revenues

Property Taxes: Includes a 3.4% increase over last year's property tax levy based on the allowable growth rate per the Department of Local Government Finance. The estimated maximum levy for the Operating Fund for 2019 is \$42,130,543 less the estimated loss of \$7,205,286 due to Circuit Breaker resulting in net property taxes of \$34,925,257– approximately 4.5% increase over 2018.

Intergovernmental:

Local Income Taxes: \$3,854,584 – 3.2% increase over 2018. We have finally reached our maximum replacement on the frozen levy.

Intergovernmental: \$3,412,576 includes license excise taxes, financial institution taxes, commercial vehicle excise taxes, and in-lieu-of property taxes.

COIT: \$216,474 – a 5.5% increase over 2018. The Library receives one tenth of one percent from the City.

Fines and Fees:

Fines & Fees: \$1,104,840 – Kept total fines and fees revenue flat.

Other Revenue:

Interest Income: \$46,163 – an increase over 2018 – interest rates are trending up.

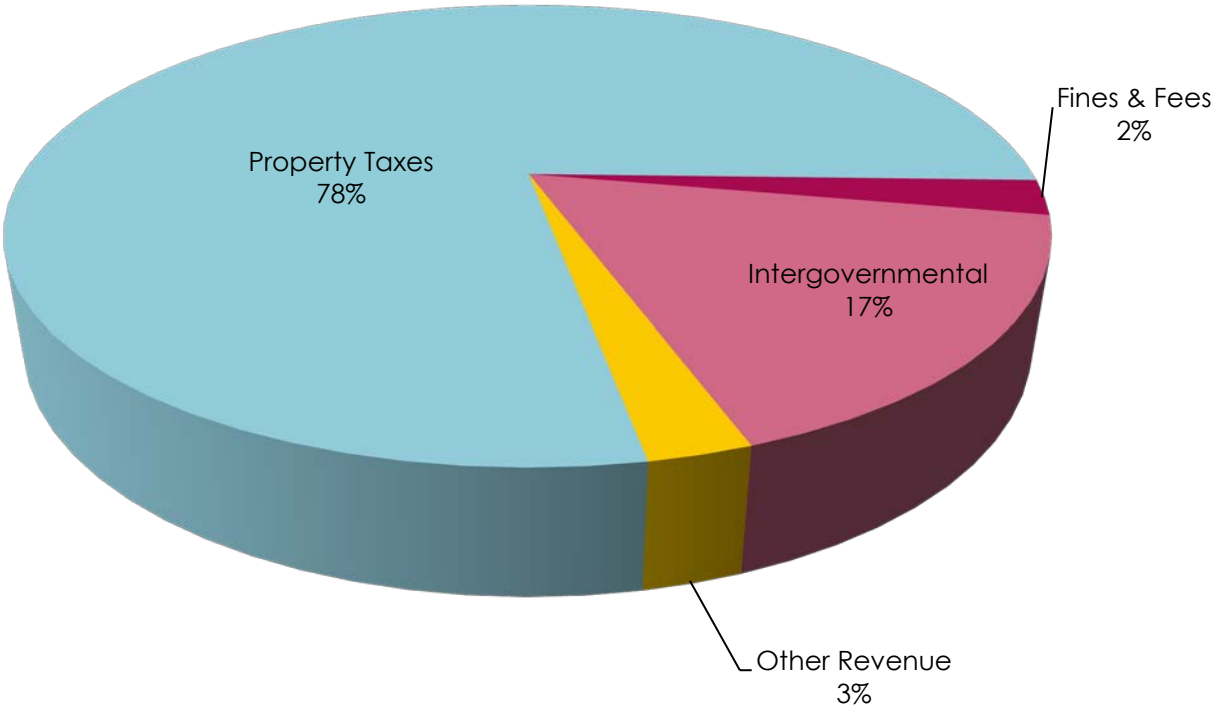
Grants/Contributions: \$225,000 – annual support for the InfoZone Library Branch. The Library maintains Grant/Gift funds for all other grant/gifts in accordance to State Accounting Guidelines.

Operating Fund

2019 Estimated Revenue

\$44,652,894

Operating Fund 2019



**Indianapolis Marion County Public Library
2019 Estimated Revenue**

Description	2017 Actual	2018 Original Budget	2019 Draft Budget	Variance 2019 vs. 2018
Revenues				
Tax Revenue				
PROPERTY TAX	33,783,786.80	40,974,356.00	42,130,543.00	1,156,187.00
PROPERTY TAX CAPS	-	(7,569,000.00)	(7,205,286.00)	363,714.00
Uncollected Taxes 1%	-	-	-	-
LICENSE EXCISE TAX REVENUE	2,763,087.67	2,766,458.00	2,854,816.00	88,358.00
FINANCIAL INSTITUTION TAX REV	276,108.64	299,868.00	268,077.00	(31,791.00)
COMMERCIAL VEHICLE TAX REVENUE	255,818.09	255,818.00	264,311.00	8,493.00
IN LIEU OF PROP. TAX	25,371.38	25,372.00	25,372.00	-
LOCAL OPTION INCOME TAX	3,679,555.72	3,733,649.00	3,854,584.00	120,935.00
COUNTY OPTION INCOME TAX	202,211.45	205,100.00	216,474.00	11,374.00
Total Tax Revenue	\$ 40,985,939.75	\$ 40,691,621.00	\$ 42,408,891.00	\$ 1,717,270.00
Fees & Fines Revenue				
FINES	712,018.54	761,840.00	761,840.00	-
COPY MACHINE REVENUE	1,256.91	-	-	-
PUBLIC PRINTING REVENUE	330,231.36	275,000.00	275,000.00	-
FAX TRANSMISSION REVENUE	52,213.11	32,000.00	32,000.00	-
OTHER CARD REVENUE	13,913.84	12,000.00	12,000.00	-
MISCELLANEOUS REVENUE	47,937.81	6,000.00	6,000.00	-
REVENUE ADJUSTMENT	1,034.50	-	-	-
HEADSET REVENUE	7,323.25	6,000.00	6,000.00	-
USB REVENUE	5,771.49	6,000.00	6,000.00	-
LIBRARY TOTES	2,088.77	2,500.00	2,500.00	-
PROCTORING EXAMS	4,774.22	3,500.00	3,500.00	-
Total Fees & Fines Revenue	\$ 1,178,563.80	\$ 1,104,840.00	\$ 1,104,840.00	\$ -
Grants				
OTHER GRANTS	200,000.00	225,000.00	225,000.00	-
Total Grants	\$ 200,000.00	\$ 225,000.00	\$ 225,000.00	\$ -
Other Revenue				
TRANSFER IN	31,231.41	-	-	-
INTEREST INCOME	46,971.15	35,000.00	46,163.00	11,163.00
PLAC CARD DISTRIBUTION REVENUE	85,819.95	83,000.00	83,000.00	-
LSC Parking License	-	2,640.00	-	-
USAGE FEE REVENUE	17,502.08	14,000.00	14,000.00	-
EQUIPMENT RENTAL REV - TAXABLE	15,314.98	-	-	-
EQUIPMENT RENTAL REV - NONTAX	4,431.00	2,500.00	2,500.00	-
SET-UP & SERVICE - TAXABLE	19,248.67	12,000.00	12,000.00	-
SET-UP & SERVICE - NON-TAXABLE	18,845.50	15,000.00	15,000.00	-
FACILITY RTL REV - TAXABLE	135,899.81	125,000.00	125,000.00	-
CAFE REVENUE	7,853.57	6,000.00	6,000.00	-
FACILITY RENTAL REV - NONTAX	63,821.50	72,500.00	72,500.00	-
SECURITY SERVICES REVENUE	34,003.00	18,000.00	18,000.00	-
CATERING REVENUE	79,492.10	75,000.00	75,000.00	-
SALE OF SURPLUS PROPERTY	6,743.15	5,000.00	5,000.00	-
E-RATE REVENUE	287,336.12	250,000.00	240,000.00	(10,000.00)
INSURANCE REIMBURSEMENTS	3,546.00	20,000.00	20,000.00	-
REIMBURSEMENT FOR SERVICES	197,955.09	175,000.00	175,000.00	-
REFUNDS	36,177.82	5,000.00	5,000.00	-
Total Other Revenue	\$ 1,092,192.90	\$ 915,640.00	\$ 914,163.00	\$ 1,163.00
	\$ 43,456,696.45	\$ 42,937,101.00	\$ 44,652,894.00	\$ 1,718,433.00

Total Proposed Budget

\$ 46,356,497.18

Strutural Deficit

\$ (1,703,603.18)

**Indianapolis Public Library
Summary of Significant Assumptions
Budget 2019**

Operating Fund Expenditures

Salaries and Benefits: Planned overall increase of approximately 4.3%

Salaries:

- Includes \$447,547 for merit increases
- Includes increases to bring salaries up to \$13.00 per hour \$31,730
- Includes increases for new branches – approximately \$70,000
- Includes increases for potential control room changes - \$30,000
- Includes other potential reclassifications.

Health Care: Increase of 7% – based on current year projected cost and expected medical expenses for 2019.

PERF: Employer's share remains the same as 2018 – 11.2%. Employee share, which the Library pays, remains at 3% for a total of 14.2%.

Education: \$167,115 for conferences and training – Additional amount for allocated this year for Tuition assistance.

Supplies: Increase of \$27,190 primarily due to new branches.

Utilities: Increase of \$137,520 based on expected rate increases from the various utility providers – 2% for gas, 4% for electricity, 3% for water, storm-water, and 7% for sewage. Included in the budget are expected increases due to the new branches – Brightwood, Michigan Road and Eagle.

Repair & Maintenance: Increase of \$63,426 – includes maintenance of the Library's elevators/escalators, electrical services, general maintenance – carpet replacement, roof replacements, parking lot repairs, painting, lighting upgrades, vehicle maintenance, janitorial services for all locations, conveyor system support and mechanical maintenance. Included is a transfer to LIRF to replenish that fund. Excluding this LIRF transfer, repairs and maintenance decreased by 526,574 which is primarily due the bond proceeds being used to cover some repair and maintenance items.

Rental: Increase primarily due to copier rental.

Other services and charges: Increases due to Bibliocommons (Computer services), payroll services, trash removal, snow removal, lawn and landscaping and other contractual services with includes copier services, annual OCLC subscription, Content DM subscription, new events calendar for website and marketing platform.

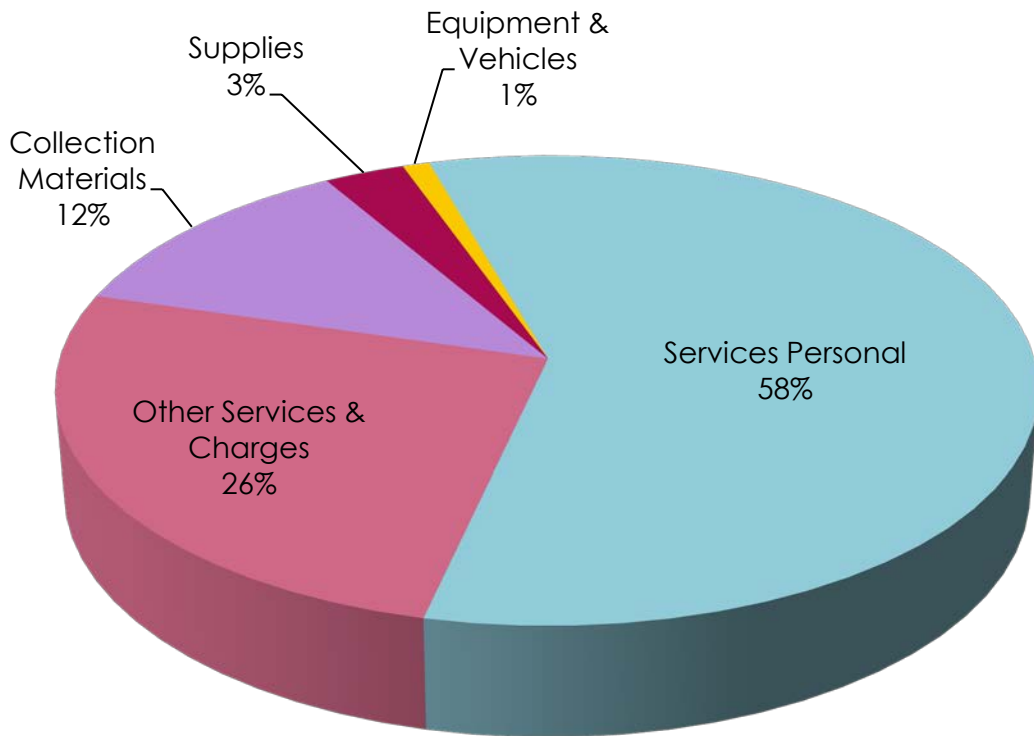
Collection Materials: Same as 2018 - \$5,550,000

Operating Fund

2019 Proposed Budget

\$ 46,356,497

Operating Fund 2019



**Indianapolis Marion County Public Library
2019 Proposed Budget**

Description	2017 Actual Including Encumbrances	2018 Original Budget	2019 Draft Budget	Variance 2019 vs. 2018
Expenditures				
Services Personal				
SALARIES APPOINTED STAFF	15,072,584.00	16,106,437.00	16,106,437.00	-
SALARIES HOURLY STAFF	1,571,504.00	1,770,890.00	1,770,890.00	-
MERIT INCREASES	-	-	447,547.00	447,547.00
NEW POSITIONS/SALARY ADJUSTMENT	-	-	183,000.00	183,000.00
Total Salaries & Wages	\$ 16,644,088.00	\$ 17,877,327.00	\$ 18,507,874.00	\$ 630,547.00
MEDICAL & DENTAL INSURANCE	3,423,200.00	4,100,000.00	4,387,000.00	287,000.00
WELLNESS	15,260.00	30,000.00	35,000.00	5,000.00
GROUP LIFE INSURANCE	36,798.00	34,000.00	38,000.00	4,000.00
LONG TERM DISABILITY INSURANCE	38,954.00	35,000.00	43,000.00	8,000.00
UNEMPLOYMENT COMPENSATION	4,858.00	7,000.00	9,000.00	2,000.00
FICA AND MEDICARE	1,196,136.00	1,367,616.00	1,415,852.00	48,236.00
PERF	2,051,946.00	2,272,649.00	2,376,651.73	104,002.73
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	22,020.00	22,571.00	551.00
TUITION ASSISTANCE	15,162.00	8,000.00	25,000.00	17,000.00
Total Employee Benefits	\$ 6,804,334.00	\$ 7,876,285.00	\$ 8,352,074.73	\$ 475,789.73
Total Services Personal	\$ 23,448,422.00	\$ 25,753,612.00	\$ 26,859,948.73	\$ 1,106,336.73
Supplies				
Office Supplies				
OTHER OFFICE SUPPLIES	798,620.00	843,949.00	888,849.00	44,900.00
UNIFORMS	7,242.00	8,000.00	8,000.00	-
Total Office Supplies	\$ 805,862.00	\$ 851,949.00	\$ 896,849.00	\$ 44,900.00
Operating Supplies				
CLEANING & SANITATION	113,533.00	165,000.00	165,000.00	-
GASOLINE	24,099.00	40,000.00	40,000.00	-
Total Operating Supplies	\$ 137,632.00	\$ 205,000.00	\$ 205,000.00	\$ -
Other Supplies				
LIBRARY SUPPLIES	217,832.00	219,210.00	210,000.00	(9,210.00)
NON CAPITAL FURNITURE & EQUIP	99,163.00	76,500.00	68,000.00	(8,500.00)
Total Other Supplies	\$ 316,995.00	\$ 295,710.00	\$ 278,000.00	\$ (17,710.00)
Total Supplies	\$ 1,260,489.00	\$ 1,352,659.00	\$ 1,379,849.00	\$ 27,190.00
Other Services & Charges				
Professional Services				
CONSULTING SERVICES	683,348.00	299,150.00	241,450.00	(57,700.00)
LEGAL SERVICES	286,636.00	219,000.00	219,000.00	-
Total Professional Services	\$ 969,984.00	\$ 518,150.00	\$ 460,450.00	\$ (57,700.00)
Communication & Transportation				
POSTAGE	56,982.00	68,150.00	69,650.00	1,500.00
TRAVEL	21,864.00	38,830.00	37,830.00	(1,000.00)
CONFERENCES	84,297.00	100,000.00	116,875.00	16,875.00
IN HOUSE CONFERENCE	22,277.00	45,000.00	50,240.00	5,240.00
FREIGHT & EXPRESS	7,239.00	5,500.00	5,500.00	-
DATA COMMUNICATIONS	278,219.00	303,300.00	290,300.00	(13,000.00)
CELLULAR PHONE	12,134.00	11,610.00	13,550.00	1,940.00
Total Communication & Transportation	\$ 483,012.00	\$ 572,390.00	\$ 583,945.00	\$ 11,555.00

**Indianapolis Marion County Public Library
2019 Proposed Budget**

Description	2017 Actual Including Encumbrances	2018 Original Budget	2019 Draft Budget	Variance 2019 vs. 2018
Printing & Advertising				
PUBLICATION OF LEGAL NOTICES	1,210.00	1,550.00	1,550.00	-
OUTSIDE PRINTING	159,184.00	259,789.00	226,500.00	(33,289.00)
Total Printing & Advertising	\$ 160,394.00	\$ 261,339.00	\$ 228,050.00	\$ (33,289.00)
Insurance				
OFFICIAL BONDS	975.00	1,000.00	1,000.00	-
AUTOMOBILE	7,590.00	18,750.00	19,593.75	843.75
PACKAGE	212,246.00	236,485.00	241,687.67	5,202.67
WORKER'S COMPENSATION	161,698.00	157,000.00	159,826.00	2,826.00
EXCESS LIABILITY	8,121.00	10,001.00	10,351.04	350.04
PUBLIC OFFICIALS & EE LIAB	15,306.00	16,000.00	16,000.00	-
CLAIMS, AWARDS, INDEMNITIES	2,500.00	25,000.00	25,000.00	-
BROKERAGE FEE	17,000.00	17,000.00	17,000.00	-
Total Insurance	\$ 425,436.00	\$ 481,236.00	\$ 490,458.46	\$ 9,222.46
Utilities				
NATURAL GAS	114,858.00	118,450.00	118,450.00	-
ELECTRICITY	1,012,653.00	997,500.00	1,067,500.00	70,000.00
HEAT/STEAM	377,535.00	382,200.00	382,200.00	-
COOLING/CHILLED WATER	545,999.00	475,860.00	525,000.00	49,140.00
WATER	72,136.00	68,250.00	75,000.00	6,750.00
STORMWATER	18,694.00	20,330.00	25,000.00	4,670.00
SEWAGE	88,364.00	77,040.00	84,000.00	6,960.00
Total Utilities	\$ 2,230,239.00	\$ 2,139,630.00	\$ 2,277,150.00	\$ 137,520.00
Repairs & Maintenance				
REP & MAINT-STRUCTURE	2,068,629.00	1,900,000.00	1,484,600.00	(415,400.00)
REP & MAINT-HEATING & AIR	606,695.00	455,000.00	310,950.00	(144,050.00)
TRANSFER TO LIRF	-	-	590,000.00	590,000.00
REP & MAINT -AUTO	41,928.00	59,475.00	65,000.00	5,525.00
REP & MAINT-EQUIPMENT	41,909.00	196,500.00	185,360.00	(11,140.00)
REP & MAINT-COMPUTERS	518,578.00	439,620.00	463,100.00	23,480.00
CLEANING SERVICES	1,023,833.00	1,064,228.00	1,079,239.00	15,011.00
Total Repairs & Maintenance	\$ 4,301,572.00	\$ 4,114,823.00	\$ 4,178,249.00	\$ 63,426.00
Rentals				
REAL ESTATE RENTAL	462,315.00	470,271.00	480,000.00	9,729.00
EQUIPMENT RENTAL	65,548.00	68,070.00	78,100.00	10,030.00
Total Rentals	\$ 527,863.00	\$ 538,341.00	\$ 558,100.00	\$ 19,759.00
Other Services & Charges				
AUDIT FEES	12,279.00	15,000.00	15,000.00	-
DUES & MEMBERSHIPS	41,528.00	55,875.00	57,400.00	1,525.00
COMPUTER SERVICES	79,896.00	91,790.00	204,790.00	113,000.00
PAYROLL SERVICES	160,527.00	120,000.00	170,000.00	50,000.00
SECURITY SERVICES	798,843.00	1,004,721.00	964,721.00	(40,000.00)
TRASH REMOVAL	67,889.00	56,372.00	75,000.00	18,628.00
SNOW REMOVAL	255,252.00	354,080.00	370,000.00	15,920.00
PROGRAMMING	91,765.00	75,500.00	75,500.00	-
PROGRAMMING-JUV.	152,309.00	145,000.00	145,000.00	-
PROGRAMMING ADULT - CENTRAL	20,576.00	25,000.00	25,000.00	-
PROGRAMMING EXHIBITS - CENTRAL	6,886.00	5,000.00	5,000.00	-

**Indianapolis Marion County Public Library
2019 Proposed Budget**

Description	2017 Actual Including Encumbrances	2018 Original Budget	2019 Draft Budget	Variance 2019 vs. 2018
EVENTS & PR	21,887.00	34,200.00	34,200.00	-
LAWN & LANDSCAPING	280,223.00	283,365.00	319,271.00	35,906.00
OTHER CONTRACTUAL SERVICES	780,512.00	544,237.00	707,915.00	163,678.00
MATERIALS CONTRACTUAL	2,250,000.00	2,000,000.00	2,000,000.00	-
BANK FEES/CREDIT CARD FEES	40,088.00	65,000.00	65,000.00	-
RECRUITMENT EXPENSES	11,918.00	20,500.00	24,500.00	4,000.00
Total Other Services & Charges	\$ 5,072,378.00	\$ 4,895,640.00	\$ 5,258,297.00	\$ 362,657.00
Total Other Services & Charges	\$ 14,170,878.00	\$ 13,521,549.00	\$ 14,034,699.46	\$ 513,150.46
Capital Outlay				
CAPITAL - FURNITURE	138,103.00	-	20,000.00	20,000.00
CAPITAL - EQUIPMENT	122,813.00	55,000.00	55,000.00	-
COMPUTER EQUIPMENT	182,341.00	290,000.00	240,000.00	(50,000.00)
BOOKS & MATERIALS	3,511,224.00	3,550,000.00	3,550,000.00	-
UNPROCESSED PAPERBACK BOOKS	115,382.00	137,000.00	137,000.00	-
VEHICLES	42,675.00	50,000.00	80,000.00	30,000.00
Total Capital Outlay	\$ 4,112,538.00	\$ 4,082,000.00	\$ 4,082,000.00	\$ -
Total Expenses	\$ 42,992,327.00	\$ 44,709,820.00	\$ 46,356,497.19	\$ 1,646,677.19
		Percentage increase over 2018	3.68%	



Board Briefing Report

8a

To: IndyPL Board
Facilities Committee

Meeting Date: July 23, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Michigan Road Branch Construction Progress

Construction Progress for June 2018

The Project has reached a milestone with the installation of interior concrete floor slabs on June 28, 2018. This opens up the interior for additional trades work, including HVAC, electrical, and wall framing. Work was also completed on time for the installation of utilities crossing Michigan Road. This was a significant coordination effort and was disruptive to traffic patterns.



Project Site on June 28, 2018

View of the installation activities for the concrete floor slab in the Children's Area.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: July 23, 2018



Project Site on July 3, 2018

View of the Concourse looking north with Branch Manager Denyce Malone.
The floor slab that is not placed will receive a stained finish and will be poured at a later date.



Project Site on July 3, 2018

View of the saw tooth seating area from the outside.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: July 23, 2018



Project Site on July 3, 2018

Masons working on the north side placing concrete blocks to support the limestone panels.



Project Site on July 12, 2018

Masons working on the southwest side placing limestone and Halquist stone.

Facilities Briefing Report

To: Facilities Committee, Item 8a

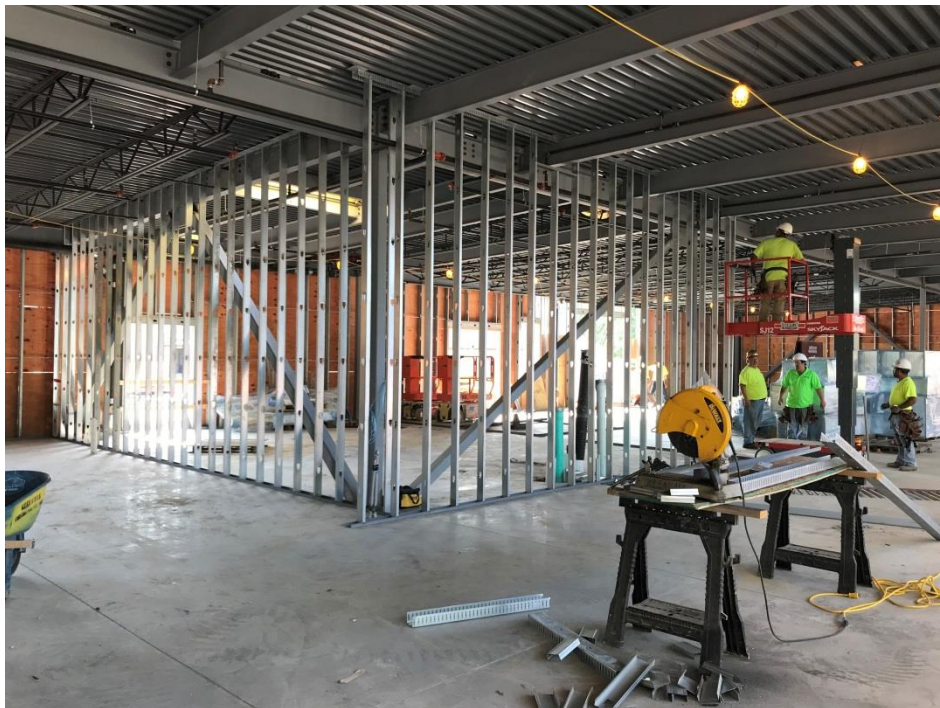
From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: July 23, 2018



Project Site on July 12, 2018
Roofers working on the east side low roof.



Project Site on July 12, 2018
Installation of interior wall framing.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: July 23, 2018



Indy Urban Hardware Shop on July 11, 2018
Salvaged wood table tops.

Construction Schedule Update

Complete Roof Installation	July 27, 2018
Complete Interior Wall Framing	July 20, 2018
Substantial Completion	October 24, 2018

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)	
Furniture Budget	\$224,000
Construction Contingency	\$589,000
<u>Expenses to Contingency</u>	<u>\$160,952</u>
Remaining Contingency	\$428,047
Percent Remaining Contingency	73%



Board Briefing Report

8b

To: IndyPL Board Meeting Date: July 23, 2018
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Eagle Branch Construction Progress

Construction Progress for June 2018

The building pad is complete. The concrete footings and foundation walls are in process. Work progresses in the parking lots and storm water management areas. The crane is to be delivered to the site on July 13, with structural steel installation beginning on July 16. Work in Moller Road for utilities complete by July 20.



Project Site on June 26, 2018

View of the north foundation wall with interior concrete piers for the steel column.
Forming of the south foundation wall is in process.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: July 23, 2018



Project Site on June 26, 2018

View looking northwest showing foundation walls for the Adult's Collection part of the building.



Project Site on July 11, 2018

View looking northwest showing concrete blocks for the east end wall.

Facilities Briefing Report

To: Facilities Committee, Item 8b
From: Sharon Smith, Facilities Director
Re: Eagle Branch Construction Progress
Date: July 23, 2018



Project Site on July 11, 2018
View looking southwest showing parking area and new fire hydrants.

Construction Schedule Update

Utilities to the Site	July 20, 2018
Structural Steel	July 18, 2018
Interior Framing	August 27, 2018
Exterior Masonry	September 5, 2018
Substantial Completion	March 15, 2019

Quotes for the Fixtures, Furniture, and Equipment are due on July 3, 2018. These items are the last large unknown expense for the project.

Summary Construction Budget Update

Project funded by the 2017B Construction Bond (Fund 478)	
Furniture Budget	\$340,000
Construction Contingency	\$570,600
<u>Expenses to Contingency</u>	<u>\$70,374</u>
Remaining Contingency	\$500,226
Percent Remaining Contingency	88%



Board Action Request

8c

To: IndyPL Board **Meeting Date:** July 23, 2018
From: Facilities Committee **Approved by**
The Library Board:
Effective Date:

Subject: **Resolution 24-2018**
Approval to Award a Construction Services Contract for the
Library Services Center Window Flashing Repair Project

Recommendation:

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 24-2018) to award a construction services contract for the Library Services Center Window Flashing Repair Project to **Wells Masonry & Restoration, Inc., Indianapolis, Indiana**, for the total cost of \$122,800.00.

Background:

For over a year we have been experiencing on-going leaks into the building, with leaks happening most frequently during heavy rain and wind events. During exploratory removal of bricks and investigation of the roof and wall systems, the source of the leaks has been determined to be failures at the second floor windows. We currently have temporary water collection systems installed above first floor ceilings to capture most of the water infiltrating the building.

The scope of work was developed by the engineering team at ARSEE Engineers, Fishers, IN, working with IndyPL Facilities Staff. The work includes removal of brick above the second floor windows to remove and replace the flexible sheet flashing, and then replacing the brick with salvaged materials.

ARSEE Engineers prepared documents to solicit open, competitive, and sealed bids for the work. The bidding documents were issued on June 5, 2018 following the Public Works Statute IC § 36-1-12 and the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017.

Public notices were published June 6 and 13.

A Pre-Bid Conference and Site tour was held on June 18, 2018.

Board Action Request

RE: Facilities Committee, Item 8c
Resolution 24-2018 Approval to Award a Construction Services Contract for the
Library Services Center Window Flashing Repair Project

Date: July 23, 2018

Notice of the Project was emailed to these 15 business development entities:

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

Five (5) sealed bids were received at the Library Services Center by the deadline of 3:00 pm local time on June 28, 2018. The bids were opened and read aloud publically.

The tabulation sheet is included on the following page.

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 24-2018 Approval to Award a Construction Services Contract for the Library Services Center Window Flashing Repair Project

Date: July 23, 2018

Vendor	Receipt Addendum I	Certifications	Drug Testing Program	Non-Collusion Affidavit	E-Verify Affidavit	Lump-Sum Quote
Blakley's Concrete & Masonry Services, Indianapolis	X	-	X	X	X	\$277,363.00
Broady Campbell Indianapolis		-				
Bulley & Andrews Masonry Restoration Chicago	X	-	X	X	X	\$217,548.00
Cusack's Masonry Restoration Hubbardston Michigan	X	-	X	X	X	\$199,765.00
Etica Group Indianapolis		WBE				
Farah and Sons Indianapolis		MBE				
Faith Builders Masonry Indianapolis		MBE				
Heritage Masonry Restoration Indianapolis	X	-	X	X	X	\$182,433.00
Kemna Restoration Indianapolis						
Moisture Management Fishers						
Robert Haines Company Indianapolis		MBE				
Top Notch Masonry Indianapolis		MBE				
TRISCO Systems Lima, Ohio						
Wells Masonry & Restoration Indianapolis	X	-	X	X	X	\$122,800.00

Strategic/Fiscal Impact:

IndyPL shall award the Project to the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12-4.7 (b) (3). The Project is funded by the Series 2018 Bond Fund (Fund 478).



Board Resolution

8c

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 24-2018

APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE LIBRARY SERVICES CENTER WINDOW FLASHING REPAIR PROJECT

JULY 23, 2108

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility maintenance projects for the long-term use of IndyPL facilities; and

WHEREAS, IndyPL staff and the engineer, ARSEE Engineers, prepared bidding documents to solicit open, competitive, and sealed public bids for Library Services Center Window Flashing Repair Project; and

WHEREAS, IndyPL received sealed bids from five (5) masonry restoration contractors; and

WHEREAS, based on the review of the bids, IndyPL and the engineer have determined **Wells Masonry & Restoration, Inc., Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder, and recommend IndyPL award the contract to **Wells Masonry & Restoration, Inc.**

IT IS THEREFORE RESOLVED the Library Services Center Window Flashing Repair Project contract, as bid, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Wells Masonry & Restoration, Inc.** The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated June 5, 2018, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Wells Masonry & Restoration, Inc.** will be for the total cost of One-Hundred Twenty Two-Thousand Eight-Hundred Dollars (\$122,800.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Action Request

8d

To: IndyPL Board

Meeting Date: July 23, 2018

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 25-2018**
Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Eagle Branch Project

Recommendation:

IndyPL Facilities staff recommends Board approval for the attached action (Resolution 25-2018) to award fixtures, furniture and equipment purchase orders for the Eagle Branch Project to three (3) different vendors for the total cost of \$377,054.82.

Background:

The Invitation to Quote (“ITQ”) had three (3) separate groups with separate quote components for the individual fixtures, furniture and equipment (“FFE”) items.

- Quote Group #1: Shelving and specialties including the information desk.
- Quote Group #2: Furniture, including tables, chairs, lounge seating, and office furniture.
- Quote Group #3: Accessories, including storage shelving, waste receptacles, and clocks.

Within each Package, the ITQ had separate quote components for the FFE to facilitate the most advantageous pricing for IndyPL. The ITQ specified FFE for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ. Vendors requested a total of 53 substitutions, of which 19 were approved by the architect.

The ITQ packages were quoted using the Public Purchasing Statute IC § 5-22. The FFE specifications were developed by the architect, Browning Day Mullins Dierdorf, working closely with IndyPL Branch and Facilities Staff. Public notices were published June 19 and 26. The ITQ was issued on June 12, 2018. Sealed Quotes were received on July 3, 2018, allowing time for evaluation prior to presentation at the July 10, 2018 IndyPL Board Facilities Committee Meeting.

Notice of the ITQ was emailed directly to nineteen (19) vendors who are known to be capable of providing the FFE, vendors who had expressed interest in providing FFE for IndyPL projects, or

Board Action Request

RE: Facilities Committee, Item 8d
Resolution 25-2018 Approval to Award Fixtures, Furniture, and Equipment Purchase
Orders for the Eagle Branch Project

Date: July 23, 2018

were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing.

To further expand the list of possible Vendors, the notice of the ITQ was also emailed to these fifteen (15) business development entities:

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

Four (4) sealed quotes were received at the Library Services Center by the deadline of 11:30 am local time on July 3, 2018. The quotes were opened and read aloud publically.

Analysis and selection of the quotes to achieve the most advantageous pricing for IndyPL has been completed. The budget for the fixtures, furniture and equipment is \$378,000, with the total amount for the four purchase orders totaling \$377,054.82. The full tabulation sheet is attached, with a summary below.

Strategic/Fiscal Impact:

IndyPL shall award the purchase orders to the lowest, responsible, and responsive quoters pursuant to IC § 5-22-8. The purchase of the fixtures, furniture and equipment will be funded by the Series 2017B Bond Fund (Fund 478.)

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 25-2018 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Eagle Branch Project

Date: July 23, 2018

Vendor	CERTs	Quote Group 1 Stacks and End Panels	Quote Group 1 Browsers, Gondolas	Quote Group 1 Self Check Stations	Quote Group 2 Chairs, Office Furniture	Quote Group 2 Tables, Lounge Chairs	Quote Group 3 Accessories	Quote Group 3 High Capacity Bins	Total per Vendor
AGATI Furniture									
Business Furniture		\$143,167.52	\$12,992.60(1)	\$14,347.63	\$140,211.92	\$32,643.32	\$19,624.82		\$ 317,351.89
Binford Group	WBE								
Commercial Office Environments	WBE	\$105,915.00(2)						\$ 5,093.00	
d2p	WMBE								
Educational Furniture									
Fineline Furniture	WBE	\$156,879.22	\$23,326.13	\$15,284.09	\$148,366.95			\$ 7,269.00	\$ 30,615.13
Fluid Libraries									
Indoff Office Interiors									
Kentwood Office Furniture						\$29,087.80			\$ 29,087.80
Library Bureau Steel									
Office 360									
Officeworks	MBE								
RJE Business Interiors									
RDS Office Furniture									
RH Contract									
Robbins Library Interiors									
Spacesaver Bradford									
Tiger Solutions	MBE								

- (1) Partial Browser quote for items in the Quote Group.
- (2) Partial Shelving quote with substitution that was not requested nor approved.
- (3) Partial Bin quote with substitution that was not requested nor approved

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 25-2018 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Eagle Branch Project

Date: July 23, 2018

MARKETPLACE



ADULT'S AREA

COMMUNITY ROOM

TEEN'S AREA

CHILDREN'S AREA

**BROWNING
DAY MULLINS
DIERDORF**

EAGLE BRANCH FURNITURE | LEADERSHIP + DESIGN®

JUNE 25, 2018



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 25-2018

APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT PURCHASE ORDERS FOR THE EAGLE BRANCH PROJECT

JULY 23, 2018

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

WHEREAS, IndyPL and the architect, Browning Day Mullins Dierdorf, have prepared specifications for the fixtures, furniture and equipment required for the Eagle Branch Project; and

WHEREAS, IndyPL and the architect, have solicited open, public, and competitive quotes for the fixtures, furniture, and equipment required for the Eagle Branch Project; and

WHEREAS, IndyPL received responsive and responsible quotes pursuant to IC § 5-22-8 from four (4) Vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined a combination of quotes from three (3) of the four (4) Vendors results in the most advantageous pricing for IndyPL, and recommends awarding purchase orders to the following vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Business Furniture LLC, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 1 – Stacks and End Panels, and recommends IndyPL award the purchase order to **Business Furniture LLC** for a total cost of One Hundred Forty-Three Thousand One Hundred Sixty-Seven Dollars and Fifty-Two Cents (\$143,167.52); and

RESOLUTION 25–2018

(Continued)

**APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT
PURCHASE ORDERS FOR THE
EAGLE BRANCH PROJECT
JULY 23, 2018**

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Fineline Furniture, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 1 - Browsers, and recommends IndyPL award the purchase order to **Fineline Furniture** for a total cost of Twenty-Three Thousand Three Hundred Twenty-Six Dollars and Thirteen Cents (\$23,326.13); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Business Furniture LLC, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 1 – Self Check Stations, and recommends IndyPL award the purchase order to **Business Furniture LLC** for a total cost of Fourteen Thousand Three Hundred Forty-Seven Dollars and Sixty-Three Cents (\$14,347.63); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Business Furniture LLC, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 2 – Chairs, Office Furniture, and recommends IndyPL award the purchase order to **Business Furniture LLC**, for a total cost of One Hundred Forty Thousand Two Hundred Eleven Dollars and Ninety-Two Cents (\$140,211.92); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Kentwood Office Furniture, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Quote Group 2 – Tables, Lounge Chairs, and recommends IndyPL award the purchase order to **Kentwood Office Furniture** for a total cost of Twenty-Nine Thousand Eighty-Seven Dollars and Eighty Cents (\$29,087.80); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Business Furniture LLC, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Quote Group 3 – Accessories, and recommends IndyPL award the purchase order to **Business Furniture LLC** for a total cost of Nineteen Thousand Six Hundred Twenty-Four Dollars and Eighty-Two Cents (\$19,624.82); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Fineline Furniture, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Quote Group 3 – High Capacity Bins, and recommends IndyPL award the purchase order to **Fineline Furniture** for a total cost of Seven Thousand Two Hundred Sixty-Nine Dollars and Zero Cents (\$7,269.00); and

RESOLUTION 25-2018

(Continued)

**APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT
PURCHASE ORDERS FOR THE
EAGLE BRANCH PROJECT
JULY 23, 2018**

IT IS THEREFORE RESOLVED the Eagle Branch Project Fixtures, Furniture and Equipment, as quoted, are approved and authorizes the Chief Executive Officer (“CEO”) to execute purchase orders with the selected Vendors and to acquire the specified fixtures, furniture, and equipment. The purchase orders will be based upon such terms described in the Invitation to Quote dated July 3, 2018, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such purchase orders execution and delivery effected be, and hereby is, confirmed and approved.



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 6/23/18
From: The Indianapolis Public Library Foundation
Subject: July 2018 Update

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

News:

The Library Foundation is excited to announce the winners and finalists of the 2018 Eugene & Marilyn Glick Indiana Authors Award.

- National Author winner: Kimberly Brubaker Bradley
- Regional Author winner: Sandy Eisenberg Sasso
- Lifetime Achievement honoree: James Alexander Thom (*Tom*)
- Emerging Author finalists: Deborah E. Kennedy, Elizabeth Klehfoth (*Kleh-futh*), Azareen (*Az-UH-reen*) Van der Vliet (*Vlit*) Oloomi

The Emerging Author winner will be announced at the Award Dinner on Saturday, October 13. Find more information and full bios for the honorees at www.indianaauthorsaward.org.

The Library Foundation hopes many of you will join us in celebrating 10 years of the Indiana Authors Award at the Award Dinner at Central Library on October 13. Many past winners will be present. If you, your company or your book club is interested in tickets or a table, please call the Library Foundation at (317) 275-4868 for more information.

Congratulations to Volunteer Resources on the annual volunteer celebration dinner held June 28 and for managing the volunteer programs year round. We heard one volunteer mention that they felt very appreciated and valued as a volunteer and they hold their volunteer position to a high standard.

Congratulations to all staff on the Summer Reading Program and related workshops. It is encouraging to see many branches exceed their participation totals from last year. Our donors enjoyed many visits to see programs in action.

The Library Foundation thanks 158 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank them, the Library Foundation would be grateful.

CD- COM Systems Midwest, Inc
Hoover Family Foundation
Sablosky Family Foundation, a fund of Legacy Fund
Alerding CPA Group
Lacy Foundation
Regions Bank
The National Bank of Indianapolis
Fifth Third Bank, Indiana
Old National Bank
Arthur Jordan Foundation
The Eugene and Marilyn Glick Family Foundation
Indianapolis Colts

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

Children’s Programs

School 14 After School Club Makerspace (SPK)
Chess 101 (WRN)
Road to Reading – Early Childhood Conference

Cultural Programs

Branded Giveaways
Classical Concerts (CEN)
Hometown Roots

Collections and Technology

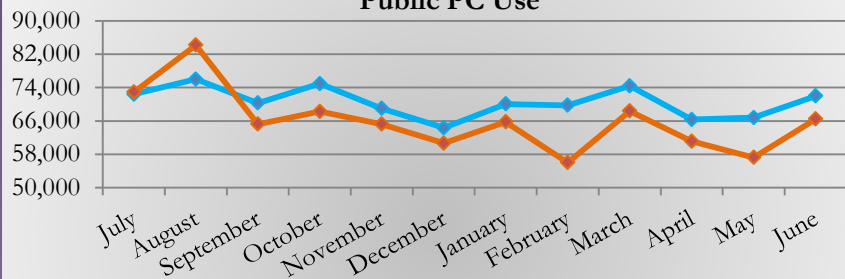
Lilly City Digitization

Lifelong Learning

Community Engagement Conversations/Forums (E38)
Nonprofit Series and Foundation Collection (E38)
Warren Service Area Teacher Informational Open House (WRN)
Workshops for Nonprofits (CEN)

Computer Use

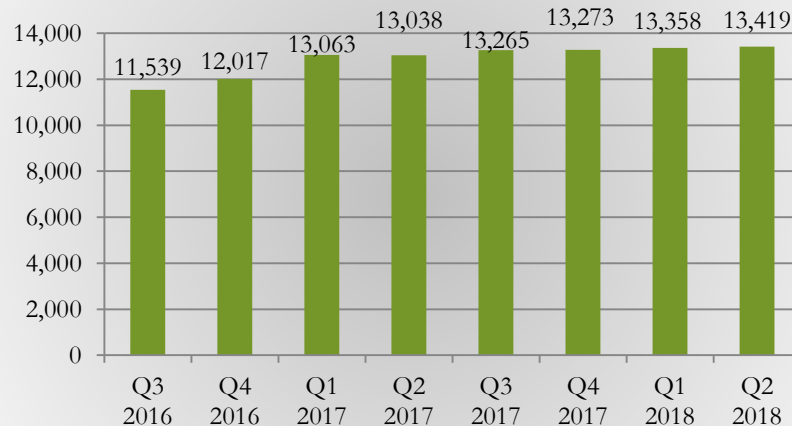
Public PC Use



Use in Session Hours	2017	2018	Change
June	71,971	66,479	-8%
Year-to-Date	419,314	375,057	-11%

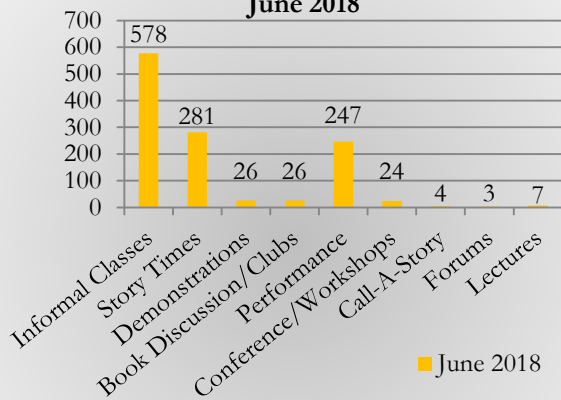
◆ 2016-2017 ◆ 2017-2018

Average Unique Wireless Devices per Week



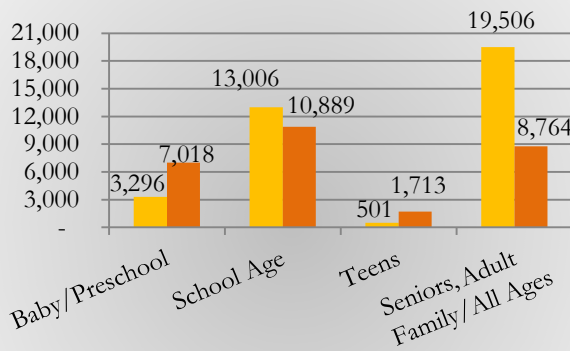
Programs

Program by Type
June 2018



Total Programs Offered	Change
2018	1,196
2017	1,247
	-4%

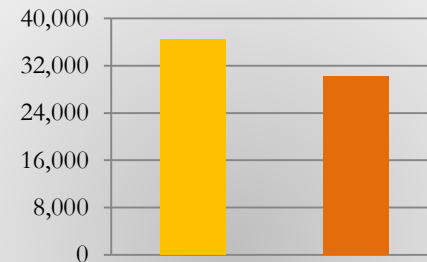
Program by Attendance
June 2017 v. June 2018



Total Program Attendance	Change
2018	28,384
2017	36,309
	-22%

■ 2017 ■ 2018

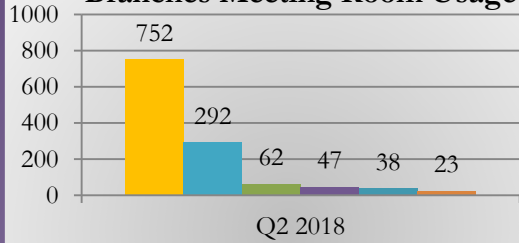
Call A Story



Total Calls Received	Change
2017	36,354
2018	30,282
	-17%

■ June 2017 ■ June 2018

Branches Meeting Room Usage

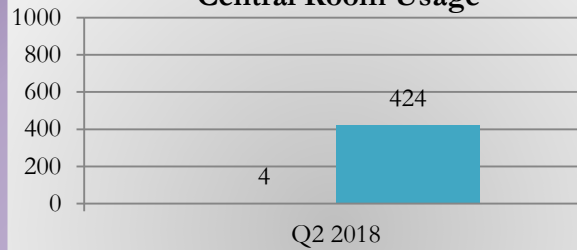


Total Meetings Held	Q2	Change
2018	1,214	-63%
2017	3,288	

- Educational
- Private Party
- Non-profit
- Business
- Community Association
- Government agency

Community Room Usage

Central Room Usage*

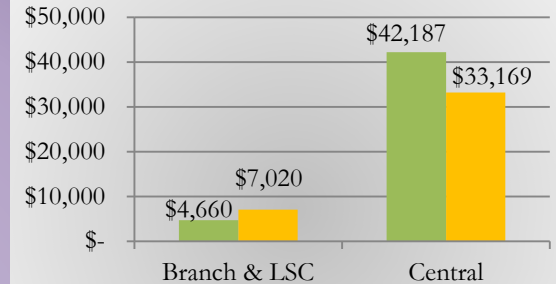


*Beginning Nov. 2017, room usage includes study rooms.

Total Meetings Held	Q1	Change
2018	428	579%
2017	63	

- Community Association
- Educational

Rental Fees

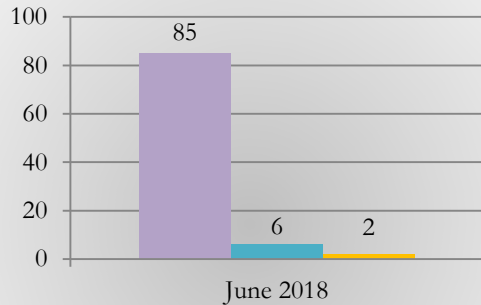


Change: 51% (Branch & LSC), -21% (Central)

- Q2 2017
- Q2 2018

Community Contacts

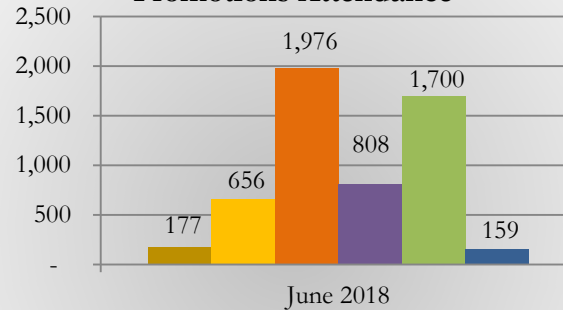
Promotions



Total Promotions 93

- Promotional Events
- Presentations
- Library Tours

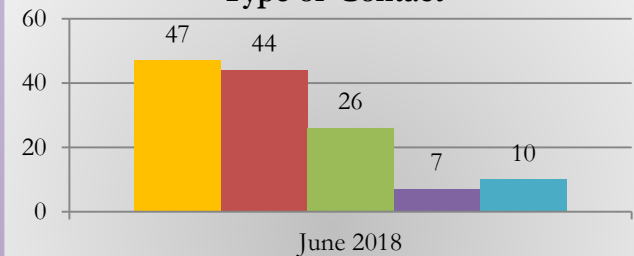
Promotions Attendance



Total Promotions Attendance 5,476

- Infant
- Preschool
- SchoolAge
- Teen
- Adult
- Senior

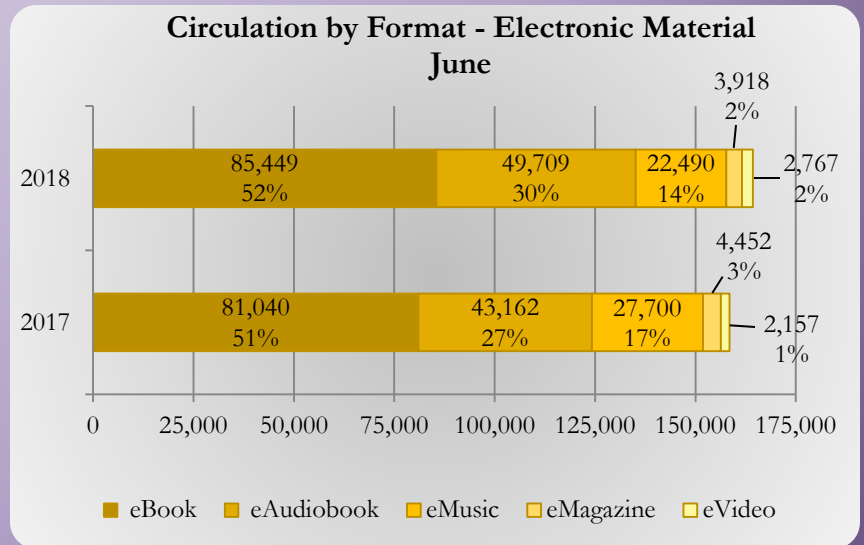
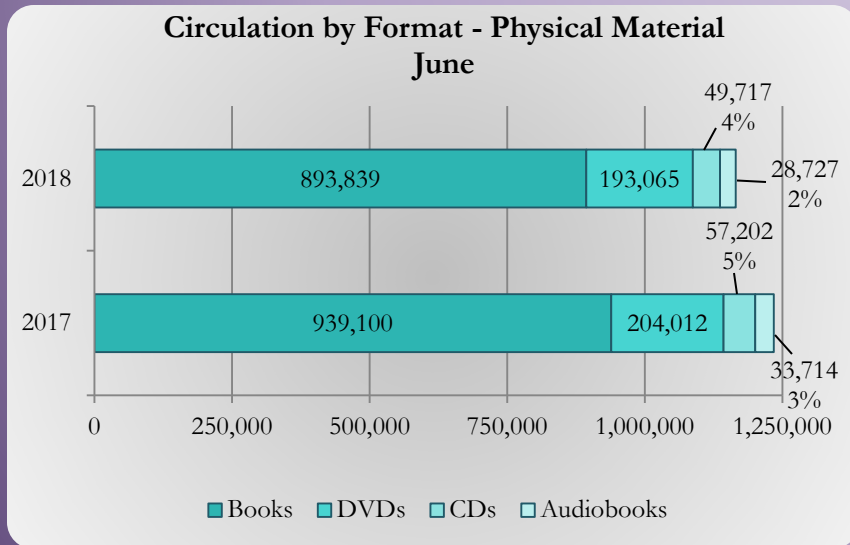
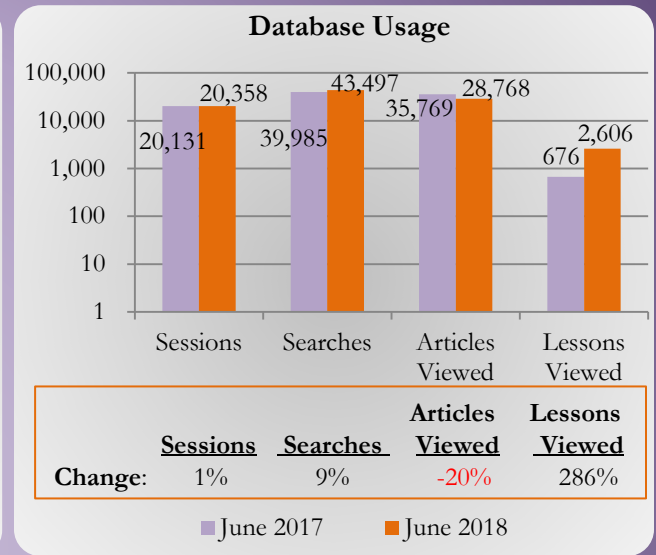
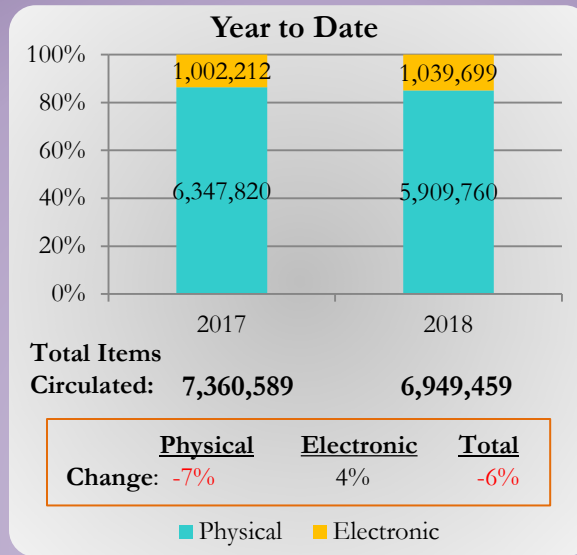
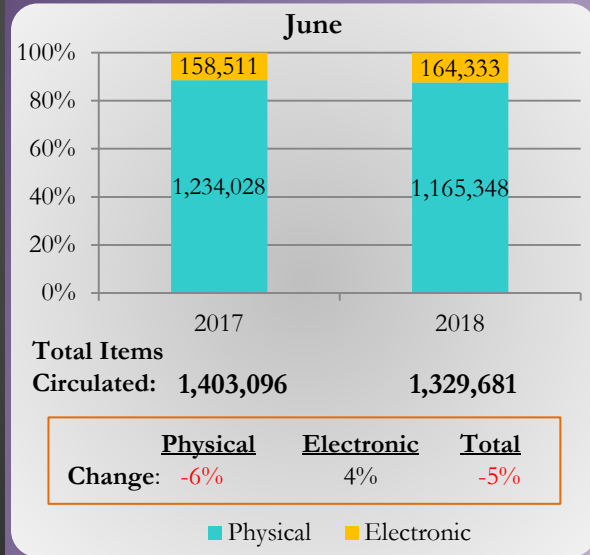
Type of Contact



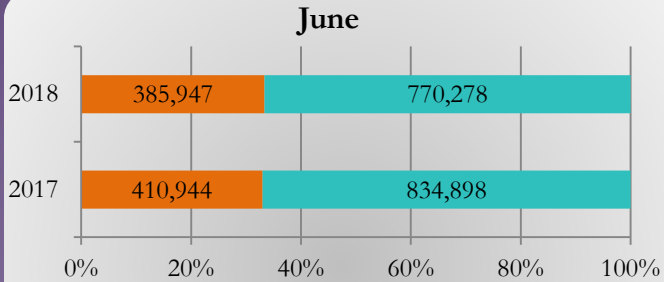
Total Contacts Made	2017	2018	Change
June	158	134	-15%

- Community Partner
- Drop off materials
- Plan a visit
- Serve on a Board/Team
- Attend community function

Circulation



Patron Visits

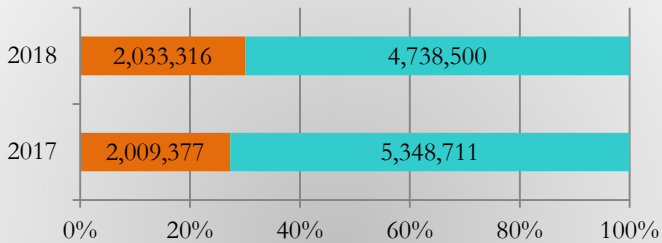


Total Visits		June	
2018	1,156,225	2018	1,156,225
2017	1,245,842	2017	1,245,842

	Walk-in	Web Branch	Total
Change	-6%	-8%	-7%

■ Walk-in ■ Web Branch

Year to Date

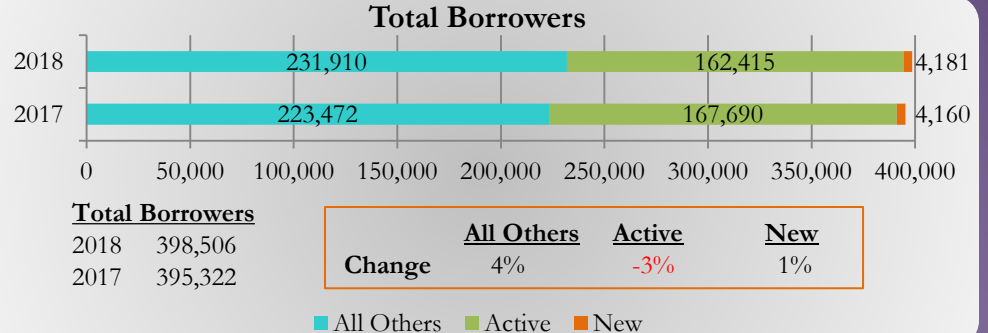


Total Visits		Year-to-Date	
2018	6,771,816	2018	6,771,816
2017	7,358,088	2017	7,358,088

	Walk-in	Web Branch	Total
Change	1%	-11%	-8%

■ Walk-in ■ Web Branch

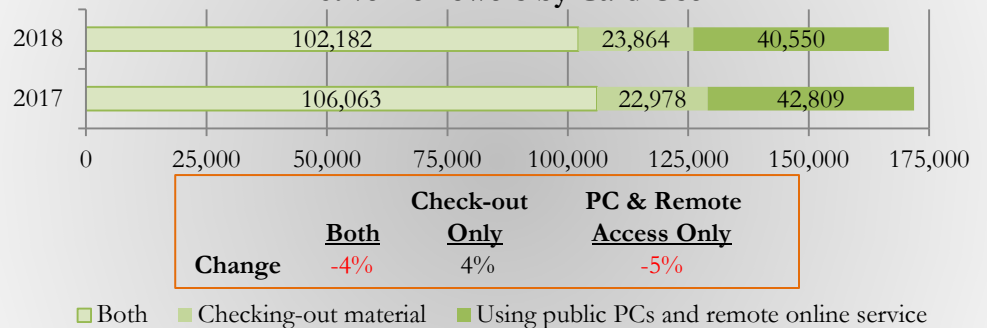
Library Card Use



Total Borrowers		All Others	Active	New
2018	398,506			
2017	395,322			
Change		4%	-3%	1%

■ All Others ■ Active ■ New

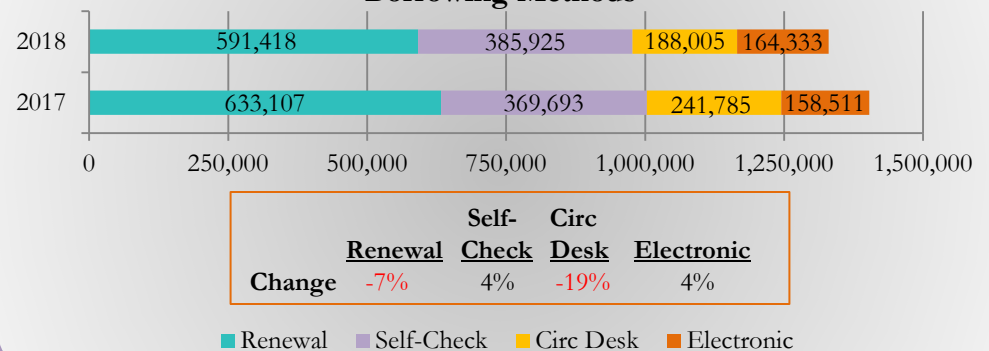
Active Borrowers by Card Use



	Both	Check-out Only	PC & Remote Access Only
Change	-4%	4%	-5%

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

Borrowing Methods



	Self-Renewal	Circ Check	Circ Desk	Electronic
Change	-7%	4%	-19%	4%

■ Renewal ■ Self-Check ■ Circ Desk ■ Electronic

6 year plan with 3 years completed

	MEASUREMENT	GREEN	YELLOW	RED
GOAL 1	STRATEGY	Good progress	Some progress	At a standstill/ not addressed
Strengthen the Library's contribution to formal education in Indianapolis	* Ensure educators are aware and value Library services ✓	X		
	* Be a strong participant in the movement to provide early learning experiences ✓	X		
	* Actively join community to close educational achievement gaps		X	
	* Enhance partnerships with institutions of higher learning and support teachers		X	
Be Indianapolis' source for free informal instruction and programs	* Embrace the Library's role as a cultural center ✓	X		
	* Develop a community of readers ✓	X		
	* Be a welcoming one-stop source for access to online gov resources ✓	X		
	* Support the patron digital journey	X		
Help prepare residents for successful employment	* Prepare useful resources for the Indy workforce to use ✓	X		
	* Partner with workforce readiness providers to cerate a strong network of support for workers ✓	X		
	MEASUREMENT	GREEN	YELLOW	RED
GOAL 2	STRATEGY	Meets goal or good progress	Some progress	At a standstill/ not addressed
Establish the Library as a Civic focal point and resource center	* Create opportunities for people to be informed and engaged on issues ✓	X		
	* Engage new audiences in Library experiences & use its resources		X	
	* Increase audio visual capacity in Library locations to highlight community activities ✓	X		
Adopt spaces and services that	* Employ creative space planning for ✓	X		

Weighted Key:

Green = 10 pts

Yellow = 5 pts

Red = 0 pts

100% completion = 470 pts

To date:


Green = 230 pts

Yellow = 105 pts

Total = 335 pts

Scorecard Rating **71%**

STRATEGIES

 Indicates a formal progress report has been written and presented to the Library Board (28 out of 47) **60%**

GOALS

 Most Progress

 Least Progress

strengthen neighborhoods	build-in flexibility for change			
	* Develop services for teens	X		
	* Meet information needs ✓		X	
	of economically & socially disadvantaged			
	* Welcome immigrants with relevant ✓	X		
	services and resources			
	* Provide full access to Library		X	
	experiences for people w/ disabilities			
	* Ensure the diverse populations have		X	
	their special needs met ✓			
Support business development in Indianapolis	* Educate the business community about the rich resources of the Library		X	
	* Facilitate the success of small and community-based organizations		X	
Nuture healthy and vibrant communities	* Create robust collaboration with neighborhood organizations		X	
	* Fully participate in neighborhood life ✓	X		
	* Be a free internet access point ✓	X		
	MEASUREMENT	GREEN	YELLOW	RED
GOAL 3	STRATEGY	Meets goal or good progress	Some progress	At a standstill/ not addressed
Embrace a Library culture of creativity and change	* Build Library staff and institutional capacity to innovate		X	
	* Ensure staff are competent Library ambassadors ✓		X	
	* Keep pace with advances in the world of information services		X	
	* Ensure the Library is consistently providing positive user experiences		X	
Be a place of discovery where innovation is shared & experienced	* Partner w/ community innovators to coalesce around new ideas			X
	* Position the Library as a learning lab			X
	* Harness volunteer expertise ✓	X		
Deliver a collection that is valued	* Pilot new methods to showcase,	X		

by the public and convenient to use	deliver and evaluate the collection			
	* Lead efforts to preserve community ✓	X		
	collection available in older formats			
	* Build a digital collection ✓	X		
Be accountable to community stakeholders by communicating relevancy and impact of services	* Establish rigorous institutional performance assessment practices ✓	X		
	* Provide assessments of technology ✓	X		
	MEASUREMENT	GREEN	YELLOW	RED
GOAL 4	STRATEGY	Meets goal or good progress	Some progress	At a standstill/ not addressed
Create a network of Library services in convenient and accessible locations	* Design a strategic and sustainable geographic distribution of Library branches to maximize access ✓	X		
	* Establish a library presence throughout the community		X	
	* Expand the Shared System model ✓		X	
	* Explore the "pop-up" concept where portable services are offered ✓	X		
	* Encourage school readiness through outreach services and community partners		X	
Ensure Indianapolis residents and their families have valid Library cards	* Offer improved models for Library card debt reduction ✓		X	
	* Seek new Library users with Library card campaigns and grassroots efforts		X	
	* Increase Library use by cardholders through effective marketing			X
Deliver a rich and vibrant virtual Library presence	* Implement continued improvements for a user-friendly catalog		X	
	* Utilize the Library website as a source of community awareness about Library programs and services		X	
Demonstrate excellent stewardship of Library resources	* Explore new revenue sources to meet community information needs.		X	

Strategic Plan Review #33 July 2018

Goal 3: Act as agents of innovation in the Indianapolis community

Strategy: Ensure staff are competent Library ambassadors who effectively make connections in the community



Background

According to recent findings from Gallup, people who use their strengths every day are six times more likely to be engaged on the job, which has a positive effect on performance and the organization's success. Unfortunately, Gallup's data revealed that only 3% of respondents said they set goals for themselves based on their strengths or that their supervisor and organization supported and encouraged building on those strengths.

The majority (97%) of workers polled are a huge untapped pool of authority and productivity. As Gallup's research shows: "When employees feel that their organization cares and encourages them to make the most of their strengths, they are more likely to respond with increased discretionary effort, a stronger work ethic, and more enthusiasm and commitment."

The first step towards shifting this focus is to help staff identify their own strengths..."what tasks give them the most energy?" They should also get the opinion of their colleagues to help identify staff strengths by asking questions such as, "What makes you pick up a phone and ask me? What makes you seek me out?"

The Gallup research also revealed that the best way for employers to maximize employees' strengths is through their managers. Asking over 1,000 workers if their supervisors focused on their weaknesses or strengths, among those whose strengths were encouraged, nearly two-thirds (61%) were engaged, which turns out to be two times more than the average American workers' engagement level (30%).

Gallup's findings suggest that if every manager was trained to focus on leveraging their staff's strengths, the number of engaged employees could double, saving the economy millions of dollars in lost productivity. The study also suggests the manager frequently discuss an employee's strengths because timely feedback is often of greater value than an annual performance because it's closest to the experience itself.

Identifying staff strengths can lead to leveraging expertise in an organization. Every department has experts who function within the scope of their own job role and team but could be tapped by the organization to share their knowledge so other staff could benefit. This would improve the ability of the Library staff to network with each other in a more formal manner.

The Indianapolis Public Library is interested in the concept of strength identification and utilization of expertise in a formal way. Such a project will take time and effort to achieve and need a strong sustainability component to be beneficial to staff and the organization.

3-7 Train staff to make effective presentations

Staff participated in conferences 80 times in 2017. They attended and made presentations at ALA and ILF. At least three staff members served on Association committees. Staff recorded in the Activity Database 83 presentations made to people throughout the Indianapolis community. These are organized below by strategic topics which indicate the content of these talks.

Content of Presentations as related to the Strategic Plan	Example of a Presentation	Number of presentations
Authors	Author spotlight	1
Civic Engagement	Windsor Park Neighborhood Assoc.	6
Databases/Resources	Central Elementary Beech Grove	1
Different Abilities	Eskenazi West Healthcare	6
Digital Experience	YMCA – Avon Meadows	1
Early Learning	Building Blocks Academy	1
Library Cards	Flanner House Community Center	1
Reading/Literacy	IMPD Southwest District	7
Service Organization	North Side Optimists Club	2
Students K-12	Northview Church	6
Summer Reading	John H Boner Community Center	58

Here are three examples of staff presentations made locally:

- 100% of the 26 professors in attendance at an Ivy Tech presentation made by Infozone staff experienced emerging technology and learned ways to incorporate this technology into their classrooms.
- 86% of child care providers attending the From Readers to Leaders Early Literacy Conference reported that their knowledge about using technology with early learners increased after attending an Infozone presentation.
- The Library Foundation hosts a fund raising event called Imagine It which allows attendees to select their favorite Library project. Participating Library staff learns valuable presentation skills as they develop a service plan based concept and try to persuade a crowd to vote for their project.

3-8 Leverage opportunities for staff to share expertise

Knowledge sharing is a critical team process that involves members interacting to share ideas, information, and suggestions relevant to the team's task at hand. Sharing knowledge increases productivity. Committees work faster and smarter by having easier access to internal resources and expertise. Projects don't get delayed, and people get the information they need in order to do their jobs. Library staff serves on and contributes to a number of teams and committees.

COMMITTEE WORK
Wellness Committee
African American History Committee
LGBTQ+ Committee
Adult Services Committee
Teen Committee
Circulation Committee
Staff Association
Shared System Quarterly Meetings
Innovators/Teenovators Team

PROJECT WORK
ILS Services
RFID Implementation
New Branch Construction
Activity Database Development
Munis Development & Implementation
Staff Recognition
Reimagine Central

The Library should consider identifying and engaging experts at IndyPL whose areas of expertise are most relevant to the Library’s strategic goals. These experts can be appointed, nominated or self-identified. A system of authorizing, recognizing and rewarding experts could be established and stewarded continually by a staff member for sustainability. An online platform for accessing experts and creating a model for quality assurance are key components to its success. Monitoring and measuring system data would help to gain new insights and encourage improvement.

3-9 Develop staff decision-making capabilities and versatility for using community data to shape services and manage agencies

SERVICE PLANS

Service Plans at IndyPL are a primary method for using community data to shape services and develop programs at all levels of the organization. Staff members turn their ideas into fundable programs and services by writing service plans which identify the need, audience, measurement and budgetary needs of their concept. All staff is encouraged to write service plans as a method to get their ideas heard, and classes are offered to support the staff creating these plans. The chart illustrates the success of these efforts. Currently, most service plans are written by people in public service such as PSAs and Librarians. The number of service plans written by front-line positions, far exceed those written by Directors or Managers. However, there are few circulation staff and no facilities staff participating.

	# of service plans written per job title		
	2016	2017	2018
ARM	6	7	11
Activity Guide	7	10	9
Administrative Assistant	0	1	1
Auditorium Technician	0	1	2
Circulation Supervisor	3	3	3
Clerk	13	8	4
Computer Lab Assistant	3	15	15
Director	9	14	12
Librarian	103	156	172
Manager	72	77	91
Membership Access Coordinator	4	5	6
Program Specialist	16	33	28
PSA	28	18	25
Public Ally	1	1	0
Total	265	349	379

TRAINING

The training department in Human Resources takes the lead on learning opportunities for staff at IndyPL. In 2017, they held 270 staff technology competency sessions. Classes were offered on government websites and resume building resources. 1,500 attended at a cost of \$6.55 per person. 10 staff members took ASL classes and 568 attended Continuing education meetings.

Other leadership and decision-making training included:

- Mental Illness 101 and Communication
- Person in Charge
- Strengthening Libraries @ Entrepreneurial Hubs
- Role of Public Libraries in Healthy Communities
- We're Here, We're Queer; Federal Government Docs
- Can the Library do everything? The Changing Role of Librarians
- Change Management
- Collaboration Skills
- Indiana State Data Center-Access the Data You Need

58 staff benefited from attendance at ALA 2017 in Chicago. Branches often plan their own training sessions. For example, Infozone held a training session for their 7 staff members. They learned to use the statistical database, about viruses and malware, the Enterprise interface, fssa accounts for the museum access pass, how to change a bar-code for Overdrive, EAL updates and using the new credit card machine. They also learned about new Digital Littles to use with children.

ACTIVITY DATABASE

An Activity Database introduced in October 2017 collects data from all areas of activity within the organization. Community contacts, promotional efforts and program results are captured and accessible by staff. Data collected in this database can be used by staff to assess their work based on Library strategies and used to improve branch performance.

QUARTERLY REPORTS

All branch locations and Central produce a quarterly report using community data which is posted for all staff to use. Branch activity and the status of programs and services are reported. This document provides Managers the opportunity to practice their analytical skills using data to improve efficiency and service to the public.

LEADERSHIP OPPORTUNITIES

It is important for Library staff to continue to learn and grow professionally. They must be encouraged to gain essential skills and build leadership capacity. The Library encourages membership in professional organizations in the library world and in our local community. This includes stepping into leadership positions within IndyPL. For example, Tiffani Carter, Manager of West Indianapolis was recently appointed President of the Staff Association. She is relatively new to the organization and this assignment is a good opportunity to learn to lead. Staff engagement not only benefits the individual, but benefits the Library as well.



June 2018 Media Report

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

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

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

- **IndyPL Summer Reading Program Continues Through July 28**
Southside Times, Southsider Voice, Weekly View, iupuinews.edu, raisingboyswithbooks.com, Urban Times, Indianapolis Recorder, wishtv.com, citymoms.com, wfyi.org, Westside Community News
- **Indiana Pacers Summer Reading Tour**
Broad Ripple Gazette, Westside Community News, NBA.com, Urban Times, Southside Times

Other media outreach in June occurred on such Library activities as the Indy Book Fest at Central Library, the Indy Library Store Booksale, the Brightwood Branch construction project, and the Juneteenth celebration at Central Library.

In addition, media appearances of Library representatives continued on local radio and TV stations to promote the Summer Reading Program (complete listing of schedule appearances appeared in the May Board report).

2 newscasts distributed to staff:

- WTHR spot on 2018 Summer Reading Program
- WXIN spot on 2018 Summer Reading Program

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

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

Social Media

47 posts published on the official IndyPL Facebook Page

Top Performing Posts:

- Currently Reading Weekly Book Discussions- Reach of 2.7k, 1.2k, 1.5k, 1.8k
- Drag Queen Story Time - Reach of 2.7k
- Naturalization Ceremony at Central Library- Reach 3.4k
- Adult Summer Reading Program War Monuments Tour- Reach of 2.3k
- Bunny Book Bag/ Outreach Video- Reach of 2.7k
- Gen Con Ticket Contest- Reach of 1.7k
- Bookmobile in the Indy Pride Parade- Reach of 1.9k
- Ooey Goey Lady Workshop- Reach of 1.9k

Topics/Events covered on Facebook: Summer Reading Program, Database and Download and Stream, National Donut Day, Digital Indy Collection, The Great American Read through WFYI/PBS, One Sentence Story, Superhero Exhibit at the Children's Museum, IndyVolved with IndyHub, The Indiana Authors Award Author Fair, and numerous other posts about literature, literacy, community events, and holidays.

70 tweets published on the official IndyPL Twitter Page:

- 61.4k Twitter impressions occurred in May
- 2,002 profile visits
- 250 outside mentions of IndyPL by patrons, community partners, and Indianapolis media
- 73 new followers

We also posted content on IndyPL's Instagram, which highlighted the Summer Reading through videos, photos, and reposts of photos provided by IndyPL patrons.



Board Action Request

10e1

To: IMCPL Board **Meeting Date:** July 23, 2018

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

Effective Date: July 23, 2018

Subject: Finances, Personnel and Travel Resolution 26-2018

Recommendation: Approve Finances, Personnel and Travel Resolution 26- 2018

Background: The Finances, Personnel and Travel Resolution 26- 2018 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 26 - 2018

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of June 2018 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 **62626** through **62835** for a total of
\$4,653,194.98 were issued from the operating bank accounts.

EFT numbers **750** through **777** and
780 through **816** and
821 through **827** and
830 through **867** and
1059 through **1075** for a total of

\$1,199,738.67 were issued from the operating bank accounts.

Warrant numbers **727** through **733** for a total of
\$348.44 were issued from the fines bank account.

Warrant numbers **6524** through **6598** for a total of
\$68,727.43 were issued from the gift bank account.

778 through **779** and
817 through **820** and
828 through **829** and
EFT numbers **868** through **872** for a total of

\$125,176.17 were issued from the gift bank account.

Warrant numbers **267717** through **267838** and
1354 through **1355** for a total of

\$34,625.59 were issued for employee payroll

Direct deposits numbers **220001** through **220586** and
Direct deposits numbers **240001** through **240621** and
Direct deposits numbers **260001** through **260624** for a total of

\$1,466,550.87 were issued for employee payroll

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

\$546,564.15 were issued for employee payroll

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

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

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

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

John Andrews

Patricia A. Payne

Dorothy R. Crenshaw

Rev. T.D. Robinson

Dr. Terri Jett

Joanne Sanders

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

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
750	EFT	06/07/2018	ABELL ELEVATOR SERVICE CO	2,581.25
751	EFT	06/07/2018	ACORN DISTRIBUTORS, INC	2,279.60
752	EFT	06/07/2018	ART WITH A HEART	180.00
753	EFT	06/07/2018	AUSTIN BOOK SALES	586.46
754	EFT	06/07/2018	BAKER & TAYLOR	1,618.35
755	EFT	06/07/2018	BAKER & TAYLOR	7,081.28
756	EFT	06/07/2018	BAKER & TAYLOR	3,999.25
757	EFT	06/07/2018	BAKER & TAYLOR	1,904.50
758	EFT	06/07/2018	BRODART COMPANY	13.31
759	EFT	06/07/2018	BRODART COMPANY CONTINUATIONS	161.60
760	EFT	06/07/2018	CDW GOVERNMENT, INC.	1,366.50
761	EFT	06/07/2018	FAMILYTIMEENTERTAINMENT,INC	765.00
762	EFT	06/07/2018	FINELINE PRINTING GROUP	1,764.00
763	EFT	06/07/2018	FLEET CARE, INC.	33.50
764	EFT	06/07/2018	G4S SECURE SOLUTIONS (USA) INC.	512.75
765	EFT	06/07/2018	INDIANAPOLIS ARMORED CAR, INC	2,091.00
766	EFT	06/07/2018	IRISH MECHANICAL SERVICES, INC.	221.00
767	EFT	06/07/2018	J&G CARPET PLUS	1,025.00
768	EFT	06/07/2018	KLINES QUALITY WATER, INC	51.40
769	EFT	06/07/2018	LUNA MUSIC	1,219.62
770	EFT	06/07/2018	MIDWEST TAPE - PROCESSED DVDS	42.68
771	EFT	06/07/2018	MIDWEST TAPE NON PROCESSED	194.96
772	EFT	06/07/2018	MIDWEST TAPE, LLC	2,998.58
773	EFT	06/07/2018	OFFICE360	436.00
774	EFT	06/07/2018	PERFECTION GROUP, INC.	2,895.78
775	EFT	06/07/2018	RECORDED BOOKS	397.71
776	EFT	06/07/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	7,505.82
777	EFT	06/07/2018	TITAN ASSOCIATES	70,936.08
780	EFT	06/14/2018	ABELL ELEVATOR SERVICE CO	5,086.25
781	EFT	06/14/2018	ACORN DISTRIBUTORS, INC	2,230.41
782	EFT	06/14/2018	BAKER & TAYLOR	525.60
783	EFT	06/14/2018	BAKER & TAYLOR	25,553.01
784	EFT	06/14/2018	BAKER & TAYLOR	18,540.46
785	EFT	06/14/2018	BRODART - CENTER FOR BLACK LITERATURE & CULTURE	146.84
786	EFT	06/14/2018	BRODART COMPANY CONTINUATIONS	1,039.90
787	EFT	06/14/2018	CDW GOVERNMENT, INC.	92.38
788	EFT	06/14/2018	CITIZENS THERMAL ENERGY	19,938.29
789	EFT	06/14/2018	CITIZENS THERMAL ENRGY.	65,491.08
790	EFT	06/14/2018	DANCORP INC. DBA DANCO	500.00
791	EFT	06/14/2018	DELTA DENTAL	11,473.25
792	EFT	06/14/2018	DEMCO, INC.	4,282.90
793	EFT	06/14/2018	FAMILYTIMEENTERTAINMENT,INC	350.00
794	EFT	06/14/2018	FINELINE PRINTING GROUP	69.00
795	EFT	06/14/2018	FLEET CARE, INC.	55.50
796	EFT	06/14/2018	G4S SECURE SOLUTIONS (USA) INC.	11,988.78
797	EFT	06/14/2018	INDIANA PLUMBING AND DRAIN LLC	1,532.45
798	EFT	06/14/2018	INGRAM LIBRARY SERVICES	8,085.07
799	EFT	06/14/2018	IRISH MECHANICAL SERVICES, INC.	34,723.36
800	EFT	06/14/2018	IRVINGTON PRESBYTERIAN CHURCH	937.50
801	EFT	06/14/2018	JCOS, INC.	23,075.69
802	EFT	06/14/2018	LEVEL (3) COMMUNICATIONS, LLC	4,336.31
803	EFT	06/14/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	113.98
804	EFT	06/14/2018	MIDWEST TAPE - PROCESSED DVDS	4,784.49
805	EFT	06/14/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	11,329.11
806	EFT	06/14/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	11,514.92
807	EFT	06/14/2018	MIDWEST TAPE, LLC	15,083.02
808	EFT	06/14/2018	OFFICEWORKS	813.80
809	EFT	06/14/2018	OVERDRIVE INC	29,125.96
810	EFT	06/14/2018	PERFECTION GROUP, INC.	3,068.99
811	EFT	06/14/2018	RECORD AUTOMATIC DOORS, INC	1,182.40
812	EFT	06/14/2018	RECORDED BOOKS	853.41
813	EFT	06/14/2018	RICOH USA, INC. - 12882	4,699.42
814	EFT	06/14/2018	STAPLES	8,303.75
815	EFT	06/14/2018	STENZ MANAGEMENT COMPANY, INC	6,899.52
816	EFT	06/14/2018	VALUE LINE PUBLISHING INC.	447.00
821	EFT	06/21/2018	AVID AIRLINE PRODUCTS OF RHODE ISLAND, INC	1,963.30
822	EFT	06/21/2018	DEMCO, INC.	2,086.49

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
823	EFT	06/21/2018	JCOS, INC.	450.00
824	EFT	06/21/2018	KLINES QUALITY WATER, INC	51.50
825	EFT	06/21/2018	PERFECTION GROUP, INC.	265.00
826	EFT	06/21/2018	RECORD AUTOMATIC DOORS, INC	651.40
827	EFT	06/21/2018	RYAN FIRE PROTECTION, INC	1,142.00
830	EFT	06/28/2018	ABELL ELEVATOR SERVICE CO	10,941.75
831	EFT	06/28/2018	ALSCO	650.30
832	EFT	06/28/2018	BAKER & TAYLOR	213.80
833	EFT	06/28/2018	BAKER & TAYLOR	10,844.75
834	EFT	06/28/2018	BAKER & TAYLOR	32.22
835	EFT	06/28/2018	BAKER & TAYLOR	23,567.59
836	EFT	06/28/2018	BAKER & TAYLOR	16,597.42
837	EFT	06/28/2018	BAKER & TAYLOR	55.98
838	EFT	06/28/2018	BRODART COMPANY	1,045.49
839	EFT	06/28/2018	BRODART COMPANY CONTINUATIONS	121.49
840	EFT	06/28/2018	CDW GOVERNMENT, INC.	1,293.78
841	EFT	06/28/2018	DASHER PRINTING SERVICES, INC	1,840.25
842	EFT	06/28/2018	EBSCO INFORMATION SERVICES	51.90
843	EFT	06/28/2018	FINELINE PRINTING GROUP	12,670.00
844	EFT	06/28/2018	G4S SECURE SOLUTIONS (USA) INC.	30,073.78
845	EFT	06/28/2018	INDIANA PLUMBING AND DRAIN LLC	423.00
846	EFT	06/28/2018	INDIANAPOLIS RECORDER	39.00
847	EFT	06/28/2018	INGRAM LIBRARY SERVICES	30,181.91
848	EFT	06/28/2018	J&G CARPET PLUS	5,725.00
849	EFT	06/28/2018	LUNA MUSIC	5,990.71
850	EFT	06/28/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	2,233.50
851	EFT	06/28/2018	MIDWEST TAPE - PROCESSED DVDS	14,417.62
852	EFT	06/28/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	7,613.63
853	EFT	06/28/2018	MIDWEST TAPE NON PROCESSED	1,111.96
854	EFT	06/28/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	20,363.70
855	EFT	06/28/2018	MIDWEST TAPE, LLC	9,036.85
856	EFT	06/28/2018	MOORE INFORMATION SERVICES, INC	1,911.40
857	EFT	06/28/2018	OFFICE360	465.00
858	EFT	06/28/2018	OVERDRIVE INC	142,468.22
859	EFT	06/28/2018	PERFECTION GROUP, INC.	1,229.98
860	EFT	06/28/2018	RECORD AUTOMATIC DOORS, INC	285.00
861	EFT	06/28/2018	RECORDED BOOKS	4,261.42
862	EFT	06/28/2018	RICHARD LOPEZ ELECTRICAL, LLC	44,969.70
863	EFT	06/28/2018	ROBERT HALF INTERNATIONAL, INC	5,760.00
864	EFT	06/28/2018	RUSSIAN PUBLISHING HOUSE	3,337.53
865	EFT	06/28/2018	RYAN FIRE PROTECTION, INC	1,770.00
866	EFT	06/28/2018	STENZ MANAGEMENT COMPANY, INC	7,185.08
867	EFT	06/28/2018	THOMSON REUTERS-WEST PUBLISHING CORPORATION	4,801.35
1059	EFT	06/01/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,698.62
1060	EFT	06/01/2018	FIDELITY INVESTMENTS	4,956.78
1061	EFT	06/04/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1062	EFT	06/08/2018	ADP, INC.	3,696.38
1063	EFT	06/15/2018	FIDELITY INVESTMENTS	4,956.78
1064	EFT	06/18/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	93,418.93
1065	EFT	06/18/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1066	VOID	06/20/2018	INDIANA DEPARTMENT OF REVENUE	932.01
1067	EFT	06/22/2018	ADP, INC.	3,951.06
1068	EFT	06/22/2018	ADP, INC.	1,065.00
1069	EFT	06/29/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,660.42
1070	EFT	06/29/2018	FIDELITY INVESTMENTS	5,087.16
1071	EFT	06/29/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1072	EFT	06/25/2018	KANEISHA LOVE	85.60
1073	EFT	06/08/2018	SARA VENTIMIGLIA	85.60
1074	EFT	06/08/2018	JESSICA JONES	85.60
1075	EFT	06/20/2018	INDIANA DEPARTMENT OF REVENUE	925.21
62626	CHECK	06/06/2018	OCLC INC	8,863.11
62627	CHECK	06/07/2018	AMERICAN LIBRARY ASSOCIATION	3,111.43
62628	CHECK	06/07/2018	AT&T	1,422.50
62629	CHECK	06/07/2018	AT&T MOBILITY	1,701.01
62630	CHECK	06/07/2018	ATC GROUP SERVICES, LLC	3,820.24
62631	CHECK	06/07/2018	AXIS ARCHITECTURE & INT., LLC	20,157.76
62632	CHECK	06/07/2018	BARDACH AWARDS	92.00

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

OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62633	VOID	06/07/2018	BETWEEN THE COVERS	0.00
62634	CHECK	06/07/2018	BOWEN TECHNOVATION	510.00
62635	CHECK	06/07/2018	BRIAN W. TRUAX	375.00
62636	CHECK	06/07/2018	CATCHINGS VENTURES, LLC	150.00
62637	CHECK	06/07/2018	CENTRAL TECHNOLOGY INC	16,128.00
62638	CHECK	06/07/2018	CITIZENS ENERGY GROUP	424.94
62639	CHECK	06/07/2018	CRIFE	3,200.00
62640	CHECK	06/07/2018	CROSSROADS DOCUMENT SERVICES	29,034.00
62641	CHECK	06/07/2018	DENNEY EXCAVATING, INC	89,440.00
62642	CHECK	06/07/2018	DUDE SOLUTIONS INC	1,801.75
62643	CHECK	06/07/2018	ELIZABETH FRANKLIN	1,625.00
62644	CHECK	06/07/2018	ESSENTIAL ARCHITECURAL SIGNS, INC	45.00
62645	VOID	06/07/2018	FULLER ENGINEERING CO., LLC	0.00
62646	CHECK	06/07/2018	GARFIELD PARK (PETTY CASH)	150.00
62647	CHECK	06/07/2018	GENRICH CUSTOM CABINETRY & MILLWORK, INC	350.00
62648	CHECK	06/07/2018	IMEG CORP.	1,758.00
62649	CHECK	06/07/2018	INDIANA STATE LIBRARY	1,800.00
62650	CHECK	06/07/2018	INDY CHAMBER OF COMMERCE	2,799.00
62651	VOID	06/07/2018	INFOGROUP	0.00
62652	CHECK	06/07/2018	K & K FENCE CO., INC	4,580.00
62653	CHECK	06/07/2018	LAKESHORE LEARNING MATERIALS	1,069.14
62654	CHECK	06/07/2018	LUSK ENTERTAINMENT GROUP, INC	700.00
62655	CHECK	06/07/2018	MAYRA OSEGUERA	100.00
62656	CHECK	06/07/2018	MEAGHAN FUKUNAGA	30.46
62657	CHECK	06/07/2018	METRIC ENVIRONMENTAL	4,629.39
62658	CHECK	06/07/2018	MICHAEL A. REUTER CONSULTING SERVICES, INC.	6,000.00
62659	CHECK	06/07/2018	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	25,113.90
62660	CHECK	06/07/2018	PCM-G	23,380.27
62661	CHECK	06/07/2018	PLUNKETT RESEARCH, LTD	351.50
62662	CHECK	06/07/2018	REPROGRAPHIX, INC	300.00
62663	CHECK	06/07/2018	ROBERTS' DISTRIBUTORS, LP	25.74
62664	CHECK	06/07/2018	SAKURA FUGUA	50.00
62665	CHECK	06/07/2018	THE HARMON HOUSE L.L.C.	910.00
62666	CHECK	06/07/2018	U.S. POSTAL SERVICE	1,180.00
62667	CHECK	06/07/2018	WEDDING DAY MAGAZINE	500.00
62668	CHECK	06/14/2018	AFSCME COUNCIL IKOC 962	2,177.76
62669	CHECK	06/14/2018	ALLEN IRRIGATION COMPANY, INC.	422.00
62670	CHECK	06/14/2018	AMERICAN UNITED LIFE INSURANCE CO	1,769.80
62671	CHECK	06/14/2018	AMERICAN UNITED LIFE INSURANCE CO	3,422.58
62672	CHECK	06/14/2018	ANTHEM INSURANCE COMPANIES, INC	337,500.00
62673	CHECK	06/14/2018	ANTHONY RADFORD	85.59
62674	CHECK	06/14/2018	APPLIED ENGINEERING SERVICES	4,550.00
62675	CHECK	06/14/2018	ASI SIGNAGE INNOVATIONS	9,025.00
62676	CHECK	06/14/2018	BEAM, LONGEST & NEFF, LLC	201.50
62677	CHECK	06/14/2018	BETH MENG	50.00
62678	CHECK	06/14/2018	BETWEEN THE COVERS	1,250.00
62679	CHECK	06/14/2018	BRENNA LORRAINE SHEPHERD	50.00
62680	CHECK	06/14/2018	BRIGHTWOOD INVESTORS, LLC	4,041.33
62681	CHECK	06/14/2018	CATHERINE BOWIE	50.00
62682	CHECK	06/14/2018	CENTER POINT PRESS	46.74
62683	CHECK	06/14/2018	CENTRAL SECURITY & COMMUNICATIONS	3,660.00
62684	CHECK	06/14/2018	CITIZENS ENERGY GROUP	9,576.45
62685	CHECK	06/14/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	50,542.68
62686	CHECK	06/14/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	1,237.13
62687	CHECK	06/14/2018	CULLIGAN	108.95
62688	CHECK	06/14/2018	CUMMINS SALES AND SERVICES	487.18
62689	CHECK	06/14/2018	DACO GLASS & GLAZING INC	900.00
62690	CHECK	06/14/2018	DULCE M. VEGA TELLEZ	400.00
62691	CHECK	06/14/2018	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
62692	CHECK	06/14/2018	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
62693	CHECK	06/14/2018	FULLER ENGINEERING CO., LLC	468.00
62694	CHECK	06/14/2018	GALE GROUP THE	906.23
62695	CHECK	06/14/2018	GENUINE PARTS COMPANY-INDIANAPOLIS	8.99
62696	CHECK	06/14/2018	GLENDALE TOWN CENTER	24,854.16
62697	CHECK	06/14/2018	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	221.01
62698	CHECK	06/14/2018	GUARDIAN	15,226.43
62699	CHECK	06/14/2018	HALSTEAD ARCHITECTS, INC.	4,150.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62700	CHECK	06/14/2018	HILTON NEW ORLEANS/ST.CHARLES AVENUE	1,084.40
62701	CHECK	06/14/2018	IMEG CORP.	4,102.00
62702	CHECK	06/14/2018	INDIANAPOLIS POWER & LIGHT COMPANY	63,377.88
62703	CHECK	06/14/2018	INDIANAPOLIS SHAKESPEARE COMPANY	125.00
62704	CHECK	06/14/2018	INFOGROUP	4,340.00
62705	CHECK	06/14/2018	INFORMATION TODAY, INC.	404.53
62706	CHECK	06/14/2018	JEANNETTE HUESCA	50.00
62707	CHECK	06/14/2018	LEGALSHIELD	276.00
62708	CHECK	06/14/2018	LUSK ENTERTAINMENT GROUP, INC	1,050.00
62709	CHECK	06/14/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	400.00
62710	CHECK	06/14/2018	MAYRA OSEGUERA	100.00
62711	CHECK	06/14/2018	PAYPAL	51.10
62712	CHECK	06/14/2018	PCM-G	769.90
62713	CHECK	06/14/2018	RATIO ARCHITECTS, INC	10,456.00
62714	CHECK	06/14/2018	REPUBLIC WASTE SERVICES	6,239.19
62715	CHECK	06/14/2018	RYAN DONNELLY	120.00
62716	CHECK	06/14/2018	SAKURA FUQUA	50.00
62717	CHECK	06/14/2018	SCHOLASTIC, INC	18,185.36
62718	CHECK	06/14/2018	SHELBY UPHOLSTERING & INTERIORS	250.00
62719	CHECK	06/14/2018	SHOWCASES	230.04
62720	CHECK	06/14/2018	SONDHI SOLUTIONS	6,905.33
62721	CHECK	06/14/2018	SONJA OVERHISER	150.00
62722	VOID	06/14/2018	STAPLES	0.00
62723	CHECK	06/14/2018	STENZ CONSTRUCTION CORPORATION	528,062.40
62724	CHECK	06/14/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	38,125.10
62725	CHECK	06/14/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	20,548.50
62726	CHECK	06/14/2018	THE BANK OF NEW YORK MELLON TRUST CO N.A	1,776,612.50
62727	CHECK	06/14/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	574.30
62728	CHECK	06/14/2018	THOMAS P. MILLER AND ASSOCIATES, LLC	20,833.33
62729	CHECK	06/14/2018	U.S. BANK ST. PAUL	199,420.00
62730	CHECK	06/14/2018	VANCO	952.52
62731	CHECK	06/14/2018	VOLGISTICS, INC.	206.40
62732	CHECK	06/15/2018	U.S. BANK ST. PAUL	962,852.59
62733	CHECK	06/21/2018	ACTION PEST CONTROL, INC	350.00
62734	CHECK	06/21/2018	ARAB TERMITE AND PEST CONTROL INC	1,352.00
62735	CHECK	06/21/2018	AT&T	62.70
62736	CHECK	06/21/2018	BETH MENG	50.00
62737	CHECK	06/21/2018	BEVERLY SCOTT	250.00
62738	CHECK	06/21/2018	BRENNA LORRAINE SHEPHERD	50.00
62739	CHECK	06/21/2018	CATHERINE BOWIE	50.00
62740	CHECK	06/21/2018	CENTRAL SECURITY & COMMUNICATIONS	192.50
62741	CHECK	06/21/2018	CITIZENS ENERGY GROUP	209.64
62742	CHECK	06/21/2018	CITYOGA SCHOOL OF YOGA & HEALTH	75.00
62743	CHECK	06/21/2018	CLEVERBRIDGE AG	2,565.00
62744	CHECK	06/21/2018	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,835.00
62745	CHECK	06/21/2018	CRYSTAL V. RHODES	500.00
62746	CHECK	06/21/2018	DACO GLASS & GLAZING INC	360.00
62747	CHECK	06/21/2018	DAMITA JO WILLIAMS	300.00
62748	CHECK	06/21/2018	DULCE M. VEGA TELLEZ	100.00
62749	CHECK	06/21/2018	EDWARD GEORGE & ASSOCIATES, LLC	1,003.75
62750	CHECK	06/21/2018	FULLER ENGINEERING CO., LLC	10,060.00
62751	CHECK	06/21/2018	GORDON PLUMBING, INC.	200.00
62752	CHECK	06/21/2018	IDENTISOURCE, LLC	1,273.02
62753	CHECK	06/21/2018	INDIANAPOLIS URBAN LEAGUE, INC	250.00
62754	CHECK	06/21/2018	JEANNETTE HUESCA	50.00
62755	CHECK	06/21/2018	K & K FENCE CO., INC	1,440.00
62756	CHECK	06/21/2018	LACY CONSTRUCTION GROUP, INC.	22,500.00
62757	CHECK	06/21/2018	LIGHTNING TWO WAY RADIO, INC	395.00
62758	CHECK	06/21/2018	LUSK ENTERTAINMENT GROUP, INC	1,050.00
62759	CHECK	06/21/2018	MARGUERITE PRESS	375.00
62760	CHECK	06/21/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	600.00
62761	CHECK	06/21/2018	MAYRA OSEGUERA	100.00
62762	CHECK	06/21/2018	NEXT GREAT ARCHITECTS	525.00
62763	CHECK	06/21/2018	PERRY A. SCOTT	250.00
62764	CHECK	06/21/2018	REPUBLIC WASTE SERVICES	542.40
62765	CHECK	06/21/2018	SAKURA FUQUA	150.00
62766	VOID	06/21/2018	STAPLES	0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62767	CHECK	06/21/2018	STORYTELLER'S DRUM	325.00
62768	CHECK	06/21/2018	TOM WOOD NISSAN, INC	51.82
62769	CHECK	06/21/2018	UNITED PARCEL SERVICE	238.41
62770	CHECK	06/21/2018	VALERIE L COLEMAN	500.00
62771	CHECK	06/21/2018	VARNIE KARMO	425.00
62772	CHECK	06/22/2018	ALEXANDRA NICOLE SEGAL	120.00
62773	CHECK	06/22/2018	AMY MCADAMS DESIGN	3,400.00
62774	CHECK	06/22/2018	C & J PROMOTIONS	1,388.45
62775	CHECK	06/22/2018	CITIZENS ENERGY GROUP	1,253.09
62776	CHECK	06/22/2018	INDIANAPOLIS POWER & LIGHT COMPANY	12,787.97
62777	CHECK	06/22/2018	JP MORGAN CHASE BANK	4,246.41
62778	CHECK	06/22/2018	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	72,418.50
62779	CHECK	06/22/2018	NANETTE WILLIAMS	22.00
62780	CHECK	06/22/2018	NORA (PETTY CASH)	50.00
62781	CHECK	06/22/2018	PITNEY BOWES, INC.	537.48
62782	CHECK	06/22/2018	SAGE PUBLICATIONS INC.	8,400.00
62783	CHECK	06/22/2018	STAPLES	11,221.48
62784	CHECK	06/22/2018	TACTIC	5,700.00
62785	CHECK	06/22/2018	U.S. HEALTHWORKS MEDICAL GROUP IN, PC	69.27
62786	CHECK	06/25/2018	GOVERNMENT FINANCE OFFICERS ASSOCIATION	505.00
62787	CHECK	06/25/2018	JP MORGAN CHASE BANK	8,331.86
62788	CHECK	06/28/2018	ADP, INC.	84.04
62789	CHECK	06/28/2018	AJILON FINANCE	491.28
62790	CHECK	06/28/2018	ARAB TERMITE AND PEST CONTROL INC	1,645.00
62791	CHECK	06/28/2018	ARCHITECTS FORUM,LLC	12,600.00
62792	CHECK	06/28/2018	BETH MENG	50.00
62793	CHECK	06/28/2018	BRENNA LORRAINE SHEPHERD	50.00
62794	CHECK	06/28/2018	CATHERINE BOWIE	50.00
62795	CHECK	06/28/2018	CHICAGO TRIBUNE	210.60
62796	CHECK	06/28/2018	CHILDREN'S PLUS INC.	3,863.95
62797	CHECK	06/28/2018	CITIZENS ENERGY GROUP	1,192.08
62798	CHECK	06/28/2018	CONTINENTAL BROADCAST GROUP, LLC	1,030.00
62799	VOID	06/28/2018	COURT & COMMERCIAL RECORD	0.00
62800	CHECK	06/28/2018	CREATIVE AQUATIC SOLUTIONS, LLC	5,947.25
62801	CHECK	06/28/2018	DACO GLASS & GLAZING INC	120.00
62802	CHECK	06/28/2018	DONNA JOHNSON	200.00
62803	CHECK	06/28/2018	DULCE M. VEGA TELLEZ	100.00
62804	CHECK	06/28/2018	EMILIE LYNN	57.98
62805	CHECK	06/28/2018	GALE GROUP THE	485.49
62806	CHECK	06/28/2018	GORDON PLUMBING, INC.	443.27
62807	CHECK	06/28/2018	GREEN BUSINESS CERTIFICATION, INC.	2,325.00
62808	CHECK	06/28/2018	GREY HOUSE PUBLISHING	148.50
62809	CHECK	06/28/2018	H.W. WILSON COMPANY	1,101.50
62810	CHECK	06/28/2018	INDIANA DEPARTMENT OF HOMELAND SECURITY	120.00
62811	CHECK	06/28/2018	INDIANA HISTORICAL SOCIETY	7.00
62812	VOID	06/28/2018	INDIANA NEWSPAPERS	0.00
62813	CHECK	06/28/2018	KEVIN SUMMERS	78.68
62814	CHECK	06/28/2018	KRM ARCHITECTURE+	8,636.44
62815	CHECK	06/28/2018	LIGHTNING TWO WAY RADIO, INC	162.20
62816	CHECK	06/28/2018	LUNA LANGUAGE SERVICES	430.32
62817	CHECK	06/28/2018	LUSK ENTERTAINMENT GROUP, INC	700.00
62818	CHECK	06/28/2018	MARGUERITE PRESS	119.83
62819	CHECK	06/28/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	400.00
62820	CHECK	06/28/2018	MARSHALL & SWIFT/BOECKH, LLC	644.20
62821	CHECK	06/28/2018	MAYRA OSEGUERA	100.00
62822	CHECK	06/28/2018	METRIC ENVIRONMENTAL	4,347.03
62823	CHECK	06/28/2018	MIKE COGHLAN	82.56
62824	CHECK	06/28/2018	NATIONAL REGISTER PUBLISHING	298.65
62825	CHECK	06/28/2018	NEXT GREAT ARCHITECTS	700.00
62826	CHECK	06/28/2018	OCLC INC	8,749.86
62827	CHECK	06/28/2018	PCM-G	1,463.52
62828	CHECK	06/28/2018	PIKE (PETTY CASH)	19.47
62829	CHECK	06/28/2018	REPROGRAPHIX, INC	110.00
62830	CHECK	06/28/2018	S.C. PRYOR, INC.	183.80
62831	CHECK	06/28/2018	SAGE PUBLISHING	127.29
62832	CHECK	06/28/2018	SAKURA FUQUA	100.00
62833	CHECK	06/28/2018	SAMUEL FRENCH INC	12.95

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
 OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62834	CHECK	06/28/2018	SONDHI SOLUTIONS	900.00
62835	CHECK	06/28/2018	UNITED STATES TREASURY	862.79
			Total	<u><u>\$ 5,852,933.65</u></u>

Summary by Transaction Type:

Computer Check	\$ 4,653,194.98
EFT Check	\$ 1,199,738.67
Total Payments	\$ 5,852,933.65
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
 FINES ACCOUNT

No.	Type	Date	Reference	Amount
727	CHECK	06/07/2018	MAYRA BALLINES	36.95
728	CHECK	06/14/2018	ANDRE BOTLEY	59.98
729	CHECK	06/14/2018	GEORGIANNA RAYFORD	66.97
730	CHECK	06/14/2018	LYNN STARKEY	81.97
731	CHECK	06/14/2018	SHAYA ROWE	52.00
732	CHECK	06/21/2018	KAREN ELIZABETH TUCKER	33.98
733	CHECK	06/28/2018	HANCOCK COUNTY PUBLIC LIBRAR'	16.59
Total				<u>\$ 348.44</u>

Summary by Transaction Type:

Computer Check	\$348.44
EFT Check	\$0.00
Total Payments	\$348.44
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
778	EFT	06/07/2018	ART WITH A HEART	294.00
779	EFT	06/07/2018	BAKER & TAYLOR	453.46
817	EFT	06/14/2018	ART WITH A HEART	1,881.00
818	EFT	06/14/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,287.80
819	EFT	06/14/2018	INGRAM LIBRARY SERVICES	11,834.38
820	EFT	06/14/2018	TOY INVESTMENTS, INC	75,618.49
828	EFT	06/21/2018	ART WITH A HEART	2,459.00
829	EFT	06/21/2018	INGRAM LIBRARY SERVICES	6,786.00
868	EFT	06/28/2018	BAKER & TAYLOR	206.46
869	EFT	06/28/2018	FINELINE PRINTING GROUP	7,597.00
870	EFT	06/28/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	8,812.00
871	EFT	06/28/2018	INGRAM LIBRARY SERVICES	7,508.17
872	EFT	06/28/2018	MIDWEST TAPE, LLC	438.41
6524	CHECK	06/07/2018	ABBY LOPRESTI BROWN	102.62
6525	CHECK	06/07/2018	ADAM TODD	60.35
6526	CHECK	06/07/2018	DORIE NE SMITHER	27.73
6527	CHECK	06/07/2018	EASTSIDE TUTORS	125.00
6528	CHECK	06/07/2018	GREGORY HILL	32.03
6529	CHECK	06/07/2018	JEREMY SOUTH	250.00
6530	CHECK	06/07/2018	LINDSAY HADDIX	42.30
6531	CHECK	06/07/2018	MICHELLE JANETTE MARTI	150.00
6532	CHECK	06/07/2018	MOVIETyme VIDEO PRODUCTIONS	194.50
6533	CHECK	06/07/2018	NICOLA MITCHELL	125.00
6534	CHECK	06/07/2018	RUBY TREGNAGO	300.00
6535	CHECK	06/07/2018	SHANIKA HEYWARD	298.37
6536	CHECK	06/07/2018	SUE KENNEDY	78.01
6537	CHECK	06/07/2018	YOLANDA F. STEWART	750.00
6538	CHECK	06/14/2018	CREATIVE AQUATIC SOLUTIONS, LLC	581.30
6539	CHECK	06/14/2018	DELIA BLANCHARD	145.00
6540	CHECK	06/14/2018	E. 38TH ST (PETTY CASH)	5.26
6541	CHECK	06/14/2018	ED FERRER	270.00
6542	CHECK	06/14/2018	EMBARQUE	162.00
6543	CHECK	06/14/2018	INDIANA JIM'S REPTILE EXPERIENCE	300.00
6544	CHECK	06/14/2018	INDIANA WRITER'S CENTER	400.00
6545	CHECK	06/14/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	2,217.00
6546	CHECK	06/14/2018	JAYNE WALTERS	270.93
6547	CHECK	06/14/2018	JEREMY SOUTH	1,400.00
6548	CHECK	06/14/2018	JOANNA CONRAD	210.00
6549	CHECK	06/14/2018	JUDY GRAY	131.75
6550	CHECK	06/14/2018	MARK CAMERON HARPER	175.00
6551	CHECK	06/14/2018	TAKE FLIGHT WILDLIFE EDUCATION	400.00
6552	CHECK	06/14/2018	NORA (PETTY CASH)	45.41
6553	CHECK	06/14/2018	RAYMOND GEDDES & COMPANY, INC.	23,516.10
6554	CHECK	06/14/2018	SUSAN DAVIS	39.37
6555	CHECK	06/14/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATIO	11,398.94
6556	CHECK	06/20/2018	CITY OF INDIANAPOLIS	200.00
6557	CHECK	06/21/2018	ANTHONY ARTIS	400.00
6558	CHECK	06/21/2018	CORNERSTONE BREAD CO., INC	328.10
6559	CHECK	06/21/2018	DAMITA JO WILLIAMS	250.00
6560	CHECK	06/21/2018	ED FERRER	810.00
6561	CHECK	06/21/2018	FAITH MCKINNEY LLC	250.00
6562	CHECK	06/21/2018	GOAT INDUSTRIES	271.03
6563	CHECK	06/21/2018	INDIANA JIM'S REPTILE EXPERIENCE	300.00
6564	CHECK	06/21/2018	INDIANA WRITER'S CENTER	400.00
6565	CHECK	06/21/2018	JEREMY SOUTH	280.00
6566	CHECK	06/21/2018	LAWRENCE (PETTY CASH)	19.65
6567	CHECK	06/21/2018	LEETTA WHITE	500.00
6568	CHECK	06/21/2018	MARK CAMERON HARPER	175.00
6569	CHECK	06/21/2018	TAKE FLIGHT WILDLIFE EDUCATION	400.00
6570	CHECK	06/21/2018	MONTOYA BARKER	20.00
6571	CHECK	06/21/2018	SCHOLASTIC OPERATIONS GROUP, LLC	1,135.00
6572	CHECK	06/21/2018	VLADIMIR KRAKOVICH	500.00

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

No.	Type	Date	Reference	Amount
6573	CHECK	06/21/2018	YEFIM PASTUKH	500.00
6574	CHECK	06/22/2018	CONSCIOUS DISCIPLINE	2,501.25
6575	CHECK	06/22/2018	CREATIVE AQUATIC SOLUTIONS, LLC	218.99
6576	CHECK	06/22/2018	CYBERIA, LTD.	138.00
6577	CHECK	06/22/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	143.00
6578	CHECK	06/22/2018	JESSICA NEEB-SMITH	66.36
6579	CHECK	06/22/2018	JOSH CRAIN	45.59
6580	CHECK	06/22/2018	LASHELL DANIELS	45.00
6581	CHECK	06/22/2018	LAWRENCE (PETTY CASH)	17.18
6582	CHECK	06/22/2018	LOSSIE DAVIS	50.00
6583	CHECK	06/22/2018	OOEY GOOEY, INC.	5,100.00
6584	CHECK	06/25/2018	JP MORGAN CHASE BANK	2,855.12
6585	CHECK	06/28/2018	ABSOLUTELY FANTASTIC PARTIES FOR KIDS	150.00
6586	CHECK	06/28/2018	BRIGHT IDEAS IN BROAD RIPPLE	736.00
6587	CHECK	06/28/2018	CONTINENTAL BROADCAST GROUP, LLC	750.00
6588	CHECK	06/28/2018	ED FERRER	405.00
6589	CHECK	06/28/2018	INDIANA JIM'S REPTILE EXPERIENCE	300.00
6590	CHECK	06/28/2018	INDIANA WRITER'S CENTER	200.00
6591	CHECK	06/28/2018	JEREMY SOUTH	1,400.00
6592	CHECK	06/28/2018	LUNA LANGUAGE SERVICES	386.35
6593	CHECK	06/28/2018	MARK CAMERON HARPER	175.00
6594	CHECK	06/28/2018	TAKE FLIGHT WILDLIFE EDUCATION	800.00
6595	CHECK	06/28/2018	NICHOLAS CALVERT	20.81
6596	CHECK	06/28/2018	NICOLA MITCHELL	500.00
6597	CHECK	06/28/2018	SILLY SAFARI SHOWS, INC	750.00
6598	CHECK	06/28/2018	STEPHEN MCKENZIE	31.03
Total				<u>\$ 193,903.60</u>

Summary by Transaction Type:

Computer Check	\$ 68,727.43
EFT Check	\$ 125,176.17
Total Payments	\$ 193,903.60
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

July 23, 2018

PERSONNEL ACTIONS

RESOLUTION 26-2018

NEW HIRES:

- Sarah Borgeling, Hourly Events Assistant, Events, \$12.40 per hour, Effective: 06/18/2018
- Maya Tapplar, Hourly Job Center Assistant, Warren, \$10.20 per hour, Effective: 06/18/2018
- Nicole Maki, Page, Lawrence, \$9.15 per hour, Effective: 06/18/2018
- Rosa Mosley, Hourly Job Center Assistant, Pike, \$10.20 per hour, Effective: 07/03/2018
- Lucy Wertham, Hourly Public Services Associate I, Learning Curve, \$14.07 per hour, Effective: 07/03/2018
- Darlene Raposa, Page, Central, \$9.15 per hour, Effective: 07/03/2018
- Ashly Crane, Page, Central, \$9.15 per hour, Effective: 07/03/2018
- Kellyn Raters, Page, Franklin Road, \$9.15 per hour, Effective: 07/03/2018

INTERNAL CHANGES:

- Megan Ferguson from Public Services Librarian, Outreach, \$19.19 per hour to Supervisor Librarian, Outreach, \$20.22 per hour, Effective: 06/19/2018
- Mar-Kesa Carson from Computer Lab Asst. II, Brightwood to Computer Lab Asst. II, Central, No Change in Pay, Effective: 07/08/2018
- Erin Murphy from Public Services Librarian, Irvington \$20.44 per hour to Supervisor Librarian, Irvington, \$21.46 per hour, Effective: 06/24/2018
- Sarah Batt from Manager, Shared Systems, Partnership Development Service Section to Manager, Shared Systems, Public Services Area, No Change in Pay, Effective: 06/24/2018
- Kim Ewers from Public Services Librarian, Central Adult Reference, \$19.42 per hour to Supervisor Librarian, Central Adult Reference, \$20.42 per hour, Effective: 07/08/2018
- Anne Herold-Short from Hourly Library Assistant II (Sub), Glendale, \$12.40 per hour to Hourly Public Services Associate I (Sub), Glendale, \$14.07 per hour, Effective: 08/05/2018

RE-HIRES:

- Crystal White, Page, Garfield Park, \$9.15 per hour, Effective: 07/03/2018

SEPARATIONS:

- Sheena Hendricks, Hourly Summer Reading Clerk, East 38th, 3 years and 11 months, Effective: 06/08/2018
- Brittany Allen, Page, Franklin Road, 12 years, Effective: 06/23/2018
- Madison Woodward, Hourly Summer Reading Clerk, Wayne, 5 years and 6 months, Effective: 06/22/2018
- Debra Jerry, Library Assistant II, Central, 1 year and 6 months, Effective: 06/27/2018
- Christine Haraburda, Hourly Library Assistant II, Central Services, 1 year and 6 months, Effective: 06/30/2018
- Susan Moor, Hourly Library Assistant II, Nora, 11 years and 9 months, Effective: 06/30/2018
- Brittany Kropf, Hourly Library Assistant II, Nora, 6 years and 1 month, Effective: 06/30/2018
- Delia Blanchard, Manager, Nora, 19 years, Effective: 07/02/2018
- Angelia Wiggins, Hourly Library Assistant II, InfoZone, 15 years and 4 months, Effective: 06/30/2018

INACTIVE:

- Jessica Fischer, Hourly Library Assistant II, Glendale, Effective: 06/27/2018

RE-ACTIVATE:

- Cameiron Jackson, Page, Brightwood, Effective: 06/24/2018

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BOARD COMMITTEE ASSIGNMENTS

As of July 10, 2018

STANDING COMMITTEES

DIVERSITY, POLICY and HUMAN RESOURCES COMMITTEE

Dorothy R. Crenshaw, Chair

Patricia A. Payne

Rev. T. D. Robinson

IMCPL STAFF LIAISON: Katherine Lerg

FACILITIES COMMITTEE

Dr. Terri Jett, Chair

Rev. T. D. Robinson

TBD

IMCPL STAFF LIAISON: Sharon Smith

FINANCE COMMITTEE

Patricia A. Payne, Chair

John Andrews

Joanne M. Sanders

IMCPL STAFF LIAISON: Ije Dike-Young

OTHER

LIBRARY FOUNDATION REPRESENTATIVE

Dr. Terri Jett

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
JULY 10, 2018**

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Tuesday, July 10, 2018 at 5:05 p.m., pursuant to notice given.

1. Call To Order

In the absence of Ms. Sanders, Rev. Robinson called the meeting to order.

2. Roll Call

Members present: Mr. Andrews, Ms. Crenshaw, Ms. Payne and Rev. Robinson

Members absent: Dr. Jett and Ms. Sanders

COMMITTEE REPORTS

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

Briefing Report – Michigan Road Branch Construction Progress

- Sharon Smith reported that the Project has reached a milestone with the installation of interior concrete floor slabs on June 28, 2018. This opens up the interior for additional trades work, including HVAC, electrical, and wall framing.
- Work was also completed on time for the installation of utilities crossing Michigan Road. This was a significant coordination effort and was disruptive to traffic patterns.

Construction Schedule Update

- | | |
|----------------------------------|------------------|
| • Complete Roof Installation | July 27, 2018 |
| • Complete Interior Wall Framing | July 20, 2018 |
| • Substantial Completion | October 24, 2018 |

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)

• Furniture Budget	\$224,000
• Construction Contingency	\$589,000
• Expenses to Contingency	\$160,952
• Remaining Contingency	\$428,047
• Percent Remaining Contingency	73%

Briefing Report – Eagle Branch Construction Progress

- The building pad is complete. The concrete footings and foundation walls are in process. Work progresses in the parking lots and storm water management areas.

Construction Schedule Update

• Utilities to the Site	June 28, 2018
• Complete Structural Steel	July 18, 2018
• Complete Interior Framing	August 27, 2018
• Complete Exterior Masonry	September 5, 2018
• Substantial Completion	March 15, 2019

Quotes for the Fixtures, Furniture, and Equipment are due July 3, 2018. These items are the large unknown expenses for the project.

Summary Construction Budget Update

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

• Furniture Budget	\$340,000
• Construction Contingency	\$570,600
• Expenses to Contingency	\$70,374
• Remaining Contingency	\$500,226
• Percent Remaining Contingency	88%

Facilities Briefing Report for the Beech Grove Branch Update Project

- Public notices were published June 19 and 26, 2018.
- The Invitation to Quote was issued on June 11, 2018 to seven (7) Vendors known to be capable of successfully completing the Project.
- The Scope of Work was developed by the architects, Halstead Architects, Indianapolis, IN.
- The established budget for the work is \$110,000 for construction services, and \$80,000 for fixtures, furniture and equipment.
- During development of the design, modifications to the existing shelving system and adding space to the Children's Area was included in the construction work. This increased the scope of construction services, and decreased the scope for fixtures, furniture and equipment. Review of the scope of work during the design process estimated the quotes would be less than \$150,000, allowing the continued use of the Invitation to Quote procedure for construction services.

- Four (4) sealed quotes were received at the Library Services Center by the deadline of 2:00pm local time on July 3, 2018. The quotes were opened and read aloud publicly.
- All the received quotes are over the \$150,000 threshold for the Invitation to Quote procedure. The Project will have to be bid using the Public Works Statute IC § 36-1-12 and the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017.

Current Project Schedule

July 12, 2018	Issue Bidding Documents
July 26, 2018	Pre-bid Conference and Site Tour
August 8, 2018	Receive Bids
August 14, 2018	Present to the Board Facilities Committee
August 24, 2018	Award Contract at Board Meeting
October 1, 2018	Construction Begins
December 14, 2018	Substantial Completion

The project will be funded by the Operating Fund (Fund 10)

Resolution – Approval to Award a Construction Services Contract for the Library Services Center Window Flashing Repair Project

- IndyPL Facilities Committee recommends Board approval to award a construction services contract for the Library Services Center Window Flashing Repair Project to **Wells Masonry & Restoration, Inc., Indianapolis, IN**, for the total cost of \$122,800.00.
- The scope of work was developed by the engineering team at ARSEE Engineers, Fishers, IN, working with IndyPL Facilities Staff. The work includes removal of brick above the second floor windows to remove and replace the flexible sheet flashing, and then replacing the brick with salvaged materials.
- Public notices were published June 6 and 13, 2018.
- A Pre-bid Conference and Site tour was held on June 18, 2018.
- Five (5) sealed bids were received at the Library Services Center by the deadline of 3:00pm local time on June 28, 2018. The bids were opened and read aloud publically.
- The Project is funded by the Series 2018 Bond Fund (Fund 478).
- After discussion the Facilities Committee will carry the Resolution to the full Board at the regular meeting in July 2018.

Resolution – Approval to Award Fixture, Furniture, and Equipment Purchase Contracts for the Eagle Branch Project

- IndyPL Board Facilities Committee recommends Board approval to award fixtures, furniture and equipment purchase orders for the Eagle Branch Project to three (3) different vendors (Business Furniture LLC; Kentwood Office Furniture; and Fineline Furniture) for the total cost of \$372,076.40.

- The Invitation to Quote (“ITQ”) had three (3) separate packages with separate quote components for the individual fixtures, furniture and equipment (“FFE”) items in the packages.
 1. Quote Group #1: Shelving and specialties including the information desk.
 2. Quote Group #2: Furniture, including tables, chairs, lounge seating, and office furniture.
 3. Quote Group #3: Accessories, including storage shelving, waste receptacles, and clocks.
- Notice of the ITQ was e-mailed directly to nineteen (19) vendors who are known to be capable of providing the FFE, vendors who had expressed interest in providing FFE for IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing.
- Four (4) sealed quotes were received at the Library Services Center by the deadline of 11:30am local time on July 3, 2018. The quotes were opened and read aloud publically.
- Analysis and selection of the quotes to achieve the most advantageous pricing for IndyPL has been completed. The budget for the fixtures, furniture and equipment is \$374,000, with the total amount for the four contracts totaling \$372,076.40.
- The purchase of the fixtures, furniture and equipment will be funded by the Series 2017B Bond Fund (Fund 478).
- After discussion the Facilities Committee will carry the Resolution to the full Board at the regular meeting in July 2018.

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

Katherine Lerg, Director of Human Resources presented an overview of the Library’s recent employee engagement survey results. 456 surveys were completed which was a 73% response rate, very good for an initial survey of this type. 80 % of the respondents were Board Appointed employees regularly scheduled 20 or more hours per week and the remaining 20% were Hourly employees. In general, Library responses fell into the mid-range of the 452 benchmarked organizations that encompassed a broad range of public and private industries, and our results identified opportunities for progress.

The survey was comprised of 35 questions, 4 which were open-ended. The questions covered library strategy, communication, supervisory relationship with employees, accountability, compensation and benefits. The four open-ended questions focused on employee satisfaction factors and the library is working on categorizing staff comments into categories we can address.

Our survey vendor, LeadershipIQ, uses a type of analysis that distills all survey questions into the top 3-5 that most greatly impact two primary engagement elements. The analysis directs our actions on that which will give the Library the most significant improvement in employee engagement.

We focused on “engagement” in addition to “satisfaction” because being relevant in our community requires engaged staff who understand and “buy into” the Library’s strategy, want to continually grow and learn new skills, and consistently demonstrate outstanding customer service. Staff engagement is vitally important because IndyPL is facing multiple, hard challenges in a fast changing technological environment that forces us to constantly retool ourselves to remain relevant. Without engaged staff the Library does not move forward.

There is a difference between satisfaction and engagement. Satisfied employees are content. Satisfaction is primarily based upon what an employer gives employees. It usually takes more & more to maintain satisfaction. Engaged employees are most likely satisfied but more importantly, they are energized. Being content is important but energized is crucial to move the Library forward. Engaged employees demonstrate a commitment and connection to their work. They believe in what they do and what the Library stands for is worthy of their best effort. They help the Library be better and are innovative. Engaged employees drive higher organizational performance.

Based on national research data, these two questions have been proven to be the most powerful elements of overall employee engagement:

- “I recommend the Indianapolis Public Library as a great place to work.”
- “Working here inspires me to give my best effort.”

IndyPL ranked better than 50% of benchmarked organizations on recommending us as a great place to work, and better than 33% of benchmarked organizations on being inspired to give best effort.

LeadershipIQ’s analysis of the survey data showed that 7 of the survey questions are the most statistically relevant to the 2 primary engagement elements for our Library. The more positive employees respond to these questions, the higher our employee engagement will be, so focusing our actions toward addressing the themes of these questions about library strategy, interaction between managers & employees and compensation will have the greatest impact on improving engagement.

The seven questions where we need to focus our actions are:

- I think IndyPL’s strategy will make the organization more successful.
- Employees in my department are held accountable for producing excellent work.
- Constructive feedback from my immediate supervisor has helped me to improve my performance.
- My immediate supervisor distinguishes between high and low performers.
- I understand what actions I need to take in order to be successful in my career at the Indianapolis Public Library.
- Relative to other government jobs and my own position, I am fairly compensated.
- The Indianapolis Public Library has clearly defined the behaviors necessary to achieve success here.

The library has plans to conduct a compensation study in 2019 and will complete our process, begun in January 2018 with pay grade 103, of moving the beginning pay rate in pay grades 101, 102 and 103 to a \$13.00 per hour and will begin addressing the other engagement components by:

- More frequent and clear messaging from senior leadership of library priorities and why our strategy will make the library more successful.
- More interaction between managers & staff for mentoring and career growth.
- More clearly defined expectations including specific actions for success.
- More constructive feedback and greater accountability.

The library will be sharing these results and ongoing actions with staff.

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

- Resolution: Insurance Resolution.** The Library’s Liability Insurance will be up for renewal on July 31st, 2018. Staff recommends the Library renew its contract with the Hartford for the coverage year 8/1/18-7/31/19. For the coverage year 8/1/18-7/31/19, the Hartford has quoted premiums at \$357,557 which is an increase of \$7,043 or 2.1% over the previous year at \$350,514.
- Briefing Report – 2019 Proposed Budget.** Ms. Dike-Young presented information about the Library’s proposed 2019 budget. She noted that she is still waiting on an estimate of the Circuit Breaker and certified AV from the DLGF.

Ms. Dike-Young reviewed the details of the 2019 proposed budget:

Bond and Interest Redemption Fund: \$12,938,060

These funds may only be used to make debt payments on existing bonds. This total includes the West Perry Bonds that are scheduled to be sold later in 2018 and the \$5 million bond that closes July 19th that finances the new Integrated Library System (ILS) and other projects. Total actual payments for all bonds currently outstanding and for the 2018 bonds that has been sold equals \$12,674,920.

Library Improvement Reserve Fund: \$600,000

Provides funds for two projects- Central temperature controls energy savings project and Central lutron lighting controls upgrade project.

Rainy Day Fund: \$2,588,000

Expenses related to the Library’s building projects, such as construction, land, consulting services, and legal services.

Operating Fund: \$46,356,497

Ms. Dike-Young reviewed her revenue projections for 2019:

- Property taxes: 3.4% increase based on the Department of Local Government Finance’s allowable growth rate. Ms. Dike-Young is estimating the amount of the Circuit Breaker to be about \$7.2 million which makes net property taxes a 4.5% increase over 2018. She noted that \$.17 of every dollar levied goes uncollected due to the Circuit Breaker, on average for Indiana local government units.

- LOIT: For the first time since LOIT was put in place, the Library will receive the maximum replacement on the frozen levy.
- Intergovernmental: estimating \$3.4 million for 2019, based on the Library's June 2018 distribution.
- COIT: \$216,000. Conversations are ongoing on how to increase the Library's amount of COIT funds.

Ms. Dike-Young then reviewed proposed 2019 expenditures:

- Salaries and benefits are increasing 4.3%. These expenses make up the bulk of the Library's budget. Included in these lines are a 2% pool for merit increases, increasing the base pay of the lowest pay grades to \$13/hour, potential changes in the Control Room, and miscellaneous reclassifications which will be brought before the Board at their November meeting.
- Healthcare: 7% increase, this includes the contribution to employees' HSAs as well as a potential 2nd HSA contribution.
- Utilities: increase of \$137,520 based on expected rate increases and the opening of new branches.
- Repair & Maintenance: increase of \$63,426. This includes the transfer to the LIRF fund for the previously mentioned projects at Central. Excluding the LIRF transfer results in a decrease of \$526,574. This decrease is due to the fact that some of these expenses will be paid for with bond proceeds.
- Rental fees increased primarily due to copier rental.
- Other Services & Charges: increase due to the addition of Bibliocommons, digitization projects, and the new events calendar on the Library's website.
- Collection Materials will remain the same as 2018 at \$5,500,000.

Overall, the increase to the 2019 Operating Budget over 2018 is 3.68%.

Rev. Robinson asked Ms. Dike-Young if additional monies could be added to the Budget for use by the Board to attend workshops in 2019.

Ms. Dike-Young responded that this could be added to the Budget. It would be better to receive the necessary information sooner than later.

6. Other Business

None.

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

- Regular Board Meeting** – Monday, July 23, 2018, at the Beech Grove Branch Library, 1102 Main Street, Beech Grove, Indiana, at 6:30 p.m.
- Library Board Committees Meeting** – August 14, 2018, at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

8. Adjournment

Rev. Robinson declared the meeting adjourned at 6:05 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

July 25 at 7 p.m. – “Library Night at Victory Field!” Be a part of the celebration of summer reading accomplishment and enjoy a night at the ballpark during this Summer Reading Program finale. Children and families who participated in this year’s program, “Everyday Superheroes,” are able to earn tickets to the game for their reading activity. Contact the Library Foundation at 317-275-4700 for ticket information. Held at Victory Field, 501 W. Maryland Street.

July 28 at 10:30 a.m. – “Civic Saturday.” Join others for this special event intended to help nurture our civic spirit. Hear poetry, sing songs, read great American texts, and listen to a civic “sermon.” Also share ideas on how we can support each other in public life. This program is presented by Spirit and Place in partnership with the League of Women Voters. Held at Central Library.

July 29 at 2:30 p.m. – “2018 Hometown Roots Concert Series.” This year’s series of free performances highlighting accomplished Central Indiana musicians kicks off with a program entitled, “Harp: From King David to John Legend.” It will feature harpist Theresa Tremmel who will explore classical music from past eras and then play modern pieces to show how music from such musicians as the Beatles and John Legend can be played on the harp. Held at Central Library.

July 30 at 6 p.m. – East 38th Street Homelessness Series.” Explore such topics as the causes and types of homelessness, criminalization of the homeless, homeless resources, and living against the minimum wage. Maurice Young, a homeless Indy native who has dedicated himself to promoting homeless awareness and the mistreatment of those who call the streets their home, will lead this informational workshop. Held at the East 38th Street Branch.

July 31 at 6 p.m. – “Adult Summer Reading Program: Pop-Up Book Discussion.” As part of the Library’s summer activities for adults, you’re invited to discuss one of the many books on this year’s recommended reading list. Discover the behind-the-scenes plans of United Way’s 100 Heroes followed by a discussion of the book, *Warrior Woman* by James Alexander Thom and Dark Rain Thom. Held at Books and Brews, 6420 Cornell Avenue.

August 20 from 2:30 - 4:30 p.m. – “Cutting the Cable Cord.” Looking for a cheaper alternative to pricey cable and satellite TV packages? Learn about the pros and cons and costs of streaming platforms such as Amazon, Hulu and Netflix. You’ll also learn about streaming media offered by the Library, including Freegal, Hoopla and OverDrive, which are free to Library cardholders. Held in the Computer Training Lab at Central Library.

August 25 from 10 a.m. - 4:45 p.m. – “Dulcimer Celebration!” Enjoy this all-day festival for mountain and hammered dulcimers, including performances and informational sessions at the Library. A jam and evening concert with Tull Glazener and Molly McCormack, along with Ted Yoder, will take place at 6 p.m. next door at the Irvington Presbyterian Church. This celebration is sponsored by the Irvington Community Council and the Library as part of the Irvington Summer Music Series. Held at the Irvington Branch.

We hope to see you at these exciting events!