



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
June 25, 2018**

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

**Spades Park Branch Library
1801 Nowland Avenue
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 20th Day Of June, 2018**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Deb Ehret, Spades Park Branch Manager, will provide an update on their services to the community. (enclosed)

4. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

5. Approval of Minutes

a. Regular Meeting, May 21, 2018 (enclosed)

COMMITTEE REPORTS

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

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

b. Briefing Report – 2019 Budget Overview (enclosed)

c. Briefing Report – 2018-2019 Liability Insurance (enclosed)

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

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) (enclosed)

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

- a. **Briefing Report** – Presentation of the Brightwood Branch Project (at meeting)
- 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) (enclosed)
- c. **Briefing Report** – Michigan Road Branch Construction Progress (enclosed)
- d. **Resolution 21 – 2018** (Approval to Award Fixture, Furniture, and Equipment Purchase Contracts for the Michigan Road Branch Project) (enclosed)
- e. **Briefing Report** – Eagle Branch Construction Progress (enclosed)
- f. **Briefing Report** – July 2018 Action Items (enclosed)
 - 1) Fixture, Furniture, and Equipment Services Contracts for the Eagle Branch Project
 - 2) Construction Services for the Beech Grove Branch Update Project
 - 3) Construction Services for the LSC Window Flashing Repair Project
 - 4) Construction Services for the Irvington Branch Elmira Annis Civic Plaza Project

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 – May 2018** – John Helling, Director, Public Services, will discuss the Dashboard. (enclosed)

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
- c. **May Media Report** (enclosed)
- d. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (22 – 2018)**

Enclosed.

UNFINISHED BUSINESS

11.

12. NEW BUSINESS

- a. **Election of Board Secretary** (at meeting)

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

July, 2018 - To Be Determined

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – June 12, 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 July 22, 2018** (enclosed)
- 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

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

19. Adjournment



Spades Park Branch Library

1801 Nowland Ave
Indianapolis, IN 46201
317.275.4520

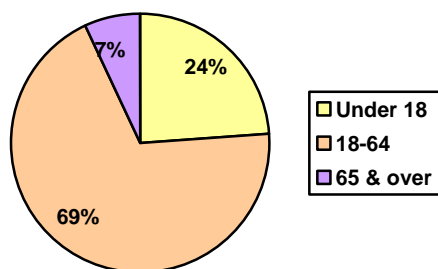


Who we are:

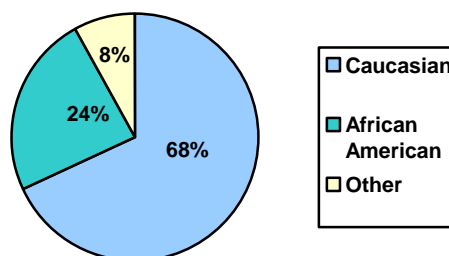
- 2 FT Librarians (incl. Manager)
- 1 Circulation Supervisor I
- 1 Computer Lab Assistant II (20 hrs.)
- 1 Library Assistant II (20 hrs.)
- 1 Library Page

Who we serve:

Population Distribution



Racial Distribution



- **Total base population** is 9,796.¹
- **Housing:** 27% owner-occupied, 42% rentals, 31% vacant.
- **Schools:**
 - **Five IPS Schools:** Arsenal Technical HS, Harshman Magnet Middle School, three elementary schools: 14, 54, and 74. School 14 Washington Irving will be an Innovation School in 2018-19, run by Urban Act Academy; it begins with three preschools classes and continues in 2018-19 to eighth grade. School 54 also struggles; School 74 is a Spanish immersion school.
 - **One charter school** – Paramount School of Excellence, with both elementary and middle school grades.
 - **Two private schools** – The Oaks Academy and Holy Cross School, both with preschools; Oaks Academy goes through grade 5, while Holy Cross continues through grade 8.
- **Education:** 27% with no H.S. degree, 53% with H.S. degree, and 20% with bachelor degree or higher

¹ 2016 SAVI Community Profile

- **Employment Professions:** 54% white collar, 46% blue collar

How we serve:

- 3,235 registered borrowers at Spades Park or 33% of the total population in the service area²
- 51,828 door count in 2017, **up 9.1%**
- 51,051 agency circulation in 2017
- 50,797 agency check-ins in 2017
- 272 programs in 2017, **up 24.6%**
- 7322 attendance of programs 2017, **up 28.5%**
- 5998 reference assists in 2017³

Our Story:

Spades Park Library is one of the two remaining Carnegie libraries in the IMCPL system. The building was built on land donated by Michael H. Spades. The library was built in the Italian Style with oriental brick and a red tile roof. It was formally dedicated on March 22, 1912. Both libraries were given History Landmark status in 2016.

Nine Neighborhood Associations (Brookside, Cottage Home, Holy Cross, NOBO (North of Brookside, formerly Fletcher-Lippincott), Spades Park, Springdale, Willard Park, Windsor Park, and Woodruff Place) are very active on the Near-Eastside and several meet in our community room. Community partners include NESCO, Near-Eastside Area Renewal (NEAR), the John H. Boner Center, and the Circle City Industrial Center, the old Schwitzer Plan, revitalized with artists and micro manufacturers, including RUCKUS, a local maker space run by Riley Area Development, and a Pop-up Library home.

Spades Park has eleven public computers all with the Internet and Microsoft Office, including one express station. There is also a scanner/photocopier/printer for public use, and a public fax. The computers are frequently used at the branch (18,015 times in 2017²), both by adults and youth.

Spades Park also has 10 laptops, used for the Job Center started in January 2018, and popular STEAM programming for children, as well as with Dream Alive, a teen group from Arsenal Tech, working on resume preparation and career assessments. Spades Park is also proud to have a Seed Library, started in March 2017, which distributed 11, 296 seeds.

Prepared by
Deb Ehret, Spades Park Branch Manager

² Annual Public Service Statistics for 2017

³ Based on 2017 Desk Tracker reporting

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MAY 21, 2018**

The Indianapolis-Marion County Public Library Board met at the Irvington Branch Library, 5625 East Washington Street, Indianapolis, Indiana on Monday, May 21, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. 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.

At this time, Ms. Sanders called outgoing Board member Dr. David Wantz up from the audience to be acknowledged. Dr. Wantz was honored with a commemorative plaque in appreciation of his five years of service to the Library. Ms. Sanders reminded everyone that all Board members serve on a volunteer basis and are committed to the agenda of the Library.

A round of applause occurred at this time.

Ms. Sanders then officially welcomed the Library's newest Board member, John Andrews, who was appointed to the Board by the Indianapolis Board of School Commissioners. She commented that all Board members and Library staff look forward to working with him.

3. Branch Manager's Report

Sue Kennedy, Irvington Branch Manager, spoke to the Board and provided an update on their services to the community.

She began by pointing out the special exhibit which had been installed in the meeting room. The exhibit highlighted letters from various McFadden Lecture authors spanning the last 40 years.

Ms. Kennedy went on to comment on the branch's high level of volunteer involvement and its association with many civic organizations, such as the Irvington Development

Council, Irvington Historical Society and the Irvington Business Association. It was noted that the branch received the Historical Irvington Community Council's Founder's Award in 2017. Irvington is the second branch to have RFID (radio frequency identification) activated. The Irvington Civic Plaza, funded by the R. B. Annis Educational Foundation, will be developed later this Fall on the grounds of the branch and will serve as a focal point for community and Library activity.

4. Public Comment and Communications

a. Public Comment

There were no petitions to come before the Board.

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

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

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

a. Regular Meeting, April 23, 2018

The minutes from the Regular Meeting held April 23, 2018 were distributed to the Board.

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – April 2018

Ije Dike-Young, Chief Financial Officer, discussed the information included in the Report of the Treasurer for April 2018. She shared that April revenues of \$2 million, including property tax receipts of \$1.5 million, were as expected, and the Library's expenditures for the year are on track with budgetary projections.

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

Motion carried.

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

- b. **Resolution 16 – 2018** (Resolution of The Indianapolis Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the 2018 AHS/ILS and Multi-Facility Improvement Project and Expenses Related Thereto)

Ms. Dike-Young reminded everyone that the funds from the bonds will be used for the purchase and implementation of the new Integrated Library System, facility improvement projects, removal and replacement of window flashing at the Library Services Center, opening day collections for the Brightwood, Michigan Road and Eagle branches, and sorters for Central Library and the Southport, Michigan Road, West Perry and Lawrence branches. The estimated repayment term is three and one-half years.

After full discussion and careful consideration of Resolution 16 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

- a. **Briefing Report** – PTO Policy Updates

Katherine Lerg, Human Resources Director, provided information to the Board.

Ms. Lerg explained that the newly amended Collective Bargaining Agreement with AFSCME Local 3395, the Library’s union, switches union eligible employees from the Annual Leave and Sick Leave policies to the current Paid Time Off policy adopted for all non-union eligible employees. As a result, the Annual Leave and Sick Leave policies are no longer applicable with all employees now being subject to the same PTO policy. The Board will be requested to approve all referenced modifications to the Library’s Policy Manual at the June meeting.

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

- a. **Briefing Report** – Michigan Road Branch Construction Progress

Mike Coghlan, Manager of Facilities Projects, discussed the progress report on the Michigan Road Branch. Erection of the structural steel has been completed. The roof is scheduled for completion on June 1, 2018, with substantial completion of the building by October 24, 2018.

- b. **Briefing Report** – Eagle Branch Construction Progress

Mr. Coghlan explained that the new Eagle Branch site has been cleared and

remediation action is underway to alleviate unsuitable soils on the site's east side. Completion of erection of structural steel is scheduled on July 18, 2018, with substantial projection completion scheduled for March 15, 2019.

- c. **Briefing Report** – June 2018 Action Item – Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project

Mr. Coghlan provided information on the request that will be presented to the Board in June to authorize the preparation of bidding documents and to solicit open and competitive bids for construction of the new Brightwood Branch. The building and site construction budget for this project is \$3.95 million.

- d. **Briefing Report** – June 2018 Action Item – Approval to Award Fixture, Furniture, and Equipment Services Contracts for the Michigan Road Branch Project

Mr. Coghlan noted that the Board will be asked to approve the awarding of fixture, furniture and equipment services contracts for the Michigan Road Branch project at the June meeting.

- e. **Briefing Report** – June 2018 Action Item – Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project

Mr. Coghlan advised that the Library will seek Board approval in June to award a construction services contract for the Nora Branch soffit and fascia panel replacement project.

9. **Library Foundation Update**

May 2018 Library Foundation Update

Dr. Jett provided the Update for May 2018.

News:

On Tuesday, May 8, 2018, the Library Foundation's Board of Directors elected a new slate of officers:

- Chair: Diane Henderson Borgmann, Head of School, Sycamore School
- Vice Chair: Drew Soshnick, Partner, Faegre Baker Daniels, LLP
- Secretary: Jessica Barth, Counsel, Faegre Baker Daniels, LLP
- Treasurer: Jason Dudich, State Budget Director, State of Indiana
- Immediate Past Chair: Florrie Binford Cooper, Civic Volunteer

What do a self-publishing contest, conversation circles and sensory kits for kids have in common? Each has a chance of winning Imagine It 2018, the Library Foundation's annual crowd-funded pitch competition event. The three Library staff members behind each idea will present on June 7, 2018, to a live audience who will vote on the winning idea to be funded from ticket proceeds. More information and tickets are available at www.indyplfoundation.org.

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

- Indiana Education Savings Authority
- Allen Whitehall Clowes Charitable Foundation, Inc.
- Lilly Endowment, Inc.
- OneAmerica
- Downtown Optimist Foundation
- The Kroger Co.
- RJE Business Interiors
- Eli Lilly and Company and Foundation, Inc.

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

Children's Programs

- Summer Reading Program
- On the Road to Reading
- Herbert Simon Early Literacy Specialist
- Animal Programs
- Pop-Up Literacy Center (E38)
- Welcome Baby Bag (SOU)

Cultural Programs

- Bookin' in the Beats (CEN)
- Hometown Roots (CEN)
- Lunch and Learn
- Northeast Corridor Community of Readers: 5th Annual Author Fair & Author Spotlight Series (E38)
- Lilly Center for Black Literature & Culture (CEN)

Collections and Technology

- General Digitization
- Lilly City Digitization

Lifelong Learning

- The Job Centers

Capital Projects

- Aquarium Maintenance (E38)
- Aquarium (PIK)

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – April 2018

John Helling, Public Services Director, began by explaining some of the discrepancies in the Door Count figures discussed at last month's meeting.

He noted that we have corrected the figures that were wildly inaccurate. We can confirm that several of the branches including College, East Washington, Franklin, Pike, Warren and West Indianapolis saw a 5% increase in their numbers from 2017 to 2018. Outreach also experienced increased usage.

Some other information contained in the report was as follows: Web branch visits are down 3%, electronic circulation is up 4%, physical circulation is down 7%, database searches are up 96%, program attendance is up 38%, total borrowers are down 19% and active borrowers are down 4%. It was reported that a return on investment study will further examine the value of Library services and offerings, and an upcoming public survey will ascertain the value of the Library in the minds of patrons.

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

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

She explained that this month's Report was a comprehensive report card on the Library's progress toward fulfilling the Strategic Plan's goals. Overall, she gave the Library a grade of "A-." She credited an increased commitment of staff to write and evaluate service plans and to analyze neighborhood needs. Ms. Cairo also cited examples where branches have demonstrated a positive impact on their communities and accomplished goals in such areas as early literacy, lifelong learning and library access.

c. **April Media Report**

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

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (17 – 2018)**

After full discussion and careful consideration of Resolution 17 – 2018, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Rev. Robinson, and the "yes" votes of Mr. Andrews, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

e. **Presentation on the IndyPL 2018 Summer Reading Program**

Melanie Wissel, Program Development Manager, and Kim Crowder, Communications Director, gave the presentation.

Ms. Wissel announced that this is the 99th year for the Library's Summer Reading Program ("SRP"). The title of the Program is "Everyday Superheros" and it runs from June 4, 2018 through July 28, 2018. Ms. Wissel mentioned that Library

Night at Victory Field is scheduled for July 25, 2018. Lastly, she reminded everyone that the SRP is funded entirely by the Indianapolis Public Library Foundation and we are anticipating 50,000 participants this year.

Ms. Crowder allowed meeting attendees to view two PSA videos which were produced for the SRP. One was a 30 second video and the other was a 15 second video. She advised that these PSAs will run on 12 stations.

Ms. Crowder then took the opportunity to discuss the casting for the videos. She pointed out the importance of diversity and noted that there are African American children, a child of Asian descent, and a child in a wheelchair in the videos. It was also mentioned that the videos captured the faces of the children.

Brochures on the upcoming SRP Workshops were distributed to the Board.

f. **Report on the Library Journal’s “Stronger Together – Building Literacy-Rich Communities” Conference Regarding School Collaboration**

Jackie Nytes, Chief Executive Officer, provided information and discussed the recent Library Journal Conference entitled “Stronger Together – Building Literacy-Rich Communities” that took place May 9-12, 2018 in Omaha, Nebraska. A contingent of Library representatives was joined by local school media specialists, Central Indiana Community Foundation President Brian Payne and Lawrence Township Schools Superintendent Dr. Shawn Smith for a presentation at the conference highlighting the Library’s Shared System collaborations that include school library card distributions and a shared eBook platform for schools to join.

Ms. Nytes also announced that there are future plans to move the Library’s Shared System management personnel from the Collection Management Area to the Public Services Area.

UNFINISHED BUSINESS

11. None.

12. NEW BUSINESS

Dr. Jett asked about information on the Diversity Fellowship Program. She also requested to see the results of the workplace satisfaction survey.

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:

June, 2018 – No items were suggested.

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – May 8, 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 June 24, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, June 12, 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, June 25, 2018 at the Spades Park Branch Library, 1801 Nowland Avenue, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 8:10 p.m.

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

Patricia A. Payne, Acting Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for May 2018
Prepared by Accounting for June 25, 2018 Board Meeting

Table of Contents

Operating Fund Revenues and Expenditures	1
Operating Fund – Detailed Income Statement	2
Operating Fund – Cashflow Projections	5
Status of the Treasury – Cash Balances	6
Status of the Treasury – Investment Report	7
Bond and Interest Funds – Detailed Income Statement	8
Rainy Day Fund – Detailed Income Statement	9
Library Improvement Reserve Fund – Detailed Income Statement	10
Parking Garage – Detailed Income Statement	11
Summary of Construction Fund Cash Balances	12

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

Revenue		Annual		Actual YTD 5/31/2018	% Budget Received
		2018 Revised Budget	Actual MTD 5/31/2018		
Property Taxes	31	33,405,356	5,500,000	7,050,000	21%
Intergovernmental	33	7,536,265	341,032	1,765,804	23%
Fines & Fees	35	788,340	49,775	290,999	37%
Charges for Services	34	536,140	41,832	221,455	41%
Miscellaneous	36	671,000	131,755	925,036	138%
Total		42,937,101	6,064,394	10,253,294	24%

Expenditures		Annual		Actual YTD 5/31/2018	% Budget Spent
		2018 Revised Budget	Actual MTD 5/31/2018		
Personal Services & Benefits	41	25,820,562	1,863,028	9,412,380	36%
Supplies	42	1,511,316	63,772	324,912	21%
Other Services and Charges	43	15,472,417	973,109	5,593,807	36%
Capital Outlay	44	4,106,199	309,557	1,309,541	32%
Total		46,910,494	3,209,466	16,640,640	35%

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	\$40,974,356	\$40,974,356	\$5,500,000	\$7,050,000	\$-	\$33,924,356
311300 PROPERTY TAX CAPS	(7,569,000)	(7,569,000)	-	-	-	(7,569,000)
Property Taxes Total	33,405,356	33,405,356	5,500,000	7,050,000	-	26,355,356
Intergovernmental						
332200 E-RATE REVENUE	250,000	250,000	12,803	124,659	-	125,341
335100 FINANCIAL INSTITUTION T	299,868	299,868	-	-	-	299,868
335200 LICENSE EXCISE TAX REVE	2,766,458	2,766,458	-	-	-	2,766,458
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	-	-	-	255,818
339000 IN LIEU OF PROP. TAX	25,372	25,372	-	-	-	25,372
Intergovernmental Total	7,536,265	7,536,265	341,032	1,765,804	-	5,770,461
Charges for Services						
347600 COPY MACHINE REVENUE	-	-	157	589	-	(589)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	27,692	150,079	-	124,922
347602 FAX TRANSMISSION REVENU	32,000	32,000	5,153	27,657	-	4,343
347603 PROCTORING EXAMS	3,500	3,500	815	2,725	-	775
347604 PLAC CARD DISTRIBUTION	83,000	83,000	-	-	-	83,000
347605 USAGE FEE REVENUE	14,000	14,000	700	5,500	-	8,500
347606 SET-UP & SERVICE - TAXA	12,000	12,000	2,175	5,010	-	6,990
347607 SET-UP & SERVICE - NON-	15,000	15,000	700	4,869	-	10,131
347608 SECURITY SERVICES REVEN	18,000	18,000	1,140	7,770	-	10,230
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	-	1,656	-	4,344
347621 CATERING REVENUE	75,000	75,000	2,460	13,801	-	61,199
347609 EVENT SECURITY	-	-	840	1,800	-	(1,800)
Charges for Services Total	536,140	536,140	41,832	221,455	-	314,685
Fines & Fees						
351200 FINES	761,840	761,840	48,419	283,585	-	478,255
351201 OTHER CARD REVENUE	12,000	12,000	136	891	-	11,109
351202 HEADSET REVENUE	6,000	6,000	533	2,972	-	3,028
351203 USB REVENUE	6,000	6,000	505	2,748	-	3,252
351204 LIBRARY TOTES	2,500	2,500	182	804	-	1,696
Fines & Fees Total	788,340	788,340	49,775	290,999	-	497,341
Miscellaneous						
360000 MISCELLANEOUS REVENUE	6,000	6,000	207	1,111	-	4,889
361000 INTEREST INCOME	35,000	35,000	7,030	28,105	-	6,895
362000 FACILITY RTL REV - TAXA	125,000	125,000	6,087	42,643	-	82,357
362001 FACILITY RENTAL REV - N	72,500	72,500	7,243	24,793	-	47,708
362002 EQUIPMENT RENTAL REV -	-	-	1,680	3,423	-	(3,423)
362003 EQUIPMENT RENTAL REV -	2,500	2,500	365	1,505	-	995
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
392100 SALE OF SURPLUS PROPERT	5,000	5,000	20	80	-	4,920
396000 REFUNDS	5,000	5,000	27,949	35,611	-	(30,611)
399000 REIMBURSEMENT FOR SERVI	175,000	175,000	64,613	84,730	-	90,270
399001 INSURANCE REIMBURSEMENT	20,000	20,000	17,126	703,514	-	(683,514)
360001 REVENUE ADJUSTMENT	-	-	(564)	(478)	-	478
Miscellaneous Total	671,000	671,000	131,755	925,036	-	(254,036)
REVENUES Total	42,937,101	42,937,101	6,064,394	10,253,294	-	32,683,807

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
EXPENSES						
Personal Services & Benefits						
411000 SALARIES APPOINTED STAF	16,106,437	16,160,732	1,174,105	5,905,069	54,295	10,201,368
412000 SALARIES HOURLY STAFF	1,770,890	1,770,890	117,165	555,284	-	1,215,606
413000 WELLNESS	30,000	30,000	-	20	-	29,980
413001 LONG TERM DISABILITY IN	35,000	35,000	-	17,414	-	17,586
413002 EMPLOYEE ASSISTANCE PRO	22,020	22,020	-	-	-	22,020
413003 TUITION ASSISTANCE	8,000	8,000	-	10,025	-	(2,025)
413100 FICA AND MEDICARE	1,367,616	1,371,770	92,529	463,077	4,154	904,539
413300 PERF/INPRS	2,272,649	2,280,359	166,202	826,586	7,710	1,446,063
413400 UNEMPLOYMENT COMPENSATI	7,000	7,792	-	307	792	6,693
413500 MEDICAL & DENTAL INSURA	4,100,000	4,100,000	310,278	1,619,020	-	2,480,980
413600 GROUP LIFE INSURANCE	34,000	34,000	2,749	15,579	-	18,421
Personal Services & Benefits Total	25,753,612	25,820,562	1,863,028	9,412,380	66,950	16,341,232
Supplies						
421500 OFFICE SUPPLIES - FAC/P	477,599	564,003	(3,783)	126,519	36,729	400,755
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	228,671	(11,627)	8,995	18,071	201,605
421700 DEPARTMENT OFFICE SUPPL	190,350	226,610	61,800	126,467	66,981	33,161
422210 GASOLINE	40,000	42,498	2,409	9,471	13,383	19,645
422250 UNIFORMS	8,000	8,214	-	56	214	7,944
422310 CLEANING & SANITATION	165,000	187,412	13,270	37,901	36,050	113,461
429001 NON CAPITAL FURNITURE &	76,500	77,652	1,703	11,454	3,149	63,049
Supplies Total	1,352,659	1,511,316	63,772	324,912	174,833	1,011,571
Other Services and Charges						
431100 LEGAL SERVICES	219,000	256,488	-	113,200	-	143,288
431500 CONSULTING SERVICES	299,150	648,267	62,019	260,951	320,474	66,842
432100 FREIGHT & EXPRESS	5,500	7,069	178	1,201	5,485	383
432200 POSTAGE	68,150	68,874	1,292	1,798	2,741	64,334
432300 TRAVEL	38,830	38,830	1,005	6,325	-	32,505
432400 DATA COMMUNICATIONS	303,300	303,300	23,682	127,822	-	175,478
432401 CELLULAR PHONE	11,610	11,610	946	4,711	-	6,899
432500 CONFERENCES	100,000	100,000	6,614	24,231	580	75,189
432501 IN HOUSE CONFERENCE	45,000	45,180	-	2,822	-	42,358
433100 OUTSIDE PRINTING	259,789	269,376	26,056	70,515	16,786	182,075
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	1,117,309	72,624	358,002	49,816	709,491
435200 NATURAL GAS	118,450	166,381	6,184	57,938	99,993	8,450
435300 HEAT/STEAM	382,200	451,694	27,683	167,333	284,361	-
435400 WATER	68,250	82,096	5,702	27,119	54,977	-
435401 COOLING/CHILLED WATER	475,860	500,860	31,996	127,651	350,072	23,137
435500 STORMWATER	20,330	20,330	-	8,783	11,548	-
435900 SEWAGE	77,040	93,767	7,357	36,483	55,391	1,893
436100 REP & MAINT-STRUCTURE	1,900,000	2,267,820	103,046	675,390	520,722	1,071,708
436110 CLEANING SERVICES	1,064,228	1,195,124	142,954	438,165	634,161	122,799
436200 REP & MAINT-EQUIPMENT	196,500	201,370	2,263	20,207	27,831	153,332
436201 REP & MAINT-HEATING & A	455,000	859,053	19,546	458,163	192,497	208,393

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
436202 REP & MAINT -AUTO	59,475	60,682	2,588	10,132	927	49,622
436203 REP & MAINT-COMPUTERS	439,620	443,295	63,612	228,383	100,321	114,590
437200 EQUIPMENT RENTAL	68,070	69,220	4,699	30,021	24,647	14,552
437300 REAL ESTATE RENTAL	470,271	470,271	37,513	196,313	-	273,958
439100 CLAIMS, AWARDS, INDEMN	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	56,372	64,872	6,886	30,897	39,312	(5,337)
439601 SNOW REMOVAL	354,080	413,948	7,407	329,533	38,803	45,611
439602 LAWN & LANDSCAPING	283,365	305,509	59,129	73,787	154,494	77,229
439800 DUES & MEMBERSHIPS	55,875	55,875	474	30,320	3,828	21,727
439901 COMPUTER SERVICES	91,790	178,066	1,934	33,671	37,668	106,727
439902 PAYROLL SERVICES	120,000	159,623	8,890	53,485	39,623	66,515
439903 SECURITY SERVICES	1,004,721	1,049,976	69,526	396,432	557,991	95,552
439904 BANK FEES/CREDIT CARD F	65,000	65,000	3,556	15,528	-	49,472
439905 OTHER CONTRACTUAL SERVI	544,237	591,913	59,663	193,294	286,806	111,813
439906 RECRUITMENT EXPENSES	20,500	20,500	44	2,292	-	18,208
439907 EVENTS & PR	34,200	35,700	780	7,814	2,714	25,173
439910 PROGRAMMING	75,500	77,900	2,882	14,070	54,149	9,681
439911 PROGRAMMING-JUV.	145,000	147,209	8,790	47,208	25,291	74,710
439912 PROGRAMMING ADULT - CEN	25,000	35,935	345	25,420	2,000	8,515
439913 PROGRAMMING EXHIBITS -	5,000	7,706	-	775	1,950	4,981
439930 MATERIALS CONTRACTUAL	2,000,000	2,000,000	-	-	-	2,000,000
439931 E-BOOKS	-	16,632	37,787	239,676	16,632	(239,676)
439932 E-AUDIO	-	-	17,988	124,001	-	(124,001)
439934 DATABASES	-	-	37,468	350,355	-	(350,355)
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
Other Services and Charges Total	13,521,549	15,472,417	973,109	5,593,807	4,014,593	5,864,017
Capital Outlay						
445200 VEHICLES	50,000	50,000	-	244	2,084	47,673
445300 CAPITAL - EQUIPMENT	55,000	63,972	-	7,263	11,231	45,478
445301 COMPUTER EQUIPMENT	290,000	290,000	-	-	-	290,000
449000 BOOKS & MATERIALS	2,165,000	2,167,000	222,095	959,060	3,273	1,204,667
449001 PERIODICALS & NEWSPAPER	120,000	120,000	(191)	4,005	-	115,995
449002 NON-PRINT	115,000	115,000	-	-	-	115,000
449003 CD'S	210,000	210,000	23,283	88,967	-	121,033
449004 DVD'S	940,000	940,000	64,370	237,918	-	702,082
449100 UNPROCESSED PAPERBACK B	137,000	150,227	-	12,084	96,098	42,045
Capital Outlay Total	4,082,000	4,106,199	309,557	1,309,541	112,686	2,683,972
EXPENSES Total	44,709,820	46,910,494	3,209,466	16,640,640	4,369,063	25,900,792

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	PROJECTED 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	\$ 20,032,958	\$ 16,897,074	\$ 13,495,302	\$ 10,276,490	\$ 8,223,781	\$ 9,560,548	\$ 18,921,220	\$ 18,921,220	
Receipts:															
Property Tax	-	-	-	1,550,000	5,500,000	9,864,615	-	-	-	1,275,000	4,825,000	10,814,615	33,829,230	33,405,356	423,874
Excise Tax	-	-	-	-	-	1,383,229	-	-	-	-	-	1,383,229	2,766,458	2,766,458	-
Financial Institution Tax	-	-	-	-	-	149,934	-	-	-	-	-	149,934	299,868	299,868	-
Commercial Vehicle Tax	-	-	-	-	-	127,909	-	-	-	-	-	127,909	255,818	255,818	-
In-Lieu-of Taxes	-	-	-	-	-	12,686	-	-	-	-	-	12,686	25,372	25,372	-
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	(0)
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	63,487	63,487	63,487	63,487	63,487	63,487	63,487	727,991	761,840	(33,849)
Photocopier	58	55	147	173	157	-	-	-	-	-	-	-	589	-	589
Printers	25,763	29,877	34,818	31,928	27,692	17,846	17,846	17,846	17,846	17,846	17,846	17,846	274,998	275,000	(2)
Fax Transmissions	5,035	5,423	6,344	5,702	5,153	2,667	2,667	2,667	2,667	2,667	2,667	2,667	46,323	32,000	14,323
Headsets	617	589	665	568	533	500	500	500	500	500	500	500	6,472	6,000	472
USB	537	502	610	593	505	500	500	500	500	500	500	500	6,248	6,000	248
PLAC Dist.	-	-	-	-	-	83,000	-	-	-	-	-	-	83,000	83,000	-
Interest income	4,977	4,754	5,498	5,845	7,030	2,917	2,917	2,917	2,917	2,917	2,917	2,917	48,521	35,000	13,521
Library totes	149	155	140	178	182	500	275	195	150	150	120	100	2,294	2,500	(206)
Other Card Revenue	285	266	197	7	136	800	500	1,000	900	1,000	900	500	6,491	12,000	(5,509)
Miscellaneous	194	369	181	246	(357)	500	500	500	500	500	500	500	4,133	6,000	(1,867)
Proctoring Exams	435	345	630	500	815	500	500	300	100	300	300	300	5,025	3,500	1,525
Facility Rental	17,456	17,563	19,947	21,416	20,929	25,000	25,000	15,000	25,000	30,000	15,000	26,640	258,951	261,640	(2,689)
Catering Commission	-	9,894	-	1,446	2,460	5,000	6,000	-	10,000	14,000	17,000	5,500	71,301	75,000	(3,699)
Café Revenue	-	-	-	1,656	-	500	500	500	500	500	500	500	5,156	6,000	(844)
Reimbursement for Services	-	20,117	-	-	64,613	3,000	-	1,000	9,000	-	-	-	54,000	151,730	(23,270)
Insurance Reimbursement	-	-	686,389	-	17,126	-	-	-	-	-	-	-	703,514	20,000	683,514
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	-	-	-	2,000	-	2,000	-	4,080	5,000	(920)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	477,996	499,251	1,162,981	2,048,672	6,064,394	12,086,121	687,223	447,443	494,295	1,750,398	5,308,465	13,005,361	44,032,598	42,937,101	1,095,497
Expenditures:															
Personal Services & Benefits	2,045,240	1,846,976	1,829,080	1,828,056	1,863,028	3,066,756	1,977,479	1,977,479	1,977,479	1,977,479	1,977,479	3,066,756	25,433,288	25,820,562	387,274
Supplies	72,458	79,779	46,498	62,405	63,772	112,559	212,559	212,559	82,559	162,559	152,559	97,218	1,357,487	1,522,491	165,004
Other Services and Charges	1,422,247	1,074,162	1,238,563	885,726	973,109	1,269,148	1,269,148	1,269,148	1,319,148	1,319,148	1,297,739	1,389,082	14,726,370	15,458,917	732,547
Library Materials Capital Outlay	179,926	338,967	252,058	229,033	309,557	233,920	363,920	390,027	333,920	343,920	543,920	418,920	3,938,087	4,121,199	183,112
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,719,871	3,339,884	3,366,199	3,005,220	3,209,466	4,682,384	3,823,107	3,849,214	3,713,107	3,803,107	3,971,698	4,971,977	45,455,233	46,923,169	1,467,936
Change in AP/Petty Cash	787,067	(489,170)	72,567	(136,281)	(138,836)	-	-	-	-	-	-	-	-	-	-
Ending Balance	\$ 16,466,412	\$ 13,136,608	\$ 11,005,957	\$ 9,913,129	\$ 12,629,221	\$ 20,032,958	\$ 16,897,074	\$ 13,495,302	\$ 10,276,490	\$ 8,223,781	\$ 9,560,548	\$ 17,593,932	\$ 17,498,586	\$ 14,935,152	

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

Fund	Fund Name	Beg. Balance	END BALANCE	INVESTMENTS**	TOTAL
101	GENERAL (OPERATING) FUND	* \$ 4,774,200	\$ 7,483,410	\$ 5,145,811	\$ 12,629,221
102	EXCESS LEVY	-	-	-	-
103	UNUSED	-	-	-	-
104	FINES	(2,970)	(3,056)	-	(3,056)
190	BEECH GROVE	-	-	-	-
226	PARKING GARAGE	* 455,016	449,085	202,945	652,029
230	GRANT	566,634	560,443	-	560,443
245	RAINY DAY FUND	204,002	201,129	4,539,362	4,740,491
270	SHARED SYSTEM	124,169	46,906	310,162	357,068
290	CAFÉ & CATERING	-	-	-	-
301	B&I REDEMPTION FUND	491,559	491,029	1,468,982	1,960,011
321	B&I REDEMPTION FUND II	59,515	59,515	-	59,515
471	LIBRARY IMPROV RESERVE FUND	224,142	210,726	2,701,648	2,912,374
472	CONSTRUCTION	(5,409)	(42,711)	120,550	77,838
473	CAPITAL PROJECTS FUND	-	-	-	-
474	2014 MULTI-BRANCH FAC IMPROV	2,491	2,491	-	2,491
475	2015 BOND - RFID BOOKS AND MAT	(28,842)	(70,783)	1,000,000	929,217
476	2016 BOND - MICHIGAN ROAD	1,043,811	508,053	5,304,132	5,812,185
477	2017 BOND - BRIGHTWOOD	204,025	164,007	5,568,585	5,732,592
478	2017 BOND - EAGLE	1,087,222	893,657	6,020,245	6,913,903
800	GIFT	336,483	441,079	516,937	958,015
806	PAYROLL LIABILITIES	83,068	74,979	-	74,979
812	FOUNDATION AGENCY FUND	2,809	3,389	-	3,389
813	STAFF ASSOCIATION	4	4	-	4
814	SALES TAX	652	932	-	932
815	PLAC CARD REVENUE	41,426	30,636	-	30,636
Totals		\$ 9,664,008	\$ 11,504,920	\$ 32,899,358	\$ 44,404,279

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

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

Chase Savings Account			Previous Month's Chase Savings Account Activity		
	Balance May 31, 2018	Interest Earned May 31, 2018		Balance April 30, 2018	Interest Earned April 30, 2018
Operating Fund	\$ 363,797	\$ 148	Operating Fund	\$ 363,649	\$ 114
Library Improvement Reserve Fd	621	0	Library Improvement Reserve Fd	621	0
Shared System Fund	46,200	19	Shared System Fund	46,181	14
Grant Fund	437,984	178	Grant Fund	437,806	137
Parking Garage	304,787	124	Parking Garage	304,663	95
Bond & Interest Redemption Fd	538,319	219	Bond & Interest Redemption Fd	538,100	168
Total Chase Savings Account	\$ 1,691,709	\$ 689	Total Chase Savings Account	\$ 1,691,019	\$ 528
<i>The average savings account rate for May was 0.48%</i>			<i>The average savings account rate for April was 0.38%</i>		
Fifth Third Bank Investment Account			Previous Month's Fifth Third Bank Investment Account		
	Balance May 31, 2018	Interest Earned May 31, 2018		Balance April 30, 2018	Interest Earned April 30, 2018
Operating Fund	\$ 3,594,002	\$ 4,692	Operating Fund	\$ 3,589,310	\$ 3,822
Library Improvement Reserve Fd	2,701,648	3,527	Library Improvement Reserve Fd	2,698,121	2,873
Shared System Fund	310,162	405	Shared System Fund	309,757	330
Gift Fund	516,937	675	Gift Fund	516,262	550
Construction Fund	120,550	157	Construction Fund	120,392	128
Parking Garage	202,945	265	Parking Garage	202,680	216
Rainy Day Fund	4,367,195	5,701	Rainy Day Fund	4,361,493	4,715
Bond & Interest Redemption Fd	1,033,873	1,350	Bond & Interest Redemption Fd	1,032,523	1,099
Total Fifth Third Bank	\$ 12,847,311	\$ 16,772	Total Fifth Third Bank	\$ 12,830,538	\$ 13,734
<i>The average investment account rate for May was 1.57%</i>			<i>The average investment account rate for April was 1.24%</i>		
Hoosier Fund Account Income			Previous Month's Hoosier Fund Account Income		
	Balance May 31, 2018	Interest Earned May 31, 2018		Balance April 30, 2018	Interest Earned April 30, 2018
Operating Fund	\$ 1,539,907	\$ 2,172	Operating Fund	\$ 1,537,735	\$ 1,893
Rainy Day Fund	172,167	243	Rainy Day Fund	171,925	212
2017A Brightwood Project Fund	5,568,585	7,855	2017A Brightwood Project Fund	5,560,730	6,847
Total Hoosier Fund Account	\$ 7,280,660	\$ 10,270	Total Hoosier Fund Account	\$ 7,270,390	\$ 8,952
<i>The average Hoosier Fund account rate for May was 1.66%</i>			<i>The average Hoosier Fund account rate for April was 1.50%</i>		
TrustIndiana			Previous Month's TrustIndiana		
	Balance May 31, 2018	Interest Earned May 31, 2018		Balance April 30, 2018	Interest Earned April 30, 2018
Operating Fund	\$ 11,901	\$ 18	Operating Fund	\$ 11,883	\$ 16
2015 RFID Project Fund	1,000,000	-	2015 RFID Project Fund	1,000,000	-
2016 Michigan Road Project Fund	5,304,132	7,902	2016 Michigan Road Project Fund	5,296,230	7,289
2017B Eagle Project Fund	6,020,245	8,969	2017B Eagle Project Fund	6,011,276	8,273
Bond & Interest Redemption Fd	435,109	2,138	Bond & Interest Redemption Fd	432,971	1,972
Total TrustIndiana Account	\$ 12,771,388	\$ 19,027	Total TrustIndiana Account	\$ 12,752,361	\$ 17,549
<i>The average TrustIndiana account rate for May was 1.76%</i>			<i>The average TrustIndiana account rate for April was 1.68%</i>		

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	\$12,168,828	\$12,168,828	\$-	\$-	\$-	\$12,168,828
Property Taxes Total	12,168,828	12,168,828	-	-	-	12,168,828
Intergovernmental						
335100 FINANCIAL INSTITUTION T	89,605	89,605	-	-	-	89,605
335200 LICENSE EXCISE TAX REVE	732,478	732,478	-	-	-	732,478
335700 COMMERCIAL VEHICLE TAX	76,445	76,445	-	-	-	76,445
339000 IN LIEU OF PROP. TAX	7,556	7,556	-	-	-	7,556
Intergovernmental Total	906,084	906,084	-	-	-	906,084
Miscellaneous						
361000 INTEREST INCOME	5,000	5,000	3,707	16,254	-	(11,254)
Miscellaneous Total	5,000	5,000	3,707	16,254	-	(11,254)
REVENUES Total	13,079,912	13,079,912	3,707	16,254	-	13,063,658
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	4,750	4,750	750	2,250	-	2,500
438100 PRINCIPAL	10,450,000	10,450,000	-	2,985,000	-	7,465,000
438200 INTEREST	2,357,485	2,357,485	-	457,699	-	1,899,786
Other Services and Charges Total	12,812,235	12,812,235	750	3,444,949	-	9,367,286
EXPENSES Total	\$12,812,235	\$12,812,235	\$750	\$3,444,949	\$-	\$9,367,286

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Miscellaneous						
361000 INTEREST INCOME	\$30,000	\$30,000	\$5,944	\$27,092	\$-	\$2,908
Miscellaneous Total	30,000	30,000	5,944	27,092	-	2,908
REVENUES Total	30,000	30,000	5,944	27,092	-	2,908
EXPENSES						
Other Services and Charges						
431100 LEGAL SERVICES	75,000	75,000	-	6,373	-	68,627
431200 ENGINEERING & ARCHITECT	500,000	763,591	-	-	217,500	546,091
431500 CONSULTING SERVICES	203,000	234,625	-	1,300	30,325	203,000
433100 OUTSIDE PRINTING	-	-	-	2,100	-	(2,100)
439905 OTHER CONTRACTUAL SERVI	250,000	279,750	1,750	3,500	26,250	250,000
Other Services and Charges Total	1,028,000	1,352,966	1,750	13,273	274,075	1,065,618
Capital Outlay						
441000 LAND	480,000	487,500	(361)	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	(361)	1,036,885	7,500	483,115
EXPENSES Total	\$2,548,000	\$2,880,466	\$1,389	\$1,050,158	\$281,575	\$1,548,733

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Miscellaneous						
361000 INTEREST INCOME	\$26,000	\$26,000	\$3,527	\$14,318	\$-	\$11,682
Miscellaneous Total	26,000	26,000	3,527	14,318	-	11,682
REVENUES Total	26,000	26,000	3,527	14,318	-	11,682
EXPENSES						
Other Services and Charges						
431100 LEGAL SERVICES	-	-	-	2,678	-	(2,678)
431200 ENGINEERING & ARCHITECT	0	0	9460	9460	24260	-33720
436100 REP & MAINT-STRUCTURE	250,000	250,000	-	-	-	250,000
438400 ISSUANCE COSTS	-	-	-	1,958	-	(1,958)
Other Services and Charges Total	250,000	250,000	9,460	14,095	24,260	211,645
Capital Outlay						
444500 BUILDING IMPRVMENTS & U	150,000	150,000	-	-	-	150,000
444501 COMPUTER SOFTWARE	-	357,531	3,844	14,482	343,049	-
445300 CAPITAL - EQUIPMENT	-	415,871	-	25,019	391,338	(486)
Capital Outlay Total	150,000	923,402	3,844	39,501	734,387	149,514
EXPENSES Total	400,000	1,173,402	13,304	53,596	758,647	361,159

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 226 - Parking Garage - Detailed Income Statement
MONTH ENDED MAY 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 May 31, 2018

Construction Fund Cash Balances*

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	929,217.27
Fund 476 - Restricted - Michigan Road Project	5,687,998.18
Fund 477 - Restricted - Brightwood Project	5,732,592.45
Fund 478 - Restricted - Eagle Project	6,896,657.60
Foundation	77,838.35
Total Construction Fund Cash Balances	<u>19,326,795.30</u>

Construction Fund Classification Breakdown

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	929,217.27
Fund 476 - Restricted - Michigan Road Project	5,687,998.18
Fund 477 - Restricted - Brightwood Project	5,732,592.45
Fund 478 - Restricted - Eagle Project	6,896,657.60
Foundation - Assigned - Central	77,838.35
Total Construction Fund Breakdown	<u>19,326,795.30</u>

Summary of Classifications

Total Restricted	19,248,956.95
Total Assigned	77,838.35
Total of All Classifications	<u>19,326,795.30</u>

* Cash restricted for retainage payable not included in balances shown

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED					
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 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	41,940.72	325,200.28	1,070,782.73	400,956.13	528,261.14
Fund 476 - Restricted - Michigan Road Project	7,669,132.13	592,445.49	1,231,682.87	1,981,133.95	4,751,568.30	936,429.88
Fund 477 - Restricted - Brightwood Project	6,013,585.28	40,018.16	116,990.08	280,992.83	451,741.36	5,280,851.09
Fund 478 - Restricted - Eagle Project	7,746,627.55	210,809.88	756,509.73	840,215.32	4,541,386.46	2,365,025.77
Major Repairs & Maintenance	3,453,298.44	37,302.00	54,677.00	3,392,064.93	13,400.00	47,833.51
Central Technology	6,852,536.01	0.00	0.00	6,835,931.17	15,969.12	635.72
Total Expenditures	<u>38,788,586.21</u>	<u>922,516.25</u>	<u>2,496,159.96</u>	<u>19,452,036.28</u>	<u>10,176,861.61</u>	<u>9,159,688.32</u>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,135.27	157.38	638.79	15,135.27	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	104,132.13	7,902.20	38,448.73	104,132.13	0.00
** Estimated Future Interest Earnings - Fund 477	68,585.28	7,855.03	30,417.65	68,585.28	0.00
** Estimated Future Interest Earnings - Fund 478	30,000.00	8,969.08	20,245.37	20,245.37	9,754.63

* 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 Briefing Report

6b

To: IMCPL Board **Meeting Date:** June 25, 2018
From: Finance Committee
Subject: Overview of the 2019 Operating Budget

Revenues:

The Library has made an assumption that property taxes net of the circuit breaker loss will increase by approximately 3.4%.

Expenditures:

1. Personal Services – Salary and Fringe Benefits: Planned overall increase of approximately 4%.
 - Salaries – Increases will be based on merit for 2019 using a 2% merit pool plus an additional \$90,000, similar to what we did for increases in 2018. A salary adjustment of \$32,000 is included to implement the increase of a minimum of \$13.00 an hour for employees (except for pages and Hourly Summer Reading Clerks) who fall below that minimum. There are also increases for staffing at the Michigan Road branch scheduled to open at the end of 2018 and the new Brightwood branch scheduled to open in the 4th quarter of 2019.
 - Health Insurance – The Library has a self-funded insurance program. The Library will continue to offer staff two High Deductible Plans. We will assume a 7% increase to insurance costs in the 2019 budget. This includes the contributions to employee's Health Savings Accounts (HSA). There is a planned additional contribution to employees' HSAs, for 2019, due to the reimbursement received from Anthem. The Library will continue to work with our consultant to keep the rates as low as possible for both staff and the Library.
 - Continue a budget for wellness programs to benefit staff – screenings, flu shots, etc.
 - FICA – we will continue with the contribution rate set by the Federal Government – currently 7.65%

- PERF – The Library pays both the employer contribution to PERF at 11.2% and the employee contribution of 3% which totals 14.2% of salaries.
2. Supplies: This includes:
 - Cleaning and office supplies.
 - Library supplies such as library cards and cases used for our DVD and CD collections.
 - Other supplies including items that fall under the capitalization threshold such as laptops, small electronic devices and small furniture items.
 - Also includes the cost of gasoline.
 3. Other Charges and Services: Other services and charges includes, costs for insurance, printing, legal, consulting, training, utilities, repairs and maintenance, security, cleaning and other.
 - We have external factors out of our control such as cost of utilities.
 - Non-tangible collection materials – e-books, and other electronic formats – this is managed in combination with our tangible collection materials to reflect the patron usage.
 - Planned transfer to LIRF of 590,000 for a Central temperature controls energy saving project and a lighting controls upgrade project.
 4. Capital – Collection Materials and other equipment.
 - Includes maintaining the current materials overall budget and adjust between the tangible and non-tangible based on current format trends.
 - Includes PC's and other computer equipment.
 - Includes facility capital expenditures.



Board Briefing Report

6c

To: IMCPL Board **Meeting Date:** June 25, 2018
From: Finance Committee
Subject: 2018-2019 Liability Insurance

Recommendation:

Background:

Indianapolis Marion-County Public Library

Executive Summary

Arthur J. Gallagher Risk Management Services, Inc. appreciates the opportunity to present this proposal for your consideration.

Arthur J. Gallagher Risk Management Services, Inc. is pleased to present our proposal to the Indianapolis-Marion County Public Library for the August 1, 2018 policy term.

The Gallagher Library Program has created one of the most comprehensive and competitively priced insurance programs available. This concept of packaged protection provides a balanced blend of basic and enhanced coverages for your library or system that goes beyond the standard program offered by others. This insurance program includes customized, professional loss control services to help you identify hazards and prevent workplace injuries. The Hartford continues to be a strong insurance company and a committed partner to IMCPL.

The Workers Compensation losses continue to dictate the high modification factor for the Library which decreased slightly this year. See below for Experience Mod factors.

Factors considered into this renewal are:

- Property Values – increased 1.5% - from \$218,013,914 in 2017 to \$221,309,812 in 2018
- Fine Arts values – increased 15.3% - from \$4,205,767 in 2017 to \$4,229,617 in 2018
- Payroll – increased slightly .2.3% - from \$16,765,265 in 2017 to \$17,157,810 in 2018
- Vehicle count remained the same total number 16
- Experience Mod. Decreased from 1.670 to 1.570
1.45 2011; 1.55 in 2012; 1.76 in 2013; 1.76 in 2014; 2.06 in 2015; 1.990 in 2016; 1.670 in 2017; 1.570 in 2018.
- Property rate remained the same as expiring
- General Liability and Umbrella rates increased approximately 4%
- Automobile rate increased as rates for this class increased industry wide, which is mainly due to adverse loss experience industry wide. 4.5% rate increase

The Exposure Summary (following page) outlines the specifics of the data.

We will always diligently and aggressively explore any potential opportunity to reduce the insurance costs for the Indianapolis-Marion County Public Library. Arthur J. Gallagher Risk Management Services, Inc. will continue to strive to provide exceptional service and expertise, and will do everything possible to grow this longstanding and valued relationship. We would like to express our appreciation to the Library, for their assistance in the renewal process. We are excited to continue our relationship this year as your Insurance Broker/Risk Management Consultant.

In the following pages, we will demonstrate what makes our company the best fit for your insurance placement and risk management needs. Thank you again for allowing us to be your partner in this placement.

Handwritten signatures of three individuals: Marcus Henthorn, Katherine Bisceglia, and Martin Dezelan. The signatures are written in black ink and are positioned above their respective printed names.

Marcus Henthorn
Area Vice President

Katherine Bisceglia
Client Service Manager Senior

Martin Dezelan
Area Vice President

LOB	Policy #	Predominant Exposure Base		Total Predominant Exposure			Total Premium			Net Rate Per Exposure Unit			Commission		
		Expiring	Current	Expiring	Current	Exposure Change	Expiring	Current	Premium Change	Expiring	Current	Net Rate % Change	Net Rate \$ Change	Expiring	Current
Prop	83UUNZH5371	TIV	TIV	\$218,013,918	\$221,309,812	1.5%	\$140,718	\$143,384	1.9%	\$0,065	\$0,065	0.4%	\$539	0.0%	0.0%
Gen Liab	83UUNZH5371	Area	Area	670,964	670,964	0.0%	\$32,104	\$33,485	4.3%	\$47,848	\$49,906	4.3%	\$1,381	15.0%	0.0%
Auto	83UUNZH5371	All Units	All Units	16	16	0.0%	\$17,967	\$18,780	4.5%	\$1,122.94	\$1,173.75	4.5%	\$813	0.0%	0.0%
Work Comp	83WE BC0928	Payroll	Payroll	\$16,765,265	\$17,157,810	2.3%	\$129,247	\$131,554	1.8%	\$0,771	\$0,767	-0.5%	-\$719	8.0%	8.0%
Inland Marine		TIV	TIV	\$8,878,260	\$8,902,110	0.3%	\$22,253	\$21,839	-1.9%	\$0,251	\$0,245	-2.1%	-\$474		
Umbrella							\$8,225	\$8,515	3.5%						
				Total Premium (Including Terrorism, Excluding taxes, surcharges & fees for all except WC.			\$950,514	\$957,557	2.0%	Total Net Rate Change		0.6%	\$2,013		

Total Net Rate Change: The Total Net Rate % and \$ Change calculations are comparing the Current Premium to a Flat Rate Renewal Premium (Expiring Net Rate x Current Exposures for each LOB). These calculations may not be accurate for accounts with exposure mismatches because a Flat Rate Renewal Premium cannot be accurately calculated. Reference the LOB detail tabs for additional net rate change information.

Total Premium: Total Premium for each line of business includes Terrorism. Taxes, surcharges and fees are excluded for all lines of business other than Work Comp.

Net Rate Per Exposure Unit: Net Rate is calculated by dividing the total premium by the exposure displayed for each line of business. For GI, the Total GI Premium is divided by the Predominant Exposure value. The Net Rate calculation is an all-in premium view that can be discussed with agents; however, please do not share this document with them. It is not intended to match COG which is an internal net rate metric.

Commission: Any change in commission is reflected in the Net Rate Change via the Net Rate Per Exposure Unit calculation. Consider how the change in commission has impacted the Net Rate Change in your analysis.

What if Scenarios: White boxes are editable if you wish to estimate net rate using different exposures or premiums. Other fields should not be edited because they will not calculate correctly if changed manually.

Fields of this color indicate a predominant exposure mismatch; therefore, the worksheet will not calculate net rate change for these values.



Board Action Request

6d

To: IMCPL Board

Meeting Date: June 25, 2018

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: June 25th, 2018

Subject: Approval to Negotiate and Sign a Contract for Catalog Discovery Services with Bibliocommons, Inc. – Resolution 18-2018

Recommendation: The Board Finance Committee recommends Board approval for the attached action (Resolution 18-2018) to authorize the Library CEO to negotiate and sign an agreement for the implementation and one-year subscription of Catalog Discovery Services with Bibliocommons, Inc.

Background: IndyPL and our Shared System members currently use SirsiDynix’s Horizon catalog software which is hosted in-house. Horizon has been in place since 2000. To keep reasonably up to date, IndyPL has installed updated components of the ILS referred to as ‘Discovery Layers’, for use by our patrons, such as Aquabrowser in 2007 and Enterprise in 2017.

The public that libraries serve, largely underwhelmed by our complicated bibliographic search tools, instead use Amazon.com, a technology company that has quite cleverly tapped into social activities (lists, “people who bought x also bought y,” etc.) to pitch their products. Most importantly, the packaging is slick and effortless.

Bibliocommons is an ILS vendor-agnostic system that provides a suite of patron interface tools. It integrates with a library’s ILS and replaces the functions of a traditional online catalog, adding features including patron-friendly discovery tools, vastly improved searching, and social media functions such as patron commenting and tagging. Patrons are able to review, rate, or recommend content items or to interact dynamically with other patrons, similar to what the public has grown to expect from the Amazon model.

The library has chosen to implement Bibliocommons prior to our selection and implementation of a new ILS in 2020 for the following reasons:

- Enterprise, our current discovery tool, is not responsive in its delivery to different types of devices (phones, tablets, desktops). With the launch of our new website, which will be responsive, patrons will find it confusing and difficult to move between the website and catalog.

- Most patrons do not distinguish between the catalog and website. This will result in difficult navigation for patrons and a negative attitude toward our new website design. Launching a new discover layer simultaneously with a new website will provide an ideal outcome for patrons, providing a cohesive new experience with the new website, events calendar, and catalog.
- Because Bibliocommons fits seamlessly on all major integrated library systems (ILS), the transition for patrons to a new ILS in 2020 will be seamless as the core patron functionality will not change. This will not only benefit patrons, but will allow library staff to concentrate on the new 'back-of-the-house' features of the application.

Bibliocommons is only offered as a subscription service. It hooks into a library's ILS and delivers the patron experience from the Bibliocommons website, which will be branded to match IndyPL's.

The library seeks to negotiate and sign a one-year contract with Bibliocommons that includes implementation costs as well as the first year of services. The planned go-live is planned for early 2019. Terms are year-to-year.

Fiscal Impact: Total annual cost for Bibliocommons subscription services is currently estimated to be \$110,500. The one-time implementation costs are estimated to be \$65,500, making the total project cost for 2018 not-to-exceed \$176,000. These funds will be paid from the 2018 Operating Fund.



Board Resolution

6d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 18-2018

APPROVAL TO NEGOTIATE AND SIGN A CONTRACT FOR CATALOG DISCOVERY SERVICES WITH BIBLIOCOMMONS, INC.

June 25, 2018

WHEREAS, the Library currently uses the Horizon software system for its Integrated Library System (ILS), which ILS is hosted in-house and has been used by the Library and its Shared System members since 2000; and

WHEREAS, The Library also has utilized additional and updated components of the ILS such as an on-line catalog for its collection since 2005, and an Enterprise discovery catalog since 2017; and

WHEREAS, the public that libraries serve have begun to expect the incorporation of social activities in their on-line experiences; and

WHEREAS, The library has chosen to implement BiblioCommons simultaneously with our new website to provide an ideal outcome for patrons, providing a cohesive new patron experience for the new website, events calendar, and catalog, as well as a seamless transition to the new ILS planned for implementation in 2020; and

WHEREAS, the Library is requesting Board of Trustees authorization for the Chief Executive Officer to negotiate and sign a contract for implementation and one-year of subscription services with BiblioCommons, Inc.

IT IS THEREFORE RESOLVED that the Board of Trustees approves the acquisition of BiblioCommons subscription services for the suite of patron bibliographic interface tools for use with the Library ILS for an initial one year term, and authorizes the Chief Executive Officer of the Library to negotiate and execute a contract for implementation and one-year of services with BiblioCommons, Inc. for a total cost not to exceed \$176,000 and on terms the Chief Executive Officer deems necessary and advisable based on the recommendations of Library legal counsel, and any such agreement execution and delivery effected, be, and hereby is, confirmed and approved.

DATED this ____ day of _____, 2018.



Board Action Request

7a

To: IMCPL Board

Meeting Date: June 25, 2018

From: Diversity, Policy and Human Resources Committee

Approved by the Library Board:

Subject: Policy Clean-Up

Effective Date: June 25, 2018

Recommendation: Approval of Resolution 19-2018 PTO policy revisions under the Human Resources Section

Background: The Library and AFSCME Local 3395 reached an agreement on a new joint proposal for an amended Collective Bargaining Agreement, which was approved by the Board on February 26, 2018. The amended Collective Bargaining Agreement switches union eligible employees from the current Annual Leave and Sick Leave policies to the current Paid Time Off policy that was previously adopted for all non-union eligible employees. As a result, the Annual Leave and Sick Leave policies are no longer applicable to any Library employees and both union eligible and non-union eligible employees are subject to the same Paid Time Off Policy. The request is for the Board to approve all modifications to the Library Policy Manual that are consistent with, and necessary to reflect, this change.

Procedures manuals and guidelines used by staff for implementation will be updated, and any public policy statements needing revision as a result of the changes will be updated on the Library's website and in printed brochures.

Strategic/Fiscal Impact: Accounted for in the 2018 budget.



Board Resolution

7a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 19-2018
HUMAN RESOURCE POLICIES**

June 25, 2018

WHEREAS, the Library and AFSCME Local 3395 reached an agreement on a new joint proposal for an amended Collective Bargaining Agreement, which was approved by the Board on February 26, 2018; and

WHEREAS, the Diversity, Policy and Human Resource Committee recommends revisions to the Human Resources Section of the Policy Manual for purposes of removing Annual and Sick Leave Policies since they are no longer applicable and clarifying that all benefit-eligible employees are subject to the same Paid Time Off Policy; and

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library has reviewed the proposed policy changes; and

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library determines that these policy changes are consistent with the values of the Library and will promote and advance the mission and operations of the Library as a taxpayer supported public entity.

THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby approve and adopt the policy changes and additions in the form attached to this Resolution.

INTRODUCTION TO HUMAN RESOURCES

The Indianapolis-Marion County Public Library ("Library") is determined to provide a work environment that is drug-free, healthful, safe, and secure for all employees. The Library shall support and adhere to all applicable local, state and federal regulations regarding employment.

Employment with the Library is voluntary and is subject to termination by the employee or the Library at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Library employees. This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Library's Chief Executive Officer or the Board of Trustees.

The Indianapolis Marion County Public Library Board of Trustees ("Board") shall employ the Library's Chief Executive Officer (CEO). The CEO is the representative of employees to the Board. Constructive suggestions from employees shall be submitted up through the established line of responsibility. The Board as recommended by the CEO will have overall responsibility for employing and discharging all other persons necessary in the administration of the Library.

These personnel policies do not create a contract of employment or alter the at-will status of Library employees.

All employees of the Library shall comply with current Library policies and procedures. Policies and procedures may at any time be modified with or without notice as approved by the CEO and as recommended to and ratified by the Board.

This section of policy relates to the human resources component of the Indianapolis-Marion County Public Library ("Library"), including the following:

- **Section 200: Non Discrimination Policies**
- **Section 210: Basic Employment Policies**
- **Section 230: Attendance and Time Away from Work Policies**
- **Section 240 – 250: Compensation Policies**
- **Section 260: Hiring, Promotion, Demotion and Transfer Policies**
- **Section 270: Performance Management and Termination of Employment Policies**
- **Section 280: Employee Benefits Policies**
- **Section 290: Monitoring and the Use of Technology in the Workplace**
- **Section 300: Safety and Health Policies**
- **Section 310: Library Integrity**

These policies reflect the philosophy of the Library Board in regard to the human resources component of the Library.

Approved October 23, 2017

201 EQUAL EMPLOYMENT OPPORTUNITY

This Equal Employment Opportunity Policy (“EEO Policy”) reaffirms the policy and commitment of the Library to provide equal employment opportunities for all employees and job applicants. The Library endorses and will follow our EEO Policy in implementing all employment practices, policies, and procedures.

The Library will not illegally discriminate against any applicant or employee with respect to hiring, firing, promotion or any other terms or conditions of employment because of race, color, religion, national origin, military service or veteran status, sex, age (for persons 40 years or older), physical or mental disability, pregnancy, sexual orientation, gender identity, or genetic information. The Library will make employment decisions to further the principle of equal employment opportunity. The Library will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and non-discriminatory requirements for promotional opportunities. The Library also will ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, discipline, terminations, Library-sponsored training, and social and recreation programs, will be administered in compliance with all applicable federal, state and local anti-discrimination laws. The Library will also not request, require, or purchase genetic information (including family medical history) regarding any applicant or employee or their family members except as required or permitted by law.

All employees are expected to comply with our EEO Policy. Managers and supervisors who are responsible for meeting business objectives are expected to cooperate fully in meeting our equal employment opportunity objectives.

Any person who is aware of any alleged violation of our EEO Policy should report concerns to the Director, Human Resources, as soon as possible.

The Library will thoroughly investigate and promptly resolve all such complaints in strict compliance with all applicable laws. Any employee violating our EEO Policy or retaliating in any way against complainants under the EEO Policy will be subject to discipline, up to and including termination of employment.

Approved October 23, 2017

202 HARASSMENT

Harassment occurs when a supervisor treats an applicant or employee differently in regard to hiring, firing, promotion or any terms or conditions of employment because of the applicant’s or employee’s race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), veteran status, uniformed service member status and genetic information (including testing and characteristics). Harassment exists when submission to such conduct is made explicitly or implicitly a term or condition of the applicant’s or employee’s employment with the Library or submission to or rejection of such conduct is used as a basis for employment decisions affecting the applicant or employee.

Harassment also occurs when an applicant or employee is subjected to unwelcome or offensive physical or verbal conduct because of the applicant’s or employee’s race, color, sex, religion, national origin, age (40 or older), disability, sexual orientation or gender identity by an employee, patron or vendor of the Library. Harassment exists when such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creates an intimidating, hostile, or offensive work environment.

Harassment is an invasion of an employee's individual rights, is against the law and is not tolerated by the Library.

Approved October 23, 2017

202.1 Reporting Harassment

The Library has a "zero tolerance" policy against harassment. An employee who believes he/she has been subjected to harassment, sexual or otherwise, should first discuss the situation with their manager, or if impractical or impossible in the circumstances, the Area Resources Manager, Services Area Director, or Director, Human Resources. However, the Director, Human Resources, must be notified of any and all complaints and is charged to conduct any required investigation.

Approved August 25, 2014

202.2 Retaliation

No hardship, no loss of benefit, and no penalty may be imposed on an employee in response to or as punishment for:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator.

Retaliation or attempted retaliation is a violation of the Library's EEO Policy and anyone who does so will be subject to severe sanctions up to and including termination.

Approved August 25, 2014

203 DISABILITY ACCOMMODATIONS

Any Employee who believes he or she may have a mental or physical disability that may require a reasonable accommodation to allow the employee to perform the essential functions of his/her job should contact Human Resources. Accommodations that impose an undue hardship on the Library will not be made.

The Library will engage in an interactive dialog with the employee to determine whether the employee has a qualifying disability for purposes of the Americans with Disabilities Act, identify possible accommodations that will allow the employee to satisfy the essential functions of his/her job, and determine whether there are accommodations the Library can reasonably provide under specific circumstances without undue hardship to the Library.

Approved August 25, 2014

204 TRANSGENDER POLICY

204.1 Definitions

The following definitions apply for purposes of this policy:

- a. Gender Identity: A person's internal, deeply-felt sense of being male, female, or something other in-between, regardless of the physical sex they were assigned at birth.

- b. Transgender: An umbrella term used to describe persons whose gender identity and/or expression is different from their physical sex assigned at birth.
- c. Transition: The process of changing one's gender from the physical sex assigned at birth to one's gender identity. Transition may include "coming out" (telling family, friends, and coworkers), changing the name and/or sex on legal documents or accessing medical treatment such as hormones and surgery.

Approved February 22, 2016

204.2 Official Records and Confidentiality

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

Approved February 22, 2016

204.3 Workplace

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

Approved February 22, 2016

204.4 Restrooms

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

Approved February 22, 2016

204.5 Confidentiality and Non-Disclosure

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

Approved February 22, 2016

204.6 Harassment

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

Approved October 23, 2017

SECTIONS 210 – 220: BASIC EMPLOYMENT POLICIES

211 STEWARDSHIP OF ASSETS

Staff are responsible for the security of all assets purchased by the Library. Theft, misappropriation, transactions made by the employee in their own account, or abuse of Library property is not permitted and will result in disciplinary action up to and including termination.

Approved August 25, 2014

211.1 Loan of Library Materials

All employees are to check out, reserve, renew and return all library materials for their personal use according to the policies and procedures governing the circulation of materials under the same rules and in the same manner as the public.

Staff members will be registered borrowers in good standing. Staff members can:

- Check out their materials using self-check.
- Make their fine/fee payments through the web.
- Trap their holds from the delivery boxes.
- Trap their holds from the pull list.
- Request materials through the public online catalog.

Non-resident employees will be issued library cards free of charge.

Under no circumstances should any employee remove library materials from the library without having them checked out on his/her library card account or a work-related library card account. All employees will check out library materials through self-check stations or through another Library staff member.

Library materials being processed will not be taken from the Receiving or Processing Sections without permission of the Director, Collection Management Services Area.

Approved August 25, 2014

211.2 Exceptions to Employee Loan of Library Materials

For library use of materials, such as for the preparation of a program or book talk, a special borrowers card ("request card") will be used with express approval of the employee's manager.

Approved August 25, 2014

211.3 Reserves

Employees may place reserves on any materials that may be reserved by the public through the same procedures in which reserves for the public are handled. All employees will place requests through the public online catalog or through another Library staff member.

Under no circumstances may employees remove items from the hold shelves, or alter reserve lists, due dates, or other circulation records or procedures for their personal/family use of materials.

Approved August 25, 2014

211.4 Fines

Employees shall pay all overdue fines under the same rules as the public. Under no circumstances may employees alter or waive fines on their personal records or those of their family and acquaintances. Staff members cannot:

- Cancel their own items on hold by personally checking in the hold. The public on-line catalog, or another staff person, must be used for this transaction.
- Update their personal information (address, e-mail, telephone number, etc.) in their library card account. This must be handled by another staff member.
- Place holds on library materials on their own account. The public on-line catalog, or another staff person, must be used for this transaction.
- Renew materials in the staff circulation software module on their own account. The public on-line catalog, or another staff person, must be used for this transaction.
- Make financial adjustments such as payments, waivers and adjustments in their own account, or accounts belonging to members of their family. This must be handled by another staff member.
- Clear charges for returned materials in their own accounts.

Approved August 25, 2014

211.5 Lost and Damaged Materials

Employees shall pay for lost or damaged materials under the same rules as the public.

Approved August 25, 2014

211.6 Outstanding Accounts

Employees will be subject to debt collect under the same rules as the public.

Approved August 25, 2014

211.7 Abuse of Privileges

Incidents of abuse of circulation policies by employees will result in disciplinary action up to and including termination.

Approved August 25, 2014

212 DRIVING RECORD AND INSURANCE

212.1 Driving Positions

A "Driving Position" is any position wherein an employee drives a Library-owned vehicle or an employee-owned vehicle on Library business as a part of his/her regular, essential job assignment. Both employees in Driving Positions and employees who may drive an employee-owned vehicle on Library business regardless of whether such is a part of his/her regular, essential job assignment, are required to possess a current, valid driver's license and have insurance coverage for operating a motor vehicle that complies with the requirements of the State of Indiana. Employees in Driving Positions are also required to have any specific state-required permits or licenses such as a chauffeur's license and maintain a driving record acceptable to the Library. Any change in license status, driving record or insurance coverage must be reported to Human Resources immediately.

Approved October 23, 2017

212.2 Driving Record and Performance

From time to time the Library or its insurance carrier may request reports from relevant government agencies regarding the license status and driving record of employees both in Driving Positions and who drive an employee-owned vehicle on Library business regardless of whether such is a part of his/her regular, essential job assignment. In the event that the license status or driving record of any employee becomes unacceptable to the Library or the Library's insurance carrier, that employee may be restricted from driving, reassigned, suspended or terminated.

It is expected that any employee driving a Library-owned or employee-owned vehicle on Library business will:

- Never drive under the influence of drugs or alcohol.
- Never transport passengers such as friends for unauthorized uses.
- Drive safely and obey all traffic, vehicle safety and parking laws and regulations.
- Report all accidents and violations to his or her supervisor.
- Not drive if his or her license is suspended or revoked.

Approved October 23, 2017

212.3 Commission of Driving Violation

Any employee who commits any parking or traffic violations while driving a Library-owned or employee-owned vehicle on Library business is responsible for any fines associated therewith.

If the driving record for an employee in a Driving Position shows commission of any of the following violations within the last 3 years, the employee shall not drive a Library-owned or employee-owned vehicle on Library business and may be terminated immediately:

- DWI/DWUI – Drugs or alcohol.
- Hit and Run.
- Failure to report an accident.
- Negligent homicide using a motor vehicle.
- Driving while license is suspended.
- Using a motor vehicle for the commission of a felony.
- Operating a motor vehicle for the commission of a felony.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Illegal passing of a school bus.
- Other violations as determined on a case-by-case basis by the CEO.

If an employee in a Driving Position has 3 or more accidents and/or other moving violations within any given 3 year period, the employee shall not drive a Library-owned or employee-owned vehicle on Library business and may be terminated immediately.

Approved August 25, 2014

212.4 Driving Record Review

Annual Driving Records

In June of each year, the Human Resources Services Area will obtain and review the driving records for employees in Driving Positions. The purpose of the review is to confirm both a valid driver's license and that the employee's driving record is acceptable to the Library and the Library's insurance carrier.

Applicants for Driving Positions

- All applicants for Driving Positions must provide an up-to-date copy of their Indiana Official Driving Record from the Bureau of Motor Vehicles. The original of this form will be attached to the application's form. A copy of the chauffeur's license, if required, will also be attached to the application's form.
- All applicants for Driving Positions must provide proof of insurance coverage for operating a motor vehicle that complies with the requirements of the State of Indiana.

If an applicant's driving record is not acceptable based on the criterion specified or the applicant's proof of insurance is not adequate, a human resource representative will inform the applicant that he or she is ineligible for hire at this time but that the applicant may reapply at a later date.

Approved October 23, 2017

213 COMMUNICATION

Employees shall not publically express an official position as a representative of the Library, or express positions about policies or procedures of the Library unless specifically authorized to do so by the CEO. Nothing in this policy is intended to prevent employees from engaging in protected activity under the First Amendment to the U.S. Constitution.

Approved October 23, 2017

213.1 External Communications

Requests made of employees for interviews, photographs or other publicity from mass and community media representatives will be referred to the Communication's Department.

Approved October 24, 2016

213.2 Appearance on Commercially Sponsored Programs

Employees may hold themselves out as employees of the Library in connection with their participation in commercially sponsored electronic or print media only with the express prior approval of the CEO. Even when expressly approved by the CEO, any such employee shall not directly or indirectly endorse any product of the sponsor, actively participate in that part of the electronic or print media devoted to advertising the sponsor's product, or directly or indirectly claim to express the official views of the Library on any subject.

Approved August 25, 2014

214 EMPLOYEE RECOGNITION

The Helen L. Norris Distinguished Service Award will be presented annually to a library staff member in recognition of outstanding contribution to the advancement of the library and the development of its service.

Approved August 25, 2014

214.1 Criteria

The staff member's contribution may have been made during the calendar year preceding the presentation of the award or over a period of several prior years. Criteria to be considered in the selection of the recipient will be:

- Individual service to readers.
- Community relationship.

- Improvement in methods.
- Distinguished writing, editing, or public relations.
- Excellence in the planning and execution of a special project.
- Exceptional knowledge or skill in any subject or service field.
- Active participation in a national, state, or local organization whose aim is the furtherance of the library profession.
- Outstanding service in any position.

Additional factors to be considered will be:

- Cooperation with the administration, colleagues, subordinates.
- Enthusiasm and resourcefulness.
- Personal sense of responsibility.
- Respect and admiration of co-workers.

Approved August 25, 2014

214.2 Method of Selection – Committee

The selection of annual recipient of the award will be made by a Distinguished Service Award Committee appointed by the CEO (with recommendations by the members of the Executive Committee) no later than August 31 of each year. The committee will consist of 5 members that reflect the diversity of the staff and with selection to be representative of the various ranks and type of service from both Central and Outside Facilities. The Director, Human Resources, will be an ex officio member of the Committee, without vote. Advisors to the Committee will be the CEO and Executive Committee members.

Approved August 25, 2014

214.3 Nominations

Members of the staff will be invited to submit nominations for the recipient of the Award prior to August 31 of each year. A statement of the nominee's qualifications for consideration will accompany each nomination. Nomination blanks will be available from the Human Resources Office. A staff member may make more than one nomination.

Approved August 25, 2014

214.4 Frequency of Award

The Committee in any one year may deem no contributor worthy of an Award or the Committee may recommend that more than one Award be made in a single year. Such action will be subject to approval of the Advisors to the Committee.

Approved August 25, 2014

214.5 Presentation of the Award

The Award will be presented by the CEO at the annual All Staff Day.

Approved August 25, 2014

214.6 Award Amount

The Award will be in an amount up to \$1,000.00 (depending on availability of funding from the Endowment Fund and the IMCPL Foundation), as determined by the Committee and the Advisors to the Committee, and a citation.

Approved August 25, 2014

215 STAFF ORGANIZATIONS

The Board recognizes the Indianapolis Marion County Public Library Staff Association as the official employee body to advance the interests of the Library as an organization, to promote the professional and social relations of all employees, and to promote the economic welfare of all employees except with respect to matters pertaining to grievance and personnel practices (wages, hours, fringe benefits, and the voluntary payment of dues) for those employees who are represented by a certified employee organization pursuant to Board Resolution 89-2006.

The Library authorizes the use of a reasonable amount of work time when the needs of the Library permit by staff who are members of the Staff Association for attendance at official meetings of the association. In addition, work time may be allowed for those officers and committee members who are elected or appointed by the membership to carry out the official functions of the association as outlined in its constitution and bylaws. Time spent by non-exempt employees attending general or committee meetings of the Staff Association during non-work hours is not compensable time.

The Board recognizes the cooperative working relationship between the Board and the Staff Association's Salary Committee for those employees not otherwise represented by an employee organization certified pursuant to Board Resolution 89-2006 in the establishment of annual salary ranges and fringe benefit, and the meeting schedule mutually agreed upon as recommended by the CEO.

Approved October 23, 2017

216 NO SOLICITATION

Employees shall not solicit money for personal purposes in the Library while on work time without the CEO's approval.

Approved August 25, 2014

217 OUTSIDE EMPLOYMENT

While outside employment is not generally prohibited, such employment must not cause a conflict of interest for the library with the employee's work schedule at the Library, impede or otherwise affect the employee's ability to properly perform his/her job duties.

Approved August 25, 2014

218 PERSONAL CONDUCT

Employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the Library, including termination of employment, if such conduct is determined by management to be harmful to the Library's public image, or otherwise adversely affects the Library's legitimate interests.

Approved August 25, 2014

219 NURSING MOTHERS

For mothers wishing to express breast milk, the Library will provide reasonable break time and a private location (other than a bathroom, shielded from view and free from intrusion from coworkers and the public) to do so. Upon request, the Library will provide a cold storage space to store the breast milk until the end of the workday; otherwise, employees may provide their own portable cold storage device.

Approved August 25, 2014

220 PROFESSIONAL APPEARANCE

Employees are required to be well-groomed in person and in dress to present a professional appearance as representatives of the Library regardless of work location. Shoes should be safe and sensible so they do not pose a safety risk to the individual. Clothing must be in good condition. Flip flops, shorts, halter tops, gym, athletic or sweat clothes or clothes with offensive slogans or pictures are inappropriate for the workplace.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during new hire orientation and evaluation periods. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

If an employee's clothing does not satisfy departmental safety and appearance guidelines, the employee may be relieved of all work duties and, if a non-exempt employee, required to clock out. If the employee so chooses, the employee may go home and change, return to the Library, clock in and resume work duties. Repeated incidents will result in progressive discipline.

Library Management may from time to time approve dress not normally allowed under this policy for special occasions or unique situations. Notifications of these special occasions will be sent to employees.

Nothing in this policy is intended to prevent employees from engaging in protected activity under the First Amendment to the U.S. Constitution.

Approved October 23, 2017

220.1 Employee ID Badges

All Library employees are required to prominently display their Library-issued ID badges. Non-compliance will result in progressive discipline.

Employees are responsible for keeping their ID badge safe and secure. Lost or stolen name badges must be immediately reported to the Facilities office and arrangement made to secure a new badge. Old or damaged badges needing replacement must be turned in before a new badge is issued.

Approved August 25, 2014

220.2 Uniforms

Facilities employees will be issued uniforms at time of hire. It is the responsibility of the employee to maintain and wash the uniform to look as neat and clean as possible.

Approved August 25, 2014

221 PROFESSIONAL ASSOCIATION DUTIES

Staff members elected or appointed to an office in a professional organization may be granted reasonable work time for meetings, correspondence and planning when the schedule of the library will permit. Although active participation is encouraged, approval to accept multi-year appointment does not guarantee attendance at all meetings or conferences during the term.

Approved August 25, 2014

221.1 Nomination Process

Prior to accepting a nomination, office or committee appointment that will involve staff time or program/meeting attendance; the staff member should submit a Professional Activities Form (Form 27) to request approval. The application should state the purpose of the organization, committee or board on which the staff member will serve, and the benefit to the Library served by the employee's participation. Generally, priority for commitment of Library time and expense will be given to committees or divisions of state and national professional associations whose activities contribute to or benefit public library service. Form 27 should be submitted to the manager for approval and signature, and submitted to the appropriate Executive Committee member and the CEO. Requests are to be submitted in sufficient time prior to the anticipated activity to the Board for their consideration and approval.

Approved August 25, 2014

221.2 Conferences

Staff members may be granted reasonable time, when the work of the Library permits, to attend professional conferences, including national, state and local conferences, provided they are members of the sponsoring organization.

- a. Permission to attend conferences on Library time must be approved in advance by the manager and appropriate Executive Staff Member and the CEO. Professional Activities Form 27 will be used for this purpose and submitted to Human Resources. Human Resources, will then include the activity request in the travel resolution to be submitted to the Board for final approval.
- b. In approving conference attendance requests for ~~non-union eligible~~ employees, managers must consider the section's needs and schedule, including previously approved PTO requests or other leaves scheduled for the period. In the event two or more staff members of a section request conference attendance, or if consecutive years' attendance due to committee or office commitments by one staff member precludes the opportunity for others, the manager may determine a system for ranking the requests or rotating attendance among those who apply.

~~In approving conference attendance requests for union-eligible employees, managers must consider the section's needs and schedule, including previously approved annual leave requests or other leaves scheduled for the period. In the event two or more staff members of a section request conference attendance, or if consecutive years' attendance due to committee or office commitments by one staff member precludes the opportunity for others, the manager may determine a system for ranking the requests or rotating attendance among those who apply.~~

- c. Any compensation of non-exempt employees for travel to, and attendance at, a conference shall be in accordance with applicable state and federal laws.
- d. The CEO may recommend to the Board that a staff member be granted time to attend a conference even though not a member of the sponsoring organization.

- e. Staff desiring to be Board representatives at the American Library Association Annual Conference and/or the Public Library Association National Conference in the years in which the conference is held will make application to the Board at least four months in advance of the meeting. The Board's intent is to send two representatives. The applications are subject to approval by the Board.
- f. Travel Reimbursement procedures as approved by the Library Board covers employee expenses for auto mileage, travel by air, lodging, meals, and other expenses directly related to the journey (i.e. taxi fare, tolls, parking, car rental, registration, & business phone calls). Expenses must be submitted within sixty (60) days of date of travel to accounting or end of the calendar year, whichever is sooner, of date of travel.

Approved October 24, 2016

221.3 Lectures and Talks

Staff may be granted reasonable work time, when the work of the library permits and the Library's purpose is served, to present lectures and make presentations with the prior approval by the manager.

Approved August 25, 2014

222 TRAINING AND DEVELOPMENT

The Library believes the learning and development of staff is a priority and will support opportunities for all employees to enhance their skills and abilities to better meet the Library's mission.

Through personal initiative and/or at the request of members of the Executive Committee, the Director, Human Resources, will be responsible for staff learning and development programs. Employees are expected to develop their technical skills and personal qualities through programs made available by the Library and their own efforts to maintain and enhance relevant competencies. Employees and managers shall work together in determining appropriate skills enhancement as part of our annual performance management cycle.

Approved August 25, 2014

223 TUITION ASSISTANCE

223.1 Tuition Assistance Available for Degree Program

The Library offers a tuition assistance program to employees who are pursuing an additional job related degree. The assistance is limited to an annual maximum of \$2,000.00 for course work completed at a grade level of 3.0 or above on a 4.0 scale by an employee. Allocation of funds will be prioritized based on institutional goals and available funding.

Approved October 24, 2016

223.2 Tuition Assistance for Positions Requiring State Library Certification

The Library offers tuition assistance to employees who are hired into a position requiring a Non-Degree State Library Certification. The assistance is limited to a maximum total of \$500.00 for course work completed toward achieving the State Library Certification requirement at a grade level of 3.0 or above on a 4.0 scale by the employee. Allocation of funds will be prioritized on institutional goals and available funding.

Approved October 24, 2016

223.3 Eligibility for Tuition Assistance

Employees eligible for tuition assistance must be a .5FTE or above (regularly scheduled for 20 or more hours per week), have successfully completed the probationary period, and have a performance rating of 3 or above on their most recent performance evaluation.

Approved October 24, 2016

223.4 Repayment of Tuition Reimbursement

Any employee receiving tuition assistance who leaves employment with the Library within 3 years of receiving tuition assistance is required to repay the tuition assistance to the Library unless repayment is waived by the CEO. The Library may use legal recourse to recoup any repayment of tuition assistance required under this policy.

Approved October 24, 2016

224 GRIEVANCE

Employees who feel they have been treated in a manner inconsistent with Library Policy may utilize the Library's Grievance procedure as established by the Board. No grievances related to performance evaluations may proceed beyond the CEO's written decision at step 3 set forth below.

Approved October 23, 2017

224.1 Eligibility

Only employees who have successfully completed the initial probationary period will be eligible to file a grievance.

Approved August 25, 2014

224.2 Grievance Process

Step 1 - Formal Presentation

Formal presentation of any grievance must be made in writing on a completed Grievance Form available from Human Resources and submitted to the Director, Human Resources, within 10 business days (Monday through Friday except for Board designated holidays) of either the day on which the event giving rise to the grievance occurred or the day on which the grievant should reasonably have known of the event giving rise to the grievance.

When submitting the grievance in writing, the grievant must state in the Grievance Form the following: (1) the specific date(s) on which the event occurred; (2) the nature and circumstances of the event, including the identity of all persons involved; (3) the specific policy or procedure that the grievant believes was violated; and (4) the outcome desired by the grievant as a result of the grievance. A copy of the Grievance Form will be sent to the Area Resource Manager and Service Area Director. The immediate supervisor of the grievant shall within a reasonable period of time discuss the grievance with the grievant in an attempt to resolve the grievance immediately. The supervisor must provide a written response within 5 business days (Monday through Friday except for Board designated holidays) from the date of the discussion of the grievance with the grievant, which response shall include a description of any resolution of the grievance as may have been agreed upon. If a resolution of the grievance is reached, the written response shall include the signature of both the grievant and the supervisor. A copy of the supervisor's response will be sent to the Director, Human Resources, and the grievant. Each party will retain a signed copy for their records.

STEP 2 – Director, Human Resources

If the grievance is not satisfactorily resolved in Step 1, the grievant may present the Grievance Form to the Director Human Resources, within 5 business days (Monday through Friday except for Board designated holidays) from the employee's receipt of the supervisor's written response. The HR Director shall thoroughly investigate the grievance. The Director Human Resources, may interview all involved parties, including the grievant, to render a fair decision. The Director Human Resources shall provide a written response to the grievance within 5 business days (Monday through Friday except for Board designated holidays) from the completion of the investigation, which response shall include a description of any resolution of the grievance agreed to by the parties. If a resolution of the grievance is reached, the written response shall include the signature of both the grievant and the Director Human Resources. Each party will retain a signed copy for their records.

STEP 3 - Chief Executive Officer

If the grievance is not satisfactorily resolved in Step 2, the grievant may present the grievance in writing to the CEO within 5 business days (Monday through Friday except for Board designated holidays) from receipt of the HR Director's written response. The CEO shall review the grievance and, as necessary, discuss the grievance with the Director, Human Resources, and other relevant persons, including the grievant. The CEO shall make a written response to the grievance within 10 business days (Monday through Friday except for Board designated holidays) from the date the CEO concludes his/her review and investigation, which response shall include a description of any resolution of the grievance as may have been agreed upon by the parties. If a resolution of the grievance is reached, the written response shall include the signature of both the grievant and the CEO (or his/her designee). Each party will retain a signed copy for their records.

Approved August 25, 2014

225 APPEAL TO THE LIBRARY BOARD

225.1 Right to Appeal

If a grievance is not satisfactorily resolved in Step 3 of the Grievance Process above or a recommendation has been made by the CEO to the Board that an employee be terminated, demoted or suspended, the grievant/employee may within 10 business days (Monday through Friday except for Board designated holidays) from the employee's receipt of the CEO's response or recommendation, as applicable, request a hearing before the Board by providing written notification of such to the Director, Human Resources.

Approved August 25, 2014

225.2 Procedure before the Board

STEP 1 - Procedure for Setting the Hearing Date

Upon receipt of a request to appeal a grievance or a request for a hearing, the President of the Board within 10 business days (Monday through Friday except for Board designated holidays) from receipt of such notice, will schedule set a time and place for such hearing. Notice of the scheduling of the hearing will be given to the grievant/employee in person or by mail. The date of the hearing shall not be sooner than 10 business days (Monday through Friday except for Board designated holidays) from the date the notice scheduling the hearing is delivered to the grievant/employee.

STEP 2 - Nature of Hearing

The hearing will be in an Executive Session of the Board or a committee of the Board but the Board or Board committee may order otherwise upon request of the employee and agreement of the CEO. The grievant may attend such hearing and may be represented by an attorney or if the employee is in a union eligible position, a Union representative.

STEP 3 - Order of Proceedings

The order of proceedings will be as follows:

- a. The employee may have 30 minutes in which to present any information either oral or written concerning the matter at hearing.
- b. The CEO or CEO designee may have 30 minutes in which to present information either oral or written concerning the matter at hearing.
- c. The employee may reserve part of his/her 30 minute period for the purpose of presenting rebuttal information. The time to be reserved for rebuttal will be specified by the employee at the end of the employee's presentation, and shall be subtracted from the presentation period. The CEO or CEO designee may reserve part of his/her 30 minute period for the purpose of responding to the employee's rebuttal, and such time shall be subtracted from the presentation period. The Board may, in its discretion, grant additional time to any party making a request at the hearing.
- d. At the conclusion of the hearing, the Board will then take the matter under advisement. The decision of the Board will be made at the next regular Board meeting after the hearing provided herein. However, if the findings of the Board are not completed at the end of that period, the Board may table its decision until the next regular Board meeting. The decision of the Board shall be rendered in writing and shall be final and conclusive.

Approved August 25, 2014

226 Miscellaneous Policies

226.1 Signage

Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on Library property at any time without advance permission from a manager.

Approved August 25, 2014

226.2 Staff Areas

All Staff areas and Library facilities will be maintained in a neat, orderly and safe manner.

Approved August 25, 2014

226.3 After Hours

Off duty public services employees should not be in Library facilities before or after hours without prior approval of the manager.

Approved August 25, 2014

226.4 Staff Parking

The Library provides staff parking in the Central Parking Garage free of charge. Central Library staff are required to park on Level 2.

Approved August 25, 2014

SECTION 230: ATTENDANCE AND TIME AWAY FROM WORK POLICIES

231 ATTENDANCE

Punctual and regular attendance is an essential function of each employee's job at the Library. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized Library business. The Library uses progressive discipline to address employee attendance issues.

The following policies apply to attendance:

- The Library awards its ~~non-union~~ eligible employees PTO, which must be scheduled and pre-approved by their supervisor.
~~The Library awards its union-eligible employees with vacation and sick days. Vacation must be scheduled and pre-approved by one's supervisor. Unapproved time off is charged to accrued vacation or sick days unless covered by an approved leave of absence.~~
- The employee must call their immediate supervisor at least one hour before their scheduled start time or, at the earliest opportunity in case of unusual circumstances, if unable to report to work on time.
- If the immediate supervisor is unavailable, the employee must notify the next level of management or the person-in-charge.
- Even though an employee complies with this notice requirement, late arrival or early departure from scheduled work time is still an unscheduled absence unless the supervisor has pre-approved a change in the employee's scheduled work time depending on staffing needs and the circumstances of the request.
- Absences due to reason that qualify under the Family Medical Leave Act (FMLA) will not be counted toward an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Approved October 24, 2016

231.1 Telecommuting

Telecommuting is working at home or other off-site locations that are linked through computers, fax machines and other equipment to one of the Library's locations. Subject to the requirements of the Americans with Disabilities Act, the library maintains complete discretion over which employees and which positions may be eligible to telecommute and the duration of such arrangement. Any employee working pursuant to a telecommuting arrangement is subject to the same terms and conditions of employment and will be expected to maintain the same level of professionalism, work quality, work quantity, and customer service than would be expected under a traditional work arrangement. Working hours will be mutually agreed upon by the supervisor and the employee and will be dictated by the needs of the Library.

Any telecommuting arrangement will require prior approval of the Library CEO, Service Area Director and Director, Human Resources.

Approved October 23, 2017

232 UNSCHEDULED ABSENCES AND TARDINESS

The following policies apply to unscheduled absences:

- The Library has a numerical threshold for unscheduled absences.

- An absence is unscheduled unless the employee requests and receives approval from their supervisor a change of their work schedule at least 24 hours prior to the start of their scheduled work time.
- Under this policy, employees may accumulate up to 8 unscheduled full or partial days absences during an annual performance cycle without any disciplinary consequences.
- Unscheduled absences are counted as 1 occurrence for each full day absence and ½ occurrence for a partial day absence.
- If an employee has an unscheduled absence of more than one day and brings a doctor's note upon returning to work, the multiple consecutive absences up to a maximum of five, will be considered 1 unscheduled absence occurrence.
- If an employee has multiple, consecutive unscheduled absences (for an illness or any other reason) but returns without a doctor's note, each unscheduled absence will be counted toward the 8 annually allowable maximum before progressive discipline begins.
- Absences due to reasons that qualify under the Family Medical Leave Act (FMLA) will not be counted toward an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.

Approved October 24, 2016

232.1 Credited Time

"Credited time" is legally non-compensable time for which a non-exempt employee is paid. Examples of credited time that may be authorized as paid time include time for jury duty, emergency closures and bereavement leave.

Approved August 25, 2014

232.2 Deducted Time

Deducted time is time deducted from an employee's expected compensation for a pay period because the employee did not work his or her full schedule. In the case of non-exempt employees, deducted time is designated for the period of time the employee did not work his or her full schedule. In the case of exempt employees, any deducted time shall only be designated in a manner consistent with the employee's status as "exempt."

Approved August 25, 2014

232.3 No Call / No Show

Subject to the requirements of the Americans with Disabilities Act and the Family Medical Leave Act, any unexcused absence of three (3) consecutively scheduled work days without notice by the employee to his supervisor is considered job abandonment and may result in immediate termination of employment.

Management may consider extenuating circumstances when determining discipline for a no call/no show.

Approved October 23, 2017

232.4 Step Discipline for Unscheduled Absence and Tardiness

STEP DISCIPLINE FOR UNSCHEDULED ABSENCE AND TARDINESS

Step 1 Over 8 Unscheduled full or partial day absences	First Written Warning <ul style="list-style-type: none">• Signed Original – to HR for Employee File• Cc: - to Manager• Cc: - to Employee
Step 2 Next Unscheduled full or partial day absences	Second Written Warning <ul style="list-style-type: none">• Signed Original – to HR for Employee File• Cc: - to Manager• Cc: - to Employee
Step 3 Next unscheduled full or partial day absences	Third Written Warning <ul style="list-style-type: none">• Signed Original – to HR for Employee File• Cc: - to Manager• Cc: - to Employee
Step 4 Next Unscheduled full or partial day absences	Termination of Employment <ul style="list-style-type: none">• Signed Original – to HR for Employee File• Cc: - to Manager• Cc: - to Employee

Approved October 23, 2017

233 EMERGENCY CLOSURE

It is the Library's policy to be open during regular business hours, and we generally do not close because of inclement weather. However, extreme situations, such as severe weather conditions, fires, power failures, or natural disasters, can present a safety hazard to employees or disrupt operations to such an extent that they require the Library to temporarily close one or more of its facilities.

Approved August 25, 2014

233.1 Emergency Scheduling

Each manager will be responsible for rescheduling staff and preparing emergency schedules.

The CEO will make the decision prior to 6 a.m. when conditions warrant emergency closing, late opening or an early closing.

Staff should call 275-4949 after 6 a.m. for an official announcement of Library closures or delays and this message will be updated as weather indications change. Although an announcement will also be provided to TV and Radio stations, staff should not just rely on the media for this information.

Since the decision for emergency closing is made by 6 a.m., those working earlier shifts will delay travel to work until they can verify the emergency closing or late opening via the message line.

In the event of an early closing, reasonable effort will be made to notify those staff members scheduled to work an evening shift to preclude unnecessary travel.

In the event of an emergency closing, the manager, or the staff member designated by the manager, from each public services location will go to the facility, empty the drop box, check the building and report any problems to the appropriate manager. Non-exempt employees required to work will be paid 1 ½ times their regular rate of pay for such hours actually worked if approved by their manager.

If the opening of the Library is delayed or the Library is closed early, those hours as part of the non-exempt employee's regularly scheduled work time will be designated on the time card as "credited." For example, if the Library's opening is delayed by two (2) hours a non-exempt staff member would have two hours of credited time and six hours of regular hours worked if they worked the remaining six hours of their regularly scheduled shift.

- a. If operations are officially closed by 6 a.m. due to emergency conditions: Non-exempt employees scheduled to work will be paid their regular rate of pay and designate scheduled work hours as "credited" time. This credited time shall not constitute overtime or special pay and shall not be used for purposes of calculations related to overtime pay.
- b. If a non-weather related emergency closure continues to subsequent days:
 - i. Non-exempt employees' time off from work will be unpaid.
 - ii. With Manager approval, non-exempt, ~~non-union eligible~~ employees may use available accrued PTO time to be paid for any non-worked but regularly scheduled hours of the closure at their regular rate of pay.

~~With Manager approval, non-exempt, union eligible employees may use available accrued vacation time to be paid for any non-worked but regularly scheduled hours of the closure at their regular rate of pay.~~

- c. Staff working on days when operations are officially closed: Non-exempt staff required to work during an emergency closure will be paid time and a half for their scheduled hours worked during the emergency closure period.
- d. When due to severe weather conditions some, but not all, library locations are closed: Non-exempt staff who are scheduled and work at the location(s) which are open will be paid time and a half for their regularly scheduled hours. If the location is closed before the end of the regularly scheduled day, those hours scheduled but not worked shall be paid at their regular rate of pay and designated as "credited" time. This credit time shall not constitute overtime or special pay and shall not be used for purposes of calculations related to overtime pay.
- e. Non-exempt employees scheduled to work at a location closed due to an emergency and reassigned to another location will be paid their regular rate of pay for their scheduled work time.
- f. In instances in which the Library is not closed but non-exempt, ~~non-union eligible~~ employees determine that it is unsafe or they are otherwise unable to report for work due to severe weather or other emergency conditions, non-exempt, ~~non-union eligible~~ employees will not be paid for the time off work but may be permitted to use accrued PTO with managerial approval. At the manager's discretion, non-exempt, ~~non-union eligible~~ employees may be given the option of adjusting their schedules within the week to make up lost work time.

~~In instances in which the Library is not closed but non-exempt, union eligible employees determine that it is unsafe or they are otherwise unable to report for work due to severe weather or other~~

~~emergency conditions, non-exempt, union-eligible employees will not be paid for the time off work but may be permitted to use accrued annual leave with managerial approval. At the manager's discretion, non-exempt, union-eligible employees may be given the option of adjusting their schedules within the week to make up lost work time.~~

- g. In instances in which the Library is not closed but exempt, ~~non-union-eligible~~ employees determine that it is unsafe or they are otherwise unable to report for work due to severe weather or other emergency conditions, exempt, ~~non-union-eligible~~ employees will be charged any available accrued PTO on their timecard.

~~In instances in which the Library is not closed but exempt, union-eligible employees determine that it is unsafe or they are otherwise unable to report for work due to severe weather or other emergency conditions, exempt employees will be charged any available accrued annual leave on their timecard.~~

- h. If an employee cannot make it to work, they must call and notify their supervisor in advance of their scheduled work time.

Approved October 24, 2016

234 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Under the provisions of the Family and Medical Leave Act ("FMLA"), employees who have completed at least 12 months of service (the 12 months need not be consecutive) and worked at least 1,250 hours over the previous 12 months ("eligible employees") may under certain conditions be entitled to unpaid leave.

Approved October 23, 2017

234.1 Eligibility

An eligible employee is entitled up to a total of 12 work-weeks (up to a total of 26 work-weeks if service member leave) of unpaid leave during any 12-month period for one or more of the following reasons:

- Parenting Leave: To care for the employee's new son or daughter, including by birth, by adoption or by foster-care placement;
- Family Medical Leave: To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- Employee Medical Leave: When the employee is unable to work because of a serious health condition;
- Military Family Exigency Leave: Because of a qualifying exigency arising from the fact that the employees spouse, child or parent is a covered service member who is on, or has been notified of a call or order to, active duty in the U.S. armed forces; or
- Service Member Leave: To care for the employees spouse, child, parent or next of kin who is a covered service member with a serious illness or injury incurred or aggravated in the line duty on active duty.

Spouses both employed by the Library are jointly entitled to a combined total of 12 work-weeks of leave for Parenting Leave, to care for a parent who has a serious health condition or, in the case of Service Member Leave, a combined total of 26 work-weeks.

Leave for Parenting Leave must conclude within 12 months of the birth or placement.

Approved August 24, 2014

234.2 Intermittent Leave

Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule:

- If FMLA leave is for Parenting Leave or Military Family Exigency Leave, use of intermittent leave is subject to the Library's approval by the Service Area Director and Director, Human Resources, based on a case-by-case determination relative to the needs of the Library.
- FMLA leave may be taken intermittently whenever medically necessary in connection with Family Medical Leave, Employee Medical Leave or Service Member Leave.
- The Library may temporarily transfer an employee needing foreseeable intermittent leave to an available alternative position, with equivalent pay and benefits (though not necessarily equivalent duties) if the employee is qualified for the alternative job and the job better accommodates recurring absences.

Approved August 25, 2014

234.3 Use of Accrued PTO ~~or Vacation Time~~

~~Non-union-eligible e~~Employees taking FMLA leave for any reason are required to concurrently use accrued time in their Individual Catastrophic Account (CAT Account) and PTO while absent. The employee may first use all of their CAT Account time before using any accrued PTO.

~~Union-eligible employees taking FMLA leave for any reason are required to use all accrued vacation time and sick time to the extent available while absent.~~

Approved October 23, 2017

234.4 12-Month Period

For purposes of this policy (with the exception of service member leave), the 12-month period within which an eligible employee may take 12 weeks of FMLA protected leave means a rolling 12-month period measured backwards from the date the employee first takes leave.

Approved August 25, 2014

234.5 Serious Health Condition

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either:

- a. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- b. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work or perform other regular daily activities) due to:
 - i. A health condition (including treatment thereof, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes treatment two or more times by or under the supervision of a health care provider or one treatment by a health care provider with a continuing regimen of treatment; or

- ii. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
- iii. A chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
- iv. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
- v. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

Approved August 25, 2014

234.6 Maintenance of Health Benefits

The Library shall maintain any existing group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee shall be responsible to continue to pay the employee's portion of the health insurance premium payments. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. The library shall recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Approved August 25, 2014

234.7 Job Restoration

Upon return from FMLA leave, the employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

Approved August 25, 2014

234.8 Notice and Certification

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. Requests for FMLA leave are to be made to the Library's Human Resource Department on forms provided by the Library. The Library may require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member, including information sufficient for the Library to determine the anticipated timing and duration of the leave;
- Second or third medical opinions (at the Library's expense) and periodic recertification;
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work; and

- A fitness for duty report issued by the healthcare provider for employees taking leave for a personal health condition.

When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt Library operation.

Approved August 25, 2014

235 BEREAVEMENT LEAVE

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

Accrued, unused PTO must be taken by ~~non-union eligible~~ employees if additional time off is needed. ~~Non-union eligible eEmployees~~ wishing to attend the funeral of other relatives not defined in the policy or friends must charge the time to any accrued, unused PTO.

~~Accrued, unused vacation time must be taken by union-eligible employees if additional time off is needed. Union-eligible employees wishing to attend the funeral of other relatives not defined in the policy or friends must charge the time to any accrued, unused vacation time.~~

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

Approved October 24, 2016

235.1 Immediate Family

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

Approved September 28, 2015

235.2 Domestic Partners

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

Approved August 25, 2014

235.3 Other Relatives

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

Approved August 25, 2014

235.4 Professional Associates

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

Approved August 25, 2014

235.5 Personal Friends

~~For non-union-eligible employees, granted~~ pre-approved time ~~granted~~ to call at a funeral home or attend the funeral of a personal friend will ~~have the time be~~ charged to accrued PTO and ~~will~~ be arranged with the manager.

~~For union-eligible employees, pre-approved time granted to call at a funeral home or attend the funeral of a personal friend will be charged to accrued annual leave and will be arranged with the manager.~~

Approved October 24, 2016

235.6 Restrictions

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

Approved August 25, 2014

235.7 Death in Immediate Family During PTO ~~Annual Leave~~

If a death in the immediate family occurs while a ~~non-union-eligible~~ staff member is taking PTO and the ~~non-union-eligible~~ staff member terminates or interrupts the PTO to attend the funeral, the time to attend the funeral and attendant responsibilities may be charged to bereavement leave rather than PTO.

~~If a death in the immediate family occurs during a union-eligible staff member's annual leave and the union-eligible staff member terminates or interrupts the vacation to attend the funeral, the time to attend the funeral and attendant responsibilities may be charged to bereavement leave rather than annual leave.~~

Approved October 24, 2016

236A-PAID TIME OFF (PTO) POLICY

236A.1 Definition

Paid Time Off (PTO) is a single bank of accrued time an ~~non-union-eligible~~ employee uses for both scheduled and unscheduled time away from work for personal reasons, vacation and illness.

Approved October 23, 2017

236A.2 Purpose

The Library believes that ~~non-union-eligible~~ employees should have opportunities to enjoy time away from work to help balance their lives. The Library recognizes that ~~non-union-eligible~~ employees have diverse needs for time off from work and has established this policy to meet those needs. PTO provides ~~non-union-eligible~~ employees the flexibility to use time off to meet personal needs, while recognizing the ~~non-union-eligible~~ employee's individual responsibility to manage their paid time off. Benefit eligible, ~~non-union-eligible~~ employees ~~will~~ accumulate a specified amount of PTO each pay period worked and it is up to each ~~non-union-eligible~~ employee to allocate how it will be used – for vacation, illness, caring for children, school activities, medical/dental or other appointments, leave, personal business or emergencies.

Approved October 23, 2017

236A.3 Eligibility and Availability

Upon hire or transfer into a benefit eligible position, ~~non-union-eligible~~ employees are advanced PTO in an amount based on the number of hours they are scheduled to work per week. PTO does not begin to accrue until the ~~non-union-eligible~~ employee has worked a sufficient number of hours to “repay” the PTO advance. ~~Non-union-eligible~~ eEmployees who are not benefit eligible are not eligible to accrue PTO.

Approved October 23, 2017

236A.4 Notice and Scheduling

~~Non-union-eligible~~ eEmployees are required to provide their supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for the supervisor and ~~non-union-eligible~~ employee to prepare for the ~~non-union-eligible~~ employee’s time off and assure staffing needs are met. Supervisor approval is based on staffing needs and equitable treatment of conflicting requests.

There may be occasions, such as sudden illness, when ~~an non-union-eligible~~ employee cannot notify their supervisor in advance. In those situations, the ~~non-union-eligible~~ employee must inform their manager/supervisor of their circumstances as soon as possible.

Accrued, unused PTO may be used for missed time with manager approval.

The Library requires concurrent use of PTO during Family Medical Leave, or any other approved leave of absence.

Approved October 23, 2017

236A.5 Balance Cap (Maximum Carryover)

Although ~~non-union-eligible~~ employees may carry over accrued, unused PTO time from year to year, there is a cap on the amount of PTO time that can be accumulated. Once ~~an non-union-eligible~~ employee reaches the cap, no additional PTO will be accrued until the balance goes below the cap in which case PTO will again begin to accrue. ~~Non-union-eligible~~ eEmployees will not receive retroactive credit for time worked while at the cap limit. PTO accrual is capped at 480 hours for ~~non-union-eligible~~ staff employed prior to the effective date of the PTO policy and 240- hours for ~~non-union-eligible~~ staff hired or rehired on or after the effective date of the PTO policy (2/5/17).

Approved October 23, 2017

236A.6 Employee Management of PTO

~~Non-union-eligible~~ eEmployees are responsible for managing their PTO account. It is important for ~~non-union-eligible~~ employees to plan ahead for how PTO will be used. This means developing a plan for taking your vacation’s, as well as doctor’s appointments and personal business. It also means holding some time in “reserve” for the unexpected, such as emergencies and illnesses.

Approved October 23, 2017

236A.7 Separation of Employment

~~Non-union-eligible~~ eEmployees leaving employment will receive a payout of all accrued, unused PTO.

Approved October 23, 2017

236A.8 Accrual Rates

The amount of PTO earned depends on length of continuous service in a benefits eligible position. ~~Non-union-eligible~~ eEmployees who leave employment and are rehired into an eligible position will accrue at the

rate for a new hire. Accrual of PTO time is determined by multiplying the number of regular hours paid by the appropriate per hour earning rate. Regular hours paid include PTO, credited time and holiday time.

PTO Accrual Table

Years of Service	PTO Accrual Rates for Full-Time, Non-Union Eligible Employees Total Hours/Year*	Carryover Maximum for Non-Union Eligible Staff Employed BEFORE PTO Effective Date**	Carryover Maximum for Non-Union Eligible Staff Hired ON or AFTER PTO Effective Date**
0 – 4	160 Hours/Year (20 Days/Year)	480 Hours	240 Hours
5 – 9	200 Hours/Year (25 Days/Year)	480 Hours	240 Hours
10 – 14	216 Hours/Year (27 Days/Year)	480 Hours	240 Hours
15 +	240 Hours/Year (30 Days/Year)	480 Hours	240 Hours

- * PTO accruals shown in terms of total hours per year are based on a ~~non-union-eligible~~ employee having 2,080 regular hours paid per year (40 hours/week). PTO accruals for benefit eligible, ~~non-union-eligible~~ employees working less than full-time are calculated on a pro-rated basis.
- *No PTO hours will accrue beyond the carryover maximum accruals identified.

Approved October 23, 2017

236A.9 Rollover of Annual Leave Time

On the effective date of the PTO policy (2/5/17) or the date on which a current employee becomes ~~non-union~~ eligible, each ~~non-union~~ eligible employee's accrued but unused annual leave time will be transferred into the ~~non-union-eligible~~ employee's PTO bank.

Approved October 23, 2017

236A.10 Rollover of Sick Time into Individual Catastrophic Account (CAT Account)

For non-union eligible employees who were employees of the Library on the effective date of the PTO policy (2/5/17), or union-eligible employees who become non-union eligible during the period of time from the effective date of the PTO policy (2/5/17) until the effective date of the amendment to this section 236A.10 that provides otherwise (October 23, 2017) , up to a maximum of 40 hours of accrued but unused sick time for each non-union eligible employee will be transferred into the non-union eligible employee's PTO bank. Any remaining accrued but unused sick time will become the non-union eligible employee's Individual Catastrophic Account (CAT Account). For union-eligible employees who become non-union eligible on or after the Amendment Date, all accrued but unused sick time is transferred to the non-union eligible employee's CAT Account.

Approved October 23, 2017

236A.11 Access to Individual CAT Account

To use CAT Account time:

- An ~~non-union-eligible~~ employee may use CAT Account time in the same manner and subject to the same conditions and restrictions as ~~union-eligible employees~~ using accrued sick leave.
- ~~Non-union-eligible~~ Employees on approved FMLA leave or other medical leave are required to concurrently use accrued CAT Account time and PTO while absent. The employee may first use all available CAT Account time before using any accrued PTO. ▸
- ~~Non-union-eligible~~ Employees on approved ADA accommodation leave may use CAT Account time concurrently during the ADA leave and then use any accrued PTO.

Approved November 27, 2017

236B ANNUAL LEAVE (VACATION)

Managers are responsible for ensuring coverage of their area(s) of responsibility by appropriately scheduling staff. Annual leaves may be scheduled for union-eligible employees at any time during the calendar year according to the section's needs. All union-eligible staff must request use of annual leave with their manager and the request is subject to manager approval. Annual leave approvals for a union-eligible staff member are based upon section area necessity and equitable treatment of conflicting requests.

Approved October 24, 2016

236B.1 Annual Leave Accrual

Accrual of annual leave is determined by multiplying the number of regular hours paid by the per hour earning rate for the applicable pay range of the job title in effect December, 2012. Regular hours will include: sick time, annual leave, credited time and holiday time. Based on pay range, benefit-eligible, union-eligible staff members earn annual leave at specified accrual rates as follows:

Accrual Rates Prior to 1998. Those benefit-eligible, union-eligible staff members hired prior to January 1, 1998, for all regular hours reported, annual leave will accrue as follows:

Pay Range	Earned Per Hour
1-4	.0577
5-8	.0770
9-16	.0963

Accrual Rates On or After January 1, 1998. Those benefit-eligible, union-eligible staff hired or rehired after January 1, 1998 will earn annual leaves for all regular hours reported. Annual leave will accrue as follows:

Pay Range	Earned Per Hour
1-4	.0385
5-8	.0577

Because annual leave is accrued on the basis of all regular hours reported, a permanent or temporary change in schedule will automatically result in proper accrual of benefits.

When a union-eligible staff member is promoted or demoted to a pay range which would necessitate a change in annual leave, the accrual rate will be changed on the same day as the change of pay range.

No annual leave may be taken which has not been earned.

Religious observances for union-eligible employees who are members of religious groups which have special observances on days not listed as legal holidays, may charge such time to annual leave provided the service area schedule permits and the employee has accrued, unused leave time available.

Approved October 23, 2017

236B.2 Longevity Allowance

A longevity allowance will be added to a union-eligible staff member's annual leave accumulation on the first payroll following the union-eligible staff member's anniversary date. Longevity annual leave is based on total years of service; provided, however, for a union-eligible employee that is rehired, the longevity allowance will be added to the union-eligible employee's leave allowance as established by the rehire date.

The annual leave allowance for union-eligible staff members in pay ranges 1-4 will be increased 1 day, or appropriate prorated amount, for each additional year of service between 5 and 15 years. The allowance for union-eligible staff members in pay ranges 5-8 will be increased by 1 day, or appropriate prorated amount, for each additional year of service between 10 and 15 years. After 20 years of service, the annual leave allowance for all benefit eligible, union-eligible staff members will be increased by 5 days, or an appropriate prorated amount.

Approved October 23, 2017

236B.3 Earned Annual Leave Maximum

Annual leave accrual is capped at 480 or an appropriate prorated amount for part-time Benefit eligible, union-eligible staff. Union-eligible staff members who accrue their limit will not earn any additional annual leave until their accumulation falls below the capped amount. Annual leave can be carried over from year to year up to the maximum allowable.

Approved October 23, 2017

236B.4 Earned Annual Leave at Termination of Employment

Union-eligible staff members leaving employment by the Library will receive a payout of all earned but unused annual leave time up to the maximum allowable of 480 hours. Annual leave pay will be included in the union-eligible employee's last pay check. Upon the death of a union-eligible employee, payment of accumulated annual leave will be made to the survivors or to the estate.

Approved October 23, 2017

236.B5 Change to a Non-Benefitted Job Status

Union-eligible employees changing from a benefits-eligible to non-benefits-eligible position will receive a payout of all earned but unused annual leave time. The annual leave payout will be included in the union-eligible employee's next paycheck immediately following the change of status.

Approved October 23, 2017

236B.6 Re-hired Employees

Union-eligible employees who voluntarily terminate employment with the Library and are subsequently rehired into a benefits-eligible position will accrue annual leave at the proper rate for the position for which they are hired.

Approved October 23, 2017

237A ILLNESS (NON-UNION ELIGIBLE EMPLOYEES)

If an employee is unable to return to work after 3 consecutive days because of a serious health condition as defined by the Family and Medical Leave Act (FMLA), he or she may be eligible for Family Medical Leave and must contact Human Resources Service Area. In addition, when eligible, an employee will be required to use any accrued PTO concurrently with Family Medical Leave.

An **non-union-eligible** employee absent from work because of an injury which occurred off the job may be required to furnish a physician's statement permitting employee/patient to return to work on an unrestricted basis. The CEO, Service Area Director and Director, Human Resources, has the prerogative to order a complete medical or psychological examination by a Library approved physician if there is reason to believe that the employee is unable to perform assigned duties.

Appointments for Employee Assistance Program which are mandated shall be scheduled during the employee's regularly scheduled work hours. A non-mandated appointment which cannot be scheduled during non-work time shall be charged against accrued PTO if available and, for non-exempt employees without accrued PTO available, charged as deducted time. All other appointments such as voluntary appointments with EAP, medical, dental, vision or other non-mandated appointments should be scheduled during non-work time.

Appointments for Employee Assistance Program which are mandated shall be scheduled during the employee's regularly scheduled work hours. A non-mandated appointment which cannot be scheduled during non-work time shall be charged against accrued sick leave if available and, for non-exempt employees without accrued sick time available, charged as deducted time. All other appointments such as voluntary appointments with EAP, medical, dental, vision or other non-mandated appointments should be scheduled during non-work time.

Managers have the discretion to send an employee who has reported to work while suffering from illness in its contagious stage, or when the employee is too ill to do their work satisfactorily. Such time away from duty will be charged to any available accrued PTO.

If the employee becomes ill while on duty and is able to make a decision, the wishes of the employee will be followed unless the employee's presence presents a significant health risk to other employees and the manager determines the employee is too ill to remain on duty. If the employee is too ill to make a decision, the manager will contact the employee's listed emergency contact or call 911 in an emergency situation.

Approved October 24, 2016

237B SICK LEAVE FOR UNION ELIGIBLE EMPLOYEES

237B.1 Accrual of Sick Leave

Upon hire, regular, full time, benefit eligible, union-eligible employees will accrue sick leave at a rate of 3.08 hours per pay period and regular, part-time benefit eligible, union-eligible employees will accrue sick leave at a prorated amount based on the 3.08 hours per pay and their hours worked (for example, a part-time employee who regularly is scheduled and works 20 hours per week will accrue sick leave at a rate of 1.54 hours per pay period). Earned sick leave not used may be accumulated on an unlimited basis. A union-eligible employee may use accrued, unused sick leave for their own illness or to care for an immediate family member or domestic partner. An immediate family member is defined as spouse, child or parent.

Managers have responsibility for accessing and tracking annual leave/sick time via the electronic timekeeping system for their work groups and will be trained in this capacity by Human Resources.

Sick leave may be taken only as accumulated. When the absence meets the stipulated legal requirements, the sick leave will run concurrently with the FMLA leave period and, after all accrued unused sick leave has been used, accrued and unused annual leave will be used.

Accumulated sick leave will be forfeited upon termination of employment and will not be restored upon re-hire. It will be retained during an approved leave of absence unless required to be used during a medical leave of absence.

Approved October 23, 2017

237B.2 Verification and Other Uses of Sick Leave

The Library reserves the right to request a health care provider's statement in order to verify an illness and/or use of sick leave at any time.

If a union-eligible employee is unable to return to work after 3 consecutive days because of a serious health condition as defined by the Family and Medical Leave Act, he or she may be eligible for Family Medical Leave and must contact Human Resources Services Area. In addition, when eligible, a union-eligible employee may be required to apply other uses of leave in conjunction with Family Medical Leave.

Any union-eligible employee absent from work because of an injury which occurred off the job may be required to furnish a physician's statement permitting the employee/patient to return to work on an unrestricted basis. The CEO, Service Area Director and Director, Human Resources, has the prerogative to order a complete medical or psychological examination by a Library approved physician if there is reason to believe that the union-eligible employee is unable to perform assigned duties.

If a union-eligible staff member is hospitalized during annual leave (either inpatient or outpatient) the time will be charged to sick time rather than annual leave allowance. Proof of hospitalization must be provided to Human Resources for a change of designation from annual to sick leave.

Appointments for Employee Assistance Program (EAP) visits which are mandated shall be scheduled during the union-eligible employee's regularly scheduled work hours. A non-mandated appointment which cannot be scheduled during non-work time shall be charged against accrued sick leave if available and, for non-exempt, union-eligible employees without accrued sick time available, charged as deducted time. All other appointments such as voluntary appointments with EAP, medical, dental, vision or other non-mandated appointments should be scheduled during non-work time.

Managers have the discretion to send a union-eligible employee who has reported to work while suffering from illness in its contagious stage, or when the employee is too ill to do their work satisfactorily. Such time away from duty will be charged to sick leave allowance.

If the union-eligible employee becomes ill while on duty and is able to make a decision, the wishes of the union-eligible employee will be followed unless the union-eligible employee's presence presents a significant health risk to other employees and the manager determines the employee is too ill to remain on duty. If the union-eligible employee is too ill to make a decision, the manager will contact the employee's listed emergency contact or call 911 in an emergency situation.

A physician's certificate or other evidence to substantiate the use of sick leave will be required for any absence that is 5 or more consecutive working days in length. The statement must indicate the reason for the absence and the approximate date on which the union-eligible employee may return to work. This statement must be presented to the Manager when returning to work, or sent to Human Resources if the absence is to be prolonged. If the original return to work date needs to be revised, the union-eligible employee must obtain a new revised physician's statement with the corrected date the union-eligible employee may return to work and resume their job duties.

Approved October 23, 2017

237B.3 Advancement of Sick Leave

Newly hired full-time, union-eligible employees will be eligible for advancement of 40 hours of sick leave (or an appropriate prorated amount for part-time benefits-eligible staff) during the first 6 months of employment and before the union-eligible employee has worked the necessary hours to accrue and earn the sick time leave within that period of employment. Advancement of un-accrued sick time will be an indebtedness of union-eligible employee to the Library. Advancement of un-accrued sick time will be allowed subject to the union-eligible employee agreeing, in writing, that, if the employee resigns or is terminated after taking sick leave during the first 6 months of employment and before working the required hours to accrue sick leave advanced, a payroll deduction will be taken on the employee's last payroll check to repay that amount of un-accrued sick time advanced to employee. All steps will be taken to re-coup any losses.

Approved October 23, 2017

238 PERSONAL LEAVE OF ABSENCE

Benefit eligible staff members may be eligible for a personal leave of absence without pay up to a maximum of 90 days. Personal leave may be granted for any justifiable reason (the leave reason will ultimately benefit the Library or is an emergency situation) and will be granted on a case-by-case basis at the sole discretion of the CEO, a member of the Library's Executive Committee and Director, Human Resources. Employees wishing to maintain their group insurance benefits while on unpaid personal leave will be required to pay the entire premium. An employee on an approved personal leave of absence who returns within the maximum allowable time may be reinstated in their current position. An employee not returning from an approved personal leave of absence on or before the approved end date of the leave will have their employment with the Library terminated.

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

Approved October 24, 2016

239 CIVIC DUTIES POLICY

239.1 Voting

Necessary time, not to exceed 2 hours of credited time, will be granted for non-exempt staff to vote and must be scheduled in advance with the manager.

Approved August 25, 2014

239.2 Running for Elected Office

Employees will not engage in political party activity during working hours or on library premises. An employee seeking elective office which will require political party activity during working hours will either resign or request a leave of absence.

Approved August 25, 2014

239.3 Political Activity

~~Non-union-eligible~~ Employees will not engage in political party activity during working hours or on library premises. ~~Non-union-eligible~~ Employees wishing to assist in a campaign are required to use scheduled, accrued, unused and pre-approved PTO for this activity. Provided scheduling allows, request for time off to work at the polls on election day will be granted if the ~~non-union-eligible~~ employee has accrued PTO to which the time will be charged.

~~Union-eligible employees will not engage in political party activity during working hours or on library premises. Union-eligible employees wishing to assist in a campaign are required to use scheduled, accrued, unused and pre-approved vacation time for this activity. Provided scheduling allows, request for time off to work at the polls on election day will be granted if the union-eligible employee has accrued annual leave to which the time will be charged.~~

Approved October 24, 2016

239.4 Legal Witness

Necessary unpaid time will be granted staff members who receive a subpoena to appear before a legal body as a witness unless it is for a Library-related business matter, in which case it will be paid time.

Approved August 25, 2014

239.5 Jury Duty

The Library will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. The employee will receive the difference between jury duty pay and his or her normal salary or wage for each day of jury duty.

- a. The employee is expected to report to work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive the Library-provided compensation supplement.
- b. Staff members required to serve on either a grand or petit jury will be paid their regular salary less the amount of per diem allowance paid for the jury duty. Mileage for jury duty is not reimbursable by the Library.

Approved August 25, 2014

239.6 Selective Service

Necessary unpaid time will be granted to comply with calls by the Selective Service Board.

Approved August 25, 2014

239.7 Uniformed Services Employment and Reemployment Rights Act

The Library adheres to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) which outlines reemployment rights, continuation of health insurance and protection from discrimination and retaliation for those who have served in the armed forces.

Approved August 25, 2014

239.8 Armed Forces Reserve

The Library adheres to the requirements of I.C. 10-16-7-5, which outlines leave of absence and pay rights for members of the Indiana National Guard, members of a reserve component, or members of the retired personnel of the naval, air or ground forces of the United States. Such members who are on training duties of the state under the order of the governor as commander in chief or a member of any reserve component under the order of the reserve component authority will be granted leave without loss of time or pay, not to exceed 15 calendar days in any calendar year, upon presentation of a copy of the official orders.

- a. Staff members called for such training or tours of duty must present a copy of their orders to their manager and Human Resources and will be paid their full regular salary.
- b. Armed Forces Reserve leaves for tours of duty in excess of 15 calendar days will be without pay for those days in excess of 15 calendar days.

Approved August 25, 2014

SECTION 240 – 250: COMPENSATION POLICIES

241 IMCPL COMPENSATION PHILOSOPHY

The Indianapolis Marion County Public Library strives to be an “Employer of Choice” for highly motivated individuals who are skilled in current technologies and have a strong desire to serve our Indianapolis community. The Library provides an engaging environment where learning is expected and individual contributions in furtherance of our Mission are valued. The Library’s Total Rewards strategy for attracting and retaining an outstanding workforce is comprised of competitive pay, a full array of benefits, skills building, professional development and personal enrichment opportunities. Our performance management system is a standardized process used to objectively measure job-related performance and behaviors that demonstrate our Core Values of Service Excellence, Reliability, Teamwork, Innovation and Commitment. The Library is committed to recognizing and rewarding quality performance in all areas throughout the organization and will fairly compensate dedicated employees who play vital roles in assisting the Library to meet its community service mission.

Approved August 25, 2014

242 COMPENSATION

The Library provides a total compensation package to employees consisting of base pay and benefits to eligible employees that supports the Library’s compensation philosophy.

Compensation structures will be maintained by the Human Resources department. Over time some jobs may change due to organizational need. As changes in job responsibilities evolve, Human Resources may conduct a job analysis to determine the appropriate internal ranking and pay range placement of the position.

All employees will receive an annual performance appraisal. Compensation will be reviewed following each employee's annual performance appraisal.

The amount and frequency of any compensation increase an employee may receive will be based upon individual job performance and other factors impacting performance such as attendance, disciplinary actions, the Library's available revenue, and the level of the employee's current salary or wage in relation to pay range percentiles.

Employees returning from a leave of absence after performance evaluations have been completed will receive their performance appraisal and may be eligible to receive a pro-rated pay increase or one-time performance bonus.

Compensation for all newly hired staff will be based on the pay range for the position, as well as the knowledge, skills, abilities and relevant experience being brought to the Library. The Chief Executive Officer in conjunction with the Director, Human Resources, can approve and then recommend to the Board for approval a starting pay rate other than the pay grade minimum or an equity adjustment for a current staff member.

Approved August 25, 2014

243 EMPLOYMENT STATUS

The term "employee(s)" shall be considered interchangeable with the term "staff member(s)" unless otherwise indicated. The Library classifies employment positions in accordance with the following definitions:

243.1 Full-time

Employment in an established position requiring 40 hours, (1.0 Full Time Equivalent "FTE") of work per week. Full-time employees are eligible for full participation in benefit programs.

Approved August 25, 2014

243.2 Part-time

Employment in an established position requiring less than 40 hours per week. Normally a part-time schedule, such as portions of days or weeks, will be defined as FTE. Participation in benefits programs for part-time employees is limited to employees regularly scheduled and working 20 (.5FTE) or more hours per week or at least 1,040 hours per year.

Approved August 25, 2014

243.3 Substitute Employees and Pages

Substitute employees are staff members who are hired to work where and when necessary. Pages are staff members who are hired to perform a variety of support tasks including sorting, shelving and stacking of Library materials and maintaining Library materials in alphabetical, numerical and categorical order. Substitutes and Pages may be scheduled to work from 1 to 40 hours per week not to exceed 1000 hours per year and are not eligible for fringe benefits.

Approved October 23, 2017

243.4 Temporary Employees

These are staff members who are hired to a vacant staff position for a specific period of time; e.g., to cover leaves of absence, summer help, etc. Beginning and ending dates of employment are clearly defined. Temporary staff members may be scheduled to work from 1 to 40 hours per week. Temporary staff members are not eligible for fringe benefits.

Approved August 25, 2014

243.5 Retired Staff Members

Retired Staff Members are those who have retired under the provisions of the Public Employees' Retirement Fund of Indiana.

Approved August 25, 2014

243.6 Exempt and Non-Exempt Employees

In addition to the above employment positions, all employees are defined as either exempt or non-exempt:

- Exempt employees satisfy the requirements of the Fair Labor Standards Act for "exempt" status. They are paid a fixed salary and not entitled to overtime.
- Non-Exempt employees are paid on an hourly basis and covered by state and federal wage and hour laws pertaining to minimum wage and overtime pay.

Approved August 25, 2014

243.7 Benefit Eligibility

Full-Time and Part-Time staff members regularly scheduled to work 20 or more hours per week are eligible to receive fringe benefits. Such employees are Board appointed. Non-Benefit eligible employees, who under prior policy were referred to as "hourly employees," are not Board appointed. Part-time benefit eligible staff members whose work schedule is temporarily increased during a special assignment will not be eligible for any benefits in excess of their regular accrual rates and non-benefit eligible employees whose work schedule is temporarily increased during a special assignment will not be eligible for benefits, except for the Employee Assistance Program.

Fringe benefits for Part-Time staff members are based on single, prorated part-time rate and level of benefits. Staff members who are regularly scheduled to work less than 20 hours per week or 1,040 hours per year, Substitute Employees and Temporary Employees are not eligible to receive fringe benefits. Notwithstanding the foregoing, benefits may be strictly governed by official Plan Documents which control in all cases and supersede the general summary of benefits contained in this or any other document.

Approved October 24, 2016

243.8 Job Classifications

All positions shall be classified on the basis of a point factor job analysis. The positions which are equivalent in complexity, responsibility, and qualifications required, will be grouped together. These positions will be established by the Annual Salary Resolution which is recommended by the CEO and approved by the Board annually. Salary structures will be posted on the HR Portal. The Director, Human Resources, is responsible for the job classification process.

Approved August 25, 2014

244 POSITION RECLASSIFICATION

Reclassification is a review and analysis of a newly created or changed position's essential, supplemental functions and exemption classification by Human Resources. This analysis may result in the position being moved up or down in the pay grade structure and may result in a change in the position's exemption status. Human Resources is responsible for conducting a point factor job analysis and determining the appropriate classification or reclassification.

Approved August 25, 2014

244.1 Salary Adjustment

If a position is moved from a lower pay grade to a higher pay grade and the employee's salary is below the minimum of the pay grade, the employee's salary will be adjusted to the minimum of the higher pay grade, or a 5% increase, whichever is greater.

For the purposes of position reclassifications, if a position is moved from a higher pay grade to a lower pay grade the employee's salary will not be affected.

Approved August 25, 2014

244.2 Position Qualifications

Staff members must meet all qualifications for positions to which employed. If a qualified person is not available, an acting appointment may be made until the position is permanently filled.

Approved August 25, 2014

245 WORKWEEK

The workweek is Sunday through Saturday and consists of 40 working hours for full-time employees and a reduced number of hours (FTE status) per scheduled workweek for employees regularly working less than 40 hours in a workweek. All hours worked on Sunday are part of the standard 40 hour workweek and will be compensated at the employee's regular hourly rate of pay. A normal workday for full-time, non-exempt employees consists of eight full hours of scheduled paid work time plus a 30 or 60 minute unpaid meal break. Full-time exempt employees are expected to average 40 or more hours of work time per week as the job requires. Staff members are hired for system-wide assignment and may be asked to work any hours the Library system is open.

Approved October 24, 2016

246 WORK SCHEDULES

Managers will be responsible for scheduling all staff under their supervision making employee safety a priority. Staff will not deviate from or exchange scheduled working hours or days without the approval of their manager. Managers will not approve any schedule changes which will adversely affect public service.

Approved August 25, 2014

246.1 Full-Time Equivalency

Employees will be hired based on FTE as budgeted and defined by section managers to ensure appropriate coverage. Employees regularly scheduled and working .5 FTE or more hours per week are Benefit eligible.

Managers have the discretion to temporarily flex the schedules up or down of any employee working less than a .5 FTE.

FTE	Regularly Scheduled Work Hours per Week	Benefits Eligible (except for pages)
1.0	40	Yes
.9	36	Yes
.8	32	Yes
.7	28	Yes
.6	24	Yes
.5	20	Yes
.4	16	No
.3	12	No
.2	8	No
.1	4 or as needed (Substitute)	No
.11	Temporary Summer Help	No

Approved August 25, 2014

247 LUNCH AND BREAKS

247.1 Evening Schedule

An evening schedule is determined when any 8-hour shift includes two or more hours worked after 5:30 p.m. When ~~non-union-eligible~~ staff members are scheduled for evening duty, the shift will include a paid 30 minute dinner period. Non-exempt, ~~non-union-eligible~~ substitutes scheduled to work the evening schedule will also receive the 30-minute paid dinner break. The 30 minute paid dinner break will only be given when the ~~non-union-eligible~~ employee has worked an evening schedule that does not include PTO or overtime.

~~An evening schedule is determined when any 8-hour shift includes two or more hours worked after 5:30 p.m. When union-eligible staff members are scheduled for evening duty, the shift will include a paid 30 minute dinner period. Non-exempt, union-eligible substitutes scheduled to work the evening schedule will also receive the 30-minute paid dinner break. The 30 minute paid dinner break will only be given when the union-eligible employee has worked an evening schedule that does not include hours taken for annual leave, sick time or overtime.~~

Approved October 24, 2016

247.2 Lunch Period

Normally, the lunch period will be determined by the Manager.

Approved August 25, 2014

247.3 Work Breaks

Non-Exempt employees working a standard day may take two non-consecutive work breaks not to exceed a total of 15 minutes each.

- Non-exempt staff working less than a standard day but continuously for 4 or more hours may take one 15 minute break; however, those working continuously for less than 4 hours will not be allowed a break.

- Those non-exempt employees working the evening schedule who, because of limited staff, will not be able to take two 15 minute breaks will be allowed one 20 minute break.
- Because work breaks are granted on library time, employees are not allowed to leave the library premises during the break period.
- Work breaks cannot begin at the start of the work day or end at the completion of the work day, not in conjunction with (or in lieu of) the lunch or dinner hour or accumulated for use at a later time.
- Except for those withdrawn from school, high school/equivalency graduates, or those legally emancipated, staff under the age of 18 must receive 1 or 2 work breaks totaling 30 minutes when scheduled to work 6 or more consecutive hours.

Approved October 23, 2017

248 TIMEKEEPING REQUIREMENTS

Non-exempt employees must accurately record time for payroll purposes. Non-exempt employees must complete their own timecard. Falsifying any timecard is strictly prohibited. Filling out another employee's timecard, allowing another employee to fill out your timecard is strictly prohibited. Anyone failing to follow the aforementioned requirements will be subject to discipline up to and including termination.

- New non-exempt employees are provided training on completing timecards during orientation.
- Non-exempt employees are required to approve their completed timecard at the end of each pay period and no later than noon on the Monday of payroll week.
- Managers are required to review and approve non-exempt employee timecards at the end of each pay period and no later than noon on the Monday of payroll week.
- Any errors on your timecard must be reported immediately to your supervisor, who will make any corrections to legitimate errors and/or notify Human Resources Payroll.

The Library also requires exempt employees to record their time for accountability purposes.

Approved August 25, 2014

248.1 Alternate Clock-In

A non-exempt employee who regularly works a schedule in which the hours worked do not coincide with the presence of the manager or other staff may be asked to verify attendance with the manager through an alternate clock-in procedure. A manager may initiate the use of this procedure should he/she wish to verify the arrival and/or departure time for any employee whose work schedules, or portions of which, are not supervised by the manager or other staff. It is the responsibility of the employee to make certain the alternate time clock-in procedure as defined by his/her manager is an accurate reflection of actual hours worked as well as any variations in the daily schedule.

Hours entered on the alternate clock-in system should match entries in the timecard system used for in the calculation of the payroll check. The employee will verify that all entries in the alternate clock-in method are correct by manually signing it just as he/she verifies the timecard to indicate he/she made the entries and is in agreement with them.

Approved August 25, 2014

249 WORKING OFF THE CLOCK

The Library has a “zero-tolerance” policy of permitting or requiring any non-exempt employees to work off the clock. It is against this policy for any supervisor or manager to expressly or implicitly suffer non-exempt employees to perform any services for the Library without being paid for them. This policy requires non-exempt employees to perform no work before clocking in, after clocking out, or during any unpaid break times, including meal periods.

Approved August 25, 2014

250 HOLIDAY PAY

The Library recognizes eight Board-designated paid holidays and one unpaid holiday each year. All full-time, non-exempt employees will receive their regular straight-time compensation for each paid holiday. Regular benefits eligible part-time, non-exempt employees receive pay for each designated paid holiday prorated based on FTE status (normally scheduled number of hours per week). The holidays paid are:

- New Year’s Day
- Martin Luther King Day
- Easter (unpaid)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- December 24th
- Christmas Day

Should a designated holiday fall on a Saturday or Sunday, with the exception of Easter, the Library will be closed on either the Friday before or Monday after according to local custom. The Library will close at 5 p.m. on the Wednesday before Thanksgiving Day and on December 31st. All employees scheduled to work these days will work a standard day. The workweek will not be further reduced because of the early closing. The Library will be closed on both Saturday and Sunday before the Monday Memorial Day holiday. All employees will work their standard workweek Monday through Friday the week before Memorial Day. All Benefit Eligible, non-exempt staff will have their holiday hours calculations based on the employee’s designated FTE status.

A standard workweek of 40 hours which includes one or more designated holidays, except Easter, will be reduced 8 hours for each holiday and prorated for staff.

To be eligible for holiday pay, a non-exempt, ~~non-union-eligible~~ employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday or have been on an approved PTO for the day or any other excused and paid day off under Library policy. If an ~~non-union-eligible~~ employee is ~~on~~ PTO for the day when a paid holiday is observed, the employee will be paid for the holiday.

~~To be eligible for holiday pay, a non-exempt, union-eligible employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday or have been on an approved~~

~~vacation day or any other excused and paid day off under Library policy. If a union-eligible employee is on vacation when a paid holiday is observed, the employee will be paid for the holiday.~~

Any non-exempt employee required to work on a holiday will receive double time payment for the hours worked.

Approved October 24, 2016

251 PREMIUM PAY

251.1 Overtime

All hours worked by a non-exempt, ~~non-union-eligible~~ employee in excess of 40 hours in a 7-day workweek will be paid at 1 ½ times the base rate of pay. The calculation of whether an ~~non-union-eligible~~ employee has worked hours in excess of 40 hours in a 7-day workweek shall not include any credited time, any PTO or any paid holiday time. Managers/Supervisors are accountable for monitoring time and attendance to ensure non-exempt, ~~non-union-eligible~~ employees are not exceeding the forty (40) hour workweek and must pre-approve any time exceeding 40 hours in a workweek.

~~All hours worked by a non-exempt, union-eligible employee in excess of 40 hours in a 7-day workweek will be paid at 1 ½ times the base rate of pay. The calculation of whether a union-eligible employee has worked hours in excess of 40 hours in a 7-day workweek shall not include any credited time, any annual leave or sick leave time or any paid holiday time. Managers/Supervisors are accountable for monitoring time and attendance to ensure non-exempt, union-eligible employees are not exceeding the forty (40) hour workweek and must pre-approve any time exceeding 40 hours in a workweek.~~

Work may not be taken home by non-exempt employees without prior, express written consent of the section manager in each instance.

Managers must authorize overtime for any non-exempt employees asked to participate in programs or attend meetings which cannot be scheduled as part of the employee's regular workweek.

Approved October 24, 2016

251.2 Holiday Time

The Library pays 2 times a non-exempt employee's regular hourly rate for all scheduled hours worked on any Library-designated holiday when the Library is closed.

Approved August 25, 2014

251.3 Limitation on Overtime Pay

Overtime pay (premium rates) shall not be paid more than once for the same hours (pyramiding).

Approved August 25, 2014

251.4 Shift Differential

Non-exempt employees who are scheduled to work, and do work, 6 or more hours between 10:00 p.m. and 6:00 a.m. may be eligible to receive a shift differential of 10%.

Approved November 16, 2015

251.5 Person-in-Charge Pay

When, due to the absence of a manager/supervisor, a non-supervisory Public Services employee is temporarily assigned by the manager/supervisor to the role of manager/supervisor (i.e., "Person-in-Charge"), he/she shall receive a 10% increase in pay for the time assigned to the temporary role.

This time period shall be entered on the employee's timecard by the employee using pay code "Person-in-Charge" to the closest quarter hour. An employee shall only be assigned to the role of Person-in-Charge under the following criteria: (1) Person-in-Charge designation is limited to Public Services staff and may only be assigned to a Public Services staff member by a Public Services manager or member of the Executive Committee; and (2) a Person-in-Charge may be assigned only when the Public Services manager/supervisor will be off-site for a period of one (1) or more hours.

Approved November 16, 2015

251.6 Split Work Day

When the schedule requires a split work day, a non-exempt staff member who works 7 hours will be given 1 hour of credited time resulting in 8 hours of compensated time for the day assuming a standard 8 hour work day. Staff members working a split day will not be entitled to the 30 minute supper period on scheduled work time.

Approved November 16, 2015

252 ON-CALL

Non-exempt employees may be assigned by their supervisor or manager to be on-call. Employees who are on call will be paid .25 hours (15 minutes) per call or the actual time of the call whichever is greater. Further, all applicable pay policies will apply to compensable time for those employees who are on call, including premium pay policies, holiday pay policies, etc.

All service areas are responsible for maintaining accurate records reflecting the on-call work in order to verify an employee's time worked. The manager or supervisor of the on-call employee is responsible for verifying the on-call time to be compensated in the time and attendance systems.

Approved August 25, 2014

253 PAYDAY

The Library pays its employees every other Friday. Employees will have the choice of direct deposit of their pay into a bank checking or savings account of their choosing. No live paper checks will be given in person unless the employee is under age 16.

The Library offers a variety of voluntary payroll deductions available to qualifying staff members such as retirement annuities, medical and dependent care reimbursement programs, short-term disability, United Way contributions, vision, Staff Association or other employee organization dues. These are administered by Human Resources.

Each paycheck represents wages earned by the ~~non-union-eligible~~ employee during the two week period ending on the previous Saturday. Deductions for taxes and benefits are itemized on the electronic check stub, which ~~non-union-eligible~~ employees may access on the employee self-service portal. No payroll advances are permitted by the Library against paychecks or un-accrued PTO.

~~Each paycheck represents wages earned by the union-eligible employee during the two-week period ending on the previous Saturday. Deductions for taxes and benefits are itemized on the electronic check stub, which union-eligible employees may access on the employee self-service portal. No payroll advances are permitted by the Library against paychecks or un-accrued vacation.~~

Payroll periods cover a fourteen working-day period or the equivalent 80 hour period or a prorated amount for part-time staff. Pay will be deposited and be available to staff bi-weekly on Friday. If the payday falls on a holiday, pay will normally be deposited one day prior.

The Human Resources Office will maintain an Allotment Report record, by section and for the system, of the number of hours used and amount remaining in the non-benefitted staff budget. A copy of this record will be distributed to each section electronically bi-weekly. All questions about the use of allotment will be referred to the Human Resources Office.

Approved October 24, 2016

254 RED-CIRCLING

On an annual or as needed basis, Human Resources will review all employee salaries to ensure that they remain within the established pay grade levels. If an employee's salary is at the pay grade maximum or exceeds the maximum rate of the assigned pay grade his/her salary will be frozen. If an employee is eligible for a merit increase his/her salary cannot be adjusted so that it exceeds the maximum of the assigned pay grade level.

Approved August 25, 2014

SECTION 260: HIRING, PROMOTION, DEMOTION AND TRANSER POLICIES

261 RECRUITMENT

It is the policy of the Library to fill open positions with the best-qualified people to serve the library system. When the Library CEO makes an appointment or reappointment, it will be for a system-wide assignment. Appointments of new staff members and/or promotions of current staff members are confirmed at each monthly meeting of the Library Board of Trustees. The Board annually approves a reappointment list of eligible employees and their wages.

The Library reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, combine or transfer job positions, or assign additional responsibilities.

An offer of employment with the Library is conditional until the background check is passed. In addition, for employees being hired for “safety sensitive” positions, including without limitation safety sensitive driving positions, an offer of employment with the Library is conditional until the drug screen is passed. Safety sensitive driving positions are positions that require the employee to: (i) drive a Library vehicle as regular part of the employee’s job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car. A conditional offer of employment is rescinded if the candidate refuses to comply or does not pass the background check or a required drug screen.

After a conditional offer of employment has been extended to a candidate for certain positions within the Facilities Management Area and before actual employment begins, the candidate must submit to a routine physical examination to determine the candidate’s ability to perform the duties assigned to the position. This physical examination will be scheduled by Human Resources and done at the expense of the Library.

Approved October 23, 2017

261.1 New Hire Orientation

All newly hired employees will begin employment with the library by attending New Hire Orientation on their first scheduled day of work. New hires will be welcomed as an important part of the Library team and be given the information and tools to help them succeed in the job. They will receive an introduction and information related to Library’s mission, vision and culture, organizational structure and contacts, policies and benefits geared to help them quickly get up to speed. Employees will also receive an orientation from their Manager/Supervisor specific to their department or agency.

Approved August 25, 2014

262 NEW HIRE PROBATIONARY PERIOD

All newly hired employees of the Library are scheduled to begin their first day of employment by attending a general orientation to provide them with information about the Library and to get them started with pertinent information to help them in performing their roles.

All newly hired staff are considered “probationary employees” for the first 3 months of employment. These first 3 months are a trial period designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. It is during this probationary period that new employees experience what the job is about and how they will do it. They will learn the culture of the Library. It is a time for the Library to assess and evaluate the new employee’s work habits and ability to perform to expected standards.

Probationary employees will receive a monthly progress summary during the probationary period to address and improve performance issues to a satisfactory level. At the end of the 3 month probationary period, probationary employees will be evaluated and informed of their rating and employment status by their immediate supervisor. A satisfactory rating upon completion of the probationary period will qualify the probationary employee as a regular employee; a “needs improvement” rating may extend the probationary period up to a maximum of 30 days and will include a performance improvement plan. An employee not receiving an acceptable rating at any time during or at the end of the probationary period (or any extensions thereof) may result in immediate termination of employment.

Approved August 25, 2014

262.1 Feedback and Counseling Procedure

If, during the probationary period the new employee's performance is below expected standards, the manager completes and meets with the employee to review the "probationary period progress feedback summary" and provide the necessary assistance/coaching to help the employee be successful.

- a. At the conclusion of the probationary period the manager completes a probationary period performance evaluation and meets with the employee to discuss the rating and next steps. If there have been performance deficiencies in the employee's behavior and/or performance during the probationary period, and necessary changes and improvements required for continued employment have been occurring, a continuing plan of action to improve those deficiencies may be afforded the probationary employee with an extension of the probationary period of up to a maximum of 30 days.
- b. During the probationary period or extended probationary period the employee's supervisor should counsel, train, or provide other appropriate activities designed to bring about the desired outcome.
- c. If at any time during the probationary period the employee's performance does not improve to expected levels within the allotted timeframe the probationary employee will be terminated.

The Library reserves the right, at any time during or after a probationary period, with or without notice, to alter or change job responsibilities, reassign, combine or transfer job positions, or assign additional job responsibilities.

Approved August 25, 2014

262.1 Library Card in Good Standing

If a selected candidate to whom a conditional offer of employment has been extended is a current Library card holder, the card must be in good standing. If the job candidate's Library card is not in good standing, it must be cleared or the conditional offer of employment will be rescinded.

Approved August 25, 2014

263 HIRING AND SCHEDULING WORK HOURS OF MINORS

Managers and/or Supervisors are responsible for scheduling staff to ensure appropriate coverage for their areas of responsibility.

Indiana's child labor provisions impose restrictions regarding the employment of minors, including the number of hours per day and per week that minors under the age of 18 may work, and the issuance of employment certificates to minors. No minors will be employed by the Library without first providing an employment certificate to the hiring manager. The restrictions on number of hours per day and per week minors are permitted to work are outlined below.

- a. Fourteen and Fifteen-Year-Olds are limited to working the following hours:
 - Outside school hours on a school day (school hours are between 7:30 a.m. and 3:30 p.m. and a school day is a day containing more than 4 hours of classroom instruction).
 - No more than 3 hours on a school day.
 - No more than 8 hours on a non-school day.
 - No more than 18 hours during a school week (a week containing 3 or more school days).
 - No more than 40 hours during a non-school week (a week containing 2 or fewer school days).

- Between 7 a.m. and 7 p.m. – except between June 1 and Labor Day when the evening hour is extended to 9 p.m.
- b. Sixteen-Year-Olds are limited to working the following hours:
- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
 - No more than 8 hours on a school day (9 hours when not followed by a school day with parental permission).
 - No more than 30 hours a week (40 hours during a non-school week and 48 hours during a non-school week with parental permission).
 - No more the six days during a week (school or non-school week).
 - Not before 6 a.m. and not after 10 p.m. on nights followed by a school day.
 - Until 12:00 a.m. on nights not followed by a school day with parental permission.
- c. Seventeen-Year-Old are limited to working the following hours:
- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
 - No more than 8 hours a day (9 hours when not followed by a school day with parental permission).
 - No more than 30 hours a week (40 hours during a non-school week and 48 hours during a non-school week with parental permission).
 - No more the six days during a week (school or non-school week).
 - Not before 6 a.m. on a school day and not after 10 p.m. on nights followed by a school day (until 11:30 p.m. on nights followed by a school day with parental permission and until 1:00 a.m. on nights followed by a school day, but not on consecutive nights and not more than 2 school nights a week, with parental permission).

Approved August 25, 2014

264 VACANT (OPEN) POSITIONS

Open positions posted to fill a vacancy will be posted in one of two ways; as an internal posting on the Human Resource portal or posted concurrently, both internally and externally.

Approved August 25, 2014

265 TRANSFER/PROMOTION/DEMOTION

All Library employees whose personal library card accounts are in good standing and have satisfactorily completed the probationary period are eligible to submit an application for an open position for which they qualify. Hiring managers may review with the Director, Human Resources, or designee the employee file of a transfer applicant in regards to past performance appraisals and disciplinary actions which the hiring manager may take into account when considering internal job applicants.

Employees making a lateral transfer (defined as within the same pay grade) will not receive a pay increase. Employees promoted into new positions will receive a pay increase up to the new range minimum or to a rate equaling those employees with comparable skills, knowledge and experience. Employees demoted will receive a pay decrease to a rate equaling those employees with comparable skills, knowledge and experience.

The Library's CEO in conjunction with the appropriate Executive Committee member(s) retain sole discretion to make administrative transfers, promotions or demotions as necessary for continued operations.

Approved August 25, 2014

265.1 Temporary/Interim Assignments

The Library's Director, Human Resources, and other Executive Committee members, will be responsible for establishing and recommending for approval by the CEO of additional, interim or temporary duties and any additional compensation for employees (excepting Executive Committee and CEO) assigned these duties.

Approved August 25, 2014

266 INTERVIEW AND MOVING EXPENSES

Interview and/or moving expenses will not be paid unless authorized by the Library Board of Trustees on a case-by-case basis.

Approved August 25, 2014

267 NEPOTISM

Staff members will not be hired by, nor supervised by, an Immediate Family Member or domestic partner. The Library will not place Immediate Family Members or domestic partners in job assignments under the same Director, Manager or in the same department. Immediate Family Members is defined as: spouse, child, parent, sibling, grandparent, grandchild, or each similar relationship as established by marriage or of a legal dependent residing in the staff member's household. A "domestic partner" is as defined in the Employee Benefits Policies.

Approved August 25, 2014

268 PERSONNEL RECORDS

The Library maintains the official paper and electronic personnel file on each employee. This file includes information such as the employee's job application, resume, employment offer letter, certification records, documentation of performance appraisals and salary increases, and other employment records. It is the responsibility of each employee to promptly notify Human Resources of any changes in personal information and update their personal information changes through the employee online self-service portal.

Personnel records, whether paper or electronic, are the property of the Library and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so.

Employees wishing to review their personnel records must schedule a time at the Human Resources office to do so. An employee may make notes about information in the personnel file. At no time will the employee be permitted to remove, alter or destroy any documentation contained in his or her personnel file.

One copy of any material in an employee's personnel file shall be provided to the employee free of charge upon request. If more than one copy is requested, additional copies will be provided at the Library's standardized charge for duplication.

An employee who disagrees with any of the information in his or her official file may provide a written statement explaining their position which will be placed as a permanent part of the employee file.

Any change in personal information such as name, address, telephone number, name of personal physician or medical provider, or other directory information shall immediately be entered electronically by each employee through the Employee Self-Service portal.

Approved August 25, 2014

268.1 Furnishing Information to Third Parties

The Library assumes no obligation to furnish information about any employee to any third party

- Except as required by IC 5-14-3-4(b)(8).
- Except to the extent necessary for purposes of litigation in which the Library is a party or as otherwise required by law.
- Except to the extent needed to provide information which is not particularized by employee name for general, statistical, or record-keeping purposes and as required by any authorized local, state, or federal agency or administrative body.

In accordance with IC 5-14-3-4(b)(8), the following information to the extent such may be included in the Library's personnel files shall be made available for public disclosure:

- The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former employees of the Library.
- Information relating to the status of any formal charges against an employee.
- The factual basis for disciplinary actions in which final action has been taken that resulted in an employee being suspended, demoted or discharged.

An employee's request for the Library to furnish information to a third party must be submitted in writing to the Human Resources Department, and the employee must execute a release before the Library will disclose certain information to third parties.

Approved August 25, 2014

268.2 Credit or Employment Verification

Any inquiries regarding credit and employment verification must be forwarded to the Human Resources Office.

Approved August 25, 2014

268.3 Personal Reference

An employee may request managers or other personnel to provide a personal, non-employment related reference. The Library assumes no responsibility for personal references. Personal references are not to be

written on Library letterhead or held in the employee's personnel record.

Approved August 25, 2014

269 REAPPOINTMENT

A list of job titles and wages for Benefit Eligible (Board Appointed) staff will be provided annually to the Library Board of Trustees. All staff members will be subject to reappointment based on satisfactory performance ratings. The reappointment and salary of each staff member for the ensuing year will be confirmed by the Appointment List which is recommended by the CEO and approved by the Board.

Approved August 25, 2014

SECTION 270: PERFORMANCE MANAGEMENT AND TERMINATION OF EMPLOYMENT POLICIES

271 PERFORMANCE MANAGEMENT

The performance management annual rating cycle at the Library is from September 1 through August 31. All annual performance reviews will be completed by managers, reviewed with employees and submitted to Human Resources by October 31st of each year for the preceding September 1 – August 31 rating period.

After an initial 3-month probationary period review for new hires, all annual performance evaluations will be written by managers/supervisors during September and employee reviews conducted during October.

All employees will receive an annual performance review except those hired between June 1 – August 31 of the current performance cycle. Reviews will be conducted with employees by their immediate supervisor.

Throughout the annual performance cycle, supervisors and employees communicate on a regular basis about performance goals and address any improvement needs. Positive performance evaluations do not guarantee increases in compensation or promotions.

Approved October 24, 2016

271.1 Pay For Performance

The Library's performance management cycle consists of performance planning, communication and feedback, and evaluation. Any increases to base pay or a one-time performance bonus will be based on an employee's performance rating, current placement in the job's pay range and the Library's available funding.

Approved August 25, 2014

271.2 Employee Acknowledgment

Within 7 days of the date of evaluation, employees shall electronically acknowledge their performance evaluations to verify that the performance evaluation has been presented and discussed with the employee by the employee's immediate supervisor and that the employee is aware of its contents.

Approved August 25, 2014

271.3 Employee Response

An employee wishing to write a response to a performance evaluation may do so on their electronic appraisal form within 7 days from the date of the performance evaluation meeting with their manager. Employee comments will become a part of their permanent performance review record once the employee submits the electronic acknowledgement.

Approved August 25, 2014

272 VOLUNTARY AND INVOLUNTARY TERMINATION OF EMPLOYMENT POLICY

272.1 Voluntary Termination

Employees voluntarily leaving employment by the Library are requested to submit to Human Resources a written statement of resignation indicating their last day of work and to give a copy to their manager at least 2 weeks prior to planned date of termination.

Employees voluntarily terminating employment or retiring from the Library must work their scheduled workdays. Failure to work regular schedule during the notice period will result in ineligibility for reemployment.

Approved August 25, 2014

272.2 Involuntary Termination

The CEO is authorized to recommend the termination, demotion or suspension of any employee with or without cause. In most cases, the CEO will recommend termination, demotion or suspension based on cause. The CEO's recommendation shall be subject to confirmation by the Board.

The determination of cause will be based on a careful evaluation and such cause may include, among other things, the following:

- Illegal harassment
- Poor work performance or other unsatisfactory conduct
- Incompetence
- Insubordination
- Unexcused absence
- Excessive tardiness or absences
- Abuse of leave policy
- Working under the influence of alcohol, illegal or controlled substances
- Inability to perform essential functions of work
- Falsification of job application form
- Falsification of time records
- Theft or embezzlement
- Possession of weapons or explosives
- Inappropriate treatment of a patron
- Violation of a non-discrimination policy
- Immoral or indecent conduct
- Violation of Ethics Policy
- Abuse of circulation privileges
- Abuse of circulation procedures
- Unsafe work practices
- Willful violation of Safety Policy
- Conviction of a crime as a result of acts inside or outside of his or her employment

Approved October 24, 2016

272.3 Retirement

~~Non-union-eligible~~ Employees retiring from the Library are requested to submit to Human Resources a written statement of intent to retire at least 2 weeks prior to their last indicated scheduled workday.

- ~~Non-union-eligible~~ Employees will receive a payout of all accrued, unused PTO.
- ~~Non-union-eligible~~ Staff members who have a CAT Account will be paid an amount equal to the equivalent of one hour of pay for each two hours in their CAT Account in excess of 160 hours up to a maximum of 160 hours (total number of CAT hours minus 160; divide the difference by 2; multiply the quotient by the hourly rate of pay up to a maximum of 160 hours).

~~Union-eligible employees retiring from the Library are requested to submit to Human Resources a written statement of intent to retire at least 2 weeks prior to their last indicated scheduled workday.~~

- ~~Union-eligible employees will receive a payout of all accrued, unused vacation time up to a maximum of 480 hours.~~
- ~~A union-eligible staff member will be paid an amount equal to all accumulated sick leave (Career Service Benefit) in excess of 160 hours at a rate of one hour pay for two hours sick leave up to a maximum of 160 hours of sick time.~~

Approved November 27, 2017

272.4 Return of Library Property

Employees leaving employment or placed on inactive status are required to return to their Manager all library property (ID Badge, keys, cell phone, computer equipment and any other materials) provided by the Library as part of their job duties. Managers are responsible for the return of these items to the appropriate departments.

Managers are responsible for collecting all library property from the employee on the employee's last work day and return it to the proper department. All ID badges of employees terminating employment or being placed on "inactive" status must be returned to Human Resources.

Approved August 25, 2014

272.5 Exit Interview

Exit interviews conducted by Human Resources are required of all staff voluntarily terminating employment.

Approved August 25, 2014

272.6 The Consolidated Omnibus Budget Reconciliation Act ("COBRA")

COBRA is a federal law that requires employers with group health plans to offer health insurance continuation coverage to their covered employees, spouses, and dependents in certain situations when a loss of coverage occurs. Although covered employers must offer COBRA, they do not have to cover the cost associated with the coverage. Those individuals leaving employment with the Library and who qualify for and choose COBRA will be responsible for the entire cost of the continuation benefit premium. COBRA paperwork will be sent to all covered employees upon termination of employment from Human Resources.

Approved August 25, 2014

273 EMPLOYMENT REFERENCE REQUEST

All requests for an employment reference must be directed to the Human Resources Department. No manager, supervisor or other employee is permitted to provide a reference for current or former employees without prior authorization from the Human Resources Department. The Library's general policy regarding references for employees who have left the Library is to disclose only the dates of employment and the title of the last position held. If the employee provides written authorization, the Library may also provide a prospective employer with information regarding the amount of salary or wage last earned. No further information will be disclosed to third parties without an executed release holding the Library and the third party harmless for such disclosure. The Library reserves the right, in its discretion, not to respond to a request for additional information.

Approved August 25, 2014

274 PROGRESSIVE DISCIPLINE

The Library policy regarding disciplinary action for inappropriate behavior, or performance shortcomings, is progressive and will be handled using progressive discipline as the Library's method to improve employee performance to an acceptable level. Depending on the seriousness of the offense, one or more of the progressive steps may be bypassed to and including immediate suspension with or without pay and recommendation of immediate termination in accordance with applicable policies.

All performance issues must be reviewed with Human Resources prior to implementing the procedure of suspension or termination.

Approved October 24, 2016

274.1 Progressive Discipline for Same or Related Issues

Managers and/or Supervisors consult with Human Resources throughout the disciplinary process; however the Director of Human Resources must be consulted prior to Step 3 or at the commission of a serious violation.

<p>STEP 1: Occurrence of Unacceptable Performance and/or Behavior</p>	<p>First Written Warning:</p> <ul style="list-style-type: none"> • Signed Original – to HR for Employee Personnel File • cc: - to Manager • cc: - to Employee
<p>STEP 2: Next Occurrence of Unacceptable Performance and/or Behavior</p>	<p>Second Written Warning:</p> <ul style="list-style-type: none"> • Signed Original - to HR for Employee Personnel File • cc: - to Manager • cc: - to Employee. <p>May Include Performance Improvement Plan.</p>
<p>STEP 3: Next Occurrence of Unacceptable Performance and/or Behavior</p>	<p>Third Written Warning: May Include Suspension</p> <ul style="list-style-type: none"> • Signed Original – to HR for Employee Personnel File • cc: - to Manager • cc: - to Employee.
<p>STEP 4: Next Occurrence of Unacceptable Performance and/or Behavior</p>	<p>Termination of Employment</p>

IMPLEMENTATION OF STEP 4:

1. The Manager will complete the Progressive Discipline Form which is then reviewed by the Senior Staff member and the Director, Human Resources.
2. The Director, Human Resources, will prepare a termination letter that will be signed by the CEO informing the employee that effective immediately, the employee is suspended without pay pending confirmation by the Board at the next scheduled Board meeting.
3. A meeting will be arranged with the employee at which the manager and the Director, Human Resources, will be present.
4. The employee's performance and disciplinary steps will be reviewed and the employee will sign both the discipline and the termination letter confirming that he/she has seen them, that they have been discussed, and that the employee understands the implication of the termination notice. The employee may choose to continue their benefits and must pay their bi-weekly share until the Board's decision.

Approved October 23, 2017

275 REDUCTION-IN-FORCE

In the event of financial exigency, discontinuance of an activity or organizational restructure, it may be deemed necessary to terminate the service of employees. In this situation all applicable federal, state and local laws and regulations will be followed and terminations will be based on performance and organizational needs.

When the best interests of the Library warrant the discontinuance or curtailment of an activity, efforts will be made to transfer staff members affected thereby to other positions in the same grade. If a staff member does not meet the qualifications for available positions at the same grade level, they may be offered a position in a lower grade, with possible reduction in salary. If neither transfer nor demotion can be made, notice of termination will be given as soon as practical.

Approved August 25, 2014

SECTION 280: EMPLOYEE BENEFITS POLICIES

The Library offers benefits to all full-time and qualifying part-time employees on an appropriate pro-rated amount through payroll deduction. All benefits are strictly governed by the official Plan Documents which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook.

Changes to benefits may be made each year during annual enrollment or at the time a qualifying event occurs.

The Library offers a variety of voluntary payroll deductions available to qualifying staff members.

Approved August 25, 2014

281 HEALTH INSURANCE

The Library provides group health and dental insurance for Benefit Eligible staff members. The plans, as may be amended from time to time, currently include coverages for hospital services, medical and surgical expenses, basic dental coverage and prescription drugs. The Library pays a portion of the premium cost for full time employees and a lesser portion of the premium cost for added dependents. The Library pays an appropriate prorated amount for part-time, Benefit Eligible staff.

Approved November 16, 2015

282 GROUP LIFE INSURANCE

The Library provides a group life insurance policy for Benefit Eligible staff members. Benefit Eligible staff may enroll in the group life insurance plan within 30 days of employment without providing evidence of insurability. The enrollment form must be sent to the Human Resources Office. The cost of the insurance is shared by the employee and the Library. The amounts are prorated for part-time employees. The Library will make payroll deductions for this plan.

Approved August 25, 2014

283 EMPLOYEE ASSISTANCE PROGRAM

The Library offers an Employee Assistance Program (EAP) free of charge for all employees and their household members. Employees may voluntarily contact the EAP directly and schedule appointments using unused, accrued sick time or during unscheduled work time. All services provided by the EAP are confidential. No information is released to anyone without the staff member's written authorization.

The program provides employees access to confidential, short-term counseling for:

- Family, marital, and significant other relationships
- Child, adolescent and parenting issues
- Grief and loss
- Managing thoughts and feelings
- Alcohol and drug abuse issues
- Communication and problem solving skills

- Coping with change
- Improving well-being and life satisfaction
- Referrals for legal and financial assistance within Indiana

Approved August 25, 2014

284 INJURY LEAVE

284.1 Injury on the Job (Worker's Compensation)

Any employee injured on the job must immediately report the injury to their immediate supervisor. Any employee absent from work because of a job-incurred injury is required to obtain a physician's signed statement permitting the employee/patient to return to work. This statement shall indicate whether the employee may return on an unrestricted or restricted basis and shall state, if the latter condition applies, those activities in which the employee/patient is not to participate. It shall be the decision of the Library as to whether or not the injured employee shall return to work if there are any restrictions. Eligible employee's receiving Worker's Compensation will have those hours designated as unpaid FMLA.

Approved August 25, 2014

284.2 Injury Off the Job

Any employee absent from work because of an injury which occurred off the job is required to furnish a physician's signed statement permitting the employee/patient to return to work on an unrestricted basis. The Library CEO, Service Area Director and Director, Human Resources, have the prerogative to order a complete medical or psychological examination by a Library approved physician, if there is reason to believe that the employee is unable to perform assigned duties.

Approved August 25, 2014

285 DISABILITY INSURANCE

285.1 Short Term Disability

Group short-term disability insurance is available on a voluntary basis if elected and paid for by the employee.

The plan begins paying benefits beginning with the 15th day of disability. The Current benefit maximum is 22 weeks.

Approved October 24, 2016

285.2 Long Term Disability

Long term disability is available to employees at no cost. The Library pays 100% of the premium. The plan pays benefits after 6 months of disability.

Approved August 25, 2014

286 PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

Benefit eligible employees will be automatically enrolled in PERF. The Library pays the required employer share of the Employee Pension Fund premium. Each year the Library evaluates and makes a determination based on available funding to additionally pay the employee's required share of the Annuity Savings Account.

Employees may elect to have additional annuity account contributions up to the allowable maximum deducted from their paychecks.

Approved October 24, 2016

287 DOMESTIC PARTNERS POLICY

The Library offers equitable benefits to all Benefit Eligible employees considered legally married by Indiana and all unmarried employees who are in a Domestic Partnership, irrespective of whether they are same-sex couples or different-sex couples who qualify based on the following criteria; provided however, all benefits are strictly governed by the official Plan Documents which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook.

As used in this policy, the following terms shall have the meanings ascribed to them:

Approved August 25, 2014

287.1 Basic Living Expenses

Basic living expenses are the cost of basic food and shelter. The individuals need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the costs.

Approved August 25, 2014

287.2 Declaration of Domestic Partnership

Declaration of a domestic partnership is a form provided by the Human Resources Service Area that evidences and acknowledges a domestic partnership when signed by domestic partners. By signing it, two persons attest, under penalty of perjury, that they both meet all of the requirements of domestic partnership.

1. Domestic Partners

Two adults who meet the following requirements:

- i. Both adults have chosen to share one another's lives in an intimate and committed relationship of mutual caring.
- ii. Both adults share a primary residence.
- iii. Both adults have shared a primary residence for the preceding 365 days.
- iv. Both adults are jointly responsible for basic living expenses, as demonstrated by a signed declaration of financial interdependence and by providing three (3) proofs of the following criteria to the satisfaction of the Human Resources Office if and when requested.
 - Joint ownership of a primary residence or joint tenancy of a residential lease.
 - Copy of utility (water, gas, electric) invoice listing both domestic partners.
 - Joint ownership of an automobile.
 - Joint bank or credit account.
 - Joint liabilities (e.g., credit cards or loans, etc.).
 - A will or trust designating the domestic partner as beneficiary.

- A retirement plan or life insurance policy beneficiary designation form designating the domestic partner as beneficiary.
- A signed durable power of attorney to the effect that the employee and the domestic partner have granted powers to one another.
- Copies of each domestic partner's driver's license that indicates the same address.
- Both adults have been jointly responsible for living expenses during the preceding 365 days.
- Neither adult is currently married.

2. Domestic Partnership

A relationship conferring benefits described above between domestic partners who have signed a declaration of domestic partnership as provided herein.

3. Share a Primary Residence

Two persons share the same primary living quarters; however, it is not necessary that the legal right to possess the living quarters be in both of their names. Two persons may live together even if one or both have additional living quarters.

4. Establishing a Domestic Partnership

- i. Two persons may establish a domestic partnership by submitting a signed declaration of domestic partnership to the Human Resources Service Area, which shall maintain such declaration on file and give the two persons a copy showing that such declaration was filed.
- ii. Anyone barred from marrying in Indiana under I.C. 31-11-1-2 through 31-11-1-4 (I.C. 31-11-1-2 through I.C. 31-11-1-4 prohibits marriage to close relatives, bigamy and defines minimum age.) is likewise barred from entering into a domestic partnership under this article.

5. Benefits

To the extent permitted by the official Plan Documents governing each benefit (which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook), benefits that are available to domestic partners shall be identical to those available to spouses. Such benefits may include, but are not limited to, insurance coverage, pension benefits, and family/medical leave. Benefits for the children of an employee's domestic partner shall be equal to those of the children of the spouse of an employee. The submission of a domestic partnership declaration is understood to be a qualifying event for purposes of enrolling a domestic partner in an insurance plan.

6. Termination of a Domestic Partnership

- i. A domestic partnership is terminated when at least one of the domestic partners no longer qualifies as a domestic partner as that term is defined in this policy.
- ii. If a domestic partnership ends, the Library employee must submit written notice to the Human Resources Service Area within 31 days after the termination of the domestic partnership. The notice must be dated and signed under penalty of perjury. The employee must also send a copy of the notice to his or her former domestic partner.
- iii. An employee's former domestic partner shall have the same rights to purchase continuing insurance as the former spouse of an employee. Submission of the notice shall be considered a qualifying event for purposes of the non-employee partner's right to continue coverage for himself or herself and/or his or her eligible dependent(s).

7. Tax Liability

The employee should consult with his or her tax advisor regarding whether the employee will be taxed on benefits provided to his or her domestic partner.

Approved August 25, 2014

288 LEAVE DONATION PROGRAM

The Library's Leave Donation Program is intended as a "bona fide leave-sharing arrangements" for "medical emergencies" that complies with the applicable regulations of the Internal Revenue Service ("IRS"). Under such an arrangement, paid leave time that is donated to an employee is taxed to the receiving employee instead of the donating employee. Employees wishing to participate in the Library's Leave Donation Program should consult their own tax, legal and accounting advisors to determine their specific tax ramifications of participating in the program.

288.1 Employees Eligible to Donate Leave

Any benefit eligible employee who has been benefit eligible for at least 6 consecutive months may donate leave to the Leave Donation Program subject to the following conditions:

- ~~Non-union eligible~~ Employees may donate any of their accrued but unused CAT time. Additionally, ~~non-union eligible~~ employees may donate accrued but unused PTO, but only in an amount that does not reduce the employee's accrued but unused PTO to less than 40 hours (or an appropriate prorated amount for part-time employees).
- ~~Union eligible employees may donate accrued but unused sick leave, but only in an amount that does not reduce the employee's accrued but unused sick leave to less than 40 hours (or an appropriate prorated amount for part-time employees).~~
- Once an employee donates leave time to the Leave Donation Program, the employee may not request or be approved for a return of the donated leave under any circumstances.

288.2 Employees Qualified to Receive Leave

Any benefit eligible employee who: (i) has been benefit eligible for at least 6 consecutive months, (ii) has a "medical emergency" as defined by this policy is qualified to request and receive donated time, and (iii) has available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation ("Qualified Employee").

288.3 Medical Emergency

A "medical emergency" is defined under IRS regulations as "a medical condition" that will require the "prolonged absence of the employee from duty" and will result in a "substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan." The following requirements apply for purposes of determining whether a Qualified Employee has a medical emergency under the Library's Leave Donation Program ("Qualified Medical Emergency"):

- The Qualified Employee must be suffering from a "serious health condition" as defined by the Family Medical Leave Act ("FMLA") and/or a "disability" as defined by the Americans with Disabilities Act ("ADA").
- The Qualified Employee must have missed at least ten consecutive regularly scheduled work days that

are not otherwise covered by available ~~annual leave, sick leave~~, PTO, CAT time, short term disability payments, long term disability payments, worker's compensation benefits or any other wage replacement benefits because of the FMLA serious health condition and/or ADA disability ("Qualified Absence").

288.4 Requirements for Leave

A Qualified Employee with a Qualified Medical Emergency may receive donated leave time in accordance with the following requirements:

- Donated leave time is only available to cover consecutive, regularly scheduled work days (non-regularly scheduled work days and paid holidays are not included) that are missed due to a FMLA serious health condition and/or ADA disability that are not otherwise covered by available ~~annual leave, sick leave~~, PTO, CAT time, short term disability payments, long term disability payments, worker's compensation benefits or any other wage replacement benefits ("Qualified Leave Days").
- Donated leave time is only available to cover Qualified Leave Days for which the Qualified Employee has available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation.
- The amount of donated leave time is subject to the amount of donated leave available in the Leave Donation Program at the time a Qualified Employee submits to H.R. the required application for donated leave. Donated leave is awarded on a first come first serve basis.
- Donated leave time is compensated at 100% of an exempt employee's salary and is prorated for any partial weeks of leave. Donated leave time is compensated at 100% of a non-exempt employee's hourly wage based on the employee's regularly work schedule for the period of time during which donated leave is paid.
- A Qualified Employee may only receive up to a total maximum of 160 hours of donated leave per calendar year or an appropriate prorated amount for part-time employees ("Calendar Year Cap"). Whether a Qualified Employee has exhausted the Calendar Year Cap applicable to the Qualified Employee is determined at the time the Qualified Employee applies for donated leave.
- A Qualified Employee may only receive up to a maximum of 480 hours if donated leave during their lifetime or an appropriate prorated amount for part-time employees ("Lifetime Cap"). Whether a Qualified Employee has exhausted the Lifetime Cap applicable to the Qualified Employee is determined at the time the Qualified Employee applies for donated leave.

288.5 Procedure

Eligible employees must comply with the following procedures to receive donated leave:

- The Qualified Employee must provide to H.R. a completed application for donated leave and an FMLA medical questionnaire and/or other required documentation from their health care provider documenting the FMLA serious health condition and/or ADA disability.
- The H.R. Department will review the application and accompanying documentation to determine whether the applicant is a Qualified Employee with a Qualified Medical Emergency. This determination will not be made until after the Qualified Employee has had a Qualified Absence.
- If a determination is made by H.R. that the applicant is a Qualified Employee with a Qualified Medical Emergency, H.R. will approve the Qualified Employee for donated leave time to cover the Qualified Absence and any additional Qualified Leave Days subject to the employee having available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation, and subject to the Calendar Year Cap and Lifetime Cap.

After using approved donated time for Qualified Medical Emergency, the employee shall provide to HR a

written certification in a form prescribed by the Library that the donated time was in fact used in connection with the Qualified Medical Emergency for which it was approved.

Approved October 23, 2017

SECTION 290: MONITORING AND THE USE OF TECHNOLOGY IN THE WORKPLACE

290 CELL PHONES

This policy establishes guidelines for procurement, possession, and appropriate use of Library-owned and issued cellular devices as well as for the partial reimbursement of cellular services to employees.

Subject to manager or Director recommendation, employees who by the nature of their work are required to be accessible regardless of the time of day, day of the week, or geographical location, may receive cellular service through a Library-provided cellular device for business use, or be provided partial reimbursement for using personal cell service in lieu of a Library-provided device. Business use is defined as any use in the course of performing specific job-related duties on behalf and for the benefit of the Library.

Approved August 25, 2014

290.1 Criteria

Following is the basic criteria for establishing the need for a Library-issued cellular device or reimbursed cellular service:

- A cellular device is necessary for the employee to perform the essential functions of his/her job.
- The employee's job requires the employee to be mobile and out of the office for large amounts of time on a daily basis.
- The employee conducts Library business that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone.
- The employee's position requires that the employee be mobile and immediately accessible or that other Library employees be in constant communication with the employee.
- The job requires the employee to receive and/or make frequent business calls outside of working hours.
- Personal safety concerns exist for the employee (for example, while working evening hours, working in isolated areas or working in high crime areas).
- The employee's job requires the employee to be regularly contacted by other employees or third parties on Library business after normal business hours.

An employee meeting more than one of the above criteria may be considered a viable candidate under this policy. A recommendation to issue a cellular device to or reimburse a Library employee shall be made at the discretion of the manager or Director, and subject to approval by the Chief Financial Officer of the Library.

Approved August 25, 2014

290.2 Care and Use of Library-Owned Cellular Devices

Library-issued cellular devices provided to employees will be purchased and owned by the Library. Baseline cellular equipment and the most economical usage plan that meets the Library's and the employee's business needs will be provided.

Employees are responsible for the safekeeping and care of the Library-issued cellular device assigned. Cell phones that are damaged in the course of business should be brought to IT, which will contact the vendor for replacement or repair. Employees may be held responsible for the cost of repeated repair or replacement of cellular devices. An employee to whom a Library cellular device is issued can be held responsible for the loss and must pay for replacement of the cellular device unless sufficient proof can be supplied that the phone was stolen. Exceptions, on a case-by-case basis, may be made by the library's Chief Financial Officer.

Library-issued cellular devices are to be used for Library business only. Employees may be allowed a minimal amount of personal use of Library-issued cellular devices. When personal calls are kept to an absolute minimum, employees are not responsible for any portion of the basic, routine monthly charge for service and plan-allotted minutes. Each employee's usage counts toward the overall time limits established under the Library's service plan and therefore excessive use may result in additional charges if the minutes exceed the plan specifications. If regular personal usage of the cellular devices results in additional charges of any kind, the employee shall be required to reimburse the Library for such charges.

Invoices for every device are audited monthly. Identified misuse of cellular devices will result in termination of cellular services for the employee.

Once approved to receive a cellular device, the employee will sign a cellular device agreement (the "Cellular Terms of Use Agreement") indicating acceptance of the terms of the use for a Library-issued cell phone. Upon completion of the Cellular Terms of Use Agreement, the employee will be issued a cellular device by the IT Department.

Cellular device invoices shall be examined monthly for appropriate use and continued confirmation that employees have available the most efficient and cost-effective cellular device plan. Cellular plans may be routinely modified to better meet the needs of the Library and employee users.

Cellular devices shall be returned to the Library upon resignation, termination or re-assignment to a position not meeting the criteria establishing need for a cellular device.

Approved August 25, 2014

290.3 Cell Phone Reimbursement Amount

Employees whose job requires them to use a cell phone for Library business, as outlined in this policy, may elect to receive partial reimbursement for using a personal cell phone in lieu of a Library-provided device. Managers whose job requires them to use a cell phone for Library business, as outlined in this policy, will be provided partial reimbursement for using a personal cell phone in lieu of a Library-provided device.

Employees receiving reimbursement must maintain the type of cell phone coverage that is reasonably related to the needs of the library and the reimbursement is reasonably calculated so as not to exceed expenses the employee actually incurs in maintaining the cell service.

Monthly reimbursements based on service levels are as follows:

Service Level	Monthly Reimbursement
Voice	\$10
Voice & text	\$15
Voice, text & email / data	\$20

The service level of the cell phone reimbursement will be set at the time of approval. The reimbursement is intended to partially cover the employee's cost for the average business use of the cell phone, not to pay the entire phone bill. Cell phone reimbursements will be consistently administered regardless of an employee's personal plan cost.

Eligibility for the reimbursement or the level of the reimbursement provided is subject to change or cancellation as determined by the employee's manager.

The monthly reimbursement is considered non-compensatory and therefore not considered part of base pay used for calculating percentage salary increases nor considered wages for the purposes of retirement plan contributions.

Managers may periodically request documentation of business use to determine the appropriateness of eligibility and level of the reimbursement amount. Managers may also periodically request a copy of the first page of the phone bill in order to verify an active cell phone plan. If the service level of the reimbursement needs to be altered because of business purposes, individuals will ask their manager to adjust the cell phone reimbursement and submit a new approved form.

Approved August 25, 2014

291 CELL PHONE USE WHILE DRIVING

Employees with Library issued cellular devices acknowledge that the use of cellular devices while operating a motor vehicle is dangerous. Employees with Library issued cellular devices are prohibited from using and shall not use the cellular device while operating a motor vehicle except in the case of an emergency situation. By signing the Cellular Terms of Use Agreement, Employees with Library issued cellular devices agree not to use the Library issued cellular device while operating a motor vehicle except in the case of an emergency situation. An "emergency situation" for purposes of this policy means a situation threatening the safety or security of persons or property. The prohibition on use of Library issued cellular devices while operating a motor vehicle does not apply if the cellular device is used in an emergency situation to: (i) transmit an emergency call in which the caller or sender reasonably believes that a human being or property is in jeopardy and that prompt summoning of aid is essential; (ii) contact a health care provider; (iii) contact a police and law enforcement system; or (iv) contact a firefighting and fire prevention system.

Employees are also prohibited from using and shall not use their personal cellular devices for Library related business while operating a motor vehicle except in the case of an emergency situation (as defined above).

Approved August 25, 2014

292 TELECOMMUNICATIONS

The Library maintains email, telephone and voice mail systems, computers, Internet access and other business equipment (collectively called the "Systems") in order to conduct the business of the Library. The

devices and the data stored on these Systems, as well as the specialized software programs and applications developed for Library use, are valuable Library assets, the sole property of the Library and must be appropriately protected from unauthorized or inappropriate access, use, alteration, destruction or disclosure.

Approved August 25, 2014

292.1 Computer Use and Network Security

Except as allowed by Policy 292.4, employees may not use library computer systems for non-job-related purposes, including solicitations, organizational campaigns, political causes or campaigns, or other non-business purposes.

Employees must not defeat, attempt to defeat, or assist anyone else in defeating network security controls. Network connection standards must be strictly observed – no devices or software may be added to the network without authorization from Information Technology.

- Computer equipment and passwords must always be safeguarded. Employees must treat passwords as highly confidential.
- Employees leaving their computers unattended should lock access to their workstation or log off. Computer workstation login procedures must be strictly observed.
- Laptops or any other mobile equipment, used on or off Library premises, must never be left unattended or unsecured.

Library systems may not be used to transmit, retrieve or store any communications of a defamatory, discriminatory or legally harassing nature, or materials that are abusive, profane or offensive, obscene or X-rated including, but not limited to, messages with derogatory or inflammatory remarks about an individual's race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), veteran status, uniformed service member status and genetic information (including testing and characteristics). Harassment of any kind is absolutely prohibited.

Approved October 23, 2017

292.2 Copyright Materials

Employees shall not transmit over the Systems any copyrighted materials belonging to any individual or entity other than the Library. When obtaining access to another organization's or individual's materials, staff must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with the permission of the holder of the copyright, or as a single reference copy. Staff may not violate any software licenses, including without limitation making illegal copies of software, or share any proprietary information of Library vendors.

Approved August 25, 2014

292.3 Use of Library Email Accounts

Except as allowed by Policy 292.4, the Library email system is for business purposes only and employees may not use their work email address as a personal email address.

Staff should not, at any time, send non-job-related information to any Library email group. Email groups are intended for pertinent information only, not for sale items, personal items, personal opinions, notices or jokes.

Approved October 23, 2017

292.4 Personal Use of Information and Communications Systems

The Library's systems are to be used for Library business and not for personal use except that employees are permitted to use the Library's Internet access, email, fax and telephone systems for incidental or occasional personal use, as long as the use:

- Does not affect any employee's job performance.
- Does not interfere with the ability of others to perform their work.
- Is truly occasional in nature.
- Does not interfere with Library's business use of such Systems in any way.
- Does not result in any additional cost to Library.
- Does not access or transmit material that is discriminatory based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, pregnancy or veteran status, that contains pornography, or that is prohibited by law.
- Is not used to solicit funds, collect signatures, conduct membership drives, distribute literature or gifts, sell merchandise or services, or carry on any other form of non-Library business without approval.

Library Systems may not be used for any purpose that is illegal, in violation of Library policy, or contrary to the organization's best interest. Illegal activity may be referred to law enforcement as appropriate.

An employee's decision to use the Library's internet access, email, fax and telephone systems for personal use does NOT give the employee a legitimate expectation of privacy under the Fourth Amendment to the U.S. Constitution with respect to such use and any such personal use by an employee is subject to the Library's Work Place Monitoring Policy.

Employees will be required to verify in writing that they have read, understand and will comply with the Library's Communication Systems Policy Agreement. The Library also reserves the right to advise appropriate legal officials of any illegal violations. Failure to comply with this policy may result in disciplinary action, up to and including termination.

Approved October 23, 2017

293 WORKPLACE MONITORING POLICY

Workplace monitoring may be conducted by the Library to ensure quality control, employee safety, conformity with Library policies, and customer satisfaction. Any electronic monitoring shall be confined to the legitimate needs of the Library.

Library communications and computer systems are the Library's property and are not private. Staff should not consider any message sent, received or stored via these systems as private property. Employees do not have a legitimate expectation of privacy under the Fourth Amendment to the U.S. Constitution with respect to any material created, stored, received or sent through Library Systems including through a Library personal computer. All messages created, sent or retrieved over the systems and any information of any type in any Systems component, including but not limited to, all information stored on servers, personal computers and removable media (diskettes, zip disks, CD-ROMs, flash drives, etc.) are the property of the Library and may be saved, accessed and reviewed by management.

With the authorization of the CEO, the Library has the right to retrieve and read any messages sent or received via the Library's communication systems. Deleted information may be retrieved and subject to review by management. The Library reserves the right to monitor, or download and read any electronic or telephone communication sent, received, or stored during the ordinary course of business. By using the

Library's communications and computer Systems, employees consent to the Library's monitoring of these Systems and acknowledge and agree to Library's right to conduct such monitoring.

Approved October 23, 2017

SECTION 300: SAFETY AND HEALTH POLICIES

Safety is everybody's business. Every employee is responsible for his or her own safety as well as for others in the workplace. Safety must be a primary concern in every aspect of planning and performing all Library and related activities. We want to protect our employees against preventable injury or illness in the workplace to the greatest extent possible.

All injuries (no matter how slight) must be reported to management immediately. Employees are also expected to report promptly to management any apparent health or safety hazards.

Approved August 25, 2014

301 EQUIPMENT

301.1 Personal Protective Equipment

Protective devices and other equipment necessary to protect employees from injury will be provided by the Library at its expense in accordance with applicable laws and safety needs. All employees will be trained on the proper use of the equipment provided. Employees are required to use equipment properly, and are responsible for safety and the care of equipment issued to them. Equipment will be replaced only upon return of the item that needs to be replaced.

Approved August 25, 2014

301.2 Use of Library Equipment and Vehicles

When using any Library property, equipment or vehicles, employees are expected to exercise reasonable care and follow all operating instructions, safety standards and guidelines. If any property, equipment or vehicles appear to be damaged, defective or in need of repair or maintenance, employees must notify their immediate supervisor.

The Library may install video surveillance cameras in Library vehicles to monitor safe operation of the vehicles. When video surveillance cameras are installed in Library vehicles, signs indicating that the area is subject to surveillance by video camera shall be conspicuously posted. While driving, using or travelling as a passenger in a Library vehicle, employees do not have a reasonable expectation of privacy with regard to video surveillance.

All employees must be 18 years or older in order to operate Library vehicles or equipment. Employees driving Library vehicles must also be legally licensed and insured which will be verified on an annual basis. Employees are responsible for any parking fines or tickets received while using a Library vehicle. If an employee is involved in an accident while on duty for the Library and using a Library vehicle, it must be reported immediately to their immediate supervisor. Additionally the employee shall be subject to immediate drug and alcohol testing if any of the following apply:

- The employee is in a designated "safety sensitive" position, including without limitation a safety sensitive driving position. A driving position is safety sensitive when it requires the employee to: (i) drive a Library vehicle as regular part of the employee's job duties; and (ii) drive either a Library vehicle while carrying

passengers or a Library vehicle other than a passenger car.

- There is reason to believe the employee may be in whole or in part at fault for causing the accident as determined by the employee's immediate supervisor.
- There is reason to believe the accident has resulted in property damage of _____ or more as determined by the employee's immediate supervisor or one or more persons involved in the accident required immediate medical attention.

If drug and alcohol testing is required pursuant to this policy, the employee being tested shall be transported by the employee's supervisor or supervisor's designee to the testing location. Upon completion of the drug and alcohol tests, the supervisor or supervisor's designee shall transport the employee to their regular work location at the Library.

Approved October 23, 2017

301.3 Miscellaneous Equipment

Staff are permitted to use personal audio equipment while on duty with their manager's prior approval in any office or non-public area as long as it does not create a safety hazard or create a disturbance for other staff members. The Library will not be responsible for any lost, damaged, broken, or stolen items.

Other Items

Employees may purchase or provide their own electric fans, heaters, desk lamps, etc., with the prior approval of their manager. The manager is responsible for checking that the appliance is UL rated and complies with the guidelines set by Facilities. The Library will not be responsible for any lost, damaged, broken or stolen items.

Approved August 25, 2014

302 WORKING ALONE

Except for shipping and receiving, staff will not be scheduled to work alone in any library building whether or not the facility is open to the public.

Approved October 23, 2017

303 ON-THE-JOB ACCIDENT

On-the-job accidents, injuries, and illnesses, regardless of how minor, must be reported to your supervisor immediately. Managers/Supervisors must report any accident or injury to Human Resources. First Aid kits are located in easily accessible locations and shall be utilized for minor injuries. Failure to report an injury may result in disciplinary action.

Approved August 25, 2014

304 SAFETY RULES

Safety rules will be formulated from time to time by the Library Safety Officer in collaboration with management and staff and with management approval. Safety rules and expectations will be communicated to employees and posted in work areas.

The following safety rules must be observed by all Library employees:

- Good housekeeping is part of safety, good health, and good work. Each employee is responsible for keeping his or her immediate working area clean and uncluttered.
- Always use handrails and take stairs one at a time.
- Ask for assistance when lifting or moving heavy objects.
- Keep cabinet and file drawers closed when not in use.
- Observe common safety practices.
- Always use safety and protective devices and equipment as directed.
- Horseplay on Library premises is strictly prohibited at all times.

Employees who violate any of these rules or any aspect of the Safety and Health Policy will receive disciplinary action, up to and including termination.

Approved August 25, 2014

305 FIREARMS

Employees may bring firearms or ammunition on Library property only if the employee is legally authorized to possess and transport such firearm(s), and the firearm(s) and ammunition are kept in the employee's locked vehicle in the trunk, glove compartment or otherwise out of sight. Employees are prohibited from removing the firearm(s) or ammunition from their vehicle or having them in plain sight during the workday or at any time on Library premises. Employees may not use their work address to receive personal purchases of any weapons-related materials or ammunition.

Approved August 25, 2014

306 WORKPLACE VIOLENCE

The Library is committed to preventing violence in the workplace and maintaining a safe work environment. The Library has adopted procedures to deal with intimidation, harassment or other threats of violence that may occur on its premises.

The Library will not tolerate any conduct that threatens, intimidates or coerces an employee or member of the public at any time, including off-duty periods. Firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the Library without proper authorization, except as provided by the Firearms Policy.

Employees are encouraged to bring their disputes or differences with other employees to the attention of an appropriate member of management before a situation escalates. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination.

All suspicious individuals or activities, including actual or threats of potential violence, both direct and indirect, should be reported immediately to your supervisor or any other member of management. This includes threats by employees, as well as threats by patrons, vendors, solicitors or other members of the public. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing or violent situation.

The Library will promptly and thoroughly investigate all reports of actual or threatened violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected to the

extent practicable. In order to maintain workplace safety and the integrity of its investigation, the Library may suspend employees, either with or without pay, pending investigation.

Approved August 25, 2014

307 SUBSTANCE ABUSE

The Library is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. An employee's ability to perform the work assigned is a condition of continued employment, subject to applicable state and federal laws. This policy is intended to ensure a drug free work environment for the benefit of employees and our patrons.

The Library will help employees requesting assistance in dealing with drug or alcohol problems. No one will be disciplined for requesting assistance. The Library has established an Employee Assistance Program that provides confidential services to employees who seek help in dealing with drug or alcohol problems. The program may include referral to outside treatment or rehabilitation facilities. In most instances, the costs of treatment will be reimbursed in accordance with applicable benefit plans.

1. Policy Requirements

- a. The use, possession, sale, or transfer of an illegal drug by any employee on Library premises, in the performance of Library business, or at Library-sponsored events, is strictly prohibited.
- b. The use of any therapeutic drug by any employee while performing Library business or while on Library premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee's job performance, or the Library's reputation in the community. "Therapeutic drugs" are drugs that are legal to obtain and use in the State of Indiana, including, controlled substances when prescribed by an appropriate healthcare professional and used in accordance with the prescription and over-the-counter drugs when used in accordance with the directions for its use. Any employee whose use of any therapeutic drug(s) may affect his/her capacity to properly perform job duties or may create a danger to himself/herself or to others in the work place is required to report the therapeutic drug use to the Human Resource Area. An employee may be allowed to continue to work, even though under the influence of a therapeutic drug, if the Library has determined, after consultation, that the employee does not pose a threat to his/her own safety or health or the safety or health of other employees, and the employee's job performance is not significantly, detrimentally affected by the therapeutic drug. In the event the employee's job performance is significantly, detrimentally affected by the therapeutic drug and the use of the therapeutic drug is related to treatment of a disability for a qualified individual, the Library will provide any available reasonable accommodations that does not pose an undue hardship to the Library to enable the employee to perform the essential functions of their job. Otherwise, the employee may be required to leave the premises or comply with other appropriate action determined by the Library.
- c. The unauthorized use, possession, sale, or transfer of alcohol on Library premises, in the performance of Library business, or at Library-sponsored events, is strictly prohibited.
- d. The authorized use of alcohol by employees while conducting Library business, attending Library-sponsored functions, or otherwise representing the Library off Library premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or the Library's reputation in the community.

2. Testing and Treatment

- a. All prospective new employees being hired for “safety sensitive” positions, including without limitation safety sensitive driving positions, will be tested for the use of illegal drugs. Safety sensitive driving positions are positions that require the employee to: (i) drive a Library vehicle as regular part of the employee’s job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car. A pending conditional offer of employment will be made to the candidate until the necessary testing consent forms are complete and the candidate passes the pre-employment drug screen. Any candidate who refuses to complete the necessary paperwork and test or who tests positive on the drug screen will have their conditional offer of employment rescinded.
- b. An employee involved in an on-the-job accident is required to take a drug/alcohol test before returning to or resuming work for the Library if any of the following apply:
 - The employee is in a designated “safety sensitive” position, including without limitation a safety sensitive driving position. A safety sensitive driving position is a position that requires the employee to: (i) drive a Library vehicle as regular part of the employee’s job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car.
 - There is reason to believe the employee may be in whole or in part at fault for causing the accident as determined by the employee’s immediate supervisor.
 - There is reason to believe the accident has resulted in property damage of \$100.00 or more as determined by the employee’s immediate supervisor or one or more persons involved in the accident required immediate medical attention.

The employee must complete the necessary consent forms prior to testing. If drug and alcohol testing is required pursuant to this policy, the employee being tested shall be transported by the employee’s supervisor or supervisor’s designee to the testing location. Upon completion of the drug and alcohol tests, the supervisor or supervisor’s designee shall transport the employee to their regular work location at the Library.

- c. Whenever an employee’s supervisor has a reasonable suspicion that an employee’s work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, the Library may require a drug/alcohol test. An employee must complete the necessary consent forms prior to the testing. A reasonable suspicion of on-the-job drug or alcohol use may be based upon the following:
 - Direct observation of the employee using or possessing unlawful drugs or alcohol.
 - Direct observation of the employee exhibiting physical symptoms of being under the influence of a drug or alcohol, such as impairment of motor functions or speech.
 - A pattern of abnormal conduct or erratic behavior by the employee.
 - The employee being arrested or convicted of a drug or alcohol related offense.
- d. An employee who tests positive for drugs or alcohol in violation of the Substance Abuse Policy during the employee’s initial probationary period of employment will have their employment immediately terminated.

e. All test results, assistance requests, and treatment records will be maintained in a separate confidential file, disclosed only to those having a legitimate need to know such information.

3. Disciplinary Action

a. Depending upon the seriousness of the offense, any violation of the requirements of the Substance Abuse Policy will result in discipline up to and including termination, even for a first offense.

b. The failure or refusal to complete the necessary paperwork, submit to a drug or alcohol test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.

c. All performance shortcomings, prohibited conduct, or attendance problems resulting from any drug or alcohol use will result in discipline pursuant to the Library's normal policies.

4. Report of Convictions

Employees must, as a condition of employment, report any conviction under a criminal drug statute of violations occurring on or off library premises while conducting library business. A report of a conviction must be made to the Director, Human Resources, within 5 days after the conviction. Such a conviction will subject the employee to corrective action up to and including immediate termination. Corrective action includes but is not limited to referral to a substance abuse program.

Approved October 23, 2017

SECTION 310: LIBRARY INTEGRITY

311 BUSINESS ETHICS AND CONDUCT

The Library's successful operation and reputation is founded upon our Individual and Organizational Principles as well as a scrupulous regard for the highest standards of conduct and personal integrity. Employees owe a duty to the Library and the general public as a whole to act in a way that will merit trust and confidence.

Staff members will not use their position for any personal or pecuniary gain. They will not use the personnel, facilities or supplies of the Library, except in the furtherance of their official duties, nor will they allow or authorize any other person to use the personnel, facilities or supplies of the Library except for Library purposes.

Each employee will have as his or her primary responsibility the Library's objective of outstanding public service.

Approved August 25, 2014

311.1 Loyalty

Loyalty to the Library and an active interest in its improvement and development as an integral part of the community is expected from each employee. Library employees will not publicly criticize the Library, its administrative policies, or administrators. Constructive suggestions, complaints or criticisms should be appropriately directed up through the employee's chain of command, first to their Manager or the appropriate Services Area Director in a position to act upon them and should not be directed to a patron or

the public. At the employee's request, such criticism will remain confidential to the extent possible. Anonymous complaints or criticism will not be considered.

Approved August 25, 2014

311.2 Conduct While on Duty

Employees represent the Library and as such, their attitude and behavior at all times will exemplify our Individual and Core Principles and be one of alert, courteous, and interested service to all, irrespective of creed, race, personal appearance, social or intellectual status. Employees are expected to maintain a business-like attitude, desiring to exceed both our internal and external customer expectations. Self-control, and courteous and respectful behavior is expected at all times. Conversations with patrons and employees will be conducted in a normal, quiet tone and kept within reasonable limits. Loud conversation which is disturbing to either patrons or employees will not be permitted.

Approved August 25, 2014

311.3 Solicitation

Employees shall not solicit money for any purposes in the Library without the CEO's approval. Employees shall not engage in political party activity during working hours or on library premises. Employees are on public duty during working hours. Sales persons or agents will be told that no personal business may be transacted on Library time.

Approved August 25, 2014

311.4 Telephone

Personal telephone calls should be short, infrequent and not occur on Library time unless an emergency. No personal long distance calls may be made from Library phones. While on duty, staff members may use their personal cell phones in non-public areas. Cell phones must be muted while in the Library. If an employee receives a personal call while on duty, he/she should adjourn to a non-public area to take the call or notify the caller that the call will be returned during a scheduled break.

Approved August 25, 2014

311.5 Visitors

Family or friends who call upon Library employees will not wait and/or visit at length in work rooms, staff rooms or non-public areas, but will wait in public rooms. Visitors should be accompanied by staff members when in non-public areas.

Approved August 25, 2014

311.6 Loans

Employees will not borrow any money from the cash drawer or petty cash of any facility.

Approved August 25, 2014

311.7 Personal Service Fees

Staff will not receive compensation by others for activities and presentations prepared and given on library time.

Approved August 25, 2014



Board Action Request

8b

To: IndyPL Board
Facilities Committee

Meeting Date: June 25, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: 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

Recommendation:

IndyPL Facilities Staff presents for Board approval the attached action (Resolution 20- 2018) to authorize IndyPL staff and the architects, AXIS Architecture + Interiors and Meticulous Design, to prepare bidding documents to solicit open, competitive, and sealed public bids for the Brightwood Branch Project. Unified construction contract bids will be solicited, with the contractor responsible for all general, mechanical, electrical, plumbing, and miscellaneous construction activities.

Background:

The Brightwood Branch Project will be bid using the Public Works Statute IC § 36-1-12 and with IndyPL's submission requirements for Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017. Public Notice to prospective bidders will be advertised per the Public Notice Statute IC § 5-3. Notice of the Project will also be posted on the IndyPL website and copies of the Notice will be emailed to these business development entities:

- Center for Empowerment and Economic Development.
- Conexus Indiana.
- Hispanic Business Council, Indianapolis Chamber of Commerce.
- Indiana Minority Supplier Development Council.
- Indiana Chamber of Commerce.
- Indianapolis Black Chamber of Commerce.
- Indianapolis Chamber of Commerce.
- Indianapolis 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.

Board Action Request

RE: Facilities Committee, Item 8b
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
Date: June 25, 2018

- 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.

A subcontractor and material suppliers outreach meeting will be held in July 2018 in an effort to inform local construction related businesses about the Project and upcoming opportunities.

The Project requires compliance with Requirements for Contractors on Public Works Projects IC § 5-16-13 including contractor self-performance of work, liability insurance, qualification, E-Verify, employee training, and records retention.

The Project also requires compliance with Requirements for Contractors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees.

Bids will be due in time for evaluation prior to presentation at the September 11, 2018 Facilities Committee Meeting.

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

The design team has been actively preparing construction estimates and the design of the Project is estimated under budget.

The preliminary Project schedule targets starting in October 2018, with substantial completion in the fourth quarter of 2019.

Fiscal Impact:

The construction budget is \$4,450,000, to be funded by the Series 2017A Bond Fund (Fund 477). IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.

Board Action Request

RE: Facilities Committee, Item 8b
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

Date: June 25, 2018



Architect's Rendering of the New Building Viewed From the Northeast.



Architect's Rendering of the Site Plan

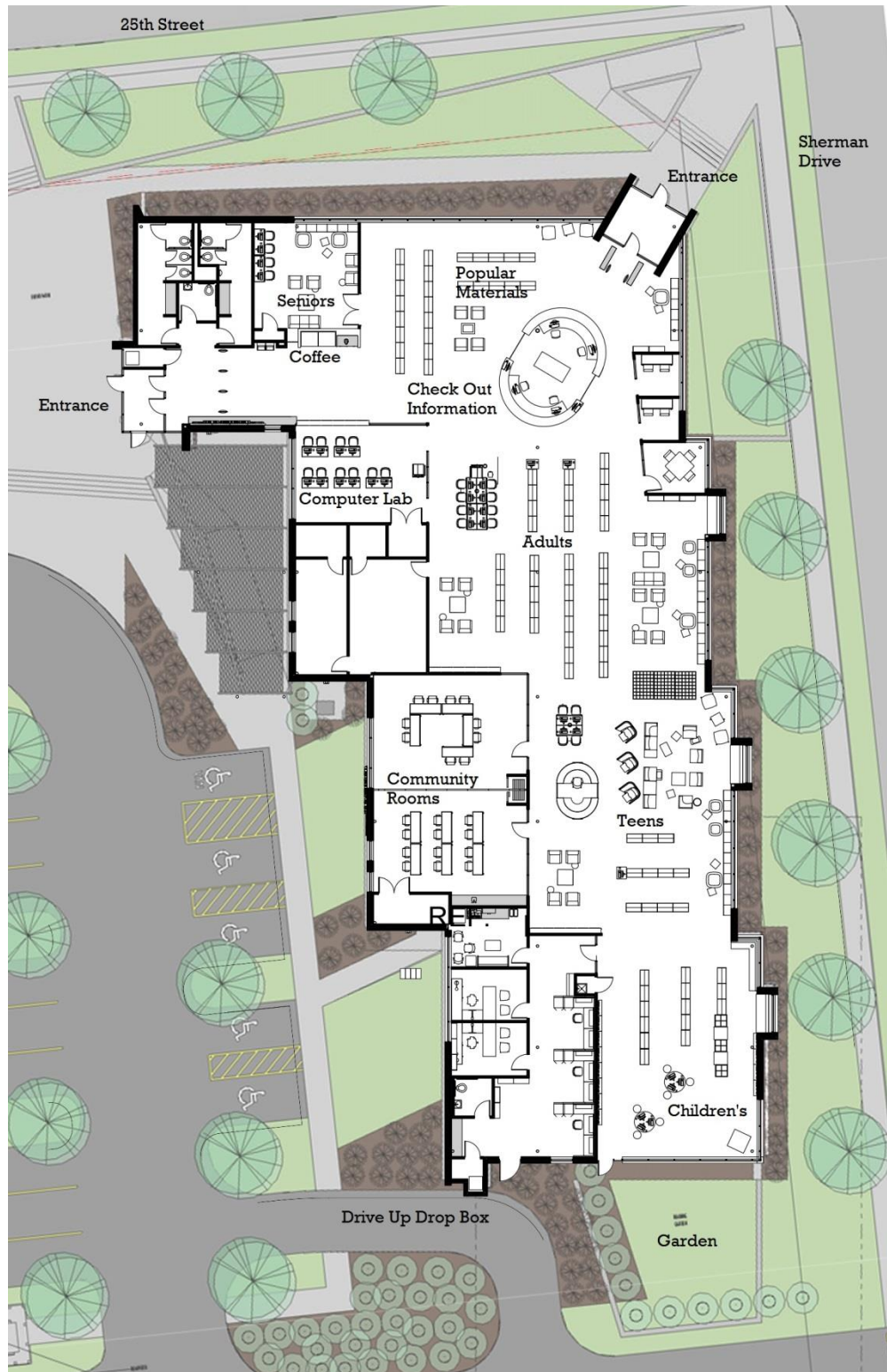
Board Action Request

RE: Facilities Committee, Item 8b

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

Date: June 25, 2018



Architect's Rendering of the Floor Plan.

Board Action Request

RE: Facilities Committee, Item 8b
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

Date: June 25, 2018



Architect's Rendering of the Sherman Drive Entrance.



Architect's Rendering of the Sherman Drive Entrance at Night.



DRAFT Board Resolution

8b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY 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

JUNE 25, 2018

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

WHEREAS, IndyPL is requesting authorization from the Board of Trustees to work with the architects, AXIS Architecture + Interiors and Meticulous Design, to prepare and issue bidding documents for a unified construction contract for the Brightwood Branch Project; and

WHEREAS, upon receipt of the public, open, competitive, and sealed bids, IndyPL and the architect will evaluate the bids received from qualified bidders and present an evaluation in the form of a recommendation to the Facilities Committee and the Board of Trustees.

IT IS THEREFORE RESOLVED that IndyPL and the architect are authorized to prepare and issue bidding documents to solicit public, open, competitive, and sealed bids for the Brightwood Branch Project meeting the requirements of the Public Works Statute IC § 36-1-12 and with IndyPL's submission requirements for Responsible Bidding Practices established in IndyPL Resolution 18-2017; and

IT IS FURTHER RESOLVED the results of the bidding process are to be reported to the Facilities Committee and the Board of Trustees for evaluation and award to the lowest, responsive, and responsible bidder as required by Public Works Statute IC § 36-1-12.



Board Briefing Report

8c

To: IndyPL Board Meeting Date: June 25, 2018
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Michigan Road Branch Construction Progress

Construction Progress for May 2018

Enclosure of the structure with plywood sheathing is progressing on schedule. Under slab plumbing has been completed, with electrical to be complete by June 11. Installing floor slab on June 14. Finalizing coordination activities for the work in Michigan Road for connection of the sanitary and storm sewer lines. The work in Michigan Road is scheduled to occur the week of June 18, 2018.



Project Site on June 5, 2018 View of the saw-tooth seating area off the Main Concourse.

Facilities Briefing Report

To: Facilities Committee, Item 8c

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: June 25, 2018



Project Site on June 5, 2018 of the Concourse.

Construction Schedule Update

Pour Concrete Floor Slab	June 14, 2018
Complete Exterior Masonry	June 29, 2018
Work in Michigan Road	Target week of June 25, 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>	Unsuitable soils
Remaining Contingency	\$428,047	
Percent Remaining Contingency	73%	



Board Action Request

8d

To: IndyPL Board

Meeting Date: June 25, 2018

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 21-2018**
Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Michigan Road Branch Project

Recommendation:

IndyPL Board Facilities Staff recommends Board approval for the attached action (Resolution 21-2018) to award fixtures, furniture and equipment purchase orders for the Michigan Road Branch Project to six (6) different vendors for the total cost of \$198,333.94.

Background:

The Invitation to Quote (“ITQ”) had five (5) separate Open Line quote components and three (3) Direct to Manufacturer through manufacture representative quote components. Open Line furniture items are available for any Vendor to secure pricing without going through a dealer. This ensures competitive quotes for the items and allows for consideration of substitution requests by the Vendors. The Direct to Manufacturer items included in the Project were selected by the architect, krM Architecture+, working closely with IndyPL Branch and Facilities Staff, are unique and do not have comparable substitutions.

Items to be purchased for the Project include miscellaneous library equipment; computer tables; meeting room tables; seating; Children’s Room furniture; and office furniture.

The purchases were quoted using the Public Purchasing Statute IC § 5-22-8. The fixtures, furniture and equipment specifications were developed by the architect, krM Architecture+, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on May 9, 2018. A Pre-quote Conference was held May 21, 2018.

Sealed Quotes were received on May 30, 2018, allowing time for evaluation prior to presentation at the June 12, 2018 IndyPL Board Facilities Committee Meeting.

Notice of the ITQ was emailed directly to 14 vendors who are known to be capable of providing the fixtures, furniture and equipment. Notice of the ITQ was also emailed to vendors who had

Board Action Request

RE: Facilities Committee, Item 8d
Resolution 21-2018 Approval to Award Fixtures, Furniture, and Equipment Purchase
Orders for the Michigan Road Branch Project

Date: June 25, 2018

expressed interest in providing fixtures, furniture and equipment for IndyPL projects, or 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.

The ITQ specified fixtures, furniture and equipment 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 40 substitutions, of which 26 were approved by the architect.

Board Action Request

RE: Facilities Committee, Item 8d
 Resolution 21-2018 Approval to Award Fixtures, Furniture, and Equipment Purchase
 Orders for the Michigan Road Branch Project

Date: June 25, 2018

Six (6) sealed quotes were received at the Library Services Center by the deadline of 1:30 pm local time on May 30, 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 \$225,000, with the total amount for the six contracts totaling \$198,333.94. The full tabulation sheet is attached, with a summary below.

Summary Tabulation:

Vendor	Cert.	Fixtures, Furniture, and Equipment Items	Value
RJE	-	Open Line Furniture Children's Area	\$ 3,387.14
COE	WBE	Open Line Furniture Study / Meeting Tables and Offices	\$ 32,036.67
Office Works	MBE	Open Line Furniture - Seating and Computer Tables; Library Equipment; and Direct Herman Miller Furniture	\$ 94,003.11
KI	-	Direct KI Furniture	\$ 50,453.66
Educational Furniture	-	Open Line Furniture Children's Bench and Lounge Table	\$ 7,017.20
Business Furniture	-	Direct Steelcase Furniture	\$ 11,436.16
		Total	\$ 198,333.94

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 2017A Bond Fund (Fund 477.)

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 21-2018 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Michigan Road Branch Project

Date: June 25, 2018

Vendor	Vendor Quote Sheet and Non-Collusion Affidavit	E-Verify Affidavit	Certifications	Library Equipment	Open Line Furniture Seating	Open Line Furniture Children's Bench	Open Line Furniture Children's Area	Open Line Furniture Study / Meeting Tables	Open Line Furniture Computer Tables	Open Line Furniture Offices	Open Line Furniture Lounge Table	Direct KI Furniture	Direct Herman Miller Furniture	Direct Steelcase Furniture	Total	Vendor
RJE	✓	✓		\$12,664.49	\$36,993.14	\$9,231.72	\$3,387.14	×	×	\$7,343.24	×	×	×	×	\$3,387.14	RJE
COE	✓	✓	WBE	\$12,378.42	\$36,896.72	\$8,179.68	\$3,428.28	\$27,321.19	\$11,495.20	\$4,715.48	\$610.88	×	×	×	\$32,036.67	COE
Office Works /Herman Miller	✓	✓	MBE	\$10,828.84	\$35,381.46	\$8,158.70	\$3,413.52	\$27,722.31	\$9,673.49	\$5,588.48	×	×	\$38,119.32	×	\$94,003.11	Office Works
Binford Group /KI	✓	✓		×	×	×	×	\$33,680.14	\$9,546.92	×	\$524.32	\$50,453.66	×	×	\$50,453.66	KI
Educational Furniture	✓	✓		×	\$34,311.71 (1)	\$6,538.14	\$3,412.50	\$33,797.64	\$1,644.26 (2)	×	\$479.06	×	×	×	\$7,017.20	Educational Furniture
Business Furniture /Steelcase	✓	✓		×	×	×	×	×	×	×	×	×	×	\$11,436.16	\$11,436.16	Business Furniture

- Notes: (1) The quoted amount from Educational Furniture for the Open Line Furniture Seating was not for the specified quantity for one of the items in the group.
(2) The quoted amount from Educational Furniture for the Open Line Computer Tables did not include all the items in the group.



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 21-2018

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

JUNE 25, 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, krM Architecture+, have prepared specifications for the fixtures, furniture and equipment required for the Michigan Road Branch Project; and

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

WHEREAS, IndyPL received responsive and responsible quotes pursuant to IC § 5-22-8 from six (6) Vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined a combination of quotes from each of the six (6) 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 **RJE Business Interiors, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Open Line Furniture - Children’s Area, and recommends IndyPL award the purchase order to **RJE Business Interiors** for a total cost of Three Thousand Three Hundred Eighty-Seven Dollars and Fourteen Cents (\$3,387.14); and

RESOLUTION 21-2018

(Continued)

APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT
PURCHASE ORDERS FOR THE
MICHIGAN ROAD BRANCH PROJECT
JUNE 25, 2018

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Commercial Office Environments, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Open Line Furniture - Study / Meeting Tables and Office Furniture, and recommends IndyPL award the purchase order to **Commercial Office Environments** for a total cost of Thirty-Two Thousand Thirty-Six Dollars and Sixty-Seven Cents (\$32,036.67); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Office Works, Fishers, Indiana** is the lowest, responsible, and responsive quoter for the Open Line Furniture - Seating and Computer Tables, Library Equipment, and Direct Herman Miller Furniture, and recommends IndyPL award the purchase order to **Office Works** for a total cost of Ninety-Four Thousand Three Dollars and Eleven Cents (\$94,003.11); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **KI, Fishers, Indiana** is the lowest, responsible, and responsive quoter for the Direct KI Furniture, and recommends IndyPL award the purchase order to **KI** for a total cost of Fifty Thousand Four Hundred Fifty-Three Dollars and Sixty-Six Cents (\$50,453.66); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Educational Furniture, Muncie, Indiana** is the lowest, responsible, and responsive quoter for the Open Line Furniture - Children's Bench and Lounge Table, and recommends IndyPL award the purchase order to **Educational Furniture** for a total cost of Seven Thousand Seventeen Dollars and Twenty Cents (\$7,017.20); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Business Furniture Corporation, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Direct Steelcase Furniture, and recommends IndyPL award the purchase order to **Business Furniture Corporation** for a total cost of Eleven Thousand Four Hundred Thirty-Six Dollars and Sixteen Cents (\$11,436.16); and

IT IS THEREFORE RESOLVED the Michigan Road 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 May 11, 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.



Marketplace



Teen's Area



Quiet Reading Area



Concourse Seating



Marketplace



Quiet Reading Area



Sawtooth Study Table Seating



Quiet Reading Area



Quiet Study Rooms Tables and Seating



Children's Area



Children's Area



Community Room & Small Meeting Room Tables and Seating



Children's Area



Children's Area



Children's Area



Board Briefing Report

8e

To: IndyPL Board
Facilities Committee

Meeting Date: June 25, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Eagle Branch Construction Progress

Construction Progress for May 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.



Project Site on June 6, 2018
View of the large footing pad with concrete pier and steel column anchor bolts.

Facilities Briefing Report

To: Facilities Committee, Item 8e

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: June 25, 2018



Project Site on June 6, 2018

View looking northeast showing the storm water piping.

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

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>\$34,411</u>
Remaining Contingency	\$536,189
Percent Remaining Contingency	93%



Board Briefing Report

8f

To: IndyPL Board
Facilities Committee

Meeting Date: June 25, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Facilities Briefing Report for
Scheduled July 2018 Board Action Items

July is scheduled to have four (4) separate Board Action Requests for approval to award contracts. The Projects are in support of the Strategic plan, and bid using the Public Works Statute IC § 36-1-12 or the Public Purchasing Statute IC § 5-22. The scope of work and specifications for each project were developed by the individual design teams, working closely with IndyPL Branch and Facilities Staff. The Projects will be posted on the IndyPL website, public notice will be issued as required, and IndyPL staff will utilize the City's Office of Minority & Women Business Development website to notify Vendors capable of providing the required services.

A copy of the Notice will be e-mailed to these business development entities:

- Center for Empowerment and Economic Development.
- Conexus Indiana.
- Hispanic Business Council, Indianapolis Chamber of Commerce.
- Indiana Minority Supplier Development Council.
- Indiana Chamber of Commerce.
- Indianapolis Black Chamber of Commerce.
- Indianapolis Chamber of Commerce.
- Indianapolis 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.

Sealed bids or quotes are due on in time for evaluation prior to presentation at the July 10, 2018 Board Facilities Committee Meeting.

Facilities Briefing Report

To: Facilities Committee, Item 8f
From: Sharon Smith, Facilities Director
RE: July Action Items
Date: June 25, 2018

1) Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Eagle Branch Project

The Invitation to Quote will have three (3) separate packages with separate quote components for the individual fixtures, furniture and equipment items in the packages.

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

The fixtures, furniture and equipment will be quoted using the Public Purchasing Statute IC § 5-22. The fixtures, furniture and equipment 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 Invitation to Quote was issued on June 12, 2018. Sealed Quotes are due on July 3, 2018.

The Invitation to Quote will have separate quote components for the fixtures, furniture and equipment to facilitate the most advantageous pricing for IndyPL. The total budget for the work is \$374,000, and will be funded by the Series 2017B Bond Fund (Fund 478.)

2) Approval to Award Construction Services Contract for the Beech Grove Branch Update Project

In support of the Strategic Plan, an update project was identified for the Beech Grove Branch to improve patron services. The Project will include these components:

- Move the interior entrance into the Branch closer to the entrance most used by patrons.
- Open the Information and Circulation Desk into the Gallery Hall to create a single welcoming and monitoring point for the entrance.
- Add space to the Children's area by reallocating underutilized rooms in the Staff area.
- Reorganized and shorten the shelving heights to increase the openness of the Library.
- Increase patron seating.
- Add power to patron study tables.
- Provide accommodations for digital signage.

The Project will be quoted using the Public Works Statute IC § 36-1-12-4.7. Public notices were published June 19 and 26. The Invitation to Quote was issued on June 11, 2017 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, working closely with IndyPL Branch and Facilities Staff. All construction work will be scheduled for continuing operation of Branch activities.

A Pre-bid Conference was held on June 20, 2018. Sealed quotes are due on July 3, 2018.

The total budget for the work is \$110,000, and will be funded by the Operating Fund (Fund 101).

Facilities Briefing Report

To: Facilities Committee, Item 8f
From: Sharon Smith, Facilities Director
RE: July Action Items
Date: June 25, 2018

3) Approval to Award Construction Services Contract for the LSC Window Flashing Repair Project

For over the past 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 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.

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 was held on June 18, 2018. Sealed bids are due on June 28, 2018.

The total budget for the work is \$250,000, and will be funded by the Series 2018A Bond Fund (Fund TBD).

4) Approval to Award Construction Services Contract for the Irvington Branch Elmira Annis Civic Plaza Project

Working closely with The Historic Irvington Community Council and the Irvington Development Organization, the Irvington Branch can address a need in the community for an outdoor gathering place. A civic plaza on the Branch grounds in the large and underutilized lawn, would serve as a common space and focal point for both Branch and community activities. Community activities include the annual Irvington Halloween Festival and Irvington Folk Festival. An outdoor venue enhances options for IndyPL events we already host during these weeklong festivals. A civic plaza would provide space for many new outdoor program opportunities and will continue to enhance the vibrancy of Irvington.

Through a generous gift from the R.B. Annis Educational Foundation, the construction of the Civic Plaza will be completed using Gift funds, with a significant investment in an endowed maintenance fund for the long-term care and updating of the Plaza. In recognition of this gift, the plaza will be named the Elmira Annis Civic Plaza at the Irvington Branch Library.

As part of the Project, we will incorporate public art and sculpture into the Plaza in partnership with the Basile Center for Art, Design, and Public Life and students from the Herron School of Art. Herron Sculpture Professors Eric Nordgulen and Greg Hull actively worked with the students and IndyPL in the process to design and select the proposed sculptures.

Facilities Briefing Report

To: Facilities Committee, Item 8f
From: Sharon Smith, Facilities Director
RE: July Action Items
Date: June 25, 2018

The Project will include these components:

- Paved area for events with perimeter bench seating and a small raised platform.
- A rain garden with interpretive signage.
- Native plants and shade trees.
- Recognition signage for the Annis Educational Foundation.
- Two functional art bench installations.
- A mosaic art installation in the paving interpreting Pleasant Run.
- A freestanding sculpture along Washington Street interpreting the Irvington street patterns.

The Irvington Branch is in the Irvington Historic District. The work for the Civic Plaza will require approval by the Indianapolis Historic Preservation Commission. The administrative hearing is set for July 10, 2018.

The Project will be quoted using the Public Works Statute IC § 36-1-12-4.7. The Invitation to Quote was issued on June 13, 2018 to five (5) Vendors known to be capable of successfully completing the Project. The Scope of Work was developed by the landscape architect, Jeff Mader of Mader Design, Indianapolis, IN, working closely with IndyPL Branch and Facilities Staff. All construction work will be scheduled for completion prior to the Halloween Festival in October 2108.

A Pre-bid Conference was held on June 18, 2018. Sealed quotes are due on July 3, 2018.

The total budget for the construction services work is \$50,000, and will be funded by the Gift Fund (Fund 800).



Board Briefing Report

9

To: IndyPL Board

Meeting Date: 6/25/18

From: The Indianapolis Public Library Foundation

Subject: June 2018 Update

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

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. This year's major 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; JPMorgan Chase & Co.; The Kroger Co.; Lilly Endowment Inc.; Office of Lawrence Township Trustee Steve Talley; OneAmerica®; Providence Outdoor; The Swisher Foundation, Inc., in memory of Glenn M. Swisher; Toysmith and several private individuals. If you should know people from any of these organizations, could you please join us in thanking them for their support? Here are some photos for you to enjoy:



The Library Foundation thanks 132 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.

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

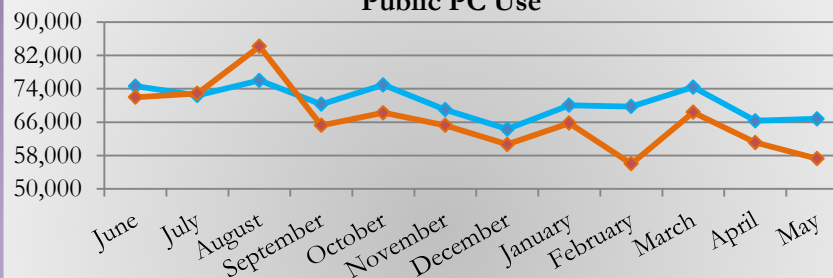
Lifelong Learning

Plant-based Workshops
Spanish Language Computer Classes

Performance Dashboard

Computer Use

Public PC Use

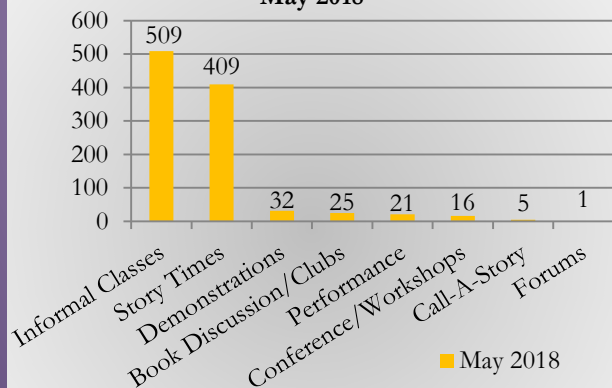


<u>Use in Session Hours</u>	<u>2017</u>	<u>2018</u>	<u>Change</u>
May	66,800	57,264	-14%
Year-to-Date	347,343	308,578	-11%

◆ 2016-2017 ◆ 2017-2018

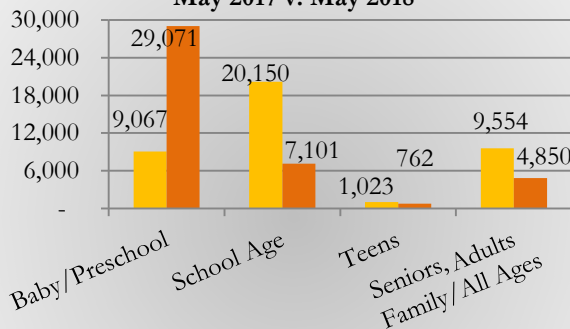
Programs

Program by Type May 2018



<u>Total Programs Offered</u>	<u>Change</u>
2018	1,018
2017	1,178
	-14%

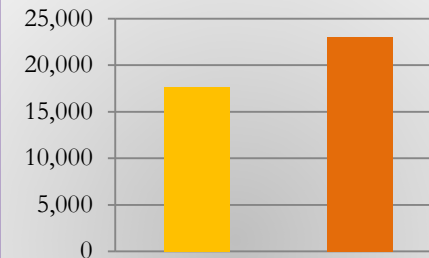
Program by Attendance May 2017 v. May 2018



<u>Total Program Attendance</u>	<u>Change</u>
2018	41,784
2017	39,794
	5%

■ 2017 ■ 2018

Call A Story



Total Calls Received

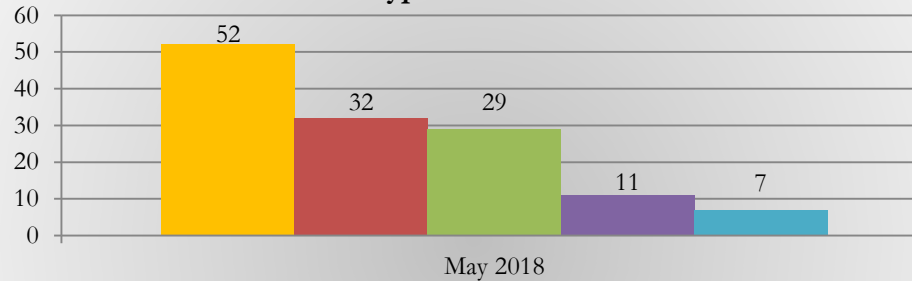
	<u>2017</u>	<u>2018</u>	<u>Change</u>
May	17,630	23,017	31%

■ May 2017 ■ May 2018

Performance Dashboard

Community Contacts

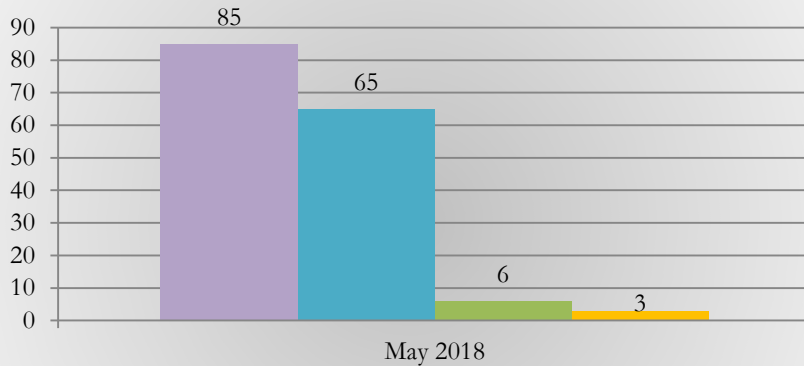
Type of Contact



Total Contacts Made	2017	2018	Change
May	161	131	-19%

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

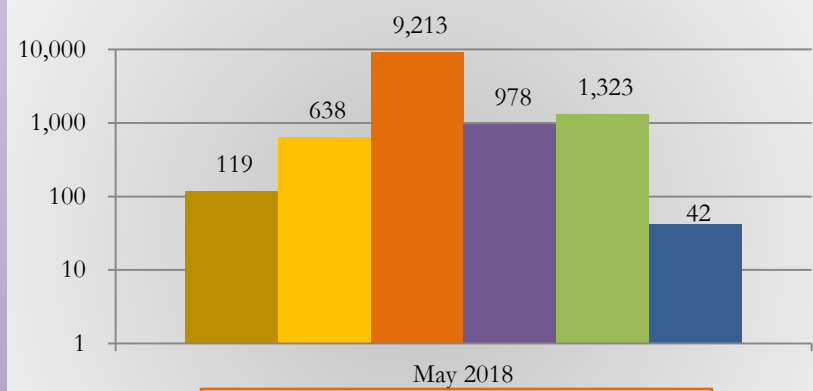
Promotions



Total Promotions	159
------------------	-----

- Promotional Events
- Presentations
- Exhibits
- Library Tours

Promotions Attendance

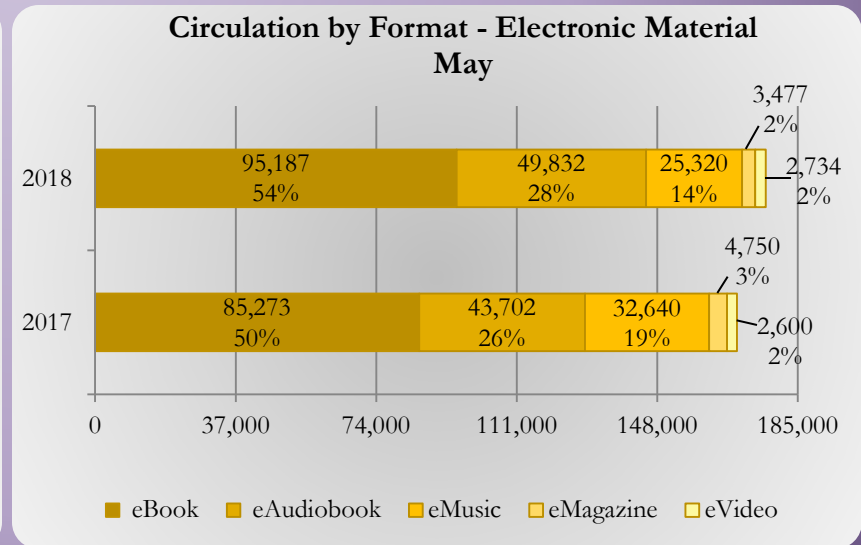
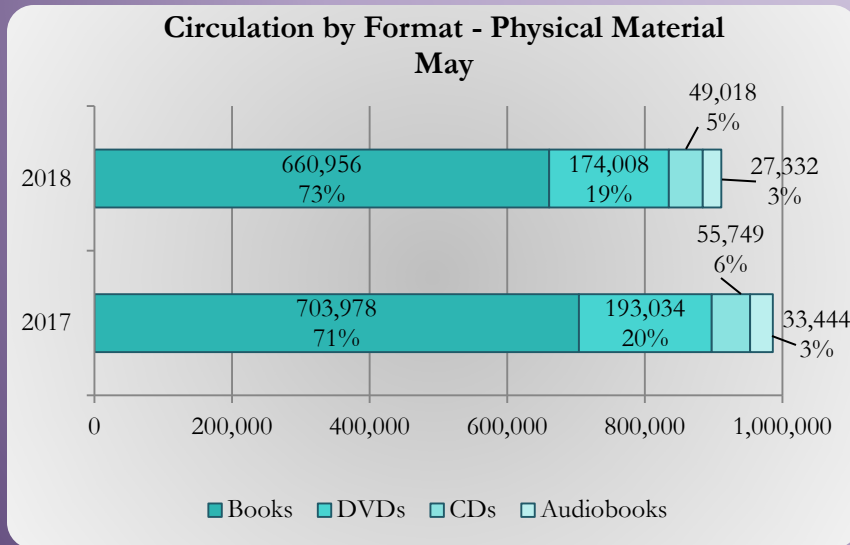
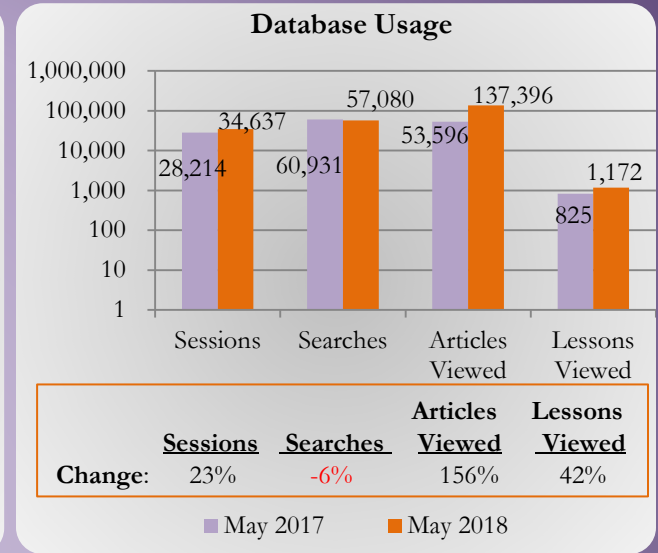
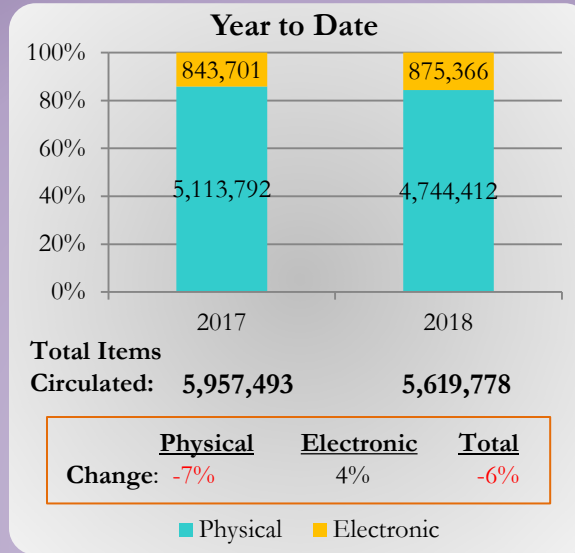
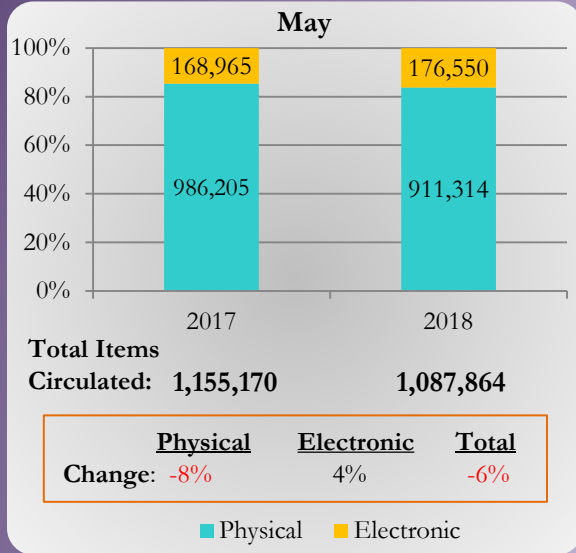


Total Promotions Attendance	12,313
-----------------------------	--------

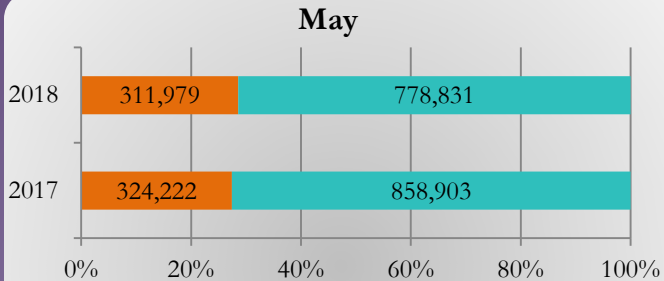
- Infant
- Preschool
- School Age
- Teen
- Adult
- Senior

Performance Dashboard

Circulation



Patron Visits

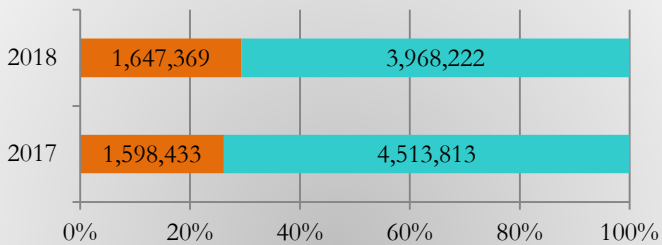


Total Visits		May	
2018	1,090,810	2018	1,090,810
2017	1,183,125	2017	1,183,125

	Walk-in	Web Branch	Total
Change	-4%	-9%	-8%

■ Walk-in ■ Web Branch

Year to Date

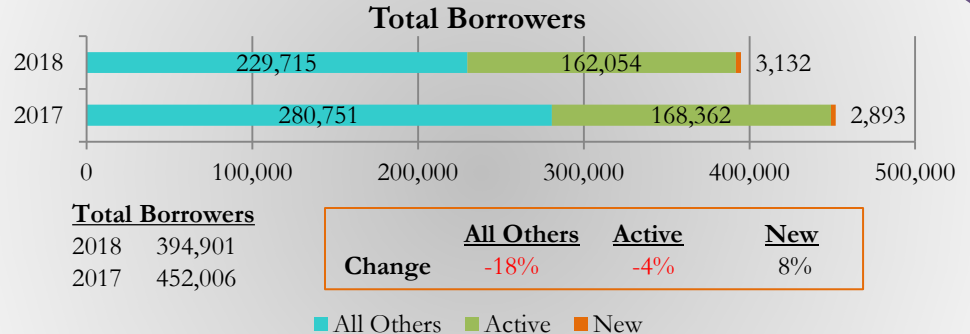


Total Visits		Year-to-Date	
2018	5,615,591	2018	5,615,591
2017	6,112,246	2017	6,112,246

	Walk-in	Web Branch	Total
Change	3%	-12%	-8%

■ Walk-in ■ Web Branch

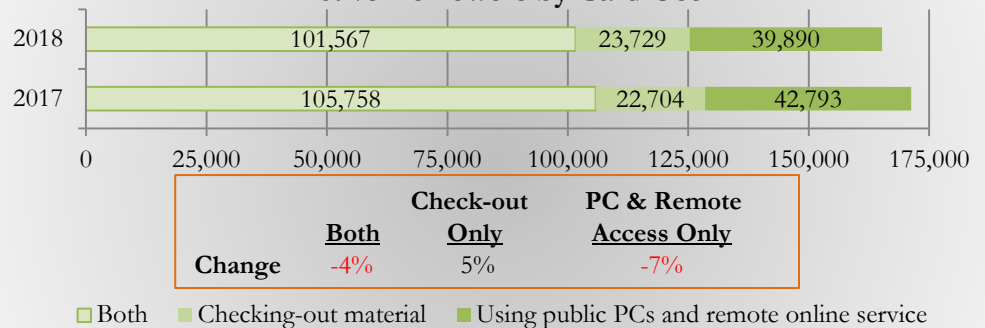
Library Card Use



Total Borrowers		All Others	Active	New
2018	394,901			
2017	452,006			
Change		-18%	-4%	8%

■ All Others ■ Active ■ New

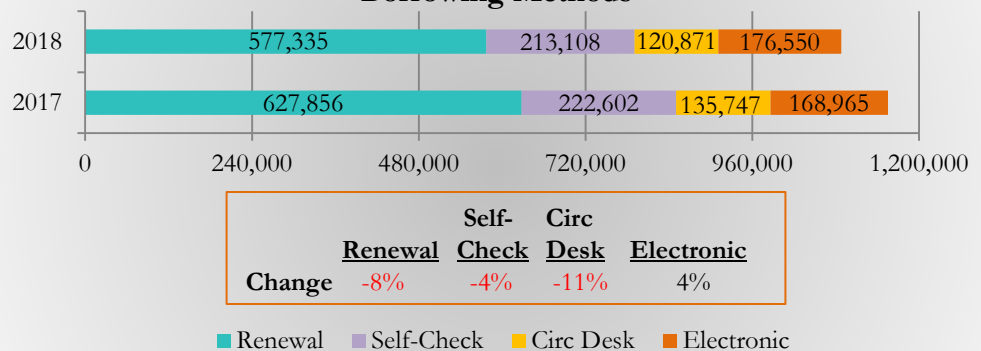
Active Borrowers by Card Use



	Both	Check-out Only	PC & Remote Access Only
Change	-4%	5%	-7%

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

Borrowing Methods



	Self-Renewal	Circ Check	Circ Desk	Electronic
Change	-8%	-4%	-11%	4%

■ Renewal ■ Self-Check ■ Circ Desk ■ Electronic

Strategic Plan Review #32 June 2018

Goal 2: Strengthen Indianapolis neighborhoods and businesses

Strategy: Meet the information needs of the economically and socially disadvantaged



Background

In 2017, the Indy Chamber took part in a study by the Brookings Institute looking at how Indianapolis and a handful of other cities are growing. It brought up a number of startling statistics and the reality is that Indianapolis, like most of the country, has a growing inequity problem. Simply put: *people in poverty in Indianapolis have a harder time getting out of poverty*. Although there are many highly successful pockets of wealth around the city, there are also many with shocking levels of poverty.

“Income inequality” means the percentage of income in a city going to the top 20 percent of households versus that going to the bottom 20 percent of households. Indianapolis ranks very high among US cities experiencing income inequality (11th in 2016).

This widening economic division is easy to spot: *Glassdoor.com* just placed Indy #2 on its ‘Best Cities for Jobs 2017’ list – but as the distribution of jobs has shifted and transportation options haven’t kept up, **Center Township residents have lost access to 60,000 ‘nearby’ jobs in the last decade, forcing workers in the urban core to commute further for the same pay or less.**

Indy’s tech sector keeps rolling, powering Indiana to the #2 spot in software job growth. Unfortunately, with one of the nation’s fastest-growing tech sectors, we have one of its fastest-growing metro poverty rates. **An analysis released by the Sagamore Institute last month showed Indianapolis gained 80,000 people at the same time poverty increased by 85,000 since 2000; more Marion County citizens now live in poverty than ever before. This think tank study says the growing number of Indianapolis residents living in poverty has nearly outpaced the city's population increase since 2000.**

Recently, Indianapolis was listed in the top ten of *Kauffman’s Index of Growth Entrepreneurship*. But start-up companies have better odds of success than many local children: **Earlier research shows that Indianapolis kids born into poverty are more likely to stay there than almost any other major metro city.**

The Public Library has been affected by increased poverty in Indianapolis. Staff is dealing with requests for services beyond traditional information needs. They find themselves tasked with the difficult job of trying to address all patrons’ needs while also ensuring the Library stays a safe and secure space for everyone. Adapting to this changing role for the Public Library is an ongoing challenge.

2-16 Work with area shelters to provide support to the homeless

The Library works to meet the traditional information needs addressed by our institution. However, there is a growing expectation by some of our patrons for the Library to provide support related to poverty, mental health issues or physical health problems. The Library partners with area shelters and other relevant organizations to address these personal patron issues. Some of the current projects are listed here:

- Central Library offers private space for **CHIP** and the **Indianapolis Continuum of Care** providers to meet with the homeless and discuss their needs in private.
- A grant from IndyGo allows staff to distribute bus passes to the homeless to attend meetings with parole officers, mental health visits and job interviews
- Central Adult Services staff provides snacks, toiletries, socks, gloves and hats to the homeless who request them.
- A six person **Homeless Outreach Resources Team** from Central Library has been formed to be available when situations arise at Central and work with local organizations who partner with the Library.
- Professional **Blended Street Outreach Teams** engages over 300 individuals twice a week to provide information on housing, meals, health resources and HIV testing to the homeless at Central.
- Homeless Advocate, Maurice Young, meets with people in need every Wednesday, signing them up for insurance and handing out sack lunches. 500 people participate annually.
- **IMPD Downtown FLEX Team/Homeless Unit** visits every Wednesday to engage with patrons. Over 700 people benefited in 2017.
- Flanner House branch offered a **“Skills to Success Class”** 6 times. 50 students participated.
- The Teen Specialist in PDA created a club for teens at the **Resolute Treatment Facility** which meets every two weeks. Attendees participated in the book discussion. 179 teens attended the 11 sessions receive one copy of each title to keep.
- Infozone branch offered 10 presentations for fathers at **Fathers & Families Center** to 87 dads. 49% of the attending fathers signed up to receive bunny book bags.
- **Summer Lunch** is offered at E.38th, Brightwood, Spades Park and Wayne branches in cooperation with **Indy Parks Department**. Participating children read a book while they eat. 8,825 children were fed lunch at 224 events in 2017.

2-17 Use the Diversity Plan to design initiatives that strengthen the Library's outreach in the community

A Diversity and Inclusion Strategic Plan is in development by the Library as a companion to the Five Year Strategic Plan that was approved by the Library Board of Trustees in 2015. This companion D&I Plan will exist to ensure the Library recognizes the growing diversity of Indianapolis and that all people of Marion County have the opportunity to enjoy the services provided by the Library.

The Diversity and Inclusion Strategic Plan outlines how the Indianapolis Public Library will achieve its vision and goals to be an organization respectful and inclusive of human difference. It is a plan for both individual and organizational growth and development. A final version of the D&I Plan will go before The Indianapolis Public Library Board of Trustees for approval.

2-18 Partner with social service agencies, community leaders and organizations to understand and support the disadvantaged

The Library approached the IU School of Social Work early in 2017 to discuss the potential for a partnership to improve the Library's ability to meet the growing number of patrons requesting help with personal problems. The faculty from the School of Social Work proposed a needs assessment of staff and the public, to determine the best plan of action. This needs assessment sought to answer four primary research questions:

1. What does Library staff perceive to be the most significant psychosocial health needs of patrons?
2. What does Library staff perceive to be the role of the library regarding meeting psychosocial health needs of patrons?
3. What do Library patrons perceive to be their most significant needs?
4. What steps could the Library take to better address these needs?

Social workers use the term "psychosocial health" to describe the state of mental, emotional, social, and spiritual well-being of an individual and the term is used in this study as an aggregate term for personal problems.

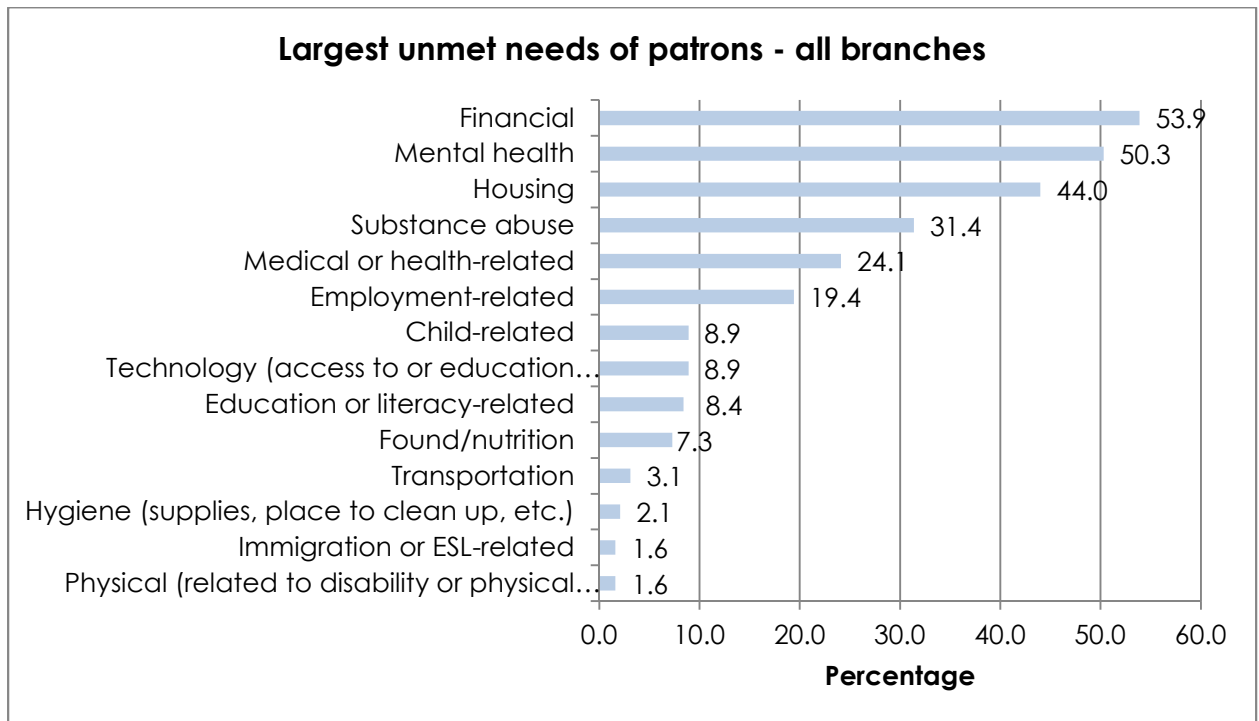
The needs assessment will be conducted in two phases: 1) a survey of public service Library staff asking about their perceptions of patrons' needs, and 2) a survey of Library patrons asking about their needs. Although the patron survey will be conducted in July, the results of the staff survey are complete and included here.

Approximately 300 public service people received an email invitation for the survey with 191 survey responses (a **63.67%** response rate). Twenty-seven other individuals began the survey but discontinued it after the first couple of demographic questions.

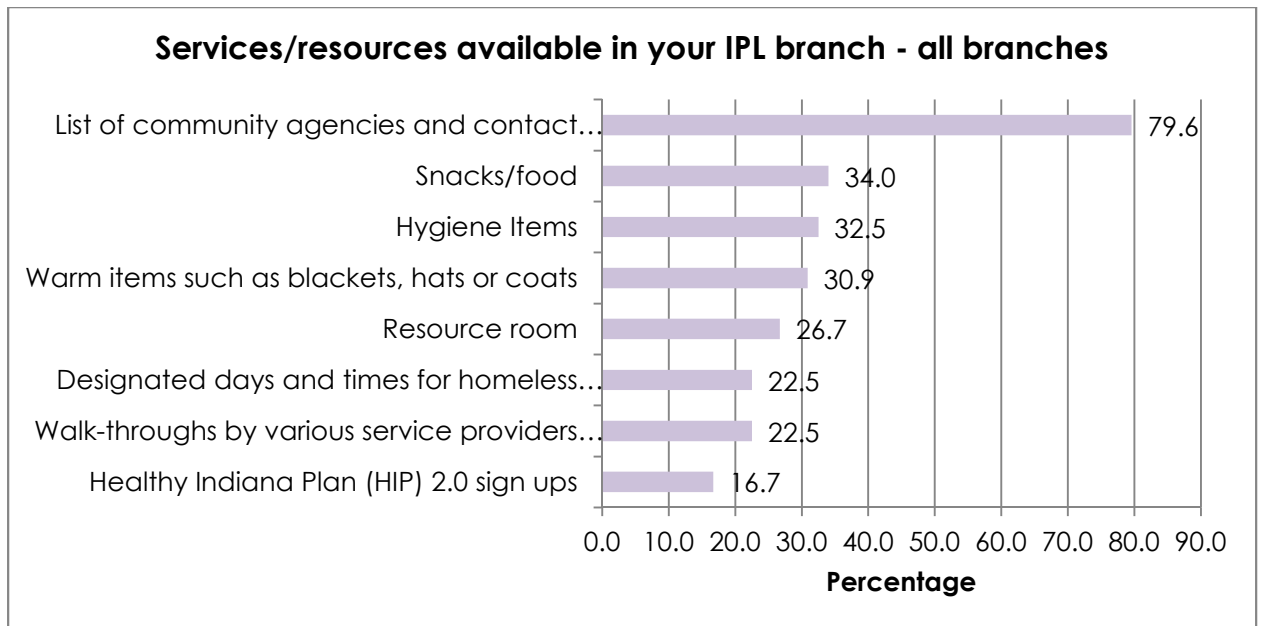
Over three-fourths of the sample were women (**77.5%**) and 38 participants were men (**19.9%**) Most of the participants identified as White (**73.3%**), with 18 Black participants (**9.4%**). 3 Latino

participants (1.6%), and 8 people who identified as other racial/ethnic groups (4.2%) responding to the survey. The average age of participants was 46.21. The age range was 18-77.

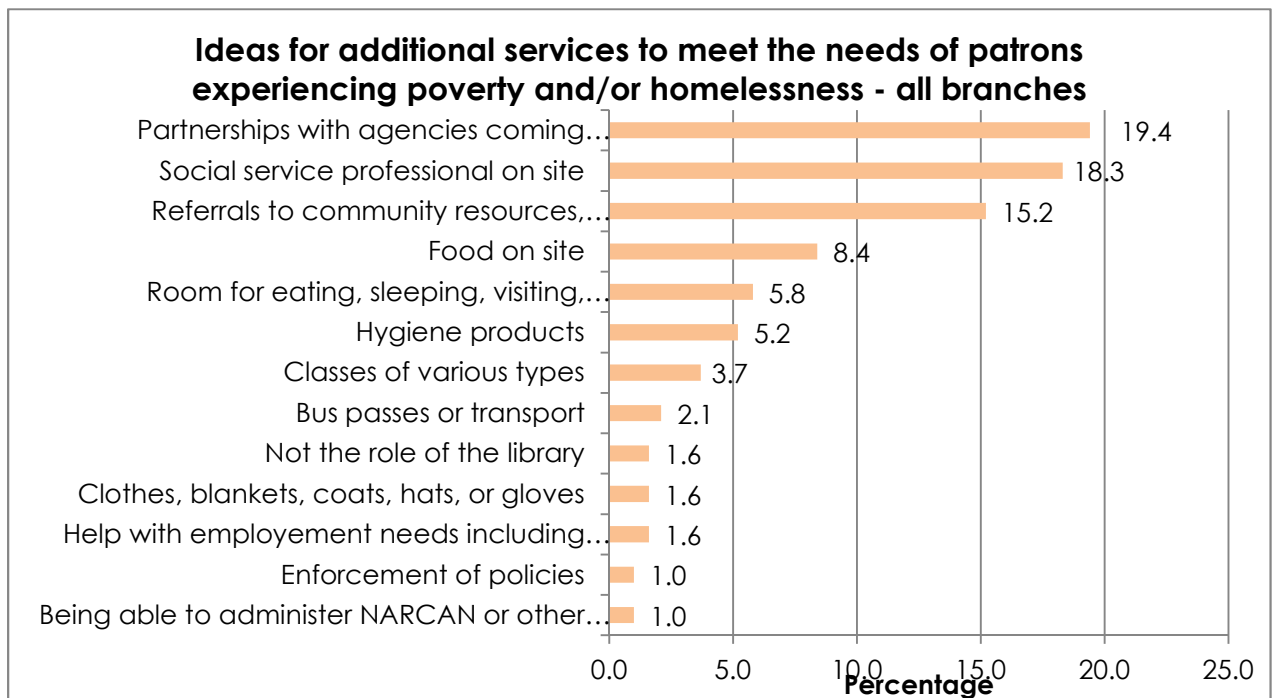
Length of employment with the Library ranged from less than one month up to 48 years, with an average of 10.7 years of reported employment. Participants were in a number of different job titles; the largest group of participants was employed as librarians (19.9%), or Library Assistants (20.9%).



Library staff was asked to list the largest unmet need(s) of patrons in their Library branch. The greatest percentage of staff listed, financial, mental health, housing, substance abuse, health-related issues and employment as the greatest need of patrons. Some issues, like clothing, safety, manners, and entertainment were mentioned less than 1% of the time and are not listed on this chart

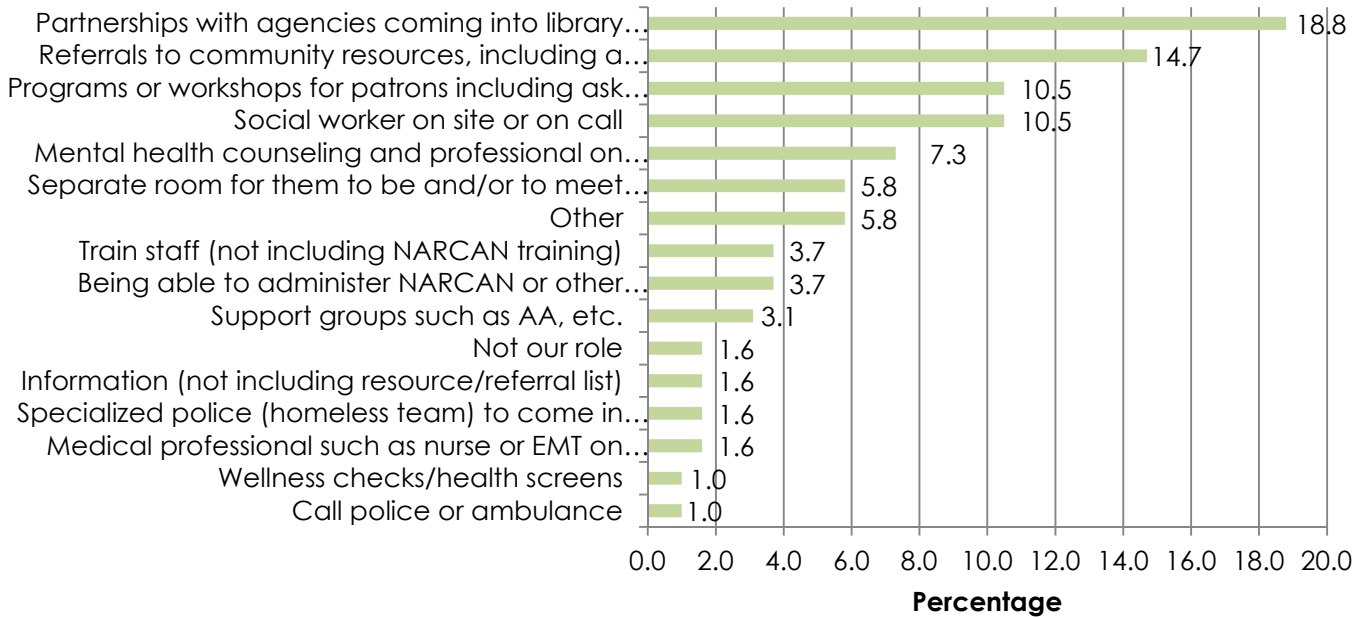


Participants were also asked about the types of services their branch currently offered for patrons in need.



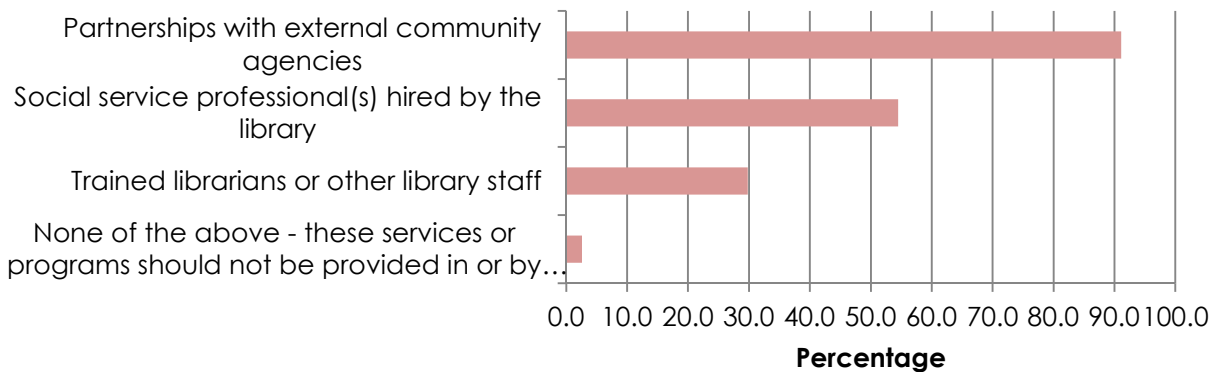
Staff was also asked for ideas about additional services the Library could offer for patrons **experiencing poverty and/or homelessness**. The greatest response suggested the Library should partner with agencies that would come into the Library to provide services.

Ideas for additional services to meet the needs of patrons experiencing mental health, substance abuse, or medical problems - all branches



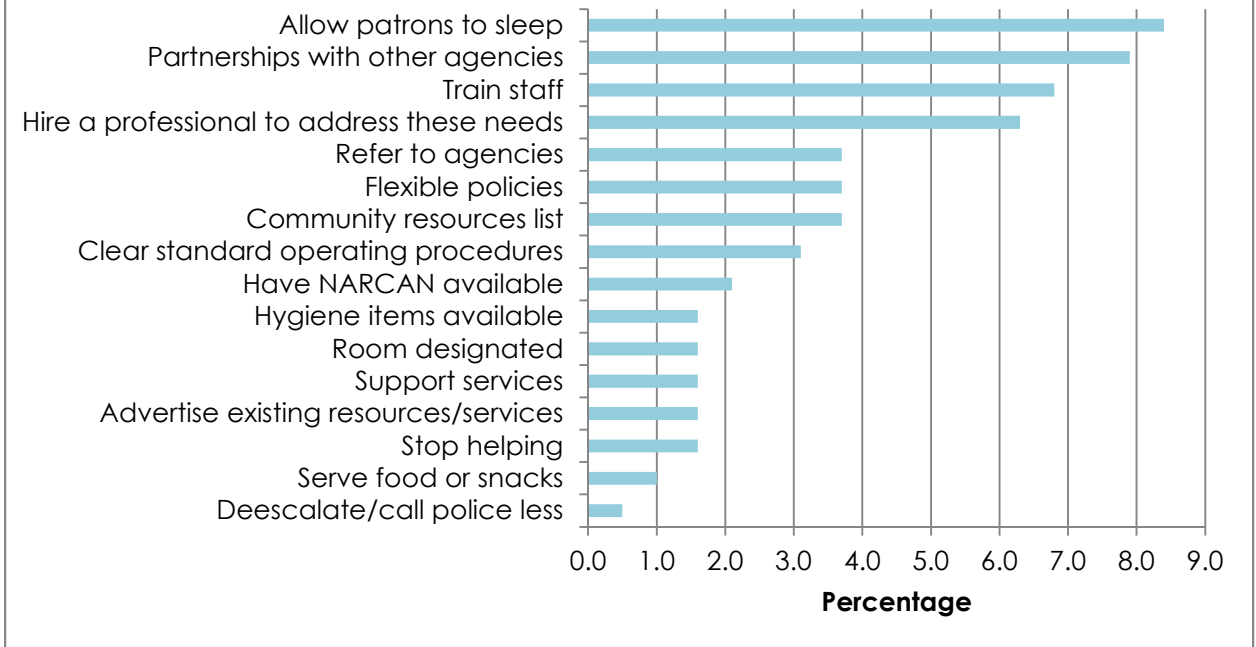
Staff was asked to suggest additional library services to meet the needs of patrons **experiencing mental health, substance abuse, or medical problems**. Once again, partnerships with social agencies were listed most often.

Staff opinions of who should provide non-traditional services - all branches



When staff was asked who should be responsible to provide services beyond traditional information needs, they felt external community agencies and social service professionals were better equipped to offer these services than library staff. The majority of the participants thought the library should develop more partnerships with external agencies.

Policy changes to better support patrons experiencing poverty and/or homelessness, mental health issues, substance abuse problems or health problems - all branches



In response to the question asking staff to recommend Library policy changes to improve services patrons, the majority of staff thought the library should develop more partnerships with external agencies to provide these services (**91%**), followed by slightly over half (**54.5%**) who thought the library should hire its own social service professionals. Approximately one-third (**29.8%**) thought trained librarians or other library staff could provide these services. A small number (**2.6%**) responded that they did not think it was the role of the library to provide these services at all.

In Conclusion

The results of this study have captured the complexity of the issues faced by the Library and the feelings of staff tasked with the difficult job of trying to address all patrons’ needs while also ensuring the library stays a safe and secure space for everyone. Staff are dealing with serious crises such as drug overdoses, patrons needing help escaping domestic violence, and people who go to the library because they have no other safe place to go. Multiple participants expressed they do not have the training to deal with these serious and complex issues

Further complicating matters, responses on this survey also captured the conflicting perspectives of library staff about the library’s role. For example, while one respondent stated “library work is social work,” another said “the library is not a social work institution.” These conflicting opinions were observable through the data, and present additional difficulty for the Library attempting to create a unified and systematic response to the problems we face.



May 2018 Media Report

Below is a summary of highlighted media activity in May 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 Kicks Off Summer Reading Program June 4**
Westside Community News, Southsider Voice (Note: most print coverage has occurred in June and will be reflected in next month’s Media Report)
- **Architectural Plans Revealed for New Brightwood Branch**
Indianapolis Recorder, Weekly View
- **Central Library Plays Host to Major Public Health Announcement**
Indianapolis Star
- **New Library Trustee Appointed**
Indianapolis Star, Southsider Voice, Southside Times, Weekly View

Other media outreach in May occurred on such Library activities as the Indiana Pacers Summer Reading Tour, the upcoming Indy Library Store Booksale, and the upcoming Indy Book Fest at Central Library.

2018 Summer Reading Program Media Appearances

WHMB-TV

“Inside Indy”

Taping Thursday, May 10 at 1 p.m.

Air date – Sunday, May 27 at 11:30 p.m.

Guests – Susan Davis and Deb Ehret

WFYI-FM

“No Limits”

Tuesday, May 22 at 1 p.m.

Guest – John Helling

WFMS-FM (& Cumulus stations)

“Friends & Neighbors”

Taping Wed., May 23 at 3:45 p.m.

Air date – Sunday, May 27 at 5:30 a.m. (WFMS) and TBD on other Cumulus stations

Guest – Jon Barnes

WTLC-FM

“Access Indy”

Sunday, June 3 at 8 a.m. (arrival time 7:50 a.m.)

Guests – Kim Crowder and Vanessa Jamerson

WTLC-AM

“Community Connections”

Monday, June 4 at 1 p.m. (arrival time 12:50 p.m.)

Guests – Denyce Malone and Tiffani Carter

WXIN-TV

Morning News

Saturday, June 2 – arrival time 9 a.m. for live 9:20 a.m. spot

Guests – Jessica Trinoskey and Isaac and Anna St. Andre (kids)

WISH-TV

“Indy Style”

Tuesday, June 5 and Wednesday, June 6 at 10 a.m. (arrival time 9:30 a.m.)

Guests – Tami Edminster (June 5) & Susan Davis (June 6)

WTHR-TV

Morning news

Saturday, June 2 at 8:15 a.m. (arrival time 7:45 a.m.)

Guest – Melanie Wissel

WRTV-TV

Noon news

Tuesday, June 5 at 12:15 p.m. (arrival time 11:45 a.m.)

Guest – Abby Brown

Indy With Kids

Facebook Live

Tuesday, June 12 at 9 p.m.

Guests – Katie Bulloff and Kristie Osborn

WFYI-FM

“Morning Edition” news

Taping date – Tuesday, June 5 at 9:15 a.m.

Guest – Kirsten Weaver

2 YouTube videos posted to website:

- 2018 Summer Reading Program :15 and :30 PSA videos

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.

continued next page

Social Media

52 posts published on the official IndyPL Facebook Page:

Top Performing Posts -

- Currently Reading Weekly Book Discussions
- If You Were Transported to the Setting of the Book You're Currently Reading- Reach of 13.6k
- Summer Reading Kickoff Events - Reach of 7.2k
- Summer Reading Program Video - Reach of 4.7k
- Bunny Book Bag/ Outreach Video - Reach of 2.7k
- #CurrentlyReading Gen Con Ticket Giveaway - Reach of 2.7k

Topics/Events covered on Facebook: Mother's Day, Free Comic Book Day, National Teacher Day, Digital Indy Collections, Brightwood Community Meeting, Mental Health Awareness Month, The Great American Read (partnership with WFYI), numerous local and IndyPL events.

One paid campaign was completed during the month of April for Reach Out and Read IN:

- Reach of 3,894 people
- 85 Event Responses
- 94 Link Clicks
- 7 Page Likes
- 4 Comments
- 26 Shares

69 tweets published on the official IndyPL Twitter Page:

- 53,500 Twitter impressions occurred in May
- 2,101 profile visits
- 183 outside mentions of IndyPL by patrons, community partners, and Indianapolis media
- 54 new followers



Board Action Request

10d1

To: IMCPL Board **Meeting Date:** June 25, 2018

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

Effective Date: June 25, 2018

Subject: Finances, Personnel and Travel Resolution 22-2018

Recommendation: Approve Finances, Personnel and Travel Resolution 22- 2018

Background: The Finances, Personnel and Travel Resolution 22- 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 22 - 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 May 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 **62384** through **62625** for a total of
\$1,887,053.60 were issued from the operating bank accounts.

EFT numbers **574** through **616** and
621 through **645** and
647 through **747** and
1042 through **1058** for a total of

\$1,344,444.49 were issued from the operating bank accounts.

Warrant numbers **714** through **726** for a total of

\$312.12 were issued from the fines bank account.

Warrant numbers **6445** through **6523** for a total of

\$22,509.04 were issued from the gift bank account.

EFT numbers **617** through **620** and
646 and
717 through **718** and
748 through **749** for a total of

\$71,643.79 were issued from the gift bank account.

Warrant numbers **267678** through **267716** for a total of

\$11,106.99 were issued for employee payroll

Direct deposits numbers **180001** through **180591** and

Direct deposits numbers **200001** through **200597** for a total of

\$944,388.63 were issued for employee payroll

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

\$348,612.44 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

Lillian L. Charleston

Rev. T.D. Robinson

Dorothy R. Crenshaw

Joanne Sanders

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

Dr. Terri Jett

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
574	EFT	05/03/2018	ABELL ELEVATOR SERVICE CO	5,127.50
575	EFT	05/03/2018	ALSCO	325.15
576	EFT	05/03/2018	BACKGROUND BUREAU INC.	469.00
577	EFT	05/03/2018	BAKER & TAYLOR	3,208.68
578	EFT	05/03/2018	BAKER & TAYLOR	5,883.10
579	EFT	05/03/2018	BAKER & TAYLOR	14,126.41
580	EFT	05/03/2018	BAKER & TAYLOR	11,105.66
581	EFT	05/03/2018	BAKER & TAYLOR	25.45
582	EFT	05/03/2018	BRODART COMPANY CONTINUATIONS	63.00
583	EFT	05/03/2018	CDW GOVERNMENT, INC.	1,799.12
584	EFT	05/03/2018	DEMCO, INC.	574.01
585	EFT	05/03/2018	DENISON PARKING	6,770.21
586	EFT	05/03/2018	FINELINE PRINTING GROUP	1,338.00
587	EFT	05/03/2018	FLEET CARE, INC.	1,302.65
588	EFT	05/03/2018	G4S SECURE SOLUTIONS (USA) INC.	36.63
589	EFT	05/03/2018	G4S SECURE SOLUTIONS (USA) INC.	31,001.78
590	EFT	05/03/2018	H.J. UмбаUGH & ASSOCIATES	5,058.86
591	EFT	05/03/2018	INDIANA PLUMBING AND DRAIN LLC	1,202.50
592	EFT	05/03/2018	INDIANAPOLIS RECORDER	39.00
593	EFT	05/03/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	72,927.25
594	EFT	05/03/2018	INGRAM LIBRARY SERVICES	1,412.96
595	EFT	05/03/2018	IRISH MECHANICAL SERVICES, INC.	2,496.65
596	EFT	05/03/2018	J&G CARPET PLUS	1,000.00
597	EFT	05/03/2018	LUNA MUSIC	3,041.48
598	EFT	05/03/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	290.85
599	EFT	05/03/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	1,146.76
600	EFT	05/03/2018	MIDWEST TAPE - PROCESSED DVDS	3,706.06
601	EFT	05/03/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	4,169.18
602	EFT	05/03/2018	MIDWEST TAPE NON PROCESSED	162.46
603	EFT	05/03/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	13,567.53
604	EFT	05/03/2018	MIDWEST TAPE, LLC	2,886.43
605	EFT	05/03/2018	MOORE INFORMATION SERVICES, INC	813.40
606	EFT	05/03/2018	OVERDRIVE INC	35,976.04
607	EFT	05/03/2018	PERFECTION GROUP, INC.	326.06
608	EFT	05/03/2018	RECORDED BOOKS	2,660.64
609	EFT	05/03/2018	RICOH USA, INC. - 12882	9,398.84
610	EFT	05/03/2018	RYAN FIRE PROTECTION, INC	1,650.00
611	EFT	05/03/2018	STENZ MANAGEMENT COMPANY, INC	12,088.14
612	EFT	05/03/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,638.25
613	EFT	05/03/2018	TITAN ASSOCIATES	71,915.96
614	EFT	05/03/2018	TYCO SIMPLEXGRINNELL LP	583.00
615	EFT	05/03/2018	ULINE	1,980.28
616	EFT	05/03/2018	UNIQUE MANAGEMENT SERVICES, INC	5,297.82
621	EFT	05/10/2018	ABELL ELEVATOR SERVICE CO	37,827.00
622	EFT	05/10/2018	ACORN DISTRIBUTORS, INC	7,707.48
623	EFT	05/10/2018	BAKER & TAYLOR	11,663.66
624	EFT	05/10/2018	BAKER & TAYLOR	20,281.06
625	EFT	05/10/2018	BAKER & TAYLOR	9,499.82
626	EFT	05/10/2018	BAKER & TAYLOR	86.29
627	EFT	05/10/2018	CDW GOVERNMENT, INC.	552.79
628	EFT	05/10/2018	CITIZENS THERMAL ENERGY	27,683.43
629	EFT	05/10/2018	CITIZENS THERMAL ENRGY.	31,995.65
630	EFT	05/10/2018	DANCORP INC. DBA DANCO	500.00
631	EFT	05/10/2018	DELTA DENTAL	22,391.76
632	EFT	05/10/2018	FLEET CARE, INC.	251.23
633	EFT	05/10/2018	G4S SECURE SOLUTIONS (USA) INC.	36.63
634	EFT	05/10/2018	IRVINGTON PRESBYTERIAN CHURCH	937.50
635	EFT	05/10/2018	J&G CARPET PLUS	200.00
636	EFT	05/10/2018	KLINES QUALITY WATER, INC	79.25
637	EFT	05/10/2018	LEVEL (3) COMMUNICATIONS, LLC	4,332.95
638	EFT	05/10/2018	MIDWEST TAPE - PROCESSED DVDS	300.26
639	EFT	05/10/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,519.92
640	EFT	05/10/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	276.99
641	EFT	05/10/2018	MIDWEST TAPE, LLC	2,151.15
642	EFT	05/10/2018	RYAN FIRE PROTECTION, INC	2,647.88
643	EFT	05/10/2018	STAPLES	10,384.79
644	EFT	05/10/2018	TITAN ASSOCIATES	1,207.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
645	EFT	05/10/2018	VOCERA COMMUNICATIONS, INC.	2,428.34
647	EFT	05/17/2018	ABELL ELEVATOR SERVICE CO	1,137.50
648	EFT	05/17/2018	ALSCO	325.15
649	EFT	05/17/2018	ART WITH A HEART	180.00
650	EFT	05/17/2018	BAKER & TAYLOR	263.00
651	EFT	05/17/2018	BAKER & TAYLOR	1,691.32
652	EFT	05/17/2018	BAKER & TAYLOR	15,852.26
653	EFT	05/17/2018	BAKER & TAYLOR	20,192.92
654	EFT	05/17/2018	BAKER & TAYLOR	66.66
655	EFT	05/17/2018	BRODART COMPANY CONTINUATIONS	4,286.77
656	EFT	05/17/2018	CDW GOVERNMENT, INC.	1,766.83
657	EFT	05/17/2018	FINELINE PRINTING GROUP	2,175.00
658	EFT	05/17/2018	G4S SECURE SOLUTIONS (USA) INC.	80.58
659	EFT	05/17/2018	G4S SECURE SOLUTIONS (USA) INC.	35,411.10
660	EFT	05/17/2018	INDIANA PLUMBING AND DRAIN LLC	100.00
661	EFT	05/17/2018	INDY URBAN HARDWOOD COMPANY, LLC	15,750.00
662	EFT	05/17/2018	INGRAM LIBRARY SERVICES	967.46
663	EFT	05/17/2018	J&G CARPET PLUS	375.00
664	EFT	05/17/2018	JCOS, INC.	66,536.12
665	EFT	05/17/2018	LUNA MUSIC	2,339.60
666	EFT	05/17/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	594.83
667	EFT	05/17/2018	MIDWEST TAPE - PROCESSED DVDS	1,828.87
668	EFT	05/17/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	550.03
669	EFT	05/17/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	13,527.10
670	EFT	05/17/2018	MIDWEST TAPE, LLC	3,683.42
671	EFT	05/17/2018	PERFECTION GROUP, INC.	1,453.31
672	EFT	05/17/2018	RECORDED BOOKS	1,400.02
673	EFT	05/17/2018	RICHARD LOPEZ ELECTRICAL, LLC	18,781.85
674	EFT	05/17/2018	RICOH USA, INC. - 12882	14,250.10
675	EFT	05/17/2018	RYAN FIRE PROTECTION, INC	1,143.22
676	EFT	05/17/2018	TITAN ASSOCIATES	136.00
677	EFT	05/17/2018	UNIQUE MANAGEMENT SERVICES, INC	4,791.32
678	EFT	05/24/2018	ABELL ELEVATOR SERVICE CO	940.00
679	EFT	05/24/2018	ALSCO	325.15
680	EFT	05/24/2018	ART WITH A HEART	540.00
681	EFT	05/24/2018	BAKER & TAYLOR	5,312.85
682	EFT	05/24/2018	BAKER & TAYLOR	9,399.10
683	EFT	05/24/2018	BAKER & TAYLOR	11,194.92
684	EFT	05/24/2018	BRODART - CENTER FOR BLACK LITERATURE & CULTURE	2,565.81
685	EFT	05/24/2018	BRODART COMPANY	12,743.85
686	EFT	05/24/2018	BRODART COMPANY CONTINUATIONS	297.95
687	EFT	05/24/2018	CDW GOVERNMENT, INC.	25,083.68
688	EFT	05/24/2018	DEMCO, INC.	202.56
689	EFT	05/24/2018	FINELINE PRINTING GROUP	12,901.00
690	EFT	05/24/2018	FLEET CARE, INC.	270.00
691	EFT	05/24/2018	H.J. UмбаUGH & ASSOCIATES	13,773.20
692	EFT	05/24/2018	INDIANA PLUMBING AND DRAIN LLC	1,389.70
693	EFT	05/24/2018	INDIANAPOLIS ARMORED CAR, INC	2,979.00
694	EFT	05/24/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	21,151.38
695	EFT	05/24/2018	INGRAM LIBRARY SERVICES	6,629.42
696	EFT	05/24/2018	KLINES QUALITY WATER, INC	52.30
697	EFT	05/24/2018	LUNA MUSIC	266.54
698	EFT	05/24/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	1,684.00
699	EFT	05/24/2018	MATTHEW BENDER & CO., INC	1,597.07
700	EFT	05/24/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	323.91
701	EFT	05/24/2018	MIDWEST TAPE - PROCESSED DVDS	546.48
702	EFT	05/24/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	3,876.85
703	EFT	05/24/2018	MIDWEST TAPE NON PROCESSED	148.48
704	EFT	05/24/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	9,102.36
705	EFT	05/24/2018	MIDWEST TAPE, LLC	4,405.26
706	EFT	05/24/2018	OFFICEWORKS	3,946.80
707	EFT	05/24/2018	OVERDRIVE INC	34,407.67
708	EFT	05/24/2018	PERFECTION GROUP, INC.	12,792.00
709	EFT	05/24/2018	RECORD AUTOMATIC DOORS, INC	296.00
710	EFT	05/24/2018	RECORDED BOOKS	690.28
711	EFT	05/24/2018	RICHARD LOPEZ ELECTRICAL, LLC	18,401.00
712	EFT	05/24/2018	RICOH USA, INC. - 12882	22,848.02

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
713	EFT	05/24/2018	RYAN FIRE PROTECTION, INC	748.06
714	EFT	05/24/2018	STENZ MANAGEMENT COMPANY, INC	10,805.20
715	EFT	05/24/2018	THOMSON REUTERS-WEST PUBLISHING CORPORATION	4,801.35
716	EFT	05/24/2018	VALUE LINE PUBLISHING INC.	1,497.00
717	EFT	05/31/2018	ABELL ELEVATOR SERVICE CO	2,100.00
718	EFT	05/31/2018	ALSCO	330.03
719	EFT	05/31/2018	ART WITH A HEART	180.00
720	EFT	05/31/2018	AUSTIN BOOK SALES	10,669.34
721	EFT	05/31/2018	BAKER & TAYLOR	4,907.00
722	EFT	05/31/2018	BAKER & TAYLOR	6,031.82
723	EFT	05/31/2018	BAKER & TAYLOR	8,946.20
724	EFT	05/31/2018	BRODART COMPANY	750.84
725	EFT	05/31/2018	DANCORP INC. DBA DANCO	1,065.14
726	EFT	05/31/2018	FINELINE PRINTING GROUP	11,986.00
727	EFT	05/31/2018	FLEET CARE, INC.	138.00
728	EFT	05/31/2018	G4S SECURE SOLUTIONS (USA) INC.	33,997.27
729	EFT	05/31/2018	INDIANA PLUMBING AND DRAIN LLC	1,199.00
730	EFT	05/31/2018	INDIANAPOLIS RECORDER	78.00
731	EFT	05/31/2018	INGRAM LIBRARY SERVICES	2,516.26
732	EFT	05/31/2018	J&G CARPET PLUS	1,910.00
733	EFT	05/31/2018	LUNA MUSIC	4,113.20
734	EFT	05/31/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	1,566.00
735	EFT	05/31/2018	MATTHEW BENDER & CO., INC	158.43
736	EFT	05/31/2018	MERGENT FIS	285.00
737	EFT	05/31/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	9.99
738	EFT	05/31/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	124.48
739	EFT	05/31/2018	MIDWEST TAPE NON PROCESSED	164.95
740	EFT	05/31/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	142.10
741	EFT	05/31/2018	MIDWEST TAPE, LLC	3,818.06
742	EFT	05/31/2018	PERFECTION GROUP, INC.	840.00
743	EFT	05/31/2018	RECORD AUTOMATIC DOORS, INC	296.00
744	EFT	05/31/2018	RECORDED BOOKS	128.60
745	EFT	05/31/2018	STAPLES	734.86
746	EFT	05/31/2018	STENZ MANAGEMENT COMPANY, INC	3,457.80
747	EFT	05/31/2018	ULINE	413.35
1042	EFT	05/04/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1043	EFT	05/04/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,294.71
1044	EFT	05/07/2018	FIDELITY INVESTMENTS	4,956.78
1045	EFT	05/11/2018	ADP, INC.	3,607.48
1046	EFT	05/18/2018	ADP, INC.	20.00
1047	EFT	05/18/2018	ADP, INC.	1,032.00
1048	EFT	05/18/2018	FIDELITY INVESTMENTS	4,956.78
1049	EFT	05/21/2018	INDIANA DEPARTMENT OF REVENUE	478.47
1050	EFT	05/21/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1051	EFT	05/21/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,343.91
1052	EFT	05/25/2018	ADP, INC.	3,658.02
1053	EFT	05/03/2018	MANDY SEABOLD	17.50
1054	EFT	05/03/2018	KATIE IARIA	235.40
1055	EFT	05/03/2018	WELLNESS FOR MEDICAL LIFE	112.00
1056	EFT	05/14/2018	MICHAEL GRAY	235.40
1057	EFT	05/14/2018	LARESSA MCGREGOR	85.60
1058	EFT	05/14/2018	DAVE BROWN	85.60
62384	CHECK	05/03/2018	ADP, INC.	576.60
62385	CHECK	05/03/2018	AIR WORX	1,810.23
62386	CHECK	05/03/2018	AJILON FINANCE	818.80
62387	CHECK	05/03/2018	ALLDATA	2,412.50
62388	CHECK	05/03/2018	ARAB TERMITE AND PEST CONTROL INC	1,859.00
62389	CHECK	05/03/2018	ART WITH A HEART	1,080.00
62390	CHECK	05/03/2018	AT&T	2,352.53
62391	CHECK	05/03/2018	AT&T	1,880.42
62392	CHECK	05/03/2018	AT&T MOBILITY	768.58
62393	CHECK	05/03/2018	BEECH GROVE SEWAGE WORKS	140.61
62394	CHECK	05/03/2018	BETH MENG	50.00
62395	CHECK	05/03/2018	BEVERLY SCOTT	250.00
62396	CHECK	05/03/2018	BLACKMORE & BUCKNER ROOFING	13,500.00
62397	CHECK	05/03/2018	BRENNA LORRAINE SHEPHERD	50.00
62398	CHECK	05/03/2018	BROWNING DAY MULLINS DIERDORF	11,434.44

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62399	CHECK	05/03/2018	CENTRAL INDIANA HARDWARE	25.98
62400	CHECK	05/03/2018	CENTRAL SECURITY & COMMUNICATIONS	122.50
62401	CHECK	05/03/2018	CENTRAL TECHNOLOGY INC	38,757.00
62402	CHECK	05/03/2018	CHICAGO TRIBUNE	401.96
62403	CHECK	05/03/2018	CHRISTIAN BOOK DISTRIBUTORS	143.27
62404	CHECK	05/03/2018	CITIZENS ENERGY GROUP	7,491.32
62405	CHECK	05/03/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	24,882.10
62406	CHECK	05/03/2018	CROSSROADS DOCUMENT SERVICES	35,855.00
62407	CHECK	05/03/2018	DACO GLASS & GLAZING INC	1,476.52
62408	CHECK	05/03/2018	DELL MARKETING L.P.	499.95
62409	CHECK	05/03/2018	DEPT. OF VETERAN'S AFFAIRS	300.00
62410	CHECK	05/03/2018	ELIZABETH FRANKLIN	893.75
62411	CHECK	05/03/2018	EMBARCADERO TECHNOLOGIES	5,410.00
62412	CHECK	05/03/2018	GALE GROUP THE	79.18
62413	CHECK	05/03/2018	GLENDALE MALL	24,854.16
62414	CHECK	05/03/2018	GOVERNMENT FINANCE OFFICERS ASSOCIATION	522.00
62415	CHECK	05/03/2018	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	237.63
62416	CHECK	05/03/2018	GUARDIAN	15,562.92
62417	CHECK	05/03/2018	YOUNG ACTOR'S THEATER	2,500.00
62418	CHECK	05/03/2018	INDIANA ALCOHOL AND TOBACCO COMMISSION	50.00
62419	CHECK	05/03/2018	INDIANA ARCHIVES AND RECORDS ADMINISTRATION	800.00
62420	CHECK	05/03/2018	INDIANA CHAMBER OF COMMERCE	500.00
62421	CHECK	05/03/2018	INDIANA STATE LIBRARY	13,260.00
62422	CHECK	05/03/2018	INDIANAPOLIS FLEET SERVICES	1,975.18
62423	CHECK	05/03/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	30.00
62424	CHECK	05/03/2018	INDY CURB APPEAL ASPHALT, INC	11,800.00
62425	CHECK	05/03/2018	JACKSON SYSTEMS	1,570.00
62426	CHECK	05/03/2018	JAYLIN I. COLES	1,200.00
62427	CHECK	05/03/2018	JEANNETTE HUESCA	50.00
62428	CHECK	05/03/2018	KATHERINE HINKLE	50.00
62429	CHECK	05/03/2018	KRESS CONSULTING	2,000.00
62430	CHECK	05/03/2018	LOCKERBIE SQUARE CABINET CO	1,412.00
62431	CHECK	05/03/2018	LSC (PETTY CASH)	101.50
62432	CHECK	05/03/2018	MACALLISTER MACHINERY CO., INC	559.00
62433	CHECK	05/03/2018	MADER DESIGN LLC	1,017.44
62434	CHECK	05/03/2018	MARION CTY STORMWATER MGMT DISTRICT	8,782.50
62435	CHECK	05/03/2018	MAYRA OSEGUERA	200.00
62436	CHECK	05/03/2018	MITINET/MARC SOFTWARE	200.00
62437	CHECK	05/03/2018	MOVIETME VIDEO PRODUCTIONS	6,815.00
62438	CHECK	05/03/2018	P.V. SUPA INC.	9,121.14
62439	CHECK	05/03/2018	PC MALL GOV	2,085.40
62440	CHECK	05/03/2018	PENDELTON HEIGHTS HIGH SCHOOL	290.25
62441	CHECK	05/03/2018	PHILHARMONIC ORCHESTRA OF INDIANAPOLIS	2,000.00
62442	CHECK	05/03/2018	R.E. DIMOND AND ASSOCIATES, INC.	2,325.00
62443	CHECK	05/03/2018	RADWAY PIANO SERVICE	95.00
62444	CHECK	05/03/2018	RARE SPORTS FILMS NET	94.90
62445	CHECK	05/03/2018	REPROGRAPHIX, INC	10.00
62446	CHECK	05/03/2018	SAKURA FUQUA	100.00
62447	CHECK	05/03/2018	SHELBY UPHOLSTERING & INTERIORS	1,250.00
62448	CHECK	05/03/2018	SINGLEWIRE SOFTWARE, LLC	3,150.00
62449	CHECK	05/03/2018	AMERICAN SOCIETY OF COMPOSERS, AUTHORS, PUBLISHERS	100.00
62450	CHECK	05/03/2018	SPRINT PCS	174.95
62451	CHECK	05/03/2018	SWANK MOTION PICTURES INC	1,215.00
62452	CHECK	05/03/2018	TODAY'S BUSINESS SOLUTIONS, INC	16,729.00
62453	CHECK	05/03/2018	TOTAL BALANCE, INC	8,975.00
62454	CHECK	05/03/2018	WEDDING DAY MAGAZINE	500.00
62455	CHECK	05/03/2018	ZACK BOZIC	2,593.50
62456	CHECK	05/10/2018	AFSCME COUNCIL IKOC 962	2,107.20
62457	CHECK	05/10/2018	AJILON FINANCE	327.52
62458	CHECK	05/10/2018	AMERICAN UNITED LIFE INSURANCE CO	3,580.44
62459	CHECK	05/10/2018	AMERICAN UNITED LIFE INSURANCE CO	2,944.34
62460	CHECK	05/10/2018	ANTHEM INSURANCE COMPANIES, INC	337,500.00
62461	CHECK	05/10/2018	ART WITH A HEART	540.00
62462	CHECK	05/10/2018	ARTS FOR LEARNING INDIANA	282.00
62463	CHECK	05/10/2018	ATC GROUP SERVICES, LLC	3,525.03
62464	CHECK	05/10/2018	BEAM, LONGEST & NEFF, LLC	149.50
62465	CHECK	05/10/2018	BETH MENG	50.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62466	CHECK	05/10/2018	BRENNA LORRAINE SHEPHERD	50.00
62467	CHECK	05/10/2018	BRIGHTWOOD INVESTORS, LLC	4,041.33
62468	CHECK	05/10/2018	CHELSEIE JULIAN	90.00
62469	CHECK	05/10/2018	CITIZENS ENERGY GROUP	3,923.03
62470	CHECK	05/10/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	112.50
62471	CHECK	05/10/2018	CONNOR FINE PAINTING	5,545.00
62472	CHECK	05/10/2018	CULLIGAN	125.35
62473	CHECK	05/10/2018	CUMMINS SALES AND SERVICES	482.66
62474	CHECK	05/10/2018	DACO GLASS & GLAZING INC	634.00
62475	CHECK	05/10/2018	DELL MARKETING L.P.	1,850.61
62476	CHECK	05/10/2018	DULCE M. VEGA TELLEZ	100.00
62477	CHECK	05/10/2018	ESSENTIAL ARCHITECURAL SIGNS, INC	1,656.00
62478	CHECK	05/10/2018	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
62479	CHECK	05/10/2018	FOCUS ON THE FAMILY	19.99
62480	CHECK	05/10/2018	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
62481	CHECK	05/10/2018	FRANKLIN TOWNSHIP CHAMBER OF COMMERCE	125.00
62482	CHECK	05/10/2018	GENUINE PARTS COMPANY-INDIANAPOLIS	96.38
62483	CHECK	05/10/2018	GLENDALE TOWN CENTER	24,854.16
62484	CHECK	05/10/2018	HALSTEAD ARCHITECTS, INC.	2,250.00
62485	CHECK	05/10/2018	INDIANA DEPARTMENT OF HOMELAND SECURITY	120.00
62486	CHECK	05/10/2018	INDIANAPOLIS POWER & LIGHT COMPANY	62,427.90
62487	CHECK	05/10/2018	JACKSON OIL & SOLVENTS, INC	425.76
62488	CHECK	05/10/2018	JEANNETTE HUESCA	50.00
62489	CHECK	05/10/2018	KATHERINE HINKLE	50.00
62490	CHECK	05/10/2018	LAKESHORE LEARNING MATERIALS	341.68
62491	CHECK	05/10/2018	LEGALSHIELD	276.00
62492	CHECK	05/10/2018	MAYRA OSEGUERA	100.00
62493	CHECK	05/10/2018	MOVIETME VIDEO PRODUCTIONS	1,991.45
62494	CHECK	05/10/2018	NATIONAL ENVIRONMENTAL SERVICES	2,870.00
62495	CHECK	05/10/2018	OFFICEWORKS	815.94
62496	CHECK	05/10/2018	OPEN STORAGE SOLUTIONS	2,664.00
62497	CHECK	05/10/2018	PAYPAL	54.10
62498	CHECK	05/10/2018	RADWAY PIANO SERVICE	95.00
62499	CHECK	05/10/2018	REPUBLIC WASTE SERVICES	6,299.69
62500	CHECK	05/10/2018	SAKURA FUQUA	100.00
62501	CHECK	05/10/2018	SHANIKA HEYWARD	142.00
62502	CHECK	05/10/2018	SHIRLEY BULLOCK	49.99
62503	CHECK	05/10/2018	THE BANK OF NEW YORK MELLON TRUST CO N.A	750.00
62504	CHECK	05/10/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,252.60
62505	CHECK	05/10/2018	U.S. HEALTHWORKS MEDICAL GROUP IN, PC	44.00
62506	CHECK	05/10/2018	VERITAS TECHNOLOGIES, LLC	6,961.18
62507	CHECK	05/17/2018	APPLIED ENGINEERING SERVICES	1,750.00
62508	CHECK	05/17/2018	ARCHITECTS FORUM,LLC	3,600.00
62509	CHECK	05/17/2018	ASM INTERNATIONAL	277.44
62510	CHECK	05/17/2018	AT&T	2,352.91
62511	CHECK	05/17/2018	AT&T	87.58
62512	CHECK	05/17/2018	AT&T	1,422.50
62513	CHECK	05/17/2018	AXIS ARCHITECTURE & INT., LLC	37,148.16
62514	CHECK	05/17/2018	BETH MENG	50.00
62515	CHECK	05/17/2018	BRENNA LORRAINE SHEPHERD	50.00
62516	CHECK	05/17/2018	CASH & CARRY PAPER COMPANY, INC.	260.20
62517	CHECK	05/17/2018	CATHERINE BOWIE	100.00
62518	CHECK	05/17/2018	CENTER POINT PRESS	395.37
62519	CHECK	05/17/2018	CHAIN STORE GUIDES, LLC	355.00
62520	CHECK	05/17/2018	CITIZENS ENERGY GROUP	463.08
62521	CHECK	05/17/2018	CLEVERBRIDGE AG	2,565.00
62522	CHECK	05/17/2018	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,835.00
62523	CHECK	05/17/2018	ESSENTIAL ARCHITECURAL SIGNS, INC	45.00
62524	CHECK	05/17/2018	GALE GROUP THE	697.56
62525	CHECK	05/17/2018	INDIANAPOLIS POWER & LIGHT COMPANY	7,701.41
62526	CHECK	05/17/2018	INDIANAPOLIS OPERA SOCIETY	3,850.00
62527	CHECK	05/17/2018	INTERNATIONAL LIVE EVENTS ASSOCIATION	349.00
62528	CHECK	05/17/2018	JEANNETTE HUESCA	50.00
62529	CHECK	05/17/2018	JESSICA HOFFMAN	100.00
62530	CHECK	05/17/2018	JP MORGAN CHASE BANK	4,178.79
62531	CHECK	05/17/2018	KATHERINE HINKLE	50.00
62532	VOID	05/17/2018	VOIDED UNUSED	0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62533	CHECK	05/17/2018	MARIAN UNIVERSITY THEATRE	500.00
62534	CHECK	05/17/2018	MARTECK, INC.	2,422.35
62535	CHECK	05/17/2018	MAXWELL PAINTING	5,525.00
62536	CHECK	05/17/2018	MAYRA OSEGUERA	100.00
62537	CHECK	05/17/2018	OCLC INC	516.04
62538	CHECK	05/17/2018	REPUBLIC WASTE SERVICES	586.75
62539	CHECK	05/17/2018	SAKURA FUQUA	100.00
62540	CHECK	05/17/2018	SONDHI SOLUTIONS	14,319.43
62541	CHECK	05/17/2018	STENZ CONSTRUCTION CORPORATION	665,400.60
62542	CHECK	05/17/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	56,688.10
62543	CHECK	05/17/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	17,245.30
62544	CHECK	05/17/2018	SYBASE INC.	1,366.12
62545	CHECK	05/17/2018	TALKING TECH	7,094.00
62546	CHECK	05/17/2018	WORLD BOOK EDUCATIONAL PRODUCTS	36,600.00
62547	CHECK	05/17/2018	WORLD BOOK SCHOOL AND LIBRARY	22,750.00
62548	CHECK	05/24/2018	ADP, INC.	572.88
62549	CHECK	05/24/2018	AJILON FINANCE	1,606.90
62550	CHECK	05/24/2018	APEX BENEFITS GROUP	12,500.00
62551	CHECK	05/24/2018	BETH MENG	50.00
62552	CHECK	05/24/2018	BRENNA LORRAINE SHEPHERD	50.00
62553	CHECK	05/24/2018	BROWNING DAY MULLINS DIERDORF	25,062.40
62554	CHECK	05/24/2018	CATHERINE BOWIE	50.00
62555	CHECK	05/24/2018	CENTER POINT PRESS	151.92
62556	CHECK	05/24/2018	CENTRAL LIBRARY (PETTY CASH)	69.25
62557	CHECK	05/24/2018	CHICAGO TRIBUNE	210.60
62558	CHECK	05/24/2018	CITIZENS ENERGY GROUP	1,136.76
62559	CHECK	05/24/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	3,912.53
62560	CHECK	05/24/2018	DEANA BEECHER	776.13
62561	CHECK	05/24/2018	DORAN OMNIMEDIA	750.00
62562	CHECK	05/24/2018	ELLIS MECHANICAL & ELECTRICAL	2,229.28
62563	CHECK	05/24/2018	GALE GROUP THE	3,196.84
62564	CHECK	05/24/2018	IMMIGRANT WELCOME CENTER	1,535.00
62565	CHECK	05/24/2018	INDIANA NEWSPAPERS, INC.	349.84
62566	CHECK	05/24/2018	JEANNETTE HUESCA	50.00
62567	CHECK	05/24/2018	JP MORGAN CHASE BANK	30.00
62568	CHECK	05/24/2018	JP MORGAN CHASE BANK	660.00
62569	CHECK	05/24/2018	KRM ARCHITECTURE+	8,000.00
62570	CHECK	05/24/2018	LEADERSHIP IQ	8,500.00
62571	CHECK	05/24/2018	MARIAN UNIVERSITY THEATRE	500.00
62572	CHECK	05/24/2018	MAYRA OSEGUERA	100.00
62573	CHECK	05/24/2018	ORBIS	1,252.00
62574	CHECK	05/24/2018	PCM-G	1,669.50
62575	CHECK	05/24/2018	PITNEY BOWES, INC.	63.00
62576	CHECK	05/24/2018	SAKURA FUQUA	50.00
62577	CHECK	05/24/2018	SIGNARAMA DOWNTOWN INDIANAPOLIS	147.92
62578	CHECK	05/24/2018	TACTIC	12,750.00
62579	CHECK	05/24/2018	THE HARMON HOUSE L.L.C.	580.00
62580	CHECK	05/24/2018	THE HF GROUP, LLC	726.67
62581	CHECK	05/24/2018	UNITED PARCEL SERVICE	178.17
62582	CHECK	05/24/2018	WFYI TELEPLEX	1,500.00
62583	CHECK	05/24/2018	YOUR AUTOMATIC DOOR COMPANY	805.00
62584	CHECK	05/31/2018	ALLEN COUNTY PUBLIC LIBRARY	67.99
62585	CHECK	05/31/2018	ANTHEM INSURANCE COMPANIES, INC	13,800.00
62586	CHECK	05/31/2018	AT&T MOBILITY	768.43
62587	CHECK	05/31/2018	AUSTIN HUNTINGTON	250.00
62588	CHECK	05/31/2018	B & H PHOTO-VIDEO-PRO AUDIO	182.26
62589	CHECK	05/31/2018	BEECH GROVE SEWAGE WORKS	140.61
62590	CHECK	05/31/2018	BETH MENG	50.00
62591	CHECK	05/31/2018	BRENNA LORRAINE SHEPHERD	50.00
62592	CHECK	05/31/2018	CATHERINE BOWIE	50.00
62593	CHECK	05/31/2018	CENTRAL SECURITY & COMMUNICATIONS	107.50
62594	CHECK	05/31/2018	CHRISTOPHER HINCHCLIFFE	450.00
62595	CHECK	05/31/2018	CITIZENS ENERGY GROUP	2,175.37
62596	CHECK	05/31/2018	CROSSROADS DOCUMENT SERVICES	28,684.00
62597	CHECK	05/31/2018	DACO GLASS & GLAZING INC	1,584.48
62598	CHECK	05/31/2018	DANIEL AXLER	307.50
62599	CHECK	05/31/2018	EDUCATIONAL DIRECTORIES, INC	440.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
62600	CHECK	05/31/2018	GREY HOUSE PUBLISHING	280.00
62601	CHECK	05/31/2018	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	33.43
62602	CHECK	05/31/2018	HORNING ROOFING & SHEET METAL	200.41
62603	CHECK	05/31/2018	ICC FLOORS	3,470.00
62604	CHECK	05/31/2018	IMEG CORP.	5,860.00
62605	CHECK	05/31/2018	INDIANA HISTORICAL SOCIETY	38.14
62606	CHECK	05/31/2018	INDIANAPOLIS FLEET SERVICES	1,983.53
62607	CHECK	05/31/2018	INDIANAPOLIS STAGE SALES AND RENTALS, INC	44.95
62608	CHECK	05/31/2018	J. W. PEPPER & SON, INC	502.18
62609	CHECK	05/31/2018	JEANNETTE HUESCA	50.00
62610	CHECK	05/31/2018	JP MORGAN CHASE BANK	13,946.77
62611	CHECK	05/31/2018	KATHRYN MILLIKAN	344.00
62612	CHECK	05/31/2018	KATIE KLOPP	39.88
62613	CHECK	05/31/2018	LABEL SOLUTIONS, LLC	371.04
62614	CHECK	05/31/2018	LEADERSHIP IQ	8,500.00
62615	CHECK	05/31/2018	MAYRA OSEGUERA	100.00
62616	CHECK	05/31/2018	OCLC INC	2,554.80
62617	CHECK	05/31/2018	OCLC INC	8,852.86
62618	CHECK	05/31/2018	PROFESSIONAL GARAGE DOOR SYSTEMS	285.00
62619	CHECK	05/31/2018	RADWAY PIANO SERVICE	190.00
62620	CHECK	05/31/2018	SAKURA FUQUA	150.00
62621	CHECK	05/31/2018	SHOWCASES	670.68
62622	CHECK	05/31/2018	SIGNARAMA DOWNTOWN INDIANAPOLIS	90.00
62623	CHECK	05/31/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	624.30
62624	CHECK	05/31/2018	U.S. POSTAL SERVICE	1,120.00
62625	CHECK	05/31/2018	VANCO	219.50
			Total	<u>\$ 3,231,498.09</u>

Summary by Transaction Type:

Computer Check	\$ 1,887,053.60
EFT Check	\$ 1,344,444.49
Total Payments	\$ 3,231,498.09
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Amount
714	CHECK	04/27/2018	ALLEN COUNTY PUBLIC LIBRARY	25.00
715	CHECK	04/27/2018	ANDREW P.REYNOLDS	15.00
716	CHECK	04/27/2018	ANGEL VELAZUEZ	41.70
717	CHECK	04/27/2018	ANTONIO RAMON ROSA	3.25
718	CHECK	04/27/2018	JENNIFER NUNNALLY	64.00
719	CHECK	05/03/2018	BARBARA ANN BUTTON	52.94
720	CHECK	05/03/2018	HEATHER EVERSON-TUTTLE	14.99
721	CHECK	05/03/2018	RANDEE E. EIMBER	17.95
722	CHECK	05/10/2018	HANCOCK COUNTY PUBLIC LIBRAR'	26.00
723	CHECK	05/10/2018	JOCELYN BRIANNE OPPENHUIS	10.50
724	CHECK	05/10/2018	KYLE JUSTIN DAVIS	2.30
725	CHECK	05/10/2018	ROSALIE MARIE BEHNING	14.99
726	CHECK	05/17/2018	TRACY WHITE	23.50
			Total	<u>\$ 312.12</u>

Summary by Transaction Type:

Computer Check	\$312.12
EFT Check	\$0.00
Total Payments	\$312.12
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
617	EFT	05/03/2018	ARCOIRIS RECORDS, INC.	6,500.00
618	EFT	05/03/2018	BAKER & TAYLOR	66.77
619	EFT	05/03/2018	FAMILYTIMEENTERTAINMENT,INC	350.00
620	EFT	05/03/2018	MIDWEST TAPE, LLC	343.50
646	EFT	05/10/2018	BAKER & TAYLOR	297.46
717	EFT	05/24/2018	BAKER & TAYLOR	422.75
718	EFT	05/24/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	63,243.90
748	EFT	05/31/2018	BAKER & TAYLOR	9.49
749	EFT	05/31/2018	MIDWEST TAPE, LLC	409.92
6445	CHECK	05/03/2018	ARBUCKLE & SONS LANDSCAPING CO.	675.00
6446	CHECK	05/03/2018	CHADWICK J. OFFUTT- GILLENWATER	300.00
6447	CHECK	05/03/2018	COLLEGE AVENUE BRANCH (PETTY CASH)	28.10
6448	CHECK	05/03/2018	CONTINENTAL BROADCAST GROUP, LLC	250.00
6449	CHECK	05/03/2018	DAMITA JO WILLIAMS	580.00
6450	CHECK	05/03/2018	DEBORAH ASANTE	500.00
6451	CHECK	05/03/2018	INDIANA ALCOHOL AND TOBACCO COMMISSI	50.00
6452	CHECK	05/03/2018	IRVINGTON BRANCH (PETTY CASH)	45.09
6453	CHECK	05/03/2018	JEREMY SOUTH	650.00
6454	CHECK	05/03/2018	JOHN SHERMAN	150.00
6455	CHECK	05/03/2018	LSC (PETTY CASH)	43.83
6456	CHECK	05/03/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	800.00
6457	CHECK	05/03/2018	PHOENIX RISING DANCE STUDIOS	130.00
6458	CHECK	05/03/2018	RUBY TREGNAGO	300.00
6459	CHECK	05/03/2018	SPRING MILL ELEMENTARY SCHOOL	191.88
6460	CHECK	05/03/2018	THE HARMON HOUSE L.L.C.	140.00
6461	CHECK	05/03/2018	YMCA - ARTHUR JORDAN BRANCH	70.00
6462	CHECK	05/10/2018	CHADWICK J. OFFUTT- GILLENWATER	75.00
6463	CHECK	05/10/2018	COLLEGE AVENUE BRANCH (PETTY CASH)	24.60
6464	CHECK	05/10/2018	CONTINENTAL BROADCAST GROUP, LLC	400.00
6465	CHECK	05/10/2018	CREATIVE AQUATIC SOLUTIONS, LLC	265.00
6466	CHECK	05/10/2018	E. 38TH ST (PETTY CASH)	61.21
6467	CHECK	05/10/2018	EILEEN CALL	196.42
6468	CHECK	05/10/2018	FALICIA BREWER, MA PRESIDENT	600.00
6469	CHECK	05/10/2018	INDY FT LIONS	75.00
6470	CHECK	05/10/2018	JEREMY SOUTH	1,000.00
6471	CHECK	05/10/2018	JESSICA NEEB-SMITH	266.40
6472	CHECK	05/10/2018	LUCIA M. GONZALEZ	1,000.00
6473	CHECK	05/10/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	200.00
6474	CHECK	05/10/2018	PHOENIX RISING DANCE STUDIOS	195.00
6475	CHECK	05/10/2018	PLEASANT RUN ELEMENTARY	100.00
6476	CHECK	05/10/2018	SHANIKA HEYWARD	188.74
6477	CHECK	05/10/2018	STEPHEN MCKENZIE	70.44
6478	CHECK	05/10/2018	WAYNE (PETTY CASH)	30.64
6479	CHECK	05/17/2018	CAREY INTERNATIONAL, INC.	101.14
6480	CHECK	05/17/2018	CHADWICK J. OFFUTT- GILLENWATER	175.00
6481	CHECK	05/17/2018	CONTINENTAL BROADCAST GROUP, LLC	400.00
6482	CHECK	05/17/2018	CROUCHING TIGERS	375.00
6483	CHECK	05/17/2018	EMBARQUE	189.60
6484	CHECK	05/17/2018	FATHERS & FAMILIES CENTER	1,000.00
6485	CHECK	05/17/2018	JEREMY SOUTH	250.00
6486	CHECK	05/17/2018	KNOW NO STRANGER, LLC	2,500.00
6487	CHECK	05/17/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	400.00
6488	CHECK	05/17/2018	MELINDA MULLICAN	155.55
6489	CHECK	05/17/2018	PHOENIX RISING DANCE STUDIOS	195.00
6490	CHECK	05/17/2018	RUBY TREGNAGO	300.00
6491	CHECK	05/17/2018	SHANIKA HEYWARD	164.97
6492	CHECK	05/17/2018	YARDART	170.00
6493	CHECK	05/17/2018	YMCA - ARTHUR JORDAN BRANCH	70.00
6494	CHECK	05/24/2018	ABRACADABRA	210.00
6495	CHECK	05/24/2018	ACTON ELEMENTARY	100.00
6496	CHECK	05/24/2018	CENTRAL LIBRARY (PETTY CASH)	90.55
6497	CHECK	05/24/2018	CHADWICK J. OFFUTT- GILLENWATER	150.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
6498	CHECK	05/24/2018	CONTINENTAL BROADCAST GROUP, LLC	250.00
6499	CHECK	05/24/2018	CREATIVE AQUATIC SOLUTIONS, LLC	210.00
6500	CHECK	05/24/2018	JACKIE KELLY	196.60
6501	CHECK	05/24/2018	JEREMY SOUTH	500.00
6502	CHECK	05/24/2018	KATHLEEN LARATTA	3.49
6503	CHECK	05/24/2018	LUIS OLIVA	250.00
6504	CHECK	05/24/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	400.00
6505	CHECK	05/24/2018	NANCY MOBLEY	109.35
6506	CHECK	05/24/2018	PHOENIX RISING DANCE STUDIOS	65.00
6507	CHECK	05/24/2018	RUBY TREGNAGO	300.00
6508	CHECK	05/24/2018	SHANIKA HEYWARD	10.00
6509	CHECK	05/24/2018	WFYI TELEPLEX	1,000.00
6510	CHECK	05/24/2018	YMCA - ARTHUR JORDAN BRANCH	140.00
6511	CHECK	05/31/2018	ABRACADABRA	500.00
6512	CHECK	05/31/2018	ABSOLUTELY FANTASTIC PARTIES FOR KIDS	425.00
6513	CHECK	05/31/2018	CHADWICK J. OFFUTT- GILLENWATER	150.00
6514	CHECK	05/31/2018	CROSSROADS DOCUMENT SERVICES	347.00
6515	CHECK	05/31/2018	FRANKLIN ROAD (PETTY CASH)	45.98
6516	CHECK	05/31/2018	HOLLY GARRETT	100.00
6517	CHECK	05/31/2018	JESSICA TRINOSKY	85.30
6518	CHECK	05/31/2018	JUMP FOR JOY	150.00
6519	CHECK	05/31/2018	KRIS GOULD	50.80
6520	CHECK	05/31/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	400.00
6521	CHECK	05/31/2018	NORA (PETTY CASH)	36.36
6522	CHECK	05/31/2018	PHOENIX RISING DANCE STUDIOS	65.00
6523	CHECK	05/31/2018	YMCA - ARTHUR JORDAN BRANCH	70.00
Total				<u>\$ 94,152.83</u>

Summary by Transaction Type:

Computer Check	\$ 22,509.04
EFT Check	\$ 71,643.79
Total Payments	\$ 94,152.83
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

June 25, 2018

PERSONNEL ACTIONS

RESOLUTION 22-2018

NEW HIRES:

- Meghan Baker, Hourly Summer Reading Clerk, Garfield Park, \$10.50 per hour, Effective: 05/21/2018
- Luke Fillenwarth, Hourly Summer Reading Clerk, Franklin Road, \$10.50 per hour, Effective: 05/21/2018
- Ashley Maxwell, Hourly Summer Reading Clerk, Decatur, \$10.50 per hour, Effective: 05/21/2018
- Marianne Stephens, Hourly Summer Reading Clerk, Decatur, \$10.50 per hour, Effective: 05/21/2018
- Emily Koons-Brady, Page, Irvington, \$9.15 per hour, Effective: 05/21/2018
- Shelby Hopewell, Hourly Summer Reading Clerk, College, \$10.50 per hour, Effective: 05/21/2018
- Eamon Laughlin, Hourly Summer Reading Clerk, Nora, \$10.50 per hour, Effective: 05/21/2018
- Brian Robinson, Hourly Summer Reading Clerk, East 38th, \$10.50 per hour, Effective: 05/21/2018
- Andrea Harshbarger, Hourly Summer Reading Clerk, Lawrence, \$10.50 per hour, Effective: 05/21/2018
- Katherine Mcginn, Hourly Summer Reading Clerk, East Washington, \$10.50 per hour, Effective: 05/21/2018
- Danielle Adams, Page, East 38th, \$9.15 per hour, Effective: 05/21/2018
- Grant Schoening, Page, Franklin Road, \$9.15 per hour, Effective: 05/24/18
- Patricia Ramirez, Page, Franklin Road, \$9.15 per hour, Effective: 05/24/2018
- Maralise Smith, Hourly Summer Reading Clerk, Spades Park, \$10.50 per hour, Effective: 05/24/2018
- Jessica Johnson, Page, Irvington, \$9.15 per hour, Effective: 05/24/2018
- Ian Gulyas, Hourly Summer Reading Clerk, Learning Curve, \$10.50 per hour, Effective: 05/24/2018
- Abigail Edminster, Hourly Summer Reading Clerk, Learning Curve, \$10.50 per hour, Effective: 05/24/2018
- Anthony Rucker, Hourly Summer Reading Clerk, Learning Curve, \$10.50 per hour, Effective: 05/24/2018
- Latonya Carson, Hourly Summer Reading Clerk, West Indianapolis, \$10.50 per hour, Effective: 05/27/2018
- Rubin Foley, Hourly Summer Reading Clerk, Learning Curve, \$10.50 per hour, Effective: 05/24/2018
- Aniyah Powell, PLA Inclusive Intern, Flanner House, \$10.00 per hour, Effective: 06/05/2018
- Madison Blackwell, Hourly Summer Reading Clerk, Wayne, \$10.50 per hour, Effective: 06/05/2018
- Aaliyah Barnett, Page, Brightwood, \$9.15 per hour, Effective: 06/05/2018
- Ashabul Alam, Hourly Summer Reading Clerk, Learning Curve, \$10.50 per hour, Effective: 06/05/2018
- Frances Opferman, Page, Glendale, \$9.15 per hour, Effective: 06/05/2018
- Jazmin Weaver, Page, Glendale, \$9.15 per hour, Effective: 06/05/2018
- Isaac Swisher, Page, Glendale, \$9.15 per hour, Effective: 06/05/2018
- Kellie Terry, Project Coordinator, Communications, \$18.40 per hour, Effective: 06/05/2018

INTERNAL CHANGES:

- Brigid Maguire from Page at Irvington, \$9.33 per hour to Hourly Summer Reading Clerk, Irvington, \$10.50 per hour, Effective: 05/27/2018
- Rachel Oliver from Page at Lawrence, \$9.15 per hour to Hourly Summer Reading Clerk, Lawrence, \$10.50 per hour, Effective: 05/27/2018
- Meliyah Harris from Page at Lawrence, \$9.33 per hour to Hourly Summer Reading Clerk, Lawrence, \$11.85 per hour, Effective: 05/27/2018
- Gwynellyn Dimick from Library Assistant II, Part-Time, Glendale to Library Assistant II, Full-Time, Glendale, No Change in Pay, Effective: 05/27/2018
- Anne Albertin from Page, Lawrence to Page, Nora, No Change in Pay, Effective: 05/27/2018
- Barbara Trulock from Page, Glendale, \$9.52 per hour to Hourly Library Assistant II, Glendale, \$12.40 per hour, Effective: 05/27/2018
- Carrie Hale from Hourly Library Assistant II, Lawrence to Library Assistant II, Full Time, Southport, No Change in Pay, Effective: 06/24/2018
- Kera Rice from Library Assistant II, Part-Time, Southport to Library Assistant II, Full Time, Southport, No Change in Pay, Effective: 06/10/2018
- Janeika Matthews from Hourly Summer Reading Clerk, Outreach to Hourly Summer Reading Clerk, Garfield Park, No Change in Pay, Effective: 06/01/2018
- Joe Fox from Supervisor Librarian, Irvington, \$21.46 per hour to Public Services Associate II-Outreach, Part-Time (20 Hours), \$16.85 per hour, Effective: 06/10/2018
- Jeffrey Edminster from Database Administrator, Application & Web Development, \$36.91 per hour to Interim Manager, Data & Web Services, \$40.60 per hour, Effective: 05/27/2018
- Jay Albertson from Library Asst. II, Outreach to Bookmobile Driver/Clerk, Outreach, \$13.00 per hour, Effective: 06/10/2018
- Samuel Lambert from Page, East 38th, \$9.03 per hour to Hourly Summer Reading Clerk, East 38th, \$10.50 per hour, Effective: 06/10/2018
- Gloria Pleasant from Page, Franklin Road to Page, Lawrence, No Change in Pay, Effective: 07/08/2018

RE-HIRES:

- Greta Herbertz, Hourly Summer Reading Clerk, Irvington, \$10.50 per hour, Effective: 05/21/2018

SEPARATIONS:

- Beth Edwards, Hourly Library Assistant II, Southport, 17 years and 10 months, Effective: 06/30/2018
- Nia Highbaugh, Page, Lawrence, 7 months, Effective: 04/09/2018
- Soham Oza, Computer Lab Assistant II, Central, 9 months, Effective: 05/24/2018
- Sarah Maggard, Page, Fountain Square, 2 years, Effective: 05/16/2018
- Emma Croxford, Page, Franklin Road, 1 year, Effective: 05/25/2018
- Victoria Guenther, Hrly Library Asst. II, Glendale, 17 days, Effective: 05/25/2018
- Donna Bowron, Page, Nora, 28 years and 8 months, Effective: 05/03/2018
- William Ross Reagan, Hrly Job Center Asst., Brightwood, 5 months, Effective: 05/31/2018
- Amy McBride, Hrly Library Asst. II, Southport, 3 months, Effective: 05/29/2018
- Denyse Thorpe, Hrly Public Services Associate I, Southport, 29 years and 7 months, Effective: 06/30/2018

- Christina Foster, Hrly Public Services Associate I, Central, 18 years, Effective: 06/01/2018
- Jessica Rohn, Hrly Library Assistant II, Lawrence, 4 years and 11 months, Effective: 04/29/2018
- Dianne Reed, Page, Warren, 1 year and 4 months, Effective: 05/31/2018
- Jeanne Sheehan, Mgr., App & Web Development, 20 years and 11 months, Effective: 05/31/2018

INACTIVE: (None Reported)

RE-ACTIVATE:

- Emily Rasmussen, Hourly Summer Reading Clerk, Part-Time (20 Hours), \$11.85 per hour, Effective: 05/27/2018
- Kestrel Jones, Hourly Summer Reading Clerk, Pike, \$11.85 per hour, Effective: 05/27/2018
- Sarah Jones, Hourly Summer Reading Clerk, Pike, \$10.50 per hour, Effective: 05/27/2018
- Nancy Koehring, Page, College, \$9.33 per hour, Effective: 05/23/2018
- Katherine Danforth, Hourly Summer Reading Clerk, Lawrence, \$10.50 per hour, Effective: 05/30/2018
- Laura Miller, Hourly Summer Reading Clerk, Lawrence, \$11.85 per hour, Effective: 05/30/2018

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

TRAVEL AND TRAINING ACTION

RESOLUTION 22 - 2018

WHEREAS it is the opinion of the board that the following individuals:

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

Name	Branch/ Department	Cost Center	City/State	Conference Name	Fund	Registration	Lodging	Travel/Mileage	Per Diem	Total
Tiffani Carter	WIN	2020	Indianapolis, IN	Supervising/Managing People	10	\$ 599.00		\$ 40.00		\$ 639.00
Tami Edminster	PDA	1500	Cincinnati, OH	2018 ALSC National Institute	10	\$ 475.00	\$ 600.00	\$ 154.00	\$ 60.00	\$ 1,289.00
Amy Friedman	Curve	1403	Cincinnati, OH	2019 ALSC National Institute	10	\$ 475.00	\$ 600.00	\$ 106.00	\$ 60.00	\$ 1,241.00
Meaghan Fukunaga	CMSA	1200	Columbus, OH	CONTENT dm Group Meeting	10		\$ 139.00	\$ 192.93	\$ 30.00	\$ 361.93
Judy Gray	GLD	2003	Cambridge, MA	Future of Library Design	10	\$ 1,950.00	\$800.00	\$ 260.00	\$ 90.00	\$ 3,100.00
Marainne Kruppa	CAS	1402	Indianapolis, IN	Opportunity Indianapolis	10	\$ 650.00		\$ 50.00		\$ 700.00
Deb Lambert	CMSA	1200	Baltimore, MD	2018 Urban Libraries Council	10	\$ 545.00	\$ 550.00	\$ 350.00	\$ 60.00	\$ 1,505.00
Katherine Lerg	HR	1700	Atlanta, GA	What Great Managers Do	10	\$ 648.00	\$ 600.00	\$ 700.00	\$ 90.00	\$ 2,038.00
Katherine Lerg	HR	1700	Indianapolis, IN	Supervising/Managing People	10	\$ 599.00				\$ 599.00
Mary Luzader	EAG	2007	Muncie, IN	Youth Services Conference	10	\$ 255.00	\$ 140.00	\$ 60.00	\$ 30.00	\$ 485.00
Nancy Poppleton	GLD	2003	Muncie, IN	Youth Services Conference	10	\$ 150.00		\$ 60.00		\$ 210.00
Shellie Rich	Curve	1403	Cincinnati, OH	2018 ALSC National Institute	10	\$ 475.00			\$ 60.00	\$ 535.00
Sarah Walker	GLD	2003	Muncie, IN	Youth Services Conference	10	\$ 150.00		\$ 60.00		\$ 210.00
Melissa Wooton	NOR	2014	Cambridge, MA	Future of Library Design	10	\$ 1,950.00	\$800.00	\$ 260.00	\$ 90.00	\$ 3,100.00
Cheryl Wright	HR	1700	Indianapolis, IN	Supervising/Managing People	10	\$ 599.00				\$ 599.00
Cheryl Wright	HR	1700	Atlanta, GA	What Great Managers Do	10	\$ 648.00	\$ 600.00	\$ 700.00	\$ 90.00	\$ 2,038.00
								TOTAL		\$ 18,649.93
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
JUNE 12, 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, June 12, 2018 at 5:10 p.m. pursuant to notice given.

1. **Call To Order**

Ms. Sanders called the meeting to order.

2. **Roll Call**

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

Members absent: Mr. Andrews, Ms. Charleston and Rev. Robinson

COMMITTEE REPORTS

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

Briefing Report – Presentation of the Brightwood Branch Project

- Rhonda Oliver, Brightwood Branch Manager, reported on the four separate community engagement meetings held to solicit input from the community on the design of the new Branch.
- Brian Robinson from Axis Architecture + Interiors, LLC made a presentation of the exterior design aspects for the Brightwood Branch Project to the Facilities Committee.

Resolution – Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project

- Resolution was presented at Committee but not discussed due to a lack of quorum. The Resolution will be included in the Board Packet for discussion and approval.

Briefing Report - Michigan Road Branch Construction Progress

- Enclosure of the structure with plywood sheathing is progressing on schedule. Under slab plumbing has been completed, with electrical to be complete by June 11. Installing floor slab scheduled for June 14. Finalizing coordination activities for the work on Michigan Road for connection of the sanitary and storm sewer lines. The work on Michigan Road is scheduled to occur the week of June 18, 2018.

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

- Resolution was presented at Committee but not discussed due to a lack of quorum. The Resolution will be included in the Board Packet for discussion and approval.

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

Summary Construction Budget Update

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

- Furniture Budget - \$340,000
- Construction Contingency - \$570,600
- Expenses to Contingency - \$34,411
- Remaining Contingency - \$536,189
- Percent Remaining Contingency – 93%

Briefing Report For Scheduled July 2018 Action Items:

July is scheduled to have four (4) separate Board Action Requests for approval to award contracts.

- 1) Approval to Award Fixtures, Furniture, and Equipment Purchase Contracts for the Eagle Branch Project

The Invitation to Quote will have three (3) separate packages with separate quote components for the individual FFE items in the packages.

- Package #1: Shelving and specialties including the information desk.
- Package #2: Furniture, including tables, chairs, lounge seating, and office furniture.

- Package #3: Facility accessories, including storage shelving, waste receptacles, and clocks.

The Invitation to Quote was issued on June 12, 2018. A Pre-quote Conference was held on June 19, 2018. Sealed Quotes are due on July 3, 2018.

The Invitation to Quote will have separate quote components for the Services to facilitate the most advantageous pricing for IndyPL. The total budget for the work is \$374,000, and will be funded by the Series 2017B Bond Fund (Fund 478).

2) Approval to Award Construction Services Contract for the Beech Grove Branch Update Project

In support of the Strategic Plan, an update project was identified for the Beech Grove Branch to improve patron services. The Project will include these components:

- Move the interior entrance into the Branch closer to the entrance most used by patrons.
- Open the Information and Circulation Desk into the Gallery Hall to create a single welcoming and monitoring point for the entrance.
- Add space to the Children's area by reallocating underutilized rooms in the Staff area.
- Reorganize and shorten the shelving heights to increase the openness of the Library.
- Increase patron seating.
- Add power to patron study tables.
- Provide accommodations for digital signage.

A Pre-bid Conference was held on June 20, 2018. Sealed quotes are due on June 29, 2018.

The total budget for the work is \$110,000, and will be funded by the Operating Fund (Fund 101).

3) Approval to Award Construction Services Contract for the LSC Window Flashing Repair Project

- For the past 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 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.
 - A Pre-bid Conference was held on June 18, 2018. Sealed bids are due on June 28, 2018.
 - The total budget for the work is \$250,000, and will be funded by the Series 2018A Bond Fund (Fund TBD).
- 4) Approval to Award Construction Services Contract for the Irvington Branch Annis Civic Plaza Project
- Working closely with The Historic Irvington Community Council and the Irvington Development Organization, the Irvington Branch can address a need in the community for an outdoor gathering place. A civic plaza on the Branch grounds in the large and underutilized lawn, would serve as a common space and focal point for both Branch and community activities. Community activities include the annual Irvington Halloween Festival and Irvington Folk Festival. An outdoor venue enhances options for IndyPL events we already host during these weeklong festivals. A civic plaza would provide space for many new outdoor program opportunities and will continue to enhance the vibrancy of Irvington.
 - Through a generous gift from the R.B. Annis Educational Foundation, the construction of the Civic Plaza will be completed using Gift funds, with a significant investment in an endowed maintenance fund for the long-term care and updating of the Plaza. In recognition of this gift, the plaza will be named the Elmira Annis Civic Plaza at the Irvington Branch Library.
 - As part of the Project, we will incorporate public art and sculpture into the Plaza in partnership with the Basile Center for Art, Design, and Public Life and students from the Herron School of Art. Herron Professors Eric Nordgulen and Greg Hull actively worked with students and IndyPL in the process to design and select the proposed sculptures.

The Project will include these components:

- Paved area for events with perimeter bench seating and a small raised platform.
- A rain garden with interpretive signage.
- Native plants and shade trees.
- Recognition signage for the Annis Educational Foundation
- Two functional art bench installations.
- A mosaic art installation in the paving.
- Freestanding sculpture installation along Washington Street.

The Irvington Branch is in the Irvington Historic District. The work for the Civic Plaza will require approval by the Indianapolis Historic Preservation Commission.

The Invitation to Quote was issued on June 13, 2018 to five (5) Vendors known to be capable of successfully completing the Project. The Scope of Work was developed by the landscape architect, Mader Design, Indianapolis, IN, working closely with IndyPL Branch and Facilities Staff. All construction work will be scheduled for completion prior to the Halloween Festival in October 2018.

A Pre-bid Conference was held on June 18, 2018. Sealed quotes are due on July 3, 2018.

The total budget for the construction services work is \$50,000, and will be funded by the Gift Fund (Fund 800).

Current Project Update

- Site options evaluation continues for the Glendale Branch Replacement Project. To assist in the evaluation, Facilities staff will prepare an RFQ for selection of an architect for the Project. This process will be similar to the one utilized to select architects for the Fort Benjamin Harrison Branch Project.

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

4a. Resolution-Policy Clean Up

Katherine explains that the Resolution to clean up the Human Resources section of the Library Policy Manual is to update policies for PTO which now applies to all benefit eligible employees pursuant to the new CBA that was approved on February 26, 2018. This item is moved forward to the Library Board Meeting.

4b. Formation of Two New Staff Committees

Katherine talks about the two new staff committees that have been formed, the LGBTQ Plus Services Committee and the Employee Recognition Committee. She advises that

Cheryl Wright will be the HR Liaison to the LGBTQ Plus Services Committee. She explains that the Employee Recognition Committee was formed to recognize employees' contributions throughout the year. She explains that both committees are in the early stages.

Jackie encourages members of the Board to provide links/information to HR if they have ideas pertaining to either committee.

5. **Finance Committee (TBD; Lillian L. Charleston, Joanne M. Sanders) – Staff Liaison: Ije Diké-Young**

- a. **Briefing Report – 2019 Budget Overview.** Ms. Dike-Young presented an overview of the Library’s 2019 Budget and distributed a calendar of the budget process. She noted that at the July 10th Board Committee meeting, she will have a draft budget to review in detail. A public hearing on the budget will be conducted during the August 14th Board Committee meeting and the budget will be up for adoption at the August 27 Board Meeting. Once the Library Board has approved the 2019 budget, it will be presented to the City-County Council for review. The Council will approve the budget at their October 15th, 2018 meeting and finally the Department of Local Government Finance will review and approve the Library’s budget in February 2019.

Ms. Dike-Young stated that she estimates the Library’s revenue will increase by 3.4% in 2019. This is based on the six year average of personal income. She then reviewed general characteristics of the Library’s 2019 budget:

- Character 1: Personal Services – Salary and Fringe Benefits: Planned overall increase of approximately 4%. This includes the 2% merit pool plus and additional \$90,000. A salary adjustment of \$32,000 is also included to allow the Library to raise the base pay of pay grades 102 and 103 to \$13/hour. This does not include pages or hourly summer reading clerks. A 7% increase in the cost of health insurance has been estimated, this includes contributions to employee HSAs. Also included in the budget for this character are funds for the continuation of the Library’s wellness program. The Library will maintain its contribution rates to FICA and PERF. The FICA contribution is set by the Federal Government at 7.65%. The Library pays both the required employer and employee contributions to PERF at 11.2% and 3%, respectively.
 - Character 2: Supplies - Overall increase of 2%. This includes materials that fall below the threshold for capital expenses (laptops, small pieces of furniture), cleaning supplies, and library supplies such as DVD security cases, library cards.
 - Character 3: Other Charges and Services – This character includes the cost of utilities and non-tangible collection items (e-books, e-audiobooks,etc). A transfer of \$590,000 to the Library Improvement Reserve Fund is planned to fund the Central temperature controls energy saving project and the lighting controls upgrade project.
 - Character 4: Capital – Collection Materials and other equipment such as public PCs, other computer equipment, and facility capital expenditures.
- b. **Briefing Report – Liability Insurance.** Marty Dezelan from Arthur Gallagher Risk Management was present to discuss the Library’s Liability Insurance renewal for the coverage year 8/1/18-7/31/19. Staff recommends the Library renew its contract with the Hartford for the coverage year 8/1/18-7/31/19. The Hartford has quoted premiums at \$375,221 which is a 2.1% increase from the previous year. Mr. Dezelan reviewed the changes in the Library’s exposures for this policy period:
- Property values have increased 1.5%.
 - Fine Art values have increased 15.3%.
 - Payroll increased by 2.3%.

- Vehicle count remained the same.
- Worker's Compensation: This is an area where the Library has had trouble in the past. In 2015, the Library's experience modification (mod) was 2.06. Since then, the Hartford has worked with the Library in lowering their mod. In 2018, the Library's mod has decreased to 1.57.

Mr. Dezelan then reviewed how these changes affected the Library's premiums for the upcoming policy year: Property increasing by 1.9%.

- General Liability increasing by 4.3%.
- Automobile increasing 4.5%. Mr. Dezelan explained that this increase is industry-wide and can be attributed to the low unemployment rate (more cars on the road) and increase in incidents of distracted driving.
- Worker's Compensation increasing by 1.8%.
- Brokerage Fee remaining the same at \$17,000.

- c. **Resolution - Approval to Negotiate and Sign a Contract for Catalog Discovery Services with Bibliocommons, Inc.** Debra Champ, IT Director and John Helling, Public Services Director presented information about Bibliocommons, Inc. Bibliocommons is a service that adds a discovery layer to the Library's catalog (accessible through the Library's website) which will allow patrons to review books and follow other reviewers, staff to post recommendations, and makes the Library's catalog a little more social. It also allows patrons to use natural language when searching so that if a patron searches for "Batman Jack Nicholson", results related to the Batman movie with Jack Nicholson in it will be returned. Currently, if this search was performed in the Library's existing discovery layer, results that only contain the words Batman, Jack, and Nicholson will be returned. Mr. Helling performed this search as an example and (using IndyPL's discovery layer) only one result was returned and it was the Batman tv show from 1966. Additionally, Bibliocommons allows the Library to advertise other programs and services related to patrons' searches. If someone should search for books on learning Spanish, Bibliocommons might also suggest the Mango Languages database that the Library subscribes to or programming offered at one of its branches. The Library recommends implementing Bibliocommons at the same time they launch their new website in January 2019. This will also allow staff and patrons to become acclimated to this new service before the Library implements their new Integrated Library System.
- d. **Other Business** – Ms. Sanders congratulated Ms. Dike-Young and her staff on a clean audit.

6. Other Business

Ms. Sanders announced that Board member Lillian Charleston has submitted her resignation letter from the Board effective June 30, 2018. She provided copies of the letter to the Board members. Ms. Sanders commented that this is certainly our loss. Ms. Charleston has been very involved in all the Library's new buildings. The County Commissioners will be notified of this development so that they may begin the selection process for a new Board member.

Ms. Payne thanked Jackie Nytes, the Library’s Chief Executive Officer, for her attendance at today’s meeting with the Principal of Crispus Attucks concerning the loss of that school’s library and their media specialist. Ms. Nytes provided some various avenues for Attucks to consider that might prove helpful going forward.

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

- a. **Regular Board Meeting** – Monday, June 25, 2018, at the Spades Park Branch Library, 1801 Nowland Avenue, at 6:30 p.m.
- b. **Library Board Committees Meeting** – July 10, 2018, at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

8. Adjournment

Ms. Sanders declared the meeting adjourned at 6:50 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

Continuing through August – “Adult Summer Reading Program.” It’s not only children who get to have all the fun this summer at the Library! Adults can choose from an extensive reading list surrounding the theme of “Everyday Superheroes” and participate in special programming at Library and community locations. There’ll be programs on superhero trivia, food tastings, writing workshops, film screenings, a downtown walking tour, a tour at Newfields, book discussions, and more. Learn more at indypl.org.

June 30 at 3 p.m. – “Cyberia Technology Series.” Learn new technology skills to expand the mind or for fun during this program presented in partnership with the Cyberia Makerspace and Research Community. The topic of this program will be “Make a Smart Nightlight: Soldering and Arduino Prototyping.” Held at the East 38th Street Branch.

July 1 & 15 at 2 p.m. – “Classical Concerts at Central.” Individuals of all ages are invited to experience the dynamic world of chamber music during these free concerts presented by members of the Indianapolis Symphony Orchestra. The performances will held in the beautiful Clowes Auditorium at Central Library.

July 2 & 16 at 3 p.m. and July 12 & 26 at 10:30 a.m. – “Computer Tips & Tricks.” Looking to brush up on your computer skills? You can receive free one-on-one help with questions regarding the use of your computer or mobile device. This session will include how to use apps, the Internet, email and any Microsoft Office application. Held at the Eagle Branch.

July 11 at 6 p.m. – “Simple and Affordable Plant-Based Cooking.” Join Colleen Kincius as she teaches cooking tips for transforming vegetables into a delicious and nutritious meal during this cooking demonstration and food tasting presented by Indy VegFest. Seating is limited. Registration is required by visiting www.eventbrite.com. Held at Central Library.

July 13 from 5 - 6 p.m. – “Anti-Slavery Digitization Project.” Help preserve the history of abolition and the Civil War by transcribing scanned images of handwritten correspondence between anti-slavery activists as well as soldiers’ military service records. The collections of historic documents are part of the digitized collections of the African American Civil War Museum and the Boston Public Library. Held at the East 38th Street Branch.

July 14 at 3 p.m. – “Give Pollinators a Chance: Plant Native.” Make your garden a habitat capable of supporting bees and other pollinators necessary for a third of our food crops. The program, sponsored by the Indy Garden Club, will include a visual tour of native plants that can make a garden sparkle while providing for the pollinators that are important for the food chain. Held at the Glendale Branch.

July 21 from 1 - 4 p.m. – “Robin Ligon-Williams: Africa Is Alive in the Black Indians of New Orleans.” Author Robin Ligon-Williams will discuss her powerful ethnologic study sourced from extensive interviews with Black Indian tribal members, curators and spiritualists. It investigates the embodied memory represented in Black (Mardi Gras) Indian culture and the enduring connection between indigenous Americans and enslaved Africans. Held in the Center for Black Literature & Culture at Central Library.

We hope to see you at these exciting events!