



## Library Board Meeting Agenda

### **Indianapolis-Marion County Public Library**

**Notice Of The Regular Meeting  
March 27, 2017**

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

**East Washington Branch Library  
2822 East Washington Street  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 22nd Day Of March, 2017**

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

### **-- Regular Meeting Agenda --**

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

### **3. Branch Manager's Report**

Doriene Smither, Manager, East Washington Branch, 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, February 27, 2017 (enclosed)**

## **COMMITTEE REPORTS**

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

#### **a. Report of the Treasurer – February 2017 (enclosed)**

#### **b. Calendar and Approval Process for 2018 Budget (enclosed)**

#### **c. Briefing Report – RFID Equipment RFP (enclosed)**

- 7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)**
    - a. **Briefing Report – IndyPL Diversity Overview** (enclosed)
  
  - 8. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)**
    - a. **Resolution 12 – 2017** (Authorization to Purchase Property Located at Approximately 6201 North Michigan Road for the Michigan Road Branch Project) (enclosed)
  
  - 9. Library Foundation Update (Dr. Terri Jett, Library Board Representative)**
  
  - 10. Report of the Chief Executive Officer**
    - a. **Dashboards and Statistics**
      - 1) **Monthly Performance Dashboard – February 2017** (enclosed)
    - b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
    - c. **February Media Report and 2016 Annual Report** (enclosed/at meeting)
    - d. **Report on Services to the Incarcerated at IndyPL** – John Helling, Director, Public Services, will give the Report. (enclosed)
    - e. **Confirming Resolutions:**
      - 1) **Resolution Regarding Finances, Personnel and Travel (13 – 2017)**
- Enclosed.

## UNFINISHED BUSINESS

11.

## NEW BUSINESS

12.

## DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

**April, 2017** - To Be Determined

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committees Notes – March 14, 2017** (enclosed)

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

- a. **Board Meetings for 2017** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through April 23, 2017.**  
(enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, April 11, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.



## **16. Notice of Special Meetings**

## **17. Notice of Next Regular Meeting**

Monday, April 24, 2017, at the Brightwood Branch Library, 2435 North Sherman Drive, at 6:30 p.m.

## **18. Other Business**

## **19. Adjournment**



**East Washington Library**  
2822 East Washington Street  
Indianapolis, IN 46201



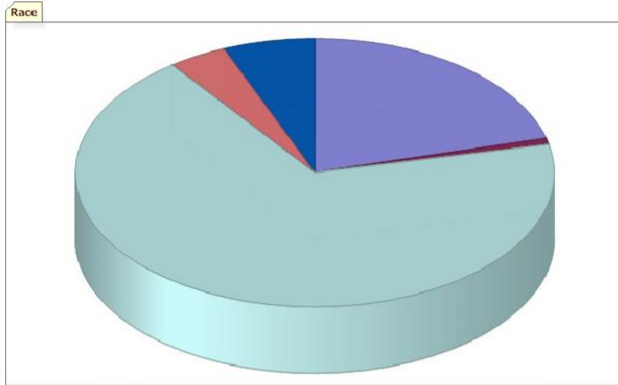
***Who we are***

- 2 FT Librarians
- 1 FT Library Services Supervisor
- 1 FT Computer Lab Assistant



***Who we serve:***

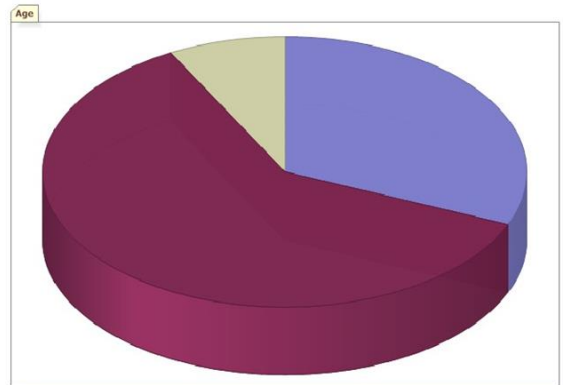
- Total base population is 10,817<sup>1</sup>
- 45.85% of the population live in poverty
- 14% of the population is Spanish speaking
- Area served: 2.82 square miles
- Schools: 1 public (IPS) and 4 private
- Churches: 18 churches, several feature Spanish services
- 18 different countries are represented in the service area with Spanish being the most spoken language in 8 of those countries



20.84%	African American Population	%	Hawaiian/Pacific Islander Population
.76%	American Indian Population	3.94%	Multiple Race Population
%	Asian Population	6.21%	Other Race Population
68.25%	Caucasian Population		

**Race:**

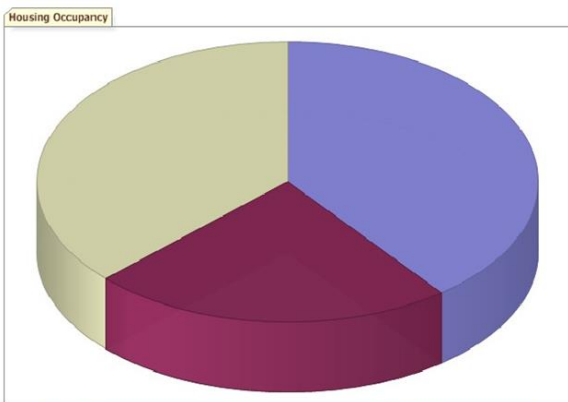
- 20.84% African American
- .76% American Indian
- 68.25% Caucasian
- 3.94% Multiple race
- 6.21% other



31.36%	Population Under Age 18	60.81%	Population Age 18 to 64	7.83%	Population Age 65 and Over
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**Age:**

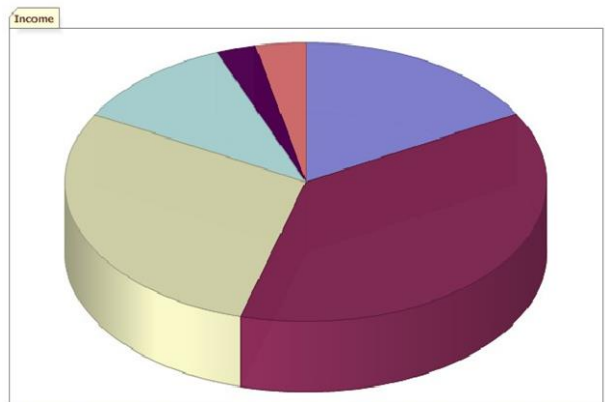
- 31.36% under Age 18
- 60.81% Age 18—64
- 7.83% Age 65 and over



39.51%	Vacant Housing Units	23.4%	Owner Occupied Units	37.09%	Renter Occupied Units
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**Housing occupancy:**

- 39.5% vacant
- 23.4% owner occupied
- 37% rental



16.86%	Households with Income Less Than \$10,000	10.9%	Households with Income \$50,000 to \$74,999
37.5%	Households with Income \$10,000 to \$24,999	2.64%	Households with Income \$75,000 to \$99,999
28.7%	Households with Income \$25,000 to \$49,999	3.4%	Households with Income \$100,000 or More

**Income:**

- 16.86% with income less than \$10,000
- 37.5% with income \$10,000-24,999
- 28.7% with income \$25,000-49,999
- 10.9% with income \$50,000-74,999
- 6.04% with income \$75,000+

### **How we serve:**

- 7433 registered borrowers
  - 40,184 door count in 2016
  - 45,962 circulation in 2016
  - 3357 items in collection on 3/1/2017
  - 21,037 computer users (sessions) in 2016
  - 2543 reference and service helps in 2016
- 

<sup>1</sup>SAVI Community profiles, 2014

### **Our Story:**

The East Washington Library has a long history within the community and within the IMCPL system. The branch was dedicated Nov. 14, 1911 and was the first of five branches constructed with a \$120,000 construction grant from the Andrew Carnegie Foundation in 1909. Until its doors were closed for a renovation project in April, 2016, it was the oldest building in constant use as a library in Marion County. In 2002, The Historic Landmarks Foundation of Indianapolis officially recognized this by presenting a Historic Preservation Award for Continued Use. The community helped celebrate the branch's Centennial on Saturday, November 12, 2011. And in 2016, it was listed in the National Register of Historic Places.

The library reopened on February 24, 2017, after a \$2.4 million, 11 month remodeling project, the first major renovation since it opened in 1911. During that time, the branch was completely closed for three and a half months, and operated out of a small, temporary location for almost eight months. That caused a significant drop in all usage numbers. The building project added 2200 square feet of additional space, including a new computer lab, two quiet study rooms and a beautifully remodeled community room. The addition of an elevator made it handicapped accessible for the first time, as well. But all improvements were done with the goal of preserving the historic character of the building.

The neighborhood has changed significantly over the years and is quite diverse. The branch is located in an area where faith based agencies serve the homeless. Good News Ministries operates a family shelter, men's shelter, youth center, health clinic, and thrift store from a cluster of several buildings. The Center for Women and Children (formerly the Care Center) is a part of Wheeler Mission Ministries and provides shelter and services to women and their children who have left abusive relationships. The residents of the various shelters often spend part of their day in the branch using computers and reading. Staff assist and train patrons with computer skills needed for emails, job applications, government assistance and other needs. Much of this assistance is on-demand, but patrons with specific needs may also schedule time for one-on-one assistance.

Eighteen Internet computers (including two express computers) provide a source of entertainment, job information and a means of keeping in touch. An additional computer offers only the library catalog and databases. Two AWE computers for young children offer early learning games.

Children from the Center for Women and Children are served by monthly storytime visits, as are other local daycares, including Daystar Preschool, and Little Dove Preschool. It has been a challenge to attract individual families to programs offered. This is true for programs for all ages. Many children's programs are scheduled with the daycares in mind, and the computer assistance for adults is far more useful by being patron driven rather than scheduled by the library.

The branch maintains relationships with several organizations in the area by attending meetings, or at the least, sending out branch calendars. Several of those organizations are Englewood CDC, NESCO and the Boner Center. In addition, a senior housing complex has been built across the street from the branch, and we hope to develop a good relationship with those residents. Finally, the library is situated in a Great Places neighborhood and a Promise zone as well. We anticipate a great deal of activity and neighborhood improvement connected with those designations. Already, there is a senior housing development across the street with phase two ready to begin. And the P.R. Mallory factory down the street is going to become a Purdue high school. We look forward to the next few years of growth in the neighborhood and many new partnerships.

Doriene Smither  
Manager  
East Washington Branch  
The Indianapolis Public Library  
(317) 275-4365  
[www.imcpl.org](http://www.imcpl.org)



"Limitless Possibilities"

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 27, 2017**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at the Glendale Branch Library, 6101 North Keystone Avenue, on Monday, February 27, 2017 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

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

**2. Roll Call**

At this time, Dr. Wantz introduced Joanne Sanders as the newest member of the Library Board. He advised that Ms. Sanders was appointed to the Board by the County Commissioners. He asked everyone to join him in welcoming Ms. Sanders to the Board.

*A round of applause occurred at this time.*

Ms. Sanders stated that she appreciated this appointment and looks forward to what’s happening at Central and at the outlying libraries. She advised that Glendale is her “home” library because of its proximity to her residence. Ms. Sanders expressed her appreciation for the forward thinking that’s part of the planning for Central over the next year or two. She noted that she also looks forward to her participation on the Finance and the Facilities committees.

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

Members absent: Ms. Payne.

**3. Branch Manager’s Report**

Melissa Wooton, Manager, Glendale Branch, discussed the Report that had been distributed to the Board. She reminded everyone that the branch has been in its current location for ten years. Ms. Wooton commented on the popularity of childhood literacy, computer and cultural programs at the branch. Plans include adding more school-age programs and Tinker Station offerings later in the year. The various study rooms, community room and the quiet room are always in constant demand by patrons at the branch. She also noted that branch staff work with many partners in the community including the Broad Ripple Village Association, Keystone Business Community Association and the Indiana State Fairgrounds. The branch is fortunate to have a good

blend of seasoned and newer staff members. Everyone at the branch enjoys serving the patrons.

Ms. Wooton announced that the branch looked exceptionally good tonight because members of the Butler University Tri Delta Sorority had come in over the weekend and given this location a spring cleaning.

#### 4. **Public Comment and Communications**

##### a. **Public Comment**

Jenny Herron, School Library Manager for Cathedral High School, addressed the Board. Ms. Herron discussed the value of Cathedral's participation in IndyPL's Shared System. She mentioned that it relieves her of the need to process and catalog materials and allows her more one-on-one time with students. Ms. Herron was accompanied by Cathedral student, Anika Kansky, who described the convenience of having requested materials sent directly to the school. Ms. Kansky also expressed her pleasure to have free access to the Library's online databases.

Tom Fodor, Executive Director of Morning Life, complimented the staff at the Glendale Branch for their assistance in helping senior citizens use the Library. He also spoke on behalf of Keystone Business Community Association and praised the IndyPL for its partnership and services that benefit the business community.

Lastly, Gayle Stahl, a patron, spoke to the Board regarding her difficulty in downloading books on her four-year-old Nook. She was referred to Debra Lambert, Director of Collection Management, to assist her with the problem.

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

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

##### a. **Executive Session, January 23, 2017**

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

##### b. **Regular Meeting, January 23, 2017**

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

## COMMITTEE REPORTS

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

#### a. Report of the Treasurer – January 2017

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

##### Revenue

- Miscellaneous revenues consisting of E-rate, facility rental and reimbursements were higher than projected and exceeded 2016 by 33%.

##### Expenditures

- Our projections were on target – spent 2% more than January 2016.
- Accounting staff is currently working on the new chart of accounts to be completed by end of the month.
- March 1-3 – Accounting will begin general ledger analysis with our vendor followed by purchasing and accounts payable March 6-8.

Ms. Sanders inquired if the new accounting software being purchased was custom made or “off the shelf.”

Ms. Dixon advised that the software is an “off the shelf” product that is customizable to the Library’s needs.

Dr. Jett made the motion, which was seconded by Ms. Charleston, that the Report of the Treasurer be filed for audit.

Motion carried.

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

#### b. Resolution 10 – 2017 (Appropriation of Gift and Grant Proceeds)

Ms. Dixon noted that this resolution seeks authorization of the appropriation of gift and grant proceeds totaling more than \$1.5 million.

After full discussion and careful consideration of Resolution 10 – 2017, the resolution was adopted on the motion of Dr. Jett, seconded by Rev. Robinson, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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



c. **Briefing Report – 2016 Events**

Ms. Dixon reviewed the Report on the 2016 Events Operations at Central Library. Total revenues of \$298,985 exceeded operating expenses by \$29,124. Goals for the Events staff in 2017 include creating rehearsal dinner packages with Ritz Charles, working with the Indiana Chamber of Meeting Professionals on hosting one of its quarterly symposiums and working with Accent on Indy and the International Live Events Association to host their annual PACE Awards.

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

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

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

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

9. **Library Foundation Update**

**February 2017 Library Foundation Update**

Roberta Jagers, President, Indianapolis Public Library Foundation, provided the Update.

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

- Christel DeHaan Family Foundation
- The Eugene and Marilyn Glick Family Foundation
- Hulman & Company Foundation, Inc.
- Junior League of Indianapolis
- MacAllister Machinery Co., Inc.

Ms. Jagers also expressed appreciation to Robert Scott, the Library Board's attorney, for everything he and his firm have done for the Foundation over the years.

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

Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Ready to Read – Packaged Programs
- Ready to Read – Reach Out and Read/El Dia Event
- Growing Readers Inclusive Storytime at Haughville
- Sensory Storytime at Wayne
- Dino-mite Expert/Author Visit
- YA Author Visits

#### Cultural

- McFadden Lecture
- 500 Parade Balloon
- Eat What You Grow! at Pike

#### Collections

- Teen Tech Lounge at Spades Park
- Digital Mobile Labs
- Lilly Digitization

#### Lifelong

- Glendale Seed Library
- Spades Park Seed Library
- Nonprofit Seminars at Central
- Spanish Language Computer Classes
- USB Technology
- Raspberry Pi at Pike

#### Capital

- Pike Aquarium
- Pocket Parks Story Walks Year 3

Ms. Charleston asked Ms. Jagers to explain the referenced Raspberry Pi.

She advised that they are tiny computers that are easy to program. They each cost approximately \$100 each.

Ms. Jagers went on to provide a progress report on the Foundation's Strategic Plan in support of the Library. New advocacy initiatives include a new website and enhanced social media and email engagement. Several statistics related to the initiatives were shared with the Board. Other goals include securing and assuring superior stewardship of assets to sustain the Foundation and support Library programming.

Ms. Jagers concluded her presentation by showing a series of short videos that have been produced to increase awareness of the Foundation and Library services.

## **10. Report Of The Chief Executive Officer**

### **a. Dashboards and Statistics**

#### **1) Monthly Performance Dashboard – January 2017**

Jackie Nytes, Chief Executive Officer, pointed out that changes have been made to the Dashboard. It is hoped that the information will be more useful than in the past. The report shows the progress we've been making in terms of library cards that are out in the community.

Ms. Charleston asked why the Computer Use numbers are lower in 2017 compared to 2016.

Ms. Nytes replied that we see in various agencies that there is some fall off of Computer Use. We think it might be because more people are obtaining affordable smart phones and they can get their email that way. There is some segment of the population that is a little less dependent on us but it isn't everywhere and it will be interesting to see what happens at East Washington since they have reopened with significantly more computers than they had before.

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

The Report focused on maximizing access to the Library through the strategy of establishing “pop-up” services at various community locations. The Library has been active in this area by providing such activities as mobile Tinker Stations, the Storywalk in the Park at Ruckle Street and Ft. Benjamin Harrison parks, community book discussions, and The Public Collection, where 32,150 books have been selected at the nine community installations since August 2015.

- c. **January Media Report** was provided to the Board for their information. The Report sets out media coverage of various Library programs and services.
- d. **Social Media Update** – Kimberly Crowder, Director, Communications, provided an update on the Library's social media activities.

Ms. Crowder then introduced Katie Bulloff, the new Digital Marketing Specialist in the Communications Area. She mentioned that Ms. Bulloff has experience writing marketing content and doing design work.

Ms. Crowder described why having a social media strategy is important to the Library and how that strategy will be developed. The Library's Facebook reach in the past seven days was 13,440, a 59% increase over the week before. We currently have over 5,000 followers on Twitter. A social media workshop/orientation for the Library's social media administrators is scheduled on March 22, 2017 at 1:30 p.m. at the Library Services Center.

The major goals for social media is to raise awareness of the Library, increase brand recognition, drive followers to our website, increase our website visitor loyalty and to grow the total conversions from social media to patrons who actually use our products and services.

- e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel 11 – 2017)**

After full discussion and careful consideration of Resolution 11 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

## **UNFINISHED BUSINESS**

11. None.

## **NEW BUSINESS**

12. Ms. Nytes provided some miscellaneous information as follows:

- McFadden Lecture, featuring author Junot Diaz, would be held at Central Library on Thursday, March 2, 2017 at 7:00 p.m.
- All of the Library's bond issues have received an upgrade in the bond rating from Moody's. The bonds now have an AA1 rating.

Dr. Wantz also mentioned the upcoming screening of WFYT's Crispus Attucks documentary on March 25, 2017 at 2:00 p.m. at Central Library.

## **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:

**March, 2017** – *No items were suggested.*

## **INFORMATION**

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – February 14, 2017** were distributed to the Board members for their general information.

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

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

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

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, March 27, 2017, at the East Washington Branch Library, 2822 East Washington Street, at 6:30 p.m.

**18. Other Business**

None.

**19. Adjournment**

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

The Chairman then declared the meeting adjourned at 7:55 p.m.

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

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Lillian L. Charleston, Secretary to the Board



**Indianapolis-Marion County Public Library  
Report of the Treasurer for February 2017  
Prepared by Accounting for March 27, 2017 Board Meeting**

**Contents**

- Annual Highlights
- Financial Charts
- Operating Fund Revenues and Expenditures
- Expenditures for Operating, Debt, Capital Projects, Rainy Day & LIRF
- Status of the Treasury: Investment Report
- Status of the Treasury: Total Funds
- Parking Garage
- Cash Flow Projections: Operating Fund
- Cash Flow Projections: Bond & Interest Redemption Fund
- 2014, 2015, 2016 and 2017 Bond Expenditures
- Capital Projects Summary

**2017 February Highlights****REVENUE:**

- Total revenue for February came in at 8.5% more than projected – had an increase in our printing and reimbursements. Compared to the prior year, revenue was 37% less. This decrease is due to a one-time e-rate distribution in 2016.

**EXPENDITURES:**

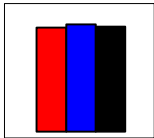
- Our projections were on target – spent 3% more than February 2016. The increase was in salary and fringe benefits.

**Financial Software Conversion Project:**

- Accounting staff completed the first phase of the chart of accounts set-up
- March 1-3 – completed the analysis and workflow of the general ledger
- March 6-8 – completed the analysis and workflow of accounts payable, requisitions, purchase orders and vendor set-up.
- **Future Assignments** –March 24 – budget analysis and workflow
- April 4-6 – Inventory, contracts, and fixed assets analysis and workflow
- April 20-22 – Accounts Receivable and cash management analysis and workflow

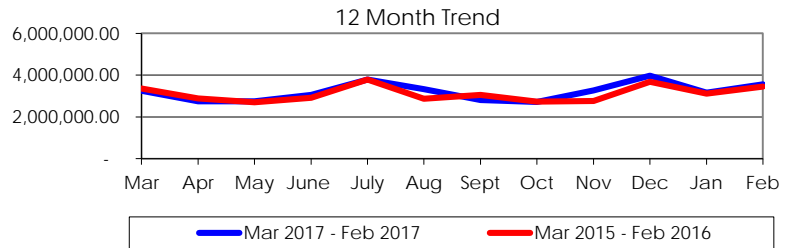
## Finances - February 2017

### Financial Comparisons - Operating Fund

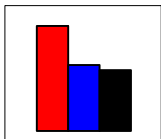


#### Expenses

3,456,912 February 16  
 3,554,000 February 17  
 3,483,870 Projected  
 2.0%

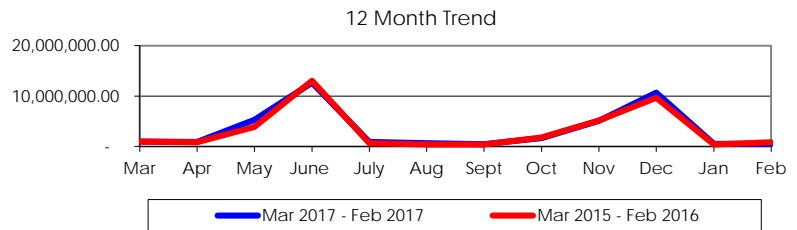


Capital outlay - more than projected, supplies - less than projected



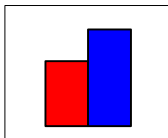
#### Revenue

813,857 February 16  
 511,889 February 17  
 471,774 Projected  
 8.5%



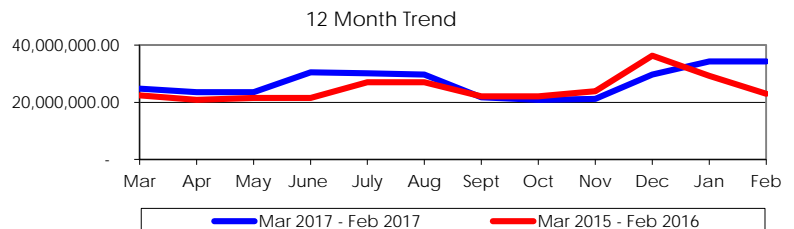
E-Rate revenue and printer revenue - higher than projected

### Investment Activity



#### Investments

22,973,718 February 16  
 34,253,987 February 17



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
OPERATING FUND REVENUES AND EXPENDITURES  
MONTH ENDED FEBRUARY 28, 2017**

<b>Revenue</b>	<b>Annual</b>			
	<b>2017 Adjusted</b>	<b>Projected MTD</b>	<b>Actual MTD</b>	<b>Variance</b>
	<b>Budget</b>	<b>2/28/2017</b>	<b>2/28/2017</b>	<b>% MTD</b>
2015 - Property Taxes	31,915,941	-	-	0%
2015 - Intergovernmental	6,410,498	323,299	323,299	0%
Fines & Fees	780,840	65,663	66,449	1%
Charges for Services	222,500	18,535	37,073	100%
Miscellaneous	1,331,640	64,277	85,068	32%
<b>Total</b>	<b>40,661,419</b>	<b>471,774</b>	<b>511,889</b>	<b>9%</b>

<b>Expenditures</b>	<b>Annual</b>			
	<b>2017 Adjusted</b>	<b>Projected MTD</b>	<b>Actual MTD</b>	<b>Variance</b>
	<b>Budget</b>	<b>2/28/2017</b>	<b>2/28/2017</b>	<b>% MTD</b>
Personal Services & Benefits	24,933,242	1,775,000	1,774,754	0%
Supplies	1,874,225	150,000	46,510	-69%
Other Services and Charges	15,458,947	1,200,000	1,185,841	-1%
Capital Outlay	3,905,187	358,870	546,895	52%
<b>Total</b>	<b>46,171,601</b>	<b>3,483,870</b>	<b>3,554,000</b>	<b>2%</b>



# Indianapolis Marion County Public Library Operating Fund

For the Month Ended February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 17 %	P.O.	Balance 83 %	% Remaining
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	15,542,822.15	0.00	15,542,822.15	1,138,511.92	2,293,059.02	0.00	13,249,763.13	85%
SALARIES HOURLY STAFF	1,859,091.00	0.00	1,859,091.00	103,846.97	192,338.62	0.00	1,666,752.38	90%
<b>Total Salaries &amp; Wages</b>	<b>17,401,913.15</b>	<b>0.00</b>	<b>17,401,913.15</b>	<b>1,242,358.89</b>	<b>2,485,397.64</b>	<b>0.00</b>	<b>14,916,515.51</b>	<b>86%</b>
<b>Employee Benefits</b>								
HEALTH INSURANCE	3,827,725.00	10,808.91	3,838,533.91	353,113.80	711,441.36	0.00	3,127,092.55	81%
WELLNESS	25,000.00	0.00	25,000.00	0.00	50.00	0.00	24,950.00	100%
GROUP LIFE INSURANCE	30,000.00	0.00	30,000.00	2,908.47	5,310.69	0.00	24,689.31	82%
LONG TERM DISABILITY INSURANCE	27,000.00	0.00	27,000.00	3,240.91	6,029.66	0.00	20,970.34	78%
UNEMPLOYMENT COMPENSATION	5,000.00	2,000.00	7,000.00	0.00	0.00	2,000.00	5,000.00	71%
FICA AND MEDICARE	1,333,159.00	0.00	1,333,159.00	88,912.87	177,842.51	0.00	1,155,316.49	87%
PERF	2,215,616.00	0.00	2,215,616.00	80,549.04	243,172.95	0.00	1,972,443.05	89%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	3,670.00	3,670.00	18,350.00	0.00	0%
TUITION ASSISTANCE	8,000.00	0.00	8,000.00	0.00	4,735.38	0.00	3,264.62	41%
SALARY ADJUSTMENT	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
<b>Total Employee Benefits</b>	<b>7,518,520.00</b>	<b>12,808.91</b>	<b>7,531,328.91</b>	<b>532,395.09</b>	<b>1,152,252.55</b>	<b>20,350.00</b>	<b>6,358,726.36</b>	<b>84%</b>
<b>Total Services Personal</b>	<b>24,920,433.15</b>	<b>12,808.91</b>	<b>24,933,242.06</b>	<b>1,774,753.98</b>	<b>3,637,650.19</b>	<b>20,350.00</b>	<b>21,275,241.87</b>	<b>85%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	975,709.00	299,268.73	1,274,977.73	28,579.93	51,005.52	407,326.02	816,646.19	64%
UNIFORMS	7,000.00	5,500.00	12,500.00	0.00	0.00	5,500.00	7,000.00	56%
<b>Total Office Supplies</b>	<b>982,709.00</b>	<b>304,768.73</b>	<b>1,287,477.73</b>	<b>28,579.93</b>	<b>51,005.52</b>	<b>412,826.02</b>	<b>823,646.19</b>	<b>64%</b>
<b>Operating Supplies</b>								
CLEANING & SANITATION	165,000.00	16,858.88	181,858.88	5,861.74	15,346.62	79,096.94	87,415.32	48%
GASOLINE	40,000.00	1,391.82	41,391.82	304.55	1,696.37	17,500.00	22,195.45	54%
<b>Total Operating Supplies</b>	<b>205,000.00</b>	<b>18,250.70</b>	<b>223,250.70</b>	<b>6,166.29</b>	<b>17,042.99</b>	<b>96,596.94</b>	<b>109,610.77</b>	<b>49%</b>
<b>Other Supplies</b>								
LIBRARY SUPPLIES	180,000.00	24,807.69	204,807.69	3,886.32	34,522.77	14,838.42	155,446.50	76%

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 17 %	P.O.	Balance 83 %	% Remaining
NON-CAPITAL FURNITURE & EQUIPMENT	91,900.00	63,643.94	155,543.94	7,911.72	7,911.72	59,681.46	87,950.76	57%
Total Other Supplies	<b>271,900.00</b>	<b>88,451.63</b>	<b>360,351.63</b>	<b>11,798.04</b>	<b>42,434.49</b>	<b>74,519.88</b>	<b>243,397.26</b>	<b>68%</b>
Total Supplies	<b>1,459,609.00</b>	<b>411,471.06</b>	<b>1,871,080.06</b>	<b>46,544.26</b>	<b>110,483.00</b>	<b>583,942.84</b>	<b>1,176,654.22</b>	<b>63%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	353,650.00	238,240.35	591,890.35	2,330.80	6,097.60	294,622.75	291,170.00	49%
LEGAL SERVICES	219,000.00	19,636.00	238,636.00	8,434.00	24,718.00	0.00	213,918.00	90%
Total Professional Services	<b>572,650.00</b>	<b>257,876.35</b>	<b>830,526.35</b>	<b>10,764.80</b>	<b>30,815.60</b>	<b>294,622.75</b>	<b>505,088.00</b>	<b>61%</b>
<b>Communication &amp; Transportation</b>								
POSTAGE	68,800.00	980.69	69,780.69	1,576.24	2,576.24	3,204.45	64,000.00	92%
TRAVEL	40,280.00	0.00	40,280.00	3,188.48	4,692.34	0.00	35,587.66	88%
CONFERENCES	100,000.00	0.00	100,000.00	2,690.98	3,163.96	3,275.00	93,561.04	94%
IN HOUSE CONFERENCE	50,000.00	510.00	50,510.00	979.40	3,046.40	2,310.00	45,153.60	89%
FREIGHT & EXPRESS	5,500.00	0.00	5,500.00	0.00	224.08	0.00	5,275.92	96%
DATA COMMUNICATIONS	308,000.00	20,325.00	328,325.00	21,986.80	48,337.29	14,170.66	265,817.05	81%
CELLULAR PHONE	10,600.00	0.00	10,600.00	2,080.74	3,056.44	0.00	7,543.56	71%
Total Communication & Transport	<b>583,180.00</b>	<b>21,815.69</b>	<b>604,995.69</b>	<b>32,502.64</b>	<b>65,096.75</b>	<b>22,960.11</b>	<b>516,938.83</b>	<b>85%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	100%
Printing	238,550.00	23,289.00	261,839.00	2,845.50	17,547.50	18,482.00	225,809.50	86%
Total Printing & Advertising	<b>240,800.00</b>	<b>23,289.00</b>	<b>264,089.00</b>	<b>2,845.50</b>	<b>17,547.50</b>	<b>18,482.00</b>	<b>228,059.50</b>	<b>86%</b>
<b>Insurance</b>								
OFFICIAL BONDS	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
AUTOMOBILE	15,004.00	0.00	15,004.00	0.00	3,250.87	3,250.87	8,502.26	57%
PACKAGE	189,148.00	0.00	189,148.00	0.00	40,751.13	40,751.13	107,645.74	57%
WORKER'S COMPENSATION	160,167.00	24,021.00	184,188.00	0.00	50,618.00	26,795.00	106,775.00	58%
EXCESS LIABILITY	8,001.00	0.00	8,001.00	0.00	1,734.00	1,734.00	4,533.00	57%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	0.00	16,000.00	0.00	0.00	0.00	16,000.00	100%
CLAIMS, AWARDS, AND INDEMNITIES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
BROKERAGE FEE	17,000.00	0.00	17,000.00	0.00	4,250.00	4,250.00	8,500.00	50%
Total Insurance	<b>431,320.00</b>	<b>24,021.00</b>	<b>455,341.00</b>	<b>0.00</b>	<b>100,604.00</b>	<b>76,781.00</b>	<b>277,956.00</b>	<b>61%</b>

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 17 %	P.O.	Balance 83 %	% Remaining
<b>Utilities</b>								
Gas	115,000.00	50,753.61	165,753.61	13,236.24	25,135.11	140,618.50	0.00	0%
ELECTRICITY	950,000.00	69,710.78	1,019,710.78	75,081.69	145,134.61	874,918.31	(342.14)	0%
HEAT/STEAM	364,000.00	56,604.51	420,604.51	27,913.34	57,448.38	363,156.13	0.00	0%
COOLING/CHILLED WATER	453,200.00	20,867.93	474,067.93	22,962.82	43,752.25	430,237.18	78.50	0%
WATER	65,000.00	10,611.38	75,611.38	1,537.24	7,878.82	67,610.57	121.99	0%
STORMWATER	13,750.00	0.00	13,750.00	0.00	236.22	12,350.00	1,163.78	8%
SEWAGE	72,000.00	8,348.15	80,348.15	1,659.05	9,178.32	71,169.83	0.00	0%
<b>Total Utilities</b>	<b>2,032,950.00</b>	<b>216,896.36</b>	<b>2,249,846.36</b>	<b>142,390.38</b>	<b>288,763.71</b>	<b>1,960,060.52</b>	<b>1,022.13</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	1,799,900.00	493,286.44	2,293,186.44	92,053.30	169,155.83	873,299.48	1,250,731.13	55%
REP & MAINT-HEATING & AIR	613,000.00	59,421.39	672,421.39	17,841.51	30,611.95	143,419.44	498,390.00	74%
REP & MAINT -AUTO	49,475.00	4,428.46	53,903.46	(1,746.03)	1,547.92	1,908.53	50,447.01	94%
REP & MAINT-EQUIPMENT	124,500.00	8,539.35	133,039.35	5,611.61	6,430.11	22,902.00	103,707.24	78%
REP & MAINT-COMPUTERS	528,460.00	50,854.10	579,314.10	132,287.80	193,841.90	4,441.12	381,031.08	66%
CLEANING	990,751.00	86,828.53	1,077,579.53	68,585.51	149,380.59	851,206.03	76,992.91	7%
<b>Total Repairs &amp; Maintenance</b>	<b>4,106,086.00</b>	<b>703,358.27</b>	<b>4,809,444.27</b>	<b>314,633.70</b>	<b>550,968.30</b>	<b>1,897,176.60</b>	<b>2,361,299.37</b>	<b>49%</b>
<b>Rentals</b>								
REAL ESTATE	463,580.00	0.00	463,580.00	36,841.89	78,528.78	8,750.00	376,301.22	81%
EQUIPMENT RENTAL	66,982.00	4,501.78	71,483.78	5,651.78	10,153.56	47,317.80	14,012.42	20%
<b>Total Rentals</b>	<b>530,562.00</b>	<b>4,501.78</b>	<b>535,063.78</b>	<b>42,493.67</b>	<b>88,682.34</b>	<b>56,067.80</b>	<b>390,313.64</b>	<b>73%</b>
<b>Other Services &amp; Charges</b>								
AUDIT FEES	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
DUES & MEMBERSHIPS	57,332.00	1,995.00	59,327.00	3,118.00	15,443.00	0.00	43,884.00	74%
COMPUTER SERVICES	28,000.00	16,857.98	44,857.98	8,065.74	14,322.66	0.00	30,535.32	68%
PAYROLL SERVICES	160,000.00	6,135.07	166,135.07	8,517.31	18,081.63	1,483.85	146,569.59	88%
SECURITY SERVICES	945,069.00	108,938.59	1,054,007.59	40,788.68	119,421.23	777,577.36	157,009.00	15%
TRASH REMOVAL	54,428.00	4,415.22	58,843.22	4,323.48	8,738.70	45,676.52	4,428.00	8%
SNOW REMOVAL	355,000.00	90,769.32	445,769.32	69,736.58	161,063.73	99,533.42	185,172.17	42%
PROGRAMMING	85,000.00	5,100.00	90,100.00	5,100.00	7,900.00	19,823.00	62,377.00	69%
PROGRAMMING-JUV.	173,500.00	620.00	174,120.00	3,273.00	23,479.00	25,350.00	125,291.00	72%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	0.00	1,750.00	5,530.00	22,720.00	76%

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 17 %	P.O.	Balance 83 %	% Remaining
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	0.00	0.00	0.00	9,000.00	100%
EVENTS & PR	39,700.00	5,998.00	45,698.00	682.50	2,723.81	13,548.00	29,426.19	64%
LAWN & LANDSCAPING	273,312.00	10,075.00	283,387.00	3,631.25	12,287.50	203,240.42	67,859.08	24%
OTHER CONTRACTUAL SERVICES	502,455.00	351,512.04	853,967.04	25,842.41	78,180.11	411,122.11	364,664.82	43%
MATERIALS CONTRACTUAL	2,250,000.00	0.00	2,250,000.00	463,569.80	463,624.30	0.00	1,786,375.70	79%
BANK FEES/CREDIT CARD FEES	65,000.00	0.00	65,000.00	3,432.51	7,230.64	0.00	57,769.36	89%
RECRUITMENT EXPENSES	30,000.00	0.00	30,000.00	128.61	857.83	0.00	29,142.17	97%
<b>Total Other Services &amp; Charges</b>	<b>5,072,796.00</b>	<b>602,416.22</b>	<b>5,675,212.22</b>	<b>640,209.87</b>	<b>935,104.14</b>	<b>1,602,884.68</b>	<b>3,137,223.40</b>	<b>55%</b>
<b>Total Other Services &amp; Charges</b>	<b>13,570,344.00</b>	<b>1,854,174.67</b>	<b>15,424,518.67</b>	<b>1,185,840.56</b>	<b>2,077,582.34</b>	<b>5,929,035.46</b>	<b>7,417,900.87</b>	<b>48%</b>
<b>Capital Outlay</b>								
Capital - Furniture	0.00	45,264.00	45,264.00	0.00	0.00	45,264.00	0.00	0%
CAPITAL - EQUIPMENT	85,000.00	105,272.63	190,272.63	0.00	8,220.85	115,627.78	66,424.00	35%
COMPUTER EQUIPMENT	40,000.00	179,672.00	219,672.00	179,672.00	179,672.00	0.00	40,000.00	18%
BOOKS & MATERIALS	3,300,000.00	1,486.97	3,301,486.97	525,023.14	849,312.98	3,486.97	2,448,687.02	74%
UNPROCESSED PAPERBACK BOOKS	126,000.00	21,546.81	147,546.81	450.45	16,233.22	6,161.89	125,151.70	85%
VEHICLES	0.00	945.00	945.00	0.00	0.00	945.00	0.00	0%
<b>Total Capital Outlay</b>	<b>3,551,000.00</b>	<b>354,187.41</b>	<b>3,905,187.41</b>	<b>705,145.59</b>	<b>1,053,439.05</b>	<b>171,485.64</b>	<b>2,680,262.72</b>	<b>69%</b>
<b>Total Expenses</b>	<b>43,501,386.15</b>	<b>2,632,642.05</b>	<b>46,134,028.20</b>	<b>3,712,284.39</b>	<b>6,879,154.58</b>	<b>6,704,813.94</b>	<b>32,550,059.68</b>	<b>71%</b>

# Indianapolis Marion County Public Library Bond and Interest Redemption Fund

For the Month Ended February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Other Services &amp; Charges</b>								
BOND EXPENSES	9,140,000.00	0.00	9,140,000.00	0.00	2,785,000.00	0.00	6,355,000.00	70%
INTEREST EXPENSE	2,180,496.00	0.00	2,180,496.00	0.00	569,399.38	0.00	1,611,096.62	74%
BANK FEES/CREDIT CARD FEES	4,750.00	0.00	4,750.00	0.00	750.00	0.00	4,000.00	84%
<b>Total Other Services &amp; Charges</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>3,355,149.38</b>	<b>0.00</b>	<b>7,970,096.62</b>	<b>70%</b>
<b>Total Other Services &amp; Charges</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>3,355,149.38</b>	<b>0.00</b>	<b>7,970,096.62</b>	<b>70%</b>
<b>Total Expenses</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>3,355,149.38</b>	<b>0.00</b>	<b>7,970,096.62</b>	<b>70%</b>

**Indianapolis Marion County Public Library**  
**Bond and Interest Redemption Fund II**  
For the Month Ended February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Other Services &amp; Charges</b>								
BOND REDEMPTION EXPENSES	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100%
INTEREST EXPENSE	360,393.00	0.00	360,393.00	0.00	0.00	0.00	360,393.00	100%
<b>Total Other Services &amp; Charges</b>	<b>390,393.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>100%</b>
<b>Total Other Services &amp; Charges</b>	<b>390,393.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>390,393.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>100%</b>

# Indianapolis Marion County Public Library Capital Projects Fund

For the Month February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	0.00	127,777.96	127,777.96	19,980.00	78,669.16	49,108.80	0.00	0%
<b>Total Office Supplies</b>	<b>0.00</b>	<b>127,777.96</b>	<b>127,777.96</b>	<b>19,980.00</b>	<b>78,669.16</b>	<b>49,108.80</b>	<b>0.00</b>	<b>0%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	0.00	3,041.63	3,041.63	1,049.27	3,041.63	0.00	0.00	0%
<b>Total Other Supplies</b>	<b>0.00</b>	<b>3,041.63</b>	<b>3,041.63</b>	<b>1,049.27</b>	<b>3,041.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Supplies</b>	<b>0.00</b>	<b>130,819.59</b>	<b>130,819.59</b>	<b>21,029.27</b>	<b>81,710.79</b>	<b>49,108.80</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	0.00	55,710.00	55,710.00	0.00	0.00	55,710.00	0.00	0%
<b>Total Professional Services</b>	<b>0.00</b>	<b>55,710.00</b>	<b>55,710.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,710.00</b>	<b>0.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	0.00	91,727.00	91,727.00	9,649.00	72,352.00	19,375.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>0.00</b>	<b>91,727.00</b>	<b>91,727.00</b>	<b>9,649.00</b>	<b>72,352.00</b>	<b>19,375.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
OTHER CONTRACTUAL SERVICES	0.00	5,600.00	5,600.00	0.00	5,600.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>5,600.00</b>	<b>5,600.00</b>	<b>0.00</b>	<b>5,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>153,037.00</b>	<b>153,037.00</b>	<b>9,649.00</b>	<b>77,952.00</b>	<b>75,085.00</b>	<b>0.00</b>	<b>0%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	0.00	64,161.00	64,161.00	4,992.00	31,220.00	32,941.00	0.00	0%
COMPUTER EQUIPMENT	0.00	30,493.96	30,493.96	0.00	2,598.98	27,894.98	0.00	0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>94,654.96</b>	<b>94,654.96</b>	<b>4,992.00</b>	<b>33,818.98</b>	<b>60,835.98</b>	<b>0.00</b>	<b>0%</b>

# Indianapolis Marion County Public Library Capital Projects Fund

For the Month February 28, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
Total Expenses	0.00	378,511.55	378,511.55	35,670.27	193,481.77	185,029.78	0.00	0%



# Indianapolis Marion County Public Library Income Statement - Rainy Day Fund

For the Month Ended February 28, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>39 - Rainy Day Fund</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	26,000.00	0.00	26,000.00	4,083.85	8,624.71	0.00	17,375.29	67%
<b>Total Other Revenue</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>4,083.85</b>	<b>8,624.71</b>	<b>0.00</b>	<b>17,375.29</b>	<b>67%</b>
<b>Total Revenues</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>4,083.85</b>	<b>8,624.71</b>	<b>0.00</b>	<b>17,375.29</b>	<b>67%</b>
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	150,000.00	97,956.71	247,956.71	12,136.00	16,828.65	113,828.06	117,300.00	47%
LEGAL SERVICES	150,000.00	10,000.00	160,000.00	0.00	1,280.00	8,720.00	150,000.00	94%
<b>Total Professional Services</b>	<b>300,000.00</b>	<b>107,956.71</b>	<b>407,956.71</b>	<b>12,136.00</b>	<b>18,108.65</b>	<b>122,548.06</b>	<b>267,300.00</b>	<b>66%</b>
<b>Total Other Services &amp; Charges</b>	<b>300,000.00</b>	<b>107,956.71</b>	<b>407,956.71</b>	<b>12,136.00</b>	<b>18,108.65</b>	<b>122,548.06</b>	<b>267,300.00</b>	<b>66%</b>
<b>Capital Outlay</b>								
LAND	700,000.00	560,726.00	1,260,726.00	0.00	10,000.00	560,726.00	690,000.00	55%
<b>Total Capital Outlay</b>	<b>700,000.00</b>	<b>560,726.00</b>	<b>1,260,726.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>560,726.00</b>	<b>690,000.00</b>	<b>55%</b>
<b>Total Expenses</b>	<b>1,000,000.00</b>	<b>668,682.71</b>	<b>1,668,682.71</b>	<b>12,136.00</b>	<b>28,108.65</b>	<b>683,274.06</b>	<b>957,300.00</b>	<b>57%</b>

# Indianapolis Marion County Public Library

## Income Statement - Library Improvement Reserve Fund

For the Month Ended February 28, 2017

	Original Budget	Budget Adj.	Adjusted Budget	Actual MTD	Actual YTD	Open P.O.	Balance	% Remaining
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	18,000.00	0.00	18,000.00	1,956.35	4,132.96	0.00	13,867.04	77.04%
<b>Total Other Revenue</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>1,956.35</b>	<b>4,132.96</b>	<b>0.00</b>	<b>13,867.04</b>	<b>77.04%</b>
<b>Total Revenues</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>1,956.35</b>	<b>4,132.96</b>	<b>0.00</b>	<b>13,867.04</b>	<b>77.04%</b>
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Other Services &amp; Charges</b>								
COMPUTER SERVICES	0.00	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	0.00%
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>(1,000.00)</b>	<b>0.00%</b>
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>(1,000.00)</b>	<b>0.00%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	600,000.00	0.00	600,000.00	0.00	0.00	0.00	600,000.00	100.00%
COMPUTER SOFTWARE	0.00	594,331.25	594,331.25	0.00	51,827.00	542,504.25	0.00	0.00%
<b>Total Capital Outlay</b>	<b>600,000.00</b>	<b>594,331.25</b>	<b>1,194,331.25</b>	<b>0.00</b>	<b>51,827.00</b>	<b>542,504.25</b>	<b>600,000.00</b>	<b>50.24%</b>
<b>Total Expenses</b>	<b>600,000.00</b>	<b>594,331.25</b>	<b>1,194,331.25</b>	<b>0.00</b>	<b>51,827.00</b>	<b>543,504.25</b>	<b>599,000.00</b>	<b>50.15%</b>

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
February 28, 2017**

**Chase Savings Account**

	Balance February 28, 2017	Interest Earned February 28, 2017
Operating Fund	\$ 374,321	\$ 23
Library Improvement Reserve Fd	\$ 75,597	\$ 5
Shared System Fund	\$ 146,002	\$ 9
Grant Fund	\$ 136,752	\$ 8
Parking Garage	\$ 54,021	\$ 3
Capital Projects Fund	\$ 0	-
Bond & Interest Redemption Fd	\$ 1	-
<b>Total Chase Savings Account</b>	<b>\$ 786,695</b>	<b>\$ 48</b>

The average savings account rate for February was 0.08%

**Fifth Third Bank Investment Account**

	Balance February 28, 2017	Interest Earned February 28, 2017
Operating Fund	\$ 3,547,550	\$ 2,336
Library Improvement Reserve Fd	\$ 2,964,649	\$ 1,952
Shared System Fund	\$ 306,153	\$ 202
Gift Fund	\$ 510,255	\$ 336
Construction Fund	\$ 238,329	\$ 157
Capital Projects Fund	\$ 285	\$ 0
Parking Garage	\$ 200,322	\$ 132
Rainy Day Fund	\$ 6,096,459	\$ 4,013
Bond & Interest Redemption Fd	\$ 1,020,510	\$ 672
<b>Total Fifth Third Bank</b>	<b>\$ 14,884,513</b>	<b>\$ 9,799</b>

The average investment account rate for February was .79%

**Hoosier Fund Account Income**

	Balance February 28, 2017	Interest Earned February 28, 2017
Operating Fund	\$ 3,519,631	\$ 1,456
Capital Projects	\$ 201,122	\$ 83
Rainy Day Fund	\$ 170,060	\$ 70
2017 Brightwood	\$ 5,502,671	\$ 2,277
<b>Total Hoosier Fund Account</b>	<b>\$ 9,393,484</b>	<b>\$ 3,887</b>

The average Hoosier Fund account rate for February was 0.54%

**Huntington Bank Money Market Account Income**

	Balance February 28, 2017	Interest Earned February 28, 2017
2014 Multi-Branch Improvements	\$ 258,693	\$ 50
<b>Total Huntington Bank Account</b>	<b>\$ 258,693</b>	<b>\$ 50</b>

The average Huntington Bank account rate for February was 0.25%

**TrustIndiana**

	Balance February 28, 2017	Interest Earned February 28, 2017
Operating Fund	\$ 11,727	\$ 6
2015 RFID Project Fund	\$ 1,500,000	\$ -
2016 Michigan Road Project Fund	\$ 7,007,799	\$ 3,588
Bond & Interest Redemption Fd	\$ 411,077	\$ 979
<b>Total TrustIndiana Account</b>	<b>\$ 8,930,603</b>	<b>\$ 4,573</b>

The average TrustIndiana account rate for February was 0.67%

**Previous Month's Chase Savings Account Activity**

	Balance January 31, 2017	Interest Earned January 31, 2017
Operating Fund	\$ 374,298	\$ 139
Library Improvement Reserve Fd	\$ 75,593	\$ 5
Shared System Fund	\$ 145,993	\$ 10
Grant Fund	\$ 136,743	\$ 9
Parking Garage	\$ 54,018	\$ 4
Capital Projects Fund	\$ 0	-
Bond & Interest Redemption Fd	\$ 1	-
<b>Total Chase Savings Account</b>	<b>\$ 786,646</b>	<b>\$ 168</b>

The average savings account rate for January was 0.08%

**Previous Month's Fifth Third Bank Investment Account**

	Balance January 31, 2017	Interest Earned January 31, 2017
Operating Fund	\$ 3,545,214	\$ 1,369
Library Improvement Reserve Fd	\$ 2,962,698	\$ 2,171
Shared System Fund	\$ 305,952	\$ 224
Gift Fund	\$ 509,919	\$ 373
Construction Fund	\$ 238,172	\$ 175
Capital Projects Fund	\$ 285	-
Parking Garage	\$ 200,190	\$ 147
Rainy Day Fund	\$ 6,092,446	\$ 4,466
Bond & Interest Redemption Fd	\$ 1,019,839	\$ 748
<b>Total Fifth Third Bank</b>	<b>\$ 14,874,714</b>	<b>\$ 9,673</b>

The average investment account rate for January was .84%

**Previous Month's Hoosier Fund Account Income**

	Balance January 31, 2017	Interest Earned January 31, 2017
Operating Fund	\$ 3,518,175	\$ 1,562
Capital Projects	\$ 201,039	\$ 89
Rainy Day Fund	\$ 169,990	\$ 76
2017 Brightwood	\$ 5,500,394	\$ 394
<b>Total Hoosier Fund Account</b>	<b>\$ 9,389,597</b>	<b>\$ 2,121</b>

The average Hoosier Fund account rate for January was 0.53%

**Previous Month's Huntington Bank Money Market Account Income**

	Balance January 31, 2017	Interest Earned January 31, 2017
2014 Multi-Branch Improvements	\$ 258,670	\$ 121
<b>Total Huntington Bank Account</b>	<b>\$ 258,670</b>	<b>\$ 121</b>

The average Huntington Bank account rate for January was 0.29%

**Previous Month's TrustIndiana**

	Balance January 31, 2017	Interest Earned January 31, 2017
Operating Fund	\$ 11,721	\$ 6
2015 RFID Project Fund	\$ 1,500,000	\$ -
2016 Michigan Road Project Fund	\$ 7,004,211	\$ 3,872
Bond & Interest Redemption Fd	\$ 410,099	\$ 1,334
<b>Total TrustIndiana Account</b>	<b>\$ 8,926,030</b>	<b>\$ 5,212</b>

The average TrustIndiana account rate for January was 0.65%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
STATUS OF THE TREASURY  
CASH BALANCES  
February 28, 2017

	Prior Year All Balances 2/28/2016	----- Checking and Savings Account Activity - Chase -----				Ending Balance 2/28/2017	Investments 2/28/2017	Total All Balances 2/28/2017
		Beginning Balance 1/31/2017	Current Month Receipts	Current Month Disbursements				
<b>TOTAL ALL FUNDS</b>	30,971,345.16	9,157,549.62	1,324,692.79	4,485,885.03	5,996,357.38	33,467,292.47	39,494,881.26	
<b>OPERATING FUND</b>	11,049,746.93	6,525,264.64	545,461.90	3,591,370.86	3,479,355.68	7,078,908.16	10,558,263.84	
Current Year			545,461.90	3,591,370.86				
Investments			-	-				
<b>EXCESS LEVY FUND</b>	-	-	31,231.41	-	31,231.41	-	31,231.41	
Current Year			31,231.41	-				
<b>CAPITAL PROJECTS FUND</b>	1,178,814.13	97,646.48	-	35,670.27	61,976.21	201,407.03	263,383.24	
Current Year			-	35,670.27				
Investments			-	-				
<b>BOND &amp; INTEREST REDEMPTION FUND</b>	2,551,274.68	30,968.14	-	-	30,968.14	1,431,587.44	1,462,555.58	
Current Year			-	-				
Investments			-	-				
<b>CONSTRUCTION FUND</b>	460,977.57	29,248.34	-	6,650.00	22,598.34	238,328.50	260,926.84	
Current Year			-	6,650.00				
Investments			-	-				
<b>RAINY DAY FUND</b>	4,520,732.90	239,862.60	-	12,136.00	227,726.60	6,266,519.24	6,494,245.84	
Current Year			-	12,136.00				
Investments			-	-				
<b>LIBRARY IMPROVEMENT RESERVE FUND</b>	3,021,362.97	304,299.07	4.64	-	304,303.71	2,964,649.39	3,268,953.10	
Current Year			4.64	-				
Investments			-	-				
<b>2014 MULTI-BRANCH IMPROVEMENT</b>	4,403,448.57	141,407.81	7,975.09	113,352.88	36,030.02	258,692.68	294,722.70	
Current Year			7,975.09	113,352.88				
Investments			-	-				
<b>2015 RFID BOOKS &amp; MATERIALS PROJECT</b>	1,946,860.52	72,225.99	-	53,250.62	18,975.37	1,500,000.00	1,518,975.37	
Current Year			-	53,250.62				
<b>2016 MICHIGAN ROAD</b>	-	379,262.15	-	14,750.00	364,512.15	7,007,798.86	7,372,311.01	
Current Year			-	14,750.00				
<b>2017 BRIGHTWOOD</b>	-	367,675.00	4,500.00	9,500.00	362,675.00	5,502,671.06	5,865,346.06	
Current Year			4,500.00	9,500.00				
Investments			-	-				
<b>PARKING GARAGE FUND</b>	99,143.62	362,384.44	26,728.31	43,205.53	345,907.22	200,321.57	546,228.79	
Current Year			26,728.31	43,205.53				
<b>GIFT FUND</b>	754,659.68	103,467.19	100,577.46	67,001.93	137,042.72	510,255.33	647,298.05	
Current Year			100,577.46	67,001.93				
<b>GRANT FUND</b>	328,656.40	187,684.80	222,908.39	129,021.29	281,571.90		281,571.90	
Current Year			222,908.39	129,021.29				
<b>OTHER FUNDS &amp; ACTIVITY:</b>								
<b>PAYROLL DEDUCTIONS</b>	73,345.83	87,687.98	410,506.65	403,300.49	94,894.14		94,894.14	
<b>FOUNDATION AGENCY FUND</b>	2,495.55	2,483.69	1,027.05	-	3,510.74		3,510.74	
<b>STAFF ASSOCIATION AGENCY FUND</b>	2.00	12.00	2.00	-	14.00		14.00	
<b>SALES TAX AGENCY FUND</b>	1,333.51	1,616.31	670.35	1,694.62	592.04		592.04	
<b>PLAC CARD AGENCY FUND</b>	10,618.30	7,039.55	3,900.00	-	10,939.55		10,939.55	
<b>SHARED SYSTEM</b>	567,872.00	217,313.44	430.95	4,980.54	212,763.85	306,153.21	518,917.06	

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended February 28, 2017

	<b>Original Budget</b>	<b>Budget Adjust.</b>	<b>Adjust. Budget</b>	<b>Actual MTD</b>	<b>Actual YTD</b>	<b>Open P.O.</b>	<b>Balance</b>	<b>%</b>
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	100.00	0.00	100.00	135.19	285.59	0.00	185.59	185.59%
PARKING GARAGE REVENUE	300,000.00	0.00	300,000.00	15,360.00	226,034.90	0.00	(73,965.10)	(24.66)%
Events Parking	10,000.00	0.00	10,000.00	935.00	935.00	0.00	(9,065.00)	(90.65)%
<b>Total Other Revenue</b>	<b>310,100.00</b>	<b>0.00</b>	<b>310,100.00</b>	<b>16,430.19</b>	<b>227,255.49</b>	<b>0.00</b>	<b>(82,844.51)</b>	<b>(26.72)%</b>
<b>Total Revenues</b>	<b>310,100.00</b>	<b>0.00</b>	<b>310,100.00</b>	<b>16,430.19</b>	<b>227,255.49</b>	<b>0.00</b>	<b>(82,844.51)</b>	<b>(26.72)%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
PRINTING SUPPLIES	3,000.00	0.00	3,000.00	234.00	234.00	0.00	2,766.00	92.20%
OTHER OFFICE SUPPLIES	5,000.00	371.74	5,371.74	549.70	961.88	371.74	4,038.12	75.17%
UNIFORMS	100.00	0.00	100.00	0.00	0.00	0.00	100.00	100.00%
<b>Total Office Supplies</b>	<b>8,100.00</b>	<b>371.74</b>	<b>8,471.74</b>	<b>783.70</b>	<b>1,195.88</b>	<b>371.74</b>	<b>6,904.12</b>	<b>81.50%</b>
<b>Total Supplies</b>	<b>8,100.00</b>	<b>371.74</b>	<b>8,471.74</b>	<b>783.70</b>	<b>1,195.88</b>	<b>371.74</b>	<b>6,904.12</b>	<b>81.50%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	0.00	26,770.00	26,770.00	21,252.68	24,252.68	2,517.32	0.00	0.00%
<b>Total Professional Services</b>	<b>0.00</b>	<b>26,770.00</b>	<b>26,770.00</b>	<b>21,252.68</b>	<b>24,252.68</b>	<b>2,517.32</b>	<b>0.00</b>	<b>0.00%</b>
<b>Communication &amp; Transportation</b>								
TELEPHONE	4,000.00	0.00	4,000.00	311.46	624.78	0.00	3,375.22	84.38%
DATA COMMUNICATIONS	700.00	0.00	700.00	53.83	100.08	0.00	599.92	85.70%
<b>Total Communication &amp; Transportation</b>	<b>4,700.00</b>	<b>0.00</b>	<b>4,700.00</b>	<b>365.29</b>	<b>724.86</b>	<b>0.00</b>	<b>3,975.14</b>	<b>84.58%</b>
<b>Insurance</b>								

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended February 28, 2017

	<u>Original Budget</u>	<u>Budget Adjust.</u>	<u>Adjust. Budget</u>	<u>Actual MTD</u>	<u>Actual YTD</u>	<u>Open P.O.</u>	<u>Balance</u>	<u>%</u>
EXCESS LIABILITY	6,000.00	0.00	6,000.00	440.00	871.00	0.00	5,129.00	85.48%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>440.00</b>	<b>871.00</b>	<b>0.00</b>	<b>5,129.00</b>	<b>85.48%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	20,000.00	0.00	20,000.00	0.00	0.00	0.00	20,000.00	100.00%
REP & MAINT-HEATING & AIR	22,315.00	14,585.00	36,900.00	14,585.00	14,585.00	0.00	22,315.00	60.47%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	70.00	70.00	0.00	19,930.00	99.65%
<b>Total Repairs &amp; Maintenance</b>	<b>62,315.00</b>	<b>14,585.00</b>	<b>76,900.00</b>	<b>14,655.00</b>	<b>14,655.00</b>	<b>0.00</b>	<b>62,245.00</b>	<b>80.94%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	300.00	0.00	300.00	0.00	0.00	0.00	300.00	100.00%
<b>Total Rentals</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>100.00%</b>
<b>Other Services &amp; Charges</b>								
PARKING GARAGE CONTRACTUAL	12,000.00	0.00	12,000.00	1,000.00	2,000.00	0.00	10,000.00	83.33%
CLEANING SERVICES	6,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	100.00%
OTHER CONTRACTUAL SERVICES	70,000.00	4,800.00	74,800.00	4,128.53	8,115.31	4,800.00	61,884.69	82.73%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	580.33	1,128.22	0.00	6,371.78	84.96%
<b>Total Other Services &amp; Charges</b>	<b>95,500.00</b>	<b>4,800.00</b>	<b>100,300.00</b>	<b>5,708.86</b>	<b>11,243.53</b>	<b>4,800.00</b>	<b>84,256.47</b>	<b>84.00%</b>
<b>Total Other Services &amp; Charges</b>	<b>168,815.00</b>	<b>46,155.00</b>	<b>214,970.00</b>	<b>42,421.83</b>	<b>51,747.07</b>	<b>7,317.32</b>	<b>155,905.61</b>	<b>72.52%</b>
<b>Total Expenses</b>	<b>176,915.00</b>	<b>46,526.74</b>	<b>223,441.74</b>	<b>43,205.53</b>	<b>52,942.95</b>	<b>7,689.06</b>	<b>162,809.73</b>	<b>72.86%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>133,185.00</b>	<b>(46,526.74)</b>	<b>86,658.26</b>	<b>(26,775.34)</b>	<b>174,312.54</b>	<b>(7,689.06)</b>	<b>79,965.22</b>	<b>92.28%</b>

**INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY**  
**CASHFLOW PROJECTIONS - OPERATING FUND**  
 January 1 - December 31, 2017

	<u>ACTUAL</u> <u>JANUARY</u>	<u>ACTUAL</u> <u>FEBRUARY</u>	<u>PROJECTED</u> <u>MARCH</u>	<u>PROJECTED</u> <u>APRIL</u>	<u>PROJECTED</u> <u>MAY</u>	<u>PROJECTED</u> <u>JUNE</u>	<u>PROJECTED</u> <u>JULY</u>	<u>PROJECTED</u> <u>AUGUST</u>	<u>PROJECTED</u> <u>SEPTEMBER</u>	<u>PROJECTED</u> <u>OCTOBER</u>	<u>PROJECTED</u> <u>NOVEMBER</u>	<u>PROJECTED</u> <u>DECEMBER</u>	<u>PROJECTED</u> <u>Y-T-D</u>	<u>ORIGINAL</u> <u>BUDGET</u>	Variance
<b>Beginning Balance</b>	<b>\$ 16,235,848</b>	<b>\$ 13,600,375</b>	<b>\$ 10,558,264</b>	<b>\$ 7,815,891</b>	<b>\$ 5,411,820</b>	<b>\$ 7,258,342</b>	<b>\$ 15,382,137</b>	<b>\$ 12,338,097</b>	<b>\$ 9,099,589</b>	<b>\$ 6,039,357</b>	<b>\$ 4,264,289</b>	<b>\$ 5,835,169</b>	<b>\$ 16,235,848</b>	<b>\$ 16,235,848</b>	
<b>Receipts:</b>															
Property Tax	-	-	-	400,000	4,900,000	10,657,971	-	-	-	1,218,000	4,610,000	10,129,971	31,915,941	31,915,941	-
Excise Tax	-	-	-	-	-	1,029,542	-	-	-	-	-	1,029,542	2,059,084	2,059,084	-
Financial Institution Tax	-	-	-	-	-	131,757	-	-	-	-	-	131,757	263,514	263,513	1
Commercial Vehicle Tax	-	-	-	-	-	135,223	-	-	-	-	-	135,223	270,446	270,445	1
In-Lieu-of Taxes	-	-	-	-	-	11,463	-	-	-	-	-	11,463	22,926	22,926	(0)
Local Option Income Tax (LOIT)	306,448	306,448	306,448	306,448	306,448	306,448	306,448	306,448	306,448	306,448	306,448	306,448	3,677,372	3,592,319	85,053
County Option Income Tax (COIT)	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	202,211	202,211	0
Fines	66,541	63,917	62,362	62,362	62,362	62,362	62,362	62,362	62,362	62,362	62,362	62,362	754,078	748,340	5,738
Photocopier	-	124	-	-	-	-	-	-	-	-	-	-	124	-	124
Printers	15,993	32,747	16,875	16,875	16,875	16,875	16,875	16,875	16,875	16,875	16,875	16,875	217,490	202,500	14,990
Fax Transmissions	3,646	4,202	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	20,348	15,000	5,348
Headsets	589	551	500	500	500	500	500	500	500	500	500	500	6,140	6,000	140
USB	467	446	665	513	491	542	472	673	449	425	439	571	6,153	6,000	153
PLAC Dist.	-	-	-	-	-	79,000	-	-	-	-	-	-	79,000	79,000	-
Interest income	3,077	3,821	2,181	2,243	2,276	2,409	2,748	2,847	2,266	2,486	2,511	1,667	30,532	26,000	4,532
Library totes	135	153	241	286	169	361	274	180	193	168	129	167	2,456	2,500	(44)
Other Card Revenue	1,232	-	1,392	956	1,132	957	648	781	884	1,006	1,015	3,000	13,003	12,000	1,003
Miscellaneous	81	1,307	356	382	329	300	646	1,029	350	300	665	400	6,145	6,000	145
Proctoring Exams	125	75	400	538	675	400	870	395	200	275	260	200	4,413	5,000	(587)
Facility Rental	31,654	23,574	19,900	18,500	14,717	11,289	19,599	19,769	25,000	30,000	29,130	2,500	245,632	195,000	50,632
Catering Commission	11,190	-	500	2,500	3,000	6,000	16,000	2,500	7,500	6,800	13,000	3,500	72,490	85,000	(12,510)
Café Revenue	516	1,006	912	-	1,083	84	479	1,028	468	548	554	684	7,362	5,000	2,362
Shared System Projects	-	-	-	60,000	-	-	-	-	-	-	-	-	60,000	60,000	-
Reimbursement for Services	3,459	44,370	55,134	10,000	15,000	879	2,123	8,500	233	744	5,000	30,203	175,645	206,640	(30,995)
Insurance Reimbursement	2,046	40	245,497	3,300	-	-	-	-	-	-	-	-	250,883	250,000	883
Refunds	-	24	-	-	-	3,000	-	1,160	-	-	3	-	4,187	5,000	(813)
Erate Revenue	67,635	12,234	30,000	-	11,825	11,825	-	55,000	-	24,350	40,000	42,000	294,869	215,000	79,869
Grants/Contributions	-	-	-	-	-	-	-	200,000	-	-	-	-	200,000	200,000	-
Sale of surplus property	-	-	1,000	-	-	-	-	-	2,000	-	2,000	-	5,000	5,000	-
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>531,685</b>	<b>511,889</b>	<b>762,463</b>	<b>903,503</b>	<b>5,354,982</b>	<b>12,487,286</b>	<b>448,144</b>	<b>698,147</b>	<b>443,828</b>	<b>1,689,387</b>	<b>5,108,992</b>	<b>11,927,133</b>	<b>40,867,443</b>	<b>40,661,419</b>	<b>206,024</b>
<b>Expenditures:</b>															
Personal Services & Benefits	1,862,896	1,774,754	1,775,000	1,775,000	1,850,000	2,604,538	1,850,000	1,850,000	1,850,000	1,850,000	1,775,000	2,604,538	23,421,726	24,933,242	1,511,516
Supplies	63,939	46,510	150,000	130,000	150,000	175,000	165,000	170,000	190,000	175,000	174,390	190,000	1,779,839	1,883,329	103,490
Other Services and Charges	891,742	1,185,841	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,500,000	1,200,000	1,200,000	1,200,000	1,300,000	14,477,583	15,463,498	985,915
Library Materials Capital Outlay	348,581	546,895	379,837	202,574	308,461	383,953	277,184	416,656	264,060	239,455	388,722	337,122	4,093,500	3,905,187	(188,313)
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,167,158</b>	<b>3,554,000</b>	<b>3,504,837</b>	<b>3,307,574</b>	<b>3,508,461</b>	<b>4,363,491</b>	<b>3,492,184</b>	<b>3,936,656</b>	<b>3,504,060</b>	<b>3,464,455</b>	<b>3,538,112</b>	<b>4,431,660</b>	<b>43,772,648</b>	<b>46,185,256</b>	<b>2,412,608</b>
<b>Ending Balance</b>	<b>\$ 13,600,375</b>	<b>\$ 10,558,264</b>	<b>\$ 7,815,891</b>	<b>\$ 5,411,820</b>	<b>\$ 7,258,342</b>	<b>\$ 15,382,137</b>	<b>\$ 12,338,097</b>	<b>\$ 9,099,589</b>	<b>\$ 6,039,357</b>	<b>\$ 4,264,289</b>	<b>\$ 5,835,169</b>	<b>\$ 13,330,643</b>	<b>\$ 13,330,643</b>	<b>\$ 10,712,011</b>	

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY  
 CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND (BIRF)  
 January through December 2017  
 Original Budget

	ACTUAL JANUARY	ACTUAL FEBRUARY	PROJECTED MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
<b>Total Beginning Funds</b>	\$ 4,813,972	\$ 1,460,905	\$ 1,462,556	\$ 1,463,462	\$ 1,464,680	\$ 1,465,152	\$ 5,018,770	\$ 1,565,738	\$ 1,567,321	\$ 1,568,914	\$ 1,570,662	\$ 1,971,811	\$ 4,813,972	\$ 4,813,972	

**Sources of Funds**

<b>Receipts:</b>															
Property Tax	-	-	-	-	-	5,417,479	-	-	-	-	400,000	5,017,479	10,834,958	10,834,957	1
Excise Tax	-	-	-	-	-	304,656	-	-	-	-	-	304,656	609,312	609,311	1
Financial Institution Tax	-	-	-	-	-	40,364	-	-	-	-	-	40,364	80,728	80,727	1
Commercial Vehicle Tax	-	-	-	-	-	39,055	-	-	-	-	-	39,055	78,110	78,110	-
In Lieu. Of Prop. Tax	-	-	-	-	-	3,076	-	-	-	-	-	3,076	6,152	6,152	-
Interest income	2,082	1,651	906	1,218	1,222	1,256	1,305	1,583	1,593	1,748	1,899	400	16,863	7,000	9,863
Refunds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>2,082</b>	<b>1,651</b>	<b>906</b>	<b>1,218</b>	<b>1,222</b>	<b>5,805,886</b>	<b>1,305</b>	<b>1,583</b>	<b>1,593</b>	<b>1,748</b>	<b>401,899</b>	<b>5,405,030</b>	<b>11,626,123</b>	<b>11,616,257</b>	<b>9,866</b>

**Uses of Funds**

<b>Expenditures:</b>															
2009 Bond Principal Payment	215,000	-	-	-	-	-	1,445,000	-	-	-	-	-	1,660,000	1,660,000	-
2010 Bond Principal Payment	1,110,000	-	-	-	-	-	1,105,000	-	-	-	-	-	2,215,000	2,215,000	-
2011 Bond Principal Payment	385,000	-	-	-	-	-	385,000	-	-	-	-	-	770,000	770,000	-
2012 Bond Principal Payment	1,075,000	-	-	-	-	-	-	-	-	-	-	-	1,075,000	1,075,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,165,000	-	-	-	-	-	1,200,000	2,365,000	2,365,000	-
2014 Bond Principal Payment	-	-	-	-	-	25,000	-	-	-	-	-	25,000	50,000	50,000	-
2015 Bond Principal Payment	-	-	-	-	-	500,000	-	-	-	-	-	505,000	1,005,000	1,005,000	-
2016 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2017 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Interest Payment	569,399	-	-	-	-	562,268	518,937	-	-	-	-	529,893	2,180,497	2,180,496	(1)
Bank Fees & Other Expenses	750	-	-	-	750	-	400	-	-	-	750	400	3,050	4,750	1,700
<b>Total Expenditures</b>	<b>3,355,149</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,252,268</b>	<b>3,454,337</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,260,293</b>	<b>11,323,547</b>	<b>11,325,246</b>	<b>1,699</b>
<b>Total Ending Funds</b>	<b>\$ 1,460,905</b>	<b>\$ 1,462,556</b>	<b>\$ 1,463,462</b>	<b>\$ 1,464,680</b>	<b>\$ 1,465,152</b>	<b>\$ 5,018,770</b>	<b>\$ 1,565,738</b>	<b>\$ 1,567,321</b>	<b>\$ 1,568,914</b>	<b>\$ 1,570,662</b>	<b>\$ 1,971,811</b>	<b>\$ 5,116,548</b>	<b>\$ 5,116,548</b>	<b>\$ 5,104,983</b>	



INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY  
 CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND II (BIRF 2)  
 January through December 2017  
 Original Budget

	ACTUAL JANUARY	ACTUAL FEBRUARY	PROJECTED MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
<b>Total Beginning Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,462	\$ 26,462	\$ 26,462	\$ 26,462	\$ 26,462	\$ 26,462	\$ -	\$ -	-
<b>Sources of Funds</b>															
<b>Receipts:</b>															
Property Tax	-	-	-	-	-	203,478	-	-	-	-	-	203,477	406,955	406,955	-
Excise Tax	-	-	-	-	-	10,684	-	-	-	-	-	10,684	21,368	21,368	-
Financial Institution Tax	-	-	-	-	-	1,368	-	-	-	-	-	1,368	2,736	2,735	1
Commercial Vehicle Tax	-	-	-	-	-	1,403	-	-	-	-	-	1,403	2,806	2,806	-
In Lieu. Of Prop. Tax	-	-	-	-	-	238	-	-	-	-	-	238	476	477	(1)
<b>Total Receipts</b>	-	-	-	-	-	<b>217,171</b>	-	-	-	-	-	<b>217,170</b>	<b>434,341</b>	<b>434,341</b>	-
<b>Uses of Funds</b>															
<b>Expenditures:</b>															
2016 Bond Principal Payment	-	-	-	-	-	5,000	-	-	-	-	-	10,000	15,000	15,000	-
2017 Bond Principal Payment	-	-	-	-	-	5,000	-	-	-	-	-	10,000	15,000	15,000	-
Bond Interest Payment	-	-	-	-	-	180,709	-	-	-	-	-	179,684	360,393	360,393	-
Bank Fees & Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	<b>190,709</b>	-	-	-	-	-	<b>199,684</b>	<b>390,393</b>	<b>390,393</b>	-
<b>Total Ending Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,462	\$ 26,462	\$ 26,462	\$ 26,462	\$ 26,462	\$ 26,462	\$ 43,948	\$ 43,948	\$ 43,948	-

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended February 28, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>43 - 2014 Multi-Branch Facility Improvements - Series One</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	6,123.50	0.00	6,123.50	49.60	171.18	0.00	5,952.32	97%
<b>Total Other Revenue</b>	<b>6,123.50</b>	<b>0.00</b>	<b>6,123.50</b>	<b>49.60</b>	<b>171.18</b>	<b>0.00</b>	<b>5,952.32</b>	<b>97%</b>
<b>Total Revenues</b>	<b>6,123.50</b>	<b>0.00</b>	<b>6,123.50</b>	<b>49.60</b>	<b>171.18</b>	<b>0.00</b>	<b>5,952.32</b>	<b>97%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	6,427.21	18,954.97	25,382.18	16,146.85	16,146.85	9,219.67	15.66	0%
<b>Total Office Supplies</b>	<b>6,427.21</b>	<b>18,954.97</b>	<b>25,382.18</b>	<b>16,146.85</b>	<b>16,146.85</b>	<b>9,219.67</b>	<b>15.66</b>	<b>0%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	26,921.01	(1,365.42)	25,555.59	0.00	0.00	201.32	25,354.27	99%
<b>Total Other Supplies</b>	<b>26,921.01</b>	<b>(1,365.42)</b>	<b>25,555.59</b>	<b>0.00</b>	<b>0.00</b>	<b>201.32</b>	<b>25,354.27</b>	<b>99%</b>
<b>Total Supplies</b>	<b>33,348.22</b>	<b>17,589.55</b>	<b>50,937.77</b>	<b>16,146.85</b>	<b>16,146.85</b>	<b>9,420.99</b>	<b>25,369.93</b>	<b>50%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	20,551.27	21,651.55	42,202.82	2,090.00	2,635.00	30,347.10	9,220.72	22%
ENGINEERING & ARCHITECTURAL	4,107.48	26,643.77	30,751.25	0.00	6,048.52	20,595.25	4,107.48	13%
LEGAL SERVICES	6,820.00	0.00	6,820.00	0.00	360.00	0.00	6,460.00	95%
<b>Total Professional Services</b>	<b>31,478.75</b>	<b>48,295.32</b>	<b>79,774.07</b>	<b>2,090.00</b>	<b>9,043.52</b>	<b>50,942.35</b>	<b>19,788.20</b>	<b>25%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	41.86	(41.86)	0.00	0.00	0.00	0.00	0.00	0%
OUTSIDE PRINTING	732.63	(200.00)	532.63	0.00	0.00	0.00	532.63	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended February 28, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>Total Printing &amp; Advertising</b>	774.49	(241.86)	532.63	0.00	0.00	0.00	532.63	100%
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	12,847.35	343.00	13,190.35	0.00	0.00	2,029.00	11,161.35	85%
<b>Total Repairs &amp; Maintenance</b>	12,847.35	343.00	13,190.35	0.00	0.00	2,029.00	11,161.35	85%
<b>Rentals</b>								
REAL ESTATE	0.00	600.00	600.00	0.00	600.00	0.00	0.00	0%
EQUIPMENT RENTAL	0.00	12,595.00	12,595.00	0.00	0.00	12,595.00	0.00	0%
<b>Total Rentals</b>	0.00	13,195.00	13,195.00	0.00	600.00	12,595.00	0.00	0%
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	318.93	(90.59)	228.34	0.00	0.00	0.00	228.34	100%
EVENTS & PR	3,448.70	(2,131.00)	1,317.70	0.00	0.00	0.00	1,317.70	100%
OTHER CONTRACTUAL SERVICES	1,580.56	17,217.00	18,797.56	90.00	90.00	18,706.00	1.56	0%
BANK FEES/CREDIT CARD FEES	0.00	54.00	54.00	27.00	54.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	5,348.19	15,049.41	20,397.60	117.00	144.00	18,706.00	1,547.60	8%
<b>Total Other Services &amp; Charges</b>	50,448.78	76,640.87	127,089.65	2,207.00	9,787.52	84,272.35	33,029.78	26%
<b>Capital Outlay</b>								
BUILDING IMPROVEMENTS & UPGRADES	35,113.52	467,539.53	502,653.05	87,050.94	418,313.94	68,120.11	16,219.00	3%
CAPITAL - FURNITURE	33,869.40	(6,103.94)	27,765.46	0.00	0.00	0.00	27,765.46	100%
CAPITAL - EQUIPMENT	866.72	35,610.68	36,477.40	0.00	0.00	35,610.68	866.72	2%
<b>Total Capital Outlay</b>	69,849.64	497,046.27	566,895.91	87,050.94	418,313.94	103,730.79	44,851.18	8%
<b>Total Expenses</b>	153,646.64	591,276.69	744,923.33	105,404.79	444,248.31	197,424.13	103,250.89	14%

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 RFID Bond**  
For the Month Ended February 28, 2017

	<b>Original Budget</b>	<b>Budget Adj.</b>	<b>Adjusted Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>44 - 2015 Bond - RFID Books &amp; Materials Project</b>								
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	11,297.00	0.00	11,297.00	1,957.50	4,081.50	0.00	7,215.50	64%
<b>Total Salaries &amp; Wages</b>	<b>11,297.00</b>	<b>0.00</b>	<b>11,297.00</b>	<b>1,957.50</b>	<b>4,081.50</b>	<b>0.00</b>	<b>7,215.50</b>	<b>64%</b>
<b>Employee Benefits</b>								
MEDICAL & DENTAL INSURANCE	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
GROUP LIFE INSURANCE	43.75	0.00	43.75	0.00	6.00	0.00	37.75	86%
LONG TERM DISABILITY	26.32	0.00	26.32	0.00	5.38	0.00	20.94	80%
FICA AND MEDICARE	883.94	0.00	883.94	149.75	312.24	0.00	571.70	65%
PERF	1,604.96	0.00	1,604.96	277.97	579.58	0.00	1,025.38	64%
EMPLOYEE ASSISTANCE PROGRAM	28.00	0.00	28.00	0.00	0.00	0.00	28.00	100%
<b>Total Employee Benefits</b>	<b>17,586.97</b>	<b>0.00</b>	<b>17,586.97</b>	<b>427.72</b>	<b>903.20</b>	<b>0.00</b>	<b>16,683.77</b>	<b>95%</b>
<b>Total Services Personal</b>	<b>28,883.97</b>	<b>0.00</b>	<b>28,883.97</b>	<b>2,385.22</b>	<b>4,984.70</b>	<b>0.00</b>	<b>23,899.27</b>	<b>83%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
LIBRARY SUPPLIES	31,283.00	1,350.00	32,633.00	0.00	0.00	1,350.00	31,283.00	96%
<b>Total Office Supplies</b>	<b>31,283.00</b>	<b>1,350.00</b>	<b>32,633.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350.00</b>	<b>31,283.00</b>	<b>96%</b>
<b>Total Supplies</b>	<b>31,283.00</b>	<b>1,350.00</b>	<b>32,633.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350.00</b>	<b>31,283.00</b>	<b>96%</b>
<b>Other Services &amp; Charges</b>								
<b>Communication &amp; Transportation</b>								
TRAVEL	0.00	160.92	160.92	0.00	160.92	0.00	0.00	0%
CELLULAR PHONE	0.00	30.00	30.00	15.00	30.00	0.00	0.00	0%
<b>Total Communication &amp; Transportation</b>	<b>0.00</b>	<b>190.92</b>	<b>190.92</b>	<b>15.00</b>	<b>190.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 RFID Bond**  
For the Month Ended February 28, 2017

	<b>Original Budget</b>	<b>Budget Adj.</b>	<b>Adjusted Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	53,750.25	(190.92)	53,559.33	0.00	0.00	0.00	53,559.33	100%
<b>Total Rentals</b>	<b>53,750.25</b>	<b>(190.92)</b>	<b>53,559.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,559.33</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	0.42	0.00	0.42	0.00	0.00	0.00	0.42	100%
COMPUTER SERVICES	0.00	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00	0%
OTHER CONTRACTUAL SERVICES	51,785.62	255,237.31	307,022.93	50,850.40	107,035.58	148,201.73	51,785.62	17%
<b>Total Other Services &amp; Charges</b>	<b>51,786.04</b>	<b>260,737.31</b>	<b>312,523.35</b>	<b>50,850.40</b>	<b>107,035.58</b>	<b>153,701.73</b>	<b>51,786.04</b>	<b>17%</b>
<b>Total Other Services &amp; Charges</b>	<b>105,536.29</b>	<b>260,737.31</b>	<b>366,273.60</b>	<b>50,865.40</b>	<b>107,226.50</b>	<b>153,701.73</b>	<b>105,345.37</b>	<b>29%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	1,074,471.00	128,925.00	1,203,396.00	0.00	0.00	128,925.00	1,074,471.00	89%
<b>Total Capital Outlay</b>	<b>1,074,471.00</b>	<b>128,925.00</b>	<b>1,203,396.00</b>	<b>0.00</b>	<b>0.00</b>	<b>128,925.00</b>	<b>1,074,471.00</b>	<b>89%</b>
<b>Total Expenses</b>	<b>1,240,174.26</b>	<b>391,012.31</b>	<b>1,631,186.57</b>	<b>53,250.62</b>	<b>112,211.20</b>	<b>283,976.73</b>	<b>1,234,998.64</b>	<b>76%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2016 Bond**  
For the Month Ended February 28, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>46 - 2016 Bond - Michigan Road</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	29,660.88	0.00	29,660.88	3,588.12	7,459.74	0.00	22,201.14	75%
<b>Total Other Revenue</b>	<b>29,660.88</b>	<b>0.00</b>	<b>29,660.88</b>	<b>3,588.12</b>	<b>7,459.74</b>	<b>0.00</b>	<b>22,201.14</b>	<b>75%</b>
<b>Total Revenues</b>	<b>29,660.88</b>	<b>0.00</b>	<b>29,660.88</b>	<b>3,588.12</b>	<b>7,459.74</b>	<b>0.00</b>	<b>22,201.14</b>	<b>75%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	140,000.00	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100%
<b>Total Office Supplies</b>	<b>140,000.00</b>	<b>0.00</b>	<b>140,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>140,000.00</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	80,000.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100%
<b>Total Other Supplies</b>	<b>80,000.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>220,000.00</b>	<b>0.00</b>	<b>220,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>220,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	204,025.00	6,475.00	210,500.00	750.00	6,375.00	6,425.00	197,700.00	94%
ENGINEERING & ARCHITECTURAL	40,000.00	557,944.74	597,944.74	0.00	43,647.59	522,422.15	31,875.00	5%
LEGAL SERVICES	27,442.00	0.00	27,442.00	0.00	3,460.00	0.00	23,982.00	87%
<b>Total Professional Services</b>	<b>271,467.00</b>	<b>564,419.74</b>	<b>835,886.74</b>	<b>750.00</b>	<b>53,482.59</b>	<b>528,847.15</b>	<b>253,557.00</b>	<b>30%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2016 Bond**  
For the Month Ended February 28, 2017

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>Total Communication &amp; Transportation</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	750.00	0.00	750.00	0.00	0.00	0.00	750.00	100%
OUTSIDE PRINTING	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Printing &amp; Advertising</b>	<b>5,750.00</b>	<b>0.00</b>	<b>5,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,750.00</b>	<b>100%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Insurance</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	27,100.00	0.00	27,100.00	5,500.00	14,000.00	0.00	13,100.00	48%
OTHER CONTRACTUAL SERVICES	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>57,100.00</b>	<b>0.00</b>	<b>57,100.00</b>	<b>5,500.00</b>	<b>14,000.00</b>	<b>0.00</b>	<b>43,100.00</b>	<b>75%</b>
<b>Total Other Services &amp; Charges</b>	<b>340,317.00</b>	<b>564,419.74</b>	<b>904,736.74</b>	<b>6,250.00</b>	<b>67,482.59</b>	<b>528,847.15</b>	<b>308,407.00</b>	<b>34%</b>
<b>Capital Outlay</b>								
LAND	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
BUILDING	5,839,758.00	0.00	5,839,758.00	0.00	0.00	0.00	5,839,758.00	100%
CAPITAL - FURNITURE	160,000.00	0.00	160,000.00	0.00	0.00	0.00	160,000.00	100%
CAPITAL - EQUIPMENT	137,500.00	0.00	137,500.00	0.00	0.00	0.00	137,500.00	100%
COMPUTER EQUIPMENT	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
<b>Total Capital Outlay</b>	<b>6,337,258.00</b>	<b>0.00</b>	<b>6,337,258.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,337,258.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>6,897,575.00</b>	<b>564,419.74</b>	<b>7,461,994.74</b>	<b>6,250.00</b>	<b>67,482.59</b>	<b>528,847.15</b>	<b>6,865,665.00</b>	<b>92%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2017 Bond**  
For the Month Ended February 28, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>47 - 2017 Bond - Brightwood</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
PROCEEDS FROM BOND SALE	5,945,000.00	0.00	5,945,000.00	0.00	5,945,000.00	0.00	0.00	0%
INTEREST INCOME	30,000.00	0.00	30,000.00	2,277.09	2,671.06	0.00	27,328.94	91%
<b>Total Other Revenue</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>2,277.09</b>	<b>5,947,671.06</b>	<b>0.00</b>	<b>27,328.94</b>	<b>0%</b>
<b>Total Revenues</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>2,277.09</b>	<b>5,947,671.06</b>	<b>0.00</b>	<b>27,328.94</b>	<b>0%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	225,000.00	0.00	225,000.00	0.00	0.00	0.00	225,000.00	100%
<b>Total Office Supplies</b>	<b>225,000.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100%
<b>Total Other Supplies</b>	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>265,000.00</b>	<b>0.00</b>	<b>265,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>265,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	192,000.00	0.00	192,000.00	0.00	0.00	14,000.00	178,000.00	93%
ENGINEERING & ARCHITECTURAL	407,000.00	0.00	407,000.00	0.00	0.00	0.00	407,000.00	100%
LEGAL SERVICES	30,000.00	0.00	30,000.00	0.00	4,100.00	0.00	25,900.00	86%
<b>Total Professional Services</b>	<b>629,000.00</b>	<b>0.00</b>	<b>629,000.00</b>	<b>0.00</b>	<b>4,100.00</b>	<b>14,000.00</b>	<b>610,900.00</b>	<b>97%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%



**Indianapolis Marion County Public Library**  
**Income Statement - 2017 Bond**  
For the Month Ended February 28, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
<b>Total Communication &amp; Transportation</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	1,250.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	100%
OUTSIDE PRINTING	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
<b>Total Printing &amp; Advertising</b>	<b>2,250.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>100%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Insurance</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	89,725.00	0.00	89,725.00	13,500.00	78,225.00	0.00	11,500.00	13%
OTHER CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>114,725.00</b>	<b>0.00</b>	<b>114,725.00</b>	<b>13,500.00</b>	<b>78,225.00</b>	<b>0.00</b>	<b>36,500.00</b>	<b>32%</b>
<b>Total Other Services &amp; Charges</b>	<b>751,975.00</b>	<b>0.00</b>	<b>751,975.00</b>	<b>13,500.00</b>	<b>82,325.00</b>	<b>14,000.00</b>	<b>655,650.00</b>	<b>87%</b>
<b>Capital Outlay</b>								
LAND	250,000.00	0.00	250,000.00	0.00	0.00	0.00	250,000.00	100%
BUILDING	4,310,775.00	0.00	4,310,775.00	0.00	0.00	0.00	4,310,775.00	100%
CAPITAL - FURNITURE	257,500.00	0.00	257,500.00	0.00	0.00	0.00	257,500.00	100%
CAPITAL - EQUIPMENT	64,750.00	0.00	64,750.00	0.00	0.00	0.00	64,750.00	100%
COMPUTER EQUIPMENT	75,000.00	0.00	75,000.00	0.00	0.00	0.00	75,000.00	100%
<b>Total Capital Outlay</b>	<b>4,958,025.00</b>	<b>0.00</b>	<b>4,958,025.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,958,025.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>13,500.00</b>	<b>82,325.00</b>	<b>14,000.00</b>	<b>5,878,675.00</b>	<b>98%</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Summary of Construction Fund Cash Balances**  
**As of February 28, 2017**

**Construction Fund Cash Balances**

Fund 43 - Restricted - E. Washington, Southport, Warren	294,722.70
Fund 44 - Restricted - RFID Project	1,518,975.37
Fund 46 - Restricted - Michigan Road Project	7,372,311.01
Fund 47 - Restricted - Brightwood Project	5,865,346.06
Foundation	<u>260,926.84</u>
<b>Total Construction Fund Cash Balances</b>	<b><u>15,312,281.98</u></b>

**Construction Fund Classification Breakdown**

Fund 43 - Restricted - E. Washington, Southport, Warren	294,722.70
Fund 44 - Restricted - RFID Project	1,518,975.37
Fund 46 - Restricted - Michigan Road Project	7,372,311.01
Fund 47 - Restricted - Brightwood Project	5,865,346.06
Foundation - Assigned - Central	<u>260,926.84</u>
<b>Total Construction Fund Breakdown</b>	<b><u>15,312,281.98</u></b>

**Summary of Classifications**

Total Restricted	15,051,355.14
Total Assigned	<u>260,926.84</u>
<b>Total of All Classifications</b>	<b><u>15,312,281.98</u></b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>ADJUSTED 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 43 - Restricted - E. Washington, Southport, Warren	5,059,300.65	105,404.79	444,248.31	4,758,625.63	197,424.13	103,250.89
Fund 44 - Restricted - RFID Project	2,000,000.00	53,250.62	112,211.20	481,024.63	283,976.73	1,234,998.64
Fund 46 - Restricted - Michigan Road Project	7,595,000.00	6,250.00	67,482.59	200,487.85	528,847.15	6,865,665.00
Fund 47 - Restricted - Brightwood Project	5,975,000.00	13,500.00	82,325.00	82,325.00	14,000.00	5,878,675.00
Central Project	102,412,625.02	0.00	0.00	102,261,164.89	0.00	151,460.13
Major Repairs & Maintenance	3,295,889.10	6,650.00	45,165.00	3,206,755.43	36,365.00	52,768.67
Central Technology	6,852,536.01	0.00	0.00	6,835,931.17	0.00	16,604.84
<b>Total Expenditures</b>	<b><u>133,190,350.78</u></b>	<b><u>185,055.41</u></b>	<b><u>751,432.10</u></b>	<b><u>117,826,314.60</u></b>	<b><u>1,060,613.01</u></b>	<b><u>14,303,423.17</u></b>

	<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	9,186.06	156.89	331.46	12,914.26	(3,728.20)
** Estimated Future Interest Earnings - Fund 43	30,000.00	49.60	171.18	24,047.68	5,952.32
Estimated Future Interest Earnings - Fund 46	30,000.00	3,588.12	7,459.74	7,798.86	22,201.14
Estimated Future Interest Earnings - Fund 47	30,000.00	2,277.09	2,671.06	2,671.06	27,328.94

\* 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.

## Calendar and Approval Process For the 2018 Budget

- June 13 Budget discussion at Board Committee meeting
- July 11 Draft review of budget at Board Committee meeting
- July 13 Budgets are advertised for the first time. (Meets 6-1.1-17-3 (a) requirement for 10 day notice before public hearing.) NOTE: The advertising for the Council hearing is no longer required to be noticed in the paper. It is required to be posted on-line via Gateway.
- July 20 Budgets are advertised for the second time.
- July 24 Public Hearing on 2018 Budget at the July Committee Board meeting (as noticed on July 13<sup>th</sup> and July 20<sup>th</sup> public notices). In accordance with IC 6-1.1-17-5(a) (notice of meeting to be posted 48 hours prior)
- Aug 28 Board adopts budget at the regular August Board meeting (as noticed on July 13<sup>th</sup> and July 20<sup>th</sup> public notices). In accordance with IC 6-1.1-17-5(a) (notice of meeting to be posted 48 hours prior)
- NOTE:** Beginning in calendar year 2009, the notice, publication and submission to DLGF of the estimated budget and public hearing must occur before September 14 of the calendar year per IC 6-1.1-17-3(a).
- Sept 1 Last day for Board to approve Budget (Per IC 36-3-6-9(b). Board must submit adopted budget and tax levies along with detailed accounts to council clerk before close of business. (Per IC 36-3-6-9(b))
- Sept 11 Budget introduced at Council meeting (Per CCC schedule). Last day to submit notice of publication for 2018 budget and tax levies through Gateway.
- Sept 14/20 Municipal Corporations Committee hearing on the 2018 budget (Per CCC schedule and in accordance with IC 6-1.1-17-5(a) (2)) 5:30 p.m. Room 260
- Sept 25 Public hearing on the 2018 budget at City-Council meeting at 7:00 p.m.
- Sept 26 Review and pass budget by the Municipal Corporation Committee 5:30 p.m. Room 260
- Oct 9 City County Council adopts Budgets for 2017 (as required by IC 6-1.1-17-5(a) (2))
- Oct 13 Library files approved budget via Gateway for the City Controller to submit.

Two (2) days after budget is signed by mayor or veto of budget is overridden, adopted budget Ordinances must be filed by City County Council Clerk with Board of Tax Adjustment. (Per IC 6-1.1-17-5(e).)

Updated March 3, 2017  
Prepared by Accounting



# Board Briefing Report

6c

**To:** IMCPL Board **Meeting Date:** March 24, 2017  
**From:** Finance Committee  
**Subject:** RFID Equipment RFP

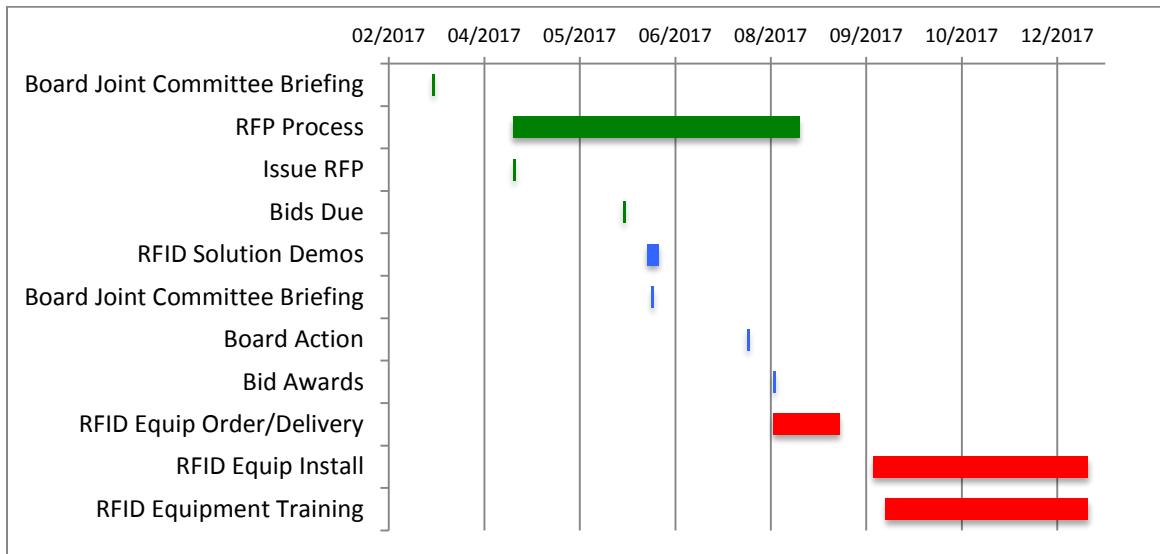
In support of the strategic plan and to continue the system-wide RFID implementation based on the recommendations of the 2015 ROI study, the RFID project is moving forward to the next phase.

To review, RFID (radio frequency ID) is a new way of handling library items during check in, check out, at the security gates and during inventory. RFID is designed to improve customer service and staff work conditions by automating time-consuming processes, giving staff more time to perform patron-oriented service and get materials to patrons faster. Phases that have been completed include the tagging of 1.5 million items at 24 locations, and acquisition of mobile collection inventory devices.

The completion of the next phase will allow staff to start handling items with RFID for their checkout and check in processes. The next phase includes:

Stage 1: Bid for RFID gates, checkout equipment and AV case unlockers (Mar – Aug)

Stage 2: Installation and training for circulation (Sep – Dec)



The project budget is \$530,000 to be funded by the Series 2015 Bond Fund (Fund 44).



## Board Briefing Report

7a

**To:** IMCPL Board **Meeting Date:** March 27, 2017

**From:** Diversity, Policy and Human Resources Committee

**Subject:** IndyPL Diversity Overview

**Recommendation:** N/A

**Background:** Each year Human Resources provides our Board of Trustees a point-in-time snapshot of staff diversity. As a point-in-time report it does not include context. The attached summary is a brief outline of IndyPL's diversity related activities in the four major areas of Collection, Doing Business, Services and Workforce.

Attached is the diversity report for 2016 along with a list of our jobs per EEO category and disbursement of funds spent on competitive goods and services to certified XBE firms.

**Strategic/Fiscal Impact:** N/A



# 2016 Diversity Overview

## Executive Summary

March 14, 2017

### *Our Mission*

*The Indianapolis Public Library enriches lives and builds communities through lifelong learning*

### *Our Vision*

*To be a center of knowledge, community life and innovation for Indianapolis*

### **Summary**

This document is to remind you of some of the salient points from the Diversity Report overview presented to the Board in April 2015 of our changing community, our challenges and our diversity related goals. The report was divided into four major Library functions – *Collections, Doing Business, Services and Workforce*. Throughout each year you receive information related to Collections, Doing Business and Services from your CEO and those functional area Directors.

### **Our Community**

In the last ten years, the white population in Marion County has decreased 6.5% and minority populations have grown by a dramatic 173.5%. By 2043, the non-white population in Indianapolis is expected to exceed 50%. Over 12,000 refugees live in Indianapolis; 2,000 international students study at local universities, 12% of Indianapolis homes speak a language other than English, 200 languages are spoken in the Indianapolis Public Schools, and 4,000 new Indiana residents become U.S. citizens annually.

### **Our Challenge**

Our new 5-year strategic plan and corresponding institutional activities define our pathway forward to meet our changing community and what we need to do to adapt both services and workforce to reflect changes.

We understand the need and are committed to achieving our diversity-related goals of:

- Staff better reflecting our communities
- Furthering our respect and appreciation of diversity through cultural competency training
- Expanding the diversity of our services, collections, outreach, programming and doing business
- Increasing diversity throughout all levels of the organization

Our ongoing assessment of organizational diversity-related activities continues to ensure the Library's undertakings are in alignment with our strategic plan and organizational principles therein.

### **Major Functional Areas**

- **Collections** (*Multiple Formats, Languages, Special Needs/Requests, Inclusive Content*)

- Materials selection, tracking and addition of subject headings for our diverse communities in multiple languages, formats, genres.
  - Library services available on website in multiple languages.
  - Our shared system focused on serving diverse community needs.
  - Digitization of community collections & special projects representing various ethnicities.
  - Expanded e-resources.
- **Doing Business** (*Contracts, Services*)
    - Increased efforts to attract minority/women/veteran owned business enterprise spending through an active notification & recruitment process.
      - Attachment A – 2016 “Doing Business” Report
- **Services** (*Libraries, Outreach, Programming*)
    - Open access statement clearly communicating that the library does not discriminate and all library services are available to all residents of the library district.
    - We conduct demographic research to ensure we are identifying and serving our community’s diverse needs.
    - Programs
      - Offer new learning to our community through cultural programs to enhance cultural knowledge, skills development, access & information helping new immigrants integrate and programs to celebrate our community’s broad diversity.
      - Center for African American Literature, Culture and the Black Experience at Central Library opening Fall 2017
      - African American History Committee presents large-scale exhibits leading to important discussions in our community.
      - Story times for our youngest patrons to support the importance of early learning.
      - Sister cities program partnership shares art, music, literature to a wider Indianapolis audience.
      - A program specialist position exclusively focused on diversity outreach to develop relationships, designing initiatives for our diverse community, promoting library services and providing cultural competency learning for library staff.
- **Workforce** (*Recruitment & Retention, Learning & Development, Cultural Competency, Succession Planning*)
    - National searches to fill high level positions. (Dir., Communications; Dir., Public Services)
    - Broadened recruitment activities to attract more male and minority applicants.
      - Attended recruitment events targeting minorities such as Black Expo, Representative Andre Carson’s Youth Fair, Urban League’s job fair
      - HBCU’s and additional universities in TN, TX, NY, WI, PA, IA, FL, OH
      - Recruitment advertisements in La Voz and Recorder
    - Increase staff diversity to more closely resemble community demographics
    - Increased focus and opportunities for staff learning & development
      - Individual Development Plans

- Experiential opportunities
- Annual Staff Day
- Increased cultural competency of staff through education.
  - Programs for staff such as *Creating Inclusive Libraries*, *Cultural Sensitivity*, *Adaptive Technologies*, *Spanish*, *Autism*, *Deafness*
- Training Librarian positions total to date: 9
  - 7 Female
  - 2 Male
  - 4 White
  - 5 Black/African American
- Tuition Reimbursement total in 2016: \$14,457.32 for 9 employees
  - 7 Female
  - 2 Male
  - 6 White, 2 Black/African American,
  - 1- Two or More Races.
- Staff Association Scholarships total in 2016: \$3000 for 7 employees
  - 6 Female
  - 1 Male
  - 1 Black/African American
  - 4 White
  - 2 Two or More Races



# 2016 Annual Workforce Diversity Report - Table Summary

March 14, 2017

This report is an annual point-in-time look back comparison of staff demographics as of December 31<sup>st</sup> each year. (2016 Data Attached)

- **Table 1-All Staff Diversity 2011 – 2016:** Our data continues to show slow movement toward increasing staff diversity. Last year we experienced slight increases to our Hispanic/Latino and Male demographics.
- **Table 2-All Staff by Gender 2011 – 2016:** The ratio of male staff is slowly increasing. The library has increased efforts to attract more male applicants by expanding our efforts across schools offering MLS degrees, national searches for MLS and other skilled positions, relationships with HBCU career offices and local recruitment events.
- **Table 3-Staff Ethnicity per EEO Category:** The EEO-1 Report filed each year is a compliance survey mandated by federal statute and regulations. The survey requires company employment data to be categorized by race/ethnicity, gender and job category.
  - Attachment B-IndyPL Position List per EEO Category
- **Table 4-Job Fill per EEO Category:** In 2016 the Library hired 99 compared to 125 in 2015. Of these 99 hires, 26 were into full or part-time positions. The remaining were Hourly jobs. We are not growing positions quickly and on average half of our hires into full or part-time positions are internal moves.
- **Table 5-Separations Ethnicity per EEO Category:** There were 96 separations in 2016 which is down from 120 in 2015. Of 19 Black/African American staff separations in 2016, two thirds (13) were hourly or temporary positions. (i.e., Summer Reading Clerk, Job Center Assistant, Substitute, Page). The remaining 6 separated from full or part-time positions and the separation reasons are listed below:
  - normal retirement (1)
  - unsatisfactory job performance (1)
  - job abandonment (1)
  - return to school (1)
  - chose to leave workforce (1)
  - personal health reason (1)
- **Table 6-Applicant Ethnicity:** 2016 saw a dramatic decrease in total number of applications. We had 4678 applications in 2016, down from 7918 in 2015. We also posted fewer positions.
- **Table 7-Percent of Ethnicity by Staff Tenure:** The tenure of our staff indicates a slow increasing ethnic diversity.
- **Table 8-Promotions Ethnicity per EEO Category:** 35 employees were promoted in 2016 vs. 45 in 2015.



# INDIANAPOLIS PUBLIC LIBRARY

**Table 1**  
**ALL STAFF DIVERSITY 2011 - 2016**

<b>Ethnicity</b>	<b>Indianapolis Census 2010 (most recent)</b>	<b>Indy PL All Employees December 31, 2011</b>	<b>Indy PL All Employees December 31, 2012</b>	<b>Indy PL All Employees December 31, 2013</b>	<b>Indy PL All Employees December 31, 2014</b>	<b>Indy PL All Employees December 31, 2015</b>	<b>Indy PL All Employees December 31, 2016</b>
<b>American Indian / Alaskan Native</b>	0.3%	2 0.3%	2 0.3%	2 0.3%	1 0.2%	1 0.2%	N/A
<b>Asian</b>	2.1%	7 1.2%	11 1.8%	10 1.6%	8 1.3%	8 1.3%	7 1.1%
<b>Black / African American</b>	27.5%	107 18.7%	118 19.5%	119 19.3%	114 18.4%	117 18.7%	110 17.8%
<b>Native Hawaiian / Pacific Islander</b>	N/A	1 0.2%	1 0.2%	1 0.2%	0 0.0%	0 0.0%	1 0.2%
<b>Hispanic / Latino</b>	9.4%	11 1.9%	11 1.8%	12 1.9%	10 1.6%	16 2.6%	18 2.9%
<b>White</b>	58.0%	440 76.8%	453 74.6%	463 74.9%	471 75.9%	470 75.0%	467 75.7%
<b>2 or More Races</b>	2.7%	5 0.9%	11 1.8%	11 1.8%	16 2.6%	15 2.4%	14 2.3%
<b>Totals</b>	100.0%	573	607	618	620	627	617

# **INDIANAPOLIS PUBLIC LIBRARY**

## **Table 2**

**ALL STAFF BY GENDER 2011 - 2016**

<b>Gender</b>	<b>Dec. 31, 2011</b>	<b>Dec. 31, 2012</b>	<b>Dec. 31, 2013</b>	<b>Dec. 31, 2014</b>	<b>Dec. 31, 2015</b>	<b>Dec. 31, 2016</b>
<b>Male</b>	121 21.1%	124 20.4%	130 21%	133 21.4%	132 21.1%	137 22.2%
<b>Female</b>	452 78.9%	483 79.6%	488 79%	487 78.5%	495 78.9%	480 77.8%
<b>Totals</b>	573	607	618	620	627	617



# INDIANAPOLIS PUBLIC LIBRARY

## Table 3

(See attached category descriptors)

% Staff Ethnicity per EEO Category Active Employees December 31, 2016								
EEO Category	Ethnicity							Totals
	American Indian/ Alaska Native	Asian	Black/ African American	Native Hawaiian/ Other Pacific Islander	Hispanic/ Latino	Two or More Races	White	
Administrative Support Workers	-	5 1.4%	71 19.9%	1 0.3%	11 3.1%	11 3.1%	258 72.3%	357
Executive/Sr. Level Officials/Managers	-	-	1 11.1%	-	-	-	8 88.9%	9
First/Mid-Level Officials/Managers	-	1 2.2%	6 13.0%	-	1 2.2%	1 2.2%	37 80.4%	46
Laborers and Helpers	-	-	2 22.2%	-	-	-	7 77.8%	9
Operatives	-	-	1 50.0%	-	-	-	1 50.0%	2
Professionals	-	1 0.5%	24 13.2%	-	6 3.3%	2 1.1%	149 81.9%	182
Sales Workers	-	-	-	-	-	-	3 100%	3
Service Workers	-	-	5 71.4%	-	-	-	2 28.6%	7
Technicians	-	-	-	-	-	-	2 100%	2

# **INDIANAPOLIS PUBLIC LIBRARY**

## **Table 4**

***New Hire Ethnicity per EEO Category  
January 1, 2016 – December 31, 2016***

<b>EEO Category</b>	<b>Ethnicity</b>							<b>Grand Total</b>
	<b>American Indian/ Alaska Native</b>	<b>Asian</b>	<b>Black or African American</b>	<b>Native Hawaiian/ Other Pacific Islander</b>	<b>Hispanic or Latino</b>	<b>Two or More Races</b>	<b>White</b>	
<b>Administrative Support Workers</b>	-	1 1.3%	15 18.8%	1 1.3%	4 5.0%	3 3.8%	56 70.0%	80
<b>Executive/Senior Level Officials and Managers</b>	-	-	-	-	-	-	1 100%	1
<b>First/Mid-Level Officials and Managers</b>	-	-	-	-	-	-	-	-
<b>Laborers and Helpers</b>	-	-	-	-	-	-	2 100%	2
<b>Professionals</b>	-	-	2 12.5%	-	1 6.3%	-	13 81.3%	16
<b>Technicians</b>	-	-	-	-	-	-	-	-
<b>Grand Total 2016</b>	-	1 1.0%	17 17.2%	1 1.0%	5 5.1%	3 3.0%	72 72.7%	99
<b>% Change in new hire diversity from 2015 to 2016</b>	-0.8%	-0.6%	-7.8%	+1.0%	-1.4%	-1.8%	+11.4	-



# INDIANAPOLIS PUBLIC LIBRARY

## Table 5

### *Separations - Ethnicity per EEO Category January 1, 2016 – December 31, 2016*

EEO Category	Ethnicity							
	American Indian/ Alaska Native	Asian	Black or African American	Native Hawaiian/ Other Pacific Islander	Hispanic or Latino	Two or More Races	White	Grand Total
Administrative Support Workers	1 1.3%	2 2.6%	17 21.8%	-	3 3.8%	4 5.1%	51 65.4%	78
Executive/Sr. Level Officials/Managers	-	-	-	-	-	-	-	-
First/Mid-Level Officials/Managers	-	-	-	-	-	-	-	-
Laborers and Helpers	-	-	1 100.0%	-	-	-	-	1
Professionals	-	-	1 6.7%	-	-	-	14 93.3%	15
Service Workers	-	-	-	-	-	-	1 100.0%	1
Technicians	-	-	-	-	-	-	1 100%	1
Grand Total	1 1.0%	2 2.1%	19 19.8%	-	3 3.1%	4 4.2%	67 69.8%	96

# INDIANAPOLIS PUBLIC LIBRARY

**Table 6**  
**2016**  
**Applicant**  
**Ethnicity**  
**by Gender**

Gender	Ethnicity	# of Applicants	% by Ethnicity and Gender
Female	Hispanic or Latino	125	3.8%
	White	1,743	53.3%
	Black or African American	975	29.8%
	Native Hawaiian or Other Pacific Islander	2	0.1%
	Asian	73	2.2%
	American Indian or Native Alaskan	19	0.6%
	Two or More Races	175	5.3%
	Unknown	161	4.9%
<b>Female Totals</b>		<b>3,273</b>	<b>70.0%</b>
Male	Hispanic or Latino	76	6.9%
	White	641	57.8%
	Black or African American	223	20.1%
	Asian	36	3.2%
	American Indian or Native Alaskan	4	0.4%
	Two or More Races	41	3.7%
	Unknown	88	7.9%
<b>Male Totals</b>		<b>1,109</b>	<b>23.7%</b>
Unknown	Hispanic or Latino	12	4.1%
	White	83	28.0%
	Black or African American	58	19.6%
	Asian	5	1.7%
	Two or More Races	15	5.1%
	Unknown	123	46.5%
<b>Unknown totals</b>		<b>454</b>	<b>41.6%</b>
<b>Total Applicants</b>		<b>4,678</b>	

# INDIANAPOLIS PUBLIC LIBRARY

## Table 7

**% Ethnicity by Staff Tenure**  
**Data Effective December 31, 2015**

Tenure	Ethnicity							
	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian/ Other Pacific Islander	Hispanic or Latino	Two or More Races	White	Totals
0 - 15 Years of Service	-	4 0.9%	83 17.8%	1 0.2%	16 3.4%	14 3.0%	349 74.7%	467 Employees
16 - 30 Years of Service	-	3 2.6%	21 17.9%	-	2 1.7%	-	91 77.8%	117 Employees
31 – 45 Years of Service	-	-	6 18.2%	-	-	-	27 81.8%	33 Employees





# INDIANAPOLIS PUBLIC LIBRARY

## Table 8

### Promotions - Ethnicity per EEO Category January 1, 2016 – December 31, 2016

EEO Category	Ethnicity							Grand Total
	American Indian/ Alaska Native	Asian	Black or African American	Native Hawaiian/ Other Pacific Islander	Hispanic or Latino	Two or More Races	White	
Administrative Support Workers	-	-	2 50.0%	-	-	1 100.0%	14 46.7%	17
First/Mid-Level Officials/Managers	-	-	-	-	-	-	1 3.3%	1
Laborers and Helpers	-	-	-	-	-	-	1 3.3%	1
Professionals	-	-	2 50.0%	-	-	-	13 43.3%	15
Technicians	-	-	-	-	-	-	-	-
Operatives	-	-	-	-	-	-	1 3.3%	1
Grand Total	-	-	4 11.4%	-	-	1 2.9%	30 85.7%	35



**DOING BUSINESS** by Miguel Ruiz, Accounting Contract Administrator

“Attachment A”

The Library continues its efforts to increase minority/women/veteran owned business enterprise spending through activities designed to increase the number of qualified enterprises solicited on Library projects and contracting for goods and services with the Library. The capital projects work in the strategic plan has created additional opportunity. The Library’s efforts are designed and intended to be in full compliance with applicable state and federal laws, including the Equal Protection Clause of the United States Constitution.

In 2016 the Library reported a total of \$8,429,647 spent on competitive goods and services. Of this amount, 54.5% was disbursed to certified XBE firms:

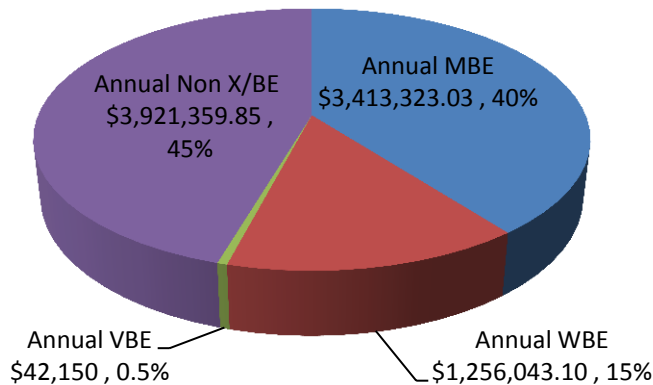
Woman owned	\$1,256,043 {14.5%}
Minority owned	3,413,323 {39.5%}
Veteran owned	<u>42,150</u> {0.5%}
2015 XBE Total Spend	\$ 4,711,516 {54.5%}

This represents an increase in both total dollars spent and percentage spent to certified firms over 2015. These amounts were paid to 11 MBE vendors, 12 WBE and 1 VBE vendors which made up 28% of the competitive vendors used in 2016.

The Library currently works with the following organizations to locate certified vendors:

- City of Indianapolis Department of Minority and Women Business Development
- State of Indiana Minority & Women's Business Enterprise Division
- Conexus Indiana
- Mid-States Minority Supplier Development Council
- Women’s Business Enterprise Council
- National Association of Women Business Owners
- Indy Black Chamber of Commerce
- All competitive RFQ’s and RFP’s are posted on the IndyPL website

**Indianapolis Public Library  
M/W/VBE % Spend 2016**



## ***The Equal Employment Opportunity (EEO) Category Descriptions and Representative Indy PL Jobs***

### **Administrative Support Workers**

**EEO Category Description:** These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples found in the most recent Classification Guide published by the EEOC included Library Assistants, Executive Secretaries, Office and Administrative support workers; Accounting and Auditing clerks; general office clerks. Front-line supervisors of Administrative Support Workers were included in this category as well.

Accounting Contract Administrator	Hrly Job Center Assistant	Processing Assistant
Accounts Payable Assistant	Hrly Library Assistant I	Project Coordinator
Accounts Receivable Clerk	Hrly Library Assistant II	Receptionist
Administrative Assistant	Hrly Office Assistant I	Serials Assistant
Cataloging Assistant	Inter-Library Loan Assistant	Supervisor Librarian
Circulation Supervisor I	Lead Office Assistant	Supervisor Librarian-Computer
Circulation Supervisor II	Library Assistant I	Instruction
CMSA Aide	Library Assistant II	Technical Support Assistant
Computer Lab Assistant I	Library Assistant III	Temporary Transitional (Limited)
Computer Lab Assistant II	Office Assistant	Duty
Executive Assistant	Order Specialist	Youth Group Coordinator
Hrly Computer Lab Assistant I	Page	
Hrly Computer Lab Assistant II	Payroll Assistant	

### **Executive/Senior Level Officials and Managers**

**EEO Category Description:** Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. Examples found in the most recent Classification Guide published by the EEOC included chief executive officers, chief operating officers, chief financial officers, chief information officers, chief human resources officers, etc.

Chief Executive Officer	Dir., Communications	Dir., Public Services
Chief Financial Officer	Dir., Facilities	Dir., Strategic Planning &
Dir., Collection Management	Dir., Human Resources	Assessment
	Dir., Information Technology	

### **Service Workers**

**EEO Category Description:** Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples found in the most recent Classification Guide published by the EEOC included Ushers, Lobby Attendants, and Security Guards, and Front-line supervisors of these employees.

Building Systems Team Member	Hrly Building Systems Team Member	Supervisor, Building Systems
------------------------------	-----------------------------------	------------------------------

### **First/Mid- Level Officials and Managers**

**EEO Category Description:** Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples found in the most recent Classification Guide published by the EEOC included General & Operational Managers, Financial Managers, Training & Development Managers, etc.

Area Resource Manager	Mgr., Events	
Mgr., Accounting	Mgr., Facilities Projects	Mgr., Processing
Mgr., App & Web Development	Mgr., Learning Curve	Mgr., Program Development
Mgr., Buildings and Grounds	Mgr., Neighborhood Branch	Mgr., Regional Branch
Mgr., Cataloging and Metadata	Mgr., Organizational Learning and Development	Mgr., Shared Systems
Mgr., Central Adult Services	Mgr., Outreach	Mgr., Support Programs & Volunteer Resources
Mgr., Central Services	Mgr., Payroll	Mgr., Sys/Network Infrastructure
Mgr., Community Branch	Mgr., PC & Communications	
Mgr., Digital Projects		

### **Laborers and Helpers**

**EEO Category Description:** Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: Production and Construction Worker Helpers; Vehicle and Equipment Cleaners; Laborers; Freight, Stock and Material movers, and Front-line supervisors of such employees.

Processing Unpacking Assistant Supervisor, Shipping and Receiving	Team Member, Shipping and Receiving
---	-------------------------------------

### **Operatives**

**EEO Category Description:** Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include Bus Drivers, Driver/Sales Workers, Light Truck and Delivery Service Drivers, and Motor Vehicle Operators.

Bkmo Driver/Clerk	Hrly Bookmobile Driver
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### **Sales Workers**

**EEO Category Description:** These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples include Retail Salespersons; Counter and Rental Clerks; Cashiers, and all other Sales and Related Workers

Booksale Coordinator	Collectible Bookseller	Hrly Collectible Bookseller
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### **Technicians**

**EEO Category Description:** Jobs in this category include activities that require applied scientific skills, usually obtained by post- secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Auditorium Technician	Hrly Auditorium Technician
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## **Professionals**

**EEO Category Description:** Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include: Accountants, Computer Programmers, Engineers, Librarians, etc.

Accountant	Hrly Public Services Associate I	Public Services Associate II
Activity Guide	Hrly Public Services Librarian	Public Services Associate II- Outreach
Artist-in-Residence	Human Resources Generalist	Public Services Librarian
Business Analyst	LAN Administrator	Purchasing Agent
Cataloger	Media Specialist	Safety and Security Officer
Collection Development	Membership Access	Supervisor, Learning Curve
Librarian	Coordinator	Venue Coordinator
Communications Specialist	Network PC Technician	Volunteer Resource Specialist
Database Administrator	Network Systems Analyst	Web Content Specialist
Electronic Resources Librarian	PC/LAN Specialist	Web Developer
Hrly Activity Guide	Program Specialist	
Hrly Digital Projects Assistant	Project and Grant Specialist	



# Board Action Request

8a

**To: IndyPL Board**

**Meeting Date: March 27, 2017**

**From: Facilities Committee**

**Approved by  
The Library Board:**

**Effective Date:**

**Subject: Resolution 12 - 2017  
Authorization to Purchase Property Located at Approximately  
6201 Michigan Road for the Michigan Road Branch Project**

**Recommendation:**

IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 12 - 2017) to authorize the purchase of property at approximately 6201 Michigan Road.

**Background:**

One of IndyPL’s goals in the 2015-2020 Strategic Plan is to maximize accessibility to the library and its services. Upon review of the current locations of IndyPL locations on a Marion County map, there is a clear gap in access to services in the southeast portion of Pike Township. IndyPL worked with Darwin May of May Realtors, LLC to locate available properties, and determined the best site available is at the southeast corner of 63<sup>rd</sup> Street and Michigan Road. This property is currently owned by Bethesda Temple Apostolic Church. The property for the new library will be only a portion of the property owned by the Bethesda Temple Apostolic Church and consists of approximately 4.5 acres. Bethesda Temple Apostolic Church and IndyPL have agreed on the purchase price of \$71,809 per acre. Due diligence processes have been completed with the environmental site assessment, limited environmental site investigations, survey, re-platting, rezoning of the property, and the vacation of a right-of-way that bisects the site.

**Strategic/Fiscal Impact:**

The purchase of the property will be funded by the 2016 Bond – Michigan Road (Fund 46).



## Board Resolution

8a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 12 – 2017  
AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT  
APPROXIMATELY 6201 MICHIGAN ROAD  
FOR THE MICHIGAN ROAD BRANCH PROJECT  
MARCH 27, 2017**

**WHEREAS**, the Board of Trustees (“Board”) of the Indianapolis-Marion County Public Library (“Library”) has previously authorized the building of the new Michigan Road Branch Library (the “Branch”) in response to the 2015-2020 Strategic Plan; and

**WHEREAS**, during the investigation of possible locations for the new Branch it was determined that real property meeting the criteria for the Library was available for sale, which real property is commonly known and described in the Purchase Agreement as 2147 West 63<sup>rd</sup> Street, Indianapolis, Indiana more particularly described in Attachment A (the “Property”); and

**WHEREAS**, the real property being considered for purchase is only a portion of the real property currently owned by the Bethesda Temple Apostolic Church; and

**WHEREAS**, Library staff has received and reviewed all due diligence materials contemplated in the Purchase Agreement and staff recommends that the Library proceed with the acquisition of the Property; and

**WHEREAS**, a Real Estate Purchase Agreement (“Purchase Agreement”), in the form attached hereto as Attachment B, has been negotiated and executed by the Chief Executive Officer of the Library, and closing of the purchase transaction is contingent upon Board approval of the purchase, which must be approved or denied by April 26, 2017; and

**IT IS THEREFORE RESOLVED** that subject to satisfaction of the terms and conditions of the Purchase Agreement, the Chief Executive Officer of the Library is hereby authorized to proceed with all matters and to execute all documents or instruments necessary or required to complete the purchase of the Property as contemplated by the Purchase Agreement, including the payment of the purchase price of Seventy One Thousand Eight Hundred Nine and no/100 Dollars (\$71,809.00) per acre, and to take any and all other actions incident to, necessary, desirable or appropriate to fulfill the terms and conditions of the Purchase Agreement and to consummate the purchase of the Property contemplated thereby.

**RESOLUTION 12 – 2017  
AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT  
APPROXIMATELY 6201 MICHIGAN ROAD  
FOR THE MICHIGAN ROAD BRANCH PROJECT  
MARCH 27, 2017**

**ATTACHMENT A - LEGAL DESCRIPTION**

A PORTION OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 17 NORTH, RANGE 3 EAST IN WASHINGTON TOWNSHIP, MARION COUNTY, INDIANA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

START AT A CONCRETE MARKER AT THE INTERSECTION OF THE EAST RIGHT-OF-WAY LINE OF S. R. 421 (MICHIGAN ROAD) AND THE SOUTH LINE OF SAID WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 33, TOWNSHIP 17 NORTH, RANGE 3 EAST, THENCE TURN AN ANGLE TO THE LEFT OF 109 DEGREES, 25 MINUTES AND MEASURE NORTHWESTERLY ON AND ALONG SAID EAST RIGHT-OF-WAY FOR A DISTANCE OF 31.8 FEET TO AN IRON PIPE WHICH IS THE PLACE OF BEGINNING OF THIS DESCRIPTION.

THENCE CONTINUE THE PREVIOUS NORTHWESTERLY COURSE ON AND ALONG SAID EAST RIGHT-OF-WAY FOR A DISTANCE OF 390.10 FEET TO AN IRON PIPE AT THE SOUTH RIGHT-OF-WAY OF 63RD STREET; THENCE TURN AN ANGLE TO THE RIGHT OF 109 DEGREES 25 MINUTES AND MEASURE EASTERLY ON AND ALONG SAID SOUTH RIGHT-OF-WAY LINE FOR A DISTANCE OF 1051.95 FEET TO AN IRON PIPE AT THE WEST RIGHT-OF-WAY LINE OF KNOLLTON ROAD; THENCE TURN AN ANGLE TO THE RIGHT OF 90 DEGREES 40 MINUTES AND MEASURE SOUTHERLY ON AND ALONG SAID WEST RIGHT-OF-WAY LINE FOR A DISTANCE OF 368.00 FEET TO AN IRON PIPE AT THE NORTH RIGHT-OF-WAY LINE OF 62ND STREET; THENCE TURN AN ANGLE TO THE RIGHT OF 89 DEGREES 20 MINUTES AND MEASURE WESTERLY ON AND ALONG SAID NORTH RIGHT-OF-WAY LINE FOR A DISTANCE OF 917.99 FEET TO THE PLACE OF BEGINNING OF THIS DESCRIPTION.

ALSO:

BEGINNING AT THE NORTHEAST CORNER OF THE NORTHEAST QUARTER OF SECTION 4, TOWNSHIP 16 NORTH, RANGE 3 EAST, MARION COUNTY, INDIANA; THENCE EXTENDING WEST ALONG THE NORTH LINE OF SAID SECTION 1079.97 FEET MEASURED (1084 FEET DEED) TO THE CENTER OF MICHIGAN ROAD; THENCE IN A SOUTHEASTERLY DIRECTION, ALONG THE CENTER LINE OF THE MICHIGAN ROAD, 240.3 FEET; THENCE EAST 997.97 FEET MEASURED (956 FEET, MORE OR LESS, DEED) TO A POINT IN THE EAST LINE OF SAID SECTION 4, SAID POINT BEING 227.52 FEET SOUTH OF THE NORTHEAST CORNER OF SAID SECTION 4; THENCE NORTH, ALONG THE EAST LINE OF SAID SECTION, 227.52 FEET TO THE PLACE OF BEGINNING, CONTAINING 5.41 ACRES, MORE OR LESS.



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**8a**

**RESOLUTION 12 – 2017  
AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT  
APPROXIMATELY 6201 MICHIGAN ROAD  
FOR THE MICHIGAN ROAD BRANCH PROJECT  
MARCH 27, 2017**

**ATTACHMENT B – PURCHASE AGREEMENT**

## PURCHASE AGREEMENT

**THIS PURCHASE AGREEMENT** (“Agreement”), made effective as of the latest signature date below written (“Effective Date”), by and between Indianapolis-Marion County Public Library, an Indiana municipal corporation, with offices at 2450 N. Meridian Street, Indianapolis, Indiana 46208, (the “Purchaser”) and the Bethesda Temple Apostolic Church, Inc. an Indiana non-profit corporation, with its principal office and place of business at 2147 W. 63<sup>rd</sup> Street, Indianapolis, Indiana 46260, (the “Vendor”),

### RECITALS

**WHEREAS**, Vendor desires to sell to Purchaser, and Purchaser desires to purchase from Vendor, the real estate for the consideration, and upon and subject to the terms and conditions, hereinafter set forth.

**NOW, THEREFORE**, in consideration of the covenants, promises and conditions contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Defined Terms.** As used herein the following terms shall have the meanings indicated:
  - a) **Environmental Laws:** Any applicable, federal, state or local governmental laws (including common laws), statutes, ordinances, codes, regulations, rules, policies, permits, licenses, certificates, approvals, judgments, decrees, orders, directives, or requirements that pertain to the protection of the environment, protection of public health and safety, or protection of worker health and safety, or that pertain to the handling, use, manufacturing, processing, storage, treatment, transportation, discharge, release, emission, disposal, re-use, recycling, or other contact or involvement with Hazardous Materials (defined below), including, without limitation, the federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 U.S.C. Section 9601, et seq., as amended (“CERCLA”), and the federal Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq., as amended (“RCRA”).
  - b) **Hazardous Materials:** Any material, chemical, compound, substance, mixture, or by-product that is identified, defined, designated, listed, restricted or otherwise regulated under Environmental Laws (defined above) as a “hazardous constituent,” “hazardous substance,” “hazardous material,” “acutely hazardous material,” “extremely hazardous material,” “hazardous waste,” “hazardous waste constituent,” “acutely hazardous waste,” “extremely hazardous waste,” “infectious waste,” “medical waste,” “biomedical waste,” “pollutant,” “toxic pollutant,” or “contaminant,” or any other formulation or terminology intended to classify or identify substances, constituents, materials or wastes by reason of properties that are deleterious to the environment, natural resources, worker health and safety or public health and safety, including, without limitation, ignitability, corrosivity, reactivity, carcinogenicity, toxicity and reproductive toxicity. The term “Hazardous Materials” includes, without limitation, any “hazardous substances” as defined, listed,

Authorization to Purchase Property Located at Approximately 6201 Michigan Road

For the Michigan Road Branch Project

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designated or regulated under CERCLA, any "hazardous wastes" or "solid wastes" as defined, listed, designated or regulated under RCRA, any asbestos or asbestos-containing materials, any polychlorinated biphenyls, and any petroleum or hydrocarbon substance, fraction, distillate, or by-product.

- c) Material Adverse Effect: A material adverse effect on the marketability of the Real Property.
2. Property to be Sold. Vendor shall sell, transfer, assign and convey to Purchaser, and Purchaser shall purchase from Vendor, for the consideration, and upon and subject to the terms and conditions, hereinafter set forth, the following described assets owned by Vendor:
- a) Land: That certain parcel of land located in Marion County, Indiana, and more generally shown in Exhibit A, attached hereto and made a part hereof and further generally described as an unimproved portion of two (2) parcels of land consisting of approximately four and one half (4.5) acres lying at the southeast corner of 63<sup>rd</sup> and Michigan Road, being portions of Parcels 8008581 and 8008013 as described in the Marion County Assessor's Office (and commonly referred to as 2147 W. 63<sup>rd</sup> Street) with approximate dimensions of 650 feet by 300 feet (the "Land"). An exact legal description for the Land for utilization in the Warranty Deed to be delivered at Closing shall be confirmed via the Survey ordered under subparagraph 5(c) hereof, and via the Owner's Policy provided under subparagraph 5(a) hereof and Exhibit A shall be modified and updated accordingly
- b) Improvements: All buildings, structures, fixtures and improvements now or hereafter erected or located on the Land, or affixed thereto (collectively, the "Improvements").
- c) Appurtenances: All tenements, hereditaments, rights, privileges, interests, easements and appurtenances now or hereafter belonging or in any wise pertaining to the Land and/or the Improvements (collectively, the "Appurtenances"; the Land, the Improvements and the Appurtenances being hereinafter referred to collectively as the "Real Property").
3. Purchase Price.
- a) The purchase price for the Real Property (the "Purchase Price") shall be the sum of Seventy-One Thousand Eight Hundred-Nine Dollars (\$71,809.00) per acre with the exact acreage and purchase price to be calculated based on the legal description provided by the Survey under subparagraph 5(c) hereof.
- b) The Purchase Price shall be paid in the following manner:
- i) Within one (1) business day after the Effective Date of this Agreement, Purchaser shall deposit with First American Title Company ("Title Insurer"), as escrow agent ("Escrow Agent"), the sum of One Thousand Dollars (\$1,000.00) (the "Earnest Money").

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ii) The Earnest Money will be invested by Escrow Agent, at Purchaser's direction and risk in such obligations as are considered prudent to safeguard principal, earn reasonable interest and have funds available for disbursement when required and such interest shall be disbursed to the party which ultimately becomes entitled to the Earnest Money.

iii) The Earnest Money, together with all interest earned thereon, shall be held by Escrow Agent for Purchaser's benefit and disbursed to Vendor at the Closing if the transaction contemplated hereby (the "Transaction") is consummated, and applied to the Purchase Price.

iv) If this Agreement is terminated pursuant to any provision hereof, other, other than by reason of a Purchaser's Default (as hereinafter defined) the Earnest Money shall be returned immediately to Purchaser, provided, however, that, if such termination is by reason of a Vendor's Default (as hereinafter defined), then such return shall be in addition to, and not in exclusion of, all other rights and remedies available to Purchaser at law or in equity, including but not limited to the right to specifically enforce the terms of this Agreement.

v) If this Agreement is terminated by Vendor by reason of a Purchaser's Default, then the Earnest Money together with all interest earned thereon shall be disbursed and forfeited to Vendor as liquidated damages, which shall be Vendor's sole remedy at law or in equity.

vi) At the Closing, Purchaser shall pay Vendor the entire Purchase Price, less the Earnest Money and any and all additional credits described herein, if any, by wire transfer.

4. **Title to and Condition of Property.** The Real Property shall be sold, transferred, assigned and conveyed by Vendor to Purchaser free and clear of any and all liens, leases, mortgages, pledges, security interests, conditional sales agreements, charges, claims, options and other encumbrances of any kind or nature whatsoever affecting title to the Real Property (collectively, "Encumbrances"), other than the following (collectively, the "Permitted Encumbrances"):

- a) Zoning Laws: The provisions of all applicable zoning Laws.
- b) Taxes: The liens of current real estate and personal property taxes not delinquent.

5. **Evidence of Title.** As evidence of title to and condition of the Real Property, Vendor shall obtain and deliver to Purchaser the following:

- a) Commitment: On or before ten (10) days from the Effective Date of this Agreement, Vendor shall have delivered to Purchaser a commitment for an owner's policy of title insurance in ALTA standard form Owner's Policy (the "Owner's Policy"), issued by Title Insurer, having an effective date after the date hereof, and containing such endorsements thereto as Purchaser may, in its sole discretion, deem necessary or desirable, in which Title Insurer shall agree to insure good, merchantable and marketable

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title to the fee simple estate in the Real Property, subject only to the Permitted Encumbrances, in Purchaser, for the full amount of the Purchase Price, upon execution and delivery of a general warranty deed thereto from Vendor to Purchaser, together with certified copies of all documents which are shown as exceptions therein (the "Commitment"). Vendor and Purchaser shall share equally in the cost of the Owner's Policy and any endorsements thereto.

b) Environmental Report: On or before thirty (30) days from the Effective Date of this Agreement, Purchaser shall be entitled to obtain an environmental inspection report in form and substance and from an engineering firm acceptable to Purchaser and addressed to the Purchaser (the "Environmental Report"). Vendor shall be responsible for the cost of the Environmental Report. Purchaser must be able to determine to its satisfaction that: (a) the Real Property is not in any way contaminated with pollutants, asbestos, hazardous substances or Hazardous Materials; (b) the Real Property is not subject to any proceedings or claim regarding health or safety issues; and (c) there is no underground storage tank at the Real Property. A Phase II review of the Real Property may be conducted in accordance with subparagraph 11(q) hereof.

c) Survey: On or before twenty (20) days from the Effective Date of this Agreement, Purchaser, shall have the right to obtain a staked survey for the real estate to be included in the Real Property prepared by a registered engineer or surveyor which shall in all respects be satisfactory to Purchaser, in its sole discretion. Vendor shall be responsible for the costs of the Survey. The survey shall be performed in accordance with the most recent Minimum Standard Detail Requirements for an ALTA/NSPS Land Title Survey and the legal description generated via the Survey shall be utilized to calculate the final Purchase Price under subparagraph 3(a) hereof. The Vendor shall grant all reasonable access necessary to complete the survey and staking of the survey in a timely fashion. The Survey shall be certified to the Purchaser and the Title Company as of a current date, containing an exact perimeter legal description of the Land and a flood area certification, showing the topographic contours of the Land and the exact gross and net acreage of the Land and denoting all exceptions noted in the Commitment. Purchaser shall retain the right to have the Survey recertified at the Closing at Vendor's expense.

d) Response to Evidence of Title: Within fifteen (15) business days after receipt of the Commitment, the Survey (inclusive of the denotation of the presence of all exceptions noted in the Commitment), the Environmental Report and the Phase II, Purchaser shall give Vendor written notice of (i) any exceptions enumerated in the Commitment and any states of fact shown on the Survey or disclosed in the Environmental Report, which are unsatisfactory to Purchaser (collectively, "Unsatisfactory Exceptions" and "Unsatisfactory States of Fact," respectively), and (ii) any requirements shown in the Commitment which, in Purchaser's opinion, must be satisfied by Vendor (collectively, "Vendor's Requirements"). Vendor shall, at its sole cost and expense, cause any Unsatisfactory Exceptions to be released, any Unsatisfactory States of Fact to be corrected and any Vendor's Requirements to be satisfied, or make arrangements therefor satisfactory to Purchaser, within fifteen (15) days after receipt of such notice. The Owner's Policy shall be issued without the standard general exceptions for (i) rights or claims of parties in possession not shown

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by the public records, (ii) easements, or claims of easements, not shown by the public records, (iii) encroachments, overlaps, boundary line disputes or other matters which would be disclosed by an accurate survey or inspection of the Real Property, and (iv) any lien, or right to a lien, for services, labor or material theretofore or thereafter furnished, imposed by law and not shown by the public records. Whether or not the Transaction is consummated, all costs and expenses of obtaining the Commitment and the Owner's Policy (specifically including, but not limited to, all charges for special coverages and/or endorsements), and all costs and expenses of obtaining the Survey, the Environmental Report and Phase II, shall be borne as apportioned herein.

6. **Other Deliveries by Vendor Prior to Closing.** Within five (5) days after the Effective Date hereof, Vendor shall, at its sole cost and expense, also obtain and deliver to Purchaser the following:

a) **Leases:** A complete schedule as of a current date (including, with respect to each tenant, (i) the space occupied by such tenant, (ii) the deposit(s), if any, paid by such tenant, (iii) the rent payable by such tenant, (iv) the date to which rent has been paid by such tenant, (v) any offsets claimed by such tenant, and (vi) such other information as Purchaser may request), and complete copies, of the Leases.

b) **Inspection and Survey Reports:** Complete copies of all reports of all scheduled and nonscheduled inspections and surveys of the Real Property made by any Governmental Authority (as hereinafter defined), or other public or private person, (collectively, the "Reports"), together with complete copies of all responses to the Reports and all other documents relating to the Reports, specifically including, but not limited to, all waivers of violations and/or nonconformities noted in the Reports.

c) **Plans and Specifications:** Complete copies of all plans and specifications for the Real Property, specifically including, but not limited to, all "as-built" plans (collectively, the "Plans") currently in possession of Vendor.

d) **Evidence of Title or Environmental Condition:** Complete copies of any and all documents in possession of Vendor which relate to the condition of title of the Real Estate or which evidence any environmental condition upon the Real Estate.

7. **Vendor's Representations and Warranties.** Vendor represents and warrants to Purchaser that the following statements are, and as of the date of the Closing (the "Closing Date") (notwithstanding (i) any investigation by Purchaser of any matters described therein or related thereto, and/or (ii) fulfillment, or waiver by Purchaser, of any Purchaser's Condition (as hereinafter defined) related thereto) will be, true statements of law and fact:

a) **Due Organization:** Vendor is a non-profit corporation duly organized and validly existing under the laws of the State of Indiana.

b) **Power:** Vendor and the undersigned on behalf of Vendor have full right, power and authority, to execute and deliver this Agreement, to consummate the Transaction, to comply with and fulfill the terms and conditions hereof, and to sell, transfer, assign and convey the Real Property to Purchaser; and there are no legal, contractual or other

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restrictions upon Vendor's right, power or authority to sell, transfer, assign and convey the Real Property to Purchaser.

c) Authorization: Execution and delivery hereof, and consummation of the Transaction, have been duly authorized by all necessary corporate action of the Vendor, specifically including, but not limited to, approval and authorization thereof by Vendor's members and Board of Directors.

d) Execution: This Agreement has been duly executed and delivered by Vendor, and constitutes a legal, valid and binding obligation of Vendor, enforceable against Vendor in accordance with its terms and conditions.

e) No Violation: Neither execution and delivery hereof, nor consummation of the Transaction, nor compliance with or fulfillment of the terms and conditions hereof, nor sale, transfer, assignment and conveyance of the Real Property to Purchaser, will violate, conflict with or result in a breach of the terms, conditions or provisions of, or constitute a default under, (i) the organizational documents of Vendor, (ii) any Approval (as hereinafter defined), restriction, condition, covenant, commitment, contract or agreement to which Vendor is a party, or by which Vendor is otherwise bound, or (iii) any statute, ordinance, law, rule, regulation, policy, guideline, code, ruling, order, writ, injunction, decree or judgment of any federal, state, municipal or other governmental department, commission, board, bureau, agency, authority or instrumentality (collectively, "Governmental Authorities"), or of any court, or any principle of common law (collectively, "Laws"), applicable to Vendor or any Real Property.

f) Required Consents: No license, permit, certificate, order, authorization, consent, franchise, designation, declaration, filing, registration or approval (collectively, "Approvals") of or with any Governmental Authority, or other public or private body or person, is required to permit Vendor to execute and deliver this Agreement, to consummate the Transaction, to comply with and fulfill the terms and conditions hereof, or to sell, transfer, assign and convey the Real Property to Purchaser.

g) Title to Property: Vendor has good, merchantable and marketable title to the fee simple estate in the Land and Improvements, and the applicable estate(s) in the Appurtenances, free and clear of any and all Encumbrances except the Permitted Encumbrances described herein.

h) Compliance with Applicable Laws. There is no existing violation of or nonconformity with, and Vendor is not under investigation with respect to, has not been charged with and has not received any notice of any alleged violation of or nonconformity with, any law relating to, or any restriction, conditions, covenant, commitment contract or agreement concerning the Real Property.

i) Litigation: There is no governmental or other action, suit, claim, investigation or proceeding relating to the Real Property pending or threatened by or against Vendor or the Real Property before any court, Governmental Authority, or other public or private body or person; and no judgment, order, writ, injunction, decree (specifically including,

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but not limited to, a consent decree), ruling or other similar command of any court, Governmental Authority, or other public or private body or person, which relates to the Real Property and is presently in effect, has been entered against or served upon Vendor.

j) Options: Vendor has not made any other agreement for sale, lease or other disposition of, or given any person an option to purchase, lease or otherwise acquire, all or any part of the Real Property.

k) Unrecorded Encumbrances: The Real Property is not subject to any Encumbrances not of record, other than the Permitted Encumbrances.

l) Possession: The Real Property is in the possession of Vendor, and no other person has a right to possession or claims possession of all or any part of the Real Property.

m) Bankruptcy: Vendor is not involved in any proceedings by or against it in any court under the Bankruptcy Code, or any other insolvency or debtors' relief Law, whether federal or state, or for appointment of a trustee, receiver, liquidator, assignee, sequestrator or other similar official of it or a substantial part of its property.

n) Insurance: There is in full force and effect with respect to the Real Property policies of insurance and Vendor is the sole owner of all such policies.

o) Building Permit: Any and all necessary building permits were obtained for the improvements on the Real Property prior to construction.

p) Environmental Condition: Except as disclosed in the environmental reports obtained by Purchaser or on Purchaser's behalf, Vendor represents that to the best of its knowledge, the Real Property is in compliance with all Environmental Laws and Vendor represents that no discharge, emission, release, leak or spill of Hazardous Materials has occurred on the Real Property which may or will give rise to liability of Vendor under Environmental Laws. Except as disclosed in the environmental reports obtained by Purchaser or as otherwise disclosed herein by Vendor, Vendor represents that to the best of its knowledge: (i) there are no Hazardous Materials (including, but not limited to, asbestos) present in the surface waters, structures, ground waters or soils of or beneath Vendor's Improvements or Appurtenances; (ii) Vendor has never installed or has no knowledge of any aboveground or underground storage tanks for Hazardous Materials at the Real Property; (iii) no employee or other person affiliated with Vendor has claimed that Vendor is liable for alleged injury or illness resulting from an alleged exposure to a Hazardous Material; and (iv) no civil, criminal or administrative action, proceeding or investigation is pending against Vendor, or is threatened against Vendor, with respect to Hazardous Materials or Environmental Laws, and Vendor is not aware of any facts or circumstances which could form the basis for assertion of a claim against Vendor or which could form the basis for liability of Vendor, regarding Hazardous Materials or regarding actual or potential non-compliance with Environmental Laws.

q) Site Conditions: The soil conditions, qualities, density and bearing capacity of the Land are suitable for Purchaser's intended development, construction, ownership,



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operation, use and occupancy of a branch public library facility, containing approximately twenty thousand (20,000) square feet with on-site parking (the "Project") thereon without the necessity of any extraordinary filling or compaction, or any other extraordinary engineering, development or construction measures or expenditures, which would or could prohibit, prevent, delay, interfere with, or make infeasible or undesirable from any economic or other standpoint, Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project thereon; the surface water drainage of the Land is satisfactory for Purchaser's intended development, construction, ownership, operation, use and occupancy of the Project thereon; there will be no site preparation costs or expenses which would or could render Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land infeasible or undesirable from any economic or other standpoint; no part of the Land is located in any area of special flood hazard as designated by any Governmental Authority; there are no hazardous or toxic wastes or substances, or underground storage tanks, upon the Real Property; no hazardous or toxic wastes or substances have been produced, used, stored, handled or disposed of in or upon the Real Property;; and there are no surface or subsurface conditions upon the Land which constitute, or which with the passing of time may constitute, a public or private nuisance.

r) Access: The Land has such free, unrestricted and direct access, and ingress and egress, to and from physically open public streets abutting the Land as is required to permit and provide for Purchaser's intended development, construction, ownership, operation, use and occupancy of the Project thereon.

s) Utilities: Gas, electricity, water, storm sewers, sanitary sewers, telephone, cable television and all other utilities required to permit and provide for Purchaser's intended development, construction, ownership, operation, use and occupancy of the Project on the Land, are available at or within the property lines of the Land at standard rates; and all such utilities are adequate and have sufficient capacity for Purchaser's intended development, construction, ownership, operation, use and occupancy of the Project thereon.

t) Restrictions on Development: There are no Laws, and no plans or studies by any Governmental Authority, or other public or private body or person, existing, contemplated or proposed, which would or could prohibit, prevent, delay, interfere with, or make infeasible or undesirable from any economic or other standpoint, Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land; there is no governmental or other action, suit, claim, investigation or proceeding pending or threatened against Vendor or the Real Property before any court, Governmental Authority, or other public or private body or person (specifically including, but not limited to, any pending or threatened condemnation proceeding by any Governmental Authority, or other public or private body or person), which constitutes or might ripen into a lien or claim against the Real Property, or which would or could prohibit, prevent, delay, interfere with, or make infeasible or undesirable from any economic or other standpoint, Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land, or which would or could otherwise deprive Purchaser of any part of the Real Property; there are no

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commitments to or agreements with any Governmental Authority, or other public or private body or person, regarding the Real Property and/or development thereof; there are no public or private improvements pending, contemplated or proposed which would or could result in any charge being levied or assessed against, or any lien being created upon, the Real Property; and there are no additional or increased taxes or assessments with respect to the Real Property pending, contemplated or proposed.

u) No Misrepresentations: No representation or warranty made by Vendor herein contains any untrue statement of a material fact or omits to state a material fact necessary in order to make the statements contained in any such representation or warranty, in light of the circumstances under which they were made, not misleading.

8. **Purchaser's Representations and Warranties.** Purchaser represents and warrants to Vendor that the following statements are, and as of the Closing Date will be, true statements of law and fact:

a) Due Organization: Purchaser is an Indiana municipal corporation, duly organized and validly existing under the laws of the State of Indiana and the undersigned has full power and authority to enter into this Purchase Agreement on behalf of Purchaser and to perform its obligations hereunder.

b) Execution: This Agreement has been duly executed and delivered by Purchaser, and constitutes a legal, valid and binding obligation of Purchaser, enforceable against Purchaser in accordance with its terms and conditions.

c) No Violation: Neither execution and delivery hereof, nor consummation of the Transaction, nor compliance with or fulfillment of the terms and conditions hereof, nor purchase of the Real Property from Vendor, will violate, conflict with or result in a breach of the terms, conditions or provisions of, or constitute a default under, (i) the organizational documents of Purchaser, (ii) any Approval, restriction, condition, covenant, commitment, contract or agreement to which Purchaser is a party or by which Purchaser is otherwise bound, or (iii) any Law applicable to Purchaser.

d) Required Consents: No Approval of or with any Governmental Authority, or other public or private body or person, except the consent of the Purchaser's Board of Trustees as provided in Paragraph 11(k), is required to permit Purchaser to execute and deliver this Agreement, to consummate the Transaction, to comply with and fulfill the terms and conditions hereof, or to purchase the Real Property from Vendor.

e) No Misrepresentations: No representation or warranty made by Purchaser herein contains any untrue statement of a material fact or omits to state a material fact necessary in order to make the statements contained in any such representation or warranty, in light of the circumstances under which they were made, not misleading.

9. **Vendor's Covenants and Agreements.** From the Effective Date hereof through the Closing Date:

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a) Access: Vendor shall give Purchaser, and its architects, attorneys, engineers and other representatives, free and full access to the Real Property and to all directors, employees, agents and personnel of Vendor for the purpose of obtaining additional information of the type described in subparagraph 9(c). Without limitation of the generality of the foregoing, Vendor shall permit Purchaser, and its architects, engineers and other representatives, to enter upon the Real Property, and do and perform all surveying, engineering, soil borings, and other tests and acts, which Purchaser may deem necessary or desirable, or which may be required, to satisfy Purchaser that all Purchaser Conditions herein have been met, including but not limited to the right to conduct a Phase II under Paragraph 11(q) hereof. Purchaser shall indemnify, defend and hold Vendor free and harmless from and against any liens, losses, liabilities or claims arising out of any such test or act or other activities by Purchaser or its agents on the Real Property.

b) Maintenance of Property: Vendor shall maintain the Real Property in the ordinary course of business, in accordance with its past practices and procedures, and in accordance with all applicable Laws; and Vendor shall not make any alterations or improvements to the Real Property.

c) Additional Information: Vendor shall furnish Purchaser all such additional information regarding the Real Property as Purchaser may from time to time reasonably request.

d) Violations: Vendor shall promptly inform Purchaser upon Vendor's receiving notice or knowledge of any existing or alleged (i) violation of or nonconformity with any Law relating to, or any restriction, condition, covenant, commitment, contract or agreement concerning any Real Property, and/or the conduct, development, construction, ownership, operation, use and/or occupancy thereof, (ii) breach of any representation or warranty of Vendor contained herein, or of any covenant, term or condition to be complied with, fulfilled or performed by Vendor hereunder, or (iii) violation of or default under any Approval relating to Vendor, its business and/or any Real Property, and/or the conduct, development, construction, ownership, operation, use and/or occupancy thereof; and Vendor shall cure, correct or obtain the waiver of any such violation, nonconformity, breach or default, prior to the Closing Date, at its sole cost and expense.

e) Proscribed Activities: Vendor shall not do any of the following without Purchaser's prior written approval:

i) Make any change in its organizational documents affecting its right, power, authority or ability to consummate the Transaction.

ii) Solicit or enter into any discussions or negotiations with any person other than Purchaser regarding sale, lease or other disposition of all or any part of the Real Property, or furnish any information to any person other than Purchaser in such regard.

iii) Subject the Real Property to any additional Encumbrance except the Permitted Encumbrances described herein.

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iv) Make any press release or other public announcement regarding execution hereof or the Transaction.

v) Take, agree to take or knowingly permit to be taken any action, or knowingly permit to be done anything, which would or could cause any representation or warranty of it contained herein to be untrue in any respect, or which would or could be contrary in any respect to any covenant, term or condition to be complied with, fulfilled or performed by it hereunder.

f) Supplemental Documents and Information: Vendor shall furnish Purchaser, from time to time, (i) any subsequent documents of the types described in Paragraph 6, and any other documents necessary or appropriate to up-date the documents described therein, and (ii) any information necessary to up-date the representations and warranties contained in Paragraph 7.

g) Approvals: Vendor shall (i) furnish Purchaser all documents and/or information which Purchaser may deem necessary or desirable or which Purchaser may require, in order to obtain the requisite Zoning Approvals and/or Other Approvals (each as hereinafter defined) (collectively the "Purchaser Approvals"), (ii) upon Purchaser's request, execute any and all applications for the Purchaser Approvals, and any related documents, which Purchaser may reasonably require, to file with any Governmental Authority, or other public or private body or person, in connection with Purchaser's obtainment of the Purchaser Approvals, and (iii) otherwise use reasonable efforts to assist Purchaser in obtaining the Purchaser Approvals. Purchaser acknowledges that Vendor shall not be required to incur any costs, fees or liabilities in connection with the foregoing other than nominal costs.

h) Insurance: Vendor shall continue all of the Insurance on the Real Property in full force and effect until the completion of this Transaction.

i) Inspections and Surveys: Vendor shall promptly inform Purchaser of any scheduled or nonscheduled inspection or survey of the Real Property by any Governmental Authority, or other public or private body or person; promptly furnish Purchaser a complete copy of any report of any such inspection or survey; and cure, correct or obtain the waiver of any existing or alleged violation or nonconformity noted in any such report, prior to the Closing Date, at Vendor's sole cost and expense.

10. Purchaser's Covenants and Agreements. From the Effective Date hereof through the Closing Date Purchaser shall use reasonable efforts to obtain, within the period hereinafter specified, the Purchaser Approvals; provided, however, that nothing contained herein shall be deemed or construed to obligate Purchaser to pursue obtainment of any Purchaser Approval if Purchaser has been advised by its counsel, consultants or service providers, that it is more likely than not that such Purchaser Approval will not be obtained; provided, further, that nothing contained herein shall be deemed or construed to obligate Purchaser to appeal any adverse determination with respect to any Purchaser Approval; and provided, further, that, whether or not the Transaction is consummated, all costs and expenses of obtaining or attempting to obtain the Purchaser Approvals shall be borne solely by Purchaser.

11. **Conditions Precedent to Purchaser's Obligations.** Purchaser's obligations hereunder shall be subject to fulfillment of the following conditions precedent (individually, a "Purchaser's Condition"; collectively, "Purchaser's Conditions"); provided, however, that Purchaser may conditionally or unconditionally waive any Purchaser's Condition:

a) Representations and Warranties: Each of Vendor's representations and warranties contained herein shall be true and correct in all respects on the date hereof and as of the Closing Date.

b) Covenants: Vendor shall have complied with, fulfilled and performed in all respects each covenant, term and condition to be complied with, fulfilled or performed by it hereunder.

c) Documents and Information: All documents furnished by Vendor to Purchaser as provided herein (specifically including, but not limited to, the documents described in Paragraph 6 and the supplemental documents described in subparagraph 9(f)), and all additional and supplemental information furnished by Vendor to Purchaser as provided herein, shall be in form and substance satisfactory to Purchaser.

d) Adverse Action: No judgment, order, writ, injunction, decree, ruling or other similar command shall have been entered by, and no governmental or other action, suit, claim, investigation or proceeding shall be pending or threatened before, any court, Governmental Authority, or other public or private body or person, challenging the legality, validity or propriety of, or otherwise relating to, this Agreement, the Transaction, Vendor, any Real Property, and/or the conduct, development, construction, ownership, operation, use and/or occupancy thereof.

e) Zoning: Within one hundred twenty (120) days after the Effective Date hereof (the "Approval Period"), Purchaser shall have obtained, upon terms and conditions satisfactory to it, each and every rezoning, variance, special exception, conditional use permit, site plan approval, vacation, or other zoning and/or land use approval, which Purchaser may deem necessary or desirable, or which may be required, to permit and provide for Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land (collectively, the "Zoning Approvals"), and each and every Zoning Approval shall have become final and unappealable; provided, however, that, if any proceeding relating to any Zoning Approval is pending at expiration of the Approval Period, then the Approval Period shall automatically be extended so as to expire on a date which is thirty (30) days after such proceeding (including any appeals therefrom) has been concluded, and the result thereof has become final and unappealable. Vendor shall reasonably cooperate with Purchaser's efforts to rezone the process, including but not limited to signing any requisite consents necessary for Purchaser to file a zoning petition, appearing in support of the zoning petition and other efforts reasonably requested of Purchaser. Purchaser shall have the sole authority to make any and all determinations related to requested commitments or conditions on a zoning petition and shall have no obligation to agree to any commitments, conditions or limitations, which Purchaser, in its sole discretion determines limits the Purchaser's proposed use of the

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Real Property. The Purchaser's choice to not agree to commitments or conditions shall not be considered an event of Purchaser's Default.

f) Other Approvals: Within the Approval Period, Purchaser shall have obtained, upon terms and conditions satisfactory to it, each and every other Approval from, of or with any Governmental Authority, or other public or private body or person, which Purchaser may deem necessary or desirable, or which may be required, to permit and provide for Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land, specifically including, but not limited to, each and every curb cut or access permit, utility connection permit or building permit (collectively, the "Other Approvals"), and each and every Other Approval shall have become final and unappealable; provided, however, that, if any proceeding relating to any Other Approval is pending at expiration of the Approval Period, then the Approval Period shall automatically be extended so as to expire on a date which is thirty (30) days after such proceeding (including any appeals therefrom) has been concluded, and the result thereof has become final and unappealable.

g) Utilities: Within thirty (30) days after the Effective Date hereof (the "Feasibility Period"), Purchaser shall have determined to its satisfaction that gas, electricity, water, storm sewers, sanitary sewers, telephone, cable television and all other utilities which Purchaser may deem necessary or desirable, or which may be required, to permit and provide for Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land are available for Purchaser's use at or within the property lines of the Land at standard rates, and that all such utilities are adequate and have sufficient capacity for Purchaser's intended development, construction, ownership, operation, use and occupancy of the Project thereon; provided, however, that, if all such utilities are not thus available, Vendor shall cause such utilities to be extended to the property lines of the Land at Vendor's sole cost and expense, or make arrangements therefor satisfactory to Purchaser, prior to the Closing; and provided, further, that all easements required for any such utility extensions shall be obtained by Vendor at its sole cost and expense, and either dedicated or granted to Purchaser as required.

h) Site Conditions: Within the Approval Period, Purchaser shall have determined to its satisfaction that the soil conditions, qualities, density and bearing capacity of the Land are suitable for Purchaser's intended development, construction, ownership, operation, use and occupancy of the Project thereon without the necessity of any extraordinary filling or compaction, or any other extraordinary engineering, development or construction measures or expenditures, which, in Purchaser's opinion, would or could prohibit, prevent, delay, interfere with, or make infeasible or undesirable from any economic or other standpoint, Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project thereon; that the surface water drainage of the Land is satisfactory for Purchaser's intended development, construction, ownership, operation, use and occupancy of the Project thereon; that there will be no site preparation costs or expenses which, in Purchaser's opinion, would or could render Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land infeasible or undesirable from any economic or other standpoint; that no part of the Land is located in any area of special flood hazard as

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designated by any Governmental Authority; that there are no hazardous or toxic wastes or substances, or underground storage tanks, in or upon the Real Property; that no hazardous or toxic wastes or substances have been produced, used, stored, handled or disposed of in or upon the Real Property; and that there are no surface or subsurface conditions upon the Land which constitute, or which with the passing of time may constitute, a public or private nuisance.

i) Access: Within the Feasibility Period, Purchaser shall have determined to its satisfaction that the Land has such free, unrestricted and direct access, and ingress and egress, to and from physically open public streets abutting the Land as Purchaser may deem necessary or desirable, or as may be required, to permit and provide for Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project thereon; provided, however, that, if such access, and ingress and egress, is not thus available, Vendor shall cause such public streets to be extended to the property lines of the Land at Vendor's sole cost and expense, or make arrangements therefor satisfactory to Purchaser, prior to the Closing; and provided, further, that all rights-of-way required for any such street extensions shall be obtained by Vendor at its sole cost and expense, and dedicated as required.

j) Restrictions on Development: Within the Approval Period, Purchaser shall have determined to its satisfaction that there are no Laws, and no plans or studies by any Governmental Authority, or other public or private body or person, existing, contemplated or proposed, which, in Purchaser's opinion, would or could prohibit, prevent, delay, interfere with, or make infeasible or undesirable from any economic or other standpoint, Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land; that, there is no governmental or other action, suit, claim, investigation or proceeding pending or threatened against Vendor or the Real Property before any court, Governmental Authority, or other public or private body or person (specifically including, but not limited to, any pending or threatened condemnation proceeding by any Governmental Authority, or other public or private body or person), which, in Purchaser's opinion, constitutes or might ripen into a lien or claim against the Real Property, or which, in Purchaser's opinion, would or could prohibit, prevent, delay, interfere with, or make infeasible or undesirable from any economic or other standpoint, Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land, or which, in Purchaser's opinion, would or could otherwise deprive Purchaser of any part of the Real Property; that there are no commitments to or agreements with any Governmental Authority, or other public or private body or person, regarding the Real Property and/or development thereof; that there are no public or private improvements pending, contemplated or proposed which, in Purchaser's opinion, would or could result in any charge being levied or assessed against, or any lien being created upon, the Real Property; and that there are no additional or increased taxes or assessments with respect to the Real Property pending, contemplated or proposed.

k) Consent of Purchaser's Board of Trustees: Purchaser shall have obtained the approval of its Board of Trustees authorizing this Transaction. This approval shall be

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sought no later than one hundred twenty (120) days from the Effective Date of this Agreement.

l) Other Conditions: Within the Feasibility Period, Purchaser shall have determined to its satisfaction that there are no circumstances, conditions or facts, other than those covered by subparagraphs 11(a) through 11(j), inclusive, which, in Purchaser's opinion, would or could prohibit, prevent, delay, interfere with, or make infeasible or undesirable from any economic or other standpoint, Purchaser's intended development, construction, ownership, operation, use and/or occupancy of the Project on the Land.

m) No Adverse Change: There shall have been no adverse change in the prospects for the Project, and no circumstance, condition or fact shall exist, or be contemplated, proposed or threatened, which, in Purchaser's opinion, would or could cause such an adverse change.

n) Closing Considerations: Purchaser shall have received from Vendor all instruments, documents and other considerations described in Paragraph 14.

o) Satisfaction of Other Laws: The requirements of any other Law which may be applicable to the Transaction shall have been satisfied.

p) Taxes and Assessments: There shall have been no increase in the real estate taxes and assessments with respect to the Real Property over those in effect on the date hereof, whether by reason of increased rates, increased valuations, additional taxes or assessments, or otherwise.

q) Environmental: If the Purchaser, in its sole and absolute discretion, determines that a Phase II Environmental Assessment (hereinafter the "Phase II") is required of the Real Property to make the determinations included above and to satisfy Purchaser's determination that the Project can be constructed on the Real Property and utilized by Purchaser, Vendor agrees to execute any and all necessary entry and testing agreements necessary to all for the conducting the Phase II Assessment. Such Phase II shall be ordered within forty five (45) days of the Effective Date of this Agreement or within fifteen (15) days of the receipt of the Phase I, whichever is later. The Purchaser shall bear complete and total financial responsibility for the costs of any Phase II. Should the Phase II contain exceptions, conditions or disclosures which Purchaser declines to waive and which Vendor refuses to cure in accordance with subparagraph 5(d), the Purchaser shall be under no obligation proceed to Closing or to consummate the Transaction, and shall be entitled to terminate the Agreement in accordance with the terms hereof.

r) Delivery of Title: Purchaser's obligation to perform hereunder shall be conditioned upon Vendor being able to deliver a policy for title insurance subject only to those items set forth on the Commitment.

12. Conditions Precedent to Vendor's Obligations. Vendor's obligations hereunder shall be subject to fulfillment of the following conditions precedent (individually, a "Vendor's Condition"; collectively, "Vendor's Conditions"); provided, however, that Vendor may conditionally or unconditionally waive any Vendor's Condition:



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a) Representations and Warranties: Each of Purchaser's representations and warranties contained herein shall be true and correct in all respects on the date hereof and as of the Closing Date.

b) Covenants: Purchaser shall have complied with, fulfilled and performed in all respects each covenant, term and condition to be complied with, fulfilled or performed by it hereunder.

c) Closing Considerations: Vendor shall have received from Purchaser all instruments, documents and other considerations described in Paragraph 15.

13. Closing. The Transaction shall be consummated at a closing (the "Closing") to be held at the offices of the Title Insurer at \_\_\_\_\_ Indianapolis, Indiana, on a date to be designated by Purchaser, which shall be within twenty (20) days after all Purchaser's Conditions have been fulfilled or waived by Purchaser, but in no event, no later than September 1, 2016 (the "Closing Date"), provided however, that the Closing date shall be extended for a period equal to any extension of the Approval Period pursuant to subparagraph 11(e) or (f).

14. Vendor's Considerations. At the Closing, Vendor shall execute and/or deliver to Purchaser the following instruments, documents and other considerations, all of which shall be in form and substance satisfactory to Purchaser and its counsel:

a) Deed: Vendor shall execute a general warranty deed conveying the fee simple estate in the Land and Improvements and the applicable estate(s) in the Appurtenances, to Purchaser free and clear of any and all Encumbrances except the Permitted Encumbrances.

b) Closing Certificate: A certificate to the effect that each of Vendor's representations and warranties contained herein is true and correct in all respects as of the Closing Date, and that Vendor has complied with, fulfilled and performed in all respects each covenant, term and condition to be complied with, fulfilled or performed by it hereunder.

c) Certificates of Resolutions: Certified copies of the resolutions of Vendor's Board of Directors and members (if applicable) adopting and approving this Agreement, and authorizing consummation of the Transaction.

d) Vendor's Affidavit: A vendor's affidavit in the form required by Title Insurer to enable Title Insurer to delete the standard general exceptions to the Owner's Policy.

e) Non-foreign Affidavit: An affidavit by Vendor stating, under penalty of perjury, Vendor's United States taxpayer identification number and that Vendor is not a "foreign person," as defined in Section 1445(f)(3) of the Internal Revenue Code of 1986, as amended.

f) Sales Disclosure: A disclosure of sales information required by the applicable Governmental Authority.

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g) Title Endorsement: An endorsement to the Commitment, extending the effective date of the Commitment to the Closing Date, showing title vested in Purchaser and containing no additional exceptions except for Permitted Encumbrances.

h) Recertified Survey: A copy of the Survey recertified as of the Closing Date and showing no adverse changes.

i) Other Considerations: Such other and further instruments, documents and other considerations as Purchaser may deem necessary or desirable, or as may be required, to consummate the Transaction.

15. Purchaser's Considerations. At the Closing, Purchaser shall execute and/or deliver to Vendor the following instruments, documents and other considerations, all of which shall be in form and substance satisfactory to Vendor and its counsel:

a) Purchase Price: The Purchase Price shall be delivered to the Vendor in the form agreed to between the parties less all applicable credits.

b) Certificate of Resolutions: A copy of the resolutions of Purchaser's Board of Trustees, adopting and approving this Agreement, and authorizing consummation of the Transaction.

c) Sales Disclosure: A disclosure of sales information in the form required by the applicable Governmental Authority.

d) Other Considerations: Such other and further instruments, documents and other considerations as Vendor may deem necessary or desirable, or as may be required, to consummate the Transaction.

16. Taxes and Assessments. The real estate taxes with respect to the Real Property, if any, assessed due and payable during the calendar year in which the Closing occurs shall be prorated between the parties as of the Closing Date (such taxes for such date being allocated to Vendor), using, for Closing purposes, the taxes for the preceding calendar year if the taxes for the current calendar year have not been set; provided, however, that any such taxes due and payable during any prior calendar years shall be paid by Vendor; and provided, further, that any such taxes not allocated to Purchaser and not due and payable on the Closing Date shall be allowed to Purchaser as a credit on the Purchase Price, and Vendor shall not be liable thereafter for such taxes. Vendor shall also pay all assessments for public improvements which are constructed before or in the process of construction on the Closing Date; provided, however, that any such assessments not due and payable on the Closing Date shall be allowed to Purchaser as a credit on the Purchase Price, and Vendor shall not be liable thereafter for such assessments. All other liabilities, obligations, costs and expenses in connection with ownership, operation, use and/or occupancy of the Real Property (specifically including, but not limited to, all utility charges and all payments under service contracts), and all charges to and receipts from tenants (if any), shall be prorated between the parties as of the Closing Date (all such items for such date being allocated to Purchaser), and all Insurance shall be canceled as of the Closing Date.

17. **Possession.** Vendor shall deliver possession of the Real Property to Purchaser on the Closing Date, in the same condition as on the date hereof.

18. **Damage or Destruction; Condemnation.** All risk of loss or damage to the Real Property shall be borne by Vendor to and including the Closing Date. If the Real Property suffers a loss by accident, earthquake, fire, flood, hurricane, tornado or other casualty on or before the Closing Date for which repairs would cost more than One Thousand Dollars (\$1,000.00) to repair, or if proceedings to take or condemn the whole or any part of the Real Property for public or quasi-public use under any statute or by the right of eminent domain are commenced or threatened on or before the Closing Date, then Purchaser may, at its option, either (i) consummate the Transaction, in which event (x) any and all insurance proceeds, damages or awards payable in respect of such casualty, taking or condemnation collected by Vendor before the Closing Date shall be allowed to Purchaser as a credit on the Purchase Price, and (y) Vendor shall assign to Purchaser all of Vendor's rights, titles and interests in and to any and all such insurance proceeds, damages or awards not collected by Vendor before the Closing Date, or (ii) prior to the Closing Date, terminate this Agreement by written notice from Vendor to Purchaser, in which event all liabilities and obligations of the parties hereunder shall cease, and the Earnest Money, together with all interest earned thereon, shall be returned immediately to Purchaser. Vendor must give written notice any loss or proceedings to Purchaser within five (5) days of Vendor's knowledge of such event.

19. **Vendor's Obligations After Closing.** Vendor shall have the following obligations to Purchaser after the Closing:

a) **Indemnity:** Vendor shall defend Purchaser from and against any and all claims, demands, actions, controversies and suits, whether groundless or otherwise, and shall indemnify and save Purchaser harmless from and against any and all liabilities, losses, damages, costs, charges, counsel fees and other expenses of every nature and character (collectively, "Losses"), arising by reason of or resulting from (i) anything done, suffered to be done or omitted to be done by Vendor in relation to the Real Property on or before the Closing Date; (ii) any inaccuracy or untruth in any respect of any representation or warranty made by Vendor herein, or any failure of Vendor in any respect to comply with, fulfill or perform any covenant, term or condition to be complied with, fulfilled or performed by it hereunder; (iii) any misrepresentation in or omission from any instrument, document or other consideration executed and/or delivered by or on behalf of Vendor pursuant to the terms and conditions hereof; (iv) any liability or obligation of Vendor relating to the Real Property; or (v) any federal, state, local or other tax liabilities, assessments or obligations of Vendor in respect of the Transaction.

b) **Further Assurances:** Vendor shall from time to time, at Purchaser's request and without further consideration, perform such acts, and execute and deliver to Purchaser such other and further instruments, documents and other considerations, as Purchaser may request for more effective consummation of the Transaction and satisfaction by Vendor of its other obligations hereunder.

20. **Purchaser's Obligations After Closing.** Purchaser shall have the following obligations to Vendor after the Closing:

a) **Indemnity:** Purchaser shall defend, indemnify and save Vendor harmless from and against any and all Losses arising by reason of or resulting from (i) any inaccuracy or untruth in any respect of any representation or warranty made by Purchaser herein, or any failure of Purchaser in any respect to comply with, fulfill or perform any covenant, term or condition to be complied with, fulfilled or performed by it hereunder; (ii) any misrepresentation in or omission from any instrument, document or other consideration executed and/or delivered by or on behalf of Purchaser pursuant to the terms and conditions hereof; or (iii) subject to the provisions of paragraph 24, any federal, state, local or other tax liabilities, assessments or obligations of Purchaser in respect of the Transaction.

21. **Claims.** Each party shall give the other party prompt written notice of any claim of one ("Indemnitee") against the other ("Indemnitor") hereunder, specifically including, but not limited to, notice of any claim, demand, action, controversy or suit which may give rise to a claim for indemnification of Indemnitee by Indemnitor hereunder. Indemnitor shall undertake the defense of any such claim, demand, action, controversy or suit by counsel of its choosing, at its sole cost and expense (and Indemnitee shall give Indemnitor and such counsel reasonable assistance and cooperation with respect to such defense); provided, however, that if Indemnitor, within a reasonable time after notice of any such claim, demand, action, controversy or suit, fails to undertake defense thereof, then Indemnitee shall have the right to undertake defense, compromise or settlement thereof at Indemnitor's risk, subject to Indemnitor's right to assume such defense at any time prior to compromise or final determination thereof.

22. **Termination.** If Vendor fails in any respect to comply with, fulfill or perform any covenant, term or condition to be complied with, fulfilled or performed by it hereunder, and does not cure such failure within ten (10) days after receipt of written notice thereof from Purchaser to Vendor, or Vendor fails or refuses to consummate the Transaction in accordance with the terms and conditions hereof, other than by reason of nonfulfillment of any Vendor's Condition (any such event being herein referred to as a "Vendor's Default"), or any Purchaser's Condition is not fulfilled within the period specified therein (or, if no period is specified therein, on the Closing Date) or waived by Purchaser, then, and in any such event, Purchaser shall have the right, at its election, and in addition to any other rights and remedies it may have under Paragraph 22, to terminate this Agreement by written notice from Purchaser to Vendor (provided, however, that any such notice of termination hereof by reason of nonfulfillment of any Purchaser's Condition in which a period is specified shall be given within ten (10) business days after expiration of such period), in which event all liabilities and obligations of the parties hereunder shall cease, and the Earnest Money, together with all interest earned thereon, shall be returned immediately to Purchaser.

If Purchaser fails in any respect to comply with, fulfill or perform any covenant, term or condition to be complied with, fulfilled or performed by it hereunder, and does not cure such failure within ten (10) days after receipt of written notice thereof from Vendor to Purchaser, or Purchaser fails or refuses to consummate the Transaction in accordance with the terms and conditions hereof, other than by reason of nonfulfillment of any Purchaser's Condition (any such

event being herein referred to as a "Purchaser's Default"), or any other Vendor's Condition is not fulfilled on the Closing Date or waived by Vendor, then, and in any such event, Vendor shall have the right, at its election (which right shall be Vendor's sole right and remedy), to terminate this Agreement by written notice from Vendor to Purchaser, in which event all liabilities and obligations of the parties hereunder shall cease, and the Earnest Money, together with all interest earned thereon, shall be returned immediately to Purchaser unless such termination is by reason of a Purchaser's Default, in which event the Earnest Money, together with all interest earned thereon, shall be disbursed and forfeited to Vendor as liquidated damages, which shall be Vendor's sole remedy at law or in equity.

23. **Other Remedies.** In the event of a Vendor's Default, then, in addition to its right of termination provided in Paragraph 22, Purchaser shall have all other rights and remedies available at law or equity, specifically including, but not limited to, the right of specific performance.

24. **Taxes.** All sales, use, transfer, intangibles, excise, documentary stamp, recording, filing, gross receipts, gross or net income, and other taxes and/or fees which may be due or payable in connection with consummation of the Transaction shall be borne solely by Vendor.

25. **Assignment.** Intentionally omitted.

26. **No Waiver.** No failure on the part of either party at any time to require performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or the breach thereof.

27. **Survival of Representations, Warranties, Covenants and Agreements.** All representations, warranties, covenants and agreements made herein shall survive execution and delivery hereof; any investigation by Purchaser of any matters described herein or related to the Transaction; fulfillment, or waiver by Purchaser, of any Purchaser's Condition; and consummation of the Transaction. All statements contained in any instrument, document or other consideration delivered at any time by Vendor to Purchaser in connection with the Transaction shall constitute representations and warranties hereunder.

28. **Expenses; Brokerage.** Except as herein specifically provided to the contrary herein, each party shall bear its own expenses incurred in connection herewith, and neither party shall be liable to the other party for any such expenses, whether or not the Transaction is consummated. The parties acknowledge that MayRealtors, LLC, shall be due at Closing a commission of three (3%) percent of the Purchase Price as calculated under Paragraph 3(a) hereof, which shall be paid by Vendor. Other than MayRealtors, LLC, each party represents and warrants to the other party that it has not employed or used any broker, finder or agent in connection with this Agreement or the Transaction, and that it has not taken any action, or made any representation or commitment, whereby the other party is or will be obligated to pay any broker's commission, finder's fee or the like for bringing the parties together, or bringing about this Agreement or the Transaction. If any individual or entity shall assert a claim to a finder's fee, commission or similar fee against either Vendor or Purchaser, then the party who is alleged to have retained

such individual or entity asserting such claim shall and does hereby agree to indemnify and hold harmless the other party from and against any such claim and all costs, expenses or liabilities and damages incurred in connection with such claim or any action or proceeding brought thereon. Notwithstanding any other provision of this Agreement to the contrary, the indemnity and hold harmless provisions contained in this Paragraph shall survive the Closing and, if this Agreement is terminated, termination of this Agreement.

29. **Severability.** The invalidity or unenforceability of any particular provision hereof shall not affect the other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision had not been contained herein.

30. **Benefit.** This Agreement shall inure to the benefit of and be binding upon the parties, and their respective legal representatives, successors and assigns. The provisions hereof are solely for the benefit of the parties, and their respective legal representatives, successors and assigns, and shall not be deemed or construed to create any rights for the benefit of any other person.

31. **Construction.** Whenever a singular word is used herein, it shall also include the plural wherever required by the context, and vice versa; and whenever any gender is used herein, it shall also include the other genders wherever required by the context. The terms and conditions hereof represent the results of bargaining and negotiations between the parties, each of which has been represented by counsel of its own selection, and neither of which has acted under duress or compulsion, whether legal, economic or otherwise, and represent the results of a combined draftsmanship effort. Consequently, the terms and conditions hereof shall be interpreted and construed in accordance with their usual and customary meanings, and the parties hereby expressly waive and disclaim, in connection with interpretation and construction hereof, any rule of law or procedure requiring otherwise, specifically including, but not limited to, any rule of law to the effect that ambiguous or conflicting terms or conditions contained herein shall be interpreted or construed against the party whose counsel prepared this Agreement or any earlier draft hereof.

32. **Entire Agreement; Written Modifications.** This Agreement contains the entire understanding between the parties with respect to the subject matter hereof; all representations, promises, and prior or contemporaneous understandings, between the parties with respect to the subject matter hereof are merged hereinto and expressed herein; and any and all prior understandings between the parties with respect to the subject matter hereof are hereby canceled. This Agreement shall not be amended, modified or supplemented without the parties' written agreement at the time thereof.

33. **Governing Law.** This Agreement shall be governed by and subject to the Laws of the State of Indiana.

34. **Captions.** The captions herein are for convenience and identification purposes only, are not an integral part hereof, and are not to be considered in interpretation of any part hereof.

35. **Notices.** All notices and other communications hereunder shall be in writing and shall be (i) delivered in person, (ii) sent by United States certified or registered mail, return receipt

Indianapolis-Marion County Public Library

Resolution 12-2017

Authorization to Purchase Property Located at Approximately 6201 Michigan Road

For the Michigan Road Branch Project

March 27, 2017

Attachment B - Purchase Agreement

requested, postage prepaid, or (iii) sent by overnight delivery by a nationally recognized overnight delivery service such as UPS or Federal Express, in each case addressed as follows:

- a) Vendor: Bethesda Temple Apostolic Church, Inc.  
PO Box 68224  
Indianapolis, Indiana 46268-0224
- b) Purchaser: Indianapolis-Marion County Public Library  
2450 N. Meridian Street  
Indianapolis, Indiana 46208  
Attention: M. Jacqueline Nytes

Copy to: Clark, Quinn, Moses, Scott & Grahn, LLP  
320 N. Meridian Street, Suite 1100  
Indianapolis, IN 46204  
Attention: Robert B. Scott, Esq.  
Russell L. Brown, Esq.

or to such other address as shall be furnished in writing by either party to the other party.

All notices and communications hereunder given in the manner provided above shall be deemed effective upon (i) the date of delivery, if delivered in person, (ii) three (3) days after deposit with the United States Postal Service or (iii) the following business day after being sent by overnight delivery by a nationally recognized overnight delivery service such as UPS or Federal Express, as the case may be.

36. **Counterparts.** This Agreement may be executed in any number of counterparts and by any party on separate counterparts, each of which shall be an original, and all of which together shall constitute one and the same instrument.

37. **Expiration of Time Periods.** If any date specified herein is, or any period specified herein expires on, a Saturday, Sunday or holiday, then such date or the expiration date of such period, as the case may be, shall be extended to the next succeeding business day.

38. **No Partnership.** Nothing contained herein shall be deemed or construed to constitute Purchaser as a partner, joint venturer, co-principal or associate of Vendor, or of any person claiming by, through or under Vendor, in the conduct of their respective businesses.

39. **Attorneys' Fees.** If any action is instituted in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court may adjudge reasonable as attorneys' fees in such action, and on any appeal from any judgment or decree entered therein.

40. **Submission of Agreement as Offer.** The submission hereof by Purchaser to Vendor shall be deemed and construed to constitute Purchaser's offer to enter hereinto; provided, however, that such offer shall be deemed to have expired, and to have been revoked and

Indianapolis-Marion County Public Library

Resolution 12-2017

Authorization to Purchase Property Located at Approximately 6201 Michigan Road

For the Michigan Road Branch Project

March 27, 2017

Attachment B - Purchase Agreement

withdrawn, unless this Agreement is executed by Vendor and delivered to Purchaser on or before April \_\_, 2016.

**[SIGNATURES APPEAR ON FOLLOWING PAGE]**



Indianapolis-Marion County Public Library

Resolution 12-2017

Authorization to Purchase Property Located at Approximately 6201 Michigan Road

For the Michigan Road Branch Project

March 27, 2017

Attachment B - Purchase Agreement

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the respective dates set forth below, it being understood and agreed that, for all purposes hereof, the term "the date hereof" shall be deemed and construed to mean and refer to the later of such dates.

**"VENDOR"**

**BETHESDA TEMPLE APOSTOLIC CHURCH,  
INC.**

By: 

Royce D. Fields, Sr. President

Dated: 4-1-16

**"PURCHASER"**

**INDIANAPOLIS-MARION COUNTY PUBLIC  
LIBRARY**

By: 

Printed: M. Jacqueline Nytes

Its: Chief Executive Officer

Dated: 4.1.16



## Board Briefing Report

9

**To:** The Indianapolis Public Library Board      **Meeting Date:** March 27, 2017  
**From:** The Indianapolis Public Library Foundation  
**Subject:** March 2017 Library Foundation Update

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

**News:**

- Blue & Co. is in the process of auditing the Library Foundation's 2016 financial records. The annual audit is an essential part of the Library Foundation's strategy to ensure excellent stewardship of private contributions we receive.
- Centerpoint Brewing Company is holding a special fund raising event on Tuesday, April 11 from 4:00 p.m. – 9:00 p.m. in honor of National Library Workers Day. \$1 from every pint sold will benefit library programs and services at the Spades Park Branch. Deb Ehret played a big role in facilitating this fundraising opportunity.

**Strategic/Fiscal Impact:**

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

- CD-Com Systems Midwest, Inc.
- The Public Collection Fund, a fund of Central Indiana Community Foundation
- OneAmerica
- PricewaterhouseCoopers LLP
- Schmidt Associates
- The Herbert Simon Family Foundation

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

**Children's**

- Summer Reading Program
- Ready to Read – Early Childhood Conference
- YAT Performances

- Barbershop Books

### **Cultural**

- World Language Book Giveaways
- Hometown Roots Concert
- Adult Summer Reading Program
- Lilly African-American Literature Center
- Global Village Initiative

### **Collections**

- Little Library in the Lobby – Garfield Park
- General Digitization
- Lilly Digitization

### **Lifelong**

- Tinker Station 2.0
- NE Corridor Community of Readers

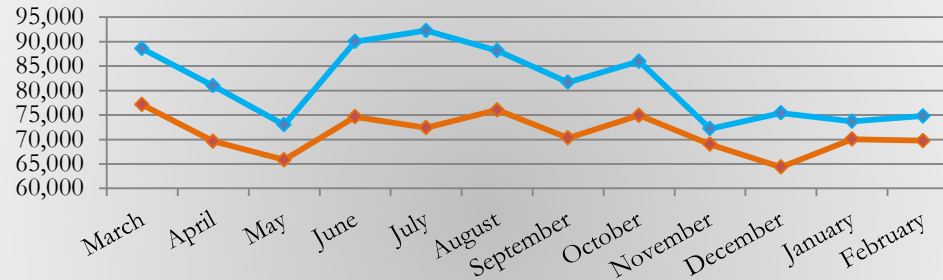
### **Capital**

- College Aquarium Maintenance

# Performance Dashboard

## Computer / Wireless Use

### Public PC Use

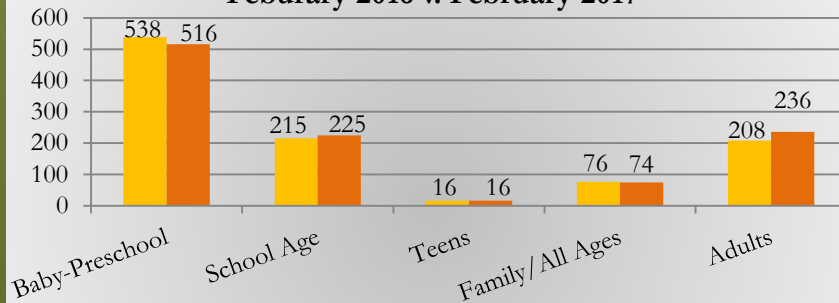


<u>Use in Session Hours</u>	<u>2016</u>	<u>2017</u>	<u>Change</u>
February	74,779	69,742	-7%
Year-to-Date	148,509	139,792	-6%

—●— 2015 - 2016    —●— 2016-2017

## Programs

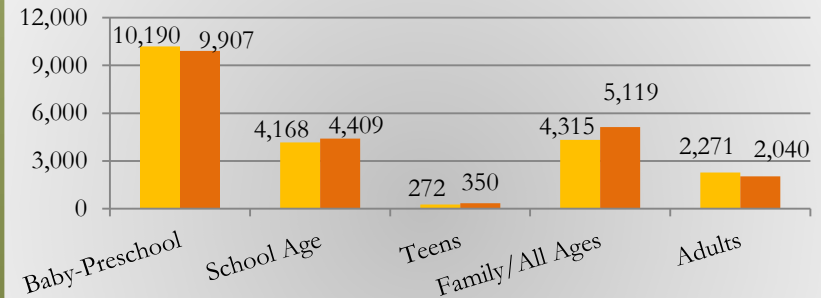
### Program by Type February 2016 v. February 2017



<u>Total Programs Offered</u>	<u>Change</u>
2016	1,053
2017	1,067      1%

■ 2016    ■ 2017

### Program by Attendance February 2016 v. February 2017

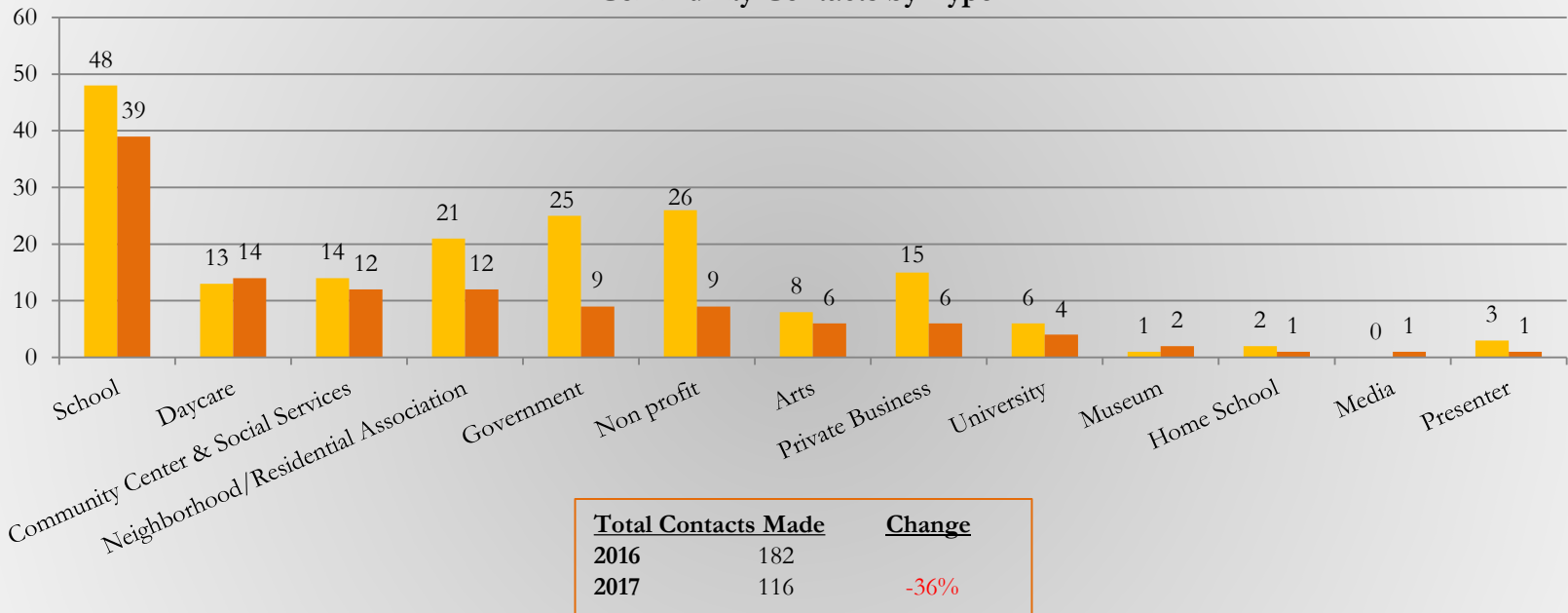


<u>Total Program Attendance</u>	<u>Change</u>
2016	21,216
2017	21,825      3%

■ 2016    ■ 2017

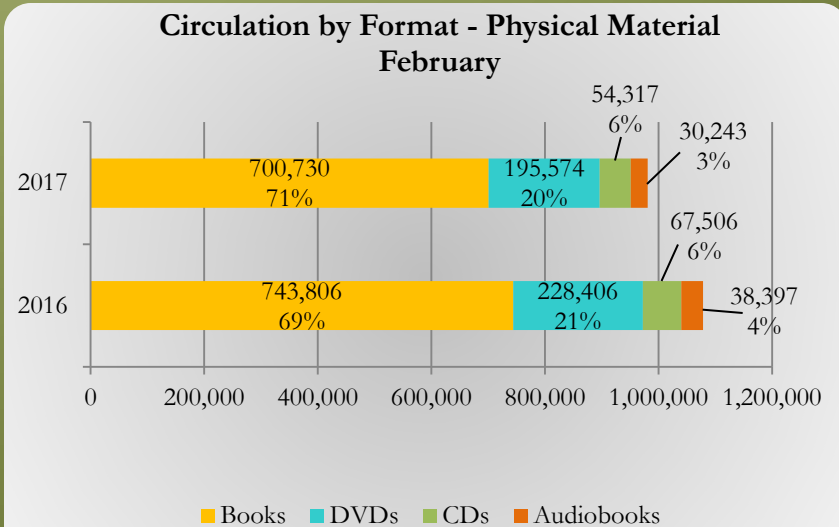
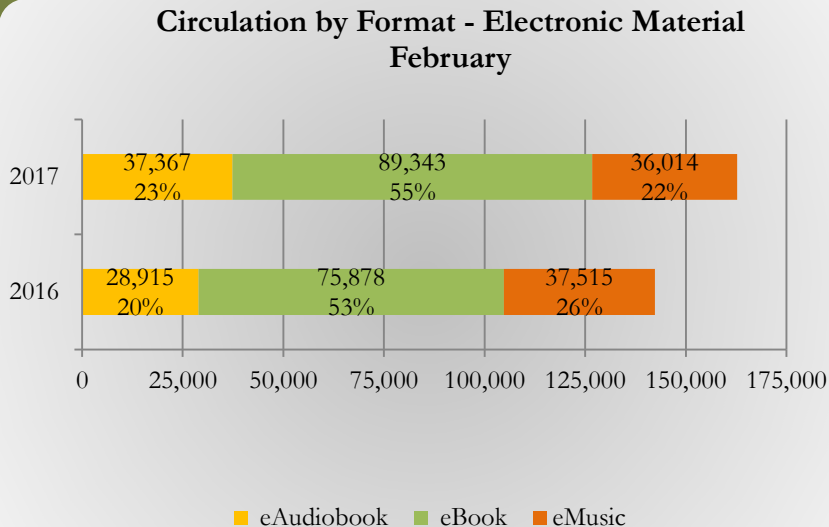
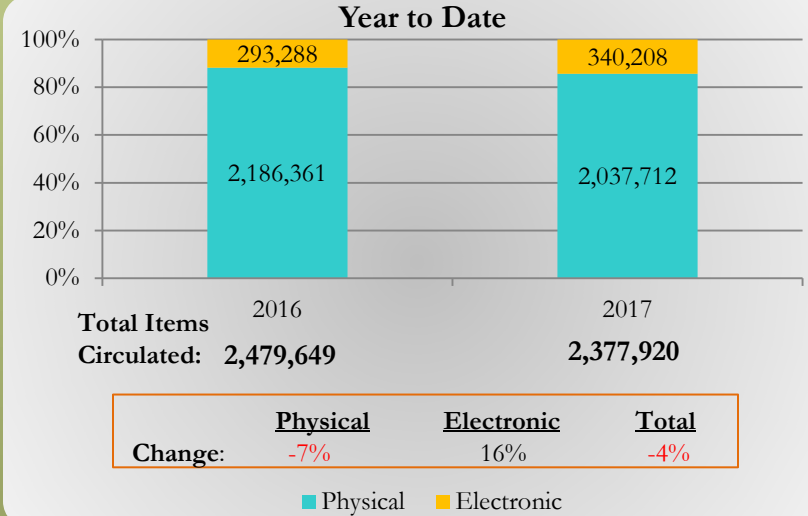
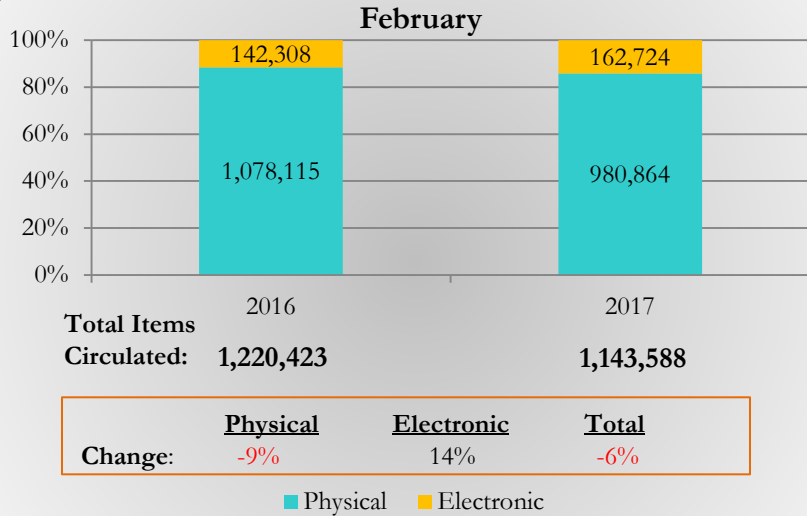
## Community Contacts

Community Contacts by Type

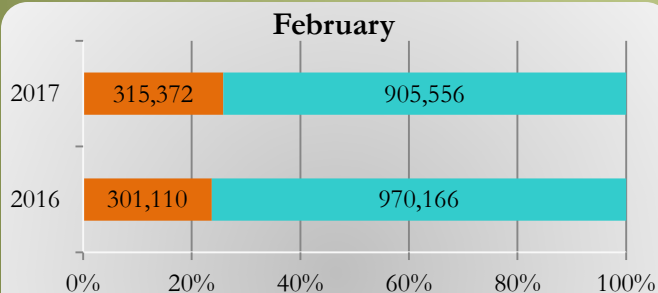


■ 2016 ■ 2017

## Circulation



## Patron Visits

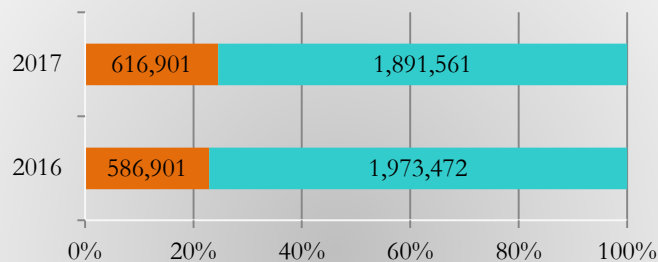


Total Visits		February
2016		1,271,276
2017		1,220,928

Change	Walk-in	Web Branch	Total
	5%	-7%	-4%

Legend: Walk-in (orange), Web Branch (teal)

## Year to Date

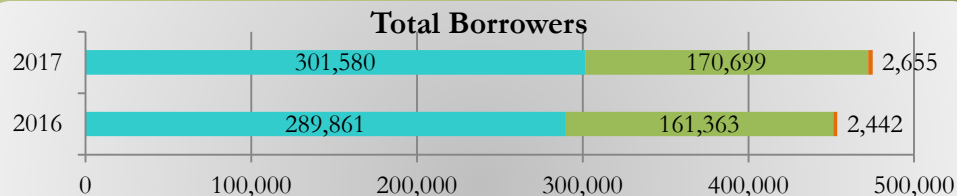


Total Visits		Year-to-Date
2016		2,560,373
2017		2,508,462

Change	Walk-in	Web Branch	Total
	5%	-4%	-2%

Legend: Walk-in (orange), Web Branch (teal)

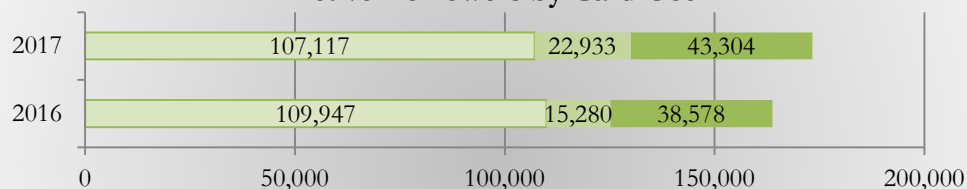
## Library Card Use



Total Borrowers		All Others	Active	New	Total Borrowers
2016	453,666				
2017	474,934				
Change		4%	6%	9%	5%

Legend: All Others (teal), Active (green), New (orange)

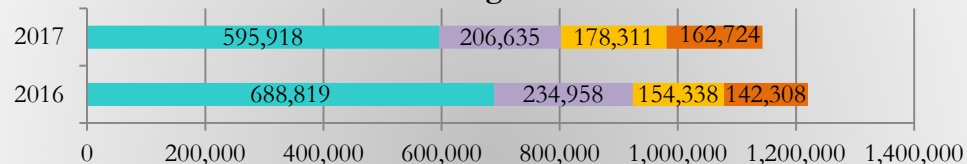
## Active Borrowers by Card Use



Check-out		PC & Remote Access Only
Both	Only	
Change	-3%	50%
		12%

Legend: Both (light green), Checking-out material (medium green), Using public PCs and remote online service (dark green)

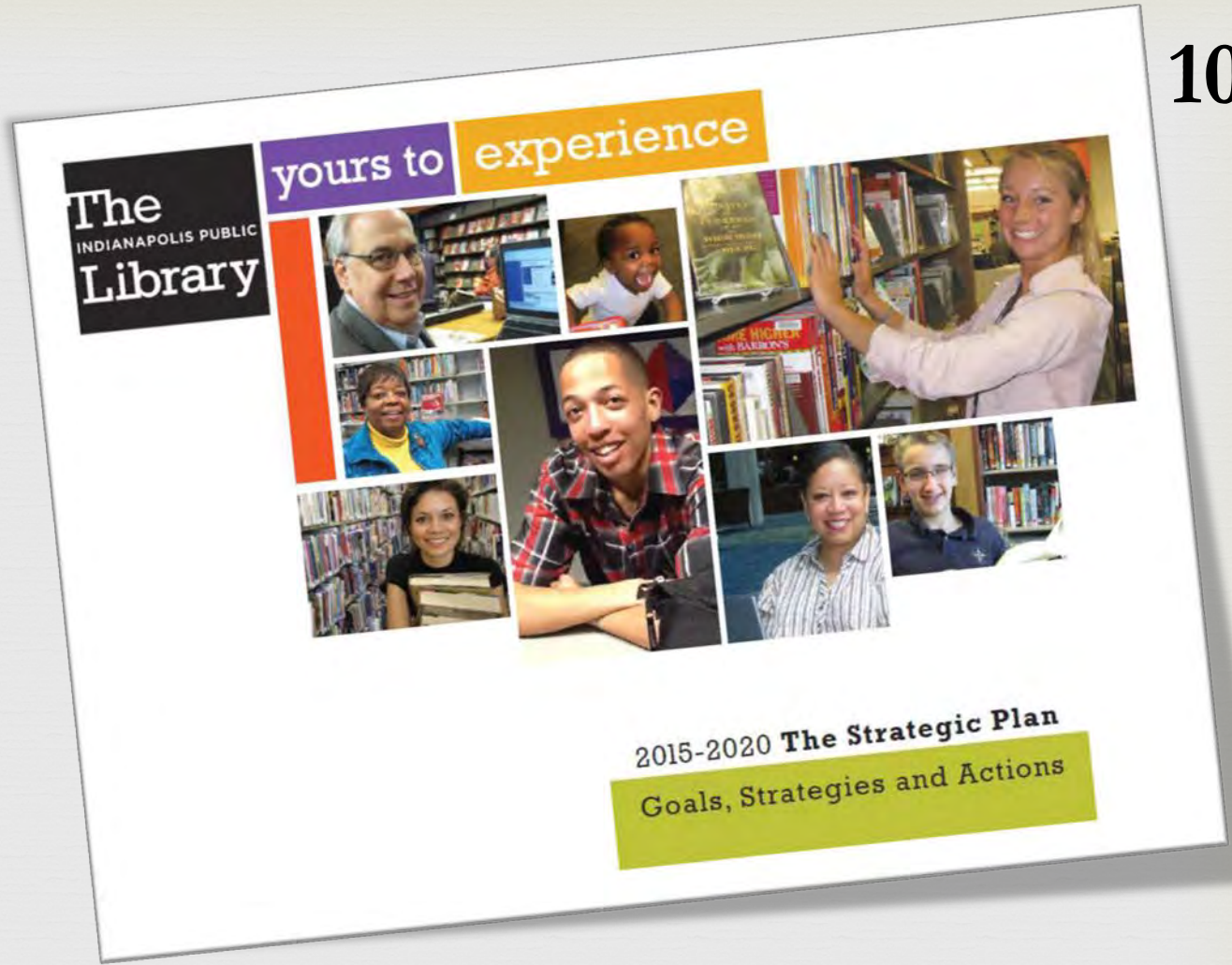
## Borrowing Methods



Self-Check		Circ Desk	Electronic
Renewal	Check	Desk	
Change	-13%	-12%	16%
			14%

Legend: Renewal (teal), Self-Check (purple), Circ Desk (yellow), Electronic (orange)





# 2016 STRATEGIC PLAN REPORT CARD

[www.indypl.org/strategicplan](http://www.indypl.org/strategicplan)

INTERNAL DOCUMENT



# STRATEGIC PLAN GOALS



- Goal 1 Enrich Indianapolis' desire for personal growth and learning
- Goal 2 Strengthen Indianapolis neighborhoods and businesses
- Goal 3 Act as agents of innovation
- Goal 4 Maximize accessibility to the Library and its services



# School administrators and faculty including homeschools are aware of Library Services



- Maintained Marion County Internet Library for Eligible Libraries. **984,347** database retrievals in 2016. A **153%** increase from 2015.

- Over **200,000** flyers were printed and distributed to parents, educators and students in 2016 for a variety of Library sponsored programs.

**1-1**  
Lead institution for providing online databases

**1-2**  
Provide promotional materials for educators, students, parents

**1-4**  
Support schools in their digital journey

**1-3**  
Connect with homeschool educators

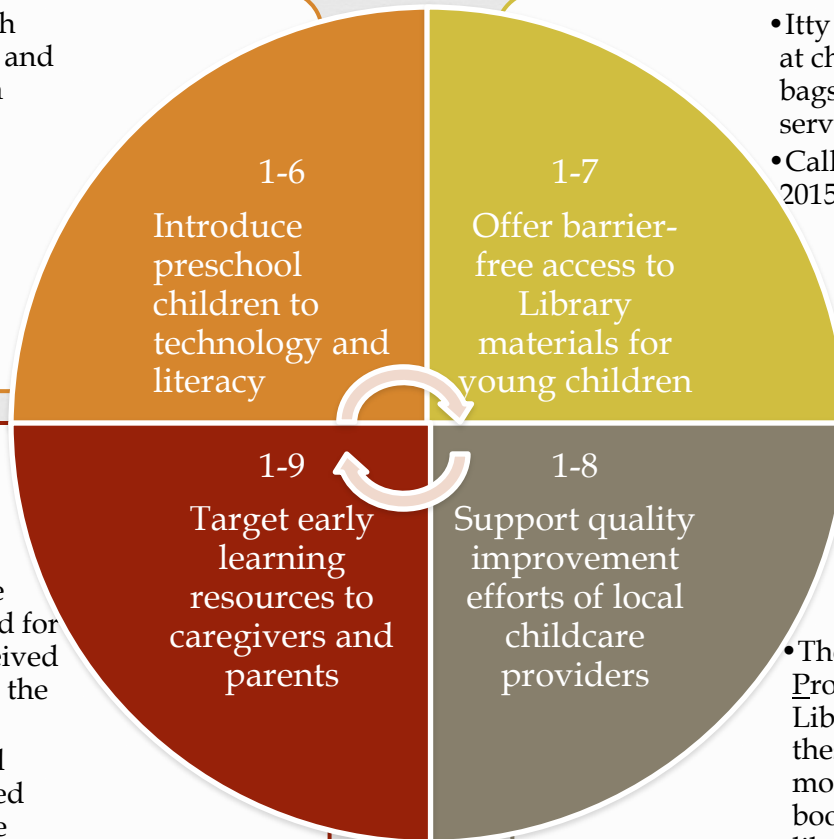
- **98** different school groups visited the Learning Curve at Central Library totaling **176** visits and **7,580** participants in **421** activities.
- **491** student from **three** K-1 classes visited the Infozone. **97%** completed a lesson on coding & built their own robot.

- Franklin Rd offered programs for homeschooled teens geared to STEM skills, popular juvenile fiction and pop culture. **90%** of the children returned for more than one session. **85%** of attendees reported learning at least one new skill.

# Provide early learning experiences



- **4,700** Story times were shared with **91,600** babies, toddlers, preschool, and daycares. This is a **loss of 1%** from 2015.
- **Six** packaged programs were presented **242** times for **5,600** pre-school children system-wide.



- Itty bitty bookmobiles made **1,490** stops at child cares leaving **2,141** bunny book bags to **15,673** children. **10% decrease** in service from 2015.
- Call a Story **decreased by 20%** from 2015

- **15** teen dads of the **22** attending the *Fathers & Families* program registered for Bunny Book Bags & **25** children received free books to build home libraries at the InfoZone.
- **625** local child care leaders attended two Early Literacy conferences hosted by Central Library. A **187%** increase from 2015. **100%** learned a new technique they could use in their classrooms.

- The United Way Paths to Quality Program offers an Early Readers Club. Library Itty Bitty Bookmobiles deliver these free books to **57** daycares each month. Over **4,000** children receive books and are able to build home libraries as a result.

# Join community efforts to close educational achievement gaps



- The Learning Curve at Central hosted **176** school visits with **6,488** children in 2016.
- **183** After School Explorers at the Infozone learned simple code, built a robot and registered for library cards or joined Earn & Learn to read off library card debt.
- Partnering for Readers at the InfoZone introduced **3,618** preschoolers to literacy activities and encouraged teachers to check out bunny book bags.
- Digital Experience at the InfoZone introduced technology & STEM skills to **439** children.

1-11

Create curriculum based content for library visits



- **335** students earned a Good Artist Certificate by participating in an art show at Decatur Branch... a **20%** increase over 2015.
- **660** students earned a Good Reader Award at Decatur Branch.
- Fall & Spring Fun at W. Indy branch provided **59** activities at area schools. **58** children participated in at least one activity in the fall and **42** in the spring.
- Visits to a Northview Middle School Art Class to share library resources resulted in **4%** of the students visiting the Nora Branch and **31%** visiting Facebook.

1-13

Be an active participant in education enrichment activities





# Provide support to Indiana Teachers

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- IndyPL reimbursed transportation costs of IPS and Township buses for classroom field trips. To Central Library. **709** students visited on these buses at a cost of **\$2.12 per child** in 2016

1-15

Provide teachers with the resource assistance they need



# Be a cultural center in the city



- **11** exhibits like the Hangzhou Photo and Bicentennial Women Exhibit were installed at Central Library in 2016.
- College Branch with the Flava Fresh community organization hosted an exhibit and reception for local artists.
- Music Series like Hometown Roots & Family Sing- along at Irvington Branch were offered in 2016.
- African American History Committee hosted art programs that brought over **1,200** people to Central Library and had **an 85%** patron repeat rate from 2015.
- Musica De Las Americas presented a concert at Central to **138** people during Hispanic Heritage Month in October 2016.
- Programs featuring the dance and music of Cuba were offered at branches during October, 2016.

1-18

Serve as a catalyst for coordination of cultural initiatives



- Youth Art Workshop at E 38<sup>th</sup> St. branch taught art literacy classes to **213** teens.
- **50%** of the **600** kids attending Hot Jazz for Cool Kids program had never been to a jazz concert before.
- **Five** Lego programs were offered at Haughville, Lawrence, Irvington, Nora & Decatur branches using building blocks to foster language skills and exploration.
- Central Indiana Bicycling Assoc. partnered to create a speaker series attended by **462** people.

1-19

Develop programs that address a variety of literacies



- Book talks for **240** seniors at Eagle Branch were offered in 2016.
- **18** seniors attended a senior-friendly computer class at Haughville.
- InfoZone offered a Tech Learning Center to Seniors to share library resources. Southport offered basic Internet classes to **9** seniors.
- Senior pop-ups were offered to **25** AHEPA low-income senior residents.
- College Branch staff shared books and digital tools with Heritage Plan Senior Center.
- Lawrence branch offered a Health & Wellness event for **21** people.

1-20

Offer learning opportunities for seniors

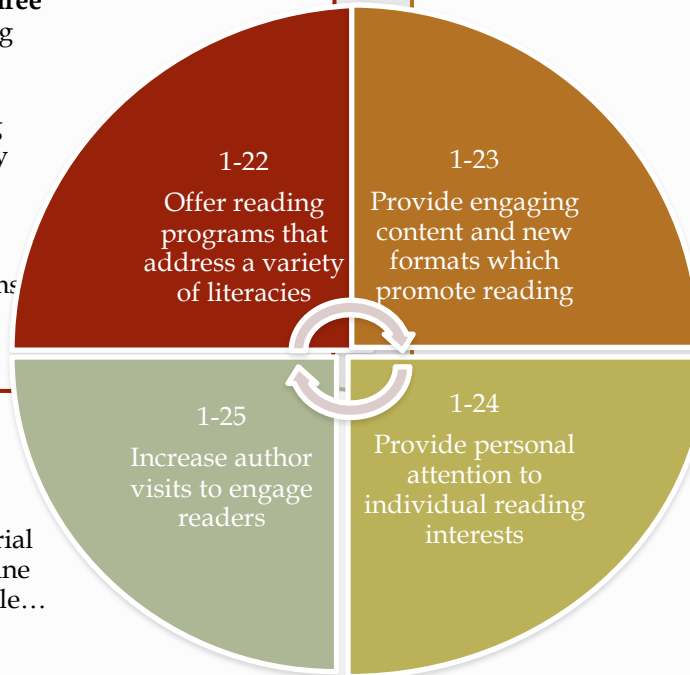


# Develop a community of readers



- 2016 Summer Reading Program motivated **50,500** children to read over the summer a **13% loss** from 2015. **19%** attend IPS Schools. **Three** branches were closed for renovation during the summer which can be attributed to participation loss.
- Eagle branch offered the Summer Reading Program to the LaPlaza Summer Discovery group.
- Book Clubs for adults offered at **seven** branches read **69** different titles.
- **7,400** children attended **30** animal programs teaching STEM skills... an increase of **50%** from 2015.

- In 2016, Paws to Read programs were held at **four** branches where children gain confidence as readers by reading to dogs.
- Summer Reading for Adults offered a themed reading list, pop-up events at community locations, workshops and lectures on related topics.
- A Story Walk was created in a low income neighborhood pocket park. Families could share a walking story on stanchions along the park pathway. It was replicated at Ft Ben in 2016.
- Police Officers served as reading role models for **70** children at Eagle Branch.
- **45** people learned research skills through their love of cooking and cookbooks at Nora
- **88** toddlers participated in an art program at Southport.



- The 39<sup>th</sup> annual Marion McFadden Memorial Lecture featured children's author Jacqueline Woodson speaking to a crowd of **487** people... free of charge.
- Irvington Branch in partnership with Bookmamas Bookshop cohosted a series of authors appearances at branches in cooperation with the Irvington business district merchants.
- **2,429** people heard **78** authors speak at Library events in 2016. The largest event was the Library sponsored Indy Author Fair.

- The Mayor's initiative, a city-wide holiday book exchange called Jingle Books, allowed families to give books as gifts to their children. **1,400** books were wrapped and distributed at branches.
- **2,234** books were checked out in response to a Read-alike book display and bookmark program at Nora.
- Teen Read Week motivated **352** teens to read.

# Support patron learning on their digital journey



1-29

Increase computer classes

**1,100** computer classes were offered to **8,700** people. This was a **29%** increase in the number of programs offered and a **6% increase** in the people served from 2015.

Classes included Microsoft Office training, Spanish language computer classes, Senior-friendly, tips and tricks, using social media, family computing and digital labs for kids in 2016.

1-30

Continue tinker station demonstrations

**167** tinker station sessions were offered with **820** people seeking assistance. **50% decrease** in the number of sessions and **55% decrease** in the number of people served from 2015

Tinker Stations are a one-on-one reliable, unbiased introduction to the selection and use of digital devices offered at library locations and fairs and festivals by Library staff.



# Offer useful resources for Indianapolis workforce



- Every public computer has an electronic bookmark to access web links to assist with employment issues.
- Displays and helpful bookmarks available in all branches for employment related issues.
- All staff are informed of local job fairs so they can alert their patrons.
- The Library offers free printing in the Job Centers.
- **512** related workforce books were purchased in 2016.

1-33

Provide resources to support employment



- **Three** databases are the primary resources used for career development: Testing and Education Reference Center (**185** unique uses) Universal Class and Career Transitions.
- All staff, including Job Center associates have been trained on the website.
- Career Transitions is popular with **945** users ( **64% increase**) creating over **1,274** resumes (**63% increase**) and **502** applying for jobs (**8% increase**) from 2015.

1-34

Provide job and career databases



- **Four** branches, Wayne, East Washington, Lawrence and Haughville offered job seeker training that help patrons create resumes, introduce email, teaches internet navigation, assist when filing for unemployment, and completing online template applications (not a Job Center Site)

1-35

Offer skill building tutorials



# Create a strong network of support for workers



1-36  
Adapt job centers to meet community needs

9 branches host Job Centers with **20,143** people visiting them between 2011-2016 **4,492** visited in 2016.

Centers are equipped with computers, printers, wireless internet access, Microsoft suite and trained staff.

**90%** of users rated their experience as excellent or very good.

**50%** of users are repeat visitors.

**64%** of users do not have home computers.

**65%** are 41 years or older.

**Three quarters** of the visitors are unemployed or underemployed.

Most popular sites are Warren, Central & Brightwood.

Most popular uses were searching on-line for jobs, resume writing and filling out online job applications.

1-37  
Participate in community job fairs

The Library attended job fairs in 2016 to recruit diverse Library employees, share Library programs and services and promote the Job Centers.

Job Fair visits included:

Indiana Black Expo (**50**)

Indiana Urban League (**400**)

Andre Carson Opportunity Fair (**350**)

# Create opportunities for people to become engaged on important issues



• Conversations About Education is a series of forums to provide parents and educators the opportunity to discuss issues like testing, school funding, bullying, and better teaching. Over **2,700** people have participated from 2012 -2016 In 2016, **615** people attended **six** programs. A **54% increase** from 2015.

2-3



Host Library forums to  
engage community on  
issues

• iCivics series at E. 38<sup>th</sup> Street Branch increased the knowledge of **43** participants about The Constitution, Citizenship, Civil Rights, Democracy and the Influence of Media. The series included game play and instructional lessons using the iCivics portal at [icivics.org](http://icivics.org).

2-3



Host Library forums to  
engage community on  
issues

• The Earth Friendly Festival educated attendees about the importance of eco-friendly living and fostered partnerships between patrons and local green organizations. **153** people attended a day long event where **18%** learned some new green technique and all of the **153** attendees completed their rain barrel.

2-3



Host Library forums to  
engage community on  
issues

# Employ creative space planning



2-12

Use facilities  
assessment  
plan to plan  
spaces

New and renovated library buildings will reflect their role as the center of community life with spaces dedicated to learning, meeting and being creative.

As library buildings are designed, space allocation is measured against the **IMLS Library Service Model** for a comparable size library. The first set of renovations aligned with IMLS recommended space.

2-13

Increase study  
and tutoring  
spaces

To satisfy patron requests to meet in small groups or study, a significantly higher percentage of private study space is being allocated in new and renovated buildings than the IMLS recommendation.

Southport branch reopened in 2016 with **four** small meeting rooms... twice the sq. ft. of the IMLS model  
Warren branch reopened with **one** large study room... three times the sq. ft. of the IMLS model.



# Develop programs, services and spaces targeted for teens



2-14

Engage teens in planning services

A teen council met at Southport to develop programs for their community. **Four** teens serve on this council and assist with programs, decorations, collect attendance and completed evaluations.

The Library hired a teen specialist to develop initiatives for teens and steward teen services at the Library. They will serve as the liaison between the Library and local organizations, working with teens building relationships and developing partnerships.

2-15

Create spaces to support teen activities

All branches offered activities and programs during Teen Read Week. **378** teens participated and learned new skills like basic coding using the Lightbot application and the 3Doodler digital art tool in 2016.

Preselected teen books can be checked out without a library card in the Teen Read Return Repeat program where **209** participating teens checked out **606** bags... a **36%** decrease from 2015. The program was expanded to include Spanish Language book bags.

**44** teens participated in a Mystery Program at Wayne where they practiced problem solving skills.

A grant from ALA great stories Club provided books to **12** students in the IPS ROOTS programs that offers schooling for students with significant behavior or mental health issues.

Teen Game Night at Decatur Branch attracted **175** teens to play games in the Library at **40** programs.

**33** Teens learned auditioning, writing and directing skills at **three** Young Actors Theatre Workshops around Library branches.

# Meet the information needs of the economically and socially disadvantaged



2-16

Work with area shelters

Glendale & Haughville branch hosted fiber groups who created items for the homeless.

Central Library offers private space for CHIP and the Indianapolis Continuum of Care providers to meet with the homeless in need of their services. **389** individuals engaged with outreach and social workers in 2016.

2-18

Partner with social service agencies

Summer Lunch is offered at Spades Park Branch in cooperation with Indy Parks Department. Participating children read a book while they ate. **635** children participated... a **4% increase** from 2015. **Six** other branches participated as well

In partnership with the Marion County Public Health Dept., a series of **75** programs about grocery shopping and preparing healthy meals were attended by **364** people.

The Library partnered with Congressman Andre Carson to sponsor a Youth Opportunities Fair for **350** underprivileged kids in 2016.

**91 residents** of the Lutherwood Residential Home for students with severe behavioral and mental health issues, attended **two** programs with Fable the Poet at Central Library.

Lawrence Branch partnered with The Early Learning Center to provide a Noon Year's Eve Celebration, an entertaining and informative day for families who are likely to be enrolled in free/reduced lunch program.

# Welcome immigrants

with relevant services and resources



2-19

Invest in a translated website

27 videos were completed in 9 languages providing essential information to new visitors unfamiliar with IndyPL and its services. These videos will appear on the Library website and used at programs.

Languages: Spanish, French, Arabic, Karen, Amharic, Burmese, Hakha Chin, Hindi and English.

Content includes a welcome page and the application process for a library card, including rules and responsibilities.

2-20

Be responsive to the information needs of the immigrant community

ENL students and summer teachers at Nora Elementary School registered for the summer reading program.

Citizenship Days and Citizenship corners were offered at all branches to support those on the journey to become US citizens.

Lunch and Learn programs focused on Syria and Mexico and were offered at branches to 56 attendees in 2016.

946 new titles were added to the World Language collection representing five languages.

With the Immigrant Welcome Center, bilingual story times are offered at branches to 1,402 children.

Computer classes in Spanish at Haughville and Central were offered to 317 individuals 45 times in 2016.

Indiana Academy of Pediatrics partnered with the Library to offer an event focused on family reading with Hispanic entertainer Jose-Luis for 421 children.

# Ensure diverse populations have a positive library experience



2-24

Provide quality collections & programs for diverse populations

Meet the Artist XXVIII First Friday attracted **305** people who had the opportunity to speak with the artists.

**1,800** people attended the 2016 Meet the Artist event. **111** evaluations were completed with **90%** positive comments.

The Slammin' Rhymes Challenge offers teens the chance to express themselves through poetry. **200** attended in 2016.

2-25

Be centers for celebration of diversity

Bi-lingual story times at Haughville provided children with new literacy skills and allowed families to engage with the Library.

**1,402** children were introduced to bi-lingual story times in partnership with the Immigrant Outreach Center. **100%** of attending parents said they would return to the Library.

The Library met with over **1,000** individuals and families at schools, special events to distribute free bi-lingual books and dictionaries while promoting library resources.



# Facilitate the success of small business and community-based organizations



2-32

Create opportunities to help individuals start a small business

**Three** workshops were hosted at Haughville Branch that helped **18** people start small businesses by teaching them how to research, plan and market their ideas.

2-33

Provide materials and programming to strengthen neighborhood nonprofits

A series of **10** grant workshops were presented at E. 38<sup>th</sup> St branch where **250** people increased their understanding of how to create successful grants.

A series of **5** workshops were offered at Central to introduce **200** attendees resources and build skills to strengthen their nonprofit organization in 2016

# Educate the business community about Library resources



- **52** first year Butler University business students were introduced to relevant databases by College Branch staff to and **20%** of the senior students used ReferenceUSA & DemographicsNOW for research projects in 2016.

2-29

Seek opportunities with local businesses & community organizations to promote the Library



# Facilitate the success of small businesses and community-based organizations



- **191** potential business owners attended **10** sessions at E. 38<sup>th</sup> St branch to learn about grant management, proposal writing and organizational readiness.
- **Ten** people who use the branch as their business office, attended the Small Business Toolkit program at Haughville in 2016.

2-32

Help prepare individuals to open a small business



- **196** people attended **ten** workshops for nonprofits at Central Library to learn about the Library's Foundation Collection and other resources for nonprofits. **80%** of the evaluations indicated that they increased their knowledge of nonprofit organization resources.

2-33

Provide materials & programming to strengthen neighborhood not-for-profits



# Create collaboration with neighborhood organizations



- Master Gardeners and Purdue Extension partnered to create a seed library in the Glendale branch where the community can share seeds. **1,568** people used the service with **75%** of the seeds grown into plants in 2016.
- The Haughville and East Washington neighborhoods have been designated as 2020 Great Places. Schools, businesses, libraries & organizations in these areas have committed themselves to protecting, preserving and improving the livability of their neighborhood.

2-34 Create activities with neighborhood groups to create a “third place”





# Fully participate in the life of the community



2-38  
Branches will be engaged and support neighborhood activities

Neighborhood Nights at The Children's Museum offers free admission for people in the surrounding zip codes. In 2016 there was a **43% increase** in attendance from these areas. InfoZone Branch, located in the Museum, participated by providing digital and literacy activities. **200** attended and **100%** completed their digital activity.

The Children's Museum Summer Camp partnered with the InfoZone Branch to help children practice and maintain their reading skills. **244** campers checked out books and 100% completed either a circuit lesson, modular robotics, Technology Olympics, database culture challenge, or a coding lesson.

2-41  
Library be part of community events like fairs and festivals

Holiday fairs were hosted at **8** branches where over **10,000** people attended in 2016. **6** branches held Summer Reading kickoff events for **1,150** children. Community festivals at **six** branches brought families to the Library **2,160** attendees, including a motorcycle event at Fountain Square Branch. **300,000** watched the Garfield balloon march down Meridian street in the 500 Festival Parade. The Pike Branch's 30<sup>th</sup> birthday celebration attracted **550** guests. **600** people attended the Beech Grove celebration when they merged with IndyPL.

Branded giveaways are provided to staff to use at community events. **40,000** of these items were given to children and adults at neighborhood and larger community events.

# Partner with community innovators



3-19

Seek community groups willing to share their knowledge

Make it at Your Library program offered at Nora branch provided families an opportunity to work together and learn new skills. **19** families attended **three** session.

3-20

Create method for connecting innovators and target audiences

**360** Irvington Fiberistas met twice a month to work on independent projects, share conversations and learn about the library.

The **Third annual** FIRST LEGO League Tournament was hosted at Central Library in partnership with TechPoint Foundation. **500** people and **14** teams of children 9-14 competed in robot games. Children had spent a year preparing for the event.

Learning Curve offered Digital Activities at Central Library to visiting children they learned digital and literacy skills by using new technology.

**50%** of the children created and downloaded a product they made.

# Keep pace with advances in the world of information services



- A staff member was selected to represent the Library in a staff exchange to Cologne, Germany.
- Her visit focused on the programs and services the Cologne Public Library they provide to their diverse population.
- IndyPL staff and Board of Trustees profited from her reports and as a result were introduced to new ideas for meeting the needs of a diverse community.

3-13

Continue to offer international staff exchanges



# Ensure the Library is consistently providing positive user experiences



- A five year analysis of the Summer Reading Program was started in 2016. Data will be collected by the Rooney Foundation to determine if children participating in the program improves their reading.
- In 2016, a survey was conducted to determine for what purpose the public are using Library technology and to assess the strength of Library efforts to provide quality digital service. The Library improved its score by **15%** from the last survey in 2014.

3-14

Use consistent and rigorous analysis of programs and services



- A data driven impact dashboard was updated and expanded in 2016 with better data and visualizations to tell the Library story.
- A Strategic Plan brochure was developed to share the Library's story and distributed to the public.
- Over **300** print media stories appeared in local newspapers.
- The Library was featured in TV news stories **29** times.
- Social media was used increasingly in 2016 to help tell our story. The Library has **9,000** Facebook and **5,000** Twitter followers.

3-17

Communicate progress through a dashboard and frequent media stories



- **2,350** USBs were purchased for attendees at computer classes and the Job Center to save their work.
- Library offered mobile printing for the first time in 2016 producing \$33,000 in revenue and credit card payments realized a 3% increase from 2015.
- Color copies and fax machines were installed in the branches.
- Beech Grove Branch increased their bandwidth and had access to IndyPL catalog & databases when they merged.
- Replaced all network equipment in 2016.
- Horizon upgrade installed in preparation for Enterprise.

3-18

Ensure user has a reliable, beneficial digital experience





# Partner with community innovators to coalesce around new ideas



- **20** patrons attended a robotics program at E. 38<sup>th</sup> St branch presented by a local non-profit makerspace Club Cyberia, a branch of the Tektonic Ninjas.
- A computer refurbishing class was offered at E. 38<sup>th</sup> St branch by Club Cyberia for **seven** participants.
- A preparation class for A+ Certification was attended by **20** people who benefited from the Club Cyberia training.

3-19

Seek community groups  
and individuals willing  
to share their knowledge



# Position Library as a learning lab for creativity



• A makerspace at Central Library was used **38** times by **314** people in 2016 for a variety of programs including paper craft, color café, acoustic Jam, Knit One Crochet Too, Crock Pot cooking and space for a computer club. Sewing machines were purchased. Recording booth and digital darkroom are used as well.

3-22

Create places to allow for creativity by the public



• Glendale Branch offered Cookbook Chats **nine** times to discuss cooking techniques, share recipes and use the cookbook collection. **80%** of the **45** attendees tried new recipes.

• Pike Branch offered **nine** sewing classes to **ten** people who learned to sew and make a variety of items.

• Glendale & Haughville branch hosted a fiber group that created items for the homeless.

3-22

Create place to allow for creativity by the public



# Pilot new methods to showcase, organize, deliver and evaluate the collection



- African American authors and titles were targeted purchases.
- Materials of interest to the LGBT community and the Hispanic American community were purchased.
- Collection analysis at **four** branches resulted in realignment of shelving and allocation of materials
- Central Reimagine project was started in 2016 to make materials more accessible and increase the collection where needed. Completion in 2017.
- The Library significantly increased the acquisition of world language materials: Chinese, French, German, Polish, and Spanish.

3-27

Deliver a targeted collection



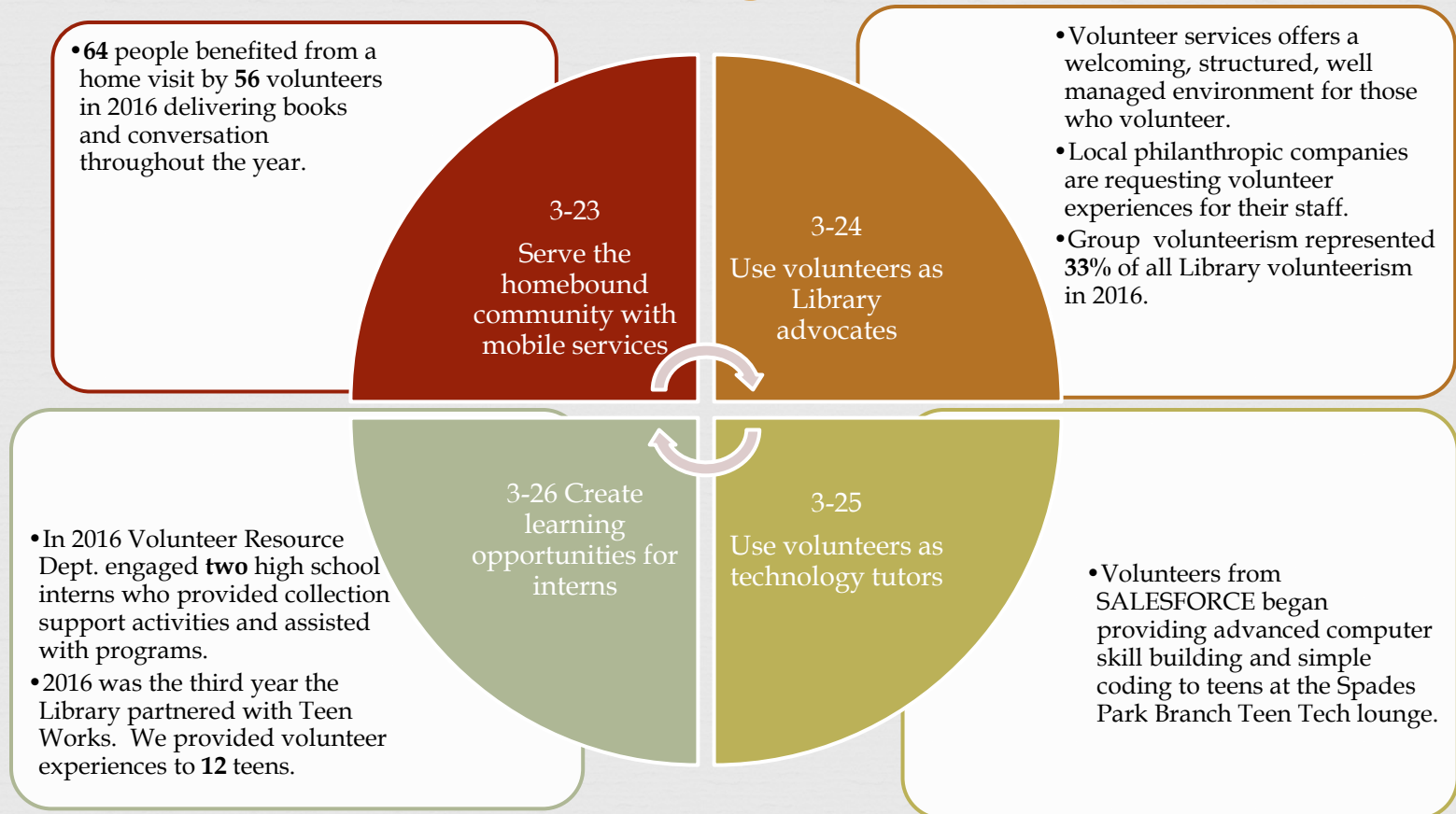
- After the 2015 RFID assessment, the first stage of RFID implementation took place. It included tagging of all new materials at CMSA, retro-converting **12** branches with the help of volunteers, staff and an outsourced vendor. **750,000** items were tagged during this time period.
- The Library acquired and began testing portable RFID inventory/collection management devices.

3-28

RFID assessment



# Harness volunteer expertise





# Lead efforts to preserve community collections available in older formats



3-34

Lead the formation of a community digitization partnership

IndyPL spearheaded a Community Digitization Project that brought together key city digitization players like IUPUI and The Indiana Historical Society.

IndyPL produces unique digitized content for our patron and is called Digital Indy.

The Library offered **13** collections a year and is a leading producer in Indy.

From May 2015 through May 2016 Digital Indy collections were viewed from the Library website **157,451** times.

Alumni & genealogists find the digitized yearbooks and student newsletters useful.

Digitized community collections including the Indy Firefighters Museum's collection and the Slovenian National Home Collection.

The Library is in its **2<sup>nd</sup> year** of a three year grant to digitize the collections of **13** cultural organizations including the Indy Children's Choir, International Violin Competition and American Pianists Association.

3-35

Increase our internal capacity to participate in digitization

Installed a new Digital Library Storage Server.

Created 1<sup>st</sup> archive of digital images.

Transitioned to new digitalindy.org.

Updated look of digitalindy.org.

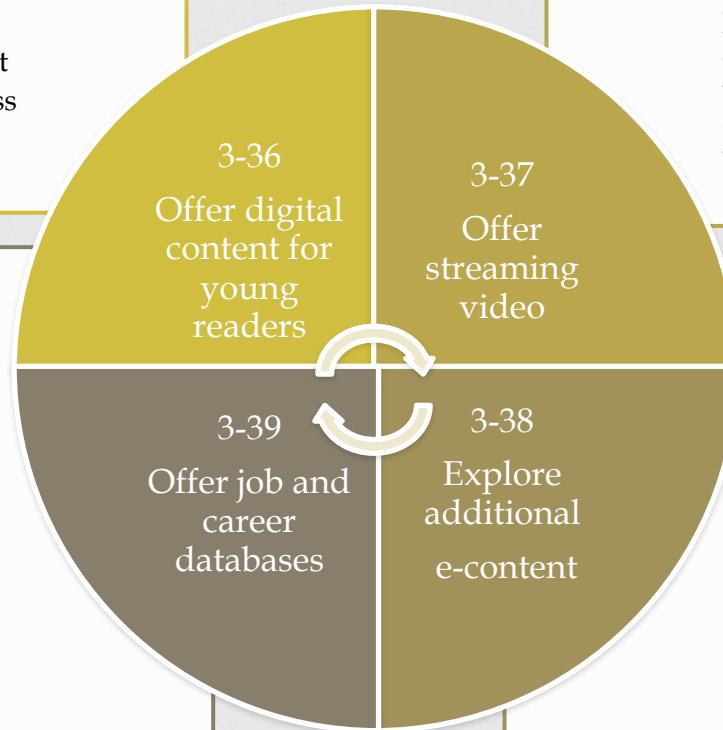
Added **13** new digital collections.

# Build a comprehensive digital collection



- Added OneClick digital to offer more e-Audiobooks for kids
- Added Sesame St. Books in digital format
- Added Universal Class

- Offered Hoopla as a streaming video and music service in February 2016 and by end of 2016 **15,728** videos were viewed and **10,464** albums were downloaded.



- Testing and Education Reference Center, Career Transitions and Universal Class are used for career development.
- Career Transitions is increasingly popular with **945** users (**64%** increase) creating over **1,274** resumes (**63%** increase) and **502** applying for jobs (**8%** increase) from 2015.

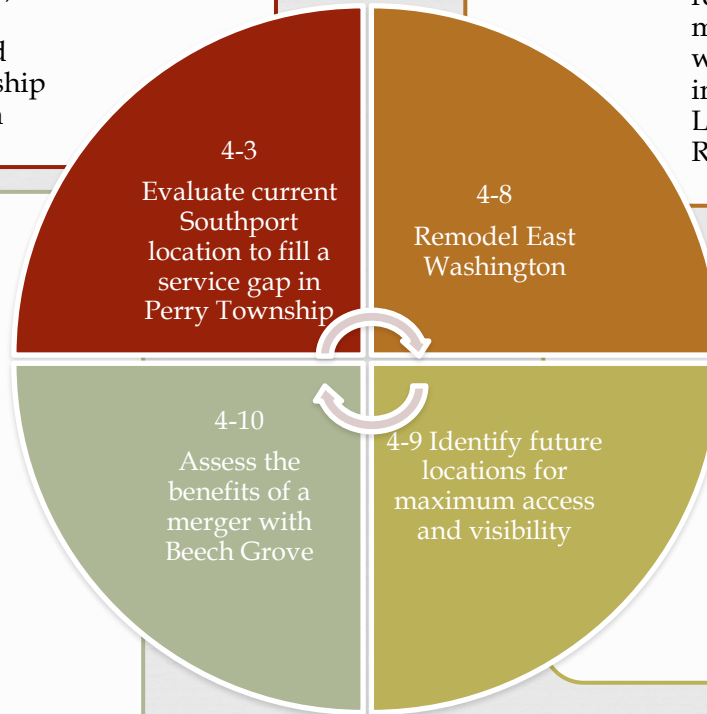
- Considered the following in 2016:
- Flipster eMagazine
  - ODILLO Spanish language ebooks.
  - World Book Online.
  - National Geographic Online.
  - One-Play Online games.
  - Mango Languages for adults and Muzzy Languages for kids.

# Design a strategic distribution of branches



- Southport branch was renovated in 2016 with improved marketplace, teen and computer areas. Study rooms were added as well. Land was sought in West Perry Township to add a facility. Warren branch was renovated.

- East Washington branch was renovated & expanded in 2016 maintaining Carnegie era façade while providing ADA access and improving services. It is the Library's first LEED building. Reopened first quarter, 2017.



- Beech Grove merged with the Indianapolis Public Library in May 2016.
- All services were migrated to the Beech Grove Branch in 2016.
- Library services at Beech Grove Branch increased ten-fold as a result.
- The taxation rate for Beech Grove was cut in half due to the merger.

- A site was selected for the new Michigan Rd Branch.
- The Library sought sites for the following locations: Brightwood, W. Perry and Eagle Branches.

# Provide assessments of community technology



- In 2016, a survey was conducted to determine for what purposes the public are using Library technology and to assess the strength of Library efforts to provide quality digital service. The Library improved its score by **15%** from 2014.
- As part of an IPS shared system feasibility study the Library learned that **30%** of the students and teachers surveyed used IndyPL databases.

3-43

Assess community technology needs



- **1,100** patrons responded to the Public Technology survey... **97%** while in the branch.
- **51%** compared to **22%** nationally used technology at least once a week according to the survey.
- **65.2%** expressed strong satisfaction with IndyPL technology compared to **52.9%** nationally.
- Improvements based on survey included adding software to public PCs, audit computer time at all locations, check audio volume, & promote branch computer classes.

3-44

Measure impact of Library technology efforts



- The Public Technology Survey produced the following results:
- **45%** of the respondents found information about a doctor or health care provider.
- **41%** received help from a government agency.
- **38%** applied for a job or sent a resume.
- **20%** were hired for a job.
- **15%** took an online class
- **14%** started or managed a small business
- **9%** received financial aid for education
- **7%** were admitted to a degree or certificate program.

3-45

Evaluate effectiveness of workforce, e-Gov., education and health technology





# Expand Shared System Model



- The Shared System memberships have grown to **46** private, public and charter schools and **30,188** students.
- Lawrence Township Metropolitan School District with **15** libraries and **15,549** students joined in 2016.
- Roncalli High School rejoined in 2016.
- IPS Newcomer Program/Enlace Academy joined in 2016.

4-17

Pursue Shared System expansion



- A feasibility study was conducted by IndyPL to investigate whether IPS, with **60** individual libraries, should join the Shared System. The study found that capacity levels at IndyPL need to increase to accommodate IPS.
- **83%** of IPS teachers surveyed agreed that it would be beneficial to students to receive books at school.
- Impact for IPS joining the system would be **78** times more items and **26** times more titles available to students.
- **30%** of students and teachers surveyed used IndyPL databases.

4-18

Develop policies and staffing models to handle expansion



- Over **50** eResources available from IndyPL are useful to Shared System Members
- Overdrive Ebooks and Culture Grams are the most popular.
- **31%** of all books used by Shared System students come from a Library other than their own.

4-19

Purchase physical and digital formats to support Shared System



# Explore Pop-Up concept...portable library service offered in convenient locations



- The Herbert Simon Foundation and CICF sponsored The Public Collection: Outdoor public art installations that integrate books into sculpture. Visitors appreciate the art & take books to read. The Library replenished the 8 sites with **32,150** books between August 2015 and the end of 2016.
- Barrington Health Center hosted a “Little Library in the Lobby” where patients could read while waiting for their appointment.. Garfield Park branch replenished **818** books and numerous brochures throughout the year.
- Book discussions popped up all over Indianapolis in the summer of 2016 at locations like Sun King Brewery, Fort Benjamin Harrison House, Arts Council, & White River Park. Over **100** people attended.
- **Three** barber shops in the Flanner House Neighborhood hosted pop-ups and put **250** books into the hands of local children.
- Flat12 Brewery, Eiteljorg Museum and a Haunted Indiana Walking Tour at Chatham Arch were all pop-up locations in 2016.
- Indy Library store did a pop-up book sale at Purdue Extension’s Spring Gardening Clinic.

4-20

Pop-up activities at community events using books



- The Library’s award winning Tinker Stations appeared at **20** pop-up events in 2016. Over **100** people used digital devices. Overall, nearly **1,000** people participated in Tinker sessions either in our facilities or as pop-ups.
- **450** children heard a story with digital elements while waiting for a doctor at Southeast Health Center hosted by Fountain Square Branch staff.
- E. 38<sup>th</sup> St branch staff traveled to neighborhood events such as Convoy of Hope and Stop the Violence rallies to introduce Library digital resources.
- The Learning Curve at Central staged demonstrations of the latest technology for children and promoted the library as a place to learn through literacy and technology. These include: Vex Stem Fair, IAHE Home Educators convention, Concord Center Family Night, Indiana Connected Educators conference, Day of the Dead celebration, and Indy Pop Con.
- Demonstrations of Library databases were offered to attendees of the Planned Parenthood Gala.

4-21

Pop-up activities at community events using technology



# Encourage school readiness through outreach services



- **12%** of Library served daycare centers who are on the Indiana State's Path To Quality Level 1 or 2 had advanced to another level by May 2016. This is a marker the Library uses to measure outreach success.
- **100%** of visits to home daycares exposed children to literature and promoted literacy skills identified in PTQ.
- **83%** of Home Day Care providers use the Library beyond the monthly On the Road to Reading visits.
- **100%** of the providers incorporated literacy resources and Library into their curriculum.
- **58%** of the providers shared Bunny Bag books with students daily.
- **2,007** children were visited **148** times monthly by an Itty Bitty Bookmobile.

4-23

Maintain involvement  
with United Way Early  
Readers Club



# Seek new Library users with Library card campaigns



- **11,889** Warren Township K-12 students received library cards. **72%** were new borrowers. **2.5%** used their cards in 2016.
- **4,098** Decatur Township K-8 students received library cards. **65%** were new borrowers. The High School is a Shared System member so these students have cards. **14,313** Lawrence Township K-12 students received library cards. **65%** were new borrowers. **6%** used their card the first year.
- **20,379** of all these students were given their first library card.

4-28

Target card campaigns  
to non-user groups





# Increase use of the Library by cardholders



- The Library was able to automate the proof of residency process required to obtain a library card.
- The Library proved that real-time virtual library cards are possible.
- Successful proof of residency validation checkpoints were developed and tested.
- The product will be activated in 2017
- Grant funds were used for most of the project costs.

4-31

Investigate online  
Library card  
registration



# Explore new revenue sources



- The Library invested in new financial and human capital management software to improve the functionality & efficiency of the Library's accounting and human resources operations.
- In 2016, a RFP produced competitive bids and the company with the best product and reputation was selected.
- 2017 will be spent building, testing and training with launch dates in 2018.

4-44

Assess current practices to save money & redirect funds to strategic projects



**244 SERVICE PLANS** written...  
**65% FOR GOAL 1, 57% FOR GOAL 2, 9% GOALS 3 & 4**

**37 STRATEGIES (79%)**  
ADDRESSED FROM **47 TOTAL**

**52 ACTIONS (30%)**  
ADDRESSED FROM **175 TOTAL**

**4 MOST POPULAR STRATEGIES:** EARLY LEARNING, CULTURAL , READING & LIFE OF THE COMMUNITY

**31% RECEIVED LIBRARY FOUNDATION FUNDING**

**200,246 ATTENDANCE**  
**\$8.62 COST PER ATTENDEE**

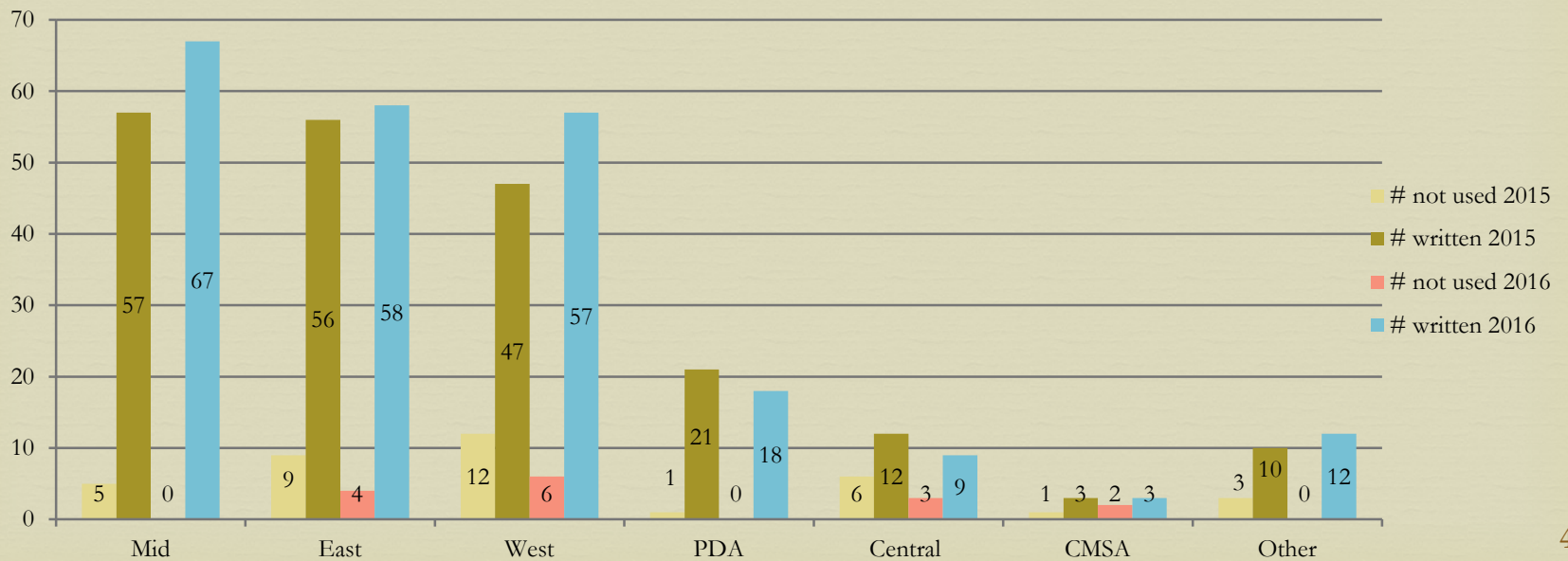
**211 SERVICE PLANS FOR PROGRAMS**

**13 SERVICE PLANS FOR COLLECTION OR FACILITIES**



## Strategic Plan Progress 2016

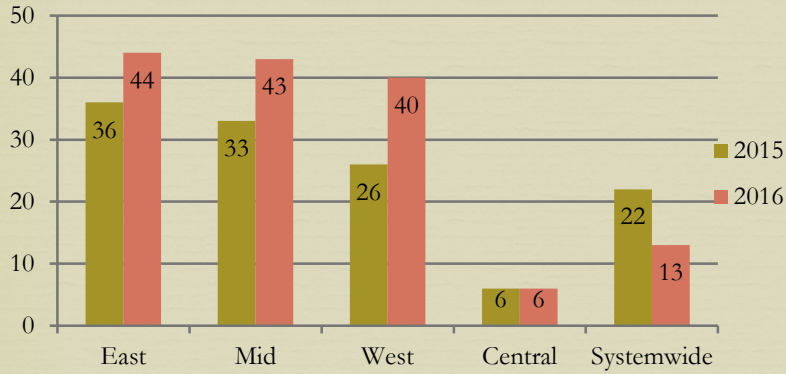
# Service Plans by region and area



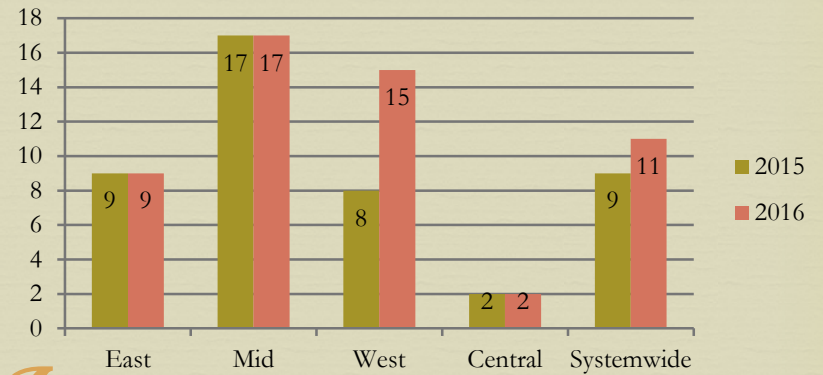


# Service plans by goals

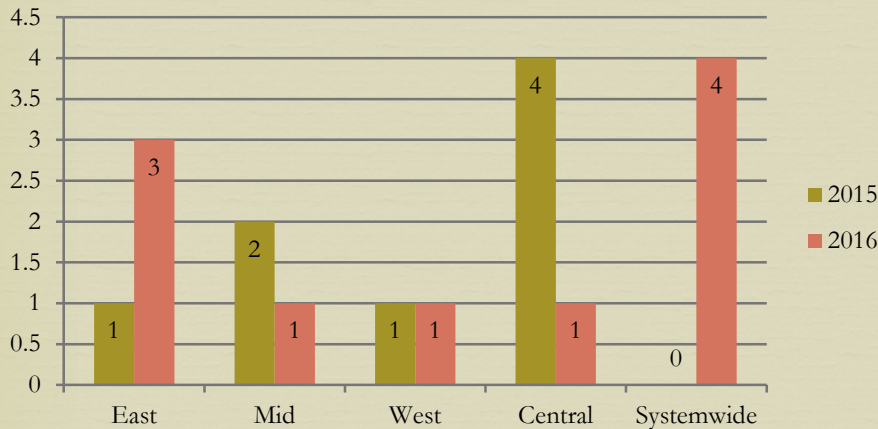
## Goal 1



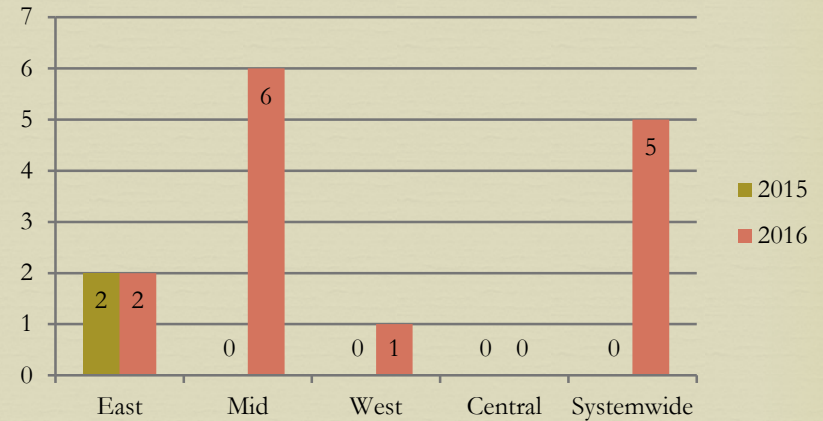
## Goal 2



## Goal 3



## Goal 4





10c

## February 2017 Media Report

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

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

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

- **Meet the Artists XXIX & Meet the Artists XXIX Gala**  
*Indianapolis Recorder, Indy Star, NUVO, Weekly View and Urban Times (media appearances continued on radio & TV public affairs programs)*
- **McFadden Memorial Lecture**  
*Indianapolis Monthly.com, NUVO.net, Weekly View, La Voz de Indiana, Urban Times*
- **New Eagle Branch community engagement meetings**  
*Westside Community News, Hendricks County Flyer, Indianapolis Recorder*
- **East Washington Branch reopening**  
*Indy Star, Weekly View, IndyChannel.com (& coverage on 3 local TV news stations)*

Other media outreach in February occurred on such Library activities as the CEO Love Your Library Tour, Congressman Carson's upcoming Youth Opportunities Fair, and spring programming for children.

### **4 newscasts sent to all staff:**

- Meet the Artists XXIX on WXIN
- East Washington Branch reopens on WXIN, WRTV and WISH

### **4 YouTube videos posted to website:**

- Sneak Peek of New Michigan Road Branch
- Youth Art Exhibit "Project Reclaimed" Unveiled at Central Library
- Moving Materials at Central Library with Deb Lambert
- Reimagining Central with John Helling

Above featured on March edition of BETWEEN THE LINES broadcast by Govt. Channel Two on Comcast 28 and Spectrum 17.

# SERVICES TO THE INCARCERATED AT INDYPL

PRESENTED BY JOHN HELLING, DIRECTOR OF  
PUBLIC SERVICES

# INCARCERATED DEMOGRAPHICS

Table 3-1. Percentage of the adult prison and household populations in selected groups: 2003

Characteristic	Prison	Household
<b>Race/ethnicity</b>		
White	32	71*
Black	46	11*
Hispanic	18	12*
Other	5	6
<b>Gender</b>		
Male	94	48*
Female	6	52*
<b>Highest educational attainment</b>		
Still in high school	†	3*
Less than high school	9	6*
Some high school	28	10*
GED/high school equivalency	28	5*
High school graduate	13	26*
Postsecondary	22	51*

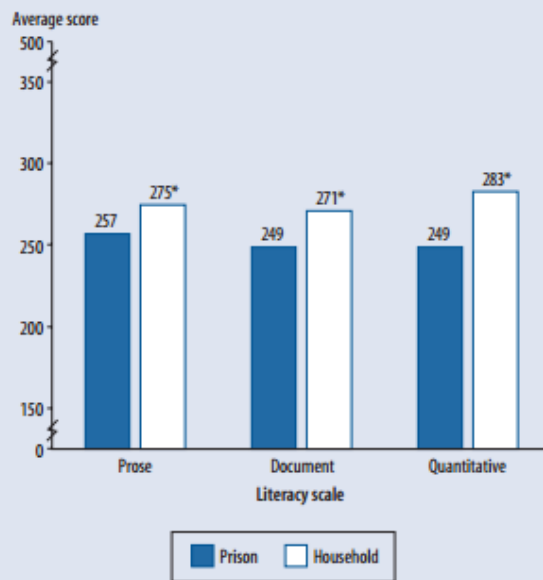
“The nation's prison population includes disproportionate percentages of adults with certain demographic and other characteristics associated with low levels of literacy. Compared to the general population, for example, prison inmates are disproportionately minority and poorly educated.”

Source: [National Assessment of Adult Literacy Prison Survey](#) (National Center for Education Statistics – [nces.ed.gov](https://nces.ed.gov))

Note: Original study was carried out in 2003, a new version is to be released this year

# INCARCERATED LITERACY

Figure 3-1. Average prose, document, and quantitative literacy scores of the adult prison and household populations: 2003



\*Significantly different from prison population.

NOTE: Adults are defined as people 16 years of age and older living in prisons or households. Adults who could not be interviewed due to language spoken or cognitive or mental disabilities (1 percent of the prison sample and 3 percent of the household sample in 2003) are excluded from this figure. SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, 2003 National Assessment of Adult Literacy.

For reference:

- a literacy score of 261 is necessary to “enter product numbers for office supplies on an order form” (Document Literacy)
- a literacy score of 257 is necessary to calculate the weekly salary for a job based on hourly wages listed in an advertisement (Quantitative Literacy)

Note: Original study was carried out in 2003, a new version is to be released this year

# HOW IS IT STRATEGIC?

**Goal 1-17: Focus on developing programs that address a variety of literacies**

**Goal 2-1: Be the best one-stop source for people to find quality information about commonly shared life challenges**

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

# THE PUBLIC COLLECTION AT JUVENILE JUSTICE CENTER



On Wednesday, March 22, The Public Collection project added an installation at the Juvenile Justice Center, which the Brightwood library will keep stocked with reading material.

# “STATES OF INCARCERATION” PROGRAMMING

## Partnership with IUPUI Humanities Action Lab

### Events include:

- **Documentary Screening**: Screening of *13*, which explores the intersection of race and the criminal justice system, followed by panel discussion featuring (among others) Dr. Terri Jett (3/18, 2pm)
- **Exhibit**: Student-designed exhibit that explores the history of incarceration in their own communities (4/13 – 5/14, Central, opening reception 4/20 at 6:30pm)
- **Mass Story Lab**: Dialog-based program for community members affected by mass incarceration to share their stories (4/29, 10am, Central)



# PAGES TO PRISONERS

**Midwest Pages to Prisoners** is a Bloomington-based nonprofit that “strives to encourage self-education among prisoners.”

**They will be holding a training at Central on 4/18. Topics include:**

- Organizing book drives for people who are incarcerated
- Navigating jail/library partnerships
- Serving the recently incarcerated



# OUTREACH TO CRAINE HOUSE



**SOCIAL**

**Craine House is an alternative sentencing work release program for women and their preschool aged children.**

**We provide services to both mothers and children:**

- Regular bookmobile service
- Circulation of materials
- Readers' Advisory
- Potential future programming



**SUBSTANCE ABUSE**

Image: [Craine House programs website](#)

# INDYREADS PROGRAMS

- **IndyReads, the library's adult literacy partner, provides basic law literacy classes in partnership with the Indianapolis Bar Association**
  - PACE
  - Marion County Jail
  - Hamilton County Community Corrections
  - Recycle Force
  - Neighborhood Christian Legal Clinic

# FUTURE OUTREACH

- **We have recently begun work with Councilor Marilyn Pfisterer to begin outreach to the women's prison in the hopes of developing a formal service relationship.**
- **The Outreach department is currently developing relationships with incarceration facilities around the county.**

# QUESTIONS?

THANK YOU!



## Board Action Request

10e1

**To:** IMCPL Board

**Meeting Date:** March 27, 2017

**From:** M. Jacqueline Nytes, CEO

**Approved by the  
Library Board:**

**Effective Date:** March 27, 2017

**Subject:** Finances, Personnel and Travel Resolution 13-2017

**Recommendation:** Approve Finances, Personnel and Travel Resolution 13-2017

**Background:** The Finances, Personnel and Travel Resolution -2017 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

**Strategic/Fiscal Impact:** The financial impact has already been accounted for in the budget for 2017.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 13 - 2017**

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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 February 2017 pursuant to the Annual Resolution.

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

Warrant numbers **59627** through **59789** for a total of  
**\$1,403,236.84** were issued from the Operating Fund.  
EFT numbers **13271** through **13382** for a total of  
**\$1,435,580.87** were issued from the Operating Fund.  
Warrant numbers **3037** through **3045** for a total of  
**\$79,748.42** were issued from the Payroll Fund.  
EFT numbers **518** through **524** for a total of  
**\$36,251.01** were issued from the Payroll Fund.  
Warrant number **618** for a total of  
**\$300.64** were issued from the Fines Fund.  
Warrant numbers **5655** through **5699** for a total of  
**\$38,975.64** were issued from the Gift Fund.  
EFT numbers **1357** through **1366** for a total of  
**\$28,781.69** were issued from the Gift Fund.  
Warrant numbers **267176** through **267197** for a total of  
**\$5,149.58** were issued for Employee Payroll  
Direct deposits numbers **60001** through **60580** and  
Direct deposits numbers **80001** through **80583** for a total of  
**\$894,215.38** were issued for Employee Payroll  
Electronic transfers for payment of taxes and garnishments for a total of  
**\$351,557.76** were issued for Employee Payroll

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

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

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

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

\_\_\_\_\_  
Lillian L. Charleston

\_\_\_\_\_  
Rev. T.D. Robinson

\_\_\_\_\_  
Dorothy R. Crenshaw

\_\_\_\_\_  
Joanne Sanders

\_\_\_\_\_  
Dr. Terri Jett

\_\_\_\_\_  
Dr. David W. Wantz

\_\_\_\_\_  
Patricia A. Payne

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

\_\_\_\_\_  
Rebecca L. Dixon  
Treasurer of the Library Board

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
13271	EFT Check	2/9/2017	ALSCO	\$295.54	Cleared
13272	EFT Check	2/9/2017	Baker & Taylor	\$17,143.49	Cleared
13273	EFT Check	2/9/2017	Baker & Taylor Pre-Cat	\$35,680.20	Cleared
13274	EFT Check	2/9/2017	Baker & Taylor	\$7,042.07	Cleared
13275	EFT Check	2/9/2017	BRODART CO.	\$815.16	Cleared
13276	EFT Check	2/9/2017	CIRCLE DESIGN GROUP	\$6,650.00	Cleared
13277	EFT Check	2/9/2017	CITIZENS THERMAL ENERGY	\$27,913.34	Cleared
13278	EFT Check	2/9/2017	DANCORP INC. dba DANCO	\$650.00	Cleared
13279	EFT Check	2/9/2017	DELTA DENTAL	\$8,647.38	Cleared
13280	EFT Check	2/9/2017	DEMCO INC.	\$8,661.71	Cleared
13281	EFT Check	2/9/2017	FAMILYTIMEENTERTAINMENT,INC.	\$250.00	Cleared
13282	EFT Check	2/9/2017	INDIANA PLUMBING AND DRAIN LLC	\$11,634.25	Cleared
13283	EFT Check	2/9/2017	INGRAM LIBRARY SERVICES	\$1,892.11	Cleared
13284	EFT Check	2/9/2017	INGRAM LIBRARY SERVICES	\$73.60	Cleared
13285	EFT Check	2/9/2017	J&G CARPET PLUS	\$525.00	Cleared
13286	EFT Check	2/9/2017	LUNA MUSIC	\$6,825.08	Cleared
13287	EFT Check	2/9/2017	MacDougall Pierce Construction	\$71,775.85	Cleared
13288	EFT Check	2/9/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$799.78	Cleared
13289	EFT Check	2/9/2017	MIDWEST TAPE - PROCESSED DVDS	\$2,577.09	Cleared
13290	EFT Check	2/9/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$5,361.14	Cleared
13291	EFT Check	2/9/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$22,900.88	Cleared
13292	EFT Check	2/9/2017	MIDWEST TAPE, LLC	\$3,327.37	Cleared
13293	EFT Check	2/9/2017	OVERDRIVE INC	\$91,718.52	Cleared
13294	EFT Check	2/9/2017	RECORDED BOOKS	\$309.92	Cleared
13295	EFT Check	2/9/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$18,470.00	Cleared
13296	EFT Check	2/9/2017	TITAN ASSOCIATES	\$1,270.50	Cleared
13297	EFT Check	2/9/2017	ULINE	\$445.72	Cleared
13298	EFT Check	2/9/2017	UNIQUE MANAGEMENT SERVICES, INC.	\$15,331.58	Cleared
13299	EFT Check	2/10/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$81,543.08	Cleared
13300	EFT Check	2/16/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$6,311.25	Cleared
13301	EFT Check	2/16/2017	Baker & Taylor	\$24,133.41	Cleared
13302	EFT Check	2/16/2017	Baker & Taylor	\$963.81	Cleared
13303	EFT Check	2/16/2017	BRODART CO.	\$1,068.24	Cleared
13304	EFT Check	2/16/2017	CITIZENS THERMAL ENRGY.	\$22,962.82	Cleared
13305	EFT Check	2/16/2017	COMMERCIAL OFFICE ENVIRONMENTS INC.	\$15,980.00	Cleared
13306	EFT Check	2/16/2017	COMMERCIAL OFFICE ENVIRONMENTS INC.	\$1,300.00	Cleared
13307	EFT Check	2/16/2017	DEMCO INC.	\$2,934.60	Cleared
13308	EFT Check	2/16/2017	EBSCO ACCOUNTS RECEIVABLE	\$38,579.86	Cleared
13309	EFT Check	2/16/2017	FAMILYTIMEENTERTAINMENT,INC.	\$250.00	Cleared
13310	EFT Check	2/16/2017	FINELINE PRINTING GROUP	\$2,685.00	Cleared
13311	EFT Check	2/16/2017	GRAINGER	\$656.51	Cleared
13312	EFT Check	2/16/2017	HP PRODUCTS CORPORATION	\$211.80	Cleared
13313	EFT Check	2/16/2017	INDIANA PLUMBING AND DRAIN LLC	\$209.00	Cleared
13314	EFT Check	2/16/2017	INGRAM LIBRARY SERVICES	\$555.97	Cleared
13315	EFT Check	2/16/2017	J&G CARPET PLUS	\$150.00	Cleared
13316	EFT Check	2/16/2017	KLINES QUALITY WATER, INC.	\$2.65	Cleared
13317	EFT Check	2/16/2017	LOHR DESIGN, INC.	\$720.80	Cleared
13318	EFT Check	2/16/2017	LUNA MUSIC	\$615.96	Cleared
13319	EFT Check	2/16/2017	MERGENT FIS	\$25,416.00	Cleared
13320	EFT Check	2/16/2017	MIDWEST TAPE, LLC	\$1,435.86	Cleared
13321	EFT Check	2/16/2017	MOORE INFORMATION SERVICES, INC.	\$213.95	Cleared
13322	EFT Check	2/16/2017	OFFICE 360	\$451.00	Cleared
13323	EFT Check	2/16/2017	PERFECTION SERVICE OF INDIANA	\$15,205.71	Cleared
13324	EFT Check	2/16/2017	RECORDED BOOKS	\$21,845.89	Cleared
13325	EFT Check	2/16/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$27,732.95	Cleared
13326	EFT Check	2/16/2017	RYAN FIRE PROTECTION, INC.	\$821.00	Cleared
13327	EFT Check	2/16/2017	SENSORY TECHNOLOGIES	\$6,846.00	Cleared
13328	EFT Check	2/16/2017	Staples Business Advantage	\$830.97	Cleared
13329	EFT Check	2/16/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$1,811.25	Cleared
13330	EFT Check	2/16/2017	TECH-LOGIC CORPORATION	\$196.87	Cleared
13331	EFT Check	2/16/2017	THOMAS REUTERS - WEST	\$4,487.24	Cleared



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
13332	EFT Check	2/16/2017	ULINE	\$76.33	Cleared
13333	EFT Check	2/16/2017	UNIQUE MANAGEMENT SERVICES, INC.	\$7,076.22	Cleared
13334	EFT Check	2/16/2017	VALUE LINE PUBLISHING INC.	\$2,425.00	Cleared
13335	EFT Check	2/17/2017	ADP, INC.	\$3,528.72	Cleared
13336	EFT Check	2/17/2017	ADP, INC.	\$1,021.50	Cleared
13337	EFT Check	2/20/2017	U.S. POSTAL SERVICE	\$1,000.00	Cleared
13338	EFT Check	2/21/2017	INDIANA DEPARTMENT OF REVENUE	\$1,604.51	Cleared
13339	EFT Check	2/23/2017	ACORN DISTRIBUTORS INC	\$2,805.59	Cleared
13340	EFT Check	2/23/2017	ALSCO	\$299.97	Cleared
13341	EFT Check	2/23/2017	BACKSTAGE LIBRARY WORKS	\$50,850.40	Cleared
13342	EFT Check	2/23/2017	Baker & Taylor Pre-Cat	\$1,483.84	Cleared
13343	EFT Check	2/23/2017	Baker & Taylor	\$12,533.97	Cleared
13344	EFT Check	2/23/2017	Baker & Taylor	\$1,010.29	Cleared
13345	EFT Check	2/23/2017	Baker & Taylor Unprocessed	\$104.12	Cleared
13346	EFT Check	2/23/2017	Baker & Taylor	\$6,860.00	Cleared
13347	EFT Check	2/23/2017	BLACKSTONE AUDIO BOOKS INC.	\$20.00	Cleared
13348	EFT Check	2/23/2017	BRODART CO.	\$222.56	Cleared
13349	EFT Check	2/23/2017	BRODART CO.	\$3,217.34	Cleared
13350	EFT Check	2/23/2017	DENISON PARKING	\$6,733.69	Cleared
13351	EFT Check	2/23/2017	FAMILYTIMEENTERTAINMENT,INC.	\$250.00	Cleared
13352	EFT Check	2/23/2017	FLEET CARE, INC.	\$167.13	Cleared
13353	EFT Check	2/23/2017	GRAINGER	\$403.32	Cleared
13354	EFT Check	2/23/2017	INDIANA PLUMBING AND DRAIN LLC	\$1,545.00	Cleared
13355	EFT Check	2/23/2017	INGRAM LIBRARY SERVICES	\$299.40	Cleared
13356	EFT Check	2/23/2017	J&G CARPET PLUS	\$525.00	Cleared
13357	EFT Check	2/23/2017	JCOS, INC.	\$72,617.83	Cleared
13358	EFT Check	2/23/2017	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$387.50	Cleared
13359	EFT Check	2/23/2017	LOHR DESIGN, INC.	\$1,730.00	Cleared
13360	EFT Check	2/23/2017	LUNA MUSIC	\$807.80	Cleared
13361	EFT Check	2/23/2017	MARK'S VACUUM & JANITORIAL SUPPLIES	\$1,340.00	Cleared
13362	EFT Check	2/23/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$1,298.66	Cleared
13363	EFT Check	2/23/2017	MIDWEST TAPE - PROCESSED DVDS	\$610.57	Cleared
13364	EFT Check	2/23/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$273.78	Cleared
13365	EFT Check	2/23/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$9,940.44	Cleared
13366	EFT Check	2/23/2017	MIDWEST TAPE, LLC	\$2,420.40	Cleared
13367	EFT Check	2/23/2017	OVERDRIVE INC	\$127,421.64	Cleared
13368	EFT Check	2/23/2017	PERFECTION SERVICE OF INDIANA	\$16,570.80	Cleared
13369	EFT Check	2/23/2017	RECORD AUTOMATIC DOORS, INC.	\$355.00	Cleared
13370	EFT Check	2/23/2017	RECORDED BOOKS	\$283.60	Cleared
13371	EFT Check	2/23/2017	ALLIED RECEIVABLES FUNDING, INC.	\$4,323.48	Cleared
13372	EFT Check	2/23/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$11,211.00	Cleared
13373	EFT Check	2/23/2017	RYAN FIRE PROTECTION, INC.	\$553.00	Cleared
13374	EFT Check	2/23/2017	TITAN ASSOCIATES	\$66,169.50	Cleared
13375	EFT Check	2/3/2017	ADP, INC.	\$3,541.64	Cleared
13376	EFT Check	2/28/2017	BAKER & TAYLOR	\$233,169.40	Outstanding
13377	EFT Check	2/28/2017	IRVINGTON PRESBYTERIAN CHURCH	\$933.33	Cleared
13378	EFT Check	2/28/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$256.00	Outstanding
13379	EFT Check	2/28/2017	STAPLES	\$8,398.48	Outstanding
13380	EFT Check	2/28/2017	STENZ MANAGEMENT COMPANY, INC.	\$4,101.97	Outstanding
13381	EFT Check	2/28/2017	ALAN STECKLEY	\$1,197.00	Outstanding
13382	EFT Check	2/24/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$81,487.42	Cleared
59627	Computer Check	2/2/2017	OOEY GOOEY, INC.	\$6,100.00	Cleared
59628	Computer Check	2/2/2017	SOUTHPORT (PETTY CASH)	\$37.93	Cleared
59629	Computer Check	2/8/2017	CITIZENS ENERGY GROUP	\$2,776.83	Voided
59630	Computer Check	2/8/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$68,218.64	Voided
59631	Computer Check	2/8/2017	CITIZENS ENERGY GROUP	\$2,776.83	Cleared
59632	Computer Check	2/8/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$68,218.64	Cleared
59633	Computer Check	2/9/2017	AMERICAN EXPRESS	\$2,519.59	Cleared
59634	Computer Check	2/9/2017	AMERICAN UNITED LIFE INSURANCE CO	\$2,908.47	Cleared
59635	Computer Check	2/9/2017	ANTHEM INSURANCE COMPANIES, INC.	\$262,001.99	Cleared
59636	Computer Check	2/9/2017	ART WITH A HEART	\$340.00	Cleared

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
59637	Computer Check	2/9/2017	ASTM INTERNATIONAL	\$12,379.00	Cleared
59638	Computer Check	2/9/2017	AT&T	\$1,880.42	Cleared
59639	Computer Check	2/9/2017	AT&T	\$3,661.80	Voided
59640	Computer Check	2/9/2017	AT&T	\$542.68	Cleared
59641	Computer Check	2/9/2017	AT&T MOBILITY	\$1,036.26	Cleared
59642	Computer Check	2/9/2017	Blackmore & Buckner Roofing LLC, a Tecta America Co.	\$1,150.00	Cleared
59643	Computer Check	2/9/2017	BRIGHTWOOD INVESTORS, LLC	\$3,977.00	Cleared
59644	Computer Check	2/9/2017	CHILDREN'S PLUS INC.	\$86.85	Cleared
59645	Computer Check	2/9/2017	CINTAS CORPORATION #018	\$46.51	Cleared
59646	Computer Check	2/9/2017	CITIZENS ENERGY GROUP	\$6,393.27	Cleared
59647	Computer Check	2/9/2017	CROSSROADS DOCUMENT SERVICES	\$14,500.00	Cleared
59648	Computer Check	2/9/2017	DELL MARKETING L.P.	\$2,854.51	Cleared
59649	Computer Check	2/9/2017	EDDIE HURM (PAINTING & SNOW REMOVAL)	\$250.00	Cleared
59650	Computer Check	2/9/2017	EF MARBURGER	\$5,295.00	Cleared
59651	Computer Check	2/9/2017	FIS FEDFIS, LLC	\$1,500.00	Cleared
59652	Computer Check	2/9/2017	GALE GROUP THE	\$8,354.39	Cleared
59653	Computer Check	2/9/2017	GOOD MAGAZINE	\$40.00	Cleared
59654	Computer Check	2/9/2017	GUARDIAN	\$3,240.91	Cleared
59655	Computer Check	2/9/2017	HARVARD BUSINESS REVIEW	\$64.50	Cleared
59656	Computer Check	2/9/2017	HOGAN TRANSFER & STORAGE CORP.	\$90.00	Cleared
59657	Computer Check	2/9/2017	IBJ MEDIA	\$66.46	Cleared
59658	Computer Check	2/9/2017	INDIANA CHAMBER OF COMMERCE	\$1,436.60	Cleared
59659	Computer Check	2/9/2017	INDIANA NEWSPAPERS, INC.	\$465.90	Cleared
59660	Computer Check	2/9/2017	MSC #410743	\$304.55	Cleared
59661	Computer Check	2/9/2017	M.T. PUBLISHING COMPANY, INC.	\$189.01	Cleared
59662	Computer Check	2/9/2017	MacDougall Pierce Construction	\$7,975.09	Voided
59663	Computer Check	2/9/2017	MAIN EVENT SOUND EVENT & LIGHTING	\$1,150.00	Cleared
59664	Computer Check	2/9/2017	MARION COUNTY PUBLIC HEALTH DEPARTMENT	\$4,750.00	Cleared
59665	Computer Check	2/9/2017	METRIC ENVIRONMENTAL	\$12,136.00	Cleared
59666	Computer Check	2/9/2017	PENNYDELL PUZZLES	\$32.97	Outstanding
59667	Computer Check	2/9/2017	SAFEGUARD BUSINESS SYSTEMS	\$47.60	Cleared
59668	Computer Check	2/9/2017	SECURITAS SECURITY SERVICES USA, INC.	\$375.00	Cleared
59669	Computer Check	2/9/2017	THE CRITERION	\$22.00	Cleared
59670	Computer Check	2/9/2017	U.S. HealthWorks Medical Group IN, PC	\$85.74	Cleared
59671	Computer Check	2/9/2017	I-MCPL - MACDOUGALL RETAINAGE	\$7,975.09	Cleared
59672	Computer Check	2/15/2017	CITIZENS ENERGY GROUP	\$4,757.62	Cleared
59673	Computer Check	2/15/2017	INDIANA BUREAU OF MOTOR VEHICLES	\$45.00	Cleared
59674	Computer Check	2/16/2017	ACCOUNTING RESEARCH AND ANALYTICS LLC DBA CFRA	\$6,248.11	Cleared
59675	Computer Check	2/16/2017	ADTEC	\$630.00	Cleared
59676	Computer Check	2/16/2017	AMERICAN LIBRARY ASSOCIATION	\$108.00	Cleared
59677	Computer Check	2/16/2017	ANTONAYA LUZAN SMITH	\$120.00	Cleared
59678	Computer Check	2/16/2017	ART WITH A HEART	\$170.00	Outstanding
59679	Computer Check	2/16/2017	AT&T	\$3,663.00	Cleared
59680	Computer Check	2/16/2017	AT&T	\$1,880.42	Cleared
59681	Computer Check	2/16/2017	ATConsulting	\$2,585.97	Outstanding
59682	Computer Check	2/16/2017	AVC TECHNOLOGY CORPORATION	\$190.00	Cleared
59683	Computer Check	2/16/2017	AWE ACQUISITION, INC.	\$201,872.00	Voided
59684	Computer Check	2/16/2017	Blackmore & Buckner Roofing LLC, a Tecta America Co.	\$449.91	Voided
59685	Computer Check	2/16/2017	BOBBIE LANCASTER	\$225.00	Cleared
59686	Computer Check	2/16/2017	BONGO BOY MUSIC, INC.	\$300.00	Cleared
59687	Computer Check	2/16/2017	BRUMFIELD LABS	\$3,000.00	Cleared
59688	Computer Check	2/16/2017	CENTRAL INDIANA HARDWARE-SCHRICKER DIVISION	\$166.85	Cleared
59689	Computer Check	2/16/2017	CENTRAL SECURITY & COMMUNICATIONS	\$2,870.50	Cleared
59690	Computer Check	2/16/2017	CENTRAL TECHNOLOGY INC.	\$22,500.00	Voided
59691	Computer Check	2/16/2017	CINTAS CORPORATION #018	\$84.25	Cleared
59692	Computer Check	2/16/2017	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$3,670.00	Cleared
59693	Computer Check	2/16/2017	CONVENIENT TAPE & SUPPLIES	\$1,336.80	Cleared
59694	Computer Check	2/16/2017	CROSSROADS DOCUMENT SERVICES	\$253.00	Cleared
59695	Computer Check	2/16/2017	DACO GLASS & GLAZING INC.	\$325.00	Cleared
59696	Computer Check	2/16/2017	Daniel Axler	\$186.25	Cleared
59697	Computer Check	2/16/2017	DEERING CLEANERS	\$600.00	Cleared

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
59698	Computer Check	2/16/2017	DELL MARKETING L.P.	\$497.40	Cleared
59699	Computer Check	2/16/2017	DELL MARKETING L.P.	\$19,980.00	Cleared
59700	Computer Check	2/16/2017	EDDIE HURM (PAINTING & SNOW REMOVAL)	\$250.00	Outstanding
59701	Computer Check	2/16/2017	EMBARCADERO TECHNOLOGIES, INC.	\$5,200.00	Cleared
59702	Computer Check	2/16/2017	FOUNDATION CENTER	\$1,995.00	Voided
59703	Computer Check	2/16/2017	GALE GROUP THE	\$194.81	Cleared
59704	Computer Check	2/16/2017	GAYLORD ARCHIVAL	\$261.49	Cleared
59705	Computer Check	2/16/2017	GORDON PLUMBING, INC.	\$160.00	Cleared
59706	Computer Check	2/16/2017	GREY HOUSE PUBLISHING	\$292.50	Cleared
59707	Computer Check	2/16/2017	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$395.65	Cleared
59708	Computer Check	2/16/2017	INDIANA ASSOCIATION OF HOME EDUCATORS	\$195.00	Outstanding
59709	Computer Check	2/16/2017	INDIANA HISTORICAL SOCIETY	\$374.06	Outstanding
59710	Computer Check	2/16/2017	INDIANA UNIVERSITY	\$35.00	Cleared
59711	Computer Check	2/16/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$6,863.05	Cleared
59712	Computer Check	2/16/2017	INTERNATIONAL LIVE EVENTS ASSOCIATION	\$75.00	Outstanding
59713	Computer Check	2/16/2017	ILEA HEADQUARTERS	\$249.00	Cleared
59714	Computer Check	2/16/2017	JP MORGAN CHASE BANK	\$4,460.32	Cleared
59715	Computer Check	2/16/2017	KELLEY BLUE BOOK	\$70.00	Cleared
59716	Computer Check	2/16/2017	LAKESHORE LEARNING MATERIALS	\$317.08	Cleared
59717	Computer Check	2/16/2017	LEARNING STRATEGIES CORPORATION	\$65.90	Cleared
59718	Computer Check	2/16/2017	MAGAZINE LINE	\$14.00	Cleared
59719	Computer Check	2/16/2017	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	\$61,634.80	Cleared
59720	Computer Check	2/16/2017	Movietyme Video Productions	\$4,694.15	Cleared
59721	Computer Check	2/16/2017	MURPHY APPRAISAL SERVICES	\$750.00	Cleared
59722	Computer Check	2/16/2017	P4A.COM, LTD.	\$3,577.00	Voided
59723	Computer Check	2/16/2017	RED BOOKS, LLC	\$5,038.00	Voided
59724	Computer Check	2/16/2017	SAMS TECHNICAL PUBLISHING	\$2,250.00	Cleared
59725	Computer Check	2/16/2017	SECURITAS SECURITY SERVICES USA, INC.	\$12,695.89	Cleared
59726	Computer Check	2/16/2017	SIRSIDYNIX	\$112,339.39	Cleared
59727	Computer Check	2/16/2017	STEPHANIE ROSSELL	\$120.00	Cleared
59728	Computer Check	2/16/2017	TIPTON SOUND & LIGHTING	\$502.50	Cleared
59729	Computer Check	2/16/2017	U.S. HealthWorks Medical Group IN, PC	\$42.87	Cleared
59730	Computer Check	2/16/2017	YMCA - Arthur Jordan Branch	\$138.00	Cleared
59731	Computer Check	2/16/2017	Z-TWIST BOOKS	\$360.00	Cleared
59732	Computer Check	2/17/2017	AT & T LONG DISTANCE	\$90.94	Cleared
59733	Computer Check	2/22/2017	CITIZENS ENERGY GROUP	\$527.74	Cleared
59734	Computer Check	2/22/2017	JP MORGAN CHASE BANK	\$8,335.58	Cleared
59735	Computer Check	2/23/2017	ADP, INC.	\$425.45	Cleared
59736	Computer Check	2/23/2017	ALLIED HANDLING & EQUIPMENT OF INDIANAPOLIS, INC.	\$230.00	Cleared
59737	Computer Check	2/23/2017	ANTHONY WALLACE	\$250.00	Outstanding
59738	Computer Check	2/23/2017	ART WITH A HEART	\$340.00	Outstanding
59739	Computer Check	2/23/2017	AT&T	\$1,991.50	Outstanding
59740	Computer Check	2/23/2017	AWE ACQUISITION, INC.	\$179,672.00	Cleared
59741	Computer Check	2/23/2017	B & R SERVICES	\$2,200.00	Outstanding
59742	Computer Check	2/23/2017	BARDACH AWARDS	\$94.72	Cleared
59743	Computer Check	2/23/2017	Blackmore & Buckner Roofing LLC, a Tecta America Co.	\$449.91	Voided
59744	Computer Check	2/23/2017	BONGO BOY MUSIC, INC.	\$300.00	Outstanding
59745	Computer Check	2/23/2017	BRENDAN KIELY	\$350.00	Outstanding
59746	Computer Check	2/23/2017	CENTRAL TECHNOLOGY INC.	\$22,500.00	Cleared
59747	Computer Check	2/23/2017	CITIZENS ENERGY GROUP	\$1,348.27	Cleared
59748	Computer Check	2/23/2017	Constellation NewEnergy Gas Division, LLC	\$6,628.80	Cleared
59749	Computer Check	2/23/2017	COURT & COMMERCIAL RECORD	\$34.00	Cleared
59750	Computer Check	2/23/2017	CULLIGAN OF INDIANAPOLIS	\$112.86	Cleared
59751	Computer Check	2/23/2017	DUNHAM RUBBER & BELTING CORP.	\$737.25	Cleared
59752	Computer Check	2/23/2017	THE ECONOMIC CLUB OF INDIANA	\$200.00	Outstanding
59753	Computer Check	2/23/2017	EDDIE HURM (PAINTING & SNOW REMOVAL)	\$250.00	Outstanding
59754	Computer Check	2/23/2017	LIEBERT SERVICES	\$1,120.00	Cleared
59755	Computer Check	2/23/2017	FOCUS ON THE FAMILY	\$166.71	Outstanding
59756	Computer Check	2/23/2017	FOUNDATION CENTER	\$1,995.00	Cleared
59757	Computer Check	2/23/2017	IMPERIAL RESTORATIONS	\$235.00	Outstanding
59758	Computer Check	2/23/2017	INDIANA HISTORICAL SOCIETY	\$37.96	Outstanding

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
59759	Computer Check	2/23/2017	INDIANA NEWSPAPERS, INC.	\$886.16	Outstanding
59760	Computer Check	2/23/2017	J. W. PEPPER & SON, INC.	\$361.60	Cleared
59761	Computer Check	2/23/2017	JEREMY SOUTH	\$240.00	Cleared
59762	Computer Check	2/23/2017	KATHY HELMOND	\$10.00	Voided
59763	Computer Check	2/23/2017	LOCKERBIE SQUARE CABINET CO.	\$4,589.60	Cleared
59764	Computer Check	2/23/2017	LUNA Language Services	\$100.00	Outstanding
59765	Computer Check	2/23/2017	MACALLISTER MACHINERY CO., INC.	\$541.00	Cleared
59766	Computer Check	2/23/2017	MEETING PROFESSIONALS INTERNATIONAL	\$475.00	Cleared
59767	Computer Check	2/23/2017	MIGUEL RUIZ	\$10.00	Voided
59768	Computer Check	2/23/2017	MOODY'S INVESTORS SERVICE, INC.	\$19,000.00	Outstanding
59769	Computer Check	2/23/2017	P4A ANTIQUES RESEARCH SERVICES LLC	\$3,577.00	Cleared
59770	Computer Check	2/23/2017	PFM AUTOMOTIVE.COM	\$972.04	Cleared
59771	Computer Check	2/23/2017	RECYCLING TODAY	\$42.00	Outstanding
59772	Computer Check	2/23/2017	RED BOOKS, LLC	\$5,038.00	Outstanding
59773	Computer Check	2/23/2017	REPROGRAPHIX, INC.	\$160.50	Cleared
59774	Computer Check	2/23/2017	RJE BUSINESS INTERIORS	\$8,164.96	Cleared
59775	Computer Check	2/23/2017	SECURITAS SECURITY SERVICES USA, INC.	\$27,717.79	Outstanding
59776	Computer Check	2/23/2017	SOCIETY OF INDIANA PIONEERS	\$382.00	Outstanding
59777	Computer Check	2/23/2017	VIBRA-TECH ENGINEERS, INC.	\$21,252.68	Cleared
59778	Computer Check	2/23/2017	YMCA - Arthur Jordan Branch	\$345.00	Cleared
59779	Computer Check	2/23/2017	BLACKMORE & BUCKNER ROOFING	\$449.91	Cleared
59780	Computer Check	2/28/2017	APPLIED ENGINEERING SERVICES	\$2,090.00	Outstanding
59781	Computer Check	2/28/2017	Arab Termite and Pest Control, Inc.	\$1,893.00	Outstanding
59782	Computer Check	2/28/2017	BRIGHTWOOD INVESTORS, LLC	\$3,248.00	Voided
59783	Computer Check	2/28/2017	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$7,894.00	Outstanding
59784	Computer Check	2/28/2017	DACO GLASS & GLAZING INC.	\$1,620.00	Outstanding
59785	Computer Check	2/28/2017	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
59786	Computer Check	2/28/2017	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,881.56	Outstanding
59787	Computer Check	2/28/2017	GLENDALE TOWN CENTER	\$24,333.33	Outstanding
59788	Computer Check	2/28/2017	Hall, Render, Killian, Heath & Lyman, P.C.	\$540.00	Outstanding
59789	Computer Check	2/28/2017	RICOH USA, INC.	\$4,501.78	Outstanding
			<b>Total</b>	<u>\$2,838,817.71</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$1,403,236.84
<b>EFT Check</b>	\$1,435,580.87
<b>Total Payments</b>	\$2,517,035.53
<b>Total Voided Items</b>	\$321,782.18

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
518	EFT Check	2/9/2017	DELTA DENTAL	\$3,195.05	Cleared
519	EFT Check	2/10/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,486.10	Cleared
520	EFT Check	2/10/2017	FIDELITY INVESTMENTS	\$5,166.61	Cleared
521	EFT Check	2/14/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,867.00	Cleared
522	EFT Check	2/24/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,502.64	Cleared
523	EFT Check	2/24/2017	FIDELITY INVESTMENTS	\$5,166.61	Cleared
524	EFT Check	2/24/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,867.00	Cleared
3037	Computer Check	2/9/2017	AFSCME COUNCIL IKOC 962	\$2,206.90	Cleared
3038	Computer Check	2/9/2017	AMERICAN UNITED LIFE INSURANCE CO	\$215.19	Cleared
3039	Computer Check	2/9/2017	AMERICAN UNITED LIFE	\$2,297.68	Cleared
3040	Computer Check	2/9/2017	ANTHEM INSURANCE COMPANIES, INC.	\$61,698.01	Cleared
3041	Computer Check	2/9/2017	GUARDIAN	\$11,674.71	Cleared
3042	Computer Check	2/9/2017	LegalShield	\$320.25	Cleared
3043	Computer Check	2/9/2017	The Indianapolis Public Library Foundation	\$647.84	Cleared
3044	Computer Check	2/23/2017	Voided Unused payment	\$0.00	Voided
3045	Computer Check	2/23/2017	The Indianapolis Public Library Foundation	\$687.84	Cleared
<b>Total</b>				<u>\$115,999.43</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$79,748.42
<b>EFT Check</b>	\$36,251.01
<b>Total Payments</b>	\$115,999.43
<b>Total Voided Items</b>	\$0.00

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
618	Computer Check	2/9/2017	EMILY LORRAINE CORNFORTH	\$300.64	Cleared
			<b>Total</b>	<u>\$300.64</u>	

**Summary by Transaction Type:**

Computer Check	\$300.64
EFT Check	\$0.00
Total Payments	\$300.64
Total Voided Items	\$0.00

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
1357	EFT Check	2/9/2017	Baker & Taylor Pre-Cat	\$81.18	Cleared
1358	EFT Check	2/9/2017	Baker & Taylor	\$8.70	Cleared
1359	EFT Check	2/9/2017	BRODART CO.	\$211.02	Cleared
1360	EFT Check	2/16/2017	Baker & Taylor	\$34.86	Cleared
1361	EFT Check	2/16/2017	BRODART CO.	\$238.26	Cleared
1362	EFT Check	2/16/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$28,037.52	Cleared
1363	EFT Check	2/16/2017	KLINES QUALITY WATER, INC.	\$29.90	Cleared
1364	EFT Check	2/23/2017	KLINES QUALITY WATER, INC.	\$36.90	Cleared
1365	EFT Check	2/23/2017	Baker & Taylor	\$11.91	Cleared
1366	EFT Check	2/28/2017	STAPLES	\$91.44	Cleared
5655	Computer Check	2/2/2017	BARDACH AWARDS	\$61.20	Cleared
5656	Computer Check	2/2/2017	DANISHA GREEN	\$750.00	Cleared
5657	Computer Check	2/2/2017	DELIA BLANCHARD	\$29.40	Cleared
5658	Computer Check	2/2/2017	Jayne Walters	\$54.52	Outstanding
5659	Computer Check	2/2/2017	SHANIKA HEYWARD	\$86.25	Cleared
5660	Computer Check	2/9/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$437.80	Cleared
5661	Computer Check	2/9/2017	DANISHA GREENE	\$750.00	Cleared
5662	Computer Check	2/9/2017	MAIN EVENT SOUND EVENT & LIGHTING	\$12,000.00	Cleared
5663	Computer Check	2/10/2017	ALLEN BURKE	\$1,000.00	Cleared
5664	Computer Check	2/16/2017	ANN KROEKER	\$200.00	Cleared
5665	Computer Check	2/16/2017	ANTHONY ARTIS	\$225.00	Cleared
5666	Computer Check	2/16/2017	ANTHONY TROTTER	\$125.00	Cleared
5667	Computer Check	2/16/2017	BIANCA B. RUSSELL	\$250.00	Voided
5668	Computer Check	2/16/2017	CHARITY SINGLETON CRAIG	\$200.00	Cleared
5669	Computer Check	2/16/2017	CHARLES A TINDLEY ACCELERATED	\$500.00	Cleared
5670	Computer Check	2/16/2017	CHI BLACKBURN	\$100.00	Cleared
5671	Computer Check	2/16/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$310.38	Cleared
5672	Computer Check	2/16/2017	CULLIGAN OF INDIANAPOLIS	\$23.12	Cleared
5673	Computer Check	2/16/2017	DAMITA WILLIAMS	\$250.00	Cleared
5674	Computer Check	2/16/2017	DWAYNE COBB	\$350.00	Outstanding
5675	Computer Check	2/16/2017	EPIPHANY DANCE COLLECTIVE	\$850.00	Cleared
5676	Computer Check	2/16/2017	INDIANAPOLIS NEIGHBORHOOD RESOURCE CE	\$3,875.00	Cleared
5677	Computer Check	2/16/2017	JEREMY SOUTH	\$600.00	Outstanding
5678	Computer Check	2/16/2017	MARION COUNTY PUBLIC HEALTH DEPARTMENT	\$200.00	Cleared
5679	Computer Check	2/16/2017	RICHARD W. MORRIS	\$600.00	Voided
5680	Computer Check	2/16/2017	RITZ CHARLES CARMEL	\$329.00	Cleared
5681	Computer Check	2/16/2017	Tia Jah Wynne Ayers	\$89.72	Outstanding
5682	Computer Check	2/16/2017	TYRONE THOMAS	\$450.00	Cleared
5683	Computer Check	2/16/2017	VICTORIA HAWES	\$75.00	Cleared
5684	Computer Check	2/22/2017	JP MORGAN CHASE BANK	\$489.59	Cleared
5685	Computer Check	2/23/2017	JEANINE M. FOX	\$55.77	Voided
5686	Computer Check	2/23/2017	RICHARD W. MORRIS	\$600.00	Cleared
5687	Computer Check	2/23/2017	ABBY BROWN	\$91.69	Outstanding
5688	Computer Check	2/23/2017	C & J PROMOTIONS	\$670.81	Cleared
5689	Computer Check	2/23/2017	JILL WETNIGHT	\$48.41	Outstanding
5690	Computer Check	2/23/2017	FRANKLIN TOWNSHIP COMMUNITY SCHOOL CC	\$99.63	Voided
5691	Computer Check	2/23/2017	HORIZONS @ ST RICHARDS EPISCOPAL SCHOOL	\$250.00	Outstanding
5692	Computer Check	2/23/2017	JEREMY SOUTH	\$600.00	Cleared
5693	Computer Check	2/23/2017	ARAGI INC.	\$2,000.00	Outstanding
5694	Computer Check	2/23/2017	KATHLEEN LARATTA	\$17.95	Outstanding
5695	Computer Check	2/23/2017	MAIN EVENT SOUND EVENT & LIGHTING	\$8,500.00	Outstanding
5696	Computer Check	2/23/2017	MARION COUNTY PUBLIC HEALTH DEPARTMENT	\$400.00	Cleared
5697	Computer Check	2/23/2017	ST. PHILIP NERI CATHOLIC SCHOOL	\$225.00	Outstanding
5698	Computer Check	2/28/2017	FRANKLIN TOWNSHIP COMMUNITY SCHOOL CC	\$99.63	Outstanding
5699	Computer Check	2/28/2017	JEANINE M. FOX	\$55.77	Outstanding
<b>Total</b>				<u>\$67,757.33</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$38,975.64
<b>EFT Check</b>	\$28,781.69
<b>Total Payments</b>	\$66,751.93
<b>Total Voided Items</b>	\$1,005.40



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY - 2017 - PERSONNEL ACTIONS - RESOLUTION -2017**

<b>NEW HIRES:</b>				
<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>LOCATION NAME</b>	<b>HOURLY RATE</b>	<b>HIRE DATE</b>
Amy Lawrence	Team Member, Shipping/Receiving	Facilities	\$11.85	2/27/2017
Moira Dugan	Hourly Public Services Associate I	Central	\$14.08	2/27/2017
Mary Venne	Page	Lawrence	\$9.15	3/14/2017
Andrea Palmer	Computer Lab Assistant II	West Indianapolis	\$12.91	3/14/2017
Bridget Kenney	Public Service Librarian (part time)	Haughville	\$18.00	3/14/2017
Joshua Aughe	Page	Central	\$9.15	2/14/2017
Sheryl Aparicio	Page	Central	\$9.15	3/14/2017
Ijeoma Dike-Young	Controller	Chief Financial Service Area	\$45.00	4/13/2017
La'tia Smith	Computer Lab Assistant II	Central	\$12.92	3/14/2017



**RE-HIRES:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE



**INACTIVE:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE
Owen Stackhouse Kaelble	Page	Lawrence	\$9.65	2/4/2017



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**TRAVEL AND TRAINING ACTION**

RESOLUTION 13- 2017

**WHEREAS it is the opinion of the board that it is necessary for the following individuals**

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

Name	Branch/Department	Cost Center	City/State	Conference Name	Dates	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Patty Wallace	GLD	2003	Indianapolis, IN	Indiana summit on out of school learning	4/10-11/17	10			\$ 50.00		\$ 50.00
Susan Davis	PDA	1501	Indianapolis, IN	TEDx	4/25/17	10	\$ 85.00		\$ 25.00		\$ 110.00
Kirsten Weaver	PDA	1501	Indianapolis, IN	Oppportunity Indianapolis	5/11-12/17	10	\$ 75.00		\$ 25.00		\$ 100.00
Jessica Neeb	WAY	2019	Chicago, IL	ALA	6/23-26/17	10	\$ 150.00	\$ 900.00	\$ 100.00	\$ 120.00	\$ 1,270.00
Katy Hejazi	GPK	2016	Chicago, IL	ALA	6/22-27/17	10	\$ 375.00	\$ 1,248.00	\$ 376.00	\$ 180.00	\$ 2,179.00
Nancy Mobley	HVL	2012	Chicago, IL	ALA	6/23-27/17	10	\$ 285.00	\$ 1,500.00	\$ 390.00	\$ 150.00	\$ 2,325.00
John Helling	PSA	2001	Chicago, IL	ALA	6/23-27/17	10	\$ 285.00	\$ 1,250.00	\$ 276.12	\$ 150.00	\$ 1,961.12
Tai Jah Wynn Ayers	PIK	2015	Hammond,IN	Community Civilty Counts	4/13/17	10	\$ 25.00	\$ 134.00	\$ 165.00	\$ 30.00	\$ 354.00
Ahliah Bratzler	CAS	1401	Indianapolis, IN	Hoosier Women work conference	4/1/17	10	\$ 10.00		\$ 25.00		\$ 35.00
Joanna Conrad	E. 38th	2008	Chicago, IL	ALA	6/23-26/17	10	\$ 175.00	\$ 1,019.04	\$ 194.20	\$ 90.00	\$ 1,478.24
Sarah Woodruff	E. 38th	2008	Indianapolis, IN	Indiana Early Childhood	4/6-8/17	10	\$ 157.00				\$ 157.00
Kathryn Bacone	CMSA	1202	Indianapolis, IN	Hoosier Women work conference	4/1/17	10	\$ 20.00		\$ 20.00		\$ 40.00
Kathryn Bacone	CMSA	1202	Cincinnati, OH	OVGTSL	5/21-23/17	10	\$ 140.00	\$ 450.00		\$ 60.00	\$ 650.00
Kathryn Milikan	CMSA	1202	Cincinnati, OH	OVGTSL	5/21-23/17	10	\$ 140.00		\$ 150.00	\$ 60.00	\$ 350.00
Amy Griffin	CAS	1401	Chicago, IL	ALA	6/22-27/17	10	\$ 375.00	\$ 1,175.00	\$ 300.00	\$ 150.00	\$ 2,000.00
Rebecca Dixon	CFO	1301	Peru, IN	ILF	5/5/17	10			\$ 100.00		\$ 100.00
Sarah Walker	GLD	2007	Chicago, IL	ALA	6/23-27/17	10	\$ 150.00		\$ 100.00	\$ 150.00	\$ 400.00
Kristina Higgins	TCM	2024	Chicago, IL	ALA	6/22-27/17	10	\$ 150.00	\$1,800	\$ 454.00	\$ 180.00	\$ 2,584.00
Jackie Nytes	CEO	1001	Bloomington, IN	ADOLPLI	4/6-7/17	10		\$ 160.00	\$ 95.00	\$ 30.00	\$ 285.00
Anna Lake	HR	1701	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Kathleen Underwood	DEC	2006	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Mary Luzader	EAG	2007	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Julie Fore	WRN	2022	Chicago, IL	ALA	6/24/17	120	\$ 75.00			\$ 30.00	\$ 105.00
Genira Newell	LAW	2013	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00

Name	Branch/Department	Cost Center	City/State	Conference Name	Date	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Heidi Holmer	LAW	2013	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Karen Perry	FRA	2021	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Kasey Panighetti	FRA	2021	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Joni Metcalf-Kemp	E. 38th	2008	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Reginald Laratte	E. 38th	2008	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Vanessa Jamerson	E. 38th	2008	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Thomas Childress	E. 38th	2008	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Montoya Barker	LAW	2013	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Mollie Beaumont	LAW	2013	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Shannon Bahler	LAW	2013	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Cathy Gage	SOU	2017	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Fiona Duke	SOU	2017	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Gwynellyn Dimick	GLD	2003	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Jessica Trinoskey	COL	2002	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Karen Lampert	COL	2002	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Jackie Berry	FSQ	2011	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Debbie Ratz	GPK	2016	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Kevin Summers	SOU	2017	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Lauren Freeman	OUT	1506	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Jeanne Sheehan	AWD	1101	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Stephanie Roell	CEN	1401	Chicago, IL	ALA	6/24/17	10	\$ 75.00			\$ 30.00	\$ 105.00
Kirsten Weaver	PDA	1501	Chicago, IL	ALA	6/22-27/17	10	\$ 285.00	\$ 800.00	\$ 420.00	\$ 150.00	\$ 1,655.00
Keith Dinnage	HVL	2012	Indianapolis, IN	IOLUG	5/19/17	10	\$ 65.00				\$ 65.00
Lindsay Haddix	NOR	2014	Chicago, IL	ALA	6/23-26/17	10	\$ 394.00	\$ 750.00	\$ 253.63	\$ 105.00	\$ 1,502.63
Cordia Watkins	PSA	2030	Atlanta, GA	BCLA	8/9-13/17	10	\$ 360.00	\$ 456.16	\$ 682.97	\$ 120.00	\$ 1,619.13
Daniell Wilkins	COL	2002	Hammond, IN	World Civility Counts	4/13/17	10	\$ 25.00	\$ 55.00			\$ 80.00
Debra Champ	IT	1101	Chicago, IL	ALA	6/22-27/17	10	\$ 400.00	\$ 1,650.00	\$ 400.00	\$ 150.00	\$ 2,600.00
Josh Crain	EWA	2009	Chicago, IL	ALA	6/22-27/17	10	\$ 300.00	\$ 1,100.00	\$ 300.00	\$ 150.00	\$ 1,850.00
Anthony Radford	PDA	1501	Atlanta, GA	BCLA	8/9-13/17	10	\$ 360.00	\$ 714.36	\$ 710.97	\$ 120.00	\$ 1,905.33
Nichelle Hayes	CEN	1412	Indianapolis, IN	Delta Sigma Theta Networking	2/17/17	10	\$ 75.00				\$ 75.00
Nichelle Hayes	CEN	1412	Gary, IN	Delta Sigma Theta Networking	1/13-14/17	10	\$ 65.00	\$ 39.20	\$ 166.10	\$ 60.00	\$ 330.30
Stefany Boleyn	OUT	1506	Chicago, IL	ALA	6/23-25/17	10	\$ 300.00	\$ 1,100.00	\$ 500.00	\$ 120.00	\$ 2,020.00
Chris Cairo	SPA	1901	Chicago, IL	ALA	6/23-26/17	10	\$ 285.00		\$ 425.00	\$ 90.00	\$ 800.00



Name	Branch/Department	Cost Center	City/Stae	Conference	Date	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Carrie Voliva	PIK	2015	Brownsburg, IN	Every child ready to read	5/10/17	10			\$ 11.02		\$ 11.02
Melanie Hoffman	PIK	2015	Indianapolis, IN	Hoosier Women at Work	4/1/17	10	\$20.00				\$20.00
Debra Lambert	CMSA	1201	Chicago, IL	ALA	6/22-27/17	10	\$285.00	\$1,200.00	\$400.00	\$150.00	\$2,035.00
Joanna Wos	CAS	1401	Indianapolis, IN	Hoosier Women at Work	4/1/17	10	\$20.00				\$20.00
Abby Brown	PDA	1501	Indianapolis, IN	IAEYC Annual Conference	4/6-4/8/17	10	\$170.00				\$170.00
Ahliah Bratzler	CAS	1401	Chicago, IL	ALA	6/22-6/27/17	10	\$150.00	\$400.00	\$411.00	\$180.00	\$1,141.00
Jenelle Erickson-Bejarano	PDA	1501	Indianapolis, IN	TEDx	4/25/17	10	\$85.00		\$25.00		\$110.00
Tiffani Carter	WRN	2022	Chicago, IL	ALA (Staff Association delegate)	6/22-6/27/17	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
MARCH 14, 2017**

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The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, March 14, 2017 at 4:05 p.m. pursuant to notice given.

**1. Call To Order**

Dr. Wantz called the meeting to order.

**2. Roll Call**

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

Members absent: Ms. Sanders

**COMMITTEE REPORTS**

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

**Resolution – Authorization to Purchase Property Located at 6201 Michigan Road for the Michigan Road Branch Project**

- The Library worked with May Realtors, LLC to locate available properties, and determined the best site available is the southeast corner of 63<sup>rd</sup> Street and Michigan Road.
- The property is currently owned by Bethesda Temple Apostolic Church. The property for the new Library is only a portion of the property owned by Bethesda Temple Apostolic Church and consists of 4.5 acres.
- Bethesda Temple Apostolic Church and The Library have agreed on the purchase price of \$71,809 per acre or \$323,140.50.
- Due diligence processes have been completed with the environmental site assessments, limited environmental site investigations, survey, re-platting, rezoning of the property, and the vacation of a right-of-way that bisects the site.
- The purchase of the property will be funded by the 2016 Bond-Michigan Road (Fund 46).
- The Facilities Committee will present the Resolution to the full Board at the regular meeting in March.

## **Update on Current Projects**

Sharon Smith provided updates on several current projects.

### **Brightwood**

- The Library is working with Greater King Solomon Missionary Baptist Church to extend the Option to Purchase Real Estate Agreement. The Library and May Realtors, LLC will be meeting with church representatives this week.
- The Library is also seeking a comfort letter from IDEM Brownfields Program stating the Library would not be held responsible for existing environmental conditions of the properties due to contamination issues discovered during environmental testing.
- The Library continues to discuss various options with other land owners.

### **Eagle**

- Two (2) community engagement meetings have taken place and a third meeting is scheduled for 3/14/17 at 6:00pm.
- There will also be a discussion this week to identify criteria for the LEED certification of the new Branch.

### **East Washington**

- There are solar panels installed on the new addition at EWA. We have the ability to monitor the amount of energy the panels are saving for the Library and hope to incorporate a method to share this information with patrons.
- The Open House at East Washington is this Saturday March 18, 2017.

### **Michigan Road**

- The project continues with the design development phase.

### **Warren/Southport/Mezzetta**

- The Library is working with the bond company to ensure prompt payment to subcontractors for both the Warren and Southport Projects.
- The Library continues to work with the construction company to complete the punch list items for the WRN project.

### **RFP for automated materials handling system at LSC**

- Sharon Smith reported that a project team has been organized and will hold its first meeting this week.
- Sharon Smith discussed with the Board the use of an RFP to find qualified vendors. The RFP would be issued in April 2017.
- A Briefing Report will be submitted at the May 2017 Facilities Committee Meeting.
- The budget for the project is \$600,000.00.

- Funding for the project will be from the Library Improvement Reserve Fund (Fund 11).

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

**a. Briefing Report – IndyPL Diversity Overview**

Ms. Crenshaw advised that, following discussion of the Overview, if there are additional questions or documentation needed, we will ask Ms. Lerg to provide the necessary information.

As part of her Report, Ms. Lerg provided the following documents to the Board:

- 2016 Diversity Overview – Executive Summary
- Various Diversity Information Tables – Table 1 through Table 8
- Doing Business
- The Equal Employment Opportunity (EEO) Category Descriptions and Representative IndyPL Jobs

Discussion took place on information contained in Table 1 through Table 8 as noted:

- Data indicates slow movement toward increasing staff diversity. Slight increases to the Hispanic/Latino and Male demographics. It was noted that other libraries also struggle with increasing diversity. Ratio of male staff is slowly increasing. The Library has stepped up efforts to attract more male applicants. “The Equal Employment Opportunity (EEO) Category Descriptions and Representative IndyPL Jobs” document explained the listing of various positions in each category at the Library. The Library is not growing positions quickly and currently half of the individuals hired into full or part-time positions are internal moves. There were 96 separations in 2016 compared to 120 in 2015. There were 4,678 applications received in 2016 compared to 7,918 in 2015. Staff Tenure shows demographic gaps slowly being filled as we increase staff diversity. 35 employees were promoted in 2016 versus 45 in 2015.

At this time, Ms. Charleston asked Ms. Lerg what impact the FLSA changes had on the promotions number.

Ms. Lerg responded that she will obtain that information and provide to Ms. Charleston and the Board.

Ms. Payne inquired about the Library creating a position which would address race and ethnicity. She mentioned the need for racism workshops.

Discussion held on staff diversity issues at the various locations and how those can be improved. Hire outside or grow our own? Ms. Charleston pointed out that when growing your own there is no opportunity for new blood.

The logistics/mechanics of posting open Library positions was reviewed. Questions were asked regarding length of time positions are posted and how staff access position postings. Websites and publications used by HR for postings was also addressed. The “informational” ad done for the *Recorder* was discussed.

Ms. Charleston asked that she be supplied with a sample job posting.

With regard to the *Recorder*, Dr. Jett advised that she wants a copy of the ad for review and Ms. Crenshaw questioned the value of placing this ad based on the *Recorder's* circulation numbers.

The numbers in the Doing Business document were reviewed.

Dr. Wantz inquired if the M/W/VBE percentages were increasing.

Becky Dixon, CFO, stated that the numbers for 2016 were higher than 2015. The Library can also add additional organizations to the list to locate certified vendors.

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

- a. **Draft of 2018 Budget Calendar.** A draft calendar of the 2018 Budget process was distributed.
- b. **Online Library Card Registration Demonstration.** Debra Champ, Director of IT, presented a demonstration of the online library card registration that IT and Sondhi Solutions have been developing. This process will allow residents of Marion County who are over the age of 18 to register for a library card through the Library’s website. Ms. Champ reviewed the registration process and how it will verify that an applicant does not already have a library card and is a resident of Marion County.
- c. **Briefing Report: RFID Equipment RFP.** Deb Lambert, Director of Collection Management, reviewed the next stage in the RFID conversion process. Ms. Lambert announced that all of the Library’s materials now have RFID tags, a total of 1.5 million items. The next stage of the RFID process will be to install new security gates, check out equipment, and AV case unlockers. The RFP for this equipment and its installation will be issued in April, 2017 and the contract will be awarded in July, 2017. The budget for this portion of the RFID project is \$530,000 and will be funded by the Series 2015 Bond.

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

- a. **Regular Board Meeting** – Monday, March 27, 2017, at the East Washington Branch Library, 2822 East Washington Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – April 11, 2017, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

**7. Other Business**

- a. **Report on CEO Evaluation** – Lengthy discussion held among all Board members concerning the CEO’s evaluation for this year. Proposal made that the evaluation be done using a 360 degree or other new format. It was noted that the evaluation document currently being used was developed a few years ago by the Board members on the Diversity, Policy and Human Resources Committee at that time. Timing and utilization of an outside organization to assist in the process was mentioned. Potential documentation required was also reviewed. Various Board members offered to analyze information discussed, conduct research and report to the Board at an upcoming Joint Board Committee Meeting.

**8. Adjournment**

Dr. Wantz declared the meeting adjourned at 6:15 p.m.





*You Are Invited!*

15b

The Indianapolis Public Library  
**Free Upcoming Events**

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

**March 28 from 10:15 - 11:30 a.m. – “Get Your Kicks on Route 66!”** Sit back and take a photographic journey down Old Historic Route 66 during this first travelogue program of the year presented by staff librarians. Held at the Lawrence Branch.

**March 29 from 4 - 5 p.m. – “Writing Your Own Autobiography.”** Learn how to create a book of personal stories during this multi-session series presented by language arts specialist Toria Sanders. This session, entitled “Word Choice,” will show attendees how to replace boring words with colorful and flavorful vocabulary by using synonyms and the Thesaurus. Register by calling 317-275-4352. Held at the East 38th Street Branch.

**April 1 from 10 a.m. - 2 p.m. – “Reach Out and ReadIN!”** Join families and individuals for a celebration of language and learning in support of Reach Out and Read, a non-profit organization that supports medical providers who give books to children and advice to parents on the importance of reading during well-child exams. There’ll be community guest readers, musical performances, arts and crafts, strolling magic and more. Every book read will help build the home library of an at-risk preschooler. Held at Central Library.

**April 7 - 15 – “Indy Library Store Booksale.”** Here’s your next opportunity to buy new and used books and other items at discount prices. Friends of the Library Preview Night is Friday, April 7 from 5:30 - 7:30 p.m. The sale opens to the public on Saturday, April 8 from 10 a.m. - 4 p.m. and continues on Thursday, April 13 from 12 noon - 7 p.m. Half-Price Day is Friday, April 14 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, April 15 from 10 a.m. - 4 p.m. Proceeds support Library programs and services through the Library Foundation. Held at the Library Services Center.

**April 9 at 2 p.m. – “Master Storyteller Bill Harley.”** Enjoy an afternoon of music and storytelling by two-time Grammy-winning performer Bill Harley, described as “the Mark Twain of contemporary children’s music” by “Entertainment Weekly.” In slice-of-life vignettes about school and family life, Harley uses humor and a fine-tuned sense of the ridiculous to illuminate compassionate truths. All ages will enjoy his unique blend of music and humor. Held at Central Library.

**April 13 - May 14 – “States of Incarceration.”** You’re invited for a number of special events surrounding a nationally-touring exhibit that explores the roots of incarceration in individual communities. The exhibit challenges viewers to remember the past and help shape what happens next. The exhibit’s opening reception will be held on April 20 from 6:30 - 8:30 p.m. and a “Mass Story Lab” on April 29 from 10 a.m. - 1 p.m. Held at Central Library.

**Continuing through May – “Spring Cooking Workshops!”** Learn about new cooking techniques and ways to prepare healthy meals during this series presented by the Marion County Health Department. Topics include “Cooking With Heart,” “Cooking With Superfoods,” and “From the Freezer to Slow Cooker.” Held at various Library locations.

*We hope to see you at these exciting events!*