



## Library Board Meeting Agenda

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

**Notice Of The Regular Meeting  
March 28, 2016**

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

**East 38<sup>th</sup> Street Branch Library  
5420 East 38<sup>th</sup> Street  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 23rd Day Of March, 2016**

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

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

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

### 3. Branch Manager's Report

Shanika Heyward, Manager, East 38<sup>th</sup> Street Branch Library, 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 22, 2016 (enclosed)

## COMMITTEE REPORTS

### 6. Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)

#### a. Report of the Treasurer – February 2016 (enclosed)

#### b. Resolution 13 – 2016 (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Sondhi Solutions, LLC for On-Line Registration) (enclosed)

#### c. Briefing Report – Library's Capital Projects Fund for 2017, 2018, 2019 (enclosed)

#### d. Briefing Report – Copier Equipment and Maintenance Services (enclosed)

- e. **Briefing Report** – Plan of Merger of Beech Grove Public Library and Indianapolis-Marion County Public Library (enclosed)

**7. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

- a. **Briefing Report** – IndyPL Annual Performance Appraisal Briefing (enclosed)
- b. **Briefing Report** – IndyPL Diversity Overview (enclosed)

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

- a. **Briefing Report** – Naming Opportunities at New and Renovated Branch Libraries (enclosed)
- b. **Resolution 14 – 2016** (Authorization to Purchase Property Located at 2802 East Washington Street, Indianapolis, IN) (enclosed)
- c. **Briefing Report** – Michigan Road Branch Property Acquisition (enclosed)
- d. **Briefing Report** – Replacement Bookmobiles (enclosed)

**9. External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Patricia A. Payne)**

**10. Library Foundation Update**

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

- a. **Dashboards and Statistics**
  - 1) **Monthly Performance Dashboard – February 2016** (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** – Kim Crowder, Director, Communications, will give the Report. (enclosed)
- d. **Confirming Resolutions:**
  - 1) **Resolution Regarding Finances, Personnel and Travel (15 – 2016)**  
  
Enclosed.
- e. **2015 Annual Report** – Ms. Crowder will discuss the Report. (at meeting)

## UNFINISHED BUSINESS

12.

## NEW BUSINESS

13.

## DISCUSSION AND AGENDA BUILDING

**14. 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, 2016** - To Be Determined

## INFORMATION

15. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – March 15, 2016** (enclosed)



## **16. Board Meeting Schedule for 2016 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Board Meetings for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through April 24, 2016.**  
(enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, April 12, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

## **17. Notice of Special Meetings**

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

Monday, April 25, 2016, at the Wayne Branch Library, 198 South Girls School Road, at 6:30 p.m.

## **19. Other Business**

## **20. Adjournment**





## Who We Are:

- 2 FT Adult Librarians
- 1 FT Children's Librarian
- 2 PT Public Services Associates
- 1 FT Circulation Supervisor
- 2 FT Computer Lab Assistants
- 1 PT Computer Lab Assistant
- 3 PT Pages

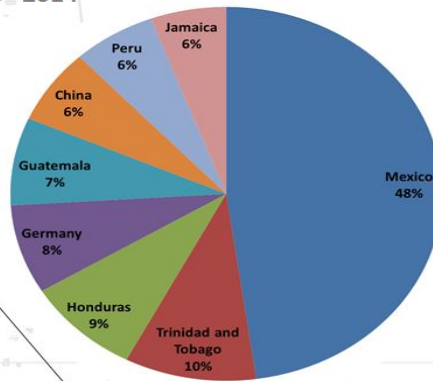
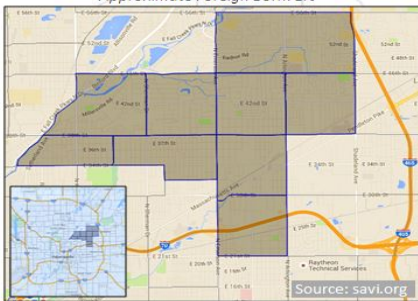
## Who We Serve:

- Total base population is 32,289
- Age of population: 22.38% of population under age 18 & 61.97% of population is 18-64 years old
- Educational Attainment: 18% of population without High School diploma. 37% of population has earned a High School diploma, 24% population with some college, no degree.
- Employment: 21.65% total unemployed persons
- Income: 14.78% of the population earns less than \$10,000; 26.4% earns \$10,000 to \$24,999; 30.69% earns \$25,000 to \$49,999; 14.48% earns \$50,000 to \$74,999
- Population in Poverty: 24.83% population living in poverty
- Language proficiency households---primarily English (96.13%) Spanish (2.94%) other (.94%)
- Foreign-born Population: 2%



## EAST 38<sup>TH</sup> STREET LIBRARY SERVICE AREA FOREIGN BORN POPULATION 2010 - 2014

East 38<sup>th</sup> Street Service Area Total Population: 32,289  
Approximate Foreign Born: 2%



Country	Count	Margin of Error
Mexico	353	+/-46
Trinidad and Tobago	73	+/-24
Honduras	64	+/-17
Germany	57	+/-19
Guatemala	56	+/-20
China	48	+/-20
Peru	46	+/-20
Jamaica	42	+/-16
France	10	+/-13
Ukraine	10	+/-12
Korea	10	+/-13
Nigeria	7	+/-12
Panama	7	+/-12
United Kingdom	6	+/-12
Taiwan	6	+/-12
Japan	5	+/-12
<b>Total</b>	<b>800</b>	

Source: factfinder.census.gov

**Other facts:**

- 114 churches of various denominations
- 44 schools and 102 daycare centers-

**How We Serve**

- 1,810 new borrowers in 2015
- 72,880 door count in 2015
- 116,453 items circulated in 2015
- 120,522 items check-ins 2015
- 29,526 items in the collection 2015
- 74, 228 computer usage in 2015
- 748 programs provided and 14,990 attendees in 2015

**Our Story**

The East Thirty-Eighth Street Library, located at 5420 E. 38<sup>th</sup> Street, opened July 7, 2003. We held our grand opening on July 26, 2003 and followed with a week-long celebration of special programs. It was exciting to move from the Emerson Library, which was located at 3642 North Emerson.

This branch is a beacon of hope, learning, access and opportunity for nearly 32,000 area residents, many of whom struggle due to limited income and educational attainment. For example, 18% of the adult population lacks a high school diploma and 24% of the population is living in poverty. Since this is a diverse socioeconomic community, we make extra efforts to provide services to groups like Head Start and daycare ministries, while partnering with social service agencies, community leaders, and government officials to understand and support the disadvantaged.

We have many strategic partners that helps us fulfill our strategic plan: Washington Township Adult Education-TASC (formerly GED), Northeast Corridor Quality of Life, United Northeast Community Development Corporation, Forest Manor Multi-Service Center, Northeast Business Association, Devington Neighborhood Association, Northeast Faith-based Corridor, and Indiana Healthy Marriage & Family Coalition, Inc., to name a few. We have become the community place and a focal point in the community.

**Service Report 2015- current**

The East 38<sup>th</sup> Street Branch had a very successful year in 2015. The following are highlights from my annual report. Our 2016 goals is to increase registration and circulation by developing a community of readers. In 2015, we provided 37 in-house story-times to 525 preschoolers who attended. The children's PSL and PSA visited 78 daycares and read stories to 2,703 preschoolers. We offered fun learning opportunities and activities to youth during their Spring break (4 STEM based-programs), and 48 youth attended. (Goal# 1 and Actions 1-6, 1-8, 1-9)

On August 31<sup>st</sup>, 2015, The United North East Community Development Corporation, and several board members gave a generous donation to Indiana College Prep (ICAN school), co-founder Jason Stragand to

assist with their financial obligation on becoming a Shared System School. Jason said he's grateful for this act of kindness and care. His scholars will benefit tremendously. (Goal #1, Actions 1-12 and 1-15).

Last year we hosted seven author talks. Our youngest author in 2015 was a 9-year old named Jayden Seaton. On Thursday, September 24th, 2015, Jayden gave a mini presentation on the importance of completing your homework assignment- it might just turn into a book- followed by a book signing. During the signing, Mr. Steve Talley, Lawrence Township Trustee, and Billie Breaux, Community Development Director, presented Jayden with a letter of Proclamation, proclaiming 9/24/15, The Jayden Seaton Day. (Goal #1 and Action 1-22, 1-24, and 1-25)

Our 2nd Annual Author Fair attendance increased 26% over 2014. We offered Indy's authors a chance to share their books with our patrons. Our theme: Discover a New Author. Best-Selling Author Ni'cola Mitchell, recently featured in Black Enterprise 2015 as one of the 5 Follow-Worthy Bloggers to Watch, taught two workshops: How to Self-Publish Your Book Successfully and How to Blog Your Book in Today's Digital World. Twenty-three authors were in attendance and 185 people attended the event. (Goal #1, Strategy B, Actions 1-22, 1-23, 1-24, and 1-25)

We hosted Northeast Corridor Quality of Life Faith-based Consortium; 44 faith-based leaders were in attendance. We focused on building relationships with the faith-based leaders. On Friday, March 27th we hosted our 1st Pastors' Forum, a partnership with Northeast Corridor Quality of Life Faith-based initiative. We had 44 faith-based leaders in attendance. Our guest speakers were Sheryl Richardson, Senior Director of Community Relations, and Lisa Fleetwood, Faith Community Nursing Coordinator. This event was made possible by Engaging Solutions, LLC., and Friends of the Library through gifts to The Indianapolis Public Library Foundation. (Goal #1 and Action 1-21)

The Fatherhood Forums, a partnership with the Indiana Healthy Marriage & Family Coalition, Inc., are critical to the lives of the men returning from incarceration. These forums give them the resources and holistic support they need to make life-changing decisions. Topics included education, recidivism, and family law. The majority of the men have registered for the GED/TASC classes offered by Washington Township Adult Education Department, have utilized the Job Center, and attended our weekly computer classes to improve their skills. (Goal #2 and Actions 2-1, 2-2, 2-3)

The Northeast Corridor has numerous small businesses that have just moved to the area. Our monthly business workshops have been beneficial to the new business owners. We host the United Northeast Business Association monthly meeting; our average attendance from area business owners is 25-30 people. A few of our guest speakers included Rick Hite, former IMPD Chief of Police; Deborah Law, Deputy Prosecutor for Neighborhoods and Communities for Prosecution Division; and Joe Jarzen, Community Director for Keep Indianapolis Beautiful. (Goal #2, Actions 2-38, 2-40, 2-41)

During 2015, spring break we offered Teen Night Out at E38 on Friday, March 27th from 6pm-9pm; there were 50 attendees and 8 community partners: Indiana Black Expo, IMDP, IHMFC, Hope Team, Northeast Corridor Quality of Life Youth Taskforce, Stop the Violence Indy, and Forest Manor Multi-Service Center, Engaging Solutions, LLC., and House of God Church. (Goal #2 and Actions 2-14, 2-15)

We partnered with Indy Eastside Food Desert Coalition, Inc., a joint effort to bring fruits and vegetables to the residents in 46218, 46226, and 46205 zip codes. On the 2nd Thursday of each month from 2pm-4pm, residents can pick up food at E38 branch. We served fresh fruit and vegetables to 150 individuals and

families. We took a more strategic role in attending community events and meetings to inform the community of the library's strategic plan and eResources. We attended 18 community events. (Goal #2 and Actions 2-38, 2-39, and 2-41)

We have partnered with Wil Marquez of Design Bank to host 3D Printing workshops at the branch. We hosted two workshops with twenty-three people were in attendance. Participants learned the basics of 3D Printing and technology. (Goal #3 and Actions: 3-19 and 3-20)

New library card holders have spiked 12.9% for 2015, due in part to our partnerships with the area schools, daycares, Pop-Up locations, and Northeast Corridor Quality of Life Plan partners. Our branch goal was to get 2015 new borrowers for 2015; however, we were short 205 new borrowers.

Summer Reading Club/ Pop-Up Locations: During the summer of 2015, we partnered with Arlington High School, Avondale Meadows YMCA, Northeast Corridor Quality of Life, and Indianapolis Housing Agency's Hawthorne Apartments to provide reading materials to participants in last year's Summer Reading Club and signed up new library card applicants. (Goal #4 and Action 4-20)

*Our community engagement efforts are reflected in our increases below:*

- Items circulated in 2015: 116,453 (an increase from 2014)
- Library card new registrants for 2015: 1,810 (an increase from 2014)
- Attendance at programs for 2015: 14,990 (an increase from 2014)

We strive to provide our patrons with a positive experience while serving as assets to E38's community. (Goal #4, Actions 4-20, 4-27 and 4-32)

### **Program Highlight for 2015: Appreciation of the Arts**

Tony's youth art program has become a tradition at our branch, and provides a great venue for students and parents to create: Abstracts on Canvas, Designer Picture Frames, Candy Dishes, Pop Art Sculpture, Relief Sculpture, Collage, etc., in a safe and creative environment during the summer. Between the students and visitors to the final exhibit, the program brought in 420 attendances for the past 3 years, and has produced all of the art that decorates the walls of East 38<sup>th</sup> Street Branch, allowing the participants to see the impact of their creations in a public space. (Goal #2 and Actions 2-14 and 2-24)





## Partnership Highlight for 2015-2016

Our partnership with Washington Township Adult Education / TASC (formerly GED) has enabled the E38 branch to enrich Indianapolis' desire for personal growth and learning. We serve as a satellite location for TASC classes; classes are held Monday-Thursday from 10am-1pm in the community. Classes are taught by Dr. David Porter, TASC instructor, along with the teacher assistant and job coach; average attendance is 25-29 students per class. A total of fourteen students have received their High School Equivalency Diploma, one student earned the Work Indiana Career Certification, and 10 (37%) have completed a level to earn their High School Equivalency Diploma. The librarians provide monthly presentations to the students to inform them of IndyPL's resources and services. This partnership has proven to be an impactful and productive contribution to the lives of many in the East 38<sup>th</sup> community and the City of Indianapolis. (Goal #1, Actions 1-10 and 1-17)



## Volunteer Highlights 2015-current

E38's volunteers served in numerous capacities, such as technology tutors, reading giants, Summer Food Program servers, and advocates during special events. We current have 25 active volunteers and they have volunteered 1,383 hours. (Goal #3 and Actions 3-24, 3-25)



Looking Forward

Identify strategic partners to have a greater impact in the E38's service area. Future programs and partnerships include:

- On Tuesday, March 22, 2016 Mr. Steve Talley, our dear friend and Lawrence Township Trustee, is scheduled to read stories to the children visiting the branch. The children enjoyed hearing the stories as much as Mr. Talley enjoyed reading the stories. (Goal #2, Action 2-18)
- The East 38<sup>th</sup> Street Branch and Northeast Corridor Crime Prevention Action Team is partnering with the Morgan County Sheriff Department to host a Teen Forum: When Social Media Goes Bad. Captain Brent Worth is our guest speaker. Our goal is to educate our youth on the danger of cyber bullying on social media. (Goal #2 and Actions 2-3 and 2-14)
- We are partnering with United Northeast Business Association to host the Northeast Corridor Business Town Hall meeting on April 27<sup>th</sup>. The community and local business owners will have the opportunity to meet their city leaders, community police, and electric officials. (Goal #2 and Actions 2-28 and 2-36)
- Sgt. Joshua L. Barker with IMPD North District, in partnership with Forest Manor Multi-Service Center and Northeast Corridor Crime Prevention Taskforce, has agreed to host quarterly "Coffee with Cop" get-togethers at the E38 Branch. Our goal is to bring community leaders, police officers and the communities they serve together over coffee to discuss issues and learn more about each other. (Goal #2 and Actions 2-1 and 2-3)
- We have identified innovative ways to best serve and teach our homebound community about the library eResources. We are scheduled to have a Pop-up Library at the Avondale Meadows YMCA, Arlington High School, Forest Manor Multi-Service Center, and Indianapolis Public Housing Apartments this summer. Our branch was awarded funding from the Indianapolis Public Library Foundation for our eResource Pop-up Library. (Goal #1 and Action 1-29 & Goal #4, Action 4-21)

Shanika Heyward  
Community Branch Manager  
East Thirty-Eighth Street Branch

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
FEBRUARY 22, 2016**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at the College Branch Library, 4180 North College Avenue, Indianapolis, Indiana, on Monday, February 22, 2016 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Dr. Wantz presided as Chairman. Secretary Charleston was present.

**2. Roll Call**

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

Members absent: Mr. Gutierrez.

**3. Branch Manager’s Report**

Jessica Trinoskey, Manager, College Branch Library, welcomed everyone and provided an update on their services to the community.

She mentioned that 2015 had been a year of transition at the branch with a new manager, reference staff and circulation assistant coming on board. Door count and new library card registration numbers were up over 2014. Ms. Trinoskey commented that the branch serves a very diverse population in terms of race, income and educational attainment. Preschool programs remain very successful. This year the branch hopes to expand their programming for school age children and teenagers.

Additionally, the branch was the recipient of a \$2,500 grant as designated by Indiana Authors Award Lifetime Achievement honoree Mari Evans which will be used for programming.

The branch is undergoing a renovation shortly that will include new and improved service desks, a new teen area and new CD and DVD shelving.

Lastly, it was noted that the CEO Tour will make a stop at the branch on March 9<sup>th</sup>.

Ms. Aguilera inquired how many staff are at College. Ms. Trinoskey responded there are 12 staff members.

A copy of the Report is attached to these minutes.



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

- a. Melinda Mullican, Wayne Branch Manager and current President of the Library's Staff Association, addressed the Board

She read the purpose statement for the Staff Association which was as follows: The purpose of the Staff Association is to promote professional, educational development and social relations of the staff and to advance the economic welfare of all staff not represented by a certified employees organization and to support the mission of the Library.

Ms. Mullican advised that last year the Association had 55 members and this year they have 100. Also, approximately \$1,970 was contributed to the Indianapolis Public Library Foundation during the Association's membership drive. She then highlighted several of the upcoming activities including May Breakfast, 4<sup>th</sup> of July Celebration, Chili Cook-Off and the November Staff Tea.

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

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

- a. **Regular Meeting, January 25, 2016**

The minutes were approved on the motion of Ms. Charleston, seconded by Ms. Blunt, and the "yes" votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

### COMMITTEE REPORTS

#### 6. **Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston)**

- a. **Report of the Treasurer – January 2016**

Becky Dixon, Chief Financial Officer, discussed the Report as follows:

Revenue/Expenditure Projections – The Library was on target with our projections for January.

Comparison to Last Year – January revenue is 12% less than last year due to a one-time reimbursement received in 2015. Expenditures are 21% less compared to last year due to three payrolls in January 2015 and only two this year.

Fines/Fees – A slight reduction compared to this time last year.

Project Status – New printing patron software solutions – six locations have the software installed as of the end of January. This project will eventually integrate with our copy machines and credit card processing will be added to allow patrons to use credit/debit cards for copies and print jobs.

The Library received five responses to our RFP for the new financial system and three have been selected to provide demonstrations beginning in March.

Ms. Aguilera made the motion, which was seconded by Ms. Crenshaw, 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. **Briefing Report – On-Line Registration System**

Ms. Dixon advised that the Report provides information on the proposed on-line registration system.

She explained that staff has had discussions with a local technology consulting firm to create an on-line application website. While methodologies to verify patron addresses will not work for all residents wishing to use the service, the goals of the project are to begin small, collect data on its popularity and expand to other residency comparison points in the future. Once a contract has been negotiated and vetted, it will be brought to the next Board meeting for further discussion and authorization to execute.

c. **Resolution 8 – 2016 (Appropriation of Gift and Grant Funds)**

Ms. Dixon mentioned that through the generous support of the Library Foundation, more than \$156,000 will be appropriated to support various Library programs without the use of tax dollars.

After full discussion and careful consideration of Resolution 8 – 2016, the resolution, was adopted on the motion of Ms. Aguilera, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

d. **Briefing Report – 2015 Events Operations**

Ms. Dixon presented a Report on the events operations at Central Library. For 2015, total revenue was \$326,195 and expenditures were \$276,301. She noted the Events Department is on target to meet revenue projections for 2016. Goals for 2016 include increasing corporate holiday parties and daily paid meetings for corporate groups.

e. **Draft of the Capital Projects Fund Calendar**

Ms. Dixon distributed the Calendar to the Board for their review and information.

f. **Draft of the 2017 Budget Calendar**

The 2017 Budget Calendar was distributed to the Board. Ms. Dixon suggested some dates when Board members should attend various Municipal Corporations/City-County Council meetings during the Budget approval process..

g. **Briefing Report – RFID Project Information and Upcoming Bids**

Ms. Dixon discussed the Report on the RFID (radio frequency identification) project. Bids for outsourced tagging, equipment and building construction will soon be issued. The following phase will involve tagging 1.7 million items at all locations, with final installation of book drops anticipated by May 2017. The budget is \$2 million and will be funded by the Series 2015 Bond Fund (Fund 44).

**7. Diversity, Policy and Human Resources Committee (Vanessa Lopez Aguilera, Chair; Camille D. Blunt, Patricia A. Payne)**

a. **Resolution 9 – 2016** (Addition of Section 204 Transgender Policy to the Library Policy Manual)

After full discussion and careful consideration of Resolution 9 – 2016, the resolution, was adopted on the motion of Ms. Aguilera, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

**8. Facilities Committee (Lillian L. Charleston, Chair; Camille D. Blunt, Oscar A. Gutierrez)**

a. **Resolution 10 – 2016** (Approval to Award a Construction Services Contract for the Warren Branch Renovation Project)

Sharon Smith, Facilities Director, stated that it is being recommended that the contract be awarded to Mezzetta, Inc. of Indianapolis for a total cost of \$884,600. The start date for the project is anticipated to be March 14, 2016 with a completion date of September 19, 2016.

After full discussion and careful consideration of Resolution 10 – 2016, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- b. **Resolution 11 – 2016** (Approval to Award a Construction Services Contract for the East Washington Branch Expansion Project)

Ms. Smith noted that it is recommended that the contract be awarded to MacDougall Pierce Construction, Inc. for a total cost of \$1,700,500. The preliminary project schedule targets a start date of March 14, 2016 and a completion date of October 10, 2016.

After full discussion and careful consideration of Resolution 11 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report – Land Purchase for East Washington Branch**

Ms. Smith presented information on the purchase of 0.31 acres of property located directly to the west of the existing East Washington Branch which was most recently a Pizza Hut restaurant. Securing this property would expand the branch’s available parking, enhance visibility and improve access to public transportation.

- d. **Briefing Report – Central Library Parking Garage Lease**

Ms. Smith discussed the proposed parking garage lease for Central Library. She mentioned that a tentative agreement has been reached with Library Square Development Partners for a long term lease of the parking spaces. The agreement would help maximize the utilization of parking spaces, designate a fund for maintenance and support economic development in the nearby community.

9. **External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Camille D. Blunt, Patricia A. Payne)**

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

10. **Library Foundation Update (Camille D. Blunt, Library Board Representative)**

**February 2016 Library Foundation Update**

Ms. Blunt reviewed the Foundation’s recent activities. Some of the highlights were as follows:

- Last month, the Foundation received many gifts. The top corporate and Foundation contributors included:

- OrthoIndy Fund, R. B. Annis Educational Foundation – Capital Projects
- Christel DeHaan Family Foundation – Cultural and Community
- Purdue University, College of Liberal Arts – Indiana Authors Award
- Office of the Lawrence Township Trustee – Lifelong Learning
- Sign Craft Industries – Most Urgent Need
- WRTV6 – Ready to Read
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

#### Children's

- Bilingual Storytimes at Haughville
- On the Road to Reading
- On the Road to Reading – Packaged Programs
- Summer Reading Program
- Teen Book Club

#### Cultural

- McFadden Lecture
- 500 Parade Balloon
- Book Bike

#### Collections

- Downey Digital History Collection
- Teen Read Return Repeat Bags

#### Lifelong

- eBook Tinker Station
- Glendale Seed Library
- Grantsmanship Institute at E38

#### Capital

- Pike Aquarium
- E38 Aquarium
- College Avenue Renovation

#### **Other News:**

- Nominations for the 2016 Eugene & Marilyn Glick Indiana Authors Award opened on Monday, February 1, 2016, and run through Friday, March 18, 2016. Awards will be given in four categories: National, Regional, Emerging and a new category – Genre Excellence. The Genre Excellence category will honor talented authors in a different genre each year and highlight the diversity of writing in the state. This year's genre is Children's Picture Book. If you know a deserving Hoosier author, we encourage you to nominate them online at [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org). Last year's Award Dinner and Silent Auction raised over \$70,000 for Library programs.

## 11. Report Of The Chief Executive Officer

### a. Dashboards and Statistics

#### 1) Monthly Performance Dashboard – January 2016

Jackie Nytes, Chief Executive Officer, pointed out several items on the Dashboard as they relate to the Strategic Plan.

Under Goal 1, it was noted that the numbers for programs offered and program attendance are both up. For Goal 2, she mentioned the importance of community contacts to identify needs and to make certain they are aware of what the Library offers. She advised there has been a 9% increase in the number of contacts made.

- b. **Progress Report on the Library’s Strategic Plan** – Ms. Cairo discussed her Report that focused on the Library’s strategy in creative space planning to make buildings more flexible and responsive to our diverse community as service priorities change. An example is seen in the allocation for public computers, as a reduction in demand has resulted in a shift toward the use of personal devices and WiFi within branches. Such planning can be seen in the Southport and Warren branch renovation projects taking place in 2016.

Dr. Wantz suggested that a separate report on public computer utilization be prepared for presentation at the next Joint Board Committee meeting.

- c. **January Media Report** which had been prepared by Kim Crowder, Director, Communications, was provided to the Board for their information. The Report focused on major print and electronic media activities pertaining to various Library services and events.

### d. Confirming Resolutions:

#### 1) Resolution Regarding Finances, Personnel and Travel (12 – 2016)

After full discussion and careful consideration of Resolution 12 – 2016, the resolution was adopted on the motion of Ms. Aguilera, seconded by Ms. Blunt, and the “yes” votes of Ms. Aguilera, Ms. Blunt, Ms. Charleston, Ms. Crenshaw, Ms. Payne and Dr. Wantz.

Motion carried.

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

## UNFINISHED BUSINESS

12. None.

**NEW BUSINESS**

13. None.

**AGENDA BUILDING**

14. **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, 2016** – There were no items suggested.

**INFORMATION**

15. **Materials**

- a. **Special Facilities Committee Meeting Notes – February 4, 2016** were distributed to the Board members for their general information.
- b. **Joint Meeting of Library Board Committee Notes – February 9, 2016** were distributed to the Board members for their general information.

16. **Board Meeting Schedule for 2016 and Upcoming Events/Information**

- a. **Board Meeting Schedule for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through February 21, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, March 15, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

Ms. Nytes mentioned that the Library hopes to debut their new bookmobiles on March 15<sup>th</sup> and encouraged Board members to arrive early for the Joint Meeting so they might have an opportunity to view the bookmobiles.

17. **Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Monday, March 28, 2016, at the East 38<sup>th</sup> Street Branch, 5420 East 38<sup>th</sup> Street, at 6:30 p.m.

**19. Other Business**

None.

**20. Adjournment**

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

The Chairman then declared the meeting adjourned at 7:40 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 2016  
Prepared by Accounting for March 28, 2016 Board Meeting**

**Contents**

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

**Monthly Highlights**

**Revenue Projections – actual revenue exceeded projections by 93.6% due to the receipt of the e-rate funds related to upgrade in network equipment approved last December.**

**Expenditure Projections – actual expenditures exceeded projections by 4.5% due to the network upgrade.**

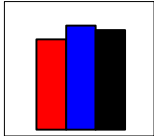
**Comparison to Last Year – February 2016 revenue is 83% more than last year due to receiving the e-rate funds for the network equipment project. Expenditures are 15% more compared to last year due to an increase in wages & related benefits and the network upgrade.**

**Fines/Fees – a reduction compared to this time last year.**

**Project Status – Library staff had demonstrations by three (3) vendors selected as the finalist for the new financial software project in early March. We are currently contacting references and following up on questions from the demonstrations.**

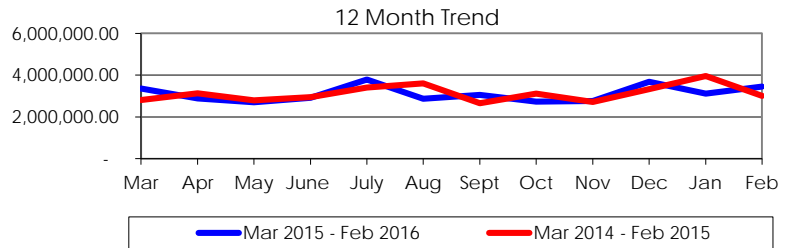
## Finances - February 2016

### Financial Comparisons - Operating Fund

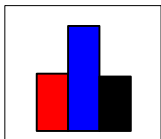


#### Expenses

3,001,056 February 15  
 3,456,912 February 16  
 3,306,606 Projected  
 4.5%

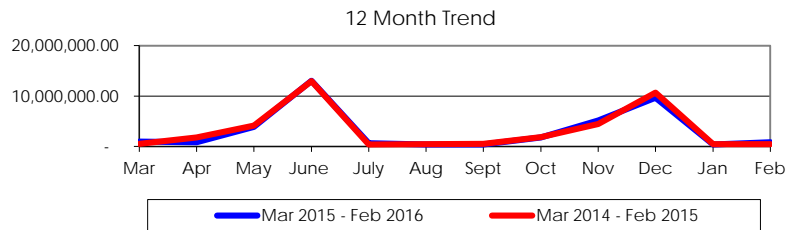


Spent more than projected - other services and charges



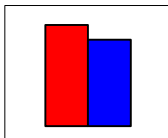
#### Revenue

444,984 February 15  
 813,857 February 16  
 420,456 Projected  
 93.6%



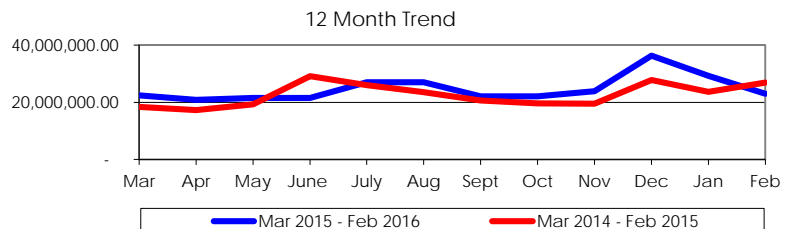
Erate revenue - higher than projected.

### Investment Activity



#### Investments

26,893,018 February 15  
 22,973,718 February 16



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
OPERATING FUND REVENUES AND EXPENDITURES  
MONTH ENDED FEBRUARY 29, 2016**

<b>Revenue</b>	<b>Annual</b>			
	<b>2016 Adjusted Budget</b>	<b>Projected MTD 2/29/2016</b>	<b>Actual MTD 2/29/2016</b>	<b>Variance % MTD</b>
2015 - Property Taxes	28,533,294	-	-	0%
2015 - Intergovernmental	5,687,222	292,743	292,743	0%
Fines & Fees	864,551	71,851	90,007	25%
Charges for Services	184,000	13,850	16,378	18%
Miscellaneous	1,307,000	42,012	414,729	887%
<b>Total</b>	<b>36,576,067</b>	<b>420,456</b>	<b>813,857</b>	<b>94%</b>

<b>Expenditures</b>	<b>Annual</b>			
	<b>2016 Adjusted Budget</b>	<b>Projected MTD 2/29/2016</b>	<b>Actual MTD 2/29/2016</b>	<b>Variance % MTD</b>
Personal Services & Benefits	24,140,087	1,796,606	1,698,604	-5%
Supplies	1,044,498	70,000	126,792	81%
Other Services and Charges	12,409,331	900,000	1,072,646	19%
Capital Outlay	4,053,924	540,000	558,870	3%
<b>Total</b>	<b>41,647,840</b>	<b>3,306,606</b>	<b>3,456,912</b>	<b>5%</b>

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended February 29, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	15,011,602.98	290.00	15,011,892.98	1,098,353.67	2,195,259.50	0.00	12,816,633.48	85%
SALARIES HOURLY STAFF	1,755,115.02	0.00	1,755,115.02	105,990.66	207,858.91	0.00	1,547,256.11	88%
<b>Total Salaries &amp; Wages</b>	<b>16,766,718.00</b>	<b>290.00</b>	<b>16,767,008.00</b>	<b>1,204,344.33</b>	<b>2,403,118.41</b>	<b>0.00</b>	<b>14,363,889.59</b>	<b>86%</b>
<b>Employee Benefits</b>								
HEALTH INSURANCE	3,786,089.00	17,556.00	3,803,645.00	242,973.88	677,352.09	0.00	3,126,292.91	82%
WELLNESS	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
GROUP LIFE INSURANCE	30,000.00	0.00	30,000.00	2,895.07	4,523.33	0.00	25,476.67	85%
LONG TERM DISABILITY INSURANCE	27,000.00	0.00	27,000.00	2,751.48	5,227.14	0.00	21,772.86	81%
UNEMPLOYMENT COMPENSATION	5,000.00	3,051.90	8,051.90	0.00	0.00	3,051.90	5,000.00	62%
FICA AND MEDICARE	1,284,567.00	0.00	1,284,567.00	86,636.45	172,831.97	0.00	1,111,735.03	87%
PERF	2,140,085.00	0.00	2,140,085.00	155,332.78	310,041.37	0.00	1,830,043.63	86%
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	5,247.55	0.00	2,752.45	34%
SALARY ADJUSTMENT	25,000.00	(290.00)	24,710.00	0.00	0.00	0.00	24,710.00	100%
<b>Total Employee Benefits</b>	<b>7,352,761.00</b>	<b>20,317.90</b>	<b>7,373,078.90</b>	<b>494,259.66</b>	<b>1,178,893.45</b>	<b>21,401.90</b>	<b>6,172,783.55</b>	<b>84%</b>
<b>Total Services Personal</b>	<b>24,119,479.00</b>	<b>20,607.90</b>	<b>24,140,086.90</b>	<b>1,698,603.99</b>	<b>3,582,011.86</b>	<b>21,401.90</b>	<b>20,536,673.14</b>	<b>85%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	432,381.00	163,577.43	595,958.43	100,936.05	134,790.53	209,133.22	252,034.68	42%
UNIFORMS	7,000.00	800.00	7,800.00	269.09	269.09	800.00	6,730.91	86%
<b>Total Office Supplies</b>	<b>439,381.00</b>	<b>164,377.43</b>	<b>603,758.43</b>	<b>101,205.14</b>	<b>135,059.62</b>	<b>209,933.22</b>	<b>258,765.59</b>	<b>43%</b>
<b>Operating Supplies</b>								
CLEANING & SANITATION	159,850.00	30,965.92	190,815.92	16,259.57	21,701.15	141,203.59	27,911.18	15%
GASOLINE	40,000.00	13,008.54	53,008.54	0.00	2,191.09	35,817.45	15,000.00	28%
<b>Total Operating Supplies</b>	<b>199,850.00</b>	<b>43,974.46</b>	<b>243,824.46</b>	<b>16,259.57</b>	<b>23,892.24</b>	<b>177,021.04</b>	<b>42,911.18</b>	<b>18%</b>
<b>Other Supplies</b>								
LIBRARY SUPPLIES	175,500.00	3,489.32	178,989.32	9,290.93	15,888.48	3,896.58	159,204.26	89%

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended February 29, 2016

<u>Account Description</u>	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
NON-CAPITAL FURNITURE & EQUIPMENT	15,000.00	2,926.27	17,926.27	74.06	74.06	2,770.40	15,081.81	84%
Total Other Supplies	<b>190,500.00</b>	<b>6,415.59</b>	<b>196,915.59</b>	<b>9,364.99</b>	<b>15,962.54</b>	<b>6,666.98</b>	<b>174,286.07</b>	<b>89%</b>
Total Supplies	<b>829,731.00</b>	<b>214,767.48</b>	<b>1,044,498.48</b>	<b>126,829.70</b>	<b>174,914.40</b>	<b>393,621.24</b>	<b>475,962.84</b>	<b>46%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	190,000.00	4,470.00	194,470.00	6,915.00	7,991.90	64,190.00	122,288.10	63%
LEGAL SERVICES	195,000.00	50,000.00	245,000.00	9,539.00	26,713.00	13,779.50	204,507.50	83%
Total Professional Services	<b>385,000.00</b>	<b>54,470.00</b>	<b>439,470.00</b>	<b>16,454.00</b>	<b>34,704.90</b>	<b>77,969.50</b>	<b>326,795.60</b>	<b>74%</b>
<b>Communication &amp; Transportation</b>								
POSTAGE	64,000.00	727.13	64,727.13	296.94	296.94	3,630.19	60,800.00	94%
TRAVEL	36,520.00	0.00	36,520.00	981.51	3,854.95	0.00	32,665.05	89%
CONFERENCES	86,380.00	0.00	86,380.00	12,179.82	12,404.82	145.00	73,830.18	85%
IN HOUSE CONFERENCE	40,000.00	175.00	40,175.00	1,455.50	1,913.00	2,815.00	35,447.00	88%
FREIGHT & EXPRESS	6,000.00	0.00	6,000.00	158.90	356.73	0.00	5,643.27	94%
DATA COMMUNICATIONS	298,000.00	20,000.00	318,000.00	4,188.87	13,978.78	18,000.00	286,021.22	90%
CELLULAR PHONE	9,810.00	0.00	9,810.00	430.00	1,888.11	0.00	7,921.89	81%
Total Communication & Transport	<b>540,710.00</b>	<b>20,902.13</b>	<b>561,612.13</b>	<b>19,691.54</b>	<b>34,693.33</b>	<b>24,590.19</b>	<b>502,328.61</b>	<b>89%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	0.00	2,250.00	0.00	51.81	0.00	2,198.19	98%
Printing	238,550.00	4,020.00	242,570.00	34,403.06	39,825.85	8,995.00	193,749.15	80%
Total Printing & Advertising	<b>240,800.00</b>	<b>4,020.00</b>	<b>244,820.00</b>	<b>34,403.06</b>	<b>39,877.66</b>	<b>8,995.00</b>	<b>195,947.34</b>	<b>80%</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	11,500.00	0.00	11,500.00	(282.00)	2,202.30	2,484.30	6,813.40	59%
PACKAGE	186,000.00	0.00	186,000.00	0.00	39,824.70	39,824.70	106,350.60	57%
WORKER'S COMPENSATION	165,050.00	0.00	165,050.00	0.00	41,262.00	41,262.00	82,526.00	50%
EXCESS LIABILITY	7,400.00	0.00	7,400.00	0.00	1,592.00	1,592.00	4,216.00	57%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	0.00	16,000.00	0.00	15,839.00	0.00	161.00	1%
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>403,950.00</b>	<b>0.00</b>	<b>403,950.00</b>	<b>(282.00)</b>	<b>104,970.00</b>	<b>89,413.00</b>	<b>209,567.00</b>	<b>52%</b>

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended February 29, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
<b>Utilities</b>								
Gas	103,850.00	26,360.48	130,210.48	12,193.97	25,120.46	105,090.02	0.00	0%
ELECTRICITY	876,875.00	84,233.26	961,108.26	66,742.87	131,990.32	829,117.94	0.00	0%
HEAT/STEAM	364,000.00	61,641.79	425,641.79	31,812.20	55,708.71	369,933.08	0.00	0%
COOLING/CHILLED WATER	453,200.00	36,541.70	489,741.70	23,911.10	50,686.04	439,055.66	0.00	0%
WATER	58,750.00	12,450.11	71,200.11	3,267.12	6,091.97	65,096.66	11.48	0%
STORMWATER	13,750.00	1,707.20	15,457.20	0.00	0.00	15,457.20	0.00	0%
SEWAGE	65,356.00	5,202.48	70,558.48	4,298.18	8,016.80	62,541.68	0.00	0%
<b>Total Utilities</b>	<b>1,935,781.00</b>	<b>228,137.02</b>	<b>2,163,918.02</b>	<b>142,225.44</b>	<b>277,614.30</b>	<b>1,886,292.24</b>	<b>11.48</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	804,800.00	184,695.87	989,495.87	66,470.10	179,966.60	498,471.37	311,057.90	31%
REP & MAINT-HEATING & AIR	155,000.00	37,088.31	192,088.31	6,609.75	40,578.84	115,995.31	35,514.16	18%
MAINT & REPAIR - AUTO	40,000.00	6,834.09	46,834.09	5,254.58	9,075.76	3,400.98	34,357.35	73%
REP & MAINT-EQUIPMENT	101,000.00	5,565.00	106,565.00	2,490.04	3,992.81	6,493.30	96,078.89	90%
REP & MAINT-COMPUTERS	393,960.00	13,889.50	407,849.50	146,012.64	146,012.64	29,513.96	232,322.90	57%
CLEANING	944,349.00	135,361.30	1,079,710.30	67,321.00	138,918.50	909,699.80	31,092.00	3%
<b>Total Repairs &amp; Maintenance</b>	<b>2,439,109.00</b>	<b>383,434.07</b>	<b>2,822,543.07</b>	<b>294,158.11</b>	<b>518,545.15</b>	<b>1,563,574.72</b>	<b>740,423.20</b>	<b>26%</b>
<b>Rentals</b>								
REAL ESTATE	452,412.00	0.00	452,412.00	53,528.44	89,556.88	8,750.00	354,105.12	78%
EQUIPMENT	63,210.00	0.00	63,210.00	4,222.14	12,930.42	0.00	50,279.58	80%
<b>Total Rentals</b>	<b>515,622.00</b>	<b>0.00</b>	<b>515,622.00</b>	<b>57,750.58</b>	<b>102,487.30</b>	<b>8,750.00</b>	<b>404,384.70</b>	<b>78%</b>
<b>Other Services &amp; Charges</b>								
AUDIT FEES	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	100%
TRANSFR TO LIBRARY IMPROVMT FND	200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	100%
DUES & MEMBERSHIPS	51,455.00	0.00	51,455.00	14,600.00	39,278.96	0.00	12,176.04	24%
COMPUTER SERVICES	38,000.00	5,170.65	43,170.65	5,470.50	5,530.45	495.00	37,145.20	86%
PAYROLL SERVICES	137,000.00	4,153.78	141,153.78	8,643.71	18,053.03	0.00	123,100.75	87%
SECURITY SERVICES	914,325.00	66,179.16	980,504.16	69,057.96	139,365.64	715,955.07	125,183.45	13%
TRASH REMOVAL	52,928.00	9,688.52	62,616.52	5,050.20	13,182.55	46,913.00	2,520.97	4%
SNOW REMOVAL	325,000.00	3,323.40	328,323.40	110,806.96	112,000.74	200,322.66	16,000.00	5%
PROGRAMMING	85,000.00	0.00	85,000.00	700.00	700.00	3,600.00	80,700.00	95%
PROGRAMMING-JUV.	166,000.00	2,468.75	168,468.75	9,632.00	32,398.43	28,338.00	107,732.32	64%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	200.00	1,400.00	4,650.00	23,950.00	80%

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended February 29, 2016

<u>Account Description</u>	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 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	160.00	39,860.00	405.00	705.00	0.00	39,155.00	98%
LAWN & LANDSCAPING	268,312.00	22,197.88	290,509.88	(8,183.03)	14,596.44	200,375.00	75,538.44	26%
OTHER CONTRACTUAL SERVICES	444,720.00	63,757.77	508,477.77	25,195.68	37,048.04	168,445.57	302,984.16	60%
MATERIALS CONTRACTUAL	2,000,000.00	236,961.99	2,236,961.99	259,794.94	620,852.75	236,961.99	1,379,147.25	62%
LIBRARY MEDIA STATION	5,000.00	0.00	5,000.00	1,298.00	1,298.00	0.00	3,702.00	74%
BANK FEES/CREDIT CARD FEES	50,000.00	0.00	50,000.00	4,070.93	7,956.02	0.00	42,043.98	84%
RECRUITMENT EXPENSES	14,290.00	603.95	14,893.95	1,175.71	3,410.54	0.00	11,483.41	77%
<b>Total Other Services &amp; Charges</b>	<b>4,842,730.00</b>	<b>414,665.85</b>	<b>5,257,395.85</b>	<b>507,918.56</b>	<b>1,047,776.59</b>	<b>1,606,056.29</b>	<b>2,603,562.97</b>	<b>50%</b>
<b>Total Other Services &amp; Charges</b>	<b>11,303,702.00</b>	<b>1,105,629.07</b>	<b>12,409,331.07</b>	<b>1,072,319.29</b>	<b>2,160,669.23</b>	<b>5,265,640.94</b>	<b>4,983,020.90</b>	<b>40%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	0.00	98,913.00	98,913.00	0.00	0.00	98,913.00	0.00	0%
COMPUTER EQUIPMENT	10,000.00	304,824.81	314,824.81	304,824.78	304,824.78	966.49	9,033.54	3%
BOOKS & MATERIALS	3,500,000.00	0.00	3,500,000.00	369,253.25	456,081.04	2,000.00	3,041,918.96	87%
UNPROCESSED PAPERBACK BOOKS	126,000.00	14,185.70	140,185.70	5,131.44	17,426.98	2,430.20	120,328.52	86%
<b>Total Capital Outlay</b>	<b>3,636,000.00</b>	<b>417,923.51</b>	<b>4,053,923.51</b>	<b>679,209.47</b>	<b>778,332.80</b>	<b>104,309.69</b>	<b>3,171,281.02</b>	<b>78%</b>
<b>Total Expenses</b>	<b>39,888,912.00</b>	<b>1,758,927.96</b>	<b>41,647,839.96</b>	<b>3,576,962.45</b>	<b>6,695,928.29</b>	<b>5,784,973.77</b>	<b>29,166,937.90</b>	<b>70%</b>

**Indianapolis Marion County Public Library**  
**Bond Interest and Redemption Fund**  
For the Month Ended February 29, 2016

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	9,550,000.00	10,000.00	9,560,000.00	0.00	2,325,000.00	0.00	7,235,000.00	76%
INTEREST EXPENSE	2,554,480.00	(24,992.00)	2,529,488.00	0.00	674,973.13	0.00	1,854,514.87	73%
BANK FEES/CREDIT CARD FEES	4,000.00	0.00	4,000.00	750.00	1,600.00	0.00	2,400.00	60%
<b>Total Other Services &amp; Charges</b>	<b>12,108,480.00</b>	<b>(14,992.00)</b>	<b>12,093,488.00</b>	<b>750.00</b>	<b>3,001,573.13</b>	<b>0.00</b>	<b>9,091,914.87</b>	<b>75%</b>
<b>Total Other Services &amp; Charges</b>	<b>12,108,480.00</b>	<b>(14,992.00)</b>	<b>12,093,488.00</b>	<b>750.00</b>	<b>3,001,573.13</b>	<b>0.00</b>	<b>9,091,914.87</b>	<b>75%</b>
<b>Total Expenses</b>	<b>12,108,480.00</b>	<b>(14,992.00)</b>	<b>12,093,488.00</b>	<b>750.00</b>	<b>3,001,573.13</b>	<b>0.00</b>	<b>9,091,914.87</b>	<b>75%</b>



# Indianapolis Marion County Public Library Capital Projects Fund

For the Month Ended February 29, 2016

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	489,800.00	100,978.49	590,778.49	36,808.05	37,271.94	72,719.27	480,787.28	81%
<b>Total Office Supplies</b>	<b>489,800.00</b>	<b>100,978.49</b>	<b>590,778.49</b>	<b>36,808.05</b>	<b>37,271.94</b>	<b>72,719.27</b>	<b>480,787.28</b>	<b>81%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	167,000.00	15,577.52	182,577.52	4,558.29	10,788.81	1,550.00	170,238.71	93%
<b>Total Other Supplies</b>	<b>167,000.00</b>	<b>15,577.52</b>	<b>182,577.52</b>	<b>4,558.29</b>	<b>10,788.81</b>	<b>1,550.00</b>	<b>170,238.71</b>	<b>93%</b>
<b>Total Supplies</b>	<b>656,800.00</b>	<b>116,556.01</b>	<b>773,356.01</b>	<b>41,366.34</b>	<b>48,060.75</b>	<b>74,269.27</b>	<b>651,025.99</b>	<b>84%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	25,000.00	57,531.00	82,531.00	9,859.72	11,309.72	49,921.28	21,300.00	26%
ENGINEERING & ARCHITECTURAL	0.00	22,250.00	22,250.00	0.00	0.00	22,250.00	0.00	0%
<b>Total Professional Services</b>	<b>25,000.00</b>	<b>79,781.00</b>	<b>104,781.00</b>	<b>9,859.72</b>	<b>11,309.72</b>	<b>72,171.28</b>	<b>21,300.00</b>	<b>20%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	440,000.00	318,217.03	758,217.03	48,665.33	127,756.33	201,533.70	428,927.00	57%
REP & MAINT-HEATING & AIR	450,000.00	30,328.00	480,328.00	0.00	7,765.00	193,398.00	279,165.00	58%
REP & MAINT-EQUIPMENT	0.00	9,656.00	9,656.00	9,565.00	9,565.00	91.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>890,000.00</b>	<b>358,201.03</b>	<b>1,248,201.03</b>	<b>58,230.33</b>	<b>145,086.33</b>	<b>395,022.70</b>	<b>708,092.00</b>	<b>57%</b>
<b>Other Services &amp; Charges</b>								
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>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>100%</b>
<b>Total Other Services &amp; Charges</b>	<b>940,000.00</b>	<b>437,982.03</b>	<b>1,377,982.03</b>	<b>68,090.05</b>	<b>156,396.05</b>	<b>467,193.98</b>	<b>754,392.00</b>	<b>55%</b>
<b>Capital Outlay</b>								

**Indianapolis Marion County Public Library  
Capital Projects Fund**

For the Month Ended February 29, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 17 %	P.O.	Balance 83 %	% Remaining
LAND	0.00	0.00	0.00	10,000.00	10,000.00	0.00	(10,000.00)	0%
CAPITAL - FURNITURE	0.00	93,700.00	93,700.00	0.00	0.00	93,700.00	0.00	0%
CAPITAL - EQUIPMENT	0.00	231,705.00	231,705.00	0.00	0.00	231,705.00	0.00	0%
COMPUTER EQUIPMENT	236,000.00	308,837.07	544,837.07	165,125.80	173,072.80	144,670.52	227,093.75	42%
<b>Total Capital Outlay</b>	<b>236,000.00</b>	<b>634,242.07</b>	<b>870,242.07</b>	<b>175,125.80</b>	<b>183,072.80</b>	<b>470,075.52</b>	<b>217,093.75</b>	<b>25%</b>
<b>Total Expenses</b>	<b>1,832,800.00</b>	<b>1,188,780.11</b>	<b>3,021,580.11</b>	<b>284,582.19</b>	<b>387,529.60</b>	<b>1,011,538.77</b>	<b>1,622,511.74</b>	<b>54%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - Rainy Day Fund**  
For the Month Ended February 29, 2016

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>39 - Rainy Day Fund</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	45,000.00	0.00	45,000.00	2,209.78	4,519.33	0.00	40,480.67	90%
<b>Total Other Revenue</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>2,209.78</b>	<b>4,519.33</b>	<b>0.00</b>	<b>40,480.67</b>	<b>90%</b>
<b>Total Revenues</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>2,209.78</b>	<b>4,519.33</b>	<b>0.00</b>	<b>40,480.67</b>	<b>90%</b>
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	544,630.00	36,750.00	581,380.00	0.00	1,750.00	35,000.00	544,630.00	94%
LEGAL SERVICES	400,000.00	0.00	400,000.00	492.00	1,012.00	0.00	398,988.00	100%
<b>Total Professional Services</b>	<b>944,630.00</b>	<b>36,750.00</b>	<b>981,380.00</b>	<b>492.00</b>	<b>2,762.00</b>	<b>35,000.00</b>	<b>943,618.00</b>	<b>96%</b>
<b>Total Other Services &amp; Charges</b>	<b>944,630.00</b>	<b>36,750.00</b>	<b>981,380.00</b>	<b>492.00</b>	<b>2,762.00</b>	<b>35,000.00</b>	<b>943,618.00</b>	<b>96%</b>
<b>Capital Outlay</b>								
LAND	1,555,370.00	0.00	1,555,370.00	0.00	0.00	0.00	1,555,370.00	100%
VEHICLES	0.00	407,846.00	407,846.00	0.00	0.00	407,846.00	0.00	0%
<b>Total Capital Outlay</b>	<b>1,555,370.00</b>	<b>407,846.00</b>	<b>1,963,216.00</b>	<b>0.00</b>	<b>0.00</b>	<b>407,846.00</b>	<b>1,555,370.00</b>	<b>79%</b>
<b>Total Expenses</b>	<b>2,500,000.00</b>	<b>444,596.00</b>	<b>2,944,596.00</b>	<b>492.00</b>	<b>2,762.00</b>	<b>442,846.00</b>	<b>2,498,988.00</b>	<b>85%</b>

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
February 29, 2016**

**Chase Savings Account**

	Balance February 29, 2016	Interest Earned February 29, 2016
Operating Fund	\$ 2,771,466	\$ 451
Library Improvement Reserve Fd	\$ 75,537	5
Shared System Fund	\$ 145,885	10
Grant Fund	\$ 136,642	9
Parking Garage	\$ 53,978	4
Capital Projects Fund	\$ 60,263	43
Bond & Interest Redemption Fd	\$ 32,807	101
<b>Total Chase Savings Account</b>	<b>\$ 3,276,579</b>	<b>\$ 623</b>

The average savings account rate for February was 0.08%

**Fifth Third Bank Investment Account**

	Balance February 29, 2016	Interest Earned February 29, 2016
Operating Fund	\$ 1,534,938	\$ 777
Library Improvement Reserve Fd	\$ 2,943,445	1,489
Shared System Fund	\$ 303,963	154
Gift Fund	\$ 506,606	256
Construction Fund	\$ 436,036	221
Capital Projects Fund	\$ 507,491	257
Rainy Day Fund	\$ 4,265,099	2,158
Bond & Interest Redemption Fd	\$ 1,013,211	512
<b>Total Fifth Third Bank</b>	<b>\$ 11,510,789</b>	<b>\$ 5,823</b>

The average investment account rate for February was .61%

**Hoosier Fund Account Income**

	Balance February 29, 2016	Interest Earned February 29, 2016
Operating Fund	\$ 3,503,885	\$ 1,078
Capital Projects	\$ 200,222	62
Rainy Day Fund	\$ 169,299	52
<b>Total Hoosier Fund Account</b>	<b>\$ 3,873,406</b>	<b>\$ 1,191</b>

The average Hoosier Fund account rate for February was 0.39%

**Huntington Bank Money Market Account Income**

	Balance February 29, 2016	Interest Earned February 29, 2016
2014 Multi-Branch Facility Improvmts	\$ 4,301,277	\$ 1,196
<b>Total Huntington Bank Account</b>	<b>\$ 4,301,277</b>	<b>\$ 1,196</b>

The average Huntington Bank account rate for February was 0.349%

**TrustIndiana**

	Balance February 29, 2016	Interest Earned February 29, 2016
Operating Fund	\$ 11,667	\$ 3
<b>Total TrustIndiana Account</b>	<b>\$ 11,667</b>	<b>\$ 3</b>

The average TrustIndiana account rate for February was 0.37%

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

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 6,771,015	\$ 308
Library Improvement Reserve Fd	\$ 75,532	3
Shared System Fund	\$ 145,876	6
Grant Fund	\$ 136,633	6
Parking Garage	\$ 53,974	2
Capital Projects Fund	\$ 660,219	28
Bond & Interest Redemption Fd	\$ 1,532,707	78
<b>Total Chase Savings Account</b>	<b>\$ 9,375,956</b>	<b>\$ 433</b>

The average savings account rate for January was 0.05%

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

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 1,534,161	\$ 812
Library Improvement Reserve Fd	\$ 2,941,956	1,558
Shared System Fund	\$ 303,810	161
Gift Fund	\$ 506,349	268
Construction Fund	\$ 435,816	231
Capital Projects Fund	\$ 507,234	269
Rainy Day Fund	\$ 4,262,942	2,257
Bond & Interest Redemption Fd	\$ 1,012,699	536
<b>Total Fifth Third Bank</b>	<b>\$ 11,504,966</b>	<b>\$ 6,092</b>

The average investment account rate for January was .63%

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

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 3,502,807	\$ 1,081
Capital Projects	\$ 200,160	62
Rainy Day Fund	\$ 169,247	52
<b>Total Hoosier Fund Account</b>	<b>\$ 3,872,215</b>	<b>\$ 1,195</b>

The average Hoosier Fund account rate for January was 0.37%

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

	Balance January 31, 2016	Interest Earned January 31, 2016
2014 Multi-Branch Facility Improvmt	\$ 4,500,095	\$ 1,334
<b>Total Huntington Bank Account</b>	<b>\$ 4,500,095</b>	<b>\$ 1,334</b>

The average Huntington Bank account rate for January was 0.35%

**Previous Month's TrustIndiana**

	Balance January 31, 2016	Interest Earned January 31, 2016
Operating Fund	\$ 11,663	\$ 3
<b>Total TrustIndiana Account</b>	<b>\$ 11,663</b>	<b>\$ 3</b>

The average TrustIndiana account rate for January was 0.31%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
STATUS OF THE TREASURY  
CASH BALANCES  
February 29, 2016

	Prior Year All Balances <u>2/29/15</u>	----- Checking and Savings Account Activity - Chase -----				Investments <u>2/28/2016</u>	Total All Balances <u>2/28/2016</u>
		Beginning Balance <u>1/31/2016</u>	Current Month Receipts	Current Month Disbursements	Ending Balance <u>2/28/2016</u>		
<b>TOTAL ALL FUNDS</b>	37,793,894.56	14,043,073.91	1,228,404.58	3,995,287.33	11,274,206.66	19,697,138.50	30,971,345.16
<b>OPERATING FUND</b>	16,289,374.36	8,644,170.52	502,398.48	3,147,311.65	5,999,257.35	5,050,489.58	11,049,746.93
Current Year			502,398.48	3,147,311.65			
Investments			-	-			
<b>CAPITAL PROJECTS FUND</b>	994,342.54	755,640.25	43.48	284,582.19	471,101.54	707,712.59	1,178,814.13
Current Year			43.48	284,582.19			
Investments			-	-			
<b>BOND &amp; INTEREST REDEMPTION FUND</b>	5,500,093.21	1,538,712.81	100.69	750.00	1,538,063.50	1,013,211.18	2,551,274.68
Current Year			100.69	750.00			
Investments			-	-			
<b>CONSTRUCTION FUND</b>	791,772.15	36,354.19	-	11,412.91	24,941.28	436,036.29	460,977.57
Current Year			-	11,412.91			
Investments			-	-			
<b>RAINY DAY FUND</b>	4,533,484.51	86,826.42	-	492.00	86,334.42	4,434,398.48	4,520,732.90
Current Year			-	492.00			
Investments			-	-			
<b>LIBRARY IMPROVEMENT RESERVE FUND</b>	2,994,868.00	77,913.15	5.14	-	77,918.29	2,943,444.68	3,021,362.97
Current Year			5.14	-			
Investments			-	-			
<b>2014 MULTI-BRANCH IMPROVEMENT</b>	4,897,058.08	(23,649.10)	205,280.03	79,458.89	102,172.04	4,301,276.53	4,403,448.57
Current Year			5,280.03	79,458.89			
Investments			200,000.00	-			
<b>2015 RFID BOOKS &amp; MATERIALS PROJECT</b>	-	1,948,845.02	-	1,984.50	1,946,860.52	-	1,946,860.52
Current Year			-	1,984.50			
Investments			-	-			
<b>PARKING GARAGE FUND</b>	67,478.92	102,819.10	23,241.72	26,917.20	99,143.62		99,143.62
Current Year			23,241.72	26,917.20			
<b>GIFT FUND</b>	745,022.17	222,769.20	70,735.00	45,450.25	248,053.95	506,605.73	754,659.68
Current Year			70,735.00	45,450.25			
<b>GRANT FUND</b>	215,879.88	294,938.34	35,009.29	1,291.23	328,656.40		328,656.40
Current Year			35,009.29	1,291.23			
<b>OTHER FUNDS &amp; ACTIVITY:</b>							
<b>PAYROLL DEDUCTIONS</b>	111,865.89	87,161.59	378,340.92	392,156.68	73,345.83		73,345.83
<b>FOUNDATION AGENCY FUND</b>	1,328.17	1,656.91	838.64	-	2,495.55		2,495.55
<b>STAFF ASSOCIATION AGENCY FUND</b>	4.00	-	2.00	-	2.00		2.00
<b>SALES TAX AGENCY FUND</b>	1,143.08	514.16	1,395.02	575.67	1,333.51		1,333.51
<b>PLAC CARD AGENCY FUND</b>	12,255.00	6,393.30	4,225.00	-	10,618.30		10,618.30
<b>SHARED SYSTEM</b>	637,924.60	262,008.05	6,789.17	4,888.66	263,908.56	303,963.44	567,872.00

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended February 29, 2016

	<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	50.00	0.00	50.00	3.67	5.99	0.00	(44.01)	(88.02)%
PARKING GARAGE REVENUE	182,000.00	0.00	182,000.00	23,255.55	43,601.55	0.00	(138,398.45)	(76.04)%
Events Parking	10,000.00	0.00	10,000.00	887.50	1,312.50	0.00	(8,687.50)	(86.88)%
<b>Total Other Revenue</b>	<b>192,050.00</b>	<b>0.00</b>	<b>192,050.00</b>	<b>24,146.72</b>	<b>44,920.04</b>	<b>0.00</b>	<b>(147,129.96)</b>	<b>(76.61)%</b>
<b>Total Revenues</b>	<b>192,050.00</b>	<b>0.00</b>	<b>192,050.00</b>	<b>24,146.72</b>	<b>44,920.04</b>	<b>0.00</b>	<b>(147,129.96)</b>	<b>(76.61)%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
PRINTING SUPPLIES	3,000.00	0.00	3,000.00	0.00	0.00	0.00	3,000.00	100.00%
OTHER OFFICE SUPPLIES	4,000.00	371.74	4,371.74	402.00	726.79	371.74	3,273.21	74.87%
UNIFORMS	100.00	0.00	100.00	0.00	44.60	0.00	55.40	55.40%
<b>Total Office Supplies</b>	<b>7,100.00</b>	<b>371.74</b>	<b>7,471.74</b>	<b>402.00</b>	<b>771.39</b>	<b>371.74</b>	<b>6,328.61</b>	<b>84.70%</b>
<b>Total Supplies</b>	<b>7,100.00</b>	<b>371.74</b>	<b>7,471.74</b>	<b>402.00</b>	<b>771.39</b>	<b>371.74</b>	<b>6,328.61</b>	<b>84.70%</b>
<b>Other Services &amp; Charges</b>								
<b>Communication &amp; Transportation</b>								
TELEPHONE	4,000.00	0.00	4,000.00	315.46	626.92	0.00	3,373.08	84.33%
DATA COMMUNICATIONS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100.00%
<b>Total Communication &amp; Transportation</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>315.46</b>	<b>626.92</b>	<b>0.00</b>	<b>3,873.08</b>	<b>86.07%</b>
<b>Insurance</b>								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	431.00	862.00	0.00	5,138.00	85.63%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>431.00</b>	<b>862.00</b>	<b>0.00</b>	<b>5,138.00</b>	<b>85.63%</b>
<b>Repairs &amp; Maintenance</b>								

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended February 29, 2016

	<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>
REP & MAINT-STRUCTURE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100.00%
REP & MAINT-HEATING & AIR	15,000.00	7,315.00	22,315.00	0.00	0.00	7,315.00	15,000.00	67.22%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	18,677.77	18,677.77	0.00	1,322.23	6.61%
<b>Total Repairs &amp; Maintenance</b>	<b>40,000.00</b>	<b>7,315.00</b>	<b>47,315.00</b>	<b>18,677.77</b>	<b>18,677.77</b>	<b>7,315.00</b>	<b>21,322.23</b>	<b>45.06%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	150.00	0.00	150.00	0.00	0.00	0.00	150.00	100.00%
<b>Total Rentals</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</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	0.00	70,000.00	5,448.29	10,780.52	4,800.00	54,419.48	77.74%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	567.68	1,189.22	0.00	6,310.78	84.14%
<b>Total Other Services &amp; Charges</b>	<b>95,500.00</b>	<b>0.00</b>	<b>95,500.00</b>	<b>7,015.97</b>	<b>13,969.74</b>	<b>4,800.00</b>	<b>76,730.26</b>	<b>80.35%</b>
<b>Total Other Services &amp; Charges</b>	<b>146,150.00</b>	<b>7,315.00</b>	<b>153,465.00</b>	<b>26,440.20</b>	<b>34,136.43</b>	<b>12,115.00</b>	<b>107,213.57</b>	<b>69.86%</b>
<b>Total Expenses</b>	<b>153,250.00</b>	<b>7,686.74</b>	<b>160,936.74</b>	<b>26,842.20</b>	<b>34,907.82</b>	<b>12,486.74</b>	<b>113,542.18</b>	<b>70.55%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>38,800.00</b>	<b>(7,686.74)</b>	<b>31,113.26</b>	<b>(2,695.48)</b>	<b>10,012.22</b>	<b>(12,486.74)</b>	<b>(33,587.78)</b>	<b>(107.95)%</b>

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	PROJECTED MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	ACTUAL Y-T-D	ORIGINAL BUDGET	Variance
<b>Beginning Balance</b>	<b>\$ 16,414,587</b>	<b>\$ 13,692,803</b>	<b>\$ 11,049,747</b>	<b>\$ 8,410,464</b>	<b>\$ 5,897,025</b>	<b>\$ 6,677,514</b>	<b>\$ 15,581,790</b>	<b>\$ 12,359,865</b>	<b>\$ 9,789,451</b>	<b>\$ 7,029,529</b>	<b>\$ 5,745,573</b>	<b>\$ 7,866,426</b>	<b>\$ 16,414,587</b>	<b>\$ 13,271,164</b>	
<b>Receipts:</b>															
Property Tax	-	-	-	400,000	3,500,000	10,366,647	-	-	-	1,300,000	4,600,000	8,366,647	28,533,294	28,533,294	(0)
Excise Tax	-	-	-	-	-	809,221	-	-	-	-	-	809,221	1,618,442	1,618,442	-
Financial Institution Tax	-	-	-	-	-	135,968	-	-	-	-	-	135,968	271,936	271,936	-
Commercial Vehicle Tax	-	-	-	-	-	131,561	-	-	-	-	-	131,561	263,122	263,121	1
In-Lieu-of Taxes	-	-	-	-	-	10,406	-	-	-	-	-	10,406	20,812	20,812	-
Local Option Income Tax (LOIT)	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	276,308	3,315,695	3,315,695	(0)
County Option Income Tax (COIT)	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	197,216	197,216	0
Fines	71,339	86,160	68,004	68,004	68,004	68,004	68,004	68,004	68,004	68,004	68,004	68,004	837,539	816,051	21,488
Photocopier	2,325	3,024	3,701	2,965	4,162	3,471	3,248	2,313	3,260	3,552	2,983	2,250	37,254	37,000	254
Printers	9,794	10,834	15,565	12,507	13,711	12,107	10,997	10,283	13,618	13,945	10,941	9,917	144,219	147,000	(2,781)
Fax Transmissions	1,391	2,520	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,911	240	18,671
Headsets	516	636	779	715	634	778	708	707	749	767	594	833	8,416	8,000	416
USB	430	575	834	679	484	603	584	640	630	664	519	571	7,213	8,000	(787)
PLAC Dist.	-	-	-	-	-	-	-	-	-	-	-	79,000	79,000	79,000	-
Interest income	2,205	2,309	2,061	3,515	2,451	1,363	2,707	1,608	1,553	1,555	3,384	1,667	26,378	20,000	6,378
Library totes	169	224	209	168	194	557	256	181	198	269	148	167	2,740	2,500	240
Other Card Revenue	1,142	1,468	1,437	1,231	1,114	2,082	1,921	1,316	1,258	1,285	1,051	3,000	18,305	20,000	(1,695)
Miscellaneous	564	534	300	300	700	1,000	400	-	800	2,000	1,000	400	7,998	8,000	(2)
Proctoring Exams	75	410	300	300	400	600	1,000	500	100	400	300	100	4,485	2,000	2,485
Facility Rental	14,625	24,157	28,000	20,459	18,173	30,574	10,648	25,272	24,442	21,955	20,016	2,500	240,821	246,000	(5,179)
Catering Commission	-	12,105	2,375	-	358	3,686	5,000	3,685	10,000	8,000	15,000	2,000	62,209	35,000	27,209
Café Revenue	-	496	-	750	381	398	464	479	407	-	1,020	684	5,079	5,000	79
Shared System Projects	-	-	60,000	-	-	-	-	-	-	-	-	-	60,000	60,000	-
Reimbursement for Services	671	23,573	339,243	2,607	421	19,563	-	15,699	-	3,526	9,774	30,203	445,280	431,760	13,520
Insurance Reimbursement	-	1,203	-	-	-	-	-	-	-	-	-	-	1,203	-	1,203
Refunds	402	435	-	-	-	-	-	-	-	-	-	-	837	-	837
Erate Revenue	-	350,451	12,653	12,653	14,942	-	46,780	10,664	9,870	60,915	-	43,127	562,055	200,000	362,055
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	-	1,100	-	-	-	-	-	-	-	-	1,000	2,100	5,000	(2,900)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>398,391</b>	<b>813,857</b>	<b>830,804</b>	<b>821,096</b>	<b>3,920,372</b>	<b>11,892,831</b>	<b>671,960</b>	<b>435,594</b>	<b>429,132</b>	<b>1,781,080</b>	<b>5,107,977</b>	<b>9,914,469</b>	<b>37,017,558</b>	<b>36,576,067</b>	<b>441,491</b>
<b>Expenditures:</b>															
Personal Services & Benefits	1,884,450	1,698,604	1,829,648	1,804,534	1,809,883	1,843,856	2,629,699	1,857,638	1,800,515	1,829,648	1,829,648	2,597,405	23,415,528	24,140,087	724,559
Supplies	48,500	126,792	120,000	80,000	80,000	70,000	60,000	55,000	90,000	50,000	60,000	90,000	930,292	1,044,937	114,645
Other Services and Charges	1,088,034	1,072,646	1,000,000	900,000	900,000	800,000	1,000,000	850,000	1,100,000	800,000	850,000	1,100,000	11,460,680	12,434,263	973,583
Library Materials Capital Outlay	99,190	558,870	520,439	550,000	350,000	274,699	204,186	243,369	198,539	385,387	247,476	259,311	3,891,466	4,057,539	166,073
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,120,175</b>	<b>3,456,912</b>	<b>3,470,087</b>	<b>3,334,534</b>	<b>3,139,883</b>	<b>2,988,555</b>	<b>3,893,885</b>	<b>3,006,007</b>	<b>3,189,054</b>	<b>3,065,035</b>	<b>2,987,124</b>	<b>4,046,716</b>	<b>39,697,966</b>	<b>41,676,826</b>	<b>1,978,860</b>
<b>Ending Balance</b>	<b>\$ 13,692,803</b>	<b>\$ 11,049,747</b>	<b>\$ 8,410,464</b>	<b>\$ 5,897,025</b>	<b>\$ 6,677,514</b>	<b>\$ 15,581,790</b>	<b>\$ 12,359,865</b>	<b>\$ 9,789,451</b>	<b>\$ 7,029,529</b>	<b>\$ 5,745,573</b>	<b>\$ 7,866,426</b>	<b>\$ 13,734,179</b>	<b>\$ 13,734,179</b>	<b>\$ 8,170,405</b>	



INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY  
 CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND (BIRF)  
 January through December 2016  
 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>	\$ 5,551,620	\$ 2,551,412	\$ 2,551,275	\$ 2,551,748	\$ 2,552,711	\$ 2,553,155	\$ 5,234,236	\$ 1,896,574	\$ 1,897,205	\$ 1,897,814	\$ 1,998,402	\$ 2,698,252	\$ 5,551,620	\$ 4,709,543	

**Sources of Funds**

<b>Receipts:</b>															
Property Tax	-	-	-	-	-	5,242,428	-	-	-	100,000	700,000	4,442,428	10,484,856	10,484,856	-
Excise Tax	-	-	-	-	-	240,225	-	-	-	-	-	240,225	480,450	480,449	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	-	-	-	-	-	3,161	-	-	-	-	-	3,161	6,322	6,324	(2)
Interest income	615	613	473	963	1,194	478	1,355	631	609	588	600	400	8,519	2,000	6,519
Investment Maturities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>615</b>	<b>613</b>	<b>473</b>	<b>963</b>	<b>1,194</b>	<b>5,565,710</b>	<b>1,355</b>	<b>631</b>	<b>609</b>	<b>100,588</b>	<b>700,600</b>	<b>4,765,633</b>	<b>11,138,984</b>	<b>11,132,466</b>	6,518

**Uses of Funds**

<b>Expenditures:</b>															
2009 Bond Principal Payment	205,000	-	-	-	-	-	210,000	-	-	-	-	-	415,000	415,000	-
2010 Bond Principal Payment	1,055,000	-	-	-	-	-	1,075,000	-	-	-	-	-	2,130,000	2,130,000	-
2011 Bond Principal Payment	25,000	-	-	-	-	-	370,000	-	-	-	-	-	395,000	395,000	-
2012 Bond Principal Payment	1,040,000	-	-	-	-	-	1,060,000	-	-	-	-	-	2,100,000	2,100,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,225,000	-	-	-	-	-	1,230,000	2,455,000	2,455,000	-
2014 Bond Principal Payment	-	-	-	-	-	535,000	-	-	-	-	-	535,000	1,070,000	1,070,000	-
2015 Bond Principal Payment	-	-	-	-	-	495,000	-	-	-	-	-	500,000	995,000	995,000	-
Bond Interest Payment	674,973	-	-	-	-	629,129	624,017	-	-	-	-	601,368	2,529,487	2,529,488	1
Bank Fees & Other Expenses	850	750	-	-	750	500	-	-	-	-	750	400	4,000	4,000	-
<b>Total Expenditures</b>	<b>3,000,823</b>	<b>750</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,884,629</b>	<b>3,339,017</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,866,768</b>	<b>12,093,487</b>	<b>12,093,488</b>	1
<b>Total Ending Funds</b>	<b>\$ 2,551,412</b>	<b>\$ 2,551,275</b>	<b>\$ 2,551,748</b>	<b>\$ 2,552,711</b>	<b>\$ 2,553,155</b>	<b>\$ 5,234,236</b>	<b>\$ 1,896,574</b>	<b>\$ 1,897,205</b>	<b>\$ 1,897,814</b>	<b>\$ 1,998,402</b>	<b>\$ 2,698,252</b>	<b>\$ 4,597,117</b>	<b>\$ 4,597,117</b>	<b>\$ 3,748,521</b>	

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended February 29, 2016

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>43 - 2014 Multi-Branch Facility Improvements - Series One</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	16,198.46	0.00	16,198.46	1,196.34	2,529.99	0.00	13,668.47	84%
<b>Total Other Revenue</b>	<b>16,198.46</b>	<b>0.00</b>	<b>16,198.46</b>	<b>1,196.34</b>	<b>2,529.99</b>	<b>0.00</b>	<b>13,668.47</b>	<b>84%</b>
<b>Total Revenues</b>	<b>16,198.46</b>	<b>0.00</b>	<b>16,198.46</b>	<b>1,196.34</b>	<b>2,529.99</b>	<b>0.00</b>	<b>13,668.47</b>	<b>84%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	171,900.40	0.00	171,900.40	0.00	0.00	0.00	171,900.40	100%
<b>Total Office Supplies</b>	<b>171,900.40</b>	<b>0.00</b>	<b>171,900.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>171,900.40</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	81,400.00	0.00	81,400.00	0.00	0.00	0.00	81,400.00	100%
<b>Total Other Supplies</b>	<b>81,400.00</b>	<b>0.00</b>	<b>81,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81,400.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>253,300.40</b>	<b>0.00</b>	<b>253,300.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>253,300.40</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	160,769.50	(11,293.00)	149,476.50	1,160.00	1,160.00	31,500.00	116,816.50	78%
ENGINEERING & ARCHITECTURAL	0.00	295,736.79	295,736.79	15,356.00	176,086.45	119,650.34	0.00	0%
LEGAL SERVICES	1,506.00	2,793.00	4,299.00	3,901.00	4,299.00	0.00	0.00	0%
<b>Total Professional Services</b>	<b>162,275.50</b>	<b>287,236.79</b>	<b>449,512.29</b>	<b>20,417.00</b>	<b>181,545.45</b>	<b>151,150.34</b>	<b>116,816.50</b>	<b>26%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100%
FREIGHT & EXPRESS	1,500.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended February 29, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>Total Communication &amp; Transportation</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	1,498.29	8.24	1,506.53	415.61	475.42	0.00	1,031.11	68%
OUTSIDE PRINTING	2,823.50	(8.24)	2,815.26	0.00	0.00	0.00	2,815.26	100%
<b>Total Printing &amp; Advertising</b>	<b>4,321.79</b>	<b>0.00</b>	<b>4,321.79</b>	<b>415.61</b>	<b>475.42</b>	<b>0.00</b>	<b>3,846.37</b>	<b>89%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	6,000.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00	100%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>100%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	0.00	6,180.00	6,180.00	0.00	0.00	6,180.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>0.00</b>	<b>6,180.00</b>	<b>6,180.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,180.00</b>	<b>0.00</b>	<b>0%</b>
<b>Rentals</b>								
REAL ESTATE	0.00	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	100%
EQUIPMENT	0.00	12,195.00	12,195.00	0.00	0.00	12,195.00	0.00	0%
<b>Total Rentals</b>	<b>0.00</b>	<b>15,195.00</b>	<b>15,195.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,195.00</b>	<b>3,000.00</b>	<b>20%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	27,993.68	(55.00)	27,938.68	0.00	0.00	0.00	27,938.68	100%
EVENTS & PR	15,000.00	(2,085.00)	12,915.00	0.00	0.00	0.00	12,915.00	100%
OTHER CONTRACTUAL SERVICES	74,430.00	(19,290.00)	55,140.00	546.00	546.00	10,774.00	43,820.00	79%
BANK FEES/CREDIT CARD FEES	0.00	55.00	55.00	15.00	55.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>117,423.68</b>	<b>(21,375.00)</b>	<b>96,048.68</b>	<b>561.00</b>	<b>601.00</b>	<b>10,774.00</b>	<b>84,673.68</b>	<b>88%</b>
<b>Total Other Services &amp; Charges</b>	<b>293,020.97</b>	<b>287,236.79</b>	<b>580,257.76</b>	<b>21,393.61</b>	<b>182,621.87</b>	<b>180,299.34</b>	<b>217,336.55</b>	<b>37%</b>
<b>Capital Outlay</b>								
BUILDING IMPROVEMENTS & UPGRADES	3,542,221.00	0.00	3,542,221.00	52,800.25	52,800.25	736,099.75	2,753,321.00	78%
CAPITAL - FURNITURE	276,760.00	0.00	276,760.00	0.00	0.00	0.00	276,760.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended February 29, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Total Capital Outlay	3,818,981.00	0.00	3,818,981.00	52,800.25	52,800.25	736,099.75	3,030,081.00	79%
Total Expenses	4,365,302.37	287,236.79	4,652,539.16	74,193.86	235,422.12	916,399.09	3,500,717.95	75%

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 Bond**  
For the Month Ended February 29, 2016

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>44 - 2015 Bond - RFID Books &amp; Materials Project</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
REFUNDS	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>0%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>0%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
LIBRARY SUPPLIES	200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	100%
<b>Total Office Supplies</b>	<b>200,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>200,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Rentals</b>								
EQUIPMENT	54,000.00	0.00	54,000.00	0.00	0.00	0.00	54,000.00	100%
<b>Total Rentals</b>	<b>54,000.00</b>	<b>0.00</b>	<b>54,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>54,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	16,369.52	0.00	16,369.52	1,984.50	4,509.00	0.00	11,860.52	72%
OTHER CONTRACTUAL SERVICES	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>56,369.52</b>	<b>0.00</b>	<b>56,369.52</b>	<b>1,984.50</b>	<b>4,509.00</b>	<b>0.00</b>	<b>51,860.52</b>	<b>92%</b>
<b>Total Other Services &amp; Charges</b>	<b>110,369.52</b>	<b>0.00</b>	<b>110,369.52</b>	<b>1,984.50</b>	<b>4,509.00</b>	<b>0.00</b>	<b>105,860.52</b>	<b>96%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	1,641,000.00	0.00	1,641,000.00	0.00	0.00	0.00	1,641,000.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 Bond**  
For the Month Ended February 29, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Total Capital Outlay	1,641,000.00	0.00	1,641,000.00	0.00	0.00	0.00	1,641,000.00	100%
Total Expenses	1,951,369.52	0.00	1,951,369.52	1,984.50	4,509.00	0.00	1,946,860.52	100%

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Summary of Construction Fund Cash Balances**  
**As of February 29, 2016**

**Construction Fund Cash Balances**

Fund 43 - E. Washington, Southport, Warren	4,403,448.57
Fund 44 - Restricted - RFID Project	1,946,860.52
Foundation	460,977.57
<b>Total Construction Fund Cash Balances</b>	<b><u>6,811,286.66</u></b>

**Construction Fund Classification Breakdown**

Fund 43 - Restricted - E. Washington, Southport, Warren	4,403,448.57
Fund 44 - Restricted - RFID Project	1,946,860.52
Foundation - Assigned - Central	460,977.57
<b>Total Construction Fund Breakdown</b>	<b><u>6,811,286.66</u></b>

**Summary of Classifications**

Total Restricted	6,350,309.09
Total Assigned	460,977.57
<b>Total of All Classifications</b>	<b><u>6,811,286.66</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 - E. Washington, Southport, Warren	5,059,300.65	74,193.86	235,422.12	642,183.61	916,399.09	3,500,717.95
Fund 44 - RFID Project	2,000,000.00	1,984.50	(15,491.00)	53,139.48	0.00	1,946,860.52
Central Project	102,568,281.93	1,776.00	8,605.00	102,253,890.01	0.00	314,391.92
Major Repairs & Maintenance	3,140,232.19	9,636.91	57,159.93	3,014,868.05	31,393.00	93,971.14
Central Technology	6,852,536.01	0.00	0.00	6,832,750.49	0.00	19,785.52
<b>Total Expenditures</b>	<b><u>119,620,350.78</u></b>	<b><u>87,591.27</u></b>	<b><u>285,696.05</u></b>	<b><u>112,796,831.64</u></b>	<b><u>947,792.09</u></b>	<b><u>5,875,727.05</u></b>

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Esitimated Future Interest Earnings	9,186.06	220.59	451.36	10,622.05	(1,435.99)
** Esitimated Future Interest Earnings - Fund 43	30,000.00	1,196.34	2,529.99	16,331.53	13,668.47

\* 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.



## Board Action Request

6b

**To:** IMCPL Board

**Meeting Date:** March 28, 2016

**From:** Finance Committee

**Subject:** Resolution 13-2016 - Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Sondhi Solutions, LLC for On-Line Registration

**Recommendation:** Library staff recommends Board approval of Resolution 13-2016

**Background:** In order to obtain an IndyPL library card, patrons must be Marion County residents and therefore must provide proof of residency in Marion County (excluding Speedway but including those living in Beech Grove). This has always required a face-to-face encounter between staff and patrons. Staff not only validates the proof of residency documents provided by the patron, but also checks to make sure that individuals are or aren't already card members in good standing.

Mechanizing this process is complex. Many other library systems have made on-line registration available to their patrons, but usually it is for a limited period of time until the patron can provide their proof of residency in person.

"Investigating online Library card registration, resolving address verification issues" is an action in the Library's Strategic Plan (4.31) under Goal 4, Maximize accessibility to the Library and its services.

To this end, Library staff recommends contracting with Sondhi Solutions, LLC, a local technology consulting and resource management firm specializing in public sector clients to provide application development services to create an Online Library Card Application website. This website would securely issue library card numbers, in real time, to those library card applicants who validate residency via various mechanisms, such as credit card, utility and college enrollment data. In addition, the system would check for already existing accounts and provide messaging to users indicating reasons why a library card cannot be issued. The website would integrate with our existing integrated library system.

While address verification methodologies will not work for all Marion County residents wishing to use our on-line service, the goals of the project are to begin small, collect data on its popularity and expand to potential other residency comparison points in the future.

**Fiscal Impact:** Contract not to exceed \$79,500. Lilly endowment is providing \$27,450 so the net cost to the Library is \$52,050.





## Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 13-2016**

**AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND  
EXECUTE A CONTRACT WITH SONDHI SOLUTIONS, LLC FOR ON-LINE REGISTRATION**

**MARCH 28, 2016**

**WHEREAS**, the Indianapolis-Marion County Public Library ("Library") desires to provide an on-line library card registration process for Marion County residents; and

**WHEREAS**, Sondhi Solutions, LLC specializes in providing public sector clients with application development and technology services; and

**WHEREAS**, Sondhi Solutions, LLC has submitted a proposal for the provision of the application development and technology services for creation of the on-line registration product, the Library technology review team has reviewed and recommends acceptance of the proposal, and the Library has prepared and presented to the Finance Committee a services agreement to engage Sondhi Solutions, LLC for the project.

**IT IS THEREFORE RESOLVED** that the Chief Executive Officer be, and hereby is, authorized to negotiate with Sondhi Solutions, LLC, for an on-line registration application process upon such terms as the Chief Executive Officer deems necessary or advisable, and any resulting agreement shall be substantially in the form presented to the Finance Committee and acceptable to the Chief Executive Officer with such changes to the form thereof as the Chief Executive Officer deems necessary or advisable (based on the recommendations of the Library's legal counsel), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



## Board Briefing Report

6c

**To:** IMCPL Board **Meeting Date:** March 28, 2016

**From:** Finance Committee

**Subject:** Library's Capital Projects Fund for 2017, 2018, 2019

Annually the Library Board of Trustees is required to adopt a Capital Projects Fund Plan that includes capital needs for the next three years. The Library Board will conduct a public hearing and approve the plan in April. Once approved by the Board it moves on to the City-County Council for approval and then on to the Department of Local Government Finance for final approval of the plan.

A draft calendar was distributed last month to the Board and our presentation before the Municipal Corporation's Committee will be on May 11, 2016. It has been the practice of the Library to use the funds for the replenishing of computer equipment used by the public and staff, furniture needs for our branch locations, HVAC repairs/replacements, parking lot repairs, and other needs in accordance with IC 36-12-12.

Staff are currently working on the plan and setting priorities based on the dollars available. We have traditionally held the tax levy to approximately \$1.2 million as the Capital Projects Fund's levy is part of the total maximum levy allowed by state law.

Although the plan is approved in April by the Library Board and the City-Council in May, the final tax levy and rate is determined during the budget process which will begin in July and conclude in October.



# Board Briefing Report

6d

**To:** IMCPL Board **Meeting Date:** March 28, 2016  
**From:** Finance Committee  
**Subject:** Copier Equipment and Maintenance Services

**Recommendation:** To move forward in negotiating an agreement with Ricoh.

**Background:** The present contractual agreement with Ricoh expires in March, 2016. Ricoh is the State of Indiana’s successful Quantity Price Agreement vendor (awarded in September, 2015) for a full range of office equipment products, associated product software, accessories and supplies and currently has contracts with the State of Indiana, City of Indianapolis, IUPUI and a plethora of other local government units.

Library staff conducted a cost analysis of replacing our existing 27 public printers with copiers. Benefits include drastically reduced cost-per-impression and speed. In addition, less space is needed in each library branch for separate copiers and printers. Estimates show an approximate savings of \$70,000 over the life of the contract (48 months) due to toner costs and the elimination of 27 public printers. This savings will offset the increase in cost over the life of the agreement. Because the copiers have now taken on a more important public service role (public printing), Ricoh has included in the current agreement weekend support for the devices on a ‘T&M’ as needed basis.

Due to the elimination of 27 separate public printers, the current Ricoh agreement increases the number of devices from 39 to 42, adding 3 locations where copiers were not previously installed (Central Computer Lab, Central microfilm machines and the Learning Curve). Total devices will be deployed as follows:

LSC Staff	7
Central Staff	5
Central Public	8
Branches	<u>22</u>
Total	42

**Fiscal Impact:** The 2016 budget is \$158,750.00 and the proposed pricing is \$171,660 the difference will be made up in the estimated savings of \$70,000 over the life of the project.



## Board Briefing Report

6e

**To:** IMCPL Board

**Meeting Date:** March 28, 2016

**From:** Finance Committee

**Subject:** Plan of Merger of Beech Grove Public Library and Indianapolis-Marion County Public Library

**Recommendation:** Planning Committee recommends the merger of Beech Grove Public Library with and into the Indianapolis-Marion County Public Library

**Background:** On August 5, 2015 the Board of Beech Grove Public Library (BGPL) approved resolution 2015-1 initiating the merger of BGPL with and into the Indianapolis-Marion County Public Library (IMCPL) and on August 24, 2015 the Board of IMCPL approved Resolution 34-2015 initiating the merger of IMCPL with BGPL. In accordance with Ind. Code 36-12-4-3(a) each library named three members to serve on the Planning Committee to explore the possibility of the merger.

Since that time the Merger Planning Committee has been meeting monthly to study and develop a plan of merger as authorized by Ind. Code 36-12-4 et seq. The result of these meetings is a draft Plan of Merger attached for review and consideration.

The Merger Planning Committee is recommending adoption by both Boards in April of the Plan of Merger with an effective date of the merger being on or about June 1, 2016.

**Strategic/Fiscal Impact:** A merger with Beech Grove Public Library will provide an additional access point for residents in southeast Marion County as outlined in Goal 4 of our Strategic Plan. Under the reciprocal borrowing agreement, 1,417 residents who live in the Indianapolis Public Library service district already have library cards for Beech Grove Library. There are 615 Beech Grove residents who have Indianapolis Public Library cards.

The merger of the Beech Grove Public Library and The Indianapolis Public Library will result in improved service for both libraries.

Many of the initiatives outlined in the Beech Grove Long Range Plan 2015-2017 will be accomplished including:

- Expansion of the overall collection to meet community needs
- Additional hours of service
- Redesign of the library's website
- Replacement of the online catalog
- Increased program and enrichment opportunities

Marion County residents will have an additional location for resources, computer use, meeting room availability and another pick-up point for holds.

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**PLAN OF MERGER**  
**OF**  
**BEECH GROVE PUBLIC LIBRARY**  
**INTO**  
**INDIANAPOLIS–MARION COUNTY PUBLIC LIBRARY**

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This Plan of Merger (the “Plan”) is made as of the date below written, but effective as of the Effective Date (hereafter defined), pursuant to Ind. Code § 36-12-4 et seq. to set forth the terms of and to effect the merger of Beech Grove Public Library, a Class 1 public library (“BGPL”), having its principal office address at 1102 Main Street, Beech Grove, IN 46107, with and into Indianapolis-Marion County Public Library, a Class 1 public library (“IMCPL”), having its principal office at 2450 North Meridian Street, Indianapolis, IN 46204.

ARTICLE I

General

Section 1. Call to Initiate Merger. On August 5, 2015, the Board of BGPL approved Resolution 2015-1 initiating the merger of BGPL with and into IMCPL. On August 24, 2015, the Board of IMCPL approved Resolution 34-2015 initiating the merger of IMCPL with BGPL. Pursuant to Ind. Code §36-12-4-3(a) each merging library appointed three members to a planning committee (“Planning Committee”). BGPL named three members and IMCPL named three members to serve on the Planning Committee. The initiating resolutions of BGPL and IMCPL are attached hereto as Exhibit A, “Initiating Resolutions,” and a list of members of the Planning Committee are included in Exhibit B, “Planning Committee Members,” attached hereto.

Section 2. Corporate Boundaries. The corporate boundaries of BGPL which will be eliminated as a result of the merger are more particularly described and depicted in Exhibit C attached hereto and made a part hereof. The corporate boundaries of IMCPL are more particularly described and depicted in Exhibit D attached hereto and made a part hereof. Upon the Effective Date of the Merger, included within and as part of the corporate boundaries of IMCPL will be the pre-merger corporate boundaries of BGPL.

Section 3. Merger. On the Effective Date of the Merger (as defined in Article V Section 2 hereof), BGPL shall be merged with and into IMCPL. IMCPL is designated for the purposes of Ind. Code § 36-12-4-3 as the Class 1 library with which BGPL is seeking to merge. IMCPL is further designated as the legal entity that will survive following the merger (hereinafter

references to the surviving library after the Effective Date of Merger shall be the “Merged Library”). The existence of the municipal corporation of BGPL shall be continued as IMCPL, and IMCPL shall be deemed to be the same corporation as BGPL and shall transact any and all lawful business which Class 1 Libraries may conduct under Indiana law. The merger shall be pursuant to the provisions of and with the effect provided in the applicable laws of the State of Indiana for merger of Class 1 public libraries and specifically Ind. Code § 36-12-4 et seq.

Section 4. Name of Surviving Library. The name of the surviving library, the Merged Library, shall be Indianapolis-Marion County Public Library, also known as The Indianapolis Public Library.

Section 5. Code of By-Laws of Surviving Library. On the Effective Date of the Merger, the By-Laws of the Merged Library shall be the By-Laws of IMCPL then in effect.

## ARTICLE II

### Board and Budget

Section 1. Interim Board Appointees of BGPL. On the Effective Date of Merger and pursuant to Ind. Code § 36-12-4-4, BGPL must name four members to serve on the interim Board of Trustees (“BGPL Board Appointees”) to serve on an interim basis with the IMCPL Board of Trustees for the Merged Library (“Interim Board”) until December 31, 2016 (“Interim Board Term”). The BGPL Board Appointees for the Interim Board are listed in Exhibit E, “BGPL Board Appointees,” attached hereto and made a part hereof.

Section 2. Interim Board of Merged Library. The Interim Board of the Merged Library after the Effective Date of the Merger shall consist of the BGPL Board Appointees and the current members of the IMCPL Board Trustees. A complete list of the current IMCPL Board of Trustees is attached hereto as Exhibit F, “IMCPL Board Members,” and made a part hereof. The members of the Interim Board shall serve the Merged Library for the Interim Board Term and shall have all the powers of a public library board under Ind. Code § 36-12-3. The Interim Board shall dissolve on December 31, 2016, and the terms of the members of the Interim Board shall conclude on that date. On January 1, 2017, the merged board of IMCPL (“Merged Board”) will be appointed in accordance with to Ind. Code § 36-12-2 et seq., and specifically Code § 36-12-2-16.

Section 3. Financials and Budgets. A summary of BGPL financial information is set forth in Exhibit G, “BGPL Financial Information,” and provides a summary of expected operating fund revenues and projected expenditures for 2016, including anticipated merger costs, and also includes a list of 2016 cash balances in all other accounts. The budgets for the calendar year 2016 for BGPL and ICMPPL shall be combined and administered by the Interim Board of IMCPL after the Effective Date (as defined in Article V, Section 2 of this Plan). Upon the Effective Date of the Merger, all current fiscal year funds of BGPL shall be transferred to IMCPL for control and administration by the Interim Board. Pursuant to Ind. Code § 36-12-4-4 (g) the Interim Board of IMCPL shall submit to the Department of Local Government Finance the new budget and tax levy for the Merged Library to be administered by the Merged Board of IMCPL effective January 1, 2017. BGPL and IMCPL agree that if necessary the combined budget for the Merged Library for 2017 (“2017 Budget”) may be advertised prior to the Effective Date of the Merger, and IMCPL is authorized to proceed with advertising of the 2017 Budget as may be required.

## ARTICLE III

### Effect of the Merger upon Services and Property

Section 1. Transfer of Property. On the Effective Date of the Merger, all rights and interests of BGPL in and to every type of property (real, personal, tangible, intangible and mixed) and choses in action (together, the "BGPL Property") shall be transferred to and vested in the Merged Library by virtue of the Merger without any deed or other transfer documentation. However, if deemed necessary to better document any such transfer, prior to the Effective Date, BGPL will provide deeds or other transfer documentation further evidencing the BGPL Property transfer as may be reasonably requested by IMCPL. The title to any real estate, or any interest therein, vested in BGPL shall not revert or in any way be impaired by reason of such Merger. The Merged Library, on the Effective Date of Merger and without any order or other action on the part of any court or otherwise, shall hold and enjoy all rights of property and interests of BGPL Property in the same manner and to the same extent as such rights and interests were held or enjoyed by BGPL immediately prior to the Effective Date of the Merger. A summary schedule of BGPL assets and liabilities is set forth Exhibit H, "List of BGPL Property, Assets and Liabilities" attached hereto and made a part hereof.

Pursuant to the transaction involving the sale and delivery of the Ad Valorem Property Tax First Mortgage Refunding Bonds, Series 2010 ("Bonds"), in the aggregate principle amount of \$1,815,000, the Beech Grove Public Library Leasing Corporation ("Leasing Corporation"), an Indiana non-profit corporation organized for the purpose of providing a portion of the funds to be applied to the cost of constructing and equipping the BGPL library facility at 1102 Main Street, Beech Grove, IN 46107 ("Leased Premises") and leasing such property and facility to BGPL, sold and delivered the Bonds in accordance with the Trust Indenture dated as of December 1, 2000, as supplemented by a First Supplemental Trust Indenture date as of August 1, 2010 (as supplemented, the "Trust Indenture"). The Bonds are secured by semi-annual lease rental payments to be paid by BGPL directly to the Trustee under the Trust Indenture (for the account of the Leasing Corporation) ("Rent") pursuant to the terms of the lease originally executed by the Leasing Corporation and BGPL on August 28, 2000, as amended by an Amendment to the Lease dated August 1, 2010 (as amended, the "Lease"). The Lease is for an eighteen (18) year term which commenced on the date the Leasing Corporation acquired fee simple title to the Leased Premises from BGPL. Leasing Corporation acquired fee simple title to the Leased Premises from BGPL by Warranty Deed dated December 20, 2000. Pursuant to the terms of the Lease, a final payment of Rent is due to Leasing Corporation on June 30, 2016, which is a date following the scheduled Effective Date of the Merger. The Lease also provides that following final payment of Rent and discharge and performance of lessee obligations under the Lease, the Leased Premises shall thereupon become the absolute property of the lessee and upon lessee's request, the Leasing Corporation shall execute proper instruments conveying to the lessee all of Leasing Corporation's title thereto. As part of the Merger and in light of the scheduled Effective Date, BGPL and IMCPL deem it necessary to obtain the Leasing Corporation consent to assignment of the Lease by BGPL to IMCPL, such that on the Effective Date, IMCPL as assignee shall be the lessee under the Lease and shall be subject to all the benefits and obligations thereunder. The Leasing Corporation "Consent to Assignment of Lease" is attached hereto as Exhibit I and made a part hereof. As indicated therein, following the Effective Date of the Merger, IMCPL will satisfy any remaining obligations under the Lease then outstanding as the lessee thereunder and Leasing Corporation shall transfer the Leased Premises to IMCPL as



required by the Lease. As of the date hereof, BGPL represents that it is in compliance in all material respects with its obligations under the Lease, and except for the final payment of Rent in the amount of \$178,000 due June 30, 2016, all of Leasing Corporation's obligations under the Lease have been fully discharged and performed.

Section 2. Transfer of Personnel. On the Effective Date of the Merger, the Merged Library will assume responsibility for the staffing and personnel of former BGPL operations. The employee policies of the Merged Library will be the employee policies of IMCPL in effect immediately prior to the merger. All staff of BGPL will become employees of the merged Library on the Effective Date of the Merger. BGPL staff will be accorded job titles and compensation for comparable positions in the Merged Library system based upon their qualifications and experience. BGPL staff will also be entitled to the same fringe benefits applicable to IMCPL staff. To the extent there is any existing pension liability for BGPL employees who are transitioning to become Merged Library employees, the Merged Library will accept and assume all net pension assets and liabilities for those BGPL employees who transition to become Merged Library employees.

Section 3. Services Offered by the Merged Library. The operations of the Merged Library will see no interruption of services as a result of the merger. Following the Effective Date of the Merger, the BGPL library facility located at 1102 Main Street, Beech Grove, Indiana 46107 shall be named and operated as the Beech Grove Branch of the Indianapolis-Marion County Public Library. Services available to IMCPL patrons immediately prior to the merger will continue for those patrons and be extended to BGPL patrons after the Effective Date of the Merger. A description of the services to be extended to BGPL patrons after the Effective Date of the Merger is provided in Exhibit J, "Merged Library Services" attached hereto and made a part hereof.

Section 4. Transfer of Obligations. The Merged Library shall assume certain contractual obligations of BGPL on the Effective Date of the Merger. See Exhibit J, "BGPL Contracts," attached hereto and made a part hereof. BGPL represents that Exhibit K includes a complete list of contractual obligations of BGPL.

Section 5. Friends of Beech Grove Public Library. The Merged Library or the Indianapolis-Marion County Public Library Foundation, Inc. will control and administer the funds of the Friends of Beech Grove Public Library as a Branch Gift Fund. Such funds shall be designated the Beech Grove Branch Gift Fund and used for the Beech Grove branch of the Merged Library.

Section 6. Accounting. The Merged Library shall maintain its books and records in accordance with Generally Accepted Accounting Principles ("GAAP".) IMCPL currently utilizes GAAP. BGPL currently does not utilize GAAP. Pursuant to GAAP, the entity being merged must appear on the financial statements of the surviving entity on the first day of the fiscal year in which the merger took place. On or as of the Effective Date, IMCPL and BGPL shall work to bring BGPL financial information into compliance with GAAP standards in order to accomplish this requirement and to properly include the BGPL information in the IMCPL financial statements.

## Schedule of Merger

Section 1. Planning. The Planning Committee developed this Plan in accordance with Indiana law and in consultation with the State Library, the Department of Local Government Finance, the Public Employee's Retirement Fund, and other relevant state and local agencies.

Section 2. Schedule of Merger. The Planning Committee has adopted a Schedule of Merger that details the schedule for Merger approval, effectiveness and implementation. The "Schedule of Merger" attached hereto and made a part hereof as Exhibit L.

Section 3. Strategic Plan. The Interim Board and Merged Library Board shall make every effort to minimize long range BGPL or IMCPL planning affected by the merger.

## ARTICLE V Miscellaneous

Section 1. Financial Assurances. Following approval of this Plan of Merger by the respective Boards of BGPL and IMCPL and execution of this Plan of Merger by the Planning Committee, IMCPL may incur additional fees and costs in connection with the implementation of the merger before the Effective Date of the Merger. Following approval of the Plan of Merger by the respective Boards and the execution thereof by the Planning Committee, if for any reason the Plan of Merger or the authority or approval thereof is revoked prior to the Effective Date of the Merger, BGPL agrees to indemnify IMCPL for any actions IMCPL has taken during such period on BGPL's behalf to effect the merger, and BGPL shall reimburse IMCPL for all reasonable expenses IMCPL has incurred during such period to effect or implement the merger.

Section 2. Effective Date of Merger. This Plan has been completed within one (1) year of the date that the resolutions calling for the planning of the Merger were adopted as required by Ind. Code § 36-12-4-3 (c). The "Effective Date of the Merger" shall be the close of business on the later of June 1, 2016 or the date that the board resolutions of each of IMCPL and BGPL approving and adopting this Plan, along with this Plan of Merger, is filed with the Marion County Recorder and the Indiana State Library. See, Exhibit M, "Adopting Resolutions" in the Schedule of Exhibits.

Section 3. Governing Law. The Plan of Merger shall be governed by and construed in accordance with the laws of the State of Indiana.

Section 4. Modification and Amendment. Any modification or amendment of this Agreement of Merger shall be in writing and be properly executed by all the parties hereto.

IN WITNESS WHEREOF, the undersigned duly authorized Merged Library Planning Committee Members, on behalf of the parties hereto, have executed this Plan of Merger this \_\_\_\_ day of \_\_\_\_\_, 2016.

Planning Committee:

From IMCPL

By \_\_\_\_\_

Printed: \_\_\_\_\_

By \_\_\_\_\_

Printed: \_\_\_\_\_

By \_\_\_\_\_

Printed: \_\_\_\_\_

From BGPL

By \_\_\_\_\_

Printed: \_\_\_\_\_

By \_\_\_\_\_

Printed: \_\_\_\_\_

By \_\_\_\_\_

Printed: \_\_\_\_\_

## SCHEDULE OF EXHIBITS

<u>Document Name</u>	<u>Exhibit</u>
Initiating Resolutions	A
Planning Committee Members	B
Corporate Boundaries of BGPL	C
Corporate Boundaries of IMCPL	D
BGPL Board Appointees	E
IMCPL Board Members	F
BGPL Financial Information	G
List of BGPL Property, Assets and Liabilities	H
Consent to Assignment of Lease	I
Merged Library Services	J
BGPL Contracts	K
Schedule of Merger	L
Final Adopting Resolutions	M

EXHIBIT A  
INITIATING RESOLUTIONS

[Attached]

EXHIBIT B

PLANNING COMMITTEE MEMBERS

William Fennema

Kim White

Elizabeth Schoettle

Dorothy Crenshaw

David Wantz

Sharon Bernhardt

EXHIBIT C

CORPORATE BOUNDARIES OF BGPL

[See Map Attached]

The corporate boundaries of the Beech Grove Public Library district are the same as the municipal boundaries of the City of Beech Grove, Marion County, Indiana.

EXHIBIT D

CORPORATE BOUNDARIES OF IMCPL

[See Map Attached]

The pre-merger corporate boundaries of the Indianapolis-Marion County Public Library district are the same as the municipal and county corporate boundaries of the Consolidated City and County of Indianapolis and Marion County, Indiana, excluding the City of Beech Grove, Marion County, Indiana and the Town of Speedway, Marion County, Indiana.



EXHIBIT E

BGPL BOARD APPOINTEES

TO BE DETERMINED

EXHIBIT F

IMCPL BOARD MEMBERS

David Wantz, President

Dorothy Crenshaw, Vice President

Lillian Charleston, Secretary

Vanessa Lopez-Aguilera

Oscar Gutierrez

Patricia Payne

T. D. Robinson

EXHIBIT G

BGPL FINANCIAL INFORMATION

**Beech Grove's Projected Revenue/Expenditures for 2016**

**Estimated Revenue**

**Operating Fund**

**2016**

Cash Beginning Balance	547,465
Property taxes	323,586 net of caps
Local Option Income Taxes	89,150
Financial Institution Taxes	13,640
License Excise Taxes	55,834
Commercial Vehicle Excise Taxes	4,224
Copy fees	1,500
Rental fees	200
Fines/Fees	6,000
Transfer from Levy Excess Fund	2,952
Other	3,000
	<hr/>
	\$ 1,047,551

**Projected Expenditures**

**Includes merger costs**

Salaries & Fringe Benefits	284,283
Supplies	130,216
Other Charges/Services	324,250
Capital - including materials	241,538
Transfer to Debt Service Fund	21,425
	<hr/>
	\$ 1,001,712

**Bond & Interest Redemption Fund**

**Estimated Revenue**

Cash Beginning Balance	\$ 156,575
Transfer from Operating Fund	\$ 21,425
	<hr/>
	\$ 178,000

**Expenditures**

Final Lease Payment due in 2016	\$ 178,000
---------------------------------	------------

**Cash Transfer to Indianapolis Public Library**

Petty Cash - beginning balance	\$	100
Change - beginning balance	\$	50
Rainy Day - beginning balance	\$	5,000
LIRF - beginning balance	\$	82,821
Gift - beginning balance	\$	627
Friends - going to the Foundation	\$	16,000
Total	\$	104,598

EXHIBIT H

LIST OF BGPL PROPERTY, ASSETS AND LIABILITIES

**Assets Transferred to Indianapolis Public Library**

Land - based on appraisal	\$ 20,000
Building - valuation was based on discounted replacement cost per appraisal	\$4,871,848
Materials - based on IMCPL's net value	\$ 200,400
Other Equipment - based on Beech Grove's value	\$ 188,312 (includes furniture and equipment)

**Liabilities Transferred to Indianapolis Public Library**

Pension Liability as of June 30, 2015 per Indiana Public Retirement System	\$ 134,813
Accrued Time plus FICA and PERF	\$ 62,960

EXHIBIT I

CONSENT TO ASSIGNMENT OF LEASE

[Attached]

## EXHIBIT J

### MERGED LIBRARY SERVICES

The Merger of IMCPL and BGPL will provide Beech Grove residents with access to the 1,679,000 items in the IMCPL physical collection as well as 155,477 ebooks, 44173 digital audiobooks, and other materials and items available through the IMCPL Shared Systems partnerships.

Access to a variety of databases and resources like Zinio, which contains 265 digital magazines, Freegal, a source for over 8 million streaming and/or downloadable songs and Hoopla a source for streaming video will be provided.

Installation of fiber optic connections to the Internet will result in an over 1500% increase in bandwidth improving computer and WIFI speeds at the BGPL facility. All existing computers used for BGPL staff and those used by the public as well as those in the computer lab will be replaced and updated with current software.

Regular upgrades of equipment and software as well as local technical support will be available.

The addition of a public computer reservation system will allow for the measurement of utilization; patrons will be able to vend their own print jobs without staff assistance.

An update of the Beech Grove Library's presence on the internet will be created and a replacement for their online catalog will be accomplished soon after the point of merger. Patrons will be able to receive hold and overdue notices via text and/or email. Access to mobile services, such as renewals over a smart phone, will also become available.

The full range of programs and enrichment programs offered by IMCPL will be available to the residents of Beech Grove and patrons of BGPL. For a complete listing and description of the current programs offered by IMCPL see [indypl.org](http://indypl.org).

The addition of service hours on Thursday and Friday will provide two additional hours of service per week.

EXHIBIT K

BGPL CONTRACTS

AdTec	e-Rate filing
AT&T	phone services
Auto Owners	building, general liability, and worker's comp
AVC	IT support, accounting, payroll
Cypress	resume building for public
EBSCO	magazines
ENA	e-Rate
Grant Key	snow removal
Kone	elevator
MCLS	ancestry.com
Nighthawk	cleaning
Precision	HVAC
Overdrive	e-books
Republic	recycling services
Simplex Grinnell	fire protection
Toshiba	copiers
Beech Grove Library Leasing Corporation	Lease (Real Property - Library Facility)



EXHIBIT L

SCHEDULE OF MERGER

<u>Event</u>	<u>Date</u>
Initiation of Merger Planning Process	August 24, 2015 (latest date of adoption of initiation resolution by merger party)
Merger Planning Committee Meetings (due diligence review; develop Plan of Merger)	September 2015 through March 2016
Finalize Plan of Merger	April 5, 2016
Beech Grove Public Library Merger Plan Approval	April 12, 2016
Indianapolis-Marion County Public Library Merger Plan Approval	April 25, 2016
Ordering Technology Infrastructure and Equipment; Begin Catalog Transition	May 1, 2016
Transition Initiatives (begin/continue transition of infrastructure, ILS migration, cataloging, collections, and patron access/records)	June 1, 2016
Filing of IMCPL and BGPL Board Resolutions Approving Merger with Indiana State Library	June 1, 2016
Recording of IMCPL and BGPL Board Resolutions Approving Merger with Marion County, Indiana Office of Recorder	June 1, 2016
Effective Date of Merger	June 1, 2016
Further Document Property and Assets Transfer (if Necessary)	June 1, 2016
Complete Merger Transition	June 1, 2016 – September 30, 2016

EXHIBIT M  
FINAL ADOPTING RESOLUTIONS  
[Attached]

# Beech Grove High-Level ILS Transition Timeline

	March	April	May	June	July	August	September
<b>MILESTONES</b>	Briefing Report to Board	<b>Board Approval</b>	<b>Funds available</b>	<b>Merger Effective 6-1-16! BG on IndyPL Network --&gt;</b>	<b>HORIZON LIVE AT BG</b>	<b>FX (BG ILS) shut down</b>	
<b>Infrastructure</b>	Planning for IndyPL & BG website changes		Order Fiber Order Computer Equipment Rewire patron PC area  Install network & computer equipment ----->  BG location & welcoming pages on indypl.org  BG staff email, Horizon, etc. accounts created Mobile Hot Spot for BG Staff Access to Horizon.  BG events on IndyPL Calendar of Events as of 6/1/16		Staff telephone transition.  BG Deliveries start.	Website bgpl.in.us referring to indypl.org	
<b>ILS Migration</b>				Deliver saved materials from CMSA	<b>2 ILS in production for 30 days - 7/1 to 8/1/16</b>  BG Cash Drawer Live  'BGR' Pick-up Location Live in Horizon  BG <u>not</u> live on Pull List	Add BG to Pull List	
<b>Catalog</b>	BG stop ordering materials		BG stop cataloging in FX IndyPL cataloging new BG items in HZ  Request final BG catalog data set from AVC  Deliver BG catalog data to Backstage  Backstage delivers smart barcodes & updated data set  Barcoding & RFID tagging BG collection ----->  Test catalog import w/Backstage data		Barcoding complete	All BG items checked in before FX shut down  <b>IMPORT BG CATALOG [Backstage dataset]</b> Request report of all items not checked in from AVC Bring checkouts & patron requests into Horizon  <b>All items requestable &amp; floating in HZ.</b>	Clean up all item statuses not checked in and materials not found in tagging.
<b>Collections</b>				Deliver saved materials from CMSA  Work w/db vendors to cancel BG subscriptions			
<b>Patrons</b>			BG staff register new BG patrons in FX an/or HZ on site as needed ----->  Request patron data extract from AVC <b>Import BG patrons into Horizon</b> Create look-up utility for FX-Horizon patron account lookup for staff. BG staff issues IndyPL accounts to existing BG patrons -----> . . .	<b>BG patrons have access to IndyPL eResources</b>		No more BG patron cards issued in FX.  Identify and clean up outlier patrons	

**KEY:**  
 AVC = Beech Grove's current technology vendor  
 Backstage = IndyPL's vendor handling catalog data conversion  
 CMSA = IndyPL's Collection Management department  
 FX = Beech Grove integrated library system (ILS)  
 HZ = Horizon, IndyPL's ILS



## Board Briefing Report

7a

**To:** INDYPL Board

**Meeting Date:** March 28, 2016

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

**Subject:** IndyPL Annual Performance Appraisal Briefing

**Recommendation:** N/A

**Background:** The Library has historically used merit pay to reward employees. The Library's application of merit has usually been applied as a simplistic pass/fail. This method meant employees who had an acceptable or higher rating score received the same pay increase but no additional differentiation of individual performance was recognized. Employees who did not receive an acceptable rating were not eligible for a pay rate increase. Between 1999 – 2005 this simplistic merit application was effective each January with an additional 2% COLA not tied to performance paid out annually in June. Starting in 2006 this began to change due to financial and external factors that impacted the Library's budget resulting in elimination of COLA increases. The Library did not budget a pay increase for 2011 however was able to budget a 2% pass/fail merit effective January 2012.

The Library engaged a Compensation Consultant and conducted a Classification and Compensation study during 2012 after having gone almost a decade without a market review and update. Once the study was complete, implementation was effective January 1, 2013. New pay schedules had been developed and only individual employee pay adjustments to new pay grade minimums occurred. 61.5% of library staff received a pay increase as a result of the study costing approximately \$800,000.

As the Library moved toward a more sophisticated application of merit pay, we had several years that employee pay was increased, however not through merit while we were making improvements to our performance management process. Beginning with the annual performance cycle of 9/1/13 – 8/31/14,

IndyPL launched an improved and new electronic performance management module as part of our strategic alignment with the Library’s Compensation Philosophy.

The performance management improvements included updated job specific performance appraisal templates, clearly defined performance standards and weights for each position’s essential functions. The first performance year cycle using the newly designed electronic appraisals was a transition learning period and the 2% range shift effective January 2015 was a market adjustment not tied to individual performance scores. Beginning with the 9/1/14 - 8/31/15 annual performance cycle, a 5-point rating system replaced the former 4-point to better differentiate and reward individual performance. Use of the Library’s more robust merit or pay-for-performance system resulted in eligible employees receiving merit pay effective January 2016 based upon individual job performance and rating score.

**INDYPL COMPENSATION PHILOSOPHY**

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

*Adopted August 25, 2014 by Library Board of Trustees*

**5 Year Recap of Pay**

- January 2012: 2% pass/fail merit. Classification & Compensation Study conducted in 2012.
- January 2013: Market Adjustments to 61.5% of Library Staff
- January 2014: A .30 cent per hour or \$624.00 pay increase for full-time, pro-rated for part-time employees was effective. This increase was not tied to individual job performance.
- December 2014: The Library Board authorized payment of a one-time bonus to employees of \$500 for full-time, pro-rated for part-time and \$100 for Hourly employees.
- January 2015: A 2% range shift occurred to more closely align our pay structures with market changes.
- January 2016: Full implementation of merit or pay-for-performance. Eligible employees received merit increases based on individual performance scores defined below.

<u>2015 Performance Rating</u>	<u>Pay Increase (effective 1<sup>st</sup> pay period 2016)</u>
5	3.05%
4	2.95%
3	2.00%
2	No Increase
1	No Increase

The audit conducted by HR and reviewed with J. Nytes of the enhanced performance appraisal process results validated that the administration of the Library's performance appraisal methodology was fair and consistent across the organization.

**Attachments:**

1. Performance Ratings definitions
2. Performance score breakdowns for union-eligible and non-union eligible staff
3. List of union-eligible and non-union eligible job titles
4. Demographic performance score breakdowns
5. Several job specific examples

**Strategic/Fiscal Impact:** Accounted for in the 2016 budget.

**PERFORMANCE RATINGS & 2016 MERIT**

OVERALL PERFORMANCE RATING DEFINITIONS 2015	PERCENT INCREASE (effective 1 <sup>st</sup> pay period of 2016)
<p align="center"><b>5</b></p> <p align="center"><b>CONSISTENTLY EXCEEDS EXPECTATIONS</b></p> <p>Clearly and consistently demonstrates extraordinary and exceptional accomplishment in all areas of responsibility over the performance cycle. Others rarely equal performance of this caliber in similar roles. Displays at all times, without exception, a consistently high level of job-related skills, abilities, initiative and productivity. All assignments are completed beyond the level of expectation. Consistently demonstrates self-motivation. Proactive support of organizational direction, decisions and IndyPL's Organizational and Individual Principles are characteristic.</p>	<p>2% + additional reward for exemplary performance (to be determined annually based on available funding)</p> <p>Effective for 2016 the pay increase for employees receiving an overall rating of "5" was 3.05%</p>
<p align="center"><b>4</b></p> <p align="center"><b>OFTEN EXCEEDS EXPECTATIONS</b></p> <p>Overall, regularly demonstrates performance beyond what is expected for position over the performance cycle. Displays a high level of job-related skills, abilities, initiative and productivity, exceeding requirements in some areas but not consistently or not without exception. Self-motivation and support of organizational direction and decisions are characteristic. Consistently demonstrates Organizational and Individual Principles.</p>	<p>2% + additional reward for exemplary performance (to be determined annually based on available funding)</p> <p>Effective for 2016 the pay increase for employees receiving an overall rating of "4" was 2.95%</p>
<p align="center"><b>3</b></p> <p align="center"><b>FULLY MEETS EXPECTATIONS</b></p> <p>Overall, displays and maintains an effective and consistent level of performance for position over the performance cycle. Work output continually meets essential job requirements and achieves expected outcomes of the position. Displays appropriate level of job-related skills, abilities, initiative and productivity to meet expectations. Problems or errors are reported and corrected quickly. Self-motivation and support of organizational direction are characteristic. Regularly demonstrates Organizational and Individual Principles.</p>	<p>2% is the amount of percent increase for employees fully meeting expectations.</p> <p>Effective for 2016 the pay increase for employees receiving an overall rating of "3" was 2.00%</p>
<p align="center"><b>2</b></p> <p align="center"><b>SOME IMPROVEMENT NEEDED</b></p> <p>Exhibits periods over the performance cycle where the expected standard of performance has not been met. Further development and/or assistance is required to improve to meet the expected performance level. Is not consistent upholding organizational strategies, principles and direction. Lapses in upholding Organizational and/or Individual Principles may have occurred.</p>	<p align="center">Not Eligible for Increase</p>
<p align="center"><b>1</b></p> <p align="center"><b>MAJOR IMPROVEMENT NEEDED</b></p> <p>The standard level of performance is not met for the majority of the performance cycle. Efforts to assist improvement have not been successful. Work output is low, regularly fails to meet required outcomes, error rate is unacceptable requiring repetition of work or correction by others. Regularly fails to uphold Organizational and/or Individual Principles. Regularly fails to uphold organizational direction.</p>	<p align="center">Not Eligible for Increase</p>
<ul style="list-style-type: none"> <li>Employees currently earning over their pay grade maximum are not eligible for an increase regardless of overall performance rating.</li> </ul>	





3/10/2016

Union Eligible Positions	Non-Union Eligible Positions
	Accountant
	Accounting Contract Administrator
Accounts Payable Assistant	
Accounts Receivable Clerk	
Activity Guide	
	Administrative Assistant
	Area Resource Manager
Artist-in-Residence	
Auditorium Technician	
Bkmo Driver/Clerk	
Booksale Coordinator	
Building Systems Team Member	
	Business Analyst
Cataloger	
Cataloging Assistant	
	Chief Executive Officer
	Chief Financial Officer
	Circulation Supervisor I
	Circulation Supervisor II
CMSA Aide	
Collectible Bookseller	
Collection Development Librarian	
	Communications Specialist
Computer Lab Assistant I	
Computer Lab Assistant II	
	Database Administrator
	Dir., Collection Management
	Dir., Communications
	Dir., Facilities
	Dir., Human Resources
	Dir., Information Technology
	Dir., Public Services
	Dir., Strategic Planning & Assessment
Electronic Resources Librarian	
	Executive Assistant
	Hrly Activity Guide
	Hrly Auditorium Technician
	Hrly Bookmobile Driver

3/10/2016

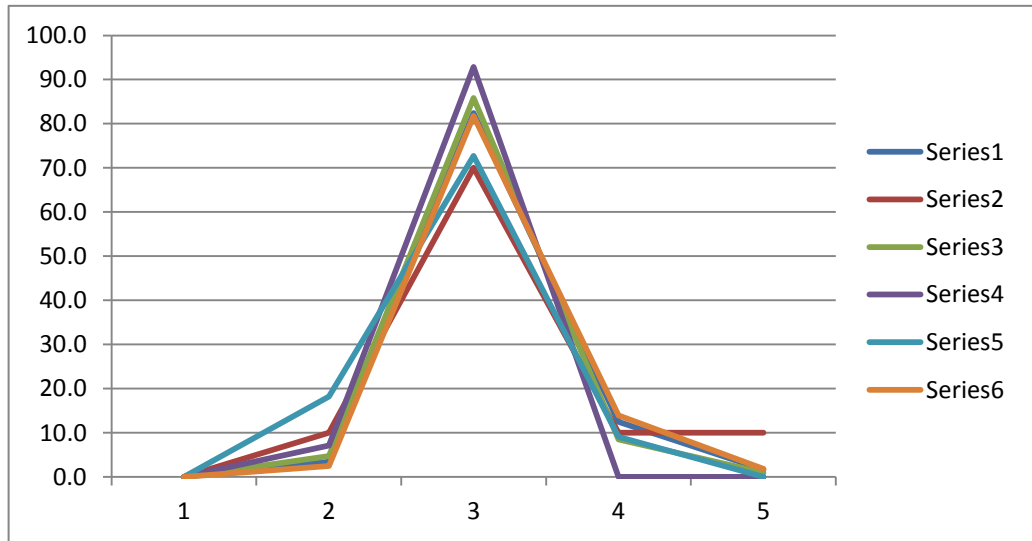
	Hrly Building Systems Team Member
	Hrly Collectible Bookseller
	Hrly Computer Lab Assistant I
	Hrly Computer Lab Assistant II
	Hrly Digital Projects Assistant
	Hrly Job Center Assistant
	Hrly Library Assistant I
	Hrly Library Assistant II
	Hrly Office Assistant I
	Hrly Public Services Associate I
	Human Resources Generalist
Inter-Library Loan Assistant	
	Lan Administrator
Lead Office Assistant	
Library Assistant I	
Library Assistant II	
Library Assistant III	
	Media Specialist
	Membership Access Coordinator
	Mgr., Accounting
	Mgr., App & Web Development
	Mgr., Buildings and Grounds
	Mgr., Cataloging and Metadata
	Mgr., Central Adult Services
	Mgr., Central Services
	Mgr., Community Branch
	Mgr., Community Branch
	Mgr., Community Branch
	Mgr., Community Branch
	Mgr., Community Branch
	Mgr., Digital Projects
	Mgr., Events
	Mgr., Facilities Projects
	Mgr., Neighborhood Branch
	Mgr., Organizational Learning and Development
	Mgr., Outreach
	Mgr., Payroll
	Mgr., PC & Communications
	Mgr., Processing
	Mgr., Program Development



3/10/2016

	Mgr., Regional Branch
	Mgr., Shared Systems
	Mgr., Support Programs & Volunteer Resources
	Mgr., Sys/Network Infrastructure
	Network Systems Analyst
Office Assistant	
Order Specialist	
	Page
	Payroll Assistant
	PC/Lan Specialist
Processing Assistant	
Processing Unpacking Assistant	
	Program Specialist
Project and Grant Specialist	
	Project Coordinator
Public Services Associate II	
Public Services Librarian	
Purchasing Agent	
Receptionist	
	Safety and Security Officer
Serials Assistant	
	Supervisor Librarian
	Supervisor Librarian-Computer Instruction
	Supervisor, Building Systems
	Supervisor, Learning Curve
	Supervisor, Shipping and Receiving
Team Member, Shipping and Receiving	
	Technical Support Assistant
	Temporary Transitional (Limited Duty)
Venue Coordinator	
Volunteer Resource Specialist	
	Web Content Specialist
	Web Developer
Youth Group Coordinator	

Score	All Staff	%	Asian	%	Black or African American	%	Hispanic or Latino	%	Two or More Races	%	White	%
1	0	0.0	0	0.0	0	0	0	0	0	0	0	0
2	20	3.4	1	10.0	5	5	1	7	2	18	11	2
3	483	82.4	7	70.0	91	86	13	93	8	73	364	82
4	73	12.5	1	10.0	9	8	0	0	1	9	62	14
5	10	1.7	1	10.0	1	1	0	0	0	0	8	2
	586		10		106		14		11		445	



1	all staff
2	Asian
3	Black or African American
4	Hispanic or Latino
5	Two or More Races
6	White

**SAMPLE OF JOBS**

Job Title	Performance Rating				Total	in %	in %	in %	in %	1
	5	4	3	2		5	4	3	2	
Circulation Supervisor I + II		4	17	1	23	0.0	17.4	73.9	4.3	0
Computer Lab Assistant I & II	1	1	17		19	5.3	5.3	89.5	0.0	0
Hrly Library Assistant II			42	6	48	0.0	0.0	87.5	12.5	0
Library Assistant II	1	1	71	4	77	1.3	1.3	92.2	5.2	0
Library Assistant III		1	12		13	0.0	7.7	92.3	0.0	0
Managers	1	16	21	1	39	2.6	41.0	53.8	2.6	0
Processing Assistant		2	12		14	0.0	14.3	85.7	0.0	0
Public Services Associate II		3	20	1	24	0.0	12.5	83.3	4.2	0
Public Services Librarian		7	59		66	0.0	10.6	89.4	0.0	0
Supervisor Librarian	1	3	10		14	7.1	21.4	71.4	0.0	0



## Board Briefing Report

7b

**To:** IMCPL Board **Meeting Date:** March 28, 2016

**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.

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



# 2016 Diversity Report

## *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*)
  - Selection and tracking of materials 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 – 2015 “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.
    - 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.
    - 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
    - Annual Staff Day
  - Increased cultural competency of staff through education.
    - 24 programs in 2015 such as *Creating Inclusive Libraries, Cultural Sensitivity, Adaptive Technologies, Spanish, Autism, Deafness* with 163 staff attending
  - Training Librarian positions (total to date: 7 – 5F, 2M, 3Wh, 4AA)
  - Tuition reimbursement (\$6092.53 in 2015 for 4 employees – 3F, 1M, 3AA, 1Wh)
  - Staff Association Scholarships (\$3000 in 2015 for 4 employees – 2F, 2M, 1AA, 3Wh)



## 2016 Annual Workforce Diversity Report - Table Summary

This report is an annual point-in-time look back comparison of staff demographics as of December 31<sup>st</sup> each year. (2015 Data Attached)

- **Table 1-All Staff Diversity 2011 – 2015:** We again experienced a significant number of retirements during 2015 resulting in our diversity remaining fairly stable. Black/African American and Hispanic/Latino had slight increases.
- **Table 2-All Staff by Gender 2011 – 2015:** The ratio of male/female staff has remained fairly static over the past several years. The library has increased efforts to attract more male applicants by increasing our efforts across schools offering MLS degrees, national searches for MLS and other skilled positions, and relationships with HBCU career offices.
- **Table 3-Staff Ethnicity per EEO Category:** This is an annual snapshot of our staff. In 2015 Human Resources conducted an EEO audit of IndyPL jobs to the Department of Labor's definitions. This had not been done in several years and as a result some position designations were changed which adjusted the overall picture.
  - Attachment B-IndyPL Position List per EEO Category shows IndyPL jobs by EEO category and the jobs amended per audit.
- **Table 4-New Hire Ethnicity per EEO Category:** Changes in 2015 were:
  - Black/African American – increased by 5.7%
  - Hispanic/Latino – increased by 4.7%
  - Two or More Races - increased by 0.2%
  - White: decreased by 10.3%.
- **Table 5-Separations Ethnicity per EEO Category:** 2015 saw a separation decrease from 131 in 2014 to 120 in 2015.
  - Asian - decreased by .5%
  - Black/African American - decreased by 6.3%
  - Hispanic/Latino - decreased by 2.1%
  - Two or More Races - decreased by .4% and
  - White - increased by 10.8%.
- **Table 6-Applicant Ethnicity by Gender:** 2015 saw an increase of applicants from 6663 in 2014 to 7918 in 2015. This may be the result of using additional recruitment sources and/or unemployed who had suspended job searches now retrying the job market.
- **Table 7-Percent of Ethnicity by Staff Tenure:** Four long-term African American employees retired in 2015 resulting in a 4% decrease from 2014 in this demographic for the 31-45 years of service category.
- **Table 8-Promotions Ethnicity per EEO Category:** 45 employees were promoted in 2015 vs. 57 in 2014. Of the 45 promotions:
  - African American - 26.7%, up 11.2% (12 v. 8)
  - Hispanic - No change from 2014 (1 v. 1)
  - White – 71.1%, down 6.1% (32 v. 44)



# INDIANAPOLIS PUBLIC LIBRARY

**Table 1**  
**ALL STAFF DIVERSITY 2011 - 2015**

<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>American Indian / Alaskan Native</b>	0.3%	2 0.3%	2 0.3%	2 0.3%	1 0.2%	1 0.2%
<b>Asian</b>	2.1%	7 1.2%	11 1.8%	10 1.6%	8 1.3%	8 1.3%
<b>Black / African American</b>	27.5%	107 18.7%	118 19.5%	119 19.3%	114 18.4%	117 18.7%
<b>Native Hawaiian / Pacific Islander</b>	N/A	1 0.2%	1 0.2%	1 0.2%	0 0.0%	0 0.0%
<b>Hispanic / Latino</b>	9.4%	11 1.9%	11 1.8%	12 1.9%	10 1.6%	16 2.6%
<b>White</b>	58.0%	440 76.8%	453 74.6%	463 74.9%	471 75.9%	470 75.0%
<b>2 or More Races</b>	2.7%	5 0.9%	11 1.8%	11 1.8%	16 2.6%	15 2.4%
<b>Totals</b>	100.0%	573	607	618	620	627

# ***INDIANAPOLIS PUBLIC LIBRARY***

## ***Table 2***

***ALL STAFF BY GENDER 2011 - 2015***

<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>Male</b>	<b>121 21.1%</b>	<b>124 20.4%</b>	<b>130 21%</b>	<b>133 21.4%</b>	<b>132 21.1%</b>
<b>Female</b>	<b>452 78.9%</b>	<b>483 79.6%</b>	<b>488 79%</b>	<b>487 78.5%</b>	<b>495 78.9%</b>
<b>Totals</b>	<b>573</b>	<b>607</b>	<b>618</b>	<b>620</b>	<b>627</b>



# INDIANAPOLIS PUBLIC LIBRARY

## Table 3

(See attached category descriptors and 2015 changes to categories)

% Staff Ethnicity per EEO Category Active Employees December 31, 2015								
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	1 0.3%	6 1.6%	79 21.5%	-	10 2.7%	12 3.3%	260 70.7%	368
Executive/Sr. Level Officials/Managers	-	-	1 11.1%	-	-	-	8 88.9%	9
First/Mid-Level Officials/Managers	-	1 2.3%	6 13.6%	-	1 2.3%	1 2.3%	35 79.5%	44
Laborers and Helpers	-	-	3 33.3%	-	-	-	6 66.7%	9
Operatives	-	-	1 25%	-	-	-	3 75%	4
Professionals	-	1 0.6%	22 12.3%	-	5 2.8%	2 1.1%	149 83.2%	179
Sales Workers	-	-	-	-	-	-	3 100%	3
Service Workers	-	-	5 62.5%	-	-	-	3 37.5%	8
Technicians	-	-	-	-	-	-	3 100%	3

# **INDIANAPOLIS PUBLIC LIBRARY**

## **Table 4**

***New Hire Ethnicity per EEO Category  
January 1, 2015 – December 31, 2015***

<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 1.1%	2 2.2%	25 27.2%	-	6 6.5%	6 6.5%	52 56.5%	92
<b>Executive/Senior Level Officials and Managers</b>	-	-	1 100%	-	-	-	-	1
<b>First/Mid-Level Officials and Managers</b>	-	-	-	-	1 50.0%	-	1 50.0%	2
<b>Laborers and Helpers</b>	-	-	1 33.3%	-	-	-	2 66.7%	3
<b>Professionals</b>	-	-	4 16.0%	-	1 4.0%	-	20 80.0%	25
<b>Technicians</b>	-	-	-	-	-	-	1 100.0%	1
<b>Grand Total</b>	1 0.8%	2 1.6%	31 25.0%	-	8 6.5%	6 4.8%	76 61.3%	124
<b>% Change in new hire diversity from 2014 to 2015</b>	+0.8%	+0.5%	+5.7%	N/A	+4.7%	+0.2%	-10.3%	N/A



# INDIANAPOLIS PUBLIC LIBRARY

## Table 5

### *Separations - Ethnicity per EEO Category January 1, 2015 – December 31, 2015*

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	1 1.2%	2 2.4%	15 17.6%	-	2 2.4%	5 5.9%	60 70.6%	85
Executive/Sr. Level Officials/Managers	-	-	-	-	-	-	1 100%	1
First/Mid-Level Officials/Managers	-	-	1 33.3%	-	-	-	2 66.7%	3
Laborers and Helpers	-	1 33.3%	2 66.7%	-	-	-	-	3
Professionals	-	-	2 7.4%	-	-	-	25 92.6%	27
Technicians	-	-	-	-	-	-	1 100%	1
Grand Total	1 0.8%	3 2.5%	20 16.7%	-	2 1.7%	5 4.2%	89 74.2%	120

# INDIANAPOLIS PUBLIC LIBRARY

**Table 6**  
**2015**  
**Applicant**  
**Ethnicity**  
**by Gender**

Gender	Ethnicity	# of Applicants	% by Ethnicity and Gender
Female	Hispanic or Latino	288	5.3%
	White	2,833	51.9%
	Black or African American	1,590	29.2%
	Native Hawaiian or Other Pacific Islander	2	0.0%
	Asian	123	2.3%
	American Indian or Native Alaskan	19	0.3%
	Two or More Races	287	5.3%
	Unknown	312	5.7%
<b>Female Totals</b>		<b>5,454</b>	<b>68.9%</b>
Male	Hispanic or Latino	106	5.3%
	White	1,144	56.9%
	Black or African American	481	23.9%
	Asian	33	1.6%
	American Indian or Native Alaskan	18	0.9%
	Two or More Races	100	5.0%
	Unknown	128	6.4%
<b>Male Totals</b>		<b>2,010</b>	<b>25.4%</b>
Unknown	Hispanic or Latino	16	3.5%
	White	116	25.6%
	Black or African American	89	19.6%
	Asian	9	2.0%
	American Indian or Native Alaskan	1	0.2%
	Two or More Races	12	2.6%
	Unknown	211	46.5%
<b>Unknown totals</b>		<b>454</b>	<b>5.7%</b>
<b>Total Applicants</b>		<b>7,918</b>	

# **INDIANAPOLIS PUBLIC LIBRARY**

## **Table 7**

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

<b>Tenure</b>	<b>Ethnicity</b>						<b>Totals</b>
	<b>American Indian or Alaska Native</b>	<b>Asian</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>	<b>Two or More Races</b>	<b>White</b>	
<b>0 - 15 Years of Service</b>	<b>1 0.2%</b>	<b>5 1.0%</b>	<b>95 19.4%</b>	<b>15 3.1%</b>	<b>15 3.1%</b>	<b>358 73.4%</b>	<b>489 Employees</b>
<b>16 - 30 Years of Service</b>	<b>-</b>	<b>3 2.9%</b>	<b>16 15.2%</b>	<b>1 1.0%</b>	<b>-</b>	<b>85 81.0%</b>	<b>105 Employees</b>
<b>31 – 45 Years of Service</b>	<b>-</b>	<b>-</b>	<b>6 18.2%</b>	<b>-</b>	<b>-</b>	<b>27 81.8%</b>	<b>33 Employees</b>





# INDIANAPOLIS PUBLIC LIBRARY

## Table 8

### Promotions - Ethnicity per EEO Category January 1, 2015 – December 31, 2015

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	-	-	4 16.7%	-	1 4.2%	-	19 79.2%	24
First/Mid-Level Officials/Managers	-	-	1 20.0%	-	-	-	4 80.0%	5
Laborers and Helpers	-	-	-	-	-	-	-	-
Professionals	-	-	7 43.8%	-	-	-	9 56.3%	16
Technicians	-	-	-	-	-	-	-	-
Grand Total	-	-	12 26.7%	-	1 2.2%	-	32 71.1%	45

## Attachment A

Doing Business  
Contracts  
Services

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

The Library continues its efforts to increase minority/women/veteran owned business enterprise (XBE) spending through activities designed to increase the number of qualified XBE bidding on Library projects and contracting for goods and services with the Library. The capital projects work in the new strategic plan will create 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 2015 the Library spent a total of \$4,972,371 on competitive goods and services. Of this amount, 44.2% was disbursed to certified XBE firms:

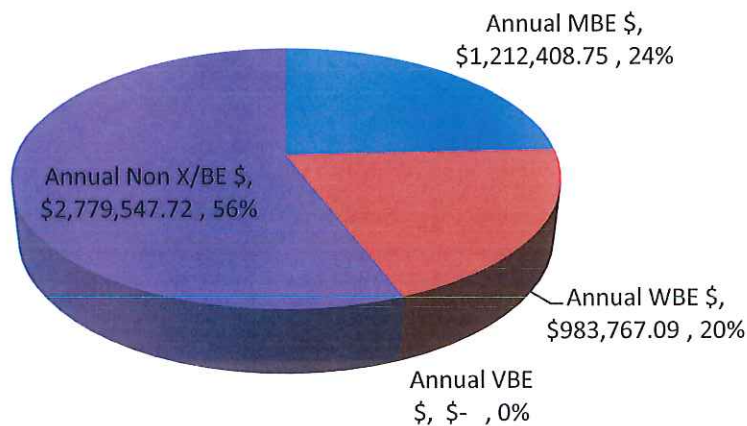
Woman owned	\$ 983,767 {19.8%}
Minority owned	1,212,409 {24.4%}
Veteran owned	--
2015 XBE Total Spend	<u>\$2,196,176 * {44.2%}</u>

As the total competitive spend amount increased the percentage of total XBE spend held steady from 2014 to 2015. The library has increased the number of outreach contacts again for 2015.

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

- City of Indianapolis Department of Minority and Women Business Development.
- State of Indiana Minority & Women's Business Enterprise Division.
- Minority Business Development Agency.
- 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 opportunities to bid on the library's goods and services are posted on the IndyPL website
- All competitive RFQ's and RFP's are posted on the IndyPL website

Indianapolis Public Library  
xBE % Spend



\*These totals are different from totals recorded by the City of Indianapolis due to vendor certification. The city only counts vendors certified by the City of Indianapolis – DMWBD. We also use vendors certified by the Indiana Department of Administration and other organizations such as WBENC and MSMSDC.

Attachment B - INDYPL POSITION LIST PER EEO CATEGORY 12-31-15		
EEO JOB CATEGORIES	CATEGORY DESCRIPTION	EEO CATEGORY CHANGE FROM:
<b>Administrative Support Workers</b>	These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Front-line supervisors of Administrative Support Workers are included in this category.	
Accounting Contract Administrator		
Accounts Payable Assistant		
Accounts Receivable Clerk		
Administrative Assistant		
Cataloging Assistant		
Circulation Supervisor I		First/Mid Level Officials and Managers
Circulation Supervisor II		First/Mid Level Officials and Managers
CMSA Aide		Laborers and Helpers
Computer Lab Assistant I		
Computer Lab Assistant II		
Executive Assistant		
Hrly Computer Lab Assistant I		
Hrly Computer Lab Assistant II		
Hrly Job Center Assistant		
Hrly Library Assistant I		
Hrly Library Assistant II		
Hrly Office Assistant I		
Inter-Library Loan Assistant		
Lead Office Assistant		
Library Assistant I		
Library Assistant II		
Library Assistant III		
Office Assistant		
Order Specialist		
Page		
Payroll Assistant		
Processing Assistant		
Project Coordinator		Professionals
Receptionist		
Serials Assistant		
Supervisor Librarian		First/Mid Level Officials and Managers
Supervisor Librarian-Computer Instruction		First/Mid Level Officials and Managers



Technical Support Assistant		
Temporary Transitional (Limited) Duty		
Youth Group Coordinator		
<b>Executive/Senior Level Officials and Managers</b>	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 board 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.	
Chief Executive Officer		
Chief Financial Officer		
Dir., Collection Management		
Dir., Communications		
Dir., Facilities		
Dir., Human Resources		
Dir., Information Technology		
Dir., Public Services		
Dir., Strategic Planning & Assessment		
<b>First/Mid Level Officials and Managers</b>	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.	
Area Resource Manager		Executive/Senior Level Officials and Managers
Mgr., Accounting		
Mgr., App & Web Development		
Mgr., Buildings and Grounds		

Mgr., Cataloging and Metadata		
Mgr., Central Adult Services		
Mgr., Central Services		
Mgr., Community Branch		
Mgr., Digital Projects		
Mgr., Events		
Mgr., Facilities Projects		
Mgr., Learning Curve		
Mgr., Neighborhood Branch		
Mgr., Organizational Learning and Development		
Mgr., Outreach		
Mgr., Payroll		
Mgr., PC & Communications		
Mgr., Processing		
Mgr., Program Development		
Mgr., Regional Branch		
Mgr., Shared Systems		
Mgr., Support Programs & Volunteer Resources		
Mgr., Sys/Network Infrastructure		
<b>Laborers and Helpers</b>	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.	
Processing Unpacking Assistant		
Supervisor, Shipping and Receiving		
Team Member, Shipping and Receiving		
<b>Operatives</b>	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.	
Bkmo Driver/Clerk		
Hrly Bookmobile Driver		
<b>Professionals</b>	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.	
Accountant		

Activity Guide		
Artist-in-Residence		
Business Analyst		
Cataloger		
Collection Development Librarian		
Communications Specialist		
Database Administrator		
Electronic Resources Librarian		
Hrly Activity Guide		
Hrly Digital Projects Assistant		
Hrly Public Services Associate I		
Hrly Public Services Librarian		
Human Resources Generalist		
Lan Administrator		
Media Specialist		
Membership Access Coordinator		
Network Systems Analyst		
PC/Lan Specialist		
Program Specialist		
Project and Grant Specialist		
Public Services Associate II		
Public Services Associate II-Outreach		
Public Services Librarian		
Purchasing Agent		
Safety and Security Officer		First/Mid Level Officials and Managers
Supervisor, Learning Curve		
Venue Coordinator		
Volunteer Resource Specialist		
Web Content Specialist		
Web Developer		
<b>Sales Workers</b>	These jobs include non-managerial activities that wholly and primarily involve direct sales.	
Booksale Coordinator		
Collectible Bookseller		
Hrly Collectible Bookseller		
<b>Service Workers</b>	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.	



Building Systems Team Member		
Hrly Building Systems Team Member		
Supervisor, Building Systems		
<b>Technicians</b>	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.	
Auditorium Technician		
Hrly Auditorium Technician		



## Board Briefing Report

8a

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** March 28, 2016

**From:** Facilities Management Services Area  
Sharon Smith, Facilities Director  
On Behalf of the Indianapolis Public Library Foundation

**Subject:** Facilities Briefing Report  
Naming Opportunities At New and Renovated Branch Libraries  
Action Item Scheduled for the April 2016 Facilities Committee Meeting

### Background

As IndyPL and the IndyPL Foundation developed their 2015-2020 strategic plans, there were many conversations about how the IndyPL Foundation could best support IndyPL, particularly in view of IndyPL's intent to add a 23<sup>rd</sup> service location in Fort Benjamin Harrison and renovate or replace 10 branch libraries. While support to enhance the capital projects would be helpful, IndyPL indicated its biggest need was increased support for programs that had previously been covered by its operating budget. The goal is for the IndyPL Foundation to eventually provide \$300,000 per year in operating budget relief for programs. This year, the IndyPL Foundation is providing \$160,000 in operating budget relief on top of the programs the IndyPL Foundation has traditionally supported.

In order to raise increased funds – not just for capital projects, but to strengthen the IndyPL Foundation's capacity to meet the Library's long term operating needs – the IndyPL Foundation presented select donors with the opportunity to make gifts in exchange for naming opportunities at new or renovated branch libraries. The IndyPL Foundation worked with IndyPL's leadership and facilities team to identify spaces within branch libraries that would be suitable for naming, as well as donors who would be strong naming opportunity prospects, knowing that all of this would be subject to IndyPL Board approval. Following the same procedures used during the capital campaign for Central Library, IndyPL asked the IndyPL Foundation to submit naming opportunities for approval after gifts are secured. Accordingly, the IndyPL Foundation will submit committed gifts for naming opportunity approval to the IndyPL Board on a rolling basis, approximately 2-3 times per year.

In determining and vetting possible donors and gifts, the IndyPL Foundation uses four main criteria: 1) Interest in library services and programs. 2) Connections to the community. 3) Reputation in the community. And 4) Capacity for commitments.



Facilities Briefing Report

On Behalf of the Indianapolis Public Library Foundation

Re: Naming Opportunities At New and Renovated Branch Libraries

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Date: March 28, 2016

At the March 2016 IndyPL Board Meeting, the IndyPL Foundation will request the IndyPL Board approve the following naming opportunities:

<b>Donor</b>	<b>In Name of</b>	<b>Branch Library</b>	<b>Area to Be Named</b>	<b>Naming Language</b>	<b>Gift Amount</b>
RB Annis Educational Foundation	Elmira Annis	Irvington	Civic Plaza	Elmira Annis Civic Plaza	\$100,000
Mary Frances Rubly	NA	Southport	Community Room	Mary Frances Rubly and Jerry Hummer Community Room	\$100,000
Ortho Indy	NA	East Washington	Elevator	TBD	\$25,000
The DJ Angus/Scientech Educational Foundation, Inc.	Barbara Frantz Storer	Eagle	Small room TBD, such as a study room	Barbara Frantz Storer [Area Named]	\$25,000

Note: IndyPL requested private support for the Irvington Civic Plaza through the service plan process. This project will create a landscaped community gathering space on the Irvington Branch Library's property to complement ongoing efforts to improve Irvington's streetscape. Even though it is not part of the main capital projects campaign, it is included here because it is a naming opportunity.

**Strategic/Fiscal Impact**

Funds raised from the naming opportunities mentioned in this proposal will provide \$250,000 to enhance capital projects and build the IndyPL Foundation's capacity to fulfill IndyPL's long-term program funding needs.



# Board Action Request

8b

**To:** IndyPL Board

**Meeting Date:** March 28, 2016

**From:** Facilities Committee

**Approved by**  
**The Library Board:**

**Effective Date:**

**Subject:** Resolution 14 - 2016  
Authorization to Purchase Property Located at  
2802 East Washington Street, Indianapolis, IN

**Recommendation:**

IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 14 - 2016) to authorize the purchase of property at 2802 East Washington Street.

**Background:**

As part of the renovation and expansion of the East Washington Branch the current number of parking spaces is being reduced. Acquisition of the property will allow the IndyPL to utilize the property for additional parking for patrons upon completion of Branch renovations. The property will allow the opportunity for compatible land use consistent with Branch operations and uses.

The due diligence process is ongoing, and we are waiting for the Phase II Environmental Site Assessment to be completed by Shrewsbury & Associates. The attached resolution has conditional provisions concerning the successful completion of the Phase II Assessment.

**Strategic/Fiscal Impact:**

A portion of the funds for the purchase price to be paid for the Property are being provided by the IndyPL Foundation.



## Board Resolution

8b

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 14 – 2016

#### AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT 2802 E. WASHINGTON STREET, INDIANAPOLIS, IN

**MARCH 28, 2016**

**WHEREAS**, the Board of Trustees (“Board”) of the Indianapolis-Marion County Public Library (“Library”) has previously authorized the renovation and expansion of the East Washington Street Branch Library (the “Branch”) to allow for the modernization and expansion of the existing facility; and

**WHEREAS**, as part of the renovation and expansion of the Branch, certain of the current Branch parking facilities are being reduced or eliminated; and

**WHEREAS**, during the investigation of temporary locations for the Branch it was determined that real property immediately adjacent to the Branch was available for sale, which real property is more particularly described as Tax Parcel 1070581 and commonly known as 2802 E. Washington Street, Indianapolis, Indiana (the “Property”); and

**WHEREAS**, utilization of the Property for a temporary facility was deemed to be impracticable, but acquisition of the Property will allow the Library to utilize the Property for additional parking for patrons upon completion of Branch renovations, and will allow the Library the opportunity for compatible land use consistent with Branch operations and uses; and

**WHEREAS**, a Real Estate Purchase Agreement (“Purchase Agreement”), in the form attached hereto as Exhibit A, for purchase of the Property 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 1, 2016; and

**WHEREAS**, a portion of the funds for the purchase price to be paid for the Property are being provided by the Indianapolis-Marion County Public Library Foundation; and

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 14 – 2016**

**AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT  
2802 E. WASHINGTON STREET, INDIANAPOLIS, IN  
MARCH 28, 2016**

**WHEREAS**, except for receipt and review of a final Phase II Environmental Assessment for the Property which is yet to be completed, Library staff has received and reviewed all other due diligence materials contemplated in the Purchase Agreement and, subject to receipt of an acceptable Phase II Environmental Assessment for the Property, staff recommends that the Library proceed with the acquisition of the Property.

**IT IS THEREFORE RESOLVED** that the Purchase Agreement in the form attached hereto as Exhibit A be, and it hereby is, ratified and approved; and

**IT IS FURTHER RESOLVED** that subject to the terms and conditions of the Purchase Agreement, including without limitation the receipt of a final Phase II Environmental Assessment which reveals no Business Environmental Risks (BERs) or Recognized Environmental Conditions (RECs) which would prohibit the Library's on-going use of the Property or which would necessitate any expenditure of funds for environmental remediation on the Property, the Board of Trustees hereby approves the purchase of the Property; and

**IT IS FURTHER 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 Three Hundred Twenty Five Thousand and no/100 Dollars (\$325,000.00), 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.



# Board Briefing Report

8c

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** March 28, 2016

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

**Subject:** Facilities Briefing Report  
Michigan Road Branch Property Acquisition

## Background

One of IndyPL's goals in the 2015-2020 Strategic Plan is to maximize accessibility to the library and its services. When looking at the current map of IndyPL locations, there is a clear gap in services in the southeast portion of Pike Township. Pike Township is currently served only by the Pike Library at 6525 Zionsville Road.

The main criteria to use in the evaluation of possible sites include:

- Approximately four acres to accommodate a 20,000 sf building, an outdoor program space, and parking.
- Highly visible location.
- Accessible by public transportation.
- Adjacent to a neighborhood.

IndyPL is working with Darwin May of May Realtors, LLC to locate available properties. Using the established criteria it seemed logical to investigate available property along Michigan Road, between 38<sup>th</sup> Street and 71<sup>st</sup> Street. This would allow us to fill the service area gap in the southeast portion of Pike Township. After investigating several options, it was determined the best site available is at 62<sup>nd</sup> and Michigan Road. There is an existing 3-way stoplight at 62<sup>nd</sup> and Michigan Road that may be upgraded to a 4-way stoplight to provide safe access to and from the site for IndyPL patrons.

We currently have a signed Letter of Intent to Purchase ("LOI") an unimproved portion of property located at the southeast corner of 63<sup>rd</sup> Street and Michigan Road. This property is currently owned by Bethesda Temple Apostolic Church and consists of approximately 4.5 acres. Bethesda Temple Apostolic Church has agreed to the purchase price of \$67,500 per acre in the LOI. We are in the process of executing a purchase agreement. The due diligence process is anticipated to require 6 months, projecting a possible closing in the fall of 2016. Two specific issues requiring resolution are the rezoning of the property and the vacation of a right-of-way that bisects the site.

## Facilities Briefing Report

Re: Michigan Road Branch Property Acquisition

To: Facilities Committee, Item 8c

From: Sharon Smith, Facilities Director

Date: March 28, 2016



### **Strategic/Fiscal Impact**

The purchase of the property will be funded by the Rainy Day Fund (39) to be reimbursed by a future bond fund.

The architect for this project will be selected in the fourth quarter of 2016 using the Request for Qualifications process, with design work scheduled to begin in the first quarter of 2017.





## Board Briefing Report

8d

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** March 28, 2016

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

**Subject:** Facilities Briefing Report  
Replacement Bookmobiles

The replacement bookmobiles have arrived and are ready to serve our patrons. The new bookmobiles – affectionately named Frog and Toad – will be used by preschool/elementary-age children, school-age children, families, and the elderly. The new bookmobiles are a low-floor model, with 2 patron doors, a generator for when power is not available, and are equipped with a solar power/battery array that will provide power for the computers, lighting, sound system.

Graphic vehicle-wraps have been applied to the machines to promote IndyPL services. The bookmobiles will be used to continue to provide Library services as part of the early childhood education focus, with an expanded mission to visit under-served areas of the community.

A celebration of the new bookmobiles will be held in conjunction with National Bookmobile Day on April 13, 2016, 11:00 am at Central Library.

The cost of each bookmobile is \$203,579, and was funded from the Rainy Day Fund (Fund 39.)





## Board Briefing Report

10

**To:** The Indianapolis Public Library Board      **Meeting Date:** March 28, 2016

**From:** The Indianapolis Public Library Foundation

**Subject:** March 2016 Library Foundation Update

**Recommendation:** NA

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

**Strategic/Fiscal Impact:**

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

**Children's Fund**

- Samerian Foundation

**Indiana Authors Award**

- Barnes & Thornburg LLP

**Most Urgent Need**

- Blue & Co, LLC

**Summer Reading Program**

- BKD, LLP
- The Eugene and Marilyn Glick Family Foundation
- Huntington National Bank
- Ogletree, Deakins, Nash, Smoak, & Stewart PC



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

### **Children's**

- Ready to Read Early Childhood Conference
- Summer Reading Program
- Teen book Club

### **Cultural**

- Adult Summer Reading Program
- Branded Giveaways
- Compassion Center Visits – Garfield Park
- Earth-Friendly Summer Reading Program Kick-off – Garfield Park
- Hometown Roots Concerts - Central
- Summer Reading Kickoff –Brightwood Branch
- Summer Reading Kickoff –Spades Park
- Using Your Library Multilingual Videos
- West Michigan Community Day

### **Collections**

- General Digitization
- Teen Read Return Repeat Bags

### **Lifelong**

- eBook Tinker Station
- Nonprofit Seminars at Central

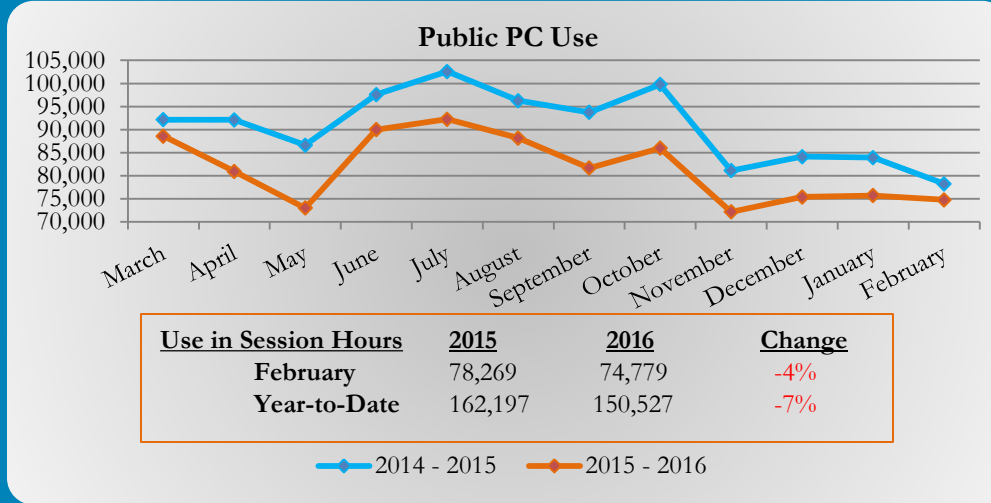
### **Capitol**

- Friends/Donor Branch Designated gifts
- College Avenue Aquarium maintenance
- College Avenue renovations

### **Other News:**

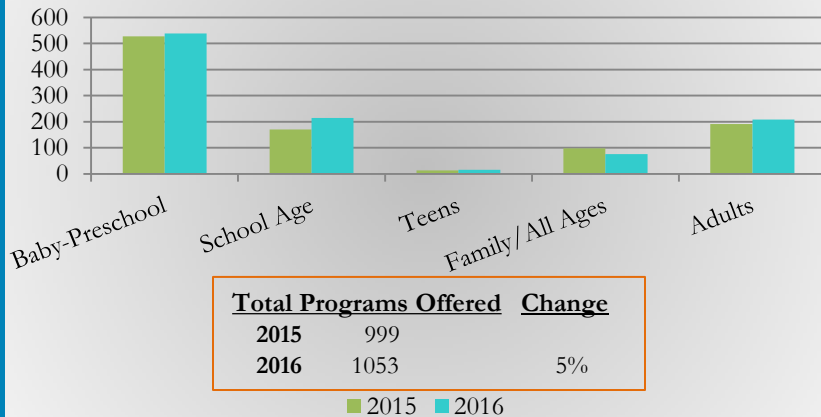
- The Library Foundation would like to congratulate the African American History Committee on another successful Meet the Artist exhibit. This year's version of Meet the Artists featured works by 21 artists representing a variety of mediums. This event provides an avenue for African-American artists to showcase their work and has become one of the city's premiere cultural events.

## Computer / Wireless Use

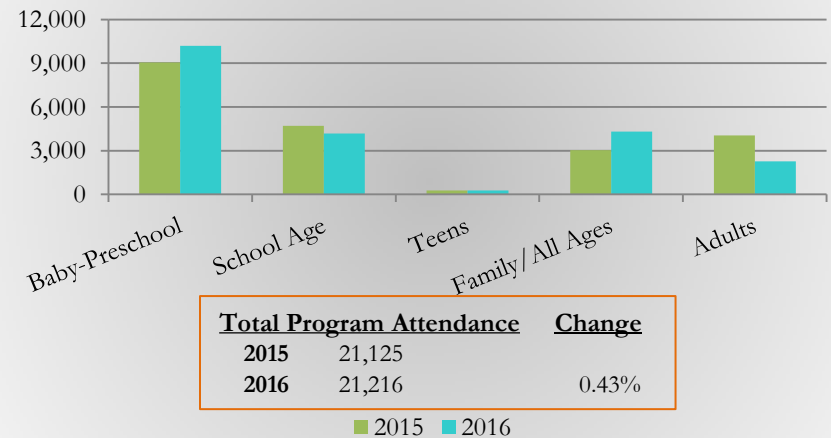


## Programs

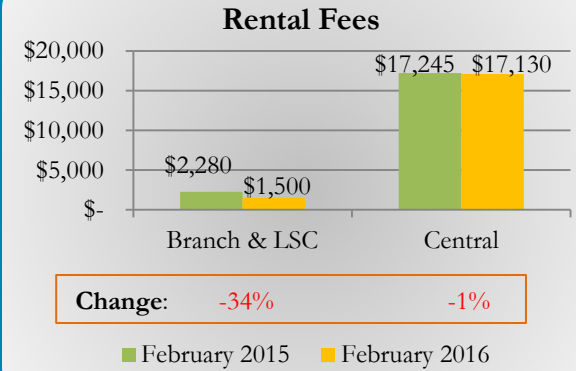
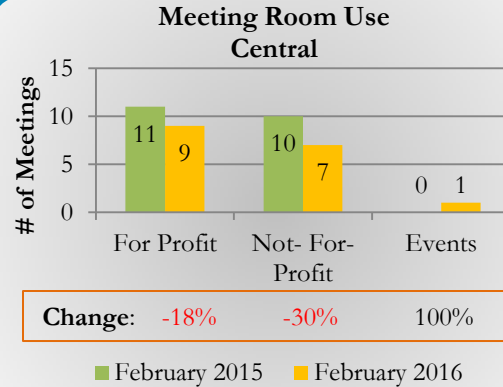
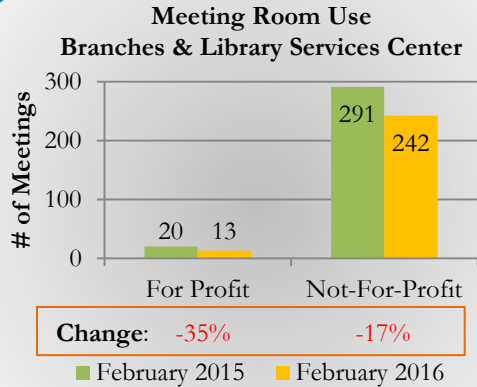
**Program by Type**  
February 2016 v. February 2015



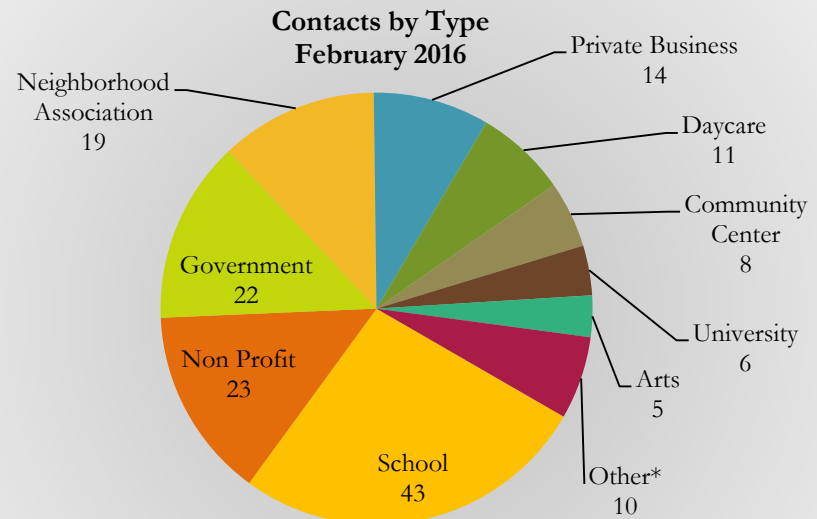
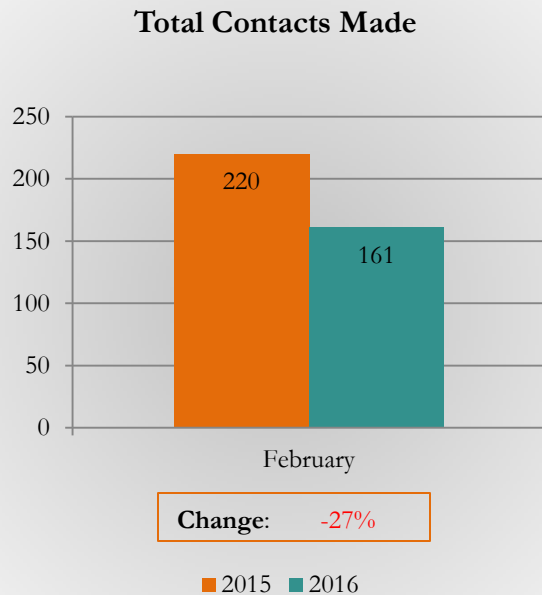
**Program by Attendance**  
February 2016 v. February 2015



## Community Room Usage

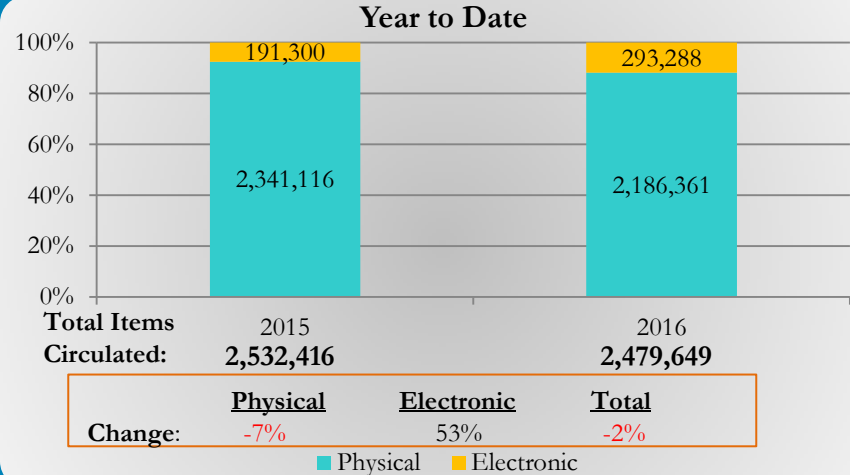
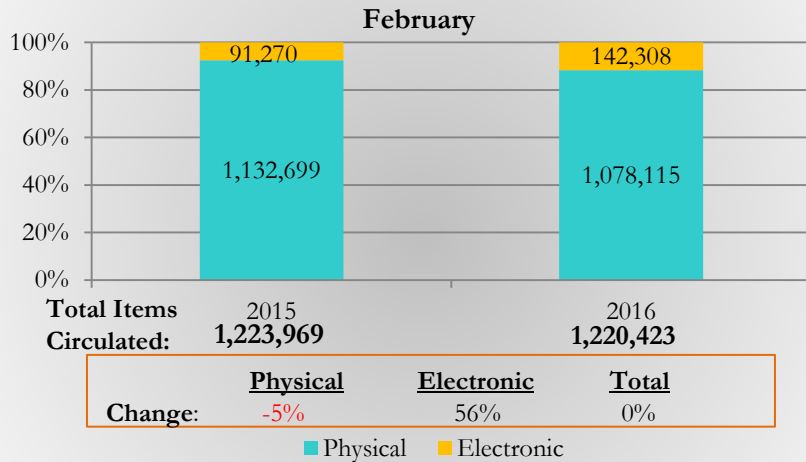


## Community Contacts

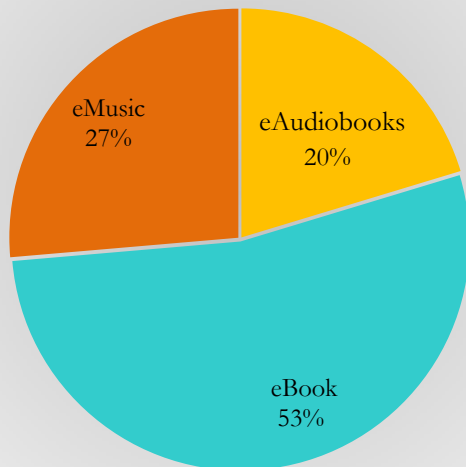


\*Categories with fewer than 5 contacts made: Hospital, Presenter, Summer Camp, Home School, Museum, and Sports

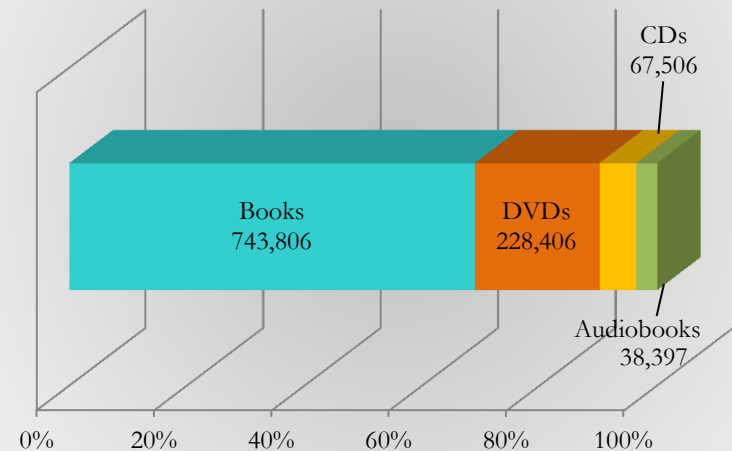
## Circulation



### Electronic Circulation February 2016

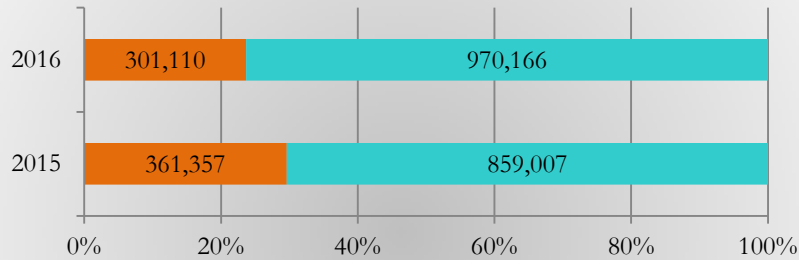


### Physical Material Circulation February 2016



## Patron Visits

### February

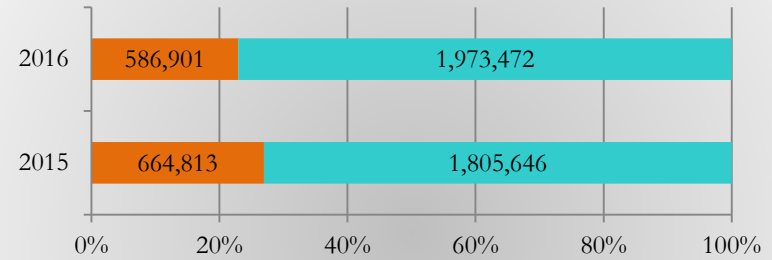


Total Visits	February
2015	1,220,364
2016	1,271,276

Change	Walk-in	Web Branch	Total
	-17%	13%	4%

■ Walk-in    ■ Web Branch

### Year to Date



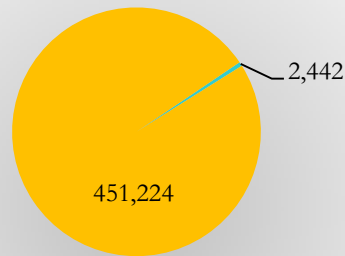
Total Visits	Year-to-Date
2015	2,470,459
2016	2,560,373

Change	Walk-in	Web Branch	Total
	-12%	9%	4%

■ Walk-in    ■ Web Branch

## Library Card Use

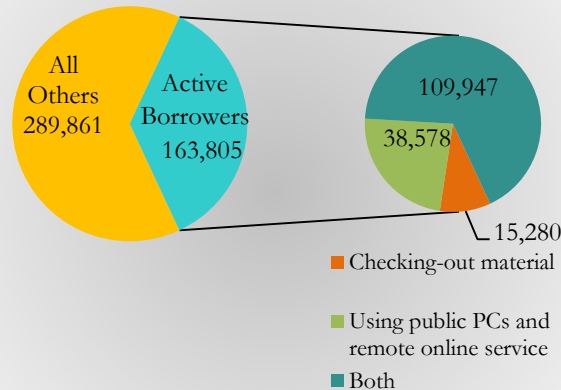
### Total Borrowers



New Borrowers	February	Y-T-D
2015	3,337	6,255
2016	2,442	5,676
<b>Change</b>	<b>-27%</b>	<b>-9%</b>

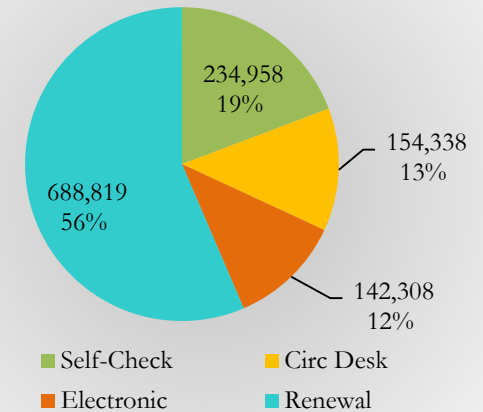
■ New    ■ All Others

### Active Borrowers by Card Use



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

### Borrowing Methods



■ Self-Check    ■ Circ Desk  
■ Electronic    ■ Renewal

**Strategic Plan Review 7 March 2016**  
**National Performance Indexes Review**  
**For Public Library Service 2015**

## STAR LIBRARIES

**Data:** Results are based on an annual data survey submitted by individual libraries to each State Library who then release that data to the **Institute of Museum and Library Services (IMLS)**. IMLS analyzes and shares compiled data with the *Library Journal (LJ)*.

**Categories:** Grouped by total operating expenditures

**Rated:** Based on the differences from the means of four per capita statistics:

1. **Library visits**
2. **Circulation**
3. **Program attendance**
4. **Public Internet terminal use**

**Background facts:**

- **7,663** US Public Libraries were scored on the *LJ* Index of Public Library Service in 2015 .... a new record (there **are 9,082** public library units in the US)
- **261 (3%)** US Public Libraries participating received STAR status....15 were in the \$30,000,000+ group (**60** public libraries have expenditures in this group)
- **54** of the 7,663 Libraries were new or returning STAR Libraries which is the lowest number of new additions since the Index first appeared in 2009
- **Two of the 54** new or returning libraries were in the top tier (\$30 million or more).... Toledo-Lucas County Public Library and **Indianapolis-Marion County Public Library**
- More US Public Libraries participating in the process and the number of STAR Libraries remain who remain constant, creates a very competitive field.

**National comparisons:**

- **10 states** have no STAR Libraries: Delaware, South Carolina, North Carolina, Mississippi, Tennessee, Arkansas, Hawaii, Wyoming, Arizona, Georgia as well as Washington DC.  
 Factors that contribute to no Star states include: a highly competitive field, a single state system, relatively lower tax base and lower levels of adult educational attainment resulting in lower literacy rates.

<u>States with the Most Star Libraries</u>			
New York	39	Indiana	7
Ohio	28	Alabama	7
Illinois	19	Colorado	7
Massachusetts	15	Missouri	7
Kansas	12	Alaska	6
California	11	New Jersey	6
Texas	11	Connecticut	5
Iowa	11	New Mexico	4
Nebraska	9	Wisconsin	4
Maine	8		

<u>States with the Least Star Libraries</u>			
Minnesota	3	Oklahoma	2
South Dakota	3	New Hampshire	1
Washington	3	Idaho	1
Oregon	3	Nevada	1
Louisiana	3	North Dakota	1
Maryland	3	Kentucky	1
Pennsylvania	3	West Virginia	1
Virginia	3	Florida	1
Michigan	2	Rhode Island	1
Utah	2	Vermont	1
Montana	2		

### Changes to the rating system in 2016

- The addition of e-circulation per capita.
- The addition of reference transactions per

### Changes to the rating system in 2017

- The addition of Wi-Fi access usage per capita

Expenditure Range \$30,000,000+



Stars	LIBRARY	STATE	Population	Circulation per Capita	Visits per Capita	Program Attendance per Capita	Public Internet Computer Use per Capita	SCORE
*****	Cuyahoga County Public Library, Parma	OH	616,527	32.0	12.8	0.7	2.8	1655
*****	Public Library of Cincinnati & Hamilton County	OH	802,374	21.7	9.3	0.6	2.3	1247
*****	East Baton Rouge Parish, Baton Rouge	LA	445,227	5.5	5.4	0.8	4.4	1204
*****	Cleveland Public Library	OH	398,453	17.2	8.9	0.5	3.1	1198
*****	Seattle Public Library	WA	626,600	18.6	10.7	0.4	2.2	1126
****	Columbus Metropolitan Library	OH	850,548	16.7	7.7	0.4	2.8	1064
****	Saint Louis County Library	MO	859,148	16.8	7.4	0.7	1.7	1044
****	San Francisco Public Library	CA	825,111	13.5	9.0	0.5	1.9	1005
****	King County Library System, Issaquah	WA	1,379,070	16.0	7.2	0.4	2.9	986
****	Santa Clara County Library, Los Gatos	CA	418,823	23.2	7.8	0.4	1.5	967
***	Multnomah County Library, Portland	OR	748,445	29.4	6.1	0.4	1.2	939
***	Denver Public Library	CO	634,619	15.5	6.9	0.6	1.5	898
***	Toledo—Lucas County Public Library	OH	441,815	13.1	6.7	0.4	2.2	872
***	Consolidated Library District No. 3, Independence	MO	762,446	12.0	5.9	0.6	1.1	768
***	Indianapolis—Marion County Public Library	IN	877,389	18.2	4.9	0.4	1.3	713

## Star Library Benchmark Report

There are 17 U.S. public libraries that have been STAR LIBRARIES at least once in the past three years in the \$30,000,000+ expenditure range. They represent the best of all public libraries in the country. Based on the four basic statistical categories used to measure performance, the following four charts provide a comparison of IndyPL to some very successful peers.

Total Annual Circulation		2014
1	WA - King County Library System	20,894,358
2	OR - Multnomah County Library	19,486,176
3	OH - Cuyahoga County Public Library	19,427,446
4	OH - Cincinnati and Hamilton County, PL of	18,249,132
5	OH - Columbus Metropolitan Library	17,048,883
6	IN - Indianapolis Public Library	15,956,220
7	MN - Hennepin County Public Library	15,807,957
8	MO - Saint Louis County Library	14,040,406
9	WA - Seattle Public Library	11,744,874
10	CA - San Francisco Public Library	10,846,420
11	CA - San Jose Public Library	10,491,139
12	CO - Denver Public Library	9,067,577
13	WA - Sno-Isle Libraries	8,964,763
14	OH - Toledo-Lucas County Public Library	6,699,498
15	OH - Cleveland Public Library	6,399,116
16	LA - East Baton Rouge Parish Library	2,275,132
17	UT - Salt Lake County Library System	
Variance - 25% above average		16,203,054
Variance - 25% below average		9,721,833



<b>Total Annual Number of Library Visits</b>		<b>2014</b>
1	WA - King County Library System	9,975,579
2	OH - Cuyahoga County Library System	7,991,967
3	OH - Cincinnati and Hamilton County, PL of	6,876,376
4	CA - San Francisco Public Library	6,762,742
5	WA - Seattle Public Library	6,580,463
6	CA - San Jose Public Library	6,378,979
7	MO - Saint Louis County Public Library	5,877,179
8	OH - Columbus Metropolitan Library	5,709,345
9	MN - Hennepin County Library	5,568,408
10	OR - Multnomah County Library	4,725,823
11	CO - Denver Public Library	4,407,701
12	UT - Salt Lake County Library System	4,403,104
13	IN - Indianapolis Public Library	4,195,846
14	WA - Sno-Isle Libraries	3,419,311
15	OH - Cleveland Public Library	3,337,204
16	OH - Toledo Lucas County Public Library	3,097,328
17	LA - East Baton Rouge Parish Library	2,230,096
Variance 25% above the average		6,73,696
Variance 25% below the average		4,038,417

<b>Total annual program attendance</b>		<b>2014</b>
1	MO - Saint Louis County Library	697,789
2	WA - King County Library System	552,349
3	OH - Cincinnati and Hamilton County, PL of	510,238
4	LA - East Baton Rouge Parish Library	472,075
5	CA - San Francisco Public Library	435,272
6	CO - Denver Public Library	404,792
7	OH - Cuyahoga County Public Library	393,627
8	UT - Salt Lake County Library System	355,215
9	CA - San Jose Public Library	346,033
10	OR - Multnomah County Library	316,857
11	WA - Seattle Public Library	309,557
12	OH - Columbus Metropolitan Library	298,869
13	IN - Indianapolis Public Library	288,884
14	OH - Cleveland Public Library	225,707
15	WA - Sno-Isles Libraries	218,098
16	MN - Hennepin County Public Library	199,640
17	OH - Toledo-Lucas County Public Library	182,973
Variance - 25% above the average		456,469
Variance - 25% below the average		273,881

<b>Public Internet Computer Uses Per Capita</b>		<b>2012</b>
1	LA - East Baton Rouge Parish Library	3.86
2	WA - King County Library System	2.92
3	OH - Cuyahoga County Public Library	2.82
4	OH - Columbus Metropolitan Library	2.45
5	OH - Cleveland Public Library	2.44
6	OH - Cincinnati and Hamilton County, PL of	2.38
7	MN - Hennepin County Library	2.34
8	WA - Seattle Public Library	2.16
9	OH - Toledo-Lucas County Public Library	2.08
10	WA - Sno-Isle Libraries	1.57
11	OR - Multnomah County Library	1.51
12	CO - Denver Public Library	1.41
13	CA - San Jose Public Library	1.39
14	MO - Saint Louis County Library	1.18
15	IN - Indianapolis Public Library	1.17
16	CA - San Francisco Public Library	1.10
17	UT - Salt Lake County Library System	1.07
Variance - 25% above the average		2.49
Variance - 25% below the average		1.49



## February 2016 Media Report

Below is a summary of highlighted media activity in January 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:***

- **New Hoopla streaming service**  
*IBJ, Weekly View, Speedway-Northwest Press, Urban Times*
- **Library construction contracts awarded**  
*Inside Indiana Business, Weekly View*
- **New African-American online database**  
*The Recorder, Weekly View, Westside Flyer*
- **Lawrence Township Schools join IndyPL's Shared System**  
*Weekly View*

*Media outreach continued on such Library events as Meet the Artists 2016, Hot Jazz for Cool Kids and State Parks Passes Available at IndyPL.*

### ***Story Links:***

- **"Love Your Library" Tour** – WXIN-Fox 59
- **Meet the Artists XXVIII Gala and Exhibit** – WISH-8, WHMB-TV40, WTHR-13 (3 x) and WXIN-Fox 59

### ***YouTube videos posted for:***

- History Club exhibit opening at Central Library
- Ben & Hannah's Dream Wedding at Central Library
- Library launches streaming video service with Hoopla
- WXIN-Fox 59 coverage of "Love Your Library" tour

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



## Board Action Request

11d1

**To:** IMCPL Board **Meeting Date:** March 28, 2016

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

**Effective Date:** March 28, 2016

**Subject:** Finances, Personnel and Travel Resolution 15 - 2016

**Recommendation:** Approve Finances, Personnel and Travel Resolution 15 - 2016

**Background:** The Finances, Personnel and Travel Resolution 15 – 2016 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 2016.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 15 - 2016**

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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 2016 pursuant to the Annual Resolution.

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

Warrant numbers **57441** through **57618** for a total of  
**\$901,503.24** were issued from the Operating Fund.  
EFT numbers **11533** through **11568** and  
**11571** through **11688** for a total of  
**\$1,323,682.84** were issued from the Operating Fund.  
Warrant numbers **2941** through **2949** for a total of  
**\$79,840.25** were issued from the Payroll Fund.  
EFT numbers **416** through **422** for a total of  
**\$37,876.46** were issued from the Payroll Fund.  
Warrant number **549** through **554** for a total of  
**\$193.67** were issued from the Fines Fund.  
Warrant numbers **4994** through **5041** for a total of  
**\$37,764.57** were issued from the Gift Fund.  
EFT numbers **1090** through **1102** for a total of  
**\$8,991.18** were issued from the Gift Fund.  
Warrant numbers **266793** through **266813** and  
**1333** through **1334** for a total of  
**\$5,320.00** were issued for Employee Payroll  
Direct deposits numbers **60001** through **60585** and  
Direct deposits numbers **80001** **80584** for a total of  
**\$862,057.01** were issued for Employee Payroll  
Electronic transfers for payment of taxes and garnishments for a total of  
**\$337,201.88** 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.

\_\_\_\_\_  
Vanessa López Aguilera

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

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

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

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

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

\_\_\_\_\_  
Oscar A. Gutierrez

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>
11533	EFT Check	2/3/2016	FIRST AMERICAN TITLE INSURANCE CO.	\$10,000.00	Cleared
11534	EFT Check	2/3/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$6,118.50	Cleared
11535	EFT Check	2/3/2016	ASI SIGNAGE INNOVATIONS	\$2,630.00	Cleared
11536	EFT Check	2/3/2016	BACKGROUND BUREAU INC.	\$100.00	Cleared
11537	EFT Check	2/3/2016	Baker & Taylor Pre-Cat	\$17,308.81	Cleared
11538	EFT Check	2/3/2016	Baker & Taylor	\$5,533.55	Cleared
11539	EFT Check	2/3/2016	Baker & Taylor	\$4,580.53	Cleared
11540	EFT Check	2/3/2016	BRODART CO.	\$1,324.26	Cleared
11541	EFT Check	2/3/2016	CDW GOVERNMENT, INC.	\$34.17	Cleared
11542	EFT Check	2/3/2016	CONNOR FINE PAINTING	\$8,300.00	Cleared
11543	EFT Check	2/3/2016	COVEY NEFF, INC.	\$2,223.50	Cleared
11544	EFT Check	2/3/2016	DEMCO INC.	\$3,094.42	Cleared
11545	EFT Check	2/3/2016	EBSCO ACCOUNTS RECEIVABLE	\$7.47	Cleared
11546	EFT Check	2/3/2016	EMERY-PRATT COMPANY	\$11.37	Cleared
11547	EFT Check	2/3/2016	FINELINE PRINTING GROUP	\$12,950.00	Cleared
11548	EFT Check	2/3/2016	HP PRODUCTS CORPORATION	\$470.02	Cleared
11549	EFT Check	2/3/2016	PACIFIC & SOUTHERN	\$743.39	Cleared
11550	EFT Check	2/3/2016	INDIANAPOLIS RECORDER	\$39.00	Cleared
11551	EFT Check	2/3/2016	INGRAM LIBRARY SERVICES	\$5,277.34	Cleared
11552	EFT Check	2/3/2016	J&G CARPET PLUS	\$1,650.00	Cleared
11553	EFT Check	2/3/2016	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$250.00	Cleared
11554	EFT Check	2/3/2016	LUNA MUSIC	\$2,353.13	Cleared
11555	EFT Check	2/3/2016	MARK'S VACUUM & JANITORIAL SUPPLIES	\$199.00	Cleared
11556	EFT Check	2/3/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$595.12	Cleared
11557	EFT Check	2/3/2016	OFFICE 360	\$380.00	Cleared
11558	EFT Check	2/3/2016	One Stop Laundry	\$180.00	Cleared
11559	EFT Check	2/3/2016	ORBIS	\$1,495.00	Cleared
11560	EFT Check	2/3/2016	RANDOM HOUSE INC.	\$67.50	Cleared
11561	EFT Check	2/3/2016	PERFECTION SERVICE OF INDIANA	\$1,249.99	Cleared
11562	EFT Check	2/3/2016	RECORDED BOOKS	\$1,489.70	Cleared
11563	EFT Check	2/3/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$17,545.00	Cleared
11564	EFT Check	2/3/2016	RYAN FIRE PROTECTION, INC.	\$186.00	Cleared
11565	EFT Check	2/3/2016	RYAN FIRE PROTECTION, INC.	\$585.00	Cleared
11566	EFT Check	2/3/2016	STENZ MANAGEMENT COMPANY, INC.	\$7,239.40	Cleared
11567	EFT Check	2/3/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$384.25	Cleared
11568	EFT Check	2/3/2016	ULINE	\$1,803.63	Cleared
11571	EFT Check	2/5/2016	ADP, INC.	\$3,558.10	Cleared
11572	EFT Check	2/11/2016	AUSTIN BOOK SALES	\$12,956.31	Cleared
11573	EFT Check	2/11/2016	Baker & Taylor	\$5,519.32	Cleared
11574	EFT Check	2/11/2016	Baker & Taylor Pre-Cat	\$22,263.41	Cleared
11575	EFT Check	2/11/2016	Baker & Taylor	\$445.51	Cleared
11576	EFT Check	2/11/2016	BARNES & THORNBURG	\$110.00	Cleared
11577	EFT Check	2/11/2016	BRODART CO.	\$378.10	Cleared
11578	EFT Check	2/11/2016	CDW GOVERNMENT, INC.	\$1,014.86	Cleared
11579	EFT Check	2/11/2016	DANCORP INC. dba DANCO	\$450.00	Cleared
11580	EFT Check	2/11/2016	DELTA DENTAL	\$7,909.38	Cleared
11581	EFT Check	2/11/2016	EMERY-PRATT COMPANY	\$1,760.00	Cleared
11582	EFT Check	2/11/2016	PACIFIC & SOUTHERN	\$284.04	Cleared
11583	EFT Check	2/11/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$800.00	Cleared
11584	EFT Check	2/11/2016	INGRAM LIBRARY SERVICES	\$3,489.39	Cleared
11585	EFT Check	2/11/2016	INGRAM LIBRARY SERVICES	\$229.50	Cleared
11586	EFT Check	2/11/2016	J&G CARPET PLUS	\$1,075.00	Cleared
11587	EFT Check	2/11/2016	LUNA MUSIC	\$1,893.87	Cleared
11588	EFT Check	2/11/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$635.82	Cleared
11589	EFT Check	2/11/2016	MIDWEST TAPE - PROCESSED DVDS	\$2,930.81	Cleared
11590	EFT Check	2/11/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$11,327.89	Cleared
11591	EFT Check	2/11/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$35,729.96	Cleared
11592	EFT Check	2/11/2016	MIDWEST TAPE, LLC	\$3,467.55	Cleared
11593	EFT Check	2/11/2016	NETECH CORPORATION	\$179,890.73	Cleared
11594	EFT Check	2/11/2016	OVERDRIVE INC	\$62,295.05	Cleared
11595	EFT Check	2/11/2016	RECORDED BOOKS	\$52,594.10	Cleared
11596	EFT Check	2/11/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$2,350.00	Cleared
11597	EFT Check	2/11/2016	STENZ MANAGEMENT COMPANY, INC.	\$5,159.26	Cleared
11598	EFT Check	2/11/2016	THOMAS REUTERS - WEST	\$4,273.58	Cleared
11599	EFT Check	2/11/2016	TITAN ASSOCIATES	\$65,117.50	Cleared
11600	EFT Check	2/11/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$77,682.48	Cleared
11601	EFT Check	2/22/2016	INDIANA DEPARTMENT OF REVENUE	\$510.41	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>
11602	EFT Check	2/18/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$1,050.00	Cleared
11603	EFT Check	2/18/2016	ALSCO	\$287.17	Cleared
11604	EFT Check	2/18/2016	ARCDESIGN, PC	\$15,356.00	Cleared
11605	EFT Check	2/18/2016	ASI SIGNAGE INNOVATIONS	\$195.50	Cleared
11606	EFT Check	2/18/2016	Baker & Taylor	\$39,420.16	Cleared
11607	EFT Check	2/18/2016	Baker & Taylor Pre-Cat	\$10,472.35	Cleared
11608	EFT Check	2/18/2016	Baker & Taylor	\$11,864.28	Cleared
11609	EFT Check	2/18/2016	BRODART CO.	\$137.95	Cleared
11610	EFT Check	2/18/2016	CITIZENS THERMAL ENERGY	\$31,812.20	Cleared
11611	EFT Check	2/18/2016	CITIZENS THERMAL ENRGY.	\$23,911.10	Cleared
11612	EFT Check	2/18/2016	CONNOR FINE PAINTING	\$450.00	Cleared
11613	EFT Check	2/18/2016	COVEY NEFF, INC.	\$6,282.55	Cleared
11614	EFT Check	2/18/2016	DEAF COMMUNITY SERVICES	\$110.00	Cleared
11615	EFT Check	2/18/2016	DEMCO INC.	\$1,138.31	Cleared
11616	EFT Check	2/18/2016	EMERY-PRATT COMPANY	\$140.40	Cleared
11617	EFT Check	2/18/2016	ENVISIONWARE, INC.	\$5,846.50	Cleared
11618	EFT Check	2/18/2016	FAMILYTIMEENTERTAINMENT,INC.	\$840.00	Cleared
11619	EFT Check	2/18/2016	FINELINE PRINTING GROUP	\$18,665.00	Cleared
11620	EFT Check	2/18/2016	FLEET CARE, INC.	\$503.64	Cleared
11621	EFT Check	2/18/2016	FULLER ENGINEERING CO., LLC	\$612.00	Cleared
11622	EFT Check	2/18/2016	GRAINGER	\$224.00	Cleared
11623	EFT Check	2/18/2016	HP PRODUCTS CORPORATION	\$32.40	Cleared
11624	EFT Check	2/18/2016	INDIANA PLUMBING AND DRAIN LLC	\$2,153.25	Cleared
11625	EFT Check	2/18/2016	INGRAM LIBRARY SERVICES	\$792.32	Cleared
11626	EFT Check	2/18/2016	JCOS, INC.	\$108,646.96	Cleared
11627	EFT Check	2/18/2016	LUNA MUSIC	\$1,041.25	Cleared
11628	EFT Check	2/18/2016	MARK'S VACUUM & JANITORIAL SUPPLIES	\$1,894.00	Cleared
11629	EFT Check	2/18/2016	MIDWEST TAPE - PROCESSED DVDS	\$898.16	Cleared
11630	EFT Check	2/18/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$78.70	Cleared
11631	EFT Check	2/18/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$3,386.06	Cleared
11632	EFT Check	2/18/2016	MIDWEST TAPE, LLC	\$1,093.53	Cleared
11633	EFT Check	2/18/2016	MOORE INFORMATION SERVICES, INC.	\$725.10	Cleared
11634	EFT Check	2/18/2016	OVERDRIVE INC	\$53,175.19	Cleared
11635	EFT Check	2/18/2016	PERFECTION SERVICE OF INDIANA	\$1,100.00	Cleared
11636	EFT Check	2/18/2016	ALLIED RECEIVABLES FUNDING, INC.	\$3,862.66	Cleared
11637	EFT Check	2/18/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$7,054.00	Cleared
11638	EFT Check	2/18/2016	RYAN FIRE PROTECTION, INC.	\$336.00	Cleared
11639	EFT Check	2/18/2016	STAPLES	\$11,761.54	Cleared
11640	EFT Check	2/18/2016	TRAF-SYS, INC.	\$615.00	Cleared
11641	EFT Check	2/18/2016	SimplexGrinnell	\$879.30	Cleared
11642	EFT Check	2/18/2016	ULINE	\$635.55	Cleared
11643	EFT Check	2/19/2016	Voided Unused payment	\$0.00	Voided
11644	EFT Check	2/19/2016	ADP, INC.	\$1,009.50	Cleared
11645	EFT Check	2/19/2016	ADP, INC.	\$3,550.66	Cleared
11646	EFT Check	2/25/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$4,764.00	Cleared
11647	EFT Check	2/25/2016	ADP, INC.	\$525.45	Voided
11648	EFT Check	2/25/2016	ALSCO	\$287.17	Cleared
11649	EFT Check	2/25/2016	Baker & Taylor	\$32,449.11	Cleared
11650	EFT Check	2/25/2016	Baker & Taylor Pre-Cat	\$10,831.65	Cleared
11651	EFT Check	2/25/2016	Baker & Taylor	\$1,068.86	Cleared
11652	EFT Check	2/25/2016	BRODART CO.	\$31.49	Cleared
11653	EFT Check	2/25/2016	CDW GOVERNMENT, INC.	\$126.70	Cleared
11654	EFT Check	2/25/2016	CLIENTFIRST CONSULTING GROUP, LLC	\$6,389.72	Cleared
11655	EFT Check	2/25/2016	COVEY NEFF, INC.	\$2,503.40	Cleared
11656	EFT Check	2/25/2016	DEMCO INC.	\$761.27	Cleared
11657	EFT Check	2/25/2016	DENISON PARKING	\$7,942.02	Cleared
11658	EFT Check	2/25/2016	EBSCO ACCOUNTS RECEIVABLE	\$3.30	Cleared
11659	EFT Check	2/25/2016	FAMILYTIMEENTERTAINMENT,INC.	\$560.00	Cleared
11660	EFT Check	2/25/2016	FLEET CARE, INC.	\$1,007.21	Cleared
11661	EFT Check	2/25/2016	GRAINGER	\$134.40	Cleared
11662	EFT Check	2/25/2016	HP PRODUCTS CORPORATION	\$611.70	Cleared
11663	EFT Check	2/25/2016	PACIFIC & SOUTHERN	\$759.09	Cleared
11664	EFT Check	2/25/2016	INDIANA PLUMBING AND DRAIN LLC	\$1,017.20	Cleared
11665	EFT Check	2/25/2016	INDIANAPOLIS RECORDER	\$242.00	Cleared
11666	EFT Check	2/25/2016	INGRAM LIBRARY SERVICES	\$139.72	Cleared
11667	EFT Check	2/25/2016	INGRAM LIBRARY SERVICES	\$358.95	Cleared
11668	EFT Check	2/25/2016	IRVINGTON PRESBYTERIAN CHURCH	\$929.17	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>
11669	EFT Check	2/25/2016	J&G CARPET PLUS	\$2,300.00	Cleared
11670	EFT Check	2/25/2016	LUNA MUSIC	\$2,224.79	Cleared
11671	EFT Check	2/25/2016	MEZZETTA, INC.	\$47,520.22	Cleared
11672	EFT Check	2/25/2016	MIDWEST TAPE - PROCESSED DVDS	\$162.72	Cleared
11673	EFT Check	2/25/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$928.58	Cleared
11674	EFT Check	2/25/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$9,820.91	Cleared
11675	EFT Check	2/25/2016	MIDWEST TAPE, LLC	\$2,931.27	Cleared
11676	EFT Check	2/25/2016	OVERDRIVE INC	\$8,768.91	Cleared
11677	EFT Check	2/25/2016	PERFECTION SERVICE OF INDIANA	\$1,809.81	Cleared
11678	EFT Check	2/25/2016	RECORDED BOOKS	\$289.35	Cleared
11679	EFT Check	2/25/2016	ALLIED RECEIVABLES FUNDING, INC.	\$1,187.54	Cleared
11680	EFT Check	2/25/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$4,793.00	Cleared
11681	EFT Check	2/25/2016	RYAN FIRE PROTECTION, INC.	\$186.00	Cleared
11682	EFT Check	2/25/2016	STENZ MANAGEMENT COMPANY, INC.	\$3,868.49	Cleared
11683	EFT Check	2/25/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$1,213.38	Cleared
11684	EFT Check	2/25/2016	THOMAS REUTERS - WEST	\$5,184.00	Cleared
11685	EFT Check	2/25/2016	TITAN ASSOCIATES	\$973.50	Cleared
11686	EFT Check	2/25/2016	UNIQUE MANAGEMENT SERVICES, INC.	\$9,623.05	Cleared
11687	EFT Check	2/25/2016	VOCERA COMMUNICATIONS, INC.	\$7,691.62	Cleared
11688	EFT Check	2/26/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$78,220.90	Cleared
57441	Computer Check	2/3/2016	AARON KREROWICZ	\$500.00	Outstanding
57442	Computer Check	2/3/2016	ACORN DISTRIBUTORS INC	\$3,948.24	Cleared
57443	Computer Check	2/3/2016	AISHA TARIQA ABDUL HAQQ	\$39.00	Cleared
57444	Computer Check	2/3/2016	AMERICAN STRUCTUREPOINT	\$5,900.00	Cleared
57445	Computer Check	2/3/2016	ART WITH A HEART	\$300.00	Outstanding
57446	Computer Check	2/3/2016	ASTM INTERNATIONAL	\$11,939.00	Cleared
57447	Computer Check	2/3/2016	BILL LAWRENCE COMPANY	\$5,200.00	Cleared
57448	Computer Check	2/3/2016	CENTEC CENTRAL TECHNOLOGY	\$22,050.00	Cleared
57449	Computer Check	2/3/2016	CENTRAL INDIANA HARDWARE-SCHRICKER DIVISION	\$17.44	Cleared
57450	Computer Check	2/3/2016	CENTRAL SECURITY & COMMUNICATIONS	\$568.51	Cleared
57451	Computer Check	2/3/2016	CITIZENS ENERGY GROUP	\$1,337.96	Cleared
57452	Computer Check	2/3/2016	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$1,835.00	Cleared
57453	Computer Check	2/3/2016	COURT & COMMERCIAL RECORD	\$131.57	Cleared
57454	Computer Check	2/3/2016	DACO GLASS & GLAZING INC.	\$1,243.00	Cleared
57455	Computer Check	2/3/2016	DAVID EWICK	\$311.36	Cleared
57456	Computer Check	2/3/2016	DOWNTOWN INDY	\$500.00	Cleared
57457	Computer Check	2/3/2016	DR. OZ THE GOOD LIFE	\$16.05	Cleared
57458	Computer Check	2/3/2016	EDDIE HURM (PAINTING & SNOW REMOVAL)	\$1,770.00	Cleared
57459	Computer Check	2/3/2016	ESPN THE MAGAZINE	\$19.95	Outstanding
57460	Computer Check	2/3/2016	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$700.00	Cleared
57461	Computer Check	2/3/2016	HRT TRAINING CENTER	\$239.00	Cleared
57462	Computer Check	2/3/2016	HUMANE SOCIETY OF INDIANAPOLIS	\$25.00	Cleared
57463	Computer Check	2/3/2016	INDIANA ASSOCIATION OF HOME EDUCATORS	\$45.00	Outstanding
57464	Computer Check	2/3/2016	INDIANA LIBRARY FEDERATION	\$45.00	Cleared
57465	Computer Check	2/3/2016	ISES INDIANA	\$80.00	Outstanding
57466	Computer Check	2/3/2016	KATHERINE LERG	\$119.10	Cleared
57467	Computer Check	2/3/2016	LAKESHORE LEARNING MATERIALS	\$14.99	Cleared
57468	Computer Check	2/3/2016	LEE COMPANY, INC.	\$220.00	Cleared
57469	Computer Check	2/3/2016	LSC PETTY CASH	\$102.00	Cleared
57470	Computer Check	2/3/2016	MICRO AIR INC.	\$15.00	Cleared
57471	Computer Check	2/3/2016	OOEY GOOEY, INC.	\$6,100.00	Cleared
57472	Computer Check	2/3/2016	PCM-G	\$316.74	Cleared
57473	Computer Check	2/3/2016	PERFECT WEDDING GUIDE	\$2,100.00	Cleared
57474	Computer Check	2/3/2016	RADWAY PIANO SERVICE	\$95.00	Cleared
57475	Computer Check	2/3/2016	RAYMOND E. BOOMHOWER	\$200.00	Cleared
57476	Computer Check	2/3/2016	REDLEAF PRESS	\$4,400.55	Cleared
57477	Computer Check	2/3/2016	RJE BUSINESS INTERIORS	\$289.77	Cleared
57478	Computer Check	2/3/2016	ROSELYN RECIPE, LLC	\$344.35	Cleared
57479	Computer Check	2/3/2016	ROWLAND PRINTING	\$274.00	Cleared
57480	Computer Check	2/3/2016	SECURITAS SECURITY SERVICES USA, INC.	\$400.00	Cleared
57481	Computer Check	2/3/2016	SHOWCASES	\$463.32	Cleared
57482	Computer Check	2/3/2016	SKILLPATH	\$299.00	Cleared
57483	Computer Check	2/3/2016	SUSAN M, DAILEY	\$20.00	Cleared
57484	Computer Check	2/3/2016	TAMIS CORPORATION	\$5,065.00	Cleared
57485	Computer Check	2/3/2016	TECHNOLOGY INTEGRATION GROUP	\$1,871.00	Cleared
57486	Computer Check	2/3/2016	THE MOOREVILLE/DECATUR TIMES	\$60.00	Voided
57487	Computer Check	2/3/2016	The Bank of New York Mellon Trust Co N.A	\$750.00	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>
57488	Computer Check	2/3/2016	U.S. HealthWorks Medical Group IN, PC	\$139.74	Cleared
57489	Computer Check	2/3/2016	THE UNIFORM HOUSE, INC.	\$269.09	Cleared
57490	Computer Check	2/3/2016	UNITED PARCEL SERVICE	\$158.90	Cleared
57491	Computer Check	2/3/2016	VERNON LIBRARY SUPPLIES	\$4,577.31	Cleared
57492	Computer Check	2/3/2016	Voided Unused payment	\$0.00	Voided
57493	Computer Check	2/4/2016	THE MOOREVILLE/DECATUR TIMES	\$60.00	Cleared
57494	Computer Check	2/11/2016	ADTEC	\$3,470.00	Cleared
57495	Computer Check	2/11/2016	AMERICAN LIBRARY ASSOCIATION	\$2,490.00	Cleared
57496	Computer Check	2/11/2016	AMERICAN UNITED LIFE INSURANCE CO	\$2,895.07	Cleared
57497	Computer Check	2/11/2016	AMERICAN WELDING SOCIETY	\$120.00	Outstanding
57498	Computer Check	2/11/2016	ANTHEM INSURANCE COMPANIES, INC.	\$235,064.50	Cleared
57499	Computer Check	2/11/2016	AT&T	\$1,996.47	Cleared
57500	Computer Check	2/11/2016	AT&T	\$1,996.47	Cleared
57501	Computer Check	2/11/2016	BLR	\$1,395.00	Cleared
57502	Computer Check	2/11/2016	CENTER POINT PRESS	\$297.46	Cleared
57503	Computer Check	2/11/2016	CHILDREN'S PLUS INC.	\$7,803.40	Cleared
57504	Computer Check	2/11/2016	CITIZENS ENERGY GROUP	\$4,826.79	Cleared
57505	Computer Check	2/11/2016	COLUMBIA BOOKS, INC	\$538.20	Cleared
57506	Computer Check	2/11/2016	ERGONOMIC CONSULTANTS OF INDIANA, INC.	\$1,239.57	Cleared
57507	Computer Check	2/11/2016	FIS FEDFIS, LLC	\$1,500.00	Cleared
57508	Computer Check	2/11/2016	GALE GROUP THE	\$8,408.66	Outstanding
57509	Computer Check	2/11/2016	GOOD WORLDWIDE, INC	\$40.00	Cleared
57510	Computer Check	2/11/2016	GUARDIAN	\$2,751.48	Cleared
57511	Computer Check	2/11/2016	HUMANE SOCIETY OF INDIANAPOLIS	\$25.00	Cleared
57512	Computer Check	2/11/2016	INDIANA ARCHIVES AND RECORDS ADMINISTRATION	\$360.00	Cleared
57513	Computer Check	2/11/2016	INDIANA ASSOCIATION OF CITIES & TOWNS	\$50.00	Cleared
57514	Computer Check	2/11/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$61,148.57	Cleared
57515	Computer Check	2/11/2016	INTERVIEW	\$19.97	Outstanding
57516	Computer Check	2/11/2016	M.T. PUBLISHING COMPANY, INC.	\$49.95	Cleared
57517	Computer Check	2/11/2016	Paypal	\$54.10	Cleared
57518	Computer Check	2/11/2016	PCM-G	\$4,203.67	Cleared
57519	Computer Check	2/11/2016	PLA/Experient	\$9,855.00	Cleared
57520	Computer Check	2/11/2016	RJE BUSINESS INTERIORS	\$330.00	Cleared
57521	Computer Check	2/11/2016	SAGE PUBLICATIONS INC.	\$259.85	Cleared
57522	Computer Check	2/11/2016	Shelby Upholstering & Interiors	\$650.00	Cleared
57523	Computer Check	2/11/2016	SIERRA CLUB	\$15.00	Cleared
57524	Computer Check	2/11/2016	SIRSIDYNIX	\$102,161.95	Cleared
57525	Computer Check	2/11/2016	THE CHILDREN'S MUSEUM OF INDIANAPOLIS	\$17,500.00	Cleared
57526	Computer Check	2/11/2016	TODAY'S BUSINESS SOLUTIONS, INC.	\$24,171.50	Cleared
57527	Computer Check	2/11/2016	URBAN LIBRARIES COUNCIL	\$12,000.00	Cleared
57528	Computer Check	2/11/2016	YMCA - Arthur Jordan Branch	\$134.00	Cleared
57529	Computer Check	2/18/2016	DEPARTMENT OF CODE ENFORCEMENT	\$546.00	Cleared
57530	Computer Check	2/18/2016	ACORN DISTRIBUTORS INC	\$3,213.15	Cleared
57531	Computer Check	2/18/2016	AMERICAN LIBRARY ASSOCIATION	\$99.00	Cleared
57532	Computer Check	2/18/2016	ART WITH A HEART	\$150.00	Outstanding
57533	Computer Check	2/18/2016	Blackmore & Buckner Roofing LLC, a Tecta America Co.	\$769.00	Cleared
57534	Computer Check	2/18/2016	BOWEN TECHNOVATION	\$314.00	Outstanding
57535	Computer Check	2/18/2016	BUSINESS FURNITURE, LLC	\$300.00	Cleared
57536	Computer Check	2/18/2016	CHARITABLE ADVISORS	\$200.00	Cleared
57537	Computer Check	2/18/2016	CITIZENS ENERGY GROUP	\$4,272.73	Cleared
57538	Computer Check	2/18/2016	DACO GLASS & GLAZING INC.	\$1,585.00	Outstanding
57539	Computer Check	2/18/2016	Daniel Axler	\$106.95	Cleared
57540	Computer Check	2/18/2016	DIAL ONE ALLIED BUILDING SERVICES	\$12,775.00	Cleared
57541	Computer Check	2/18/2016	DYNAMARK GRAPHICS GROUP	\$731.11	Cleared
57542	Computer Check	2/18/2016	EDDIE HURM (PAINTING & SNOW REMOVAL)	\$390.00	Outstanding
57543	Computer Check	2/18/2016	GALE GROUP THE	\$3,092.01	Cleared
57544	Computer Check	2/18/2016	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$475.20	Cleared
57545	Computer Check	2/18/2016	HOLLINGER METAL EDGE, INC.	\$581.17	Outstanding
57546	Computer Check	2/18/2016	HUMANE SOCIETY OF INDIANAPOLIS	\$50.00	Cleared
57547	Computer Check	2/18/2016	IBJ BOOK PUBLISHING	\$120.70	Cleared
57548	Computer Check	2/18/2016	DEPARTMENT OF HOMELAND SECURITY	\$75.00	Cleared
57549	Computer Check	2/18/2016	INDIANA WOMEN'S HISTORY ASSN.	\$120.00	Outstanding
57550	Computer Check	2/18/2016	INDIANA WRITER'S CENTER	\$200.00	Cleared
57551	Computer Check	2/18/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$5,594.30	Cleared
57552	Computer Check	2/18/2016	JP MORGAN CHASE BANK	\$8,084.82	Cleared
57553	Computer Check	2/18/2016	LAWRENCE (PETTY CASH)	\$24.41	Cleared
57554	Computer Check	2/18/2016	LIGHTNING TWO WAY RADIO, INC.	\$289.50	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>
57555	Computer Check	2/18/2016	LSC PETTY CASH	\$50.00	Cleared
57556	Computer Check	2/18/2016	NEXT GREAT ARCHITECTS	\$175.00	Cleared
57557	Computer Check	2/18/2016	OPEN CONTROL SYSTEMS, LLC	\$588.00	Cleared
57558	Computer Check	2/18/2016	PalFleet Truck Equipment	\$379.00	Cleared
57559	Computer Check	2/18/2016	PARKER TECHNOLOGY	\$18,332.50	Cleared
57560	Computer Check	2/18/2016	PINNACLE EQUIPMENT COMPANY, INC.	\$5,850.00	Cleared
57561	Computer Check	2/18/2016	PROFESSIONAL GARAGE DOOR SYSTEMS	\$199.00	Cleared
57562	Computer Check	2/18/2016	RECORD AUTOMATIC DOORS, INC.	\$530.00	Outstanding
57563	Computer Check	2/18/2016	RED BOOKS, LLC	\$4,938.00	Outstanding
57564	Computer Check	2/18/2016	RJE BUSINESS INTERIORS	\$4,949.84	Cleared
57565	Computer Check	2/18/2016	SECURITAS SECURITY SERVICES USA, INC.	\$15,307.69	Cleared
57566	Computer Check	2/18/2016	smartfish, inc.	\$1,500.00	Cleared
57567	Computer Check	2/18/2016	TIPTON SOUND & LIGHTING	\$3,595.00	Outstanding
57568	Computer Check	2/18/2016	TITAN ASSOCIATES	\$693.00	Outstanding
57569	Computer Check	2/18/2016	U.S. HealthWorks Medical Group IN, PC	\$128.61	Cleared
57570	Computer Check	2/18/2016	US Healthworks Med Group KC, PA	\$54.00	Outstanding
57571	Computer Check	2/18/2016	UNITED NATIONS PUBLICATIONS	\$134.85	Cleared
57572	Computer Check	2/18/2016	YMCA - Arthur Jordan Branch	\$67.00	Cleared
57573	Computer Check	2/18/2016	Daniel Axler	\$266.25	Cleared
57574	Computer Check	2/22/2016	JP MORGAN CHASE BANK	\$7,446.90	Cleared
57575	Computer Check	2/23/2016	CERTIFIED INSPECTIONS, INC.	\$1,160.00	Cleared
57576	Computer Check	2/25/2016	ACORN DISTRIBUTORS INC	\$3,691.41	Outstanding
57577	Computer Check	2/25/2016	AMERICAN LIBRARY ASSOCIATION	\$175.50	Outstanding
57578	Computer Check	2/25/2016	Arab Termite and Pest Control, Inc.	\$2,308.00	Cleared
57579	Computer Check	2/25/2016	ART WITH A HEART	\$150.00	Outstanding
57580	Computer Check	2/25/2016	BLACKARD AND GEIGER LTD.	\$1,000.00	Outstanding
57581	Computer Check	2/25/2016	BRIGHTWOOD PLAZA	\$3,765.68	Cleared
57582	Computer Check	2/25/2016	CHICAGO TRIBUNE	\$406.46	Outstanding
57583	Computer Check	2/25/2016	CITIZENS ENERGY GROUP	\$862.69	Cleared
57584	Computer Check	2/25/2016	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$17,582.50	Outstanding
57585	Computer Check	2/25/2016	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$1,835.00	Outstanding
57586	Computer Check	2/25/2016	Constellation NewEnergy Gas Division, LLC	\$8,459.10	Cleared
57587	Computer Check	2/25/2016	CULLIGAN OF INDIANAPOLIS	\$153.83	Outstanding
57588	Computer Check	2/25/2016	EDUCATIONAL DIRECTORIES, INC.	\$440.00	Outstanding
57589	Computer Check	2/25/2016	EMBARCADERO TECHNOLOGIES, INC.	\$5,000.00	Outstanding
57590	Computer Check	2/25/2016	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
57591	Computer Check	2/25/2016	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,804.42	Outstanding
57592	Computer Check	2/25/2016	GLENDALE CENTRE, LLC	\$23,812.50	Cleared
57593	Computer Check	2/25/2016	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$85.00	Outstanding
57594	Computer Check	2/25/2016	GREY HOUSE PUBLISHING	\$139.50	Outstanding
57595	Computer Check	2/25/2016	GREY HOUSE PUBLISHING	\$895.50	Outstanding
57596	Computer Check	2/25/2016	INDIANA ASSOCIATION OF HOME EDUCATORS	\$325.00	Outstanding
57597	Computer Check	2/25/2016	INDIANA HISTORICAL SOCIETY	\$277.97	Outstanding
57598	Computer Check	2/25/2016	INDY SHADES, INC.	\$865.00	Cleared
57599	Computer Check	2/25/2016	JEREMY SOUTH	\$300.00	Outstanding
57600	Computer Check	2/25/2016	MACALLISTER MACHINERY CO., INC.	\$541.00	Outstanding
57601	Computer Check	2/25/2016	MEZZETTA, INC.	\$5,280.03	Voided
57602	Computer Check	2/25/2016	NEXT GREAT ARCHITECTS	\$350.00	Outstanding
57603	Computer Check	2/25/2016	NORTHEAST OHIO REGIONAL LIBRARY SYSTEM	\$165.00	Outstanding
57604	Computer Check	2/25/2016	OCLC INC.	\$7,803.64	Cleared
57605	Computer Check	2/25/2016	PalFleet Truck Equipment	\$2,389.73	Outstanding
57606	Computer Check	2/25/2016	PCM-G	\$7,822.32	Cleared
57607	Computer Check	2/25/2016	RECYCLING TODAY	\$42.00	Outstanding
57608	Computer Check	2/25/2016	RICOH USA, INC.	\$4,222.14	Cleared
57609	Computer Check	2/25/2016	RJE BUSINESS INTERIORS	\$1,156.91	Cleared
57610	Computer Check	2/25/2016	SECURITAS SECURITY SERVICES USA, INC.	\$53,350.27	Outstanding
57611	Computer Check	2/25/2016	SIRSIDYNIX	\$4,285.70	Cleared
57612	Computer Check	2/25/2016	THE JEWISH POST & OPINION	\$450.00	Cleared
57613	Computer Check	2/25/2016	TIGER CONCRETE CONSTRUCTION	\$14,495.00	Outstanding
57614	Computer Check	2/25/2016	YMCA - Arthur Jordan Branch	\$201.00	Outstanding
57615	Computer Check	2/25/2016	ADP, INC.	\$525.45	Cleared
57616	Computer Check	2/25/2016	IndyPL - Mezzetta Retainage	\$5,280.03	Voided
57617	Computer Check	2/25/2016	Voided Unused payment	\$0.00	Voided
57618	Computer Check	2/25/2016	IndyPL - Mezzetta Retainage	\$5,280.03	Cleared
			<b>Total</b>	<u>\$2,225,186.08</u>	

Summary by Transaction Type:

**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>
			Computer Check	\$901,503.24	
			EFT Check	\$1,323,682.84	
			Total Payments	\$2,214,040.57	
			Total Voided Items	\$11,145.51	

**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>
416	EFT Check	2/11/2016	DELTA DENTAL	\$3,738.84	Cleared
417	EFT Check	2/12/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,432.00	Cleared
418	EFT Check	2/16/2016	FIDELITY INVESTMENTS	\$6,512.83	Cleared
419	EFT Check	2/11/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$6,076.03	Cleared
420	EFT Check	2/26/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$6,111.93	Cleared
421	EFT Check	2/25/2016	FIDELITY INVESTMENTS	\$6,512.83	Cleared
422	EFT Check	2/26/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,492.00	Cleared
2941	Computer Check	2/3/2016	The Indianapolis Public Library Foundation	\$640.25	Cleared
2942	Computer Check	2/11/2016	AFSCME IKOC 962	\$1,972.86	Cleared
2943	Computer Check	2/11/2016	AMERICAN UNITED LIFE INSURANCE CO	\$12.60	Cleared
2944	Computer Check	2/11/2016	AMERICAN UNITED LIFE INSURANCE CO	\$205.25	Cleared
2945	Computer Check	2/11/2016	ANTHEM INSURANCE COMPANIES, INC.	\$61,935.50	Cleared
2946	Computer Check	2/11/2016	GUARDIAN	\$11,620.33	Cleared
2947	Computer Check	2/18/2016	AMERICAN UNITED LIFE	\$2,483.72	Cleared
2948	Computer Check	2/18/2016	The Indianapolis Public Library Foundation	\$636.25	Cleared
2949	Computer Check	2/25/2016	LegalShield	\$333.49	Outstanding
<b>Total</b>				<u>\$117,716.71</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$79,840.25
<b>EFT Check</b>	\$37,876.46
<b>Total Payments</b>	\$117,716.71
<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>
549	Computer Check	2/18/2016	DEBORAH ALEXANDER	\$25.25	Cleared
550	Computer Check	2/25/2016	BETHLEHEM AREA PUBLIC LIBRARY	\$10.00	Outstanding
551	Computer Check	2/25/2016	HOLLY McCLURE	\$51.50	Outstanding
552	Computer Check	2/25/2016	PHILIP BAKER	\$41.96	Voided
553	Computer Check	2/25/2016	PHILIP BAKER	\$41.96	Outstanding
554	Computer Check	2/25/2016	LESIA BOSTICK	\$23.00	Outstanding
			<b>Total</b>	<u>\$193.67</u>	

**Summary by Transaction Type:**

Computer Check	\$193.67
EFT Check	\$0.00
Total Payments	\$151.71
Total Voided Items	\$41.96

**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>
1090	EFT Check	2/3/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$2,000.00	Cleared
1091	EFT Check	2/3/2016	KLINES QUALITY WATER, INC.	\$24.00	Cleared
1092	EFT Check	2/3/2016	VICKI L. TILLOTSON	\$450.00	Cleared
1093	EFT Check	2/11/2016	BRODART CO.	\$173.94	Cleared
1094	EFT Check	2/11/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$1,859.46	Cleared
1095	EFT Check	2/11/2016	LOHR DESIGN, INC.	\$275.12	Cleared
1096	EFT Check	2/11/2016	VICKI L. TILLOTSON	\$150.00	Cleared
1097	EFT Check	2/18/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$2,847.37	Cleared
1098	EFT Check	2/25/2016	BRODART CO.	\$539.84	Cleared
1099	EFT Check	2/25/2016	INGRAM LIBRARY SERVICES	\$101.82	Cleared
1100	EFT Check	2/25/2016	KLINES QUALITY WATER, INC.	\$22.75	Cleared
1101	EFT Check	2/25/2016	LOHR DESIGN, INC.	\$171.88	Cleared
1102	EFT Check	2/25/2016	VICKI L. TILLOTSON	\$375.00	Cleared
4995	Computer Check	2/3/2016	BETHANY KAY CROCKER	\$600.00	Cleared
4996	Computer Check	2/3/2016	CHERYL WRIGHT	\$20.14	Cleared
4997	Computer Check	2/3/2016	JACOB CROCKER	\$150.00	Cleared
4998	Computer Check	2/3/2016	MAKER NAVIGATOR, INC.	\$2,500.00	Cleared
4999	Computer Check	2/3/2016	METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP	\$225.00	Cleared
5000	Computer Check	2/3/2016	THE TUESDAY AGENCY	\$3,250.00	Cleared
5001	Computer Check	2/11/2016	Abby Brown	\$186.57	Outstanding
5002	Computer Check	2/11/2016	ANDREW MANKUS	\$75.00	Outstanding
5003	Computer Check	2/11/2016	ANTHONY ARTIS	\$550.00	Cleared
5004	Computer Check	2/11/2016	CORETTA M. CUFFIE	\$1,500.00	Cleared
5005	Computer Check	2/11/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$284.95	Cleared
5006	Computer Check	2/11/2016	CULLIGAN OF INDIANAPOLIS	\$11.00	Cleared
5007	Computer Check	2/11/2016	DAMITA WILLIAMS	\$300.00	Cleared
5008	Computer Check	2/11/2016	DENISE WARNSBY	\$550.00	Outstanding
5009	Computer Check	2/11/2016	GREGG BACON	\$500.00	Cleared
5010	Computer Check	2/11/2016	INDIANA UNIVERSITY	\$550.00	Cleared
5011	Computer Check	2/11/2016	INDY SCIENCE FUN	\$500.00	Cleared
5012	Computer Check	2/11/2016	IVORY McDONALD	\$75.00	Outstanding
5013	Computer Check	2/11/2016	LATOYA MARTIN	\$125.00	Cleared
5014	Computer Check	2/11/2016	PERCY BLAND, JR.	\$75.00	Cleared
5015	Computer Check	2/11/2016	RODNIIE BRYANT	\$1,000.00	Cleared
5016	Computer Check	2/11/2016	RON BAKER JR.	\$250.00	Cleared
5017	Computer Check	2/11/2016	The Indianapolis Public Library Foundation	\$1,185.90	Cleared
5018	Computer Check	2/11/2016	TYRONE THOMAS	\$500.00	Cleared
5019	Computer Check	2/11/2016	VANESSA JAMERSON	\$1,305.50	Voided
5020	Computer Check	2/15/2016	VANESSA JAMERSON	\$146.69	Cleared
5021	Computer Check	2/18/2016	CONSOLIDATED PLASTICS COMPANY INC.	\$182.78	Cleared
5022	Computer Check	2/18/2016	FALICIA BREWER, MA PRESIDENT	\$500.00	Cleared
5023	Computer Check	2/18/2016	JP MORGAN CHASE BANK	\$2,894.02	Cleared
5024	Computer Check	2/18/2016	LSC PETTY CASH	\$17.56	Cleared
5025	Computer Check	2/18/2016	Abby Lopresti Brown	\$61.13	Outstanding
5026	Computer Check	2/18/2016	ANDREW MANKUS	\$75.00	Cleared
5027	Computer Check	2/18/2016	BONGO BOY MUSIC, INC.	\$150.00	Cleared
5028	Computer Check	2/18/2016	INDY SCIENCE FUN	\$750.00	Cleared
5029	Computer Check	2/22/2016	JP MORGAN CHASE BANK	\$778.45	Cleared
5030	Computer Check	2/25/2016	ANDREW MANKUS	\$75.00	Outstanding
5031	Computer Check	2/25/2016	ASHLEY LEIGHANNE ROBERTSON	\$150.00	Outstanding
5032	Computer Check	2/25/2016	BETHANY KAY CROCKER	\$450.00	Cleared
5033	Computer Check	2/25/2016	BONGO BOY MUSIC, INC.	\$300.00	Outstanding
5034	Computer Check	2/25/2016	EXPRESS KIDS	\$80.00	Outstanding
5035	Computer Check	2/25/2016	INDY SCIENCE FUN	\$500.00	Outstanding
5036	Computer Check	2/25/2016	JACOB CROCKER	\$450.00	Outstanding
5037	Computer Check	2/25/2016	JEANINE FOX	\$14.88	Outstanding
5038	Computer Check	2/25/2016	MAIN EVENT SOUND EVENT & LIGHTING	\$11,750.00	Cleared
5039	Computer Check	2/25/2016	SECURITAS SECURITY SERVICES USA, INC.	\$450.00	Outstanding
5040	Computer Check	2/25/2016	GENE MARKIEWICZ	\$1,600.00	Outstanding
5041	Computer Check	2/25/2016	HORIZONS @ ST RICHARDS EPISCOPAL SCHOOL	\$120.00	Outstanding
<b>Total</b>				<b>\$46,755.75</b>	

**Summary by Transaction Type:**

<b>Computer Check</b>	<b>\$37,764.57</b>
<b>EFT Check</b>	<b>\$8,991.18</b>
<b>Total Payments</b>	<b>\$45,450.25</b>
<b>Total Voided Items</b>	<b>\$1,305.50</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
PERSONNEL ACTIONS  
MARCH 28, 2016  
RESOLUTION 15-2016**

**1. New Hires**

Shaina Switzer, Hourly Library Assistant II, Lawrence, Pay grade 103, \$11.85 per hour, 2/29/16

Grecia Chinchilla, Page, Brightwood, pay grade 100, \$9.15 per hour, 2/29/16

Wendy Rivera, Page, Franklin Road, pay grade 100, \$9.15 per hour, 2/29/16

Elizabeth Jarvis, Hourly Public Services Associate, Nora, pay grade 105, \$14.07 per hour, 2/29/16

JoAnna Conrad, Public Services Associate II, East 38<sup>th</sup>, pay grade 106, \$15.34 per hour, 2/29/16

**2. Internal Changes**

Holley Huber-Hopkins from Page, Warren, pay grade 100, \$9.64 per hour, to Team Member, Facilities Environment Delivery (Shipping), pay grade 103, \$11.85 per hour, 3/6/16

Joan Griffiths, from Hourly Public Services Associate, Wayne, pay grade 105, \$14.36 per hour, to Hourly Public Services Associate, Nora, pay grade 105, \$14.36 per hour, 03/06/16

Regina Dillard, from Hourly Computer Lab Assistant II, East 38<sup>th</sup>, pay grade 104, \$13.17 per hour, to Hourly Public Services Librarian, Human Resources, pay grade 308, \$18.00 per hour, 2/22/16

Mary Talbott, from Library Assistant II, Pike, pay grade 103, \$12.39 per hour, to Library Assistant III, Pike, pay grade 105, \$14.07 per hour, 3/6/16

Steven Fetter-Salmon, from Library Assistant II, Wayne, pay grade 103, \$12.08 per hour, to Hourly Public Services Associate I, Wayne, pay grade 105, \$14.07 per hour, 4/3/16

Carolyn Waldron, from Full Time Library Assistant II, Lawrence, pay grade 103, \$12.39 per hour, to Part-Time Library Assistant II, Lawrence, pay grade 103, \$12.39 per hour, 3/20/16

**3. Re-Hire**

Marie Faulkner, Hourly Library Assistant II, Lawrence, pay grade 103, \$11.85 per hour, 2/29/16

Adrian Barreno-Quintanar, Network PC Technician, IT-PCC, pay grade 107, \$16.82 per hour, 2/22/16



#### **4. Separations**

Jarel Williams, Page, East 38<sup>th</sup>, pay grade 100, \$9.45 per hour, 2/10/16, Mr. Williams was on staff for 2 years and 4 months

Vincent Hitchcock, Hourly Job Center Assistant, Central, pay grade 103, \$10.20 per hour, 2/29/16, Mr. Hitchcock was on staff for 2 months

Andreina Cueto, Library Assistant II, College, pay grade 103, \$11.85 per hour, 3/4/16, Ms. Cueto was on staff for 11 months

Muriel K. Bowden, Page, Lawrence, pay grade 100, \$11.13 per hour, 3/2/16, Ms. Bowden was on staff for 18 years and 4 months

Nancy McCreary, Page, Lawrence, pay grade 100, \$9.64 per hour, 3/2/16, Ms. McCreary was on staff for 12 years and 9 months

Nicole Porter, Public Services Librarian, Lawrence, pay grade 308, \$18.92 per hour, 3/14/16, Ms. Porter was on staff for 1 year and 4 months

Lisa Kinney, Page, Glendale, pay grade 100, \$9.33 per hour, 2/18/16, Ms. Kinney was on staff for 10 months

Abigail Relue, Public Services Librarian, Central Adult Reference, pay grade 308, \$18.36 per hour, 3/8/16, Ms. Relue was on staff for 1 year and 3 months

#### **5. Inactive**

Jenna Pierpont, Page, Wayne, pay grade 100, \$9.33 per hour, 2/20/16

Rosemary Wyss, Page, Franklin Road, pay grade 100, \$9.15 per hour, 2/19/16

Olivia Oeff, Page, Lawrence, pay grade 100, \$9.15 per hour, 2/1/16

#### **6. Re-Activate**

Arriel Vinson, Page, Glendale, pay grade 100, \$9.45 per hour, 3/6/16

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**TRAVEL AND TRAINING ACTON**

RESOLUTION 15 - 2016

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

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

Name	Branch/Department	Cost Center	City/State	Conference Name	Dates	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Chris Cairo	Strategic Planning	1901	Arlington, VA	Performance Based budgeting	7/26-28/2016	10	\$ 975.00	\$ 200.00	\$ 450.00	\$ 75.00	\$ 1,700.00
Nichelle Hayes	CEN	1401	Indianapolis, IN	Business Networking	2/18/2016	10	\$ 85.00		\$ 25.00		\$ 110.00
Nichelle Hayes	CEN	1401	Indianapolis, IN	Taylor Symposium	2/17/2016	10			\$ 25.00		\$ 25.00
Nancy Stephenson	VRSP	2026	Indianapolis, IN	Hoosier Women at work	3/26/2016	10	\$ 20.00		\$ 25.00		\$ 45.00
Jessica Trinoskey	COL	2002	Indianapolis, IN	Taylor Symposium	2/25/2016	10			\$ 25.00		\$ 25.00
Cheryl Wright	HR	1701	Orlando, FL	ALA Annual Conference	6/23-28/2016	10	\$ 435.00		\$ 400.00	\$ 150.00	\$ 985.00
Christopher Marshall	CEN	1401	Indianapolis, IN	Society of Indiana Archivists	4/8/2016	10	\$ 25.00				\$ 25.00
Jenelle Erickson-Bejarano	PPD	1501	Indianapolis, IN	IAEYC conterence	4/7-9/2016	10	\$ 187.00				\$ 187.00
Melissa Ressino	HR	1701	Indianapolis, IN	Worker's Compension	5/11/2016	10	\$ 329.00				\$ 329.00
Rebecca Dixon	Finance	1301	Arlington, VA	Performance Based budgeting	7/26-28/2016	10	\$ 975.00	\$ 200.00	\$ 450.00	\$ 75.00	\$ 1,700.00
John Helling	Public Service	2001	Denver, CO	PLA	4/5-9/2016	10	\$ 450.00	\$ 950.00	\$ 1,000.00	\$ 90.00	\$ 2,490.00
Erin Webster	PIK	2015	Indianapolis, IN	GenCon	8/3-5/2016	10	\$ 140.00		\$ 60.00		\$ 200.00
Kathleen Laratta	PIK	2015	Indianapolis, IN	IAEYC conterence	4/8-9/2016	10	\$ 107.00		\$ 40.00		\$ 147.00
Aimee Bittle	GPK	2016	Avon, IN	ILF District 4	4/28-29/2016	10	\$ 45.00				\$ 45.00
Shanika Heyward	E. 38th	2008	Orlando, FL	ALA Annual Conference	6/23-28/2016	10	\$ 285.00	\$ 1,494.00	\$ 1,055.00	\$ 180.00	\$ 3,014.00
Kathleen Flege-Friedericks	FRA	2021	Avon, IN	ILF District 4	4/28/2016	10	\$ 45.00				\$ 45.00
Susan Davis	PPD	1501	Chicago, IL	Book Expo	5/11-13/2016	10	\$ 183.00	\$ 475.00	\$ 207.00	\$ 90.00	\$ 955.00
Jackie Kelly	CEN	1401	Denver, CO	PLA	4/5-9/2016	10		\$485			\$ 485.00
Raylene Jordan	TLC	1403	Indianapolis, IN	American Sign Language	4/11-6/13/2016	10	\$ 210.00				\$ 210.00
Sarah Jane Batt	Shared System	1201	Avon, IN	ILF District 4	4/28/2016	13	\$ 45.00		\$ 15.00		\$ 60.00
Carrie Waterson	COM	1601	Charlotte, NC	Library Marketing and communications	5/18-20/2016	10		\$ 450.00	\$ 660.00	\$ 90.00	\$ 1,200.00
Kim Crowder	COM	1601	Charlotte, NC	Library Marketing and communications	5/18-20/2016	10		\$ 450.00	\$ 956.00	\$ 90.00	\$ 1,496.00
											\$ -
											\$ -

\$ 15,478.00

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
MARCH 15, 2016**

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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 15, 2016 at 4:05 p.m. pursuant to notice given.

**1. Call To Order**

In the absence of Dr. Wantz, Ms. Crenshaw called the meeting to order.

**2. Roll Call**

On behalf of the Board, Ms. Crenshaw welcomed Rev. T. D. Robinson to the Board. She commented that there will be a lot of work to do with the new and renovated buildings coming on line over the next several years and that it will be a wonderful journey for Rev. Robinson.

Members present: Ms. Charleston, Ms. Crenshaw, Mr. Gutierrez and Rev. Robinson

Members absent: Ms. Aguilera, Ms. Payne and Dr. Wantz

At this time, Jackie Nytes, the Library’s Chief Executive Officer, introduced John Helling, the Library’s new Director of Public Services, to the Board.

Ms. Crenshaw commented that the Board was grateful to have Mr. Helling’s talents at the Library.

**COMMITTEE REPORTS**

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

**Facilities Briefing Report  
Naming Opportunities at New and Renovated Branch Libraries**

- Roberta Jagers, President, IndyPL Foundation, provided a briefing on the naming opportunities.
- As IndyPL and the IndyPL Foundation developed their 2015-2020 strategic plans, there were many conversations about how the IndyPL Foundation could best support IndyPL. IndyPL indicated its biggest need was increased support for programs that had previously been covered by its operating budget.

- In order to raise funds to strengthen the IndyPL Foundation's capacity to meet the Library's long-term operating needs the IndyPL Foundation presented select donors with the opportunity to make gifts in exchange for naming opportunities at new or renovated branch libraries.
- Following the same procedures used during the capital campaign for Central Library, IndyPL asked the IndyPL Foundation to submit naming opportunities for approval after gifts are secured. Accordingly, the IndyPL Foundation will submit committed gifts for naming opportunity approval to the IndyPL Board on a rolling basis, approximately 2-3 times per year.
- In determining and vetting possible donors and gifts, the IndyPL Foundation uses four main criteria: 1) Interest in library services and programs. 2) Connections to the community. 3) Reputation in the community. And 4) Capacity for commitments.
- At the March 2016 IndyPL Board Meeting, the IndyPL Foundation will request the IndyPL Board approve the naming opportunities totaling \$250,000.

**Resolution – Authorization to Lease Parking Spaces in Underground Parking Facility Located at 40 East St. Clair Street, Indianapolis, IN**

- Sharon Smith, Facilities Director, presented the action request and resolution seeking Board authorization to lease parking spaces at Central Library
- After a lengthy process initiated by an RFP in August 2013, the Library has reached an agreement with Library Square Development Partners, LLC (an affiliate of Buckingham Properties, LLC), for long-term lease of parking spaces in the Central Library garage.
- It was noted that benefits of the agreement include better maximizing the garage's underutilized parking spaces; income from the agreement for the Library will be designated to a fund which will provide for garage maintenance, repair, and improvements; and to support economic growth and development in the nearby community.
- Library Counsel Robert Scott provided an overview of the principal terms of the agreement. The agreement calls for an up-front commitment fee of \$2,500 per space, a monthly fee of \$75 per space, and provisions for automatic increases in the monthly fee.
- After discussion, the Facilities Committee voted the resolution out of Committee and that it will be presented to the full Board at the regular meeting in March with the recommendation for approval.

**Resolution – Authorization to Purchase Property Located at 2802 East Washington Street, Indianapolis, IN**

- Ms. Smith presented the action request and resolution seeking Board authorization to purchase the property at 2802 East Washington Street.
- As part of the renovation and expansion of the East Washington Branch the current number of parking facilities is being reduced. Acquisition of the Property will allow the IndyPL to utilize the Property for additional parking for patrons upon completion of Branch renovations, and will allow the IndyPL the opportunity for compatible land use consistent with Branch operations and uses.
- The due diligence process is ongoing, and we are waiting for the Phase II

Environmental Site Assessment to be completed by Shrewsberry & Associates. The attached resolution has conditional provisions for approval pending the successful completion of the Phase II Assessment.

- A portion of the funds for the purchase price to be paid for the Property are being provided by IndyPL Foundation.
- After discussion, the Facilities Committee voted the resolution out of Committee and that it will be presented to the full Board at the regular meeting in March with the recommendation for approval.

### **Facilities Briefing Report Michigan Road Branch Property Acquisition**

- Ms. Smith gave the briefing on the site selection for the new Michigan Road Branch. When looking at the current map of IndyPL locations, there is a clear gap in services in the southeast portion of Pike Township.
- IndyPL is working with Darwin May of May Realtors, LLC to locate available properties. After investigating several options, it was determined the best site available is at 62<sup>nd</sup> Street and Michigan Road. There is an existing 3-way stoplight that may be upgraded to a 4-way stoplight to provide safe access to and from the site for IndyPL patrons.
- We currently have a signed Letter of Intent to Purchase an unimproved portion currently owned by Bethesda Temple Apostolic Church and consists of approximately 4.5 acres.
- The due diligence process is anticipated to require 6 months. Two specific issues requiring resolution are the rezoning of the property and the vacation of a right-of-way that bisects the site.

### **Facilities Briefing Report Eagle Branch Property Acquisition**

- The item was tabled.

### **Facilities Briefing Report Replacement Bookmobiles**

- Ms. Smith gave the briefing on the replacement bookmobiles.
- The replacement bookmobiles have arrived and are ready to serve our patrons. The new bookmobiles – affectionately named Frog and Toad – will be used by preschool/elementary-age children, school-age children, families, and the elderly.
- The new bookmobiles are a low-floor model, with 2 patron doors, a generator for when power is not available, and are equipped with a solar power/battery array that will provide power for the computers, lighting, sound system.
- Graphic vehicle-wraps have been applied to the machines to promote IndyPL services. The bookmobiles will be used to continue to provide Library services as part of the early childhood education focus, with an expanded mission to visit under-served areas of the community.
- A celebration of the new bookmobiles will be held in conjunction with National Bookmobile Day on April 13, 2016, 11:00 am at Central Library.

**Facilities Briefing Report  
Strategic Plan Facilities Project Schedule**

- Ms. Smith presented an updated project schedule indicating changes to the Eagle, Brightwood, Ft. Benjamin Harrison, and the Glendale projects.

**Facilities Briefing Report  
Franklin Road Marketplace Project**

- Ms. Smith gave the briefing on the recently completed Marketplace Project.
- In support of the Strategic Plan and as part of the 2015 Capital Projects Plan, a pilot Project to learn how the Marketplace concept for patron services will be utilized has been implemented for the Franklin Road Branch. The Project includes these components:
  - Additional browsing collection shelving.
  - Reconfiguration of the space to accommodate the most popular materials.
  - Accommodations for digital signage.
  - Additional seating for short term browsing.
  - Creation of 2 quiet study rooms.
- How patrons use the Marketplace will be observed to determine how we can better meet the service needs of the patrons.

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

**a. Briefing Report-2015 Performance Appraisals**

- Katherine Lerg explains Performance Appraisals report. Ms. Charleston thanks her for expanded information.

**b. Briefing Report-Annual Diversity Report**

- Ms. Lerg provides Rev. Robinson a copy of the 2015 IndyPL Diversity Report to provide him history of issue.
- Ms. Lerg explains the 2016 Diversity Report to the board.
- Ms. Lerg touched on the following aspects of the report: Cultural Competency, Training Librarians and Tuition Reimbursement.
- Ms. Lerg explains tables and attachments.
- Ms. Charleston requests more information as to Attachment A as to numbers of vendors. Miguel Ruiz advises he can provide that information to the Board.

**5. Finance Committee (Oscar A. Gutierrez, Chair; Vanessa Lopez Aguilera, Lillian L. Charleston) – Staff Liaison: Becky Dixon**

- a. **Resolution: Online Registration.** The Library has been working with Sondhi Solutions, LLC to develop a process by which patrons may register for a library card

through the Library's website. The online registration process will only be available for new adult registrations. Residency verification will be done through utility billing, credit card billing, or school enrollment. The cost of this project is not to exceed \$79,500. The Lilly endowment is providing \$27,450 so the net cost to the Library is \$52,050.

- b. **Briefing: Capital Projects Fund 2017-2019.** Staff is currently working on the Library's Capital Projects Fund (CPF) for the years 2017, 2018, and 2019. The CPF funds Facilities, IT, and Collection Management projects such as facility repairs and PC refreshes. The CPF Plan will be presented for approval at the Board's April meeting. The tax rate for the CPF Plan is not set until the Library's final budget is approved in October.
- c. **Resolution: Copier/Print Project.** The Library's current contract for copier equipment and maintenance services with Ricoh expires at the end of March, 2016. The Library would like to continue doing business with Ricoh and would like to increase the number of devices on the contract from 39 to 42. This allows the Library to consolidate their public printers and copiers to one device at each location. This will result in a reduction in the cost-per-impression as well as an increase in speed and space needed at each branch to house equipment. This consolidation of equipment will result in a savings of \$70,000 over the life of the project.
- d. **Briefing: Approval of Merger with Beech Grove.** The Planning Committee for the merger of Beech Grove Public Library and the Indianapolis-Marion County Public Library recommends going forward with the merger. A draft of the plan document detailing the merger was distributed as well as a timeline noting the various milestones of the project. A resolution to approve the merger will be presented to the Board at their April meeting. If it is approved, the merger will be effective on or about June 1, 2016.

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

- a. **Regular Board Meeting** – Monday, March 28, 2016, at the East 38<sup>th</sup> Street Branch Library, 5420 East 38<sup>th</sup> Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – April 12, 2016, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

## 7. Other Business

- a. **Briefing Report – Summary Statistics of Public PC Usage for IndyPL** - Debra Champ, IT Director, discussed the Report that contained statistics about the usage of public computers at Library branches.

Ms. Champ stated that if the Board had questions about the information to contact her directly.



- b. **2016 Union Workplace Survey** – Michael Torres, Library staff member and President, AFSCME, the Library’s union, distributed the proposed Survey to the Board for their review and information. He commented that he will work with Ms. Nytes to provide information concerning the Survey.

**8. Adjournment**

Ms. Crenshaw declared the meeting adjourned at 6:05 p.m.





*You Are Invited!*

16b

The Indianapolis Public Library  
**Free Upcoming Events**

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

**March 31 at 2 p.m. – “Nutrition Program Series.”** Learn more about the information found on food labels and how to use it to make healthier food choices every day. This program will be presented by Patricia Sanders of the Purdue Extension Nutrition Education Program. Register by calling 275-4472. Held at the Nora Branch.

**April 2 at 2 p.m. - “A Chat With Dan Carpenter.”** Former *Indianapolis Star* columnist, poet and short story writer Dan Carpenter will talk about his works that include *Indiana Out Loud*, *Hard Pieces*, and *More Than I Could See*. His new poetry collection, *The Art He’d Sell for Love*, was published in 2015. Held at the Nora Branch.

**April 8 - 16 – “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 8 from 5:30 - 7:30 p.m. The booksale continues on Saturday, April 9 from 10 a.m. - 4 p.m. and Thursday, April 14 from 12 noon - 7 p.m. Half-Price Day is Friday, April 15 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, April 16 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 10:30 a.m. & April 23 at 11:30 a.m. – “IndyPL Seed Library Master Gardeners Series.”** A variety of gardening topics will be explored during this series presented by Purdue Extension Master Gardeners. The April 9 program will feature the IndyPL Seed Library Resource Fair. Attendees can learn about native plants, food gardens, worm composting, non-chemical turf maintenance and more from community experts. On April 23, the topic will be “Planting Your Garden.” Tyler Gough from Indy Urban Acres will share tips on preparing seeds and soil for spring planting. Held at the Glendale Branch.

**April 12 from 2 - 6 p.m. – “Ask-a-Lawyer.”** You can receive free legal advice through one-on-one consultations with qualified, licensed attorneys who are members of the Indianapolis Bar Association. For those unable to attend, call 269-2000 between 2 - 8 p.m. to speak with an attorney. This community service event is sponsored by the Indianapolis Bar Association and Indianapolis Bar Foundation, in cooperation with IndyPL. Held at various Library locations.

**April 15 at 7 p.m. – “2016 McFadden Memorial Lecture featuring Jacqueline Woodson.”** The 39th annual McFadden Memorial Lecture will be presented by award-winning children’s author Jacqueline Woodson. Her most recent book, *Brown Girl Dreaming*, is an autobiographical work of verse about her family and segregation in the South that earned a National Book Award and was named a Newbery Honor Book. Held at Northview Middle School, 8401 Westfield Boulevard.

**April 18 at 6 p.m. – “Liberty Clarinet Quartet Concert.”** Enjoy a performance by the Liberty Clarinet Quartet, part of the United States Air Force Band of Mid-America stationed at Scott Air Force Base in Illinois. The ensemble honors military and civilian audiences by presenting a wide range of musical literature from traditional classical repertoire to marches and light pop. Held in the Clowes Auditorium at Central Library.

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