



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
May 20, 2019**

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

**Lawrence Branch Library
7898 North Hague Road
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 15th Day Of May, 2019**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Gregory Hill, Lawrence Branch Manager, will provide an update on their services to the community. (enclosed)

4. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

5. Approval of Minutes

a. Regular Meeting, April 22, 2019 (enclosed)

COMMITTEE REPORTS

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

a. Report of the Treasurer – April 2019 (enclosed)

b. Resolution 11 – 2019 (Amendment of Charge Account Policy 121.17 and Authorization for Treasurer to Implement and Manage Credit Card Usage for Certain Library Purchases) (enclosed)

c. Resolution 12 – 2019 (Approval of a Service Charge for the Use of the Electric Vehicle Charging Stations at the Eagle Branch Project) (enclosed)

d. Resolution 13 – 2019 (Approval to Purchase Storage Array Equipment and Maintenance Services (Presidio Networked Solutions Group, LLC)) (enclosed)

7. **Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)**

8. **Facilities Committee (Dr. Terri Jett, Chair; Rev. T. D. Robinson, Crista L. Carlino)**
 - a. **Briefing Report** – Eagle Branch Construction Progress for April 2019 (enclosed)
 - b. **Briefing Report** – Brightwood Branch Construction Progress for April 2019 (enclosed)
 - c. **Resolution 14 – 2019** (Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Brightwood Branch Project) (enclosed)
 - d. **Briefing Report** – Wayne Branch Project Update (enclosed)
 - e. **Resolution 15 – 2019** (Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Michigan Road Branch Parking Lot Project) (enclosed)
 - f. **Briefing Report** – West Perry Branch Project Update for April 2019 (enclosed)
 - g. **Briefing Report** – Future Agenda Items (enclosed)
 - 1) Authorization to Prepare Bidding Documents and to Solicit Public, Open, and Competitive Bids for General Construction Services for the Wayne Branch Project
 - h. **Resolution 16 – 2019** (Authorization to Purchase Approximately Six (6) Acres of Property Located at 1900 West Southport Road for the West Perry Branch Project) (at meeting)

9. **Library Foundation Update (Dr. Terri Jett, Library Board Representative)**

10. **Report of the Chief Executive Officer**
 - a. **Public Services Update and Statistics**
 - 1) **Public Services Update – May 2019** – John Helling, Director, Public Services, will discuss the Update. (at meeting)

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- 2) **2019 Summer Reading Program Presentation** – Kim Crowder, Communications Director, and Melanie Wissel, Program Development Manager, will make the Presentation. (at meeting)

b. **April Media Report** (enclosed)

c. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (17 – 2019)**

Enclosed.

UNFINISHED BUSINESS

11. **Recognition of Former Board Member Dorothy R. Crenshaw** (at meeting)

NEW BUSINESS

- 12.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

June, 2019 –

INFORMATION

14. **Materials** – Any available materials will be distributed at the meeting.

15. **Board Meeting Schedule for 2019 (Notice of Date and Place of Meeting) and Upcoming Events**

- a. **Board Meetings for 2019** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

- b. **Library Programs/Free Upcoming Events updated through June 23, 2019** (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, June 11, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, June 24, 2019, at Central Library, Riley Room, 40 East St. Clair Street,
at 6:30 p.m.

18. Other Business

19. Adjournment



Lawrence Branch Library



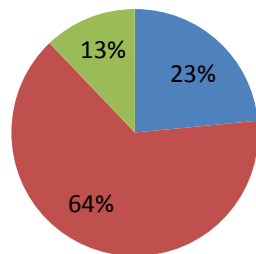
Who We Are:

- 1 Branch Manager
- 1 Circulation Supervisor II
- 1 Full time Computer Lab Assistant
- 2 Library Assistant III
- 2 Library Assistant II
- 2 Part time Library Assistant II
- 1 Part Time Library Assistant I
- 10 Hourly Library Pages

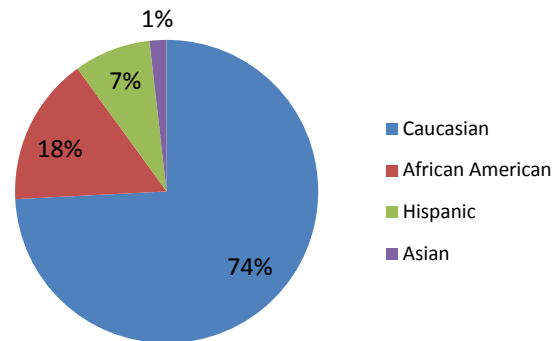
Who We Serve:

Lawrence Population Distribution

■ Under 18 ■ 18-64 ■ 65+



Lawrence Racial Distribution



Total Base Population is 80,757¹

Housing: 63.28% Owner Occupied Units; 30.89% Renter Occupied Units²

Schools: We serve:
Public: 11 elementary, 4 early learning centers, 2 middle schools, 2 high schools and the McKenzie Center for Innovation and Technology in the Lawrence Township School District. There are several private institutions.

How We Serve:

In 2018 we had:

- 170,500 Visitors
- 375,219 1st. time checkouts in 2018

¹ US Census Bureau, 2010, SAVI Community Profile 2018

² US Census Bureau, 2010, SAVI Community Profile 2018

How We Serve continued:

- 1,708 New Borrowers
- 82,000 Items in our collection
- 19 Computers
- 31,857 Computer Uses
- 15,633 Reference Assists³

Our Story

We are located in the far northeast corner of Marion County, next door to Lawrence North High School just a mile east of Castleton Square Mall. The population in this area has increased 30.3% since the 13,500 square foot building was opened here in 1983. The Lawrence Library is one of the busiest and highest circulating branches in the city. Patrons here are very computer literate and use our system extensively. There is high demand for eBooks and audio downloadables and assistance with those materials. Our wireless internet access is used by many patrons. Lawrence receives and processes more requests than any other location in the system. We rely upon a loyal group of volunteers, pages and clerical staff to help process and shelve the hundreds of holds we receive on a daily basis.

The Lawrence Branch is a busy, vital part of the community offering programs to appeal to all ages. The summer reading program continues to be popular, 2,726 registered to participate in 2018. Baby, Preschool and toddler story time presented weekly by juvenile librarians are quite popular with parents and children throughout the year. We also have a regular group of adults meeting for monthly book discussions conducted by the adult librarians. The staff continually works to create and offer interesting programs and a welcoming atmosphere.

The staff at Lawrence exemplifies good customer service. The staff is always friendly, courteous and upbeat. Everyone pulls together to meet the needs of the public and keep them coming in the doors.

We have made a commitment to attend local community festivals and fairs. Staff attended the Harrison Hill Fall Festival, DFAS Employee Picnic, Saint Vincent's Health Community Day, Indian Creek Spring Fling, Fort Benjamin Harrison YMCA Health Kids Day and Castleton United Methodist Church Senior Day. In addition to Lawrence Township schools, we have partnered with several daycares and preschools, Binford Redevelopment and Growth: (BRAG), Harrison Hill Community Council, Faith Presbyterian Church, Lawrence Township Trustees Office and Fort Benjamin Harrison YMCA.

³ Reference Trends are taken from our Desk Tracker statistics for reference questions +computer reference assistance.

Highlights:

- Branch regularly schedule story time. Lawrence Branch scheduled story time three days per week on Wednesday, Thursday and Friday. Story time was attended by 2,383 children and their caregivers in 2018.
- Lawrence Township Schools - Juvenile librarians presented story time to children at the Lawrence Township Early Learning Centers.
- Daycare Outreach -This outreach opportunity was enjoyed by hundreds of children and their caregivers. The branch made visits to or welcomed: Abundant Life; Gifted & Talented Academy and Kelley's Exclusive Daycare.
- Homeschool Explorers – One of our best programs, (Presented by Shelby Peak), addresses children that are home schooled in our service area. Students and parents meet twice a month. The program encourages learning, teamwork and exploration using theme based activities. From January to April 2019 (8 sessions) Explorers had 174 patrons. This program has been well received.
- Lawrence staff hosted 12 book discussions in 2018 that promotes reading for pleasure. Book discussions are led by staff and club members. 163 patrons attended.
- Lawrence hosted several programs aimed at our juvenile patrons. The Noon Year's Eve Celebration, in our 3rd year, is the most popular with 76 patrons in attendance. The LEGO Land program is still very popular with families.
- Adult programs - **Travelogue** - The Hidden Gem of Indiana lecture was attended by 43 patrons! The most recent travelogue program: National Parks was attended by 42 patrons. The Travelogue is an amazing and relevant program to the branch patrons. Montoya Barker presented 8 Travelogue programs in 2018 with attendance of 201 patrons. Feedback on the Travelogue series has been outstanding!
- Adult programs – **Community Pop-up Library**. Heidi Holmer made visits to the AHEPA (American Hellenic Educational Progressive Association) Apartments. Heidi made 16 visits (2018) to provide engaging content and promote reading for pleasure.
- The Mini Job Center helped patrons with resumes, job searches and applying for positions by uploading resumes to job sites. Our Computer Lab Assistant - under the direction of adult reference staff - presented Microsoft Word Basics; Microsoft Excel, and Internet Basics classes to patrons.

Prepared by:

Gregory A. Hill, Sr., Branch Manager
Lawrence Branch
7898 North Hague Road
Indianapolis, Indiana 46256

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 22, 2019**

The Indianapolis-Marion County Public Library Board met at the Fountain Square Branch Library, 1066 Virginia Avenue, Indianapolis, Indiana on Monday, April 22, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. Dr. Jett acted as Secretary.

2. Roll Call

Members present: Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Members absent: None.

3. Branch Manager’s Report

Peggy Wehr, Manager, Fountain Square Branch Library, discussed her report that had been presented to the Board.

She commented that she had been the manager at the branch since 2006. There have been many changes in the neighborhood including apartments being build and renovated and two new school opening. These changes have contributed to a younger population base in the neighborhood. Library card registrations are up 13.5%. The branch is active with several community organizations and participates with the Fountain Square Merchants Association and other partners on such events as Art Squared, Scare in the Square and Santa on the Square. Ms. Wehr mentioned that staff member Shelby Gramm, Children’s Librarian, visits several schools and daycares and reads once a month. The branch is looking forward to participating in the upcoming IMPD Community Day at Garfield Park. She reminded everyone that Fountain Square will hold their Summer Reading Program Kick-Off on June 1, 2019. Also, work has started on West Perry and two community meetings have been held to date. Participants were able to share what they would like to see in that area.

4. Public Comment and Communications

a. Public Comment

At this time, Staff Association President Shelby Peak addressed the Board. She

invited the Board members to attend the upcoming May Breakfast which will be held on Monday, May 6, 2019, at the Fatima Retreat House. She mentioned that it will be a space-themed event commemorating the Apollo moon landing.

Michael Torres, Library staff member and President of AFSCME Local 3395, made the following statement:

Good evening board members. My name is Michael Torres.

I am a 22-year employee. A Public Service Associate at Central Library and president of our union, AFSCME Local 3395 representing Library employees, excluding Supervisors, Managers, Hourly and Confidential employees.

This branch has particular significance to me.

The July 2006 board meeting took place here at Fountain Square and at the time, our union was asking for recognition. Our request was being ignored and we were at a standstill with the board at the time. We had both sides of this corner filled with supporters vocalizing and honking for support as they passed by or held signs of support. It was our first of several information rallies. But it didn't stop there.

Our union drive was being guided by two prominent women from our AFSCME family, Michelle Martin, AFSCME Organizer and Lettie Oliver, Assistant Director of then Council 62. Both had enlisted a large group of supporters including staff, a former board member, retirees, community advocates, other union members and officers, elected officials and current library board president Joanne Sanders who was councilwoman at the time.

We brought our request into the meeting where representatives of faith organizations, community representatives, and elected officials repeated our request for union recognition. The campaign continued with a few more rallies and in May 2007 we were officially recognized as AFSCME Local 3395-Indy Library Workers.

-We earned a fairer grievance procedure that levels the playing field for members.

-We established a vehicle for Management and Union to attempt to iron out issues before they escalate called our Labor Management committee meeting.

To act on behalf of all unit employees is a responsibility we take very seriously. We're about to enter our annual salary discussion for 2020 and next year we will negotiate our fifth contract.

Many good things have come out of this journey besides advocating for our members, another is the Lettie Oliver Memorial Collection which focuses on union and the Woman's contribution to Labor, as Lettie's was huge. This collection is funded primarily by the union and its members.

As always the union's mission will always be to make our work environment, safe, fair and equitable now that we have a seat at the table.

Thank you.

Magali Torres, Operations Director at the Invent Learning Hub, announced that this new charter school will open in July 2019, and is a K-8 school. Ms. Torres is happy with the services provided by the Library. She thanked the Library for its assistance and looks forward to its partnership. One of the school's amenities is an open gym for community use.

Following an inquiry from Ms. Sanders, Ms. Torres advised that they will actually begin with K-5 and then each year they will add another grade level. She also confirmed that it is a charter public school. The Mind Trust is the sponsoring agency.

- b. **Dear CEO Letters and Responses** were circulated for the Board's general information.
 - c. **Correspondence** was circulated for the Board's general information.
- 5. Approval Of Minutes: Executive Session, Regular and Special Meetings**
- a. **Executive Session, March 25, 2019**

The minutes were approved on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.
 - a. **Regular Meeting, March 25, 2019**

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – March 2019

Jackie Nytes, Chief Executive Officer, began by thanking Rev. Robinson for attending the Entrance Conference for this year's audit. The audit is underway and she commented that they will be placing a particular emphasis on awareness of internal controls.

She went on to review the Report of the Treasurer that had been distributed to the Board. Ms. Nytes mentioned that March revenues totaled \$624,578. Year-to-date revenues total \$1,691,321, or about 4% of the yearly budgeted anticipated revenue. March expenditures totaled \$3,847,379. Year-to-date expenditures of \$11,719,193 represent 24% of yearly budgeted spending.

It was explained that the Library has yet to receive its share of property taxes for this period but that the Library's Reserve Fund can handle expenses in the meantime. The Library has a solid long-term plan and a policy for fund balances, as opposed to many small library districts which are the target of potential action in this year's legislature. There is discussion at the State House that libraries across the state are carrying too much money in their fund balances. No one is questioning us because they can see that the money we are carrying in our fund balance is to float us until the property taxes start coming in. While we are supporting ourselves with our cash reserves, it's been important to explain at the Statehouse how that all works. The Library has a long term plan for our fund balance and we have a policy regarding the amount of fund balance that we maintain.

Also, Ms. Nytes announced that the Library has already used much of its snow removal budget for this year and we may have to transfer funds to cover snow emergencies later this year.

She shared that the Library's Finance Department is being aggressive about investments and Trust Indiana is where we're having the best luck right now. They are doing some long range planning about cash management and hope to show some improvement in our investment proceeds.

Judge Salinas asked Ms. Nytes to confirm his understanding that if we didn't have these funds we would have to borrow the money.

Ms. Nytes responded that was correct. The Library maintains an adequate enough fund balance so that we never have to borrow.

Ms. Sanders inquired what is happening to the other libraries in the state that don't have a plan.

Ms. Nytes explained that the legislature is looking at how extensive the balances

are and in some cases there are libraries whose fund balances are 150-200% of what their budget is and in those cases they are really questioning it. Townships have a limit of 150% of their budget in their fund balance. The suggestion has been made by the library community that we treat libraries the same as they treat townships. That seems to be a reasonable standard. For the libraries that exceed that amount, they have been asked to document a capital projects plan or to document a long term financial plan.

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

Motion carried.

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

7. Diversity, Policy and Human Resources Committee (Rev. T. D. Robinson, Chair; Patricia A. Payne, Judge Jose D. Salinas)

Ms. Sanders announced that she has selected Rev. T. D. Robinson as the new Chair of the Committee and has also named Judge Jose D. Salinas a member.

At this time, Rev. Robinson advised that the Committee did not have a report this month.

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

a. Briefing Report – Eagle Branch Project Update

Mike Coghlan, Manager, Facilities Projects, discussed the Eagle Branch Project Update. He pointed out that major milestone work completed in March included the installation of solar panels. In April, installation of metal shelving was completed. The collection arrives the week of April 29, 2019. Connection to the AT&T fiber network and starting the mechanical systems will result in substantial completion on May 1, 2019. Last day of service at Lowry Road is April 27, 2019. The grand opening is scheduled for Saturday, June 1, 2019 at 10:00 a.m.

Judge Salinas mentioned the hope of collecting data on the impact of libraries in the area. Since we have a branch moving to a new area, if we can formulate some idea on how to measure the impact it will have at the new location in terms of the property values or how people feel about having a new library in their neighborhood that would be good research to have.

Ms. Payne commented we should poll patrons both from the neighborhood of the old branch and also those living near the new branch to gauge their feelings.

In answer to Ms. Sanders' inquiry, Mr. Coghlan advised that approximately 75% of the branch's electrical needs will be supported by its solar system.

b. **Briefing Report** – Brightwood Branch Project Update

Mr. Coghlan explained that in April, construction activity involved the excavation of the building footings, placement of the concrete foundations, and installation of underground plumbing systems. The contractor is monitoring the status of the structural steel, reinforcing steel and mechanical systems. An on-site webcam will provide views of construction progress every 15 minutes. Substantial completion of the building is expected by November 15, 2019.

c. **Briefing Report** – Wayne Branch Project Update

Mr. Coghlan provided information on the Wayne Branch. He noted that two community engagement meetings have been held to help guide the design as well as services. A third meeting will be held on May 8, 2019 to inform citizens of proposed design plans. Construction will begin in December, with substantial completion scheduled in April 2020.

Ms. Carlino commented that she was pleased to meet the architects that will be working on the renovations. They have solicited input from every Media Specialist in the district and that was important because different opinions about what's important is powerful. She expressed her thanks for the opportunity of that "open ear" to the professional librarians in the area.

d. **Briefing Report** – West Perry Branch Project Update

Mr. Coghlan explained that two community engagement meetings have been held to solicit input on the new branch's design and services.

There were 49 people that attended the first meeting. He mentioned the exercise they did of attendees writing down what they liked and what they didn't like. Everyone in the room got to participate. Every voice was heard.

Dr. Jett commented that she was not as enamored about the process at the meeting. She felt that the presentation made by the architect prior to the exercise was too long and then the exercise took quite a bit of time. She was exhausted by the end of the evening. Going forward we should try to make it more efficient.

Mr. Coghlan advised that the compilation of meeting notes is available on the Library's website under Locations and then go to the West Perry location. Click on that one and on the right hand side is the link to the blog and the full report is there.

A third meeting will be held in August when architects will display preliminary plans. Construction is set to begin in April 2020 with a projected completion in May 2021.

e. **Briefing Report** – Future Agenda Items

- 1) Authorization to Prepare Bidding Documents and to Solicit Public, Open, and Competitive Bids for General Construction Services for the Michigan Road Branch Parking Lot Project

Mr. Coghlan advised that additional parking spaces are needed at the new Michigan Road Branch. In this regard, bids are being prepared to add 32 new spaces.

Ms. Sanders wanted to know if that means we're giving up green space at the branch.

Mr. Coghlan responded that is correct. In the interest of the environment, the team has looked at using a permeable product option for those parking spots but have determined that it is not in our best interest.

Ms. Sanders then inquired about possibly using recycled plastic bottles for the paving material.

Mr. Coghlan will look into that option.

- 2) Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Brightwood Branch Project

Mr. Coghlan noted that the Library will seek the Board's approval to award purchase orders for various fixtures, furniture and equipment needed at the Brightwood Branch.

- 3) Approval of a Service Charge for the Use of the Electric Vehicle Charging Station at the Eagle Branch Project

The Library will request the Board's approval to establish a service charge for the use of the two electric vehicle charging stations being installed at the new Eagle Branch.

In response to Ms. Sanders, Mr. Coghlan mentioned that the stations will not have a dedicated solar panel.

Judge Salinas inquired if the Library would be establishing guidelines for the use of the stations.

Mr. Coghlan advised that we are developing all the pertinent info regarding the use of the stations.

9. Library Foundation Update

April 2019 Library Foundation Update

Dr. Jett provided the Update for April 2019.

The Library Foundation celebrated the 10th anniversary of *thinmanlittlebird*, the iconic sculpture pair that adorns the front pedestals of Central Library, on April 12. Interpretive signage was installed next to each piece.

To celebrate, we hosted artist and sculptor Peter Shelton. Peter led a staff development session. That evening, there was a reception at Central Library which included remarks from Peter and proclamation read by Deputy Mayor Jeff Bennett. Artist-in-Residence Tony Radford displayed student artwork that was inspired by *thinmanlittlebird*. We would like to thank the Library's Facilities Department for assisting us with the interpretive signage, the Human Resources Department for help with the staff development session, Central Library's Event staff for coordinating the reception and Mr. Radford for his help with displaying the artwork.

We had a piece of artwork called *Hamptons* donated by Marlyne Sexton. The piece was installed in the Sexton East Reading Room. We would like to thank the Facilities Department and Central Library staff for their assistance.

Please join us to celebrate our 50th anniversary on May 3, 2019 at Central Library! You can purchase tickets and find more information here: <https://cheersfor50years.eventbrite.com>.

The Library Foundation thanks 122 donors who made gifts last month. The following are our top corporate and foundation contributors:

Allen Whitehall Clowes Charitable Foundation, Inc.
 Amica Insurance
 BKD, LLP
 Blue & Co.
 Citizens Energy Group
 Clark Quinn Moses Scott & Grahn, LLP
 Eli Lilly & Company
 First Merchants Bank
 Haddad Foundation
 Honda Manufacturing of Indiana
 Indiana Education Savings Authority
 Indianapolis Indians
 Lewis Wagner, LLP
 Louise Lage Kirtland and Hugh C. Kirtland Fund
 MHS
 Minde Browning Memorial Fund
 Teachers Credit Union

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

Children's Programs

- Summer Reading Program
- Early Childhood Professional Development Workshops
- Animal Programs
- Curveside Ride
- Pop Up Literacy Program (East 38th Street)
- Teen Programming (East 38th Street)

IndyPL and IndyGo a Go Go
Tinker Kits: Tots to Teens

Cultural Programs

Art Squared (Fountain Square)
Center for Black Literature & Culture
Community Author Fair (East 38th Street)
Summer Art Program (East 38th Street)
SRP Kickoff & Community Fair (East 38th Street)
SRP Kickoff (Spades Park)
SRP Kickoff (Brightwood)
SRP Kickoff (Glendale)
SRP Kickoff (Garfield Park)
SRP Kickoff (Irvington)
SRP Kickoff (Michigan Road)
Near West Community Day (Haughville)
Earth Friendly Festival (Garfield Park)
Everyday Artists (Fountain Square)
Juneteenth (College)
Branded Giveaways
Classical Concerts (Central)
Summer Workshops
Book Clubs (West Indianapolis)

Collections/IT

Little Library in the Lobby (Garfield Park)
Teen Film Camp (Central)
The Public Collection

Lifelong Learning

Adult Summer Reading Program
Code Café (Central)
Nonprofit Workshops (Central)
Self-Publishing Contest (Central)
Upward Bound Book Club

10. Report Of The Chief Executive Officer

Ms. Nytes offered the following items:

a. Public Services Update and Statistics

1) Public Services Update – April 2019

Ms. Nytes announced that John Helling, Public Services Director, and Garrett Mason, Strategic Planning and Assessment Officer, are working on developing the new reporting metrics to more effectively show the impact of Library services. It is anticipated that the new report should be ready to present at the May Board Meeting.

She mentioned that the McFadden Lecture, featuring Ta-Nehisi Coates, is scheduled for May 8, 2019 at Clowes Memorial Hall. The tickets to this event sold out in approximately two hours. Tickets were provided to various schools so that some of their students might attend.

Ms. Nytes again encouraged all Board members to attend the IndyPL Staff Association's May Breakfast on May 6, 2019 at the Fatima Retreat House.

Everyone was reminded that the Eagle Branch closes to the public on April 27, 2019. The new Eagle Branch opens on June 1, 2019.

The next library card distribution to local schools is scheduled for Perry Township at the beginning of June. They should have their cards in time for the start of the Summer Reading Program. Ms. Nytes shared that she was disappointed to report that about 10,500 of the township's 15,000 students don't have library cards.

Ms. Carlino asked Ms. Nytes if she had library card figures for Wayne Township.

Ms. Nytes responded that she did not have that information.

Ms. Payne then inquired about the library card figures for the Indianapolis Public Schools and how that number might compare to the Perry Township figures.

Ms. Nytes noted that she did not have that information at this time.

b. **March Media Report**

Ms. Nytes commented that the Report highlighted coverage of IndyPL in traditional and social media, blogs and print.

She mentioned to the Board that the Staff Association is now taking orders for the Summer Reading Program t-shirts.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (9 – 2019)**

After full discussion and careful consideration of Resolution 9 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Judge Salinas, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

UNFINISHED BUSINESS

11. Recognition of Former Board Member Dorothy R. Crenshaw

Ms. Sanders announced that Ms. Crenshaw was unable to attend tonight's meeting. Everyone sends get well wishes and it is hoped that the recognition of Ms. Crenshaw will take place at the May Board Meeting.

NEW BUSINESS

12. Resolution 10 – 2019 (Approval of Salary Adjustment for Chief Executive Officer)

With regard to this resolution, Dr. Jett noted that she was not aware that the Board had finished their discussion of the evaluation of the Chief Executive Officer.

Ms. Sanders advised that the Board finished discussing the evaluation but what we need to do is work on the plan going forward and that is going to be based on some comments in the evaluation. The way the CEO's contract is written, the performance assessment is not directly related to adjustments. The language in the contract says that the Board may make adjustments to the salary from time to time.

After full discussion and careful consideration of Resolution 10 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Mr. Andrews, and the "yes" votes of Mr. Andrews, Ms. Carlino, Rev. Robinson, Judge Salinas and Ms. Sanders. It was noted that Dr. Jett and Ms. Payne voted "no" on this resolution.

Motion carried.

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

AGENDA BUILDING

13. Future Agenda Items – This time was made available for discussion of items not on the Agenda which were of interest to Library Board members and the opportunity was given to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

May, 2019 – Per Dr. Jett – Discuss Inclement Weather Policy.

Ms. Sanders advised that this item would be reviewed at the next Joint Board Committee Meeting.

INFORMATION

14. Materials

There were no materials available for distribution.

15. Board Meeting Schedule for 2019 (Notice and Place of Meeting) and Upcoming Events/Information

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through May 19, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, May 7, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

Following discussion, Ms. Sanders announced that it is anticipated that the May Committee meeting will be cancelled due to scheduling conflicts. All parties will be notified once the final decision is made.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, May 20, 2019, at the Lawrence Branch, Library, 7898 North Hague Road, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 7:50 p.m.

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

Dr. Terri Jett, Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for April 2019
Prepared by Accounting for May 20, 2019 Board Meeting**

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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
OPERATING FUND REVENUES AND EXPENDITURES
MONTH ENDED APRIL 2019

Revenue		Annual 2019 Revised Budget	Actual MTD 4/30/2019	Actual YTD 4/30/2019	% Budget Received
Property Taxes	31	34,903,913	1,300,000	1,300,000	4%
Intergovernmental	33	7,723,633	352,463	1,524,049	20%
Fines & Fees	35	788,340	54,718	249,821	32%
Charges for Services	34	536,140	50,824	198,769	37%
Miscellaneous	36	682,163	465,189	641,876	94%
Total		<u>44,634,189</u>	<u>2,223,194</u>	<u>3,914,515</u>	9%

Expenditures		Annual 2019 Revised Budget	Actual MTD 4/30/2019	Actual YTD 4/30/2019	% Budget Spent
Personal Services & Benefits	41	27,009,948	1,916,883	8,025,216	30%
Supplies	42	1,568,189	49,784	264,465	17%
Other Services and Charges	43	15,690,372	975,930	5,084,451	32%
Capital Outlay	44	5,271,539	353,658	1,641,316	31%
Total		<u>49,540,048</u>	<u>3,296,256</u>	<u>15,015,449</u>	30%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED APRIL 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	42,109,199	42,109,199	1,300,000	1,300,000	-	40,809,199
311300 PROPERTY TAX CAPS	(7,205,286)	(7,205,286)	-	-	-	(7,205,286)
TAXES Total	34,903,913	34,903,913	1,300,000	1,300,000	-	33,603,913
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	240,000	240,000	12,971	90,750	-	149,250
335100 FINANCIAL INSTITUTION TAX REV	268,077	268,077	-	-	-	268,077
335200 LICENSE EXCISE TAX REVENUE	2,854,816	2,854,816	-	-	-	2,854,816
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	1,356,373	-	2,498,211
335500 COUNTY OPTION INCOME TAX	216,474	216,474	18,277	76,927	-	139,547
335700 COMMERCIAL VEHICLE TAX REVENUE	264,311	264,311	-	-	-	264,311
339000 IN LIEU OF PROP. TAX	25,371	25,371	-	-	-	25,371
INTERGOVERNMENTAL Total	7,723,633	7,723,633	352,463	1,524,049	-	6,199,584
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	223	669	-	(669)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	34,752	126,712	-	148,288
347602 FAX TRANSMISSION REVENUE	32,000	32,000	6,649	23,753	-	8,247
347603 PROCTORING EXAMS	3,500	3,500	275	940	-	2,560
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	-	-	83,000
347605 USAGE FEE REVENUE	14,000	14,000	950	3,960	-	10,040
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	2,250	5,100	-	6,900
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	1,375	4,080	-	10,920
347608 SECURITY SERVICES REVENUE	18,000	18,000	2,413	6,393	-	11,607
347609 EVENT SECURITY	-	-	960	2,550	-	(2,550)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	-	9,922	-	(3,922)
347621 CATERING REVENUE	75,000	75,000	977	14,690	-	60,310
CHARGES FOR SERVICES Total	536,140	536,140	50,824	198,769	-	337,371
FINES						
351200 FINES	761,840	761,840	53,368	244,285	-	517,555
351201 OTHER CARD REVENUE	12,000	12,000	130	663	-	11,337
351202 HEADSET REVENUE	6,000	6,000	583	2,390	-	3,610
351203 USB REVENUE	6,000	6,000	463	1,818	-	4,182
351204 LIBRARY TOTES	2,500	2,500	175	666	-	1,834
FINES Total	788,340	788,340	54,718	249,821	-	538,519
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	176	1,414	-	4,586
360001 REVENUE ADJUSTMENT	-	-	(52)	(398)	-	398
361000 INTEREST INCOME	46,163	46,163	8,774	41,283	-	4,880
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	7,068	62,538	-	62,462
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	5,979	23,709	-	48,791
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	4,721	7,220	-	(7,220)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	816	816	-	1,684
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
MISCELLANEOUS Total	477,163	477,163	27,482	136,581	-	340,582
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	-	-	5,000
396000 REFUNDS	5,000	5,000	-	18,634	-	(13,634)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	30,132	79,086	-	95,914
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	407,576	407,576	-	(387,576)
OTHER FINANCING SRCS Total	205,000	205,000	437,708	505,295	-	(300,295)
REVENUE Total	44,634,189	44,634,189	2,223,194	3,914,515	-	40,719,674
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,611,566	16,605,566	1,195,943	4,830,478	-	11,775,088
412000 SALARIES HOURLY STAFF	1,806,308	1,812,308	138,326	510,331	-	1,301,977
413000 WELLNESS	35,000	35,000	3,126	6,551	8,663	19,787
413001 LONG TERM DISABILITY INSURANCE	43,000	43,000	3,806	15,352	-	27,648
413002 EMPLOYEE ASSISTANCE PROGRAM	22,571	22,571	1,600	6,400	12,800	3,371
413003 TUITION ASSISTANCE	25,000	25,000	-	5,731	-	19,269
413004 SALARY ADJUSTMENT	90,000	90,000	-	-	-	90,000
413100 FICA AND MEDICARE	1,415,852	1,415,852	96,650	385,555	-	1,030,297
413300 PERF/INPRS	2,376,651	2,376,651	169,150	683,772	-	1,692,879

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED APRIL 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	-	-	-	9,000
413500 MEDICAL & DENTAL INSURANCE	4,387,000	4,537,000	305,627	1,569,036	150,000	2,817,964
413600 GROUP LIFE INSURANCE	38,000	38,000	2,656	12,012	-	25,988
PERSONAL SERVICES Total	26,859,948	27,009,948	1,916,883	8,025,216	171,463	18,813,269
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	640,249	682,446	21,174	52,493	26,242	603,711
421600 LIBRARY SUPPLIES	210,000	232,377	1,070	37,912	23,281	171,184
421700 DEPARTMENT OFFICE SUPPLIES	248,600	303,238	17,280	124,373	28,542	150,324
422210 GASOLINE	40,000	40,502	2,114	8,920	16,253	15,330
422250 UNIFORMS	8,000	13,000	-	3,188	1,812	8,000
422310 CLEANING & SANITATION	165,000	171,590	6,646	30,010	14,490	127,091
429001 NON CAPITAL FURNITURE & EQUIP	68,000	125,036	1,500	7,570	49,466	68,000
SUPPLIES Total	1,379,849	1,568,189	49,784	264,465	160,084	1,143,640
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	267,028	13,735	83,592	-	183,436
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	216,450	353,930	6,799	78,070	154,257	121,602
432100 FREIGHT & EXPRESS	5,500	5,500	474	1,252	2,490	1,758
432200 POSTAGE	69,650	70,773	2,122	6,486	1,737	62,550
432300 TRAVEL	37,830	37,830	791	5,599	-	32,231
432400 DATA COMMUNICATIONS	290,300	290,300	20,310	107,772	-	182,528
432401 CELLULAR PHONE	13,550	13,550	535	3,841	-	9,709
432500 CONFERENCES	105,115	105,115	1,054	10,981	420	93,714
432501 IN HOUSE CONFERENCE	62,000	63,600	3,358	9,861	26,859	26,880
433100 OUTSIDE PRINTING	226,500	232,588	12,869	62,317	11,203	159,068
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	-	175	-	1,375
434100 WORKER'S COMPENSATION	159,826	159,826	21,926	46,302	-	113,524
434200 PACKAGE	241,688	241,688	43,076	93,154	-	148,534
434201 EXCESS LIABILITY	10,351	10,351	1,862	3,724	-	6,627
434202 AUTOMOBILE	19,594	19,594	4,260	9,299	-	10,295
434500 OFFICIAL BONDS	1,000	1,000	-	975	-	25
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,259	-	741
434502 BROKERAGE FEE	17,000	17,000	4,250	8,500	-	8,500
435100 ELECTRICITY	1,067,500	1,137,917	74,399	268,662	843,755	25,500
435200 NATURAL GAS	118,450	143,476	11,788	54,827	80,728	7,921
435300 HEAT/STEAM	382,200	490,382	25,296	120,270	369,912	200
435400 WATER	75,000	79,901	4,437	20,456	59,299	145
435401 COOLING/CHILLED WATER	525,000	537,538	21,711	81,932	455,606	-
435500 STORMWATER	23,800	23,800	56	225	23,575	-
435900 SEWAGE	85,200	92,680	6,707	29,012	63,309	359
436100 REP & MAINT-STRUCTURE	1,484,600	2,030,433	159,767	751,639	805,379	473,416
436110 CLEANING SERVICES	1,079,239	1,191,908	85,963	299,435	745,422	147,052
436200 REP & MAINT-EQUIPMENT	185,360	199,202	666	18,484	24,354	156,365
436201 REP & MAINT-HEATING & AIR	900,950	461,239	18,677	126,731	261,545	72,963
436202 REP & MAINT-AUTO	65,000	66,139	1,843	6,910	5,276	53,952
436203 REP & MAINT-COMPUTERS	463,100	351,300	-	70,531	117,944	162,826
437200 EQUIPMENT RENTAL	87,829	87,829	5,885	25,406	35,771	26,652
437300 REAL ESTATE RENTAL	470,271	489,771	38,066	163,515	6,133	320,123
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	75,000	81,530	7,716	31,990	47,251	2,289
439601 SNOW REMOVAL	370,000	406,535	18,558	319,798	13,662	73,075
439602 LAWN & LANDSCAPING	319,271	347,161	47,397	57,570	176,467	113,124
439800 DUES & MEMBERSHIPS	57,400	58,525	12,000	19,350	1,125	38,050
439901 COMPUTER SERVICES	204,790	346,702	18,138	190,938	91,596	64,168
439902 PAYROLL SERVICES	170,000	206,720	7,501	44,905	36,720	125,095
439903 SECURITY SERVICES	964,721	1,095,410	38,514	305,696	320,448	469,266
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	3,801	16,144	-	48,856
439905 OTHER CONTRACTUAL SERVICES	707,915	807,168	41,383	209,972	382,522	214,674
439906 RECRUITMENT EXPENSES	24,500	24,500	504	3,885	-	20,615
439907 EVENTS & PR	34,200	37,640	980	9,065	3,290	25,285
439910 PROGRAMMING	75,500	77,700	6,300	24,807	30,591	22,303
439911 PROGRAMMING-JUV.	145,000	152,755	17,547	49,494	16,921	86,340
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	3,495	9,294	1,800	13,906
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	160	160	-	4,840
439930 MATERIALS CONTRACTUAL	2,000,000	2,002,289	223,575	611,191	2,289	1,388,809
439931 E-BOOKS	-	-	(6,377)	-	-	-
439932 E-AUDIO	-	-	(404)	-	-	-
439934 DATABASES	-	-	(57,541)	-	-	-

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED APRIL 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
452002 TRANSFERS IN/OUT	-	590,000	-	590,000	-	-
459000 REFUNDS	-	5,000	-	5,000	-	-
OTHER SERVICES AND CHARGES Total	14,034,700	15,690,372	975,930	5,084,451	5,219,658	5,386,263
CAPITAL						
443500 BUILDING	-	676,396	200,551	356,257	209,405	110,734
445100 CAPITAL - FURNITURE	20,000	20,000	-	-	-	20,000
445200 VEHICLES	80,000	107,718	-	27,718	-	80,000
445300 CAPITAL - EQUIPMENT	55,000	76,101	-	20,740	362	55,000
445301 COMPUTER EQUIPMENT	240,000	532,568	-	282,818	9,800	239,950
449000 BOOKS & MATERIALS	3,550,000	3,696,126	192,264	935,888	146,126	2,614,112
449001 PERIODICALS & NEWSPAPERS	-	-	(1,832)	-	-	-
449003 CD'S	-	-	(11,562)	-	-	-
449004 DVD'S	-	-	(27,144)	-	-	-
449100 UNPROCESSED PAPERBACK BOOKS	137,000	162,629	1,381	17,896	133,200	11,533
CAPITAL Total	4,082,000	5,271,539	353,658	1,641,316	498,893	3,131,330
EXPENSE Total	46,356,497	49,540,048	3,296,256	15,015,449	6,050,098	28,474,501

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASHFLOW PROJECTIONS - OPERATING FUND
January 1 - December 31, 2019

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
Beginning Balance	\$ 22,972,161	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 13,940,979	\$ 21,586,198	\$ 18,495,690	\$ 14,746,381	\$ 11,496,399	\$ 9,180,601	\$ 9,637,060	\$ 22,972,161	\$ 22,972,161	
Receipts:															
Property Tax	-	-	-	1,300,000	6,257,000	9,894,957	-	-	-	1,400,000	4,900,000	11,151,957	34,903,913	34,903,913	-
Excise Tax	-	-	-	-	-	1,427,408	-	-	-	-	-	1,427,408	2,854,816	2,854,816	-
Financial Institution Tax	-	-	-	-	-	134,039	-	-	-	-	-	134,039	268,077	268,077	-
Commercial Vehicle Tax	-	-	-	-	-	132,156	-	-	-	-	-	132,156	264,311	264,311	-
In-Lieu-of Taxes	-	-	-	-	-	12,686	-	-	-	-	-	12,686	25,371	25,371	-
Local Option Income Tax (LOIT)	321,215	321,215	392,727	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	3,926,096	3,854,584	71,512
County Option Income Tax (COIT)	18,277	18,277	22,096	18,277	18,277	18,277	18,277	18,277	18,277	18,277	18,277	18,277	223,143	216,474	6,669
Fines	72,730	56,115	62,072	53,368	62,647	62,647	62,647	62,647	62,647	62,647	62,647	62,644	745,455	761,840	(16,385)
Photocopier	113	201	132	223	-	-	-	-	-	-	-	-	669	-	669
Printers	24,533	32,843	34,585	34,752	22,917	22,917	22,917	22,917	22,917	22,917	22,917	21,301	308,429	275,000	33,429
Fax Transmissions	5,041	5,118	6,945	6,649	2,452	2,452	2,452	2,452	2,452	2,452	2,452	2,443	43,358	32,000	11,358
Headsets	618	583	606	583	490	490	490	490	490	490	490	482	6,302	6,000	302
USB	449	407	500	463	500	500	500	500	500	500	500	551	5,869	6,000	(131)
PLAC Dist.	-	-	-	-	-	83,000	-	-	-	-	-	-	83,000	83,000	-
Interest income	10,323	11,226	10,960	8,774	3,259	3,259	3,259	3,259	3,259	3,259	3,259	3,251	67,347	46,163	21,184
Library totes	153	142	196	175	212	212	212	212	212	212	212	227	2,377	2,500	(123)
Other Card Revenue	136	263	134	130	1,078	1,078	1,078	1,078	1,078	1,078	1,078	1,084	9,293	12,000	(2,707)
Miscellaneous	104	302	486	124	536	536	536	536	536	536	536	536	5,304	6,000	(696)
Proctoring Exams	160	225	280	275	304	304	304	304	304	304	304	304	3,369	3,500	(131)
Facility Rental	46,445	13,210	30,179	26,531	18,300	34,300	22,300	12,300	22,300	22,300	12,300	22,195	282,660	261,640	21,020
Catering Commission	8,082	2,631	2,999	977	2,229	7,769	5,269	1,269	9,769	14,769	16,769	5,768	78,301	75,000	3,301
Café Revenue	8,506	1,416	-	-	500	500	500	500	500	500	500	500	13,922	6,000	7,922
Reimbursement for Services	-	22,962	25,992	30,132	65,000	30,000	-	-	11,500	-	-	48,500	234,086	175,000	59,086
Insurance Reimbursement	-	-	-	407,576	20,000	-	-	-	-	-	-	-	427,576	20,000	407,576
Refunds	-	18,634	-	-	454	454	454	454	454	454	454	463	22,272	5,000	17,272
Erate Revenue	30,287	13,803	33,689	12,971	20,000	20,000	-	35,000	20,000	20,000	19,713	-	225,463	240,000	(14,537)
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	-	-	-	-	1,000	-	-	2,000	-	2,000	-	5,000	5,000	-
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	547,171	519,572	624,578	2,223,194	6,817,369	12,212,153	687,409	483,409	500,409	1,891,909	5,385,622	13,367,984	45,260,776	44,634,189	626,590
Expenditures:															
Personal Services & Benefits	1,959,606	2,221,696	1,927,031	1,916,883	2,925,682	2,925,682	2,118,638	2,107,525	2,062,282	1,968,234	2,925,682	1,970,039	27,028,980	27,009,948	(19,032)
Supplies	105,846	74,369	34,466	49,784	132,971	127,377	92,995	65,483	193,369	191,804	184,810	129,812	1,383,085	1,618,039	234,954
Other Services and Charges	1,204,425	1,700,287	1,203,809	975,930	1,267,563	1,148,390	1,295,918	1,364,992	1,145,769	1,483,023	1,255,996	1,405,650	15,451,752	15,723,079	271,327
Library Materials Capital Outlay	328,521	277,065	682,072	353,658	453,898	365,484	270,365	694,719	348,971	564,645	562,674	481,784	5,383,857	5,271,539	(112,318)
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,598,399	4,273,416	3,847,379	3,296,256	4,780,114	4,566,934	3,777,916	4,232,718	3,750,391	4,207,707	4,929,163	3,987,284	49,247,674	49,622,605	374,931
Change in Payables/Petty Cash/Correction*	(201)	1,698	195,005	(164,006)											-
Ending Balance	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 13,940,979	\$ 21,586,198	\$ 18,495,690	\$ 14,746,381	\$ 11,496,399	\$ 9,180,601	\$ 9,637,060	\$ 19,017,760	\$ 18,985,263	\$ 17,983,745	



Receipts and Disbursements - April 2019

FUND	CASH AND INVESTMENTS 3/31/19	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 4/30/19
101 Total Operating	13,140,791	2,223,194	3,460,261	11,903,724
104 Total Fines	(9)	100,472	100,472	(9)
226 Total Parking Garage	688,503	10,850	21,966	677,388
230 Total Grant	568,676	46,859	37,195	578,340
245 Total Rainy Day	5,425,763	7,840	30,904	5,402,698
270 Total Shared System	376,878	2,272	6,264	372,886
301 Total BIRF 1	2,380,791	3,776	-	2,384,567
321 Total BIRF 2	109,516	36	-	109,552
471 Total Library Improvement Reserve Fund	2,701,941	3,485	-	2,705,425
472 Total Construction	43,147	-	-	43,147
475 Total 2015 Bond RFID Books & Materials	415,045	-	17,740	397,305
476 Total 2016 Bond - Michigan Rd	785,642	747	5,875	780,514
477 Total 2017A Bond - Brightwood	5,341,525	10,233	15,724	5,336,034
478 Total 2017B Bond - Eagle	3,392,697	5,096	479,679	2,918,114
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	3,973,381	11,875	108,103	3,877,153
480 Total 2018 BBond - West Perry Branch	9,345,602	17,943	5,803	9,357,743
800 Total Gift	821,404	262,091	53,306	1,030,189
806 Total Payroll Liabilities	103,842	104,592	137,569	70,865
812 Total Foundation Agency Fund	3,389	968	3,389	968
813 Total Staff Association Agency Fund	27	-	-	27
814 Total Sales Tax Agency Fund	1,966	1,261	2,137	1,090
815 Total PLAC Card Revenue Agency Fund	16,791	2,600	11,701	7,690
Grand Total	49,637,308	2,816,189	4,498,089	47,955,407

**Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
MONTH ENDED APRIL 2019**

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	<u>Balance April 30, 2019</u>	<u>Interest Earned April 30, 2019</u>		<u>Balance March 31, 2019</u>	<u>Interest Earned March 31, 2019</u>
Operating Fund	\$ 1,599,848	\$ 4,380	Operating Fund	\$ 8,095,469	\$ 7,694
Library Improvement Reserve Fd	-	-	Library Improvement Reserve Fd	624	0
Shared System Fund	46,479	31	Shared System Fund	46,448	32
Grant Fund	391,359	420	Grant Fund	790,939	544
Parking Garage	406,869	271	Parking Garage	406,598	280
Bond & Interest Redemption Fd	380,301	508	Bond & Interest Redemption Fd	879,793	605
Rainy Day Fund	601,424	400	Rainy Day Fund	601,024	413
Total Chase Savings Account	\$ 3,426,281	\$ 6,010	Total Chase Savings Account	\$ 10,820,895	\$ 9,567
<i>The average savings account rate for April was 0.81%</i>			<i>The average savings account rate for March was 0.81%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	<u>Balance April 30, 2019</u>	<u>Interest Earned April 30, 2019</u>		<u>Balance March 31, 2019</u>	<u>Interest Earned March 31, 2019</u>
Operating Fund	\$ 18,408	\$ 29	Operating Fund	\$ 18,378	\$ 30
Library Improvement Reserve Fd	2,177,261	3,484	Library Improvement Reserve Fd	2,173,777	3,504
Shared System Fund	314,712	504	Shared System Fund	314,208	506
Gift Fund	524,520	839	Gift Fund	523,680	844
Parking Garage	205,922	330	Parking Garage	205,592	331
Rainy Day Fund	4,431,257	7,091	Rainy Day Fund	4,424,166	7,132
Bond & Interest Redemption Fd	1,049,039	1,679	Bond & Interest Redemption Fd	1,047,360	1,688
Total Fifth Third Bank	\$ 8,721,118	\$ 13,956	Total Fifth Third Bank	\$ 8,707,161	\$ 14,035
<i>The average investment account rate for April was 1.92%</i>			<i>The average investment account rate for March was 1.94%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	<u>Balance April 30, 2019</u>	<u>Interest Earned April 30, 2019</u>		<u>Balance March 31, 2019</u>	<u>Interest Earned March 31, 2019</u>
Construction Fund	-	-	Construction Fund	-	-
Operating Fund	1,568,897	3,114	Operating Fund	1,565,783	3,212
Rainy Day Fund	175,409	348	Rainy Day Fund	175,060	359
2017A Brightwood Project Fund	2,634,087	5,229	2017A Brightwood Project Fund	2,628,858	5,392
2018B West Perry Project Fund	3,023,548	6,002	2018B West Perry Project Fund	\$3,017,544	6,190
Total Hoosier Fund Account	\$ 7,401,941	\$ 14,693	Total Hoosier Fund Account	\$ 7,387,247	\$ 15,153
<i>The average Hoosier Fund account rate for April was 2.42%</i>			<i>The average Hoosier Fund account rate for March was 2.42%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	<u>Balance April 30, 2019</u>	<u>Interest Earned April 30, 2019</u>		<u>Balance March 31, 2019</u>	<u>Interest Earned March 31, 2019</u>
Operating Fund	\$ 3,113,367	\$ 1,251	Operating Fund	\$ 12,117	\$ 25
2015 RFID Project Fund	250,000	-	2015 RFID Project Fund	250,000	-
2016 Michigan Road Project Fund	261,531	747	2016 Michigan Road Project Fund	510,785	1,048
2017A Brightwood Project Fund	2,534,461	5,004	2017A Brightwood Project Fund	2,529,456	5,183
2017B Eagle Project Fund	2,114,255	5,096	2017B Eagle Project Fund	3,109,159	6,377
2018B West Perry Project Fund	6,047,728	11,941	2018B West Perry Project Fund	6,035,787	12,369
Bond & Interest Redemption Fd 2	90,036	36	Bond & Interest Redemption Fd 2	-	-
Bond & Interest Redemption Fd	954,854	1,589	Bond & Interest Redemption Fd	453,265	1,441
Total TrustIndiana Account	\$ 15,366,232	\$ 25,664	Total TrustIndiana Account	\$ 12,900,569	\$ 26,443
<i>The average TrustIndiana account rate for April was 2.40%</i>			<i>The average TrustIndiana account rate for March was 2.42%</i>		
<u>Regions Bank</u>			<u>Previous Month's Regions Bank</u>		
	<u>Balance April 30, 2019</u>	<u>Interest Earned April 30, 2019</u>		<u>Balance March 31, 2019</u>	<u>Interest Earned March 31, 2019</u>
* Operating Fund 90-Day CD	\$ 1,900,000	\$ -	* 2018A Multi-Project Fund 90-Day CD	\$ 1,900,000	\$ -
* 2018A Multi-Project Fund 90-Day CD	-	\$ 11,875	2018A Multi-Project Fund 270-Day CD	1,015,000	-
2018A Multi-Project Fund 270-Day CD	1,015,000	-	Total Regions Bank CDs	\$ 2,915,000	\$ -
Total Regions Bank CDs	\$ 2,915,000	\$ 11,875			
<i>90-Day CD Interest Rate is 2.49%</i>			<i>90-Day CD Interest Rate is 2.50%</i>		
<i>270-Day CD Interest Rate is 2.40%</i>			<i>270-Day CD Interest Rate is 2.40%</i>		

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
MONTH ENDED APRIL 2019

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	\$12,727,045	\$12,727,045	\$-	\$-	\$-	\$12,727,045
Property Taxes Total	12,727,045	12,727,045	-	-	-	12,727,045
Intergovernmental						
335100 FINANCIAL INSTITUTION T	70,827	70,827	-	-	-	70,827
335200 LICENSE EXCISE TAX REVE	781,741	781,741	-	-	-	781,741
335700 COMMERCIAL VEHICLE TAX	69,472	69,472	-	-	-	69,472
339000 IN LIEU OF PROP. TAX	8,081	8,081	-	-	-	8,081
Intergovernmental Total	930,121	930,121	-	-	-	930,121
Miscellaneous						
361000 INTEREST INCOME	-	-	3,812	14,432	-	(14,432)
Miscellaneous Total	-	-	3,812	14,432	-	(14,432)
REVENUES Total	13,657,166	13,657,166	3,812	14,432	-	13,642,734
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	5,500	5,500	-	1,500	-	4,000
438100 PRINCIPAL	11,230,000	11,230,000	-	3,105,000	-	8,125,000
438200 INTEREST	2,394,631	2,394,631	-	328,137	-	2,066,494
Other Services and Charges Total	13,630,131	13,630,131	-	3,434,637	-	10,195,494
EXPENSES Total	13,630,131	13,630,131	-	3,434,637	-	10,195,494

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 245 - Rainy Day Fund - Detailed Income Statement
MONTH ENDED APRIL 2019

	Original Budaet	Revised Budaet	MTD	YTD	P.O.	Available Budaet
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	24,306	24,306	7,840	30,542	-	(6,236)
MISCELLANEOUS Total	24,306	24,306	7,840	30,542	-	(6,236)
REVENUE Total	24,306	24,306	7,840	30,542	-	(6,236)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	5,000	2,727	11,237	-	(6,237)
431200 ENGINEERING &	795,000	968,859	28,177	70,152	361,900	536,807
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	800,000	973,859	30,904	81,388	361,900	530,571
CAPITAL						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	760,000	760,000	-	-	-	760,000
CAPITAL Total	1,260,000	1,260,000	-	-	-	1,260,000
EXPENSE Total	2,060,000	2,233,859	30,904	81,388	361,900	1,790,571

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
MONTH ENDED APRIL 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	14,582	14,582	3,485	13,641	-	941
MISCELLANEOUS Total	14,582	14,582	3,485	13,641	-	941
OTHER FINANCING SRCS						
391000 TRANSFER IN	590,000	590,000	-	590,000	-	-
OTHER FINANCING SRCS Total	590,000	590,000	-	590,000	-	-
REVENUE Total	604,582	604,582	3,485	603,641	-	941
EXPENSE						
OTHER SERVICES AND CHARGES						
431200 ENGINEERING & ARCHITECTURAL	-	4,000	-	-	4,000	-
431500 CONSULTING SERVICES	-	4,418	-	4,414	-	3
436100 REP & MAINT-STRUCTURE	600,000	696,800	-	96,800	-	600,000
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	600,000	705,218	-	101,214	4,000	600,003
CAPITAL						
444501 COMPUTER SOFTWARE	-	276,985	-	3,846	265,330	7,809
445300 CAPITAL - EQUIPMENT	-	54,083	-	54,083	-	-
CAPITAL Total	-	331,068	-	57,929	265,330	7,809

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 226 - Parking Garage - Detailed Income Statement
MONTH ENDED APRIL 2019

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	180,000	180,000	8,850	50,638	-	129,362
347611 EVENTS PARKING	12,000	12,000	1,400	3,575	-	8,425
CHARGES FOR SERVICES Total	192,000	192,000	10,250	54,213	-	137,787
MISCELLANEOUS						
361000 INTEREST INCOME	5,000	5,000	600	2,311	-	2,689
MISCELLANEOUS Total	5,000	5,000	600	2,311	-	2,689
REVENUE Total	197,000	197,000	10,850	56,524	-	140,476
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	-	504	-	1,996
421500 OFFICE SUPPLIES - FAC/PURCH	4,000	4,000	2,799	3,804	-	196
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	6,600	6,600	2,799	4,308	-	2,292
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,750	1,750	-	-	-	1,750
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	4,000	-	8,000
432200 POSTAGE	1,000	1,000	-	-	-	1,000
432400 DATA COMMUNICATIONS	4,320	4,320	349	1,469	-	2,851
434201 EXCESS LIABILITY	5,280	5,280	440	1,760	-	3,520
436100 REP & MAINT-STRUCTURE	10,000	15,818	10,360	10,360	818	4,640
436110 CLEANING SERVICES	10,000	10,000	-	-	-	10,000
436200 REP & MAINT-EQUIPMENT	10,000	10,000	1,191	2,126	-	7,874
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	960	3,033	-	4,967
439905 OTHER CONTRACTUAL SERVICES	50,760	45,760	4,867	24,110	-	21,650
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	113,110	113,928	19,167	46,858	818	66,252
EXPENSE Total	119,710	120,528	21,966	51,166	818	68,544

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
MONTH ENDED APRIL 2019

	MTD	YTD
REVENUE		
MISCELLANEOUS		
361000 INTEREST INCOME	1,259	5,137
367000 FOUNDATION CONTRIBUTION	261,252	473,555
367004 OTHER GRANTS	46,439	179,644
MISCELLANEOUS Total	308,950	658,336
REVENUE Total	308,950	658,336
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	16,519	68,423
412000 SALARIES HOURLY STAFF	12,545	21,927
413100 FICA AND MEDICARE	7,046	11,963
413300 PERF/INPRS	545	2,179
413500 MEDICAL & DENTAL INSURANCE	6,060	14,776
PERSONAL SERVICES Total	42,715	119,269
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	-	18,200
421600 LIBRARY SUPPLIES	145	184
421700 DEPARTMENT OFFICE SUPPLIES	406	8,221
SUPPLIES Total	551	26,605
OTHER SERVICES AND CHARGES		
431500 CONSULTING SERVICES	14,050	43,856
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	3,750	14,996
432500 CONFERENCES	-	1,723
432501 IN HOUSE CONFERENCE	280	280
433100 OUTSIDE PRINTING	3,751	6,944
439905 OTHER CONTRACTUAL SERVICES	-	28,253
439907 EVENTS & PR	2,457	3,586
439910 PROGRAMMING	2,181	75,233
439911 PROGRAMMING-JUV.	11,788	25,614
439912 PROGRAMMING ADULT - CENTRAL	-	182
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	-	403,203
439934 DATABASES	-	-
OTHER SERVICES AND CHARGES Total	38,258	603,869
CAPITAL		
445100 CAPITAL - FURNITURE	-	1,136
445200 VEHICLES	-	19,748
445300 CAPITAL - EQUIPMENT	7,342	7,342
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	51	32,930
449100 UNPROCESSED PAPERBACK BOOKS	1,041	21,996
449200 - ART & EXHIBITS	-	20,000
CAPITAL Total	8,433	103,151
OTHER FINANCING SRCS		
459000 REFUNDS	-	340
459001 UNRESTRICTED EXPENSES	-	106
OTHER FINANCING SRCS Total	-	446
EXPENSE Total	89,956	853,340

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of April 30, 2019

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	397,305.13
Fund 476 - Restricted - Michigan Road Project	491,023.35
Fund 477 - Restricted - Brightwood Project	5,336,034.12
Fund 478 - Restricted - Eagle Project	2,528,084.59
Fund 479 - Restricted - Multiple Projects	3,877,153.07
Fund 480 - Restricted - West Perry Project	9,357,742.99
Fund 472 - Construction/Foundation	43,147.11
Total Construction Fund Cash Balances	<u>22,030,490.36</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	397,305.13
Fund 476 - Restricted - Michigan Road Project	491,023.35
Fund 477 - Restricted - Brightwood Project	5,336,034.12
Fund 478 - Restricted - Eagle Project	2,528,084.59
Fund 479 - Restricted - Multiple Projects	3,877,153.07
Fund 480 - Restricted - West Perry Project	9,357,742.99
Fund 472 - Construction/Foundation - Assigned - Central	43,147.11
Total Construction Fund Breakdown	<u>22,030,490.36</u>

Summary of Classifications

Total Restricted	21,987,343.25
Total Assigned	43,147.11
Total of All Classifications	<u>22,030,490.36</u>

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED					<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>			
Fund 475 - Restricted - RFID Project	2,000,000.00	17,740.00	73,183.62	1,602,694.87	54,882.16	342,422.97	
Fund 476 - Restricted - Michigan Road Project	7,716,531.49	5,875.00	392,479.87	7,225,508.14	265,243.80	225,779.55	
Fund 477 - Restricted - Brightwood Project	6,113,547.29	15,724.29	75,120.58	777,513.17	4,802,886.88	533,147.24	
Fund 478 - Restricted - Eagle Project	7,830,882.76	529,156.56	2,351,121.64	5,302,798.17	1,417,871.01	1,110,213.58	
Fund 479 - Restricted - Multiple Projects	5,030,000.00	108,103.05	635,292.88	1,144,934.43	444,741.80	3,440,323.77	
Fund 480 - Restricted - West Perry Project	9,482,232.80	5,802.50	37,630.00	124,489.81	0.00	9,357,742.99	
Major Repairs & Maintenance	3,454,070.94	0.00	0.00	3,410,923.83	23,794.00	19,353.11	
Total Expenditures	<u>41,627,265.28</u>	<u>682,401.40</u>	<u>3,564,828.59</u>	<u>19,588,862.42</u>	<u>7,009,419.65</u>	<u>15,028,983.21</u>	

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	0.00	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 476	151,531.49	746.74	4,538.22	151,531.49	0.00
** Estimated Future Interest Earnings - Fund 477	168,547.29	10,233.09	40,217.85	168,547.29	0.00
** Estimated Future Interest Earnings - Fund 478	114,255.21	5,095.96	28,105.62	114,255.21	0.00
** Estimated Future Interest Earnings - Fund 479	30,000.00	11,875.00	22,087.50	22,087.50	7,912.50
** Estimated Future Interest Earnings - Fund 480	71,276.26	17,943.04	70,738.70	71,276.26	0.00

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

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

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



Board Action Request

6b

To: IMCPL Board Meeting Date: May 20, 2019
From: Finance Committee Approved by the Library Board: May 20, 2019
Effective Date: May 20, 2019

Subject: Resolution 11-2019 – Amendment of Charge Account Policy 121.17 and Authorization for Treasurer to Implement and Manage Credit Card Usage for Certain Library Purchases

Recommendation: Passage of Resolution 1- 2019

Background:

The Library currently uses JP Morgan Chase for credit card accounts issued in the names of three Library employees and is switching to Regions. The employees who have cards with JP Morgan Chase are the Communications Director, Purchasing Agent and Ordering Specialist. The Communications Department, Purchasing and Collections Management areas will continue to have cards with Regions. In addition, the Library plans to add a card for Human Resources to aid in Conference Registrations. The Library is also considering having a card in the Library’s name that can be checked out for one time needs by other departments. Before issuing a card in the Library’s name, the Library will need a Board resolution authorizing the credit card usage, establishing usage criteria that complies with the State Board of Accounts (SBOA) requirements, and makes changes to the current policy 121.17 to strengthen it to ensure continued compliance with SBOA standards. The SBOA compliance guidelines specify the following criteria:

- 1) The governing board must authorize credit card use through an ordinance or resolution, which has been approved in the minutes
- 2) Issuance and use should be handled by an official or employee designated by the board
- 3) The purposes for which the credit card may be used must be specifically stated in the ordinance or resolution
- 4) When the purpose for which the credit card has been issued has been accomplished, the card should be returned to the custody of the responsible person.
- 5) The responsible official or employee should maintain an accounting system or log which would include the names of the person requesting usage of the card, their position, estimated amounts to be charged, fund and account numbers to be charged, date the card is issued and returned, etc.
- 6) Credit cards should not be used to bypass the accounting system.

- 7) Payments should not be made on the basis of a statement or credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documents must be available.
- 8) If properly authorized, an annual fee may be paid

Finance Policy 121.17 currently states the following:

The Board may authorize the Treasurer to initiate credit charge accounts.

The Library is recommending the change in policy specified in the resolution to ensure that SBOA criteria for credit card use is consulted and adhered to on an ongoing basis.

Strategic/Fiscal Impact:

The impact of not adopting these regulations could result in findings during the Library's annual audit.



Board Resolution

6b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 11-2019

AMENDMENT OF CHARGE ACCOUNT POLICY 121.17 AND AUTHORIZATION FOR TREASURER TO IMPLEMENT AND MANAGE CREDIT CARD USAGE FOR CERTAIN LIBRARY PURCHASES

WHEREAS, Indianapolis-Marion County Public Library (“Library”) policy 121.17 for charge accounts provides that the Board of Trustees for the Library may authorize the Treasurer to initiate credit charge accounts; and

WHEREAS, the Board deems it appropriate to amend the policy and authorize the Treasurer to establish a credit charge account and to implement and manage credit card usage for certain Library purchases consistent with the policy as amended and this Resolution.

IT IS THEREFORE RESOLVED that the Board of Trustees approves and adopts the amendments to Policy 121.17 regarding Charge Accounts as follows:

121.17 Charge Accounts

The Board may authorize the Treasurer to initiate credit charge accounts and authorize the usage of credit cards for certain Library purposes consistent with the provisions of the *Accounting and Uniform Compliance Guidelines Manual for Libraries* and the *Uniform Internal Control Standards for Indiana Political Subdivisions*, both as issued and as may be amended by the Indiana State Board of Accounts, and consistent with procedures outlined in the Library’s Accounting Manual which shall be reviewed annually as provided in Policy 125 - Accounting Procedures.

IT IS RESOLVED FURTHER that the Board of Trustees authorizes the Treasurer to initiate and manage a credit charge account with Regions Bank and authorizes the issuance and use of credits cards for the account for specific Library expenses as follows: (1) Library purchases that are only available through transactions requiring payment by credit card; (2) emergency purchases requiring immediacy of purchases that may not wait for the normal accounting payment processes; (3) infrequent or one-time purchases from vendors who are not

regular vendors for the Library; (4) conference registration fees that require payment prior to conference attendance.

IT IS RESOLVED FURTHER that the issuance and use of any credit card issued in the Library's name shall be managed and administered by the Treasurer, shall only be used to pay for Library expenses, shall comply with the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries and the Indiana State Board of Accounts Uniform Internal Control Standards for Indiana Political Subdivisions, as may be amended, shall not be used to bypass the Library accounting system, and shall be used and maintained in accordance with the procedures established in the Library's Accounting Manual including those procedures outlined on Exhibit A attached and made a part hereof.

EXHIBIT A

CREDIT CARD PROCEDURES

Credit Card Use

Authorization, Approval and Purpose

- The Board must approve the application for any Library credit card. The Board may authorize the payment of an annual fee if the Board determines it is in the best interest of the Library to have a credit card with an annual fee.
- Any credit card issued in Library's name shall only be used to pay for Library expenses.
- Any use of credit cards must be approved by the Treasurer.
- Credit cards shall not be used to bypass the accounting system.

Segregation of Duties

- The Treasurer shall be responsible for applying for any credit card authorized by the Board.
- The Treasurer shall be the designated employee for any credit card approved by the Board and issued to Library as required by the *Accounting and Uniform Compliance Guideline Manual for Libraries* and the *Uniform Internal Control Standards for Indiana Political Subdivisions* both as issued and as may be amended by the Indiana State Board of Accounts. As the designated employee, the Treasurer shall maintain an accounting system or log which includes the names of individuals requesting usage of a credit card, their position, estimated amounts to be charged, fund and account numbers to be charged and the date the card is issued and returned.
- An employee who requests use of a credit card shall sign the Library Credit Card Usage Agreement contained in Appendix A before receiving the card.
- The credit card must be returned to the Treasurer after each use.

Review and Reconciliation

- Payment shall not be made based on a statement or credit card slip only. Procedures for payments shall be no different than for any other claim. Supporting documents such as paid bills and receipts must be available.
- The procedures for reporting credit card expenses shall be the same as the procedures outlined in the Library Accounting Procedures Manual.
- Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or employee shall be the responsibility of that officer or employee.

APPENDIX A



LIBRARY CREDIT CARD USAGE AGREEMENT

I, [EMPLOYEE'S NAME], hereby acknowledge receipt of the [NAME OF CREDIT CARD] / XXXX-XXXX-XXXX-____ [LAST 4 DIGITS OF CREDIT CARD NUMBER] for the purpose of [INSERT BRIEF DESCRIPTION].

Upon signing this Credit Card Usage Agreement, I agree to the following terms and conditions:

A. This credit card is Library property and I understand I will be making financial commitments on behalf of the Library when I use this card. The use of this card will be limited to business purposes authorized by the Library. I agree to accept responsibility and accountability for the protection and proper use of the credit card and will return the card to the Treasurer's office after the above-described purchase is complete or if a card issued to employee, upon request or change in position. I will use this credit card in accordance with Library policy and the Accounting Procedures Manual. I will not use this credit card for any personal, unauthorized, or illegal charges. I understand that my use of this credit card for any purpose other than that described above may result in disciplinary action, up to and including termination of my employment.

B. The Library will, as needed, review and investigate the use of this credit card and I have no expectation of privacy concerning any charges incurred.

C. I understand that I must submit to the Treasurer's office documentation of all purchases in the form of a receipt or paid invoice. I will reconcile my expenses and timely submit an Accounts Payable voucher with complete documentation in order for the Library to pay the balance of this credit card each month. The Accounts Payable voucher I submit will have adequate documentation attached to support each purchase made with this credit card as listed in the Credit Card Procedures prepared by Accounting. I understand that **I will be personally liable for all charges that are unauthorized and/or for which proper documentation is not provided.** If interest and/or penalties are incurred due to any delay on my part in submitting proper documentation of charges, I understand that I will be personally liable for such interest and/or penalties. If the Library pursues legal action to recover the cost of any such charges, it shall also be entitled to recover from me its costs of collection, including reasonable attorney fees. If I fail to timely submit an accurate and complete Accounts Payable voucher with documentation, I understand that my use of this credit card may be suspended.

D. I understand that under no circumstances may I take a cash advance on this credit card.

E. I also agree to complete the attached Form ST-105 General Sales Tax Exemption Certificate and submit it to the retail merchant if appropriate.

F. I will notify the Treasurer immediately upon discovering this credit card has been lost, misused, or stolen or if this credit card has been subject to fraud, unauthorized use or misuse. I will cooperate with any investigation concerning the loss, theft, or suspected misuse of this credit card.

G. I acknowledge receipt of the Library Credit Card Policies and Accounting Procedures Manual on credit card usage and confirm that I understand these terms and conditions. I acknowledge receipt of the credit card itemized above and agree to the terms of this Credit Card Usage Agreement.

EMPLOYEE

TREASURER

Signature

Signature

Printed Name

Printed Name

Date

Date

Pre-Approved Amount: \$ _____

Date Card Delivered to Employee: _____

Fund/Accounts to Be Charged: _____

Date Card Returned: _____



Board Action Request

6c

To: IndyPL Board **Meeting Date:** May 20, 2019

From: Finance Committee

Subject: Resolution 12 - 2019
Approval of a Service Charge for the Use of the Electric Vehicle Charging Stations at the Eagle Branch Project

Recommendation:

IndyPL Finance Committee requests Board approval of the attached action (**Resolution 12 - 2019**) to approve a service charge for the electric vehicle charging stations at the Eagle Branch.

Background:

As part of the Eagle Branch Project, two (2) electric vehicle (“EV”) charging stations will be installed for public and staff access in the parking lot. The new **Leviton evr-green**© EV Level 2 charging stations will use the **ChargePoint** service to control access to the charger, use rates, use times, and to process revenue. ChargePoint is a national service provider providing information to EV users on locations, availability, and rates for charging vehicles. The ChargePoint service uses a cellular device to process the interaction with the user and for the Library to track and trend usage.

The service charge to the Library from ChargePoint is \$280/year/station. The transaction fee from ChargePoint to process payment by the user is 10% of the expense to the user. The rate the Library pays to Indianapolis Power and Light (IPL), for electricity, is \$0.10/kWh.

The Library is recommending a fee of \$1.25 for each 30 minutes of charging. Each 30 minutes of charging is referred to as a unit in the analysis below. This analysis is showing the anticipated revenue and cost for 735 units of charge.

Projected Annual Number units	kWh/unit	Total kWh	Rate/unit	Total Revenue
735	3.61	2,653.35	\$ 1.25	\$ 918.75

Projected Annual Number units	Cost of Service Fee ChargePoint (10% of Revenue)	Annual Cost of Service - ChargePoint	Cost of Electricity (\$0.10 per KWh)	Total Cost	Net Revenue
735	\$ 91.88	\$ 560.00	\$ 265.34	\$ 917.22	\$ 1.53

Fiscal Impact: The Board may establish fees or charges for services and the use of IndyPL facilities per IC 36-12-2-25. There will be no significant implementation or operating expense.



Board Action Request

6c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 12-2019
APPROVAL OF A SERVICE CHARGE FOR THE USE OF THE
ELECTRIC VEHICLE CHARGING STATIONS AT THE EAGLE
BRANCH PROJECT
MAY 20, 2019**

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

WHEREAS, as part of the Eagle Branch Project, two (2) electric vehicle (“EV”) charging stations will be installed for public and staff access in the parking lot; and

WHEREAS, the new EV charging stations will use the outside vendor ChargePoint service to control access to the chargers, control use times, and collect a service fee; and

WHEREAS, The Board may establish fees or charges for services and the use of IndyPL services, resources and facilities per IC 36-12-2-25.

IT IS THEREFORE RESOLVED the following service charge is hereby affirmed and authorized for the remainder of the calendar year beginning January 1, 2019.

Electric Vehicle Charging \$1.25 per 30 minutes (includes transaction fee)

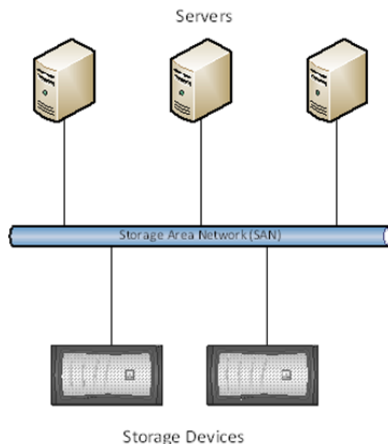
To: IMCPL Board

Meeting Date: May 20, 2019

From: Finance Committee

Subject: Resolution 13 – 2019 – Approval to Purchase Storage Array Equipment and Maintenance Services (Presidio Networked Solutions Group, LLC)

Background: A disk array is the backbone of the modern business storage environment. Arrays combine a series of hard drives into one system. Disk arrays separate storage from servers to enable storage capacity scale and can be centrally managed far more efficiently than a collection of individual servers. IndyPL currently manages over 190 server environments including Munis, the website, email, voice systems as well as our access control and HVAC controls databases, to name a few, all of which server environments' data is on the existing array. All Library documents are stored on the array.



Since the opening of Central Library in 2007 we have managed 2 storage arrays: one at the Library Services Center and one at Central Library where we take advantage of redundancy for disaster recovery. The original arrays were replaced with our current devices in 2012.

The current storage arrays have reached end of life and throughout 2018 IndyPL IT researched current array technology. In addition, the age of our current integrated library system (ILS), Horizon, has never allowed us to take advantage of storage array technology. With the upcoming implementation of our new ILS, Polaris, we will have the opportunity to take advantage of more recent technological developments such as a storage array.

IndyPL has made arrangements to take advantage of the State of Indiana's Quantity Purchase (QPA) Agreement #15711 with vendor Dell-EMC and their authorized business partner Presidio Networked Solutions, Inc. for the acquisition and installation of, and 36-month maintenance services for 2 EMC Unity storage arrays. QPAs are contracts between the state and vendors in which commodities are supplied to Indiana state agencies including cities, towns and county agencies, and other governmental entities, to save money on goods and services while helping save taxpayers even more. QPAs benefit taxpayers by enabling the state to aggregate its purchases to achieve bulk pricing. QPAs are awarded via the competitive bid process. IndyPL often takes advantage of the State's QPA contracts when available.

Financial Impact: The total cost of the arrays, installation and three-year maintenance (\$206,215.84), has been budgeted in the 2018A ILS Bond Fund.

TO: Indianapolis Public Library
 Debra Champ
 Attn Debra Champ
 2450 N Meridian St
 Indianapolis, IN 46206

 dchamp@indypl.org
 (p) 317-275-4910

FROM: Presidio Networked Solutions Group, LLC
 Todd Widdis
 12272 Hancock St
 Carmel, IN 46032

 twiddis@presidio.com
 (p) 317.660.3007

BILL TO: Indianapolis Marion County Public Library
 Accounts Payable
 PO Box 211
 Indianapolis, IN 46206-0211

 accountspayable@imcpl.org
 (p) 317-275-4470

SHIP TO: INDPLS-MARION CTY PUBL LIBRARY
 Debra Champ
 PURCHASING
 2450 N MERIDIAN ST
 Indianapolis, IN 46208

 dchamp@indypl.org
 (p) 317-275-4910

Customer#: INDIA043
Account Manager: Todd Widdis
Inside Sales Rep: Becky Starr
Title: Storage
Comments: -Quote valid for 60 days (valid until May 31, 2019)

- The above quote is based on the State of Indiana Contract Number (QPA) # 15711 and the EMC NASPO ValuePoint Master Price Agreement MNWNC-109

#	Part #	Description	Unit Price	Qty	Ext Price
Unity 450f					
1	M-PSM-HWE-005	PROSUPPORT W/MISSION CRITICAL-HARDWARE	\$22,102.62	2 for 36 mo(s)	\$44,205.24
2	D31DEMCKK25KITAF	Unity 25 Drive DPE AF FLD INSTALL KIT	\$0.00	2	\$0.00
3	D32BD32AF25AF	UNITY 450F 2U DPE 25x2.5 DRIVE FLD RK	\$19,388.63	2	\$38,777.26
4	458-002-525	UNITY AFA BASE SOFTWARE+ D@RE=IC	\$0.00	2	\$0.00
5	M-PSM-SWE-005	3 YEAR PROSUPPORT W/MISSION CRITICAL-SOFTWARE	\$0.00	2 for 36 mo(s)	\$0.00
6	D3SL10IGAF	Unity 2x4 Port 10Gb iSCSI/Eth TwinAX IO	\$738.14	2	\$1,476.28
7	D3F-2SFXL2-3840	Unity AFA 3.84TB SSD 25X2.5	\$4,429.85	28	\$124,035.80
8	D3TX-TWAX-3MAF	3M Active TwinAX Cable QTY 4	\$360.63	2	\$721.26
9	458-002-287	Storage M&R for Unity=IC	\$0.00	2	\$0.00
10	M-PSM-SWE-005	PROSUPPORT W/MISSION CRITICAL-SOFTWARE	\$0.00	2 for 36 mo(s)	\$0.00
11	456-113-338	Storage M&R for Unity lic=IC	\$0.00	2	\$0.00
12	458-001-735	APPSYNC BASIC FOR UNITY 400F/450F =IC	\$0.00	2	\$0.00
13	M-PSM-SWE-005	PROSUPPORT W/MISSION CRITICAL-SOFTWARE	\$0.00	2 for 36 mo(s)	\$0.00
14	456-111-474	APPSYNC BASIC FOR UNITY 400F/450F LIC=IC	\$0.00	2	\$0.00
15	458-001-375	RP Basic for Unity 400/400F/450F =IC	\$0.00	2	\$0.00

16 M-PSM-SWE-004	Dell EMC ProSupport with Mission Critical Option - Technical support - phone consulting - 24x7 - response time: 30min	\$0.00	2 for 12 mo(s)	\$0.00
Total (Unity 450f):				\$209,215.84
Discount				
17 Discount-HARDWARE	Discount-HARDWARE	\$-18,000.00	1	(\$18,000.00)
Comments: 18,000 discount represents Tintri trade in				
Total (Discount):				(\$18,000.00)
Professional Services				
18 PS-SVC-FF	Fixed Fee for Presidio employee labor	\$15,000.00	1.0000	\$15,000.00
Total (Professional Services):				\$15,000.00

		Sub Total:	\$206,215.84
		Grand Total:	\$206,215.84



Board Resolution

6d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 13-2019**

**APPROVAL TO PURCHASE STORAGE ARRAY EQUIPMENT
AND MAINTENANCE SERVICES
(PRESIDIO NETWORKED SOLUTIONS GROUP, LLC)**

May 20, 2019

WHEREAS, the Indianapolis-Marion County Public Library (“Library”) has managed two storage arrays since the opening of Central Library in 2007, one at the Library Services Center and one at Central Library; and

WHEREAS, the Library utilizes two arrays to take advantage of redundancy for disaster recovery; and

WHEREAS, Library staff has made arrangements to take advantage of the State of Indiana’s Quantity Purchase (QPA) Agreement #15711 with vendor Dell-EMC and their authorized business partner Presidio Networked Solutions, Group, LLC for the acquisition and installation of, and 36-month maintenance services for 2 EMC Unity storage arrays.

IT IS THEREFORE RESOLVED that the Board approves the purchase of the Storage Array Equipment and Maintenance from Presidio Networked Solutions Group, LLC and authorizes the Chief Executive Officer of the Library to complete the necessary purchasing documents with Presidio Networked Solutions Group, LLC for the Storage Array Equipment and Maintenance for a total cost not to exceed \$206,216, and on terms the Chief Executive Officer deems necessary or advisable based on the recommendations of Library legal counsel.

DATED this ____ day of _____, 2019.

STORAGE ARRAY EQUIPMENT AND MAINTENANCE QUOTE/DESCRIPTIONS



QUOTE: 2003419908120-02

DATE: 04/11/2019
PAGE: 1 of 3

TO: Indianapolis Public Library
Debra Champ
Attn Debra Champ
2450 N Meridian St
Indianapolis, IN 46206

dchamp@indypl.org
(p) 317-275-4910

FROM: Presidio Networked Solutions Group, LLC
Todd Widdis
12272 Hancock St
Carmel, IN 46032

twiddis@presidio.com
(p) 317.660.3007

BILL TO: Indianapolis Marion County Public Library
Accounts Payable
PO Box 211
Indianapolis, IN 46206-0211

accountspayable@imcpl.org
(p) 317-275-4470

SHIP TO: INDPLS-MARION CTY PUBL LIBRARY
Debra Champ
PURCHASING
2450 N MERIDIAN ST
Indianapolis, IN 46208

dchamp@indypl.org
(p) 317-275-4910

Customer#: INDIA043
Account Manager: Todd Widdis
Inside Sales Rep: Becky Starr
Title: Storage
Comments: -Quote valid for 60 days (valid until May 31, 2019)

- The above quote is based on the State of Indiana Contract Number (QPA) # 15711 and the EMC NASPO ValuePoint Master Price Agreement MNWNC-109

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Comments: 18,000 discount represents Tintri trade in				
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Professional Services				
18 PS-SVC-FF	Fixed Fee for Presidio employee labor	\$15,000.00	1.0000	\$15,000.00
Total (Professional Services):				\$15,000.00

Sub Total:		\$206,215.84
Grand Total:		\$206,215.84



Board Briefing Report

8a

To: IndyPL Board
Facilities Committee

Meeting Date: May 20, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Eagle Branch Construction Progress for April 2019

Major milestone work completed in April includes the installation of the metal library shelving, installation of the exterior metal panels, starting and commissioning of the mechanical systems, and final finishes as we pushed to substantial completion on May 1, 2019.

Work in May includes installation of the exterior metal panels and landscaping.



Project Site on May 6, 2019
View of the Building From the East.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Eagle Branch March Construction Progress

Date: May 20, 2019



Project Site on May 9, 2019
CMSA Staff Receiving and Processing the New Opening Day Collection.



Project Site on May 9, 2019
Eagle Branch Staff Shelving the New Opening Day Collection in the Children's Area.

Facilities Briefing Report

To: Facilities Committee, Item 8a

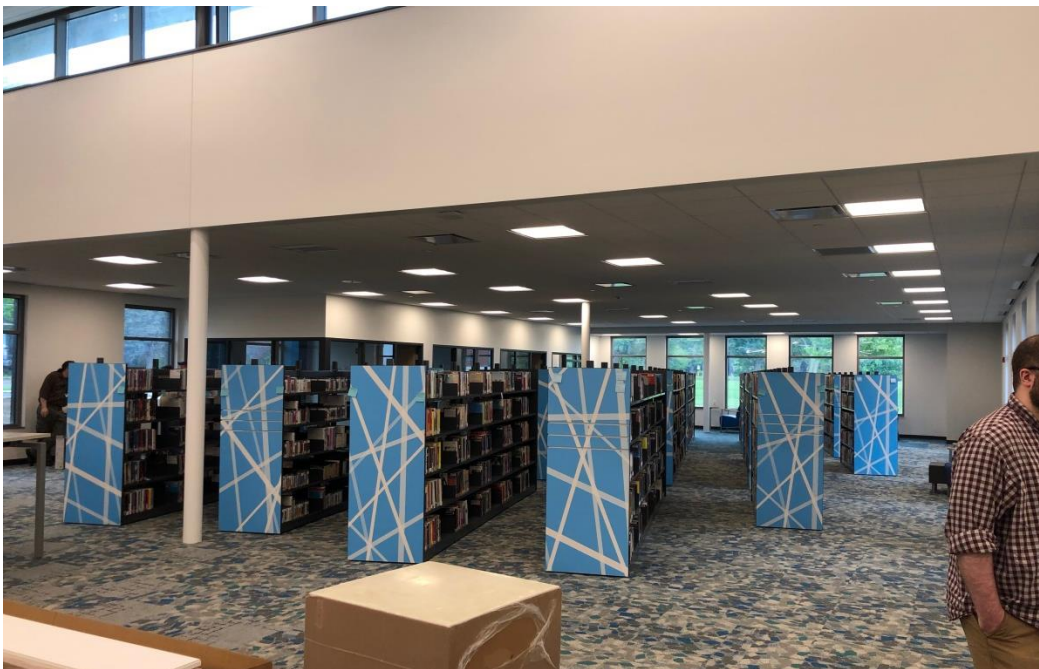
From: Sharon Smith, Facilities Director

Re: Eagle Branch March Construction Progress

Date: May 20, 2019



Project Site on May 9, 2019
Picture Books in the Children's Area.



Project Site on May 9, 2019
Collection on the Shelves in the Adult's Area.

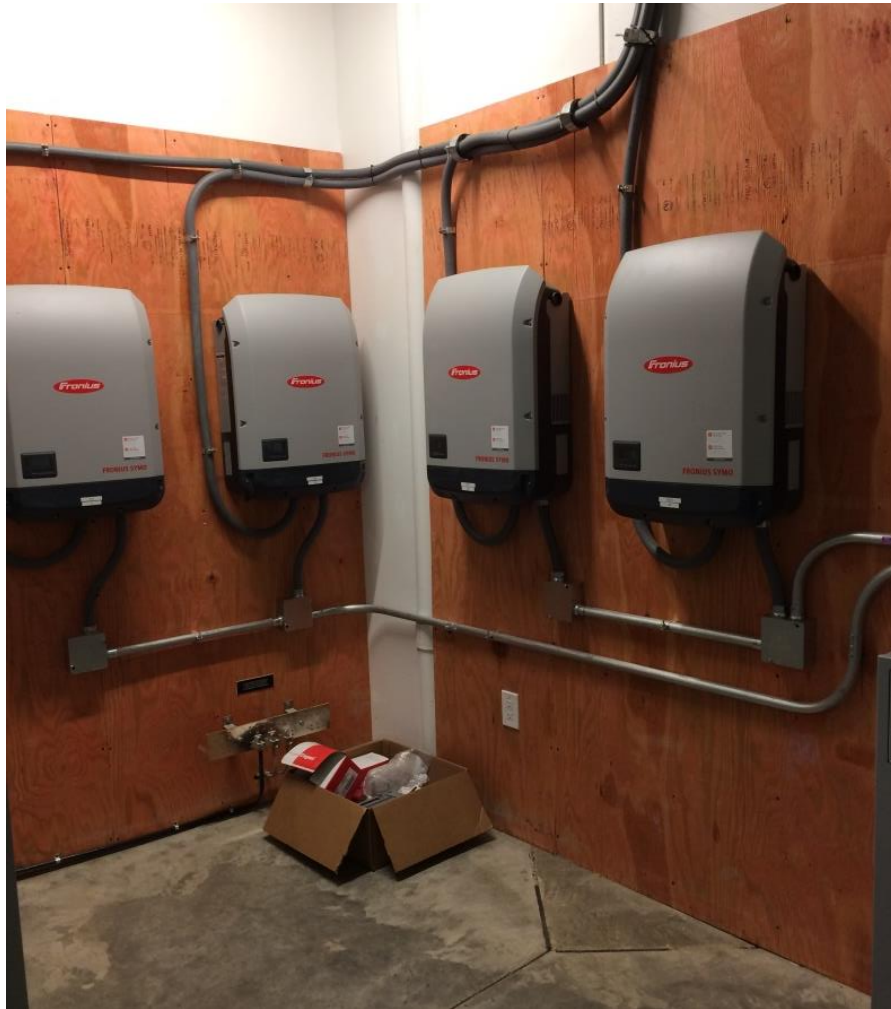
Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Eagle Branch March Construction Progress

Date: May 20, 2019



Project Site on April 4, 2019
View of the Solar Panel Inverters in the Electrical Room.

Construction Schedule Update

Last day of Service Eagle on Lowry	April 27, 2019
Substantial completion	May 1, 2019
Collection Move-In	May 1 to May 17, 2019
Grand Opening	June 1, 2019

Summary Construction Budget Update

Project funded by the 2017B Construction Bond (Fund 478)	
Construction Contingency	\$619,472
<u>Expenses to Contingency</u>	<u>\$319,576</u> (Includes \$129,168 for PV System)
Remaining Contingency	\$299,896
Percent Remaining Contingency	48.4%



Board Briefing Report

8b

To: IndyPL Board
Facilities Committee

Meeting Date: May 20, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Brightwood Branch Construction Progress for April 2019

Major milestone work completed in April includes excavation of the building footings, placement of the concrete block foundations, and layout of the underslab plumbing systems.

Major milestone work to be completed in May includes installation of the structural steel and completion of the stormwater drainage system.

The contractor has identified the critical path items and is monitoring the status of the structural steel, reinforcing steel, and mechanical systems.



Project Site on May 6, 2019

View of the Project Site showing the Installation of the East Foundation Wall in Process.
The image is taken from the Contractor's WebCam.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Construction Progress

Date: May 20, 2019



Project Site on May 7, 2019
Aerial View of the Project Site showing the Building Footprint.
The image is taken from the Contractor's drone.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Construction Progress

Date: May 20, 2019



Project Site on May 7, 2019
View of the Exterior Foundation Wall.



Project Site on April 23, 2019
View of the Exterior Wall Footing Excavation and Concrete Forming.

Construction Schedule Update

Start Foundations April 15, 2019

Start Steel Erection May 13, 2019

Substantial Completion November 15, 2019



Board Action Request

8c

To: IndyPL Board

Meeting Date: May 20, 2019

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 14-2019**
Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Brightwood Branch Project

Recommendation:

IndyPL Facilities staff recommends Board approval for the attached action (Resolution 14-2019) to award fixtures, furniture and equipment purchase orders for the Brightwood Branch Project to three (3) different vendors for the total cost of \$164,772.93.

Background:

The Invitation to Quote (“ITQ”) had six (6) separate groups with separate quote components for the individual fixtures, furniture and equipment (“FFE”) items.

- Quote Group #1: Tables.
- Quote Group #2: Seating.
- Quote Group #3: Lounge Seating.
- Quote Group #4: Office Furniture.
- Quote Group #5: Exterior, including benches, waste bins, and bike racks.
- Quote Group #6: Miscellaneous, including storage shelving, waste receptacles, interactive play equipment, book bins, and book carts.

The ITQ specified FFE for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ. Vendors requested a total of 29 substitutions, of which 23 were approved by the architect.

The ITQ packages were quoted using the Public Purchasing Statute IC § 5-22, with the expectation that the purchases for the groups would not be more than \$150,000. The FFE specifications were developed by the architect, Axis Architecture + Interiors, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on April 10, 2019. Sealed Quotes

Board Action Request

RE: Facilities Committee, Item 8c
Resolution 14-2019 Approval to Award Fixtures, Furniture, and Equipment Purchase
Orders for the Brightwood Branch Project

Date: May 20, 2019

were received on May 2, 2019, allowing time for evaluation prior to presentation at the May 7, 2019 IndyPL Board Facilities Committee Meeting.

Notice of the ITQ was emailed directly to eighteen (18) vendors who are known to be capable of providing the FFE, vendors who had expressed interest in providing FFE for IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing.

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

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

Six (6) sealed quotes were received at the Library Services Center by the deadline of 4:00 pm local time on May 2, 2019. The quotes were opened and read aloud publically.

Analysis and selection of the quotes to achieve the most advantageous pricing for IndyPL has been completed by IndyPL staff and the architect. The budget for the fixtures, furniture and equipment is \$175,000, with the total amount for the three purchase orders totaling \$164,772.93. The full tabulation sheet is attached, with a summary below.

Strategic/Fiscal Impact:

IndyPL shall award the purchase orders to the lowest, responsible, and responsive quoters pursuant to IC § 5-22-8. The purchase of the fixtures, furniture and equipment will be funded by the Series 2017A Bond Fund (Fund 477.)

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 14-2019 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Brightwood Branch Project

Date: May 20, 2019

Vendor	Commercial Office Environments	Educational Furniture	Office Works	RJE	Business Furniture	Fineline Furniture
Certifications	WBE		MBE			WBE
Quote Group 1 Tables	\$ 12,082.59	No Quote	\$ 11,694.18	\$ 12,240.30	No Quote	\$ 13,605.30
Quote Group 1 Tables - Alternate	\$ 17,000.59	No Quote	\$ 15,770.48	\$ 17,291.93	No Quote	\$ 17,979.00
Quote Group 2 Seating	\$ 27,847.46	No Quote	\$ 23,090.90	\$ 31,785.61	No Quote	\$ 28,126.88
Quote Group 3 Lounge Seating	\$ 58,523.47	No Quote	\$ 59,423.53	\$ 66,582.94	No Quote	\$ 58,190.01
Quote Group 4 Office Furniture	No Quote	No Quote	\$ 16,157.66	\$ 22,374.95	\$ 35,039.87	\$ 25,703.39
Quote Group 5 Exterior	\$ 22,777.82	\$ 29,433.50	\$ 23,739.90	\$ 23,423.90	No Quote	\$ 23,667.72
Quote Group 6 Miscellaneous	\$ 32,862.36	No Quote	No Quote	\$ 36,062.83	No Quote	No Quote

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 14-2019 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Brightwood Branch Project

Date: May 20, 2019



MAY 2019
BRIGHTWOOD LIBRARY BRANCH





Board Resolution

8c

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 14-2019

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

MAY 20, 2019

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

WHEREAS, IndyPL and the architect, Axis Architecture + Interiors, have prepared specifications for the fixtures, furniture and equipment required for the Brightwood Branch Project; and

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

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

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined a combination of quotes from three (3) of the six (6) Vendors results in the most advantageous pricing for IndyPL, and recommends awarding purchase orders to the following vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Office Works, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 1 Tables, and recommends IndyPL award the purchase order to **Office Works** for a total cost of Eleven Thousand Six Hundred Ninety-Four Dollars and Eighteen Cents (\$11,694.18); and

RESOLUTION 14-2019

(Continued)

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

MAY 20, 2019

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Office Works, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 2 Seating, and recommends IndyPL award the purchase order to **Office Works** for a total cost of Twenty-Three Thousand Ninety Dollars and Ninety Cents (\$23,090.90); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Fineline Furniture, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 3 Lounge Seating, and recommends IndyPL award the purchase order to **Fineline Furniture** for a total cost of Fifty-Eight Thousand one Hundred Ninety Dollars and One Cent (\$58,190.01); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Office Works, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Quote Group 4 Office Furniture and recommends IndyPL award the purchase order to **Office Works** for a total cost of Sixteen Thousand One Hundred Fifty-Seven Dollars and Sixty-Six Cents (\$16,157.66); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Commercial Office Environments, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Quote Group 5 Exterior and recommends IndyPL award the purchase order to **Commercial Office Environments** for a total cost of Twenty-Two Thousand Seven Hundred Seventy-Seven Dollars and Eighty-Two Cents (\$22,777.82); and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Commercial Office Environments, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for the Quote Group 6 Miscellaneous and recommends IndyPL award the purchase order to **Commercial Office Environments** for a total cost of Thirty-Two Thousand Eight Hundred Sixty-Two Dollars and Thirty-Six Cents (\$32,862.36); and

IT IS THEREFORE RESOLVED the Brightwood Branch Project Fixtures, Furniture and Equipment, as quoted, are approved and authorizes the Chief Executive Officer (“CEO”) to execute purchase orders with the selected Vendors and to acquire the specified fixtures, furniture, and equipment. The purchase orders will be based upon such terms described in the Invitation to Quote dated April 10, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such purchase orders execution and delivery effected be, and hereby is, confirmed and approved.

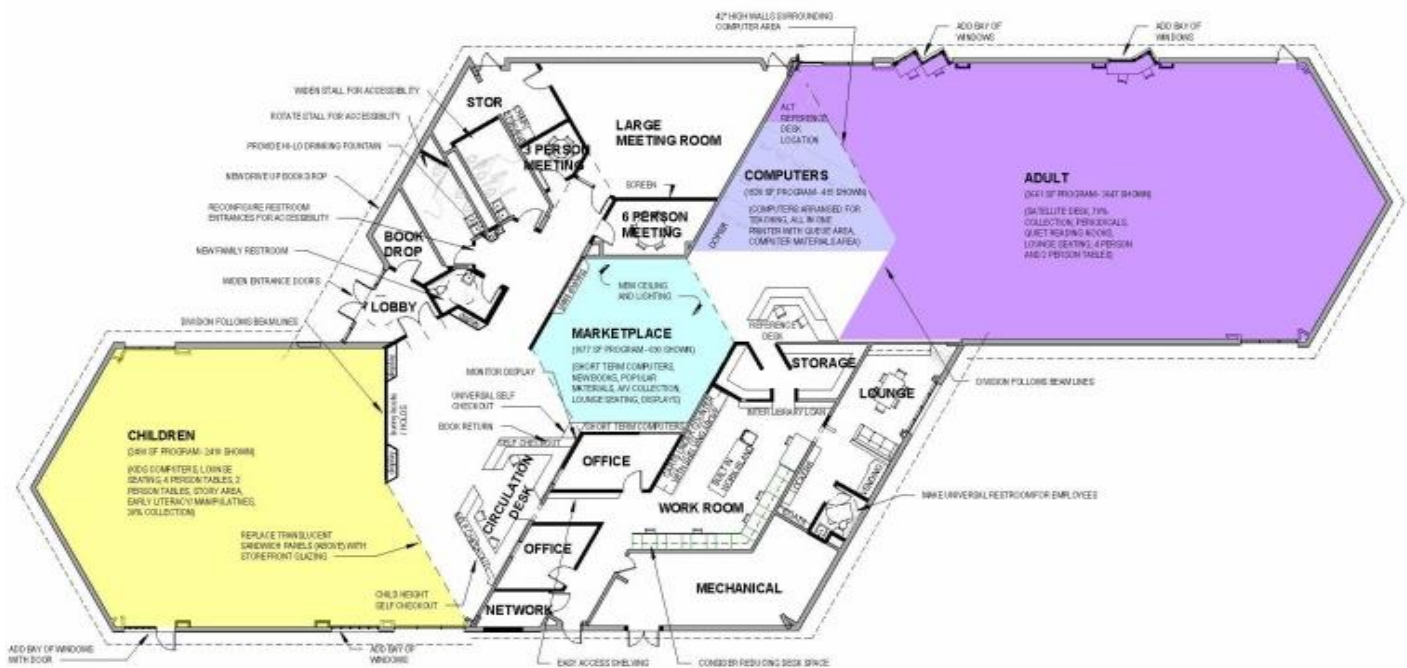
To: IndyPL Board
Facilities Committee

Meeting Date: May 20, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Wayne Branch Project Update for April 2019

The Wayne Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. R and B Architects leads the design team and we are moving forward to have the Project ready to begin construction later in 2019. The schedule is to present the design at the June 11 Board Facilities Committee Meeting and request authorization to prepare documents to solicit open, public, and competitive bids for the project.



Option 1 Schematic Layout to Expand the Marketplace and Move Check Out.

Facilities Briefing Report

To: Facilities Committee, Item 8d
From: Sharon Smith, Facilities Director
Re: Wayne Branch Project Update
Date: May 20, 2019



Option 3 Schematic Layout with the Shifted Check Out and Information Desk.

The third Community Engagement Session was held on May 8, 2019, 6:00 pm at the Branch with 19 patrons in attendance. The architect reviewed the highlights of the previous sessions.

The big takeaways from the exercise:

- Desire for more natural light and views to the outside.
- Study rooms and a place for supervised visits.
- A drive-up drop box would be a convenience and a safety feature.
- Display shelving to highlight the materials.
- Many patrons visit for the Children's programs and collections.
- Adults visit to borrow materials, study, and to use the public computers.
- Requests for small meeting rooms.

Facilities Briefing Report

To: Facilities Committee, Item 8d

From: Sharon Smith, Facilities Director

Re: Wayne Branch Project Update

Date: May 20, 2019



Community Engagement Session 3, May 8, 2019.



Community Engagement Session 3, May 8, 2019.

A highlight of the meeting was reviewing and discussing overall color scheme options identified in the earlier sessions. The architect brought samples to engage attendees in the possibilities for the new look. The overall response was to have bright and lively colors with a nod to the purple of the MSD Wayne Township schools.

Facilities Briefing Report

To: Facilities Committee, Item 8d
From: Sharon Smith, Facilities Director
Re: Wayne Branch Project Update
Date: May 20, 2019



Community Engagement Session 3, May 8, 2019

The total project budget is \$1,500,000 and will be funded by the Series 2019 Bond.

Project Schedule

Third Community Engagement Session	May 8, 2019
Present Design to Facilities Committee	June 11, 2019
Project Out to Bid	September 2019
Present Bid Results at Facilities Committee	October 15, 2019
Request Approval to Award Contract	October 28, 2019
Construction Starts	December 2019
Project Complete	May 2020

Board Action Request

RE: Facilities Committee, Item 8e
Resolution 15-2019

Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for General Construction Services for the Michigan Road Branch Parking Lot Project

Date: May 20, 2019



Board Action Request

RE: Facilities Committee, Item 8e
Resolution 15-2019
Authorization to Prepare Bidding Documents and Solicit Open, Public, and
Competitive Bids for General Construction Services for the Michigan Road Branch
Parking Lot Project
Date: May 20, 2019

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

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

The Project requires compliance with Requirements for Contactors on Public Works Projects IC § 5-16-13 including contractor self-performance of work, liability insurance, qualification, E-Verify, employee training, and records retention. The Project also requires compliance with Requirements for Contactors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees.

Bids will be due in time for evaluation prior to presentation at the July 9, 2019 Board Facilities Committee Meeting.

The preliminary Project schedule targets starting and completing the work in September 2019.

Fiscal Impact:

The project budget is \$250,000, and will be funded by the remaining project contingency in Series 2016 Bond Fund (Fund 476.) IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.



Board Resolution

8e

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 15-2019

AUTHORIZATION TO PREPARE BIDDING DOCUMENTS AND SOLICIT OPEN, PUBLIC, AND COMPETITIVE BIDS FOR GENERAL CONSTRUCTION SERVICES FOR THE MICHIGAN ROAD BRANCH PARKING LOT PROJECT

MAY 20, 2019

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

WHEREAS, IndyPL is requesting authorization from the Board of Trustees to work with the engineer, Guidon Design, to prepare and issue bidding documents for a general construction contract for the Michigan Road Branch Parking Lot Project; and

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

IT IS THEREFORE RESOLVED that IndyPL and the engineer are authorized to prepare and issue bidding documents for the Michigan Road Branch Parking Lot Project meeting the requirements of the Public Works Statute IC 36-1-12; and

IT IS FURTHER RESOLVED the results of the bidding process are to be reported to the Facilities Committee and the Board of Trustees for evaluation and award to the lowest, responsive, and responsible bidder.



Board Briefing Report

8f

To: **IndyPL Board** **Meeting Date:** **May 20, 2019**
Facilities Committee

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

Subject: **West Perry Branch Project Update for April 2019**

The West Perry Branch Project is part of the capital projects outlined in the Strategic Plan. Schmidt Associates with HBM leads the design team and we are moving forward to have the Project ready to begin construction in the spring of 2020.

As with all our projects, hearing directly from the community we serve is a critical step in the process to effectively design the building and services. Two Community Engagement Sessions were held in March and April. Some of the major takeaways from the sessions:

- Desire for natural light, views to the outside and natural materials.
- New books and movies available for browsing.
- Study rooms, group areas, and quiet reading nooks.
- Drive-up drop box.
- The library should be easy to navigate for self-directed patrons.
- The library should be a community gathering space.

A full report of the findings can be found at the IndyPL website under the West Perry Branch Location tab.

The rezoning application has been filed with action by the City-County Council scheduled for May 2019.

The new plat has also been filed, with approval scheduled for June 2020.

A third Community Engagement Session will be held in July or August 2019 to present the schematic design for community review and comment. The date and venue will be determined in early June 2019.

The total project budget is \$9,470,956 and will be funded by the Series 2018 Bond.

Facilities Briefing Report

To: Facilities Committee, Item 8f

From: Sharon Smith, Facilities Director

Re: West Perry Branch Project Update

Date: May 20, 2019



Project Team Meeting on May 9, 2019

The meeting with the architects on May 9, 2019 was to complete the “Puzzle Piece” exercise for the building. The architect provided colored squares with labels representing the activities and functions anticipated for the new WPR branch. The task for IndyPL was to organize the pieces considering relationships to other activities, the exterior wall, service points, and the main entrance. The exercise was not completed to scale, as the squares were not sized to the program of spaces. The input gathered will be used as a starting point for the schematic design.

Project Schedule

Third Community Engagement Session	July or August 2019
Present Design to Facilities Committee	September 10, 2019
Project Out to Bid	January 2020
Present Bid Results at Facilities Committee	February 2020
Request Approval to Award Contract	February 2020
Construction Starts	April 2020
Project Complete	May 2021



Board Briefing Report

8g

To: **IndyPL Board
Facilities Committee** **Meeting Date:** **May 20, 2019**

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

Subject: **Briefing Report for Future Action Item - Authorization to Prepare Bidding Documents and to Solicit Public, Open, and Competitive Bids for General Construction Services for the Wayne Branch Project**

The Wayne Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. R and B Architects leads the design team and we are moving forward to have the Project ready to begin construction in November 2019.

The Wayne Branch Project will be bid and completed using the requirements of the Public Works Statute IC § 36-1-12. Bidding will use the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017.

Public Notice to prospective bidders will be advertised in the Indianapolis Star and the Court & Commercial Record per the Public Notice Statute IC § 5-3. The Project will be posted on the IndyPL website and IndyPL staff will utilize the City's Department of Minority & Women Business Development website to identify Vendors capable of providing the required services. A copy of the Notice will be e-mailed to local business development contacts.

Bidding documents are scheduled to be complete in September 2019, with bids received in time for evaluation prior to presentation at the October 15, 2019 Board Facilities Committee Meeting. The Library shall award the Contract to the lowest, responsive, and responsible bidder pursuant to IC § 36-1-12.

The project budget is \$1,500,000, and will be funded by the remaining project contingency in Series 2019 Bond Fund.

To: IndyPL Board **Meeting Date:** 5/20/19
From: The Indianapolis Public Library Foundation
Subject: May 2019 Update

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

News

We thank our Library colleagues whose hard work made the **Marian McFadden Memorial Lecture** with Ta-Nehisi Coates such a success. The Foundation was proud to underwrite this powerful event. A grant from Central Indiana Community Foundation allowed the Library to purchase additional copies of Ta-Nehisi Coates’ books for the collection. Thanks to our Friends of the Library, students attending with their school groups received their own copies of “Between the World and Me.”

We celebrated our 50th anniversary on May 3 at **Cheers for 50 Years** held at Central Library. In the program booklet, you can learn more about our program and activities. A portion of the evening’s proceeds will support the Next 50 Fund, a new permanent endowment that will support children’s initiatives of The Indianapolis Public Library. The Foundation continues to raise funds for the Next 50 Fund through the rest of 2019. We thank the staff of Central Library and Program Development for their help planning, coordinating and working the event. We also thank Joanne Sanders and Jackie Nytes for making it possible for staff to attend at a discount, and John Andrews for helping us secure a sponsorship from Shiel Sexton.



Donors

The Library Foundation thanks 149 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, the Library Foundation would be grateful.

Allen Whitehill Clowes Charitable Foundation, Inc.
Blue & Co.
Cardinal Publishers Group
Central Indiana Community Foundation
Denison Parking
Downtown Optimist Foundation
Eli Lilly and Company Foundation, Inc.
Fifth Third Bank
krM Architecture
Lilly Endowment, Inc.
MHS
R.E. Dimond & Associates
Regions Bank
RJE Business Interiors
Schmidt Associates
Shiel Sexton
Stifel Nicolaus & Company, Inc.
The Summer Youth Program Fund
Woodley Farra Manion Portfolio Management, Inc.

Program Support

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

Children's Program

Summer Reading Program
Ready to Read – On the Road to Reading
Ready to Read – Early Literary Specialist
Ready to Read – Early Childhood Professional Development Workshops
Ready to Read – 1,000 Books by Kindergarten
Animal Programs
Books in Barbershops (SPK, MIC, HVL)
IYG Pop-Up Library
Read to Me, Please (INFO)
Welcome Baby Bags (SOU)

Cultural Programs

Adult Summer Reading Program
Center for Black Literature & Culture
Music Monday (SPK)

Summer on the Plaza (IRV)
Lunch and Learns
Libations with Librarians (COL)
Program Food

Collections/IT

Coates books for collection – for McFadden Lecture
General Digitization
Teen Film Camp (CEN)
The Public Collection

Lifelong Learning

Aging Well (CEN)
Coding for the Curious (CEN)
Job Centers
Plant Based Cooking (CEN)
Self-Publishing Contest (COL)
Spanish Language Computer Classes

Capital Projects

Aquarium STEAM Storytime (E38)
Aquarium (PIK)



10b

April 2019 Media Report

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

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

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

- **IndyPL Seeks Nominations for Indy's Favorite Children's Books**
Westside Community News, Franklin Township Informer, Mooresville Times, Weekly View, Southsider Voice
- **Celebrate National Library Week at Indy Library**
Indianapolis Recorder, Southside Times, Urban Times, Westside Community News
- **Elmira Annis Civic Plaza Dedicated at Irvington Branch**
Weekly View
- **Eagle Branch Closes April 27**
Indianapolis Star, Westside Community News, Speedway Northwest Press

Other media outreach in April occurred on such Library activities as the Reach Out and ReadIN event at Central Library, the Indy 500 Film Festival at Irvington, the April 11 community engagement meeting for the new West Perry Branch, the appointment of the new West Indianapolis Branch manager, the appointment of new Library Trustee Judge Jose Salinas, and the closing of the Library on Easter Sunday.

YouTube videos posted to website:

- IndyPL Foundation Presents Artist Peter Shelton
- Keepin' It 100 with the Summer Reading Program at IndyPL

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

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

Social Media

45 posts published on the official IndyPL Facebook Page

Top Performing Posts:

- Currently Reading Weekly Book Discussions- Reach of 1.8k, 2.0k, 3.0k, 1.8k
- Michigan Road Indy Urban Hardware Video- Reach of 10.3k
- National Bookmobile Day Video of Bruce and Emilie- Reach of 6.3k
- 50th Anniversary of Slaughterhouse Five by Kurt Vonnegut- Reach of 5.9k
- Lego Releases Braille Books- Reach of 4.2k
- Seed Library Opening Announcement- Reach of 3.7k
- Happy National Library Day- Reach of 3.2k
- Indy Library Store April Sale- Reach of 3.0k
- Topics/Events covered on Facebook: Library events and programs, National Library Week, #weneeddiversebooks, Indianapolis Public Library Foundation 50th Birthday Celebration, Reach Out and Read IN,

35 tweets published on the official IndyPL Twitter Page:

- 30.3k Twitter impressions occurred in April
- 1,088 profile visits
- 183 mentions by outside organizations and the media

We also used Instagram (posts and stories) and Pinterest consistently in April. On Pinterest, we had a total of 180,882 impressions. Pinterest Highlights:

- Bibliocommons staff lists
- Bestselling e-books
- Cookbooks
- #WeNeedDiverseBooks
- Literary Tattoos

April Blog Posts:

- True Grit: Special Events Inspired by the Classic Novel
- Andrew Luck Book Club April Pick
- 20 Books for Kids Celebrating Passover
- Read Right Now! Easter
- Urban Tree Revival at our Michigan Road Branch
- Read Out & Read IN: a Celebration of Dia de los Ninos
- Caring for a Loved One with Dementia: Reading Aloud
- Science Experiment: Hydrologic (Water) Cycle – DIY Terrarium
- Slammin Rhymes Challenge Writing Contest for Grades 7-12
- 2019 Adult Summer Reading Program
- Author Madeline Miller at Central Library!
- 2019 Kids Summer Reading Program

- 2019 Kids Summer Reading Program Rules
- 2019 Summer Reading Program Points and Prizes
- 2019 Summer Reading Program Programs and Events
- Read Right Now! Ducks
- Ride on the Bookmobile with Emilie and Bruce

Top 5 Performing Blog Posts (Page Views) April 2019:

- 100+ Free Video Read Alouds
- Read Right Now! Dr. Seuss
- Newton's Second Law of Motion
- Blog Home
- Homework Help: Science Experiments

Print Activity

- Earn and Learn Point Cards – 3,000 pieces
- Using Your Public Library Brochures - SPANISH - New Version – 2,000 pieces
- Summer Garden Series Bookmarks & Posters – 987 pieces

Summer Reading Program:

- Teen Paint Your "ART" Out Poster – 72 pieces
- Coupons (ISO & Eiteljorg) – 10,550 pieces
- Summer Movie Brochure – 7,625 pieces
- Branch Kickoff Poster – Digital copy emailed to each branch
- Little Red Riding Hood posters – 11 pieces

- Library Card Campaign - Perry Township Letters – 15,000 pieces
- Library Card Campaign - Using Your Public Library Brochures – ENGLISH – 11,000 pieces
- Summer Classical Concerts Bookmarks & Posters – 1,208 pieces
- McFadden Program – 2,300 pieces
- Lawrence Branch National Park Roadtrippin Travel Guide – 50 pieces
- McFadden Foam Board Signage – 4 pieces
- Business Cards – 11 staff members
- East 38th Street Branch Girls Who Brunch Tour Fliers and Posters – 210 pieces

Garfield Park Branch Computer Classes – 750 pieces

- A Plethora of Computer Classes
- Beginning Computer Classes
- Minecraft Computer Club
- Open Lab Computer Classes

- Garfield Park Branch Rain Barrel Workshops – 250 pieces



Board Action Request

10c1

To: IMCPL Board **Meeting Date:** May 20, 2019

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

Effective Date: May 20, 2019

Subject: Finances, Personnel and Travel Resolution 17-2019

Recommendation: Approve Finances, Personnel and Travel Resolution 17- 2019

Background: The Finances, Personnel and Travel Resolution 17- 2019 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 2019.

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

RESOLUTION 17 - 2019

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 April 2019 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 **70742** through **70904** for a total of
\$1,014,288.30 were issued from the operating bank accounts.

EFT numbers **301192** through **301224** and
301226 through **301251** and
301254 through **301315** and
1188 through **1200** for a total of

\$1,720,797.50 were issued from the operating bank accounts.

Warrant number **771** **773** for a total of

\$81.41 was issued from the fines bank account.

Warrant numbers **7094** through **7126** for a total of

\$24,525.88 were issued from the gift bank account.

EFT numbers **301225** through and
301252 through **301253** for a total of

\$28,803.91 were issued from the gift bank account.

Warrant numbers **268336** through **268367** for a total of
1370 for a total of

\$14,860.16 were issued for employee payroll

Direct deposits numbers **140001** through **140607** and

Direct deposits numbers **160001** through **160602** for a total of

\$972,386.01 were issued for employee payroll

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

\$359,089.78 were issued for employee payroll

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

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

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

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

John Andrews

Rev. T.D. Robinson

Crista L. Carlino

Judge Jose D. Salinas

Dr. Terri Jett

Joanne Sanders

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

Patricia A. Payne

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1188	EFT	04/04/2019	FIDELITY INVESTMENTS	5,345.28
1189	EFT	04/05/2019	AMERICAN UNITED LIFE INSURANCE CO	4,016.69
1190	EFT	04/08/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	93,982.32
1191	EFT	04/15/2019	CHANELLE LAWSON	85.60
1192	EFT	04/15/2019	CARMEN ALEXANDER	85.60
1193	EFT	04/15/2019	SHERRY CRABTREE	85.60
1194	EFT	04/19/2019	ADP, INC.	6,437.62
1195	EFT	04/19/2019	AMERICAN UNITED LIFE INSURANCE CO	4,016.69
1196	EFT	04/19/2019	ADP, INC.	1,063.50
1197	EFT	04/22/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	94,003.32
1198	EFT	04/22/2019	FIDELITY INVESTMENTS	5,345.28
1199	EFT	04/22/2019	INDIANA DEPARTMENT OF REVENUE	1,394.94
1200	EFT	04/29/2019	U.S. POSTAL SERVICE	2,000.00
70742	CHECK	04/04/2019	ADTEC	3,190.00
70743	CHECK	04/04/2019	AT&T	876.84
70744	CHECK	04/04/2019	ATC GROUP SERVICES, LLC	1,584.20
70745	CHECK	04/04/2019	AXIS ARCHITECTURE & INT., LLC	8,638.93
70746	CHECK	04/04/2019	BEECH GROVE SEWAGE WORKS	140.61
70747	CHECK	04/04/2019	BLACKMORE & BUCKNER ROOFING	477.17
70748	CHECK	04/04/2019	BRADFORD SYSTEMS	5,800.00
70749	CHECK	04/04/2019	CAMPGRLL LLC	55.00
70750	CHECK	04/04/2019	CENTER POINT PRESS	1,190.64
70751	CHECK	04/04/2019	CENTRAL SECURITY & COMMUNICATIONS	819.87
70752	CHECK	04/04/2019	CITIZENS ENERGY GROUP	3,816.85
70753	CHECK	04/04/2019	DACO GLASS & GLAZING INC	1,719.84
70754	CHECK	04/04/2019	DYNAMARK GRAPHICS GROUP	3,765.48
70755	CHECK	04/04/2019	GALE GROUP THE	86.38
70756	CHECK	04/04/2019	GAYLORD ARCHIVAL	93.88
70757	CHECK	04/04/2019	GORDON PLUMBING, INC.	206.23
70758	CHECK	04/04/2019	GUARDIAN	15,369.24
70759	CHECK	04/04/2019	HOGAN TRANSFER & STORAGE CORP	426.00
70760	CHECK	04/04/2019	IIBADA DANCERS, INC.	300.00
70761	CHECK	04/04/2019	INDIANA AFTERSCHOOL NETWORK	350.00
70762	CHECK	04/04/2019	JA BERG INC.	2,016.00
70763	CHECK	04/04/2019	JEREMY SOUTH	1,200.00
70764	CHECK	04/04/2019	KRM ARCHITECTURE+	12,492.50
70765	CHECK	04/04/2019	LESLIE D. REED	200.00
70766	CHECK	04/04/2019	LIGHTNING TWO WAY RADIO, INC	275.00
70767	CHECK	04/04/2019	LUNA LANGUAGE SERVICES	788.00
70768	CHECK	04/04/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,200.00
70769	CHECK	04/04/2019	MELINDA MULLICAN	63.76
70770	CHECK	04/04/2019	MIDWEST REMEDIATION, INC.	1,318.63
70771	CHECK	04/04/2019	OFFICEWORKS	679.99
70772	CHECK	04/04/2019	PAYPAL	54.10
70773	CHECK	04/04/2019	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	277.50
70774	CHECK	04/04/2019	PRICE CONSTRUCTION GROUP, LLC	6,168.00
70775	CHECK	04/04/2019	PROFESSIONAL GARAGE DOOR SYSTEMS	1,304.50
70776	CHECK	04/04/2019	RATIO ARCHITECTS, INC	15,684.60
70777	CHECK	04/04/2019	REPROGRAPHIX, INC	262.50
70778	CHECK	04/04/2019	REPUBLIC WASTE SERVICES	7,715.72
70779	CHECK	04/04/2019	RUBY TREGNAGO	300.00
70780	CHECK	04/04/2019	TRISLER CONSTRUCTION CO., INC.	6,441.23
70781	CHECK	04/04/2019	VANCO	390.61
70782	CHECK	04/04/2019	WAYNE (PETTY CASH)	27.70
70783	CHECK	04/11/2019	1-800MD, LLC	962.50
70784	CHECK	04/11/2019	ADTEC	630.00
70785	CHECK	04/11/2019	AFSCME COUNCIL IKOC 962	1,851.83
70786	CHECK	04/11/2019	AMERICAN UNITED LIFE INSURANCE CO	2,845.56
70787	CHECK	04/11/2019	ARAB TERMITE AND PEST CONTROL INC	1,596.00
70788	CHECK	04/11/2019	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	75,374.00

No.	Type	Date	Reference	Amount
70789	CHECK	04/11/2019	AT&T	1,441.24
70790	CHECK	04/11/2019	AT&T	24.77
70791	CHECK	04/11/2019	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	20,055.09
70792	CHECK	04/11/2019	BRIGHTWOOD INVESTORS, LLC	4,074.00
70793	CHECK	04/11/2019	BROKEN BUT BLESSED MINISTRIES CORP	100.00
70794	CHECK	04/11/2019	BUSINESS FURNITURE CORPORATION	1,126.09
70795	CHECK	04/11/2019	CAMPGRLL LLC	55.00
70796	CHECK	04/11/2019	CENTRAL LIBRARY (PETTY CASH)	33.63
70797	CHECK	04/11/2019	CHUCK SMITH DESIGN	765.00
70798	CHECK	04/11/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	19,357.50
70799	CHECK	04/11/2019	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
70800	CHECK	04/11/2019	DELL MARKETING L.P.	53,985.36
70801	CHECK	04/11/2019	EARLE U ROBINSON JR	500.00
70802	CHECK	04/11/2019	EDDIE HURM (PAINTING & SNOW REMOVAL)	175.00
70803	CHECK	04/11/2019	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
70804	CHECK	04/11/2019	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
70805	CHECK	04/11/2019	GALE GROUP THE	1,046.94
70806	CHECK	04/11/2019	GLENDALE MALL	25,375.00
70807	CHECK	04/11/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	552.16
70808	CHECK	04/11/2019	IIBADA DANCERS, INC.	300.00
70809	CHECK	04/11/2019	INDIANA BUREAU OF MOTOR VEHICLES	15.00
70810	CHECK	04/11/2019	INDIANAPOLIS POWER & LIGHT COMPANY	74,398.57
70811	CHECK	04/11/2019	JEREMY SOUTH	480.00
70812	CHECK	04/11/2019	LEGALSHIELD	313.45
70813	CHECK	04/11/2019	LESLIE D. REED	200.00
70814	CHECK	04/11/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,600.00
70815	CHECK	04/11/2019	MAYRA OSEGUERA	100.00
70816	CHECK	04/11/2019	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
70817	CHECK	04/11/2019	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	1,600.00
70818	CHECK	04/11/2019	MILA & ME	120.00
70819	CHECK	04/11/2019	MOELLER PRINTING CO. INC.	1,429.00
70820	CHECK	04/11/2019	NEW HORIZONS COMPUTER LEARNING CENTERS	590.00
70821	CHECK	04/11/2019	OCLC INC	550.00
70822	CHECK	04/11/2019	PHILHARMONIC ORCHESTRA OF INDIANAPOLIS	2,000.00
70823	CHECK	04/11/2019	RUBY TREGNAGO	300.00
70824	CHECK	04/11/2019	SECURITAS ELECTRONIC SECURITY, INC.	290.00
70825	CHECK	04/11/2019	SIGNARAMA DOWNTOWN INDIANAPOLIS	4,250.90
70826	CHECK	04/11/2019	SONDHI SOLUTIONS	2,136.75
70827	CHECK	04/11/2019	SPRINT PCS	3,749.74
70828	CHECK	04/11/2019	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	49,477.10
70829	CHECK	04/11/2019	THE HARMON HOUSE L.L.C.	290.00
70830	CHECK	04/11/2019	THE HF GROUP, LLC	1,177.29
70831	CHECK	04/11/2019	THE TUESDAY AGENCY	3,500.00
70832	CHECK	04/19/2019	A CLASSIC PARTY RENTAL CO	515.75
70833	CHECK	04/19/2019	ANTHEM INSURANCE COMPANIES, INC	343,200.00
70834	CHECK	04/19/2019	ASSN. FOR THE STUDY OF AFRICAN AMER. LIFE & HISTOR	42.00
70835	CHECK	04/19/2019	AT&T	1,856.13
70836	CHECK	04/19/2019	BEAM, LONGEST & NEFF, LLC	75.00
70837	CHECK	04/19/2019	BLACKMORE & BUCKNER ROOFING	813.69
70838	CHECK	04/19/2019	CAMPGRLL LLC	220.00
70839	CHECK	04/19/2019	CENTRAL INDIANA SECURITY CORP., LTD	114.95
70840	CHECK	04/19/2019	CHAIN STORE GUIDES, LLC	360.00
70841	CHECK	04/19/2019	CITIZENS ENERGY GROUP	11,961.98
70842	CHECK	04/19/2019	COMPUTYPE INC.	414.80
70843	CHECK	04/19/2019	CREATIVE FRAMING CONCEPTS	160.03
70844	CHECK	04/19/2019	CULLIGAN	5.99
70845	CHECK	04/19/2019	DACO GLASS & GLAZING INC	3,904.81
70846	CHECK	04/19/2019	EXPODESIGN, INC.	3,950.38
70847	CHECK	04/19/2019	GALE GROUP THE	419.90
70848	CHECK	04/19/2019	GREY HOUSE PUBLISHING	353.00
70849	CHECK	04/19/2019	GURNEY J. BUSH, INC	330.00
70850	CHECK	04/19/2019	INDIANAPOLIS FLEET SERVICES	2,114.13
70851	CHECK	04/19/2019	INDOFF OFFICE INTERIORS	15,181.94
70852	CHECK	04/19/2019	JP MORGAN CHASE BANK	2,896.66

No.	Type	Date	Reference	Amount
70853	CHECK	04/19/2019	LEHMAN'S INC. OF ANDERSON	3,125.00
70854	CHECK	04/19/2019	LESLIE D. REED	400.00
70855	CHECK	04/19/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,000.00
70856	CHECK	04/19/2019	MAYRA OSEGUERA	100.00
70857	CHECK	04/19/2019	E.SOLUTIONS, INC.	483.00
70858	CHECK	04/19/2019	NEW DAY FILMS	110.00
70859	CHECK	04/19/2019	OCLC INC	9,160.78
70860	CHECK	04/19/2019	PCM-G	1,001.70
70861	CHECK	04/19/2019	PITNEY BOWES, INC.	669.84
70862	CHECK	04/19/2019	READING EQUIPMENT & DISTRIBUTION, LLC	455.00
70863	CHECK	04/19/2019	REBECCA ROBINSON	9.52
70864	CHECK	04/19/2019	RJE BUSINESS INTERIORS	1,691.70
70865	CHECK	04/19/2019	RUBY TREGNAGO	300.00
70866	CHECK	04/19/2019	TECH-LOGIC CORPORATION	17,740.00
70867	CHECK	04/19/2019	THE HARMON HOUSE L.L.C.	200.00
70868	CHECK	04/19/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	4,008.39
70869	CHECK	04/19/2019	THE JEWISH POST & OPINION	490.00
70870	CHECK	04/19/2019	URBAN LIBRARIES COUNCIL	12,000.00
70871	CHECK	04/19/2019	VLADIMIR KRAKOVICH	600.00
70872	CHECK	04/19/2019	WW NORTH AMERICA HOLDINGS, INC.	2,093.00
70873	CHECK	04/19/2019	YEFIM PASTUKH	600.00
70874	CHECK	04/25/2019	AWE DIGITAL LEARNING SOLUTIONS	2,822.00
70875	CHECK	04/25/2019	CAMPGRLL LLC	275.00
70876	CHECK	04/25/2019	CASH & CARRY PAPER COMPANY, INC.	7.10
70877	CHECK	04/25/2019	CITIZENS ENERGY GROUP	645.26
70878	CHECK	04/25/2019	CMID	4,200.00
70879	CHECK	04/25/2019	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	6,423.00
70880	CHECK	04/25/2019	CROSSROADS DOCUMENT SERVICES	13,275.00
70881	CHECK	04/25/2019	FINELINE LAMINATES, INC.	8,497.10
70882	CHECK	04/25/2019	GO ON GIRL BOOK CLUB	280.00
70883	CHECK	04/25/2019	YOUNG ACTOR'S THEATRE	300.00
70884	CHECK	04/25/2019	IIBADA DANCERS, INC.	150.00
70885	CHECK	04/25/2019	ILEA INDIANA	140.00
70886	CHECK	04/25/2019	INDIANA STATE LIBRARY	11,701.00
70887	CHECK	04/25/2019	INDIANA WRITER'S CENTER	200.00
70888	CHECK	04/25/2019	INDY SHADES, INC.	1,455.00
70889	CHECK	04/25/2019	INNOVATIVE USERS GROUP	2,340.00
70890	CHECK	04/25/2019	JEREMY SOUTH	720.00
70891	CHECK	04/25/2019	JP MORGAN CHASE BANK	9,384.15
70892	CHECK	04/25/2019	KONE, INC	3,060.24
70893	CHECK	04/25/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	200.00
70894	CHECK	04/25/2019	MARION COUNTY TREASURER	3,798.16
70895	CHECK	04/25/2019	MARY JO GREMLING	275.00
70896	CHECK	04/25/2019	MAYRA OSEGUERA	100.00
70897	CHECK	04/25/2019	E.SOLUTIONS, INC.	1,563.00
70898	CHECK	04/25/2019	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	2,000.00
70899	CHECK	04/25/2019	MOVIE LICENSING USA	922.50
70900	CHECK	04/25/2019	RADWAY PIANO SERVICE	95.00
70901	CHECK	04/25/2019	RUBY TREGNAGO	300.00
70902	CHECK	04/25/2019	SILLY SAFARI SHOWS, INC	3,500.00
70903	CHECK	04/25/2019	UNITED PARCEL SERVICE	474.08
70904	CHECK	04/25/2019	VERTIV CORPORATION	11,515.00
301192	EFT	04/04/2019	ABELL ELEVATOR SERVICE CO	2,261.50
301193	EFT	04/04/2019	ACORN DISTRIBUTORS, INC	1,982.61
301194	EFT	04/04/2019	ART WITH A HEART	1,102.00
301195	EFT	04/04/2019	BAKER & TAYLOR	1,236.72
301196	EFT	04/04/2019	BAKER & TAYLOR	7,293.23
301197	EFT	04/04/2019	BAKER & TAYLOR	50,884.96
301198	EFT	04/04/2019	BAKER & TAYLOR	6,982.02
301199	EFT	04/04/2019	DEMCO, INC.	836.13
301200	EFT	04/04/2019	DENISON PARKING	8,114.01
301201	EFT	04/04/2019	EBSCO INFORMATION SERVICES	991.85
301202	EFT	04/04/2019	FINELINE PRINTING GROUP	1,344.00
301203	EFT	04/04/2019	INDIANA PLUMBING AND DRAIN LLC	5,872.75

No.	Type	Date	Reference	Amount
301204	EFT	04/04/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	7,650.00
301205	EFT	04/04/2019	INGRAM LIBRARY SERVICES	2,304.25
301206	EFT	04/04/2019	J&G CARPET PLUS	1,535.00
301207	EFT	04/04/2019	LUNA MUSIC	3,905.50
301208	EFT	04/04/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	49.18
301209	EFT	04/04/2019	MIDWEST TAPE - PROCESSED DVDS	3,769.96
301210	EFT	04/04/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	11,987.57
301211	EFT	04/04/2019	MIDWEST TAPE NON PROCESSED	135.03
301212	EFT	04/04/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	7,926.41
301213	EFT	04/04/2019	MIDWEST TAPE, LLC	1,269.48
301214	EFT	04/04/2019	OVERDRIVE INC	33,887.09
301215	EFT	04/04/2019	PERFECTION GROUP, INC.	12,115.00
301216	EFT	04/04/2019	RECORD AUTOMATIC DOORS, INC	345.20
301217	EFT	04/04/2019	RECORDED BOOKS	1,303.70
301218	EFT	04/04/2019	DANIEL HOFMANN	17,000.00
301219	EFT	04/04/2019	RICHARD LOPEZ ELECTRICAL, LLC	57,188.26
301220	VOID	04/04/2019	SIGN SOLUTIONS, INC	0.00
301221	EFT	04/04/2019	STAPLES	364.37
301222	EFT	04/04/2019	STENZ MANAGEMENT COMPANY, INC	13,162.15
301223	EFT	04/04/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	221.90
301224	EFT	04/04/2019	ULINE	358.38
301226	EFT	04/11/2019	ART WITH A HEART	812.00
301227	EFT	04/11/2019	BAKER & TAYLOR	852.53
301228	EFT	04/11/2019	BAKER & TAYLOR	22,700.44
301229	EFT	04/11/2019	BOYLE CONSTRUCTION MANAGEMENT, INC.	180,495.79
301230	EFT	04/11/2019	CDW GOVERNMENT, INC.	670.59
301231	EFT	04/11/2019	CITIZENS THERMAL ENRGY.	21,710.96
301232	EFT	04/11/2019	DEMCO, INC.	1,589.19
301233	EFT	04/11/2019	FINELINE PRINTING GROUP	1,893.00
301234	EFT	04/11/2019	FLEET CARE, INC.	198.61
301235	EFT	04/11/2019	INDIANA PLUMBING AND DRAIN LLC	1,520.00
301236	EFT	04/11/2019	INGRAM LIBRARY SERVICES	835.58
301237	EFT	04/11/2019	IRVINGTON PRESBYTERIAN CHURCH	937.50
301238	EFT	04/11/2019	LEVEL (3) COMMUNICATIONS, LLC	2,998.80
301239	EFT	04/11/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	620.98
301240	EFT	04/11/2019	MIDWEST TAPE - PROCESSED DVDS	463.27
301241	EFT	04/11/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	1,045.69
301242	EFT	04/11/2019	MOORE INFORMATION SERVICES, INC	357.35
301243	EFT	04/11/2019	PERFECTION GROUP, INC.	190.00
301244	EFT	04/11/2019	RECORDED BOOKS	1,104.77
301245	EFT	04/11/2019	RICHARD LOPEZ ELECTRICAL, LLC	20,324.02
301246	EFT	04/11/2019	STAPLES	10,588.58
301247	EFT	04/11/2019	STENZ CONSTRUCTION CORPORATION	445,293.89
301248	EFT	04/11/2019	STENZ MANAGEMENT COMPANY, INC	153.21
301249	EFT	04/11/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	2,168.90
301250	EFT	04/11/2019	TITAN ASSOCIATES	69,577.58
301251	EFT	04/11/2019	ULINE	72.99
301254	EFT	04/19/2019	ABELL ELEVATOR SERVICE CO	6,217.50
301255	EFT	04/19/2019	ACORN DISTRIBUTORS, INC	1,989.05
301256	EFT	04/19/2019	ALSCO	382.27
301257	EFT	04/19/2019	ARCOIRIS RECORDS, INC.	2,000.00
301258	EFT	04/19/2019	ART WITH A HEART	319.00
301259	EFT	04/19/2019	BAKER & TAYLOR	9,309.43
301260	EFT	04/19/2019	BAKER & TAYLOR	5,252.48
301261	EFT	04/19/2019	BAKER & TAYLOR	9,573.69
301262	EFT	04/19/2019	BAKER & TAYLOR	37.51
301263	EFT	04/19/2019	BRODART COMPANY CONTINUATIONS	1,562.84
301264	EFT	04/19/2019	CDW GOVERNMENT, INC.	766.85
301265	EFT	04/19/2019	CITIZENS THERMAL ENRGY.	25,295.80
301266	EFT	04/19/2019	DANCORP INC. DBA DANCO	700.00
301267	EFT	04/19/2019	DELTA DENTAL	120.20
301268	EFT	04/19/2019	DELTA DENTAL	133.13
301269	EFT	04/19/2019	DELTA DENTAL	11,087.85
301270	EFT	04/19/2019	EBSCO INFORMATION SERVICES	126.06

No.	Type	Date	Reference	Amount
301271	EFT	04/19/2019	FINELINE PRINTING GROUP	2,004.00
301272	EFT	04/19/2019	FLEET CARE, INC.	823.80
301273	EFT	04/19/2019	G4S SECURE SOLUTIONS (USA) INC.	38,382.39
301274	EFT	04/19/2019	INDIANA PLUMBING AND DRAIN LLC	982.40
301275	EFT	04/19/2019	INDIANAPOLIS ARMORED CAR, INC	2,824.00
301276	EFT	04/19/2019	INGRAM LIBRARY SERVICES	1,095.74
301277	EFT	04/19/2019	J&G CARPET PLUS	1,000.00
301278	EFT	04/19/2019	JCOS, INC.	58,865.39
301279	EFT	04/19/2019	KLINES QUALITY WATER, INC	227.21
301280	EFT	04/19/2019	LUNA MUSIC	1,227.61
301281	EFT	04/19/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	1,704.00
301282	EFT	04/19/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	185.44
301283	EFT	04/19/2019	MIDWEST TAPE - PROCESSED DVDS	12,210.89
301284	EFT	04/19/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	657.72
301285	EFT	04/19/2019	MIDWEST TAPE NON PROCESSED	1,008.44
301286	EFT	04/19/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	13,714.85
301287	EFT	04/19/2019	MIDWEST TAPE, LLC	9,475.01
301288	EFT	04/19/2019	OFFICE360	465.00
301289	EFT	04/19/2019	OVERDRIVE INC	130,935.47
301290	EFT	04/19/2019	PERFECTION GROUP, INC.	236.00
301291	EFT	04/19/2019	RECORD AUTOMATIC DOORS, INC	712.29
301292	EFT	04/19/2019	RECORDED BOOKS	8,923.50
301293	EFT	04/19/2019	RICOH USA, INC. - 12882	14,347.74
301294	EFT	04/19/2019	RICOH USA, INC. - 12882	4,699.42
301295	EFT	04/19/2019	ROBERT HALF INTERNATIONAL, INC	1,292.85
301296	EFT	04/19/2019	SIGN SOLUTIONS, INC	375.00
301297	EFT	04/19/2019	STENZ MANAGEMENT COMPANY, INC	8,097.84
301298	EFT	04/19/2019	VALUE LINE PUBLISHING INC.	4,244.00
301299	EFT	04/25/2019	ALSCO	376.70
301300	EFT	04/25/2019	ART WITH A HEART	348.00
301301	EFT	04/25/2019	BRODART COMPANY	3,154.74
301302	EFT	04/25/2019	DAMIEN SOLODOW	351.05
301303	EFT	04/25/2019	FINELINE PRINTING GROUP	2,317.00
301304	EFT	04/25/2019	FLEET CARE, INC.	40.74
301305	EFT	04/25/2019	G4S SECURE SOLUTIONS (USA) INC.	190.46
301306	EFT	04/25/2019	INDIANA PLUMBING AND DRAIN LLC	327.00
301307	EFT	04/25/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	4,696.53
301308	EFT	04/25/2019	INGRAM LIBRARY SERVICES	44.46
301309	EFT	04/25/2019	J&G CARPET PLUS	3,500.00
301310	EFT	04/25/2019	JCOS, INC.	6,914.75
301311	EFT	04/25/2019	KLINES QUALITY WATER, INC	8.00
301312	EFT	04/25/2019	PERFECTION GROUP, INC.	265.00
301313	EFT	04/25/2019	STENZ MANAGEMENT COMPANY, INC	7,691.48
301314	EFT	04/25/2019	TITAN ASSOCIATES	16,981.75
301315	EFT	04/25/2019	UNIQUE MANAGEMENT SERVICES, INC	5,579.31
				2,735,085.80

Summary by Transaction Type:

Computer Check	\$ 1,014,288.30
EFT Check	\$ 1,720,797.50
Total Payments	\$ 2,735,085.80
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Amount
771	CHECK	04/11/2019	RONALD THOMAS	27.98
772	CHECK	04/11/2019	RONNETTA M. PHILLIPS	30.99
773	CHECK	04/25/2019	LEXIE SANDERS	22.44
			Total	<u>\$ 81.41</u>

Summary by Transaction Type:

Computer Check	\$81.41
EFT Check	\$0.00
Total Payments	\$81.41
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7094	CHECK	04/04/2019	CREATIVE AQUATIC SOLUTIONS, LLC	293.49
7095	CHECK	04/04/2019	DEBORAH EHRET	223.23
7096	CHECK	04/04/2019	INDIANA ON TAP, LLC	300.00
7097	CHECK	04/04/2019	JEREMY SOUTH	500.00
7098	CHECK	04/04/2019	DREAMEMPIRE FILMS LLC-S	99.95
7099	CHECK	04/04/2019	LAWRENCE (PETTY CASH)	95.70
7100	CHECK	04/04/2019	PEGGY WEHR	66.07
7101	CHECK	04/04/2019	PHOENIX RISING DANCE STUDIOS	65.00
7102	CHECK	04/04/2019	PRINTING CONCEPTS INC.	213.00
7103	CHECK	04/11/2019	JEREMY SOUTH	250.00
7104	CHECK	04/11/2019	LISA ANN MAYDWELL	45.00
7105	CHECK	04/11/2019	PHOENIX RISING DANCE STUDIOS	65.00
7106	CHECK	04/11/2019	RACHELLE COLYER	218.80
7107	CHECK	04/12/2019	NICOLA MITCHELL	499.00
7108	CHECK	04/19/2019	DYNAMISM, INC.	7,341.51
7109	CHECK	04/19/2019	GLENDALE (PETTY CASH)	34.68
7110	CHECK	04/19/2019	JEREMY SOUTH	500.00
7111	CHECK	04/19/2019	JP MORGAN CHASE BANK	896.00
7112	CHECK	04/19/2019	KATHLEEN UNDERWOOD	23.76
7113	CHECK	04/19/2019	PHOENIX RISING DANCE STUDIOS	65.00
7114	CHECK	04/25/2019	ALESSANDRA J. LYNCH	150.00
7115	CHECK	04/25/2019	ARCOIRIS RECORDS, INC.	6,500.00
7116	CHECK	04/25/2019	CREATIVE AQUATIC SOLUTIONS, LLC	289.10
7117	CHECK	04/25/2019	FRANKLIN ROAD (PETTY CASH)	97.24
7118	CHECK	04/25/2019	HEALTH & HOSPITALS CORP. OF MARION CNTY.	120.00
7119	CHECK	04/25/2019	YOUNG ACTOR'S THEATRE	2,700.00
7120	CHECK	04/25/2019	INDIANA WRITER'S CENTER	200.00
7121	CHECK	04/25/2019	JP MORGAN CHASE BANK	2,199.32
7122	CHECK	04/25/2019	JUDY GRAY	49.17
7123	CHECK	04/25/2019	KATHLEEN LARATTA	45.71
7124	CHECK	04/25/2019	MEGAN FERGUSON	232.60
7125	CHECK	04/25/2019	PEPPERMINT PUBLISHING LLC	23.97
7126	CHECK	04/25/2019	SUE KENNEDY	123.58
301225	EFT	04/04/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	26,736.39
301252	EFT	04/11/2019	BAKER & TAYLOR	50.52
301253	EFT	04/11/2019	FINELINE PRINTING GROUP	2,017.00
Total				53,329.79

Summary by Transaction Type:

Computer Check	\$ 24,525.88
EFT Check	\$ 28,803.91
Total Payments	\$ 53,329.79
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

May 20, 2019

PERSONNEL ACTIONS

RESOLUTION 17-2019

NEW HIRES:

- Chase Martin, Public Services Librarian, Central Adult Reference, \$18.00 per hour, Effective: 04/22/2019
- Laurie Esche, Security and Maintenance Dispatcher, Facilities, \$14.07 per hour, Effective: 05/20/2019
- Ramsey Elmawardy, Security and Maintenance Dispatcher, Facilities, \$14.07 per hour, Effective: 05/07/2019
- Patrick James Mahoney, LAN Administrator, Personal Computers & Communications, \$34.61 per hour, Effective: 04/29/2019
- Erin Montgomery, Hourly Summer Reading Clerk, Franklin Road, \$10.50 per hour, Effective: 05/07/2019
- Grace Lee, Hourly Summer Reading Clerk, Michigan Road, \$10.50 per hour, Effective: 05/07/2019
- Ramsey Elmawardy, Security and Maintenance Dispatcher, Facilities, Building Systems, \$14.07 per hour, Effective: 05/07/2019

INTERNAL CHANGES:

- Bronwynn Woodsworth from Page, Learning Curve, \$9.15 per hour to Hourly Summer Reading Clerk, Learning Curve, \$11.85 per hour, Effective: 05/26/2019
- Rubin Foley from Hourly Summer Reading Clerk, Learning Curve to Hourly Summer Reading Clerk, Program Development, No Change in Pay, Effective: 05/26/2019

RE-HIRES:

- Sarah Jones, Hourly Summer Reading Clerk, Pike, \$10.50 per hour, Effective: 05/26/2019
- Kestrel Jones, Hourly Summer Reading Clerk, Pike, \$10.50 per hour, Effective: 05/12/2019

SEPARATIONS:

- Jeffrey Suggs, Security and Maintenance Dispatcher, Facilities, 17 years and 7 months, Effective: 04/05/2019
- Carol J. Schlake, Area Resource Manager, Pike, 42 years and 11 months, Effective: 05/31/2019
- Lillie Anez, Page, Wayne, 7 months, Effective: 04/12/2019
- Dylan Rolfsen, Page, Franklin Road, 6 months, Effective: 04/11/2019
- Jazmin Weaver, Page, Glendale, 10 months, Effective: 04/08/2019
- Sarada Kasarabada, Page, Wayne, 29 years and 8 months, Effective: 04/27/2019
- Anna Diatlovich, Hourly Summer Reading Clerk, Wayne, 4 years and 4 months, Effective: 04/27/2019
- Consuelo Zavala, Hourly Summer Reading Clerk, Wayne, 2 years and 6 months, Effective: 04/27/2019
- Sarah Borgeling, Hourly Events Assistant, Events, 10 months, Effective: 05/04/2019
- Pamela Fleck, Page, College, 1 year and 10 months, Effective: 04/20/2019
- Shelby Hopewell, Hourly Summer Reading Clerk, College, 10 months, Effective: 04/20/2019
- Lydia Spence, Hourly Library Assistant II (SUB), Glendale, 4 months, Effective: 08/28/2018

INACTIVE: (None Reported)

RE-ACTIVATE:

- Brittany Coffman, Page, Warren, Effective: 06/03/2019
- Ian Gulyas, Hourly Summer Reading Clerk, Learning Curve, Effective: 05/26/2019
- Tiara Perry, Hourly Summer Reading Clerk, Nora, Effective: 05/22/2019
- Eamon Laughlin, Hourly Summer Reading Clerk, Nora, Effective: 05/22/2019
- Ciera Smith, Hourly Summer Reading Clerk, Fountain Square, Effective: 05/27/2019
- Brittany Coffman, Page, Warren, Effective: 06/03/2019
- Carleigh Grupe, Hourly Summer Reading Clerk, Pike, Effective: 05/12/2019
- Latonya Carson, Hourly Summer Reading Clerk, West Indianapolis, Effective: 05/26/2019
- Emily Rasmussen, Page, West Indianapolis, Effective: 05/26/2019
- Andrew Finnell, Hourly Summer Reading Clerk, College, Effective: 05/27/2019
- Ashabul Alam, Hourly Summer Reading Clerk, Learning Curve, Effective: 05/27/2019
- Latonya Carson, Hourly Summer Reading Clerk, West Indianapolis, Effective: 05/26/2019
- Emily Rasmussen, Page, West Indianapolis, Effective: 05/26/2019
- Sarah Jones, Hourly Summer Reading Clerk, Pike, Effective: 05/26/2019

EXPIRATION OF LEAVE OF ABSENCE (TERMINATION):

- Arriel Vinson, Page, Glendale, 5 years and 6 months, Effective: 08/19/2018
- Anna Salinas, Hourly Library Assistant I, Part-Time, East Washington, 4 years and 4 months, Effective: 08/05/2018
- Sydney Brown, Hourly Summer Reading Clerk, Lawrence, 11 years and 1 month, Effective: 08/05/2018
- Psalms Duncan, Hourly Summer Reading Clerk, Michigan Road, 4 years and 2 months, Effective: 08/05/2018
- Kayla Scott, Hourly Summer Reading Clerk, Franklin Road, 3 years and 2 months, Effective: 08/05/2018
- Makeda Stewart, Hourly Summer Reading Clerk, Outreach, 1 year and 2 months, Effective: 08/09/2018
- LaKayla Day, Page, East 38th, 1 year and 2 months, Effective: 07/31/2018
- Rachael Redmond, Hourly Library Assistant II, Southport, 4 years and 3 months, Effective: 08/28/2018
- Andreis Brown, Hourly Summer Reading Clerk, Spades Park, 2 years and 1 month, Effective: 08/05/2018
- Megan Matthews, Hourly Summer Reading Clerk, Pike, 3 years and 7 months, Effective: 07/30/2018

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)



You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

May 21 at 6:30 p.m. - "Michigan Road Branch Travelogue: Get Your Kicks on Route 66!"

You're invited to sit back and take in a photographic journey down Old Historic Route 66. Staff librarians will present a slideshow and narration. Held at the Michigan Road Branch.

May 23 at 2:30 p.m. - "Cutting the Cable Cord: Free to Stream."

Those looking for cheaper alternatives to pricey cable and satellite television packages are invited to learn about the pros, cons and costs of streaming platforms such as Amazon, Hulu and Netflix. Also learn about streaming media offered by the Library, including Kanopy, Hoopla and OverDrive. Held at Central Library in the Computer Training Lab.

June 1 at 2 from 2 - 4:30 p.m. "Eating You Alive: Film Screening & Discussion."

View a screening of "Eating You Alive," a 2016 documentary that examines reasons why more than half of adults in the U.S. suffer from chronic illnesses and how we can use the power of our plate to reverse this trend. A panel discussion with local health care practitioners will follow the film. Held at Central Library.

June 2 at 2 p.m. - "History of the War Memorial Plaza."

Individuals of all ages are invited to learn of the centennial history of the War Memorial Plaza in downtown Indianapolis in the years following World War I. Presenter will be J. Stewart Goodwin, Brig. Gen., USAF (Ret.), and Executive Director of the Indiana War Memorials Commission. Held at Central Library.

June 7 at 1 p.m. & 2 p.m. - "Small Business Administration Workshops."

Join us for a series of free workshops presented by the Small Business Administration to help individuals during various stages of business development. Topics of these workshops are "Learn About SBA 8(a) Certification" and "Marketing to the Federal Government." The workshop series will continue throughout the year. Held at the East 38th Street Branch.

June 12 at 6 p.m. - "East Garden Summer Series: Rock E Bassoon Concert."

Spend an evening in Central Library's East Garden to experience the music of the electric rock band Rock E Bassoon. Sing and dance along with the six bassoonists and a drummer as they play classic rock and pop music. Held at Central Library.

June 16 at 2 p.m. - "Invasive Plants: Bad for Our Parks and Woodlands."

Join Tom Hohman of the Indiana Native Plant Society who will discuss why non-native, invasive plants are a threat to parks and woodlands. He'll give examples of common invasive plants in central Indiana and talk about how each person can solve the problem. Held at the Nora Branch.

June 23 at 2 p.m. - "Adult Summer Reading Program: Author Madeline Miller!"

As the signature event during the Library's 2019 Adult Summer Reading Program, "Favorite Fiction: Rebooted," bestselling author Madeline Miller will discuss the mythological stories in her books, "The Song of Achilles" and "Circe." "The Song of Achilles," Miller's first novel, was awarded the 2012 Orange Prize for Fiction and has been translated into more than 25 languages. Book signings and sales by Indy Reads Books will follow. Held at Central Library.

We hope to see you at these exciting events!