



## Library Board Meeting Agenda

### Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting  
May 21, 2018**

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

**Irvington Branch Library  
5625 East Washington Street  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 16th Day Of May, 2018**

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

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

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

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3. **Branch Manager's Report** – Sue Kennedy, Irvington 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 23, 2018 (enclosed)

## COMMITTEE REPORTS

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

### a. Report of the Treasurer – April 2018 (enclosed)

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

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

### a. Briefing Report - PTO Policy Updates (enclosed)

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8. **Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)**
  - a. **Briefing Report** – Michigan Road Branch Construction Progress (enclosed)
  - b. **Briefing Report** – Eagle Branch Construction Progress (enclosed)
  - c. **Briefing Report** - June 2018 Action Item – Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project (enclosed)
  - d. **Briefing Report** - June 2018 Action Item – Approval to Award Fixture, Furniture, and Equipment Services Contracts for the Michigan Road Branch Project (enclosed)
  - e. **Briefing Report** - June 2018 Action Item – Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project (enclosed)

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

## 10. **Report of the Chief Executive Officer**

- a. **Dashboards and Statistics**
  - 1) **Monthly Performance Dashboard – April 2018** – John Helling, Director, Public Services, will discuss the Dashboard. (enclosed)
  - b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
  - c. **April Media Report** (enclosed)
  - d. **Confirming Resolutions:**
    - 1) **Resolution Regarding Finances, Personnel and Travel (17 – 2018)**

Enclosed.
- e. **Presentation on the IndyPL 2018 Summer Reading Program** – Melanie Wissel, Manager, Program Development, and Kim Crowder, Communications Director, will make the presentation. (at meeting)

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

## UNFINISHED BUSINESS

**11.**

## 12. NEW BUSINESS

## 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, 2018** - To Be Determined

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committees Notes – May 8, 2018** (enclosed)

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

- a. **Board Meetings for 2018** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through June 24, 2018** (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, June 12, 2018, at the Library Services Center, 2450 North Meridian Street, at **5:00 p.m.**

# Library Board Meeting Agenda

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

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

Monday, June 25, 2018, at the Spades Park Branch Library, 1801 Nowland Street,  
at 6:30 p.m.

## **18. Other Business**

## **19. Adjournment**





## **Irvington Branch Library**

### ***Who we are:***

- 3 FT Librarians (incl. Manager)
- 1 PT Librarian
- 1 FT Public Services Associate
- 1 PT Public Services Associate
- 1 FT Library Services Supervisor
- 3 FT Library Clerks
- 2 PT Library Clerks
- 5 Library Pages

### ***Who we serve:***

**Age Distribution:** Age 0-17 – 24%; Age 18-64 – 65%; Age 65+ - 11%

**Racial Distribution:** Caucasian – 73.5%; African American – 21%; Other & Multiple – 5%

**Hispanic Population:** Non-Hispanic – 91%; Hispanic – 9%

**Education (Age 25+):** Without H.S. Diploma – 20%; H.S. Diploma – 35%; Some College – 20%; Associate Degree – 6%; Bachelor's Degree or Higher – 19%

- The total base population is 50,788
- 37% of all occupied units are rental units; 47% owner occupied; 16% vacant
- Schools: 15 private and public schools; both IPS and Warren Township
- Churches: 49 churches in the Irvington service area

### ***How we serve:***

- 20,238 registered borrowers at Irvington in 2017; 39% of the area population
  - 180,182 door count in 2017
  - 284,272 circulation in 2017
  - 58,570 items in branch collection in 2017
  - 49,553 computer users in 2017
  - 14,129 reference helps in 2017
- 

### ***Our Story:***

The Irvington Branch Library moved into the current 16,000 square foot facility in November 2001. But its history of serving the community dates back to 1903 in the Bona Thompson Library on the original campus of Butler University. Butler was founded in Irvington in 1875 and remained here until moving north in 1928. During these early years the branch served students as well as the public. Butler's presence helped establish Irvington as a cultural and artistic hub, and the community retains some of that reputation today. During these early years the branch served students as well as the public.

In 1914 the branch moved from the campus to a store front on Washington St. In 1921 it was moved again to a house located at 5427 E. Washington where it operated for the next 35 years. This outgrown home was replaced by a new building named for Hilton U. Brown, a distinguished Irvingtonian, in 1956.

Irvington was founded in 1870 by abolitionist lawyers Jacob Julian and Sylvester Johnson as an early suburb of Indianapolis. Named for Washington Irving, the community was laid out on winding brick streets straddling a business district on the National Road. It was annexed by the city in 1902. George Kessler completed a Park and Boulevard plan in 1909 featuring Ellenberger Park and the Ellenberger and Pleasant Run Parkways. Homes in the area display a wide variety of architectural styles including Victorian, Arts & Crafts, Italianate and French Empire.

In 1987, Irvington was listed on the National Register of Historic Places. In 2006 Irvington was designated as a historic district and the Indianapolis Historic Preservation Commission approved the Irvington Historic Area Plan for the dual purposes of protecting the historic character of Irvington and encouraging new development in keeping with it. Also in 2006, Irvington was named a Preserve America Neighborhood by the White House.

The community has the good fortune to be served by a variety of civic organizations. The Historic Irvington Community Council has provided a forum to address issues in monthly meetings since 1970. Community leaders established the Irvington Development Organization (IDO) in 2002 to preserve “historic charm while promoting positive growth.” Through the IDO’s efforts Irvington completed the Washington Corridor Streetscape project highlighting the business district in 2012. In 2015 the Pennsy Trail extension through the neighborhood was completed.

Other groups and organizations include: the Irvington Historical Society, the Irvington Garden Club and the Irvington Business Association. Key events include: the annual Halloween Festival held for 70 years, the Benton House Home tour, the Irvington Farmer’s Market, and a community Luminaria Night in December. A lively business district includes a growing number of independent restaurants, a craft brewery, a book and record shop and a bicycle shop.

An acquaintance with the history and diversity of this unique area is helpful to understanding the fit of the library in the community. Today as in the past the Irvington Branch Library is an educational and cultural center for all ages, but it is increasingly an entertainment center as well. Twenty-three public computers are in high demand resource as is Wi-Fi access. Community and tutoring rooms provide space for meetings. Young families chat after regular story hours and children’s programs. Teens socialize in our refurbished teen area and outside the building. Long-time residents may have frequented the branch in three locations and come in regularly to request and pick up the latest works by favorite authors. Our committed staff remains our most important asset!

Sue Kennedy, Manager, Irvington Branch  
The Indianapolis Public Library

# **5a**

## **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY MINUTES OF THE REGULAR MEETING APRIL 23, 2018**

\* \* \* \* \*

The Indianapolis-Marion County Public Library Board met at the Nora Branch Library, 8625 Guilford Avenue, Indianapolis, Indiana on Monday, April 23, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

### **1. Call To Order**

Ms. Sanders presided as Chairman. Ms. Charleston acted as Secretary.

### **2. Roll Call**

Members present: Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

Members absent: Dr. Jett and Rev. Robinson.

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

Delia Blanchard, Nora Branch Manager, addressed the Board and provided an update on the services provided by the Nora Branch to the community.

Ms. Blanchard mentioned that while preparing for this meeting, she reviewed the community profiles from 2012 to 2017 to see what the difference was, if any, in Washington Township. Over the last several years she discovered that although there has been some fluctuation, the overall population has actually increased by approximately 505 people. The greatest increases are in the 0-5 year-old group and the 55+ group. There is a slight decrease in the 20-24 year-old group. No changes observed in the other age brackets. It was noted that the branch has increased its program offerings to serve these populations.

She then reviewed the various partnerships the branch has with organizations in their service area.

It was announced that the branch will be 50 years old in 2021. This will fit well with the 150<sup>th</sup> anniversary celebration of the Nora community during that year.

At this time, Jackie Nyties, the Library's Chief Executive Officer, recognized Central Library Computer Lab assistants Daphne Tull and Marianne McKenzie who are among 5,000 individuals nationwide to receive Grow with Google scholarships that will give

them the opportunity to earn a full nano-degree from Udacity in the areas of front-end web development and Android basics.

*A round of applause occurred at this time.*

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

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

Three individuals representing groups involved in financial study addressed the Board to request elimination of the Library's policy requiring community groups to have a 501(c)(3) status in order to use Library community rooms at no cost. Penny Bigelow, Lou Holt and Al Whitehead all indicated that their groups perform valuable services, from helping members navigate financial markets to working with those in poverty to improve their finances, and that it is unfair to require them to pay a fee for room use.

President Sanders responded that the fee charged helps to cover the Library's costs associated with room set-up and clean-up but that the Library will explore the issue to find a workable solution.

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

On another matter, Ms. Sanders announced that Dr. David Wantz has submitted his resignation from the Library Board. Dr. Wantz made the decision due to the demands of his new job and other commitments. A replacement Board member will be considered soon by his appointing authority, the Indianapolis Board of School Commissioners.

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

##### **a. Regular Meeting, March 26, 2018**

The minutes from the Regular Meeting held March 26, 2018 were distributed to the Board.

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

##### **b. Executive Session, April 6, 2018**

The minutes from the Executive Session held April 6, 2018 were distributed to the Board.

The minutes were approved on the motion of Ms. Payne, seconded by Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

## COMMITTEE REPORTS

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

#### a. Report of the Treasurer – March 2018 (*This item was presented at the meeting.*)

Ije Dike-Young, Chief Financial Officer, reviewed the information contained in the Report of the Treasurer for March 2018 that was distributed at the meeting. She advised that March revenues of \$1.2 million came in as expected with property tax distributions due in June and December. On expenditures, the Library is one-quarter of the way into the year and year-to-date expenditures are 22% of the Budget. It’s anticipated at this time that the Library will have a \$15 million cash balance at the end of the year, which is less than the recommended best practice of 50% of the Budget available as a cash balance but is still a healthy balance. It was also noted that due to the harsh weather experienced these past several months, the Library has already spent most of its snow removal budget for 2018.

Ms. Charleston made the motion, which was seconded by Ms. Crenshaw, that the March 2018 Report of the Treasurer be filed for audit.

Motion carried.

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

#### c. Resolution 14 – 2018 (Authorization to Issue a Request for Proposals for Integrated Library System Software and Services)

Deb Champ, IT Director, explained that in light of the technological advancements in Integrated Library System software and services over the last 20 years, it is prudent to issue an RFP to replace the Library’s current SirsiDynix Horizon system that serves the entire Library system, as well as the Shared System partners. The steps for this process include vendor selection, having a contract completed and implemented and then a planned live activation anticipated for mid-2019.

After full discussion and careful consideration of Resolution 14 – 2018, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

Motion carried.

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

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

Ms. Crenshaw advised that the Committee had nothing to report at this time.

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

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

Sharon Smith, Facilities Director, announced that the erection of structural steel has begun at the site and the new building is beginning to take shape. The process of selection of furniture is underway. Substantial completion of the new branch is anticipated in October 2018.

Ms. Smith also mentioned that demolition of four structures on the site of the new Brightwood Branch is underway. This will make way for beginning of construction later this year.

**9. Library Foundation Update**

**April 2018 Library Foundation Update**

In the absence of Dr. Jett, Ms. Sanders provided the Update for April 2018.

News: The State of the Library was held on April 10, 2018. Our guests enjoyed updates from Jackie Nyties, Roberta Jaggers and a keynote by Adrian Matejka. Matejka is the Poet Laureate of Indiana and wrote a poem specifically for the occasion. The Foundation thanks Ms. Charleston and Ms. Payne for attending also.

Book-lovers and authors from 21 states and Canada submitted more than 200 nominations for 140 authors, including 95 authors who had never been nominated before, for the 10<sup>th</sup> annual Eugene & Marilyn Glick Indiana Authors Award. The nine-member statewide Award Panel will select a National Author winner, Regional Author winner and three Emerging Author finalists to be announced in mid-July.

The Library Foundation thanks 123 donors who made gifts last month. The following are our top contributors:

- Central Indiana Community Foundation
- BKD, LLP
- Woodley Farra Manion Portfolio Management, Inc.
- Blue & Co., LLC
- Comcast
- Lewis Wagner, LLP
- Amica Insurance
- Minde Browning Memorial Fund
- Louise Lage Kirtland and Hugh C. Kirtland Endowment Fund
- Tracy L. Haddad Foundation

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

**Children's Programs**

- Summer Reading Program
- On the Road to Reading
- Early Childhood Conference
- 1,000 Books by Kindergarten
- Animal Programs

**Cultural Programs**

- Classical Concerts (CEN)
- Earth Friendly Festival (GPK)
- East 38<sup>th</sup> Street Summer Art Program (E38)
- Hometown Roots
- If We Don't Tell Stories We Don't Exist: Indianapolis Photo Essay
- Near West Community Day and Other NW Festivals
- Northeast Corridor Community of Readers: 5<sup>th</sup> Annual Author Fair & Author Spotlight Series
- Program Food
- Summer Reading Art/Music Workshops
- Summer Reading Kickoff (BTW)
- Summer Reading Kickoff (SPK)
- Summer Reading Kickoff (FHS)
- Summer Reading Kickoff (GPK)
- West Indianapolis Community Day
- Young Adult Author Visits 2018
- Lilly Center for Black Literature and Culture

**Collections and Technology**

- Clowes Digitization II
- Lilly City Digitization
- The Public Collection

**Lifelong Learning**

- Cyberia Technology Instructional Series (E38)
- E38's Community Engagement Conversations/Forums (E38)
- E38's Nonprofit Series and Foundation Collection (E38)

**Capital Projects**

- Pocket Park Storywalk

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

a. **Dashboards and Statistics**

1) **Monthly Performance Dashboard – March 2018**

John Helling, Public Services Director, reviewed the information contained

in the March 2018 Performance Dashboard. He attributed a 3% increase in new library card borrowers so far this year to staff efforts in working with local schools and individual patrons at Library locations. Walk-in patron visits are up 7%, or about 60,000 visits, compared to the same period in 2017. He described that as a huge win for the Library, speculating that the increase results from more people visiting renovated branches and more people coming to the Library for help with eResources. Web branch visits are down 15%, electronic circulation is up 3%, while physical circulation is down 8%. Public PC use is down 11%. Average unique wireless devices used per week reached an all-time high of 13,358 in the first quarter of 2018. Programs offered are down 12%, while program attendance is down 22%.

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

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

She reviewed the efforts to maximize accessibility to the Library through establishment of strategic access points throughout the community. Ms. Cairo stated that expansion of the Shared System partnership between the Library and local schools, creating a new model of Library service for the Flanner House Community Center, identifying additional centers or social service agencies where successful partnerships can take place, and participating in the Brightwood Neighborhood/Martindale University Education Zone are examples of Library involvement that represent how the Library is working to meet evolving community needs. Thanks to the generosity of Google, the Library will purchase 125 mobile hotspots and 125 Chromebooks to circulate to patrons at the Flanner House and Brightwood branches.

c. **March Media Report**

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

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (15 – 2018)**

After full discussion and careful consideration of Resolution 15 – 2018, the resolution was adopted on the motion of Ms. Charleston, seconded by Ms. Payne, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Ms. Payne and Ms. Sanders.

Motion carried.

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

## **UNFINISHED BUSINESS**

**11. None.**

**12. NEW BUSINESS**

None.

**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, 2018** – *No items were suggested.*

**INFORMATION****14. Materials**

- a. **Joint Meeting of Library Board Committee Notes – April 10, 2018** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through May 20, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, May 8, 2018, at the Library Services Center, 2450 North Meridian Street, at **5:00 p.m.**

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, May 21, 2018 at the Irvington Branch Library, 5625 East Washington Street, at 6:30 p.m.

**18. Other Business**

None.

**19. Adjournment**

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

The Chairman then declared the meeting adjourned at 8:00 p.m.

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

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Lillian L. Charleston, Secretary to the Board



# **6a**

Indianapolis-Marion County Public Library  
Report of the Treasurer for April 2018  
Prepared by Accounting for May 21, 2018 Board Meeting

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

<b>Revenue</b>	<b>Annual</b>				
	<b>2018 Revised Budget</b>	<b>Actual MTD 4/30/2018</b>	<b>Actual YTD 4/30/2018</b>	<b>% Budget Received</b>	
Property Taxes	31 33,405,356	1,550,000	1,550,000		5%
Intergovernmental	33 7,536,265	376,060	1,424,772		19%
Fines & Fees	35 788,340	53,700	241,224		31%
Charges for Services	34 536,140	49,815	179,623		34%
Miscellaneous	36 671,000	19,098	793,281		118%
Total	<u>42,937,101</u>	<u>2,048,672</u>	<u>4,188,900</u>		10%

<b>Expenditures</b>	<b>Annual</b>				
	<b>2018 Revised Budget</b>	<b>Actual MTD 4/30/2018</b>	<b>Actual YTD 4/30/2018</b>	<b>% Budget Spent</b>	
Personal Services & Benefits	41 25,820,562	1,828,056	7,549,352		29%
Supplies	42 1,511,316	62,405	261,140		17%
Other Services and Charges	43 15,472,417	885,726	4,620,698		30%
Capital Outlay	44 4,106,199	229,033	999,983		24%
Total	<u>46,910,494</u>	<u>3,005,220</u>	<u>13,431,174</u>		29%

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>REVENUES</b>						
<b>Property Taxes</b>						
311000 PROPERTY TAX	\$40,974,356	\$40,974,356	\$1,550,000	\$1,550,000	\$-	\$39,424,356
311300 PROPERTY TAX CAPS	(7,569,000)	(7,569,000)	-	-	-	(7,569,000)
<b>Property Taxes Total</b>	<b>33,405,356</b>	<b>33,405,356</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>-</b>	<b>31,855,356</b>
<b>Intergovernmental</b>						
332200 E-RATE REVENUE	250,000	250,000	47,830	111,856	-	138,144
335100 FINANCIAL INSTITUTION T	299,868	299,868	-	-	-	299,868
335200 LICENSE EXCISE TAX REVE	2,766,458	2,766,458	-	-	-	2,766,458
335400 LOCAL OPTION INCOME TAX	3,733,649	3,733,649	311,137	1,244,550	-	2,489,099
335500 COUNTY OPTION INCOME TA	205,100	205,100	17,092	68,367	-	136,733
335700 COMMERCIAL VEHICLE TAX	255,818	255,818	-	-	-	255,818
339000 IN LIEU OF PROP. TAX	25,372	25,372	-	-	-	25,372
<b>Intergovernmental Total</b>	<b>7,536,265</b>	<b>7,536,265</b>	<b>376,060</b>	<b>1,424,772</b>	<b>-</b>	<b>6,111,493</b>
<b>Charges for Services</b>						
347600 COPY MACHINE REVENUE	-	-	173	432	-	(432)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	31,928	122,386	-	152,614
347602 FAX TRANSMISSION REVENU	32,000	32,000	5,702	22,503	-	9,497
347603 PROCTORING EXAMS	3,500	3,500	500	1,910	-	1,590
347604 PLAC CARD DISTRIBUTION	83,000	83,000	-	-	-	83,000
347605 USAGE FEE REVENUE	14,000	14,000	1,750	4,800	-	9,200
347606 SET-UP & SERVICE - TAXA	12,000	12,000	1,080	2,835	-	9,165
347607 SET-UP & SERVICE - NON-	15,000	15,000	1,980	4,169	-	10,831
347608 SECURITY SERVICES REVEN	18,000	18,000	3,120	6,630	-	11,370
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	1,656	1,656	-	4,344
347621 CATERING REVENUE	75,000	75,000	1,446	11,341	-	63,659
347609 EVENT SECURITY	-	-	480	960	-	(960)
<b>Charges for Services Total</b>	<b>536,140</b>	<b>536,140</b>	<b>49,815</b>	<b>179,623</b>	<b>-</b>	<b>356,517</b>
<b>Fines &amp; Fees</b>						
351200 FINES	761,840	761,840	52,354	235,166	-	526,674
351201 OTHER CARD REVENUE	12,000	12,000	7	755	-	11,245
351202 HEADSET REVENUE	6,000	6,000	568	2,439	-	3,561
351203 USB REVENUE	6,000	6,000	593	2,243	-	3,757
351204 LIBRARY TOTES	2,500	2,500	178	621	-	1,879
<b>Fines &amp; Fees Total</b>	<b>788,340</b>	<b>788,340</b>	<b>53,700</b>	<b>241,224</b>	<b>-</b>	<b>547,116</b>
<b>Miscellaneous</b>						
360000 MISCELLANEOUS REVENUE	6,000	6,000	160	904	-	5,096
361000 INTEREST INCOME	35,000	35,000	5,845	21,075	-	13,925
362000 FACILITY RTL REV - TAXA	125,000	125,000	2,356	36,556	-	88,444
362001 FACILITY RENTAL REV - N	72,500	72,500	9,450	17,550	-	54,950
362002 EQUIPMENT RENTAL REV -	-	-	900	1,743	-	(1,743)
362003 EQUIPMENT RENTAL REV -	2,500	2,500	300	1,140	-	1,360
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
392100 SALE OF SURPLUS PROPERT	5,000	5,000	-	60	-	4,940
396000 REFUNDS	5,000	5,000	-	7,662	-	(2,662)
399000 REIMBURSEMENT FOR SERVI	175,000	175,000	-	20,117	-	154,883
399001 INSURANCE REIMBURSEMENT	20,000	20,000	-	686,389	-	(666,389)
360001 REVENUE ADJUSTMENT	-	-	86	86	-	(86)
<b>Miscellaneous Total</b>	<b>671,000</b>	<b>671,000</b>	<b>19,098</b>	<b>793,281</b>	<b>-</b>	<b>(122,281)</b>
<b>REVENUES Total</b>	<b>42,937,101</b>	<b>42,937,101</b>	<b>2,048,672</b>	<b>4,188,900</b>	<b>-</b>	<b>38,748,201</b>

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>EXPENSES</b>						
<b>Personal Services &amp; Benefits</b>						
411000 SALARIES APPOINTED STAF	16,106,437	16,160,732	1,165,953	4,730,963	54,295	11,375,474
412000 SALARIES HOURLY STAFF	1,770,890	1,770,890	112,672	438,118	-	1,332,772
413000 WELLNESS	30,000	30,000	-	20	-	29,980
413001 LONG TERM DISABILITY IN	35,000	35,000	7,057	17,414	-	17,586
413002 EMPLOYEE ASSISTANCE PRO	22,020	22,020	-	-	-	22,020
413003 TUITION ASSISTANCE	8,000	8,000	-	10,025	-	(2,025)
413100 FICA AND MEDICARE	1,367,616	1,371,770	91,594	370,547	4,154	997,069
413300 PERF/INPRS	2,272,649	2,280,359	164,590	660,384	7,710	1,612,265
413400 UNEMPLOYMENT COMPENSATI	7,000	7,792	-	307	792	6,693
413500 MEDICAL & DENTAL INSURA	4,100,000	4,100,000	282,824	1,308,743	-	2,791,257
413600 GROUP LIFE INSURANCE	34,000	34,000	3,367	12,830	-	21,170
<b>Personal Services &amp; Benefits Total</b>	<b>25,753,612</b>	<b>25,820,562</b>	<b>1,828,056</b>	<b>7,549,352</b>	<b>66,950</b>	<b>18,204,260</b>
<b>Supplies</b>						
421500 OFFICE SUPPLIES - FAC/P	477,599	564,003	23,436	130,301	37,877	395,825
421501 PUBLIC DEVICES	149,000	149,256	-	184	256	148,816
421502 STAFF DEVICES	27,000	27,000	-	3,865	-	23,135
421600 LIBRARY SUPPLIES	219,210	228,671	4,678	20,622	17,434	190,615
421700 DEPARTMENT OFFICE SUPPL	190,350	226,610	24,225	64,667	62,807	99,136
422210 GASOLINE	40,000	42,498	1,975	7,061	15,366	20,071
422250 UNIFORMS	8,000	8,214	-	56	214	7,944
422310 CLEANING & SANITATION	165,000	187,412	3,618	24,631	42,035	120,746
429001 NON CAPITAL FURNITURE &	76,500	77,652	4,472	9,752	1,703	66,198
<b>Supplies Total</b>	<b>1,352,659</b>	<b>1,511,316</b>	<b>62,405</b>	<b>261,140</b>	<b>177,692</b>	<b>1,072,484</b>
<b>Other Services and Charges</b>						
431100 LEGAL SERVICES	219,000	256,488	27,361	113,200	-	143,288
431500 CONSULTING SERVICES	299,150	693,267	39,829	198,932	323,892	170,442
432100 FREIGHT & EXPRESS	5,500	7,069	362	1,023	4,114	1,933
432200 POSTAGE	68,150	68,874	136	506	3,018	65,350
432300 TRAVEL	38,830	38,830	1,590	5,321	-	33,509
432400 DATA COMMUNICATIONS	303,300	303,300	26,763	104,140	-	199,160
432401 CELLULAR PHONE	11,610	11,610	1,354	3,765	-	7,845
432500 CONFERENCES	100,000	100,000	12,161	17,617	580	81,803
432501 IN HOUSE CONFERENCE	45,000	45,180	900	2,822	900	41,458
433100 OUTSIDE PRINTING	259,789	279,526	12,662	44,459	18,503	216,564
433200 PUBLICATION OF LEGAL NO	1,550	1,550	-	356	-	1,194
434100 WORKER'S COMPENSATION	157,000	157,000	-	52,144	-	104,856
434200 PACKAGE	236,485	236,485	-	84,258	-	152,227
434201 EXCESS LIABILITY	10,001	10,001	-	3,558	-	6,443
434202 AUTOMOBILE	18,750	18,750	-	7,508	-	11,242
434500 OFFICIAL BONDS	1,000	1,000	-	-	-	1,000
434501 PUBLIC OFFICIALS & EE L	16,000	16,000	-	15,266	-	734
434502 BROKERAGE FEE	17,000	17,000	-	8,500	-	8,500
435100 ELECTRICITY	997,500	1,117,309	70,012	285,378	49,816	782,115
435200 NATURAL GAS	118,450	166,381	8,356	51,754	106,177	8,450
435300 HEAT/STEAM	382,200	451,694	29,733	139,649	312,045	-
435400 WATER	68,250	82,096	2,656	21,416	60,680	-
435401 COOLING/CHILLED WATER	475,860	500,860	23,219	95,656	382,068	23,137
435500 STORMWATER	20,330	20,330	8,783	8,783	11,548	-
435900 SEWAGE	77,040	93,767	2,936	29,126	62,607	2,034
436100 REP & MAINT-STRUCTURE	1,900,000	2,267,820	169,702	572,344	576,505	1,118,971
436110 CLEANING SERVICES	1,064,228	1,195,124	2,694	295,211	776,715	123,199
436200 REP & MAINT-EQUIPMENT	196,500	201,370	7,024	17,945	28,091	155,335
436201 REP & MAINT-HEATING & A	455,000	859,053	38,776	438,616	195,233	225,204

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

	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDG.</b>	<b>MTD</b>	<b>YTD</b>	<b>P.O.</b>	<b>AVAILABLE BUDG.</b>
436202 REP & MAINT -AUTO	59,475	60,682	1,360	7,544	-	53,138
436203 REP & MAINT-COMPUTERS	439,620	443,295	25,289	164,772	134,254	144,270
437200 EQUIPMENT RENTAL	68,070	69,220	10,060	25,322	29,347	14,552
437300 REAL ESTATE RENTAL	470,271	470,271	37,513	158,801	-	311,470
439100 CLAIMS, AWARDS, INDEMNI	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	56,372	64,872	6,239	24,010	45,612	(4,750)
439601 SNOW REMOVAL	354,080	413,948	61,214	322,126	46,210	45,611
439602 LAWN & LANDSCAPING	283,365	305,509	12,971	14,658	211,427	79,425
439800 DUES & MEMBERSHIPS	55,875	55,875	750	29,846	3,828	22,201
439901 COMPUTER SERVICES	91,790	133,066	15,616	31,737	37,158	64,171
439902 PAYROLL SERVICES	120,000	159,623	8,775	44,595	39,623	75,405
439903 SECURITY SERVICES	1,004,721	1,049,976	68,042	326,907	627,517	95,552
439904 BANK FEES/CREDIT CARD F	65,000	65,000	3,369	11,972	-	53,028
439905 OTHER CONTRACTUAL SERVI	544,237	581,763	30,419	133,632	340,850	107,282
439906 RECRUITMENT EXPENSES	20,500	20,500	469	2,248	-	18,252
439907 EVENTS & PR	34,200	35,700	500	7,034	1,725	26,942
439910 PROGRAMMING	75,500	77,900	1,953	11,188	48,484	18,228
439911 PROGRAMMING-JUV.	145,000	147,209	4,180	38,418	22,935	85,856
439912 PROGRAMMING ADULT - CEN	25,000	35,935	8,500	25,075	2,000	8,860
439913 PROGRAMMING EXHIBITS -	5,000	7,706	-	775	1,950	4,981
439930 MATERIALS CONTRACTUAL	2,000,000	2,000,000	-	-	-	2,000,000
439931 E-BOOKS	-	16,632	57,640	201,889	16,632	(201,889)
439932 E-AUDIO	-	-	35,796	106,013	-	(106,013)
439934 DATABASES	-	-	8,063	312,886	-	(312,886)
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
<b>Other Services and Charges Total</b>	<b>13,521,549</b>	<b>15,472,417</b>	<b>885,726</b>	<b>4,620,698</b>	<b>4,522,041</b>	<b>6,329,678</b>

**Capital Outlay**

445200 VEHICLES	50,000	50,000	-	244	1,936	47,821
445300 CAPITAL - EQUIPMENT	55,000	63,972	-	7,263	11,231	45,478
445301 COMPUTER EQUIPMENT	290,000	290,000	-	-	-	290,000
449000 BOOKS & MATERIALS	2,165,000	2,167,000	136,910	736,965	4,000	1,426,035
449001 PERIODICALS & NEWSPAPER	120,000	120,000	656	4,197	-	115,803
449002 NON-PRINT	115,000	115,000	-	-	-	115,000
449003 CD'S	210,000	210,000	19,771	65,683	-	144,317
449004 DVD'S	940,000	940,000	63,647	173,547	-	766,453
449100 UNPROCESSED PAPERBACK B	137,000	150,227	8,049	12,084	96,098	42,045
<b>Capital Outlay Total</b>	<b>4,082,000</b>	<b>4,106,199</b>	<b>229,033</b>	<b>999,983</b>	<b>113,265</b>	<b>2,992,950</b>

<b>EXPENSES Total</b>	<b>44,709,820</b>	<b>46,910,494</b>	<b>3,005,220</b>	<b>13,431,174</b>	<b>4,879,948</b>	<b>28,599,372</b>
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**INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY**  
**CASHFLOW PROJECTIONS - OPERATING FUND**  
January 1 - December 31, 2018

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	PROJECTED APRIL	PROJECTED MAY	PROJECTED JUNE	PROJECTED JULY	PROJECTED AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance		
<b>Beginning Balance</b>	\$ 18,921,220	\$ 16,466,412	\$ 13,136,608	\$ 11,005,957	\$ 9,913,129	\$ 11,953,820	\$ 19,732,628	\$ 16,601,815	\$ 13,205,115	\$ 9,991,374	\$ 7,943,736	\$ 9,285,574	\$ 18,921,220	\$ 18,921,220			
<b>Receipts:</b>																	
Property Tax	-	-	-	1,550,000	5,130,000	10,234,615	-	-	-	1,275,000	4,825,000	10,814,615	33,829,230	33,405,356	423,874		
Excise Tax	-	-	-	-	-	1,383,229	-	-	-	-	1,383,229	2,766,458	2,766,458	-			
Financial Institution Tax	-	-	-	-	-	149,934	-	-	-	-	149,934	299,868	299,868	-			
Commercial Vehicle Tax	-	-	-	-	-	127,909	-	-	-	-	127,909	255,818	255,818	-			
In-Lieu-of Taxes	-	-	-	-	-	12,686	-	-	-	-	12,686	25,372	25,372	-			
Local Option Income Tax (LOIT)	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	3,733,649	3,733,649	(0)			
County Option Income Tax (COIT)	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	205,100	205,100	0			
Fines	64,155	55,488	63,168	52,354	63,487	63,487	63,487	63,487	63,487	63,487	63,487	743,059	761,840	(18,781)			
Photocopier	58	55	147	173	-	-	-	-	-	-	-	432	432	-			
Printers	25,763	29,877	34,818	31,928	22,917	22,917	22,917	22,917	22,917	22,917	22,917	305,720	275,000	30,720			
Fax Transmissions	5,035	5,423	6,344	5,702	2,667	2,667	2,667	2,667	2,667	2,667	2,667	43,837	32,000	11,837			
Headsets	617	589	665	568	500	500	500	500	500	500	500	500	6,439	6,000	439		
USB	537	502	610	593	500	500	500	500	500	500	500	500	6,243	6,000	243		
PLAC Dist.	-	-	-	-	83,000	-	-	-	-	-	-	83,000	83,000	-			
Interest income	4,977	4,754	5,498	5,845	2,917	2,917	2,917	2,917	2,917	2,917	2,917	44,408	35,000	9,408			
Library totes	149	155	140	178	180	500	275	195	150	150	120	100	2,291	2,500	(209)		
Other Card Revenue	285	266	197	7	1,200	800	500	1,000	900	1,000	900	500	7,555	12,000	(4,445)		
Miscellaneous	194	369	181	246	500	500	500	500	500	500	500	500	4,990	6,000	(1,010)		
Proctoring Exams	435	345	630	500	400	500	500	300	100	300	300	300	4,610	3,500	1,110		
Facility Rental	17,456	17,563	19,947	21,416	25,000	25,000	25,000	15,000	25,000	30,000	15,000	26,640	263,023	261,640	1,383		
Catering Commission	-	9,894	-	1,446	4,000	5,000	6,000	-	10,000	14,000	17,000	5,500	72,841	75,000	(2,159)		
Café Revenue	-	-	-	1,656	500	500	500	500	500	500	500	500	5,656	6,000	(344)		
Reimbursement for Services	-	20,117	-	-	-	3,000	-	1,000	9,000	-	-	-	54,000	87,117	175,000	(87,883)	
Insurance Reimbursement	-	-	686,389	-	-	-	-	-	-	-	-	-	686,389	20,000	666,389		
Refunds	4,487	-	3,175	-	-	-	-	-	-	-	-	-	7,662	5,000	2,662		
Erate Revenue	25,618	25,605	12,803	47,830	12,803	12,803	12,803	12,803	30,000	12,803	31,000	12,803	249,674	250,000	(326)		
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-		
Sale of surplus property	-	20	40	-	-	-	-	-	2,000	-	2,000	-	4,060	5,000	(940)		
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Total Receipts</b>	<b>477,996</b>	<b>499,251</b>	<b>1,162,981</b>	<b>2,048,672</b>	<b>5,595,799</b>	<b>12,461,192</b>	<b>692,294</b>	<b>452,514</b>	<b>499,366</b>	<b>1,755,469</b>	<b>5,313,536</b>	<b>13,010,432</b>	<b>43,969,500</b>	<b>42,937,101</b>	<b>1,032,399</b>		
<b>Expenditures:</b>																	
Personal Services & Benefits	2,045,240	1,846,976	1,829,080	1,828,056	1,977,479	3,066,756	1,977,479	1,977,479	1,977,479	1,977,479	1,977,479	1,977,479	3,066,756	25,547,740	25,820,562	272,822	
Supplies	72,458	79,779	46,498	62,405	92,559	112,559	212,559	82,559	162,559	152,559	97,218	1,386,275	1,522,491	136,216			
Other Services and Charges	1,422,247	1,074,162	1,238,563	885,726	1,169,148	1,269,148	1,269,148	1,269,148	1,319,148	1,319,148	1,297,739	1,389,082	14,922,410	15,458,917	536,507		
Library Materials Capital Outlay	179,926	338,967	252,058	229,033	315,920	233,920	363,920	390,027	333,920	343,920	543,920	418,920	3,944,450	4,121,199	176,749		
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
<b>Total Expenditures</b>	<b>3,719,871</b>	<b>3,339,884</b>	<b>3,366,199</b>	<b>3,005,220</b>	<b>3,555,107</b>	<b>4,682,384</b>	<b>3,823,107</b>	<b>3,849,214</b>	<b>3,713,107</b>	<b>3,803,107</b>	<b>3,971,698</b>	<b>4,971,977</b>	<b>45,800,874</b>	<b>46,923,169</b>	<b>1,122,295</b>		
<b>Change in AP/Petty Cash</b>	<b>787,067</b>	<b>(489,170)</b>	<b>72,567</b>	<b>(136,281)</b>	-	-	-	-	-	-	-	-	-	-	-		
<b>Ending Balance</b>	<b>\$ 16,466,412</b>	<b>\$ 13,136,608</b>	<b>\$ 11,005,957</b>	<b>\$ 9,913,129</b>	<b>\$ 11,953,820</b>	<b>\$ 19,732,628</b>	<b>\$ 16,601,815</b>	<b>\$ 13,205,115</b>	<b>\$ 9,991,374</b>	<b>\$ 7,943,736</b>	<b>\$ 9,285,574</b>	<b>\$ 17,324,029</b>	<b>\$ 17,089,846</b>	<b>\$ 14,935,152</b>			

## INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

## STATUS OF THE TREASURY - CASH BALANCES

MONTH ENDED APRIL 2018

Fund	Fund Name	Beg. Balance	Current Month Debits	Current Month Credits	END BALANCE	INVESTMENTS	TOTAL
101	GENERAL (OPERATING) FUND	* \$ 5,872,761	\$ 2,030,096	\$ (3,128,657)	\$ 4,774,200	\$ 5,138,929	\$ 9,913,129
102	EXCESS LEVY	-	-	-	-	-	-
103	UNUSED	-	-	-	-	-	-
104	FINES	11	95,828	(98,809)	(2,970)	-	(2,970)
190	BEECH GROVE	-	-	-	-	-	-
226	PARKING GARAGE	* 440,581	15,283	(849)	455,016	202,680	657,695
230	GRANT	464,255	131,052	(28,672)	566,634	-	566,634
245	RAINY DAY FUND	(794,131)	1,000,000	(1,866)	204,002	4,533,418	4,737,420
270	SHARED SYSTEM	131,768	1,147	(8,746)	124,169	309,757	433,926
290	CAFÉ & CATERING	-	-	-	-	-	-
301	B&I REDEMPTION FUND	491,391	168	-	491,559	1,465,495	1,957,054
321	B&I REDEMPTION FUND II	59,515	-	-	59,515	-	59,515
471	LIBRARY IMPROV RESERVE FUND	235,918	-	(11,776)	224,142	2,698,121	2,922,263
472	CONSTRUCTION	4,466	-	(9,875)	(5,409)	120,392	114,983
473	CAPITAL PROJECTS FUND	-	-	-	-	-	-
474	2014 MULTI-BRANCH FAC IMPROV	2,491	-	-	2,491	-	2,491
475	2015 BOND - RFID BOOKS AND MAT	117,903	-	(146,745)	(28,842)	1,000,000	971,158
476	2016 BOND - MICHIGAN ROAD	1,055,236	-	(11,425)	1,043,811	5,296,230	6,340,041
477	2017 BOND - BRIGHTWOOD	256,099	-	(52,074)	204,025	5,560,730	5,764,756
478	2017 BOND - EAGLE	1,094,900	-	(7,678)	1,087,222	6,011,276	7,098,498
800	GIFT	272,161	98,239	(33,917)	336,483	516,262	852,745
806	PAYROLL LIABILITIES	111,723	107,927	(136,582)	83,068	-	83,068
812	FOUNDATION AGENCY FUND	2,386	423	-	2,809	-	2,809
813	STAFF ASSOCIATION	4	-	-	4	-	4
814	SALES TAX	2,062	652	(2,062)	652	-	652
815	PLAC CARD REVENUE	38,696	2,730	-	41,426	-	41,426
<b>Totals</b>		<b>\$ 9,860,196</b>	<b>\$ 3,483,545</b>	<b>\$ (3,679,733)</b>	<b>\$ 9,664,008</b>	<b>\$ 32,853,289</b>	<b>\$ 42,517,297</b>

\*Does not include Petty Cash on Hand in Fund 101 in the amount of \$6,449 and Garage Fund change in the amount of \$1,800.

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

<b>Chase Savings Account</b>		<b>Previous Month's Chase Savings Account Activity</b>	
	<b>Balance April 30, 2018</b>	<b>Interest Earned April 30, 2018</b>	<b>Balance March 31, 2018</b>
Operating Fund	\$ 363,649	\$ 114	\$ 363,535
Library Improvement Reserve Fd	621	0	621
Shared System Fund	46,181	14	46,167
Grant Fund	437,806	137	437,669
Parking Garage	304,663	95	304,568
Bond & Interest Redemption Fd	538,100	168	537,932
<b>Total Chase Savings Account</b>	<b>\$ 1,691,019</b>	<b>\$ 528</b>	<b>\$ 1,690,491</b>
The average savings account rate for April was 0.38%			
<b>Fifth Third Bank Investment Account</b>		<b>Previous Month's Fifth Third Bank Investment Account</b>	
	<b>Balance April 30, 2018</b>	<b>Interest Earned April 30, 2018</b>	<b>Balance March 31, 2018</b>
Operating Fund	\$ 3,589,310	\$ 3,822	\$ 3,585,488
Library Improvement Reserve Fd	2,698,121	2,873	2,695,248
Shared System Fund	309,757	330	309,427
Gift Fund	516,262	550	515,712
Construction Fund	120,392	128	120,264
Parking Garage	202,680	216	202,464
Rainy Day Fund	4,361,493	4,715	5,356,778
Bond & Interest Redemption Fd	1,032,523	1,099	1,031,424
<b>Total Fifth Third Bank</b>	<b>\$ 12,830,538</b>	<b>\$ 13,734</b>	<b>\$ 13,816,805</b>
The average investment account rate for April was 1.24%			
<b>Hoosier Fund Account Income</b>		<b>Previous Month's Hoosier Fund Account Income</b>	
	<b>Balance April 30, 2018</b>	<b>Interest Earned April 30, 2018</b>	<b>Balance March 31, 2018</b>
Operating Fund	\$ 1,537,735	\$ 1,893	\$ 1,535,841
Rainy Day Fund	171,925	212	171,713
2017A Brightwood Project Fund	5,560,730	6,847	5,553,883
<b>Total Hoosier Fund Account</b>	<b>\$ 7,270,390</b>	<b>\$ 8,952</b>	<b>\$ 7,261,438</b>
The average Hoosier Fund account rate for April was 1.50%			
<b>TrustINdiana</b>		<b>Previous Month's TrustINdiana</b>	
	<b>Balance April 30, 2018</b>	<b>Interest Earned April 30, 2018</b>	<b>Balance March 31, 2018</b>
Operating Fund	\$ 11,883	\$ 16	\$ 11,867
2015 RFID Project Fund	1,000,000	-	1,000,000
2016 Michigan Road Project Fund	5,296,230	7,289	5,288,941
2017B Eagle Project Fund	6,011,276	8,273	6,003,004
Bond & Interest Redemption Fd	432,971	1,972	430,999
<b>Total TrustINdiana Account</b>	<b>\$ 12,752,361</b>	<b>\$ 17,549</b>	<b>\$ 12,734,811</b>
The average TrustINdiana account rate for April was 1.68%			
The average TrustINdiana account rate for March was 1.52%			

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>REVENUES</b>						
<b>Property Taxes</b>						
311000 PROPERTY TAX	\$12,168,828	\$12,168,828	\$-	\$-	\$-	\$12,168,828
<b>Property Taxes Total</b>	<b>12,168,828</b>	<b>12,168,828</b>	-	-	-	<b>12,168,828</b>
<b>Intergovernmental</b>						
335100 FINANCIAL INSTITUTION T	89,605	89,605	-	-	-	89,605
335200 LICENSE EXCISE TAX REVE	732,478	732,478	-	-	-	732,478
335700 COMMERCIAL VEHICLE TAX	76,445	76,445	-	-	-	76,445
339000 IN LIEU OF PROP. TAX	7,556	7,556	-	-	-	7,556
<b>Intergovernmental Total</b>	<b>906,084</b>	<b>906,084</b>	-	-	-	<b>906,084</b>
<b>Miscellaneous</b>						
361000 INTEREST INCOME	5,000	5,000	3,239	12,547	-	(7,547)
<b>Miscellaneous Total</b>	<b>5,000</b>	<b>5,000</b>	<b>3,239</b>	<b>12,547</b>	-	<b>(7,547)</b>
<b>REVENUES Total</b>	<b>13,079,912</b>	<b>13,079,912</b>	<b>3,239</b>	<b>12,547</b>	-	<b>13,067,365</b>
<b>EXPENSES</b>						
<b>Other Services and Charges</b>						
439904 BANK FEES/CREDIT CARD F	4,750	4,750	-	1,500	-	3,250
438100 PRINCIPAL	10,450,000	10,450,000	-	2,985,000	-	7,465,000
438200 INTEREST	2,357,485	2,357,485	-	457,699	-	1,899,786
<b>Other Services and Charges Total</b>	<b>12,812,235</b>	<b>12,812,235</b>	-	<b>3,444,199</b>	-	<b>9,368,036</b>
<b>EXPENSES Total</b>	<b>\$12,812,235</b>	<b>\$12,812,235</b>	<b>\$-</b>	<b>\$3,444,199</b>	<b>\$-</b>	<b>\$9,368,036</b>

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>REVENUES</b>						
Miscellaneous						
361000 INTEREST INCOME	\$30,000	\$30,000	\$4,927	\$21,147	\$-	\$8,853
<b>Miscellaneous Total</b>	<b>30,000</b>	<b>30,000</b>	<b>4,927</b>	<b>21,147</b>	<b>-</b>	<b>8,853</b>
<b>REVENUES Total</b>	<b>30,000</b>	<b>30,000</b>	<b>4,927</b>	<b>21,147</b>	<b>-</b>	<b>8,853</b>
<b>EXPENSES</b>						
Other Services and Charges						
431100 LEGAL SERVICES	75,000	75,000	1,676	6,373	-	68,627
431200 ENGINEERING & ARCHITECT	500,000	763,591	-	-	217,500	546,091
431500 CONSULTING SERVICES	203,000	234,625	-	1,300	30,325	203,000
433100 OUTSIDE PRINTING	-	-	-	2,100	-	(2,100)
439905 OTHER CONTRACTUAL SERVI	250,000	279,750	-	1,750	28,000	250,000
<b>Other Services and Charges Total</b>	<b>1,028,000</b>	<b>1,352,966</b>	<b>1,676</b>	<b>11,523</b>	<b>275,825</b>	<b>1,065,618</b>
Capital Outlay						
441000 LAND	480,000	487,500	-	1,037,246	7,500	(557,246)
443500 BUILDING	1,040,000	1,040,000	-	-	-	1,040,000
<b>Capital Outlay Total</b>	<b>1,520,000</b>	<b>1,527,500</b>	<b>-</b>	<b>1,037,246</b>	<b>7,500</b>	<b>482,754</b>
<b>EXPENSES Total</b>	<b>\$2,548,000</b>	<b>\$2,880,466</b>	<b>\$1,676</b>	<b>\$1,048,769</b>	<b>\$283,325</b>	<b>\$1,548,372</b>

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>REVENUES</b>						
<b>Miscellaneous</b>						
361000 INTEREST INCOME	\$26,000	\$26,000	\$2,873	\$10,791	\$-	\$15,209
<b>Miscellaneous Total</b>	<b>26,000</b>	<b>26,000</b>	<b>2,873</b>	<b>10,791</b>	-	<b>15,209</b>
<b>REVENUES Total</b>	<b>26,000</b>	<b>26,000</b>	<b>2,873</b>	<b>10,791</b>	-	<b>15,209</b>
<b>EXPENSES</b>						
<b>Other Services and Charges</b>						
431100 LEGAL SERVICES	-	-	-	2,678	-	(2,678)
436100 REP & MAINT-STRUCTURE	250,000	250,000	-	-	-	250,000
438400 ISSUANCE COSTS	-	-	113	1,958	-	(1,958)
<b>Other Services and Charges Total</b>	<b>250,000</b>	<b>250,000</b>	<b>113</b>	<b>4,635</b>	-	<b>245,365</b>
<b>Capital Outlay</b>						
444500 BUILDING IMPRVMNTS & U	150,000	150,000	-	-	-	150,000
444501 COMPUTER SOFTWARE	-	357,531	-	10,639	346,892	-
445300 CAPITAL - EQUIPMENT	-	415,871	11,776	25,019	391,338	(486)
<b>Capital Outlay Total</b>	<b>150,000</b>	<b>923,402</b>	<b>11,776</b>	<b>35,658</b>	<b>738,230</b>	<b>149,514</b>
<b>EXPENSES Total</b>	<b>400,000</b>	<b>1,173,402</b>	<b>11,889</b>	<b>40,293</b>	<b>738,230</b>	<b>394,879</b>

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>REVENUES</b>						
<b>Miscellaneous</b>						
361000 INTEREST INCOME	\$2,000	\$2,000	\$311	\$1,165	\$-	\$835
<b>Miscellaneous Total</b>	<b>2,000</b>	<b>2,000</b>	<b>311</b>	<b>1,165</b>	<b>-</b>	<b>835</b>
<b>Charges for Services</b>						
347610 PARKING REVENUE	360,000	360,000	14,458	58,286	-	301,714
347611 EVENTS PARKING	11,000	11,000	730	1,855	-	9,145
<b>Charges for Services Total</b>	<b>371,000</b>	<b>371,000</b>	<b>15,188</b>	<b>60,141</b>	<b>-</b>	<b>310,859</b>
<b>REVENUES Total</b>	<b>373,000</b>	<b>373,000</b>	<b>15,499</b>	<b>61,306</b>	<b>-</b>	<b>311,694</b>
<b>EXPENSES</b>						
<b>Other Services and Charges</b>						
432400 DATA COMMUNICATIONS	4,320	4,320	400	1,438	-	2,882
439904 BANK FEES/CREDIT CARD F	8,000	8,000	808	2,812	-	5,188
431501 PARKING GARAGE CONTRAC1	12,000	12,000	1,000	4,000	-	8,000
434201 EXCESS LIABILITY	5,280	5,280	440	1,760	-	3,520
439905 OTHER CONTRACTUAL SERV	50,760	50,760	4,281	16,535	-	34,225
436200 REP & MAINT-EQUIPMENT	10,000	10,000	236	367	-	9,633
436100 REP & MAINT-STRUCTURE	5,525	5,525	-	-	5,525	-
<b>Other Services and Charges Total</b>	<b>95,885</b>	<b>95,885</b>	<b>7,165</b>	<b>26,912</b>	<b>5,525</b>	<b>63,448</b>
<b>Supplies</b>						
421200 PRINTER SUPPLIES	2,500	2,500	212	359	-	2,141
421500 OFFICE SUPPLIES - FAC/P	3,384	3,384	282	1,248	-	2,136
<b>Supplies Total</b>	<b>5,884</b>	<b>5,884</b>	<b>494</b>	<b>1,607</b>	<b>-</b>	<b>4,277</b>
<b>EXPENSES Total</b>	<b>101,769</b>	<b>101,769</b>	<b>7,659</b>	<b>28,519</b>	<b>5,525</b>	<b>67,725</b>

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

**Construction Fund Cash Balances**

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	971,157.99
Fund 476 - Restricted - Michigan Road Project	6,272,541.47
Fund 477 - Restricted - Brightwood Project	5,764,755.58
Fund 478 - Restricted - Eagle Project	7,098,498.40
Foundation	114,982.97
<b>Total Construction Fund Cash Balances</b>	<b>20,224,427.86</b>

**Construction Fund Classification Breakdown**

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	971,157.99
Fund 476 - Restricted - Michigan Road Project	6,272,541.47
Fund 477 - Restricted - Brightwood Project	5,764,755.58
Fund 478 - Restricted - Eagle Project	7,098,498.40
Foundation - Assigned - Central	114,982.97
<b>Total Construction Fund Breakdown</b>	<b>20,224,427.86</b>

**Summary of Classifications**

Total Restricted	20,109,444.89
Total Assigned	114,982.97
<b>Total of All Classifications</b>	<b>20,224,427.86</b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>*** ADJUSTED</u>					
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 474 - Restricted - E. Washington, Southport, Warren	5,053,406.80	0.00	11,100.00	5,050,915.35	1,840.24	651.21
Fund 475 - Restricted - RFID Project	2,000,000.00	146,535.24	283,259.56	1,028,842.01	395,834.13	575,323.86
Fund 476 - Restricted - Michigan Road Project	7,661,229.93	11,425.13	639,237.38	1,388,688.46	5,279,139.78	993,401.69
Fund 477 - Restricted - Brightwood Project	6,005,730.25	52,073.88	76,971.92	240,974.67	466,019.52	5,298,736.06
Fund 478 - Restricted - Eagle Project	7,746,627.55	7,677.70	545,699.85	629,405.44	4,722,451.78	2,394,770.33
Major Repairs & Maintenance	3,453,141.06	9,875.00	17,375.00	3,354,762.93	13,400.00	84,978.13
Central Technology	6,852,536.01	0.00	0.00	6,835,931.17	15,969.12	635.72
<b>Total Expenditures</b>	<b>38,772,671.60</b>	<b>227,586.95</b>	<b>1,573,643.71</b>	<b>18,529,520.03</b>	<b>10,894,654.57</b>	<b>9,348,497.00</b>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	14,977.89	128.19	481.41	14,977.89	0.00
** Estimated Future Interest Earnings - Fund 474	24,106.15	0.00	0.00	24,106.15	0.00
** Estimated Future Interest Earnings - Fund 476	96,229.93	7,288.52	30,546.53	96,229.93	0.00
** Estimated Future Interest Earnings - Fund 477	60,730.25	6,847.08	22,562.62	60,730.25	0.00
** Estimated Future Interest Earnings - Fund 478	30,000.00	8,272.54	11,276.29	11,276.29	18,723.71

\* 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 21, 2018

From: Finance Committee

Approved by the Board: May 21, 2018

Effective Date: May 21, 2018

**Subject:** Resolution of The Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the 2018 AHS/ILS and Multi-Facility Improvement Project and Expenses Related Thereto - Resolution 16-2018

**Recommendation:** Authorize the approval of Resolution 16-2018 relating to a bond issue in the amount of \$5,000,000.

### Background:

**Summary:** The Indianapolis Public Library requests approval for the issuance of bonds in the maximum amount of \$5,000,000.

**Overview:** The 2018 bond issue is planned for the financing of the following projects:

Project	Estimated Cost
The purchase and implementation of a new Integrated Library System	\$2,000,000
Facility Improvement Projects	835,000
Removal and replacement of window flashing in LSC	250,000
Opening Day Collection for the Brightwood, Michigan Road and Eagle branches	900,000
Sorters for Central, Southport, Michigan Road, West Perry and Lawrence branches	900,000
Cost of Issuance	115,000
<b>TOTAL</b>	<b>\$5,000,000</b>

**Strategic/Fiscal Impact:** This bond issue is incorporated into our long term debt plan which keeps the debt tax rate at or below \$0.0318. The interest expense on the bonds is estimated to be \$345,136 with an estimated repayment term of 3.5 years. The estimated maximum annual payment is estimated to be \$3,687,387.

The Library plans to issue the bonds as taxable bonds because this gives the Library the ability to issue the West Perry Bonds, which will be sold later this year, as Bank Qualified. In order to be Bank Qualified, an issuer cannot issue more than \$10 million in tax-exempt bonds in a year. Bank Qualified bonds usually have lower interest rates and thus we anticipate interest savings for the Library.

This bond issue was unanimously approved by the City County Council at their meeting on April 30, 2018.



## Board Resolution

6b

**RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS  
TO PAY FOR THE 2018 AHS/ILS AND MULTI-FACILITY IMPROVEMENT  
PROJECT AND EXPENSES RELATED THERETO**

**May 21, 2018  
RESOLUTION 16-2018**

**WHEREAS**, the Indianapolis-Marion County Public Library (the "Public Library") is a municipal corporation of the State of Indiana; and

**WHEREAS**, the Library Board (the "Board") of the Public Library, has given consideration to (i) the installation of automated materials handling system equipment in one or more of the facilities operated by the Public Library, including, but not necessarily limited to, the Central Library, the Southport Library Branch, the Michigan Road Library Branch, the West Perry Library Branch and the Lawrence Township Branch, (ii) the purchase and implementation of a new Integrated Library System which will replace the existing Integrated Library System operated by the Public Library, (iii) the purchase of all or a portion of the initial collection for one or more of the new branches that have been, or will be, constructed by the Public Library, including, but not necessarily limited to, the Brightwood Branch Library, the Michigan Road Branch Library and the Eagle Branch Library, (iv) the replacement of window flashing at the existing Library Services Center, (v) other miscellaneous facility improvement or system enhancement projects in connection with the services provided, or to be provided, by the Public Library or in connection with the buildings operated by the Public Library, (vi) one or more projects related to any portion of the projects listed in clause (i) through and including (v), and (vii) the payment of all of the costs related to any of the foregoing projects, including, but not limited to, the costs of issuance related to the 2018 AHS/ILS and Multi-Facility Improvement Project Bonds (as hereinafter defined)(clauses (i) through and including (vii), collectively, the "2018 AHS/ILS and Multi-Facility Improvement Project"); and

**WHEREAS**, on March 26, 2018, the Board adopted Resolution 9-2018 (the "Preliminary Bond Resolution"), which preliminarily determined to approve the 2018 AHS/ILS and Multi-Facility Improvement Project and the financing of the 2018 AHS/ILS and Multi-Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$5,000,000, with a maximum term not to exceed eight (8) years from the date of issuance and other terms and conditions set forth in the Preliminary Bond Resolution; and

**WHEREAS**, in accordance with Indiana Code § 36-3-6-9, as amended, the City-County Council of the City of Indianapolis and of Marion County, Indiana, adopted an ordinance on

April 30, 2018, that approved the issuance of the general obligation bonds of the Public Library in accordance with the terms and conditions set forth in the Preliminary Bond Resolution for the purpose of financing the 2018 AHS/ILS and Multi-Facility Improvement Project; and

**WHEREAS**, the Board has determined it is necessary to proceed with the 2018 AHS/ILS and Multi-Facility Improvement Project; and

**WHEREAS**, based on the foregoing the Board now deems it advisable to issue, pursuant to Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, the “Indianapolis-Marion County Public Library General Obligation Bonds, Series 2018A [(Taxable)]” (the “2018A Bonds”) in an original aggregate principal amount not to exceed Five Million Dollars (\$5,000,000) (the “Authorized Amount”) for the purpose of providing for the payment of (i) all or a portion of the costs of the 2018 AHS/ILS and Multi-Facility Improvement Project, (ii) the reimbursement of preliminary expenses related thereto and all incidental expenses incurred in connection therewith, including necessary engineering, design, and related activities (all of which are deemed to be a part of the 2018 AHS/ILS and Multi-Facility Improvement Project), and (iii) the costs of selling and issuing the 2018A Bonds; and

**WHEREAS**, the original principal amount of the 2018A Bonds, together with the outstanding principal amount of previously issued bonds which constitute a debt of the Public Library, is no more than two percent (2%) of one-third (1/3) of the total net assessed valuation of the Public Library; and

**WHEREAS**, the amount of proceeds of the 2018A Bonds allocated to pay costs of the 2018 AHS/ILS and Multi-Facility Improvement Project, together with estimated investment earnings thereon, does not exceed the cost of the 2018 AHS/ILS and Multi-Facility Improvement Project as estimated by the Board; and

**WHEREAS**, all conditions precedent to the adoption of a resolution authorizing the issuance of the 2018A Bonds have been complied with in accordance with the applicable provisions of the Indiana Code 36-12-3, as amended (the “Act”).

**NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY, AS FOLLOWS:**

**Section 1. Authorization for Bonds and Appropriation of Proceeds.** In order to provide financing for all or any portion of the 2018 AHS/ILS and Multi-Facility Improvement Project as described above and the costs of selling and issuing the 2018A Bonds, the Public Library shall borrow money, and shall issue the 2018A Bonds as herein authorized. An appropriation in the amount not to exceed the Authorized Amount, together with all investment earnings thereon, has been previously made in a separate resolution to pay for the governmental purposes to be financed by the 2018A Bonds, and the funds to meet said appropriation shall be provided out of the proceeds of the 2018A Bonds in the original principal amount not to exceed the Authorized Amount and such investment earnings. Said appropriation is in addition to all other appropriations provided for in the existing budget and tax levy. The Public Library covenants that the proceeds of the 2018A Bonds will not be used for any purpose except as described in this Resolution.

## **Section 2. General Terms of Bonds.**

(a) **Issuance of 2018A Bonds.** In order to procure said loan for such purposes, the Public Library hereby authorizes the issuance of the 2018A Bonds as described herein. The President of the Board (the “President”) is hereby authorized and directed to have prepared and to issue and sell the 2018A Bonds as negotiable, fully registered bonds of the Public Library in an amount not to exceed the Authorized Amount. Total debt service payments (principal and interest) to final maturity on the 2018A Bonds shall not exceed \$5,938,445.

The 2018A Bonds shall be executed in the name of the Public Library by the manual or facsimile signature of the President and attested by the manual or facsimile signature of the Secretary of the Board (the “Secretary”). In case any officer whose signature appears on the 2018A Bonds shall cease to be such officer before the delivery of 2018A Bonds, such signature shall nevertheless be valid and sufficient for all purposes as if such officer had remained in office until delivery thereof. The 2018A Bonds also shall be, and will not be valid or become obligatory for any purpose or entitled to any benefit under this resolution unless and until, authenticated by the manual signature of the Registrar (as defined in Section 4 hereof). Subject to the provisions of this Resolution regarding the registration of the 2018A Bonds, the 2018A Bonds shall be fully negotiable instruments under the laws of the State of Indiana.

The 2018A Bonds shall be numbered consecutively from 2018AR-1 upward, shall be issued in denominations of Five Thousand Dollars (\$5,000) or any integral multiple thereof or in a minimum denomination of One Hundred Thousand Dollars (\$100,000) and denominations of One Thousand Dollars (\$1,000) or any integral multiple thereof above such minimum denomination, as determined by the President at the time of issuance of the 2018A Bonds, shall be originally dated as of the first day or the fifteenth day of the month in which the 2018A Bonds are sold or delivered or the date of issuance, as determined by the President, based upon the recommendation of the Public Library’s municipal advisor, and shall bear interest either on a taxable or a tax-exempt basis, as determined by the Chief Executive Officer of the Public Library (the “Chief Executive Officer”) or the Chief Financial Officer of the Public Library (the “Chief Financial Officer”), based upon the recommendation of the Public Library’s municipal advisor, payable semi-annually on each January 1 and July 1, commencing not earlier than July 1, 2019, at a rate or rates not exceeding five percent (5.00%) per annum (the exact rate or rates to be determined by bidding pursuant to Section 6 of the Resolution), calculated on the basis of a 360-day year comprised of twelve 30-day months.

The 2018A Bonds shall mature on the dates and shall be issued in the principal amounts as set forth on Exhibit A attached hereto; provided, however, that such maturity schedule may be modified by the President, the Chief Executive Officer or the Chief Financial Officer, based upon the recommendation of the Public Library’s municipal advisor, at the time of sale or issuance of the

2018A Bonds in order to achieve approximate level debt service on all of the Public Library's indebtedness and contemplated indebtedness subsequent to the issuance of the 2018A Bonds.

(b) **Source of Payment.** The 2018A Bonds are as to all the principal thereof, and as to all interest due thereon, general obligations of the Public Library, payable from ad valorem property taxes on all taxable property within the Public Library, to be levied beginning in 2018 for collection beginning in 2019.

(c) **Payments.** All payments of interest on the 2018A Bonds shall be paid by wire transfer on, or by check or draft mailed one business day prior to, the interest payment date, to the registered owners thereof as of the fifteenth (15th) day of the month preceding the month in which interest is payable (the "Record Date") at the addresses as they appear on the registration and transfer books of the Public Library kept for that purpose by the Registrar (the "Registration Record") or at such other address as is provided to the Paying Agent (as defined in Section 4 hereof) in writing by such registered owner. All principal payments on the 2018A Bonds shall be made upon surrender thereof at the principal office of the Paying Agent in any coin or currency of the United States of America which on the date of such payment shall be legal tender for the payment of public and private debts.

Interest on 2018A Bonds shall be payable from the interest payment date to which interest has been paid next preceding the authentication date thereof unless such 2018A Bonds are authenticated after the Record Date for an interest payment date and on or before such interest payment date in which case they shall bear interest from such interest payment date, or unless authenticated on or before the Record Date for the first interest payment date, in which case they shall bear interest from the original date, until the principal shall be fully paid.

(d) **Transfer and Exchange.** Each 2018A Bond shall be transferable or exchangeable only upon the Registration Record, by the registered owner thereof in writing, or by the registered owner's attorney duly authorized in writing, upon surrender of such 2018A Bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the registered owner or such attorney, and thereupon a new fully registered bond or bonds in the same aggregate principal amount, and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or the registered owner, as the case may be, in exchange therefor. The costs of such transfer or exchange shall be borne by the Public Library. The Public Library, Registrar and Paying Agent may treat and consider the persons in whose name such 2018A Bonds are registered as the absolute owners thereof for all purposes including for the purpose of receiving payment of, or on account of, the principal thereof and interest due thereon.

**(e) Mutilated, Lost, Stolen or Destroyed Bonds.** In the event any 2018A Bond is mutilated, lost, stolen or destroyed, the Public Library may execute, and the Registrar may authenticate a new bond of like date, maturity and denomination as that mutilated, lost, stolen or destroyed, which new bond shall be marked in a manner to distinguish it from the bond for which it was issued, provided that, in the case of any mutilated bond, such mutilated bond shall first be surrendered to the Registrar, and in the case of any lost, stolen or destroyed bond there shall be first furnished to the Registrar evidence of such loss, theft or destruction satisfactory to the Chief Financial Officer and the Registrar, together with indemnity satisfactory to them. In the event any such bond shall have matured, instead of issuing a duplicate bond, the Public Library and the Registrar may, upon receiving indemnity satisfactory to them, pay the same without surrender thereof. The Public Library and the Registrar may charge the owner of such 2018A Bond with their reasonable fees and expenses in this connection. Any 2018A Bond issued pursuant to this paragraph shall be deemed an original, substitute contractual obligation of the Public Library, whether or not the lost, stolen or destroyed 2018A Bond shall be found at any time, and shall be entitled to all the benefits of this Resolution, equally and proportionately with any and all other 2018A Bonds issued hereunder.

**(f) Book-Entry-Only Requirements.** If requested by the purchaser of the 2018A Bonds, the 2018A Bonds will initially be issued and held in book-entry form on the books of the central depository system, The Depository Trust Company, its successors, or any successor central depository system appointed by the Public Library from time to time (the "Clearing Agency"), without physical distribution of 2018A Bonds to the public. The following provisions of this Section apply in such event.

One definitive 2018A Bond of each maturity shall be delivered to the Clearing Agency and held in its custody. The Public Library, the Registrar and the Paying Agent may, in connection therewith, do or perform or cause to be done or performed any acts or things not adverse to the rights of the holders of the 2018A Bonds as are necessary or appropriate to accomplish or recognize such book-entry form bonds.

So long as the 2018A Bonds remain and are held in book-entry form on the books of a Clearing Agency, then (1) any such 2018A Bond may be registered upon the registration record in the name of such Clearing Agency, or any nominee thereof, including Cede & Co.; (2) the Clearing Agency in whose name such 2018A Bond is so registered shall be, and the Public Library, the Registrar and the Paying Agent may deem and treat such Clearing Agency as, the absolute owner and holder of such 2018A Bond for all purposes of this resolution, including, without limitation, receiving payment of the principal of and interest and premium, if any, on such 2018A Bond, the receiving of notice and the giving of consent; (3) neither the Public Library, the Registrar nor the Paying Agent shall have any responsibility or obligation hereunder to any direct or indirect participant, within the meaning of Section 17A of the Securities Exchange Act of

1934, as amended, of such Clearing Agency, or any person on behalf of which, or otherwise in respect of which, any such participant holds any interest in any 2018A Bond, including, without limitation, any responsibility or obligation hereunder to maintain accurate records of any interest in any 2018A Bond or any responsibility or obligation hereunder with respect to the receiving of payment of principal of or interest or premium, if any, on any 2018A Bond, the receiving of notice or the giving of consent; and (4) the Clearing Agency is not required to present any 2018A Bond called for partial redemption, if any, prior to receiving payment so long as the Paying Agent and the Clearing Agency have agreed to the method for noting such partial redemption.

If the Public Library receives notice from the Clearing Agency which is currently the registered owner of the 2018A Bonds to the effect that such Clearing Agency is unable or unwilling to discharge its responsibility as a Clearing Agency for the 2018A Bonds or the Public Library elects to discontinue its use of such Clearing Agency as a Clearing Agency for the 2018A Bonds, then the Public Library, the Registrar and the Paying Agent each shall do or perform or cause to be done or performed all acts or things, not adverse to the rights of the holders of the 2018A Bonds, as are necessary or appropriate to discontinue use of such Clearing Agency as a Clearing Agency for the 2018A Bonds and to transfer the ownership of each of the 2018A Bonds to such person or persons, including any other Clearing Agency, as the holders of the 2018A Bonds may direct in accordance with this Resolution. Any expenses of such discontinuance and transfer, including expenses of printing new certificates to evidence the 2018A Bonds, shall be paid by the Public Library.

So long as the 2018A Bonds remain and are held in book-entry form on the books of a Clearing Agency, the Registrar and the Paying Agent shall be entitled to request and rely upon a certificate or other written representation from the Clearing Agency or any participant or indirect participant with respect to the identity of any beneficial owner of 2018A Bonds as of a record date selected by the Registrar or Paying Agent. For purposes of determining whether the consent, advice, direction or demand of a registered owner of a 2018A Bonds has been obtained, the Registrar shall be entitled to treat the beneficial owners of the 2018A Bonds as the bondholders and any consent, request, direction, approval, objection or other instrument of such beneficial owner may be obtained in the fashion described in this Resolution.

So long as the 2018A Bonds remain and are held in book-entry form on the books of the Clearing Agency, the provisions of its standard form of Letter of Representations, if executed in connection with the issuance of such 2018A Bonds, as amended and supplemented, or any successor agreement shall control on the matters set forth therein. Each of the Registrar and the Paying Agent agrees that it will (i) undertake the duties of agent set forth therein and that those duties to be undertaken by either the agent or the issuer shall be the responsibility of the Registrar and the Paying Agent, and (ii) comply with all requirements of the Clearing Agency, including without limitation same day funds settlement

payment procedures. Further, so long as the 2018A Bonds remain and are held in book-entry form, the provisions of Section 2(f) of this Resolution shall control over conflicting provisions in any other section of this Resolution.

**Section 3. Terms of Redemption.** Unless otherwise determined by the President, the Chief Executive Officer or the Chief Financial Officer at or before the sale of the 2018A Bonds to the contrary, the 2018A Bonds shall not be subject to optional redemption prior to final maturity.

Upon the election of the successful bidder at the time of sale of the 2018A Bonds, any of the 2018A Bonds may be issued as term bonds subject to mandatory sinking fund redemption on January 1 and July 1 at 100% of the face value in accordance with the schedules set forth above. If any 2018A Bonds are subject to mandatory sinking fund redemption, the Paying Agent shall credit against the mandatory sinking fund requirement for any term bonds and corresponding mandatory redemption obligation, in the order determined by the Public Library, any term bonds maturing on the same date which have previously been redeemed (otherwise than as a result of a previous mandatory redemption requirement) or delivered to the Registrar or Paying Agent for cancellation or purchased for cancellation by the Registrar and not theretofore applied as a credit against any redemption obligation. Each term bond so delivered or canceled shall be credited by the Registrar or Paying Agent at 100% of the principal amount thereof against the mandatory sinking fund obligation on such mandatory obligations and the principal amount of that term bond to be redeemed by operation of the mandatory sinking fund requirement shall be accordingly reduced; provided, however, the Registrar and Paying Agent shall only credit such term bonds to the extent received on or before forty-five days preceding the applicable mandatory redemption date.

Notice of redemption shall be mailed by first-class mail or by registered or certified mail to the address of each registered owner of a 2018A Bond to be redeemed as shown on the Registration Record not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption except to the extent such redemption notice is waived by owners of 2018A Bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any 2018A Bond shall not affect the validity of any proceedings for the redemption of any other 2018A Bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers of the 2018A Bonds called for redemption. The place of redemption may be determined by the President. Interest on the 2018A Bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such 2018A Bonds shall no longer be protected by this Resolution and shall not be deemed to be outstanding hereunder, and the holders thereof shall have the right only to receive the redemption price.

All 2018A Bonds which have been redeemed shall be canceled and shall not be reissued; provided, however, that one or more new registered bonds shall be issued for the unredeemed portion of any 2018A Bond without charge to the holder thereof.

No later than the date fixed for redemption, funds shall be deposited with the Paying Agent or another paying agent to pay, and such agent is hereby authorized and directed to apply such funds to the payment of, the 2018A Bonds or portions thereof called for redemption,

including accrued interest thereon to the redemption date. No payment shall be made upon any 2018A Bond or portion thereof called for redemption until such bond shall have been delivered for payment or cancellation or the Registrar shall have received the items required by this Resolution with respect to any mutilated, lost, stolen or destroyed bond.

**Section 4. Appointment of Registrar and Paying Agent.** Each of the President, the Chief Executive Officer and the Chief Financial Officer is hereby authorized to select the financial institution, entity or person to be appointed to serve as registrar and paying agent for the 2018A Bonds, and each of the President, the Chief Executive Officer and the Chief Financial Officer shall have the option of appointing a successor registrar and paying agent at any time (together with any successor, the "Registrar" or "Paying Agent"). The Registrar is hereby charged with the responsibility of authenticating the 2018A Bonds, and shall keep and maintain the Registration Record at its office. The President is hereby authorized to enter into such agreements or understandings with any institution hereafter serving in such capacities as will enable the institution to perform the services required of the Registrar and Paying Agent. The President is authorized to pay such fees as the institution may charge for the services it provides as Registrar and Paying Agent.

The Registrar and Paying Agent may at any time resign as Registrar and Paying Agent by giving thirty (30) days written notice by first-class mail to the President, the Chief Executive Officer or the Chief Financial Officer and to each registered owner of the 2018A Bonds then outstanding, and such resignation will take effect at the end of such thirty (30) days or upon the earlier appointment of a successor Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer. Such notice to the President, the Chief Executive Officer or the Chief Financial Officer may be served personally or be sent by registered mail. The Registrar and Paying Agent may be removed at any time as Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer, in which event the President, the Chief Executive Officer or the Chief Financial Officer may appoint a successor Registrar and Paying Agent. The President, Chief Executive Officer or the Chief Financial Officer shall notify each registered owner of the 2018A Bonds then outstanding by first-class mail of the removal of the Registrar and Paying Agent. Notices to registered owners of the 2018A Bonds shall be deemed to be given when mailed by first-class mail to the addresses of such registered owners as they appear on the Registration Record. Any predecessor Registrar and Paying Agent shall deliver all the 2018A Bonds, cash related thereto in its possession and the Registration Record to the successor Registrar and Paying Agent. At all times, the same entity shall serve as Registrar and as Paying Agent.

**Section 5. Form of Bonds.** The form and tenor of the 2018A Bonds shall be substantially as follows, all blanks to be filled in properly prior to delivery thereof:

(Form of Bond)

No. 2018AR-\_\_\_\_

UNITED STATES OF AMERICA

STATE OF INDIANA

COUNTY OF MARION

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
GENERAL OBLIGATION BOND, SERIES 2018A [(TAXABLE)]

Interest <u>Rate</u>	Maturity <u>Date</u>	Original <u>Date</u>	Authentication <u>Date</u>	<u>CUSIP</u>
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Registered Owner:

Principal Sum:

The Indianapolis-Marion County Public Library (the "Public Library"), for value received, hereby promises to pay to the Registered Owner set forth above, the Principal Sum set forth above on the Maturity Date set forth above (unless this bond is called for redemption prior to maturity as hereafter provided), and to pay interest thereon until the Principal Sum shall be fully paid at the Interest Rate per annum specified above from the interest payment date to which interest has been paid next preceding the Authentication Date of this bond unless this bond is authenticated after the fifteenth day of the month immediately preceding the month in which interest is payable (the "Record Date") and on or before such interest payment date in which case interest shall be paid from such interest payment date, or unless this bond is authenticated on or before \_\_\_\_\_ 15, 20\_\_\_\_\_, in which case it shall bear interest from the Original Date, which interest is payable semi-annually on January 1 and July 1 of each year, beginning on \_\_\_\_\_ 1, 20\_\_\_\_\_. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

The principal of this bond is payable at the designated corporate trust office of \_\_\_\_\_ (the "Registrar" or "Paying Agent"), which is currently in \_\_\_\_\_, \_\_\_\_\_. All payments of interest on this bond shall be paid by wire transfer on, or by check or draft mailed one business day prior to, the interest payment date, to the Registered Owner as of the Record Date at the address as it appears on the registration books kept by the Registrar or at such other address as is provided to the Paying Agent in writing by the Registered Owner. All payments of principal of this bond shall be made upon surrender thereof at the principal office of the Paying Agent in any coin or currency of the United States of America which on the date of such payment shall be legal tender for the payment of public and private debts.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the preparation and complete execution, issuance and delivery of this bond have been done and performed in regular and due form as provided by law.

This bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been executed by an authorized representative of the Registrar.

This bond is one of an authorized issue of bonds of the Public Library of like original date, tenor and effect, except as to denominations, numbering, interest rates, and dates of maturity, in the total amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), numbered from 2018AR-1 up, issued for the purpose of providing funds for (i) the installation of automated materials handling

system equipment in one or more of the facilities operated by the Public Library, including, but not necessarily limited to, the Central Library, the Southport Library Branch, the Michigan Road Library Branch, the West Perry Library Branch and the Lawrence Township Branch, (ii) the purchase and implementation of a new Integrated Library System which will replace the existing Integrated Library System operated by the Public Library, (iii) the purchase of all or a portion of the initial collection for one or more of the new branches that have been, or will be, constructed by the Public Library, including, but not necessarily limited to, the Brightwood Branch Library, the Michigan Road Branch Library and the Eagle Branch Library, (iv) the replacement of window flashing at the existing Library Services Center, (v) other miscellaneous facility improvement or system enhancement projects in connection with the services provided, or to be provided, by the Public Library or in connection with the buildings operated by the Public Library, (vi) one or more projects related to any portion of the projects listed in clause (i) through and including (v), and (vii) the payment of all of the costs related to any of the foregoing projects, including, but not limited to, the costs of issuance related to the 2018 AHS/ILS and Multi-Facility Improvement Project Bonds (as hereinafter defined)(clauses (i) through and including (vii), collectively, the "2018 AHS/ILS and Multi-Facility Improvement Project"), as authorized by a resolution adopted by the Board of Trustees of the Public Library on the 21<sup>st</sup> day of May, 2018, entitled "Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the 2018 AHS/ILS and Multi-Facility Improvement Project and Expenses Related Thereto" (the "Resolution"), and in strict compliance with Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, as amended (collectively, the "Act"), all as more particularly described in the Resolution. The owner of this bond, by the acceptance hereof, agrees to all the terms and provisions contained in the Resolution and the Act.

PURSUANT TO THE PROVISIONS OF THE ACT AND THE RESOLUTION, THE PRINCIPAL OF THIS BOND AND ALL OTHER BONDS OF SAID ISSUE AND THE INTEREST DUE THEREON ARE PAYABLE AS A GENERAL OBLIGATION OF THE PUBLIC LIBRARY, FROM AN AD VALOREM PROPERTY TAX TO BE LEVIED ON ALL TAXABLE PROPERTY WITHIN THE PUBLIC LIBRARY.

This bond and the bonds of this issue are not subject to redemption at the option of the Public Library prior to final maturity.

[Insert applicable mandatory sinking fund redemption paragraphs.]

Notice of such redemption shall be mailed by first-class mail or by registered or certified mail not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption to the address of the registered owner of each bond to be redeemed as shown on the registration record of the Public Library except to the extent such redemption notice is waived by owners of the bond or bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any bond shall not affect the validity of any proceedings for the redemption of any other bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers, if any, of the bonds called for redemption. The place of redemption may be determined by the President of the Board of Trustees of the Public Library. Interest on the bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to

pay the redemption price on the date so named, and thereafter, such bonds shall no longer be protected by the Resolution and shall not be deemed to be outstanding thereunder.

This bond is subject to defeasance prior to payment as provided in the Resolution.

If this bond shall not be presented for payment or redemption on the date fixed therefor, the Public Library may deposit in trust with the Paying Agent or another paying agent, an amount sufficient to pay such bond or the redemption price, as the case may be, and thereafter the Registered Owner shall look only to the funds so deposited in trust for payment and the Public Library shall have no further obligation or liability in respect thereto.

This bond is transferable or exchangeable only upon the registration record kept for that purpose at the office of the Registrar by the Registered Owner in person, or by the Registered Owner's attorney duly authorized in writing, upon surrender of this bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the Registered Owner or such attorney, and thereupon a new fully registered bond or bonds in the same aggregate principal amount, and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or the Registered Owner, as the case may be, in exchange therefor. The Public Library, any registrar and any paying agent for this bond may treat and consider the person in whose name this bond is registered as the absolute owner hereof for all purposes including for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon.

The bonds maturing on any maturity date are issuable only in the [denomination of \$5,000 or any integral multiple thereof/minimum denomination of \$100,000 or any integral multiple of \$1,000 above such minimum denomination] not exceeding the aggregate principal amount of the bonds maturing on such date.

[A Continuing Disclosure Contract from the Public Library to each registered owner or holder of any bonds of this issue, dated as of the date of initial issuance of the bonds of this issue (the "Contract"), has been executed by the Public Library, a copy of which is available from the Public Library and the terms of which are incorporated herein by this reference. The Contract contains certain promises of the Public Library to each registered owner or holder of any bonds of this issue, including a promise to provide certain continuing disclosure. By its payment for and acceptance of this bond, the registered owner or holder of this bond assents to the Contract and to the exchange of such payment and acceptance for such promises.]

IN WITNESS WHEREOF, the Indianapolis-Marion County Public Library, has caused this bond to be executed in the name of such Public Library, by the manual or facsimile signature of the president of the board of trustees of said Public Library, and attested by manual or facsimile signature by the secretary of the board of trustees of said Public Library.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

By: \_\_\_\_\_  
President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

(Form of Registrar's Certificate of Authentication)

It is hereby certified that this bond is one of the bonds described in the within-mentioned Resolution duly authenticated by the Registrar.

\_\_\_\_\_, as Registrar

By: \_\_\_\_\_  
Authorized Representative

The following abbreviations, when used in the inscription on the face of this bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN. COM. as tenants in common

TEN. ENT. as tenants by the entireties

JT. TEN. as joint tenants with right of survivorship and not as tenants in common

UNIF. TRANS.

MIN. ACT

\_\_\_\_\_ Custodian \_\_\_\_\_  
(Cust.) (Minor)

under Uniform Transfers to Minors Act of

\_\_\_\_\_ (State)

Additional abbreviations may also be used, although not contained in the above list.

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

\_\_\_\_\_ (please print or typewrite name and address of transferee)

\_\_\_\_\_ (please insert social security or  
other identifying number of assignee)

\$ \_\_\_\_\_ in principal amount (must be a [multiple of \$5,000/minimum of \$100,000 or a multiple of \$1,000 above such minimum amount]) of the within bond and all rights thereunder, and hereby irrevocably constitutes and appoints \_\_\_\_\_, attorney, to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Signature Guaranteed:

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NOTICE: Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

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NOTICE: The signature of this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever.

(End of Bond Form)

**Section 6. Sale of Bonds.** The Chief Financial Officer shall cause to be published a notice of sale once each week for two consecutive weeks in accordance with Indiana Code § 5-3-1-2. The date fixed for the sale shall not be earlier than fifteen (15) days after the first of such publications and not earlier than three (3) days after the second of such publications. Said bond sale notice shall state the time and place of sale, the purpose for which the 2018A Bonds are being issued, the total amount thereof, the amount and date of each maturity, the maximum rate or rates of interest thereon, their denominations, the time and place of payment, the terms and conditions upon which bids will be received and the sale made and such other information as is required by law or as the President, the Chief Executive Officer or the Chief Financial Officer shall deem necessary.

As an alternative to the publication of a notice of sale, the Chief Financial Officer may sell the 2018A Bonds through the publication of a notice of intent to sell the 2018A Bonds and compliance with related procedures, pursuant to Indiana Code § 5-1-11-2(b).

All bids for the 2018A Bonds shall be presented to the Chief Financial Officer or the Public Library's municipal advisor in accord with the terms set forth in the bond sale notice. Bidders for the 2018A Bonds shall be required to name the rate or rates of interest which the 2018A Bonds are to bear, which shall be the same for all 2018A Bonds maturing on the same date and the interest rate bid on any maturity of 2018A Bonds must be no less than the interest rate bid on any and all prior maturities, not exceeding five percent (5.00%) per annum, and such interest rate or rates shall be in multiples of one eighth or one hundredth of one percent. The President, the Chief Executive Officer or the Chief Financial Officer shall award the 2018A Bonds to the bidder who offers the lowest net interest cost, to be determined by computing the total interest on all the 2018A Bonds to their maturities and deducting therefrom the premium bid, if any, or adding thereto the amount of the discount, if any. No bid for less than ninety-nine and one half percent (99.50%) of the par value of the 2018A Bonds, plus accrued interest, shall be considered. The President, the Chief Executive Officer or the Chief Financial Officer may require that all bids be accompanied by certified or cashier's checks payable to the order of the Public Library, or a surety bond, in an amount not to exceed one percent of the aggregate principal amount of the 2018A Bonds as a guaranty of the performance of said bid, should it be accepted. In the event no satisfactory bids are received on the day named in the sale notice, the sale may be continued from day to day thereafter for a period of thirty (30) days without readvertisement; provided, however, that if said sale is continued, no bid shall be accepted which offers an interest cost which is equal to or higher than the best bid received at the time fixed for sale in the bond sale notice. The President, the Chief Executive Officer and the Chief Financial Officer shall have full right to reject any and all bids.

The President is hereby authorized and directed to have the 2018A Bonds prepared, the President and Secretary are hereby authorized and directed to execute the 2018A Bonds in substantially the form and the manner herein provided. The President is hereby authorized and directed to deliver the 2018A Bonds to the purchaser; thereupon, the President shall be authorized to receive from the purchaser the purchase price and take the purchaser's receipt for the 2018A Bonds. The amount to be collected by the President shall be the full amount which the purchaser has agreed to pay therefor, which shall be not less than ninety-nine and one half percent (99.50%) of the face value of the 2018A Bonds plus accrued interest to the date of delivery.

The proceeds from the sale of the 2018A Bonds shall be deposited in an account or accounts of the Public Library established by the Chief Financial Officer and held or invested as permitted by law.

The President is hereby authorized and directed to obtain a legal opinion as to the validity of the 2018A Bonds from Barnes & Thornburg LLP, and to furnish such opinion to the purchasers of the 2018A Bonds. The cost of such opinion shall be paid out of the proceeds of the 2018A Bonds.

**Section 7. Defeasance.** If, when the 2018A Bonds or any portion thereof shall have become due and payable in accordance with their terms or shall have been duly called for redemption or irrevocable instructions to call the 2018A Bonds or any portion thereof for redemption have been given, and the whole amount of the principal and the interest so due and payable upon such 2018A Bonds or any portion thereof then outstanding shall be paid, or (i) cash, or (ii) direct non-callable obligations of (including obligations issued or held in book entry form on the books of) the Department of the Treasury of the United States of America, and securities fully and unconditionally guaranteed as to the timely payment of principal and interest by the United States of America, the principal of and the interest on which when due without reinvestment will provide sufficient money, or (iii) any combination of the foregoing, shall be held irrevocably in trust for such purpose, and provision shall also be made for paying all fees and expenses for the payment, then and in that case the 2018A Bonds or such designated portion thereof shall no longer be deemed outstanding or secured by this Resolution.

**Section 8. Tax Matters.** In order to preserve the exclusion of interest on the 2018A Bonds from gross income for federal income tax purposes, but only to the extent the 2018A Bonds are not issued bearing taxable interest, and as an inducement to purchasers of the 2018A Bonds, the Public Library represents, covenants and agrees that if the 2018A Bonds are issued by the Public Library with the intent that the interest on the 2018A Bonds be excludable from gross income for federal income tax purposes under Section 103 of the Code, then:

- (a) No person or entity, other than the Public Library or another state or local governmental unit, will use proceeds of the 2018A Bonds or property financed by the 2018A Bond proceeds other than as a member of the general public. No person or entity other than the Public Library or another state or local governmental unit will own property financed by 2018A Bond proceeds or will have actual or beneficial use of such property pursuant to a lease, a management or incentive payment contract, an arrangement such as a take-or-pay or output

contract, or any other type of arrangement that differentiates that person's or entity's use of such property from the use by the public at large.

With respect to any management or service contracts with respect to the 2018 AHS/ILS and Multi-Facility Improvement Project or any portion thereof, the Public Library will comply with Revenue Procedure 2017-13, as the same may be amended or superseded from time to time.

(b) No 2018A Bond proceeds will be loaned to any entity or person other than a state or local governmental unit. No 2018A Bond proceeds will be transferred, directly or indirectly, or deemed transferred to a non-governmental person in any manner that would in substance constitute a loan of the 2018A Bond proceeds.

(c) The Public Library will not take any action or fail to take any action with respect to the 2018A Bonds that would result in the loss of the exclusion from gross income for federal income tax purposes of interest on the 2018A Bonds pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations thereunder as applicable to the 2018A Bonds, including, without limitation, the taking of such action as is necessary to rebate or cause to be rebated arbitrage profits on 2018A Bond proceeds or other monies treated as 2018A Bond proceeds to the federal government as provided in Section 148 of the Code, and will set aside such monies, which may be paid from investment income on funds and accounts notwithstanding anything else to the contrary herein, in trust for such purposes.

(d) The Public Library will file an information report on Form 8038-G with the Internal Revenue Service as required by Section 149 of the Code.

(e) The Public Library will not make any investment or do any other act or thing during the period that any 2018A Bond is outstanding hereunder which would cause any 2018A Bond to be an "arbitrage bond" within the meaning of Section 148 of the Code and the regulations thereunder as applicable to the 2018A Bonds.

Notwithstanding any other provisions of this Resolution, the foregoing covenants and authorizations (the "Tax Sections") which are designed to preserve the exclusion of interest on the 2018A Bonds from gross income under federal income tax law (the "Tax Exemption") need not be complied with if the Public Library receives an opinion of nationally recognized bond counsel that any Tax Section is unnecessary to preserve the Tax Exemption.

**Section 9. Amendments.** Subject to the terms and provisions contained in this section, and not otherwise, the owners of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2018A Bonds then outstanding shall have the right, from time to time, anything contained in this Resolution to the contrary notwithstanding, to consent to and approve the adoption by the Public Library of such resolution or resolutions supplemental hereto as shall be deemed necessary or desirable by the Public Library for the purpose of amending in

any particular manner any of the terms or provisions contained in this Resolution, or in any supplemental resolution; provided, however, that nothing herein contained shall permit or be construed as permitting without the consent of all affected owners of the 2018A Bonds:

- (a) An extension of the maturity of the principal of or interest on any 2018A Bond without the consent of the holder of each 2018A Bond so affected; or
- (b) A reduction in the principal amount of any 2018A Bond or the rate of interest thereon or a change in the monetary medium in which such amounts are payable, without the consent of the holder of each 2018A Bond so affected; or
- (c) A preference or priority of any 2018A Bond over any other 2018A Bond, without the consent of the holders of all 2018A Bonds then outstanding; or
- (d) A reduction in the aggregate principal amount of the 2018A Bonds required for consent to such supplemental resolution, without the consent of the holders of all 2018A Bonds then outstanding.

If the Public Library shall desire to obtain any such consent, it shall cause the Registrar to mail a notice, postage prepaid, to the addresses appearing on the Registration Record. Such notice shall briefly set forth the nature of the proposed supplemental resolution and shall state that a copy thereof is on file at the office of the Registrar for inspection by all owners of the 2018A Bonds. The Registrar shall not, however, be subject to any liability to any owners of the 2018A Bonds by reason of its failure to mail such notice, and any such failure shall not affect the validity of such supplemental resolution when consented to and approved as herein provided.

Whenever at any time within one year after the date of the mailing of such notice, the Public Library shall receive any instrument or instruments purporting to be executed by the owners of the 2018A Bonds of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2018A Bonds then outstanding, which instrument or instruments shall refer to the proposed supplemental resolution described in such notice, and shall specifically consent to and approve the adoption thereof in substantially the form of the copy thereof referred to in such notice as on file with the Registrar, thereupon, but not otherwise, the Public Library may adopt such supplemental resolution in substantially such form, without liability or responsibility to any owners of the 2018A Bonds, whether or not such owners shall have consented thereto.

No owner of any 2018A Bond shall have any right to object to the adoption of such supplemental resolution or to object to any of the terms and provisions contained therein or the operation thereof, or in any manner to question the propriety of the adoption thereof, or to enjoin or restrain the Public Library or its officers from adopting the same, or from taking any action pursuant to the provisions thereof. Upon the adoption of any supplemental resolution pursuant to the provisions of this section, this Resolution shall be, and shall be deemed, modified and amended in accordance therewith, and the respective rights, duties and obligations under this Resolution of the Public Library and all owners of 2018A Bonds then outstanding shall thereafter

be determined, exercised and enforced in accordance with this Resolution, subject in all respects to such modifications and amendments.

Notwithstanding anything contained in the foregoing provisions of this Resolution, the rights, duties and obligations of the Public Library and of the owners of the 2018A Bonds, and the terms and provisions of the 2018A Bonds and this Resolution, or any supplemental resolution, may be modified or amended in any respect with the consent of the Public Library and the consent of the owners of all the 2018A Bonds then outstanding.

Without notice to or consent of the owners of the 2018A Bonds, the Public Library may, from time to time and at any time, adopt such resolutions supplemental hereto as shall not be inconsistent with the terms and provisions hereof (which supplemental resolutions shall thereafter form a part hereof),

(a) to cure any ambiguity or formal defect or omission in this Resolution or in any supplemental resolution; or

(b) to grant to or confer upon the owners of the 2018A Bonds any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the owners of the 2018A Bonds; or

(c) to procure a rating on the 2018A Bonds from a nationally recognized securities rating agency designated in such supplemental resolution, if such supplemental resolution will not adversely affect the owners of the 2018A Bonds; or

(d) to provide for the refunding or advance refunding of the 2018A Bonds; or

(e) to make any other change which, in the determination of the Board in its sole discretion, is not to the prejudice of the owners of the 2018A Bonds.

**Section 10. Continuing Disclosure Contract.** The Continuing Disclosure Contract, dated as of the date the 2018A Bonds are issued (the "Undertaking"), executed by the Public Library, substantially in the form satisfactory to the President, be, and hereby is, ratified and approved.

If necessary, the President or any other officer of the Board, be, and hereby is, authorized and directed to execute and deliver the Undertaking, with such changes to the form thereof as such officer deems necessary or advisable, in the name and on behalf of the Public Library, and the Secretary or any other officer of the Board be, and hereby is, authorized and directed to attest such execution, and any such execution and delivery and any such attestation heretofore effected be, and hereby are, ratified and approved.

**Section 11. Official Statement.** The President is hereby authorized and directed to approve the Preliminary Official Statement for the purposes of selling the 2018A Bonds, and the President is further authorized to deem and determine the Preliminary Official Statement as the near final Official Statement with respect to the 2018A Bonds for purposes of SEC Rule 15c2-12,

subject to completion in accordance with such rule and in a manner acceptable to the President, and to place the Preliminary Official Statement into final form as the Final Official Statement of the Public Library. The President is authorized to sign the Final Official Statement and by such signature approve its distribution.

**Section 12. Multiple Series of Bonds.** Notwithstanding the foregoing authorizations and approvals, the President is hereby authorized to issue the 2018A Bonds in multiple series at any particular time, if, in the judgment of the President, based on the recommendation of the Public Library's municipal advisor , such actions would be advantageous for the Public Library. In the event that the President makes this determination, (a) the aggregate principal amount of the 2018A Bonds to be issued at any one time shall be reduced accordingly provided that in no event shall the aggregate principal amount of all of the 2018A Bonds be issued in an amount exceeding the Authorized Amount, (b) all of the documents approved herein shall be modified accordingly, (c) the officers of the Public Library identified in this Resolution, as appropriate, are authorized to execute, attest and deliver such documents as so modified, and (d) the Board hereby authorizes the issuance of each such series of the 2018A Bonds with such series or issue notations as appropriate.

**Section 13. Other Actions and Documents.** The officers of the Board, the Chief Executive Officer and the Chief Financial Officer are hereby authorized and directed, for and on behalf of the Public Library, to execute, attest and seal all such documents, instruments, certificates, closing papers and other papers and do all such acts and things as may be necessary or desirable to carry out the intent of this Resolution. In addition, any and all actions previously taken by any officers of the Board, the Chief Executive Officer or the Chief Financial Officer, in connection with this Resolution, be, and hereby are, ratified and approved. In addition to the foregoing, the President and the Secretary, based on the advice of the Public Library's municipal advisor or at the request of the purchaser of the 2018A Bonds, may modify the dates of the semi-annual interest payment dates to be such other dates which are at least six (6) months apart, and if such interest payment dates are changed, the President and the Secretary may modify the Record Date to such other date that is at least fourteen (14) days prior to each such interest payment date.

**Section 14. No Conflict.** All resolutions and orders or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed. After the issuance of the 2018A Bonds authorized by this Resolution and so long as any of the 2018A Bonds or interest thereon remains unpaid, except as expressly provided herein, this Resolution shall not be repealed or amended in any respect which will adversely affect the rights of the holders of the 2018A Bonds, nor shall the Public Library adopt any law which in any way adversely affects the rights of such holders.

**Section 15. Severability.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

**Section 16. Non-Business Days.** If the date of making any payment or the last date for performance of any act or the exercising of any right, as provided in this Resolution, shall be a legal holiday or a day on which banking institutions in the Public Library or the jurisdiction in which the Registrar or Paying Agent is located are typically closed, such payment may be made

or act performed or right exercised on the next succeeding day not a legal holiday or a day on which such banking institutions are typically closed, with the same force and effect as if done on the nominal date provided in this Resolution, and no interest shall accrue for the period after such nominal date.

**Section 17. Interpretation.** Unless the context or laws clearly require otherwise, references herein to statutes or other laws include the same as modified, supplemented or superseded from time to time.

**Section 18. Effectiveness.** This Resolution shall be in full force and effect from and after its passage. Upon payment in full of the principal and interest respecting the 2018A Bonds authorized hereby or upon deposit of an amount sufficient to pay when due such amounts in accord with the defeasance provisions herein, all pledges, covenants and other rights granted by this Resolution shall cease.

ADOPTED this 21<sup>st</sup> day of May, 2018.

**LIBRARY BOARD OF THE INDIANAPOLIS-MARION  
COUNTY PUBLIC LIBRARY, INDIANA**

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ATTEST: \_\_\_\_\_  
Secretary of the Board

Exhibit A

**MATURITY SCHEDULE**

<b>Maturity <u>Date</u></b>	<b>Principal <u>Amount Range</u></b>
July 1, 2020	\$0-1,775,000
January 1, 2021	0-1,800,000
July 1, 2021	0-710,000
January 1, 2022	0-715,000



## Board Briefing Report

7a

**To:** IMCPL Board    **Meeting Date:** May 21, 2018

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

**Subject:** PTO Policy Updates

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

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

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

## **INTRODUCTION TO HUMAN RESOURCES**

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

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

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

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

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

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

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

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

*Approved October 23, 2017*

## **201 EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

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

*Approved October 23, 2017*

## **202 HARASSMENT**

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

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

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

*Approved October 23, 2017*

### **202.1 Reporting Harassment**

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

*Approved August 25, 2014*

### **202.2 Retaliation**

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

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

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

*Approved August 25, 2014*

## **203 DISABILITY ACCOMMODATIONS**

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

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

*Approved August 25, 2014*

## **204 TRANSGENDER POLICY**

### **204.1 Definitions**

The following definitions apply for purposes of this policy:

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

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

*Approved February 22, 2016*

## **204.2 Official Records and Confidentiality**

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

*Approved February 22, 2016*

## **204.3 Workplace**

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

*Approved February 22, 2016*

## **204.4 Restrooms**

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

*Approved February 22, 2016*

## **204.5 Confidentiality and Non-Disclosure**

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

*Approved February 22, 2016*

## **204.6 Harassment**

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

*Approved October 23, 2017*

## **SECTIONS 210 – 220: BASIC EMPLOYMENT POLICIES**

### **211 STEWARDSHIP OF ASSETS**

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

*Approved August 25, 2014*

#### **211.1 Loan of Library Materials**

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

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

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

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

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

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

*Approved August 25, 2014*

#### **211.2 Exceptions to Employee Loan of Library Materials**

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

*Approved August 25, 2014*

#### **211.3 Reserves**

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

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

*Approved August 25, 2014*

#### **211.4 Fines**

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

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

*Approved August 25, 2014*

#### **211.5 Lost and Damaged Materials**

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

*Approved August 25, 2014*

#### **211.6 Outstanding Accounts**

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

*Approved August 25, 2014*

#### **211.7 Abuse of Privileges**

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

*Approved August 25, 2014*

### **212 DRIVING RECORD AND INSURANCE**

#### **212.1 Driving Positions**

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

*Approved October 23, 2017*

## **212.2 Driving Record and Performance**

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

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

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

*Approved October 23, 2017*

## **212.3 Commission of Driving Violation**

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

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

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

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

*Approved August 25, 2014*

## **212.4 Driving Record Review**

### Annual Driving Records

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

#### Applicants for Driving Positions

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

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

*Approved October 23, 2017*

### **213 COMMUNICATION**

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

*Approved October 23, 2017*

#### **213.1 External Communications**

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

*Approved October 24, 2016*

#### **213.2 Appearance on Commercially Sponsored Programs**

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

*Approved August 25, 2014*

### **214 EMPLOYEE RECOGNITION**

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

*Approved August 25, 2014*

#### **214.1 Criteria**

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

- Individual service to readers.
- Community relationship.

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

Additional factors to be considered will be:

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

*Approved August 25, 2014*

#### **214.2 Method of Selection – Committee**

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

*Approved August 25, 2014*

#### **214.3 Nominations**

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

*Approved August 25, 2014*

#### **214.4 Frequency of Award**

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

*Approved August 25, 2014*

#### **214.5 Presentation of the Award**

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

*Approved August 25, 2014*

#### **214.6 Award Amount**

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

*Approved August 25, 2014*

## **215 STAFF ORGANIZATIONS**

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

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

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

*Approved October 23, 2017*

## **216 NO SOLICITATION**

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

*Approved August 25, 2014*

## **217 OUTSIDE EMPLOYMENT**

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

*Approved August 25, 2014*

## **218 PERSONAL CONDUCT**

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

*Approved August 25, 2014*

## **219 NURSING MOTHERS**

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

*Approved August 25, 2014*

## **220 PROFESSIONAL APPEARANCE**

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

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

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

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

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

*Approved October 23, 2017*

### **220.1 Employee ID Badges**

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

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

*Approved August 25, 2014*

### **220.2 Uniforms**

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

*Approved August 25, 2014*

## **221 PROFESSIONAL ASSOCIATION DUTIES**

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

*Approved August 25, 2014*

### **221.1 Nomination Process**

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

*Approved August 25, 2014*

### **221.2 Conferences**

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

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

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

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

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

*Approved October 24, 2016*

### **221.3 Lectures and Talks**

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

*Approved August 25, 2014*

## **222 TRAINING AND DEVELOPMENT**

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

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

*Approved August 25, 2014*

## **223 TUITION ASSISTANCE**

### **223.1 Tuition Assistance Available for Degree Program**

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

*Approved October 24, 2016*

### **223.2 Tuition Assistance for Positions Requiring State Library Certification**

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

*Approved October 24, 2016*

### **223.3 Eligibility for Tuition Assistance**

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

*Approved October 24, 2016*

### **223.4 Repayment of Tuition Reimbursement**

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

*Approved October 24, 2016*

## **224 GRIEVANCE**

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

*Approved October 23, 2017*

### **224.1 Eligibility**

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

*Approved August 25, 2014*

### **224.2 Grievance Process**

#### Step 1 - Formal Presentation

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

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

#### STEP 2 – Director, Human Resources

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

#### STEP 3 - Chief Executive Officer

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

Approved August 25, 2014

## **225 APPEAL TO THE LIBRARY BOARD**

### **225.1 Right to Appeal**

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

Approved August 25, 2014

### **225.2 Procedure before the Board**

#### STEP 1 - Procedure for Setting the Hearing Date

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

#### STEP 2 - Nature of Hearing

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

### STEP 3 - Order of Proceedings

The order of proceedings will be as follows:

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

*Approved August 25, 2014*

## **226 Miscellaneous Policies**

### **226.1 Signage**

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

*Approved August 25, 2014*

### **226.2 Staff Areas**

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

*Approved August 25, 2014*

### **226.3 After Hours**

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

*Approved August 25, 2014*

### **226.4 Staff Parking**

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

*Approved August 25, 2014*

## **SECTION 230: ATTENDANCE AND TIME AWAY FROM WORK POLICIES**

### **231 ATTENDANCE**

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

The following policies apply to attendance:

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

*Approved October 24, 2016*

#### **231.1 Telecommuting**

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

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

*Approved October 23, 2017*

### **232 UNSCHEDULED ABSENCES AND TARDINESS**

The following policies apply to unscheduled absences:

- The Library has a numerical threshold for unscheduled absences.

- An absence is unscheduled unless the employee requests and receives approval from their supervisor a change of their work schedule at least 24 hours prior to the start of their scheduled work time.
- Under this policy, employees may accumulate up to 8 unscheduled full or partial days absences during an annual performance cycle without any disciplinary consequences.
- Unscheduled absences are counted as 1 occurrence for each full day absence and  $\frac{1}{2}$  occurrence for a partial day absence.
- If an employee has an unscheduled absence of more than one day and brings a doctor's note upon returning to work, the multiple consecutive absences up to a maximum of five, will be considered 1 unscheduled absence occurrence.
- If an employee has multiple, consecutive unscheduled absences (for an illness or any other reason) but returns without a doctor's note, each unscheduled absence will be counted toward the 8 annually allowable maximum before progressive discipline begins.
- Absences due to reasons that qualify under the Family Medical Leave Act (FMLA) will not be counted toward an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

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

*Approved October 24, 2016*

### **232.1 Credited Time**

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

*Approved August 25, 2014*

### **232.2 Deducted Time**

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

*Approved August 25, 2014*

### **232.3 No Call / No Show**

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

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

*Approved October 23, 2017*

## **232.4 Step Discipline for Unscheduled Absence and Tardiness**

### **STEP DISCIPLINE FOR UNSCHEDULED ABSENCE AND TARDINESS**

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

*Approved October 23, 2017*

## **233 EMERGENCY CLOSURE**

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

*Approved August 25, 2014*

### **233.1 Emergency Scheduling**

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

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

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

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

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

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

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

- a. If operations are officially closed by 6 a.m. due to emergency conditions: Non-exempt employees scheduled to work will be paid their regular rate of pay and designate scheduled work hours as "credited" time. This credited time shall not constitute overtime or special pay and shall not be used for purposes of calculations related to overtime pay.
- b. If a non-weather related emergency closure continues to subsequent days:
  - i. Non-exempt employees' time off from work will be unpaid.
  - ii. With Manager approval, non-exempt, ~~non-union-eligible~~ employees may use available accrued PTO time to be paid for any non-worked but regularly scheduled hours of the closure at their regular rate of pay.
- c. Staff working on days when operations are officially closed: Non-exempt staff required to work during an emergency closure will be paid time and a half for their scheduled hours worked during the emergency closure period.
- d. When due to severe weather conditions some, but not all, library locations are closed: Non-exempt staff who are scheduled and work at the location(s) which are open will be paid time and a half for their regularly scheduled hours. If the location is closed before the end of the regularly scheduled day, those hours scheduled but not worked shall be paid at their regular rate of pay and designated as "credited" time. This credit time shall not constitute overtime or special pay and shall not be used for purposes of calculations related to overtime pay.
- e. Non-exempt employees scheduled to work at a location closed due to an emergency and reassigned to another location will be paid their regular rate of pay for their scheduled work time.
- f. In instances in which the Library is not closed but non-exempt, ~~non-union-eligible~~ employees determine that it is unsafe or they are otherwise unable to report for work due to severe weather or other emergency conditions, non-exempt, ~~non-union-eligible~~ employees will not be paid for the time off work but may be permitted to use accrued PTO with managerial approval. At the manager's discretion, non-exempt, ~~non-union-eligible~~ employees may be given the option of adjusting their schedules within the week to make up lost work time.

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

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

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

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

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

*Approved October 24, 2016*

## **234 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

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

*Approved October 23, 2017*

### **234.1 Eligibility**

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

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

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

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

Approved August 24, 2014

### **234.2 Intermittent Leave**

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

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

Approved August 25, 2014

### **234.3 Use of Accrued PTO or Vacation Time**

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

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

Approved October 23, 2017

### **234.4 12-Month Period**

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

Approved August 25, 2014

### **234.5 Serious Health Condition**

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

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

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

*Approved August 25, 2014*

#### **234.6 Maintenance of Health Benefits**

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

*Approved August 25, 2014*

#### **234.7 Job Restoration**

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

*Approved August 25, 2014*

#### **234.8 Notice and Certification**

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

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

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

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

*Approved August 25, 2014*

## **235 BEREAVEMENT LEAVE**

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

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

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

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

*Approved October 24, 2016*

### **235.1 Immediate Family**

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

*Approved September 28, 2015*

### **235.2 Domestic Partners**

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

*Approved August 25, 2014*

### **235.3 Other Relatives**

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

*Approved August 25, 2014*

## **235.4 Professional Associates**

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

*Approved August 25, 2014*

## **235.5 Personal Friends**

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

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

*Approved October 24, 2016*

## **235.6 Restrictions**

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

*Approved August 25, 2014*

## **235.7 Death in Immediate Family During PTO Annual Leave**

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

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

*Approved October 24, 2016*

## **236A-PAID TIME OFF (PTO) POLICY**

### **236A.1 Definition**

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

*Approved October 23, 2017*

### **236A.2 Purpose**

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

*Approved October 23, 2017*

### **236A.3 Eligibility and Availability**

Upon hire or transfer into a benefit eligible position, ~~non-union eligible~~ employees are advanced PTO in an amount based on the number of hours they are scheduled to work per week. PTO does not begin to accrue

until the ~~non-union eligible~~ employee has worked a sufficient number of hours to “repay” the PTO advance. ~~Non-union eligible~~ Employees who are not benefit eligible are not eligible to accrue PTO.

Approved October 23, 2017

#### **236A.4 Notice and Scheduling**

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

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

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

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

Approved October 23, 2017

#### **236A.5 Balance Cap (*Maximum Carryover*)**

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

Approved October 23, 2017

#### **236A.6 Employee Management of PTO**

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

Approved October 23, 2017

#### **236A.7 Separation of Employment**

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

Approved October 23, 2017

#### **236A.8 Accrual Rates**

The amount of PTO earned depends on length of continuous service in a benefits eligible position. ~~Non-union eligible~~ Employees who leave employment and are rehired into an eligible position will accrue at the rate for a new hire. Accrual of PTO time is determined by multiplying the number of regular hours paid by the appropriate per hour earning rate. Regular hours paid include PTO, credited time and holiday time.

## PTO Accrual Table

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

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

*Approved October 23, 2017*

### **236A.9 Rollover of Annual Leave Time**

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

*Approved October 23, 2017*

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

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

*Approved October 23, 2017*

## **236A.11 Access to Individual CAT Account**

To use CAT Account time:

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

*Approved November 27, 2017*

## **236B ANNUAL LEAVE (VACATION)**

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

*Approved October 24, 2016*

### **236B.1 Annual Leave Accrual**

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

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

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

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

<b>Pay Range</b>	<b>Earned Per Hour</b>
1-4	.0385
5-8	.0577
9-16	.0770

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

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

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

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

*Approved October 23, 2017*

#### **236B.2 Longevity Allowance**

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

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

*Approved October 23, 2017*

#### **236B.3 Earned Annual Leave Maximum**

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

*Approved October 23, 2017*

#### **236B.4 Earned Annual Leave at Termination of Employment**

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

*Approved October 23, 2017*

#### **236B.5 Change to a Non-Benefitted Job Status**

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

*Approved October 23, 2017*

## **236B.6 Re-hired Employees**

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

*Approved October 23, 2017*

## **237A ILLNESS (NON-UNION ELIGIBLE EMPLOYEES)**

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

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

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

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

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

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

*Approved October 24, 2016*

## **237B SICK LEAVE FOR UNION ELIGIBLE EMPLOYEES**

### **237B.1 Accrual of Sick Leave**

Upon hire, regular, full time, benefit eligible, union eligible employees will accrue sick leave at a rate of 3.08 hours per pay period and regular, part time benefit eligible, union eligible employees will accrue sick leave at a prorated amount based on the 3.08 hours per pay and their hours worked (for example, a part time

employee who regularly is scheduled and works 20 hours per week will accrue sick leave at a rate of 1.54 hours per pay period). Earned sick leave not used may be accumulated on an unlimited basis. A union-eligible employee may use accrued, unused sick leave for their own illness or to care for an immediate family member or domestic partner. An immediate family member is defined as spouse, child or parent.

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

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

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

*Approved October 23, 2017*

#### **237B.2 Verification and Other Uses of Sick Leave**

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

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

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

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

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

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

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

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

*Approved October 23, 2017*

#### **237B.3 Advancement of Sick Leave**

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

*Approved October 23, 2017*

### **238 PERSONAL LEAVE OF ABSENCE**

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

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

*Approved October 24, 2016*

## **239 CIVIC DUTIES POLICY**

### **239.1 Voting**

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

*Approved August 25, 2014*

### **239.2 Running for Elected Office**

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

*Approved August 25, 2014*

### **239.3 Political Activity**

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

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

*Approved October 24, 2016*

### **239.4 Legal Witness**

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

*Approved August 25, 2014*

### **239.5 Jury Duty**

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

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

*Approved August 25, 2014*

## **239.6 Selective Service**

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

*Approved August 25, 2014*

## **239.7 Uniformed Services Employment and Reemployment Rights Act**

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

*Approved August 25, 2014*

## **239.8 Armed Forces Reserve**

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

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

*Approved August 25, 2014*

# **SECTION 240 – 250: COMPENSATION POLICIES**

## **241 IMCPL COMPENSATION PHILOSOPHY**

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

*Approved August 25, 2014*

## **242 COMPENSATION**

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

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

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

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

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

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

*Approved August 25, 2014*

## **243 EMPLOYMENT STATUS**

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

### **243.1 Full-time**

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

*Approved August 25, 2014*

### **243.2 Part-time**

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

*Approved August 25, 2014*

### **243.3 Substitute Employees and Pages**

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

*Approved October 23, 2017*

#### **243.4 Temporary Employees**

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

*Approved August 25, 2014*

#### **243.5 Retired Staff Members**

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

*Approved August 25, 2014*

#### **243.6 Exempt and Non-Exempt Employees**

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

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

*Approved August 25, 2014*

#### **243.7 Benefit Eligibility**

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

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

*Approved October 24, 2016*

#### **243.8 Job Classifications**

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

*Approved August 25, 2014*

## **244 POSITION RECLASSIFICATION**

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

*Approved August 25, 2014*

### **244.1 Salary Adjustment**

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

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

*Approved August 25, 2014*

### **244.2 Position Qualifications**

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

*Approved August 25, 2014*

## **245 WORKWEEK**

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

*Approved October 24, 2016*

## **246 WORK SCHEDULES**

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

*Approved August 25, 2014*

### **246.1 Full-Time Equivalency**

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

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

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

Approved August 25, 2014

## 247 LUNCH AND BREAKS

### 247.1 Evening Schedule

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

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

Approved October 24, 2016

### 247.2 Lunch Period

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

Approved August 25, 2014

### 247.3 Work Breaks

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

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

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

*Approved October 23, 2017*

## **248 TIMEKEEPING REQUIREMENTS**

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

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

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

*Approved August 25, 2014*

### **248.1 Alternate Clock-In**

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

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

*Approved August 25, 2014*

## **249 WORKING OFF THE CLOCK**

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

*Approved August 25, 2014*

## **250 HOLIDAY PAY**

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

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

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

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

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

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

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

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

*Approved October 24, 2016*

## **251 PREMIUM PAY**

### **251.1 Overtime**

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

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

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

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

*Approved October 24, 2016*

### **251.2 Holiday Time**

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

*Approved August 25, 2014*

### **251.3 Limitation on Overtime Pay**

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

*Approved August 25, 2014*

### **251.4 Shift Differential**

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

*Approved November 16, 2015*

## **251.5 Person-in-Charge Pay**

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

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

*Approved November 16, 2015*

## **251.6 Split Work Day**

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

*Approved November 16, 2015*

## **252 ON-CALL**

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

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

*Approved August 25, 2014*

## **253 PAYDAY**

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

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

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

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

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

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

*Approved October 24, 2016*

## **254 RED-CIRCLING**

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

*Approved August 25, 2014*

## **SECTION 260: HIRING, PROMOTION, DEMOTION AND TRANSER POLICIES**

### **261 RECRUITMENT**

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

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

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

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

*Approved October 23, 2017*

### **261.1 New Hire Orientation**

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

*Approved August 25, 2014*

### **262 NEW HIRE PROBATIONARY PERIOD**

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

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

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

*Approved August 25, 2014*

## **262.1 Feedback and Counseling Procedure**

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

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

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

*Approved August 25, 2014*

## **262.1 Library Card in Good Standing**

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

*Approved August 25, 2014*

## **263 HIRING AND SCHEDULING WORK HOURS OF MINORS**

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

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

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

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

*Approved August 25, 2014*

## **264 VACANT (OPEN) POSITIONS**

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

*Approved August 25, 2014*

## **265 TRANSFER/PROMOTION/DEMOTION**

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

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

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

*Approved August 25, 2014*

### **265.1 Temporary/Interim Assignments**

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

*Approved August 25, 2014*

## **266 INTERVIEW AND MOVING EXPENSES**

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

*Approved August 25, 2014*

## **267 NEPOTISM**

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

*Approved August 25, 2014*

## **268 PERSONNEL RECORDS**

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

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

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

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

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

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

*Approved August 25, 2014*

### **268.1 Furnishing Information to Third Parties**

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

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

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

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

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

*Approved August 25, 2014*

### **268.2 Credit or Employment Verification**

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

*Approved August 25, 2014*

### **268.3 Personal Reference**

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

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

*Approved August 25, 2014*

## **269 REAPPOINTMENT**

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

*Approved August 25, 2014*

## **SECTION 270: PERFORMANCE MANAGEMENT AND TERMINATION OF EMPLOYMENT POLICIES**

### **271 PERFORMANCE MANAGEMENT**

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

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

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

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

*Approved October 24, 2016*

#### **271.1 Pay For Performance**

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

*Approved August 25, 2014*

#### **271.2 Employee Acknowledgment**

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

*Approved August 25, 2014*

#### **271.3 Employee Response**

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

*Approved August 25, 2014*

## **272 VOLUNTARY AND INVOLUNTARY TERMINATION OF EMPLOYMENT POLICY**

### **272.1 Voluntary Termination**

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

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

*Approved August 25, 2014*

### **272.2 Involuntary Termination**

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

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

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

*Approved October 24, 2016*

### **272.3 Retirement**

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

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

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

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

*Approved November 27, 2017*

### **272.4 Return of Library Property**

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

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

*Approved August 25, 2014*

### **272.5 Exit Interview**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

## **273 EMPLOYMENT REFERENCE REQUEST**

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

*Approved August 25, 2014*

## **274 PROGRESSIVE DISCIPLINE**

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

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

*Approved October 24, 2016*

### **274.1 Progressive Discipline for Same or Related Issues**

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

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

#### **IMPLEMENTATION OF STEP 4:**

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

*Approved October 23, 2017*

## **275 REDUCTION-IN-FORCE**

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

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

*Approved August 25, 2014*

## **SECTION 280: EMPLOYEE BENEFITS POLICIES**

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

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

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

*Approved August 25, 2014*

## **281 HEALTH INSURANCE**

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

*Approved November 16, 2015*

## **282 GROUP LIFE INSURANCE**

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

*Approved August 25, 2014*

## **283 EMPLOYEE ASSISTANCE PROGRAM**

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

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

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

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

*Approved August 25, 2014*

## **284 INJURY LEAVE**

### **284.1 Injury on the Job (Worker's Compensation)**

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

*Approved August 25, 2014*

### **284.2 Injury Off the Job**

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

*Approved August 25, 2014*

## **285 DISABILITY INSURANCE**

### **285.1 Short Term Disability**

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

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

*Approved October 24, 2016*

### **285.2 Long Term Disability**

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

*Approved August 25, 2014*

## **286 PUBLIC EMPLOYEES RETIREMENT FUND (PERF)**

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

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

*Approved October 24, 2016*

## **287 DOMESTIC PARTNERS POLICY**

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

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

*Approved August 25, 2014*

### **287.1 Basic Living Expenses**

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

*Approved August 25, 2014*

### **287.2 Declaration of Domestic Partnership**

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

#### **1. Domestic Partners**

Two adults who meet the following requirements:

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

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

**2. Domestic Partnership**

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

**3. Share a Primary Residence**

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

**4. Establishing a Domestic Partnership**

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

**5. Benefits**

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

**6. Termination of a Domestic Partnership**

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

## **7. Tax Liability**

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

*Approved August 25, 2014*

# **288 LEAVE DONATION PROGRAM**

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

## **288.1 Employees Eligible to Donate Leave**

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

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

## **288.2 Employees Qualified to Receive Leave**

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

## **288.3 Medical Emergency**

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

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

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

#### **288.4 Requirements for Leave**

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

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

#### **288.5 Procedure**

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

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

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

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

*Approved October 23, 2017*

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

### **290 CELL PHONES**

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

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

*Approved August 25, 2014*

#### **290.1 Criteria**

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

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

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

*Approved August 25, 2014*

## **290.2 Care and Use of Library-Owned Cellular Devices**

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

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

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

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

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

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

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

*Approved August 25, 2014*

## **290.3 Cell Phone Reimbursement Amount**

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

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

Monthly reimbursements based on service levels are as follows:

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

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

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

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

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

*Approved August 25, 2014*

## **291 CELL PHONE USE WHILE DRIVING**

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

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

*Approved August 25, 2014*

## **292 TELECOMMUNICATIONS**

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

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

*Approved August 25, 2014*

### **292.1 Computer Use and Network Security**

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

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

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

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

*Approved October 23, 2017*

### **292.2 Copyright Materials**

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

*Approved August 25, 2014*

### **292.3 Use of Library Email Accounts**

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

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

*Approved October 23, 2017*

#### **292.4 Personal Use of Information and Communications Systems**

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

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

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

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

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

*Approved October 23, 2017*

#### **293 WORKPLACE MONITORING POLICY**

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

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

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

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

*Approved October 23, 2017*

## **SECTION 300: SAFETY AND HEALTH POLICIES**

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

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

*Approved August 25, 2014*

### **301 EQUIPMENT**

#### **301.1 Personal Protective Equipment**

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

*Approved August 25, 2014*

#### **301.2 Use of Library Equipment and Vehicles**

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

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

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

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

passengers or a Library vehicle other than a passenger car.

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

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

*Approved October 23, 2017*

### **301.3 Miscellaneous Equipment**

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

#### Other Items

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

*Approved August 25, 2014*

## **302 WORKING ALONE**

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

*Approved October 23, 2017*

## **303 ON-THE-JOB ACCIDENT**

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

*Approved August 25, 2014*

## **304 SAFETY RULES**

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

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

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

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

*Approved August 25, 2014*

## **305 FIREARMS**

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

*Approved August 25, 2014*

## **306 WORKPLACE VIOLENCE**

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

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

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

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

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

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

*Approved August 25, 2014*

## **307 SUBSTANCE ABUSE**

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

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

### **1. Policy Requirements**

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

**2. Testing and Treatment**

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

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

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

- e. All test results, assistance requests, and treatment records will be maintained in a separate confidential file, disclosed only to those having a legitimate need to know such information.
3. **Disciplinary Action**
- a. Depending upon the seriousness of the offense, any violation of the requirements of the Substance Abuse Policy will result in discipline up to and including termination, even for a first offense.
  - b. The failure or refusal to complete the necessary paperwork, submit to a drug or alcohol test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.
  - c. All performance shortcomings, prohibited conduct, or attendance problems resulting from any drug or alcohol use will result in discipline pursuant to the Library's normal policies.

4. **Report of Convictions**

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

*Approved October 23, 2017*

## **SECTION 310: LIBRARY INTEGRITY**

### **311 BUSINESS ETHICS AND CONDUCT**

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

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

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

*Approved August 25, 2014*

#### **311.1 Loyalty**

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

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

*Approved August 25, 2014*

### **311.2 Conduct While on Duty**

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

*Approved August 25, 2014*

### **311.3 Solicitation**

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

*Approved August 25, 2014*

### **311.4 Telephone**

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

*Approved August 25, 2014*

### **311.5 Visitors**

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

*Approved August 25, 2014*

### **311.6 Loans**

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

*Approved August 25, 2014*

### **311.7 Personal Service Fees**

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

*Approved August 25, 2014*



## Board Briefing Report

8a

To:

**IndyPL Board  
Facilities Committee**

Meeting Date:

**May 21, 2018**

From:

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

Subject:

**Michigan Road Branch Construction Progress**

### **Construction Progress for April 2018**

Erection of the structural steel frame has been completed and the building shape is clear.



Project Site on May 8, 2018 View from the southwest showing the form of the building and the metal stud framing of south exterior wall.

## Facilities Briefing Report

To: Facilities Committee, Item 8a  
From: Sharon Smith, Facilities Director  
Re: Michigan Road Branch Construction Progress  
Date: May 21, 2018



Project Site on May 3, 2018 with the completed wood roof deck for the Concourse.

### Construction Schedule Update

Complete Roof	June 1, 2018
Complete Interior Framing	June 8, 2018
Complete Exterior Masonry	June 29, 2018
Substantial Completion	October 24, 2018

### Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)

Furniture Budget	\$224,000
Construction Contingency	\$589,000
<u>Expenses to Contingency</u>	<u>\$160,952</u> Unsuitable soils
Remaining Contingency	\$428,047
Percent Remaining Contingency	73%



## Board Briefing Report

8b

**To:** IndyPL Board  
Facilities Committee                    **Meeting Date:** May 21, 2018

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

**Subject:** Eagle Branch Construction Progress

### Construction Progress for April 2018

The site has been cleared and the building pad is under construction. As anticipated, unsuitable soils were found on the east side, and the allowance in the contract is being allocated for remedial action.



Project Site on May 3, 2018 View from the west showing the building pad.

## Facilities Briefing Report

To: Facilities Committee, Item 8b  
From: Sharon Smith, Facilities Director  
Re: Eagle Branch Construction Progress  
Date: May 21, 2018



Project Site on May 3, 2018 looking north east showing the new access drive.

### Construction Schedule Update

Complete Footings	June 28, 2018
Complete Structural Steel	July 18, 2018
Complete Interior Framing	August 27, 2018
Complete Exterior Masonry	September 5, 2018
Substantial Completion	March 15, 2019

### Summary Construction Budget Update

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

Furniture Budget	\$340,000
Construction Contingency	\$570,600
<u>Expenses to Contingency</u>	<u>\$18,310</u> Increase transparency per Planning Office
Remaining Contingency	\$552,289
Percent Remaining Contingency	97%



# Board Briefing Report

8c

**To:** **IndyPL Board**  
**Facilities Committee**      **Meeting Date:** **May 21, 2018**

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

**Subject:** **Facilities Briefing Report for**  
**Scheduled June 2018 Board Action Item**

## **Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project**

The Brightwood 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.

The architect for the Project is AXIS Architecture + Interiors.

Public Notice to prospective bidders will be advertised 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 these 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.

**Facilities Briefing Report**

To: Facilities Committee, Item 8c  
From: Sharon Smith, Facilities Director  
RE: June Action Item – Authorize Bidding of the Brightwood Branch Project  
Date: May 21, 2018

Bidding documents are scheduled to be complete in August 2018. Bids will be due in time for evaluation prior to presentation at the September 11, 2018 Board Facilities Committee Meeting.

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

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

The building and site construction budget is \$3,950,000, and will be funded by the Series 2017A Bond Fund (Fund 477.)

The Library shall award the Contract to the lowest, responsive, and responsible bidder pursuant to IC § 36-1-12.



## Board Briefing Report

8d

**To:** IndyPL Board  
Facilities Committee                    **Meeting Date:** May 21, 2018

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

**Subject:** Facilities Briefing Report for  
Scheduled June 2018 Board Action Item

### Approval to Award Fixtures, Furniture, and Equipment Services Contracts for the Michigan Road Branch Project

The Invitation to Quote will have five (5) separate quote components for the Services. Items to be procured for the Project include library display shelving and miscellaneous library equipment; computer tables, study tables and chairs; lounge seating and Marketplace furniture; Children's Room furniture; and office furniture.

The Services will be quoted using the Public Works Statute IC § 36-1-12. The Scope of Work and specifications were developed by with architect, krM Architecture+, working closely with IndyPL Branch and Facilities Staff.

A copy of the Notice will be e-mailed to these 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.

**Facilities Briefing Report**

To: Facilities Committee, Item 8d  
From: Sharon Smith, Facilities Director  
RE: June Action Item – Approval to Award Fixtures, Furniture, and Equipment Services Contracts for the Michigan Road Branch Project  
Date: May 21, 2018

The Initiation to Quote was issued on May 9, 2018. A Pre-quote Conference is scheduled for May 21, 2018. Sealed Quotes are due on May 30, 2018, allowing time for evaluation prior to presentation at the June 12, 2018 Board Facilities Committee Meeting.

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 notify Vendors capable of providing the required services.

The five (5) separate quotes are organized by manufacturer:

- Library equipment is estimated to be more than \$50,000 and less than \$100,000.
- Direct KI furniture is estimated to be more than \$50,000 and less than \$100,000.
- Open line furniture is estimated to be more than \$50,000 and less than \$100,000.
- Direct Herman Miller is estimated to be more than \$50,000 and less than \$100,000.
- Direct Steelcase furniture is estimated to be more than \$15,000 and less than \$25,000.

The total budget for the work is \$224,000, and will be funded by the Series 2017A Bond Fund (Fund 477.)

IndyPL shall award the Projects to the lowest, responsible, and responsive Quoter pursuant to IC § 36-1-12-5.



## Board Briefing Report

8e

To: **IndyPL Board  
Facilities Committee**      Meeting Date: **May 21, 2018**

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

Subject: **Facilities Briefing Report for  
Scheduled June 2018 Board Action Item**

### **Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project**

As part of the 2018 Facilities Plan, funds were allocated for replacement of the Nora Branch exterior soffit and fascia panels. The existing panels were installed in 1971 are past their useful life. The existing panels contain asbestos which will require removal and disposal under a separate contract with a certified abatement contractor.



View of the Nora Branch from Guilford Avenue – Existing Condition

## Facilities Briefing Report

To: Facilities Committee, Item 8  
From: Sharon Smith, Facilities Director  
RE: June Action Item – Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project  
Date: May 21, 2018

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

The Scope of Work was developed by the design team at Architects Forum, Indianapolis, IN, working with IndyPL Facilities Staff.

The Project requires compliance with Requirements for Contractors on Public Works Projects including E-Verify.

Public Notice to prospective bidders will be advertised 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 notify Vendors capable of providing the required services.

Copies of the Notice will be e-mailed to these 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 bids will be received in time for evaluation prior to presentation at the June 12, 2018 Board Facilities Committee Meeting.

The Project is estimated to be more than \$150,000 and less than \$200,000.

The work will be funded by the Library Improvement Reserve Fund (LIRF 471.)

IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.



# Board Briefing Report

9

**To:**

IndyPL Board

**Meeting Date:** 5/21/18

**From:**

The Indianapolis Public Library Foundation

**Subject:**

May 2018 Update

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

## News:

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

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

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

The Library Foundation thanks 97 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank them, the Library Foundation would be grateful.

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

This month, 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
- On the Road to Reading
- Herbert Simon Early Literacy Specialist
- Animal Programs
- Pop-up Literacy Center (E38)
- Welcome Baby Bag (SOU)

### **Cultural Programs**

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

### **Collections and Technology**

- General Digitization
- Lilly City Digitization

### **Lifelong Learning**

- The Job Centers

### **Capital Projects**

- Aquarium Maintenance (E38)
- Aquarium (PIK)

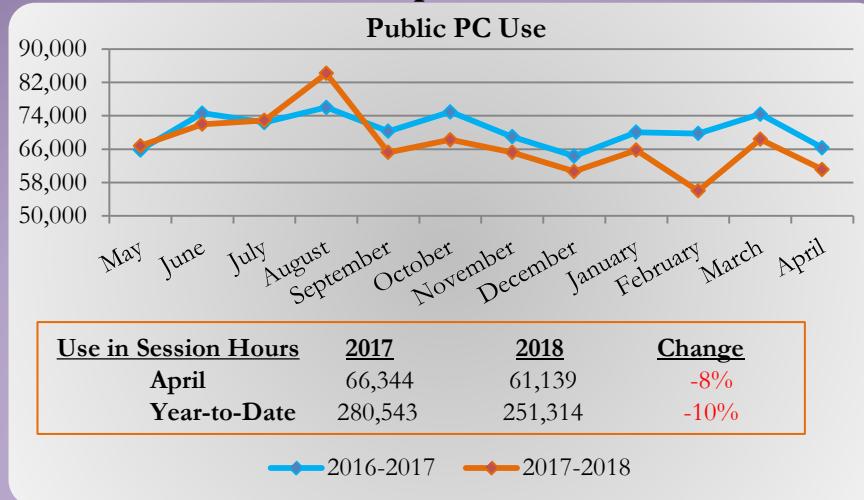
# Performance Dashboard

Strategic Goal 1

Individual  
April 2018

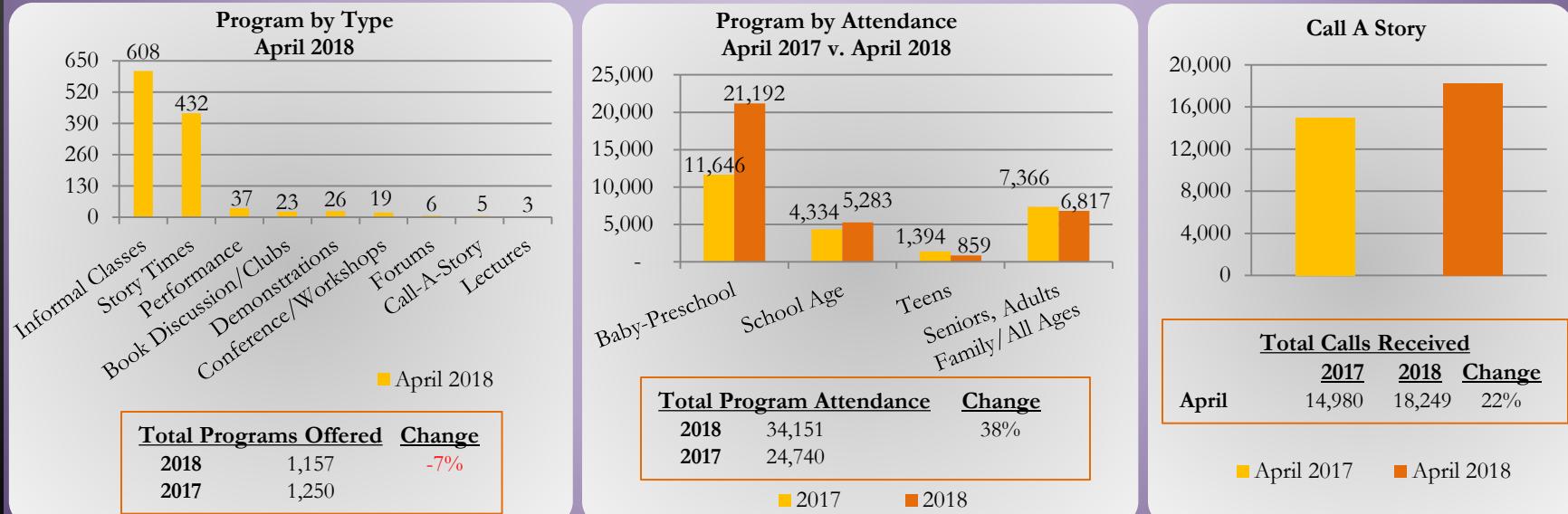
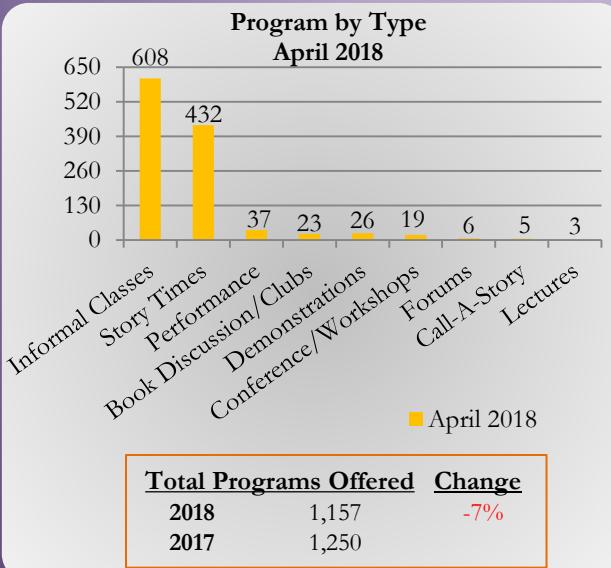
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## Computer Use

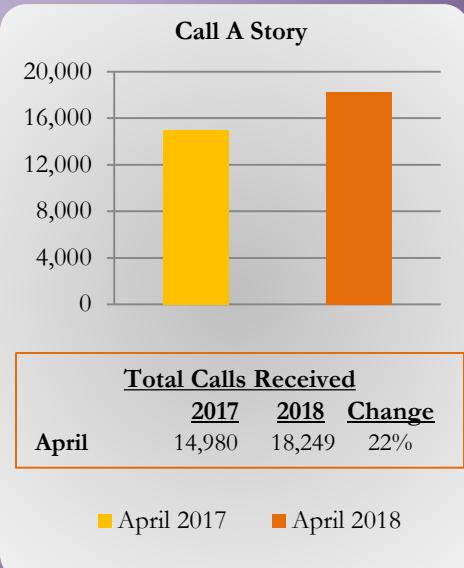


Use in Session Hours	2017	2018	Change
April	66,344	61,139	-8%
Year-to-Date	280,543	251,314	-10%

## Programs



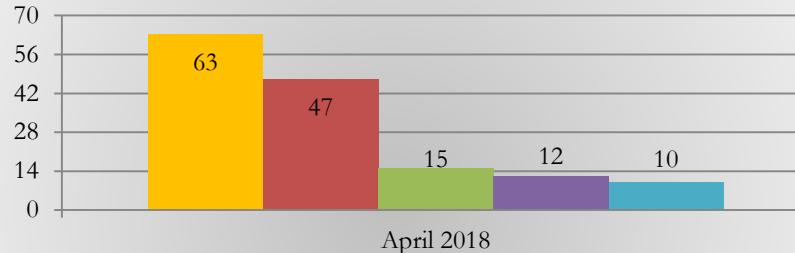
## Call A Story



# Performance Dashboard

## Community Contacts

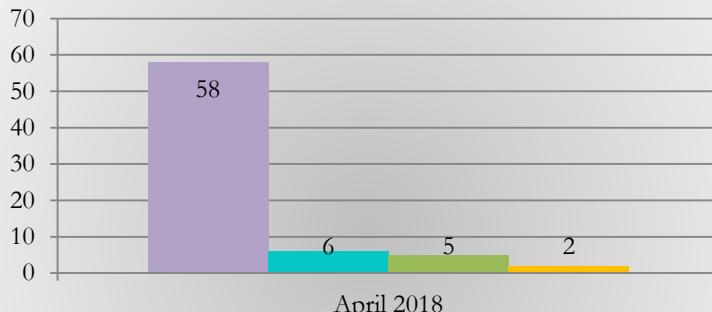
Type of Contact



Total Contacts Made	2017	2018	Change
April	164	147	-10%

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

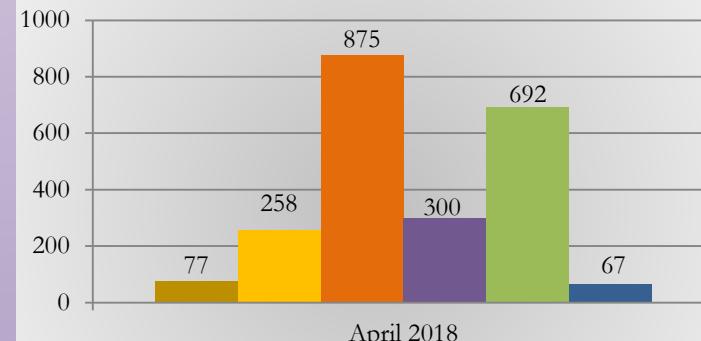
Promotions



Total Promotions 71

- Promotional Events
- Exhibits
- Presentations
- Library Tours

Promotions Attendance



Total Promotions Attendance 2,269

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

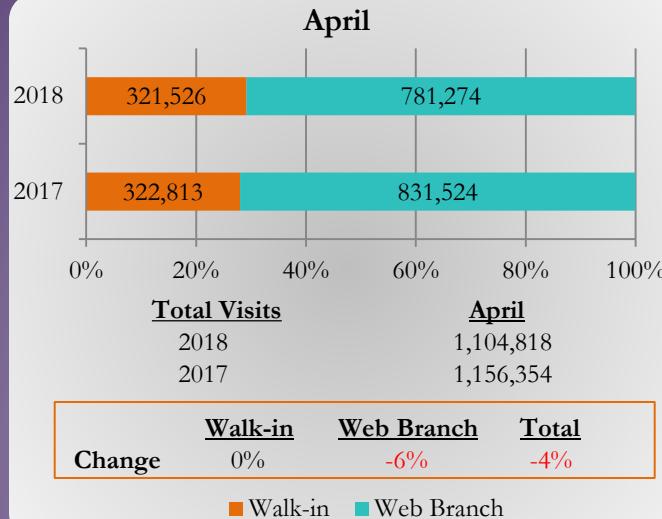
# Performance Dashboard



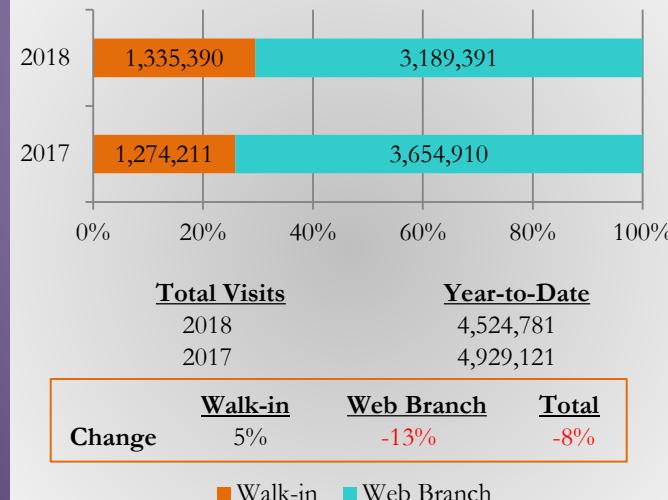
# Performance Dashboard

Strategic Goal 4  
Accessibility  
April 2018

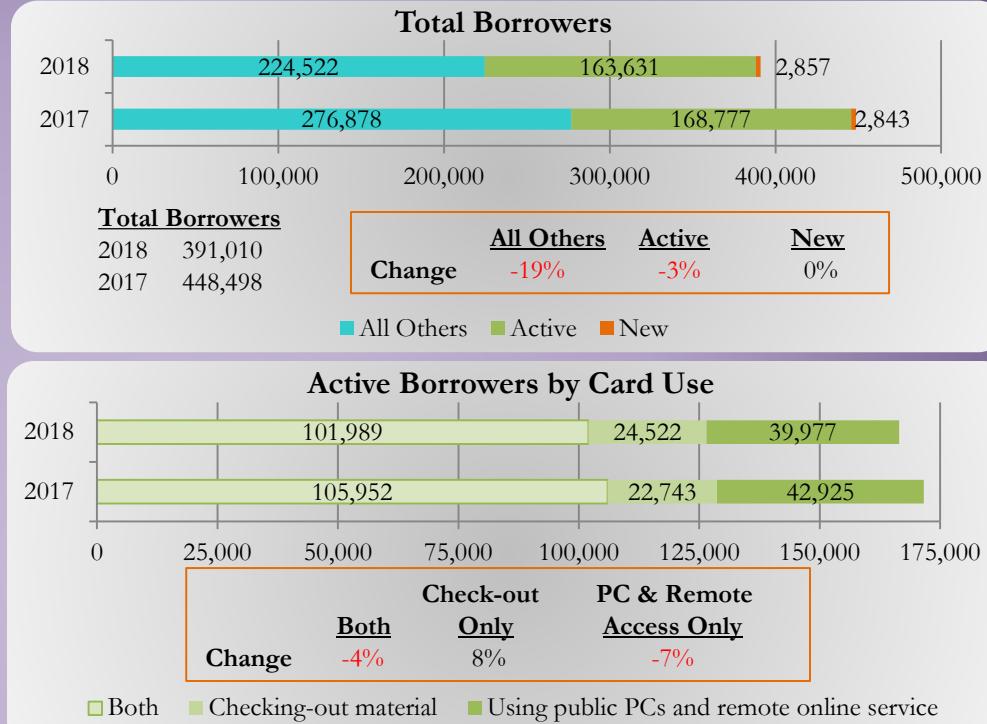
## Patron Visits



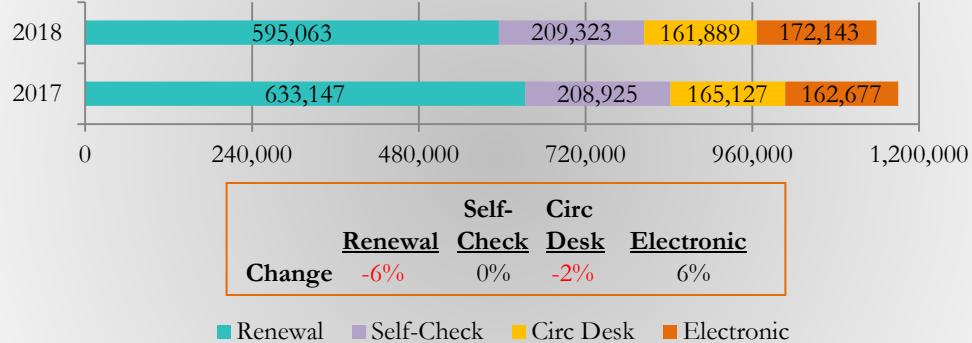
## Year to Date



## Library Card Use

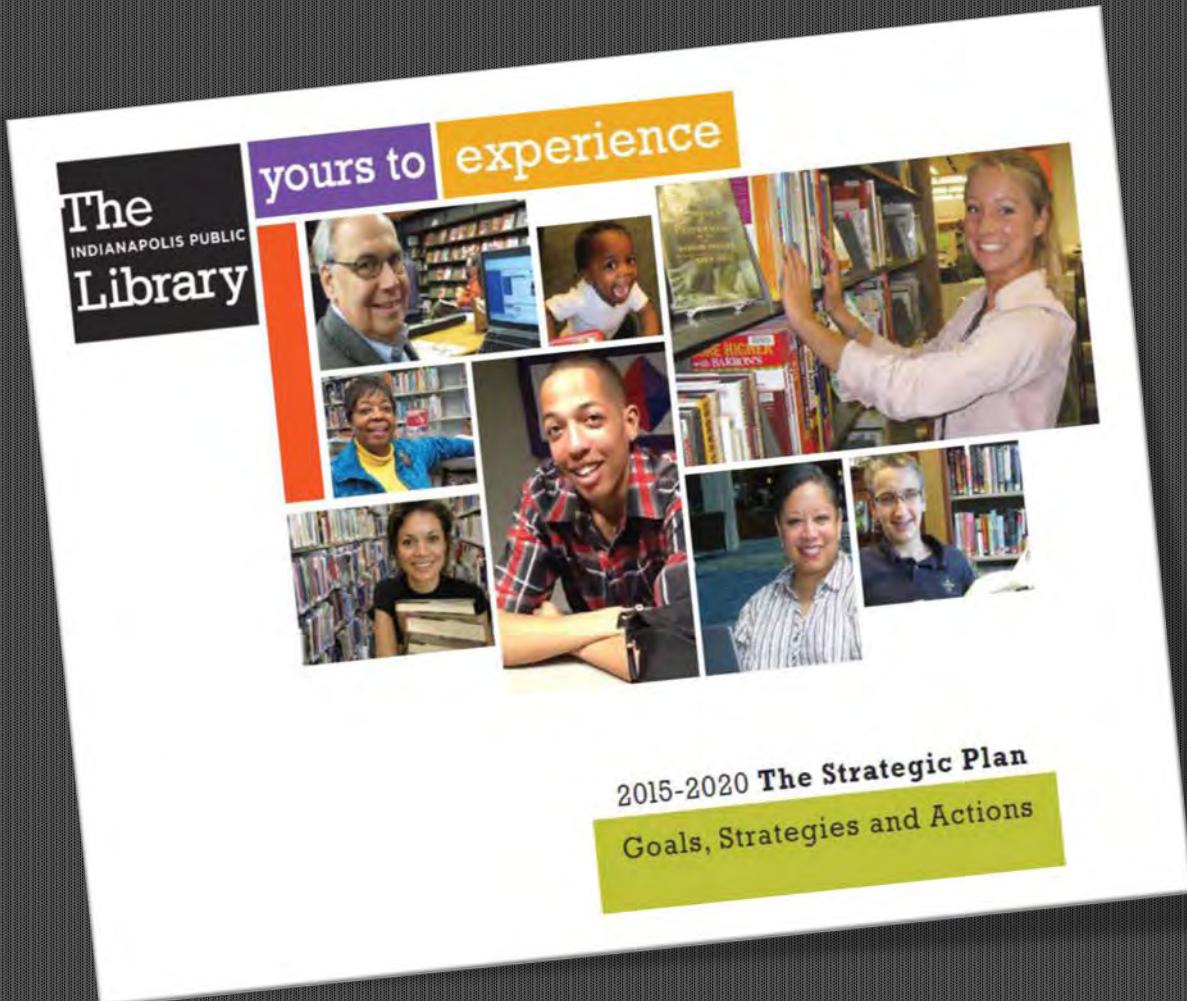


## Borrowing Methods



10b

2017  
STRATEGIC  
PLAN  
REPORT CARD



[WWW.INDYPL.ORG/STRATEGICPLAN](http://WWW.INDYPL.ORG/STRATEGICPLAN)

INTERNAL DOCUMENT

# STRATEGIC PLAN GOALS

**Goal 1** Enrich Indianapolis' desire for personal growth and learning

**Goal 2** Strengthen Indianapolis neighborhoods and businesses

**Goal 3** Act as agents of innovation

**Goal 4** Maximize accessibility to the Library and its services



# SCHOOL ADMINISTRATORS, FACULTY, AND HOMESCHOOLED ARE AWARE OF LIBRARY SERVICES

## 1-1 Lead institution for online databases

- Library databases had **348,719** sessions producing **755,147** searches in 2017.
- **574,861** articles were viewed and **6,416** lessons viewed from these sessions

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

- Over **220,000** flyers were printed and distributed to parents, educators and students in 2017 for a variety of library sponsored programs

## 1-3 Connect with homeschooled children

- Franklin Rd offered **13** programs, for 435 teens geared to STEM skills and popular fiction. **80%** learned new skills, **80%** had library cards, **30%** shared curriculum needs.. Cost: **30¢** per child
- Southport offered **4** database training sessions for **15** homeschooled teens. **27%** checked out materials. **100%** learned a new digital resource.

## 1-4 Support schools in their digital journey

- Garfield Park hosted **Awesome First Friday** where **10%** of attendees learned to search for items using Goodread, and Library Catalog. **30%** learned how to download & save Freegal music. **30%** learned about the Cloud.
- Infozone hosted digital activities for **Butler Lab** school agers. **100%** completed a lesson in coding. **93%** built robots using cubelets. **61%** completed a lesson in circuitry.
- The Learning Curve had **7,040** school children participate in **430** digital activities in 2017.

## 1-5 Offer teacher demos for online services

- Warren hosted a teacher informational open house. **Seven** teachers signed up for library cards, left with information about library resources. **One** teacher set-up programming for students. All filled out a survey. **\$106.71** per participant. Low attendance due to conflict with Back to School at Warren schools.

# PROVIDE EARLY LEARNING EXPERIENCES

## 1-6 Introduce preschool children to technology & Literacy

- 4,800 story times were shared with 90,000 babies, toddlers, preschool, daycares. This is comparable to 2016.
- 11 system-wide packaged programs presented 243 times attracted 4,516 preschool children with the goal to prepare children for kindergarten.
- The Learning Curve 5,586 preschool children participated in literacy activities. 1,094 children experienced digital activities in 2017.

## 1-7 Offer barrier-free access to Library materials for preschool children

- Itty Bitty bookmobiles made 1,071 stops at day cares reaching 14,175 children. 28% fewer stops and a decrease of 10% of children reached from 2016
- Over 200,000 **Bunny Book Bags** circulated throughout the Library system in 2017 providing barrier free books to area children. That's over 1 million baby books and 2.5 million picture books!

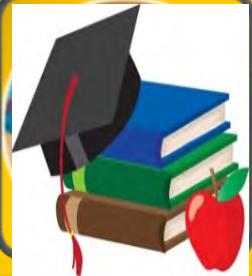
## 1-8 Support quality improvement efforts of local childcare providers

- Garfield Park Branch presented 133 story times to 1,282 **Head Start** area children. Teachers reported using the techniques introduced at story times by Library staff.
- The **United Way Paths to Quality** Program offers an **Early Readers Club**. Library Itty Bitty Bookmobiles deliver these free books to keep for 93 daycares each month. Over 4,951 children receive books and are able to build home libraries as a result.
- Early Childhood Professional Development workshops were offered 4 times to 610 day care providers. 91% were on the *Paths to Quality* initiative. 99% said they learned a new skill. Cost per participant \$34.59
- Pike Branch presented 69 classroom visits to 933 pre-school children. 30% of the teachers had a library card. 10% of the classrooms visited planned to visit the Library.
- Together, Lawrence, Glendale and Warren branches offered 383 outreach story times to 6,754 children. Children and teachers learned early literacy skills and resource kits were left at schools.

## 1-9 Target early learning resources to caregivers and parents

- A **Reach Out and Read In** event at Central Library attracted 875 people...many families. 47% completed the reading log and 98 people showed their library card while 28 families applied for one. 100% participated in at least one activity. 70% of the first hour sample size said it was their first time at Central Library. Cost per participant \$15.31
- **1,000 Books by Kindergarten** program had 2,253 participants at a cost of \$6.27 each. 82% finished 1,000 books. 82% believe their child is ready for kindergarten.

# JOIN COMMUNITY EFFORTS TO CLOSE EDUCATIONAL ACHIEVEMENT GAPS



## 1-10 Promote Library resources that support completion of high school equivalency certification

- W. Indy branch partnered with Mary Rigg Neighborhood Center to provide library cards and study materials for their school equivalency certification.



## 1-11 Create curriculum based content for library visits

- The Learning Curve at Central engaged 21,101 people in 2,869 programs. 57% of the attendees participated in digital activities.
- 188 After School Explorers at the infozone learned simple code, built a robot, learned simple circuitry and registered for library cards . 100% of the attendees participated in at least one activity.
- Partnering for Readers at the InfoZone introduced 2,566 children to literacy, (STEM) activities and encouraged teachers to check-out bunny book bags
- Summer Camp Digital Experience at the InfoZone helped 464 Horizons students complete a digital activity. 100% of StarPoint campers have library cards and 100% of them were exposed to at least one STEM technology. Ten campers with Library card debt signed up for Earn and Learn.

## 1-13 Be an active participant in educational enrichment activities at schools



- Nora Branch hosted a **Reading for Comprehension, Drawing for Conclusion** event at a Northview Middle School art class for 119 students. 5% of students came into the library and checked out materials and 67% attended the end of year art show.
- **World Language Book Giveaway** project provided books to 643 immigrant children. 50% indicated they did not have books at home and 60% did not have a Spanish/English dictionary. Cost per participant: \$4.67
- W. Indy branch provided activities at area schools to 431 students at a cost of \$4.72 per student.

# PROVIDE SUPPORT TO INDIANA TEACHERS



## 1-14 Establish partnership with institutions of higher education to improve access to information

- Central sponsored a **States of Incarceration Exhibit** where **498** IUPUI students attended the opening event.



## 1-15 Provide teachers with the resource assistance they need

- IndyPL reimbursed transportation costs of IPS and Township buses for classroom field trips to Central Library. **1,711** students visited on these buses and which was a **141%** from 2016. Cost per child **\$1.75**.

# BE A CULTURAL CENTER IN THE CITY

## 1-18 Serve as a catalyst for coordination of cultural initiatives

- 17 Classical Concerts attracted 1,406 people. 43% were return attendees and 93% had library cards. 74% the guests were over 50 years old. Cost per person: \$22.35
- 4 performances of Hometown Roots at Central were attended by 222 people. 90% of the evaluations were positive. Cost per participant: \$22.98
- College Branch hosted a Poetry Reading/Open Mic Night for 28 participants. 36% of the attendees shared their original poems. 33% were attending for the first time. Cost per participant: \$6.93
- Warren Branch held an International Film event to 38 participants. 74% indicated they had a better awareness of the foreign language collection after attending.

## 1-19 Develop programs that address a variety of literacies

- 54 Lego programs were offered at Lawrence, Decatur, Southport and Pike branches using building blocks to foster language skills and exploration. 1,151 children attended.
- 96 Gaming programs were offered at Warren, Decatur, Southport and Pike branches for 2,628 children.
- The Learning Curve at Central offered three shows of Hot Jazz for Cool Kids. 553 kids attended at a cost of \$7.82 per participant.
- Art workshops were hosted by E. 38<sup>th</sup> St where 144 youth ages 6-12 created at least three pieces of art. 100% of the participants sold their art. Cost: \$5.90 per person
- E. 38<sup>th</sup> St. formed a robotics team for 17 kids. 90% asked to drive a robot. \$29.41 per person.
- Irvington's Indy 500 films attracted 50 people. 80% of the attendees are library users.
- Southport offered Tot Art 16 times to 492 participants. 0% of participants were Chin-Burmese although they are drawing a more diverse population. Cost \$.44 per person
- Infozone offered a techZone Experience to 29 neighborhood kids. 79% of the attendees lived in the 46208/46305 neighborhood zip code.

# BE A CULTURAL CENTER IN THE CITY

## PART 2

### 1-20 Offer learning opportunities for seniors

- Eagle branch provided outreach to 167 seniors at 18 events. 75% took away information about library events and 35% learned about e-resources.
- Infozone branch offered a **Cookies, Coffee, & Conversation** program to 6 participants. 83% of the seniors used the digital collection. Five of these seniors viewed the digitized yearbook and 3 found pictures of themselves or their relatives.
- A Glendale volunteer presented 48 reading sessions to 960 seniors at Joy House in 2017.

### 1-21 Partner with churches and local organizations

- Garfield Park offered computer sessions for parents at School 34. 25% of the attendees learned to use the keyboard and perform a Google search. The program was canceled after two sessions based on lack of interest at School 34
- Haughville branch offered computer classes at Goodwill. 135 people became familiar with the Internet, email and resume writing at 22 sessions. Cost per participant: \$2.70
- Garfield Park hosted a book club for the Neighborhood Association. 73 people attended. 95% checked out the book club selections.

# DEVELOP A COMMUNITY OF READERS

## 1-22 Offer reading programs addressing a variety of literacies

- Ten branches offered book clubs in 2017. 709 people attended 98 sessions.
- Summer Reading Kickoff events were held at six branches. 929 people attended.
- Lawrence branch hosted a Travelogue series. 10 sessions were attended by 172 people. Cost per participant: \$3.13
- Animal programs and summer workshops were offered during the 2017 Summer Reading Program to draw children into the Library. 271 presentations attracted 13,468 children at a cost of \$4.00 per child.
- The Adult Summer Reading Program offered 23 programs for 319 people, at a cost of \$21.93 per person.
- E. 38<sup>th</sup> St presented a Northeast Corridor Community of Readers program to 359 people at a cost of \$3.29 per person.
- Pike Branch offered Family Storytime celebrations in the evening on 28 occasions for 338 people.

## 1-23 Provide engaging content and new formats which promote reading

- Pike hosted a Teen Mystery Program for 14 young people. 64% of the attendees were in the target audience of 12-17 year olds. Cost: \$9.78 per teen
- Six branches offered a Paws to Read programs where children read to dogs as a method for gaining reading confidence. 309 children participated.
- At the Eagle Branch Police officers served as reading role models for 27 children.
- E. 38<sup>th</sup> offered Little STEAM programs 110 times to 1,724 children. 95% of the attendees were from area daycares.
- A Story Walk was created in a low income neighborhood pocket park. 2 events were attended by 70 people which is an increase of 32% from 2016.
- Four Young Adult Author visits in 2017 attracted 738 people to attend...80% were teens, 25% of the audience purchased author books and 5% borrowed books on display. Cost per participant: \$12.54
- Bookin in the Beats programs at Central's Makerspace attracted 21 people. 100% of the attendees reported learning a new skill and 15% borrowed materials. Cost per participant \$42.85.

# DEVELOP A COMMUNITY OF READERS

## PART 2

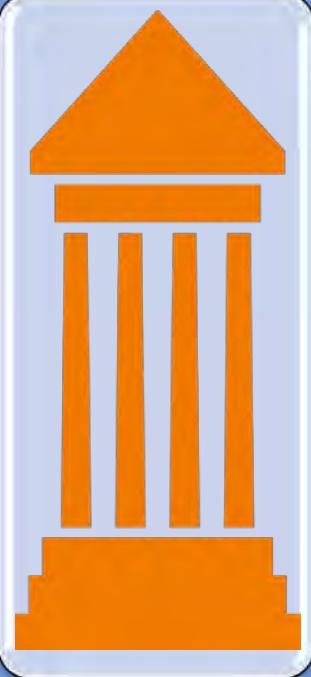
### 1-24 Provide personal attention to individual reading interests

- The Mayor's initiative, a city-wide holiday book exchange called **Jingle Books**, allowed families to give books as gifts to their children. **1,700** books were wrapped and distributed to the branches. This was an **18%** increase from 2016.
- The **98<sup>th</sup> Summer Reading Program** motivated **48,002** children to read in the summer of 2017.

### 1-25 Increase author visits to engage readers

- **Indy Author Fair** attracted **556** people. **90%** of the authors reported to have spoken to attendees and others to network. Cost per participant: **\$10.26**
- Garfield Park branch offered an **8** month **Readers Advisory** program to increase circulation of fiction materials. Although **207** bookmarks were taken **and 136** books checked out, circulation of adult fiction books and audio decreased by **31%**.
- College Branch led **10 Book Discussions** in 2017 with **45** people participating. **53%** checked out physical or eBooks to read and **40%** heard local authors speak. Cost: **\$11.13** per person.
- The 40<sup>th</sup> annual **Marion McFadden Memorial Lecture** featured adult author Junot Diaz speaking to a crowd of **676** people at Central Library. Cost per person **\$57.17**

# BE A WELCOMING ONE-STOP SOURCE FOR ONLINE GOVERNMENT RESOURCES



## 1-26 Provide staff training on new online government sites to be responsive to patron needs

The Human Resources department offered **12** training session to **30** staff members. Attendees increased their knowledge of government resources and participated in **Civic Engagement Roundtables** to connect with the community and their needs. Cost per participant **\$52.50**

# SUPPORT PATRON LEARNING ON THEIR DIGITAL JOURNEY

## 1-29 Increase computer classes



- 8 branches plus Central offered 1,159 computer classes to 7,755 people. Although we increased classes by 5%, attendance decreased by 11% from 2016.
- Classes included Microsoft Office training, Spanish language computer classes, Tips and Tricks for using tablets and digital labs for kids.
- Computer Assistance Go To Guides were created in 2017 to provide training resources for staff to use when developing computer class content. A n effectiveness survey revealed that 57% of respondents said they had downloaded resources at least 3 times in 2017. Value of the guides was rated as a 50 and ease of use a 70 on a 100 point scale.

## 1-30 Continue Tinker stations



- 59 Tinker Station sessions were offered with 571 people seeking assistance with personal devices. 30% decrease in the number of sessions and 64% decrease in the number of people served in 2017 from 2016. This is a result of selecting opportunities with larger audiences to get a “bigger bang for the buck.”

## 1-31 Provide data on adoption rates of new technology



- A report of internet adoption rates and technology was presented at the Library Board in March 2018.
- Lower income, less educated, and older U.S. adults are less likely to use the internet.
- Lower income adults are more likely to rely on their smartphones for internet access and not own computers or have broadband access at home.

# OFFER USEFUL RESOURCES FOR THE INDIANAPOLIS WORKFORCE



## 1-33 Provide resources to support employment

- Every public computer has websites bookmarked to assist patrons with employment issues.
- All staff are informed of local job fairs so they can alert their patrons.
- The Library offers free printing in the **Job Centers**
- E.38<sup>th</sup> St, Pike and Haughville branches offered **Job Search Workshops** in 2017. Adults completed resumes, conducted job searches and completed online job applications. **142** sessions helped **187** people prepare for employment.



## 1-34 Provide job and career databases

- Three databases are the primary resources used for career development : Testing & Education Reference Center , Universal Class and Career Transitions. **486** users accessed Career Transitions in 2017. **8,185** session logins and **8,154** video courses watched.
- All staff, including **Job Center** associates have been trained on these websites.



## 1-35 Offer skill building tutorials

- E.38<sup>th</sup> St branch offered an **Arduino Prototyping and Soldering** workshop to **23** people. **15** people successfully completed the tutorial exercises. Cost: **\$22.00** per person
- E.38<sup>th</sup> St branch offered a **CAD/CNC design workshop** for **16** people. **7** people completed the tutorial exercises. Cost: **\$31.25** per person.
- E.38<sup>th</sup> St branch offered a preparation class for **A+ Certification** for **32** people. **83%** attended all **three** sessions and **70%** used the online resources. Cost: **\$15.62** per person.
- Pike Branch offered a skill building class for **Raspberry Pi**. **8** people registered and **2** participated. Cost per person: **\$700.00**

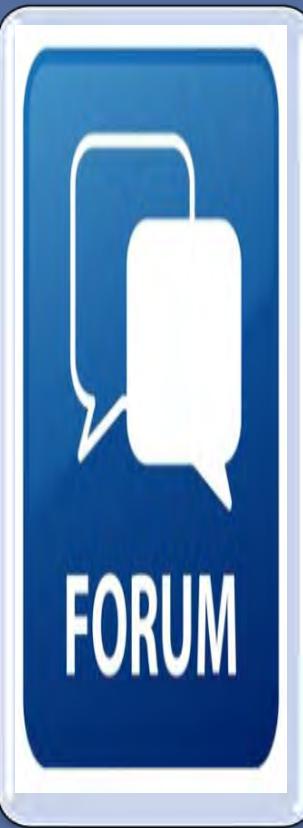
# CREATE A STRONG NETWORK OF SUPPORT FOR WORKERS



## 1-36 Adapt Job Centers to meet community needs

- Lawrence hosted a **mini Job Center** 38 times for 73 people in 2017. 77% of the patrons completed resumes, 44% learned how to navigate job hunting sites. 100% discovered Career Transitions database and 75% learned to scan and/or save files to USB for upload. Cost per participant \$110.00
- The **9 Library Job Centers** served 3,183 unemployed or underemployed people in 2017. 29% decrease from 2016. Most visitors worked on a resume, searched for a job or/and completed a job application online. Of the people who applied for jobs, 33% received a call-back or were offered a new position.

# CREATE OPPORTUNITIES FOR PEOPLE TO BECOME ENGAGED ON IMPORTANT ISSUES



## 2-3 Host Library conversations to engage the community in timely issues

- E.38<sup>th</sup> St hosted 10 community engagement forums in 2017 designed to hear from the community their vision for the growth, safety and well being of their community. 787 people attended. Cost per participant: \$1.58
- Garfield Park Earth Friendly Festival educated attendees about the importance of eco-friendly living and fostered partnerships between patrons and local green organizations. 158 people attended. 30% participated in the Rain Barrel Workshops. 41% of the display items were checked out that day. Cost per participant: \$2.68
- **SAY IT LOUD: How to be Heard when everyone else is screaming** was an advocacy series presented by the Library as part of the Spirit and Place Festival in 2017. 131 people attended three programs focused on why media literacy matters, how the Constitution shapes policy and best practices for contacting government officials. Attendees described the events as socially meaningful and thought-provoking. Average age was 50 years old.

# DEVELOP PROGRAMS, SERVICES AND SPACES TARGETED FOR TEENS

## 2-14 Engage teens in planning services and spaces

- Lawrence branch hosted a **Teen Social Studio** 8 times with 61 teens in attendance. They learned about Library programs, downloading eBooks, preparing healthy meals and reducing Library fines and fees. Cost per participant: \$21.00

## 2-15 Create spaces to support teen activities

- The Library hosted Congressman Andre Carson **Youth Opportunities Fair** at Central Library with 889 people in attendance. 30% of the attendees were first time visitors to the Library. Participants came from 122 schools and 69 zip codes. 200 of the participants were target audience of teens.
- Pike developed **Maker Kits** for teens to check out and take home. 50% of the kits were checked-out at least five times. The program was presented 45 times with 1,703 teens in attendance. Cost per participant: 50¢
- **Young Actor Theater Teen Workshops** were presented 18 times at a variety of branches. Teens learned how to apply stage makeup, improv, and created a 3 minute video. 98 teens participated for a cost of \$32.65 each.

# MEET THE INFORMATION NEEDS OF THE ECONOMICALLY AND SOCIALLY DISADVANTAGED

## 2-16 Work with area shelters

- Central Library offered private space for **CHIP** and the **Indianapolis Continuum of Care** providers to meet with the homeless and discuss their needs in private.
- A grant from IndyGo allowed staff to distribute bus passes to the homeless to attend meetings with parole officers, mental health visits and job interviews
- Central Adult Services staff provided snacks, toiletries, socks, gloves and hats to the homeless who request them.
- A **six** person **Homeless Outreach Resources Team** from Central Library who are available when situations arise at Central and work with local organizations to partner with the Library was formed in 2017.
- Professional **Blended Street Outreach** Teams engaged over **300** individuals twice a week to provide information on housing, meals, health resources and HIV testing to the homeless at Central.
- Maurice Young interacted with over **500** people in the Atrium on Wednesday signing people up for insurance and handing out sack lunches.
- **IMPD Downtown FLEX Team/Homeless Unit** visits every Wednesday to engage with patrons. Over **700** people benefited in 2017.

# MEET THE INFORMATION NEEDS OF THE ECONOMICALLY AND SOCIALLY DISADVANTAGED

## PART 2

### 2-18 Partner with social service agencies

- Pike branch and Purdue Extension Office offered an **Eat What You Grow** program for **56** people. **92%** of participants learned about growing vegetables in small spaces and the benefits of microgreens. **100%** planted gardens at home. **93%** had library cards. Cost per participant **\$9.35**
- Flanner House branch offered a **Skills to Success Class** **6** times. **50** students participated. **6** students signed up for a library card and **two** students started the Library's Second Chance program
- The Teen Specialist in PDA created a club for teens at the **Resolute Treatment Facility** which met every two weeks as part of an ALA Great Stories grant. Attendees received one copy of each title to keep and **100%** of the attendees actively participated in the book discussion. **179** teens attended the **11** sessions. Cost per participant: **\$2.49**
- Infozone branch offered **10** presentations for fathers at **Fathers & Families Center** to **87** dads. **49%** of the attending fathers signed up to receive bunny book bags. **50** books were distributed to **Healthy Families**. **56** children received books who attended the **Neighborhood Holiday event**. **51** children from the neighborhood who attend **Mt. Zion Day Care Academy** also received books. A total of **270** people at a cost of **\$6.00** each.
- **Summer Lunch** is offered at E.38<sup>th</sup>, Brightwood, Spades Park and Wayne branches in cooperation with **Indy Parks Department**. Participating children read a book while they eat. **8,825** children were fed lunch at **224** events.

# WELCOME IMMIGRANTS WITH RELEVANT SERVICES AND RESOURCES



## 2-19 Invest in a translated website

27 video were completed in 9 languages in 2016 providing essential information to new visitor to our website who are unfamiliar with IndyPL and its services. The videos were viewed 10,671 times in 2017.



## 2-20 Be responsive to the information needs of the immigrant community

- Nora Branch introduced the **Summer Reading Program** to 556 ENL students and summer teachers at Nora Elementary School registered. 25% signed up for the Summer Reading Program. 13% received new library cards.
- **Lunch and Learn** programs focused on Venezuela, Japan and the Dominican Republic. 88 people participated at a cost of \$14.37 per person.
- **Spanish Computer classes** were offered at Eagle, Haughville, Garfield Park branches and Central to 336 participants. Cost per person: \$28.27
- The Library hosted 5 naturalization ceremonies where 10,671 people attended.
- Eagle offered 3 programs to their community celebrating their new neighbors: Latin America, Asia and Africa. 50% of the attendees took packets with branch calendars and information about branch resources including the foreign language collection. 50% of those who attended experienced a cultural celebration and learned new skills like calligraphy, African bead making and sampled traditional foods. There was an 18% increase in door count on the day of the event. 198 attended at a cost of \$10.00 per person
- A “**Neighborhood Branch**” was developed in cooperation with the Immigrant Welcome Center . Volunteers visited East Washington and Pike branch to provide language assistance as patrons use Library services. 36 people took advantage of this service in 2017.

# ENSURE DIVERSE POPULATIONS HAVE A POSITIVE LIBRARY EXPERIENCE



## 2-24 Provide quality collections & programs for diverse populations

- Nora offered 74 story times attended by 1,523 children. 2% of the neighborhood households with children between the ages of 1 and 5 attended. 100% of Hispanic families applied for library cards
- Multilingual Call-a-Story received 83 calls by children wanting to hear a story spoken in Spanish.
- Reach Out & Read attracted 875 participants. 98 families showed their cards and another 28 families applied for one which is more than similar events like the Yelp bazaar. 70% said it was their first time at Central. The Library partnered with Indiana Academy of Pediatrics to offer this family focused event with Hispanic entertainer Jose-Luis. 103% increase in participation from 2016.
- Haughville branch presented 14 culturally inclusive story times for 33 children. 4 children signed up for cards and 1 family checked out books from the display. Cost per child: \$4.96
- Fall Fest Slammin Rhymes Challenge XII had a 200% increase in participant from 2016 ( 583 teens) and 19.5% of the attendees completed a survey.
- College branch Flava Fresh! Contemporary Art Exhibit's artist reception was attended by 113 people. 50 local artists contributed 71 works of art.

# ENSURE DIVERSE POPULATIONS HAVE A POSITIVE LIBRARY EXPERIENCE

## PART 2



### 2-25 Be centers for celebration of diversity

- Brightwood branch **Holiday Open House** was attended by **170** people. Young adult author Saundra Mitchell was popular and it was a fun-filled night. **10%** of attendees signed up for a library card. Cost: **\$1.22** per person
- College branch Juneteenth Community Celebration was attended by **178** children. Cost per person: **\$3.87**
- **Meet the Artist XXIX First Friday** attracted **593** people who had the opportunity to meet the presenting artists.
- **2,350** people attended the **2017 Meet the Artist** event, a **31%** increase from 2016.
- **Center for Black Literature and Culture** hosted a grand opening event with **2,000** in attendance. spoke to a capacity crowd and the community celebrated the opening of a new chapter for the Library.

# FACILITATE THE SUCCESS OF SMALL BUSINESS AND COMMUNITY-BASED ORGANIZATIONS

## 2-32 Create opportunities to help individuals start a small business

- E38th St. branch held a **Non-Profit Series and Foundation Collection** event **24** times. Participant were exposed to eResources and developed an understanding of how to build a relationship with funders. **455** people participated at a cost of **\$6.48** per person.
- Central Library offered a **Small Business Workshop Series**. **Ten** sessions attracted **76** participants. The series prepared attendees to open a small business and participated in **6** pop-up sessions in the mini-lab where they had hands-on experiences with library resources.

## 2-33 Provide materials and programming to strengthen neighborhood nonprofits

- Central Library hosted **9** workshops each presented twice to **305** people. **85%** attended the Foundation Collection discussions and **80%** felt they increased their understanding of nonprofit organizations. Cost per participant: **\$24.32**

# CREATE COLLABORATION WITH NEIGHBORHOOD ORGANIZATIONS



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

- Central Library and the Riviera Camera Club hosted, **100 Year and a Decade in the Making** which was a photographic competition of Central Library. 250 entries with **99** on Instagram, **94** on Facebook and **40** on Twitter. **3,213** patrons attended the exhibit in the Central gallery. Cost per person: **\$1.64**



## 2-36 Increase the number of elected officials who hold office hours or town hall meeting at Library branches

Congressman Carson and his staff held community office hours in various Library locations in 2017. Attendees asked for help fixing problems with the Federal Government including backlogged Veterans' benefit, Social Security and Medicare issues, and stalled passports.

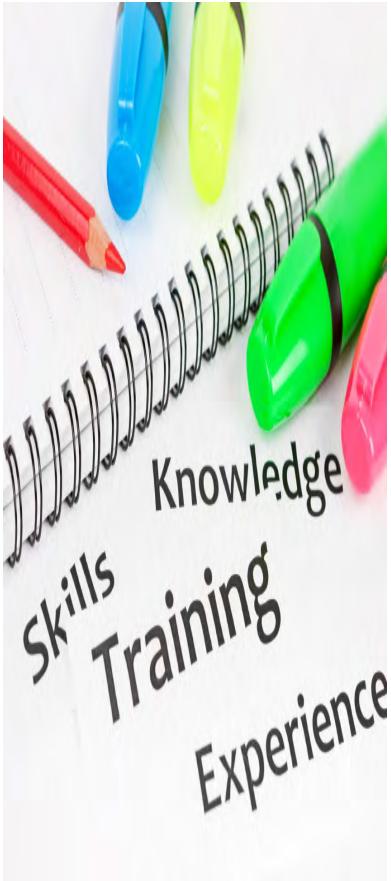
# FULLY PARTICIPATE IN THE LIFE OF THE COMMUNITY



## 2-41 Promote Library services and be part of the community life by participating in community events

- 300,000 watched the Library's Very Hungry Caterpillar balloon march down Meridian street in the **500 Festival Parade**. YouTube video views (**10,573**) increased by **476%** from last year.
- Central Library celebrated its **100<sup>th</sup> birthday** in 2017. **425** people attended a party to honor this milestone.
- **YELP Bazaar** was held at Central Library where **4,000** people purchased crafts made by local artisans.
- Glendale hosted a **Safe Trunk or Treat** at the Indiana State Fairgrounds. **2,473** trick or treaters received a book to add to their home libraries. Cost per person: **\$2.60**
- Decatur Branch hosted an **Art Show** with art created by **344** students. **350** individuals attend the open house where one student per grade level was recognized with a reward of excellence.
- Infozone participated in **The Children's Museum's Mid North Promise Families** event. **50%** of attendees had library cards and **5%** updated their library accounts. **30** families visited.
- Infozone also participated in **The Children's Museum's Neighborhood Night** where **117** neighbors attended. There was a **5%** increase in digital participation where they learned about circuitry, augmented reality and robotics. **90%** increase in library card registrations.
- Eagle participated in the **Shalom Health** and the **IMPD Fairs** where **689** people attended. Although **14** English and **9** Spanish Library card applications were distributed, none were returned.
- **Holiday Fairs** were hosted at **five** branches. A total of **2,403** people attended these events.
- Fountain Square participated in the **Art Squared** event. **660** people attended.
- Haughville branch participated in the **West Michigan Community Day** where **756** neighbors attended and **73** children signed up for SRP.

# BUILD STAFF AND INSTITUTIONAL CAPACITY TO INNOVATE



## **3-5 Work to develop the language and opportunities to educate the community about the Library's vision**

- Infozone held a training session for their **7** staff members. Learned to use the statistic database, about virus and malware, the Enterprise interface, fssa accounts for the museum access pass, how to change a bar code for Overdrive, EAL updates and using the new credit card machine. They also learned about new Digital Littles to use with children.
- Human Resources held **270** staff competency technology sessions in 2017. Classes were offered in government websites and resume building resources. Staff made presentations to schools and neighborhood organizations. **1,500** attended at a cost of **\$6.55** per person.
- The Foundation Staff Development fund paid for staff ASL classes, Continuing education meetings, attendance at ALA in Chicago and ILF in Indianapolis. **23** staff members benefited at a cost of **\$260.87** per person.

# ENSURE STAFF ARE COMPETENT LIBRARY AMBASSADORS WHO EFFECTIVELY MAKE CONNECTIONS IN THE COMMUNITY



## 3-8 Leverage opportunities for staff to share expertise

- Staff participated in conferences 80 times in 2017. They attended and made presentations at ALA and ILF. At least 3 staff members served on Association committees. 125 staff submitted PAF 27s to ask permission to attend conferences. Cost: \$279.72 per person
- 100% of the 26 professors in attendance at an Ivy Tech presentation made by the Infozone staff experienced emerging technology and learned ways to incorporate it into their classrooms.
- 86% of child care providers attending the **From Readers to Leaders Early Literacy Conference** reported that their knowledge about using technology with early learners increased after attending an Infozone presentation.

# ENSURE THE LIBRARY IS CONSISTENTLY PROVIDING POSITIVE USER EXPERIENCES

## 3-14 Use consistent and rigorous analysis of programs and services

- A five year analysis of the **Summer Reading Program** is in its second year. Data is being collected by the Rooney Foundation to determine if participating in the program improved reading skills.

## 3-17 Communicate progress through a dashboard and frequent media stories

- A data driven impact dashboard was updated to include an improved picture of community contacts made by staff. In addition to program data, promotions and contacts were added.
- **417** print media stories appeared in local newspapers in 2017.
- The Library was featured in TV news stories **47** times.
- Social Media was used increasingly in 2017 to help tell our story..

## 3-18 Ensure user has a reliable, beneficial digital experience

- Upgraded both **PC Reservation** and **Papercut** patron printing software in 2017
- Upgraded Central Library network equipment
- **Center for Black Literature and Culture** Webpage was developed
- Upgraded all FAX machines
- Award winning **On-Line Registration** went live in 2017
- Spanish version of **Call-A-Story** went live

# PARTNER WITH COMMUNITY INNOVATORS TO COALESCE AROUND NEW IDEAS

## 3-19 Seek community groups and individuals willing to share their knowledge

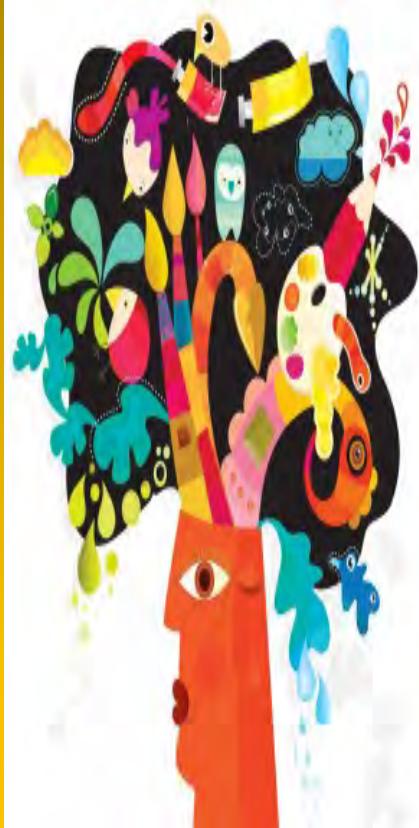
- Nora Branch offered **Make it at Your Library** to give families an opportunity to work together and learn new skills. 92 families attended 3 sessions a 79% increase from 2016. Cost per person \$2.39
- Warren Branch offered **2 Ask-A-Mechanic** programs for 60 people who learned how to safely change a tire, jump a car and learned basic car maintenance. Cost per person: \$3.15
- **Spades Park Seed Library** attracted 65 families to check out seeds.

## 3-20 Create methods for connecting innovators and target audiences

- 124 Glendale Yarnslingers Fiber Group members met 12 times. Items made for **Knit2Help** increased by 30%. 45% of the books on display circulated. Cost per person \$6.00
- Pike branch offered “**Knitting with a Need**” classes which taught 4 attendees how to knit. The group created 215 items for those in need. Cost per participant \$7.90

# POSITION LIBRARY AS A LEARNING LAB FOR CREATIVITY

## 3-22 Create places to allow for creativity by the public



- Irvington Branch offered **11** Monthly **Make-It** programs for **137** people. These STEM based programs attracted a balance of boys and girls. **31%** were school-age, **20%** teen and **49%** adult. They learned or improved skills in cutting, tying, gluing, folding, measuring, and sewing. **52** branch resource handouts were taken and **32** library books on related topics were checked out by attendees. Cost per person **\$1.23**
- Nora Branch offered a **Writing Workshop** series 8 times for **148** people. 7% of the attendees planned to join a writing group as a result of the program and **63%** checked out display materials. Cost per person **\$8.28**
- Pike Branch offered a **Beginning Machine Sewing** program 8 times for **12** people. All participants completed at least one activity and **75%** indicated increased confidence about sewing. Cost per person **\$11.15**
- Pike Branch had **3** people attend their **Readers Write** workshop. Cost per person **\$21.25**
- Spades Park branch offered **5** **Maker Space** programs to **32** teens.. This Teen Tech Lounge was a cooperative venture with IPS School 14, an underperforming school. The Library developed STEM activities. Staff went to the school to promote the program and worked out transportation through IPS, snacks and parent permission slips.
- A **Mobile Lab** was offered to **4** branches where a total of **10** activities were offered. **82** children participated.
- Pike offered an adult coloring program **19** times to **57** people at a cost of **\$6.23** per person.
- Pike offered “**Crafty Computer Classes**” **4** times to **17** people. **100%** created a usable project while learning to use the software. Cost per person **\$352.94**
- Brightwood offered **Beginning Sewing** **4** times to **6** people. **83%** completed a pillowcase and **50%** learned to insert a zipper. Cost per person **\$51.66**

# HARNESS VOLUNTEER EXPERTISE

## 3-23 Service the homebound community with mobile services

- 64 homebound patrons received service in 2017. The same number as 2016.

## 3-24 Use volunteers as Library advocates

- Volunteer services offered a welcoming, structured, well managed environment for those who volunteer.
- Local philanthropic companies are requesting volunteer experiences for their staff in increasing numbers.
- Group volunteerism represented 37% of all Library volunteers in 2017. A 4% increase from 2016.
- College branch neighbors helped with landscaping and became Library Volunteers

## 3-25 Use volunteers as technology tutors

- Teen volunteers continue to support the **Robots After Noon** and **Minecraft** programs at Central
- 5 engineers from HNTB Corp. volunteer in the after school program run by Spades Park and IPS School 14
- At the Learning Curve, TechPoint4Youth and volunteers helped 211 5-10 year olds learn to code.

## 3-26 Create learning opportunities for interns

- Volunteer Services hosted 1 HS intern and 5 TeenWorks youth for the 4<sup>th</sup> year.

# PILOT NEW METHODS TO SHOWCASE, ORGANIZE, DELIVER AND EVALUATE THE COLLECTION

## 3-27 Deliver a targeted collection

- African American author and titles were targeted purchases.
- Materials of interest to the LGBT community and the Hispanic American community were purchased
- Collection analysis and reorganization of the Central collection was completed in 2017 making materials more accessible.

## 3-28 RFID assessment

- Completion of tagging and installation of security gates was completed in 2017.
- The Automated Materials Handling system was activated at the Library Services Hub in 2017.

## 3-29 Develop in-house and community based “pop-up” collections

- West Indianapolis branch installed a collection of books at the Southwest Health Center. **65%** of the titles were checked out at least once.

## 3-31 Increase use of the database collection through robust marketing

- Glendale branch offered **Database Marketing** program **8** times for the branch book club and the Keystone Business Community Association. **119** promotional database materials were picked-up.
- Nora branch offered an **iLibrary Database** Promotion **12** times for **2,234** participants.
- Lawrence branch offered a **Knit a Yarn** program **4** times to **39** people. **71%** used Zinio magazines and **42%** explored the craft database. **14%** of the displayed books were checked out.

# LEAD EFFORTS TO PRESERVE COMMUNITY COLLECTIONS AVAILABLE IN OLDER FORMATS



## 3-34 Lead the formation of a community digitization partnership

- The Library is in year 2 of the 5 year grant from the Lilly Endowment.
- We are in the second year of a second round of funding from Clowes Foundation.
- **Digital Indy** currently contains **590,257** scans and comprises nearly 2TB of space.
- **Digital Indy** pages were viewed **364,387** times in 2017; a **131%** increase from 2016. This is attributed to the new collection added and our increasing engagement with collection owners and researchers in the community.
- New digitized collections in 2017 include, IPS, IMPD, IFD, and Indy Parks.



## 3-35 Increase our internal capacity to participate in digitization

- The Library joined **inDiPres** in 2017, which is a digital preservation storage solution that backs up our content on 7 servers on 3 continents. This is a major milestone and demonstrates significant progress.
- The Library hired **one** new FTE and **one** new PTE in 2017.
- The Library workload allowed **Crossroads Document Services**, our main scanning vendor and a division of Easter Seals, to add **7** new positions.

# BUILD A COMPREHENSIVE DIGITAL COLLECTION

## 3-36 Offer digital content for young readers

- The Library continues to build a strong youth and young adult collection in Overdrive. The result has been a steady growth in eBooks for youth. Circulation increased by **28%** in 2017
- Tumblebooks offers free e-books to youngsters ages five through eight to develop reading skills through talking picture books, games and puzzles. This product became available to all Indianapolis schools in 2017.

## 3-37 Offer streaming video

- Streaming video was first offered in 2015 to the public. Its use has been growing steadily. There was a **46%** increase in eVideo and a **54%** increase in eMusic use between 2016 and 2017.
- The products **Wowbrary** and **NoveList** turn our existing online Library catalog into a place of book discovery by guiding users in their search with reading recommendations, series information and book review access.

## 3-38 Explore additional e-content

- The Library introduced Flipster in 2017 which added popular magazines such as People, Money, Forbes, and Time magazines to the digital collection.
- The Library began offering the complete archive of National Geographic Magazine – every page of every issue.

## 3-39 Offer job and career databases

- The Library subscribed to **27** databases in 2017. There were **7,006** sessions, **6,825** searches and **7,201** retrievals by patrons using these resources. Average cost per retrieval **\$4.15**.
- The popular **Career Transitions Database**, which helps job seekers prepare for employment, increased in use by **30%** from 2016. There was an **87%** increase in job application links viewed.

# ESTABLISH RIGOROUS INSTITUTIONAL PERFORMANCE ASSESSMENT PRACTICES

## 3-40 Conduct community scans to assess impact

- The Library conducted a patron survey at Fountain Square Branch to understand the use patterns of branch patrons, including which branches these patrons would use when Fountain Square closes in 2020.
- Of the 116 patrons who completed the survey, 76% reported they already visit other branches. 59 use Garfield Park branch and 55 use Central Library 31 reported they will use other branches with 14 indication East Washington branch.
- 45 respondents provided additional comments with 24 expressing sadness about closing the branch, 13 had positive feedback about the Library. Only 4 people commented on the negative impact on the community.

## 3-41 Measure impact of Library service by using outcomes and community indicators

- 100% of all staff who wrote service plans provided outcome based results at the conclusion of the program. This represents a milestone for the Library and a culture change towards accountability and staff analysis of programs and services.

## 3-42 Provide an Impact Dashboard to Library stakeholders to measure success.

- Each month, the Library Board received operational data based on the four goals of the strategic plan: The individual, the community, innovation and accessibility.
- Each month, the Library Board received a written report assessing the progress of one strategic plan strategy. In 2017 reported strategies included: Assessment of Community Technology, Pop-up Collections, Diversity, Internet Access, Engaging the Community, Institutional Performance Assessment, Audio-Visual Capacity, Educational Achievement Gaps, Library as a Cultural Center and Workforce Resources.

# DESIGN A STRATEGIC DISTRIBUTION OF BRANCHES

COMING IN 2019



## 4-2 Relocate the Eagle Branch to a new location

- Land was purchased and building plans approved for new Eagle location in the West 38<sup>th</sup>/Lafayette area in 2017.
- Branch is scheduled for completion in early 2019.

COMING IN 2018



## 4-4 Move Flanner House to an expanded location to fill a service gap along the Martin Luther King/Michigan Rd corridor.

Land was purchased and building plans approved for a new Michigan Rd branch in 2017.

Branch is scheduled to be completed in late 2018.

COMING IN 2019



## 4-6 Relocate Brightwood and Glendale branches to improve access and services.

- Brightwood property was secured in 2017 and building plans are in development. Branch is scheduled to open 2019
- A new Glendale location is still under investigation.



## 4-7 Add a location in Lawrence Township to reduce a service gap

- Land was secured in 2017 in the Fort Benjamin Harrison vicinity.
- A new Fort Ben branch should open in 2021.

# EXPAND SHARED SYSTEM MODEL



## 4-17 Pursue Shared System expansion

- The Shared System memberships have grown to **47** private, public and charter schools (and two museums), serving **35,180** students and **1,610** teachers.
- **Zero** new schools or museums joined the system in 2017.



## 4-18 Develop policies and staffing models to handle expansion

- The Library hosted a **Charrette** for **26** staff and community stakeholders designed to create a deeper understanding of school libraries, recognize the leadership role the Library has taken to provide quality information access to schools, assess the value of the school/public library relationship and determine whether the Shared System should be expanded.
- As a result, the group envisioned a much deeper engagement between the Library and the city's diverse schools...built on mutual trust and shared goals.



## 4-19 Purchase physical and digital formats to support the Shared System

- Over **50** eResources available from IndyPL are useful to Shared System members.
- EBooks and **Culture Grams** are the most popular.
- **102,279** of all books used by Shared System students and teachers came from a Library other than their own in 2017.

# ENCOURAGE SCHOOL READINESS THROUGH OUTREACH SERVICES



## 4-23 Maintain involvement with United Way Early Readers Club

- 69% of the current providers are on *Paths to Quality*. 23% of those advanced in the past year.
- 85% of the providers have a personal card and 48% use the Library at least monthly.
- 94% use the newsletters left behind at each Itty Bitty Bookmobile visit. 83% use the craft and activity materials provided to them.
- 63% of the providers reported using the Bunny Bags daily.
- 100% of the visits exposed providers to skills identified in the Foundations to the *Indiana Academic Standards for Young Children* and *Paths to Quality*.
- Itty Bitty Bookmobile staff presented 1,071 programs to 14,175 children (1,576 unique) at a cost of \$10.00 per child.

# EXPLORE POP-UP CONCEPT...PORTABLE LIBRARY SERVICE OFFERED IN CONVENIENT LOCATIONS

## 4-20 Pop-up activities at community events using books

- Lawrence branch offered 24 pop-up sessions with AHEPA. 285 people were visited in 2017.
- **The Public Collection** project allows the Library to stock books identified as Library gifts in outside art installations around the city. Books are free for public use. 109,500 books were used in 2017. This represented a 15.8% increase over last year
- Garfield Park **Little Library in the Lobby** continues to be a popular service at the Barrington Health Center. 1,068 books were taken which represents 90% of all books available. 62% of the branch calendars are taken and 42% of the library brochures. Cost of project is \$2.07 per participant.
- Spades Park placed books in local barber shops in an attempt to motivate boys to read. 59 out of 85 books distributed to barber shops were taken in 2017. Cost: \$16.75 each
- 12 Pop-up discussions of the 2017 **Adult Summer Reading** books attracted 269 people
- 5 Pop-up round table discussions at the 2017 **Indy Author Fair** attracted 49 people.

## 4-21 Pop-up activities at community events using technology

- Infozone branch offered Pop-up activities at the following 3 places:
  1. Spring opening of the **Story Walk**. 88% of those who attended touched at least one piece of technology.
  2. 100% of those who stopped at the **PopCon** table tried cubelets and squishy circuits.
- The 199 PopCon attendees that stopped during our lunch shift made up for 62% of those who stopped at the table the entire day.
- by 3. 100% of those who stopped at our **Shortridge Welcome Back** table, 17% who stopped the table at **38<sup>th</sup> St Farmers Market** and 32% who stopped at the table at Crown Hill National Night Out, were exposed to virtual reality with Google Cardboard.
- The Bookmobile held STEM pop-up programs 103 times at stops in the summer of 2017. 1,563 children participated.

# INCREASE USE OF THE LIBRARY BY CARDHOLDERS

## 4-31 Investigate online Library card registration



- The Library automated the proof of residency process required to obtain a library card. This innovative approach to online library card registration was acknowledged by the **Urban Library Council** as an *Innovation Award Winner* in 2017.
- 7,747 people tried 8,644 times to register online for a library card. 1,133 were successful because their residency could be verified online. (May thru December 2017)
- Online registration is a popular method for registering for a library card ranking third among all physical library locations where cards can be obtained. Only Central and Southport branch register more borrowers. (4<sup>th</sup> quarter, 2017)

**292** SERVICE PLANS

written...**20%** increase from  
2016

**62%** FOR GOAL 1,

**22%** FOR GOAL 2,

**16%** GOALS 3 & 4

**38** STRATEGIES (**81%**)

ADDRESSED FROM **47**

TOTAL

**67** ACTIONS (**38%**)

ADDRESSED FROM **175**

TOTAL

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

**29%** RECEIVED LIBRARY

FOUNDATION FUNDING

**324,857** ATTENDANCE

**\$11.00** COST PER ATTENDEE

**236** SERVICE PLANS FOR  
PROGRAMS

**20** SERVICE PLANS FOR  
COLLECTION OR  
FACILITIES



## STRATEGIC PLAN PROGRESS **2017**



10c

## April 2018 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)***

#### **- New Library Branch Managers Announced**

*Indianapolis Star, Weekly View, Westside Community News, Broad Ripple Gazette, Southside Times*

#### **- Reach Out and ReadIN Children's Day**

*Weekly View, Westside Community News, Urban Times*

#### **- Indy 500 Film Festival at Irvington**

*Indianapolis Star, Weekly View*

*Other media outreach in April occurred on such Library activities as Call-a-Pacer, National Library Week and the TCU Job Center at Central Library, along with initial interactions for promotion of the Library's upcoming Summer Reading Program.*

### **1 newscast sent to all staff:**

- WTHR-TV spot on the Reach Out and ReadIN event at Central Library

### **1 YouTube video posted to website:**

- Preview of 2018 Summer Reading Program

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

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

*(cont'd. next page)*

## Social Media

### 52 posts published on the official IndyPL Facebook Page:

#### Top Performing Posts-

- Currently Reading Weekly Book Discussions- Reach of 1.4k, 1.1k, 1.1k, 2k, 1.2k
- Call-a-Pacer Announcement- Reach of 5.8k
- National Library Week Video- Reach of 4.7k
- National Library Workers Day- Reach of 3.9k
- Adrian Matejka, National Poetry Month Video - Reach of 2.8k
- What exactly does a Librarian Do Article- Reach of 3.8k
- National Library Week "Get a Library card" post- Reach of 2.7k
- What book have you read that was a huge disappointment discussion- Reach of 3.8k

Topics/Events covered on Facebook: Indy Library Store sale, Digital Indy Archive posts, National Library Week, Bookmobile video with Tindley Genesis Academy, Immigrant Welcome Center partnership, Gen Con partnership with the IndyPL Foundation, The Great American Read with WFYI, Hoopla comic books, Reach Out and Read IN, Eva Kor programming at Central Library.

One paid campaign was completed during the month of April for Reach Out and Read IN:

- Reach of 3,894 people
- 85 Event Responses
- 94 Link Clicks
- 7 Page Likes
- 4 Comments
- 26 Shares

### 65 tweets published on the official IndyPL Twitter Page:

- 54,100 Twitter impressions occurred in April
- 2242 profile visits
- 226 outside mentions of IndyPL by patrons, community partners, and Indianapolis media
- 55 new followers



# Board Action Request

10d1

**To:** IMCPL Board      **Meeting Date:** May 21, 2018

**Meeting Date:** May 21, 2018

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

## **Approved by the Library Board:**

**Effective Date:** May 21, 2018

**Subject:** Finances, Personnel and Travel Resolution 17-2018

**Recommendation:** Approve Finances, Personnel and Travel Resolution 17- 2018

**Background:** The Finances, Personnel and Travel Resolution 17- 2018 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 17 - 2018**

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WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of April 2018 pursuant to the Annual Resolution.

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

Warrant numbers **62235** through **62383** for a total of  
**\$956,572.27** were issued from the operating bank accounts.

EFT numbers **441** through **501** and  
**504** through **530** and  
**532** through **538** and  
**541** through **570** and  
**1031** through **1041** for a total of

**\$965,660.31** were issued from the operating bank accounts.

Warrant numbers **710** through **713** for a total of  
**\$38.04** were issued from the fines bank account.

Warrant numbers **6388** through **6444** for a total of  
**\$21,561.26** were issued from the gift bank account.

**439** through **440** and  
**502** through **503** and  
**531** and  
**539** through **540** and

EFT numbers **571** through **573** for a total of

**\$12,311.13** were issued from the gift bank account.

Warrant numbers **267643** through **267677** for a total of

**\$9,970.05** were issued for employee payroll

Direct deposits numbers **140001** through **140586** and  
Direct deposits numbers **160001** through **160585** for a total of

**\$941,791.82** were issued for employee payroll

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

**\$340,607.60** were issued for employee payroll

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

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

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

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

---

Lillian L. Charleston

---

Rev. T.D. Robinson

---

Dorothy R. Crenshaw

---

Joanne Sanders

---

Dr. Terri Jett

---

John Andrews

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
441	EFT	04/05/2018	BACKGROUND BUREAU INC.	147.00
442	EFT	04/05/2018	BAKER & TAYLOR	7,056.51
443	EFT	04/05/2018	BAKER & TAYLOR	21.78
444	EFT	04/05/2018	BAKER & TAYLOR	10,602.22
445	EFT	04/05/2018	BAKER & TAYLOR	7,212.86
446	EFT	04/05/2018	BAKER & TAYLOR	95.06
447	EFT	04/05/2018	BRODART COMPANY	2,940.00
448	EFT	04/05/2018	BRODART COMPANY CONTINUATIONS	382.94
449	EFT	04/05/2018	DANCORP INC. DBA DANCO	700.00
450	EFT	04/05/2018	DEMCO, INC.	2,221.07
451	EFT	04/05/2018	FLEET CARE, INC.	792.99
452	EFT	04/05/2018	G4S SECURE SOLUTIONS (USA) INC.	454.17
453	EFT	04/05/2018	G4S SECURE SOLUTIONS (USA) INC.	33,240.93
454	EFT	04/05/2018	INDIANA PLUMBING AND DRAIN LLC	3,434.00
455	EFT	04/05/2018	INDY URBAN HARDWOOD COMPANY, LLC	2,040.00
456	EFT	04/05/2018	INGRAM LIBRARY SERVICES	1,615.07
457	EFT	04/05/2018	J&G CARPET PLUS	680.00
458	EFT	04/05/2018	KLINES QUALITY WATER, INC	44.25
459	EFT	04/05/2018	LUNA MUSIC	2,064.77
460	EFT	04/05/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	1,683.00
461	EFT	04/05/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	244.90
462	EFT	04/05/2018	MIDWEST TAPE - PROCESSED DVDS	2,645.64
463	EFT	04/05/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	2,661.45
464	EFT	04/05/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	11,677.52
465	EFT	04/05/2018	MIDWEST TAPE, LLC	3,410.94
466	EFT	04/05/2018	MOORE INFORMATION SERVICES, INC	485.00
467	EFT	04/05/2018	OVERDRIVE INC	37,466.97
468	EFT	04/05/2018	PERFECTION GROUP, INC.	627.50
469	EFT	04/05/2018	RECORDED BOOKS	1,270.46
470	EFT	04/05/2018	RYAN FIRE PROTECTION, INC	2,002.98
471	EFT	04/05/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,638.25
472	EFT	04/05/2018	TITAN ASSOCIATES	69,724.92
473	EFT	04/05/2018	ULINE	517.78
474	EFT	04/12/2018	BAKER & TAYLOR	1,501.86
475	EFT	04/12/2018	BAKER & TAYLOR	16,873.07
476	EFT	04/12/2018	BAKER & TAYLOR	8,417.30
477	EFT	04/12/2018	BAKER & TAYLOR	2,912.80
478	EFT	04/12/2018	CDW GOVERNMENT, INC.	382.16
479	EFT	04/12/2018	CITIZENS THERMAL ENRGY.	23,218.99
480	EFT	04/12/2018	DANCORP INC. DBA DANCO	227.14
481	EFT	04/12/2018	FINELINE PRINTING GROUP	10,309.80
482	EFT	04/12/2018	FLEET CARE, INC.	368.08
483	EFT	04/12/2018	G4S SECURE SOLUTIONS (USA) INC.	520.08
484	EFT	04/12/2018	INDIANA PLUMBING AND DRAIN LLC	1,097.75
485	EFT	04/12/2018	INDIANAPOLIS ARMORED CAR, INC	6,482.00
486	EFT	04/12/2018	J&G CARPET PLUS	200.00
487	EFT	04/12/2018	LUNA MUSIC	2,960.71
488	EFT	04/12/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	1,027.78
489	EFT	04/12/2018	MIDWEST TAPE - PROCESSED DVDS	1,699.54
490	EFT	04/12/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	256.62
491	EFT	04/12/2018	MIDWEST TAPE NON PROCESSED	157.46
492	EFT	04/12/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	6,358.70
493	EFT	04/12/2018	MIDWEST TAPE, LLC	12,560.80
494	EFT	04/12/2018	OVERDRIVE INC	36,519.59
495	EFT	04/12/2018	PERFECTION GROUP, INC.	12,870.58
496	EFT	04/12/2018	RECORDED BOOKS	191.95
497	EFT	04/12/2018	STAPLES	8,427.78
498	EFT	04/12/2018	STENZ MANAGEMENT COMPANY, INC	7,052.44
499	EFT	04/12/2018	TECH-LOGIC CORPORATION	2,403.75
500	EFT	04/12/2018	TYCO SIMPLEXGRINNELL LP	767.00
501	EFT	04/12/2018	VALUE LINE PUBLISHING INC.	447.00
504	EFT	04/19/2018	ABELL ELEVATOR SERVICE CO	6,626.75
505	EFT	04/19/2018	ALSCO	325.15
506	EFT	04/19/2018	BAKER & TAYLOR	6,964.45
507	EFT	04/19/2018	BAKER & TAYLOR	12,145.18
508	EFT	04/19/2018	BAKER & TAYLOR	9,875.17
509	EFT	04/19/2018	BRODART COMPANY	25.35

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
510	EFT	04/19/2018	BRODART COMPANY CONTINUATIONS	2,584.17
511	EFT	04/19/2018	DELTA DENTAL	349.51
512	EFT	04/19/2018	G4S SECURE SOLUTIONS (USA) INC.	498.12
513	EFT	04/19/2018	G4S SECURE SOLUTIONS (USA) INC.	32,871.50
514	EFT	04/19/2018	H.J. UMBAUH & ASSOCIATES	4,375.00
515	EFT	04/19/2018	INDIANA PLUMBING AND DRAIN LLC	793.75
516	EFT	04/19/2018	INGRAM LIBRARY SERVICES	17.38
517	EFT	04/19/2018	JEFF PATE	500.00
518	EFT	04/19/2018	KLINES QUALITY WATER, INC	200.80
519	EFT	04/19/2018	LUNA MUSIC	2,865.42
520	EFT	04/19/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	1,268.70
521	EFT	04/19/2018	MIDWEST TAPE - PROCESSED DVDS	2,146.06
522	EFT	04/19/2018	MIDWEST TAPE NON PROCESSED	282.94
523	EFT	04/19/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	10,148.82
524	EFT	04/19/2018	MIDWEST TAPE, LLC	2,080.33
525	EFT	04/19/2018	PERFECTION GROUP, INC.	13,725.37
526	EFT	04/19/2018	RECORD AUTOMATIC DOORS, INC	1,305.90
527	EFT	04/19/2018	RECORDED BOOKS	5,502.12
528	EFT	04/19/2018	RICHARD LOPEZ ELECTRICAL, LLC	17,186.80
529	EFT	04/19/2018	RYAN FIRE PROTECTION, INC	555.00
530	EFT	04/19/2018	UNIQUE MANAGEMENT SERVICES, INC	6,595.44
532	EFT	04/19/2018	CITIZENS THERMAL ENERGY	29,732.66
533	EFT	04/19/2018	INDIANAPOLIS ARMORED CAR, INC	1,862.00
534	EFT	04/19/2018	INGRAM LIBRARY SERVICES	226.22
535	EFT	04/19/2018	JCOS, INC.	73,544.97
536	EFT	04/19/2018	OFFICEWORKS	9,068.08
537	EFT	04/19/2018	RICHARD LOPEZ ELECTRICAL, LLC	11,776.00
538	EFT	04/19/2018	RICHARD LOPEZ ELECTRICAL, LLC	19,496.00
541	EFT	04/27/2018	ABELL ELEVATOR SERVICE CO	1,632.00
542	EFT	04/27/2018	BAKER & TAYLOR	3,195.13
543	EFT	04/27/2018	BAKER & TAYLOR	9,969.13
544	EFT	04/27/2018	BAKER & TAYLOR	17,038.02
545	EFT	04/27/2018	BLACKSTONE AUDIO BOOKS INC	3.97
546	EFT	04/27/2018	BRODART COMPANY CONTINUATIONS	112.30
547	EFT	04/27/2018	CDW GOVERNMENT, INC.	56.21
548	EFT	04/27/2018	EBSCO INFORMATION SERVICES	22.55
549	EFT	04/27/2018	FINELINE PRINTING GROUP	2,047.00
550	EFT	04/27/2018	FLEET CARE, INC.	54.00
551	EFT	04/27/2018	G4S SECURE SOLUTIONS (USA) INC.	2,879.48
552	EFT	04/27/2018	INDIANA PLUMBING AND DRAIN LLC	954.50
553	EFT	04/27/2018	INDIANAPOLIS RECORDER	78.00
554	EFT	04/27/2018	INGRAM LIBRARY SERVICES	708.63
555	EFT	04/27/2018	LEVEL (3) COMMUNICATIONS, LLC	4,343.73
556	EFT	04/27/2018	LUNA MUSIC	2,970.67
557	EFT	04/27/2018	MATTHEW BENDER & CO., INC	845.00
558	EFT	04/27/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	221.94
559	EFT	04/27/2018	MIDWEST TAPE - PROCESSED DVDS	482.32
560	EFT	04/27/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	13,855.33
561	EFT	04/27/2018	MIDWEST TAPE NON PROCESSED	734.25
562	EFT	04/27/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	2,173.59
563	EFT	04/27/2018	MIDWEST TAPE, LLC	1,260.62
564	EFT	04/27/2018	OVERDRIVE INC	14,680.42
565	EFT	04/27/2018	RECORDED BOOKS	595.74
566	EFT	04/27/2018	RICOH USA, INC. - 12882	165.87
567	EFT	04/27/2018	STENZ MANAGEMENT COMPANY, INC	3,775.49
568	EFT	04/27/2018	STUARTS HOUSEHOLD FURNITURE MOVING & STORAGE	261.50
569	EFT	04/27/2018	THOMSON REUTERS-WEST PUBLISHING CORPORATION	4,801.35
570	EFT	04/27/2018	TYCO SIMPLEXGRINNELL LP	862.21
1031	EFT	04/06/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	91,593.93
1032	EFT	04/06/2018	FIDELITY INVESTMENTS	4,956.78
1033	EFT	04/06/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1034	EFT	04/13/2018	ADP, INC.	3,585.54
1035	EFT	04/20/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	91,194.62
1036	EFT	04/20/2018	FIDELITY INVESTMENTS	4,956.78
1037	EFT	04/20/2018	INDIANA DEPARTMENT OF REVENUE	1,284.36
1038	EFT	04/20/2018	ADP, INC.	1,029.00
1039	EFT	04/20/2018	ADP, INC.	20.00

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

No.	Type	Date	Reference	Amount
1040	EFT	04/23/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1041	EFT	04/27/2018	ADP, INC.	3,563.58
62235	CHECK	04/05/2018	ACCOUNTING PRINCIPALS	3,527.33
62236	CHECK	04/05/2018	ADTEC	3,120.00
62237	CHECK	04/05/2018	APPLIED ENGINEERING SERVICES	1,400.00
62238	CHECK	04/05/2018	ARAB TERMITE AND PEST CONTROL INC	1,772.00
62239	CHECK	04/05/2018	ASI SIGNAGE INNOVATIONS	99.00
62240	CHECK	04/05/2018	ASSOCIATION OF GOVERNMENT ACCOUNTANTS	120.00
62241	CHECK	04/05/2018	AT&T	2,349.66
62242	CHECK	04/05/2018	AT&T	115.80
62243	CHECK	04/05/2018	AXIS ARCHITECTURE & INT., LLC	47,017.82
62244	CHECK	04/05/2018	BARNES & THORNBURG	5,000.00
62245	CHECK	04/05/2018	CENTER POINT PRESS	401.22
62246	CHECK	04/05/2018	CENTRAL LIBRARY (PETTY CASH)	175.02
62247	CHECK	04/05/2018	CENTRAL SECURITY & COMMUNICATIONS	383.35
62248	CHECK	04/05/2018	CHAIN STORE GUIDES, LLC	355.00
62249	CHECK	04/05/2018	CITIZENS ENERGY GROUP	1,604.81
62250	CHECK	04/05/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	22,551.25
62251	CHECK	04/05/2018	CULLIGAN	17.97
62252	CHECK	04/05/2018	DACO GLASS & GLAZING INC	900.00
62253	CHECK	04/05/2018	EDDIE HURM (PAINTING & SNOW REMOVAL)	1,425.00
62254	CHECK	04/05/2018	EF MARBURGER	11,600.00
62255	CHECK	04/05/2018	GALE GROUP THE	906.18
62256	CHECK	04/05/2018	GURNEY J. BUSH, INC	500.00
62257	CHECK	04/05/2018	HALSTEAD ARCHITECTS, INC.	9,140.00
62258	CHECK	04/05/2018	INDIANA HUMANITIES	6,000.00
62259	CHECK	04/05/2018	IRISH MECHANICAL SERVICES, INC.	14,017.00
62260	CHECK	04/05/2018	J. W. PEPPER & SON, INC	1,365.76
62261	CHECK	04/05/2018	JUST COOKIES	423.47
62262	CHECK	04/05/2018	KNOX ASSOCIATES	40.00
62263	CHECK	04/05/2018	KONE, INC	860.02
62264	CHECK	04/05/2018	KST SECURITY, INC.	366.25
62265	CHECK	04/05/2018	LAWRENCE (PETTY CASH)	25.00
62266	CHECK	04/05/2018	LEADERSHIP INDIANAPOLIS	8,500.00
62267	CHECK	04/05/2018	MADER DESIGN LLC	3,556.29
62268	CHECK	04/05/2018	MAXWELL ASSOCIATES, INC.	2,500.00
62269	CHECK	04/05/2018	NIELSEN BOOK SERVICES LTD	299.00
62270	CHECK	04/05/2018	PFM TRUCK CARE CENTER	97.15
62271	CHECK	04/05/2018	PICTURE THIS GALLERY AND FRAMING	125.00
62272	CHECK	04/05/2018	PINNACLE EQUIPMENT COMPANY, INC	1,640.00
62273	CHECK	04/05/2018	PROFESSIONAL GARAGE DOOR SYSTEMS	150.00
62274	CHECK	04/05/2018	REPUBLIC WASTE SERVICES	6,239.19
62275	CHECK	04/05/2018	SPRINT PCS	174.95
62276	CHECK	04/05/2018	TECH-LOGIC CORPORATION	125,419.99
62277	CHECK	04/05/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	621.76
62278	CHECK	04/05/2018	THE KNOT	4,224.00
62279	CHECK	04/05/2018	VERITIV OPERATING COMPANY	1,234.00
62280	CHECK	04/05/2018	VICKIE DANIELS	2,700.00
62281	CHECK	04/05/2018	VISIT INDY	62.50
62282	CHECK	04/12/2018	A CLASSIC PARTY RENTAL CO	1,087.70
62283	CHECK	04/12/2018	AFSCME COUNCIL IKOC 962	2,085.50
62284	CHECK	04/12/2018	AJILON FINANCE	245.64
62285	CHECK	04/12/2018	AMERICAN UNITED LIFE INSURANCE CO	3,565.04
62286	CHECK	04/12/2018	AMY MCADAMS DESIGN	1,200.00
62287	CHECK	04/12/2018	ARSEE ENGINEERS, INC	1,875.00
62288	CHECK	04/12/2018	INDIANA ASSOCIATION OF HOME EDUCATORS	375.00
62289	CHECK	04/12/2018	AT&T MOBILITY	889.36
62290	CHECK	04/12/2018	CATCHINGS VENTURES, LLC	150.00
62291	CHECK	04/12/2018	CENTRAL TECHNOLOGY INC	16,128.00
62292	CHECK	04/12/2018	CITIZENS ENERGY GROUP	924.86
62293	CHECK	04/12/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	7,320.00
62294	CHECK	04/12/2018	COMMERCIAL OFFICE ENVIRONMENTS INC	6,391.52
62295	CHECK	04/12/2018	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,835.00
62296	CHECK	04/12/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	5,226.25
62297	CHECK	04/12/2018	DACO GLASS & GLAZING INC	2,290.00
62298	CHECK	04/12/2018	ESSENTIAL ARCHITECTURAL SIGNS, INC	39.00
62299	CHECK	04/12/2018	GORDON PLUMBING, INC.	1,955.70

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

No.	Type	Date	Reference	Amount
62300	CHECK	04/12/2018	GRANT KEY	320.00
62301	CHECK	04/12/2018	GUARDIAN	15,565.53
62302	CHECK	04/12/2018	HISTORIC LANDMARKS FOUNDATION OF INDIANA	40.00
62303	CHECK	04/12/2018	INDIANA AFTERSCHOOL NETWORK	350.00
62304	CHECK	04/12/2018	INDIANAPOLIS POWER & LIGHT COMPANY	63,688.77
62305	CHECK	04/12/2018	KATIE KLOPP	21.38
62306	CHECK	04/12/2018	KONE, INC	2,970.96
62307	CHECK	04/12/2018	MARIANNE HALBERT NAMI INDIANA	900.00
62308	CHECK	04/12/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,190.00
62309	CHECK	04/12/2018	MAYRA OSEGUERA	100.00
62310	CHECK	04/12/2018	MOELLER PRINTING CO. INC.	1,208.80
62311	CHECK	04/12/2018	PROFESSIONAL GARAGE DOOR SYSTEMS	159.25
62312	CHECK	04/12/2018	ROBERTS' DISTRIBUTORS, LP	25.74
62313	CHECK	04/12/2018	SMARTFISH, INC	1,500.00
62314	CHECK	04/12/2018	STORYTELLING ARTS OF INDIANA	1,000.00
62315	CHECK	04/19/2018	ANTHEM INSURANCE COMPANIES, INC	337,500.00
62316	CHECK	04/19/2018	ASH CONSULTING, LLC	144.00
62317	CHECK	04/19/2018	CENTRAL INDIANA HARDWARE	155.88
62318	CHECK	04/19/2018	CENTRAL SECURITY & COMMUNICATIONS	110.50
62319	CHECK	04/19/2018	CHRISTIAN BOOK DISTRIBUTORS	454.43
62320	CHECK	04/19/2018	CITIZENS ENERGY GROUP	161.72
62321	CHECK	04/19/2018	DACO GLASS & GLAZING INC	825.00
62322	CHECK	04/19/2018	DELL MARKETING L.P.	67.00
62323	CHECK	04/19/2018	DOWNTOWN INDY, INC.	250.00
62324	CHECK	04/19/2018	FIS FEDFIS, LLC	1,500.00
62325	CHECK	04/19/2018	GALE GROUP THE	4,487.92
62326	CHECK	04/19/2018	GRANT KEY	320.00
62327	CHECK	04/19/2018	IBJ BOOK PUBLISHING	120.85
62328	CHECK	04/19/2018	IMMIGRANT WELCOME CENTER	4,187.50
62329	CHECK	04/19/2018	INDIANAPOLIS POWER & LIGHT COMPANY	6,323.16
62330	CHECK	04/19/2018	LEGALSHIELD	276.00
62331	CHECK	04/19/2018	MITINET/MARC SOFTWARE	598.00
62332	CHECK	04/19/2018	MOMETRIX MEDIA LLC	131.94
62333	CHECK	04/19/2018	NICHELLE HAYES	108.75
62334	CHECK	04/19/2018	PAYPAL	54.10
62335	CHECK	04/19/2018	RITZ CHARLES CARMEL	490.00
62336	CHECK	04/19/2018	VERTIV SERVICES, INC	11,150.00
62337	CHECK	04/19/2018	AJILON FINANCE	1,105.38
62338	CHECK	04/19/2018	ART WITH A HEART	900.00
62339	CHECK	04/19/2018	AXIS ARCHITECTURE & INT., LLC	1,500.00
62340	CHECK	04/19/2018	BEAM, LONGEST & NEFF, LLC	552.50
62341	CHECK	04/19/2018	CITIZENS ENERGY GROUP	4,032.93
62342	CHECK	04/19/2018	JACKSON SYSTEMS	9,875.00
62343	CHECK	04/19/2018	JP MORGAN CHASE BANK	4,318.42
62344	CHECK	04/19/2018	KIDS INK CHILDREN'S BOOKSTORE	1,683.86
62345	CHECK	04/19/2018	MAYRA OSEGUERA	100.00
62346	CHECK	04/19/2018	MAYREALTORS, LLC	4,250.00
62347	CHECK	04/19/2018	PROFESSIONAL GARAGE DOOR SYSTEMS	2,008.15
62348	CHECK	04/19/2018	SENSORY TECHNOLOGIES	250.00
62349	CHECK	04/19/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	626.30
62350	CHECK	04/26/2018	JP MORGAN CHASE BANK	8,705.12
62351	CHECK	04/27/2018	A CLASSIC PARTY RENTAL CO	495.75
62352	CHECK	04/27/2018	ADTEC	1,270.00
62353	CHECK	04/27/2018	AFRICAN DIASPORA PRESS	157.00
62354	CHECK	04/27/2018	AT&T	44.67
62355	CHECK	04/27/2018	AT&T	1,880.42
62356	CHECK	04/27/2018	AT&T	1,422.50
62357	CHECK	04/27/2018	BECKETT MEDIA, LLC	134.85
62358	CHECK	04/27/2018	BLACKMORE & BUCKNER ROOFING	539.14
62359	CHECK	04/27/2018	BRIAN W. TRUAX	1,200.00
62360	CHECK	04/27/2018	CENTER POINT PRESS	50.64
62361	CHECK	04/27/2018	CITIZENS ENERGY GROUP	14.28
62362	CHECK	04/27/2018	CRAIG DEHUT	1,020.00
62363	CHECK	04/27/2018	DACO GLASS & GLAZING INC	240.00
62364	CHECK	04/27/2018	EDWARD & JONES CONCRETE, INC.	49,594.26
62365	CHECK	04/27/2018	FINELINE PRINTING GROUP	1,170.00
62366	CHECK	04/27/2018	GALE GROUP THE	2,401.09

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

No.	Type	Date	Reference	Amount
62367	CHECK	04/27/2018	HORNING ROOFING & SHEET METAL	665.68
62368	CHECK	04/27/2018	INDIANA NEWSPAPERS, INC.	421.00
62369	CHECK	04/27/2018	JACKSON SYSTEMS	454.00
62370	CHECK	04/27/2018	KRM ARCHITECTURE+	8,132.63
62371	CHECK	04/27/2018	MARGUERITE PRESS	25.00
62372	CHECK	04/27/2018	MARION COUNTY TREASURER	2,731.06
62373	CHECK	04/27/2018	MARKO PETRICIC	250.00
62374	CHECK	04/27/2018	MUNICIPAL CODE CORPORATION	975.00
62375	CHECK	04/27/2018	OCLC INC	8,478.11
62376	CHECK	04/27/2018	PHARM, LLC	190.36
62377	CHECK	04/27/2018	SONDHI SOLUTIONS	11,538.57
62378	CHECK	04/27/2018	UNITED PARCEL SERVICE	361.74
62379	CHECK	04/27/2018	BRIGHTWOOD INVESTORS, LLC	4,041.33
62380	CHECK	04/27/2018	CITIZENS ENERGY GROUP	1,841.82
62381	CHECK	04/27/2018	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
62382	CHECK	04/27/2018	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
62383	CHECK	04/27/2018	KATHLEEN UNDERWOOD	80.55
<b>Total</b>				<b><u>\$ 1,922,232.58</u></b>

**Summary by Transaction Type:**

Computer Check	\$ 956,572.27
EFT Check	\$ 965,660.31
Total Payments	\$ 1,922,232.58
Total Voided Items	\$ -

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
710	CHECK	04/05/2018	ELIZABETH DEANNA MORRIS	\$ 4.95
711	CHECK	04/05/2018	ENRICO LOUIS BANKS	7.75
712	CHECK	04/12/2018	LAURA SUZANNE BOORAM	10.39
713	CHECK	04/12/2018	WABASH COLLEGE LILLY LIBRARY	14.95
		Total		<u>\$ 38.04</u>

**Summary by Transaction Type:**

Computer Check	\$38.04
EFT Check	\$0.00
Total Payments	\$38.04
Total Voided Items	\$0.00

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

No.	Type	Date	Reference	Amount
439	EFT	04/05/2018	BAKER & TAYLOR	181.59
440	EFT	04/05/2018	DEMCO, INC.	84.09
502	EFT	04/12/2018	BAKER & TAYLOR	16.30
503	EFT	04/12/2018	FINELINE PRINTING GROUP	1,229.00
531	EFT	04/19/2018	FINELINE PRINTING GROUP	1,244.00
539	EFT	04/19/2018	INGRAM LIBRARY SERVICES	8,063.93
540	EFT	04/19/2018	TOY INVESTMENTS, INC	58.24
571	EFT	04/27/2018	CROSSROADS REHABILITATION CENTER	360.00
572	EFT	04/27/2018	INGRAM LIBRARY SERVICES	990.58
573	EFT	04/27/2018	MIDWEST TAPE, LLC	83.40
6388	CHECK	04/05/2018	ANNE C. FATOUT	75.00
6389	CHECK	04/05/2018	CHADWICK J. OFFUTT- GILLENWATER	100.00
6390	VOID	04/05/2018	CLARISSA RHINEHART	0.00
6391	CHECK	04/05/2018	FREEWHEELIN' COMMUNITY BIKES, INC	929.36
6392	CHECK	04/05/2018	INDIANAPOLIS NEIGHBORHOOD RESOURCE CE	405.00
6393	CHECK	04/05/2018	JEREMY SOUTH	250.00
6394	CHECK	04/05/2018	JUDY GRAY	27.56
6395	CHECK	04/05/2018	LAWRENCE (PETTY CASH)	22.71
6396	CHECK	04/05/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	200.00
6397	CHECK	04/05/2018	PHOENIX RISING DANCE STUDIOS	195.00
6398	CHECK	04/05/2018	RUBY TREGNAGO	300.00
6399	CHECK	04/05/2018	SILLY SAFARI SHOWS, INC	360.00
6400	CHECK	04/05/2018	SPRING MILL ELEMENTARY SCHOOL	100.00
6401	CHECK	04/05/2018	THE TUESDAY AGENCY	4,375.00
6402	CHECK	04/05/2018	WAYNE (PETTY CASH)	34.71
6403	CHECK	04/05/2018	YMCA - ARTHUR JORDAN BRANCH	70.00
6404	CHECK	04/09/2018	MS. SABRINA CROAKE	50.00
6405	CHECK	04/12/2018	A CLASSIC PARTY RENTAL CO	2,534.25
6406	CHECK	04/12/2018	ARLINGTON ELEMENTARY SCHOOL	100.00
6407	CHECK	04/12/2018	BUNKER HILL ELEMENTARY	100.00
6408	CHECK	04/12/2018	CAROL J. SCHLAKE	109.00
6409	CHECK	04/12/2018	CENTRAL ELEMENTARY SCHOOL	100.00
6410	CHECK	04/12/2018	GOOD SEEDS LLC	375.00
6411	CHECK	04/12/2018	GREGORY HILL	114.00
6412	CHECK	04/12/2018	IMPACT SIGN & GRAPHICS	660.58
6413	CHECK	04/12/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,369.00
6414	CHECK	04/12/2018	JEREMY SOUTH	500.00
6415	CHECK	04/12/2018	JESSE REYNOLDS	50.00
6416	CHECK	04/12/2018	JESSICA TRINOSKY	35.26
6417	CHECK	04/12/2018	LEAH LYN LEACH	100.00
6418	CHECK	04/12/2018	PHOENIX RISING DANCE STUDIOS	325.00
6419	CHECK	04/12/2018	THE CHILDREN'S MUSEUM GUILD, INC.	379.75
6420	CHECK	04/12/2018	TORIA R. SANDERS/EASTSIDE TUTORS	625.00
6421	CHECK	04/12/2018	WAYNE (PETTY CASH)	56.44
6422	CHECK	04/12/2018	YMCA - ARTHUR JORDAN BRANCH	140.00
6423	CHECK	04/19/2018	INDY VEGFEST	179.50
6424	CHECK	04/19/2018	MONToya BARKER	14.00
6425	CHECK	04/19/2018	CHADWICK J. OFFUTT- GILLENWATER	150.00
6426	CHECK	04/19/2018	GLENNS VALLEY ELEMENTARY	100.00
6427	CHECK	04/19/2018	JEREMY SOUTH	750.00
6428	CHECK	04/19/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	400.00
6429	CHECK	04/19/2018	PHOENIX RISING DANCE STUDIOS	325.00
6430	CHECK	04/19/2018	RUBY TREGNAGO	300.00
6431	CHECK	04/27/2018	BEN DAVIS HIGH SCHOOL	69.00
6432	CHECK	04/27/2018	CHADWICK J. OFFUTT- GILLENWATER	75.00
6433	CHECK	04/27/2018	CLARISSA RHINEHART	45.00
6434	CHECK	04/27/2018	CONTINENTAL BROADCAST GROUP, LLC	250.00
6435	CHECK	04/27/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,273.44
6436	CHECK	04/27/2018	JEREMY SOUTH	250.00
6437	CHECK	04/27/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	200.00
6438	CHECK	04/27/2018	PHOENIX RISING DANCE STUDIOS	195.00
6439	CHECK	04/27/2018	RUBY TREGNAGO	300.00

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

No.	Type	Date	Reference	Amount
6440	CHECK	04/27/2018	SNACKS CROSSING ELEMENTARY SCHOOL	100.00
6441	CHECK	04/27/2018	INDIANA UNIVERSITY	375.00
6442	CHECK	04/27/2018	VLADIMIR KRAKOVICH	500.00
6443	CHECK	04/27/2018	WAYNE (PETTY CASH)	42.70
6444	CHECK	04/27/2018	YEFIM PASTUKH	500.00
		Total		<u>\$ 33,872.39</u>

**Summary by Transaction Type:**

Computer Check	\$ 21,561.26
EFT Check	\$ 12,311.13
Total Payments	\$ 33,872.39
Total Voided Items	\$ -

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**May 21, 2018**  
**PERSONNEL ACTIONS**  
**RESOLUTION 17-2018**

**NEW HIRES:**

- Riley Swisher, Hourly Job Center Assistant, East 38<sup>th</sup>, \$10.20 per hour, Effective: 04/23/2018
- Patricia Wood, Page, Southport, \$9.15 per hour, Effective: 04/23/2018
- Meghan Koleszar, Page, Southport, \$9.15 per hour, Effective: 04/23/2018
- Jessica Mattox, Page, Southport, \$9.15 per hour, Effective: 04/23/2018
- Tisha Galarce, HR Generalist, Human Resources, \$22.82 per hour, Effective: 05/15/2018
- Ciera Smith, Hourly Summer Reading Clerk, Fountain Square, \$10.50 per hour, Effective: 05/08/2018
- Carleigh Grupe, Hourly Summer Reading Clerk, Pike, \$10.50 per hour, Effective: 05/08/2018
- MacKenzie Walker, Hourly Events Asst., Events, \$12.40 per hour, Effective: 05/08/2018
- Imani Wills-Henderson, Hourly Computer Lab Assistant II, College, \$13.00 per hour, Effective: 05/08/2018
- Abigail Gilchrist, Page, College, \$9.15 per hour, Effective: 05/08/2018
- Mary Cobb, Hourly Library Assistant II, Fountain Square, \$12.40 per hour, Effective: 05/08/2018
- Robin Hanks, Library Assistant II, Part-Time, Wayne, \$12.40 per hour, Effective: 05/08/2018
- Victoria Guenther, Hourly Library Assistant II, Glendale, \$12.40 per hour, Effective: 05/08/2018
- Ariadna Flores, Page, Garfield Park, \$9.15 per hour, Effective: 05/08/2018
- Tiara Perry, Hourly Summer Reading Clerk, Nora, \$10.50 per hour, Effective: 05/08/2018

**INTERNAL CHANGES:**

- Shannon O'Donnell from Hourly Public Services Associate I, Learning Curve, \$14.07 per hour to Public Services Associate II, Part-Time (20 Hours), West Indianapolis, \$15.34 per hour, Effective: 04/29/2018
- Jessica Rinker from Page, Haughville, \$9.15 per hour to Library Assistant II, Part-Time, \$12.40 per hour, Effective: 04/29/2018
- Victoria Glover-Sheppard from Hourly Library Assistant II, Lawrence to Hourly Library Assistant II, Outreach, No Change in Pay, Effective: 05/27/2018
- Pamela Fleck from Page, Central to Page, College, No Change in Pay, Effective: 04/29/2018
- Mollie Beaumont from Supervisor Librarian, Central to Supervisor Librarian, Learning Curve, No Change In Pay, Effective: 04/29/2018
- Amanda Osborne from Bookmobile Driver/Clerk, Outreach, \$13.43 per hour to Circulation Supervisor I, Part-Time, InfoZone, \$18.00 per hour, Effective: 05/13/2018
- Diann Harris from Hourly Job Center Assistant, Warren, \$10.20 per hour to Public Services Associate II, Part-Time, College, \$15.34 per hour, Effective: May 13, 2018
- Jay Albertson, Temporary Change from Library Assistant II-Outreach, \$12.41 per hour to Bookmobile Driver/Clerk, Outreach, \$13.00 per hour, Effective: 05/13/2018
- Elizabeth Hosty from Page, Southport, \$9.33 per hour to Hourly Summer Reading Clerk, Southport, \$10.50 per hour, Effective: 05/27/2018
- Abigail Maitland from Page, Southport, \$9.15 per hour to Hourly Summer Reading Clerk, Southport, \$10.50 per hour, Effective: 05/27/2018
- Corajean Medina from Page, Southport, \$9.15 per hour to Hourly Summer Reading Clerk, Southport, \$11.85 per hour, Effective: 05/27/2018

- Anavrin Reeves- Woods from Page, Brightwood, \$9.33 per hour to Hourly Summer Reading Clerk, Brightwood, \$10.50 per hour, Effective: 05/27/2018

**RE-HIRES: (None Reported)**

**SEPARATIONS:**

- Sarah Fredericksen, Library Assistant II, Southport, 1 year and 10 months, Effective: 04/20/2018
- Vicki Clem, Hourly Library Assistant II, Southport, 11 years and 2 months, Effective: 04/05/2018
- Kaela Bailey, Page, Central, 9 months, Effective: 04/14/2018
- Enrique Fernandez, Page, Garfield Park, 3 months, Effective: 04/28/2018
- Madison Woodward, Hourly Summer Reading Clerk, Wayne, 5 years and 4 months, Effective: 04/25/2018
- Lacey Daniels, Page, Irvington, 4 years and 10 months, Effective: 06/02/2018
- Lois Laube, Public Services Librarian, Central, 46 years and 7 months, Effective: 04/27/2018
- David Vaprin, Hourly Public Services Associate I, Wayne, 25 years and 10 months, Effective: 04/26/2018
- Hannah Brandenburg, Hourly Summer Reading Clerk, Nora, 1 year and 2 months, Effective: August 5, 2017
- Phyllis Lavan, Library Assistant II, Part-Time, Southport, 8 years and 11 months, Effective: 05/03/2018
- Jackie Wright, Library Assistant II, Part-Time, Southport, 27 years and 1 month, Effective: 05/26/2018

**INACTIVE:**

- Nancy Koehring, Page, College, Effective: 04/13/2018
- Cedric Georges, Page, Irvington, Effective: 05/11/2018

**RE-ACTIVATE:**

- Crystal Harves, Hourly Summer Reading Clerk, Franklin Road, Effective: 05/27/2018
- Mellisa Nichols, Hourly Summer Reading Clerk, Franklin Road, Effective: 05/27/2018
- Julie Wilber, Hourly Summer Reading Clerk, Outreach, Effective: 05/27/2018
- Dan'yaee Peele, Page, Haughville, Effective: 05/27/2018
- Robin Meyer, Hourly Summer Reading Clerk, Glendale, Effective: 05/27/2018
- Hannah Kraus, Page, Warren, Effective: 06/04/2018
- Ngun Cin, Hourly Summer Reading Clerk, Southport, Effective: 05/27/2018
- Henry Dawson, Page, Southport, Effective: 05/27/2018
- Acuzena Guerrero-Ruiz, Hourly Summer Reading Clerk, Haughville, Effective: 05/27/2018
- Theresa Coleman, Hourly Summer Reading Clerk, Glendale, Effective: 05/27/2018
- Dan'yaee Peele, Page, Haughville, Effective: 05/27/2018
- Hannah Kraus, Page, Warren, Effective: 06/04/2018
- Andrew Finnell, Hourly Summer Reading Clerk, College, Effective: 05/27/2018
- Alexander McGrath, Hourly Summer Reading Clerk, Program Development, Effective: 06/04/2018
- Bronwynn Woodsworth, Hourly Summer Reading Clerk, Learning Curve, Effective: 05/27/2018

**RECLASSIFICATION: (None Reported)**

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
TRAVEL AND TRAINING ACTION  
RESOLUTION 17 - 2018**

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

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

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
MAY 8, 2018**

\* \* \* \* \*

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Tuesday, May 8, 2018 at 5:05 p.m. pursuant to notice given.

**1. Call To Order**

Ms. Sanders called the meeting to order.

**2. Roll Call**

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

**COMMITTEE REPORTS**

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

**Briefing Report – Michigan Road Branch Project Progress**

Michigan Road Branch construction progress through April 2018.

- Erection of the structural steel has been completed and the building shape is clear.

Construction Schedule Update

- |                             |                  |
|-----------------------------|------------------|
| • Complete Roof             | June 1, 2018     |
| • Complete Interior Framing | June 8, 2018     |
| • Complete Exterior Masonry | June 29, 2018    |
| • Substantial Completion    | October 24, 2018 |

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)

- Furniture Budget - \$224,000
- Construction Contingency - \$589,000
- Expenses to Contingency - \$160,952 (unsuitable soils)
- Remaining Contingency - \$428,047
- Percent Remaining Contingency – 73%

## Briefing Report – Eagle Branch Project Progress

- The site has been cleared and the building pad is under construction. As anticipated, unsuitable soils were found on the east side, and the allowance in the contract is being allocated for remedial action.

### Construction Schedule Update

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

### Summary Construction Budget Update

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

- Furniture Budget - \$340,000
- Construction Contingency - \$570,600
- Expenses to Contingency - \$18,310 Increase transparency per Planning Office
- Remaining Contingency - \$552,289
- Percent Remaining Contingency - 97%

## Facilities Briefing Report for Scheduled June 2018 Board Action Item

### Authorization to Prepare Bidding Documents and to Solicit Open, Competitive, and Public Bids for General Construction Services for the Brightwood Branch Project

- The architect for the project is AXIS Architecture + Interiors
- Public Notice to prospective bidders will be advertised as per appropriate state statute. 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 notify Vendors capable of providing the required services.
- Bidding documents are scheduled to be complete in August 2018. Bids will be due in time for evaluation prior to presentation at the September 11, 2018 Board Facilities Committee Meeting.
- A subcontractor and material suppliers outreach meeting will be held in July 2018 in an effort to inform local construction related businesses about the Project and upcoming opportunities.
- The building and site construction budget is \$3,950,000 and will be funded by the Series 2017A Bond Fund (Fund 477).

**Authorization to Award Fixtures, Furniture, and Equipment Services Contracts for the Michigan Road Branch Project**

- The Invitation to Quote will have five (5) separate quote components for the Services. Items to be procured for the Project includes library display shelving and miscellaneous library equipment; computer tables, study tables and chairs; lounge seating and Marketplace furniture; Children's Room furniture; and office furniture.
- The Invitation to Quote was issued on May 9, 2018. Sealed Quotes are due on May 30, 2018 allowing time for evaluation prior to presentation at the June 12, 2018 Board Facilities Committee Meeting.
- The total budget for the work is \$224,000, and will be funded by the Series 2017A Bond Fund (Fund 477).

**Authorization to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project**

- As part of the 2018 Facilities Plan, funds were allocated for replacement of the Nora Branch exterior soffit and fascia panels. The existing panels were installed in 1971 and are past their useful life. Also, the existing panels contain asbestos which will require removal and disposal under a separate contract with a certified abatement contractor.
- The Scope of Work was developed by the design team at Architects Forum, Indianapolis, IN, working with IndyPL Facilities Staff.
- Bids will be received in time for evaluation prior to presentation at the June 12, 2018 Board Facilities Committee Meeting.
- The Project is estimated to be more than \$150,000 and less than \$200,000.
- The work will be funded by the Library Improvement Reserve Fund (LIRF 471).

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

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

The PTO changes were presented as a Board Briefing. It was a red-lined version to show the changes. The Bargaining Agreement with the Union was finalized on February 26th and they accepted the move to PTO. All employees are now on the PTO system. This will be taken to the full Board as a briefing report and brought to the Board in June as an action item.

**5. Finance Committee (TBD; Lillian L. Charleston, Joanne M. Sanders) – Staff Liaison: Ije Diké-Young**

**a. Resolution: Bond Issuance Resolution.** Ms. Nyties presented information about bonds the Library would like to issue in 2018. The bonds will be in an estimated amount of \$5 million and is considered a small bond issue. The Library's tax rate will remain at or below \$.0318 after the issuance of these bonds. This bond issue will finance the following projects:

- The purchase and implementation of a new Integrated Library System (ILS). The Library's current ILS has been in place since 1999.
- Facility improvement projects such as roof replacements, parking lot repavement, and HVAC upgrades.
- The removal and replacement of window flashing in LSC. There have been a number of areas in the building where water leaks in during bad weather. It has been determined that the flashing material used on the building's windows has degraded and needs to be replaced.
- Opening Day Collections for Brightwood, Michigan Road, and Eagle branches. This will allow the new branches to open with complete collections without depleting branch collections elsewhere in the city.
- Material sorters for Central, Southport, Michigan Road, West Perry, and Lawrence branches.

Ms. Nyties noted that the Municipal Corporations Committee approved the issue unanimously. They did ask two questions:

1. How much bonded indebtedness does the Library have in total? The Library debt is at 25% of its total allowable amount.
2. Has the Library complied with the City-County Council's request that the Library's minimum wage amount be increased to \$13/hour? Yes.

The City-County Council also approved this bond issue unanimously at their April 30<sup>th</sup>, 2018 meeting. It is anticipated that these bonds will be sold sometime in May and closing in June.

## **6. Other Business**

Ms. Sanders introduced John Andrews, the Library's newest appointed Board member. Mr. Andrews was appointed by the IPS Board of Commissioners. Ms. Nyties welcomed Mr. Andrews and noted his perspective as a father to a young son and as a resident of Garfield Park will be a valuable addition to the Library's Board.

Ms. Nyties called the Board's attention to the May Breakfast programs placed with tonight's Committee materials. This is an event held annually by the Staff Association on the first Monday in May. Ms. Nyties encouraged Board members to attend the event in 2019. She also acknowledged Mike Hollandbeck, the recipient of the Laura Bramble Distinguished Service Award which is given at the May Breakfast. Mike is very active in the Staff Association and has been an employee with the Library for many years in the Accounting Department.

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

- a. **Regular Board Meeting** – Monday, May 21, 2018, at the Irvington Branch Library, 5625 E. Washington Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – June 12, 2018, at the Library Services Center, 2450 North Meridian Street, Room 226, at **5:00 p.m.**

**8. Adjournment**

Ms. Sanders declared the meeting adjourned at 5:45 p.m.



## You Are Invited!

# The Indianapolis Public Library Free Upcoming Events

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

**Continuing through May 31 – “African American Trailblazers in Auto Racing.”** View a display that highlights the achievements of African American men and women who have had careers in auto racing. The display spans from the 1920's with the founding of the Gold and Glory Sweepstakes race held at the Indiana State Fairgrounds, to 2018 when 24-year-old Darrell “Bubba” Wallace, Jr., became the first full-time African American driver in the top NASCAR Cup Series since 1971. Held in the Center for Black Literature & Culture at Central Library.

**May 25 from 2:30 - 4:30 p.m. – “Cutting the Cable Cord.”** Looking for cheaper alternatives to pricey cable and satellite television packages? 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 Freegal, Hoopla and OverDrive, which are free to Library cardholders. Held at Central Library.

**June 2 from 11 a.m. - 3 p.m. – “Earth Friendly Festival.”** Bring the entire family to participate in fun and environmentally friendly activities. Create your own rain barrel during workshops at 11 a.m. & 2 p.m. Throughout the day, make a bike bucket from kitty litter pails with Indy Cog and plant a mini greenhouse with staff from Garfield Park. This event will coincide with the kickoff of the Library’s 2018 Summer Reading Program. Held at the Garfield Park Branch.

**June 2 from 3 - 6 p.m. – “Fifth Annual Authors Fair.”** Interact with 20 local authors and enjoy a variety of activities that include live entertainment, workshops, book sales, games, prizes, giveaways and refreshments. Featured will be Mary Monroe, bestselling author of *Family of Lies*. A writer’s workshop will be held at 3:30 p.m., and an author panel will take place at 5:15 p.m. Held at the E. 38th Street Branch.

**Beginning June 4 – “Adult Summer Reaading Program.”** Adults can choose from an extensive reading list surrounding the theme of “Everyday Superheroes” and participate in special programming at Library and community locations. There’ll be programs on superhero trivia, food tastings, writing workshops, film screenings, a downtown walking tour, a tour at Newfields, and book discussions. Learn more at [indypl.org](http://indypl.org).

**June 15 - 23 – “Indy Library Store.”** Here’s your next opportunity to purchase new and used books and other items at discount prices. Friends of the Library Preview Night is Friday, June 15 from 5:30 - 7:30 p.m. The sale opens to the public on Saturday, June 16 from 10 a.m. - 4 p.m. and continues on Thursday, June 21 from noon - 7 p.m. Half-Price Day is Friday, June 22 from noon - 7 p.m. \$7 Bag Day is Saturday, June 23 from 10 a.m. - 4 p.m. Proceeds support Library programs and services through the Library Foundation. Held at the Library Services Center.

**June 16 from 10 a.m. - 4 p.m. – Indy Book Fest 2018.”** Celebrate the African American experience through arts, crafts, ethnic food and clothes while bringing together different components of the literary world. There will be presentations by writers, spoken word poets, visual artists, storytellers and musicians to emphasize cultural literacy, as well as a writer’s workshop, local book club conference, coloring and face painting for kids, author signings, and vendor merchandise. This program is sponsored by the Center for Black Literature & Culture at Central Library and the Library’s African American History Committee.

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