



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
November 25, 2019**

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

**Library Services Center
2450 North Meridian Street
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 20th Day Of November, 2019**

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

-- Regular Meeting Agenda --

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

3. **CMSA Report** – CMSA Overview and State of Affairs – Deb Lambert, Director, Collection Management Services Area, will give the Report. (at meeting)

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, October 28, 2019** (enclosed)

- b. **Executive Session, November 12, 2019** (enclosed)

COMMITTEE REPORTS

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

- a. **Report of the Treasurer – October 2019** (enclosed)

- b. **Resolution 38 – 2019** (Transfer Between Classifications and Accounts) (enclosed)

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

- a. **Resolution 39 – 2019** (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees) (enclosed)

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

- a. **Briefing Report** – Brightwood Branch Project Update for October 2019 (enclosed)
- b. **Resolution 40 – 2019** (Approval to Award a Construction Services Contract for the Central Library KMC Controls Replacement Project) (enclosed)
- c. **Resolution 41 – 2019** (Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Wayne Branch Project) (enclosed)

9. Library Foundation Update – (Rev. T. D. Robinson, Library Board Representative)

10. Report of the Chief Executive Officer

- a. **Public Services Update and Statistics**
 - 1) **Public Services Update – November 2019** – John Helling, Public Services Director, will provide the following report:
 - a) **Presentation on Outreach Services** – Maggie Ward, Manager, Outreach Services, will make the Presentation. (enclosed)
- b. **October Media Report** (enclosed)
- c. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (42 – 2019)**

Enclosed.
- d. **Diversity and Inclusion – The First 120 Days** – Jessica Moore, Diversity, Equity and Inclusion Officer, will provide a report to the Board. (at meeting)

UNFINISHED BUSINESS

11.

NEW BUSINESS

12.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

December, 2019 –

INFORMATION

14. Materials

a. **Joint Meeting of Library Board Committees Notes – November 12, 2019** (enclosed)

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

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

b. **Library Programs/Free Upcoming Events updated through December 15, 2019** (enclosed)

c. **Joint Meeting of Library Board Committees** – Tuesday, December 3, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, December 16, 2019, at the Library Services Center, 2450 North Meridian Street,
at 6:30 p.m.

18. Other Business

- a. **Resolution 43 – 2019** (Approval of Employment Agreement for Chief Executive Officer)
(enclosed)

19. Adjournment



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 28, 2019**

The Indianapolis-Marion County Public Library Board met at the Decatur Branch Library, 5301 Kentucky Avenue, Indianapolis, Indiana on Monday, October 28, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

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

Members absent: Ms. Carlino.

3. Branch Manager’s Report

Josh Crain, Decatur Branch Manager, welcomed everyone and advised that his Report had been distributed to the Board in their packets. He then mentioned that he had been the Manager at this location for one year.

He announced that his Circulation Supervisor Kathleen Underwood received the Library’s 2019 Helen L. Norris Distinguished Service Award. Ms. Underwood does the Decatur Community Art Show that usually has 300 pieces of art displayed. She also hosts the Art Show’s Gala that 200 people attend. People often refer to her as the “Unofficial Mayor of Decatur.” She knows everyone and everyone knows her.

A round of applause occurred at this time.

Ms. Sanders mentioned that she appreciated the welcome and the pizza that was provided for the Board’s dinner.

4. Public Comment and Communications

a. Public Comment

There were no petitions to come before the Board.

- b. **Dear CEO Letters and Responses** were circulated for the Board's general information.
 - c. **Correspondence** was circulated for the Board's general information.
- 5. Approval Of Minutes: Executive Session, Regular and Special Meetings**
- a. **Regular Meeting, August 26, 2019**

The minutes from the Regular Meeting held August 26, 2019 were distributed to the Board.

The minutes, as corrected, were approved on the motion of Dr. Jett, seconded by Ms. Payne, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.
 - b. **Regular Meeting, September 23, 2019**

The minutes from the Regular Meeting held September 23, 2019 were distributed to the Board.

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

COMMITTEE REPORTS

- 6. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne Sanders)**
 - a. **Report of the Treasurer – September 2019**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board.

She noted that revenues and expenditures are on target for 2019. Our expenditures for the month were \$2,925,632 and we ended with an ending cash balance of \$16,943,914. She also reviewed the status of various funds. (parking garage fund, etc.) and accounts. We had a beginning cash balance for all of our funds of \$52,493,663. We ended the month with \$49,705,591.

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

Motion carried.

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

- b. **Resolution 34 – 2019** (Approval of the Final Bond Resolution for the 2019 Bonds Funding the Lawrence and Wayne Branch Renovation Projects)

Ms. Dike-Young pointed out that the Finance Committee was seeking approval to proceed with the issuance of bonds for the second phase of the Multi-Branch Facility Improvement Project to provide funding for the renovation of the Lawrence and Wayne branches. The bonds will have a short payback period of two years. The bond issue is incorporated into the Library's long term debt plan which keeps the debt tax rate at or below \$0.0318.

A representative from Baker Tilley then provided a brief presentation to further outline the financial parameters associated with this project. Additionally, a representative from Barnes & Thornburg addressed the economic terms of the bond issue. He pointed out that the interest rate is being capped at 5%.

After full discussion and careful consideration of Resolution 34 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Jett, and the "yes" votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

Ms. Sanders mentioned to all who might hear and/or see the video of this meeting that property taxes are due on November 10, 2019. She reminded everyone that the Library is supported by those property taxes. Remember that those monies fund infrastructure throughout this community including the Library.

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

- a. **Resolution 35 – 2019** (Policy Revisions)

Katherine Lerg, HR Director, reminded the Board that the policy revisions had been reviewed in the Joint Board Committee Meeting and at the Board Meeting last month.

Some of the key updates include a new professional development policy, the addition of a personal holiday for staff that must be used in the same calendar year, and the addition of a study room policy. Beyond that there were minor updates of terminology.

After full discussion and careful consideration of Resolution 35 – 2019, the resolution was adopted on the motion of Judge Salinas, seconded by the Rev. Robinson and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

b. **Briefing Report – Compensation Study Results**

Ms. Lerg discussed the results of the 2019 Compensation Study that was conducted by Rahmberg, Stover of Michigan. She noted that the goals of the study were to ensure market competitiveness and internal structure alignment, address recruitment and retention needs, to be financially sound and equitable, and to be effectively and consistently administered. Key results including moving the entire salary structure forward approximately 12% and increasing the pay grade minimum for Public Services Librarians from \$37,441 to \$44,860. Nineteen jobs moved to higher pay grades. The new salary structure will be considered for approval by the Library Board in November.

Ms. Sanders commented that the Board had a lot to review.

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

Sharon Smith, Facilities Director, displayed the Monumental Award won by the Library for the Michigan Road Branch. The Library received the Honor Award for Architecture and we received a Merit Award for the interior of the branch for repurposing some of the trees from the building site into furniture for branch.

a. **Briefing Report – Brightwood Branch Project Update for September 2019**

Ms. Smith gave an Update on the Brightwood Branch Project. She advised that it is going well. Major milestone work in September included the perimeter site concrete work and completion of the framing of the portals on Sherman. Major work to be completed in October includes the installation of the storefront systems, the parking lot and completion of the masonry. The contractor is working to have the building enclosed so they can begin installation of the interior drywall. The project is scheduled for completion in March 2020, with the move to the new location scheduled in April 2020.

b. **Resolution 36 – 2019 (Approval to Award a Construction Contract for the Wayne Branch Renovation Project)**

Ms. Smith noted that the Facilities Committee was seeking approval to award a construction services contract for Wayne Branch renovation project to Gilliatte

General Contractors of Indianapolis for a total cost of \$1,211,000, which includes an alternate plan to remove and replace baseboard heaters. The last day of service at the Wayne Branch before renovation is November 30, 2019, with substantial completion projected in May 2020.

Ms. Smith shared that there were 49 vendors that the Notice to Bidders for the Project was emailed directly to, as well as the 16 business development contacts who also received a copy of the notice. She also explained steps the Library is using to increase XBE vendors on our projects.

At this time the following discussion took place:

Judge Salinas asked if the Library was going to reach out to those that submitted bids but were not the lowest to let them know ‘maybe next time.’

Ms. Smith responded that the sub-contractors are hired by Gilliatte and we can work with the contractors who we hire to make sure that they understand what our focus is going forward and to provide contacts that they may not have or actually have us reach out to them to ask a particular contractor to work with us.

Judge Salinas thought that perhaps the Library could provide workshops for people that want to submit bids but who did not win it this time but perhaps they can make changes for their next bid.

Ms. Nytes advised that the Library’s new Diversity, Equity and Inclusion Officer, Jessica Moore, will assist the Facilities area and the City of Indianapolis on this type of thing.

Dr. Jett noted that she was glad this suggestion was being made and accepted because she had previously asked for outreach meetings for subcontractors for all of the branches that are being anticipated to be built. She has made that suggestion several times. She feels that it should be a policy that’s put in place that we do have the sub-contractors meeting which we did have for the Martindale-Brightwood Branch. It should be done for all the branches.

After full discussion and careful consideration of Resolution 36 – 2019, the resolution was adopted on the motion of Judge Salinas, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

9. Library Foundation Update

October 2019 Library Foundation Update

Ms. Sanders encouraged everyone to read the Update that was included in their packets. She did mention some of the highlights contained in the Update.

News

The Library Foundation was honored to participate in the Library Staff Day on October 14, 2019. The Foundation hosted a session of Foundation Jeopardy, presented the Beth Tindel Award, gave a “State of the Foundation” address and kicked off the 2019 Staff Campaign – Fast Forward: The Story Continues.

The 2019 Beth Tindel Award went to Jon Barnes. The Award recognizes a Library Staff member who has been a partner to the Foundation over the years, is an advocate for the Foundation, goes above and beyond for the Foundation in their daily work at the Library and provides financial support. As the Public Relations Specialist, Jon works reliably to ensure good news about what’s going on in the Library reaches beyond our walls. One of his biggest accomplishments each year is the Library and Library Foundation’s Annual Report. He also helps the Foundation with press releases and media coverage. Jon has shown incredible dedication in the Library and Foundation!

The Foundation would also like to congratulate Kathleen Underwood for receiving the Helen Norris Award. The Foundation is proud to fund that prestigious award.

The Foundation is overwhelmed by the generosity shown so far from staff campaign participants. Special thanks go to this year’s Staff Campaign Committee members: Katie Bulloff, LaShonda El, Nicholas Calvert, Mollie Beaumont, Mike Coghlan and Joan Emmert. Thank you for your leadership and service.

Mark your calendars for Circulate: Night at the Library on April 18, 2020. More details to come in future updates, but Circulate: Night at the Library will be the Foundation’s new annual fundraising event.

Donors

The Library Foundation thanks 183 donors who made gifts last month.

Program Support

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

Children’s Programs

- Pop-Up Literacy Program (E38)
- Read to Me, Please (InfoZone)

Cultural Programs

- Center for Black Literature & Culture
- LGBTQ+ Committee
- Branded Giveaways
- Teacher Open House (MIC)
- Tree Lighting (WIN)

Collections/IT
 Grow with Google Grant
 General Digitization

Lifelong Learning
 Code Café (CEN)

Capital Projects
 Aquarium STEAM Storytime (E38)
 Memorial Park Bench (MIC)

Ms. Payne then mentioned that she had spoken on behalf of the Foundation at the second anniversary of the Center for the Black Literature and Culture (“CBLC”) and put out a plea for people to please make donations to the Center. She commented that it was an amazing program that Nichelle Hayes from the CBLC directed. Ms. Payne was proud to be there.

10. Report Of The Chief Executive Officer

At this time, Jackie Nytes, Chief Executive Officer, introduced Joe Backe as the Library’s new Director of Communications. Joe comes to the Library from Employ Indy. He also has experience working for Butler University. We appreciate him being with IndyPL.

a. Public Services Update and Statistics

1) Public Services Update – October 2019 – John Helling, Public Services Director, offered the following reports:

Melissa Wooton, Area Resource Manager, Adult Services, reported on the Library’s participation in the Census activities. She distributed some information to the Board and noted that the Library is a major community partner in planning to reach hard-to-count population groups for the 2020 Census. Because the Census questionnaire will be available on line, the Library can expect a large number of citizens to use its free computers. The Census will provide trained workers to assist people individually when filing out the online form. Library staff will also be trained on Census resources. Discussion occurred on how the Library can reach out to citizens to inform them about the Census with the Bookmobile and in working with schools, especially in Lawrence and Wayne townships in light of the coming closures of Library branches due to renovation.

Ms. Sanders wanted to know when the final day was for input. Ms. Wooton responded that the time period for the Census ended in August 2020.

Several optional locations for Census info were shared.

Sarah Batt, Manager, Shared System, reported on the Library's Shared System. The Shared System allows students and users of member organizations to access the Library's catalog. Founded in 1990, the Shared System now comprises 44 schools, three museums (including the latest, the Indiana Medical History Museum), and the Jewish Community Library. Shared System circulation increased from 105,000 to 110,000 in the first quarter of this school year compared to the same period in 2018. Ms. Batt described various Shared System initiatives such as Polaris and the recent launch of Axis 360, the e-platform for children's materials.

On another topic, Mr. Helling encouraged Board members to attend the presentation that he and Mike Williams, the Area Resource for Central Library, are giving at the upcoming Indiana Library Federation Conference on the topic of extending social services to our homeless population at Central and other branches.

It is extremely exciting the way the partnership with IUPUI has developed. That partnership had led to the Library School at IUPUI and the School of Social Work at IUPUI exploring the creation of a dual degree in those programs. We feel that's a pretty significant development. We are very pleased about that.

Ms. Payne asked Mr. Helling to describe the differences in the problems experienced at the various branches.

Mr. Helling noted that, unfortunately, he doesn't know. There are various differences at the branches like Decatur, Pike and Warren.

Mr. Crain, the Decatur Branch Manager, mentioned that the principals at Decatur schools have helped a lot. They talk to the kids about expected behavior at the Library.

- 2) **Metrics for 3rd Quarter 2019** – Garrett Mason, Strategic Planning and Assessment Officer, gave a Power Point presentation and discussed the Metrics presented to the Board. He focused on 3rd quarter circulation, first time user circulation, and door count for the 3rd quarter in comparison with 2018. As expected, due to the change in renewal limits implemented at the beginning of 2019, total circulation is down. However, first time circulation has remained steady. Adjusted door count in the third quarter was roughly equal to 2018. Other statistics show that 58% of non-expired Library cards were used within the last year, and 28% of the Library's service population has a non-expired Library card.

Mr. Mason inquired if the Board had access to the Dashboard information he had placed on the Library's Intranet. Dr. Jett advised that the Board did not have access. Ms. Mason advised that he will look into that.

b. **September Media Report**

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

She then explained the situation facing the Library regarding changes in the publishing industry that limit the Library's ability to purchase e-books and e-audiobooks. As a response to help manage costs and maintain access, the Library will reduce the number of e-materials that can be checked out or placed on hold, beginning November 18, 2019. The loan period for e-materials will also be reduced.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (37– 2019)**

After full discussion and careful consideration of Resolution 37 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Judge Salinas, and the “yes” votes of Mr. Andrews, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. 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:

November, 2019 – None.

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – October 15, 2019** (enclosed)

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

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 24, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 12, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

2019 Library Board Retreat – Ms. Sanders confirmed that the 2019 Library Board Retreat will take place at the office of Indiana Humanities, 1500 North Delaware Street, Indianapolis, Indiana 46202 on November 15, 2019 beginning at Noon. She then distributed a tentative Agenda for the Board's review. She advised that if any member has a suggestion, please forward that information to her.

17. Notice of Next Regular Meeting

Monday, November 25, 2019, at the Library Services Center, 2540 North Meridian Street, at 6:30 p.m.

Ms. Sanders noted that this is a change in location because the Glendale Branch is dealing with water damage.

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 8:35 p.m.

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

Dr. Terri Jett, Secretary to the Board



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE EXECUTIVE SESSION
NOVEMBER 12, 2019

The Indianapolis-Marion County Public Library Board met in Executive Session at the Library Services Center, 2450 North Meridian Street, Indianapolis, IN on Tuesday, November 12, 2019 at 5:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman.

2. Roll Call

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

Members absent: Dr. Jett and Ms. Payne.

The Chairman announced that a quorum was present and that the meeting was duly constituted.

3. Discussion

a. Pursuant to IC 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees.

4. Adjournment

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

The Chairman declared the Executive Session adjourned at 6:30 p.m.

Crista Carlino, Acting Secretary of the Board

CERTIFICATION

I, Crista Carlino, Acting Secretary of the Board, of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

Crista Carlino, Acting Secretary of the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for October 2019
Prepared by Accounting for November 25, 2019 Board Meeting

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

Revenue		Annual			% Budget Received
		2019 Revised Budget	Actual MTD 10/31/2019	Actual YTD 10/31/2019	
Property Taxes	31	34,529,871	1,653,000	20,338,724	59%
Intergovernmental	33	7,723,633	352,542	5,453,185	71%
Fines & Fees	35	788,340	49,867	562,380	71%
Charges for Services	34	536,140	70,537	601,695	112%
Miscellaneous	36	682,163	49,802	1,329,554	195%
Total		44,260,147	2,175,747	28,285,538	64%

Expenditures		Annual			% Budget Spent
		2019 Revised Budget	Actual MTD 10/31/2019	Actual YTD 10/31/2019	
Personal Services & Benefits	41	27,006,948	1,897,941	20,284,723	75%
Supplies	42	1,538,371	64,965	644,218	42%
Other Services and Charges	43	15,469,172	1,168,946	11,139,912	72%
Capital Outlay	44	5,260,467	270,790	3,539,572	67%
Total		49,274,958	3,402,642	35,608,424	72%

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	42,109,199	42,109,199	1,653,000	20,338,724	-	21,770,475
311300 PROPERTY TAX CAPS	(7,205,286)	(7,579,328)	-	-	-	(7,579,328)
TAXES Total	34,903,913	34,529,871	1,653,000	20,338,724	-	14,191,147
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	240,000	240,000	13,050	352,842	-	(112,842)
335100 FINANCIAL INSTITUTION TAX REV	268,077	268,077	-	133,088	-	134,989
335200 LICENSE EXCISE TAX REVENUE	2,854,816	2,854,816	-	1,325,426	-	1,529,390
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	3,283,665	-	570,919
335500 COUNTY OPTION INCOME TAX	216,474	216,474	18,277	196,539	-	19,935
335700 COMMERCIAL VEHICLE TAX REVENUE	264,311	264,311	-	149,123	-	115,188
339000 IN LIEU OF PROP. TAX	25,371	25,371	-	12,502	-	12,869
INTERGOVERNMENTAL Total	7,723,633	7,723,633	352,542	5,453,185	-	2,270,448
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	203	1,935	-	(1,935)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	31,582	309,837	-	(34,837)
347602 FAX TRANSMISSION REVENUE	32,000	32,000	7,089	61,510	-	(29,510)
347603 PROCTORING EXAMS	3,500	3,500	225	3,440	-	60
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	83,509	-	(509)
347605 USAGE FEE REVENUE	14,000	14,000	645	8,629	-	5,371
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	3,275	17,785	-	(5,785)
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	2,095	13,870	-	1,130
347608 SECURITY SERVICES REVENUE	18,000	18,000	2,130	19,593	-	(1,593)
347609 EVENT SECURITY	-	-	1,524	8,118	-	(8,118)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	695	15,006	-	(9,006)
347621 CATERING REVENUE	75,000	75,000	21,074	58,463	-	16,537
CHARGES FOR SERVICES Total	536,140	536,140	70,537	601,695	-	(65,555)
FINES						
351200 FINES	761,840	761,840	48,695	548,947	-	212,893
351201 OTHER CARD REVENUE	12,000	12,000	65	1,254	-	10,746
351202 HEADSET REVENUE	6,000	6,000	594	5,908	-	92
351203 USB REVENUE	6,000	6,000	393	4,595	-	1,405
351204 LIBRARY TOTES	2,500	2,500	119	1,676	-	824
FINES Total	788,340	788,340	49,867	562,380	-	225,960
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	199	4,659	-	1,341
360001 REVENUE ADJUSTMENT	-	-	(86)	62	-	(62)
361000 INTEREST INCOME	46,163	46,163	28,415	226,456	-	(180,293)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	14,863	137,880	-	(12,880)
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	2,725	35,934	-	36,566
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	3,186	18,495	-	(18,495)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	500	2,501	-	(1)
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	477,163	477,163	49,802	650,987	-	(173,824)
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	3,787	-	1,213
396000 REFUNDS	5,000	5,000	-	21,377	-	(16,377)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	229,203	-	(54,203)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	424,201	-	(404,201)
OTHER FINANCING SRCS Total	205,000	205,000	-	678,567	-	(473,567)
REVENUE Total	44,634,189	44,260,147	2,175,747	28,285,538	-	15,974,609
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,611,566	16,608,370	1,191,941	12,552,747	-	4,055,623
412000 SALARIES HOURLY STAFF	1,806,308	1,809,504	128,541	1,476,531	-	332,973
413000 WELLNESS	35,000	35,000	405	27,146	-	7,854
413001 LONG TERM DISABILITY INSURANCE	43,000	43,000	3,848	38,371	-	4,629
413002 EMPLOYEE ASSISTANCE PROGRAM	22,571	22,571	1,600	16,000	3,200	3,371
413003 TUITION ASSISTANCE	25,000	25,000	-	9,085	-	15,915
413004 SALARY ADJUSTMENT	90,000	90,000	-	-	-	90,000
413100 FICA AND MEDICARE	1,415,852	1,415,852	94,873	1,021,048	-	394,804
413300 PERF/INPRS	2,376,651	2,376,651	168,353	1,778,388	-	598,263
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	1,328	2,923	-	6,077
413500 MEDICAL & DENTAL INSURANCE	4,387,000	4,534,000	303,917	3,332,089	3,028	1,198,883
413600 GROUP LIFE INSURANCE	38,000	38,000	3,135	30,394	-	7,606
PERSONAL SERVICES Total	26,859,948	27,006,948	1,897,941	20,284,723	6,228	6,715,998
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	640,249	318,972	26,413	128,372	20,585	170,015
421600 LIBRARY SUPPLIES	210,000	229,507	5,172	63,889	15,866	149,752

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
421700 DEPARTMENT OFFICE SUPPLIES	248,600	644,771	18,825	292,501	6,042	346,228
422210 GASOLINE	40,000	40,502	1,961	19,820	5,766	14,917
422250 UNIFORMS	8,000	11,188	715	4,553	-	6,635
422310 CLEANING & SANITATION	165,000	168,724	11,880	78,377	3,951	86,396
429001 NON CAPITAL FURNITURE & EQUIP	68,000	124,706	-	56,706	6,615	61,385
SUPPLIES Total	1,379,849	1,538,371	64,965	644,218	58,825	835,328
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	267,028	26,503	141,600	-	125,428
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	216,450	455,527	32,666	254,656	153,898	46,973
432100 FREIGHT & EXPRESS	5,500	5,860	613	4,899	753	208
432200 POSTAGE	69,650	69,614	139	14,150	1,061	54,404
432300 TRAVEL	37,830	37,830	1,090	12,793	-	25,037
432400 DATA COMMUNICATIONS	290,300	290,300	20,564	238,308	-	51,992
432401 CELLULAR PHONE	13,550	13,550	862	9,417	-	4,133
432500 CONFERENCES	105,115	101,115	3,857	56,143	-	44,972
432501 IN HOUSE CONFERENCE	62,000	65,600	11,813	47,083	-	18,517
433100 OUTSIDE PRINTING	226,500	229,775	6,577	153,888	9,496	66,392
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	222	944	-	606
434100 WORKER'S COMPENSATION	159,826	156,826	17,633	81,569	-	75,258
434200 PACKAGE	241,688	164,688	-	93,894	-	70,794
434201 EXCESS LIABILITY	10,351	85,351	42,103	85,434	-	(83)
434202 AUTOMOBILE	19,594	19,594	4,628	18,555	-	1,039
434500 OFFICIAL BONDS	1,000	1,000	-	975	-	25
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,259	-	741
434502 BROKERAGE FEE	17,000	19,000	5,000	18,500	-	500
435100 ELECTRICITY	1,067,500	1,137,917	80,425	733,661	378,756	25,500
435200 NATURAL GAS	118,450	143,476	1,929	74,863	60,692	7,921
435300 HEAT/STEAM	382,200	415,923	18,289	224,359	191,364	200
435400 WATER	75,000	79,901	8,174	57,637	22,119	145
435401 COOLING/CHILLED WATER	525,000	537,538	70,184	436,555	88,445	12,538
435500 STORMWATER	23,800	23,800	10,468	20,725	-	3,076
435900 SEWAGE	85,200	92,680	13,318	86,284	5,925	472
436100 REP & MAINT-STRUCTURE	1,484,600	1,996,061	142,567	1,562,436	423,043	10,582
436110 CLEANING SERVICES	1,079,239	1,150,971	73,146	734,719	271,864	144,388
436200 REP & MAINT-EQUIPMENT	185,360	198,222	492	96,166	20,074	81,982
436201 REP & MAINT-HEATING & AIR	900,950	441,139	22,868	243,769	175,842	21,528
436202 REP & MAINT -AUTO	65,000	66,139	837	22,783	10,088	33,267
436203 REP & MAINT-COMPUTERS	463,100	348,600	42,084	292,309	3,814	52,477
437200 EQUIPMENT RENTAL	87,829	87,829	4,699	57,661	9,684	20,484
437300 REAL ESTATE RENTAL	470,271	486,354	35,953	357,307	-	129,047
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	75,000	81,530	7,883	79,549	23,394	(21,413)
439601 SNOW REMOVAL	370,000	382,535	-	319,798	9,662	53,075
439602 LAWN & LANDSCAPING	319,271	345,940	34,034	221,029	23,963	100,948
439800 DUES & MEMBERSHIPS	57,400	60,725	3,565	55,314	625	4,786
439901 COMPUTER SERVICES	204,790	371,702	456	327,278	2,208	42,217
439902 PAYROLL SERVICES	170,000	145,000	12,408	108,859	-	36,141
439903 SECURITY SERVICES	964,721	1,082,502	113,189	846,615	166,425	69,461
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	3,559	39,856	-	25,144
439905 OTHER CONTRACTUAL SERVICES	707,915	759,552	81,654	557,724	113,914	87,914
439906 RECRUITMENT EXPENSES	24,500	14,500	970	11,816	-	2,684
439907 EVENTS & PR	34,200	37,640	807	20,454	3,884	13,302
439910 PROGRAMMING	75,500	75,500	12,960	55,099	4,981	15,420
439911 PROGRAMMING-JUV.	145,000	148,000	11,535	112,444	8,923	26,633
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	2,508	15,102	5,850	4,048
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	160	800	4,040
439930 MATERIALS CONTRACTUAL	2,000,000	2,002,289	183,716	1,509,339	-	492,950
439931 E-BOOKS	-	-	-	-	-	-
439932 E-AUDIO	-	-	-	-	-	-
439934 DATABASES	-	-	-	-	-	-
451100 AUDIT FEES	15,000	15,000	-	15,179	13,650	(13,829)
452002 TRANSFERS IN/OUT	-	590,000	-	590,000	-	-
459000 REFUNDS	-	5,000	-	5,000	-	-
OTHER SERVICES AND CHARGES TOTAL	14,034,700	15,469,172	1,168,946	11,139,912	2,205,197	2,124,064
CAPITAL						
443500 BUILDING	-	676,396	-	676,396	-	-
445100 CAPITAL - FURNITURE	20,000	20,000	8,658	8,658	-	11,342
445200 VEHICLES	80,000	107,718	-	27,718	19,721	60,279
445300 CAPITAL - EQUIPMENT	55,000	75,740	-	20,740	-	55,000
445301 COMPUTER EQUIPMENT	240,000	532,568	-	292,618	-	239,950
449000 BOOKS & MATERIALS	3,550,000	3,694,853	262,133	2,467,409	-	1,227,444
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449003 CD'S	-	-	-	-	-	-
449004 DVD'S	-	-	-	-	-	-
449100 UNPROCESSED PAPERBACK BOOKS	137,000	153,192	-	46,034	95,667	11,492

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
CAPITAL Total	4,082,000	5,260,467	270,790	3,539,572	115,388	1,605,507
EXPENSE Total	46,356,497	49,274,958	3,402,642	35,608,424	2,385,637	11,280,897

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
Beginning Balance	\$ 22,972,161	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,943,914	\$ 15,716,053	\$ 15,050,512	\$ 22,972,161	\$ 22,972,161	
Receipts:															
Property Tax	-	-	-	1,300,000	6,257,000	11,128,724	-	-	-	1,653,000	3,778,000	10,787,189	34,903,913	34,903,913	-
Excise Tax	-	-	-	-	-	1,325,426	-	-	-	-	-	1,427,408	2,752,834	2,854,816	(101,982)
Financial Institution Tax	-	-	-	-	-	133,088	-	-	-	-	-	134,039	267,127	268,077	(950)
Commercial Vehicle Tax	-	-	-	-	-	149,123	-	-	-	-	-	132,156	281,279	264,311	16,968
In-Lieu-of Taxes	-	-	-	-	-	12,502	-	-	-	-	-	12,686	25,188	25,371	(183)
Local Option Income Tax (LOIT)	321,215	321,215	392,727	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	249,704	3,854,584	3,854,584	-
County Option Income Tax (COIT)	18,277	18,277	22,096	18,277	18,277	28,228	18,277	18,277	18,277	18,277	18,277	14,458	229,274	216,474	12,800
Fines	72,730	56,115	62,072	53,368	48,800	55,524	55,667	47,645	48,331	48,695	62,647	62,644	674,237	761,840	(87,603)
Photocopier	113	201	132	223	214	161	238	116	335	203	-	-	1,935	-	1,935
Printers	24,533	32,843	34,585	34,752	28,578	29,000	31,513	32,626	29,825	31,582	22,917	21,301	354,054	275,000	79,054
Fax Transmissions	5,041	5,118	6,945	6,649	5,876	5,594	6,454	6,632	6,112	7,089	2,452	2,443	66,405	32,000	34,405
Headsets	618	583	606	583	468	596	624	650	585	594	490	482	6,880	6,000	880
USB	449	407	500	463	434	455	486	491	519	393	500	551	5,646	6,000	(354)
PLAC Dist.	-	-	-	-	83,509	-	-	-	-	-	-	-	83,509	83,000	509
Interest income	10,323	11,226	10,960	8,774	15,964	28,772	47,591	33,422	31,008	28,415	3,259	3,251	232,966	46,163	186,803
Library totes	153	142	196	175	108	279	191	176	138	119	212	227	2,115	2,500	(385)
Other Card Revenue	136	263	134	130	65	131	2	130	198	65	1,078	1,084	3,416	12,000	(8,584)
Miscellaneous	104	302	486	124	177	1,635	(1,170)	716	2,234	113	536	536	5,793	6,000	(207)
Proctoring Exams	160	225	280	275	505	500	885	310	75	225	304	304	4,047	3,500	547
Facility Rental	46,445	13,210	30,179	26,531	29,172	17,014	13,545	30,006	25,759	30,943	12,300	22,195	297,300	261,640	35,660
Catering Commission	8,082	2,631	2,999	977	601	13,494	7,115	1,490	-	21,074	16,769	5,768	81,000	75,000	6,000
Café Revenue	8,506	1,416	-	-	921	1,517	640	661	650	695	500	500	16,006	6,000	10,006
Reimbursement for Services	-	22,962	25,992	30,132	73,561	53,114	18,642	300	4,500	-	-	48,500	277,703	175,000	102,703
Insurance Reimbursement	-	-	-	407,576	-	-	-	-	16,625	-	-	-	424,201	20,000	404,201
Refunds	-	18,634	-	-	-	2,743	-	-	-	-	454	463	22,293	5,000	17,293
Erate Revenue	30,287	13,803	33,689	12,971	123,408	13,494	12,954	63,228	35,958	13,050	19,713	-	372,555	240,000	132,555
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	-	-	-	-	-	3,787	-	-	-	2,000	-	5,787	5,000	787
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	547,171	519,572	624,578	2,223,194	7,008,852	13,322,329	763,657	558,093	542,345	2,175,747	4,263,622	12,927,886	45,477,045	44,634,189	842,858
Expenditures:															
Personal Services & Benefits	1,959,606	2,221,696	1,927,031	1,916,883	2,699,071	1,948,964	1,955,332	1,913,573	1,844,626	1,897,941	2,925,682	1,970,039	25,180,444	27,009,948	1,829,504
Supplies	105,846	74,369	34,466	49,784	91,369	62,732	70,920	38,578	51,188	64,965	184,810	129,812	958,840	1,618,039	659,200
Other Services and Charges	1,204,425	1,700,287	1,203,809	975,930	987,943	956,647	1,100,720	1,093,470	747,735	1,168,946	1,255,996	1,405,650	13,801,557	15,723,079	1,921,522
Library Materials Capital Outlay	328,521	277,065	682,072	353,658	458,060	173,264	379,066	334,992	282,083	270,790	562,674	481,784	4,584,030	5,271,539	687,509
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,598,399	4,273,416	3,847,379	3,296,256	4,236,443	3,141,606	3,506,039	3,380,613	2,925,632	3,402,642	4,929,163	3,987,284	44,524,871	49,622,605	5,097,735
Change in Payables/Petty Cash/Correction*	(201)	1,698	195,005	(164,006)	28,387	(4,417)	102,433	(46,122)	(45,032)	(968)	-	-	-	-	-
Ending Balance	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,943,914	\$ 15,716,053	\$ 15,050,512	\$ 23,991,113	\$ 23,924,336	\$ 17,983,745	



Receipts and Disbursements - October 2019

FUND	CASH AND INVESTMENTS 9/30/19	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 10/31/19
101 Total Operating	16,943,914	2,175,747	3,403,609	15,716,053
104 Total Fines	6	94,282	94,282	6
226 Total Parking Garage	721,410	17,438	8,814	730,034
230 Total Grant	619,198	55,929	173,239	501,887
245 Total Rainy Day	5,355,663	7,662	17,190	5,346,135
270 Total Shared System	307,507	40,246	6,104	341,650
301 Total BIRF 1	3,290,421	398	-	3,290,819
321 Total BIRF 2	460,855	-	-	460,855
471 Total Library Improvement Reserve Fund	2,718,087	3,529	-	2,721,616
472 Total Construction	19,353	-	6,112	13,242
475 Total 2015 Bond RFID Books & Materials	299,296	-	34,771	264,525
476 Total 2016 Bond - Michigan Rd	452,585	292	3,807	449,070
477 Total 2017A Bond - Brightwood	3,828,266	5,294	457,606	3,375,954
478 Total 2017B Bond - Eagle	1,422,825	996	55,708	1,368,113
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	3,376,103	4,950	226,301	3,154,753
480 Total 2018 BBond - West Perry Branch	8,765,272	14,144	67,715	8,711,701
800 Total Gift	1,033,743	39,340	77,540	995,543
806 Total Payroll Liabilities (1)	68,756	107,561	108,889	67,428
812 Total Foundation Agency Fund	3,005	829	-	3,834
813 Total Staff Association Agency Fund	27	-	-	27
814 Total Sales Tax Agency Fund	1,339	1,767	1,426	1,680
815 Total PLAC Card Revenue Agency Fund	17,960	3,835	-	21,795
Grand Total	49,705,592	2,574,241	4,743,114	47,536,719

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019		Balance September 30, 2019	Interest Earned September 30, 2019
Operating Fund	\$ 10,615	\$ 1,023	Operating Fund	\$ 9,592	\$ 1,919
Shared System Fund	\$ 1	\$ -	Shared System Fund	\$ 1	\$ -
Grant Fund	\$ 392,788	\$ 197	Grant Fund	\$ 392,591	\$ 213
Parking Garage	\$ 408,354	\$ 204	Parking Garage	\$ 408,150	\$ 221
Bond & Interest Redemption Fd	\$ 1,671,672	\$ -	Bond & Interest Redemption Fd	\$ 1,671,672	\$ -
Bond & Interest Redemption Fd 2	\$ 360,386	\$ -	Bond & Interest Redemption Fd 2	\$ 360,386	\$ -
Rainy Day Fund	\$ 603,620	\$ 302	Rainy Day Fund	\$ 603,318	\$ 327
Total Chase Savings Account	\$ 3,447,435	\$ 1,726	Total Chase Savings Account	\$ 3,445,709	\$ 2,680
<i>The average savings account rate for October was 0.59%</i>			<i>The average savings account rate for September was 0.66%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019		Balance September 30, 2019	Interest Earned September 30, 2019
Library Improvement Reserve Fd	\$ 2,199,219	\$ 3,529	Library Improvement Reserve Fd	\$ 2,195,690	\$ 3,837
Rainy Day Fund	\$ 4,399,021	\$ 7,059	Rainy Day Fund	\$ 4,391,962	\$ 7,674
Total Fifth Third Bank	\$ 6,598,240	\$ 10,588	Total Fifth Third Bank	\$ 6,587,652	\$ 11,511
<i>The average investment account rate for October was 1.93%</i>			<i>The average investment account rate for September was 1.95%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019		Balance September 30, 2019	Interest Earned September 30, 2019
Operating Fund	\$ 1,586,941	\$ 2,691	Operating Fund	\$ 1,584,250	\$ 2,767
Rainy Day Fund	\$ 177,426	\$ 301	Rainy Day Fund	\$ 177,125	\$ 309
2017A Brightwood Project Fund	\$ 2,664,372	\$ 4,518	2017A Brightwood Project Fund	\$ 2,659,854	\$ 4,637
2018B West Perry Project Fund	\$ 3,058,321	\$ 5,186	2018B West Perry Project Fund	\$ 3,053,135	\$ 5,333
2018A Multi-Project Fund	\$ 2,919,246	\$ 4,950	2018A Multi-Project Fund	\$ 2,914,296	\$ 5,090
Total Hoosier Fund Account	\$ 10,406,306	\$ 17,647	Total Hoosier Fund Account	\$ 10,388,659	\$ 18,136
<i>The average Hoosier Fund account rate for October was 2.00%</i>			<i>The average Hoosier Fund account rate for September was 2.13%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance October 31, 2019	Interest Earned October 31, 2019		Balance September 30, 2019	Interest Earned September 30, 2019
Operating Fund	\$ 5,307,780	\$ 24,701	Operating Fund	\$ 15,283,078	\$ 26,322
2015 RFID Project Fund	\$ 250,000	\$ -	2015 RFID Project Fund	\$ 250,000	\$ -
2016 Michigan Road Project Fund	\$ 164,327	\$ 292	2016 Michigan Road Project Fund	\$ 264,035	\$ 455
2017A Brightwood Project Fund	\$ 352,047	\$ 776	2017A Brightwood Project Fund	\$ 1,051,272	\$ 1,811
2017B Eagle Project Fund	\$ 626,072	\$ 996	2017B Eagle Project Fund	\$ 625,076	\$ 1,077
2018B West Perry Project Fund	\$ 5,514,571	\$ 8,958	2018B West Perry Project Fund	\$ 6,105,613	\$ 10,516
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -	Bond & Interest Redemption Fd 2	\$ 90,897	\$ 157
Bond & Interest Redemption Fd	\$ 966,784	\$ 398	Bond & Interest Redemption Fd	\$ 966,386	\$ 2,095
Total TrustIndiana Account	\$ 13,272,478	\$ 36,122	Total TrustIndiana Account	\$ 24,636,356	\$ 42,432
<i>The average TrustIndiana account rate for October was 1.87%</i>			<i>The average TrustIndiana account rate for September was 2.10%</i>		
<u>U. S. Bank</u>					
	Balance October 31, 2019	Interest Earned October 31, 2019			
Operating Fund	\$ 8,000,000	\$ -			
Total U. S. Bank	\$ 8,000,000	\$ -			
<i>The average U. S. Bank account rate for October was 1.95%</i>					

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	12,727,045	12,727,045	-	6,837,488	-	5,889,557
Property Taxes Total	12,727,045	12,727,045	-	6,837,488	-	5,889,557
Intergovernmental						
335100 FINANCIAL INSTITUTION T	70,827	70,827	-	37,255	-	33,572
335200 LICENSE EXCISE TAX REVE	781,741	781,741	-	367,857	-	413,885
335700 COMMERCIAL VEHICLE TAX	69,472	69,472	-	41,744	-	27,728
339000 IN LIEU OF PROP. TAX	8,081	8,081	-	4,351	-	3,730
Intergovernmental Total	930,121	930,121	-	451,207	-	478,914
Miscellaneous						
361000 INTEREST INCOME	-	-	398	34,007	-	(34,007)
Miscellaneous Total	-	-	398	34,007	-	(34,007)
REVENUES Total	13,657,166	13,657,166	398	7,322,702	-	6,334,464
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	5,500	5,500	-	2,250	-	3,250
438100 PRINCIPAL	11,230,000	11,230,000	-	7,930,000	-	3,300,000
438200 INTEREST	2,394,631	2,394,631	-	1,553,101	-	841,530
Other Services and Charges Total	13,630,131	13,630,131	-	9,485,351	-	4,144,780
EXPENSES Total	13,630,131	13,630,131	-	9,485,351	-	4,144,780

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

	Original Budaet	Revised Budaet	MTD	YTD	P.O.	Available Budaet
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	24,306	24,306	7,662	79,186	-	(54,880)
MISCELLANEOUS Total	24,306	24,306	7,662	79,186	-	(54,880)
REVENUE Total	24,306	24,306	7,662	79,186	-	(54,880)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	18,194	2,936	18,088	-	106
431200 ENGINEERING &	795,000	955,665	12,965	194,361	253,966	507,338
431500 CONSULTING SERVICES	-	-	-	3,000	3,650	(6,650)
433200 PUBLICATION OF LEGAL	-	-	253	253	-	(253)
438400 ISSUANCE COSTS	-	-	1,035	1,035	-	(1,035)
452002 TRANSFERS IN/OUT	-	-	-	(30,142)	-	30,142
OTHER SERVICES AND CHARGES TOTAL	800,000	973,859	17,190	186,595	257,616	529,648
CAPITAL						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	760,000	760,000	-	-	-	760,000
CAPITAL Total	1,260,000	1,260,000	-	-	-	1,260,000

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	14,582	14,582	3,529	35,599	-	(21,017)
MISCELLANEOUS Total	14,582	14,582	3,529	35,599	-	(21,017)
OTHER FINANCING SRCS						
391000 TRANSFER IN	590,000	590,000	-	590,000	-	-
OTHER FINANCING SRCS Total	590,000	590,000	-	590,000	-	-
REVENUE Total	604,582	604,582	3,529	625,599	-	(21,017)
EXPENSE						
OTHER SERVICES AND CHARGES						
431200 ENGINEERING & ARCHITECTURAL	-	-	-	-	-	-
431500 CONSULTING SERVICES	-	4,418	-	4,414	-	3
436100 REP & MAINT-STRUCTURE	600,000	696,800	-	96,800	92,780	507,220
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	600,000	701,218	-	101,214	92,780	507,223
CAPITAL						
444501 COMPUTER SOFTWARE	-	272,772	-	9,613	259,563	3,596
445300 CAPITAL - EQUIPMENT	-	54,083	-	54,083	-	-
CAPITAL Total	-	326,855	-	63,696	259,563	3,596
EXPENSE Total	600,000	1,028,072	-	164,910	352,343	510,820

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	180,000	180,000	15,649	142,006	-	37,994
347611 EVENTS PARKING	12,000	12,000	1,585	10,650	-	1,350
CHARGES FOR SERVICES Total	192,000	192,000	17,234	152,656	-	39,344
MISCELLANEOUS						
360001 REVENUE ADJUSTMENT	-	-	-	2	-	(2)
361000 INTEREST INCOME	5,000	5,000	204	4,756	-	244
MISCELLANEOUS Total	5,000	5,000	204	4,758	-	242
REVENUE Total	197,000	197,000	17,438	157,414	-	39,586
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	1,519	2,366	-	134
421500 OFFICE SUPPLIES - FAC/PURCH	4,000	5,000	283	5,499	-	(499)
422310 CLEANING & SANITATION	100	100	-	80	-	20
SUPPLIES Total	6,600	7,600	1,802	7,945	-	(345)
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,750	1,750	-	383	-	1,368
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	10,000	-	2,000
432200 POSTAGE	1,000	-	-	-	-	-
432400 DATA COMMUNICATIONS	4,320	4,320	365	3,579	-	741
434201 EXCESS LIABILITY	5,280	5,280	440	4,400	-	880
436100 REP & MAINT-STRUCTURE	10,000	40,818	-	10,360	818	29,640
436110 CLEANING SERVICES	10,000	10,000	-	4,812	-	5,188
436200 REP & MAINT-EQUIPMENT	10,000	10,000	1,621	5,762	-	4,238
436201 REP & MAINT-HEATING & AIR	-	123,062	-	-	23,062	100,000
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	556	6,898	-	1,102
439905 OTHER CONTRACTUAL SERVICES	50,760	45,760	3,031	45,271	-	489
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	113,110	260,990	7,013	91,464	23,880	145,646
EXPENSE Total	119,710	268,590	8,814	99,410	23,880	145,300

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

	MTD	YTD
REVENUE		
MISCELLANEOUS		
360000 - MISCELLANEOUS REVENUE	-	(677)
360001 - REVENUE ADJUSTMENT	-	-
361000 - INTEREST INCOME	(197)	(10,081)
367000 - FOUNDATION CONTRIBUTION	(39,340)	(966,802)
367002 - FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 - OTHER GRANTS	(55,732)	(928,458)
MISCELLANEOUS Total	(95,269)	(1,906,018)
REVENUE Total	(95,269)	(1,906,018)
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	5,461	188,908
412000 SALARIES HOURLY STAFF	280	54,523
413001 LONG TERM DISABILITY INSURANCE	-	-
413100 FICA AND MEDICARE	291	19,641
413300 PERF/INPRS	545	5,721
413500 MEDICAL & DENTAL INSURANCE	550	45,636
413600 GROUP LIFE INSURANCE	-	-
PERSONAL SERVICES Total	7,127	314,427
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	-	18,200
421600 LIBRARY SUPPLIES	-	557
421700 DEPARTMENT OFFICE SUPPLIES	14,722	159,844
SUPPLIES Total	14,722	178,601
OTHER SERVICES AND CHARGES		
431500 CONSULTING SERVICES	1,755	87,720
432100 FREIGHT & EXPRESS	-	3,265
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	4,066	38,139
432500 CONFERENCES	-	4,793
432501 IN HOUSE CONFERENCE	168	778
433100 OUTSIDE PRINTING	-	18,736
439901 COMPUTER SERVICES	-	534
439903 SECURITY SERVICES	-	220
439905 OTHER CONTRACTUAL SERVICES	-	48,021

	MTD	YTD
439907 EVENTS & PR	1,380	7,672
439910 PROGRAMMING	3,181	162,664
439911 PROGRAMMING-JUV.	10,444	124,628
439912 PROGRAMMING ADULT - CENTRAL	780	5,526
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	145,238	712,920
439934 DATABASES	-	-
OTHER SERVICES AND CHARGES Total	167,012	1,215,617
CAPITAL		
445100 CAPITAL - FURNITURE	701	1,837
445200 VEHICLES	-	19,748
445300 CAPITAL - EQUIPMENT	-	7,342
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	19,426	188,493
449100 UNPROCESSED PAPERBACK BOOKS	41,720	248,606
449200 - ART & EXHIBITS	-	20,000
CAPITAL Total	61,847	486,025
OTHER FINANCING SRCS		
459000 REFUNDS	-	17,453
459001 UNRESTRICTED EXPENSES	71	252
OTHER FINANCING SRCS Total	71	17,704
EXPENSE Total	250,779	2,212,375

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of October 31, 2019

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	264,524.90
Fund 476 - Restricted - Michigan Road Project	390,771.14
Fund 477 - Restricted - Brightwood Project	3,164,152.29
Fund 478 - Restricted - Eagle Project	1,133,065.64
Fund 479 - Restricted - Multiple Projects	3,154,752.60
Fund 480 - Restricted - West Perry Project	8,711,700.89
Fund 472 - Construction/Foundation	13,241.56
Total Construction Fund Cash Balances	<u>16,832,209.02</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	264,524.90
Fund 476 - Restricted - Michigan Road Project	390,771.14
Fund 477 - Restricted - Brightwood Project	3,164,152.29
Fund 478 - Restricted - Eagle Project	1,133,065.64
Fund 479 - Restricted - Multiple Projects	3,154,752.60
Fund 480 - Restricted - West Perry Project	8,711,700.89
Fund 472 - Construction/Foundation - Assigned - Central	13,241.56
Total Construction Fund Breakdown	<u>16,832,209.02</u>

Summary of Classifications

Total Restricted	16,818,967.46
Total Assigned	13,241.56
Total of All Classifications	<u>16,832,209.02</u>

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED			<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>			
Fund 475 - Restricted - RFID Project	2,000,000.00	34,770.74	205,963.85	1,735,475.10	204.04	264,320.86
Fund 476 - Restricted - Michigan Road Project	7,719,326.95	3,807.04	495,527.54	7,328,555.81	373,341.81	17,429.33
Fund 477 - Restricted - Brightwood Project	6,161,419.17	507,722.89	2,294,874.29	2,997,266.88	3,000,193.09	163,959.20
Fund 478 - Restricted - Eagle Project	7,842,699.24	58,039.80	3,757,957.07	6,709,633.60	141,147.57	991,918.07
Fund 479 - Restricted - Multiple Projects	5,059,603.60	226,300.99	1,395,209.45	1,904,851.00	381,290.43	2,773,462.17
Fund 480 - Restricted - West Perry Project	9,583,848.89	67,715.35	785,288.19	872,148.00	429,499.94	8,282,200.95
Major Repairs & Maintenance	3,454,070.94	6,111.55	29,905.55	3,440,829.38	13,241.56	(0.00)
Total Expenditures	<u>41,820,968.79</u>	<u>904,468.36</u>	<u>8,964,725.94</u>	<u>24,988,759.77</u>	<u>4,338,918.44</u>	<u>12,493,290.58</u>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	0.00	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 476	154,326.95	292.23	7,333.68	154,326.95	0.00
** Estimated Future Interest Earnings - Fund 477	216,419.17	5,293.78	88,089.73	216,419.17	0.00
** Estimated Future Interest Earnings - Fund 478	126,071.69	996.04	39,922.10	126,071.69	0.00
** Estimated Future Interest Earnings - Fund 479	59,603.60	4,950.35	59,603.60	59,603.60	0.00
** Estimated Future Interest Earnings - Fund 480	172,892.35	14,144.26	172,354.79	172,892.35	0.00

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

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

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



Board Action Request

6b

To: IMCPL Board

Meeting Date: November 25, 2019

From: Finance Committee

Approved by the
Library Board: November 25, 2019

Effective Date: November 25, 2019

Subject: Resolution 38-2019 – Transfer Between Classifications and Accounts

Recommendation: Library staff recommends Board approval of the transfer.

Background: The transfer in the Operating Fund is to cover the purchase of Summer Reading Program – books for prizes.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2019 as the funds are moving from one account to another.



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 38-2019
TRANSFERS BETWEEN CLASSIFICATIONS AND ACCOUNTS
November 25, 2019**

WHEREAS, certain conditions have developed since the Adoption of the 2019 Annual Budget,

WHEREAS, it is necessary to transfer funds between Budget Classifications and Accounts, therefore

BE IT RESOLVED that the following transfers and re-appropriations be made via:

OPERATING FUND

Decrease

FROM:

4. CAPITAL	101011500-449100	UNPROCESSED BOOKS	<u>\$ (11,000.00)</u>
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Increase

TO:

2. SUPPLIES	10101150-421700	DEPARTMENT SUPPLIES	<u>\$ 11,000.00</u>
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- Mgr., Cataloging & Metadata increased 1 PG to PG 13
- Mgr., Regional Branch increased 1 PG to PG 13
- Mgr., Payroll increased 1 PG to PG 13
- Mgr., Shared Systems increased 1 PG to PG 13
- Lan Administrator increased 1 PG to PG 12
- Mgr., Community Branch increased 1 PG to PG 12
- Network Systems Analyst increased 1 PG to PG 12
- Diversity Fellow increased 1 PG to PG 9
- Project Coordinator increased 1 PG to PG 9
- Public Services Librarian increased 1 PG to PG 9
- Purchasing Agent increased 2 PG's to PG 9
- Accounts Payable Assistant increased 1 PG to PG6
- Inter-Library Loan Assistant increased 1 PG to PG 3

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2020.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 39-2019

RESOLUTION ADOPTING A SCHEDULE OF PAY GRADES, STAFF POSITIONS
AND BENEFITS FOR LIBRARY EMPLOYEES

RESOLVED, that Resolution 45-2018 approved by this Board of Trustees (“Board”) on November 26, 2018 adopting a schedule of library staff positions and pay grades, page and hourly salary rates, and establishing special regulations and benefits for library employees on the staff of the Indianapolis-Marion County Public Library, be, and the same hereby is, replaced and superseded by this Resolution effective for 2020 except as otherwise herein provided.

FURTHER RESOLVED, that the provisions of this Resolution adopting a schedule of pay grades, staff positions and benefits for Library employees shall apply to all appropriate or eligible employees of the Library as provided herein except as may be otherwise provided for (i) bargaining unit employees of the library in a collective bargaining agreement that may be entered into between the library administration and AFSCME Local 3395 and approved by the Board, or (ii) staff members and employees not represented by AFSCME Local 3395, in the “Joint Written Recommendations Submitted by the Indianapolis-Marion County Public Library and the IMCPL Staff Association Compensation Committee (SACC) to the IMCPL Board of Trustees”, as previously approved by the Board and as may be amended by the parties and subsequently approved by the Board.

FURTHER RESOLVED, that, any Pay Structure adjustments, pay grades and compensation ranges to become effective the first pay period of 2020 are subject to the subsequent availability of Board funds for such purposes, and the provisions of this resolution involving monetary expenditures may be rescinded at any time by action of this Board.

FURTHER RESOLVED, that any library employee who is called for jury duty, either grand or petit, shall, during the period of his or her absence on account of such jury service, be paid his or her full regular salary or wage less the per diem allowances earned by such employee for jury duty.

FURTHER RESOLVED, that any library employee who is called for reserve military active duty training, will be granted time, not to exceed 15 calendar days in any calendar year, and will be paid his or her full regular wage.

FURTHER RESOLVED, that subject to those personnel policies and benefit descriptions outlined in the Human Resources Section of the Policy Manual, as may be amended, the following special regulations and benefits for exempt and non-exempt employees on the staff of the Indianapolis-Marion County Public Library are hereby continued or established, viz.:

CERTIFICATION – An appropriate grade of certification, as established by the Indiana Library Certification Law and as administered by the Indiana Library Certification Board, is assigned to each Librarian and Public Services Associate position. The employees holding those positions, for which a grade of certification is required, must qualify for and hold that grade of certification as designated for the position, in addition to those educational and experience requirements needed to fill the position. Employees will not be assigned to Librarian or Public Services Associate positions for which they do not hold the necessary educational requirements and the proper grade of certification, except as provided in the Policy Manual regarding acting appointments or as otherwise authorized by applicable law or regulation.

HOURS OF WORK – Individuals are employed for system-wide assignment and may be asked to work any hours the library system is open. Full-time employees work a standard work week of 40 hours, usually divided into five standard work days of 8 hours each from Sunday through Saturday, and may include 2 evening schedules per work week. An evening schedule is determined when any standard day includes two or more hours worked after 5:30 P.M. When a non-exempt employee is scheduled for evening duty, the standard work day will include a 30-minute paid dinner break except as otherwise provided by personnel policies in the Human Resources Section of the Policy Manual. When a non-exempt employee works a split shift the employee will be given credited time consistent with policies in Human Resources Section of the Policy Manual. All hours worked in excess of 40 hours per work week by non-exempt staff will be paid at the rate of time and one-half the normal rate of pay. Staff members scheduled to work on those holidays when the Library is closed will be compensated at the rate of double time.

HOLIDAYS –All sections of the Library (with the exception of the Children’s Museum) are closed on New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and Personal Holiday and are all designated paid holidays for Library employees. Benefit-eligible employees will receive one personal holiday, 8 hours, pro-rated for part-time, to be used during the calendar year. A personal holiday must be pre-scheduled and approved by the employee’s manager. Employee’s personal holiday will not carry over. It must be used during the calendar year it is given and if not used by the employee it is forfeited for that year. Any change in status after use of one’s personal holiday, i.e., part-time to full-time, will not during the same year as the change of status receive additional hours. Easter Sunday and the Saturday and Sunday before Memorial Day are days the Library is closed to the public. For the days the Library is closed and not designated as holidays, there will be no additional credited time other than the credited time granted for the holidays themselves (i.e. the week of December 23rd will be 24 regular hours worked; the week of December 30th will be a 32 hour work week, and the week after Labor Day would be 32

regular hours worked for full time staff and an appropriate prorated amount for part-time staff).

PAID TIME OFF – Paid Time Off (PTO) is a single bank of accrued time a benefit-eligible employee uses for both scheduled and unscheduled time away from work for personal reasons, vacation and illness as stated in Policy 236.

New hires who are benefit eligible will be credited with 40 hours of PTO (or appropriate prorated amount for part-time staff). This PTO will be advanced to the employee before he/she has worked hours to earn the PTO. PTO does not begin to accrue until the benefit-eligible employee has worked a sufficient number of hours to “repay” the PTO advance. If the employee resigns or is terminated after taking PTO that he/she has not yet earned, the employee will be responsible to repay to the Library the value of the unearned PTO taken prior to resignation or termination. All steps will be taken to re-coup any losses.

Although employees may carry over accrued, unused PTO time from year to year, there is a cap on the amount of PTO time that can be accumulated. Once an 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. Employees will not receive retroactive credit for time worked while at the cap limit. PTO accrual is capped at 480 hours for staff employed prior to the effective date of the PTO policy and 240- hours for staff hired or rehired on or after the effective date of the PTO policy (2/5/17).

Retired staff members who already have coverage under the Library’s group health and dental plan and staff members newly retired on or before December 31, 2015, will continue to have access to the Library’s group health and dental plan until they become eligible for Medicare benefits. The entire cost of such coverage will be assumed by the retiree. Staff members newly retired on or after January 1, 2016, will not have access to the Library’s group health and dental plan.

HEALTH-ACCIDENT INSURANCE – Health insurance is available through Anthem Blue Cross-Blue Shield. Benefit eligible employees have two (2) Consumer Driven Health plans (CDHP Option 1 or CDHP Option 2) from which to choose coverage. The Library currently pays up to approximately 90% of the cost for the Employee Only coverage and up to approximately 60% of the additional cost to add dependents and spouses to the coverage (or an appropriate prorated amount for part-time staff) for those staff enrolled in either CDHP. Both plan descriptions are on file in Human Resources.

For 2020, employees enrolled in CDHP Option 1 and have a health savings account will receive a one-time library contribution of \$500.00 for employee only coverage and \$1300.00 for employee/spouse, employee/children or family coverage. For 2020, employees enrolled in CDHP Option 2 and have a health savings account will receive a one-time library contribution of \$925.00 for employee only coverage and \$2000.00 for employee/spouse, employee/children or family coverage. Part-time employees will receive a pro-rated contribution.

An additional HSA contribution will be deposited during the first quarter of 2020.

Staff members on leaves of absence may continue participation in the group health plan. Staff members on leaves of absence not subject to the Family and Medical Leave Act will pay the entire insurance premium.

DENTAL INSURANCE - Benefit eligible employees may elect to participate in the dental plan. The Library will pay a portion of the coverage cost for full-time employees and added dependents. For part-time benefit eligible employees the Library will pay an appropriate pro-rated amount of the premium based on the schedule of the staff member.

INJURY LEAVE - Employees who cannot work because of an injury occurring while on duty, may choose to use accrued, unused PTO or Individual Catastrophic Account (CAT) hours for missed work days. If the injury is approved as a legitimate Worker's Compensation covered injury, the employee may request a return of 66 and 2/3rd of used accrued time for days covered by Worker's Compensation upon reimbursing the Library for the used accrued time.

LIFE INSURANCE - Group term insurance is available to all benefit eligible employees. The life insurance schedule for all benefit eligible employees is one times an employee's annual salary as of January 1st of each year, rounded to the next higher 1,000 or \$15,000, whichever is greater. Full time benefit eligible employees contribute \$9.10 per year towards this premium with part-time staff members contributing an appropriate prorated amount.

The Library also offers a Voluntary Term Life or Group Life Insurance plan through Guardian Insurance Company and a Voluntary Universal Life Insurance Plan through American United Life Insurance Company on a payroll deduction basis to supplement the Basic Group Life Plan offered above.

DISABILITY INSURANCE – Group short-term disability insurance is offered on a voluntary basis. The plan begins paying benefits on the 15th day of disability to a maximum of 24 weeks. Premium deductions per pay are based on .49 per \$10 of weekly benefit based on 66 and 2/3% of the employee's weekly salary.

Long-term disability insurance is provided to all benefit eligible staff by the Library. The plan pays benefits after 6 months of disability and continues until the employee is able to return to work or eligible to retire under Social Security. The benefits paid are 66 and 2/3% of the employee's salary.

TAX DEFERRED ANNUITIES – These are available through American United Life Insurance Companies on a payroll deduction basis. With the Tax Deferred annuity plan, a contract is initiated between the employer and the employee for a reduction in bi-weekly salary by the amount which the employee specifies should be contributed to the plan. Federal, State and Local Income Taxes are paid only on the remaining amount.

FIDELITY INVESTMENTS – Investments in mutual funds for retirement savings are available through Fidelity Investments. With these mutual funds, a contract

is initiated between Fidelity and the employee for a reduction in salary by the amount which the employee specifies should be contributed to the plan. Federal, State and Local Income Taxes are paid on the remaining amount.

P.E.R.F. (Retirement Plan) – All benefit eligible employees are required to join the Public Employee’s Retirement Fund of Indiana. With a minimum of 10 years of creditable service, a member is eligible for retirement at 65. With 15 years of service, earlier retirement is possible. As provided by IC 5-10.3-7-9 the Library will pay the employees’ required 3% contribution to the Public Employees’ Retirement Fund Annuity Savings Account. In addition, the Library contribution to the pension plan in 2020 is the equivalent of 11.2% of the total gross earnings of those participating.

DEATH BENEFIT – Upon the demise of any employee, payment for accrued annual leave will be made to the survivors or to the estate.

TUITION ASSISTANCE – 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.

The Library offers financial assistance to employees who are in a position requiring a Professional Certification. The assistance is limited to a maximum total of \$750.00 for course work completed toward achieving the initial Certification requirement. Allocation of funds will be prioritized on successful course completion, passing a pass/fail course or achieving a grade point of 3.0 or higher on a 4.0 scale, institutional goals and available funding. Employees not meeting required criteria for financial assistance will not receive assistance from IndyPL and be solely responsible for all costs owed to the course provider.

Only employees who have successfully completed the probationary period, have a performance rating of 3 or above on their most recent performance evaluation and are either in regularly scheduled benefit eligible positions or regularly scheduled non-benefit eligible positions requiring Indiana State Library certification are eligible for tuition assistance.

FLEXIBLE BENEFIT PLAN – The Library has adopted a Section 125 Flexible Benefit Plan. Under this program, benefit eligible staff members are required to pay their portion of health and dental insurance premiums on a pre-tax basis. They may also elect to establish Medical and Dependent Care Reimbursement Accounts in order that these expenses may, too, be reimbursed with pre-tax dollars.

EMPLOYEE ASSISTANCE PROGRAM – Library staff members, and members of their immediate families, may utilize the services of the Employee Assistance Program. There is no charge to staff members for this service. This counseling and referral service is designed to assist employees and their families in overcoming personal problems.

VISION PLAN – A voluntary vision plan through Guardian is available on a payroll deduction basis to all benefits eligible staff.

IDENTITY THEFT AND/OR LEGAL PLAN - The Library offers a voluntary group legal and/or identity theft protection through Pre-Paid Legal Services, Inc. These plans cover the employee, his/her spouse, and any minor children and/or dependents residing in the employee's household.

CAREER SERVICE BENEFIT – A Career Service Benefit will be given to a staff member upon retirement. A staff member would be paid an amount equal to their accumulated CAT hours in excess of 160 hours at a rate of one hour of pay for two hours sick leave. The maximum number of hours paid under this benefit will be 160.

**IMCPL
2020 PROPOSED PAY STRUCTURE**

Job Title	Pay Grade	Min	Hourly Min	Midpoint	Hourly Mid	Max	Hourly Max
Chief Executive Officer	19	\$123,250	\$59.25	\$154,063	\$74.06	\$184,875	\$88.88
Chief Financial Officer	18	\$102,708	\$49.37	\$128,385	\$61.72	\$154,062	\$74.06
Director, Information Technology	17	\$95,542	\$45.93	\$119,428	\$57.41	\$143,313	\$68.90
Director, Collection Management	17	\$95,542	\$45.93	\$119,428	\$57.41	\$143,313	\$68.90
Director, Communications	17	\$95,542	\$45.93	\$119,428	\$57.41	\$143,313	\$68.90
Director, Facilities	17	\$95,542	\$45.93	\$119,428	\$57.41	\$143,313	\$68.90
Director, Human Resources	17	\$95,542	\$45.93	\$119,428	\$57.41	\$143,313	\$68.90
Director, Public Services	17	\$95,542	\$45.93	\$119,428	\$57.41	\$143,313	\$68.90
Diversity and Inclusion Officer	16	\$79,618	\$38.27	\$99,523	\$47.84	\$119,428	\$57.41
Strategic Planning and Assessment Officer	16	\$79,618	\$38.27	\$99,523	\$47.84	\$119,428	\$57.41
Controller	15	\$69,233	\$33.28	\$86,542	\$41.60	\$103,850	\$49.92
Manager, Data & Web Services	15	\$69,233	\$33.28	\$86,542	\$41.60	\$103,850	\$49.92
Manager, Facilities Projects	15	\$69,233	\$33.28	\$86,542	\$41.60	\$103,850	\$49.92
Manager, Organizational Learning and Development	15	\$69,233	\$33.28	\$86,542	\$41.60	\$103,850	\$49.92
Manager, Systems and Network Infrastructure	15	\$69,233	\$33.28	\$86,542	\$41.60	\$103,850	\$49.92
Area Resource Manager, Adult Services	14	\$64,403	\$30.96	\$80,504	\$38.70	\$96,605	\$46.44
Area Resource Manager, Branches	14	\$64,403	\$30.96	\$80,504	\$38.70	\$96,605	\$46.44
Area Resource Manager, Central Library	14	\$64,403	\$30.96	\$80,504	\$38.70	\$96,605	\$46.44
Area Resource Manager, Youth Services	14	\$64,403	\$30.96	\$80,504	\$38.70	\$96,605	\$46.44
Manager, Acquisitions	13	\$59,910	\$28.80	\$74,888	\$36.00	\$89,865	\$43.20
Manager, Cataloging and Metadata	13	\$59,910	\$28.80	\$74,888	\$36.00	\$89,865	\$43.20
Manager, Payroll	13	\$59,910	\$28.80	\$74,888	\$36.00	\$89,865	\$43.20
Manager, PC & Communications	13	\$59,910	\$28.80	\$74,888	\$36.00	\$89,865	\$43.20
Manager, Regional Branch	13	\$59,910	\$28.80	\$74,888	\$36.00	\$89,865	\$43.20
Manager, Shared Systems	13	\$59,910	\$28.80	\$74,888	\$36.00	\$89,865	\$43.20
Database Administrator	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Lan Administrator	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Manager, Buildings and Grounds	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Manager, Community Branch	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Manager, Digital Projects	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Manager, Events	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Manager, ILS Project	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Manager, Outreach	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Manager, Support Programs and Volunteer Resources	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Network Systems Analyst	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Senior Accountant	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Software Engineer	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Supervisor, Accounting	12	\$55,730	\$26.79	\$69,663	\$33.49	\$83,595	\$40.18
Budget Analyst	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Business Analyst	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Collection Development Librarian	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Digital Marketing Specialist	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Digital Projects Coordinator	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Electronic Resources Librarian	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Front End Web Developer	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Human Resources Generalist	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Indy Library Store Coordinator	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Media Specialist	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Manager, Central Adult Services	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Manager, Central Services	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Manager, Circulation	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Manager, Digital Encyclopedia	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Manager, Learning Curve	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Manager, Neighborhood Branch	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Manager, Processing	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38

Job Title	Pay Grade	Min	Hourly Min	Midpoint	Hourly Mid	Max	Hourly Max
PC/Lan Specialist	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Program Specialist	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Public Relations Specialist	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Safety and Security Officer	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Special Collections Librarian	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Staff Accountant	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Venue Coordinator	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Volunteer Resource Specialist	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Web Developer	11	\$51,842	\$24.92	\$64,803	\$31.15	\$77,763	\$37.38
Facilities Technical Assistant	10	\$48,225	\$23.18	\$60,282	\$28.98	\$72,338	\$34.77
Supervisor, Computer Instruction	10	\$48,225	\$23.18	\$60,282	\$28.98	\$72,338	\$34.77
Supervisor, Learning Curve	10	\$48,225	\$23.18	\$60,282	\$28.98	\$72,338	\$34.77
Supervisor Librarian	10	\$48,225	\$23.18	\$60,282	\$28.98	\$72,338	\$34.77
Web Content Specialist	10	\$48,225	\$23.18	\$60,282	\$28.98	\$72,338	\$34.77
Cataloging and Metadata Librarian	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Circulation Supervisor II	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Diversity Fellow	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Executive Assistant	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Metadata Specialist	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Organizational Learning & Development Coordinator	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Project and Grant Specialist	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Project Coordinator	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Public Services Librarian	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Purchasing Agent	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Supervisor, Building Systems	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Supervisor, Shipping and Receiving	9	\$44,860	\$21.56	\$56,075	\$26.95	\$67,290	\$32.35
Circulation Supervisor I	8	\$41,730	\$20.06	\$52,163	\$25.07	\$62,595	\$30.09
Network PC Technician	8	\$41,730	\$20.06	\$52,163	\$25.07	\$62,595	\$30.09
Accounting Assistant	7	\$38,819	\$18.66	\$48,524	\$23.32	\$58,229	\$27.99
Administrative Assistant II	7	\$38,819	\$18.66	\$48,524	\$23.32	\$58,229	\$27.99
Auditorium Technician	7	\$38,819	\$18.66	\$48,524	\$23.32	\$58,229	\$27.99
Artist-in-Residence	7	\$38,819	\$18.66	\$48,524	\$23.32	\$58,229	\$27.99
Hourly Auditorium Technician	7	\$38,819	\$18.66	\$48,524	\$23.32	\$58,229	\$27.99
Payroll Specialist	7	\$38,819	\$18.66	\$48,524	\$23.32	\$58,229	\$27.99
Technical Support Assistant	7	\$38,819	\$18.66	\$48,524	\$23.32	\$58,229	\$27.99
Accounts Payable Assistant	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Activity Guide	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Administrative Assistant I	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Hourly Activity Guide	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Hourly Public Services Specialist	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Indy Library Store Assistant Coordinator	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Public Services Associate II	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Public Services Associate II - Outreach	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Serials Specialist	6	\$36,111	\$17.36	\$45,139	\$21.70	\$54,167	\$26.04
Building Steward	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Cataloging Assistant	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Control Room Technician	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Hourly Indy Library Store Online Bookseller	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Hourly Public Services Associate I	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Lead Office Assistant	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Library Assistant III	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Order Specialist	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Processing Assistant II	5	\$33,592	\$16.15	\$41,990	\$20.18	\$50,388	\$24.22
Bookmobile Driver/Clerk	4	\$31,248	\$15.02	\$39,060	\$18.77	\$46,872	\$22.53
Computer Assistant II	4	\$31,248	\$15.02	\$39,060	\$18.77	\$46,872	\$22.53
Hourly Bookmobile Driver/Clerk	4	\$31,248	\$15.02	\$39,060	\$18.77	\$46,872	\$22.53
Hourly Computer Assistant II	4	\$31,248	\$15.02	\$39,060	\$18.77	\$46,872	\$22.53
Hourly Processing Assistant	4	\$31,248	\$15.02	\$39,060	\$18.77	\$46,872	\$22.53
Processing Assistant I	4	\$31,248	\$15.02	\$39,060	\$18.77	\$46,872	\$22.53

Job Title	Pay Grade	Min	Hourly Min	Midpoint	Hourly Mid	Max	Hourly Max
Team Member, Shipping and Receiving	4	\$31,248	\$15.02	\$39,060	\$18.77	\$46,872	\$22.53
Computer Assistant I	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Hourly Computer Assistant I	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Hourly Editorial Assistant	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Hourly Events Asisstant	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Hourly Library Assistant II	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Inter-Library Loan Assistant	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Library Assistant II	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Library Assistant II-Outreach	3	\$29,068	\$13.97	\$36,335	\$17.46	\$43,602	\$20.96
Hourly Library Assistant I	2	\$27,040	\$13.00	\$33,800	\$16.25	\$40,560	\$19.50
Library Assistant I	2	\$27,040	\$13.00	\$33,800	\$16.25	\$40,560	\$19.50
Office Assistant	2	\$27,040	\$13.00	\$33,800	\$16.25	\$40,560	\$19.50
Order Fulfillment Assistant	2	\$27,040	\$13.00	\$33,800	\$16.25	\$40,560	\$19.50
Processing Unpacking Assistant	2	\$27,040	\$13.00	\$33,800	\$16.25	\$40,560	\$19.50
Hourly Summer Reading Clerk	1	\$20,800	\$10.00	\$26,000	\$12.50	\$31,200	\$15.00
Page	1	\$20,800	\$10.00	\$26,000	\$12.50	\$31,200	\$15.00



Board Briefing Report

8a

To: IndyPL Board
Facilities Committee

Meeting Date: November 25, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Brightwood Branch Project Update for October 2019

Major milestone work completed in October includes the placement of the parking lots and access drives, completion of fluid applied moisture barrier, completion of the perimeter wood fence, beginning of the brick masonry, rough-grading of the landscaped areas, and the required City's inspection of the in-wall mechanical/plumbing/electrical installations. Temporary enclosures are being installed to facilitate interior construction work.

Major work to be completed in November includes the installation of storefront systems and completion of the masonry. The contractor BCMI is working to have the building enclosed so they can begin installation of interior drywall.



Project Site on November 7, 2019

View of the Project Site showing the completion of the exterior wall moisture barrier and the beginning of the temporary enclosures along Sherman Drive.

The image is taken from the Contractor's WebCam.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for October 2019

Date: November 25, 2019



Project Site on October 29, 2019
View of the Paved West Lot and Entrance Drive.



Project Site on October 29, 2019
View of the Sherman Drive Entrance.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for October 2019

Date: November 25, 2019



Project Site on October 29, 2019
View of the Masons Working on the North and East Elevations.



Project Site on October 29, 2019
Interior Panoramic View from the Sherman Entrance.

Project Schedule

Construction Complete

February 2020

Project Complete

March 2020

Move to New Branch Location

April 2020



Board Action Request

8b

To: IndyPL Board **Meeting Date:** November 25, 2019

From: Facilities Committee **Approved by**
The Library Board:
Effective Date:

Subject: **Resolution 40-2019**
Approval to Award a Construction Services Contract for the
Central Library KMC Controls Replacement Project

Recommendation:

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 40-2019) to award a construction services contract for the Central Library KMC Controls Replacement Project to **Jackson Systems, Indianapolis, Indiana**, for the total cost of \$219,905.00.

Background:

The KMC Controls were installed in 2007 with the opening of Central Library. The system has become outdated with parts and support no longer available. The replacement project will improve reliability and reporting of the system. The work will allow for better tracking of energy consumption in the building resulting in reduced operating expenses. The installation will reuse the existing cabling, conduits, and raceways. The bidding documents were prepared by the engineers at CMID working closely with IndyPL staff.

The Project was bid and will be completed using the requirements of the Public Works Statute IC § 36-1-12. Bidding used the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017. The Bid Documents were issued to bidders on October 2, 2019.

Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on October 3 and 10, 2019. Notice of the Project was also posted on the IndyPL website. Documents were processed through the Reprographics E-Planroom to notify bidders and to provide printed bidding documents.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors who state they provide mechanical and building automation services, and the Notice of the Project was emailed directly to these vendors. The IndyPL Diversity, Equity, and

Board Action Request

RE: Facilities Committee, Item 8b
Resolution 40-2019 Approval to Award a Construction Contract for the
Central Library KMC Controls Replacement Project

Date: November 25, 2019

Inclusion Officer reached out via telephone calls to the XBE vendors to confirm receipt of the notice and to gauge interest in submitting a bid. Two vendors requested we send the Notice to others in their organization.

The Notice was also emailed to the following business development contacts:

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

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

The Project also requires compliance with Requirements for Contactors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees. All of the received sealed bids were accompanied by a copy of the bidder's drug testing program.

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

All of the received sealed bids were accompanied by a bid security for 5% of the total bid.

IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.

The preliminary Project schedule targets a starting in December 2019, with substantial completion in the February 2020.

Board Action Request

RE: Facilities Committee, Item 8b
 Resolution 40-2019 Approval to Award a Construction Contract for the
 Central Library KMC Controls Replacement Project

Date: November 25, 2019

Three (3) sealed bids were received at the Library Services Center by the deadline of 2:00 pm local time on October 17, 2019. The bids were opened and read aloud publically. A tabulation of the bids is included below.

Bidder	Certifications	Base Bid	Construction Duration (Days)	Acknowledge receipt of Addendum 1	Any exceptions to bidding documents	Bid Bond
Conserv						
Construct Connect						
Eagle Mechanical, Inc.	VBE					
Emcor Services Automated Controls						
ERMCO		\$ 246,621.00	180	Yes	Yes	Yes
Greiner Brothers Inc.		\$ 238,850.00	124	Yes	No	Yes
HMH Contractors, Inc.	VBE					
Jackson Systems		\$ 219,905.00	60	Yes	No	Yes
Johnson Controls						
Open Controls						
Perfection Services						
Peine Engineering						
Rogers Mechanical Inc.	MBE					
Sexson Mechanical Corporation	MBE					
Watt Mechanical LLC	MBE; WBE					

Strategic/Fiscal Impact:

The project will be funded by the Library Improvement Reserve Fund (Fund 471).



Board Resolution

8b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 40-2019

APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE CENTRAL LIBRARY KMC CONTROLS REPLACEMENT PROJECT

NOVEMBER 25, 2019

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

WHEREAS, IndyPL staff and the engineer, CMID, prepared bidding documents to solicit open, competitive, and sealed public bids for the Central Library KMC Controls Replacement Project. Lump-sum bids were solicited beginning on October 2, 2019, with the contractor responsible for all mechanical construction activities; and

WHEREAS, IndyPL received sealed bids from three (3) contractors by the deadline on October 17, 2019; and

WHEREAS, based on the review of the bids, IndyPL and the engineer have determined **Jackson Systems, Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder and recommends award of the contract to **Jackson Systems**.

IT IS THEREFORE RESOLVED the Central Library KMC Controls Replacement Project contract, as bid describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Jackson Systems**. The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated October 2, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Jackson Systems** will be for the total cost of Two-Hundred Nineteen Thousand Nine Hundred Five Dollars (\$219,905.00) and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Action Request

8c

To: IndyPL Board

Meeting Date: November 25, 2019

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 41-2019**
Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Wayne Branch Project

Recommendation:

IndyPL Facilities staff recommends Board approval for the attached action (Resolution 41-2019) to award fixtures, furniture and equipment purchase orders for the Wayne Branch Project for the total cost of \$133,060.98.

Background:

The Invitation to Quote (“ITQ”) had two (2) separate groups with quote components for the individual fixtures, furniture and equipment (“FFE”) items.

- Quote Group #1: Seating, Lounge Seating, Desks, Miscellaneous.
- Quote Group #2: Shelving.

The ITQ specified FFE for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ. Vendors requested a total of 13 substitutions, of which 4 were approved by the architect.

The ITQ packages were quoted using the Public Purchasing Statute IC § 5-22-8, with the expectation that the purchases for the groups would not be more than \$150,000. The FFE specifications were developed by the architect, Rb Architects and FourPoint Design, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on October 11, 2019.

Six (6) sealed Quotes were received on November 6, 2019, allowing time for evaluation prior to presentation at the November 12, 2019 IndyPL Board Facilities Committee Meeting. The quotes were opened and read aloud publically.

Board Action Request

RE: Facilities Committee, Item 8c
 Resolution 41-2019 Approval to Award Fixtures, Furniture, and Equipment Purchase
 Orders for the Wayne Branch Project

Date: November 25, 2019

Notice of the ITQ was emailed directly to twenty (20) vendors who are known to be capable of providing the FFE, vendors who had expressed interest in providing FFE for IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing.

Business Furniture	
Binford Group KI	WBE
Bradford Systems Spacesaver	
Circle Office Supplies	
Commercial Office Environments	WBE
DECO Associates	
Fleming Furniture Group	
Educational Furniture	
Fineline Furniture	WBE
Fluid Libraries - Palmieri Products	
Indoff	
Kentwood Office Furniture	
Library Bureau	
Office 360	
Office Works	MBE
PC & A Business Environments	
RJE	
RDS Office Furniture	
RH Contract	
Tiger Solutions International	MBE

Analysis and selection of the quotes to achieve the most advantageous pricing for IndyPL has been completed by IndyPL staff and the architect. The budget for the fixtures, furniture and equipment is \$150,000. The total amount for the three purchase orders totals \$133,060.98 inclusive of Alternate #1. The quote tabulation sheet is attached below.

Strategic/Fiscal Impact:

IndyPL shall award the purchase orders to the lowest, responsible, and responsive quoters pursuant to IC § 5-22-8. The purchase of the fixtures, furniture and equipment will be funded by the Series 2019 Bond Fund (Fund 481.)

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 41-2019 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Wayne Branch Project

Date: November 25, 2019

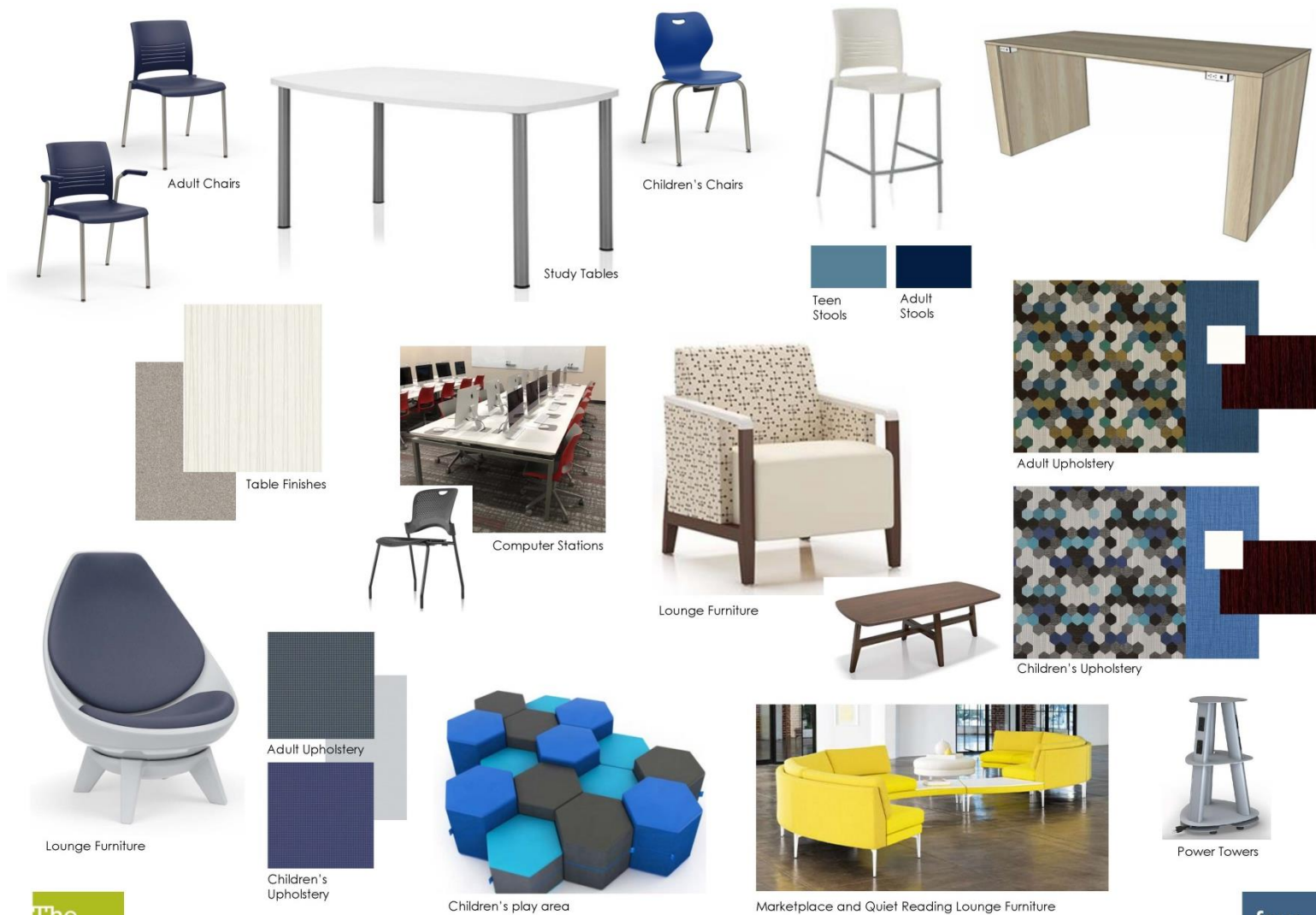
Vendor	Fleming	Kentwood	PC&A	RJE	Officeworks	COE
Certification					MBE	WBE
QUOTE GROUP 1: Seating, Lounge, Desks, Miscellaneous						
Equipment	\$ 52,532.00	\$ 60,866.44	\$ 71,001.95	\$ 56,974.45	\$ 55,536.74	\$ 58,512.75
Freight & Install	\$ 5,351.05	\$ 4,035.61	Included	Included	Included	Included
Total	\$ 57,883.05	\$ 64,902.05	\$ 71,001.95	\$ 56,974.45	\$ 53,775.63	\$ 58,512.75
OT1E Manufacturer	TLS	NorvaNivel	NorvaNivel	TLS	NorvaNivel	TLS
OT2AC Manufacturer	TLS	NorvaNivel	NorvaNivel	TLS	NorvaNivel	TLS
OT12B Manufacturer	TLS	NorvaNivel	NorvaNivel	TLS	NorvaNivel	TLS
OT3D Manufacturer	TLS	NorvaNivel	NorvaNivel	TLS	NorvaNivel	TLS
QUOTE GROUP 1: Alternate 1: Deduct LS1FJ, LS1GK, LS2FJ, LS2GK, T1 Change to Spec Tailor from Krug Faeron						
	\$ (388.00)	\$ -		\$ (3,402.42)	\$ (2,866.16)	\$ (3,575.88)
QUOTE GROUP 1 with Alternate	\$ 57,495.05	\$ 64,902.05	\$ 71,001.95	\$ 53,572.03	\$ 50,909.47	\$ 54,936.87
QUOTE GROUP 2: Shelving						
Labor & Materials	\$ -	\$ -	\$ -	\$ -	\$ 82,151.51	\$ -
TOTAL ALL ITEMS					\$ 133,060.98	

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 41-2019 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Wayne Branch Project

Date: November 25, 2019



INDIANAPOLIS PUBLIC LIBRARY - WAYNE BRANCH FURNITURE SELECTIONS





Board Resolution

8c

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 41-2019

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

NOVEMBER 25, 2019

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

WHEREAS, IndyPL and the architect, Rb Architects and FourPoint Design, have prepared specifications for the fixtures, furniture and equipment required for the Wayne Branch Project; and

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

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

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined a combination of quotes results in the most advantageous pricing for IndyPL, and recommends awarding purchase orders to the following vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Office Works, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 1 Seating, Lounge, Desks, Miscellaneous and recommends IndyPL award the purchase order to **Office Works** inclusive of Alternate 1: Deduct LS1FJ, LS1GK, LS2FJ, LS2GK, T1 – Change product to Spec Tailor from Krug Faeron for a total cost of Fifty Thousand Nine Hundred Nine Dollars and Forty-Seven Cents (\$50,909.47); and

RESOLUTION 41-2019
(Continued)

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

NOVEMBER 25, 2019

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Office Works, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 2 Shelving and recommends IndyPL award the purchase order to **Office Works** for a total cost of Eighty-Two Thousand One Hundred Fifty-One Dollars and Fifty-One Cents (\$82,151.51); and

IT IS THEREFORE RESOLVED the Wayne Branch Project Fixtures, Furniture and Equipment, as quoted, are approved and authorizes the Chief Executive Officer (“CEO”) to execute purchase orders with the selected Vendors and to acquire the specified fixtures, furniture, and equipment. The purchase orders will be based upon such terms described in the Invitation to Quote dated October 11, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such purchase orders execution and delivery effected be, and hereby is, confirmed and approved.



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 11/25/19
From: The Indianapolis Public Library Foundation
Subject: November 2019 Update

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

News

The Library Foundation's Board of Directors met on November 12. We approved the Foundation's 2020 budget, which includes nearly \$2.8 million for Library programs and services. In addition, it was the first meeting for the following new Directors:

- Debora Brown, Salesforce
- Christia Hicks, Eskenazi Health
- Sherri Lauver, Synergy Enterprises, Inc.
- Vishal Lodha, Microsoft
- T.D. Robinson, Mt. Paran Baptist Church

The Library Foundation just wrapped up the 2019 Staff Campaign – Fast Forward: The Story Continues. Final participation and totals will be announced during the next meeting, but we would like to thank all staff who participated for their support and generosity. Special thanks to our Staff Campaign Committee members Katie Bulloff, LaShonda El, Nicholas Calvert, Mollie Beaumont, Mike Coghlan and Joan Emmert. Thank you for your leadership and service.

Donors

The Foundation thanks 194 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, the Library Foundation would be grateful.

Central Indiana Community Foundation
Clark Quinn Moses Scott & Grahn, LLP
College Savings Bank
Comcast
Covanta
Ritz Charles Inc.
Samerian Foundation

Program Support

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

Children's Program

On the Road to Reading
Early Literacy Specialist

Cultural Programs

Center for Black Literature & Culture

Collections/IT

Marion County Internet Library

Lifelong Learning

Job Centers
USB Technology

Capital Projects

Narcan supplies
Pike Aquarium

Outreach Services



Indianapolis Public Library

Who Are We?

- 1 Manager
- 1 Circulation Supervisor
- 2 Librarians
- 2 Bookmobile Drivers/Clerks
- 2 Library Assistants
- 1 Public Service Associate
- 4 'On the Road to Reading' Public Service Associates

8 Full Time Staff & 5 Part Time Staff



Who Do We Serve?

- Those Who Can't Access the Library
- Those Who Don't Know About the Library
- Those Who are Afraid of the Library



We aim to eliminate any barrier standing in between our community and our library resources.

How Do We Serve?

- 2 Bookmobiles
- 5 'Itty Bitty' Bookmobiles
- Bunny Bag & Book Collection Delivery Routes, Special Programming, Special Events, Pop Ups, Community Fairs, School Events, Conventions, Festivals & even Beer Festivals!



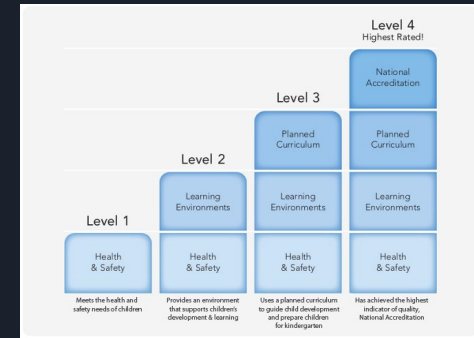
Frog & Toad Bookmobiles

- Full service library with books, music, movies, audiobooks & magazines
 - Issuing and renewing library cards on site
- Bi-Weekly Routes, 5 days a week
 - Currently visiting 67 sites throughout the county
- Stops include Daycares, Schools, Senior Assisted Living Centers, Craine House Work Release Program House, YMCA & Community Apartments areas



On The Road To Reading

- Monthly storytimes & teacher planned curriculum for Daycares & Preschools across the county
- Focus on 'Paths to Quality' levels 1 & 2 centers to help them build curriculum for their classrooms
- Currently visiting 63 sites across the county



Itty Bitty Bookmobiles

- Monthly delivery routes to Daycares, Schools, Preschools & Adult communities such as the Women's Prison & Senior Assisted Living Centers
- Delivering Bunny Bags & Adult book materials including magazines & paperbacks
- Maintaining the book collections at the Public Collection site locations
- Currently visiting 82 locations across the county



Special Events

- Community Events, Fairs & Festivals:
 - Indy 500 Kids Fest
 - Ivy Tech Trunk or Treat
 - Union Jack's Pumpkin Beer Festival
 - La Fiesta
 - Comic Con (partnership with Indiana State Library)
 - International Festival
 - Pop Con
 - Pride Parade
 - JCC Earth Day
 - Indy Park's Pack the Park
 - Local Community Events
 - Back to School Festivals
- By the end of 2019, Outreach will have participated in 56 special promotional events across the county.





Additional Programming

- Storytimes in the Flanner House community
- Summer Reading Programming with Flanner House Community Center
- One on One Tech Device Help at Senior Assisted Living Center
- Storytelling Programming with Memory Care Patients

The Future of Outreach Services



Where will you
see us next?



10b

October 2019 Media Report

Below is a summary of highlighted media activity in October 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: (placements among local publications that provide us free access/delivery are listed below topic)

- **Center for Black Literature & Culture & Central Library 2nd Anniversary**
Urban Times, Indianapolis Recorder, Indianapolis Star, Southside Times, Southsider Voice, Weekly View, Fox 59.com
- **Meet an Author, Be an Author**
Weekly View, Southside Times, Urban Times, Westside Community News
- **IndyPL Staff Service Awards**
Westside Community News, Mooresville Times, Weekly View
- **New East 38th Street Branch Manager Named**
Weekly View, Towne Post

All news releases are posted on the Library's website in the News & Announcements section.

Other media outreach in October occurred on such Library activities as the Ask-a-Lawyer community service event, Community Scan-a-Thon at Michigan Road, Scare in the Square at Fountain Square, Great Lakes Poets Laureate event at Central Library, upcoming Fall Fest '19, and Library closing for Staff Day.

3 YouTube videos posted to website:

- Lucho Libro Festival at Central Library recap
- Staff Campaign with LaShonda El and Daughter
- CBLC Celebrates Second Anniversary

1 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.

Digital Signage

- Posted 3 new slides and 11 new videos to media content file for 24 digital signage displays promoting events and programs.

Social Media

43 posts published on the official IndyPL Facebook Page. Top performing posts:

- Currently Reading Weekly Book Discussions- Reach of 3.4k, 2.5k, 2.7k, 1.7k
- Call A Creepy Story Post #1- Reach of 16.1k
- Call A Creepy Story Post #2- Reach of 6k
- Stephen King's Museum Announcement- Reach of 4.7k
- Library Humor about Sting- Reach of 3.6k

Topics/Events covered on Facebook: Library events and programs, StoryWalk in the Ruckle Street Pocket Park, IndyPL blog posts, National Book Award Finalists, Paws to Read, #WeNeedDiverseBooks, Staff Day Awards, National Novel Writing Month

49 tweets published on the official IndyPL Twitter Page:

- 43.7K Twitter impressions occurred in October
- 667 profile visits
- 155 mentions by outside organizations, individuals, and the media

We also used Instagram (posts and stories) and Pinterest consistently in October. On Pinterest, we had a total of 135,340 impressions. Pinterest highlights:

- Bibliocommons staff lists and adult booklists
- Bestselling e-books
- Gifts for Book Lovers
- #WeNeedDiverseBooks
- Booklists for Kids

Blog Posts

- Read Right Now! Pumpkins
- Read Right Now! Halloween
- Call-a-Creepy Story

- Books to Outsmart Picky eaters
- National Chocolate Day

- Census 2020
- American Indian Histories & Cultures
- Indy Library Story Book Sale November 8-16

Top 10 Performing Blog Posts (Page Views) October 2019:

- 100+ Free Video Read Alouds
- Read Right Now! Dr. Seuss
- Science Experiment: Newton's Second Law of Motion
- Blog Kids Home
- Science Experiment: Newton's First Law of Motion
- Science Experiment Newton's Third Law of Motion
- Blog Home
- Read Right Now! Pumpkins
- James Whitcomb Riley
- Read Right Now! Pete the Cat

Print Activity

- Business cards for staff members – 16 boxes
- Meet An Author, Be An Author Bookmarks and Posters– 1,492 pieces
- Fall Fest Programs – 250 programs
- Cey Adams with Art: Art in R/Evolution Bookmarks and Posters – 1,185 pieces
- CBLC Trifold Information Brochures – 800 brochures
- READ T-Shirts – 300 shirts
- Library Card Applications in Spanish – 4,000 applications
- Using Your Public Library Brochure in English – 10,000 brochures
- LGBTQ Bookmark – 1,150 bookmarks
- Chris Gonzalez Collection Posters – 30 posters
- Library Card Campaign Envelopes – 3,000 envelopes
- Southport Branch -T. Brickley & M. Beck – Design of Digital Sign
- Wayne Branch Closing for Renovation Info Sheet – 504 pieces
- E-book Rules One-Sheetter – 715 pieces
- Eagle Branch - Holiday Card Program Posters – 4 posters
- Eagle Branch - 1,000 Books Holiday Posters – 2 posters
- Food Rule Signs – 533 signs



Board Action Request

10c1

To: IMCPL Board **Meeting Date:** November 25, 2019

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

Effective Date: November 25, 2019

Subject: Finances, Personnel and Travel Resolution 42-2019

Recommendation: Approve Finances, Personnel and Travel Resolution 42-2019

Background: The Finances, Personnel and Travel Resolution 42- 2019 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2019.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 42 - 2019

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of October 2019 pursuant to the Annual Resolution.

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

Warrant numbers **71851** through **72083** for a total of
\$1,210,933.24 were issued from the operating bank accounts.

EFT numbers **302061** through **302122** and
302125 through **302157** and
302159 through **302186** and
302188 through **302213** and
1256 through **1265** for a total of
\$1,962,645.38 were issued from the operating bank accounts.

Warrant number **794** through **804** for a total of
\$530.52 was issued from the fines bank account.

Warrant numbers **7434** through **7483** for a total of
\$25,311.23 were issued from the gift bank account.

EFT numbers **302123** through **302124** and
302158 and
302187 and
302214 through **302216** for a total of
\$50,849.13 were issued from the gift bank account.

Warrant numbers **268718** through **268773** for a total of
\$16,196.23 were issued for employee payroll

Direct deposits numbers **400001** through **400600** and
420001 through **420604** for a total of

\$962,154.24 were issued for employee payroll
Electronic transfers for payment of taxes and garnishments for a total of

\$361,322.57 were issued for employee payroll

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

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

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

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

John Andrews

Rev. T.D. Robinson

Crista L. Carlino

Judge Jose D. Salinas

Dr. Terri Jett

Joanne Sanders

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

Patricia A. Payne

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1256	EFT	10/04/2019	FIDELITY INVESTMENTS	5,879.15
1257	EFT	10/04/2019	AMERICAN UNITED LIFE INSURANCE CO	3,351.69
1258	EFT	10/07/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	94,826.81
1259	EFT	10/18/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	95,511.89
1260	EFT	10/18/2019	ADP, INC.	6,492.07
1261	EFT	10/18/2019	FIDELITY INVESTMENTS	5,879.15
1262	EFT	10/18/2019	ADP, INC.	1,042.50
1263	EFT	10/21/2019	AMERICAN UNITED LIFE INSURANCE CO	3,401.69
1264	EFT	10/21/2019	INDIANA DEPARTMENT OF REVENUE	1,415.94
1265	EFT	10/28/2019	CHRISTINE BURIANEK	85.60
71851	CHECK	10/03/2019	ACTION PEST CONTROL, INC	350.00
71852	CHECK	10/03/2019	ADP, INC.	2,434.74
71853	CHECK	10/03/2019	AFRICAN DIASPORA PRESS	155.00
71854	CHECK	10/03/2019	AMERICAN MOBILE SOUND INDIANA LLC	499.00
71855	CHECK	10/03/2019	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	66,868.00
71856	CHECK	10/03/2019	ARTS FOR LEARNING INDIANA	180.00
71857	CHECK	10/03/2019	ARTS WITH A PURPOSE INC.	360.00
71858	CHECK	10/03/2019	AT&T MOBILITY	679.16
71859	CHECK	10/03/2019	AXIS ARCHITECTURE & INT., LLC	4,008.33
71860	CHECK	10/03/2019	BETH MENG	50.00
71861	CHECK	10/03/2019	BEVERLY SCOTT	300.00
71862	CHECK	10/03/2019	BRANDI WINSTON	25.56
71863	CHECK	10/03/2019	CAPITOL CITY FORD, INC	125.95
71864	CHECK	10/03/2019	CATHERINE BOWIE	100.00
71865	CHECK	10/03/2019	CHRISTIAN BOOK DISTRIBUTORS	90.31
71866	CHECK	10/03/2019	CITIZENS ENERGY GROUP	1,411.10
71867	CHECK	10/03/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	18,798.50
71868	CHECK	10/03/2019	COMPUTYPE INC.	1,292.82
71869	CHECK	10/03/2019	DACO GLASS & GLAZING INC	1,365.00
71870	CHECK	10/03/2019	FOUNTAIN SQUARE (PETTY CASH)	20.00
71871	CHECK	10/03/2019	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	918.00
71872	CHECK	10/03/2019	INDIANA HISTORICAL SOCIETY	100.00
71873	CHECK	10/03/2019	INDIANAPOLIS FLEET SERVICES	1,960.54
71874	CHECK	10/03/2019	INDIANAPOLIS JAZZ FOUNDATION, INC.	2,000.00
71875	CHECK	10/03/2019	JP MORGAN CHASE BANK	19.20
71876	CHECK	10/03/2019	KANOPY LLC	20,000.00
71877	CHECK	10/03/2019	KEVIN SUMMERS	72.34
71878	CHECK	10/03/2019	MAGNOLIA JOURNAL	40.00
71879	CHECK	10/03/2019	MATTHEW B HUME	50.00
71880	CHECK	10/03/2019	MATTHEW BENDER & CO.	2,016.05
71881	CHECK	10/03/2019	MID-STATES MINORITY SUPPLIER DEVELOPMENT COUNCIL	2,700.00
71882	CHECK	10/03/2019	NATHANIAL WEBER	8.00
71883	CHECK	10/03/2019	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A.	42.87
71884	CHECK	10/03/2019	PERRY A. SCOTT	300.00
71885	CHECK	10/03/2019	PLYMOUTH ROCKET, INC	650.00
71886	CHECK	10/03/2019	PROFESSIONAL GARAGE DOOR SYSTEMS	278.00
71887	CHECK	10/03/2019	RADWAY PIANO SERVICE	95.00
71888	CHECK	10/03/2019	RAHMBERG, STOVER & ASSOCIATES, LLC	17,365.00
71889	CHECK	10/03/2019	SAKURA FUQUA	200.00
71890	CHECK	10/03/2019	SARAH KANE	50.00
71891	CHECK	10/03/2019	SCORE, INC.	200.00
71892	CHECK	10/03/2019	SENSORY TECHNOLOGIES	8,657.90
71893	CHECK	10/03/2019	AMERICAN SOCIETY OF COMPOSERS, AUTHORS, PUBLISHERS	50.00
71894	CHECK	10/03/2019	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	2,345.00
71895	CHECK	10/03/2019	TIPTON SOUND & LIGHTING	70.00
71896	CHECK	10/03/2019	UNIFORM HOUSE INC. THE	226.58
71897	CHECK	10/03/2019	UNITED PARCEL SERVICE	331.55
71898	CHECK	10/03/2019	VERITIV OPERATING COMPANY	1,400.00
71899	CHECK	10/03/2019	VISIT INDY	625.00

No.	Type	Date	Reference	Amount
71900	CHECK	10/03/2019	VLADIMIR KRAKOVICH	600.00
71901	CHECK	10/03/2019	WE COUNT PEOPLE LLC	1,485.00
71902	CHECK	10/03/2019	YEFIM PASTUKH	600.00
71903	CHECK	10/03/2019	YOUR AUTOMATIC DOOR COMPANY	306.40
71904	CHECK	10/10/2019	ARAB TERMITE AND PEST CONTROL INC	2,154.00
71905	CHECK	10/10/2019	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	50,117.17
71906	CHECK	10/10/2019	BUSINESS FURNITURE CORPORATION	961.71
71907	CHECK	10/10/2019	CAREY INTERNATIONAL, INC.	180.60
71908	CHECK	10/10/2019	CAT HEAD PRESS: PRINTSHOP & ARTIST COOPERATIVE INC	500.00
71909	CHECK	10/10/2019	CHADWICK J. OFFUTT- GILLENWATER	200.00
71910	CHECK	10/10/2019	BRIGHT HOUSE NETWORKS	84.99
71911	CHECK	10/10/2019	CHERYL WRIGHT	10.00
71912	CHECK	10/10/2019	CITIZENS ENERGY GROUP	10,789.99
71913	CHECK	10/10/2019	CULLIGAN	171.20
71914	CHECK	10/10/2019	DACO GLASS & GLAZING INC	988.00
71915	CHECK	10/10/2019	ECONOMIC CLUB OF INDIANA	240.00
71916	CHECK	10/10/2019	EMPECCABLE MAGAZINE	60.00
71917	CHECK	10/10/2019	FOUNTAIN SQUARE (PETTY CASH)	10.91
71918	CHECK	10/10/2019	GAIL THOMAS STRONG	780.00
71919	CHECK	10/10/2019	GALE GROUP THE	211.14
71920	CHECK	10/10/2019	GUARDIAN	15,803.78
71921	CHECK	10/10/2019	GUIDON DESIGN, INC.	2,600.00
71922	CHECK	10/10/2019	INDIANAPOLIS POWER & LIGHT COMPANY	80,424.99
71923	CHECK	10/10/2019	INDY CURB APPEAL ASPHALT, INC	19,500.00
71924	CHECK	10/10/2019	MATTHEW B HUME	50.00
71925	CHECK	10/10/2019	ROWLAND DESIGN, INC.	7,725.00
71926	CHECK	10/10/2019	SARAH KANE	50.00
71927	CHECK	10/10/2019	SONDHI SOLUTIONS	3,135.00
71928	CHECK	10/10/2019	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	2,331.36
71929	CHECK	10/10/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,079.32
71930	CHECK	10/10/2019	WAYNE (PETTY CASH)	17.43
71931	CHECK	10/17/2019	1-800MD, LLC	913.50
71932	CHECK	10/17/2019	A SIGN BY DESIGN, INC.	361.50
71933	CHECK	10/17/2019	ALGOLIA, INC.	5,173.00
71934	CHECK	10/17/2019	ALLEN IRRIGATION COMPANY, INC.	336.00
71935	CHECK	10/17/2019	ANTHEM INSURANCE COMPANIES, INC	343,200.00
71936	CHECK	10/17/2019	ANTONIO SIMEONE	200.00
71937	CHECK	10/17/2019	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	2,496.00
71938	CHECK	10/17/2019	AT&T	1,449.98
71939	CHECK	10/17/2019	BETH MENG	50.00
71940	CHECK	10/17/2019	CAT HEAD PRESS: PRINTSHOP & ARTIST COOPERATIVE INC	750.00
71941	CHECK	10/17/2019	CATHERINE BOWIE	100.00
71942	CHECK	10/17/2019	CHADWICK J. OFFUTT- GILLENWATER	100.00
71943	CHECK	10/17/2019	CITIZENS ENERGY GROUP	5,668.96
71944	CHECK	10/17/2019	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
71945	CHECK	10/17/2019	CONNOR FINE PAINTING	15,170.00
71946	CHECK	10/17/2019	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	848.96
71947	CHECK	10/17/2019	COURT & COMMERCIAL RECORD	68.17
71948	CHECK	10/17/2019	CULLIGAN	85.60
71949	CHECK	10/17/2019	DACO GLASS & GLAZING INC	848.00
71950	CHECK	10/17/2019	DAWNE MEYERS	300.00
71951	CHECK	10/17/2019	EDUARDO S. LUNA	100.00
71952	CHECK	10/17/2019	EDWARD GEORGE & ASSOCIATES, LLC	1,540.00
71953	CHECK	10/17/2019	ELIZABETH FRANKLIN	771.38
71954	CHECK	10/17/2019	GALE GROUP THE	775.26
71955	CHECK	10/17/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	286.01
71956	CHECK	10/17/2019	GUSTAVO OCHOA	200.00
71957	CHECK	10/17/2019	INDIANA DEPT OF WORKFORCE DEVELOP.	1,328.00
71958	CHECK	10/17/2019	INDIANA NEWSPAPERS	185.24
71959	CHECK	10/17/2019	JOSEPH WALING	270.00
71960	CHECK	10/17/2019	K & K FENCE CO., INC	5,280.00
71961	CHECK	10/17/2019	LA PLAZA, INC	500.00
71962	CHECK	10/17/2019	LUNA LANGUAGE SERVICES	120.00

No.	Type	Date	Reference	Amount
71963	CHECK	10/17/2019	MARSHALL & SWIFT/BOECKH, LLC	364.95
71964	CHECK	10/17/2019	MATTHEW B HUME	100.00
71965	CHECK	10/17/2019	MIDWEST REMEDIATION, INC.	5,709.59
71966	CHECK	10/17/2019	MORNINGSTAR	11,356.00
71967	CHECK	10/17/2019	NATIONALITIES COUNCIL OF INDIANA	179.00
71968	CHECK	10/17/2019	NATIONALITIES COUNCIL OF INDIANA	128.00
71969	CHECK	10/17/2019	NICHE ACADEMY	7,400.00
71970	CHECK	10/17/2019	OCLC INC	9,337.93
71971	CHECK	10/17/2019	PAYPAL	54.10
71972	CHECK	10/17/2019	REED DRAPERY SERVICE	81.00
71973	CHECK	10/17/2019	RJE BUSINESS INTERIORS	3,432.18
71974	CHECK	10/17/2019	ROWLAND DESIGN, INC.	11,624.20
71975	CHECK	10/17/2019	SAKURA FUQUA	100.00
71976	CHECK	10/17/2019	SARAH KANE	50.00
71977	CHECK	10/17/2019	SONDHI SOLUTIONS	381.93
71978	CHECK	10/17/2019	TRENDYMINDS, INC.	787.50
71979	CHECK	10/17/2019	UNIFORM HOUSE INC. THE	239.18
71980	CHECK	10/24/2019	ABRACADABRA	225.00
71981	CHECK	10/24/2019	AFSCME COUNCIL IKOC 962	1,733.91
71982	CHECK	10/24/2019	AIMEE ROSE FORMO	200.00
71983	CHECK	10/24/2019	ALICE L. SMITH-GOEKE	200.00
71984	CHECK	10/24/2019	AMERICAN UNITED LIFE INSURANCE CO	1,671.42
71985	CHECK	10/24/2019	AMERICAN UNITED LIFE INSURANCE CO	3,316.43
71986	CHECK	10/24/2019	ASI SIGNAGE INNOVATIONS	204.00
71987	CHECK	10/24/2019	AT&T	2,247.08
71988	CHECK	10/24/2019	BETH MENG	50.00
71989	CHECK	10/24/2019	BROWNING DAY MULLINS DIERDORF	14,000.00
71990	CHECK	10/24/2019	CARLOS SOSA JR.	200.00
71991	CHECK	10/24/2019	CAROL L. WROBLEWSKI	50.00
71992	CHECK	10/24/2019	CAT HEAD PRESS: PRINTSHOP & ARTIST COOPERATIVE INC	1,750.00
71993	CHECK	10/24/2019	CELESTINE BLOOMFIELD	200.00
71994	CHECK	10/24/2019	CHADWICK J. OFFUTT- GILLENWATER	400.00
71995	CHECK	10/24/2019	CHAIN STORE GUIDES, LLC	360.00
71996	CHECK	10/24/2019	CHC WELLNESS	65.00
71997	CHECK	10/24/2019	CHRISTOPHER DANCE	100.00
71998	CHECK	10/24/2019	CITIZENS ENERGY GROUP	3,306.36
71999	CHECK	10/24/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	22,970.10
72000	CHECK	10/24/2019	CMID	7,500.00
72001	CHECK	10/24/2019	COURT & COMMERCIAL RECORD	60.60
72002	CHECK	10/24/2019	DACO GLASS & GLAZING INC	1,248.00
72003	CHECK	10/24/2019	DELL MAGAZINES DIRECT	34.97
72004	CHECK	10/24/2019	DUDE SOLUTIONS INC	1,889.34
72005	CHECK	10/24/2019	EDUARDO S. LUNA	395.41
72006	CHECK	10/24/2019	EVANSVILLE VANDERBURGH PUBLIC LIBRARY	200.00
72007	CHECK	10/24/2019	GENA BROWN	85.00
72008	CHECK	10/24/2019	GOVERNMENT FINANCE OFFICERS ASSOCIATION	85.00
72009	CHECK	10/24/2019	INDIANA JIM'S REPTILE EXPERIENCE	200.00
72010	CHECK	10/24/2019	INDIANA NEWSPAPERS	161.40
72011	CHECK	10/24/2019	INDIANAPOLIS URBAN LEAGUE, INC	250.00
72012	CHECK	10/24/2019	INFORMATION TODAY, INC.	366.53
72013	CHECK	10/24/2019	LEGALSHIELD	287.55
72014	CHECK	10/24/2019	MARK L. BOOTH	100.00
72015	CHECK	10/24/2019	MATTHEW B HUME	150.00
72016	CHECK	10/24/2019	METRIC ENVIRONMENTAL, LLC	143.00
72017	CHECK	10/24/2019	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	200.00
72018	CHECK	10/24/2019	MIDWEST REMEDIATION, INC.	11,359.73
72019	CHECK	10/24/2019	MYRA E. LEVINE	200.00
72020	CHECK	10/24/2019	PEACE THROUGH YOGA	200.00
72021	CHECK	10/24/2019	PURDUE UNIVERSITY	5,942.22
72022	CHECK	10/24/2019	QUINN STEVENSON	200.00
72023	CHECK	10/24/2019	RADWAY PIANO SERVICE	95.00
72024	CHECK	10/24/2019	RAHMBERG, STOVER & ASSOCIATES, LLC	11,095.00
72025	CHECK	10/24/2019	REGIONS BANK PURCHASING CARD	11,959.38

No.	Type	Date	Reference	Amount
72026	CHECK	10/24/2019	REPROGRAPHIX, INC	21.60
72027	CHECK	10/24/2019	REPUBLIC WASTE SERVICES	7,882.94
72028	CHECK	10/24/2019	ROWLAND DESIGN, INC.	125.00
72029	CHECK	10/24/2019	SAKURA FUQUA	150.00
72030	CHECK	10/24/2019	SARAH KANE	50.00
72031	CHECK	10/24/2019	SILLY SAFARI SHOWS, INC	360.00
72032	CHECK	10/24/2019	SMARTFISH, INC	50.00
72033	CHECK	10/24/2019	SPRINT PCS	4,066.19
72034	CHECK	10/24/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,000.00
72035	CHECK	10/24/2019	THEODORE GREEN	500.00
72036	CHECK	10/24/2019	UNIFORM HOUSE INC. THE	248.77
72037	CHECK	10/24/2019	UNITED PARCEL SERVICE	281.33
72038	CHECK	10/31/2019	ACTION PEST CONTROL, INC	350.00
72039	CHECK	10/31/2019	ADP, INC.	2,438.31
72040	CHECK	10/31/2019	AIMEE ROSE FORMO	100.00
72041	CHECK	10/31/2019	ALICE L. SMITH-GOEKE	100.00
72042	CHECK	10/31/2019	ASM INTERNATIONAL	320.44
72043	CHECK	10/31/2019	BETH MENG	50.00
72044	CHECK	10/31/2019	BRIGHTWOOD INVESTORS, LLC	4,074.00
72045	CHECK	10/31/2019	CAT HEAD PRESS: PRINTSHOP & ARTIST COOPERATIVE INC	250.00
72046	CHECK	10/31/2019	CATHERINE BOWIE	50.00
72047	CHECK	10/31/2019	CENTRAL SECURITY & COMMUNICATIONS	492.20
72048	CHECK	10/31/2019	CHADWICK J. OFFUTT- GILLENWATER	200.00
72049	CHECK	10/31/2019	CITIZENS ENERGY GROUP	1,396.46
72050	CHECK	10/31/2019	CUONG TRAN	150.00
72051	CHECK	10/31/2019	DACO GLASS & GLAZING INC	742.00
72052	CHECK	10/31/2019	DISTINCTIVE GLASS INC.	501.08
72053	CHECK	10/31/2019	DRAMATISTS PLAY SERVICE INC	33.35
72054	CHECK	10/31/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	48.00
72055	CHECK	10/31/2019	FOUNTAIN BLOCK DEVELOPMENT L.P.	5,045.88
72056	CHECK	10/31/2019	FULLER ENGINEERING CO., LLC	324.00
72057	CHECK	10/31/2019	GALE GROUP THE	25,265.40
72058	CHECK	10/31/2019	GALE/CENGAGE LEARNING	117,000.00
72059	CHECK	10/31/2019	GATEKEEPER SERVICES	141.00
72060	CHECK	10/31/2019	GLENDALE MALL	25,895.83
72061	CHECK	10/31/2019	GOVERNMENT FINANCE OFFICERS ASSOCIATION	135.00
72062	CHECK	10/31/2019	IMPACT SIGN & GRAPHICS LLC	80.00
72063	CHECK	10/31/2019	INDIANA HISTORICAL SOCIETY	19.92
72064	CHECK	10/31/2019	JP MORGAN CHASE BANK	0.47
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72066	CHECK	10/31/2019	MARION CTY STORMWATER MGMT DISTRICT	10,467.60
72067	CHECK	10/31/2019	MATTHEW B HUME	100.00
72068	CHECK	10/31/2019	MATTHEW BENDER & CO.	2,414.83
72069	CHECK	10/31/2019	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
72070	CHECK	10/31/2019	MICHAEL E. RAY	400.00
72071	CHECK	10/31/2019	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	2,400.00
72072	CHECK	10/31/2019	NATIONAL AUDUBON SOCIETY	20.00
72073	CHECK	10/31/2019	OFFICEWORKS	4,206.80
72074	CHECK	10/31/2019	PFM TRUCK CARE CENTER	114.38
72075	CHECK	10/31/2019	SAKURA FUQUA	100.00
72076	CHECK	10/31/2019	SARAH KANE	50.00
72077	CHECK	10/31/2019	SCHMIDT ASSOCIATES, INC	57,662.23
72078	CHECK	10/31/2019	SOLEDAD DOMINIC ZEPEDA ARECHEGA	250.00
72079	CHECK	10/31/2019	THE HARMON HOUSE L.L.C.	315.00
72080	CHECK	10/31/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,081.32
72081	CHECK	10/31/2019	THE TUESDAY AGENCY	10,500.00
72082	CHECK	10/31/2019	URBAN LEAGUE OF NORTHWEST INDIANA	800.00
72083	CHECK	10/31/2019	WIKSTROM ENGINEERING CONSULTING, P.C.	1,350.00
302061	EFT	10/03/2019	ALSCO	321.89
302062	EFT	10/03/2019	AUSTIN BOOK SALES	2,971.95
302063	EFT	10/03/2019	AVID AIRLINE PRODUCTS OF RHODE ISLAND, INC	1,957.50
302064	EFT	10/03/2019	BACKGROUND BUREAU INC.	160.00
302065	EFT	10/03/2019	BAKER & TAYLOR	3,866.70

No.	Type	Date	Reference	Amount
302066	EFT	10/03/2019	BAKER & TAYLOR	10,633.05
302067	EFT	10/03/2019	BRODART COMPANY CONTINUATIONS	1,101.72
302068	EFT	10/03/2019	CDW GOVERNMENT, INC.	66.12
302069	EFT	10/03/2019	DENISON PARKING	8,225.37
302070	EFT	10/03/2019	EBSCO INFORMATION SERVICES	2.91
302071	EFT	10/03/2019	FLEET CARE, INC.	128.30
302072	EFT	10/03/2019	G4S SECURE SOLUTIONS (USA) INC.	2,097.34
302073	EFT	10/03/2019	INDIANA PLUMBING AND DRAIN LLC	6,163.25
302074	EFT	10/03/2019	INDIANAPOLIS ARMORED CAR, INC	2,958.00
302075	EFT	10/03/2019	INDIANAPOLIS RECORDER	88.68
302076	EFT	10/03/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	2,174.09
302077	EFT	10/03/2019	LUNA MUSIC	3,297.60
302078	EFT	10/03/2019	MIDWEST TAPE - PROCESSED DVDS	1,749.04
302079	EFT	10/03/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	18,799.23
302080	EFT	10/03/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	2,136.59
302081	EFT	10/03/2019	MIDWEST TAPE, LLC	11,053.95
302082	EFT	10/03/2019	P.V. SUPA INC.	10,120.64
302083	EFT	10/03/2019	PERFECTION GROUP, INC.	3,703.69
302084	EFT	10/03/2019	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	215,330.28
302085	EFT	10/03/2019	RECORD AUTOMATIC DOORS, INC	315.00
302086	EFT	10/03/2019	RECORDED BOOKS	752.98
302087	EFT	10/03/2019	RICOH USA, INC. - 12882	10,132.17
302088	EFT	10/03/2019	STENZ MANAGEMENT COMPANY, INC	6,017.01
302089	EFT	10/03/2019	TECH-LOGIC CORPORATION	3,000.00
302090	EFT	10/03/2019	TECH-LOGIC CORPORATION	31,770.74
302091	EFT	10/03/2019	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,041.43
302092	EFT	10/03/2019	TYLER TECHNOLOGIES, INC.	28,236.67
302093	EFT	10/03/2019	UNIQUE MANAGEMENT SERVICES, INC	11,857.55
302094	EFT	10/10/2019	ABELL ELEVATOR SERVICE CO	8,771.25
302095	EFT	10/10/2019	ACORN DISTRIBUTORS, INC	1,935.56
302096	EFT	10/10/2019	AUSTIN BOOK SALES	3,720.37
302097	EFT	10/10/2019	BAKER & TAYLOR	4,225.07
302098	EFT	10/10/2019	BAKER & TAYLOR	18,551.72
302099	EFT	10/10/2019	BOYLE CONSTRUCTION MANAGEMENT, INC.	451,054.39
302100	EFT	10/10/2019	DANCORP INC. DBA DANCO	700.00
302101	EFT	10/10/2019	DEMCO, INC.	4,360.49
302102	EFT	10/10/2019	FINELINE PRINTING GROUP	3,252.00
302103	EFT	10/10/2019	FLEET CARE, INC.	80.41
302104	EFT	10/10/2019	G4S SECURE SOLUTIONS (USA) INC.	39,465.38
302105	EFT	10/10/2019	INGRAM LIBRARY SERVICES	6,102.73
302106	EFT	10/10/2019	J&G CARPET PLUS	500.00
302107	EFT	10/10/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	210.45
302108	EFT	10/10/2019	MIDWEST TAPE, LLC	955.62
302109	EFT	10/10/2019	MOORE INFORMATION SERVICES, INC	1,178.35
302110	EFT	10/10/2019	OVERDRIVE INC	58,487.29
302111	EFT	10/10/2019	P.V. SUPA INC.	4,963.32
302112	EFT	10/10/2019	PERFECTION GROUP, INC.	13,272.94
302113	EFT	10/10/2019	R AND B ARCHITECTS LLC	1,340.93
302114	EFT	10/10/2019	RECORD AUTOMATIC DOORS, INC	315.00
302115	EFT	10/10/2019	RECORDED BOOKS	1,837.08
302116	EFT	10/10/2019	RICHARD LOPEZ ELECTRICAL, LLC	19,931.79
302117	EFT	10/10/2019	STAPLES	1,430.72
302118	EFT	10/10/2019	STENZ CONSTRUCTION CORPORATION	44,295.80
302119	EFT	10/10/2019	STENZ MANAGEMENT COMPANY, INC	5,417.11
302120	EFT	10/10/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	2,257.75
302121	EFT	10/10/2019	TITAN ASSOCIATES	71,370.76
302122	EFT	10/10/2019	UNIQUE MANAGEMENT SERVICES, INC	195.30
302125	VOID	10/17/2019	VOIDED UNUSED	0.00
302126	EFT	10/17/2019	ACORN DISTRIBUTORS, INC	1,871.60
302127	EFT	10/17/2019	ALSCO	643.78
302128	EFT	10/17/2019	BAKER & TAYLOR	4,365.41
302129	EFT	10/17/2019	BAKER & TAYLOR	9,504.87
302130	EFT	10/17/2019	CDW GOVERNMENT, INC.	29.76

No.	Type	Date	Reference	Amount
302131	EFT	10/17/2019	DELTA DENTAL	120.20
302132	EFT	10/17/2019	DELTA DENTAL	205.27
302133	EFT	10/17/2019	DELTA DENTAL	11,047.58
302134	EFT	10/17/2019	DEMCO, INC.	197.53
302135	EFT	10/17/2019	FINELINE PRINTING GROUP	1,641.00
302136	EFT	10/17/2019	G4S SECURE SOLUTIONS (USA) INC.	386.58
302137	EFT	10/17/2019	INDIANA PLUMBING AND DRAIN LLC	560.75
302138	EFT	10/17/2019	INDIANAPOLIS RECORDER	221.70
302139	EFT	10/17/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	269.94
302140	EFT	10/17/2019	INGRAM LIBRARY SERVICES	1,197.39
302141	EFT	10/17/2019	JCOS, INC.	29,478.81
302142	EFT	10/17/2019	KLINES QUALITY WATER, INC	44.55
302143	EFT	10/17/2019	LEVEL (3) COMMUNICATIONS, LLC	3,162.70
302144	EFT	10/17/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	2,817.00
302145	EFT	10/17/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	4,267.73
302146	EFT	10/17/2019	MIDWEST TAPE - PROCESSED DVDS	20,395.56
302147	EFT	10/17/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	11,601.73
302148	EFT	10/17/2019	MIDWEST TAPE, LLC	2,860.54
302149	EFT	10/17/2019	OFFICE360	465.00
302150	EFT	10/17/2019	OVERDRIVE INC	29,964.98
302151	EFT	10/17/2019	PROQUEST INFORMATION AND LEARNING	7,916.48
302152	EFT	10/17/2019	RECORDED BOOKS	2,501.21
302153	EFT	10/17/2019	RICHARD LOPEZ ELECTRICAL, LLC	4,066.90
302154	EFT	10/17/2019	STAPLES	8,978.94
302155	EFT	10/17/2019	TITAN ASSOCIATES	731.00
302156	EFT	10/17/2019	UNIQUE MANAGEMENT SERVICES, INC	5,620.60
302157	EFT	10/17/2019	VALUE LINE PUBLISHING INC.	1,520.00
302159	EFT	10/24/2019	ABELL ELEVATOR SERVICE CO	9,443.75
302160	EFT	10/24/2019	ACORN DISTRIBUTORS, INC	230.10
302161	EFT	10/24/2019	AUSTIN BOOK SALES	9,368.53
302162	EFT	10/24/2019	BACKGROUND BUREAU INC.	240.00
302163	EFT	10/24/2019	BAKER & TAYLOR	973.12
302164	EFT	10/24/2019	BAKER & TAYLOR	14,234.83
302165	EFT	10/24/2019	BAKER & TAYLOR	34,220.90
302166	EFT	10/24/2019	BRODART COMPANY CONTINUATIONS	98.06
302167	EFT	10/24/2019	CITIZENS THERMAL ENRGY.	88,472.78
302168	EFT	10/24/2019	G4S SECURE SOLUTIONS (USA) INC.	39,002.38
302169	EFT	10/24/2019	GRAINGER	159.60
302170	EFT	10/24/2019	INDIANA PLUMBING AND DRAIN LLC	3,418.00
302171	EFT	10/24/2019	INDIANAPOLIS ARMORED CAR, INC	2,673.00
302172	EFT	10/24/2019	INGRAM LIBRARY SERVICES	6,058.44
302173	EFT	10/24/2019	J&G CARPET PLUS	475.00
302174	EFT	10/24/2019	KLINES QUALITY WATER, INC	52.55
302175	EFT	10/24/2019	MIDWEST TAPE - PROCESSED DVDS	1,114.76
302176	EFT	10/24/2019	MIDWEST TAPE NON PROCESSED	617.05
302177	EFT	10/24/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	6,686.13
302178	EFT	10/24/2019	MIDWEST TAPE, LLC	309.20
302179	EFT	10/24/2019	PERFECTION GROUP, INC.	1,371.25
302180	EFT	10/24/2019	RECORD AUTOMATIC DOORS, INC	315.00
302181	EFT	10/24/2019	RECORDED BOOKS	2,627.57
302182	EFT	10/24/2019	RICHARD LOPEZ ELECTRICAL, LLC	7,797.24
302183	EFT	10/24/2019	RICOH USA, INC. - 12882	15,237.51
302184	EFT	10/24/2019	RICOH USA, INC. - 12882	4,699.42
302185	EFT	10/24/2019	STENZ MANAGEMENT COMPANY, INC	7,148.45
302186	EFT	10/24/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	321.00
302188	EFT	10/31/2019	ACORN DISTRIBUTORS, INC	1,975.88
302189	EFT	10/31/2019	ALSCO	321.89
302190	EFT	10/31/2019	ART WITH A HEART	3,220.00
302191	EFT	10/31/2019	BAKER & TAYLOR	9,067.87
302192	EFT	10/31/2019	BAKER & TAYLOR	11,422.16
302193	EFT	10/31/2019	BAKER & TAYLOR	13,946.17
302194	EFT	10/31/2019	CDW GOVERNMENT, INC.	884.05
302195	EFT	10/31/2019	DEMCO, INC.	1,337.77

No.	Type	Date	Reference	Amount
302196	EFT	10/31/2019	FINELINE PRINTING GROUP	1,352.00
302197	EFT	10/31/2019	FLEET CARE, INC.	143.81
302198	EFT	10/31/2019	G4S SECURE SOLUTIONS (USA) INC.	32,463.21
302199	EFT	10/31/2019	INDIANA PLUMBING AND DRAIN LLC	2,432.00
302200	EFT	10/31/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	10.20
302201	EFT	10/31/2019	INGRAM LIBRARY SERVICES	944.07
302202	EFT	10/31/2019	IRVINGTON PRESBYTERIAN CHURCH	937.50
302203	EFT	10/31/2019	J&G CARPET PLUS	1,125.00
302204	EFT	10/31/2019	JCOS, INC.	4,555.63
302205	EFT	10/31/2019	LOCKERBIE SQUARE CABINET CO	400.00
302206	EFT	10/31/2019	LUNA MUSIC	758.10
302207	EFT	10/31/2019	MIDWEST TAPE, LLC	18,728.82
302208	EFT	10/31/2019	PERFECTION GROUP, INC.	3,495.84
302209	EFT	10/31/2019	PROQUEST INFORMATION AND LEARNING	28,238.00
302210	EFT	10/31/2019	RECORDED BOOKS	1,452.11
302211	EFT	10/31/2019	RYAN FIRE PROTECTION, INC	1,529.50
302212	EFT	10/31/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,175.58
302213	EFT	10/31/2019	TITAN ASSOCIATES	408.00
				3,173,578.62

Summary by Transaction Type:

Computer Check	\$ 1,210,933.24
EFT Check	\$ 1,962,645.38
Total Payments	\$ 3,173,578.62
Total Voided Items	\$ -

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

No.	Type	Date	Reference	Amount
794	VOID	10/03/2019	CROWN COLLEGE LIBRARY	0.00
795	CHECK	10/10/2019	ANGELA SANDS	42.17
796	CHECK	10/10/2019	CHRISTY MCDANIEL	111.98
797	CHECK	10/10/2019	CROWN COLLEGE LIBRARY	45.00
798	CHECK	10/10/2019	M. LOUIS ACHINSMITH	77.83
799	CHECK	10/17/2019	LAKWOOD PUBLIC LIBRARY	30.00
800	CHECK	10/31/2019	AMY MORRIS LAIN	22.64
801	CHECK	10/31/2019	KIRSTEN WRAY	71.96
802	CHECK	10/31/2019	LINDSAY M. HYER	80.99
803	CHECK	10/31/2019	PAMELA H. MALINOSKI	27.95
804	CHECK	10/31/2019	THE JUILLIARD SCHOOL	20.00
Total				\$ 530.52

Summary by Transaction Type:

Computer Check	\$530.52
EFT Check	\$0.00
Total Payments	\$530.52
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7434	CHECK	10/03/2019	HISTORIC LANDMARKS FOUNDATION OF INDIANA, INC	40.00
7435	CHECK	10/03/2019	INTERNATIONAL SCHOOL OF INDIANA	100.00
7436	CHECK	10/03/2019	LAWRENCE (PETTY CASH)	49.74
7437	CHECK	10/03/2019	PATRICIA WALLACE	14.59
7438	CHECK	10/03/2019	SCHOLASTIC	127.50
7439	CHECK	10/10/2019	ANDERSON & BECK	500.00
7440	CHECK	10/10/2019	CHAD TYLOR HANKINS	300.00
7441	CHECK	10/10/2019	CHRISTOPHER DANCE	500.00
7442	CHECK	10/10/2019	CREATIVE AQUATIC SOLUTIONS, LLC	224.90
7443	CHECK	10/10/2019	FLASHBAY, INC.	1,495.80
7444	CHECK	10/10/2019	FRANKLIN ROAD (PETTY CASH)	74.23
7445	CHECK	10/10/2019	IRVINGTON BRANCH (PETTY CASH)	57.01
7446	CHECK	10/10/2019	JESSICA L. BANNON	500.00
7447	CHECK	10/10/2019	KATHLEEN LARATTA	21.97
7448	CHECK	10/10/2019	KIDS INK CHILDREN'S BOOKSTORE	701.22
7449	CHECK	10/10/2019	KIRSTEN WEAVER	49.92
7450	CHECK	10/10/2019	NICOLE NORTON	89.79
7451	CHECK	10/10/2019	TIA JAH WYNNE AYERS	87.48
7452	CHECK	10/17/2019	ANDREA BAUGHMAN	50.16
7453	CHECK	10/17/2019	ANTHONY RADFORD	277.96
7454	CHECK	10/17/2019	CREATIVE AQUATIC SOLUTIONS, LLC	285.31
7455	CHECK	10/17/2019	EDUARDO S. LUNA	1,500.00
7456	CHECK	10/17/2019	GOOD SEEDS LLC	375.00
7457	CHECK	10/17/2019	INDIANAPOLIS NEIGHBORHOOD RESOURCE CENTER	405.00
7458	CHECK	10/17/2019	JOHNATHAN VAZQUEZ	375.00
7459	CHECK	10/17/2019	LAWRENCE (PETTY CASH)	166.25
7460	CHECK	10/17/2019	MARIANNE MCKENZIE	65.46
7461	CHECK	10/17/2019	NANCY MOBLEY	241.99
7462	CHECK	10/17/2019	TAMARA BUCHANAN	70.60
7463	CHECK	10/24/2019	CARLOS SOSA JR.	750.00
7464	CHECK	10/24/2019	COLLEGE AVENUE BRANCH (PETTY CASH)	18.22
7465	CHECK	10/24/2019	CONTINENTAL BROADCAST GROUP, LLC	910.00
7466	CHECK	10/24/2019	FRANKLIN ROAD (PETTY CASH)	19.46
7467	CHECK	10/24/2019	GRACE CONYERS	25.00
7468	CHECK	10/24/2019	YOUNG ACTOR'S THEATRE	500.00
7469	CHECK	10/24/2019	JEREMY SOUTH	750.00
7470	CHECK	10/24/2019	RACHEL JAMIESON	74.37
7471	CHECK	10/24/2019	REGIONS BANK PURCHASING CARD	504.63
7472	CHECK	10/24/2019	ROBIN HANKS	45.98
7473	CHECK	10/31/2019	ANDERSON & BECK	500.00
7474	CHECK	10/31/2019	DENYCE MALONE	92.80
7475	CHECK	10/31/2019	ENVIRO-TOTE INC.	8,344.02
7476	CHECK	10/31/2019	FIONA DUKE	25.90
7477	CHECK	10/31/2019	JEREMY SOUTH	250.00
7478	CHECK	10/31/2019	LAKESHORE EQUIPMENT COMPANY	458.28
7479	CHECK	10/31/2019	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	3,042.26
7480	CHECK	10/31/2019	SHARON BERNHARDT	38.91
7481	CHECK	10/31/2019	SUSAN BARHAN	84.52
7482	CHECK	10/31/2019	TIMOTHY VOLLMER	35.00
7483	CHECK	10/31/2019	YARDART	95.00
302123	EFT	10/10/2019	DEMCO, INC.	156.24

No.	Type	Date	Reference	Amount
302124	EFT	10/10/2019	JACOB ALLEN SCHREINER	2,000.00
302158	EFT	10/17/2019	CDW GOVERNMENT, INC.	3,239.00
302187	EFT	10/24/2019	INGRAM LIBRARY SERVICES	25,021.48
302214	EFT	10/31/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	300.00
302215	EFT	10/31/2019	INGRAM LIBRARY SERVICES	5,132.41
302216	EFT	10/31/2019	RECORDED BOOKS	15,000.00
			Total	76,160.36

Summary by Transaction Type:

Computer Check	\$ 25,311.23
EFT Check	\$ 50,849.13
Total Payments	\$ 76,160.36
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
November 25, 2019
PERSONNEL ACTIONS
RESOLUTION 42-2019

NEW HIRES:

- Leah Kim, Public Services Librarian, Central, \$18.00 per hour, Effective: 10/21/2019
- Joe Backe, Director, Communications, \$42.30 per hour, Effective: 10/28/2019
- Michael Rogers, Facilities Technical Assistant, Facilities, \$20.22 per hour, Effective: 11/05/2019
- Raquel Agular, Hourly Computer Lab Assistant II, College, \$13.00 per hour, Effective: 10/09/2019
- Briana Parker, Page, Warren, \$9.15 per hour, Effective: 11/05/2019
- Edith Sicken, Page, Warren, \$9.15 per hour, Effective: 11/05/2019
- Kathryn King, Hourly Public Services Associate I (SUB), Wayne, \$14.07 per hour, Effective: 11/18/2019
- Sumit Pal, Page, College, \$9.15 per hour, Effective: 11/18/2019

INTERNAL CHANGES:

- Carrie Waterson from Interim Director, Communications, \$31.36 per hour to Web Content Specialist, Communications, \$28.51 per hour, Effective: 10/27/2019
- Elizabeth Schoettle from Supervisor Librarian, Central, \$28.56 per hour to Temporary Manager, Central Adult Services, \$31.41 per hour, Effective: 10/13/2019
- Kathryn Farmer from Public Services Associate II, Part-Time, Decatur, \$16.61 per hour to Digital Projects Coordinator, Full-Time, Collection Management, \$22.82 per hour, Effective: 11/24/2019
- Cheryl Dillenback from Hourly Library Assistant II (FTE), Garfield Park, to Library Assistant II, Part-Time, No Change in Pay, Effective: 10/27/2019
- Matthew Daugherty from Hourly Library Assistant II (SUB), Lawrence to Library Assistant II, Full-Time, Lawrence, No Change in Pay, Effective: 11/10/2019
- Kyala Taylor from Page, East 38th, \$9.15 per hour to Hourly Library Assistant II (FTE), Spades Park, \$13.00 per hour, Effective: 11/10/2019
- Joy Tolliver from Hourly Library Assistant II, Franklin Road to Hourly Library Assistant II, Warren, No Change in Pay, Effective: 12/08/2019
- Reginald Laratte from Computer Lab Assistant II, East 38th, \$13.70 per hour to Circulation Supervisor I, Decatur, \$18.00 per hour, Effective: 11/10/2019

RE-HIRES: (None Reported)

SEPARATIONS:

- Laura Byrne, Library Assistant II, Part-Time, Decatur, 3 years and 3 months, Effective: 11/03/2019
- Abigail Gilchrist, Page, College, 1 year and 5 months, Effective: 10/02/2019
- Amy Lootens, Page, Lawrence, 1 year, Effective: 11/09/2019
- Isabelle Coker, Page, Franklin Road, 5 months, Effective: 10/15/2019
- Theresa Daniels, Hourly Public Services Associate I, Warren, 5 years and 3 months, Effective: 10/12/2019
- Leah Andrews, Hourly Public Services Associate I, Wayne, 1 year, Effective: 10/19/2019
- Abigail Gilchrist, Page, College, 1 year and 4 months, Effective: 10/02/2019

- Alice Smith, Page, Central, 23 years and 5 months, Effective: October 18, 2019
- Janna Kreider, Computer Lab Assistant II, Central, 7 years and 4 months, Effective: 10/31/2019
- Sophia Rowland, Page, Wayne, 4 months, Effective: 10/28/2019
- Mark White, Team Member, Facilities, 11 years and 8 months, Effective: 11/01/2019
- Elisabeth Hall, Page, Warren, 1 year and 2 months, Effective: 10/24/2019
- Jeff Kirkpatrick, Library Assistant II, Franklin Road, 7 years, Effective: 01/10/2020
- Susan Davis, Program Specialist, Public Services, 11 years, Effective: 11/09/2019
- Darrol Pierson, Hourly Public Services Associate I, Lawrence, 11 years and 6 months, Effective: 11/04/2019

INACTIVE:

- Karen Brooking, Page, Decatur, Inactive: 10/27/2019
- Jennifer Pierpont, Page, Wayne, Inactive: 12/01/2019

RE-ACTIVATE: (None Reported)

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
TRAVEL AND TRAINING ACTION
 RESOLUTION 42- 2019

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

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

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Travel/Mileage	Lodging	Per Diem	Total
Joe Backe	COM	1600	Nashville, TN	PLA 2020	10	1030	700	1650	150	\$3,530.00
Montoya Barker	LAW	2013	Jeffersonville, IN	Lunch & learn	10	\$0.00	\$144.42	\$0.00	\$0.00	\$144.42
Cindy Bhatti	FRA	2021	Nashville, TN	PLA 2020	10	\$350.00	\$340.00	\$1,100.00	\$90.00	\$1,880.00
Aliah Bratzler	CEN	1402	Philadelphia, PA	ALA Midwinter	10	\$ 280.00	\$450.00	\$1,100.00	\$180.00	\$2,010.00
Wendy Johnson	VRS	2026	Nashville, TN	PLA 2020	10	\$585.00	\$340.00	\$1,100.00	\$90.00	\$2,115.00
Teonna Taylor	WIN	2020	Indianapolis, IN	Indiana Ass. Home Educators	10	\$45.00	\$16.00			\$61.00
Carrie Waterson	COM	1600	Toledo, OH	Social Justice & Public Libraries	10	\$250.00	\$200.00	\$232.16	\$60.00	\$742.16
Tami Edminster	PDA	1500	Nashville, TN	PLA 2020	10	\$350.00	\$340.00	\$1,100.00	\$120.00	\$1,910.00
Sharon Bernhardt	ARM	1204	Nashville, TN	PLA 2020	10	\$305.00	\$335.00	\$2,000.00	\$120.00	\$2,760.00
Joan Emmert	ARM	2014	Nashville, TN	PLA 2020	10	\$350.00	\$340.00	\$1,100.00	\$90.00	\$1,880.00
Sharon Smith	FAC	1800	Nashville, TN	PLA 2020	10	\$585.00	\$550.00	\$1,050.00	\$90.00	\$2,275.00
Melissa Wooton	ARM	1502	Nashville, TN	PLA 2020	10	\$585.00	\$340.00	\$1,200.00	\$120.00	\$2,245.00
								TOTAL		\$21,552.58

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
NOVEMBER 12, 2019

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, November 12, 2019 at 5:05 p.m. pursuant to notice given.

1. **Call To Order**

President Sanders called the meeting to order.

2. **Roll Call**

Members present: Mr. Andrews, Ms. Carlino, Rev. Robinson and Ms. Sanders.

Members absent: Dr. Jett, Ms. Payne and Judge Salinas.

COMMITTEE REPORTS

3. **Facilities Committee (Dr. Terri Jett, Chair; Rev. T.D. Robinson, Crista Carlino) – Staff Liaison: Sharon Smith**

Briefing Report – Brightwood Branch Project Update for October 2019

Major milestone work completed in October includes the placement of the parking lots and access drives, completion of fluid applied moisture barrier, completion of the perimeter wood fence, beginning of the brick masonry, rough-grading of the landscaped areas, and the required City’s inspection of the in-wall mechanical/plumbing/electrical installations. Temporary enclosures are being installed to facilitate interior construction work.

Major work to be completed in November includes the installation of storefront systems and completion of the masonry. The contractor BCMI is working to have the building enclosed so they can begin installation of interior drywall.

Project Schedule

Construction Complete	February 2020
Project Complete	March 2020
Move to New Branch Location	April 2020

Resolution - Approval to Award a Construction Services Contract for the Central Library KMC Controls Replacement Project

IndyPL Facilities staff recommends Board approval to award a construction services contract for the Central Library KMC Controls Replacement Project to **Jackson Systems, Indianapolis, Indiana**, for the total cost of \$219,905.00.

Background:

The KMC Controls were installed in 2007 with the opening of Central Library. The system has become outdated with parts and support no longer available. The replacement project will improve reliability and reporting of the system. The work will allow for better tracking of energy consumption in the building resulting in reduced operating expenses. The installation will reuse the existing cabling, conduits, and raceways. The bidding documents were prepared by the engineers at CMID working closely with IndyPL staff. The Bid Documents were issued to bidders on October 2, 2019.

Public Notice to prospective bidders was advertised on October 3 and 10, 2019. Notice of the Project was also posted on the IndyPL website. Documents were processed through the Reprographics E-Planroom to notify bidders and to provide printed bidding documents.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors who state they provide mechanical and building automation services, and the Notice of the Project was emailed directly to these vendors. The IndyPL Diversity, Equity, and Inclusion Officer reached out via telephone calls to the XBE vendors to confirm receipt of the notice and to gauge interest in submitting a bid. Two vendors requested we send the Notice to others in their organization.

The preliminary Project schedule targets a starting in December 2019, with substantial completion in February 2020.

Three (3) sealed bids were received at the Library Services Center by the deadline of 2:00 pm local time on October 17, 2019. The bids were opened and read aloud publically.

The Project will be funded by the LIRF Fund (Fund 471).

After discussion, the Facilities Committee moved the Resolution forward to the regular November 2019 Board Meeting with the recommendation for approval.

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

IndyPL Facilities staff recommends Board approval to award fixtures, furniture, and equipment purchase orders for the Wayne Branch Project for the total cost of \$133,060.98.

The Invitation to Quote (“ITQ”) had two (2) separate groups with quote components for the individual fixtures, furniture, and equipment (“FFE”) items.

- Quote Group #1: Seating, Lounge Seating, Desks, Miscellaneous.
- Quote Group #2: Shelving

The ITQ specifies FFE for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ. Vendors requested a total of 13 substitutions, of which four (4) were approved by the architect.

The FFE specifications were developed by the architect, Rb Architects and FourPoint Design, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on October 11, 2019.

Six (6) sealed Quotes were received on November 6, 2019, allowing time for evaluation prior to presentation at the November 12, 2019 IndyPL Board Facilities Committee Meeting. The quotes were opened and read aloud publically.

Notice of the ITQ was emailed directly to twenty (20) vendors who are known to be capable of providing the FFE, vendors who had expressed interest in providing FFE for the IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women

Business Development vendor listing.

Analysis and selection of the quotes to achieve the most advantageous pricing for IndyPL has been completed by IndyPL staff and the architect. The budget for the fixtures, furniture, and equipment is \$150,000. The total amount for the three (3) purchase orders total \$133,060.98 inclusive of Alternate #1.

The purchase of the fixtures, furniture, and equipment will be funded by the Series 2019 Bond Fund (Fund 481).

After discussion, the Facilities Committee moved the Resolution forward to the regular November 2019 Board Meeting with the recommendation for approval.

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

4 a. Resolution – Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees

Katherine explains the purpose of the Annual Salary Resolution and points out key changes to this year’s resolution such as new personal holiday for employees in 2020. Due to Rev. Robinson being the only committee member of this committee present, this item will be voted on at the Board Meeting on November 25, 2019.

5. Finance Committee (Patricia A. Payne, Chair; John Andrews, Joanne M. Sanders) – Staff Liaison: Ijeoma Dike-Young

a. Resolution to approve transfers between Classifications and Accounts

Ms. Dike-Young asked the committee for approval of a transfer in the Operating Fund is to cover the purchase of books for prizes for the Summer Reading Program. The transfer is being made from Capital Outlay (unprocessed books) to Supplies. Ms. Dike-Young explained that since these are books we purchase to give away, they cannot be capitalized and thus need to be classified as supplies. Ms. Jackie Nytes explained that Board approval is needed for the transfers between the major budget categories.

6. Other Business

None.

7. Notice of Next Regular Board Meeting and Library Board Committees Meeting

- a. **Regular Board Meeting** – Monday, November 25, 2019, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – Tuesday, December 3, 2019, 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 5:25 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

November 26 from 5:30 - 8 p.m. – “National Novel Writing Month Meet-Up.” As part of National Novel Writing Month, you’re invited to meet with other writers to type, scribble, socialize and encourage excellence. Or use the meeting space to write on your own. Stay for the whole session or drop in for part of it. Municipal Liaisons are not present at this event. Held at the Southport Branch.

December 3 at 10:15 a.m. – “Jane Eyre: Film Showing.” Join us for a showing of “Jane Eyre” (PG-13), the 2011 film based on the novel by Charlotte Bronte. Guest speaker will be Carrie Sickmann, PhD., a specialist in 19th-century British literature. She’ll explain the novel’s history and share pertinent facts about the book. Tea and biscuits will be served. Copies of the book will be available for check out following the movie. Held at the Lawrence Branch.

Continuing through December – “Holiday Classical Concert at the Library!” Enjoy a chamber ensemble music performance by members of the Indianapolis Symphony Orchestra featuring favorite holiday classics and carols. Performances are generally one hour. Held at various Library locations.

December 6 from 11 a.m. - 3 p.m. – “The Madam Walker Story.” Learn the story of Madam C. J. Walker (1867 –1919), a philanthropist, entrepreneur and hair care industry pioneer as told from a different point of view. Learn about her early life and the rich legacy she created for women, African Americans and Indianapolis. This special, one-character performance by Freetown Village is suitable for children. It is sponsored by The Penrod Society and the Center for Black Literature & Culture at Central Library. Held at Central Library.

December 10 & 17 from 9 - 10 a.m. – “Newspapers & Mags 24/7 at Home: Library Databases.” Learn how to use the Library’s online databases to freely access an array of magazines and newspapers to find answers to your questions from the comfort of your own home. Registration is required for this two-part class. Held at the Glendale Branch.

December 14 from 2 - 4 p.m. – “Community Scan-a-Thon.” Bring your photos of family, home, street scenes, clubs, neighborhood events, businesses and prominent residents for scanning. Photos will be included on the Library’s Digital Indy “Black History, Indianapolis History” site at www.digitalindy.org. Enjoy a brief talk on how to save your family photos. Held at the Michigan Road Branch.

December 15 from 2 - 4 p.m. – “Natural Healing with Local Plants.” You’re invited for a demonstration and hands-on presentation for uses of local plants by Dr. Candace Carson, an integrative medicine practitioner who will assist participants in making their own jar of healing cream to take home. Held at the Nora Branch.

Continuing through December from 2 - 4 p.m. – “12 Days of Winter.” Join the staff of Central Library in celebrating the winter season during this do-it-yourself craft series. Create winter and holiday-themed decorations and gifts for home to enjoy all season long. Held in the Makerspace at Central Library.

We hope to see you at these exciting events!

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 43 – 2019
APPROVAL OF AMENDED AND RESTATED EMPLOYMENT
AGREEMENT FOR CHIEF EXECUTIVE OFFICER**

NOVEMBER 25, 2019

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library appointed M. Jacqueline Nytes as the Chief Executive Officer of the Library effective as of January 1, 2012, and approved and entered into an employment agreement setting forth the terms of Mrs. Nytes' employment as Chief Executive Officer of the Library, which agreement was subsequently amended and renewed for an additional five year term, and approved in 2015; and

WHEREAS, the current term of Mrs. Nytes' employment agreement ends December 31, 2019; and

WHEREAS, the Library Board deems it in the interest of the Library to renew, amend, and reduce to writing the terms of Mrs. Nytes' employment as the Chief Executive Officer of the Library for an additional term of three (3) years effective as of January 1, 2020, and extending to December 31, 2022, unless earlier terminated in accordance with the agreement terms, and upon such other terms set forth in the amended and restated Employment Agreement attached hereto and made a part hereof.

IT IS THEREFORE RESOLVED that the amended and restated Employment Agreement in the form presented to the Board and attached to this Resolution be, and hereby is, approved.

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2019, but effective as of January 1, 2020, by and between the INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (the "Library") by its BOARD OF TRUSTEES (the "Board"), on the one hand, and M. JACQUELINE NYTES, on the other.

Recitals

- A. The Board desires to continue to employ M. Jacqueline Nytes as the Director and Chief Executive Officer of the Library (hereafter referred to as "J. Nytes" or "Director");
- B. Director desires to continue to be employed by the Board; and
- C. The Board and Director desire to enter into and to reduce to writing the renewed terms of Director's employment by the Board in accordance with Ind. Code 36-12-2-24.

NOW THEREFORE, in consideration of the matters set forth in the Recitals and of the mutual promises hereinafter set forth, it is hereby agreed as follows:

ARTICLE I

EMPLOYMENT POSITION AND TERM

Section 1.01. Position. The Board hereby continues to employ J. Nytes as the Director and Chief Executive Officer of the Library, and Director hereby agrees to continue in such employment.

Section 1.02. Employment Term. The initial term of this Agreement ("Employment Term") shall begin January 1, 2020 ("Effective Date"), and shall continue for a three-year period ending December 31, 2022 ("Expiration Date"), unless terminated earlier as provided in Section 1.03 of this Agreement. Unless otherwise required by context, an

Employment Year for purposes of this Agreement shall begin January 1 of a year and end on December 31 of the same year. In the event this Agreement expires without (i) renewal, (ii) the execution of a new employment agreement, or (iii) the termination of Director, then the terms and conditions of this Agreement shall be automatically extended on a month-to-month basis.

Section 1.03. Termination of Employment Agreement.

(a) Termination by Mutual Consent. The parties may terminate this Agreement on any date during the Employment Term, if the Board and Director mutually consent in writing to such termination.

(b) Termination Prior to Expiration of Employment Term. The Agreement may be terminated prior to the Expiration Date of the Employment Term as follows:

- (1) The Director may terminate this Agreement without cause prior to the Expiration Date of the Employment Term at any time during the Employment Term upon giving the Board one hundred eighty (180) days prior written notice, in which case the Board shall not make the payment or provide the benefits set forth in Section 1.04 to Director;
- (2) The Board may terminate this Agreement without cause prior to the Expiration Date of the Employment Term at any time during the Employment Term provided that, in such event, the Board shall make the payment and provide the benefits set forth in Section 1.04 to Director; or
- (3) The Board may terminate this Agreement for cause prior to the Expiration Date of the Employment Term without making the payment or providing the benefits set forth in Section 1.04 to Director.

(c) Termination for Cause. For purposes of this Section, “cause” shall be defined as:

- (1) willful refusal to obey state statutes, rules or regulations applicable to the Library;
- (2) willful refusal to comply with the rules, regulations, policies, and decisions established or issued by the Board;
- (3) Director's material breach of this Agreement;
- (4) repeated or continuous failure, neglect, refusal or inability to perform by Director of her duties as set forth in Section 2.01 of Article II;
- (5) gross misconduct, serious criminal conduct, or dishonesty in the conduct of the business of the Library by Director; or
- (6) failure to continuously reside in Marion County, Indiana.

Termination for any of the reasons provided in Subparagraphs (1) through (4) above shall not be effective until the Board provides Director written notice of the refusal, breach, failure or neglect and an opportunity for consultation within five (5) days of receipt of such written notice. Termination for any of the reasons provided in Subparagraphs (5) or (6) above shall be effective immediately.

(d) Death, Total Disability or Retirement. This Agreement shall terminate without action of the parties upon the occurrence of the death, total disability (as defined in the Library's long-term disability insurance policy as applicable to Director) or retirement of Director. In such event, the Board shall not be required to make payment as set forth in Section 1.04.

(e) Consent to Renewal. This Employment Agreement may be renewed only with the consent of Director and subject to approval by the Board.

Section 1.04. Severance Payment and Benefits.

(a) Severance Payment. If the Board terminates this Agreement as provided in Section 1.03 (b)(2), Director shall be entitled to receive a lump sum payment (less

the amount of required tax withholding) equal to accrued salary and benefits unpaid at the date of termination plus:

- (1) if the Agreement is terminated in the first year of the Employment Term, an additional amount equal to seventy-five percent (75%) of the annual Base Salary (as defined in Article III of this Agreement) for the then current Employment Year;
- (2) if the Agreement is terminated in the second year of the Employment Term, an additional amount equal to fifty percent (50%) of the annual Base Salary (as defined in Article III of this Agreement) for the then current Employment Year; or
- (3) if the Agreement is terminated in the third year of the Employment Term, an additional amount equal to twenty-five percent (25%) of the annual Base Salary (as defined in Article III of this Agreement) for the then current Employment Year.

(b) Neutral Reference; Continuation of Benefits. If the Board terminates this Agreement as provided in Section 1.03 (b)(2), Director shall receive a neutral letter of reference. In addition, and except as otherwise provided herein, if Director is enrolled in the Library's life, health, dental and/or disability insurance programs at the time of such termination, the Library will, to the extent permitted under the terms and conditions of any applicable policies, rules and/or regulations of the Library's insurance agreements and programs, continue to provide life, health, dental and disability insurance coverage for Director at the same coverage level and cost to Director as would be in effect from time to time if Director was still employed by the Library until (i) Director obtains replacement employment, or (ii) until the expiration of the then current Employment Year, which ever is earlier.

(c) Appropriations. The above-described severance payment and continuation of benefits shall be subject to the appropriation of adequate funds and, if required, the approval of the State Board of Accounts.

Section 1.05. Certification. Director shall, at all times during the Employment Term, hold a valid certificate evidencing the qualifications to serve as required by law. The description of such certificate is on file in the offices of the Board and is incorporated into this Agreement by reference.

ARTICLE II

DUTIES, EXTENT OF SERVICE, AND PERFORMANCE EVALUATIONS

Section 2.01. Duties. Throughout the term of this Employment Agreement, the Director agrees to devote her best efforts and abilities full-time to the performance of such executive and administrative duties for the exclusive benefit of the Library as shall be assigned to her by the Board from time to time or as may be prescribed by law for such position, and to comply with all rules, regulations, policies, and decisions established or issued by the Board. The Director, as the Chief Executive Officer for the Library, shall be the administrative head of the Library and shall be responsible to the Board for the operation and management of the Library. Director shall engage in no pursuit which interferes with the full-time employment obligations herein provided.

Section 2.02. Performance Evaluations. The Board shall exercise good faith reasonable efforts to evaluate Director's performance at least once each Employment Year based on her performance for the prior year. The evaluations shall be in writing. The Board shall endeavor to conduct Director's evaluation during the same time period other Library Employees are evaluated and to complete Director's evaluation by December 31 of a year. Nothing herein provided, however, shall limit the Board's ability to conduct evaluations earlier or on a more frequent basis.

In conducting the evaluation, the Board and Director shall meet in executive session for the purpose of evaluating her performance during the preceding year, including attainment of system goals and Board-CEO working relationship. In the event the Board determines that Director's performance is unsatisfactory or requires improvement in any respect, the Board shall provide Director, in writing, with specific instances regarding such performance, described in sufficient detail to allow Director fully and fairly to respond to such instances. The evaluation shall include recommendations as to areas of improvement in all instances where the Board deems Director's performance to be unsatisfactory or to require improvement. A copy of the written evaluation shall be delivered to Director before the executive session described above. Director shall have the right to make a written response to the evaluation. The evaluation and any response to it shall become a permanent part of Director's personnel file, which shall at all times remain confidential, except as may be required by law. Nothing in this Section shall affect the Board's right to terminate this Employment Agreement for cause pursuant to Section 1.03(b)(3).

ARTICLE III
COMPENSATION

During the Employment Term and for full-time employment, and as full pay for all services which Director may render pursuant to this Agreement, the Board shall pay Director the following:

- (a) Base Salary. The Board shall pay Director an annual base salary of One Hundred Sixty-Five Thousand One Hundred Sixty-Three Dollars (\$165,163) per Employment Year ("Base Salary"), payable in equal bi-weekly installments.

(b) Modification of Base Salary. The Board may increase the Base Salary from time to time during Director's employment. Director's Base Salary shall not be reduced unless there is a system-wide reduction in compensation for salaried staff, in which case Director's Base Salary may be reduced by the same percentage reduction applicable to salaried staff. The term "Base Salary" shall refer to the Base Salary as in effect from time to time, including any increases or decreases as contemplated herein.

ARTICLE IV

EMPLOYEE BENEFITS

Section 4.01. Benefits Available. The Board shall provide the Director benefits to which other employees of the Library are generally entitled, commensurate with her position. Such benefits may include, but are not limited to, paid holidays, vacation, health insurance, dental insurance, retirement savings plans, and disability insurance. The benefits referenced in this Section 4.01 are subject to revision at the Board's discretion at any time, and nothing contained in this Agreement shall obligate the Library or the Board to institute, maintain or refrain from changing, amending or discontinuing any employee fringe benefit plan, including without limitation any employee health, welfare or retirement plan or program, so long as such changes are applicable to other employees generally.

Section 4.02. Professional Organizations. Director is encouraged to participate in professional organizations, activities and affiliations that directly benefit the Library. The Library will provide reasonable financial support and time allocation for such activities subject to Board approval.

ARTICLE V
CONFIDENTIALITY

It is acknowledged that the Director will acquire information about matters that are private and confidential. All personal patron information and information regarding personnel must be managed and protected in accordance with applicable laws, regulations and Library policies. The Director will not disclose patron or employee information to any third party either during employment (except in response to appropriate written requests from law enforcement professionals or except as otherwise required by law) or after termination of employment for any reason except with the written permission of the Board.

ARTICLE VI
NOTICES

Any notice given pursuant to any provision of this Agreement shall be in writing and placed in the United State first-class mail, certified, return receipt requested, addressed to the appropriate party, at such party's last known legal address.

ARTICLE VII
PROFESSIONAL LIABILITY

Section 7.01. Indemnification. The Board shall defend, indemnify, and hold harmless Director from any and all demands, claims, suits, liabilities, actions, and legal proceedings brought against Director or in which Director is made a party, including without limitation all litigation costs and reasonable attorneys' fees incurred, in connection with any matter arising within the scope of Director's employment; provided that Director's conduct meets the standard of conduct for indemnification set forth in Section 7.02 of this Article. The right of Director to indemnification hereunder shall vest

at the time of occurrence or performance of any event, act or omission giving rise to any demand, claim, suit, liability, action or legal proceeding of the nature referred to in this Section 7.01 and, once vested, shall survive the termination of Director's employment. The Library shall maintain officers and directors or other liability insurance coverage to assist in fulfilling its indemnification obligations under this Article VII.

Section 7.02. Standard of Conduct. In addition to the other requirements of this Article, indemnification of Director is permissible under this Article only if (i) Director conducted herself in good faith, and (ii) Director reasonably believed that her conduct was in or at least not opposed to the Library's best interest. Indemnification is not permissible against liability to the extent such liability is the result of Director's criminal conduct, willful misconduct or recklessness, or any improperly obtained financial or other benefit to which the Director is not legally entitled.

Section 7.03. Conflicting Positions. If the Board considers that a conflict exists in regard to the defense of any such claim between Director's legal position and the legal position of the Board or other named parties, the Board may require and Director shall have the right to employ separate legal counsel, in which case the Board shall indemnify Director for the reasonable costs of legal defense.

ARTICLE VIII

AMENDMENT

This Agreement constitutes the entire agreement between the parties and cannot be amended or modified in any respect, unless such amendment or modification is evidenced by a written instrument executed by the Board and the Director.

ARTICLE IX
MISCELLANEOUS

Section 9.01. Residence Requirement. Director agrees as a condition of employment to continuously reside in Marion County, Indiana.

Section 9.02. Representation by Counsel. Both parties hereto were represented by legal counsel or had the opportunity to consult with legal counsel prior to execution of this Agreement, and both parties enter into this Agreement freely and fully advised of its provisions.

Section 9.03. Other. The terms of this Agreement shall be construed and regulated by the laws of the State of Indiana. The breach of any provision hereunder shall constitute a breach of the entire Agreement. However, the waiver by any of the parties hereto of a breach by any of the parties hereto shall not be a waiver by the non-breaching party of any subsequent breach of the breaching party. Moreover, the parties agree that each and every paragraph, sentence, term, and provision of this Agreement shall be considered severable and that, in the event a court finds any paragraph, sentence, term, or provision to be invalid or unenforceable, the validity, enforceability, operation, or effect of the remaining paragraphs, sentences, terms or provisions shall not be affected, and this Agreement shall be construed in all respects as if the invalid or unenforceable matter has been omitted.

IN WITNESS WHEREOF, the Board and Director have executed or caused to be executed this Agreement on the day and year first written above.

DIRECTOR

M. Jacqueline Nytes

INDIANAPOLIS-MARION COUNTY PUBLIC
LIBRARY BOARD OF TRUSTEES

By: _____
Joanne Sanders, President



Annual Meeting Agenda

**Notice Of The Annual Meeting
November 25, 2019**

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

**Library Services Center
2450 North Meridian Street
Immediately Following The Regular Meeting**

**For The Purpose Of Considering The Following Agenda Items
Dated This 20thDay Of November, 2019**

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

-- Annual Meeting Agenda--

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

3. Election of Officers

- a. **President**
- b. **Vice President**
- c. **Secretary**
- d. **Treasurer**

4. Annual Resolution 44 – 2019 with By-Laws

Enclosed.

5. Adjournment



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 44 – 2019

Resolution Regarding: Annual Review And Approval of: The Library Board By-Laws; Policy Manual; Treasurer; Treasurer's Bond; Facsimile Signatures; Use of Facsimile Signatures; Distinguished Service Awards; Payment of Library Obligations; Continuing Resolution Regarding Finances and Personnel; Investment of Idle Funds; Transfer of Discarded Materials and Equipment; Library Board Attorney; Change Account and Petty Cash Account; Fines, Fees and Services Charges

BY-LAWS

BE IT RESOLVED that the By-Laws as revised and approved November 27, 2017, and amended on November 26, 2018, are affirmed and approved in all respects.

POLICY MANUAL

BE IT FURTHER RESOLVED, that the Board re-affirms the Policy Manual as published in 1971 and subsequently revised.

TREASURER

BE IT FURTHER RESOLVED, that the Treasurer of the Board be Ijeoma Dike-Young, CFO.

TREASURER'S BOND

BE IT FURTHER RESOLVED, that the bond of the Treasurer of the Board of the Indianapolis-Marion County Public Library in the amount of Three Hundred Thousand Dollars (\$300,000.00) as required by statute, is approved and filed by the Library Board.

FACSIMILE SIGNATURES

BE IT FURTHER RESOLVED, that the designated depositories of this corporation be, and it is hereby requested, authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in this corporation's name, including those payable to the individual order of any person or persons whose name or names appear hereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature of the following officer:

Treasurer _____
Ijeoma Dike-Young

and the depositories shall be entitled to honor and to charge this corporation for such checks, drafts or other orders, regardless of by whom or by what means the actual or purposed facsimile signature or signatures thereon may have been affixed thereto, if such signature or signatures resemble the facsimile specimens duly certified to and filed with the depository by the Chief Executive Officer, Treasurer or other officer of this corporation.

USE OF FACSIMILE SIGNATURES

BE IT FURTHER RESOLVED, that the Financial Administrative Assistant to the Library Board and Treasurer be, and hereby are, authorized to affix the facsimile signature of the Treasurer to all warrants approved by the Board Members of the Indianapolis-Marion County Public Library as agent for said officer as if said officer had affixed his or her own signature.

DISTINGUISHED SERVICE AWARDS

WHEREAS, the Indianapolis-Marion County Public Library Foundation ("Foundation") and friends of the Indianapolis-Marion County Public Library system have made cash gifts to the Indianapolis-Marion County Public Library Board with the understanding that the Board would use the income or principal (or both) of such cash gifts in making awards of cash prizes, for distinguished service, to persons employed in the public library system; and

WHEREAS, it is the opinion of the members of the Board that the use of the above mentioned cash gifts for the above mentioned purposes will contribute to the maintenance of high standards of service in the public library system and that accordingly, the Board should formally express its gratitude for such gifts and approve the use thereof for the above mentioned purposes.

IT IS THEREFORE RESOLVED that the Board hereby expresses its gratitude to the Foundation and friends of the public library system who have made cash gifts that are mentioned in the preambles to this resolution; and

IT IS FURTHER RESOLVED that there is hereby established the Indianapolis-Marion County Public Library Distinguished Service Award, each recipient of which shall receive a cash prize in an amount to be determined as hereinafter provided and a suitable inscribed certificate, and each of which prizes shall be made from the income or principal, or both, of monies heretofore or hereafter received by the Board and designated as funds to be used for such prizes; and

IT IS FURTHER RESOLVED that, for the purpose of administering the Award program, there is hereby established a committee that shall be composed of the Chief Executive Officer and five other persons holding staff positions in the public library system, which shall fix the amount of the cash prize and the wording of the certificate that shall be given each recipient of the Award and shall from time to time (at regular or irregular intervals) designate an employee of the public library to receive the Award and shall, further, make such other rules respecting the making of the Award as the members of the Award Committee shall deem proper and consistent with these preambles and resolutions; and

IT IS FURTHER RESOLVED that the funds from which the above mentioned cash prizes shall be paid shall be kept separate and apart from other funds of the Board and shall be invested and disbursed by, and in accordance with instructions of, the Award Committee, in so far as such management of such fund is permitted by law; and

IT IS FURTHER RESOLVED that the cost of the above mentioned certificate be paid out of the Gift Fund of the Board; and

IT IS FURTHER RESOLVED that the cost of certificates recognizing the service of former members of the Board be paid out of the Gift Fund of the Board.

PAYMENT OF LIBRARY OBLIGATIONS

BE IT RESOLVED, that the Chief Executive Officer of the Library and the Treasurer of the Library shall have the following powers, in addition to such other powers they now or hereafter may possess:

1. To approve the issuance of warrants in payment of expenses lawfully incurred on behalf of the Library in the ordinary course of the Library's affairs; provided, however, that the respective goods and/or services to be paid have been delivered and/or rendered in advance of payment therefor, unless payment may otherwise be made in advance as permitted by IC 36-12-3-16 or other applicable law, which such statutorily allowed advance payments are hereby authorized and approved to the extent the payments directly benefit the Library; and
2. In the case of necessity, in their good faith judgment, to temporarily approve, until the Board shall ratify the same, the appointment, promotion or suspension of personnel as may be necessary for the administration of the affairs of the Library, other than officers of the Library;

BE IT FURTHER RESOLVED, that the Chief Executive Officer and Treasurer shall jointly approve the action to be taken pursuant to subparagraphs 1 and/or 2 in advance of the action to be so taken and that they shall jointly certify to the Board on or before the next regular meeting of the Board the actions so taken;

BE IT FURTHER RESOLVED, that at each such regular meeting of the Board, the Board shall consider, and confirm, all acts lawfully taken by them as lawful acts taken for and on behalf of the Library;

BE IT FURTHER RESOLVED, that, as to any action so jointly approved, the Chief Executive Officer and Treasurer are authorized, empowered and directed on behalf of the Library to execute any writings and to take any action necessary to effectuate the intent and purposes of the action so approved.

INVESTMENT OF IDLE FUNDS

WHEREAS, IC 36-12-3-11(b) authorizes library boards to invest excess funds in accordance with IC 5-13-9, and the Board has adopted an Investment Policy consistent with IC 5-13-9; and

WHEREAS, the Board has idle funds from time to time in the various funds under the control of the Board.

THEREFORE, BE IT RESOLVED that the Chief Executive Officer and Treasurer are hereby authorized and directed to invest such funds in accordance with the applicable statutes of the State of Indiana and consistent with the Investment Policy of the Board as may be amended from time to time.

TRANSFER OF DISCARDED MATERIALS AND EQUIPMENT

WHEREAS, IC 36-12-3-5 authorizes library boards to acquire and accept gifts of personal property and to transfer personal property no longer needed for library purposes for no compensation or a nominal fee to an Indiana nonprofit library organization that is tax exempt and organized and operated for the exclusive benefit of the library disposing of the property; and

WHEREAS, the Board has a need to discard surplus or obsolete materials and equipment from time to time, including those acquired as gifts and donations.

THEREFORE BE IT RESOLVED, that the Chief Executive Officer be, and she is hereby authorized to transfer such personal property no longer needed for library purposes to the Indianapolis-Marion County Public Library Foundation, Inc. in accordance with applicable statutes of the State of Indiana.

BOARD ATTORNEY

BE IT FURTHER RESOLVED by the Board that the firm of Clark, Quinn, Moses, Scott & Grahn, LLP, be retained as legal counsel, to serve at the pleasure of the Board, to be compensated at a rate of \$225 per hour for service as required.

CHANGE & PETTY CASH FUNDS

WHEREAS, it is necessary for designated library agencies to have a "Petty Cash" Account for paying small or emergency items of operating expenses, as provided by IC 36-1-8-3; and

WHEREAS, it is necessary for designated library agencies to keep cash on hand for a "Change Account," as provided by IC 36-1-8-2.

BE IT RESOLVED, that the Chief Executive Officer be, and is hereby authorized and directed to deliver and pay from the Operating Fund for the Petty Cash Accounts for the system an aggregate amount not to exceed Two Thousand Five Hundred Dollars (\$2,500); and

BE IT FURTHER RESOLVED that the Chief Executive Officer be, and is hereby authorized and directed to deliver and pay from the Library Fines Account for Change Accounts for the Library systems the following amounts: (i) an amount not to exceed Five Thousand Dollars (\$5,000) in aggregate for the Library's branch system libraries; and (ii) an amount not to exceed Two Thousand Dollars (\$2,000) for the Central Library parking garage; and

BE IT FURTHER RESOLVED that the manager of each of the designated agencies is hereby made strictly accountable for the sums paid over to them for the establishment of such accounts, and the Chief Executive Officer is hereby authorized and directed to require a full accounting from each manager at any such times as she may prescribe and authorize petty cash counts at the discretion of Accounting.

FINES, FEES AND SERVICES CHARGES

WHEREAS, the Library establishes certain fees, fines and service charges for extended use, damage or failure to return Library materials, debt collections, replacement library cards, and use of certain Library services, materials, resources and facilities.

BE IT RESOLVED that the attached Schedule of Fines, Fees and Service Charges are hereby approved for the calendar year beginning January 1, 2020.

SCHEDULE OF FINES, FEES AND SERVICE CHARGES

The following fines, fees, and service charges are hereby affirmed and authorized by the Board of Trustees for the calendar year beginning January 1, 2020.

Fines, Fees & Service Charges

Extended Use Fee, Adult Print Material, Book Club Bags, Compact Discs, DVD's, Blu-Rays	\$0.25 per day per item
Extended Use Fee, Juvenile and Teen Print Material, Compact Discs	\$0.15 per day per item
Lost or Damaged Material	The cost of the specific item at the price listed in our catalog record or the price of a new copy of the item on a retail website such as Amazon
Barcode/RFID Tag Replacement	\$2.00
Debt Collection Fee	\$10.00
Insufficient Funds Check	\$25.00
Non-Resident Library Card	\$65.00 annually
Public Library Access Card (PLAC)	As set annually by Indiana State Library
Black & White Copies on Photocopiers	\$0.15 per page
Color Copies on Photocopiers	\$0.25 per page
Black and White Printouts from Public Computers	\$0.15 per page
Color Printouts from Public Computers	\$0.25 per page
Prints on Microform Equipment	\$0.15 per page
Copies Made by Library Staff	\$1.00 per page
Headphones	\$2.00 (includes tax)
Re-useable Totes	\$2.00
Facility Usage Fee	\$50.00 per hour plus other applicable fees
Tech Support	Per Hour (excludes Auditorium)- \$20.00
Flash Drives	At cost
DVDs for Special Events	At cost
Bunny Book Bag Tote	\$12.00 (includes tax)
Interlibrary Loan	All applicable fees
Proctoring Exam Fees	\$25.00 for the first two (2) hours and \$10.00 for each additional hour
Fax fee	\$1.00 per page
Library Branded Items	At cost
Book Club Bags – Lost or Damaged	\$25.00

Revised November 2019

Meeting Room Fees-Non-Profit and For-Profit Groups

Meeting Room Fees-Non-Profit and For-Profit groups

Fees are based on a minimum of four hours. Prevailing sales tax will be charged to for-profit organizations and individuals. Rental fees may be waived for city and county governmental entities and designated Library affiliates. This exemption requires the approval of the CEO. Expenses for additional security, auditorium technician, food and beverage will be charged. Discounts are available for multiple bookings.

Branch Fee Schedule

No fees are charged for Branch meeting rooms under the following circumstances:

- Meetings held by qualified nonprofit organizations.
- Meetings held by small community-based organizations.
- City or other governmental agency educational institution meetings or hearings.

Fees are charged for Branch meeting room under the following circumstances:

- Meetings of profit-making groups or businesses.
- Fund-raising events.
- Meetings which require payment of tuition or other fees (except for government or library agencies).
- Meetings where products or services are promoted or sold.
- Meetings which are designed to further the specific goals of an individual or group, such as recitals, political campaigns, or paid tutoring classes.
- Events of a personal nature-birthday or anniversary parties, reunions, showers, etc.

Branch Fee Schedules	Non-Profit	For-Profit
a. Branch Library meeting room (up to 4 hours)	\$0.00	\$80.00
smaller size room - up to 25 people	\$0.00	\$40.00
b. Branch Library meeting room (over 4 hours)	\$0.00	\$160.00
smaller size room - up to 25 people	\$0.00	\$80.00

Central Library Fee Schedule

	Non-Profit	For-profit
a. Goodrich/Houk Meeting Room	\$280.00	\$360.00
An hourly fee will apply after 8 hours	\$45.00	\$65.00
Includes parking and set-up		
b. Knall Meeting Room	\$300.00	\$400.00
An hourly fee will apply after 8 hours	\$50.00	\$75.00
Includes parking and set-up		
c. Riley Meeting Room	\$420.00	\$540.00
An hourly fee will apply after 8 hours	\$55.00	\$85.00
Includes parking and set-up		
d. Indianapolis Special Collections Room	\$575.00	\$725.00
Evening Rate (starting at 5:00p.m.)	\$1,025.00	\$1,225.00
An hourly fee will apply after 8 hours Includes parking, dance floor and set-up	\$90.00/125.00	\$125.00/190.00
e. West Reading Room	\$1,200.00	\$1,400.00
An hourly fee will apply after 8 hours	\$150.00	\$200.00
Includes parking, dance floor and set-up		
f. East Garden (all users)	\$1,000.00	\$1,400.00
An hourly fee will apply after 8 hours	\$175.00	\$250.00
Includes parking, and set-up		
g. Simon Reading Room (all users)	\$1,400.00	\$1,800.00
An hourly fee will apply after 8 hours (Includes 4 hours of security manhours) Includes parking, dance floor and set-up	\$200.00	\$300.00
h. Atrium	\$3,150.00	\$3,650.00
An hourly fee will apply after 8 hours (Includes 8 hours of security manhours) Includes parking, dance floor and set-up	\$500.00	\$625.00
i. Clowes Auditorium (all users)	\$1,100.00	\$1,600.00
An hourly fee will apply after 8 hours	\$275.00	\$400.00
Includes: AV equipment, AV Technician, 1 hour set-up and ½ hour tear down, and parking		
j. Vista Concourse (6th Floor)	\$2,350.00	\$2,850.00
An hourly fee will apply after 8 hours	\$375.00	\$500.00
Includes parking and set-up		

Set-up/Tear Down fees (charged only when fees for event space is waived or comp'd, all attendees will self-pay for parking)

Meeting rooms	\$102.00 (tables and chairs for meetings only)
Simon Reading Room	\$204.00 (wedding chair set-up and moving heavy furniture)
West Reading Room	\$204.00 (moving heavy furniture)
Indianapolis Special Collections Room	\$204.00 (moving heavy furniture)
Clowes Auditorium	\$102.00
Atrium	\$600.00 (moving heavy furniture)
East Garden	\$204.00
Vista Concourse (6th Floor)	\$600.00 (moving heavy furniture)

Central Library Services Fee Schedule

	Non-Profit	For-Profit
a. Computer Lab - Per Hour 4 hour minimum	\$45.00	\$75.00
b. Staff Trainer for Computer Lab- Per Hour 4 hour minimum	\$25.00	\$25.00
c. After Hours Tour Guides- Per Tour Guide Maximum 25 people per tour	\$25.00	\$25.00
d. Piano- Fees based on market rates for tuning and moving		
e. Flip Chart- Per Chart	\$5.00	\$5.00
f. Meeting Room Supply Box	\$5.00	\$5.00
g. Event Planner Fee (minimum of 4 hours)- per hour \$40.00		
h. Security- \$30/hour- minimum of 4 hours. Minimum is not applicable with use of Atrium or Simon Reading Room.		
i. Atrium Information Desk as BAR- \$250.00 for removal and replacement of computer equipment.		

Central Library Services Fee Schedule for The Learning Curve

There is a 1 hour minimum, 4 hour maximum for the use of The Learning Curve.

- Rental of The Curve must include "laboratory for learners" components.
- Each component is one hour in length and is led by a skilled activity guide. Components can be repeated to accommodate larger crowds; groups can also select a different component each hour.

	Non-Profit	For-Profit
a. Basic Fee	\$500.00	\$500.00
b. Cost per child Fee covers the cost of the skilled activity guides.	\$20.00	\$20.00
c. Laptop component - Up to 60	\$200.00	\$200.00
d. Tech Lab	\$100.00	\$100.00
e. Media Workshop 8 maximum, 13-18 year-olds	\$100.00	\$100.00
f. Theater	\$50.00	\$50.00
g. Baby space and baby computers	\$50.00	\$50.00
h. Group Coves	\$50.00	\$50.00
i. Braille Wall -Per day Wall is a personalization option	\$50.00	\$50.00
j. Directory Wall/Plasma Screens-Each per day Wall is a personalization option	\$100.00	\$100.00
k. Green Screen animations -Per day. Screen is a personalization option	\$100.00	\$100.00
l. Think Tank	No Charge	No Charge

Revised November 2019

Library Services Center Fee Schedule

	Non-Profit	For-Profit
a. Auditorium	\$240.00	\$440.00
An hourly fee will apply after 4 hours	\$50.00	\$100.00

Premium Rates and Marketing/Promotional Discounts

The Library has the ability to add a premium charge for unique events and to offer discounts for marketing and promotional purposes.

Central Garage Rates

Volunteers working at Central will be allowed to park at no charge during the time they are scheduled to work at Central. Volunteers that visit Central when not assigned to work will pay the normal parking fees charged to all patrons.

0 - .5	No Charge
.5- 1 Hour	\$1.00
1 -2 Hours	\$2.00
2-4 Hours	\$3.00
4-8 Hours	\$5.00
8- 12 Hours	\$12.00
12-24 Hours	\$24.00
24-36 Hours	\$36.00
Over 36 Hours	Towed Away
Banquets and Special Events	\$5.00 per vehicle

Professional Still Photo or Video Shoot at Libraries

Up to 1 Hour	\$50.00
2-5 Hours	\$375.00
6 Plus Hours	\$750.00

*Minimum additional fee of \$120.00 will apply for projects during non-Library hours. Applicable room rental fees will be added for projects that restrict patron access in prescribed public spaces.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD
BY-LAWS

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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD

BY-LAWS

ARTICLE I

IDENTIFICATION AND AUTHORITY

Section 1. Name

The name of the library district shall be known and designated as "Indianapolis-Marion County Public Library."

Section 2. Authority

The authority for the activities and business of the Indianapolis-Marion County Public Library is the Indiana Public Library Law of 1947 (IC 36-12-1), the Indiana Library and Historical Department (IC 4-23-7), the State Library law (IC 4-23-7,1), the state UNIGOV statute (IC 36-3, Government of Indianapolis and Marion County), and the Municipal Code of Indianapolis and Marion County as pertaining to municipal corporations, as each of the aforementioned may be amended from time to time.

ARTICLE II

PURPOSE AND DISTRICT LIMITS

Section 1. Purpose

The purpose of the library district shall be to promote the establishment, maintenance and development of public library service to individuals and groups, such library service to be provided by a library supported by public funds and operated for the benefit and use of individuals and groups of all ages in the community in the meeting of their educational, informational and recreational interests and needs.

Section 2. District Limits

The territory included in this library district shall consist of Marion County (excluding the Town of Speedway) State of Indiana.

ARTICLE III

POWERS AND GOVERNING BODY

Section 1. Public Corporation

The Indianapolis-Marion County Public Library shall be a public and municipal corporation for library purposes, separate and distinct from other civil or municipal corporations comprising said library district.

Section 2. Governing Body

- a. The official governing body of the Indianapolis-Marion County Public Library shall be the Library Board, who shall manage and control the affairs of the library district, in accordance with the Statutes of the State of Indiana, subject to the limitations of the Public Library Law of 1947, as amended, and subject to these By-Laws.

ARTICLE III Continued
POWERS AND GOVERNING BODY

- b. Individuals serving on the governing body shall be known as Library Board Members.

Section 3. Powers

The Indianapolis-Marion County Public Library acting by and through the Library Board shall have and enjoy all powers, rights and privileges granted to and shall perform all duties required of a library district and its Board under the Public Library Law of 1947, as amended. Generally, the Board shall govern and set policy for all of the affairs of the Indianapolis-Marion County Public Library. It may make rules for the discharge of its responsibilities and it may manage and insure all real and personal property belonging to the Indianapolis-Marion County Public Library.

ARTICLE IV
MEMBERS OF THE LIBRARY BOARD

Section 1. Qualifications Of Members

All members of the Library Board shall be resident citizens who have resided in the library district for at least two (2) years.

Section 2. Appointment Of Members

The Library Board shall consist of seven (7) members who shall be appointed as follows:

- a. Two (2) members shall be appointed by the City-County Council.
- b. Two (2) members shall be appointed by the Board of School Commissioners of the School City of Indianapolis.
- c. Three (3) members shall be appointed by the Auditor, Treasurer, and Assessor serving as the Board of County Commissioners.

Section 3. Vacancies

A vacancy shall occur by death, resignation, expiration of term, ineligibility due to residency outside the library district or when a member is absent from six consecutive regular Board meetings for any cause other than illness.

Whenever a vacancy in the membership of the Library Board shall occur, such vacancy shall be filled by the appointing authority that shall have appointed the member whose seat on the Library Board shall have become vacant; such appointing authority's appointment of a successor shall be for the unexpired term only.

Section 4. Limitation On Appointment; Limitation On Reappointment

The term of a Library Board member is four (4) years. Notwithstanding the foregoing, a Board member whose term has expired, and who has not been re-appointed, shall continue to serve until a successor is appointed.

Any member of the Library Board shall be eligible to be appointed for not more than four (4) consecutive terms.

ARTICLE IV Continued
MEMBERS OF THE LIBRARY BOARD

Section 5. Removal Of Board Members

A member of the Library Board may be removed at any time by the appointing authority, after public hearing, for any cause which interferes with the proper discharge of duties as a member of such Board or for cause which jeopardizes public confidence in the member. A vacancy shall occur whenever a member is absent from six (6) consecutive regular Board meetings for any cause, other than illness, and the appointing authority shall be notified by the Secretary of the Board of the occurrence of such vacancy.

Section 6. Compensation, Prohibition Of Employment And Nepotism

All members of the Library Board shall serve without compensation and no Board member shall serve as a paid employee of the library.

Except as otherwise may be allowed by Indiana statute or regulation specifically addressing nepotism, relatives (as defined below) of a Board member shall be excluded from consideration for employment by the Library. Employees shall not hold a position of employment with the Library while they or any of their relatives serve on the Board or any Committee of the Board.

“Relative” shall include any person related as grandfather, grandmother, father, mother, stepfather, stepmother, brother, sister, stepbrother, stepsister, uncle, aunt, husband, wife, son, daughter, stepchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, step grandchild, niece, nephew, or an individual who resides or shares a residence with a Board member for at least six (6) months of the calendar year.

Section 7. Certificate Of Appointment And Oath Of Office

The appointing authority shall issue to each appointee a signed certificate of appointment. Within ten (10) days after the receipt of the certificate of appointment, the appointee shall qualify for his office by taking an oath of office before any person authorized by law to administer the same to the effect that he will faithfully discharge his duties to the best of his ability, and shall file the certificate of appointment, with the oath endorsed thereon, with the records of the Library, which shall be preserved as a public record.

Section 8. Indemnification Of Members

The Board shall indemnify any member or former member made a party to any action, suit or proceeding in tort or contract, or for violation of any of the civil rights laws, State, Federal or local, under which the member or former member is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of their membership on the Board. This indemnification shall include any judgement, compromise, or settlement of the action, suit or proceeding; and reasonable expenses, including attorneys' fees actually and reasonably incurred by the member or former member in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that he or she is liable for gross negligence or willful misconduct in the performance of their duties. The rights of indemnification and reimbursement contained in the By-Laws shall not be deemed exclusive of any other rights to which a member or former member may be entitled by Statute or otherwise.

ARTICLE IV Continued
MEMBERS OF THE LIBRARY BOARD

Section 9. Representation On The Public Library Foundation

The President shall appoint one member of the Library Board to serve as the Board's representative on the Board of the Indianapolis-Marion County Public Library Foundation, Inc.

Section 10. Conflicts of Interest

Library Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Library Board members shall promote a high level of service while observing ethical standards.

Library Board members shall avoid situations in which personal interests are served or financial benefits gained at the expense of library users, colleagues, or the institution.

Library Board members will not use the Library or their position with the Library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Library Board member to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Library Board members shall conduct themselves in accordance with the conflicts of interest principles set forth in these By-Laws and with the established *Code of Ethics for IMCPL Board of Trustees and Employees*, as may be amended from time to time.

ARTICLE V
OFFICERS OF THE LIBRARY BOARD

Section 1. Officers

The officers shall be President, Vice-President, and Secretary, all of whom shall be elected from the members of the Library Board. The Treasurer may be a Board Member. The Chief Executive Officer is not eligible to be designated as Treasurer.

Section 2. Tenure Of Office

The current term of office for Board members, except for the Treasurer, will be one (1) year with a maximum of three (3) consecutive terms. Normally, the term of office shall be from January 1 thru December 31.

Section 3. Election Of Officers

All elections shall be by nomination and roll call. A majority of the entire Board shall be necessary to elect any officer of the Board (four votes).

Section 4. Removal Of Officers

Any officer may be removed from office before the expiration of term of office for cause, by affirmative vote of at least a majority of the members of the Board (four votes) at any regular meeting of the

ARTICLE V Continued
OFFICERS OF THE LIBRARY BOARD

Board or at any special meeting of the Board called for that purpose. Notwithstanding the foregoing, the Treasurer may be removed by the Board, with or without cause, at any regular or special meeting, by a majority vote of the entire membership of the Board.

Section 5. Vacancies

When a vacancy occurs during the term of any officer, the Board will elect a successor at the next regular meeting of the Board after the vacancy occurs to fill out the unexpired term of the office.

Section 6. President

The President shall:

- a. Preside at all meetings.
- b. Appoint members of committees, including Chairmen.
- c. Authorize calls for any special meeting.
- d. Generally perform the duties of a presiding officer.
- e. Serve as ex-officio member of all committees.

Section 7. Vice-President

The Vice-President shall:

- a. Perform the duties of the President in the latter's absence.
- b. In case of a vacancy in the Presidency through death, disability, absence from the country, or other cause, the Vice-President shall serve as acting President until a President shall be elected or the disability shall be removed.

Section 8. Secretary

The Secretary shall:

- a. See that a record of attendance at Board meetings is kept. The record of attendance shall reflect members who were physically present at the meeting, members who participated by a means allowed under Article VII, Section 5(a), and members absent.
- b. See that a true and accurate account of all proceedings of the Board meetings is maintained.
- c. When a Board vacancy occurs, the Secretary shall inform the officer or body that appointed said member of such vacancy.
- d. See that Board members are notified of all meetings, and of changes in the hour, and/or date, and/or place of the regular meeting.

Section 9. Treasurer

The Treasurer shall:

- a. Receive, have custody of, and see that a true and accurate record is kept of all money and securities of the Library.

ARTICLE V Continued
OFFICERS OF THE LIBRARY BOARD

- b. Disburse the funds of the Library as authorized by the Board upon a warrant signed by the Treasurer.
- c. See that a true and accurate financial report is made each month and presented to the Board.
- d. Be bonded in an amount determined by the Board, the cost of said bond shall be paid from the Library Operating Fund.

ARTICLE VI
COMMITTEES

Section 1. Standing Committees

The following Standing Committees shall be appointed by the President in January of each year. At least two (2) Library Board members will be appointed to each committee, and an appropriate Library staff member will be assigned by the Library's Chief Executive Officer to serve as a liaison for administrative support.

- a. Facilities
- b. Finance
- c. Diversity, Policy and Human Resources

Section 2. Special Committees; Tenure of Special Committees

- a. Special committees for the study and investigation of special problems may be appointed by the President.
- b. Such committees are to serve until the completion of the work for which they were appointed, or until the completion of the term of the Board Member, whichever shall first occur.

ARTICLE VII
MEETINGS

Section 1. Regular Meeting

- a. The regular meeting of the Public Library Board shall be held on the fourth Monday of each month at 6:30 p.m. at the various branch facilities within the I-MCPL system.
- b. The Board may, by resolution adopted at any regular or special meeting, change the date and/or hour and/or place, of any subsequent regular meeting of the Board.

Section 2. Annual Meeting

The annual meeting of the Board for the election of officers shall be held following the regular monthly meeting held in November of each year.

ARTICLE VII Continued

MEETINGS

Section 3. Special Meeting

- a. Special meetings may be called by the President, or upon the written request of two members to the President. Only such business may be transacted as shall be stated in the call of such special meeting, except that additional items of business may be acted upon if all members of the Board give their consent.
- b. Forty-eight (48) hours notice of a special meeting shall be given all Board members. Such notice may be given by telephone call, facsimile transmission or in writing, provided that if all members of the Board are present, or sign a waiver of notice and consent to hold such a special meeting, no notice shall be necessary.

Section 4. Quorum

Four (4) members shall constitute a quorum at any regular, annual or special meeting. Only members who are physically present at the meeting location may be considered present for the purpose of establishing a quorum.

Section 5. Voting

- a. Participation by board members in a regular or special meeting of the Board may be through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting (i.e. telephone, computer, videoconferencing, or any other electronic means of communication). However, a Board member participating by such means of communication may not participate in any final action taken at such meeting.
- b. Voting on all matters of business may be verbal ayes and nays or by show of hands, unless a record of votes is required. When a record is required or desired, the vote shall be by a roll call response.
- c. All resolutions eligible for vote in a regular meeting of the Board shall require the “yes” votes of a majority of those Board members present in order to pass. All resolutions eligible for vote in a Special Meeting of the Board shall require at least four “yes” votes in order to pass.
- d. The order of voting of a recorded vote shall be by roll call in alphabetical order, except for the President who shall vote last.
- e. The presiding officer shall announce the result of the vote.
- f. Proxy voting shall be prohibited.

ARTICLE VIII

PERSONNEL

Section I. Chief Executive Officer

- a. The terms of employment for the Chief Executive Officer shall be set forth in a written agreement approved by the Board.
- b. The Chief Executive Officer shall be considered the Executive Officer of the Indianapolis-Marion County Public Library and shall be solely responsible for the management and operation of the Library under the direction and review of the Board.
- c. The Chief Executive Officer shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service

ARTICLE VIII Continued

PERSONNEL

to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.

- d. The Chief Executive Officer or a delegated representative shall attend all meetings of the Board and present a quarterly statistical report on the operation of the Library.
- e. The Chief Executive Officer shall make recommendations to the Board for the annual budget of the Library.
- f. The Chief Executive Officer shall present an annual report to the Board.
- g. The Chief Executive Officer is not a member of the Board of Trustees of the Library.

Section 2. Attorney

- a. The Board may retain an Attorney and establish a retainer rate for the attorney, but for litigated cases extra compensation shall be allowed to be determined by the reasonable worth of such service.
- b. The President of the Board or the Chief Executive Officer may at any time request the legal opinions of the Attorney upon any matter coming within the jurisdiction of the Board. In all cases, the matter as to which such opinion is asked shall be stated in writing, and a copy of such written statement shall be returned by the Attorney with his opinion to the Board.

ARTICLE IX

EXPENDITURES

Section 1.

The Chief Executive Officer is authorized to incur indebtedness, to the extent consistent with the approved budget, without prior approval of the Board as follows:

- a. Up to \$1,000 for travel outside Marion County;
- b. Up to \$50,000 for any single contract for services;
- c. Up to \$50,000 for any single purchase of materials, goods, and/or supplies; or
- d. Up to \$50,000 for any single building alteration or repair.

Section 2.

No indebtedness in excess of the expenditure thresholds set forth in **Section 1** of this **Article IX** shall be incurred by the Chief Executive Officer for purchase of materials, goods, and/or supplies or for building alteration or repair without seeking requests for quotes, requests for proposals or advertising for bids and following the respective procedures for same as required by law.

Section 3.

The Chief Executive Officer of the Library and the Treasurer of the Library shall approve the issuance of warrants in payment of expenses lawfully incurred on behalf of the Library in the ordinary course of the Library's affairs; provided, however, that the respective goods and/or services to be paid have been delivered and/or rendered in advance of payment therefor, unless payment may otherwise be made in advance as permitted by I.C. 36-12-3-16 or other applicable law.

ARTICLE IX Continued

EXPENDITURES

Section 4.

The Chief Executive Officer and Treasurer shall jointly approve the action to be taken pursuant to Section 5 in advance of the action to be so taken and they shall jointly certify to the Board on or before the next regular meeting of the Board the actions so taken by presenting a resolution showing each warrant number, name of claimant and amount allowed.

Section 5.

At each such regular meeting of the Board, the Board shall consider, and confirm, all acts lawfully taken by the Chief Executive Officer and Treasurer as lawful acts taken for and on behalf of the Library.

Section 6.

As to any action so jointly approved, the Chief Executive Officer and Treasurer are authorized, empowered and directed on behalf of the Library to execute any writings and to take any action necessary to effectuate the intent and purposes of the action so approved.

Section 7.

Board Members will be reimbursed for all necessary registration, transportation, hotel, meals, and miscellaneous expenses while traveling on Library business upon the presentation of invoices and receipts so long as said reimbursement is consistent with and does not conflict with state statute, with accounting and compliance guidelines established or promulgated by the Indiana State Board of Accounts, or with written travel policy adopted by the Board.

Section 8.

Notwithstanding the provisions of Section 2. of this Article IX, when the Board has approved the construction or remodeling of a Library facility (a "Project") and has approved the total amount to be expended for such Project, the Chief Executive Officer need not procure the further approval of the Board for the purchase of the materials, goods and supplies in connection with the completion of the Project or in connection with changes in the scope of or the items utilized in the Project, so long as the total of all such purchases does not exceed the amount to be expended on the Project as previously approved by the Board and so long as any such changes have been reviewed and approved by the Committee of the Board responsible for overseeing such Projects.

ARTICLE X ORDER

OF BUSINESS

Section 1. Agenda

Board members are to submit to the President, items they want included on the Agenda at least seven (7) days prior to the meeting. Copies of the Agenda shall be in the hands of the Board Members at least forty-

ARTICLE X Continued

ORDER OF BUSINESS

eight (48) hours before meeting time (except for special meetings).

Section 2. Order of Business

- a. Call to order and roll call.
- b. Hearing of petitions of individuals or delegations.
Only one member may speak for a delegation.
Five minute limit allowed for each speaker.
- c. Communications received, not requiring action.
- d. Verification and approval of minutes.
- e. Report of committees (including Report of the Treasurer).
- f. Report of the Chief Executive Officer.
- g. Approval of the resolution regarding finances, personnel and travel.
- h. Unfinished business.
- i. New business.
- j. Next meeting date, place, and time.
- k. Adjournment.

ARTICLE XI

AMENDMENT, SUSPENSION, REVIEW

Section 1.

These By-Laws may be amended at any regular meeting of the Board, provided the Board members were notified fourteen (14) days prior to the meeting, or by unanimous vote of all seven (7) members of the Board present.

Section 2.

Any provision of the By-Laws, including the provisions of this article, which does not embody the provisions of an applicable statute, may be suspended by a vote of at least five members of the Board, but not otherwise, and no action of the Board in conflict with the By-Laws shall be valid and effectual unless, as a part of said action, said rules have been suspended as above provided.

Section 3.

Any section of the By-Laws may be amended or repealed and any new and additional rules may be adopted by vote of at least five members of the Board, and not otherwise.

Section 4.

All new and additional By-Laws, and all amendments of the By-Laws shall be by written resolution, stating the full text and indicating specifically affected sections of the By-Laws. The resolution as originally presented, or as amended by majority vote, shall then be voted upon and adopted or refused.

ARTICLE XII

PARLIAMENTARY GUIDANCE

The rules of parliamentary practice as found in Robert's Rules Of Order, newly revised, shall govern the proceedings of this Board, subject to the By-Laws, Procedures, and Policies, which have been or may be adopted by the Board.