



Executive Session Agenda

Indianapolis-Marion County Public Library

**Notice Of An Executive Session
November 26, 2018**

**Library Board Members are Hereby Notified That An Executive Session
Of the Board Will Be Held At The**

**Franklin Road Branch Library
5550 South Franklin Road, 46239
At 6:00 P.M.**

**For the Purpose Of Considering The Following Agenda Items
Dated This 21st Day of November, 2018**

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

-- Executive Session Agenda--

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

3. Discussion

- a. Pursuant to IC 5-14-1.5-6.1(b)(6), to receive information concerning an individual's alleged misconduct, and to discuss, before a determination, the individual's status as an employee.

4. Adjournment





Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
November 26, 2018**

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

**Franklin Road Library Branch
5550 S. Franklin Road
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 21st Day Of November, 2018**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Jill Wetnight, Franklin Road Branch Manager, will provide an update on their services to the community. (enclosed)

4. **Public Comment and Communications**

- a. **Public Comment**

The Public has been invited to the Board Meeting.

Hearing of petitions to the Board by Individuals or Delegations. Only one person 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 22, 2018** (enclosed)

COMMITTEE REPORTS

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

- a. **Report of the Treasurer** – October 2018 (Enclosed)

- b. **Resolution 44-2018** – Transfers Between Classifications and Accounts (enclosed)

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

- a. **Resolution 45– 2018** Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees

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

- a. **Briefing Report** – (Michigan Road Branch Project Update) (enclosed)

- b. **Briefing Report** – (Eagle Branch Project Update) (enclosed)

Library Board Meeting Agenda

pg. 3

- c. **Briefing Report** – (Update on Past and Current XBE Participation in the Strategic Plan Implementation Projects) (enclosed)
- d. **Resolution 46 – 2018** (Approval to Award Architectural Design Services Contracts for the Glendale Branch Library Project) (enclosed)
- e. **Resolution 47 – 2018** (Approval to Award Architectural Design Services Contracts for the Lawrence Branch Library Project) (enclosed)
- f. **Resolution 48 – 2018** (Approval to Award Architectural Design Services Contracts for the Wayne Branch Library Project) (enclosed)
- g. **Resolution 49 – 2018** (Approval to rename the Brightwood Branch Library to the Martindale-Brightwood Branch Library) (enclosed)

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

10. Report of the Chief Executive Officer

- a. **Public Services Update and Statistics**
 - 1) **Public Services Update – October 2018** – John Helling, Director, Public Services, will discuss the Update, (enclosed)
 - 2) **A Special Thank You to Flanner House**— Dr. Pat Payne and John Helling
- b. **October Media Report** (enclosed)
- c. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (50 – 2018)**

Enclosed.

UNFINISHED BUSINESS

11.

NEW BUSINESS

12.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

December, 2018 -

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – November 13, 2018** (enclosed)

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

- a. **Board Meetings for 2018** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through December 16, 2018** (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, December 4, 2018 at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

The Library Board will hold a Board Retreat on Friday, November 30, 2018, at the Library Services Center, 2450 North Meridian St. at 8:30 a.m.

17. Notice of Next Regular Meeting

Monday, December 17, 2018, at the Library Services Center, 2450 North Meridian St. at 6:30 p.m.

18. Other Business

19. Adjournment



Franklin Road Branch Library

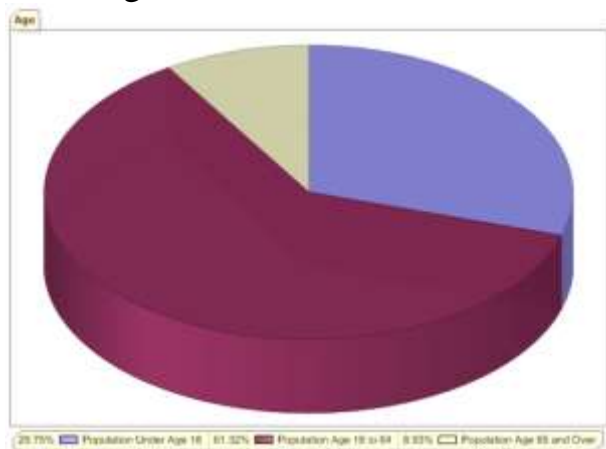


Who we are:

- 4 FT Librarians
- 1 PT Librarian
- 4 FT Library Assistants
- 4 PT Library Assistants
- 7 PT Library Pages

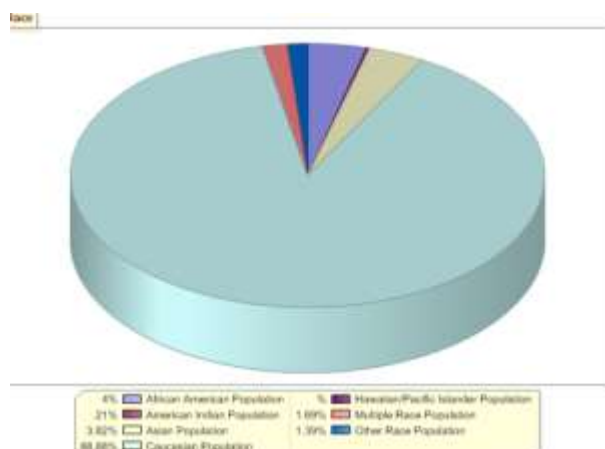
Who We Serve:

Age:



- 29.75% Population under 18
- 61.32% population ages 18-64
- 8.93% Population 65 and Over

Race:



- 4% African American Population
- .21% American Indian
- 0% Hawaiian/Pacific Islander
- 3.82% Asian Population
- 88.88% Caucasian Population
- 1.69% Multiple Race Population
- 1.39% Other Race Population

- The total base population: 56,462
- Land area in square miles: 42.2
- Schools: 16 private and public schools
- Churches: 33 in the Franklin Road Service area

How we serve:

- 1,773 new registered borrowers in 2017
- 119,983 door count in 2017
- 341,922 circulation in 2017
- 80,000 items in collection (average)
- 19,517 computer users (sessions) in 2017
- 5307 reference assists in 2017
- 210 programs held in 2017
- 4180 registered for the Summer Reading Program in 2017

Our Story:

The Wanamaker Library opened in leased quarters on April 14, 1969, at 8822 Southeastern Avenue in Franklin Township, as one of the library system's smallest branches (2,560 square feet). It was the fifth of the libraries to open in the county, following the expansion of service to county residents in 1966. The opening represented the culmination of the efforts of many local residents to bring library service to Franklin Township, and particularly to Wanamaker. As early as 1943, a group of women had formed a reading club and later unsuccessfully petitioned the Indianapolis Public Library for materials to begin a staffed-by-volunteers library in the empty Catholic Church building in Acton. Bookmobile service began in the township in November, 1966, first in Acton, then in Wanamaker. The leased building, occupied since 1969, was purchased by the Library Board on December 8, 1978.

To meet the growing needs of the patrons in the area, a 17,000 square-foot building was built in 1999. On February 6, 2000, the new Franklin Road branch opened to the public, replacing the Wanamaker branch. Franklin Road has become a well-known and vital part of the Franklin Township Community. Patrons utilize and depend upon our services, including eBooks and audiobooks, and wireless internet access. Programs for all ages are well-attended, and during the summer of 2018, the Franklin Road Library Summer Reading Program registration was one of the highest in the system.

The branch is situated on Franklin Road between Thompson and Edgewood, just south of the railroad tracks. Because of the rural setting when the branch was built, it is decorated throughout with a country theme. There are 15 public computers and 6 AWE computers for children. Our community room is well-used by various area groups, such as homeowners associations and scout troops. It is also frequently rented for celebrations and business meetings.

In March, 2016, the branch was remodeled to include a pilot for a Marketplace, and 2 study rooms. Both have been well-received. The study rooms continue to be very popular, with a total of 1391 uses, 2179 individuals, in 2017.

The township has many subdivisions, and several businesses have located near the library. A small strip mall is adjacent to the branch, containing Subway, Donatos and Li's Garden (Chinese) Restaurants, and State Farm Insurance. Another building behind the branch houses El Rodeo Mexican Restaurant and Norma's Fine Wines. The largest employers in the area are St. Francis Hospital, and the Franklin Township School District. Important local agencies are the Franklin Township Civic League, the Franklin Township Chamber of Commerce, the Franklin Township Historical Society and the Franklin Township Lions Club. Contacts have been made with the local agencies, as well as the schools and businesses, to establish partnerships for joint ventures.

Jill Wetnight, Manager
Franklin Road Branch Library
5550 S. Franklin Road
Indianapolis, IN 46239
(317) 275-4385

Updated November, 2018

Highlights:

- The Franklin Road Service area has many young families who appreciate the library and use it frequently. We offer 1 session weekly of Baby Lapsit, 1 session weekly of Toddler Storytime, and 3 sessions weekly of Preschool Storytime. Total attendance in 2017 was 3803. 4180 people registered for the Summer Reading Program at Franklin Road in 2018, the highest in the system, other than Outreach.
- Many homeschool families live in this area, with Franklin Road having one of the highest registrations of homeschoolers in SRP. In 2015, we began hosting a homeschool program twice each month. It was great success, and is an opportunity for students and their families a chance to get together on a regular basis. New families often attend, and attendance continues to grow. During 2017, 435 people attended 12 programs.
- The Franklin Road Library has a strong partnership with the Franklin Township Chamber of Commerce. Librarian Deborah Jones was treasurer for 3 years, and continues attending monthly meetings. In 2017, the branch hosted meetings in May and August, with CEO Jackie Nytes as the guest speaker in May. The Franklin Township Lions Club is also a strong community partner.
- In April, 2016, the branch was remodeled, adding a Marketplace and 2 study rooms. The study rooms have been popular from the start, logging 1391 uses, 2179 individuals, in 2017. They are used for tutoring, test taking, studying, small group meetings, and business, to name a few.
- During the 2017-18 school year, all students in the Franklin Township School system were given Indianapolis Public Library cards. Of 8,430 student records, 5,447 were students who had never had an Indianapolis Public Library card.
- In April, 2018, the library began a partnership with WIC at the Franklin Road and Lawrence Branches. Frances Evans, a WIC representative, holds office hours at Franklin Road the first Wednesday of each month. New participants may register, or those already registered may use the location for their monthly follow-up. In April, 2 people visited. That number has steadily grown, and in November, 14 took advantage of the mobile unit here at Franklin Road.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
October 22, 2018**

The Indianapolis-Marion County Public Library Board met at East 38th Street Branch Library, 5420 E. 38th Street, Indianapolis, Indiana, on Monday, October 22, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

Members present: Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Members absent: Mr. Andrews

3. Branch Manager’s Report

Shanika Heyward, Branch Manager, East 38th Street Branch Library, discussed her Report that was presented to the Board. Included in her Report there was a history of the branch, info on staff composition and the demographic breakdown of their service population.

Ms. Heyward advised that their branch is a beacon of hope, learning, access and opportunity for nearly 32,973 area residents.

Ms. Heyward explains how they are trying to develop a community of readers through the many programs they offer such as, STEAM Story Time, Story Time with a Cop and Mr. Steve Talley, Spotighting Indiana Authors, several book clubs as well as the Pop-Up Literacy Center.

Ms. Heyward also talks about the impact of the Artist-In-Residence youth art program has had an impact on the community.

Ms. Heyward talks about her Partnerships in the Community, and makes a special point to highlight her volunteers.

4. Public Comment and Communications

a. Public Comment

Kim Boyd, founder of the HOPE Team, speaks on how Ms. Heyward is helping her Community, and that the East 38th Street branch is an example of how all libraries should

function in their Communities. Ms. Boyd thanked the Library Board for allowing the East 38th Street Branch to grow.

Jennifer Darby, Vice-President of Black Expo, thanks the Library for its assistance with the organization and offered their continued assistance.

Greg Garrett, Mayor's Neighborhood Advocate, thanked the library for its partnership, as well as providing information on several initiatives the Mayor is currently pursuing.

Toria Sanders, East Side Tutors talks about how there are few resources in the area for her students and that the library provides resources for her students to reach their literacy goals.

Charlotte Jenkins, Artist/Author, talked about the partnership she has with the library as to the Writer's Workshop.

Mark Webster, Caterer thanked the library for saving his life as a youth because he was struggling in school and the library helped him learn to read. He now uses the library to do research for his business.

Tana Thompson, Author advises the library has been a footnote in her life. She was homeless, but now with the help of the library she has written three books of poetry. She personally thanked Shanika for setting an example for her.

Ruth Lambert, Volunteer, Resident of the community for thirty-four years speaks on Shanika's ability to assess the needs of the community and then provide programs to meet those needs. She speaks on the Pop-Up Literacy program and helping to teach children their ABC's so that they can then learn to read. She thanks the board for allowing the East 38th Street Branch to grow and expand.

- 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 Meetings**

a. **Executive Session, September 24, 2018**

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

b. **Regular Meeting, September 24, 2018**

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – September 2018

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer as follows:

Operating Fund revenues through September 30 were \$25.7 million, or 60% of yearly projections. Expenditures were \$30.2, or 65% of projections. Both figures show that the Library is on track with this year's budget plan.

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

Motion carried.

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

b. Resolution 39– 2018 (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Perry Township Branch Facility Improvement Project and Expenses Related Thereto)

Ije Dike-Young, Chief Financial Officer, explains that Resolution 39-2018 authorizing the issuance of bonds and the appropriation of proceeds totaling \$9.4 million is for the new Perry Township Branch. The bond issue is incorporated into the Library's long-term debt plan which keeps the debt tax rate at or below \$0.0318. The new branch is intended to fill an unserved area in southern Marion County and is scheduled to be completed by the end of 2020.

After full discussion and careful consideration of Resolution 39 – 2018, the resolution was adopted on the motion of Ms. Payne, and the "yes" votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. Resolution 40 – 2018 (Authorization to Negotiate and Sign a Contract with Innovative Interfaces, Inc. for Integrated Library System Software)

Deb Champ, Director, IT explains that Resolution 40-2018 authorizes the negotiation and signing of a three-year contract for the Polaris integrated Library System Software with the Innovative Interfaces, Inc. This will replace the current SirsiDynix's Horizon ILS which has been in place since 2000. Innovative/Polaris was chosen from among three vendors. The total three-year cost for Polaris licensing and services is \$516,000. One-

Time implementation costs are estimated at \$384,000. Funding will come from the 2018A Bond Fund. Among the reasons why Polaris was chosen is its built-in functionality to support collaborations such as the Shared System with schools.

After full discussion and careful consideration of Resolution 40 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

a. Resolution 41 – 2018 (Library Policy Revisions)

After full discussion and careful consideration of Resolution 41 – 2018, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

a. Briefing Report – Update on the Michigan Road Branch Project (enclosed)

Sharon Smith, Director, Facilities informs the Board that a sneak peak of the new building was held on October 4, 2018 for staff and selected community members. Staff continues to prepare the building for public services, with substantial completion anticipated on November 7, 2018 and the branch Grand Opening tentatively scheduled for December 8, 2018.

b. Briefing Report – Update on the Eagle Branch Project (enclosed)

Sharon Smith, Director, Facilities informs the Board that work was completed in September involving the exterior wall framing and installation of sheathing. Substantial completion is scheduled for March 15, 2019 with anticipated Grand Opening in May, 2019.

- c. **Briefing Report** – November 2018 Action Item – Approval to Award Architectural Design Service Contracts for the Glendale, Lawrence, and Wayne Branch Library Projects (enclosed)

Sharon Smith, Director, Facilities presents briefing on November action items to award architectural design services contracts for the Glendale, Lawrence and Wayne renovation projects. Requests for Qualifications were issued on October 4, with a due date for Statements of Qualifications on October 25, 2018. The Library's Evaluation Committee will review proposals, interview vendors and report results at the Facilities Committee meeting on November 13, 2018.

- d. **Resolution 42 – 2018** (Approval to Award a Construction Services Contract for the Brightwood Branch Project) (enclosed)

Sharon Smith, Director, Facilities explains that Resolution 42-2018 gives approval of the Construction Services Contract for the Brightwood Branch Project to Boyle Construction Management Inc. of Indianapolis for a total cost of \$5.3 million. Because of concerns about the budget during the design phase, the Library worked with the architect to identify items that can be scaled back without adversely impacting public services. These “deduct alternates” include a sidewalk section, type of fencing and level of exterior lighting. The preliminary project schedule calls for construction beginning in November, 2018, with substantial completion in the fourth quarter of 2019. A groundbreaking is scheduled on the morning of Tuesday, November 20, 2018.

After full discussion and careful consideration of Resolution 42 – 2018, the resolution was adopted on the motion of Ms. Payne, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

- e. **Resolution 37 – 2018** (Approval to Award a Construction Services Contract for the Franklin Road Branch Siding Replacement Project) (enclosed)

Sharon Smith, Director, Facilities explains that Resolution 37-2018, which was carried over from a previous meeting, awards the Construction Services Contract for the Franklin Road Branch Siding Replacement Project to 3D Professional Contracting of Zionsville, Indiana for a total cost of \$78,195. The project schedule targets work beginning on-site on November 5, 2018 with the completion scheduled for November 30, 2018.

After full discussion and careful consideration of Resolution 37 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Carlino, Ms.

Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

9. Library Foundation Update

October 2018 Library Foundation Update

Dr. Jett provided the Foundation Update. The 10th annual Eugene & Marilyn Glick Indiana Authors Award Dinner was held on Saturday, October 13. Winners were National Author Winner Kimberly Brubaker Bradley, Regional Author Winner Sandy Eisenberg Sasso, Lifetime Achievement Award Winner James Alexander Thom, and Emerging Author Winner Deborah E. Kennedy. It was announced that in order to further expand the statewide reach of the Indiana Authors Award, Glick Philanthropies is evaluating statewide organizations to facilitate future programming. The Award will take a year off while the leaders of Glick Philanthropies re-imagine the Award with a new partner and then re-launch in 2020.

The Library Foundation thanks 106 donors who made gifts last month. The following are the top corporate and foundation contributors: Butler University, Flatiron Books, Hanover College, Schmidt Associates, Managed Health Services Houghton Mifflin Harcourt, Indianapolis Local Public Improvement Bond Bank. This month, the Foundation is proud to provide funding for the following Library programs. All programs are systemwide unless otherwise noted. Cultural Programs - Fall Fest 2018/Slammin' Rhymes Challenge XIII, Lilly Center for Black Literature and Culture. Lifelong Learning - E38th Street Community Engagement Conversations/Forums, E38th Street Nonprofit Series and Foundation Collection, Plant-based Workshops. Collections - Lilly City Digitization.

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Public Services Update – September 2018

John Helling, Public Services Director, reviewed the Public Services Update. John Helling, Director of Public Services, reviewed the project involving IUPUI's School of Social Work to help identify and meet the "psycho-social" needs of Library patrons. Following surveys of Library staff and patrons to determine the most unmet needs, social work students who are grant-funded will work under a Master's level social worker in 2019 to collect information about the frequency and types of issues addressed so that IndyPL can refine its understanding of patron needs.

John also addressed the question of what services can be provided for the Flanner House neighborhood when the Flanner House Branch closes in November and the Michigan Road Branch opens in December. The Library's bookmobile will make stops every other week, beginning Nov. 12, to the Flanner House Community Center. Also, Google Chromebooks and Hotspots will be available for free

checkout to Flanner House citizens. Other options are also being explored with the Community Center.

- b. **September Media Report** was provided to the Board for their information. The Report listed major news and social media coverage.

c. **Briefing from the IndyPL GLBTQ Committee**

A presentation was given by Ahliah Bratzler on the Library's new GLBTQ Committee. She said this new staff initiative will work to develop programs and community partnerships to allow the Library to become a visible ally and advocate for the GLBTQ community. Examples are an expansion of the Drag Queen Storytime program to more branches, establishment of book clubs, and programs surrounding the local Pride event.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (43– 2018)**

After full discussion and careful consideration of Resolution 43 – 2018, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson 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, 2018 – None

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – October 9, 2018** were distributed to the Board members for their general information.

15. Board Meeting Schedule for 2018 and Upcoming Events

- a. **Board Meeting Schedule for 2018** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 25, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 13, 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, November 26, 2018, at the Franklin Road Branch Library, 5550 S. Franklin Road, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 8:05 p.m.

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

Dr. Terri Jett, Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for October 2018
Prepared by Accounting for November 26, 2018 Board Meeting**

Table of Contents

| | |
|--|----|
| Operating Fund Revenues and Expenditures | 1 |
| Operating Fund – Detailed Income Statement | 2 |
| Operating Fund – Cashflow Projections | 5 |
| Status of the Treasury – Cash Balances | 6 |
| Status of the Treasury – Investment Report | 7 |
| Bond and Interest Funds – Detailed Income Statement | 8 |
| Rainy Day Fund – Detailed Income Statement | 9 |
| Library Improvement Reserve Fund – Detailed Income Statement | 10 |
| Parking Garage – Detailed Income Statement | 11 |
| Summary of Construction Fund Cash Balances | 12 |

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

| Revenue | | Annual | | | % Budget Received |
|----------------------|----|--------------------------------|----------------------------------|----------------------------------|------------------------------|
| | | 2018 Revised Budget | Actual MTD 10/31/2018 | Actual YTD 10/31/2018 | |
| Property Taxes | 31 | 34,013,754 | 2,555,000 | 21,140,970 | 62% |
| Intergovernmental | 33 | 7,536,265 | 354,014 | 5,099,973 | 68% |
| Fines & Fees | 35 | 788,340 | 57,388 | 573,145 | 73% |
| Charges for Services | 34 | 536,140 | 71,992 | 578,707 | 108% |
| Miscellaneous | 36 | 671,000 | 31,987 | 1,425,179 | 212% |
| Total | | 43,545,499 | 3,070,381 | 28,817,973 | 66% |

| Expenditures | | Annual | | | % Budget Spent |
|------------------------------|----|--------------------------------|----------------------------------|----------------------------------|---------------------------|
| | | 2018 Revised Budget | Actual MTD 10/31/2018 | Actual YTD 10/31/2018 | |
| Personal Services & Benefits | 41 | 25,813,463 | 1,788,790 | 19,658,454 | 76% |
| Supplies | 42 | 1,427,352 | 92,802 | 646,818 | 45% |
| Other Services and Charges | 43 | 15,264,303 | 1,151,258 | 10,574,983 | 69% |
| Capital Outlay | 44 | 4,009,263 | 378,506 | 2,804,924 | 70% |
| Total | | 46,514,381 | 3,411,355 | 33,685,179 | 72% |

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

| | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|---------------------------------------|--------------------|-------------------|------------------|-------------------|-------|---------------------|
| REVENUE | | | | | | |
| TAXES | | | | | | |
| 311000 PROPERTY TAX | 40,974,356 | 40,974,356 | 2,555,000 | 21,140,970 | - | 19,833,386 |
| 311300 PROPERTY TAX CAPS | (7,569,000) | (6,960,602) | - | - | - | (6,960,602) |
| TAXES Total | 33,405,356 | 34,013,754 | 2,555,000 | 21,140,970 | - | 12,872,784 |
| INTERGOVERNMENTAL | | | | | | |
| 332200 E-RATE REVENUE | 250,000 | 250,000 | 25,785 | 221,393 | - | 28,607 |
| 335100 FINANCIAL INSTITUTION TAX REV | 299,868 | 299,868 | - | 125,277 | - | 174,591 |
| 335200 LICENSE EXCISE TAX REVENUE | 2,766,458 | 2,766,458 | - | 1,337,738 | - | 1,428,720 |
| 335400 LOCAL OPTION INCOME TAX | 3,733,649 | 3,733,649 | 311,137 | 3,111,374 | - | 622,275 |
| 335500 COUNTY OPTION INCOME TAX | 205,100 | 205,100 | 17,092 | 170,917 | - | 34,183 |
| 335700 COMMERCIAL VEHICLE TAX REVENUE | 255,818 | 255,818 | - | 123,186 | - | 132,632 |
| 339000 IN LIEU OF PROP. TAX | 25,372 | 25,372 | - | 10,087 | - | 15,285 |
| INTERGOVERNMENTAL Total | 7,536,265 | 7,536,265 | 354,014 | 5,099,973 | - | 2,436,292 |
| CHARGES FOR SERVICES | | | | | | |
| 347600 COPY MACHINE REVENUE | - | - | 122 | 1,200 | - | (1,200) |
| 347601 PUBLIC PRINTING REVENUE | 275,000 | 275,000 | 29,599 | 297,077 | - | (22,077) |
| 347602 FAX TRANSMISSION REVENUE | 32,000 | 32,000 | 4,984 | 54,265 | - | (22,265) |
| 347603 PROCTORING EXAMS | 3,500 | 3,500 | 275 | 5,210 | - | (1,710) |
| 347604 PLAC CARD DISTRIBUTION REVENUE | 83,000 | 83,000 | - | 77,837 | - | 5,163 |
| 347605 USAGE FEE REVENUE | 14,000 | 14,000 | 920 | 10,240 | - | 3,760 |
| 347606 SET-UP & SERVICE - TAXABLE | 12,000 | 12,000 | 2,175 | 17,143 | - | (5,143) |
| 347607 SET-UP & SERVICE - NON-TAXABLE | 15,000 | 15,000 | 2,747 | 14,951 | - | 49 |
| 347608 SECURITY SERVICES REVENUE | 18,000 | 18,000 | 3,204 | 21,804 | - | (3,804) |
| 347609 EVENT SECURITY | - | - | 960 | 6,816 | - | (6,816) |
| 347610 PARKING REVENUE | 2,640 | 2,640 | - | - | - | 2,640 |
| 347620 CAFE REVENUE | 6,000 | 6,000 | - | 4,238 | - | 1,762 |
| 347621 CATERING REVENUE | 75,000 | 75,000 | 27,006 | 67,927 | - | 7,073 |
| CHARGES FOR SERVICES Total | 536,140 | 536,140 | 71,992 | 578,707 | - | (42,567) |
| FINES | | | | | | |
| 351200 FINES | 761,840 | 761,840 | 55,915 | 558,620 | - | 203,220 |
| 351201 OTHER CARD REVENUE | 12,000 | 12,000 | 71 | 1,307 | - | 10,693 |
| 351202 HEADSET REVENUE | 6,000 | 6,000 | 800 | 6,246 | - | (246) |
| 351203 USB REVENUE | 6,000 | 6,000 | 453 | 5,140 | - | 860 |
| 351204 LIBRARY TOTES | 2,500 | 2,500 | 150 | 1,833 | - | 667 |
| FINES Total | 788,340 | 788,340 | 57,388 | 573,145 | - | 215,195 |
| MISCELLANEOUS | | | | | | |
| 360000 MISCELLANEOUS REVENUE | 6,000 | 6,000 | 185 | 1,962 | - | 4,038 |
| 360001 REVENUE ADJUSTMENT | - | - | 1 | (733) | - | 733 |
| 361000 INTEREST INCOME | 35,000 | 35,000 | 14,440 | 83,050 | - | (48,050) |
| 362000 FACILITY RTL REV - TAXABLE | 125,000 | 125,000 | 10,119 | 92,872 | - | 32,128 |
| 362001 FACILITY RENTAL REV - NONTAX | 72,500 | 72,500 | 4,553 | 60,606 | - | 11,894 |
| 362002 EQUIPMENT RENTAL REV - TAXABLE | - | - | 1,550 | 12,833 | - | (12,833) |
| 362003 EQUIPMENT RENTAL REV - NONTAX | 2,500 | 2,500 | 1,140 | 4,191 | - | (1,691) |
| 367004 OTHER GRANTS | 225,000 | 225,000 | - | 225,000 | - | - |
| MISCELLANEOUS Total | 466,000 | 466,000 | 31,987 | 479,780 | - | (13,780) |
| OTHER FINANCING SRCS | | | | | | |
| 392100 SALE OF SURPLUS PROPERTY | 5,000 | 5,000 | - | 160 | - | 4,840 |
| 396000 REFUNDS | 5,000 | 5,000 | - | 35,611 | - | (30,611) |
| 399000 REIMBURSEMENT FOR SERVICES | 175,000 | 175,000 | - | 206,113 | - | (31,113) |
| 399001 INSURANCE REIMBURSEMENTS | 20,000 | 20,000 | - | 703,514 | - | (683,514) |
| OTHER FINANCING SRCS Total | 205,000 | 205,000 | - | 945,399 | - | (740,399) |
| REVENUE Total | 42,937,101 | 43,545,499 | 3,070,381 | 28,817,973 | - | 14,727,526 |
| EXPENSE | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 411000 SALARIES APPOINTED STAFF | 16,106,437 | 16,160,731 | 1,115,591 | 12,385,660 | - | 3,775,071 |
| 412000 SALARIES HOURLY STAFF | 1,770,890 | 1,770,890 | 123,763 | 1,382,443 | - | 388,447 |
| 413000 WELLNESS | 30,000 | 30,000 | 200 | 17,600 | 2,930 | 9,470 |
| 413001 LONG TERM DISABILITY INSURANCE | 35,000 | 35,000 | 3,669 | 35,745 | - | (745) |
| 413002 EMPLOYEE ASSISTANCE PROGRAM | 22,020 | 22,020 | 1,600 | 17,880 | 4,140 | - |
| 413003 TUITION ASSISTANCE | 8,000 | 25,930 | 2,708 | 21,638 | - | 4,292 |

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

| | | | | | | |
|---------------------------------------|-------------------|-------------------|------------------|-------------------|----------------|------------------|
| 413100 FICA AND MEDICARE | 1,367,616 | 1,360,839 | 93,579 | 993,815 | - | 367,024 |
| 413300 PERF/INPRS | 2,272,649 | 2,274,053 | 164,421 | 1,742,498 | - | 531,555 |
| 413400 UNEMPLOYMENT COMPENSATION | 7,000 | 7,000 | - | 420 | - | 6,580 |
| 413500 MEDICAL & DENTAL INSURANCE | 4,100,000 | 4,093,000 | 280,009 | 3,029,066 | - | 1,063,934 |
| 413600 GROUP LIFE INSURANCE | 34,000 | 34,000 | 3,249 | 31,690 | - | 2,310 |
| PERSONAL SERVICES Total | 25,753,612 | 25,813,463 | 1,788,790 | 19,658,454 | 7,070 | 6,147,940 |
| SUPPLIES | | | | | | |
| 421500 OFFICE SUPPLIES - FAC/PURCH | 477,599 | 376,738 | 200 | 137,330 | 12,504 | 226,903 |
| 421501 DEVICES | 149,000 | - | - | - | - | - |
| 421502 STAFF DEVICES | 27,000 | 3,865 | - | 3,865 | - | - |
| 421600 LIBRARY SUPPLIES | 219,210 | 224,968 | 14,109 | 74,464 | 6,200 | 144,304 |
| 421700 DEPARTMENT OFFICE SUPPLIES | 190,350 | 556,392 | 65,263 | 297,544 | 90,063 | 168,785 |
| 422210 GASOLINE | 40,000 | 42,498 | 1,994 | 20,719 | 2,701 | 19,078 |
| 422250 UNIFORMS | 8,000 | 8,000 | - | 56 | 5,000 | 2,944 |
| 422310 CLEANING & SANITATION | 165,000 | 169,239 | 11,237 | 90,798 | 8,019 | 70,421 |
| 429001 NON CAPITAL FURNITURE & EQUIP | 76,500 | 45,652 | - | 22,044 | 2,651 | 20,958 |
| SUPPLIES Total | 1,352,659 | 1,427,351 | 92,802 | 646,818 | 127,139 | 653,394 |
| CHARGES FOR SERVICES | | | | | | |
| 431100 LEGAL SERVICES | 219,000 | 256,488 | 12,719 | 216,015 | - | 40,473 |
| 431500 CONSULTING SERVICES | 299,150 | 666,069 | 18,820 | 428,495 | 150,599 | 86,975 |
| 432100 FREIGHT & EXPRESS | 5,500 | 5,716 | 372 | 4,211 | 1,174 | 331 |
| 432200 POSTAGE | 68,150 | 55,231 | 243 | 3,864 | 1,319 | 50,047 |
| 432300 TRAVEL | 38,830 | 38,830 | 1,492 | 12,802 | - | 26,028 |
| 432400 DATA COMMUNICATIONS | 303,300 | 303,300 | 37,719 | 236,673 | - | 66,627 |
| 432401 CELLULAR PHONE | 11,610 | 11,610 | 1,378 | 10,484 | - | 1,126 |
| 432500 CONFERENCES | 100,000 | 100,000 | 13,161 | 70,893 | - | 29,107 |
| 432501 IN HOUSE CONFERENCE | 45,000 | 45,180 | 9,156 | 28,275 | 1,879 | 15,027 |
| 433100 OUTSIDE PRINTING | 259,789 | 230,919 | 9,909 | 122,606 | 7,595 | 100,718 |
| 433200 PUBLICATION OF LEGAL NOTICES | 1,550 | 1,550 | 654 | 1,900 | - | (350) |
| 434100 WORKER'S COMPENSATION | 157,000 | 157,000 | 21,926 | 139,846 | - | 17,154 |
| 434200 PACKAGE | 236,485 | 236,485 | 43,076 | 209,155 | - | 27,330 |
| 434201 EXCESS LIABILITY | 10,001 | 10,001 | 1,862 | 8,430 | - | 1,571 |
| 434202 AUTOMOBILE | 18,750 | 18,750 | 4,260 | 18,371 | - | 379 |
| 434500 OFFICIAL BONDS | 1,000 | 1,000 | - | - | - | 1,000 |
| 434501 PUBLIC OFFICIALS & EE LIAB | 16,000 | 16,000 | - | 15,266 | - | 734 |
| 434502 BROKERAGE FEE | 17,000 | 17,000 | 8,500 | 16,759 | - | 241 |
| 435100 ELECTRICITY | 997,500 | 1,067,493 | 81,176 | 761,547 | - | 305,946 |
| 435200 NATURAL GAS | 118,450 | 131,116 | 2,015 | 79,795 | 42,871 | 8,450 |
| 435300 HEAT/STEAM | 382,200 | 419,596 | 17,851 | 254,875 | 164,722 | - |
| 435400 WATER | 68,250 | 77,673 | 6,748 | 57,837 | 19,836 | - |
| 435401 COOLING/CHILLED WATER | 475,860 | 499,128 | 64,364 | 469,685 | 6,307 | 23,137 |
| 435500 STORMWATER | 20,330 | 20,330 | - | 8,783 | 11,548 | - |
| 435900 SEWAGE | 77,040 | 90,535 | 10,294 | 83,782 | 5,563 | 1,190 |
| 436100 REP & MAINT-STRUCTURE | 1,900,000 | 2,063,847 | 94,904 | 1,170,807 | 484,901 | 408,138 |
| 436110 CLEANING SERVICES | 1,064,228 | 1,148,257 | 70,232 | 748,709 | 275,744 | 123,803 |
| 436200 REP & MAINT-EQUIPMENT | 196,500 | 197,588 | 1,636 | 42,709 | 29,630 | 125,248 |
| 436201 REP & MAINT-HEATING & AIR | 455,000 | 837,673 | 45,680 | 626,955 | 130,089 | 80,629 |
| 436202 REP & MAINT -AUTO | 59,475 | 60,682 | 4,017 | 30,877 | 1,139 | 28,666 |
| 436203 REP & MAINT-COMPUTERS | 439,620 | 435,220 | 41,563 | 381,687 | - | 53,533 |
| 437200 EQUIPMENT RENTAL | 68,070 | 68,070 | 4,699 | 54,599 | - | 13,471 |
| 437300 REAL ESTATE RENTAL | 470,271 | 470,271 | 46,784 | 357,072 | - | 113,199 |
| 439100 CLAIMS, AWARDS, INDEMNITIES | 25,000 | 25,000 | - | - | - | 25,000 |
| 439600 TRASH REMOVAL | 56,372 | 75,282 | 7,527 | 64,005 | 10,339 | 938 |
| 439601 SNOW REMOVAL | 354,080 | 407,570 | - | 329,533 | 32,425 | 45,611 |
| 439602 LAWN & LANDSCAPING | 283,365 | 284,656 | 20,333 | 188,522 | 41,149 | 54,985 |
| 439800 DUES & MEMBERSHIPS | 55,875 | 59,105 | 420 | 34,328 | 500 | 24,277 |
| 439901 COMPUTER SERVICES | 91,790 | 295,434 | 45,409 | 191,356 | 73,859 | 30,220 |
| 439902 PAYROLL SERVICES | 120,000 | 158,681 | 8,483 | 97,362 | 35,000 | 26,319 |
| 439903 SECURITY SERVICES | 1,004,721 | 1,040,265 | 104,649 | 752,055 | 191,885 | 96,325 |
| 439904 BANK FEES/CREDIT CARD FEES | 65,000 | 65,000 | 3,148 | 33,628 | - | 31,372 |
| 439905 OTHER CONTRACTUAL SERVICES | 544,237 | 602,891 | 40,579 | 372,780 | 107,793 | 122,318 |
| 439906 RECRUITMENT EXPENSES | 20,500 | 17,070 | 1,025 | 5,786 | - | 11,284 |
| 439907 EVENTS & PR | 34,200 | 35,200 | 4,463 | 16,754 | 1,500 | 16,946 |
| 439910 PROGRAMMING | 75,500 | 75,700 | 42,030 | 72,066 | 3,306 | 328 |
| 439911 PROGRAMMING-JUV. | 145,000 | 145,000 | 7,763 | 90,050 | 13,177 | 41,773 |
| 439912 PROGRAMMING ADULT - CENTRAL | 25,000 | 35,935 | 2,290 | 28,959 | - | 6,976 |
| 439913 PROGRAMMING EXHIBITS - CENTRAL | 5,000 | 856 | - | 775 | - | 81 |

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

| | | | | | | |
|------------------------------------|-------------------|-------------------|------------------|-------------------|------------------|-------------------|
| 439920 PROPERTY TAXES | - | 320 | - | 320 | - | - |
| 439930 MATERIALS CONTRACTUAL | 2,000,000 | - | - | - | - | - |
| 439931 E-BOOKS | - | 845,281 | 104,094 | 655,328 | - | 189,952 |
| 439932 E-AUDIO | - | 501,222 | 49,912 | 367,234 | - | 133,988 |
| 439934 DATABASES | - | 670,000 | 26,264 | 563,686 | - | 106,314 |
| CHARGES FOR SERVICES Total | 13,506,549 | 15,099,075 | 1,145,596 | 10,538,292 | 1,845,846 | 2,714,937 |
| CAPITAL | | | | | | |
| 445200 VEHICLES | 50,000 | 50,000 | - | 19,947 | 1,534 | 28,519 |
| 445300 CAPITAL - EQUIPMENT | 55,000 | 62,263 | - | 13,315 | - | 48,948 |
| 445301 COMPUTER EQUIPMENT | 290,000 | 347,000 | 40,528 | 101,320 | 200,254 | 45,426 |
| 449000 BOOKS & MATERIALS | 2,165,000 | 2,165,000 | 207,951 | 1,832,627 | 1,273 | 331,100 |
| 449001 PERIODICALS & NEWSPAPERS | 120,000 | 120,000 | 468 | 9,079 | - | 110,921 |
| 449002 NON-PRINT | 115,000 | 115,000 | - | - | - | 115,000 |
| 449003 CD'S | 210,000 | 210,000 | 29,283 | 204,678 | - | 5,322 |
| 449004 DVD'S | 940,000 | 940,000 | 100,276 | 623,958 | - | 316,042 |
| 449100 UNPROCESSED PAPERBACK BOOKS | 137,000 | 150,227 | 5,662 | 35,353 | 73,253 | 41,621 |
| CAPITAL Total | 4,082,000 | 4,159,490 | 384,168 | 2,840,277 | 276,314 | 1,042,898 |
| OTHER FINANCING SRCS | | | | | | |
| 451100 AUDIT FEES | 15,000 | 15,000 | - | 1,338 | - | 13,662 |
| 452002 TRANSFERS IN/OUT | - | - | - | - | - | - |
| OTHER FINANCING SRCS Total | 15,000 | 15,000 | - | 1,338 | - | 13,662 |
| EXPENSE Total | 44,709,820 | 46,514,379 | 3,411,355 | 33,685,179 | 2,256,369 | 10,572,831 |

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASHFLOW PROJECTIONS - OPERATING FUND
 January 1 - December 31, 2018

| | 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 | \$18,921,220 | \$16,466,412 | \$13,136,608 | \$11,005,957 | \$9,913,129 | \$12,629,221 | \$22,407,676 | \$20,175,559 | \$16,952,152 | \$14,479,246 | \$14,389,647 | \$12,505,282 | \$18,921,220 | \$18,921,220 | |
| Receipts: | | | | | | | | | | | | | | | |
| Property Tax | - | - | - | 1,550,000 | 5,500,000 | 11,535,970 | - | - | - | 2,555,000 | 3,500,000 | 9,188,260 | 33,829,230 | 33,405,356 | 423,874 |
| Excise Tax | - | - | - | - | - | 1,337,738 | - | - | - | - | - | 1,337,738 | 2,675,477 | 2,766,458 | (90,981) |
| Financial Institution Tax | - | - | - | - | - | 125,277 | - | - | - | - | - | 125,277 | 250,554 | 299,868 | (49,314) |
| Commercial Vehicle Tax | - | - | - | - | - | 123,186 | - | - | - | - | - | 123,186 | 246,372 | 255,818 | (9,446) |
| In-Lieu-of Taxes | - | - | - | - | - | 10,087 | - | - | - | - | - | 10,087 | 20,174 | 25,372 | (5,198) |
| Local Option Income Tax (LOIT) | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 311,137 | 3,733,648 | 3,733,649 | (1) |
| County Option Income Tax (COIT) | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 17,092 | 205,100 | 205,100 | 0 |
| Fines | 64,155 | 55,488 | 63,168 | 52,354 | 48,419 | 61,541 | 57,008 | 54,250 | 46,322 | 55,915 | 57,000 | 57,000 | 672,620 | 761,840 | (89,220) |
| Photocopier | 58 | 55 | 147 | 173 | 157 | 87 | 116 | 155 | 130 | 122 | - | - | 1,200 | - | 1,200 |
| Printers | 25,763 | 29,877 | 34,818 | 31,928 | 27,692 | 28,421 | 28,821 | 32,884 | 27,272 | 29,599 | 17,846 | 17,846 | 332,768 | 275,000 | 57,768 |
| Fax Transmissions | 5,035 | 5,423 | 6,344 | 5,702 | 5,153 | 5,108 | 5,541 | 6,173 | 4,803 | 4,984 | 2,667 | 2,667 | 59,598 | 32,000 | 27,598 |
| Headsets | 617 | 589 | 665 | 568 | 533 | 535 | 615 | 732 | 593 | 800 | 500 | 500 | 7,246 | 6,000 | 1,246 |
| USB | 537 | 502 | 610 | 593 | 505 | 459 | 475 | 570 | 435 | 453 | 500 | 500 | 6,140 | 6,000 | 140 |
| PLAC Dist. | - | - | - | - | - | 77,837 | - | - | - | - | - | - | 77,837 | 83,000 | (5,163) |
| Interest income | 4,977 | 4,754 | 5,498 | 5,845 | 7,030 | 6,968 | 8,659 | 12,390 | 12,488 | 14,440 | 10,000 | 10,000 | 103,050 | 35,000 | 68,050 |
| Library totes | 149 | 155 | 140 | 178 | 182 | 320 | 222 | 179 | 158 | 150 | 120 | 100 | 2,053 | 2,500 | (447) |
| Other Card Revenue | 285 | 266 | 197 | 7 | 136 | 75 | 70 | 65 | 135 | 71 | 900 | 500 | 2,707 | 12,000 | (9,293) |
| Miscellaneous | 194 | 369 | 181 | 246 | (357) | 35 | 53 | 32 | 289 | 186 | 500 | 500 | 2,228 | 6,000 | (3,772) |
| Proctoring Exams | 435 | 345 | 630 | 500 | 815 | 520 | 1,075 | 340 | 275 | 275 | 300 | 300 | 5,810 | 3,500 | 2,310 |
| Facility Rental | 17,456 | 17,563 | 19,947 | 21,416 | 20,929 | 26,582 | 37,401 | 25,776 | 27,016 | 27,368 | 15,000 | 26,640 | 283,095 | 261,640 | 21,455 |
| Catering Commission | - | 9,894 | - | 1,446 | 2,460 | 10,665 | 5,833 | - | 10,623 | 27,006 | 17,000 | 5,500 | 90,427 | 75,000 | 15,427 |
| Café Revenue | - | - | - | 1,656 | - | 1,142 | 510 | 930 | - | - | 500 | 500 | 5,238 | 6,000 | (762) |
| Reimbursement for Services | - | 20,117 | - | - | 64,613 | 87,456 | 11,116 | 513 | 22,298 | - | - | 54,000 | 260,113 | 175,000 | 85,113 |
| Insurance Reimbursement | - | - | 686,389 | - | 17,126 | - | - | - | - | - | - | - | 703,515 | 20,000 | 683,515 |
| Refunds | 4,487 | - | 3,175 | - | 27,949 | - | - | - | - | - | - | - | 35,611 | 5,000 | 30,611 |
| Erate Revenue | 25,618 | 25,605 | 12,803 | 47,830 | 12,803 | 12,803 | - | 45,255 | 12,893 | 25,785 | 31,000 | 12,803 | 265,197 | 250,000 | 15,197 |
| Grants/Contributions | - | - | - | - | - | - | 225,000 | - | - | - | - | - | 225,000 | 225,000 | - |
| Sale of surplus property | - | 20 | 40 | - | 20 | 40 | - | 40 | - | - | - | - | 2,160 | 5,000 | (2,840) |
| Transfer in | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Receipts | 477,996 | 499,251 | 1,162,981 | 2,048,672 | 6,064,394 | 13,781,082 | 710,746 | 508,511 | 493,958 | 3,070,381 | 3,984,061 | 11,302,133 | 44,104,168 | 42,937,101 | 1,167,067 |
| Expenditures: | | | | | | | | | | | | | | | |
| Personal Services & Benefits | 2,045,240 | 1,846,976 | 1,829,080 | 1,828,056 | 1,863,028 | 2,718,351 | 1,934,812 | 1,924,023 | 1,880,098 | 1,788,790 | 1,977,479 | 3,066,756 | 24,702,689 | 25,820,562 | 1,117,873 |
| Supplies | 72,458 | 79,779 | 46,498 | 62,405 | 63,772 | 61,012 | 44,047 | 30,472 | 93,574 | 92,802 | 559,418 | 316,255 | 1,522,491 | 1,522,491 | - |
| Other Services and Charges | 1,422,247 | 1,074,162 | 1,238,563 | 885,726 | 973,109 | 877,705 | 1,006,326 | 1,056,163 | 875,607 | 1,151,258 | 2,595,713 | 2,302,338 | 15,458,917 | 15,458,917 | - |
| Library Materials Capital Outlay | 179,926 | 338,967 | 252,058 | 229,033 | 309,557 | 249,992 | 175,393 | 466,742 | 238,867 | 378,506 | 735,816 | 566,342 | 4,121,199 | 4,121,199 | - |
| Transfer Out | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenditures | 3,719,871 | 3,339,884 | 3,366,199 | 3,005,220 | 3,209,466 | 3,907,060 | 3,160,578 | 3,477,400 | 3,088,146 | 3,411,355 | 5,868,426 | 6,251,691 | 45,805,296 | 46,923,169 | 1,117,873 |
| Change in AP/Petty Cash/Correction* | 787,067 | (489,170) | 72,567 | (136,281) | (138,836) | (95,567) | 217,715 | (254,518) | 121,282 | 251,374 | - | - | - | - | - |
| Ending Balance | \$16,466,412 | \$13,136,608 | \$11,005,957 | \$9,913,129 | \$12,629,221 | \$22,407,676 | \$20,175,559 | \$16,952,152 | \$14,479,246 | \$14,389,647 | \$12,505,282 | \$17,555,724 | \$17,220,092 | \$14,935,152 | |

* A correction is included in October in the amount of \$13,680. This correction represents an adjustment posted to September activity.
 3 checks were voided and reprinted in September, but they were not posted to the ledger until after the September Treasurer's Report was published.
 In lieu of restating September's cash balance, the adjustment is being recorded in the October column.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
STATUS OF THE TREASURY - CASH BALANCES
MONTH ENDED OCTOBER 2018

| Fund | Fund Name | Beg. Balance | Current Month Receipts | Current Month Expenditures | END BALANCE | INVESTMENTS** | TOTAL |
|---------------|--------------------------------|----------------------|--------------------------|----------------------------|----------------------|----------------------|----------------------|
| 101 | GENERAL (OPERATING) FUND | * \$ 9,291,333 | *** \$ 11,296,914 | \$ (11,380,944) | \$ 9,207,304 | \$ 5,182,344 | \$ 14,389,647 |
| 102 | EXCESS LEVY | - | - | - | - | - | - |
| 103 | UNUSED | - | - | - | - | - | - |
| 104 | FINES | 19 | 99,868 | (99,881) | 6 | - | 6 |
| 190 | BEECH GROVE | - | - | - | - | - | - |
| 226 | PARKING GARAGE | * 472,845 | 15,666 | (38,105) | 450,406 | 204,338 | 654,744 |
| 230 | GRANT | 1,232,120 | 5,596 | (146,380) | 1,091,336 | - | 1,091,336 |
| 245 | RAINY DAY FUND | 891,960 | 294 | (45) | 892,209 | 4,570,666 | 5,462,875 |
| 270 | SHARED SYSTEM | 37,002 | 38,938 | (5,550) | 70,390 | 312,292 | 382,682 |
| 290 | CAFÉ & CATERING | - | - | - | - | - | - |
| 301 | B&I REDEMPTION FUND | 1,039,316 | 316 | - | 1,039,632 | 1,486,592 | 2,526,224 |
| 321 | B&I REDEMPTION FUND II | 162,776 | - | - | 162,776 | - | 162,776 |
| 471 | LIBRARY IMPROV RESERVE FUND | (225,512) | 500,000 | (574) | 273,915 | 2,160,520 | 2,434,435 |
| 472 | CONSTRUCTION | 62,006 | - | - | 62,006 | - | 62,006 |
| 473 | CAPITAL PROJECTS FUND | - | - | - | - | - | - |
| 474 | 2014 MULTI-BRANCH FAC IMPROV | 2,491 | - | - | 2,491 | - | 2,491 |
| 475 | 2015 BOND - RFID BOOKS AND MAT | (32,320) | 250,000 | (94,982) | 122,698 | 500,000 | 622,698 |
| 476 | 2016 BOND - MICHIGAN ROAD | 504,078 | 1,000,000 | (454,769) | 1,049,309 | 1,840,732 | 2,890,042 |
| 477 | 2017 BOND - BRIGHTWOOD | 46,467 | *** 250,000 | (23,584) | 272,883 | 5,110,398 | 5,383,281 |
| 478 | 2017 BOND - EAGLE | 269,506 | 1,030,477 | (563,019) | 736,965 | 4,569,070 | 5,306,035 |
| 479 | 2018A BOND - ILS/AHS/FACIM | 4,831,591 | - | (2,935,189) | 1,896,402 | 2,915,000 | 4,811,402 |
| 800 | GIFT | 279,067 | 71,643 | (77,769) | 272,942 | 520,487 | 793,428 |
| 806 | PAYROLL LIABILITIES | 74,956 | 107,206 | (106,253) | 75,910 | - | 75,910 |
| 812 | FOUNDATION AGENCY FUND | 1,900 | 640 | - | 2,540 | - | 2,540 |
| 813 | STAFF ASSOCIATION | 6 | 2 | - | 8 | - | 8 |
| 814 | SALES TAX | 1,304 | 1,290 | (1,309) | 1,285 | - | 1,285 |
| 815 | PLAC CARD REVENUE | 38,696 | 4,030 | - | 42,726 | - | 42,726 |
| Totals | | \$ 18,981,608 | *** \$ 14,672,881 | \$ (15,928,352) | \$ 17,726,137 | \$ 29,372,438 | \$ 47,098,576 |

* Does not include Petty Cash on Hand in Fund 101 in the amount of \$6,499 and Garage Fund change in the amount of \$1,800.

** Investments include balances at Fifth Third Bank, Hoosier Fund, and Trust Indiana.

*** These amounts include adjustments to September activity that were not originally included in the September Treasurer's Report.

3 checks were voided and reprinted in September, but they were not posted to the ledger until after the September Treasurer's Report was published.

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

| <u>Chase Savings Account</u> | | | <u>Previous Month's Chase Savings Account Activity</u> | | |
|------------------------------------|-----------------------------|-------------------------------------|--|-------------------------------|---------------------------------------|
| | Balance October 31, 2018 | Interest Earned October 31, 2018 | | Balance September 30, 2018 | Interest Earned September 30, 2018 |
| Operating Fund | \$ 3,068,598 | \$ 6,330 | Operating Fund | \$ 11,062,267 | \$ 5,089 |
| Library Improvement Reserve Fd | 623 | 0 | Library Improvement Reserve Fd | 622 | 0 |
| Shared System Fund | 46,307 | 27 | Shared System Fund | 46,280 | 21 |
| Grant Fund | 439,002 | 257 | Grant Fund | 438,745 | 202 |
| Parking Garage | 305,495 | 179 | Parking Garage | 305,317 | 140 |
| Bond & Interest Redemption Fd | 539,570 | 316 | Bond & Interest Redemption Fd | 539,254 | 248 |
| Total Chase Savings Account | \$ 4,399,594 | \$ 7,110 | Total Chase Savings Account | \$ 12,392,485 | \$ 5,700 |

The average savings account rate for October was 0.69%

The average savings account rate for September was 0.56%

| <u>Fifth Third Bank Investment Account</u> | | | <u>Previous Month's Fifth Third Bank Investment Account</u> | | |
|--|-----------------------------|-------------------------------------|---|-------------------------------|---------------------------------------|
| | Balance October 31, 2018 | Interest Earned October 31, 2018 | | Balance September 30, 2018 | Interest Earned September 30, 2018 |
| Operating Fund | \$ 3,618,683 | \$ 5,529 | Operating Fund | \$ 3,613,154 | \$ 5,092 |
| Library Improvement Reserve Fd | 2,160,520 | 4,041 | Library Improvement Reserve Fd | 2,656,480 | 3,743 |
| Shared System Fund | 312,292 | 477 | Shared System Fund | 311,815 | 439 |
| Gift Fund | 520,487 | 795 | Gift Fund | 519,691 | 732 |
| Parking Garage | 204,338 | 312 | Parking Garage | 204,026 | 288 |
| Rainy Day Fund | 4,397,184 | 6,719 | Rainy Day Fund | 4,390,466 | 6,187 |
| Bond & Interest Redemption Fd | 1,040,973 | 1,591 | Bond & Interest Redemption Fd | 1,039,382 | 1,465 |
| Total Fifth Third Bank | \$ 12,254,477 | \$ 19,464 | Total Fifth Third Bank | \$ 12,735,013 | \$ 17,946 |

The average investment account rate for October was 1.87%

The average investment account rate for September was 1.69%

| <u>Hoosier Fund Account Income</u> | | | <u>Previous Month's Hoosier Fund Account Income</u> | | |
|------------------------------------|-----------------------------|-------------------------------------|---|-------------------------------|---------------------------------------|
| | Balance October 31, 2018 | Interest Earned October 31, 2018 | | Balance September 30, 2018 | Interest Earned September 30, 2018 |
| Operating Fund | \$ 1,551,660 | \$ 2,559 | Operating Fund | \$ 1,549,101 | \$ 2,288 |
| Rainy Day Fund | 173,482 | 286 | Rainy Day Fund | 173,195 | 256 |
| 2017A Brightwood Project Fund | 2,605,147 | 4,696 | 2017A Brightwood Project Fund | 2,850,450 | 7,287 |
| Total Hoosier Fund Account | \$ 4,330,288 | \$ 7,541 | Total Hoosier Fund Account | \$ 4,572,747 | \$ 9,831 |

The average Hoosier Fund account rate for October was 1.95%

The average Hoosier Fund account rate for September was 1.80%

| <u>TrustIndiana</u> | | | <u>Previous Month's TrustIndiana</u> | | |
|-----------------------------------|-----------------------------|-------------------------------------|--------------------------------------|-------------------------------|---------------------------------------|
| | Balance October 31, 2018 | Interest Earned October 31, 2018 | | Balance September 30, 2018 | Interest Earned September 30, 2018 |
| Operating Fund | \$ 12,001 | \$ 22 | Operating Fund | \$ 11,979 | \$ 20 |
| 2015 RFID Project Fund | 500,000 | - | 2015 RFID Project Fund | 750,000 | - |
| 2016 Michigan Road Project Fund | 1,840,732 | 5,124 | 2016 Michigan Road Project Fund | 2,835,609 | 7,002 |
| 2017A Brightwood Project Fund | 2,505,251 | 4,571 | 2017A Brightwood Project Fund | 2,500,681 | 681 |
| 2017B Eagle Project Fund | 4,569,070 | 9,660 | 2017B Eagle Project Fund | 5,309,410 | 9,677 |
| Bond & Interest Redemption Fd | 445,619 | 2,167 | Bond & Interest Redemption Fd | 443,453 | 1,946 |
| Total TrustIndiana Account | \$ 9,872,673 | \$ 21,542 | Total TrustIndiana Account | \$ 11,851,131 | \$ 19,326 |

The average TrustIndiana account rate for October was 2.15%

The average TrustIndiana account rate for September was 1.99%

| <u>Regions Bank</u> | | |
|-------------------------------------|-----------------------------|-------------------------------------|
| | Balance October 31, 2018 | Interest Earned October 31, 2018 |
| 2018A Multi-Project Fund 90-Day CD | \$ 1,900,000 | \$ - |
| 2018A Multi-Project Fund 270-Day CD | 1,015,000 | - |
| Total Regions Bank CDs | \$ 2,915,000 | \$ - |

90-Day CD Interest Rate is 2.15%

270-Day CD Interest Rate is 2.40%

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

| | ORIGINAL BUDGET | REVISED BUDG. | MTD | YTD | P.O. | AVAILABLE BUDG. |
|---|--------------------|-------------------|--------------|------------------|----------|--------------------|
| REVENUES | | | | | | |
| Property Taxes | | | | | | |
| 311000 PROPERTY TAX | \$12,168,828 | \$12,168,828 | \$- | \$6,614,252 | \$- | \$5,554,576 |
| Property Taxes Total | 12,168,828 | 12,168,828 | - | 6,614,252 | - | 5,554,576 |
| Intergovernmental | | | | | | |
| 335100 FINANCIAL INSTITUTION T | 89,605 | 89,605 | - | 34,176 | - | 55,429 |
| 335200 LICENSE EXCISE TAX REVE | 732,478 | 732,478 | - | 364,783 | - | 367,695 |
| 335700 COMMERCIAL VEHICLE TAX | 76,445 | 76,445 | - | 33,606 | - | 42,839 |
| 339000 IN LIEU OF PROP. TAX | 7,556 | 7,556 | - | 2,769 | - | 4,787 |
| Intergovernmental Total | 906,084 | 906,084 | - | 435,334 | - | 470,750 |
| Miscellaneous | | | | | | |
| 361000 INTEREST INCOME | 5,000 | 5,000 | 3,659 | 31,041 | - | (26,041) |
| Miscellaneous Total | 5,000 | 5,000 | 3,659 | 31,041 | - | (26,041) |
| REVENUES Total | 13,079,912 | 13,079,912 | 3,659 | 7,080,627 | - | 5,999,285 |
| EXPENSES | | | | | | |
| Other Services and Charges | | | | | | |
| 439904 BANK FEES/CREDIT CARD F | 4,750 | 4,750 | - | 2,250 | - | 2,500 |
| 438100 PRINCIPAL | 10,450,000 | 10,450,000 | - | 8,220,000 | - | 2,230,000 |
| 438200 INTEREST | 2,357,485 | 2,357,485 | - | 1,621,671 | - | 735,814 |
| Other Services and Charges Total | 12,812,235 | 12,812,235 | - | 9,843,921 | - | 2,968,314 |
| EXPENSES Total | 12,812,235 | 12,812,235 | - | 9,843,921 | - | 2,968,314 |

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

| | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|------------------------------------|------------------|------------------|----------------|------------------|----------------|------------------|
| REVENUE | | | | | | |
| MISCELLANEOUS | | | | | | |
| 361000 INTEREST INCOME | 30,000 | 30,000 | 7,005 | 58,396 | - | (28,396) |
| MISCELLANEOUS Total | 30,000 | 30,000 | 7,005 | 58,396 | - | (28,396) |
| REVENUE Total | 30,000 | 30,000 | 7,005 | 58,396 | - | (28,396) |
| EXPENSE | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 431100 LEGAL SERVICES | 75,000 | 80,468 | 45 | 10,589 | - | 69,879 |
| 431200 ENGINEERING & ARCHITECTURAL | 500,000 | 763,591 | - | 15,685 | 201,815 | 546,091 |
| 431500 CONSULTING SERVICES | 203,000 | 198,833 | - | 1,000 | - | 197,833 |
| 433100 OUTSIDE PRINTING | - | - | (2,100) | - | - | - |
| 439905 OTHER CONTRACTUAL SERVICES | 250,000 | 256,300 | - | - | - | 256,300 |
| CHARGES FOR SERVICES Total | 1,028,000 | 1,299,191 | (2,055) | 27,273 | 201,815 | 1,070,103 |
| CAPITAL | | | | | | |
| 441000 LAND | 480,000 | 1,516,885 | 1,807 | 1,038,692 | - | 478,194 |
| 443500 BUILDING | 1,040,000 | 3,115 | - | - | - | 3,115 |
| CAPITAL Total | 1,520,000 | 1,520,000 | 1,807 | 1,038,692 | - | 481,308 |
| OTHER FINANCING SRCS | | | | | | |
| 452002 TRANSFERS IN/OUT | - | - | - | (706,887) | - | 706,887 |
| OTHER FINANCING SRCS Total | - | - | - | (706,887) | - | 706,887 |
| EXPENSE Total | 2,548,000 | 2,819,191 | (249) | 359,078 | 201,815 | 2,258,298 |

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

| | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|---------------------------------------|-----------------|------------------|---------------|----------------|----------------|------------------|
| REVENUE | | | | | | |
| MISCELLANEOUS | | | | | | |
| 361000 INTEREST INCOME | 26,000 | 26,000 | 4,041 | 32,507 | - | (6,507) |
| MISCELLANEOUS Total | 26,000 | 26,000 | 4,041 | 32,507 | - | (6,507) |
| REVENUE Total | 26,000 | 26,000 | 4,041 | 32,507 | - | (6,507) |
| EXPENSE | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 431100 LEGAL SERVICES | - | - | - | - | - | - |
| 431200 ENGINEERING & ARCHITECTURAL | - | 20,000 | - | 29,720 | 4,000 | (13,720) |
| 431500 CONSULTING SERVICES | - | 8,000 | - | 3,583 | 4,418 | - |
| 436100 REP & MAINT-STRUCTURE | 250,000 | 222,000 | - | - | - | 222,000 |
| 438400 ISSUANCE COSTS | - | - | - | - | - | - |
| CHARGES FOR SERVICES Total | 250,000 | 250,000 | - | 33,303 | 8,418 | 208,280 |
| CAPITAL | | | | | | |
| 444500 BUILDING IMPRVMENTS & UPGRADES | 150,000 | 150,000 | - | - | - | 150,000 |
| 444501 COMPUTER SOFTWARE | - | 357,531 | 574 | 66,888 | 290,904 | (261) |
| 445300 CAPITAL - EQUIPMENT | - | 415,871 | 20,520 | 470,053 | 87,567 | (141,749) |
| CAPITAL Total | 150,000 | 923,402 | 21,094 | 536,942 | 378,471 | 7,990 |
| OTHER FINANCING SRCS | | | | | | |
| 452002 TRANSFERS IN/OUT | - | - | - | - | - | - |
| OTHER FINANCING SRCS Total | - | - | - | - | - | - |
| EXPENSE Total | 400,000 | 1,173,402 | 21,094 | 570,244 | 386,888 | 216,270 |

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

| | Original Budaet | Revised Budaet | MTD | YTD | P.O. | Available Budaet |
|---|--------------------|-------------------|---------------|----------------|---------------|---------------------|
| REVENUE | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 347610 PARKING REVENUE | 360,000 | 360,000 | 14,337 | 138,269 | - | 221,731 |
| 347611 EVENTS PARKING | 11,000 | 11,000 | 1,150 | 9,710 | - | 1,290 |
| CHARGES FOR SERVICES Total | 371,000 | 371,000 | 15,487 | 147,979 | - | 223,021 |
| MISCELLANEOUS | | | | | | |
| 361000 INTEREST INCOME | 2,000 | 2,000 | 491 | 3,656 | - | (1,656) |
| MISCELLANEOUS Total | 2,000 | 2,000 | 491 | 3,656 | - | (1,656) |
| REVENUE Total | 373,000 | 373,000 | 15,978 | 151,635 | - | 221,365 |
| EXPENSE | | | | | | |
| SUPPLIES | | | | | | |
| 421200 PRINTER SUPPLIES | 2,500 | 2,500 | - | 1,741 | - | 759 |
| 421500 OFFICE SUPPLIES - FAC/PURCH | 3,384 | 3,384 | 612 | 3,356 | - | 28 |
| 422310 CLEANING & SANITATION | - | - | - | 21 | - | (21) |
| SUPPLIES Total | 5,884 | 5,884 | 612 | 5,119 | - | 766 |
| OTHER SERVICES AND CHARGES | | | | | | |
| 431100 LEGAL SERVICES | - | - | - | 1,553 | - | (1,553) |
| 431501 PARKING GARAGE CONTRACTUAL | 12,000 | 12,000 | 2,000 | 10,000 | - | 2,000 |
| 432400 DATA COMMUNICATIONS | 4,320 | 4,320 | 712 | 3,576 | - | 744 |
| 434201 EXCESS LIABILITY | 5,280 | 5,280 | 880 | 4,400 | - | 880 |
| 436100 REP & MAINT-STRUCTURE | 5,525 | 5,525 | - | 35,808 | 2,658 | (32,941) |
| 436110 CLEANING SERVICES | - | - | - | 10,156 | - | (10,156) |
| 436200 REP & MAINT-EQUIPMENT | 10,000 | 10,000 | - | 2,659 | - | 7,341 |
| 439904 BANK FEES/CREDIT CARD FEES | 8,000 | 8,000 | 596 | 6,697 | - | 1,303 |
| 439905 OTHER CONTRACTUAL SERVICES | 50,760 | 50,760 | 9,090 | 41,089 | - | 9,671 |
| OTHER SERVICES AND CHARGES Total | 95,885 | 95,885 | 13,278 | 115,938 | 31,101 | (22,711) |
| EXPENSE Total | 101,769 | 101,769 | 13,891 | 121,056 | 31,101 | (21,945) |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of October 31, 2018

Construction Fund Cash Balances - Does Not Include Retainage Withheld

| | |
|--|-----------------------------|
| Fund 474 - Restricted - E. Washington, Southport, Warren | 2,491.45 |
| Fund 475 - Restricted - RFID Project | 622,697.97 |
| Fund 476 - Restricted - Michigan Road Project | 2,467,834.15 |
| Fund 477 - Restricted - Brightwood Project | 5,383,280.86 |
| Fund 478 - Restricted - Eagle Project | 5,163,958.45 |
| Fund 479 - Restricted - Multiple Projects | 4,811,401.65 |
| Fund 472 - Construction/Foundation | 62,006.01 |
| Total Construction Fund Cash Balances | <u>18,513,670.54</u> |

Construction Fund Classification Breakdown

| | |
|--|-----------------------------|
| Fund 474 - Restricted - E. Washington, Southport, Warren | 2,491.45 |
| Fund 475 - Restricted - RFID Project | 622,697.97 |
| Fund 476 - Restricted - Michigan Road Project | 2,467,834.15 |
| Fund 477 - Restricted - Brightwood Project | 5,383,280.86 |
| Fund 478 - Restricted - Eagle Project | 5,163,958.45 |
| Fund 479 - Restricted - Multiple Projects | 4,811,401.65 |
| Fund 472 - Construction/Foundation - Assigned - Central | 62,006.01 |
| Total Construction Fund Breakdown | <u>18,513,670.54</u> |

Summary of Classifications

| | |
|-------------------------------------|-----------------------------|
| Total Restricted | 18,451,664.53 |
| Total Assigned | 62,006.01 |
| Total of All Classifications | <u>18,513,670.54</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 474 - Restricted - E. Washington, Southport, Warren | 5,053,406.80 | 0.00 | 11,100.00 | 5,050,915.35 | 2,491.45 | 0.00 |
| Fund 475 - Restricted - RFID Project | 2,000,000.00 | 94,981.94 | 631,719.58 | 1,377,302.03 | 129,444.88 | 493,253.09 |
| Fund 476 - Restricted - Michigan Road Project | 7,705,732.48 | 501,862.81 | 4,488,447.25 | 5,237,898.33 | 2,098,517.16 | 369,316.99 |
| Fund 477 - Restricted - Brightwood Project | 6,055,397.73 | 24,083.54 | 508,114.12 | 672,116.87 | 201,311.25 | 5,181,969.61 |
| Fund 478 - Restricted - Eagle Project | 7,785,697.27 | 313,705.52 | 2,538,033.23 | 2,621,738.82 | 3,720,835.07 | 1,443,123.38 |
| Fund 479 - Restricted - Multiple Projects | 5,030,000.00 | 20,188.90 | 188,598.35 | 188,598.35 | 489,031.00 | 4,352,370.65 |
| Major Repairs & Maintenance | 3,454,070.94 | 0.00 | 54,677.00 | 3,392,064.93 | 16,358.90 | 45,647.11 |
| Central Technology | 6,851,898.93 | 0.00 | 15,967.76 | 6,851,898.93 | 0.00 | 0.00 |
| Total Expenditures | <u>43,936,204.15</u> | <u>954,822.71</u> | <u>8,436,657.29</u> | <u>25,392,533.61</u> | <u>6,657,989.71</u> | <u>11,885,680.83</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 | 774.21 | 15,270.69 | 0.00 |
| ** Estimated Future Interest Earnings - Fund 474 | 24,106.15 | 0.00 | 0.00 | 24,106.15 | 0.00 |
| ** Estimated Future Interest Earnings - Fund 476 | 140,732.48 | 5,123.70 | 75,049.08 | 140,732.48 | 0.00 |
| ** Estimated Future Interest Earnings - Fund 477 | 110,397.73 | 9,266.84 | 72,230.10 | 110,397.73 | 0.00 |
| ** Estimated Future Interest Earnings - Fund 478 | 69,069.72 | 9,659.82 | 69,069.72 | 69,069.72 | 0.00 |
| ** Estimated Future Interest Earnings - Fund 479 | 30,000.00 | 0.00 | 0.00 | 0.00 | 30,000.00 |

* 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 26, 2018

From: Finance Committee

Approved by the
Library Board:

Effective Date: November 26, 2018

Subject: Resolution 44-2018 – Transfers Between Classifications and Accounts

Recommendation: Library staff recommends Board approval of the transfers.

Background: The transfer in the Operating Fund is to cover the purchase of Prowise equipment for the Learning Curve.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2018 as the funds are moving from one account to another.



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 44-2018
TRANSFERS BETWEEN CLASSIFICATIONS AND ACCOUNTS
November 26, 2018**

WHEREAS, certain conditions have developed since the Adoption of the 2018 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: | | | |
| 2. SUPPLIES | 10101403-421700 | OFFICE SUPPLIES | <u>\$ (7,200.00)</u> |
| Increase | | | |
| TO: | | | |
| 4. CAPITAL | 10101403-445300 | CAPITAL EQUIPMENT | <u>\$ 7,200.00</u> |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 45-2018

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

RESOLVED, that Resolution 46-2017 approved by this Board of Trustees (“Board”) on November 27, 2017 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 2019 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 2019 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 salary.

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, and Christmas Day and are all designated paid holidays for Library employees. 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 2019, employees enrolled in CDHP Option 1 and have a health savings account will receive a one-time library contribution of \$400.00 for employee only coverage and \$800.00 for employee/spouse, employee/children or family coverage. For 2019, employees enrolled in CDHP Option 2 and have a health savings account will receive a one-time library contribution of \$900.00 for employee only coverage and \$1800.00 for employee/spouse, employee/children or family coverage. Part-time employees will receive a pro-rated contribution.

In addition, a refund from Anthem will be passed back to staff as an additional HSA contribution to be deposited in the first pay period of 2019.

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 2019 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
2018 PAY STRUCTURE**

| Job Title | FLSA | Pay Grade | Min | Mid | Max |
|---|----------|-------------|------------------|------------------|------------------|
| EXECUTIVE POSITIONS | | | | | |
| Chief Executive Officer | E | 0501 | \$ 115,112 | \$ 141,588 | \$ 168,064 |
| Chief Financial Officer | E | 0500 | \$ 80,833 | \$ 99,425 | \$ 118,016 |
| Dir., Collection Management | E | 0500 | \$ 80,833 | \$ 99,425 | \$ 118,016 |
| Dir., Communications | E | 0500 | \$ 80,833 | \$ 99,425 | \$ 118,016 |
| Dir., Facilities | E | 0500 | \$ 80,833 | \$ 99,425 | \$ 118,016 |
| Dir., Human Resources | E | 0500 | \$ 80,833 | \$ 99,425 | \$ 118,016 |
| Dir., Information Technology | E | 0500 | \$ 80,833 | \$ 99,425 | \$ 118,016 |
| Dir., Public Services | E | 0500 | \$ 80,833 | \$ 99,425 | \$ 118,016 |
| EXEMPT POSITIONS | | | | | |
| Area Resource Manager | E | 0303 | \$ 57,907 | \$ 73,541 | \$ 89,176 |
| Controller | E | 0303 | \$ 57,907 | \$ 73,541 | \$ 89,176 |
| Mgr., Facilities Projects | E | 0303 | \$ 57,907 | \$ 73,541 | \$ 89,176 |
| Mgr., Organizational Learning and Development | E | 0303 | \$ 57,907 | \$ 73,541 | \$ 89,176 |
| Mgr., Systems and Network Infrastructure | E | 0303 | \$ 57,907 | \$ 73,541 | \$ 89,176 |
| Mgr., Accounting | E | 0302 | \$ 54,118 | \$ 68,730 | \$ 83,341 |
| Mgr., Acquisitions | E | 0302 | \$ 54,118 | \$ 68,730 | \$ 83,341 |
| Mgr., Data & Web Services | E | 0302 | \$ 54,118 | \$ 68,730 | \$ 83,341 |
| Mgr., Cataloging and Metadata | E | 0302 | \$ 54,118 | \$ 68,730 | \$ 83,341 |
| Mgr., PC & Communications | E | 0302 | \$ 54,118 | \$ 68,730 | \$ 83,341 |
| Mgr., Program Development | E | 0302 | \$ 54,118 | \$ 68,730 | \$ 83,341 |
| Database Administrator | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Diversity & Inclusion Officer | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| ILS Project Manager | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Buildings & Grounds | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Digital Projects | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Events | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Outreach | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Payroll | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Regional Branch | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Shared Systems | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Mgr., Support Programs & Volunteer Resources | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Strategic Planning & Assessment Officer | E | 0301 | \$ 50,578 | \$ 64,233 | \$ 77,889 |
| Accountant | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Budget Analyst | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Business Analyst | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Collection Development Librarian | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Digital Marketing Specialist | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Digital Projects Coordinator | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Electronic Resources Librarian | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Human Resources Generalist | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Indy Library Store Coordinator | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| LAN Administrator | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Media Specialist | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Mgr., Central Adult Services | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Mgr., Central Services | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Mgr., Community Branch | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Mgr., Learning Curve | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Mgr., Neighborhood Branch | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Mgr., Processing | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Network Systems Analyst | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| PC/LAN Specialist | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Program Specialist | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Public Relations Specialist | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Safety and Security Officer | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Special Collections Librarian | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Venue Coordinator | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Volunteer Resource Specialist | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| Web Developer | E | 0300 | \$ 47,476 | \$ 60,134 | \$ 72,793 |
| NON-EXEMPT POSITIONS | | | | | |
| Facilities Technical Assistant | NE | 0111 | \$ 42,069 | \$ 53,428 | \$ 64,786 |
| Membership Access Coordinator | NE | 0111 | \$ 42,069 | \$ 53,428 | \$ 64,786 |
| Supervisor Librarian | NE | 0111 | \$ 42,069 | \$ 53,428 | \$ 64,786 |

| | | | | | |
|--|----|------|-----------|-----------|-----------|
| Supervisor Librarian-Computer Instruction | NE | 0111 | \$ 42,069 | \$ 53,428 | \$ 64,786 |
| Supervisor, Learning Curve | NE | 0111 | \$ 42,069 | \$ 53,428 | \$ 64,786 |
| Web Content Specialist | NE | 0111 | \$ 42,069 | \$ 53,428 | \$ 64,786 |
| Cataloger | NE | 0110 | \$ 39,687 | \$ 50,403 | \$ 61,118 |
| Circulation Supervisor II | NE | 0110 | \$ 39,687 | \$ 50,403 | \$ 61,118 |
| Executive Assistant | NE | 0110 | \$ 39,687 | \$ 50,403 | \$ 61,118 |
| Metadata Specialist | NE | 0110 | \$ 39,687 | \$ 50,403 | \$ 61,118 |
| Supervisor, Building Systems | NE | 0110 | \$ 39,687 | \$ 50,403 | \$ 61,118 |
| Supervisor, Shipping and Receiving | NE | 0110 | \$ 39,687 | \$ 50,403 | \$ 61,118 |
| Project and Grant Specialist | NE | 0109 | \$ 38,273 | \$ 48,225 | \$ 58,176 |
| Project Coordinator | NE | 0109 | \$ 38,273 | \$ 48,225 | \$ 58,176 |
| Circulation Supervisor I | NE | 0108 | \$ 37,441 | \$ 47,550 | \$ 57,660 |
| Public Services Librarian | NE | 0108 | \$ 37,441 | \$ 47,550 | \$ 57,660 |
| Hourly Public Services Librarian | NE | 0108 | \$ 37,441 | \$ 47,550 | \$ 57,660 |
| Purchasing Agent | NE | 0108 | \$ 37,441 | \$ 47,550 | \$ 57,660 |
| Auditorium Technician | NE | 0106 | \$ 34,794 | \$ 43,841 | \$ 52,887 |
| Hourly Auditorium Technician | NE | 0106 | \$ 34,794 | \$ 43,841 | \$ 52,887 |
| Artist-in-Residence | NE | 0106 | \$ 34,794 | \$ 43,841 | \$ 52,887 |
| Network PC Technician | NE | 0106 | \$ 34,794 | \$ 43,841 | \$ 52,887 |
| Technical Support Assistant | NE | 0106 | \$ 34,794 | \$ 43,841 | \$ 52,887 |
| Payroll Specialist | NE | 0106 | \$ 34,794 | \$ 43,841 | \$ 52,887 |
| Activity Guide | NE | 0105 | \$ 31,921 | \$ 40,221 | \$ 48,520 |
| Hourly Activity Guide | NE | 0105 | \$ 31,921 | \$ 40,221 | \$ 48,520 |
| Administrative Assistant | NE | 0105 | \$ 31,921 | \$ 40,221 | \$ 48,520 |
| Indy Library Store Assistant Coordinator | NE | 0105 | \$ 31,921 | \$ 40,221 | \$ 48,520 |
| Public Services Associate II | NE | 0105 | \$ 31,921 | \$ 40,221 | \$ 48,520 |
| Public Services Associate II - Outreach | NE | 0105 | \$ 31,921 | \$ 40,221 | \$ 48,520 |
| Serials Specialist | NE | 0105 | \$ 31,921 | \$ 40,221 | \$ 48,520 |
| Accounts Payable Assistant | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Accounts Receivable Clerk | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Security and Maintenance Dispatcher | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Hourly Security and Maintenance Dispatcher | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Cataloging Assistant | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Hourly Library Store Online Bookseller | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Lead Office Assistant | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Library Assistant III | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Order Specialist | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Hourly Public Services Associate I | NE | 0104 | \$ 29,285 | \$ 36,900 | \$ 44,514 |
| Bookmobile Driver/Clerk | NE | 0103 | \$27,040 | \$ 33,853 | \$ 40,839 |
| Hourly Bookmobile Driver/Clerk | NE | 0103 | \$27,040 | \$ 33,853 | \$ 40,839 |
| Computer Lab Assistant II | NE | 0103 | \$27,040 | \$ 33,853 | \$ 40,839 |
| Hourly Computer Lab Assistant II | NE | 0103 | \$27,040 | \$ 33,853 | \$ 40,839 |
| Processing Assistant | NE | 0103 | \$27,040 | \$ 33,853 | \$ 40,839 |
| Hourly Processing Assistant | NE | 0103 | \$27,040 | \$ 33,853 | \$ 40,839 |
| Team Member | NE | 0103 | \$27,040 | \$ 33,853 | \$ 40,839 |
| Computer Lab Assistant I | NE | 0102 | \$ 25,792 | \$ 31,058 | \$ 37,467 |
| Hourly Computer Lab Assistant I | NE | 0102 | \$ 25,792 | \$ 31,058 | \$ 37,467 |
| Hourly Events Assistant | NE | 0102 | \$ 25,792 | \$ 31,058 | \$ 37,467 |
| Library Assistant II | NE | 0102 | \$ 25,792 | \$ 31,058 | \$ 37,467 |
| Library Assistant II - Outreach | NE | 0102 | \$ 25,792 | \$ 31,058 | \$ 37,467 |
| Hourly Library Assistant II | NE | 0102 | \$ 25,792 | \$ 31,058 | \$ 37,467 |
| Receptionist | NE | 0102 | \$ 25,792 | \$ 31,058 | \$ 37,467 |
| Inter-Library Loan Assistant | NE | 0101 | \$23,920 | \$ 28,493 | \$ 34,373 |
| Library Assistant I | NE | 0101 | \$23,920 | \$ 28,493 | \$ 34,373 |
| Hourly Library Assistant I | NE | 0101 | \$23,920 | \$ 28,493 | \$ 34,373 |
| Office Assistant | NE | 0101 | \$23,920 | \$ 28,493 | \$ 34,373 |
| Hourly Office Assistant I | NE | 0101 | \$23,920 | \$ 28,493 | \$ 34,373 |
| Processing Unpacking Assistant | NE | 0101 | \$23,920 | \$ 28,493 | \$ 34,373 |
| Hourly Summer Reading Clerk | NE | 0100 | \$ 19,033 | \$ 23,982 | \$ 28,931 |
| Page | NE | 0100 | \$ 19,033 | \$ 23,982 | \$ 28,931 |

To: **IndyPL Board** **Meeting Date:** **November 26, 2018**
Facilities Committee

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

Subject: **Michigan Road Branch Construction Progress for October 2018**

The Project has reached milestones with the installation of ceiling grid, light fixtures, diffusers and HVAC mechanical systems. The Project is moving towards completion, and the work by IndyPL Staff continues to prepare the building for public services:

- Public Services are working to plan the Opening Celebration Event for December 15, 2018. The doors will open at 10:00, the ribbon cutting at 11:00, with tours and activities until 2:00.
- CMSA is organizing the collections and move activities. This involves ordering materials, scheduling deliveries, planning the collection layout on the shelves, and coordination with the library moving vendor. IndyPL will take possession of the building on November 28, 2018.
- Volunteer Services is working to engage large groups of corporate volunteers in the unpacking and shelving efforts at the new Branch.
- IT has completed working with AT&T for the wide-area network.



Project Site on October 23, 2018
View of the entrance with curbs and planters installed.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: November 26, 2018



Project Site on October 23, 2018
New Study Rooms on the north side of the building.



Project Site on November 6, 2018
View of the Children's Area with the window seats and light fixtures.

Facilities Briefing Report

To: Facilities Committee, Item 8a

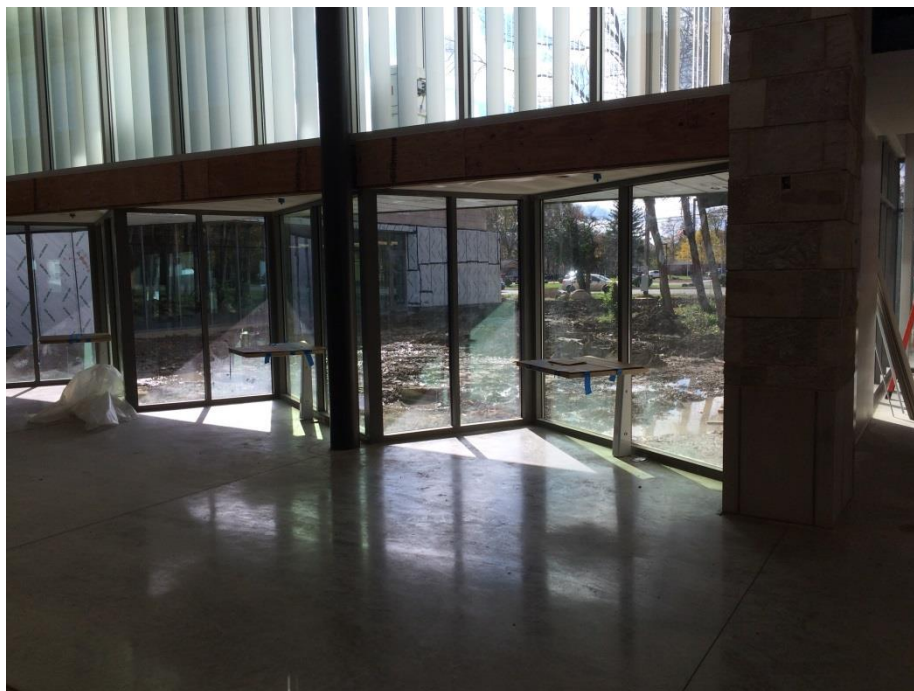
From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: November 26, 2018



Project Site on November 6, 2018
View of the Concourse with the installation of the window film.



Project Site on November 6, 2018
View of the Concourse with the Saw Tooth Area and view to Michigan Road.
The tables made from wood harvested on site have been installed.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: November 26, 2018



Project Site on November 6, 2018
Installation of the metal panels on the east elevation.

Construction Schedule Update

| | |
|--------------------------|-------------------|
| Install library shelving | November 19, 2018 |
| Substantial Completion | November 28, 2018 |

Move In Schedule Update

| | |
|--------------------------------|-------------------|
| Complete installation of WAN | November 26, 2018 |
| Begin shelving the collections | November 28, 2018 |
| Furniture deliveries begin | November 29, 2018 |
| Opening celebration event | December 15, 2018 |

Summary Construction Budget Update

| | |
|---|---------------------|
| Project funded by the 2016 Construction Bond (Fund 476) | |
| Construction Contingency | \$549,000.00 |
| <u>Expenses to Contingency</u> | <u>\$272,286.80</u> |
| Remaining Contingency | \$276,713.20 |
| Percent Remaining Contingency | 50.4% |



Board Briefing Report

8b

To: IndyPL Board
Facilities Committee

Meeting Date: November 26, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Eagle Branch Construction Progress for October 2018

Major milestone work completed in October includes completion of the under-slab electrical and plumbing work and preparation for the installation of the interior concrete slab. The concrete slab was installed on November 3 and 8, 2018.



Project Site on October 31, 2018
View looking east with concrete slab stone base and electrical rough-ins in process.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: November 26, 2018



Project Site on November 3, 2018

View inside looking west showing the new concrete slab prior to finishing.



Project Site on November 3, 2018

View inside looking east showing the new concrete slab after finishing. The diagonal steel bracing shown will be concealed in the walls.

Facilities Briefing Report

To: Facilities Committee, Item 8b
From: Sharon Smith, Facilities Director
Re: Eagle Branch Construction Progress
Date: November 26, 2018



Project Site on October 17, 2018
View of the entrance drive with new curbs.
Approximately 80% of the site concrete has been installed.

Construction Schedule Update

| | |
|-----------------------------|-------------------|
| Interior Concrete Slab | November 8, 2018 |
| Begin interior wall framing | November 12, 2018 |
| Substantial Completion | April 19, 2019 |

Summary Construction Budget Update

| | |
|--|------------------|
| Project funded by the 2017B Construction Bond (Fund 478) | |
| Construction Contingency | \$619,472 |
| <u>Expenses to Contingency</u> | <u>\$103,341</u> |
| Remaining Contingency | \$516,131 |
| Percent Remaining Contingency | 83.3% |



Board Briefing Report

8c

To: **IndyPL Board** **Meeting Date:** **November 26, 2018**
Facilities Committee

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

Subject: **Update on Past and Current XBE Participation in the Strategic Plan Implementation Projects October 2018**

The data below includes the Southport, Warren, East Washington, Michigan Road, Eagle and Brightwood Branch Projects through October 31, 2018.

The Design Teams category includes the architects and their design consultants.

The Consultants category includes IndyPL contracted survey, environmental, geotechnical, legal, commissioning, real estate, moving, storm water inspections, and construction materials testing.

The Construction category includes the contractors and their sub-contractors.

The Fixtures, Furniture and Equipment Vendors category includes furniture, shelving, signage, cameras, call-a-story, collection gates and AV equipment.

| | Design Teams | Consultants | Construction | FFE Vendors | Totals |
|----------------|--------------|-------------|---------------|--------------|---------------|
| Contract Value | \$ 2,202,165 | \$ 712,111 | \$ 19,629,050 | \$ 1,114,315 | \$ 23,657,641 |
| MBE Value | \$ 206,450 | \$ 346,822 | \$ 2,739,642 | \$ 211,831 | \$ 3,467,695 |
| MBE % | 9.4% | 48.7% | 14.0% | 19.0% | 14.8% |
| WBE Value | \$ 60,000 | \$ 30,200 | \$ 570,163 | \$ 391,352 | \$ 1,051,715 |
| WBE % | 2.7% | 4.2% | 2.9% | 35.1% | 4.4% |
| VBE Value | \$ 233,000 | \$ 0 | \$ 267,960 | \$ 0 | \$ 500,960 |
| VBE % | 10.6% | 0% | 1.4% | 0% | 2.1% |
| XBE Value | \$ 499,450 | \$ 377,023 | \$ 3,577,765 | \$ 603,183 | \$ 5,057,420 |
| XBE % | 22.7% | 52.9% | 18.2% | 54.1% | 21.3% |



Board Action Request

8d

To: IMCPL Board

Meeting Date: November 26, 2018

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: **Resolution 46-2018**
Approval to Award an Architectural Design Services Contract for the
Glendale Branch Project

Recommendation:

The Library Facilities Committee recommends Board approval of the attached action (**Resolution 46 – 2018**) Approval to Award an Architectural Design Services Contract for the Glendale Branch Project to **krM Architecture+**, Indianapolis, Indiana.

Background:

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. Indy PL has sought Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective and exemplary professional services to IndyPL for the projects. The Vendor shall have the following qualifications:

- Proven capabilities in the design of public library or similar facilities.
- Proven capabilities in the design of facilities in Indianapolis mixed-use areas.
- Demonstrated track record working with community and neighborhood associations.
- Proven expertise in the design of energy and resource conservation practices for buildings and sites.
- Demonstrated track record in overall client satisfaction.
- Demonstrated track record in completing projects on time and on budget.
- Appropriate resources to satisfy the requirements of the Project.
- Licensed as an architect by the State of Indiana.
- Registered with the Indiana Secretary of State to do business in Indiana.

In accordance with Section 123.3 of the IndyPL Policy Manual, selection of a Vendor will be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured.

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 46 - 2018 Approval to Award an Architectural Design Services Contract for the Glendale Branch Project

Date: November 26, 2018

IndyPL staff used the Request for Qualifications (“RFQ”) process pursuant to IC § 5-16-11.1 to solicit Statements of Qualifications (“SOQ”) from Vendors for the Services. Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the Board.

To secure the needed services, a RFQ was prepared and issued on October 4, 2018. IndyPL staff utilized the City’s Department of Minority & Women Business Development website to identify certified Vendors capable of providing the Services.

Fifty-four (54) known Vendors were contacted, business development organizations were contacted, public notices were placed in the newspapers on October 5 and 12, 2018, and the RFQ was posted to the IndyPL website. A pre-SOQ conference was held for all prospective Vendors on October 11, 2018, with twenty-one (21) Vendors in attendance.

The Library received SOQs from Thirteen (13) Vendors by the deadline of October 25, 2018. On the next page is a tabulation sheet of the received SOQs.

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 46 - 2018 Approval to Award an Architectural Design Services Contract for the Glendale Branch Project

Date: November 26, 2018

| Vendor | Selected for Discussion | Receive Addenda 1 and 2 | Introduction and Cover Letter | Vendor Qualification Sheet | Company Profile | Vendor Experiences | Company References | Conflicts of Interest and Claims | Financial Documentation | Range of Fee | 1 Original, 7Copies, 1 PDF |
|--|-------------------------|-------------------------|-------------------------------|----------------------------|-----------------|--------------------|--------------------|----------------------------------|-------------------------|--------------|----------------------------|
| arcDESIGN with w/Purpose | X | X | X | X | X | X | X | X | X | X | X |
| AXIS Architecture with Guidon | | X | X | X | X | X | X | X | X | X | X |
| Blackline with DORIS | | X | X | X | X | X | X | X | X | X | X |
| Cripe with RATIO | | X | X | X | X | X | X | X | X | X | X |
| Guidon Design with krM and Engaging Solutions | | X | X | X | X | X | X | X | X | X | X |
| Halstead Architects | | X | X | X | X | X | X | X | X | X | X |
| HCO-OMS | | X | X | X | X | X | X | X | X | X | X |
| krM Architecture with RLR | X | X | X | X | X | X | X | X | X | X | X |
| Meticulous Design with CORE | | X | X | X | X | X | X | X | - | X | X |
| R&B Architects with Gould Evans | | X | X | X | X | X | X | X | X | X | X |
| Rowland Design with Tappe' | X | X | X | X | X | X | X | X | X | X | X |
| Schmidt Associates | X | X | X | X | X | X | X | X | X | X | X |
| Synthesis Incorporated with Kimberly Bolan and Associates and Engaging Solutions | | X | X | X | X | X | X | X | X | X | X |

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 46 - 2018 Approval to Award an Architectural Design Services Contract for the Glendale Branch Project

Date: November 26, 2018

The IndyPL SOQ Evaluation Committee, consisting of the Branch Manager, an Area Resource Manager, an IndyPL Board Member, the CEO, the Director of Public Services, and the Director of Facilities, reviewed all qualifications received, had discussions with four (4) selected Vendors on November 5, 2108, checked references, reviewed financial information, and reported the results to the Facilities Committee at its November 13, 2018 meeting.

The selection of the Vendor was based upon the criteria established in the RFQ. The criteria include:

- Expertise in the design of public libraries or similar facilities.
- Expertise in the design of facilities in Indianapolis mixed-use areas.
- Expertise in working with community and neighborhood associations.
- Expertise in the design of energy and resource conservation practices.
- Satisfaction level of current and former customers of Vendor.
- Experience in completing projects on time and on budget.
- Adequacy of the resources and financial stability of the Vendor.
- Proposed range of fees.
- Other criteria deemed relevant by IndyPL.

After completing their review, the SOQ Evaluation Committee proposes the Facilities Committee recommend **krM Architecture+** be awarded the contract as the Vendor that best meets the criteria as defined in the Request for Qualifications. The team proposed by krM Architecture+ includes RLR Associates (MBE) for place branding and community engagement, Guidon (VBE) for structural and sustainable engineering, Heapy Engineering for mechanical engineering, and Shrewsberry (MBE) for civil and landscape design services.

Fiscal Impact:

krM Architecture+ will complete these Services on a negotiated lump-sum basis for a fee consistent with the RFQ and the SOQ. The expense for the Services will be charged to the Rainy Day Fund (Fund 245) during the planning and design phases. Once the Series 2021 Bond Fund sale is completed, the Rainy Day Fund will be replenished and all expenses for the Project will be charged to the Series 2021 Bond Fund (Fund number to be determined.)



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 46 – 2018

APPROVAL TO AWARD AN ARCHITECTURAL DESIGN SERVICES CONTRACT FOR THE GLENDALE BRANCH PROJECT

NOVEMBER 26, 2018

WHEREAS, in support of the Strategic Plan, Architectural Design Services are required by the Indianapolis-Marion County Public Library (“IndyPL”) during the planning, design, and construction stages of the branch improvements and capital projects outlined in the Strategic Plan; and

WHEREAS, IndyPL issued a Request for Qualifications (RFQ) on October 4, 2018, seeking Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional Architectural Design Services for the Glendale Branch project; and

WHEREAS, IndyPL received thirteen (13) Statements of Qualifications (SOQs) to the RFQ by the submission deadline of October 25, 2018 from qualified Vendors; and

WHEREAS, IndyPL has reviewed the responses, had discussions with four (4) selected Vendors, investigated references, and reviewed financial information from the submitting Vendors; and

WHEREAS, IndyPL has determined that **krM Architecture+**, Indianapolis, Indiana is the Vendor that best meets the criteria as outlined in the RFQ, and recommends IndyPL award the contract to **krM Architecture+**.

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a contract with **krM Architecture+** for Architectural Design Services for the Glendale Branch Library, substantially in the form of the terms and conditions included in the RFQ and the SOQ and as the Chief Executive Officer deems necessary or advisable based on the recommendation of IndyPL’s legal counsel.



Board Action Request

8e

To: IMCPL Board

Meeting Date: November 26, 2018

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: **Resolution 47-2018**
Approval to Award an Architectural Design Services Contract for the
Lawrence Branch Project

Recommendation:

The IndyPL Facilities Committee recommends Board approval of the attached action (**Resolution 47 – 2018**) Approval to Award an Architectural Design Services Contract for the Lawrence Branch Project to **Rowland Design**, Indianapolis, Indiana.

Background:

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. Indy PL has sought Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective and exemplary professional services to IndyPL for the projects. The Vendor shall have the following qualifications:

- Proven capabilities in the design of public library or similar facilities.
- Proven capabilities in the design of facilities in Indianapolis mixed-use areas.
- Demonstrated track record working with community and neighborhood associations.
- Proven expertise in the design of energy and resource conservation practices for buildings and sites.
- Demonstrated track record in overall client satisfaction.
- Demonstrated track record in completing projects on time and on budget.
- Appropriate resources to satisfy the requirements of the Project.
- Licensed as an architect by the State of Indiana.
- Registered with the Indiana Secretary of State to do business in Indiana.

In accordance with Section 123.3 of the IndyPL Policy Manual, selection of a Vendor will be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured.

Board Action Request

RE: Facilities Committee, Item 8e

Resolution 47 - 2018 Approval to Award an Architectural Design Services Contract for the Lawrence Branch Project

Date: November 26, 2018

IndyPL staff used the Request for Qualifications (“RFQ”) process pursuant to IC § 5-16-11.1 to solicit Statements of Qualifications (“SOQ”) from Vendors for the Services. Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the Board.

To secure the needed services, a RFQ was prepared and issued on October 4, 2018. IndyPL staff utilized the City’s Department of Minority & Women Business Development website to identify certified Vendors capable of providing the Services.

Fifty-four (54) known Vendors were contacted, business development organizations were contacted, public notices were placed in the newspapers on October 5 and 12, 2018, and the RFQ was posted to the IndyPL website. A pre-SOQ conference was held for all prospective Vendors on October 11, 2018, with twenty-one (21) Vendors in attendance.

The Library received SOQs from Six (6) Vendors by the deadline of October 25, 2018. A tabulation sheet of the received SOQs is included below.

| Vendor | Selected for Discussion | Receive Addenda 1 and 2 | Introduction and Cover Letter | Vendor Qualification Sheet | Company Profile | Vendor Experiences | Company References | Conflicts of Interest and Claims | Financial Documentation | Range of Fee | 1 Original, 7Copies, 1 PDF |
|--|-------------------------|-------------------------|-------------------------------|----------------------------|-----------------|--------------------|--------------------|----------------------------------|-------------------------|--------------|----------------------------|
| Curran Architecture with McGee Design House | X | X | X | X | X | X | X | X | X | X | X |
| Halstead Architects | | X | X | X | X | X | X | X | X | X | X |
| HCO-OMS | | X | X | X | X | X | X | X | X | X | X |
| R&B Architects with Gould Evans, FourPoint and Wurster | X | X | X | X | X | X | X | X | X | X | X |
| Rowland Design with Tappe’ | X | X | X | X | X | X | X | X | X | X | X |
| Synthesis Incorporated with Kimberly Bolan and Associates and Engaging Solutions | | X | X | X | X | X | X | X | X | X | X |

Board Action Request

RE: Facilities Committee, Item 8e

Resolution 47 - 2018 Approval to Award an Architectural Design Services Contract for the Lawrence Branch Project

Date: November 26, 2018

The IndyPL SOQ Evaluation Committee, consisting of the Branch Manager, an Area Resource Manager, an IndyPL Board Member, the CEO, the Director of Public Services, and the Director of Facilities, reviewed all qualifications received, had discussions with three (3) selected Vendors on November 8, 2108, checked references, reviewed financial information, and reported the results to the Facilities Committee at its November 13, 2018 meeting.

The selection of the Vendor was based upon the criteria established in the RFQ. The criteria include:

- Expertise in the design of public libraries or similar facilities.
- Expertise in the design of facilities in Indianapolis mixed-use areas.
- Expertise in working with community and neighborhood associations.
- Expertise in the design of energy and resource conservation practices.
- Satisfaction level of current and former customers of Vendor.
- Experience in completing projects on time and on budget.
- Adequacy of the resources and financial stability of the Vendor.
- Proposed range of fees.
- Other criteria deemed relevant by IndyPL.

After completing their review, the SOQ Evaluation Committee proposes the Facilities Committee recommends **Rowland Design** be awarded the contract as the Vendor that best meets the criteria as defined in the Request for Qualifications. The team proposed by Rowland Design (WBE) includes Tappe' Architects for library planning and community engagement, CE Solutions for structural engineering, R.E. Dimond for mechanical engineering, Cripe (MBE) for civil engineering, and Landstory (WBE) for civil and landscape design services.

Fiscal Impact:

Rowland Design will complete these Services on a negotiated lump-sum basis for a fee consistent with the RFQ and the SOQ. The expense for the Services will be charged to the Rainy Day Fund (Fund 245) during the planning and design phases. Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and all expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number to be determined.)



Board Resolution

8e

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 47 – 2018

APPROVAL TO AWARD AN ARCHITECTURAL DESIGN SERVICES CONTRACT FOR THE LAWRENCE BRANCH PROJECT

NOVEMBER 26, 2018

WHEREAS, in support of the Strategic Plan, Architectural Design Services are required by the Indianapolis-Marion County Public Library (“IndyPL”) during the planning, design, and construction stages of the branch improvements and capital projects outlined in the Strategic Plan; and

WHEREAS, IndyPL issued a Request for Qualifications (RFQ) on October 4, 2018, seeking Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional Architectural Design Services for the Lawrence Branch project; and

WHEREAS, IndyPL received six (6) Statements of Qualifications (SOQs) to the RFQ by the submission deadline of October 25, 2018 from qualified Vendors; and

WHEREAS, IndyPL has reviewed the responses, had discussions with three (3) selected Vendors, investigated references, and reviewed financial information from the submitting Vendors; and

WHEREAS, IndyPL has determined that **Rowland Design**, Indianapolis, Indiana is the Vendor that best meets the criteria as outlined in the RFQ, and recommends IndyPL award the contract to **Rowland Design**.

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a contract with **Rowland Design** for Architectural Design Services for the Lawrence Branch Library, substantially in the form of the terms and conditions included in the RFQ and the SOQ and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.



Board Action Request

8f

To: IMCPL Board

Meeting Date: November 26, 2018

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: **Resolution 48-2018**
Approval to Award an Architectural Design Services Contract for the Wayne Branch Project

Recommendation:

The IndyPL Facilities Committee recommends Board approval of the attached action (**Resolution 48 – 2018**) Approval to Award an Architectural Design Services Contract for the Wayne Branch Project to **R&B Architects**, Indianapolis, Indiana.

Background:

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. Indy PL has sought Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective and exemplary professional services to IndyPL for the projects. The Vendor shall have the following qualifications:

- Proven capabilities in the design of public library or similar facilities.
- Proven capabilities in the design of facilities in Indianapolis mixed-use areas.
- Demonstrated track record working with community and neighborhood associations.
- Proven expertise in the design of energy and resource conservation practices for buildings and sites.
- Demonstrated track record in overall client satisfaction.
- Demonstrated track record in completing projects on time and on budget.
- Appropriate resources to satisfy the requirements of the Project.
- Licensed as an architect by the State of Indiana.
- Registered with the Indiana Secretary of State to do business in Indiana.

In accordance with Section 123.3 of the IndyPL Policy Manual, selection of a Vendor will be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured.

Board Action Request

RE: Facilities Committee, Item 8f

Resolution 48 - 2018 Approval to Award an Architectural Design Services Contract for the Wayne Branch Project

Date: November 26, 2018

IndyPL staff used the Request for Qualifications (“RFQ”) process pursuant to IC § 5-16-11.1 to solicit Statements of Qualifications (“SOQ”) from Vendors for the Services. Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the Board.

To secure the needed services, a RFQ was prepared and issued on October 4, 2018. IndyPL staff utilized the City’s Department of Minority & Women Business Development website to identify certified Vendors capable of providing the Services.

Fifty-four (54) known Vendors were contacted, business development organizations were contacted, public notices were placed in the newspapers on October 5 and 12, 2018, and the RFQ was posted to the IndyPL website. A pre-SOQ conference was held for all prospective Vendors on October 11, 2018, with twenty-one (21) Vendors in attendance.

The Library received SOQs from Six (6) Vendors by the deadline of October 25, 2018. A tabulation sheet of the received SOQs is included below.

| Vendor | Selected for Discussion | Receive Addenda 1 and 2 | Introduction and Cover Letter | Vendor Qualification Sheet | Company Profile | Vendor Experiences | Company References | Conflicts of Interest and Claims | Financial Documentation | Range of Fee | 1 Original, 7Copies, 1 PDF |
|--|-------------------------|-------------------------|-------------------------------|----------------------------|-----------------|--------------------|--------------------|----------------------------------|-------------------------|--------------|----------------------------|
| Curran Architecture with McGee Design House | X | X | X | X | X | X | X | X | X | X | X |
| Halstead Architects | | X | X | X | X | X | X | X | X | X | X |
| HCO-OMS | | X | X | X | X | X | X | X | X | X | X |
| R&B Architects with Gould Evans, FourPoint and Wurster | X | X | X | X | X | X | X | X | X | X | X |
| Rowland Design with Tappe’ | X | X | X | X | X | X | X | X | X | X | X |
| Synthesis Incorporated with Kimberly Bolan and Associates and Engaging Solutions | | X | X | X | X | X | X | X | X | X | X |

Board Action Request

RE: Facilities Committee, Item 8f

Resolution 48 - 2018 Approval to Award an Architectural Design Services Contract for the Wayne Branch Project

Date: November 26, 2018

The IndyPL SOQ Evaluation Committee, consisting of the Branch Manager, an Area Resource Manager, an IndyPL Board Member, the CEO, the Director of Public Services, and the Director of Facilities, reviewed all qualifications received, had discussions with three (3) selected Vendors on November 8, 2108, checked references, reviewed financial information, and reported the results to the Facilities Committee at its November 13, 2018 meeting.

The selection of the Vendor was based upon the criteria established in the RFQ. The criteria include:

- Expertise in the design of public libraries or similar facilities.
- Expertise in the design of facilities in Indianapolis mixed-use areas.
- Expertise in working with community and neighborhood associations.
- Expertise in the design of energy and resource conservation practices.
- Satisfaction level of current and former customers of Vendor.
- Experience in completing projects on time and on budget.
- Adequacy of the resources and financial stability of the Vendor.
- Proposed range of fees.
- Other criteria deemed relevant by IndyPL.

The Facilities Committee recommends **R&B Architects** be awarded the contract as the Vendor that best meets the criteria as defined in the Request for Qualifications. The team proposed by R&B Architects includes Gould Evans, library design consultant, LHB for structural engineering, Loftus Engineering (WBE) for mechanical/electrical engineering, Rundell Ernstberger for civil and landscape design services, Four Point (WBE) for interiors and furniture, Vision 3 for signage/technology consulting, and Wurster Construction for cost estimating services.

Fiscal Impact:

R&B Architects will complete these Services on a negotiated lump-sum basis for a fee consistent with the RFQ and the SOQ. The expense for the Services will be charged to the Rainy Day Fund (Fund 245) during the planning and design phases. Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and all expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number to be determined.)



Board Resolution

8f

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 48 – 2018

APPROVAL TO AWARD AN ARCHITECTURAL DESIGN SERVICES CONTRACT FOR THE WAYNE BRANCH PROJECT

NOVEMBER 26, 2018

WHEREAS, in support of the Strategic Plan, Architectural Design Services are required by the Indianapolis-Marion County Public Library (“IndyPL”) during the planning, design, and construction stages of the branch improvements and capital projects outlined in the Strategic Plan; and

WHEREAS, IndyPL issued a Request for Qualifications (RFQ) on October 4, 2018, seeking Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional Architectural Design Services for the Wayne Branch project; and

WHEREAS, IndyPL received six (6) Statements of Qualifications (SOQs) to the RFQ by the submission deadline of October 25, 2018 from qualified Vendors; and

WHEREAS, IndyPL has reviewed the responses, had discussions with three (3) selected Vendors, investigated references, and reviewed financial information from the submitting Vendors; and

WHEREAS, IndyPL has determined that **R&B Architects**, Indianapolis, Indiana is the Vendor that best meets the criteria as outlined in the RFQ, and recommends IndyPL award the contract to **R&B Architects**.

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a contract with **R&B Architects** for Architectural Design Services for the Wayne Branch Library, substantially in the form of the terms and conditions included in the RFQ and the SOQ and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.



Board Action Request

8g

To: IndyPL Board
Facilities Committee

Meeting Date: November 26, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Resolution 49 - 2018
Approval to Rename the Brightwood Branch Library to the
Martindale-Brightwood Branch Library

Recommendation:

IndyPL Facilities Committee requests Board approval of the attached action (**Resolution 49-2018**) to rename the Brightwood Branch Library to the Martindale-Brightwood Branch Library.

Background:

During the community meeting process for the design of the new Branch library to be constructed in Brightwood, IndyPL was approached by a variety of organizations and individuals with the suggestion that we consider changing the name of the new Branch to acknowledge the neighboring community of Martindale.

After receiving this request, IndyPL held conversations with a wide variety of stakeholders in the community, held straw polls in the Branch, and discussed the idea at community engagement sessions as efforts to seek as much input as possible. While the resulting opinion was not unanimous, the significant majority of feedback we received favored changing the name of the Branch.

Martindale and Brightwood have a significant history as adjacent communities. This history has sometimes been positive and sometimes been negative. Changing the name of the Branch to the Martindale-Brightwood Branch Library recognizes this history and communicates a sense of ownership to the broader community. The name change also signifies the desire of both communities to be viewed as more cohesive and cooperative.

Fiscal Impact:

There will be no significant implementation expense. The change would be implemented in printed sources like Hours and Services, which is currently being updated to include a variety of new information for 2019.



Board Resolution

8g

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 49 - 2018**

**APPROVAL TO RENAME
THE BRIGHTWOOD BRANCH LIBRARY
TO
THE MARTINDALE-BRIGHTWOOD BRANCH LIBRARY**

NOVEMBER 26, 2018

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) has undertaken to construct a new branch library to replace the current Brightwood Branch Library; and

WHEREAS, IndyPL was petitioned by community organizations and residents to consider adding Martindale to the name of the new Branch, and by which the name change would acknowledge the broader history of the two communities and their historical relationship and signify the desire of both communities to be viewed as more cohesive and cooperative; and

WHEREAS, IndyPL held community meetings and conducted public opinion polls regarding the proposed name change, and an overall favorable response has been received from area residents and organizations.

IT IS THEREFORE RESOLVED IndyPL shall rename the Brightwood Branch Library the Martindale-Brightwood Branch Library effective upon the opening of the newly constructed Branch facility in 2019.



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 10/22/18
From: The Indianapolis Public Library Foundation
Subject: November 2018 Update

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

News:

Each winner of the Eugene & Marilyn Glick Indiana Authors Award selected a \$2,500 grant to designate to the public library of their choice. This year's recipients are the Georgetown and Little Turtle Branches of the Allen County Public Library, the Owen County Public Library and the Nora Branch of IndyPL.

On Tuesday, November 13, the Library Foundation's Board of Directors approved our 2019 budget. It includes \$2.45 million for the Library. The funding for the Library comes from a combination of contributions, grants and investment/endowment earnings. Many thanks to all Library Trustees who financially contribute to the Library Foundation. Your support means a great deal.

Donors

The Library Foundation thanks 274 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank them, the Library Foundation would be grateful.

Toysmith
Indiana University – Indianapolis
Buckingham 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

Ready to Read – On the Road to Reading
Ready to Read – Early Literary Specialist
East Thirty-Eighth Street Pop-up Literacy Center

Lifelong Learning

The Job Centers

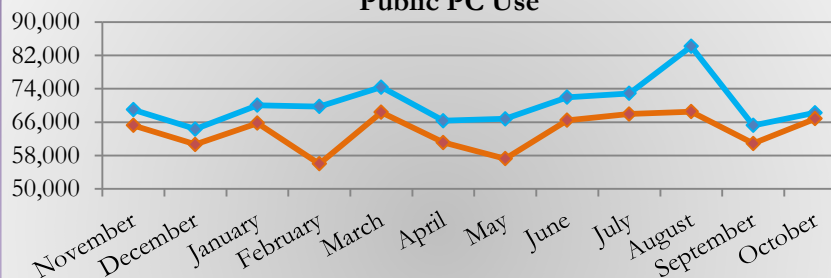
Coffee, Cookies, Conversation and Celebration

Collections

General Digitization

Computer Use

Public PC Use

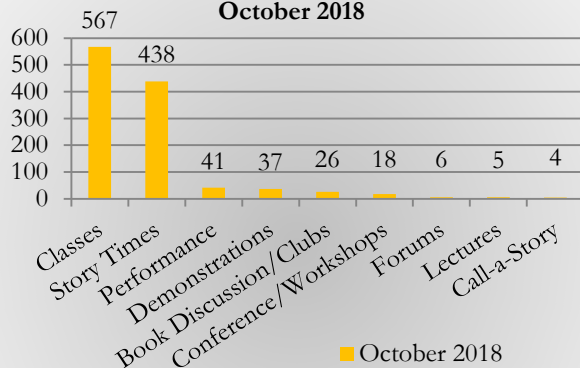


| <u>Use in Session Hours</u> | <u>2017</u> | <u>2018</u> | <u>Change</u> |
|-----------------------------|-------------|-------------|---------------|
| October | 68,271 | 66,844 | -2% |
| Year-to-Date | 709,922 | 639,265 | -10% |

◆ 2016-2017 ◆ 2017-2018

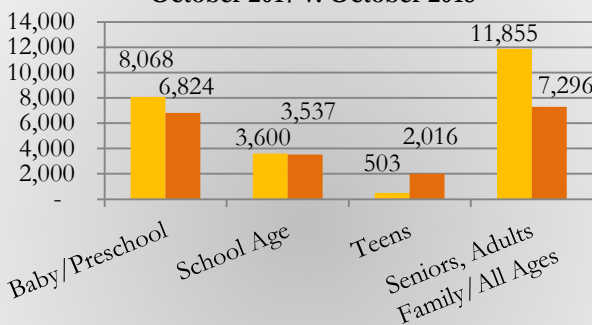
Programs

Program by Type October 2018



| <u>Total Programs Offered</u> | <u>Change</u> |
|-------------------------------|---------------|
| 2018 | 1,142 3% |
| 2017 | 1,105 |

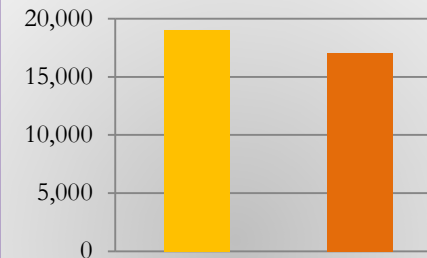
Program by Attendance October 2017 v. October 2018



| <u>Total Program Attendance</u> | <u>Change</u> |
|---------------------------------|----------------|
| 2018 | 19,677 -18% |
| 2017 | 24,026 |

■ October 2017 ■ October 2018

Call A Story



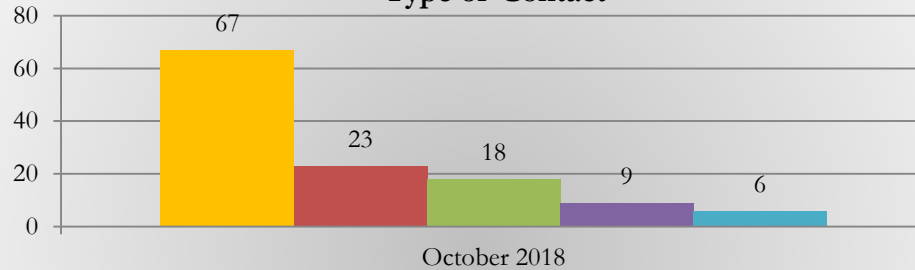
Total Calls Received

| | <u>2017</u> | <u>2018</u> | <u>Change</u> |
|---------|-------------|-------------|---------------|
| October | 19,042 | 17,035 | -11% |

■ October 2017 ■ October 2018

Community Contacts

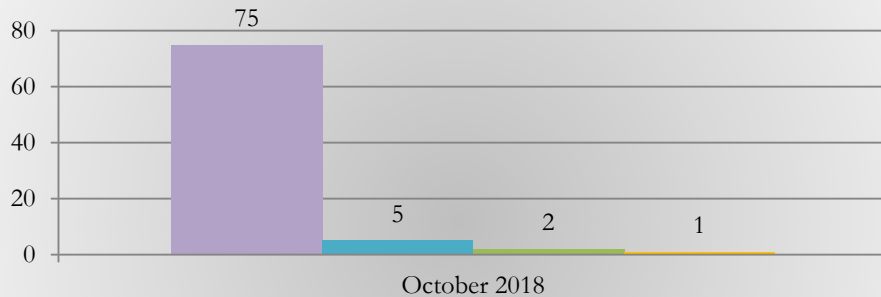
Type of Contact



| <u>Total Contacts Made</u> | <u>2017</u> | <u>2018</u> | <u>Change</u> |
|----------------------------|-------------|-------------|---------------|
| October | 71 | 123 | 73% |

- Community Partner
- Drop Off Materials
- Plan a Visit
- Attend Community Function
- Serve on a Board/Team

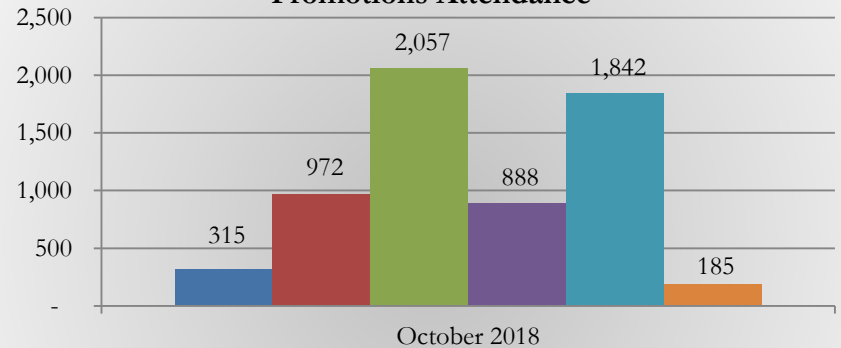
Promotions



| | |
|------------------|----|
| Total Promotions | 83 |
|------------------|----|

- Promotional Events
- Presentations
- Library Tours
- Volunteer Group Engagement

Promotions Attendance

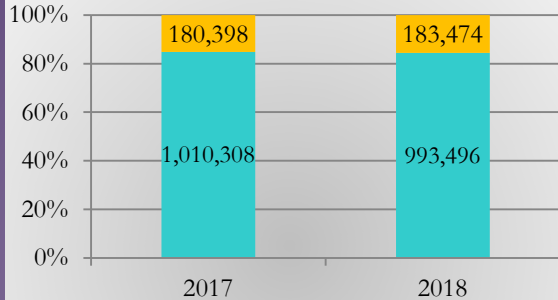


| | |
|-----------------------------|-------|
| Total Promotions Attendance | 6,259 |
|-----------------------------|-------|

- Infant
- Preschool
- SchoolAge
- Teen
- Adult
- Senior

Circulation

October

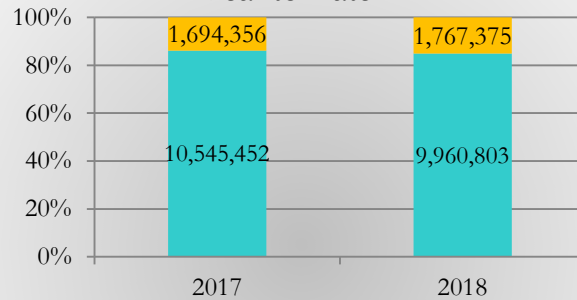


Total Items Circulated: **1,190,706** (2017) **1,176,970** (2018)

| | Physical | Electronic | Total |
|---------|----------|------------|-------|
| Change: | -2% | 2% | -1% |

■ Physical ■ Electronic

Year to Date

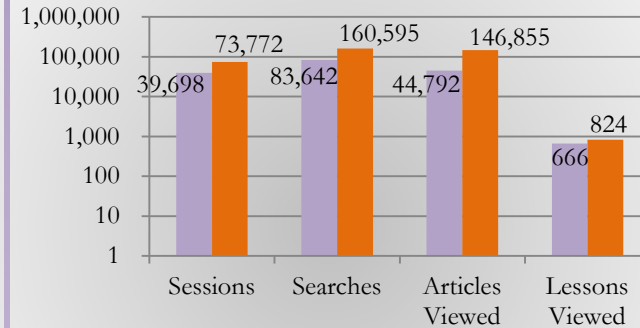


Total Items Circulated: **12,239,808** (2017) **11,728,178** (2018)

| | Physical | Electronic | Total |
|---------|----------|------------|-------|
| Change: | -6% | 4% | -4% |

■ Physical ■ Electronic

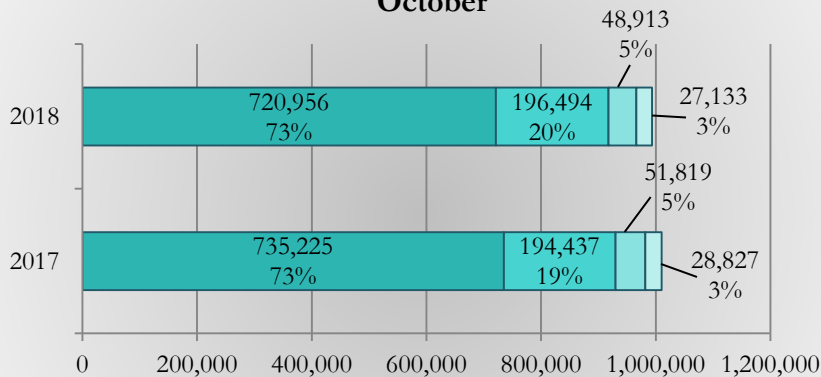
Database Usage



| | Sessions | Searches | Articles Viewed | Lessons Viewed |
|---------|----------|----------|-----------------|----------------|
| Change: | 86% | 92% | 228% | 24% |

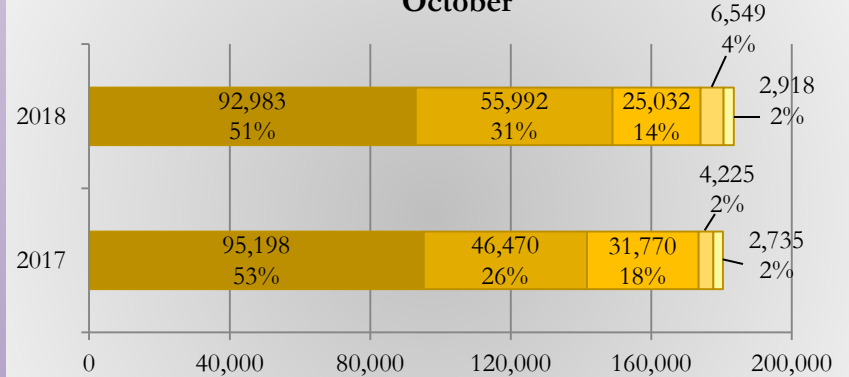
■ October 2017 ■ October 2018

Circulation by Format - Physical Material
October



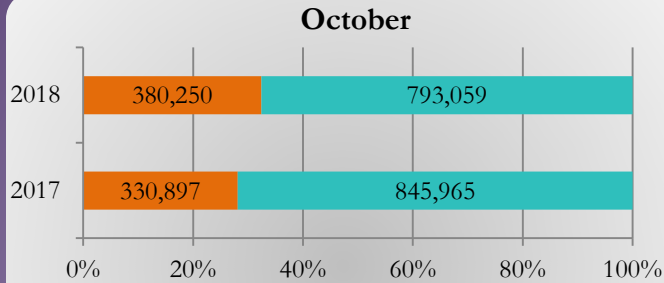
■ Books ■ DVDs ■ CDs ■ Audiobooks

Circulation by Format - Electronic Material
October



■ eBook ■ eAudiobook ■ eMusic ■ eMagazine ■ eVideo

Patron Visits

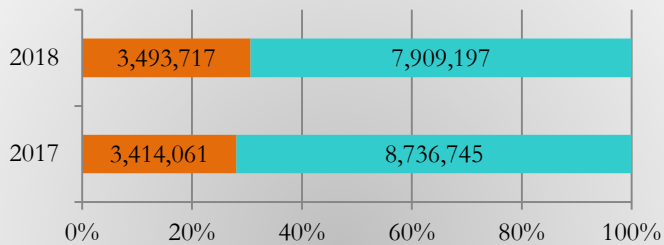


| Total Visits | | October | |
|--------------|-----------|---------|-----------|
| 2018 | 1,173,309 | 2018 | 1,173,309 |
| 2017 | 1,176,862 | 2017 | 1,176,862 |

| | Walk-in | Web Branch | Total |
|--------|---------|------------|-------|
| Change | 15% | -6% | >1% |

■ Walk-in ■ Web Branch

Year to Date

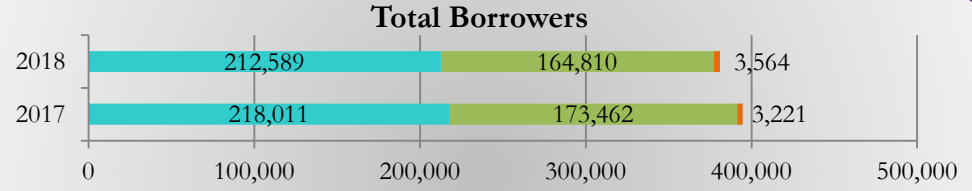


| Total Visits | | Year-to-Date | |
|--------------|------------|--------------|------------|
| 2018 | 11,402,914 | 2018 | 11,402,914 |
| 2017 | 12,150,806 | 2017 | 12,150,806 |

| | Walk-in | Web Branch | Total |
|--------|---------|------------|-------|
| Change | 2% | -9% | -6% |

■ Walk-in ■ Web Branch

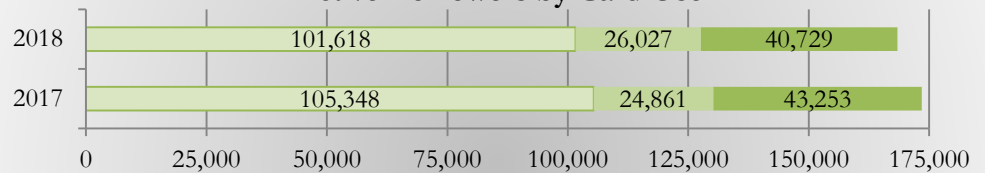
Library Card Use



| Total Borrowers | | All Others | Active | New |
|-----------------|---------|------------|--------|-----|
| 2018 | 380,963 | | | |
| 2017 | 394,694 | | | |
| Change | | -2% | -5% | 11% |

■ All Others ■ Active ■ New

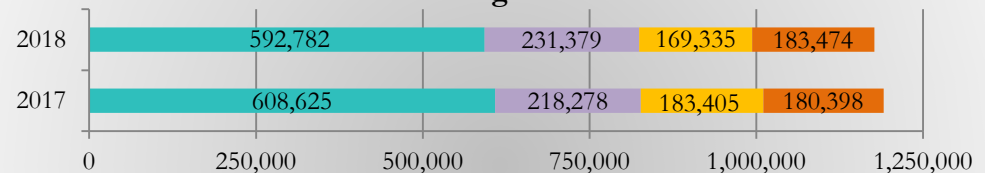
Active Borrowers by Card Use



| | Both | Check-out Only | PC & Remote Access Only |
|--------|------|----------------|-------------------------|
| Change | -4% | 5% | -6% |

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

Borrowing Methods



| | Self-Renewal | Circ Check Desk | Electronic | |
|--------|--------------|-----------------|------------|----|
| Change | -3% | 6% | -8% | 2% |

■ Renewal ■ Self-Check ■ Circ Desk ■ Electronic



10c

October 2018 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: (print placements listed below topic)

- **Sons: Seeing the Modern African American Male – Kevin Powell appearances (exhibit opening coverage included in September Media Report)**
Indianapolis Recorder, Urban Times, WFYI.org
- **IndyPL Staff Service Awards**
Indianapolis Star, Weekly View, Hendricks Co. Flyer, Westside Community News
- **Author Rebecca Skloot Appearance (Frankenstein initiative)**
Indianapolis Recorder, Southside Times, Weekly View, Urban Times
- **Indiana Authors Award Winners**
Weekly View, WFYI.org, Westside Community News, Urban Times
- **New Branch Managers**
Indianapolis Star, Southside Times, Southsider Voice

Other media outreach in October occurred on other Library activities such as the IPS School Board forums at Central Library, the Ask-a-Lawyer community service event, upcoming Fall Fest, and upcoming branch projects.

Social Media

47 posts published on the official IndyPL Facebook Page:

Top Performing Posts-

- How a book gets on the IndyPL Shelves- Reach of 10.2k
- Silly No spoilers post- Reach of 5.8k
- Currently Reading Weekly Book Discussions- Reach of 2.2k, 1.3k, 1.4k, 2.1k
- "We need diverse books"-Snowy Day Post- Reach of 3.6k

- IndyPL Job Openings - Reach of 3.1k
- Growing Up in the Library- Reach of 2.2k
- Instagram Book Displays- Reach of 2.3k
- Little Golden Books discussion- Reach of 2.2k
- Great American Read- Reach of 2.1k

Topics/Events covered on Facebook: Library events and programs, Halloween reads and trick or treating locations, Star Wars Reads month, One State/ One Story partnership with Indiana Humanities, Spirit and Place, #weneeddiversebooks, #WalkingDeadDay, Ask-A-Lawyer, World Mental Health Day.

55 tweets published on the official IndyPL Twitter Page:

- 47.4k Twitter impressions occurred in August
- 1,768 profile visits
- 204 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

October Blog Posts:

Kids' Blog:

- Homework Help: Pioneers
- Star Wars Reads Month
- Scary Stories

Ready to Read:

- Read Right Now! Pumpkins
- Read Right Now! Halloween
- Helping Children Cope with Tragic Events

Top 5 Performing Blog Posts (Page Views) in October:

Kids' Blog:

- Science Experiment: Chemical Reaction – Plastic Bottle Geyser
- Science Experiment: Newton's Second Law of Motion – Comet Cratering
- Science Experiment: Chemical Reaction – Milk Glue
- Science Experiment: Newton's Third Law of Motion
- Science Experiment: Density & Buoyancy

Ready to Read:

- 100+ Free Video Read Alouds

- Read Right Now! Dr. Seuss
- Read Right Now! Halloween
- Read Right Now! Pumpkins
- Read to Read Home

Print Activity

- WWI Blacks in the Armed Forces Bookmark – 30 pieces
- Flanner House-Bookmobile Bookmarks – 250 pieces
- Baby Bunny and Bunny Book Bag Bookmarks – English – 15,000 pieces
- Hot Jazz for Cool Kids Bookmarks - 3,481 pieces



Board Action Request

10c1

To: IMCPL Board **Meeting Date:** November 26, 2018

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

Effective Date: November 26, 2018

Subject: Finances, Personnel and Travel Resolution 50-2018

Recommendation: Approve Finances, Personnel and Travel Resolution 50- 2018

Background: The Finances, Personnel and Travel Resolution 50-2018 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2018.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 50 - 2018

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 2018 pursuant to the Annual Resolution.

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

Warrant numbers **63513** through **63696** for a total of
\$1,828,271.55 were issued from the operating bank accounts.

EFT numbers **300326** through **300355** and
300359 through **300382** and
300384 through **300417** and
300420 through **300449** and
1111 through **1121** for a total of
\$4,056,663.92 were issued from the operating bank accounts.

Warrant numbers **753** **755** for a total of
\$44.00 were issued from the fines bank account.

Warrant numbers **6816** through **6859** for a total of
\$51,987.07 were issued from the gift bank account.

EFT numbers **300356** through **300358** and
300383 and
300418 through **300419** and
300450 for a total of
\$20,839.56 were issued from the gift bank account.

Warrant numbers **268040** through **268097** for a total of
\$13,958.59 were issued for employee payroll

Direct deposits numbers **400001** through **400598** and
Direct deposits numbers **420001** through **420606** for a total of

\$942,107.81 were issued for employee payroll
Electronic transfers for payment of taxes and garnishments for a total of

\$349,440.05 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

Patricia A. Payne

Crista L. Carlino

Rev. T.D. Robinson

Dorothy R. Crenshaw

Joanne Sanders

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

Dr. Terri Jett

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

| No. | Type | Date | Reference | Amount |
|------------|-------------|-------------|---|---------------|
| 1111 | EFT | 10/09/2018 | AMERICAN UNITED LIFE INSURANCE CO | 3,329.00 |
| 1112 | EFT | 10/09/2018 | FIDELITY INVESTMENTS | 5,171.78 |
| 1113 | EFT | 10/09/2018 | PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA | 91,319.14 |
| 1114 | EFT | 10/19/2018 | ADP, INC. | 1,065.00 |
| 1115 | EFT | 10/19/2018 | AMERICAN UNITED LIFE INSURANCE CO | 4,079.00 |
| 1116 | EFT | 10/19/2018 | FIDELITY INVESTMENTS | 5,171.78 |
| 1117 | EFT | 10/19/2018 | ADP, INC. | 7,418.24 |
| 1118 | EFT | 10/19/2018 | PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA | 91,392.94 |
| 1119 | VOID | 10/22/2018 | VOIDED UNUSED | 0.00 |
| 1120 | EFT | 10/22/2018 | INDIANA DEPARTMENT OF REVENUE | 1,294.14 |
| 1121 | EFT | 10/26/2018 | REGIONS BANK | 2,915,000.00 |
| 63408 | CHECK | 09/14/2018 | GLENDALE TOWN CENTER | 13,633.32 |
| 63409 | CHECK | 09/14/2018 | HEALTH & HOSPITALS CORP. OF MARION CNTY. | 500.00 |
| 63410 | CHECK | 09/14/2018 | WAYNE (PETTY CASH) | 46.15 |
| 63513 | CHECK | 10/04/2018 | AFSCME COUNCIL IKOC 962 | 2,016.21 |
| 63514 | CHECK | 10/04/2018 | ALEXANDRA NICOLE SEGAL | 1,980.00 |
| 63515 | CHECK | 10/04/2018 | AMERICAN UNITED LIFE INSURANCE CO | 3,440.86 |
| 63516 | CHECK | 10/04/2018 | ANTHEM INSURANCE COMPANIES, INC | 337,500.00 |
| 63517 | CHECK | 10/04/2018 | ASI SIGNAGE INNOVATIONS | 985.50 |
| 63518 | CHECK | 10/04/2018 | AT&T | 1,432.50 |
| 63519 | CHECK | 10/04/2018 | AT&T | 878.31 |
| 63520 | CHECK | 10/04/2018 | BEECH GROVE SEWAGE WORKS | 140.61 |
| 63521 | CHECK | 10/04/2018 | BETH MENG | 50.00 |
| 63522 | CHECK | 10/04/2018 | BOWEN TECHNOVATION | 220.00 |
| 63523 | CHECK | 10/04/2018 | BRENNA LORRAINE SHEPHERD | 50.00 |
| 63524 | CHECK | 10/04/2018 | CATHERINE BOWIE | 50.00 |
| 63525 | CHECK | 10/04/2018 | CDW GOVERNMENT, INC. | 20.50 |
| 63526 | CHECK | 10/04/2018 | CENTER POINT PRESS | 349.28 |
| 63527 | CHECK | 10/04/2018 | CENTRAL INDIANA SECURITY CORP., LTD | 114.95 |
| 63528 | CHECK | 10/04/2018 | CHADWICK J. OFFUTT- GILLENWATER | 100.00 |
| 63529 | VOID | 10/04/2018 | BRIGHT HOUSE NETWORKS | 0.00 |
| 63530 | CHECK | 10/04/2018 | CITIZENS ENERGY GROUP | 5,615.13 |
| 63531 | CHECK | 10/04/2018 | COMPUTYPE INC. | 2,588.29 |
| 63532 | CHECK | 10/04/2018 | COURT & COMMERCIAL RECORD | 49.30 |
| 63533 | CHECK | 10/04/2018 | CULLIGAN | 7.69 |
| 63534 | CHECK | 10/04/2018 | GALE GROUP THE | 998.10 |
| 63535 | CHECK | 10/04/2018 | GORDON PLUMBING, INC. | 3,480.00 |
| 63536 | CHECK | 10/04/2018 | GRM INFORMATION MANAGEMENT SERVICES OF INDIANA | 234.05 |
| 63537 | CHECK | 10/04/2018 | GUARDIAN | 15,450.27 |
| 63538 | CHECK | 10/04/2018 | IMMIGRANT WELCOME CENTER | 2,150.00 |
| 63539 | CHECK | 10/04/2018 | INDIANA NEWSPAPERS | 89.63 |
| 63540 | CHECK | 10/04/2018 | INDIANA WRITER'S CENTER | 200.00 |
| 63541 | CHECK | 10/04/2018 | INTERNATIONAL MARKETPLACE COALITION | 50.00 |
| 63542 | CHECK | 10/04/2018 | IRON GATE PUBLISHING | 271.56 |
| 63543 | CHECK | 10/04/2018 | JACKSON SYSTEMS, LLC | 22,760.00 |
| 63544 | CHECK | 10/04/2018 | JEANNETTE HUESCA | 50.00 |
| 63545 | CHECK | 10/04/2018 | KEPO.INC. | 10,025.00 |
| 63546 | CHECK | 10/04/2018 | KRM ARCHITECTURE+ | 9,952.75 |
| 63547 | CHECK | 10/04/2018 | LEGALSHIELD | 276.00 |
| 63548 | CHECK | 10/04/2018 | MARGARET DIEBOLD | 176.87 |
| 63549 | CHECK | 10/04/2018 | ORBIS | 2,427.00 |
| 63550 | CHECK | 10/04/2018 | PHILHARMONIC ORCHESTRA OF INDIANAPOLIS | 2,000.00 |
| 63551 | CHECK | 10/04/2018 | PURDUE UNIVERSITY | 8,320.00 |
| 63552 | CHECK | 10/04/2018 | RADWAY PIANO SERVICE | 95.00 |
| 63553 | CHECK | 10/04/2018 | RONALD A. CRAIG, JR. | 100.00 |
| 63554 | CHECK | 10/04/2018 | RUBY TREGNAGO | 200.00 |
| 63555 | CHECK | 10/04/2018 | SAKURA FUQUA | 100.00 |
| 63556 | CHECK | 10/04/2018 | SHIRLEY I MULLIN | 200.00 |
| 63557 | CHECK | 10/04/2018 | STEPHEN G. BARNES | 200.00 |
| 63558 | CHECK | 10/04/2018 | TRENDYMINDS, INC. | 6,525.00 |
| 63559 | CHECK | 10/04/2018 | JOHNSON CONTROLS FIRE PROTECTION, LP | 30,282.60 |
| 63560 | CHECK | 10/11/2018 | ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC | 79,624.00 |
| 63561 | CHECK | 10/11/2018 | AT&T MOBILITY | 767.81 |
| 63562 | CHECK | 10/11/2018 | BETH MENG | 50.00 |
| 63563 | CHECK | 10/11/2018 | BOWEN TECHNOVATION | 323.00 |
| 63564 | CHECK | 10/11/2018 | BRENNA LORRAINE SHEPHERD | 50.00 |
| 63565 | CHECK | 10/11/2018 | BRIGHTWOOD INVESTORS, LLC | 4,041.33 |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

| No. | Type | Date | Reference | Amount |
|------------|-------------|-------------|--|---------------|
| 63566 | CHECK | 10/11/2018 | CATHERINE BOWIE | 50.00 |
| 63567 | CHECK | 10/11/2018 | CHADWICK J. OFFUTT- GILLENWATER | 150.00 |
| 63568 | CHECK | 10/11/2018 | CITIZENS ENERGY GROUP | 7,558.70 |
| 63569 | CHECK | 10/11/2018 | CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP | 17,302.50 |
| 63570 | CHECK | 10/11/2018 | DACO GLASS & GLAZING INC | 554.00 |
| 63571 | CHECK | 10/11/2018 | ECONOMIC CLUB OF INDIANA | 420.00 |
| 63572 | CHECK | 10/11/2018 | ESSENTIAL ARCHITECTURAL SIGNS, INC | 137.00 |
| 63573 | CHECK | 10/11/2018 | FLANNER HOUSE OF INDIANAPOLIS, INC | 2,716.67 |
| 63574 | CHECK | 10/11/2018 | FOUNTAIN BLOCK DEVELOPMENT L.P. | 4,963.00 |
| 63575 | CHECK | 10/11/2018 | GLENDALE TOWN CENTER | 25,375.00 |
| 63576 | CHECK | 10/11/2018 | HORNING ROOFING & SHEET METAL | 210.82 |
| 63577 | CHECK | 10/11/2018 | IDENTISOURCE, LLC | 1,262.66 |
| 63578 | CHECK | 10/11/2018 | IMMIGRANT WELCOME CENTER | 1,937.50 |
| 63579 | CHECK | 10/11/2018 | INDIANA WRITER'S CENTER | 200.00 |
| 63580 | CHECK | 10/11/2018 | INDIANA WRITER'S CENTER | 800.00 |
| 63581 | CHECK | 10/11/2018 | INDIANAPOLIS POWER & LIGHT COMPANY | 71,631.31 |
| 63582 | CHECK | 10/11/2018 | INFORMATION TODAY, INC. | 684.53 |
| 63583 | CHECK | 10/11/2018 | JEANNETTE HUESCA | 50.00 |
| 63584 | CHECK | 10/11/2018 | KELLEY JORDAN PHOTOGRAPHY | 900.00 |
| 63585 | CHECK | 10/11/2018 | LACY OGLES, INDY FUN LABS, LLC | 360.00 |
| 63586 | CHECK | 10/11/2018 | LUNA LANGUAGE SERVICES | 70.00 |
| 63587 | CHECK | 10/11/2018 | MICHAEL A. REUTER CONSULTING SERVICES, INC. | 700.00 |
| 63588 | CHECK | 10/11/2018 | MUSI*KEY | 456.00 |
| 63589 | CHECK | 10/11/2018 | NEW HORIZONS COMPUTER LEARNING CENTERS | 590.00 |
| 63590 | CHECK | 10/11/2018 | PAYPAL | 108.20 |
| 63591 | CHECK | 10/11/2018 | PROFESSIONAL GARAGE DOOR SYSTEMS | 334.00 |
| 63592 | CHECK | 10/11/2018 | REPUBLIC WASTE SERVICES | 6,301.01 |
| 63593 | CHECK | 10/11/2018 | SAKURA FUQUA | 100.00 |
| 63594 | CHECK | 10/11/2018 | SONDHI SOLUTIONS | 334.81 |
| 63595 | VOID | 10/11/2018 | STENZ CONSTRUCTION CORPORATION | 0.00 |
| 63596 | CHECK | 10/11/2018 | THE HARMON HOUSE L.L.C. | 52.50 |
| 63597 | CHECK | 10/11/2018 | TRENDYMINDS, INC. | 3,487.50 |
| 63598 | CHECK | 10/11/2018 | TYRONE THOMAS | 500.00 |
| 63599 | CHECK | 10/19/2018 | ABRACADABRA | 200.00 |
| 63600 | CHECK | 10/19/2018 | ALLEN IRRIGATION COMPANY, INC. | 210.00 |
| 63601 | CHECK | 10/19/2018 | AMERICAN UNITED LIFE INSURANCE CO | 1,769.80 |
| 63602 | CHECK | 10/19/2018 | APPLIED ENGINEERING SERVICES | 3,500.00 |
| 63603 | CHECK | 10/19/2018 | ARSEE ENGINEERS, INC | 2,510.00 |
| 63604 | CHECK | 10/19/2018 | ARTS FOR LEARNING INDIANA | 340.00 |
| 63605 | CHECK | 10/19/2018 | AT&T | 2,401.24 |
| 63606 | CHECK | 10/19/2018 | AT&T | 54.30 |
| 63607 | CHECK | 10/19/2018 | ATC GROUP SERVICES, LLC | 328.00 |
| 63608 | CHECK | 10/19/2018 | AWE DIGITAL LEARNING SOLUTIONS | 10,676.00 |
| 63609 | CHECK | 10/19/2018 | AXIS ARCHITECTURE & INT., LLC | 15,790.60 |
| 63610 | CHECK | 10/19/2018 | BLACKMORE & BUCKNER ROOFING | 1,212.15 |
| 63611 | CHECK | 10/19/2018 | BRENNA LORRAINE SHEPHERD | 50.00 |
| 63612 | CHECK | 10/19/2018 | BRUCE BENTON | 125.00 |
| 63613 | CHECK | 10/19/2018 | CHADWICK J. OFFUTT- GILLENWATER | 225.00 |
| 63614 | CHECK | 10/19/2018 | BRIGHT HOUSE NETWORKS | 218.98 |
| 63615 | CHECK | 10/19/2018 | CITIZENS ENERGY GROUP | 3,148.76 |
| 63616 | CHECK | 10/19/2018 | CONSTELLATION NEWENERGY - GAS DIVISION, LLC | 1,003.65 |
| 63617 | CHECK | 10/19/2018 | CROSSROADS DOCUMENT SERVICES | 28,684.00 |
| 63618 | CHECK | 10/19/2018 | DELL MARKETING L.P. | 1,541.30 |
| 63619 | CHECK | 10/19/2018 | EDWARD GEORGE & ASSOCIATES, LLC | 3,740.00 |
| 63620 | CHECK | 10/19/2018 | ELIZABETH FRANKLIN | 1,468.75 |
| 63621 | CHECK | 10/19/2018 | EMBARQUE | 486.00 |
| 63622 | CHECK | 10/19/2018 | GALE GROUP THE | 2,711.64 |
| 63623 | CHECK | 10/19/2018 | GORDON PLUMBING, INC. | 161.09 |
| 63624 | CHECK | 10/19/2018 | GREY HOUSE PUBLISHING | 144.00 |
| 63625 | CHECK | 10/19/2018 | GRM INFORMATION MANAGEMENT SERVICES OF INDIANA | 290.49 |
| 63626 | CHECK | 10/19/2018 | HORNING ROOFING & SHEET METAL | 385.10 |
| 63627 | CHECK | 10/19/2018 | IMMIGRANT WELCOME CENTER | 1,768.75 |
| 63628 | CHECK | 10/19/2018 | INDIANA JIM'S REPTILE EXPERIENCE | 200.00 |
| 63629 | CHECK | 10/19/2018 | INDIANA NEWSPAPERS, INC. | 47.80 |
| 63630 | CHECK | 10/19/2018 | INDIANA WILD LLC | 275.00 |
| 63631 | CHECK | 10/19/2018 | INDIANA WRITER'S CENTER | 5,525.00 |
| 63632 | CHECK | 10/19/2018 | INDIANAPOLIS POWER & LIGHT COMPANY | 9,544.27 |

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

OPERATING ACCOUNTS

| No. | Type | Date | Reference | Amount |
|------------|-------------|-------------|--|---------------|
| 63633 | CHECK | 10/19/2018 | JP MORGAN CHASE BANK | 16,262.37 |
| 63634 | CHECK | 10/19/2018 | JP MORGAN CHASE BANK | 2,436.83 |
| 63635 | CHECK | 10/19/2018 | KEVIN SUMMERS | 66.23 |
| 63636 | CHECK | 10/19/2018 | KIRSTEN WEAVER | 5.37 |
| 63637 | CHECK | 10/19/2018 | KIT MEDIA | 989.00 |
| 63638 | CHECK | 10/19/2018 | LACY OGLES, INDY FUN LABS, LLC | 180.00 |
| 63639 | CHECK | 10/19/2018 | MELANIE WISSEL | 5.95 |
| 63640 | CHECK | 10/19/2018 | E.SOLUTIONS, INC. | 99.50 |
| 63641 | CHECK | 10/19/2018 | METRIC ENVIRONMENTAL, LLC | 6,729.19 |
| 63642 | CHECK | 10/19/2018 | MICHELLE JANETTE MARTI | 100.00 |
| 63643 | CHECK | 10/19/2018 | MILA & ME | 87.62 |
| 63644 | CHECK | 10/19/2018 | MOVIETME VIDEO PRODUCTIONS | 960.00 |
| 63645 | CHECK | 10/19/2018 | OFFICEWORKS | 775.84 |
| 63646 | CHECK | 10/19/2018 | ORATION SERVICES, INC. (D/B/A THE LYCEUM AGENCY) | 32,765.00 |
| 63647 | CHECK | 10/19/2018 | PAULA SCHEIDLER | 441.42 |
| 63648 | CHECK | 10/19/2018 | PCM-G | 1,098.03 |
| 63649 | CHECK | 10/19/2018 | PRESIDIO NETWORKS SOLUTIONS GROUP, LLC | 8,381.35 |
| 63650 | CHECK | 10/19/2018 | PROFESSIONAL GARAGE DOOR SYSTEMS | 485.00 |
| 63651 | CHECK | 10/19/2018 | PURDUE EXTENSION - MARION COUNTY | 30.00 |
| 63652 | CHECK | 10/19/2018 | RADWAY PIANO SERVICE | 95.00 |
| 63653 | CHECK | 10/19/2018 | REPUBLIC WASTE SERVICES | 1,225.68 |
| 63654 | CHECK | 10/19/2018 | RITZ CHARLES CARMEL | 2,098.20 |
| 63655 | CHECK | 10/19/2018 | RUBY TREGNAGO | 300.00 |
| 63656 | VOID | 10/19/2018 | *** NOT FOUND | 0.00 |
| 63657 | CHECK | 10/19/2018 | SAKURA FUQUA | 50.00 |
| 63658 | CHECK | 10/19/2018 | SPRINT PCS | 139.96 |
| 63659 | CHECK | 10/19/2018 | STENZ CONSTRUCTION CORPORATION | 704,321.35 |
| 63660 | CHECK | 10/19/2018 | TACTIC | 2,562.00 |
| 63661 | CHECK | 10/19/2018 | THE CHILDREN'S MUSEUM OF INDIANAPOLIS | 8,750.00 |
| 63662 | CHECK | 10/19/2018 | THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION | 499.33 |
| 63663 | CHECK | 10/19/2018 | TIFFANI N. CARTER | 10.00 |
| 63664 | CHECK | 10/19/2018 | TUMBLEWEED PRESS, INC. | 16,683.33 |
| 63665 | CHECK | 10/19/2018 | UNITED PARCEL SERVICE | 320.30 |
| 63666 | CHECK | 10/19/2018 | WAYNE (PETTY CASH) | 5.28 |
| 63667 | CHECK | 10/19/2018 | YOUR AUTOMATIC DOOR COMPANY | 872.00 |
| 63668 | CHECK | 10/25/2018 | AT&T | 2,402.91 |
| 63669 | CHECK | 10/25/2018 | BARDACH AWARDS | 264.09 |
| 63670 | CHECK | 10/25/2018 | BETH MENG | 50.00 |
| 63671 | VOID | 10/25/2018 | CAROL E. DREW | 0.00 |
| 63672 | CHECK | 10/25/2018 | CATHERINE BOWIE | 50.00 |
| 63673 | CHECK | 10/25/2018 | CHADWICK J. OFFUTT- GILLENWATER | 225.00 |
| 63674 | CHECK | 10/25/2018 | CHC WELLNESS | 130.00 |
| 63675 | CHECK | 10/25/2018 | CHILDREN'S PLUS INC. | 3,208.00 |
| 63676 | CHECK | 10/25/2018 | CITIZENS ENERGY GROUP | 1,624.48 |
| 63677 | CHECK | 10/25/2018 | COMMUNITY OCCUPATIONAL HEALTH SERVICES | 1,600.00 |
| 63678 | CHECK | 10/25/2018 | DELL MARKETING L.P. | 85,773.10 |
| 63679 | CHECK | 10/25/2018 | GALE GROUP THE | 26.39 |
| 63680 | CHECK | 10/25/2018 | IBJ MEDIA | 2,384.00 |
| 63681 | CHECK | 10/25/2018 | INDY CURB APPEAL ASPHALT, INC | 3,000.00 |
| 63682 | CHECK | 10/25/2018 | JACQUELINE SWIHART | 100.00 |
| 63683 | CHECK | 10/25/2018 | LACY OGLES, INDY FUN LABS, LLC | 180.00 |
| 63684 | CHECK | 10/25/2018 | LAKESHORE EQUIPMENT COMPANY | 993.42 |
| 63685 | CHECK | 10/25/2018 | PCM-G | 1,047.76 |
| 63686 | CHECK | 10/25/2018 | RUBY TREGNAGO | 300.00 |
| 63687 | CHECK | 10/25/2018 | SAGE PUBLISHING | 903.07 |
| 63688 | CHECK | 10/25/2018 | SAKURA FUQUA | 100.00 |
| 63689 | CHECK | 10/25/2018 | AMERICAN SOCIETY OF COMPOSERS, AUTHORS, PUBLISHER' | 90.00 |
| 63690 | CHECK | 10/25/2018 | TACTIC | 12,000.00 |
| 63691 | CHECK | 10/25/2018 | TECH-LOGIC CORPORATION | 67,275.01 |
| 63692 | CHECK | 10/25/2018 | TECHNOLOGY INTEGRATION GROUP | 8,582.00 |
| 63693 | CHECK | 10/25/2018 | THE HARMON HOUSE L.L.C. | 52.50 |
| 63694 | CHECK | 10/25/2018 | TRENDYMINDS, INC. | 1,725.00 |
| 63695 | CHECK | 10/25/2018 | UNITED PARCEL SERVICE | 51.75 |
| 63696 | CHECK | 10/25/2018 | WAYNE (PETTY CASH) | 28.99 |
| 300326 | EFT | 10/04/2018 | ABELL ELEVATOR SERVICE CO | 7,075.00 |
| 300327 | EFT | 10/04/2018 | ALSCO | 335.01 |
| 300328 | EFT | 10/04/2018 | AUSTIN BOOK SALES | 3,220.82 |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

| No. | Type | Date | Reference | Amount |
|------------|-------------|-------------|---|---------------|
| 300329 | EFT | 10/04/2018 | BAKER & TAYLOR | 8,408.32 |
| 300330 | EFT | 10/04/2018 | BAKER & TAYLOR | 24,030.94 |
| 300331 | EFT | 10/04/2018 | BAKER & TAYLOR | 24,750.05 |
| 300332 | EFT | 10/04/2018 | CDW GOVERNMENT, INC. | 322.18 |
| 300333 | EFT | 10/04/2018 | DANCORP INC. DBA DANCO | 398.71 |
| 300334 | EFT | 10/04/2018 | DELTA DENTAL | 133.13 |
| 300335 | EFT | 10/04/2018 | DELTA DENTAL | 144.24 |
| 300336 | EFT | 10/04/2018 | DELTA DENTAL | 11,027.56 |
| 300337 | EFT | 10/04/2018 | FINELINE PRINTING GROUP | 9,741.00 |
| 300338 | EFT | 10/04/2018 | FLEET CARE, INC. | 1,699.80 |
| 300339 | EFT | 10/04/2018 | G4S SECURE SOLUTIONS (USA) INC. | 36,517.35 |
| 300340 | EFT | 10/04/2018 | INDIANA PLUMBING AND DRAIN LLC | 850.50 |
| 300341 | EFT | 10/04/2018 | INGRAM LIBRARY SERVICES | 1,038.92 |
| 300342 | EFT | 10/04/2018 | J&G CARPET PLUS | 965.00 |
| 300343 | EFT | 10/04/2018 | MIDWEST TAPE - AUDIOBOOKS ONLY | 462.08 |
| 300344 | EFT | 10/04/2018 | MIDWEST TAPE - PROCESSED DVDS | 9,523.96 |
| 300345 | EFT | 10/04/2018 | MIDWEST TAPE NON PROCESSED | 197.83 |
| 300346 | EFT | 10/04/2018 | MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT | 23,231.92 |
| 300347 | EFT | 10/04/2018 | MIDWEST TAPE, LLC | 6,516.78 |
| 300348 | EFT | 10/04/2018 | OFFICE360 | 465.00 |
| 300349 | EFT | 10/04/2018 | OVERDRIVE INC | 44,463.74 |
| 300350 | EFT | 10/04/2018 | P.V. SUPA INC. | 21,250.00 |
| 300351 | EFT | 10/04/2018 | RECORDED BOOKS | 474.60 |
| 300352 | EFT | 10/04/2018 | RICHARD LOPEZ ELECTRICAL, LLC | 27,775.00 |
| 300353 | EFT | 10/04/2018 | STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE | 1,751.25 |
| 300354 | EFT | 10/04/2018 | TITAN ASSOCIATES | 68,381.58 |
| 300355 | EFT | 10/04/2018 | UNIQUE MANAGEMENT SERVICES, INC | 6,791.19 |
| 300359 | EFT | 10/11/2018 | ART WITH A HEART | 912.00 |
| 300360 | EFT | 10/11/2018 | BAKER & TAYLOR | 18,156.20 |
| 300361 | EFT | 10/11/2018 | BAKER & TAYLOR | 12,389.19 |
| 300362 | EFT | 10/11/2018 | CITIZENS THERMAL ENERGY | 17,851.19 |
| 300363 | EFT | 10/11/2018 | CITIZENS THERMAL ENRGY. | 64,363.70 |
| 300364 | EFT | 10/11/2018 | DANCORP INC. DBA DANCO | 700.00 |
| 300365 | EFT | 10/11/2018 | DENISON PARKING | 7,143.57 |
| 300366 | EFT | 10/11/2018 | FINELINE PRINTING GROUP | 7,568.00 |
| 300367 | EFT | 10/11/2018 | FLEET CARE, INC. | 147.81 |
| 300368 | EFT | 10/11/2018 | G4S SECURE SOLUTIONS (USA) INC. | 336.95 |
| 300369 | EFT | 10/11/2018 | INDIANA PLUMBING AND DRAIN LLC | 3,946.45 |
| 300370 | EFT | 10/11/2018 | INGRAM LIBRARY SERVICES | 1,482.04 |
| 300371 | EFT | 10/11/2018 | IRISH MECHANICAL SERVICES, INC. | 320.36 |
| 300372 | EFT | 10/11/2018 | IRVINGTON PRESBYTERIAN CHURCH | 937.50 |
| 300373 | EFT | 10/11/2018 | J&G CARPET PLUS | 580.00 |
| 300374 | EFT | 10/11/2018 | KLINES QUALITY WATER, INC | 51.55 |
| 300375 | EFT | 10/11/2018 | MIDWEST TAPE - PROCESSED DVDS | 1,944.87 |
| 300376 | EFT | 10/11/2018 | MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT | 2,693.83 |
| 300377 | EFT | 10/11/2018 | MIDWEST TAPE, LLC | 3,299.52 |
| 300378 | EFT | 10/11/2018 | MOORE INFORMATION SERVICES, INC | 804.90 |
| 300379 | EFT | 10/11/2018 | PERFECTION GROUP, INC. | 1,218.17 |
| 300380 | EFT | 10/11/2018 | RECORDED BOOKS | 50.95 |
| 300381 | EFT | 10/11/2018 | TITAN ASSOCIATES | 1,356.34 |
| 300382 | EFT | 10/11/2018 | TYLER TECHNOLOGIES, INC. | 573.75 |
| 300384 | EFT | 10/19/2018 | ART WITH A HEART | 684.00 |
| 300385 | EFT | 10/19/2018 | BACKGROUND BUREAU INC. | 60.00 |
| 300386 | EFT | 10/19/2018 | BAKER & TAYLOR | 9,259.15 |
| 300387 | EFT | 10/19/2018 | BAKER & TAYLOR | 2,024.43 |
| 300388 | EFT | 10/19/2018 | BAKER & TAYLOR | 7,661.95 |
| 300389 | EFT | 10/19/2018 | CDW GOVERNMENT, INC. | 942.31 |
| 300390 | EFT | 10/19/2018 | DEMCO, INC. | 469.76 |
| 300391 | EFT | 10/19/2018 | FINELINE PRINTING GROUP | 5,033.00 |
| 300392 | EFT | 10/19/2018 | FLEET CARE, INC. | 215.08 |
| 300393 | EFT | 10/19/2018 | GRAINGER | 29.26 |
| 300394 | EFT | 10/19/2018 | INDIANA PLUMBING AND DRAIN LLC | 1,113.00 |
| 300395 | EFT | 10/19/2018 | INDIANAPOLIS ARMORED CAR, INC | 2,508.00 |
| 300396 | EFT | 10/19/2018 | INDPLS-MARION COUNTY PUBLIC LIBRARY | 24,394.95 |
| 300397 | EFT | 10/19/2018 | INGRAM LIBRARY SERVICES | 563.70 |
| 300398 | EFT | 10/19/2018 | J&G CARPET PLUS | 940.00 |
| 300399 | EFT | 10/19/2018 | JCOS, INC. | 20,332.50 |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

| No. | Type | Date | Reference | Amount |
|--------------|-------------|-------------|---|-------------------------------|
| 300400 | EFT | 10/19/2018 | LEVEL (3) COMMUNICATIONS, LLC | 3,230.83 |
| 300401 | EFT | 10/19/2018 | MIDWEST TAPE - AUDIOBOOKS ONLY | 253.03 |
| 300402 | EFT | 10/19/2018 | MIDWEST TAPE - PROCESSED DVDS | 627.73 |
| 300403 | EFT | 10/19/2018 | MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT | 12,911.52 |
| 300404 | EFT | 10/19/2018 | MIDWEST TAPE NON PROCESSED | 741.20 |
| 300405 | EFT | 10/19/2018 | MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT | 7,390.68 |
| 300406 | EFT | 10/19/2018 | MIDWEST TAPE, LLC | 11,948.93 |
| 300407 | EFT | 10/19/2018 | OVERDRIVE INC | 13,862.50 |
| 300408 | EFT | 10/19/2018 | P.V. SUPA INC. | 4,800.00 |
| 300409 | EFT | 10/19/2018 | PERFECTION GROUP, INC. | 15,483.37 |
| 300410 | EFT | 10/19/2018 | RECORDED BOOKS | 1,689.40 |
| 300411 | EFT | 10/19/2018 | RICHARD LOPEZ ELECTRICAL, LLC | 19,446.86 |
| 300412 | EFT | 10/19/2018 | RICOH USA, INC. - 12882 | 14,892.24 |
| 300413 | EFT | 10/19/2018 | STAPLES | 9,122.84 |
| 300414 | EFT | 10/19/2018 | STAPLES | 3,653.05 |
| 300415 | EFT | 10/19/2018 | STENZ MANAGEMENT COMPANY, INC | 11,470.99 |
| 300416 | EFT | 10/19/2018 | THOMSON REUTERS-WEST PUBLISHING CORPORATION | 4,801.35 |
| 300417 | EFT | 10/19/2018 | TYLER TECHNOLOGIES, INC. | 27,150.63 |
| 300420 | EFT | 10/25/2018 | A.M. BEST COMPANY, INC | 1,387.00 |
| 300421 | EFT | 10/25/2018 | ABELL ELEVATOR SERVICE CO | 350.00 |
| 300422 | EFT | 10/25/2018 | ACORN DISTRIBUTORS, INC | 566.54 |
| 300423 | EFT | 10/25/2018 | ALSCO | 335.01 |
| 300424 | EFT | 10/25/2018 | ART WITH A HEART | 2,280.00 |
| 300425 | EFT | 10/25/2018 | AUSTIN BOOK SALES | 2,215.02 |
| 300426 | EFT | 10/25/2018 | BAKER & TAYLOR | 5,643.00 |
| 300427 | EFT | 10/25/2018 | BAKER & TAYLOR | 1,657.24 |
| 300428 | EFT | 10/25/2018 | BAKER & TAYLOR | 7,090.42 |
| 300429 | EFT | 10/25/2018 | BAKER & TAYLOR | 18,593.96 |
| 300430 | EFT | 10/25/2018 | FLEET CARE, INC. | 829.65 |
| 300431 | EFT | 10/25/2018 | G4S SECURE SOLUTIONS (USA) INC. | 593.33 |
| 300432 | EFT | 10/25/2018 | GRESSCO, LTD. | 13,963.50 |
| 300433 | EFT | 10/25/2018 | INDPLS-MARION COUNTY PUBLIC LIBRARY | 35,408.12 |
| 300434 | EFT | 10/25/2018 | INGRAM LIBRARY SERVICES | 818.65 |
| 300435 | EFT | 10/25/2018 | J&G CARPET PLUS | 425.00 |
| 300436 | EFT | 10/25/2018 | KLINES QUALITY WATER, INC | 52.55 |
| 300437 | EFT | 10/25/2018 | MIDWEST TAPE - AUDIOBOOKS ONLY | 95.27 |
| 300438 | EFT | 10/25/2018 | MIDWEST TAPE - PROCESSED DVDS | 7,833.72 |
| 300439 | EFT | 10/25/2018 | MIDWEST TAPE NON PROCESSED | 979.63 |
| 300440 | EFT | 10/25/2018 | MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT | 8,211.06 |
| 300441 | EFT | 10/25/2018 | MIDWEST TAPE, LLC | 3,433.52 |
| 300442 | EFT | 10/25/2018 | OVERDRIVE INC | 69,983.43 |
| 300443 | EFT | 10/25/2018 | P.V. SUPA INC. | 3,676.00 |
| 300444 | EFT | 10/25/2018 | RECORDED BOOKS | 755.86 |
| 300445 | EFT | 10/25/2018 | RICOH USA, INC. - 12882 | 4,699.42 |
| 300446 | EFT | 10/25/2018 | STENZ MANAGEMENT COMPANY, INC | 2,594.78 |
| 300447 | EFT | 10/25/2018 | STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE | 283.25 |
| 300448 | EFT | 10/25/2018 | THOMSON REUTERS-WEST PUBLISHING CORPORATION | 5,137.43 |
| 300449 | EFT | 10/25/2018 | VALUE LINE PUBLISHING INC. | 1,050.00 |
| Total | | | | <u>\$ 5,884,935.47</u> |

Summary by Transaction Type:

| | |
|---------------------------|-----------------|
| Computer Check | \$ 1,828,271.55 |
| EFT Check | \$ 4,056,663.92 |
| Total Payments | \$ 5,884,935.47 |
| Total Voided Items | \$ - |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
 FINES ACCOUNT

| No. | Type | Date | Reference | Amount |
|------------|-------------|-------------|-----------------------|-----------------|
| 753 | CHECK | 09/20/2018 | CAROLYN MARIE BERNIER | 13.50 |
| 754 | CHECK | 10/19/2018 | PATRICK RYAN MORAN | 25.50 |
| 755 | CHECK | 10/19/2018 | SILAS JOSEPH COOK | 5.00 |
| | | | Total | <u>\$ 44.00</u> |

Summary by Transaction Type:

| | |
|--------------------|---------|
| Computer Check | \$44.00 |
| EFT Check | \$0.00 |
| Total Payments | \$44.00 |
| Total Voided Items | \$0.00 |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

| No. | Type | Date | Reference | Amount |
|--------------|-------------|-------------|---|---------------------|
| 6816 | CHECK | 10/04/2018 | ANDREA BAUGHMAN | 34.80 |
| 6817 | CHECK | 10/04/2018 | CREATIVE AQUATIC SOLUTIONS, LLC | 284.95 |
| 6818 | CHECK | 10/04/2018 | HELENE M. RODRIQUEZ | 50.00 |
| 6819 | CHECK | 10/04/2018 | JEREMY SOUTH | 1,000.00 |
| 6820 | CHECK | 10/04/2018 | JOHNSON COUNTY LIBRARY FOUNDATION | 1,071.80 |
| 6821 | CHECK | 10/04/2018 | MARY BRIDGET STARK, BRICK BUILDERS INDY, LL | 96.00 |
| 6822 | CHECK | 10/04/2018 | PRICE CONSTRUCTION GROUP, LLC | 35,000.00 |
| 6823 | CHECK | 10/04/2018 | REBECCA L. EDIE | 250.00 |
| 6824 | CHECK | 10/04/2018 | RUBY TREGNAGO | 100.00 |
| 6825 | CHECK | 10/04/2018 | VALLEY MILLS ELEMENTARY | 100.00 |
| 6826 | CHECK | 10/11/2018 | ARTS FOR LEARNING INDIANA | 859.00 |
| 6827 | CHECK | 10/11/2018 | CREATIVE AQUATIC SOLUTIONS, LLC | 314.65 |
| 6828 | CHECK | 10/11/2018 | CYBERIA, LTD. | 900.00 |
| 6829 | CHECK | 10/11/2018 | JEREMY SOUTH | 250.00 |
| 6830 | CHECK | 10/11/2018 | JOSH CRAIN | 142.72 |
| 6831 | CHECK | 10/11/2018 | LINDSAY HADDIX | 49.61 |
| 6832 | CHECK | 10/11/2018 | MARY BRIDGET STARK, BRICK BUILDERS INDY, LL | 192.00 |
| 6833 | CHECK | 10/11/2018 | MELINDA MULLICAN | 117.24 |
| 6834 | CHECK | 10/11/2018 | BALLET MOSAICOS INC. | 300.00 |
| 6835 | CHECK | 10/11/2018 | PERRY A. SCOTT | 250.00 |
| 6836 | CHECK | 10/11/2018 | SHANIKA HEYWARD | 373.46 |
| 6837 | VOID | 10/11/2018 | THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATIO | 0.00 |
| 6838 | CHECK | 10/11/2018 | TIA JAH WYNNE AYERS | 100.24 |
| 6839 | CHECK | 10/11/2018 | VLADIMIR KRAKOVICH | 500.00 |
| 6840 | CHECK | 10/11/2018 | YEFIM PASTUKH | 500.00 |
| 6841 | CHECK | 10/19/2018 | ACTION ELEMENTARY | 100.00 |
| 6842 | CHECK | 10/19/2018 | ALISTAIR IAN HOWLETT | 1,000.00 |
| 6843 | CHECK | 10/19/2018 | ARTS FOR LEARNING INDIANA | 1,185.00 |
| 6844 | CHECK | 10/19/2018 | BEN COHEN | 150.00 |
| 6845 | CHECK | 10/19/2018 | CONTINENTAL BROADCAST GROUP, LLC | 500.00 |
| 6846 | CHECK | 10/19/2018 | CREATIVE AQUATIC SOLUTIONS, LLC | 233.89 |
| 6847 | CHECK | 10/19/2018 | CROSSROADS DOCUMENT SERVICES | 1,077.50 |
| 6848 | CHECK | 10/19/2018 | FAITH MCKINNEY LLC | 250.00 |
| 6849 | CHECK | 10/19/2018 | GLENDALE (PETTY CASH) | 48.04 |
| 6850 | CHECK | 10/19/2018 | INDY PARKS & RECREATION | 1,185.00 |
| 6851 | CHECK | 10/19/2018 | JEREMY SOUTH | 1,250.00 |
| 6852 | CHECK | 10/19/2018 | JESSICA MOORE | 323.50 |
| 6853 | CHECK | 10/19/2018 | JP MORGAN CHASE BANK | 975.00 |
| 6854 | CHECK | 10/19/2018 | KAREN GARLINGHOUSE | 100.00 |
| 6855 | CHECK | 10/19/2018 | LAWRENCE (PETTY CASH) | 32.69 |
| 6856 | CHECK | 10/25/2018 | 3'D TROPHY ENGRAVING CO., INC. | 124.00 |
| 6857 | CHECK | 10/25/2018 | GREGORY HILL | 72.00 |
| 6858 | CHECK | 10/25/2018 | IRVINGTON BRANCH (PETTY CASH) | 43.98 |
| 6859 | CHECK | 10/25/2018 | JEREMY SOUTH | 500.00 |
| 300356 | EFT | 10/04/2018 | BAKER & TAYLOR | 775.22 |
| 300357 | EFT | 10/04/2018 | FINELINE PRINTING GROUP | 2,270.00 |
| 300358 | EFT | 10/04/2018 | INGRAM LIBRARY SERVICES | 2,681.17 |
| 300383 | EFT | 10/11/2018 | BAKER & TAYLOR | 746.77 |
| 300418 | EFT | 10/19/2018 | INDPLS-MARION COUNTY PUBLIC LIBRARY | 14,117.33 |
| 300419 | EFT | 10/19/2018 | STAPLES | 127.05 |
| 300450 | EFT | 10/25/2018 | BAKER & TAYLOR | 122.02 |
| Total | | | | \$ 72,826.63 |

Summary by Transaction Type:

| | |
|---------------------------|--------------|
| Computer Check | \$ 51,987.07 |
| EFT Check | \$ 20,839.56 |
| Total Payments | \$ 72,826.63 |
| Total Voided Items | \$ - |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

November 26, 2018

PERSONNEL ACTIONS

RESOLUTION 50-2018

NEW HIRES:

- Diana Wise, Page, Haughville, \$9.15 per hour, Effective: 10/22/2018
- Forrest Hobson, Hourly Computer Lab Assistant II (10 Hours), College, \$13.00 per hour, Effective: 10/22/2018
- Maureen Kesterson-Yates, Page, Learning Curve, \$9.15 per hour, Effective: 10/22/2018
- Laborde Kavell Graham, Team Member, Shipping/Receiving, \$13.00 per hour, Effective: 11/06/2018
- Paul Moore, Computer Lab Assistant II, Part-Time, Flanner House, \$12.40 per hour, Effective: 11/06/2018
- Matthew Kimbrew, Page, Flanner House, \$9.15 per hour, Effective: 11/06/2018
- Isabella Thomas, Page, Central, \$9.15 per hour, Effective: 11/06/2018
- Maeve Panich, Page, Pike, \$9.15 per hour, Effective: 11/06/2018
- Jarrod Reid, Public Services Librarian, Pike, \$18.00 per hour, Effective: 11/19/2018

INTERNAL CHANGES:

- Sharon Bernhardt from ARM-Interim Outreach Manager to Area Resource Manager, Outreach, No Change in Pay, Effective: 01/01/2018
- Billie Tatlock from Library Assistant II, Part-Time, Franklin Road to Library Assistant II, Full-Time, Franklin Road, No Change in Pay, Effective: 10/28/2018
- Mike Ehret from Indy Library Store Assistant Coordinator, Part-Time, Support Programs and Volunteer Resources, \$15.34 per hour to Indy Library Store Coordinator, Full-Time, Support Programs and Volunteer Resources, \$22.82 per hour, Effective: 12/09/2018
- Stephen McKenzie from Computer Lab Assistant II, Part-Time, West Indianapolis to Computer Lab Assistant II, Full-Time, Haughville, No Change in Pay, Effective: 11/11/2018
- Stephanie Armour from Page, Central, \$9.33 per hour to Library Assistant II, Full-Time, Central Services, \$12.40 per hour, Effective: 10/14/2018
- Moira Dugan from Hourly Public Services Associate I, Central, \$14.36 per hour to Public Services Librarian, Part-Time, Central, \$19.00 per hour, Effective: 10/28/2018
- Riley Swisher from Hourly Job Center Assistant, East 38th Street, \$10.20 per hour to Library Assistant II, Part-Time (20 Hours), College, \$12.40 per hour, Effective: 11/11/2018
- Stefany Boleyn from Hourly Public Services Associate I, Central to Public Services Associate II, Part-Time, 20 Hours, No Change in Pay, Effective: 10/28/2018
- Isaiah Stevenson from Computer Lab Assistant II, Part-Time, East 38th Street, \$13.00 per hour to Public Services Associate II, Part-Time, East 38th Street, \$15.34 per hour, Effective: 10/28/2018
- Robert Briner from Library Assistant II, Part-Time, Wayne to Hourly Library Assistant II (Sub), Southport, No Change in Pay, Effective: 11/11/2018
- Aniya Powell from PLA Inclusive Intern, Flanner House, \$10.00 per hour to Page, Flanner House, \$9.15 per hour, Effective: 11/11/2018
- David Lott from Page, Glendale to Page, Flanner House, No Change in Pay, Effective: 11/25/2018
- Shivani Dhamana from Page, Central, \$9.15 per hour to Library Assistant II, Part-Time, \$12.40 per hour, Effective: 11/11/2018

- Ross Castaneda from Library Assistant II, Part-Time, Pike to Library Assistant II, Full-Time, Flanner House, No Change in Pay, Effective: 11/25/2018
- Shaina Switzer from Library Assistant II, Full-Time, Lawrence, \$12.40 per hour to Public Services Associate II, Part-Time, Flanner House, \$15.34 per hour, Effective: 11/25/2018
- Carri Genovese from Public Services Librarian, Part-Time, Lawrence to Public Services Librarian, Full-Time, Central, No Change in Pay, Effective: 11/25/2018
- Anika Williams from Public Services Librarian, Irvington to Public Services Librarian, Pike, No Change in Pay, Effective: 11/11/2018
- William Smither from Public Services Librarian, Decatur to Public Services Librarian, Flanner House, No Change in Pay, Effective: 11/25/2018
- Fiona Duke from Supervisor Librarian, Southport, \$22.48 per hour to Interim Manager, Southport, \$24.31 per hour, Effective: 11/11/2018
- Teonna Taylor from Page, East 38th, \$9.15 per hour to Hourly Job Center Assistant, East 38th, \$10.20 per hour, Effective: 11/11/2018
- Dawn Hawkins from Hourly Library Assistant II (SUB), Lawrence to Hourly Library Assistant II, Lawrence, No Change in Pay, Effective: 11/25/2018
- Bethany Allison from Public Services Librarian, Spades Park to Public Services Librarian, Flanner House, No Change in Pay, Effective: 11/25/2018

RE-HIRES:

- Kayla Najera, Page, Central, \$9.15 per hour, Effective: 11/06/2018

SEPARATIONS:

- Bethany Stewart, Hourly Activity Guide, Learning Curve, 8 months, Effective: 10/13/2018
- Joshua Miller, Page, Irvington, 2 years and 9 months, Effective: 10/18/2018
- Brittany Shatley, Hourly Public Services Associate I, Nora, 1 month, Effective: 10/10/2018
- Mariah Loudon, Hourly Library Assistant II, Lawrence, 1 day, Effective: 10/10/2018
- Susan Jerger, Hourly Public Services Associate I, Southport, 12 years and 5 months, Effective: 10/22/2018
- Jacqueline McKeever, Hourly Library Assistant II, Southport, 2 months, Effective: 10/12/2018
- Joseph Fox, Public Services Associate II, Outreach, 7 years and 6 months, Effective: 10/15/2018
- Azucena Guerrero-Ruiz, Page, Garfield Park, 2 years and 4 months, Effective: 10/19/2018
- Amanda Blevins, Hourly Auditorium Technician, East Washington, 4 years and 7 months, Effective: 11/08/2018
- Sue Yates, Office Assistant, Central, 25 years and 1 month, Effective: 11/01/2018
- Crystal White, Page, Garfield Park, 4 months, Effective: 11/03/2018

INACTIVE:

- Josh Aughe, Page, Central, Effective: 10/10/2018
- Keyara Warren, Page, Pike, Effective: 11/12/2018
- Jennifer Newswager-Smith, Hourly Library Assistant II, East Washington, Effective: 11/12/2018

RE-ACTIVATE:

- Brigid Maguire, Page, Irvington, \$9.15 per hour, Effective: 12/15/2018

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
 TRAVEL AND TRAINING ACTION
 RESOLUTION 50- 2018

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

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

| Name | Dept | C/C | City/State | Conference Name | Fund | Registration | Lodging | Travel/Milage | Per Diem | Total |
|------------------|------|------|---------------------|----------------------|------|--------------|-------------|---------------|-----------|-------------|
| Nichelle Hayes | CBLC | 1412 | Fort Lauderdale, FL | Go on Girl Book Club | 10 | \$ 330.00 | \$ 1,500.00 | \$ 1,000.00 | \$ 150.00 | \$ 2,980.00 |
| Nichelle Hayes | CBLC | 1412 | Seattle, WA | ALA MidWinter | 10 | \$ 285.00 | \$ 2,000.00 | \$ 1,000.00 | \$ 150.00 | \$ 3,435.00 |
| Jackie Nytes | CEO | 1001 | Seattle, WA | ALA MidWinter | 10 | \$ 265.00 | \$ 1,440.00 | \$ 1,000.00 | \$ 180.00 | \$ 2,885.00 |
| Cheryl Wright | HR | 1700 | Seattle, WA | ALA MidWinter | 10 | \$ 270.00 | \$ 1,400.00 | \$ 500.00 | \$ 120.00 | \$ 2,290.00 |
| Ahlijah Bratzler | CAS | 1402 | Seattle, WA | ALA MidWinter | 10 | \$ 245.00 | \$ 1,000.00 | \$ 500.00 | \$ 180.00 | \$ 1,925.00 |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |
| | | | | | | | | | | \$ - |

\$ 13,515.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
November 13, 2018

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 13, 2018 at 5:05 p.m. pursuant to notice given.

1. Call To Order

Dr. Jett called the meeting to order.

2. Roll Call

Members present: Mr. Andrews, Ms. Crenshaw, Dr. Jett, and Ms. Payne.

Members absent: Ms. Carlino, Rev. Robinson and Ms. Sanders

COMMITTEE REPORTS

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

a. Briefing Report – Update on the Michigan Road Branch Project

- Sharon Smith reported that the Project has reached a milestone with the installation of ceiling grid, light fixtures, diffusers and HVAC mechanical systems.
• The Project is moving towards completion, and the work by IndyPL Staff continues to prepare the building for public service.
• Public Services are working to plan the Opening Celebration Event for December 15, 2018. The doors will open at 10:00 am, the ribbon cutting at 11:00 am, with tours and activities until 2:00 pm.
• CMSA is organizing the collections and move activities. This involves ordering materials, scheduling deliveries, planning the collection layout on the shelves, and coordination with the library moving vendor. IndyPL will take possession of the building on November 28, 2018.
• IT has completed working with AT&T for the wide-area network.

Construction Schedule Update

- Install library shelving November 19, 2018
• Substantial completion November 28, 2018

Move In Schedule Update

- Complete installation of WAN November 26, 2018
- Begin shelving the collections November 28, 2018
- Furniture deliveries begin November 29, 2018
- Opening celebration event December 15, 2018

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)

- Construction Contingency \$549,000.00
- Expenses to Contingency \$272,286.80
- Remaining Contingency \$276,713.20
- Percent Remaining Contingency 50.4%

b. Briefing Report – Update on the Eagle Branch Project

- Major milestone work completed in October includes completion of the under-slab electrical and plumbing work and preparation for the installation of the interior concrete slab. The concrete slab was installed on November 3 and 8, 2018.

Construction Schedule Update

- Interior Concrete Slab November 8, 2018
- Begin interior wall framing November 12, 2018
- Substantial Completion April 19, 2019

Summary Construction Budget Update

Project funded by the 2017B Construction Bond (Fund 478)

- Construction Contingency \$619,472
- Expenses to Contingency \$103,341
- Remaining Contingency \$516,131
- Percent Remaining Contingency 83.3%

c. Briefing Report – Update on Past and Current XBE Participation in the Strategic Plan Implementation Projects October 2018

Data on XBE participation in recent IndyPL Southport, Warren, East Washington, Michigan Road, Eagle and Brightwood Branch Projects through October 31, 2018 was presented to the Facilities Committee.

d. Resolution XX-2018 – Approval to Award an Architectural Design Services Contract for the Glendale Branch Project

- IndyPL Board Facilities Committee recommends Board approval to award an Architectural Design Services Contract for the Glendale Branch Project to **krM Architecture+**, Indianapolis, Indiana.

- A Request for Quotation (RFQ) was prepared and issued on October 4, 2018. IndyPL staff utilized the City's Department of Minority & Women Business Development website to identify certified Vendors capable of providing the Services.
- Fifty-four (54) known Vendors were contacted, business development organizations were contacted, public notices were placed in the newspapers on October 5 and 12, 2018, and the RFQ was posted to the IndyPL website. A pre-SOQ conference was held for all prospective Vendors on October 11, 2018, with twenty-one (21) Vendors in attendance.
- The Library received SOQs from thirteen (13) Vendors by the deadline of October 25, 2018.
- The IndyPL SOQ Evaluation Committee reviewed all qualifications received, had discussions with four (4) selected Vendors on November 5, 2018, checked references, reviewed financial information and reported the results to the Facilities Committee recommending **krM Architecture+** be awarded the contract as the Vendor that best met the criteria as defined in the Request for Qualifications. The team proposed by krM Architecture+ includes RLR Associates (MBE) for place branding and community engagement, Guidon (VBE) for structural and sustainable engineering, Heapy Engineering for mechanical engineering, and Shrewsberry (MBE) for civil and landscape design services.

krM Architecture+ will complete these Services on a negotiated lump-sum basis for a fee consistent with the RFQ and the SOQ. The expense for the Services will be charged to the Rainy Day Fund (Fund 245) during the planning and design phases. Once the Series 2021 Bond Fund sale is completed, the Rainy Day Fund will be replenished and all expenses for the Project will be charged to the Series 2021 Bond Fund (Fund number to be determined).

e. **Resolution XX-2018 – Approval to Award an Architectural Design Services Contract for the Lawrence Branch Project**

- IndyPL Board Facilities Committee recommends Board approval to award an Architectural Design Services Contract for the Lawrence Branch Project to **Rowland Design**, Indianapolis, Indiana.
- An RFQ was prepared and issued on October 4, 2018. IndyPL staff utilized the City's Department of Minority & Women Business Development website to identify certified Vendors capable of providing the Services.
- Fifty-four (54) known Vendors were contacted, business development organizations were contacted, public notices were placed in the newspapers on October 5 and 12, 2018, and the RFQ was posted to the IndyPL website. A pre-SOQ conference was held for all prospective Vendors on October 11, 2018, with twenty-one (21) Vendors in attendance.
- The Library received SOQs from six (6) Vendors by the deadline of October 25, 2018.
- The IndyPL SOQ Evaluation Committee reviewed all qualifications received, had discussions with three (3) selected Vendors on November 8, 2018, checked

references, reviewed financial information and reported the results to the Facilities Committee recommending **Rowland Design** be awarded the contract as the Vendor that best met the criteria as defined in the Request for Qualifications. The team proposed by Rowland Design includes Tappe Architects for library planning and community engagement, R.E. Dimond for mechanical engineering, Cripe (MBE) for civil and landscape design services.

Rowland Design will complete these Services on a negotiated lump-sum basis for a fee consistent with the RFQ and the SOQ. The expense for the Services will be charged to the Rainy Day Fund (Fund 245) during the planning and design phases. Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and all expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number to be determined).

f. **Resolution XX-2018 – Approval to Award an Architectural Design Services Contract for the Wayne Branch Project**

- IndyPL Board Facilities Committee recommends Board approval to award an Architectural Design Services Contract for the Wayne Branch Project to **R&B Architects**, Indianapolis, Indiana.
- An RFQ was prepared and issued on October 4, 2018. IndyPL staff utilized the City's Department of Minority & Women Business Development website to identify certified Vendors capable of providing the Services.
- Fifty-four (54) known Vendors were contacted, business development organizations were contacted, public notices were placed in the newspapers on October 5 and 12, 2018, and the RFQ was posted to the IndyPL website. A pre-SOQ conference was held for all prospective Vendors on October 11, 2018, with twenty-one (21) Vendors in attendance.
- The Library received SOQs from six (6) Vendors by the deadline of October 25, 2018.
- The IndyPL SOQ Evaluation Committee reviewed all qualifications received, had discussions with three (3) selected Vendors on November 8, 2018, checked references, reviewed financial information and reported the results to the Facilities Committee recommending **R&B Architects** be awarded the contract as the Vendor that best met the criteria as defined in the Request for Qualifications. The team proposed by R&B Architects includes Gould Evans, library design consultant, LHB for structural engineering, Loftus Engineering (WBE) for mechanical/electrical engineering, Rundell Ernstberger for civil and landscape design services, Four Point (WBE) for interiors and furniture, Vision 3 for signage/technology consulting, and Wurster Construction for cost estimating services.

R&B Architects will complete these Services on a negotiated lump-sum basis for a fee consistent with the RFQ and the SOQ. The expense for the Services will be charged to the Rainy Day Fund (Fund 245) during the planning and design phases. Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and all expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number to be determined).

g. Resolution XX-2018 – Approval to Rename the Brightwood Branch Library to the Martindale-Brightwood Branch Library

- IndyPL Board Facilities Committee requests Board approval to rename the Brightwood Branch Library to the Martindale-Brightwood Branch Library.
- During the community meeting process for the design of the new Branch Library to be constructed in Brightwood, IndyPL was approached by a variety of organizations and individuals with the suggestion that we consider changing the name of the new Branch to acknowledge the neighboring community of Martindale.
- After receiving the request, IndyPL held conversations with a wide variety of stakeholders in the community, held straw polls in the Branch, and discussed the idea at community engagement sessions as efforts to seek as much input as possible. While the resulting opinion was not unanimous, the significant majority of feedback we received favored changing the name of the Branch.
- It was noted there will be no significant implementation expense. The change would be implemented in printed sources like Hours and Services, which is currently being updated to include a variety of new information for 2019.

Dr. Terri Jett announced the Ground Breaking for Brightwood on November 20th at 9:00 a.m. and the Grand Opening of Michigan Road on December 15th with the ribbon cutting planned for 11:00 a.m.

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

a. Resolution XX-2018 – Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees

- Katherine explains the New Positions and Reclassification as listed on the Board Action Request. She also points out that employees will receive an additional one time contribution to their HSA account on their first pay in 2019 due to a refund that was received from Anthem. Dr. Jett inquires as to determination of where jobs fall in the Pay Grades. Katherine explains that it is based on the job description and how job falls in the Points Factor Worksheet that was established after the last class and compensation study. Dr. Jett and Ms. Payne ask if there is room to negotiate salary with regard to the Diversity and Inclusion Officer Position as they believe the salary for that position is quite low. Dr. Jett asks what other benefits would come with the position. Katherine explains all the benefits that are associated with the position. Dr. Jett inquires as to the reclassification of the Manager, Accounting position to Controller. Ije speaks to the board on why reclassifying this position is necessary. Katherine explains the process that is followed when a manager requests to reclassify a position. Dr. Jett and Ms. Payne encourage the Board to take a closer look at the job descriptions and pay with regard to the Diversity and Inclusion Officer and the Strategic Planning and Assessment Officer positions. Michael Torres inquires of Katherine the job descriptions of the Budget Analyst and Facilities Technical

Assistant position. Katherine gives a brief explanation as to what each job entails. This item will be sent to the regular Board Meeting.

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

- a. **Briefing Report – Directors & Officers Liability and Employment Practices Liability.** Marty Dezelan from Arthur Gallagher was present to discuss the Library’s insurance coverage. Annually the Library reviews our coverage for D & O Liability and Employment Practices Liability. Continental Casualty Company has provided our coverage in the past. The quote for 2019 is \$15,259 - \$7 less than last year. The Library recommends renewing their policy with Continental Casualty Company, effective January 1, 2019.
- b. **Briefing Report – Cyber Liability Insurance Coverage.** Mr. Dezelan reviewed the Library’s proposed cyber liability coverage. He noted that the Library has discussed adding this coverage for a few years. Due to the increased and evolving risk of cyber attacks, the Library has decided to pursue a proposal for cyber coverage. Quotes were requested from BCS (Gallagher’s preferred carrier for cyber coverage) and the Hartford (the Library’s current insurance provider for Worker’s Compensation, Property, Auto, and General Liability coverages). For the same coverage, the Hartford’s quoted premium was \$29,214 while BCS quoted \$7,002. Mr. Dezelan explained that this indicates that the Hartford is not interested in providing this coverage. Mr. Dezelan also explained that the policy with BCS would provide the Library access to 24/7 access to a national law firm that specializes in cyber liability and data breach. Should the Library suspect there has been a data breach, they would be able to call for guidance in how to handle the situation.
- c. **Resolution – Transfers Between Classifications and Accounts.** Ms. Dike-Young advised that a transfer in the Operating Fund is necessary for the Library to purchase ProWise equipment for the Learning Curve at Central. The equipment is a large touch screen monitor that will be used for programming. Funds in the amount of \$7,200 will be transferred from Supplies and Capital- Equipment. This transfer has no impact on the Library’s total 2018 budget.

6. Other Business

- a. **Resolution XX-2018 – Proposed Amendment to By-Laws**
Robert Scott explains the Proposed Amendment to the By-Laws is to remove wording pertaining to Beech Grove.
- b. **Annual Resolution XX-2018**
John Helling explains the redline changes in the Annual Resolution as to the Schedule of Fines, Fees and Service Charges and the addition of Fees for Professional Still Photo or Video Shoots at Libraries.

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

- a. **Regular Board Meeting** – Monday, November 26, 2018, at the Franklin Road Branch, 5550 South Franklin Road, at 6:30 p.m.

- b. **Library Board Committees Meeting** – Tuesday, December 4, 2018 at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.
- c. **Brightwood Groundbreaking** – Tuesday, November 20, 2018, at 2434 N. Sherman Dr., at 9:00 a.m.
- d. **Michigan Road Grand Opening** – Saturday, December 15, 2018, at the Michigan Road Branch, 6201 Michigan Rd., at 11:00 a.m.

9. Adjournment

Dr. Jett declared the meeting adjourned at 6:30 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

November 27 at 10:15 a.m. – “Documentary Showing: Won’t You Be My Neighbor?” You’re invited for a showing of the documentary, “Won’t You Be My Neighbor?” This film is about the life and guiding philosophy of Fred Rogers, the host and creator of Mister Rogers’ Neighborhood. Coffee and donuts will be served. Held at the Lawrence Branch.

November 29 at 6:30 p.m. – “U.S. Poet Laureate Tracy K. Smith.” Hear from U.S. Poet Laureate Tracy K. Smith as she visits Indianapolis on her Quantum Leap Poetry Tour, presented by Indiana Humanities, Brick Street Poetry and the Indy Library. Smith’s book of poetry, “Life on Mars,” won the 2011 Pulitzer Prize for poetry. Smith, the 22nd U.S. Poet Laureate and fifth African American to hold the position, will be joined by current Indiana Poet Laureate Adrian Matejka. Held at Central Library.

Continuing through January 31 – “Tools of the Trade: A Letterpress Collection by David Peat.” View a special exhibit illustrating the evolution of letterpress that features the collection of Dave Peat, an expert on the history of printing who’s described as the Godfather of Letterpress. You’ll see specimen books, small toy presses and Indianapolis printing artifacts dating to the 1800s. On December 6 at 7 p.m., attend a screening of the documentary, “Pressing On: The Letterpress Film,” that describes how letterpress printing has survived in the digital age. Held at Central Library.

December 3 - 17 – “Holiday Classical Concerts.” Those of all ages are invited to enjoy a performance of chamber ensemble music featuring holiday classics and carols by members of the Indianapolis Symphony Orchestra. This program is made possible by Friends of the Library through gifts to The Indianapolis Public Library Foundation. Held at various Library locations.

December 7 at 5 p.m. - “Circle City Ringers Handbell Concert.” Enjoy a festive hour of English handbell music as part of the annual Irvington Holiday Open House celebration sponsored by the Irvington Business Association. Held at the Irvington Branch.

December 10 from 3 - 8 p.m. – “Genealogy Research Assistance.” Take advantage of this free session with representatives from the Samuel Bryan Chapter of the D.A.R. who will provide assistance with genealogy research. Call beforehand (317-275-4560), as registration is limited to 10. Held at the Beech Grove Branch.

December 8 from 11 a.m. - 1 p.m. “December Celebration: Family Fun in the CBLC.” Bring the entire family for a variety of fun activities to celebrate the holidays. The event will feature opportunities for kids to make a craft and have their photos taken with Santa and Mrs. Claus! Held in the Center for Black Literature & Culture at Central Library.

December 12 at 6 p.m. – “Virtual Reality with BlueWall VR.” Get your feet wet with the virtual reality experience from BlueWall VR. Walk a plank, play tennis or fight zombies in this immersive experience. Or, tap into the creative side to make music or a 3D design. Held at Central Library.

We hope to see you at these exciting events!



Annual Meeting Agenda

**Notice Of The Annual Meeting
November 26, 2018**

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

**Franklin Road Branch Library
5550 S. Franklin Road
Immediately Following The Regular Meeting**

**For The Purpose Of Considering The Following Agenda Items
Dated This 21st Day Of November, 2018**

**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. Resolution 51-2018 – Approval of Amendment to By-Laws

- a. Enclosed and previously distributed via email to comply with notice requirements

5. Annual Resolution 52 – 2018

- a. Enclosed and previously distributed at the November 13th Committee meeting.

6. Adjournment





Board Resolution

4a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 51-2018
APPROVAL OF AMENDMENT TO BY-LAWS
November 26, 2018**

WHEREAS, on November 7, 2018, the Indianapolis-Marion County Board of Trustees (“Board”) was presented with written notice of a proposed amendment to the By-Laws of the Board;

WHEREAS, the Board subsequently reviewed and considered the proposed change to the By-Laws at the Joint Committee meetings of the Board held November 13, 2018, and the Board deems it appropriate to amend the By-Laws.

IT IS THEREFORE RESOLVED that **Article II, Section 2** of the By-Laws of the Board be, and hereby is, amended to clarify that the City of Beech Grove has been included in the library district of Indianapolis-Marion County Public Library as follows:

ARTICLE II

PURPOSE AND DISTRICT LIMITS

Section 2. District Limits

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

IT IS FURTHER RESOLVED, that the By-Laws of the Indianapolis-Marion County Public Library Board, as revised pursuant to this Resolution and attached hereto, are hereby approved and confirmed.

ADOPTED this 26th day of November, 2018.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

Approved November 26, 2018
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD
BY-LAWS

TABLE OF CONTENTS

| | | |
|--------------|-------------------------------|---|
| ARTICLE I. | IDENTIFICATION AND AUTHORITY | |
| | Section | <ol style="list-style-type: none"> 1. Name 2. Authority |
| ARTICLE II. | PURPOSE AND DISTRICT LIMITS | |
| | Section | <ol style="list-style-type: none"> 1. Purpose 2. District Limits |
| ARTICLE III. | POWERS AND GOVERNING BODY | |
| | Section | <ol style="list-style-type: none"> 1. Public Corporation 2. Governing Body 3. Powers |
| ARTICLE IV. | MEMBERS OF THE LIBRARY BOARD | |
| | Section | <ol style="list-style-type: none"> 1. Qualification of Members 2. Appointment of Members 3. Vacancies 4. Limitation on Appointment; Limitation on Reappointment 5. Removal of Board Member 6. Compensation, Prohibition of Employment and Nepotism 7. Certificate of Appointment and Oath of Office 8. Indemnification 9. Representation on the Public Library Foundation 10. Conflicts of Interest |
| ARTICLE V. | OFFICERS OF THE LIBRARY BOARD | |
| | Section | <ol style="list-style-type: none"> 1. Officers 2. Tenure of Office 3. Election of Officers 4. Removal of Officers 5. Vacancies 6. President 7. Vice-President 8. Secretary 9. Treasurer |
| ARTICLE VI. | COMMITTEES | |
| | Section | <ol style="list-style-type: none"> 1. Standing Committees 2. Special Committees; Tenure of Special Committees |

TABLE OF CONTENTS Continued

| | | | |
|---------------|-------------------------------|----|-------------------------|
| ARTICLE VII. | MEETINGS | | |
| | Section | 1. | Regular Meetings |
| | | 2. | Annual Meeting |
| | | 3. | Special Meeting |
| | | 4. | Quorum |
| | | 5. | Voting |
| ARTICLE VIII. | PERSONNEL | | |
| | Section | 1. | Chief Executive Officer |
| | | 2. | Attorney |
| ARTICLE IX. | EXPENDITURES | | |
| ARTICLE X. | ORDER OF BUSINESS | | |
| | Section | 1. | Agenda |
| | | 2. | Order of Business |
| ARTICLE XI. | AMENDMENT, SUSPENSION, REVIEW | | |
| ARTICLE XII. | PARLIAMENTARY GUIDANCE | | |

ARTICLE III Continued
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

ARTICLE III Continued

amended, and subject to these By-Laws.

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 1. 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.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 54-2018

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 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, 2019.

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, 2019.

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 you may provide an approved, new replacement copy of the same item plus a restocking fee of \$10.00 |
| Restocking Fee | \$10.00 |
| 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 2018

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 | | |
| k. Garden Conference Room | \$340.00 | \$340.00 |
| An hourly fee will apply after 8 hours | \$85.00 | \$85.00 |
| Rate includes parking and set-up | | |

Rentals of Library owned furniture/equipment for use by caterers and clients for Events

| | |
|------------------|--|
| Chairs (bingos) | \$2.00 each (no charge when used in meeting rooms, included with wedding ceremonies up to 200) |
| Linens | \$1.00 each |
| Tables (events) | \$5.00 each (no charge for regular meeting room tables) |
| Podium | \$25.00 for Event Space (included in all meeting rooms and Auditorium) |
| Projector Screen | \$30.00 for Event Space (included in all meeting rooms and Auditorium) |

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 | \$90.00 (tables and chairs for meetings only) |
| Simon Reading Room | \$150.00 (wedding chair set-up and moving heavy furniture) |
| West Reading Room | \$200.00 (moving heavy furniture) |
| Indianapolis Special Collections Room | \$150.00 (moving heavy furniture) |
| Clowes Auditorium | \$90.00 |
| Atrium | \$600.00 (moving heavy furniture) |
| East Garden | \$200.00 |
| 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. | | |
| j. Atrium TV Monitors- \$50.00 per monitor- client provides laptop with presentation loaded. Staff connects. | | |

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 | \$20.00 | \$20.00 |
| Fee covers the cost of the skilled activity guides. | | |
| 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. LED Readouts-Each per day | \$50.00 | \$50.00 |

| | | |
|---|-----------|-----------|
| Readouts are a personalization option | | |
| j. Vortex -Per day | \$300.00 | \$300.00 |
| Vortex is a personalization option | | |
| k. Braille Wall -Per day Wall is a personalization option | \$50.00 | \$50.00 |
| l. Directory Wall/Plasma Screens-Each per day | \$100.00 | \$100.00 |
| Wall is a personalization option | | |
| m. Green Screen animations -Per day. Screen is a personalization option | \$100.00 | \$100.00 |
| n. Think Tank | No Charge | No Charge |

Revised March, 2013

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.