



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
November 27, 2017**

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

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

**For The Purpose Of Considering The Following Agenda Items
Dated This 22nd Day Of November, 2017**

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

-- Regular Meeting Agenda --

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

3. **Presentation on IndyPL Outreach Services** – Sharon Bernhardt, Interim Outreach Manager, will make the presentation. (at meeting)

4. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

- b. **Dear CEO Letters and Responses** (at meeting)
- c. **Correspondence** for the Board's general information. (at meeting)

5. Approval of Minutes

- a. **Executive Session, October 23, 2017** (enclosed)
- b. **Regular Meeting, October 23, 2017** (enclosed)

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)

- a. **Report of the Treasurer – October 2017** (enclosed)
- b. **Briefing Report** – Fines, Fees and Charges for 2018 (enclosed)
- c. **Briefing Report** – 2018 D & O Entity Liability and Employment Practices Liability (enclosed)

- d. **Resolution 43 – 2017** (Transfers Between Accounts and Classifications) (enclosed)
- e. **Resolution 44 and 45 – 2017** (Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services – LSC and Central) (enclosed)
 - 1) **Resolution 44 – 2017** (Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services – LSC) (enclosed)
 - 2) **Resolution 45 – 2017** (Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services – Central) (enclosed)
- f. **Resolution 46 – 2017** (Authorization for the Chief Executive Officer to Negotiate Contract for ISDN-PRI Services) (enclosed)
- g. **Resolution 47 – 2017** (Closure of the Library's Capital Projects Fund) (enclosed)
- 7. **Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Patricia A. Payne, Rev. T. D. Robinson)**
 - a. **Resolution 48 – 2017** (Annual Salary Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees) (enclosed)
 - b. **Resolution 49 – 2017** (Human Resources Policy Revisions) (enclosed)
- 8. **Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders)**
 - a. **Resolution 50 – 2017** (Authorization to Purchase Property Located at 3905 Moller Road for the Eagle Branch Project) (enclosed)
 - b. **Resolution 51 – 2017** (Authorization to Issue Bidding Documents for the Eagle Branch Project) (enclosed)
 - c. **Briefing Report for December Action Item** – Approval to Award an Architectural Design Services Contract for the Fort Benjamin Harrison Branch Project (enclosed)

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

10. Report of the Chief Executive Officer

a. Dashboards and Statistics

1) **Monthly Performance Dashboard – October 2017** (enclosed)

b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)

c. **October Media Report** (enclosed)

d. Confirming Resolutions:

1) **Resolution Regarding Finances, Personnel and Travel (52 – 2017)**

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, 2017 - To Be Determined

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – November 14, 2017** (enclosed)

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

- a. **Board Meetings and Joint Board Committee Meetings for 2018** (enclosed)
- b. **Library Programs/Free Upcoming Events updated through December 17, 2017** (enclosed)
- c. **Joint Meeting of Library Board Committees – Tuesday, December 5, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.**

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, December 18, 2017, at Central Library, 40 East St. Clair Street, at 6:30 p.m.

18. Other Business

19. Adjournment



OUTREACH SERVICES

2017

The Outreach Services Department of the library supports bookmobile service, the On the Road to Reading literacy initiative as well as representing the library at various fairs and festivals held throughout the city. We also assist the United Way with their Early Readers Club by delivering these materials to sites throughout the county.

The staff consists of two bookmobile drivers, two librarians, 4 public services associates, four library assistants, a circulation supervisor and one manager.

Currently, we are visiting seventy-nine daycares through the On the Road to Reading initiative. We deliver bunny and baby bunny book bags and/or deposit collections to 46 agencies in the community. These include childcare facilities, afterschool programs, and community centers such as Hawthorne, Christamore, and the Jewish Community Center.

Our two bookmobiles “Frog” and “Toad” have thirty-seven and twenty-nine stops respectively. We continue to work on expanding service to adults and are expecting to add at least eight stops in January.

Outreach Services staff represented the library at a number of events this year including the Black Expo, the Latino Festival and most recently the International Festival. We also attended events held by IMPD as well as neighborhood back-to-school events.

Outreach staff is now handling stocking several of The Public Collection sites, including White River State Park, Eskenazi, City Market, CityWay, and Monument Circle.

Outreach leads the system with summer reading registrations. In 2017, we registered 9001 participants (8266 ages 0-18).

55.34% (4981) of our registration was through various daycares throughout the city.

34.54% (3109) of our registrations were through summer camps and summer schools.

10.12% (911) were children in target areas that the bookmobile visited.

We were very happy with our bookmobile registration numbers this past year because we tried to target areas and apartment complexes in lower socio-economic neighborhoods and in areas where we have service gaps. We also tried to reach more immigrant populations. We partnered with Summer Servings and used their data to determine new locations. We were able to visit 5 Indiana Housing Authority locations. We also served several diverse populations: Hispanics, Burmese, Kenyans, and Somalians to name a few. We communicated with many of the parents with their children as translators.

The bookmobile also offered STEM activities that were very successful.

Many children visit the bookmobile without their parents and do not have a library card. In those instances, children are allowed to select two unprocessed paperback books. We are now offering a “rewards program” utilizing the “Bookmobile Punch Card” where we monitor the books the children check out, and then they receive a punch after the books are returned. After their 10th return, the children receive a prize and the privilege of checking out 3 items. We have already had several children complete their first card!

We often have children who want to hang out with us after selecting their books. We offer coloring activities, paper airplanes and other small activities to engage the children. The older ones are happy to help shelve returned books and help new patrons select their books. Daniella, a 5th grader at Deer Run Elementary School, is our new librarian assistant at our Whispering Pines stop. She shelves books and helps patrons when needed. She is a helper at her school library and loves being able to help on the bookmobile also.

Ronald, a student at Irvington Middle School, got on the bookmobile for the very first time and was very excited to get his library card. He said that he has been inside a public library once before but this was the very first time he has been able to check out an actual library book. He was so excited, and he shared that would not have been able to have that experience if the bookmobile didn't visit their school.

We are continuing to identify new locations for bookmobile stops. We currently have several requests for service that we are hoping to add to our routes in 2018.

Respectfully submitted,

Sharon Bernhardt, ARM Outreach Services and Membership Access

Megan Ferguson, Public Services Librarian, Outreach

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
OCTOBER 23, 2017**

The Indianapolis-Marion County Public Library Board met at the Warren Branch Library, 9701 East 21st Street, Indianapolis, Indiana on Monday, October 23, 2017 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Dr. Wantz presided as Chairman. Ms. Charleston acted as Secretary.

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Members absent: Rev. Robinson.

3. Branch Manager's Report

Ruth Hans, Warren Branch Manager, discussed her Report. She mentioned that it has been a pleasure watching the positive reactions of patrons coming into their newly renovated branch. She noted that one very surprised individual was someone who had not been in the branch in over 40 years. Since the renovation, the branch is experiencing increased usage and a new attitude in the community, which now views the branch as a destination.

Ms. Hans then took the opportunity to introduce two of her staff members, namely Julie Fore, Library Assistant II, and Tiffani Carter, Public Services Librarian, who were in the room.

Ms. Payne asked Ms. Hans if Warren has dealt with the same issues that the Pike Branch is experiencing with disruptive teens in the branch following dismissal from the nearby school.

Ms. Hans responded that Warren normally sees 70-80 teens in the building after school. To address their situation, she is working with the Library's new security company and has also scheduled a meeting with the Warren Township Schools Superintendent to discuss the matter.

4. Public Comment and Communications

a. Public Comment

There were no petitions to come before the Board.

b. Dear CEO Letters and Responses were circulated for the Board's general information.

c. Correspondence was circulated for the Board's general information.

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

a. Regular Meeting, September 25, 2017

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

COMMITTEE REPORTS

6. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)

a. Report of the Treasurer – September 2017

Becky Dixon, Chief Financial Officer, reviewed the Report of the Treasurer as follows:

Revenue – As of September 30th, the Library has collected 59% of the original projected revenue for 2017. Last year the Library had collected 60% of the original projected revenue for 2016.

Expenditures – As of September 30th, the Library has spent 65% of the adjusted budget for 2017. Last year the Library had spent 67% of the adjusted budget for 2016.

Ms. Dixon summarized by noting that the Library was well within the target of no more than 75% spent in each budget category by the end of September.

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

Motion carried.

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

- b. **Resolution 39 – 2017** (Resolution of the Indiana-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Eagle Branch Facility Improvement Project and Expenses Related Thereto)

Ms. Dixon requested approval from the Board for the issuance of bonds not to exceed \$7.6 million to pay for the new Eagle Branch facility. She advised that the Library hopes to obtain a lower interest rate based on its improved bond rating announced earlier this year.

After full discussion and careful consideration of Resolution 39 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

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 40 – 2017** (Library Policy Revisions and New Policy Additions)

Ms. Crenshaw advised that the resolution being presented for approval includes various policy changes and additions to the Policy Manual. These include a new Leave Donation policy, revision of the Catastrophic Account (“CAT”) policy section of the Paid Time Off (“PTO”) policy, revision of the Capital Assets policy, a new Responsible Bidding policy, and other minor revisions to the Human Resources section of the Policy Manual for purposes of consistency and clarification of existing practices. It was noted that the Human Resources office will communicate specifics of these changes and additions to Library staff.

After full discussion and careful consideration of Resolution 40 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

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

- a. **Briefing Report** – Michigan Road Branch Library Groundbreaking Event

Sharon Smith, Facilities Director, reminded everyone that the Michigan Road Branch Library Groundbreaking event will take place at 6201 North Michigan Road on Friday, November 3, 2017 at 9:00 a.m. The entire community is invited to attend.

b. **Presentation on the Use of Harvested Lumber from the Michigan Road Branch Project Site**

At this time, Kevin Montgomery from krM Architecture and Brian Presnell of Indy Urban Hardwood provided a presentation and explanation about the sustainability initiative which will be utilized at the Michigan Road Branch Project Site. Indy Urban Hardwood will use the wood harvested from the site that includes 19 trees, equaling 1,760 board feet, that will be used for such things as the branch's exterior canopy, children's area tunnel, as well as some seating and paneling.

Ms. Charleston and other Board members expressed their excitement at the prospect of the Library using these resources in this manner.

c. **Briefing Report – Action Item Scheduled for the November 2017 Meeting – Authorize Issuing of the Eagle Branch Project Bidding Documents**

It was noted that in November, the Library will seek authorization to issue construction bidding documents for the new Eagle Branch project. An outreach meeting for subcontractors and materials suppliers will be held on November 30, 2017 at the International Marketplace Coalition to provide information on this upcoming project.

9. **Library Foundation Update**

October 2017 Library Foundation Update

Dr. Jett provided the Update for October 2017.

Congratulations to all Library trustees and staff members who attended or participated in the Eugene & Marilyn Click Indiana Authors Award on October 14, 2017. "Meet the Author, Be an Author" was held from 10:15 a.m. to 4:30 p.m. at Central Library. It was a day filled with activities for writers and book lovers of all ages. Participants attended free workshops on writing, publishing and marketing, met local authors and heard from this year's winners and finalists. An award dinner, celebrating our winners and finalists, was held that evening. More information will be available in November or visit www.indianaauthorsaward.org.

Many thanks to all Library staff members who participated in the service plan process. Our Board and staff are inspired by the Library's plans for serving the community in 2018. The service plans are improving each year and provide essential information for fundraising purposes. Our funding decisions will be finalized in November when our Board votes on our 2018 Budget.

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

- Carrier Corporation
- Clark Quinn Moses Scott & Grahm, LLP
- Harrison Center for the Arts

- Schmidt Associates
- Cardinal Publishers Group
- Indianapolis Local Public Improvement Bond Bank

This month, the Foundation provided funding for the following Library programs:

Children's

- Read to Me, Please – InfoZone
- Curveside Ride – Central Library

Cultural

- Fall Fest – Central Library
- Community Conversations – East 38th Street
- Center for Black Literature and Culture – Central Library
- Global Village Innovation
- Cultural and Community Contingency – McFadden Wall

Collections

- Digitization

Lifelong

- Nonprofit Series and Foundation Collection – East 38th Street and Central Library

10. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – September 2017

Jackie Nytes, Chief Executive Officer, commented that PC usage rose in August although in September it did drop. We don't know if that's because the kids have all gone back to school and they have lots of access to the Internet at school. She believes that the continued affordability of phones is also having an impact on this. People don't need to come to the Library just for email as much anymore but Irvington and Warren are two locations that have seen increases.

Ms. Nytes announced that the Library is now offering Call-A-Story in Spanish.

With regard to Goal 2 on the Dashboard, which has to do with Community Contacts, we have had a pretty significant increase in meeting room use but that's partly because as we've done our branch renovations, we've added more small meeting rooms and group study rooms to our buildings and patrons are now using them.

The electronic use of materials continues to be where all the growth is for the month. That growth is high in eBooks and eAudiobooks.

For Goal 4, which are measures related to accessibility, we've had a nice month. Perhaps the nice weather impacted the greater number of walk-ins for September.

Library card use shows a drop in "All Others." Those are the ones that are not actively in use. We have weeded out a lot of non-active cards. The cards that are actively used show an increase.

Following a question posed by Ms. Charleston, Ms. Nytes provided an explanation of how Call-A-Story works at the Library.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. She shared that it has been the Library's strategy to actively join community efforts to close the educational achievement gaps. Actions include providing Library resources that support completion of high school equivalency certification, creating curriculum-based content for visits by primary and secondary classes to the Library, targeting underperforming schools and creating program partnerships, and participating in educational enrichment activities in every service area. The Library's Summer Reading Program is undergoing an evaluation to assess participation trends and the impact of participation on student test scores.

Dr. Wantz was alarmed to learn of the 90% turnover rate at School 14.

Ms. Cairo explained that the area around School 14 and our Spades Park Branch has the highest concentration of homeless.

- c. **August Media Report**

Ms. Nytes reviewed the Report that highlighted coverage of Library programs and various services offered in print, electronic and social media.

Thanks was expressed to Library staff who helped to make the Central Library Centennial Celebration and the opening of the Center for Black Literature and Culture ("CBLC") successful events. It was noted that the door count at Central Library on October 21, 2017 for the CBLC opening was an estimated 4,000 people.

- d. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (41 – 2017)**

After full discussion and careful consideration of Resolution 41 – 2017, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Sanders, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. **Resolution 42 – 2017** (Grievance Matter)

After full discussion and careful consideration of Resolution 42 – 2017, the resolution was adopted on the motion of Ms. Crenshaw, seconded by Ms. Sanders, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Ms. Sanders and Dr. Wantz.

Motion carried.

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

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

- November, 2017** – Dr. Wantz mentioned that the Board Retreat is coming up soon. He encouraged Board members to send him any suggestions for Agenda items. In addition, it is planned that they will discuss long range plans for the Library as well as the slate of officers for 2018.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committee Notes – October 10, 2017** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through November 26, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 14, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, November 27, 2017, at the West Indianapolis Branch Library, 1216 South Kappes Street, at 6:30 p.m. It was noted that a discussion is taking place about moving the November meeting to the Library Services Center. A decision will be made soon.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 7:55 p.m.

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

Lillian L. Charleston, Secretary to the Board

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**Indianapolis-Marion County Public Library
Report of the Treasurer for October 2017
Prepared by Accounting for November 27, 2017 Board Meeting**

Contents

- Annual Highlights
- Financial Charts
- Operating Fund Revenues and Expenditures
- Expenditures for Operating, Debt, Capital Projects, Rainy Day & LIRF
- Status of the Treasury: Investment Report
- Status of the Treasury: Total Funds
- Parking Garage
- Cash Flow Projections: Operating Fund
- Cash Flow Projections: Bond & Interest Redemption Fund
- 2014, 2015, 2016 and 2017 Bond Expenditures
- Capital Projects Summary

2017 October Highlights**REVENUE:**

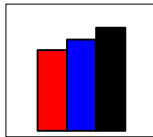
- The Library's property tax advance for October came in higher than projected and higher than 2016. The Library's charges for services are higher than projected due to an accounting change in the recording of this revenue. In the past we recorded the net revenue (total amount collected less the collection cost) and now we record the gross amount as the revenue and the cost as an expense.

EXPENDITURES:

- The expenditures were 11% less than projected, but 13% more than last year. Our projection in personal services was on target but we spent less in supplies, charges for services and capital.

Finances - October 2017

Financial Comparisons - Operating Fund



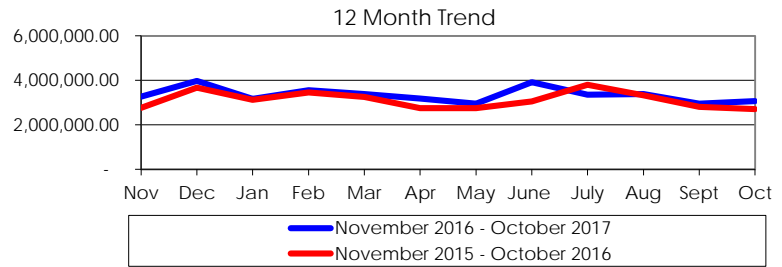
Expenses

2,712,142 October 16

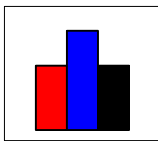
3,068,381 October 17

3,464,455 Projected

-11.4%



Supplies, other services and charges and capital outlay - less than projected.



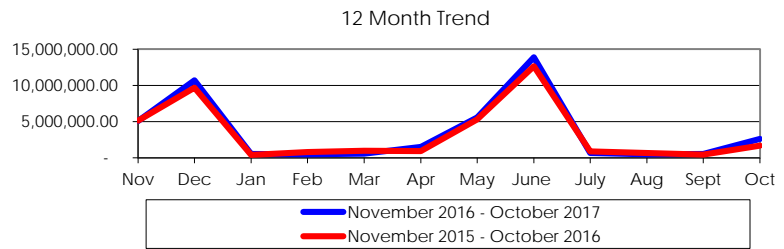
Revenue

1,682,703 October 16

2,603,526 October 17

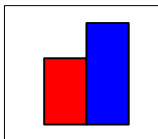
1,689,661 Projected

54.1%



Property taxes and charges for services - more than projected.

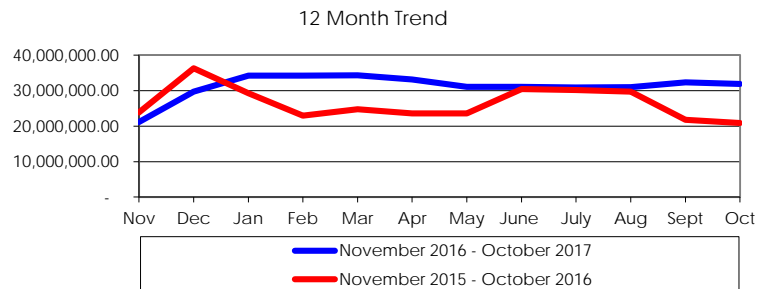
Investment Activity



Investments

20,849,579 October 16

31,906,961 October 17



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
OPERATING FUND REVENUES AND EXPENDITURES
MONTH ENDED October 31, 2017

Revenue	Annual		Actual MTD	Variance
	2017 Adjusted	Projected MTD		
	Budget	10/31/2017	10/31/2017	% MTD
2017 - Property Taxes	32,646,240	1,218,000	2,131,000	75%
2017 - Intergovernmental	6,410,498	323,572	323,572	0%
Fines & Fees	780,840	64,761	65,966	2%
Charges for Services	222,500	18,400	30,802	67%
Miscellaneous	1,331,640	64,928	52,186	-20%
Total	41,391,718	1,689,661	2,603,526	54%

Expenditures	Annual		Actual MTD	Variance
	2017 Adjusted	Projected MTD		
	Budget	10/31/2017	10/31/2017	% MTD
Personal Services & Benefits	24,896,242	1,850,000	1,833,287	-1%
Supplies	1,802,173	175,000	125,457	-28%
Other Services and Charges	15,085,881	1,200,000	920,675	-23%
Capital Outlay	4,042,030	239,455	188,962	-21%
Total	45,826,327	3,464,455	3,068,381	-11%

Indianapolis Marion County Public Library Operating Fund

For the Month Ended October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 83 %	P.O.	Balance 17 %	% Remaining
Expenses								
Services Personal								
Salaries & Wages								
SALARIES APPOINTED STAFF	15,542,822.15	(35,000.00)	15,507,822.15	1,167,613.96	12,137,260.01	0.00	3,370,562.14	22%
SALARIES HOURLY STAFF	1,859,091.00	0.00	1,859,091.00	118,707.39	1,303,463.31	0.00	555,627.69	30%
Total Salaries & Wages	17,401,913.15	(35,000.00)	17,366,913.15	1,286,321.35	13,440,723.32	0.00	3,926,189.83	23%
Employee Benefits								
HEALTH INSURANCE	3,827,725.00	10,808.91	3,838,533.91	277,861.74	2,879,363.16	0.00	959,170.75	25%
WELLNESS	25,000.00	0.00	25,000.00	110.00	15,130.00	0.00	9,870.00	39%
GROUP LIFE INSURANCE	30,000.00	650.00	30,650.00	3,318.64	30,306.44	0.00	343.56	1%
LONG TERM DISABILITY INSURANCE	27,000.00	6,000.00	33,000.00	3,064.25	32,779.79	0.00	220.21	1%
UNEMPLOYMENT COMPENSATION	5,000.00	0.00	5,000.00	1,535.10	2,972.27	792.02	1,235.71	25%
FICA AND MEDICARE	1,333,159.00	0.00	1,333,159.00	92,872.93	966,761.79	0.00	366,397.21	27%
PERF	2,215,616.00	0.00	2,215,616.00	164,533.17	1,634,851.06	0.00	580,764.94	26%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	3,670.00	18,350.00	3,670.00	0.00	0%
TUITION ASSISTANCE	8,000.00	7,800.00	15,800.00	0.00	10,735.38	0.00	5,064.62	32%
SALARY ADJUSTMENT	25,000.00	(14,450.00)	10,550.00	0.00	0.00	0.00	10,550.00	100%
Total Employee Benefits	7,518,520.00	10,808.91	7,529,328.91	546,965.83	5,591,249.89	4,462.02	1,933,617.00	26%
Total Services Personal	24,920,433.15	(24,191.09)	24,896,242.06	1,833,287.18	19,031,973.21	4,462.02	5,859,806.83	24%
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	975,709.00	246,933.80	1,222,642.80	50,645.57	546,869.59	240,488.03	435,285.18	36%
UNIFORMS	7,000.00	3,212.00	10,212.00	225.10	3,716.56	0.00	6,495.44	64%
Total Office Supplies	982,709.00	250,145.80	1,232,854.80	50,870.67	550,586.15	240,488.03	441,780.62	36%
Operating Supplies								
CLEANING & SANITATION	165,000.00	8,035.11	173,035.11	4,118.96	73,922.77	34,404.34	64,708.00	37%
GASOLINE	40,000.00	1,391.82	41,391.82	2,009.71	17,397.13	2,181.90	21,812.79	53%
Total Operating Supplies	205,000.00	9,426.93	214,426.93	6,128.67	91,319.90	36,586.24	86,520.79	40%
Other Supplies								
LIBRARY SUPPLIES	180,000.00	33,671.69	213,671.69	35,197.82	183,817.17	22,359.65	7,494.87	4%
NON-CAPITAL FURNITURE & EQUIPMENT	91,900.00	49,319.78	141,219.78	33,259.32	97,505.53	20,600.00	23,114.25	16%
Total Other Supplies	271,900.00	82,991.47	354,891.47	68,457.14	281,322.70	42,959.65	30,609.12	9%

Indianapolis Marion County Public Library Operating Fund

For the Month Ended October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 83 %	P.O.	Balance 17 %	% Remaining
Total Supplies	1,459,609.00	342,564.20	1,802,173.20	125,456.48	923,228.75	320,033.92	558,910.53	31%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	353,650.00	278,144.35	631,794.35	17,851.52	204,002.73	239,968.59	187,823.03	30%
LEGAL SERVICES	219,000.00	19,636.00	238,636.00	18,274.25	207,969.00	0.00	30,667.00	13%
Total Professional Services	572,650.00	297,780.35	870,430.35	36,125.77	411,971.73	239,968.59	218,490.03	25%
Communication & Transportation								
POSTAGE	68,800.00	228.57	69,028.57	200.48	30,858.61	1,123.52	37,046.44	54%
TRAVEL	40,280.00	0.00	40,280.00	1,558.90	16,737.03	0.00	23,542.97	58%
CONFERENCES	100,000.00	0.00	100,000.00	9,715.97	75,074.20	0.00	24,925.80	25%
IN HOUSE CONFERENCE	50,000.00	395.00	50,395.00	2,721.74	16,537.54	0.00	33,857.46	67%
FREIGHT & EXPRESS	5,500.00	1,460.00	6,960.00	0.00	4,982.74	1,976.82	0.44	0%
DATA COMMUNICATIONS	308,000.00	20,304.34	328,304.34	14,410.81	174,549.32	19.58	153,735.44	47%
CELLULAR PHONE	10,600.00	0.00	10,600.00	490.00	10,693.47	0.00	(93.47)	-1%
Total Communication & Transportation	583,180.00	22,387.91	605,567.91	29,097.90	329,432.91	3,119.92	273,015.08	45%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	0.00	2,250.00	304.48	1,210.35	0.00	1,039.65	46%
PRINTING	238,550.00	15,632.00	254,182.00	22,516.42	110,241.74	12,431.00	131,509.26	52%
Total Printing & Advertising	240,800.00	15,632.00	256,432.00	22,820.90	111,452.09	12,431.00	132,548.91	52%
Insurance								
OFFICIAL BONDS	1,000.00	0.00	1,000.00	0.00	975.00	0.00	25.00	3%
AUTOMOBILE	15,004.00	(7,939.00)	7,065.00	0.00	7,064.74	0.00	0.26	0%
PACKAGE	189,148.00	23,099.00	212,247.00	45,883.00	212,246.26	0.00	0.74	0%
WORKER'S COMPENSATION	160,167.00	21,429.00	181,596.00	26,072.00	181,596.00	0.00	0.00	0%
EXCESS LIABILITY	8,001.00	122.00	8,123.00	1,779.00	8,121.00	0.00	2.00	0%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	(694.00)	15,306.00	0.00	15,306.00	0.00	0.00	0%
CLAIMS, AWARDS, AND INDEMNITIES	25,000.00	(12,095.00)	12,905.00	0.00	2,500.00	0.00	10,405.00	81%
BROKERAGE FEE	17,000.00	0.00	17,000.00	4,250.00	17,000.00	0.00	0.00	0%
Total Insurance	431,320.00	23,922.00	455,242.00	77,984.00	444,809.00	0.00	10,433.00	2%
Utilities								
GAS	115,000.00	11,898.87	126,898.87	2,463.25	55,700.49	71,157.62	40.76	0%
ELECTRICITY	950,000.00	69,710.78	1,019,710.78	80,846.24	747,323.18	272,329.74	57.86	0%

Indianapolis Marion County Public Library

Operating Fund

For the Month Ended October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 83 %	P.O.	Balance 17 %	% Remaining
HEAT/STEAM	364,000.00	13,535.04	377,535.04	22,360.17	250,241.49	127,293.55	0.00	0%
COOLING/CHILLED WATER	453,200.00	20,867.93	474,067.93	58,355.45	445,822.73	28,166.70	78.50	0%
WATER	65,000.00	3,579.99	68,579.99	3,805.69	48,467.48	23,767.28	(3,654.77)	-5%
STORMWATER	13,750.00	0.00	13,750.00	8,431.20	18,434.98	0.00	(4,684.98)	-34%
SEWAGE	72,000.00	4,462.12	76,462.12	5,224.71	58,255.11	23,226.65	(5,019.64)	-7%
Total Utilities	2,032,950.00	124,054.73	2,157,004.73	181,486.71	1,624,245.46	545,941.54	(13,182.27)	-1%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	1,799,900.00	471,746.91	2,271,646.91	121,495.33	1,351,769.01	613,606.41	306,271.49	13%
REP & MAINT-HEATING & AIR	613,000.00	58,439.30	671,439.30	20,662.96	192,341.62	464,674.09	14,423.59	2%
REP & MAINT -AUTO	49,475.00	2,519.93	51,994.93	8,668.79	35,359.20	4,729.11	11,906.62	23%
REP & MAINT-EQUIPMENT	124,500.00	6,039.35	130,539.35	1,012.73	27,453.98	13,097.50	89,987.87	69%
REP & MAINT-COMPUTERS	528,460.00	(18,645.90)	509,814.10	0.00	433,536.96	61,889.15	14,387.99	3%
CLEANING	990,751.00	79,729.00	1,070,480.00	73,939.77	742,708.83	275,848.78	51,922.39	5%
Total Repairs & Maintenance	4,106,086.00	599,828.59	4,705,914.59	225,779.58	2,783,169.60	1,433,845.04	488,899.95	10%
Rentals								
REAL ESTATE	463,580.00	0.00	463,580.00	37,532.94	386,673.95	0.00	76,906.05	17%
EQUIPMENT RENTAL	66,982.00	4,501.78	71,483.78	4,699.42	53,197.48	5,295.29	12,991.01	18%
Total Rentals	530,562.00	4,501.78	535,063.78	42,232.36	439,871.43	5,295.29	89,897.06	17%
Other Services & Charges								
AUDIT FEES	15,000.00	(425.00)	14,575.00	0.00	0.00	0.00	14,575.00	100%
DUES & MEMBERSHIPS	57,332.00	(809.00)	56,523.00	250.00	26,181.00	0.00	30,342.00	54%
COMPUTER SERVICES	28,000.00	62,857.98	90,857.98	756.75	38,243.70	1,000.00	51,614.28	57%
PAYROLL SERVICES	160,000.00	4,651.22	164,651.22	9,535.87	103,147.52	35,000.00	26,503.70	16%
SECURITY SERVICES	945,069.00	(37,968.29)	907,100.71	93,559.76	636,274.71	215,567.00	55,259.00	6%
TRASH REMOVAL	54,428.00	4,415.22	58,843.22	4,944.62	48,889.45	6,439.17	3,514.60	6%
SNOW REMOVAL	355,000.00	25,424.32	380,424.32	0.00	194,559.24	60,692.91	125,172.17	33%
PROGRAMMING	85,000.00	4,750.00	89,750.00	14,784.82	72,856.80	12,175.00	4,718.20	5%
PROGRAMMING-JUV.	173,500.00	270.00	173,770.00	16,852.71	123,522.92	15,264.00	34,983.08	20%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	1,308.00	11,641.42	0.00	18,358.58	61%
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	968.53	3,968.53	2,706.00	2,325.47	26%
EVENTS & PR	39,700.00	1,000.00	40,700.00	3,190.71	19,855.52	2,040.00	18,804.48	46%
LAWN & LANDSCAPING	273,312.00	10,075.00	283,387.00	23,803.75	219,186.57	20,497.60	43,702.83	15%
OTHER CONTRACTUAL SERVICES	502,455.00	357,063.57	859,518.57	31,852.14	570,581.85	193,889.02	95,047.70	11%
MATERIALS CONTRACTUAL	2,250,000.00	0.00	2,250,000.00	76,207.68	1,551,827.29	0.00	698,172.71	31%

Indianapolis Marion County Public Library Operating Fund

For the Month Ended October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 83 %	P.O.	Balance 17 %	% Remaining
BANK FEES/CREDIT CARD FEES	65,000.00	(4,300.00)	60,700.00	2,902.01	32,275.75	0.00	28,424.25	47%
RECRUITMENT EXPENSES	30,000.00	0.00	30,000.00	720.74	11,515.03	0.00	18,484.97	62%
REFUNDS	0.00	0.00	0.00	0.00	90.00	0.00	(90.00)	0%
Total Other Services & Charges	5,072,796.00	427,430.02	5,500,226.02	281,638.09	3,665,041.32	565,270.70	1,269,914.00	23%
Total Other Services & Charges	13,570,344.00	1,515,537.38	15,085,881.38	897,165.31	9,809,993.54	2,805,872.08	2,470,015.76	16%
Capital Outlay								
CAPITAL - FURNITURE	0.00	125,264.00	125,264.00	0.00	51,552.26	50,510.84	23,200.90	19%
CAPITAL - EQUIPMENT	85,000.00	102,365.35	187,365.35	3,334.00	110,153.75	23,343.01	53,868.59	29%
COMPUTER EQUIPMENT	40,000.00	179,672.00	219,672.00	0.00	179,672.00	2,268.95	37,731.05	17%
BOOKS & MATERIALS	3,300,000.00	36,486.97	3,336,486.97	175,507.53	2,706,048.11	3,486.97	626,951.89	19%
UNPROCESSED PAPERBACK BOOKS	126,000.00	2,546.81	128,546.81	10,120.86	61,230.10	58,203.28	9,113.43	7%
VEHICLES	0.00	44,695.00	44,695.00	0.00	22,627.35	0.00	22,067.65	49%
Total Capital Outlay	3,551,000.00	491,030.13	4,042,030.13	188,962.39	3,131,283.57	137,813.05	772,933.51	19%
Total Expenses	43,501,386.15	2,324,940.62	45,826,326.77	3,044,871.36	32,896,479.07	3,268,181.07	9,661,666.63	21%

Indianapolis Marion County Public Library
Bond and Interest Redemption Fund
For the Month Ended October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 83 %	P.O.	Balance 17 %	% Remaining
Expenses								
Other Services & Charges								
Other Services & Charges								
BOND EXPENSES	9,140,000.00	0.00	9,140,000.00	0.00	7,410,000.00	0.00	1,730,000.00	19%
INTEREST EXPENSE	2,180,496.00	0.00	2,180,496.00	0.00	1,650,603.76	0.00	529,892.24	24%
BANK FEES/CREDIT CARD FEES	4,750.00	0.00	4,750.00	0.00	1,500.00	0.00	3,250.00	68%
Total Other Services & Charges	11,325,246.00	0.00	11,325,246.00	0.00	9,062,103.76	0.00	2,263,142.24	20%
 Total Other Services & Charges	 11,325,246.00	 0.00	 11,325,246.00	 0.00	 9,062,103.76	 0.00	 2,263,142.24	 20%
 Total Expenses	 11,325,246.00	 0.00	 11,325,246.00	 0.00	 9,062,103.76	 0.00	 2,263,142.24	 20%

Indianapolis Marion County Public Library
Bond and Interest Redemption Fund II
For the Month Ended October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 83 %	P.O.	Balance 17%	% Remaining
Expenses								
Other Services & Charges								
Other Services & Charges								
BOND REDEMPTION EXPENSES	30,000.00	0.00	30,000.00	0.00	10,000.00	0.00	20,000.00	67%
INTEREST EXPENSE	360,393.00	0.00	360,393.00	0.00	180,708.94	0.00	179,684.06	50%
Total Other Services & Charges	390,393.00	0.00	390,393.00	0.00	190,708.94	0.00	199,684.06	51%
 Total Other Services & Charges	 390,393.00	 0.00	 390,393.00	 0.00	 190,708.94	 0.00	 199,684.06	 51%
 Total Expenses	 390,393.00	 0.00	 390,393.00	 0.00	 190,708.94	 0.00	 199,684.06	 51%

Indianapolis Marion County Public Library
Capital Projects Fund
For the Month October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 83 %	P.O.	Balance 17 %	% Remaining
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	0.00	121,239.16	121,239.16	(12.00)	78,657.16	42,570.00	12.00	0%
Total Office Supplies	0.00	121,239.16	121,239.16	(12.00)	78,657.16	42,570.00	12.00	0%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	0.00	3,041.63	3,041.63	0.00	3,041.63	0.00	0.00	0%
Total Other Supplies	0.00	3,041.63	3,041.63	0.00	3,041.63	0.00	0.00	0%
Total Supplies	0.00	124,280.79	124,280.79	(12.00)	81,698.79	42,570.00	12.00	0%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	0.00	23,000.00	23,000.00	0.00	23,000.00	0.00	0.00	0%
Total Professional Services	0.00	23,000.00	23,000.00	0.00	23,000.00	0.00	0.00	0%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	0.00	91,727.00	91,727.00	15,700.00	91,727.00	0.00	0.00	0%
Total Repairs & Maintenance	0.00	91,727.00	91,727.00	15,700.00	91,727.00	0.00	0.00	0%
Other Services & Charges								
OTHER CONTRACTUAL SERVICES	0.00	5,600.00	5,600.00	0.00	5,600.00	0.00	0.00	0%
Total Other Services & Charges	0.00	5,600.00	5,600.00	0.00	5,600.00	0.00	0.00	0%
Total Other Services & Charges	0.00	120,327.00	120,327.00	15,700.00	120,327.00	0.00	0.00	0%
Capital Outlay								
CAPITAL - EQUIPMENT	0.00	64,467.00	64,467.00	0.00	64,467.00	0.00	0.00	0%
COMPUTER EQUIPMENT	0.00	30,493.96	30,493.96	12.00	30,505.96	0.00	(12.00)	0%
Total Capital Outlay	0.00	94,960.96	94,960.96	12.00	94,972.96	0.00	(12.00)	0%

Indianapolis Marion County Public Library
Capital Projects Fund
For the Month October 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 83 %	P.O.	Balance 17 %	% Remaining
Total Expenses	0.00	339,568.75	339,568.75	15,700.00	296,998.75	42,570.00	0.00	0%

Indianapolis Marion County Public Library

Income Statement - Rainy Day Fund

For the Month Ended October 31, 2017

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
Revenues								
Other Revenue								
INTEREST INCOME	26,000.00	0.00	26,000.00	4,582.60	44,830.27	0.00	18,830.27	72.42%
Total Other Revenue	26,000.00	0.00	26,000.00	4,582.60	44,830.27	0.00	18,830.27	72.42%
Total Revenues	26,000.00	0.00	26,000.00	4,582.60	44,830.27	0.00	18,830.27	72.42%
Expenses								
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	150,000.00	694,239.36	844,239.36	173,660.01	438,568.25	405,670.49	0.62	0.00%
ENGINEERING & ARCHITECTURAL	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	0.00%
LEGAL SERVICES	150,000.00	(72,606.36)	77,393.64	3,857.63	43,343.46	8,720.00	25,330.18	32.73%
Total Professional Services	300,000.00	625,133.00	925,133.00	177,517.64	481,911.71	417,890.49	25,330.80	2.74%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	0.00	75.00	75.00	74.82	74.82	0.00	0.18	0.24%
OUTSIDE PRINTING	0.00	215.00	215.00	0.00	215.00	0.00	0.00	0.00%
Total Printing & Advertising	0.00	290.00	290.00	74.82	289.82	0.00	0.18	0.06%
Other Services & Charges								
OTHER CONTRACTUAL SERVICES	0.00	35,000.00	35,000.00	0.00	3,000.00	32,000.00	0.00	0.00%
PROPERTY TAXES	0.00	2,277.36	2,277.36	0.00	2,277.36	0.00	0.00	0.00%
Total Other Services & Charges	0.00	37,277.36	37,277.36	0.00	5,277.36	32,000.00	0.00	0.00%
Total Other Services & Charges	300,000.00	662,700.36	962,700.36	177,592.46	487,478.89	449,890.49	25,330.98	2.63%
Capital Outlay								
LAND	700,000.00	(6,974.00)	693,026.00	250.00	344,592.45	227,500.00	120,933.55	17.45%
Total Capital Outlay	700,000.00	(6,974.00)	693,026.00	250.00	344,592.45	227,500.00	120,933.55	17.45%
Total Expenses	1,000,000.00	655,726.36	1,655,726.36	177,842.46	832,071.34	677,390.49	146,264.53	8.83%

Indianapolis Marion County Public Library
Income Statement - Library Improvement Reserve Fund
For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	Actual MTD	Actual YTD	Open P.O.	Balance	% Remaining
Revenues								
Other Revenue								
INTEREST INCOME	18,000.00	0.00	18,000.00	2,324.80	22,202.91	0.00	(4,202.91)	(23.35%)
Total Other Revenue	18,000.00	0.00	18,000.00	2,324.80	22,202.91	0.00	(4,202.91)	(23.35%)
Total Revenues	18,000.00	0.00	18,000.00	2,324.80	22,202.91	0.00	(4,202.91)	(23.35%)
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	0.00	0.00	0.00	0.00	545.90	0.00	(545.90)	0.00%
Total Office Supplies	0.00	0.00	0.00	0.00	545.90	0.00	(545.90)	0.00%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	0.00	0.00	0.00	0.00	3,080.96	0.00	(3,080.96)	0.00%
Total Other Supplies	0.00	0.00	0.00	0.00	3,080.96	0.00	(3,080.96)	0.00%
Total Supplies	0.00	0.00	0.00	0.00	3,626.86	0.00	(3,626.86)	0.00%
Other Services & Charges								
Professional Services								
LEGAL SERVICES	0.00	0.00	0.00	1,642.50	3,975.00	0.00	(3,975.00)	0.00%
Total Professional Services	0.00	0.00	0.00	1,642.50	3,975.00	0.00	(3,975.00)	0.00%
Total Other Services & Charges	0.00	0.00	0.00	1,642.50	3,975.00	0.00	(3,975.00)	0.00%
Capital Outlay								
CAPITAL - EQUIPMENT	600,000.00	(50,000.00)	550,000.00	0.00	0.00	6,103.00	543,897.00	98.89%
COMPUTER SOFTWARE	0.00	644,331.25	644,331.25	6,355.97	315,078.13	279,253.12	50,000.00	7.76%
Total Capital Outlay	600,000.00	594,331.25	1,194,331.25	6,355.97	315,078.13	285,356.12	593,897.00	49.73%
Total Expenses	600,000.00	594,331.25	1,194,331.25	7,998.47	322,679.99	285,356.12	586,295.14	49.09%

**Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
October 31, 2017**

Chase Savings Account

	Balance October 31, 2017	Interest Earned October 31, 2017
Operating Fund	\$ 363,056	\$ 86
Library Improvement Reserve Fd	\$ 620	0
Shared System Fund	\$ 46,106	11
Grant Fund	\$ 537,047	128
Parking Garage	\$ 304,166	72
Bond & Interest Redemption Fd	\$ 537,222	128
Total Chase Savings Account	\$ 1,788,217	\$ 425

The average savings account rate for October was 0.28%

Fifth Third Bank Investment Account

	Balance October 31, 2017	Interest Earned October 31, 2017
Operating Fund	\$ 3,569,146	\$ 2,782
Library Improvement Reserve Fd	\$ 2,982,697	2,325
Shared System Fund	\$ 308,017	240
Gift Fund	\$ 513,362	400
Construction Fund	\$ 119,716	123
Capital Projects Fund	\$ 287	0
Parking Garage	\$ 201,541	157
Rainy Day Fund	\$ 5,731,837	4,467
Bond & Interest Redemption Fd	\$ 1,026,723	800
Total Fifth Third Bank	\$ 14,453,325	\$ 11,295

The average investment account rate for October was 0.93%

Hoosier Fund Account Income

	Balance October 31, 2017	Interest Earned October 31, 2017
Operating Fund	\$ 1,529,088	\$ 1,032
Capital Projects	\$ 70	0
Rainy Day Fund	\$ 170,888	115
2017 Brightwood	\$ 5,529,460	3,731
Total Hoosier Fund Account	\$ 7,229,506	\$ 4,879

The average Hoosier Fund account rate for October was 0.80%

TrustIndiana

	Balance October 31, 2017	Interest Earned October 31, 2017
Operating Fund	\$ 11,802	\$ 11
2015 RFID Project Fund	\$ 1,250,000	-
2016 Michigan Road Project Fund	\$ 6,752,256	6,496
Bond & Interest Redemption Fd	\$ 421,855	1,588
Total TrustIndiana Account	\$ 8,435,913	\$ 8,095

The average TrustIndiana account rate for October was 1.12%

Previous Month's Chase Savings Account Activity

	Balance September 30, 2017	Interest Earned September 30, 2017
Operating Fund	\$ 362,970	\$ 84
Library Improvement Reserve Fd	\$ 620	0
Shared System Fund	\$ 46,095	11
Grant Fund	\$ 536,920	97
Parking Garage	\$ 304,094	54
Bond & Interest Redemption Fd	\$ 537,095	95
Total Chase Savings Account	\$ 1,787,792	\$ 340

The average savings account rate for September was 0.28%

Previous Month's Fifth Third Bank Investment Account

	Balance September 30, 2017	Interest Earned September 30, 2017
Operating Fund	\$ 3,566,365	\$ 2,667
Library Improvement Reserve Fd	\$ 2,980,372	2,229
Shared System Fund	\$ 307,777	230
Gift Fund	\$ 512,961	384
Construction Fund	\$ 239,592	179
Capital Projects Fund	\$ 287	0
Parking Garage	\$ 201,384	151
Rainy Day Fund	\$ 5,727,370	4,283
Bond & Interest Redemption Fd	\$ 1,025,923	767
Total Fifth Third Bank	\$ 14,562,030	\$ 10,890

The average investment account rate for September was 0.90%

Previous Month's Hoosier Fund Account Income

	Balance September 30, 2017	Interest Earned September 30, 2017
Operating Fund	\$ 1,528,056	\$ 998
Capital Projects	\$ 70	0
Rainy Day Fund	\$ 170,773	112
2017 Brightwood	\$ 5,525,729	3,609
Total Hoosier Fund Account	\$ 7,224,627	\$ 4,719

The average Hoosier Fund account rate for September was 0.80%

Previous Month's TrustIndiana

	Balance September 30, 2017	Interest Earned September 30, 2017
Operating Fund	\$ 11,790	\$ 11
2015 RFID Project Fund	\$ 1,250,000	-
2016 Michigan Road Project Fund	\$ 7,045,761	6,404
Bond & Interest Redemption Fd	\$ 420,267	1,518
Total TrustIndiana Account	\$ 8,727,818	\$ 7,932

The average TrustIndiana account rate for September was 1.11%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
STATUS OF THE TREASURY
CASH BALANCES
October 31, 2017

	Prior Year All Balances 10/31/2016	Beginning Balance 9/30/2017	----- Checking and Savings Account Activity - Chase -----			Investments 10/31/2017	Total All Balances 10/31/2017
			Current Month Receipts	Current Month Disbursements	Ending Balance 10/31/2017		
TOTAL ALL FUNDS	25,733,452.62	8,164,714.23	3,554,042.26	3,941,942.08	7,776,814.41	30,118,744.10	37,895,558.51
OPERATING FUND	7,687,643.25	5,557,004.39	2,646,277.10	3,114,956.67	5,088,324.82	5,110,035.58	10,198,360.40
Current Year Investments			2,646,277.10	3,114,956.67	-		
CAPITAL PROJECTS FUND	729,322.73	185,721.52	3,737.00	15,700.00	173,758.52	356.93	174,115.45
Current Year Investments			3,737.00	15,700.00	-		
BOND & INTEREST REDEMPTION FUND	2,264,922.07	537,978.75	127.70	-	538,106.45	1,448,578.04	1,986,684.49
Current Year Investments			127.70	-	-		
BOND & INTEREST REDEMPTION FUND II	-	44,834.57	-	-	44,834.57		44,834.57
Current Year Investments			-	-	-		
CONSTRUCTION FUND	311,889.01	(77,520.16)	120,000.00	11,475.00	31,004.84	119,715.85	150,720.69
Current Year Investments			120,000.00	11,475.00	-		
RAINY DAY FUND	6,523,071.01	1,604.57	2,400.02	180,240.68	(176,236.09)	5,902,724.80	5,726,488.71
Current Year Investments			2,400.02	180,240.68	-		
LIBRARY IMPROVEMENT RESERVE FUND	3,117,308.23	41,471.48	0.15	7,998.47	33,473.16	2,982,696.90	3,016,170.06
Current Year Investments			0.15	7,998.47			
2014 MULTI-BRANCH IMPROVEMENT	1,545,744.06	17,910.52	-	650.00	17,260.52	-	17,260.52
Current Year Investments			-	650.00	-		
2015 RFID BOOKS & MATERIALS PROJECT	1,701,785.10	21,209.22	-	5,270.55	15,938.67	1,250,000.00	1,265,938.67
Current Year Investments			-	5,270.55	-		
2016 MICHIGAN ROAD	-	(17,374.48)	300,000.00	16,177.50	266,448.02	6,752,256.42	7,018,704.44
Current Year			300,000.00	16,177.50			
2017 BRIGHTWOOD	-	329,953.50	-	-	329,953.50	5,529,460.02	5,859,413.52
Current Year Investments			-	-	-		
PARKING GARAGE FUND	395,372.00	390,692.13	23,788.45	7,178.17	407,302.41	201,541.06	608,843.47
Current Year			23,788.45	7,178.17			
GIFT FUND	650,114.48	168,982.70	28.76	41,879.75	127,131.71	513,361.55	640,493.26
Current Year			28.76	41,879.75			
GRANT FUND	194,349.88	743,464.17	127.66	112,296.89	631,294.94		631,294.94
Current Year			127.66	112,296.89			
OTHER FUNDS & ACTIVITY:							
PAYROLL DEDUCTIONS	73,269.25	74,485.20	405,552.23	409,962.57	70,074.86		70,074.86
FOUNDATION AGENCY FUND	1,679.61	900.97	672.45	-	1,573.42		1,573.42
STAFF ASSOCIATION AGENCY FUND	2.00	21.50	-	-	21.50		21.50
SALES TAX AGENCY FUND	1,949.08	1,209.68	1,971.28	1,215.28	1,965.68		1,965.68
PLAC CARD AGENCY FUND	6,325.80	25,955.55	4,160.00	11,960.00	18,155.55		18,155.55
SHARED SYSTEM	528,705.06	116,208.45	45,199.46	4,980.55	156,427.36	308,016.95	464,444.31

Indianapolis Marion County Public Library
Income Statement - Parking Garage
For the Month Ended October 31, 2017

	<u>Original Budget</u>	<u>Budget Adjust.</u>	<u>Adjust. Budget</u>	<u>Actual MTD</u>	<u>Actual YTD</u>	<u>Open P.O.</u>	<u>Balance</u>	<u>%</u>
Revenues								
Other Revenue								
INTEREST INCOME	100.00	0.00	100.00	229.38	1,650.21	0.00	1,550.21	1,550.21%
PARKING GARAGE REVENUE	300,000.00	0.00	300,000.00	9,733.65	345,138.80	0.00	45,138.80	15.05%
Events Parking	10,000.00	0.00	10,000.00	2,732.50	10,812.50	0.00	812.50	8.13%
Total Other Revenue	310,100.00	0.00	310,100.00	12,695.53	357,601.51	0.00	47,501.51	15.32%
Total Revenues	310,100.00	0.00	310,100.00	12,695.53	357,601.51	0.00	47,501.51	15.32%
Expenses								
Supplies								
Office Supplies								
PRINTING SUPPLIES	3,000.00	0.00	3,000.00	0.00	1,255.49	0.00	1,744.51	58.15%
OTHER OFFICE SUPPLIES	5,000.00	371.74	5,371.74	282.00	3,769.34	371.74	1,230.66	22.91%
UNIFORMS	100.00	0.00	100.00	0.00	99.60	0.00	0.40	0.40%
Total Office Supplies	8,100.00	371.74	8,471.74	282.00	5,124.43	371.74	2,975.57	35.12%
Total Supplies	8,100.00	371.74	8,471.74	282.00	5,124.43	371.74	2,975.57	35.12%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	0.00	26,770.00	26,770.00	0.00	24,252.68	2,517.32	0.00	0.00%
LEGAL SERVICES	0.00	495.00	495.00	0.00	495.00	0.00	0.00	0.00%
Total Professional Services	0.00	27,265.00	27,265.00	0.00	24,747.68	2,517.32	0.00	0.00%
Communication & Transportation								
TELEPHONE	4,000.00	0.00	4,000.00	312.51	3,125.19	0.00	874.81	21.87%
DATA COMMUNICATIONS	700.00	0.00	700.00	99.23	390.55	0.00	309.45	44.21%
Total Communication & Transportation	4,700.00	0.00	4,700.00	411.74	3,515.74	0.00	1,184.26	25.20%

Indianapolis Marion County Public Library
Income Statement - Parking Garage
For the Month Ended October 31, 2017

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
Insurance								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	440.00	4,391.00	0.00	1,609.00	26.82%
Total Insurance	6,000.00	0.00	6,000.00	440.00	4,391.00	0.00	1,609.00	26.82%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	20,000.00	(495.00)	19,505.00	0.00	0.00	0.00	19,505.00	100.00%
REP & MAINT-HEATING & AIR	22,315.00	14,585.00	36,900.00	0.00	14,585.00	0.00	22,315.00	60.47%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	0.00	6,928.18	0.00	13,071.82	65.36%
Total Repairs & Maintenance	62,315.00	14,090.00	76,405.00	0.00	21,513.18	0.00	54,891.82	71.84%
Rentals								
EQUIPMENT RENTAL	300.00	0.00	300.00	0.00	0.00	0.00	300.00	100.00%
Total Rentals	300.00	0.00	300.00	0.00	0.00	0.00	300.00	100.00%
Other Services & Charges								
PARKING GARAGE CONTRACTUAL	12,000.00	0.00	12,000.00	1,000.00	10,000.00	0.00	2,000.00	16.67%
CLEANING SERVICES	6,000.00	0.00	6,000.00	0.00	5,114.34	0.00	885.66	14.76%
OTHER CONTRACTUAL SERVICES	70,000.00	4,800.00	74,800.00	4,487.37	39,855.21	4,800.00	30,144.79	40.30%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	557.06	6,152.71	0.00	1,347.29	17.96%
Total Other Services & Charges	95,500.00	4,800.00	100,300.00	6,044.43	61,122.26	4,800.00	34,377.74	34.27%
Total Other Services & Charges	168,815.00	46,155.00	214,970.00	6,896.17	115,289.86	7,317.32	92,362.82	42.97%
Total Expenses	176,915.00	46,526.74	223,441.74	7,178.17	120,414.29	7,689.06	95,338.39	42.67%
NET SURPLUS/(DEFICIT)	133,185.00	(46,526.74)	86,658.26	5,517.36	237,187.22	(7,689.06)	142,839.90	164.83%

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASHFLOW PROJECTIONS - OPERATING FUND
January 1 - December 31, 2017

	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	ORIGINAL BUDGET	Variance
Beginning Balance	\$ 16,235,848	\$ 13,600,375	\$ 10,558,264	\$ 7,764,924	\$ 6,080,353	\$ 8,688,133	\$ 18,658,365	\$ 15,971,658	\$ 13,066,650	\$ 10,663,215	\$ 10,198,360	\$ 12,069,513	\$ 16,235,848	\$ 16,235,848	
Receipts:															
Property Tax	-	-	31,231	1,000,000	5,100,000	11,623,828	-	-	-	2,131,000	4,910,000	7,881,412	32,677,471	32,677,471	-
Excise Tax	-	-	-	-	-	1,383,229	-	-	-	-	-	1,383,229	2,766,458	2,766,458	-
Financial Institution Tax	-	-	-	-	-	149,934	-	-	-	-	-	149,934	299,868	299,868	-
Commercial Vehicle Tax	-	-	-	-	-	127,909	-	-	-	-	-	127,909	255,818	255,818	-
In-Lieu-of Taxes	-	-	-	-	-	12,686	-	-	-	-	-	12,686	25,372	25,372	-
Local Option Income Tax (LOIT)	306,448	306,448	306,448	306,448	306,721	306,721	306,721	306,721	306,721	306,721	306,721	306,721	3,679,558	3,592,319	87,239
County Option Income Tax (COIT)	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	202,211	202,211	0
Fines	66,541	63,917	72,572	53,684	62,030	69,312	62,448	58,179	52,403	60,191	62,362	62,362	746,001	748,340	(2,339)
Photocopier	-	124	-	-	-	-	-	87	162	116	-	-	489	-	489
Printers	15,993	32,747	35,912	26,794	27,177	30,470	24,466	31,700	27,295	24,957	16,875	16,875	311,262	202,500	108,762
Fax Transmissions	3,646	4,202	4,466	4,054	4,776	5,023	4,942	5,538	4,698	5,379	1,250	1,250	49,224	15,000	34,224
Headsets	589	551	643	505	667	641	693	682	587	720	500	500	7,278	6,000	1,278
USB	467	446	537	570	465	458	439	561	472	472	439	571	5,897	6,000	(103)
PLAC Dist.	-	-	-	-	-	85,820	-	-	-	-	-	-	85,820	79,000	6,820
Interest income	3,077	3,821	4,453	4,496	3,641	3,685	3,883	3,833	3,759	3,911	2,511	1,667	42,737	26,000	16,737
Library totes	135	153	196	101	172	467	238	155	127	125	129	167	2,166	2,500	(334)
Other Card Revenue	1,232	-	1,432	959	1,167	690	335	901	871	946	1,015	3,000	12,548	12,000	548
Miscellaneous	81	1,307	112	1,047	(247)	1,907	153	284	43	3,512	665	400	9,264	6,000	3,264
Proctoring Exams	125	75	335	400	495	745	1,150	329	100	350	260	200	4,564	5,000	(436)
Facility Rental	31,654	23,574	16,540	18,066	28,823	25,776	32,546	16,168	26,394	34,430	29,130	2,500	285,601	195,000	90,601
Catering Commission	11,190	-	2,143	236	4,035	5,585	6,150	-	10,154	13,845	13,000	3,500	69,839	85,000	(15,161)
Café Revenue	516	1,006	-	758	764	507	562	-	1,552	-	554	684	6,903	5,000	1,903
Shared System Projects	-	-	70,382	-	-	-	-	-	-	-	-	-	70,382	60,000	10,382
Reimbursement for Services	3,459	44,370	13,145	44,170	-	2,688	-	939	8,558	-	5,000	30,203	152,532	206,640	(54,108)
Insurance Reimbursement	2,046	40	1,460	3,849	2,692	-	-	-	-	-	-	-	10,087	250,000	(239,913)
Refunds	-	24	79	24	-	-	-	36,051	-	-	3	-	36,181	5,000	31,181
Erate Revenue	67,635	12,234	12,234	12,234	-	24,467	-	-	80,921	-	40,000	42,000	291,725	215,000	76,725
Grants/Contributions	-	-	-	-	-	-	200,000	-	-	-	-	-	200,000	200,000	-
Sale of surplus property	-	-	2,018	-	-	-	150	1,675	-	-	2,000	-	5,843	5,000	843
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	531,685	511,889	593,188	1,495,245	5,560,229	13,879,399	661,726	480,653	541,668	2,603,526	5,409,265	10,044,621	42,313,096	42,154,497	158,599
Expenditures:															
Personal Services & Benefits	1,862,896	1,774,754	1,791,785	1,820,783	1,809,855	2,636,137	1,854,787	1,839,323	1,808,366	1,833,287	1,775,000	2,604,538	23,411,512	24,933,242	1,521,731
Supplies	63,939	46,510	59,227	116,471	49,963	73,450	177,779	174,638	37,103	125,457	174,390	190,000	1,288,927	1,883,329	594,402
Other Services and Charges	891,742	1,185,841	1,151,441	974,402	777,798	970,593	958,053	1,057,024	920,826	920,675	1,200,000	1,300,000	12,308,395	15,463,498	3,155,103
Library Materials Capital Outlay	348,581	546,895	384,076	268,160	314,833	228,987	357,814	314,676	178,808	188,962	388,722	337,122	3,857,637	3,905,187	47,550
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,167,158	3,554,000	3,386,529	3,179,816	2,952,449	3,909,167	3,348,433	3,385,661	2,945,103	3,068,381	3,538,112	4,431,660	40,866,470	46,185,256	5,318,786
Ending Balance	\$ 13,600,375	\$ 10,558,264	\$ 7,764,924	\$ 6,080,353	\$ 8,688,133	\$ 18,658,365	\$ 15,971,658	\$ 13,066,650	\$ 10,663,215	\$ 10,198,360	\$ 12,069,513	\$ 17,682,474	\$ 17,682,474	\$ 12,205,089	

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND (BIRF)
January through December 2017
Original Budget

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
Total Beginning Funds	\$ 4,813,972	\$ 1,460,905	\$ 1,462,556	\$ 1,464,431	\$ 1,466,231	\$ 1,467,459	\$ 5,431,120	\$ 1,979,470	\$ 1,981,789	\$ 1,984,169	\$ 1,986,684	\$ 2,387,833	\$ 4,813,972	\$ 4,813,972	
Sources of Funds															
Receipts:															
Property Tax	-	-	-	-	-	5,790,670	-	-	-	-	400,000	5,017,479	11,208,149	10,834,957	373,192
Excise Tax	-	-	-	-	-	348,558	-	-	-	-	-	304,656	653,214	609,311	43,903
Financial Institution Tax	-	-	-	-	-	38,127	-	-	-	-	-	40,364	78,491	80,727	(2,236)
Commercial Vehicle Tax	-	-	-	-	-	32,527	-	-	-	-	-	39,055	71,582	78,110	(6,528)
In Lieu. Of Prop. Tax	-	-	-	-	-	3,988	-	-	-	-	-	3,076	7,064	6,152	912
Interest income	2,082	1,651	1,875	1,800	1,978	2,059	2,287	2,319	2,380	2,516	1,899	400	23,245	7,000	16,245
Refunds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	2,082	1,651	1,875	1,800	1,978	6,215,929	2,287	2,319	2,380	2,516	401,899	5,405,030	12,041,745	11,616,257	425,488
Uses of Funds															
Expenditures:															
2009 Bond Principal Payment	215,000	-	-	-	-	-	1,445,000	-	-	-	-	-	1,660,000	1,660,000	-
2010 Bond Principal Payment	1,110,000	-	-	-	-	-	1,105,000	-	-	-	-	-	2,215,000	2,215,000	-
2011 Bond Principal Payment	385,000	-	-	-	-	-	385,000	-	-	-	-	-	770,000	770,000	-
2012 Bond Principal Payment	1,075,000	-	-	-	-	-	-	-	-	-	-	-	1,075,000	1,075,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,165,000	-	-	-	-	-	1,200,000	2,365,000	2,365,000	-
2014 Bond Principal Payment	-	-	-	-	-	25,000	-	-	-	-	-	25,000	50,000	50,000	-
2015 Bond Principal Payment	-	-	-	-	-	500,000	-	-	-	-	-	505,000	1,005,000	1,005,000	-
2016 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2017 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Interest Payment	569,399	-	-	-	-	562,268	518,937	-	-	-	-	529,893	2,180,497	2,180,496	(1)
Bank Fees & Other Expenses	750	-	-	-	750	-	-	-	-	-	750	400	2,650	4,750	2,100
Total Expenditures	3,355,149	-	-	-	750	2,252,268	3,453,937	-	-	-	750	2,260,293	11,323,147	11,325,246	2,099
Total Ending Funds	\$ 1,460,905	\$ 1,462,556	\$ 1,464,431	\$ 1,466,231	\$ 1,467,459	\$ 5,431,120	\$ 1,979,470	\$ 1,981,789	\$ 1,984,169	\$ 1,986,684	\$ 2,387,833	\$ 5,532,570	\$ 5,532,570	\$ 5,104,983	

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND II (BIRF 2)
January through December 2017
Original Budget

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
Total Beginning Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,835	\$ 44,835	\$ 44,835	\$ 44,835	\$ 44,835	\$ 44,835	\$ -	\$ -	
Sources of Funds															
Receipts:															
Property Tax	-	-	-	-	-	219,697	-	-	-	-	-	203,477	423,174	406,955	16,219
Excise Tax	-	-	-	-	-	13,072	-	-	-	-	-	10,684	23,756	21,368	2,388
Financial Institution Tax	-	-	-	-	-	1,417	-	-	-	-	-	1,368	2,785	2,735	50
Commercial Vehicle Tax	-	-	-	-	-	1,209	-	-	-	-	-	1,403	2,612	2,806	(194)
In Lieu. Of Prop. Tax	-	-	-	-	-	149	-	-	-	-	-	238	387	477	(90)
Total Receipts	-	-	-	-	-	235,544	-	-	-	-	-	217,170	452,714	434,341	18,373
Uses of Funds															
Expenditures:															
2016 Bond Principal Payment	-	-	-	-	-	5,000	-	-	-	-	-	10,000	15,000	15,000	-
2017 Bond Principal Payment	-	-	-	-	-	5,000	-	-	-	-	-	10,000	15,000	15,000	-
Bond Interest Payment	-	-	-	-	-	180,709	-	-	-	-	-	179,684	360,393	360,393	-
Bank Fees & Other Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	190,709	-	-	-	-	-	199,684	390,393	390,393	-
Total Ending Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,835	\$ 44,835	\$ 44,835	\$ 44,835	\$ 44,835	\$ 44,835	\$ 62,321	\$ 62,321	\$ 43,948	

Indianapolis Marion County Public Library

Income Statement - 2014 Bond

For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
43 - 2014 Multi-Branch Facility Improvements - Series One								
Revenues								
Other Revenue								
INTEREST INCOME	6,123.50	0.00	6,123.50	0.00	229.65	0.00	5,893.85	96%
Total Other Revenue	6,123.50	0.00	6,123.50	0.00	229.65	0.00	5,893.85	96%
Total Revenues	6,123.50	0.00	6,123.50	0.00	229.65	0.00	5,893.85	96%
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	6,427.21	28,215.83	34,643.04	650.00	28,042.40	0.00	6,600.64	19%
Total Office Supplies	6,427.21	28,215.83	34,643.04	650.00	28,042.40	0.00	6,600.64	19%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	26,921.01	(26,719.69)	201.32	0.00	0.00	1,510.00	(1,308.68)	(650)%
Total Other Supplies	26,921.01	(26,719.69)	201.32	0.00	0.00	1,510.00	(1,308.68)	(650)%
Total Supplies	33,348.22	1,496.14	34,844.36	650.00	28,042.40	1,510.00	5,291.96	15%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	20,551.27	743.73	21,295.00	0.00	18,897.00	0.00	2,398.00	11%
ENGINEERING & ARCHITECTURAL	4,107.48	22,536.29	26,643.77	0.00	23,008.21	0.00	3,635.56	14%
LEGAL SERVICES	6,820.00	7,850.50	14,670.50	0.00	14,670.50	0.00	0.00	0%
Total Professional Services	31,478.75	31,130.52	62,609.27	0.00	56,575.71	0.00	6,033.56	10%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	41.86	(41.86)	0.00	0.00	0.00	0.00	0.00	0%
OUTSIDE PRINTING	732.63	(732.63)	0.00	0.00	0.00	0.00	0.00	0%

Indianapolis Marion County Public Library
Income Statement - 2014 Bond
For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Total Printing & Advertising	774.49	(774.49)	0.00	0.00	0.00	0.00	0.00	0%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	12,847.35	367.65	13,215.00	0.00	13,215.00	1,880.00	(1,880.00)	(14)%
REP & MAINT-HEATING & AIR	0.00	0.00	0.00	0.00	0.00	11,100.00	(11,100.00)	0%
Total Repairs & Maintenance	12,847.35	367.65	13,215.00	0.00	13,215.00	12,980.00	(12,980.00)	(98)%
Rentals								
REAL ESTATE	0.00	600.00	600.00	0.00	600.00	0.00	0.00	0%
EQUIPMENT RENTAL	0.00	5,210.00	5,210.00	0.00	5,210.00	0.00	0.00	0%
Total Rentals	0.00	5,810.00	5,810.00	0.00	5,810.00	0.00	0.00	0%
Other Services & Charges								
ISSUANCE COSTS	318.93	(318.93)	0.00	0.00	0.00	0.00	0.00	0%
EVENTS & PR	3,448.70	(3,448.70)	0.00	0.00	0.00	0.00	0.00	0%
LAWN & LANDSCAPING	0.00	10,247.50	10,247.50	0.00	9,622.50	0.00	625.00	6%
OTHER CONTRACTUAL SERVICES	1,580.56	8,379.94	9,960.50	0.00	9,960.50	0.00	0.00	0%
BANK FEES/CREDIT CARD FEES	0.00	84.00	84.00	0.00	84.00	0.00	0.00	0%
Total Other Services & Charges	5,348.19	14,943.81	20,292.00	0.00	19,667.00	0.00	625.00	3%
Total Other Services & Charges	50,448.78	51,477.49	101,926.27	0.00	95,267.71	12,980.00	(6,321.44)	(6)%
Capital Outlay								
BUILDING IMPROVEMENTS & UPGRADES	35,113.52	546,706.86	581,820.38	0.00	572,126.53	0.00	9,693.85	2%
CAPITAL - FURNITURE	33,869.40	(33,869.40)	0.00	0.00	0.00	0.00	0.00	0%
CAPITAL - EQUIPMENT	866.72	25,465.60	26,332.32	0.00	26,332.32	0.00	0.00	0%
Total Capital Outlay	69,849.64	538,303.06	608,152.70	0.00	598,458.85	0.00	9,693.85	2%
Total Expenses	153,646.64	591,276.69	744,923.33	650.00	721,768.96	14,490.00	8,664.37	1%

Indianapolis Marion County Public Library

Income Statement - 2015 RFID Bond

For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
44 - 2015 Bond - RFID Books & Materials Project								
Expenses								
Services Personal								
Salaries & Wages								
SALARIES APPOINTED STAFF	11,297.00	9,398.40	20,695.40	1,606.50	22,301.90	0.00	(1,606.50)	(8)%
SALARIES HOURLY STAFF	0.00	604.39	604.39	0.00	604.39	0.00	0.00	0%
Total Salaries & Wages	11,297.00	10,002.79	21,299.79	1,606.50	22,906.29	0.00	(1,606.50)	(8)%
Employee Benefits								
MEDICAL & DENTAL INSURANCE	15,000.00	(11,449.88)	3,550.12	0.00	0.00	0.00	3,550.12	100%
GROUP LIFE INSURANCE	43.75	0.00	43.75	0.00	15.34	0.00	28.41	65%
LONG TERM DISABILITY	26.32	0.00	26.32	0.00	15.99	0.00	10.33	39%
FICA AND MEDICARE	883.94	494.09	1,378.03	122.90	1,500.93	0.00	(122.90)	(9)%
PERF	1,604.96	953.00	2,557.96	237.72	2,795.68	0.00	(237.72)	(9)%
EMPLOYEE ASSISTANCE PROGRAM	28.00	0.00	28.00	0.00	0.00	0.00	28.00	100%
Total Employee Benefits	17,586.97	(10,002.79)	7,584.18	360.62	4,327.94	0.00	3,256.24	43%
Total Services Personal	28,883.97	0.00	28,883.97	1,967.12	27,234.23	0.00	1,649.74	6%
Supplies								
Office Supplies								
LIBRARY SUPPLIES	31,283.00	1,350.00	32,633.00	0.00	0.00	1,350.00	31,283.00	96%
Total Office Supplies	31,283.00	1,350.00	32,633.00	0.00	0.00	1,350.00	31,283.00	96%
Total Supplies	31,283.00	1,350.00	32,633.00	0.00	0.00	1,350.00	31,283.00	96%
Other Services & Charges								
Communication & Transportation								
TRAVEL	0.00	715.72	715.72	2.14	717.86	0.00	(2.14)	0%
CELLULAR PHONE	0.00	135.00	135.00	15.00	150.00	0.00	(15.00)	(11)%
Total Communication & Transportation	0.00	850.72	850.72	17.14	867.86	0.00	(17.14)	(2)%

Indianapolis Marion County Public Library
Income Statement - 2015 RFID Bond
For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	0.00	158.78	158.78	0.00	158.78	0.00	0.00	0%
Total Printing & Advertising	0.00	158.78	158.78	0.00	158.78	0.00	0.00	0%
Rentals								
EQUIPMENT RENTAL	53,750.25	(1,009.08)	52,741.17	0.00	0.00	0.00	52,741.17	100%
Total Rentals	53,750.25	(1,009.08)	52,741.17	0.00	0.00	0.00	52,741.17	100%
Other Services & Charges								
ISSUANCE COSTS	0.42	(0.42)	0.00	0.00	0.00	0.00	0.00	0%
COMPUTER SERVICES	0.00	7,040.00	7,040.00	0.00	5,500.00	1,540.00	0.00	0%
OTHER CONTRACTUAL SERVICES	51,785.62	253,697.31	305,482.93	0.00	203,562.03	51,675.28	50,245.62	16%
Total Other Services & Charges	51,786.04	260,736.89	312,522.93	0.00	209,062.03	53,215.28	50,245.62	16%
Total Other Services & Charges	105,536.29	260,737.31	366,273.60	17.14	210,088.67	53,215.28	102,969.65	28%
Capital Outlay								
CAPITAL - EQUIPMENT	1,074,471.00	8,622.00	1,083,093.00	0.00	127,925.00	56,965.00	898,203.00	83%
COMPUTER EQUIPMENT	0.00	120,303.00	120,303.00	0.00	0.00	120,303.00	0.00	0%
Total Capital Outlay	1,074,471.00	128,925.00	1,203,396.00	0.00	127,925.00	177,268.00	898,203.00	75%
Total Expenses	1,240,174.26	391,012.31	1,631,186.57	1,984.26	365,247.90	231,833.28	1,034,105.39	63%

Indianapolis Marion County Public Library

Income Statement - 2016 Bond

For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
46 - 2016 Bond - Michigan Road								
Revenues								
Other Revenue								
INTEREST INCOME	29,660.88	0.00	29,660.88	6,495.87	51,917.30	0.00	(22,256.42)	(75)%
Total Other Revenue	29,660.88	0.00	29,660.88	6,495.87	51,917.30	0.00	(22,256.42)	(75)%
Total Revenues	29,660.88	0.00	29,660.88	6,495.87	51,917.30	0.00	(22,256.42)	(75)%
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	140,000.00	0.00	140,000.00	90.00	90.00	0.00	139,910.00	100%
Total Office Supplies	140,000.00	0.00	140,000.00	90.00	90.00	0.00	139,910.00	100%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	80,000.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100%
Total Other Supplies	80,000.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100%
Total Supplies	220,000.00	0.00	220,000.00	90.00	90.00	0.00	219,910.00	100%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	204,025.00	6,475.00	210,500.00	2,200.00	17,900.00	29,050.00	163,550.00	78%
ENGINEERING & ARCHITECTURAL	40,000.00	557,944.74	597,944.74	0.00	396,461.39	170,808.35	30,675.00	5%
LEGAL SERVICES	27,442.00	0.00	27,442.00	2,227.50	25,160.98	0.00	2,281.02	8%
Total Professional Services	271,467.00	564,419.74	835,886.74	4,427.50	439,522.37	199,858.35	196,506.02	24%
Communication & Transportation								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%

Indianapolis Marion County Public Library
Income Statement - 2016 Bond
For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Total Communication & Transportation	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	750.00	0.00	750.00	0.00	274.35	0.00	475.65	63%
OUTSIDE PRINTING	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Total Printing & Advertising	5,750.00	0.00	5,750.00	0.00	274.35	0.00	5,475.65	95%
Insurance								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Total Insurance	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Other Services & Charges								
ISSUANCE COSTS	27,100.00	0.00	27,100.00	0.00	14,000.00	0.00	13,100.00	48%
OTHER CONTRACTUAL SERVICES	30,000.00	0.00	30,000.00	11,660.00	11,660.00	0.00	18,340.00	61%
Total Other Services & Charges	57,100.00	0.00	57,100.00	11,660.00	25,660.00	0.00	31,440.00	55%
Total Other Services & Charges	340,317.00	564,419.74	904,736.74	16,087.50	465,456.72	199,858.35	239,421.67	26%
Capital Outlay								
LAND	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
BUILDING	5,839,758.00	0.00	5,839,758.00	0.00	0.00	5,700,000.00	139,758.00	2%
CAPITAL - FURNITURE	160,000.00	0.00	160,000.00	0.00	0.00	0.00	160,000.00	100%
CAPITAL - EQUIPMENT	137,500.00	0.00	137,500.00	0.00	0.00	0.00	137,500.00	100%
COMPUTER EQUIPMENT	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
Total Capital Outlay	6,337,258.00	0.00	6,337,258.00	0.00	0.00	5,700,000.00	637,258.00	10%
Total Expenses	6,897,575.00	564,419.74	7,461,994.74	16,177.50	465,546.72	5,899,858.35	1,096,589.67	15%

Indianapolis Marion County Public Library

Income Statement - 2017 Bond

For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
47 - 2017 Bond - Brightwood								
Revenues								
Other Revenue								
PROCEEDS FROM BOND SALE	5,945,000.00	0.00	5,945,000.00	0.00	5,945,000.00	0.00	0.00	0%
INTEREST INCOME	30,000.00	0.00	30,000.00	3,731.36	29,460.02	0.00	539.98	2%
Total Other Revenue	5,975,000.00	0.00	5,975,000.00	3,731.36	5,974,460.02	0.00	539.98	0%
Total Revenues	5,975,000.00	0.00	5,975,000.00	3,731.36	5,974,460.02	0.00	539.98	0%
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	225,000.00	0.00	225,000.00	0.00	0.00	0.00	225,000.00	100%
Total Office Supplies	225,000.00	0.00	225,000.00	0.00	0.00	0.00	225,000.00	100%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100%
Total Other Supplies	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100%
Total Supplies	265,000.00	0.00	265,000.00	0.00	0.00	0.00	265,000.00	100%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	192,000.00	(10,000.00)	182,000.00	0.00	16,451.00	249.00	165,300.00	91%
ENGINEERING & ARCHITECTURAL	407,000.00	10,000.00	417,000.00	0.00	5,000.00	412,000.00	0.00	0%
LEGAL SERVICES	30,000.00	0.00	30,000.00	0.00	15,370.50	0.00	14,629.50	49%
Total Professional Services	629,000.00	0.00	629,000.00	0.00	36,821.50	412,249.00	179,929.50	29%
Communication & Transportation								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%

Indianapolis Marion County Public Library

Income Statement - 2017 Bond

For the Month Ended October 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
Total Communication & Transportation	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	1,250.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	100%
OUTSIDE PRINTING	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
Total Printing & Advertising	2,250.00	0.00	2,250.00	0.00	0.00	0.00	2,250.00	100%
Insurance								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Total Insurance	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
Other Services & Charges								
ISSUANCE COSTS	89,725.00	0.00	89,725.00	0.00	78,225.00	0.00	11,500.00	13%
OTHER CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
Total Other Services & Charges	114,725.00	0.00	114,725.00	0.00	78,225.00	0.00	36,500.00	32%
Total Other Services & Charges	751,975.00	0.00	751,975.00	0.00	115,046.50	412,249.00	224,679.50	30%
Capital Outlay								
LAND	250,000.00	0.00	250,000.00	0.00	0.00	0.00	250,000.00	100%
BUILDING	4,310,775.00	0.00	4,310,775.00	0.00	0.00	0.00	4,310,775.00	100%
CAPITAL - FURNITURE	257,500.00	0.00	257,500.00	0.00	0.00	0.00	257,500.00	100%
CAPITAL - EQUIPMENT	64,750.00	0.00	64,750.00	0.00	0.00	0.00	64,750.00	100%
COMPUTER EQUIPMENT	75,000.00	0.00	75,000.00	0.00	0.00	0.00	75,000.00	100%
Total Capital Outlay	4,958,025.00	0.00	4,958,025.00	0.00	0.00	0.00	4,958,025.00	100%
Total Expenses	5,975,000.00	0.00	5,975,000.00	0.00	115,046.50	412,249.00	5,447,704.50	91%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of October 31, 2017

Construction Fund Cash Balances

Fund 43 - Restricted - E. Washington, Southport, Warren	17,260.52
Fund 44 - Restricted - RFID Project	1,265,938.67
Fund 46 - Restricted - Michigan Road Project	7,018,704.44
Fund 47 - Restricted - Brightwood Project	5,859,413.52
Foundation	150,720.69
Total Construction Fund Cash Balances	<u>14,312,037.84</u>

Construction Fund Classification Breakdown

Fund 43 - Restricted - E. Washington, Southport, Warren	17,260.52
Fund 44 - Restricted - RFID Project	1,265,938.67
Fund 46 - Restricted - Michigan Road Project	7,018,704.44
Fund 47 - Restricted - Brightwood Project	5,859,413.52
Foundation - Assigned - Central	150,720.69
Total Construction Fund Breakdown	<u>14,312,037.84</u>

Summary of Classifications

Total Restricted	14,161,317.15
Total Assigned	150,720.69
Total of All Classifications	<u>14,312,037.84</u>

Summary of Project Activity

<u>PROJECT</u>	<u>ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 43 - Restricted - E. Washington, Southport, Warren	5,059,300.65	650.00	721,768.96	5,036,146.28	14,490.00	8,664.37
Fund 44 - Restricted - RFID Project	2,000,000.00	1,984.26	365,247.90	734,061.33	231,833.28	1,034,105.39
Fund 46 - Restricted - Michigan Road Project	7,595,000.00	16,177.50	465,546.72	598,551.98	5,899,858.35	1,096,589.67
Fund 47 - Restricted - Brightwood Project	5,975,000.00	0.00	115,046.50	115,046.50	412,249.00	5,447,704.50
Central Project	102,340,351.19	0.00	0.00	102,261,164.89	0.00	79,186.30
Major Repairs & Maintenance	3,368,162.93	11,475.00	156,758.50	3,318,348.93	49,814.00	0.00
Central Technology	6,852,536.01	0.00	0.00	6,835,931.17	15,969.12	635.72
Total Expenditures	<u>133,190,350.78</u>	<u>30,286.76</u>	<u>1,824,368.58</u>	<u>118,899,251.08</u>	<u>6,624,213.75</u>	<u>7,666,885.95</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	9,186.06	123.46	1,718.81	14,301.61	(5,115.55)
** Estimated Future Interest Earnings - Fund 43	30,000.00	0.00	229.65	24,106.15	5,893.85
** Estimated Future Interest Earnings - Fund 46	30,000.00	6,495.87	51,917.30	52,256.42	(22,256.42)
** Estimated Future Interest Earnings - Fund 47	30,000.00	3,731.36	29,460.02	29,460.02	539.98

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

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



Board Briefing Report

6b

To: IMCPL Board

Meeting Date: November 27, 2017

From: Finance Committee

Subject: Fines, Fees, and Charges for 2018

Recommendation: The approval of Fines, Fees, and Charges to the Library is included in the annual resolution approved in November. This provides transparency to our patrons and meets the requirement imposed by the State Library of an annual approval of all fines, fees, and charges. Effective January of 2018 we have two changes to the schedule which include eliminating the fee for failure to pick up a held item and eliminating the fee for replacement of a library card.

Background: As part of the library's ongoing efforts to identify and eliminate barriers to service, we are proposing eliminating the "failure to pick up a held item" fee as well as the "library card replacement" fee. The "failure to pick up a held item" fee was implemented at a time when the number of holds threatened to overwhelm the staff, which is no longer a significant issue for us. Additionally, the implementation of automated materials handling solutions at the LSC will create efficiencies that allow staff to process holds more quickly. By eliminating this fee, we hope to incentivize our patrons to place more items on hold and thus generate more circulation. The elimination of the "library card replacement" fee is intended to make it easier for our patrons to stay our patrons. The amount of revenue that this fee generates is significantly offset by the poor customer service interactions it generates. By eliminating this fee, we intend to make it more likely that a patron will reactivate a card if they lose it, thus increasing usage of the library over the long term.

	Revenue 2016	January – October 2017
Failure to Pick Up a Held Item	\$ 207	\$ 141
Library Card Replacement	\$ 10,491	\$ 8,055

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, 2018**.

Fines, Fees & Service Charges

Extended Use Fee, Adult Print Material, Audiocassettes, Compact Discs, Videocassettes	\$0.25 per day per item
Extended Use Fee, Juvenile and Teen Print Material, Audiocassettes, Compact Discs, Videocassettes	\$0.15 per day per item
Extended Use Fee-DVDs, Magni-Cams, CD-ROMs	\$1.00 per day per item
Failure to Pick Up a Held Item	\$0.002.00
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
Card Replacement-	\$0.003.00
Non-Resident Library Card	\$65.00 annually
Public Library Access Card (PLAC) Library	As set annually by Indiana State
Public Copies on Photocopiers	\$0.15 per page
Public Copies on Color 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
Copies 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

Revised November 2017

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 5:00 p.m.)	\$1,025.00	\$1,225.00
An hourly fee will apply after 8 hours	\$90.00/125.00	\$125.00/190.00
Includes parking, dance floor and set-up		
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	\$200.00	\$300.00
(Includes 4 hours of security manhours)		
Includes parking, dance floor and set-up		
h. Atrium	\$3,150.00	\$3,650.00
An hourly fee will apply after 8 hours	\$500.00	\$625.00
(Includes 8 hours of security manhours)		
Includes parking, dance floor and set-up		
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 (6 th 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 (6 th Floor)	\$600.00 (moving heavy furniture)

Central Library Services Fee Schedule

	Non-Profit	For-Profit
a. Computer Lab - Per Hour	\$45.00	\$75.00
4 hour minimum		

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.		

Revised November, 201~~7~~⁵

Central Library Services Fee Schedule for The Learning Curve

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

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

	Non-Profit	For-Profit
a. Basic Fee	\$500.00	\$500.00
b. Cost per child Fee covers the cost of the skilled activity guides.	\$20.00	\$20.00
c. Laptop component - Up to 60	\$200.00	\$200.00
d. Tech Lab	\$100.00	\$100.00
e. Media Workshop 8 maximum, 13-18 year-olds	\$100.00	\$100.00
f. Theater	\$50.00	\$50.00
g. Baby space and baby computers	\$50.00	\$50.00
h. Group Coves	\$50.00	\$50.00
i. LED Readouts – Each per day Readouts are a personalization option	\$50.00	\$50.00
j. Vortex – Per day Vortex is a personalization option	\$300.00	\$300.00
k. Braille Wall – Per day Wall is a personalization option	\$50.00	\$50.00
l. Directory Wall/Plasma Screens–Each per day Wall is a personalization option	\$100.00	\$100.00
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

IMCPL CENTRAL GARAGE RATES

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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

Revised November, 2017

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Tech Support	Per Hour (excludes Auditorium) - \$20.00
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Revised November 2017

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Revised March, 2013

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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

Revised November, 2017



Board Briefing Report

6c

To: IMCPL Board

Meeting Date: November 27, 2017

From: Finance Committee

Subject: 2018 D & O Entity Liability and Employment Practices Liability

Background: Annually the Library reviews our coverage for D & O Liability and Employment Practices Liability. For the past five years Continental Casualty Company has provided our coverage and they have consistently reduced our cost each year. The quote for next year is \$15,266 - \$40 less than last year.

Travelers submitted a quote for next year with some coverages not offered by Continental Casualty. Their quote for next year is \$16,466 with a \$25,000 deductible or \$17,455 with a \$15,000 deductible.

2018 budget is \$16,000.

The additional coverages offered by Travelers under Employment Practices are:

- \$250,000 for all Workplace Violence Expense

- Employment Network and Information Security Offense Coverage

Under D&O the additional coverages are:

- Supplemental Personal Indemnification coverage at \$500,000 limit, higher limits for Wage and Hour law defense expenses limit of \$250,000 and \$75,000 retention

- Network and information security offense coverage with additional expense limit of liability for crisis management event expenses.

In December 2017 a resolution will be presented to the Board.

Attached is information from each provider.

	CNA	TRAVELERS		
PREMIUM	\$15,266	\$16,466		
D&O LIMIT	\$2,000,000	\$2,000,000		
EPLI LIMIT	\$2,000,000	\$2,000,000		
RETENTION	\$25,000	\$25,000		
DEFENSE EXPENSES	\$250,000 D&O	INCLUDED IN POLICY LIMIT		
WAGE AND HOUR LIMIT	\$100,000	\$250,000		
WAGE AND HOUR RETENTION	\$25,000	\$75,000		
Supplemental Personal Indemnification Limit (D&O)	NA	\$500,000		
Network and Information Security Offense Coverage	NA	INCLUDED IN POLICY LIMIT		
Workplace Violence Expense (EPLI)	NA	INCLUDED IN POLICY LIMIT		
Employment Network and Information Security Offense Coverage (EPLI)	NA	INCLUDED IN POLICY LIMIT		
		PREMIUM FOR \$15K RETENTION ON EPLI \$	\$17,455	

Travelers Management Liability - Global Risk Update



What's the issue?

The international regulatory landscape is growing in complexity with an increased focus on **foreign non-admitted insurance** laws. Regulators have become more active in monitoring compliance with these laws, having an impact on insurers, insureds, and brokers. As the business operations and associated insurance risks of Travelers' insureds continue to expand outside of the United States, attention to these laws, which vary from country to country, is increasingly important.

In an effort to clearly address these legal challenges, Travelers will be adding the Global Coverage Compliance Endorsement to primary Management Liability policies that extend coverage beyond the United States.

Foreign non-admitted insurance refers to insurance that provides coverage for persons, companies, and property located in a foreign jurisdiction in which the issuing insurer is not licensed or otherwise authorized by the local regulatory authority to provide insurance.

What are the key endorsement features?

This endorsement will:

1. Clarify that Travelers cannot legally pay claims in foreign jurisdictions when foreign non-admitted insurance laws prohibit such payments;
2. Clarify Travelers' inability to provide insurance in the event that doing so would violate an applicable trade and economic sanctions law; and
3. Add **"Financial Interest"** coverage, which provides a solution in those foreign jurisdictions where Travelers is not legally permitted to provide coverage to a foreign insured organization, but is able to make payment in the U.S. based on the U.S. named insured's interest in the foreign insured organization.

Under the **"Financial Interest"** coverage, payment is made to the first named insured in the U.S. for the covered loss sustained by the foreign entity. Financial Interest coverage recognizes that a loss sustained by a foreign insured organization impacts the balance sheet of the U.S. named insured, and the payment made in the U.S. to the first named insured is the full amount of the otherwise covered loss.

In situations where a foreign country's non-admitted insurance restrictions would not permit "Financial Interest" coverage, such as for losses sustained by foreign individuals that are not indemnified by an insured organization, including Side-A losses under a Directors & Officers (D&O) policy, Travelers can help procure a local policy. Travelers has the ability to place locally admitted D&O policies in over 100 countries.

How is this helpful to you and your customers?

The goal in attaching this new endorsement is to be transparent about Travelers' intent to remain compliant with foreign non-admitted insurance and trade and economic sanctions laws. With the "Financial Interest" coverage provided in this endorsement, Travelers has an express contractual obligation to pay the first named insured in the U.S. when the loss is sustained by a foreign insured organization in a country that prohibits non-admitted insurance.

Who should I contact for more information?

To learn more, please contact your local Travelers underwriter.



Wrap⁺
for Non-Profit Organizations

Mary D Thomas
215 Shuman Blvd.
NAPERVILLE, IL 60563-8458
Phone: (630) 961-6540
Fax: (630) 961-7020
Email: MTHOMAS9@travelers.com

November 8, 2017

Katherine Bisceglia
GALLAGHERIA JRMS
2850 GOLF RD 8TH FLOOR
ROLLING MEADOWS, IL 60008

RE: Insured Name: INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY
2450 NORTH. MERIDIAN STREET
INDIANAPOLIS, IN 46208

Expiring Policy Number: N/A

Policy Period: January 1, 2018 to January 1, 2019

Dear Katherine Bisceglia:

On behalf of **Travelers Casualty and Surety Company of America** we are pleased to provide the attached proposal of insurance for your review.

The quotes contained in this document are valid for 30 days, and are subject to the provision of, and Travelers' review and acceptance of, the required underwriting information noted in the Contingencies section. Travelers reserves the right to change the quotes in this document, or to refuse to bind coverage entirely, based on review of the required underwriting information or based on adverse change in the risk(s) to be insured prior to the quote expiration date noted in this document.

Travelers is pleased to offer Risk Management PLUS+ Online[®], the industry's most comprehensive program for mitigating your management liability exposures, which is available to you at no additional cost. Please visit www.rmplusonline.com to view the services that are available. If you have additional questions about the site please contact your Underwriter.

Travelers Casualty and Surety Company of America, a subsidiary of The Travelers Companies, Inc., has consistently earned high ratings for financial strength and claims-paying ability from independent rating services, including a current A.M. Best rating of A++*. Founded in 1853, The Travelers Companies, Inc. is a Fortune 500 company, a component of the Dow Jones Industrial Average, and a leading provider of property casualty insurance for businesses.

Thank you for considering Travelers for your client's insurance coverages. We look forward to discussing this opportunity with you.

Sincerely,

Mary D Thomas
Travelers Bond & Specialty Insurance

*A.M. Best's rating of A++ applies to Travelers Casualty and Surety Company of America as well as to certain insurance subsidiaries of Travelers that are members of the Travelers Insurance Companies pool; other subsidiaries are included in another rating pool or are separately rated. For a listing of companies rated by A.M. Best and other rating services visit www.travelers.com. Ratings listed herein are as of May 2014, are used with permission, and are subject to changes by the rating services. For the latest rating, access www.ambest.com.

Travelers Casualty and Surety Company of America
QUOTE OPTION #1

LIABILITY COVERAGES:

Coverage	Limit	Additional Defense Limit	Retention	Continuity Date	Prior & Pending Proceeding Date
Non-Profit D&O	\$2,000,000	N/A	\$0 (A) \$25,000 (B) \$25,000 (C)	01/01/2007	01/01/2007
EPL	\$2,000,000	N/A	\$15,000 (A)	01/01/2007	01/01/2007
EPL - Third Party Claim Coverage (Part of EPL Limit)	\$2,000,000	N/A	\$15,000 (B)	TBD	TBD

TOTAL ANNUAL PREMIUM - \$17,455.00

(Other term options listed below, if available)

COVERAGE DETAILS:

Supplemental Personal Indemnification Coverage: \$500,000

for all Non-Profit Organization Directors and Officers Liability Claims

LIMIT DETAIL:

Shared Additional Defense Limit of Liability: N/A

EXTENDED REPORTING PERIOD AND RUN-OFF:

Extended Reporting Period for Liability Coverages:

Additional Premium Percentage: 75%
Additional Months: 12

Run-Off Extended Reporting Period for Liability Coverages:

Additional Premium Percentage: N/A
Additional Months: N/A

CLAIM DEFENSE FOR ASSOCIATION MANAGEMENT LIABILITY COVERAGE, LIABILITY COVERAGES AND/OR CYBER COVERAGE:

Duty to Defend

ANNUAL REINSTATEMENT:

Liability Coverage Limit of Liability: N/A

PREMIUM DETAIL:

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
1 Year	Prepaid	\$17,455.00	\$0.00	\$0.00	\$17,455.00	\$17,455.00

POLICY FORMS APPLICABLE TO QUOTE OPTION # 1:

ACF-2001-0716 Modular Declarations Page
EPL-3001-0109 Employment Practices Liability Policy
NDO-3001-0109 Non Profit Organization Directors and Officers Liability Policy

ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 1:

ACF-7006-0511	Removal of Short-Rate Cancellation Endorsement
ACF-7007-0811	Cross-Coverage Notice Endorsement
AFE-19004-0115	Cap on Losses From Certified Acts of Terrorism Endorsement
AFE-19008-0115	Federal Terrorism Risk Insurance Act Disclosure
EPL-19050-0316	Workplace Violence Expenses Endorsement
EPL-7060-0109	Wage and Hour Law Defense Expenses Limit of Liability Endorsement
EPL-7062-0109	Employment Network and Information Security Offense Coverage Endorsement
LIA-10001-0610	Settlement Condition Endorsement
<i>D&O Private, D&O NP, PPL [X]</i>	Y
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL [X]</i>	Y
LIA-10002-0610	Non-Rescission Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-10003-0610	Acquisitions Condition to Provide 35% Automatic Coverage Threshold for Newly Acquired or Formed Subsidiaries Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19038-0712	Amend Extended Reporting Period Condition with Provisions for Claims Based on Related Wrongful Acts
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19071-0513	Amend Change of Control and Extended Reporting Period Conditions Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19082-1113	Amend Representations Condition Endorsement - Non-Imputation Of Knowledge Between Insured Persons And Full Non-Rescindability
<i>D&O Non Profit Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19089-0414	Replace Insured's Duties In The Event Of A Claim And Notice Of Potential Claims Sections Endorsement
<i>EPL Included (Y/N)</i>	Y
<i>D&O Non Profit Included (Y/N)</i>	Y
LIA-19097-0315	Global Coverage Compliance Endorsement
LIA-3001-0109	Liability Coverage Terms and Conditions
LIA-5014-1107	Indiana Cancellation and Nonrenewal Endorsement
LIA-7011-0109	Failure to Maintain Insurance Exclusion Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-7115-0911	Amend Definition of Subsidiary Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
NDO-19006-1112	Bankruptcy And Whistleblower Carvebacks Endorsement
NDO-19009-0713	Amend Section III. Exclusions B. 1. Final Non-Appealable in Any Proceeding Other Than A Proceeding Initiated By The Company
NDO-7011-0109	Addition of Publishing, Broadcasting, and Advertising Exclusion Endorsement
NDO-7012-0109	Addition of Sexual Misconduct and Child Abuse Exclusion with Sexual and Workplace Harassment Carveback Endorsement
NDO-7019-0109	Supplemental Personal Indemnification Coverage Endorsement
NDO-7050-0109	Network and Information Security Offense Coverage With Additional Expense Limit of Liability For Crisis Management Event Expenses

CONTINGENCIES APPLICABLE TO QUOTE OPTION # 1:

This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.

- 1 Travelers Acceptance of Competitor's Application Form (attached)
- 2 Five-year carrier loss history

COMMISSION: 0.00%

Travelers Casualty and Surety Company of America
QUOTE OPTION #2

LIABILITY COVERAGES:

Coverage	Limit	Additional Defense Limit	Retention	Continuity Date	Prior & Pending Proceeding Date
Non-Profit D&O	\$2,000,000	N/A	\$0 (A) \$25,000 (B) \$25,000 (C)	01/01/2007	01/01/2007
EPL	\$2,000,000	N/A	\$25,000 (A)	01/01/2007	01/01/2007
EPL - Third Party Claim Coverage (Part of EPL Limit)	\$2,000,000	N/A	\$25,000 (B)	TBD	TBD

TOTAL ANNUAL PREMIUM - \$16,446.00

(Other term options listed below, if available)

COVERAGE DETAILS:

Supplemental Personal Indemnification Coverage: \$500,000

for all Non-Profit Organization Directors and Officers Liability **Claims**

LIMIT DETAIL:

Shared Additional Defense Limit of Liability: N/A

EXTENDED REPORTING PERIOD AND RUN-OFF:

Extended Reporting Period for Liability Coverages:

Additional Premium Percentage: 75%
Additional Months: 12

Run-Off Extended Reporting Period for Liability Coverages:

Additional Premium Percentage: N/A
Additional Months: N/A

CLAIM DEFENSE FOR ASSOCIATION MANAGEMENT LIABILITY COVERAGE, LIABILITY COVERAGES AND/OR CYBER COVERAGE:

Duty to Defend

ANNUAL REINSTATEMENT:

Liability Coverage Limit of Liability: N/A

PREMIUM DETAIL:

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
1 Year	Prepaid	\$16,446.00	\$0.00	\$0.00	\$16,446.00	\$16,446.00

POLICY FORMS APPLICABLE TO QUOTE OPTION # 2:

ACF-2001-0716 Modular Declarations Page
EPL-3001-0109 Employment Practices Liability Policy
NDO-3001-0109 Non Profit Organization Directors and Officers Liability Policy

ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 2:

ACF-7006-0511	Removal of Short-Rate Cancellation Endorsement
ACF-7007-0811	Cross-Coverage Notice Endorsement
AFE-19004-0115	Cap on Losses From Certified Acts of Terrorism Endorsement
AFE-19008-0115	Federal Terrorism Risk Insurance Act Disclosure
EPL-19050-0316	Workplace Violence Expenses Endorsement
EPL-7060-0109	Wage and Hour Law Defense Expenses Limit of Liability Endorsement
EPL-7062-0109	Employment Network and Information Security Offense Coverage Endorsement
LIA-10001-0610	Settlement Condition Endorsement
<i>D&O Private, D&O NP, PPL [X]</i>	Y
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL [X]</i>	Y
LIA-10002-0610	Non-Rescission Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-10003-0610	Acquisitions Condition to Provide 35% Automatic Coverage Threshold for Newly Acquired or Formed Subsidiaries Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19038-0712	Amend Extended Reporting Period Condition with Provisions for Claims Based on Related Wrongful Acts
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19071-0513	Amend Change of Control and Extended Reporting Period Conditions Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19082-1113	Amend Representations Condition Endorsement - Non-Imputation Of Knowledge Between Insured Persons And Full Non-Rescindability
<i>D&O Non Profit Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-19089-0414	Replace Insured's Duties In The Event Of A Claim And Notice Of Potential Claims Sections Endorsement
<i>EPL Included (Y/N)</i>	Y
<i>D&O Non Profit Included (Y/N)</i>	Y
LIA-19097-0315	Global Coverage Compliance Endorsement
LIA-3001-0109	Liability Coverage Terms and Conditions
LIA-5014-1107	Indiana Cancellation and Nonrenewal Endorsement
LIA-7011-0109	Failure to Maintain Insurance Exclusion Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
LIA-7115-0911	Amend Definition of Subsidiary Endorsement
<i>D&O NP Included (Y/N)</i>	Y
<i>EPL Included (Y/N)</i>	Y
NDO-19006-1112	Bankruptcy And Whistleblower Carvebacks Endorsement
NDO-19009-0713	Amend Section III. Exclusions B. 1. Final Non-Appealable in Any Proceeding Other Than A Proceeding Initiated By The Company
NDO-7011-0109	Addition of Publishing, Broadcasting, and Advertising Exclusion Endorsement
NDO-7012-0109	Addition of Sexual Misconduct and Child Abuse Exclusion with Sexual and Workplace Harassment Carveback Endorsement
NDO-7019-0109	Supplemental Personal Indemnification Coverage Endorsement
NDO-7050-0109	Network and Information Security Offense Coverage With Additional Expense Limit of Liability For Crisis Management Event Expenses

CONTINGENCIES APPLICABLE TO QUOTE OPTION # 2:

This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.

- 1 Travelers Acceptance of Competitor's Application Form (attached)
- 2 Five-year carrier loss history

COMMISSION: 15.00%

QUOTE NOTES:

NOTICES:

It is the agent's or broker's responsibility to comply with any applicable laws regarding disclosure to the policyholder of commission or other compensation we pay, if any, in connection with this policy or program.

Important Notice Regarding Compensation Disclosure

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Agency Compensation, One Tower Square, Hartford, CT 06183.

FEDERAL TERRORISM RISK INSURANCE ACT DISCLOSURE

The federal Terrorism Risk Insurance Act of 2002 as amended ("TRIA"), establishes a program under which the Federal Government may partially reimburse "Insured Losses" (as defined in TRIA) caused by "Acts Of Terrorism" (as defined in TRIA). Act Of Terrorism is defined in Section 102(1) of TRIA to mean any act that is certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security and the Attorney General of the United States - to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States Mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

The Federal Government's share of compensation for such Insured Losses is established by TRIA and is a percentage of the amount of such Insured Losses in excess of each Insurer's "Insurer Deductible" (as defined in TRIA), subject to the "Program Trigger" (as defined in TRIA). Through 2020, that percentage is established by TRIA as follows:

- 85% with respect to such Insured Losses occurring in calendar year 2015.
- 84% with respect to such Insured Losses occurring in calendar year 2016.
- 83% with respect to such Insured Losses occurring in calendar year 2017.
- 82% with respect to such Insured Losses occurring in calendar year 2018.
- 81% with respect to such Insured Losses occurring in calendar year 2019.
- 80% with respect to such Insured Losses occurring in calendar year 2020.

In no event, however, will the Federal Government be required to pay any portion of the amount of such Insured Losses occurring in a calendar year that in the aggregate exceeds \$100 billion, nor will any Insurer be required to pay any portion of such amount provided that such Insurer has met its Insurer Deductible. Therefore, if such Insured Losses occurring in a calendar year exceed \$100 billion in the aggregate, the amount of any payments by the Federal Government and any coverage provided by this policy for losses caused by Acts Of Terrorism may be reduced.

For each coverage provided by this policy that applies to such Insured Losses, the charge for such Insured Losses is no more than one percent of your premium, and does not include any charge for the portion of such Insured Losses covered by the Federal Government under TRIA. Please note that no separate additional premium charge has been made for the terrorism coverage required by TRIA. The premium charge that is allocable to such coverage is inseparable from and imbedded in your overall premium.

Coverage Disclaimer:

THIS QUOTE DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OR COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS

AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.

THE PRECEDING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS QUOTE. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS QUOTE HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS QUOTE CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TRAVELERS REPRESENTATIVE.

Affiliate (non-Subsidiary) Coverage Disclaimer:

Regardless of the submission of information or typical availability of coverage for any entity that is not a Subsidiary of the Named Insured, **such entity is not covered by the Policy unless an endorsement is provided that specifically schedules it.** Under the Wrap+® policy, coverage is generally afforded to the following entities (unless otherwise excluded): (1) the Named Insured and (2) its majority-owned Subsidiaries. A Subsidiary is defined in each coverage part of the Wrap+® policy and the definition can vary between coverage parts. An affiliate is not defined but generally has some ownership and/or management in common with the Named Insured or its Subsidiaries (but itself is not a Subsidiary of either one). Affiliate coverage will not be considered on a blanket basis nor will an individual entity be scheduled without proper underwriting information (please contact your underwriter to discuss specific requirements). For an actual description of coverages, terms and conditions, refer to the Policy. Sample policies can be found at <http://www.travelers.com/business-insurance/management-professional-liability/private-non-profit/index.aspx>

Carrier Ratings and Admitted Status

Proposed Carriers	A.M. Best's Rating	Admitted/Non-Admitted
Continental Casualty Company	A XV	Admitted

If the above indicates coverage is placed with a non-admitted carrier, the carrier is doing business in the state as a surplus lines or non-admitted carrier. As such, this carrier is not subject to the same regulations which apply to an admitted carrier nor do they participate in any insurance guarantee fund applicable in that state. The above A.M. Best Rating was verified on the date the proposal document was created.

Guide to Best Ratings Rating Levels and Categories

Level	Category	Level	Category	Level	Category
A++, A+	Superior	B, B-	Fair	D	Poor
A, A-	Excellent	C++, C+	Marginal	E	Under Regulatory Supervision
B++, B+	Good	C, C-	Weak	F	In Liquidation
				S	Suspended

Financial Size Categories

(In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)

FSC I		Up to	1,000	FSC IX	250,000	to	500,000
FSC II	1,000	to	2,000	FSC X	500,000	to	750,000
FSC III	2,000	to	5,000	FSC XI	750,000	to	1,000,000
FSC IV	5,000	to	10,000	FSC XII	1,000,000	to	1,250,000
FSC V	10,000	to	25,000	FSC XIII	1,250,000	to	1,500,000
FSC VI	25,000	to	50,000	FSC XIV	1,500,000	to	2,000,000
FSC VII	50,000	to	100,000	FSC XV	2,000,000	or more	
FSC VIII	100,000	to	250,000				

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. View the A.M. Best Important Notice: Best's Credit Ratings for a disclaimer notice and complete details at <http://www.ambest.com/ratings/notice>.

Best's Credit Ratings are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings and Best Credit Reports (which include Best Ratings), visit the A.M. Best website at <http://www.ambest.com>. See Guide to Best's Credit Ratings for explanation of use and charges. Copies of the Best's Insurance Reports for carriers listed above are also available upon request of your Gallagher representative.

Best's Credit Ratings reproduced herein appear under license from A.M. Best and do not constitute, either expressly or impliedly, an endorsement of (Licensee's publication or service) or its recommendations, formulas, criteria or comparisons to any other ratings, rating scales or rating organizations which are published or referenced herein. A.M. Best is not responsible for transcription errors made in presenting Best's Credit Ratings. Best's Credit Ratings are proprietary and may not be reproduced or distributed without the express written permission of A.M. Best Company.

Gallagher companies use A.M. Best Company's rating services to evaluate the financial condition of insurers whose policies we propose to deliver. Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

BEST'S FINANCIAL STRENGTH RATING GUIDE – (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.

* Each Best's Financial Strength Rating Category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category. A Rating Notch is expressed with either a second plus "+" or a minus "-".

FSR Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an Impaired Insurer.
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by a forced liquidation; an Impaired Insurer.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies or insurance companies that have never been rated by AMBRS.

Rating Disclosure – Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance and business profile or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AMBRS) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of AMBRS.

BCRs are distributed via the AMBRS website at www.ambest.com. For additional information regarding the development of a BCR and other rating-related information and definitions, including outlooks, modifiers, identifiers and affiliation codes, please refer to the report titled "Understanding Best's Credit Ratings" available at no charge on the AMBRS website. BCRs are proprietary and may not be reproduced without permission.

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Version 090116





333 South Wabash Ave., 35th Floor, Chicago, IL 60604

Applicant:

Indianapolis-Marion County Public Library
2450 N Meridian St
Indianapolis, IN 46208
CNA Customer Number 829899

Producer:

ARTHUR J GALLAGHER RISK MANAGEMENT
SERVICES, INC
2850 GOLF RD
ROLLING MEADOWS, IL 60008

Expiring Policy No. 425643853

Expiration Date: 01/01/2018

QUOTATION FOR INSURANCE

Renewal Submission
October 11, 2017

Continental Casualty Company is pleased to offer you the following quote based on the information the applicant has submitted to date:

Product: Epack Extra NFP

Form: GSL12049XX 01/01/2011

Proposed Policy Period: From 01/01/2018 to 01/01/2019

The premium quoted is based on rates in effect on the quotation date.

OPTION 1

Line of Business	Policy Year Premium	Policy Period Premium
Management Liability - Not For Profit	\$15,266	\$15,266

Billing Type / Payment Method: Producer / Prepaid

Coverage Parts and Endorsements:

Epac Extra - Employment Practices Liability Coverage Part	GSL12040XX	03/2010
Epac Extra - Directors & Officers Liability Coverage Part	GSL24342XX	01/2011
Wage and Hour Law Claims Defense Cost Coverage Endorsement	GSL11160XX	03/2010
Capped Defense Costs Limits Endorsement	GSL8858XX	03/2010
Amend Defense Settlement And Consent	GSL-57799-XX	02/2012
Cancellation/Non-Renewal Endorsement - Indiana	GSL-7541-IN	11/2004
Cap On Losses From Certified Acts Of Terrorism Endorsement	CNA-81751-XX	03/2015
Abuse Or Molestation Exclusion Endorsement	GSL-24358-XX	10/2014
Notice Offer Of Terrorism Coverage Disclosure Of Premium Confirmation Of Acceptance	CNA-81758-XX	03/2015

This Quotation expires within sixty (60) days or on the expiration date of the current coverage whichever comes first.

If between the date of the Quotation and the Effective Date of the current policy there is a material change in the condition of the Applicant or if any notice of claim or circumstance giving rise to a claim is reported prior to the effective date of the proposed policy then the Applicant must notify the Producer. The Producer as the representative of the above referenced Applicant will then notify Continental Casualty Company and provide Continental Casualty Company with all the information it may require. Whether or not this quotation has already been accepted by the Applicant, Continental Casualty Company reserves the right to rescind this quotation as of its effective date or to modify the final terms and conditions of the quotation upon review of the information. The Continental Casualty Company also reserves the right to modify the final terms and conditions upon review of the information received in satisfaction of the aforementioned conditions.



333 South Wabash Ave., 35th Floor, Chicago, IL 60604

Applicant:

Indianapolis-Marion County Public Library
2450 N Meridian St
Indianapolis, IN 46208
CNA Customer Number 829899

Producer:

ARTHUR J GALLAGHER RISK MANAGEMENT
SERVICES, INC
2850 GOLF RD
ROLLING MEADOWS, IL 60008

Expiring Policy No. 425643853

Expiration Date: 01/01/2018

Please note this quotation contains only a general description of coverages provided. For a detailed description of the terms you must refer to the policy itself and the endorsements listed herein.

Sincerely,

Teri White
Underwriting Consultant
Email: Teri.white@cna.com
Phone: (312) 822-1290
Fax: 866-436-9988



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OPTION 1

Epack Extra Management Liability Not-For-Profit Coverages

Proposed Policy Year Limits of Liability and Retentions (inclusive of Defense Costs).

- ☐ Single Limit of Liability and Scheduled Retentions:

Single Limit of Liability
Scheduled Retentions

Refer to Column 3 below

- ☒ Scheduled Limits of Liability and Scheduled Retentions:

Scheduled Limits of Liability
Scheduled Retentions

Refer to Column 2 below

Refer to Column 3 below

① Coverage Part	② Scheduled Limits of Liability	③ Scheduled Retentions	Prior or Pending Litigation Date	Policy Year Premium	Policy Period Premium
D&O/Entity Liability - Not For Profit	\$2,000,000	\$25,000	01/01/2007	\$7,012	\$7,012
Employment Practices Liability					
- Not For Profit	\$2,000,000	\$25,000	01/01/2007	\$8,254	\$8,254
			Total	\$15,266	\$15,266



Re: Useful Tools to Manage Your Client's Employment-Related Risks and Cut Costs

Dear Producer,

CNA is pleased to provide Beyond HRsm, an interactive, web based platform, that helps CNA policyholders with Employment Practices Liability (EPL) coverage, train their employees and develop state of the art employment policies, practices and procedures. Beyond HRsm, provided by The McCalmon Group, Inc., features a variety of training and human resources tools designed to empower organizations in their efforts to manage their workplace and minimize employment-related issues and litigation risk.

Beyond HRsm provides on-line, interactive training courses for your employees to learn how to reduce and even prevent sexual harassment in the workplace, respond to incidents that arise, and learn about diversity and sensitivity in the workplace. Training in these areas has become increasingly essential, even to a successful organization, as it fosters positive employee relations and may help prevent employment practices claims. It can also provide evidence useful in your defense should litigation arise.

For those companies who employ individuals in states where the law requires employers to provide sexual harassment prevention training to all supervisors and managers, Beyond HRsm can assist your company in meeting state law standards by providing training in an interactive web-based format, with the capability to track employee participation through an easy to use, online mechanism.

In addition to the interactive training modules, Beyond HRsm provides many other tools to assist an insured in keeping up with ever-changing employment laws, including:

- A searchable database of articles and checklists on important workplace topics.
- Refresher bulletins to support the online training modules.
- A model employment handbook, model employment policies and forms.
- Webinars on current employment issues.
- "Best practices minutes," which are podcasts on various workplace topics such as disability accommodation, bullying, social media and cyber crime.

By registering for Beyond HR, policyholders will also receive invitations to additional CNA webinars, as well as CNA Risk Control bulletins and materials regarding risk exposures in other areas such as workers' compensation, property, business interruption and technology.

This service, along with human resources consulting advice via the toll free H.R. Helpline, is available only to CNA policyholders that have EPL coverage under CNA's EPack Extra Policy.

Details can be accessed in the Employment Practices Liability section of www.cna.com (click here.)

If you have any questions, please give your Underwriter a call.

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**Client Authorization to Bind Coverage
Indianapolis Marion-County Public Library**

After careful consideration of your proposal dated October 16, 2017, we accept your insurance program subject to the following exceptions/changes:

POLICY OPTIONS:

YES	NO	OPTION DESCRIPTION
		Bind All Policies As Shown Herein including TRIA for \$15,266 premium
		Provide Quotations or Additional Information on the following Coverage Considerations

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

It is understood this proposal provides only a summary of the details; the policies will contain the actual coverages.

We confirm the values, schedules, and other data contained in the proposal are from our records and acknowledge it is our responsibility to see that they are maintained accurately.

We agree that your liability to us arising from your negligent acts or omissions, whether related to the insurance or surety placed pursuant to these binding instructions or not, shall not exceed \$20 million, in the aggregate. Further, without limiting the foregoing, we agree that in the event you breach your obligations, you shall only be liable for actual damages we incur and that you shall not be liable for any indirect, consequential or punitive damages.

Client Signature
For Indianapolis Marion-County Public Library

Dated



Board Action Request

6d

To: IMCPL Board

Meeting Date: November 27, 2017

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: November 27, 2017

Subject: Resolution 43-2017 – 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 supplies purchased for the McFadden display at Central Library.

The transfer in the Library Improvement Reserve Fund is to reallocate funds from capital to other charges and services for legal services related to the contract for the new sorters and to cover the printer and scanners for the new financial system.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2017 as the funds are moving from one account to another.



Board Resolution

6d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 43-2017
TRANSFERS BETWEEN CLASSIFICATIONS AND ACCOUNTS
November 27, 2017**

WHEREAS, certain conditions have developed since the Adoption of the 2017 Annual Budget,

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

BE IT RESOLVED that the following transfers and reappropriations be made via:

OPERATING FUND

Decrease

FROM:

3. Services & Charges	10-530945-1901	EVENTS & PR	\$ (3,000.00)
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Increase

TO:

2. Supplies	10-520120-1301	OTHER SUPPLIES	\$ 3,000.00
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LIBRARY IMPROVEMENT RESERVE FUND

Decrease

4. Capital Outlay	11-540450-1301	COMPUTER SOFTWARE	\$ (13,852.00)
	11-540350-1801	CAPITAL EQUIPMENT	(3,975.00)

\$ (17,827.00)

Increase

2. Supplies	11-520120-1301	OTHER OFFICE SUPPLIES	\$ 546.00
	11-520430-1301	NON-CAPITAL EQUIPMENT	13,306.00
3. Services & Charges	11-530130-1801	LEGAL SERVICES	3,975.00

\$ 17,827.00



Board Action Request

6e

To: IMCPL Board

Meeting Date: November 27, 2017

From: Finance Committee

Approved by the
Library Board:

Effective Date: November 27, 2017

Subject: Resolution 44-2017 – Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services – LSC

Resolution 45-2017 – Authorization for the Chief Executive Officer to Negotiate Contract for Internet Services – Central

Recommendation: The Board Finance Committee recommends IMCPL Board of Trustees' approval to authorize the CEO to enter into service contracts for the Library's basic internet access services.

Background: Current contracts for existing basic internet access services expire 6/30/2018, coinciding with the Universal Service Administrative Company (USAC) eRate plan year. The Library issued an RFP for "Basic internet Access services and ISDN PRI Voice Trunk Lines" September 21, 2017. In addition, the Library posted an FCC Form 470 to the USAC website to nationally open a competitive bidding process. Service providers can then review the posted FCC Form 470 information and submit bids. Six vendors submitted proposals for providing Internet services.

To meet the goal of redundant internet services for disaster recovery purposes, the Library currently contracts with two different internet providers, one installed at LSC and the other at Central Library. Based on a review of the proposals submitted, Information Technology recommends as follows: (i) that AT&T be contracted to provide internet services terminated at Central Library, for a term of 36 months at \$1,875 per month., and (ii) that Level3/CenturyLink, which currently provides internet services terminating at the Library Services Center, be retained to continue that service for a term of 36 months at \$1,582 a month.

Strategic/Fiscal Impact: Pricing for internet services results in a 24 percent reduction from what the Library is currently paying, while at the same time increasing bandwidth 233 percent. Total annual contracted costs are not to exceed \$22,500 for AT&T internet services, 36 month term, installed at Central Library and \$19,000 for Level3/CenturyLink internet services, 36 month term, installed at LSC.

All services have been budgeted in the 2018 Operating Budget. It is anticipated that USF eRate Funds will reimburse the Library 90 percent of the cost of all services. In order for our telecommunications expenses to be eligible for Universal Services funds in Plan Year 21 (7/1/18 to 6/30/19), the Library must have approved contracts in place no later than March 1, 2018.



Board Resolution

6e1

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 44-2017

AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE CONTRACT FOR INTERNET SERVICES - LSC

November 27, 2017

The Library Board of Trustees ("Board") of the Indianapolis-Marion County Public Library ("Library") met at a duly called and authorized meeting of the Board held on the date set forth below, and the following resolution was made and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Board.

WHEREAS, the Library utilizes and continues to require basic internet access services for library operations, and deems it prudent to utilize more than one internet provider to meet the goal of having redundant internet services for disaster recovery purposes; and

WHEREAS, the Library must meet the Universal Services guidelines to be eligible for eRate funding for Plan Year 21 (July 1, 2018 through June 30, 2019), and pursuant to that schedule, the Library staff solicited competitive proposals for basic internet access terminating at the Library Service Center and Central Library, and received proposals from six vendors; and

WHEREAS, based on a review of the proposals, Library staff has determined Level3-CenturyLink to be one of the lowest, responsive and responsible proponents, and recommends the Library Board award a contract to Level3-CenturyLink for basic internet access services installed at the Library Services Center.

IT IS THEREFORE RESOLVED that the Board approves the signing of the 36-month Contract with Level3-CenturyLink for Basic Internet Access Services installed at the Library Services Center and authorizes the Chief Executive Officer of the Library to enter into an agreement with Level3-CenturyLink for the services for a total cost not to exceed \$57,000 over the 36 month term, and upon such other terms as the Chief Executive Officer deems necessary or advisable (based on the recommendations of Library legal counsel), and any such agreement execution and delivery effected, be, and hereby is, confirmed and approved.



Board Resolution

6e2

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 45-2017

AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE CONTRACT FOR INTERNET SERVICES - CENTRAL

November 27, 2017

The Library Board of Trustees ("Board") of the Indianapolis-Marion County Public Library ("Library") met at a duly called and authorized meeting of the Board held on the date set forth below, and the following resolution was made and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Board.

WHEREAS, the Library utilizes and continues to require basic internet access services for library operations, and deems it prudent to utilize more than one internet provider to meet the goal of having redundant internet services for disaster recovery purposes; and

WHEREAS, the Library must meet the Universal Services guidelines to be eligible for eRate funding for Plan Year 21 (July 1, 2018 through June 30, 2019), and pursuant to that schedule, the Library staff solicited competitive proposals for basic internet access terminating at the Library Service Center and Central Library, and received proposals from six vendors; and

WHEREAS, based on a review of the proposals, Library staff has determined AT&T to be one of the lowest, responsive and responsible proponents, and recommends the Library Board award a contract to AT&T for basic internet access services installed at the Central Library.

IT IS THEREFORE RESOLVED that the Board approves the signing of the 36-month Contract with AT&T for Basic Internet Access Services installed at the Central Library and authorizes the Chief Executive Officer of the Library to enter into an agreement with AT&T for the services for a total cost not to exceed \$67,500 over the 36 month term, and upon such other terms as the Chief Executive Officer deems necessary or advisable (based on the recommendations of Library legal counsel), and any such agreement execution and delivery effected, be, and hereby is, confirmed and approved.



Board Action Request

6f

To: IMCPL Board

Meeting Date: November 27, 2017

From: Finance Committee

Approved by the
Library Board:

Effective Date: November 27, 2017

Subject: Resolution 46-2017 – Authorization for the Chief Executive Officer to Negotiate Contract for ISDN-PRI Services

Recommendation: The Board Finance Committee recommends IMCPL Board of Trustees' approval to authorize the CEO to enter into service contracts for the Library's basic internet access services.

Background: The Board Finance Committee recommends IMCPL Board of Trustees' approval to authorize the CEO to enter into a service contract for the Library's PRI voice trunk services. Background: Current contracts for existing voice trunk services expire 6/30/2018, coinciding with the Universal Service Administrative Company (USAC) eRate plan year. The Library issued an RFP for "Managed Internet Service and ISDN PRI Voice Trunk Lines" on September 21, 2017. In addition, the Library posted an FCC Form 470 to the USAC website to nationally open a competitive bidding process. Service providers can then review the posted FCC Form 470 information and submit bids. Four vendors submitted proposals for providing PRI services.

PRI voice trunk services supply 'dial tone' to our VoIP telephone system, and the PRI voice trunk services are currently provided by Level 3-CenturyLink. Based on a review of the proposals submitted, Information Technology recommends that the contract with Level 3-CenturyLink for PRI voice trunk services be renewed and extended for a 36 month term, at a cost of \$1,295 per month.

Strategic/Fiscal Impact: Pricing for PRI voice trunk services is slightly reduced from what the Library is currently paying. Total annual contracted costs for PRI services are not to exceed \$15,540, 36 month term.

All services have been budgeted in the 2018 Operating Budget. With USAC decreasing it's reimbursement of voice services, it is anticipated that USF eRate Funds will reimburse the Library 10 percent of the cost of these services for only the first of the 3-year term. In order for our telecommunications expenses to be eligible for Universal Services funds in Plan Year 18 (7/1/15 to 6/30/16), IndyPL must have approved contracts in place no later than March 1, 2018.



Board Resolution

6f

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 46-2017

AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE CONTRACT FOR ISDN-PRI SERVICES

November 27, 2017

The Library Board of Trustees ("Board") of the Indianapolis-Marion County Public Library ("Library") met at a duly called and authorized meeting of the Board held on the date set forth below, and the following resolution was made and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Board.

WHEREAS, the Library utilizes and continues to require PRI voice trunk services which supply 'dial tone' to the Library VoIP telephone system for Library operations, and deems it prudent to continue to utilize those services for Library operations and safety; and

WHEREAS, the Library must meet the Universal Services guidelines to be eligible for eRate funding for Plan Year 21 (July 1, 2018 through June 30, 2019), and pursuant to that schedule, the Library staff solicited competitive proposals for PRI voice trunk services for its VoIP telephone system, and received proposals from four vendors; and

WHEREAS, based on a review of the proposals, Library staff has determined Level3-CenturyLink to be one of the lowest, responsive and responsible proponents, and recommends the Library Board award a contract to Level3-CenturyLink for PRI voice trunk services for its VoIP telephone system.

IT IS THEREFORE RESOLVED that the Board approves the signing of the 36-month Contract with Level3-CenturyLink for PRI voice trunk services for its VoIP telephone system and authorizes the Chief Executive Officer of the Library to enter into an agreement with Level3-CenturyLink for the services for a total cost not to exceed \$46,620 over the 36 month term, and upon such other terms as the Chief Executive Officer deems necessary or advisable (based on the recommendations of Library legal counsel), and any such agreement execution and delivery effected, be, and hereby is, confirmed and approved.



Board Action Request

6g

To: IMCPL Board

Meeting Date: November 27, 2017

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: November 27, 2017

Subject: Resolution 47-2017 Closure of the Library's Capital Projects Fund

Recommendation: Authorize the adoption of Resolution 47-2017

Background: The Library decided in 2016 to discontinue the Capital Projects Fund (CPF) as the change by the General Assembly to combine the operating fund and the CPF for purposes of performing the maximum levy calculation leaves little incentive for the annual process of updating and adopting a new Plan. Beginning in budget year 2017 the Library decided to discontinue the plan. In accordance with the Indiana Code 36-12-12, the Library will close out the remaining balance of \$131,545.18 into the Rainy Day Fund.

Strategic/Fiscal Impact: The Library's Capital Projects Fund will become dormant.



Board Resolution

6g

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 47-2017
CLOSURE OF THE LIBRARY'S CAPITAL PROJECTS FUND
November 27, 2017**

The Library Board of Trustees ("Board") of the Indianapolis-Marion County Public Library ("Library") met at a duly called and authorized meeting of the Board held on the date set forth below, and the following resolution was made, seconded, and adopted by a majority of those present at the meeting, which constituted a legal quorum of the Board.

WHEREAS, the Indianapolis-Marion County Public Library determined for budget year 2017 it no longer needed the Library Capital Projects Fund; and

WHEREAS, in accordance with Indiana Code 36-12-12 and Indiana Code 36-1-8-5.1 the Library wishes to close out the Library Capital Projects Fund and transfer the unobligated cash balance in the Library Capital Projects Fund to the Rainy Day Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board, that the closure of the Library's Capital Projects Fund be, and hereby is, approved and that the unobligated cash balance of the Capital Projects Fund in the amount of \$131,545.18 shall be transferred to the Library's Rainy Day Fund.

DATED this 27th day of November, 2017.

NAY

AYE

ATTEST:

Secretary



Board Action Request

7a

To: IMCPL Board **Meeting Date:** November 27, 2017

From: Diversity, Policy and HR Committee **Approved by the Library Board:**

Effective Date: November 27, 2017

Subject: Approval of Resolution 48-2017 Adopting a Schedule of Pay Grades, Staff Positions, and Benefits for Library Employees.

Recommendation: We recommend that the Library Board approve Resolution 48-2017 (Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees).

Background: Resolution 48-2017 is a routine procedural document that approves the bi-weekly Salaries, staff positions and benefits for Library employees for the next year.

The following information reflects some changes appearing on the 2017 Salary Schedule.

- **Position Adjustments**

- All positions in PG0101 will have a new pay grade minimum of \$23,920
- All positions in PG0102 will have a new pay grade minimum of \$25,792
- All positions in PG0103 will have a new pay grade minimum of \$27,040

- **Position Reclassifications**

- Accounting Contract Administrator from PG0109 to Accountant PG0300 effective 01/01/2018
- Supervisor, Shipping & Receiving PG0107 to PG0110 effective 01/01/2018

- Supervisor, Building Systems from PG0107 to PG0110 effective 01/01/2018
- Team Members, Shipping & Receiving from PG0102 to PG0103 effective 01/01/2018
- Payroll Assistant from PG0104 to Payroll Specialist PG0106 effective 01/01/2018
- Youth Group Coordinator from PG0103 to Administrative Assistant PG0105 effective 01/01/2018

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 48-2017

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

RESOLVED, that Resolution 46-2016 approved by this Board of Trustees (“Board”) on October 24, 2016 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 2018 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 2018 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 non-union eligible employee uses for both scheduled and unscheduled time away from work for personal reasons, vacation and illness as stated in Policy 236A.

For non-union eligible staff employed prior to the effective date of the Paid Time Off policy (2/5/17), PTO accrual is capped at a maximum of 480 hours or an appropriate prorated amount for part-time benefit eligible, non-union eligible staff. For non-union eligible staff hired or rehired on or after the effective date of the PTO policy (2/5/17), the PTO accrual is capped at a maximum of 240 hours or an appropriate prorated amount for part-time benefit eligible staff. No additional PTO is earned until an employee's accumulation falls below the capped amount.

New hires who are benefit eligible, non-union 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 non-union 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.

ANNUAL LEAVE – New job titles with new pay ranges associated with the new job titles have been adopted that change the pay ranges as stated in Policy 236B. Until such time as Policy 236B is updated by amendment, annual leave accrual rates for current and future benefit eligible, union eligible staff shall remain unchanged from those in place during 2015 and be determined by the pay range for the old job title as stated in Policy 236B to which the employee's new job title corresponds.

Annual leave accrual is capped at a maximum of 480 hours or an appropriate prorated amount for part-time benefit eligible, union eligible staff. No additional leave is earned until an employee's accumulation falls below the capped amount.

SICK LEAVE –Benefit eligible, union eligible staff members will earn sick leave based on the number of regular hours paid. Regular hours will include: sick time, annual leave, credited time and holiday time. For each such hour reported, staff members will accrue .0385 hours of sick leave. Unused sick time may be accumulated on an unlimited basis.

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

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 2018, 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 2018, 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.

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 sick or annual leave (for union eligible staff), or PTO or Individual Catastrophic Account (CAT) hours (for non-union eligible staff), 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 .46 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 2018 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. Employees eligible for tuition assistance must be a .5FTE or above (regularly scheduled for 20 or more hours per week), have successfully completed the probationary period, and have a performance rating of 3 or above on their most recent performance evaluation.

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

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 sick leave or 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
Dir., Strategic Planning and Assessment	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., App & Web Development	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
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
Accountant	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					
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
Accounting Contract Administrator	NE	0109		\$ 38,273	\$ 48,225	\$ 58,176
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
Supervisor, Building Systems	NE	0107		\$ 35,658	\$ 45,286	\$ 54,914
Supervisor Shipping and Receiving	NE	0107		\$ 35,658	\$ 45,286	\$ 54,914
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
Accounts Payable Assistant	NE	0104		\$ 29,285	\$ 36,900	\$ 44,514
Accounts Receivable Clerk	NE	0104		\$ 29,285	\$ 36,900	\$ 44,514
Building Systems Team Member	NE	0104		\$ 29,285	\$ 36,900	\$ 44,514
Hourly Building Systems Team Member	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
Payroll Assistant	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	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Hourly Bookmobile Driver/Clerk	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Computer Lab Assistant II	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Hourly Computer Lab Assistant II	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Processing Assistant	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Hourly Processing Assistant	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Serials Assistant	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Youth Group Coordinator	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Team Member	NE	0103	\$ 26,867	\$27,040	\$ 33,853	\$ 40,839
Computer Lab Assistant I	NE	0102	\$ 24,649	\$ 25,792	\$ 31,058	\$ 37,467
Hourly Computer Lab Assistant I	NE	0102	\$ 24,649	\$ 25,792	\$ 31,058	\$ 37,467
Hourly Events Assistant	NE	0102	\$ 24,649	\$ 25,792	\$ 31,058	\$ 37,467
Library Assistant II	NE	0102	\$ 24,649	\$ 25,792	\$ 31,058	\$ 37,467
Library Assistant II - Outreach	NE	0102	\$ 24,649	\$ 25,792	\$ 31,058	\$ 37,467
Hourly Library Assistant II	NE	0102	\$ 24,649	\$ 25,792	\$ 31,058	\$ 37,467
Receptionist	NE	0102	\$ 24,649	\$ 25,792	\$ 31,058	\$ 37,467
Team Member	NE	0102	\$ 24,649	\$ 24,649	\$ 31,058	\$ 37,467
Inter-Library Loan Assistant	NE	0101	\$ 22,613	\$23,920	\$ 28,493	\$ 34,373
Library Assistant I	NE	0101	\$ 22,613	\$23,920	\$ 28,493	\$ 34,373
Hourly Library Assistant I	NE	0101	\$ 22,613	\$23,920	\$ 28,493	\$ 34,373
Office Assistant	NE	0101	\$ 22,613	\$23,920	\$ 28,493	\$ 34,373
Hourly Office Assistant I	NE	0101	\$ 22,613	\$23,920	\$ 28,493	\$ 34,373
Processing Unpacking Assistant	NE	0101	\$ 22,613	\$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



Board Action Request

7b

To: IMCPL Board **Meeting Date:** November 27, 2017

From: Diversity, Policy and Human Resources Committee **Approved by the Library Board:**

Effective Date: November 27, 2017

Subject: Human Resources Policy Revisions

Recommendation: Approval of Resolution 49-2017 policy revisions under the Human Resources Section

Background: The Library annually reviews and updates policies. The attached Human Resources policy revisions are primarily to clean up policy 236A.11 (Access to Individual CAT Account) and policy 272.3 (Retirement) in light of the last round of policy changes.

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



Board Resolution

7b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 49-2017
HUMAN RESOURCE POLICIES**

November 27, 2017

WHEREAS, the Library has conducted an annual review of the Human Resources Section of the Policy Manual; and

WHEREAS, the Diversity, Policy and Human Resource Committee recommends additional, minor revisions to the Human Resources Section of the Policy Manual for purposes of consistency and clarification of existing practices; and

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library has reviewed the proposed policy changes; and

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library determines that these policy changes are consistent with the values of the Library and will promote and advance the mission and operations of the Library as a taxpayer supported public entity.

THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby approve and adopt the policy changes and additions in the form attached to this Resolution.

236A.11 Access to Individual CAT Account

To use CAT Account time:

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

~~CAT Account time is not counted for purposes of accruing PTO.~~

Approved October 23, 2017

272.3 Retirement

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

- Non-union eligible employees will receive a payout of all accrued, unused PTO.
- ~~As a career service benefit, non~~Non-union eligible staff members who have a CAT Account ~~and were eligible under PERF to retire on or before the effective date of the PTO policy,~~ will be paid an amount equal to the equivalent of one hour of pay for each two hours in their CAT Account in excess of 160 hours up to a maximum of 160 hours (total number of CAT hours minus 160; divide the difference by 2; multiply the quotient by the hourly rate of pay up to a maximum of 160 hours).

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

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

Approved October 24, 2016



Board Action Request

Revised

8a

To: IndyPL Board
Facilities Committee

Meeting Date: November 27, 2017

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Resolution 50 – 2017 Revised
Authorization to Purchase Property Located at 3905 Moller Road for the Eagle Branch Project

Recommendation:

IndyPL Facilities Staff presents for Board approval the attached action (Resolution 50-2017) to authorize the purchase of property at 3905 Moller Road.

Background:

One of IndyPL's goals in the 2015-2020 Strategic Plan is to maximize accessibility to the library and its services. When looking at the inventory of IndyPL facilities for age, size, and location, it was determined the existing Eagle Branch is undersized for the population served, is in a land locked site, and has reached the end of its practical service life. The Strategic Plan identified the Eagle Branch as a facility to be replaced.

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

- Approximately 4 acres to accommodate a 20,000 sf building, an outdoor program space, and adequate patron parking.
- Highly visible location.
- Accessible by public transportation.
- Adjacent to a neighborhood.

IndyPL worked with Darwin May of May Realtors, LLC to locate available properties. Using the established criteria it seemed logical to investigate available property along 38th Street. After investigating several options, it was determined the best site available is at 39th and Moller Road on a Pike Plaza out lot.

We have a signed Real Estate Option Contract to purchase an unimproved portion of property located at 3905 Moller Road. This property is currently owned by Meijer Stores Limited Partnership and consists of approximately 3.753 acres. Meijer Stores Limited Partnership has agreed to the purchase price of \$425,000.

Board Action Request

Re: Resolution 50-2017 Revised Authorization to Purchase Property Located at 3905 Moller Road for the Eagle Branch Project
To: Facilities Committee, Item 8a
From: Sharon Smith, Facilities Director
Date: November 27, 2017

The City currently has plans to install public sidewalks along the east side of Moller Road, including the property within this purchase agreement. IndyPL is working with the City to coordinate plans, and will be reimbursed by the City for the construction of the sidewalk.

**Strategic/Fiscal Impact:**

The purchase price is \$425,000, to be funded by the Series 2017 Bond Fund (Fund 48).



Board Resolution **REVISED**

8a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 50 – 2017
AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT
3905 MOLLER ROAD
FOR THE EAGLE BRANCH PROJECT
NOVEMBER 27, 2017
REVISED**

WHEREAS, the Board of Trustees (“Board”) of the Indianapolis-Marion County Public Library (“IndyPL”) has previously authorized the building of a replacement Eagle Branch Library (the “Branch”) in response to the 2015-2020 Strategic Plan; and

WHEREAS, during the investigation of possible locations for the new Branch it was determined that real property meeting the criteria for the Branch was available for sale, which real property is commonly known as 3905 Moller Road Indianapolis, Indiana more particularly described in Attachment A (the “Property”); and

WHEREAS, IndyPL staff has received and reviewed all necessary due diligence materials and recommends IndyPL proceed with the acquisition of the Property; and

WHEREAS, a Real Estate Option Contract (“Option Contract”), in the form attached hereto as Attachment B, for purchase of the Property has been negotiated and executed by the Chief Executive Officer of IndyPL, and notice of the exercise of the Option contained therein must be made on or before January 5, 2018; and

WHEREAS, a First Amendment to Real Estate Option Contract dated April 27, 2017 (“First Amendment”), in the form attached hereto in Attachment B, concerning responsibility for payment of the broker commission has been negotiated and executed by the Chief Executive Officer of IndyPL; and

WHEREAS, prior to exercising the Option, the Board must grant approval of exercising the option and moving forward with the purchase of the Property.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

8a

**RESOLUTION 50 – 2017
AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT
3905 MOLLER ROAD
FOR THE EAGLE BRANCH PROJECT
NOVEMBER 27, 2017**

REVISED

IT IS THEREFORE RESOLVED that the Real Estate Option Contract is hereby approved and subject to satisfaction of the terms and conditions of the Option Contract, the Chief Executive Officer of IndyPL is hereby authorized to proceed with all matters and to execute all documents or instruments necessary or required to complete the purchase of the Property as contemplated by the Option Contract, including the payment of the purchase price of Four Hundred Twenty Five Thousand and no/100 Dollars (\$425,000.00), and to take any and all other actions incident to, necessary, desirable or appropriate to fulfill the terms and conditions of the Option Contract and to consummate the purchase of the Property contemplated thereby.

**RESOLUTION 50 – 2017
AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT
3905 MOLLER ROAD
FOR THE EAGLE BRANCH PROJECT
NOVEMBER 27, 2017
REVISED**

ATTACHMENT A - LEGAL DESCRIPTION

Part of the Southwest Quarter of Section 18, Township 16 North, Range 3 East, and part of the Southeast Quarter of Section 13, Township 16 North, Range 2 East of the Second Principal Meridian in Marion County, Indiana, being described as follows:

Commencing at the Southeast corner of the Southwest Quarter of said Section 18; thence North 89 degrees 59 minutes 48 seconds West 1,362.38 feet to the Westerly right-of-way line of Kevin Drive; thence North 00 degrees 00 minutes 12 seconds East along said Westerly right-of-way line 589.31 feet; thence North 89 degrees 59 minutes 48 seconds West parallel with the South line of said Southwest Quarter 500.90 feet to the West line of said Southwest Quarter; thence continuing North 89 degrees 59 minutes 48 seconds West 599.30 feet into said Southeast Quarter of Section 13; thence South 00 degrees 04 minutes 16 seconds West 14.32 feet; thence South 89 degrees 38 minutes 10 seconds West parallel with the South line of said Southeast Quarter 125.00 feet; thence North 00 degrees 04 minutes 16 seconds East 80.72 feet; thence South 89 degrees 38 minutes 10 seconds West parallel with said South line 82.29 feet to the POINT OF BEGINNING; thence continuing South 89 degrees 38 minutes 10 seconds West parallel with the said South line 455.00 feet to the East line of a tract of land deeded to the Consolidated City of Indianapolis, as per Trustee's Deed recorded as Instrument #77-76519 in the Office of the Recorder of Marion County; thence on the following three courses along said East line; (1) North 04 degrees 38 minutes 42 seconds East 54.68 feet to a point of curvature of a curve concave Westerly, having a central angle of 04 degrees 34 minutes 26 seconds and a radius of 1,959.86 feet; (2) Northerly along said curve on arc distance of 156.45 feet, said arc being subtended by a chord bearing North 02 degrees 21 minutes 29 seconds East 156.41 feet; (3) North 00 degrees 04 minutes 16 seconds East 15.70 feet to the Southeast corner of Moller Road right-of-way as recorded in Instrument #1993-196297 in the Office of the Recorder; thence continuing North 00 degrees 04 minutes 16 seconds East along the East line of said right-of-way 115.00 feet to the Southwest corner of an non-exclusive access easement as recorded in Instrument #1995-48921 in the Office of the Recorder; thence along the South side of said easement the following five (5) calls: (1) North 89 degrees 38 minutes 10 seconds East 30.00 feet; (2) North 00 degrees 04 minutes 16 seconds East 15.09 feet; (3) North 80 degrees 18 minutes 46 seconds East 19.06 feet; (4) South 89 degrees 44 minutes 14 seconds East 256.31 feet; (5) North 66 degrees 15 minutes 13 seconds East 152.24 feet; thence South 00 degrees 04 minutes 03 seconds West 417.21 feet to the point of beginning, containing 3.753 acres, more or less.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

8a

**RESOLUTION 50 – 2017
AUTHORIZATION TO PURCHASE PROPERTY LOCATED AT
3905 MOLLER ROAD
FOR THE EAGLE BRANCH PROJECT
NOVEMBER 27, 2017**

REVISED

ATTACHMENT B – REAL ESTATE OPTION CONTRACT

REAL ESTATE OPTION CONTRACT

THIS REAL ESTATE OPTION CONTRACT is made as of this 16th day of January, 2017, (the "Execution Date"), by **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY, INC.**, an Indiana municipal corporation, whose address is 2450 North Meridian Street, Indianapolis, Indiana 46208 (the "Buyer"), and **MEIJER STORES LIMITED PARTNERSHIP**, a Michigan limited partnership, whose address is 2929 Walker Avenue N.W., Grand Rapids, Michigan 49544 (the "Seller"). Buyer and Seller are sometimes referred to together in this Contract as the "Parties."

1. **Grant of Option.** Seller grants to Buyer an option (the "Option") to purchase the real property containing approximately 3.8 acres located on Moller Road, in the City of Indianapolis, Marion County, Indiana (the "Property"), approximately outlined on **Exhibit A** on the terms and conditions stated in this Contract.

2. **Option Period; Fee; Extension.** The Option is granted for the period of time between the Execution Date and 11:59 p.m. on the three hundred sixtieth (360th) day following the Execution Date (the "Initial Option Period"). In consideration of the Option granted to Buyer under this Contract, Buyer shall pay to Seller an option fee of Ten Thousand Dollars (\$10,000) for this option period (the "Initial Option Fee").

Provided Buyer has previously submitted, or concurrently submits, the preliminary plans and specifications required pursuant to the terms and conditions of Section 31 hereof, by written notice and payment of an option fee of Two Thousand Five Hundred Dollars (\$2,500) delivered to Seller before the expiration of the Initial Option Period (the "First Extension Fee"), Buyer may extend the option term until 11:59 p.m. on thirty (30) days following the expiration of the Initial Option Period (the "First Extension Term"). Buyer's written notice to extend the Option pursuant to this paragraph shall not be effective unless such notice is accompanied by the preliminary plans and specifications required pursuant to Section 31 hereof.

By written notice and payment of an option fee of Two Thousand Five Hundred Dollars (\$2,500) delivered to Seller before the expiration of the First Extension Term (the "Second Extension Fee"), Buyer may extend the option term until 11:59 p.m. on thirty (30) days following the expiration of the First Extension Term (the "Second Extension Term").

By written notice and payment of an option fee of Two Thousand Five Hundred Dollars (\$2,500) delivered to Seller before the expiration of the Second Extension Term (the "Third Extension Fee"), Buyer may extend the option term until 11:59 p.m. on thirty (30) days following the expiration of the Second Extension Term (the "Third Extension Term").

Together the Initial Option Period, the First Extension Term, the Second Extension Term, and the Third Extension Term are referred to herein as the "Option Period." Together the Initial Option Fee, the First Extension Fee, the Second Extension Fee, and the Third Option Fee are referred to herein as the "Option Fee." The Option Fee will be held and disbursed by Seller in strict accordance with this Contract.

3. **Exercise of Option.** Provided Buyer has obtained Seller's approval of the plans and specifications required pursuant to Section 31 hereof (but which approval shall not be unreasonably withheld or delayed following submission thereof by Buyer), any time during the Option Period Buyer may exercise the Option by giving written notice to Seller of its election to exercise the Option. Buyer's written notice to exercise the Option pursuant to this paragraph shall not be effective unless such notice is accompanied by (i) Seller's confirmation all approvals required by Seller by this contract have been obtained, and (ii) the Seller-approved plans and specifications required pursuant to Section 31 hereof. If the Option is exercised, subject

to the terms and conditions of this Contract, Seller shall sell the Property to Buyer on the terms set forth herein.

4. **Disposition of Option Fee.** The Option Fee shall be held by Seller until Closing or the termination of this Contract. Seller may retain the Option Fee whether or not the Option is exercised except as otherwise provided herein. If the Option is exercised and the transaction closed, then the Option Fee shall be applied as a credit to Buyer against the purchase price. The Option Fee shall be returned to Buyer only if, and under the specific circumstances as may be expressly provided for in this Contract. Notwithstanding the foregoing, if Buyer provides notice to Seller of its termination of the Contract prior to the expiration of the Initial Option Period, then the Option Fee shall be returned to Buyer.

5. **Purchase Price; Payment.** The purchase price for the Property is Four Hundred Twenty-Five Thousand and 00/100 Dollars (\$425,000.00). The purchase price, as adjusted by the credits and proration described below, shall be payable in full at the Closing by wire transfer of immediately available funds.

6. **Title; Survey.** Upon receipt of the purchase price, Seller shall convey marketable record title to the Property by Special Warranty Deed (the "Deed"). Buyer shall accept such title subject to the "Permitted Exceptions" (as defined below in this Section 6).

Promptly after the receipt of a preliminary legal description of the Property from Buyer, Seller shall, at its sole cost and expense, order a commitment for a standard form ALTA owner's title insurance policy, without standard exceptions, (provided, however, the obligation to provide a title insurance policy without standard exceptions shall not create an obligation for Seller to provide a Survey (defined below) in the event Buyer fails to obtain an adequate survey during the Option Period), dated after the Execution Date, in the amount of the Purchase Price (the "Commitment"), with such endorsements as Buyer may request (the "Endorsements"), issued by Fidelity National Title Insurance Company, 1050 Wilshire Drive, Suite 310, Troy, MI 48084, Attention: Elaine Moloney in cooperation with Fidelity's local office at 135 N. Pennsylvania Street, Suite 1575A, Indianapolis, IN 46204, Attention Jeffrey R. Lade, Esq. (the "Title Company"). Buyer shall have twenty-eight (28) days from receipt of the Commitment (including legible copies of all items referenced therein) or Survey as defined below, whichever is last received, to notify Seller of any objections (the "Title Objections") to the state of the title as revealed in the Commitment. If Seller does not own the Property or for any reason fails or is unable to cure or obtain insurance over the Title Objections within twenty (20) days after receipt of Buyer's notice of the Title Objections (the "Title Cure Period"), Seller shall not be considered to be in default under this Contract, and Buyer may elect to terminate this Contract by giving written notice to Seller of its election within ten (10) days after expiration of the Title Cure Period. If Buyer so elects to terminate this Contract, Seller shall promptly return the Option Fee to Buyer and neither party shall have any further obligation under this Contract except any obligation of Buyer under Sections 10 and 13 below. If Buyer fails to timely terminate this Contract, the Title Objections not cured by Seller shall be deemed Permitted Exceptions. Any encumbrance on Seller's title which can be discharged by paying money shall not be considered a title defect provided it is removed by Seller at the Closing out of the sale proceeds.

Within thirty (30) days of the Execution Date, Buyer shall, at its expense, obtain an ALTA/NSPS survey of the Property, prepared by a licensed surveyor in the State of Indiana showing the location of all improvements on the Property, platting all exceptions included in the Commitment and the Permitted Exceptions discussed below and showing any encroachments from or onto adjoining properties, building lines, parking, easements, driveways, roads or highways and otherwise meeting the Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys (Effective February 23, 2016) (the "Survey"). Buyer shall provide Seller a copy of the Survey upon receipt thereof (including a copy to Aaron Morrissey,

Legal Department, 2929 Walker, Avenue N.W., Grand Rapids, Michigan 49544). Buyer acknowledges that the boundary and legal description of the Property as prepared by the surveyor are subject to the review and approval of Seller, which Seller shall endeavor to review and provide comments within fifteen (15) business days of the submittal. The Survey shall be certified to Seller, Buyer, Buyer's lender, if any, and the Title Company. Buyer shall have twenty eight (28) days from receipt of both the Survey and Commitment to notify Seller of any defects in title revealed by the Survey (the "Survey Objections"). As a matter of clarity, this right to object shall include the right to object to the location of the Permitted Exceptions once they are platted on the Survey. If Seller for any reason fails or is unable to cure or obtain title insurance over the Survey Objections within twenty (20) days after receipt of Buyer's notice of Survey Objections (the "Survey Cure Period"), Seller shall not be considered to be in default under this Contract, and Buyer may elect to terminate this Contract by giving written notice to Seller of its election within ten (10) days after expiration of the Survey Cure Period. If Buyer so elects to terminate this Contract, Seller shall promptly return the Option Fee to Buyer and neither party shall have any further obligation under this Contract except any obligation of Buyer under Sections 10 and 13 below. If Buyer fails to timely terminate this Contract, the Survey Objections not cured by Seller shall be deemed Permitted Exceptions.

The "Permitted Exceptions" is defined as and shall include: the Declaration (as defined in Section 7), current taxes and assessments not yet due and payable; those matters set forth in the partial list of Permitted Exceptions attached hereto as **Exhibit C** (so long as these Permitted Exceptions, once platted on the Survey described above, do not in Buyer's sole discretion interfere with the proposed use of the Property by Buyer), if any; an easement reserved for any Improvements (as defined in Section 30 below); any matter disclosed in the Commitment or Survey and not objected to by Buyer within the time limits set forth above; and any Title Objection or Survey Objection not cured by Seller and deemed Permitted Exceptions as provided in the subparagraphs above. None of the Permitted Exceptions shall be deemed to render Seller's title unmarketable. In addition to the Permitted Exceptions, the Deed shall contain an exception for all easements and restrictions of record not specifically recited, if any, it being the intention of the Parties that Buyer look only to the Title Company for its remedy for any recorded easements or restrictions not being disclosed by the Commitment or resultant title policy. As a matter of clarity, if an easement or restriction is not disclosed by the Commitment, it shall not be considered a Permitted Exception.

7. **Closing.** Closing (the "Closing") shall take place on a mutually agreed day and time at the office of the Title Company (or other location mutually agreed upon by the Parties) within fifteen (15) days after Buyer exercises the Option subject to the satisfaction of all contingencies and conditions precedent set forth in this Contract. Unless otherwise mutually agreed to by the Parties, this transaction shall be closed in escrow by the Title Company under instructions prepared by Seller and reasonably acceptable to Buyer to conform to this Contract. The cost of the escrow shall be shared equally by the Parties. Notwithstanding the foregoing, in the event Seller elects to exchange fee title in the Property for other property pursuant to Section 1031 of the Internal Revenue Code as provided below herein, Seller shall be solely responsible for any additional escrow closing fees associated with such 1031 exchange.

At the Closing, Seller shall (i) pay the title insurance premium due for the owner's policy in the amount of the sale price (excluding costs of any Endorsements), (ii) pay the Indiana gross income tax (if applicable), (iii) pay the fees for recording the Declaration and the release of Seller's mortgage, if any, and (iv) deliver the Deed, an affidavit of non-foreign status in compliance with applicable law, Seller's standard title affidavit (so long as same is acceptable to Title Company for purposes of removing the general exceptions from title), a partially executed closing statement, and a partially executed Sales Disclosure Form (Form 46021). Buyer shall (i) deliver the purchase price (as adjusted for credits and prorations) to the Title Company for disbursement at the direction of Seller, (ii) pay the fees for recording the Deed and Buyer's mortgage, if any, (iii) pay the costs of the Endorsements and (iv) deliver a partially executed Sales Disclosure Form (Form

46021) and evidence of approval of the Buyer's Board of directors. The recording fees for the easement(s) shall be paid by the owner of the benefited parcel for that particular easement, or, if the easement is reciprocal, the recording costs shall be divided equally. Both Parties shall execute a closing statement reconciling the purchase price with the various adjustments.

The sale of the Property shall require rezoning of the Property as well as replatting or a subdivision approval by the City of Indianapolis, Marion County. Buyer shall be responsible for and shall use reasonable efforts to seek approval for any such required procedure subject to Seller's review and approval of any required applications associated with such replat/subdivision which Seller shall endeavor to review and provide comments or approve within ten (10) business days of the submittal. Seller's obligation to consummate the transaction contemplated by this Contract is subject to Buyer being able to replat or subdivide the Property from Seller's remaining property and the terms and conditions of such replat or subdivision being satisfactory to Seller in its reasonable discretion. If Buyer provides notice to Seller of its intent to terminate the Option for any or no reason prior to the expiration of the Initial Option Period (including, due to, but not limited to, the inability of Buyer to have the Property rezoned or the imposition of unreasonable conditions or commitments for such rezoning), then Seller shall refund the Option Fee to Buyer. Seller agrees to reasonably cooperate (at no additional cost to Seller) with Buyer's obtaining such governmental approvals, including executing any documents reasonably necessary for Buyer to obtain such governmental approvals. Buyer shall promptly deliver to Seller all correspondence, notifications, applications and similar documentation between Buyer and governmental entities concerning Buyer's efforts to replat, subdivide, rezone or secure similar governmental approval for the Property.

The Parties acknowledge that to the extent the applicable governmental authorities require site plan approval and/or variance for Seller's remaining property (including, but not limited to, any parking or green space requirements), Buyer shall be responsible for obtaining such approval, subject to Seller's prior review and approval of any submittals made associated with seeking such approval. Seller agrees to cooperate with Buyer in obtaining such approvals and to the extent the government approvals are conditioned upon Buyer making improvements on Seller's remaining property, the Parties shall enter into a Development Agreement at Closing that shall provide that as part of Buyer's initial development of the Property, Buyer shall be obligated to completing such improvements. In order to secure Buyer's obligation to complete any improvements or site work activities on Seller's remaining property, the Development Agreement shall require that Buyer deliver to Seller either a cash escrow or a letter of credit equal to one hundred ten percent (110%) of its engineer's estimated cost to complete the same. The Development Agreement shall be drafted by Seller and shall contain terms and conditions which must be agreed upon by the Parties prior to the expiration of the Option Period. Upon completion of installation of such improvements, all maintenance obligations thereafter shall be borne by Seller. Seller's obligations to consummate the transaction contemplated herein is subject to Buyer (i) obtaining such site plan approvals and the terms and conditions of such approvals being satisfactory to Seller and (ii) demonstrating to Seller that after the sale of the Property, Seller's remaining property as currently improved (or as subsequently improved by Buyer) will be in compliance with municipal green space, landscaping and parking requirements, Buyer shall be responsible for the entire cost of obtaining and complying with such approvals, subject to Seller's review and approval of such plans, specifications and applications.

At or before the Closing, Buyer and Seller shall execute the Declaration of Restrictions (the "Declaration") attached to this Contract as **Exhibit B**. The Declaration shall be recorded immediately after the Deed.

8. **Taxes.** The real estate taxes shall be apportioned between the Parties at the closing in the following manner:

a) Seller shall pay all ad valorem real estate taxes ("Taxes") levied with respect to the Property which become a lien and are due and payable prior to the date of the Closing. The Taxes attributable to the year in which the Closing takes place are to be prorated from January 1 to the date of Closing. If the amount of such Taxes is not then ascertainable, credit and prorating shall be on the basis of the amount of the most recently ascertainable Taxes as determined in accordance with Section 8(b) hereof.

b) The Property may be part of a larger parent Parcel and not separately assessed. If so, in computing the proration referred to above, the portion of the taxes assessed against the larger parcel which are allocated to the Property shall be equal to the product of (i) that portion of the assessment attributable to the value of the larger parcel (excluding buildings and improvements), multiplied by (ii) a fraction the numerator of which is the amount of land contained in the Property and the denominator is the amount of land contained in the larger parcel. Upon completion of this transaction, Buyer shall apply for a separate assessment of the Property. If the Property is not separately assessed for any subsequent bill (excluding the year in which Closing takes place, which is billed on year in arrears), Seller shall pay the entire bill and Buyer shall promptly reimburse Seller for its percentage share computed as set forth in this subparagraph.

c) Seller shall pay in full all special assessment installments becoming due and payable prior to the Closing. All other assessments, levies, installments and charges ("Assessments") attributable to the year in which the Closing takes place are to be prorated from January 1 to the date of Closing and credited to Buyer. . Any Assessment becoming payable solely on account of Buyer's actions or this transaction, including without limitation utility connection charges, shall be paid in full by Buyer.

9. **Possession.** Possession of the Property shall be deemed to have passed to Buyer at Closing.

10. **Real Estate Broker.** Each party shall be responsible for paying any broker(s) it engaged and shall indemnify the other party against and hold it harmless from any claim, damage, liability or expense, such as commission claims and attorney fees, arising out of any assertion of its having dealt with any broker. The foregoing indemnity shall survive the cancellation and/or termination of this Contract and shall survive Closing. Notwithstanding the foregoing, if and when this transaction closes, Seller will pay to May Realtors, LLC, 6926 Bluffridge Place, Indianapolis, Indiana 46278, with a brokerage commission of one percent (1%) of the purchase price.

11. **Right of Inspection.** It shall be Buyer's option to investigate (or cause to be investigated) to Buyer's satisfaction, and at Buyer's expense, the state and condition of the Property and any other matters pertaining to it of interest to Buyer, including, but not limited to, its zoning classification, topographic characteristics, tax classification, environmental condition, the availability of utilities, the contents of applicable restrictive covenants and building codes, its suitability for Buyer's intended use, and whether satisfactory financing can be arranged. During the Option Period, Buyer and any other person Buyer may reasonably designate may upon reasonable prior notice enter the Property to make such topographic surveys, geotechnical borings, tests or studies as Buyer may reasonably deem appropriate, provided that any environmental assessment activities shall be performed in accordance with Section 12. All such activity shall be (i) conducted in a manner that will cause no damage to the Property, and (ii) performed solely at the expense of Buyer. To the extent Seller provides or has provided any plans, specifications or other information with respect to the Property, Buyer acknowledges that such information (a) is provided to assist Buyer in its examination of the Property; and (b) is provided without representation or warranty by Seller with respect to its accuracy, content or completeness. In order to assist Buyer in the development of plans during the Option Period, Seller has included the Outlot Review Procedure attached hereto as **Exhibit D**. Buyer acknowledges that the Outlot

Review Procedure is intended to assist Buyer in the preparation and submission of plans and specifications prior to the expiration of the Initial Option Period, and is not intended to address all matters associated with site development.

Buyer acknowledges that as of the date of Closing it will have inspected, analyzed, reviewed and evaluated the Property, that it and its representatives will have conducted such investigation of the Property as deemed necessary by Buyer and that it will be thoroughly aware of the condition of the Property. Buyer is purchasing the Property in its "as is" condition based solely upon its own inspection, evaluation, review and analysis, and Buyer assumes the entire risk associated with such inspection, evaluation, review and analysis being incomplete or inaccurate. The terms of this paragraph shall survive Closing.

12. **Environmental Matters.** As part of the investigation allowed pursuant to Section 11, Buyer may perform an environmental site assessment ("ESA") done to the standards of ASTM E1527-13 and E1528-14, as defined and further described in 40 C.F.R. Part 312, regarding "All Appropriate Inquiry" or "AAI," at its expense and using an environmental consulting firm mutually acceptable to the Parties. The ESA shall not include any soil borings or groundwater monitoring wells or any other invasive sampling, except for samples of building materials or equipment to determine asbestos or PCB content. Buyer agrees that upon Seller's request to promptly provide Seller with a full copy of the ESA as soon as it is available, however Seller shall not be entitled to rely on the ESA.

If Buyer desires to perform further sampling and testing of the Property, including but not limited to a Phase II and geotechnical analysis, Buyer shall provide to Seller a written work plan that describes the proposed scope and content of the proposed work. Buyer may proceed in accordance with such work plan only upon receipt of Seller's written consent and approval which will not be unreasonably withheld, denied or delayed. If the Parties cannot agree on the performance of such work, this Contract shall terminate and, only if this Contract is terminated before the expiration of the Initial Option Period, Seller shall return to Buyer the Initial Option Fee. If Buyer provides notice to Seller of its intent to terminate the Option for any or no reason prior to the expiration of the Initial Option Period (including, due to, but not limited to, the disclosure of any environmental or geotechnical condition on the Property which is unacceptable to Buyer), then Seller shall refund the Option Fee to Buyer.

13. **Indemnity.** Buyer shall defend, indemnify and save harmless Seller, its direct or indirect parent, subsidiaries and affiliated companies and entities, their respective agents, employees, officers, directors and shareholders, against liability or claim thereof whether for injury to persons, including death, or damage to property arising out of or occasioned in whole or in part by any act or omission of Buyer, its licensees or contractors, their respective agents or employees, on or about the Property prior to Closing. The foregoing indemnity shall survive the cancellation and/or termination of this Contract and shall survive Closing for a period of one (1) year after cancellation and/or termination or Closing.

14. **Condemnation.** In the event any entity with the power of condemnation commences condemnation proceedings with respect to the Property, or any portion thereof, prior to Closing, or advises Seller that it desires to acquire any of the Property in lieu of condemnation, Seller shall give Buyer prompt written notice thereof whereupon Buyer shall have the right to terminate this Option by giving the Seller written notice of termination within twenty (20) days after being notified of such proceedings. In the event this Agreement is terminated in accordance with the provisions of this subsection, the Option Fee shall be returned to Buyer and, except as provided for herein, the parties shall be relieved of their respective rights and obligations set forth in this Option. In the event Buyer does not terminate this Option in accordance with the foregoing, then, on the Closing, Seller shall assign to Buyer all of Seller's right, title and interest in and to any condemnation proceeds which may be payable (or if such proceeds have been paid to Seller, Seller shall pay

the same to Buyer as part of the Closing) as a result of such proceedings and the Purchase Price shall be paid without reduction.

15. **Reliance.** Neither Seller nor any person authorized by Seller has made any statement on which Buyer may rely about the Property that is not set forth in this Contract or the documents delivered to Buyer at Closing.

16. **Confidentiality.** Subject to all applicable laws, all knowledge, information, or data that is obtained by, or disclosed to, Buyer under this Contract shall be held in strictest confidence by Buyer and shall not be disclosed to any third party other than Buyer's advisors and representatives, unless and until the Closing occurs or Buyer is required to disclose such knowledge, information, or data by law. The parties acknowledge that Buyer is a public entity and is subject to the Indiana Access to Public Records Act, and that the Buyer shall comply with all requirements thereof.

17. **Performance.** Time is of the essence of this Contract. In the event of default by Buyer, Seller may, terminate this Contract and retain the Option Fee and pursue specific performance of the indemnification provisions of Sections 10-13 and Section 16 of this Contract for a period of one (1) year after default. In the event of default by Seller, Buyer's remedies shall be limited to either (i) terminating the Contract, in which event Seller shall return to Buyer the Option Fee; or (ii) seeking specific performance of this Contract.

18. **Successors and Assigns.** This Contract shall bind Buyer and Seller and anyone succeeding to their interests in this Contract. Nevertheless, Buyer shall not assign this Contract without Seller's prior written permission. Notwithstanding the foregoing, Buyer may assign its interest in this Contract to an affiliated entity of Buyer without Seller's prior written permission, provided (i) Buyer gives Seller notice of such assignment at least fifteen days prior to Closing and (ii) Buyer is not released from liability hereunder.

19. **Amendment.** This Contract represents the Parties' entire agreement. It supersedes all prior statements, negotiations and agreements, whether written or oral. This Contract may not be amended, altered, or modified except by a written instrument executed by the party to be bound.

20. **Notices.** During the term of this Contract, or until written notice of a change in address is delivered to the other Party, notices shall be sent in writing and delivered personally or sent by certified mail or by overnight express mail by a nationally recognized carrier (such as Federal Express, UPS, DHL, or Airborne) to the following addresses:

To Seller:	Meijer Stores Limited Partnership 2929 Walker Avenue, N.W. Grand Rapids, Michigan 49544 Attn: Real Estate Dept. – Kurt Adams
Seller (copy to):	Meijer Stores Limited Partnership 2929 Walker Avenue, N.W. Grand Rapids, Michigan 49544 Attn: Legal Department – Aaron Morrissey
To Buyer:	Indianapolis-Marion County Public Library 2450 North Meridian Street Indianapolis, Indiana 46208 Attn: Sharon Smith

Buyer (copy to):

Clark, Quinn, Moses, Scott Grahn, LLP
320 N. Meridian Street, Suite 1100
Indianapolis, IN 46204
Attn: Robert Scott/Russell Brown

Any such notices shall be deemed to have been given on the day after the date on which the notice was delivered to the overnight courier for delivery (with all delivery fees paid, if the party sending the notice does not have an established account with the courier permitting delayed billing), or two days after the date the notice was deposited for mailing in a United States Post Office or mail receptacle with proper postage affixed if the notice was sent by certified mail.

21. **Choice of Law.** This Contract shall be governed by and construed in accordance with the laws of the state of Indiana.

22. **Third Parties.** There are no third-party beneficiaries to this Contract.

23. **Recording.** Neither this Contract nor any evidence of it shall be recorded.

24. **Pronouns.** All pronouns used in this Contract shall be effective to identify the persons referred to, regardless of their gender and whether they are singular or plural.

25. **Severability.** The invalidity or unenforceability of any provision of this Contract shall, at the option of Seller, invalidate the entire Contract, upon which Seller shall promptly return the Option Fee. Otherwise, the remainder of this Contract shall remain in full force and effect.

26. **Attorney's Fees.** If litigation arises out of or in connection with this Contract, the prevailing party shall be entitled to recover its reasonable attorney's fees and court costs.

27. **1031 Exchange.** Seller may exchange the fee title in the Property for other property of like kind and qualifying use within the meaning of Section 1031 of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder. In order to facilitate the transaction, Seller may retain the services of a Qualified Intermediary within the meaning of Treas. Reg. 1.1031(k)-1(g)(4). This Qualified Intermediary will provide services to Seller in connection with Seller's Section 1031 transaction. Seller expressly reserves the right to assign its rights under this Contract to a Qualified Intermediary on or before the date of Closing and in that situation, Buyer shall pay or cause to be paid to such Qualified Intermediary the net proceeds of the sale. However, this assignment in no way relieves Seller of any obligations or duties under this Contract including the obligation to convey the Property by warranty deed. Seller shall bear any and all additional cost or expense as a result of its 1031 exchange.

28. **Nonexclusive Ingress and Egress Access Easement to Buyer.** In the event the transaction contemplated herein closes, at Closing, Seller shall grant Buyer in a form acceptable to Buyer and Seller, a perpetual, nonexclusive ingress and egress rights over and across the driveway off of Moller Road on Seller's property located immediately north of the Property (the "Access Easement"). The Access Easement is approximately cross-hatched on Exhibit A attached hereto. The specific location of the curb cut(s) onto the Access Easement from the Property shall be subject to Seller's review and approval which shall not be unreasonably withheld. Buyer agrees that it shall pay for any and all improvements to the existing pavement (including adjacent road right-of-ways) which may be required by Seller or the applicable governmental authorities as part of the approval of the development of the Property. The easement shall be drafted by Seller and shall contain terms and conditions which must be agreed upon by the Parties during the Initial

Option Period. If Buyer provides notice to Seller of its intent to terminate the Option for any or no reason prior to the expiration of the Initial Option Period (including, due to, but not limited to, the failure of the parties to reach commercially reasonable terms in the easement agreement), then Seller shall refund the Option Fee to Buyer. Buyer also agrees to provide easement exhibits (legal description and depiction) to Seller for review and approval during the Option Period. The Access Easement shall provide that the owner of the Property shall annually pay to Seller the sum of Two Thousand Five Hundred Dollars (\$2,500.00) for Seller's maintenance and repair of that portion of the Access Easement that Seller has previously constructed (the "Maintenance Fee"). The Access Easement shall provide that the Maintenance Fee shall be increased by twelve and one half percent (12.5%) every five (5) years. The Access Easement shall also provide a self-help remedy for the Buyer in the event Seller fails to properly maintain the Access Easement area; with any actual and reasonable out-of-pocket funds expended by Buyer to maintain the Access Easement area being credited on a dollar for dollar basis as an abatement for future Maintenance Fees. Notwithstanding the foregoing, in the event of a transfer of Seller's property (including the Easement Area) to an entity not affiliated with Seller, Buyer's self-help maintenance remedy shall allow for reimbursement from such new owner of Seller's property for Buyer's actual and reasonable out-of-pocket costs expended in exercising such self-help maintenance remedy. Buyer shall be responsible for maintaining any green space between the north boundary of the Property and the drive on Seller's remaining property.

29. Property Development. If any utility services are not available for Buyer's proposed development from existing lines along Moller Road, and any such utility lines serving the adjacent development belonging to Seller (whether on the Property or Seller's remaining property) can accommodate Buyer's requirements without alteration substantially or materially impacting Seller's use and can be connected to without significant intrusion/interference onto the parking lot or access drives serving Seller's adjacent development, then Seller shall, subject to the approval of the applicable governmental authority / utility provider, grant to Buyer an easement for such utility at Closing. Provided, however, this Section shall not be construed as a representation by Seller that all necessary utility lines currently exist in the right-of-way of Moller Road near the Property. Further provided, Buyer acknowledges that the connection to a private water or sanitary line (whether it is located on the Property or on Seller's remaining property) shall be contingent upon such shared line being made public by Buyer and the connection to an electric or gas service line (whether it is located on the Property or on Seller's remaining property) shall be contingent upon both the utility company confirming that the line is a utility main and has sufficient capacity. Any such connection, shall be contingent upon utility service of such line not be interrupted during the connection. If a utility connection on Seller's adjacent property is permitted by Seller, Buyer shall be responsible for reimbursing Seller all surveying, engineering and legal costs associated with evaluating Buyer's request and granting the easement for the utility connection, if all or a portion of such work is done "in house" the rate shall be One Hundred Fifty Dollars (\$150) per hour for legal costs and One Hundred Dollars (\$100) per hour for engineering costs with a not to exceed amount of Two Thousand Five Hundred Dollars (\$2,500.00), which shall be paid at Closing.

Seller agrees to allow Buyer to investigate the feasibility of having the storm water from the Property drain into Seller's existing storm water drainage system and pursuant to Section 11 of this Contract, has granted Buyer or Buyer's agents access necessary to make such investigation. Buyer shall be permitted to drain storm water from the Property into the existing storm water drainage system on Seller's remaining property provided that the rate of flow of such storm water drainage does not exceed the rate of flow from the Property that the Storm Water System was designed to accommodate (if any) and provided that there is no sheet drainage onto Seller's remaining property and further provided that Buyer obtains all necessary approvals from the applicable governmental authority (and/or private third parties) for such drainage. At Closing, Seller shall grant via recorded agreement, Buyer the right to allow for such approved storm water drainage. As provided above, Buyer agrees to reimburse Seller its engineering and legal costs associated with evaluating Buyer's request and granting such drainage rights with an amount not to exceed Two

Thousand Five Hundred Dollars (\$2,500.00), which shall be paid at Closing. The storm water discharge agreement shall provide that the owner of the Property shall annually pay Seller a maintenance fee of One Thousand Five Hundred Dollars (\$1,500.00) (the "Stormwater Maintenance Fee") for Seller's maintenance and repair of the storm water pipes and related facilities on Seller's remaining Property, which Stormwater Maintenance Fee shall be increased by twelve and one half percent (12.5%) every five (5) years, and Buyer further agrees to reimburse Seller five percent (5%) of all documented and expended costs associated with any modifications or upgrades to the storm water system required by the applicable governmental authority. Any storm water discharge agreement shall also provide a self-help remedy for the Buyer in the event Seller fails to properly maintain the storm water discharge system; with any Buyer's actual and reasonable out-of-pocket funds expended by Buyer to maintain the storm water discharge system being credited on a dollar for dollar basis as an abatement of any future Stormwater Maintenance Fees. Notwithstanding the foregoing, in the event of a transfer of Seller's property (including the Easement Area) to an entity not affiliated with Seller, Buyer's self-help maintenance remedy shall allow for reimbursement from such new owner of Seller's property for Buyer's actual and reasonable out-of-pocket costs expended in exercising such self-help maintenance remedy. Provided, however, the storm water discharge agreement shall provide that Buyer shall be responsible for (i) any modifications or upgrades required as part of the development of the Property, subject to Seller's review and approval of plans and submittals associated with such work; (ii) the cost to provide storm calculation data to the applicable governmental authority (and/or private third parties) for the existing storm water system and Property (to the extent required in order to obtain the approval of the applicable governmental authority (and/or private third parties) to drain into the storm water system); and (iii) the costs of any improvements on the Property necessary to allow storm water from the Property to drain into the existing storm water system.

30. Reservation of Easement for Existing Improvements. Buyer hereby acknowledges that certain utility lines/drainage/improvements (together, the "Improvements") may be currently located on, onto and/or under the surface of the Property or within ten (10) feet of the boundary of the Property. If Buyer provides notice to Seller of its intent to terminate the Option for any or no reason prior to the expiration of the Initial Option Period (including, due to, but not limited to, Buyer determining that the Improvements interfere with the location of Buyer's proposed improvements), then Seller shall refund the Option Fees to Seller. If Buyer desires to relocate any of the Improvements affecting or encumbering the Property, any such relocation shall be completed at Buyer's sole cost and expense, without interruption to Seller's utility service or drainage and only upon Seller's (and Seller's engineers) prior written approval of the plans and specifications for all aspects of such relocation, which shall not be unreasonably withheld. If the transaction contemplated herein closes, the Deed shall provide that Buyer shall take title to the Property subject to an easement reserved by Seller for all such Improvements, which easement shall provide that no building or structure may be built over such unrelocated Improvements. Buyer further acknowledges that title to the Property shall be subject to any existing drainage from adjacent parcels and roadways currently draining onto and/or across the Property. However, the parties acknowledge and agree that the Seller, or any successor in interest to the Seller, shall not alter or modify the grade or drainage pattern of the Seller's remaining property to increase drainage directed to the Property beyond that which the Property is currently designed to accommodate. Any modifications which increase the drainage directed to the Property shall be reviewed by the owner of the Property and the then owner of the Seller's remaining property, and any modifications necessary to drainage systems in place on the Property shall be paid for by the party modifying the drainage patterns/design.

31. Preliminary Submittal of Plans to Seller. During the Initial Option Period, Buyer shall provide Seller (i) a site layout plan of the proposed development on the Property consisting of all elements of the "Preliminary Submittal" required pursuant to the Outlot Review Procedure attached hereto as **Exhibit D** including property lines, building footprint, parking spaces, drives, curb cuts, loading/unloading areas, and dumpster enclosure location, (ii) an exterior building elevation plan, and (iii) a plan showing the elevation

and location of any proposed freestanding sign. Such plans shall be reviewed in accordance with and subject to the terms of the "Prior Approval of Plans and Specifications" section of the Declaration. Buyer may not exercise the Option pursuant to Section 3 and Seller shall not be obligated to close the transaction contemplated herein until such preliminary plans and specifications are submitted by Buyer and approved by Seller. Subject to the terms of the "Prior Approval of Plans and Specifications" section of the Declaration, Buyer agrees that the initial development of the Property (and all additional plans contemplated herein) shall be materially consistent with such plans and specifications. The terms of this Section 31 shall survive Closing.

32. **SDN List.** Buyer certifies that its name is Indianapolis-Marion County Public Library, an Indiana municipal corporation, and Buyer is not, and the entities or individuals that constitute Buyer are not, (i) in violation of any laws relating to terrorism or money laundering, or (ii) among the individuals or entities identified on any list compiled pursuant to Executive Order 13224 for the purpose of identifying suspected terrorists or on the most current list published by the U.S. Treasury Department Office of Foreign Assets Control. In the event such certification is, or prior to Closing becomes, incorrect, Seller may terminate this Contract.

33. **Execution.** The submission of this Contract for examination does not constitute an offer to sell and this Contract shall become effective only upon execution and delivery hereof by the Parties hereto. This Contract may be signed by facsimile or other means of electronic communication and in one or more counterparts, all of which taken together shall constitute one and the same document.

END of Option Contract containing 33 paragraphs, plus Exhibits A, B, C and D.

BUYER:

INDIANAPOLIS MARION COUNTY PUBLIC
LIBRARY

By: M. Jacqueline Nyles
(M. Jacqueline Nyles)

Its: CEO

SELLER:

MEIJER STORES
LIMITED PARTNERSHIP

By: Meijer Group, Inc.,
Its: General Partner

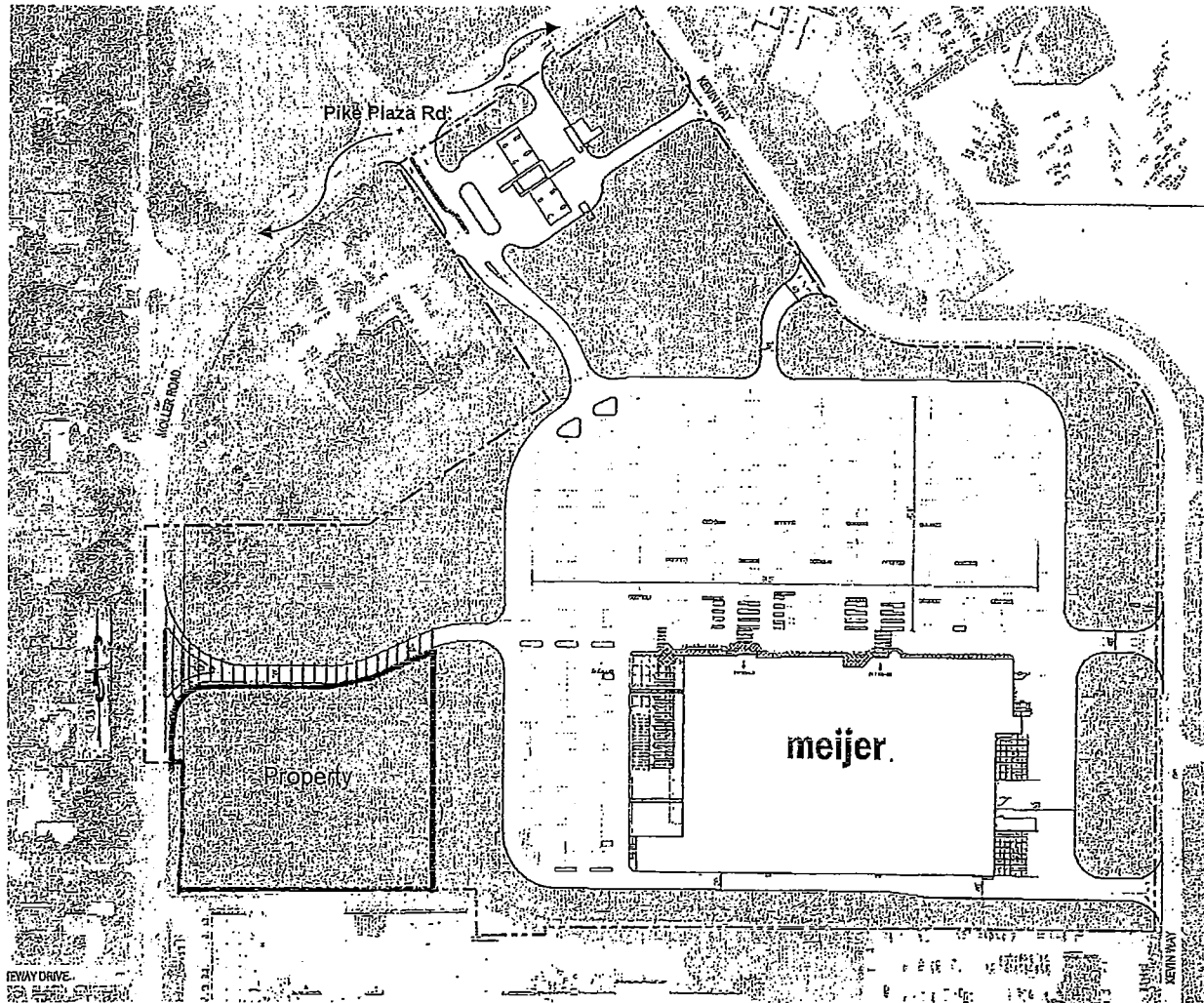
Legal MM
Bus. MB

By: [Signature]
(MICHAEL L. KINSTLE)

Its: VICE PRESIDENT

[http://onestop.meijer.com/legal/tm/re/RE Sites/129 Pike Plaza Rd-Indianapolis IN \(IND\)/Sales/Indianapolis Public Library/Indianapolis Public Library Option 06.20.16.doc](http://onestop.meijer.com/legal/tm/re/RE Sites/129 Pike Plaza Rd-Indianapolis IN (IND)/Sales/Indianapolis Public Library/Indianapolis Public Library Option 06.20.16.doc)

**EXHIBIT A
TO
OPTION CONTRACT**



**EXHIBIT B
TO
OPTION CONTRACT**

DECLARATION OF RESTRICTIONS

THIS DECLARATION OF RESTRICTIONS (the "Declaration") is made and entered into as of the ____ day of _____, 2017, by and between **MEIJER STORES LIMITED PARTNERSHIP**, a Michigan limited partnership, whose address is 2929 Walker Avenue, N.W., Grand Rapids, Michigan 49544, hereinafter referred to as "Meijer," and **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**, an Indiana municipal corporation, whose address is 2450 North Meridian Street, Indianapolis, Indiana 46208, hereinafter referred to as "Developer." Meijer and Developer when referred to together are sometimes hereinafter referred to as the "Parties."

RECITALS

A. Pursuant to a certain Real Estate Option Contract executed by and between the Parties (with Meijer as Seller and Developer as Buyer), Developer is or is about to become the fee simple owner of a certain parcel of land located in the City of Indianapolis, Marion County, Indiana. Said parcel of land is located on Moller Road, and is hereinafter referred to as the "Developer Parcel." The Developer Parcel contains approximately 3.88 acres of land and is legally described on the attached **Exhibit A**.

B. Meijer or an affiliated entity is the fee simple owner of a certain parcel of land located in the City of Indianapolis, Marion County, Indiana, which parcel of land is hereinafter referred to as the "Meijer Parcel." The Meijer Parcel contains approximately 39 acres of land and is located south and west of the intersection of Pike Plaza Road and Kevin Way in City of Indianapolis. The Meijer Parcel is legally described on the attached **Exhibit B**.

C. The Developer Parcel and the Meijer Parcel (the "Parcels") adjoin one another: the Developer Parcel is bordered on its northern and eastern boundary lines by the Meijer Parcel.

D. The Meijer Parcel is improved with a combination food and general merchandise store. Developer intends to develop the Developer Parcel with a public library facility.

E. Pursuant to the terms of said Option Contract, the Parties desire to impose on the Developer Parcel certain covenants and restrictions, hereinafter set forth, for the benefit of Meijer and any future owner(s) of the Meijer Parcel and impose on the Meijer Parcel certain limited covenants and restrictions, hereinafter set for the benefit of the Developer Parcel.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein and other valuable consideration, the receipt and sufficiency which is hereby acknowledged, the Parties agree as follows:

1. **Prohibited Commercial Activities**

- (a) **Developer's Parcel**. The Developer Parcel may be used for any lawful purpose except for the following prohibited uses: drug store of any kind; prescription pharmacy; a store selling liquor or spirits in package form and/or selling beer, wine and ale for off premises consumption; grocery

store, including so-called specialty food, ethnic food and health food stores; supermarket; supercenter; combination food and general merchandise store; any discount retail store, including so-called dollar stores; department store; warehouse club; wholesale club; gas station and/or convenience store; bakery shop or donut shop (as primary use); coffee shop; tire store; oil change facility; car wash; used car lot; bar; tattoo parlor; so called "head shop"; a business selling medical marijuana; any establishment selling or exhibiting drug-related paraphernalia; pawn shop; check-cashing, short-term loan, payday loan or other similar business, tavern or an amusement or recreation establishment, including without limitation a pool hall, bowling alley, massage parlor, game center (as primary use), gambling establishment, establishment with electronic gaming machines, theater, play house, night club, movie theater, a store that sells or rents videotapes, DVDs, video games or other comparable items that have a rating above NC-17 (or other comparable classification (with such restriction not applying to the Developer's ability to lend any materials available for circulation within the Developer's library system)), adult book store (with such restriction not applying to the Developer's ability to lend any materials available for circulation within the Developer's library system), or establishment featuring a male or female revue or any other similar or related uses; any combination of, or parking to support, any or all of the foregoing prohibited uses. In addition, no merchandise, equipment or services, including but not limited to vending machines, promotional devices and similar items, shall be displayed, offered for sale or lease, or stored outside the building located on the Developer Parcel, except only trash or garbage containers which shall be screened so that they are not readily visible from the Meijer Parcel (which garbage or trash containers shall be subject to Meijer's review and approval contemplated in Section 2 herein) and a drive-up drop box or other similar library material depository equipment for materials lent by Developer in the normal course of its operation as a public library.

- (b) Meijer Parcel. The Meijer Parcel may be used for any lawful purpose except for the following prohibited uses: oil change facility (as primary use); used car lot; bar; tattoo parlor; so called "head shop"; a business selling medical marijuana; any establishment selling or exhibiting drug-related paraphernalia; pawn shop; check-cashing, short-term loan, payday loan or other similar business (which prohibition is not intended to prohibit a bank, credit union or financial institution or service counter as part of a retail store); tavern or an amusement or recreation establishment, including without limitation a pool hall, bowling alley, massage parlor, game center, gambling establishment, establishment with electronic gaming machines; theater, play house, night club, movie theater; a store that sells or rents videotapes, DVDs, video games or other comparable items that have a rating above NC-17 (or other comparable classification), adult book store (however, nothing herein shall prevent a mainstream book seller, such as Barnes and Noble from selling items typically sold in such stores from time to time); or establishment featuring a male or female revue or any other similar or related uses; any temporary seasonal sales as a primary use (e.g. fireworks, Halloween costume sales, Christmas tree sales); any combination of, or parking to support, any or all of the foregoing prohibited uses. These use restrictions shall run with the land and shall be waivable only by the Developer, in Developer's sole discretion. The restrictions shall apply to the entirety of the Meijer Parcel, whether or not the Meijer Parcel is further subdivided. Notwithstanding the foregoing, a tavern or bar is an acceptable use provided that the operation of a bar is an incidental use to a full service, sit-down restaurant, current of examples of which are Chili's, Applebee's, or TGI Friday's, or a tavern or bar located within a hotel, inn, convention center or similar operation is also an acceptable use. Notwithstanding the foregoing prohibited uses, nothing contained within this Section 1(b) shall apply, preclude, or in any way limit, the uses or operations of or within a Meijer store or Meijer gas station on the Meijer Parcel, as such uses and operations may exist and evolve from time to time. The

prohibited uses contained within this Section 1(b), shall continue for a term of twenty (20) years from the date hereof, or so long as a public library is in operation on some or all of the Developer Parcel, whichever shall be longer.

2. Prior Approval of Plans and Specifications. No improvements on or to the Developer Parcel shall be made, or once made thereafter significantly altered, remodeled or relocated, until plans and specifications for any improvement (the "Plans and Specifications") have been submitted to Meijer and approved by Meijer in writing, a preconstruction meeting is held with or waived by a representative of Meijer Real Estate and a CAD file of the final site layout plan is provided to Meijer Real Estate. Meijer's approval is required to ensure that all improvements of or to the Developer Parcel are operationally compatible with the use, operation and improvements which may exist from time to time on the Meijer Parcel. Meijer's approval of such Plans and Specifications shall not be unreasonably delayed or withheld and Meijer shall use commercially reasonable efforts to endeavor to review and approve such Plans and Specifications within the timelines provided herein.

Developer acknowledges that Meijer shall not be liable in damages or otherwise for any reason, including any mistake in judgment, negligence or nonfeasance, arising out of or in connection with the approval or disapproval or failure to approve or disapprove any proposal submitted pursuant to this Declaration. No approval shall be considered an approval of the plans, drawings and/or specifications from an engineering perspective or a determination that they meet building, environmental or engineering design standards, are in compliance with applicable covenants or governmental requirements, or that any improvements contemplated therein have been built in accordance with such plans, drawings and/or specifications. Unless (a) Developer specifically notes that the Plans and Specifications submitted to Meijer deviate from the Development Standards in Paragraph 4 below and specifically notes the nature of such deviation, (b) Developer, with reference to this Paragraph 2, requests that Meijer allow for such specific deviation from the Development Standards and (c) Meijer, in its sole discretion, approves the nature and scope of such deviation from the Development Standards in writing, any aspect of the Plans and Specifications that deviates from the Development Standards shall be considered unapproved, even if such Plans and Specifications have been approved by Meijer.

3. No Zoning Variances. Developer and its successors and assigns shall not seek governmental approval for any use of the Developer Parcel which requires the grant of any type of zoning variance or special use permit from Marion County, or any commission or subdivision thereof, or from any other governmental entity, without the express written consent of Meijer, which shall not be unreasonably withheld.

4. Development Standards. The development standards ("Development Standards") are defined as:

- (a) Building Restrictions. Only a single building or structure shall be permitted on the Developer Parcel. No building or structure on the Developer Parcel shall be more than twenty five thousand (25,000) square feet in area nor more than (1) story (30 feet) in height not including parapets, architectural features, rooftop equipment or required screening (provided the height and appearance of such architectural features, rooftop equipment or required screening shall be subject to the review and approval of Meijer as contemplated herein). Subject to Meijer's review and approval, a satellite dish, small communications antenna or other similar equipment may be placed on the rooftop of the building on the Developer Parcel provided such equipment is fully screened; however, a telecommunications tower, free standing antenna or other similar structure are prohibited on the Developer Parcel. The building or structure on the Developer Parcel shall

only have the primary operations as a public library and any additional or ancillary uses shall be subordinate to this primary use.

- (b) Location of Existing Utilities and Easements on the Developer Parcel. Existing underground utility lines (including any of Meijer's private lines, which include but are not limited to, lighting, irrigation, electric and telecommunication lines) must be field located and the actual location shown on the Plans and Specifications. Developer acknowledges that any plans, specifications or other information which Meijer provides are provided without representation or warranty by Meijer with respect to its accuracy, content or completeness. If the electric or communication service to the Meijer Store or the communication lines between the Meijer Store and the Gas Station/Convenience Store or the electric service to the Gas Station/Convenience Store is/are damaged, it will shut down the Meijer Store and/or the Gas Station/Convenience Store. Developer acknowledges that if any such line is damaged it will be responsible for not only the repair of the line(s) but also for any actual losses incurred by Meijer arising out of such damage. All existing and proposed easements shall be indicated and labeled on the Plans and Specifications.
- (c) Drives & Curb Cuts. Proposed drive locations and geometrics shall minimize disruption to operations on the Meijer Parcel and shall minimize traffic hazards and potential points of conflict. Any curb cut from the Developer Parcel onto the Meijer Parcel must be at least 50 feet from the intersection of the Meijer entrance drive and the Meijer perimeter drive; at least 100 feet from the intersection of the Meijer entrance drive and the public street; and at least 25 feet from the outlot boundary. Any curb cut must not exceed 25 feet in width. The curb radii of any curb cut from the Developer Parcel onto the Meijer Parcel must be at least 20 feet. A stop sign and stop bar shall be included at the intersection of all proposed curb cuts with drive(s) on the Meijer Parcel. Curb cuts to any drive on the Meijer Parcel shall be constructed by leaving any existing concrete gutter pan in place and saw cutting/grinding the existing curb 1 inch above the flow line to create a gutter pan section.
- (d) Signs. Developer's signage on the Developer Parcel shall be limited to one (1) monument sign, which shall not (i) be of a greater size or dimensions than any existing freestanding or monument sign on the Meijer Parcel (and which shall not in any event exceed seven (7) feet from the ground in height or eight (8) feet in width, regardless of the size of any existing sign on the Meijer Parcel); (ii) be closer to a public right-of-way than any existing freestanding or monument sign on the Meijer Parcel; (iii) obstruct the visibility of any existing freestanding or monument sign on the Meijer Parcel from an approaching right-of-way; or (iv) create an unsafe situation for vehicular or pedestrian traffic on the Meijer Parcel or a public right-of-way. Additionally, Developer shall be entitled to utilize wall signage and internal directional signage in accordance with the current zoning ordinance for Indianapolis/Marion County. Developer shall not install the following types of signs on the Developer Parcel: Signs with painted surface, flashing or audible signs, signs advertising a business other than the single-use business located on the Developer Parcel, cloth signs, paper signs, cardboard signs, or moveable signs.
- (e) Grading and Drainage. Grading of the Developer Parcel must not sheet flow runoff onto the Meijer Parcel. If the Meijer Parcel presently drains to the Developer Parcel, the storm system on the Developer Parcel must allow for and accommodate such existing runoff at the levels that the Property is currently designed to accommodate. Runoff shall be collected within the Developer Parcel and into the proposed storm system for conveyance and disposal. Subject to Meijer granting Developer storm water discharge rights in a separate agreement and subject to the terms

of such agreement, the Developer Parcel may discharge storm water into the storm water system on the Meijer Parcel.

- (f) Landscaping. The landscaping on the Developer Parcel must not create an unsafe situation for vehicular or pedestrian traffic on the Meijer Parcel; must not obstruct the visibility of any Meijer sign; must screen dumpster enclosures, ground level units, loading/unloading areas, walk-in coolers, etc. and provide visual screening through the use of fencing, landscaping or other appropriate design elements of the proposed development from the Meijer Store, parking lot, and entrance drives.
- (g) Dumpster Enclosures. Dumpster enclosures must be of substantially similar quality of the approved building on the Developer Parcel. A dumpster enclosure gate must be opaque and may not be constructed with chain link fence fabric and/or slats. A dumpster enclosure must be accessed from drives on the Developer Parcel and must not create an unsafe situation for vehicular or pedestrian traffic on the Meijer Parcel.
- (h) Site Electrical, Lighting and Illumination. Lighting on the Developer Parcel must match the light levels and uniformity on the Meijer Parcel, minimize light trespass onto the Meijer Parcel and minimize glare. Fixtures on the Developer Parcel must be full cutoff fixtures. The center of any relocated light pole base (or light pole that Meijer elects not to have removed) shall be at least five (5) feet off back of curb.
- (i) Utilities on the Meijer Parcel. The Developer Parcel may not make a connection to any existing utility or improvement on the Meijer Parcel or run utility lines over the Meijer Parcel unless Meijer, in its sole discretion, consents to Developer tapping into such utility/improvement and Meijer and Developer enter into an agreement granting such right to tap into the existing utility or improvement.
- (j) Existing Utilities on the Developer Parcel. Developer may not connect to any Meijer private water or sanitary line or any Meijer electric or gas service line that crosses the Developer Parcel.
- (k) Relocation of Existing Utilities on the Meijer Parcel. If Developer desires to relocate any of the existing utilities, improvements, or drainage on or affecting the Developer Parcel, any such relocation shall be completed without interruption to Meijer's utility service or drainage and only upon receipt of Meijer's prior written consent, which shall not be unreasonably withheld.
- (l) Elevations. Buildings must be constructed of quality materials consistent with the design and materials of other existing branch libraries. Walk-in coolers, ice machines, and similar improvements shall blend with the building exterior and be covered with compatible materials.

5. Parking. Developer and its successors and assigns shall provide a sufficient number of parking spaces on the Developer Parcel to meet all applicable governmental parking regulations. Developer's tenants and invitees shall park on the Developer Parcel and shall not park in the parking lot located on the Meijer Parcel. Meijer may take all appropriate action in order to prevent parking on the Meijer Parcel by tenants, invitees, or employees of Developer, including without limitation, ticketing and towing unauthorized vehicles, if and as permitted by law. Nothing contained in this Declaration shall be construed to grant Developer the right to use the Meijer Parcel in order to meet any parking, setback, sidewalk, bulk or other zoning or building requirements applicable to the Developer Parcel. Meijer's invitees, employees and lessees shall park on the Meijer Parcel and shall not park on the Developer Parcel

and Developer shall have the right, but not the obligation to prevent parking on the Developer's Parcel. Nothing in this provision shall prevent the owner of the Developer's Parcel from seeking written permission from Meijer to utilize on an occasional basis a portion of the Meijer Parcel for special event parking needs for events occurring on the Developer's Parcel.

6. Maintenance. Developer shall maintain the Developer Parcel, including all landscaping and improvement thereon, in a sightly, safe condition and in a good state of repair, including, but not limited to complying with requirements of Section 4(f) (Landscaping), and in accordance with all applicable zoning ordinances in place in Indianapolis/Marion County. During the completion of any construction work on or about the Developer Parcel, Developer shall use all commercially reasonable efforts to keep existing pavement on the Meijer Parcel "broom clean" and free of soil or aggregate that might be brought off-site from the Developer Parcel onto the Meijer Parcel. In the event Developer fails to fulfill such maintenance obligation after twenty (20) days prior written notice from Meijer, Meijer shall have the right, but not the obligation, to enter upon the Developer Parcel to cure such default at Developer's expense. If Meijer exercises its self-help right pursuant to this paragraph, Developer agrees to reimburse Meijer all documented costs reasonably incurred by Meijer in curing such default, plus an administrative fee equal to ten percent (10%) of such costs, within twenty (20) days after receipt of an invoice from Meijer. In addition for any reimbursement obligation not paid by Developer to Meijer in the timeframe provided above, (a) Developer shall be responsible for interest on such amount computed at the rate of the smaller of (i) twelve (12%) percent per annum and (ii) the highest interest rate allowed by law and (b) Meijer shall have the right to record a lien on the Developer parcel for the amount of the unpaid costs and the administrative fee, together with accrued interest at the rate set out above.

In the event any of the improvements on the Developer Parcel are damaged by fire or other casualty (whether insured or not), Developer shall, subject to governmental regulations and/or insurance adjustment delays, immediately remove the debris resulting from such event and provide a sightly barrier, and within a reasonable time thereafter shall either (i) repair or restore the damaged improvement to a complete unit, such repair or restoration to be performed in accordance with all provisions of this Declaration, (ii) erect another improvement in such location, such construction to be performed in accordance with all provisions of this Declaration, or (iii) demolish the damaged portion and/or the balance of such improvement and restore the cleared area to a landscaped condition.

7. Term. Except as otherwise set forth herein, this Declaration shall continue for a term of twenty (20) years from the date hereof, or so long as a combination food and general merchandise type retail establishment is in operation on some or all of the Meijer Parcel, whichever shall be longer. Temporary cessation of operation upon the Meijer Parcel due to fire or other casualty, acts of God, labor disputes or other causes beyond the reasonable control of the owner of the Meijer Parcel and a temporary cessation of use for not more than three hundred sixty-five (365) consecutive days for the purpose of making alterations or for reletting shall not be deemed a cessation of operation within the meaning of this Section.

8. Covenants Running With Land. The restrictions hereby imposed and the agreements herein contained shall be restrictions and covenants running with the land and shall inure to the benefit of the Developer Parcel and Meijer Parcel. The restrictions and covenants herein shall be binding upon the Parties and their respective heirs, successors and assigns, including, but without limitation, all subsequent owners of all or any part of the Developer Parcel or the Meijer Parcel and all those claiming by through or under them. Notwithstanding the foregoing, in the event Meijer sells a portion of the Meijer Parcel for outlot development, while continuing to operate the combination food and general merchandise type retail establishment on the remaining portion of the Meijer Parcel, such outlot parcel shall automatically be excluded from the definition of the Meijer Parcel upon the sale of the outlot. However, the restrictions on

use included in Paragraph 1(b) hereof shall be applicable to any property currently comprising the Meijer Parcel regardless of the transfer of a portion of the property for outlot development.

9. Legal and Equitable Relief. Both parties and their successors and assigns shall have the right to prosecute any proceedings at law or in equity against the other party and its successors and assigns, or any other person or entity violating, attempting to violate, or defaulting upon any of the provisions contained in this Declaration, in order to prevent any violation, attempted violation or default upon the provisions of this Declaration and to recover damages for any such violation or default. The remedies available under this Paragraph for the non-breaching party shall include, by way of illustration but not limitation, ex parte applications for temporary restraining orders, preliminary injunctions and permanent injunctions enjoining any such violation or attempted violation or default, and actions for specific performance of this Declaration.

10. Litigation Expense. If litigation arises out of or in connection with this Declaration, the party prevailing to judgment shall be entitled to recover its reasonable attorney fees and court costs.

11. Waiver of Default. No waiver of any default by a party entitled to enforce a provision under this Declaration shall be implied from any omission by the non-defaulting party to take any action with respect to any such default if such default continues or is repeated. In addition, no express waiver of any default shall affect any other default or cover any period of time other than the default and period of time specified in such express waiver. One or more waivers of any default in the performance of any term, provision or covenant contained in this Declaration shall not be deemed to be a waiver of any subsequent default in the performance of the same term, provision or covenant or any other term, provision or covenant contained in this Declaration. The consent or approval by one party to or of any act or request by the other party requiring consent or approval shall not be deemed to waive or render unnecessary the consent to or approval of any subsequent similar acts or requests. All rights and remedies under this Declaration are cumulative and no one of such rights and remedies shall be exclusive of any of the others, or of any other right or remedy at law or in equity which the non-defaulting party might otherwise have by virtue of a default under this Declaration, and the exercise of one such right or remedy by a party shall not impair its standing to exercise any other right or remedy.

12. Method of Amendment. The provisions of this Declaration may be modified or amended, in whole or in part, only with the consent of the Parties, as the respective fee simple owners of the Developer Parcel and the Meijer Parcel, by declaration in writing, executed and acknowledged by the Parties, duly recorded in Marion County, Indiana.

13. No Third Party Beneficiary. The provisions of this Declaration are for the exclusive benefit of the fee simple owner(s) of the Developer Parcel and the Meijer Parcel, its successors and assigns, and not for the benefit of any third person or entity. In addition, this Declaration shall not be deemed to have conferred any rights, express or implied, upon any third person or entity.

14. Notices. Any notice or communication which either party desires, or is required, to give the other shall be in writing and shall be delivered in person or sent by certified mail, return receipt requested or by overnight express mail by a nationally recognized carrier, to the address shown for that party on the first page of this Declaration or to any subsequent address which may be provided to either party in writing. All notices or communications to Meijer shall be directed to the attention of its Real Estate Department and notices to the Developer shall be provided to the Director of Facilities. Notices shall be deemed given three (3) days after mailing if sent by certified mail, postage prepaid, or upon receipt if delivered personally or by overnight express mail.

15. Captions. The captions of the paragraphs of this Declaration are for convenience only and shall not be considered nor referred to in resolving questions of interpretation and construction.

16. Governing Law. This Declaration shall be construed in accordance with the laws of the State of Indiana and any applicable federal laws and regulations.

17. Severability. If any term, provision or condition contained in this Declaration shall, to any extent, be invalid or unenforceable, the remainder of this Declaration (or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each term, provision or condition of this Declaration shall be valid and enforceable to the fullest extent provided by law.

18. Perpetuities. If and to the extent that any of the covenants herein would otherwise be unlawful or void for violation of (a) the rule against perpetuities, (b) the rule restricting restraints on alienation, or (c) any other applicable statute or common law rule analogous thereto or otherwise imposing limitations upon the time for which such covenants may be valid, then the provision concerned shall continue and endure only until the expiration of a period of twenty-one (21) years after the death of the last to survive of the class of persons consisting of all of the lawful descendants of Frederik G.H. Meijer living at the date of this Declaration.

19. Exhibits. All exhibits referred to herein and attached hereto shall be deemed part of this Declaration.

20. Counterparts. This Declaration may be executed by the Parties on any number of separate counterparts and all such counterparts so executed constitute one agreement binding on the Parties, notwithstanding that all Parties are not signatories to the same counterpart.

IN WITNESS WHEREOF, the Parties have executed this Declaration of Restrictions as of the day and year above first written.

**MEIJER STORES LIMITED
PARTNERSHIP**

By: Meijer Group, Inc.,
Its: General Partner

By: (EXHIBIT – DO NOT SIGN)
(_____)
Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF KENT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017, by _____, the _____ of Meijer Group, Inc., the General Partner of Meijer Stores Limited Partnership, a Michigan limited partnership, on behalf of said limited partnership.

Notary Public
State of Michigan, County of _____
My commission expires: _____
Acting in the County of Kent

INDIANAPOLIS-MARION COUNTY
PUBLIC LIBRARY

By: (EXHIBIT – DO NOT SIGN) _____
(_____)

Its: _____

STATE OF INDIANA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017,
by _____, the _____ of Indianapolis-Marion County Public
Library an Indiana municipal corporation, for and on behalf of said non-profit corporation.

Notary Public
State of _____, County of _____
My commission expires: _____
Acting in the County of _____

I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security
number in this document, unless required by law. Aaron Morrissey

DRAFTED BY AND
WHEN RECORDED RETURN TO:
Aaron Morrissey, Atty.
2929 Walker Avenue, N.W.
Grand Rapids, MI 49544
(616) 791-3002

**EXHIBIT C
TO
OPTION CONTRACT**

PARTIAL LIST OF PERMITTED EXCEPTIONS

1. Grant of Perpetual Easement for Sanitary Sewer in favor of City of Indianapolis, dated December 8, 1988, recorded December 9, 1988 as Instrument No. 88-125291 of Marion County Records.
2. Limited access to the "Moller Road-Georgetown Connector" as set forth in a Trustee's Deed shown as Instrument No. 77-0076519 of Marion County Records.
3. Grant of Nonexclusive Storm Water Drainage Easements in favor of the City of Indianapolis, dated September 2, 1993, recorded March 7, 1994 as Instrument No. 1994-0036056 of Marion County Records.

**EXHIBIT D
TO
OPTION CONTRACT**

OUTLOT REVIEW PROCEDURE

(I) Requirements Prior To Commencement Of Construction. No improvements on or to the Developer Parcel shall be made, or once made thereafter significantly altered, remodeled or relocated, until plans and specifications for any improvement (the "Plans and Specifications") have been submitted to Meijer and approved by Meijer in writing, a preconstruction meeting is held with Developer, Developer's contractor and a representative of Meijer Real Estate and a CAD file of the final site layout is delivered to Meijer.

(II) Deviations from Development Standards. Unless (a) Developer specifically notes that the Plans and Specifications submitted to Meijer deviate from the Development Standards (as defined below) and specifically notes the nature of such deviation, (b) Developer, with reference to the Declaration of Restrictions, requests that Meijer allow for such specific deviation from the Development Standards and (c) Meijer, in its sole discretion, approves the nature and scope of such deviation from the Development Standards in writing, any aspect of the Plans and Specifications that deviates from the Development Standards shall be considered unapproved, even if such Plans and Specifications have been approved by Meijer.

(III) Meijer's Remaining Property. Developer is responsible for demonstrating to Meijer that after the sale of the Developer Parcel, the Meijer Parcel will be in compliance with municipal green space and parking requirements. Any submittal must be provided to Meijer for review and approval before it is submitted to the applicable governmental authority.

(IV) Plan Submittals

A. Preliminary Submittal

A preliminary submittal of the proposed development is required. The submittal will consist of a preliminary site layout, exterior building elevations, and any proposed freestanding signs. The site layout will include the approximate property lines, building footprint, parking spaces, drives, curb cuts, loading/unloading area, dumpster enclosure location, and freestanding sign location. Meijer will endeavor to review the preliminary submittal and provide comments within fifteen (15) business days of the submittal.

B. Final Submittal

A complete submittal is considered one hard copy and an electronic copy that include existing topography, site layout plan (including actual property lines), grading plan, utility plan, landscaping plan, lighting and illumination plan, building exterior elevations, dumpster enclosure elevations, sign elevations and appropriate details as necessary. Several plans may be combined on one sheet. Building drawings, other than building exterior elevations, are not necessary. A transmittal letter containing an itemized listing of the revisions and additions to the drawings shall accompany re-submittals. Submittals shall be submitted to the Meijer Real Estate Property Manager and Meijer will endeavor to review and approved or reject the same within fifteen (15) business days of the submittal. Partial submittals will not be reviewed. The final submittal must address all Development Standards. A CAD file of the final site layout shall be delivered to Meijer for use in updating the overall development plan.

(V) Development Standards

- (a) Building Restrictions. Only a single building or structure shall be permitted on the Developer Parcel. No building or structure on the Developer Parcel shall be more than twenty five thousand (25,000) square feet in area nor more than (1) story (30 feet) in height not including parapets, architectural features, rooftop equipment or required screening (provided the height and appearance of such architectural features, rooftop equipment or required screening shall be subject to the review and approval of Meijer as contemplated herein). Subject to Meijer's review and approval, a satellite dish, small communications antenna or other similar equipment may be placed on the rooftop of the building on the Developer Parcel provided such equipment is fully screened; however, a telecommunications tower, free standing antenna or other similar structure are prohibited on the Developer Parcel. The building or structure on the Developer Parcel shall have the primary operations as a public library and any additional or ancillary uses shall be subordinate to this primary use.
- (b) Location of Existing Utilities and Easements on the Developer Parcel. Existing underground utility lines (including any of Meijer's private lines, which include but are not limited to lighting, irrigation, electric and telecommunication lines) must be field located and the actual location shown on the Plans and Specifications. Developer acknowledges that any plans, specifications or other information which Meijer provides are provided without representation or warranty by Meijer with respect to its accuracy, content or completeness. If the electric or communication service to the Meijer Store or the communication lines between the Meijer Store and the Gas Station/Convenience Store or the electric service to the Gas Station/Convenience Store is/are damaged, it will shut down the Meijer Store and/or the Gas Station/Convenience Store. Developer acknowledges that if any such line is damaged it will be responsible for not only the repair of the line(s) but also for any losses incurred by Meijer arising out of such damage. All existing and proposed easements shall be indicated and labeled on the Plans and Specifications.
- (c) Drives & Curb Cuts. Proposed drive locations and geometrics shall minimize disruption to operations on the Meijer Parcel and shall minimize traffic hazards and potential points of conflict. Any curb cut from the Developer Parcel onto the Meijer Parcel must be at least 50 feet from the intersection of the Meijer entrance drive and the Meijer perimeter drive; at least 100 feet from the intersection of the Meijer entrance drive and the public street; and at least 25 feet from the outlot boundary. Any curb cut must not exceed 25 feet in width. The curb radii of any curb cut from the Developer Parcel onto the Meijer Parcel must be at least 20 feet. A stop sign and stop bar shall be included at the intersection of all proposed curb cuts with drive(s) on the Meijer Parcel. Curb cuts to any drive on the Meijer Parcel shall be constructed by leaving any existing concrete gutter pan in place and saw cutting/grinding the existing curb 1 inch above the flow line to create a gutter pan section.
- (d) Signs. Developer's signage on the Developer Parcel shall be limited to one (1) monument sign, which shall not (i) be of a greater size or dimensions than any existing freestanding or monument sign on the Meijer Parcel (and which shall not in any event exceed seven (7) feet from the ground in height or eight (8) feet in width, regardless of the size of any existing sign on the Meijer Parcel); (ii) be closer to a public right-of-way than any existing freestanding or monument sign on the Meijer Parcel; (iii) obstruct the visibility of any existing freestanding or monument sign on the Meijer Parcel from an approaching right-of-way; or (iv) create an unsafe situation for vehicular or pedestrian traffic on the Meijer Parcel or a public right-of-way. Additionally, Developer shall be entitled to utilize wall signage and internal directional signage in accordance with the current zoning ordinance for Indianapolis/Marion County. Developer shall not install the following types of signs on the Developer Parcel: Signs with painted surface, flashing or

audible signs, signs advertising a business other than the single-use business located on the Developer Parcel, cloth signs, paper signs, cardboard signs, or moveable signs.

- (e) Grading and Drainage. Grading of the Developer Parcel must not sheet flow runoff onto the Meijer Parcel. If the Meijer Parcel presently drains to the Developer Parcel, the storm system on the Developer Parcel must allow for and accommodate such existing runoff at the levels that the Property is currently designed to accommodate. Runoff shall be collected within the Developer Parcel and into the proposed storm system for conveyance and disposal. Subject to Meijer granting Developer storm water discharge rights in a separate agreement and subject to the terms of such agreement, the Developer Parcel may continue to discharge storm water into the storm water system on the Meijer Parcel.
- (f) Landscaping. The landscaping on the Developer Parcel must not create an unsafe situation for vehicular or pedestrian traffic on the Meijer Parcel; must not obstruct the visibility of any Meijer sign; must screen dumpster enclosures, ground level units, loading/unloading areas, walk-in coolers, etc. and provide visual screening through the use of fencing, landscaping or other appropriate design elements of the proposed development from the Meijer Store, parking lot, and entrance drives.
- (g) Dumpster Enclosures. Dumpster enclosures must match be of substantially similar quality of the approved building on the Developer Parcel. A dumpster enclosure gate must be opaque and may not be constructed with chain link fence fabric and/or slats. A dumpster enclosure must be accessed from drives on the Developer Parcel and must not create an unsafe situation for vehicular or pedestrian traffic on the Meijer Parcel.
- (h) Site Electrical, Lighting and Illumination. Lighting on the Developer Parcel must match the light levels and uniformity on the Meijer Parcel, minimize light trespass onto the Meijer Parcel and minimize glare. Fixtures on the Developer Parcel must be full cutoff fixtures. The center of any relocated light pole base (or light pole that Meijer elects not to have removed) shall be at least five (5) feet off the back of curb.
- (i) Utilities on the Meijer Parcel. The Developer Parcel may not make a connection to any existing utility or improvement on the Meijer Parcel or run utility lines over the Meijer Parcel unless Meijer, in its sole discretion, consents to such construction/connection and Meijer and Developer enter into an agreement granting such right to tap into the existing utility or improvement or to run such utility line across the Meijer Parcel.
- (j) Existing Utilities on the Developer Parcel. Developer may not connect to any Meijer private water or sanitary line or any Meijer electric or gas service line that crosses the Developer Parcel.
- (k) Relocation of Existing Utilities on the Developer Parcel. If Developer desires to relocate any of the existing utilities, improvements or drainage on or affecting the Developer Parcel, such relocation may only be done upon receipt of Meijer's prior written consent, which shall not be unreasonably withheld. In addition, any such relocation must be completed without interruption to Meijer's utility service or drainage.
- (l) Elevations. Buildings must be constructed of quality materials consistent with the design and materials of other existing branch libraries. Walk-in coolers, ice machines, and similar improvements shall blend with the building exterior and be covered with compatible materials.

(VI) Additional Plan Criteria

- (a) Cleaning. During the completion of any construction work on or about the Developer Parcel, Developer shall keep existing pavement on the Meijer Parcel "broom clean" and free of soil or aggregate that might be brought off-site from the Developer Parcel onto the Meijer Parcel
- (b) Meijer Pavement. During Construction, any existing pavement on the Meijer Parcel removed shall be sawcut, full depth, and restored to match the existing pavement cross section.
- (c) Traffic and Parking. The Developer Parcel shall be self contained. Required parking spaces shall be located on the Developer Parcel. The Meijer Parcel will not be used for the loading/unloading of delivery vehicles or for the backing up/turning around of delivery vehicles.
- (d) Construction on Meijer Parcel. To the extent Meijer allows Developer to connect to any existing utility on the Meijer Parcel or to run utilities across the Meijer Parcel, (a) open cutting of pavement shall be subject to obtaining Meijer's approval and the conditions attached to such approval and (b) the proposed routing shall minimize disturbance of the operation of the store on the Meijer Parcel.

FIRST AMENDMENT TO REAL ESTATE OPTION CONTRACT

THIS FIRST AMENDMENT TO REAL ESTATE OPTION CONTRACT (the "First Amendment") is made as of the 27th day of April, 2017, by and between **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY, INC.**, an Indiana municipal corporation, whose address is 2450 North Meridian Street, Indianapolis, Indiana 46208 (the "Buyer"), and **MEIJER STORES LIMITED PARTNERSHIP**, a Michigan limited partnership, whose address is 2929 Walker Avenue N.W., Grand Rapids, Michigan 49544 (the "Seller"). Buyer and Seller are sometimes referred to together in this Contract as the "Parties".

Statement of Facts

A. Buyer and Meijer entered into that certain Real Estate Option Contract dated January 10, 2017 (the "Contract") whereby Meijer agreed to grant to Buyer an option to purchase certain real property as more fully described therein.

B. All terms defined in the Contract shall have the same definitions as set forth herein unless expressly stated otherwise.

C. The Parties desire to amend the Contract as provided herein.

Agreement

1. Section 10 (Real Estate Broker) is hereby amended to provide that if and when the transaction contemplated in the Contract closes, Seller shall pay to May Realtors, LLC, a broker commission of three percent (3%).

2. Except as expressly set forth herein the Contract is ratified and affirmed.

3. This First Amendment may be signed by electronic communication and in one or more counterparts, all of which taken together shall constitute one and the same document.

IN WITNESS WHEREOF, the parties hereto have signed this First Amendment to Real Estate Option Contract by their duly-authorized corporate officer as of the day and year first above written.

BUYER:

**INDIANAPOLIS-MARION COUNTY
PUBLIC LIBRARY**

By: *m Jacqueline Nyles*
Its: CEO

SELLER:

**MEIJER STORES LIMITED
PARTNERSHIP**

By: Meijer Group, Inc.
Its: General Partner

By: *Michael L. Kinstle*
Its: Vice President-Real Estate

Legal *MM*

Bus. *MS*



Board Action Request

8b

To: IndyPL Board
Facilities Committee

Meeting Date: November 27, 2017

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Resolution 51 - 2017
Authorization to Issue Bidding Documents for the Eagle Branch Project

Recommendation:

IndyPL Facilities Staff presents for Board approval the attached action (Resolution 51- 2017) to authorize IndyPL staff and the architects, Browning Day Mullins Dierdorf, to prepare bidding documents to solicit open, competitive, and sealed public bids for the Eagle Branch Project. Unified construction contract bids will be solicited, with the contractor responsible for all general, mechanical, electrical, plumbing, and miscellaneous construction activities.

Background:

The Eagle Branch Project will be bid using the Public Works Statute IC § 36-1-12 and with IndyPL's submission requirements for Responsible Bidding Practices. Public Notice to prospective bidders will be advertised per the Public Notice Statute IC § 5-3. Notice of the Project will also be posted on the IndyPL website and copies of the Notice will be emailed to these business development entities:

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

Board Action Request

RE: Facilities Committee, Item 8b
Resolution 51 - 2017
Authorization to Issue Bidding Documents for the Eagle Branch Project
Date: November 27, 2017

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

The Project also requires compliance with Requirements for Contractors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees.

Bids will be due in time for evaluation prior to presentation at the January 9, 2018 Facilities Committee Meeting.

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

Selection of the contractor and awarding of a construction contract is scheduled to occur at the regular Indianapolis-Marion County Public Library Board Meeting on January 22, 2018.

The preliminary project schedule targets starting in March 2018, with substantial completion in the first quarter of 2019.

Fiscal Impact:

The construction budget is \$5,902,600, to be funded by the Series 2017 Bond Fund (Fund 48). IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 51 - 2017

Authorization to Issue Bidding Documents for the Eagle Branch Project

Date: November 27, 2017



Architect's Rendering of the New Building Viewed at the Entrance.



Architect's Rendering of the Site Plan with Moller Road to the Left.

Date: November 27, 2017

Architect's Rendering of the Floor Plan.

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 51 - 2017

Authorization to Issue Bidding Documents for the Eagle Branch Project

Date: November 27, 2017



Architect's Rendering of the Checkout Desk.



Architect's Rendering of the Children's Area.



Board Resolution

8b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 51-2017

AUTHORIZATION TO ISSUE BIDDING DOCUMENTS FOR THE EAGLE BRANCH PROJECT

NOVEMBER 27, 2017

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

WHEREAS, IndyPL is requesting authorization from the Board of Trustees to work with the architect, Browning Day Mullins Dierdorf to prepare and issue bidding documents for a unified construction contract for the Eagle Branch Project; and

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

IT IS THEREFORE RESOLVED that IndyPL and the architect are authorized to prepare and issue bidding documents for the Eagle Branch Project meeting the requirements of the Public Works Statute IC § 36-1-12 and with IndyPL's submission requirements for Responsible Bidding Practices; and

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



Board Briefing Report

8c

To: IndyPL Board
Facilities Committee

Meeting Date: November 27, 2017

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Facilities Briefing Report for December Action Item
Approval to Award an Architectural Design Services Contract for the
Fort Benjamin Harrison Branch Project

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. Indy PL is seeking a Vendor whose combination of experience, processes, and personnel will provide timely, cost-effective and exemplary professional Services to IndyPL for the Project. 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. IndyPL staff are using the Request for Qualifications ("RFQ") process pursuant to IC § 5-16-11.1 to solicit Statement 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.

IndyPL staff issued the RFQ on September 29, 2017, and received 9 SOQs by the due date of October 24, 2017. Two additional SOQs were received after the deadline. The IndyPL Evaluation Committee will review all qualifications received, interview selected Vendors, check references, and report the results to the Facilities Committee at its December 5, 2017 meeting.



Board Briefing Report

9

To: IndyPL Board

Meeting Date: 11/27/2017

From: The Indianapolis Public Library Foundation

Subject: November 2017 Update

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

News:

During the November 14 Library Foundation Board meeting, three **new directors** were elected. The new directors are:

- Ms. Shiv O'Neill, Senior Counsel – Global Litigation, Cummins Inc
- Mr. Brad Holtz, Director of Programming – WTTS/Alt 99-5/WGCL
- Mr. Philip List, Attorney – SmithAmundsen LLC

On Saturday, October 14, **Meet an Author, Be an Author** took place at Central Library. Nearly 500 writers and book-lovers participated in free, public programs including local author book sales and signings, writing and publishing workshops and a public panel discussion with the **2017 Eugene & Marilyn Glick Indiana Authors Award** winners and finalists.

That evening, a sold-out crowd of 335 guests attended the **Award Dinner**. Kekla Magoon, Lori Rader-Day and John David Anderson were recognized as the National, Regional and Genre Excellence Author winners, respectively, and Francesca Zappia was announced as the Emerging Author winner.

In total, this year's Indiana Authors Award raised more than \$125,000 for programs of the Library and Library Foundation, including a \$50,000 gift of in-kind video expenses from our Publisher Sponsor, Borshoff. Additionally, \$2,500 public library grants were designated by each of the winners. Recipients are the Pontiac Branch of the Allen County Public Library, the Thorntown Public Library and the Lawrence and Franklin Road branches of IndyPL. These grants will fund a variety of initiatives, including author visits and the purchase of books by marginalized authors.

Many thanks to all Library trustees who purchased tables or tickets or helped us secure table sponsorships from other donors. We appreciate your continued support of the Indiana Authors Award and hope to see many of you next year. The Library Foundation would also like to thank all Library staff who attended, volunteered and worked the Indiana Authors Award this year.

Strategic/Fiscal Impact:

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

Central Indiana Community Foundation
Clark Quinn Moses Scot & Grahn, LLP
College Savings Bank
Fulner Family Foundation, Inc.
Honda Manufacturing of Indiana
Indiana Education Savings Authority
Tonn and Blank Construction
WISH/WNDY/WIIIH-TV

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

Children's Programs

Ready to Read – On the Road to Reading
Ready to Read – Early Literary Specialist
YA Author Visits

Cultural Programs

Photographic Celebration of Central – Central Library
Center for Black Literature and Culture – Central Library

Collections and Technology

Lilly Digitization
General Digitization

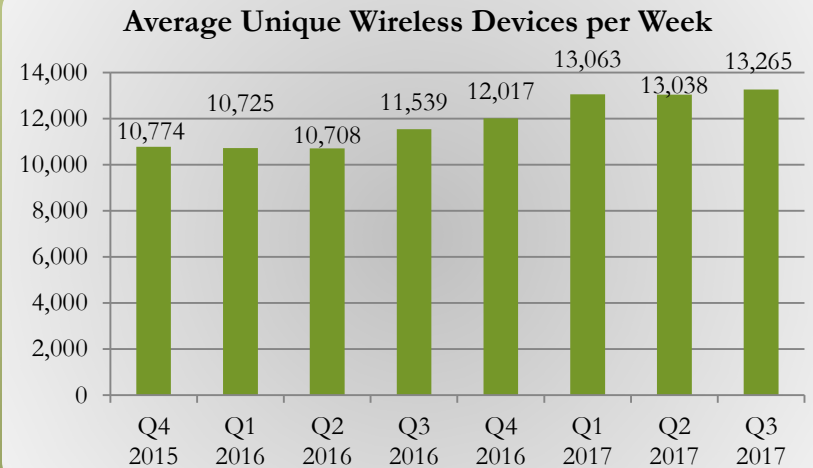
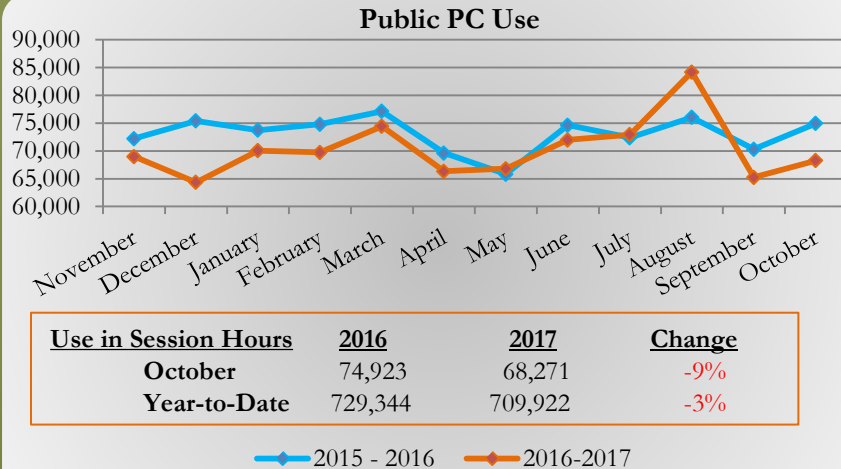
Lifelong Learning

Nonprofit Seminars – Central Library

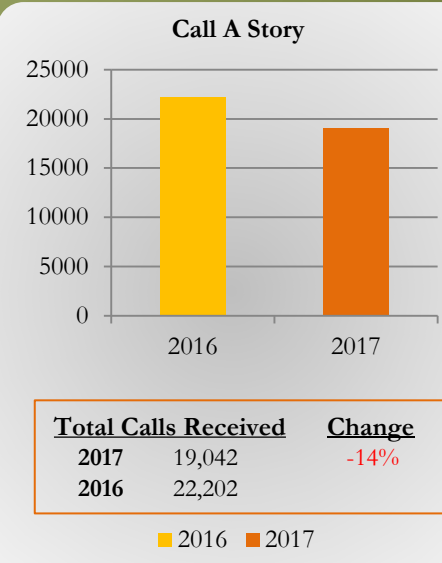
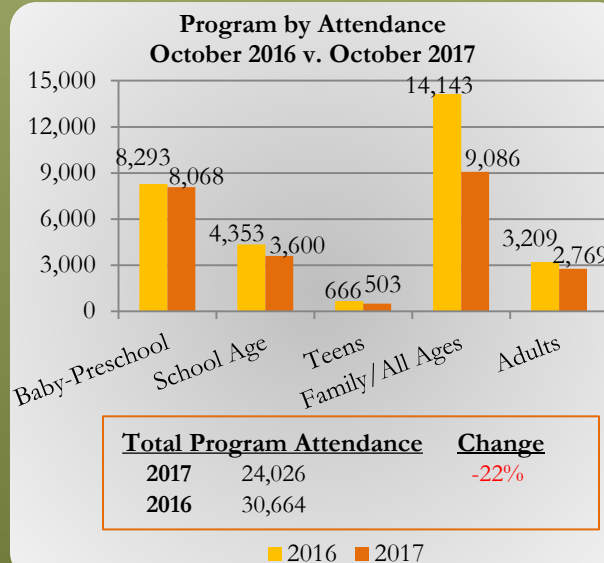
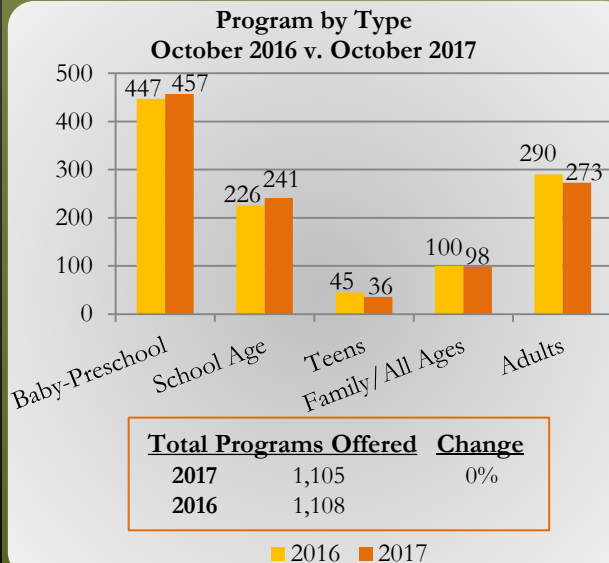
Capital Projects

Pike Aquarium

Computer Use

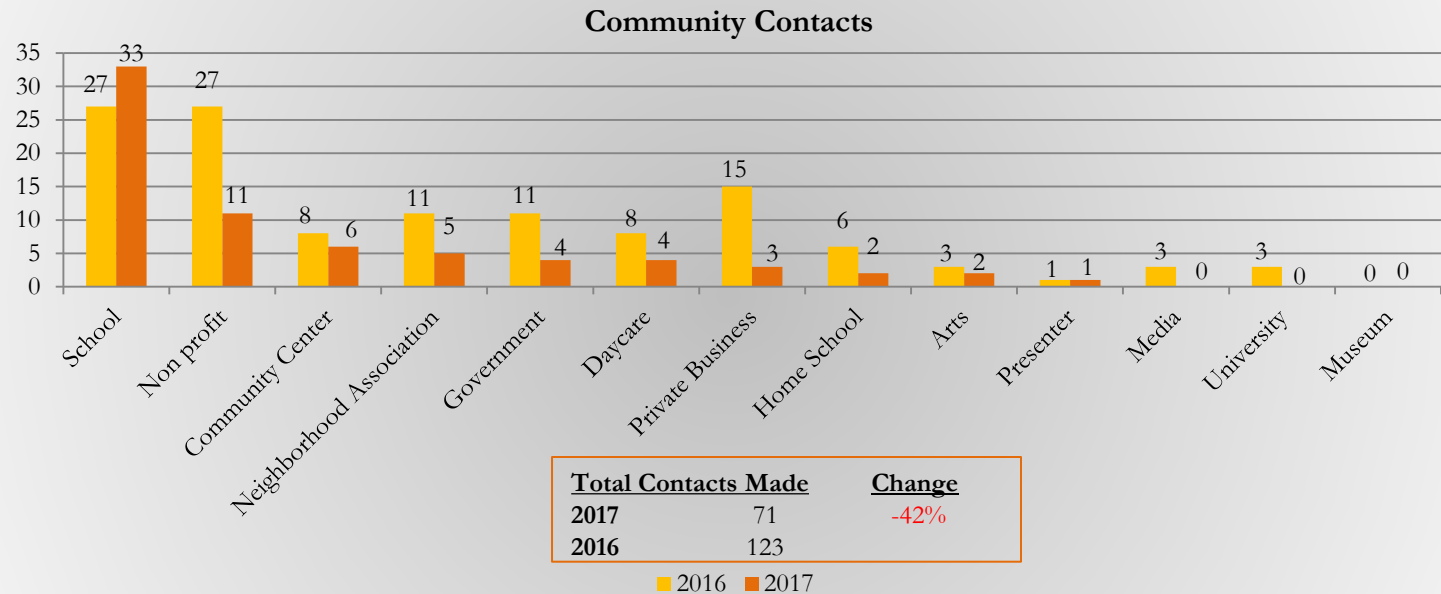


Programs



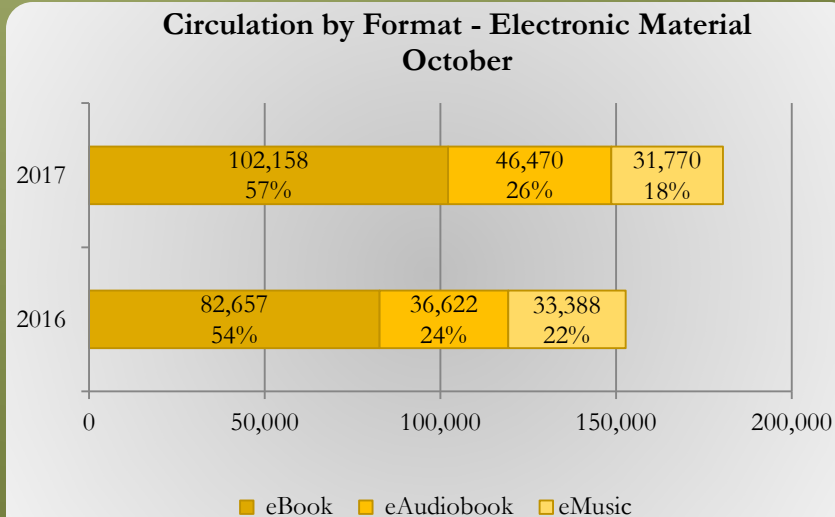
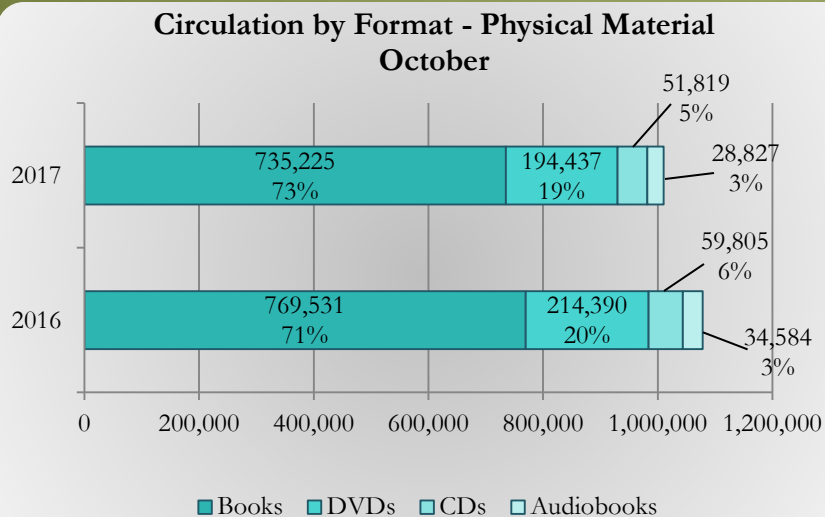
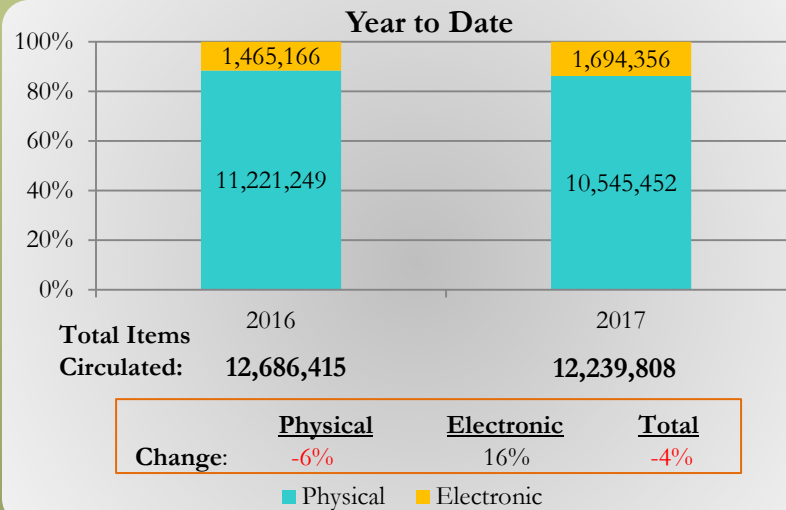
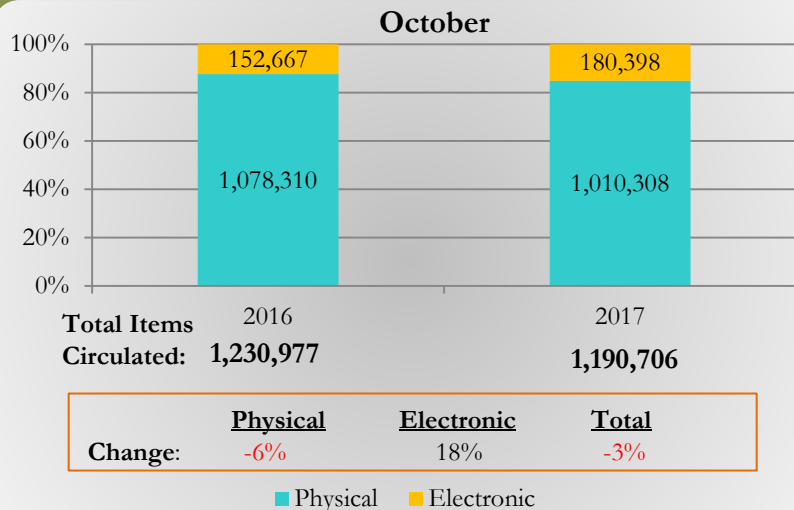
Performance Dashboard

Community Contacts



Performance Dashboard

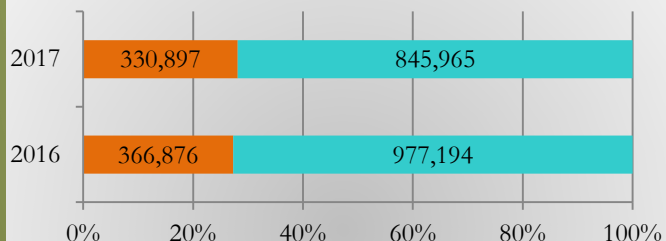
Circulation



Performance Dashboard

Patron Visits

October



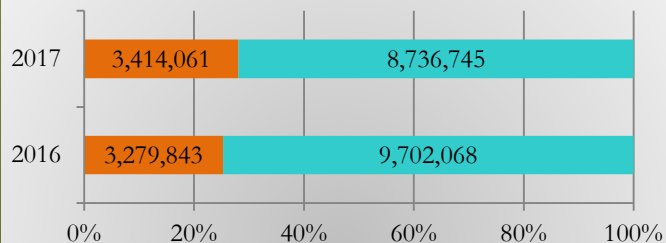
Total Visits

	October
2017	1,176,862
2016	1,344,070

	Walk-in	Web Branch	Total
Change	-10%	-13%	-12%

Walk-in Web Branch

Year to Date



Total Visits

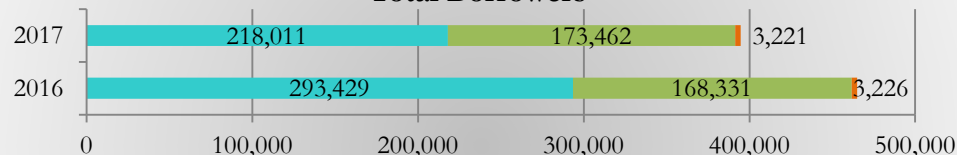
	Year-to-Date
2017	12,150,806
2016	12,981,911

	Walk-in	Web Branch	Total
Change	4%	-10%	-6%

Walk-in Web Branch

Library Card Use

Total Borrowers



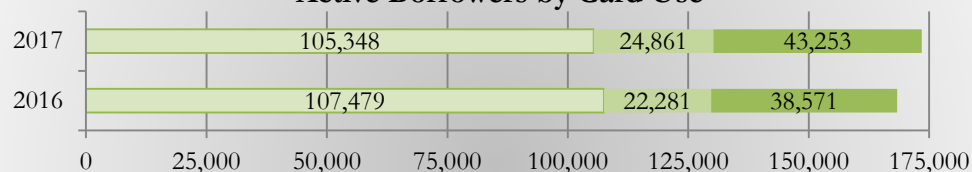
Total Borrowers

	2017	2016
Total Borrowers	394,694	464,986

	All Others	Active	New
Change	-26%	3%	0%

All Others Active New

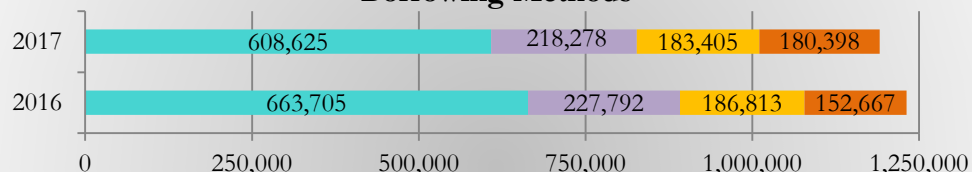
Active Borrowers by Card Use



	Both	Check-out Only	PC & Remote Access Only
Change	-2%	12%	12%

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

Borrowing Methods



	Self-Renewal	Circ Check	Circ Desk	Electronic
Change	-8%	-4%	-2%	18%

Renewal Self-Check Circ Desk Electronic

Strategic Plan Review #26 November 2017

Goal 1: Enrich Indianapolis' desire for personal growth and learning

Strategy: **Embrace the Library's role as a cultural center in the city of Indianapolis**



Background

A strategic approach for enriching personal growth and learning by individuals is to embrace the Library's role in the city as a cultural center, with all of the many dimensions the term "culture" implies in today's world. We do not have enough staff or are not diverse enough in our own skills or talents to succeed at this complex task alone. So, community partnerships become the conduit for shared development and presentation of enrichment experiences for individuals. By sharing

resources, these joint ventures benefit the participating organizations, as well as the end user.

Indy Parks Summer lunch program joins forces with the Library and is able to provide more lunches to underprivileged children and teens who are participating in the Summer Reading Program. A large collection of materials are collected, preserved and exhibited online when the Library collaborates with Dance Kaleidoscope. With a mission to engage their workers in a meaningful community activity, SALESFORCE teams up with the Library's Volunteer Services to retag materials in preparation for the Library's transition to radio frequency ID. And, together the Library and Paws and Think, an organization dedicated to helping people through doggy love, made reading joyful for thousands of young children. In all of these examples, organizations and businesses collaborated with the Library to do more than they could have done alone.

Taken together, the results of these collaborations show that partnerships can be a useful tool for building community relationships. Partnerships can help both organizations expand their networks, horizons, capabilities, and audiences. Partnerships allow organizations to develop new programs and/or strengthen existing ones. Partners are able to provide financial, administrative, physical and artistic resources the other does not possess. In other cases, working with a partner can foster a different focus to a project and help organizations understand and approach their target audiences.

However, it can be very difficult to create mutually beneficial or sustained partnerships. Partnerships in general are challenging, but issues of mutual respect and relative influence and reward become all the more sensitive and hard to achieve when there are a multitude of connections being made by the Library with other organizations. For example, our program department vets over 30 contacts each month from organizations seeking potential partnerships with the Library. Multiply those contacts by 24 branches and Central Library and you can visualize the large number of connections the Library continually makes within our community.

These partnerships are critical to the mission of the Library. It takes a village to enrich lives and build communities through lifelong learning. Without our community partners and the valuable collaborations that develop from these alliances, library service to the public would not have the community strength or such a long reach.

1-18 serve as a catalyst for coordinating cultural initiatives

The Library is an unbiased forum representing all points of view according to the Library Bill of Rights. We are universally acknowledged as a community hub in the neighborhoods we serve. Organizations seek to form alliances with us because they value our unique position of neutrality and high credibility in the community. Recent examples include:

- The Immigrant Welcome Center is having their Natural Helpers assist individuals with Library card applications and connects them with other Library resources.
- IUPUI School of Liberal Arts offers English conversation Circles at Library branches for people to practice and improve their English skills in a comfortable, welcoming place.
- Reach Out and Read, along with WFYI American graduates, Eskenazi Health, & the Indiana chapter of the American Academy of Pediatrics teamed up to present a Children's Day.

1-19 focus on developing programs that address a variety of literacies

Literacy encompasses a lot more than just reading and writing in the world today. As individuals learn, they become literate. Since learning is endless, there is a growing awareness that there are a variety of ways for an individual to become literate which are societal as well as personal. As an institution of informal learning or "the People's University," the Library welcomes the opportunity to advance the literacy of individuals through our programs.

DIGITAL LITERACY A well-rounded education now includes practical instruction on the use of these tools.

- Classes: seniors, basic, cloud, blogging, social media, using personal devices

NEWS LITERACY Helps people determine the difference between fact and fiction.

- Navigating fact & fake news discussion

CIVICS & ETHICAL LITERACY Civic literacy includes awareness of citizenship duties. Ethical literacy gets at the subtleties of conflicting values.

- Naturalization ceremonies, Understanding the Constitution, How to contact your Representative

WORKFORCE LITERACY

- Job Centers and Non-Profit Workshops

CULTURAL LITERACY

- Meet the Artists exhibit, summer art workshops for kids, photography workshops for adults and teens, ballet performances, Hot Jazz for Cool Kids, Young Actors Theatre productions for teens, Dramatic Arts workshops, Slammin'Rhymes contest and performances
- Music performances: ISO Classical & Teddy Bear Concerts, Philharmonic performance, American Pianist Association concert, Jazz concerts, History of Music Series-Beatles, Bookin' the Beats Teen workshops (music production & History), Indianapolis Opera mini performances.

HEALTH AND FINANCIAL LITERACY

- Diabetes workshop, kids nutrition programs, American Health Care Act navigators

DIVERSITY LITERACY

- International Lunch and Learn Series, English Conversation Circles, Japanese American Internment exhibit & keynote address

STEM LITERACY

- Robots, coding and all the programs in The Learning Curve at Central

FOUNDATIONAL LITERACY Traditional reading, writing, and meaning-making.

- Book discussion groups, Writing workshops, Author visits, 1,000 Books by Kindergarten, Summer Reading Program for adults and children

1-20 Offer learning opportunities for seniors

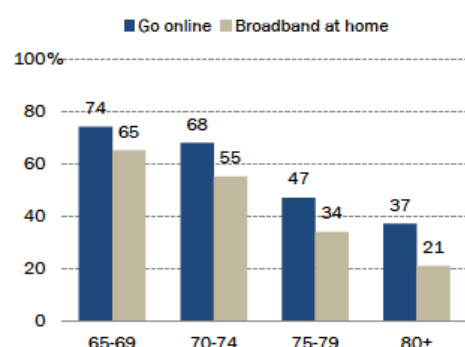
Providing learning opportunities for seniors is not a one-note call to action. The concerns of a 70-year-old are not the same concerns of a 50-year-old, yet both people are part of the senior market, along with a 90 year old. So talking about what the Library offers to seniors is not simple.

TECHNOLOGY

Learning about technology and its use is an important component to the senior experience at the Library. Pew Research data indicates that interest among seniors in the internet and broadband drops off as they age. Seniors are also slower to adopt technology in all formats and even if they are connected only **25%** of them use their time following social media.

Among seniors, internet and broadband use drop off around age 75

% within each age group who ...

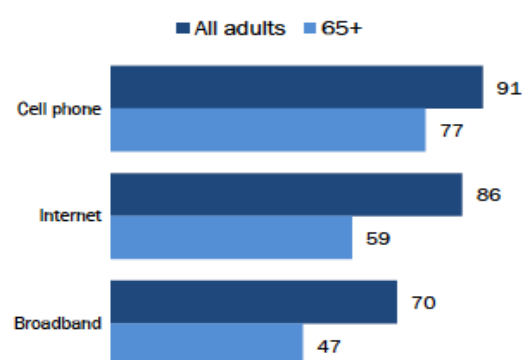


Pew Research Center's Internet Project July 18-September 30, 2013 tracking survey.

PEW RESEARCH CENTER

Seniors continue to lag in tech adoption

Seniors vs. all American adults 18+



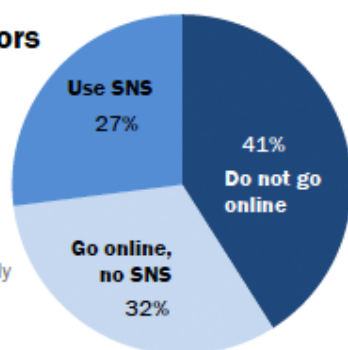
Pew Research Center's Internet Project July 18-September 30, 2013 tracking survey.

PEW RESEARCH CENTER

So how does this influence the efforts of the Library to engage with seniors and technology? We offer a variety of entry level experiences. Library Tinker Stations provide a casual introduction to the use of devices and introduction to computers at the Central computer lab and in the branches. Staff spends a great deal of time providing one-on-one support and some branches offer scheduled one-on-one learning.

One-quarter of seniors use online social networks

% of seniors who ...



Pew Research Center's Internet Project July 18-September 30, 2013 tracking survey.

PEW RESEARCH CENTER

PROGRAMS

The Library offers such a wide variety of programs for adults, active seniors can choose among them for learning opportunities dealing with societal issues, health, cooking, travel and other group activities such as book discussions. The Library does not track participation by age for adult programs, so we do not have data related to senior participation.

Inactive seniors can request homebound services through the Library's Volunteer Service Area. Seniors residing in assisted living and nursing homes are visited by branch staff. They present programs, introduce technology and leave books.

1-21 Partner with local organizations for program or information services to meet community needs

The Indianapolis Public Library conducted a survey in September 2017 to determine the effectiveness and impact of its partnership programs. The Library participates in over 300 partnerships annually so a smaller sampling was taken to reflect the variety of partnerships based on the type of relationship. A 50% return rate is a strong response and produced the data needed to form our conclusions.

Survey Methodology

- 97 Partner Agencies were invited to participate in the survey
- Partners were solicited from a variety of Library departments
 - Digitization
 - Volunteering
 - Public Service – Branches
 - Programming
 - Central Library
 - Library Foundation
- Surveys were sent via email with a follow-up reminder
- 51 Partner Agencies participated in the survey
- 50% of the responding agencies were partners on projects that received funding from the IndyPL Foundation
- The survey measured return on investment of agency outcomes, not fiscal success.

Data Points captured from the Survey

- Quality of the partnership with IndyPL
- Recommendations for improvement of the partnership
- Resulting outcomes and impact from the partnership
- Ideas for future partnerships
- General comments



Based on the survey results, the Library was able to assess the quality, resulting partnership outcomes, and benefit from recommendations for improving relationships with our collaborators.

Recommendations for Improvement of Partnership

No improvement or positive feedback

- It has continued to improve
- I think it's working very well
- It is great" IndyPL is very flexible in offering us opportunities that fit within our requested parameters (dates/time/number of people)
- Joan and her staff are always very accommodating and knowledgeable

More

- Just More!

Logistical Change

- Get things up quicker
- More communication & collaboration

Other

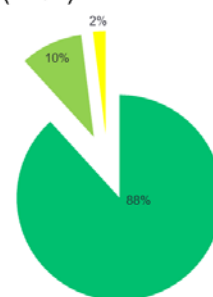
- Increased opportunities to meet branch managers for neighborhood-based programs
- The partner wished they had a grant to hire a person to do the work
- There are locations where high percentages of low income children do not participate
- It would be value added if companies who partner with the Library could be recognized

Quality of the Partnership

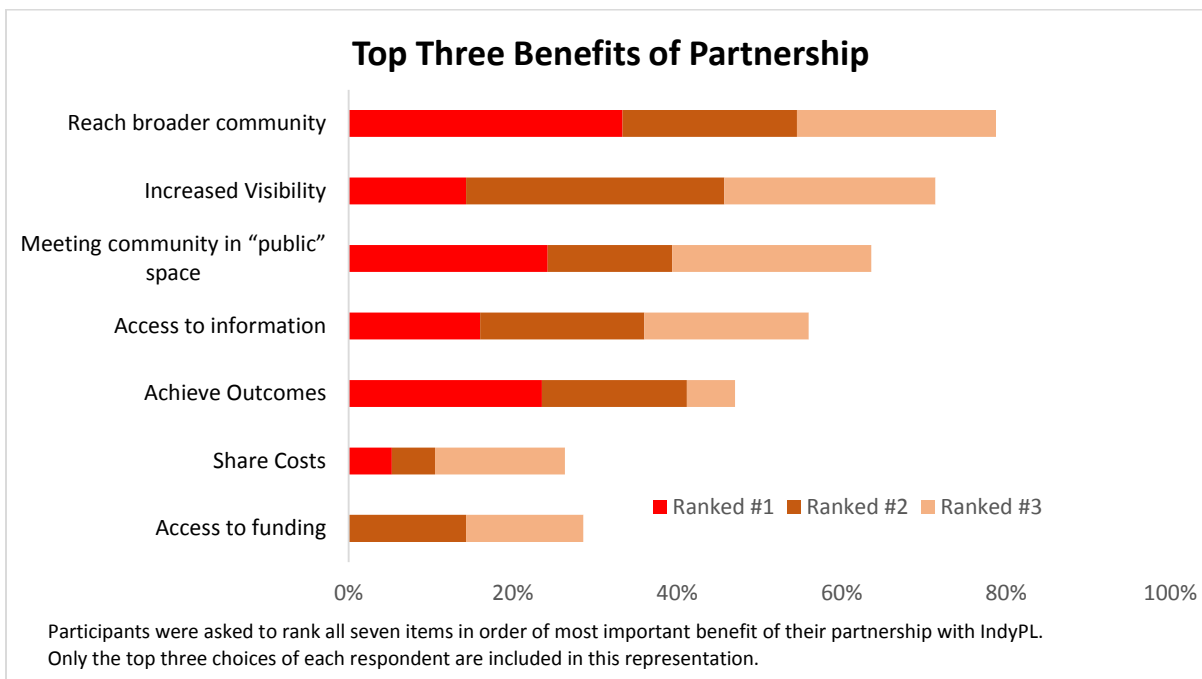
- 88% of respondents rated their partnership with IndyPL as excellent
- Only one partner rated us as average
- No agency thought the partnership was below average or poor

How would you rate the quality of your partnership with IndyPL? (n=51)

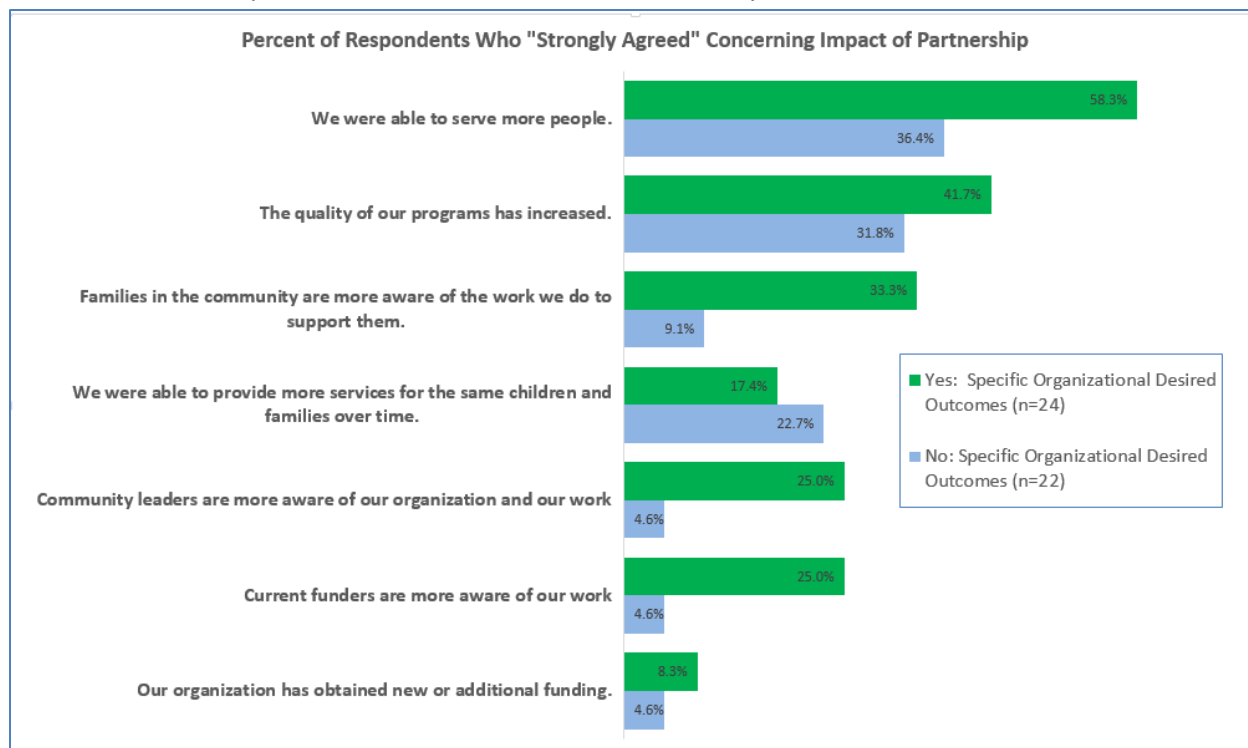
- Excellent
- Above Average
- Average
- Below Average
- Poor



Participants in the survey were asked to rank seven benefits of a partnership with the Library. The survey did not ask for alternatives. The ranking choices were strongly agree (red) agree (brown) unsure (tan), disagree, and strongly disagree.

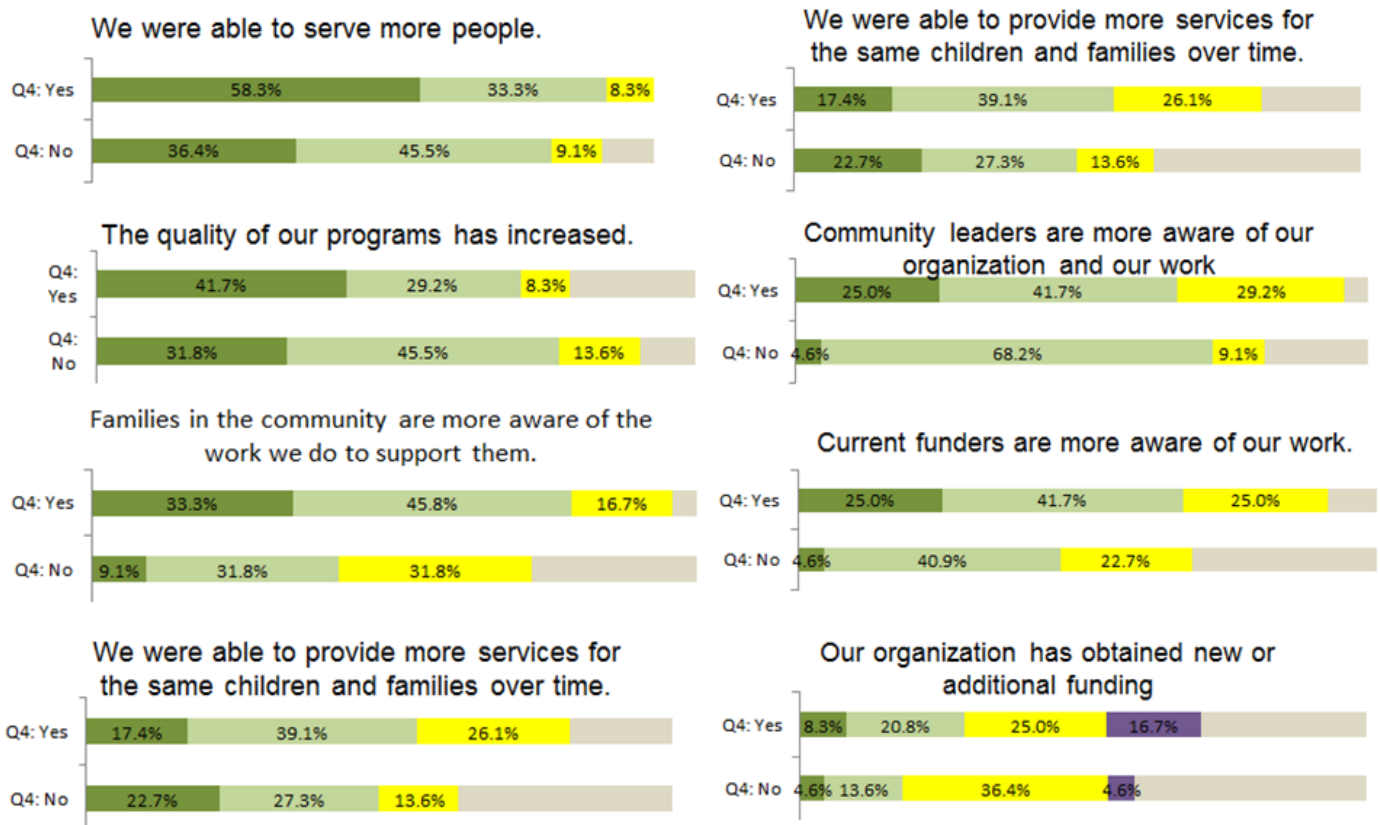


We asked our partners if their organizations had identified specific outcomes during the formation of the partnership they hoped to achieve. 50% responded affirmative. We then compared the strongly agree benefits between the outcome specific partners and those without identified outcomes. Notice that those who had predetermined outcomes were more likely to achieve them.



If we drill a little deeper, the second chart shows evidence that every “outcome based question” shows better results if the partner knows what they want to achieve (outcomes) at the outset of the relationship. This illustrates the power of measurement and points out the need for our partners to be deliberate in what they hope to accomplish in order to maximize positive results. The Library can help by creating opportunities to discuss outcomes during the planning stages of the partnership.

Specific Partner Outcomes



Most of the partners responding to the survey indicated their desire to continue and increase their relationship with the Library. Here is a sampling of the suggestions for new joint venture opportunities.

Future Projects

Art with a Heart – Early childhood integrate arts programming

Child Care Answers – Provide training space for professional development opportunities

CHIP – Move more of their public forums downtown

Eiteljorg Museum – Joint Big Read proposal

Eskenazi Health Fathers & Families – Real Dads Read

Forest Manor Multi-Service Center – Community Services co-locate within libraries

Hub – IndyVolved 13-6/14/18

Indian Soil and Water Conservation Department – Continue seed libraries

Indianapolis Symphony – Continue Teddy Bear Series at Central

Indy Parks – Launch At-Risk After School Meal mobile units at branches

Indy Pop Con – Coordinate a one off at Library as part of annual event

IPS ROOTS – Continue Good Stories Club for teens

Ivy Tech – Pre-service educators gaining access to library resources

Mapleton-Fall Creek Dev. Corp - Annual Tenant Appreciation event

Neighborhood Nights & Mid-North Promise Families at TCM – Any workshops

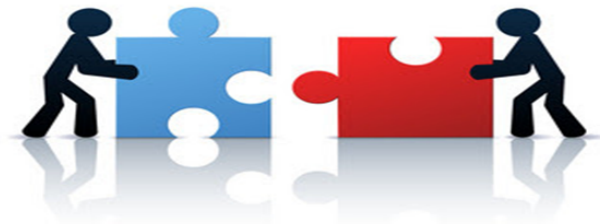
Riviera Photography Club – continued professional ed.

Sister Cities Hangzhou – New branch in Lafayette area & a exchange with Hangzhou Lib

Spirit and Place – Events in library spaces

WFYI – 2 large projects

Youth Build Indy – Parenting Youth Conference



Survey results also provided many accolades for the Library and their efforts to build community relationships through mutually beneficial alliances.





10c

October 2017 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)

- **Central Library Centennial Celebration**
Urban Times, Indianapolis Star, Westside Community News, Indianapolis Recorder, Hendricks County Flyer, Weekly View, Southsider Voice, Downtown Indy.org, NUVO.com, WFYI.org, Asian American Today (additional coverage listed in September Media Report)
- **Center for Black Literature & Culture Opens**
Indianapolis Recorder, Indianapolis Star, Downtown Indy.org, Weekly View, Indianapolis Monthly.com, Urban Times, NUVO.net, Natural Awakenings
- **Groundbreaking for New Michigan Road Branch**
Hendricks County Flyer, Broad Ripple Gazette, Indianapolis Recorder
- **IndyPL Receives ULC Award for Online Registration**
Indianapolis Star, Indianapolis Business Journal.com, Westside Community News
- **Library Staff Awards During Staff Day**
Weekly View, Southsider Voice, Southside Times
- **2017 Indiana Authors Award Winners**
Westside Community News, Southside Times, Weekly View, Inside Indiana Business.com

Other media outreach in October occurred on such Library activities as the Ask-a-Lawyer community service event, authors Nicola Yoon and Laura Numeroff appearances, Google digital skills workshops and Fall Fest' 17.

3 newscasts sent to all staff:

- WXIN-TV coverage of Central's 100th Birthday
- WISH-TV coverage of Eugene & Marilyn Glick Indiana Authors Awards
- WRTV-TV coverage of the opening of the Center For Black Literature & Culture at Central Library

4 YouTube videos posted to website:

- Central Library Celebrates 100th Birthday!
- Author Edward Kelsey Moore at CBLC Preview Event
- Roland Martin is Keynote Speaker at Opening of CBLC
- Highlights from the Opening of the CBLC

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

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

2 additional videos sent to Govt. Access Channel 16 aired over 30 times each in October:

- Central 100th Birthday Celebration
- CBLC Preview Breakfast

Social Media

56 posts published on the official IndyPL Facebook Page:

Top Performing Posts -

Center for Black Literature & Culture Roland Martin Livestream- Reach of 17.5k

- Call-A-Spooky Story- 12.7k
- Central 100 Time Capsule Video - Reach of 12k
- Center for Black Literature & Culture Preview Video- Reach of 8k
- Central 100th Birthday Announcement- Reach of 6.7k
- Central 100 Time Capsule Content Video- Reach of 6.6k
- Book discussion posts- Reach of 3.7k, 3.3k, 2.8k, and 2.1k
- How to Talk to Your Child About Tragic Events (In response to Las Vegas)- Reach of 3.7k

136 tweets published on the official IndyPL Twitter Page:

- 80,200 Twitter impressions occurred in October
- 4,247 profile visits
- 312 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

17 Instagram Posts and 2 Instastories on the official IndyPL Instagram Page, visually highlighting:

- The opening of the Center for Black Literature & Culture, through live streaming of portions of the event, photographs of the space, and opening day celebrations. Social media played heavily into this event with IndyPL hosting its first ever social media influencers event.
- The Central 100th Celebration, through live streaming of the Indianapolis Children's Choir, photos of the celebration and building, and selections from the Indianapolis Special Collections Room and Digital Collection.
- Highlights of IndyPL programs and collections, including throwback posts from Digital Indy, the Bookmobile's Halloween celebration, Nora and Pike Library's Star Wars Reads days, and books from our collection.



Board Action Request

10d1

To: IMCPL Board

Meeting Date: November 27, 2017

From: M. Jacqueline Nytes, CEO

**Approved by the
Library Board:**

Effective Date: November 27, 2017

Subject: Finances, Personnel and Travel Resolution 52-2017

Recommendation: Approve Finances, Personnel and Travel Resolution 52- 2017

Background: The Finances, Personnel and Travel Resolution 52- 2017 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 2017.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 52 - 2017

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 2017 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 **61147** through **61349** for a total of
\$1,068,124.59 were issued from the Operating Fund.
EFT numbers **14383** through **14410** and
14412 through **14523** and
14551 and **14598** through **14600** for a total of
\$1,078,769.33 were issued from the Operating Fund.
Warrant numbers **3115** through **3123** for a total of
\$74,635.22 were issued from the Payroll Fund.
EFT numbers **577** and **583** for a total of
\$36,094.50 were issued from the Payroll Fund.
Warrant number **678** through **689** for a total of
\$347.26 were issued from the Fines Fund.
Warrant numbers **6119** through **6183** for a total of
\$31,675.95 were issued from the Gift Fund.
EFT numbers **1475** through **1489** for a total of
\$21,435.36 were issued from the Gift Fund.
Warrant numbers **267455** through **267482** and
1352 for a total of
\$10,064.21 were issued for Employee Payroll
Direct deposits numbers **400001** through **400592** and
Direct deposits numbers **420001** through **420610** for a total of
\$917,698.55 were issued for Employee Payroll
Electronic transfers for payment of taxes and garnishments for a total of
\$371,314.42 were issued for Employee Payroll

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

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

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

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

Lillian L. Charleston

Rev. T.D. Robinson

Dorothy R. Crenshaw

Joanne Sanders

Dr. Terri Jett

Dr. David W. Wantz

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

Patricia A. Payne

Rebecca L. Dixon
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
14383	EFT Check	10/4/2017	ACORN DISTRIBUTORS INC	\$1,687.47	Cleared
14384	EFT Check	10/4/2017	ALSCO	\$309.49	Cleared
14385	EFT Check	10/4/2017	AVID AIRLINE PRODUCTS OF RHODE ISLAND, INC.	\$1,920.00	Cleared
14386	EFT Check	10/4/2017	BACKGROUND BUREAU INC.	\$350.00	Cleared
14387	EFT Check	10/4/2017	Baker & Taylor Unprocessed	\$113.51	Cleared
14388	EFT Check	10/4/2017	Baker & Taylor	\$5,669.66	Cleared
14389	EFT Check	10/4/2017	Baker & Taylor Pre-Cat	\$10,982.59	Cleared
14390	EFT Check	10/4/2017	Baker & Taylor	\$9,583.28	Cleared
14391	EFT Check	10/4/2017	BIBLIOTHECA	\$32,345.00	Cleared
14392	EFT Check	10/4/2017	CDW GOVERNMENT, INC.	\$467.68	Cleared
14393	EFT Check	10/4/2017	CONNOR FINE PAINTING	\$5,365.00	Cleared
14394	EFT Check	10/4/2017	FINELINE PRINTING GROUP	\$12,620.00	Cleared
14395	EFT Check	10/4/2017	HP PRODUCTS CORPORATION	\$164.46	Cleared
14396	EFT Check	10/4/2017	INDIANA PLUMBING AND DRAIN LLC	\$1,058.00	Cleared
14397	EFT Check	10/4/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$740.00	Cleared
14398	EFT Check	10/4/2017	INGRAM LIBRARY SERVICES	\$5,755.67	Cleared
14399	EFT Check	10/4/2017	KEVIN J. COCQUYT	\$1,800.00	Cleared
14400	EFT Check	10/4/2017	MIDWEST TAPE - PROCESSED DVDS	\$835.87	Cleared
14401	EFT Check	10/4/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$775.36	Cleared
14402	EFT Check	10/4/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$5,408.86	Cleared
14403	EFT Check	10/4/2017	MIDWEST TAPE, LLC	\$961.62	Cleared
14404	EFT Check	10/4/2017	MOORE INFORMATION SERVICES, INC.	\$131.45	Cleared
14405	EFT Check	10/4/2017	OVERDRIVE INC	\$3,978.12	Cleared
14406	EFT Check	10/4/2017	RANDOM HOUSE INC.	\$1,500.00	Cleared
14407	EFT Check	10/4/2017	PERFECTION SERVICE OF INDIANA	\$3,812.38	Cleared
14408	EFT Check	10/4/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$1,933.00	Cleared
14409	EFT Check	10/4/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$1,893.25	Cleared
14410	EFT Check	10/4/2017	TITAN ASSOCIATES	\$68,109.59	Cleared
14412	EFT Check	10/6/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$83,511.41	Cleared
14413	EFT Check	10/20/2017	INDIANA DEPARTMENT OF REVENUE	\$1,200.84	Cleared
14414	EFT Check	10/12/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$350.00	Cleared
14415	EFT Check	10/12/2017	BACKGROUND BUREAU INC.	\$225.00	Cleared
14416	EFT Check	10/12/2017	Baker & Taylor Pre-Cat	\$9,845.89	Cleared
14417	EFT Check	10/12/2017	Baker & Taylor	\$2,020.50	Cleared
14418	EFT Check	10/12/2017	Baker & Taylor	\$5,710.40	Cleared
14419	EFT Check	10/12/2017	DANCORP INC. dba DANCO	\$650.00	Cleared
14420	EFT Check	10/12/2017	DELTA DENTAL	\$8,741.11	Cleared
14421	EFT Check	10/12/2017	FLEET CARE, INC.	\$40.86	Cleared
14422	EFT Check	10/12/2017	G4S SECURE SOLUTIONS (USA) INC.	\$3,704.99	Cleared
14423	EFT Check	10/12/2017	INDIANA PLUMBING AND DRAIN LLC	\$2,136.75	Cleared
14424	EFT Check	10/12/2017	INDIANAPOLIS RECORDER	\$484.00	Cleared
14425	EFT Check	10/12/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$3,286.29	Cleared
14426	EFT Check	10/12/2017	INGRAM LIBRARY SERVICES	\$1,003.74	Cleared
14427	EFT Check	10/12/2017	INGRAM LIBRARY SERVICES	\$60.38	Cleared
14428	EFT Check	10/12/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$726.80	Cleared
14429	EFT Check	10/12/2017	MIDWEST TAPE - PROCESSED DVDS	\$4,307.55	Cleared
14430	EFT Check	10/12/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$3,143.33	Cleared
14431	EFT Check	10/12/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$16,697.30	Cleared
14432	EFT Check	10/12/2017	MIDWEST TAPE, LLC	\$1,664.00	Cleared
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14434	EFT Check	10/12/2017	PERFECTION SERVICE OF INDIANA	\$3,553.87	Cleared
14435	EFT Check	10/12/2017	RECORD AUTOMATIC DOORS, INC.	\$285.00	Cleared
14436	EFT Check	10/12/2017	RECORDED BOOKS	\$1,174.48	Cleared
14437	EFT Check	10/12/2017	ALLIED RECEIVABLES FUNDING, INC.	\$4,944.62	Cleared
14438	EFT Check	10/12/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$3,278.00	Cleared
14439	EFT Check	10/12/2017	RUBY TREGNAGO	\$200.00	Cleared
14440	EFT Check	10/12/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$262.40	Cleared
14441	EFT Check	10/12/2017	TEI LANDMARK AUDIO	\$409.00	Cleared
14442	EFT Check	10/12/2017	TITAN ASSOCIATES	\$2,891.18	Cleared
14443	EFT Check	10/12/2017	TYLER TECHNOLOGIES, INC.	\$6,355.97	Cleared
14444	EFT Check	10/19/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$1,698.25	Cleared
14445	EFT Check	10/19/2017	Baker & Taylor	\$2,698.86	Cleared
14446	EFT Check	10/19/2017	Baker & Taylor Pre-Cat	\$13,572.27	Cleared
14447	EFT Check	10/19/2017	Baker & Taylor	\$2,263.88	Cleared
14448	EFT Check	10/19/2017	BRODART - CENTER FOR BLACK LITERATURE & CULTURE	\$5,911.08	Cleared
14449	EFT Check	10/19/2017	BRODART CO.	\$111.30	Cleared
14450	EFT Check	10/19/2017	BROWNING DAY MULLINS DIERDORF	\$87,260.01	Cleared

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
14451	EFT Check	10/19/2017	CITIZENS THERMAL ENERGY	\$22,360.17	Cleared
14452	EFT Check	10/19/2017	CITIZENS THERMAL ENRGY.	\$58,355.45	Cleared
14453	EFT Check	10/19/2017	DEMCO INC.	\$2,287.25	Cleared
14454	EFT Check	10/19/2017	EBSCO ACCOUNTS RECEIVABLE	\$1,164.25	Cleared
14455	EFT Check	10/19/2017	FINELINE PRINTING GROUP	\$390.00	Cleared
14456	EFT Check	10/19/2017	FLEET CARE, INC.	\$71.66	Cleared
14457	EFT Check	10/19/2017	G4S SECURE SOLUTIONS (USA) INC.	\$10,439.09	Cleared
14458	EFT Check	10/19/2017	HP PRODUCTS CORPORATION	\$132.00	Cleared
14459	EFT Check	10/19/2017	INDIANA PLUMBING AND DRAIN LLC	\$429.00	Cleared
14460	EFT Check	10/19/2017	INGRAM LIBRARY SERVICES	\$1,374.69	Cleared
14461	EFT Check	10/19/2017	INGRAM LIBRARY SERVICES	\$149.76	Cleared
14462	EFT Check	10/19/2017	IRVINGTON PRESBYTERIAN CHURCH	\$941.67	Cleared
14463	EFT Check	10/19/2017	J&G CARPET PLUS	\$525.00	Cleared
14464	EFT Check	10/19/2017	JCOS, INC.	\$23,318.75	Cleared
14465	EFT Check	10/19/2017	KEVIN J. COCQUYT	\$1,800.00	Cleared
14466	EFT Check	10/19/2017	LOHR DESIGN, INC.	\$24.76	Cleared
14467	EFT Check	10/19/2017	MARK'S VACUUM & JANITORIAL SUPPLIES	\$1,788.00	Cleared
14468	EFT Check	10/19/2017	MIDWEST TAPE - PROCESSED DVDS	\$1,446.21	Cleared
14469	EFT Check	10/19/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$1,537.01	Cleared
14470	EFT Check	10/19/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$721.37	Cleared
14471	EFT Check	10/19/2017	MIDWEST TAPE, LLC	\$4,648.80	Cleared
14472	EFT Check	10/19/2017	NEELY CORP d/b/a PFM TRUCK & CAR CENTER	\$5,291.86	Cleared
14473	EFT Check	10/19/2017	PFM AUTOMOTIVE.COM	\$1,159.73	Cleared
14474	EFT Check	10/19/2017	OFFICEWORKS	\$8,597.68	Cleared
14475	EFT Check	10/19/2017	PERFECTION SERVICE OF INDIANA	\$14,750.71	Cleared
14476	EFT Check	10/19/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$14,021.00	Cleared
14477	EFT Check	10/19/2017	SENSORY TECHNOLOGIES	\$7,925.00	Cleared
14478	EFT Check	10/19/2017	STENZ MANAGEMENT COMPANY, INC.	\$10,686.90	Cleared
14479	EFT Check	10/19/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$220.88	Cleared
14480	EFT Check	10/19/2017	UNIQUE MANAGEMENT SERVICES, INC.	\$8,129.19	Cleared
14481	EFT Check	10/20/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$82,898.54	Cleared
14482	EFT Check	10/24/2017	ADP, INC.	\$3,695.28	Cleared
14483	EFT Check	10/26/2017	Baker & Taylor Pre-Cat	\$12,720.96	Cleared
14484	EFT Check	10/26/2017	Baker & Taylor	\$6,578.83	Cleared
14485	EFT Check	10/26/2017	Baker & Taylor Unprocessed	\$36.85	Cleared
14486	EFT Check	10/26/2017	Baker & Taylor	\$378.16	Cleared
14487	EFT Check	10/26/2017	BRODART - CENTER FOR BLACK LITERATURE & CULTURE	\$7,454.07	Cleared
14488	EFT Check	10/26/2017	BRODART CO.	\$4,775.46	Cleared
14489	EFT Check	10/26/2017	CDW GOVERNMENT, INC.	\$185.28	Cleared
14490	EFT Check	10/26/2017	DEMCO INC.	\$201.38	Cleared
14491	EFT Check	10/26/2017	DENISON PARKING	\$6,521.88	Cleared
14492	EFT Check	10/26/2017	EBSCO ACCOUNTS RECEIVABLE	\$17.80	Cleared
14493	EFT Check	10/26/2017	FINELINE PRINTING GROUP	\$11,489.00	Cleared
14494	EFT Check	10/26/2017	FLEET CARE, INC.	\$519.53	Cleared
14495	EFT Check	10/26/2017	INDIANA PLUMBING AND DRAIN LLC	\$1,212.50	Cleared
14496	EFT Check	10/26/2017	INDIANAPOLIS RECORDER	\$39.00	Cleared
14497	EFT Check	10/26/2017	INDY URBAN HARDWOOD COMPANY, LLC	\$4,180.00	Cleared
14498	EFT Check	10/26/2017	INGRAM LIBRARY SERVICES	\$377.79	Cleared
14499	EFT Check	10/26/2017	JCOS, INC.	\$485.00	Cleared
14500	EFT Check	10/26/2017	KNOX ASSOCIATES	\$40.00	Cleared
14501	EFT Check	10/26/2017	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$249.75	Cleared
14502	EFT Check	10/26/2017	LUNA MUSIC	\$4,648.58	Cleared
14503	EFT Check	10/26/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$206.94	Cleared
14504	EFT Check	10/26/2017	MIDWEST TAPE - PROCESSED DVDS	\$1,209.95	Cleared
14505	EFT Check	10/26/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$2,023.60	Cleared
14506	EFT Check	10/26/2017	MIDWEST TAPE NONPROCESSED	\$1,110.62	Cleared
14507	EFT Check	10/26/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$9,459.99	Cleared
14508	EFT Check	10/26/2017	MIDWEST TAPE, LLC	\$4,393.58	Cleared
14509	EFT Check	10/26/2017	OFFICEWORKS	\$1,556.86	Cleared
14510	EFT Check	10/26/2017	OVERDRIVE INC	\$38,439.00	Cleared
14511	EFT Check	10/26/2017	RANDOM HOUSE INC.	\$734.65	Cleared
14512	EFT Check	10/26/2017	RECORDED BOOKS	\$968.36	Cleared
14513	EFT Check	10/26/2017	RLR ASSOCIATES, INC.	\$12,600.00	Cleared
14514	EFT Check	10/26/2017	RUBY TREGNAGO	\$600.00	Cleared
14515	EFT Check	10/26/2017	RYAN FIRE PROTECTION, INC.	\$510.00	Cleared
14516	EFT Check	10/26/2017	STAPLES	\$9,705.36	Cleared
14517	EFT Check	10/26/2017	TITAN ASSOCIATES	\$3,094.00	Cleared

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

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OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
14518	EFT Check	10/26/2017	RANDOM HOUSE INC.	\$2,557.71	Cleared
14519	EFT Check	10/31/2017	BACKGROUND BUREAU INC.	\$60.00	Outstanding
14520	EFT Check	10/31/2017	BAKER & TAYLOR	\$9,429.77	Outstanding
14521	EFT Check	10/31/2017	BROWNING DAY MULLINS DIERDORF	\$86,400.00	Outstanding
14522	EFT Check	10/31/2017	DEMCO INC.	\$570.67	Outstanding
14523	EFT Check	10/31/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$33,397.59	Outstanding
14551	EFT Check	10/4/2017	FIRST AMERICAN TITLE INSURANCE CO.	\$250.00	Cleared
14597	EFT Check	10/13/2017	ADP, INC.	\$3,591.02	Outstanding
14598	EFT Check	10/20/2017	ADP, INC.	\$20.00	Outstanding
14599	EFT Check	10/20/2017	ADP, INC.	\$1,021.50	Voided
14600	EFT Check	10/20/2017	ADP, INC.	\$1,021.50	Outstanding
61147	Computer Check	10/2/2017	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,881.56	Cleared
61148	Computer Check	10/2/2017	URBAN LIBRARIES COUNCIL	\$445.00	Cleared
61149	Computer Check	10/2/2017	CENTRAL TECHNOLOGY INC.	\$650.00	Cleared
61150	Computer Check	10/3/2017	NICHELLE HAYES	\$626.00	Cleared
61151	Computer Check	10/3/2017	BOOKS IN COMMON	\$4,500.00	Cleared
61152	Computer Check	10/5/2017	ADP. LLC	\$630.54	Cleared
61153	Computer Check	10/5/2017	ANA KOTCHKOSKI	\$50.00	Cleared
61154	Computer Check	10/5/2017	Arab Termite and Pest Control, Inc.	\$2,434.00	Cleared
61155	Computer Check	10/5/2017	AT&T	\$1,880.42	Cleared
61156	Computer Check	10/5/2017	BRENNA SHEPHERD	\$75.00	Outstanding
61157	Computer Check	10/5/2017	BRYNN NIGHTENHELSE	\$75.00	Outstanding
61158	Computer Check	10/5/2017	CALIFA GROUP/INFOPEOPLE	\$550.00	Cleared
61159	Computer Check	10/5/2017	CATHERINE BOWIE	\$75.00	Outstanding
61160	Computer Check	10/5/2017	CENTRAL SECURITY & COMMUNICATIONS	\$362.50	Cleared
61161	Computer Check	10/5/2017	CITIZENS ENERGY GROUP	\$964.13	Cleared
61162	Computer Check	10/5/2017	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$24,251.97	Cleared
61163	Computer Check	10/5/2017	DACO GLASS & GLAZING INC.	\$1,165.02	Cleared
61164	Computer Check	10/5/2017	DELL MARKETING L.P.	\$32,514.00	Cleared
61165	Computer Check	10/5/2017	GALE GROUP THE	\$1,131.62	Cleared
61166	Computer Check	10/5/2017	GUARDIAN	\$3,064.25	Cleared
61167	Computer Check	10/5/2017	Hall, Render, Killian, Heath & Lyman, P.C.	\$6,318.00	Cleared
61168	Computer Check	10/5/2017	ILEA Indiana	\$90.00	Outstanding
61169	Computer Check	10/5/2017	INDIANA LIBRARY FEDERATION	\$7,225.00	Cleared
61170	Computer Check	10/5/2017	INDIANA WRITER'S CENTER	\$400.00	Voided
61171	Computer Check	10/5/2017	INNOVATION WIRELESS	\$7,428.38	Cleared
61172	Computer Check	10/5/2017	KATHERINE HINKLE	\$150.00	Cleared
61173	Computer Check	10/5/2017	LEVEL (3) COMMUNICATIONS, LLC	\$4,327.10	Cleared
61174	Computer Check	10/5/2017	MAYORI DUARTE SHEFFIELD	\$50.00	Cleared
61175	Computer Check	10/5/2017	MIDWEST DNA & DRUG TESTING, INC	\$39.00	Cleared
61176	Computer Check	10/5/2017	MIKE COGHLAN	\$180.00	Cleared
61177	Computer Check	10/5/2017	OOEY GOOEY, INC.	\$1,000.00	Cleared
61178	Computer Check	10/5/2017	PITNEY BOWES, INC.	\$150.00	Cleared
61179	Computer Check	10/5/2017	PRECISION AUDIO RESTORATION	\$2,014.87	Cleared
61180	Computer Check	10/5/2017	QUALITY INN	\$237.43	Voided
61181	Computer Check	10/5/2017	RADWAY PIANO SERVICE	\$95.00	Outstanding
61182	Computer Check	10/5/2017	RAY SKILLMAN WESTSIDE COLLISION	\$512.16	Cleared
61183	Computer Check	10/5/2017	REPROGRAPHIX, INC.	\$45.50	Cleared
61184	Computer Check	10/5/2017	SAKURA FUGUA	\$150.00	Cleared
61185	Computer Check	10/5/2017	SECURITAS SECURITY SERVICES USA, INC.	\$16,759.84	Cleared
61186	Computer Check	10/5/2017	Shelby Upholstering & Interiors	\$425.00	Cleared
61187	Computer Check	10/5/2017	SIGNARAMA DOWNTOWN INDIANAPOLIS	\$1,025.00	Cleared
61188	Computer Check	10/5/2017	SPECIALIZED TRANSPORTATION, INC.	\$968.53	Cleared
61189	Computer Check	10/5/2017	TACTIC, LLC	\$8,025.00	Cleared
61190	Computer Check	10/5/2017	TREEO	\$7,480.00	Cleared
61191	Computer Check	10/5/2017	U.S. HealthWorks Medical Group IN, PC	\$42.87	Cleared
61192	Computer Check	10/5/2017	YOUR AUTOMATIC DOOR COMPANY	\$182.00	Cleared
61193	Computer Check	10/11/2017	CITIZENS ENERGY GROUP	\$2,334.42	Cleared
61194	Computer Check	10/11/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$70,912.28	Voided
61195	Computer Check	10/11/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$70,912.28	Cleared
61196	Computer Check	10/12/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,318.64	Cleared
61197	Computer Check	10/12/2017	ANTHEM INSURANCE COMPANIES, INC.	\$269,020.63	Cleared
61198	Computer Check	10/12/2017	ART WITH A HEART	\$525.00	Cleared
61199	Computer Check	10/12/2017	AT&T	\$3,850.12	Cleared
61200	Computer Check	10/12/2017	AT&T	\$111.18	Cleared
61201	Computer Check	10/12/2017	BOMAR INDUSTRIES, INC.	\$1,390.80	Cleared
61202	Computer Check	10/12/2017	BOWEN TECHNOVATION	\$584.91	Cleared

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

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OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
61203	Computer Check	10/12/2017	BRENNA SHEPHERD	\$75.00	Cleared
61204	Computer Check	10/12/2017	BRODART - CENTER FOR BLACK LITERATURE & CULTURE	\$7,010.21	Cleared
61205	Computer Check	10/12/2017	BRYNN NIGHTENHELSE	\$75.00	Outstanding
61206	Computer Check	10/12/2017	CATHERINE BOWIE	\$75.00	Outstanding
61207	Computer Check	10/12/2017	CHILDREN'S PLUS INC.	\$31.40	Cleared
61208	Computer Check	10/12/2017	CITIZENS ENERGY GROUP	\$938.68	Cleared
61209	Computer Check	10/12/2017	Constellation Newenergy - Gas Division, LLC	\$644.16	Cleared
61210	Computer Check	10/12/2017	DACO GLASS & GLAZING INC.	\$618.00	Cleared
61211	Computer Check	10/12/2017	DIAL ONE ALLIED BUILDING SERVICES	\$2,995.00	Cleared
61212	Computer Check	10/12/2017	ERGONOMIC CONSULTANTS OF INDIANA, INC.	\$150.00	Outstanding
61213	Computer Check	10/12/2017	INDIANA WRITER'S CENTER	\$400.00	Cleared
61214	Computer Check	10/12/2017	INDY CURB APPEAL ASPHALT, INC.	\$28,200.00	Outstanding
61215	Computer Check	10/12/2017	JEREMY SOUTH	\$1,880.00	Cleared
61216	Computer Check	10/12/2017	KATHERINE HINKLE	\$75.00	Cleared
61217	Computer Check	10/12/2017	LAKESHORE EQUIPMENT CO., d/b/a LAKESHORE LEARNING	\$400.81	Cleared
61218	Computer Check	10/12/2017	MARION COUNTY PUBLIC HEALTH DEPARTMENT	\$2,600.00	Cleared
61219	Computer Check	10/12/2017	MIDWEST TAPE NONPROCESSED	\$217.52	Cleared
61220	Computer Check	10/12/2017	Moviefyme Video Productions	\$13,858.43	Cleared
61221	Computer Check	10/12/2017	RADWAY PIANO SERVICE	\$95.00	Cleared
61222	Computer Check	10/12/2017	SAKURA FUGUA	\$150.00	Cleared
61223	Computer Check	10/12/2017	SCHULER JOHNSON	\$200.00	Cleared
61224	Computer Check	10/12/2017	SECURITAS SECURITY SERVICES USA, INC.	\$42,899.17	Cleared
61225	Computer Check	10/12/2017	SOS TECHNOLOGIES	\$30,993.80	Cleared
61226	Computer Check	10/12/2017	TACTIC, LLC	\$7,312.50	Cleared
61227	Computer Check	10/12/2017	THE LAVINE AGENCY, INC.	\$3,000.00	Cleared
61228	Computer Check	10/12/2017	We Count People LLC	\$1,740.00	Cleared
61229	Computer Check	10/12/2017	WTLC	\$1,280.00	Cleared
61230	Computer Check	10/12/2017	YOUNG ACTOR'S THEATER	\$400.00	Cleared
61231	Computer Check	10/17/2017	EDWARD K. MOORE	\$500.00	Outstanding
61232	Computer Check	10/19/2017	ART WITH A HEART	\$525.00	Cleared
61233	Computer Check	10/19/2017	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.	\$77,984.00	Cleared
61234	Computer Check	10/19/2017	BILL LAWRENCE COMPANY	\$16,300.00	Cleared
61235	Computer Check	10/19/2017	BRENNA SHEPHERD	\$75.00	Cleared
61236	Computer Check	10/19/2017	BRIGHTWOOD INVESTORS, LLC	\$3,976.00	Cleared
61237	Computer Check	10/19/2017	BRYNN NIGHTENHELSE	\$75.00	Outstanding
61238	Computer Check	10/19/2017	BUSINESS FURNITURE CORPORATION	\$292.31	Cleared
61239	Computer Check	10/19/2017	CITIZENS ENERGY GROUP	\$2,723.29	Cleared
61240	Computer Check	10/19/2017	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$3,670.00	Cleared
61241	Computer Check	10/19/2017	CULLIGAN OF INDIANAPOLIS	\$65.32	Cleared
61242	Computer Check	10/19/2017	CUSTOM FLOORS	\$12,705.00	Cleared
61243	Computer Check	10/19/2017	DACO GLASS & GLAZING INC.	\$1,286.56	Cleared
61244	Computer Check	10/19/2017	Daniel Axler	\$170.00	Cleared
61245	Computer Check	10/19/2017	INDY FLOOR RESTORE	\$2,645.00	Outstanding
61246	Computer Check	10/19/2017	DYNAMARK	\$475.91	Cleared
61247	Computer Check	10/19/2017	EDC EDUCATIONAL SERVICES	\$3,967.56	Cleared
61248	Computer Check	10/19/2017	ELIZABETH SAARE	\$100.00	Outstanding
61249	Computer Check	10/19/2017	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
61250	Computer Check	10/19/2017	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$5,044.44	Outstanding
61251	Computer Check	10/19/2017	FRIENDS OF NOAH	\$204.80	Outstanding
61252	Computer Check	10/19/2017	GALE GROUP THE	\$109.56	Cleared
61253	Computer Check	10/19/2017	GAYLORD ARCHIVAL	\$169.77	Cleared
61254	Computer Check	10/19/2017	GLENDAL TOWN CENTER	\$24,854.16	Cleared
61255	Computer Check	10/19/2017	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$368.09	Cleared
61256	Computer Check	10/19/2017	HISTORIC LANDMARKS FOUNDATION OF INDIANA	\$40.00	Cleared
61257	Computer Check	10/19/2017	IBJ MEDIA	\$2,384.00	Cleared
61258	Computer Check	10/19/2017	INDIANA CHAMBER OF COMMERCE	\$339.00	Cleared
61259	Computer Check	10/19/2017	INDIANA DEPT OF WORKFORCE DEVELOP.	\$1,535.10	Cleared
61260	Computer Check	10/19/2017	INDIANA NEWSPAPERS, INC.	\$201.52	Outstanding
61261	Computer Check	10/19/2017	INDIANA WRITER'S CENTER	\$1,800.00	Cleared
61262	Computer Check	10/19/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$9,933.96	Cleared
61263	Computer Check	10/19/2017	IRVINGTON DEVELOPMENT ORGANIZATION	\$150.00	Cleared
61264	Computer Check	10/19/2017	JEAN EMMERT	\$22.91	Voided
61265	Computer Check	10/19/2017	JEREMY SOUTH	\$840.00	Cleared
61266	Computer Check	10/19/2017	KATHERINE HINKLE	\$75.00	Cleared
61267	Computer Check	10/19/2017	LAKESHORE EQUIPMENT CO., d/b/a LAKESHORE LEARNING	\$136.34	Cleared
61268	Computer Check	10/19/2017	LIGHTNING TWO WAY RADIO, INC.	\$371.90	Cleared
61269	Computer Check	10/19/2017	MARION CTY STORMWATER MGMT DISTRICT	\$8,431.20	Cleared

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

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OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
61270	Computer Check	10/19/2017	MAX MILLER	\$100.00	Outstanding
61271	Computer Check	10/19/2017	NU VISION MEDIA INC.	\$9,375.00	Outstanding
61272	Computer Check	10/19/2017	SAKURA FUQUA	\$75.00	Cleared
61273	Computer Check	10/19/2017	SECURITAS SECURITY SERVICES USA, INC.	\$14,824.43	Cleared
61274	Computer Check	10/19/2017	THARP-PERRIN GINDHARTARTISTS, INC.	\$200.00	Outstanding
61275	Computer Check	10/19/2017	THE UNIFORM HOUSE, INC.	\$225.10	Cleared
61276	Computer Check	10/19/2017	VARIDESK, LLC	\$375.00	Cleared
61277	Computer Check	10/19/2017	We Count People LLC	\$1,235.00	Cleared
61278	Computer Check	10/19/2017	YOUNG ACTOR'S THEATER	\$700.00	Cleared
61279	Computer Check	10/19/2017	YOUR AUTOMATIC DOOR COMPANY	\$124.00	Cleared
61280	Computer Check	10/20/2017	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.77	Outstanding
61281	Computer Check	10/24/2017	JP MORGAN CHASE BANK	\$3,575.38	Cleared
61282	Computer Check	10/24/2017	JP MORGAN CHASE BANK	\$5,573.16	Cleared
61283	Computer Check	10/24/2017	ESSENTIAL ARCHITECTURAL SIGNS, INC.	\$12.00	Cleared
61284	Computer Check	10/24/2017	SILLY SAFARI SHOWS, INC.	\$11.00	Cleared
61285	Computer Check	10/26/2017	A CLASSIC PARTY RENTAL CO.	\$280.00	Cleared
61286	Computer Check	10/26/2017	ABRACADABRA	\$200.00	Outstanding
61287	Computer Check	10/26/2017	ACCOUNTING PRINCIPLES, INC.	\$2,339.26	Cleared
61288	Computer Check	10/26/2017	ADP. LLC	\$577.53	Cleared
61289	Computer Check	10/26/2017	AMERICAN STONE FABRICATORS	\$1,300.00	Cleared
61290	Computer Check	10/26/2017	APPLIED ENGINEERING SERVICES	\$2,200.00	Outstanding
61291	Computer Check	10/26/2017	Arab Termite and Pest Control, Inc.	\$1,918.00	Cleared
61292	Computer Check	10/26/2017	ART WITH A HEART	\$700.00	Outstanding
61293	Computer Check	10/26/2017	AT & T LONG DISTANCE	\$49.85	Cleared
61294	Computer Check	10/26/2017	AT&T	\$1,880.42	Cleared
61295	Computer Check	10/26/2017	AT&T	\$2,242.01	Cleared
61296	Computer Check	10/26/2017	BECKY SPRATFORD	\$1,000.00	Cleared
61297	Computer Check	10/26/2017	BOOKS IN COMMON	\$3,500.00	Outstanding
61298	Computer Check	10/26/2017	BRENNA SHEPHERD	\$75.00	Outstanding
61299	Computer Check	10/26/2017	BRYNN NIGHTENHELSE	\$75.00	Outstanding
61300	Computer Check	10/26/2017	CATHERINE BOWIE	\$75.00	Outstanding
61301	Computer Check	10/26/2017	CHC WELLBEING INC	\$100.00	Outstanding
61302	Computer Check	10/26/2017	CHICAGO TRIBUNE	\$435.24	Outstanding
61303	Computer Check	10/26/2017	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$19,683.88	Cleared
61304	Computer Check	10/26/2017	Constellation Newenergy - Gas Division, LLC	\$825.17	Outstanding
61305	Computer Check	10/26/2017	CONTINENTAL BROADCAST GROUP, LLC	\$50.00	Outstanding
61306	Computer Check	10/26/2017	COSUGI	\$100.00	Outstanding
61307	Computer Check	10/26/2017	COURT & COMMERCIAL RECORD	\$177.78	Cleared
61308	Computer Check	10/26/2017	CUSTOM FLOORS	\$11,475.00	Cleared
61309	Computer Check	10/26/2017	DACO GLASS & GLAZING INC.	\$677.00	Outstanding
61310	Computer Check	10/26/2017	Daniel Axler	\$257.00	Outstanding
61311	Computer Check	10/26/2017	DEAF COMMUNITY SERVICES	\$120.00	Cleared
61312	Computer Check	10/26/2017	DYNAMARK	\$328.51	Outstanding
61313	Computer Check	10/26/2017	FORCE TECHNOLOGY SOLUTIONS, LLC	\$11,715.25	Outstanding
61314	Computer Check	10/26/2017	ILEA Indiana	\$90.00	Outstanding
61315	Computer Check	10/26/2017	INDIANA DEPARTMENT OF NATURAL RESOURCES	\$180.00	Outstanding
61316	Computer Check	10/26/2017	INDIANA JIM'S REPTILE EXPERIENCE	\$200.00	Cleared
61317	Computer Check	10/26/2017	INDIANA NEWSPAPERS, INC.	\$1,742.80	Outstanding
61318	Computer Check	10/26/2017	INDIANA STATE LIBRARY	\$11,960.00	Cleared
61319	Computer Check	10/26/2017	INDIANAPOLIS FLEET SERVICES	\$2,009.71	Outstanding
61320	Computer Check	10/26/2017	INGRAM PUBLISHERS SERVICES	\$176.00	Cleared
61321	Computer Check	10/26/2017	JACKSON SYSTEMS	\$146.00	Cleared
61322	Computer Check	10/26/2017	JEREMY SOUTH	\$1,280.00	Cleared
61323	Computer Check	10/26/2017	JOAN EMMERT	\$22.91	Outstanding
61324	Computer Check	10/26/2017	KATHERINE HINKLE	\$75.00	Cleared
61325	Computer Check	10/26/2017	LAVELLE PUBLISHING	\$243.92	Outstanding
61326	Computer Check	10/26/2017	Mikayla Knight Kinley	\$50.98	Cleared
61327	Computer Check	10/26/2017	MOORESVILLE DECATUR-TIMES	\$90.00	Outstanding
61328	Computer Check	10/26/2017	OCLC, INC.	\$8,760.36	Cleared
61329	Computer Check	10/26/2017	PATTY WALLACE	\$6.00	Outstanding
61330	Computer Check	10/26/2017	Paypal	\$54.10	Cleared
61331	Computer Check	10/26/2017	REPROGRAPHIX, INC.	\$67.50	Cleared
61332	Computer Check	10/26/2017	RICOH USA, INC.	\$4,699.42	Outstanding
61333	Computer Check	10/26/2017	SAKURA FUQUA	\$150.00	Cleared
61334	Computer Check	10/26/2017	SCORE Chapter 006	\$300.00	Outstanding
61335	Computer Check	10/26/2017	SECURITAS SECURITY SERVICES USA, INC.	\$20,229.51	Cleared
61336	Computer Check	10/26/2017	SHAWN COWHERD	\$300.00	Cleared

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

BANK REGISTER

OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
61337	Computer Check	10/26/2017	SIGNARAMA DOWNTOWN INDIANAPOLIS	\$119.75	Outstanding
61338	Computer Check	10/26/2017	SONDHI SOLUTIONS	\$539.21	Outstanding
61339	Computer Check	10/26/2017	THE INDIANA STATE LIBRARY FOUNDATION, INC.	\$271.00	Outstanding
61340	Computer Check	10/26/2017	U.S. HealthWorks Medical Group IN, PC	\$42.87	Cleared
61341	Computer Check	10/26/2017	We Count People LLC	\$640.00	Outstanding
61342	Computer Check	10/26/2017	WEDDING DAY MAGAZINE	\$500.00	Cleared
61343	Computer Check	10/26/2017	YOUNG ACTOR'S THEATER	\$650.00	Outstanding
61344	Computer Check	10/31/2017	ALLEN IRRIGATION COMPANY, INC.	\$485.00	Outstanding
61345	Computer Check	10/31/2017	BLACKMORE & BUCKNER ROOFING	\$737.03	Outstanding
61346	Computer Check	10/31/2017	CENTRAL LIBRARY (PETTY CASH)	\$8.25	Outstanding
61347	Computer Check	10/31/2017	CITIZENS ENERGY GROUP	\$3,063.80	Outstanding
61348	Computer Check	10/31/2017	PAM BLEVINS HINKLE	\$200.00	Outstanding
61349	Computer Check	10/31/2017	SECURITAS SECURITY SERVICES USA, INC.	\$368.73	Outstanding
Total				<u>\$2,146,893.92</u>	

Summary by Transaction Type:

Computer Check	\$1,068,124.59
EFT Check	\$1,078,769.33
Total Payments	\$2,074,299.80
Total Voided Items	\$72,594.12

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
PAYROLL ACCOUNT

No.	Type	Date	Reference	Checks	Status
577	EFT Check	10/6/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,396.03	Cleared
578	EFT Check	10/6/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,829.00	Cleared
579	EFT Check	10/10/2017	FIDELITY INVESTMENTS	\$5,481.61	Cleared
580	EFT Check	10/12/2017	DELTA DENTAL	\$2,662.28	Cleared
581	EFT Check	10/20/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,929.00	Cleared
582	EFT Check	10/20/2017	FIDELITY INVESTMENTS	\$5,481.61	Cleared
583	EFT Check	10/20/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,314.97	Cleared
3115	Computer Check	10/5/2017	GUARDIAN	\$12,080.13	Cleared
3116	Computer Check	10/12/2017	AMERICAN UNITED LIFE INSURANCE CO	\$203.80	Cleared
3117	Computer Check	10/12/2017	AMERICAN UNITED LIFE	\$2,111.92	Cleared
3118	Computer Check	10/12/2017	ANTHEM INSURANCE COMPANIES, INC.	\$54,679.37	Cleared
3119	Computer Check	10/19/2017	AFSCME COUNCIL IKOC 962	\$2,186.04	Cleared
3120	Computer Check	10/19/2017	LegalShield	\$345.95	Cleared
3121	Computer Check	10/26/2017	AFSCME COUNCIL IKOC 962	\$2,130.40	Outstanding
3122	Computer Check	10/26/2017	LegalShield	\$320.25	Outstanding
3123	Computer Check	10/26/2017	The Indianapolis Public Library Foundation	\$577.36	Cleared
Total				<u><u>\$110,729.72</u></u>	

Summary by Transaction Type:

Computer Check	\$74,635.22
EFT Check	\$36,094.50
Total Payments	\$110,729.72
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Checks	Status
678	Computer Check	10/5/2017	AVA WAYNE DRESDEN	\$9.99	Cleared
679	Computer Check	10/5/2017	CRESTWOOD VILLAGE WEST	\$35.99	Cleared
680	Computer Check	10/5/2017	IKE BOYD, JR.	\$46.97	Outstanding
681	Computer Check	10/5/2017	KIMBERLY K. GERHART-FRITZ	\$77.98	Cleared
682	Computer Check	10/5/2017	MELISSA DELBRIDGE	\$12.95	Outstanding
683	Computer Check	10/19/2017	BRETT DOUGLAS PAXTON KEAR	\$7.95	Cleared
684	Computer Check	10/19/2017	REBECCA ANN DIXON	\$33.99	Outstanding
685	Computer Check	10/26/2017	ANNA MARIE BACHMAN	\$19.95	Outstanding
686	Computer Check	10/26/2017	MARK DANIEL WOLFE	\$30.99	Cleared
687	Computer Check	10/31/2017	JEFFREY MARTIN	\$29.99	Outstanding
688	Computer Check	10/31/2017	MARGARET POTTS	\$29.97	Outstanding
689	Computer Check	10/31/2017	PAUL M. SACQUITNE	\$10.54	Outstanding
Total				<u><u>\$347.26</u></u>	

Summary by Transaction Type:

Computer Check	\$347.26
EFT Check	\$0.00
Total Payments	\$347.26
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT FUND

No.	Type	Date	Reference	Checks	Status
1475	EFT Check	10/12/2017	Baker & Taylor	\$8.93	Cleared
1476	EFT Check	10/12/2017	FAMILYTIMEENTERTAINMENT,INC.	\$500.00	Cleared
1477	EFT Check	10/12/2017	FINELINE PRINTING GROUP	\$615.00	Cleared
1478	EFT Check	10/12/2017	INGRAM LIBRARY SERVICES	\$1,527.61	Cleared
1479	EFT Check	10/12/2017	RLR ASSOCIATES, INC.	\$12,500.00	Cleared
1480	EFT Check	10/12/2017	RUBY TREGNAGO	\$200.00	Cleared
1481	EFT Check	10/19/2017	FAMILYTIMEENTERTAINMENT,INC.	\$500.00	Cleared
1482	EFT Check	10/19/2017	KLINES QUALITY WATER, INC.	\$36.95	Cleared
1483	EFT Check	10/26/2017	Baker & Taylor	\$8.91	Cleared
1484	EFT Check	10/26/2017	DEMCO INC.	\$235.45	Cleared
1485	EFT Check	10/26/2017	KLINES QUALITY WATER, INC.	\$8.00	Cleared
1486	EFT Check	10/26/2017	RANDOM HOUSE INC.	\$2,557.71	Voided
1487	EFT Check	10/26/2017	STAPLES	\$732.71	Cleared
1488	EFT Check	10/26/2017	PENGUIN RANDOM HOUSE, LLC.	\$1,207.64	Cleared
1489	EFT Check	10/31/2017	OFFICEWORKS	\$796.45	Outstanding
6119	Computer Check	10/2/2017	EXPODESIGN, INC.	\$3,866.00	Cleared
6120	Computer Check	10/5/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$233.89	Voided
6121	Computer Check	10/5/2017	Daniel Axler	\$110.00	Cleared
6122	Computer Check	10/5/2017	DEBORAH JONES	\$199.50	Cleared
6123	Computer Check	10/5/2017	DOMINO'S PIZZA	\$1,344.00	Cleared
6124	Computer Check	10/5/2017	FREETOWN VILLAGE, INC.	\$525.00	Cleared
6125	Computer Check	10/5/2017	GIB YOUNG	\$200.00	Cleared
6126	Computer Check	10/5/2017	INDIANAPOLIS CHILDREN'S CHOIR	\$600.00	Voided
6127	Computer Check	10/5/2017	LARRY AND JULIA MARPLE	\$200.00	Voided
6128	Computer Check	10/5/2017	MARTIN UNIVERSITY	\$75.00	Voided
6129	Computer Check	10/5/2017	VICKIE DANIEL	\$500.00	Voided
6130	Computer Check	10/12/2017	BENNETT CRANTFORD	\$250.00	Cleared
6131	Computer Check	10/12/2017	BEVERLY SCOTT	\$250.00	Outstanding
6132	Computer Check	10/12/2017	BLAKE SCHLABACH	\$250.00	Cleared
6133	Computer Check	10/12/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$239.90	Voided
6134	Computer Check	10/12/2017	DELIA BLANCHARD	\$123.78	Outstanding
6135	Computer Check	10/12/2017	ESSENTIAL ARCHITECTURAL SIGNS, INC.	\$796.00	Voided
6136	Computer Check	10/12/2017	EXPRESS KIDS	\$90.00	Cleared
6137	Computer Check	10/12/2017	GOOD SEEDS LLC	\$375.00	Voided
6138	Computer Check	10/12/2017	KENNEDY KING PARK CENTER	\$1,419.00	Cleared
6139	Computer Check	10/12/2017	SUE KENNEDY	\$44.94	Voided
6140	Computer Check	10/12/2017	KIMBERLY ANDERSEN	\$92.80	Cleared
6141	Computer Check	10/12/2017	LAWRENCE (PETTY CASH)	\$60.89	Cleared
6142	Computer Check	10/12/2017	PERRY A. SCOTT	\$250.00	Outstanding
6143	Computer Check	10/12/2017	POLIS CENTER THE	\$375.00	Cleared
6144	Computer Check	10/12/2017	SILLY SAFARI SHOWS, INC.	\$2,500.00	Voided
6145	Computer Check	10/19/2017	3'D TROPHY ENGRAVING CO., INC.	\$120.00	Cleared
6146	Computer Check	10/19/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$265.00	Cleared
6147	Computer Check	10/19/2017	EXPRESS KIDS	\$180.00	Cleared
6148	Computer Check	10/19/2017	KATHLEEN LARATTA	\$47.37	Cleared
6149	Computer Check	10/19/2017	LAWRENCE COMMUNITY DEVELOPMENT CORP	\$90.00	Cleared
6150	Computer Check	10/19/2017	THE HARMON HOUSE L.L.C.	\$890.00	Cleared
6151	Computer Check	10/19/2017	Tia Jah Wynne Ayers	\$39.52	Outstanding
6152	Computer Check	10/20/2017	VICKIE DANIEL	\$500.00	Cleared
6153	Computer Check	10/23/2017	OMONI FRESH FAST KOREAN GRILL	\$289.77	Voided
6154	Computer Check	10/23/2017	OMONI FRESH FAST KOREAN GRILL	\$289.77	Cleared
6155	Computer Check	10/23/2017	CONTINENTAL BROADCAST GROUP, LLC	\$150.00	Outstanding
6156	Computer Check	10/23/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$473.79	Cleared
6157	Computer Check	10/23/2017	ESSENTIAL ARCHITECTURAL SIGNS, INC.	\$796.00	Cleared
6158	Computer Check	10/23/2017	FRANKLIN TOWNSHIP CHAMBER OF COMMERC	\$125.00	Outstanding
6159	Computer Check	10/23/2017	GOOD SEEDS LLC	\$375.00	Cleared
6160	Computer Check	10/23/2017	INDIANAPOLIS CHILDREN'S CHOIR	\$600.00	Outstanding
6161	Computer Check	10/23/2017	LARRY AND JULIA MARPLE	\$200.00	Cleared
6162	Computer Check	10/23/2017	MARTIN UNIVERSITY	\$75.00	Outstanding
6163	Computer Check	10/23/2017	McKay Lodge Fine Arts Conservation Laborato	\$1,000.00	Outstanding
6164	Computer Check	10/23/2017	METAMORPHOSIS CHANGE AGENTS	\$750.00	Outstanding
6165	Computer Check	10/23/2017	MSD WASHINGTON TOWNSHIP TRANSPORTATIO	\$389.64	Outstanding

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT FUND

No.	Type	Date	Reference	Checks	Status
6166	Computer Check	10/23/2017	OCEAN WORLD RESTAURANT	\$358.50	Outstanding
6167	Computer Check	10/23/2017	SILLY SAFARI SHOWS, INC.	\$2,500.00	Cleared
6168	Computer Check	10/24/2017	JP MORGAN CHASE BANK	\$184.37	Cleared
6169	Computer Check	10/26/2017	ARTS FOR LEARNING INDIANA	\$217.00	Cleared
6170	Computer Check	10/26/2017	CHERYL HOLTSCLAW	\$89.21	Outstanding
6171	Computer Check	10/26/2017	CONTINENTAL BROADCAST GROUP, LLC	\$300.00	Outstanding
6172	Computer Check	10/26/2017	INDY VEGFEST	\$136.00	Outstanding
6173	Computer Check	10/26/2017	SUE KENNEDY	\$44.94	Outstanding
6174	Computer Check	10/26/2017	LAKESHORE EQUIPMENT CO., d/b/a LAKESHORE	\$68.97	Outstanding
6175	Computer Check	10/26/2017	PATTY WALLACE	\$46.21	Outstanding
6176	Computer Check	10/26/2017	PIKE (PETTY CASH)	\$48.27	Outstanding
6177	Computer Check	10/26/2017	ROBERT G. LEHNEN, PHD.	\$3,575.00	Cleared
6178	Computer Check	10/31/2017	ANN KROEKER	\$200.00	Outstanding
6179	Computer Check	10/31/2017	CENTRAL LIBRARY (PETTY CASH)	\$30.93	Outstanding
6180	Computer Check	10/31/2017	CHARITY SINGLETON CRAIG	\$200.00	Outstanding
6181	Computer Check	10/31/2017	MELINDA MULLICAN	\$59.99	Outstanding
6182	Computer Check	10/31/2017	VLADIMIR KRAKOVICH	\$500.00	Outstanding
6183	Computer Check	10/31/2017	YEFIM PASTUKH	\$500.00	Outstanding
Total				<u><u>\$53,111.31</u></u>	

Summary by Transaction Type:

Computer Check	\$31,675.95
EFT Check	\$21,435.36
Total Payments	\$44,699.10
Total Voided Items	\$8,412.21

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY -November 27, 2017 - PERSONNEL ACTIONS - RESOLUTION 52-2017

INTERNAL CHANGES

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	OLD JOB TITLE	OLD LOCATION	OLD HOURLY RATE	EFFECTIVE DATE		
Kimberly Andersen	ILS Project Manager	Information Technology	\$28.85	Manager, Neighborhood Branch	West Indianapolis	\$24.35	11/26/2017		

NEW HIRES:

[illegible]

RE-HIRES:

[illegible]**SEPARATIONS:**[illegible]

INACTIVE:									
EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE					
Jean Steiner	Page	Lawrence	\$9.52	4/1/2017					
Rachel Oliver	Page	Lawrence	\$9.15	7/22/2017					
Katherine Danforth	Page	Lawrence	\$9.15	8/19/2017					
RECLASSIFICATION:									
EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	OLD JOB TITLE	OLD LOCATION	OLD HOURLY RATE	EFFECTIVE DATE	PG Change	
Miguel Ruiz III	Accountant	Accounting	\$22.83	Accounting Contract Administrator	Chief Financial Office	\$18.40	1/1/2018	From PG0109 to PG0300	
Kristen Wisemiller	Payroll Specialist	Human Resources	\$16.73	Payroll Assistant	Human Resources	\$14.75	1/1/2018	From PG0104 to PG0106	
Bradley Johnson	Supervisor, Shipping & Receiving	Facilities	\$18.17	Supervisor, Shipping & Receiving	Facilities	\$19.08	1/1/2018	From PG0107 to 0110	
Mark Curlin	Supervisor, Building Systems	Facilities	\$18.15	Supervisor, Building Systems	Facilities	\$19.08	1/1/2018	From PG 0107 to PG0110	
Linda Brady	Team Member, Shipping & Receiving	Facilities	\$16.41	Team Member, Shipping & Receiving	Facilities	\$16.41	1/1/2018	From PG 0102 to PG 0103	
William Gossett	Team Member, Shipping & Receiving	Facilities	\$11.85	Team Member, Shipping & Receiving	Facilities	\$13.00	1/1/2018	From PG0102 to PG0103	

Holly Huber-Hopkins	Team Member, Shipping & Receiving	Facilities	\$12.17	Team Member, Shipping & Receiving	Facilities	\$13.00	1/1/2018	From PG0102 to PG0103	
Sarah Lasher	Team Member, Shipping & Receiving	Facilities	\$11.85	Team Member, Shipping & Receiving	Facilities	\$13.00	1/1/2018	From PG0102 to PG0103	
Amy Lawrence	Team Member, Shipping & Receiving	Facilities	\$11.85	Team Member, Shipping & Receiving	Facilities	\$13.00	1/1/2018	From PG0102 to PG0103	
Eric Watts	Team Member, Shipping & Receiving	Facilities	\$12.55	Team Member, Shipping & Receiving	Facilities	\$13.00	1/1/2018	From PG0102 to PG0103	
Mark White Sr.	Team Member, Shipping & Receiving	Facilities	\$13.16	Team Member, Shipping & Receiving	Facilities	\$13.16	1/1/2018	From PG0102 to PG0103	
ADJUSTMENTS:									
EMPLOYEE NAME	JOB TITLE	OLD HOURLY RATE	NEW HOURLY RATE	EFFECTIVE DATE	PG				
Anita Brown	Hrly CLA I	\$11.85	\$12.40	1/1/2018	0102				
Rachel Wagner	Hrly Events Assistant	\$12.08	\$12.40	1/1/2018	0102				
Bryanna Barnes	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Amanda Burke	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Theresa Coleman	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Jessica Fischer	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Christine Haraburda	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Dawn Hawkins	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Ann Herold Short	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				

Wilma Hohn	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Amy MacNeil	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Katherine Matthias	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Regina Maxey	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Nicole Owen	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Barbara Stewart	Hrly LA II	\$11.85	\$12.40	1/1/2018	0102				
Eugenie Wilson	Hrly LA II	\$12.08	\$12.40	1/1/2018	0102				
Angela Clark	Hrly LA II	\$12.08	\$12.40	1/1/2018	0102				
Sharon Davis	Hrly LA II	\$12.08	\$12.40	1/1/2018	0102				
Jennifer Newswanger-Smith	Hrly LA II	\$12.08	\$12.40	1/1/2018	0102				
Rachael Redmond	Hrly LA II	\$12.08	\$12.40	1/1/2018	0102				
Donna Richie	Hrly LA II	\$12.08	\$12.40	1/1/2018	0102				
Katherine Spanke	Hrly LA II	\$12.08	\$12.40	1/1/2018	0102				
Lauren Williams	Hrly LA II	\$12.09	\$12.40	1/1/2018	0102				
Valerie Cobb	Hrly LA II	\$12.09	\$12.40	1/1/2018	0102				
Cristal Beatty	LA II	\$11.85	\$12.40	1/1/2018	0102				
Cindy Bhatti	LA II	\$11.85	\$12.40	1/1/2018	0102				
Sara Bolinger	LA II	\$11.85	\$12.40	1/1/2018	0102				
Laura Byrne	LA II	\$11.85	\$12.40	1/1/2018	0102				
Andrew Cope	LA II	\$11.85	\$12.40	1/1/2018	0102				
Gwynellyn Dimick	LA II	\$11.85	\$12.40	1/1/2018	0102				
Laurie Fancher	LA II	\$11.85	\$12.40	1/1/2018	0102				
Sheila Herring	LA II	\$11.85	\$12.40	1/1/2018	0102				
Debra Jerry	LA II	\$11.85	\$12.40	1/1/2018	0102				
Orsolya Munkacsi	LA II	\$11.85	\$12.40	1/1/2018	0102				
Sindhu Pathak	LA II	\$11.85	\$12.40	1/1/2018	0102				
Kera Rice	LA II	\$11.85	\$12.40	1/1/2018	0102				
Samuel Russell	LA II	\$11.85	\$12.40	1/1/2018	0102				
Consuelo Zavala	LA II	\$11.85	\$12.40	1/1/2018	0102				
Janay Biddle	LA II	\$11.85	\$12.40	1/1/2018	0102				
Zoe Dollar	LA II	\$11.85	\$12.40	1/1/2018	0102				
Richard Foster	LA II	\$11.85	\$12.40	1/1/2018	0102				
Shaina Switzer	LA II	\$11.85	\$12.40	1/1/2018	0102				

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**TRAVEL AND TRAINING ACTION**

RESOLUTION 52 - 2017

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
Abby Brown	PDA	1501	Indianapolis/IN	Because Kids Count Conference	10	\$ 50.00				\$ 50.00
Jenelle Erickson-Bejarano	PDA	1501	Indianapolis/IN	Because Kids Count Conference	10	\$ 50.00				\$ 50.00
Kamara Shonhai	SPK	2018	Indianapolis/IN	Because Kids Count Conference	10	\$ 50.00				\$ 50.00
Nichelle M. Hayes	CBLC	1412	Indianapolis/IN	NAACP State of Indiana Conference	35	\$ 280.00				\$ 280.00
Abby Brown	PDA	1501	Philadelphia, PA	PLA	10	\$ 280.00	\$ 1,380.23	\$ 600.00	\$ 120.00	\$ 2,380.23
William W. Knauth	CMSA	1201	Indianapolis/IN	SIA Fall Workshop	10	\$ 55.00				\$ 55.00
Jayne Walters	BTW	2005	Indianapolis/IN	Because Kids Count Conference	10	\$ 50.00				\$ 50.00
Katie Bulloff	COM	1601	San Diego, CA	Social Media Marketing World	10	\$ 1,597.00	\$ 1,250.00	\$ 1,000.00	\$ 120.00	\$ 3,967.00
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\$ 6,882.23

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES NOVEMBER 14, 2017

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 14, 2017 at 4:10 p.m. pursuant to notice given.

1. Call To Order

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

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Jett and Ms. Sanders

Members absent: Ms. Payne, Rev. Robinson and Dr. Wantz

COMMITTEE REPORTS

3. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders) – Staff Liaison: Sharon Smith

Resolution – Authorization to Issue Bidding Documents for the Eagle Branch Project

- Sharon Smith presented the Board Action Request seeking authorization for IndyPL staff and the architects, Browning Day Mullins Dierdorf, to prepare bidding documents to solicit open, competitive, and sealed public bids for the Eagle Branch Project.
- Unified construction contract bids will be solicited, with the contractor responsible for all general, mechanical, electrical, plumbing, library shelving, and miscellaneous construction activities.
- Bids will be due on December 21, 2017 in time for evaluation prior to presentation at the January 9, 2018 Facilities Committee Meeting.
- Selection of the contractor and awarding of a construction contract is scheduled to occur at the regular Indianapolis-Marion County Public Library Board Meeting on January 22, 2018.
- The preliminary project schedule targets starting in March 2018, with substantial completion in first quarter of 2019.
- The bidding and site construction budget is \$5,902,600, and will be funded by the Series 2017B Bond Fund (Fund 48).

- After discussion, the Facilities Committee moved to forward the vote on the Resolution to the full Board at the regular meeting in November.

Briefing Report for December Action Item – Approval to Award an Architectural Design Services Contract for the Fort Benjamin Harrison Branch Project

- IndyPL staff issued the RFP on September 29, 2017, and received nine (9) SOQs by the due date of October 24, 2017. It was noted that two (2) additional SOQs were received after the deadline.
- The Evaluation Committee includes a Library Board Member, the CEO, the Director of Public Services, the Director of Facilities, and an Area Resource Manager.
- The IndyPL Evaluation Committee will review all qualifications received, interview Vendors, check references, and report the results to the Facilities Committee at the December 5, 2017 meeting.

Resolution – Authorization to Purchase Property Located at 3905 Moller Road for the Eagle Branch Project

- Ms. Smith presented the Board Action Request seeking authorization to purchase property located at 3905 Moller Road for the Eagle Branch Project.
- The existing Eagle Branch is undersized for the population served, is in a land-locked site, and has reached the end of its practical service life.
- IndyPL worked with Darwin May of May Realtors, LLC to locate available properties. After investigating several options, it was determined the best site available is at 39th and Moller Road in the Pike Plaza out lot.
- IndyPL currently has a signed Real Estate Option Contract for an unimproved portion of property located at 3905 Moller Road.
- This property is currently owned by Meijer Stores Limited Partnership and consists of approximately 3.753 acres.
- The City currently has plans to install public sidewalks along the east side of Moller Road, including the property within this purchase agreement. IndyPL is working with the City to coordinate plans, and will be reimbursed by the City for the construction of the sidewalk.
- The purchase price is \$425,000, to be funded by the Series 2017 Bond Fund (Fund 48).
- After discussion, the Facilities Committee moved to forward the vote on the Resolution to the full Board at the regular meeting in November.

Update on Current Projects

- Ms. Smith said that there was an outstanding turnout for the Michigan Road Branch Project groundbreaking ceremony on Friday November 3.

- Approximately 107 people attended the ceremony including many area residents, students, and elected officials. There is real excitement in the community for improved access to library services.
- It was also reported that as of yesterday, November 13, IndyPL had secured purchase agreements with property owners which will allow IndyPL to move forward with plans to design and construct the new Brightwood Branch Library at the corner of 25th and Sherman
- The number of on-site parking spaces will be an issue to address during planning. We continue to work with an adjacent property owner for additional parcels to purchase for the Project.
- The rezoning petition for the Brightwood parcels has been filed, with a hearing set for December 14, 2017. Following a positive hearing, the petition will move to the MDC in January 2018, and then to the City-county Council in February 2018.
- Facilities staff will reach out to the architect, AXIS, to begin planning the community engagement process for the Project.
- Ms. Smith will bring Board Action Requests seeking authorization to purchase the properties to the December 5, 2017 Facilities Committee meeting.

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

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

Katherine explains the major changes to the Schedule of Pay Grades and advises that all updates will be made on the Annual Appointment List that will be brought to the board in December, 2017. Dr. Jett would like to know the number of employees these changes will affect and it is agreed that Katherine can email her that information.

4b. Resolution – Approval of 236A.11 and 272.3 Policy Clean Ups

Katherine explains that these items are a couple of things that were missed when all of the policy revisions were brought in October, 2017. She explains the changes in each of the policies.

5. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders) – Staff Liaison: Becky Dixon

a. Briefing Report – Fines, Fees, and Charges for 2018. Ms. Dixon reviewed proposed changes to the Fines, Fees, and Charges schedule. Effective January 1, 2018, the fees for the failure to pick up a held item as well as replacement library cards will be eliminated. Currently, patrons who fail to pick up a held item are charged a \$2 fee and patrons who need to replace a lost library card are charged \$3. The introduction of automated materials handling at the Library Service Center will make the processing of holds less labor intensive and less costly than it has been in the past. Additionally, it is the hope that

removing the fee to replace library cards will encourage patrons to replace their card when it's lost, rather than avoiding the fee and ceasing their use of the Library altogether.

b. Briefing Report – Library's Director & Officer's Liability and Employment Practices Liability. Annually the Library reviews our coverage for D & O Liability and Employment Practices Liability. For the past five years Continental Casualty Company has provided our coverage and they have consistently reduced our cost each year. The quote for next year is \$15,266 - \$40 less than last year. Travelers submitted a quote for next year with some coverages not offered by Continental Casualty. Their quote for next year is \$16,466 with a \$25,000 deductible or \$17,455 with a \$15,000 deductible.

Marty Dezelan with Arthur Gallagher was present to review the differences in the coverages offered by Continental Casualty and Travelers.

Under Employment Practices, the additional coverages offered by Travelers are:

- \$250,000 for all Workplace Violence Expense
- Employment Network and Information Security Offense Coverage

Under D&O the additional coverages are:

- Supplemental Personal Indemnification coverage at \$500,000 limit, higher limits for Wage and Hour law defense expenses limit of \$250,000 and \$75,000 retention
- Network and information security offense coverage with additional expense limit of liability for crisis management event expenses.

Mr. Dezelan stated that he felt the additional coverages are not robust enough to merit the additional cost to the Library. He noted that if the Library were interesting in pursuing specific coverages such as Network and Information Security Offense Coverage, he could put out a request for quotes for those specific coverages that would be much more comprehensive than the coverage offered by Travelers. Ms. Dixon will bring a resolution to the Board regarding this coverage in December 2017 as its policy year begins January 1, 2018.

c. Resolution – Transfer Between Accounts and Classifications. Ms. Dixon reviewed transfers that are necessary in the Operating Fund and the Library Improvement Reserve Fund. The transfer in the Operating Fund is to cover the supplies purchased for the McFadden display at Central Library. The transfer in the Library Improvement Reserve Fund is to reallocate funds from capital to other charges and services for legal services related to the contract for the new sorters and to cover the printer and scanners for the new financial system.

d1&2. Resolution – Authorization for the CEO to negotiate contracts for Internet Services at Central & LSC. Deb Champ, Director of IT presented information about RFPs for Internet Services that the Library issued in September 2017. The Library received six proposals, one of which was unacceptable. After reviewing all proposals, it was determined that it would be best for the Library to remain with their current vendors. AT&T provides basic internet service to Central at \$1,875 per month while Level3/CenturyLink provides service to LSC at \$1,582 per month. This is a 24% decrease in cost from the Library's current contract and will increase available bandwidth by 233%. Both contracts will have a term of 36 months. All services have been budgeted in the 2018 Operating Budget. It is anticipated that Universal Services Fund eRate Funds will reimburse the Library 90 percent of the cost of all services.

- e. **Resolution – Authorization for the CEO to negotiate a contract for ISDN-PRI Services.** In September 2017, the Library issued an RFP for ISDN PRI Voice Trunk Lines. The Library received four responses to their RFP and after review of the proposals recommends remaining with Level3/CenturyLink. Their contract will be renewed for a 36 month term at \$1,295 per month. These services have been budgeted in the 2018 Operating Budget. It is anticipated that Universal Service Fund eRate Funds will reimburse the Library 10 percent of the cost of all services.
- f. **Resolution – Closure of the Library’s Capital Projects Fund.** The Library decided in 2016 to discontinue the Capital Projects Fund (CPF) as the change by the General Assembly to combine the operating fund and the CPF for purposes of performing the maximum levy calculation leaves little incentive for the annual process of updating and adopting a new Plan. Beginning in budget year 2017 the Library decided to discontinue the plan. All of the purchase orders in this Fund that were brought forward from 2016 have now been closed out. The Library would like to close out the remaining balance in this fund of \$131,545.18 into the Rainy Day Fund.
6. **Other Business**
- None.
7. **Notice of Next Regular Board Meeting and Library Board Committees Meeting**
- a. **Regular Board Meeting** – Monday, November 27, 2017, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – December 5, 2017, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.
8. **Adjournment**
- Ms. Crenshaw declared the meeting adjourned at 5:35 p.m.





2018 Board Meeting Calendar

January 22	West Indianapolis 1216 South Kappes Street
February 26	College 4180 North College Avenue
March 26	Haughville 2121 West Michigan Street
April 23	Nora 8625 Guilford Avenue
May 21*	Irvington 5625 East Washington Street
June 25	Spades Park 1801 Nowland Avenue
July 23	Beech Grove 1102 Main Street Beech Grove, Indiana
August 27	Pike 6525 Zionsville Road
September 24	Wayne 198 South Girls School Road
October 22	East 38 th Street 5420 East 38 th Street
November 26	Franklin Road 5550 South Franklin Road
December 17*	Library Services Center 2450 North Meridian Street

* Meetings are held at 6:30 pm on the fourth Monday of each month except for May and December. Those meetings will be held on the third Monday.



2018

Joint Board Committee Meeting Calendar

Note that all meetings will begin at 4:00 pm and will take place in Room 226 at the Library Services Center located at 2450 North Meridian Street, Indianapolis, Indiana on the following dates:

January 9
February 13
March 13
April 10
May 8
June 12
July 10
August 14
September 11
October 9
November 13
December 4



You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

Continuing through December 31 – “Cret Building at 100.” Celebrate the architecture, people and stories of Central Library’s Cret Building that have played an integral part in defining the city’s character. Eighteen full-color, illustrative and interpretive panels showcase over 50 images and artifacts from the Library’s Nina Mason Pulliam Indianapolis Special Collections Room. Held at Central Library around the balcony of the Simon Reading Room.

Continuing through December 31 – “A Photographic Celebration of Central Library.” View the winning photos from the Central Library 100th Anniversary Photo Contest that showcase the historic and modern elements of Central Library. Photographs from public entries were chosen by a panel of judges from the Riviera Camera Club. Held at Central Library in the South Display Hall.

Throughout December at Various IndyPL Locations – “Holiday Classical Concerts at the Library!” Those of all ages are invited to join in the holiday spirit by attending a performance of chamber ensemble music featuring holiday classics and carols by members of the Indianapolis Symphony Orchestra. In addition, you can enjoy a festive hour of English handbell music by the Circle City Ringers at the Irvington Branch on Friday, December 8 at 5 p.m. Call 317-275-4022 for times and locations.

December 4, 11 & 18 from 2 - 4 p.m. – “12 Days of Winter.” Individuals of all ages who need quick gifts for friends and family are invited for some holiday cheer by participating in crafts, gift wrapping, holiday music, and fun! This program will be led by Central Library staff and Jim Small Silk Scapes. All programs will be held in the MakerSpace at Central Library.

December 5 & 12 from 9 - 10 a.m. – “Magazines & Newspapers 24/7 at Home.” Learn how to use the Library’s online databases to freely access an array of magazines and newspapers to find answers to your questions from the comfort of your own home. Call 317-275-4410 to register. Held at the Glendale Branch.

December 5 at 10:15 a.m. – “The Charm, the Harm, and the Daring of Dillinger.” Hear the suspense-filled story that traces the life of infamous Hoosier “public enemy #1” during this program presented as part of the Library’s 2017 Travelogue Series. Local storyteller Sally Perkins will describe the run-of-the-mill boy who inadvertently received a world-class criminal education that propelled him into a criminal career. Her story has been commissioned by the Indiana Historical Society and Storytelling Arts of Indiana. Held at the Lawrence Branch.

December 11 from 6 - 7:30 p.m. – “Genealogy Research Assistance.” You’re invited for a free session with representatives from the Samuel Bryan Chapter of the D.A.R. who can provide assistance with genealogy research. This program will be held in the Library’s Technology Room. Call 317-275-4560 to register. Held at the Beech Grove Branch.

December 13 from 10 - 11 a.m. – “Naturalization Ceremony.” The entire community is invited to this special ceremony to help celebrate those individuals who will take the Oath of Allegiance to become naturalized citizens of the United States. Held at Central Library in the Clowes Auditorium.

We hope to see you at these exciting events!



Annual Meeting Agenda

**Notice Of The Annual Meeting
November 27, 2017**

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

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

**For The Purpose Of Considering The Following Agenda Items
Dated This 22nd Day Of November, 2017**

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

-- Annual Meeting Agenda--

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

3. Election of Officers

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

4. Annual Resolution 53 – 2017 with By-Laws

Enclosed.

5. Adjournment



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 53 – 2017**

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 January 26, 2015, 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, 2018.

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, 2018.

Fines, Fees & Service Charges

Extended Use Fee, Adult Print Material, Audiocassettes, Compact Discs, Videocassettes	\$0.25 per day per item
Extended Use Fee, Juvenile and Teen Print Material, Audiocassettes, Compact Discs, Videocassettes	\$0.15 per day per item
Extended Use Fee-DVDs, Magni-Cams, CD-ROMs	\$1.00 per day per item
Failure to Pick Up a Held Item	\$0.00
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
Card Replacement	\$0.00
Non-Resident Library Card	\$65.00 annually
Public Library Access Card (PLAC)	As set annually by Indiana State
Library	
Public Copies on Photocopiers	\$0.15 per page
Public Copies on Color 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
Copies 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

Revised November 2017

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 5:00 p.m.)	\$1,025.00	\$1,225.00
An hourly fee will apply after 8 hours	\$90.00/125.00	\$125.00/190.00
Includes parking, dance floor and set-up		
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	\$200.00	\$300.00
(Includes 4 hours of security manhours)		
Includes parking, dance floor and set-up		
h. Atrium	\$3,150.00	\$3,650.00
An hourly fee will apply after 8 hours	\$500.00	\$625.00
(Includes 8 hours of security manhours)		
Includes parking, dance floor and set-up		
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 (6 th 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 (6 th 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.		

Revised November, 2017

Central Library Services Fee Schedule for The Learning Curve

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

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

	Non-Profit	For-Profit
a. Basic Fee	\$500.00	\$500.00
b. Cost per child Fee covers the cost of the skilled activity guides.	\$20.00	\$20.00
c. Laptop component - Up to 60	\$200.00	\$200.00
d. Tech Lab	\$100.00	\$100.00
e. Media Workshop 8 maximum, 13-18 year-olds	\$100.00	\$100.00
f. Theater	\$50.00	\$50.00
g. Baby space and baby computers	\$50.00	\$50.00
h. Group Coves	\$50.00	\$50.00
i. LED Readouts – Each per day Readouts are a personalization option	\$50.00	\$50.00
j. Vortex – Per day Vortex is a personalization option	\$300.00	\$300.00
k. Braille Wall – Per day Wall is a personalization option	\$50.00	\$50.00
l. Directory Wall/Plasma Screens–Each per day Wall is a personalization option	\$100.00	\$100.00
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

a. Auditorium

An hourly fee will apply after 4 hours

Non-Profit

\$240.00

\$50.00

For-Profit

\$440.00

\$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

IMCPL 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

Revised November, 2017

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD
BY-LAWS

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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD

BY-LAWS

ARTICLE I

IDENTIFICATION AND AUTHORITY

Section 1. Name

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

Section 2. Authority

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

ARTICLE II

PURPOSE AND DISTRICT LIMITS

Section 1. Purpose

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

Section 2. District Limits

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

ARTICLE III

POWERS AND GOVERNING BODY

Section 1. Public Corporation

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

Section 2. Governing Body

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

ARTICLE III Continued
POWERS AND GOVERNING BODY

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

Section 3. Powers

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

ARTICLE IV
MEMBERS OF THE LIBRARY BOARD

Section 1. Qualifications Of Members

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

Section 2. Appointment Of Members

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

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

Section 3. Vacancies

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

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

Section 4. Limitation On Appointment; Limitation On Reappointment

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

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

ARTICLE IV Continued
MEMBERS OF THE LIBRARY BOARD

Section 5. Removal Of Board Members

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

Section 6. Compensation, Prohibition Of Employment And Nepotism

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

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

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

Section 7. Certificate Of Appointment And Oath Of Office

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

Section 8. Indemnification Of Members

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

ARTICLE IV Continued
MEMBERS OF THE LIBRARY BOARD

Section 9. Representation On The Public Library Foundation

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

Section 10. Conflicts of Interest

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

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

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

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

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

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

ARTICLE V
OFFICERS OF THE LIBRARY BOARD

Section 1. Officers

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

Section 2. Tenure Of Office

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

Section 3. Election Of Officers

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

Section 4. Removal Of Officers

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

ARTICLE V Continued
OFFICERS OF THE LIBRARY BOARD

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

Section 5. Vacancies

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

Section 6. President

The President shall:

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

Section 7. Vice-President

The Vice-President shall:

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

Section 8. Secretary

The Secretary shall:

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

Section 9. Treasurer

The Treasurer shall:

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

ARTICLE V Continued
OFFICERS OF THE LIBRARY BOARD

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

ARTICLE VI
COMMITTEES

Section 1. Standing Committees

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

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

Section 2. Special Committees; Tenure of Special Committees

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

ARTICLE VII
MEETINGS

Section 1. Regular Meeting

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

Section 2. Annual Meeting

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

ARTICLE VII Continued

MEETINGS

Section 3. Special Meeting

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

Section 4. Quorum

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

Section 5. Voting

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

ARTICLE VIII

PERSONNEL

Section 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.