



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
October 22, 2018**

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

**East 38th Street Branch Library
5420 East 38th Street
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 17th Day Of October, 2018**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Shanika Heyward, East 38th Street Branch Manager, will provide an update on their services to the community. (enclosed)

4. **Public Comment and Communications**

a. **Public Comment**

The Public has been invited to the Board Meeting.

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

b. **Dear CEO Letters and Responses** (at meeting)

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

5. **Approval of Minutes**

a. **Executive Session, September 24, 2018** (enclosed)

b. **Regular Meeting, September 24, 2018** (enclosed)

COMMITTEE REPORTS

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

a. **Report of the Treasurer – September 2018** (enclosed)

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

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

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

- a. **Resolution 41– 2018** (Library Policy Revisions) (enclosed)

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

- a. **Briefing Report** – Update on the Michigan Road Branch Project (enclosed)
- b. **Briefing Report** – Update on the Eagle Branch Project (enclosed)
- c. **Briefing Report** – November 2018 Action Item – Approval to Award Architectural Design Service Contracts for the Glendale, Lawrence, and Wayne Branch Library Projects (enclosed)
- d. **Resolution 42 – 2018** (Approval to Award a Construction Services Contract for the Brightwood Branch Project) (enclosed)
- e. **Resolution 37 – 2018** (Approval to Award a Construction Services Contract for the Franklin Road Branch Siding Replacement Project) (enclosed)

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

10. Report of the Chief Executive Officer

- a. **Public Services Update and Statistics**
 - 1) **Public Services Update – September 2018** – John Helling, Director, Public Services, will discuss the Update. (enclosed)
- b. **September Media Report** (enclosed)
- c. **Briefing from the IndyPL GLBTQ Committee** (at meeting)
- d. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (43 – 2018)**

Enclosed.

UNFINISHED BUSINESS

11.

NEW BUSINESS

12.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

November, 2018 -

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – October 9, 2018** (enclosed)

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

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

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Library Board Meeting Agenda

pg. 5

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

18. Other Business

19. Adjournment





Who We Are

- 2 FT Adult Librarians
- 1 FT Children's Librarian
- 2 PT Public Services Associates
- 1 FT Circulation Supervisor
- 2 FT Computer Lab Assistants
- 1 PT Computer Lab Assistant
- 2 Hourly FTE
- 3 PT Pages

Who We Serve

- **Total base population** is 32,973 (increase in population)
- **Race/Ethnicity:** 80% African American, 15.1% Caucasian, 3.62% Hispanic
- **Age of population:** 24.72% population under 18, 59.72% population age 18-64 , and 15.56% population age 65 and over
- **Educational Attainment:** 17.08% of population without High School diploma, 36.5% of population has earned a High School diploma, 24.5% population with some college, no degree.
- **Employment:** 18.62% total unemployed persons
- **Income:** 16.25% of the population earns less than \$10,000, 26.3% earns \$10,000 to \$24,999, 29.86% earns \$25,000 to \$49,999, 15% earns \$50,000 to \$74,999, 6.82% earns \$75,000 and up
- **Population in Poverty:** 28.2% population living in poverty
- **Language proficiency households:** English language 94.88%, Spanish 3.55%, and other 1.57%

*From SAVI Community Profile, August 2018

How We Serve

- 1,066 new borrowers in 2017
- 72,907 door count in 2017
- 118,939 items circulated in 2017
- 87,831 items check-ins 2017
- 29,526 items in the collection 2017
- 64,351 computer usage in 2017
- 749 programs provided and 19,590 attendees in 2017

Our Story

The East Thirty-Eighth Street Library, located at 5420 E. 38th Street opened July 7, 2003. We held our grand opening on July 26, 2003 and followed with a week-long celebration of special programs. It was exciting to move from the Emerson Library, which was located at 3642 North Emerson.

This branch is a beacon of hope, learning, access and opportunity for nearly 32,973 area residents, many of whom struggle due to limited income and educational attainment. For example, 17.08% of the adult population lacks a high school diploma and 28.2% of the population is living in poverty. Since this is a

diverse socioeconomic community, we make extra efforts to provide services to groups like Head Start, daycares, and area schools while partnering with social service agencies, community leaders, and government officials to understand and support the disadvantaged. We have become the community place and a focal point in the community. We strive to provide our patrons with a positive experience while serving as assets to E38's community. (Goal #4, Actions 4-20, 4-27 and 4-32)

Programs Highlights:

Developing a Community of Readers: STEAM Story time, Story time with a Cop & Mr. Steve Talley:
The children's librarian offers weekly STEAM story time in the community and at the branch. A few of our special guest have been Deputy Chief of Criminal Investigations, Mr. Chris Bailey with IMPD and Mr. Steve Talley, Lawrence Township Trustee.



Developing a Community of Readers: AUTHORS

Each month an Indy Author is spotlighted and they have the opportunity to discuss their book(s) and their creative writing process, leading up to our Annual Author Fair held every 1st Saturday in June from 10am-1pm. National Best-selling Author for 2018 was Mary Monroe; National Best-selling Author for 2017 was Kwan and Wahida Clark; and National Best-selling Author for 2016 was Tyree Omar. Next year's National Best-selling author is TBA. (Goal #1, Actions 1-22, 1-23, 1-24, and 1-25)



Developing a Community of Readers: NORTHEAST CORRIDOR BOOK CLUBS

We've developed numerous book clubs: NE Corridor Business Association business owners, HealthNet Northeast Health Center's nurses and social workers, Eastside Tutors' scholars, Tindley Boys Middle School, and Indianapolis Urban League's health and wellness to name a few. The Indianapolis Urban League and HealthNet Northeast Health Center's book clubs will be featured in an upcoming *American Library Association* (ALA) publication being released in November 2018. (Goal #1, Strategy B, Actions 1-22, 1-23, 1-24)



Developing a Community of Readers: Pop-up Literacy Center

We've identified innovative ways to develop a community of readers by popping up at Avondale Meadows YMCA, Tindley schools, Eastside Tutors, Auntie Mame's Child Development after-school program, and Indianapolis Public Housing Apartments. (Goal #1, Action 1-29 & Goal #4, Action 4-21)

Appreciation of the Arts:

Tony Radford, Artist-In-Residence youth art program has become a tradition at our branch, and provides a great venue for students and parents to create: Abstracts on Canvas, Designer Picture Frames, Candy Dishes, Pop Art Sculpture, Relief Sculpture, Collage, etc., in a safe and creative environment during the summer. Tony's students produced all of the art that decorates the walls of East 38th Street Branch, allowing the participants to see the impact of their creations in a public space. (Goal #2, Actions 2-14 and 2-24)

Partnerships Highlights:

Our partnership with Washington Township Adult Education / TASC (formerly GED) has enabled the E38 branch to enrich Indianapolis' desire for personal growth and learning. We serve as a satellite location for TASC classes; classes are held Monday-Thursday from 10am-1pm in the community. Classes are taught by Dr. David Porter, TASC instructor, along with the teacher assistant and job coach. A total of 37 students have received their High School Equivalency Diploma, 2 students earned the Work Indiana Career Certification. The librarians provide monthly presentations to the students to inform them of IndyPL's resources and services. This partnership has proven to be an impactful and productive contribution to the lives of many in the East 38th community and the City of Indianapolis. (Goal #1, Actions 1-10 and 1-17)

Volunteer Highlights:

E38's volunteers served in numerous capacities, such as technology tutors, reading tutors, summer food program servers, teen game night, advocates /facilitators during special events, and branch clean up projects. We current have 10 active volunteers and they have volunteered 1,383 hours. (Goal #3, Actions 3-24, 3-25)



Shanika Heyward

Regional Branch Manager

East Thirty-Eighth Street Branch and *Fort Benjamin Harrison Branch 2021

October 2018

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE EXECUTIVE SESSION
SEPTEMBER 24, 2018

The Indianapolis-Marion County Public Library Board met in Executive Session at the Wayne Branch Library, 198 South Girls School Road, Indianapolis, IN on Monday, September 24, 2018 at 6:10 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Ms. Sanders presided as Chairman. Secretary Jett was present.

2. Roll Call

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

Members absent: Ms. Payne.

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

3. Discussion

a. IC 5-14-1.5-6.1(b)(9) for discussion of job performance evaluation of an individual employee.

4. Adjournment

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

The Chairman declared the Executive Session adjourned at 6:35 p.m.

Dr. Terri Jett, Secretary of the Board

CERTIFICATION

I, Dr. Terri Jett, Secretary of the Board, of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

Dr. Terri Jett, Secretary of the Board



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
SEPTEMBER 24, 2018**

The Indianapolis-Marion County Public Library Board met at the Wayne Branch Library, 198 South Girls School Road, Indianapolis, Indiana on Monday, September 24, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call to Order

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

2. Roll Call

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

Members absent: None.

3. Branch Manager’s Report

Melinda Mullican, Manager, Wayne Branch Library, discussed the report that had been presented to the Board.

She reviewed the demographics of the service area which show that 12% of its residents are foreign-born. Popular programs include basic computer classes for adults, the First Monday Book Club, preschool and baby programs, and the annual Teen Mystery Program. The branch continues to foster strong partnerships with such organizations as the 40 West Business Club, the Westside Chamber of Commerce and Wayne Township Schools, one of which paved the way for the branch to serve as a summer lunch bus location.

4. Public Comment and Communications

a. Public Comment

President Sanders invited public comment. At this time, Wayne Township Deputy Trustee Susan Scott addressed the Board and described the “valuable” partnership between her office and the Wayne Branch. Her office works closely with the branch to provide such programs as firefighter education for children, job search training and the popular Breakfast with Santa.

Jackie Depp, the 40West Business Club Vice President, expressed appreciation for

the Library's involvement in hosting many of the Club's activities and programs.

The E-Learning Coordinator for Wayne Township Schools, Dana Lile, discussed the diversity of Wayne Township's population and the Library's support in serving that population. The school system's English Language Learning Program is noticing increases in participation, especially among the Nigerian population.

Marki Ward, an Adult Education Specialist for Wayne Township, talked about efforts to provide career training, English speaking proficiency and high school equivalency to 1,500 students. She mentioned that the program encourages students to obtain a library card.

- b. **Dear CEO Letters and Responses** were circulated for the Board's general information.
 - c. **Correspondence** was circulated for the Board's general information.
5. **Approval of Minutes: Executive Session, Regular and Special Meetings**
- a. **Regular Meeting, August 27, 2018**

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

COMMITTEE REPORTS

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

- a. **Report of the Treasurer – August 2018**

Ije Dike-Young, Chief Financial Officer, was attending the Budget Hearing at the City County Council meeting and in her place, Library CEO Nytes, discussed the Report of the Treasurer that had been distributed to the Board.

Ms. Crenshaw made the motion, which was seconded by Ms. Carlino, 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 32 – 2018** (Resolution to Set Maximum Tax Rate for Combined Debt Service Funds for 2019 Budget Year)

CEO Nytes explained that this was an extra step that the Library has not taken in the past, but at the advice of the DGLF, we were asking the Board to confirm that the tax rate for the Library's combined debt service funds for the 2019 budget will

not exceed \$0.0318 per \$100 of assessed valuation. Clarifying this and authorizing the Chief Executive Officer and/or the Chief Financial Officer to adjust the Debt Service Fund to accomplish this will make the approval process with the DLGF clearer and more efficient. This will not change anything about the budget that the Board has approved, and will confirm the commitment the Library made to the Council originally regarding our debt service.

After full discussion and careful consideration of Resolution 32 – 2018, the resolution was adopted on the motion of Ms. Carlino, and seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Resolution 33 – 2018** (Transfer Between Accounts and Classifications)

CEO Nytes explained the requested transfer in the operating fund, which is due to the need to purchase several new servers for IT and the cost of these items exceeds the dollar value we set for purchases from a supply account. In order to support the purchase, funds in the amount of \$57,000 will be moved from supply accounts to a capital account. There is no net change in the budget. This Resolution came out of Committee therefore no second was required.

After full discussion and careful consideration of Resolution 33 – 2018, the resolution was adopted on the motion of Mr. Andrews, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

d. **President Sanders will Convene a Public Hearing**

Ms. Sanders adjourned the Regular Meeting and convened a Public Hearing.

She announced that this Public Hearing was being held for the following purpose:

To consider the Authorization for the Chief Executive Officer to Execute Lease Extension for the Fountain Square Branch as Advertised on August 12, 2018 in the Court and Commercial and on August 13, 2018 in The Indianapolis Star.

At this time, Mr. Robert Scott provided information about the Authorization, explaining the statutory requirements for this renewal and the recommendation for a two year extension. The only change from the current lease is a small change in the rent for the second year, but the first year remains the same.

President Sanders invited public comment from the audience, but there was none.

President Sanders then asked for a motion to close the Public Hearing. Rev. Robinson made a motion to close the Public Hearing, seconded by Ms. Crenshaw and the motion carried.

The Public Hearing was closed at this time.

President Sanders reconvened the Regular Meeting.

- e. **Resolution 34 – 2018** (Authorization for the Chief Executive Officer to Execute Lease Extension for the Fountain Square Branch)

After full discussion and careful consideration of Resolution 34 – 2018, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

- a. **Annual Policy Revisions**

Katherine Lerg, HR Director, reviewed the proposed policy revisions for the Board one more time. She indicated that these items will be before the Board at the October meeting for approval. Changes include, among other things, the reduction in the number of renewals allowed for materials, an expansion of when tuition assistance can be provided for employees, and the addition of a probationary period for transferred employees.

- b. **Resolution 35 – 2018** (Approving Staff Association Compensation Committee Agreement)

Ms. Lerg presented the Joint Recommendations Agreement of the Staff Association Compensation Committee (SACC) and the Administration. This was negotiated for the period of 9/24/2018 through 12/31/2020. Because the Resolution came out of Committee no second was required.

After full discussion and careful consideration of Resolution 35 – 2018, the resolution was adopted on the motion of Ms. Crenshaw and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Grievance Review Resolution 39-2018**

At this time, Ms. Crenshaw asked for the consent of the Board to take up a matter of business not on the agenda. President Sanders asked for and received the consent of the Board to proceed with the item. Ms. Crenshaw then reported that the Diversity, Policy and Human Resources Committee had heard the matter of a grievance presented by Mrs. Nichelle Hayes and after deliberation confirmed that the decision of the CEO stands. The motion to approve Resolution 39-2018 was moved by Ms. Crenshaw and seconded by Mr. Andrews. And the motion carried.

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

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

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

Mike Coghlan, Manager, Facilities Projects, provided an update on the Michigan Road project. Pictures taken by a drone were shared with the Board, and Board members were invited to a sneak peak event at the site on October 4th. Substantial completion is targeted for November 7th.

b. **Briefing Report** – Update on the Eagle Branch Project

Mr. Coghlan noted that walls have been framed and the project is moving forward after experiencing some issues with soils. Masonry will be underway shortly, and furniture has been ordered for this project.

c. **Briefing Report** – October 2018 Action Item – Approval to Award a Construction Services Contract for the Brightwood Branch Project

Mr. Coghlan mentioned that our outreach efforts for Brightwood attracted 22 attendees as well as having 21 people attend the pre bid meeting. Dr. Jett indicated that she had attended the session and was positive about it. She stressed the need to learn more about how to reach potential contractors. The actual recommendation will be before the Board in October.

d. **Resolution 36 – 2018** (Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project)

Mr. Coghlan advised that the award had been made to Impact Construction Management at the August 27, 2018 Board meeting. However they had since

asked to withdraw their bid. Staff therefore recommended the selection of Marten Construction Management for this work.

After full discussion and careful consideration of Resolution 36 – 2018, the resolution was adopted on the motion of Dr. Jett, and seconded by Ms. Crenshaw, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

Dr. Jett moved to table Resolution 37-2018 due to the withdrawal of the recommended bid. The matter will be brought back to the Board at a later date.

9. Library Foundation Update

Dr. Jett provided the Update for September 2018 which is repeated here.

“Meet an Author, Be an Author” is on Sunday, October 13 from 10:15 a.m. to 4:30 p.m. at Central Library. Bring the whole family for a day filled with activities for writers and book lovers of all ages, presented by the Eugene & Marilyn Glick Indiana Authors Award and the Indiana Writers Center. Participants can attend free workshops on writing, publishing and marketing, meet local authors and hear from this year’s winners and finalists. Join us in celebrating ten years of the Indiana Authors Award! For more information, visit www.indianaauthorsaward.org.

Thank you to all staff that helped with the Early Childhood Provider conference on September 8, 2018. Thank you in particular to Abby Brown, the Library’s Early Childhood Specialist, and staff in the Programming Department. It was attended by 237 childhood providers.

That day, Central Library, in cooperation with the President Benjamin Harrison site, hosted author Donna Griffin and two live goats to celebrate her new book, “Old Whiskers Escapes!” Thank you to Tami Edminster for working on the program and Amy Griffin for working on a related exhibit. The Library Foundation has several donors connected to the President Benjamin Harrison House and the book, so we appreciate our Library colleagues’ participation in this relationship-building opportunity.

The Library Foundation thanks 76 donors who made gifts last month. The following are our top corporate and foundation contributors:

Eli Lilly and Company Foundation, Inc.
PNC Foundation
Woodley Farra Manion Portfolio Management
Lewis Wagner, LLP

Ritz Charles
 Umbaugh
 MacAllister Machinery Company
 Teachers Credit Union

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

Children's Programs

Curveside Ride
 Read to Me, Please (InfoZone)

Cultural Programs

Lunch and Learn
 Program Food
 Safe Trunk or Treat at Indiana State Fairground
 Scare in the Square (FSQ)
 Snack Chats (WRN)
 Then and Now: The Portfolio Club & Printing in Indy

Lifelong Learning

USB Technology
 Workshops for Nonprofits (CEN)

- 10. Report of the Chief Executive Officer**
 a. **Public Services Update and Statistics**
 1) **Public Services Update**

John Helling, Public Services Director, reviewed the Public Services Dashboard for August 2018. Mr. Helling reminded the Board of the intent to reduce the number of renewals to ten per item which will reduce circulation on the one hand but also increase the amount of material that is brought back to the Library for other patrons to browse which will be a great positive for patrons. The Google Grant project re: mobile hotspots and circulating Chrome books will launch at Brightwood and Flanner House this fall. 11 of the 24 branches have gone live with the new RFID technology and the launches are going smoothly. Dr. Jett requested an update on the efforts to engage social workers at the Library and Mr. Helling indicated he would include that in his report in October.

- b. **August Media Report and "Bringing a Book to Your Branch" Video**

CEO Nytes invited the Board to review the August Media Report that was presented to the Board. It highlighted coverage of IndyPL services and programs in all media formats. She also invited Ms. Kim Crowder, Director of Communications to share a new youtube video which was produced by Randy Starks.

At this time the “Bringing a Book to Your Branch” video was shown featuring many staff from across the system.

- c. **The report of the Wellness Committee will be rescheduled for a later meeting.**

- d. **Report on the 2018 Summer Reading Program**

Melanie Wissel, Program Development Area, gave the Report on this year’s program whose theme was “Everyday Super Heroes”. She indicated that over 48,000 folks had signed up for the 2018 Summer Reading Program, and read over 945,000 books! Through the efforts to collect books to share, students themselves donated 5,906 books. Letters were sent to 300 different schools detailing which of their students participated in the program as many schools provide additional recognition to the participants. Next year will be the 100th Anniversary of the Summer Reading Program at Indy PL which will be an exciting milestone!

- e. **Report on the IndyPL Staff Day 2018**

Cheryl Wright, Manager of Organizational Learning and Development, distributed information to the Board about the structure of the October 7th Inservice Day. In addition to a full day of learning that is structured as a free choice conference model, the day includes the awarding of years of service recognition and two staff awards. Several of the offerings are on aspects of diversity and inclusion and staff are being encouraged to attend at least one of these sessions. 450 of our 600 + staff are attending. Some part time staff are unable to attend due to school or other job obligations. Board members were encouraged to drop in at any time during the day.

- f. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (38– 2018)**

CEO Nytes presented the resolution for the Board’s consideration. Dr. Jett questioned one item on the travel resolution relating to the attendance of an employee at a Diversity Training program which she felt was expensive and not germane to the employee’s current job. Dr. Jett made a motion, seconded by Ms. Carlino, to strike that item from the resolution. After some discussion the Board voted on the motion to strike and the motion failed by a vote of 4-1. The full Resolution 38-2018 was then moved by Rev. Robinson and seconded by Ms. Crenshaw and passed by a vote of 3-2, the “yes” votes being Ms. Crenshaw, Rev. Robinson and Ms. Sanders. (Mr. Andrews had left prior to this matter.)

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

- g. **Presentation of the “Sons: Seeing the Modern African American Male” Video**

CEO Nytes invited Nicholas Calvert, the Circulation Supervisor at the West Indy Branch to present to the Board the story of the “Sons” exhibit and programming. Mr. Calvert showed a promotional video about the project and invited Board members to attend some of the related events.

UNFINISHED BUSINESS

11. Dr. Jett indicated that she had four items of unfinished business that she believed needed to be addressed by the Board. She expressed concern about the amount of movement that there has been to date on Diversity and Inclusion; she asked to see all of the questions and comments from the workplace survey that was conducted; she expressed concern about what as being done to plan for the future of the CBLC at the end of the five year grant; and she raised the question of the CEO’s evaluation. President Sanders indicated that she would take these matters under advisement.

NEW BUSINESS

12. None.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

October 2018 – *Briefing from the IndyPL GLBTQ Committee per Ms. Nytes and the report on the social worker project; the Wellness Committee will be rescheduled as well.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes –September 11, 2018** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through October 21, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, October 22, 2018 at the East 38th Street Branch, Library, 5420 East 38th Street, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 8:35 p.m.

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

Dr. Terri Jett, Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for September 2018
Prepared by Accounting for October 22, 2018 Board Meeting**

Table of Contents

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

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

Revenue		Annual			% Budget Received
		2018 Revised Budget	Actual MTD 9/30/2018	Actual YTD 9/30/2018	
Property Taxes	31	33,405,356	-	18,585,970	56%
Intergovernmental	33	7,536,265	341,122	4,745,959	63%
Fines & Fees	35	788,340	47,642	515,757	65%
Charges for Services	34	536,140	48,303	506,715	95%
Miscellaneous	36	671,000	56,892	1,393,191	208%
Total		42,937,101	493,958	25,747,592	60%

Expenditures		Annual			% Budget Spent
		2018 Revised Budget	Actual MTD 9/30/2018	Actual YTD 9/30/2018	
Personal Services & Benefits	41	25,813,463	1,880,098	17,869,664	69%
Supplies	42	1,427,608	93,574	554,017	39%
Other Services and Charges	43	15,314,840	875,607	9,423,725	62%
Capital Outlay	44	4,010,972	238,867	2,426,418	60%
Total		46,566,883	3,088,146	30,273,824	65%

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	40,974,356	40,974,356	-	18,585,970	-	22,388,386
311300 PROPERTY TAX CAPS	(7,569,000)	(7,569,000)	-	-	-	(7,569,000)
TAXES Total	33,405,356	33,405,356	-	18,585,970	-	14,819,386
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	250,000	250,000	12,893	195,608	-	54,392
335100 FINANCIAL INSTITUTION TAX REV	299,868	299,868	-	125,277	-	174,591
335200 LICENSE EXCISE TAX REVENUE	2,766,458	2,766,458	-	1,337,738	-	1,428,720
335400 LOCAL OPTION INCOME TAX	3,733,649	3,733,649	311,137	2,800,237	-	933,412
335500 COUNTY OPTION INCOME TAX	205,100	205,100	17,092	153,825	-	51,275
335700 COMMERCIAL VEHICLE TAX REVENUE	255,818	255,818	-	123,186	-	132,632
339000 IN LIEU OF PROP. TAX	25,372	25,372	-	10,087	-	15,285
INTERGOVERNMENTAL Total	7,536,265	7,536,265	341,122	4,745,959	-	2,790,306
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	130	1,078	-	(1,078)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	27,272	267,478	-	7,522
347602 FAX TRANSMISSION REVENUE	32,000	32,000	4,803	49,281	-	(17,281)
347603 PROCTORING EXAMS	3,500	3,500	275	4,935	-	(1,435)
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	77,837	-	5,163
347605 USAGE FEE REVENUE	14,000	14,000	70	9,320	-	4,680
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	1,800	14,968	-	(2,968)
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	750	12,204	-	2,796
347608 SECURITY SERVICES REVENUE	18,000	18,000	1,740	18,600	-	(600)
347609 EVENT SECURITY	-	-	840	5,856	-	(5,856)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	-	4,238	-	1,762
347621 CATERING REVENUE	75,000	75,000	10,623	40,921	-	34,079
CHARGES FOR SERVICES Total	536,140	536,140	48,303	506,715	-	29,425
FINES						
351200 FINES	761,840	761,840	46,322	502,705	-	259,135
351201 OTHER CARD REVENUE	12,000	12,000	135	1,236	-	10,764
351202 HEADSET REVENUE	6,000	6,000	593	5,446	-	554
351203 USB REVENUE	6,000	6,000	435	4,687	-	1,313
351204 LIBRARY TOTES	2,500	2,500	158	1,684	-	816
FINES Total	788,340	788,340	47,642	515,757	-	272,583
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	288	1,777	-	4,223
360001 REVENUE ADJUSTMENT	-	-	1	(734)	-	734
361000 INTEREST INCOME	35,000	35,000	12,488	68,610	-	(33,610)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	13,056	82,753	-	42,247
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	7,261	56,053	-	16,447
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	1,500	11,283	-	(11,283)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	-	3,051	-	(551)
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	466,000	466,000	34,594	447,793	-	18,207
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	160	-	4,840
396000 REFUNDS	5,000	5,000	-	35,611	-	(30,611)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	22,298	206,113	-	(31,113)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	703,514	-	(683,514)
OTHER FINANCING SRCS Total	205,000	205,000	22,298	945,399	-	(740,399)
REVENUE Total	42,937,101	42,937,101	493,958	25,747,592	-	17,189,509
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,106,437	16,160,731	1,180,276	11,270,069	-	4,890,662
412000 SALARIES HOURLY STAFF	1,770,890	1,770,890	124,065	1,258,680	-	512,210
413000 WELLNESS	30,000	30,000	10	17,400	2,930	9,670
413001 LONG TERM DISABILITY INSURANCE	35,000	35,000	3,753	32,076	-	2,924
413002 EMPLOYEE ASSISTANCE PROGRAM	22,020	22,020	16,280	16,280	5,740	-
413003 TUITION ASSISTANCE	8,000	18,930	-	18,930	-	-

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

413100 FICA AND MEDICARE	1,367,616	1,360,839	94,250	900,236	-	460,603
413300 PERF/INPRS	2,272,649	2,274,053	166,748	1,578,076	-	695,976
413400 UNEMPLOYMENT COMPENSATION	7,000	7,000	112	420	-	6,580
413500 MEDICAL & DENTAL INSURANCE	4,100,000	4,100,000	291,356	2,749,056	-	1,350,944
413600 GROUP LIFE INSURANCE	34,000	34,000	3,247	28,440	-	5,560
PERSONAL SERVICES Total	25,753,612	25,813,463	1,880,098	17,869,664	8,670	7,935,129

SUPPLIES

421500 OFFICE SUPPLIES - FAC/PURCH	477,599	368,738	2,960	137,250	11,694	219,794
421501 PUBLIC DEVICES	149,000	256	-	-	256	-
421502 STAFF DEVICES	27,000	3,865	-	3,865	-	-
421600 LIBRARY SUPPLIES	219,210	224,968	12,026	60,235	19,883	144,850
421700 DEPARTMENT OFFICE SUPPLIES	190,350	562,392	63,964	232,281	128,945	201,165
422210 GASOLINE	40,000	42,498	4,359	18,725	4,695	19,078
422250 UNIFORMS	8,000	8,000	-	56	-	7,944
422310 CLEANING & SANITATION	165,000	171,239	10,266	79,561	8,130	83,547
429001 NON CAPITAL FURNITURE & EQUIP	76,500	45,652	-	22,044	-	23,609
SUPPLIES Total	1,352,659	1,427,608	93,574	554,017	173,604	699,987

CHARGES FOR SERVICES

431100 LEGAL SERVICES	219,000	256,488	2,678	203,297	-	53,192
431500 CONSULTING SERVICES	299,150	653,267	700	409,675	190,059	53,533
432100 FREIGHT & EXPRESS	5,500	5,716	245	3,839	1,494	383
432200 POSTAGE	68,150	68,331	167	3,622	1,556	63,154
432300 TRAVEL	38,830	38,830	1,026	11,310	-	27,520
432400 DATA COMMUNICATIONS	303,300	303,300	17,842	198,954	-	104,346
432401 CELLULAR PHONE	11,610	11,610	1,001	9,106	-	2,504
432500 CONFERENCES	100,000	100,000	8,564	57,732	-	42,268
432501 IN HOUSE CONFERENCE	45,000	45,180	2,712	19,119	9,010	17,051
433100 OUTSIDE PRINTING	259,789	257,919	8,741	112,697	16,171	129,052
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	84	1,246	-	304
434100 WORKER'S COMPENSATION	157,000	157,000	65,776	117,920	21,926	17,154
434200 PACKAGE	236,485	236,485	70,528	166,079	42,949	27,458
434201 EXCESS LIABILITY	10,001	10,001	3,010	6,568	1,835	1,598
434202 AUTOMOBILE	18,750	18,750	6,603	14,111	4,059	580
434500 OFFICIAL BONDS	1,000	1,000	-	-	-	1,000
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,266	-	734
434502 BROKERAGE FEE	17,000	17,000	-	8,259	8,500	241
435100 ELECTRICITY	997,500	1,067,493	82,191	680,371	-	387,122
435200 NATURAL GAS	118,450	131,116	1,658	77,780	44,886	8,450
435300 HEAT/STEAM	382,200	419,596	16,670	237,023	182,573	-
435400 WATER	68,250	77,673	5,861	51,089	26,584	-
435401 COOLING/CHILLED WATER	475,860	499,128	74,048	405,321	70,670	23,137
435500 STORMWATER	20,330	20,330	-	8,783	11,548	-
435900 SEWAGE	77,040	90,535	9,619	73,488	15,717	1,331
436100 REP & MAINT-STRUCTURE	1,900,000	2,067,827	75,768	1,075,903	280,290	711,634
436110 CLEANING SERVICES	1,064,228	1,148,257	77,297	678,477	350,826	118,953
436200 REP & MAINT-EQUIPMENT	196,500	198,187	6,031	41,073	22,598	134,516
436201 REP & MAINT-HEATING & AIR	455,000	839,173	28,270	581,276	151,222	106,675
436202 REP & MAINT -AUTO	59,475	60,682	4,597	26,860	1,139	32,683
436203 REP & MAINT-COMPUTERS	439,620	438,295	-	340,124	3,075	95,096
437200 EQUIPMENT RENTAL	68,070	68,070	5,332	49,900	4,699	13,471
437300 REAL ESTATE RENTAL	470,271	470,271	75,025	310,289	-	159,982
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	56,372	73,782	6,241	56,478	16,640	663
439601 SNOW REMOVAL	354,080	407,570	-	329,533	32,425	45,611
439602 LAWN & LANDSCAPING	283,365	284,656	22,363	168,190	50,178	66,289
439800 DUES & MEMBERSHIPS	55,875	55,875	50	33,908	500	21,467
439901 COMPUTER SERVICES	91,790	328,066	16,919	145,947	101,851	80,268
439902 PAYROLL SERVICES	120,000	158,681	4,332	88,879	35,000	34,802
439903 SECURITY SERVICES	1,004,721	1,040,265	65,065	647,406	296,534	96,325
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	3,820	30,480	-	34,520
439905 OTHER CONTRACTUAL SERVICES	544,237	580,746	13,692	332,201	140,357	108,188
439906 RECRUITMENT EXPENSES	20,500	20,500	1,030	4,761	-	15,739
439907 EVENTS & PR	34,200	35,200	628	12,291	4,873	18,036
439910 PROGRAMMING	75,500	75,700	2,027	30,036	44,696	968
439911 PROGRAMMING-JUV.	145,000	145,000	4,760	82,287	16,764	45,949
439912 PROGRAMMING ADULT - CENTRAL	25,000	35,935	279	26,669	2,000	7,266
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,756	-	775	-	4,981

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

439920 PROPERTY TAXES	-	320	-	320	-	-
439930 MATERIALS CONTRACTUAL	2,000,000	-	-	-	-	-
439931 E-BOOKS	-	845,281	46,354	551,235	-	294,046
439932 E-AUDIO	-	501,222	26,926	317,322	-	183,900
439934 DATABASES	-	670,000	7,740	537,422	-	132,578
CHARGES FOR SERVICES Total	13,506,549	15,149,614	874,269	9,392,696	2,205,200	3,551,717
CAPITAL						
445200 VEHICLES	50,000	50,000	-	19,947	1,957	28,097
445300 CAPITAL - EQUIPMENT	55,000	63,972	-	13,315	1,709	48,948
445301 COMPUTER EQUIPMENT	290,000	347,000	60,792	60,792	200,254	85,954
449000 BOOKS & MATERIALS	2,165,000	2,165,000	116,145	1,624,676	1,273	539,050
449001 PERIODICALS & NEWSPAPERS	120,000	120,000	-	8,611	-	111,389
449002 NON-PRINT	115,000	115,000	-	-	-	115,000
449003 CD'S	210,000	210,000	9,472	175,395	-	34,605
449004 DVD'S	940,000	940,000	52,458	523,682	-	416,318
449100 UNPROCESSED PAPERBACK BOOKS	137,000	150,227	-	29,691	78,896	41,640
CAPITAL Total	4,082,000	4,161,199	238,867	2,456,109	284,089	1,421,001
OTHER FINANCING SRCS						
451100 AUDIT FEES	15,000	15,000	1,338	1,338	-	13,662
452002 TRANSFER OUT	-	-	-	-	-	-
OTHER FINANCING SRCS Total	15,000	15,000	1,338	1,338	-	13,662
EXPENSE Total	44,709,820	46,566,883	3,088,146	30,273,824	2,671,564	13,621,496

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
Beginning Balance	\$18,921,220	\$16,466,412	\$13,136,608	\$ 11,005,957	\$ 9,913,129	\$12,629,221	\$22,407,676	\$20,175,559	\$ 16,952,152	\$ 14,479,246	\$ 11,887,966	\$ 11,752,544	\$ 18,921,220	\$ 18,921,220	
Receipts:															
Property Tax	-	-	-	1,550,000	5,500,000	11,535,970	-	-	-	1,275,000	4,825,000	9,143,260	33,829,230	33,405,356	423,874
Excise Tax	-	-	-	-	-	1,337,738	-	-	-	-	-	1,337,738	2,675,477	2,766,458	(90,981)
Financial Institution Tax	-	-	-	-	-	125,277	-	-	-	-	-	125,277	250,554	299,868	(49,314)
Commercial Vehicle Tax	-	-	-	-	-	123,186	-	-	-	-	-	123,186	246,372	255,818	(9,446)
In-Lieu-of Taxes	-	-	-	-	-	10,087	-	-	-	-	-	10,087	20,174	25,372	(5,198)
Local Option Income Tax (LOIT)	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	3,733,648	3,733,649	(1)
County Option Income Tax (COIT)	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	205,100	205,100	0
Fines	64,155	55,488	63,168	52,354	48,419	61,541	57,008	54,250	46,322	63,487	63,487	63,487	693,165	761,840	(68,675)
Photocopier	58	55	147	173	157	87	116	155	130	-	-	-	1,078	-	1,078
Printers	25,763	29,877	34,818	31,928	27,692	28,421	28,821	32,884	27,272	17,846	17,846	17,846	321,014	275,000	46,014
Fax Transmissions	5,035	5,423	6,344	5,702	5,153	5,108	5,541	6,173	4,803	2,667	2,667	2,667	57,281	32,000	25,281
Headsets	617	589	665	568	533	535	615	732	593	500	500	500	6,946	6,000	946
USB	537	502	610	593	505	459	475	570	435	500	500	500	6,186	6,000	186
PLAC Dist.	-	-	-	-	-	77,837	-	-	-	-	-	-	77,837	83,000	(5,163)
Interest income	4,977	4,754	5,498	5,845	7,030	6,968	8,659	12,390	12,488	2,917	2,917	2,917	77,360	35,000	42,360
Library totes	149	155	140	178	182	320	222	179	158	150	120	100	2,053	2,500	(447)
Other Card Revenue	285	266	197	7	136	75	70	65	135	1,000	900	500	3,636	12,000	(8,364)
Miscellaneous	194	369	181	246	(357)	35	53	32	289	500	500	500	2,543	6,000	(3,457)
Proctoring Exams	435	345	630	500	815	520	1,075	340	275	300	300	300	5,835	3,500	2,335
Facility Rental	17,456	17,563	19,947	21,416	20,929	26,582	37,401	25,776	27,016	30,000	15,000	26,640	285,727	261,640	24,087
Catering Commission	-	9,894	-	1,446	2,460	10,665	5,833	-	10,623	14,000	17,000	5,500	77,421	75,000	2,421
Café Revenue	-	-	-	1,656	-	1,142	510	930	-	500	500	500	5,738	6,000	(262)
Reimbursement for Services	-	20,117	-	-	64,613	87,456	11,116	513	22,298	-	-	54,000	260,113	175,000	85,113
Insurance Reimbursement	-	-	686,389	-	17,126	-	-	-	-	-	-	-	703,515	20,000	683,515
Refunds	4,487	-	3,175	-	27,949	-	-	-	-	-	-	-	35,611	5,000	30,611
Erate Revenue	25,618	25,605	12,803	47,830	12,803	12,803	-	45,255	12,893	12,803	31,000	12,803	252,215	250,000	2,215
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	20	40	-	20	40	-	40	-	-	2,000	-	2,160	5,000	(2,840)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	477,996	499,251	1,162,981	2,048,672	6,064,394	13,781,082	710,746	508,511	493,958	1,750,398	5,308,465	11,256,536	44,062,991	42,937,101	1,125,890
Expenditures:															
Personal Services & Benefits	2,045,240	1,846,976	1,829,080	1,828,056	1,863,028	2,718,351	1,934,812	1,924,023	1,880,098	1,977,479	1,977,479	3,066,756	24,891,379	25,820,562	929,183
Supplies	72,458	79,779	46,498	62,405	63,772	61,012	44,047	30,472	93,574	414,848	353,681	199,946	1,522,491	1,522,491	-
Other Services and Charges	1,422,247	1,074,162	1,238,563	885,726	973,109	877,705	1,006,326	1,056,163	875,607	1,672,110	2,319,688	2,057,510	15,458,917	15,458,917	-
Library Materials Capital Outlay	179,926	338,967	252,058	229,033	309,557	249,992	175,393	466,742	238,867	277,241	793,038	610,385	4,121,199	4,121,199	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,719,871	3,339,884	3,366,199	3,005,220	3,209,466	3,907,060	3,160,578	3,477,400	3,088,146	4,341,678	5,443,887	5,934,598	45,993,986	46,923,169	929,183
Change in AP/Petty Cash	787,067	(489,170)	72,567	(136,281)	(138,836)	(95,567)	217,715	(254,518)	121,282	-	-	-	-	-	-
Ending Balance	\$16,466,412	\$13,136,608	\$11,005,957	\$ 9,913,129	\$12,629,221	\$22,407,676	\$20,175,559	\$16,952,152	\$ 14,479,246	\$ 11,887,966	\$ 11,752,544	\$ 17,074,483	\$ 16,990,225	\$ 14,935,152	

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

Fund	Fund Name	Beg. Balance	Current Month Receipts	Current Month Expenditures	END BALANCE	INVESTMENTS**	TOTAL
101	GENERAL (OPERATING) FUND	* \$ 11,785,318	\$ 489,725	\$ (2,970,030)	\$ 9,305,012	\$ 5,174,234	\$ 14,479,246
102	EXCESS LEVY	-	-	-	-	-	-
103	UNUSED	-	-	-	-	-	-
104	FINES	6	84,684	(84,670)	19	-	19
190	BEECH GROVE	-	-	-	-	-	-
226	PARKING GARAGE	* 453,949	19,747	(851)	472,845	204,026	676,871
230	GRANT	1,258,900	27,544	(54,324)	1,232,120	-	1,232,120
245	RAINY DAY FUND	891,960	-	-	891,960	4,563,661	5,455,622
270	SHARED SYSTEM	53,165	504	(16,667)	37,002	311,815	348,816
290	CAFÉ & CATERING	-	-	-	-	-	-
301	B&I REDEMPTION FUND	1,039,068	248	-	1,039,316	1,482,835	2,522,151
321	B&I REDEMPTION FUND II	162,776	-	-	162,776	-	162,776
471	LIBRARY IMPROV RESERVE FUND	150,435	2,831	(378,778)	(225,512)	2,656,480	2,430,968
472	CONSTRUCTION	62,006	-	-	62,006	-	62,006
473	CAPITAL PROJECTS FUND	-	-	-	-	-	-
474	2014 MULTI-BRANCH FAC IMPROV	2,491	-	-	2,491	-	2,491
475	2015 BOND - RFID BOOKS AND MAT	153,366	-	(185,687)	(32,320)	750,000	717,680
476	2016 BOND - MICHIGAN ROAD	(460,408)	1,836,679	(872,193)	504,078	2,835,609	3,339,687
477	2017 BOND - BRIGHTWOOD	195,144	-	(148,177)	46,967	5,351,131	5,398,098
478	2017 BOND - EAGLE	(337,908)	762,965	(155,550)	269,506	5,309,410	5,578,916
479	2018A BOND - ILS/AHS/FACIM	4,871,631	-	(40,040)	4,831,591	-	4,831,591
800	GIFT	338,735	200	(59,867)	279,067	519,691	798,759
806	PAYROLL LIABILITIES	76,321	108,820	(110,184)	74,956	-	74,956
812	FOUNDATION AGENCY FUND	1,222	679	-	1,900	-	1,900
813	STAFF ASSOCIATION	6	-	-	6	-	6
814	SALES TAX	964	1,304	(964)	1,304	-	1,304
815	PLAC CARD REVENUE	35,186	3,510	-	38,696	-	38,696
Totals		\$ 20,734,331	\$ 3,339,439	\$ (5,077,983)	\$ 18,995,788	\$ 29,158,891	\$ 48,154,679

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

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

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	<u>Balance</u> <u>September 30, 2018</u>	<u>Interest Earned</u> <u>September 30, 2018</u>		<u>Balance</u> <u>August 31, 2018</u>	<u>Interest Earned</u> <u>August 31, 2018</u>
Operating Fund	\$ 11,062,267	\$ 5,089	Operating Fund	\$ 11,057,179	\$ 5,241
Library Improvement Reserve Fd	622	0	Library Improvement Reserve Fd	622	0
Shared System Fund	46,280	21	Shared System Fund	46,259	22
Grant Fund	438,745	202	Grant Fund	438,543	208
Parking Garage	305,317	140	Parking Garage	305,176	145
Bond & Interest Redemption Fd	539,254	248	Bond & Interest Redemption Fd	539,006	255
Total Chase Savings Account	\$ 12,392,485	\$ 5,700	Total Chase Savings Account	\$ 12,386,784	\$ 5,871
<i>The average savings account rate for September was 0.56%</i>			<i>The average savings account rate for August was 0.56%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	<u>Balance</u> <u>September 30, 2018</u>	<u>Interest Earned</u> <u>September 30, 2018</u>		<u>Balance</u> <u>August 31, 2018</u>	<u>Interest Earned</u> <u>August 31, 2018</u>
Operating Fund	\$ 3,613,154	\$ 5,092	Operating Fund	\$ 3,608,062	\$ 4,768
Library Improvement Reserve Fd	2,656,480	3,743	Library Improvement Reserve Fd	2,652,736	3,506
Shared System Fund	311,815	439	Shared System Fund	311,375	411
Gift Fund	519,691	732	Gift Fund	518,959	686
Parking Garage	204,026	288	Parking Garage	203,739	269
Rainy Day Fund	4,390,466	6,187	Rainy Day Fund	4,384,279	5,794
Bond & Interest Redemption Fd	1,039,382	1,465	Bond & Interest Redemption Fd	1,037,917	1,372
Total Fifth Third Bank	\$ 12,735,013	\$ 17,946	Total Fifth Third Bank	\$ 12,717,067	\$ 16,805
<i>The average investment account rate for September was 1.69%</i>			<i>The average investment account rate for August was 1.59%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	<u>Balance</u> <u>September 30, 2018</u>	<u>Interest Earned</u> <u>September 30, 2018</u>		<u>Balance</u> <u>August 31, 2018</u>	<u>Interest Earned</u> <u>August 31, 2018</u>
Operating Fund	\$ 1,549,101	\$ 2,288	Operating Fund	\$ 1,546,813	\$ 2,361
Rainy Day Fund	173,195	256	Rainy Day Fund	172,940	264
2017A Brightwood Project Fund	2,850,450	7,287	2017A Brightwood Project Fund	5,343,164	8,156
Total Hoosier Fund Account	\$ 4,572,747	\$ 9,831	Total Hoosier Fund Account	\$ 7,062,916	\$ 10,781
<i>The average Hoosier Fund account rate for September was 1.80%</i>			<i>The average Hoosier Fund account rate for August was 1.80%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	<u>Balance</u> <u>September 30, 2018</u>	<u>Interest Earned</u> <u>September 30, 2018</u>		<u>Balance</u> <u>August 31, 2018</u>	<u>Interest Earned</u> <u>August 31, 2018</u>
Operating Fund	\$ 11,979	\$ 20	Operating Fund	\$ 11,959	\$ 20
2015 RFID Project Fund	750,000	-	2015 RFID Project Fund	750,000	-
2016 Michigan Road Project Fund	2,835,609	7,002	2016 Michigan Road Project Fund	4,578,607	7,737
2017A Brightwood Project Fund	2,500,681	681	2017A Brightwood Project Fund	-	-
2017B Eagle Project Fund	5,309,410	9,677	2017B Eagle Project Fund	6,049,733	10,223
Bond & Interest Redemption Fd	443,453	1,946	Bond & Interest Redemption Fd	441,506	2,014
Total TrustIndiana Account	\$ 11,851,131	\$ 19,326	Total TrustIndiana Account	\$ 11,831,805	\$ 19,994
<i>The average TrustIndiana account rate for September was 1.99%</i>			<i>The average TrustIndiana account rate for August was 1.99%</i>		

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

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

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	6,443	51,391	-	(21,391)
MISCELLANEOUS Total	30,000	30,000	6,443	51,391	-	(21,391)
REVENUE Total	30,000	30,000	6,443	51,391	-	(21,391)
EXPENSE						
CHARGES FOR SERVICES						
431100 LEGAL SERVICES	75,000	80,468	-	10,544	-	69,924
431200 ENGINEERING & ARCHITECTURAL	500,000	763,591	-	15,685	201,815	546,091
431500 CONSULTING SERVICES	203,000	227,208	-	1,000	28,375	197,833
433100 OUTSIDE PRINTING	-	-	-	2,100	-	(2,100)
439905 OTHER CONTRACTUAL SERVICES	250,000	256,300	-	-	-	256,300
CHARGES FOR SERVICES Total	1,028,000	1,327,566	-	29,328	230,190	1,068,048
CAPITAL						
441000 LAND	480,000	1,524,385	-	1,036,885	7,500	480,000
443500 BUILDING	1,040,000	3,115	-	-	-	3,115
CAPITAL Total	1,520,000	1,527,500	-	1,036,885	7,500	483,115
OTHER FINANCING SRCS						
452002 TRANSFER OUT	-	-	-	(706,887)	-	706,887
OTHER FINANCING SRCS Total	-	-	-	(706,887)	-	706,887
EXPENSE Total	2,548,000	2,855,066	-	359,327	237,690	2,258,049

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	26,000	26,000	3,744	28,466	-	(2,466)
MISCELLANEOUS Total	26,000	26,000	3,744	28,466	-	(2,466)
REVENUE Total	26,000	26,000	3,744	28,466	-	(2,466)
EXPENSE						
CHARGES FOR SERVICES						
431100 LEGAL SERVICES	-	-	(2,678)	-	-	-
431200 ENGINEERING & ARCHITECTURAL	-	-	-	29,720	4,000	(33,720)
431500 CONSULTING SERVICES	-	-	596	3,583	4,418	(8,000)
436100 REP & MAINT-STRUCTURE	250,000	250,000	-	-	-	250,000
438400 ISSUANCE COSTS	-	-	-	-	-	-
CHARGES FOR SERVICES Total	250,000	250,000	(2,081)	33,303	8,418	208,280
CAPITAL						
444500 BUILDING IMPRVMENTS & UPGRADES	150,000	150,000	-	-	-	150,000
444501 COMPUTER SOFTWARE	-	357,531	6,411	66,315	293,481	(2,264)
445300 CAPITAL - EQUIPMENT	-	415,871	371,618	449,533	108,087	(141,749)
CAPITAL Total	150,000	923,402	378,028	515,848	401,568	5,987
OTHER FINANCING SRCS						
452002 TRANSFER OUT	-	-	-	-	-	-
OTHER FINANCING SRCS Total	-	-	-	-	-	-
EXPENSE Total	400,000	1,173,402	375,947	549,150	409,985	214,267

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	360,000	360,000	18,242	123,932	-	236,068
347611 EVENTS PARKING	11,000	11,000	1,240	8,560	-	2,440
CHARGES FOR SERVICES Total	371,000	371,000	19,482	132,492	-	238,508
MISCELLANEOUS						
361000 INTEREST INCOME	2,000	2,000	428	3,165	-	(1,165)
MISCELLANEOUS Total	2,000	2,000	428	3,165	-	(1,165)
REVENUE Total	373,000	373,000	19,910	135,657	-	237,343
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	-	1,741	-	759
421500 OFFICE SUPPLIES - FAC/PURCH	3,384	3,384	-	2,744	-	640
422310 CLEANING & SANITATION	-	-	-	21	-	(21)
SUPPLIES Total	5,884	5,884	-	4,506	-	1,378
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	-	-	-	1,553	-	(1,553)
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	-	8,000	-	4,000
432400 DATA COMMUNICATIONS	4,320	4,320	-	2,864	-	1,456
434201 EXCESS LIABILITY	5,280	5,280	-	3,520	-	1,760
436100 REP & MAINT-STRUCTURE	5,525	5,525	30,283	35,808	31,101	(61,384)
436110 CLEANING SERVICES	-	-	-	10,156	-	(10,156)
436200 REP & MAINT-EQUIPMENT	10,000	10,000	-	2,659	-	7,341
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	726	6,101	-	1,899
439905 OTHER CONTRACTUAL SERVICES	50,760	50,760	-	31,999	-	18,761
OTHER SERVICES AND CHARGES Total	95,885	95,885	31,009	102,659	31,101	(37,875)
EXPENSE Total	101,769	101,769	31,009	107,166	31,101	(36,498)

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

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	717,679.91
Fund 476 - Restricted - Michigan Road Project	2,964,573.26
Fund 477 - Restricted - Brightwood Project	5,398,097.56
Fund 478 - Restricted - Eagle Project	5,468,004.15
Fund 479 - Restricted - Multiple Projects	4,831,590.55
Fund 472 - Construction/Foundation	62,006.01
Total Construction Fund Cash Balances	<u>19,444,442.89</u>

Construction Fund Classification Breakdown

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	717,679.91
Fund 476 - Restricted - Michigan Road Project	2,964,573.26
Fund 477 - Restricted - Brightwood Project	5,398,097.56
Fund 478 - Restricted - Eagle Project	5,468,004.15
Fund 479 - Restricted - Multiple Projects	4,831,590.55
Fund 472 - Construction/Foundation - Assigned - Central	62,006.01
Total Construction Fund Breakdown	<u>19,444,442.89</u>

Summary of Classifications

Total Restricted	19,382,436.88
Total Assigned	62,006.01
Total of All Classifications	<u>19,444,442.89</u>

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED			<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>			
Fund 474 - Restricted - E. Washington, Southport, Warren	5,053,406.80	0.00	11,100.00	5,050,915.35	2,491.45	0.00
Fund 475 - Restricted - RFID Project	2,000,000.00	185,686.54	536,737.64	1,282,320.09	217,598.31	500,081.60
Fund 476 - Restricted - Michigan Road Project	7,700,608.78	872,193.00	3,986,584.44	4,736,035.52	2,450,678.63	513,894.63
Fund 477 - Restricted - Brightwood Project	6,046,130.89	148,177.11	484,030.58	648,033.33	216,631.04	5,181,466.52
Fund 478 - Restricted - Eagle Project	7,776,037.45	155,550.27	2,224,327.71	2,308,033.30	3,702,001.15	1,766,003.00
Fund 479 - Restricted - Multiple Projects	5,030,000.00	40,040.23	168,409.45	168,409.45	484,617.35	4,376,973.20
Major Repairs & Maintenance	3,454,070.94	0.00	54,677.00	3,392,064.93	16,358.90	45,647.11
Central Technology	6,851,898.93	0.00	15,967.76	6,851,898.93	0.00	0.00
Total Expenditures	<u>43,912,153.79</u>	<u>1,401,647.15</u>	<u>7,481,834.58</u>	<u>24,437,710.90</u>	<u>7,090,376.83</u>	<u>12,384,066.06</u>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	774.21	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 474	24,106.15	0.00	0.00	24,106.15	0.00
** Estimated Future Interest Earnings - Fund 476	135,608.78	7,002.16	69,925.38	135,608.78	0.00
** Estimated Future Interest Earnings - Fund 477	101,130.89	7,967.16	62,963.26	101,130.89	0.00
** Estimated Future Interest Earnings - Fund 478	59,409.90	9,677.28	59,409.90	59,409.90	0.00
** Estimated Future Interest Earnings - Fund 479	30,000.00	0.00	0.00	0.00	30,000.00

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

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

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



Board Action Request

6b

To: IMCPL Board

Meeting Date: October 22, 2018

From: Finance Committee

Approved by the Board: October 22, 2018

Effective Date: October 22, 2018

Subject: Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Perry Township Branch Facility Improvement Project and Expenses Related Thereto

Recommendation: Authorize the adoption of Resolution 39-2018

Background: The Library Board adopted Resolution 34-2014 on August 25, 2014 a "Preliminary Bond Resolution" to approve the Perry Township Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$9,415,000. Upon this approval, the Library published notice of the preliminary determination in two local newspapers and at the conclusion of thirty (30) days after such notices were published; the Marion County Voter Registration Office had not received any petitions under Indiana Code 6-1.1-20-3.1, as amended, that were signed by any registered voters or owners of real property in the Public Library requesting the application of the petition-remonstrance process to the Perry Township Branch Facility Improvement Project or the financing of the project as set forth in the Preliminary Bond Resolution. At this time, we are moving forward with the issuance of the bonds and appropriation of the proceeds to begin the Perry Township Branch Facility Improvement Project.

Strategic/Fiscal Impact: This bond issue is incorporated into our long term debt plan which keeps the debt tax rate at or below \$0.0318. The interest expense on the bonds is estimated to be \$2,199,206 with an estimated repayment term of 12 years. The estimated maximum annual payment is estimated to be \$1,234,275. The bond payment for this debt was included in the 2019 budget approved by the Board on August 27, 2018.



Board Resolution

6b

**RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS
TO PAY FOR THE PERRY TOWNSHIP BRANCH FACILITY IMPROVEMENT
PROJECT AND EXPENSES RELATED THERETO**

RESOLUTION 39-2018

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

WHEREAS, the Library Board (the “Board”) of the Public Library, has given consideration to the new construction and equipping of a new facility that will in part replace the existing Fountain Square Branch Library to reduce a service area gap in Perry Township and improve the public’s access to Library services, collections, and technology, which facility as currently anticipated will be located near the center of Perry Township, will be in addition to the existing Southport Branch Library, will consist of a facility containing approximately 25,000 square feet and sited on approximately six (6) acres with on-site parking (collectively, the “Perry Township Branch Facility Improvement Project”); and

WHEREAS, on August 25, 2014, subsequent to a public hearing on the Perry Township Branch Facility Improvement Project and the financing of the Perry Township Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library, the Board adopted Resolution 34-2014 (the “Preliminary Bond Resolution”), which preliminarily determined to approve the Perry Township Branch Facility Improvement Project and the financing of the Perry Township Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$9,415,000, with a maximum term not to exceed fifteen (15) years from the date of issuance and other terms and conditions set forth in the Preliminary Bond Resolution; and

WHEREAS, in accordance with Indiana Code § 6-1.1-20-3.1, as amended, subsequent to the adoption of the Preliminary Bond Resolution, the Public Library published the notice of these preliminary determinations in two local newspapers, and at the conclusion of thirty (30) days after such notices were published, the Marion County Voter Registration Office had not received any petitions under Indiana Code § 6-1.1-20-3.1, as amended, that were signed by any registered voters or owners of real property in the geographical boundaries of the Public Library requesting the application of the petition-remonstrance process to the Perry Township Branch Facility Improvement Project or the financing of the Perry Township Branch Facility Improvement Project as set forth in the Preliminary Bond Resolution; and

WHEREAS, in accordance with Indiana Code § 36-3-6-9, as amended, the City-County Council of the City of Indianapolis and of Marion County, Indiana, adopted an ordinance on November 10, 2014, that approved the issuance of the general obligation bonds of the Public Library in accordance with the terms and conditions set forth in the Preliminary Bond Resolution for the purpose of financing the Perry Township Branch Facility Improvement Project; and

WHEREAS, the Board has determined it is necessary to proceed with the Perry Township Branch Facility Improvement Project; and

WHEREAS, based on the foregoing the Board now deems it advisable to issue, pursuant to Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, the “Indianapolis-Marion County Public Library General Obligation Bonds, Series [to include the year of issuance and other distinguishing designation]” (the “Perry Township Branch Bonds”) in one or more series and in an original aggregate principal amount not to exceed Nine Million Four Hundred Fifteen Thousand Dollars (\$9,415,000) (the “Authorized Amount”) for the purpose of providing for the payment of (i) all or a portion of the costs of the Perry Township Branch Facility Improvement Project, (ii) the reimbursement of preliminary expenses related thereto and all incidental expenses incurred in connection therewith, including necessary engineering, design, and related activities (all of which are deemed to be a part of the Perry Township Branch Facility Improvement Project), and (iii) the costs of selling and issuing the Perry Township Branch Bonds; and

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

WHEREAS, the amount of proceeds of the Perry Township Branch Bonds allocated to pay costs of the Perry Township Branch Facility Improvement Project, together with estimated investment earnings thereon, does not exceed the cost of the Perry Township Branch Facility Improvement Project as estimated by the Board; and

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

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

Section 1. Authorization for Bonds and Appropriation of Proceeds. In order to provide financing for all or any portion of the Perry Township Branch Facility Improvement Project as described above and the costs of selling and issuing the Perry Township Branch Bonds, the Public Library shall borrow money, and shall issue the Perry Township Branch Bonds as herein authorized. An appropriation in the amount not to exceed the Authorized Amount, together with all investment earnings thereon, has been previously made in a separate resolution to pay for the governmental purposes to be financed by the Perry Township Branch Bonds, and the funds to meet said appropriation shall be provided out of the proceeds of the Perry Township Branch Bonds in the original principal amount not to exceed the Authorized Amount and such investment earnings. Said appropriation is in addition to all other appropriations provided for in

the existing budget and tax levy. The Public Library covenants that the proceeds of the Perry Township Branch Bonds will not be used for any purpose except as described in this Resolution.

Section 2. General Terms of Bonds.

(a) **Issuance of Perry Township Branch Bonds.** In order to procure said loan for such purposes, the Public Library hereby authorizes the issuance of the Perry Township Branch Bonds as described herein. The President of the Board (the "President") is hereby authorized and directed to have prepared and to issue and sell the Perry Township Branch Bonds in one or more series as negotiable, fully registered bonds of the Public Library in an amount not to exceed the Authorized Amount. Total debt service payments (principal and interest) to final maturity on the Perry Township Branch Bonds shall not exceed \$13,351,604.

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

Each series of the Perry Township Branch Bonds shall be numbered consecutively from [year of issuance and other distinguishing designation]R-1 upward, shall be issued in denominations of Five Thousand Dollars (\$5,000) or any integral multiple thereof or in a minimum denomination of One Hundred Thousand Dollars (\$100,000) and denominations of One Thousand Dollars (\$1,000) or any integral multiple thereof above such minimum denomination, as determined by the President at the time of issuance of each series of the Perry Township Branch Bonds, shall be originally dated as of the first day or the fifteenth day of the month in which such series of the Perry Township Branch Bonds are sold or delivered or the date of issuance, as determined by the President, based upon the recommendation of the Public Library's municipal advisor, and shall bear interest payable semi-annually on each January 1 and July 1, commencing not earlier than July 1 in the year after such series of the Perry Township Branch Bonds are issued, at a rate or rates not exceeding five and four tenths percent (5.40%) per annum (the exact rate or rates to be determined by bidding pursuant to Section 6 of the Resolution), calculated on the basis of a 360-day year comprised of twelve 30-day months.

Each series of the Perry Township Branch Bonds shall mature on the dates and shall be issued in the principal amounts as determined by the President, the

Chief Executive Officer of the Public Library (the “Chief Executive Officer”) or the Chief Financial Officer of the Public Library (the “Chief Financial Officer”), based upon the recommendation of the Public Library’s municipal advisor, at the time of sale or issuance of each series of the Perry Township Branch Bonds in order to achieve approximate level debt service on all of the Public Library’s indebtedness and contemplated indebtedness subsequent to the issuance of such series of the Perry Township Branch Bonds.

(b) **Source of Payment.** The Perry Township Branch Bonds are as to all the principal thereof, and as to all interest due thereon, general obligations of the Public Library, payable from ad valorem property taxes on all taxable property within the Public Library, to be levied beginning no earlier than 2018 for collection beginning no earlier than 2019.

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

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

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

receiving payment of, or on account of, the principal thereof and interest due thereon.

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

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

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

So long as such series of the Perry Township Branch Bonds remain and are held in book-entry form on the books of a Clearing Agency, then (1) any such Perry Township Branch Bond may be registered upon the registration record in the name of such Clearing Agency, or any nominee thereof, including Cede & Co.; (2) the Clearing Agency in whose name such Perry Township Branch Bond is so registered shall be, and the Public Library, the Registrar and the Paying Agent may deem and treat such Clearing Agency as, the absolute owner and holder of such Perry Township Branch Bond for all purposes of this resolution, including, without limitation, receiving payment of the principal of and interest

and premium, if any, on such Perry Township Branch Bond, the receiving of notice and the giving of consent; (3) neither the Public Library, the Registrar nor the Paying Agent shall have any responsibility or obligation hereunder to any direct or indirect participant, within the meaning of Section 17A of the Securities Exchange Act of 1934, as amended, of such Clearing Agency, or any person on behalf of which, or otherwise in respect of which, any such participant holds any interest in any such Perry Township Branch Bond, including, without limitation, any responsibility or obligation hereunder to maintain accurate records of any interest in any such Perry Township Branch Bond or any responsibility or obligation hereunder with respect to the receiving of payment of principal or interest or premium, if any, on any such Perry Township Branch Bond, the receiving of notice or the giving of consent; and (4) the Clearing Agency is not required to present any such Perry Township Branch Bond called for partial redemption, if any, prior to receiving payment so long as the Paying Agent and the Clearing Agency have agreed to the method for noting such partial redemption.

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

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

So long as any series of the Perry Township Branch Bonds remain and are held in book-entry form on the books of the Clearing Agency, the provisions of its standard form of Letter of Representations, if executed in connection with the issuance of such Perry Township Branch Bonds, as amended and supplemented, or any successor agreement shall control on the matters set forth therein. Each of the Registrar and the Paying Agent agrees that it will (i) undertake the duties of agent set forth therein and that those duties to be undertaken by either the agent or the issuer shall be the responsibility of the Registrar and the Paying Agent, and (ii) comply with all requirements of the Clearing Agency, including without limitation same day funds settlement payment procedures. Further, so long as any series of the Perry Township Branch Bonds remain and are held in book-entry form, the provisions of Section 2(f) of this Resolution shall control over conflicting provisions in any other section of this Resolution with respect to such series of the Perry Township Branch Bonds.

Section 3. Terms of Redemption. The Public Library shall have the right, at its option, to redeem, according to the procedures set forth in this Resolution all or any part of any and all series of the Perry Township Branch Bonds on and after the dates determined by the President, the Chief Executive Officer or the Chief Financial Officer, based upon the recommendation of the Public Library's municipal advisor, at the time of sale or issuance of each series of the Perry Township Branch Bonds, at face value plus interest accrued to the date fixed for redemption, and with the redemption premium determined by the President, the Chief Executive Officer or the Chief Financial Officer, based upon the recommendation of the Public Library's municipal advisor, at the time of sale or issuance of each series of the Perry Township Branch Bonds.

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

Notice of redemption shall be mailed by first-class mail or by registered or certified mail to the address of each registered owner of a Perry Township Branch Bond to be redeemed as shown on the Registration Record not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption except to the extent such redemption notice is waived by owners of Perry Township Branch Bonds to be redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any Perry Township Branch Bond

shall not affect the validity of any proceedings for the redemption of any other Perry Township Branch Bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers of the Perry Township Branch Bonds called for redemption. The place of redemption may be determined by the President. Interest on the Perry Township Branch Bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such Perry Township Branch Bonds shall no longer be protected by this Resolution and shall not be deemed to be outstanding hereunder, and the holders thereof shall have the right only to receive the redemption price.

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

With respect to any optional redemption of any of the Perry Township Branch Bonds pursuant to this Section 3, unless moneys sufficient to pay the principal of, and premium, if any, and interest on the Perry Township Branch Bonds to be redeemed shall have been received by the Registrar and Paying Agent prior to the giving of such notice of redemption, such notice shall state that said redemption shall be conditional upon the receipt of such moneys by the Registrar and Paying Agent on or prior to the date fixed for redemption. If such moneys are not received by the redemption date, such notice shall be of no force and effect, the Registrar and Paying Agent shall not redeem such Perry Township Branch Bonds, the redemption price shall not be due and payable and the Registrar and Paying Agent shall give notice, in the same manner in which the notice of redemption was given, that such moneys were not so received and that such Perry Township Branch Bonds will not be redeemed and that the failure to redeem such Perry Township Branch Bonds shall not constitute an Event of Default under this resolution. Moneys need not be on deposit with the Registrar and Paying Agent prior to the mailing of the notice of redemption of the Perry Township Branch Bonds pursuant to the provisions of this Section.

No later than the date fixed for redemption, funds shall be deposited with the Paying Agent or another paying agent to pay, and such agent is hereby authorized and directed to apply such funds to the payment of, the Perry Township Branch Bonds or portions thereof called for redemption, including accrued interest thereon to the redemption date. No payment shall be made upon any Perry Township Branch Bond or portion thereof called for redemption until such bond shall have been delivered for payment or cancellation or the Registrar shall have received the items required by this Resolution with respect to any mutilated, lost, stolen or destroyed bond.

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

services required of the Registrar and Paying Agent. The President is authorized to pay such fees as the institution may charge for the services it provides as Registrar and Paying Agent.

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

Section 5. Form of Bonds. The form and tenor of each series of the Perry Township Branch Bonds shall be substantially as follows, all blanks to be filled in properly prior to delivery thereof:

(Form of Bond)

No. [Year of Issuance and Other Distinguishing Designation]R-___

UNITED STATES OF AMERICA

STATE OF INDIANA

COUNTY OF MARION

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BOND, SERIES 20___

Interest
Rate

Maturity
Date

Original
Date

Authentication
Date

CUSIP

Registered Owner:

Principal Sum:

The Indianapolis-Marion County Public Library (the "Public Library"), for value received, hereby promises to pay to the Registered Owner set forth above, the Principal Sum set forth above on the Maturity Date set forth above (unless this bond is called for redemption prior to maturity as hereafter provided), and to pay interest thereon until the Principal Sum shall be

fully paid at the Interest Rate per annum specified above from the interest payment date to which interest has been paid next preceding the Authentication Date of this bond unless this bond is authenticated after the fifteenth day of the month immediately preceding the month in which interest is payable (the "Record Date") and on or before such interest payment date in which case interest shall be paid from such interest payment date, or unless this bond is authenticated on or before June 15, 20__, in which case it shall bear interest from the Original Date, which interest is payable semi-annually on January 1 and July 1 of each year, beginning on July 1, 20__. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

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

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

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

This bond is one of an authorized issue of bonds of the Public Library of like original date, tenor and effect, except as to denominations, numbering, interest rates, and dates of maturity, in the total amount of _____ Dollars (\$ _____), numbered from _____ R-1 up, issued for the purpose of providing funds to pay for a portion of the costs with respect to the new construction and equipping of a new facility that will in part replace the existing Fountain Square Branch Library to reduce a service area gap in Perry Township and improve the public's access to Library services, collections, and technology, which facility as currently anticipated will be located near the center of Perry Township, will be in addition to the existing Southport Branch Library, will consist of a facility containing approximately 25,000 square feet and sited on approximately six (6) acres with on-site parking and for the purpose of paying incidental expenses to be incurred in connection therewith and on account of the sale and issuance of bonds therefor, as authorized by a resolution adopted by the Board of Trustees of the Public Library on the 22nd day of October, 2018, entitled "Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Perry Township Branch Facility Improvement Project and Expenses Related Thereto" (the "Resolution"), and in strict compliance with Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, as amended (collectively, the "Act"), all as more particularly described in the Resolution. The owner of this bond, by the acceptance hereof, agrees to all the terms and provisions contained in the Resolution and the Act.

PURSUANT TO THE PROVISIONS OF THE ACT AND THE RESOLUTION, THE PRINCIPAL OF THIS BOND AND ALL OTHER BONDS OF SAID ISSUE AND THE INTEREST DUE THEREON ARE PAYABLE AS A GENERAL OBLIGATION OF THE

PUBLIC LIBRARY, FROM AN AD VALOREM PROPERTY TAX TO BE LEVIED ON ALL TAXABLE PROPERTY WITHIN THE PUBLIC LIBRARY.

[Insert applicable optional redemption paragraph.]

[Insert applicable mandatory sinking fund redemption paragraphs.]

[Notice of such redemption shall be mailed by first-class mail or by registered or certified mail not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption to the address of the registered owner of each bond to be redeemed as shown on the registration record of the Public Library except to the extent such redemption notice is waived by owners of the bond or bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any bond shall not affect the validity of any proceedings for the redemption of any other bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers, if any, of the bonds called for redemption. The place of redemption may be determined by the President of the Board of Trustees of the Public Library. Interest on the bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such bonds shall no longer be protected by the Resolution and shall not be deemed to be outstanding thereunder.]

[With respect to any optional redemption of the bonds of this issue, unless moneys sufficient to pay the principal of, and premium, if any, and interest on such bonds of this issue to be redeemed shall have been received by the Registrar and Paying Agent prior to the giving of such notice of redemption, such notice shall state that said redemption shall be conditional upon the receipt of such moneys by the Registrar and Paying Agent on or prior to the date fixed for redemption. If such moneys are not received by the redemption date, such notice shall be of no force and effect, the Registrar and Paying Agent shall not redeem such bonds of this issue, the redemption price shall not be due and payable and the Registrar and Paying Agent shall give notice, in the same manner in which the notice of redemption was given, that such moneys were not so received and that such bonds of this issue will not be redeemed and that the failure to redeem such bonds of this issue shall not constitute an Event of Default under the Resolution. Moneys need not be on deposit with the Registrar and Paying Agent prior to the mailing of the notice of redemption of the bonds of this issue pursuant to the provisions of Section 3 of the Resolution.]

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

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

This bond is transferable or exchangeable only upon the registration record kept for that purpose at the office of the Registrar by the Registered Owner in person, or by the Registered Owner's attorney duly authorized in writing, upon surrender of this bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the Registered Owner or such attorney, and thereupon a new fully registered bond or bonds in the same

aggregate principal amount, and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or the Registered Owner, as the case may be, in exchange therefor. The Public Library, any registrar and any paying agent for this bond may treat and consider the person in whose name this bond is registered as the absolute owner hereof for all purposes including for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon.

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

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

[The Public Library has designated this bond and the bonds of this issue as "qualified tax-exempt obligations" in accordance with Section 265(b)(3) of the Internal Revenue Code of 1986, as amended and in effect on the date of issuance of the bonds of this issue.]

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

By: _____
President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

(Form of Registrar's Certificate of Authentication)

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

_____, as Registrar

By: _____

Authorized Representative

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

TEN. COM. as tenants in common

TEN. ENT. as tenants by the entireties

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

UNIF. TRANS.
MIN. ACT _____ Custodian _____
(Cust.) (Minor)

under Uniform Transfers to Minors Act of _____
(State)

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

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

(please print or typewrite name and address of transferee)

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

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

Signature Guaranteed:

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

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

(End of Bond Form)

Section 6. Sale of Bonds. With respect to each series of the Perry Township Branch Bonds, the Chief Financial Officer shall cause to be published a notice of sale once each week for two consecutive weeks in accordance with Indiana Code § 5-3-1-2. The date fixed for the sale shall not be earlier than fifteen (15) days after the first of such publications and not earlier than

three (3) days after the second of such publications. Said bond sale notice shall state the time and place of sale, the purpose for which each series of the Perry Township Branch Bonds are being issued, the total amount thereof, the amount and date of each maturity, the maximum rate or rates of interest thereon, their denominations, the time and place of payment, the terms and conditions upon which bids will be received and the sale made and such other information as is required by law or as the President, the Chief Executive Officer or the Chief Financial Officer shall deem necessary.

As an alternative to the publication of a notice of sale for all or any series of the Perry Township Branch Bonds, the Chief Financial Officer may sell all or any series of the Perry Township Branch Bonds through the publication of a notice of intent to sell such series of the Perry Township Branch Bonds and compliance with related procedures, pursuant to Indiana Code § 5-1-11-2(b).

All bids for each series of the Perry Township Branch Bonds shall be presented to the Chief Financial Officer or the Public Library's municipal advisor in accord with the terms set forth in the bond sale notice. Bidders for each series of the Perry Township Branch Bonds shall be required to name the rate or rates of interest which such series of the Perry Township Branch Bonds are to bear, which shall be the same for all Perry Township Branch Bonds of such series maturing on the same date, the interest rate bid on any maturity of all series of the Perry Township Branch Bonds must not exceed five and four tenths percent (5.40%) per annum, and such interest rate or rates shall be in multiples of one eighth or one hundredth of one percent. The President, the Chief Executive Officer or the Chief Financial Officer shall award each series of the Perry Township Branch Bonds to the bidder for such series who offers the lowest net interest cost, to be determined by computing the total interest on all the Perry Township Branch Bonds of such series to their maturities and deducting therefrom the premium bid, if any, or adding thereto the amount of the discount, if any. No bid for less than ninety-nine and one-half percent (99.50%) of the par value of each series of the Perry Township Branch Bonds, plus accrued interest, shall be considered. The President, the Chief Executive Officer or the Chief Financial Officer may require that all bids be accompanied by certified or cashier's checks payable to the order of the Public Library, or a surety bond, in an amount not to exceed one percent of the aggregate principal amount of such series of the Perry Township Branch Bonds as a guaranty of the performance of said bid, should it be accepted. In the event no satisfactory bids are received on the day named in the sale notice, the sale may be continued from day to day thereafter for a period of thirty (30) days without readvertisement; provided, however, that if said sale is continued, no bid shall be accepted which offers an interest cost which is equal to or higher than the best bid received at the time fixed for sale in the bond sale notice. The President, the Chief Executive Officer and the Chief Financial Officer shall have full right to reject any and all bids.

The President is hereby authorized and directed to have each series of the Perry Township Branch Bonds prepared, the President and Secretary are hereby authorized and directed to execute each series of the Perry Township Branch Bonds in substantially the form and the manner herein provided. The President is hereby authorized and directed to deliver each series of the Perry Township Branch Bonds to the applicable purchaser; thereupon, the President shall be authorized to receive from the applicable purchaser the purchase price for such series of the Perry Township Branch Bonds and take the purchaser's receipt for such series of the Perry Township Branch Bonds. The amount to be collected by the President shall be the full amount which the purchaser of such series of the Perry Township Branch Bonds has agreed to pay

therefor, which shall be not less than ninety-nine and one-half percent (99.50%) of the face value of such series of the Perry Township Branch Bonds plus accrued interest to the date of delivery.

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

The President is hereby authorized and directed to obtain a legal opinion as to the validity of each series of the Perry Township Branch Bonds from Barnes & Thornburg LLP, and to furnish such opinion to the purchaser of such series of the Perry Township Branch Bonds. The cost of such opinion shall be paid out of the proceeds of such series of the Perry Township Branch Bonds.

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

Section 8. Tax Matters. In order to preserve the exclusion of interest on the Perry Township Branch Bonds from gross income for federal income tax purposes and as an inducement to purchasers of the Perry Township Branch Bonds, the Public Library represents, covenants and agrees that:

(a) No person or entity, other than the Public Library or another state or local governmental unit, will use proceeds of the Perry Township Branch Bonds or property financed by the Perry Township Branch Bond proceeds other than as a member of the general public. No person or entity other than the Public Library or another state or local governmental unit will own property financed by Perry Township Branch Bond proceeds or will have actual or beneficial use of such property pursuant to a lease, a management or incentive payment contract, an arrangement such as a take-or-pay or output contract, or any other type of arrangement that differentiates that person's or entity's use of such property from the use by the public at large.

With respect to any management or service contracts with respect to the Perry Township Branch Facility Improvement Project or any portion thereof, the Public Library will comply with Revenue Procedure 2017-13, as the same may be amended or superseded from time to time.

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

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

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

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

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

To the extent permitted by Section 265(b)(3) of the Code and the Public Library's ability to accurately certify at the time of issuance of any and/or all series of the Perry Township Branch Bonds all of the certifications set forth in this paragraph, the Public Library designates any and/or all series of the Perry Township Branch Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Code. In connection with this designation, the Public Library will certify at the time such series of the Perry Township Branch Bonds are issued as follows: (a) such series of the Perry Township Branch Bonds are not private activity bonds as defined in Section 141 of the Code; (b) the Public Library has designated such series of the Perry Township Branch Bonds as qualified tax-exempt obligations for the purposes of Section 265(b) of the Code; and (c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds) which will be issued by the Public Library, together with all entities issuing bonds on behalf of the Public Library, all entities subordinate to the Public Library and all entities created or availed by the Public Library to avoid the requirements of this limitation during the calendar year in which such series of the Perry Township Branch Bonds are issued

will not exceed \$10,000,000. To the extent the Public Library makes such certifications and such certifications are factually correct, such series of the Perry Township Branch Bonds will qualify for the exception provided in Section 265(b)(3) of the Code.

Section 9. Amendments. Subject to the terms and provisions contained in this section, and not otherwise, the owners of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the Perry Township Branch Bonds then outstanding shall have the right, from time to time, anything contained in this Resolution to the contrary notwithstanding, to consent to and approve the adoption by the Public Library of such resolution or resolutions supplemental hereto as shall be deemed necessary or desirable by the Public Library for the purpose of amending in any particular manner any of the terms or provisions contained in this Resolution, or in any supplemental resolution; provided, however, that nothing herein contained shall permit or be construed as permitting without the consent of all affected owners of the Perry Township Branch Bonds:

(a) An extension of the maturity of the principal of or interest on any Perry Township Branch Bond without the consent of the holder of each Perry Township Branch Bond so affected; or

(b) A reduction in the principal amount of any Perry Township Branch Bond or the rate of interest thereon or a change in the monetary medium in which such amounts are payable, without the consent of the holder of each Perry Township Branch Bond so affected; or

(c) A preference or priority of any Perry Township Branch Bond over any other Perry Township Branch Bond, without the consent of the holders of all Perry Township Branch Bonds then outstanding; or

(d) A reduction in the aggregate principal amount of the Perry Township Branch Bonds required for consent to such supplemental resolution, without the consent of the holders of all Perry Township Branch Bonds then outstanding.

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

Whenever at any time within one year after the date of the mailing of such notice, the Public Library shall receive any instrument or instruments purporting to be executed by the owners of the Perry Township Branch Bonds of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the Perry Township Branch Bonds then outstanding, which instrument or instruments shall refer to the proposed supplemental resolution described in such notice, and shall specifically consent to and approve the adoption thereof in substantially the form of the copy thereof referred to in such notice as on file with the Registrar, thereupon,

but not otherwise, the Public Library may adopt such supplemental resolution in substantially such form, without liability or responsibility to any owners of the Perry Township Branch Bonds, whether or not such owners shall have consented thereto.

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

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

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

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

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

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

(d) to provide for the refunding or advance refunding of the Perry Township Branch Bonds; or

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

Section 10. Continuing Disclosure Contract. The Continuing Disclosure Contract, dated as of the date each series of the Perry Township Branch Bonds are issued (each, the “Undertaking”), executed by the Public Library, substantially in the form satisfactory to the President, be and hereby is, ratified and approved.

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

Section 11. Official Statement/Offering Circular. The President is hereby authorized and directed to approve the Preliminary Official Statement for the purposes of selling each series of the Perry Township Branch Bonds, and the President is further authorized to deem and determine each such Preliminary Official Statement as the near final Official Statement with respect to such series of the Perry Township Branch Bonds for purposes of SEC Rule 15c2-12, subject to completion in accordance with such rule and in a manner acceptable to the President, and to place such Preliminary Official Statement into final form as the Final Official Statement of the Public Library for such series of the Perry Township Branch Bonds. The President is authorized to sign each such Final Official Statement and by such signature approve its distribution. In addition, to the extent the Public Library determines to use a Preliminary Offering Circular and/or a Final Offering Circular in lieu of a Preliminary Official Statement and/or a Final Official Statement in connection with the sale and issuance of one or more series of the Perry Township Branch Bonds, the foregoing approvals and authorizations in this Section 11 apply to such Preliminary Offering Circular and/or Final Offering Circular, the use thereof by the Public Library and the signature thereof by the President.

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

Section 13. Other Actions and Documents. The officers of the Board, the Chief Executive Officer and the Chief Financial Officer are hereby authorized and directed, for and on behalf of the Public Library, to execute, attest and seal all such documents, instruments, certificates, closing papers and other papers and do all such acts and things as may be necessary or desirable to carry out the intent of this Resolution. In addition, any and all actions previously taken by any officers of the Board, the Chief Executive Officer or the Chief Financial Officer, in connection with this Resolution, be, and hereby are, ratified and approved. In addition to the foregoing, the President and the Secretary, based on the advice of the Public Library’s municipal

advisor or at the request of the purchaser of any series of the Perry Township Branch Bonds, may modify the dates of the semi-annual interest payment dates to be such other dates which are at least six (6) months apart, and if such interest payment dates are changed, the President and the Secretary may modify the Record Date to such other date that is at least fourteen (14) days prior to each such interest payment date.

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

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

Section 16. Non-Business Days. If the date of making any payment or the last date for performance of any act or the exercising of any right, as provided in this Resolution, shall be a legal holiday or a day on which banking institutions in the Public Library or the jurisdiction in which the Registrar or Paying Agent is located are typically closed, such payment may be made or act performed or right exercised on the next succeeding day not a legal holiday or a day on which such banking institutions are typically closed, with the same force and effect as if done on the nominal date provided in this Resolution, and no interest shall accrue for the period after such nominal date.

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

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

ADOPTED this 22nd day of October, 2018.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

Presentation of The Indianapolis Public Library to the Library Board

Perry Township Branch Facility Improvement Project

October 9, 2018

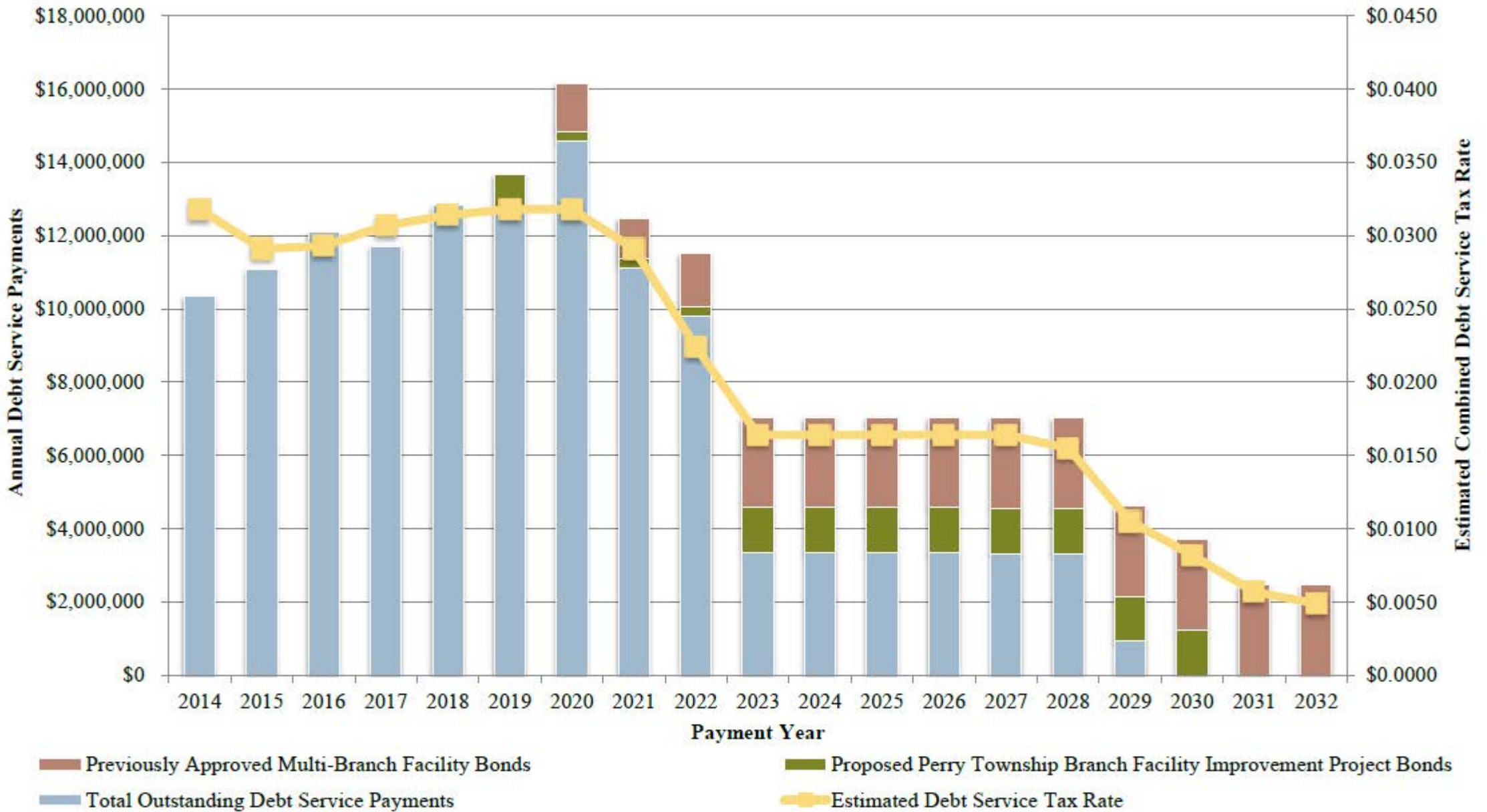
Indianapolis Public Library

Summary of Proposed Bonds

Perry Township Branch Facility Improvement Project Bonds	
Estimated Borrowing Amount	\$9,415,000
Estimated Repayment Term	12 years
Estimated Interest Expense	\$2,199,206
Estimated Maximum Annual Payment	\$1,234,275

Note: The Library actively manages its tax rate such that the payments for the proposed Perry Township Branch Facility Improvement Project Bonds will not increase the Library's debt service tax rate above \$0.0318. The maximum interest expense on the proposed Perry Township Branch Facility Improvement Project Bonds, approved in 2014, was \$3,936,604.

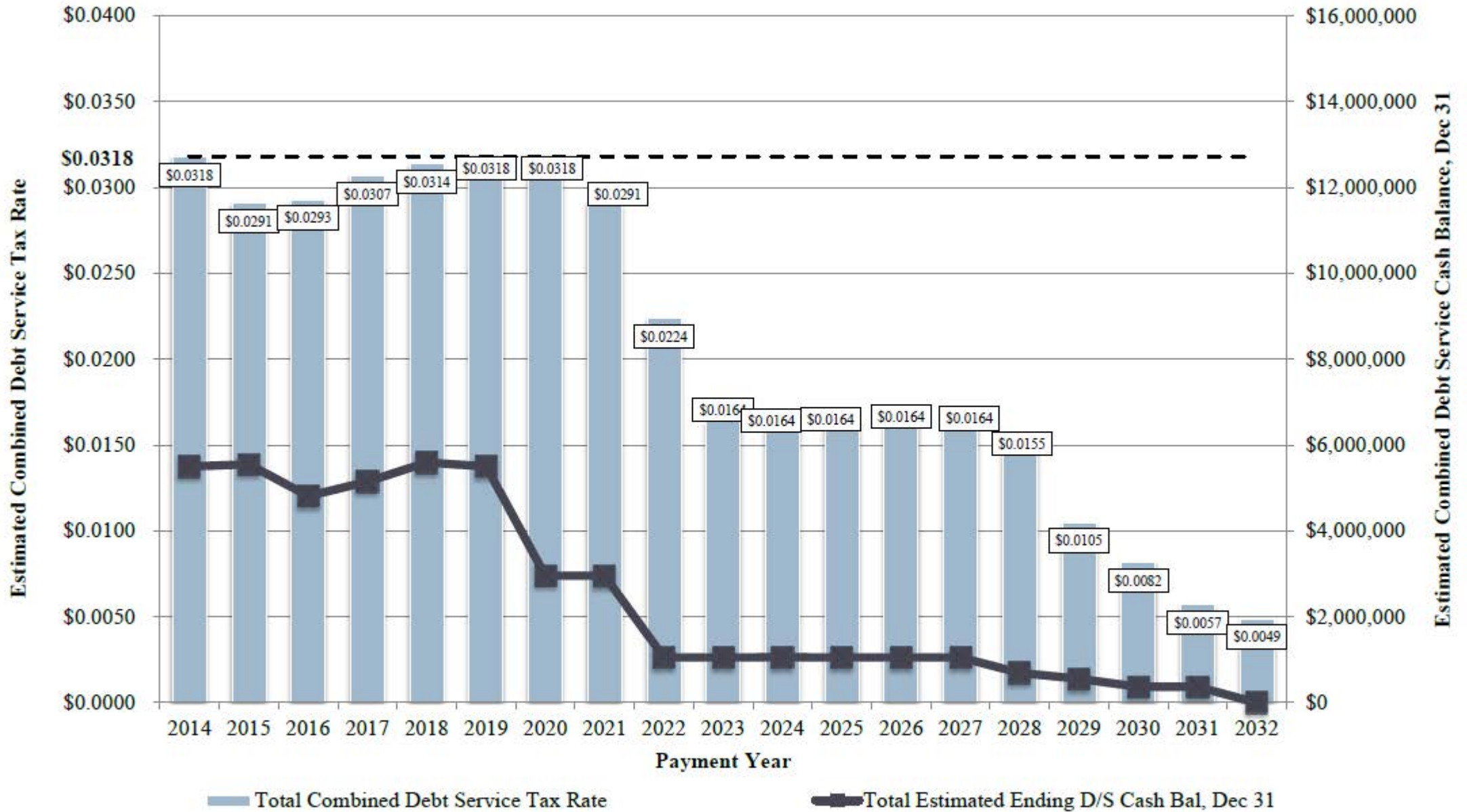
INDIANAPOLIS PUBLIC LIBRARY
EXISTING AND PROPOSED ANNUAL DEBT SERVICE PAYMENTS AND TAX RATES
 (Unaudited)



Note: The previously approved bonds include funding for the \$9,690,000 Fort Benjamin Harrison Project, the \$3,170,000 Multi-Branch Facility Improvements Phase II Project, and the \$10,215,000 Glendale Project.



INDIANAPOLIS PUBLIC LIBRARY
COMPARISON OF TOTAL ESTIMATED DEBT SERVICE CASH BALANCE AND TAX RATE
(Unaudited)



Note: Payment schedules for future bond issues will be evaluated on an annual basis to assist with tax rate management.



Board Action Request

6c

To: IMCPL Board

Meeting Date: October 22, 2018

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: October 22, 2018

Subject: Authorization to Negotiate and Sign a Contract with Innovative Interfaces, Inc. for Integrated Library System Software

Recommendation: The Board Finance Committee recommends Board approval for the attached action (Resolution 40-2018) to authorize the Library CEO to negotiate and sign an agreement for the implementation (which includes project management, system setup, configuration and data load, as well as training) and an initial term of three years of licensing and support services with Innovative Interfaces, Inc. for the Polaris Integrated Library System (ILS) software.

Background: IndyPL and our Shared System members currently use SirsiDynix’s Horizon ILS which has been in place since 2000. For the past 20 years technological advancements to ILS software have been made to improve library operational efficiency in materials ordering, integration of electronic resources, vastly improved searching capabilities and work flow and connectivity with other services.

With the approval of the Library Board Library staff published an RFP to request proposals from vendors to replace our current ILS. The RFP was published June 12th with responses due July 16th. Three vendors responded to our RFP.

All three vendors were invited to demonstrate their proposed solutions, each over three days. Library staff was invited to attend the demos and were then asked to score the systems against evaluation criteria based on the RFP requirements in the areas of Cataloging, Serials, Acquisitions, Public Service, Reporting and the Shared System. The staff evaluations were scored as follows:

Vendor	Innovative	SirsiDynix	TLC
Product Name	Polaris	Symphony	CarlX
Number of Staff Evaluations	136	124	124
Average Score (out of 10):	8.71	6.97	8.09

The Library staff has chosen Polaris for the following reasons:

- Polaris has a fully functional web interface for circulation and other Public Service Staff functions, which will work on mobile devices and require less software installation for our Shared System members.
- Polaris has built-in consortial functionality to support multi-type collaborations like the Shared System.
- Polaris has the most impressive search functionality of the 3 systems, including the ability to limit searching by location and ‘check-in’ status.
- Polaris reporting was robust, with enhanced reporting features accessible to a variety of users. The system has more standard tools available for advanced searching options. In addition, the system architecture provides for a separate environment dedicated to reporting, protecting the production system from inadvertent runaway queries.
- The system has a strong set of interfaces which will work with our self-checks, eResource vendors, RFID equipment, recently developed on-line registration and renewal systems, etc.
- Innovative is comfortable with the rules IndyPL has imposed regarding data access, maintaining the system, load balancing for performance and separating reporting from the production environments.
- Technical Services (Acquisitions, Serials and Cataloging) functions have robust, complete and well-designed workflows and connections with major materials vendors.
- Polaris’ unique “record set” functionality offers a strong tool for maintaining catalogs and patron databases used by very large multi-location libraries and consortia like ours.
- Polaris had the most advanced features for managing floating collections now (rather than promises of future enhancements or development).
- Of the three demos, the Innovative team was knowledgeable, organized, better prepared and took the time to understand our business needs.

Finally, a team of 13 IndyPL staff members from all areas of the library visited Chicago Public Library for two intense days to overview CPL’s recent (2017) Polaris installation. The site visit was highly rated by all.

The library seeks to negotiate and sign a three-year contract with Innovative Interfaces, Inc. that includes implementation costs. Implementation would begin early 2019. The planned go-live is planned for early 2020. Therefore, this contract will cover implementation and subsequent licensing and services for 2020, 2021 and 2022.

Fiscal Impact: Total three-year cost for Polaris licensing and services is \$516,000 (an average annual cost of \$172,000). The one-time implementation costs are estimated to be \$384,000 making the total contract amount not-to-exceed of \$900,000. These funds will be paid from the 2018A Bond Fund.



Board Resolution

6c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 40-2018
AUTHORIZATION TO NEGOTIATE AND SIGN A CONTRACT
WITH INNOVATIVE INTERFACES, INC.
FOR INTEGRATED LIBRARY SYSTEM SOFTWARE**

October 22, 2018

WHEREAS, the Indianapolis Marion-County Public Library (“Library”) wishes to benefit from technological advancements to integrated library system (“ILS”) software to improve library operational efficiency in materials ordering, integration of electronic resources, vastly improved searching capabilities and work flow and connectivity with other services; and

WHEREAS, with the approval of the Library Board of Trustees, Library staff published an RFP on June 12, 2018 with responses due July 16, 2018 requesting proposals from vendors to replace our current ILS; and

WHEREAS, three vendors responded to the Library’s RFP and all three conducted demonstrations to Library staff during August and September, 2018; and

WHEREAS, based on a review of the proposals, the system demonstrations and follow-up with other system users, Library staff recommends selection, purchase and implementation the Polaris ILS from Innovative Interfaces, Inc. for several reasons including the system’s fully functional web interface for circulation, its advanced features for managing floating collections, and its built-in consortial functionality to support multi-type collaborations like the Shared System; and

WHEREAS, the Library staff is recommending Board of Trustees authorization for the Chief Executive Officer to negotiate and sign a contract for implementation and three years of subscription licensing and support services with Innovative Interfaces, Inc. for the Polaris Integrated Library System (ILS) software.

IT IS THEREFORE RESOLVED that the Board of Trustees approves the acquisition of the Polaris Integrated Library System for an initial three-year subscription term, and authorizes the Chief Executive Officer of the Library to negotiate and execute a contract for implementation and three years of subscription licensing and support services with Innovative Interfaces, Inc. for a total cost not to exceed \$900,000 and on terms the Chief Executive Officer deems necessary and advisable based on the recommendations of Library legal counsel, and any such agreement execution and delivery effected, be, and hereby is, confirmed and approved.

DATED this ____ day of _____, 2018.



Board Action Request

7a

To: IMCPL Board **Meeting Date:** October 22, 2018

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

Effective Date: October 22, 2018

Subject: Annual Library Policy Revisions

Recommendation: Approval of Resolution 41-2018 policy revisions under the Human Resources Section; and policy revisions for Materials Renewal; Selection Criteria for Materials; and Displaying the Collection.

Background: The Library annually reviews and updates policies. The attached Human Resources policy revisions primarily include:

Current Policy - Key Updates:

- Tuition Assistance for all positions requiring professional in addition to positions requiring IN State Library certification
- Addition of a 90-day probationary period to employees moving into a new position
- Renewal Limit of Ten Times before items must be returned to a library location if a new set of renewals is desired
- Clarification of the Library’s Selection of Diverse and Inclusive Materials into the Collection

General Updates:

- Minor wording terminology and clarification of policy language

Strategic/Fiscal Impact: Accounted for in the 2019 budget.



Board Resolution

7a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 41-2018**

HUMAN RESOURCE, CAPITAL ASSETS AND RESPONSIBLE BIDDING POLICIES

October 22, 2018

WHEREAS, the Library has conducted a review and update of the Policy Manual; and

WHEREAS, the Diversity, Policy and Human Resource Committee recommends that the Library adds Tuition Assistance for positions requiring professional certification, the addition of a 90-day Probationary Period for employees moving into a new position and clarification of the Library's Selection of Diverse and Inclusive Materials into the collection ; 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 and additions 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.

111 ORGANIZATION AND STAFFING

- Revision located on Page 3 - 111.3 Executive Committee
- Revision on located on Page 3 - 111.5 Library Records Retention

121 TREASURER

- Revision located on Page 3 - 121.13 Interest Earnings

132 EXTERNAL COMMUNICATION

- Revision located on Page 4 – 132.3 Internet
- Revision located on Page 4 – 132.5 Displays (REMOVED, addressed under 605.3)
- Revision located on Page 4 – 132.6 Controversial Subjects (REMOVED, addressed under 605.3)

223 TUITION ASSISTANCE

- Revision located on Page 4 – 223.1 - Tuition Assistance Available for Degree Program
- Revision located on Page 5 – 223.2 Financial Assistance for Positions Requiring Certification
- Revision located on Page 5 – 223.3 Eligibility for Tuition Assistance

232 UNSCHEDULED ABSENCES AND TARDINESS

- Revision located on Page 6 - 232.3 No Call/No Show

233 EMERGENCY CLOSURE

- Revision located on Page 8 – 233.1 Emergency Scheduling

235 BEREAVEMENT LEAVE

- Revision located on Page 8 – Paragraph 1 under Section 235 Bereavement Leave

250 HOLIDAY PAY

- Revision located on Page 9 – Paragraph 1 under 250 Holiday Pay
- Revision located on Page 9 – Paragraph 2 under 250 Holiday Pay
- Revision located on Page 10 – Paragraph 3 under 250 Holiday Pay

262 NEW HIRE PROBATIONARY PERIOD

- Revision located on Page 10 – 262.1 Employees Moving into a Different Position
- Revision located on Page 11 – 262.2 Feedback and Counseling Procedure (Re-numbering only)
- Revision located on Page 11 – 262.3 Library Card in Good Standing (RE-numbering only)

274 PROGRESSIVE DISCIPLINE

- Revision located on Page 11 – 274.1 Progressive Discipline
- Revision located on Page 12 – 274.2 Performance Improvement Plan

500 LIBRARY ACCESS

- Revision located on Page 13 – 500.1 Free Access

507 LOAN OF LIBRARY MATERIAL

- Revision located on Page 14 – 507.2b Residents – Free Cards

510 RENEWAL

- Revision located on Page 15 – In body of paragraph under 510 Renewal

600 INTELLECTUAL FREEDOM

- Revision located on Page 15 – In body of paragraph under 600 Intellectual Freedom

601 MATERIALS COLLECTION SELECTION

- Revision located on Page 16 – 601.7 Selection of Diverse and Inclusive Materials

602 SELECTION CRITERIA FOR MATERIALS

- Revision located on Page 17 – 602.5 CRITERIA: Contribution to diversity or breadth of collection

605 MANAGING THE COLLECTION

- Revision located on Page 17 – 605.3 Display of the collection
- Revision located on Page 18 – 605.4 Evaluation of the Collection (Re-numbering only)
- Revision located on Page 18 – 605.5 Maintenance of the Collection (Re-numbering only)
- Revision located on Page 18 – 606.6 Discards from the Collection

Proposed Policy Updates 2018

111 ORGANIZATION AND STAFFING

Upon the advice and recommendation of the CEO, the Board shall establish an organization and staffing chart for the management of the Library.

111.1 Employment Authority

The Board shall employ and discharge all persons necessary in the administration of the Library upon the recommendation of the CEO. IC 36-12-2-24 (b).

111.2 Temporary and Hourly Employees

The Board authorizes the CEO to establish and fill temporary and/or hourly employment positions as needed for the effectual operation of the Library.

111.3 Executive Committee

The Executive Committee shall be composed of the Chief Executive Officer, Chief Financial Officer, Director of Public Services, Director of Collection Management, Director of Communications, Director of Facilities, Director of Information Technology, Director of Human Resources, and ex-officio members as designated by the CEO. The Executive Committee members shall serve as advisors to the CEO.

111.4 Management Staff

Management Staff shall be defined as the Chief Executive Officer, Chief Financial Officer, Service Area Directors and Service Section Managers. They are responsible for their respective areas and may delegate responsibilities, making clear the correct lines of supervision and communication in each case.

111.5 Library Records Retention

All executive team leaders, managers, supervisors and purchasing agents/acquisitions staff will be familiar with, and comply with Indiana Public Library Retention Schedule [.\(https://www.in.gov/library/files/NDM2016_Chapter_14.pdf\)](https://www.in.gov/library/files/NDM2016_Chapter_14.pdf).

121 TREASURER

121.13 Interest Earnings

All interest derived from an investment by the Library's fiscal officer shall be receipted ~~to the fund of which they are a part~~ (in accordance with IC 5-13-9-6).

132 EXTERNAL COMMUNICATION

The Library will disseminate information through mass and electronic media, printed material, displays, and any other appropriate channels to inform the public of the services, resources, programs, and policies of the Library and to encourage the use of the facilities of the Library.

132.1 Director of Communications Responsibility

The Director of Communications, under the general supervision of the CEO and in consultation with the Executive Committee, is responsible for the preparation and dissemination of public information concerning the Library system.

132.2 Publications

Publications produced by the Library shall facilitate the public use of facilities, programs and collections. Publications are authorized by the CEO and printed or electronically transmitted under the auspices of the Communications Area.

132.3 Internet

The Library maintains a ~~home page web site. on the Internet with links to global sites. Items are selected which complement the Library's home page and physical collection using criteria established for print resources.~~ Electronic communication and publication originating from the Library systems are considered to be representative of the Library.

132.4 Signs

Appropriate signs shall be authorized to designate Library facilities and their hours of service, to aid patrons in their use of the facilities and to provide information about programs or collections. When a space is named according to Policy 140.6, an appropriate sign may be posted to explain the contribution of the named individual or group.

132.5 Displays

~~Timely displays of library and related materials, correlated with community interests and current events, will be used both within the Library and at points outside to attract patrons to the Library, to increase reading interests and to give information.~~

132.6 Controversial Subjects

~~Care will be taken that displays follow collection objectives (Section 320) and selection considerations (Section 322.3) when the subject matter is considered controversial.~~

223 TUITION ASSISTANCE

223.1 Tuition Assistance Available for Degree Program

The Library offers a tuition assistance program to employees who are pursuing an additional job related degree. The assistance is limited to an annual maximum of \$2,000.00 for course work completed at a grade level of 3.0 or above on a 4.0 scale by an employee. Allocation of funds will be prioritized based on institutional goals and available funding. Requests and required documentation for tuition assistance must be submitted within 30 days of course completion.

223.2 Financial Assistance for Positions Requiring Professional Certification

The Library offers financial assistance to employees who are in a position requiring a Professional Certification. The assistance is limited to a maximum total of \$750.00 for course work completed toward achieving the initial Certification requirement. Allocation of funds will be prioritized on successful course completion, (passing a pass/fail course or achieving a grade point of 3.0 or higher on a 4.0 scale), institutional

goals and available funding. Employees not meeting required criteria for financial assistance will not receive assistance from IndyPL and be solely responsible for all costs owed to the course provider.

Requests and required documentation for assistance must be submitted within 30 days of successful certification completion.

223.3 Eligibility for Tuition Assistance

Employees eligible for tuition assistance must be in a position having regularly scheduled hours per week (Part-time, Full-time), have successfully completed the probationary period, and have a performance rating of 3 or above on their most recent performance evaluation. Fixed Hourly employees in positions requiring IN State Library certification are the only hourly employees eligible for tuition or certification assistance.

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

223.4 Repayment of Tuition Reimbursement

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

232 UNSCHEDULED ABSENCES AND TARDINESS

The following policies apply to unscheduled absences:

- The Library has a numerical threshold for unscheduled absences.
- An absence is unscheduled unless the employee requests and receives approval from their supervisor a change of their work schedule at least 24 hours prior to the start of their scheduled work time.
- Under this policy, employees may accumulate up to 8 unscheduled full or partial days absences during an annual performance cycle without any disciplinary consequences.
- Unscheduled absences are counted as 1 occurrence for each full day absence and ½ occurrence for a partial day absence.
- If an employee has an unscheduled absence of more than one day and brings a doctor's note upon returning to work, the multiple consecutive absences up to a maximum of five, will be considered 1 unscheduled absence occurrence.
- If an employee has multiple, consecutive unscheduled absences (for an illness or any other reason) but returns without a doctor's note, each unscheduled absence will be counted toward the 8 annually allowable maximum before progressive discipline begins.
- Absences due to reasons that qualify under the Family Medical Leave Act (FMLA) will not be counted toward an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

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

232.1 Credited Time

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

232.2 Deducted Time

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

232.3 – No Call / No Show

Subject to the requirements of the Americans with Disabilities Act and the Family Medical Leave Act, any unexcused absence of three (3) consecutively scheduled work days without notice by the employee to his supervisor is considered job abandonment and may result in immediate termination of employment. A newly hired employee who is a no call/no show for orientation is to be considered job abandonment and will be separated from employment.

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

232.4 Step Discipline for Unscheduled Absence and Tardiness

STEP DISCIPLINE FOR UNSCHEDULED ABSENCE AND TARDINESS

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

233 EMERGENCY CLOSURE

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

233.1 Emergency Scheduling

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

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

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

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

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

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

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

- a. If operations are officially closed by 6 a.m. due to emergency conditions: Non-exempt employees scheduled to work will be paid their regular rate of pay and designate scheduled work hours as "credited" time. This credited time shall not constitute overtime or special pay and shall not be used for purposes of calculations related to overtime pay.
- b. If a non-weather related emergency closure continues to subsequent days:
 - i. Non-exempt employees' time off from work will be unpaid.
 - ii. With Manager approval, non-exempt employees may use available accrued PTO time to be paid for any non-worked but regularly scheduled hours of the closure at their regular rate of pay.

- c. Staff working on days when operations are officially closed: Non-exempt staff required to work during an emergency closure will be paid time and a half for their scheduled hours worked during the emergency closure period.
- d. When due to severe weather conditions some, but not all, library locations are closed: Non-exempt staff who are scheduled and work at the location(s) which are open will be paid time and a half for their regularly scheduled hours. If the location is closed before the end of the regularly scheduled day, those hours scheduled but not worked shall be paid at their regular rate of pay and designated as "credited" time. This credit time shall not constitute overtime or special pay and shall not be used for purposes of calculations related to overtime pay.
- e. Non-exempt employees scheduled to work at a location closed due to an emergency and reassigned to another location will be paid their regular rate of pay for their scheduled work time.
- f. In instances in which the Library is not closed and civil authorities have not issued travel restrictions, but non-exempt employees determine that it is unsafe or they are otherwise unable to report for work due to severe weather or other emergency conditions, non-exempt employees will not be paid for the time off work but may be permitted to use accrued PTO to be paid for time not worked. At the manager's discretion, non-exempt employees may be given the option of adjusting their schedules within the week to make up lost work time, however the employee's unscheduled absence is a full or partial day occurrence.
- g. In instances in which the Library is not closed and civil authorities have not issued travel restrictions, but exempt employees determine that it is unsafe or they are otherwise unable to report for work due to severe weather or other emergency conditions, exempt employees will be charged any available accrued PTO on their timecard.
- h. If an employee cannot make it to work, they must call and notify their supervisor in advance of their scheduled work time.

235 BEREAVEMENT LEAVE

Bereavement leave will be granted to full-time employees and prorated for part-time benefits eligible employees in the event of the absence necessitated by the death of an immediate family member. Limited bereavement leave may be allowed as set forth in this policy. Bereavement leave is not counted as an unscheduled absence.

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

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

235.1 Immediate Family

Immediate family is defined as spouse, child, parent, sibling, grandchild, grandparent, or each similar relationship established by marriage, and of a legal dependent residing in the employee's household. A maximum of 5 paid work days or appropriate pro-rata work hours for part-time, benefit eligible employees

will be allowed in the event of the death of an immediate family member. The paid time off may be taken all at one time or in no more than two separate blocks of time, each in connection with either the date of death or the memorial service.

235.2 Domestic Partners

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

235.3 Other Relatives

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

235.4 Professional Associates

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

235.5 Personal Friends

Employees granted pre-approved time to call at a funeral home or attend the funeral of a personal friend will have the time charged to accrued PTO and be arranged with the manager.

235.6 Restrictions

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

235.7 Death in Immediate Family During PTO

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

250 HOLIDAY PAY

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

- New Year's Day
- Martin Luther King Day
- Easter (unpaid)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- December 24th
- Christmas Day

A holiday (except Easter), that occurs on a Saturday or Sunday shall be designated as a floating holiday on an employee's timecard during the work week in which the holiday falls. The Library will close at 5 p.m. on the Wednesday before Thanksgiving Day and on December 31st. All employees scheduled to work these days will work a standard day. The workweek will not be further reduced because of the early closing. The Library

will be closed on both Saturday and Sunday before the Monday Memorial Day holiday. All employees will work their standard workweek Monday through Friday the week before Memorial Day. All Benefit Eligible, non-exempt staff will have their holiday hours calculations based on the employee's designated FTE status.

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

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

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

262 NEW HIRE PROBATIONARY PERIOD

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

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

262.1 Employees Moving into a Different Position

Current employees moving into a different position by Promotion, Demotion, Lateral Transfer or Administrative Transfer are considered "probationary employees" for the first 3 months and will receive a monthly progress evaluation during the probationary period to address and improve any performance issues to a satisfactory level.

Probationary employee may not exceed a maximum 3 full or partial day unscheduled attendance occurrences during their probationary period. Occurrences exceeding 3 may result in separation of employment unless covered by an approved leave.

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

262.2 Feedback and Counseling Procedure

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

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

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

262.3 Library Card in Good Standing

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

274 PROGRESSIVE DISCIPLINE

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

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

274.1 Progressive Discipline

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

STEP 1:

First Written Warning:

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

IMPLEMENTATION OF STEP 4:

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

274.2 Performance Improvement Plan

Employees who are placed on a Performance Improvement Plan (PIP) for the purpose of improving performance and/or behavioral deficiencies up to an acceptable level and are unable to meet this requirement or sustain acceptable performance for a minimum twelve months after completion of the PIP shall be separated from employment. ~~Once an employee has completed a maximum of two Performance Improvement Plans, the employee is subject to termination of employment for the next occurrence of unacceptable performance and/or behavior.~~

The purpose of a Performance Improvement Plan is to document any performance issue(s) that need to be corrected including defined performance expectation(s) and timeline of weekly progress checks up to a maximum of 30-days. Failure to improve performance to an acceptable level by the end of the Performance Improvement Plan timeline (Maximum 30-days) will result in discipline up to and including termination of employment.

500 LIBRARY ACCESS

500.1 Free Access

Use of Library materials, resources and facilities for library purposes is free for residents of the Library district, which is comprised of Marion County but excluding ~~the City of Beech Grove and~~ the Town of Speedway.

500.2 Library Service Fees

The Library may require the payment of fees or charges for use of Library materials, resources and facilities outside the ordinary operations of the Library, such as fees or charges for extended use, personal copies or products, private use or use of specialized resources. Fees and charges are recommended by the CEO to the Board and adopted annually by the Board.

500.3 Non-discrimination

The Library does not unlawfully discriminate in providing services to residents of the Library district. All Library services are available to residents of the library district without regard to race, color, religion, national origin, sex, age, physical or mental disability, pregnancy, sexual orientation or gender identity.

500.4 Access for Those Physically or Mentally Disabled

The Library provides access to materials, resources, programs and facilities for residents of the Library district who are physically or mentally disabled.

500.5 Response to Public Needs

The Library welcomes public participation in planning Library services, and suggestions, recommendations and complaints regarding its services.

500.6 Service Hours

Service hours of each location are determined by the CEO and Public Services Director based upon geographic distribution, use, and available resources. Hours are adjusted temporarily in response to local conditions or weather events.

507 LOAN OF LIBRARY MATERIAL

Materials are available for loan to residents of the Library district without charge and to other such individuals who meet qualifications established by the Board and as authorized by statute. Library card application procedures, including identification requirements, loan limits, and fines, are published in print and on the website. A manual of circulation procedures is maintained for staff instruction and referral.

507.1 Lending Regulations

Regulations governing the loan of Library materials are established to protect the public's assets, balanced by the mission to make resources accessible and the availability of the Library's holdings.

507.2 Library Card

A library card is issued to residents and those who meet other qualifications to borrow materials or use online resources. Library cards are not transferable. Borrowers are responsible for reporting their lost or stolen cards. If a borrower's card is lost or stolen, the borrower is liable for any materials checked out and fines or fees assessed prior to the time at which the card is reported lost or stolen.

507.2a Minors

Applicants under 18 years of age are eligible one of three types of library cards.

- Children under 6 years of age will be issued a card to borrow children's materials without overdue charges. The card is issued to parents, guardians or caregiver(s) with proper identification who apply on behalf of the child, and agree to be responsible for the child's selections and return of materials.
- Minors ages 6-18 are eligible for a library card to borrow all materials. The card is issued upon application and requires a parent, guardian or caregiver agreement, as indicated by their signature and verified by proper identification, to be responsible for the minor's selections, the return of the materials and the financial responsibility for fines and fees incurred on the card.
- To access electronic resources through school partnership, student identification will be provided by the school and a borrower's card issued to students specifically for online services. Students wishing to borrow other library materials will need the permission of their parent or guardian accepting responsibility for the child's selections and return of materials.

507.2b Residents – Free Cards

Applicants meeting one of the following requirements are considered a resident and are issued a resident borrower's card valid for three years. All other applicants are considered non-residents.

Reside at any address within the Library district, comprised of Marion County ~~but excluding the City of Beech Grove and~~ but excluding the Town of Speedway.

Pay real estate property tax within the Library district. The spouse, minor children and legal wards of the taxpayer will also qualify. The applicant will be required to present the address and current property tax receipt for the property. Proprietors and partners of a business or members of a Limited Liability Corporation which pays property taxes qualify, though stockholders do not.

507.2c Non- Residents – Fee Cards

Upon payment of the non-resident fee set by the Board, non-residents, including each member of the immediate family (spouse, minor children and legal wards residing at the same address) are eligible for a non-resident card, which is valid for one year. A separate application is to be submitted for each member of the family requesting a card at the time of the initial application and fee payment.

507.2d Non-resident Students and Educators – Free Cards

Students and teachers who are not residents of the Library district but who are enrolled in or a teacher in a public school corporation or nonpublic school that is located at least in part in the Library District and in which students in any grade from preschool through grade 12 are educated are eligible for a free library card valid for one year. Students enrolled in a college or university that is located at least in part in the Library District are eligible for a free library card valid for one year.

507.2e Public Library Access Card

Residents of another Indiana Library district who purchase or present a valid Public Library Access Card and apply for a borrower's card will be issued a card that is valid for one year from date of purchase.

507.2f Corporate Card

A corporate card is available for businesses, schools, day cares or residential facilities to borrow Library materials for the use of employees, students or residents.

510 RENEWAL

Items may be renewed to the same borrower for ~~an unlimited number of times~~ a total of ten times unless the items are on request for other users or libraries. Items may be renewed by phone, online or in person at any library. ~~After ten renewals, items must be physically presented at an IndyPL location if a new set of ten renewals is desired.~~ Renewal of the Library's electronic titles varies depending on the service.

600 INTELLECTUAL FREEDOM

The Library enables all individuals in the Indianapolis community to exercise their right to access constitutionally protected information as guaranteed in the First Amendment to the Constitution of the United States, which protects the freedom of expression and the corollary freedom of access to information. The Library selection policy is guided by the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement* adopted by the American Library Association. ~~Library staff cannot allow their own preferences to limit their degree of tolerance in collection development or in providing access to the collection.~~

601 MATERIALS COLLECTION SELECTION

Library materials are purchased for use by Library cardholders to meet their information, education, recreation, and entertainment needs as inclusively as the library budget allows.

601.1 Selection of Materials for Adults

The library maintains a diverse collection of materials designed to satisfy the needs and interests of a wide audience of adults in the Indianapolis community. Material of a scholarly, academic or highly specialized nature may not meet selection criteria. Selection of adult materials is not inhibited by the possibility that materials may inadvertently fall into the hands of children. Library materials are not sequestered except for the express purpose of protecting them from damage or theft. The library does not advocate labels or rating systems for Library materials except for the use of directional labels for ease of finding items in the collection. The library affirms the rights of individuals to form their own opinions about resources they choose to read or view.

601.2 Selection of Materials for Minors

The Library selects materials for children and teens with the intent to foster reading, to support recreational interests and to provide materials on a wide range of topics to spark natural curiosity and broaden interests. Selection of children's and teen material is subject to the Library's Selection Criteria as well as review of appropriateness of content and suitability of subject and style for the minor audience. The children and teen collections at all library locations will be shelved in age appropriate sections designated for them. Lists of recommended titles, links on the Library website and staff guidance are provided to help children and teens select age appropriate materials.

601.2a Responsibility of Use of the Collection by Minors

Only parents or legal guardians have the authority and responsibility to decide the reading, viewing or listening use of library materials for their own minor children.

601.3 Selection of Materials for Students

The Library supports student learning at all academic levels with supplementary materials for reading or reference use by individuals. Materials for curriculum support are provided according to selection criteria and

are intended to be secondary materials for classroom curriculum. Multiples of a single title for classroom use is not guaranteed.

601.4 Selection of Materials for Caregivers, Homeschoolers, Educators or Youth Leaders

The Library encourages and supports all adults who foster reading in children and teens through collection development and by providing lists of recommended titles, links on the Library website, staff guidance and other resources for these adults.

601.5 Collaborative Collection Development for the Shared System

The Library supports Shared System and collaborative collection development through student, faculty and member use of the collection by delivering materials to these schools and museums.

601.6 Selection of Materials for those with Special Needs

The Library seeks to provide materials for patrons with a variety of special needs. These materials include special formats, world languages and customized reading levels. Materials in world languages are provided in all formats, in commonly spoken world languages of the community.

601.7 Selection of Diverse and Inclusive Materials

The Library endeavors to create a balanced collection that embraces and promotes diversity and inclusion. The collection will serve to preserve, promote, highlight and give voice to individuals and groups with varying backgrounds, experiences, styles, perceptions, values and beliefs.

602 SELECTION CRITERIA FOR MATERIALS

The library is inclusive rather than exclusive when purchasing materials for the collection and uses the "CRITERIA FOR SELECTION" guidelines to make collection content decisions.

602.1 CRITERIA: Current and anticipated needs and interests of the public

The library purchases the materials users want, when they want them. These materials include best sellers, information on timely topics and titles of specific local interest.

602.2 CRITERIA: Review Media Evaluations

Critical reviews in a wide variety of library review journals and the popular press are used to determine the potential popularity of materials in Indianapolis.

602.3 CRITERIA: Accuracy and timeliness of content

The Library provides an overall collection that is up to date with attention paid to rapidly changing subject areas.

602.4 CRITERIA: Author/Publisher credibility

Works by best-selling and well-known authors, directors or musicians are selected. Self-published works or those from small presses warrant closer evaluation and are added if they feature regional connections, have wide audience appeal or have received a positive review in a local paper or national review publications.

602.5 CRITERIA: Contribution to diversity or breadth of collections

The breadth and depth of the collection reflects the interests of the diverse and ever-changing Indianapolis community and **diversity** is a priority for building the collection. The library may limit the number of copies within a subject area to maintain breadth of collection.

602.6 CRITERIA: Presentation of unique or controversial point of view

Material on a controversial subject is chosen to represent different points of view. The Library may exclude materials it deems ultra-sensational or inflammatory. Selection is made solely on the merits of the work in relation to building the collection and to serving the interests of patrons. No library materials will be removed from the Library because of partisan or doctrinal disapproval. The overall purpose of the material is the chief criterion of selection. The Library excludes material that it judges to have been created purely to appeal to a taste for sensationalism, obscenity and/or prurient interests. However, material that illuminates some issue or aspect of life will not be excluded because its language or subject matter may be offensive to some patrons. Material is judged for its strength and value as a whole and not in part.

602.7 CRITERIA: Nominations for awards or prizes

Materials that are nominated or receive regional, state or national recognition are purchased.

602.8 CRITERIA: Quality and packaging of production

The physical quality and technical caliber of illustrations, covers, bindings, recording, printing or packaging are factors in the selection of library materials. Materials must be durable under multiple uses by many users. Flimsy paperback covers, spiral bindings or items with numerous pieces may be considered inappropriate for the library collection.

602.9 CRITERIA: Price

In combination with other criteria or alone, items with significantly high prices are scrutinized to ensure the demand for the item is worth the price.

605 MANAGING THE COLLECTION

An assessment of community needs and a clear understanding of the intended audience are used to build the Library collection. Purchases are guided by the Library's strategic plan with intent to accomplish the strategies and actions set forth.

605.1 Organizing the Collection

The collection will be organized for optimum access and retrieval of materials.

605.2 Distribution of the Collection

The Library maintains one materials collection which is shared by all Library locations. The Library provides a sufficient number of copies of each title purchased to minimize the wait time for users.

605.3 Display of the collection

Timely displays of library and related materials, correlated with community interests and current events, will be used both within the Library, and at pop-up points outside to attract new and returning patrons to the Library, to increase reading interests and to share information about library services, events and activities. Care will be taken that for displays to follow the materials selection criteria (sections 601 and 602.6) when the subject matter is considered controversial.

605.4 Evaluation of the Collection

The library maintains a high quality, fresh and current collection through selection, as well as aggressive and judicious weeding. Therefore, the library discards items that are outdated, no longer in demand, physically

worn out, or whose purpose is better served by online resources. Weeding is an ongoing process at all library locations.

605.4 605.5 Maintenance of the Collection

Appropriate evaluation and effective weeding make materials easier for users to locate on library shelves. Collection maintenance ensures ample room for new materials, returns and merchandizing opportunities. Turnover goals are accomplished for specific formats and subjects.

605.5605.6 Discards from the Collection

Discarded Library materials and public donations are given to the Library Foundation for dispensation as in accordance IC 36-12-3-5 and IndyPL policy 123.4.

2018 Policy Revisions

To: IndyPL Board Meeting Date: October 22, 2018
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Michigan Road Branch Construction Progress for September 2018

The Project has reached a milestone with the completion of the masonry work.

Approximately 75 community members and staff attended a Sneak Peek event on October 4, 2018 to take a look at the building as we move along to completion.

IndyPL Staff continues to prepare the building for public services:

- CMSA is organizing the collections and move activities. This involves ordering materials, scheduling deliveries, planning the collection layout on the shelves, and coordination with the specialized library moving vendor.
- IT is working on network infrastructure and preparing the new computers. This involves working with AT&T for the wide-area network, ordering network equipment, ordering computers, and installing the various software builds.
- Public Services are working to provide staff for the Branch. This involves hiring and training new staff for the building.



Project Site on October 3, 2018

View of the entrance with the parking lot ready for gravel and paving work.

Facilities Briefing Report

To: Facilities Committee, Item 8a

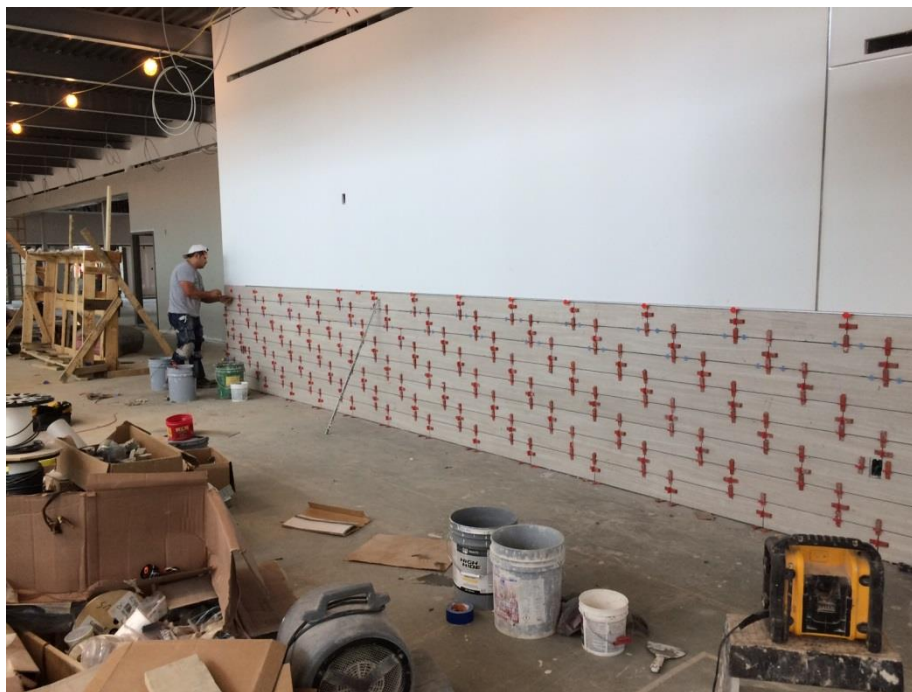
From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: October 22, 2018



Project Site on October 3, 2018
New Study Rooms on the north side of the building.



Project Site on October 9, 2018
Installation of ceramic wall tile by the Information Desk.

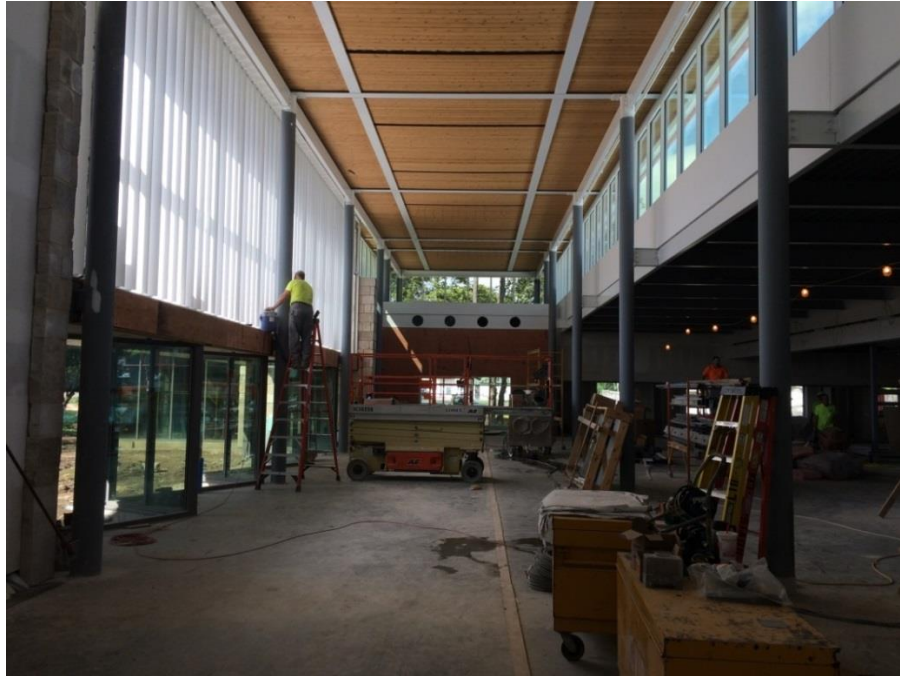
Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: October 22, 2018



Project Site on October 3, 2018

View of the Concourse with the Saw Tooth Area and sun control fins.



Project Site on October 9, 2018

View of the Concourse with the Saw Tooth Area and view to Michigan Road.
The blue posts are the supports for the tables made from wood harvested on site.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: October 22, 2018



Project Site During the Sneak Peek Event on October 4, 2018
Denyce Malone is showing-off the new Children's Area to Tami Edminster.

Construction Schedule Update

Preview event	October 4, 2018
Start ceiling grid	October 15, 2018
Install library shelving	October 29, 2018
Substantial Completion	November 7, 2018

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)	
Construction Contingency	\$549,000.00
<u>Expenses to Contingency</u>	<u>\$247,498.67</u>
Remaining Contingency	\$301,501.33
Percent Remaining Contingency	54.9%

To: IndyPL Board
Facilities Committee

Meeting Date: October 22, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Eagle Branch Construction Progress for September 2018

Major milestone work completed in September includes completion of the exterior wall framing and installation of sheathing.



Project Site on October 3, 2018
View looking east of the south elevation and overhang.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: October 22, 2018



Project Site on October 3, 2018

View inside looking west showing the windows in the Marketplace Area.



Project Site on October 3, 2018

View looking from Moller Road to the new building.

Facilities Briefing Report

To: Facilities Committee, Item 8b
From: Sharon Smith, Facilities Director
Re: Eagle Branch Construction Progress
Date: October 22, 2018



Project Site on October 3, 2018

View of the east wall with the foundation waterproofing, insulation and brick wall anchors.

Construction Schedule Update

Exterior Framing	August 27, 2018
Exterior Masonry	September 5, 2018
Substantial Completion	March 15, 2019

Summary Construction Budget Update

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



Board Briefing Report

8c

To: IndyPL Board
Facilities Committee

Meeting Date: October 22, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Facilities Briefing Report for November Action Items
Approval to Award an Architectural Design Services Contacts for the
Glendale, Lawrence and Wayne Branch Projects

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. Indy PL is seeking Vendors whose combination of experience, processes, and personnel will provide timely, cost-effective and exemplary professional Services to IndyPL for the Projects. 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. IndyPL intends to review the SOQs submitted by Vendors with the intent of entering into an Agreement with a separate Vendor for each of the three (3) Projects described in the RFQ. 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 Vendors shall be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured. 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 October 4, 2018, and the SOQs due date is October 25, 2018. The IndyPL Evaluation Committee will review all qualifications received, interview selected Vendors, check references, and report the results to the Facilities Committee at its November 13, 2018 meeting.



Board Action Request

8d

To: IndyPL Board **Meeting Date:** October 22, 2018
From: Facilities Committee **Approved by**
The Library Board:
Effective Date:

Subject: **Resolution 43-2018**
Approval to Award a Construction Services Contract for the
Brightwood Branch Project

Recommendation:

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 43-2018) to award a construction services contract for the Brightwood Branch Project to **Boyle Construction Management Inc, Indianapolis, Indiana**, for the total cost of \$5,328,919.00, inclusive of Alternates #1, 3, 4 and 5.

Background:

As part of the Strategic and Long Range Financial Plan, funds were allocated for the construction, equipping and operation of the new Brightwood Branch Library. IndyPL staff, AXIS Architecture, and Meticulous Design prepared bidding documents to solicit open, competitive, and sealed public bids for the Brightwood Branch Project at 2434 North Sherman Drive. Unified construction contract bids were solicited, with the contractor responsible for all general, mechanical, electrical, plumbing, communications, and miscellaneous construction activities

The Brightwood Branch Project was bid using the Public Works Statute IC § 36-1-12 and with IndyPL’s submission requirements for Responsible Bidding Practices. The bidding documents were released on August 31, 2018. Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on September 5 and September 12, 2018. Notice of the Project was also posted on the IndyPL website and copies of the Notice were emailed to the following business development contacts:

- Center for Empowerment and Economic Development.
- Conexus Indiana.
- Martindale Brightwood Community Development Corporation.
- Hispanic Business Council, Indianapolis Chamber of Commerce.
- Indiana Minority Supplier Development Council.
- Indiana Chamber of Commerce.

Board Action Request

RE: Facilities Committee, Item 8d
Resolution 43-2018 Approval to Award a Construction Services Contract for the
Brightwood Branch Project

Date: October 22, 2018

- 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.

A subcontractor and material supplier's outreach meeting was held at the 37 Place Community Room on September 13, 2018 in an effort to inform local construction related businesses about the Project and upcoming business opportunities.

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. All of the received sealed bids were accompanied by a copy of the bidder's drug testing program.

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

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

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

The preliminary Project schedule targets a starting in November 2018, with substantial completion in the Fourth quarter of 2019.

Six (6) sealed bids were received at the Library Services Center by the deadline of 11:30 am local time on October 2, 2018. The six (6) bids were opened and read aloud publically.

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 43-2018 Approval to Award a Construction Services Contract for the
Brightwood Branch Project

Date: October 22, 2018

Bidder	BCMI	Davis	Brandt	JC Ripberger	RL Turner	Stenz
Certifications	-	MBE	-	VBE	-	-
Base Bid	\$5,584,000	\$6,645,000	\$5,565,000	\$5,746,800	\$5,755,000	\$5,500,000
Alternate #1 - Replace all sidewalks	\$11,349	\$72,000	\$11,100	\$12,000	\$8,400	\$15,400
Alternate #2 - Alternate HVAC System	(\$28,000)	(\$21,200)	(\$10,000)	(\$30,000)	(\$20,000)	(\$33,000)
Alternate #3 - Trellis deduct	(\$58,000)	(\$68,000)	(\$42,000)	(\$44,000)	(\$65,000)	(\$40,000)
Alternate #4 - Garden Fence deduct	(\$200,000)	(\$274,000)	(\$120,000)	(\$21,000)	(\$121,000)	(\$80,000)
Alternate #5 - Building lights Deduct	(\$8,430)	(\$12,165)	(\$15,000)	(\$9,500)	(\$16,300)	(\$7,786)
Alternate #6 - Acoustic panels	\$11,600	\$10,800	\$12,000	\$11,000	\$40,500	\$42,824
Base bid and Alternates 1, 3, 4 and 5	\$5,328,919	\$6,362,835	\$5,399,100	\$5,684,300	\$5,561,100	\$5,387,674

Strategic/Fiscal Impact:

The construction budget for this work is \$4,269,400 including a construction contingency of \$420,500. Recognizing that these bids are significantly over budget, IndyPL staff recommends moving forward by working together with the architect and contractor to identify scope items that can be removed from the Project without adversely impacting public services as identified in the Strategic Plan or the long-term operating expense of the facility. Working with the architect and the contractor provides the best means to control the scope changes and to maintain the Project schedule.

In July 2018 during the preparation of the bidding documents, the architect had two independent estimates of the construction cost prepared, one by a local general contractor and one by an estimating company. The estimates were \$4,324,000 and \$4,589,000, which prompted the incorporation of deduct alternates into the bidding documents. Discussions with the low bidders identified increasing material costs (steel, concrete and masonry), high demand for available workmen, and increasing subcontractor costs as contributing factors to the bids for the work.

Board Action Request

RE: Facilities Committee, Item 8d
Resolution 43-2018 Approval to Award a Construction Services Contract for the
Brightwood Branch Project

Date: October 22, 2018

It is the recommendation of IndyPL staff and the architect to accept Add Alternate #1 for additional new sidewalks. The Project will have new sidewalks at the infill areas of the existing curb cuts along Sherman Drive. This Alternate is to remove and replace the remaining 125' of existing sidewalk and curb along Sherman Drive

It is the recommendation of IndyPL staff and the architect to accept Deduct Alternate #3 for the trellis structure on the west side of the building. This component can be added at a later date.

It is the recommendation of IndyPL staff and the architect to accept Deduct Alternate #4 for the custom fence around the Reading Garden. The custom fence will be replaced with an ornamental 5'tall aluminum fence.

It is the recommendation of IndyPL staff and the architect to accept Deduct Alternate #5 for pole mounted exterior building lights on Sherman Drive. The 4 fixtures were placed to add highlights to the building exterior and can be added at a later date.

Deduct Alternate #2 for the Alternate HVAC system is not accepted at this time as the Bidder's proposed HVAC System does not meet the specifications.

Add Alternate #6 for Additional Acoustic Panels is not accepted at this time. During the computer analysis of sound in the building using the 3D model, the reverberation time was measured at the high end of the normal range. The panels would be placed on the vertical surfaces of the clerestory lighting alcoves. The additional panels can be added at a later date.

Boyle Construction Management Inc. has identified four subcontractors that are certified XBE with Indianapolis and/or Indiana for a participation percentage of 16 %.

Door Services of Indiana (WBE) subcontract value of \$318,764.

Watt Mechanical (MBE) subcontract value of \$549,780.

C-CAT (WBE) subcontract value of \$28,000.

The Project is funded by the 2017A Bond Fund (Fund 477), the Rainy Day Fund (Fund 245) and by a portion of the 2019 Operating Fund (Fund 101) originally budgeted for Branch updates.



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 43-2018

APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE BRIGHTWOOD BRANCH PROJECT

OCTOBER 22, 2018

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

WHEREAS, IndyPL staff and the architect, AXIS Architecture, and Meticulous Design, prepared bidding documents to solicit open, competitive, and sealed public bids for the Brightwood Branch Project. Unified construction contract bids were solicited beginning August 31, 2018, with the contractor responsible for all general, mechanical, electrical, plumbing, communications, and miscellaneous construction activities; and

WHEREAS, IndyPL received sealed bids from six (6) general contractors by the deadline on October 2, 2018; and

WHEREAS, based on the review of the bids, IndyPL and the architect have determined **Boyle Construction Management Inc., Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder inclusive of Alternates #1, 3, 4 and 5, and recommend IndyPL award the contract to **Boyle Construction Management Inc.**

IT IS THEREFORE RESOLVED the Brightwood Branch Project contract, as bid inclusive of Alternates #1, 3, 4 and 5, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Boyle Construction Management Inc.** The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated November 28, 2017, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Boyle Construction Management Inc.** will be for the total cost of Five-Million Three-Hundred Twenty Eight-Thousand Nine-Hundred and Nineteen Dollars (\$5,328,919.00), inclusive Alternates #1, 3, 4 and 5 and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Action Request

8e

To: IndyPL Board

Meeting Date: October 22, 2018

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: **Resolution 37-2018**
Approval to Award a Construction Services Contract for the
Franklin Road Branch Siding Replacement Project

Recommendation:

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 37-2018) to award a construction services contract for the Franklin Road Branch Siding Replacement Project to **3D Professional Contracting, Zionsville, IN**. The total cost of the work is \$78,195.00.

Background:

In support of the long term maintenance of IndyPL facilities, replacement of the wood siding on the branch with composite cement siding was budgeted in the operating fund for 2018.

The Project was quoted using the Public Works Statute IC § 36-1-12-4.7. The Invitation to Quote was issued on August 17, 2018 to six (6) Vendors known to be capable of successfully completing the Project. The Scope of Work was developed by IndyPL Facilities Staff. All construction work will be scheduled for continuing operation of Branch activities.

Two (2) quotes were received at the Library Services Center by the deadline of September 6, 2018. One of the Vendors, The Carpenter's Son, Inc., after review of their quote, requested their quote be withdrawn.

Board Action Request

RE: Facilities Committee, Item 8e
Resolution 37-2018 Approval to Award a Construction Services Contract for the Franklin Road Branch Siding Replacement Project

Date: October 22, 2018

VENDOR	Addendum 1 Received	E-Verify Affidavit	Certifications	Base Quote
3D Professional Contracting	Yes	Yes		\$78,195.00
Act Development			WMBE	No bid
Amos Exteriors				No bid
H&H Construction Services			MBE	No bid
Heldman Exteriors				No bid
The Carpenter's Son	Yes	Yes	MBE	Withdrawn

The preliminary project schedule targets beginning of work on site of November 5, 2018 and a completion date of November 30, 2018.

Strategic/Fiscal Impact:

IndyPL shall award the Project to the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12-4.7 (b) (3).

The work will be funded from the Operating Fund (Fund 101).



Board Resolution

8e

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 37-2018

APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE FRANKLIN ROAD BRANCH SIDING REPLACEMENT PROJECT

OCTOBER 22, 2018

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

WHEREAS, IndyPL Staff have solicited quotes from Vendors whose combination of capabilities, experience, processes, and personnel will provide timely, cost-effective and exemplary services for the Project; and

WHEREAS, IndyPL received quotes from two (2) of the six (6) invited Vendors; and

WHEREAS, based on the review of the quotes, IndyPL has determined **3D Professional Contracting, Zionsville, IN** is the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12 and recommends IndyPL award the contract to **3D Professional Contracting, Zionsville, IN**.

IT IS THEREFORE RESOLVED the Franklin Road Branch Siding Replacement Project is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **3D Professional Contracting, Zionsville, IN**. The agreement will be based upon the draft agreement included in the Invitation to Quote dated August 17, 2018, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **3D Professional Contracting, Zionsville, IN** will be for the total cost of Seventy-eight Thousand and One Hundred Ninety-five Dollars (\$78,195.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Briefing Report

9

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

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

News:

Eugene & Marilyn Glick Indiana Authors Award Update

The Library Foundation appreciates the Library's support with the Eugene & Marilyn Glick Indiana Authors Award over the past 10 years. This event has celebrated dozens of authors with Indiana ties, while serving as our signature fundraising event. At this year's dinner on Saturday, October 13, we honored National Author Winner Kimberly Brubaker Bradley, Regional Author Winner Sandy Eisenberg Sasso, Lifetime Achievement Award Winner James Alexander Thom and Emerging Author Winner Deborah E. Kennedy.

That evening, Marianne also made an announcement about the future of the Award. Because the Award was Mr. Glick's idea, Glick Philanthropies has always been involved in shaping its direction. Over the next ten years, the directors of Glick Philanthropies hope the Award can impact even more people throughout Indiana. In order to further expand the statewide reach of the Indiana Authors Award, Glick Philanthropies is evaluating statewide organizations to facilitate future programming. The Award will take a year off while the leaders of Glick Philanthropies re-imagine the Award with a new partner and then will re-launch in 2020.

This change creates an opportunity for the Library Foundation to develop a new annual event. Our anniversary celebration on May 3 will be an opportunity to experiment with a new format. If you have any questions, please contact Library Foundation President Roberta Jagers. We welcome your input and thank you again for your support.

Staff Awards

In 2008, the Library Foundation staff created the Beth Tindel Award to recognize special Library staff members who have been true partners to the Foundation over the years. This award is given to a Library staff member who, like former Library employee and Foundation supporter Beth Tindel, volunteers at or attends Foundation events, is an advocate for the Foundation, goes above and beyond for the Foundation in their daily work at the Library and provides financial support. This year, the Foundation presented the Beth Tindel Award to Richard and Jan Swan.

In Richard's work as Indy Library Store Coordinator, he is an accomplished, reliable professional, who leads and inspires volunteers to be their best and works well with staff across departments. During her time as a librarian, Jan worked in many places in the system including Central Library, Warren, Glendale and served as manager of the Spades Park Branch. Her curiosity and commitment to excellence have been to the betterment of the Library as a whole. Together, the two have shown incredible dedication to the Library and the Foundation. They have been long-time supporters of the Foundation and are great stewards for all the Library does in the Indianapolis community.

The Foundation would also like to congratulate Cathy Bridge, the Helen Norris Award recipient.

Donors

The Library Foundation thanks 106 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank them, the Library Foundation would be grateful.

Butler University
Flatiron Books
Hanover College
Schmidt Associates
Managed Health Services
Houghton Mifflin Harcourt
Indianapolis Local Public Improvement Bond Bank

Program Support

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

Cultural Programs

Fall Fest 2018/Slammin' Rhymes Challenge XIII "Beyond the Limit"
Lilly Center for Black Literature and Culture

Lifelong Learning

E38th Street Community Engagement Conversations/Forums
E38th Street Nonprofit Series and Foundation Collection
Plant-based Workshops

Collections

Lilly City Digitization



Board Briefing Report

10a1

To: IMCPL Board

Meeting Date: October 22, 2018

From: **John Helling**
Director of Public Services

Subject: **School of Social Work Partnership**

Summary: The Indianapolis Public Library has been working with the IUPUI School of Social Work to identify and meet the “psychosocial” needs of library patrons. This partnership will result in social work students, under the supervision of a qualified Master’s level social worker to be selected and supervised by IUPUI, providing access to social services to library patrons.

Overview: In June, the School of Social Work carried out a survey of IndyPL staff to determine what needs our patrons have that might be more appropriate for social workers to meet than library staff. 191 staff members responded to the survey, with representation from all but one of our locations.

Staff indicated that the six highest unmet needs fell into the following categories:

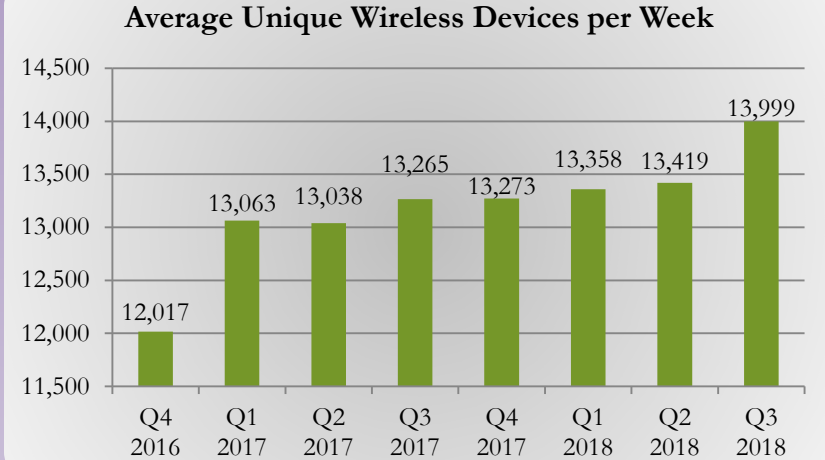
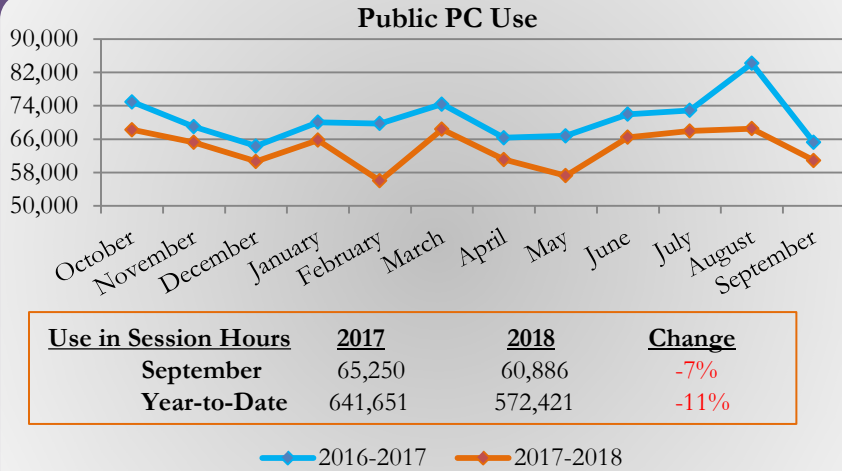
- Financial
- Mental health
- Housing
- Substance abuse
- Medical or health-related
- Employment-related

Across the system, staff rated their ability to respond to these needs as 2.75 on a scale of 1-5. Staff at Central rated their location the highest, at 3.05. When asked what their primary role was in serving these patrons, 86% of staff responded that we should meet their needs like any other patrons.

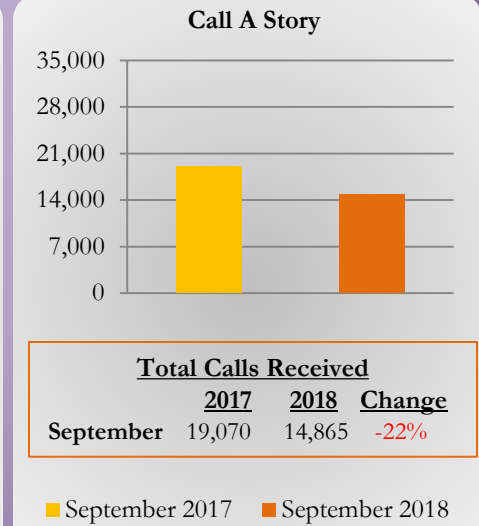
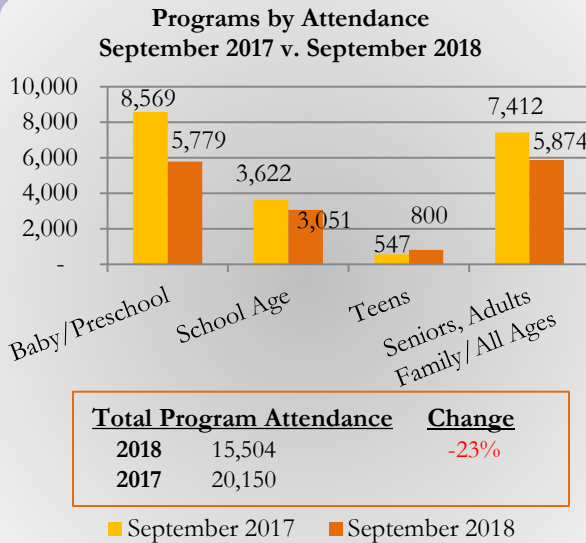
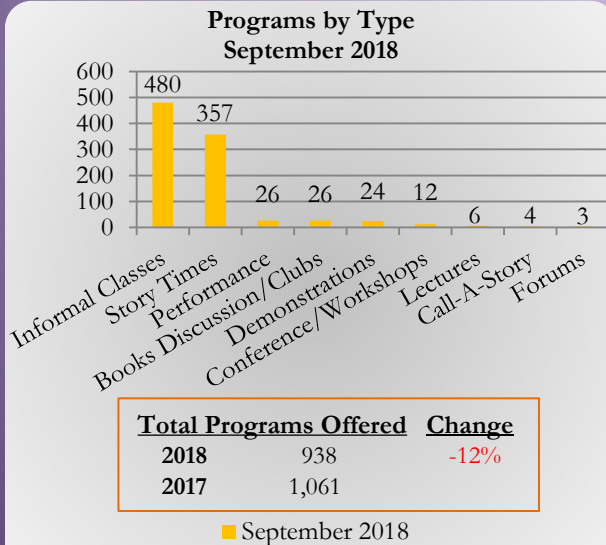
In September and October of this year, the School of Social Work conducted in-person interviews with library patrons to uncover any needs not identified by staff. In November, patrons who use our public PCs will be presented with a survey on the same topic.

Key Takeaways: Beginning in 2019, an undetermined number of students will spend 16-20 hours per week providing access to social services in library locations. The students will be grant-funded and will report to IUPUI. They will collect information about the frequency and type of issues addressed so that the library can continue to refine its understanding of patron needs in this area.

Computer Use

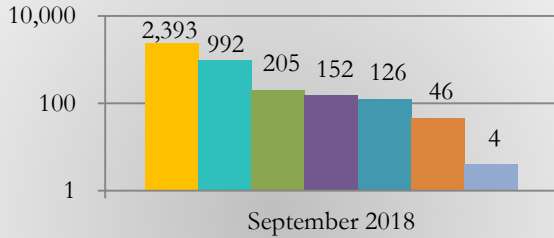


Programs



Community Room Usage

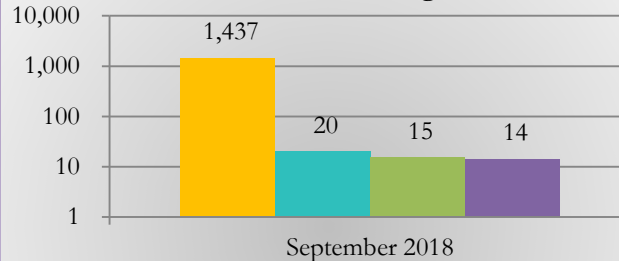
Branches Meeting Room Usage



Total Meetings Held	Q3	Change
2018	3,918	10%
2017	3,553	

- Educational
- Private Party
- Non-profit
- Business
- Community Association
- Government agency
- Elected Official Meeting

Central Room Usage*

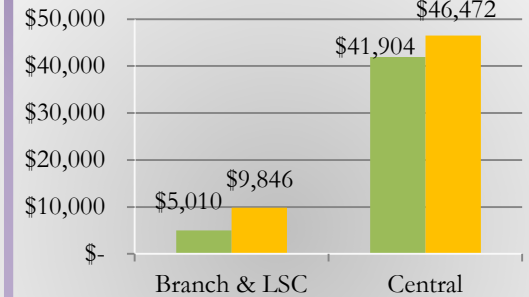


*Beginning Nov. 2017, room usage includes study rooms.

Total Meetings Held	Q3	Change
2018	1,486	1,964%
2017	72	

- Educational
- Non-profit
- Community Association
- Government agency

Rental Fees

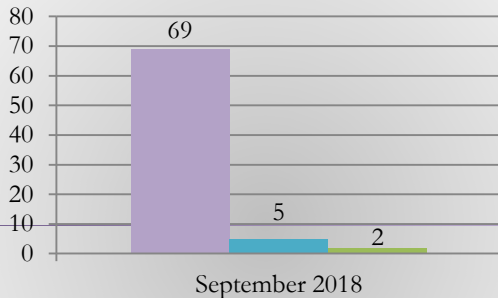


Change: 97% 11%

■ Q3 2017 ■ Q3 2018

Community Contacts

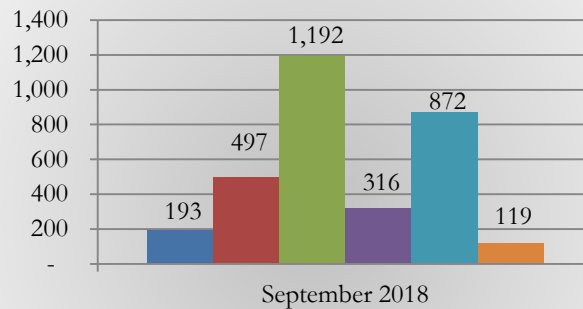
Promotions



Total Promotions 76

- Promotional Events
- Presentations
- Library Tours

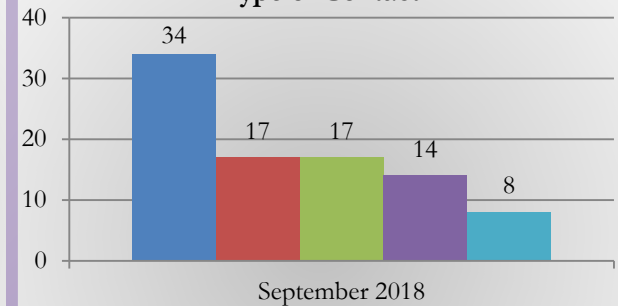
Promotions Attendance



Total Promotions Attendance 3,189

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

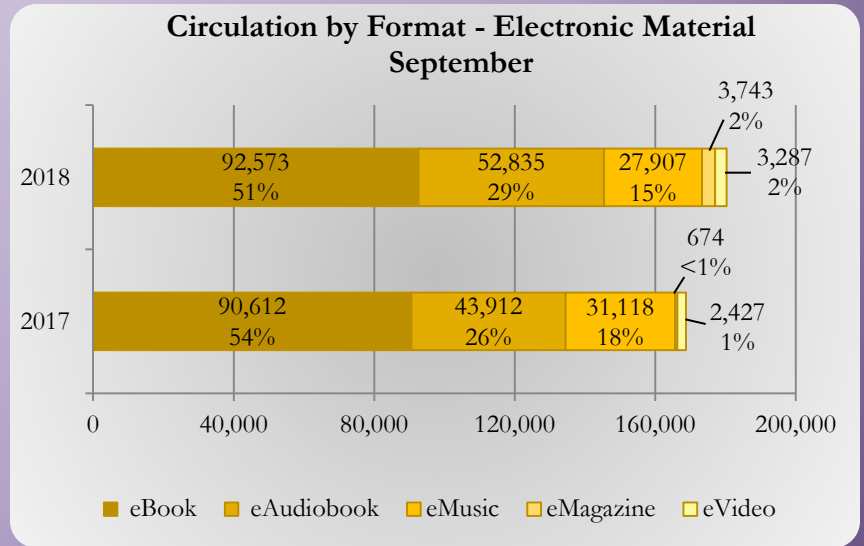
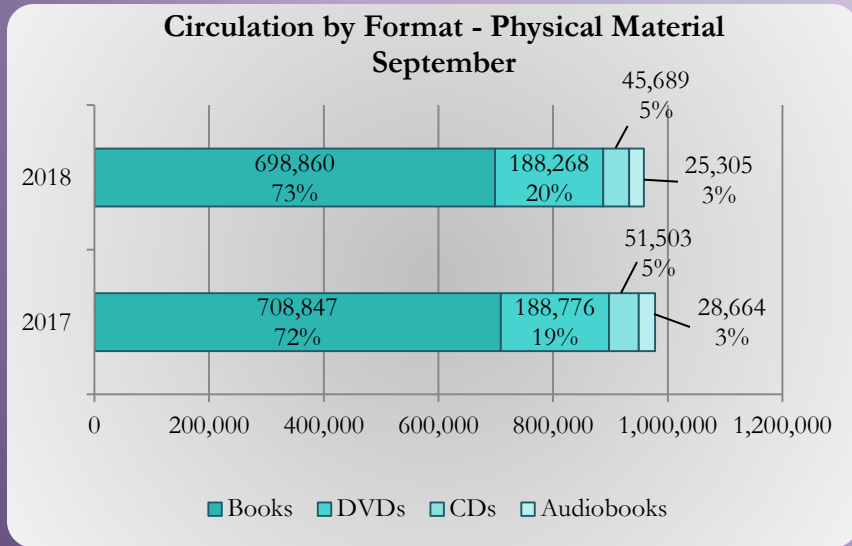
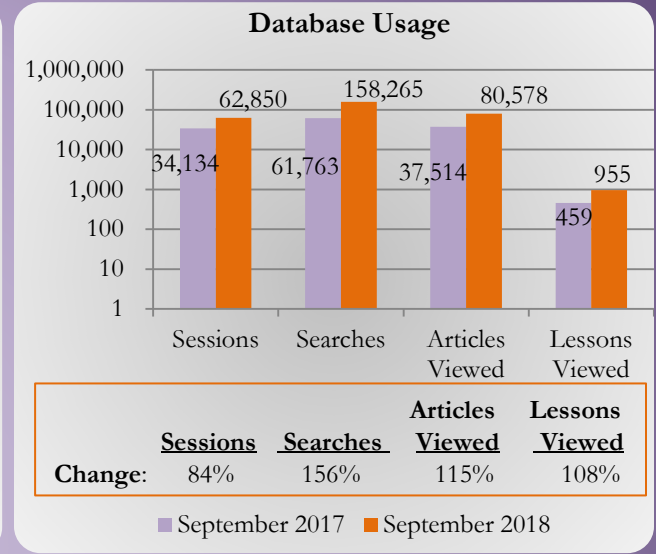
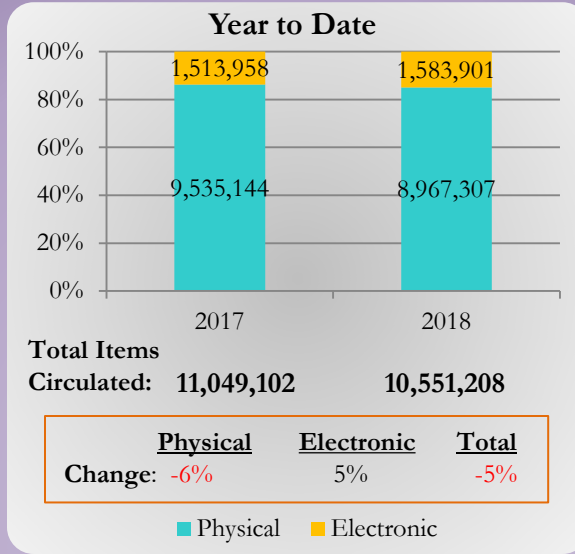
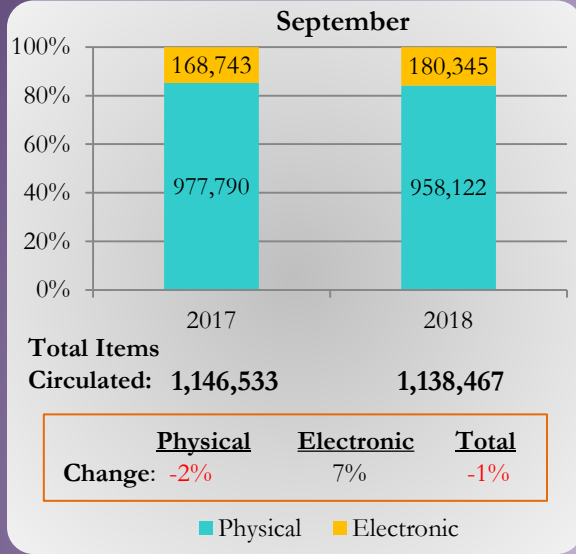
Type of Contact



Total Contacts Made	2017	2018	Change
September	222	90	-59%

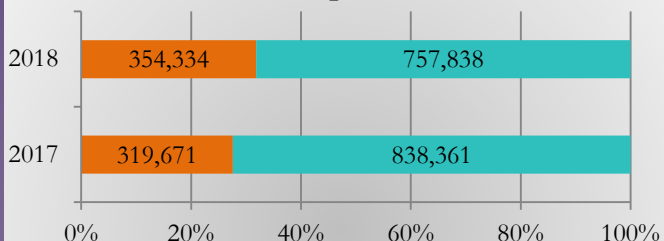
- Plan a visit
- Community Partner
- Attend community function

Circulation



Patron Visits

September



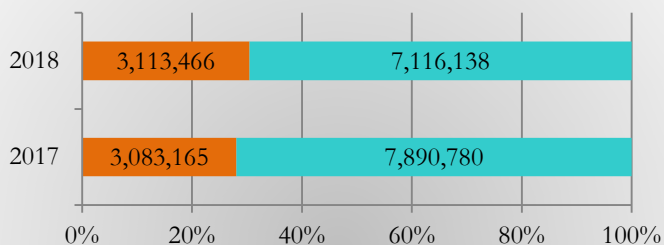
Total Visits September

2018	1,112,172
2017	1,158,032

	Walk-in	Web Branch	Total
Change	11%	-10%	-4%

Walk-in Web Branch

Year to Date



Total Visits Year-to-Date

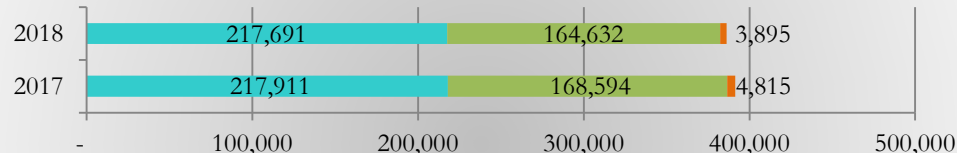
2018	10,229,604
2017	10,973,945

	Walk-in	Web Branch	Total
Change	1%	-10%	-7%

Walk-in Web Branch

Library Card Use

Total Borrowers



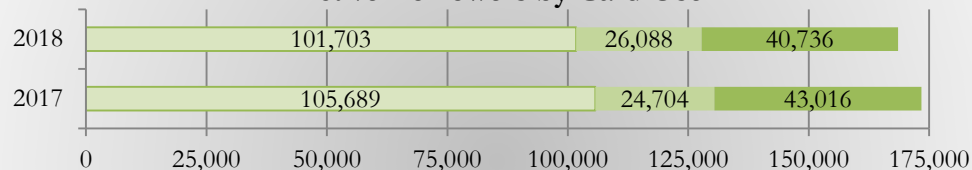
Total Borrowers

2018	386,218
2017	391,320

	All Others	Active	New
Change	0%	-2%	-19%

All Others Active New

Active Borrowers by Card Use

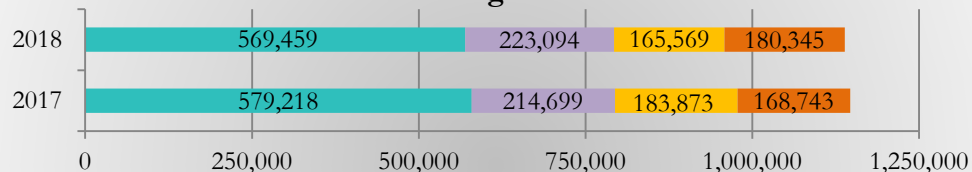


Change

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

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

Borrowing Methods



	Self-Renewal	Circ Check Desk	Electronic	
Change	-2%	4%	-10%	7%

Renewal Self-Check Circ Desk Electronic



10c

September 2018 Media Report

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

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

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

- **Sons: Seeing the Modern African American Male – Exhibit Opening**
Indianapolis Star, NUVO, Indianapolis Recorder, Weekly View, Chicago Crusader, Urban Times, Inside IUPUI, Westside Community News
- **One State / One Story: Frankenstein**
NUVO, Urban Times, Southside Times, Weekly View, Broad Ripple Gazette
- **Ask-a-Lawyer Community Service Event**
Urban Times, Weekly View, Broad Ripple Gazette, Westside Community News, Southsider Voice

Other media outreach in September occurred on such Library activities as the Hometown Roots Concert Series, the Job Center, the upcoming Meet an Author/Be an Author event, upcoming programs in the Frankenstein initiative, and new branch construction.

Social Media

47 posts published on the official IndyPL Facebook Page:

Top Performing Posts -

- How a book gets on the IndyPL Shelves- Reach of 10.2k
- Currently Reading Weekly Book Discussions- Reach of 3.4k, 2.2k, 1.8k, 1.7k, 1.5k
- "We need diverse books"-Snowy Day Post- Reach of 3.6k
- "Let's play a game. Type a letter and a genre below and we'll do our best to try to give you a book title suggestion that starts with that letter in that genre. #indyplreads" - Reach of 4.6k
- IndyPL Book Club in a Bag Kits- Reach of 2.4k
- Job openings at IndyPL- Reach of 2.9k

- Voter Registration- Reach of 2.8k

Topics/Events covered on Facebook: Hispanic Heritage Month, #weneeddiversebooks, StoryWalk in Ruckle Street Park, Naloxone trainings with IU, Banned Books Week, Macaques event with Indianapolis Zoo, Printing partnership with University of Indianapolis students, One State, One Story Frankenstein events and programs, Sons exhibit, Batman day, National Read a Book Day.

77 tweets published on the official IndyPL Twitter Page:

- 61.2k Twitter impressions occurred in August
- 1,482 profile visits
- 151 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

Blog Posts:

Kids' Blog:

- Hispanic Retellings of Fairy Tale Classics
- Homework Help: Identifying Leaves
- Homework Help: Women's History
- Andrew Luck Book Club September Pick: Eragon

Ready to Read:

- Read Right Now! Apples
- Empathy, Kindness and Respecting Others
- 100+ Free Video Read Alouds – new for September *Sylvester and the Magic Pebble*

Top 5 Performing Blog Posts (Page Views):

Kids' Blog:

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

Ready to Read:

- 100+ Free Video Read Alouds
- Read Right Now! Dr. Seuss
- Read Right Now! Pete the Cat
- Ready to Read Home
- 500+ eBooks & Video Read Alouds for Kids with an iPad

Print Activity

- Terrific Tuesday Fliers and Posters for East 38th St. Branch – 27 printed pieces
- College Prep Series Bookmarks and Posters in English and Spanish - 559 printed pieces
- Ask A Lawyer Bookmarks – 1100 printed pieces
- Skloot and Lacks Author Talk Bookmarks and Posters (reprint with new date) – 2065 printed pieces
- Redesign of Stationary Envelopes – 10,000 printed pieces
- Kate DiCamillo Author Talk Bookmarks and Posters – 1045 printed pieces
- Call-A-Creepy Story Bookmarks and Posters – 955 printed pieces
- Saving and Sharing Seeds with Ben Cohen Fliers and Posters for Glendale Branch – 31 pieces
- Teen Paint Your “Art” Out Bookmarks and Posters – 952 printed pieces
- 2019 Book Sale Bookmark – 18,000 printed pieces
- Monster Bulletin Board Art Class Bookmarks and Posters – 927 printed pieces
- A Plethora of Computer Classes for Garfield Park Branch Fliers and Posters – 81 printed pieces

Sons: Seeing the Modern African American Male

- Exhibit Boards – 12 printed pieces
- Program Booklet – 1200 printed pieces



Board Action Request

10d1

To: IMCPL Board **Meeting Date:** October 22, 2018

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

Effective Date: October 22, 2018

Subject: Finances, Personnel and Travel Resolution 43-2018

Recommendation: Approve Finances, Personnel and Travel Resolution 43- 2018

Background: The Finances, Personnel and Travel Resolution 43-2018 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 43 - 2018

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of September 2018 pursuant to the Annual Resolution.

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

Warrant numbers **63325** through **63512** for a total of
\$2,181,794.50 were issued from the operating bank accounts.

EFT numbers **300193** through **300215** and
300218 through **300259** and
300262 through **300303** and
300306 through **300320** and
300324 and
1103 through **1110** for a total of
\$1,319,536.21 were issued from the operating bank accounts.

Warrant numbers **752** for a total of
\$21.99 were issued from the fines bank account.

Warrant numbers **6770** through for a total of
\$28,714.49 were issued from the gift bank account.

EFT numbers **300216** through **300217** and
300260 through **300261** and
300304 through **300305** and
300321 through **300323** and
300325 for a total of
\$31,152.78 were issued from the gift bank account.

Warrant numbers **267989** through **268039** for a total of
\$11,497.52 were issued for employee payroll

Direct deposits numbers **360001** through **360600** and
Direct deposits numbers **380001** through **380600** for a total of

\$957,708.49 were issued for employee payroll
Electronic transfers for payment of taxes and garnishments for a total of

\$351,585.55 were issued for employee payroll

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

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

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

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

John Andrews

Patricia A. Payne

Crista L. Carlino

Rev. T.D. Robinson

Dorothy R. Crenshaw

Joanne Sanders

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

Dr. Terri Jett

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1103	EFT	09/07/2018	AMERICAN UNITED LIFE INSURANCE CO	3,329.00
1104	EFT	09/07/2018	FIDELITY INVESTMENTS	5,121.78
1105	EFT	09/10/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	91,998.43
1106	EFT	09/14/2018	ADP, INC.	3,696.38
1107	EFT	09/20/2018	INDIANA DEPARTMENT OF REVENUE	956.61
1108	EFT	09/21/2018	FIDELITY INVESTMENTS	5,121.78
1109	EFT	09/24/2018	AMERICAN UNITED LIFE INSURANCE CO	3,329.00
1110	EFT	09/24/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,705.40
63325	CHECK	09/06/2018	ACORE D/B/A ACORE SHELVING & PRODUCTS, INC.	1,207.34
63326	CHECK	09/06/2018	AMERICAN LIBRARY ASSOCIATION	10.00
63327	CHECK	09/06/2018	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	145,676.00
63328	CHECK	09/06/2018	AXIS ARCHITECTURE & INT., LLC	132,643.48
63329	CHECK	09/06/2018	BETH MENG	50.00
63330	CHECK	09/06/2018	BRENNA LORRAINE SHEPHERD	50.00
63331	CHECK	09/06/2018	BUSINESS FURNITURE CORPORATION	347.50
63332	CHECK	09/06/2018	CATHERINE BOWIE	50.00
63333	CHECK	09/06/2018	CHADWICK J. OFFUTT- GILLENWATER	75.00
63334	CHECK	09/06/2018	CHILDREN'S PLUS INC.	2,575.50
63335	CHECK	09/06/2018	CITIZENS ENERGY GROUP	1,035.14
63336	CHECK	09/06/2018	COURT & COMMERCIAL RECORD	84.46
63337	CHECK	09/06/2018	DACO GLASS & GLAZING INC	2,630.00
63338	CHECK	09/06/2018	ESSENTIAL ARCHITECTURAL SIGNS, INC	42.00
63339	CHECK	09/06/2018	GALE GROUP THE	280.68
63340	CHECK	09/06/2018	GLOBAL EQUIPMENT CO., INC.	707.94
63341	CHECK	09/06/2018	GUARDIAN	15,615.76
63342	CHECK	09/06/2018	HORNING ROOFING & SHEET METAL	350.41
63343	CHECK	09/06/2018	IMPACT SIGN & GRAPHICS	517.54
63344	CHECK	09/06/2018	INDIANA WRITER'S CENTER	200.00
63345	CHECK	09/06/2018	INDIANAPOLIS FLEET SERVICES	2,216.64
63346	CHECK	09/06/2018	INDIANAPOLIS JAZZ FOUNDATION, INC.	1,000.00
63347	CHECK	09/06/2018	JEANNETTE HUESCA	50.00
63348	CHECK	09/06/2018	LEADERSHIP DIRECTORIES INC	661.00
63349	CHECK	09/06/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	311.97
63350	CHECK	09/06/2018	MARSHALL & SWIFT/BOECKH, LLC	359.95
63351	CHECK	09/06/2018	SAKURA FUQUA	100.00
63352	CHECK	09/06/2018	SUSAN DAVIS	75.00
63353	CHECK	09/06/2018	TRENDYMINDS, INC.	1,725.00
63354	CHECK	09/06/2018	VANCO	347.00
63355	CHECK	09/06/2018	VERNON LIBRARY SUPPLIES	400.84
63356	CHECK	09/10/2018	BRIGHTWOOD INVESTORS, LLC	4,041.33
63357	CHECK	09/10/2018	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
63358	CHECK	09/10/2018	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
63359	CHECK	09/13/2018	1414406 ONTARIO, LTD	271.80
63360	CHECK	09/13/2018	ADP, INC.	635.19
63361	CHECK	09/13/2018	AFSCME COUNCIL IKOC 962	2,120.94
63362	CHECK	09/13/2018	AMERICAN UNITED LIFE INSURANCE CO	3,440.86
63363	CHECK	09/13/2018	ANTHEM INSURANCE COMPANIES, INC	337,500.00
63364	CHECK	09/13/2018	AT&T	1,432.50
63365	CHECK	09/13/2018	AT&T	61.05
63366	CHECK	09/13/2018	AT&T MOBILITY	772.62
63367	CHECK	09/13/2018	BRENNA LORRAINE SHEPHERD	50.00
63368	CHECK	09/13/2018	BRIGHTWOOD INVESTORS, LLC	4,041.33
63369	CHECK	09/13/2018	CDW GOVERNMENT, INC.	322.18
63370	CHECK	09/13/2018	CENTRAL SECURITY & COMMUNICATIONS	3,540.00
63371	CHECK	09/13/2018	CHADWICK J. OFFUTT- GILLENWATER	100.00
63372	CHECK	09/13/2018	CHILDREN'S PLUS INC.	4,983.85
63373	CHECK	09/13/2018	CITIZENS ENERGY GROUP	10,319.01
63374	CHECK	09/13/2018	CONTINENTAL BROADCAST GROUP, LLC	1,872.00
63375	CHECK	09/13/2018	CULLIGAN	13.68
63376	CHECK	09/13/2018	DACO GLASS & GLAZING INC	270.00
63377	CHECK	09/13/2018	DELL MARKETING L.P.	60,792.15
63378	CHECK	09/13/2018	DUDE SOLUTIONS INC	1,801.75
63379	CHECK	09/13/2018	EDC EDUCATIONAL SERVICES	2,926.56
63380	CHECK	09/13/2018	FLANNER HOUSE OF INDIANAPOLIS, INC	2,716.67
63381	CHECK	09/13/2018	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
63382	CHECK	09/13/2018	GALE GROUP THE	270.32
63383	CHECK	09/13/2018	GAYLORD ARCHIVAL	2,801.31

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
63384	CHECK	09/13/2018	INDIANA ALCOHOL AND TOBACCO COMMISSION	50.00
63385	CHECK	09/13/2018	INDIANA ALCOHOL AND TOBACCO COMMISSION	50.00
63386	CHECK	09/13/2018	INDIANA DEPT OF WORKFORCE DEVELOP.	112.32
63387	CHECK	09/13/2018	INDIANAPOLIS POWER & LIGHT COMPANY	71,842.62
63388	CHECK	09/13/2018	INDY FLOOR RESTORE, LLC	14,775.00
63389	CHECK	09/13/2018	JP MORGAN CHASE BANK	103.29
63390	CHECK	09/13/2018	JP MORGAN CHASE BANK	3,016.31
63391	CHECK	09/13/2018	LACY OGLLES, INDY FUN LABS, LLC	180.00
63392	CHECK	09/13/2018	LAFAYETTE LIMO, INC	1,278.00
63393	CHECK	09/13/2018	LEGALSHIELD	276.00
63394	CHECK	09/13/2018	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
63395	CHECK	09/13/2018	MICHELLE JANETTE MARTI	100.00
63396	CHECK	09/13/2018	NATIONAL FIRE PROTECTION ASSN	1,611.60
63397	CHECK	09/13/2018	OCLC INC	9,092.53
63398	CHECK	09/13/2018	RADWAY PIANO SERVICE	95.00
63399	CHECK	09/13/2018	REPUBLIC WASTE SERVICES	6,240.51
63400	CHECK	09/13/2018	ROBERTS' DISTRIBUTORS, LP	25.74
63401	CHECK	09/13/2018	SAKURA FUGUA	50.00
63402	CHECK	09/13/2018	SEND THIS FILE, INC	999.95
63403	CHECK	09/13/2018	SONDHI SOLUTIONS	337.14
63404	CHECK	09/13/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	508.07
63405	CHECK	09/13/2018	VERNON LIBRARY SUPPLIES	201.88
63406	CHECK	09/13/2018	WAYNE (PETTY CASH)	15.34
63407	CHECK	09/13/2018	YMCA OF GREATER INDIANAPOLIS	25.00
63408	VOID	09/13/2018	VOIDED UNUSED	0.00
63409	VOID	09/13/2018	VOIDED UNUSED	0.00
63410	VOID	09/13/2018	VOIDED UNUSED	0.00
63411	CHECK	09/20/2018	A CLASSIC PARTY RENTAL CO	368.75
63412	CHECK	09/20/2018	ACTION PEST CONTROL, INC	250.00
63413	CHECK	09/20/2018	AMERICAN UNITED LIFE INSURANCE CO	1,769.80
63414	CHECK	09/20/2018	ARAB TERMITE AND PEST CONTROL INC	1,779.00
63415	CHECK	09/20/2018	ARSEE ENGINEERS, INC	1,420.00
63416	CHECK	09/20/2018	ATC GROUP SERVICES, LLC	1,121.27
63417	CHECK	09/20/2018	BEAM, LONGEST & NEFF, LLC	450.00
63418	CHECK	09/20/2018	BLACKMORE & BUCKNER ROOFING	701.75
63419	CHECK	09/20/2018	BLOOD HOUND, INC	800.00
63420	CHECK	09/20/2018	BRENNA LORRAINE SHEPHERD	50.00
63421	CHECK	09/20/2018	CATHERINE BOWIE	50.00
63422	CHECK	09/20/2018	CENTRAL SECURITY & COMMUNICATIONS	120.00
63423	CHECK	09/20/2018	CHADWICK J. OFFUTT- GILLENWATER	300.00
63424	CHECK	09/20/2018	CHRISTIAN BOOK DISTRIBUTORS	841.32
63425	CHECK	09/20/2018	CITIZENS ENERGY GROUP	2,721.42
63426	CHECK	09/20/2018	CITYOGA SCHOOL OF YOGA & HEALTH	75.00
63427	CHECK	09/20/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	726.56
63428	CHECK	09/20/2018	COURT & COMMERCIAL RECORD	96.52
63429	CHECK	09/20/2018	CROSSROADS DOCUMENT SERVICES	28,684.00
63430	CHECK	09/20/2018	DACO GLASS & GLAZING INC	240.00
63431	CHECK	09/20/2018	DIVERSIFIED COMMUNICATIONS GROUP, INC.	275.00
63432	CHECK	09/20/2018	EDWARD GEORGE & ASSOCIATES, LLC	3,795.00
63433	CHECK	09/20/2018	ELIZABETH FRANKLIN	718.75
63434	CHECK	09/20/2018	FABRIC CARE CLEANERS	125.00
63435	CHECK	09/20/2018	FINELINE LAMINATES, INC.	15,307.56
63436	CHECK	09/20/2018	GALE GROUP THE	52.78
63437	CHECK	09/20/2018	GENUINE PARTS COMPANY-INDIANAPOLIS	19.99
63438	CHECK	09/20/2018	GREATER LAWRENCE CHAMBER OF COMMERCE	99.00
63439	CHECK	09/20/2018	INDIANA DEPARTMENT OF HOMELAND SECURITY	360.00
63440	CHECK	09/20/2018	INDIANA NEWSPAPERS	210.66
63441	CHECK	09/20/2018	INDIANA WRITER'S CENTER	400.00
63442	CHECK	09/20/2018	INDIANAPOLIS FLEET SERVICES	2,141.97
63443	CHECK	09/20/2018	INDIANAPOLIS POWER & LIGHT COMPANY	10,348.19
63444	CHECK	09/20/2018	INDIANAPOLIS STAGE SALES AND RENTALS, INC	107.88
63445	CHECK	09/20/2018	INFOZONE (PETTY CASH)	36.02
63446	CHECK	09/20/2018	J. W. PEPPER & SON, INC	328.59
63447	CHECK	09/20/2018	JEANNETTE HUESCA	50.00
63448	CHECK	09/20/2018	JP MORGAN CHASE BANK	1,214.22
63449	CHECK	09/20/2018	JP MORGAN CHASE BANK	5,848.37
63450	CHECK	09/20/2018	LACY OGLLES, INDY FUN LABS, LLC	720.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
63451	CHECK	09/20/2018	MARTECK, INC.	2,462.35
63452	CHECK	09/20/2018	MATTHEW BENDER & CO.	1,912.31
63453	CHECK	09/20/2018	MEP HOLDING COMPANY	3,584.29
63454	CHECK	09/20/2018	METRIC ENVIRONMENTAL	13,733.58
63455	CHECK	09/20/2018	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	2,089.00
63456	CHECK	09/20/2018	NATHANIAL WEBER	14.98
63457	CHECK	09/20/2018	NRP DIRECT	395.55
63458	CHECK	09/20/2018	PFM TRUCK CARE CENTER	273.99
63459	CHECK	09/20/2018	PITNEY BOWES, INC.	264.00
63460	CHECK	09/20/2018	REPROGRAPHIX, INC	211.15
63461	CHECK	09/20/2018	SAKURA FUQUA	100.00
63462	CHECK	09/20/2018	STENZ CONSTRUCTION CORPORATION	896,798.20
63463	CHECK	09/20/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	12,964.94
63464	CHECK	09/20/2018	TECH-LOGIC CORPORATION	54,992.00
63465	CHECK	09/20/2018	THE HARMON HOUSE L.L.C.	490.00
63466	CHECK	09/20/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	502.33
63467	CHECK	09/20/2018	TRUCK PAINTING SPECIALISTS	1,638.99
63468	CHECK	09/20/2018	UNITED PARCEL SERVICE	244.95
63469	CHECK	09/20/2018	WEDDING DAY MAGAZINE	500.00
63470	CHECK	09/27/2018	AMY SPURRIER	240.26
63471	CHECK	09/27/2018	ARAB TERMITE AND PEST CONTROL INC	1,631.00
63472	CHECK	09/27/2018	BETH MENG	50.00
63473	CHECK	09/27/2018	BRANDI WINSTON	176.87
63474	CHECK	09/27/2018	BRENNA LORRAINE SHEPHERD	50.00
63475	CHECK	09/27/2018	BRIAN DUNTEN	176.87
63476	CHECK	09/27/2018	BROWNING DAY MULLINS DIERDORF	9,472.00
63477	CHECK	09/27/2018	BRUCE BENTON	125.00
63478	CHECK	09/27/2018	CARRIE VOLIVA	176.87
63479	CHECK	09/27/2018	CATHERINE BOWIE	50.00
63480	CHECK	09/27/2018	CENTRAL SECURITY & COMMUNICATIONS	454.21
63481	CHECK	09/27/2018	CHADWICK J. OFFUTT- GILLENWATER	75.00
63482	CHECK	09/27/2018	CITIZENS ENERGY GROUP	2,195.82
63483	CHECK	09/27/2018	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
63484	CHECK	09/27/2018	COMPUTYPE INC.	16,073.41
63485	CHECK	09/27/2018	DACO GLASS & GLAZING INC	648.00
63486	CHECK	09/27/2018	DELL MARKETING L.P.	45,245.00
63487	CHECK	09/27/2018	EVE STANO	176.87
63488	CHECK	09/27/2018	FULLER ENGINEERING CO., LLC	866.59
63489	CHECK	09/27/2018	GAYLORD ARCHIVAL	171.69
63490	CHECK	09/27/2018	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	245.32
63491	CHECK	09/27/2018	JEANNETTE HUESCA	50.00
63492	CHECK	09/27/2018	JEFFREY EDMINSTER	240.26
63493	CHECK	09/27/2018	KIMBERLY ANDERSEN	482.13
63494	CHECK	09/27/2018	KWAME ALEXANDER	3,000.00
63495	CHECK	09/27/2018	LINDSAY HADDIX	10.00
63496	CHECK	09/27/2018	MICHELLE JANETTE MARTI	200.00
63497	CHECK	09/27/2018	OCLC INC	9,247.03
63498	CHECK	09/27/2018	PAM SWAIDNER	176.87
63499	CHECK	09/27/2018	PATHWAY RESOURCE CENTER, INC.	600.00
63500	CHECK	09/27/2018	PFM TRUCK CARE CENTER	1,153.92
63501	CHECK	09/27/2018	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	35,078.10
63502	CHECK	09/27/2018	REED DRAPERY SERVICE	81.00
63503	CHECK	09/27/2018	SAKURA FUQUA	100.00
63504	CHECK	09/27/2018	SARAH JANE BATT	176.87
63505	CHECK	09/27/2018	SHARON BERNHARDT	240.26
63506	CHECK	09/27/2018	SHELBY UPHOLSTERING & INTERIORS	1,350.00
63507	CHECK	09/27/2018	SIGNARAMA DOWNTOWN INDIANAPOLIS	279.49
63508	CHECK	09/27/2018	SPRINT PCS	139.96
63509	CHECK	09/27/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	86,679.30
63510	CHECK	09/27/2018	THE HARMON HOUSE L.L.C.	210.00
63511	CHECK	09/27/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	499.33
63512	CHECK	09/27/2018	VERITIV OPERATING COMPANY	1,180.00
300193	EFT	09/06/2018	ACORN DISTRIBUTORS, INC	2,005.59
300194	EFT	09/06/2018	BAKER & TAYLOR	3,384.26
300195	EFT	09/06/2018	BAKER & TAYLOR	10,031.39
300196	EFT	09/06/2018	BAKER & TAYLOR	15,847.53
300197	EFT	09/06/2018	BAKER & TAYLOR	10.73

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
300198	EFT	09/06/2018	BRODART COMPANY CONTINUATIONS	2,664.51
300199	EFT	09/06/2018	CROSSROADS REHABILITATION CENTER	120.00
300200	EFT	09/06/2018	DEMCO, INC.	290.97
300201	EFT	09/06/2018	FINELINE PRINTING GROUP	1,336.00
300202	EFT	09/06/2018	G4S SECURE SOLUTIONS (USA) INC.	446.83
300203	EFT	09/06/2018	G4S SECURE SOLUTIONS (USA) INC.	491.51
300204	EFT	09/06/2018	INDIANA PLUMBING AND DRAIN LLC	989.00
300205	EFT	09/06/2018	INGRAM LIBRARY SERVICES	3,707.85
300206	VOID	09/06/2018	IRISH MECHANICAL SERVICES, INC.	0.00
300207	EFT	09/06/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	831.40
300208	EFT	09/06/2018	MIDWEST TAPE - PROCESSED DVDS	2,306.58
300209	EFT	09/06/2018	MIDWEST TAPE NON PROCESSED	303.99
300210	EFT	09/06/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	9,676.23
300211	EFT	09/06/2018	MIDWEST TAPE, LLC	8,912.14
300212	EFT	09/06/2018	OVERDRIVE INC	14,464.19
300213	EFT	09/06/2018	PERFECTION GROUP, INC.	781.28
300214	EFT	09/06/2018	RECORDED BOOKS	914.94
300215	EFT	09/06/2018	RICOH USA, INC. - 12882	1,338.19
300218	EFT	09/10/2018	IRVINGTON PRESBYTERIAN CHURCH	937.50
300219	EFT	09/13/2018	ABELL ELEVATOR SERVICE CO	1,481.25
300220	EFT	09/13/2018	AUSTIN BOOK SALES	2,979.10
300221	EFT	09/13/2018	BACKGROUND BUREAU INC.	335.00
300222	EFT	09/13/2018	BAKER & TAYLOR	330.64
300223	EFT	09/13/2018	BAKER & TAYLOR	7,077.34
300224	EFT	09/13/2018	BAKER & TAYLOR	10,806.54
300225	EFT	09/13/2018	BAKER & TAYLOR	10,015.35
300226	EFT	09/13/2018	CDW GOVERNMENT, INC.	1,152.19
300227	EFT	09/13/2018	DANCORP INC. DBA DANCO	500.00
300228	EFT	09/13/2018	DELTA DENTAL	11,402.87
300229	EFT	09/13/2018	DEMCO, INC.	2,780.28
300230	EFT	09/13/2018	FINELINE PRINTING GROUP	1,264.00
300231	EFT	09/13/2018	G4S SECURE SOLUTIONS (USA) INC.	427.79
300232	EFT	09/13/2018	G4S SECURE SOLUTIONS (USA) INC.	117.20
300233	EFT	09/13/2018	INDIANA PLUMBING AND DRAIN LLC	981.00
300234	EFT	09/13/2018	INDIANAPOLIS ARMORED CAR, INC	2,181.00
300235	EFT	09/13/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	2,124.15
300236	EFT	09/13/2018	INGRAM LIBRARY SERVICES	666.46
300237	EFT	09/13/2018	IRISH MECHANICAL SERVICES, INC.	432.96
300238	EFT	09/13/2018	IRVINGTON PRESBYTERIAN CHURCH	937.50
300239	EFT	09/13/2018	J&G CARPET PLUS	300.00
300240	EFT	09/13/2018	JCOS, INC.	26,512.50
300241	EFT	09/13/2018	KLINES QUALITY WATER, INC	51.55
300242	EFT	09/13/2018	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC	366.75
300243	EFT	09/13/2018	LEVEL (3) COMMUNICATIONS, LLC	2,793.82
300244	EFT	09/13/2018	LUNA MUSIC	4,041.56
300245	EFT	09/13/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	198.72
300246	EFT	09/13/2018	MIDWEST TAPE - PROCESSED DVDS	5,903.57
300247	EFT	09/13/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	2,967.47
300248	EFT	09/13/2018	MIDWEST TAPE NON PROCESSED	88.46
300249	EFT	09/13/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	11,656.36
300250	EFT	09/13/2018	MIDWEST TAPE, LLC	2,266.54
300251	EFT	09/13/2018	MOORE INFORMATION SERVICES, INC	719.00
300252	EFT	09/13/2018	OVERDRIVE INC	11,186.82
300253	EFT	09/13/2018	P.V. SUPA INC.	371,771.10
300254	EFT	09/13/2018	PERFECTION GROUP, INC.	774.75
300255	EFT	09/13/2018	RICOH USA, INC. - 12882	4,699.42
300256	EFT	09/13/2018	RYAN FIRE PROTECTION, INC	434.50
300257	EFT	09/13/2018	STAPLES	523.36
300258	EFT	09/13/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	3,077.75
300259	EFT	09/13/2018	TITAN ASSOCIATES	73,932.21
300262	EFT	09/20/2018	ABELL ELEVATOR SERVICE CO	875.00
300263	EFT	09/20/2018	ACORN DISTRIBUTORS, INC	2,256.66
300264	EFT	09/20/2018	ACORN DISTRIBUTORS, INC	247.20
300265	EFT	09/20/2018	ALSCO	335.01
300266	EFT	09/20/2018	AUSTIN BOOK SALES	5,196.81
300267	EFT	09/20/2018	BAKER & TAYLOR	3,530.43
300268	EFT	09/20/2018	BAKER & TAYLOR	14,256.53

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
300269	EFT	09/20/2018	BAKER & TAYLOR	23,079.69
300270	EFT	09/20/2018	BRODART COMPANY	1,080.60
300271	EFT	09/20/2018	BRODART COMPANY CONTINUATIONS	685.44
300272	EFT	09/20/2018	CDW GOVERNMENT, INC.	2,047.88
300273	EFT	09/20/2018	CITIZENS THERMAL ENERGY	16,669.74
300274	EFT	09/20/2018	CITIZENS THERMAL ENRGY.	74,048.40
300275	EFT	09/20/2018	FINELINE PRINTING GROUP	1,472.00
300276	EFT	09/20/2018	FLEET CARE, INC.	905.51
300277	EFT	09/20/2018	G4S SECURE SOLUTIONS (USA) INC.	27,672.75
300278	EFT	09/20/2018	HP PRODUCTS CORPORATION	124.08
300279	EFT	09/20/2018	INDIANA PLUMBING AND DRAIN LLC	1,162.79
300280	EFT	09/20/2018	INDIANAPOLIS ARMORED CAR, INC	562.00
300281	EFT	09/20/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,140.01
300282	EFT	09/20/2018	INGRAM LIBRARY SERVICES	78.83
300283	EFT	09/20/2018	J&G CARPET PLUS	940.00
300284	EFT	09/20/2018	LUNA MUSIC	3,058.28
300285	EFT	09/20/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	1,086.00
300286	EFT	09/20/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	167.78
300287	EFT	09/20/2018	MIDWEST TAPE - PROCESSED DVDS	1,468.29
300288	EFT	09/20/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	2,078.33
300289	EFT	09/20/2018	MIDWEST TAPE NON PROCESSED	65.96
300290	EFT	09/20/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	9,827.46
300291	EFT	09/20/2018	MIDWEST TAPE, LLC	835.04
300292	EFT	09/20/2018	OFFICE360	465.00
300293	EFT	09/20/2018	OVERDRIVE INC	47,584.87
300294	EFT	09/20/2018	P.V. SUPA INC.	126,882.00
300295	EFT	09/20/2018	PERFECTION GROUP, INC.	17,627.79
300296	EFT	09/20/2018	RECORD AUTOMATIC DOORS, INC	296.00
300297	EFT	09/20/2018	RECORDED BOOKS	1,257.69
300298	EFT	09/20/2018	RICOH USA, INC. - 12882	9,837.20
300299	EFT	09/20/2018	RYAN FIRE PROTECTION, INC	1,136.81
300300	EFT	09/20/2018	STAPLES	8,507.63
300301	EFT	09/20/2018	STENZ MANAGEMENT COMPANY, INC	6,766.07
300302	EFT	09/20/2018	TITAN ASSOCIATES	2,669.00
300303	EFT	09/20/2018	ULINE	394.35
300306	EFT	09/27/2018	ABELL ELEVATOR SERVICE CO	5,086.25
300307	EFT	09/27/2018	ACORN DISTRIBUTORS, INC	2,294.19
300308	EFT	09/27/2018	BACKGROUND BUREAU INC.	205.00
300309	EFT	09/27/2018	BRODART COMPANY	68.11
300310	EFT	09/27/2018	CDW GOVERNMENT, INC.	1,170.34
300311	EFT	09/27/2018	DEMCO, INC.	3,360.25
300312	EFT	09/27/2018	GRAINGER	153.48
300313	EFT	09/27/2018	H.J. UмбаUGH & ASSOCIATES	6,410.60
300314	EFT	09/27/2018	INDIANA PLUMBING AND DRAIN LLC	2,078.75
300315	EFT	09/27/2018	J&G CARPET PLUS	325.00
300316	EFT	09/27/2018	KLINES QUALITY WATER, INC	44.55
300317	EFT	09/27/2018	PERFECTION GROUP, INC.	340.00
300318	EFT	09/27/2018	RECORD AUTOMATIC DOORS, INC	510.00
300319	EFT	09/27/2018	STENZ MANAGEMENT COMPANY, INC	4,818.85
300320	EFT	09/27/2018	ULINE	382.11
300324	EFT	09/28/2018	KEPO.INC.	1,600.00
			Total	<u>\$ 3,501,330.71</u>

Summary by Transaction Type:

Computer Check	\$ 2,181,794.50
EFT Check	\$ 1,319,536.21
Total Payments	\$ 3,501,330.71
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
 FINES ACCOUNT

No.	Type	Date	Reference	Amount
752	CHECK	09/06/2018	EMILY K. FEATHERSTONE	21.99
			Total	<u>\$ 21.99</u>

Summary by Transaction Type:

Computer Check	\$21.99
EFT Check	\$0.00
Total Payments	\$21.99
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
6770	CHECK	09/06/2018	ABSOLUTELY FANTASTIC PARTIES FOR KIDS	150.00
6771	CHECK	09/06/2018	ALVIN IRBY LLC	3,500.00
6772	CHECK	09/06/2018	AMERICAN LIBRARY ASSOCIATION	36.00
6773	CHECK	09/06/2018	CORNERSTONE BREAD CO., INC	1,348.51
6774	CHECK	09/06/2018	DAMITA JO WILLIAMS	225.00
6775	CHECK	09/06/2018	JERRY TALIAFERRO	4,581.04
6776	CHECK	09/06/2018	LAWRENCE (PETTY CASH)	20.11
6777	CHECK	09/06/2018	MARION COUNTY PUBLIC HEALTH DEPARTME	1,288.03
6778	CHECK	09/06/2018	SHANNON O'DONNELL	27.54
6779	CHECK	09/06/2018	WONDERLAB MUSEUM OF SCIENCE, HEALTH I	310.00
6780	CHECK	09/06/2018	XPRESSION	862.50
6781	CHECK	09/13/2018	ABBY LOPRESTI BROWN	83.79
6782	CHECK	09/13/2018	ARTS FOR LEARNING INDIANA	950.00
6783	CHECK	09/13/2018	BARBARA ZECH, ARTIST	392.84
6784	CHECK	09/13/2018	CHADWICK J. OFFUTT- GILLENWATER	150.00
6785	CHECK	09/13/2018	CREATIVE AQUATIC SOLUTIONS, LLC	239.90
6786	CHECK	09/13/2018	DEBORAH EHRET	435.69
6787	CHECK	09/13/2018	EMBARQUE	108.00
6788	CHECK	09/13/2018	JEREMY SOUTH	800.00
6789	CHECK	09/13/2018	JOSE LUSENDE	450.00
6790	CHECK	09/13/2018	RUBY TREGNAGO	300.00
6791	CHECK	09/13/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDAT	250.00
6792	CHECK	09/20/2018	CROSSROADS DOCUMENT SERVICES	600.00
6793	CHECK	09/20/2018	CYBERIA, LTD.	1,800.00
6794	CHECK	09/20/2018	E. 38TH ST (PETTY CASH)	42.26
6795	CHECK	09/20/2018	INDIANA ALCOHOL AND TOBACCO COMMISSIC	50.00
6796	CHECK	09/20/2018	JEREMY SOUTH	500.00
6797	CHECK	09/20/2018	JP MORGAN CHASE BANK	427.40
6798	CHECK	09/20/2018	MADER DESIGN LLC	264.17
6799	CHECK	09/20/2018	MARY BRIDGET STARK, BRICK BUILDERS INDY	96.00
6800	CHECK	09/20/2018	SHANIKA HEYWARD	127.15
6801	CHECK	09/20/2018	TIFFANI N. CARTER	288.50
6802	CHECK	09/27/2018	BEVERLY SCOTT	250.00
6803	CHECK	09/27/2018	DAMON LEWIS	1,000.00
6804	CHECK	09/27/2018	FRANKLIN ROAD (PETTY CASH)	46.71
6805	CHECK	09/27/2018	INDIANA LATINO INSTITUTE, INC	1,500.00
6806	CHECK	09/27/2018	INDIANA WRITER'S CENTER	200.00
6807	CHECK	09/27/2018	JEREMY SOUTH	500.00
6808	CHECK	09/27/2018	MARY BRIDGET STARK, BRICK BUILDERS INDY	192.00
6809	CHECK	09/27/2018	MICHAEL STARKS	184.21
6810	CHECK	09/27/2018	PERRY A. SCOTT	250.00
6811	CHECK	09/27/2018	RUBY TREGNAGO	300.00
6812	CHECK	09/27/2018	SAMUEL ROTHSTEIN	250.00
6813	CHECK	09/27/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDAT	2,337.14
6814	CHECK	09/27/2018	VLADIMIR KRAKOVICH	500.00
6815	CHECK	09/27/2018	YEFIM PASTUKH	500.00
300216	EFT	09/06/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	2,153.80
300217	EFT	09/06/2018	MIDWEST TAPE, LLC	81.16
300260	EFT	09/13/2018	ART WITH A HEART	600.00
300261	EFT	09/13/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	18,462.00
300304	EFT	09/20/2018	CDW GOVERNMENT, INC.	119.80
300305	EFT	09/20/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,223.07
300321	EFT	09/27/2018	DEMCO, INC.	1,398.85
300322	EFT	09/27/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	3,836.00
300323	EFT	09/27/2018	INGRAM LIBRARY SERVICES	278.10
300325	EFT	09/28/2018	RUPRECHT AND HOKE CONSULTING LLC	3,000.00
			Total	<u>\$ 59,867.27</u>

Summary by Transaction Type:

Computer Check	\$ 28,714.49
EFT Check	\$ 31,152.78

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

No.	Type	Date	Reference	Amount
			Total Payments	\$ 59,867.27
			Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
October 22, 2018
PERSONNEL ACTIONS
RESOLUTION 43-2018

NEW HIRES:

- Kevin Horton, Page, Fountain Square, \$9.15 per hour, Effective: 09/25/2018
- Alicia Mitchell, Public Services Librarian, East Washington, \$18.00 per hour, Effective: 09/25/2018
- Mariah Loudon, Hourly Library Assistant II(Sub), Lawrence, \$12.40 per hour, Effective: 09/25/2018
- Amy Lootens, Page, Lawrence, \$9.15 per hour, Effective: 09/25/2018
- Dylan Rolfsen, Page, Franklin Road, \$9.15 per hour, Effective: 09/25/2018
- Meegan Ebacher, Hourly Public Services Associate I (Sub), Wayne, \$14.07 per hour, Effective: 09/25/2018
- Destiny Brown, Hourly Library Assistant II (Sub), Lawrence, \$12.40 per hour, Effective: 09/25/2018
- Leah Andrews, Hourly Public Services Associate I (Sub), Wayne, \$14.07 per hour, Effective: 10/09/2018
- Kimberly Willis, Page, Southport, \$9.15 per hour, Effective: 10/09/2018
- Shannon De'Ann Elliott, Hourly Library Assistant II, Flanner House, \$12.40 per hour, Effective: 10/09/2018
- Alexis Bond, Page, Haughville, \$9.15 per hour, Effective: 10/09/2018
- James Konja, Computer Lab Assistant II, Brightwood, \$12.40 per hour, Effective: 10/09/2018

INTERNAL CHANGES:

- Todd Gilbert from Public Services Librarian, Pike, \$18.72 per hour to Manager, Beech Grove, \$22.82 per hour, Effective: 09/30/2018
- Patricia Gray from Hourly Summer Reading Clerk, Wayne, \$12.15 per hour to Page, Wayne, \$9.15 per hour, Effective: 09/02/2018
- Shannon O'Donnell from Public Services Associates II, West Indy, \$15.34 per hour to Public Services Librarian, Warren, \$18.00 per hour, Effective: 10/14/2018
- Kathleen Laratta from Public Services Librarian, Pike, \$19.10 per hour to Supervisor Librarian, Pike, \$20.22 per hour, Effective: 09/30/2018
- Cindy Bhatti from Public Services Librarian, Warren, \$18.00 per hour to Supervisor Librarian, Franklin Road, \$20.22 per hour, Effective: 10/28/2018
- Andrew Mattingly from Hourly Computer Lab Assistant I, Learning Curve to Computer Lab Assistant I, Full Time, Learning Curve, No Change in Pay, Effective: 10/14/2018
- Joanna Conrad from Public Services Associate, East 38th, \$15.96 per hour to Public Services Librarian, East 38th, \$18.00 per hour, Effective: 10/14/2018

RE-HIRES: (None Reported)

SEPARATIONS:

- Jessica Fischer, Hourly Computer Lab Assistant II, Glendale, 1 year and 5 months, Effective: 09/23/2018
- Malori Austin, Page, Central, 1 year and 3 months, Effective: 08/31/2018

- Susan Wayman, Library Assistant II, Franklin Road, 19 years and 6 months, Effective: 09/29/2018
- Karen Lampert, Library Assistant II, College, 3 years and 4 months, Effective: 09/07/2018
- Janice Stricker Swan, Supervisor Librarian, Glendale, 34 years, Effective: 09/15/2018
- Dallas Sims, Hourly Library Assistant II, Central, 7 months, Effective: 09/28/2018
- Shade Bell, Hourly Library Assistant II, Warren, 1 month, Effective: 09/22/2018
- Karen Perry, Supervisor Librarian, Franklin Road, 27 years, Effective: 10/08/2018
- Kit (Katherine) Resener, Page, Pike, 2 years and 1 month, Effective: 10/06/2018

INACTIVE:

- Masada Sparrow, Page, Southport, Effective: 08/25/2018
- Anna Diatlovich, Hourly Summer Reading Clerk, Wayne, Effective: 09/18/2018
- Lauren Gray, Page, Wayne, Effective: 09/18/2018
- Emily Rasmussen, Hourly Summer Reading Clerk, West Indy, Effective: 09/07/2018
- LaTonya Carson, Hourly Summer Reading Clerk, West Indy, Effective: 09/07/2018

RE-ACTIVATE:

- Sung Wu, Page, Central, Effective: 09/10/2018
- Kaitlyn Norman, Page, Lawrence, Effective: 09/02/2018

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
OCTOBER 9, 2018

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, October 9, 2018 at 5:05 p.m. pursuant to notice given.

1. Call To Order

Ms. Sanders called the meeting to order.

2. Roll Call

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

Members absent: Rev. Robinson

COMMITTEE REPORTS

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

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

- Sharon Smith reported that the Project has reached a milestone with the completion of the masonry work.

Construction Schedule Update

- Preview event October 4, 2018
Start ceiling grid October 15, 2018
Install library shelving October 29, 2018
Substantial completion November 7, 2018

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)

- Construction Contingency \$549,000.00
Expenses to Contingency \$247,498.67
Remaining Contingency \$301,501.33
Percent Remaining Contingency 54.9%

b. Briefing Report – Update on the Eagle Branch Project

- Major milestone work completed in September includes completion of the exterior wall framing and installation of sheathing.

Construction Schedule Update

- Exterior Framing August 27, 2018
- Exterior Masonry September 5, 2018
- Substantial Completion March 15, 2019

Summary Construction Budget Update

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

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

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

Architectural Design Services are required by IndyPL for the capital projects outlined in the Strategic Plan. IndyPL is seeking Vendors whose combination of experience, processes, and personnel will provide timely, cost effective and exemplary professional services to IndyPL for the projects. Following earlier projects, the intent is to award 3 separate contracts for each of the 3 projects.

- IndyPL staff issued the RFQ on October 4, 2018, and the SOQs due date is October 25, 2018.
- The IndyPL Evaluation Committee will review all qualifications received, interview selected Vendors, check references, and report the results to the Facilities Committee at its November 13, 2018 meeting.

- d. **Resolution ??-2018 – Approval to Award a Construction Services Contract for the Brightwood Branch Project**

- IndyPL Board Facilities Committee recommends Board approval to award a construction services contract for the Brightwood Branch Project to **Boyle Construction Management Inc., Indianapolis, IN**, for the total cost of \$5,328,919.00.
- The bidding documents were released on August 31, 2018.
- Public Notice to prospective bidders was advertised on September 5 and September 12, 2018.
- Notice of the Project was also posted on the IndyPL website and copies of the Notice were e-mailed to the established list of business development contacts.
- A subcontractor and material supplier's outreach meeting was held at the 37 Place Community Room on September 13, 2018 in an effort to inform local construction related businesses about the Project and upcoming business opportunities.

- Six (6) sealed bids were received at the Library Services Center by the deadline of 11:30 am local time on October 2, 2018.
- The six (6) bids were opened and read aloud publically.
- The construction budget for this work is \$4,269,400 including a construction contingency of \$420,500.
- Recognizing that the bid is significantly over budget, the Project is to be funded by the 2017A Bond Fund (Fund 477), the Rainy Day Fund (Fund 245) and by a portion of the 2019 Operating Fund (Fund 101) originally budgeted for Branch updates.
- After discussion the Facilities Committee moved to forward the vote on the Resolution to the full Board at the regular meeting in October.

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

- IndyPL Board Facilities Committee recommends Board approval to award a construction services contract for the Franklin Road Branch Siding Replacement Project to **3D Professional Contracting, Zionsville, IN**. The total cost of the work is \$78,195.00.
- In support of the long term maintenance of IndyPL facilities, replacement of the wood siding on the Branch with composite cement siding was budgeted in the operating fund for 2018.
- The Invitation to Quote was issued on August 17, 2018 to six (6) Vendors known to be capable of successfully completing the Project.
- The Scope of Work was developed by IndyPL Facilities Staff.
- All construction work will be scheduled for continuing operation of Branch activities.
- Two (2) quotes were received at the Library Services Center by the deadline of September 6, 2018. One of the Vendors, the Carpenter’s Son, Inc., after review of their quote, requested that their quote be withdrawn.
- The preliminary project schedule targets beginning of work on site of November 5, 2018 and a completion date of November 30, 2018.
- The Project is funded from the Operating Fund (Fund 101).
- After discussion the Facilities Committee moved to forward the vote on the Resolution to the full Board at the regular meeting in October.

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

a. **Resolution – Library Policy Revisions**

- Katherine explains that this resolution is regarding the policy revisions that she previously brought and briefed the board about in September, 2018.

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

Staff Liaison: Ijeoma Dike-Young

- a. **Resolution – Perry Township Branch Facility Improvement Project Bonds.** Ms. Dike-Young advised that the preliminary bond resolution for the West Perry Bond was approved in 2014. This is the final resolution and will allow for the issuance of the bond whose funds will pay for the construction of the West Perry branch. This branch is expected to open in 2020. This bond will be issued in December 2018 and will total \$9,415,000. The Library has included the debt service for this bond in the 2019 budget.

Jeff Qualkinbush from Barnes & Thornburg discussed the contents of the resolution itself, explaining that it includes the terms of repayment, the Library's ability to pre-pay the bonds, covenants that the Library is obligated to include in the annual budget and debt service fund levy, situations where the Library may amend the resolution, and authorizing the documents that are necessary to issue the bonds. The bond sale will occur immediately before or after Thanksgiving. The bonds will be rated by Moody's and is expected to go favorably as it has in the past.

Jason Tansell from H.J. Umbaugh provided a financial summary of the bond issue. The estimated repayment term on the West Perry Bond is 12 years. The interest expense is \$2.2 million. In 2014, the Library established a maximum interest expense of \$3.9 million. The maximum estimated annual payment is \$1,234,275 and occurs in 2020. The Library's long term debt service schedule including estimated payments for this bond issue and all authorized bond issues keeps the Library's debt service tax rate at or below 0.0318 as promised to the City County Council in 2014 when bonds were authorized.

- b. **Resolution – Authorization to Negotiate and Sign Contract with Innovative Interfaces, Inc.** Deb Champ, Director of IT reviewed the Library's progress in selecting a new Integrated Library System (ILS). The Library issued an RFP in June 2018 and received three responses. Demos with each of the responding vendors were held for staff. At the conclusion of these demos, Polaris was the staff favorite because it offers a web interface for circulation, a built-in consortial function that would support the Library's Shared System, robust reporting, and has strong interfaces that work with the Library's self-check machines, its eResource vendors, and RFID equipment. A team of 13 staff traveled to the Chicago Public Library (CPL) to speak with staff about their experiences with Polaris. The CPL implemented Polaris in 2017 and rated it highly. The Library would like to sign a three year contract with Polaris, the total cost of the contract over those three years is \$900,000 and will be paid from the 2018A Bond Fund.

6. Other Business

- a. **Chris Gonzalez Collection Gift.** The Library has signed a Memorandum of Understanding for the transfer of materials from the Michael Bohr Collection of the Indy Price Chris Gonzalez Library.

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

- a. **Regular Board Meeting** – Monday, October 22, 2018, at the East 38th Street Branch, 5420 East 38th Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – November 13, 2018, at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

9. Adjournment

Ms. Sanders declared the meeting adjourned at 6:30 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

October 24 at 6 p.m. – “Author Rebecca Skloot: The Immortal Life of Henrietta Lacks.” Hear from author Rebecca Skloot whose book, *The Immortal Life of Henrietta Lacks*, describes the case of Henrietta Lacks, an African American woman whose cancerous cells were used for research without her knowledge. Skloot will be joined by members of the Lacks family who will discuss the ethical issues of race and class in medical research. This program is part of the *One State/One Story: Frankenstein* initiative. Held at Northview Middle School, 8410 Westfield Blvd.

Continuing through October 31 – “SONS: Seeing the Modern African American Male.” View a powerful photographic exhibit that challenges the perceptions and prejudgments of Black males. Thirty local African American men from all walks of life were selected for this exhibit that reveals how they see themselves while encouraging a thought-provoking examination of how they are perceived. Held at Central Library.

October 27 (all day) - “Irvington Halloween Festival.” Be a part of this annual celebration that will include a street fair, booths, music stages, a fun run, food trucks, and more. As part of the festival, the Library will host several free programs for all ages, including Abracadabra Magic with Magic Mike, the Silly Safaris Animal Show, and Indiana Jim’s Reptile Experience. Held at the Irvington Branch.

November 13 at 10:15 a.m. - “Stories Buildings Tell.” As part of the Lawrence Branch 2018 Travelogue Series, you’re invited for a virtual tour of historic architecture. Suzanne Stanis of Indiana Landmarks will provide details in buildings that give clues to the past and the people who occupied them. If you know how to look at a building, it will tell you many fascinating stories from long ago! Held at the Lawrence Branch.

November 14 from 6 - 7:30 p.m. – “Simple and Affordable Plant-Based Cooking.” Join the creator of Pretty Brown Vegan, Shay Boyd, as she provides tips for transforming vegetables into a delicious and nutritious meal during this cooking demonstration and food tasting presented by Indy VegFest. Registration is required by visiting www.eventbrite.com. Held at Central Library.

November 17 from noon - 4:30 p.m. - “Fall Fest ‘18.” Enjoy an afternoon of cultural entertainment and inspiration during this annual event presented by the Library’s African American History Committee. It will feature a presentation by Dr. Lonnie Johnson, founder and president of Johnson Research and Development Co. and inventor of the wildly popular Super Soaker water gun. The afternoon also will include presentations by winners of the teen Slammin’ Rhymes Challenge and a lineup of special performances by local groups. Held at Central Library.

November 18 at 2 p.m. - Award-Winning Children’s Author Kate DiCamillo.” Meet two-time Newbery Medal-winning author Kate DiCamillo who will discuss her most recent book, *Louisiana’s Way Home*, and sign copies of her works that include *Because of Winn-Dixie* and *The Tale of Despereaux*. DiCamillo’s themes of hope and belief amid impossible circumstances have resonated with readers of all ages. Held at Central Library.

We hope to see you at these exciting events!