



## Library Board Meeting Agenda

### **Indianapolis-Marion County Public Library**

**Notice Of The Regular Meeting  
October 24, 2016**

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

**Pike Branch Library  
6525 Zionsville Road  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 19<sup>th</sup> Day Of October, 2016**

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

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

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

### 3. Branch Manager's Report

Tia Jah Wynne Ayres, Manager, Pike Branch, will provide an update on their services to the community. (enclosed)

### 4. Public Comment and Communications

#### a. Public Comment

The Public has been invited to the Board Meeting.

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

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

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

### 5. Approval of Minutes

#### a. Regular Meeting, September 26, 2016 (enclosed)

## COMMITTEE REPORTS

### 6. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett)

#### a. Report of the Treasurer – September 2016 (enclosed)

#### b. Resolution 45 – 2016 (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tyler Technologies, Inc. for Software Licenses and Services) (enclosed)

**7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)**

- a. **Resolution 46 – 2016** (Approval of Resolution 46 – 2016 Adopting a Schedule of Pay Grades, Staff Positions, and Benefits for Library Employees) (enclosed)
- b. **Resolution 47 – 2016** (Approval of Resolution 47 – 2016 Policy Revisions Under the Human Resources Section; and Policy Revisions for Non-Resident Students and Educators – Free Cards under the Services, Programs, Exhibits and Promotions Section) (enclosed)
- c. **2016 Staff Service Awards** (enclosed)
- d. **Resolution 48 – 2016** (Minimum Level Internal Control Standards, Finance Policy 121.33; Reporting and Materiality Threshold, Finance Policy 121.34; Reporting Obligation of Library Officials, Finance Policy 121.335; and Confidential Reporting of Illegal or Dishonest Acts, Finance Policy 121.36) (enclosed)

**8. Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse)**

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

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

- a. **Dashboards and Statistics**
  - 1) **Monthly Performance Dashboard – September 2016** (enclosed)
- b. **Progress Report on the Library’s Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
- c. **September Media Report** (enclosed)

**d. Confirming Resolutions:**

**1) Resolution Regarding Finances, Personnel and Travel (49 – 2016)**

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, 2016** - To Be Determined

## **INFORMATION**

### **14. Materials**

a. **Joint Meeting of Library Board Committees Notes – October 11, 2016** (enclosed)

### **15. Board Meeting Schedule for 2016 (Notice of Date and Place of Meeting) and Upcoming Events**

a. **Board Meetings for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

- b. **Library Programs/Free Upcoming Events updated through November 27, 2016.**  
(enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, November 15, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

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

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

Monday, November 28, 2016, at the Spades Park Branch Library, 1801 Nowland Avenue, at 6:30 p.m.

## **18. Other Business**

## **19. Adjournment**



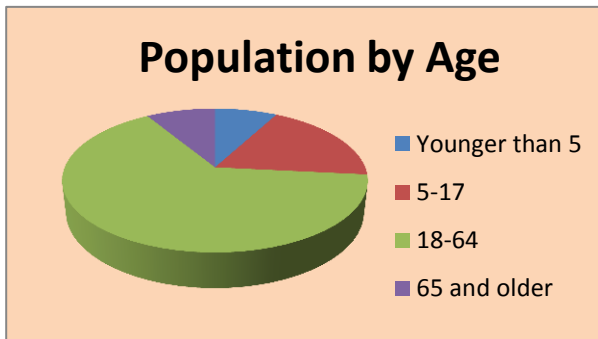


**Pike Branch Library  
Report to the  
Indianapolis Public Library  
Board  
October 24, 2016**

***We Are:***

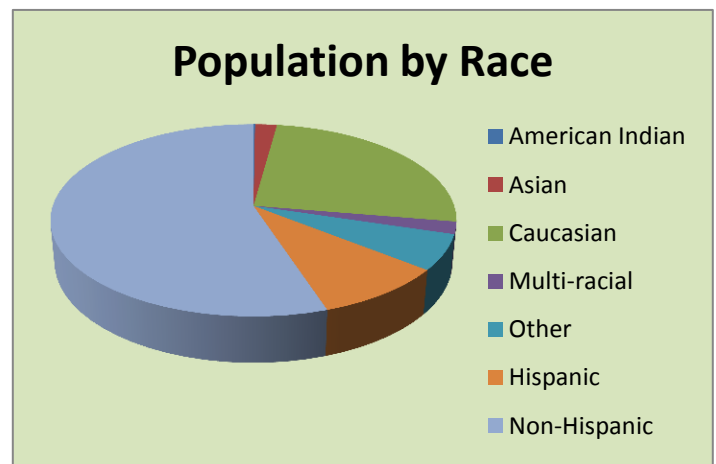
- 1 Area Resource Manager
- 1 FT Supervising Librarian
- 1 PT Librarian
- 1 FT Library Assistant III
- 1 PT Library Assistant II
- 1 Branch Manager
- 3 FT Librarians
- 1 FT Library Services Supervisor
- 3 FT Library Assistants II
- 8 Pages
- 19 Volunteers

***Who We Serve:***

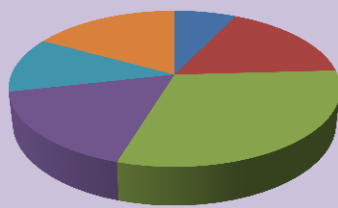


Population By Age		
Younger than 5	6,284	7.87%
5-17	14,944	18.73%
18-64	51,609	64.68%
65 and older	6,960	8.72%
<b>Total Population</b>	<b>79,797</b>	<b>100%</b>

Population by Race		
African American	35,605	44.62%
American Indian	181	.2%
Asian	2,489	3.12%
Caucasian	31,575	39.57%
Multi-racial	2,545	3.19%
Other	7,402	9.27%
Hispanic	11,481	14.39%
Non-Hispanic	68,316	85.6%



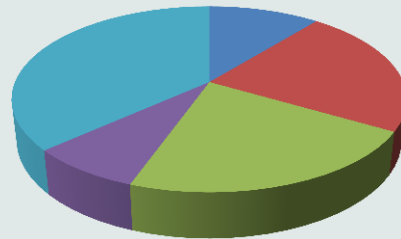
## Annual Household Income



■ Less than \$10,000
■ \$10,000-\$24,999
■ \$25,000-49,999
■ \$50,000-74,999
■ \$75,000-\$99,999
■ \$100,000 or greater

Annual Household Income		
Less than \$10,000	2,313	7.18%
\$10,000-\$24,999	5,450	16.93%
\$25,000-\$49,999	9,849	30.59%
\$50,000-\$74,999	5,408	16.8%
\$75,000-\$99,999	3,700	11.79%
\$100,000 or greater	5,473	17%

## Education Among Population Aged 25+



■ without HS Diploma
■ with HS Diploma only
■ with some college
■ with Associates Degree
■ with Bachelors Degree or higher

Education Among Population Aged 25+		
without HS Diploma	5,446	10.87%
with HS Diploma only	11,280	22.52%
with some college	11,063	22.08%
with Associates Degree	3,947	7.88%
with Bachelor's Degree or higher	18,360	36.65%

- The total base population is 79,797.<sup>1</sup>
- MSD Pike Township comprised of 9 elementary schools, 3 middle schools, 1 Freshmen Center, 1 traditional High School, 1 Career Center, and the non-traditional Pike Preparatory Academy.<sup>2</sup> Two private schools and one parochial school also reside in the township, Brebeuf Jesuit Preparatory School, Sycamore School, and St. Monica Catholic School. The Pike Library also serves one Washington Township school, Crooked Creek Elementary.

## ***How We Serve:***

- 382,963 items checked-out in 2015.
- 389,048 items checked-in 2015.
- 164,856 holds picked-up in 2015.
- 297,863 door count in 2015.
- 65,275 computer users in 2015.
- 2,184 new Library card registrations in 2015.
- 440 programs in 2015.

## ***Our Story:***

The Pike Branch Library opened at its present location in May 1986 on land purchased in 1974 from the Pike Township Schools. Moving from a 1,500 square foot storefront facility at 71<sup>st</sup> and Michigan Road, the new building totaled 13,000 square feet and had a capacity for 70,000 volumes. Circulation reached only 155,000 during the first full year at the new location, and there were many years of “slow but steady” gains.

During the next ten years, Pike Township was the fastest growing township in Marion County with housing, business, and school expansion evident on any major street. In response to increased circulation, Pike Branch Library officially achieved Regional status on March 5, 1997 with expanded hours of service. With more and more people visiting the branch, the library noted increasing pressures for additional materials, seating, and parking. In May 1999, the groundbreaking was held for the 7,000 square foot expansion and renovation of the building. Completed in May 2001, the new facility included shelving for 100,000 volumes, improved circulation and reference desks, a children’s story theater, salt-water aquarium, wired laptop tables, and 25 Internet computer stations.

In May of this year, Pike Branch celebrated its 30<sup>th</sup> anniversary with an 80’s themed party for the community. On a warm Sunday afternoon, we welcomed more than 500 friends to participate in 80’s trivia, costume contest, scavenger hunt and more. Live music was provided by The Red Card Regiment, the pep band for the Indy Eleven soccer club, and Rep. Cherrish Pryor delivered a proclamation from the Indiana General Assembly congratulating us on 30 years serving the community as Pike Branch Library. Through the generosity of many local businesses, numerous door prizes were given out, and everyone left the branch with *at least* one brand new book for their personal collection. (Book donations were so overwhelming that we were able to share the largess with other branches!)



We continue to grapple with issues of overwhelming numbers of teens in the building during the after school hours. This school year, Pike High School assisted us in distributing our behavioral guidelines, including the repercussions of not following those guidelines, through the online registration packets. We are also being more consistent in our expectations and reactions to misbehavior. This year, there seems to be a marked increase



in the numbers of students who are doing homework in the branch after school, and the reactions to our reminders to respect other peoples' library presence have been slightly more positive.

Being near a high school offers challenges, but also many opportunities to engage teens in the library. Our weekly Teen Game Days remain popular, and the Teen Advisory Group, overseen by Erin Webster, is in its second year. This group of committed teens provide a sounding board for teen activities in the library, offer assistance during various programs, and even create and present programs for other (not necessarily teen) patrons. You just missed the Harry Potter family program they did on the 20<sup>th</sup>. They make up a core of our regular teen volunteers.

Pike has a strong volunteer program, overseen by Todd Gilbert, our volunteer coordinator. While Erin supervises our TAG volunteers and Summer Reading Teen Volunteers, Todd supervises all the rest, including a fifteen year old who assists with our computer help sessions. We have a core of 16 volunteers who join us weekly, who donated over 1200 hours of time in 2015. All of our volunteers come from our community and see their efforts as a way to contribute to a library they use and enjoy, and we are very grateful for the generosity of their time.

If you would like to see volunteers in action, visit us on any weekday morning; to see the teens who flock to the branch, stop by between 3-5 on a school day—Thursday especially! Of course, we are happy to welcome you at any time and look forward to talking more about ways Pike Branch is contributing to the Strategic Plan.

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<sup>1</sup> [www.savi.org](http://www.savi.org), 2013 census data

<sup>2</sup> [www.pike.k12.in.us](http://www.pike.k12.in.us)

**Prepared by  
Tia Jah Wynne Ayers  
Manager, Pike Branch  
October 2016**



## **Behavior Guidelines at the Pike Branch Library**

The Indianapolis Public Library is dedicated to providing a welcoming, pleasant, and safe environment for all patrons. Patrons are encouraged to use the Library's resources and services, to enjoy the Library as a place of study and inquiry, and to participate in Library programs <http://www.imcpl.org/using/behavior/>. At Pike Branch, we encourage everyone to visit the library to make use of our facilities and services, but we also have expectations of how library visitors will conduct themselves while on Library property. The Library is not a place to socialize or meet up with friends; it is not a place to kill time while waiting for a ride home; it is

not a party where you wander from group to group to chat. When your behavior is in any way disruptive to the legitimate use of Library facilities by others you will be asked to leave.

**Inappropriate behavior includes, but is not limited to:**

Loitering	Harassing individuals entering or leaving the Library
Smoking	
Running	Not producing ID when asked by a staff member/guard
Eating in the building	Not following directions given by a staff member/guard
Damaging library property	Standing around the tables or soft seating
Blocking walkways/aisles	Talking/socializing in the computer area
Blocking the inside drop box	Horsing around or playing in the parking lot
Roughhousing or inappropriate touching	Yelling inside the Library building
Loud talking, laughing, or using profanity	
Blocking doorways or entrances/exits	

Upon the **first instance** of inappropriate behavior, you must show ID (school or state issued) and will be given a verbal warning. If you cannot produce your ID you will be directed to leave the Library for the rest of the day. Refusal to leave the property may result in a call to IMPD and possible arrest for trespassing.

If a **second instance** occurs **on the same day or on subsequent days**, you will receive a Warning Ticket and must leave Library property for the rest of the day. Please realize that a Warning Ticket is serious and should be treated as such. Refusal to leave the property will result in a call to IMPD and possible arrest for trespassing.

If a **second Warning Ticket** is issued, ***you will lose library privileges and be banned from all Library locations for a period of up to one year.***

If you have questions or comments, please ask for Mrs. Ayers at either service desk or call her at 275-4487.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 26, 2016**

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The Indianapolis-Marion County Public Library Board met at Nora Branch Library, 8625 Guilford Avenue, Indianapolis, Indiana, on Monday, September 26, 2016 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

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

**2. Roll Call**

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Mr. Vorderstrasse and Dr. Wantz.

Members absent: Ms. Payne, Rev. Robinson.

**3. Branch Manager's Report**

Delia Blanchard, Branch Manager, Nora Branch Library, discussed her Report that was presented to the Board. Ms. Blanchard noted that since the last Board Meeting that was held at the Nora Branch in 2014, there has been an increase in the total base population of 3%. The majority of this increase is their foreign born population. The Nora Branch has made a number of efforts to better serve these populations:

- They have relocated their foreign language collections to be more visible to their patrons
- They offer toddler story times targeted toward their Hispanic population
- They have guest readers and translators at some of their story times
- Staff have taken language courses to better communicate with their patrons
- They are partnering with Jessica Moore to begin offering conversational language classes in the Spring, 2017
- Ms. Blanchard is a member of or partners with a number of organizations (Refugee Immigrant Collaboration Committee, Nora Community Council, Washington Township Schools) to understand how to best serve their foreign born populations

Ms. Blanchard noted there have been decreases in door count, circulation, and computer use since 2014. Nora's patrons are checking out more digital content now and bringing their own devices into the branch. Ms. Blanchard observed that there is now a need for more electrical outlets in the branch. They have recently rearranged their collection in order to allow for

growth in certain collections (feature film DVDs, music CDs) while picking up the slack from other collections that have shrunk (juvenile non-fiction). This re-organization has allowed for a new study area to open up and is used by students and tutors on a daily basis throughout the school year.

Ms. Blanchard called attention to the Nora Alliance. The Nora Alliance is a non-profit organization which has recently formed whose focus is to support and promote the Nora community. More information on this organization may be found at [www.noraindy.org/nora-2021](http://www.noraindy.org/nora-2021). They are working to prepare for the 150<sup>th</sup> anniversary of the Nora community in December, 2021. The Nora Branch will be celebrating their 50<sup>th</sup> anniversary that year as well and will be part of the Nora Alliance's community celebration.

Sr. Mary Luke Jones asked Ms. Blanchard how many languages are spoken in the Nora community. Ms. Blanchard responded that, in Washington Township, there are about 78 languages spoken.

Dr. Jett asked Ms. Blanchard about the diversity of the Nora Branch staff. Sharon Bernhardt, Area Resource Manager for the North/South region, responded that three of their clerical staff are African-American while the rest of their staff are White/Caucasian.

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

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

Mr. William Joyner spoke in praise of the Nora Branch. Mr. Joyner stated that Nora is a wonderful information center and Ms. Blanchard and her staff have done a wonderful job of making him feel very welcome at the Library.

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 22, 2016**

The minutes were approved on the motion of Dr. Fennema, seconded by Ms. Crenshaw, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Mr. Vorderstrasse and Dr. Wantz.

### **COMMITTEE REPORTS**

#### **6. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett)**

##### **a. Report of the Treasurer – August 2016**

Carolyn Adams, Accounting Manager, discussed the Report of the Treasurer as follows:

Revenue Projections – Actual revenue was 52% more than projected due to the timing of the grant – expected in July and E-rate funds were up this month.

Expenditure Projections – Actual expenditures were 10% more than projected. The increase was in collection materials.

Compared to August, 2015 the Library's revenue is 57% more due to the timing of the grant and expenditures were 16% higher than last year due to the increases in collection material expenditures.

Fines/Fees – The Library's fines and fees are approximately 7% less than last year.

Future items – The Library's 2017 Budget will be adopted at the City-County Council Meeting on October 10, 2017 at 7p.m. at the City-County Building, Room 260.

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

Motion carried.

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

b. **Resolution 41– 2016** (Appropriation of Gift/Grant Proceeds and Transfer Between Accounts and Classifications)

Mr. Gutierrez advised that the Library is seeking to appropriate Gifts and Grants in the amount of \$20,954 for Library programming. These funds come primarily from donations from the Library Foundation, Amica Insurance, Ricoh, and Comcast.

The transfers between accounts are primarily from Beech Grove operations that were absorbed by the Indianapolis Public Library and are budget neutral.

After full discussion and careful consideration of Resolution 41 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. **Resolution 42 – 2016** (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Brightwood Branch Facility Improvement Project and Expenses Related Thereto)

Mr. Gutierrez noted this is the final step for the Library to take before taking these

bonds to market. The Board has completed a lengthy process to be able to issue these bonds, including obtaining the approval of the City-County Council. The bonds for the Brightwood Branch Facility Improvement Project will total \$5,945,000 and are scheduled to be issued in November, 2016.

After full discussion and careful consideration of Resolution 42 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- d. **Resolution 43 – 2016** (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Michigan Road Branch Facility Improvement Project and Expenses Related Thereto)

Mr. Gutierrez advised that the Library has completed the same process for the Michigan Road Branch Facility Improvement bonds as they have for the Brightwood Branch Project. The bonds relating to the Michigan Road Branch Facility Improvement will total \$7,565,000 and are scheduled to be issued in November, 2016.

After full discussion and careful consideration of Resolution 43 – 2016, the resolution was adopted on the motion of Mr. Gutierrez, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

On another matter, Mr. Gutierrez noted that the Library had recently received a AA+ rating from Fitch Ratings. This is one of the highest ratings possible for a public institution to achieve. It ensures the Library can get the lowest interest rate possible when they issue bonds. Dr. Wantz asked Mr. Gutierrez what rating companies look at when they rate an organization. Mr. Gutierrez responded that they look at a variety of factors including the organization’s financial management policies, budgetary performance, and liquidity.

Dr. Wantz reminded the Board to complete their Internal Controls training and return the form to Ms. Dixon.

**7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)**

a. **Briefing Report – Policy Revisions**

Katherine Lerg, HR Director, noted that in order to streamline the process of reviewing and implementing the new PTO policy, it has been incorporated into the

Library's annual policy review process. The Board was provided with a redline version of all of the Human Resource policy revisions, which includes the new PTO policy. Ms. Lerg noted that, at this time, the Union has not voted to amend their contract to be covered by the PTO policy. This means that there will be two leave policies in the manual, one pertaining to Union eligible employees (who will continue to use Annual and Sick leave) and non-Union eligible employees (who will use PTO).

Ms. Lerg also noted there is a proposed change to the attendance policy which will apply to all employees. Employees will be allowed eight "occurrences" within a review year (which runs from August 31<sup>st</sup> through September 1st) before progressive discipline will take effect. Occurrences are defined as unscheduled absences such as the employee being out sick or late to work. Should an employee be out of work due to illness for multiple days and provide a doctor's note on their return to work, their absence will only count as one occurrence.

b. **Briefing Report – Internal Control Standards, Materiality, Confidential Reporting and Notice of Misappropriation**

Ms. Lerg deferred to Robert Scott to review the new policies that are being proposed in order to comply with new State Board of Accounts (SBOA) guidelines and State statutes. Mr. Scott advised there are four main policies the Library is adopting in order to comply with these standards:

1. The Library accepts and agrees to follow the internal control guidelines set by the SBOA. Included in these guidelines is the requirement that all Library staff, including the Board, complete internal control training by the start of 2017. Dr. Wantz noted that the Board has been asked to complete their training by their October 24<sup>th</sup> meeting by Ms. Dixon, the Library's CFO.

2. A whistleblower policy that would allow staff to confidentially report suspected fraud or abuse of local policies without risking their position with the organization.

3. A policy stating that public officials who are aware of misappropriation are required to notify the SBOA and the prosecuting attorney immediately.

4. A policy on materiality that defines the threshold for losses which are required to be reported to the SBOA by public officials.

c. **Briefing Report – FLSA New Ruling**

Ms. Lerg discussed the revisions to the Fair Labor Standards Act that were released in May, 2016. This new ruling goes into effect December 1, 2016. These changes are federally mandated and increase the number of white collar workers who are eligible for overtime pay. In order to determine whether a position is exempt or non-exempt from receiving overtime pay, the position must pass a number of tests. The first test the position must pass is the salary threshold. This threshold was last updated in 2004 to \$23,660 annually or \$455 per week. The new threshold is \$47,476 annually or \$913 per week. Ms. Lerg advised that if a position is below the salary threshold, but passes the other tests for their position to be exempt, their position remains non-exempt.

Ms. Lerg reviewed the steps the Library is taking to keep staff informed of the new ruling. Several communications have been sent out to staff, informational meetings have been held for staff to ask questions they may have, and letters will be sent out to staff that will be affected by the ruling. Human Resource staff is working to ensure job

descriptions are kept up to date and those positions that will be affected by the ruling are being evaluated to determine what changes need to be to comply. The salary schedule will be updated to reflect changes and presented to the Board at their October meeting. There will be new timekeeping procedures put in place for non-exempt employees. Overtime pay will be monitored and will require pre-approval by a manager. Ms. Lerg provided a list of positions that will be changing to non-exempt as well as positions that are remaining exempt.

Dr. Jett asked how many staff would be affected by this new ruling. Ms. Lerg responded that there would be about 15 staff whose positions will change from exempt to non-exempt.

**8. Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse)**

Ms. Charleston advised that the Committee did not have a report this month.

Ms. Charleston noted that the Library will be holding a community input meeting at the Faye Biccard Glick Neighborhood Center on Wednesday, October 5, 2016. Ms. Charleston encouraged residents interested in the new branch to attend and share with the Library what they would like in their new library.

Ms. Charleston shared comments from the residents in the Southport area on their newly renovated Southport Branch Library. She encouraged everyone to attend Southport's grand re-opening Open House on October 15, 2016 from 10 a.m.-5p.m.

**9. Library Foundation Update**

**September 2016 Library Foundation Update**

Dr. Jett provided the Foundation Update.

The Indy Author Fair will take place from 10 a.m. to 5 p.m. on Saturday, October 29 at Central Library. Book lovers of all ages can attend free workshops on writing, publishing and marketing, including a special illustration workshop for children and teens and a panel on writing for young people. There will also be a chance to meet the winners and finalists of the 2016 Eugene & Marilyn Glick Indiana Authors Award. For more information, visit [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org).

The Indianapolis Library Foundation would like to recognize Charles Lazzara for making a personal three year pledge, and a three year pledge from his company, Ritz Charles. As you may know, Ritz Charles is one of the Library's preferred caterers.

- Last month, the Foundation received many gifts. The top corporate and Foundation contributors included:
  - Eli Lilly & Company – Matching gifts
  - Teachers Credit Union Foundation
  - Arthur Jordan Foundation



- Salesforce.org
  - Finish Line Youth Foundation
  - Charles Lazzara
  - Ritz Charles Inc.
  - RJE Business Interiors
  - CSX Transportation
  - The Eugene and Marilyn Glick family Foundation
  - PricewaterhouseCoopers LLP
  - Semler Financial Group, Inc.
  - United Way of Central Indiana, Inc.
  - Ricoh USA
- This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

#### Children's

- R2R – Packaged Programs
- R2R – Outreach to Hispanic/Latino Community
- R2R – Early Childhood Conference

#### Collections

- General Digitization

#### Cultural

- Classical Concerts at Central Library

#### Lifelong

- The Job Center
- USB Technology

#### Capital

- Pike Aquarium
- E38 Aquarium
- Ceramic Book Tile Cases
- Southport Community Room

Dr. Jett spoke about two grants for three special projects that will be transformative for the Library. The projects are as follows:

#### Indianapolis Foundation Library Fund Innovation Fund Grant, \$192,200

- The Global Village Project. This project is funded by a two year grant. It will allow the Library to better serve immigrants and non-native English speakers in their communities. The Library will partner with the Immigrant Welcome Center to provide natural helpers to work with newcomers in library branches, increase world language books collection, launch a Spanish ebook platform, provide cultural sensitivity training to staff, translate IndyPL promotional materials to other languages.

Lily Endowment Grant, \$3.2 million

- City Digitization. In preparation of the city's bicentennial, the Library will be digitizing the historical archives of the Indianapolis Public Schools, the remainder of the archives of the Indianapolis Firefighters Museum, the Indianapolis Parks and Recreation, and the Indianapolis Metropolitan Police Department. This project will digitize one million pages of records, 150 3-D objects, and 400 films.
- Center for African-American Literature and Culture at the Central Library. The Center is scheduled to open in the Fall of 2017. It will contain works from African-American authors, offer programs to highlight the Center's collection, as well as the history and current experiences of African-Americans in Indianapolis and the work of the Library's African-American History Committee. The Center will also host events such as author talks or author fairs featuring African-American authors from Indiana and the nation.

Ms. Jagers, President of the Indianapolis Public Library Foundation, spoke about how proud and inspired the Foundation is to be able to work with the Library on these projects. Materials detailing the specific details of each of these projects were distributed to the Board for their perusal. Dr. Wantz invited Ms. Jagers to explain how transformative these projects will be to the Library. Ms. Jagers explained that both the Global Village Project and the Center for African-American Literature and Culture provide a wholesale and strategic approach to increasing service to these populations and addressing social problems that we are currently experiencing. She also noted that a lot of the materials that will be digitized were locked away in a building to rot and could have been lost forever.

Dr. Wantz thanked Dr. Jett and Ms. Jagers for their work on the Foundation Board and on these projects.

Jackie Nytes, the Library's Chief Executive Officer, stated that she is grateful to the Foundation for their work and expertise in developing proposals that don't "collapse under their own weight." Ms. Nytes thanked the Foundation for their support of the Library in achieving its goals.

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

### **a. Dashboards and Statistics**

#### **1) Monthly Performance Dashboard – August 2016**

Ms. Nytes discussed the information. She pointed out there continues to be an increase in the use of electronic resources. Ms. Nytes noted there was a dip in door count and the use of physical resources, however a number of branches have been under construction and have experienced disruptions in their hours of service. Beech Grove's door count and circulation statistics have helped to offset this loss in traffic.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report that focused on the following: Goal 1: Enrich Indianapolis' desire for personal growth and learning: Be a welcoming, one-stop source for access to online government resources.

Ms. Cairo explained that although the Library provides access to computers and basic guidance in how to access e-government resources, patrons expect Library staff to be experts accessing and using these services. This need is increasing and with it, the need for staff to obtain training in navigating these services. Ms. Cairo reviewed classes that are currently offered to staff including legal reference workshops, training from Work One for staff at the Job Center, webinars offered by census.gov, Indiana government resource training by Indiana State Library, and Crash course on HIP2.0. Beginning in 2017, staff assisting patrons at the branches will be required to take training on e-government resources.

Sr. Mary Luke Jones applauded the Library for recognizing this need and working to take steps to meet this need.

Dr. Jett suggested that it might be necessary for the Library to hire social workers to assist patrons in these needs. These are people that are trained to know specifically which services a person would need to access and how they would go about accessing them. Mr. Gutierrez suggested instead that the Library partner with their local townships to provide social workers who could be made available to assist patrons in the branch. Ms. Crenshaw mentioned that schools often employ social workers who could also, potentially, be made available to patrons whose children may be enrolled at their school.

- c. **August Media Report** was provided to the Board for their information. The Report listed major news and social media coverage. Ms. Nytes noted that with Ms. Crowder's guidance, staff are learning how to utilize social media more effectively and are finding their messages are being heard by larger audiences.

- d. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (44– 2016)**

After full discussion and careful consideration of Resolution 44 – 2016, the resolution was adopted on the motion of Ms. Charleston, seconded by Mr. Gutierrez, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sr. Mary Luke Jones, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

## **UNFINISHED BUSINESS**

- 11. Sr. Mary Luke Jones noted that although she hadn't been able to attend the Library's budget hearing at the City-County Council, she did watch it after the fact. She asked if there were any plans to re-evaluate the decision to close Fountain Square.

Dr. Wantz responded that there is a task force in place to ensure that services to this community remain intact. He noted that the Library's lease on the Fountain Square property

does not run out until 2018. The Library has been criticized for not communicating their plans and they have begun to work on a plan to effectively communicate with their community.

Dr. Wantz stated that, from his perspective, the Board took an oath to be Trustees of the entire county, not of one library branch. He wouldn't know what he would say to residents of other parts of the county who can't walk or easily drive to a library branch should they reverse their decision.

Ms. Nytes noted that it was a very difficult decision to plan to close this branch. The Board labored hard regarding the decision to close the Fountain Square and Flanner House branches. The impact of property tax caps on the Library's budget makes it extremely difficult to find a way to serve the un-served parts of Marion County while continuing to serve areas that have overlapping service areas, such as Fountain Square. The Library is extremely reliant on property taxes, they make up 80% of the Library's budget. If there was a way to diminish that reliance and increase funding, the Library could re-evaluate these decisions.

Ms. Charleston noted that there was a lot of angst among the Board Members when considering the closing of the Fountain Square and Flanner House Libraries. She thanked Sr. Mary Luke for bringing her concerns to their attention.

Mr. Gutierrez noted that the Library did not get a perfect rating from Fitch due to its inability to increase its revenue without the approval of the City-County Council. In order to continue serving Fountain Square, the Library would need additional revenue that the Council is unwilling to provide. Mr. Gutierrez encouraged patrons to make their voices heard by the Council if they want to be able to keep these branches open. It is ultimately up to the Council to decide whether the Library receives the funding to keep these libraries open.

Mr. Vorderstrasse noted that it was interesting that members of the public that did speak to the Council were told to bring their concerns before the Library Board. Mr. Gutierrez responded that the Library is tasked with serving all of Marion County and in order to do this within their budget, they decided to close these branches that had overlapping service areas. The Library could not afford to increase their service area while maintaining their current branches. This funding would be approved by the City-County Council.

Ms. Crenshaw encouraged everyone to keep in mind the motive behind this decision was to broaden their services in areas of the county that are not served (Michigan Road and Lawrence). She noted that the Library's 2015-2020 Strategic Plan has a map of the areas that are currently served by the Library that helps to illustrate this point. Ms. Crenshaw also emphasized that there are just two branches closing, Fountain Square and Flanner House. She felt that the Library Board made the best decision they could make within the confines of their budget. No one wanted to close branches, but it was a necessary decision.

## **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, 2016** – *No items were suggested.*

## **INFORMATION**

**14. Materials**

- a. **Joint Meeting of Library Board Committee Notes – September 13, 2016** were distributed to the Board members for their general information.

**15. Board Meeting Schedule for 2016 and Upcoming Events/Information**

- a. **Board Meeting Schedule for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through October 23, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 11, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, October 24, 2016, at the Pike Branch Library, 6525 Zionsville Road, at 6:30 p.m.

**18. Other Business**

None.

**19. Adjournment**

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

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

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

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Lillian L. Charleston, Secretary to the Board



**Indianapolis-Marion County Public Library  
Report of the Treasurer for September 2016  
Prepared by Accounting for October 24, 2016 Board Meeting**

**Contents**

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

**Monthly Highlights**

**Revenues – as of September 30<sup>th</sup> the Library has collected 60% of the original projected revenue for 2016.**

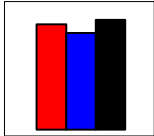
**Expenditures – as of September 30<sup>th</sup> the Library has spent 67% of the adjusted budget for 2016.**

**September 2015 – the Library had collected 57% of the original projected revenue and spent 70% of the adjusted budget for 2015.**

**Fines/Fees – the Library’s fines and fees are approximately 6% less than last year.**

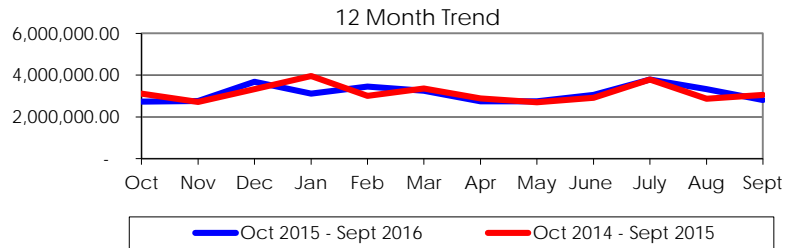
## Finances - September 2016

### Financial Comparisons - Operating Fund

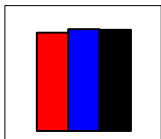


#### Expenses

3,054,942 September 15  
 2,805,051 September 16  
 3,189,054 Projected  
 -12.0%

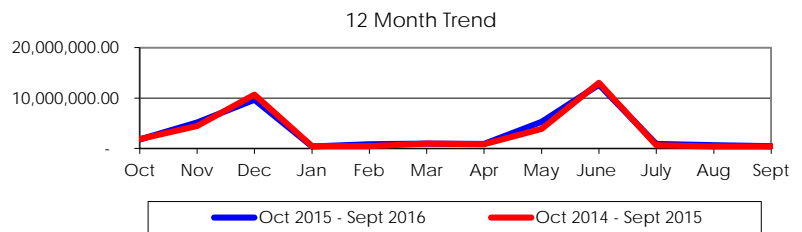


Spent less than projected - other services and charges and capital outlay



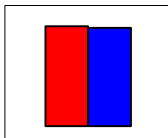
#### Revenue

423,039 September 15  
 438,932 September 16  
 435,674 Projected  
 0.7%



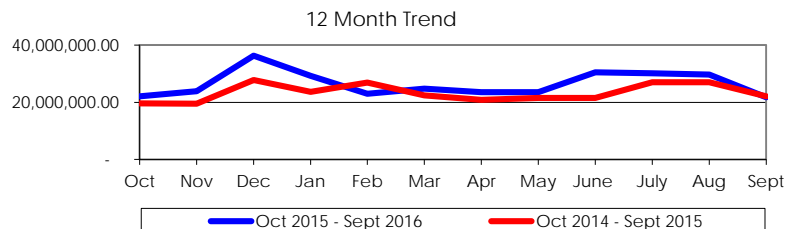
Charges for services - higher than projected

### Investment Activity



#### Investments

22,101,577 September 15  
 21,790,180 September 16

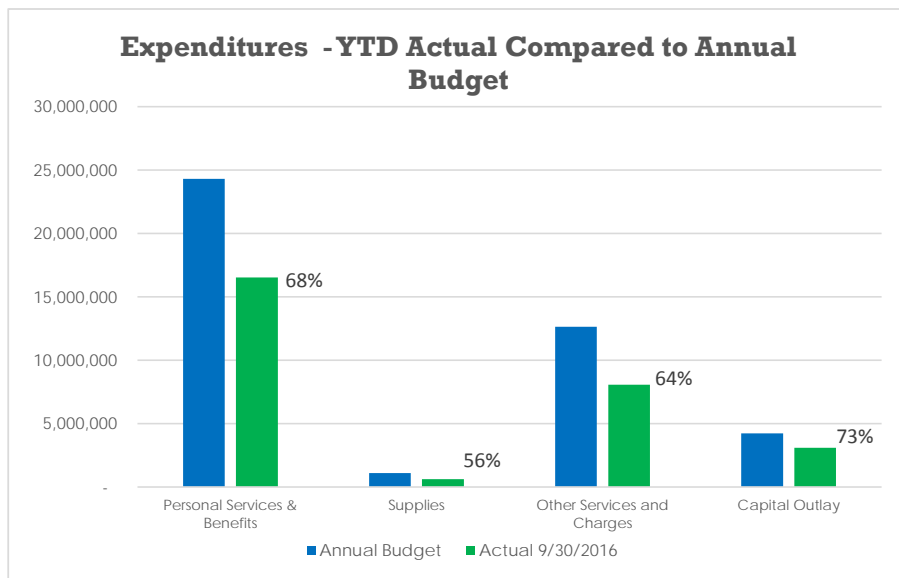




**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
OPERATING FUND REVENUES AND EXPENDITURES  
MONTH ENDED SEPTEMBER 30, 2016**

<b>Revenue</b>	<b>Annual</b>			
	<b>2016 Adjusted Budget</b>	<b>Projected MTD 9/30/2016</b>	<b>Actual MTD 9/30/2016</b>	<b>Variance % MTD</b>
2015 - Property Taxes	29,685,021	-	-	0%
2015 - Intergovernmental	5,839,422	299,285	299,285	0%
Fines & Fees	873,551	73,239	66,068	-10%
Charges for Services	185,500	16,878	25,797	53%
Miscellaneous	1,307,200	46,272	47,782	3%
<b>Total</b>	<b>37,890,694</b>	<b>435,674</b>	<b>438,932</b>	<b>1%</b>

<b>Expenditures</b>	<b>Annual</b>			
	<b>2016 Adjusted Budget</b>	<b>Projected MTD 9/30/2016</b>	<b>Actual MTD 9/30/2016</b>	<b>Variance % MTD</b>
Personal Services & Benefits	24,297,830	1,800,515	1,716,919	-5%
Supplies	1,082,633	90,000	49,815	-45%
Other Services and Charges	12,627,760	1,100,000	774,257	-30%
Capital Outlay	4,229,598	198,539	264,060	33%
<b>Total</b>	<b>42,237,821</b>	<b>3,189,054</b>	<b>2,805,051</b>	<b>-12%</b>



# Indianapolis Marion County Public Library Operating Fund

For the Month Ended September 30, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	15,011,602.98	(2,710.44)	15,008,892.54	1,120,427.64	10,607,573.52	0.00	4,401,319.02	29%
SALARIES HOURLY STAFF	1,755,115.02	52,614.99	1,807,730.01	88,847.83	1,099,635.52	0.00	708,094.49	39%
<b>Total Salaries &amp; Wages</b>	<b>16,766,718.00</b>	<b>49,904.55</b>	<b>16,816,622.55</b>	<b>1,209,275.47</b>	<b>11,707,209.04</b>	<b>0.00</b>	<b>5,109,413.51</b>	<b>30%</b>
<b>Employee Benefits</b>								
HEALTH INSURANCE	3,786,089.00	80,902.13	3,866,991.13	256,299.61	2,401,027.17	0.00	1,465,963.96	38%
WELLNESS	25,000.00	0.00	25,000.00	10.00	15,030.00	0.00	9,970.00	40%
GROUP LIFE INSURANCE	30,000.00	0.00	30,000.00	(10.20)	22,095.59	0.00	7,904.41	26%
LONG TERM DISABILITY INSURANCE	27,000.00	0.00	27,000.00	2,934.89	25,181.29	0.00	1,818.71	7%
UNEMPLOYMENT COMPENSATION	5,000.00	0.00	5,000.00	0.00	2,868.32	748.00	1,383.68	28%
FICA AND MEDICARE	1,284,567.00	23,346.19	1,307,913.19	86,704.82	835,706.15	0.00	472,207.04	36%
PERF	2,140,085.00	19,487.93	2,159,572.93	158,560.57	1,499,450.52	0.00	660,122.41	31%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	1,835.00	16,515.00	5,505.00	0.00	0%
TUITION ASSISTANCE	8,000.00	3,458.00	11,458.00	1,308.78	12,457.32	0.00	(999.32)	-9%
SALARY ADJUSTMENT	25,000.00	1,252.00	26,252.00	0.00	0.00	0.00	26,252.00	100%
<b>Total Employee Benefits</b>	<b>7,352,761.00</b>	<b>128,446.25</b>	<b>7,481,207.25</b>	<b>507,643.47</b>	<b>4,830,331.36</b>	<b>6,253.00</b>	<b>2,644,622.89</b>	<b>35%</b>
<b>Total Services Personal</b>	<b>24,119,479.00</b>	<b>178,350.80</b>	<b>24,297,829.80</b>	<b>1,716,918.94</b>	<b>16,537,540.40</b>	<b>6,253.00</b>	<b>7,754,036.40</b>	<b>32%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	432,381.00	179,020.31	611,401.31	15,351.98	388,886.91	44,970.57	177,543.83	29%
UNIFORMS	7,000.00	0.00	7,000.00	0.00	540.55	478.54	5,980.91	85%
<b>Total Office Supplies</b>	<b>439,381.00</b>	<b>179,020.31</b>	<b>618,401.31</b>	<b>15,351.98</b>	<b>389,427.46</b>	<b>45,449.11</b>	<b>183,524.74</b>	<b>30%</b>
<b>Operating Supplies</b>								
CLEANING & SANITATION	159,850.00	8,027.10	167,877.10	8,015.16	73,263.00	68,361.31	26,252.79	16%
GASOLINE	40,000.00	2,191.09	42,191.09	1,487.03	13,500.21	13,690.88	15,000.00	36%
<b>Total Operating Supplies</b>	<b>199,850.00</b>	<b>10,218.19</b>	<b>210,068.19</b>	<b>9,502.19</b>	<b>86,763.21</b>	<b>82,052.19</b>	<b>41,252.79</b>	<b>20%</b>
<b>Other Supplies</b>								
LIBRARY SUPPLIES	175,500.00	60,737.12	236,237.12	24,994.12	124,208.37	51,246.19	60,782.56	26%

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended September 30, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
NON-CAPITAL FURNITURE & EQUIPMENT	15,000.00	2,926.27	17,926.27	0.00	3,841.41	3,239.98	10,844.88	60%
Total Other Supplies	<b>190,500.00</b>	<b>63,663.39</b>	<b>254,163.39</b>	<b>24,994.12</b>	<b>128,049.78</b>	<b>54,486.17</b>	<b>71,627.44</b>	<b>28%</b>
Total Supplies	<b>829,731.00</b>	<b>252,901.89</b>	<b>1,082,632.89</b>	<b>49,848.29</b>	<b>604,240.45</b>	<b>181,987.47</b>	<b>296,404.97</b>	<b>27%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	190,000.00	(8,830.00)	181,170.00	831.25	69,491.95	13,626.35	98,051.70	54%
LEGAL SERVICES	195,000.00	53,358.00	248,358.00	18,489.00	133,252.00	0.00	115,106.00	46%
Total Professional Services	<b>385,000.00</b>	<b>44,528.00</b>	<b>429,528.00</b>	<b>19,320.25</b>	<b>202,743.95</b>	<b>13,626.35</b>	<b>213,157.70</b>	<b>50%</b>
<b>Communication &amp; Transportation</b>								
POSTAGE	64,000.00	(64.55)	63,935.45	490.87	29,876.56	2,491.52	31,567.37	49%
TRAVEL	36,520.00	4,000.00	40,520.00	3,371.85	20,573.84	0.00	19,946.16	49%
CONFERENCES	86,380.00	3,000.00	89,380.00	3,990.00	77,416.41	1,293.00	10,670.59	12%
IN HOUSE CONFERENCE	40,000.00	157.50	40,157.50	3,319.00	27,549.90	1,830.00	10,777.60	27%
FREIGHT & EXPRESS	6,000.00	0.00	6,000.00	603.29	3,176.48	0.00	2,823.52	47%
DATA COMMUNICATIONS	298,000.00	34,404.74	332,404.74	2,524.52	229,957.97	0.00	102,446.77	31%
CELLULAR PHONE	9,810.00	1,000.00	10,810.00	490.00	9,429.91	0.00	1,380.09	13%
Total Communication & Transport	<b>540,710.00</b>	<b>42,497.69</b>	<b>583,207.69</b>	<b>14,789.53</b>	<b>397,981.07</b>	<b>5,614.52</b>	<b>179,612.10</b>	<b>31%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	1,000.00	3,250.00	0.00	623.24	0.00	2,626.76	81%
Printing	238,550.00	(625.00)	237,925.00	(3,078.00)	146,212.70	26,273.00	65,439.30	28%
Total Printing & Advertising	<b>240,800.00</b>	<b>375.00</b>	<b>241,175.00</b>	<b>(3,078.00)</b>	<b>146,835.94</b>	<b>26,273.00</b>	<b>68,066.06</b>	<b>28%</b>
<b>Insurance</b>								
OFFICIAL BONDS	1,000.00	500.00	1,500.00	0.00	975.00	0.00	525.00	35%
AUTOMOBILE	11,500.00	0.00	11,500.00	0.00	5,637.60	0.00	5,862.40	51%
PACKAGE	186,000.00	20,017.80	206,017.80	44,062.00	206,076.40	1.13	(59.73)	0%
WORKER'S COMPENSATION	165,050.00	25,000.00	190,050.00	26,696.00	189,510.00	0.00	540.00	0%
EXCESS LIABILITY	7,400.00	0.00	7,400.00	1,734.00	7,717.00	0.00	(317.00)	-4%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	0.00	16,000.00	0.00	15,839.00	0.00	161.00	1%
BROKERAGE FEE	17,000.00	0.00	17,000.00	4,250.00	17,000.00	0.00	0.00	0%
Total Insurance	<b>403,950.00</b>	<b>45,517.80</b>	<b>449,467.80</b>	<b>76,742.00</b>	<b>442,755.00</b>	<b>1.13</b>	<b>6,711.67</b>	<b>1%</b>

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended September 30, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
<b>Utilities</b>								
Gas	103,850.00	33,626.49	137,476.49	1,613.51	54,758.76	62,017.73	20,700.00	15%
ELECTRICITY	876,875.00	96,098.76	972,973.76	81,271.91	642,898.38	297,516.87	32,558.51	3%
HEAT/STEAM	364,000.00	23,896.51	387,896.51	15,282.95	187,712.84	200,183.67	0.00	0%
COOLING/CHILLED WATER	453,200.00	26,774.94	479,974.94	61,572.18	351,139.05	128,835.89	0.00	0%
WATER	58,750.00	5,592.48	64,342.48	5,733.39	36,413.16	25,036.50	2,892.82	4%
STORMWATER	13,750.00	2,177.20	15,927.20	118.11	8,577.34	7,728.60	(378.74)	-2%
SEWAGE	65,356.00	3,718.62	69,074.62	7,020.77	44,117.02	24,858.93	98.67	0%
<b>Total Utilities</b>	<b>1,935,781.00</b>	<b>191,885.00</b>	<b>2,127,666.00</b>	<b>172,612.82</b>	<b>1,325,616.55</b>	<b>746,178.19</b>	<b>55,871.26</b>	<b>3%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	804,800.00	419,634.84	1,224,434.84	53,931.28	741,658.76	227,313.19	255,462.89	21%
REP & MAINT-HEATING & AIR	155,000.00	61,098.58	216,098.58	24,686.25	170,643.89	41,439.34	4,015.35	2%
REP & MAINT -AUTO	40,000.00	1,233.38	41,233.38	3,523.59	26,885.51	352.85	13,995.02	34%
REP & MAINT-EQUIPMENT	101,000.00	8,328.32	109,328.32	234.36	23,069.85	11,595.30	74,663.17	68%
REP & MAINT-COMPUTERS	393,960.00	13,889.50	407,849.50	1,801.75	315,217.05	56,034.60	36,597.85	9%
CLEANING	944,349.00	72,569.00	1,016,918.00	68,056.01	645,413.33	372,030.90	(526.23)	0%
<b>Total Repairs &amp; Maintenance</b>	<b>2,439,109.00</b>	<b>576,753.62</b>	<b>3,015,862.62</b>	<b>152,233.24</b>	<b>1,922,888.39</b>	<b>708,766.18</b>	<b>384,208.05</b>	<b>13%</b>
<b>Rentals</b>								
REAL ESTATE	452,412.00	0.00	452,412.00	36,032.60	350,510.12	0.00	101,901.88	23%
EQUIPMENT RENTAL	63,210.00	1,000.00	64,210.00	0.00	39,062.01	645.00	24,502.99	38%
<b>Total Rentals</b>	<b>515,622.00</b>	<b>1,000.00</b>	<b>516,622.00</b>	<b>36,032.60</b>	<b>389,572.13</b>	<b>645.00</b>	<b>126,404.87</b>	<b>24%</b>
<b>Other Services &amp; Charges</b>								
AUDIT FEES	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	100%
TRANSFR TO LIBRARY IMPROVMT FND	200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	100%
DUES & MEMBERSHIPS	51,455.00	1,734.90	53,189.90	645.00	48,859.96	0.00	4,329.94	8%
COMPUTER SERVICES	38,000.00	9,170.65	47,170.65	1,268.95	30,975.01	0.00	16,195.64	34%
PAYROLL SERVICES	137,000.00	4,153.78	141,153.78	12,266.29	93,793.69	0.00	47,360.09	34%
SECURITY SERVICES	914,325.00	57,148.52	971,473.52	14,214.70	501,490.91	343,584.16	126,398.45	13%
TRASH REMOVAL	52,928.00	9,690.14	62,618.14	3,807.49	43,175.81	14,881.55	4,560.78	7%
SNOW REMOVAL	325,000.00	1,193.78	326,193.78	0.00	183,957.82	125,841.25	16,394.71	5%
PROGRAMMING	85,000.00	(16,679.00)	68,321.00	14,200.00	27,667.98	15,400.00	25,253.02	37%
PROGRAMMING-JUV.	166,000.00	(6,790.25)	159,209.75	758.00	100,832.93	8,445.00	49,931.82	31%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	815.00	14,381.00	0.00	15,619.00	52%

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended September 30, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	0.00	873.95	0.00	8,126.05	90%
EVENTS & PR	39,700.00	(1,865.00)	37,835.00	54.68	11,646.09	7,019.25	19,169.66	51%
LAWN & LANDSCAPING	268,312.00	23,322.88	291,634.88	20,290.00	170,477.85	54,625.59	66,531.44	23%
OTHER CONTRACTUAL SERVICES	444,720.00	102,454.87	547,174.87	61,358.18	289,368.69	121,269.98	136,536.20	25%
MATERIALS CONTRACTUAL	2,000,000.00	236,961.99	2,236,961.99	170,825.35	1,676,825.86	0.00	560,136.13	25%
LIBRARY MEDIA STATION	5,000.00	0.00	5,000.00	0.00	1,368.00	0.00	3,632.00	73%
BANK FEES/CREDIT CARD FEES	50,000.00	400.00	50,400.00	4,530.69	37,725.33	0.00	12,674.67	25%
RECRUITMENT EXPENSES	14,290.00	603.95	14,893.95	570.61	11,101.39	0.00	3,792.56	25%
<b>Total Other Services &amp; Charges</b>	<b>4,842,730.00</b>	<b>421,501.21</b>	<b>5,264,231.21</b>	<b>305,604.94</b>	<b>3,244,522.27</b>	<b>691,066.78</b>	<b>1,328,642.16</b>	<b>25%</b>
<b>Total Other Services &amp; Charges</b>	<b>11,303,702.00</b>	<b>1,324,058.32</b>	<b>12,627,760.32</b>	<b>774,257.38</b>	<b>8,072,915.30</b>	<b>2,192,171.15</b>	<b>2,362,673.87</b>	<b>19%</b>
<b>Capital Outlay</b>								
IMPROVEMENTS OTHER THAN BUILDINGS	0.00	750.00	750.00	0.00	0.00	0.00	750.00	100%
CAPITAL - EQUIPMENT	0.00	200,174.36	200,174.36	20,184.94	112,784.81	7,278.88	80,110.67	40%
ART & EXHIBITS	0.00	6,929.00	6,929.00	1,339.49	6,928.99	0.00	0.01	0%
COMPUTER EQUIPMENT	10,000.00	304,824.81	314,824.81	0.00	307,544.27	0.00	7,280.54	2%
BOOKS & MATERIALS	3,500,000.00	69,164.25	3,569,164.25	237,606.45	2,583,661.44	2,000.00	983,502.81	28%
UNPROCESSED PAPERBACK BOOKS	126,000.00	11,755.50	137,755.50	988.85	76,873.35	54,377.07	6,505.08	5%
<b>Total Capital Outlay</b>	<b>3,636,000.00</b>	<b>593,597.92</b>	<b>4,229,597.92</b>	<b>260,119.73</b>	<b>3,087,792.86</b>	<b>63,655.95</b>	<b>1,078,149.11</b>	<b>25%</b>
<b>Total Expenses</b>	<b>39,888,912.00</b>	<b>2,348,908.93</b>	<b>42,237,820.93</b>	<b>2,801,144.34</b>	<b>28,302,489.01</b>	<b>2,444,067.57</b>	<b>11,491,264.35</b>	<b>27%</b>

**Indianapolis Marion County Public Library**  
**Bond Interest and Redemption Fund**  
For the Month Ended September 30, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Other Services &amp; Charges</b>								
BOND EXPENSES	9,550,000.00	10,000.00	9,560,000.00	0.00	7,295,000.00	0.00	2,265,000.00	24%
Lease Payments	0.00	178,000.00	178,000.00	0.00	148,196.26	0.00	29,803.74	17%
INTEREST EXPENSE	2,554,480.00	(24,992.00)	2,529,488.00	0.00	1,928,119.18	0.00	601,368.82	24%
BANK FEES/CREDIT CARD FEES	4,000.00	0.00	4,000.00	0.00	2,750.00	0.00	1,250.00	31%
<b>Total Other Services &amp; Charges</b>	<b>12,108,480.00</b>	<b>163,008.00</b>	<b>12,271,488.00</b>	<b>0.00</b>	<b>9,374,065.44</b>	<b>0.00</b>	<b>2,897,422.56</b>	<b>24%</b>
<b>Total Other Services &amp; Charges</b>	<b>12,108,480.00</b>	<b>163,008.00</b>	<b>12,271,488.00</b>	<b>0.00</b>	<b>9,374,065.44</b>	<b>0.00</b>	<b>2,897,422.56</b>	<b>24%</b>
<b>Total Expenses</b>	<b>12,108,480.00</b>	<b>163,008.00</b>	<b>12,271,488.00</b>	<b>0.00</b>	<b>9,374,065.44</b>	<b>0.00</b>	<b>2,897,422.56</b>	<b>24%</b>

# Indianapolis Marion County Public Library Capital Projects Fund

For the Month Ended September 30, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	489,800.00	69,180.60	558,980.60	362.92	115,743.79	95,982.01	347,254.80	62%
<b>Total Office Supplies</b>	<b>489,800.00</b>	<b>69,180.60</b>	<b>558,980.60</b>	<b>362.92</b>	<b>115,743.79</b>	<b>95,982.01</b>	<b>347,254.80</b>	<b>62%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	167,000.00	7,598.52	174,598.52	0.00	86,667.89	0.00	87,930.63	50%
<b>Total Other Supplies</b>	<b>167,000.00</b>	<b>7,598.52</b>	<b>174,598.52</b>	<b>0.00</b>	<b>86,667.89</b>	<b>0.00</b>	<b>87,930.63</b>	<b>50%</b>
<b>Total Supplies</b>	<b>656,800.00</b>	<b>76,779.12</b>	<b>733,579.12</b>	<b>362.92</b>	<b>202,411.68</b>	<b>95,982.01</b>	<b>435,185.43</b>	<b>59%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	25,000.00	84,141.00	109,141.00	1,050.00	49,913.10	59,227.90	0.00	0%
ENGINEERING & ARCHITECTURAL	0.00	22,250.00	22,250.00	234.37	20,750.00	0.00	1,500.00	7%
<b>Total Professional Services</b>	<b>25,000.00</b>	<b>106,391.00</b>	<b>131,391.00</b>	<b>1,284.37</b>	<b>70,663.10</b>	<b>59,227.90</b>	<b>1,500.00</b>	<b>1%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	440,000.00	268,628.03	708,628.03	9,689.00	391,697.57	230,803.54	86,126.92	12%
REP & MAINT-HEATING & AIR	450,000.00	30,328.00	480,328.00	247,866.90	291,994.90	61,133.10	127,200.00	26%
REP & MAINT-EQUIPMENT	0.00	9,565.00	9,565.00	0.00	9,565.00	0.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>890,000.00</b>	<b>308,521.03</b>	<b>1,198,521.03</b>	<b>257,555.90</b>	<b>693,257.47</b>	<b>291,936.64</b>	<b>213,326.92</b>	<b>18%</b>
<b>Other Services &amp; Charges</b>								
OTHER CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>100%</b>
<b>Total Other Services &amp; Charges</b>	<b>940,000.00</b>	<b>414,912.03</b>	<b>1,354,912.03</b>	<b>258,840.27</b>	<b>763,920.57</b>	<b>351,164.54</b>	<b>239,826.92</b>	<b>18%</b>
<b>Capital Outlay</b>								

# Indianapolis Marion County Public Library Capital Projects Fund

For the Month Ended September 30, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
LAND	0.00	26,800.00	26,800.00	0.00	26,800.00	0.00	0.00	0%
BUILDING	0.00	22,001.00	22,001.00	0.00	21,910.32	0.00	90.68	0%
CAPITAL - FURNITURE	0.00	40,017.89	40,017.89	3,706.00	24,849.89	0.00	15,168.00	38%
CAPITAL - EQUIPMENT	0.00	290,994.00	290,994.00	73,172.00	218,393.00	80,458.05	(7,857.05)	(3)%
COMPUTER EQUIPMENT	236,000.00	316,633.48	552,633.48	0.00	369,910.48	0.00	182,723.00	33%
<b>Total Capital Outlay</b>	<b>236,000.00</b>	<b>696,446.37</b>	<b>932,446.37</b>	<b>76,878.00</b>	<b>661,863.69</b>	<b>80,458.05</b>	<b>190,124.63</b>	<b>20%</b>
<b>Total Expenses</b>	<b>1,832,800.00</b>	<b>1,188,137.52</b>	<b>3,020,937.52</b>	<b>336,081.19</b>	<b>1,628,195.94</b>	<b>527,604.60</b>	<b>865,136.98</b>	<b>29%</b>



**Indianapolis Marion County Public Library**  
**Income Statement - Rainy Day Fund**  
For the Month Ended September 30, 2016

39 - Rainy Day Fund	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	%
								Remaining
<b>Revenues</b>								
<b>Other Revenue</b>								
TRANSFER IN	0.00	0.00	0.00	0.00	5,000.00	0.00	(5,000.00)	0%
INTEREST INCOME	45,000.00	0.00	45,000.00	2,084.88	19,895.89	0.00	25,104.11	56%
<b>Total Other Revenue</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>2,084.88</b>	<b>24,895.89</b>	<b>0.00</b>	<b>20,104.11</b>	<b>45%</b>
<b>Total Revenues</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>2,084.88</b>	<b>24,895.89</b>	<b>0.00</b>	<b>20,104.11</b>	<b>45%</b>
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	544,630.00	14,053.12	558,683.12	8,060.61	23,084.76	59,665.24	475,933.12	85%
LEGAL SERVICES	400,000.00	17,432.00	417,432.00	13,860.00	58,290.00	0.00	359,142.00	86%
<b>Total Professional Services</b>	<b>944,630.00</b>	<b>31,485.12</b>	<b>976,115.12</b>	<b>21,920.61</b>	<b>81,374.76</b>	<b>59,665.24</b>	<b>835,075.12</b>	<b>86%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	0.00	207.68	207.68	0.00	207.68	0.00	0.00	0%
OUTSIDE PRINTING	0.00	234.00	234.00	0.00	234.00	0.00	0.00	0%
<b>Total Printing &amp; Advertising</b>	<b>0.00</b>	<b>441.68</b>	<b>441.68</b>	<b>0.00</b>	<b>441.68</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT -AUTO	0.00	4,823.20	4,823.20	0.00	0.00	0.00	4,823.20	100%
<b>Total Repairs &amp; Maintenance</b>	<b>0.00</b>	<b>4,823.20</b>	<b>4,823.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,823.20</b>	<b>100%</b>
<b>Total Other Services &amp; Charges</b>	<b>944,630.00</b>	<b>36,750.00</b>	<b>981,380.00</b>	<b>21,920.61</b>	<b>81,816.44</b>	<b>59,665.24</b>	<b>839,898.32</b>	<b>86%</b>
<b>Capital Outlay</b>								
LAND	1,555,370.00	(4,135.20)	1,551,234.80	0.00	12,000.00	0.00	1,539,234.80	99%
VEHICLES	0.00	411,981.20	411,981.20	0.00	411,981.20	0.00	0.00	0%
<b>Total Capital Outlay</b>	<b>1,555,370.00</b>	<b>407,846.00</b>	<b>1,963,216.00</b>	<b>0.00</b>	<b>423,981.20</b>	<b>0.00</b>	<b>1,539,234.80</b>	<b>78%</b>
<b>Total Expenses</b>	<b>2,500,000.00</b>	<b>444,596.00</b>	<b>2,944,596.00</b>	<b>21,920.61</b>	<b>505,797.64</b>	<b>59,665.24</b>	<b>2,379,133.12</b>	<b>81%</b>

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
September 30, 2016**

**Chase Savings Account**

	Balance September 30, 2016	Interest Earned September 30, 2016
Operating Fund	\$ 2,373,705	\$ 156
Library Improvement Reserve Fd	\$ 75,572	5
Shared System Fund	\$ 145,954	10
Grant Fund	\$ 136,707	9
Parking Garage	\$ 54,003	4
Capital Projects Fund	\$ 60,291	4
Bond & Interest Redemption Fd	\$ 32,823	2
<b>Total Chase Savings Account</b>	<b>\$ 2,879,055</b>	<b>\$ 189</b>

The average savings account rate for September was 0.08%

**Fifth Third Bank Investment Account**

	Balance September 30, 2016	Interest Earned September 30, 2016
Operating Fund	\$ 1,540,898	\$ 825
Library Improvement Reserve Fd	\$ 2,954,875	1,581
Shared System Fund	\$ 305,144	163
Gift Fund	\$ 508,573	272
Construction Fund	\$ 337,514	181
Capital Projects Fund	\$ 509,461	273
Rainy Day Fund	\$ 3,780,059	2,023
Bond & Interest Redemption Fd	\$ 1,017,146	544
<b>Total Fifth Third Bank</b>	<b>\$ 10,953,670</b>	<b>\$ 5,862</b>

The average investment account rate for September was .64%

**Hoosier Fund Account Income**

	Balance September 30, 2016	Interest Earned September 30, 2016
Operating Fund	\$ 3,512,513	\$ 1,280
Capital Projects	\$ 200,715	73
Rainy Day Fund	\$ 169,716	62
<b>Total Hoosier Fund Account</b>	<b>\$ 3,882,944</b>	<b>\$ 1,415</b>

The average Hoosier Fund account rate for September was 0.45%

**Huntington Bank Money Market Account Income**

	Balance September 30, 2016	Interest Earned September 30, 2016
2014 Multi-Branch Facility Improvmts	\$ 1,557,680	\$ 576
<b>Total Huntington Bank Account</b>	<b>\$ 1,557,680</b>	<b>\$ 576</b>

The average Huntington Bank account rate for September was 0.35%

**TrustIndiana**

	Balance September 30, 2016	Interest Earned September 30, 2016
Operating Fund	\$ 11,697	\$ 5
2015 RFID Project Fund	\$ 1,500,000	-
Bond & Interest Redemption Fd	\$ 1,005,134	\$ 1,047
<b>Total TrustIndiana Account</b>	<b>\$ 2,516,831</b>	<b>\$ 1,052</b>

The average TrustIndiana account rate for September was 0.51%

**Previous Month's Chase Savings Account Activity**

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 9,773,549	\$ 706
Library Improvement Reserve Fd	\$ 75,567	5
Shared System Fund	\$ 145,944	11
Grant Fund	\$ 136,698	10
Parking Garage	\$ 54,000	4
Capital Projects Fund	\$ 60,287	4
Bond & Interest Redemption Fd	\$ 32,820	2
<b>Total Chase Savings Account</b>	<b>\$ 10,278,866</b>	<b>\$ 743</b>

The average savings account rate for August was 0.08%

**Previous Month's Fifth Third Bank Investment Account**

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 1,540,074	\$ 845
Library Improvement Reserve Fd	\$ 2,953,293	1,621
Shared System Fund	\$ 304,980	167
Gift Fund	\$ 508,301	279
Construction Fund	\$ 337,333	185
Capital Projects Fund	\$ 509,189	279
Rainy Day Fund	\$ 3,778,036	2,074
Bond & Interest Redemption Fd	\$ 1,016,601	558
<b>Total Fifth Third Bank</b>	<b>\$ 10,947,807</b>	<b>\$ 6,009</b>

The average investment account rate for August was .66%

**Previous Month's Hoosier Fund Account Income**

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 3,511,232	\$ 1,290
Capital Projects	\$ 200,642	74
Rainy Day Fund	\$ 169,654	62
<b>Total Hoosier Fund Account</b>	<b>\$ 3,881,528</b>	<b>\$ 1,427</b>

The average Hoosier Fund account rate for August was 0.44%

**Previous Month's Huntington Bank Money Market Account Income**

	Balance August 31, 2016	Interest Earned August 31, 2016
2014 Multi-Branch Facility Improvmt:	\$ 2,057,131	\$ 696
<b>Total Huntington Bank Account</b>	<b>\$ 2,057,131</b>	<b>\$ 696</b>

The average Huntington Bank account rate for August was 0.35%

**Previous Month's TrustIndiana**

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 11,693	\$ 5
2015 RFID Project Fund	\$ 1,500,000	-
Bond & Interest Redemption Fd	\$ 1,004,087	\$ 1,022
<b>Total TrustIndiana Account</b>	<b>\$ 2,515,780</b>	<b>\$ 1,027</b>

The average TrustIndiana account rate for August was 0.48%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
STATUS OF THE TREASURY  
CASH BALANCES  
September 30, 2016

	Prior Year All Balances 9/30/2015	----- Beginning Balance 8/31/2016	----- Checking and Savings Account Activity - Chase -----		Ending Balance 9/30/2016	Investments 9/30/2016	Total All Balances 9/30/2016
			Current Month Receipts	Current Month Disbursements			
<b>TOTAL ALL FUNDS</b>	27,685,585.99	10,513,090.37	1,675,878.72	4,172,131.03	8,014,866.66	18,911,125.07	26,925,991.73
<b>OPERATING FUND</b>	8,971,953.11	8,519,928.65	514,092.20	2,882,047.09	6,151,973.76	5,065,108.71	11,217,082.47
Current Year			514,092.20	2,882,047.09			
Investments			-	-			
<b>CAPITAL PROJECTS FUND</b>	1,189,220.76	228,975.65	3.96	336,081.19	(107,101.58)	710,176.29	603,074.71
Current Year			3.96	336,081.19			
Investments			-	-			
<b>BOND &amp; INTEREST REDEMPTION FUND</b>	2,766,061.81	240,397.12	496.98	-	240,894.10	2,022,279.59	2,263,173.69
Current Year			496.98	-			
Investments			-	-			
<b>CONSTRUCTION FUND</b>	611,807.44	14,360.34	-	35,580.00	(21,219.66)	337,513.83	316,294.17
Current Year			-	35,580.00			
Investments			-	-			
<b>RAINY DAY FUND</b>	4,526,327.20	110,219.39	-	21,920.61	88,298.78	3,949,775.04	4,038,073.82
Current Year			-	21,920.61			
Investments			-	-			
<b>LIBRARY IMPROVEMENT RESERVE FUND</b>	3,013,961.93	160,769.50	4.96	-	160,774.46	2,954,874.67	3,115,649.13
Current Year			4.96	-			
Investments			-	-			
<b>2014 MULTI-BRANCH IMPROVEMENT</b>	4,794,862.39	113,321.60	599,948.14	372,273.22	340,996.52	1,557,680.17	1,898,676.69
Current Year			99,948.14	372,273.22			
Investments			500,000.00	-			
<b>2015 RFID BOOKS &amp; MATERIALS PROJECT</b>	-	206,980.89	-	1,971.40	205,009.49	1,500,000.00	1,705,009.49
Current Year			-	1,971.40			
Investments			-	-			
<b>PARKING GARAGE FUND</b>	59,335.01	177,633.71	21,977.45	7,044.80	192,566.36		192,566.36
Current Year			21,977.45	7,044.80			
<b>GIFT FUND</b>	642,088.06	172,318.65	65,923.00	46,009.24	192,232.41	508,572.97	700,805.38
Current Year			65,923.00	46,009.24			
<b>GRANT FUND</b>	456,246.60	295,213.13	77,028.98	74,431.96	297,810.15		297,810.15
Current Year			77,028.98	74,431.96			
<b>OTHER FUNDS &amp; ACTIVITY:</b>							
<b>PAYROLL DEDUCTIONS</b>	93,752.69	77,526.22	385,482.54	386,773.61	76,235.15		76,235.15
<b>FOUNDATION AGENCY FUND</b>	1,199.18	3,223.46	1,036.76	3,223.46	1,036.76		1,036.76
<b>STAFF ASSOCIATION AGENCY FUND</b>	6.00	2.00	2.00	-	4.00		4.00
<b>SALES TAX AGENCY FUND</b>	858.71	1,223.88	1,306.66	1,229.48	1,301.06		1,301.06
<b>PLAC CARD AGENCY FUND</b>	14,323.30	9,643.80	4,485.00	-	14,128.80		14,128.80
<b>SHARED SYSTEM</b>	543,581.80	181,352.38	4,090.09	5,516.37	179,926.10	305,143.80	485,069.90

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended September 30, 2016

	<b>Original Budget</b>	<b>Budget Adjust.</b>	<b>Adjust. Budget</b>	<b>Actual MTD</b>	<b>Actual YTD</b>	<b>Open P.O.</b>	<b>Balance</b>	<b>%</b>
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	50.00	0.00	50.00	3.55	31.29	0.00	(18.71)	(37.42)%
PARKING GARAGE REVENUE	182,000.00	0.00	182,000.00	20,313.90	192,966.87	0.00	10,966.87	6.03%
Events Parking	10,000.00	0.00	10,000.00	2,160.00	9,653.75	0.00	(346.25)	(3.46)%
<b>Total Other Revenue</b>	<b>192,050.00</b>	<b>0.00</b>	<b>192,050.00</b>	<b>22,477.45</b>	<b>202,651.91</b>	<b>0.00</b>	<b>10,601.91</b>	<b>5.52%</b>
<b>Total Revenues</b>	<b>192,050.00</b>	<b>0.00</b>	<b>192,050.00</b>	<b>22,477.45</b>	<b>202,651.91</b>	<b>0.00</b>	<b>10,601.91</b>	<b>5.52%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
PRINTING SUPPLIES	3,000.00	(517.98)	2,482.02	369.15	2,383.51	0.00	98.51	3.97%
OTHER OFFICE SUPPLIES	4,000.00	889.72	4,889.72	282.00	2,966.98	1,922.74	0.00	0.00%
UNIFORMS	100.00	0.00	100.00	0.00	44.60	0.00	55.40	55.40%
<b>Total Office Supplies</b>	<b>7,100.00</b>	<b>371.74</b>	<b>7,471.74</b>	<b>651.15</b>	<b>5,395.09</b>	<b>1,922.74</b>	<b>153.91</b>	<b>2.06%</b>
<b>Total Supplies</b>	<b>7,100.00</b>	<b>371.74</b>	<b>7,471.74</b>	<b>651.15</b>	<b>5,395.09</b>	<b>1,922.74</b>	<b>153.91</b>	<b>2.06%</b>
<b>Other Services &amp; Charges</b>								
<b>Communication &amp; Transportation</b>								
TELEPHONE	4,000.00	0.00	4,000.00	314.65	2,831.09	0.00	1,168.91	29.22%
DATA COMMUNICATIONS	500.00	0.00	500.00	0.00	406.36	0.00	93.64	18.73%
<b>Total Communication &amp; Transportation</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>314.65</b>	<b>3,237.45</b>	<b>0.00</b>	<b>1,262.55</b>	<b>28.06%</b>
<b>Insurance</b>								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	431.00	3,879.00	0.00	2,121.00	35.35%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>431.00</b>	<b>3,879.00</b>	<b>0.00</b>	<b>2,121.00</b>	<b>35.35%</b>
<b>Repairs &amp; Maintenance</b>								

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended September 30, 2016

	<b>Original Budget</b>	<b>Budget Adjust.</b>	<b>Adjust. Budget</b>	<b>Actual MTD</b>	<b>Actual YTD</b>	<b>Open P.O.</b>	<b>Balance</b>	<b>%</b>
REP & MAINT-STRUCTURE	5,000.00	0.00	5,000.00	0.00	260.00	0.00	4,740.00	94.80%
REP & MAINT-HEATING & AIR	15,000.00	7,315.00	22,315.00	0.00	7,315.00	0.00	15,000.00	67.22%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	0.00	19,216.58	0.00	783.42	3.92%
<b>Total Repairs &amp; Maintenance</b>	<b>40,000.00</b>	<b>7,315.00</b>	<b>47,315.00</b>	<b>0.00</b>	<b>26,791.58</b>	<b>0.00</b>	<b>20,523.42</b>	<b>43.38%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	150.00	0.00	150.00	0.00	0.00	0.00	150.00	100.00%
<b>Total Rentals</b>	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</b>	<b>100.00%</b>
<b>Other Services &amp; Charges</b>								
PARKING GARAGE CONTRACTUAL	12,000.00	0.00	12,000.00	1,000.00	9,000.00	0.00	3,000.00	25.00%
CLEANING SERVICES	6,000.00	0.00	6,000.00	0.00	5,312.42	0.00	687.58	11.46%
OTHER CONTRACTUAL SERVICES	70,000.00	0.00	70,000.00	4,145.56	40,284.13	4,800.00	24,915.87	35.59%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	0.00	5,279.32	0.00	2,220.68	29.61%
<b>Total Other Services &amp; Charges</b>	<b>95,500.00</b>	<b>0.00</b>	<b>95,500.00</b>	<b>5,145.56</b>	<b>59,875.87</b>	<b>4,800.00</b>	<b>30,824.13</b>	<b>32.28%</b>
<b>Total Other Services &amp; Charges</b>	<b>146,150.00</b>	<b>7,315.00</b>	<b>153,465.00</b>	<b>5,891.21</b>	<b>93,783.90</b>	<b>4,800.00</b>	<b>54,881.10</b>	<b>35.76%</b>
<b>Total Expenses</b>	<b>153,250.00</b>	<b>7,686.74</b>	<b>160,936.74</b>	<b>6,542.36</b>	<b>99,178.99</b>	<b>6,722.74</b>	<b>55,035.01</b>	<b>34.20%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>38,800.00</b>	<b>(7,686.74)</b>	<b>31,113.26</b>	<b>15,935.09</b>	<b>103,472.92</b>	<b>(6,722.74)</b>	<b>65,636.92</b>	<b>210.96%</b>

**INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY**  
**CASHFLOW PROJECTIONS - OPERATING FUND**  
 January 1 - December 31, 2016

	<u>ACTUAL</u> <u>JANUARY</u>	<u>ACTUAL</u> <u>FEBRUARY</u>	<u>ACTUAL</u> <u>MARCH</u>	<u>ACTUAL</u> <u>APRIL</u>	<u>ACTUAL</u> <u>MAY</u>	<u>ACTUAL</u> <u>JUNE</u>	<u>ACTUAL</u> <u>JULY</u>	<u>ACTUAL</u> <u>AUGUST</u>	<u>ACTUAL</u> <u>SEPTEMBER</u>	<u>PROJECTED</u> <u>OCTOBER</u>	<u>PROJECTED</u> <u>NOVEMBER</u>	<u>PROJECTED</u> <u>DECEMBER</u>	<u>ACTUAL</u> <u>Y-T-D</u>	<u>ORIGINAL</u> <u>BUDGET</u>	Variance
<b>Beginning Balance</b>	<b>\$ 16,414,587</b>	<b>\$ 13,692,803</b>	<b>\$ 11,049,747</b>	<b>\$ 8,785,882</b>	<b>\$ 6,953,837</b>	<b>\$ 9,518,290</b>	<b>\$ 19,135,908</b>	<b>\$ 16,233,102</b>	<b>\$ 13,583,202</b>	<b>\$ 11,217,082</b>	<b>\$ 9,939,669</b>	<b>\$ 11,988,064</b>	<b>\$ 16,414,587</b>	<b>\$ 13,271,164</b>	
<b>Receipts:</b>															
Property Tax	-	-	-	400,000	4,900,000	10,552,937	-	-	-	1,300,000	4,600,000	7,863,447	29,616,384	29,616,384	-
Excise Tax	-	-	-	-	-	1,284,030	-	-	-	-	-	1,284,030	2,568,060	2,568,060	-
Financial Institution Tax	-	-	-	-	-	153,845	-	-	-	-	-	153,845	307,690	307,690	-
Commercial Vehicle Tax	-	-	-	-	-	128,399	-	-	-	-	-	128,399	256,798	256,798	-
In-Lieu-of Taxes	-	-	-	-	-	11,463	-	-	-	-	-	11,463	22,926	20,812	2,114
Local Option Income Tax (LOIT)	276,308	276,308	276,308	276,308	276,308	282,850	282,850	282,850	282,850	282,850	282,850	282,850	3,361,490	3,361,490	(1)
County Option Income Tax (COIT)	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	197,216	197,216	0
Fines	71,339	86,160	79,403	67,612	63,140	81,532	61,613	69,048	60,312	68,004	68,004	68,004	844,171	816,051	28,120
Photocopier	2,325	3,024	2,760	121	3,684	6,880	4,410	3,047	4,316	3,552	2,983	2,250	39,352	37,000	2,352
Printers	9,794	10,834	15,022	4,426	14,004	22,449	11,402	15,944	21,481	13,945	10,941	9,917	160,159	147,000	13,159
Fax Transmissions	1,391	2,520	2,985	3,058	2,697	3,015	2,984	3,970	3,180	1,500	1,500	1,500	30,300	240	30,060
Headsets	516	636	669	603	484	649	561	742	628	767	594	833	7,682	8,000	(318)
USB	430	575	665	513	491	542	472	673	449	664	519	571	6,564	8,000	(1,436)
PLAC Dist.	-	-	-	-	-	83,834	-	-	-	-	-	-	83,834	79,000	4,834
Interest income	2,205	2,309	2,181	2,243	2,276	2,409	2,748	2,847	2,266	1,555	3,384	1,667	28,090	20,000	8,090
Library totes	169	224	241	286	169	361	274	180	193	269	148	167	2,681	2,500	181
Other Card Revenue	1,142	1,468	1,392	956	1,132	957	648	781	884	1,285	1,051	3,000	14,696	20,000	(5,304)
Miscellaneous	564	534	356	382	329	(1)	646	1,029	222	2,000	1,000	400	7,461	8,000	(539)
Proctoring Exams	75	410	400	538	675	400	870	395	200	400	300	100	4,763	2,000	2,763
Facility Rental	14,625	24,157	19,900	18,964	14,717	11,289	19,599	19,769	28,111	21,955	20,016	2,500	215,602	246,000	(30,398)
Catering Commission	-	12,105	108	2,305	2,701	5,400	15,154	2,076	7,171	8,000	15,000	2,000	72,020	35,000	37,020
Café Revenue	-	496	912	-	1,083	84	479	1,028	468	-	1,020	684	6,254	5,000	1,254
Shared System Projects	-	-	-	58,388	-	-	-	-	-	-	-	-	58,388	60,000	(1,612)
Reimbursement for Services	671	23,573	55,134	14	-	879	2,123	8,500	233	3,526	9,774	30,203	134,630	431,760	(297,130)
Insurance Reimbursement	-	1,203	466,753	-	-	-	-	-	-	-	-	-	467,956	-	467,956
Refunds	402	435	-	3,300	-	5,676	-	5,539	-	-	-	-	15,352	-	15,352
Erate Revenue	-	350,451	47,300	63,842	11,825	11,825	-	65,399	-	60,915	-	43,127	654,684	200,000	454,684
Grants/Contributions	-	-	-	-	-	-	-	170,000	-	-	-	-	170,000	225,000	(55,000)
Sale of surplus property	-	-	1,827	-	-	-	-	2,392	9,533	-	-	-	14,752	5,000	9,752
Transfer in	-	-	-	-	-	-	469,838	-	-	-	-	-	469,838	-	469,838
<b>Total Receipts</b>	<b>398,391</b>	<b>813,857</b>	<b>990,751</b>	<b>920,294</b>	<b>5,312,150</b>	<b>12,668,139</b>	<b>893,106</b>	<b>672,644</b>	<b>438,932</b>	<b>1,787,622</b>	<b>5,035,519</b>	<b>9,908,392</b>	<b>39,839,793</b>	<b>38,684,001</b>	<b>1,155,792</b>
<b>Expenditures:</b>															
Personal Services & Benefits	1,884,450	1,698,604	1,684,760	1,742,860	1,721,335	1,791,522	2,553,469	1,743,620	1,716,919	1,829,648	1,829,648	2,597,405	22,794,240	24,140,087	1,345,847
Supplies	48,500	126,792	105,771	32,611	47,096	60,313	98,710	34,920	49,815	50,000	60,000	90,000	804,528	1,044,937	240,409
Other Services and Charges	1,088,034	1,072,646	984,248	774,294	670,804	814,733	866,549	1,027,348	774,257	800,000	850,000	1,100,000	10,822,913	12,434,263	1,611,350
Library Materials Capital Outlay	99,190	558,870	479,837	202,574	308,461	383,953	277,184	516,656	264,060	385,387	247,476	259,311	3,982,959	4,057,539	74,580
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,120,175</b>	<b>3,456,912</b>	<b>3,254,616</b>	<b>2,752,339</b>	<b>2,747,696</b>	<b>3,050,521</b>	<b>3,795,912</b>	<b>3,322,544</b>	<b>2,805,051</b>	<b>3,065,035</b>	<b>2,987,124</b>	<b>4,046,716</b>	<b>38,404,640</b>	<b>41,676,826</b>	<b>3,272,186</b>
<b>Ending Balance</b>	<b>\$ 13,692,803</b>	<b>\$ 11,049,747</b>	<b>\$ 8,785,882</b>	<b>\$ 6,953,837</b>	<b>\$ 9,518,290</b>	<b>\$ 19,135,908</b>	<b>\$ 16,233,102</b>	<b>\$ 13,583,202</b>	<b>\$ 11,217,082</b>	<b>\$ 9,939,669</b>	<b>\$ 11,988,064</b>	<b>\$ 17,849,739</b>	<b>\$ 17,849,739</b>	<b>\$ 10,278,339</b>	

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY  
 CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND (BIRF)  
 January through December 2016  
 Original Budget

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
<b>Total Beginning Funds</b>	\$ 5,551,620	\$ 2,551,412	\$ 2,551,275	\$ 2,552,181	\$ 2,553,399	\$ 2,553,871	\$ 5,441,040	\$ 2,259,503	\$ 2,261,086	\$ 2,263,174	\$ 2,363,762	\$ 3,063,612	\$ 5,551,620	\$ 4,709,543	

**Sources of Funds**

<b>Receipts:</b>															
Property Tax	-	-	-	-	-	5,505,044	-	-	-	100,000	700,000	4,179,812	10,484,856	10,484,856	-
Excise Tax	-	-	-	-	-	336,845	-	-	-	-	-	336,845	673,690	480,449	193,241
Financial Institution Tax	-	-	-	-	-	39,353	-	-	-	-	-	39,353	78,706	80,727	(2,021)
Commercial Vehicle Tax	-	-	-	-	-	33,920	-	-	-	-	-	33,920	67,840	78,110	(10,270)
In Lieu. Of Prop. Tax	-	-	-	-	-	3,076	-	-	-	-	-	3,076	6,152	6,324	(172)
Interest income	615	613	906	1,218	1,222	1,257	1,305	1,583	1,593	588	600	400	11,900	2,000	9,900
Refunds	-	-	-	-	-	-	-	-	495	-	-	-	495	-	495
Investment Maturities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	156,575	-	-	-	-	-	156,575	-	156,575
<b>Total Receipts</b>	<b>615</b>	<b>613</b>	<b>906</b>	<b>1,218</b>	<b>1,222</b>	<b>5,919,495</b>	<b>157,880</b>	<b>1,583</b>	<b>2,088</b>	<b>100,588</b>	<b>700,600</b>	<b>4,593,406</b>	<b>11,480,214</b>	<b>11,132,466</b>	<b>347,748</b>

**Uses of Funds**

<b>Expenditures:</b>															
2009 Bond Principal Payment	205,000	-	-	-	-	-	210,000	-	-	-	-	-	415,000	415,000	-
2010 Bond Principal Payment	1,055,000	-	-	-	-	-	1,075,000	-	-	-	-	-	2,130,000	2,130,000	-
2011 Bond Principal Payment	25,000	-	-	-	-	-	370,000	-	-	-	-	-	395,000	395,000	-
2012 Bond Principal Payment	1,040,000	-	-	-	-	-	1,060,000	-	-	-	-	-	2,100,000	2,100,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,225,000	-	-	-	-	-	1,230,000	2,455,000	2,455,000	-
2014 Bond Principal Payment	-	-	-	-	-	535,000	-	-	-	-	-	535,000	1,070,000	1,070,000	-
2015 Bond Principal Payment	-	-	-	-	-	495,000	-	-	-	-	-	500,000	995,000	995,000	-
Lease Payments	-	-	-	-	-	148,196	-	-	-	-	-	-	-	-	-
Bond Interest Payment	674,973	-	-	-	-	629,130	624,017	-	-	-	-	601,368	2,529,488	2,529,488	0
Bank Fees & Other Expenses	850	750	-	-	750	-	400	-	-	-	750	400	3,900	4,000	100
<b>Total Expenditures</b>	<b>3,000,823</b>	<b>750</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>3,032,326</b>	<b>3,339,417</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,866,768</b>	<b>12,093,388</b>	<b>12,093,488</b>	<b>100</b>
<b>Total Ending Funds</b>	<b>\$ 2,551,412</b>	<b>\$ 2,551,275</b>	<b>\$ 2,552,181</b>	<b>\$ 2,553,399</b>	<b>\$ 2,553,871</b>	<b>\$ 5,441,040</b>	<b>\$ 2,259,503</b>	<b>\$ 2,261,086</b>	<b>\$ 2,263,174</b>	<b>\$ 2,363,762</b>	<b>\$ 3,063,612</b>	<b>\$ 4,790,250</b>	<b>\$ 4,938,446</b>	<b>\$ 3,748,521</b>	

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended September 30, 2016

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>43 - 2014 Multi-Branch Facility Improvements - Series One</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	16,198.46	0.00	16,198.46	575.81	9,110.63	0.00	7,087.83	44%
<b>Total Other Revenue</b>	<b>16,198.46</b>	<b>0.00</b>	<b>16,198.46</b>	<b>575.81</b>	<b>9,110.63</b>	<b>0.00</b>	<b>7,087.83</b>	<b>44%</b>
<b>Total Revenues</b>	<b>16,198.46</b>	<b>0.00</b>	<b>16,198.46</b>	<b>575.81</b>	<b>9,110.63</b>	<b>0.00</b>	<b>7,087.83</b>	<b>44%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	171,900.40	40,000.00	211,900.40	2,011.09	3,551.13	199,930.14	8,419.13	4%
<b>Total Office Supplies</b>	<b>171,900.40</b>	<b>40,000.00</b>	<b>211,900.40</b>	<b>2,011.09</b>	<b>3,551.13</b>	<b>199,930.14</b>	<b>8,419.13</b>	<b>4%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	81,400.00	26,469.19	107,869.19	4,033.44	5,428.65	75,369.53	27,071.01	25%
<b>Total Other Supplies</b>	<b>81,400.00</b>	<b>26,469.19</b>	<b>107,869.19</b>	<b>4,033.44</b>	<b>5,428.65</b>	<b>75,369.53</b>	<b>27,071.01</b>	<b>25%</b>
<b>Total Supplies</b>	<b>253,300.40</b>	<b>66,469.19</b>	<b>319,769.59</b>	<b>6,044.53</b>	<b>8,979.78</b>	<b>275,299.67</b>	<b>35,490.14</b>	<b>11%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	160,769.50	(64,566.70)	96,202.80	15,001.45	66,484.43	30,527.10	(808.73)	(1)%
ENGINEERING & ARCHITECTURAL	0.00	295,836.79	295,836.79	7,695.40	253,613.09	46,190.34	(3,966.64)	(1)%
LEGAL SERVICES	1,506.00	17,879.70	19,385.70	1,671.00	20,146.70	0.00	(761.00)	(4)%
<b>Total Professional Services</b>	<b>162,275.50</b>	<b>249,149.79</b>	<b>411,425.29</b>	<b>24,367.85</b>	<b>340,244.22</b>	<b>76,717.44</b>	<b>(5,536.37)</b>	<b>(1)%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	1,500.00	(1,498.75)	1.25	0.00	1.25	0.00	0.00	0%
FREIGHT & EXPRESS	1,500.00	(1,500.00)	0.00	0.00	0.00	0.00	0.00	0%



**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended September 30, 2016

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>Total Communication &amp; Transportation</b>	<b>3,000.00</b>	<b>(2,998.75)</b>	<b>1.25</b>	<b>0.00</b>	<b>1.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	1,498.29	(854.29)	644.00	0.00	602.14	0.00	41.86	7%
OUTSIDE PRINTING	2,823.50	(1,633.15)	1,190.35	0.00	457.72	0.00	732.63	62%
<b>Total Printing &amp; Advertising</b>	<b>4,321.79</b>	<b>(2,487.44)</b>	<b>1,834.35</b>	<b>0.00</b>	<b>1,059.86</b>	<b>0.00</b>	<b>774.49</b>	<b>42%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	6,000.00	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>(6,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	0.00	114,319.30	114,319.30	2,549.07	85,541.42	20,684.28	8,093.60	7%
<b>Total Repairs &amp; Maintenance</b>	<b>0.00</b>	<b>114,319.30</b>	<b>114,319.30</b>	<b>2,549.07</b>	<b>85,541.42</b>	<b>20,684.28</b>	<b>8,093.60</b>	<b>7%</b>
<b>Rentals</b>								
REAL ESTATE	0.00	6,000.00	6,000.00	600.00	4,800.00	0.00	1,200.00	20%
EQUIPMENT RENTAL	0.00	12,195.00	12,195.00	3,735.00	3,735.00	8,460.00	0.00	0%
<b>Total Rentals</b>	<b>0.00</b>	<b>18,195.00</b>	<b>18,195.00</b>	<b>4,335.00</b>	<b>8,535.00</b>	<b>8,460.00</b>	<b>1,200.00</b>	<b>7%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	27,993.68	(27,605.75)	387.93	0.00	0.00	0.00	387.93	100%
EVENTS & PR	15,000.00	(10,051.30)	4,948.70	0.00	0.00	0.00	4,948.70	100%
OTHER CONTRACTUAL SERVICES	74,430.00	72,659.75	147,089.75	20,210.00	72,879.75	70,689.00	3,521.00	2%
BANK FEES/CREDIT CARD FEES	0.00	232.00	232.00	27.00	232.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>117,423.68</b>	<b>35,234.70</b>	<b>152,658.38</b>	<b>20,237.00</b>	<b>73,111.75</b>	<b>70,689.00</b>	<b>8,857.63</b>	<b>6%</b>
<b>Total Other Services &amp; Charges</b>	<b>293,020.97</b>	<b>405,412.60</b>	<b>698,433.57</b>	<b>51,488.92</b>	<b>508,493.50</b>	<b>176,550.72</b>	<b>13,389.35</b>	<b>2%</b>
<b>Capital Outlay</b>								
BUILDING IMPROVEMENTS & UPGRADES	3,542,221.00	(72,904.58)	3,469,316.42	200,395.05	2,204,407.97	1,147,371.33	117,537.12	3%
CAPITAL - FURNITURE	276,760.00	(146,977.23)	129,782.77	14,423.58	16,356.58	73,192.79	40,233.40	31%

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended September 30, 2016

	<b>Original Budget</b>	<b>Budget Adj.</b>	<b>Adjusted Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
CAPITAL - EQUIPMENT	0.00	35,236.81	35,236.81	0.00	8,536.81	47,245.06	(20,545.06)	(58)%
<b>Total Capital Outlay</b>	<b>3,818,981.00</b>	<b>(184,645.00)</b>	<b>3,634,336.00</b>	<b>214,818.63</b>	<b>2,229,301.36</b>	<b>1,267,809.18</b>	<b>137,225.46</b>	<b>4%</b>
<b>Total Expenses</b>	<b>4,365,302.37</b>	<b>287,236.79</b>	<b>4,652,539.16</b>	<b>272,352.08</b>	<b>2,746,774.64</b>	<b>1,719,659.57</b>	<b>186,104.95</b>	<b>4%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 Bond**  
For the Month Ended September 30, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>44 - 2015 Bond - RFID Books &amp; Materials Project</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
REFUNDS	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>0%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>(20,000.00)</b>	<b>0%</b>
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	0.00	21,600.00	21,600.00	1,597.50	3,420.00	0.00	18,180.00	84%
<b>Total Salaries &amp; Wages</b>	<b>0.00</b>	<b>21,600.00</b>	<b>21,600.00</b>	<b>1,597.50</b>	<b>3,420.00</b>	<b>0.00</b>	<b>18,180.00</b>	<b>84%</b>
<b>Employee Benefits</b>								
MEDICAL & DENTAL INSURANCE	0.00	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
GROUP LIFE INSURANCE	0.00	53.00	53.00	0.00	0.00	0.00	53.00	100%
LONG TERM DISABILITY	0.00	40.00	40.00	0.00	0.00	0.00	40.00	100%
FICA AND MEDICARE	0.00	1,653.00	1,653.00	122.21	261.63	0.00	1,391.37	84%
PERF	0.00	3,068.00	3,068.00	226.85	485.65	0.00	2,582.35	84%
EMPLOYEE ASSISTANCE PROGRAM	0.00	28.00	28.00	0.00	0.00	0.00	28.00	100%
<b>Total Employee Benefits</b>	<b>0.00</b>	<b>19,842.00</b>	<b>19,842.00</b>	<b>349.06</b>	<b>747.28</b>	<b>0.00</b>	<b>19,094.72</b>	<b>96%</b>
<b>Total Services Personal</b>	<b>0.00</b>	<b>41,442.00</b>	<b>41,442.00</b>	<b>1,946.56</b>	<b>4,167.28</b>	<b>0.00</b>	<b>37,274.72</b>	<b>90%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
LIBRARY SUPPLIES	200,000.00	71,022.00	271,022.00	0.00	237,565.00	2,174.00	31,283.00	12%
<b>Total Office Supplies</b>	<b>200,000.00</b>	<b>71,022.00</b>	<b>271,022.00</b>	<b>0.00</b>	<b>237,565.00</b>	<b>2,174.00</b>	<b>31,283.00</b>	<b>12%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 Bond**  
For the Month Ended September 30, 2016

	<b>Original Budget</b>	<b>Budget Adj.</b>	<b>Adjusted Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>Total Supplies</b>	<b>200,000.00</b>	<b>71,022.00</b>	<b>271,022.00</b>	<b>0.00</b>	<b>237,565.00</b>	<b>2,174.00</b>	<b>31,283.00</b>	<b>12%</b>
<b>Other Services &amp; Charges</b>								
<b>Communication &amp; Transportation</b>								
TRAVEL	0.00	24.84	24.84	24.84	24.84	0.00	0.00	0%
<b>Total Communication &amp; Transportation</b>	<b>0.00</b>	<b>24.84</b>	<b>24.84</b>	<b>24.84</b>	<b>24.84</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	0.00	93.91	93.91	0.00	93.91	0.00	0.00	0%
<b>Total Printing &amp; Advertising</b>	<b>0.00</b>	<b>93.91</b>	<b>93.91</b>	<b>0.00</b>	<b>93.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	54,000.00	(118.75)	53,881.25	0.00	0.00	0.00	53,881.25	100%
<b>Total Rentals</b>	<b>54,000.00</b>	<b>(118.75)</b>	<b>53,881.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>53,881.25</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	16,369.52	(11,860.00)	4,509.52	0.00	4,509.00	0.00	0.52	0%
OTHER CONTRACTUAL SERVICES	40,000.00	337,000.00	377,000.00	0.00	0.00	0.00	377,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>56,369.52</b>	<b>325,140.00</b>	<b>381,509.52</b>	<b>0.00</b>	<b>4,509.00</b>	<b>0.00</b>	<b>377,000.52</b>	<b>99%</b>
<b>Total Other Services &amp; Charges</b>	<b>110,369.52</b>	<b>325,140.00</b>	<b>435,509.52</b>	<b>24.84</b>	<b>4,627.75</b>	<b>0.00</b>	<b>430,881.77</b>	<b>99%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	1,641,000.00	(437,604.00)	1,203,396.00	0.00	0.00	0.00	1,203,396.00	100%
<b>Total Capital Outlay</b>	<b>1,641,000.00</b>	<b>(437,604.00)</b>	<b>1,203,396.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,203,396.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>1,951,369.52</b>	<b>0.00</b>	<b>1,951,369.52</b>	<b>1,971.40</b>	<b>246,360.03</b>	<b>2,174.00</b>	<b>1,702,835.49</b>	<b>87%</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Summary of Construction Fund Cash Balances**  
**As of September 30, 2016**

**Construction Fund Cash Balances**

Fund 43 - E. Washington, Southport, Warren	1,898,676.69
Fund 44 - Restricted - RFID Project	1,705,009.49
Foundation	316,294.17
<b>Total Construction Fund Cash Balances</b>	<b><u>3,919,980.35</u></b>

**Construction Fund Classification Breakdown**

Fund 43 - Restricted - E. Washington, Southport, Warren	1,898,676.69
Fund 44 - Restricted - RFID Project	1,705,009.49
Foundation - Assigned - Central	316,294.17
<b>Total Construction Fund Breakdown</b>	<b><u>3,919,980.35</u></b>

**Summary of Classifications**

Total Restricted	3,603,686.18
Total Assigned	316,294.17
<b>Total of All Classifications</b>	<b><u>3,919,980.35</u></b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>ADJUSTED</u>		<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>				
Fund 43 - E. Washington, Southport, Warren	5,059,300.65	272,352.08	2,746,774.64	3,153,536.13	1,719,659.57	186,104.95
Fund 44 - RFID Project	2,000,000.00	1,971.40	226,360.03	294,990.51	2,174.00	1,702,835.49
Central Project	102,412,625.02	0.00	15,879.88	102,261,164.89	0.00	151,460.13
Major Repairs & Maintenance	3,295,889.10	35,580.00	192,865.31	3,150,573.43	59,856.63	85,459.04
Central Technology	6,852,536.01	0.00	3,180.68	6,835,931.17	0.00	16,604.84
<b>Total Expenditures</b>	<b><u>119,620,350.78</u></b>	<b><u>309,903.48</u></b>	<b><u>3,185,060.54</u></b>	<b><u>115,696,196.13</u></b>	<b><u>1,781,690.20</u></b>	<b><u>2,142,464.45</u></b>

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings	9,186.06	180.63	1,928.90	12,099.59	(2,913.53)
** Estimated Future Interest Earnings - Fund 43	30,000.00	575.81	9,110.63	22,912.17	7,087.83

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

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



## Board Action Request

6b

**To:** IMCPL Board

**Meeting Date:** Oct 24, 2016

**From:** Finance Committee

**Approved by Library Board:** Oct 24, 2016

**Effective Date:** Oct 24, 2016

**Subject:** Resolution – 45 -2016: Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tyler Technologies, Inc. for Software Licenses and Services.

**Recommendation:** Library staff recommends we move forward with an agreement with Tyler Technologies, Inc. and the approval of Resolution – 45 -2016.

**Background:** The Library issued an RFP for an Integrated ERP Solution and received five (5) responses. Upon review of the proposals submitted, the Library team selected three (3) vendors to participate in demos before a team consisting of staff from accounting, HR, IT, public services, facilities, collection management, and purchasing. Each vendor was rated by all participants with assistance from the Library's consultant (Client First) on the demonstrations and follow-up questions were presented to each of the vendors. The Library conducted reference calls on the vendor receiving the highest score from the team. Upon review of the references and the ratings from the demos, the Library team selected Tyler Technologies, Inc. as the vendor of choice.

The Library requested a best and final offer from Tyler Technologies, Inc. and is in the final phases of contract negotiation.

The cost for the software licenses, implementation, and data conversion is projected at \$443,533.00. These are one-time costs to the Library. Travel related expenses are estimated at \$58,910 for the Tyler team to be on-site during the implementation and training. There will be an annual maintenance and support fee beginning in year two of our agreement – this fee is currently \$52,465. HR and accounting currently pay \$139,000 in maintenance and support fees – this will be a savings once we are fully implemented.

**Fiscal Impact:** The Library budgeted \$600,000 in the Library Improvement Reserve Fund for a new ERP system during the 2016 budget process.



# Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 45-2016**

**AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER  
TO NEGOTIATE AND EXECUTE A CONTRACT FOR SOFTWARE LICENSES AND  
SERVICES FROM TYLER TECHNOLOGIES, INC.**

**OCTOBER 24, 2016**

**WHEREAS**, the Indianapolis-Marion County Public Library (“Library”) issued a Request for Proposal (RFP) for a new Enterprise Financial Management System; and

**WHEREAS**, Five vendors submitted responses to the Library’s RFP; and

**WHEREAS**, Library staff have reviewed the various responses and financial information, attended demonstrations by the top three vendors selected, contacted references, and followed up with subsequent questions and demonstrations; and

**WHEREAS**, Library staff has determined that Tyler Technologies, Inc. – Munis Software Solution best meets the criteria as outlined in the RFP and recommends the Library move forward with contract negotiations and the execution of an agreement for software licenses and services for the new Enterprise Financial Management System; and

**WHEREAS**, Library staff requested a best and final offer from Tyler Technologies, Inc. and is conducting final contract negotiations for the License and Services Agreement the form of which is attached hereto as Exhibit A (“License and Services Agreement”); and

**WHEREAS**, the one-time cost for the software licenses, implementation, and data conversion for the project is projected at \$443,533.00, with additional travel related expenses estimated at \$58,910 for the Tyler team to be on-site during the implementation and training; and

**WHEREAS**, following implementation and conversion to the new system and beginning in year two of the License and Services Agreement, there will be an annual maintenance and support fee which is currently \$52,465.

**IT IS THEREFORE RESOLVED** that the selection of Tyler Technologies, Inc. as the provider for the Library’s new Enterprise Financial Management System is approved, and the Chief Executive Officer be, and hereby is, authorized to enter into the License and Services Agreement with Tyler Technologies, Inc. in substantially the form attached hereto as Exhibit A and for the amounts herein provided with such changes to the form thereof as the Chief Executive Officer deems necessary or advisable (based on the recommendations of the Library’s legal counsel), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



## LICENSE AND SERVICES AGREEMENT

This License and Services Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to license the software products and perform the services set forth in the Investment Summary and Tyler desires to perform such actions under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

### SECTION A – DEFINITIONS

- **“Agreement”** means this License and Services Agreement.
- **“Business Travel Policy”** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **“Client”** means Indianapolis-Marion County Public Library.
- **“Defect”** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (the “Tyler Proposal” as hereafter defined) (Exhibit F), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date on which your authorized representative signs the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the software, products, and services attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Maintenance and Support Agreement”** means the terms and conditions governing the provision of maintenance and support services to all of our customers. A copy of our current Maintenance and Support Agreement is attached as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1





to Exhibit C.

- “**Third Party Terms**” means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable and attached as Exhibit D.
- “**Third Party Hardware**” means the third party hardware, if any, identified in the Investment Summary.
- “**Third Party Products**” means the Third Party Software and Third Party Hardware.
- “**Third Party Software**” means the third party software, if any, identified in the Investment Summary.
- “**Tyler**” means Tyler Technologies, Inc., a Delaware corporation.
- “**Tyler Proposal**” means our written proposal, dated January 7, 2016, and submitted to you in response to your Request for Proposals. The Tyler Proposal is attached as or incorporated herein by reference in Exhibit F.
- “**Tyler Software**” means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- “**we**”, “**us**”, “**our**” and similar terms mean Tyler.
- “**you**” and similar terms mean Client.

## SECTION B – SOFTWARE LICENSE

### 1. License Grant and Restrictions.

- 1.1 We grant to you a license to use the Tyler Software for your internal business purposes only, in the scope of the internal business purposes disclosed to us as of the Effective Date. You may make copies of the Tyler Software for backup and testing purposes, so long as such copies are not used in production and the testing is for internal use only. Your rights to use the Tyler Software are perpetual but may be revoked if you do not comply with the terms of this Agreement.
- 1.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
- 1.3 You may not: (a) transfer or assign the Tyler Software to a third party; (b) reverse engineer, decompile, or disassemble the Tyler Software; (c) rent, lease, lend, or provide commercial hosting services with the Tyler Software; or (d) publish or otherwise disclose the Tyler Software or Documentation to third parties.
- 1.4 The license terms in this Agreement apply to updates and enhancements we may provide to you or make available to you through your Maintenance and Support Agreement.
- 1.5 The right to transfer the Tyler Software to a replacement hardware system is included in your license. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.
- 1.6 We reserve all rights not expressly granted to you in this Agreement. The Tyler Software and Documentation are protected by copyright and other intellectual property laws and treaties. We own the title, copyright, and other intellectual property rights in the Tyler Software and the Documentation. **The Tyler Software is licensed, not sold.**

2. License Fees. You agree to pay us the license fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

3. Escrow. We maintain an escrow agreement with a third party under which we place the source code for each major release of the Tyler Software. You may be added as a beneficiary to the escrow agreement by completing a standard beneficiary enrollment form and paying the annual beneficiary fee set forth in the Investment Summary. You will be responsible for maintaining your ongoing status as a beneficiary, including payment of the then-current annual beneficiary fees. Release of source code for the Tyler Software is strictly governed by the terms of the escrow agreement.
4. Limited Warranty. We warrant that the Tyler Software will be without Defect(s) as long as you have a Maintenance and Support Agreement in effect. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect as set forth in the Maintenance and Support Agreement.

### **SECTION C – PROFESSIONAL SERVICES**

1. Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. We make all reasonable efforts to schedule our personnel for travel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us. You further agree to provide a reasonably suitable environment, location, and space for the installation of the Tyler Software and any Third Party Products, including, without limitation, sufficient electrical circuits, cables, and other reasonably necessary items required for the installation and operation of the Tyler Software and any Third Party

Products.

7. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

#### **SECTION D – MAINTENANCE AND SUPPORT**

This Agreement includes the period of free maintenance and support services identified in the Invoicing and Payment Policy. If you have purchased ongoing maintenance and support services, and continue to make timely payments for them according to our Invoicing and Payment Policy, we will provide you with maintenance and support services for the Tyler Software under the terms of our standard Maintenance and Support Agreement.

If you have opted not to purchase ongoing maintenance and support services for the Tyler Software, the Maintenance and Support Agreement does not apply to you. Instead, you will only receive ongoing maintenance and support on the Tyler Software on a time and materials basis. In addition, you will:

- (i) receive the lowest priority under our Support Call Process;
- (ii) be required to purchase new releases of the Tyler Software, including fixes, enhancements and patches;
- (iii) be charged our then-current rates for support services, or such other rates that we may consider necessary to account for your lack of ongoing training on the Tyler Software;
- (iv) be charged for a minimum of two (2) hours of support services for every support call; and
- (v) not be granted access to the support website for the Tyler Software or the Tyler Community Forum.

#### **SECTION E – THIRD PARTY PRODUCTS**

To the extent there are any Third Party Products set forth in the Investment Summary, the following terms and conditions will apply:

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. Upon payment in full of the Third Party Software license fees, you will receive a non-transferable license to use the Third Party Software and related documentation for your internal business purposes only. Your license rights to the Third Party Software will be governed by the Third Party Terms.
  - 2.1 We will install onsite the Third Party Software. The installation cost is included in the installation fee in the Investment Summary.
  - 2.2 If the Developer charges a fee for future updates, releases, or other enhancements to the Third Party

Software, you will be required to pay such additional future fee.

2.3 The right to transfer the Third Party Software to a replacement hardware system is governed by the Developer. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.

3. Third Party Products Warranties.

3.1 We are authorized by each Developer to grant or transfer the licenses to the Third Party Software.

3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Maintenance. If you have a Maintenance and Support Agreement in effect, you may report defects and other issues related to the Third Party Software directly to us, and we will (a) directly address the defect or issue, to the extent it relates to our interface with the Third Party Software; and/or (b) facilitate resolution with the Developer, unless that Developer requires that you have a separate, direct maintenance agreement in effect with that Developer. In all events, if you do not have a Maintenance and Support Agreement in effect with us, you will be responsible for resolving defects and other issues related to the Third Party Software directly with the Developer.

## **SECTION F – INVOICING AND PAYMENT; INVOICE DISPUTES**

1. Invoicing and Payment. We will invoice you for all fees set forth in the Investment Summary per our Invoicing and Payment Policy, subject to Section F(2).

2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will exercise reasonable efforts to provide us with written notice within forty-five 45 days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within thirty (30) days of notice of our intent to do so.

## **SECTION G – TERMINATION**

1. For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section I(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section I(3). In the event of termination for cause, you will pay us for

all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination.

2. Lack of Appropriations. If you should not appropriate or otherwise receive funds sufficient to purchase, lease, operate, or maintain the software or services set forth in this Agreement, you may unilaterally terminate this Agreement effective on the final day of the fiscal year through which you have funding. You will make every effort to give us at least thirty (30) days written notice prior to a termination for lack of appropriations. In the event of termination due to a lack of appropriations, you will pay us for all undisputed fees and expenses related to the software and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Any disputed fees and expenses must have been submitted to the Invoice Dispute process set forth in Section F(2) at the time of termination in order to be withheld at termination. You will not be entitled to a refund or offset of previously paid license and other fees.
3. Force Majeure. Except for your payment obligations, either you or we may terminate this Agreement if a Force Majeure event suspends performance of scheduled tasks for a period of forty-five (45) days or more. In the event of termination due to Force Majeure, you will pay us for all undisputed fees and expenses related to the software and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Any disputed fees and expenses must have been submitted to the Invoice Dispute process set forth in Section F(2) at the time of termination in order to be withheld at termination. You will not be entitled to a refund or offset of previously paid license and other fees.

## **SECTION H – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE**

1. Intellectual Property Infringement Indemnification.
  - 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, trademark, or any other intellectual property right, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement; provided, however, you will have the right to approve the terms of any settlement or compromise that restricts your rights granted under this Agreement (not including removal of the Tyler Software or Documentation subject of the infringement claim) or subjects you to any ongoing obligations (not otherwise provided for under this Agreement). You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
  - 1.2 Our obligations under this Section H(1) will not apply to the extent the claim or adverse final judgment is based on your: (a) use of a previous version of the Tyler Software and the claim would have been avoided had you installed and used the current version of the Tyler Software, and we provided advance notice of that requirement to you; (b) combining the Tyler Software with any product or device not provided, contemplated, or approved by us; (c) altering or modifying the Tyler Software, including any modification by third parties at your direction or otherwise permitted by you; (d) use of the Tyler Software in material contradiction of this Agreement, including with non-licensed third parties; or (e) willful infringement, including use of the Tyler Software after we notify you to discontinue use due to such a claim.
  - 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent,

in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; (c) replace it with a functional equivalent; or (d) terminate your license and refund the license fees paid for the infringing Tyler Software, as depreciated on a straight-line basis measured over seven (7) years from the Effective Date. We will pursue those options in the order listed herein. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement; provided, however, you will have the right to approve the terms of any settlement or compromise that restricts your rights granted under this Agreement or subjects you to any ongoing obligations. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
4. **LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) PRIOR TO FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, THE TOTAL ONE-TIME FEES SET FORTH IN THE INVESTMENT SUMMARY; OR (B) AFTER FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, TWO-TIMES THE THEN-CURRENT ANNUAL MAINTENANCE AND SUPPORT FEE. THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS H(1) AND H(2).**
5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**
6. Insurance. During the course of performing services under this Agreement, we agree to secure, pay for and maintain the following insurance policies in full force and effect, which policies shall protect against loss, injury,



damage or claim arising from or relating to the services provided pursuant to this Agreement, our activities or presence at your facilities and negligent acts, errors or omissions by us or our officers, directors, employees, , and/or agents in connection with the services provided under this Agreement:

(A) General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence, \$2,000,000 aggregate, including bodily injury, property damage, personal injury liability, fire legal liability, independent contractor, and products and completed operations. The policy shall be written on an occurrence basis.

(B) Professional Liability Insurance with limits of not less than Four Million Dollars (\$4,000,000) per occurrence and general aggregate for negligent performance of technology related professional services.. The policy shall be written on an claims made basis. For all professional contracts, liability policies may not be limited to the fees paid to Tyler. Coverage includes Security/Privacy Liability; including Data Recovery and Loss of Business Income; Privacy Regulatory Defense and Penalties; Crisis Management; Data Extortion; Notification Expenses.

(C) Crime Insurance—Third party Crime/Employee Dishonesty Insurance in an amount not less than One Million Dollars (\$1,000,000). The insurance shall name the Indianapolis-Marion County Library as a loss payee.

(D) Automobile Liability Insurance with limits of not less than one Million Dollars (\$1,000,000) per claim, including coverage for owned, leased, and hired vehicles, which will include vehicle and property (cargo) damage, and bodily injury.

(E) Excess/Umbrella Liability Insurance with limits of not less than five Million Dollars (\$5,000,000) providing for excess coverage over the limits and coverages prescribed above in (A)and (D).

(F) Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Contractor's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000).

All insurance policies addressed in clauses (A), (B) and (D) shall name the following as additional insured via Certificate of Insurance:

Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, representatives, agents, contractors, licensees and successors.

Further, the insurance policies addressed in clauses (A) and (D) shall not contain a cross-liability exclusion so as not to impede a claim by the Indianapolis-Marion County Public Library and subsidiaries for a wrongful act of Tyler.

Insurance policies for Commercial General Liability and Auto required hereunder for claims arising out of the Agreement and only as between Tyler and Client (i) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to Client and (ii) shall provide for a waiver of rights of subrogation against the additional insureds on the part of the insurance carriers. All insurance policies required hereunder shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide

and (iv) if policy or policies are written on a claims-made basis, coverage must be in place for a period of at least twelve (12) months after the completion or termination of the Agreement.

7. We will deliver to you, prior to commencement of services under this Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder. If any such policy is not obtained, or if all Certificates of Insurance are not delivered to you by the aforementioned time, or if any of such policies are canceled, you shall have the right to terminate this Agreement in accordance with its terms. These insurance provisions are minimum requirements and shall not relieve us of our indemnity, defense and hold harmless obligations. If our insurance contains a deductible (or self-insured retention amount), we will disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount) provided Tyler is otherwise liable for such claim. We shall provide for no less than thirty (30) days advance written notice to Client prior to cancellation, non-renewal or material modification of insurance coverage that brings Tyler out of conformance with these insurance requirements.

## **SECTION I – GENERAL TERMS AND CONDITIONS**

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date, and thereafter at our then-current list price, by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin,



age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement. This Agreement will not constitute, create, give rise to or otherwise recognize a joint venture, partnership or formal business organization of any kind between the parties, and the rights and obligations of the parties shall be only those expressly stated under this Agreement. Nothing in the Agreement shall create any contractual or other relationship between Client and any sub-contractor having a contract with Tyler, nor shall it create any obligation on the part of Client to pay or to see to payment of any monies due to any sub-contractor from Tyler, except as otherwise provided in this Agreement. Tyler represents and warrants that no persons supplied by it in the performance of the Agreement are employees of Client and further agrees that no rights of Client civil service, retirement or personnel rules accrue to such persons.

Tyler shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, workers' compensation and occupational disease compensation insurance, unemployment compensation, other benefits and taxes and premiums appurtenant thereto concerning all employees and personnel provided by Tyler in the performance of this Agreement.

15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. Subject to your prior written consent, you agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information which is disclosed by a party (a "Disclosing Party") to the other party (a "Receiving Party") and (a) is clearly labeled or otherwise identified in writing as confidential, (b) is identified orally as confidential at the time of disclosure to the Receiving Party with written confirmation within fifteen (15) days thereafter (c) would be apparent to a reasonable person, familiar with Disclosing Party's business and the industry in which each operates, to be of a confidential or proprietary nature the maintenance of which is important to the Disclosing Party, or (d) is personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined or deemed confidential by applicable state law. Except as otherwise required by law, each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
  - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
  - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
  - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
  - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and allow us the opportunity to object to the disclosure and otherwise perform the functions required by applicable law.

We further recognize and agree that you are an Indiana municipal corporation and as a public body are subject to disclosure requirements and must abide by public records and access laws. Nothing herein provided shall prohibit or prevent you from fulfilling your legal obligations. Neither party shall be liable for

disclosures required by law.

- 18. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law. Any litigation or other dispute related to or arising under this Agreement shall only be brought in the state or federal courts located in Marion County, Indiana and Tyler agrees to submit to the exclusive jurisdiction of those courts and waive any objections to the venue of any such proceeding in those courts.
- 19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
- 20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
- 21. Iranian Investment. Tyler certifies that we are not engaged in any investment activities in Iran as defined in Indiana Code 5-22-16.5-8.
- 22. Contract Documents. This Agreement includes the following exhibits:

- Exhibit A Investment Summary
- Exhibit B Invoicing and Payment Policy  
Schedule 1: Business Travel Policy
- Exhibit C Maintenance and Support Agreement  
Schedule 1: Support Call Process
- Exhibit D Third Party Terms
- Exhibit E Statement of Work
- Exhibit F Tyler Proposal, dated 1/7/16, submitted in response to Client RFP
- Exhibit G Client Request for Proposal ("RFP"), dated 11/20/15

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Indianapolis-Marion County Public Library

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address for Notices:

Address for Notices:



Tyler Technologies, Inc.  
One Tyler Drive  
Yarmouth, ME 04096  
Attention: Associate General Counsel

Indianapolis-Marion County Public Library  
2450 North Meridian Street  
Indianapolis, IN 46208  
Attn: Chief Financial Officer

DRAFT



# Board Action Request

# 7a

**To:** IMCPL Board **Meeting Date:** October 24, 2016

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

**Effective Date:** October 24, 2016

**Subject:** Approval of Resolution 46-2016 Adopting a Schedule of Pay Grades, Staff Positions, and Benefits for Library Employees.

**Recommendation:** We recommend that the Library Board approve Resolution 46-2016 (Resolution Adopting a Schedule of Pay Grades, Staff Positions and Benefits for Library Employees).

**Background:** Resolution 46-2016 is a routine procedural document that approves the bi-weekly salaries, staff positions and benefits for Library employees for the next year.

The 2017 salary schedule reflects the changes brought by the new Federal Labor Standards Act (FLSA) ruling published May 18, 2016 increasing the salary threshold from \$23,660 per year (\$455/wk) to \$47,476 per year (\$913/wk) for exempt employees. This new ruling goes into effect December 1, 2016.

The following positions will move to Non-Exempt:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Book Sale Coordinator</li><li>• Member Access Coordinator</li><li>• Supervisor, Learning Curve</li><li>• Supervisor Librarian</li><li>• Supervisor-Computer Instruction</li><li>• Web Content Specialist</li><li>• Cataloger</li></ul> | <ul style="list-style-type: none"><li>• Circulation Supervisor II</li><li>• Digital Projects Coordinator</li><li>• Executive Assistant</li><li>• Circulation Supervisor I</li><li>• Public Services Librarian</li><li>• Purchasing Agent</li><li>• Supervisor, Building Systems</li><li>• Supervisor, Shipping &amp; Receiving</li></ul> |
|--|--|

The following positions will remain Exempt:

<ul style="list-style-type: none"><li>• Electronic Resources Librarian</li><li>• LAN Administrator</li><li>• Mgr., Central Adult Services</li><li>• Mgr., Community Branch</li><li>• Mgr., Learning Curve</li><li>• Mgr., Neighborhood Branch</li><li>• Mgr., Processing</li><li>• Network Systems Analyst</li><li>• Program Specialist</li><li>• Web Developer</li><li>• Collection Development Librarian</li></ul>	<ul style="list-style-type: none"><li>• PC/LAN Specialist</li><li>• Business Analyst</li><li>• Mgr., Central Services</li><li>• Safety &amp; Security Officer</li><li>• Venue Coordinator</li><li>• Accountant</li><li>• Communications Specialist</li><li>• Human Resources Generalist</li><li>• Media Specialist</li><li>• Volunteer Resources Specialist</li></ul>
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Other changes primarily reflect the distinction in our recently adopted policy for the application of annual leave and sick leave for union eligible staff and the application of the new paid time off (PTO) provisions for non-union eligible staff.

**Strategic/Fiscal Impact:** The financial impact has already been accounted for in the budget for 2017.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 46-2016

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

RESOLVED, that Resolution 5-2015 approved by this Board of Trustees (“Board”) on November 16, 2015, adopting a schedule of library staff positions and pay grades, page and hourly salary rates, and establishing special regulations and benefits for library employees on the staff of the Indianapolis-Marion County Public Library, be, and the same hereby is, replaced and superseded by this Resolution effective for 2017 except as otherwise herein provided.

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

FURTHER RESOLVED, that except for the salary changes required by the recently adopted Federal Labor Standards Act (FLSA) rules increasing the salary threshold for exempt staff, which salary changes required for certain exempt staff shall be implemented as of December 1, 2016, there is hereby established and made effective for 2017 and implemented the first pay period of 2017, the attached 2017 Pay Structure schedule, which sets forth the pay grades and compensation ranges for all executive, exempt and non-exempt employees of the Library on a bi-weekly, full-time equivalent basis and the same hereby is approved and made a part of this Salary Resolution.

FURTHER RESOLVED, that, any Pay Structure adjustments, pay grades and compensation ranges to become effective the first pay period of 2017 are subject to the subsequent availability of Board funds for such purposes, and the provisions of this resolution involving monetary expenditures may be rescinded at any time by action of this Board.

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

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

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

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

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

HOLIDAYS –All sections of the Library (with the exception of the Children’s Museum) are closed on New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day and are all designated paid holidays for Library employees. Easter Sunday and the Saturday and Sunday before Memorial Day are days the Library is closed to the public. For the days the Library is closed and not designated as holidays, there will be no additional credited time other than the credited time granted for the holidays themselves



(i.e. the week of December 23rd will be 24 regular hours worked; the week of December 30<sup>th</sup> will be a 32 hour work week, and the week after Labor Day would be 32 regular hours worked for full time staff and an appropriate prorated amount for part-time staff).

PAID TIME OFF – Paid Time Off (PTO) is a single bank of accrued time a non-union eligible employee uses for both scheduled and unscheduled time away from work for personal reasons, vacation and illness as stated in Policy 236A. PTO will become effective on the pay period starting February 5, 2017.

Paid Time Off accrual is capped at a maximum of 480 hours or an appropriate prorated amount for part-time benefit eligible, non-union eligible staff as of PTO implementation. For staff hired after PTO implementation the PTO accrual is capped at a maximum of 240 hours or an appropriate prorated amount for part-time benefit eligible staff. No additional PTO is earned until an employee's accumulation falls below the capped amount.

New hires who are benefit eligible, non-union eligible will be credited with 40 hours of PTO (or appropriate prorated amount for part-time staff.) This time will be advanced to the employee before he/she has worked hours to earn the accrual. If the employee resigns or is terminated after taking PTO before working the required hours, a payroll deduction will be taken on the last payroll check. All steps will be taken to re-coup any losses.

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

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

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

New hires who are benefit eligible, union eligible will be credited with 40 hours of sick leave (or an appropriate prorated amount for part-time staff) upon appointment to the staff. This time will be advanced to the employee before he/she has worked hours to earn the accrual to allow for illnesses that occur during the first six months when employees are adjusting to working with the public. If the employee resigns or is terminated after taking sick leave during the first 6 months and before working the required hours, a payroll deduction will be taken on the last payroll check. All steps will be taken to re-coup any losses.

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

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

For 2017 employees enrolled in CDHP Option 1 and have a health savings account will receive a one-time library contribution of \$400.00 for employee only coverage and \$800.00 for employee/spouse, employee/children or family coverage. For 2017, employees enrolled in CDHP Option 2 and have a health savings account will receive a one-time library contribution of \$700.00 for employee only coverage and \$1400.00 for employee/spouse, employee/children or family coverage. Part-time employees will receive a pro-rated contribution.

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

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

INJURY LEAVE - Employees who cannot work because of an injury occurring while on duty, may choose to use accrued, unused sick or annual leave (for union eligible staff) or PTO (for non-union eligible staff) for missed work days. If the injury is approved as a legitimate Worker’s Compensation covered injury, the employee may request a return of 66 and 2/3<sup>rd</sup> of used accrued time for days covered by Worker’s Compensation upon reimbursing the Library for the used accrued time.

LIFE INSURANCE- Group term insurance is available to all benefit eligible employees. The life insurance schedule for all benefit eligible employees is one times an employee’s annual salary as of January 1<sup>st</sup> of each year, rounded to the next higher 1,000 or \$15,000, whichever is greater. The cost for the insurance is \$.35 per thousand of coverage. Full time benefit eligible employees contribute \$9.10 per year towards this premium with part-time staff members contributing an appropriate prorated amount.

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

DISABILITY INSURANCE – Group short-term disability insurance is offered on a voluntary basis. The plan begins paying benefits on the 15<sup>th</sup> day of disability to a maximum of 24 weeks. Premium deductions per pay are based on .34 per \$10 of weekly benefit based on 66 and 2/3% of the employee’s weekly salary.

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

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

FIDELITY INVESTMENTS – Investments in mutual funds for retirement savings are available through Fidelity Investments. With these mutual funds, a contract is initiated between Fidelity and the employee for a reduction in salary by the amount which the employee specifies should be contributed to the plan. Federal, State and Local Income Taxes are paid on the remaining amount.

P.E.R.F. (Retirement Plan) – All benefit eligible employees are required to join the Public Employee’s Retirement Fund of Indiana. With a minimum of 10 years of creditable service, a member is eligible for retirement at 65. With 15 years of service, earlier retirement is possible. As provided by IC 5-10.3-7-9 the Library will pay the employees’ required 3% contribution to the Public Employees’ Retirement Fund Annuity Savings Account. In addition, the Library contribution to the pension plan in 2017 is the equivalent of 11.2% of the total gross earnings of those participating.

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

TUITION ASSISTANCE - The Library offers a tuition assistance program to employees who are pursuing an additional job related degree. The assistance is limited to an annual maximum of \$2,000.00 for course work completed at a grade level of 3.0 or above on a 4.0 scale by an employee. Allocation of funds will be prioritized based on institutional goals. Employees eligible for tuition assistance must be a .5FTE or above (regularly scheduled for 20 or more hours per week), have successfully completed the probationary period, and have a performance rating of 3 or above on their most recent performance evaluation.

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

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

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

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

IDENTITY THEFT AND/OR LEGAL PLAN- The Library offers a voluntary group legal and/or identity theft protection through Pre-Paid Legal Services, Inc. These plans cover the employee, his/her spouse, and any minor children and/or dependents residing in the employee's household. This benefit is not only extended to benefit-eligible staff, but also to retirees on a voluntary basis.

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

Employees eligible to retire under PERF rules on the date of transition to a Paid Time Off (PTO) program on February 5, 2017 will be grandfathered, and if at retirement meet the formula for a Career Service Benefit, will receive a payout of up to a maximum 160 Individual Catastrophic Account (CAT) hours.

**IMCPL  
2017 PAY STRUCTURE**

Job Title	FLSA	Pay Grade	Min	Mid	Max
<b>EXECUTIVE POSITIONS</b>					
Chief Executive Officer	E	0501	\$ 115,112	\$ 141,588	\$ 168,064
Chief Financial Officer	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
Dir., Collection Management	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
Dir., Communications	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
Dir., Facilities	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
Dir., Human Resources	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
Dir., Information Technology	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
Dir., Public Services	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
Dir., Strategic Planning and Assessment	E	0500	\$ 80,833	\$ 99,425	\$ 118,016
<b>EXEMPT POSITIONS</b>					
Area Resource Manager	E	0303	\$ 57,907	\$ 73,541	\$ 89,176
Mgr., Facilities Projects	E	0303	\$ 57,907	\$ 73,541	\$ 89,176
Mgr., Organizational Learning and Development	E	0303	\$ 57,907	\$ 73,541	\$ 89,176
Mgr., Systems and Network Infrastructure	E	0303	\$ 57,907	\$ 73,541	\$ 89,176
Mgr., Accounting	E	0302	\$ 54,118	\$ 68,730	\$ 83,341
Mgr., App & Web Development	E	0302	\$ 54,118	\$ 68,730	\$ 83,341
Mgr., Cataloging and Metadata	E	0302	\$ 54,118	\$ 68,730	\$ 83,341
Mgr., PC & Communications	E	0302	\$ 54,118	\$ 68,730	\$ 83,341
Mgr., Program Development	E	0302	\$ 54,118	\$ 68,730	\$ 83,341
Database Administrator	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Buildings & Grounds	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Digital Projects	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Events	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Outreach	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Payroll	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Regional Branch	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Shared Systems	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Mgr., Support Programs & Volunteer Resources	E	0301	\$ 50,578	\$ 64,233	\$ 77,889
Accountant	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Business Analyst	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Collection Development Librarian	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Communications Specialist	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Electronic Resources Librarian	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Human Resources Generalist	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
LAN Administrator	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Media Specialist	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Mgr., Central Adult Services	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Mgr., Central Services	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Mgr., Community Branch	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Mgr., Learning Curve	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Mgr., Neighborhood Branch	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Mgr., Processing	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Network Systems Analyst	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
PC/LAN Specialist	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Program Specialist	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Safety and Security Officer	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Venue Coordinator	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Volunteer Resource Specialist	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
Web Developer	E	0300	\$ 47,476	\$ 60,134	\$ 72,793
<b>NON-EXEMPT POSITIONS</b>					
Book Sale Coordinator	NE	0111	\$ 42,069	\$ 53,428	\$ 64,786
Member Access Coordinator	NE	0111	\$ 42,069	\$ 53,428	\$ 64,786
Supervisor, Learning Curve	NE	0111	\$ 42,069	\$ 53,428	\$ 64,786
Supervisor Librarian	NE	0111	\$ 42,069	\$ 53,428	\$ 64,786
Supervisor Librarian-Computer Instruction	NE	0111	\$ 42,069	\$ 53,428	\$ 64,786
Web Content Specialist	NE	0111	\$ 42,069	\$ 53,428	\$ 64,786
Cataloger	NE	0110	\$ 39,687	\$ 50,403	\$ 61,118
Circulation Supervisor II	NE	0110	\$ 39,687	\$ 50,403	\$ 61,118
Digital Projects Coordinator	NE	0110	\$ 39,687	\$ 50,403	\$ 61,118
Executive Assistant	NE	0110	\$ 39,687	\$ 50,403	\$ 61,118

Accounting Contract Administrator	NE	0109	\$ 38,273	\$ 48,225	\$ 58,176
Multimedia Production Guide	NE	0109	\$ 38,273	\$ 48,225	\$ 58,176
Project and Grant Specialist	NE	0109	\$ 38,273	\$ 48,225	\$ 58,176
Project Coordinator	NE	0109	\$ 38,273	\$ 48,225	\$ 58,176
<b>Circulation Supervisor I</b>	<b>NE</b>	<b>0108</b>	<b>\$ 37,441</b>	<b>\$ 47,550</b>	<b>\$ 57,660</b>
Public Services Librarian	NE	0108	\$ 37,441	\$ 47,550	\$ 57,660
Purchasing Agent	NE	0108	\$ 37,441	\$ 47,550	\$ 57,660
<b>Supervisor, Building Systems</b>	<b>NE</b>	<b>0107</b>	<b>\$ 35,658</b>	<b>\$ 45,286</b>	<b>\$ 54,914</b>
Supervisor Shipping and Receiving	NE	0107	\$ 35,658	\$ 45,286	\$ 54,914
Auditorium Technician	NE	0106	\$ 34,794	\$ 43,841	\$ 52,887
Hourly Auditorium Technician	NE	0106	\$ 34,794	\$ 43,841	\$ 52,887
Artist-in-Residence	NE	0106	\$ 34,794	\$ 43,841	\$ 52,887
Lead Office Assistant	NE	0106	\$ 34,794	\$ 43,841	\$ 52,887
Network PC Technician	NE	0106	\$ 34,794	\$ 43,841	\$ 52,887
Technical Support Assistant	NE	0106	\$ 34,794	\$ 43,841	\$ 52,887
Activity Guide	NE	0105	\$ 31,921	\$ 40,221	\$ 48,520
Hourly Activity Guide	NE	0105	\$ 31,921	\$ 40,221	\$ 48,520
Administrative Assistant	NE	0105	\$ 31,921	\$ 40,221	\$ 48,520
Collectible Bookseller	NE	0105	\$ 31,921	\$ 40,221	\$ 48,520
Hourly Collectible Bookseller	NE	0105	\$ 31,921	\$ 40,221	\$ 48,520
Public Services Associate II	NE	0105	\$ 31,921	\$ 40,221	\$ 48,520
Public Services Associate II - Outreach	NE	0105	\$ 31,921	\$ 40,221	\$ 48,520
Accounts Payable Assistant	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Accounts Receivable Clerk	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Building Systems Team Member	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Hourly Building Systems Team Member	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Cataloging Assistant	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Library Assistant III	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Order Specialist	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Payroll Assistant	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Hourly Public Services Associate I	NE	0104	\$ 29,285	\$ 36,900	\$ 44,514
Bookmobile Driver/Clerk	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Hourly Bookmobile Driver/Clerk	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Computer Lab Assistant II	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Hourly Computer Lab Assistant II	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Processing Assistant	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Hourly Processing Assistant	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Serials Assistant	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Youth Group Coordinator	NE	0103	\$ 26,867	\$ 33,853	\$ 40,839
Computer Lab Assistant I	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Hourly Computer Lab Assistant I	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Hourly Events Assistant	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Hourly Summer Reading Clerk	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Library Assistant II	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Hourly Library Assistant II	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Receptionist	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Team Member	NE	0102	\$ 24,649	\$ 31,058	\$ 37,467
Inter-Library Loan Assistant	NE	0101	\$ 22,613	\$ 28,493	\$ 34,373
Library Assistant I	NE	0101	\$ 22,613	\$ 28,493	\$ 34,373
Hourly Library Assistant I	NE	0101	\$ 22,613	\$ 28,493	\$ 34,373
Office Assistant	NE	0101	\$ 22,613	\$ 28,493	\$ 34,373
Processing Unpacking Assistant	NE	0101	\$ 22,613	\$ 28,493	\$ 34,373
Page	NE	0100	\$ 19,033	\$ 23,982	\$ 28,931



## Board Action Request

7b

**To:** IMCPL Board **Meeting Date:** October 24, 2016

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

**Effective Date:** October 24, 2016

**Subject:** Human Resources and Library Card Policy Revisions

**Recommendation:** Approval of Resolution 47-2016 policy revisions under the Human Resources Section; and policy revisions for Non-Resident Students and Educators – Free Cards under the Services, Programs, Exhibits & Promotions Section.

**Background:** The Library annually reviews and updates policies. The attached Human Resources policy revisions primarily include: (i) the Library’s conversion to a Paid Time Off (PTO) policy, and if necessary, the retention and clarification of current policy language for union-eligible staff if the current Collective Bargaining Agreement (CBA) is not amended to provide union eligible staff the benefits of PTO; (ii) revisions to our Attendance policy to address and clarify procedure to manage unscheduled absences not covered by an approved leave of absence; (iii) revisions to add tuition assistance for employees hired into positions requiring State Library Certification; (iv) and clean up of some general terminology.

The revisions to the Services, Programs, Exhibits & Promotion policies, specifically, Policy 507.2d revises and clarifies language for the availability of free library cards to certain non-resident students and educators at schools in the library district.

**Strategic/Fiscal Impact:** Accounted for in the 2017 budget.



## Board Resolution

7b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 47-2016  
HUMAN RESOURCE AND LIBRARY CARD POLICIES**

**October 24, 2016**

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

**WHEREAS**, the Diversity, Policy and Human Resource Committee recommends that the Library's current annual leave and sick leave policies be replaced by new paid-time-off ("PTO") policy; and

**WHEREAS**, because the current Collective Bargaining Agreement (CBA) provides for annual leave and sick leave for union-eligible employees, the new PTO policy will apply only to non-union eligible employees until such time as the CBA may be amended to replace the current annual leave and sick leave policies with the new PTO policy; and

**WHEREAS**, until such time as the CBA may be amended to replace the current annual leave and sick leave policies with the new PTO policy, the annual leave and sick leave policies in effect as of the adoption of this PTO policy that are not specifically modified by the CBA shall remain in full force and effect for union-eligible employees; and

**WHEREAS**, the Diversity, Policy and Human Resource Committee recommends that the Library's current attendance policies be revised and clarified in regard to the expectations and procedures related to unscheduled absences; and

**WHEREAS**, the Diversity, Policy and Human Resource Committee recommends adding a policy to provide tuition assistance for employees hired into positions requiring State Library certification; and

**WHEREAS**, the Diversity, Policy and Human Resource Committee recommends revisions to Policy 507.2.d, including the addition of a provision providing that students enrolled in a college or university at least in part located in the Library District are eligible for a free library card valid for one year; 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, including specifically the new PTO policy, the changes to the Library's attendance policy, the new policy to provide tuition assistance for employees hired into positions requiring State Library certification and the new policy providing that students enrolled in a college or university at least in part located in the Library District are eligible for a free library card; 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.

## INTRODUCTION TO HUMAN RESOURCES

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

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

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

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

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

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

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

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

*Approved August 25, 2014*

## 201 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

*Approved August 25, 2014*

## 202 HARASSMENT

Harassment occurs when a supervisor treats an applicant or employee differently in regard to hiring, firing, promotion or any terms or conditions of employment because of the applicant’s or employee’s race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation or gender identity. Harassment exists when submission to such conduct is made explicitly or implicitly a term or condition of the applicant’s or employee’s employment with the Library or submission to or rejection of such conduct is used as a basis for employment decisions affecting the applicant or employee.

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

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

*Approved August 25, 2014*

### **202.1 Reporting Harassment**

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

*Approved August 25, 2014*

### **202.2 Retaliation**

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

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

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

*Approved August 25, 2014*

## **203 DISABILITY ACCOMMODATIONS**

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

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

*Approved August 25, 2014*

## **204 TRANSGENDER POLICY**

### **204.1 Definitions**

The following definitions apply for purposes of this policy:

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

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

*Approved February 22, 2016*

#### **204.2 Official Records and Confidentiality**

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

*Approved February 22, 2016*

#### **204.3 Workplace**

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

*Approved February 22, 2016*

#### **204.4 Restrooms**

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

*Approved February 22, 2016*

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

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

*Approved February 22, 2016*

#### **204.6 Harassment**

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

*Approved February 22, 2016*

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

### **211 STEWARDSHIP OF ASSETS**

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

*Approved August 25, 2014*

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

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

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

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

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **211.3 Reserves**

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

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

*Approved August 25, 2014*

#### **211.4 Fines**

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **211.6 Outstanding Accounts**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

## **212 DRIVING RECORD AND INSURANCE**

### **212.1 Driving Positions**

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

*Approved August 25, 2014*

### **212.2 Driving Record and Performance**

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

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

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

*Approved August 25, 2014*

### **212.3 Commission of Driving Violation**

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



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

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

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

*Approved August 25, 2014*

## **212.4 Driving Record Review**

### Annual Driving Records

In June of each year, the Human Resources Services Area will obtain and review the driving records for employees in Driving Positions. The Library reserves the right to obtain proof of insurance and review the driving record for any employee who may drive an employee-owned vehicle on Library business regardless of whether such is a part of his/her regular, essential job assignment.

### Applicants for Driving Positions

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

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

*Approved August 25, 2014*

## **213 COMMUNICATION**

Employees shall not publically express an official position as a representative of the Library, or express positions about policies or procedures of the Library unless specifically authorized to do so by the CEO.

*Approved August 25, 2014*

### **213.1 External Communications**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

## **214 EMPLOYEE RECOGNITION**

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

*Approved August 25, 2014*

### **214.1 Criteria**

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

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

Additional factors to be considered will be:

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **214.3 Nominations**

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

*Approved August 25, 2014*

### **214.4 Frequency of Award**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **214.6 Award Amount**

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

*Approved August 25, 2014*

## **215 STAFF ORGANIZATIONS**

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

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

The Board authorizes the use of a reasonable amount of duty time when the needs of the library permits, by those staff who are members of the Staff Association for attendance at official meetings of the association. In addition, time may be allowed for those officers and committee members who are elected or appointed by the membership to carry out the official functions of the association as outlined in its constitution and bylaws.

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

*Approved August 25, 2014*

## **216 NO SOLICITATION**

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

*Approved August 25, 2014*

## **217 OUTSIDE EMPLOYMENT**

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

*Approved August 25, 2014*

## **218 PERSONAL CONDUCT**

Employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the Library, including termination of employment, if such conduct is

determined by management to be harmful to the Library's public image, or otherwise adversely affects the Library's legitimate interests.

*Approved August 25, 2014*

## **219 NURSING MOTHERS**

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

*Approved August 25, 2014*

## 220 PROFESSIONAL APPEARANCE

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

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

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

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

*Approved August 25, 2014*

### 220.1 Employee ID Badges

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

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

*Approved August 25, 2014*

### 220.2 Uniforms

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

*Approved August 25, 2014*

## 221 PROFESSIONAL ASSOCIATION DUTIES

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

*Approved August 25, 2014*

### 221.1 Nomination Process

Prior to accepting a nomination, office or committee appointment that will involve staff time or program/meeting attendance; the staff member should submit a Professional Activities Form (Form 27) to request approval. The application should state the purpose of the organization, committee or board on which the staff member will serve, and the benefit to the Library served by the employee's participation.

Generally, priority for commitment of Library time and expense will be given to committees or divisions of state and national professional associations whose activities contribute to or benefit public library service. Form 27 should be submitted to the manager for approval and signature, and submitted to the appropriate Executive Committee member and the CEO. Requests are to be submitted in sufficient time prior to the anticipated activity to the Board for their consideration and approval.

*Approved August 25, 2014*

### **221.2 Conferences**

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

- a. Permission to attend conferences on Library time must be approved in advance by the manager and appropriate Executive Staff Member and the CEO. Professional Activities Form 27 will be used for this purpose and submitted to Human Resources. Human Resources, will then include the activity request in the travel resolution to be submitted to the Board for final approval.
- b. In approving conference attendance requests for non-union eligible employees, managers must consider the section's needs and schedule, including previously approved annual leave-PTO requests or other leaves scheduled for the period. In the event two or more staff members of a section request conference attendance, or if consecutive years' attendance due to committee or office commitments by one staff member precludes the opportunity for others, the manager may determine a system for ranking the requests or rotating attendance among those who apply.  
  
In approving conference attendance requests for union-eligible employees, managers must consider the section's needs and schedule, including previously approved annual leave requests or other leaves scheduled for the period. In the event two or more staff members of a section request conference attendance, or if consecutive years' attendance due to committee or office commitments by one staff member precludes the opportunity for others, the manager may determine a system for ranking the requests or rotating attendance among those who apply.
- c. Any compensation of non-exempt employees for travel to, and attendance at, a conference shall be in accordance with applicable state and federal laws.
- d. The CEO may recommend to the Board that a staff member be granted time to attend a conference even though not a member of the sponsoring organization.
- e. Staff desiring to be Board representatives at the American Library Association Annual Conference and/or the Public Library Association National Conference in the years in which the conference is held will make application to the Board at least four months in advance of the meeting. The Board's intent is to send two representatives. The applications are subject to approval by the Board.
- f. Travel Reimbursement procedures as approved by the Library Board covers employee expenses for auto mileage, travel by air, lodging, meals, and other expenses directly related to the journey (i.e. taxi fare, tolls, parking, car rental, registration, & business phone calls). Expenses must be submitted

within sixty (60) days of date of travel to accounting or end of the calendar year, whichever is sooner, of date of travel.

*Approved August 25, 2014*

### **221.3 Lectures and Talks**

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

*Approved August 25, 2014*

## **222 TRAINING AND DEVELOPMENT**

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

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

*Approved August 25, 2014*

## **223 TUITION ASSISTANCE**

### **223.1 Tuition Assistance Available [for Degree Program](#)**

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

### **223.2 ~~Eligibility for~~ Tuition Assistance [for Positions Requiring State Library Certification](#)**

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

*Approved August 25, 2014*

### **223.2 Eligibility for Tuition Assistance**

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

*Approved August 25, 2014*

### **223.3 Repayment of Tuition Reimbursement**

Any employee receiving tuition assistance who leaves employment with the Library within 3 years of receiving tuition assistance is required to repay the tuition assistance to the Library unless repayment is

waived by the CEO. The Library may use legal recourse to recoup any repayment of tuition assistance required under this policy.

*Approved August 25, 2014*

## **224 GRIEVANCE**

Employees who feel they have been treated in a manner inconsistent with Library Policy may utilize the Library's Grievance procedure as established by the Board. No grievances related to performance evaluations may proceed beyond the CEO's written decision at step 3 set forth below. Pages cannot appeal a recommendation of termination or suspension to the Board.

*Approved August 25, 2014*

### **224.1 Eligibility**

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

*Approved August 25, 2014*

### **224.2 Grievance Process**

#### Step 1 - Formal Presentation

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

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

#### STEP 2 – Director, Human Resources

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



the written response shall include the signature of both the grievant and the Director Human Resources. Each party will retain a signed copy for their records.

#### STEP 3 - Chief Executive Officer

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

*Approved August 25, 2014*

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

### **225.1 Right to Appeal**

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

*Approved August 25, 2014*

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

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

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

#### STEP 2 - Nature of Hearing

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

#### STEP 3 - Order of Proceedings

The order of proceedings will be as follows:

- a. The employee may have 30 minutes in which to present any information either oral or written concerning the matter at hearing.

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

*Approved August 25, 2014*

## **226 Miscellaneous Policies**

### **226.1 Signage**

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

*Approved August 25, 2014*

### **226.2 Staff Areas**

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

*Approved August 25, 2014*

### **226.3 After Hours**

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

*Approved August 25, 2014*

### **226.4 Staff Parking**

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

*Approved August 25, 2014*

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

### 231 ATTENDANCE

Punctual and regular attendance is an essential function of each employee's job at the Library. ~~Any tardiness or absence causes problems for fellow employees and management. When an employee is absent, his/her work must be performed by others. The Library awards its employees with vacation and sick days. Vacation must be scheduled and pre-approved by one's supervisor. Unapproved time off is charged to accrued vacation or sick days unless covered by an approved leave of absence.~~ Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized Library business. The Library uses progressive discipline to address employee attendance issues.

The following policies apply to attendance:

- The Library awards its non-union eligible employees PTO, which must be scheduled and pre-approved by their supervisor.  
The Library awards its union-eligible employees with vacation and sick days. Vacation must be scheduled and pre-approved by one's supervisor. Unapproved time off is charged to accrued vacation or sick days unless covered by an approved leave of absence.
- The employee must call their immediate supervisor at least one hour before their scheduled start time or, at the earliest opportunity in case of unusual circumstances, if unable to report to work on time.
- If the immediate supervisor is unavailable, the employee must notify the next level of management or the person-in-charge.
- Even though an employee complies with this notice requirement, late arrival or early departure from scheduled work time is still an unscheduled absence unless the supervisor has pre-approved a change in the employee's scheduled work time depending on staffing needs and the circumstances of the request.
- Absences due to 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 emergency or unusual situation occurs, the supervisor has the discretion to approve unscheduled vacation when the employee calls and speaks to their immediate supervisor. If the immediate supervisor is unavailable, the employee must notify the next level of management or the person-in-charge.~~

~~Absences due to reasons that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.~~

~~Each day an employee is unable to report to work on time or is ill, the manager must be notified at least one hour before their scheduled start time or, at the earliest opportunity in case of unusual circumstance, so that the necessary schedule adjustments can be made.~~

*Approved August 25, 2014*

### **231.1 Telecommuting**

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

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

*Approved August 25, 2014*

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

~~Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized Library business. Occurrences of late arrival, early departure, or other absences from scheduled work hours are disruptive and must be avoided. Pre-approved scheduled times away from work using accrued vacation are not considered occurrences for the purpose of this policy.~~

~~An "occurrence" results when an employee is absent during scheduled work time without excuse, as determined within the reasonable discretion of the applicable manager or supervisor, and includes being more than 7 minutes late for the start of their work schedule (per the Library's computer system time used to designate opening and/or closing times) or leaves before the end of their work schedule without manager approval.~~

~~An unexcused absence of consecutive multiple days due to the same cause will be counted as one occurrence for the purpose of this policy. An absence due to illness of 5 or more consecutive days will require the employee to bring a doctor's note upon returning to work. Library reserves the right to request a health care provider's statement in order to verify an illness and/or use of sick leave at any time.~~

~~A tardy arrival, early departure or other shift interruption is considered an occurrence. On certain instances and with prior approval by the supervisor, an employee who is tardy may be allowed to adjust that day's schedule to work an equivalent amount of time at the end of the shift, and an occurrence will not be counted.~~

~~Actual arrival and departure times will be noted on employee's timecard. An employee is considered "tardy" and counted as an occurrence if the employee arrives to work 7 or more minutes after their scheduled start time. An early departure is one in which the employee leaves before the scheduled end of his or her shift. All times are based upon the Library's computer time.~~

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

*Approved August 25, 2014*

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.

*Approved August 25, 2014*

### **232.2 Deducted Time**

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

*Approved August 25, 2014*

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

Any unexcused absence of three (3) consecutively scheduled work days without notice by the employee to his supervisor is considered job abandonment and may result in immediate termination of employment.

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

*Approved August 25, 2014*

**232.4 Step Discipline for ~~Attendance and Punctuality~~ Unscheduled Absence and Tardiness**

~~Unexcused absence, including tardiness or early departure, is each considered one occurrence.~~

~~Occurrences are counted in a rolling six-month period. Occurrences expire 6 months from the date of the incident. Managers are responsible for tracking and verifying their employee’s attendance.~~

Step One

~~Three occurrences in any six-month period will be the basis for a coaching session between the employee and direct supervisor. The purpose of the coaching session is to make the employee aware that he/she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented and placed in the department manager’s file.~~

Step Two

~~The next occurrence in the same six-month period is cause for a first written warning with documentation placed in the employee’s personnel file in Human Resources. The written warning, delivered by the employee’s direct supervisor, serves to notify the employee that he/she is in violation of this Library policy and that additional occurrences will result in further disciplinary action.~~

Step Three

~~An additional occurrence in the same six-month period will result in a written warning and a written performance improvement plan.~~

Step Four (Final)

~~Any additional occurrence in the same six-month period may result in immediate termination of employment.~~

*Step Discipline for Attendance and Punctuality*

<del>3<sup>rd</sup> Occurrence Total (Step 1)</del>	<del><b>Documented Coaching Session</b> Original: Manager’s Department File Cc: Employee</del>
<del>Next Absence or Tardy (Step 2)</del>	<del><b>1<sup>st</sup> Written Warning</b> Original: Manager’s Department File Cc: Employee Cc: Human Resources Personnel File</del>
<del>Next Absence or Tardy (Step 3)</del>	<del><b>2<sup>nd</sup> Written Warning (Contact Human Resources)</b> Original: Manager’s Department File Cc: Employee Cc: Human Resources Personnel File</del>
<del>Next Absence or Tardy (Step 4—Final)</del>	<del><b>Termination of Employment (Contact Human Resources)</b></del>

~~No disciplinary actions past Step 2 will be taken without the direct involvement of the Human Resources Department. All warnings will be delivered by the direct supervisor, manager or Human Resources as circumstances require.~~

~~The Library CEO and Service Area Directors reserve the right to use discretion in applying this policy under any or all special or unique circumstances.~~

Approved August 25, 2014

### **232.5 Habitual Absences and/or Tardies**

Although occurrences will roll off an employee's record after six months, habitual offenders (those who have established a pattern of absences, such as consistently having three or more occurrences in any given six-month period or routinely calling off before or after scheduled days off work) may trigger step discipline even though six-month old infractions have fallen off.

Approved August 25, 2014

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

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

### **233 EMERGENCY CLOSURE**

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

Approved August 25, 2014

### 233.1 Emergency Scheduling

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

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

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

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

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

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

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

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

With Manager approval, non-exempt, union-eligible employees may use available accrued vacation time to be paid for any non-worked but regularly scheduled hours of the closure at their regular rate of pay.



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

In instances in which the Library is not closed but non-exempt, union-eligible employees determine that it is unsafe or they are otherwise unable to report to work due to severe weather or other emergency conditions, non-exempt, union-eligible employees will not be paid for the time off work but may be permitted to use accrued annual leave with managerial approval. At the manager's discretion, non-exempt, union-eligible employees may be given the option of adjusting their schedules within the week to make up lost work time.

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

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

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

*Approved August 25, 2014*

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

Under the provisions of the Family and Medical Leave Act (“FMLA”), employees who have completed at least one year of service and worked at least 1,250 hours over the previous 12 months (“eligible employees”) may under certain conditions be entitled to *unpaid* leave.

*Approved August 25, 2014*

### **234.1 Eligibility**

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

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

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

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

*Approved August 25, 2014*

### **234.2 Intermittent Leave**

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

- If FMLA leave is for Parenting Leave or Military Family Exigency Leave, use of intermittent leave is subject to the Library’s approval by the Service Area Director and Director, Human Resources, based on a case-by-case determination relative to the needs of the Library.
- FMLA leave may be taken intermittently whenever medically necessary in connection with Family Medical Leave, Employee Medical Leave or Service Member Leave.

- The Library may temporarily transfer an employee needing foreseeable intermittent leave to an available alternative position, with equivalent pay and benefits (though not necessarily equivalent duties) if the employee is qualified for the alternative job and the job better accommodates recurring absences.

Approved August 25, 2014

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

Library policy is that every non-union eligible employee taking FMLA leave for a personal illness is required to concurrently use all accrued ~~vacation time, sick time and/or personal time~~ PTO and after exhausting PTO, use available CAT hours to the extent available while absent. Also, every non-union eligible employee taking FMLA leave to care for a parent, child, or for the birth, adoption or placement of a foster child, shall be required to use all accrued ~~vacation time, sick time and/or personal time~~ PTO and after exhausting PTO, use available CAT hours to the extent available while absent.

Library policy is that every union-eligible employee taking FMLA leave for a personal illness is required to use all accrued vacation time, sick time and/or personal time to the extent available while absent. Also, every union-eligible employee taking FMLA leave to care for a parent, child, or for the birth, adoption or placement of a foster child, shall be required to use all accrued vacation time, sick time and/or personal time to the extent available while absent.

Approved August 25, 2014

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

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

Approved August 25, 2014

### **234.5 Serious Health Condition**

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **234.7 Job Restoration**

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

*Approved August 25, 2014*

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

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

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

- Periodic reports during FMLA leave regarding the employee's status and intent to return to work; and
- A fitness for duty report issued by the healthcare provider for employees taking leave for a personal health condition.

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

*Approved August 25, 2014*

## 235 BEREAVEMENT LEAVE

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

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

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

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

*Approved August 25, 2014*

### 235.1 Immediate Family

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

*Approved September 28, 2015*

### 235.2 Domestic Partners

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

*Approved August 25, 2014*

### 235.3 Other Relatives

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

*Approved August 25, 2014*

### 235.4 Professional Associates

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

*Approved August 25, 2014*

### 235.5 Personal Friends

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

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

*Approved August 25, 2014*

### 235.6 Restrictions

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

*Approved August 25, 2014*

### 235.7 Death in Immediate Family During Annual Leave While Taking PTO

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

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

*Approved August 25, 2014*

## ~~236A ANNUAL LEAVE (VACATION) PAID TIME OFF (PTO) POLICY~~

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

### **236.1 Definition**

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

### **236.2 Purpose**

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

### **236.3 Eligibility and Availability**

Upon hire or transfer into a benefit eligible position, **non-union eligible** employees are advanced PTO in an amount based on the number of hours they are scheduled to work per week. PTO does not begin to accrue until the **non-union eligible** employee has worked a sufficient number of hours to "repay" the PTO advance. **Non-union eligible** employees who are not benefit eligible are not eligible to accrue PTO.

### **236.4 Notice and Scheduling**

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

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

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

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

### **236.5 Balance Cap (Maximum Carryover)**

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

### **236.6 Employee Management of PTO**

**Non-union eligible** employees are responsible for managing their PTO account. It is important for **non-union eligible** employees to plan ahead for how PTO will be used. This means developing a plan for taking your

vacation's, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

**236.7 Separation of Employment**

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

**236.8 Accrual Rates**

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

**PTO Accrual Table**

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

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

**236.9 Rollover of Annual Leave Time**

On the effective date of the PTO policy, each non-union eligible employee's accrued but unused annual leave time will be transferred into the non-union eligible employee's PTO bank.

**236.10 Rollover of Sick Time into Individual Catastrophic Account (CAT Account)**

On the effective date of the PTO policy, up to a maximum of 40 hours of accrued but unused sick time for each non-union eligible employee will be transferred into the non-union eligible employee's PTO bank. Any remaining accrued but unused sick time will become the non-union eligible employee's Individual Catastrophic Account (CAT Account).

**236.11 Access to Individual CAT Account**



To use CAT Account time:

- A non-union eligible employee must be missing work for reason that satisfies the requirements for leave under the Family Medical Leave Act (FMLA) or because of a qualifying disability that satisfies the requirements for leave as a reasonable accommodation under the Americans with Disabilities Act (ADA).
- Non-union eligible employees on approved FMLA leave may use CAT Account time concurrently during the FMLA leave after all accrued but unused PTO time has been exhausted.
- Non-union eligible employees on approved ADA accommodation leave may use CAT Account time concurrently during the ADA leave after all accrued but unused PTO time has been exhausted.

CAT Account time is not counted for purposed of accruing PTO time.

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

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

*Approved August 25, 2014*

### **236.1 Annual Leave Accrual**

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

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

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

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

<b>Pay Range</b>	<b>Earned Per Hour</b>
1-4	.0385

5-8

.0577

9-16

.0770

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

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

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

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

*Approved August 25, 2014*

### **236.2 Longevity Allowance**

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

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

*Approved August 25, 2014*

### **236.3 Earned Annual Leave Maximum**

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

*Approved August 25, 2014*

### **236.4 Earned Annual Leave at Termination of Employment**

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

*Approved August 25, 2014*

### **236.5 Change to a Non-Benefitted Job Status**

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

*Approved August 25, 2014*

### **236.6 Re-hired Employees**

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

*Approved August 25, 2014*

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

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

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

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

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

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

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

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

### **237.1 Accrual of Sick Leave**

Upon hire, regular, full-time, benefit eligible, union-eligible employees will accrue sick leave at a rate of 3.08 hours per pay period and regular, part-time benefit eligible, union-eligible employees will accrue sick leave at a prorated amount based on the 3.08 hours per pay and their hours worked (for example, a part-time employee who regularly is scheduled and works 20 hours per week will accrue sick leave at a rate of 1.54 hours per pay period). Earned sick leave not used may be accumulated on an unlimited basis. A union-eligible employee may use accrued, unused sick leave for their own illness or to care for an immediate family member or domestic partner. An immediate family member is defined as spouse, child or parent.

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

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

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

*Approved August 25, 2014*

### **237.2 Verification and Other Uses of Sick Leave**

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

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

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

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

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

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

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

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

*Approved August 25, 2014*

### **237.3 Advancement of Sick Leave**

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

*Approved August 25, 2014*

### **237.4 Sick Leave Pool Policy**

The Library has established a Sick Leave Pool to provide additional sick leave to staff members experiencing catastrophic, chronic, and/or terminal illness and have exhausted their own sick and/or annual leave accumulation.

a. Full or part-time staff who have been on staff for at least 2 years, and have accumulated a minimum of 80 hours of sick time or a pro-rated amount for part-time staff, may contribute to the sick leave pool during the first pay period in July of each year. Donation forms are required to donate hours to the pool.

b. Initial membership in the pool requires a donation of a minimum of 2 days, and continuing membership each year requires an annual donation of the equivalent of 1 day. In order to build the accumulation of hours, staff members may voluntarily donate a maximum of 1 day for each year of service initially. Once donated, time cannot be taken back.

c. ~~A staff member wishing to request time from the pool must be a member of the pool demonstrated by making an annual donation and must have been a member for at least 30 days prior to making a claim.~~

d. ~~The staff member may request up to a maximum of 160 hours.~~

e. ~~If the recovery for the illness or injury is continuous and the initial time requested has expired, the staff member may re-apply by completing the claim form and providing additional medical documentation to Human Resources for consideration for an additional donation.~~

f. ~~Lifetime Maximum. There is a 480 hour, or the equivalent to part-time staff, lifetime limit.~~

*Approved August 25, 2014*

## 238 PERSONAL LEAVE OF ABSENCE

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

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

*Approved August 25, 2014*

## 239 CIVIC DUTIES POLICY

### 239.1 Voting

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

*Approved August 25, 2014*

### 239.2 Running for Elected Office

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

*Approved August 25, 2014*

### **239.3 Political Activity**

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

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

*Approved August 25, 2014*

### **239.4 Legal Witness**

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

*Approved August 25, 2014*

### **239.5 Jury Duty**

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

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

*Approved August 25, 2014*

### **239.6 Selective Service**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **239.8 Armed Forces Reserve**

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

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

*Approved August 25, 2014*



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

### **241 IMCPL COMPENSATION PHILOSOPHY**

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

*Approved August 25, 2014*

### **242 COMPENSATION**

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

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

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

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

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

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

*Approved August 25, 2014*

## 243 EMPLOYMENT STATUS

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

### 243.1 Full-time

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

*Approved August 25, 2014*

### 243.2 Part-time

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

*Approved August 25, 2014*

### 243.3 Substitute Employees

These are staff members who are hired to work where and when necessary. Substitute staff members may be scheduled to work from 1 to 40 hours per week not to exceed 1000 hours per year and are not eligible for fringe benefits.

*Approved August 25, 2014*

### 243.4 Temporary Employees

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

*Approved August 25, 2014*

### 243.5 Retired Staff Members

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

*Approved August 25, 2014*

### 243.6 Exempt and Non-Exempt Employees

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

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

*Approved August 25, 2014*

### **243.7 Benefit Eligibility**

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

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

*Approved August 25, 2014*

### **243.8 Job Classifications**

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

*Approved August 25, 2014*

## **244 POSITION RECLASSIFICATION**

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

*Approved August 25, 2014*

### **244.1 Salary Adjustment**

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

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

*Approved August 25, 2014*

### **244.2 Position Qualifications**

Staff members must meet all qualifications for positions to which employed. If a qualified person is not

available, an acting appointment may be made until the position is permanently filled.

*Approved August 25, 2014*

## 245 WORKWEEK

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

*Approved August 25, 2014*

## 246 WORK SCHEDULES

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

*Approved August 25, 2014*

### 246.1 Full-Time Equivalency

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

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

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

*Approved August 25, 2014*

## 247 LUNCH AND BREAKS

### 247.1 Evening Schedule

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

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

*Approved August 25, 2014*

### 247.2 Lunch Period

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

*Approved August 25, 2014*

### 247.3 Work Breaks

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

- Non-exempt staff working less than a standard day but continuously for 4 or more hours may take one 15 minute break; however, those working continuously for less than 4 hours will not be allowed a break.
- Those non-exempt employees working the evening schedule who, because of limited staff, will not be able to take two 15 minute breaks will be allowed one 20 minute break.
- Because work breaks are granted on library time, employees are not allowed to leave the library premises during the break period.
- Work breaks cannot be taken at the beginning or end of the work day, not in conjunction with (or in lieu of) the lunch or dinner hour or accumulated for use at a later time.
- Except for those withdrawn from school, high school/equivalency graduates, or those legally emancipated, staff under the age of 18 must receive 1 or 2 work breaks totaling 30 minutes when scheduled to work 6 or more consecutive hours.

*Approved August 25, 2014*

## 248 TIMEKEEPING REQUIREMENTS

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

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

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

*Approved August 25, 2014*

### 248.1 Alternate Clock-In

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

It is the responsibility of the non-exempt employee to make certain the alternate time clock-in procedure as defined by his/her manager is an accurate reflection of actual hours worked as well as any variations in the daily schedule. Hours entered on the alternate clock-in system should match entries in the timecard system used for in the calculation of the payroll check. The employee will verify that all entries in the alternate clock-in method are correct by manually signing it just as he/she verifies the timecard to indicate he/she made the entries and is in agreement with them.

*Approved August 25, 2014*

## 249 WORKING OFF THE CLOCK

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

*Approved August 25, 2014*

## 250 HOLIDAY PAY

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

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

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

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

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

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

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

*Approved August 25, 2014*

## 251 PREMIUM PAY

### 251.1 Overtime

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

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

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

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

*Approved August 25, 2014*

### 251.2 Holiday Time

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

*Approved August 25, 2014*

### 251.3 Limitation on Overtime Pay

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

*Approved August 25, 2014*

### 251.4 Shift Differential

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

*Approved November 16, 2015*

### 251.5 Person-in-Charge Pay

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

This time period shall be entered on the employee's timecard by the employee using pay code "Person-in-Charge" to the closest quarter hour. An employee shall only be assigned to the role of Person-in-Charge under the following criteria: (1) Person-in-Charge designation is limited to Public Services staff and may only be assigned to a Public Services staff member by a Public Services manager or member of the Executive



Committee; and (2) a Person-in-Charge may be assigned only when the Public Services manager/supervisor will be off-site for a period of one (1) or more hours.

*Approved November 16, 2015*

### **251.6 Split Work Day**

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

*Approved November 16, 2015*

### **252 ON-CALL**

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

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

*Approved August 25, 2014*

### **253 PAYDAY**

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

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

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

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

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

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

*Approved August 25, 2014*

## **254 RED-CIRCLING**

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

*Approved August 25, 2014*

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

### **261 RECRUITMENT**

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

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

An offer of employment with the Library is conditional until the background check and drug screen is passed. A conditional offer of employment is rescinded if the candidate refuses to comply or does not pass the background check or drug screen.

A conditional offer of employment is rescinded if the candidate for a driving position has an unacceptable driving record or inadequate proof of insurance.

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

*Approved August 25, 2014*

#### **261.1 New Hire Orientation**

All newly hired employees will begin employment with the library by attending New Hire Orientation on their first scheduled day of work. New hires will be welcomed as an important part of the Library team and be given the information and tools to help them succeed in the job. They will receive an introduction and information related to Library's mission, vision and culture, organizational structure and contacts, policies and

benefits geared to help them quickly get up to speed. Employees will also receive an orientation from their Manager/Supervisor specific to their department or agency.

*Approved August 25, 2014*

## **262 NEW HIRE PROBATIONARY PERIOD**

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

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

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

*Approved August 25, 2014*

### **262.1 Feedback and Counseling Procedure**

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

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

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

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

a. Fourteen and Fifteen-Year-Olds are limited to working the following hours:

- Outside school hours on a school day (school hours are between 7:30 a.m. and 3:30 p.m. and a school day is a day containing more than 4 hours of classroom instruction).
- No more than 3 hours on a school day.
- No more than 8 hours on a non-school day.
- No more than 18 hours during a school week (a week containing 3 or more school days).
- No more than 40 hours during a non-school week (a week containing 2 or fewer school days).
- Between 7 a.m. and 7 p.m. – except between June 1 and Labor Day when the evening hour is extended to 9 p.m.

b. Sixteen-Year-Olds are limited to working the following hours:

- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
- No more than 8 hours on a school day (9 hours when not followed by a school day with parental permission).

- No more than 30 hours a week (40 hours during a non-school week and 48 hours during a non-school week with parental permission).
- No more the six days during a week (school or non-school week).
- Not before 6 a.m. and not after 10 p.m. on nights followed by a school day.
- Until 12:00 a.m. on nights not followed by a school day with parental permission.

c. Seventeen-Year-Old are limited to working the following hours:

- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
- No more than 8 hours a day (9 hours when not followed by a school day with parental permission).
- No more than 30 hours a week (40 hours during a non-school week and 48 hours during a non-school week with parental permission).
- No more the six days during a week (school or non-school week).
- Not before 6 a.m. on a school day and not after 10 p.m. on nights followed by a school day (until 11:30 p.m. on nights followed by a school day with parental permission and until 1:00 a.m. on nights followed by a school day, but not on consecutive nights and not more than 2 school nights a week, with parental permission).

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

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

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

## **266 INTERVIEW AND MOVING EXPENSES**

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

*Approved August 25, 2014*

## **267 NEPOTISM**

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

*Approved August 25, 2014*

## **268 PERSONNEL RECORDS**

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

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

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

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

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

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

*Approved August 25, 2014*

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

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

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

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **268.3 Personal Reference**

An employee may request managers or other personnel to provide a personal, non-employment related reference. The Library assumes no responsibility for personal references. Personal references are not to be written on Library letterhead or held in the employee's personnel record.

*Approved August 25, 2014*

## **269 REAPPOINTMENT**

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

*Approved August 25, 2014*



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

### **271 PERFORMANCE MANAGEMENT**

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

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **271.2 Employee Acknowledgment**

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

*Approved August 25, 2014*

#### **271.3 Employee Response**

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

*Approved August 25, 2014*

## 272 VOLUNTARY AND INVOLUNTARY TERMINATION OF EMPLOYMENT POLICY

### 272.1 Voluntary Termination

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

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

*Approved August 25, 2014*

### 272.2 Involuntary Termination

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

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

- Illegal harassment
- Poor work performance or other unsatisfactory conduct
- Incompetence
- Insubordination
- Unexcused absence
- Excessive tardiness or absences
- Abuse of leave policy
- Abuse of sick leave by union-eligible employees
- Abuse of sick leave
- Working under the influence of alcohol, illegal or controlled substances
- Inability to perform essential functions of work
- Falsification of job application form
- Falsification of time records
- Theft or embezzlement
- Possession of weapons or explosives
- Inappropriate treatment of a patron
- Violation of a non-discrimination policy
- Immoral or indecent conduct
- Violation of Ethics Policy
- Abuse of circulation privileges
- Abuse of circulation procedures

- Unsafe work practices
- Willful violation of Safety Policy
- Conviction of a crime as a result of acts inside or outside of his or her employment

Approved August 25, 2014

### 272.3 Retirement

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

- Non-union eligible ~~Fe~~ employees will receive a payout of all accrued, unused ~~vacation time up to a maximum of 480 hours~~ PTO.
- A As a career service benefit, non-union eligible staff member members who have a CAT Account and were eligible under PERF to retire on or before the effective date of the PTO policy, will be paid an amount equal to ~~all accumulated sick leave (Career Service Benefit) in excess of 160 hours at a rate of the equivalent of one hour of pay for each two hours sick leave in their CAT Account in excess of 160 hours up to a maximum of 160 hours of sick time.~~ (total number of CAT hours minus 160; divide the difference by 2; multiply the quotient by the hourly rate of pay up to a maximum of 160 hours).

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

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

Approved August 25, 2014

### 272.4 Return of Library Property

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

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

Approved August 25, 2014

### 272.5 Exit Interview

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

Approved August 25, 2014

## 272.6 The Consolidated Omnibus Budget Reconciliation Act (“COBRA”)

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

*Approved August 25, 2014*

## 273 EMPLOYMENT REFERENCE REQUEST

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

*Approved August 25, 2014*

## 274 PROGRESSIVE DISCIPLINE

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

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

*Approved August 25, 2014*

### 274.1 Progressive Discipline for Same or Related Issues

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

<b>STEP 1:</b> Occurrence of Unacceptable Performance and/or Behavior	<b>Documented Employee Coaching:</b> <ul style="list-style-type: none"><li>• Signed Original – to <del>Department Manager’s</del>HR for <u>Employee Personnel</u> File</li><li>• <u>Cc: - to Manager</u></li><li>• Cc: - to Employee</li></ul>
<b>STEP 2:</b> Next Occurrence of Unacceptable Performance and/or Behavior	<b>1st Written Warning:</b> <ul style="list-style-type: none"><li>• Signed Original - to HR for Employee Personnel File</li><li>• Cc: - to Manager</li><li>• Cc: - to Employee.</li></ul>

	<b>Includes mandatory Performance Improvement Plan.</b>
<b>STEP 3:</b> Next Occurrence of Unacceptable Performance and/or Behavior	<b>2rd Written Warning:</b> <ul style="list-style-type: none"> <li>• Signed Original – to HR for Employee Personnel File</li> <li>• Cc: - to Manager</li> <li>• Cc: - to Employee.</li> </ul>
<b>STEP 4:</b> Next Occurrence of Unacceptable Performance and/or Behavior	<b>Termination of Employment</b>

IMPLEMENTATION OF STEP 4:

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

*Approved August 25, 2014*

**275 REDUCTION-IN-FORCE**

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

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

*Approved August 25, 2014*

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

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

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

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

*Approved August 25, 2014*

### **281 HEALTH INSURANCE**

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

*Approved November 16, 2015*

### **282 GROUP LIFE INSURANCE**

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

*Approved August 25, 2014*

### **283 EMPLOYEE ASSISTANCE PROGRAM**

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

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

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

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

*Approved August 25, 2014*

## **284 INJURY LEAVE**

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

## **285 DISABILITY INSURANCE**

### **285.1 Short Term Disability**

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

The plan begins paying benefits beginning with the ~~31<sup>st</sup>~~ 15th day of disability ~~or the expiration of all accumulated benefits (both sick and vacation).~~ The Current benefit maximum is 22 weeks.

*Approved August 25, 2014*

### **285.2 Long Term Disability**

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

*Approved August 25, 2014*

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

Benefit eligible employees will be automatically enrolled in PERF. ~~Annually~~ The Library pays the required employer share of the Employee Pension Fund premium. Each year the Library evaluates and makes a

determination based on available funding to additionally pay the employee's required share of the ~~Employee Pension Fund premium~~ Annuity Savings Account.

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

*Approved August 25, 2014*

## **287 DOMESTIC PARTNERS POLICY**

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

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

*Approved August 25, 2014*

### **287.1 Basic Living Expenses**

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

*Approved August 25, 2014*

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

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

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

Two adults who meet the following requirements:

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



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

## 2. Domestic Partnership

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

## 3. Share a Primary Residence

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

## 4. Establishing a Domestic Partnership

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

## 5. Benefits

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

## 6. Termination of a Domestic Partnership

- i. A domestic partnership is terminated when at least one of the domestic partners no longer qualifies as a domestic partner as that term is defined in this policy.
- ii. If a domestic partnership ends, the Library employee must submit written notice to the Human Resources Service Area within 31 days after the termination of the domestic partnership. The notice must be dated and signed under penalty of perjury. The employee must also send a copy of the notice to his or her former domestic partner.

- iii. An employee's former domestic partner shall have the same rights to purchase continuing insurance as the former spouse of an employee. Submission of the notice shall be considered a qualifying event for purposes of the non-employee partner's right to continue coverage for himself or herself and/or his or her eligible dependent(s).

#### 7. Tax Liability

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

*Approved August 25, 2014*

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

### **290 CELL PHONES**

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

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

*Approved August 25, 2014*

#### **290.1 Criteria**

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

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

- The employee's job requires the employee to be regularly contacted by other employees or third parties on Library business after normal business hours.

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

*Approved August 25, 2014*

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

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

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

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

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

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

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

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

*Approved August 25, 2014*

### **290.3 Cell Phone Reimbursement Amount**

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

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

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

Monthly reimbursements based on service levels are as follows:

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

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

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

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

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

*Approved August 25, 2014*

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

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

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

*Approved August 25, 2014*

## **292 TELECOMMUNICATIONS**

The Library maintains email, telephone and voice mail systems, computers, Internet access and other business equipment (collectively called the "Systems") in order to conduct the business of the Library. The devices and the data stored on these Systems, as well as the specialized software programs and applications developed for Library use, are valuable Library assets, the sole property of the Library and must be appropriately protected from unauthorized or inappropriate access, use, alteration, destruction or disclosure.

*Approved August 25, 2014*

### **292.1 Computer Use and Network Security**

Employees may not use library computer systems for non-job-related solicitations, organizational campaigns, political or religious causes or other non-business purposes.

Employees must not defeat, attempt to defeat, or assist anyone else in defeating network security controls. Network connection standards must be strictly observed – no devices or software may be added to the network without authorization from Information Technology.

- Computer equipment and passwords must always be safeguarded. Employees must treat passwords as highly confidential.
- Employees leaving their computers unattended should lock access to their workstation or log off. Computer workstation login procedures must be strictly observed.
- Laptops or any other mobile equipment, used on or off Library premises, must never be left unattended or unsecured.

Library systems may not be used to transmit, retrieve or store any communications of a defamatory, discriminatory or legally harassing nature, or materials that are abusive, profane or offensive, obscene or X-rated including, but not limited to, messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference. Harassment of any kind is absolutely prohibited.

*Approved August 25, 2014*

### **292.2 Copyright Materials**

Employees shall not transmit over the Systems any copyrighted materials belonging to any individual or entity other than the Library. When obtaining access to another organization's or individual's materials, staff must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with the permission of the holder of the copyright, or as a single reference copy. Staff may not violate any software licenses, including without limitation making illegal copies of software, or share any proprietary information of Library vendors.

*Approved August 25, 2014*

### **292.3 Use of Library Email Accounts**

The Library email system is for business purposes only and employees may not use their work email address as their sole personal email address.

Staff should not, at any time, send non-job-related or frivolous information to any Library email group. Email groups are intended for pertinent information only, not for sale items, personal items, personal opinions, notices or jokes.

*Approved August 25, 2014*

### **292.4 Personal Use of Information and Communications Systems**

The Library's systems are to be used for Library business and not for personal use. Employees are permitted to use the Library's Internet access, fax and telephone systems for incidental or occasional personal use, as long as the use:

- Does not affect any employee's job performance.
- Does not interfere with the ability of others to perform their work.
- Is truly occasional in nature.
- Does not interfere with Library's business use of such Systems in any way.
- Does not result in any additional cost to Library.
- Does not access or transmit material containing derogatory racial, gender or religious comments, sexual content, offensive language, material that would negatively reflect upon the Library or be likely to offend co-workers, or content prohibited by law.
- Is not used to solicit funds, collect signatures, conduct membership drives, distribute literature or gifts, sell merchandise or services, or carry on any other form of non-Library business without approval.

Library Systems may not be used for any purpose that is illegal, in violation of Library policy, or contrary to the organization's best interest. Illegal activity may be referred to law enforcement as appropriate.

Employees will be required to verify in writing that they have read, understand and will comply with the Library's Communication Systems Policy Agreement. The Library also reserves the right to advise appropriate legal officials of any illegal violations. Failure to comply with this policy may result in disciplinary action, up to and including termination.

*Approved August 25, 2014*

## **293 WORKPLACE MONITORING POLICY**

Workplace monitoring may be conducted by the Library to ensure quality control, employee safety, conformity with Library policies, and customer satisfaction. Any electronic monitoring shall be confined to the legitimate needs of the Library.

Library communications and computer systems are the Library's property and are not private. Staff should not consider any message sent, received or stored via these systems as private property, and do not have a personal privacy right to any material created, stored, received or sent through Library Systems including through a Library personal computer. All messages created, sent or retrieved over the systems and any information of any type in any Systems component, including but not limited to, all information stored on servers, personal computers and removable media (diskettes, zip disks, CD-ROMs, flash drives, etc.) are the property of the Library and may be saved, accessed and reviewed by management.

With the authorization of the CEO, the Library has the right to retrieve and read any messages sent or received via the Library's communication systems. Deleted information may be retrieved and subject to review by management. The Library reserves the right to monitor, or download and read any electronic or telephone communication sent, received, or stored during the ordinary course of business. By using the Library's communications and computer Systems, employees consent to the Library's monitoring of these Systems and acknowledge and agree to Library's right to conduct such monitoring.

*Approved August 25, 2014*

#### **507.2.d Non-resident Students and Educators – Free Cards**

Students and teachers who are not residents of the Library district are eligible for a free library card valid for one year if they are enrolled or teaching in a preschool through grade 12 school, and students enrolled in a college or university that is located at least in part in the Library District. ~~located in the district.~~

*Approved January 26, 2015*

REVISED:

#### **507.2.d 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. ~~if they are enrolled or teaching in a preschool through grade 12 school, and~~ 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.

*Approved January 26, 2015*



**2016 Service Awards 7c****5 year service awards**

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Randall	<b>Ayers</b>	GLD
Markesa	<b>Carson</b>	CEN-CAS
Jason	<b>Davis</b>	NOR
Joseph	<b>Fox</b>	IRV
Gregory	<b>Hill</b>	LAW
Jordan	<b>Hunt</b>	CEN-CAS
Joyce	<b>Karns</b>	WAY
Katherine	<b>McFarland</b>	LAW
Orsolya	<b>Munkacsi</b>	LAW
Kasey	<b>Panighetti</b>	FRA
Julia	<b>Payton</b>	PDA
Shellie	<b>Rich</b>	CEN-TLC
Rachel	<b>Robinson</b>	COL
Pam	<b>Sandlin</b>	OUT
Austin	<b>Senior</b>	CEN-TLC
Donna	<b>Terhune</b>	OUT
Mary	<b>Weimer</b>	WRN

## 10 year service awards

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Brittany	<b>Allen</b>	FRA
Devonna	<b>Carlisle</b>	FSQ
Virginia	<b>Choplin</b>	CEN-CAS
Dennis	<b>Creek</b>	CMSA
Chelsea	<b>Edwards</b>	SOU
Lashonda	<b>El</b>	EAG
Danielle	<b>Frank</b>	CEN-CBSS
S. Aleta	<b>Griffin</b>	EAG
Lindsay	<b>Haddix</b>	NOR
Thelma	<b>Hunt</b>	INFO
Jeff	<b>Huttinger</b>	CEN-TLC
Susan	<b>Jerger</b>	SOU
Heather	<b>Klick</b>	LAW
Linda	<b>Laurie</b>	WRN
Kathryn	<b>Legg</b>	CEN-CAS
Sharon	<b>Lewis</b>	WRN
Elena	<b>McGrath</b>	CEN-CLS
Holly	<b>Minton</b>	GLD
Susan	<b>Moor</b>	NOR
Chris	<b>Murray</b>	CMSA
Jane	<b>Richert</b>	NOR
Miguel	<b>Ruiz</b>	ACCT
Danielle	<b>Scott</b>	HVL
Julie	<b>Swisher</b>	CMSA
Debra	<b>Young</b>	CEN-TLC

## 15 year service awards

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Bruce	<b>Benton</b>	OUT
Erin	<b>Brown</b>	CEN-CBSS
Jennifer	<b>Carter</b>	SPA
Kendra	<b>Chekoff</b>	ACCT
Jeanine	<b>Delashmit</b>	HVL
Elizabeth	<b>Franklin</b>	CMSA
Amy	<b>Friedman</b>	CEN-TLC
Deborah	<b>Jones</b>	FRA
Cathy	<b>Lewis</b>	FRA
Stephen	<b>McKenzie</b>	WIN
Nancy	<b>Poppleton</b>	GLD
Kyle	<b>Reeser</b>	GLD
John	<b>Ridge</b>	WAY
Ronald	<b>Seats</b>	ACCT
Kamara	<b>Shonhai</b>	SPK
Cierra	<b>Smith</b>	EAG
Jeffery	<b>Suggs</b>	FAC
David	<b>Tull</b>	CEN-CAS
Marina	<b>Zimmerman</b>	HR

## 20 year service awards

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Tamara	<b>Baumgartner</b>	EAG
Michelle	<b>Duncan</b>	INFO
Tim	<b>Duncan</b>	IT
Frank	<b>Engelking</b>	CEN-CLS
Veatrice	<b>Jones</b>	IT
Rhonda	<b>Oliver</b>	BTW
Carol	<b>Segal</b>	NOR
Alice	<b>Smith</b>	CEN-CAS
Janice	<b>Swartz</b>	GLD

## 25 year service awards

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Patricia	<b>Fogleman</b>	SOU
Janice	<b>Gould</b>	NOR
Elaine	<b>Jones</b>	CEN-CAS
Michael	<b>Perry</b>	CMSA
Karen	<b>Perry</b>	FRA
Catherine	<b>Scheib</b>	WAY
Pamela	<b>Wright</b>	CMSA

### 30 year service awards

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Marcella	<b>Barnes</b>	SPK
Maureen	<b>Duncan</b>	CEN-CAS
Miriam	<b>Geib</b>	SPVR
Linda	<b>Smith</b>	GLD
Emily	<b>Talbott</b>	NOR

### 35 year service awards

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Regina	<b>Elliott-Scott</b>	CMSA
Mary Agnes	<b>Hylton</b>	EAG
Patricia	<b>Jenkins</b>	GLD
Angie	<b>Lewis</b>	WAY
Sara	<b>Wire</b>	CMSA

### 40 year service awards

<b>First Name</b>	<b>Last Name</b>	<b>Location</b>
Linda	<b>Bowling</b>	WRN
Catherine	<b>Gage</b>	SOU
Joan	<b>Harvey</b>	CEN-CAS
Nancy	<b>Mobley</b>	HVL
Donna	<b>Neblett</b>	WRN
Carol	<b>Schlake</b>	PIK



# Board Action Request

7d

**To:** IMCPL Board **Meeting Date:** October 24, 2016  
**From:** Diversity, Policy, & Human Resource Committee **Approved by the Library Board:** October 24, 2016  
**Effective Date:** October 24, 2016

**Subject:** Resolution 48-2016 – Minimum Level Internal Control Standards, Finance Policy 121.33; Reporting and Materiality Threshold, Finance Policy 121.34; Reporting Obligation of Library Officials, Finance Policy 121.35; and Confidential Reporting of Illegal or Dishonest Acts, Finance Policy 121.36

**Recommendation:** Passage of Resolution 48- 2016

**Background:**

**Finance Policy 121.33** - Indiana Code 5-11-1-27(e) provides that through the compliance guidelines authorized under IC 5-11-1-24 the State Board of Accounts (SBOA) shall define the acceptable minimum level of internal control standards for internal control systems of political subdivisions, including the following: (1) Control Environments, (2) Risk Assessment, (3) Control Activities, (4) Information and Communication, (5)Monitoring. In response the SBOA developed the Uniform Internal Control Standards for Indiana Political Subdivisions manual, which contains the acceptable minimum level of internal control standards.

Under these guidelines, each political subdivision is required to adopt a resolution or ordinance stating they have adopted the internal control standards as defined by the SBOA. In addition, personnel training, including Board members, are required to be completed by the end of the year and certified to the SBOA with the Annual Financial Report beginning in 2017. The training will be completed by the end of October and will be added as a requirement for new staff during orientation.

**Finance Policy 121.34** – This policy outlines the procedures for staff to follow should a loss, theft, or irregular variance occur and the threshold amounts for reporting purposes to the SBOA.

**Finance Policy 121.35** - Per Indiana Code 5-11-1-27(l) library officials who have knowledge of or reasonable cause to believe that there has been a misappropriation of public funds are required to send notice to the SBOA and the Prosecuting Attorney.

**Finance Policy 121.36** - Under the control environment of the Internal Control Standards, it recommends a reporting system be in place for individuals to report suspected fraud or abuse of local policies – whistleblower policy.

**Strategic/Fiscal Impact:**

The impact of not adopting these regulations would result in findings during the Library's annual audit.



## Board Resolution

7d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 48-2016  
INTERNAL CONTROL STANDARDS, MATERIALITY THRESHOLDS,  
REPORTING OBLIGATION AND CONFIDENTIAL REPORTING**

**New Finance Policies 121.33, 121.34, 121.35 and 121.36**

**October 24, 2016**

**WHEREAS**, Indiana Code § 5-11-1-27(g) requires each political subdivision to adopt minimum levels of internal control standards as described in the *Uniform Internal Control Standards for Indiana Political Subdivisions* guidance document from the State Board of Accounts, dated September 2015.; and

**WHEREAS**, Indiana Code § 5-11-1-27(g) requires that all officers and employees of the Library whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity receive training concerning the internal controls standards and procedures of the Library and that the Library prepare a certification documenting this training for each officer and employee; and

**WHEREAS**, Indiana Code § 5-11-1-27(j) requires that the Library immediately report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of Library funds or property that satisfy materiality thresholds and Examiner Directive 2015-6 directs each political subdivision to determine its own policy on these materiality thresholds; and

**WHEREAS**, the Board of Trustees of the Indianapolis-Marion County Public Library does not condone any erroneous or variances, losses, shortages, or thefts of Library funds or property, but recognizes that relatively small items may not justify the cost of involving the State Board of Accounts; and

**WHEREAS**, the CFO has reviewed the risk factors and determined the appropriate materiality thresholds for purposes of reporting erroneous or irregular variances, losses, shortages, or thefts of Library funds or property to the State Board of Accounts; and

**WHEREAS**, Part Two, Section 2, Component One, Principle 1 of the *Uniform Internal Control Standards for Indiana Political Subdivisions* guidance document from the State Board of Accounts, dated September 2015, recommends that political subdivisions “[e]stablish a



confidential reporting system for individuals to report suspected fraud and abuse of local policies”;

**IT IS THEREFORE RESOLVED** that the Board of Trustees does hereby approve and adopt the Internal Control Standards, Materiality Thresholds, Reporting Obligation and Confidential Reporting policies appended hereto and directs that the attached policies be added to and made a part of the Finance Policies of the Library.

INTERNAL CONTROL STANDARDS, MATERIALITY THRESHOLD,  
REPORTING OBLIGATION AND CONFIDENTIAL REPORTING  
Finance Policies 121.33, 121.34, 121.35 and 121.36

October 24, 2016

**121.33 Minimum Level of Internal Control Standards**

The Library shall comply with the minimum level of internal control standards as required by I.C. 5-11-1-27 and as described in the *Uniform Internal Control Standards for Indiana Political Subdivisions* guidance document from the State Board of Accounts, dated September 2015, which includes five standards and seventeen explanatory principles to promote government accountability and transparency. The five standards and seventeen principles are:

(1) Control Environment:

- The oversight body and management demonstrate a commitment to integrity and ethical values.
- The oversight body oversees the entity's internal control system.
- Management establishes an organizational structure, assigns responsibility, and delegates authority to achieve the political subdivision's objectives.
- Management demonstrates a commitment to attract, develop and retain competent individuals.
- Management evaluates performance and holds individuals accountable for their internal control responsibilities.

(2) Risk Assessment:

- Management defines objectives clearly to enable the identification of risks and defines risk tolerances.
- Management identifies, analyzes, and responds to risk related to achieving the defined objectives.
- Management considers the potential for fraud when identifying, analyzing, and responding to risks.
- Management identifies, analyzes, and responds to significant changes that could impact the internal control system.

(3) Control Activities:

- Management designs control activities to achieve objectives and respond to risks.
- Management designs the political subdivision's information system and related control activities to achieve objectives and respond to risks.
- Management implements control activities through policies.

(4) Information and Communication:

- Management uses quality information to achieve the political subdivision's objectives.
- Management internally communicates the necessary quality information to achieve the political subdivision's objectives.
- Management externally communicates the necessary quality information to achieve the entity's objectives.

(5) Monitoring:

- Management establishes and operates monitoring activities to monitor the internal control system and evaluate the results.
- Management remediates identified internal control deficiencies on a timely basis.

The CFO has primary responsibility for ongoing assessment of the Library's internal controls and procedures and recommending any additional policies, procedures and protocols for purposes of further implementing and maintaining the internal controls based on the five standards and seventeen principles.

The CFO shall ensure that all officers and employees of the Library whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity receive training concerning the internal controls standards and procedures of the Library as required by I.C. 5-11-1-27. The CFO shall prepare a certification documenting this training for each officer and employee, which shall be kept on file in the Human Resource Department.

The CFO shall file with the State Board of Accounts a written certification that minimum internal control standards and procedures have been adopted by the Library and that personal required to receive training concerning the internal controls standards and procedures that are not otherwise on leave have received this training. The CFO shall file the required written certification with the State Board of Accounts at the same time as the annual financial report required by I.C. 5-11-1-4(a).

#### **121.34 Reporting and Materiality Threshold**

All erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, or funds or property the Library holds in trust, shall be reported as follows:

- Complete the Library's incident form and submit it to the Library's Safety/Security Officer and the CFO. The form must be submitted within 12 hours of knowing an incident has occurred.
- When appropriate, contact local law enforcement and file a report.

Documentation of all erroneous or irregular variances, losses, shortages, or thefts not satisfying the materiality threshold shall be kept in the Finance Department.

As required by I.C. 5-11-1-27(j), the CFO shall immediately report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of Library funds or

property, or funds or property the Library holds in trust, that satisfy the following materiality thresholds:

- Cash in excess of \$500 per occurrence, except for inadvertent clerical errors that are promptly identified and corrected with no loss to the Library.
- Non-cash items in excess of \$2,000 per occurrence based on estimated market value, except for inadvertent clerical errors that are promptly identified and corrected with no loss to the Library or for losses that are the result of genuine accidents.

### **121.35 Reporting Obligation of Library Officials**

As required by I.C. 5-11-1-27(l), any Library official who has actual knowledge or reasonable cause to believe that there has been a misappropriation of public funds shall immediately send written notice of the misappropriation to the State Board of Accounts and the Prosecuting Attorney.

### **121.36 Confidential Reporting of Illegal or Dishonest Acts**

The Library is committed to promoting and ensuring accountability and transparency. To this end, the Library has established a confidential reporting system for persons to report suspected fraudulent, illegal or dishonest conduct, including conduct that abuses or violates the Library's internal control policies and procedures enacted pursuant to I.C. 5-11-1-27 ("Confidential Reporting System"). Two main goals of the Confidential Reporting System are to protect the confidentiality of any person making a good faith report and to ensure there is no retaliation or discrimination against any person making a good a faith report.

- **Persons Covered:** The Confidential Reporting System applies to all Library employees, whether full-time, part-time, temporary, substitute or page, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection ("Covered Persons").
- **Violation Defined:** Conduct that should be reported are: (i) violations of any federal, state or local law; (ii) fraudulent, inappropriate or questionable financial record keeping or reporting; and (iii) abuses or violations of the Library's internal control policies and procedures ("Violation").
- **Good Faith Requirement:** Covered Persons making a report must exercise sound judgment to avoid baseless allegations. Any reports must be made in good faith, having reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred or is occurring. If the Covered Person is an employee, making an intentionally false report of a Violation will result in discipline up to and including termination.
- **Reporting a Violation:** If a Covered Person believes in good faith that a Violation has occurred or is occurring, the Covered Person should report the Violation to the CEO or, if the Violation relates to the CEO, to the CFO or H.R. Director as appropriate.
- **Confidentiality:** The identity of the Covered Person will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Library or law enforcement to conduct an adequate investigation.

- **Protection from Retaliation:** No Covered Person making a good faith report of a Violation will be subjected to retaliation, intimidation, harassment, or other adverse employment action for reporting information in accordance with this Policy. Any Covered Person entitled to protection who believes that he or she is the subject of any form of retaliation for making a report should immediately report such in the same manner as a Violation.



## Board Briefing Report

9

**To:** The Indianapolis Public Library Board      **Meeting Date:** October 24, 2016

**From:** The Indianapolis Public Library Foundation

**Subject:** October 2016 Library Foundation Update

**Recommendation:** NA

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

**News:**

The Library Staff Campaign starts on October 24 and runs through November 18. The Library Foundation wants to thank the members of the Staff Campaign Committee for their work so far and their continued support as the campaign begins.

2016 Staff Campaign Committee Members:

Abby Brown  
Emilie Lynn  
Glenn Halberstadt  
Jackie Kelly  
Joan Emmert  
Joseph Fox  
Juli Swisher  
Karen Perry  
Kimberly Andersen  
LaShonda El  
Mike Coghlan

**Strategic/Fiscal Impact:**

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

- Nora-Northside Community Council, Inc.
- College Savings Bank
- Fifth Third Bank, Indiana
- Denison Parking, Inc.
- Carrier Corporation
- Haddad Foundation
- Schmidt Associates
- IUPUI University Library

This month, we are proud to provide funding for the following Library programs.

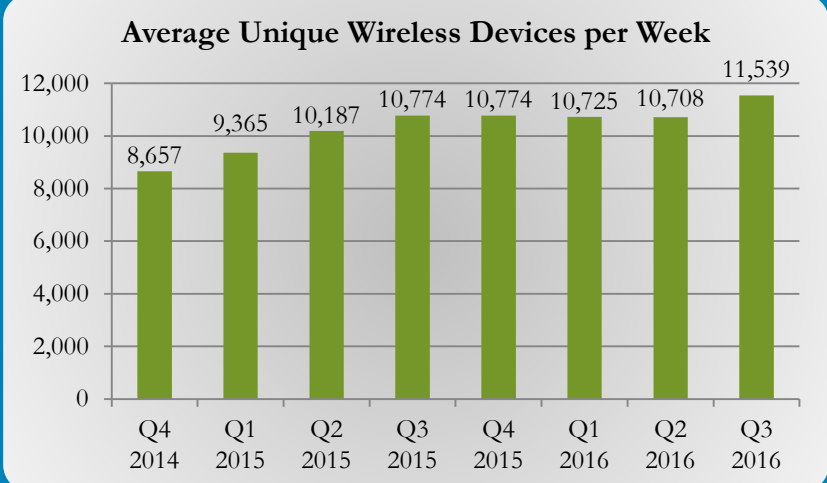
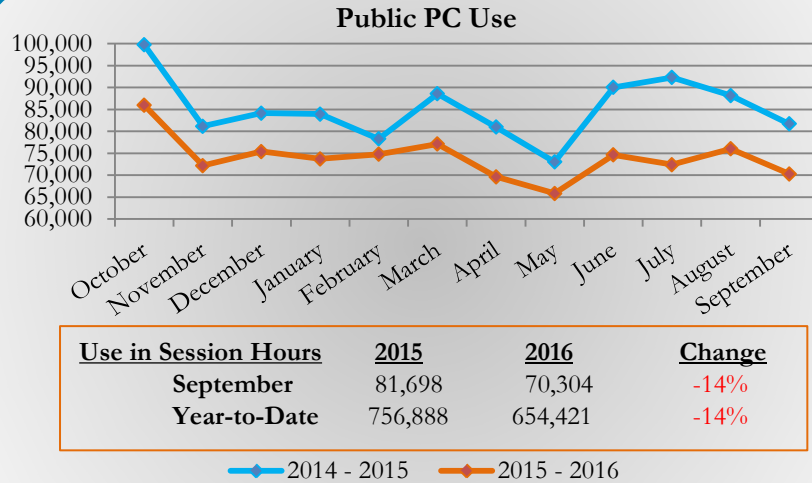
**Children's**

- Read to Me, Please at InfoZone

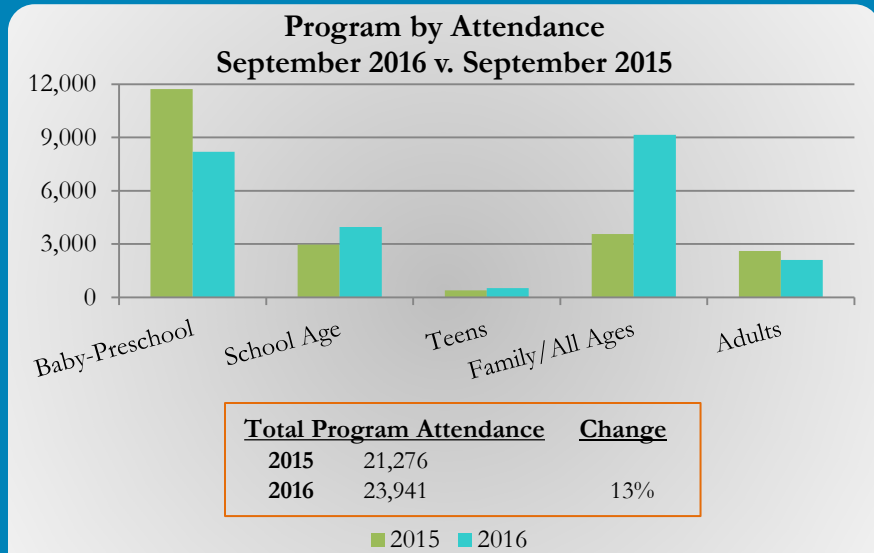
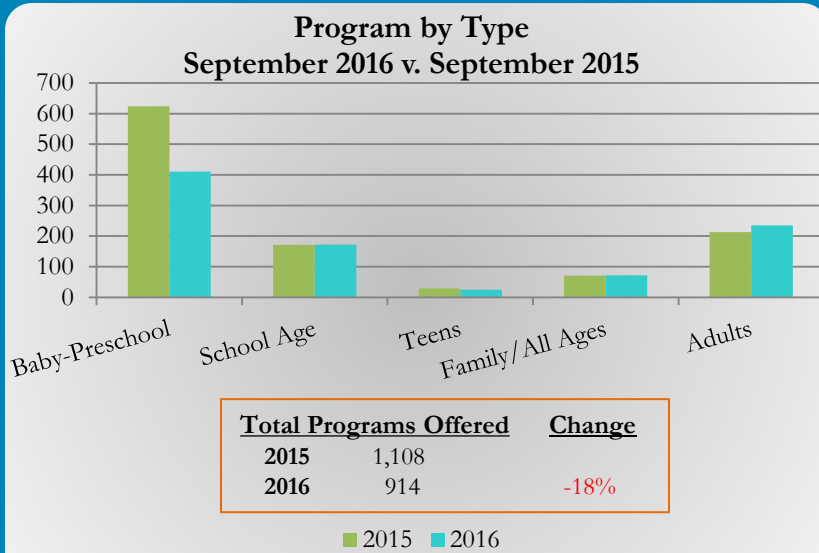
**Cultural**

- Classical holiday concerts at Central

## Computer / Wireless Use



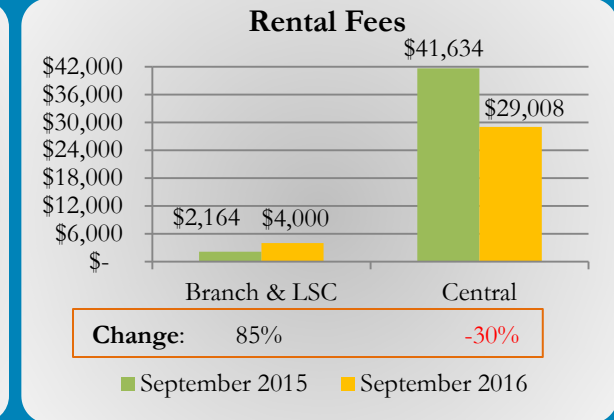
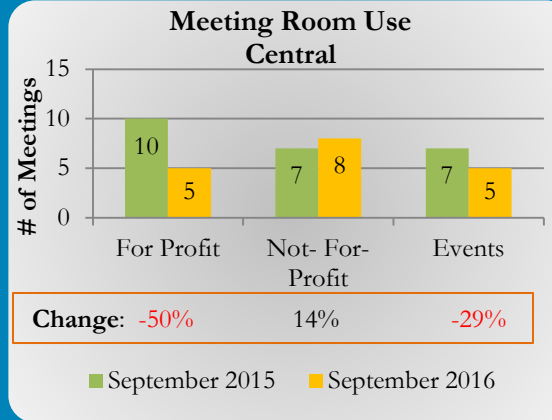
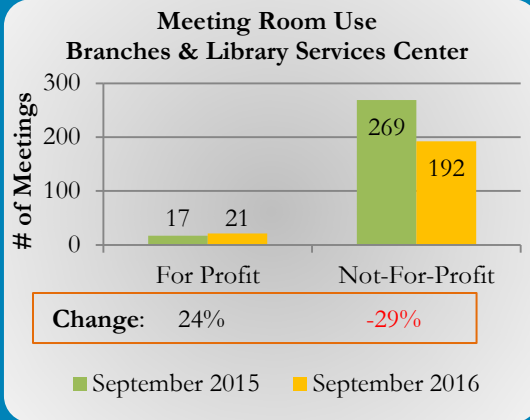
## Programs



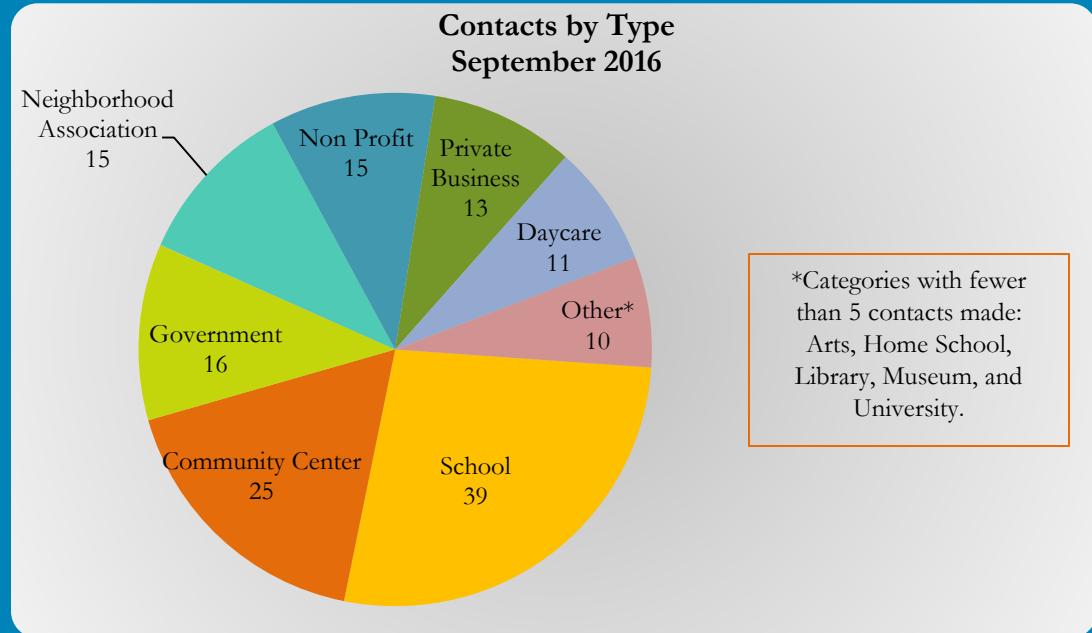
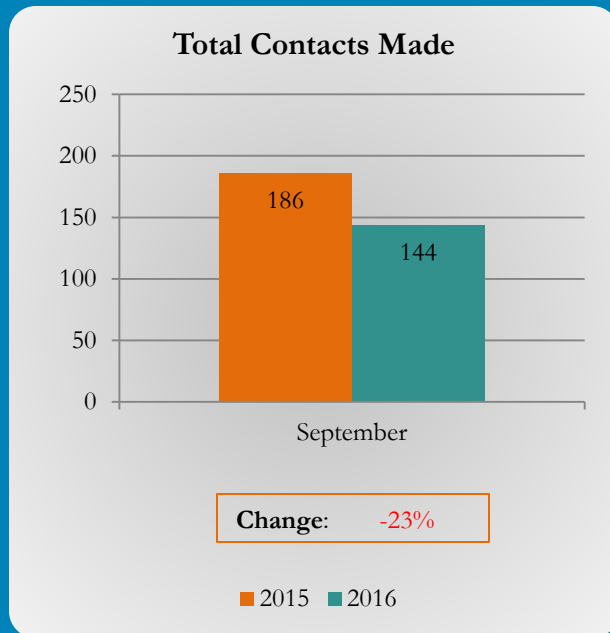


# Performance Dashboard

## Community Room Usage

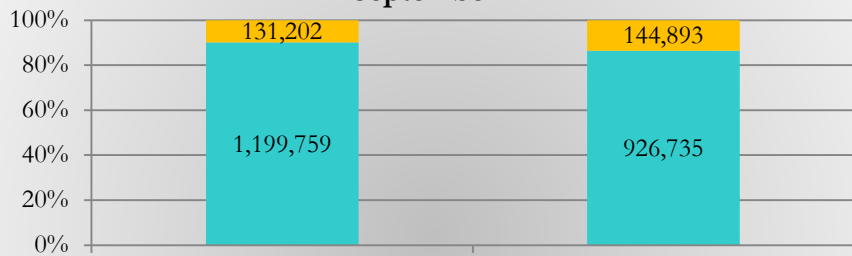


## Community Contacts



## Circulation

### September

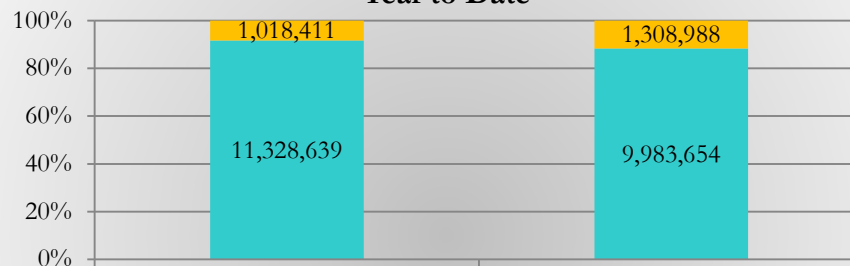


Total Items Circulated: 2015: 1,330,961 | 2016: 1,071,628

	Physical	Electronic	Total
Change:	-23%	10%	-19%

Physical Electronic

### Year to Date

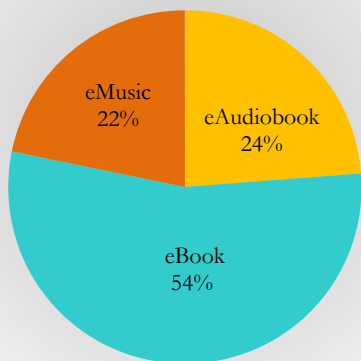


Total Items Circulated: 2015: 12,347,050 | 2016: 11,292,642

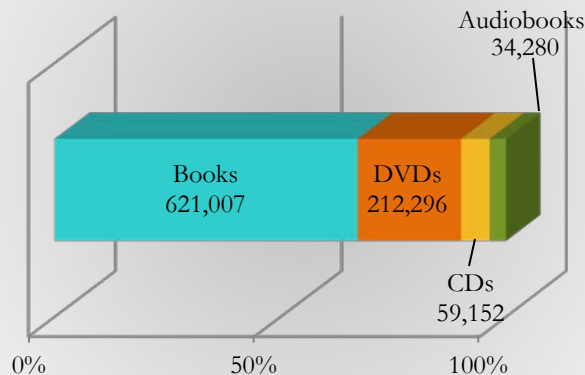
	Physical	Electronic	Total
Change:	-12%	29%	-9%

Physical Electronic

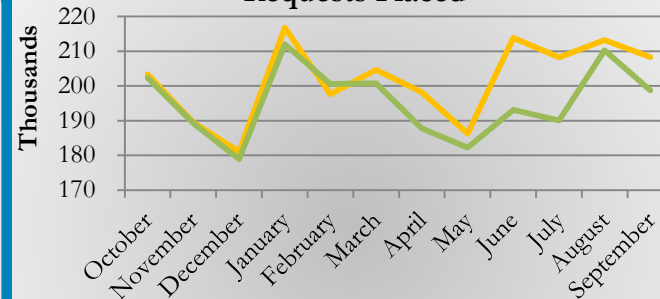
### Electronic Circulation September 2016



### Physical Material Circulation September 2016



### Requests Placed

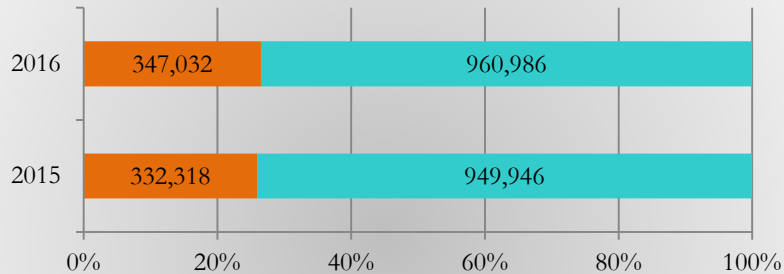


	Total Requests Placed	Change
Q3 2015	629,747	
Q3 2016	598,976	-5%

2014 - 2015 2015 - 2016

## Patron Visits

### September



#### Total Visits

2015  
2016

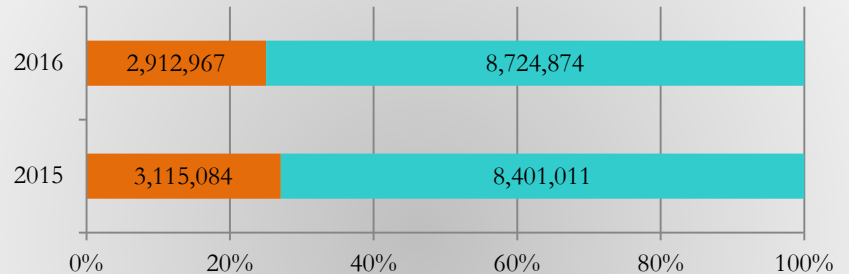
#### September

1,282,264  
1,308,018

Change	Walk-in	Web Branch	Total
	4%	1%	2%

Walk-in Web Branch

### Year to Date



#### Total Visits

2015  
2016

#### Year-to-Date

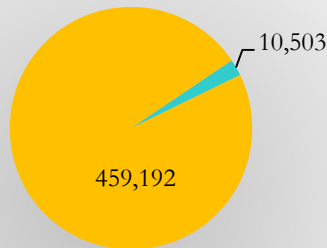
11,516,095  
11,637,841

Change	Walk-in	Web Branch	Total
	-6%	4%	1%

Walk-in Web Branch

## Library Card Use

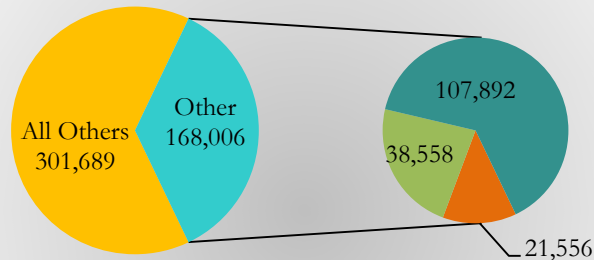
### Total Borrowers



New Borrowers	September	Y-T-D
2015	3,490	29,113
2016	10,503	43,339
Change	201%	49%

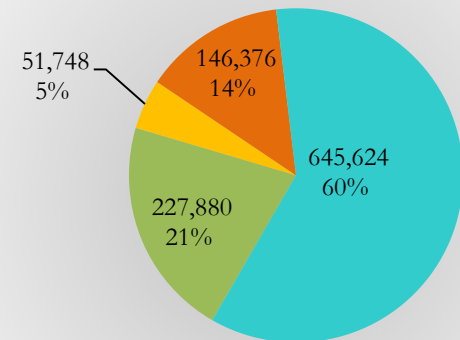
New All Others

### Active Borrowers by Card Use



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

### Borrowing Methods



Self-Check Circ Desk  
Electronic Renewal

## Strategic Plan Review #13 October 2016

**Goal 3: Act as agents of innovation in the Indianapolis community**

**Strategy: Establish rigorous institutional performance assessment practices**



**COLORADO**  
Department of Education



### Background

Effective assessment of institutional performance depends on the development of evaluation tools and the ability to engage the entire organization in their use. Properly executed, this assessment will lead to improved quality of Library service at IndyPL. But first, we need to understand assessment methodology and select the best available tools. In 2016, key staff members attended three intense workshops intended as crash courses in the art of performance.

CFO Becky Dixon and SPA Chris Cairo spent four days this summer in Washington DC at **The Performance Institute**, to understand performance-informed budgeting and resource management. The goal was to learn how to marry the Library budget to performance results in demonstrable ways at the operational level, driven by strategy.

Colorado State University, Dept. of Ed. **Research Institute for Public Libraries (RIPL)** offered an immersive seminar on public library research and evaluation in a sequestered environment for intensive, experiential learning. SPA Chris Cairo attended the four day event in September, participating in hands-on workshops such as: designing outcome-based evaluation of programs and services, assessing the needs of our community, learning techniques for tracking library data to prove worth to our community, practical methods for measuring library outcomes and aligning research efforts with national initiatives such as **Edge Assessment** and the **Impact Survey**.

As institutional members of the **Urban Libraries Council**, CEO Jackie Nytes and SPA Chris Cairo were able to attend a two day conference in Kansas City this month to discuss, "Getting the Evidence" with other Urban Library systems across the country. We heard testimonials from peer libraries about new services using best assessment practices, and we engaged in conversations about institutional accountability.

### 3-40 Conduct community scans to assess impact on a regular basis

#### SATISFACTION INDICATORS

Libraries, like all public sectors, need three types of measures: **operational statistics**, **satisfaction indicators** and **outcome measures**. These performance measures are as much about operational effectiveness within the library as they are about demonstrating value to external shareholders.

Part of the **RIPL** curriculum focused on the development of meaningful outcomes to evaluate programs. We learned to align these outcomes with operational statistics to manage improvements, create better staffing patterns, increase customer engagement and communicate effectively to community stakeholders, including the Library Board.

In an effort to gauge patron satisfaction, surveys are a fundamental tool in the evaluation toolbox. We were taught the strengths and weaknesses of this tool and learned best practices in survey design online, in person, by phone and by mail. We also learned how interviews and focus groups provide high touch ways to understand our patrons.

At **RIPL** and the **ULC Institute**, the benefits of two survey tools were highlighted. **Impact Survey**, designed by the University of Washington, School of Information, is a technology survey designed to solicit patron viewpoints about how they use content produced by technology. **Edge Assessment**, offered by **Urban Library Council**, is a survey for Libraries to assess their level of technology competency and benchmark their achievement against other public libraries nationally.

IndyPL has plans to use both of these tools. In November 2016, we will conduct a patron technology assessment survey using the **Impact Survey** product. In early 2017, the Library will evaluate its technology role using the **Edge Assessment** tool.

### 3-41 Measure impact of Library service by using outcomes and community indicators

#### OUTCOME MEASURES

In a perfect world, the operational loop and the financial loop of an organization would be integrated. The strategy of the organization would drive outcomes which would be satisfied with products, services, activities and resources... the operational loop. Costs would be calculated for and correlated to each program and service. Targets for costs, revenue and performance would be set and the budget to pay for all of this would be aligned and justified...the financial loop. CEO, Becky Dixon and SPA Chris Cairo spent time this summer learning how to build such a results-oriented organization at **The Performance Institute** in Washington DC.

We hope that the new accounting system, being adopted by IndyPL, will have the ability to calculate actual costs for individual programs and services the library provides, instead of cost estimations currently supplied in staff service plans. This link between individual programs or services and their calculated costs would allow the Library to achieve cost efficiencies and improve performance by adjusting capacity, consumption and demand.

### 3-42 Provide an Impact Dashboard to Library stakeholders to measure success

#### OPERATIONAL STATISTICS

Every month, the Library produces operational statistics in the form of a dashboard to help the Library Board visualize the operational effectiveness of the organization. At **RIPL**, we learned best practices for designing dashboards. Tips for creating good visuals included, choosing the appropriate type of chart to highlight the data, simplifying and establishing a focal point, understanding the goal and audience, and not making people work too hard to find information.

We learned how to transform institutional datasets into visualizations with the product Tableau using techniques such as filled maps, symbol maps, basic chart types and even more advance techniques like tree maps and bullet charts. These tools will help to discover patterns in our data to share with staff and to connect with our shareholders.

#### TELLING THE STORY

Studies show that increased Library funding is only marginally related to Library performance, usage or demographics. Instead, donors use their hearts to make decisions involving their checkbooks. Both **ULC Institute** and **RIPL** focused on the art of storytelling to influence people's attitudes: relevant price comparisons, return on investment data, and a real narrative to tell a compelling story of need. We learned to assemble a story and then practice telling it. Stories build empathy and listeners respond when they can relate to the experience. Library credibility needs to be part ethos and part pathos.

We learned how to use asset mapping to assess a service or program niche within our community. Think you need teen programs at the Library? What is already being offered in the community? Where are the gaps? What role should the Library fill? Finally, the best piece of advice..."If you care about your stories, others will too."

#### SUMMARY OF EXPERIENCE:

**The Performance Institute** – An excellent opportunity for Becky and me to think about operational assessment and financial accountability as two loops and explore ways for these two institutional functions for work together to create an accurate picture of institutional performance.

**Urban Library Council Institute** – An excellent opportunity for Jackie and me to spend two days thinking and talking to peers about institutional performance. Listening to others share best practices and reviewing basic methodology for assessment with Jackie was invaluable.

**Research Institute for Public Libraries (RIPL)** – This event was a chance to meet with a group of peers that not only love to collect data and analyze it, but are excited about how the results illicit change. What I learned at the institute allowed me to network, make friends in the industry, and gain what I needed to get to the next level. The experience provided a beautiful arc of learning, with each session building upon the other and being reinforced with useful exercises. It was the most beneficial learning event I have ever attended.



## September 2016 Media Report

Below is a summary of highlighted media activity in August for electronic and print media. This is a limited view, but a few 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)***

- **Public Bookmobile Service Resumes After 10-year Period**  
*Weekly View, WFYI.com (and radio), Southside Times*
- **Indy Library Store Booksale**  
*Indy Star, Urban Times, Weekly View, Broad Ripple Gazette*
- **Southport Branch Closing for Renovations**  
*Weekly View, Southside Times, Southsider Voice*
- **IndyPL Celebrates Freedom to Read During Banned Books Week**  
*WFYI.com (and radio), Weekly View, Southside Times*
- **Warren Branch Closing for Renovations**  
*Weekly View*
- **American Muslims in Indiana Program at Central Library**  
*Urban Times, NUVO, WISH-TV.com, WFYI.com (and radio)*
- **Community Meetings Planned for New Michigan Road Branch**  
*Distributed in late Sept. with coverage pending*

### ***3 newscasts sent to all staff:***

- Coverage by WISH TV-8 and WXIN Fox 59 (before and after) of American Muslims in Indiana: A Community Discussion

### ***YouTube videos posted to website:***

- Author Barbara Shoup to Lead Community Discussion on American Muslims in Indiana
- Storytime with Indiana Fever at Central Library
- Winners of Summer Reading Program College Savings Accounts Announced



- Opening Reception for Ordinary Hangzhou Photo Exhibit at Central Library
- Outreach Announces New Bookmobile Routes
- American Muslims in Indiana Event Draws Media and Citizens for Community Discussion
- Author Nate Dunlevy Discusses New Book on Indiana High School Basketball
- Fall Fest 2016 to Feature Award-Winning Author Kwame Alexander

Above featured on September edition of BETWEEN THE LINES broadcast by Govt. Channel Two on Comcast 28 and Bright House 17.





## Board Action Request

10d1

**To:** IMCPL Board **Meeting Date:** October 24, 2016

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

**Effective Date:** October 24, 2016

**Subject:** Finances, Personnel and Travel Resolution 49-2016

**Recommendation:** Approve Finances, Personnel and Travel Resolution 49- 2016

**Background:** The Finances, Personnel and Travel Resolution 49- 2016 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 2016.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 49 - 2016**

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 2016 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 **58805** through **58942** for a total of  
**\$1,114,437.31** were issued from the Operating Fund.  
EFT numbers **12591** through **12716** for a total of  
**\$1,188,844.13** were issued from the Operating Fund.  
Warrant numbers **2996** through **3004** for a total of  
**\$70,598.64** were issued from the Payroll Fund.  
EFT numbers **474** through **481** for a total of  
**\$37,605.66** were issued from the Payroll Fund.  
Warrant number **587** through **595** for a total of  
**\$430.41** were issued from the Fines Fund.  
Warrant numbers **5445** through **5477** for a total of  
**\$14,279.41** were issued from the Gift Fund.  
EFT numbers **1266** through **1284** for a total of  
**\$32,029.83** were issued from the Gift Fund.  
Warrant numbers **267026** through **267044** for a total of  
**\$4,928.64** were issued for Employee Payroll  
Direct deposits numbers **360001** through **360588** and  
Direct deposits numbers **380001** through **380583** for a total of  
**\$876,284.78** were issued for Employee Payroll  
Electronic transfers for payment of taxes and garnishments for a total of  
**\$344,807.09** were issued for Employee Payroll

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

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

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

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

\_\_\_\_\_  
Lillian L. Charleston

\_\_\_\_\_  
Patricia A. Payne

\_\_\_\_\_  
Dorothy R. Crenshaw

\_\_\_\_\_  
Rev. T.D. Robinson

\_\_\_\_\_  
William Fennema

\_\_\_\_\_  
Adam Vorderstrasse

\_\_\_\_\_  
Oscar A. Gutierrez

\_\_\_\_\_  
Dr. David W. Wantz

\_\_\_\_\_  
Dr. Terri Jett

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

\_\_\_\_\_  
Sr. Mary Luke Jones

\_\_\_\_\_  
Rebecca L. Dixon  
Treasurer of the Library Board

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
12591	EFT Check	9/2/2016	ADP, INC.	\$3,596.51	Cleared
12592	EFT Check	9/7/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$5,086.25	Cleared
12593	EFT Check	9/7/2016	AUSTIN BOOK SALES	\$2,257.74	Cleared
12594	EFT Check	9/7/2016	Baker & Taylor Pre-Cat	\$3,677.45	Cleared
12595	EFT Check	9/7/2016	Baker & Taylor	\$15,410.88	Cleared
12596	EFT Check	9/7/2016	DAVIS INDUSTRIES	\$1,365.22	Cleared
12597	EFT Check	9/7/2016	DELTA DENTAL	\$9,113.17	Cleared
12598	EFT Check	9/7/2016	JCOS, INC.	\$1,750.00	Cleared
12599	EFT Check	9/7/2016	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$490.00	Cleared
12600	EFT Check	9/7/2016	LUNA MUSIC	\$4,888.21	Cleared
12601	EFT Check	9/7/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$1,022.68	Cleared
12602	EFT Check	9/7/2016	MIDWEST TAPE - PROCESSED DVDS	\$1,405.08	Cleared
12603	EFT Check	9/7/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$1,271.60	Cleared
12604	EFT Check	9/7/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$4,629.93	Cleared
12605	EFT Check	9/7/2016	RECORD AUTOMATIC DOORS, INC.	\$1,466.29	Cleared
12606	EFT Check	9/7/2016	RECORDED BOOKS	\$148.50	Cleared
12607	EFT Check	9/7/2016	RYAN FIRE PROTECTION, INC.	\$102.00	Cleared
12608	EFT Check	9/7/2016	STENZ MANAGEMENT COMPANY, INC.	\$2,905.00	Cleared
12609	EFT Check	9/7/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$1,288.75	Cleared
12610	EFT Check	9/14/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$525.00	Cleared
12611	EFT Check	9/14/2016	ALSCO	\$574.34	Cleared
12612	EFT Check	9/14/2016	Baker & Taylor Pre-Cat	\$6,762.40	Cleared
12613	EFT Check	9/14/2016	Baker & Taylor	\$5,227.53	Cleared
12614	EFT Check	9/14/2016	BRODART CO.	\$2,859.22	Cleared
12615	EFT Check	9/14/2016	CDW GOVERNMENT, INC.	\$331.33	Cleared
12616	EFT Check	9/14/2016	CITIZENS THERMAL ENERGY	\$15,282.95	Cleared
12617	EFT Check	9/14/2016	CLIENTFIRST CONSULTING GROUP, LLC	\$1,050.00	Cleared
12618	EFT Check	9/14/2016	DAVIS INDUSTRIES	\$560.00	Cleared
12619	EFT Check	9/14/2016	FacilityDude.com	\$1,801.75	Cleared
12620	EFT Check	9/14/2016	FINELINE PRINTING GROUP	\$22,025.00	Cleared
12621	EFT Check	9/14/2016	FLEET CARE, INC.	\$173.15	Cleared
12622	EFT Check	9/14/2016	IHS GLOBAL INC.	\$1,249.50	Cleared
12623	EFT Check	9/14/2016	INDIANA PLUMBING AND DRAIN LLC	\$512.00	Cleared
12624	EFT Check	9/14/2016	INGRAM LIBRARY SERVICES	\$3,434.02	Cleared
12625	EFT Check	9/14/2016	J&G CARPET PLUS	\$1,900.00	Cleared
12626	EFT Check	9/14/2016	MARK'S VACUUM & JANITORIAL SUPPLIES	\$1,827.00	Cleared
12627	EFT Check	9/14/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$4,625.59	Cleared
12628	EFT Check	9/14/2016	MIDWEST TAPE - PROCESSED DVDS	\$2,097.69	Cleared
12629	EFT Check	9/14/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$616.76	Cleared
12630	EFT Check	9/14/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$6,933.22	Cleared
12631	EFT Check	9/14/2016	MIDWEST TAPE, LLC	\$6,342.45	Cleared
12632	EFT Check	9/14/2016	MOHLER ARCHITECTS	\$6,048.52	Cleared
12633	EFT Check	9/14/2016	MOORE INFORMATION SERVICES, INC.	\$389.90	Cleared
12634	EFT Check	9/14/2016	OVERDRIVE INC	\$57,227.57	Cleared
12635	EFT Check	9/14/2016	PAC-VAN, INC.	\$11,461.00	Cleared
12636	EFT Check	9/14/2016	PERFECTION SERVICE OF INDIANA	\$3,473.05	Cleared
12637	EFT Check	9/14/2016	RYAN FIRE PROTECTION, INC.	\$196.50	Cleared
12638	EFT Check	9/14/2016	STAPLES	\$11,268.74	Cleared
12639	EFT Check	9/14/2016	VALUE LINE PUBLISHING INC.	\$425.00	Cleared
12640	EFT Check	9/20/2016	INDIANA DEPARTMENT OF REVENUE	\$1,214.94	Cleared
12641	EFT Check	9/8/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$79,847.62	Cleared
12642	EFT Check	9/16/2016	ADP, INC.	\$3,547.13	Cleared
12643	EFT Check	9/23/2016	ADP, INC.	\$20.00	Cleared
12644	EFT Check	9/23/2016	ADP, INC.	\$1,023.00	Cleared
12645	EFT Check	9/22/2016	arcDESIGN, PC	\$1,646.88	Cleared
12646	EFT Check	9/22/2016	AUSTIN BOOK SALES	\$2,281.36	Cleared
12647	EFT Check	9/22/2016	Baker & Taylor	\$11,292.82	Cleared
12648	EFT Check	9/22/2016	Baker & Taylor Pre-Cat	\$8,473.75	Cleared
12649	EFT Check	9/22/2016	Baker & Taylor Unprocessed	\$7.15	Cleared
12650	EFT Check	9/22/2016	BLACKSTONE AUDIO BOOKS INC.	\$506.72	Cleared
12651	EFT Check	9/22/2016	BRODART CO.	\$1,351.54	Cleared
12652	EFT Check	9/22/2016	CITIZENS THERMAL ENRGY.	\$61,572.18	Cleared
12653	EFT Check	9/22/2016	COMMERCIAL OFFICE ENVIRONMENTS INC.	\$145.00	Cleared
12654	EFT Check	9/22/2016	EDUCATIONAL FURNITURE, LTD.	\$12,249.00	Cleared
12655	EFT Check	9/22/2016	FINELINE PRINTING GROUP	\$4,937.00	Cleared
12656	EFT Check	9/22/2016	INDIANA PLUMBING AND DRAIN LLC	\$1,638.95	Cleared
12657	EFT Check	9/22/2016	INDIANAPOLIS RECORDER	\$242.00	Cleared

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
12658	EFT Check	9/22/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$6,500.00	Cleared
12659	EFT Check	9/22/2016	INGRAM LIBRARY SERVICES	\$911.83	Cleared
12660	EFT Check	9/22/2016	INGRAM LIBRARY SERVICES	\$517.65	Cleared
12661	EFT Check	9/22/2016	J&G CARPET PLUS	\$275.00	Cleared
12662	EFT Check	9/22/2016	JCOS, INC.	\$18,540.00	Cleared
12663	EFT Check	9/22/2016	LUNA MUSIC	\$17,545.67	Cleared
12664	EFT Check	9/22/2016	MEZZETTA, INC.	\$176,080.46	Cleared
12665	EFT Check	9/22/2016	MIDWEST LIBRARY SERVICE	\$352.84	Cleared
12666	EFT Check	9/22/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$3,505.99	Cleared
12667	EFT Check	9/22/2016	MIDWEST TAPE - PROCESSED DVDS	\$3,393.44	Cleared
12668	EFT Check	9/22/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$7,247.74	Cleared
12669	EFT Check	9/22/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$29,143.02	Cleared
12670	EFT Check	9/22/2016	MIDWEST TAPE, LLC	\$11,322.04	Cleared
12671	EFT Check	9/22/2016	OFFICEWORKS	\$1,295.00	Cleared
12672	EFT Check	9/22/2016	OVERDRIVE INC	\$89,373.28	Cleared
12673	EFT Check	9/22/2016	PERFECTION SERVICE OF INDIANA	\$9,990.00	Cleared
12674	EFT Check	9/22/2016	PERFECTION SERVICE OF INDIANA	\$470.00	Cleared
12675	EFT Check	9/22/2016	RECORDED BOOKS	\$2,890.20	Cleared
12676	EFT Check	9/22/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$17,950.90	Cleared
12677	EFT Check	9/22/2016	SENSORY TECHNOLOGIES	\$73,172.00	Cleared
12678	EFT Check	9/22/2016	STAPLES	\$55.29	Cleared
12679	EFT Check	9/22/2016	STENZ MANAGEMENT COMPANY, INC.	\$7,456.37	Cleared
12680	EFT Check	9/22/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$1,680.00	Cleared
12681	EFT Check	9/22/2016	TITAN ASSOCIATES	\$66,169.50	Cleared
12682	EFT Check	9/21/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$80,034.70	Cleared
12683	EFT Check	9/30/2016	ADP, INC.	\$3,514.21	Cleared
12684	EFT Check	9/28/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$525.00	Cleared
12685	EFT Check	9/28/2016	ACORN DISTRIBUTORS INC	\$4,275.94	Cleared
12686	EFT Check	9/28/2016	ALSCO	\$287.17	Cleared
12687	EFT Check	9/28/2016	BACKGROUND BUREAU INC.	\$200.00	Cleared
12688	EFT Check	9/28/2016	BACKSTAGE LIBRARY WORKS	\$37,598.91	Cleared
12689	EFT Check	9/28/2016	Baker & Taylor Unprocessed	\$217.96	Cleared
12690	EFT Check	9/28/2016	Baker & Taylor Pre-Cat	\$3,667.28	Cleared
12691	EFT Check	9/28/2016	Baker & Taylor	\$12,323.98	Cleared
12692	EFT Check	9/28/2016	Baker & Taylor	\$3,579.96	Cleared
12693	EFT Check	9/28/2016	BAKER & TAYLOR	\$161.30	Cleared
12694	EFT Check	9/28/2016	BARNES & THORNBURG	\$55.00	Cleared
12695	EFT Check	9/28/2016	BLACKSTONE AUDIO BOOKS INC.	\$50.00	Cleared
12696	EFT Check	9/28/2016	DEMCO INC.	\$613.05	Cleared
12697	EFT Check	9/28/2016	DENISON PARKING	\$6,542.36	Cleared
12698	EFT Check	9/28/2016	EXPODESIGN, INC.	\$1,339.49	Cleared
12699	EFT Check	9/28/2016	GRAINGER	\$73.00	Cleared
12700	EFT Check	9/28/2016	INDIANAPOLIS RECORDER	\$39.00	Cleared
12701	EFT Check	9/28/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$11,078.39	Cleared
12702	EFT Check	9/28/2016	INGRAM LIBRARY SERVICES	\$3,136.37	Cleared
12703	EFT Check	9/28/2016	IRVINGTON PRESBYTERIAN CHURCH	\$933.33	Cleared
12704	EFT Check	9/28/2016	LUNA MUSIC	\$1,449.64	Cleared
12705	EFT Check	9/28/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$2,218.48	Cleared
12706	EFT Check	9/28/2016	MIDWEST TAPE - PROCESSED DVDS	\$678.38	Cleared
12707	EFT Check	9/28/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$8,081.97	Cleared
12708	EFT Check	9/28/2016	MIDWEST TAPE, LLC	\$2,733.09	Cleared
12709	EFT Check	9/28/2016	PERFECTION SERVICE OF INDIANA	\$3,656.98	Cleared
12710	EFT Check	9/28/2016	PROQUEST LLC	\$6,702.68	Cleared
12711	EFT Check	9/28/2016	RECORD AUTOMATIC DOORS, INC.	\$285.00	Cleared
12712	EFT Check	9/28/2016	RECORDED BOOKS	\$32.50	Cleared
12713	EFT Check	9/28/2016	ALLIED RECEIVABLES FUNDING, INC.	\$3,807.49	Cleared
12714	EFT Check	9/28/2016	STENZ MANAGEMENT COMPANY, INC.	\$2,905.00	Cleared
12715	EFT Check	9/28/2016	ULINE	\$998.11	Cleared
12716	EFT Check	9/28/2016	UNIQUE MANAGEMENT SERVICES, INC.	\$8,136.71	Cleared
58805	Computer Check	9/1/2016	AT&T	\$1,880.42	Cleared
58806	Computer Check	9/7/2016	ALLEN IRRIGATION COMPANY, INC.	\$4,300.00	Cleared
58807	Computer Check	9/7/2016	AMERICAN UNITED LIFE INSURANCE CO	\$3,071.68	Cleared
58808	Computer Check	9/7/2016	ANTHEM INSURANCE COMPANIES, INC.	\$244,447.79	Cleared
58809	Computer Check	9/7/2016	BARDACH AWARDS	\$15.89	Cleared
58810	Computer Check	9/7/2016	BEECH GROVE SEWAGE WORKS	\$118.11	Cleared
58811	Computer Check	9/7/2016	BILL CLEGG	\$2,000.00	Cleared
58812	Computer Check	9/7/2016	CENTRAL SECURITY & COMMUNICATIONS	\$8,435.68	Cleared

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
58813	Computer Check	9/7/2016	CHILDREN'S PLUS INC.	\$323.75	Cleared
58814	Computer Check	9/7/2016	CITIZENS ENERGY GROUP	\$613.44	Cleared
58815	Computer Check	9/7/2016	CYBERIA, LTD.	\$500.00	Cleared
58816	Computer Check	9/7/2016	DACO GLASS & GLAZING INC.	\$2,125.61	Cleared
58817	Computer Check	9/7/2016	DASHER PRINTING SERVICES, INC.	\$23,470.00	Voided
58818	Computer Check	9/7/2016	GALE GROUP THE	\$74.38	Cleared
58819	Computer Check	9/7/2016	GUARDIAN	\$2,945.37	Cleared
58820	Computer Check	9/7/2016	INDIANA DEPARTMENT OF HOMELAND SECURITY	\$600.00	Cleared
58821	Computer Check	9/7/2016	INDIANA LIBRARY FEDERATION	\$255.00	Cleared
58822	Computer Check	9/7/2016	JBM CONTRACTORS INC	\$13,395.00	Cleared
58823	Computer Check	9/7/2016	PLUNKETT RESEARCH, LTD.	\$324.50	Cleared
58824	Computer Check	9/7/2016	THE HARMON HOUSE L.L.C.	\$125.00	Cleared
58825	Computer Check	9/7/2016	U.S. HealthWorks Medical Group IN, PC	\$42.87	Cleared
58826	Computer Check	9/7/2016	UNITED PARCEL SERVICE	\$386.55	Cleared
58827	Computer Check	9/7/2016	DIRECTOR OF US PATENT & TRADEMARKS	\$50.00	Cleared
58828	Computer Check	9/7/2016	VISIT INDY	\$595.00	Cleared
58829	Computer Check	9/14/2016	VICKIE DANIEL	\$5,000.00	Cleared
58830	Computer Check	9/14/2016	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	\$60.00	Cleared
58831	Computer Check	9/14/2016	AT&T	\$1,996.47	Cleared
58832	Computer Check	9/14/2016	B & R SERVICES	\$1,906.67	Cleared
58833	Computer Check	9/14/2016	BLACKMORE & BUCKNER ROOFING	\$378.36	Cleared
58834	Computer Check	9/14/2016	BROADWAY PLAY PUBLISHING INC.	\$22.95	Outstanding
58835	Computer Check	9/14/2016	CALIFA GROUP/INFOPEOPLE	\$200.00	Cleared
58836	Computer Check	9/14/2016	CENTRAL INDIANA SECURITY CORP., LTD	\$329.85	Cleared
58837	Computer Check	9/14/2016	CINTAS CORPORATION #018	\$177.27	Cleared
58838	Computer Check	9/14/2016	CITIZENS ENERGY GROUP	\$6,816.36	Cleared
58839	Computer Check	9/14/2016	COUNCIL OF STATE GOVERNMENTS	\$267.30	Cleared
58840	Computer Check	9/14/2016	DELL MARKETING L.P.	\$35,141.92	Cleared
58841	Computer Check	9/14/2016	DR MyCOMMERCE, INC.	\$185.00	Cleared
58842	Computer Check	9/14/2016	Gale/CENGAGE Learning	\$30,753.00	Cleared
58843	Computer Check	9/14/2016	GALE GROUP THE	\$2,073.17	Cleared
58844	Computer Check	9/14/2016	GREAT COURSES	\$1,164.80	Cleared
58845	Computer Check	9/14/2016	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$196.53	Cleared
58846	Computer Check	9/14/2016	INDIANA ASSN. OF THE DEAF	\$1,000.00	Cleared
58847	Computer Check	9/14/2016	INDIANA CHAMBER OF COMMERCE	\$48.95	Cleared
58848	Computer Check	9/14/2016	INDIANA DEPARTMENT OF HOMELAND SECURITY	\$360.00	Outstanding
58849	Computer Check	9/14/2016	INDIANA LIBRARY FEDERATION	\$170.00	Cleared
58850	Computer Check	9/14/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$81,271.91	Cleared
58851	Computer Check	9/14/2016	INDY CURB APPEAL ASPHALT, INC.	\$500.00	Cleared
58852	Computer Check	9/14/2016	JESSICA BROCKMOLE	\$200.00	Outstanding
58853	Computer Check	9/14/2016	KAREN McELMOYLE	\$1,400.00	Cleared
58854	Computer Check	9/14/2016	LABEL SOLUTIONS, LLC	\$1,040.08	Cleared
58855	Computer Check	9/14/2016	MACDOUGALL PIERCE CONSTRUCTION, INC.	\$227,355.30	Cleared
58856	Computer Check	9/14/2016	MACDOUGALL PIERCE CONSTRUCTION, INC.	\$25,261.70	Voided
58857	Computer Check	9/14/2016	MARIANNE HALBERT NAMI INDIANA	\$900.00	Outstanding
58858	Computer Check	9/14/2016	MARSHALL & SWIFT/BOECKH, LLC	\$349.95	Cleared
58859	Computer Check	9/14/2016	CAVENDISH SQUARE	\$1,048.50	Cleared
58860	Computer Check	9/14/2016	METRIC ENVIRONMENTAL	\$20,554.06	Cleared
58861	Computer Check	9/14/2016	MOVIE LICENSING USA	\$228.00	Cleared
58862	Computer Check	9/14/2016	Paypal	\$54.10	Cleared
58863	Computer Check	9/14/2016	LINDENSCHMIDT, INC.	\$831.25	Cleared
58864	Computer Check	9/14/2016	SEND THIS FILE, INC.	\$999.95	Cleared
58865	Computer Check	9/14/2016	TODAY'S BUSINESS SOLUTIONS, INC.	\$4,701.50	Cleared
58866	Computer Check	9/14/2016	WASHINGTON TIMES NATIONAL WEEKLY	\$52.00	Cleared
58867	Computer Check	9/22/2016	ANDERSON & BECK	\$550.00	Outstanding
58868	Computer Check	9/22/2016	APPLIED ENGINEERING SERVICES	\$2,508.00	Outstanding
58869	Computer Check	9/22/2016	ARTS FOR LEARNING INDIANA	\$345.00	Outstanding
58870	Computer Check	9/22/2016	BUSINESS FURNITURE, LLC	\$7,322.30	Cleared
58871	Computer Check	9/22/2016	CHILDREN'S PLUS INC.	\$1,813.00	Cleared
58872	Computer Check	9/22/2016	CITIZENS ENERGY GROUP	\$1,637.42	Cleared
58873	Computer Check	9/22/2016	CITYOGA SCHOOL OF YOGA & HEALTH	\$75.00	Outstanding
58874	Computer Check	9/22/2016	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$800.00	Voided
58875	Computer Check	9/22/2016	Constellation NewEnergy Gas Division, LLC	\$682.54	Cleared
58876	Computer Check	9/22/2016	D2P	\$11,134.72	Cleared
58877	Computer Check	9/22/2016	DACO GLASS & GLAZING INC.	\$2,564.95	Outstanding
58878	Computer Check	9/22/2016	DOUGLAS WISSING	\$300.00	Outstanding
58879	Computer Check	9/22/2016	ENVIRO-TOTE INC.	\$2,206.33	Outstanding

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
58880	Computer Check	9/22/2016	GALE GROUP THE	\$49.58	Cleared
58881	Computer Check	9/22/2016	GAYLORD ARCHIVAL	\$125.53	Cleared
58882	Computer Check	9/22/2016	HOGAN TRANSFER & STORAGE CORP.	\$90.00	Cleared
58883	Computer Check	9/22/2016	INDIANA LIBRARY FEDERATION	\$320.00	Cleared
58884	Computer Check	9/22/2016	INDY TRANSLATIONS, LLC	\$50.00	Cleared
58885	Computer Check	9/22/2016	INFORMATION TODAY, INC.	\$334.03	Cleared
58886	Computer Check	9/22/2016	JFD TUBE & COIL PRODUCTS, INC.	\$5,025.00	Cleared
58887	Computer Check	9/22/2016	JP MORGAN CHASE BANK	\$8,504.61	Cleared
58888	Computer Check	9/22/2016	I-MCPL - MACDOUGALL RETAINAGE	\$25,261.70	Cleared
58889	Computer Check	9/22/2016	MATTHEW BENDER & COMPANY, INC.	\$1,729.86	Cleared
58890	Computer Check	9/22/2016	IMCPL - Mezzetta Retainage - WARREN	\$11,822.23	Cleared
58891	Computer Check	9/22/2016	IMCPL - Mezzetta Retainage - Southport	\$7,742.26	Cleared
58892	Computer Check	9/22/2016	NEW DAY FILMS	\$193.50	Outstanding
58893	Computer Check	9/22/2016	OCLC, INC.	\$8,454.40	Cleared
58894	Computer Check	9/22/2016	ORACLE ELEVATOR COMPANY	\$17,325.00	Cleared
58895	Computer Check	9/22/2016	PATRICIA McDANIEL	\$98.00	Outstanding
58896	Computer Check	9/22/2016	PITNEY BOWES, INC.	\$264.00	Outstanding
58897	Computer Check	9/22/2016	RADWAY PIANO SERVICE	\$95.00	Cleared
58898	Computer Check	9/22/2016	SAGE PUBLICATIONS INC.	\$670.16	Outstanding
58899	Computer Check	9/22/2016	SECURITAS SECURITY SERVICES USA, INC.	\$14,214.70	Cleared
58900	Computer Check	9/22/2016	SPARKLE CLEANERS	\$90.00	Outstanding
58901	Computer Check	9/22/2016	TINA HOLT	\$415.00	Outstanding
58902	Computer Check	9/22/2016	TOSHIBA FINANCIAL SERVICES	\$574.88	Cleared
58903	Computer Check	9/22/2016	U.S. HealthWorks Medical Group IN, PC	\$85.74	Cleared
58904	Computer Check	9/26/2016	JP MORGAN CHASE BANK	\$5,897.88	Cleared
58905	Computer Check	9/28/2016	ADP. LLC	\$565.44	Outstanding
58906	Computer Check	9/28/2016	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	\$76,682.00	Outstanding
58907	Computer Check	9/28/2016	ARTS FOR LEARNING INDIANA	\$1,185.00	Outstanding
58908	Computer Check	9/28/2016	BOOKS IN COMMON	\$6,000.00	Outstanding
58909	Computer Check	9/28/2016	BRIGHTWOOD INVESTORS, LLC	\$3,765.68	Outstanding
58910	Computer Check	9/28/2016	CENTRAL INDIANA HARDWARE-SCHRICKER DIVISION	\$53.50	Outstanding
58911	Computer Check	9/28/2016	CENTRAL SECURITY & COMMUNICATIONS	\$2,607.00	Outstanding
58912	Computer Check	9/28/2016	CINTAS CORPORATION #018	\$46.51	Outstanding
58913	Computer Check	9/28/2016	CITIZENS ENERGY GROUP	\$4,617.91	Outstanding
58914	Computer Check	9/28/2016	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$33,965.00	Outstanding
58915	Computer Check	9/28/2016	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$1,835.00	Outstanding
58916	Computer Check	9/28/2016	CULLIGAN OF INDIANAPOLIS	\$126.86	Outstanding
58917	Computer Check	9/28/2016	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
58918	Computer Check	9/28/2016	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,804.42	Outstanding
58919	Computer Check	9/28/2016	FRANKLIN TOWNSHIP HISTORICAL SOCIETY	\$85.60	Outstanding
58920	Computer Check	9/28/2016	GALE GROUP THE	\$1,499.62	Outstanding
58921	Computer Check	9/28/2016	GLENDALE TOWN CENTER	\$23,812.50	Outstanding
58922	Computer Check	9/28/2016	HUBLER CHEVROLET, INC.	\$352.85	Outstanding
58923	Computer Check	9/28/2016	INDIANA NEWSPAPERS, INC.	\$295.08	Outstanding
58924	Computer Check	9/28/2016	INDIANA WRITER'S CENTER	\$200.00	Outstanding
58925	Computer Check	9/28/2016	INDIANAPOLIS FLEET SERVICES	\$1,487.03	Outstanding
58926	Computer Check	9/28/2016	JACKSON SYSTEMS	\$146.00	Outstanding
58927	Computer Check	9/28/2016	JERALD M. GILPIN	\$300.00	Outstanding
58928	Computer Check	9/28/2016	KNOX COMPANY	\$2,554.00	Outstanding
58929	Computer Check	9/28/2016	LAKESHORE LEARNING MATERIALS	\$287.88	Outstanding
58930	Computer Check	9/28/2016	LIGHTNING TWO WAY RADIO, INC.	\$280.95	Outstanding
58931	Computer Check	9/28/2016	LONG ELECTRIC COMPANY INC.	\$11,288.38	Outstanding
58932	Computer Check	9/28/2016	MATTHEW BENDER & COMPANY, INC.	\$82.08	Outstanding
58933	Computer Check	9/28/2016	MEETING PROFESSIONALS INTERNATIONAL INDIANA CHPTF	\$40.00	Outstanding
58934	Computer Check	9/28/2016	MOODY NOLAN, INC.	\$234.37	Outstanding
58935	Computer Check	9/28/2016	ORACLE ELEVATOR COMPANY	\$18,255.00	Outstanding
58936	Computer Check	9/28/2016	RADWAY PIANO SERVICE	\$95.00	Outstanding
58937	Computer Check	9/28/2016	SHOWCASES	\$366.93	Outstanding
58938	Computer Check	9/28/2016	TERESA BRUCE & JOSEPH BRUCE	\$300.00	Outstanding
58939	Computer Check	9/28/2016	TRUCK PAINTING SPECIALISTS	\$2,997.59	Outstanding
58940	Computer Check	9/28/2016	UNITED PARCEL SERVICE	\$216.74	Outstanding
58941	Computer Check	9/28/2016	YOUNG ACTOR'S THEATER	\$600.00	Outstanding
58942	Computer Check	9/29/2016	The Indianapolis Public Library Foundation	\$3,223.46	Outstanding
			<b>Total</b>	<u>\$2,303,281.44</u>	

**Summary by Transaction Type:**

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
			Computer Check	\$1,114,437.31	
			EFT Check	\$1,188,844.13	
			Total Payments	\$2,253,749.74	
			Total Voided Items	\$49,531.70	

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
474	EFT Check	9/7/2016	DELTA DENTAL	\$2,738.34	Cleared
475	EFT Check	9/7/2016	UNITED WAY OF CENTRAL INDIANA INC.	\$275.20	Cleared
476	EFT Check	9/9/2016	FIDELITY INVESTMENTS	\$6,051.33	Cleared
477	EFT Check	9/9/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,467.00	Cleared
478	EFT Check	9/8/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$6,652.72	Cleared
479	EFT Check	9/22/2016	FIDELITY INVESTMENTS	\$6,251.33	Cleared
480	EFT Check	9/23/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,467.00	Cleared
481	EFT Check	9/21/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$6,702.74	Cleared
2996	Computer Check	9/7/2016	AFSCME COUNCIL 962	\$2,045.84	Cleared
2997	Computer Check	9/7/2016	AMERICAN UNITED LIFE INSURANCE CO	\$211.22	Cleared
2998	Computer Check	9/7/2016	ANTHEM INSURANCE COMPANIES, INC.	\$52,552.21	Cleared
2999	Computer Check	9/7/2016	GUARDIAN	\$10,941.87	Cleared
3000	Computer Check	9/7/2016	LegalShield	\$320.25	Cleared
3001	Computer Check	9/7/2016	The Indianapolis Public Library Foundation	\$1,047.58	Outstanding
3002	Computer Check	9/22/2016	AMERICAN UNITED LIFE	\$2,432.72	Outstanding
3003	Computer Check	9/22/2016	The Indianapolis Public Library Foundation	\$523.79	Cleared
3004	Computer Check	9/28/2016	The Indianapolis Public Library Foundation	\$523.16	Outstanding
<b>Total</b>				<u>\$108,204.30</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$70,598.64
<b>EFT Check</b>	\$37,605.66
<b>Total Payments</b>	\$108,204.30
<b>Total Voided Items</b>	\$0.00



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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
587	Computer Check	9/1/2016	MARY JANE EVERS	\$74.91	Cleared
588	Computer Check	9/7/2016	CLINTON R. EDWARDS	\$107.88	Cleared
589	Computer Check	9/7/2016	JICY JOSEPH	\$16.99	Cleared
590	Computer Check	9/14/2016	MARY KAY FOSTER	\$22.99	Cleared
591	Computer Check	9/22/2016	AARON NAJERA MOLINA	\$8.25	Cleared
592	Computer Check	9/22/2016	ABIGAIL ELIZABETH EMMERT	\$4.80	Outstanding
593	Computer Check	9/22/2016	CHRISTOPHER MESSER	\$54.63	Outstanding
594	Computer Check	9/22/2016	SANDRA PATRICIA MOLINA-VINCEN	\$15.00	Cleared
595	Computer Check	9/28/2016	PAUL BERG, JR.	\$124.96	Outstanding
			<b>Total</b>	<u>\$430.41</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$430.41
<b>EFT Check</b>	\$0.00
<b>Total Payments</b>	\$430.41
<b>Total Voided Items</b>	\$0.00

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
1266	EFT Check	9/7/2016	Baker & Taylor	\$201.46	Cleared
1267	EFT Check	9/7/2016	BRODART CO.	\$54.60	Cleared
1268	EFT Check	9/14/2016	Baker & Taylor Pre-Cat	\$52.30	Cleared
1269	EFT Check	9/14/2016	Baker & Taylor	\$224.23	Cleared
1270	EFT Check	9/14/2016	BRODART CO.	\$130.98	Cleared
1271	EFT Check	9/22/2016	Baker & Taylor	\$31.43	Cleared
1272	EFT Check	9/22/2016	Baker & Taylor	\$101.00	Cleared
1273	EFT Check	9/22/2016	BRODART CO.	\$33.74	Cleared
1274	EFT Check	9/22/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$24,375.00	Cleared
1275	EFT Check	9/22/2016	TSAI FONG BOOKS INC	\$240.66	Cleared
1276	EFT Check	9/28/2016	ASI SIGNAGE INNOVATIONS	\$1,190.50	Cleared
1277	EFT Check	9/28/2016	Baker & Taylor	\$30.88	Cleared
1278	EFT Check	9/28/2016	BAKER & TAYLOR	\$1,182.96	Cleared
1279	EFT Check	9/28/2016	BRODART CO.	\$21.28	Cleared
1280	EFT Check	9/28/2016	DEMCO INC.	\$1,135.25	Cleared
1281	EFT Check	9/28/2016	IMCPL	\$250.00	Cleared
1282	EFT Check	9/28/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$2,742.27	Cleared
1283	EFT Check	9/28/2016	KLINES QUALITY WATER, INC.	\$7.75	Cleared
1284	EFT Check	9/28/2016	MIDWEST TAPE, LLC	\$23.54	Cleared
5445	Computer Check	9/7/2016	LAWRENCE (PETTY CASH)	\$20.74	Cleared
5446	Computer Check	9/14/2016	BETSY CRAWFORD	\$36.00	Cleared
5447	Computer Check	9/14/2016	CONTINENTAL BOOK COMPANY	\$990.22	Cleared
5448	Computer Check	9/14/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$524.85	Cleared
5449	Computer Check	9/14/2016	ECONOMIC CLUB OF INDIANA	\$540.00	Cleared
5450	Computer Check	9/14/2016	ERIN MURPHY	\$128.54	Outstanding
5451	Computer Check	9/14/2016	INDIANA WRITER'S CENTER	\$400.00	Cleared
5452	Computer Check	9/14/2016	MELISSA WOOTON	\$108.90	Outstanding
5453	Computer Check	9/14/2016	NANCY MOBLEY	\$96.93	Cleared
5454	Computer Check	9/14/2016	SILLY SAFARI SHOWS, INC.	\$500.00	Cleared
5455	Computer Check	9/14/2016	UNSEENPRESS.COM, INC.	\$65.00	Outstanding
5456	Computer Check	9/14/2016	YARDART	\$85.00	Cleared
5457	Computer Check	9/21/2016	LA POSADA MEXICAN RESTAURANT	\$300.00	Outstanding
5458	Computer Check	9/21/2016	PITA LAND MEDITERRANEAN GRILLE	\$300.00	Voided
5459	Computer Check	9/22/2016	ARTS FOR LEARNING INDIANA	\$1,522.00	Outstanding
5460	Computer Check	9/22/2016	BEVERLY SCOTT	\$250.00	Outstanding
5461	Computer Check	9/22/2016	BRIGHT IDEAS IN BROAD RIPPLE	\$4,181.25	Cleared
5462	Computer Check	9/22/2016	CONTINENTAL BROADCAST GROUP, LLC	\$500.00	Outstanding
5463	Computer Check	9/22/2016	JESSICA MOORE	\$50.00	Outstanding
5464	Computer Check	9/22/2016	PERRY A. SCOTT	\$250.00	Outstanding
5465	Computer Check	9/22/2016	SARAH WOODRUFF	\$3.21	Outstanding
5466	Computer Check	9/22/2016	VLADIMIR KRAKOVICH	\$500.00	Cleared
5467	Computer Check	9/22/2016	YEFIM PASTUKH	\$500.00	Outstanding
5468	Computer Check	9/22/2016	PITA LAND MEDITERRANEAN GRILLE	\$300.00	Cleared
5469	Computer Check	9/26/2016	JP MORGAN CHASE BANK	\$968.70	Cleared
5470	Computer Check	9/28/2016	ARTS FOR LEARNING INDIANA	\$458.00	Outstanding
5471	Computer Check	9/28/2016	CONTINENTAL BROADCAST GROUP, LLC	\$250.00	Outstanding
5472	Computer Check	9/28/2016	CULLIGAN OF INDIANAPOLIS	\$23.12	Outstanding
5473	Computer Check	9/28/2016	DARCIE RENEE	\$200.00	Outstanding
5474	Computer Check	9/28/2016	JULIE IVERSON	\$44.19	Outstanding
5475	Computer Check	9/28/2016	LAWRENCE (PETTY CASH)	\$36.61	Outstanding
5476	Computer Check	9/28/2016	MELISSA WOOTON	\$101.18	Outstanding
5477	Computer Check	9/28/2016	PIKE (PETTY CASH)	\$44.97	Outstanding
<b>Total</b>				<b>\$46,309.24</b>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$14,279.41
<b>EFT Check</b>	\$32,029.83
<b>Total Payments</b>	\$46,009.24
<b>Total Voided Items</b>	\$300.00

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY - OCTOBER 24, 2016 - PERSONNEL ACTIONS - RESOLUTION 49 -2016**

**NEW HIRES:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	HIRE DATE
Robyn McKinney	Page	East 38th	\$9.15	9/27/2016
Consuelo Zavala	Library Assistant II	Wayne	\$11.85	10/11/2016
Sarah Jones	Page	Pike	\$9.15	10/11/2016
Brigid Maguire	Page	Irvington	\$9.15	10/11/2016
Douglas Saxon	Hourly Job Center Assistant	Warren	\$10.00	10/11/2016
Christine Haraburda	Hourly Library Assistant II	Central	\$11.85	10/11/2016
Nicole Owen	Hourly Library Assistant II	Central	\$11.85	10/11/2016
Henry Dawson	Page	Southport	\$9.15	10/11/2016
Kyle Boyd	Page	Glendale	\$9.15	10/24/2016
Rachelle Colyer	Page	Central	\$9.15	10/11/2016
Stephanie Armour	Page	Central	\$9.15	10/24/2016

**INTERNAL CHANGES:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	OLD JOB TITLE	OLD LOCATION	OLD HOURLY	EFFECTIVE DATE
Steven Fetter-Salmon	Public Services Associate II	Wayne	\$15.34	Hrly Public Services Associate I	Wayne	\$14.07	10/2/2016
Laura Byrne	Library Assistant II	Decatur	\$11.85	Hrly Library Assistant II	Southport	\$11.85	10/16/2016
Dawn Hawkins	Hourly Library Assistant II	East 38th	\$11.85	Hourly Summer Reading Clerk	East 38th	\$11.85	10/9/2016
Zoe Dollar	Library Assistant II	Fountain Square	\$11.85	Page	Irvington	\$9.33	10/16/2016
Savannah Montoya	Circulation Supervisor I (24 hours)	InfoZone	\$18.00	Circulation Supervisor I (20 hours)	InfoZone	\$18.00	10/30/2016

**RE-HIRES:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE
Samuel Russell	Library Assistant II	Spades Park	\$11.85	10/11/2016

**SEPARATIONS:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	YEARS OF SERVICE	EFFECTIVE DATE
Kelly Ellert	Hourly Activity Guide	InfoZone	\$15.79	2 years and 8 months	9/22/2016
Ashley Saunders	Hourly Library Assistant II	Central	\$12.08	1 year and 9 months	9/12/2016
Rebecca Beineke	Library Assistant II	Southport	\$12.39	3 years and 7 months	9/19/2016
Joy Fulkerson	Library Assistant II	Central Library Services	\$12.39	7 years and 5 months	9/30/2016
Patrick Dugan	Computer Lab Assistant II	East 38th	\$12.91	3 years and 10 months	10/7/2016

Grecia Chinchilla	Page	Brightwood	\$9.15	7 months	10/8/2016
Erin Whittington	Activity Guide	Learning Curve	\$16.11	4 years and 10 months	10/1/2016
Robin Shanks	Hourly Auditorium Technician	Central	\$17.06	1 year and 6 months	9/28/2016
Mary Bentley	Hourly Computer Lab Assistant I	Central	\$10.20	7 months	9/15/2016
Robyn Bowers	Public Services Librarian	Lawrence	\$18.36	1 year and 11 months	10/8/2016



**INACTIVE:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE
Keyara Warren	Page	Pike	\$9.15	8/23/2016
Lorette Takacs	Page	Pike	\$9.73	9/15/2016
Barbara Trulock	Page	Glendale	\$9.33	10/2/2016
Christine Beeler	Hourly Bookmobile Driver	Outreach	\$13.17	10/3/2016

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**TRAVEL AND TRAINING ACTION**  
RESOLUTION 49 - 2016

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

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

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Adam Todd	DEC	2006	Columbus, OH	IFLA	10			\$192.24		\$192.24
Victoria Duncan	CMSA	1201	Wheaton, IL	Hidden Collections	10			\$220.32		\$220.32
Amy Friedman	TLC	1403	Indianapolis, IN	Because Kids Count	10	\$175.00				\$175.00
Jason Walters	BTW	2005	Indianapolis, IN	Because Kids Count	10	\$175.00				\$175.00
Kirsten Weaver	PDA	1501	Indianapolis, IN	ILF	10	\$185.00				\$185.00
Melissa wooton	GLD	2003	Indianapolis, IN	ILF	10	\$185.00				\$185.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
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										\$0.00
										\$0.00

\$1,132.56

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
OCTOBER 11, 2016

\*\*\*\*\*

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 11, 2016 at 4:05 p.m. pursuant to notice given.

1. **Call To Order**

Dr. Wantz called the meeting to order.

2. **Roll Call**

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Dr. Jett, Sister Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz

Members absent: None.

**COMMITTEE REPORTS**

3. **Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse) – Staff Liaison: Sharon Smith**

**Update on Current Projects**

Sharon Smith provided the update on several current projects.

- Brightwood Branch
  1. There had been a request from a land owner to leave the alley way open for trucks to service a local business. This led to a redesign by architects of the proposed building site. The redesign eliminates the need to acquire one of the previously identified parcels of land (Greater St. John) for the new Brightwood Branch Library.
  2. The 21<sup>st</sup> Amendment property is under contract and negotiations continue for other property acquisitions. It was noted that the Greater King Solomon property will not be a land swap as had previously been anticipated, it will be an outright land purchase and negotiations are continuing.
  3. The Municipal Corporations Committee Meeting scheduled for October 12 has been cancelled. The next meeting will be held November 2 where a vote on Eminent Domain is scheduled to be on the agenda.

- Michigan Road
  1. The 1<sup>st</sup> Community Meeting was held last Wednesday October 5. Several Board members were in attendance. It was reported that although there were only 25-30 members of the community in attendance, they were very vocal and highly engaged in the process.
  2. The next public meeting which will introduce concept drawings will be held on November 16.
  3. The Library will perform necessary due diligence including the rezoning, re-platting and ROW considerations before bringing a purchase agreement to the Board for approval.
- Southport
  1. There will be an Open House this Saturday, October 15 from 10:00am – 5:00pm. The program recognizing the donors, Mary Frances Rubly and Jerry Hummer, will be held at 2:00pm. They generously pledged a total of \$100, 000 to the Library Foundation for use to fund programs and facility improvements. The donation is recognized by the naming of the community room and a plaque.

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

**4a Approval of Resolution XX-2016 Adopting a Schedule of Pay Grades, Staff Positions, and Benefits for Library Employees**

- Katherine explains the purpose of resolution and why it is being brought to the board earlier due to the FSLA changes.
- Explanation is given as to the life insurance being ones times the employee's annual salary or a minimum of 15,000, whichever is greater.
- Katherine explains why and how positions were kept exempt or moved to non-exempt. Decisions were based on salary threshold set by the FSLA ruling and responsibilities of the positions, such as if the position is a supervising position and/or requires decision making.
- Katherine explains that we will be tracking time and that any/all overtime will require pre-approval.
- Positions will be evaluated yearly to ensure they are in the correct exemption status.
- Job descriptions will be changed to reflect change in exemption status by either reflecting "Exempt" or "Non-Exempt".
- Letters are being sent to all affected staff.
- Katherine will provide to Lillian Charleston a race and gender breakdown of the affected positions.
- Discussion is had regarding the Executive Assistant position and its change in status.
- Katherine will meet with Lillian Charleston and Dr. Terri Jett to go see the process that was used in determining exemption status.

**4b Approval of Resolution XX-2016 policy revisions under the Human Resources Section; and policy revisions for Non-Resident Students and Educators – Free Cards under the Services, Programs, Exhibits & Promotions Section**

- Katherine advises that the policy document has not changed since the Board Briefing Report in September.
- Discussion is had regarding changing the language as to “abuse of sick time”. Katherine and Robert advise this can be addressed.
- Union’s position on amending the CBA is discussed.

**4c 2016 Staff Service Awards**

- Katherine provides each board member with a copy of the 2016 Staff Service Awards.

**4d Resolution XX-2016 – Minimum Level Internal Control Standards, Finance Policy 121.33; Reporting and Materiality Threshold, Finance Policy 121.34; Reporting Obligation of Library Officials, Finance Policy 121.35; and Confidential Reporting of Illegal or Dishonest Acts, Finance Policy 121.36**

- Becky Dixon explains that this resolution is to confirm that all staff have been trained and there is a policy in place.
- 34% of staff have completed the training.
- Board members that have not completed training will complete by October 31, 2016 and will be provided with required form and flash drive as needed.

**5. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett) – Staff Liaison: Becky Dixon**

a. **Resolution: Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tyler Technologies, Inc. for Software Licenses and Services.** The Library issued an RFP for an Integrated ERP Solution and received five (5) responses. Upon review of the proposals submitted, the Library team selected three (3) vendors to participate in demos before a team consisting of staff from accounting, HR, IT, public services, facilities, collection management, and purchasing. Each vendor was rated by all participants with assistance from the Library’s consultant (Client First) on the demonstrations and follow-up questions were presented to each of the vendors. The Library conducted reference calls on the vendor receiving the highest score from the team. Upon review of the references and the ratings from the demos, the Library team selected Tyler Technologies, Inc. as the vendor of choice.

The Library requested a best and final offer from Tyler Technologies, Inc. and is in the final phases of contract negotiation.

The cost for the software licenses, implementation, and data conversion is projected at \$443,533.00. These are one-time costs to the Library. Travel related expenses are estimated at \$58,910 for the Tyler team to be on-site during the implementation and training. There will be an annual maintenance and support fee beginning in year two of



our agreement – this fee is currently \$52,465. Human Resources and Accounting currently pay \$139,000 in maintenance and support fees – this will be a savings once we are fully implemented.

Ms. Payne asked whether Tyler Technologies is a minority owned business. Ms. Dixon noted that it isn't. Mr. Gutierrez stated that there are very few software companies that specialize in Governmental Accounting. He also noted that Tyler Technologies has acquired a number of these companies, causing the list of qualified candidates to shrink even more.

**Other items:** Mr. Gutierrez congratulated Ms. Dixon on the unanimous passing of the Library's 2017 Budget by the City-County Council.

**6. Notice of Next Regular Board Meeting and Library Board Committees Meeting**

- a. **Regular Board Meeting** – Monday, October 24, 2016, at the Pike Branch Library, 6525 Zionsville Road, at 6:30 p.m.
- b. **Library Board Committees Meeting** – November 15, 2016, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

**7. Other Business**

- a. **Report from Ad Hoc Committee on Board Evaluation** – Dr. Fennema noted that a schedule should be set to review the evaluation information.
- b. **Report from Ad Hoc Committee on CEO Evaluation** – Ms. Crenshaw shared with Dr. Wantz that at the last meeting the Board members had discussed taking input from staff and other partners as part of the CEO evaluation. Dr. Wantz will advise how to proceed.

**8. Adjournment**

Dr. Wantz declared the meeting adjourned at 6:00 p.m.





*You Are Invited!*

15b

The Indianapolis Public Library  
**Free Upcoming Events**

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

**October 25 from 5:30 - 8 p.m. – “Conversations About Education: Daddy Don’t Go.”** Join us for a discussion about the barriers that stand in the way of fathers being present and active in the lives of their children. View the documentary, “Daddy Don’t Go,” and hear a panel of local experts explore ways the broader community can be supportive of fathers in their roles as men and parents. Sponsored by WFYI and OpportunIndy. Held at Central Library.

**October 27 from 3:30 - 5:30 p.m. – “Family Fright Festival!”** You’re invited for this hauntingly good time for all ages that will include games, face and nail painting, crafts, coloring pages, mask making, goodies, and an appearance by children’s author Devon Dondaki. Come dressed in your favorite family-friendly costume or just hang out with the other ghouls! Held at the Brightwood Branch.

**November 2 at 2 p.m. – “Alzheimer’s: Effective Communication Strategies.”** The Alzheimer’s Association of Greater Indiana will present this session to help families discover new ways to connect with those who have Alzheimer’s. Messages can be sent and received through attitude, tone of voice, facial expressions and body language. Learn to decode these verbal and behavioral messages and identify strategies to help connect and communication at each stage of the disease. Held at the Eagle Branch.

**November 5 from 2 - 5 p.m. – “Home Grown: Building Strong Communities Through Food.”** Explore ongoing national and community efforts to provide healthy food options and learn how we can close the gap of accessibility to healthy food. Presented as part of the 2016 Spirit and Place Festival, this program will feature Novella Carpenter, author of the bestselling memoir, *Farm City: The Education of an Urban Farmer*. Also, meet local chefs and leaders in the slow food movement and view the Kelley Jordan Photography exhibit featuring community slow food initiatives. Held at Central Library.

**November 11 - 19 during special hours – “Indy Library Store Book Sale.”** Here’s your next opportunity to buy new and used books at discount prices. Friends of the Library Preview Night is Friday, November 11 from 5:30 - 7:30 p.m. The sale opens to the public on Saturday, November 12 from 10 a.m. - 4 p.m. It continues on Thursday, November 17 from 12 noon - 7 p.m. Half-Price Day is Friday, November 18 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, November 19 from 10 a.m. - 4 p.m. Held at the Library Services Center.

**November 12 from 12 noon - 4 p.m. – “Fall Fest ‘16 featuring Kwame Alexander.”** Enjoy an afternoon of inspiration and cultural entertainment during this event presented by the Library’s African-American History Committee. Featured speaker will be 2015 Newbery Medal winner Kwame Alexander, bestselling author of 21 books for children. In addition, there will be a variety of musical and dance performances and winners of the teen Slammin’ Rhymes Challenge will be recognized. Held at Central Library.

**November 26 at 2 p.m. – “Memory Writing Workshop.”** Those who want to preserve the stories of their lives or better understand what made them who they are can learn a simple method of turning memories into words. This 90-minute workshop is presented by the Indiana Writers Center in association with the Indy Author Fair at Central Library on October 29th. Held at the Fountain Square Branch.

*We hope to see you at these exciting events!*