



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
October 28, 2019**

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

**Decatur Branch Library
5301 Kentucky Avenue
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 23rd Day Of October, 2019**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Josh Crain, Decatur Branch Manager, will provide an update on their services to the community. (enclosed)

4. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

5. Approval of Minutes

a. Regular Meeting, August 26, 2019 (enclosed)

b. Regular Meeting, September 23, 2019 (enclosed)

COMMITTEE REPORTS

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

a. Report of the Treasurer – September 2019 (enclosed)

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

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

a. Resolution 35 – 2019 (Policy Revisions) (enclosed)

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

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

- a. **Briefing Report** – Brightwood Branch Project Update for September 2019 (enclosed)
- b. **Resolution 36 – 2019** (Approval to Award a Construction Contract for the Wayne Branch Renovation Project) (enclosed)

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

10. Report of the Chief Executive Officer

- a. **Public Services Update and Statistics**

- 1) **Public Services Update – October 2019** – John Helling, Public Services Director, will have the following reports: Melissa Wooton, Area Resource Manager, Adult Services, will report on Library participation in the Census activities and Sarah Batt, Manager, Shared System, will provide a report on the Shared System. (at meeting)
- 2) **Metrics for 3rd Quarter 2019** – Garrett Mason, Strategic Planning and Assessment Officer, will discuss the Metrics. (enclosed)

- b. **September Media Report** (enclosed)

- c. **Confirming Resolutions:**

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

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, 2019 –

INFORMATION

14. Materials

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

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

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

16. Notice of Special Meetings

2019 Library Board Retreat – Scheduled to take place at the office of Indiana Humanities, 1500 North Delaware Street, Indianapolis, Indiana 46202 on November 15, 2019 beginning at Noon. Agenda and other materials will be provided to the Board members prior to the Retreat.

17. Notice of Next Regular Meeting

Monday, November 25, 2019, at the Library Services Center, 2450 North Meridian Street,
at 6:30 p.m.

18. Other Business

19. Adjournment



Decatur Branch Library



Who We Are:

Branch Manager
 Circulation Supervisor
 FT Librarian
 PT Library Associate
 FT Library Assistant III
 FT Library Assistant II
 2 PT Library Assistants
 3 Hourly Library Pages

Who We Serve:

Total Population: 40,828 (83% White, 9% Black, 6% Hispanic, 1% Asian, 1% other)

Population with at least a high school diploma: 85%

Schools: 3 High Schools (including Excel Center), 2 Junior Highs, 8 Elementary, Daymar Academy

Median Household Income: \$51,087 (Marion County avg: \$44,869)

Places of Worship: 28

How We Serve:

77,090 Door Count in the last year

119,966 Total Circulation in the last year

17,506 computer users in the last year

48,754 items in collections as of 2019

14,309 Registered Borrowers (not counting 3,017 from Decatur Central High School)

Highlights from 2019

- Our Circulation Supervisor, Kathleen Underwood, was recently honored with the Helen L Norris Distinguished Service Award. Kathleen's impact within the community is, of course, immeasurable, but if I were to list all of the committees and boards and neighborhood associations and outside groups and other extracurriculars Kathleen is involved in it would ultimately take up the lion's share of this page. She is one of the most civically engaged people I have ever had the pleasure of knowing and we are blessed to have her on our team.

- The branch hosted the Decatur Art Show for the 21st straight year. Throughout March the branch displayed 307 pieces of art by 283 Decatur Township students (Grades 1-12). Patrons were encouraged to vote on their favorite pieces. On April 11, the branch hosted the Art Show Open House. 177 people attended, including students and their families, school administrators, and school board member Judy Collins. The library handed out over 300 award certificates.

- Our Public Services Associate, Katie Farmer, continued her work with IndyPL Digital Collections. In the last year she has facilitated partnerships with and digitized for posterity large collections from the Decatur Central Alumni Association and the Decatur Garden Friends. Katie has also continued to conduct her very popular one-on-one computer classes. So far in 2019 she has assisted 58 patrons in hour-long classes on topics ranging from Microsoft Word to Google Drives to iTunes.

- Megan Ferguson, our Children's Librarian, continues to be an outreach and storytime powerhouse. In 2019 alone she has single-handedly lead 200 storytimes for an audience of 3150 children. Her enthusiasm, positive attitude and ability to consistently create playful activities that capture the imagination of children are a tremendous asset to the library and the Decatur community.

- Branch Manager, Josh Crain, took the IndyPL Book Bike out to community events (ranging from Global Fests to food banks to Summer Reading Kickoffs) 11 times. He gave out 745 free books and talked to 1119 members of the community. In addition, Josh also led the system-wide Graphic Novel Book Club which meets at Indianapolis area bars and restaurants. In 9 meetings so far in 2019 the group has averaged 9 attendees per month.

Our Story:

Decatur Branch Library has been at its current location since 1990. It was previously a storefront library in the Marwood Plaza Shopping Center. Marwood Branch was the first county branch, opening in August, 1967. We are next to and on the former property of the Metropolitan School District of Decatur Township.

Newer developments in Decatur Township area include Heartland Crossing, spread over 1,500 acres of Hendricks, Marion, and Morgan counties. It has added 12,000 residents to our area. Many of the residents, regardless of their county, are coming to our library branch. In 2010, the Decatur Township MSD completed an \$85 million renovation to the Decatur Central High School.

Nearby in the Decatur Branch service area is the AmeriPlex Industrial Park. This light industrial area houses facilities for Concentra, Pepsi, and the Indiana Department of Revenue. Also within our service area is Damar Services, a residential facility for children with developmental disabilities and challenges.

The Goodwin Community Center, located on the campus of the Stephen Decatur Elementary School, serves daily low cost lunches, hosts bingo, euchre, and Wii gaming, and provides a home for the Silver Eagles senior group. The center also houses five Head Start classes, stocks a food pantry, and looks for other ways to assist the people living in Decatur Township. The Decatur Branch holds a spot on the Center's Advisory Board, which is comprised of representatives from various community organizations and meets monthly to discuss happenings in the township and the needs of the citizens.

Manager's Report Prepared by:
Josh Crain, Branch Manager
Decatur Library
5301 Kentucky Ave.
Indianapolis, IN 46221
(317) 275-4330

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 26, 2019**

The Indianapolis-Marion County Public Library Board met at the Brightwood Branch, 2435 North Sherman Drive, Indianapolis, Indiana on Monday, August 26, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

At this time, Ms. Sanders pointed out to everyone that today is the 99th anniversary of women obtaining the right to vote – the 19th amendment.

She asked everyone to celebrate this by checking their voter registration and making sure it's intact so that when it's time to vote this November, you don't have any issues and you don't have someone at the table telling you that your I.D. isn't good enough or your face doesn't look like the face on the I.D. or whatever excuse they might want to come up with to try and keep you from voting this November and every May and November after this. Ms. Sanders also mentioned that the people of color in this room know that they paid an even bigger price along the way. It was 1963 before indigenous people received the right to vote.

2. Roll Call

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

Members absent: None.

3. Branch Manager's Report

Rhonda Oliver, former Brightwood Branch Manager, welcomed everyone and mentioned that this would be her last Board Report for Brightwood. She announced that she is now the Manager at the Lawrence Branch.

A round of applause occurred at this time.

She went on to discuss the Report that had been presented to the Board. Ms. Oliver stated that the neighborhood is eagerly awaiting the opening of the new branch, scheduled for the Spring of 2020. Among the branch's most popular programs are its

monthly book club, the Job Center, computer classes and Game Day. The branch is a primary member of the Martindale Brightwood Education Zone that provides comprehensive services to 50 families in need. The branch served 480 Summer meals to kids through the Indy Parks' Summer Food Service Program. The Library's IndyConnect partnership with Grow With Google has been successful in teaching digital literacy skills while making available Wi-Fi hotspots and Chromebooks for patrons to borrow.

Ms. Oliver then introduced Barato Brill who represents the neighborhood initiative MB7. He described the initiative's goals in working with various community organizations to identify and address critical neighborhood needs through such projects as the Leadership and Legacy Center. He stated that the Brightwood Branch is a valued partner in this effort. He wished Ms. Oliver well in her new role.

4. Public Comment and Communications

a. Public Comment

Michael Torres, IndyPL Public Services Associate and President of AFSCME Local 3395, addressed the Board. He shared the Union's concerns about the planning of adjustments resulting from the current Compensation Study. He asked that the Union have access to all Study data, not just that concerning union-eligible positions, and requested that more details be made available on the finding that IndyPL compensation is 7%-14% below market rate, depending on position. He stated the Union's desire to have equal participation in the process before any decisions regarding revised compensation are made.

- 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, July 22, 2019

The minutes from the Regular Meeting held July 22, 2019 were distributed to the Board.

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – July 2019

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board. She commented that year-to-date revenues are approximately \$25 million and expenditures of \$25.9 million are as expected and on target for the year. The Library had a cash balance of \$56.6 million at the end of July. As a reflection of how the Library is working to maximize interest earnings, those earnings total approximately \$539,000 year-to-date in 2019, compared to approximately \$279,000 year-to-date in 2018. Interest earnings in the Operating Fund total approximately \$133,000, compared to approximately \$43,000 in 2018.

Judge Salinas asked about the “Other Card Revenue” entry on Page 26. Why is that a single digit?

Ms. Dike-Young responded that she would look into the reason for this entry and let him know.

Dr. Jett inquired about the “Staff Association Fund” which is \$27.00.

Ms. Dike-Young advised that this is a flow-through Fund for the Library. We don’t hold their funds for them.

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

Motion carried.

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

b. Resolution 24 – 2019 (Resolution for Appropriation and Tax Rates – 2020 Budget)

Ms. Dike-Young noted that the Board is required to submit an adopted Budget and Tax Levies to the City-County Council by August 31, 2019. We published a Notice of Public Hearing for August 13, 2019 and for this adoption. The Library held a Public Hearing at a Board Committee Meeting on August 13, 2019 and we covered the details of our 2020 Budget.

We continue to seek an increased County Option Income Tax (“COIT”) allocation. We appreciate that they increased our allocation for the Budget Year 2020 from one-tenth of one percent to two-tenths of one percent which equals \$230,000. We do continue to push forward to get closer to an equitable share as compared to other libraries in the state who get their proportionate share of their levy. If we calculated ours the same way, we would receive \$11.5 million.

On the expenditure side, we have pressures from increasing personnel costs. We are concluding a Compensation Study right now which indicates we are anywhere from 7-10% below market. That is a pressure on our Budget to find ways to fund that.

Dr. Jett asked when we would see the results of the Compensation Study.

Ms. Dike-Young replied that the Library is currently working through that right now.

Ms. Nytes added that we are asking more questions. We did receive some preliminary market research on the union-covered positions. The consultant is expected to provide additional information in the next week and we should receive some recommendations from them for a new salary schedule. We will have more info to share at the next Committee meeting.

We are seeking adoption of the Library's proposed 2020 Budget in the amount of \$67.9 million, which includes the General Fund, Rainy Day Fund, Debt Service and Bond Funds, and the Library Improvement Reserve Fund. The total property tax levy (combining general, debt service and bond funds) is \$59.8 million, including a 3.5% increase in the Operating Fund as the maximum allowed by the Department of Local Government Finance. The adopted tax rate is \$0.1429, an increase of \$0.0068. Once a final Assessed Value of Marion County is certified, a final tax rate will be set.

Ms. Sanders thanked Ms. Dike-Young and Jackie Nytes, the Library's Chief Executive Officer, for their work on attempting to increase the Library's share of COIT. She feels that we must keep the Councillors engaged on this topic.

After full discussion and careful consideration of Resolution 24 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Judge Salinas, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

c. **Resolution 25 – 2019** (Resolution to Set Maximum Tax Rate for Combined Debt Service Funds for 2020 Budget Year)

Ms. Dike-Young sought Board approval with regard to establishing a total combined debt service fund tax rate for 2020 that would not exceed \$0.0318 per \$100 of assessed valuation. Once approved and finalized by the City-County Council, it is sent on to the Department of Local Government Finance later this Fall.

After full discussion and careful consideration of Resolution 25 – 2019, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

Ms. Nytes reminded everyone that the Library's Budget will be heard by the Municipal Corporations Committee on September 18, 2019 at 5:30 p.m. at the City-County Building in Room 260.

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

Rev. Robinson advised that the Committee had met to discuss the evaluation process for the Chief Executive Officer. The Committee is reviewing the evaluation process that has been in place and used for the past several years to determine if any updates or revisions to the process or the format are needed or recommended. We will not be proposing any significant changes to the process for this year. However, an expanded 360 degree process for the evaluation has been suggested by a Board member, and during the upcoming year we will continue to study that process and whether it is appropriate for the use by the Library Board.

Dr. Jett asked Rev. Robinson if this was separate from the contract renewal discussion. Is that correct?

Rev. Robinson responded that it was separate.

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

a. Briefing Report – Brightwood Branch Project Update for July 2019

Sharon Smith, Facilities Director, gave an Update on the Brightwood Branch Project.

Concrete work, exterior and interior metal stud framing, and final paving on 25th Street to replace surfaces removed for utility installation are occurring. Electrical and plumbing rough-ins will continue in September. In September, the Library Board will consider awarding a contract for the purchase of shelving and end panels, not to exceed \$100,000. The new branch is scheduled to open in the Spring of 2020.

b. Briefing Report – Wayne Branch Project Update for July 2019

Ms. Smith discussed the Wayne Branch Project.

The branch will close after November 30, 2019 for the renovation and it is scheduled for completion in May 2020. In September, the Board will consider awarding a contract for removal and replacement of the roof, budgeted for \$100,000.

c. Briefing Report – Lawrence Branch Project Update for July 2019

The Briefing Report for the Lawrence Branch Update was reviewed.

Ms. Smith noted that the branch will close on January 5, 2020 for the renovations to begin. The project is scheduled for completion in May 2020. To accommodate

a new drive-up return on the building's south side along the entrance drive, the plan is to switch the locations of the existing meeting room and staff workroom/support space. In September, the Board will consider awarding a contract for removal and replacement of the roof which is budgeted for \$100,000.

- d. **Resolution 26 – 2019** (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for General Construction Services for the Lawrence Branch Project)

Ms. Smith advised that the bids would be due on November 19, 2019. Budget for this project is \$1 million.

After full discussion and careful consideration of Resolution 26 – 2019, the resolution was adopted on the motion of Ms. Carlino, seconded by Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

- e. **Briefing Report – West Perry Branch Project Update for July 2019**

Ms. Smith provided information on the West Perry Branch Project.

The project is scheduled to begin in the Spring of 2020 and be completed in May 2021. The project budget is \$9.4 million. One of the concerns of citizens at a series of public meetings related to the proximity of the proposed entrance to the parking lot. Project planners are considering ways to re-design that portion of the project. In September, the Board will consider preparing construction bidding documents and awarding a Construction Manager as Constructor Services contract.

- f. **Resolution 27 – 2019** (Approval to Award a Construction Contract for the Michigan Road Branch Parking Expansion Project)

Ms. Smith explained that the Facilities Committee was seeking Board approval to award a construction contract for the Michigan Road Branch parking lot expansion project to Stenz Construction Company of Indianapolis for a total cost of \$248,835. The project will begin in November 2019, with completion scheduled in the fourth quarter of 2019.

After full discussion and careful consideration of Resolution 26 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

On another matter, Ms. Smith mentioned that tomorrow from 10 a.m. to 2 p.m. at Martin University, the City of Indianapolis is putting on a Reverse Trade Show and it is being sponsored by the Indianapolis Office of Minority and Women Business Development. Ms. Smith and Jessica Moore, the Library's Diversity and Inclusion Officer, will be there to talk to any of the small businesses that attend.

9. Library Foundation Update

August 2019 Library Foundation Update

Roberta Jagers, President of the IndyPL Foundation President, provided the Update for August 2019.

Thank you to Terri Jett for serving on the Foundation Board for the past three years. We welcome T. D. Robinson as the new Library Trustee representative to the Foundation Board.

We are now reviewing the thoughtful community action plans Library staff presented. Thank you to staff who worked hard to compile the plans. There are lots of great ideas. We are excited to see what we're able to fund in 2020.

Bethany Warner was promoted to Vice President effective July 1, 2019. Allan Lally was hired as temporary Proposal Writer and Prospect Researcher. Foundation staff will begin recruitment for a Senior Development Officer position next month. If you know of an experienced fundraiser who may be interested in this position, please contact Roberta Jagers at rjagers@indyplfoundation.org.

The Library Foundation thanks 97 donors who made gifts last month. The following are our top corporate and foundation contributors:

Eli Lilly & Company Foundation, Inc.
Thermo King of Indiana, Inc.

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

Children's Programs

Summer Reading Program
Road to Reading – On the Road to Reading
Road to Reading – Early Literacy Specialist
Road to Reading – Packaged Programs
After School STEAM Makerspace Club @ IPS 14 (Spades Park)
Curveside Ride
Laundromat Programming
Read to Me, Please (InfoZone)
STEAM Saturdays (Spades Park)

Cultural Programs

- E38 Summer Art Program
- Meet An Author, Be An Author (PDA)
- Concerts at College Ave.
- Classical Concerts at Central
- Family/Youth/YA Author Visits
- Road to Reading – Preschool Packaged Program
- Safe Trunk or Treat (Glendale)
- Scare in the Square (Fountain Square)
- Teen Zone Project
- Teacher Open House (Michigan Road)
- World Language Book Giveaways

Collections/IT

- Little Library in the Lobby (Garfield Park)

Lifelong Learning

- Code Café (Central)
- Job Centers

Capital Projects

- Aquarium STEAM Storytime (East 38)
- Pike Aquarium
- Pocket Park Storywalk Year 5 (InfoZone)

10. Report Of The Chief Executive Officer

a. Public Services Update and Statistics

1) **Public Services Update** – August 2019 – John Helling, Public Services Director, provided the Update as follows:

a) **Recap of the 2019 Summer Reading Program (“SRP”)**

Mr. Helling noted this was the Library’s 100th SRP. It was an extremely good year.

At this time, he recognized Tami Edminster, Program Specialist, who was in the audience. She was in charge of the SRP along with recently retired, Melanie Wissel. They were the architects of the Program and the success was the result of their hard work.

Approximately 46,000 children participated in the SRP this year. Largest group participating were ages six to eight with 10,000 participants and the next group were ages nine to eleven with 8,000 participants. All the children read more than 860,000 books over the eight weeks of the SRP. The SRP also offers programs for kids and teens and 20,000 children attended those.

He explained the logistics of registrations for the Program whereby the children provide their name, address, and school name. For instance, the Brightwood Branch had 271 sign-ups and they came from 84 different schools. The data is shared with the schools and it can show which schools have the most participation and where there is less participation.

One other component of this year's Program – We asked Indianapolis to tell us the name of their favorite children's book. The favorite books are the Dog Man series of books. They are graphic novels that are good for reluctant readers.

We also asked patrons to share with us their Summer Reading memories. Some of those were:

“My favorite part of the Reading Program was when I was able to finish my favorite authors and to be able to get free books.”

“My favorite time at the SRP was when I got neon slime and my books.”

“Last Summer I got a fidget spinner and I loved it.”

Staff across the entire Library systems worked really hard to make this year's SRP happen. It's always a very busy time for us over the course of the Summer.

Ms. Payne shared how much she enjoyed reading to the students at this year's SRP.

b. July Media Report

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

She shared info about the article that was in today's newspaper on staff member Josh Crain and the Book Bike.

Today we had a ceremony where the Library formally launched the digital collection for the Indianapolis Metropolitan Police Department.

On another matter, Ms. Payne advised that she had attended a recent Scan-A-Thon put on by the Library. The attendees were able to bring in their own personal photos to be digitized.

Ms. Sanders shared information about today's unveiling in the Museum at the Indianapolis Fire Department. They have old firefighter equipment and there is a student group at IUPUI who are scanning each part of that equipment and they can then, from those scans, actually re-build those various parts. They will be able to preserve history that way.

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (28 – 2019)**

After full discussion and careful consideration of Resolution 28 – 2019, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

UNFINISHED BUSINESS

11. In answer to an inquiry from Rev. Robinson, Ms. Sanders advised that Friday, November 15, 2019 looks like the date for this year’s Board Retreat. It would begin that day sometime after 12:30 p.m. and would end around 4:30 p.m. Board members should let Ms. Sanders know if they have any conflicts with these arrangements.

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:

September, 2019 – Dr. Jett wishes to hear more about the Center for Black Literature and Culture (“CBLC”) 2.0 Project and also about the changes happening in the Special Collections area at Central.

INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – August 13, 2019** (enclosed)

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

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through September 22, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 10, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, September 23, 2019, at the Eagle Branch Library, 3905 Moller 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 Communications Office.

Dr. Terri Jett, Secretary to the Board



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
SEPTEMBER 23, 2019**

The Indianapolis-Marion County Public Library Board met at the Eagle Branch, 3905 Moller Road, Indianapolis, Indiana on Monday, September 23, 2019 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

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

Members absent: Rev. Robinson.

3. Branch Manager’s Report

Mary Agnes Hylton, Eagle Branch Manager, welcomed everyone and then provided some information on the history of the Eagle Branch dating back to the 1950’s when they started with bookmobile service.

The new Eagle building opened on June 1, 2019. She then mentioned several of the building’s amenities. There were approximately 1,080 visitors on opening day. Staff conducted guided tours and there was face painting and balloon animals for the children. It was a very good day and she shared some positive reactions from patrons.

Ms. Hylton then provided a comparison of the service statistics from June-August to the same period last year which shows sizable increases in the number of patron visits, circulation and new borrowers. As a result, the strategic goal of increasing the branch’s visibility and accessibility is being achieved. She also noted that the branch continues to partner with a number of community organizations, including the Eagledale Neighborhood Association, Indianapolis Metropolitan Police Department (“IMPD”), the International Marketplace Coalition and the Indianapolis Public Schools.

Ms. Hylton mentioned that she wished to give a “shout out” to Commander Lorenzo Lewis from the IMPD Northwest District who was in attendance at the meeting.

Commander Lewis visits the branch during the summertime and reads aloud to children in our “Read With The Chief” program and over the Summer he read to a total of 75 children.

At this time, Ms. Sanders thanked Ms. Hylton for her enthusiasm and everything that’s going on here. She also expressed her appreciation to Commander Lewis for reading to the children and being here on a regular basis as a role model.

Ms. Payne proclaimed that she is an ”Extreme IPS Advocate” and so it is good to see that the IPS Newcomer Program is a partner with Eagle. She thanked Ms. Hylton for all she does.

Dr. Jett asked Ms. Hylton if the Eagle staff reflected the diversity of the community.

Ms. Hylton responded that it does. There are four African-American staff members. It is hopeful there will be additional hires in the future.

4. Public Comment and Communications

a. Public Comment

Library patron Rinata White addressed the Board. She noted that there is a need for “Hoosier hospitality” at the Library. Ms. White encouraged all Library staff members to smile more often and say “Hello” to patrons.

b. Dear CEO Letters and Responses – There were none to be circulated this month 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. Executive Session, August 20, 2019

The minutes from the Executive Session of the Diversity, Policy and Human Resources Committee held August 20, 2019 were distributed to the Board.

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

b. Regular Meeting, August 26, 2019

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

Ms. Carlino made the motion, which was seconded by Judge Salinas, that the minutes be approved.

Dr. Jett advised that she had a correction to the minutes. Under the discussion of the Diversity, Policy and Human Resources Committee, she had asked a question with regard to the connection between the evaluation process and the contract renewal which was answered.

She said that her question to Rev. Robinson at the time was whether or not there is a connection between the 360 evaluation that he was discussing and the contract renewal and he had said there was no connection.

At this time, a motion was made by Ms. Payne and seconded by Dr. Jett to table approval of the minutes until the tape of the meeting could be reviewed. The August 26, 2019 minutes will be brought to the Board for approval at the October Board Meeting.

COMMITTEE REPORTS

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

a. Report of the Treasurer – August 2019

Jackie Nytes, Chief Executive Officer, noted that the Library's proposed 2020 Budget is making its way through the approval process before the City-County Council.

She explained that the Report of the Treasurer that the Board had before them was pretty routine this month. No surprises. She mentioned that she didn't have anything extra to explain.

Mr. Andrews 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.

Judge Salinas asked about the Library's recent meeting with the Municipal Corporations Committee.

Ms. Nytes responded that she felt it was a healthy Committee meeting. The Library was the third one on the Agenda so by that time the councillors are a little worn out but she thought there was some good discussion. We have a new councillor on the Committee, Councillor Graves. It was his first opportunity to become acquainted with what we're doing and we had a good chance to talk with him. Generally, they are very pleased that we are honoring the pledge we made in 2014 to hold our tax rate even with all the bond issues and all the construction projects.

Ms. Sanders advised that they had also discussed the increase in the COIT with the understanding that we are going to re-visit that once this budget is passed so that we can get something that is codified that really covers and protects the Library for the next several years.

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

a. Briefing Report – Policy Revisions

Ms. Nytes reminded the Board that they had received the proposed policy revisions earlier this month at the Joint Committee Meeting.

She advised that if the Board members have any questions, they should contact Katherine Lerg, HR Director, or herself so that when we come back to the Board at the October Committee Meeting, we'll be able to have any of the Board's concerns addressed. Final Board approval would be sought at the Regular Meeting in October.

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

a. Briefing Report – Brightwood Branch Project Update

Sharon Smith, Facilities Director, referred the Board members to the Update on the Brightwood Branch Project included in their packets.

She mentioned that the Library anticipates opening the new branch in April 2020.

b. Resolution 29 – 2019 (Approval to Award an Equipment Purchase Order for the Shelving and End Panels for the Brightwood Branch Project)

Ms. Smith advised that the Facilities Committee was seeking Board approval to award an equipment purchase order for the shelving and end panels for the Brightwood Branch Project to DECO Associates of Indianapolis for a total cost of \$125,000.

After full discussion and careful consideration of Resolution 29 – 2019, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

c. Briefing Report – Wayne Branch Project Update for August 2019

Ms. Smith referred the Board members to the Update on the Wayne Branch Project included in their packets.

The last day of public service will be November 30, 2019. The project will be completed in May 2020.

d. **Resolution 30 – 2019** (Approval to Award a Construction Services Contract for the Wayne Branch Roof Replacement Project)

Ms. Smith advised that the Facilities Committee was seeking Board approval to award a construction services contract for the Wayne Branch roof replacement project to Amos Exteriors, Inc. of Indianapolis for a total cost of \$48,800.

Mr. Andrews asked if there had been a thorough review about differences in the numbers received from the contractors.

Ms. Smith advised that the contractor selected had been approached and given the opportunity to review their quote and to make certain that it was a solid quote and were given the option to withdraw it and they were confident that it was accurate.

After full discussion and careful consideration of Resolution 30 – 2019, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

e. **Briefing Report** – Lawrence Branch Project Update for August 2019

The Briefing Report for the Lawrence Branch Renovation project was included in the packet for the Board’s review.

Ms. Smith noted that construction will begin in January 2020, with completion scheduled in May 2020.

f. **Briefing Report** – West Perry Branch Project Update for August 2019

With regard to the West Perry Branch Project Update that was included in the Board’s packet, Ms. Smith and the architect from Schmidt Associates provided the following information:

To address patron concerns about the project’s initial plans regarding the walking distance from the parking lot to the front door, the architect Lisa Gomperts from Schmidt Associates showed plans and renderings which illustrated a modified entrance and parking lot to bring the entire lot closer to the building. Also, accessible spaces adjacent to the entrance to the entrance will be added and the structure will be rotated to face the lot. A new configuration will have parking that wraps around the building to improve access. A speed table will be added along the entrance drive to improve safety for patrons. She also discussed other features that will be incorporated in the renovation.

Construction will begin in March 2020, with project completion scheduled for May 2021.

- g. **Resolution 31 – 2019** (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for Construction Services for the West Perry Branch Project)

Board approval is being sought to authorize the preparation of bid documents and the solicitation of bids for construction services for the West Perry Branch project.

The design team for the West Perry Branch project is led by Schmidt Associates with HBM and we are moving forward to have the project ready to begin construction in the Spring of 2020.

Judge Salinas noted that there was a lot of discussion at this month's Committee meeting about wanting some diversity in the contracts that go out. He wanted to make sure that we emphasize to our program manager that for the contracts that go out that if the initial company doesn't have diversity, make sure they contract with those that do. It is important for the Library.

After full discussion and careful consideration of Resolution 31 – 2019, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

- h. **Resolution 32 – 2019** (Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project)

Ms. Smith explained that the Facilities Committee is seeking Board approval to award a Construction Manager as Constructor Services contract to Powers and Sons Construction Company, Inc. of Indianapolis. The use of a Construction Manager as Constructor delivery method allows for enhanced bidding and contracting efforts for local business development. Powers and Sons Construction Company, Inc. will complete these services on a negotiated lump-sum consistent with the Request for Proposal.

Mr. Andrews commented that Powers & Sons was the only firm that was willing to put their fee at risk based on the delivery of their XBE goals.

After full discussion and careful consideration of Resolution 32 – 2019, the resolution was adopted on the motion of Dr. Jett, and the "yes" votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Sanders.

Motion carried.

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

9. **Library Foundation Update**

September 2019 Library Foundation Update

Ms. Nytes gave the Update for September 2019.

News

As part of their Summer Reading Program sponsorship, CollegeChoice CD 529 Savings Plan gave savings accounts worth \$529 each to participants. All Summer Reading Program participants were eligible for the random drawing. The winners, who came from the College Avenue, Southport and Irvington branches, received their savings accounts during a ceremony at Central Library.

The Indianapolis Colts also gave two award packages which included game tickets and pre-game on-field access for a game this season.

Donors

The Library Foundation thanks 69 donors who made gifts last month. The following is our top corporate and foundation contributor:

- Christel DeHaan Family Foundation

Program Support

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

Children's Programs

- Pop Up Literacy Program (E38)
- Curveside Ride
- IYG Pop-Up Library

Cultural Programs

- ALA Great Stories Club (PDA)
- Center for Black Literature & Culture
- YAT Theater – Addressing Youth Issues with Theatre (CEN)
- Music Monday (SPK)
- Fall Fest/Slammin' Rhymes
- Concerts (COL and SOU)
- Program Food (PDA)
- Teen Zinc Project

Collections/IT

- Grow with Google Grant
- Lilly City Digitization

Lifelong Learning
 Nonprofit Workshops (CEN)
 Plant Based Cooking (CEN)
 USB Technology

10. Report Of The Chief Executive Officer

a. Public Services Update and Statistics

- 1) **Public Services Update** – September 2019 – John Helling, Public Services Director, provided the Update as follows:

a) Community Scan-A-Thons Presentation

Stephen Lane, Special Collections Librarian, Victoria Duncan, Digital Projects Coordinator and Bethany Allison, Public Services Librarian, discussed the Library’s Community Scan-A-Thons.

They gave a PowerPoint presentation and explained that the Scan-A-Thons are held at various IndyPL and community locations. The Library owns two scanning kits which must be manned by Library personnel. The Library allows individuals to bring their personal photos and momentos for scanning to be included in the Library’s “Black History, Indianapolis History” Digital Indy archives. Patrons receive their scanned items back and receive a USB drive containing all their scanned images. Scan-A-Thons are currently taking place at the Michigan Road Branch, with the next one scheduled for October 19, 2019. The Wayne Branch will then be next on the list.

Ms. Sanders commented that this is a wonderful program. Other Board members agreed.

b) Update on Census Efforts Presentation

This presentation was postponed until the October Board Meeting.

c) Collaboration with IUPUI to Provide Access to Health Information

Mahasin Martinson, Assistant Librarian from IUPUI, and before that she worked for IndyPL for almost 14 years, gave a presentation on the “All Of Us” grant and described the Library’s partnership with IUPUI to promote health literacy. Through the grant, IUPUI will provide such services as health information and blood pressure kiosks and pop-up farmers’ markets in areas where food deserts exist. Targeted areas are those surrounding the Eagle, Southport and Brightwood branches, with the information resources to be located at those branches.

Ms. Payne commented about urban farming and the Flanner House Branch.

Ms. Martinson advised that Flanner House was considered for the project but one of the organizations IUPUI is partnering with was already working with Flanner House so that's why they weren't chosen for this initiative.

Ms. Sanders noted that this project sounds like great work and she appreciates that the Board was able to learn about it.

b. **August Media Report**

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

c. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (33 – 2019)**

Ms. Nytes pointed out that one of the new hires mentioned in the Resolution this month is Derris Ross. This is a hire that the Library is pleased to be able to report to the Board. Mr. Ross is a gentleman that is very active in the Warren community and he has now begun to partner with us as an after school associate. He is very familiar with the families and youth in the Warren School District and he is assisting us by providing an additional presence after school interacting with the young people. They are also doing a little programming in the meeting room. Mr. Ross is the kind of community connection that will help us over there.

Ms. Nytes also reported that staff member Lauren Freeman, who has been in Outreach for some time as a Circulation Supervisor, completed her MLS and has now joined the staff at the Warren Branch as a Public Services Librarian.

After full discussion and careful consideration of Resolution 33 – 2019, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Carlino, and the “yes” votes of Mr. Andrews, Ms. Carlino, Dr. Jett, Ms. Payne, Judge Salinas and Ms. Sanders.

Motion carried.

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

Dr. Jett commented that she was pleased to hear about the hiring of Mr. Ross.

She went on to comment that the City of Indianapolis has two positions that are currently open that are similarly situated in terms of community engagement focusing on youth advocacy and because we hired this individual specifically because of some challenges with youth at Warren she is wondering if there is a possibility of doing some partnership with the city with regard to those positions. She knows that one is targeted specifically to the Eastside. Perhaps we could contact the city and think about perhaps increasing this person to a full-time associate.

Ms. Nytes advised that this would be something that Mr. Helling could explore. We just had an excellent meeting with Officer Frank from the Pike Branch who has been our partner in trying to understand how to manage the after school situations and he has been very constructive. He has shared with us that our efforts to work on these relationships have also come to the attention of the police department who is very interested about what we're trying. So, there is a lot of potential between those folks and us. Ms. Nytes and Mr. Helling will discuss next steps.

Dr. Jett also requested that Ms. Nytes follow-up with the Superintendent of Pike Township because it was her understanding that there were development opportunities offered to the Library and staff at Pike that weren't taken up on.

Ms. Nytes assured Dr. Jett that she would reach out to the Superintendent.

UNFINISHED BUSINESS

11. 2019 Library Board Retreat

Ms. Sanders reminded the Board that the Retreat will take place on November 15, 2019 in the afternoon. Additional details will be forthcoming that will include the Agenda, the location, as well as the absolute time.

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, 2019 – There were no items suggested.

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – September 10, 2019**
(enclosed)

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

- a. **Board Meetings for 2019** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through October 27, 2019.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 15, 2019, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, October 28, 2019, at the Decatur Branch Library, 5301 Kentucky Avenue, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

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

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

Dr. Terri Jett, Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for September 2019
Prepared by Accounting for October 28, 2019 Board Meeting**

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

Revenue		Annual			% Budget Received
		2019 Revised Budget	Actual MTD 9/30/2019	Actual YTD 9/30/2019	
Property Taxes	31	34,529,871	-	18,685,724	54%
Intergovernmental	33	7,723,633	375,450	5,100,643	66%
Fines & Fees	35	788,340	49,771	512,513	65%
Charges for Services	34	536,140	45,546	531,158	99%
Miscellaneous	36	682,163	71,577	1,279,752	188%
Total		44,260,147	542,345	26,109,791	59%

Expenditures		Annual			% Budget Spent
		2019 Revised Budget	Actual MTD 9/30/2019	Actual YTD 9/30/2019	
Personal Services & Benefits	41	27,006,948	1,844,626	18,386,782	68%
Supplies	42	1,538,370	51,188	579,253	38%
Other Services and Charges	43	15,469,173	747,735	9,970,966	64%
Capital Outlay	44	5,260,467	282,083	3,268,782	62%
Total		49,274,958	2,925,632	32,205,782	65%

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	42,109,199	42,109,199	-	18,685,724	-	23,423,475
311300 PROPERTY TAX CAPS	(7,205,286)	(7,579,328)	-	-	-	(7,579,328)
TAXES Total	34,903,913	34,529,871	-	18,685,724	-	15,844,147
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	240,000	240,000	35,958	339,792	-	(99,792)
335100 FINANCIAL INSTITUTION TAX REV	268,077	268,077	-	133,088	-	134,989
335200 LICENSE EXCISE TAX REVENUE	2,854,816	2,854,816	-	1,325,426	-	1,529,390
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	2,962,450	-	892,134
335500 COUNTY OPTION INCOME TAX	216,474	216,474	18,277	178,262	-	38,212
335700 COMMERCIAL VEHICLE TAX REVENUE	264,311	264,311	-	149,123	-	115,188
339000 IN LIEU OF PROP. TAX	25,371	25,371	-	12,502	-	12,869
INTERGOVERNMENTAL Total	7,723,633	7,723,633	375,450	5,100,643	-	2,622,990
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	335	1,732	-	(1,732)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	29,825	278,255	-	(3,255)
347602 FAX TRANSMISSION REVENUE	32,000	32,000	6,112	54,421	-	(22,421)
347603 PROCTORING EXAMS	3,500	3,500	75	3,215	-	285
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	83,509	-	(509)
347605 USAGE FEE REVENUE	14,000	14,000	50	7,984	-	6,016
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	2,285	14,510	-	(2,510)
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	2,225	11,775	-	3,225
347608 SECURITY SERVICES REVENUE	18,000	18,000	3,030	17,463	-	537
347609 EVENT SECURITY	-	-	960	6,594	-	(6,594)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	650	14,311	-	(8,311)
347621 CATERING REVENUE	75,000	75,000	-	37,389	-	37,611
CHARGES FOR SERVICES Total	536,140	536,140	45,546	531,158	-	4,982
FINES						
351200 FINES	761,840	761,840	48,331	500,252	-	261,588
351201 OTHER CARD REVENUE	12,000	12,000	198	1,189	-	10,811
351202 HEADSET REVENUE	6,000	6,000	585	5,313	-	687
351203 USB REVENUE	6,000	6,000	519	4,203	-	1,797
351204 LIBRARY TOTES	2,500	2,500	138	1,557	-	943
FINES Total	788,340	788,340	49,771	512,513	-	275,827
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	2,138	4,461	-	1,539
360001 REVENUE ADJUSTMENT	-	-	96	147	-	(147)
361000 INTEREST INCOME	46,163	46,163	31,008	198,041	-	(151,878)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	12,099	123,017	-	1,983
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	2,510	33,209	-	39,291
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	2,150	15,310	-	(15,310)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	450	2,001	-	499
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	477,163	477,163	50,452	601,185	-	(124,022)
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	3,787	-	1,213
396000 REFUNDS	5,000	5,000	-	21,377	-	(16,377)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	4,500	229,203	-	(54,203)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	16,625	424,201	-	(404,201)
OTHER FINANCING SRCS Total	205,000	205,000	21,125	678,567	-	(473,567)
REVENUE Total	44,634,189	44,260,147	542,345	26,109,791	-	18,150,356
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,611,566	16,608,370	1,157,951	11,360,805	-	5,247,565
412000 SALARIES HOURLY STAFF	1,806,308	1,809,504	124,753	1,347,991	-	461,513
413000 WELLNESS	35,000	35,000	85	26,741	-	8,259
413001 LONG TERM DISABILITY INSURANCE	43,000	43,000	3,819	34,523	-	8,477
413002 EMPLOYEE ASSISTANCE PROGRAM	22,571	22,571	1,600	14,400	4,800	3,371
413003 TUITION ASSISTANCE	25,000	25,000	1,354	9,085	-	15,915
413004 SALARY ADJUSTMENT	90,000	90,000	-	-	-	90,000
413100 FICA AND MEDICARE	1,415,852	1,415,852	96,694	926,175	-	489,677
413300 PERF/INPRS	2,376,651	2,376,651	169,626	1,610,036	-	766,615
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	1,595	1,595	-	7,405
413500 MEDICAL & DENTAL INSURANCE	4,387,000	4,534,000	284,037	3,028,172	3,941	1,501,887
413600 GROUP LIFE INSURANCE	38,000	38,000	3,111	27,259	-	10,741
PERSONAL SERVICES Total	26,859,948	27,006,948	1,844,626	18,386,782	8,741	8,611,425
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	640,249	318,972	2,116	101,959	38,747	178,266
421600 LIBRARY SUPPLIES	210,000	229,507	186	58,717	11,990	158,801

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
421700 DEPARTMENT OFFICE SUPPLIES	248,600	644,771	41,524	273,676	7,265	363,830
422210 GASOLINE	40,000	40,502	-	17,859	7,727	14,917
422250 UNIFORMS	8,000	11,188	-	3,839	-	7,350
422310 CLEANING & SANITATION	165,000	168,724	7,362	66,497	16,138	86,089
429001 NON CAPITAL FURNITURE & EQUIP	68,000	124,706	-	56,706	4,107	63,893
SUPPLIES Total	1,379,849	1,538,371	51,188	579,253	85,973	873,145
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	267,028	-	115,097	-	151,931
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	216,450	455,527	13,587	221,990	175,469	58,068
432100 FREIGHT & EXPRESS	5,500	5,860	-	4,286	1,366	208
432200 POSTAGE	69,650	69,614	2,000	14,010	1,061	54,543
432300 TRAVEL	37,830	37,830	1,513	11,703	-	26,127
432400 DATA COMMUNICATIONS	290,300	290,300	21,701	217,744	-	72,556
432401 CELLULAR PHONE	13,550	13,550	863	8,554	-	4,996
432500 CONFERENCES	105,115	103,115	327	52,286	-	50,829
432501 IN HOUSE CONFERENCE	62,000	65,600	4,319	35,270	5,398	24,932
433100 OUTSIDE PRINTING	226,500	229,775	6,896	147,311	13,530	68,935
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	-	722	-	828
434100 WORKER'S COMPENSATION	159,826	156,826	-	63,935	17,633	75,258
434200 PACKAGE	241,688	164,688	-	93,894	-	70,794
434201 EXCESS LIABILITY	10,351	85,351	-	43,331	39,607	2,414
434202 AUTOMOBILE	19,594	19,594	-	13,927	4,628	1,039
434500 OFFICIAL BONDS	1,000	1,000	-	975	-	25
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,259	-	741
434502 BROKERAGE FEE	17,000	19,000	-	13,500	5,000	500
435100 ELECTRICITY	1,067,500	1,137,917	86,722	653,236	459,180	25,500
435200 NATURAL GAS	118,450	143,476	2,316	72,934	62,621	7,921
435300 HEAT/STEAM	382,200	415,923	16,632	206,070	209,653	200
435400 WATER	75,000	79,901	5,640	49,462	30,293	145
435401 COOLING/CHILLED WATER	525,000	537,538	67,553	366,371	158,629	12,538
435500 STORMWATER	23,800	23,800	-	10,257	11,656	1,888
435900 SEWAGE	85,200	92,680	9,825	72,965	19,243	472
436100 REP & MAINT-STRUCTURE	1,484,600	1,996,061	69,543	1,419,869	509,929	66,263
436110 CLEANING SERVICES	1,079,239	1,150,971	28,552	661,573	343,234	146,163
436200 REP & MAINT-EQUIPMENT	185,360	198,222	22,775	95,674	12,664	89,884
436201 REP & MAINT-HEATING & AIR	900,950	441,139	4,014	220,901	198,386	21,852
436202 REP & MAINT-AUTO	65,000	66,139	2,921	21,946	4,009	40,183
436203 REP & MAINT-COMPUTERS	463,100	348,600	6,583	250,225	17,661	80,714
437200 EQUIPMENT RENTAL	87,829	87,829	5,434	52,961	9,399	25,469
437300 REAL ESTATE RENTAL	470,271	486,354	13,725	321,354	-	165,001
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	75,000	81,530	7,794	71,666	8,755	1,109
439601 SNOW REMOVAL	370,000	382,535	-	319,798	9,662	53,075
439602 LAWN & LANDSCAPING	319,271	345,940	25,923	186,994	51,022	107,923
439800 DUES & MEMBERSHIPS	57,400	60,725	200	51,749	3,950	5,026
439901 COMPUTER SERVICES	204,790	371,702	36,389	326,822	2,208	42,673
439902 PAYROLL SERVICES	170,000	145,000	10,024	96,452	-	48,548
439903 SECURITY SERVICES	964,721	1,082,502	120,734	733,426	279,614	69,461
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	3,473	36,297	-	28,703
439905 OTHER CONTRACTUAL SERVICES	707,915	759,552	25,115	476,069	184,901	98,582
439906 RECRUITMENT EXPENSES	24,500	12,500	864	10,846	-	1,654
439907 EVENTS & PR	34,200	37,640	984	19,647	4,384	13,609
439910 PROGRAMMING	75,500	75,500	1,433	42,139	17,181	16,180
439911 PROGRAMMING-JUV.	145,000	148,000	668	100,909	16,786	30,305
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	575	12,594	4,100	8,306
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	160	-	4,840
439930 MATERIALS CONTRACTUAL	2,000,000	2,002,289	120,119	1,325,623	-	676,666
439931 E-BOOKS	-	-	-	-	-	-
439932 E-AUDIO	-	-	-	-	-	-
439934 DATABASES	-	-	-	-	-	-
451100 AUDIT FEES	15,000	15,000	-	15,179	13,650	(13,829)
452002 TRANSFERS IN/OUT	-	590,000	-	590,000	-	-
459000 REFUNDS	-	5,000	-	5,000	-	-
OTHER SERVICES AND CHARGES Total	14,034,700	15,469,172	747,735	9,970,966	2,906,461	2,591,745
CAPITAL						
443500 BUILDING	-	676,396	-	676,396	-	-
445100 CAPITAL - FURNITURE	20,000	20,000	-	-	8,658	11,342
445200 VEHICLES	80,000	107,718	-	27,718	-	80,000
445300 CAPITAL - EQUIPMENT	55,000	75,740	-	20,740	-	55,000
445301 COMPUTER EQUIPMENT	240,000	532,568	-	292,618	-	239,950
449000 BOOKS & MATERIALS	3,550,000	3,694,853	282,083	2,205,276	-	1,489,577
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449003 CD'S	-	-	-	-	-	-
449004 DVD'S	-	-	-	-	-	-
449100 UNPROCESSED PAPERBACK BOOKS	137,000	153,192	-	46,034	95,667	11,492

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
CAPITAL Total	4,082,000	5,260,467	282,083	3,268,782	104,325	1,887,361
EXPENSE Total	46,356,497	49,274,958	2,925,632	32,205,782	3,105,499	13,963,676

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
Beginning Balance	\$ 22,972,161	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,943,914	\$ 14,881,117	\$ 15,337,576	\$ 22,972,161	\$ 22,972,161	
Receipts:															
Property Tax	-	-	-	1,300,000	6,257,000	11,128,724	-	-	-	1,653,000	4,900,000	9,665,189	34,903,913	34,903,913	-
Excise Tax	-	-	-	-	-	1,325,426	-	-	-	-	-	1,427,408	2,752,834	2,854,816	(101,982)
Financial Institution Tax	-	-	-	-	-	133,088	-	-	-	-	-	134,039	267,127	268,077	(950)
Commercial Vehicle Tax	-	-	-	-	-	149,123	-	-	-	-	-	132,156	281,279	264,311	16,968
In-Lieu-of Taxes	-	-	-	-	-	12,502	-	-	-	-	-	12,686	25,188	25,371	(183)
Local Option Income Tax (LOIT)	321,215	321,215	392,727	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	249,704	3,854,584	3,854,584	-
County Option Income Tax (COIT)	18,277	18,277	22,096	18,277	18,277	28,228	18,277	18,277	18,277	18,277	18,277	14,458	229,274	216,474	12,800
Fines	72,730	56,115	62,072	53,368	48,800	55,524	55,667	47,645	48,331	62,647	62,647	62,644	688,189	761,840	(73,651)
Photocopier	113	201	132	223	214	161	238	116	335	-	-	-	1,732	-	1,732
Printers	24,533	32,843	34,585	34,752	28,578	29,000	31,513	32,626	29,825	22,917	22,917	21,301	345,389	275,000	70,389
Fax Transmissions	5,041	5,118	6,945	6,649	5,876	5,594	6,454	6,632	6,112	2,452	2,452	2,443	61,767	32,000	29,767
Headsets	618	583	606	583	468	596	624	650	585	490	490	482	6,775	6,000	775
USB	449	407	500	463	434	455	486	491	519	500	500	551	5,754	6,000	(246)
PLAC Dist.	-	-	-	-	83,509	-	-	-	-	-	-	-	83,509	83,000	509
Interest income	10,323	11,226	10,960	8,774	15,964	28,772	47,591	33,422	31,008	3,259	3,259	3,251	207,809	46,163	161,646
Library totes	153	142	196	175	108	279	191	176	138	212	212	227	2,208	2,500	(292)
Other Card Revenue	136	263	134	130	65	131	2	130	198	1,078	1,078	1,084	4,429	12,000	(7,571)
Miscellaneous	104	302	486	124	177	1,635	(1,170)	716	2,234	536	536	536	6,216	6,000	216
Proctoring Exams	160	225	280	275	505	500	885	310	75	304	304	304	4,126	3,500	626
Facility Rental	46,445	13,210	30,179	26,531	29,172	17,014	13,545	30,006	25,759	22,300	12,300	22,195	288,657	261,640	27,017
Catering Commission	8,082	2,631	2,999	977	601	13,494	7,115	1,490	-	14,769	16,769	5,768	74,695	75,000	(305)
Café Revenue	8,506	1,416	-	-	921	1,517	640	661	650	500	500	500	15,811	6,000	9,811
Reimbursement for Services	-	22,962	25,992	30,132	73,561	53,114	18,642	300	4,500	-	-	48,500	277,703	175,000	102,703
Insurance Reimbursement	-	-	-	407,576	-	-	-	-	16,625	-	-	-	424,201	20,000	404,201
Refunds	-	18,634	-	-	-	2,743	-	-	454	454	463	-	22,747	5,000	17,747
Erate Revenue	30,287	13,803	33,689	12,971	123,408	13,494	12,954	63,228	35,958	20,000	19,713	-	379,505	240,000	139,505
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	-	-	-	-	-	3,787	-	-	-	-	-	5,787	5,000	787
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	547,171	519,572	624,578	2,223,194	7,008,852	13,322,329	763,657	558,093	542,345	2,144,909	5,385,622	11,805,886	45,446,207	44,634,189	812,019
Expenditures:															
Personal Services & Benefits	1,959,606	2,221,696	1,927,031	1,916,883	2,699,071	1,948,964	1,955,332	1,913,573	1,844,626	1,968,234	2,925,682	1,970,039	25,250,737	27,009,948	1,759,211
Supplies	105,846	74,369	34,466	49,784	91,369	62,732	70,920	38,578	51,188	191,804	184,810	129,812	1,085,679	1,618,039	532,361
Other Services and Charges	1,204,425	1,700,287	1,203,809	975,930	987,943	956,647	1,100,720	1,093,470	747,735	1,483,023	1,255,996	1,405,650	14,115,635	15,723,079	1,607,445
Library Materials Capital Outlay	328,521	277,065	682,072	353,658	458,060	173,264	379,066	334,992	282,083	564,645	562,674	481,784	4,877,885	5,271,539	393,654
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,598,399	4,273,416	3,847,379	3,296,256	4,236,443	3,141,606	3,506,039	3,380,613	2,925,632	4,207,707	4,929,163	3,987,284	45,329,935	49,622,605	4,292,671
Change in Payables/Petty Cash/Correction*	(201)	1,698	195,005	(164,006)	28,387	(4,417)	102,433	(46,122)	(45,032)						
Ending Balance	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,943,914	\$ 14,881,117	\$ 15,337,576	\$ 23,156,177	\$ 23,088,433	\$ 17,983,745	



Receipts and Disbursements - September 2019

FUND	CASH AND INVESTMENTS 8/31/19	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 9/30/19
101 Total Operating	19,372,234	542,345	2,970,665	16,943,914
104 Total Fines	6	91,356	91,356	6
226 Total Parking Garage	715,777	16,216	10,583	721,410
230 Total Grant	679,935	7,513	68,251	619,198
245 Total Rainy Day	5,376,376	8,311	29,023	5,355,663
270 Total Shared System	312,638	649	5,779	307,507
301 Total BIRF 1	3,288,326	2,095	-	3,290,421
321 Total BIRF 2	460,698	157	-	460,855
471 Total Library Improvement Reserve Fund	2,714,251	3,837	-	2,718,087
472 Total Construction	19,353	-	-	19,353
475 Total 2015 Bond RFID Books & Materials	311,393	-	12,098	299,296
476 Total 2016 Bond - Michigan Rd	460,345	455	8,215	452,585
477 Total 2017A Bond - Brightwood	4,103,428	6,448	281,610	3,828,266
478 Total 2017B Bond - Eagle	1,437,711	1,077	15,963	1,422,825
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	3,374,282	5,090	3,269	3,376,103
480 Total 2018 BBond - West Perry Branch	8,859,031	15,848	109,607	8,765,272
800 Total Gift	922,590	200,596	89,442	1,033,743
806 Total Payroll Liabilities (1)	67,579	104,211	103,033	68,755.86
812 Total Foundation Agency Fund	2,274	731	-	3,005
813 Total Staff Association Agency Fund	27	-	-	27
814 Total Sales Tax Agency Fund	1,739	1,339	1,739	1,339
815 Total PLAC Card Revenue Agency Fund	13,670	4,290	-	17,960
Grand Total	52,493,663	1,012,561	3,800,633	49,705,591

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance September 30, 2019	Interest Earned September 30, 2019		Balance August 31, 2019	Interest Earned August 31, 2019
Operating Fund	\$ 9,592	\$ 1,919	Operating Fund	\$ 1,557,673	\$ 2,065
Library Improvement Reserve Fd	\$ -	\$ -	Library Improvement Reserve Fd	\$ -	\$ 0
Shared System Fund	\$ 1	\$ -	Shared System Fund	\$ 1	\$ 1
Grant Fund	\$ 392,591	\$ 213	Grant Fund	\$ 392,378	\$ 220
Parking Garage	\$ 408,150	\$ 221	Parking Garage	\$ 407,929	\$ 229
Bond & Interest Redemption Fd	\$ 1,671,672	\$ -	Bond & Interest Redemption Fd	\$ 1,671,672	\$ 936
Bond & Interest Redemption Fd 2	\$ 360,386	\$ -	Bond & Interest Redemption Fd 2	\$ 360,386	\$ 202
Rainy Day Fund	\$ 603,318	\$ 327	Rainy Day Fund	\$ 602,991	\$ 338
Total Chase Savings Account	\$ 3,445,709	\$ 2,680	Total Chase Savings Account	\$ 4,993,029	\$ 3,990
<i>The average savings account rate for September was 0.66%</i>			<i>The average savings account rate for August was 0.66%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance September 30, 2019	Interest Earned September 30, 2019		Balance August 31, 2019	Interest Earned August 31, 2019
Operating Fund	\$ -	\$ -	Operating Fund	\$ 18,531	\$ 31
Library Improvement Reserve Fd	\$ 2,195,690	\$ 3,837	Library Improvement Reserve Fd	\$ 2,191,853	\$ 3,657
Shared System Fund	\$ -	\$ -	Shared System Fund	\$ 316,821	\$ 529
Gift Fund	\$ -	\$ -	Gift Fund	\$ 528,035	\$ 881
Parking Garage	\$ -	\$ -	Parking Garage	\$ 59,353	\$ 99
Rainy Day Fund	\$ 4,391,962	\$ 7,674	Rainy Day Fund	\$ 4,460,955	\$ 7,443
Bond & Interest Redemption Fd	\$ -	\$ -	Bond & Interest Redemption Fd	\$ 593	\$ 1
Total Fifth Third Bank	\$ 6,587,652	\$ 11,511	Total Fifth Third Bank	\$ 7,576,142	\$ 12,640
<i>The average investment account rate for September was 1.95%</i>			<i>The average investment account rate for August was 2.00%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance September 30, 2019	Interest Earned September 30, 2019		Balance August 31, 2019	Interest Earned August 31, 2019
Construction Fund	\$ -	\$ -	Construction Fund	\$ -	\$ -
Operating Fund	\$ 1,584,250	\$ 2,767	Operating Fund	\$ 1,581,483	\$ 2,996
Rainy Day Fund	\$ 177,125	\$ 309	Rainy Day Fund	\$ 176,816	\$ 335
2017A Brightwood Project Fund	\$ 2,659,854	\$ 4,637	2017A Brightwood Project Fund	\$ 2,655,217	\$ 5,031
2018B West Perry Project Fund	\$ 3,053,135	\$ 5,333	2018B West Perry Project Fund	\$ 3,047,803	\$ 5,775
2018A Multi-Project Fund	\$ 2,914,296	\$ 5,090	2018A Multi-Project Fund	\$ 2,909,206	\$ 5,023
Total Hoosier Fund Account	\$ 10,388,659	\$ 18,136	Total Hoosier Fund Account	\$ 10,370,523	\$ 19,160
<i>The average Hoosier Fund account rate for September was 2.13%</i>			<i>The average Hoosier Fund account rate for August was 2.23%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance September 30, 2019	Interest Earned September 30, 2019		Balance August 31, 2019	Interest Earned August 31, 2019
Operating Fund	\$ 15,283,078	\$ 26,322	Operating Fund	\$ 15,256,756	\$ 28,330
2015 RFID Project Fund	\$ 250,000	\$ -	2015 RFID Project Fund	\$ 250,000	\$ -
2016 Michigan Road Project Fund	\$ 264,035	\$ 455	2016 Michigan Road Project Fund	\$ 263,580	\$ 489
2017A Brightwood Project Fund	\$ 1,051,272	\$ 1,811	2017A Brightwood Project Fund	\$ 1,049,461	\$ 1,949
2017B Eagle Project Fund	\$ 625,076	\$ 1,077	2017B Eagle Project Fund	\$ 623,999	\$ 1,159
2018B West Perry Project Fund	\$ 6,105,613	\$ 10,516	2018B West Perry Project Fund	\$ 6,095,097	\$ 11,318
Bond & Interest Redemption Fd 2	\$ 90,897	\$ 157	Bond & Interest Redemption Fd 2	\$ 90,740	\$ 168
Bond & Interest Redemption Fd	\$ 966,386	\$ 2,095	Bond & Interest Redemption Fd	\$ 964,291	\$ 2,255
Total TrustIndiana Account	\$ 24,636,356	\$ 42,432	Total TrustIndiana Account	\$ 24,593,924	\$ 45,667
<i>The average TrustIndiana account rate for September was 2.10%</i>			<i>The average TrustIndiana account rate for August was 2.19%</i>		

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	12,727,045	12,727,045	-	6,837,488	-	5,889,557
Property Taxes Total	12,727,045	12,727,045	-	6,837,488	-	5,889,557
Intergovernmental						
335100 FINANCIAL INSTITUTION T	70,827	70,827	-	37,255	-	33,572
335200 LICENSE EXCISE TAX REVE	781,741	781,741	-	367,857	-	413,884
335700 COMMERCIAL VEHICLE TAX	69,472	69,472	-	41,744	-	27,728
339000 IN LIEU OF PROP. TAX	8,081	8,081	-	4,351	-	3,730
Intergovernmental Total	930,121	930,121	-	451,207	-	478,914
Miscellaneous						
361000 INTEREST INCOME	-	-	2,252	33,609	-	(33,609)
Miscellaneous Total	-	-	2,252	33,609	-	(33,609)
REVENUES Total	13,657,166	13,657,166	2,252	7,322,304	-	6,334,862
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	5,500	5,500	-	2,250	-	3,250
438100 PRINCIPAL	11,230,000	11,230,000	-	7,930,000	-	3,300,000
438200 INTEREST	2,394,631	2,394,631	-	1,553,101	-	841,530
Other Services and Charges Total	13,630,131	13,630,131	-	9,485,351	-	4,144,780
EXPENSES Total	13,630,131	13,630,131	-	9,485,351	-	4,144,780

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

	Original Budaet	Revised Budaet	MTD	YTD	P.O.	Available Budaet
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	24,306	24,306	8,311	71,524	-	(47,218)
MISCELLANEOUS Total	24,306	24,306	8,311	71,524	-	(47,218)
REVENUE Total	24,306	24,306	8,311	71,524	-	(47,218)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	18,194	-	15,152	-	3,043
431200 ENGINEERING &	795,000	955,665	26,023	181,396	250,656	523,613
431500 CONSULTING SERVICES	-	-	3,000	3,000	3,650	(6,650)
452002 TRANSFERS IN/OUT	-	-	-	(30,142)	-	30,142
OTHER SERVICES AND CHARGES Total	800,000	973,859	29,023	169,406	254,306	550,148
CAPITAL						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	760,000	760,000	-	-	-	760,000
CAPITAL Total	1,260,000	1,260,000	-	-	-	1,260,000
EXPENSE Total	2,060,000	2,233,859	29,023	169,406	254,306	1,810,148

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	14,582	14,582	3,837	32,070	-	(17,488)
MISCELLANEOUS Total	14,582	14,582	3,837	32,070	-	(17,488)
OTHER FINANCING SRCS						
391000 TRANSFER IN	590,000	590,000	-	590,000	-	-
OTHER FINANCING SRCS Total	590,000	590,000	-	590,000	-	-
REVENUE Total	604,582	604,582	3,837	622,070	-	(17,488)
EXPENSE						
OTHER SERVICES AND CHARGES						
431200 ENGINEERING & ARCHITECTURAL	-	-	-	-	-	-
431500 CONSULTING SERVICES	-	4,418	-	4,414	-	3
436100 REP & MAINT-STRUCTURE	600,000	696,800	-	96,800	92,780	507,220
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	600,000	701,218	-	101,214	92,780	507,223
CAPITAL						
444501 COMPUTER SOFTWARE	-	272,772	-	9,613	259,563	3,596
445300 CAPITAL - EQUIPMENT	-	54,083	-	54,083	-	-
CAPITAL Total	-	326,855	-	63,696	259,563	3,596
EXPENSE Total	600,000	1,028,072	-	164,910	352,343	510,820

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	180,000	180,000	14,490	126,357	-	53,643
347611 EVENTS PARKING	12,000	12,000	1,505	9,065	-	2,935
CHARGES FOR SERVICES Total	192,000	192,000	15,995	135,422	-	56,578
MISCELLANEOUS						
360001 REVENUE ADJUSTMENT	-	-	-	2	-	(2)
361000 INTEREST INCOME	5,000	5,000	221	4,551	-	449
MISCELLANEOUS Total	5,000	5,000	221	4,553	-	447
REVENUE Total	197,000	197,000	16,216	139,976	-	57,024
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	-	847	-	1,653
421500 OFFICE SUPPLIES - FAC/PURCH	4,000	5,000	283	5,217	-	(217)
422310 CLEANING & SANITATION	100	100	-	80	-	20
SUPPLIES Total	6,600	7,600	283	6,144	-	1,456
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,750	1,750	-	383	-	1,368
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	9,000	-	3,000
432200 POSTAGE	1,000	-	-	-	-	-
432400 DATA COMMUNICATIONS	4,320	4,320	366	3,214	-	1,106
434201 EXCESS LIABILITY	5,280	5,280	440	3,960	-	1,320
436100 REP & MAINT-STRUCTURE	10,000	40,818	-	10,360	818	29,640
436110 CLEANING SERVICES	10,000	10,000	4,812	4,812	-	5,188
436200 REP & MAINT-EQUIPMENT	10,000	10,000	-	4,140	-	5,860
436201 REP & MAINT-HEATING & AIR	-	123,062	-	-	23,062	100,000
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	599	6,342	-	1,658
439905 OTHER CONTRACTUAL SERVICES	50,760	45,760	3,083	42,240	-	3,520
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	113,110	260,990	10,300	84,452	23,880	152,658
EXPENSE Total	119,710	268,590	10,583	90,595	23,880	154,115

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

	MTD	YTD
REVENUE		
MISCELLANEOUS		
360000 - MISCELLANEOUS REVENUE	(677)	(677)
360001 - REVENUE ADJUSTMENT	-	-
361000 - INTEREST INCOME	(213)	(9,884)
367000 - FOUNDATION CONTRIBUTION	(109,044)	(927,462)
367002 - FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 - OTHER GRANTS	(98,175)	(872,726)
MISCELLANEOUS Total	(208,108)	(1,810,749)
REVENUE Total	(208,108)	(1,810,749)
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	57,787	183,447
412000 SALARIES HOURLY STAFF	2,731	54,243
413001 LONG TERM DISABILITY INSURANCE	-	-
413100 FICA AND MEDICARE	291	19,350
413300 PERF/INPRS	545	5,176
413500 MEDICAL & DENTAL INSURANCE	22,986	45,085
413600 GROUP LIFE INSURANCE	-	-
PERSONAL SERVICES Total	84,341	307,300
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	-	18,200
421600 LIBRARY SUPPLIES	104	557
421700 DEPARTMENT OFFICE SUPPLIES	2,240	145,122
SUPPLIES Total	2,344	163,879
OTHER SERVICES AND CHARGES		
431500 CONSULTING SERVICES	15,654	85,965
432100 FREIGHT & EXPRESS	-	3,265
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	4,066	34,073
432500 CONFERENCES	-	4,793
432501 IN HOUSE CONFERENCE	-	610
433100 OUTSIDE PRINTING	110	18,736
439901 COMPUTER SERVICES	-	534
439903 SECURITY SERVICES	-	220
439905 OTHER CONTRACTUAL SERVICES	7,275	48,021

	MTD	YTD
439907 EVENTS & PR	150	6,292
439910 PROGRAMMING	12,120	159,483
439911 PROGRAMMING-JUV.	16,409	114,184
439912 PROGRAMMING ADULT - CENTRAL	182	4,746
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	-	567,682
439934 DATABASES	-	-
OTHER SERVICES AND CHARGES Total	55,967	1,048,604
CAPITAL		
445100 CAPITAL - FURNITURE	-	1,136
445200 VEHICLES	-	19,748
445300 CAPITAL - EQUIPMENT	-	7,342
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	3,094	169,067
449100 UNPROCESSED PAPERBACK BOOKS	11,903	206,886
449200 - ART & EXHIBITS	-	20,000
CAPITAL Total	14,997	424,179
OTHER FINANCING SRCS		
459000 REFUNDS	350	17,453
459001 UNRESTRICTED EXPENSES	-	181
OTHER FINANCING SRCS Total	350	17,634
EXPENSE Total	157,997	1,961,596

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of September 30, 2019

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	299,295.64
Fund 476 - Restricted - Michigan Road Project	394,285.95
Fund 477 - Restricted - Brightwood Project	3,666,581.40
Fund 478 - Restricted - Eagle Project	1,190,109.40
Fund 479 - Restricted - Multiple Projects	3,376,103.24
Fund 480 - Restricted - West Perry Project	8,765,271.98
Fund 472 - Construction/Foundation	19,353.11
Total Construction Fund Cash Balances	<u>17,711,000.72</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	299,295.64
Fund 476 - Restricted - Michigan Road Project	394,285.95
Fund 477 - Restricted - Brightwood Project	3,666,581.40
Fund 478 - Restricted - Eagle Project	1,190,109.40
Fund 479 - Restricted - Multiple Projects	3,376,103.24
Fund 480 - Restricted - West Perry Project	8,765,271.98
Fund 472 - Construction/Foundation - Assigned - Central	19,353.11
Total Construction Fund Breakdown	<u>17,711,000.72</u>

Summary of Classifications

Total Restricted	17,691,647.61
Total Assigned	19,353.11
Total of All Classifications	<u>17,711,000.72</u>

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED					
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 475 - Restricted - RFID Project	2,000,000.00	12,097.68	171,193.11	1,700,704.36	74,674.78	224,620.86
Fund 476 - Restricted - Michigan Road Project	7,719,034.72	8,215.45	491,720.50	7,324,748.77	171,509.77	222,776.18
Fund 477 - Restricted - Brightwood Project	6,156,125.39	311,744.99	1,787,151.40	2,489,543.99	3,509,476.01	157,105.39
Fund 478 - Restricted - Eagle Project	7,841,703.20	15,962.80	3,699,917.27	6,651,593.80	204,161.25	985,948.15
Fund 479 - Restricted - Multiple Projects	5,054,653.25	3,269.27	1,168,908.46	1,678,550.01	539,841.27	2,836,261.97
Fund 480 - Restricted - West Perry Project	9,569,704.63	109,606.90	717,572.84	804,432.65	487,162.17	8,278,109.81
Major Repairs & Maintenance	3,454,070.94	0.00	23,794.00	3,434,717.83	0.00	19,353.11
Total Expenditures	<u>41,795,292.13</u>	<u>460,897.09</u>	<u>8,060,257.58</u>	<u>24,084,291.41</u>	<u>4,986,825.25</u>	<u>12,724,175.47</u>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	0.00	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 476	154,034.72	454.76	7,041.45	154,034.72	0.00
** Estimated Future Interest Earnings - Fund 477	211,125.39	6,447.79	82,795.95	211,125.39	0.00
** Estimated Future Interest Earnings - Fund 478	125,075.65	1,076.58	38,926.06	125,075.65	0.00
** Estimated Future Interest Earnings - Fund 479	54,653.25	5,090.06	54,653.25	54,653.25	0.00
** Estimated Future Interest Earnings - Fund 480	158,748.09	15,848.36	158,210.53	158,748.09	0.00

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

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

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



Board Action Request

6b

To: IMCPL Board

Meeting Date: October 28, 2019

From: Finance Committee

Approved by the Board: October 28, 2019

Effective Date: October 28, 2019

Subject: Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Financing the Lawrence and Wayne Branch Renovation Project and Expenses Related Thereto

Recommendation: Authorize the adoption of Resolution 34-2019

Background: The Library Board authorized on August 25, 2014 a "Preliminary Bond Resolution" to approve the Multi-Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$8,060,000. In December 2014, the Library issued bonds in the amount of \$4,755,000 to finance the first phase of the project which was to renovate the East Washington, Southport and Warren Branches. At this time, the Resolution XX-2019 is the final bond resolution to proceed with the issuance of bonds for the second phase of the Multi-Branch Facility Improvement Project in order to provide financing for the renovation of the Lawrence and Wayne Branches.

Strategic/Fiscal Impact:

This bond issue is incorporated into our long term debt plan which keeps the debt tax rate at or below \$0.0318. The interest expense on the bonds is estimated to be \$70,157 with an estimated repayment term of 2 years. The estimated maximum annual payment is estimated to be \$1,800,583. The bond payment for this debt was included in the 2020 budget approved by the Board on August 26, 2019.

Presentation of The Indianapolis Public Library to the Library Board

Multi-Branch Facility Improvement Project (2nd Phase)

October 15, 2019



now joined with
Springsted and Umbaugh



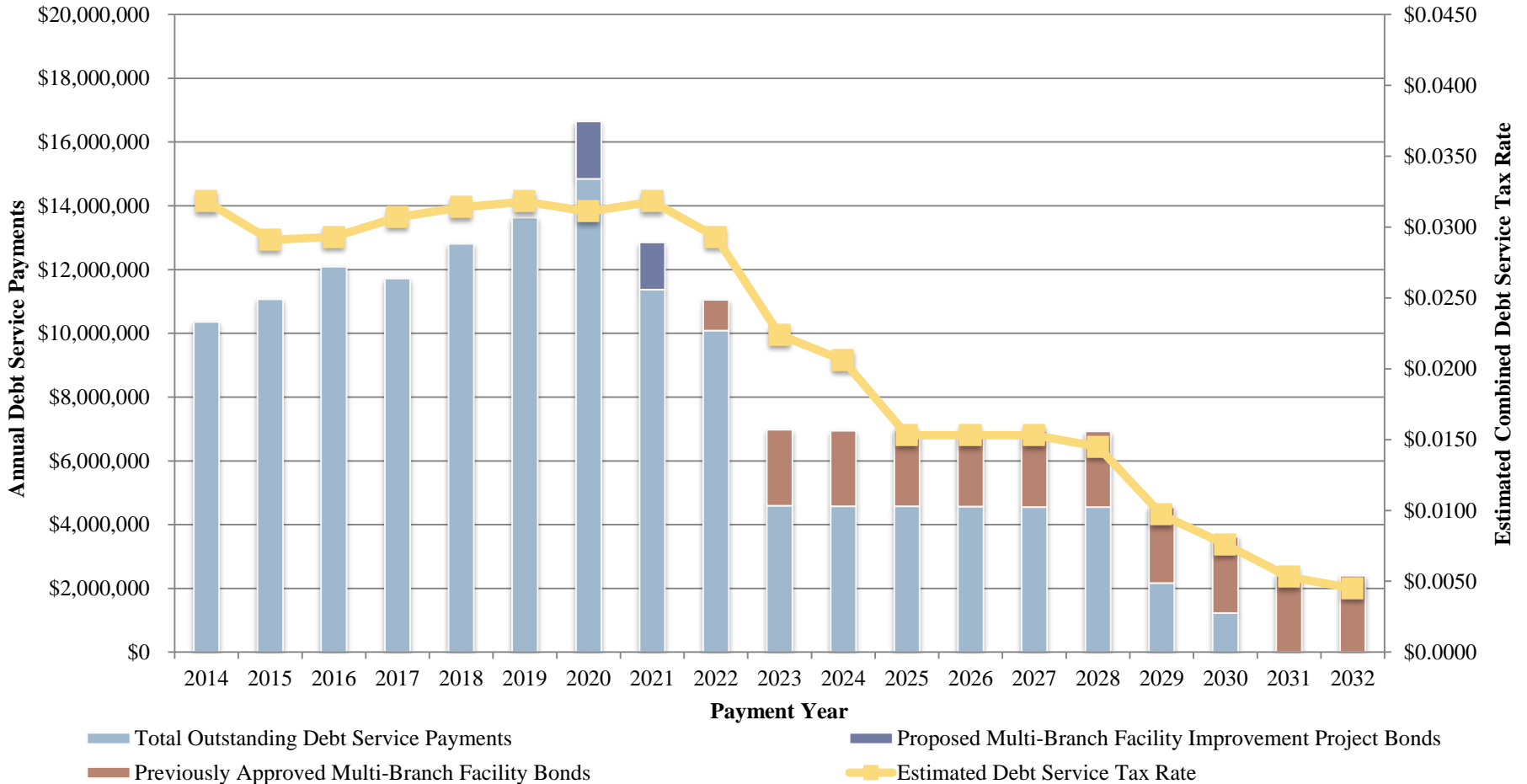
Indianapolis Public Library

Summary of Bond Issuance

Multi-Branch Facility Improvement Project Bonds	
Estimated Borrowing Amount	\$3,210,000
Estimated Repayment Term	2 years
Estimated Interest Expense	\$70,157
Estimated Maximum Annual Payment	\$1,800,583

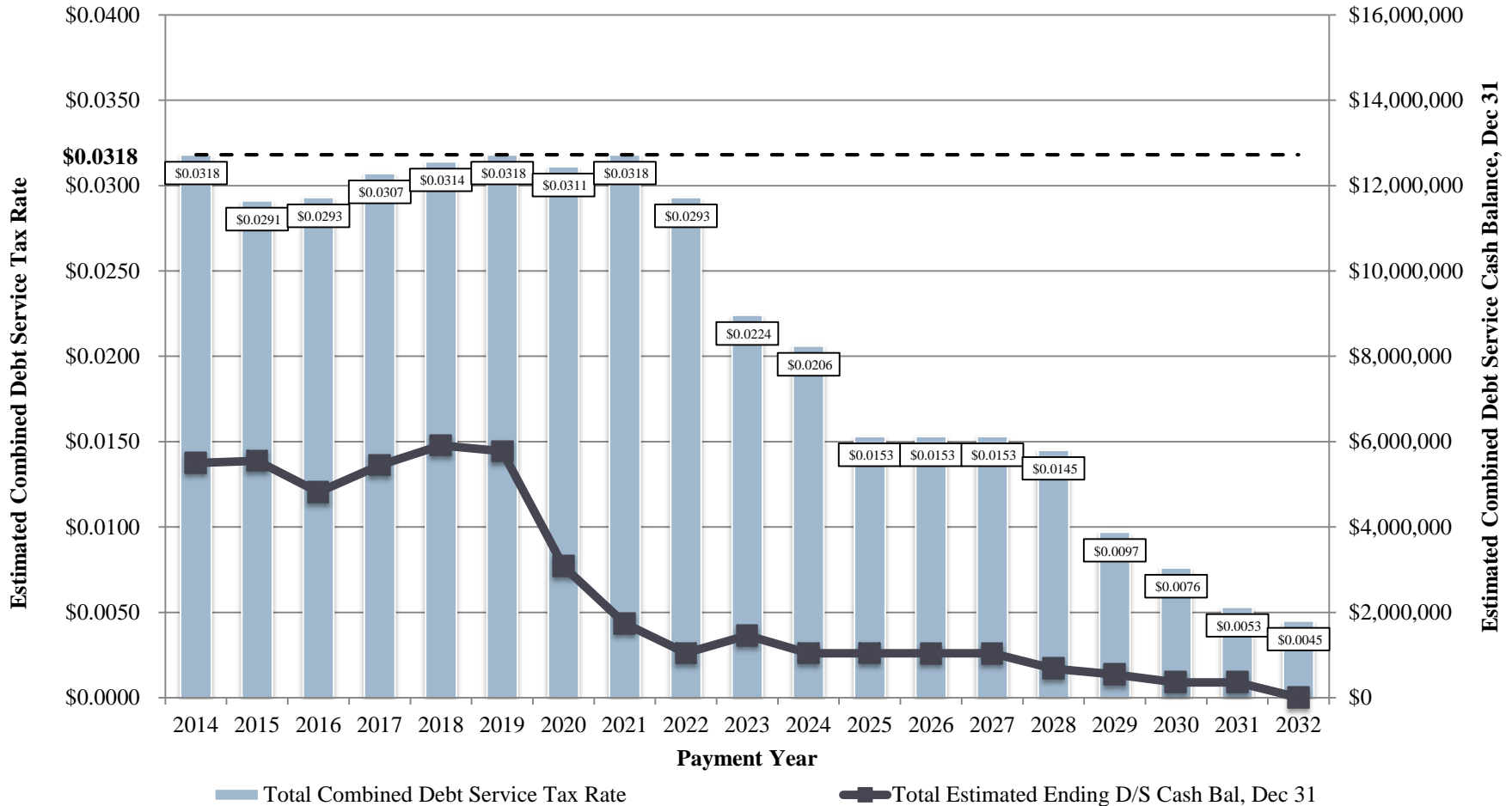
Note: The Library actively manages its tax rate such that the payments for the proposed Multi-Branch Facility Improvement Project Bonds will not increase the Library's debt service tax rate above \$0.0318. The first phase of the Multi-Branch Facility Improvement Project was issued in 2014 with a borrowing amount of \$4,755,000.

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



Note: The previously approved bonds include funding for the \$9,690,000 Fort Benjamin Harrison Project and the \$10,215,000 Glendale Project which have not yet been issued.

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



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



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 34-2019**

**RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS
TO PAY FOR THE REMAINING PORTIONS OF THE MULTI-BRANCH FACILITY
IMPROVEMENT PROJECT AND EXPENSES RELATED THERETO
OCTOBER 28, 2019**

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

WHEREAS, the Library Board (the “Board”) of the Public Library has previously given consideration to the renovation, remodeling, updating, expansion and equipping one or more of the existing East Washington Branch, Warren Branch, Southport Branch, Wayne Branch and Lawrence Branch to provide for universal access to each of these facilities and maximize the public’s access to Library services, collections, and technology, including, but not limited to, (i) renovation, remodeling, updating, expansion and equipping at the East Washington Branch, which upon completion is currently anticipated to provide an updated facility containing approximately 7,800 square feet, an enclosed entrance and an elevator, (ii) renovation, remodeling, updating, expansion and equipping at the Warren Branch, which upon completion is currently anticipated to provide an updated facility containing approximately 15,740 square feet, (iii) renovation, remodeling, updating, expansion and equipping at the Southport Branch, which upon completion is currently anticipated to provide an updated facility containing approximately 15,740 square feet, (iv) renovation, remodeling, updating, expansion and equipping at the Wayne Branch, which upon completion is currently anticipated to provide an updated facility containing approximately 13,500 square feet, (v) renovation, remodeling, updating, expansion and equipping at the Lawrence Branch, which upon completion is currently anticipated to provide an updated facility containing approximately 13,500 square feet, (vi) other facility improvement, site acquisition and development and equipping projects and all projects related to any of the projects listed in clauses (i) through and including (v) (clauses (i) through and including (vi), collectively, the “Multi-Branch Facility Improvement Project”); and

WHEREAS, on August 25, 2014, subsequent to a public hearing on the Multi-Branch Facility Improvement Project and the financing of the Multi-Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library, the Board adopted Resolution 38-2014 (the “Preliminary Bond Resolution”), which preliminarily determined to approve the Multi-Branch Facility Improvement Project and the financing of the Multi-Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount

not to exceed \$8,060,000, with a maximum term not to exceed twenty (20) years from the date of issuance and other terms and conditions set forth in the Preliminary Bond Resolution; and

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

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

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

WHEREAS, based on the foregoing, the Public Library previously issued its General Obligation Bonds, Series 2014, dated December 30, 2014 (the “2014 Multi-Branch Facility Improvement Bonds”), in an original aggregate principal amount of Four Million Seven Hundred Fifty-Five Thousand Dollars (\$4,755,000), the proceeds of which were used to fund the first phase of the Multi-Branch Facility Improvement Project, including, but not limited to, renovation, remodeling, updating, expansion and equipping projects at the existing East Washington Branch, Warren Branch and Southport Branch and all of the costs related thereto (collectively, the “2014 Multi-Branch Facility Improvement Project”); and

WHEREAS, based on the foregoing the Board now deems it advisable to issue, pursuant to Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, each as amended, the “Indianapolis-Marion County Public Library General Obligation Bonds, Series 2019” (the “2019 Multi-Branch Facility Improvement Bonds”), in one or more series and in an original aggregate principal amount not to exceed Three Million Two Hundred Ten Thousand Dollars (\$3,210,000) (the “Authorized Amount”) for the purpose of providing for the payment of (i) all or a portion of the costs of the remaining portions of the Multi-Branch Facility Improvement Project, including, but not limited to, renovation, remodeling, updating, expansion and equipping projects at the existing Wayne Branch and Lawrence Branch, (ii) the reimbursement of preliminary expenses related thereto and all incidental expenses incurred in connection therewith, including necessary engineering, design, and related activities (all of which are deemed to be a part of the Multi-Branch Facility Improvement Project), and (iii) the costs of selling and issuing the 2019 Multi-Branch Facility Improvement Bonds (clauses (i) through and including (iii), collectively, the “2019 Multi-Branch Facility Improvement Project”); and

WHEREAS, the original principal amount of the 2019 Multi-Branch Facility Improvement Bonds, together with the outstanding principal amount of previously issued bonds which constitute a debt of the Public Library, is no more than two percent (2%) of one-third (1/3) of the total net assessed valuation of the Public Library; and

WHEREAS, the amount of proceeds of the 2019 Multi-Branch Facility Improvement Bonds allocated to pay costs of the 2019 Multi-Branch Facility Improvement Project, together with estimated investment earnings thereon, does not exceed the cost of the 2019 Multi-Branch Facility Improvement Project as estimated by the Board; and

WHEREAS, all conditions precedent to the adoption of a resolution authorizing the issuance of the 2019 Multi-Branch Facility Improvement Bonds have been complied with in accordance with the applicable provisions of the Indiana Code 36-12-3, as amended (the “Act”).

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

- **Authorization for Bonds and Appropriation of Proceeds.** In order to provide financing for all or any portion of the 2019 Multi-Branch Facility Improvement Project as described above and the costs of selling and issuing the 2019 Multi-Branch Facility Improvement Bonds, the Public Library shall borrow money, and shall issue the 2019 Multi-Branch Facility Improvement Bonds as herein authorized. An appropriation in the amount not to exceed the Authorized Amount, together with all investment earnings thereon, has been previously made in a separate resolution to pay for the governmental purposes to be financed by the 2019 Multi-Branch Facility Improvement Bonds, and the funds to meet said appropriation shall be provided out of the proceeds of the 2019 Multi-Branch Facility Improvement Bonds in the original principal amount not to exceed the Authorized Amount and such investment earnings. Said appropriation is in addition to all other appropriations provided for in the existing budget and tax levy. The Public Library covenants that the proceeds of the 2019 Multi-Branch Facility Improvement Bonds will not be used for any purpose except as described in this Resolution.

- **General Terms of Bonds.**
 - **Issuance of 2019 Multi-Branch Facility Improvement Bonds.** In order to procure said loan for such purposes, the Public Library hereby authorizes the issuance of the 2019 Multi-Branch Facility Improvement Bonds as described herein. The President of the Board (the “President”) is hereby authorized and directed to have prepared and to issue and sell the 2019 Multi-Branch Facility Improvement Bonds in one or more series as negotiable, fully registered bonds of the Public Library in an amount not to exceed the Authorized Amount. Total debt service payments (principal and interest) to final maturity on the 2019 Multi-Branch Facility Improvement Bonds shall not exceed \$4,789,176.

The 2019 Multi-Branch Facility Improvement Bonds shall be executed in the name of the Public Library by the manual or facsimile signature of the President and attested by the manual or facsimile signature of the Secretary of the

Board (the “Secretary”). In case any officer whose signature appears on the 2019 Multi-Branch Facility Improvement Bonds shall cease to be such officer before the delivery of 2019 Multi-Branch Facility Improvement Bonds, such signature shall nevertheless be valid and sufficient for all purposes as if such officer had remained in office until delivery thereof. The 2019 Multi-Branch Facility Improvement Bonds also shall be, and will not be valid or become obligatory for any purpose or entitled to any benefit under this resolution unless and until, authenticated by the manual signature of the Registrar (as defined in Section 4 hereof). Subject to the provisions of this Resolution regarding the registration of the 2019 Multi-Branch Facility Improvement Bonds, the 2019 Multi-Branch Facility Improvement Bonds shall be fully negotiable instruments under the laws of the State of Indiana.

Each series of the 2019 Multi-Branch Facility Improvement Bonds shall be numbered consecutively from 2019R-1 upward, shall be issued in denominations of Five Thousand Dollars (\$5,000) or any integral multiple thereof or in a minimum denomination of One Hundred Thousand Dollars (\$100,000) and denominations of One Thousand Dollars (\$1,000) or any integral multiple thereof above such minimum denomination, as determined by the President at the time of issuance of each series of the 2019 Multi-Branch Facility Improvement Bonds, shall be originally dated as of the first day or the fifteenth day of the month in which such series of the 2019 Multi-Branch Facility Improvement Bonds are sold or delivered or the date of issuance, as determined by the President, based upon the recommendation of the Public Library’s municipal advisor, and shall bear interest payable semi-annually on each January 1 and July 1, commencing not earlier than July 1 in the year after such series of the 2019 Multi-Branch Facility Improvement Bonds are issued, at a rate or rates not exceeding five percent (5.00%) per annum (the exact rate or rates to be determined by bidding pursuant to Section 6 of the Resolution), calculated on the basis of a 360-day year comprised of twelve 30-day months.

The 2019 Multi-Branch Facility Improvement Bonds shall mature on the dates and shall be issued in substantially the principal amount ranges as set forth on Exhibit A attached hereto; provided, however, that such maturity schedule may be modified by the President, the Chief Executive Officer of the Public Library (the “Chief Executive Officer”) or the Chief Financial Officer of the Public Library (the “Chief Financial Officer”), based upon the recommendation of the Public Library’s municipal advisor, at the time of sale or issuance of each series of the 2019 Multi-Branch Facility Improvement Bonds in order to achieve approximate level debt service on all of the Public Library’s indebtedness and contemplated indebtedness subsequent to the issuance of such series of the 2019 Multi-Branch Facility Improvement Bonds.

- **Source of Payment.** The 2019 Multi-Branch Facility Improvement Bonds are as to all the principal thereof, and as to all interest due thereon, general obligations of the Public Library, payable from ad valorem property taxes on all taxable property within

the Public Library, to be levied beginning no earlier than 2019 for collection beginning no earlier than 2020.

- **Payments.** All payments of interest on the 2019 Multi-Branch Facility Improvement Bonds shall be paid by wire transfer on, or by check or draft mailed one business day prior to, the interest payment date, to the registered owners thereof as of the fifteenth (15th) day of the month preceding the month in which interest is payable (the “Record Date”) at the addresses as they appear on the registration and transfer books of the Public Library kept for that purpose by the Registrar (the “Registration Record”) or at such other address as is provided to the Paying Agent (as defined in Section 4 hereof) in writing by such registered owner. All principal payments on the 2019 Multi-Branch Facility Improvement Bonds shall be made upon surrender thereof at the principal office of the Paying Agent in any coin or currency of the United States of America which on the date of such payment shall be legal tender for the payment of public and private debts.

Interest on 2019 Multi-Branch Facility Improvement Bonds shall be payable from the interest payment date to which interest has been paid next preceding the authentication date thereof unless such 2019 Multi-Branch Facility Improvement Bonds are authenticated after the Record Date for an interest payment date and on or before such interest payment date in which case they shall bear interest from such interest payment date, or unless authenticated on or before the Record Date for the first interest payment date, in which case they shall bear interest from the original date, until the principal shall be fully paid.

- **Transfer and Exchange.** Each 2019 Multi-Branch Facility Improvement Bond shall be transferable or exchangeable only upon the Registration Record, by the registered owner thereof in writing, or by the registered owner’s attorney duly authorized in writing, upon surrender of such 2019 Multi-Branch Facility Improvement Bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the registered owner or such attorney, and thereupon a new fully registered bond or bonds in the same aggregate principal amount, and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or the registered owner, as the case may be, in exchange therefor. The costs of such transfer or exchange shall be borne by the Public Library. The Public Library, Registrar and Paying Agent may treat and consider the persons in whose name such 2019 Multi-Branch Facility Improvement Bonds are registered as the absolute owners thereof for all purposes including for the purpose of receiving payment of, or on account of, the principal thereof and interest due thereon.
- **Mutilated, Lost, Stolen or Destroyed Bonds.** In the event any 2019 Multi-Branch Facility Improvement Bond is mutilated, lost, stolen or destroyed, the Public Library may execute, and the Registrar may authenticate a new bond of like date, maturity and denomination as that mutilated, lost, stolen or destroyed, which new bond shall be marked in a manner to distinguish it from the bond for which it was issued, provided that, in the case of any mutilated bond, such mutilated bond shall first be surrendered to the Registrar, and in the case of any lost, stolen or destroyed bond

there shall be first furnished to the Registrar evidence of such loss, theft or destruction satisfactory to the Chief Financial Officer and the Registrar, together with indemnity satisfactory to them. In the event any such bond shall have matured, instead of issuing a duplicate bond, the Public Library and the Registrar may, upon receiving indemnity satisfactory to them, pay the same without surrender thereof. The Public Library and the Registrar may charge the owner of such 2019 Multi-Branch Facility Improvement Bond with their reasonable fees and expenses in this connection. Any 2019 Multi-Branch Facility Improvement Bond issued pursuant to this paragraph shall be deemed an original, substitute contractual obligation of the Public Library, whether or not the lost, stolen or destroyed 2019 Multi-Branch Facility Improvement Bond shall be found at any time, and shall be entitled to all the benefits of this Resolution, equally and proportionately with any and all other 2019 Multi-Branch Facility Improvement Bonds issued hereunder.

- **Book-Entry-Only Requirements.** If requested by the purchaser of any series of the 2019 Multi-Branch Facility Improvement Bonds, such series of the 2019 Multi-Branch Facility Improvement Bonds will initially be issued and held in book-entry form on the books of the central depository system, The Depository Trust Company, its successors, or any successor central depository system appointed by the Public Library from time to time (the “Clearing Agency”), without physical distribution of such series of the 2019 Multi-Branch Facility Improvement Bonds to the public. The following provisions of this Section apply in such event.

One definitive 2019 Multi-Branch Facility Improvement Bond of each maturity for such series shall be delivered to the Clearing Agency and held in its custody. The Public Library, the Registrar and the Paying Agent may, in connection therewith, do or perform or cause to be done or performed any acts or things not adverse to the rights of the holders of such series of the 2019 Multi-Branch Facility Improvement Bonds as are necessary or appropriate to accomplish or recognize such book-entry form bonds.

So long as such series of the 2019 Multi-Branch Facility Improvement Bonds remain and are held in book-entry form on the books of a Clearing Agency, then (1) any such 2019 Multi-Branch Facility Improvement Bond may be registered upon the registration record in the name of such Clearing Agency, or any nominee thereof, including Cede & Co.; (2) the Clearing Agency in whose name such 2019 Multi-Branch Facility Improvement Bond is so registered shall be, and the Public Library, the Registrar and the Paying Agent may deem and treat such Clearing Agency as, the absolute owner and holder of such 2019 Multi-Branch Facility Improvement Bond for all purposes of this resolution, including, without limitation, receiving payment of the principal of and interest and premium, if any, on such 2019 Multi-Branch Facility Improvement Bond, the receiving of notice and the giving of consent; (3) neither the Public Library, the Registrar nor the Paying Agent shall have any responsibility or obligation hereunder to any direct or indirect participant, within the meaning of Section 17A of the Securities Exchange Act of 1934, as amended, of such Clearing Agency, or any person on behalf of which, or otherwise in respect of which, any such

participant holds any interest in any such 2019 Multi-Branch Facility Improvement Bond, including, without limitation, any responsibility or obligation hereunder to maintain accurate records of any interest in any such 2019 Multi-Branch Facility Improvement Bond or any responsibility or obligation hereunder with respect to the receiving of payment of principal of or interest or premium, if any, on any such 2019 Multi-Branch Facility Improvement Bond, the receiving of notice or the giving of consent; and (4) the Clearing Agency is not required to present any such 2019 Multi-Branch Facility Improvement Bond called for partial redemption, if any, prior to receiving payment so long as the Paying Agent and the Clearing Agency have agreed to the method for noting such partial redemption.

If the Public Library receives notice from the Clearing Agency which is currently the registered owner of any series of the 2019 Multi-Branch Facility Improvement Bonds to the effect that such Clearing Agency is unable or unwilling to discharge its responsibility as a Clearing Agency for such series of the 2019 Multi-Branch Facility Improvement Bonds or the Public Library elects to discontinue its use of such Clearing Agency as a Clearing Agency for such series of the 2019 Multi-Branch Facility Improvement Bonds, then the Public Library, the Registrar and the Paying Agent each shall do or perform or cause to be done or performed all acts or things, not adverse to the rights of the holders of such series of the 2019 Multi-Branch Facility Improvement Bonds, as are necessary or appropriate to discontinue use of such Clearing Agency as a Clearing Agency for such series of the 2019 Multi-Branch Facility Improvement Bonds and to transfer the ownership of each of such 2019 Multi-Branch Facility Improvement Bonds to such person or persons, including any other Clearing Agency, as the holders of such series of the 2019 Multi-Branch Facility Improvement Bonds may direct in accordance with this Resolution. Any expenses of such discontinuance and transfer, including expenses of printing new certificates to evidence such series of the 2019 Multi-Branch Facility Improvement Bonds, shall be paid by the Public Library.

So long as such series of the 2019 Multi-Branch Facility Improvement Bonds remain and are held in book-entry form on the books of a Clearing Agency, the Registrar and the Paying Agent shall be entitled to request and rely upon a certificate or other written representation from the Clearing Agency or any participant or indirect participant with respect to the identity of any beneficial owner of such series of the 2019 Multi-Branch Facility Improvement Bonds as of a record date selected by the Registrar or Paying Agent. For purposes of determining whether the consent, advice, direction or demand of a registered owner of any such 2019 Multi-Branch Facility Improvement Bonds has been obtained, the Registrar shall be entitled to treat the beneficial owners of such 2019 Multi-Branch Facility Improvement Bonds as the bondholders and any consent, request, direction, approval, objection or other instrument of such beneficial owner may be obtained in the fashion described in this Resolution.

So long as any series of the 2019 Multi-Branch Facility Improvement Bonds remain and are held in book-entry form on the books of the Clearing Agency, the provisions of its standard form of Letter of Representations, if executed in connection with the issuance of such 2019 Multi-Branch Facility Improvement Bonds, as amended and supplemented, or any successor agreement shall control on the matters set forth therein. Each of the Registrar and the Paying Agent agrees that it will (i) undertake the duties of agent set forth therein and that those duties to be undertaken by either the agent or the issuer shall be the responsibility of the Registrar and the Paying Agent, and (ii) comply with all requirements of the Clearing Agency, including without limitation same day funds settlement payment procedures. Further, so long as any series of the 2019 Multi-Branch Facility Improvement Bonds remain and are held in book-entry form, the provisions of Section 2(f) of this Resolution shall control over conflicting provisions in any other section of this Resolution with respect to such series of the 2019 Multi-Branch Facility Improvement Bonds.

- **Terms of Redemption.** The Public Library shall have the right, at its option, to redeem, according to the procedures set forth in this Resolution all or any part of any and all series of the 2019 Multi-Branch Facility Improvement Bonds on and after the dates determined by the President, the Chief Executive Officer or the Chief Financial Officer, based upon the recommendation of the Public Library's municipal advisor, at the time of sale or issuance of each series of the 2019 Multi-Branch Facility Improvement Bonds, at face value plus interest accrued to the date fixed for redemption, and with the redemption premium determined by the President, the Chief Executive Officer or the Chief Financial Officer, based upon the recommendation of the Public Library's municipal advisor, at the time of sale or issuance of each series of the 2019 Multi-Branch Facility Improvement Bonds.

Upon the election of the successful bidder at the time of sale of each series of the 2019 Multi-Branch Facility Improvement Bonds, any of the 2019 Multi-Branch Facility Improvement Bonds of such series may be issued as term bonds subject to mandatory sinking fund redemption on January 1 and July 1 at 100% of the face value in accordance with the schedules set forth above. If any 2019 Multi-Branch Facility Improvement Bonds are subject to mandatory sinking fund redemption, the Paying Agent shall credit against the mandatory sinking fund requirement for any term bonds and corresponding mandatory redemption obligation, in the order determined by the Public Library, any term bonds maturing on the same date which have previously been redeemed (otherwise than as a result of a previous mandatory redemption requirement) or delivered to the Registrar or Paying Agent for cancellation or purchased for cancellation by the Registrar and not theretofore applied as a credit against any redemption obligation. Each term bond so delivered or canceled shall be credited by the Registrar or Paying Agent at 100% of the principal amount thereof against the mandatory sinking fund obligation on such mandatory obligations and the principal amount of that term bond to be redeemed by operation of the mandatory sinking fund requirement shall be accordingly reduced; provided, however, the Registrar and Paying Agent shall only credit such term bonds to the extent received on or before forty-five days preceding the applicable mandatory redemption date.

Notice of redemption shall be mailed by first-class mail or by registered or certified mail to the address of each registered owner of a 2019 Multi-Branch Facility Improvement Bond to be

redeemed as shown on the Registration Record not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption except to the extent such redemption notice is waived by owners of 2019 Multi-Branch Facility Improvement Bonds to be redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any 2019 Multi-Branch Facility Improvement Bond shall not affect the validity of any proceedings for the redemption of any other 2019 Multi-Branch Facility Improvement Bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers of the 2019 Multi-Branch Facility Improvement Bonds called for redemption. The place of redemption may be determined by the President. Interest on the 2019 Multi-Branch Facility Improvement Bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such 2019 Multi-Branch Facility Improvement Bonds shall no longer be protected by this Resolution and shall not be deemed to be outstanding hereunder, and the holders thereof shall have the right only to receive the redemption price.

All 2019 Multi-Branch Facility Improvement Bonds which have been redeemed shall be canceled and shall not be reissued; provided, however, that one or more new registered bonds shall be issued for the unredeemed portion of any 2019 Multi-Branch Facility Improvement Bond without charge to the holder thereof.

With respect to any optional redemption of any of the 2019 Multi-Branch Facility Improvement Bonds pursuant to this Section 3, unless moneys sufficient to pay the principal of, and premium, if any, and interest on the 2019 Multi-Branch Facility Improvement Bonds to be redeemed shall have been received by the Registrar and Paying Agent prior to the giving of such notice of redemption, such notice shall state that said redemption shall be conditional upon the receipt of such moneys by the Registrar and Paying Agent on or prior to the date fixed for redemption. If such moneys are not received by the redemption date, such notice shall be of no force and effect, the Registrar and Paying Agent shall not redeem such 2019 Multi-Branch Facility Improvement Bonds, the redemption price shall not be due and payable and the Registrar and Paying Agent shall give notice, in the same manner in which the notice of redemption was given, that such moneys were not so received and that such 2019 Multi-Branch Facility Improvement Bonds will not be redeemed and that the failure to redeem such 2019 Multi-Branch Facility Improvement Bonds shall not constitute an Event of Default under this resolution. Moneys need not be on deposit with the Registrar and Paying Agent prior to the mailing of the notice of redemption of the 2019 Multi-Branch Facility Improvement Bonds pursuant to the provisions of this Section.

No later than the date fixed for redemption, funds shall be deposited with the Paying Agent or another paying agent to pay, and such agent is hereby authorized and directed to apply such funds to the payment of, the 2019 Multi-Branch Facility Improvement Bonds or portions thereof called for redemption, including accrued interest thereon to the redemption date. No payment shall be made upon any 2019 Multi-Branch Facility Improvement Bond or portion thereof called for redemption until such bond shall have been delivered for payment or cancellation or the Registrar shall have received the items required by this Resolution with respect to any mutilated, lost, stolen or destroyed bond.

- **Appointment of Registrar and Paying Agent.** Each of the President, the Chief Executive Officer and the Chief Financial Officer is hereby authorized to select the financial institution, entity or person to be appointed to serve as registrar and paying agent for each series of the 2019 Multi-Branch Facility Improvement Bonds, and each of the President, the Chief Executive Officer and the Chief Financial Officer shall have the option of appointing a successor registrar and paying agent at any time (together with any successor, the “Registrar” or “Paying Agent”). The Registrar is hereby charged with the responsibility of authenticating such applicable series of the 2019 Multi-Branch Facility Improvement Bonds, and shall keep and maintain the Registration Record at its office. The President is hereby authorized to enter into such agreements or understandings with any institution hereafter serving in such capacities as will enable the institution to perform the services required of the Registrar and Paying Agent. The President is authorized to pay such fees as the institution may charge for the services it provides as Registrar and Paying Agent.

The Registrar and Paying Agent may at any time resign as Registrar and Paying Agent by giving thirty (30) days written notice by first-class mail to the President, the Chief Executive Officer or the Chief Financial Officer and to each registered owner of such series of the 2019 Multi-Branch Facility Improvement Bonds then outstanding, and such resignation will take effect at the end of such thirty (30) days or upon the earlier appointment of a successor Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer. Such notice to the President, the Chief Executive Officer or the Chief Financial Officer may be served personally or be sent by registered mail. The Registrar and Paying Agent may be removed at any time as Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer, in which event the President, the Chief Executive Officer or the Chief Financial Officer may appoint a successor Registrar and Paying Agent. The President, Chief Executive Officer or the Chief Financial Officer shall notify each registered owner of such series of the 2019 Multi-Branch Facility Improvement Bonds then outstanding by first-class mail of the removal of the Registrar and Paying Agent. Notices to registered owners of the 2019 Multi-Branch Facility Improvement Bonds shall be deemed to be given when mailed by first-class mail to the addresses of such registered owners as they appear on the Registration Record. Any predecessor Registrar and Paying Agent shall deliver all the 2019 Multi-Branch Facility Improvement Bonds of such series, cash related thereto in its possession and the Registration Record to the successor Registrar and Paying Agent. At all times, the same entity shall serve as Registrar and as Paying Agent.

- **Form of Bonds.** The form and tenor of each series of the 2019 Multi-Branch Facility Improvement Bonds shall be substantially as follows, all blanks to be filled in properly prior to delivery thereof:

(Form of Bond)

No. 2019R-___

UNITED STATES OF AMERICA

STATE OF INDIANA

COUNTY OF MARION

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BOND, SERIES 2019

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Original Date</u>	<u>Authentication Date</u>	<u>CUSIP</u>
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Registered Owner:

Principal Sum:

The Indianapolis-Marion County Public Library (the "Public Library"), for value received, hereby promises to pay to the Registered Owner set forth above, the Principal Sum set forth above on the Maturity Date set forth above (unless this bond is called for redemption prior to maturity as hereafter provided), and to pay interest thereon until the Principal Sum shall be fully paid at the Interest Rate per annum specified above from the interest payment date to which interest has been paid next preceding the Authentication Date of this bond unless this bond is authenticated after the fifteenth day of the month immediately preceding the month in which interest is payable (the "Record Date") and on or before such interest payment date in which case interest shall be paid from such interest payment date, or unless this bond is authenticated on or before June 15, 2020, in which case it shall bear interest from the Original Date, which interest is payable semi-annually on January 1 and July 1 of each year, beginning on July 1, 2020. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

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

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

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

This bond is one of an authorized issue of bonds of the Public Library of like original date, tenor and effect, except as to denominations, numbering, interest rates, and dates of maturity, in the total amount of _____ Dollars (\$_____), numbered from 2019R-1 up, issued for the purpose of providing funds to pay for the construction, renovation, expansion and equipping of certain library facilities and for the purpose of paying incidental expenses to be incurred in connection therewith and on account of the sale and issuance of bonds

therefor, as authorized by a resolution adopted by the Board of Trustees of the Public Library on the 28th day of October, 2019, entitled “Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Remaining Portions of the Multi-Branch Facility Improvement Project and Expenses Related Thereto” (the “Resolution”), and in strict compliance with Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, as amended (collectively, the “Act”), all as more particularly described in the Resolution. The owner of this bond, by the acceptance hereof, agrees to all the terms and provisions contained in the Resolution and the Act.

PURSUANT TO THE PROVISIONS OF THE ACT AND THE RESOLUTION, THE PRINCIPAL OF THIS BOND AND ALL OTHER BONDS OF SAID ISSUE AND THE INTEREST DUE THEREON ARE PAYABLE AS A GENERAL OBLIGATION OF THE PUBLIC LIBRARY, FROM AN AD VALOREM PROPERTY TAX TO BE LEVIED ON ALL TAXABLE PROPERTY WITHIN THE PUBLIC LIBRARY.

[Insert applicable optional redemption paragraph.]

[Insert applicable mandatory sinking fund redemption paragraphs.]

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

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

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

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

This bond is transferable or exchangeable only upon the registration record kept for that purpose at the office of the Registrar by the Registered Owner in person, or by the Registered Owner's attorney duly authorized in writing, upon surrender of this bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the Registered Owner or such attorney, and thereupon a new fully registered bond or bonds in the same aggregate principal amount, and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or the Registered Owner, as the case may be, in exchange therefor. The Public Library, any registrar and any paying agent for this bond may treat and consider the person in whose name this bond is registered as the absolute owner hereof for all purposes including for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon.

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

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

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

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

INDIANAPOLIS-MARION COUNTY PUBLIC
LIBRARY

By: _____
President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

(Form of Registrar's Certificate of Authentication)

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

_____, as Registrar

By: _____
Authorized Representative

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

TEN. COM. as tenants in common

TEN. ENT. as tenants by the entireties

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

UNIF. TRANS.

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

under Uniform Transfers to Minors Act of

(State)

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

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

(please print or typewrite name and address of transferee)

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

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

Signature Guaranteed:

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

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

(End of Bond Form)

- **Sale of Bonds.** With respect to each series of the 2019 Multi-Branch Facility Improvement Bonds, the Chief Financial Officer shall cause to be published a notice of sale once each week for two consecutive weeks in accordance with Indiana Code § 5-3-1-2, as amended. The date fixed for the sale shall not be earlier than fifteen (15) days after the first of such publications and not earlier than three (3) days after the second of such publications. Said bond sale notice shall state the time and place of sale, the purpose for which each series of the 2019 Multi-Branch Facility Improvement Bonds are being issued, the total amount thereof, the amount and date of each maturity, the maximum rate or rates of interest thereon, their denominations, the time and place of payment, the terms and conditions upon which bids will be received and the sale made and such other information as is required by law or as the President, the Chief Executive Officer or the Chief Financial Officer shall deem necessary.

As an alternative to the publication of a notice of sale for all or any series of the 2019 Multi-Branch Facility Improvement Bonds, the Chief Financial Officer may sell all or any series of the 2019 Multi-Branch Facility Improvement Bonds through the publication of a notice of intent to sell such series of the 2019 Multi-Branch Facility Improvement Bonds and compliance with related procedures, pursuant to Indiana Code § 5-1-11-2(b), as amended.

All bids for each series of the 2019 Multi-Branch Facility Improvement Bonds shall be presented to the Chief Financial Officer or the Public Library's municipal advisor in accord with the terms set forth in the bond sale notice. Bidders for each series of the 2019 Multi-Branch Facility Improvement Bonds shall be required to name the rate or rates of interest which such series of the 2019 Multi-Branch Facility Improvement Bonds are to bear, which shall be the

same for all 2019 Multi-Branch Facility Improvement Bonds of such series maturing on the same date, the interest rate bid on any maturity of all series of the 2019 Multi-Branch Facility Improvement Bonds must not exceed five percent (5.00%) per annum, and such interest rate or rates shall be in multiples of one eighth or one hundredth of one percent. The President, the Chief Executive Officer or the Chief Financial Officer shall award each series of the 2019 Multi-Branch Facility Improvement Bonds to the bidder for such series who offers the lowest net interest cost, to be determined by computing the total interest on all the 2019 Multi-Branch Facility Improvement Bonds of such series to their maturities and deducting therefrom the premium bid, if any, or adding thereto the amount of the discount, if any. No bid for less than ninety-nine and one-half percent (99.50%) of the par value of each series of the 2019 Multi-Branch Facility Improvement Bonds, plus accrued interest, shall be considered. The President, the Chief Executive Officer or the Chief Financial Officer may require that all bids be accompanied by certified or cashier's checks payable to the order of the Public Library, or a surety bond, in an amount not to exceed one percent of the aggregate principal amount of such series of the 2019 Multi-Branch Facility Improvement Bonds as a guaranty of the performance of said bid, should it be accepted. In the event no satisfactory bids are received on the day named in the sale notice, the sale may be continued from day to day thereafter for a period of thirty (30) days without readvertisement; provided, however, that if said sale is continued, no bid shall be accepted which offers an interest cost which is equal to or higher than the best bid received at the time fixed for sale in the bond sale notice. The President, the Chief Executive Officer and the Chief Financial Officer shall have full right to reject any and all bids.

The President is hereby authorized and directed to have each series of the 2019 Multi-Branch Facility Improvement Bonds prepared, the President and Secretary are hereby authorized and directed to execute each series of the 2019 Multi-Branch Facility Improvement Bonds in substantially the form and the manner herein provided. The President is hereby authorized and directed to deliver each series of the 2019 Multi-Branch Facility Improvement Bonds to the applicable purchaser; thereupon, the President shall be authorized to receive from the applicable purchaser the purchase price for such series of the 2019 Multi-Branch Facility Improvement Bonds and take the purchaser's receipt for such series of the 2019 Multi-Branch Facility Improvement Bonds. The amount to be collected by the President shall be the full amount which the purchaser of such series of the 2019 Multi-Branch Facility Improvement Bonds has agreed to pay therefor, which shall be not less than ninety-nine and one-half percent (99.50%) of the face value of such series of the 2019 Multi-Branch Facility Improvement Bonds plus accrued interest to the date of delivery.

The proceeds from the sale of each series of the 2019 Multi-Branch Facility Improvement Bonds shall be deposited in an account or accounts of the Public Library established by the Chief Financial Officer and held or invested as permitted by law.

The President is hereby authorized and directed to obtain a legal opinion as to the validity of each series of the 2019 Multi-Branch Facility Improvement Bonds from Barnes & Thornburg LLP, and to furnish such opinion to the purchaser of such series of the 2019 Multi-Branch Facility Improvement Bonds. The cost of such opinion shall be paid out of the proceeds of such series of the 2019 Multi-Branch Facility Improvement Bonds.

- **Defeasance.** If, when the 2019 Multi-Branch Facility Improvement Bonds or any portion thereof shall have become due and payable in accordance with their terms or shall have been duly called for redemption or irrevocable instructions to call the 2019 Multi-Branch Facility Improvement Bonds or any portion thereof for redemption have been given, and the whole amount of the principal and the interest so due and payable upon such 2019 Multi-Branch Facility Improvement Bonds or any portion thereof then outstanding shall be paid, or (i) cash, or (ii) direct non-callable obligations of (including obligations issued or held in book entry form on the books of) the Department of the Treasury of the United States of America, and securities fully and unconditionally guaranteed as to the timely payment of principal and interest by the United States of America, the principal of and the interest on which when due without reinvestment will provide sufficient money, or (iii) any combination of the foregoing, shall be held irrevocably in trust for such purpose, and provision shall also be made for paying all fees and expenses for the payment, then and in that case the 2019 Multi-Branch Facility Improvement Bonds or such designated portion thereof shall no longer be deemed outstanding or secured by this Resolution.
- **Tax Matters.** In order to preserve the exclusion of interest on the 2019 Multi-Branch Facility Improvement Bonds from gross income for federal income tax purposes and as an inducement to purchasers of the 2019 Multi-Branch Facility Improvement Bonds, the Public Library represents, covenants and agrees that:
 - No person or entity, other than the Public Library or another state or local governmental unit, will use proceeds of the 2019 Multi-Branch Facility Improvement Bonds or property financed by the 2019 Multi-Branch Facility Improvement Bond proceeds other than as a member of the general public. No person or entity other than the Public Library or another state or local governmental unit will own property financed by 2019 Multi-Branch Facility Improvement Bond proceeds or will have actual or beneficial use of such property pursuant to a lease, a management or incentive payment contract, an arrangement such as a take-or-pay or output contract, or any other type of arrangement that differentiates that person's or entity's use of such property from the use by the public at large.

With respect to any management or service contracts with respect to the 2019 Multi-Branch Facility Improvement Project or any portion thereof, the Public Library will comply with Revenue Procedure 2017-13, as the same may be amended or superseded from time to time.

- No 2019 Multi-Branch Facility Improvement Bond proceeds will be loaned to any entity or person other than a state or local governmental unit. No 2019 Multi-Branch Facility Improvement Bond proceeds will be transferred, directly or indirectly, or deemed transferred to a non-governmental person in any manner that would in substance constitute a loan of the 2019 Multi-Branch Facility Improvement Bond proceeds.
- The Public Library will not take any action or fail to take any action with respect to the 2019 Multi-Branch Facility Improvement Bonds that would result in the loss of the exclusion from gross income for federal income tax purposes of interest on the

2019 Multi-Branch Facility Improvement Bonds pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the “Code”), and the regulations thereunder as applicable to the 2019 Multi-Branch Facility Improvement Bonds, including, without limitation, the taking of such action as is necessary to rebate or cause to be rebated arbitrage profits on 2019 Multi-Branch Facility Improvement Bond proceeds or other monies treated as 2019 Multi-Branch Facility Improvement Bond proceeds to the federal government as provided in Section 148 of the Code, and will set aside such monies, which may be paid from investment income on funds and accounts notwithstanding anything else to the contrary herein, in trust for such purposes.

- The Public Library will file an information report on Form 8038-G with the Internal Revenue Service as required by Section 149 of the Code for each series of the 2019 Multi-Branch Facility Improvement Bonds.
- The Public Library will not make any investment or do any other act or thing during the period that any 2019 Multi-Branch Facility Improvement Bond is outstanding hereunder which would cause any 2019 Multi-Branch Facility Improvement Bond to be an “arbitrage bond” within the meaning of Section 148 of the Code and the regulations thereunder as applicable to the 2019 Multi-Branch Facility Improvement Bonds.

Notwithstanding any other provisions of this Resolution, the foregoing covenants and authorizations (the “Tax Sections”) which are designed to preserve the exclusion of interest on the 2019 Multi-Branch Facility Improvement Bonds from gross income under federal income tax law (the “Tax Exemption”) need not be complied with if the Public Library receives an opinion of nationally recognized bond counsel that any Tax Section is unnecessary to preserve the Tax Exemption.

To the extent permitted by Section 265(b)(3) of the Code and the Public Library’s ability to accurately certify at the time of issuance of any and/or all series of the 2019 Multi-Branch Facility Improvement Bonds all of the certifications set forth in this paragraph, the Public Library designates any and/or all series of the 2019 Multi-Branch Facility Improvement Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Code. In connection with this designation, the Public Library will certify at the time such series of the 2019 Multi-Branch Facility Improvement Bonds are issued as follows: (a) such series of the 2019 Multi-Branch Facility Improvement Bonds are not private activity bonds as defined in Section 141 of the Code; (b) the Public Library has designated such series of the 2019 Multi-Branch Facility Improvement Bonds as qualified tax-exempt obligations for the purposes of Section 265(b) of the Code; and (c) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds) which will be issued by the Public Library, together with all entities issuing bonds on behalf of the Public Library, all entities subordinate to the Public Library and all entities created or availed by the Public Library to avoid the requirements of this limitation during the calendar year in which such series of the 2019 Multi-Branch Facility Improvement Bonds are issued will not exceed \$10,000,000. To the extent the Public Library makes such certifications and such certifications are factually correct, such series of the 2019 Multi-Branch

Facility Improvement Bonds will qualify for the exception provided in Section 265(b)(3) of the Code.

- **Amendments.** Subject to the terms and provisions contained in this section, and not otherwise, the owners of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2019 Multi-Branch Facility Improvement Bonds then outstanding shall have the right, from time to time, anything contained in this Resolution to the contrary notwithstanding, to consent to and approve the adoption by the Public Library of such resolution or resolutions supplemental hereto as shall be deemed necessary or desirable by the Public Library for the purpose of amending in any particular manner any of the terms or provisions contained in this Resolution, or in any supplemental resolution; provided, however, that nothing herein contained shall permit or be construed as permitting without the consent of all affected owners of the 2019 Multi-Branch Facility Improvement Bonds:
- An extension of the maturity of the principal of or interest on any 2019 Multi-Branch Facility Improvement Bond without the consent of the holder of each 2019 Multi-Branch Facility Improvement Bond so affected; or
- A reduction in the principal amount of any 2019 Multi-Branch Facility Improvement Bond or the rate of interest thereon or a change in the monetary medium in which such amounts are payable, without the consent of the holder of each 2019 Multi-Branch Facility Improvement Bond so affected; or
- A preference or priority of any 2019 Multi-Branch Facility Improvement Bond over any other 2019 Multi-Branch Facility Improvement Bond, without the consent of the holders of all 2019 Multi-Branch Facility Improvement Bonds then outstanding; or
- A reduction in the aggregate principal amount of the 2019 Multi-Branch Facility Improvement Bonds required for consent to such supplemental resolution, without the consent of the holders of all 2019 Multi-Branch Facility Improvement Bonds then outstanding.

If the Public Library shall desire to obtain any such consent, it shall cause the Registrar to mail a notice, postage prepaid, to the addresses appearing on the Registration Record. Such notice shall briefly set forth the nature of the proposed supplemental resolution and shall state that a copy thereof is on file at the office of the Registrar for inspection by all owners of the 2019 Multi-Branch Facility Improvement Bonds. The Registrar shall not, however, be subject to any liability to any owners of the 2019 Multi-Branch Facility Improvement Bonds by reason of its failure to mail such notice, and any such failure shall not affect the validity of such supplemental resolution when consented to and approved as herein provided.

Whenever at any time within one year after the date of the mailing of such notice, the Public Library shall receive any instrument or instruments purporting to be executed by the owners of the 2019 Multi-Branch Facility Improvement Bonds of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2019 Multi-Branch Facility Improvement Bonds then outstanding, which instrument or instruments shall refer to the proposed supplemental resolution described in such notice, and shall specifically consent to and

approve the adoption thereof in substantially the form of the copy thereof referred to in such notice as on file with the Registrar, thereupon, but not otherwise, the Public Library may adopt such supplemental resolution in substantially such form, without liability or responsibility to any owners of the 2019 Multi-Branch Facility Improvement Bonds, whether or not such owners shall have consented thereto.

No owner of any 2019 Multi-Branch Facility Improvement Bond shall have any right to object to the adoption of such supplemental resolution or to object to any of the terms and provisions contained therein or the operation thereof, or in any manner to question the propriety of the adoption thereof, or to enjoin or restrain the Public Library or its officers from adopting the same, or from taking any action pursuant to the provisions thereof. Upon the adoption of any supplemental resolution pursuant to the provisions of this section, this Resolution shall be, and shall be deemed, modified and amended in accordance therewith, and the respective rights, duties and obligations under this Resolution of the Public Library and all owners of 2019 Multi-Branch Facility Improvement Bonds then outstanding shall thereafter be determined, exercised and enforced in accordance with this Resolution, subject in all respects to such modifications and amendments.

Notwithstanding anything contained in the foregoing provisions of this Resolution, the rights, duties and obligations of the Public Library and of the owners of the 2019 Multi-Branch Facility Improvement Bonds, and the terms and provisions of the 2019 Multi-Branch Facility Improvement Bonds and this Resolution, or any supplemental resolution, may be modified or amended in any respect with the consent of the Public Library and the consent of the owners of all the 2019 Multi-Branch Facility Improvement Bonds then outstanding.

Without notice to or consent of the owners of the 2019 Multi-Branch Facility Improvement Bonds, the Public Library may, from time to time and at any time, adopt such resolutions supplemental hereto as shall not be inconsistent with the terms and provisions hereof (which supplemental resolutions shall thereafter form a part hereof),

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

- to grant to or confer upon the owners of the 2019 Multi-Branch Facility Improvement Bonds any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the owners of the 2019 Multi-Branch Facility Improvement Bonds; or
- to procure a rating on the 2019 Multi-Branch Facility Improvement Bonds from a nationally recognized securities rating agency designated in such supplemental resolution, if such supplemental resolution will not adversely affect the owners of the 2019 Multi-Branch Facility Improvement Bonds; or
- to provide for the refunding or advance refunding of the 2019 Multi-Branch Facility Improvement Bonds; or

- to make any other change which, in the determination of the Board in its sole discretion, is not to the prejudice of the owners of the 2019 Multi-Branch Facility Improvement Bonds.
- **Continuing Disclosure Contract.** The Continuing Disclosure Contract, dated as of the date each series of the 2019 Multi-Branch Facility Improvement Bonds are issued (each, the “Undertaking”), executed by the Public Library, substantially in the form satisfactory to the President, be and hereby is, ratified and approved.

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

- **Official Statement/Offering Circular.** The President is hereby authorized and directed to approve the Preliminary Official Statement for the purposes of selling each series of the 2019 Multi-Branch Facility Improvement Bonds, and the President is further authorized to deem and determine each such Preliminary Official Statement as the near final Official Statement with respect to such series of the 2019 Multi-Branch Facility Improvement Bonds for purposes of SEC Rule 15c2-12, subject to completion in accordance with such rule and in a manner acceptable to the President, and to place such Preliminary Official Statement into final form as the Final Official Statement of the Public Library for such series of the 2019 Multi-Branch Facility Improvement Bonds. The President is authorized to sign each such Final Official Statement and by such signature approve its distribution. In addition, to the extent the Public Library determines to use a Preliminary Offering Circular and/or a Final Offering Circular in lieu of a Preliminary Official Statement and/or a Final Official Statement in connection with the sale and issuance of one or more series of the 2019 Multi-Branch Facility Improvement Bonds, the foregoing approvals and authorizations in this Section 11 apply to such Preliminary Offering Circular and/or Final Offering Circular, the use thereof by the Public Library and the signature thereof by the President.
- **Multiple Series of Bonds.** Notwithstanding the foregoing authorizations and approvals, the President is hereby authorized to issue the 2019 Multi-Branch Facility Improvement Bonds in multiple series at any particular time, if, in the judgment of the President, based on the recommendation of the Public Library’s municipal advisor, such actions would be advantageous for the Public Library. In the event that the President makes this determination, (a) the aggregate principal amount of the 2019 Multi-Branch Facility Improvement Bonds to be issued at any one time shall be reduced accordingly provided that in no event shall the aggregate principal amount of all of the 2019 Multi-Branch Facility Improvement Bonds be issued in an amount exceeding the Authorized Amount, (b) all of the documents approved herein shall be modified accordingly, (c) the officers of the Public Library identified in this Resolution, as appropriate, are authorized to execute, attest and deliver such documents as so modified, and (d) the Board hereby authorizes the issuance of each such series of the 2019 Multi-Branch Facility Improvement Bonds with such series or issue notations as appropriate.

- **Other Actions and Documents.** The officers of the Board, the Chief Executive Officer and the Chief Financial Officer are hereby authorized and directed, for and on behalf of the Public Library, to execute, attest and seal all such documents, instruments, certificates, closing papers and other papers and do all such acts and things as may be necessary or desirable to carry out the intent of this Resolution. In addition, any and all actions previously taken by any officers of the Board, the Chief Executive Officer or the Chief Financial Officer, in connection with this Resolution, be, and hereby are, ratified and approved. In addition to the foregoing, the President and the Secretary, based on the advice of the Public Library's municipal advisor or at the request of the purchaser of any series of the 2019 Multi-Branch Facility Improvement Bonds, may modify the dates of the semi-annual interest payment dates to be such other dates which are at least six (6) months apart, and if such interest payment dates are changed, the President and the Secretary may modify the Record Date to such other date that is at least fourteen (14) days prior to each such interest payment date.
- **No Conflict.** All resolutions and orders or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed. After the issuance of each series of the 2019 Multi-Branch Facility Improvement Bonds authorized by this Resolution and so long as any of the 2019 Multi-Branch Facility Improvement Bonds or interest thereon remains unpaid, except as expressly provided herein, this Resolution shall not be repealed or amended in any respect which will adversely affect the rights of the holders of the 2019 Multi-Branch Facility Improvement Bonds except as expressly provided by this Resolution, nor shall the Public Library adopt any law which in any way adversely affects the rights of such holders.
- **Severability.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.
- **Non-Business Days.** If the date of making any payment or the last date for performance of any act or the exercising of any right, as provided in this Resolution, shall be a legal holiday or a day on which banking institutions in the Public Library or the jurisdiction in which the Registrar or Paying Agent is located are typically closed, such payment may be made or act performed or right exercised on the next succeeding day not a legal holiday or a day on which such banking institutions are typically closed, with the same force and effect as if done on the nominal date provided in this Resolution, and no interest shall accrue for the period after such nominal date.
- **Interpretation.** Unless the context or laws clearly require otherwise, references herein to statutes or other laws include the same as modified, supplemented or superseded from time to time.
- **Effectiveness.** This Resolution shall be in full force and effect from and after its passage. Upon payment in full of the principal and interest respecting the 2019 Multi-Branch Facility Improvement Bonds authorized hereby or upon deposit of an amount sufficient to pay when due such amounts in accord with the defeasance provisions herein, all pledges, covenants and other rights granted by this Resolution shall cease.

ADOPTED this 28th day of October, 2019.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

MATURITY SCHEDULE

<u>Maturity Date</u>	<u>Principal Range</u>
July 1, 2020	\$0-870,000
January 1, 2021	0-880,000
July 1, 2021	0-725,000
January 1, 2022	0-735,000



Board Action Request

7a

To: IMCPL Board

Meeting Date: October 28, 2019

From: Diversity, Policy and Human Resources Committee

Approved by the Library Board:

Effective Date: October 28, 2019

Subject: Annual Library Policy Revisions

Recommendation: Approval of Resolution 35-2019 Policy Revisions under the Human Resources, Facilities and Services, Programs, Exhibits and Promotion Sections

Background: The Library annually reviews and updates policies. The attached policy revisions key updates are as follows:

Key Updates:

- Section 221: New Professional Development Policy
- Section 250: Addition of a Personal Holiday
 - Personal Holiday can be used by employees any time during calendar year with approval by their manager/supervisor. Personal Holiday will not carryover, must be used during calendar year it is given or it will be forfeited for that year.
- Section 401: Addition of Study Room Policy

General Updates:

- Minor wording terminology and clarification of policy language

Strategic/Fiscal Impact: Accounted for in the 2020 budget.



Board Resolution

7a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 35-2019
POLICY ADDITIONS AND UPDATES**

October 28, 2019

WHEREAS, the Library executive staff conducted a review of the Policy Manual and presented recommended additions and modifications to certain of the Library policies; and

WHEREAS, the Diversity, Policy and Human Resource Committee reviewed and considered the policy updates and revisions and recommends that the Library amend its policies to accomplish the following: (i) to add a new Professional Development Policy; (ii) to add an additional Personal Holiday; (iii) to add a Study Room Policy; and (iv) to make additional, minor revisions to the Human Resources, Facilities and Services Sections of the Policy Manual; and

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library has reviewed the proposed policy changes as recommended and deems the policy changes appropriate and consistent with the mission and operations of the Library.

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

This year for context we have provided you with the entire policy that a revision is being requested. I have noted under each section by bullet point the page and sub-section/paragraph of all revisions.

221 PROFESSIONAL DEVELOPMENT – POLICY BEGINS ON PAGE 1

- Revisions on Page 1: Change section name, strike first paragraph and insert new paragraphs, strike through Sub-Section 221.1 and insert new paragraphs
- Revisions on Page 2: Strike through Sub-Section 221.2 and insert new paragraphs
- Revisions on Page 3: Strike through Sub-Section 221.3 and insert new paragraphs, Insert New Sub-Section 221.4

222 TRAINING AND DEVELOPMENT - POLICY REMOVED

235 BEREAVEMENT LEAVE – POLICY BEGINS ON PAGE 4

- Revision located on Page 4 – 235.1 Sub-Section 235.1 Immediate Family, remove wording “paid time off” and replace with “bereavement leave”

236 PAID TIME OFF (PTO) POLICY – POLICY BEGINS ON PAGE 4

- Revision located on Page 4 – Under Sub-Section 236.3 Eligibility and Availability, remove wording “based on” and insert “equal to”, Insert sentence: PTO may not be used to retroactively cover deducted time during a pay period. Accrued PTO may be used at the start of the new pay period.
- Revision located on Page 5 – Strike Sub-Sections 236.9 Rollover of Annual Leave Time and 236.10 Rollover of Sick Time into Individual Catastrophic Account (CAT Account)
- Revision located on Page 5 – Under Sub-Section 236.11 Access to Individual CAT Account, strike first sentence and insert additional wording

237 ILLNESS – POLICY BEGINS ON PAGE 5

- Revision located on Page 5 – Adding wording “or CAT hours” in paragraph 1
- Revision located on Page 6 – Adding wording “or CAT Hours” twice in paragraph 2

238 PERSONAL LEAVE OF ABSENCE – POLICY BEGINS ON PAGE 6

- Revision located on Page 6 – Inserting last sentence in paragraph 2

239 CIVIC DUTIES POLICY – POLICY BEGINS ON PAGE 6

- Revision located on Page 6 – Under Sub-Section 239.5 Jury Duty, striking the words “benefits eligible” and the last sentence of the paragraph
- Revision located on Page 7 – Striking the last portion under letter a
- Revision located on Page 7 – Rewording first portion of letter b and inserting additional sentence

242 COMPENSATION – POLICY REMOVED

247 LUNCH AND BREAKS – POLICY BEGINS ON PAGE 7

- Revision located on Page 7 – Under Sub-Section 247.1 Evening Schedule, remove wording and insert 7.5 hours

248 TIMEKEEPING REQUIREMENTS – POLICY BEGINS ON PAGE 7

- Revision located on Page 7 – Strike “filling out” twice in first paragraph and insert “clocking in/out”

250 HOLIDAY PAY– POLICY BEGINS ON PAGE 8

- Revision located on Page 8 – Inserting wording in first paragraph and additional holiday under list of holidays, striking wording in paragraph 4

262 NEW HIRE PROBATIONARY PERIODS – POLICY BEGINS ON PAGE 9

- Revision located on Page 9 – Insert paragraph 3, Strike Sub-Section 262.1 Employees Moving into a Different Position

283 EMPLOYEE ASSISTANCE PROGRAM – POLICY BEGINS ON PAGE 10

- Revision located on Page 10 – Strike “sick time or” and insert “PTO or CAT hours”

401 MEETING ROOM USE – POLICY BEGINS ON PAGE 10

- Revision located on Page 11 – Insert Sub-Section 401.5 Study Room Access

407 INCIDENTS OF PROBLEM BEHAVIOR – POLICY BEGINS ON PAGE 11

- Revision located on Page 11 – Under Sub-Section 407.2, Add “Unreasonably interfering with other’s use of the library”
- Revision located on Page 12 – Add “Harassment”

512 COLLECTION OF FINES AND FEES – POLICY BEGINS ON PAGE 13

- Revision located on Page 14 – Under Sub-Section 512.2 Lost or Damaged Items, Insert last sentence

221 PROFESSIONAL ASSOCIATION DUTIES DEVELOPMENT

~~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

~~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.~~

~~Any compensation for non-exempt employees related to travel or attendance at professional development activities shall be in accordance with applicable state and federal laws.~~

~~Travel Reimbursement procedures, as approved by the Library Board, provide reimbursement and per diem for employee expenses for auto mileage, travel by air, lodging, meals, and other expenses directly related to the journey (i.e. transportation, tolls, parking, car rental, registration, and business phone calls). Expenses must be submitted to accounting within sixty (60) days of date of travel or end of the calendar year, whichever is sooner.~~

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

221.1 Required Learning & Development

~~Employees are expected to develop their technical skills and personal qualities through activities made available by the Library. The Manager of Organizational Learning and Development will be responsible for staff learning and development activities. The Manager of Organizational Learning and Development will work with directors and managers to determine required training and development activities. Employees and managers will determine appropriate skills enhancement as part of the annual performance management cycle.~~

~~The Manager of Organizational Learning and Development will also communicate any required learning and development activities to employees, including annual competencies and Library Education Units (LEUs). Learning and development activities that are needed to maintain certifications required of a position also require approval by the Manager of Organizational Learning and Development.~~

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 employees, managers must consider the section's needs and schedule, including previously approved 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.
- 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 June 25, 2018

221.2 Optional Learning & Development

Employees may be granted reasonable time, when the work of the Library permits, to participate in optional learning and development activities, including national, state, and local conferences.

Approval to participate in optional learning and development activities on Library time must be given in advance. Professional Activities (Form 27) will be used for this purpose and submitted to Human Resources. Human Resources will include all staff-approved requests that require Board approval in the monthly travel resolution.

In approving optional learning and development attendance requests for employees, managers must consider the section's needs and schedule, including previously approved PTO requests or other leaves scheduled for the period. In the event two or more staff members of a section request permission to attend the same activity, 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.

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

221.3 Professional Association Duties

Employees 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 a multi-year appointment does not guarantee attendance at all meetings or conferences during the term.

Employees should complete a Professional Association Duties Form (Form 28) prior to accepting a nomination, office, or committee appointment that will involve staff time for program/meeting attendance. Form 28 should be submitted to the employee's immediate supervisor and the appropriate Area Resource Manager, Executive Committee member, or the CEO for approval. The application should state the purpose of the organization, committee, or board on which the employee will serve and how the employee's participation will benefit the Library. 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.

221.4 Lectures and Presentations

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. Staff must complete Lectures and Presentations (Form 29) and obtain approval by their immediate supervisor at least four months prior to the lecture or presentation.

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

235 BEREAVEMENT LEAVE

235.1 Immediate Family

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

236 PAID TIME OFF (PTO) POLICY

236.1 Definition

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

Approved June 25, 2018

236.2 Purpose

The Library believes that employees should have opportunities to enjoy time away from work to help balance their lives. The Library recognizes that employees have diverse needs for time off from work and has established this policy to meet those needs. PTO provides employees the flexibility to use time off to meet personal needs, while recognizing the employee's individual responsibility to manage their paid time off. Benefit eligible-employees accumulate a specified amount of PTO each pay period worked and it is up to each 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.

Approved June 25, 2018

236.3 Eligibility and Availability

Upon hire or transfer into a benefit eligible position, employees are advanced PTO in an amount based on equal to the number of hours they are scheduled to work per week. PTO does not begin to accrue until the employee has worked a sufficient number of hours to "repay" the PTO advance. Employees who are not benefit eligible are not eligible to accrue PTO. PTO may not be used to retroactively cover deducted time during a pay period. Accrued PTO may be used at the start of the new pay period.

Approved June 25, 2018

236.4 Notice and Scheduling

Employees are required to provide their supervisor with reasonable advance notice and obtain approval prior to using PTO. This allows for the supervisor and employee to prepare for the 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 an employee cannot notify their supervisor in advance. In those situations the 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.

Approved June 25, 2018

236.9 Rollover of Annual Leave Time

~~On the effective date of the PTO policy (2/5/17) or the date on which a current employee becomes eligible, each eligible employee's accrued but unused annual leave time will be transferred into the employee's PTO bank.~~

Approved June 25, 2018

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

~~For non-union eligible employees who were employees of the Library on the effective date of the PTO policy (2/5/17), or union eligible employees who become non-union eligible during the period of time from the effective date of the PTO policy (2/5/17) until the effective date of the amendment to this section 236A.10 that provides otherwise (October 23, 2017), 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). For union eligible employees who become non-union eligible on or after the Amendment Date, all accrued but unused sick time is transferred to the non-union eligible employee's CAT Account.~~

Approved June 25, 2018

236.11 Access to Individual CAT Account

To use CAT Account time:

- ~~An employee may use CAT Account time in the same manner and subject to the same conditions and restrictions as using accrued sick leave. Employees may choose to designate available CAT hours on their timecard to be paid for absences related to one's own illness or to care for an immediate family member. Immediate family member is defined as parent, legal guardian, step-parent, spouse, domestic partner, child or step-child.~~
- Employees on approved FMLA leave or other medical leave are required to concurrently use accrued CAT Account time and PTO while absent. The employee may first use all available CAT Account time before using any accrued PTO.
- Employees on approved ADA accommodation leave may use CAT Account time concurrently during the ADA leave and then use any accrued PTO.

Approved June 25, 2018

237 ILLNESS

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 will be required to use any accrued PTO or CAT hours concurrently with Family Medical Leave.

An 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 PTO or CAT hours if available and, for non-exempt employees without accrued PTO or CAT hours 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 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.

Approved June 25, 2018

238 PERSONAL LEAVE OF ABSENCE

Benefit eligible staff members 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. Employees may use PTO concurrently with an approved Personal Leave of Absence.

Approved October 24, 2016

239 CIVIC DUTIES POLICY

239.5 Jury Duty

The Library will grant benefits eligible 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~~Benefit eligible employees required to serve on either a grand or petit jury requiring time off for mandatory jury duty will be paid their regular salary less the amount of per diem allowance paid for the jury duty. It is the employee's responsibility to provide documentation regarding the amount of jury duty pay received in order to receive the Library-provided compensation supplement. Mileage for jury duty is not reimbursable by the Library.

Approved August 25, 2014

242 COMPENSATION

~~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.~~

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 staff members are scheduled for evening duty, the shift will include a paid 30 minute dinner period. Non-exempt 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 employee has worked ~~an evening schedule that does not include PTO or overtime.~~ 7.5 hours.

Approved June 25, 2018

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~~ Clocking in/out another employee's timecard, allowing another employee to ~~fill out~~ clock in/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

250 HOLIDAY PAY

The Library recognizes ~~eight~~ nine Board-designated paid holidays and one unpaid holiday each year. ~~In addition, benefit~~ Benefit-eligible employees will receive one personal holiday, 8 hours, pro-rated for part-time, to be used during the calendar year. A personal holiday must be pre-scheduled and approved by the employee's manager. Employee's personal holiday will not carry over. It must be used during the calendar year it is given and if not used by the employee it is forfeited for that year. Any change in status after use of one's personal holiday, i.e., part-time to full-time, will not during the same year as the change of status receive additional hours. All full-time, non-exempt employees will receive their regular straight-time compensation for each paid holiday. Regular benefits eligible part-time, non-exempt employees receive pay for each designated paid holiday prorated based on FTE status (normally scheduled number of hours per week). The holidays are:

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

A holiday (except Easter), that occurs on a Saturday or Sunday shall be designated as a floating holiday on an employee's timecard during the work week in which the holiday falls. The Library will close at 5 p.m. on the Wednesday before Thanksgiving Day and on December 31st. All employees scheduled to work these days will work a standard day. The workweek will not be further reduced because of the early closing. The Library will be closed on both Saturday and Sunday before the Monday Memorial Day holiday. All employees will work their standard workweek Monday through Friday the week before Memorial Day. All Benefit Eligible, non-exempt staff will have their holiday hours calculations based on the employee's designated FTE status.

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

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

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

Approved October 22, 2018

262 NEW HIRE PROBATIONARY PERIOD

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.

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.

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

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

Approved October 22, 2018

262.1 Employees Moving into a Different Position

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

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

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

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Approved October 22, 2018

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~~ PTO or CAT hours 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.

Approved August 25, 2014

401 MEETING ROOM USE

The Library provides meeting rooms at most locations for use by individuals and groups for the purpose of civic, educational, cultural and philanthropic engagement during regular Library hours. Use of the meeting rooms is allowed to individuals and groups upon application, regardless of the beliefs or affiliations of their members or participants, provided the meetings are open to the public and are not disruptive to Library operations. The availability and use of meeting rooms is subject to Library Meeting Room and Event Guidelines and procedures which may be modified from time to time, and are available to the public on the Library's website and provided to all applicants.

Approved January 26, 2015

401.1 Priority of Use

The Library reserves the right to pre-empt any event in emergency situations.

Approved January 26, 2015

401.2 Terms of Use

Library policies and Meeting Room and Event Guidelines must be followed by those using the meeting rooms. The privilege of using Library meeting rooms is subject to revocation by the Library if the user fails to comply with the Meeting Room and Event Guidelines and policies on disorderly and inappropriate behavior.

Approved January 26, 2015

401.3 Non-Profit, Civic and Governmental Use; Certification

Use of meeting rooms at Branch Library facilities during normal operating hours is without charge to qualified nonprofit organizations, civic or community-based nonprofit organizations, or for municipal, governmental or educational institution meetings or hearings. Use of meeting rooms at Central Library during normal operating hours is with reduced charge to qualified nonprofit organizations, civic or community-based nonprofit organizations, or for municipal, governmental or educational institution meetings or hearings. Exempt nonprofit organizations are to submit a copy of their tax exemption determination letter or certificate issued by the Internal Revenue Service. This requirement may be waived for small nonprofit community or civic organizations.

Approved January 26, 2015

401.4 Library Access

The Library reserves the right of access to any meetings held in its facilities.

Approved January 26, 2015

401.5 Study Room Access

The Library provides study rooms at some locations which are intended for quiet study and small group meetings, for use by individuals of any age. Meetings in study rooms are not open to the public. Patrons using study rooms are subject to the same behavioral guidelines as general library users.

407 INCIDENTS OF PROBLEM BEHAVIOR

Problem behaviors are defined as any disruptive actions that interfere with the rights of others to enjoy the Library's resources and services, or interfere with the work of Library employees.

Approved January 26, 2015

407.1 Disorder

The Library reserves the right to eject or refuse further admission to those individuals who display inappropriate behavior, or threatening behavior, or actions or behavior that may violate the rights of the staff or Library users, or create disorder on Library property, including any of the following:

- Any situation in which the actions of a person present an imminent danger to the life or safety of others on Library property, or
- Any situation in which a person is observed in an attempt to steal Library property or that of another Library user or employee, or to maliciously destroy Library property, or
- Any situation in which a person willfully and purposefully disturbs the staff or other Library users or whose behavior is in any way disruptive to the legitimate use of Library facilities by others, or
- Any situation in which a person's behavior is threatening, damaging, harmful or inappropriate to the use of a Library building facility or outside grounds for the purposes for which it is legally constituted.

Approved January 26, 2015

407.2 Definitions of Inappropriate Behavior

Inappropriate behavior includes but is not limited to:

- Unreasonably interfering with other's use of the Library
- Neglecting to provide proper supervision of children

- Loitering
- Sleeping
- Smoking
- Eating and drinking except where permitted
- Harassment
- Gambling
- Begging/Panhandling
- Voyeurism
- Unwanted sexual advances
- Public indecency
- Failing to wear shoes and clothing which substantially covers the torso
- Exhibiting a pervasive odor that unreasonably interferes with others' use of the Library
- Molestation
- Solicitation for unlawful purposes
- Using obscene language
- Using threatening or abusive language
- Fighting
- Carrying a firearm other than as allowed by law
- Carrying a weapon (other than a lawfully allowed firearm)
- Public intoxication
- Possessing alcohol or illegal drugs
- Vandalism
- Misuse of Library computer resources
- Violating any Federal, State or Local laws, codes or ordinances

Approved January 26, 2015

407.3 Threatening Behavior

Threatening behavior includes an expressed or an implied threat to interfere with an individual's health or safety, or with the property of the Library, or property belonging to others on Library premises, which causes a reasonable apprehension or fear that such harm or injury is about to occur. Examples of threatening behavior include, but are not limited to:

- Direct or indirect threats of harm or injury
- Words or gestures which create a reasonable fear of harm or injury
- Prolonged or frequent shouting which creates a reasonable fear of harm or injury

Approved January 26, 2015

407.4 Public Meetings

Intentional display of firearms during a Library Board meeting is prohibited.

Approved January 26, 2015

407.5 Violators

Individuals who violate these policies may be ejected from the Library premises and may be subject to suspension of Library privileges, or, when appropriate, may be subject to arrest. Repeated violators and/or those who refuse to leave the Library premises for violation of behavioral policies will be subject to arrest and prosecution Indiana criminal trespass laws. Records of violators are maintained by the Library.

Approved January 26, 2015

407.6 Posting of Rules

Policies and rules regarding inappropriate behavior are prominently posted in a public area of all Library buildings.

Approved January 26, 2015

407.7 Computer Use Standards

Acceptable use standards for use of computer resources and equipment are posted on the Library's web page and accessible on Library computers provided for public use. Computer users are required to review and accept these standards when they begin each computer session.

Approved January 26, 2015

512 COLLECTION OF FINES AND FEES

Borrowers pay for fines online or in person. Borrower accounts are blocked to prevent further circulation of material when the amount owed in fines and/or fees reaches a designated amount. The Library provides notification of overdue accounts if the telephone or email contact information on file is up to date. A collection agency is used by the Library to recover materials and overdue accounts exceeding a designated balance, and a fee is charged to the account to recoup the cost.

Approved January 26, 2015

512.1 Fine Waivers

Fines owed are Library assets and as such may be waived only in certain specified circumstances as outlined by waiver guidelines approved by the Board and listed in the circulation procedures manual. Fines are waived only by authorized personnel.

Approved January 26, 2015

512.2 Lost or Damaged Items

Borrowers are responsible for all Library materials checked out on their card, and are liable for the cost of damages to or replacement of items borrowed. The borrower is charged the cost of items that are not returned after a designated period of time. Items that are lost or damaged will be charged the cost of those items as listed by the Library's catalog or the price of a new copy of the item on a retail website such as Amazon.

Approved January 26, 2015

512.3 Stolen Items

If Library materials are stolen from a borrower's possession while checked out on his/her borrower's card, the borrower is responsible for the replacement cost of the materials and fines or fees. If the borrower provides documentation such as a police report or insurance claim reporting the theft, the borrower is eligible for a waiver of the replacement cost if the loss exceeds an established maximum fee.

Approved January 26, 2015



Board Briefing Report

7b

To: IMCPL Board

Meeting Date: October 28, 2019

From: Diversity, Policy and Human Resources Committee

Subject: 2019 Compensation Study Results

Recommendation: New salary structure be approved with the Annual Salary Resolution in November

Background: A compensation study for IndyPL was conducted in 2019. Key goals of the study were to:

- a. To ensure market competitiveness and internal structure alignment
 - b. To address recruitment and retention needs
 - c. To be financially sound and equitable
 - d. To be effectively and consistently administered
2. An RFQ was posted on the IndyPL website and in the Recorder on October 17, 2018
 3. We had a total of 6 proposal submissions and a committee reviewed and ranked the proposals, recommending Rahmberg-Stover & Associates, LLC as our consultant.
 4. Important to Note:
 - a. Overall the entire salary structure was moved forward approximately 12%.
 - b. The pay grade minimum for Public Services Librarians increased from \$37,441 to \$44,860

Strategic/Fiscal Impact: The cost has been accounted for in the 2020 Appointment List



INDIANAPOLIS PUBLIC LIBRARY COMPENSATION STUDY

October 15, 2019

2

Agenda

- Quick Review of
 - Project Objectives
 - Project Scope
 - Project Activities
- Project Results
- Implementation Plan
- Appeals Process
- Effective Date

3

**IndyPL
Compensation Study
Project Objectives Review**

- Develop updated job descriptions, including FLSA exemption review
- Develop updated salary structure which reflects internal equity, market competitiveness and fiscal responsibility
- Provide direction for implementation and ongoing compensation system administration

4

**IndyPL
Compensation Study
Project Scope Review**

- The project covered all IndyPL employees
- The project encompassed salaries and benefits

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**IndyPL
Compensation Study
Project Activities Review**

1. Fact Finding	<ul style="list-style-type: none">• Reviewed relevant data
2. Introduction	<ul style="list-style-type: none">• Conducted meetings with IndyPL employees, Executive Committee, staff association and union leadership describing project
3. Job Analysis	<ul style="list-style-type: none">• Obtained and reviewed employee Job Description Questionnaires• Updated the job descriptions• Reviewed FLSA exemption designations

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**IndyPL
Compensation Study
Project Activities Review**

4. Market Analysis	<ul style="list-style-type: none">• Conducted custom salary and benefits survey of targeted participants• Compiled data from published "library specific" surveys, "broader employer market" surveys and peer libraries• Formulated "market composites" reflecting "going rate" of pay and prepared comparative analyses of salary levels and benefits between "the market" and IndyPL
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**IndyPL
Compensation Study
Project Activities Review**

- 5. Salary Structure
 - Developed updated salary structure with defined salary grades and salary ranges
 - Placed positions in the salary structure based upon the market analysis and internal equity considerations
- 6. Benefits
 - Conducted a comparative analysis of benefits provided by IndyPL and peer libraries
- 7. Implementation
 - Developed strategy to implement the new salary structure
 - Determined financial impact of implementation

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**IndyPL
Project Results
New Salary Structure**

- New pay structure is reflective of market
- 19 pay ranges with a new numbering system of 1 – 19
- Overall, the new pay ranges are at market median
- All new pay ranges will have higher pay range maximums and all but one new pay range will have higher pay range minimums
- The new pay structure as a whole, reflects an approximate 12% increase

9

**IndyPL
Project Results
Pay Equity Review**

- A review of pay equity covering 3 categories was conducted to identify any potential issues regarding:
 - Age
 - Gender
 - Race/Ethnicity
- The analysis calculated average pay and average years in position per pay grade by age, gender and race/ethnicity
- When considering pay range and years in position factors we found the overall pay relationships related to age, gender and race/ethnicity to be appropriate

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**IndyPL
Project Results
Benefits Comparison**

- IndyPL's healthcare is competitive with the peer group of libraries in terms of coverage, employer/employee premium cost sharing, health savings account contributions and wellness participation incentives
- IndyPL's contribution level to employee retirement is competitive with the peer group of libraries
- IndyPL's PTO program is competitive with the peer group of libraries

IndyPL Implementation Plan

- **FIRST:** All staff eligible for a merit increase for performance year 9/1/18 – 8/31/19, regardless of overall rating, will receive a 2% merit increase added to their current pay first.
- **SECOND:** All staff (i.e., with the 2% merit increase) still below the new pay range minimum will receive an additional salary adjustment to reach the new pay range minimum.
- **THIRD:** Some staff will receive an additional one-time pay adjustment for compression based upon his/her years in their current job. Compression adjustments are based on minimum salary target levels in each pay range for 5-8 years and 9+ years of experience.

IndyPL Appeals Process

- Employees may appeal placement of a job in a pay grade, not their individual placement in a pay range
- An appeal for review may be requested due to a change in job requirements or responsibilities since the Job Description Questionnaire was submitted, or information was not included on the Job Description Questionnaire

IndyPL Appeals Process (cont.)

- Employee completes appeal form which includes statement of request and remedy sought with documentation for review. The form is then submitted to employee's manager.
- Manager reviews, discusses with employee then submits to HR
- HR Director reviews request with EC and submits to Rahmberg-Stover for expert review and recommendation
- Recommendation discussed with EC and decision notice sent to employee.
- Appeal process will be available after approved new salary schedule implementation in January

Implementation Date

- Letters will be mailed to all employees with their 2020 salary information in December after Board approval of the Annual Appointment List.
- Implementation is effective the first pay period of 2020

IMCPL
2020 PROPOSED PAY STRUCTURE SHOWING COMPRESSION ADJUSTMENT FOR YEARS IN CURRENT POSITION (YIP) 0-4 yrs, 5-8 yrs, 9+ yrs

Job Title	Pay Grade	Annual Salary (0-4 YIP)	Hourly Rate (0-4 YIP)	Annual Salary (5-8 YIP)	Hourly Rate (5-8 YIP)	Annual Salary (9+ YIP)	Hourly Rate (9+ YIP)	Max	Hourly Max
Chief Executive Officer	19	\$123,250	\$59.25	\$126,948	\$61.03	\$130,756	\$62.86	\$184,875	\$88.88
Chief Financial Officer	18	\$102,708	\$49.37	\$105,79	\$50.86	\$108,963	\$52.38	\$154,062	\$74.06
Director, Information Technology	17	\$95,542	\$45.93	\$98,408	\$47.31	\$101,360	\$48.73	\$143,313	\$68.90
Director, Collection Management	17	\$95,542	\$45.93	\$98,408	\$47.31	\$101,360	\$48.73	\$143,313	\$68.90
Director, Communications	17	\$95,542	\$45.93	\$98,408	\$47.31	\$101,360	\$48.73	\$143,313	\$68.90
Director, Facilities	17	\$95,542	\$45.93	\$98,408	\$47.31	\$101,360	\$48.73	\$143,313	\$68.90
Director, Human Resources	17	\$95,542	\$45.93	\$98,408	\$47.31	\$101,360	\$48.73	\$143,313	\$68.90
Director, Public Services	17	\$95,542	\$45.93	\$98,408	\$47.31	\$101,360	\$48.73	\$143,313	\$68.90
Diversity and Inclusion Officer	16	\$79,618	\$38.27	\$82,207	\$39.42	\$84,467	\$40.60	\$119,428	\$57.41
Strategic Planning and Assessment Officer	16	\$79,618	\$38.27	\$82,207	\$39.42	\$84,467	\$40.60	\$119,428	\$57.41
Controller	15	\$69,233	\$33.28	\$71,310	\$34.28	\$73,449	\$35.31	\$103,850	\$49.92
Manager, Data & Web Services	15	\$69,233	\$33.28	\$71,310	\$34.28	\$73,449	\$35.31	\$103,850	\$49.92
Manager, Facilities Projects	15	\$69,233	\$33.28	\$71,310	\$34.28	\$73,449	\$35.31	\$103,850	\$49.92
Manager, Organizational Learning and Development	15	\$69,233	\$33.28	\$71,310	\$34.28	\$73,449	\$35.31	\$103,850	\$49.92
Manager, Systems and Network Infrastructure	15	\$69,233	\$33.28	\$71,310	\$34.28	\$73,449	\$35.31	\$103,850	\$49.92
Area Resource Manager, Adult Services	14	\$64,403	\$30.96	\$66,335	\$31.89	\$68,325	\$32.84	\$96,605	\$46.44
Area Resource Manager, Branches	14	\$64,403	\$30.96	\$66,335	\$31.89	\$68,325	\$32.84	\$96,605	\$46.44
Area Resource Manager, Central Library	14	\$64,403	\$30.96	\$66,335	\$31.89	\$68,325	\$32.84	\$96,605	\$46.44
Area Resource Manager, Youth Services	14	\$64,403	\$30.96	\$66,335	\$31.89	\$68,325	\$32.84	\$96,605	\$46.44
Manager, Acquisitions	13	\$59,910	\$28.80	\$61,707	\$29.66	\$63,558	\$30.55	\$89,865	\$43.20
Manager, Cataloging and Metadata	13	\$59,910	\$28.80	\$61,707	\$29.66	\$63,558	\$30.55	\$89,865	\$43.20
Manager, Payroll	13	\$59,910	\$28.80	\$61,707	\$29.66	\$63,558	\$30.55	\$89,865	\$43.20
Manager, PC & Communications	13	\$59,910	\$28.80	\$61,707	\$29.66	\$63,558	\$30.55	\$89,865	\$43.20
Manager, Regional Branch	13	\$59,910	\$28.80	\$61,707	\$29.66	\$63,558	\$30.55	\$89,865	\$43.20
Manager, Shared Systems	13	\$59,910	\$28.80	\$61,707	\$29.66	\$63,558	\$30.55	\$89,865	\$43.20
Database Administrator	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Lan Administrator	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Manager, Buildings and Grounds	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Manager, Community Branch	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Manager, Digital Projects	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Manager, Events	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Manager, ILS Project	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18

Job Title	Pay Grade	Annual Salary (0-4 YIP)	Hourly Rate (0-4 YIP)	Annual Salary (5-8 YIP)	Hourly Rate (5-8 YIP)	Annual Salary (9+ YIP)	Hourly Rate (9+ YIP)	Max	Hourly Max
Manager, Outreach	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Manager, Support Programs and Volunteer Resources	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Network Systems Analyst	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Senior Accountant	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Software Engineer	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Supervisor, Accounting	12	\$55,730	\$26.79	\$57,402	\$27.59	\$59,124	\$28.42	\$83,595	\$40.18
Budget Analyst	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Business Analyst	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Collection Development Librarian	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Digital Marketing Specialist	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Digital Projects Coordinator	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Electronic Resources Librarian	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Front End Web Developer	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Human Resources Generalist	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Indy Library Store Coordinator	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Media Specialist	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Manager, Central Adult Services	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Manager, Central Services	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Manager, Circulation	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Manager, Digital Encyclopedia	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Manager, Learning Curve	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Manager, Neighborhood Branch	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Manager, Processing	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
PC/Lan Specialist	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Program Specialist	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Public Relations Specialist	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Safety and Security Officer	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Special Collections Librarian	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Staff Accountant	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Venue Coordinator	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Volunteer Resource Specialist	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Web Developer	11	\$51,842	\$24.92	\$53,397	\$25.67	\$54,999	\$26.44	\$77,763	\$37.38
Facilities Technical Assistant	10	\$48,225	\$23.18	\$49,672	\$23.88	\$51,162	\$24.59	\$72,338	\$34.77
Supervisor, Computer Instruction	10	\$48,225	\$23.18	\$49,672	\$23.88	\$51,162	\$24.59	\$72,338	\$34.77
Supervisor, Learning Curve	10	\$48,225	\$23.18	\$49,672	\$23.88	\$51,162	\$24.59	\$72,338	\$34.77
Supervisor Librarian	10	\$48,225	\$23.18	\$49,672	\$23.88	\$51,162	\$24.59	\$72,338	\$34.77
Web Content Specialist	10	\$48,225	\$23.18	\$49,672	\$23.88	\$51,162	\$24.59	\$72,338	\$34.77
Cataloging and Metadata Librarian	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Circulation Supervisor II	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35

Job Title	Pay Grade	Annual Salary (0-4 YIP)	Hourly Rate (0-4 YIP)	Annual Salary (5-8 YIP)	Hourly Rate (5-8 YIP)	Annual Salary (9+ YIP)	Hourly Rate (9+ YIP)	Max	Hourly Max
Diversity Fellow	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Executive Assistant	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Metadata Specialist	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Organizational Learning & Development Coordinator	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Project and Grant Specialist	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Project Coordinator	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Public Services Librarian	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Purchasing Agent	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Supervisor, Building Systems	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Supervisor, Shipping and Receiving	9	\$44,860	\$21.56	\$46,206	\$22.21	\$47,592	\$22.88	\$67,290	\$32.35
Circulation Supervisor I	8	\$41,730	\$20.06	\$42,982	\$20.66	\$44,271	\$21.28	\$62,595	\$30.09
Network PC Technician	8	\$41,730	\$20.06	\$42,982	\$20.66	\$44,271	\$21.28	\$62,595	\$30.09
Accounting Assistant	7	\$38,819	\$18.66	\$39,984	\$19.22	\$41,184	\$19.80	\$58,229	\$27.99
Administrative Assistant II	7	\$38,819	\$18.66	\$39,984	\$19.22	\$41,184	\$19.80	\$58,229	\$27.99
Auditorium Technician	7	\$38,819	\$18.66	\$39,984	\$19.22	\$41,184	\$19.80	\$58,229	\$27.99
Artist-in-Residence	7	\$38,819	\$18.66	\$39,984	\$19.22	\$41,184	\$19.80	\$58,229	\$27.99
Hourly Auditorium Technician	7	\$38,819	\$18.66	\$39,984	\$19.22	\$41,184	\$19.80	\$58,229	\$27.99
Payroll Specialist	7	\$38,819	\$18.66	\$39,984	\$19.22	\$41,184	\$19.80	\$58,229	\$27.99
Technical Support Assistant	7	\$38,819	\$18.66	\$39,984	\$19.22	\$41,184	\$19.80	\$58,229	\$27.99
Accounts Payable Assistant	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Activity Guide	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Administrative Assistant I	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Hourly Activity Guide	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Hourly Public Services Specialist	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Indy Library Store Assistant Coordinator	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Public Services Associate II	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Public Services Associate II - Outreach	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Serials Specialist	6	\$36,111	\$17.36	\$37,194	\$17.88	\$38,310	\$18.41	\$54,167	\$26.04
Building Steward	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Cataloging Assistant	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Control Room Technician	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Hourly Indy Library Store Online Bookseller	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Hourly Public Services Associate I	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Lead Office Assistant	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Library Assistant III	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Order Specialist	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22
Processing Assistant II	5	\$33,592	\$16.15	\$34,600	\$16.63	\$35,638	\$17.13	\$50,388	\$24.22

Job Title	Pay Grade	Annual Salary (0-4 YIP)	Hourly Rate (0-4 YIP)	Annual Salary (5-8 YIP)	Hourly Rate (5-8 YIP)	Annual Salary (9+ YIP)	Hourly Rate (9+ YIP)	Max	Hourly Max
Bookmobile Driver/Clerk	4	\$31,248	\$15.02	\$32,185	\$15.47	\$33,151	\$15.93	\$46,872	\$22.53
Computer Assistant II	4	\$31,248	\$15.02	\$32,185	\$15.47	\$33,151	\$15.93	\$46,872	\$22.53
Hourly Bookmobile Driver/Clerk	4	\$31,248	\$15.02	\$32,185	\$15.47	\$33,151	\$15.93	\$46,872	\$22.53
Hourly Computer Assistant II	4	\$31,248	\$15.02	\$32,185	\$15.47	\$33,151	\$15.93	\$46,872	\$22.53
Hourly Processing Assistant	4	\$31,248	\$15.02	\$32,185	\$15.47	\$33,151	\$15.93	\$46,872	\$22.53
Processing Assistant I	4	\$31,248	\$15.02	\$32,185	\$15.47	\$33,151	\$15.93	\$46,872	\$22.53
Team Member, Shipping and Receiving	4	\$31,248	\$15.02	\$32,185	\$15.47	\$33,151	\$15.93	\$46,872	\$22.53
Computer Assistant I	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Hourly Computer Assistant I	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Hourly Editorial Assistant	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Hourly Events Assistant	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Hourly Library Assistant II	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Inter-Library Loan Assistant	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Library Assistant II	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Library Assistant II-Outreach	3	\$29,068	\$13.97	\$29,940	\$14.39	\$30,838	\$14.82	\$43,602	\$20.96
Hourly Library Assistant I	2	\$27,040	\$13.00	\$27,851	\$13.39	\$28,687	\$13.79	\$40,560	\$19.50
Library Assistant I	2	\$27,040	\$13.00	\$27,851	\$13.39	\$28,687	\$13.79	\$40,560	\$19.50
Office Assistant	2	\$27,040	\$13.00	\$27,851	\$13.39	\$28,687	\$13.79	\$40,560	\$19.50
Order Fulfillment Assistant	2	\$27,040	\$13.00	\$27,851	\$13.39	\$28,687	\$13.79	\$40,560	\$19.50
Processing Unpacking Assistant	2	\$27,040	\$13.00	\$27,851	\$13.39	\$28,687	\$13.79	\$40,560	\$19.50
Hourly Summer Reading Clerk	1	\$20,800	\$10.00	\$21,424	\$10.30	\$22,067	\$10.60	\$31,200	\$15.00
Page	1	\$20,800	\$10.00	\$21,424	\$10.30	\$22,067	\$10.60	\$31,200	\$15.00

**IMCPL
2020 PROPOSED PAY STRUCTURE**

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

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

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



Board Briefing Report

8a

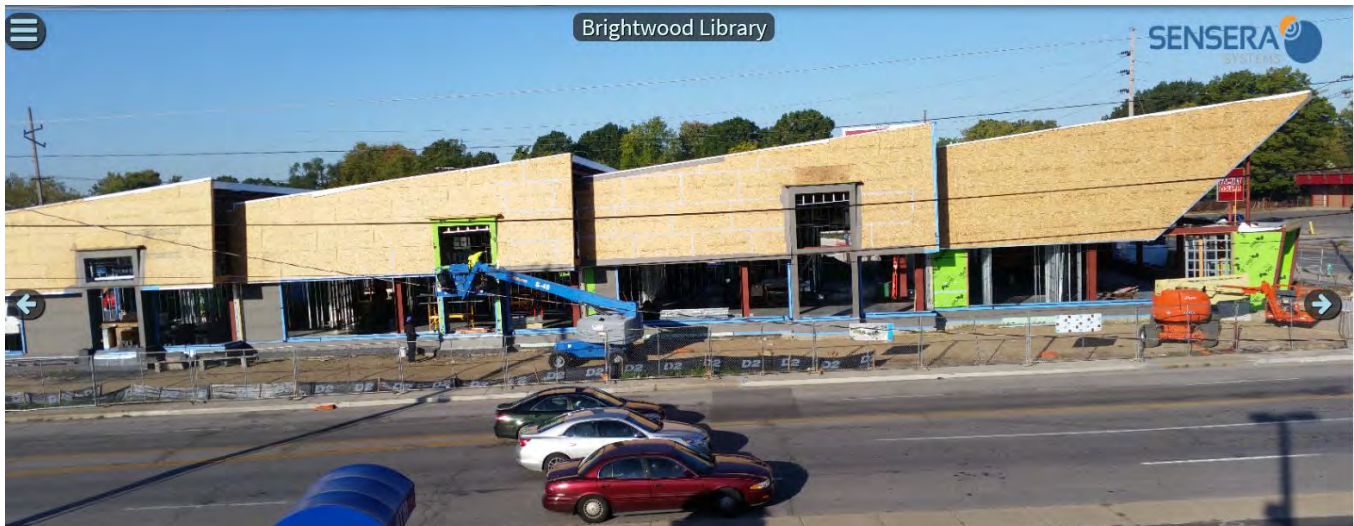
To: IndyPL Board Meeting Date: October 28, 2019
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Brightwood Branch Project Update for September 2019

Major milestone work completed in September includes the perimeter site concrete work, completion of the framing of the portals on Sherman, exterior sheathing, installation of the roofing, and the stone base for the parking lot paving. Brick masonry has begun, rough-grading of the perimeter has been completed. Electrical, mechanical, and plumbing rough-ins continues.

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



Project Site on October 14, 2019

View of the Project Site showing the installation of exterior wall moisture barrier at the Portals along Sherman Drive.

The image is taken from the Contractor's WebCam.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for September 2019

Date: October 28, 2019



Project Site on October 10, 2019
Exterior view of the West Entrance.



Project Site on October 10, 2019
Exterior panoramic view of the Sherman Entrance.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for September 2019

Date: October 28, 2019



Project Site on October 10, 2019
Interior panoramic view from the Sherman Entrance.

Project Schedule

Construction Complete

February 2020

Project Complete

March 2020

Move to New Branch Location

April, 2020



Board Action Request

8b

To: IndyPL Board

Meeting Date: October 28, 2019

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: Resolution 36-2019
Approval to Award a Construction Services Contract for the
Wayne Branch Renovation Project

Recommendation:

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 36-2019) to award a general construction services contract for the Wayne Branch Renovation Project to **Gilliatte General Contractors, Inc., Indianapolis, Indiana**, for the total cost of \$1,211,000.00 inclusive of Alternate #2 to remove and replace the baseboard heaters.

Background:

The Wayne Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. Rb Architects leads the design team and we are on track to have the Project ready to begin construction in December 2019.

In July 2019 with Resolution 20-2019 the IndyPL Board authorized the preparation of bidding documents and to solicit open, competitive, and public bids for the Project. The Project was bid and will be completed using the requirements of the Public Works Statute IC § 36-1-12. Bidding used the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017. The Bid Documents were issued to bidders on August 30, 2019.

Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on September 11 and 18, 2019. Notice of the Project was also posted on the IndyPL website.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors in the construction industry. IndyPL Diversity, Equity, and Inclusion Officer reached out via telephone calls to the XBE vendors to confirm receipt of the notice and to gauge interest in submitting a bid.

Board Action Request

RE: Facilities Committee, Item 8b
 Resolution 36-2019 Approval to Award a Construction Contract for the
 Wayne Branch Renovation Project

Date: October 28, 2019

The Notice to Bidders for the Project was emailed directly to these vendors:

Certification	Vendor
	3D Professional Contracting
WMBE	Act Development
MBE	Apogge Construction
WBE	B&E Contracting, LLC
WBE	BAF Corporation
	Boyle Construction Management
	Brandt Construction
	Capital Construction
	C-Cat
MBE	Cliff's Construction
MBE;WBE	Commercial Construction Solutions Inc.
VBE	Complete Construction Solutions LLC
	Connect Electric
	CORE Construction
MBE	Cornerstone Construction Group, LLC
MBE	Davis & Associates
	FH Paschen
MBE	Garcia Construction
	Gilliatte General Contractors, Inc.
MBE	H&H Construction and Services LLC
MBE	Harmon Construction
	Hoffacker-Birnbaum Associates
	Impact Construction
	InHerent Construction

Certification	Vendor
MBE	J-A- Bonilla, Inc.
	JBM Contractors Corporation
	JM Rowland
	Junglaus-Campbell
	Kemna Restoration
	K-P- Meiring Company
	MacDougall Pierce Construction
	Marten Construction Management
	Mattcon General Contractors
MBE	MBC Construction
	Messer Construction
	Meyer Najem
MBE	Powers and Sons
MBE	Price Construction
MBE	Revive Construction Group
	RL Turner
	S&B Construction
MBE	Smoot Construction
	Stenz Construction Corporation
	Sub-Surface Indiana
	Summit Construction
MBE	Supreme Remodeling Services, Inc.
MBE	The Carpenter's Son
MBE	TriVersity Construction
	White Oak Construction

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

Center for Empowerment and Economic Development
Conexus Indiana
Martindale Brightwood CDC
Hispanic Business Council, Indianapolis Chamber of Commerce
Indiana Minority Supplier Development Council
Indiana Chamber of Commerce
Indianapolis Black Chamber of Commerce
Indianapolis Chamber of Commerce

Indianapolis Office of Minority & Women Business Development
Indianapolis Urban League
National Association of Women Business Owners – Indy
Mid-States Minority Supplier Development Council
Small Business Administration
Indiana Minority & Women's Business Enterprise Division
Women's Business Enterprise Council, Indianapolis Chamber of Commerce
Women's Business Enterprise Council – Great Lakes Indiana

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 36-2019 Approval to Award a Construction Contract for the
Wayne Branch Renovation Project

Date: October 28, 2019

Six (6) sealed bids were received at the Library Services Center by the deadline of 2:00 pm local time on October 8, 2019. The bids were opened and read aloud publically. A tabulation of the bids is included below.

Bidding Contractor's Name	E-Verify Affidavit	Addenda 1 and 2	Bid Security	Base Bid	Alternate #1 - Deduct to not Replace Translucent Clearstory Windows	Alternate #2 - Add to Remove and Replace Finned Tube Radiation	Certifications	Total Bid Including Alternate 2
3D Professional Contracting	Y	Y	Y	\$1,342,000	\$ 13,000	\$ 12,000	-	\$ 1,354,000
Boyle Construction Management	Y	Y	Y	\$1,300,000	\$ 8,200	\$ 12,000	-	\$ 1,312,000
Gilliatte General Contractors	Y	Y	Y	\$1,203,000	\$ 14,590	\$ 8,500	-	\$ 1,211,500
JBM Contractors	Y	Y	Y	\$1,402,000	\$ 19,000	\$ 8,000	-	\$ 1,410,000
MacDougall Pierce Construction	Y	Y	Y	\$1,280,000	\$ 19,000	\$ 12,500	-	\$ 1,292,500
Stenz Construction Company	Y	Y	Y	\$1,215,646	\$ 18,256	\$ 9,769	-	\$ 1,225,415
Budget with Contingency								\$ 1,239,704

Alternate #1 is a deduct alternate to not replace the translucent clearstory windows. IndyPL Staff recommends we do not take this deduct alternate.

Alternate #2 is an add alternate to remove and replace the finned-tube radiators at the windows in the Adult's and Children's Areas. IndyPL Staff recommends we take this add alternate.

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

Board Action Request

RE: Facilities Committee, Item 8b
Resolution 36-2019 Approval to Award a Construction Contract for the
Wayne Branch Renovation Project

Date: October 28, 2019

The lowest, responsive, and responsible bidder is Gilliatte General Contractors, and was requested to provide the 72 hour post-bid and XBE participation information. Gilliatte General Contractors is an Indianapolis company with the knowledge, experience, and resources to satisfactorily complete the work as described in the bidding documents.

Per the standard bidding practices at Gilliatte they did invite certified XBE vendors to submit bids for sub-contract work for the Project. Gilliatte invited 12 XBE vendors and received bids from 2 of these vendors. Neither of these vendors were the low bidder for the sub-contracted work.

Certification	Sub-Contractor / Supplier	Scope of Work	Submitted Bid	Low Bidder?
MBE	Indy Force	Demolition	No	No
MBE	Oboh Washington	Demolition	Yes	No
MBE	Price Construction Group	Concrete	No	No
WBE	Reiss Ornamental	Steel	No	No
WBE	Door Services	Doors and Hardware	No	No
VBE	Architectural Glass	Storefront	No	No
MBE	Morningside Group	Drywall / Paint	No	No
WBE	Marburger	Flooring	No	No
WBE	Anthony Anderson	Painting	Yes	No
VBE	Robert Young Construction	Drywall	No	No
MBE	Hoosier Glass	Storefront	No	No
VBE	Robert Haines	Joint Sealants	No	No

Rb Architects has reviewed the submitted bid documents, finds no deficiencies, and finds the bid closely aligns with the estimates provided during the design phases of the Project. Additionally, the regional references for Gilliatte General Contractors show a positive long-standing reputation in the community for performing construction services similar to the scope of the Project. Rb Architects is please to recommend acceptance of the bid and to engage in a contact for construction services with Gilliatte General Construction.

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

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

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

Board Action Request

RE: Facilities Committee, Item 8b
Resolution 36-2019 Approval to Award a Construction Contract for the
Wayne Branch Renovation Project

Date: October 28, 2019

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

The Project schedule has the last day of service in the Branch of November 30, 2019, starting construction on starting on December 9 2019, with substantial completion on May 1, 2020.

Strategic/Fiscal Impact:

This work is within the total project budget of \$1,600,000. The majority of the work, \$1,500,000, will be funded by the Series 2019 Bond Fund. An additional \$100,000 was included in the Project budget from the Miscellaneous Projects 2018 Bond Fund (Fund 479) to specifically add exterior windows to the building. Current expenses for the Project are being charged to the Rainy Day Fund (Fund 245). Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and associated expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number TBD.)



Board Resolution

8b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 36-2019

APPROVAL TO AWARD A CONSTRUCTION CONTRACT FOR THE WAYNE BRANCH RENOVATION PROJECT

OCTOBER 28, 2019

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

WHEREAS, IndyPL staff and the architect, Rb Architects, prepared bidding documents to solicit open, competitive, and sealed public bids for the Wayne Branch Renovation Project. Unified general construction contract bids were solicited beginning on August 30, 2019, with the contractor responsible for all general, electrical, mechanical, plumbing, and miscellaneous construction activities; and

WHEREAS, IndyPL received sealed bids from six (6) contractors by the deadline on October 8, 2019; and

WHEREAS, based on the review of the bids, IndyPL and the architect have determined **Gilliatte General Contractors, Inc., Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder inclusive of Alternate #2 to remove and replace the perimeter wall finned-tube heaters, and recommends award of the contract to **Gilliatte General Contractors, Inc.**

IT IS THEREFORE RESOLVED the Wayne Branch Renovation Project contract, as bid inclusive of Alternate #2 describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Gilliatte General Contractors, Inc.** The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated August 30, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Gilliatte General Contractors, Inc.** will be for the total cost of One-Million Two-Hundred Eleven-Thousand Five-Hundred Dollars (\$1,211,500.00) inclusive of Alternate #2, and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 10/28/19
From: The Indianapolis Public Library Foundation
Subject: October 2019 Update

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

News

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

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

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

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

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

Donors

The Foundation thanks 183 donors who made gifts last month.

Program Support

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

Children's Program

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

Cultural Programs

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

Collections/IT

- Grow with Google grant
- General Digitization

Lifelong Learning

- Code Café (CEN)

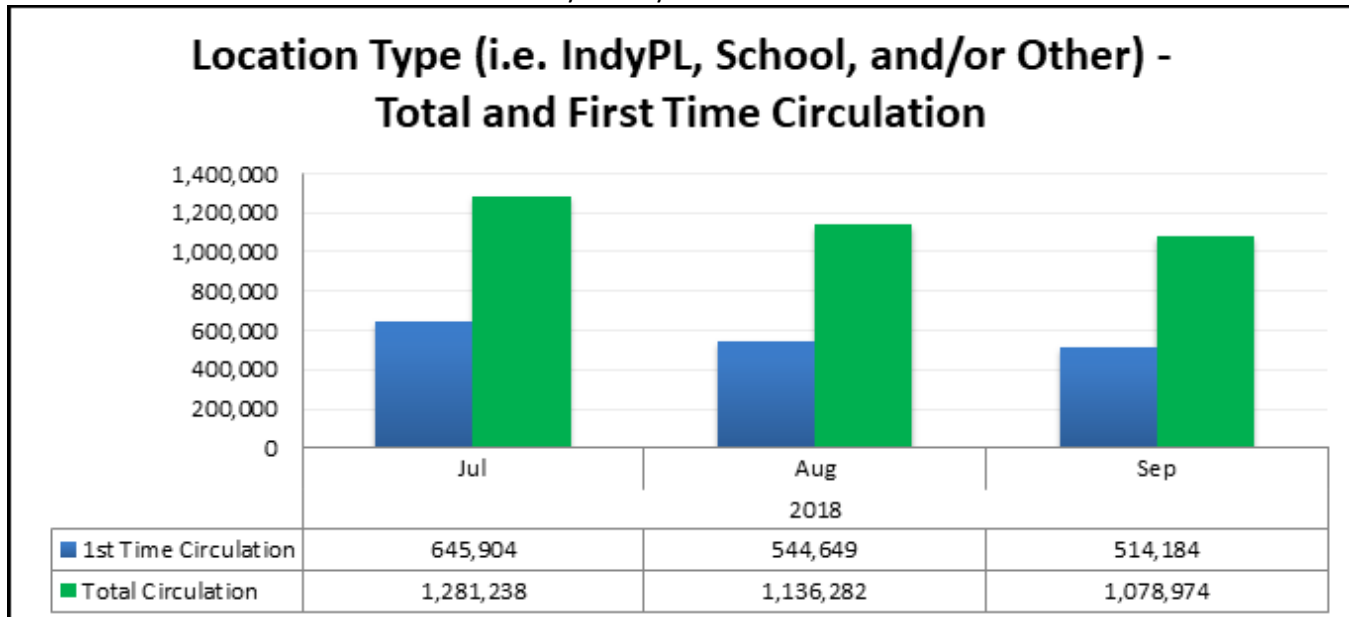
Capital Projects

- Aquarium STEAM Storytime (E38)
- Memorial Park Bench (MIC)

10a.2

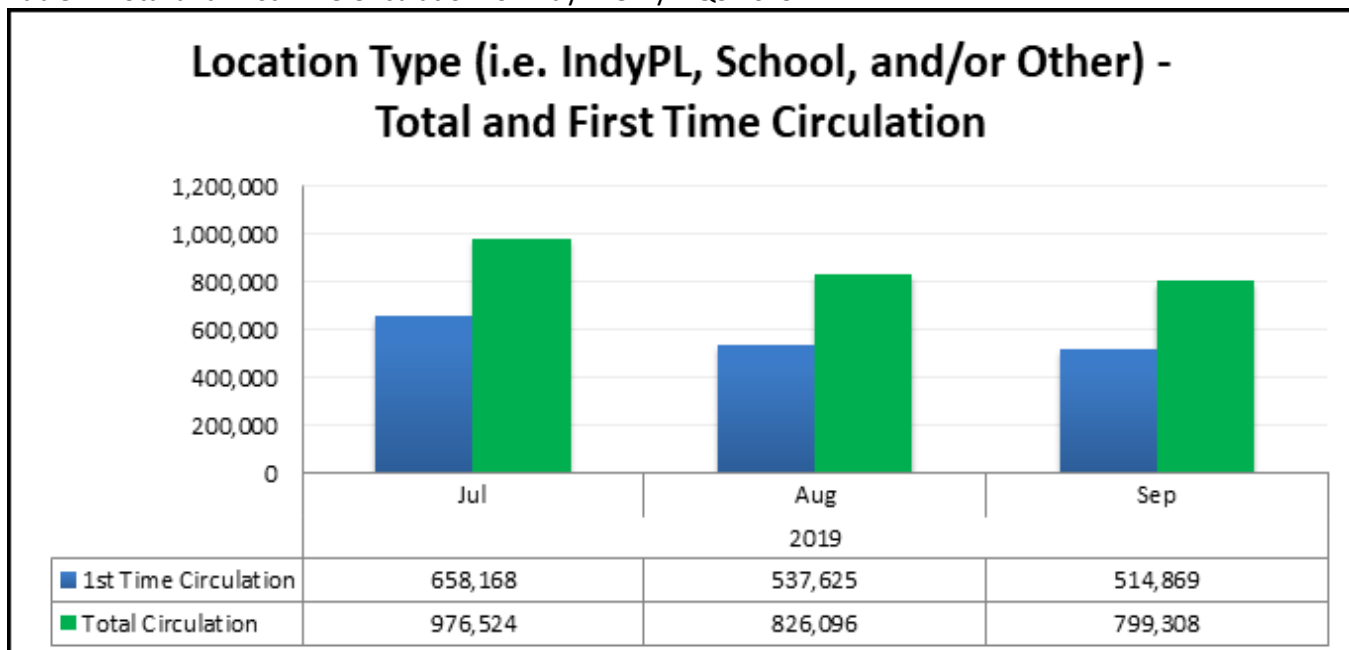
Q3 2019 Statistics and Notes

Table 1. Total and First Time Circulation for IndyPL Only – Q3 2018



Q3 2018 figures are provided for comparison with Q3 2019. IndyPL's renewal limits changed in January 2019 from more than 250 to a limit of 10.

Table 2. Total and First Time Circulation for IndyPL Only – Q3 2019



As expected, the new renewal limits have resulted in a notable decrease in the total circulation figure. However, the number of first time circulations has remained steady compared with Q3 2018 as shown in Table 2.

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Table 3. Total Circulation for IndyPL - 2018 vs 2019

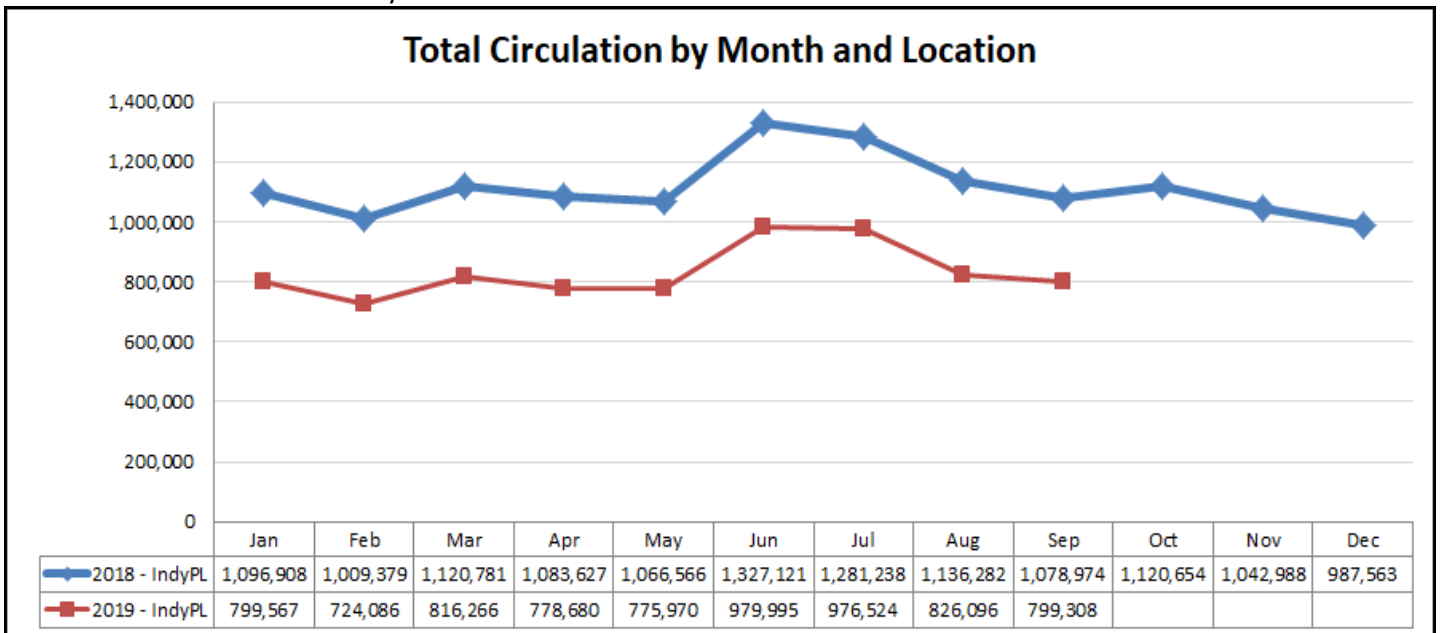
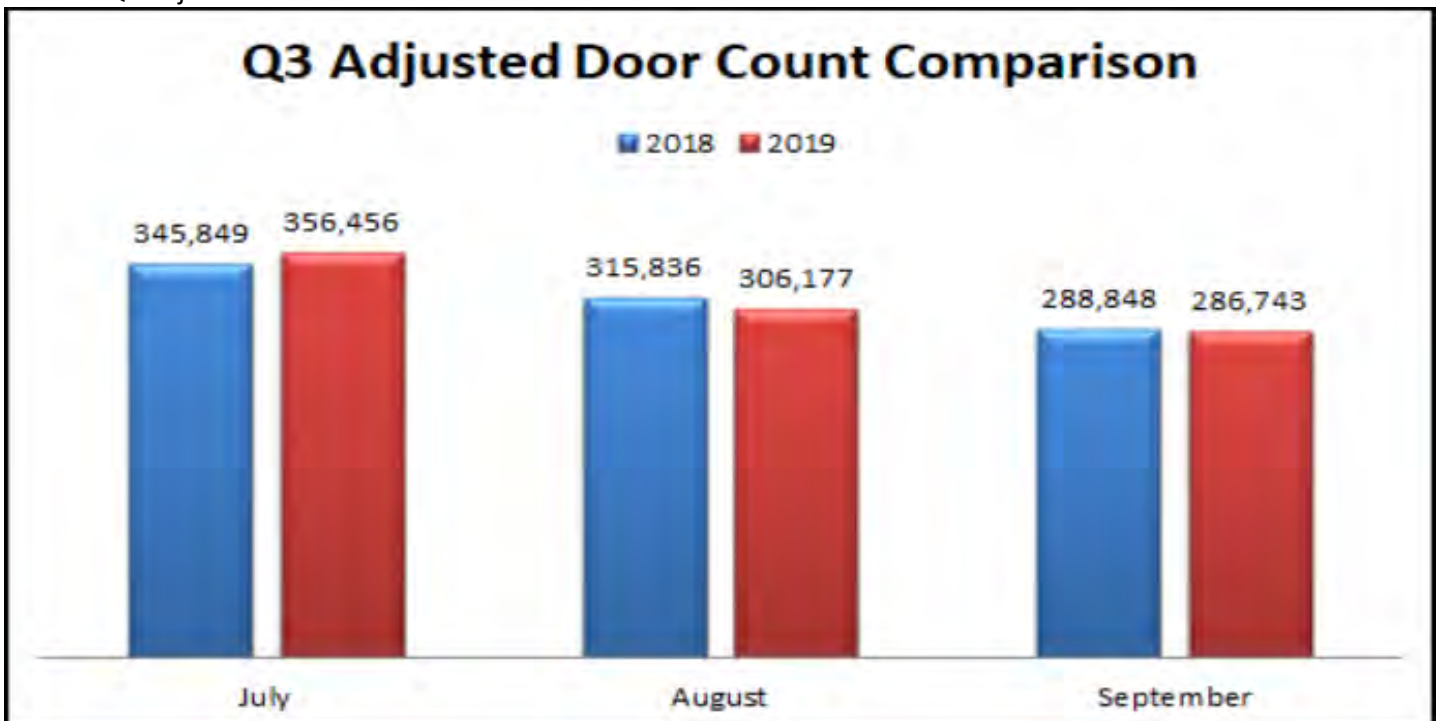


Table 3 shows total circulation, while lower, has followed the same trend even with the change in renewal limits.

Table 4. Q3 Adjusted Door Count – 2018 vs 2019*



*Adjustments made to address door counter inconsistencies

10a.2

58% - Percent of non-expired library cards used within the last year*

155,879 Active (used with the last year) library cards

267,622 Non-expired library cards

*Data is as of 10/21/2019

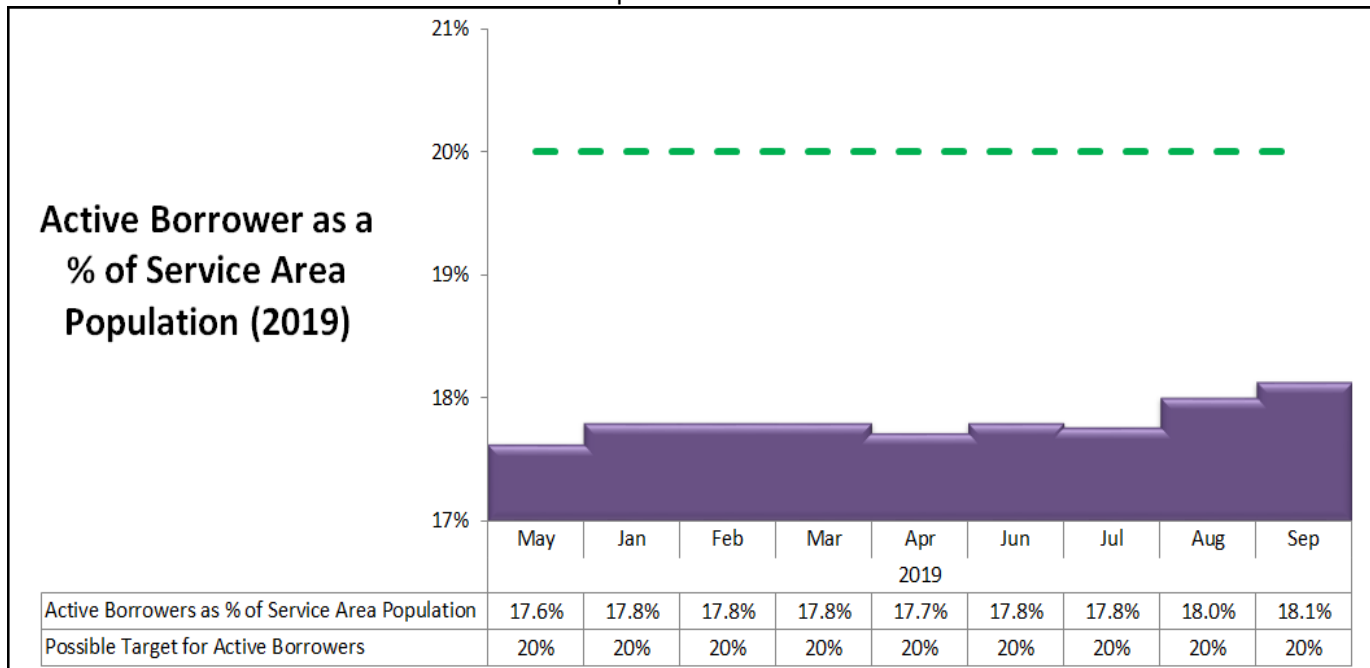
28% - Percent of IndyPL's service area population has a non-expired library card*

Service Area Population using Census population estimates data for July 1, 2018 = 942,511

*Data is as of 10/21/2019

Historically, the total number of borrowers has reflected all non-expired and **expired** cards in IndyPL's system (approximately 400k).

Table 5. Active Borrowers as a % of Service Area Population*



*Data through September 2019

- Active Borrower – patron who has authenticated their library card within the last year
- Service Area Population using Census population estimates data for July 1, 2018 = 942,511
- 1% of IndyPL's service area population = 9,425
- 1.9% growth needed to reach possible target = 17,907

10a.2

Table 6. First Time Circulation as a % of Total IndyPL Circulation

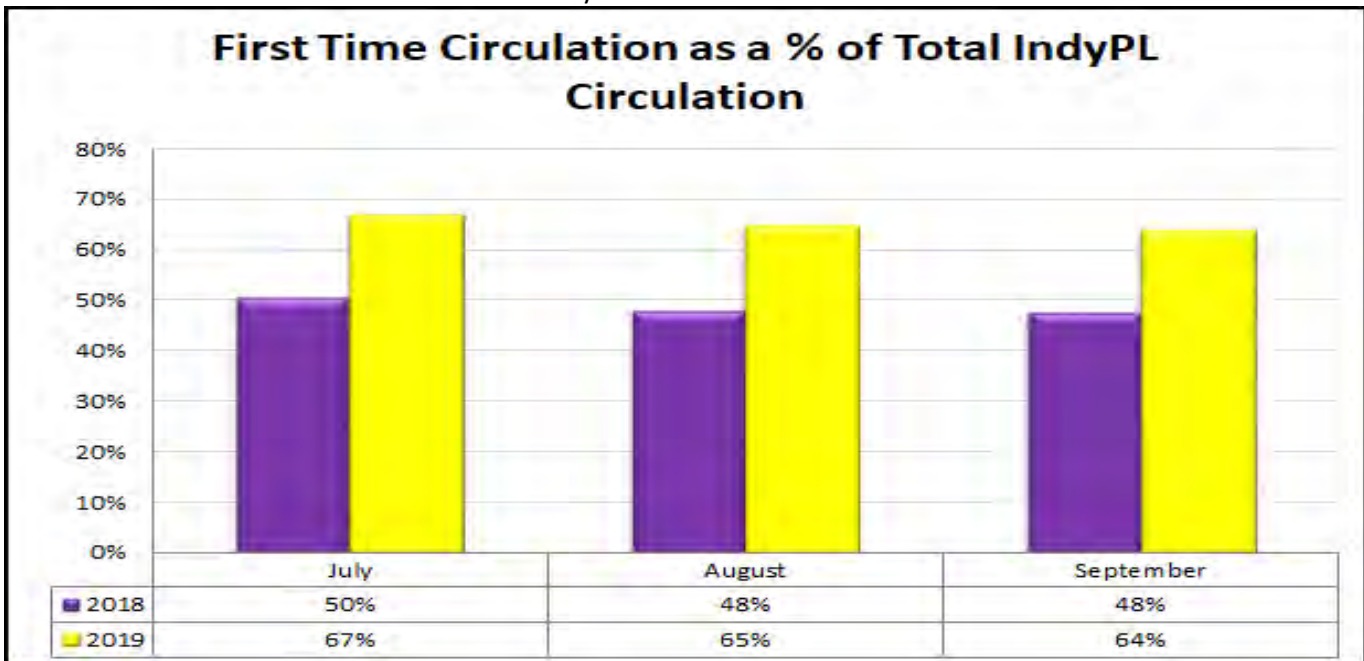
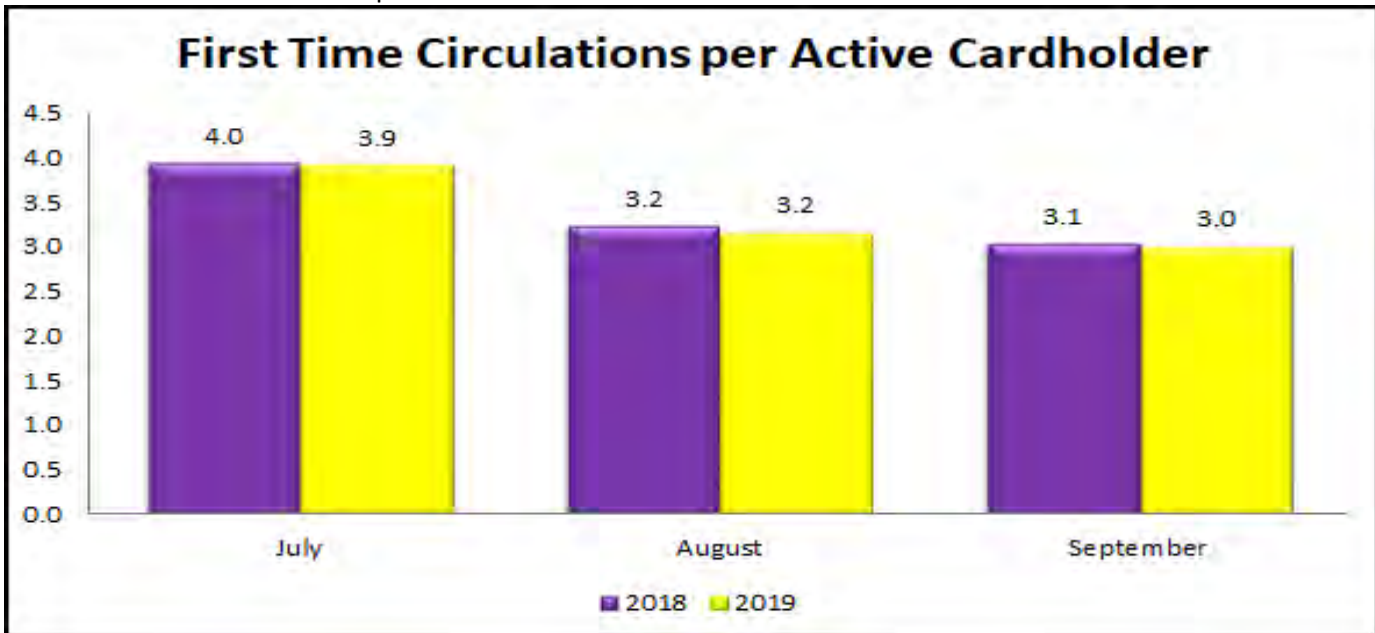


Table 7. First Time Circulations per Active Cardholder



In July, likely due to the Summer Reading Program, active cardholders check out nearly one more book than the other months in Q3.

Other Data Collection Efforts

Standardized Patron Program Evaluation

- Utilization began 9/15/2019 (via Survey Monkey)
- Uses Likert scale responses and collects optional demographic data
- 333 evaluations have been submitted as of 10/21/2019
 - o First analysis will occur after completion of October submissions



10b

September 2019 Media Report

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

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

Topics of major news releases or media solicitation: (placements among local publications that provide us free access/delivery are listed below topic)

- **Lucha Libro Festival at Central Library**
La Voz de Indiana, Westside Community News, Urban Times, Weekly View, Southside Times, Southsider Voice, Indiana State Library-Wednesday Word, Broad Ripple Gazette
- **New InfoZone Manager Named**
The Towne Poste, Weekly View, Indianapolis Recorder
- **Gun Violence Forum at Haughville**
Westside Community News, Speedway-Northwest Press, Fox59.com

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

Other media outreach in September occurred on such Library activities as the Indy Library Store Book Sale, Indy Jazz Fest, Lions Club vision screenings at Southport, the upcoming 2nd anniversary event for the Center for Black Literature & Culture at Central Library, the upcoming Ask-a-Lawyer service at various IndyPL locations, and Indy Library Seed Program at Glendale.

2 YouTube videos posted to website

- Promotional announcement for Lucho Libro Festival at Central Library
- Interview with Digital Indy's Victoria Duncan

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

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

Digital Signage

- Posted 2 new slides and 2 new videos to all 24 digital signage displays promoting upcoming events and featuring current programs.

Social Media

46 posts published on the official IndyPL Facebook Page . . . top performing posts –

- Currently Reading Weekly Book Discussions - Reach of 1.9k, 1.9k, 3k, 3k, 2.6k
- Indy Library Store Sale -Reach of 5.5k
- ROI Video - Reach of 4.8k
- Taco Used as a Bookmark - Reach of 4.7k
- Book Art Humor - Reach of 3.4k
- 1000 Books Before Kindergarten Completion Photo - Reach of 2.6k
- Penguin Books Video - Reach of 2.6k
- Thank You Andrew Luck - Reach of 2.3k
- Topics/Events covered on Facebook: Library events and programs, KRM Architecture award for Michigan Road Branch, Lucha Libro, Banned Books Week, Hispanic Heritage Month, #weneeddiversebooks, Oprah Book Club, Brightwood construction progress, Red Kube

76 tweets published on the official IndyPL Twitter Page –

- 61.2K Twitter impressions occurred in September
- 601 profile visits
- 260 mentions by outside organizations, individuals, and the media

We also used Instagram (posts and stories) and Pinterest consistently in September. On Pinterest, we had a total of 111,510 impressions . . . Pinterest highlights –

- Bibliocommons staff lists
- Bestselling e-books
- Cookbooks
- #WeNeedDiverseBooks
- Booklists for Kids

Blog Posts

- Read Right Now! Fall
- Call-a-Super-Story
- Introducing Axis 360
- New Digital Collection for IMPD and IFD
- Save Your Family Photos Scan-a-thons
- Identifying Leaves
- Ready Right Now! Apples
- Business Resources at IndyPL: An Introduction to Using Databases
- Science Fiction for Kids
- 13 Colonies
- Native American Histories and Cultures
- Science Fiction for Adult

Top 5 Performing Blog Posts (Page Views):

- 100+ Free Video Read Alouds
- Read Right Now! Dr. Seuss
- Science Experiment: Newton's Second Law of Motion
- Blog Kids Home
- Axis 360

Print Activity

- Ask a Lawyer Bookmarks & Posters – 1,609 pieces
- Table Throw for Outreach Service Area – Qty. 1
- Teen Sewing & Finger Knitting Workshop Double Sided Bookmarks & Two Individual Single Sided Posters - 767 pieces
- AAHC Fall Fest Posters & Bookmarks – 881 pieces
- Code of Conduct NCR Forms – 1,000 pieces
- Using Your Public Library Brochures – SPANISH – 5,000 pieces
- 2020 Book Sale Bookmarks – 18,000 pieces
- My First Library Card Bookmarks – 2,500 pieces
- October Call a Story Bookmarks & Posters – 730 pieces
- Driver Vehicle Inspection Forms – 50 pieces
- Business Cards – 4 boxes of 250 cards
- Pumpkin Day at Eagle Library - 4 pieces
- CBLC 2nd Anniversary Posters and Fliers – 2,435 pieces



Board Action Request

10c1

To: IMCPL Board **Meeting Date:** October 28, 2019

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

Effective Date: October 28, 2019

Subject: Finances, Personnel and Travel Resolution 37-2019

Recommendation: Approve Finances, Personnel and Travel Resolution 37-2019

Background: The Finances, Personnel and Travel Resolution 37- 2019 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

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

RESOLUTION 37 - 2019

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

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

Warrant numbers **71702** through **71850** for a total of
\$848,873.52 were issued from the operating bank accounts.

EFT numbers **301947** through **301953** and
301955 through **301996** and
302001 through **302036** and
302042 through **302059** and
1245 through **1255** for a total of

\$1,415,955.09 were issued from the operating bank accounts.

Warrant number **792** through **793** for a total of
\$206.57 was issued from the fines bank account.

Warrant numbers **7394** through **7433** for a total of
\$30,126.21 were issued from the gift bank account.

EFT numbers **301954** and
301997 through **302000** and
302037 through **302041** and
302060 for a total of

\$59,471.47 were issued from the gift bank account.

Warrant numbers **268668** through **268717** for a total of

\$19,702.08 were issued for employee payroll

Direct deposits numbers **360001** through **360596** and
380001 through **380602** for a total of

\$962,969.77 were issued for employee payroll

Electronic transfers for payment of taxes and garnishments for a total of

\$360,712.11 were issued for employee payroll

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

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

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

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

John Andrews

Rev. T.D. Robinson

Crista L. Carlino

Judge Jose D. Salinas

Dr. Terri Jett

Joanne Sanders

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

Patricia A. Payne

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1245	EFT	09/09/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	93,946.97
1246	EFT	09/09/2019	FIDELITY INVESTMENTS	5,879.15
1247	EFT	09/09/2019	AMERICAN UNITED LIFE INSURANCE CO	4,041.69
1248	EFT	09/13/2019	U.S. POSTAL SERVICE	2,000.00
1249	EFT	09/19/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	123.35
1250	EFT	09/20/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	95,683.26
1251	EFT	09/20/2019	ADP, INC.	6,526.72
1252	EFT	09/20/2019	INDIANA DEPARTMENT OF REVENUE	1,726.37
1253	EFT	09/20/2019	ADP, INC.	1,051.50
1254	EFT	09/23/2019	FIDELITY INVESTMENTS	5,879.15
1255	EFT	09/23/2019	AMERICAN UNITED LIFE INSURANCE CO	3,391.69
71702	CHECK	09/05/2019	A CLASSIC PARTY RENTAL CO	60.50
71703	CHECK	09/05/2019	ASI SIGNAGE INNOVATIONS	398.00
71704	CHECK	09/05/2019	ATC GROUP SERVICES, LLC	107.00
71705	CHECK	09/05/2019	AXIS ARCHITECTURE & INT., LLC	4,018.48
71706	CHECK	09/05/2019	BETH MENG	50.00
71707	CHECK	09/05/2019	BUSINESS FURNITURE CORPORATION	143.00
71708	CHECK	09/05/2019	CATHERINE BOWIE	50.00
71709	CHECK	09/05/2019	CENTRAL SECURITY & COMMUNICATIONS	613.51
71710	CHECK	09/05/2019	CHADWICK J. OFFUTT- GILLENWATER	100.00
71711	CHECK	09/05/2019	DACO GLASS & GLAZING INC	1,895.00
71712	CHECK	09/05/2019	DEAF COMMUNITY SERVICES	300.00
71713	CHECK	09/05/2019	DISTINCTIVE GLASS INC.	4,782.98
71714	CHECK	09/05/2019	ECONOMIC CLUB OF INDIANA	150.00
71715	CHECK	09/05/2019	ELIZABETH FRANKLIN	745.88
71716	CHECK	09/05/2019	GOVERNMENT FINANCE OFFICERS ASSOCIATION	85.00
71717	CHECK	09/05/2019	GUARDIAN	15,675.64
71718	CHECK	09/05/2019	INDIANA UNIVERSITY	400.00
71719	CHECK	09/05/2019	INTERNATIONAL MARKETPLACE COALITION	50.00
71720	CHECK	09/05/2019	JEREMY SOUTH	250.00
71721	CHECK	09/05/2019	MATTHEW B HUME	350.00
71722	CHECK	09/05/2019	OUTREACH (PETTY CASH)	18.00
71723	CHECK	09/05/2019	RATIO ARCHITECTS, INC	5,228.20
71724	CHECK	09/05/2019	SAKURA FUQUA	50.00
71725	CHECK	09/05/2019	SARAH KANE	50.00
71726	CHECK	09/05/2019	SCHMIDT ASSOCIATES, INC	60,001.95
71727	CHECK	09/05/2019	TIPTON SOUND & LIGHTING	75.00
71728	CHECK	09/05/2019	TRENDYMINDS, INC.	7,275.00
71729	CHECK	09/05/2019	VALBRIDGE PROPERTY ADVISORS	3,000.00
71730	CHECK	09/12/2019	1-800MD, LLC	913.50
71731	CHECK	09/12/2019	ACTION PEST CONTROL, INC	250.00
71732	CHECK	09/12/2019	ADP, INC.	2,445.45
71733	CHECK	09/12/2019	AFSCME COUNCIL IKOC 962	1,682.80
71734	CHECK	09/12/2019	ALLEN IRRIGATION COMPANY, INC.	2,077.00
71735	CHECK	09/12/2019	AMERICAN UNITED LIFE INSURANCE CO	1,671.42
71736	CHECK	09/12/2019	AMERICAN UNITED LIFE INSURANCE CO	3,295.95
71737	CHECK	09/12/2019	ANTHEM INSURANCE COMPANIES, INC	343,200.00
71738	CHECK	09/12/2019	ARAB TERMITE AND PEST CONTROL INC	2,484.00
71739	CHECK	09/12/2019	AT&T	1,449.98
71740	CHECK	09/12/2019	AT&T	1,051.84
71741	CHECK	09/12/2019	BARDACH AWARDS	25.75
71742	CHECK	09/12/2019	BEAM, LONGEST & NEFF, LLC	210.00
71743	CHECK	09/12/2019	BLACKMORE & BUCKNER ROOFING	879.22
71744	CHECK	09/12/2019	BOWEN TECHNOVATION	798.50
71745	CHECK	09/12/2019	CENTRAL INDIANA HARDWARE	43.45
71746	CHECK	09/12/2019	CENTRAL LIBRARY (PETTY CASH)	27.68
71747	CHECK	09/12/2019	CENTRAL SECURITY & COMMUNICATIONS	3,945.00
71748	CHECK	09/12/2019	CHADWICK J. OFFUTT- GILLENWATER	100.00
71749	CHECK	09/12/2019	BRIGHT HOUSE NETWORKS	84.99

No.	Type	Date	Reference	Amount
71750	CHECK	09/12/2019	CHC WELLNESS	65.00
71751	CHECK	09/12/2019	CITIZENS ENERGY GROUP	12,073.10
71752	CHECK	09/12/2019	CMID	7,500.00
71753	CHECK	09/12/2019	COMMUNICO, LLC	35,000.00
71754	CHECK	09/12/2019	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
71755	CHECK	09/12/2019	CULLIGAN	11.98
71756	CHECK	09/12/2019	DACO GLASS & GLAZING INC	940.00
71757	CHECK	09/12/2019	DELL MARKETING L.P.	13,992.26
71758	CHECK	09/12/2019	ELIZABETH FRANKLIN	1,797.75
71759	CHECK	09/12/2019	GALE GROUP THE	166.37
71760	CHECK	09/12/2019	GORDON PLUMBING, INC.	281.57
71761	CHECK	09/12/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	277.27
71762	CHECK	09/12/2019	ICC FLOORS	4,258.00
71763	CHECK	09/12/2019	INDIANA DEPT OF WORKFORCE DEVELOP.	1,594.96
71764	CHECK	09/12/2019	INDIANAPOLIS POWER & LIGHT COMPANY	86,721.89
71765	CHECK	09/12/2019	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	355.00
71766	CHECK	09/12/2019	LEGALSHIELD	287.55
71767	CHECK	09/12/2019	MATTHEW B HUME	50.00
71768	CHECK	09/12/2019	PFM TRUCK CARE CENTER	1,535.47
71769	CHECK	09/12/2019	RADWAY PIANO SERVICE	95.00
71770	CHECK	09/12/2019	RAYMOND E. BOOMHOWER	200.00
71771	CHECK	09/12/2019	REGIONS BANK PURCHASING CARD	8,835.64
71772	CHECK	09/12/2019	REPUBLIC WASTE SERVICES	7,793.82
71773	CHECK	09/12/2019	RJE BUSINESS INTERIORS	384.87
71774	CHECK	09/12/2019	ROWLAND DESIGN, INC.	11,650.58
71775	CHECK	09/12/2019	SAKURA FUQUA	50.00
71776	CHECK	09/12/2019	SHARON BERNHARDT	34.00
71777	CHECK	09/12/2019	SONDHI SOLUTIONS	388.77
71778	CHECK	09/12/2019	THE HARMON HOUSE L.L.C.	105.00
71779	CHECK	09/13/2019	PAYPAL	162.30
71780	CHECK	09/19/2019	APPLIED ENGINEERING SERVICES	1,750.00
71781	CHECK	09/19/2019	ASI SIGNAGE INNOVATIONS	379.00
71782	CHECK	09/19/2019	AT&T MOBILITY	679.97
71783	CHECK	09/19/2019	BETH MENG	50.00
71784	CHECK	09/19/2019	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	30,134.66
71785	CHECK	09/19/2019	BRANDON S. GLENN	100.00
71786	CHECK	09/19/2019	BRIGHTWOOD INVESTORS, LLC	4,074.00
71787	CHECK	09/19/2019	BROWNING DAY MULLINS DIERDORF	2,800.00
71788	CHECK	09/19/2019	BUSINESS FURNITURE CORPORATION	3,759.12
71789	CHECK	09/19/2019	CAT HEAD PRESS: PRINTSHOP & ARTIST COOPERATIVE INC	250.00
71790	CHECK	09/19/2019	CATHERINE BOWIE	50.00
71791	CHECK	09/19/2019	CDW GOVERNMENT, INC.	5,055.00
71792	CHECK	09/19/2019	CHADWICK J. OFFUTT- GILLENWATER	300.00
71793	CHECK	09/19/2019	CHRISTOPHER B. BURKE ENGINEERING, LLC	4,582.50
71794	CHECK	09/19/2019	CITIZENS ENERGY GROUP	1,581.52
71795	CHECK	09/19/2019	CITYOGA SCHOOL OF YOGA & HEALTH	75.00
71796	CHECK	09/19/2019	DACO GLASS & GLAZING INC	3,543.00
71797	CHECK	09/19/2019	DONNA L CLARK	250.00
71798	CHECK	09/19/2019	E. 38TH ST (PETTY CASH)	16.00
71799	CHECK	09/19/2019	EDWARD GEORGE & ASSOCIATES, LLC	6,130.00
71800	CHECK	09/19/2019	ELIZABETH FRANKLIN	2,040.00
71801	CHECK	09/19/2019	ESPEN JENSEN	250.00
71802	CHECK	09/19/2019	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
71803	CHECK	09/19/2019	GAYLORD ARCHIVAL	103.92
71804	CHECK	09/19/2019	GLENDALE TOWN CENTER	3,750.00
71805	CHECK	09/19/2019	GUIDON DESIGN, INC.	3,222.47
71806	CHECK	09/19/2019	ILEA INDIANA	100.00
71807	CHECK	09/19/2019	INDIANA ALCOHOL AND TOBACCO COMMISSION	50.00
71808	CHECK	09/19/2019	INDIANA ALCOHOL AND TOBACCO COMMISSION	50.00
71809	CHECK	09/19/2019	INDIANA HISTORICAL SOCIETY	112.27
71810	CHECK	09/19/2019	JACKIE NYTES	115.00
71811	CHECK	09/19/2019	JEREMY SOUTH	250.00
71812	CHECK	09/19/2019	JP MORGAN CHASE BANK	2,599.85

No.	Type	Date	Reference	Amount
71813	CHECK	09/19/2019	LUNA LANGUAGE SERVICES	460.00
71814	CHECK	09/19/2019	MATTHEW B HUME	100.00
71815	CHECK	09/19/2019	METRIC ENVIRONMENTAL, LLC	3,355.17
71816	CHECK	09/19/2019	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
71817	CHECK	09/19/2019	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	4,800.00
71818	CHECK	09/19/2019	NICHELLE HAYES	29.00
71819	CHECK	09/19/2019	OCLC INC	9,492.43
71820	CHECK	09/19/2019	OUTREACH (PETTY CASH)	26.00
71821	CHECK	09/19/2019	PCM-G	46.76
71822	CHECK	09/19/2019	PFM TRUCK CARE CENTER	759.75
71823	CHECK	09/19/2019	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	1,528.09
71824	CHECK	09/19/2019	SAKURA FUQUA	100.00
71825	CHECK	09/19/2019	SARAH KANE	50.00
71826	CHECK	09/19/2019	SECURITAS SECURITY SERVICES USA, INC	580.00
71827	CHECK	09/19/2019	SEND THIS FILE, INC	999.95
71828	CHECK	09/19/2019	SPRINT PCS	4,066.19
71829	CHECK	09/19/2019	THE HARMON HOUSE L.L.C.	350.00
71830	CHECK	09/19/2019	TRENDYMINDS, INC.	712.50
71831	CHECK	09/19/2019	VANCO	682.76
71832	CHECK	09/26/2019	ALLIED HANDLING & EQUIPMENT OF INDIANAPOLIS, INC.	445.60
71833	CHECK	09/26/2019	ARTS FOR LEARNING INDIANA	1,106.00
71834	CHECK	09/26/2019	ASI SIGNAGE INNOVATIONS	384.00
71835	CHECK	09/26/2019	AT&T	2,304.68
71836	CHECK	09/26/2019	AT&T	30.56
71837	CHECK	09/26/2019	CHADWICK J. OFFUTT- GILLENWATER	200.00
71838	CHECK	09/26/2019	CHRISTOPHER B. BURKE ENGINEERING, LLC	113.75
71839	CHECK	09/26/2019	CITIZENS ENERGY GROUP	3,249.78
71840	CHECK	09/26/2019	CONNOR FINE PAINTING	820.00
71841	CHECK	09/26/2019	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	877.15
71842	CHECK	09/26/2019	DACO GLASS & GLAZING INC	160.92
71843	CHECK	09/26/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	96.00
71844	CHECK	09/26/2019	INDY CURB APPEAL ASPHALT, INC	600.00
71845	CHECK	09/26/2019	JACKSON SYSTEMS, LLC	4,810.00
71846	CHECK	09/26/2019	NATIONAL COALITION OF BLACKS FOR REPARATIONS IN	150.00
71847	CHECK	09/26/2019	PAULA SCHEIDLER	498.51
71848	CHECK	09/26/2019	PITNEY BOWES, INC.	598.92
71849	CHECK	09/26/2019	SCHMIDT ASSOCIATES, INC	49,604.95
71850	CHECK	09/26/2019	THE HARMON HOUSE L.L.C.	50.00
301947	EFT	09/05/2019	FINELINE PRINTING GROUP	1,616.00
301948	EFT	09/05/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	14,648.84
301949	EFT	09/05/2019	R AND B ARCHITECTS LLC	6,067.30
301950	EFT	09/05/2019	STAPLES	10,131.93
301951	EFT	09/05/2019	STENZ MANAGEMENT COMPANY, INC	2,320.29
301952	EFT	09/05/2019	TITAN ASSOCIATES	7,793.25
301953	EFT	09/05/2019	ULINE	509.32
301955	EFT	09/12/2019	ABELL ELEVATOR SERVICE CO	1,137.50
301956	EFT	09/12/2019	ACORN DISTRIBUTORS, INC	2,677.82
301957	EFT	09/12/2019	AUSTIN BOOK SALES	7,434.24
301958	EFT	09/12/2019	BAKER & TAYLOR	133.83
301959	EFT	09/12/2019	BAKER & TAYLOR	2,435.99
301960	EFT	09/12/2019	BAKER & TAYLOR	103,503.54
301961	EFT	09/12/2019	BAKER & TAYLOR	19,041.57
301962	EFT	09/12/2019	BRODART COMPANY CONTINUATIONS	170.99
301963	EFT	09/12/2019	CDW GOVERNMENT, INC.	593.74
301964	EFT	09/12/2019	DANCORP INC. DBA DANCO	500.00
301965	EFT	09/12/2019	DELTA DENTAL	72.10
301966	EFT	09/12/2019	DELTA DENTAL	541.97
301967	EFT	09/12/2019	DELTA DENTAL	10,580.56
301968	EFT	09/12/2019	DEMCO, INC.	310.63
301969	EFT	09/12/2019	DENISON PARKING	9,949.67
301970	EFT	09/12/2019	FLEET CARE, INC.	96.25
301971	EFT	09/12/2019	G4S SECURE SOLUTIONS (USA) INC.	80,782.90
301972	EFT	09/12/2019	HP PRODUCTS CORPORATION	36.72

No.	Type	Date	Reference	Amount
301973	EFT	09/12/2019	INDIANA PLUMBING AND DRAIN LLC	836.50
301974	EFT	09/12/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	7,454.35
301975	EFT	09/12/2019	INGRAM LIBRARY SERVICES	2,412.43
301976	EFT	09/12/2019	J&G CARPET PLUS	525.00
301977	EFT	09/12/2019	KLINES QUALITY WATER, INC	44.55
301978	EFT	09/12/2019	LEVEL (3) COMMUNICATIONS, LLC	3,161.46
301979	EFT	09/12/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	485.08
301980	EFT	09/12/2019	MIDWEST TAPE - PROCESSED DVDS	4,375.24
301981	EFT	09/12/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	12,065.20
301982	EFT	09/12/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	614.44
301983	EFT	09/12/2019	MIDWEST TAPE, LLC	4,735.35
301984	EFT	09/12/2019	MOORE INFORMATION SERVICES, INC	829.20
301985	EFT	09/12/2019	OVERDRIVE INC	94,512.24
301986	EFT	09/12/2019	PERFECTION GROUP, INC.	15,439.26
301987	EFT	09/12/2019	R AND B ARCHITECTS LLC	3,940.38
301988	EFT	09/12/2019	RECORD AUTOMATIC DOORS, INC	854.05
301989	EFT	09/12/2019	RECORDED BOOKS	1,177.03
301990	EFT	09/12/2019	RUSSIAN PUBLISHING HOUSE	69.26
301991	EFT	09/12/2019	STAPLES	11,965.01
301992	EFT	09/12/2019	STENZ MANAGEMENT COMPANY, INC	3,423.84
301993	EFT	09/12/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,815.00
301994	EFT	09/12/2019	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,041.43
301995	EFT	09/12/2019	TITAN ASSOCIATES	70,078.08
301996	EFT	09/12/2019	ULINE	749.35
302001	EFT	09/19/2019	ABELL ELEVATOR SERVICE CO	1,465.00
302002	EFT	09/19/2019	ACORN DISTRIBUTORS, INC	1,753.80
302003	EFT	09/19/2019	BACKGROUND BUREAU INC.	447.00
302004	EFT	09/19/2019	BAKER & TAYLOR	26.20
302005	EFT	09/19/2019	BAKER & TAYLOR	12,420.34
302006	EFT	09/19/2019	BAKER & TAYLOR	12,103.66
302007	EFT	09/19/2019	BAKER & TAYLOR	7.63
302008	EFT	09/19/2019	BOYLE CONSTRUCTION MANAGEMENT, INC.	271,211.98
302009	EFT	09/19/2019	BRODART COMPANY CONTINUATIONS	1,682.33
302010	EFT	09/19/2019	CITIZENS THERMAL ENRGY.	84,184.49
302011	EFT	09/19/2019	DEMCO, INC.	569.56
302012	EFT	09/19/2019	FINELINE PRINTING GROUP	4,665.00
302013	EFT	09/19/2019	FLEET CARE, INC.	204.25
302014	EFT	09/19/2019	G4S SECURE SOLUTIONS (USA) INC.	39,415.14
302015	EFT	09/19/2019	GRAINGER	116.86
302016	EFT	09/19/2019	INDIANA PLUMBING AND DRAIN LLC	816.50
302017	EFT	09/19/2019	IRVINGTON PRESBYTERIAN CHURCH	937.50
302018	EFT	09/19/2019	J&G CARPET PLUS	325.00
302019	EFT	09/19/2019	JCOS, INC.	25,922.50
302020	EFT	09/19/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	2,284.00
302021	EFT	09/19/2019	MICHAEL R. TWYMAN	3,333.33
302022	EFT	09/19/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	3,422.65
302023	EFT	09/19/2019	MIDWEST TAPE - PROCESSED DVDS	12,064.56
302024	EFT	09/19/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	168.84
302025	EFT	09/19/2019	MIDWEST TAPE NON PROCESSED	692.59
302026	EFT	09/19/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	19,368.45
302027	EFT	09/19/2019	MIDWEST TAPE, LLC	5,442.42
302028	EFT	09/19/2019	OVERDRIVE INC	25,964.05
302029	EFT	09/19/2019	RECORD AUTOMATIC DOORS, INC	1,891.58
302030	EFT	09/19/2019	RECORDED BOOKS	1,019.88
302031	EFT	09/19/2019	RICHARD LOPEZ ELECTRICAL, LLC	36,975.19
302032	EFT	09/19/2019	RICOH USA, INC. - 12882	4,699.42
302033	EFT	09/19/2019	RLR ASSOCIATES, INC	9,845.10
302034	EFT	09/19/2019	RYAN FIRE PROTECTION, INC	1,320.55
302035	EFT	09/19/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	621.00
302036	EFT	09/19/2019	ULINE	100.37
302042	EFT	09/26/2019	ABELL ELEVATOR SERVICE CO	787.50
302043	EFT	09/26/2019	ACORN DISTRIBUTORS, INC	770.90
302044	EFT	09/26/2019	AUSTIN BOOK SALES	1,961.54

No.	Type	Date	Reference	Amount
302045	EFT	09/26/2019	BACKGROUND BUREAU INC.	135.00
302046	EFT	09/26/2019	BAKER & TAYLOR	22,798.73
302047	EFT	09/26/2019	BAKER & TAYLOR	19,098.79
302048	EFT	09/26/2019	DEMCO, INC.	545.43
302049	EFT	09/26/2019	G4S SECURE SOLUTIONS (USA) INC.	1,020.76
302050	EFT	09/26/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	4,832.18
302051	EFT	09/26/2019	INGRAM LIBRARY SERVICES	5,846.68
302052	EFT	09/26/2019	J&G CARPET PLUS	600.00
302053	EFT	09/26/2019	KLINES QUALITY WATER, INC	59.55
302054	EFT	09/26/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	599.44
302055	EFT	09/26/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	4,010.29
302056	EFT	09/26/2019	OFFICEWORKS	398.52
302057	EFT	09/26/2019	P.V. SUPA INC.	12,097.68
302058	EFT	09/26/2019	R AND B ARCHITECTS LLC	2,176.60
302059	EFT	09/26/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	786.25
				<u>2,264,828.61</u>

Summary by Transaction Type:

Computer Check	\$ 848,873.52
EFT Check	\$ 1,415,955.09
Total Payments	\$ 2,264,828.61
Total Voided Items	\$ -

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

No.	Type	Date	Reference	Amount
792	CHECK	09/12/2019	DANIEL GARDENER	175.25
793	CHECK	09/12/2019	GLORIA CORAM	31.32
			Total	<u>\$ 206.57</u>

Summary by Transaction Type:

Computer Check	\$206.57
EFT Check	\$0.00
Total Payments	\$206.57
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7394	CHECK	09/05/2019	CATHERINE C. HEROMAN	3,000.00
7395	CHECK	09/05/2019	CREATIVE AQUATIC SOLUTIONS, LLC	552.35
7396	CHECK	09/05/2019	CROSSROADS DOCUMENT SERVICES	9,770.42
7397	CHECK	09/05/2019	GRACE CONYERS	25.00
7398	CHECK	09/05/2019	GREGORY HILL	168.87
7399	CHECK	09/05/2019	OOEY GOOEY, INC.	1,000.00
7400	CHECK	09/05/2019	SUSAN DAVIS	19.96
7401	CHECK	09/12/2019	CHARLES INGRAM	150.00
7402	CHECK	09/12/2019	CONTINENTAL BROADCAST GROUP, LLC	750.00
7403	CHECK	09/12/2019	CREATIVE AQUATIC SOLUTIONS, LLC	254.20
7404	CHECK	09/12/2019	CROSSROADS DOCUMENT SERVICES	1,300.00
7405	CHECK	09/12/2019	DORIENE SMITHER	100.24
7406	CHECK	09/12/2019	DUOS	260.00
7407	CHECK	09/12/2019	MARIANNE MCKENZIE	123.92
7408	CHECK	09/12/2019	MARY VAUGHN	35.00
7409	CHECK	09/12/2019	NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG	825.00
7410	CHECK	09/12/2019	PEGGY WEHR	44.17
7411	CHECK	09/12/2019	PRECISE PRINTING PLUS SIGNS	110.00
7412	CHECK	09/12/2019	REGIONS BANK PURCHASING CARD	316.91
7413	CHECK	09/12/2019	SHANIKA HEYWARD	262.89
7414	CHECK	09/19/2019	ABBY LOPRESTI BROWN	74.95
7415	CHECK	09/19/2019	ALISON GRANUCCI	5,600.00
7416	CHECK	09/19/2019	BAMBI PEA	43.90
7417	CHECK	09/19/2019	CHARLES INGRAM	150.00
7418	CHECK	09/19/2019	CONCEPT PRINTS, INC	613.00
7419	CHECK	09/19/2019	GARFIELD PARK (PETTY CASH)	22.95
7420	CHECK	09/19/2019	HAYLEY GREINER	100.00
7421	CHECK	09/19/2019	LAWRENCE (PETTY CASH)	18.65
7422	CHECK	09/19/2019	SHANIKA HEYWARD	45.42
7423	CHECK	09/19/2019	TAMI EDMINSTER	36.58
7424	CHECK	09/26/2019	ARTS WITH A PURPOSE INC.	765.00
7425	CHECK	09/26/2019	BAMBI PEA	23.84
7426	CHECK	09/26/2019	CATHERINE BRIDGE	36.00
7427	CHECK	09/26/2019	GRACE CONYERS	25.00
7428	CHECK	09/26/2019	GUY J. HANSEN	400.00
7429	CHECK	09/26/2019	INDIANAPOLIS CONTEMPORARY	2,500.00
7430	CHECK	09/26/2019	INDY VEGFEST	182.00
7431	CHECK	09/26/2019	JEREMY SOUTH	250.00
7432	CHECK	09/26/2019	KATHLEEN A. BALKE	150.00
7433	CHECK	09/26/2019	SHANNON O'DONNELL	19.99
301954	EFT	09/05/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	800.62
301997	EFT	09/12/2019	BAKER & TAYLOR	13.08
301998	EFT	09/12/2019	BAKER & TAYLOR	157.21
301999	EFT	09/12/2019	INGRAM LIBRARY SERVICES	597.96
302000	EFT	09/12/2019	MIDWEST TAPE, LLC	198.06
302037	EFT	09/19/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	51,931.93
302038	EFT	09/19/2019	INGRAM LIBRARY SERVICES	3,013.96
302039	EFT	09/19/2019	MIDWEST TAPE - PROCESSED DVDS	2,654.25
302040	EFT	09/19/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	54.96
302041	EFT	09/19/2019	MIDWEST TAPE, LLC	16.54
302060	EFT	09/26/2019	G4S SECURE SOLUTIONS (USA) INC.	32.90
Total				<u><u>89,597.68</u></u>

No.	Type	Date	Reference	Amount
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Summary by Transaction Type:

Computer Check	\$ 30,126.21
EFT Check	\$ 59,471.47
Total Payments	\$ 89,597.68
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
October 28, 2019
PERSONNEL ACTIONS
RESOLUTION 37 -2019

NEW HIRES:

- Carissa Burgmeier, Hourly Library Assistant II, Central Services, \$13.00 per hour, Effective: 09/24/2019
- Madeline Newhouse, Hourly Events Assistant, Events, \$13.00 per hour, Effective: 09/24/2019
- Jennifer Hendzlik, Manager, Acquisitions & Collection Management, \$29.00 per hour, Effective: 10/21/2019
- Leon Gomez, Page, Central, \$9.15 per hour, Effective: 10/08/2019
- Lauren Bingham, Page, InfoZone, \$9.15 per hour, Effective: 10/08/2019
- Elizabeth Van Allen, Manager, Digital Encyclopedia, CEO, \$31.25 per hour, Effective: 10/09/2019
- Sam Opsahl, Hourly Editorial Assistant, CEO, \$13.00 per hour, Effective: 10/09/2019
- Kara Chinn, Hourly Editorial Assistant, CEO, \$13.00 per hour, Effective: 10/09/2019
- Julia Frick, Page, Irvington, \$9.15 per hour, Effective: 10/08/2019
- Jill Ridge, Page, Irvington, \$9.15 per hour, Effective: 10/08/2019
- Claudia W. Montes Salinas, Program Specialist, Public Services, \$25.22 per hour, Effective: 11/05/2019

INTERNAL CHANGES:

- Derris Ross from Public Services Associate II, Part-Time, Warren to Hourly Public Services Associate I, Warren, No Change in Pay, Effective: 09/15/2019
- Alysha Zemanek from Hourly Library Assistant II, Warren to Library Assistant II, Part-Time, Central, No Change in Pay, Effective: 10/13/2019
- Margarette Webb from Hourly Public Services Associate I, Lawrence to Public Services Associate II, Brightwood, No Change in Pay, Effective: 10/27/2019
- Daniel Snodgrass from Library Assistant II, Part-Time, Spades Park to Computer Lab Assistant II, Part-Time, Spades Park, No Change in Pay, Effective: 10/13/2019
- Lauren Thorne from Library Assistant II, Nora, \$13.48 per hour to Circulation Supervisor I, Outreach, \$18.00 per hour, Effective: 11/10/2019

RE-HIRES:

- Dallas Sims, Administrative Assistant, Public Services, \$15.34 per hour, Effective: 09/24/2019
- Larry Whitmore, Hourly Public Services Associate I, Pike, \$14.07 per hour, Effective: 09/24/2019

SEPARATIONS:

- Emily Dickos-Carter, Library Assistant II, Lawrence, 8 months, Effective: 09/13/2019
- Mary Venne, Page, Lawrence, 2 years and 4 months, Effective: 07/25/2019
- Gloria Pleasant, Page, Lawrence, 1 year and 8 months, Effective: 08/16/2019
- Madeline Newhouse, Hourly Events Assistant, Events, 6 days, Effective: 10/01/2019
- Aniya Powell, Page, Michigan Road, 1 year and 4 months, Effective: 10/07/2019
- Thomas Robison, Page, Central, 4 months, Effective: 09/26/2019
- Hana Svetlovics, Page, Central, 7 months, Effective: 09/30/2019

INACTIVE:

- Henry Dawson, Page, Southport, Inactive: 08/03/2019

RE-ACTIVATE:

- Karen Brooking from Hourly Summer Reading Clerk, Decatur, \$10.50 per hour to Page, Decatur, \$9.15 per hour, Effective: 09/01/2019
- Thomas Robison, from Hourly Summer Reading Clerk, East Washington, \$10.50 per hour to Page, Learning Curve, \$9.15 per hour, Effective: 09/25/2019

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
TRAVEL AND TRAINING ACTION
 RESOLUTION 37 - 2019

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

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

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Travel/Mileage	Lodging	Per Diem	Total
Kathryn Bacone	CMSA	1201	Indianapolis, IN	ILF Conference	10	\$285.00				\$285.00
Montoya Barker	LAW	2013	Indianapolis, IN	ILF Conference	10					\$0.00
Kimberly Brown-Harden	E38	2008	Indianapolis, IN	Supervising and Managing People	10	\$699.00	\$50.00			\$749.00
Kimberly Brown-Harden	E38	2008	Indianapolis, IN	ILF Conference	10					\$0.00
Rachelle Colyer	WIN	2020	Indianapolis, IN	IYI Kids Count Conference	10	\$160.00	\$50.00			\$210.00
Victoria Duncan	CMSA	1201	Indianapolis, IN	Supervising and Managing People	10	\$699.00	\$50.00			\$749.00
Jessica Moore	CEO	1001	Toledo, OH	PLA Symposium - Social Justice	10	\$250.00	\$500.00	\$500.00	\$60.00	\$1,310.00
Rhonda Oliver	LAW	2013	Indianapolis, IN	ILF Conference	10					\$0.00
Kristina Osborn	TCM	2024	Indianapolis, IN	ILF Conference	10					\$0.00
Staci Terrell	TCM	2024	Indianapolis, IN	ILF Conference	10	\$699.00	\$50.00			\$749.00
								TOTAL		\$4,052.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
OCTOBER 15, 2019

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, October 15, 2019 at 5:05 p.m. pursuant to notice given.

1. **Call To Order**

Rev. Robinson called the meeting to order.

2. **Roll Call**

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

Members absent: Mr. Andrews, Ms. Payne, Judge Salinas and Ms. Sanders

COMMITTEE REPORTS

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

Briefing Report - Brightwood Branch Project Update for September 2019

Major milestone work completed in September includes the perimeter site concrete work, completion of the framing of the portals on Sherman, exterior sheathing, installation of the roofing, and the stone base for the parking lot paving. Brick masonry has begun and rough-grading of the perimeter has been completed. Electrical, mechanical, and plumbing rough-ins continues.

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

Project Schedule

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

Resolution - Approval to Award a Construction Services Contract for the Wayne Branch Renovation Project

IndyPL Facilities staff recommends Board approval to award a construction services contract for the Wayne Branch Renovation Project to Gilliatte General Contractors, Inc., Indianapolis, Indiana, for the total cost of \$1,211,000.00 inclusive of Alternate #2 to remove and replace the baseboard heaters.

Background:

The Wayne Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. Rb Architects leads the design team and we are on track to have the Project ready to begin construction in December 2019.

In July 2019, with Resolution 20-2019, the IndyPL Board authorized the preparation of bidding documents and to solicit open, competitive, and public bids for the Project. The Bid Documents were issued to bidders on August 30, 2019.

Public Notice to prospective bidders was advertised on September 11 and 18, 2019. Notice of the Project was also posted on the IndyPL website.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors in the construction industry. IndyPL Diversity, Equity, and Inclusion Officer reached out via telephone calls to the XBE vendors to confirm receipt of the notice and to gauge interest in submitting a bid.

Six (6) bids were received at the Library Services Center by the deadline of 2:00 pm local time on October 8, 2019. The bids were opened and read aloud publically.

The Project schedule has the last day of service in the Branch of November 30, 2019, starting construction of starting on December 9, 2019, with substantial completion on May 1, 2020.

This work is within the total project budget of \$1,600,000. The majority of the work, \$1,500,000, will be funded by the Series 2019 Bond Fund. An additional \$100,000 was included in the Project budget from the Miscellaneous Projects 2018 Bond Fund (Fund 479) to specifically add exterior windows to the building. Current expenses for the Project are being charged to the Rainy Day Fund (Fund 245). Once the Series 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and associated expenses for the Project will be charged to the Series 2019 Bond Fund (Fund Number TBD).

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

Resolution - Approval to Award a Construction Contract for the Lawrence Branch Roof Replacement Project

Agenda item was withdrawn. The received quotes will be rejected and the project re-issued after the New Year for completion in the spring of 2020.

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

a. Resolution - Policy Revisions

Katherine goes through the Board Briefing Report on Policy Revisions explaining the history and new items that are being suggested for addition. Ms. Carlino asks Katherine how the policy revisions are written and suggested for revision. Katherine explains that suggestions for revisions are collected throughout the year from staff as well as other members of the HR team. Jackie reminds the board about the Personal Holiday that is begin given to all eligible staff members in 2020, that can be used by the employee on any day of their choice as long as scheduled and approved by their manager/supervisor. This day will not carry over and must be used in the calendar year in which it is given.

b. Briefing Report - 2019 Compensation Study Results

Jeff Rahmberg, Rahmberg Stover and Associates gives presentation on the Compensation Study Results. Katherine advises that the compensation powerpoint, recorded presentation and pay structures will be posted to the Intranet. The entire pay structure has moved forward by 12%. She advises that new job descriptions will be posted once they have been finalized. Dr. Jett requests categories pertaining to the employees that received adjustments.

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

a. Resolution - Approval of the Final Bond Resolution for the 2019 Bonds Funding the Lawrence and Wayne Branch Renovation Projects

Ms. Dike-Young reminded the Board Committee members that the Library Board authorized a “Preliminary Bond Resolution” to approve the Multi-Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$8,060,000 on August 25, 2014. In December 2014, the Library issued bonds in the amount of \$4,755,000 to finance the first phase of the project which was to renovate the East Washington, Southport and Warren Branches. Ms. Dike Young note that, at this time, the Library is ready to proceed with the final bond resolution for the issuance of bonds for the second phase of the Multi-Branch Facility Improvement Project in order to provide financing for the renovation of the Lawrence and Wayne

Branches. She noted that the estimated debt service for these bonds were included in the 2020 budget and that the estimated interest expense is \$70,157, an estimated repayment term of two years with a maximum annual payment estimated at \$1,800,583.

6. Other Business

None.

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

- a. **Regular Board Meeting** – Monday, October 28, 2019, at the Decatur Branch Library, 5301 Kentucky Avenue, at 6:30 p.m.
- b. **Library Board Committees Meeting** – Tuesday, November 12, 2019, at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

8. Adjournment





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

October 29 at 6 p.m. – “Author Elizabeth Mosier at Central Library!” Examine how architecture can be a framework to explore personal histories as author Elizabeth Mosier imparts lessons from her book, *Excavating Memory: Archeology and Home*. This program is presented in coordination with the 2019 “Meet an Author, Be an Author” series of programs held on November 9. Held at Central Library.

November 7 from 6 - 8 p.m. – “Cey More With Art: Art in R/Evolution.” As part of the community-wide 2019 Spirit & Place Festival, hear hip-hop legend Cey Adams, creative director of Def Jam Recordings, speak on the revolutionary power of art. Adams will discuss his career, his contributions to hip-hop, and how art acts a catalyst for dialogue and change. Local artists will share their thoughts and lead a community art project. Held at Central Library.

November 8 - 16 – “Indy Library Store Book Sale.” Here’s your last chance in 2019 to buy new and used books at discount prices! Friends of the Library Preview Night is Friday, November 8 from 5:30 - 7:30 p.m. The book sale opens to the public on Saturday, November 9 from 10 a.m. - 4 p.m. and continues on Thursday, November 14 from 12 noon - p.m. Half-Price Day is Friday, November 15 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, November 16 from 10 a.m. - 4 p.m. Proceeds support Library programs and services through the Library Foundation. Held at the Library Services Center.

November 9 from 11 a.m. - 4:30 p.m. – “Meet an Author, Be an Author.” You’re invited to join fellow writers for a day devoted to Indiana’s talented authors. A variety of writing workshops for those of all skill levels will be led by the Indiana Writers Center. Workshops will focus on the writing craft and the ins and outs of the publishing industry. Network with up-and-coming Hoosier authors and take advantage of book sales and signings. Held at Central Library.

November 12 from 6 - 8 p.m. – “Gun Rights and Gun Violence: A Community Conversation.” Join the discussion on reversing the trend in gun violence in Indianapolis, which in 2018 experienced a fourth straight year of record homicides by a firearm of some type. The forum will bring together a panel of subject-matter experts and community leaders to discuss collaborative solutions. Held at the Haughville Branch.

November 16 from 12 noon - 4 p.m. – “Fall Fest ‘19!” Experience an afternoon of inspiration and cultural entertainment during this program presented by the Library’s African American History Committee. Featured presenter will be the “Step Stool Chef,” Julian Frederick. Hear from winners in the Teen Slammin’ Rhymes Challenge and enjoy performances from a variety of community presenters. Held at Central Library.

November 19 from 6 - 7:30 p.m. – “King at 90: Our God Is Marching On.” Commemorate the 90th anniversary of the birth of Dr. Martin Luther King, Jr. during this program presented by our own Dr. Terri Jett, Associate Professor of Political Science at Butler University. She will lead a conversation about Dr. King’s speech, “Our God Is Marching On,” and its continued relevance. Held at the College Avenue Branch.

We hope to see you at these exciting events!