



## Executive Session Agenda

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

**Notice Of An Executive Session  
October 23, 2017**

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

**Warren Branch Library  
9701 East 21<sup>st</sup> Street  
At 6:00 P.M.**

**For the Purpose Of Considering The Following Agenda Items  
Dated This 18th Day of October, 2017**

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

### **-- Executive Session Agenda--**

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

# Executive Session Agenda

pg. 2

## **3. Discussion**

- a. Pursuant to IC 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of an individual employee.

## **4. Other Business**

## **5. Adjournment**





## Library Board Meeting Agenda

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

**Notice Of The Regular Meeting  
October 23, 2017**

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

**Warren Branch Library  
9701 East 21<sup>st</sup> Street  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 18th Day Of October, 2017**

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

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

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

### **3. Branch Manager's Report**

Ruth Hans, Manager, Warren Branch Library, will provide an update on their services to the community. (enclosed)

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

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

The Public has been invited to the Board Meeting.

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

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

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

### **5. Approval of Minutes**

#### **a. Regular Meeting, September 25, 2017 (enclosed)**

## **COMMITTEE REPORTS**

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

#### **a. Report of the Treasurer – September 2017 (enclosed)**

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

# Library Board Meeting Agenda

pg. 3

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

- a. **Resolution 40-2017** – Library Policy Revisions and New Policy Additions (enclosed)

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

- a. **Briefing Report** – Michigan Road Branch Library Ground Breaking Event (enclosed)
- b. **Presentation on the Use of Harvested Lumber from the Michigan Road Branch Project Site** – Kevin Montgomery, krM Architecture and Brian Presnell, Indy Urban Hardwood, will give the Presentation. (at meeting)
- c. **Briefing Report** – Action Item Scheduled for the November 2017 Meeting – Authorize Issuing of the Eagle Branch Project Bidding Documents (enclosed)

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

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

- a. **Dashboards and Statistics**
  - 1) **Monthly Performance Dashboard – September 2017** (enclosed)
- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
- c. **September Media Report** (enclosed)
- d. **Confirming Resolutions:**
  - 1) **Resolution Regarding Finances, Personnel and Travel (41 – 2017)**

Enclosed.

# Library Board Meeting Agenda

pg. 4

## 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, 2017** - To Be Determined

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committees Notes – October 10, 2017** (enclosed)

### 15. Board Meeting Schedule for 2017 (Notice of Date and Place of Meeting) and Upcoming Events

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

### 16. Notice of Special Meetings

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

Monday, November 27, 2017, at the West Indianapolis Branch Library, 1216 S. Kappes Street, at 6:30 p.m.

## **18. Other Business**

## **19. Adjournment**



## Warren Branch Library

9701 E. 21<sup>st</sup> Street  
Indianapolis, IN 46229





## Who we are

**6 Librarians:** Tiffani Carter, Ruth Hans (manager), Donna Neblett, vacant, Mary Weimer and Rinata White

**9 Library Assistants:** Linda Bowling, Marcia Compliment, Erin Farrell, Julie Fore, Opal Hamilton, Linda Laurie, Ramona Moore, Virginia Rosemeyer, and Patty Werle

**4 PSA Substitutes:** Theresa Daniels, Sharon Lewis, Regina Simmons, and Linda Tegmeyer

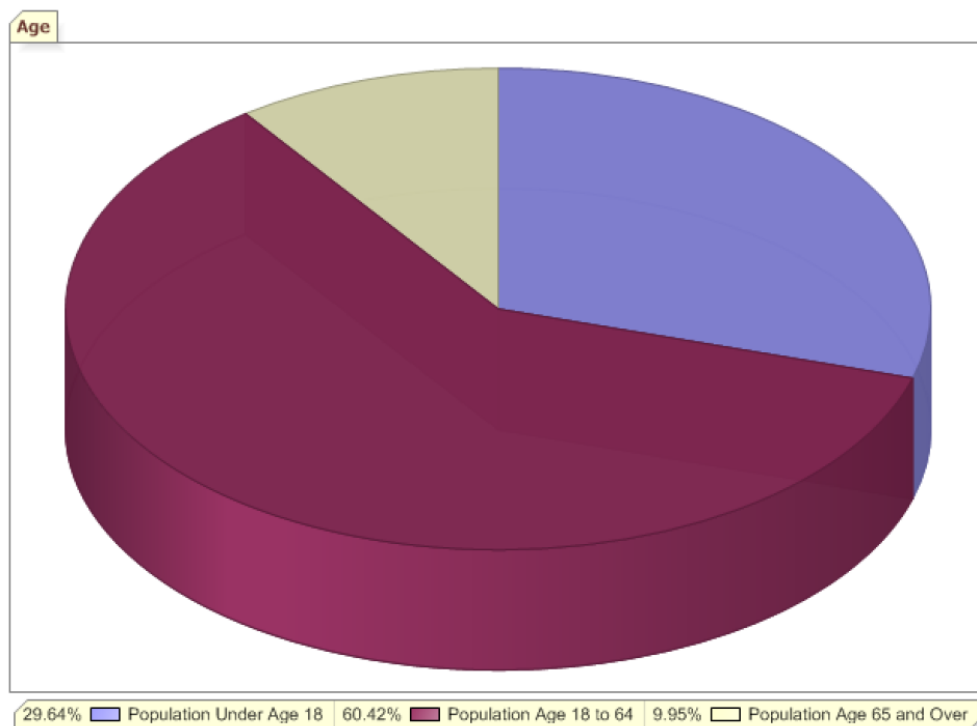
**4 Library Assistant Substitutes:** Catrina Barnett, Linda Meid, Barbara Stewart, and Lauren Williams

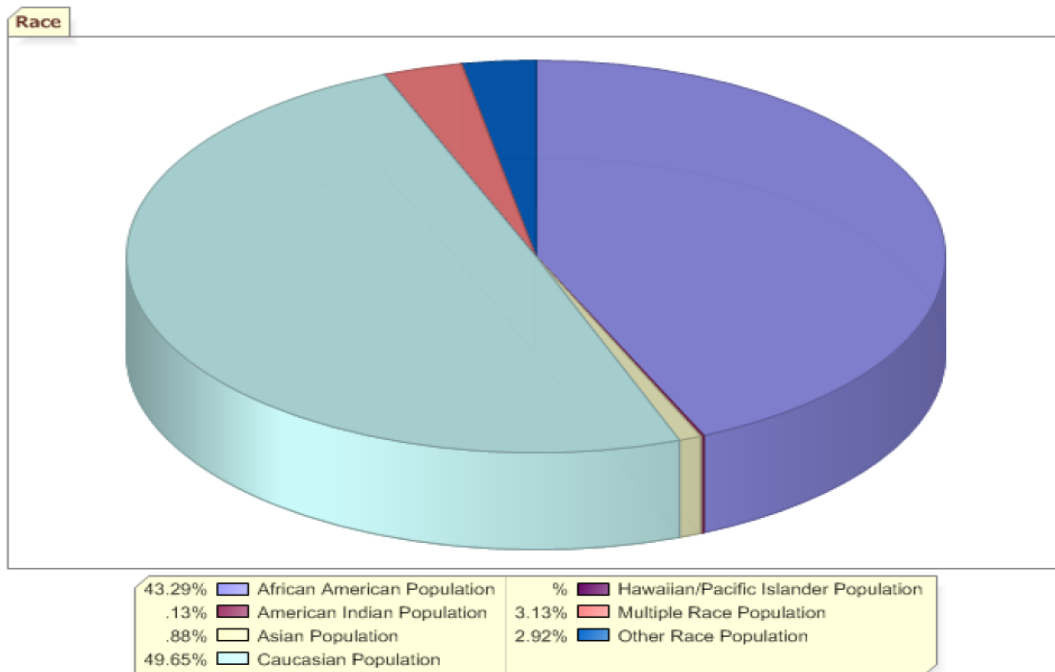
**5 Library Pages:** Marissa Ballesteros, Brittany Coffman, Eustace Lampkins, Dianne Reed, and Sydney Walker

**10 active volunteers:** Alice Moody, Aurora Fuenes, Gerald Papenmeier, Betty Motley, Francis Yee, Opal Driffil, Stephanie Barras, Jennifer Jordan, Diann Harris, and Teresa Stanton

## Who We Serve Warren Library Population

- The base population of our service area is 91,886
- 40% or more of housing are rental units, 46% are owner occupied, and 14% are vacant
- Warren Township Schools include 9 elementary, 3 intermediate, 3 middle schools and 1 high school, plus Walker Career Center, The Renaissance School, and the Warren Early Childhood Center. IPS schools include 1 preschool center, 4 elementary schools and 1 junior high school. Charter schools include 3 elementary/middle schools and 1 high school. Parochial schools include 3 K-8 schools. We also have the Excel Center.
- Our service area also includes 96 daycares (we currently provide monthly visits to 14 of them), the Head Start Center in the CAFÉ building, and La Plaza, the Hispanic-based education and social services center on 38<sup>th</sup> St.





## How We Serve

### 2016 service summary, while under construction

- 30% of the population of our service area have library cards, 1454 new cards in 2016
- 53,000 items in our collection as we continue to rebuild after the renovation
- 193,762 door count in 2016
- 252,624 circulation in 2016
- 63,206 patron helps in 2016
- 51,701 computer uses in 2016, going from 23 to 10 to 32 public computers in the process
- 7691 attended programs

## Our Story

Warren Library opened for business in its current building on March 4, 1974. After 40 years of service, a 1979 fire and a few small upgrades, we planned and completed a major renovation which rearranged our entire space to provide study areas, more computers, separate children's and teen areas, a more convenient entrance and drop box, more open and welcoming spaces, and, most importantly better service the community we are today. We began the planning process in the summer of 2015 and began construction in March of 2016 with essential completion in November 2016. During this time we picked up and rearranged the library floor plan 5 times, culminating the open spaces you can see today.

To say that the Warren staff is "well-seasoned" is an understatement. While as a group we bring over 220 years of experience to the library system, one staffer has worked in this building since the mid-seventies, and has seen the many changes the library neighborhood has gone through.

Always a working class area, the area was hit hard by economic woes and is still recovering. Our unemployment rate is higher than the county as a whole. Our job center is one of the most popular in the library system. New development has been slow but rezoning requests are increasing. A new East Side Community Development Group and a new neighborhood group are hoping to revitalize the east side. Crime is a major concern; we were recently

dismayed to learn that we sit in one of Marion County's highest crime areas. IMPD works hard to protect, serve, and inform the community of safety issues.

Racially, we are 49% Caucasian, 43% African American, and the rest of us are American Indian, Asian, and Hawaiian and Pacific Islanders. 11% of us identify as Hispanic. 8% of us speak Spanish at home, slightly more than the county's average. We are slightly less educated and slightly more of us live in poverty than the rest of the county. Nearly 14% of us are unemployed.

In order to be responsive to our community and its needs, we offer a variety of programs and services for adults and children. New program initiatives for this year have been a teacher open house, a pop up library for the Indiana Youth Group, Scratch Jr in partnership with WFYI, auto mechanics, and a series of financial workshops with CAFÉ. We are definitely a "third place" for many in our service area to use our space, our WIFI, or to hang out with their friends in a friendly place. Our increasing door count reflects our patrons' needs for our services. The library's proximity to Warren Township Schools brings us many, many students in the non-school hours of the day.

Outreach Services include services to Warren Township, IPS, and a variety of parochial and charter schools. We have partnered with 15 preschool/daycares, Head Start, the Warren Township Trustee, New Beginnings Church, Indianapolis Fire Department, IMPD, Crestwood Village, OASIS, Ransburg YMCA, the Warren Township Development Association, Cumberland, and the Community Alliance of the Far East Side. I serve on the Board of Directors of the Warren Township Development Association and participate in the East Side Redevelopment Committee.

We offer two story times per week in the branch, one for babies and toddlers and the other for preschoolers. Librarian visits to daycare centers are high on our priorities, and we visit well over 30 classes per month. We maintain frequent contact with our area schools, and take advantage of as many opportunities to reach students and their parents as we can. Librarians have been to "back to school" nights, reading, science, and math nights in addition to traditional classroom visits and appearances at community fairs and festivals. Summer Reading and summer programs are big business in the summertime. We've strengthened our commitment to attend local community festivals, and have been to a senior fair, several church festivals and the Far Eastside Community Fair.

Warren offers a monthly daytime book club for a small, but mighty, group of eclectic readers and another Sunday group for African American women. Librarians spend the bulk of their reference time with computer questions, big and small, from "how do I print" to "why won't my computer work" to "I just bought (or received) this Kindle, Nook, tablet, etc., how do I run it?" We provide an individualized "computer basics" class for adult absolute beginners who, despite their fears, want to learn enough skills to use their own computers or move on to other classes. Our Job Center fulfills a most needed service for our patrons who need to look for jobs or get better ones, and is one of the most used in the system. So far this year we have provided 107 job center sessions and helped 532 people with their job search needs.

Our loyal volunteers have provided nearly 900 hours of service so far this year. We've had help with collection Support, Program Support, and Computer Support. We've had high school students help with collection support and Critter Chat. Butler students help with Family Game Day one month and our local Kiwanis Club planted a garden for us outside the staff lounge window.

Prepared by:  
Ruth Hans, Branch Manager  
Warren Library

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
SEPTEMBER 25, 2017**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at the Eagle Branch Library, 3325 Lowry Road, Indianapolis, Indiana on Monday, September 25, 2017 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Dr. Wantz presided as Chairman. In the absence of Ms. Charleston, Ms. Payne acted as Secretary.

**2. Roll Call**

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

Members absent: Ms. Charleston and Ms. Sanders.

**3. Branch Manager's Report**

Mary Agnes Hylton, Eagle Branch Manager, reviewed her Report. She provided a brief history of the branch noting that in 1960 the Eagle Branch became the first in the system to be placed in a shopping center. The current branch opened in 1970. In addition to monthly outreach to daycares, the Eagle staff provides "pop-up" service at Eskenazi Health Center West and the Shalom Health Care Center. The branch works with numerous community organizations and schools throughout the year to further Library and community goals and is looking forward to the new Eagle Branch near Moller Road and 38<sup>th</sup> Street. Groundbreaking will be in early 2018 with completion targeted for February 2019.

**4. Public Comment and Communications**

**a. Public Comment**

Mary Clark, Executive Director of the International Marketplace Coalition, addressed the Board. Ms. Clark praised the Eagle Branch for its service to the community which is home to a growing number of diverse restaurants and businesses. She estimated that \$60 million worth of new projects will be constructed in the area over the next two years. Upcoming events involving the local international community include the Taste the Difference Festival and Sister Cities Fest.

Ms. Payne commented that between Eagle and the Marketplace Coalition they “have it going on over here.” She then briefly described her recent encounter with a patron in Eagle’s parking lot that raved both about the branch and Ms. Hylton.

At this time, Indianapolis Metropolitan Police Commander Michael Jefferson spoke to the Board. He thanked the branch for its service and referred to it as a valued partner. He then described the various initiatives being utilized to improve safety in the area.

- b. **Dear CEO Letters and Responses** were circulated for the Board’s general information.
- c. **Correspondence** was circulated for the Board’s general information.

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

### a. **Regular Meeting, August 28, 2017**

The minutes were approved on the motion of Ms. Payne, seconded by Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

## COMMITTEE REPORTS

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

### a. **Report of the Treasurer – August 2017**

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

Revenue – Total revenue for August came in as projected and was less than August of 2016 due to the timing of our grant from the Foundation.

Expenditures – We spent less than projected but were within 2% of what we spent last year.

Looking ahead for the remainder of the year, we are averaging \$3,360,402 per month in expenditures which would put us at \$40,324,824 for the year plus the outstanding purchase orders from 2016 in the amount of \$2,408,328 making total expenses for the year at \$42,733,152. On the revenue side, we are averaging \$545,587 (without taxes) per month. When you add in the expected taxes for 2017, the total projected revenue is \$42,691,256. Based on this, Expenditures will exceed Revenues by \$41,896 assuming the numbers remain consistent September-December.

Dr. Jett made the motion, which was seconded by Rev. Robinson, 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 30 – 2017** (Appropriation of Gift and Grant Proceeds and Transfer Between Accounts and Classifications)

Ms. Adams outlined the various appropriations and transfers. The appropriations total \$192,986 and the transfers are coming from both IT and Facilities to cover several projects.

After full discussion and careful consideration of Resolution 30 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

c. **Resolution 31 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with P.V. Supa, Inc. for RFID Readers and Gates)

Ms. Adams explained that it was being recommended that the Library enter into a contract with P. V. Supa, Inc. for the RFID readers and gates for a total project cost of \$360,000. The targeted completion date is December 15, 2017.

After full discussion and careful consideration of Resolution 31 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

d. **Resolution 32 – 2017** (Authorization for the Chief Executive Officer to Negotiate and Execute a Contract with Tech Logic Corporation for Kwik Case Unlocks)

Ms. Adams advised that the Library recommends executing a contract with Tech Logic Corporation for Kwik Case Unlocks. These Unlocks are used to unlock security cases for DVDs, CDs, etc. The cost of this project is \$125,420 and should be completed by December 15, 2017.

After full discussion and careful consideration of Resolution 32 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

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

**a. Briefing Report – Policy Revisions**

Ms. Crenshaw requested that the Board members review the proposed policy revisions contained in the Report which addressed such items as responsible bidding practice and submission requirements on public works projects, CAT hours access modification for employees on PTO, and procedural clarification of post-accident drug/alcohol screening.

If Board members have any questions or comments, they should forward them to Katherine Lerg, HR Director, or herself. The information will be reviewed and discussed at the October Joint Committee Meeting and the October Regular Board Meeting.

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

**a. Resolution 33 – 2017 (Approval to Award a Construction Services Contract for the Michigan Road Branch Project)**

Sharon Smith, Facilities Director, stated that Board approval was being requested for the Library to award a construction services contract for the Michigan Road Branch project to Stenz Construction Corporation for a total cost of \$5.7 million. The project is scheduled to begin on October 1, 2017 with substantial completion targeted for the fourth quarter of 2018. A groundbreaking event for this project is scheduled on November 3, 2017 at 9:00 a.m.

After full discussion and careful consideration of Resolution 33 – 2017, the resolution was adopted on the motion of Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

**b. Resolution 34 – 2017 (Approval to Award a Construction Services Contract for the Lawrence Branch Mechanical Upgrade Project)**

Ms. Smith commented that the Library is requesting approval of a construction services contract for the Lawrence Branch mechanical upgrade project to Irish Mechanical Services, Inc. for a total cost of \$134,000. The project is scheduled to begin on October 9, 2017 and should be completed on November 17, 2017.

After full discussion and careful consideration of Resolution 34 – 2017, the resolution was adopted on the motion of Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- c. **Resolution 35 – 2017** (Approval to Award a Construction Services Contract for the Wayne Branch Mechanical Upgrade Project)

Ms. Smith mentioned that the Library recommends approval of a construction services contract for the Wayne Branch mechanical upgrade project to Irish Mechanical Services, Inc. for a total cost of \$134,000. The project will begin on October 9, 2017 and should be completed by November 17, 2017.

After full discussion and careful consideration of Resolution 35 – 2017, the resolution was adopted on the motion of Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- d. **Resolution 36 – 2017** (Approval to Award a Construction Services Contract for the West Indianapolis Branch Mechanical Upgrade Project)

Ms. Smith noted that the Library is requesting approval of a construction services contract for the West Indianapolis Branch mechanical upgrade project to Irish Mechanical Services, Inc. for a total cost of \$76,000. The project is scheduled to begin on October 9, 2017 and should be completed on November 17, 2017.

After full discussion and careful consideration of Resolution 36 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Rev. Robinson, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

- e. **Resolution 37 – 2017** (Approval to Award a Construction Services Contract for the Irvington Branch Parking Lot Paving Project)

Ms. Smith explained that the Library recommends the approval of a construction services contract for the Irvington Branch parking lot paving project to Asphalt Maintenance of Indianapolis for a total cost of \$74,500. The project will begin on October 9, 2017 and should be completed on October 31, 2017.



After full discussion and careful consideration of Resolution 37 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Dr. Jett, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

Ms. Payne asked Ms. Smith for a status update on the Martindale-Brightwood property acquisition.

Ms. Smith replied that the Library plans to attend the neighborhood’s next Town Hall Meeting to share that the Library is still negotiating with our final two land owners.

## **9. Library Foundation Update**

### **September 2017 Library Foundation Update**

Dr. Jett provided the Update for September 2017.

News:

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

“Meet the Author, Be an Author” is on Saturday, October 14, 2017 from 10:15 a.m. to 4:30 p.m. at Central Library. Bring the whole family for a day filled with activities for writers and book lovers of all ages, presented by the Eugene & Marilyn Glick Indiana Authors Award and the Indiana Writers Center. Participants can attend free workshops on writing, publishing and marketing, meet local authors and hear from this year’s winners and finalists. For more information, visit: [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org).

The Foundation thanks the following donors who made gifts last month:

Arthur Jordan Foundation  
 BMO Harris Bank  
 Butler University Libraries  
 Citizens Energy Group  
 Community Covenant Foundation  
 Eli Lilly and Company Foundation, Inc.  
 FlashPoint  
 Graywolf Press  
 HarperCollins  
 Indianapolis Power & Light Company  
 Katz, Sapper & Miller

Kreig DeVault LLP  
 Kurt Vonnegut Memorial Library  
 Managed Health Services  
 Ritz Charles Inc.  
 RJE Business Interiors  
 Teachers Credit Union  
 The Mind Trust  
 Umbaugh  
 Woodley Farra Manion Portfolio Management

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

**Children's**

Early Childhood Conference (part of Ready to Read)(  
 Young Actors Theater Performance

**Cultural**

Safe Trunk or Treat – Glendale  
 Fall Fest  
 Classical Concerts – Central Library  
 Central Library Centennial Celebration  
 Photo Celebration of Central Library  
 Center for Black Literature and Culture

**Collections and Technology**

Lilly Digitization

**Capital Projects**

Pike Aquarium  
 East 38<sup>th</sup> Street Aquarium

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

Jackie Nytes, the Library's Chief Executive Officer, announced that the Library will host Rebecca Miller, the editor of *Library Journal* and *School Library Journal*, at a reception to be held on Thursday, September 28, 2017 at Central Library.

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

#### **1) Monthly Performance Dashboard – August 2017**

Ms. Nytes advised that Library locations are seeing an uptick in public PC use. We are also experiencing increases in program attendance and circulation.

### **b. Progress Report on the Library's Strategic Plan – Chris Cairo, Director, Strategic Planning and Assessment, discussed her Report. The Report focused on the Library's strategy of developing an increased audio-visual capacity in Library**

locations to highlight Library and community activities. Digital signage is already in place at eight locations to display important content to patrons, including upcoming special events and international news. Additional signage will be installed in 2018. The Library's investment to outfit meeting rooms with WiFi and other capabilities has made it easier for neighborhood groups to use technology. Additionally, Central Library's Clowes Auditorium had its equipment upgraded earlier in 2017.

c. **August Media Report**

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

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (38 – 2017)**

After full discussion and careful consideration of Resolution 38 – 2017, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, and the “yes” votes of Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Dr. Wantz.

Motion carried.

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

## **UNFINISHED BUSINESS**

11. None.

## **NEW BUSINESS**

12. None.

## **AGENDA BUILDING**

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

Items suggested for upcoming Board Agendas are as follows:

**October, 2017 –** Dr. Jett requests information on the salary compression issue that was mentioned at the August Board Meeting.

Ms. Crenshaw replied that she will research this matter with Library staff and get back with Dr. Jett.

Ms. Crenshaw also noted that she would like an update on the Library's Wellness Program at the October Joint Board Committee Meeting.

## INFORMATION

### 14. Materials

- a. **Joint Meeting of Library Board Committee Notes – September 12, 2017** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through October 22, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 10, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

### 16. Notice of Special Meetings

None.

### 17. Notice of Next Regular Meeting

Monday, October 23, 2017, at the Warren Branch Library, 9701 East 21<sup>st</sup> Street, at 6:30 p.m.

### 18. Other Business

None.

### 19. Adjournment

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

The Chairman then declared the meeting adjourned at 7:40 p.m.

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

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Patricia A. Payne, Acting Secretary to the Board

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**Indianapolis-Marion County Public Library  
Report of the Treasurer for September 2017  
Prepared by Accounting for October 23, 2017 Board Meeting**

**Contents**

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

**2017 September Highlights**

**REVENUE:**

- As of September 30<sup>th</sup> the Library has collected 59% of the original projected revenue for 2017. Last year the Library had collected 60% of the original projected revenue for 2016.

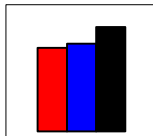
**EXPENDITURES:**

- As of September 30<sup>th</sup> the Library has spent 65% of the adjusted budget for 2017. Last year the Library had spent 67% of the adjusted budget for 2016.

The Chart on page two provides a comparison of Actual to Budget as of September 30<sup>th</sup>. The target would be no more than 75% spent in each budget category by the end of September. The Library is well within this range for 2017 and the percentages spent in 2017 are very similar to 2016.

## Finances - September 2017

### Financial Comparisons - Operating Fund



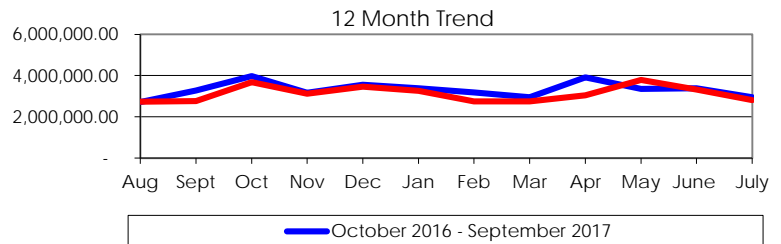
#### Expenses

2,805,051 September 16

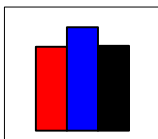
2,945,103 September 17

3,504,060 Projected

-16.0%



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



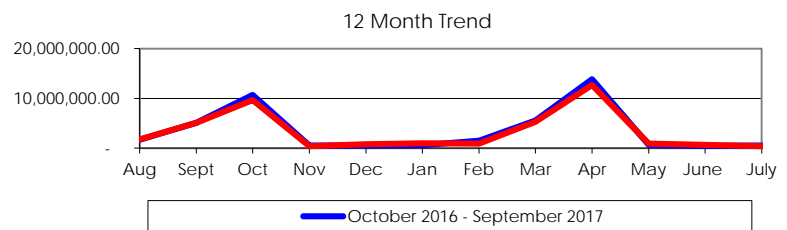
#### Revenue

438,932 September 16

541,668 September 17

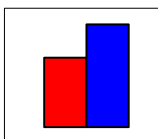
444,102 Projected

22.0%



Charges for services and miscellaneous revenue - more than projected.

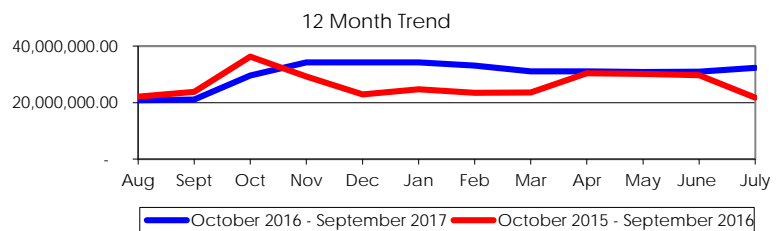
### Investment Activity



#### Investments

21,790,180 September 16

32,302,267 September 17



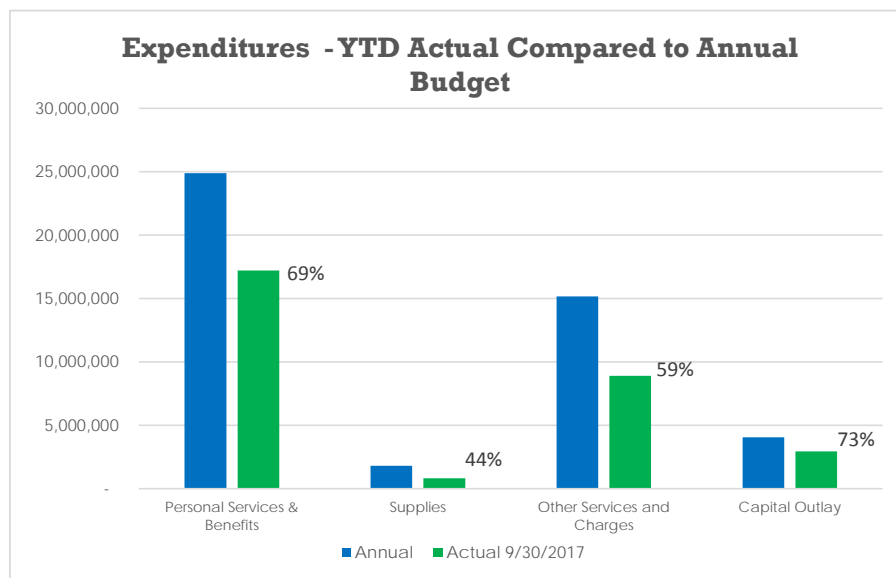
**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
OPERATING FUND REVENUES AND EXPENDITURES  
MONTH ENDED September 30, 2017**

**Revenue**

	<b>Annual</b>			
	<b>2017 Adjusted</b>	<b>Projected MTD</b>	<b>Actual MTD</b>	<b>Variance</b>
	<b>Budget</b>	<b>9/30/2017</b>	<b>9/30/2017</b>	<b>% MTD</b>
2017 - Property Taxes	32,646,240	-	-	0%
2017 - Intergovernmental	6,410,498	323,572	323,572	0%
Fines & Fees	780,840	64,738	54,503	-16%
Charges for Services	222,500	18,325	32,255	76%
Miscellaneous	1,331,640	37,467	131,338	251%
<b>Total</b>	<b>41,391,718</b>	<b>444,102</b>	<b>541,668</b>	<b>22%</b>

**Expenditures**

	<b>Annual</b>			
	<b>2017 Adjusted</b>	<b>Projected MTD</b>	<b>Actual MTD</b>	<b>Variance</b>
	<b>Budget</b>	<b>9/30/2017</b>	<b>9/30/2017</b>	<b>% MTD</b>
Personal Services & Benefits	24,896,242	1,850,000	1,808,366	-2%
Supplies	1,802,173	190,000	37,103	-80%
Other Services and Charges	15,166,361	1,200,000	920,826	-23%
Capital Outlay	4,042,030	264,060	178,808	-32%
<b>Total</b>	<b>45,906,806</b>	<b>3,504,060</b>	<b>2,945,103</b>	<b>-16%</b>





# Indianapolis Marion County Public Library Operating Fund

For the Month Ended September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 75 %	P.O.	Balance 25 %	% Remaining
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	15,542,822.15	(35,000.00)	15,507,822.15	1,157,629.85	10,969,646.05	0.00	4,538,176.10	29%
SALARIES HOURLY STAFF	1,859,091.00	0.00	1,859,091.00	112,512.05	1,184,755.92	0.00	674,335.08	36%
<b>Total Salaries &amp; Wages</b>	<b>17,401,913.15</b>	<b>(35,000.00)</b>	<b>17,366,913.15</b>	<b>1,270,141.90</b>	<b>12,154,401.97</b>	<b>0.00</b>	<b>5,212,511.18</b>	<b>30%</b>
<b>Employee Benefits</b>								
HEALTH INSURANCE	3,827,725.00	10,808.91	3,838,533.91	273,297.16	2,601,501.42	0.00	1,237,032.49	32%
WELLNESS	25,000.00	0.00	25,000.00	70.00	15,020.00	0.00	9,980.00	40%
GROUP LIFE INSURANCE	30,000.00	0.00	30,000.00	3,019.70	26,987.80	0.00	3,012.20	10%
LONG TERM DISABILITY INSURANCE	27,000.00	3,000.00	30,000.00	3,302.81	29,715.54	0.00	284.46	1%
UNEMPLOYMENT COMPENSATION	5,000.00	0.00	5,000.00	792.02	1,437.17	792.02	2,770.81	55%
FICA AND MEDICARE	1,333,159.00	0.00	1,333,159.00	91,381.75	873,888.86	0.00	459,270.14	34%
PERF	2,215,616.00	0.00	2,215,616.00	163,879.69	1,470,317.89	0.00	745,298.11	34%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	1,835.00	14,680.00	7,340.00	0.00	0%
TUITION ASSISTANCE	8,000.00	500.00	8,500.00	646.01	10,735.38	0.00	(2,235.38)	-26%
SALARY ADJUSTMENT	25,000.00	(3,500.00)	21,500.00	0.00	0.00	0.00	21,500.00	100%
<b>Total Employee Benefits</b>	<b>7,518,520.00</b>	<b>10,808.91</b>	<b>7,529,328.91</b>	<b>538,224.14</b>	<b>5,044,284.06</b>	<b>8,132.02</b>	<b>2,476,912.83</b>	<b>33%</b>
<b>Total Services Personal</b>	<b>24,920,433.15</b>	<b>(24,191.09)</b>	<b>24,896,242.06</b>	<b>1,808,366.04</b>	<b>17,198,686.03</b>	<b>8,132.02</b>	<b>7,689,424.01</b>	<b>31%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	975,709.00	255,144.80	1,230,853.80	28,138.78	496,224.02	285,212.40	449,417.38	37%
UNIFORMS	7,000.00	3,212.00	10,212.00	0.00	3,491.46	0.00	6,720.54	66%
<b>Total Office Supplies</b>	<b>982,709.00</b>	<b>258,356.80</b>	<b>1,241,065.80</b>	<b>28,138.78</b>	<b>499,715.48</b>	<b>285,212.40</b>	<b>456,137.92</b>	<b>37%</b>
<b>Operating Supplies</b>								
CLEANING & SANITATION	165,000.00	8,035.11	173,035.11	1,221.02	69,803.81	37,818.30	65,413.00	38%
GASOLINE	40,000.00	1,391.82	41,391.82	1,651.12	15,387.42	4,191.61	21,812.79	53%
<b>Total Operating Supplies</b>	<b>205,000.00</b>	<b>9,426.93</b>	<b>214,426.93</b>	<b>2,872.14</b>	<b>85,191.23</b>	<b>42,009.91</b>	<b>87,225.79</b>	<b>41%</b>

Other Supplies

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 75 %	P.O.	Balance 25 %	% Remaining
LIBRARY SUPPLIES	180,000.00	25,460.69	205,460.69	6,815.01	148,619.35	42,338.37	14,502.97	7%
NON-CAPITAL FURNITURE & EQUIPMENT	91,900.00	49,319.78	141,219.78	(723.45)	64,246.21	53,864.00	23,109.57	16%
<b>Total Other Supplies</b>	<b>271,900.00</b>	<b>74,780.47</b>	<b>346,680.47</b>	<b>6,091.56</b>	<b>212,865.56</b>	<b>96,202.37</b>	<b>37,612.54</b>	<b>11%</b>
<b>Total Supplies</b>	<b>1,459,609.00</b>	<b>342,564.20</b>	<b>1,802,173.20</b>	<b>37,102.48</b>	<b>797,772.27</b>	<b>423,424.68</b>	<b>580,976.25</b>	<b>32%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	353,650.00	258,240.35	611,890.35	11,681.26	186,151.21	257,670.11	168,069.03	27%
LEGAL SERVICES	219,000.00	19,636.00	238,636.00	12,931.25	189,694.75	0.00	48,941.25	21%
<b>Total Professional Services</b>	<b>572,650.00</b>	<b>277,876.35</b>	<b>850,526.35</b>	<b>24,612.51</b>	<b>375,845.96</b>	<b>257,670.11</b>	<b>217,010.28</b>	<b>26%</b>
<b>Communication &amp; Transportation</b>								
POSTAGE	68,800.00	688.57	69,488.57	292.56	30,658.13	1,324.00	37,506.44	54%
TRAVEL	40,280.00	0.00	40,280.00	1,101.80	15,178.13	0.00	25,101.87	62%
CONFERENCES	100,000.00	0.00	100,000.00	4,548.56	65,358.23	0.00	34,641.77	35%
IN HOUSE CONFERENCE	50,000.00	395.00	50,395.00	1,424.00	13,815.80	0.00	36,579.20	73%
FREIGHT & EXPRESS	5,500.00	1,000.00	6,500.00	689.63	4,982.74	1,976.82	(459.56)	-7%
DATA COMMUNICATIONS	308,000.00	20,304.34	328,304.34	3,089.93	160,138.51	1,900.00	166,265.83	51%
CELLULAR PHONE	10,600.00	0.00	10,600.00	1,407.02	10,203.47	0.00	396.53	4%
<b>Total Communication &amp; Transportation</b>	<b>583,180.00</b>	<b>22,387.91</b>	<b>605,567.91</b>	<b>12,553.50</b>	<b>300,335.01</b>	<b>5,200.82</b>	<b>300,032.08</b>	<b>50%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	0.00	2,250.00	0.00	905.87	0.00	1,344.13	60%
PRINTING	238,550.00	15,632.00	254,182.00	1,522.00	87,725.32	14,716.00	151,740.68	60%
<b>Total Printing &amp; Advertising</b>	<b>240,800.00</b>	<b>15,632.00</b>	<b>256,432.00</b>	<b>1,522.00</b>	<b>88,631.19</b>	<b>14,716.00</b>	<b>153,084.81</b>	<b>60%</b>
<b>Insurance</b>								
OFFICIAL BONDS	1,000.00	0.00	1,000.00	0.00	975.00	0.00	25.00	3%
AUTOMOBILE	15,004.00	0.00	15,004.00	0.00	7,064.74	0.00	7,939.26	53%
PACKAGE	189,148.00	0.00	189,148.00	74,783.00	166,363.26	45,910.33	(23,125.59)	-12%
WORKER'S COMPENSATION	160,167.00	23,922.00	184,089.00	78,210.00	155,524.00	26,072.00	2,493.00	1%
EXCESS LIABILITY	8,001.00	122.00	8,123.00	2,874.00	6,342.00	1,781.00	0.00	0%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	(122.00)	15,878.00	0.00	15,306.00	0.00	572.00	4%
CLAIMS, AWARDS, AND INDEMNITIES	25,000.00	0.00	25,000.00	0.00	2,500.00	0.00	22,500.00	90%
BROKERAGE FEE	17,000.00	0.00	17,000.00	4,250.00	12,750.00	4,250.00	0.00	0%
<b>Total Insurance</b>	<b>431,320.00</b>	<b>23,922.00</b>	<b>455,242.00</b>	<b>160,117.00</b>	<b>366,825.00</b>	<b>78,013.33</b>	<b>10,403.67</b>	<b>2%</b>

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 75 %	P.O.	Balance 25 %	% Remaining
<b>Utilities</b>								
GAS	115,000.00	11,898.87	126,898.87	922.24	53,237.24	73,661.63	0.00	0%
ELECTRICITY	950,000.00	69,710.78	1,019,710.78	79,395.98	666,476.94	353,175.98	57.86	0%
HEAT/STEAM	364,000.00	13,535.04	377,535.04	22,886.60	227,881.32	149,653.72	0.00	0%
COOLING/CHILLED WATER	453,200.00	20,867.93	474,067.93	65,672.32	387,467.28	86,522.15	78.50	0%
WATER	65,000.00	3,579.99	68,579.99	6,263.86	44,661.79	27,126.64	(3,208.44)	-5%
STORMWATER	13,750.00	0.00	13,750.00	129.36	10,003.78	3,918.80	(172.58)	-1%
SEWAGE	72,000.00	4,462.12	76,462.12	9,111.00	53,030.40	27,933.56	(4,501.84)	-6%
<b>Total Utilities</b>	<b>2,032,950.00</b>	<b>124,054.73</b>	<b>2,157,004.73</b>	<b>184,381.36</b>	<b>1,442,758.75</b>	<b>721,992.48</b>	<b>(7,746.50)</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	1,799,900.00	480,371.91	2,280,271.91	143,450.32	1,230,273.68	560,190.39	489,807.84	21%
REP & MAINT-HEATING & AIR	613,000.00	58,439.30	671,439.30	6,358.12	171,678.66	140,144.52	359,616.12	54%
REP & MAINT -AUTO	49,475.00	2,519.93	51,994.93	1,967.97	26,690.41	7,273.41	18,031.11	35%
REP & MAINT-EQUIPMENT	124,500.00	6,039.35	130,539.35	4,662.04	26,441.25	12,713.98	91,384.12	70%
REP & MAINT-COMPUTERS	528,460.00	(1,545.90)	526,914.10	26,550.00	433,536.96	63,601.73	29,775.41	6%
CLEANING	990,751.00	79,729.00	1,070,480.00	75,074.99	668,769.06	350,488.55	51,222.39	5%
<b>Total Repairs &amp; Maintenance</b>	<b>4,106,086.00</b>	<b>625,553.59</b>	<b>4,731,639.59</b>	<b>258,063.44</b>	<b>2,557,390.02</b>	<b>1,134,412.58</b>	<b>1,039,836.99</b>	<b>22%</b>
<b>Rentals</b>								
REAL ESTATE	463,580.00	0.00	463,580.00	61,174.32	349,141.01	0.00	114,438.99	25%
EQUIPMENT RENTAL	66,982.00	4,501.78	71,483.78	4,963.42	48,498.06	9,994.71	12,991.01	18%
<b>Total Rentals</b>	<b>530,562.00</b>	<b>4,501.78</b>	<b>535,063.78</b>	<b>66,137.74</b>	<b>397,639.07</b>	<b>9,994.71</b>	<b>127,430.00</b>	<b>24%</b>
<b>Other Services &amp; Charges</b>								
AUDIT FEES	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
DUES & MEMBERSHIPS	57,332.00	1,995.00	59,327.00	5,100.00	25,931.00	0.00	33,396.00	56%
COMPUTER SERVICES	28,000.00	62,857.98	90,857.98	1,790.03	37,486.95	1,000.00	52,371.03	58%
PAYROLL SERVICES	160,000.00	4,651.22	164,651.22	11,897.38	93,611.65	35,000.00	36,039.57	22%
SECURITY SERVICES	945,069.00	26,356.09	971,425.09	29,992.88	542,714.95	367,942.14	60,768.00	6%
TRASH REMOVAL	54,428.00	4,415.22	58,843.22	5,385.02	43,944.83	11,383.79	3,514.60	6%
SNOW REMOVAL	355,000.00	26,574.32	381,574.32	0.00	194,559.24	61,842.91	125,172.17	33%
PROGRAMMING	85,000.00	4,750.00	89,750.00	2,241.66	58,071.98	14,665.80	17,012.22	19%
PROGRAMMING-JUV.	173,500.00	270.00	173,770.00	1,252.60	106,670.21	25,764.00	41,335.79	24%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	2,262.50	10,333.42	0.00	19,666.58	66%
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	0.00	3,000.00	968.53	5,031.47	56%

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 75 %	P.O.	Balance 25 %	% Remaining
EVENTS & PR	39,700.00	5,998.00	45,698.00	112.00	16,664.81	7,422.00	21,611.19	47%
LAWN & LANDSCAPING	273,312.00	10,075.00	283,387.00	21,146.25	195,382.82	46,087.60	41,916.58	15%
OTHER CONTRACTUAL SERVICES	502,455.00	358,445.89	860,900.89	39,715.14	538,729.71	219,273.65	102,897.53	12%
MATERIALS CONTRACTUAL	2,250,000.00	0.00	2,250,000.00	149,232.84	1,475,619.61	0.00	774,380.39	34%
PROPERTY TAXES	0.00	0.00	0.00	0.00	424.02	0.00	(424.02)	0%
BANK FEES/CREDIT CARD FEES	65,000.00	(4,300.00)	60,700.00	2,737.52	29,373.74	0.00	31,326.26	52%
RECRUITMENT EXPENSES	30,000.00	0.00	30,000.00	1,616.87	10,794.29	0.00	19,205.71	64%
REFUNDS	0.00	0.00	0.00	90.00	90.00	0.00	(90.00)	0%
<b>Total Other Services &amp; Charges</b>	<b>5,072,796.00</b>	<b>502,088.72</b>	<b>5,574,884.72</b>	<b>274,572.69</b>	<b>3,383,403.23</b>	<b>791,350.42</b>	<b>1,400,131.07</b>	<b>25%</b>
<b>Total Other Services &amp; Charges</b>	<b>13,570,344.00</b>	<b>1,596,017.08</b>	<b>15,166,361.08</b>	<b>981,960.24</b>	<b>8,912,828.23</b>	<b>3,013,350.45</b>	<b>3,240,182.40</b>	<b>21%</b>
<b>Capital Outlay</b>								
CAPITAL - FURNITURE	0.00	125,264.00	125,264.00	0.00	51,552.26	50,510.84	23,200.90	19%
CAPITAL - EQUIPMENT	85,000.00	102,365.35	187,365.35	0.00	106,819.75	19,725.01	60,820.59	32%
COMPUTER EQUIPMENT	40,000.00	179,672.00	219,672.00	0.00	179,672.00	0.00	40,000.00	18%
BOOKS & MATERIALS	3,300,000.00	1,486.97	3,301,486.97	177,877.72	2,530,540.58	3,486.97	767,459.42	23%
UNPROCESSED PAPERBACK BOOKS	126,000.00	21,546.81	147,546.81	930.69	51,109.24	67,663.95	28,773.62	20%
VEHICLES	0.00	60,695.00	60,695.00	0.00	22,627.35	0.00	38,067.65	63%
<b>Total Capital Outlay</b>	<b>3,551,000.00</b>	<b>491,030.13</b>	<b>4,042,030.13</b>	<b>178,808.41</b>	<b>2,942,321.18</b>	<b>141,386.77</b>	<b>958,322.18</b>	<b>24%</b>
<b>Total Expenses</b>	<b>43,501,386.15</b>	<b>2,405,420.32</b>	<b>45,906,806.47</b>	<b>3,006,237.17</b>	<b>29,851,607.71</b>	<b>3,586,293.92</b>	<b>12,468,904.84</b>	<b>27%</b>

**Indianapolis Marion County Public Library**  
**Bond and Interest Redemption Fund**  
For the Month Ended September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
Expenses								
Other Services & Charges								
Other Services & Charges								
BOND EXPENSES	9,140,000.00	0.00	9,140,000.00	0.00	7,410,000.00	0.00	1,730,000.00	19%
INTEREST EXPENSE	2,180,496.00	0.00	2,180,496.00	0.00	1,650,603.76	0.00	529,892.24	24%
BANK FEES/CREDIT CARD FEES	4,750.00	0.00	4,750.00	0.00	1,500.00	0.00	3,250.00	68%
<b>Total Other Services &amp; Charges</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>9,062,103.76</b>	<b>0.00</b>	<b>2,263,142.24</b>	<b>20%</b>
<b>Total Other Services &amp; Charges</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>9,062,103.76</b>	<b>0.00</b>	<b>2,263,142.24</b>	<b>20%</b>
<b>Total Expenses</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>9,062,103.76</b>	<b>0.00</b>	<b>2,263,142.24</b>	<b>20%</b>

**Indianapolis Marion County Public Library**  
**Bond and Interest Redemption Fund II**  
For the Month Ended September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
Expenses								
Other Services & Charges								
Other Services & Charges								
BOND REDEMPTION EXPENSES	30,000.00	0.00	30,000.00	0.00	10,000.00	0.00	20,000.00	67%
INTEREST EXPENSE	360,393.00	0.00	360,393.00	0.00	180,708.94	0.00	179,684.06	50%
<b>Total Other Services &amp; Charges</b>	<b>390,393.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>0.00</b>	<b>190,708.94</b>	<b>0.00</b>	<b>199,684.06</b>	<b>51%</b>
 <b>Total Other Services &amp; Charges</b>	 <b>390,393.00</b>	 <b>0.00</b>	 <b>390,393.00</b>	 <b>0.00</b>	 <b>190,708.94</b>	 <b>0.00</b>	 <b>199,684.06</b>	 <b>51%</b>
 <b>Total Expenses</b>	 <b>390,393.00</b>	 <b>0.00</b>	 <b>390,393.00</b>	 <b>0.00</b>	 <b>190,708.94</b>	 <b>0.00</b>	 <b>199,684.06</b>	 <b>51%</b>

**Indianapolis Marion County Public Library**  
**Capital Projects Fund**  
For the Month September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	0.00	121,239.16	121,239.16	0.00	78,669.16	42,570.00	0.00	0%
<b>Total Office Supplies</b>	<b>0.00</b>	<b>121,239.16</b>	<b>121,239.16</b>	<b>0.00</b>	<b>78,669.16</b>	<b>42,570.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	0.00	3,041.63	3,041.63	0.00	3,041.63	0.00	0.00	0%
<b>Total Other Supplies</b>	<b>0.00</b>	<b>3,041.63</b>	<b>3,041.63</b>	<b>0.00</b>	<b>3,041.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Supplies</b>	<b>0.00</b>	<b>124,280.79</b>	<b>124,280.79</b>	<b>0.00</b>	<b>81,710.79</b>	<b>42,570.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	0.00	23,000.00	23,000.00	0.00	23,000.00	0.00	0.00	0%
<b>Total Professional Services</b>	<b>0.00</b>	<b>23,000.00</b>	<b>23,000.00</b>	<b>0.00</b>	<b>23,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	0.00	91,727.00	91,727.00	0.00	76,027.00	15,700.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>0.00</b>	<b>91,727.00</b>	<b>91,727.00</b>	<b>0.00</b>	<b>76,027.00</b>	<b>15,700.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
OTHER CONTRACTUAL SERVICES	0.00	5,600.00	5,600.00	0.00	5,600.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>5,600.00</b>	<b>5,600.00</b>	<b>0.00</b>	<b>5,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>120,327.00</b>	<b>120,327.00</b>	<b>0.00</b>	<b>104,627.00</b>	<b>15,700.00</b>	<b>0.00</b>	<b>0%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	0.00	64,467.00	64,467.00	0.00	64,467.00	0.00	0.00	0%
COMPUTER EQUIPMENT	0.00	30,493.96	30,493.96	0.00	30,493.96	0.00	0.00	0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>94,960.96</b>	<b>94,960.96</b>	<b>0.00</b>	<b>94,960.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

# Indianapolis Marion County Public Library

## Capital Projects Fund

For the Month September 30, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 75 %	P.O.	Balance 25 %	% Remaining
Total Expenses	0.00	339,568.75	339,568.75	0.00	281,298.75	58,270.00	0.00	0%



**Indianapolis Marion County Public Library**  
**Income Statement - Rainy Day Fund**  
For the Month Ended September 30, 2017

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	26,000.00	0.00	26,000.00	4,394.82	40,247.67	0.00	14,247.67	54.80%
<b>Total Other Revenue</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>4,394.82</b>	<b>40,247.67</b>	<b>0.00</b>	<b>14,247.67</b>	<b>54.80%</b>
<b>Total Revenues</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>4,394.82</b>	<b>40,247.67</b>	<b>0.00</b>	<b>14,247.67</b>	<b>54.80%</b>
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	150,000.00	690,950.36	840,950.36	13,352.20	264,908.24	576,042.12	0.00	0.00%
ENGINEERING & ARCHITECTURAL	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	0.00%
LEGAL SERVICES	150,000.00	(69,242.36)	80,757.64	2,398.22	39,485.83	8,720.00	32,551.81	40.31%
<b>Total Professional Services</b>	<b>300,000.00</b>	<b>625,208.00</b>	<b>925,208.00</b>	<b>15,750.42</b>	<b>304,394.07</b>	<b>588,262.12</b>	<b>32,551.81</b>	<b>3.52%</b>
<b>Printing &amp; Advertising</b>								
OUTSIDE PRINTING	0.00	215.00	215.00	0.00	215.00	0.00	0.00	0.00%
<b>Total Printing &amp; Advertising</b>	<b>0.00</b>	<b>215.00</b>	<b>215.00</b>	<b>0.00</b>	<b>215.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Other Services &amp; Charges</b>								
OTHER CONTRACTUAL SERVICES	0.00	35,000.00	35,000.00	0.00	3,000.00	32,000.00	0.00	0.00%
PROPERTY TAXES	0.00	2,277.36	2,277.36	0.00	2,277.36	0.00	0.00	0.00%
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>37,277.36</b>	<b>37,277.36</b>	<b>0.00</b>	<b>5,277.36</b>	<b>32,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Other Services &amp; Charges</b>	<b>300,000.00</b>	<b>662,700.36</b>	<b>962,700.36</b>	<b>15,750.42</b>	<b>309,886.43</b>	<b>620,262.12</b>	<b>32,551.81</b>	<b>3.38%</b>
<b>Capital Outlay</b>								
LAND	700,000.00	(6,974.00)	693,026.00	0.00	344,342.45	227,500.00	121,183.55	17.49%
<b>Total Capital Outlay</b>	<b>700,000.00</b>	<b>(6,974.00)</b>	<b>693,026.00</b>	<b>0.00</b>	<b>344,342.45</b>	<b>227,500.00</b>	<b>121,183.55</b>	<b>17.49%</b>
<b>Total Expenses</b>	<b>1,000,000.00</b>	<b>655,726.36</b>	<b>1,655,726.36</b>	<b>15,750.42</b>	<b>654,228.88</b>	<b>847,762.12</b>	<b>153,735.36</b>	<b>9.29%</b>

# Indianapolis Marion County Public Library

## Income Statement - Library Improvement Reserve Fund

For the Month Ended September 30, 2017

	Original Budget	Budget Adj.	Adjusted Budget	Actual MTD	Actual YTD	Open P.O.	Balance	% Remaining
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	18,000.00	0.00	18,000.00	2,229.04	19,878.11	0.00	(1,878.11)	(10.43%)
<b>Total Other Revenue</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>2,229.04</b>	<b>19,878.11</b>	<b>0.00</b>	<b>(1,878.11)</b>	<b>(10.43%)</b>
<b>Total Revenues</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>2,229.04</b>	<b>19,878.11</b>	<b>0.00</b>	<b>(1,878.11)</b>	<b>(10.43%)</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	0.00	0.00	0.00	545.90	545.90	0.00	(545.90)	0.00%
<b>Total Office Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>545.90</b>	<b>545.90</b>	<b>0.00</b>	<b>(545.90)</b>	<b>0.00%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	0.00	0.00	0.00	3,080.96	3,080.96	0.00	(3,080.96)	0.00%
<b>Total Other Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,080.96</b>	<b>3,080.96</b>	<b>0.00</b>	<b>(3,080.96)</b>	<b>0.00%</b>
<b>Total Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,626.86</b>	<b>3,626.86</b>	<b>0.00</b>	<b>(3,626.86)</b>	<b>0.00%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
LEGAL SERVICES	0.00	0.00	0.00	2,332.50	2,332.50	0.00	(2,332.50)	0.00%
<b>Total Professional Services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,332.50</b>	<b>2,332.50</b>	<b>0.00</b>	<b>(2,332.50)</b>	<b>0.00%</b>
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,332.50</b>	<b>2,332.50</b>	<b>0.00</b>	<b>(2,332.50)</b>	<b>0.00%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	600,000.00	0.00	600,000.00	0.00	0.00	0.00	600,000.00	100.00%
COMPUTER SOFTWARE	0.00	594,331.25	594,331.25	21,621.36	308,722.16	285,609.09	0.00	0.00%
<b>Total Capital Outlay</b>	<b>600,000.00</b>	<b>594,331.25</b>	<b>1,194,331.25</b>	<b>21,621.36</b>	<b>308,722.16</b>	<b>285,609.09</b>	<b>600,000.00</b>	<b>50.24%</b>
<b>Total Expenses</b>	<b>600,000.00</b>	<b>594,331.25</b>	<b>1,194,331.25</b>	<b>27,580.72</b>	<b>314,681.52</b>	<b>285,609.09</b>	<b>594,040.64</b>	<b>49.74%</b>

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
September 30, 2017**

**Chase Savings Account**

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

The average savings account rate for September was 0.28%

**Fifth Third Bank Investment Account**

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

The average investment account rate for September was 0.90%

**Hoosier Fund Account Income**

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

The average Hoosier Fund account rate for September was 0.80%

**TrustIndiana**

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

The average TrustIndiana account rate for September was 1.11%

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

	Balance August 31, 2017	Interest Earned August 31, 2017
Operating Fund	\$ 362,886	\$ 86
Library Improvement Reserve Fd	\$ 620	0
Shared System Fund	\$ 46,084	11
Grant Fund	\$ 36,823	9
Parking Garage	\$ 4,040	1
Capital Projects Fund	\$ -	-
Bond & Interest Redemption Fd	\$ -	-
<b>Total Chase Savings Account</b>	<b>\$ 450,453</b>	<b>\$ 107</b>

The average savings account rate for August was 0.28%

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

	Balance August 31, 2017	Interest Earned August 31, 2017
Operating Fund	\$ 3,563,697	\$ 2,714
Library Improvement Reserve Fd	\$ 2,978,143	2,268
Shared System Fund	\$ 307,547	234
Gift Fund	\$ 512,578	390
Construction Fund	\$ 239,413	182
Capital Projects Fund	\$ 287	0
Parking Garage	\$ 201,233	153
Rainy Day Fund	\$ 5,723,086	4,358
Bond & Interest Redemption Fd	\$ 1,025,155	781
<b>Total Fifth Third Bank</b>	<b>\$ 14,551,140</b>	<b>\$ 11,081</b>

The average investment account rate for August was 0.91%

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

	Balance August 31, 2017	Interest Earned August 31, 2017
Operating Fund	\$ 1,527,058	\$ 1,022
Capital Projects	\$ 70	0
Rainy Day Fund	\$ 170,661	114
2017 Brightwood	\$ 5,522,119	3,696
<b>Total Hoosier Fund Account</b>	<b>\$ 7,219,908</b>	<b>\$ 4,832</b>

The average Hoosier Fund account rate for August was 0.79%

**Previous Month's TrustIndiana**

	Balance August 31, 2017	Interest Earned August 31, 2017
Operating Fund	\$ 11,780	\$ 11
2015 RFID Project Fund	\$ 1,250,000	-
2016 Michigan Road Project Fund	\$ 7,039,357	6,488
Bond & Interest Redemption Fd	\$ 418,749	1,538
<b>Total TrustIndiana Account</b>	<b>\$ 8,719,886</b>	<b>\$ 8,037</b>

The average TrustIndiana account rate for August was 1.09%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
STATUS OF THE TREASURY  
CASH BALANCES  
September 30, 2017

	Prior Year All Balances 9/30/2016	----- Checking and Savings Account Activity - Chase ----- Beginning Balance 8/31/2017	Current Month Receipts	Current Month Disbursements	Ending Balance 9/30/2017	Investments 9/30/2017	Total All Balances 9/30/2017
<b>TOTAL ALL FUNDS</b>	26,925,991.73	10,709,463.17	1,427,430.76	3,972,179.70	8,164,714.23	30,514,475.73	38,679,189.96
<b>OPERATING FUND</b>	11,217,082.47	7,964,115.00	580,675.78	2,987,786.39	5,557,004.39	5,106,210.76	10,663,215.15
Current Year Investments			580,675.78	2,987,786.39	-		
<b>CAPITAL PROJECTS FUND</b>	603,074.71	185,721.52	-	-	185,721.52	356.66	186,078.18
Current Year Investments			-	-			
<b>BOND &amp; INTEREST REDEMPTION FUND</b>	2,263,173.69	537,884.02	94.73	-	537,978.75	1,446,189.94	1,984,168.69
Current Year Investments			94.73	-			
<b>BOND &amp; INTEREST REDEMPTION FUND II</b>	-	44,834.57	-	-	44,834.57		44,834.57
Current Year Investments			-	-			
<b>CONSTRUCTION FUND</b>	316,294.17	22,248.34	-	99,768.50	(77,520.16)	239,592.39	162,072.23
Current Year Investments			-	99,768.50			
<b>RAINY DAY FUND</b>	4,038,073.82	17,356.79	-	15,752.22	1,604.57	5,898,142.20	5,899,746.77
Current Year Investments			-	15,752.22			
<b>LIBRARY IMPROVEMENT RESERVE FUND</b>	3,115,649.13	69,052.06	0.14	27,580.72	41,471.48	2,980,372.25	3,021,843.73
Current Year Investments			0.14	27,580.72			
<b>2014 MULTI-BRANCH IMPROVEMENT</b>	1,898,676.69	18,012.52	-	102.00	17,910.52	-	17,910.52
Current Year Investments			-	102.00			
<b>2015 RFID BOOKS &amp; MATERIALS PROJECT</b>	1,705,009.49	23,809.94	-	2,600.72	21,209.22	1,250,000.00	1,271,209.22
Current Year Investments			-	2,600.72			
<b>2016 MICHIGAN ROAD</b>	-	64,773.91	-	82,148.39	(17,374.48)	7,045,760.55	7,028,386.07
Current Year			-	82,148.39			
<b>2017 BRIGHTWOOD</b>	-	335,955.97	-	6,002.47	329,953.50	5,525,728.66	5,855,682.16
Current Year Investments			-	6,002.47			
<b>PARKING GARAGE FUND</b>	192,566.36	390,654.04	7,711.90	7,673.81	390,692.13	201,383.98	592,076.11
Current Year			7,711.90	7,673.81			
<b>GIFT FUND</b>	700,805.38	200,110.30	18,364.00	49,491.60	168,982.70	512,961.45	681,944.15
Current Year			18,364.00	49,491.60			
<b>GRANT FUND</b>	297,810.15	604,660.40	412,842.68	274,038.91	743,464.17		743,464.17
Current Year			412,842.68	274,038.91			
<b>OTHER FUNDS &amp; ACTIVITY:</b>							
<b>PAYROLL DEDUCTIONS</b>	76,235.15	76,468.74	399,306.61	401,290.15	74,485.20		74,485.20
<b>FOUNDATION AGENCY FUND</b>	1,036.76	9,268.92	900.97	9,268.92	900.97		900.97
<b>STAFF ASSOCIATION AGENCY FUND</b>	4.00	21.50	-	-	21.50		21.50
<b>SALES TAX AGENCY FUND</b>	1,301.06	1,036.47	1,209.68	1,036.47	1,209.68		1,209.68
<b>PLAC CARD AGENCY FUND</b>	14,128.80	22,250.55	3,705.00		25,955.55		25,955.55
<b>SHARED SYSTEM</b>	485,069.90	121,227.61	2,619.27	7,638.43	116,208.45	307,776.89	423,985.34

# Indianapolis Marion County Public Library

## Income Statement - Parking Garage

For the Month Ended September 30, 2017

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	100.00	0.00	100.00	204.46	1,420.83	0.00	1,320.83	1,320.83%
PARKING GARAGE REVENUE	300,000.00	0.00	300,000.00	18,338.05	335,405.15	0.00	35,405.15	11.80%
Events Parking	10,000.00	0.00	10,000.00	950.00	8,080.00	0.00	(1,920.00)	(19.20)%
<b>Total Other Revenue</b>	<b>310,100.00</b>	<b>0.00</b>	<b>310,100.00</b>	<b>19,492.51</b>	<b>344,905.98</b>	<b>0.00</b>	<b>34,805.98</b>	<b>11.22%</b>
<b>Total Revenues</b>	<b>310,100.00</b>	<b>0.00</b>	<b>310,100.00</b>	<b>19,492.51</b>	<b>344,905.98</b>	<b>0.00</b>	<b>34,805.98</b>	<b>11.22%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
PRINTING SUPPLIES	3,000.00	0.00	3,000.00	1,021.49	1,255.49	0.00	1,744.51	58.15%
OTHER OFFICE SUPPLIES	5,000.00	371.74	5,371.74	282.00	3,487.34	371.74	1,512.66	28.16%
UNIFORMS	100.00	0.00	100.00	0.00	99.60	0.00	0.40	0.40%
<b>Total Office Supplies</b>	<b>8,100.00</b>	<b>371.74</b>	<b>8,471.74</b>	<b>1,303.49</b>	<b>4,842.43</b>	<b>371.74</b>	<b>3,257.57</b>	<b>38.45%</b>
<b>Total Supplies</b>	<b>8,100.00</b>	<b>371.74</b>	<b>8,471.74</b>	<b>1,303.49</b>	<b>4,842.43</b>	<b>371.74</b>	<b>3,257.57</b>	<b>38.45%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	0.00	26,770.00	26,770.00	0.00	24,252.68	2,517.32	0.00	0.00%
LEGAL SERVICES	0.00	495.00	495.00	0.00	495.00	0.00	0.00	0.00%
<b>Total Professional Services</b>	<b>0.00</b>	<b>27,265.00</b>	<b>27,265.00</b>	<b>0.00</b>	<b>24,747.68</b>	<b>2,517.32</b>	<b>0.00</b>	<b>0.00%</b>
<b>Communication &amp; Transportation</b>								
TELEPHONE	4,000.00	0.00	4,000.00	312.51	2,812.68	0.00	1,187.32	29.68%
DATA COMMUNICATIONS	700.00	0.00	700.00	0.00	291.32	0.00	408.68	58.38%
<b>Total Communication &amp; Transportation</b>	<b>4,700.00</b>	<b>0.00</b>	<b>4,700.00</b>	<b>312.51</b>	<b>3,104.00</b>	<b>0.00</b>	<b>1,596.00</b>	<b>33.96%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended September 30, 2017

	<b>Original Budget</b>	<b>Budget Adjust.</b>	<b>Adjust. Budget</b>	<b>Actual MTD</b>	<b>Actual YTD</b>	<b>Open P.O.</b>	<b>Balance</b>	<b>%</b>
<b>Insurance</b>								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	440.00	3,951.00	0.00	2,049.00	34.15%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>440.00</b>	<b>3,951.00</b>	<b>0.00</b>	<b>2,049.00</b>	<b>34.15%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	20,000.00	(495.00)	19,505.00	0.00	0.00	0.00	19,505.00	100.00%
REP & MAINT-HEATING & AIR	22,315.00	14,585.00	36,900.00	0.00	14,585.00	0.00	22,315.00	60.47%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	0.00	6,928.18	0.00	13,071.82	65.36%
<b>Total Repairs &amp; Maintenance</b>	<b>62,315.00</b>	<b>14,090.00</b>	<b>76,405.00</b>	<b>0.00</b>	<b>21,513.18</b>	<b>0.00</b>	<b>54,891.82</b>	<b>71.84%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	300.00	0.00	300.00	0.00	0.00	0.00	300.00	100.00%
<b>Total Rentals</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>100.00%</b>
<b>Other Services &amp; Charges</b>								
PARKING GARAGE CONTRACTUAL	12,000.00	0.00	12,000.00	1,000.00	9,000.00	0.00	3,000.00	25.00%
CLEANING SERVICES	6,000.00	0.00	6,000.00	0.00	5,114.34	0.00	885.66	14.76%
OTHER CONTRACTUAL SERVICES	70,000.00	4,800.00	74,800.00	4,060.78	35,367.84	4,800.00	34,632.16	46.30%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	557.03	5,595.65	0.00	1,904.35	25.39%
<b>Total Other Services &amp; Charges</b>	<b>95,500.00</b>	<b>4,800.00</b>	<b>100,300.00</b>	<b>5,617.81</b>	<b>55,077.83</b>	<b>4,800.00</b>	<b>40,422.17</b>	<b>40.30%</b>
<b>Total Other Services &amp; Charges</b>	<b>168,815.00</b>	<b>46,155.00</b>	<b>214,970.00</b>	<b>6,370.32</b>	<b>108,393.69</b>	<b>7,317.32</b>	<b>99,258.99</b>	<b>46.17%</b>
<b>Total Expenses</b>	<b>176,915.00</b>	<b>46,526.74</b>	<b>223,441.74</b>	<b>7,673.81</b>	<b>113,236.12</b>	<b>7,689.06</b>	<b>102,516.56</b>	<b>45.88%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>133,185.00</b>	<b>(46,526.74)</b>	<b>86,658.26</b>	<b>11,818.70</b>	<b>231,669.86</b>	<b>(7,689.06)</b>	<b>137,322.54</b>	<b>158.46%</b>

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	ORIGINAL BUDGET	Variance
<b>Beginning Balance</b>	<b>\$ 16,235,848</b>	<b>\$ 13,600,375</b>	<b>\$ 10,558,264</b>	<b>\$ 7,764,924</b>	<b>\$ 6,080,353</b>	<b>\$ 8,688,133</b>	<b>\$ 18,658,365</b>	<b>\$ 15,971,658</b>	<b>\$ 13,066,650</b>	<b>\$ 10,663,215</b>	<b>\$ 8,888,421</b>	<b>\$ 10,759,574</b>	<b>\$ 16,235,848</b>	<b>\$ 16,235,848</b>	
<b>Receipts:</b>															
Property Tax	-	-	31,231	1,000,000	5,100,000	11,623,828	-	-	-	1,218,000	4,910,000	8,903,637	32,786,696	32,677,471	109,225
Excise Tax	-	-	-	-	-	1,383,229	-	-	-	-	-	1,383,229	2,766,458	2,766,458	-
Financial Institution Tax	-	-	-	-	-	149,934	-	-	-	-	-	149,934	299,868	299,868	-
Commercial Vehicle Tax	-	-	-	-	-	127,909	-	-	-	-	-	127,909	255,818	255,818	-
In-Lieu-of Taxes	-	-	-	-	-	12,686	-	-	-	-	-	12,686	25,372	25,372	-
Local Option Income Tax (LOIT)	306,448	306,448	306,448	306,448	306,721	306,721	306,721	306,721	306,721	306,721	306,721	306,721	3,679,559	3,592,319	87,240
County Option Income Tax (COIT)	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	202,211	202,211	0
Fines	66,541	63,917	72,572	53,684	62,030	69,312	62,448	58,179	52,403	62,362	62,362	62,362	748,172	748,340	(168)
Photocopier	-	124	-	-	-	-	-	87	162	-	-	-	373	-	373
Printers	15,993	32,747	35,912	26,794	27,177	30,470	24,466	31,700	27,295	16,875	16,875	16,875	303,179	202,500	100,679
Fax Transmissions	3,646	4,202	4,466	4,054	4,776	5,023	4,942	5,538	4,698	1,250	1,250	1,250	45,095	15,000	30,095
Headsets	589	551	643	505	667	641	693	682	587	500	500	500	7,058	6,000	1,058
USB	467	446	537	570	465	458	439	561	472	425	439	571	5,850	6,000	(150)
PLAC Dist.	-	-	-	-	-	85,820	-	-	-	-	-	-	85,820	79,000	6,820
Interest income	3,077	3,821	4,453	4,496	3,641	3,685	3,883	3,833	3,759	2,486	2,511	1,667	41,312	26,000	15,312
Library totes	135	153	196	101	172	467	238	155	127	168	129	167	2,208	2,500	(292)
Other Card Revenue	1,232	-	1,432	959	1,167	690	335	901	871	1,006	1,015	3,000	12,608	12,000	608
Miscellaneous	81	1,307	112	1,047	(247)	1,907	153	284	43	300	665	400	6,052	6,000	52
Proctoring Exams	125	75	335	400	495	745	1,150	329	100	275	260	200	4,489	5,000	(511)
Facility Rental	31,654	23,574	16,540	18,066	28,823	25,776	32,546	16,168	26,394	30,000	29,130	2,500	281,170	195,000	86,170
Catering Commission	11,190	-	2,143	236	4,035	5,585	6,150	-	10,154	6,800	13,000	3,500	62,794	85,000	(22,206)
Café Revenue	516	1,006	-	758	764	507	562	-	1,552	548	554	684	7,451	5,000	2,451
Shared System Projects	-	-	70,382	-	-	-	-	-	-	-	-	-	70,382	60,000	10,382
Reimbursement for Services	3,459	44,370	13,145	44,170	-	2,688	-	939	8,558	744	5,000	30,203	153,276	206,640	(53,364)
Insurance Reimbursement	2,046	40	1,460	3,849	2,692	-	-	-	-	-	-	-	10,087	250,000	(239,913)
Refunds	-	24	79	24	-	-	-	36,051	-	-	3	-	36,181	5,000	31,181
Erate Revenue	67,635	12,234	12,234	12,234	-	24,467	-	-	80,921	24,350	40,000	42,000	316,075	215,000	101,075
Grants/Contributions	-	-	-	-	-	-	200,000	-	-	-	-	-	200,000	200,000	-
Sale of surplus property	-	-	2,018	-	-	-	150	1,675	-	-	2,000	-	5,843	5,000	843
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>531,685</b>	<b>511,889</b>	<b>593,188</b>	<b>1,495,245</b>	<b>5,560,229</b>	<b>13,879,399</b>	<b>661,726</b>	<b>480,653</b>	<b>541,668</b>	<b>1,689,661</b>	<b>5,409,265</b>	<b>11,066,846</b>	<b>42,421,456</b>	<b>42,154,497</b>	<b>266,959</b>
<b>Expenditures:</b>															
Personal Services & Benefits	1,862,896	1,774,754	1,791,785	1,820,783	1,809,855	2,636,137	1,854,787	1,839,323	1,808,366	1,850,000	1,775,000	2,604,538	23,428,224	24,933,242	1,505,018
Supplies	63,939	46,510	59,227	116,471	49,963	73,450	177,779	174,638	37,103	175,000	174,390	190,000	1,338,470	1,883,329	544,859
Other Services and Charges	891,742	1,185,841	1,151,441	974,402	777,798	970,593	958,053	1,057,024	920,826	1,200,000	1,200,000	1,300,000	12,587,720	15,463,498	2,875,778
Library Materials Capital Outlay	348,581	546,895	384,076	268,160	314,833	228,987	357,814	314,676	178,808	239,455	388,722	337,122	3,908,130	3,905,187	(2,943)
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,167,158</b>	<b>3,554,000</b>	<b>3,386,529</b>	<b>3,179,816</b>	<b>2,952,449</b>	<b>3,909,167</b>	<b>3,348,433</b>	<b>3,385,661</b>	<b>2,945,103</b>	<b>3,464,455</b>	<b>3,538,112</b>	<b>4,431,660</b>	<b>41,262,544</b>	<b>46,185,256</b>	<b>4,922,712</b>
<b>Ending Balance</b>	<b>\$ 13,600,375</b>	<b>\$ 10,558,264</b>	<b>\$ 7,764,924</b>	<b>\$ 6,080,353</b>	<b>\$ 8,688,133</b>	<b>\$ 18,658,365</b>	<b>\$ 15,971,658</b>	<b>\$ 13,066,650</b>	<b>\$ 10,663,215</b>	<b>\$ 8,888,421</b>	<b>\$ 10,759,574</b>	<b>\$ 17,394,760</b>	<b>\$ 17,394,760</b>	<b>\$ 12,205,089</b>	

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
Total Beginning Funds	\$ 4,813,972	\$ 1,460,905	\$ 1,462,556	\$ 1,464,431	\$ 1,466,231	\$ 1,467,459	\$ 5,431,120	\$ 1,979,470	\$ 1,981,789	\$ 1,984,169	\$ 1,985,917	\$ 2,387,066	\$ 4,813,972	\$ 4,813,972	
<b>Sources of Funds</b>															
<b>Receipts:</b>															
Property Tax	-	-	-	-	-	5,790,670	-	-	-	-	400,000	5,017,479	11,208,149	10,834,957	373,192
Excise Tax	-	-	-	-	-	348,558	-	-	-	-	-	304,656	653,214	609,311	43,903
Financial Institution Tax	-	-	-	-	-	38,127	-	-	-	-	-	40,364	78,491	80,727	(2,236)
Commercial Vehicle Tax	-	-	-	-	-	32,527	-	-	-	-	-	39,055	71,582	78,110	(6,528)
In Lieu. Of Prop. Tax	-	-	-	-	-	3,988	-	-	-	-	-	3,076	7,064	6,152	912
Interest income	2,082	1,651	1,875	1,800	1,978	2,059	2,287	2,319	2,380	1,748	1,899	400	22,478	7,000	15,478
Refunds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>2,082</b>	<b>1,651</b>	<b>1,875</b>	<b>1,800</b>	<b>1,978</b>	<b>6,215,929</b>	<b>2,287</b>	<b>2,319</b>	<b>2,380</b>	<b>1,748</b>	<b>401,899</b>	<b>5,405,030</b>	<b>12,040,978</b>	<b>11,616,257</b>	<b>424,721</b>
<b>Uses of Funds</b>															
<b>Expenditures:</b>															
2009 Bond Principal Payment	215,000	-	-	-	-	-	1,445,000	-	-	-	-	-	1,660,000	1,660,000	-
2010 Bond Principal Payment	1,110,000	-	-	-	-	-	1,105,000	-	-	-	-	-	2,215,000	2,215,000	-
2011 Bond Principal Payment	385,000	-	-	-	-	-	385,000	-	-	-	-	-	770,000	770,000	-
2012 Bond Principal Payment	1,075,000	-	-	-	-	-	-	-	-	-	-	-	1,075,000	1,075,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,165,000	-	-	-	-	-	1,200,000	2,365,000	2,365,000	-
2014 Bond Principal Payment	-	-	-	-	-	25,000	-	-	-	-	-	25,000	50,000	50,000	-
2015 Bond Principal Payment	-	-	-	-	-	500,000	-	-	-	-	-	505,000	1,005,000	1,005,000	-
2016 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2017 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Interest Payment	569,399	-	-	-	-	562,268	518,937	-	-	-	-	529,893	2,180,497	2,180,496	(1)
Bank Fees & Other Expenses	750	-	-	-	750	-	-	-	-	-	750	400	2,650	4,750	2,100
<b>Total Expenditures</b>	<b>3,355,149</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,252,268</b>	<b>3,453,937</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,260,293</b>	<b>11,323,147</b>	<b>11,325,246</b>	<b>2,099</b>
Total Ending Funds	\$ 1,460,905	\$ 1,462,556	\$ 1,464,431	\$ 1,466,231	\$ 1,467,459	\$ 5,431,120	\$ 1,979,470	\$ 1,981,789	\$ 1,984,169	\$ 1,985,917	\$ 2,387,066	\$ 5,531,803	\$ 5,531,803	\$ 5,104,983	



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

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

# Indianapolis Marion County Public Library

## Income Statement - 2014 Bond

For the Month Ended September 30, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>43 - 2014 Multi-Branch Facility Improvements - Series One</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	6,123.50	0.00	6,123.50	0.00	229.65	0.00	5,893.85	96%
<b>Total Other Revenue</b>	<b>6,123.50</b>	<b>0.00</b>	<b>6,123.50</b>	<b>0.00</b>	<b>229.65</b>	<b>0.00</b>	<b>5,893.85</b>	<b>96%</b>
<b>Total Revenues</b>	<b>6,123.50</b>	<b>0.00</b>	<b>6,123.50</b>	<b>0.00</b>	<b>229.65</b>	<b>0.00</b>	<b>5,893.85</b>	<b>96%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	6,427.21	28,215.83	34,643.04	0.00	27,392.40	0.00	7,250.64	21%
<b>Total Office Supplies</b>	<b>6,427.21</b>	<b>28,215.83</b>	<b>34,643.04</b>	<b>0.00</b>	<b>27,392.40</b>	<b>0.00</b>	<b>7,250.64</b>	<b>21%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	26,921.01	(26,719.69)	201.32	0.00	0.00	0.00	201.32	100%
<b>Total Other Supplies</b>	<b>26,921.01</b>	<b>(26,719.69)</b>	<b>201.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>201.32</b>	<b>100%</b>
<b>Total Supplies</b>	<b>33,348.22</b>	<b>1,496.14</b>	<b>34,844.36</b>	<b>0.00</b>	<b>27,392.40</b>	<b>0.00</b>	<b>7,451.96</b>	<b>21%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	20,551.27	743.73	21,295.00	102.00	18,897.00	0.00	2,398.00	11%
ENGINEERING & ARCHITECTURAL	4,107.48	22,536.29	26,643.77	0.00	23,008.21	0.00	3,635.56	14%
LEGAL SERVICES	6,820.00	7,850.50	14,670.50	0.00	14,670.50	0.00	0.00	0%
<b>Total Professional Services</b>	<b>31,478.75</b>	<b>31,130.52</b>	<b>62,609.27</b>	<b>102.00</b>	<b>56,575.71</b>	<b>0.00</b>	<b>6,033.56</b>	<b>10%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	41.86	(41.86)	0.00	0.00	0.00	0.00	0.00	0%
OUTSIDE PRINTING	732.63	(732.63)	0.00	0.00	0.00	0.00	0.00	0%

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended September 30, 2017

	<b>Original Budget</b>	<b>Budget Adj.</b>	<b>Adjusted Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>Total Printing &amp; Advertising</b>	<b>774.49</b>	<b>(774.49)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	12,847.35	367.65	13,215.00	0.00	13,215.00	0.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>12,847.35</b>	<b>367.65</b>	<b>13,215.00</b>	<b>0.00</b>	<b>13,215.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Rentals</b>								
REAL ESTATE	0.00	600.00	600.00	0.00	600.00	0.00	0.00	0%
EQUIPMENT RENTAL	0.00	5,210.00	5,210.00	0.00	5,210.00	0.00	0.00	0%
<b>Total Rentals</b>	<b>0.00</b>	<b>5,810.00</b>	<b>5,810.00</b>	<b>0.00</b>	<b>5,810.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	318.93	(318.93)	0.00	0.00	0.00	0.00	0.00	0%
EVENTS & PR	3,448.70	(3,448.70)	0.00	0.00	0.00	0.00	0.00	0%
LAWN & LANDSCAPING	0.00	10,247.50	10,247.50	0.00	9,622.50	0.00	625.00	6%
OTHER CONTRACTUAL SERVICES	1,580.56	8,379.94	9,960.50	0.00	9,960.50	0.00	0.00	0%
BANK FEES/CREDIT CARD FEES	0.00	84.00	84.00	0.00	84.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>5,348.19</b>	<b>14,943.81</b>	<b>20,292.00</b>	<b>0.00</b>	<b>19,667.00</b>	<b>0.00</b>	<b>625.00</b>	<b>3%</b>
<b>Total Other Services &amp; Charges</b>	<b>50,448.78</b>	<b>51,477.49</b>	<b>101,926.27</b>	<b>102.00</b>	<b>95,267.71</b>	<b>0.00</b>	<b>6,658.56</b>	<b>7%</b>
<b>Capital Outlay</b>								
BUILDING IMPROVEMENTS & UPGRADES	35,113.52	546,706.86	581,820.38	0.00	572,126.53	0.00	9,693.85	2%
CAPITAL - FURNITURE	33,869.40	(33,869.40)	0.00	0.00	0.00	0.00	0.00	0%
CAPITAL - EQUIPMENT	866.72	25,465.60	26,332.32	0.00	26,332.32	0.00	0.00	0%
<b>Total Capital Outlay</b>	<b>69,849.64</b>	<b>538,303.06</b>	<b>608,152.70</b>	<b>0.00</b>	<b>598,458.85</b>	<b>0.00</b>	<b>9,693.85</b>	<b>2%</b>
<b>Total Expenses</b>	<b>153,646.64</b>	<b>591,276.69</b>	<b>744,923.33</b>	<b>102.00</b>	<b>721,118.96</b>	<b>0.00</b>	<b>23,804.37</b>	<b>3%</b>

# Indianapolis Marion County Public Library

## Income Statement - 2015 RFID Bond

For the Month Ended September 30, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>44 - 2015 Bond - RFID Books &amp; Materials Project</b>								
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	11,297.00	9,398.40	20,695.40	4,738.40	20,695.40	0.00	0.00	0%
SALARIES HOURLY STAFF	0.00	604.39	604.39	604.39	604.39	0.00	0.00	0%
<b>Total Salaries &amp; Wages</b>	<b>11,297.00</b>	<b>10,002.79</b>	<b>21,299.79</b>	<b>5,342.79</b>	<b>21,299.79</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Employee Benefits</b>								
MEDICAL & DENTAL INSURANCE	15,000.00	(11,449.88)	3,550.12	0.00	0.00	0.00	3,550.12	100%
GROUP LIFE INSURANCE	43.75	0.00	43.75	9.34	15.34	0.00	28.41	65%
LONG TERM DISABILITY	26.32	0.00	26.32	10.61	15.99	0.00	10.33	39%
FICA AND MEDICARE	883.94	494.09	1,378.03	157.32	1,378.03	0.00	0.00	0%
PERF	1,604.96	953.00	2,557.96	292.03	2,557.96	0.00	0.00	0%
EMPLOYEE ASSISTANCE PROGRAM	28.00	0.00	28.00	0.00	0.00	0.00	28.00	100%
<b>Total Employee Benefits</b>	<b>17,586.97</b>	<b>(10,002.79)</b>	<b>7,584.18</b>	<b>469.30</b>	<b>3,967.32</b>	<b>0.00</b>	<b>3,616.86</b>	<b>48%</b>
<b>Total Services Personal</b>	<b>28,883.97</b>	<b>0.00</b>	<b>28,883.97</b>	<b>5,812.09</b>	<b>25,267.11</b>	<b>0.00</b>	<b>3,616.86</b>	<b>13%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
LIBRARY SUPPLIES	31,283.00	1,350.00	32,633.00	0.00	0.00	1,350.00	31,283.00	96%
<b>Total Office Supplies</b>	<b>31,283.00</b>	<b>1,350.00</b>	<b>32,633.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350.00</b>	<b>31,283.00</b>	<b>96%</b>
<b>Total Supplies</b>	<b>31,283.00</b>	<b>1,350.00</b>	<b>32,633.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350.00</b>	<b>31,283.00</b>	<b>96%</b>
<b>Other Services &amp; Charges</b>								
<b>Communication &amp; Transportation</b>								
TRAVEL	0.00	715.72	715.72	59.92	715.72	0.00	0.00	0%
CELLULAR PHONE	0.00	135.00	135.00	15.00	135.00	0.00	0.00	0%
<b>Total Communication &amp; Transportation</b>	<b>0.00</b>	<b>850.72</b>	<b>850.72</b>	<b>74.92</b>	<b>850.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 RFID Bond**  
For the Month Ended September 30, 2017

	<b>Original Budget</b>	<b>Budget Adj.</b>	<b>Adjusted Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	0.00	158.78	158.78	0.00	158.78	0.00	0.00	0%
<b>Total Printing &amp; Advertising</b>	<b>0.00</b>	<b>158.78</b>	<b>158.78</b>	<b>0.00</b>	<b>158.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	53,750.25	(1,009.08)	52,741.17	0.00	0.00	0.00	52,741.17	100%
<b>Total Rentals</b>	<b>53,750.25</b>	<b>(1,009.08)</b>	<b>52,741.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,741.17</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	0.42	(0.42)	0.00	0.00	0.00	0.00	0.00	0%
COMPUTER SERVICES	0.00	7,040.00	7,040.00	0.00	5,500.00	1,540.00	0.00	0%
OTHER CONTRACTUAL SERVICES	51,785.62	253,697.31	305,482.93	0.00	203,562.03	51,675.28	50,245.62	16%
<b>Total Other Services &amp; Charges</b>	<b>51,786.04</b>	<b>260,736.89</b>	<b>312,522.93</b>	<b>0.00</b>	<b>209,062.03</b>	<b>53,215.28</b>	<b>50,245.62</b>	<b>16%</b>
<b>Total Other Services &amp; Charges</b>	<b>105,536.29</b>	<b>260,737.31</b>	<b>366,273.60</b>	<b>74.92</b>	<b>210,071.53</b>	<b>53,215.28</b>	<b>102,986.79</b>	<b>28%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	1,074,471.00	8,622.00	1,083,093.00	0.00	127,925.00	56,965.00	898,203.00	83%
COMPUTER EQUIPMENT	0.00	120,303.00	120,303.00	0.00	0.00	120,303.00	0.00	0%
<b>Total Capital Outlay</b>	<b>1,074,471.00</b>	<b>128,925.00</b>	<b>1,203,396.00</b>	<b>0.00</b>	<b>127,925.00</b>	<b>177,268.00</b>	<b>898,203.00</b>	<b>75%</b>
<b>Total Expenses</b>	<b>1,240,174.26</b>	<b>391,012.31</b>	<b>1,631,186.57</b>	<b>5,887.01</b>	<b>363,263.64</b>	<b>231,833.28</b>	<b>1,036,089.65</b>	<b>64%</b>

# Indianapolis Marion County Public Library

## Income Statement - 2016 Bond

For the Month Ended September 30, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>46 - 2016 Bond - Michigan Road</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	29,660.88	0.00	29,660.88	6,403.63	45,421.43	0.00	(15,760.55)	(53)%
<b>Total Other Revenue</b>	<b>29,660.88</b>	<b>0.00</b>	<b>29,660.88</b>	<b>6,403.63</b>	<b>45,421.43</b>	<b>0.00</b>	<b>(15,760.55)</b>	<b>(53)%</b>
<b>Total Revenues</b>	<b>29,660.88</b>	<b>0.00</b>	<b>29,660.88</b>	<b>6,403.63</b>	<b>45,421.43</b>	<b>0.00</b>	<b>(15,760.55)</b>	<b>(53)%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	140,000.00	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100%
<b>Total Office Supplies</b>	<b>140,000.00</b>	<b>0.00</b>	<b>140,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>140,000.00</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	80,000.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100%
<b>Total Other Supplies</b>	<b>80,000.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>220,000.00</b>	<b>0.00</b>	<b>220,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>220,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	204,025.00	6,475.00	210,500.00	1,250.00	15,700.00	31,250.00	163,550.00	78%
ENGINEERING & ARCHITECTURAL	40,000.00	557,944.74	597,944.74	77,724.04	396,461.39	170,808.35	30,675.00	5%
LEGAL SERVICES	27,442.00	0.00	27,442.00	2,900.00	22,933.48	0.00	4,508.52	16%
<b>Total Professional Services</b>	<b>271,467.00</b>	<b>564,419.74</b>	<b>835,886.74</b>	<b>81,874.04</b>	<b>435,094.87</b>	<b>202,058.35</b>	<b>198,733.52</b>	<b>24%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2016 Bond**  
For the Month Ended September 30, 2017

	<b>Original Budget</b>	<b>Budget Adj.</b>	<b>Adjusted Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>Encumbrances</b>	<b>Balance</b>	<b>% Remaining</b>
<b>Total Communication &amp; Transportation</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	750.00	0.00	750.00	274.35	274.35	0.00	475.65	63%
OUTSIDE PRINTING	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Printing &amp; Advertising</b>	<b>5,750.00</b>	<b>0.00</b>	<b>5,750.00</b>	<b>274.35</b>	<b>274.35</b>	<b>0.00</b>	<b>5,475.65</b>	<b>95%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Insurance</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	27,100.00	0.00	27,100.00	0.00	14,000.00	0.00	13,100.00	48%
OTHER CONTRACTUAL SERVICES	30,000.00	0.00	30,000.00	0.00	0.00	7,480.00	22,520.00	75%
<b>Total Other Services &amp; Charges</b>	<b>57,100.00</b>	<b>0.00</b>	<b>57,100.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>7,480.00</b>	<b>35,620.00</b>	<b>62%</b>
<b>Total Other Services &amp; Charges</b>	<b>340,317.00</b>	<b>564,419.74</b>	<b>904,736.74</b>	<b>82,148.39</b>	<b>449,369.22</b>	<b>209,538.35</b>	<b>245,829.17</b>	<b>27%</b>
<b>Capital Outlay</b>								
LAND	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
BUILDING	5,839,758.00	0.00	5,839,758.00	0.00	0.00	0.00	5,839,758.00	100%
CAPITAL - FURNITURE	160,000.00	0.00	160,000.00	0.00	0.00	0.00	160,000.00	100%
CAPITAL - EQUIPMENT	137,500.00	0.00	137,500.00	0.00	0.00	0.00	137,500.00	100%
COMPUTER EQUIPMENT	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
<b>Total Capital Outlay</b>	<b>6,337,258.00</b>	<b>0.00</b>	<b>6,337,258.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,337,258.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>6,897,575.00</b>	<b>564,419.74</b>	<b>7,461,994.74</b>	<b>82,148.39</b>	<b>449,369.22</b>	<b>209,538.35</b>	<b>6,803,087.17</b>	<b>91%</b>

# Indianapolis Marion County Public Library

## Income Statement - 2017 Bond

For the Month Ended September 30, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>47 - 2017 Bond - Brightwood</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
PROCEEDS FROM BOND SALE	5,945,000.00	0.00	5,945,000.00	0.00	5,945,000.00	0.00	0.00	0%
INTEREST INCOME	30,000.00	0.00	30,000.00	3,609.35	25,728.66	0.00	4,271.34	14%
<b>Total Other Revenue</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>3,609.35</b>	<b>5,970,728.66</b>	<b>0.00</b>	<b>4,271.34</b>	<b>0%</b>
<b>Total Revenues</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>3,609.35</b>	<b>5,970,728.66</b>	<b>0.00</b>	<b>4,271.34</b>	<b>0%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	225,000.00	0.00	225,000.00	0.00	0.00	0.00	225,000.00	100%
<b>Total Office Supplies</b>	<b>225,000.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100%
<b>Total Other Supplies</b>	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>265,000.00</b>	<b>0.00</b>	<b>265,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>265,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	192,000.00	(10,000.00)	182,000.00	2,312.47	16,451.00	249.00	165,300.00	91%
ENGINEERING & ARCHITECTURAL	407,000.00	10,000.00	417,000.00	0.00	5,000.00	412,000.00	0.00	0%
LEGAL SERVICES	30,000.00	0.00	30,000.00	3,690.00	15,370.50	0.00	14,629.50	49%
<b>Total Professional Services</b>	<b>629,000.00</b>	<b>0.00</b>	<b>629,000.00</b>	<b>6,002.47</b>	<b>36,821.50</b>	<b>412,249.00</b>	<b>179,929.50</b>	<b>29%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%



**Indianapolis Marion County Public Library**  
**Income Statement - 2017 Bond**  
For the Month Ended September 30, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
<b>Total Communication &amp; Transportation</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	1,250.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	100%
OUTSIDE PRINTING	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
<b>Total Printing &amp; Advertising</b>	<b>2,250.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>100%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Insurance</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	89,725.00	0.00	89,725.00	0.00	78,225.00	0.00	11,500.00	13%
OTHER CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>114,725.00</b>	<b>0.00</b>	<b>114,725.00</b>	<b>0.00</b>	<b>78,225.00</b>	<b>0.00</b>	<b>36,500.00</b>	<b>32%</b>
<b>Total Other Services &amp; Charges</b>	<b>751,975.00</b>	<b>0.00</b>	<b>751,975.00</b>	<b>6,002.47</b>	<b>115,046.50</b>	<b>412,249.00</b>	<b>224,679.50</b>	<b>30%</b>
<b>Capital Outlay</b>								
LAND	250,000.00	0.00	250,000.00	0.00	0.00	0.00	250,000.00	100%
BUILDING	4,310,775.00	0.00	4,310,775.00	0.00	0.00	0.00	4,310,775.00	100%
CAPITAL - FURNITURE	257,500.00	0.00	257,500.00	0.00	0.00	0.00	257,500.00	100%
CAPITAL - EQUIPMENT	64,750.00	0.00	64,750.00	0.00	0.00	0.00	64,750.00	100%
COMPUTER EQUIPMENT	75,000.00	0.00	75,000.00	0.00	0.00	0.00	75,000.00	100%
<b>Total Capital Outlay</b>	<b>4,958,025.00</b>	<b>0.00</b>	<b>4,958,025.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,958,025.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>6,002.47</b>	<b>115,046.50</b>	<b>412,249.00</b>	<b>5,447,704.50</b>	<b>91%</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Summary of Construction Fund Cash Balances**  
**As of September 30, 2017**

**Construction Fund Cash Balances**

Fund 43 - Restricted - E. Washington, Southport, Warren	17,910.52
Fund 44 - Restricted - RFID Project	1,271,209.22
Fund 46 - Restricted - Michigan Road Project	7,028,386.07
Fund 47 - Restricted - Brightwood Project	5,855,682.16
Foundation	162,072.23
<b>Total Construction Fund Cash Balances</b>	<b><u>14,335,260.20</u></b>

**Construction Fund Classification Breakdown**

Fund 43 - Restricted - E. Washington, Southport, Warren	17,910.52
Fund 44 - Restricted - RFID Project	1,271,209.22
Fund 46 - Restricted - Michigan Road Project	7,028,386.07
Fund 47 - Restricted - Brightwood Project	5,855,682.16
Foundation - Assigned - Central	162,072.23
<b>Total Construction Fund Breakdown</b>	<b><u>14,335,260.20</u></b>

**Summary of Classifications**

Total Restricted	14,173,187.97
Total Assigned	162,072.23
<b>Total of All Classifications</b>	<b><u>14,335,260.20</u></b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 43 - Restricted - E. Washington, Southport, Warren	5,059,300.65	102.00	721,118.96	5,035,496.28	0.00	23,804.37
Fund 44 - Restricted - RFID Project	2,000,000.00	5,887.01	363,263.64	732,077.07	231,833.28	1,036,089.65
Fund 46 - Restricted - Michigan Road Project	7,595,000.00	82,148.39	449,369.22	582,374.48	209,538.35	6,803,087.17
Fund 47 - Restricted - Brightwood Project	5,975,000.00	6,002.47	115,046.50	115,046.50	412,249.00	5,447,704.50
Central Project	102,366,258.19	0.00	0.00	102,261,164.89	0.00	105,093.30
Major Repairs & Maintenance	3,342,255.93	99,768.50	145,283.50	3,306,873.93	35,382.00	0.00
Central Technology	6,852,536.01	0.00	0.00	6,835,931.17	15,969.12	635.72
<b>Total Expenditures</b>	<b><u>133,190,350.78</u></b>	<b><u>193,908.37</u></b>	<b><u>1,794,081.82</u></b>	<b><u>118,868,964.32</u></b>	<b><u>904,971.75</u></b>	<b><u>13,416,414.71</u></b>

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	9,186.06	179.17	1,595.35	14,178.15	(4,992.09)
** Estimated Future Interest Earnings - Fund 43	30,000.00	0.00	229.65	24,106.15	5,893.85
** Estimated Future Interest Earnings - Fund 46	30,000.00	6,403.63	45,421.43	45,760.55	(15,760.55)
** Estimated Future Interest Earnings - Fund 47	30,000.00	3,609.35	25,728.66	25,728.66	4,271.34

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

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



## Board Action Request

6b

**To:** IMCPL Board

**Meeting Date:** October 23, 2017

**From:** Finance Committee

**Approved by the  
Library Board:**

**Effective Date:** October 23, 2017

**Subject:** RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS TO PAY FOR  
THE EAGLE BRANCH FACILITY IMPROVEMENT PROJECT AND EXPENSES RELATED THERETO –  
RESOLUTION 39-2017

**Recommendation:** Authorize the adoption of Resolution 39-2017

**Background:** The Library Board adopted Resolution 33-2014 on August 25, 2014 a “Preliminary Bond Resolution” to approve the Eagle 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 \$7,660,000. Upon this approval, the Library published notice of the preliminary determination in two local newspapers and at the conclusion of thirty (30) days after such notices were published; the Marion County Voter Registration Office had not received any petitions under Indiana Code 6-1.1-20-3.1, as amended, that were signed by any registered voters or owners of real property in the Public Library requesting the application of the petition-remonstrance process to the Eagle Branch Facility Improvement Project or the financing of the project as set forth in the Preliminary Bond Resolution. At this time, we are moving forward with the issuance of the bonds and appropriation of the proceeds to begin the Eagle Branch Facility Improvement Project.

**Strategic/Fiscal Impact:** The bond payment for this debt was included in the 2018 budget approved by the Board on August 28, 2017.



## Board Resolution

6b

**RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS  
TO PAY FOR THE EAGLE BRANCH FACILITY IMPROVEMENT PROJECT AND  
EXPENSES RELATED THERETO  
RESOLUTION 39-2017  
October 23, 2017**

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

**WHEREAS**, the Library Board (the “Board”) of the Public Library, has given consideration to the new construction and equipping of a new facility that will replace the existing Eagle Branch Library to maximize the public’s access to Library services, collections, and technology, which facility as currently anticipated will be near the existing Eagle Branch Library to improve service in the West Thirty-Eighth Street/Lafayette Road area, will consist of a facility containing approximately 20,100 square feet and anticipated to be sited on approximately four (4) acres with on-site parking (collectively, the “Eagle Branch Facility Improvement Project”); and

**WHEREAS**, on August 25, 2014, subsequent to a public hearing on the Eagle Branch Facility Improvement Project and the financing of the Eagle Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library, the Board adopted Resolution 33-2014 (the “Preliminary Bond Resolution”), which preliminarily determined to approve the Eagle Branch Facility Improvement Project and the financing of the Eagle 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 \$7,660,000, with a maximum term not to exceed fifteen (15) years from the date of issuance and other terms and conditions set forth in the Preliminary Bond Resolution; and

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

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

**WHEREAS**, based on the foregoing the Board now deems it advisable to issue, pursuant to Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, the “Indianapolis-Marion County Public Library General Obligation Bonds, Series 2017B” (the “2017B Bonds”) in an original aggregate principal amount not to exceed Seven Million Six Hundred Sixty Thousand Dollars (\$7,660,000) (the “Authorized Amount”) for the purpose of providing for the payment of (i) all or a portion of the costs of the Eagle Branch Facility Improvement Project, (ii) the reimbursement of preliminary expenses related thereto and all incidental expenses incurred in connection therewith, including necessary engineering, design, and related activities (all of which are deemed to be a part of the Eagle Branch Facility Improvement Project), and (iii) the costs of selling and issuing the 2017B Bonds; and

**WHEREAS**, the original principal amount of the 2017B 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 2017B Bonds allocated to pay costs of the Eagle Branch Facility Improvement Project, together with estimated investment earnings thereon, does not exceed the cost of the Eagle 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 2017B Bonds have been complied with in accordance with the applicable provisions of the Indiana Code 36-12-3, as amended (the “Act”).

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

**Section 1. Authorization for Bonds and Appropriation of Proceeds.** In order to provide financing for all or any portion of the Eagle Branch Facility Improvement Project as described above and the costs of selling and issuing the 2017B Bonds, the Public Library shall borrow money, and shall issue the 2017B 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 2017B Bonds, and the funds to meet said appropriation shall be provided out of the proceeds of the 2017B 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 2017B Bonds will not be used for any purpose except as described in this Resolution.

## **Section 2. General Terms of Bonds.**

(a) **Issuance of 2017B Bonds.** In order to procure said loan for such purposes, the Public Library hereby authorizes the issuance of the 2017B 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 2017B Bonds 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 2017B Bonds shall not exceed \$10,902,658.

The 2017B 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 2017B Bonds shall cease to be such officer before the delivery of 2017B Bonds, such signature shall nevertheless be valid and sufficient for all purposes as if such officer had remained in office until delivery thereof. The 2017B 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 2017B Bonds, the 2017B Bonds shall be fully negotiable instruments under the laws of the State of Indiana.

The 2017B Bonds shall be numbered consecutively from 2017BR-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 the 2017B Bonds, shall be originally dated as of the first day or the fifteenth day of the month in which the 2017B Bonds are sold or delivered or the date of issuance, as determined by the President, based upon the recommendation of the Public Library's financial advisor, and shall bear interest payable semi-annually on each January 1 and July 1, commencing not earlier than July 1, 2018, at a rate or rates not exceeding five and four tenths percent (5.40%) per annum (the exact rate or rates to be determined by bidding pursuant to Section 6 of the Resolution), calculated on the basis of a 360-day year comprised of twelve 30-day months.

The 2017B Bonds shall mature on the dates and shall be issued in the principal amounts 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 financial advisor, at the

time of sale or issuance of the 2017B 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 the 2017B Bonds.

(b) **Source of Payment.** The 2017B 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 in 2017 for collection beginning in 2018.

(c) **Payments.** All payments of interest on the 2017B 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 2017B 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 2017B Bonds shall be payable from the interest payment date to which interest has been paid next preceding the authentication date thereof unless such 2017B Bonds are authenticated after the Record Date for an interest payment date and on or before such interest payment date in which case they shall bear interest from such interest payment date, or unless authenticated on or before the Record Date for the first interest payment date, in which case they shall bear interest from the original date, until the principal shall be fully paid.

(d) **Transfer and Exchange.** Each 2017B 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 2017B 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 2017B Bonds are registered as the absolute owners thereof for all purposes including for the purpose of receiving payment of, or on account of, the principal thereof and interest due thereon.

(e) **Mutilated, Lost, Stolen or Destroyed Bonds.** In the event any 2017B 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 2017B Bond with their reasonable fees and expenses in this connection. Any 2017B 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 2017B 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 2017B Bonds issued hereunder.

(f) **Book-Entry-Only Requirements.** If requested by the purchaser of the 2017B Bonds, the 2017B 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 2017B Bonds to the public. The following provisions of this Section apply in such event.

One definitive 2017B Bond of each maturity 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 the 2017B Bonds as are necessary or appropriate to accomplish or recognize such book-entry form bonds.

So long as the 2017B Bonds remain and are held in book-entry form on the books of a Clearing Agency, then (1) any such 2017B 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 2017B 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 2017B Bond for all purposes of this resolution, including, without limitation, receiving payment of the principal of and interest and premium, if any, on such 2017B 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 2017B Bond, including, without limitation, any responsibility or obligation hereunder to maintain accurate records of any interest in any 2017B 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 2017B Bond, the receiving of notice or the giving of consent; and (4) the Clearing Agency is not required to present any 2017B 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 the 2017B Bonds to the effect that such Clearing Agency is unable or unwilling to discharge its responsibility as a Clearing Agency for the 2017B Bonds or the Public Library elects to discontinue its use of such Clearing Agency as a Clearing Agency for the 2017B 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 the 2017B Bonds, as are necessary or appropriate to discontinue use of such Clearing Agency as a Clearing Agency for the 2017B Bonds and to transfer the ownership of each of the 2017B Bonds to such person or persons, including any other Clearing Agency, as the holders of the 2017B Bonds may direct in accordance with this Resolution. Any expenses of such discontinuance and transfer, including expenses of printing new certificates to evidence the 2017B Bonds, shall be paid by the Public Library.

So long as the 2017B 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 2017B 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 a 2017B Bonds has been obtained, the Registrar shall be entitled to treat the beneficial owners of the 2017B 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 the 2017B 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 2017B 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 the 2017B 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.

**Section 3. Terms of Redemption.** The Public Library shall have the right, at its option, to redeem, according to the procedures set forth in this Resolution all or any part of the 2017B Bonds maturing on or after July 1, 2027, in any order of maturity selected by the Public Library and by lot within maturities, on any date not earlier than January 1, 2027, at face value plus interest accrued to the date fixed for redemption, and without any redemption premium.

Upon the election of the successful bidder at the time of sale of the 2017B Bonds, any of the 2017B Bonds 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 2017B 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 2017B 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 2017B Bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any 2017B Bond shall not affect the validity of any proceedings for the redemption of any other 2017B Bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers of the 2017B Bonds called for redemption. The place of redemption may be determined by the President. Interest on the 2017B 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 2017B 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 2017B 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 2017B Bond without charge to the holder thereof.

With respect to any optional redemption of the 2017B Bonds pursuant to this Section 3, unless moneys sufficient to pay the principal of, and premium, if any, and interest on the 2017B 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 2017B 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 2017B Bonds will not be redeemed and that the failure to redeem such 2017B 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 2017B 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 2017B Bonds or portions thereof called for redemption, including accrued interest thereon to the redemption date. No payment shall be made upon any 2017B Bond or portion thereof called for redemption until such bond shall have been delivered for payment or cancellation or the Registrar shall have received the items required by this Resolution with respect to any mutilated, lost, stolen or destroyed bond.

**Section 4. Appointment of Registrar and Paying Agent.** Each of the President, the Chief Executive Officer and the Chief Financial Officer is hereby authorized to select the financial institution, entity or person to be appointed to serve as registrar and paying agent for the 2017B 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 the 2017B 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 the 2017B 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 the 2017B Bonds then outstanding by first-class mail of the removal of the Registrar and Paying Agent. Notices to registered owners of the 2017B 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 2017B Bonds, cash related thereto in its possession and the Registration Record to the successor Registrar and Paying Agent. At all times, the same entity shall serve as Registrar and as Paying Agent.

**Section 5. Form of Bonds.** The form and tenor of the 2017B Bonds shall be substantially as follows, all blanks to be filled in properly prior to delivery thereof:

(Form of Bond)

No. 2017BR-\_\_\_\_

UNITED STATES OF AMERICA

STATE OF INDIANA

COUNTY OF MARION

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
GENERAL OBLIGATION BOND, SERIES 2017B

Interest Rate	Maturity Date	Original Date	Authentication Date	<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, 2018, 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, 2018. 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 2017BR-1 up, issued for the purpose of providing funds for the new construction and equipping of a new facility that will replace the existing Eagle Branch Library to maximize the public's access to Library services, collections, and technology, which facility as currently anticipated will be near the existing Eagle Branch Library to improve service in the West Thirty-Eighth Street/Lafayette Road area, will consist of a facility containing approximately 20,100 square feet and anticipated to be sited on approximately four (4) acres with on-site parking and for the purpose of paying incidental expenses to be incurred in connection therewith and on account of the sale and issuance of bonds therefor, as authorized by a resolution adopted by the Board of Trustees of the Public Library on the 23<sup>rd</sup> day of October, 2017, entitled "Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Eagle Branch Facility Improvement Project and Expenses Related Thereto" (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.

The bonds of this issue maturing on or after July 1, 2027, may be redeemed at the option of the Public Library on any date or after January 1, 2027, at a redemption price equal to the principal amount of the bonds of this issue being redeemed plus accrued interest, and without any redemption premium.

[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.]

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

\_\_\_\_\_  
(Cust.) Custodian (Minor)

under Uniform Transfers to Minors Act of

\_\_\_\_\_  
(State)

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

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

\_\_\_\_\_  
(please print or typewrite name and address of transferee)

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

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

Signature Guaranteed:

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

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

(End of Bond Form)

**Section 6. Sale of Bonds.** The Chief Financial Officer shall cause to be published a notice of sale once each week for two consecutive weeks in accordance with Indiana Code § 5-3-1-2. The date fixed for the sale shall not be earlier than fifteen (15) days after the first of such publications and not earlier than three (3) days after the second of such publications. Said bond sale notice shall state the time and place of sale, the purpose for which the 2017B 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, the Chief Financial Officer may sell the 2017B Bonds through the publication of a notice of intent to sell the 2017B Bonds and compliance with related procedures, pursuant to Indiana Code § 5-1-11-2(b).

All bids for the 2017B Bonds shall be sealed and shall be presented to the Chief Financial Officer or the Public Library's financial advisor in accord with the terms set forth in the bond sale notice. Bidders for the 2017B Bonds shall be required to name the rate or rates of interest which the 2017B Bonds are to bear, which shall be the same for all 2017B Bonds maturing on the same date and the interest rate bid on any maturity of 2017B Bonds must be no less than the interest rate bid on any and all prior maturities, not exceeding five and four tenths percent (5.40%) per annum, and such interest rate or rates shall be in multiples of one eighth or one hundredth of one percent. The President, the Chief Executive Officer or the Chief Financial Officer shall award the 2017B Bonds to the bidder who offers the lowest net interest cost, to be determined by computing the total interest on all the 2017B Bonds 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 the 2017B 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 the 2017B 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 the 2017B Bonds prepared, the President and Secretary are hereby authorized and directed to execute the 2017B Bonds in substantially the form and the manner herein provided. The President is hereby authorized and directed to deliver the 2017B Bonds to the purchaser; thereupon, the President shall be authorized to receive from the purchaser the purchase price and take the purchaser's receipt for the 2017B Bonds. The amount to be collected by the President shall be the full amount which the purchaser has agreed to pay therefor, which shall be not less than ninety-nine and one-half percent (99.50%) of the face value of the 2017B Bonds plus accrued interest to the date of delivery.

The proceeds from the sale of the 2017B 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 the 2017B Bonds from Barnes & Thornburg LLP, and to furnish such opinion to the

purchasers of the 2017B Bonds. The cost of such opinion shall be paid out of the proceeds of the 2017B Bonds.

**Section 7. Defeasance.** If, when the 2017B 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 2017B 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 2017B 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 2017B Bonds or such designated portion thereof shall no longer be deemed outstanding or secured by this Resolution.

**Section 8. Tax Matters.** In order to preserve the exclusion of interest on the 2017B Bonds from gross income for federal income tax purposes and as an inducement to purchasers of the 2017B Bonds, the Public Library represents, covenants and agrees that:

(a) No person or entity, other than the Public Library or another state or local governmental unit, will use proceeds of the 2017B Bonds or property financed by the 2017B 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 2017B 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 Eagle Branch Facility Improvement Project or any portion thereof, the Public Library will comply with Revenue Procedure 2017-13, as the same may be amended or superseded from time to time.

(b) No 2017B Bond proceeds will be loaned to any entity or person other than a state or local governmental unit. No 2017B 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 2017B Bond proceeds.

(c) The Public Library will not take any action or fail to take any action with respect to the 2017B Bonds that would result in the loss of the exclusion from gross income for federal income tax purposes of interest on the 2017B Bonds pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations thereunder as applicable to the 2017B

Bonds, including, without limitation, the taking of such action as is necessary to rebate or cause to be rebated arbitrage profits on 2017B Bond proceeds or other monies treated as 2017B Bond proceeds to the federal government as provided in Section 148 of the Code, and will set aside such monies, which may be paid from investment income on funds and accounts notwithstanding anything else to the contrary herein, in trust for such purposes.

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

(e) The Public Library will not make any investment or do any other act or thing during the period that any 2017B Bond is outstanding hereunder which would cause any 2017B Bond to be an “arbitrage bond” within the meaning of Section 148 of the Code and the regulations thereunder as applicable to the 2017B 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 2017B 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.

**Section 9. Amendments.** Subject to the terms and provisions contained in this section, and not otherwise, the owners of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2017B 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 2017B Bonds:

(a) An extension of the maturity of the principal of or interest on any 2017B Bond without the consent of the holder of each 2017B Bond so affected; or

(b) A reduction in the principal amount of any 2017B 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 2017B Bond so affected; or

(c) A preference or priority of any 2017B Bond over any other 2017B Bond, without the consent of the holders of all 2017B Bonds then outstanding; or

(d) A reduction in the aggregate principal amount of the 2017B Bonds required for consent to such supplemental resolution, without the consent of the holders of all 2017B 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 2017B Bonds. The Registrar shall not, however, be subject to any liability to any owners of the 2017B 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 2017B Bonds of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2017B 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 2017B Bonds, whether or not such owners shall have consented thereto.

No owner of any 2017B 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 2017B 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 2017B Bonds, and the terms and provisions of the 2017B 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 2017B Bonds then outstanding.

Without notice to or consent of the owners of the 2017B Bonds, the Public Library may, from time to time and at any time, adopt such resolutions supplemental hereto as shall not be inconsistent with the terms and provisions hereof (which supplemental resolutions shall thereafter form a part hereof),

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

(b) to grant to or confer upon the owners of the 2017B Bonds any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the owners of the 2017B Bonds; or

(c) to procure a rating on the 2017B 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 2017B Bonds; or

(d) to provide for the refunding or advance refunding of the 2017B Bonds; or

(e) to make any other change which, in the determination of the Board in its sole discretion, is not to the prejudice of the owners of the 2017B Bonds.

**Section 10. Continuing Disclosure Contract.** The Continuing Disclosure Contract, dated as of the date the 2017B Bonds are issued (the “Undertaking”), executed by the Public Library, substantially in the form satisfactory to the President, and hereby is, ratified and approved.

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

**Section 11. Official Statement.** The President is hereby authorized and directed to approve the Preliminary Official Statement for the purposes of selling the 2017B Bonds, and the President is further authorized to deem and determine the Preliminary Official Statement as the near final Official Statement with respect to the 2017B 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 the Preliminary Official Statement into final form as the Final Official Statement of the Public Library. The President is authorized to sign the Final Official Statement and by such signature approve its distribution.

**Section 12. Multiple Series of Bonds.** Notwithstanding the foregoing authorizations and approvals, the President is hereby authorized to issue the 2017B Bonds in multiple series at any particular time, if, in the judgment of the President, based on the recommendation of the Public Library’s financial 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 2017B 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 2017B 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 2017B Bonds with such series or issue notations as appropriate.

**Section 13. Other Actions and Documents.** The officers of the Board, the Chief Executive Officer and the Chief Financial Officer are hereby authorized and directed, for and on

behalf of the Public Library, to execute, attest and seal all such documents, instruments, certificates, closing papers and other papers and do all such acts and things as may be necessary or desirable to carry out the intent of this Resolution. In addition, any and all actions previously taken by any officers of the Board, the Chief Executive Officer or the Chief Financial Officer, in connection with this Resolution, be, and hereby are, ratified and approved. In addition to the foregoing, the President and the Secretary, based on the advice of the Public Library's financial advisor or at the request of the purchaser of the 2017B Bonds, may modify the dates of the semi-annual interest payment dates to be such other dates which are at least six (6) months apart, and if such interest payment dates are changed, the President and the Secretary may modify the Record Date to such other date that is at least fourteen (14) days prior to each such interest payment date.

**Section 14. No Conflict.** All resolutions and orders or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed. After the issuance of the 2017B Bonds authorized by this Resolution and so long as any of the 2017B 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 2017B Bonds, nor shall the Public Library adopt any law which in any way adversely affects the rights of such holders.

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

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

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

**Section 18. Effectiveness.** This Resolution shall be in full force and effect from and after its passage. Upon payment in full of the principal and interest respecting the 2017B 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 23<sup>rd</sup> day of October, 2017.

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

AYE

NAY

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ATTEST: \_\_\_\_\_  
Secretary of the Board

**MATURITY SCHEDULE**

<b><u>Maturity Date</u></b>	<b><u>Principal Amount</u></b>	<b><u>Maturity Date</u></b>	<b><u>Principal Amount</u></b>
July 1, 2018	\$870,000	July 1, 2026	\$415,000
January 1, 2019	875,000	January 1, 2027	425,000
July 1, 2023	390,000	July 1, 2027	430,000
January 1, 2024	390,000	January 1, 2028	435,000
July 1, 2024	400,000	July 1, 2028	440,000
January 1, 2025	400,000	January 1, 2029	450,000
July 1, 2025	405,000	July 1, 2029	455,000
January 1, 2026	415,000	January 1, 2030	465,000





## Board Action Request

7a

**To:** IMCPL Board

**Meeting Date:** October 23, 2017

**From:** Diversity, Policy and Human Resources Committee

**Approved by the Library Board:**

**Effective Date:** October 23, 2017

**Subject:** Library Policy Revisions and New Policy Additions

**Recommendation:** Approval of Resolution 40-2017 policy revisions under the Human Resources Section; and policy revisions for Capital Assets; and addition of new Responsible Bidding Practices Policy and Leave Donation Program Policy.

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

**New Policies:**

- Responsible Bidding Practice and Submission Requirements on Public Works Projects
- Leave Donation Program

**Current Policy - Key Updates:**

- Capital Assets
- Modification of sick time conversion to CAT hours and use of CAT hours by employees on PTO plan
- Clarification on use of Library email
- Library may install video surveillance cameras in Library-owned vehicles to monitor safe operation
- Clarification of post-accident drug/alcohol testing
- Clarification of reasonable suspicion drug/alcohol testing
- Clarification of pre-hire drug testing

**General Updates:**

- Minor wording terminology and clarification of policy language

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



## Board Resolution

7a

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 40-2017

#### HUMAN RESOURCE, CAPITAL ASSETS AND RESPONSIBLE BIDDING POLICIES

October 23, 2017

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

**WHEREAS**, the Diversity, Policy and Human Resource Committee recommends that the Library adds a new Leave Donation Policy, revises the Individual Catastrophic Account (CAT) policy section of the Paid Time Off (PTO) Policy, revises the Capital Assets Policy and adds a new Responsible Bidding Policy; and

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

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

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

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

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

# **Indianapolis-Marion County Public Library**

## **Capital Asset Policy**

### **Section**

### **Policy**

1.1	General Information
1.2	Definition of Capital Assets
1.3	Valuation of Capital Assets
1.4	Asset Definitions By Major Category
1.5	Depreciation Methods
1.6	Capital Asset Acquisition
1.7	Asset Transfers and Dispositions
1.8	Periodic Inventories
1.9	Responsibilities of Accounting
1.10	Responsibilities of Branch and Facility Managers

Approved by Library Board by Resolution 107-2005

Date October, 2005. **REVISED AUGUST, 2017.**

## 1.1 General Information

The Fixed Asset Policy is being ~~revised~~<sup>issued</sup> effective January 1, ~~2018~~<sup>2005</sup>. The ~~revised~~<sup>new</sup> policy will be referred to as the **Capital Asset Policy**. This Policy is being issued to document the minimum value of capital assets to be reported on our financial reports. This issuance of a policy document is related to the implementation of ~~a new reporting model,~~ Governmental Accounting Standards Board Statement 34. Statement 34 ~~will~~<sup>requires</sup> the Library to depreciate capital assets. The capital asset threshold will ~~start at range from \$52,000 to \$5,000~~ depending on the type of asset. An asset with a value under the threshold will be expensed in the year of purchase.

The Indianapolis-Marion County Public Library has established a Capital Asset Policy in order to provide a higher degree of control over its considerable investment in capital assets, and to be able to demonstrate accountability to its various constituencies: citizens, rate-payers, oversight bodies and regulators. All public information pertaining to capital assets will be made available in the Comprehensive Annual Financial Report (CAFR).

The purpose of establishing a Capital Policy is fivefold:

1. to safeguard the investments of the citizens of Marion County,
2. to fix responsibility for the custody of equipment,
3. to provide a basis for formulating capital asset acquisition, maintenance and retirement policies,
4. to provide data for financial reporting,
5. to demonstrate appropriate stewardship responsibility for public assets.

This policy will only serve to classify capital assets for accuracy in financial reporting through the Indiana State Board of Accounts. It does not include data processing, programming requirements, or computer operations procedures.

## **1.2 Definition of Capital Assets**

Capital assets include: land, land improvements, including monuments, buildings, building improvements, construction in progress, furniture, machinery and equipment, vehicles, works of art and library materials. All land will be capitalized but not depreciated. All items with a useful life of more than one year, and having a unit cost of the threshold or more shall be capitalized (including acquisitions by lease-purchase agreements and donated items). A capital asset meeting the criteria will be reported and depreciated in the government-wide financial statements. Items that are generally understood to appreciate in value such as rare book collections and works of art will also be capitalized but not depreciated. Rather, their values will be adjusted as periodic independent appraisals are performed on them.

Assets that are not capitalized (items < threshold) are expensed in the year of acquisition. Due to a heightened risk of theft as a result of being easily transportable and readily marketable, An inventory will be kept on all items costing less than the threshold but more than or equal to \$1,000 (including computer equipment) and will be classified as non-capitalized items in an asset management system all electronic equipment costing less than the threshold but more than or equal to \$350. Some examples include i-pads, computers, gaming systems, and laptops. (See Section 1.8)

Exceptions are:

- items costing less than the above limits which are permanently installed as a part of the cost of original construction or installation of a larger building or equipment unit will be included in the cost of the larger unit,
- modular equipment added subsequent to original equipment construction of a larger building or equipment unit which may be put together to form larger units costing more than the prescribed limits will be charged to capital assets even though the cost of individual items is less than such units,
- cabinets, shelving, bookcases, and similar items, added subsequent to original construction, which are custom made for a specific place and adaptable elsewhere, will be capitalized,

NOTE: Purchases made using grant funds must comply with grant requirements or the above procedures, whichever are the most restrictive.

### **Threshold levels for capital assets**

The following schedule will be followed for the different types of capital assets:

	<b><u>Capitalize/Depreciation</u></b>
Land	All/Capitalize only
Land Improvements	\$5,000
Building	\$5,000
Building Improvements	\$5,000
Works of art and other appreciating assets	All/Capitalize only
Machinery and Equipment	<del>\$52,000</del>
Vehicle	<del>\$52,000</del>
Furniture	<del>\$52,000</del>
Library Materials (composite grouping)	All

Note: Construction in Progress will be tracked from start to finish for each project. Upon completion, these dollars will be transferred out of Construction in Progress and onto a physical asset.

### **1.3 Valuation of Capital Assets**

Capital assets must be recorded at actual cost. Normally the cost recorded is the purchase price or construction costs of the asset, but also included [are](#) any other reasonable and necessary costs incurred to place the asset in its intended location and intended use. Such costs could include the following:

- legal and title fees, closing costs,
- appraisal and negotiation fees, surveying fees,
- damage payments,
- installation and/or setup costs,
- land preparation costs, demolition costs,
- architect, engineering and accounting fees,
- insurance premiums during construction,
- transportation charges,
- interest costs during construction

Donated or contributed assets should be recorded at their fair market value on the date donated.

### **1.4 Asset Definitions by Major Category**

It is important to the maintenance of accurate records that each asset category be precisely defined and that all persons responsible for records maintenance are fully aware of the categorization system. This section further clarifies the asset definitions by major category.

### **Land**

Land is defined as specified land, lots, parcels or acreage including rights of way, owned by the Indianapolis-Marion County Public Library, its various facilities, boards or authorities, regardless of the method or date of acquisition.

### **Improvements Other Than Buildings**

Examples of IMCPL assets in this category are walks, parking areas and drives, fencing, retaining walls, pools, fountains, planters, underground sprinkler systems, and other similar items.

### **Buildings**

All structures designed and erected to house equipment services, or functions are included. This includes systems, services, and fixtures within the buildings, and attachments such as porches, stairs, fire escapes, canopies, areaways, lighting fixtures, flagpoles, and all other such units that serve the building.

Plumbing systems, lighting systems, heating, cooling, ventilating and air handling systems, alarm systems, sound systems, surveillance systems, passenger and freight elevators, escalators, built-in casework, walk-in coolers and freezers, fixed shelving, and other fixed equipment are included with the building, if owned. Communication antennas and/or towers are not included as buildings. These are parts of the equipment units that they serve.

### **Equipment/Furniture**

Equipment includes all other types of physical property within the scope of the Capital Asset Management System not previously classified. Included within this category are office mechanical equipment, office furniture, appliances, furnishings, machinery items, maintenance equipment, communication equipment, vehicles, text/printing equipment, road equipment, emergency equipment and data processing equipment. All supplies are excluded.

### **Library Materials**

This includes all books, audio/visual materials, microforms, periodicals, and other media that are customarily included in the library collection.

## **1.5 Depreciation Methods**

The Library will be depreciating capital assets by using either composite/group method depreciation or the straight-line method. There will be no salvage value. Depreciation will be calculated at year-end. Land is not depreciated according to general accepted accounting principles.

### **Composite/Group**

Composite depreciation refers to calculating depreciation for a collection of similar assets. A single composite rate is applied annually to the acquisition cost of the collection as a whole. At year-end an adjustment will be made to the total cost to account for any additions/disposals throughout the year. The accumulated depreciation associated with it will also be adjusted. A gain or loss will never be reported on the asset when using the composite method. A full year's depreciation will be taken when the asset is placed in service and no depreciation recorded in the year it is sold or disposed of. Library materials will be depreciated using a four (4) year useful life.

### **Straight-line Depreciation**

All assets, other than library materials, accounted for under the Capital Asset Policy will be depreciated using the straight-line method of depreciation. A gain or loss on disposal will be recorded. Following is a list of the most common useful lives:

- Vehicles – 6 years
- Grounds Equipment (mowers, tractors, attachments) – 6 years
- Office Equipment – 5 years
- All Computer Equipment – 3 years
- Specialized Equipment (A/V, printing and bindery, microfilm readers) – 7 years
- Heavy Equipment (pallet mover, vertical lift) – 15 years
- Office Furniture – 20 years
- Buildings – 50 years
- Building Components (HVAC systems, roofing) – 15 years
- Leasehold Improvements – useful life of asset or lease term (whichever is shorter)
- Land Improvements – structure (parking lots, fencing, landscaping) – 15 years

## **1.6 Capital Asset Acquisitions**

The method of acquisition is not a determining factor. Each facility should report items acquired by:



- regular purchases,
- lease purchase – see below,
- construction by IMCPL personnel,
- construction by an outside contractor,
- resolution/condemnation,
- donation/contribution,
- addition to an existing asset,
- transfer from another facility,
- trade or barter,

Leased equipment should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term
- The lease contains a bargain purchase option
- The lease term is equal to 75 percent of the estimated economic life of the leased property
- The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above criteria should be recorded as an operating lease and reported in the notes of the financial statements.

### **1.7 Asset Transfers and Dispositions**

Property should not be transferred, turned-in for auction, or disposed of without prior approval of the Facilities Manager. A Capital Asset Notification form should be sent to the Inventory Specialist in all cases. This form is a multi-purpose form for asset acquisition, transfer (defined as any movement of an asset by virtue of change in location, either by account, facility, building, floor, or room) or retirement (disposal) of property.

The main points to be remembered when using this form are:

- always provide sufficient detail to properly identify the asset, most importantly the asset's tag number or IMCPL ID
- be accurate and do not overlook any of the needed entries
- write legibly
- complete each column for every asset listed on the form
- enter information in correct row, depending on whether you are transferring or deleting an asset
- have Manager sign at the bottom of the form
- return the form to the Inventory Specialist

If an asset is stolen, the facility should notify the Inventory Specialist as well as Accounting. A police report should be promptly filed and forwarded to the Administrative Assistant in Accounting.

If an asset turns up missing, the facility should notify the Inventory Specialist. Missing items will be marked accordingly. If the item is found later, the Inventory Specialist is to be notified.

### **1.8 Periodic Inventories**

A physical inventory of all assets (capital and non-capital) will be conducted at each facility every year. Accounting may conduct spot checks on a random basis. Managers will be accountable for the all assets charged to their facility by verifying a list of their capital and non-capital assets at year-end.

### **1.9 Responsibilities of Accounting**

The Fiscal Officer will ensure that accounting for capital assets is being exercised by establishing a capital asset inventory, both initially and periodically in subsequent years. The Fiscal Officer will further ensure that the capital asset report will be updated annually to reflect additions, retirements, and transfers and to reflect the new, annual capital asset balance for financial reporting purposes and the annual and accumulated depreciation calculation.

### **1.10 Responsibilities of Branch & Facility Managers**

It is the responsibility of the facility manager to act as or designate a steward for each piece of property. The steward will become the focal point for questions regarding the availability, condition, and usage of the asset, as well as the contact during the physical inventory process.

Someone should be designated to record the receipt of the asset, to examine the asset to make sure that no damage was incurred during shipment and to make sure that the asset was received in working order.

The steward is also responsible for arranging for the necessary preventative maintenance and any needed repairs to keep the asset in working condition. It is necessary to have a responsible person available for questions that arise during a physical inventory or when someone wants to borrow the asset. The steward ensures that the asset is used for the purpose for which it was acquired and that there is no personal or unauthorized use. In addition, the steward should report any property damage or theft.

## **NEW PROPOSED POLICY:**

### **123.7 RESPONSIBLE BIDDING PRACTICE AND SUBMISSION REQUIREMENTS ON PUBLIC WORKS PROJECTS**

For all public works projects estimated to be at least \$150,000, the Library has adopted and will require contractor compliance with the Resolution Establishing Responsible Bidding Practices and Submission Requirements on Public Works Projects, Resolution 18-2017, approved by the Board of Trustees June 26, 2017, and as may be amended from time to time.

## INTRODUCTION TO HUMAN RESOURCES

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

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

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

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

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

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

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

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

*Approved August 25, 2014*

## 201 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

*Approved August 25, 2014*

## 202 HARASSMENT

Harassment occurs when a supervisor treats an applicant or employee differently in regard to hiring, firing, promotion or any terms or conditions of employment because of the applicant’s or employee’s race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation, ~~or~~ gender identity, pregnancy (including childbirth, lactation and related medical conditions), veteran status, uniformed service member status and genetic information (including testing and characteristics). Harassment exists when submission to such conduct is made explicitly or implicitly a term or condition of the applicant’s or employee’s employment with the Library or submission to or rejection of such conduct is used as a basis for employment decisions affecting the applicant or employee.

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

individual's work performance or creates an intimidating, hostile, or offensive work environment.

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

*Approved August 25, 2014*

### **202.1 Reporting Harassment**

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

*Approved August 25, 2014*

### **202.2 Retaliation**

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

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

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

*Approved August 25, 2014*

## **203 DISABILITY ACCOMMODATIONS**

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

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

*Approved August 25, 2014*

## **204 TRANSGENDER POLICY**

### **204.1 Definitions**

The following definitions apply for purposes of this policy:

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

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

*Approved February 22, 2016*

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

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

*Approved February 22, 2016*

#### **204.3 Workplace**

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

*Approved February 22, 2016*

#### **204.4 Restrooms**

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

*Approved February 22, 2016*

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

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

*Approved February 22, 2016*

#### **204.6 Harassment**

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

*Approved February 22, 2016*



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

### **211 STEWARDSHIP OF ASSETS**

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

*Approved August 25, 2014*

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

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

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

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

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **211.3 Reserves**

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

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

*Approved August 25, 2014*

#### **211.4 Fines**

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **211.6 Outstanding Accounts**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **212.1 DRIVING RECORD AND INSURANCE**

#### **212.1 Driving Positions**

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

*Approved August 25, 2014*



### 212.2 Driving Record and Performance

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

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

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

*Approved August 25, 2014*

### 212.3 Commission of Driving Violation

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

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

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

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

*Approved August 25, 2014*

### 212.4 Driving Record Review

#### Annual Driving Records

In June of each year, the Human Resources Services Area will obtain and review the driving records for employees in Driving Positions. The purpose of the review is to confirm both a valid driver's license and that the employee's driving record is acceptable to the Library and the Library's insurance carrier. The Library reserves the right to obtain proof of insurance and review the driving record for any employee who

~~may drive an employee-owned vehicle on Library business regardless of whether such is a part of his/her regular, essential job assignment.~~

### Applicants for Driving Positions

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

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

*Approved August 25, 2014*

## **213 COMMUNICATION**

Employees shall not publically express an official position as a representative of the Library, or express positions about policies or procedures of the Library unless specifically authorized to do so by the CEO. Nothing in this policy is intended to prevent employees from engaging in protected activity under the First Amendment to the U.S. Constitution.

*Approved August 25, 2014*

### **213.1 External Communications**

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

*Approved October 24, 2016*

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

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

*Approved August 25, 2014*

## **214 EMPLOYEE RECOGNITION**

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

*Approved August 25, 2014*

### **214.1 Criteria**

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

- Individual service to readers.

- Community relationship.

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

Additional factors to be considered will be:

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **214.3 Nominations**

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

*Approved August 25, 2014*

#### **214.4 Frequency of Award**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

#### **214.6 Award Amount**

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

*Approved August 25, 2014*



## 215 STAFF ORGANIZATIONS

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

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

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

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

*Approved August 25, 2014*

## 216 NO SOLICITATION

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

*Approved August 25, 2014*

## 217 OUTSIDE EMPLOYMENT

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

*Approved August 25, 2014*

## 218 PERSONAL CONDUCT

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

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

*Approved August 25, 2014*

## **219 NURSING MOTHERS**

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

*Approved August 25, 2014*

## **220 PROFESSIONAL APPEARANCE**

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

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

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

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

Nothing in this policy is intended to prevent employees from engaging in protected activity under the First Amendment to the U.S. Constitution.

*Approved August 25, 2014*

### **220.1 Employee ID Badges**

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

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

*Approved August 25, 2014*

### **220.2 Uniforms**

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

*Approved August 25, 2014*



## 221 PROFESSIONAL ASSOCIATION DUTIES

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

*Approved August 25, 2014*

### 221.1 Nomination Process

Prior to accepting a nomination, office or committee appointment that will involve staff time or program/meeting attendance; the staff member should submit a Professional Activities Form (Form 27) to request approval. The application should state the purpose of the organization, committee or board on which the staff member will serve, and the benefit to the Library served by the employee's participation. Generally, priority for commitment of Library time and expense will be given to committees or divisions of state and national professional associations whose activities contribute to or benefit public library service. Form 27 should be submitted to the manager for approval and signature, and submitted to the appropriate Executive Committee member and the CEO. Requests are to be submitted in sufficient time prior to the anticipated activity to the Board for their consideration and approval.

*Approved August 25, 2014*

### 221.1 Conferences

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

- a. Permission to attend conferences on Library time must be approved in advance by the manager and appropriate Executive Staff Member and the CEO. Professional Activities Form 27 will be used for this purpose and submitted to Human Resources. Human Resources, will then include the activity request in the travel resolution to be submitted to the Board for final approval.
- b. In approving conference attendance requests for non-union eligible employees, managers must consider the section's needs and schedule, including previously approved PTO requests or other leaves scheduled for the period. In the event two or more staff members of a section request conference attendance, or if consecutive years' attendance due to committee or office commitments by one staff member precludes the opportunity for others, the manager may determine a system for ranking the requests or rotating attendance among those who apply.

In approving conference attendance requests for union-eligible employees, managers must consider the section's needs and schedule, including previously approved annual leave requests or other leaves scheduled for the period. In the event two or more staff members of a section request conference attendance, or if consecutive years' attendance due to committee or office commitments by one staff member precludes the opportunity for others, the manager may determine a system for ranking the requests or rotating attendance among those who apply.

- c. Any compensation of non-exempt employees for travel to, and attendance at, a conference shall be in accordance with applicable state and federal laws.
- d. The CEO may recommend to the Board that a staff member be granted time to attend a conference even though not a member of the sponsoring organization.
- e. Staff desiring to be Board representatives at the American Library Association Annual Conference and/or the Public Library Association National Conference in the years in which the conference is held will make application to the Board at least four months in advance of the meeting. The Board's intent is to send two representatives. The applications are subject to approval by the Board.
- f. Travel Reimbursement procedures as approved by the Library Board covers employee expenses for auto mileage, travel by air, lodging, meals, and other expenses directly related to the journey (i.e. taxi fare, tolls, parking, car rental, registration, & business phone calls). Expenses must be submitted within sixty (60) days of date of travel to accounting or end of the calendar year, whichever is sooner, of date of travel.

*Approved October 24, 2016*

### **221.3 Lectures and Talks**

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

*Approved August 25, 2014*

## **222 TRAINING AND DEVELOPMENT**

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

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

*Approved August 25, 2014*

## **223 TUITION ASSISTANCE**

### **223.1 Tuition Assistance Available for Degree Program**

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

*Approved October 24, 2016*

### **223.2 Tuition Assistance for Positions Requiring State Library Certification**

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

*Approved October 24, 2016*

### **223.3 Eligibility for Tuition Assistance**

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

*Approved October 24, 2016*

### **223.4 Repayment of Tuition Reimbursement**

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

*Approved October 24, 2016*

## **224 GRIEVANCE**

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

*Approved August 25, 2014*

### **224.1 Eligibility**

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

*Approved August 25, 2014*

### **224.2 Grievance Process**

#### Step 1 - Formal Presentation

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

When submitting the grievance in writing, the grievant must state in the Grievance Form the following: (1) the specific date(s) on which the event occurred; (2) the nature and circumstances of the event, including the identity of all persons involved; (3) the specific policy or procedure that the grievant believes was violated; and (4) the outcome desired by the grievant as a result of the grievance. A copy of the Grievance Form will be sent to the Area Resource Manager and Service Area Director. The

immediate supervisor of the grievant shall within a reasonable period of time discuss the grievance with the grievant in an attempt to resolve the grievance immediately. The supervisor must provide a written response within 5 business days (Monday through Friday except for Board designated holidays) from the date of the discussion of the grievance with the grievant, which response shall include a description of any resolution of the grievance as may have been agreed upon. If a resolution of the grievance is reached, the written response shall include the signature of both the grievant and the supervisor. A copy of the supervisor's response will be sent to the Director, Human Resources, and the grievant. Each party will retain a signed copy for their records.

#### STEP 2 – Director, Human Resources

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

#### STEP 3 - Chief Executive Officer

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

*Approved August 25, 2014*

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

### **225.1 Right to Appeal**

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

*Approved August 25, 2014*

## **225.2 Procedure before the Board**

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

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

### STEP 2 - Nature of Hearing

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

### STEP 3 - Order of Proceedings

The order of proceedings will be as follows:

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

*Approved August 25, 2014*

## **226 Miscellaneous Policies**

### **226.1 Signage**

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

*Approved August 25, 2014*

### **226.2 Staff Areas**

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

*Approved August 25, 2014*



**226.3 After Hours**

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

*Approved August 25, 2014*

**226.4 Staff Parking**

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

*Approved August 25, 2014*

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

### 231 ATTENDANCE

Punctual and regular attendance is an essential function of each employee's job at the Library. Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized Library business. The Library uses progressive discipline to address employee attendance issues.

The following policies apply to attendance:

- The Library awards its non-union eligible employees PTO, which must be scheduled and pre-approved by their supervisor.  
The Library awards its union-eligible employees with vacation and sick days. Vacation must be scheduled and pre-approved by one's supervisor. Unapproved time off is charged to accrued vacation or sick days unless covered by an approved leave of absence.
- The employee must call their immediate supervisor at least one hour before their scheduled start time or, at the earliest opportunity in case of unusual circumstances, if unable to report to work on time.
- If the immediate supervisor is unavailable, the employee must notify the next level of management or the person-in-charge.
- Even though an employee complies with this notice requirement, late arrival or early departure from scheduled work time is still an unscheduled absence unless the supervisor has pre-approved a change in the employee's scheduled work time depending on staffing needs and the circumstances of the request.
- Absences due to reason that qualify under the Family Medical Leave Act (FMLA) will not be counted toward an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

*Approved October 24, 2016*

#### 231.1 Telecommuting

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

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

*Approved August 25, 2014*

### 232 UNSCHEDULED ABSENCES AND TARDINESS

The following policies apply to unscheduled absences:

- The Library has a numerical threshold for unscheduled absences.

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

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

*Approved October 24, 2016*

### **232.1 Credited Time**

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

*Approved August 25, 2014*

### **232.2 Deducted Time**

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

*Approved August 25, 2014*

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

Subject to the requirements of the Americans with Disabilities Act and the Family Medical Leave Act, Any unexcused absence of three (3) consecutively scheduled work days without notice by the employee to his supervisor is considered job abandonment and may result in immediate termination of employment.

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

*Approved August 25, 2014*

### **234.4 Step Discipline for Unscheduled Absence and Tardiness**

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

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

Approved October 24, 2016

## 233 EMERGENCY CLOSURE

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

Approved August 25, 2014

### 233.1 Emergency Scheduling

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

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

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

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

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

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

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

credited time and six hours of regular hours worked if they worked the remaining six hours of their regularly scheduled shift.

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

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

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

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

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

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

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

*Approved October 24, 2016*

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

Under the provisions of the Family and Medical Leave Act ("FMLA"), employees who have completed at least ~~one year~~ 12 months of service (the 12 months need not be consecutive) and worked at least 1,250 hours over the previous 12 months ("eligible employees") may under certain conditions be entitled to unpaid leave.

*Approved August 25, 2014*

### **234.1 Eligibility**

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

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

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

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

*Approved August 25, 2014*

### 234.2 Intermittent Leave

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

- If FMLA leave is for Parenting Leave or Military Family Exigency Leave, use of intermittent leave is subject to the Library's approval by the Service Area Director and Director, Human Resources, based on a case-by-case determination relative to the needs of the Library.
- FMLA leave may be taken intermittently whenever medically necessary in connection with Family Medical Leave, Employee Medical Leave or Service Member Leave.
- The Library may temporarily transfer an employee needing foreseeable intermittent leave to an available alternative position, with equivalent pay and benefits (though not necessarily equivalent duties) if the employee is qualified for the alternative job and the job better accommodates recurring absences.

*Approved August 25, 2014*

### 234.3 Use of Accrued PTO or Vacation Time

~~Library policy is that every n~~Non-union eligible employees taking FMLA leave for ~~a personal illness is any reason are~~ required to concurrently use ~~all~~ accrued ~~time in their Individual Catastrophic Account (CAT Account) and PTO while absent.~~ The employee may first use all of their CAT Account time before using any accrued PTO. ~~PTO and after exhausting PTO, use available CAT hours to the extent available while absent. Also, every non-union eligible employee taking FMLA leave to care for a parent, child, or for the birth, adoption or placement of a foster child, shall be required to use all accrued PTO and after exhausting PTO, use available CAT hours to the extent available while absent.~~

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

*Approved October 24, 2016*

### 234.4 12-Month Period

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

*Approved August 25, 2014*



### **234.5 Serious Health Condition**

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

- a. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- b. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work or perform other regular daily activities) due to:
  - i. A health condition (including treatment thereof, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes treatment two or more times by or under the supervision of a health care provider or one treatment by a health care provider with a continuing regimen of treatment; or
  - ii. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
  - iii. A chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
  - iv. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
  - v. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **234.7 Job Restoration**

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

*Approved August 25, 2014*

### **234.8 Notice and Certification**

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

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member, including information sufficient for the Library to determine the anticipated timing and duration of the leave;
- Second or third medical opinions (at the Library's expense) and periodic recertification;
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work; and
- A fitness for duty report issued by the healthcare provider for employees taking leave for a personal health condition.

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

*Approved August 25, 2014*

## **235 BEREAVEMENT LEAVE**

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

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

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

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

*Approved October 24, 2016*

### **235.1 Immediate Family**

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

*Approved September 28, 2015*

### **235.2 Domestic Partners**

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

*Approved August 25, 2014*

### **235.3 Other Relatives**

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

*Approved August 25, 2014*

### **235.4 Professional Associates**

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

*Approved August 25, 2014*

### **235.5 Personal Friends**

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

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

*Approved October 24, 2016*

### **235.6 Restrictions**

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

*Approved August 25, 2014*

### **235.7 Death in Immediate Family During Annual Leave**

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

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

*Approved October 24, 2016*

## **236A PAID TIME OFF (PTO) POLICY**

### **236A.1 Definition**

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

*Approved October 24, 2016*

### **236A.2 Purpose**

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

*Approved October 24, 2016*

### **236A.3 Eligibility and Availability**

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

*Approved October 24, 2016*

### **236A.4 Notice and Scheduling**

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

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

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

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

*Approved October 24, 2016*

### **236A.5 Balance Cap (Maximum Carryover)**

Although non-union eligible employees may carry over accrued, unused PTO time from year to year, there is a cap on the amount of PTO time that can be accumulated. Once a non-union eligible employee reaches the cap, no additional PTO will be accrued until the balance goes below the cap in which case PTO will again begin to accrue. Non-union eligible employees will not receive retroactive credit for time worked while at the cap limit. PTO accrual is capped at 480 hours for non-union eligible staff employed prior to the effective date of the PTO policy and 240- hours for non-union eligible staff ~~employed~~ hired or rehired on or after the effective date of the PTO policy (2/5/17).

*Approved October 24, 2016*

### 236A.6 Employee Management of PTO

Non-union eligible employees are responsible for managing their PTO account. It is important for non-union eligible employees to plan ahead for how PTO will be used. This means developing a plan for taking your vacation's, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

*Approved October 24, 2016*

### 236A.7 Separation of Employment

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

*Approved October 24, 2016*

### 236A.8 Accrual Rates

The amount of PTO earned depends on length of continuous service in a benefits eligible position. Non-union eligible employees who leave employment and are rehired into an eligible position will accrue at the rate for a new hire. Accrual of PTO time is determined by multiplying the number of regular hours paid by the appropriate per hour earning rate. Regular hours paid include PTO ~~time~~, credited time and holiday time. Regular hours paid do not include CAT Account time.

**PTO Accrual Table**

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

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

*Approved October 24, 2016*

### 236A.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 non-union eligible, each non-union eligible employee's accrued but unused annual leave time will be transferred into the non-union eligible employee's PTO bank.

### **236A.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 (Amendment Date) On the effective date of the PTO policy, up to a maximum of 40 hours of accrued but unused sick time for each non-union eligible employee will be transferred into the non-union eligible employee's PTO bank. Any remaining accrued but unused sick time will become the non-union eligible employee's Individual Catastrophic Account (CAT Account). 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 October 24, 2016

### **236A.11 Access to Individual CAT Account**

To use CAT Account time:

- A non-union eligible employee ~~must be missing work for reason that satisfies the requirements for leave under the Family Medical Leave Act (FMLA) or because of a qualifying disability that satisfies the requirements for leave as a reasonable accommodation under the Americans with Disabilities Act (ADA)~~ may use CAT Account time in the same manner and subject to the same conditions and restrictions as union-eligible employees using accrued sick leave.
- Non-union eligible employees on approved FMLA leave or other medical leave are required to concurrently use accrued CAT Account time and PTO while absent. The employee may first use all available CAT Account time before using any accrued PTO. use CAT Account time concurrently during the FMLA leave after all accrued but unused PTO time has been exhausted.
- Non-union eligible employees on approved ADA accommodation leave may use CAT Account time concurrently during the ADA leave ~~after all accrued but unused and then use any accrued PTO time. has been exhausted.~~

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

Approved October 24, 2016

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

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

Approved October 24, 2016

### **236B.1 Annual Leave Accrual**

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

Accrual Rates Prior to 1998. Those benefit eligible, union-eligible staff members hired prior to January 1,

1998, for all regular hours reported, annual leave will accrue as follows:

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

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

Pay Range	Earned Per Hour
1-4	.0385
5-8	.0577
9-16	.0770

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

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

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

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

*Approved October 24, 2016*

### **236B.2 Longevity Allowance**

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

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

*Approved October 24, 2016*

### **236B.3 Earned Annual Leave Maximum**

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

*Approved October 24, 2016*



#### **236B.4 Earned Annual Leave at Termination of Employment**

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

*Approved October 24, 2016*

#### **236B.5 Change to a Non-Benefitted Job Status**

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

*Approved October 24, 2016*

#### **236B.6 Re-hired Employees**

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

*Approved October 24, 2016*

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

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

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

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

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

Managers have the discretion to send an employee who has reported to work while suffering from illness in its contagious stage, or when the employee is too ill to do their work satisfactorily. Such time away from duty will be charged to 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 October 24, 2016*

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

### **237B.1 Accrual of Sick Leave**

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

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

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

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

*Approved October 24, 2016*

### **237B.2 Verification and Other Uses of Sick Leave**

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

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

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

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

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

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

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

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

*Approved October 24, 2016*

### **237B.3 Advancement of Sick Leave**

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

*Approved October 24, 2016*

## **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.

*Approved October 24, 2016*

## **239 CIVIC DUTIES POLICY**

### **239.1 Voting**

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

*Approved August 25, 2014*

### **239.2 Running for Elected Office**

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

*Approved August 25, 2014*

### **239.3 Political Activity**

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

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

*Approved October 24, 2016*

### **239.4 Legal Witness**

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

*Approved August 25, 2014*

### **239.5 Jury Duty**

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

- a. The employee is expected to report to work when doing so does not conflict with court obligations. It is the employee’s responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive the Library-provided compensation supplement.

- b. Staff members required to serve on either a grand or petit jury will be paid their regular salary less the amount of per diem allowance paid for the jury duty. Mileage for jury duty is not reimbursable by the Library.

*Approved August 25, 2014*

### **239.6 Selective Service**

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **239.8 Armed Forces Reserve**

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

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

*Approved August 25, 2014*

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

### **241 IMCPL COMPENSATION PHILOSOPHY**

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

## **242 COMPENSATION**

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

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

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

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

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

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

*Approved August 25, 2014*

## **243 EMPLOYMENT STATUS**

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

### **243.1 Full-time**

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

*Approved August 25, 2014*

### **243.2 Part-time**

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

*Approved August 25, 2014*

### **243.3 Substitute Employees and Pages**

These Substitute employees are staff members who are hired to work where and when necessary. Pages are staff members who are hired to perform a variety of support tasks including sorting, shelving and stacking of Library materials and maintaining Library materials in alphabetical, numerical and categorical order. Substitutes and Pages staff members may be scheduled to work from 1 to 40 hours per week not to exceed 1000 hours per year and are not eligible for fringe benefits.

*Approved August 25, 2014*

### **243.4 Temporary Employees**

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

*Approved August 25, 2014*

### **243.5 Retired Staff Members**

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

*Approved August 25, 2014*

### **243.6 Exempt and Non-Exempt Employees**

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

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

*Approved August 25, 2014*

### **243.7 Benefit Eligibility**

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

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

*Approved October 24, 2016*

### **243.8 Job Classifications**

All positions shall be classified on the basis of a point factor job analysis. The positions which are equivalent in complexity, responsibility, and qualifications required, will be grouped together. These positions will be established by the Annual Salary Resolution which is recommended by the CEO and approved by the Board

annually. Salary structures will be posted on the HR Portal. The Director, Human Resources, is responsible for the job classification process.

*Approved August 25, 2014*

## **244 POSITION RECLASSIFICATION**

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

*Approved August 25, 2014*

### **2441.1 Salary Adjustment**

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

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

*Approved August 25, 2014*

### **244.2 Position Qualifications**

Staff members must meet all qualifications for positions to which employed. If a qualified person is not available, an acting appointment may be made until the position is permanently filled.

*Approved August 25, 2014*

## **245 WORKWEEK**

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

*Approved October 24, 2016*

## **246 WORK SCHEDULES**

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

*Approved August 25, 2014*



### 246.1 Full-Time Equivalency

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

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

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

Approved August 25, 2014

## 247 LUNCH AND BREAKS

### 247.1 Evening Schedule

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

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

Approved October 24, 2016

### 247.2 Lunch Period

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

Approved August 25, 2014

### 247.3 Work Breaks

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

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

*Approved August 25, 2014*

## 248 TIMEKEEPING REQUIREMENTS

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

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

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

*Approved August 25, 2014*

### **248.1 Alternate Clock-In**

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

Hours entered on the alternate clock-in system should match entries in the timecard system used for in the calculation of the payroll check. The employee will verify that all entries in the alternate clock-in method are correct by manually signing it just as he/she verifies the timecard to indicate he/she made the entries and is in agreement with them.

*Approved August 25, 2014*

## **249 WORKING OFF THE CLOCK**

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

*Approved August 25, 2014*

## **250 HOLIDAY PAY**

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

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

Should a designated holiday fall on a Saturday or Sunday, with the exception of Easter, the Library will be closed on either the Friday before or Monday after according to local custom. The Library will close at 5 p.m. on the Wednesday before Thanksgiving Day and on December 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 staff.

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

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

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

*Approved October 24, 2016*

## **251 PREMIUM PAY**

### **251.1 Overtime**

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

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

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

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

*Approved October 24, 2016*

### **251.2 Holiday Time**

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

*Approved August 25, 2014*

### **251.3 Limitation on Overtime Pay**

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

*Approved August 25, 2014*

### **251.4 Shift Differential**

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

*Approved November 16, 2015*

### **251.5 Person-in-Charge Pay**

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

This time period shall be entered on the employee's timecard by the employee using pay code "Person-in-Charge" to the closest quarter hour. An employee shall only be assigned to the role of Person-in-Charge under the following criteria: (1) Person-in-Charge designation is limited to Public Services staff and may only be assigned to a Public Services staff member by a Public Services manager or member of the Executive Committee; and (2) a Person-in-Charge may be assigned only when the Public Services manager/supervisor will be off-site for a period of one (1) or more hours.

*Approved November 16, 2015*

### **251.6 Split Work Day**

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

*Approved November 16, 2015*

## **252 ON-CALL**

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

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

*Approved August 25, 2014*

## **253 PAYDAY**

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

The Library offers a variety of voluntary payroll deductions available to qualifying staff members such as retirement annuities, medical and dependent care reimbursement programs, short-term disability, United

Way contributions, vision, Staff Association or other employee organization dues. These are administered by Human Resources.

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

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

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

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

*Approved October 24, 2016*

## **254 RED-CIRCLING**

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

*Approved August 25, 2014*

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

### **261 RECRUITMENT**

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

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

An offer of employment with the Library is conditional until the background check ~~and drug screen~~ is passed. In addition, for employees being hired for “safety sensitive” positions, including without limitation safety sensitive driving positions, an offer of employment with the Library is conditional until the drug screen is passed. Safety sensitive driving positions are positions that require the employee to: (i) drive a Library vehicle as regular part of the employee’s job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car. A conditional offer of employment is rescinded if the candidate refuses to comply or does not pass the background check or a required drug screen.

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

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

*Approved August 25, 2014*

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

All newly hired employees will begin employment with the library by attending New Hire Orientation on their first scheduled day of work. New hires will be welcomed as an important part of the Library team and be given the information and tools to help them succeed in the job. They will receive an introduction and information related to Library’s mission, vision and culture, organizational structure and contacts, policies and benefits geared to help them quickly get up to speed. Employees will also receive an orientation from their Manager/Supervisor specific to their department or agency.

*Approved August 25, 2014*

## **262 NEW HIRE PROBATIONARY PERIOD**

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

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

Probationary employees will receive a monthly progress summary during the probationary period to address and improve performance issues to a satisfactory level. At the end of the 3 month probationary period, probationary employees will be evaluated and informed of their rating and employment status by their immediate supervisor. A satisfactory rating upon completion of the probationary period will qualify the probationary employee as a regular employee; a “needs improvement” rating may extend the probationary period up to a maximum of 30 days and will include a performance improvement plan. An

employee not receiving an acceptable rating at any time during or at the end of the probationary period (or any extensions thereof) may result in immediate termination of employment.

*Approved August 25, 2014*



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

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

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

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

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

- a. Fourteen and Fifteen-Year-Olds are limited to working the following hours:
  - Outside school hours on a school day (school hours are between 7:30 a.m. and 3:30 p.m. and a school day is a day containing more than 4 hours of classroom instruction).
  - No more than 3 hours on a school day.
  - No more than 8 hours on a non-school day.
  - No more than 18 hours during a school week (a week containing 3 or more school days).
  - No more than 40 hours during a non-school week (a week containing 2 or fewer school days).

- Between 7 a.m. and 7 p.m. – except between June 1 and Labor Day when the evening hour is extended to 9 p.m.
- b. Sixteen-Year-Olds are limited to working the following hours:
- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
  - No more than 8 hours on a school day (9 hours when not followed by a school day with parental permission).
  - No more than 30 hours a week (40 hours during a non-school week and 48 hours during an non- school week with parental permission).
  - No more the six days during a week (school or non-school week).
  - Not before 6 a.m. and not after 10 p.m. on nights followed by a school day.
  - Until 12:00 a.m. on nights not followed by a school day with parental permission.
- c. Seventeen-Year-Old are limited to working the following hours:
- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
  - No more than 8 hours a day (9 hours when not followed by a school day with parental permission).
  - No more than 30 hours a week (40 hours during a non-school week and 48 hours during an non- school week with parental permission).
  - No more the six days during a week (school or non-school week).
  - Not before 6 a.m. on a school day and not after 10 p.m. on nights followed by a school day (until 11:30 p.m. on nights followed by a school day with parental permission and until 1:00 a.m. on nights followed by a school day, but not on consecutive nights and not more than 2 school nights a week, with parental permission).

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

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

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

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

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

*Approved August 25, 2014*

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

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

*Approved August 25, 2014*

### **266 INTERVIEW AND MOVING EXPENSES**

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

*Approved August 25, 2014*

### **267 NEPOTISM**

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

*Approved August 25, 2014*

### **268 PERSONNEL RECORDS**

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

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

Employees wishing to review their personnel records must schedule a time at the Human Resources office to do so. An employee may make notes about information in the personnel file. At no time will the employee be permitted to remove, alter or destroy any documentation contained in his or her personnel file.

One copy of any material in an employee's personnel file shall be provided to the employee free of charge upon request. If more than one copy is requested, additional copies will be provided at the Library's standardized charge for duplication.

An employee who disagrees with any of the information in his or her official file may provide a written statement explaining their position which will be placed as a permanent part of the employee file.

Any change in personal information such as name, address, telephone number, name of personal physician or medical provider, or other directory information shall immediately be entered electronically by each employee through the Employee Self-Service portal.

*Approved August 25, 2014*

### **268.1 Furnishing Information to Third Parties**

The Library assumes no obligation to furnish information about any employee to any third party

- Except as required by IC 5-14-3-4(b)(8).
- Except to the extent necessary for purposes of litigation in which the Library is a party or as otherwise required by law.
- Except to the extent needed to provide information which is not particularized by employee name for general, statistical, or record-keeping purposes and as required by any authorized local, state, or federal agency or administrative body.

In accordance with IC 5-14-3-4(b)(8), the following information to the extent such may be included in the Library's personnel files shall be made available for public disclosure:

- The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former employees of the Library.
- Information relating to the status of any formal charges against an employee.
- The factual basis for disciplinary actions in which final action has been taken that resulted in an employee being suspended, demoted or discharged.

An employee's request for the Library to furnish information to a third party must be submitted in writing to the Human Resources Department, and the employee must execute a release before the Library will disclose certain information to third parties.

*Approved August 25, 2014*

### **268.2 Credit or Employment Verification**

Any inquiries regarding credit and employment verification must be forwarded to the Human Resources Office.

*Approved August 25, 2014*

### **268.3 Personal Reference**

An employee may request managers or other personnel to provide a personal, non-employment related reference. The Library assumes no responsibility for personal references. Personal references are not to be written on Library letterhead or held in the employee's personnel record.

*Approved August 25, 2014*

## 269 REAPPOINTMENT

A list of job titles and wages for Benefit Eligible (Board Appointed) staff will be provided annually to the Library Board of Trustees. All staff members will be subject to reappointment based on satisfactory performance ratings. The reappointment and salary of each staff member for the ensuing year will be confirmed by the Appointment List which is recommended by the CEO and approved by the Board.

*Approved August 25, 2014*

## **SECTION 270: PERFORMANCE MANAGEMENT AND TERMINATION OF EMPLOYMENT POLICIES**

### **271 PERFORMANCE MANAGEMENT**

The performance management annual rating cycle at the Library is from September 1 through August 31. All annual performance reviews will be completed by managers, reviewed with employees and submitted to Human Resources by October 31st of each year for the preceding September 1 – August 31 rating period.

After an initial 3-month probationary period review for new hires, all annual performance evaluations will be written by managers/supervisors during September and employee reviews conducted during October.

All employees will receive an annual performance review except those hired between June 1 – August 31 of the current performance cycle. Reviews will be conducted with employees by their immediate supervisor.

Throughout the annual performance cycle, supervisors and employees communicate on a regular basis about performance goals and address any improvement needs. Positive performance evaluations do not guarantee increases in compensation or promotions.

*Approved October 24, 2016*

#### **271.1 Pay For Performance**

The Library's performance management cycle consists of performance planning, communication and feedback, and evaluation. Any increases to base pay or a one-time performance bonus will be based on an employee's performance rating, current placement in the job's pay range and the Library's available funding.

*Approved August 25, 2014*

#### **271.2 Employee Acknowledgment**

Within 7 days of the date of evaluation, employees shall electronically acknowledge their performance evaluations to verify that the performance evaluation has been presented and discussed with the employee by the employee's immediate supervisor and that the employee is aware of its contents.

*Approved August 25, 2014*

#### **271.3 Employee Response**

An employee wishing to write a response to a performance evaluation may do so on their electronic appraisal form within 7 days from the date of the performance evaluation meeting with their manager. Employee comments will become a part of their permanent performance review record once the employee submits the electronic acknowledgement.

*Approved August 25, 2014*

## **272 VOLUNTARY AND INVOLUNTARY TERMINATION OF EMPLOYMENT POLICY**

### **272.1 Voluntary Termination**

Employees voluntarily leaving employment by the Library are requested to submit to Human Resources a written statement of resignation indicating their last day of work and to give a copy to their manager at least 2 weeks prior to planned date of termination.

Employees voluntarily terminating employment or retiring from the Library must work their scheduled workdays. Failure to work regular schedule during the notice period will result in ineligibility for reemployment.

Approved August 25, 2014

### **272.2 Involuntary Termination**

The CEO is authorized to recommend the termination, demotion or suspension of any employee with or without cause. In most cases, the CEO will recommend termination, demotion or suspension based on cause. The CEO's recommendation shall be subject to confirmation by the Board.

The determination of cause will be based on a careful evaluation and such cause may include, among other things, the following:

- Illegal harassment
- Poor work performance or other unsatisfactory conduct
- Incompetence
- Insubordination
- Unexcused absence
- Excessive tardiness or absences
- Abuse of leave policy
- Working under the influence of alcohol, illegal or controlled substances
- Inability to perform essential functions of work
- Falsification of job application form
- Falsification of time records
- Theft or embezzlement
- Possession of weapons or explosives
- Inappropriate treatment of a patron
- Violation of a non-discrimination policy
- Immoral or indecent conduct
- Violation of Ethics Policy
- Abuse of circulation privileges
- Abuse of circulation procedures
- Unsafe work practices
- Willful violation of Safety Policy
- Conviction of a crime as a result of acts inside or outside of his or her employment

Approved October 24, 2016

### **272.3 Retirement**

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

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

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

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

*Approved October 24, 2016*

### **272.4 Return of Library Property**

Employees leaving employment or placed on inactive status are required to return to their Manager all library property (ID Badge, keys, cell phone, computer equipment and any other materials) provided by the Library as part of their job duties. Managers are responsible for the return of these items to the appropriate departments.

Managers are responsible for collecting all library property from the employee on the employee's last work day and return it to the proper department. All ID badges of employees terminating employment or being placed on "inactive" status must be returned to Human Resources.

*Approved August 25, 2014*

### **272.5 Exit Interview**

Exit interviews conducted by Human Resources are required of all staff voluntarily terminating employment.

*Approved August 25, 2014*

### **272.6 The Consolidated Omnibus Budget Reconciliation Act ("COBRA")**

COBRA is a federal law that requires employers with group health plans to offer health insurance continuation coverage to their covered employees, spouses, and dependents in certain situations when a loss of coverage occurs. Although covered employers must offer COBRA, they do not have to cover the cost associated with the coverage. Those individuals leaving employment with the Library and who qualify for and choose COBRA will be responsible for the entire cost of the continuation benefit premium. COBRA paperwork will be sent to all covered employees upon termination of employment from Human Resources.

*Approved August 25, 2014*



## 273 EMPLOYMENT REFERENCE REQUEST

All requests for an employment reference must be directed to the Human Resources Department. No manager, supervisor or other employee is permitted to provide a reference for current or former employees without prior authorization from the Human Resources Department. The Library's general policy regarding references for employees who have left the Library is to disclose only the dates of employment and the title of the last position held. If the employee provides written authorization, the Library may also provide a prospective employer with information regarding the amount of salary or wage last earned. No further information will be disclosed to third parties without an executed release holding the Library and the third party harmless for such disclosure. The Library reserves the right, in its discretion, not to respond to a request for additional information.

*Approved August 25, 2014*

## 274 PROGRESSIVE DISCIPLINE

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

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

*Approved October 24, 2016*

### 274.1 Progressive Discipline for Same or Related Issues

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

<b>STEP 1:</b> Occurrence of Unacceptable Performance and/or Behavior	<b><del>1<sup>st</sup> Written Warning Documented</del></b> <ul style="list-style-type: none"><li>Signed Original – to HR for Employee Personnel File</li><li>cc: - to Manager</li><li>cc: - to Employee</li></ul>
<b>STEP 2:</b> Next Occurrence of Unacceptable Performance and/or Behavior	<b><del>1<sup>st</sup> 2<sup>nd</sup> Written Warning:</del></b> <ul style="list-style-type: none"><li>Signed Original - to HR for Employee Personnel File</li><li>cc: - to Manager</li><li>cc: - to Employee.</li></ul> <b><del>includes mandatory</del> May include Performance</b>
<b>STEP 3:</b> Next Occurrence of Unacceptable Performance and/or Behavior	<b>Improvement Plan.</b> <b><del>2<sup>nd</sup> 3<sup>rd</sup> Written Warning:</del></b> <ul style="list-style-type: none"><li>Signed Original – to HR for Employee Personnel File</li><li>cc: - to Manager</li><li>cc: - to Employee.</li></ul>
<b>STEP 4:</b>	<b><del>May include Suspension</del></b>

#### IMPLEMENTATION OF STEP 4:

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

*Approved October 24, 2016*

## **275 REDUCTION-IN-FORCE**

In the event of financial exigency, discontinuance of an activity or organizational restructure, it may be deemed necessary to terminate the service of employees. In this situation all applicable federal, state and local laws and regulations will be followed and terminations will be based on performance and organizational needs.

When the best interests of the Library warrant the discontinuance or curtailment of an activity, efforts will be made to transfer staff members affected thereby to other positions in the same grade. If a staff member does not meet the qualifications for available positions at the same grade level, they may be offered a position in a lower grade, with possible reduction in salary. If neither transfer nor demotion can be made, notice of termination will be given as soon as practical.

*Approved August 25, 2014*

## **SECTION 280: EMPLOYEE BENEFITS POLICIES**

The Library offers benefits to all full-time and qualifying part-time employees on an appropriate pro-rated amount through payroll deduction. All benefits are strictly governed by the official Plan Documents which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook.

Changes to benefits may be made each year during annual enrollment or at the time a qualifying event occurs.

The Library offers a variety of voluntary payroll deductions available to qualifying staff members.

*Approved August 25, 2014*

### **281 HEALTH INSURANCE**

The Library provides group health and dental insurance for Benefit Eligible staff members. The plans, as may be amended from time to time, currently include coverages for hospital services, medical and surgical expenses, basic dental coverage and prescription drugs. The Library pays a portion of the premium cost for full time employees and a lesser portion of the premium cost for added dependents. The Library pays an appropriate prorated amount for part-time, Benefit Eligible staff.

*Approved November 16, 2015*

### **282 GROUP LIFE INSURANCE**

The Library provides a group life insurance policy for Benefit Eligible staff members. Benefit Eligible staff may enroll in the group life insurance plan within 30 days of employment without providing evidence of insurability. The enrollment form must be sent to the Human Resources Office. The cost of the insurance is shared by the employee and the Library. The amounts are prorated for part-time employees. The Library will make payroll deductions for this plan.

*Approved August 25, 2014*

### **283 EMPLOYEE ASSISTANCE PROGRAM**

The Library offers an Employee Assistance Program (EAP) free of charge for all employees and their household members. Employees may voluntarily contact the EAP directly and schedule appointments using unused, accrued sick time or during unscheduled work time. All services provided by the EAP are confidential. No information is released to anyone without the staff member's written authorization.

The program provides employees access to confidential, short-term counseling for:

- Family, marital, and significant other relationships
- Child, adolescent and parenting issues
- Grief and loss
- Managing thoughts and feelings
- Alcohol and drug abuse issues
- Communication and problem solving skills

- Coping with change
- Improving well-being and life satisfaction
- Referrals for legal and financial assistance within Indiana

*Approved August 25, 2014*

## **284 INJURY LEAVE**

### **284.1 Injury on the Job (Worker's Compensation)**

Any employee injured on the job must immediately report the injury to their immediate supervisor. Any employee absent from work because of a job-incurred injury is required to obtain a physician's signed statement permitting the employee/patient to return to work. This statement shall indicate whether the employee may return on an unrestricted or restricted basis and shall state, if the latter condition applies, those activities in which the employee/patient is not to participate. It shall be the decision of the Library as to whether or not the injured employee shall return to work if there are any restrictions. Eligible employee's receiving Worker's Compensation will have those hours designated as unpaid FMLA.

*Approved August 25, 2014*

### **284.2 Injury Off the Job**

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

*Approved August 25, 2014*

## **285 DISABILITY INSURANCE**

### **285.1 Short Term Disability**

Group short-term disability insurance is available on a voluntary basis if elected and paid for by the employee.

The plan begins paying benefits beginning with the 15th day of disability. The Current benefit maximum is 22 weeks.

*Approved October 24, 2016*

### **285.2 Long Term Disability**

Long term disability is available to employees at no cost. The Library pays 100% of the premium. The plan pays benefits after 6 months of disability.

*Approved August 25, 2014*

## **286 PUBLIC EMPLOYEES RETIREMENT FUND (PERF)**

Benefit eligible employees will be automatically enrolled in PERF. The Library pays the required employer share of the Employee Pension Fund premium. Each year the Library evaluates and makes a determination based on available funding to additionally pay the employee's required share of the Annuity Savings Account.

Employees may elect to have additional annuity account contributions up to the allowable maximum deducted from their paychecks.

*Approved October 24, 2016*

## **287 DOMESTIC PARTNERS POLICY**

The Library offers equitable benefits to all Benefit Eligible employees considered legally married by Indiana and all unmarried employees who are in a Domestic Partnership, irrespective of whether they are same-sex couples or different-sex couples who qualify based on the following criteria; provided however, all benefits are strictly governed by the official Plan Documents which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook.

As used in this policy, the following terms shall have the meanings ascribed to them:

*Approved August 25, 2014*

### **287.1 Basic Living Expenses**

Basic living expenses are the cost of basic food and shelter. The individuals need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the costs.

*Approved August 25, 2014*

### **287.2 Declaration of Domestic Partnership**

Declaration of a domestic partnership is a form provided by the Human Resources Service Area that evidences and acknowledges a domestic partnership when signed by domestic partners. By signing it, two persons attest, under penalty of perjury, that they both meet all of the requirements of domestic partnership.

#### **1. Domestic Partners**

Two adults who meet the following requirements:

- i. Both adults have chosen to share one another's lives in an intimate and committed relationship of mutual caring.
- ii. Both adults share a primary residence.
- iii. Both adults have shared a primary residence for the preceding 365 days.
- iv. Both adults are jointly responsible for basic living expenses, as demonstrated by a signed declaration of financial interdependence and by providing three (3) proofs of the following criteria to the satisfaction of the Human Resources Office if and when requested.
  - Joint ownership of a primary residence or joint tenancy of a residential lease.
  - Copy of utility (water, gas, electric) invoice listing both domestic partners.
  - Joint ownership of an automobile.
  - Joint bank or credit account.
  - Joint liabilities (e.g., credit cards or loans, etc.).
  - A will or trust designating the domestic partner as beneficiary.
  - A retirement plan or life insurance policy beneficiary designation form designating the domestic partner as beneficiary.
  - A signed durable power of attorney to the effect that the employee and the domestic partner have granted powers to one another.

- Copies of each domestic partner's driver's license that indicates the same address.
- Both adults have been jointly responsible for living expenses during the preceding 365 days.
- Neither adult is currently married.

## 2. Domestic Partnership

A relationship conferring benefits described above between domestic partners who have signed a declaration of domestic partnership as provided herein.

## 3. Share a Primary Residence

Two persons share the same primary living quarters; however, it is not necessary that the legal right to possess the living quarters be in both of their names. Two persons may live together even if one or both have additional living quarters.

## 4. Establishing a Domestic Partnership

- Two persons may establish a domestic partnership by submitting a signed declaration of domestic partnership to the Human Resources Service Area, which shall maintain such declaration on file and give the two persons a copy showing that such declaration was filed.
- Anyone barred from marrying in Indiana under I.C. 31-11-1-2 through 31-11-1-4 (I.C. 31-11-1-2 through I.C. 31-11-1-4 prohibits marriage to close relatives, bigamy and defines minimum age.) is likewise barred from entering into a domestic partnership under this article.

## 5. Benefits

To the extent permitted by the official Plan Documents governing each benefit (which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook), benefits that are available to domestic partners shall be identical to those available to spouses. Such benefits may include, but are not limited to, insurance coverage, pension benefits, and family/medical leave. Benefits for the children of an employee's domestic partner shall be equal to those of the children of the spouse of an employee. The submission of a domestic partnership declaration is understood to be a qualifying event for purposes of enrolling a domestic partner in an insurance plan.

## 6. Termination of a Domestic Partnership

- A domestic partnership is terminated when at least one of the domestic partners no longer qualifies as a domestic partner as that term is defined in this policy.
- If a domestic partnership ends, the Library employee must submit written notice to the Human Resources Service Area within 31 days after the termination of the domestic partnership. The notice must be dated and signed under penalty of perjury. The employee must also send a copy of the notice to his or her former domestic partner.
- An employee's former domestic partner shall have the same rights to purchase continuing insurance as the former spouse of an employee. Submission of the notice shall be considered a qualifying event for purposes of the non-employee partner's right to continue coverage for himself or herself and/or his or her eligible dependent(s).

## 7. Tax Liability

The employee should consult with his or her tax advisor regarding whether the employee will be taxed on benefits provided to his or her domestic partner.

## 288 LEAVE DONATION PROGRAM

The Library's Leave Donation Program is intended as a "bona fide leave-sharing arrangements" for "medical emergencies" that complies with the applicable regulations of the Internal Revenue Service ("IRS"). Under such an arrangement, paid leave time that is donated to an employee is taxed to the receiving employee instead of the donating employee. Employees wishing to participate in the Library's Leave Donation Program should consult their own tax, legal and accounting advisors to determine their specific tax ramifications of participating in the program.

### 288.1 Employees Eligible to Donate Leave

Any benefit eligible employee who has been benefit eligible for at least 6 consecutive months may donate leave to the Leave Donation Program subject to the following conditions:

- Non-union eligible employees may donate any of their accrued but unused CAT time. Additionally, non-union eligible employees may donate accrued but unused PTO, but only in an amount that does not reduce the employee's accrued but unused PTO to less than 40 hours (or an appropriate prorated amount for part-time employees).
- Union eligible employees may donate accrued but unused sick leave, but only in an amount that does not reduce the employee's accrued but unused sick leave to less than 40 hours (or an appropriate prorated amount for part-time employees).
- Once an employee donates leave time to the Leave Donation Program, the employee may not request or be approved for a return of the donated leave under any circumstances.

### 288.2 Employees Qualified to Receive Leave

Any benefit eligible employee who: (i) has been benefit eligible for at least 6 consecutive months, (ii) has a "medical emergency" as defined by this policy is qualified to request and receive donated time, and (iii) has available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation ("Qualified Employee").

### 288.3 Medical Emergency

A "medical emergency" is defined under IRS regulations as "a medical condition" that will require the "prolonged absence of the employee from duty" and will result in a "substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan." The following requirements apply for purposes of determining whether a Qualified Employee has a medical emergency under the Library's Leave Donation Program ("Qualified Medical Emergency"):

- The Qualified Employee must be suffering from a "serious health condition" as defined by the Family Medical Leave Act ("FMLA") and/or a "disability" as defined by the Americans with Disabilities Act ("ADA").
- The Qualified Employee must have missed at least ten consecutive regularly scheduled work days that are not otherwise covered by available annual leave, sick leave, PTO, CAT time, short term disability payments,

long term disability payments, worker's compensation benefits or any other wage replacement benefits because of the FMLA serious health condition and/or ADA disability ("Qualified Absence").

#### **288.4 Requirements for Leave**

A Qualified Employee with a Qualified Medical Emergency may receive donated leave time in accordance with the following requirements:

- Donated leave time is only available to cover consecutive, regularly scheduled work days (non-regularly scheduled work days and paid holidays are not included) that are missed due to a FMLA serious health condition and/or ADA disability that are not otherwise covered by available annual leave, sick leave, PTO, CAT time, short term disability payments, long term disability payments, worker's compensation benefits or any other wage replacement benefits ("Qualified Leave Days").
- Donated leave time is only available to cover Qualified Leave Days for which the Qualified Employee has available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation.
- The amount of donated leave time is subject to the amount of donated leave available in the Leave Donation Program at the time a Qualified Employee submits to H.R. the required application for donated leave. Donated leave is awarded on a first come first serve basis.
- Donated leave time is compensated at 100% of an exempt employee's salary and is prorated for any partial weeks of leave. Donated leave time is compensated at 100% of a non-exempt employee's hourly wage based on the employee's regularly work schedule for the period of time during which donated leave is paid.
- A Qualified Employee may only receive up to a total maximum of 160 hours of donated leave per calendar year or an appropriate prorated amount for part-time employees ("Calendar Year Cap"). Whether a Qualified Employee has exhausted the Calendar Year Cap applicable to the Qualified Employee is determined at the time the Qualified Employee applies for donated leave.
- A Qualified Employee may only receive up to a maximum of 480 hours if donated leave during their lifetime or an appropriate prorated amount for part-time employees ("Lifetime Cap"). Whether a Qualified Employee has exhausted the Lifetime Cap applicable to the Qualified Employee is determined at the time the Qualified Employee applies for donated leave.

#### **288.5 Procedure**

Eligible employees must comply with the following procedures to receive donated leave:

- The Qualified Employee must provide to H.R. a completed application for donated leave and an FMLA medical questionnaire and/or other required documentation from their health care provider documenting the FMLA serious health condition and/or ADA disability.
- The H.R. Department will review the application and accompanying documentation to determine whether the applicant is a Qualified Employee with a Qualified Medical Emergency. This determination will not be made until after the Qualified Employee has had a Qualified Absence.
- If a determination is made by H.R. that the applicant is a Qualified Employee with a Qualified Medical Emergency, H.R. will approve the Qualified Employee for donated leave time to cover the Qualified Absence



and any additional Qualified Leave Days subject to the employee having available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation, and subject to the Calendar Year Cap and Lifetime Cap.

After using approved donated time for Qualified Medical Emergency, the employee shall provide to HR a written certification in a form prescribed by the Library that the donated time was in fact used in connection with the Qualified Medical Emergency for which it was approved.

## **SECTION 290: MONITORING AND THE USE OF TECHNOLOGY IN THE WORKPLACE**

### **290 CELL PHONES**

This policy establishes guidelines for procurement, possession, and appropriate use of Library-owned and issued cellular devices as well as for the partial reimbursement of cellular services to employees.

Subject to manager or Director recommendation, employees who by the nature of their work are required to be accessible regardless of the time of day, day of the week, or geographical location, may receive cellular service through a Library-provided cellular device for business use, or be provided partial reimbursement for using personal cell service in lieu of a Library-provided device. Business use is defined as any use in the course of performing specific job-related duties on behalf and for the benefit of the Library.

*Approved August 25, 2014*

#### **290.1 Criteria**

Following is the basic criteria for establishing the need for a Library-issued cellular device or reimbursed cellular service:

- A cellular device is necessary for the employee to perform the essential functions of his/her job.
- The employee's job requires the employee to be mobile and out of the office for large amounts of time on a daily basis.
- The employee conducts Library business that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone.
- The employee's position requires that the employee be mobile and immediately accessible or that other Library employees be in constant communication with the employee.
- The job requires the employee to receive and/or make frequent business calls outside of working hours.
- Personal safety concerns exist for the employee (for example, while working evening hours, working in isolated areas or working in high crime areas).
- The employee's job requires the employee to be regularly contacted by other employees or third parties on Library business after normal business hours.

An employee meeting more than one of the above criteria may be considered a viable candidate under this policy. A recommendation to issue a cellular device to or reimburse a Library employee shall be made at the discretion of the manager or Director, and subject to approval by the Chief Financial Officer of the Library.

*Approved August 25, 2014*

### **290.2 Care and Use of Library-Owned Cellular Devices**

Library-issued cellular devices provided to employees will be purchased and owned by the Library. Baseline cellular equipment and the most economical usage plan that meets the Library's and the employee's business needs will be provided.

Employees are responsible for the safekeeping and care of the Library-issued cellular device assigned. Cell phones that are damaged in the course of business should be brought to IT, which will contact the vendor for replacement or repair. Employees may be held responsible for the cost of repeated repair or replacement of cellular devices. An employee to whom a Library cellular device is issued can be held responsible for the loss and must pay for replacement of the cellular device unless sufficient proof can be supplied that the phone was stolen. Exceptions, on a case-by-case basis, may be made by the library's Chief Financial Officer.

Library-issued cellular devices are to be used for Library business only. Employees may be allowed a minimal amount of personal use of Library-issued cellular devices. When personal calls are kept to an absolute minimum, employees are not responsible for any portion of the basic, routine monthly charge for service and plan-allotted minutes. Each employee's usage counts toward the overall time limits established under the Library's service plan and therefore excessive use may result in additional charges if the minutes exceed the plan specifications. If regular personal usage of the cellular devices results in additional charges of any kind, the employee shall be required to reimburse the Library for such charges.

Invoices for every device are audited monthly. Identified misuse of cellular devices will result in termination of cellular services for the employee.

Once approved to receive a cellular device, the employee will sign a cellular device agreement (the "Cellular Terms of Use Agreement") indicating acceptance of the terms of the use for a Library-issued cell phone. Upon completion of the Cellular Terms of Use Agreement, the employee will be issued a cellular device by the IT Department.

Cellular device invoices shall be examined monthly for appropriate use and continued confirmation that employees have available the most efficient and cost-effective cellular device plan. Cellular plans may be routinely modified to better meet the needs of the Library and employee users.

Cellular devices shall be returned to the Library upon resignation, termination or re-assignment to a position not meeting the criteria establishing need for a cellular device.

*Approved August 25, 2014*

### **290.3 Cell Phone Reimbursement Amount**

Employees whose job requires them to use a cell phone for Library business, as outlined in this policy, may elect to receive partial reimbursement for using a personal cell phone in lieu of a Library-provided device. Managers whose job requires them to use a cell phone for Library business, as outlined in this policy, will be provided partial reimbursement for using a personal cell phone in lieu of a Library-provided device.

Employees receiving reimbursement must maintain the type of cell phone coverage that is reasonably related to the needs of the library and the reimbursement is reasonably calculated so as not to exceed expenses the employee actually incurs in maintaining the cell service.

Monthly reimbursements based on service levels are as follows:

Service Level	Monthly Reimbursement
Voice	\$10
Voice & text	\$15
Voice, text & email / data	\$20

The service level of the cell phone reimbursement will be set at the time of approval. The reimbursement is intended to partially cover the employee's cost for the average business use of the cell phone, not to pay the entire phone bill. Cell phone reimbursements will be consistently administered regardless of an employee's personal plan cost.

Eligibility for the reimbursement or the level of the reimbursement provided is subject to change or cancellation as determined by the employee's manager.

The monthly reimbursement is considered non-compensatory and therefore not considered part of base pay used for calculating percentage salary increases nor considered wages for the purposes of retirement plan contributions.

Managers may periodically request documentation of business use to determine the appropriateness of eligibility and level of the reimbursement amount. Managers may also periodically request a copy of the first page of the phone bill in order to verify an active cell phone plan. If the service level of the reimbursement needs to be altered because of business purposes, individuals will ask their manager to adjust the cell phone reimbursement and submit a new approved form.

*Approved August 25, 2014*

## 291 CELL PHONE USE WHILE DRIVING

Employees with Library issued cellular devices acknowledge that the use of cellular devices while operating a motor vehicle is dangerous. Employees with Library issued cellular devices are prohibited from using and shall not use the cellular device while operating a motor vehicle except in the case of an emergency situation. By signing the Cellular Terms of Use Agreement, Employees with Library issued cellular devices agree not to use the Library issued cellular device while operating a motor vehicle except in the case of an emergency situation. An "emergency situation" for purposes of this policy means a situation threatening the safety or security of persons or property. The prohibition on use of Library issued cellular devices while operating a motor vehicle does not apply if the cellular device is used in an emergency situation to: (i) transmit an emergency call in which the caller or sender reasonably believes that a human being or property is in jeopardy and that prompt summoning of aid is essential; (ii) contact a health care provider; (iii) contact a police and law enforcement system; or (iv) contact a firefighting and fire prevention system.

Employees are also prohibited from using and shall not use their personal cellular devices for Library related business while operating a motor vehicle except in the case of an emergency situation (as defined above).

*Approved August 25, 2014*

## 292 TELECOMMUNICATIONS

The Library maintains email, telephone and voice mail systems, computers, Internet access and other business equipment (collectively called the "Systems") in order to conduct the business of the Library. The

devices and the data stored on these Systems, as well as the specialized software programs and applications developed for Library use, are valuable Library assets, the sole property of the Library and must be appropriately protected from unauthorized or inappropriate access, use, alteration, destruction or disclosure.

*Approved August 25, 2014*

### **292.1 Computer Use and Network Security**

Except as allowed by Policy 292.4, Employees may not use library computer systems for non-job-related purposes, including solicitations, organizational campaigns, political ~~or religious~~ causes or campaigns, or other non-business purposes.

Employees must not defeat, attempt to defeat, or assist anyone else in defeating network security controls. Network connection standards must be strictly observed – no devices or software may be added to the network without authorization from Information Technology.

- Computer equipment and passwords must always be safeguarded. Employees must treat passwords as highly confidential.
- Employees leaving their computers unattended should lock access to their workstation or log off. Computer workstation login procedures must be strictly observed.
- Laptops or any other mobile equipment, used on or off Library premises, must never be left unattended or unsecured.

Library systems may not be used to transmit, retrieve or store any communications of a defamatory, discriminatory or legally harassing nature, or materials that are abusive, profane or offensive, obscene or X-rated including, but not limited to, messages with derogatory or inflammatory remarks about an individual's race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), veteran status, uniformed service member status and genetic information (including testing and characteristics) ~~race, age, disability, religion, national origin, physical attributes, or sexual preference~~. Harassment of any kind is absolutely prohibited.

*Approved August 25, 2014*

### **292.2 Copyright Materials**

Employees shall not transmit over the Systems any copyrighted materials belonging to any individual or entity other than the Library. When obtaining access to another organization's or individual's materials, staff must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with the permission of the holder of the copyright, or as a single reference copy. Staff may not violate any software licenses, including without limitation making illegal copies of software, or share any proprietary information of Library vendors.

*Approved August 25, 2014*

### **292.3 Use of Library Email Accounts**

Except as allowed by Policy 292.4, The Library email system is for business purposes only and employees may not use their work email address as ~~their a sole~~ personal email address.

Staff should not, at any time, send non-job-related ~~or frivolous~~ information to any Library email group. Email groups are intended for pertinent information only, not for sale items, personal items, personal opinions, notices or jokes.

*Approved August 25, 2014*

#### 292.4 Personal Use of Information and Communications Systems

The Library's systems are to be used for Library business and not for personal use except that. Employees are permitted to use the Library's Internet access, email, fax and telephone systems for incidental or occasional personal use, as long as the use:

- Does not affect any employee's job performance.
- Does not interfere with the ability of others to perform their work.
- Is truly occasional in nature.
- Does not interfere with Library's business use of such Systems in any way.
- Does not result in any additional cost to Library.
- Does not access or transmit material that is discriminatory based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, pregnancy or veteran status, that contains pornography, or that containing derogatory racial, gender or religious comments, sexual content, offensive language, material that would negatively reflect upon the Library or be likely to offend co-workers, or content is prohibited by law.
- Is not used to solicit funds, collect signatures, conduct membership drives, distribute literature or gifts, sell merchandise or services, or carry on any other form of non-Library business without approval.

Library Systems may not be used for any purpose that is illegal, in violation of Library policy, or contrary to the organization's best interest. Illegal activity may be referred to law enforcement as appropriate.

An employee's decision to use the Library's internet access, email, fax and telephone systems for personal use does NOT give the employee a legitimate expectation of privacy under the Fourth Amendment to the U.S. Constitution with respect to such use and any such personal use by an employee is subject to the Library's Work Place Monitoring Policy.

Employees will be required to verify in writing that they have read, understand and will comply with the Library's Communication Systems Policy Agreement. The Library also reserves the right to advise appropriate legal officials of any illegal violations. Failure to comply with this policy may result in disciplinary action, up to and including termination.

*Approved August 25, 2014*

### 293 WORKPLACE MONITORING POLICY

Workplace monitoring may be conducted by the Library to ensure quality control, employee safety, conformity with Library policies, and customer satisfaction. Any electronic monitoring shall be confined to the legitimate needs of the Library.

Library communications and computer systems are the Library's property and are not private. Staff should not consider any message sent, received or stored via these systems as private property. Employees and do not have a personal privacy right to legitimate expectation of privacy under the Fourth Amendment to the U.S. Constitution with respect to any material created, stored, received or sent through Library Systems including through a Library personal computer. All messages created, sent or retrieved over the systems and any information of any type in any Systems component, including but not limited to, all information stored on servers, personal computers and removable media (diskettes, zip disks, CD-ROMs, flash drives, etc.) are the property of the Library and may be saved, accessed and reviewed by management.

With the authorization of the CEO, the Library has the right to retrieve and read any messages sent or received via the Library's communication systems. Deleted information may be retrieved and subject to

review by management. The Library reserves the right to monitor, or download and read any electronic or telephone communication sent, received, or stored during the ordinary course of business. By using the Library's communications and computer Systems, employees consent to the Library's monitoring of these Systems and acknowledge and agree to Library's right to conduct such monitoring.

*Approved August 25, 2014*

## SECTION 300: SAFETY AND HEALTH POLICIES

Safety is everybody's business. Every employee is responsible for his or her own safety as well as for others in the workplace. Safety must be a primary concern in every aspect of planning and performing all Library and related activities. We want to protect our employees against preventable injury or illness in the workplace to the greatest extent possible.

All injuries (no matter how slight) must be reported to management immediately. Employees are also expected to report promptly to management any apparent health or safety hazards.

*Approved August 25, 2014*

### 301 EQUIPMENT

#### 301.1 Personal Protective Equipment

Protective devices and other equipment necessary to protect employees from injury will be provided by the Library at its expense in accordance with applicable laws and safety needs. All employees will be trained on the proper use of the equipment provided. Employees are required to use equipment properly, and are responsible for safety and the care of equipment issued to them. Equipment will be replaced only upon return of the item that needs to be replaced.

*Approved August 25, 2014*

#### 301.2 Use of Library Equipment and Vehicles

When using any Library property, equipment or vehicles, employees are expected to exercise reasonable care and follow all operating instructions, safety standards and guidelines. If any property, equipment or vehicles appear to be damaged, defective or in need of repair or maintenance, employees must notify their immediate supervisor.

The Library may install video surveillance cameras in Library vehicles to monitor safe operation of the vehicles. When video surveillance cameras are installed in Library vehicles, signs indicating that the area is subject to surveillance by video camera shall be conspicuously posted. While driving, using or travelling as a passenger in a Library vehicle, employees do not have a reasonable expectation of privacy with regard to video surveillance.

All employees must be 18 years or older in order to operate Library vehicles or equipment. Employees driving Library vehicles must also be legally licensed and insured which will be verified on an annual basis. Employees are responsible for any parking fines or tickets received while using a Library vehicle. If an employee is involved in an accident while on duty for the Library and using a Library vehicle, it must be reported immediately to their immediate supervisor. Additionally the employee ~~must immediately report to the nearest occupational health facility or if after hours, a hospital ER for a drug and alcohol test~~ shall be subject to immediate drug and alcohol testing if any of the following apply:

- The employee is in a designated "safety sensitive" position, including without limitation a safety sensitive driving position. A driving position is safety sensitive when it requires the employee to: (i) drive a Library vehicle as regular part of the employee's job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car.



- There is reason to believe the employee may be in whole or in part at fault for causing the accident as determined by the employee's immediate supervisor.
- There is reason to believe the accident has resulted in property damage of \_\_\_\_\_ or more as determined by the employee's immediate supervisor or one or more persons involved in the accident required immediate medical attention.

~~If the vehicle is not drivable, the employee's supervisor or library security will go to the scene of the accident and transport the employee for the drug screen.~~ If drug and alcohol testing is required pursuant to this policy, the employee being tested shall be transported by the employee's supervisor or supervisor's designee to the testing location. Upon completion of the drug and alcohol tests, the supervisor or supervisor's designee shall transport the employee to their regular work location at the Library.

*Approved August 25, 2014*

### **301.3 Miscellaneous Equipment**

Staff are permitted to use personal audio equipment while on duty with their manager's prior approval in any office or non-public area as long as it does not create a safety hazard or create a disturbance for other staff members. The Library will not be responsible for any lost, damaged, broken, or stolen items.

#### Other Items

Employees may purchase or provide their own electric fans, heaters, desk lamps, etc., with the prior approval of their manager. The manager is responsible for checking that the appliance is UL rated and complies with the guidelines set by Facilities. The Library will not be responsible for any lost, damaged, broken or stolen items.

*Approved August 25, 2014*

## **302 WORKING ALONE**

Except for shipping and receiving, Staff will not be scheduled to work alone in any library building whether or not the facility is open to the public.

*Approved August 25, 2014*

## **303 ON-THE-JOB ACCIDENT**

On-the-job accidents, injuries, and illnesses, regardless of how minor, must be reported to your supervisor immediately. Managers/Supervisors must report any accident or injury to Human Resources. First Aid kits are located in easily accessible locations and shall be utilized for minor injuries. Failure to report an injury may result in disciplinary action.

*Approved August 25, 2014*

## **304 SAFETY RULES**

Safety rules will be formulated from time to time by the Library Safety Officer in collaboration with management and staff and with management approval. Safety rules and expectations will be communicated to employees and posted in work areas.

The following safety rules must be observed by all Library employees:

- Good housekeeping is part of safety, good health, and good work. Each employee is responsible for keeping his or her immediate working area clean and uncluttered.
- Always use handrails and take stairs one at a time.
- Ask for assistance when lifting or moving heavy objects.
- Keep cabinet and file drawers closed when not in use.
- Observe common safety practices.
- Always use safety and protective devices and equipment as directed.
- Horseplay on Library premises is strictly prohibited at all times.

Employees who violate any of these rules or any aspect of the Safety and Health Policy will receive disciplinary action, up to and including termination.

*Approved August 25, 2014*

## **305 FIREARMS**

Employees may bring firearms or ammunition on Library property only if the employee is legally authorized to possess and transport such firearm(s), and the firearm(s) and ammunition are kept in the employee's locked vehicle in the trunk, glove compartment or otherwise out of sight. Employees are prohibited from removing the firearm(s) or ammunition from their vehicle or having them in plain sight during the workday or at any time on Library premises. Employees may not use their work address to receive personal purchases of any weapons-related materials or ammunition.

*Approved August 25, 2014*

## 306 WORKPLACE VIOLENCE

The Library is committed to preventing violence in the workplace and maintaining a safe work environment. The Library has adopted procedures to deal with intimidation, harassment or other threats of violence that may occur on its premises.

The Library will not tolerate any conduct that threatens, intimidates or coerces an employee or member of the public at any time, including off-duty periods. Firearms, weapons, and other dangerous or hazardous devices or substances are strictly prohibited from the premises of the Library without proper authorization, except as provided by the Firearms Policy.

Employees are encouraged to bring their disputes or differences with other employees to the attention of an appropriate member of management before a situation escalates. Any employee determined to have participated in any threatened or actual violence, or other conduct that violates these guidelines, will be subject to disciplinary action, up to and including termination.

All suspicious individuals or activities, including actual or treats of potential violence, both direct and indirect, should be reported immediately to your supervisor or any other member of management. This includes threats by employees, as well as threats by patrons, vendors, solicitors or other members of the public. Employees should not attempt to intercede or otherwise become involved with any actual or potentially intimidating, harassing or violent situation.

The Library will promptly and thoroughly investigate all reports of actual or threatened violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practicable. In order to maintain workplace safety and the integrity of its investigation, the Library may suspend employees, either with or without pay, pending investigation.

*Approved August 25, 2014*

## 307 SUBSTANCE ABUSE

The Library is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. An employee's ability to perform the work assigned is a condition of continued employment, subject to applicable state and federal laws. This policy is intended to ensure a drug free work environment for the benefit of employees and our patrons.

The Library will help employees requesting assistance in dealing with drug or alcohol problems. No one will be disciplined for requesting assistance. The Library has established an Employee Assistance Program that provides confidential services to employees who seek help in dealing with drug or alcohol problems. The program may include referral to outside treatment or rehabilitation facilities. In most instances, the costs of treatment will be reimbursed in accordance with applicable benefit plans.

1. Policy Requirements
  - a. The use, possession, sale, or transfer of an illegal drug by any employee on Library premises, in the performance of Library business, or at Library-sponsored events, is strictly prohibited.
  - b. The use of any therapeutic drug by any employee while performing Library business or while on Library premises is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee's job performance, or the Library's reputation in the community. "Therapeutic drugs" are drugs that are legal to obtain and use in the State of Indiana, including,

controlled substances when prescribed by an appropriate healthcare professional and used in accordance with the prescription and over-the-counter drugs when used in accordance with the directions for its use. Any employee whose use of any therapeutic drug(s) may affect his/her capacity to properly perform job duties or may create a danger to himself/herself or to others in the work place is required to report the therapeutic drug use to the Human Resource Area. An employee may be allowed to continue to work, even though under the influence of a therapeutic drug, if the Library has determined, after consultation, that the employee does not pose a threat to his/her own safety or health or the safety or health of other employees, and the employee's job performance is not significantly, detrimentally affected by the therapeutic drug. In the event the employee's job performance is significantly, detrimentally affected by the therapeutic drug and the use of the therapeutic drug is related to treatment of a disability for a qualified individual, the Library will provide any available reasonable accommodations that does not pose an undue hardship to the Library to enable the employee to perform the essential functions of their job. Otherwise, the employee may be required to leave the premises or comply with other appropriate action determined by the Library.

- c. The unauthorized use, possession, sale, or transfer of alcohol on Library premises, in the performance of Library business, or at Library-sponsored events, is strictly prohibited.
- d. The authorized use of alcohol by employees while conducting Library business, attending Library-sponsored functions, or otherwise representing the Library off Library premises is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or the Library's reputation in the community.

## 2. Testing and Treatment

- a. All prospective new employees being hired for "safety sensitive" positions, including without limitation safety sensitive driving positions, will be tested for the use of illegal drugs. Safety sensitive driving positions are positions that require the employee to: (i) drive a Library vehicle as regular part of the employee's job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car. A pending conditional offer of employment will be made to the candidate until the necessary testing consent forms are complete and the candidate passes the pre-employment drug screen. Any candidate who refuses to complete the necessary paperwork and test or who tests positive on the drug screen will have their conditional offer of employment rescinded.
- b. ~~Any employee returning from a leave of absence or involved in a~~ An employee involved in an on-the-job accident ~~or any other incident in which the employee or others were or could have been injured will be is~~ required to take a drug/alcohol test before returning to or resuming work for the Library if any of the following apply:
  - The employee is in a designated "safety sensitive" position, including without limitation a safety sensitive driving position. A safety sensitive driving position is a position that requires the employee to: (i) drive a Library vehicle as regular part of the employee's job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car.
  - There is reason to believe the employee may be in whole or in part at fault for causing the accident as determined by the employee's immediate supervisor.

- There is reason to believe the accident has resulted in property damage of \_\_\_\_\_ or more as determined by the employee's immediate supervisor or one or more persons involved in the accident required immediate medical attention.

-The employee must complete the necessary consent forms prior to testing. If drug and alcohol testing is required pursuant to this policy, the employee being tested shall be transported by the employee's supervisor or supervisor's designee to the testing location. Upon completion of the drug and alcohol tests, the supervisor or supervisor's designee shall transport the employee to their regular work location at the Library.

- c. Whenever ~~an employee's supervisor the Library~~ has a reasonable ~~suspicion cause~~ that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, ~~or that an employee has otherwise violated the Substance Abuse Policy,~~ the Library may require a drug/alcohol test. An employee must complete the necessary consent forms prior to the testing. A reasonable suspicion of on-the-job drug or alcohol use may be based upon the following:
  - Direct observation of the employee using or possessing unlawful drugs or alcohol.
  - Direct observation of the employee exhibiting physical symptoms of being under the influence of a drug or alcohol, such as impairment of motor functions or speech.
  - A pattern of abnormal conduct or erratic behavior by the employee.
  - The employee being arrested or convicted of a drug or alcohol related offense.
- ~~d. Any employee who has voluntarily or mandatorily completed a treatment program will be required to consent in writing to and undergo periodic testing for a period of one year after release from the treatment program.~~
- ed. An employee who tests positive for drugs or alcohol in violation of the Substance Abuse Policy during the employee's initial probationary period of employment will have their employment immediately terminated.

~~f. After an employee tests positive for drugs or alcohol in violation of the Substance Abuse Policy, the employee may be subject to the following rehabilitative procedure:~~

- ~~• First Positive: the employee will be placed on an immediate leave of absence and referred to the Employee Assistance Program for mandatory participation. The employee cannot return to work until a Library approved counselor or physician releases the employee to return to regular and complete job duties and responsibilities.~~
- ~~• Second Positive: if within 1 year of release from the treatment program an employee again tests positive either for drugs or alcohol, the employee will be discharged for the positive test result.~~

~~g. The leave that must be taken after a positive test result will be unpaid. However, the employee will be required to use any accrued, unused vacation and/or sick time during the leave. Current benefits coverage will continue during the leave and the employee will be required to pay their employee share of the cost.~~

~~h.~~ All test results, assistance requests, and treatment records will be maintained in a separate confidential file, disclosed only to those having a legitimate need to know such information.

3. Disciplinary Action

- a. Depending upon the seriousness of the offense, any violation of the requirements of the Substance Abuse Policy will result in discipline up to and including termination, even for a first offense.
- b. The failure or refusal to complete the necessary paperwork, submit to a drug or alcohol test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.
- c. All performance shortcomings, prohibited conduct, or attendance problems resulting from any drug or alcohol use will result in discipline pursuant to the Library's normal policies.

4. Report of Convictions

Employees must, as a condition of employment, report any conviction under a criminal drug statute of violations occurring on or off library premises while conducting library business. A report of a conviction must be made to the Director, Human Resources, within 5 days after the conviction. Such a conviction will subject the employee to corrective action up to and including immediate termination. Corrective action includes but is not limited to referral to a substance abuse program.

*Approved August 25, 2014*

## **SECTION 310: LIBRARY INTEGRITY**

### **311 BUSINESS ETHICS AND CONDUCT**

The Library's successful operation and reputation is founded upon our Individual and Organizational Principles as well as a scrupulous regard for the highest standards of conduct and personal integrity. Employees owe a duty to the Library and the general public as a whole to act in a way that will merit trust and confidence.

Staff members will not use their position for any personal or pecuniary gain. They will not use the personnel, facilities or supplies of the Library, except in the furtherance of their official duties, nor will they allow or authorize any other person to use the personnel, facilities or supplies of the Library except for Library purposes.

Each employee will have as his or her primary responsibility the Library's objective of outstanding public service.

*Approved August 25, 2014*

#### **311.1 Loyalty**

Loyalty to the Library and an active interest in its improvement and development as an integral part of the community is expected from each employee. Library employees will not publicly criticize the Library, its administrative policies, or administrators. Constructive suggestions, complaints or criticisms should be appropriately directed up through the employee's chain of command, first to their Manager or the appropriate Services Area Director in a position to act upon them and should not be directed to a patron or the public. At the employee's request, such criticism will remain confidential to the extent possible. Anonymous complaints or criticism will not be considered.

*Approved August 25, 2014*

#### **311.2 Conduct While on Duty**

Employees represent the Library and as such, their attitude and behavior at all times will exemplify our Individual and Core Principles and be one of alert, courteous, and interested service to all, irrespective of creed, race, personal appearance, social or intellectual status. Employees are expected to maintain a business-like attitude, desiring to exceed both our internal and external customer expectations. Self-control, and courteous and respectful behavior is expected at all times. Conversations with patrons and employees will be conducted in a normal, quiet tone and kept within reasonable limits. Loud conversation which is disturbing to either patrons or employees will not be permitted.

*Approved August 25, 2014*

#### **311.3 Solicitation**

Employees shall not solicit money for any purposes in the Library without the CEO's approval. Employees shall not engage in political party activity during working hours or on library premises. Employees are on public duty during working hours. Sales persons or agents will be told that no personal business may be transacted on Library time.

*Approved August 25, 2014*

**311.4 Telephone**

Personal telephone calls should be short, infrequent and not occur on Library time unless an emergency. No personal long distance calls may be made from Library phones. While on duty, staff members may use their personal cell phones in non-public areas. Cell phones must be muted while in the Library. If an employee receives a personal call while on duty, he/she should adjourn to a non-public area to take the call or notify the caller that the call will be returned during a scheduled break.

*Approved August 25, 2014*

**311.5 Visitors**

Family or friends who call upon Library employees will not wait and/or visit at length in work rooms, staff rooms or non-public areas, but will wait in public rooms. Visitors should be accompanied by staff members when in non-public areas.

*Approved August 25, 2014*

**311.6 Loans**

Employees will not borrow any money from the cash drawer or petty cash of any facility.

*Approved August 25, 2014*

**311.7 Personal Service Fees**

Staff will not receive compensation by others for activities and presentations prepared and given on library time.

*Approved August 25, 2014*





## Board Briefing Report

8a

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** August 28, 2017

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

**Subject:** Michigan Road Branch Project Ground Breaking Event

The Michigan Road Branch Project continues to move forward as the contractor organizes to begin construction activities on the site.

Branch Manager Denyce Malone and Director of Public Services, John Helling, are planning a ground breaking event to celebrate the first new facility being constructed in response to the Indianapolis Public Library 2015 – 2020 Strategic Plan.

The event will be held on Friday November 3, 2017 at 9:00 am. Parking will be available at the Bethesda Temple Apostolic Church adjacent to the Project Site.

Please join

# The Indianapolis Public Library

for the groundbreaking of the new

## Michigan Road Branch

Friday November 3, 2017, at 9 AM

at Michigan Road and 62<sup>nd</sup> Street



Parking is available at the Bethesda Temple Apostolic Church parking lot adjacent to the site. We'll see you there!





## Board Briefing Report

8c

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** October 23, 2017

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

**Subject:** Facilities Briefing Report for  
Scheduled November 2017 Board Action Item

### **Authorize Bidding of the Eagle Branch Project**

The Eagle Branch Project will be bid and completed using the Public Works Statute IC § 36-1-12. The architect for the Project is Browning Day Mullins Dierdorf.

Public Notice to prospective bidders will be advertised per the Public Notice Statute IC § 5-3. The Project will be posted on the IndyPL website and IndyPL staff will utilize the City's Department of Minority & Women Business Development website to identify Vendors capable of providing the required services.

Copies of the Notice will be e-mailed to these entities:

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

Facilities Briefing Report

To: Facilities Committee

Item 8C

From: Sharon Smith, Facilities Director

RE: November Action Item – Authorize Bidding of the Eagle Branch Project

Date: October 23, 2017

This Project bidding effort will use the Responsible Bidding Practice and Submission Requirements established as policy by the Board in Resolution 18-2017.

A subcontractor and material suppliers outreach meeting will be held at the International Marketplace Coalition on November 30, 2017 in an effort to inform local construction related businesses about the Project and upcoming opportunities. The flyer for the meeting is attached.

The successful bidder will be required to furnish Performance and Labor & Material Bonds for 100% of their contract amount before execution of contracts. Bonds shall be maintained in accordance with IC § 36-1-12. Bids will be due in time for evaluation prior to presentation at the September 12, 2017 Board Facilities Committee Meeting.

The building and site construction budget is \$5,902,600, and will be funded by the Series 2017B Bond Fund (Fund 48.)

The Library shall award the Contract to the lowest, responsive, and responsible bidder pursuant to IC § 36-1-12.

# **Subcontractors and Material Suppliers Outreach Meeting for the New Eagle Branch Library**

The Indianapolis Public Library is planning a new branch at 3939 Moller Road. IndyPL and the Architect will be holding an outreach meeting with subcontractors and material suppliers to provide information on the upcoming Project. Topics of the meeting include the schedule, procurement method, construction type, materials, and construction services required for the Project.

The goal of the outreach meeting is to improve awareness of the upcoming Project among subcontractors.



**Thursday, November 30, 2017, 4:30 - 5:30 PM**  
**International Marketplace Coalition**

**3919 Lafayette Road, Suite 395  
Indianapolis, IN 46254**

For more information, please contact Mike Coghlan, Facilities Projects Manager, at 317-275-4830, or via email at [mcoghlan@indypl.org](mailto:mcoghlan@indypl.org). This outreach meeting is open to the public with a focus on subcontractors and material suppliers serving the area.



## Board Briefing Report

9

**To:** IndyPL Board

**Meeting Date:** 10/23/17

**From:** The Indianapolis Public Library Foundation

**Subject:** October 2017 Update

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

**News:** Congratulations to all Library staff members and trustees on the Central Library Centennial Celebration and the grand opening of the Center for Black Literature & Culture. The Library Foundation is honored to support these exciting and important initiatives.

We appreciate all Library trustees and staff members who attended or participated in the Eugene & Marilyn Glick Indiana Authors Award on October 14. "Meet an Author, Be an Author" was held from 10:15 a.m. to 4:30 p.m. at Central Library. It was a day filled with activities for writers and book lovers of all ages, presented by the Eugene & Marilyn Glick Indiana Authors Award, IndyPL and the Indiana Writers Center. Participants attended free workshops on writing, publishing and marketing, met local authors and heard from this year's winners and finalists. An award dinner, celebrating our winners and finalists, was held that evening. Look for more information in our November report, or visit [www.indianaauthorsaward.org](http://www.indianaauthorsaward.org).

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

### **Strategic/Fiscal Impact:**

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

Carrier Corporation  
Clark Quinn Moses Scott & Grahn, LLP

Harrison Center for the Arts  
Schmidt Associates  
Cardinal Publishers Group  
Indianapolis Local Public Improvement Bond Bank

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

**Children's Programs**

Read to Me, Please - Infozone  
Curveside Ride - Central Library

**Cultural Programs**

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

**Collections and Technology**

Digitization

**Lifelong**

Nonprofit Series and Foundation Collection - East 38<sup>th</sup> Street and Central Library



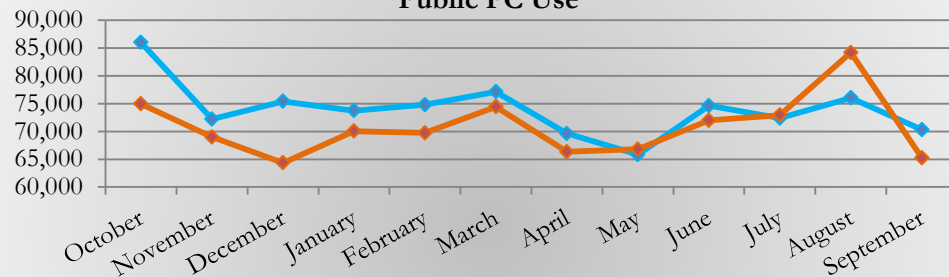
# Performance Dashboard

Strategic Goal 1  
Individual  
September 2017

10a1

## Computer Use

### Public PC Use

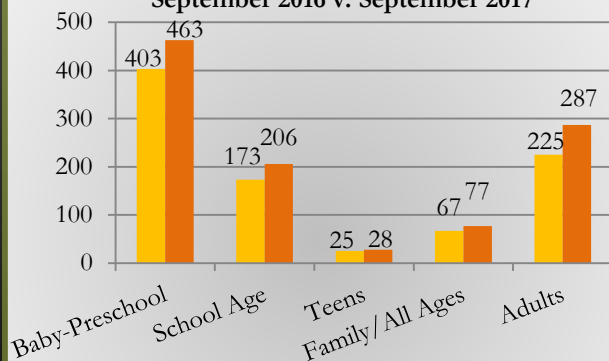


Use in Session Hours	2016	2017	Change
September	70,304	65,250	-7%
Year-to-Date	654,421	641,651	-2%

— 2015 - 2016 — 2016 - 2017

## Programs

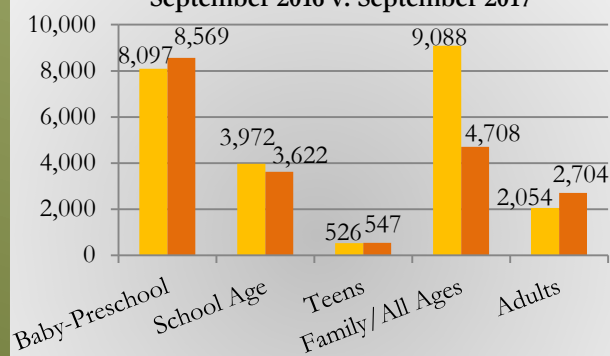
### Program by Type September 2016 v. September 2017



Total Programs Offered	Change
2017	1,061
2016	893
	19%

■ 2016 ■ 2017

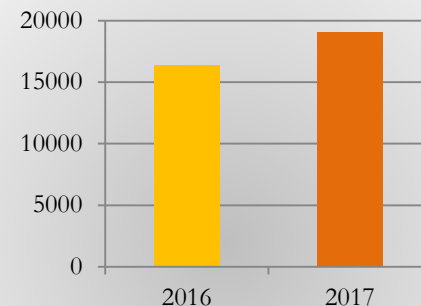
### Program by Attendance September 2016 v. September 2017



Total Program Attendance	Change
2017	20,150
2016	23,737
	-15%

■ 2016 ■ 2017

### Call A Story



Total Calls Received	Change
2017	19,070
2016	16,348
	17%

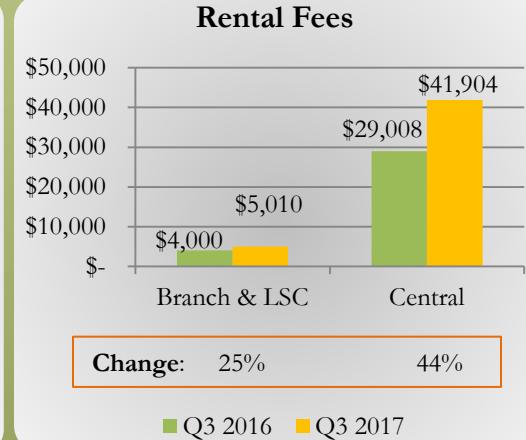
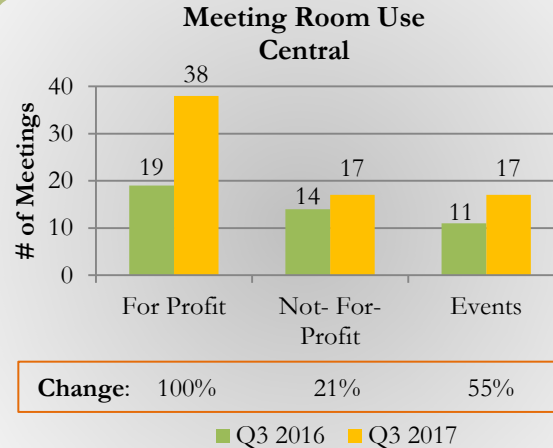
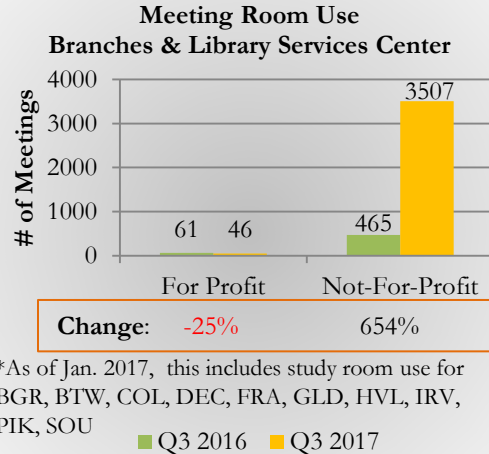
■ 2016 ■ 2017



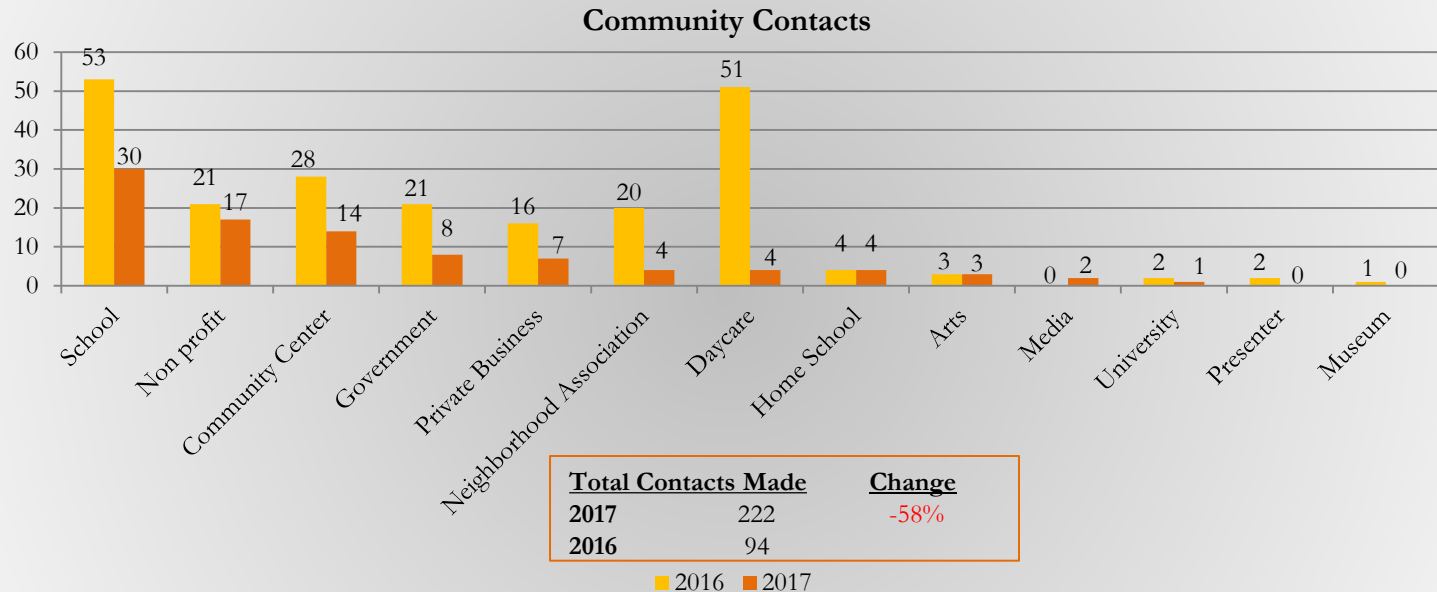
# Performance Dashboard

Strategic Goal 2  
Community  
September 2017

## Community Room Usage

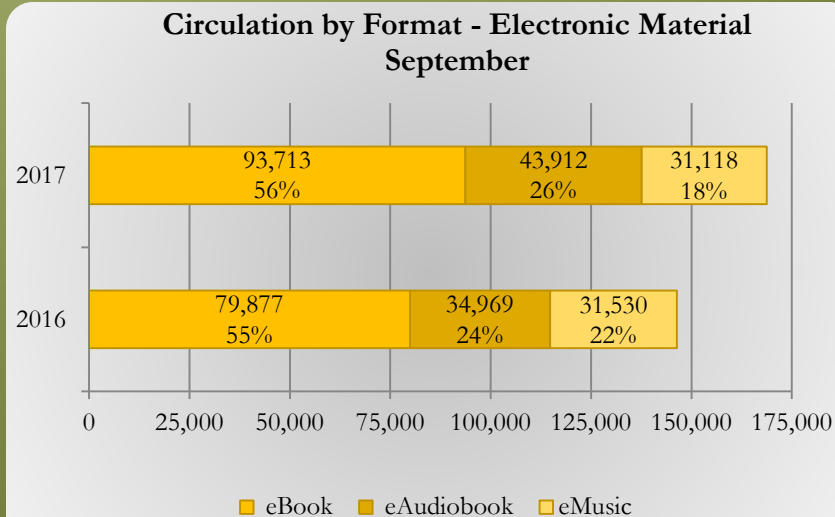
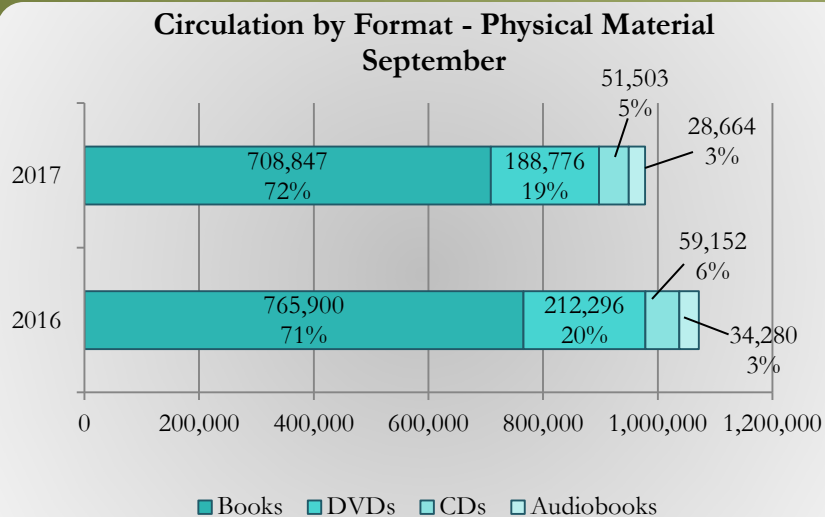
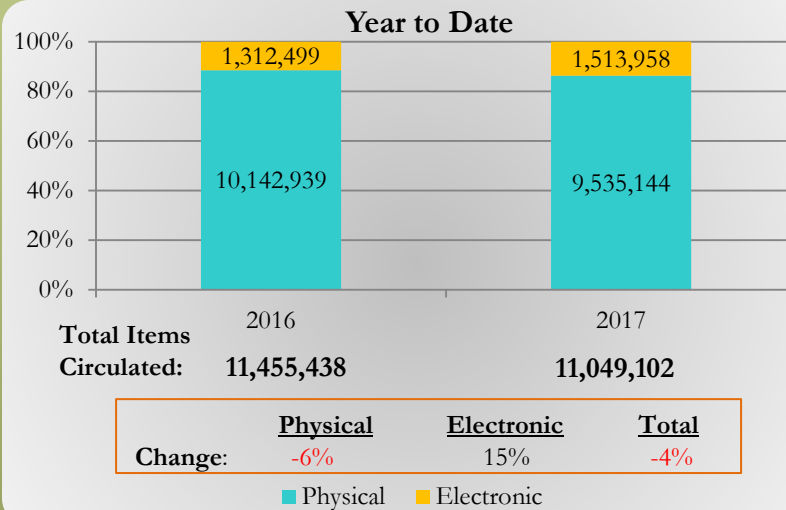
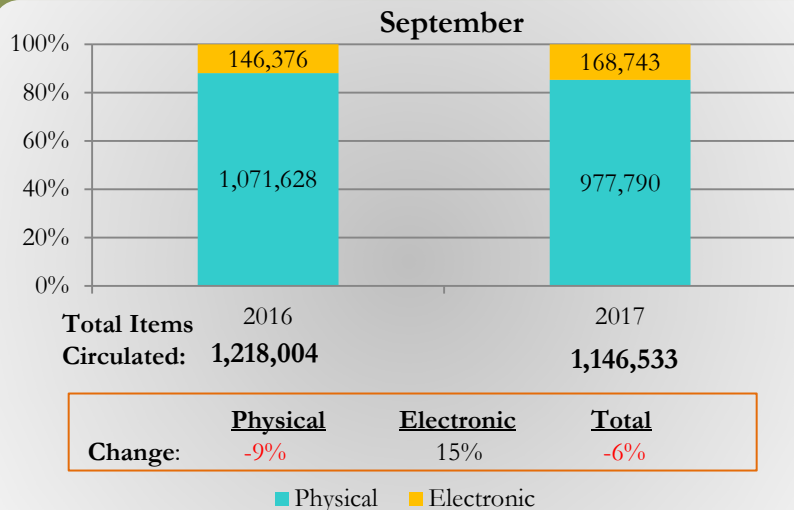


## Community Contacts



# Performance Dashboard

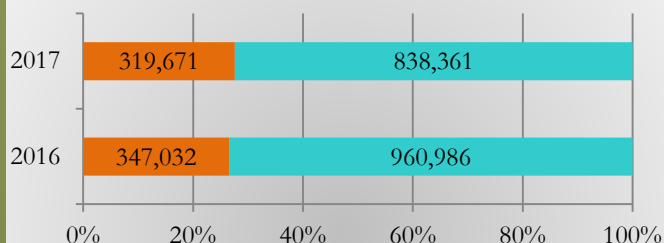
## Circulation



# Performance Dashboard

## Patron Visits

### September



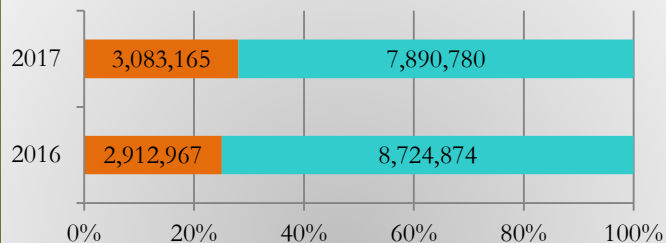
### Total Visits

2017	1,158,032
2016	1,308,018

Change	Walk-in	Web Branch	Total
	-8%	-13%	-11%

Walk-in Web Branch

### Year to Date



### Total Visits

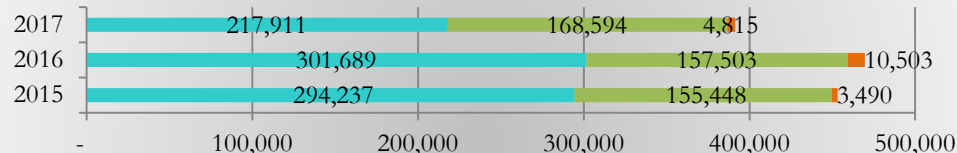
2017	10,973,945
2016	11,637,841

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

Walk-in Web Branch

## Library Card Use

### Total Borrowers



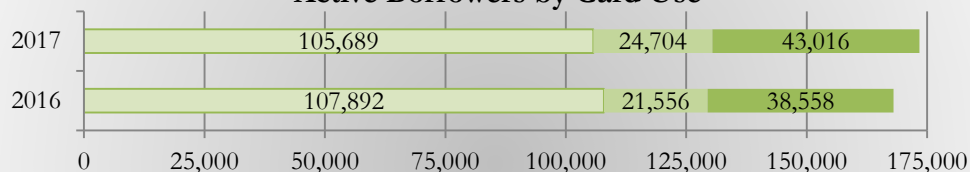
### Total Borrowers

2017	391,320
2016	469,695
2015	453,175

Change: '16-'17	All Others	Active	New
	-28%	7%	-54%
Change: '15-'17		8%	38%

All Others Active New

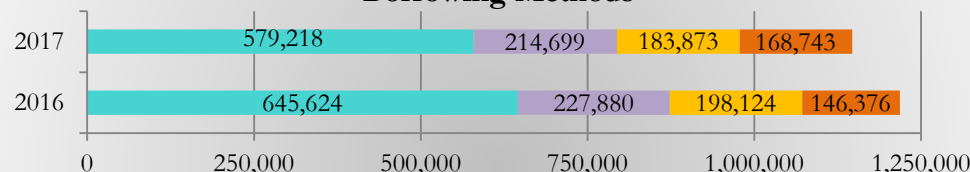
### Active Borrowers by Card Use



Change	Both	Check-out Only	PC & Remote Access Only
	-2%	15%	12%

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

### Borrowing Methods



Change	Self-Renewal	Self-Check	Circ Desk	Electronic
	-10%	-6%	-7%	15%

Renewal Self-Check Circ Desk Electronic

Strategic Plan Review #26 October 2017

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

Strategy: **Actively join community efforts to close educational achievement gaps at all levels**



Background

Summer is a critical time when students either leap ahead or fall behind. During the summer months, all children are at risk of losing some of the learning obtained during the school year. Learning requires the repetition of information within a short time period to enable long term memory storage. Without this practice time, the short term memory cannot retain vital skills children need, especially reading and comprehension. A common lament among teachers who have worked so hard during the academic year to establish a solid foundation for continued literacy learning is that, when a new school year begins, too many of their students seem to be starting from scratch.

This is especially true for children from low-income families. More than **80 percent** of children from economically disadvantaged communities lose reading skills over the summer because they lack access to books, learning resources, and enrichment opportunities such as trips to the library. Sadly, students who lose reading ability over the summer rarely catch up. Over time, the summer learning slide can add up to the equivalent of **three years** of reading loss by the end of fifth grade.

When children have a strong foundation of learning, they are able to stay on track to remain in school, graduate and pursue post-secondary education and training to successfully transition into adulthood. A lack of academic achievement is a key reason for students to drop out of high school, leading to **93 million adults** in the U.S. reading at or below the basic level needed to contribute successfully to society.

America's literacy crisis has reached epidemic proportions, with millions of children and adults affected each and every year by a never-ending cycle of educational disadvantage. Here in Indianapolis, we celebrated a **nearly 5 percentage point** increase in the IPS graduation rate in 2016 while the statewide rate remained relatively unchanged. IPS posted a nearly **77 percent** graduation rate, a boost from the district's **72 percent** rate in 2015. Despite the jump, IPS graduation rates remain among the lowest for traditional public school districts in Central Indiana. Decatur Township saw the lowest rate of the Indianapolis' townships at **81.4 percent (but improving)** with Franklin Township Schools at the highest at **nearly 97 percent**. Wayne Township Schools saw an **84.6 percent** graduation rate and Washington Township schools **88.5 percent**. The national graduation rate for public high schools is **82%**.

As an institution of informal learning, The Indianapolis Public Library is an important part of the equation for student success. We have strategically identified four areas of concentration where we can make a difference: Support completion of high school equivalency certification, support classroom curriculum with supplementary learning experiences, establish partnerships with underperforming schools and most importantly, provide summer enrichment learning activities for children of all ages.

## 1-10 Promote Library resources that support completion of high school equivalency certification

Purchasing the resources to help adults study for high school equivalency certification is a priority. There are **1,279 volumes** available in the collection which are less than three years old dealing with strategy, practice and review for the Test Assessing Secondary Completion (TASC, the current GED tool used in Indiana). These materials have circulated nearly **3,800 times** in the past year. The two electronic resources used to directly support the completion of high school equivalency certification are Universal Class and Testing & Education Resource Center (TERC). Universal Class is limited to GED test prep and TERC offers both TASC and GED. These products have been used **65 times** in the past year. The Job Centers offer resources to patrons about TASC.

## 1-11 Create curriculum-based content for visits by primary and secondary classes to the Library

### THE SHARED SYSTEM

Members of the Shared System use IndyPL materials increasingly for their classrooms. Since returning to school on August 1, 2017, **435 teachers** from participating schools have used their classroom cards to borrow instructional materials either from their school library, another school or from IndyPL.

### STEM SCHOOL AGE PROGRAMMING

The eclipse program led by Art with a Heart was a STEM focused program inspired by the August solar eclipse. Sixteen branches offered the program to **281 children**.

Spades Park hosts a Makerspace After-School Club at IPS School 14 (where student turnover is 90% each year) offering units such as Energy and Motion, Cellular Life and Genetics and Earth Science Rocks.

Brightwood participated in School #69 (Kindezi Academy) Family Literacy and Health Fair/Stem Night.

### STEM PRESCHOOL STORY TIMES

E. 38<sup>th</sup> St., Fountain Square and Southport offered storytimes to school children with STEM components.

### THE LEARNING CURVE AND THE INFOZONE IN THE CHILDRENS MUSEUM

The Learning Curve at Central hosted **176 school visits** with **6,488 children** in 2016. All content is developed to meet the Indiana Academic Standards. Student engagement is self-directed using a combination of literacy and technology tools.

Digital Experience at the InfoZone introduced technology & STEM skills to **439 children** in 2016.

**183 After School Explorers** at the Infozone learned simple code, built a robot and registered for library cards or joined Earn & Learn to read off library card debt.

**Partnering for Readers** at the InfoZone introduced **3,618 preschoolers** to literacy activities and encouraged teachers to check out bunny book bags in 2016.

### TEENS, EDUCATORS AND PARENTS

The Library hosted three Creative Writing Workshop sessions for Teachers, each focused on a different age group.

In partnership with Pike High School Media Specialists, an ALA Great Stories Book Club was held for middle and high school students.

The Library partnered with North Central High School on a digital storytelling project with some of their limited English proficient students.

## 1-12 Target schools who are underperforming and have the most need and create program partnerships

In 2014, when the strategic plan was being written, IPS had just identified eleven underperforming schools. Based on this information, branch libraries located near these schools increased their efforts to support educators and students. This chart identifies some of those initiatives.

### IndyPL enrichment activities with underperforming IPS schools

(IPS identified in 2014)

Library Enrichment Activity	Location	John Marshall	Northwest Junior High	IPS 14	IPS 42	IPS 44	IPS 51	IPS 58	IPS 61	IPS 69	IPS 93	IPS 103
Visit to view Women of a New Tribe exhibit	Learning Curve									x		
Visit to participate in YAT	Learning Curve									x		
Visit to school for Family cookout event	Learning Curve								x			
80 children K-1st visit	Learning Curve								x			
55 children 4th grade visit	Learning Curve				x							
K-3rd grade visit	Learning Curve				x							
K-3rd grade visit	Learning Curve				x							
K-3rd grade visit	Learning Curve				x							
36 children 4th grade visit	Learning Curve								x			
41 children 4th grade visit	Learning Curve								x			
45 2nd grade visit	Learning Curve							x				
Served on Community Councils	Warren	x										
Attended Parent Nights	Warren	x										x
Reading Promotions with school	Warren	x										x
STEAM based makerspace after school	Spades Park			x								
Parent In touch day	Spades Park			x								
United Way ReadUP volunteer	Spades Park			x								
Back-to School Night for Parents	Spades Park			x								
Back to School Carnival to talk to students	Spades Park			x								
Parent Involvement Educators cluster talk	Spades Park			x								
Spoke with teachers about Library	Spades Park			x								
Attend Monthly community council	Spades Park			X								
Celebrate participants in Library SRP	Spades Park			X								
Attended Holiday Concert + Open House	Spades Park			X								
Monthly story times at the school	Brightwood						X					
Attend monthly ETF mtgs	Brightwood						x					

## IndyPL enrichment activities with underperforming IPS schools

(IPS identified in 2014)

Library Enrichment Activity	Location	John Marshall	Northwest Junior High	IPS 14	IPS 42	IPS 44	IPS 51	IPS 58	IPS 61	IPS 69	IPS 93	IPS 103
Family Literacy Night staff presentations	Brightwood									X		
Health Fair and Stem Night participation	Brightwood									X		
Active Partner with MBAES coalition	Brightwood						X			X		
Presentation at Literacy Night Program	Flanner House					X						
Library card registration at Family Night	Flanner House					X						
Participated in Career Day	Flanner House					X						
Worked with Media Specialist	Flanner House				X							
Attended Literacy Night	Flanner House				X							
Sent a letter to teachers about resources	Flanner House				X							
Techers sent library info to parent via text	Flanner House				X							
SRP presentations during lunch periods	Flanner House					X						
Summer Reading Program 2017 participants	Systemwide	6	12	33	18	150	51	22	34	60	33	32

In addition to IPS, there are other underperforming schools in other Marion County districts. Based on the A-F Report Card release from the DOE Office of School Accountability, in 2016 all Marion County school districts served by IndyPL had schools receiving failing grades except Franklin and Perry Townships.

Name of School District	# of schools	# failing schools	% of D/F
<b>Beech Grove Schools</b>	5	4	80%
<b>Warren Township Schools</b>	16	10	63%
<b>Indianapolis Public Schools</b>	69	42	61%
<b>Lawrence Township Schools</b>	16	6	38%
<b>Pike Township Schools</b>	13	5	38%
<b>Washington Township Schools</b>	11	4	36%
<b>Decatur Township Schools</b>	9	3	33%
<b>Wayne Township Schools</b>	17	5	29%
<b>Franklin Township Schools</b>	10	0	0%
<b>Perry Township Schools</b>	17	0	0%

Through Library Card campaigns designed to provide access to digital materials and encourage use of other library materials, the students at these failing schools have access to public library resources. A number of the districts with failing schools are also slated to become members of the IndyPL Shared System, where students will have the advantage of searching for materials from a combined school and Public Library online catalog and enjoy convenient school delivery. Lawrence Township is already a

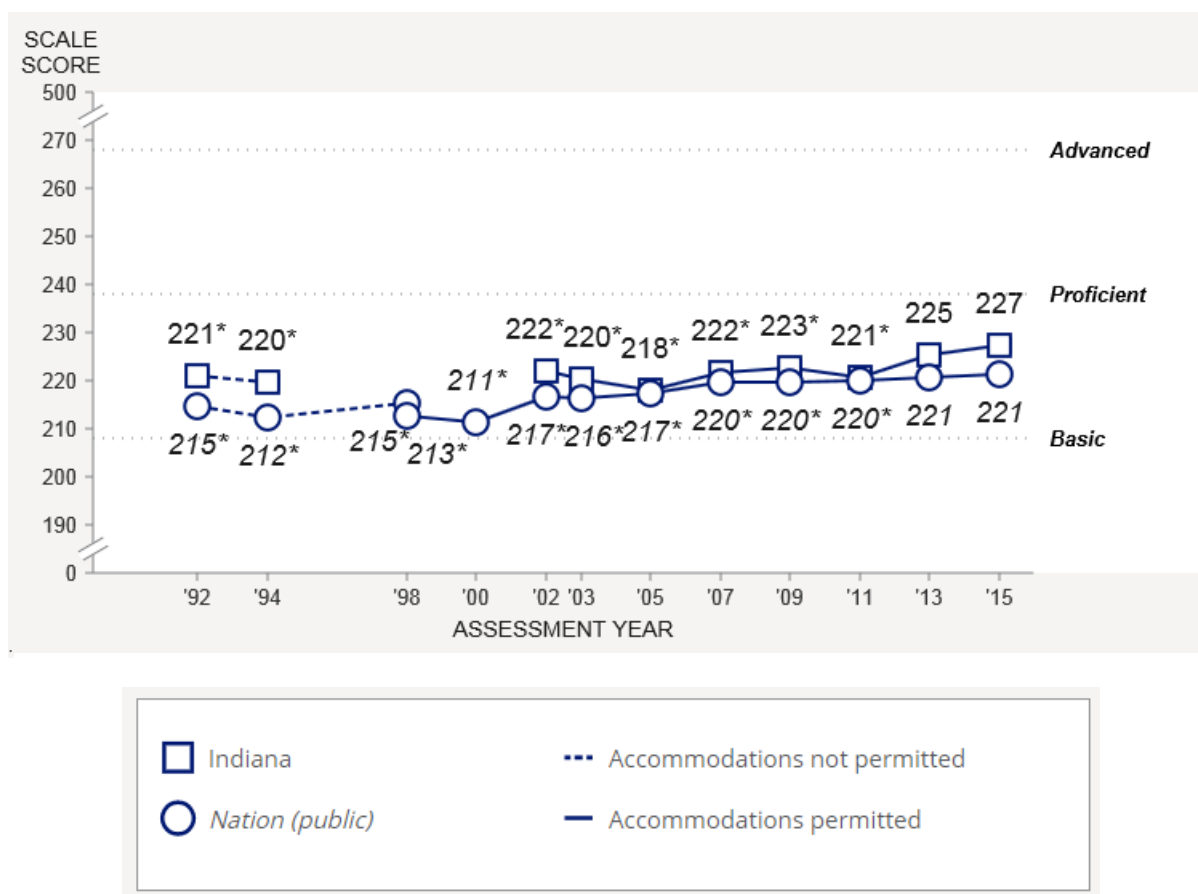


Shared System member. IndyPL staff work diligently to provide resources to these schools and form critical partnerships to engage the schools and their students.

### 1-13 be an active participant in educational enrichment activities in every service area

Like most of the country, Indiana has seen no significant gains in the reading scores of fourth-grade students (12 states showed improvement, one loss and 37 lack gains).

Trend in NAEP reading average scores for fourth-grade public school students in Indiana and nation (public)



### # Rounds to zero

\* Significantly different ( $p < .05$ ) from 2015. NOTE: Results are not shown for data points where the state/jurisdiction did not participate or did not meet the minimum participation guidelines for reporting. Prior to 2003, state participation in the NAEP mathematics and reading assessments was voluntary. See more information about the history of state participation at <https://nces.ed.gov/nationsreportcard/about/state.aspx>

To combat this stagnation in reading proficiency, libraries across the country are increasing their efforts to motivate children to read by any means available. Traditional methods include story times, Itty Bitty Bookmobiles, Bunny Book Bags and most importantly, the Summer Reading Program.

For 98 years, the Indianapolis Public Library has been and continues to be the primary source for sustaining reading skills over the summer in Marion County. Every summer, even during the Depression



and war years, a summer reading program has been offered in Indianapolis. Although the format has changed dramatically, the message remains the same; reading is important to the development of individuals. But reading scores continue to decline and we fear children no longer possess adequate reading skills and have lost their desire to read. That's why, now more than ever, we must double our efforts to provide reading experiences that resonate with the children in our community.

SRP Year	Total Participation	Percentage Change
2004	57,643	
2017	48,002	-4.9%

The program at IndyPL has experienced some decline in participation recently and accumulated data will be analyzed to assess the root cause. Evaluation of the Summer Reading Program is being approached from two angles; one of outputs and one of outcomes. Participation trends will be analyzed to determine why some locations experienced wildly successful participation and others experienced dramatic losses. Remote access to the program at day cares, community centers and city parks, which has traditionally been an important element of the program, will also be analyzed to improve this service. The results will be an evidence-based guide for shaping future IndyPL summer reading programs.

### Center Township SRP Participation by Location

East Washington	120.3% Increase
Brightwood	20.0% increase
Flanner House	18.2% increase
Fountain Square	6.4% increase
Outreach	6.3% increase
Garfield Park	-6.6% decrease
West Indianapolis	-8.5% decrease
Spades Park	-9.6% decrease
Central Library	-16.4% decrease
Infozone	-40.2% decrease
<b>TOTAL</b>	<b>1.2% increase</b>

In addition to increasing program participation, understanding the long term benefits to the children who read during the summer is being studied. IndyPL has undertaken a five-year data collection and evaluation process to quantify the effects of participation in the summer reading program based on student test scores. These are the key evaluation questions:

- What is the effect of participation on SRP on fifth grade reading scores?
- Do more years of participation increase the effect?
- Is the effect the same for all types of readers?

Summer Reading Program 2017 will be the third year that the M.A. Rooney Foundation has matched SRP student records. Based on our experience from the first two years of matching, our external evaluator is cautiously optimistic that we are on the right track.



10c

## September 2017 Media Report

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

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

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

- **2017 Summer Reading Program Participants Increase Reading Activity Through Philanthropy**  
*Indianapolis Recorder, Weekly View, Southside Times, Urban Times*
- **Central Library Centennial Celebration**  
*Urban Times, Indianapolis Star, Westside Community News, Broad Ripple Gazette, Indianapolis Recorder*  
*Indiana State Library Wednesday Word, Hendricks County Flyer, Weekly View, Southside Voice, Downtown*  
*Indy.org, NUVO.com, WFYI.org (additional coverage in October)*
- **IndyPL Unveils New Catalog**  
*Southside Times, Urban Times*

*Other media outreach in September occurred on such Library activities as the opening of the Center for Black Literature & Culture (major outreach continuing in October), the Indy Authors Award and Author Fair, and Ask-a-Lawyer.*

### **1 newscast sent to all staff:**

- WHMB interview with Mike Williams on Central Library's 100<sup>th</sup> Birthday

### **3 YouTube videos posted to website:**

- Winners of CollegeChoice CD 529 Savings Plan
- Indiana Fever Reading Timeout
- Welcome to the Center for Black Literature & Culture

### **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.

## **Social Media**

### **56 posts published on the official IndyPL Facebook Page:**

#### **Top Performing Posts-**

- Most Beautiful Libraries- Reach of 9.4k
- Central 100 Photo Contest Announcement - Reach of 6.7k
- Indy Library Store Bag Day- Reach of 6.3k
- Indy Star Preview Coverage of Central 100- Reach of 5.5k
- Ludacris Llama Llama Storybook Rap Video- Reach of 3.6k
- #CurrentlyReading-Weekly Interactive Book discussion- Reach of 2.6k, 2.7k, 2k
- Snowy Day Stamp Release- Reach of 3.6k
- Central 100 Flashback Friday Promotional Posts- Reach of 3.2k, 2.8k

### **130 tweets published on the official IndyPL Twitter Page:**

- 129,000 Twitter impressions occurred in September
- 3,820 profile visits
- 218 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

### **13 Instagram Posts on the official IndyPL Instagram Page, visually highlighting:**

- College Choice 529 Summer Reading Program
- Throwback Thursday promotions for Central's 100<sup>th</sup> birthday, featuring photos from the Digital Indy Collection and the Indiana Special Collections Room.
- IndyPL's partnership with Yelp for the Yelp Bazaar, Central 100 photo contest, and volunteers for Indy DO Day from Lilly at our Wayne Branch.
- Highlights of IndyPL programs and collections, including workshops, the YA collection, story time with Stephanie Hogsett, wife of Mayor Joe Hogsett, the banned Books week display at Central Library and the CBLC.



## Board Action Request

10d1

**To:** IMCPL Board **Meeting Date:** October 23, 2017

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

**Effective Date:** October 23, 2017

**Subject:** Finances, Personnel and Travel Resolution 41-2017

**Recommendation:** Approve Finances, Personnel and Travel Resolution 41- 2017

**Background:** The Finances, Personnel and Travel Resolution 41- 2017 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 41 - 2017**

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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 2017 pursuant to the Annual Resolution.

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

Warrant numbers **60987** through **61146** for a total of  
**\$1,203,924.42** were issued from the Operating Fund.

EFT numbers **14259** through **14382** and  
**14411** for a total of  
**\$889,606.24** were issued from the Operating Fund.

Warrant numbers **3106** through **3114** for a total of  
**\$72,999.13** were issued from the Payroll Fund.

EFT numbers **570** and **576** for a total of  
**\$36,014.83** were issued from the Payroll Fund.

Warrant number **671** through **677** for a total of  
**\$174.48** were issued from the Fines Fund.

Warrant numbers **6068** through **6118** for a total of  
**\$21,057.10** were issued from the Gift Fund.

EFT numbers **1462** through **1474** for a total of  
**\$28,434.50** were issued from the Gift Fund.

Warrant numbers **267422** through **267454** and  
**1351** for a total of  
**\$14,951.13** were issued for Employee Payroll

Direct deposits numbers **360001** through **360588** and  
Direct deposits numbers **380001** through **380593** for a total of  
**\$906,255.13** were issued for Employee Payroll

Electronic transfers for payment of taxes and garnishments for a total of  
**\$361,936.00** 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.

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Lillian L. Charleston

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Rev. T.D. Robinson

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Dorothy R. Crenshaw

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Joanne Sanders

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Dr. Terri Jett

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Dr. David W. Wantz

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

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Patricia A. Payne

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Rebecca L. Dixon  
Treasurer of the Library Board

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
14259	EFT Check	9/7/2017	ALSCO	\$304.92	Cleared
14260	EFT Check	9/7/2017	AUSTIN BOOK SALES	\$2,596.62	Cleared
14261	EFT Check	9/7/2017	BACKGROUND BUREAU INC.	\$85.00	Cleared
14262	EFT Check	9/7/2017	Baker & Taylor	\$4,199.27	Cleared
14263	EFT Check	9/7/2017	Baker & Taylor Pre-Cat	\$9,975.31	Cleared
14264	EFT Check	9/7/2017	Baker & Taylor	\$1,993.52	Cleared
14265	EFT Check	9/7/2017	BAKER & TAYLOR	\$1,109.58	Cleared
14266	EFT Check	9/7/2017	BRODART CO.	\$1,384.02	Cleared
14267	EFT Check	9/7/2017	INGRAM LIBRARY SERVICES	\$662.47	Cleared
14268	EFT Check	9/7/2017	LUNA MUSIC	\$1,709.60	Cleared
14269	EFT Check	9/7/2017	MIDWEST TAPE - PROCESSED DVDS	\$4,891.78	Cleared
14270	EFT Check	9/7/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$12,135.33	Cleared
14271	EFT Check	9/7/2017	MIDWEST TAPE, LLC	\$5,122.74	Cleared
14272	EFT Check	9/7/2017	OVERDRIVE INC	\$25,391.46	Cleared
14273	EFT Check	9/7/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$1,480.75	Cleared
14274	EFT Check	9/7/2017	SimplexGrinnell	\$740.00	Cleared
14275	EFT Check	9/11/2017	JACLYN MCGURK	\$85.60	Cleared
14276	EFT Check	9/11/2017	LEESA BENJAMIN	\$64.20	Cleared
14277	EFT Check	9/14/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$1,182.00	Cleared
14278	EFT Check	9/14/2017	BACKGROUND BUREAU INC.	\$117.00	Cleared
14279	EFT Check	9/14/2017	Baker & Taylor	\$4,250.55	Cleared
14280	EFT Check	9/14/2017	Baker & Taylor Pre-Cat	\$3,317.68	Cleared
14281	EFT Check	9/14/2017	Baker & Taylor	\$5,847.82	Cleared
14282	EFT Check	9/14/2017	CITIZENS THERMAL ENERGY	\$22,886.60	Cleared
14283	EFT Check	9/14/2017	CITIZENS THERMAL ENRGY.	\$65,672.32	Cleared
14284	EFT Check	9/14/2017	DANCORP INC. dba DANCO	\$650.00	Cleared
14285	EFT Check	9/14/2017	DELTA DENTAL	\$8,957.04	Cleared
14286	EFT Check	9/14/2017	DEMCO INC.	\$3,760.73	Cleared
14287	EFT Check	9/14/2017	EBSCO ACCOUNTS RECEIVABLE	\$58,111.82	Cleared
14288	EFT Check	9/14/2017	FINELINE PRINTING GROUP	\$1,522.00	Cleared
14289	EFT Check	9/14/2017	INGRAM LIBRARY SERVICES	\$726.80	Cleared
14290	EFT Check	9/14/2017	J&G CARPET PLUS	\$650.00	Cleared
14291	EFT Check	9/14/2017	KEVIN J. COCQUYT	\$1,800.00	Cleared
14292	EFT Check	9/14/2017	MIDWEST TAPE - PROCESSED DVDS	\$1,553.37	Cleared
14293	EFT Check	9/14/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$8,836.29	Cleared
14294	EFT Check	9/14/2017	MIDWEST TAPE, LLC	\$6,006.59	Cleared
14295	EFT Check	9/14/2017	OVERDRIVE INC	\$213.83	Cleared
14296	EFT Check	9/14/2017	PERFECTION SERVICE OF INDIANA	\$685.54	Cleared
14297	EFT Check	9/14/2017	RECORDED BOOKS	\$1,503.33	Cleared
14298	EFT Check	9/14/2017	ALLIED RECEIVABLES FUNDING, INC.	\$440.40	Cleared
14299	EFT Check	9/14/2017	TYLER TECHNOLOGIES, INC.	\$10,873.86	Cleared
14300	EFT Check	9/21/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$19,342.00	Cleared
14301	EFT Check	9/21/2017	ALSCO	\$304.92	Cleared
14302	EFT Check	9/21/2017	Baker & Taylor	\$4,325.63	Cleared
14303	EFT Check	9/21/2017	Baker & Taylor	\$7,616.67	Cleared
14304	EFT Check	9/21/2017	Baker & Taylor Pre-Cat	\$14,465.48	Cleared
14305	EFT Check	9/21/2017	BRODART CO.	\$1,580.72	Cleared
14306	EFT Check	9/21/2017	CDW GOVERNMENT, INC.	\$5,583.35	Cleared
14307	EFT Check	9/21/2017	PAUL I. CRIPE INC.	\$3,027.20	Cleared
14308	EFT Check	9/21/2017	DAVIS INDUSTRIES	\$1,089.00	Cleared
14309	EFT Check	9/21/2017	EBSCO ACCOUNTS RECEIVABLE	\$32.56	Cleared
14310	EFT Check	9/21/2017	EDUCATIONAL FURNITURE, LTD.	\$300.00	Cleared
14311	EFT Check	9/21/2017	GRAINGER	\$88.33	Cleared
14312	EFT Check	9/21/2017	HP PRODUCTS CORPORATION	\$132.00	Cleared
14313	EFT Check	9/21/2017	INDIANA PLUMBING AND DRAIN LLC	\$1,915.50	Cleared
14314	EFT Check	9/21/2017	INDIANAPOLIS RECORDER	\$242.00	Cleared
14315	EFT Check	9/21/2017	INGRAM LIBRARY SERVICES	\$424.88	Cleared
14316	EFT Check	9/21/2017	INGRAM LIBRARY SERVICES	\$532.46	Cleared
14317	EFT Check	9/21/2017	J&G CARPET PLUS	\$200.00	Cleared
14318	EFT Check	9/21/2017	JCOS, INC.	\$21,146.25	Cleared
14319	EFT Check	9/21/2017	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$147.25	Cleared
14320	EFT Check	9/21/2017	LUNA MUSIC	\$8,910.94	Cleared
14321	EFT Check	9/21/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$596.84	Cleared
14322	EFT Check	9/21/2017	MIDWEST TAPE - PROCESSED DVDS	\$2,986.93	Cleared
14323	EFT Check	9/21/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$10,554.42	Cleared
14324	EFT Check	9/21/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$15,173.28	Cleared
14325	EFT Check	9/21/2017	MIDWEST TAPE, LLC	\$4,196.15	Cleared

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
14326	EFT Check	9/21/2017	MOORE INFORMATION SERVICES, INC.	\$292.50	Cleared
14327	EFT Check	9/21/2017	OVERDRIVE INC	\$43,568.88	Cleared
14328	EFT Check	9/21/2017	PERFECTION SERVICE OF INDIANA	\$3,352.42	Cleared
14329	EFT Check	9/21/2017	RECORD AUTOMATIC DOORS, INC.	\$303.85	Cleared
14330	EFT Check	9/21/2017	RECORDED BOOKS	\$495.71	Cleared
14331	EFT Check	9/21/2017	ALLIED RECEIVABLES FUNDING, INC.	\$4,944.62	Cleared
14332	EFT Check	9/21/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$17,964.00	Cleared
14333	EFT Check	9/21/2017	RLR ASSOCIATES, INC.	\$29,400.00	Cleared
14334	EFT Check	9/21/2017	RUSSIAN PUBLISHING HOUSE	\$158.14	Cleared
14335	EFT Check	9/21/2017	RYAN FIRE PROTECTION, INC.	\$1,615.00	Cleared
14336	EFT Check	9/21/2017	SINGLEWIRE SOFTWARE, LLC	\$3,150.00	Cleared
14337	EFT Check	9/21/2017	STENZ MANAGEMENT COMPANY, INC.	\$4,204.30	Cleared
14338	EFT Check	9/21/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$226.50	Cleared
14339	EFT Check	9/21/2017	ULINE	\$858.22	Cleared
14340	EFT Check	9/21/2017	VOCERA COMMUNICATIONS, INC.	\$13,792.00	Cleared
14341	EFT Check	9/1/2017	ADP, INC.	\$3,656.86	Cleared
14342	EFT Check	9/7/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$82,799.31	Cleared
14343	EFT Check	9/15/2017	ADP, INC.	\$3,596.51	Cleared
14344	EFT Check	9/20/2017	INDIANA DEPARTMENT OF REVENUE	\$1,028.90	Cleared
14345	EFT Check	9/22/2017	Voided Unused payment	\$0.00	Voided
14346	EFT Check	9/22/2017	ADP, INC.	\$1,027.50	Cleared
14347	EFT Check	9/22/2017	ADP, INC.	\$20.00	Cleared
14348	EFT Check	9/22/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$82,977.81	Cleared
14349	EFT Check	9/28/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$4,566.75	Cleared
14350	EFT Check	9/28/2017	Baker & Taylor Pre-Cat	\$17,156.46	Cleared
14351	EFT Check	9/28/2017	Baker & Taylor	\$1,488.12	Cleared
14352	EFT Check	9/28/2017	Baker & Taylor	\$430.42	Cleared
14353	EFT Check	9/28/2017	BRODART CO.	\$1,012.18	Cleared
14354	EFT Check	9/28/2017	CDW GOVERNMENT, INC.	\$870.81	Cleared
14355	EFT Check	9/28/2017	CONNOR FINE PAINTING	\$1,900.00	Cleared
14356	EFT Check	9/28/2017	DEMCO INC.	\$2,123.85	Cleared
14357	EFT Check	9/28/2017	DENISON PARKING	\$7,116.78	Cleared
14358	EFT Check	9/28/2017	EBSCO ACCOUNTS RECEIVABLE	\$41.93	Cleared
14359	EFT Check	9/28/2017	H.J. UMBACH & ASSOCIATES	\$8,452.50	Cleared
14360	EFT Check	9/28/2017	H.J. UMBACH & ASSOCIATES	\$5,334.26	Cleared
14361	EFT Check	9/28/2017	INDIANA PLUMBING AND DRAIN LLC	\$698.00	Cleared
14362	EFT Check	9/28/2017	INDIANAPOLIS RECORDER	\$234.00	Cleared
14363	EFT Check	9/28/2017	INGRAM LIBRARY SERVICES	\$398.23	Cleared
14364	EFT Check	9/28/2017	IRVINGTON PRESBYTERIAN CHURCH	\$933.33	Cleared
14365	EFT Check	9/28/2017	KEVIN J. COCQUYT	\$1,800.00	Cleared
14366	EFT Check	9/28/2017	LUNA MUSIC	\$1,435.25	Cleared
14367	EFT Check	9/28/2017	MARTEN CONSTRUCTION MANAGEMENT INC	\$40,950.00	Cleared
14368	EFT Check	9/28/2017	MIDWEST TAPE - PROCESSED DVDS	\$783.71	Cleared
14369	EFT Check	9/28/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$531.30	Cleared
14370	EFT Check	9/28/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$2,848.18	Cleared
14371	EFT Check	9/28/2017	MIDWEST TAPE, LLC	\$8,602.18	Cleared
14372	EFT Check	9/28/2017	PFM AUTOMOTIVE.COM	\$201.88	Cleared
14373	EFT Check	9/28/2017	OVERDRIVE INC	\$9,573.73	Cleared
14374	EFT Check	9/28/2017	PERFECTION SERVICE OF INDIANA	\$581.16	Cleared
14375	EFT Check	9/28/2017	RECORDED BOOKS	\$730.19	Cleared
14376	EFT Check	9/28/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$43,482.00	Cleared
14377	EFT Check	9/28/2017	STENZ MANAGEMENT COMPANY, INC.	\$3,937.75	Cleared
14378	EFT Check	9/28/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$253.00	Cleared
14379	EFT Check	9/28/2017	TYLER TECHNOLOGIES, INC.	\$2,295.00	Cleared
14380	EFT Check	9/28/2017	ULINE	\$317.78	Cleared
14381	EFT Check	9/28/2017	UNIQUE MANAGEMENT SERVICES, INC.	\$7,049.81	Cleared
14382	EFT Check	9/29/2017	ADP, INC.	\$3,596.51	Cleared
14411	EFT Check	9/28/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$33.66	Cleared
60987	Computer Check	9/7/2017	AMERICAN WELDING SOCIETY	\$120.00	Cleared
60988	Computer Check	9/7/2017	ANDERSON & BECK	\$500.00	Cleared
60989	Computer Check	9/7/2017	ART WITH A HEART	\$270.00	Cleared
60990	Computer Check	9/7/2017	BRENNAN SHEPHERD	\$75.00	Cleared
60991	Computer Check	9/7/2017	BRYNN NIGHTENHILSER	\$75.00	Outstanding
60992	Computer Check	9/7/2017	CATHERINE BOWIE	\$75.00	Outstanding
60993	Computer Check	9/7/2017	CITIZENS ENERGY GROUP	\$930.52	Cleared
60994	Computer Check	9/7/2017	GALE GROUP THE	\$395.16	Cleared
60995	Computer Check	9/7/2017	GUARDIAN	\$3,373.60	Cleared

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
60996	Computer Check	9/7/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$68,278.78	Cleared
60997	Computer Check	9/7/2017	KATHERINE HINKLE	\$75.00	Cleared
60998	Computer Check	9/7/2017	LUNA LANGUAGE SERVICES	\$70.00	Cleared
60999	Computer Check	9/7/2017	OCLC, INC.	\$8,532.36	Cleared
61000	Computer Check	9/7/2017	SAKURA FUQUA	\$150.00	Cleared
61001	Computer Check	9/12/2017	CITIZENS ENERGY GROUP	\$1,921.68	Cleared
61002	Computer Check	9/15/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,082.08	Cleared
61003	Computer Check	9/15/2017	ANTHEM INSURANCE COMPANIES, INC.	\$268,875.48	Cleared
61004	Computer Check	9/15/2017	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.	\$160,117.00	Cleared
61005	Computer Check	9/15/2017	ASPHALT MAINTENANCE	\$9,500.00	Cleared
61006	Computer Check	9/15/2017	AT&T MOBILITY	\$867.15	Cleared
61007	Computer Check	9/15/2017	BRENNA SHEPHERD	\$75.00	Outstanding
61008	Computer Check	9/15/2017	BRYNN NIGHTENHELSE	\$75.00	Outstanding
61009	Computer Check	9/15/2017	CITIZENS ENERGY GROUP	\$1,726.12	Cleared
61010	Computer Check	9/15/2017	CONTINENTAL BROADCAST GROUP, LLC	\$990.00	Cleared
61011	Computer Check	9/15/2017	COURT & COMMERCIAL RECORD	\$95.41	Cleared
61012	Computer Check	9/15/2017	CRAIG DEHUT	\$100.00	Cleared
61013	Computer Check	9/15/2017	DACO GLASS & GLAZING INC.	\$2,210.74	Cleared
61014	Computer Check	9/15/2017	DELL MARKETING L.P.	\$1,173.84	Cleared
61015	Computer Check	9/15/2017	ELLIS MECHANICAL & ELECTRICAL	\$7,100.00	Cleared
61016	Computer Check	9/15/2017	ESSENTIAL ARCHITECTURAL SIGNS, INC.	\$93.00	Cleared
61017	Computer Check	9/15/2017	EXODUS REFUGEE IMMIGRATION, INC.	\$150.00	Outstanding
61018	Computer Check	9/15/2017	INDIANA CHAMBER OF COMMERCE	\$200.25	Cleared
61019	Computer Check	9/15/2017	INDIANA DEPARTMENT OF HOMELAND SECURITY	\$360.00	Cleared
61020	Computer Check	9/15/2017	INDIANA NEWSPAPERS, INC.	\$178.94	Outstanding
61021	Computer Check	9/15/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$11,117.20	Cleared
61022	Computer Check	9/15/2017	JEREMY SOUTH	\$480.00	Outstanding
61023	Computer Check	9/15/2017	KATHERINE HINKLE	\$75.00	Cleared
61024	Computer Check	9/15/2017	LEE MANDRELL	\$4,500.00	Cleared
61025	Computer Check	9/15/2017	LSC PETTY CASH	\$76.40	Cleared
61026	Computer Check	9/15/2017	MayRealtors, LLC	\$500.00	Cleared
61027	Computer Check	9/15/2017	McKay Lodge Fine Arts Conservation Laboratory, Inc.	\$48,657.54	Cleared
61028	Computer Check	9/15/2017	MIDWEST REMEDIATION, INC.	\$2,070.08	Cleared
61029	Computer Check	9/15/2017	NORA NORTHSIDE COMMUNITY COUNCIL, INC.	\$50.00	Outstanding
61030	Computer Check	9/15/2017	OPEN STORAGE SOLUTIONS, INC.	\$2,514.00	Outstanding
61031	Computer Check	9/15/2017	Paypal	\$54.10	Cleared
61032	Computer Check	9/15/2017	PHILHARMONIC ORCHESTRA OF INDIANAPOLIS	\$2,000.00	Cleared
61033	Computer Check	9/15/2017	SAKURA FUQUA	\$75.00	Cleared
61034	Computer Check	9/15/2017	SECURITAS SECURITY SERVICES USA, INC.	\$57.84	Cleared
61035	Computer Check	9/15/2017	SIGNARAMA DOWNTOWN INDIANAPOLIS	\$95.00	Cleared
61036	Computer Check	9/15/2017	SONDHI SOLUTIONS	\$141.08	Cleared
61037	Computer Check	9/15/2017	TALKINGTECH LIMITED	\$7,094.00	Outstanding
61038	Computer Check	9/15/2017	TITAN ASSOCIATES	\$1,758.00	Cleared
61039	Computer Check	9/15/2017	UNITED PARCEL SERVICE	\$468.88	Cleared
61040	Computer Check	9/21/2017	ART WITH A HEART	\$135.00	Outstanding
61041	Computer Check	9/21/2017	BLACKMORE & BUCKNER ROOFING	\$1,163.98	Cleared
61042	Computer Check	9/21/2017	BRODART - CENTER FOR BLACK LITERATURE & CULTURE	\$285.98	Outstanding
61043	Computer Check	9/21/2017	BUSINESS FURNITURE, LLC	\$175.00	Cleared
61044	Computer Check	9/21/2017	CATHERINE BOWIE	\$75.00	Outstanding
61045	Computer Check	9/21/2017	CENTRAL SECURITY & COMMUNICATIONS	\$5,041.50	Cleared
61046	Computer Check	9/21/2017	CITIZENS ENERGY GROUP	\$3,150.19	Cleared
61047	Computer Check	9/21/2017	CITYOGA SCHOOL OF YOGA & HEALTH	\$75.00	Outstanding
61048	Computer Check	9/21/2017	CROSSROADS DOCUMENT SERVICES	\$53,458.95	Cleared
61049	Computer Check	9/21/2017	CULLIGAN OF INDIANAPOLIS	\$385.62	Cleared
61050	Computer Check	9/21/2017	CXtec	\$1,339.05	Cleared
61051	Computer Check	9/21/2017	DACO GLASS & GLAZING INC.	\$1,050.75	Outstanding
61052	Computer Check	9/21/2017	DELL MARKETING L.P.	\$13,702.36	Cleared
61053	Computer Check	9/21/2017	ELIZABETH FRANKLIN	\$1,468.75	Outstanding
61054	Computer Check	9/21/2017	ELLIS MECHANICAL & ELECTRICAL	\$4,400.00	Cleared
61055	Computer Check	9/21/2017	ESSENTIAL ARCHITECTURAL SIGNS, INC.	\$39.00	Cleared
61056	Computer Check	9/21/2017	EXHIBIT HOUSE, INC.	\$102,891.62	Cleared
61057	Computer Check	9/21/2017	GOVERNMENT FINANCE OFFICERS ASSOCIATION	\$580.00	Cleared
61058	Computer Check	9/21/2017	GURNEY J. BUSH, INC.	\$330.00	Cleared
61059	Computer Check	9/21/2017	INDIANA WRITER'S CENTER	\$400.00	Cleared
61060	Computer Check	9/21/2017	INDIANAPOLIS FLEET SERVICES	\$1,651.12	Outstanding
61061	Computer Check	9/21/2017	International Marketplace Coalition	\$50.00	Cleared
61062	Computer Check	9/21/2017	J. W. PEPPER & SON, INC.	\$27.99	Outstanding



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
61063	Computer Check	9/21/2017	JP MORGAN CHASE BANK	\$3,720.21	Cleared
61064	Computer Check	9/21/2017	LEADERSHIP DIRECTORIES INC	\$1,284.00	Outstanding
61065	Computer Check	9/21/2017	LIBRARY JOURNALS, LLC	\$350.00	Cleared
61066	Computer Check	9/21/2017	LOCKERBIE SQUARE CABINET CO.	\$160.00	Cleared
61067	Computer Check	9/21/2017	LUNA LANGUAGE SERVICES	\$75.00	Cleared
61068	Computer Check	9/21/2017	MATTHEW BENDER & COMPANY, INC.	\$1,793.04	Outstanding
61069	Computer Check	9/21/2017	METRIC ENVIRONMENTAL	\$2,312.47	Cleared
61070	Computer Check	9/21/2017	MITY-LITE INC.	\$5,760.96	Outstanding
61071	Computer Check	9/21/2017	MOISTURE MANAGEMENT	\$1,500.00	Cleared
61072	Computer Check	9/21/2017	PITNEY BOWES, INC.	\$636.28	Outstanding
61073	Computer Check	9/21/2017	POMP'S TIRE SERVICE	\$116.00	Cleared
61074	Computer Check	9/21/2017	PRICE DIGESTS	\$1,143.35	Cleared
61075	Computer Check	9/21/2017	SECURITAS SECURITY SERVICES USA, INC.	\$15,006.54	Cleared
61076	Computer Check	9/21/2017	SEND THIS FILE, INC.	\$999.95	Outstanding
61077	Computer Check	9/21/2017	SHREWSBERRY & ASSOCIATES	\$102.00	Cleared
61078	Computer Check	9/21/2017	SIGNS BY TOMORROW - INDY NW	\$75.00	Cleared
61079	Computer Check	9/21/2017	THE HARMON HOUSE L.L.C.	\$490.00	Cleared
61080	Computer Check	9/21/2017	The Indianapolis Public Library Foundation	\$9,268.92	Cleared
61081	Computer Check	9/21/2017	TRUCK PAINTING SPECIALISTS	\$1,192.50	Outstanding
61082	Computer Check	9/21/2017	U.S. HealthWorks Medical Group IN, PC	\$42.87	Cleared
61083	Computer Check	9/21/2017	UNITED NATIONS PUBLICATIONS	\$135.37	Outstanding
61084	Computer Check	9/21/2017	UNITED PARCEL SERVICE	\$220.75	Cleared
61085	Computer Check	9/21/2017	URBAN LIBRARIES COUNCIL	\$445.00	Outstanding
61086	Computer Check	9/21/2017	YOUNG ACTOR'S THEATER	\$400.00	Outstanding
61087	Computer Check	9/25/2017	JP MORGAN CHASE BANK	\$3,955.93	Cleared
61088	Computer Check	9/28/2017	APPLIED ENGINEERING SERVICES	\$1,250.00	Outstanding
61089	Computer Check	9/28/2017	AT & T LONG DISTANCE	\$83.65	Outstanding
61090	Computer Check	9/28/2017	AT&T	\$1,880.42	Outstanding
61091	Computer Check	9/28/2017	BRENNA SHEPHERD	\$150.00	Outstanding
61092	Computer Check	9/28/2017	BRYNN NIGHTENHELSE	\$150.00	Outstanding
61093	Computer Check	9/28/2017	CATHERINE BOWIE	\$75.00	Outstanding
61094	Computer Check	9/28/2017	CENTRAL INDIANA HARDWARE-SCHRICKER DIVISION	\$1,493.92	Outstanding
61095	Computer Check	9/28/2017	CENTRAL INDIANA SECURITY CORP., LTD	\$109.95	Outstanding
61096	Computer Check	9/28/2017	CHC WELLBEING INC	\$50.00	Outstanding
61097	Computer Check	9/28/2017	CHELSE JULIAN	\$90.00	Outstanding
61098	Computer Check	9/28/2017	CITIZENS ENERGY GROUP	\$8,568.59	Outstanding
61099	Computer Check	9/28/2017	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$24,253.77	Voided
61100	Computer Check	9/28/2017	CMID	\$9,825.00	Outstanding
61101	Computer Check	9/28/2017	CREATIVE FRAMING CONCEPTS	\$7,251.32	Outstanding
61102	Computer Check	9/28/2017	CROSSROADS DOCUMENT SERVICES	\$53,458.95	Outstanding
61103	Computer Check	9/28/2017	CYBERIA, LTD.	\$166.66	Outstanding
61104	Computer Check	9/28/2017	DIVERSITY ROUNDTABLE OF CENTRAL INDIANA	\$200.00	Outstanding
61105	Computer Check	9/28/2017	FORCE TECHNOLOGY SOLUTIONS, LLC	\$13,843.25	Outstanding
61106	Computer Check	9/28/2017	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$5,044.44	Voided
61107	Computer Check	9/28/2017	GLENDALE TOWN CENTER	\$0.00	Outstanding
61108	Computer Check	9/28/2017	GUIDON DESIGN, INC.	\$5,097.00	Outstanding
61109	Computer Check	9/28/2017	INDIANA NEWSPAPERS, INC.	\$300.56	Outstanding
61110	Computer Check	9/28/2017	INDIANA WRITER'S CENTER	\$200.00	Outstanding
61111	Computer Check	9/28/2017	INDIANAPOLIS URBAN LEAGUE, INC.	\$250.00	Outstanding
61112	Computer Check	9/28/2017	JAPAN-AMERICA SOCIETY OF INDIANA	\$50.00	Outstanding
61113	Computer Check	9/28/2017	KATHERINE HINKLE	\$75.00	Outstanding
61114	Computer Check	9/28/2017	KOORSEN PROTECTION SERVICES INC.	\$6,648.32	Outstanding
61115	Computer Check	9/28/2017	krM Architecture+	\$77,724.04	Outstanding
61116	Computer Check	9/28/2017	NATIONALITIES COUNCIL OF INDIANA, INC.	\$112.00	Outstanding
61117	Computer Check	9/28/2017	R.E. DIMOND AND ASSOCIATES, INC.	\$775.00	Outstanding
61118	Computer Check	9/28/2017	RICOH USA, INC.	\$165.87	Outstanding
61119	Computer Check	9/28/2017	SAKURA FUQUA	\$300.00	Outstanding
61120	Computer Check	9/28/2017	SIRSIDYNIX	\$375.00	Outstanding
61121	Computer Check	9/28/2017	YOUNG ACTOR'S THEATER	\$250.00	Outstanding
61122	Computer Check	9/29/2017	TITAN ASSOCIATES	\$54,123.79	Cleared
61123	Computer Check	9/29/2017	ACTION PEST CONTROL, INC.	\$250.00	Outstanding
61124	Computer Check	9/29/2017	AT & T LONG DISTANCE	\$69.07	Outstanding
61125	Computer Check	9/29/2017	AT&T MOBILITY	\$866.81	Outstanding
61126	Computer Check	9/29/2017	BEECH GROVE SEWAGE WORKS	\$129.36	Outstanding
61127	Computer Check	9/29/2017	BRIGHTWOOD INVESTORS, LLC	\$3,976.00	Outstanding
61128	Computer Check	9/29/2017	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$1,835.00	Outstanding
61129	Computer Check	9/29/2017	DACO GLASS & GLAZING INC.	\$228.00	Outstanding

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
61130	Computer Check	9/29/2017	GLENDAL TOWN CENTER	\$12,641.70	Outstanding
61131	Computer Check	9/29/2017	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$207.09	Outstanding
61132	Computer Check	9/29/2017	INDIANA DEPARTMENT WORKFORCE DEV	\$792.02	Outstanding
61133	Computer Check	9/29/2017	INDIANA REPERTORY THEATRE	\$580.00	Outstanding
61134	Computer Check	9/29/2017	LA VOZ DE INDIANA	\$290.00	Outstanding
61135	Computer Check	9/29/2017	LUNA LANGUAGE SERVICES	\$297.60	Outstanding
61136	Computer Check	9/29/2017	OCLC, INC.	\$8,735.61	Outstanding
61137	Computer Check	9/29/2017	PITNEY BOWES, INC.	\$334.92	Outstanding
61138	Computer Check	9/29/2017	PROVIDENCE CHRISTO REY CORP WORK STUDY PROGRAM	\$2,000.00	Outstanding
61139	Computer Check	9/29/2017	PURDUE UNIVERSITY-EXTENSION	\$600.00	Outstanding
61140	Computer Check	9/29/2017	REED DRAPERY SERVICE	\$81.00	Outstanding
61141	Computer Check	9/29/2017	RICOH USA, Inc. - 12882	\$210.00	Outstanding
61142	Computer Check	9/29/2017	RICOH USA, INC.	\$4,533.55	Outstanding
61143	Computer Check	9/29/2017	SECURITAS SECURITY SERVICES USA, INC.	\$75.00	Outstanding
61144	Computer Check	9/29/2017	SHOWCASES	\$347.76	Outstanding
61145	Computer Check	9/29/2017	TITAN ASSOCIATES	\$18,793.20	Cleared
61146	Computer Check	9/29/2017	URBAN LIBRARIES COUNCIL	\$5,000.00	Outstanding
<b>Total</b>				<u>\$2,093,530.66</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$1,203,924.42
<b>EFT Check</b>	\$889,606.24
<b>Total Payments</b>	\$2,064,232.45
<b>Total Voided Items</b>	\$29,298.21

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
570	EFT Check	9/14/2017	DELTA DENTAL	\$2,634.30	Cleared
571	EFT Check	9/7/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,444.03	Cleared
572	EFT Check	9/8/2017	FIDELITY INVESTMENTS	\$5,306.61	Cleared
573	EFT Check	9/8/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,839.00	Cleared
574	EFT Check	9/22/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,445.28	Cleared
575	EFT Check	9/22/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,839.00	Cleared
576	EFT Check	9/22/2017	FIDELITY INVESTMENTS	\$5,506.61	Cleared
3106	Computer Check	9/7/2017	GUARDIAN	\$11,543.79	Cleared
3107	Computer Check	9/15/2017	AFSCME COUNCIL IKOC 962	\$2,205.64	Cleared
3108	Computer Check	9/15/2017	AMERICAN UNITED LIFE INSURANCE CO	\$205.35	Cleared
3109	Computer Check	9/15/2017	AMERICAN UNITED LIFE	\$2,161.80	Cleared
3110	Computer Check	9/15/2017	ANTHEM INSURANCE COMPANIES, INC.	\$54,824.52	Cleared
3111	Computer Check	9/15/2017	LegalShield	\$345.95	Cleared
3112	Computer Check	9/15/2017	The Indianapolis Public Library Foundation	\$557.36	Cleared
3113	Computer Check	9/21/2017	The Indianapolis Public Library Foundation	\$577.36	Cleared
3114	Computer Check	9/28/2017	The Indianapolis Public Library Foundation	\$577.36	Outstanding
<b>Total</b>				<u><u>\$109,013.96</u></u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$72,999.13
<b>EFT Check</b>	\$36,014.83
<b>Total Payments</b>	\$109,013.96
<b>Total Voided Items</b>	\$0.00

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
671	Computer Check	9/7/2017	TATJANA GORDON	\$31.98	Cleared
672	Computer Check	9/15/2017	ANNA E. CAREY	\$19.33	Outstanding
673	Computer Check	9/15/2017	BARBARA J. MASSINGALE	\$27.97	Cleared
674	Computer Check	9/21/2017	ANDERSON PUBLIC LIBRARY	\$14.95	Cleared
675	Computer Check	9/21/2017	ANDREA KAY FERGUSON	\$4.25	Outstanding
676	Computer Check	9/21/2017	DEREK FUDGE, JR.	\$51.75	Cleared
677	Computer Check	9/28/2017	LSC PETTY CASH	\$24.25	Cleared
<b>Total</b>				<u>\$174.48</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$174.48
<b>EFT Check</b>	\$0.00
<b>Total Payments</b>	\$174.48
<b>Total Voided Items</b>	\$0.00

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
1462	EFT Check	9/7/2017	BAKER & TAYLOR	\$1,581.46	Cleared
1463	EFT Check	9/7/2017	FAMILYTIMEENTERTAINMENT,INC.	\$500.00	Cleared
1464	EFT Check	9/7/2017	KLINES QUALITY WATER, INC.	\$43.95	Cleared
1465	EFT Check	9/14/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$2,500.00	Cleared
1466	EFT Check	9/21/2017	DEMCO INC.	\$727.14	Cleared
1467	EFT Check	9/21/2017	FAMILYTIMEENTERTAINMENT,INC.	\$750.00	Cleared
1468	EFT Check	9/21/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$6,800.00	Cleared
1469	EFT Check	9/21/2017	RLR ASSOCIATES, INC.	\$12,500.00	Cleared
1470	EFT Check	9/21/2017	RUBY TREGNAGO	\$400.00	Cleared
1471	EFT Check	9/28/2017	CONNOR FINE PAINTING	\$1,930.00	Outstanding
1472	EFT Check	9/28/2017	FAMILYTIMEENTERTAINMENT,INC.	\$250.00	Outstanding
1473	EFT Check	9/28/2017	KLINES QUALITY WATER, INC.	\$51.95	Outstanding
1474	EFT Check	9/28/2017	RUBY TREGNAGO	\$400.00	Outstanding
6068	Computer Check	9/7/2017	FRANKLIN TOWNSHIP CHAMBER OF COMMERC	\$125.00	Outstanding
6069	Computer Check	9/7/2017	GREGORY HILL	\$153.38	Cleared
6070	Computer Check	9/7/2017	SILLY SAFARI SHOWS, INC.	\$1,000.00	Cleared
6071	Computer Check	9/7/2017	WONDERLAB MUSEUM of Science, Health & Te	\$310.00	Cleared
6072	Computer Check	9/15/2017	ALISTAIR IAN HOWLETT	\$250.00	Cleared
6073	Computer Check	9/15/2017	ANDERSON & BECK	\$500.00	Cleared
6074	Computer Check	9/15/2017	AUSTIN HUNTINGTON	\$250.00	Cleared
6075	Computer Check	9/15/2017	CORNERSTONE BREAD CO., INC. DBA REFRESH	\$1,302.00	Cleared
6076	Computer Check	9/15/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$411.85	Cleared
6077	Computer Check	9/15/2017	DEBRA MAY	\$54.39	Outstanding
6078	Computer Check	9/15/2017	EL VENEZOLANO FOOD TRUCK	\$370.00	Cleared
6079	Computer Check	9/15/2017	FREETOWN VILLAGE, INC.	\$360.00	Outstanding
6080	Computer Check	9/15/2017	JENNIFER CHRISTEN	\$250.00	Cleared
6081	Computer Check	9/15/2017	JOAN EMMERT	\$164.57	Cleared
6082	Computer Check	9/15/2017	OCEAN WORLD RESTAURANT	\$358.50	Outstanding
6083	Computer Check	9/15/2017	PATTY WALLACE	\$46.21	Outstanding
6084	Computer Check	9/15/2017	VLADIMIR KRAKOVICH	\$500.00	Cleared
6085	Computer Check	9/15/2017	YEFIM PASTUKH	\$500.00	Cleared
6086	Computer Check	9/15/2017	YU JIN	\$250.00	Cleared
6087	Computer Check	9/21/2017	ARTS FOR LEARNING INDIANA	\$728.00	Cleared
6088	Computer Check	9/21/2017	C & J PROMOTIONS	\$1,246.86	Cleared
6089	Computer Check	9/21/2017	CLAUDINE POLLEY	\$49.72	Outstanding
6090	Computer Check	9/21/2017	CONTINENTAL BROADCAST GROUP, LLC	\$100.00	Outstanding
6091	Computer Check	9/21/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$265.00	Cleared
6092	Computer Check	9/21/2017	CULLIGAN OF INDIANAPOLIS	\$63.32	Cleared
6093	Computer Check	9/21/2017	EXPRESS KIDS	\$360.00	Cleared
6094	Computer Check	9/21/2017	GARFIELD PARK (PETTY CASH)	\$49.41	Cleared
6095	Computer Check	9/21/2017	JP MORGAN CHASE BANK	\$1,646.21	Cleared
6096	Computer Check	9/21/2017	LAKESHORE LEARNING MATERIALS	\$232.15	Cleared
6097	Computer Check	9/21/2017	LAWRENCE (PETTY CASH)	\$28.76	Voided
6098	Computer Check	9/21/2017	MIRIAM GUIDERO	\$118.13	Outstanding
6099	Computer Check	9/21/2017	SUE KENNEDY	\$37.43	Cleared
6100	Computer Check	9/21/2017	TIFFANI N. CARTER	\$100.00	Outstanding
6101	Computer Check	9/22/2017	FREETOWN VILLAGE, INC.	\$175.00	Cleared
6102	Computer Check	9/28/2017	CLARISSA RHINEHART	\$125.00	Outstanding
6103	Computer Check	9/28/2017	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$2,373.75	Outstanding
6104	Computer Check	9/28/2017	CORNERSTONE BREAD CO., INC. DBA REFRESH	\$131.62	Outstanding
6105	Computer Check	9/28/2017	ECONOMIC CLUB OF INDIANA	\$600.00	Outstanding
6106	Computer Check	9/28/2017	EXPRESS KIDS	\$180.00	Outstanding
6107	Computer Check	9/28/2017	FALICIA BREWER, MA PRESIDENT	\$375.00	Outstanding
6108	Computer Check	9/28/2017	GAIL THOMAS STRONG	\$780.00	Outstanding
6109	Computer Check	9/28/2017	INDIANA ALCOHOL AND TOBACCO COMMISSI	\$50.00	Outstanding
6110	Computer Check	9/28/2017	JAPAN-AMERICA SOCIETY OF INDIANA	\$200.00	Outstanding
6111	Computer Check	9/28/2017	LAKESHORE LEARNING MATERIALS	\$342.70	Outstanding
6112	Computer Check	9/28/2017	METAMORPHOSIS CHANGE AGENTS	\$750.00	Outstanding
6113	Computer Check	9/28/2017	MYRENE BROWN	\$100.00	Outstanding
6114	Computer Check	9/29/2017	ANDERSON & BECK	\$500.00	Outstanding
6115	Computer Check	9/29/2017	CONTINENTAL BROADCAST GROUP, LLC	\$150.00	Outstanding
6116	Computer Check	9/29/2017	LSC PETTY CASH	\$43.14	Cleared

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
6117	Computer Check	9/29/2017	McKay Lodge Fine Arts Conservation Laborato	\$1,000.00	Outstanding
6118	Computer Check	9/29/2017	WAYNE E. WATSON	\$1,000.00	Outstanding
			<b>Total</b>	<u>\$49,491.60</u>	

**Summary by Transaction Type:**

Computer Check	\$21,057.10
EFT Check	\$28,434.50
<b>Total Payments</b>	<b>\$49,462.84</b>
<b>Total Voided Items</b>	<b>\$28.76</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY - OCTOBER 23, 2017 - PERSONNEL ACTIONS - RESOLUTION 41-2017**

**INTERNAL CHANGES:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	OLD JOB TITLE	OLD LOCATION	OLD HOURLY RATE	EFFECTIVE DATE
Maggie Ward	Public Services Librarian	College	\$18.73	Public Services Librarian	Warren	\$18.73	10/1/2017
Jackie Berry II	Library Assistant II	Wayne	\$12.33	Library Assistant II	Fountain Square	\$12.33	11/12/2017
Kamara Shonhai	Public Services Librarian	Warren	\$18.00	Public Services Associate II	Spades Park	\$16.29	11/12/2017

**SEPARATIONS:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	YEARS OF SERVICE	EFFECTIVE DATE
Douglas Saxon	Hourly Job Center Assistant	Warren	\$10.20	11 months	9/25/2017
Michelle Evans	Office Assistant	Central Services	\$14.95	37 years and 6 months	9/22/2017
JoEllen Kramer	Hourly Library Assistant II	Pike	\$12.65	15 years and 6 months	9/26/2017
Mikayla Kinley	Public Services Associate II	College	\$15.97	5 years and 2 months	10/27/2017
Joan Harvey	Public Services Associate II	Central	\$21.34	41 years and 3 months	10/1/2017

**INACTIVE:**

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE
Madison Woodward	Page	Wayne	\$9.91	9/17/2017
Sharon Baumgartner	Hourly Public Services Associate I	Southport	\$14.65	7/1/2017
Arriel Vinson	Page	Glendale	\$9.46	8/19/2017

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**TRAVEL AND TRAINING ACTION**  
RESOLUTION 41 - 2017

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

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

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Victoria Duncan	CMSA	1201	Indianapolis, IN	IM-DPLA	10	\$25.00				\$25.00
William Knauth	CMSA	1201	Indianapolis, IN	IM-DPLA	10	\$25.00		\$14.00		\$39.00
Kamara Shonhai	SPK	2018	Indianapolis, IN	Because kids count	10	\$175.00		\$50.00		\$225.00
Cheryl Wright	HR	1701	Denver, CO	ALA Midwinter	10	\$250.00	\$1,200.00	\$800.00	\$120.00	\$2,370.00
Carol Schlake	ARM	2015	Indianapolis, IN	Civic Leadership Summit	10	\$75.00				\$75.00
Adam Todd	LAW	2013	Indianapolis, IN	Civic Leadership Summit	10	\$75.00				\$75.00
										\$0.00
										\$0.00
										\$0.00
										\$0.00
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\$2,809.00

## INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES OCTOBER 10, 2017

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, October 10, 2017 at 4:10 p.m. pursuant to notice given.

### 1. Call To Order

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

### 2. Roll Call

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

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

### COMMITTEE REPORTS

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

#### Facilities Briefing Report for Scheduled November 2017 Board Action Item - Authorize Bidding of the Eagle Branch Project

- Mike Coghlan, Facilities Project Manager, stated that the Eagle Branch Project will be bid and completed utilizing appropriate Public Works statutes. The architect for the Project is Browning Day Mullins Dierdorf.
- Public Notices to prospective bidders will be advertised, the Project will be posted on the IndyPL website and IndyPL staff will utilize the City's Department of Minority and Women Business Development website to identify vendors capable of providing the required services.
- A subcontractor and material suppliers outreach meeting will be held at 4:30pm on November 30, 2017 in an effort to inform local construction related businesses about the Project and upcoming opportunities. The meeting will be held at the International Marketplace Coalition.
- The building and site construction budget is \$5,902,600, and will be funded by the Series 2017B Bond Fund (Fund 48).

#### Update on Current Projects

- Mike Coghlan reminded the Facilities Committee that the Michigan Road Branch Project groundbreaking festivities will start at 9:00am on Friday

November 3, 2017. Branch manager Denyce Malone and John Helling are planning the event.

- Mike also indicated there will be a short 5 minute presentation at the October Board Meeting by the architect and the lumber miller about the trees harvested from the site which are to be milled & incorporated into the Michigan Road Branch project.

#### **Update on the Fort Benjamin Harrison Branch RFQ for Architectural Design Services**

- Mike Coghlan reported that the Fort Benjamin Harrison Branch RFQ for Architectural Design Service has been issued and the Statement of Qualifications from prospective vendors is due on October 24, 2017.
- After evaluations are completed, the goal is to have a report and recommendation to the Facilities Committee in November with presentation of a Board Action Request to the full Board at the December 2017 meeting.

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

##### **4a. Board Action Request – Library Policy Revisions and New Policy Additions**

Board Action Request with attached policy revisions and new policies is brought to the committee. Katherine Lerg and Mike Maxwell address questions that were submitted by Dr. Jett regarding the revisions to the HR Policy Section that were presented as a Board Briefing Report at the September Board Meeting. Board Action Request with new policies and revisions to the HR Section as discussed are moved forward to the Board Meeting on October 23, 2017.

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

a. **Resolution – Eagle Facility Project Bond Resolution.** Ms. Dixon advised the Board that in 2014 a preliminary bond resolution had been passed to approve the Eagle Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds. H.J. Umbaugh & Associates will facilitate the sale of these bonds in early December 2017. Debt payments for these bonds have been included in the 2018 budget.

b. **Other Business** – Ms. Dixon noted that, since the last time the Library Board had met, the Library's 2018 budget had been approved unanimously by the City-County Council.

Ms. Dixon also noted that the Finance policy revisions discussed during the Diversity, Policy, and Human Resources committee ensure the Library's policy align with GFOA requirements.

## 6. Other Business

Ms. Crenshaw advised that Library staff is working to gather additional information to address the salary compression issue raised by Dr. Jett. A presentation on this matter should be ready for the Board soon.

Jackie Nytes, Chief Executive Officer, reminded the Board about the upcoming breakfast on October 19, 2017 for the Center for Black Literature and Culture at Central Library. Ms. Payne and Dr. Jett announced that they plan to attend.

Also, Ms. Crenshaw congratulated Ms. Payne on the speech she made at the Central Library 100<sup>th</sup> Anniversary Celebration last Saturday.

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

- a. **Regular Board Meeting** – Monday, October 23, 2017, at the Warren Branch Library, 9701 East 21<sup>st</sup> Street, at 6:30 p.m.
- b. **Library Board Committees Meeting** – November 14, 2017, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

## 8. Adjournment

Ms. Crenshaw declared the meeting adjourned at 5:50 p.m.





*You Are Invited!*

15b

The Indianapolis Public Library  
**Free Upcoming Events**

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

**October 25 from 10:30 - 11:30 a.m. – “Naturalization Ceremony.”** The entire community is invited to this inspirational event as individuals will take the Oath of Allegiance to become naturalized citizens of the United States. Held at Central Library in the Clowes Auditorium.

**October 28 at 2 p.m. – “Writing Workshop: From Idea to Publication.”** Learn the basics for having a work published, including the many resources and tools to help a writer succeed. This program will focus on how an author can build a platform to promote his or her own work. Call 317-275-4470 to register. Held at the Nora Branch.

**November 5 at 2 p.m. – “An Afternoon with Nicola Yoon.”** Join us for a special presentation by Nicola Yoon, bestselling young adult author of *Everything, Everything* and *The Sun Is Also a Star*, which was a Michael L. Printz Honor Book and National Book Award finalist. Book sales and autographing will take place after the program. Held at Central Library.

**November 6 from 6 - 7:30 p.m. – “Spirit and Place POWER Festival.”** As part of the 2017 Spirit and Place Festival, you’re invited to explore the topic, “The More You (F)Actually Know: Media Literacy and Why It Matters.” Noted media representatives will discuss the skills needed to navigate today’s media landscape to best leverage political power and news ethics in story selection. Held at Central Library.

**November 8 at 6:30 p.m. – “An Evening with Laura Numeroff.”** Popular children’s author Laura Numeroff will discuss her books and career. Her works include, *If You Give a Mouse a Cookie*, *Beatrice Doesn’t Want To* and *What Grandpas Do Best*. Book sales and autographing will follow the program. Held at Central Library.

**November 10 - 18 – “Indy Library Store Book Sale.”** Here’s your next chance to buy new and used books and other items at discount prices. Proceeds support programs and services through the Library Foundation. Friends of the Library Preview Night is Friday, November 10 from 5:30 - 7:30 p.m. The sale opens to the public on Saturday, November 11 from 10 a.m. - 4 p.m. and continues on Thursday, November 16 from noon - 7 p.m. Half-Price Day is Friday, November 17 from noon to 7 p.m. \$7 Bag Day is Saturday, November 18 from 10 a.m. - 4 p.m. Held at the Library Services Center.

**November 11 from 1 - 4 p.m. – “Celebrating Our Neighbors.”** Experience the culture of African countries, including Nigeria, West Africa and Haiti, along with music, dance, food, crafts and stories. Featured presenters will be Storytellers Drum, David Toluhi and representatives from the Immigrant Welcome Center. Held at the Eagle Branch.

**November 18 from 12 noon - 4 p.m. – “Fall Fest ‘17 featuring Robb Armstrong!”** You’re invited for an afternoon of inspiration and cultural entertainment during this program presented by the Library’s African-American History Committee. Featured speaker will be Robb Armstrong, cartoonist and creator of the *Jump Street* syndicated comic strip. The event also will feature the winners of the teen Slammin’ Rhymes Challenge and performances by various community organizations and individuals. Held at Central Library.

*We hope to see you at these exciting events!*