



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
September 23, 2019**

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

**Eagle Branch Library
3905 Moller Road
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 18th Day Of September, 2019**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Mary Agnes Hylton, Eagle Branch Manager, will provide an update on their services to the community. (enclosed)

4. **Public Comment and Communications**

a. **Public Comment**

The Public has been invited to the Board Meeting.

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

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

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

5. **Approval of Minutes**

a. **Executive Session, August 20, 2019** (enclosed)

b. **Regular Meeting, August 26, 2019** (enclosed)

COMMITTEE REPORTS

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

a. **Report of the Treasurer – August 2019** (enclosed)

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

a. **Briefing Report – Policy Revisions** (enclosed)

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

- a. **Briefing Report** – Brightwood Branch Project Update for August 2019 (enclosed)
- b. **Resolution 29 – 2019** (Approval to Award an Equipment Purchase Order for the Shelving and End Panels for the Brightwood Branch Project) (enclosed)
- c. **Briefing Report** – Wayne Branch Project Update for August 2019 (enclosed)
- d. **Resolution 30 – 2019** (Approval to Award a Construction Services Contract for the Wayne Branch Roof Replacement Project) (enclosed)
- e. **Briefing Report** – Lawrence Branch Project Update for August 2019 (enclosed)
- f. **Briefing Report** – West Perry Branch Project Update for August 2019 (enclosed)
- g. **Resolution 31 – 2019** (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for Construction Services for the West Perry Branch Project) (enclosed)
- h. **Resolution 32 – 2019** (Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project) (enclosed)

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

10. Report of the Chief Executive Officer

a. Public Services Update and Statistics

- 1) **Public Services Update – September 2019** – John Helling, Public Services Director, will provide the Update as follows:
 - a) **Community Scan-A-Thons Presentation** – Stephen Lane, Special Collections Librarian, Victoria Duncan, Digital Projects Coordinator and Bethany Allison, Public Service Librarian, will make the Presentation. (at meeting)
 - b) **Update on Census Efforts Presentation** – Melissa Wooton, Area Resource Manager-Adult Services, will make the Presentation. (at meeting)

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- c) **Collaboration with IUPUI to Provide Access to Health Information** – Mahasin Martinson of IUPUI will make the Presentation. (at meeting)
- b. **August Media Report** (enclosed)
- c. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (33 – 2019)**

Enclosed.

UNFINISHED BUSINESS

- 11. **2019 Library Board Retreat** – Will take place on November 15, 2019 in the afternoon. Additional details will be forthcoming.

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:

October, 2019 –

INFORMATION

14. Materials

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

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

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

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

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

18. Other Business

19. Adjournment



**Eagle Branch Library
Board Report
September 23, 2019**



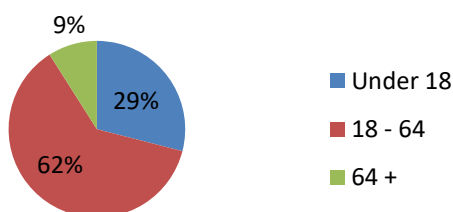
Who We Are:

- 3 Full Time Public Services Librarians:** *Darren Stewart, Sarah Woodruff, and Mary Agnes Hylton (Manager)*
- 2 Part Time Public Services Librarians:** *Debbie Overshiner, Tamara Buchanan*
- 1 Full Time Circulation Supervisor:** *LaShonda El*
- 1 Full Time Library Asst. III:** *Hope McKune*
- 4 Part Time Library Asst. IIs:** *S. Aleta Griffin, Annie English, Paulette Korobov and Cierra Smith*
- 4 Pages:** *Norma Black, Barbara Miller, Barbara Young, Christina Strong*
- 3 Volunteers:** *Collection Support-Mary Bell, Jack Leonard; Paws to Read—Lauren Nirschl*

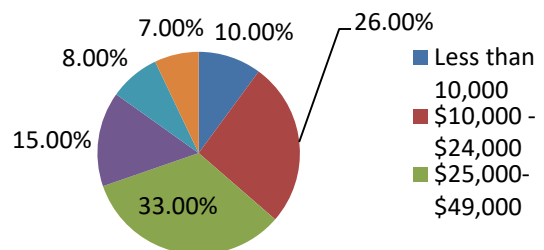
Who We Serve

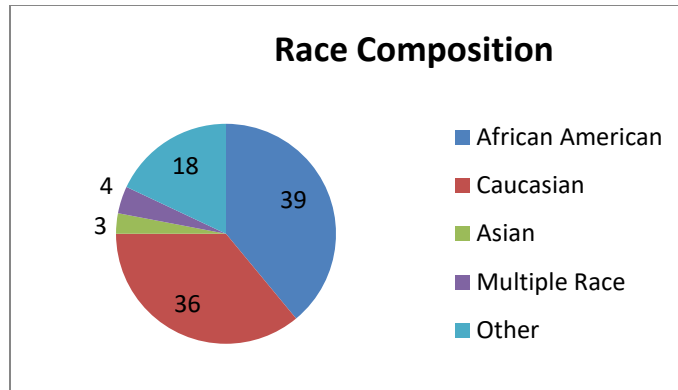
Total Base Population: 56,443
(SAVI, Aug 2018 report)

**Service Area Population
Distribution By Age**



Household Income Distribution





General Demographics

Hispanic Population

- **Hispanic – 28%; Non-Hispanic --72%**

Employment:

- **Employment Status: 90% Employed** (includes Armed Forces); **10% unemployed**; Blue Collar (56%); White Collar: (44%)
- **Educational Attainment: 32% of population has earned only a High School diploma. 22% with some college but no degree, 22% have an Associate Degree or Higher, 23 %-no High School Diploma (attribute part of decrease to Excel Center?)**

Housing: 35% of all occupied units are **owner** occupied; **50% are rental** occupied

Schools: 15 public and private schools—3 (1) secondary and 12 elementary-- includes IPS, Charter, Wayne Township & Catholic archdiocesan—may change again once revised service areas are drawn

Excel Center West: Adult Basic Education for High School Diploma attainment

How We Serve

2018 service summary:

- 107,789 visitors
- 101,657 items circulated
- 1,130 new borrowers
- 33,973 items in the collection
- 23 Computers: 20 Full-Service (1 hour sessions) & 3 Express (15-minute session)
- 44,684 Computer Uses
- 7,013 Reference Assists

Period Comparison: June-Aug 2018/ 2019 (data since new Eagle opened June 1st)

	6/19	6/18	% Change	7/19	7/18	% Change	8/19	8/18	% Change
1st Time CKO	15,717	10,309	52	14,005	10,127	39	9,920	8,082	23
New Borrowers	302	167	81	212	129	64	207	109	90

- **Early Childhood Literacy --Monthly story programs** provided at area daycares: *Excel Center West Drop-In Center, Little Scholars Academy, Kindercare, Splashes & Spills, Faith Daycare, Egleddale Head Start (newly opened) and Pike Plaza Head Start*
- **Pre-school programming -- Program Development** packaged (pre-planned) programs
- **Work One Job Center*** – provides Job search assistance twice weekly to those seeking employment – served **225 individuals in 2018**
- **Public Computers --24 public computers** --Eagle continues to serve those in our community who do *not* have home computers and/or cannot afford Internet access and/or the cost of printing. **Fax service** --very popular
- **Library as Lifeline:**. Society's expectations for connecting in our virtual world compel our patrons to visit the library for their connectivity needs. Patrons use our computers to: apply for jobs, check email, engage in social media, print pay stubs, file for unemployment, create and print resumes, complete online class assignments, check online bank statements, purchase items online, file taxes, etc. The free Wi-Fi service provided is also heavily used as evidenced by increased visibility of personal electronic devices.
- **Service to Older Adults:** Eagle continues to serve our older adult patrons in two key ways:
 - 1) **Monthly Library Services/Book talk programs** presented to two seniors groups (*The Golden Eagles and Crestwood Village West*)
 - 2) **Open Help Computer sessions -- monthly.** Patrons appreciate the one-on-one assistance where they can work at their own pace and have their individual needs met. Patrons leave satisfied. Although these sessions are open to all it's primarily older patrons who take advantage of the help. Questions range from basic PC assistance to downloading e-books on a device, learning how to download an app to their smart phone or tablet, etc. Sometimes we learn together!

Community Partners : Eagle Library works with a variety of community organizations and schools throughout the year including:

- **Egledale Neighborhood Association**
- **Eskenazi Health –West 38th Street – Information Tables and Health Fair**
- **IMPD Northwest District** – monthly **Task Force** meetings; **Read with the Chief** Summer read aloud program featuring **District Commander, Lorenzo Lewis,, and the annual IMPD Northwest District Community Day. A Hispanic Community Day in 2017.**
- **The International Marketplace Coalition** – **beautiful artwork on display in the library** on loan from them; seek increased partnership with them. **New Food Guide** being published—will include an **ad (at no cost to Library) for the new Eagle Library!** Get your copy fast because they are very popular in this part of town.
- **IPS Newcomer Program**
- **C.A.U.S.E. Council at IPS School 109 (Jonathan Jennings)**
 - **Shalom Health Care Center** – Eagle has a presence at their **Annual Back to School and Health Fair** and we continue to work to identify new ways to partner together.

Summary:

Library service in the Egledale area on the northwest side of Indianapolis began in the **1950s** with visits from the bookmobile. In **1960**, after residents of the community petitioned for a permanent branch library, the first facility was opened in a storefront in the Safeway Shopping Center (now Egledale Plaza) at 30th and Lafayette Road. The previous facility at 3325 Lowry Road, was opened to the public on March 16, **1970** with 12,000 square feet of space.

One word can describe 2019 would be bittersweet. Emotions ranging from sadness of those in the neighborhood feeling left behind when Eagle’s Lowry Road location closed its doors on April 27th to joy for all those who lived closer to the new facility and couldn’t wait for it to open. On June 1st, 2019, the doors of the new library, located at **3905 Moller Road**, opened at last. The new facility **offers 20,100 square feet. of space, a collection** capacity of **50,000** and other amenities including: **24 public PCs, four study rooms, a collaborative work station, new Teen space and a Call-a-Story in the shape of a globe** signifying the rich, global diversity in the area.

Comparisons of service figures from June through August, 2018, with those of same period in 2019, reflect sizable monthly increases in the number of **visitors, materials circulated, and new borrowers.** The Eagle Branch re-location was part of the Library’s Strategic Plan with the goal of providing a larger, updated facility and to increase its visibility and accessibility. Based on statistics the goal has been achieved. We look forward to functioning as **the** Community Connection for long-time residents and newcomers—as we strive to connect them to vital resources that will enhance their quality of life within the community.

Respectfully submitted,
Mary Agnes Hylton,
Branch Manager
Eagle Branch Library

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE EXECUTIVE SESSION
AUGUST 20, 2019

The Diversity, Policy and Human Resources Committee of the Indianapolis-Marion County Public Library Board met in Executive Session at Crispus Attucks High School, 1140 Dr. Martin Luther King, Jr. Street, Indianapolis, IN on August 20, 2019 at 11:45 a.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Rev. Robinson presided as Chair of the Committee.

2. Roll Call

Members present: Ms. Payne, Rev. Robinson and Judge Salinas.

3. Discussion

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

4. Adjournment

Rev. Robinson announced that there was no further business to come before the Committee and he declared the Executive Session adjourned at 12:45 p.m.

Rev. T. D. Robinson, Chair
Diversity, Policy and Human Resources Committee

CERTIFICATION

I, Patricia A. Payne, Member of the Diversity, Policy and Human Resources Committee, of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

Patricia A. Payne, Member
Diversity, Policy and Human Resources Committee



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

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

1. Call To Order

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

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

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

2. Roll Call

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

Members absent: None.

3. Branch Manager's Report

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

A round of applause occurred at this time.

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

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

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

4. Public Comment and Communications

a. Public Comment

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

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

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

a. Regular Meeting, July 22, 2019

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

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – July 2019

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

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

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

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

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

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

Motion carried.

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

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

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

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

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

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

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

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

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

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

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

Motion carried.

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

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

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

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

Motion carried.

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

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

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

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

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

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

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

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

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

Ms. Smith discussed the Wayne Branch Project.

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

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

The Briefing Report for the Lawrence Branch Update was reviewed.

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

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

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

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

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

Motion carried.

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

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

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

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

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

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

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

Motion carried.

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

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

9. Library Foundation Update

August 2019 Library Foundation Update

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

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

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

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

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

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

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

Children's Programs

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

Cultural Programs

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

Collections/IT

Little Library in the Lobby (Garfield Park)

Lifelong Learning

Code Café (Central)
 Job Centers

Capital Projects

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

10. Report Of The Chief Executive Officer

a. Public Services Update and Statistics

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

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

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

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

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

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

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

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

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

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

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

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

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

b. July Media Report

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

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

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

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

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

c. **Confirming Resolutions:**

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

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

Motion carried.

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

UNFINISHED BUSINESS

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

NEW BUSINESS

12. None.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

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

INFORMATION

14. **Materials**

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

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

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

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, September 23, 2019, at the Eagle Branch Library, 3905 Moller Road, at 6:30 p.m.

18. Other Business

None.

19. Adjournment

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

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

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

Dr. Terri Jett, Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for August 2019
Prepared by Accounting for September 23, 2019 Board Meeting

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

Revenue		Annual			% Budget Received
		2019 Revised Budget	Actual MTD 8/31/2019	Actual YTD 8/31/2019	
Property Taxes	31	34,903,913	-	18,685,724	54%
Intergovernmental	33	7,723,633	402,721	4,725,193	61%
Fines & Fees	35	788,340	49,092	462,742	59%
Charges for Services	34	536,140	52,279	485,612	91%
Miscellaneous	36	682,163	54,001	1,208,175	177%
Total		44,634,189	558,093	25,567,446	57%

Expenditures		Annual			% Budget Spent
		2019 Revised Budget	Actual MTD 8/31/2019	Actual YTD 8/31/2019	
Personal Services & Benefits	41	27,006,948	1,913,573	16,542,157	61%
Supplies	42	1,538,371	38,578	528,064	34%
Other Services and Charges	43	15,469,172	1,093,470	9,223,231	60%
Capital Outlay	44	5,260,467	334,992	2,986,698	57%
Total		49,274,958	3,380,613	29,280,150	59%

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	42,109,199	42,109,199	-	18,685,724	-	23,423,475
311300 PROPERTY TAX CAPS	(7,205,286)	(7,205,286)	-	-	-	(7,205,286)
TAXES Total	34,903,913	34,903,913	-	18,685,724	-	16,218,189
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	240,000	240,000	63,228	303,834	-	(63,834)
335100 FINANCIAL INSTITUTION TAX REV	268,077	268,077	-	133,088	-	134,989
335200 LICENSE EXCISE TAX REVENUE	2,854,816	2,854,816	-	1,325,426	-	1,529,390
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	2,641,234	-	1,213,350
335500 COUNTY OPTION INCOME TAX	216,474	216,474	18,277	159,985	-	56,489
335700 COMMERCIAL VEHICLE TAX REVENUE	264,311	264,311	-	149,123	-	115,188
339000 IN LIEU OF PROP. TAX	25,371	25,371	-	12,502	-	12,869
INTERGOVERNMENTAL Total	7,723,633	7,723,633	402,721	4,725,193	-	2,998,440
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	116	1,397	-	(1,397)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	32,626	248,430	-	26,570
347602 FAX TRANSMISSION REVENUE	32,000	32,000	6,632	48,309	-	(16,309)
347603 PROCTORING EXAMS	3,500	3,500	310	3,140	-	360
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	83,509	-	(509)
347605 USAGE FEE REVENUE	14,000	14,000	1,564	7,934	-	6,066
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	2,700	12,225	-	(225)
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	2,730	9,550	-	5,450
347608 SECURITY SERVICES REVENUE	18,000	18,000	2,250	14,433	-	3,567
347609 EVENT SECURITY	-	-	1,200	5,634	-	(5,634)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	661	13,661	-	(7,661)
347621 CATERING REVENUE	75,000	75,000	1,490	37,389	-	37,611
CHARGES FOR SERVICES Total	536,140	536,140	52,279	485,612	-	50,528
FINES						
351200 FINES	761,840	761,840	47,645	451,921	-	309,919
351201 OTHER CARD REVENUE	12,000	12,000	130	991	-	11,009
351202 HEADSET REVENUE	6,000	6,000	650	4,728	-	1,272
351203 USB REVENUE	6,000	6,000	491	3,684	-	2,316
351204 LIBRARY TOTES	2,500	2,500	176	1,419	-	1,081
FINES Total	788,340	788,340	49,092	462,742	-	325,598
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	267	2,322	-	3,678
360001 REVENUE ADJUSTMENT	-	-	449	51	-	(51)
361000 INTEREST INCOME	46,163	46,163	33,422	167,032	-	(120,869)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	16,687	110,917	-	14,083
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	540	30,699	-	41,801
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	1,900	13,160	-	(13,160)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	436	1,551	-	949
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	477,163	477,163	53,701	550,733	-	(73,570)
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	3,787	-	1,213
396000 REFUNDS	5,000	5,000	-	21,377	-	(16,377)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	300	224,703	-	(49,703)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	407,576	-	(387,576)
OTHER FINANCING SRCS Total	205,000	205,000	300	657,442	-	(452,442)
REVENUE Total	44,634,189	44,634,189	558,093	25,567,446	-	19,066,743
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,611,566	16,608,370	1,179,598	10,202,854	413	6,405,103
412000 SALARIES HOURLY STAFF	1,806,308	1,809,504	154,402	1,223,238	-	586,266
413000 WELLNESS	35,000	35,000	1,358	26,656	-	8,344
413001 LONG TERM DISABILITY INSURANCE	43,000	43,000	3,908	30,704	-	12,296
413002 EMPLOYEE ASSISTANCE PROGRAM	22,571	22,571	3,200	12,800	6,400	3,371
413003 TUITION ASSISTANCE	25,000	25,000	-	7,731	-	17,269
413004 SALARY ADJUSTMENT	90,000	90,000	-	-	-	90,000
413100 FICA AND MEDICARE	1,415,852	1,415,852	97,267	829,482	-	586,370
413300 PERF/INPRS	2,376,651	2,376,651	166,619	1,440,409	-	936,242
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	-	-	-	9,000
413500 MEDICAL & DENTAL INSURANCE	4,387,000	4,534,000	304,134	2,744,135	4,855	1,785,010
413600 GROUP LIFE INSURANCE	38,000	38,000	3,086	24,148	-	13,852
PERSONAL SERVICES Total	26,859,948	27,006,948	1,913,573	16,542,157	11,668	10,453,124
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	640,249	666,572	10,187	99,842	20,313	546,416
421600 LIBRARY SUPPLIES	210,000	229,507	8,701	58,531	3,028	167,948

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
421700 DEPARTMENT OFFICE SUPPLIES	248,600	297,171	12,958	232,152	26,413	38,606
422210 GASOLINE	40,000	40,502	2,433	17,859	7,727	14,917
422250 UNIFORMS	8,000	11,188	121	3,839	-	7,350
422310 CLEANING & SANITATION	165,000	168,724	4,178	59,135	12,537	97,052
429001 NON CAPITAL FURNITURE & EQUIP	68,000	124,706	-	56,706	-	68,000
SUPPLIES Total	1,379,849	1,538,371	38,578	528,064	70,018	940,289
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	267,028	9,393	115,097	-	151,931
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	216,450	415,527	42,363	208,403	154,014	53,110
432100 FREIGHT & EXPRESS	5,500	5,860	244	4,286	1,366	208
432200 POSTAGE	69,650	69,614	39	12,010	1,061	56,543
432300 TRAVEL	37,830	37,830	1,225	10,190	-	27,640
432400 DATA COMMUNICATIONS	290,300	290,300	21,691	196,044	-	94,256
432401 CELLULAR PHONE	13,550	13,550	887	7,691	-	5,859
432500 CONFERENCES	105,115	103,115	10,367	51,958	-	51,157
432501 IN HOUSE CONFERENCE	62,000	65,600	(5,769)	30,951	5,183	29,466
433100 OUTSIDE PRINTING	226,500	229,775	17,236	140,415	13,781	75,580
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	303	722	-	828
434100 WORKER'S COMPENSATION	159,826	156,826	17,633	63,935	17,633	75,258
434200 PACKAGE	241,688	164,688	740	93,894	-	70,794
434201 EXCESS LIABILITY	10,351	85,351	39,607	43,331	39,607	2,414
434202 AUTOMOBILE	19,594	19,594	4,628	13,927	4,628	1,039
434500 OFFICIAL BONDS	1,000	1,000	-	975	-	25
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,259	-	741
434502 BROKERAGE FEE	17,000	19,000	5,000	13,500	5,000	500
435100 ELECTRICITY	1,067,500	1,137,917	79,729	566,514	545,902	25,500
435200 NATURAL GAS	118,450	143,476	2,347	70,618	64,938	7,921
435300 HEAT/STEAM	382,200	415,923	15,015	189,438	226,284	200
435400 WATER	75,000	79,901	6,119	43,822	35,933	145
435401 COOLING/CHILLED WATER	525,000	537,538	68,934	298,818	226,182	12,538
435500 STORMWATER	23,800	23,800	-	10,257	11,656	1,888
435900 SEWAGE	85,200	92,680	9,862	63,140	29,068	472
436100 REP & MAINT-STRUCTURE	1,484,600	1,996,061	97,142	1,350,326	483,066	162,669
436110 CLEANING SERVICES	1,079,239	1,150,971	115,342	633,021	375,073	142,877
436200 REP & MAINT-EQUIPMENT	185,360	198,222	43,035	72,899	33,957	91,365
436201 REP & MAINT-HEATING & AIR	900,950	461,139	7,736	216,887	195,854	48,398
436202 REP & MAINT -AUTO	65,000	66,139	1,255	19,025	5,484	41,630
436203 REP & MAINT-COMPUTERS	463,100	348,600	14,445	243,642	18,902	86,056
437200 EQUIPMENT RENTAL	87,829	87,829	4,699	47,527	14,098	26,203
437300 REAL ESTATE RENTAL	470,271	486,354	35,350	307,629	-	178,725
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	75,000	81,530	7,854	63,872	16,549	1,109
439601 SNOW REMOVAL	370,000	402,535	-	319,798	9,662	73,075
439602 LAWN & LANDSCAPING	319,271	345,940	31,444	161,072	76,944	107,923
439800 DUES & MEMBERSHIPS	57,400	60,725	100	51,549	625	8,551
439901 COMPUTER SERVICES	204,790	336,702	2,598	290,433	2,208	44,061
439902 PAYROLL SERVICES	170,000	145,000	7,997	86,428	-	58,572
439903 SECURITY SERVICES	964,721	1,082,502	59,530	612,693	400,602	69,207
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	4,758	32,824	-	32,176
439905 OTHER CONTRACTUAL SERVICES	707,915	794,552	32,411	450,954	196,721	146,877
439906 RECRUITMENT EXPENSES	24,500	12,500	2,109	9,981	-	2,519
439907 EVENTS & PR	34,200	37,640	3,397	18,663	4,384	14,593
439910 PROGRAMMING	75,500	75,500	(2,025)	40,706	18,438	16,356
439911 PROGRAMMING-JUV.	145,000	148,000	7,093	100,242	11,362	36,396
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	(125)	12,019	1,000	11,981
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	160	-	4,840
439930 MATERIALS CONTRACTUAL	2,000,000	2,002,289	269,734	1,205,504	-	796,785
439931 E-BOOKS	-	-	-	-	-	-
439932 E-AUDIO	-	-	-	-	-	-
439934 DATABASES	-	-	-	-	-	-
451100 AUDIT FEES	15,000	15,000	-	15,179	-	(179)
452002 TRANSFERS IN/OUT	-	590,000	-	590,000	-	-
459000 REFUNDS	-	5,000	-	5,000	-	-
OTHER SERVICES AND CHARGES Total	14,034,700	15,469,172	1,093,470	9,223,231	3,247,164	2,998,776
CAPITAL						
443500 BUILDING	-	676,396	-	676,396	-	-
445100 CAPITAL - FURNITURE	20,000	20,000	-	-	8,658	11,342
445200 VEHICLES	80,000	107,718	-	27,718	-	80,000
445300 CAPITAL - EQUIPMENT	55,000	75,740	-	20,740	-	55,000
445301 COMPUTER EQUIPMENT	240,000	532,568	-	292,618	-	239,950
449000 BOOKS & MATERIALS	3,550,000	3,694,853	335,002	1,923,193	-	1,771,660
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449003 CD'S	-	-	-	-	-	-
449004 DVD'S	-	-	-	-	-	-
449100 UNPROCESSED PAPERBACK BOOKS	137,000	153,192	(10)	46,034	95,667	11,492

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
CAPITAL Total	4,082,000	5,260,467	334,992	2,986,698	104,325	2,169,445
EXPENSE Total	46,356,497	49,274,958	3,380,613	29,280,150	3,433,175	16,561,634

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance	
Beginning Balance	\$ 22,972,161	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,122,252	\$ 13,806,454	\$ 14,262,913	\$ 22,972,161	\$ 22,972,161		
Receipts:																
Property Tax	-	-	-	1,300,000	6,257,000	11,128,724	-	-	-	1,400,000	4,900,000	9,918,189	34,903,913	34,903,913	-	
Excise Tax	-	-	-	-	-	1,325,426	-	-	-	-	-	1,427,408	2,752,834	2,854,816	(101,982)	
Financial Institution Tax	-	-	-	-	-	133,088	-	-	-	-	-	134,039	267,127	268,077	(950)	
Commercial Vehicle Tax	-	-	-	-	-	149,123	-	-	-	-	-	132,156	281,279	264,311	16,968	
In-Lieu-of Taxes	-	-	-	-	-	12,502	-	-	-	-	-	12,686	25,188	25,371	(183)	
Local Option Income Tax (LOIT)	321,215	321,215	392,727	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	249,704	3,854,584	3,854,584	-	
County Option Income Tax (COIT)	18,277	18,277	22,096	18,277	18,277	28,228	18,277	18,277	18,277	18,277	18,277	14,458	229,274	216,474	12,800	
Fines	72,730	56,115	62,072	53,368	48,800	55,524	55,667	47,645	62,647	62,647	62,647	62,644	702,504	761,840	(59,336)	
Photocopier	113	201	132	223	214	161	238	116	-	-	-	-	1,397	-	1,397	
Printers	24,533	32,843	34,585	34,752	28,578	29,000	31,513	32,626	22,917	22,917	22,917	21,301	338,480	275,000	63,480	
Fax Transmissions	5,041	5,118	6,945	6,649	5,876	5,594	6,454	6,632	2,452	2,452	2,452	2,443	58,107	32,000	26,107	
Headsets	618	583	606	583	468	596	624	650	490	490	490	482	6,680	6,000	680	
USB	449	407	500	463	434	455	486	491	500	500	500	500	551	5,735	6,000	(265)
PLAC Dist.	-	-	-	-	83,509	-	-	-	-	-	-	-	83,509	83,000	509	
Interest income	10,323	11,226	10,960	8,774	15,964	28,772	47,591	33,422	3,259	3,259	3,259	3,251	180,060	46,163	133,897	
Library totes	153	142	196	175	108	279	191	176	212	212	212	227	2,282	2,500	(218)	
Other Card Revenue	136	263	134	130	65	131	2	130	1,078	1,078	1,078	1,084	5,309	12,000	(6,691)	
Miscellaneous	104	302	486	124	177	1,635	(1,170)	716	536	536	536	536	4,518	6,000	(1,482)	
Proctoring Exams	160	225	280	275	505	500	885	310	304	304	304	304	4,355	3,500	855	
Facility Rental	46,445	13,210	30,179	26,531	29,172	17,014	13,545	30,006	22,300	22,300	12,300	22,195	285,198	261,640	23,558	
Catering Commission	8,082	2,631	2,999	977	601	13,494	7,115	1,490	9,769	14,769	16,769	5,768	84,464	75,000	9,464	
Café Revenue	8,506	1,416	-	-	921	1,517	640	661	500	500	500	500	15,661	6,000	9,661	
Reimbursement for Services	-	22,962	25,992	30,132	73,561	53,114	18,642	300	11,500	-	-	48,500	284,703	175,000	109,703	
Insurance Reimbursement	-	-	-	407,576	-	-	-	-	-	-	-	-	407,576	20,000	387,576	
Refunds	-	18,634	-	-	-	2,743	-	-	454	454	454	463	23,201	5,000	18,201	
Erate Revenue	30,287	13,803	33,689	12,971	123,408	13,494	12,954	63,228	20,000	20,000	19,713	-	363,547	240,000	123,547	
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-	
Sale of surplus property	-	-	-	-	-	-	3,787	-	2,000	-	2,000	-	7,787	5,000	2,787	
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Receipts	547,171	519,572	624,578	2,223,194	7,008,852	13,322,329	763,657	558,093	500,409	1,891,909	5,385,622	12,058,886	45,404,270	44,634,189	770,083	
Expenditures:																
Personal Services & Benefits	1,959,606	2,221,696	1,927,031	1,916,883	2,699,071	1,948,964	1,955,332	1,913,573	2,062,282	1,968,234	2,925,682	1,970,039	25,468,394	27,009,948	1,541,554	
Supplies	105,846	74,369	34,466	49,784	91,369	62,732	70,920	38,578	193,369	191,804	184,810	129,812	1,227,859	1,618,039	390,180	
Other Services and Charges	1,204,425	1,700,287	1,203,809	975,930	987,943	956,647	1,100,720	1,093,470	1,145,769	1,483,023	1,255,996	1,405,650	14,513,669	15,723,079	1,209,410	
Library Materials Capital Outlay	328,521	277,065	682,072	353,658	458,060	173,264	379,066	334,992	348,971	564,645	562,674	481,784	4,944,772	5,271,539	326,767	
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Expenditures	3,598,399	4,273,416	3,847,379	3,296,256	4,236,443	3,141,606	3,506,039	3,380,613	3,750,391	4,207,707	4,929,163	3,987,284	46,154,694	49,622,605	3,467,911	
Change in Payables/Petty Cash/Correction*	(201)	1,698	195,005	(164,006)	28,387	(4,417)	102,433	(46,122)	-	-	-	-	-	-	-	
Ending Balance	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,122,252	\$ 13,806,454	\$ 14,262,913	\$ 22,334,515	\$ 22,221,738	\$ 17,983,745		



Receipts and Disbursements - August 2019

FUND	CASH AND INVESTMENTS 7/31/19	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 8/31/19
101 Total Operating	22,240,877	558,093	3,426,735	19,372,234
104 Total Fines	79	94,136	94,210	6
226 Total Parking Garage	707,701	16,143	8,067	715,777
230 Total Grant	792,991	53,305	166,360	679,935
245 Total Rainy Day	5,374,793	8,115	6,532	5,376,376
270 Total Shared System	316,073	1,764	5,199	312,638
301 Total BIRF 1	3,285,134	3,192	-	3,288,326
321 Total BIRF 2	460,328	370	-	460,698
471 Total Library Improvement Reserve Fund	2,710,594	3,657	-	2,714,251
472 Total Construction	19,353	-	-	19,353
475 Total 2015 Bond RFID Books & Materials	311,393	-	-	311,393
476 Total 2016 Bond - Michigan Rd	476,819	489	16,963	460,345
477 Total 2017A Bond - Brightwood	4,548,833	6,980	452,384	4,103,428
478 Total 2017B Bond - Eagle	1,508,219	1,159	71,666	1,437,711
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	3,499,388	5,023	130,128	3,374,282
480 Total 2018 BBond - West Perry Branch	9,281,063	17,092	439,125	8,859,031
800 Total Gift	1,004,809	27,410	109,629	922,590
806 Total Payroll Liabilities (1)	70,722	102,809	105,952	67,579
812 Total Foundation Agency Fund	1,594	681	-	2,274
813 Total Staff Association Agency Fund	27	-	-	27
814 Total Sales Tax Agency Fund	959	1,740	959	1,739
815 Total PLAC Card Revenue Agency Fund	9,900	3,770	-	13,670
Grand Total	56,621,646	905,928	5,033,911	52,493,663

(1) Beginning 806 Total Payroll Liabilities balance corrected.

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance August 31, 2019	Interest Earned August 31, 2019		Balance July 31, 2019	Interest Earned July 31, 2019
Operating Fund	\$ 1,557,673	\$ 2,065	Operating Fund	\$ 4,555,608	\$ 2,599
Library Improvement Reserve Fd	\$ -	\$ 0	Library Improvement Reserve Fd	\$ -	\$ 0
Shared System Fund	\$ 1	\$ 1	Shared System Fund	\$ 1,529	\$ 1
Grant Fund	\$ 392,378	\$ 220	Grant Fund	\$ 392,158	\$ 270
Parking Garage	\$ 407,929	\$ 229	Parking Garage	\$ 407,700	\$ 280
Bond & Interest Redemption Fd	\$ 1,671,672	\$ 936	Bond & Interest Redemption Fd	\$ 1,670,736	\$ 920
Bond & Interest Redemption Fd 2	\$ 360,386	\$ 202	Bond & Interest Redemption Fd 2	\$ 360,184	\$ 184
Rainy Day Fund	\$ 602,991	\$ 338	Rainy Day Fund	\$ 602,653	\$ 414
Total Chase Savings Account	\$ 4,993,029	\$ 3,990	Total Chase Savings Account	\$ 7,990,568	\$ 4,668
<i>The average savings account rate for August was 0.66%</i>			<i>The average savings account rate for July was 0.81%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance August 31, 2019	Interest Earned August 31, 2019		Balance July 31, 2019	Interest Earned July 31, 2019
Operating Fund	\$ 18,531	\$ 31	Operating Fund	\$ 18,500	\$ 32
Library Improvement Reserve Fd	\$ 2,191,853	\$ 3,657	Library Improvement Reserve Fd	\$ 2,188,196	\$ 3,809
Shared System Fund	\$ 316,821	\$ 529	Shared System Fund	\$ 316,292	\$ 551
Gift Fund	\$ 528,035	\$ 881	Gift Fund	\$ 527,154	\$ 918
Parking Garage	\$ 59,353	\$ 99	Parking Garage	\$ 59,254	\$ 186
Rainy Day Fund	\$ 4,460,955	\$ 7,443	Rainy Day Fund	\$ 4,453,513	\$ 7,752
Bond & Interest Redemption Fd	\$ 593	\$ 1	Bond & Interest Redemption Fd	\$ 592	\$ 592
Total Fifth Third Bank	\$ 7,576,142	\$ 12,640	Total Fifth Third Bank	\$ 7,563,502	\$ 13,839
<i>The average investment account rate for August was 2.00%</i>			<i>The average investment account rate for July was 2.04%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance August 31, 2019	Interest Earned August 31, 2019		Balance July 31, 2019	Interest Earned July 31, 2019
Construction Fund	\$ -	\$ -	Construction Fund	\$ -	\$ -
Operating Fund	\$ 1,581,483	\$ 2,996	Operating Fund	\$ 1,578,486	\$ 3,238
Rainy Day Fund	\$ 176,816	\$ 335	Rainy Day Fund	\$ 176,481	\$ 362
2017A Brightwood Project Fund	\$ 2,655,217	\$ 5,031	2017A Brightwood Project Fund	\$ 2,650,186	\$ 5,436
2018B West Perry Project Fund	\$ 3,047,803	\$ 5,775	2018B West Perry Project Fund	\$ 3,042,028	\$ 6,240
2018A Multi-Project Fund	\$ 2,909,206	\$ 5,023	2018A Multi-Project Fund	\$ 904,183	\$ 1,855
Total Hoosier Fund Account	\$ 10,370,523	\$ 19,160	Total Hoosier Fund Account	\$ 8,351,363	\$ 17,130
<i>The average Hoosier Fund account rate for August was 2.23%</i>			<i>The average Hoosier Fund account rate for July was 2.42%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance August 31, 2019	Interest Earned August 31, 2019		Balance July 31, 2019	Interest Earned July 31, 2019
Operating Fund	\$ 15,256,756	\$ 28,330	Operating Fund	\$ 15,228,426	\$ 29,895
2015 RFID Project Fund	\$ 250,000	\$ -	2015 RFID Project Fund	\$ 250,000	\$ -
2016 Michigan Road Project Fund	\$ 263,580	\$ 489	2016 Michigan Road Project Fund	\$ 263,091	\$ 516
2017A Brightwood Project Fund	\$ 1,049,461	\$ 1,949	2017A Brightwood Project Fund	\$ 1,047,512	\$ 3,956
2017B Eagle Project Fund	\$ 623,999	\$ 1,159	2017B Eagle Project Fund	\$ 622,840	\$ 2,173
2018B West Perry Project Fund	\$ 6,095,097	\$ 11,318	2018B West Perry Project Fund	\$ 6,083,780	\$ 11,943
Bond & Interest Redemption Fd 2	\$ 90,740	\$ 168	Bond & Interest Redemption Fd 2	\$ 90,572	\$ 178
Bond & Interest Redemption Fd	\$ 964,291	\$ 2,255	Bond & Interest Redemption Fd	\$ 962,036	\$ 2,379
Total TrustIndiana Account	\$ 24,593,924	\$ 45,667	Total TrustIndiana Account	\$ 24,548,257	\$ 51,040
<i>The average TrustIndiana account rate for August was 2.19%</i>			<i>The average TrustIndiana account rate for July was 2.31%</i>		

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	12,727,045	12,727,045	-	6,837,488	-	5,889,557
311300 PROPERTY TAX CAPS	-	-	-	-	-	-
Property Taxes Total	12,727,045	12,727,045	-	6,837,488	-	5,889,557
Intergovernmental						
335100 FINANCIAL INSTITUTION T	70,827	70,827	-	37,255	-	33,572
335200 LICENSE EXCISE TAX REVE	781,741	781,741	-	367,857	-	413,885
335700 COMMERCIAL VEHICLE TAX	57,895	57,895	-	34,787	-	23,108
339000 IN LIEU OF PROP. TAX	6,640	6,640	-	3,629	-	3,011
Intergovernmental Total	917,103	917,103	-	443,527	-	473,576
Miscellaneous						
361000 INTEREST INCOME	-	-	3,192	30,231	-	(30,231)
391000 TRANSFER IN	-	-	-	-	-	-
396000 REFUNDS	-	-	-	-	-	-
Miscellaneous Total	-	-	3,192	30,231	-	(30,231)
REVENUES Total	13,644,148	13,644,148	3,192	7,311,246	-	6,332,902
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	4,750	4,750	-	2,250	-	2,500
438100 PRINCIPAL	10,525,000	10,525,000	-	7,585,000	-	2,940,000
438200 INTEREST	1,408,624	1,408,624	-	1,021,736	-	386,888
438500 LEASE PAYMENTS	-	-	-	-	-	-
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
Other Services and Charges Total	11,938,374	11,938,374	-	8,608,986	-	3,329,388
EXPENSES Total	11,938,374	11,938,374	-	8,608,986	-	3,329,388

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

	Original Budaet	Revised Budaet	MTD	YTD	P.O.	Available Budaet
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	24,306	24,306	8,115	63,214	-	(38,908)
MISCELLANEOUS Total	24,306	24,306	8,115	63,214	-	(38,908)
REVENUE Total	24,306	24,306	8,115	63,214	-	(38,908)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	18,194	619	15,152	-	3,043
431200 ENGINEERING &	795,000	955,665	36,055	155,373	276,679	523,613
431500 CONSULTING SERVICES	-	-	-	-	3,000	(3,000)
452002 TRANSFERS IN/OUT	-	-	(30,142)	(30,142)	-	30,142
OTHER SERVICES AND CHARGES Total	800,000	973,859	6,532	140,383	279,679	553,798
CAPITAL						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	760,000	760,000	-	-	-	760,000
CAPITAL Total	1,260,000	1,260,000	-	-	-	1,260,000
EXPENSE Total	2,060,000	2,233,859	6,532	140,383	279,679	1,813,798

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	14,582	14,582	3,657	28,233	-	(13,651)
MISCELLANEOUS Total	14,582	14,582	3,657	28,233	-	(13,651)
OTHER FINANCING SRCS						
391000 TRANSFER IN	590,000	590,000	-	590,000	-	-
OTHER FINANCING SRCS Total	590,000	590,000	-	590,000	-	-
REVENUE Total	604,582	604,582	3,657	618,233	-	(13,651)
EXPENSE						
OTHER SERVICES AND CHARGES						
431200 ENGINEERING & ARCHITECTURAL	-	4,000	-	-	4,000	-
431500 CONSULTING SERVICES	-	4,418	-	4,414	-	3
436100 REP & MAINT-STRUCTURE	600,000	696,800	-	96,800	62,780	537,220
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	600,000	705,218	-	101,214	66,780	537,223
CAPITAL						
444501 COMPUTER SOFTWARE	-	272,772	-	9,613	259,563	3,596
445300 CAPITAL - EQUIPMENT	-	54,083	-	54,083	-	-
CAPITAL Total	-	326,855	-	63,696	259,563	3,596
EXPENSE Total	600,000	1,032,072	-	164,910	326,343	540,820

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	180,000	180,000	14,316	111,867	-	68,133
347611 EVENTS PARKING	12,000	12,000	1,500	7,560	-	4,440
CHARGES FOR SERVICES Total	192,000	192,000	15,816	119,427	-	72,573
MISCELLANEOUS						
360001 REVENUE ADJUSTMENT	-	-	-	2	-	(2)
361000 INTEREST INCOME	5,000	5,000	328	4,330	-	670
MISCELLANEOUS Total	5,000	5,000	328	4,332	-	668
REVENUE Total	197,000	197,000	16,143	123,759	-	73,241
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	-	847	-	1,653
421500 OFFICE SUPPLIES - FAC/PURCH	4,000	5,000	-	4,934	-	66
422310 CLEANING & SANITATION	100	100	80	80	-	20
SUPPLIES Total	6,600	7,600	80	5,861	-	1,739
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,750	1,750	-	383	-	1,368
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	8,000	-	4,000
432200 POSTAGE	1,000	-	-	-	-	-
432400 DATA COMMUNICATIONS	4,320	4,320	346	2,848	-	1,472
434201 EXCESS LIABILITY	5,280	5,280	440	3,520	-	1,760
436100 REP & MAINT-STRUCTURE	10,000	40,818	-	10,360	818	29,640
436110 CLEANING SERVICES	10,000	10,000	-	-	-	10,000
436200 REP & MAINT-EQUIPMENT	10,000	10,000	1,407	4,140	-	5,860
436201 REP & MAINT-HEATING & AIR	-	123,062	-	-	23,062	100,000
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	772	5,743	-	2,257
439905 OTHER CONTRACTUAL SERVICES	50,760	45,760	3,740	39,157	-	6,603
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES Total	113,110	260,990	7,705	74,151	23,880	162,959
EXPENSE Total	119,710	268,590	7,785	80,013	23,880	164,697

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

	MTD	YTD
REVENUE		
MISCELLANEOUS		
361000 INTEREST INCOME	1,101	9,672
367000 FOUNDATION CONTRIBUTION	26,529	818,418
367004 OTHER GRANTS	53,085	774,551
MISCELLANEOUS Total	80,715	1,602,641
REVENUE Total	80,715	1,602,641
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	5,838	125,660
412000 SALARIES HOURLY STAFF	647	51,511
413100 FICA AND MEDICARE	291	19,058
413300 PERF/INPRS	545	4,631
413500 MEDICAL & DENTAL INSURANCE	701	22,099
PERSONAL SERVICES Total	8,022	222,960
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	-	18,200
421600 LIBRARY SUPPLIES	-	453
421700 DEPARTMENT OFFICE SUPPLIES	3,739	142,882
SUPPLIES Total	3,739	161,535
OTHER SERVICES AND CHARGES		
431500 CONSULTING SERVICES	-	70,311
432100 FREIGHT & EXPRESS	-	3,265
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	3,750	30,007
432500 CONFERENCES	-	4,793
432501 IN HOUSE CONFERENCE	-	610
433100 OUTSIDE PRINTING	37	18,626
439901 COMPUTER SERVICES	-	534
439903 SECURITY SERVICES	-	220
439905 OTHER CONTRACTUAL SERVICES	-	40,746
439907 EVENTS & PR	81	6,142
439910 PROGRAMMING	2,344	147,363
439911 PROGRAMMING-JUV.	10,249	97,775
439912 PROGRAMMING ADULT - CENTRAL	100	4,564
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	127,429	567,682
439934 DATABASES	-	-
OTHER SERVICES AND CHARGES Total	143,990	992,638
CAPITAL		
445100 CAPITAL - FURNITURE	-	1,136
445200 VEHICLES	-	19,748
445300 CAPITAL - EQUIPMENT	-	7,342
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	13,311	165,973
449100 UNPROCESSED PAPERBACK BOOKS	55,248	194,983
449200 - ART & EXHIBITS	-	20,000
CAPITAL Total	68,560	409,182
OTHER FINANCING SRCS		
459000 REFUNDS	7,005	17,103
459001 UNRESTRICTED EXPENSES	-	181
OTHER FINANCING SRCS Total	7,005	17,284
EXPENSE Total	231,316	1,803,598

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of August 31, 2019

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	311,393.32
Fund 476 - Restricted - Michigan Road Project	402,046.64
Fund 477 - Restricted - Brightwood Project	3,971,878.60
Fund 478 - Restricted - Eagle Project	1,204,995.62
Fund 479 - Restricted - Multiple Projects	3,374,282.45
Fund 480 - Restricted - West Perry Project	8,859,030.52
Fund 472 - Construction/Foundation	19,353.11
Total Construction Fund Cash Balances	<u>18,142,980.26</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	311,393.32
Fund 476 - Restricted - Michigan Road Project	402,046.64
Fund 477 - Restricted - Brightwood Project	3,971,878.60
Fund 478 - Restricted - Eagle Project	1,204,995.62
Fund 479 - Restricted - Multiple Projects	3,374,282.45
Fund 480 - Restricted - West Perry Project	8,859,030.52
Fund 472 - Construction/Foundation - Assigned - Central	19,353.11
Total Construction Fund Breakdown	<u>18,142,980.26</u>

Summary of Classifications

Total Restricted	18,123,627.15
Total Assigned	19,353.11
Total of All Classifications	<u>18,142,980.26</u>

Summary of Project Activity

<u>PROJECT</u>	*** ADJUSTED					
	<u>ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 475 - Restricted - RFID Project	2,000,000.00	0.00	159,095.43	1,688,606.68	54,797.68	256,595.64
Fund 476 - Restricted - Michigan Road Project	7,718,579.96	16,962.50	483,505.05	7,316,533.32	172,261.18	229,785.46
Fund 477 - Restricted - Brightwood Project	6,149,677.60	498,573.37	1,475,406.41	2,177,799.00	3,696,221.00	275,657.60
Fund 478 - Restricted - Eagle Project	7,840,626.62	74,416.88	3,683,954.47	6,635,631.00	187,137.09	1,017,858.53
Fund 479 - Restricted - Multiple Projects	5,049,563.19	130,128.37	1,165,639.19	1,675,280.74	452,270.36	2,922,012.09
Fund 480 - Restricted - West Perry Project	9,553,856.27	439,125.01	607,965.94	694,825.75	596,769.07	8,262,261.45
Major Repairs & Maintenance	3,454,070.94	0.00	23,794.00	3,434,717.83	0.00	19,353.11
Total Expenditures	<u>41,766,374.58</u>	<u>1,159,206.13</u>	<u>7,599,360.49</u>	<u>23,623,394.32</u>	<u>5,159,456.38</u>	<u>12,983,523.88</u>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	0.00	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 476	153,579.96	489.43	6,586.69	153,579.96	0.00
** Estimated Future Interest Earnings - Fund 477	204,677.60	6,979.51	76,348.16	204,677.60	0.00
** Estimated Future Interest Earnings - Fund 478	123,999.07	1,158.68	37,849.48	123,999.07	0.00
** Estimated Future Interest Earnings - Fund 479	49,563.19	5,023.09	49,563.19	49,563.19	0.00
** Estimated Future Interest Earnings - Fund 480	142,899.73	17,092.35	142,362.17	142,899.73	0.00

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

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

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



Board Briefing Report

7a

To: IMCPL Board **Meeting Date:** September 23, 2019

From: Diversity, Policy and Human Resources Committee

Subject: Annual Policy Revisions

Recommendation: Approve annual policy revisions and language clarifications.

Background: The Library completed a major reorganization and revision of all policies begun in late 2013 and completed in January, 2015. We made a commitment at the time to review and make necessary revisions at least annually.

The attached policy revisions vary but the key updates are:

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

Procedures manuals and guidelines used by staff for implementation will be updated, and any public policy statements needing revision as a result of the changes will be updated on the Library's website and in printed brochures.

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

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

221 PROFESSIONAL DEVELOPMENT – POLICY BEGINS ON PAGE 1

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

222 TRAINING AND DEVELOPMENT - POLICY REMOVED

235 BEREAVEMENT LEAVE – POLICY BEGINS ON PAGE 4

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

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

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

237 ILLNESS – POLICY BEGINS ON PAGE 5

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

238 PERSONAL LEAVE OF ABSENCE – POLICY BEGINS ON PAGE 6

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

239 CIVIC DUTIES POLICY – POLICY BEGINS ON PAGE 6

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

242 COMPENSATION – POLICY REMOVED

247 LUNCH AND BREAKS – POLICY BEGINS ON PAGE 7

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

248 TIMEKEEPING REQUIREMENTS – POLICY BEGINS ON PAGE 7

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

250 HOLIDAY PAY– POLICY BEGINS ON PAGE 8

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

262 NEW HIRE PROBATIONARY PERIODS – POLICY BEGINS ON PAGE 9

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

283 EMPLOYEE ASSISTANCE PROGRAM – POLICY BEGINS ON PAGE 10

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

401 MEETING ROOM USE – POLICY BEGINS ON PAGE 10

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

407 INCIDENTS OF PROBLEM BEHAVIOR – POLICY BEGINS ON PAGE 11

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

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

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

221 PROFESSIONAL ASSOCIATION DUTIES DEVELOPMENT

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

Approved August 25, 2014

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

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

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

221.1 Nomination Process

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

Approved August 25, 2014

221.1 Required Learning & Development

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

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

221.2 Conferences

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

- a. Permission to attend conferences on Library time must be approved in advance by the manager and appropriate Executive Staff Member and the CEO. Professional Activities Form 27 will be used for this purpose and submitted to Human Resources. Human Resources, will then include the activity request in the travel resolution to be submitted to the Board for final approval.
- b. In approving conference attendance requests for employees, managers must consider the section's needs and schedule, including previously approved PTO requests or other leaves scheduled for the period. In the event two or more staff members of a section request conference attendance, or if consecutive years' attendance due to committee or office commitments by one staff member precludes the opportunity for others, the manager may determine a system for ranking the requests or rotating attendance among those who apply.
- c. Any compensation of non-exempt employees for travel to, and attendance at, a conference shall be in accordance with applicable state and federal laws.
- d. The CEO may recommend to the Board that a staff member be granted time to attend a conference even though not a member of the sponsoring organization.
- e. Staff desiring to be Board representatives at the American Library Association Annual Conference and/or the Public Library Association National Conference in the years in which the conference is held will make application to the Board at least four months in advance of the meeting. The Board's intent is to send two representatives. The applications are subject to approval by the Board.
- f. Travel Reimbursement procedures as approved by the Library Board covers employee expenses for auto mileage, travel by air, lodging, meals, and other expenses directly related to the journey (i.e. taxi fare, tolls, parking, car rental, registration, & business phone calls). Expenses must be submitted within sixty (60) days of date of travel to accounting or end of the calendar year, whichever is sooner, of date of travel.

Approved June 25, 2018

221.2 Optional Learning & Development

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

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

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

221.3 Lectures and Talks

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

Approved August 25, 2014

221.3 Professional Association Duties

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

Employees should complete a Professional Association Duties Form (Form 28) prior to accepting a nomination, office, or committee appointment that will involve staff time for program/meeting attendance. Form 28 should be submitted to the employee's immediate supervisor and the appropriate Area Resource Manager, Executive Committee member, or the CEO for approval. The application should state the purpose of the organization, committee, or board on which the employee will serve and how the employee's participation will benefit the Library. Generally, priority for commitment of Library time and expense will be given to committees or divisions of state and national professional associations whose activities contribute to or benefit public library service.

221.4 Lectures and Presentations

Staff may be granted reasonable work time, when the work of the Library permits and the Library's purpose is served, to present lectures and make presentations. Staff must complete Lectures and Presentations (Form 29) and obtain approval by their immediate supervisor at least four months prior to the lecture or presentation.

222 TRAINING AND DEVELOPMENT

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

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

Approved August 25, 2014

235 BEREAVEMENT LEAVE

235.1 Immediate Family

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

Approved September 28, 2015

236 PAID TIME OFF (PTO) POLICY

236.1 Definition

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

Approved June 25, 2018

236.2 Purpose

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

Approved June 25, 2018

236.3 Eligibility and Availability

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

Approved June 25, 2018

236.4 Notice and Scheduling

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

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

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

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

Approved June 25, 2018

236.9 Rollover of Annual Leave Time

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

Approved June 25, 2018

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

~~For non-union eligible employees who were employees of the Library on the effective date of the PTO policy (2/5/17), or union eligible employees who become non-union eligible during the period of time from the effective date of the PTO policy (2/5/17) until the effective date of the amendment to this section 236A.10 that provides otherwise (October 23, 2017), up to a maximum of 40 hours of accrued but unused sick time for each non-union eligible employee will be transferred into the non-union eligible employee's PTO bank. Any remaining accrued but unused sick time will become the non-union eligible employee's Individual Catastrophic Account (CAT Account). For union eligible employees who become non-union eligible on or after the Amendment Date, all accrued but unused sick time is transferred to the non-union eligible employee's CAT Account.~~

Approved June 25, 2018

236.11 Access to Individual CAT Account

To use CAT Account time:

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

Approved June 25, 2018

237 ILLNESS

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

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

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

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

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

Approved June 25, 2018

238 PERSONAL LEAVE OF ABSENCE

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

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

Approved October 24, 2016

239 CIVIC DUTIES POLICY

239.5 Jury Duty

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

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

Approved August 25, 2014

242 COMPENSATION

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

Approved August 25, 2014

247 LUNCH AND BREAKS

247.1 Evening Schedule

An evening schedule is determined when any 8-hour shift includes two or more hours worked after 5:30 p.m. When staff members are scheduled for evening duty, the shift will include a paid 30 minute dinner period. Non-exempt substitutes scheduled to work the evening schedule will also receive the 30-minute paid dinner break. The 30 minute paid dinner break will only be given when the employee has worked ~~an evening schedule that does not include PTO or overtime.~~ 7.5 hours.

Approved June 25, 2018

248 TIMEKEEPING REQUIREMENTS

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

- New non-exempt employees are provided training on completing timecards during orientation.
- Non-exempt employees are required to approve their completed timecard at the end of each pay period and no later than noon on the Monday of payroll week.
- Managers are required to review and approve non-exempt employee timecards at the end of each pay period and no later than noon on the Monday of payroll week.

- Any errors on your timecard must be reported immediately to your supervisor, who will make any corrections to legitimate errors and/or notify Human Resources Payroll.

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

Approved August 25, 2014

250 HOLIDAY PAY

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

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

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

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

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

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

Approved October 22, 2018

262 NEW HIRE PROBATIONARY PERIOD

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

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

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

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

Approved October 22, 2018

262.1 Employees Moving into a Different Position

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

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

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

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| *Approved October 22, 2018*

283 EMPLOYEE ASSISTANCE PROGRAM

The Library offers an Employee Assistance Program (EAP) free of charge for all employees and their household members. Employees may voluntarily contact the EAP directly and schedule appointments using unused, accrued ~~sick time or~~ PTO or CAT hours during unscheduled work time. All services provided by the EAP are confidential. No information is released to anyone without the staff member's written authorization.

Approved August 25, 2014

401 MEETING ROOM USE

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

Approved January 26, 2015

401.1 Priority of Use

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

Approved January 26, 2015

401.2 Terms of Use

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

Approved January 26, 2015

401.3 Non-Profit, Civic and Governmental Use; Certification

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

Approved January 26, 2015

401.4 Library Access

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

Approved January 26, 2015

401.5 Study Room Access

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

407 INCIDENTS OF PROBLEM BEHAVIOR

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

Approved January 26, 2015

407.1 Disorder

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

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

Approved January 26, 2015

407.2 Definitions of Inappropriate Behavior

Inappropriate behavior includes but is not limited to:

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

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

Approved January 26, 2015

407.3 Threatening Behavior

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

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

Approved January 26, 2015

407.4 Public Meetings

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

Approved January 26, 2015

407.5 Violators

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

Approved January 26, 2015

407.6 Posting of Rules

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

Approved January 26, 2015

407.7 Computer Use Standards

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

Approved January 26, 2015

512 COLLECTION OF FINES AND FEES

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

Approved January 26, 2015

512.1 Fine Waivers

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

Approved January 26, 2015

512.2 Lost or Damaged Items

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

Approved January 26, 2015

512.3 Stolen Items

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

Approved January 26, 2015



Board Briefing Report

8a

To: IndyPL Board
Facilities Committee

Meeting Date: September 23, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Brightwood Branch Project Update for August 2019

Major milestone work completed in August was the completion of the major earthwork, installation of the perimeter concrete curbs, and the sidewalks are 70% complete. Overhead ductwork is complete, interior metal stud framing is 95% complete, and exterior sheathing is 90% complete. Electrical and plumbing rough-ins are in progress with the completion of the metal stud framing.

Major milestone work to be completed in September includes continuation of the site concrete work, completion of the exterior sheathing, installation of the roofing, and paving. Brick masonry is scheduled to begin in September. Electrical and plumbing rough-ins will continue.



Project Site on September 12, 2019

View of the Project Site showing the installation of exterior wall sheathing along Sherman Drive.

Roof insulation is visible on the roof.

The image is taken from the Contractor's WebCam.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for August 2019

Date: September 23, 2019



Project Site on August 9, 2019
Exterior panoramic view of the west side of the building.



Project Site on September 9, 2019
Exterior view of the west entrance.

Facilities Briefing Report

To: Facilities Committee, Item 8a

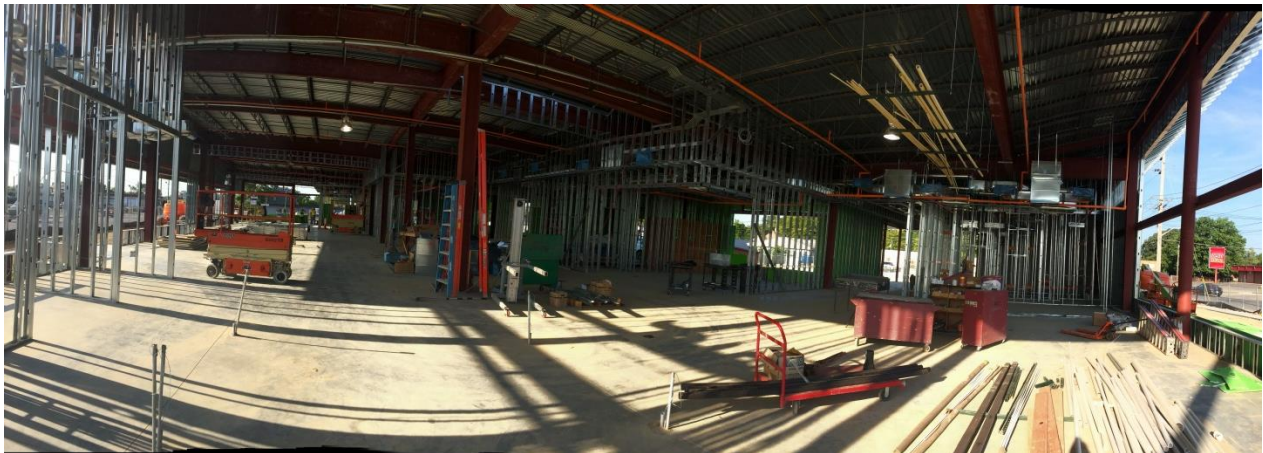
From: Sharon Smith, Facilities Director

Re: Brightwood Branch Project Update for August 2019

Date: September 23, 2019



Project Site on September 9, 2019
Exterior panoramic view of the Sherman entrance.



Project Site on September 9, 2019
Interior panoramic view from the east entrance at Sherman Drive.

Project Schedule

Construction Complete

February 2020

Project Complete

March 2020

Move to New Branch Location

April, 2020



Board Action Request

8b

To: IndyPL Board

Meeting Date: September 23, 2019

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 29-2019**
Approval to Award an Equipment Purchase Order for the Shelving and End Panels for the Brightwood Branch Project

Recommendation:

IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 29-2019) to award an equipment purchase order for the Brightwood Branch Shelving and End Panels Project to **DECO Associates, Indianapolis, IN** for the total cost of \$125,000.00.

Background:

The Invitation to Quote (“ITQ”) specified shelving and end panels for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ.

The ITQ package was quoted using the Public Purchasing Statute IC § 5-22, with the expectation that the purchase would not be more than \$150,000. The equipment plans and specifications were developed by the architect, Axis Architecture + Interiors, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on August 1, 2019. Sealed Quotes were received on August 29, 2019, allowing time for evaluation prior to presentation at the September 10, 2019 IndyPL Board Facilities Committee Meeting.

Notice of the ITQ was emailed directly to twenty (20) vendors who are known to be capable of providing the equipment, vendors who had expressed interest in providing equipment for IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing.

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 29-2019 Approval to Award an Equipment Purchase Order for the Shelving and End Panels for the Brightwood Branch Project

Date: September 23, 2019

To further expand the list of possible Vendors, the notice of the ITQ was also emailed to these business development entities:

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

Three (3) sealed quotes were received at the Library Services Center by the deadline of 11:00 am local time on August 29, 2019. The quotes were opened and read aloud publically.

The budget for the equipment is \$140,000. The full tabulation sheet is attached.

Strategic/Fiscal Impact:

IndyPL shall award the purchase orders to the lowest, responsible, and responsive quoter pursuant to IC § 5-22-8. The purchase of the equipment will be funded by the Series 2017A Bond Fund (Fund 477.)

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 29-2019 Approval to Award an Equipment Purchase Order for the Shelving and End Panels for the Brightwood Branch Project

Date: September 23, 2019

Vendor	Certifications	Proposed Metal Shelving Product	Lump-Sum Quote	E-Verify
AGATI Furniture				
Bradford Systems		Spacesaver	\$137,640.00	X
Business Furniture				
Binford Group	WBE			
Circle Office Supplies				
COE	WBE			
DECO Associates		Estey-Tennsco	\$125,000.00	X
Fleming Furniture Group				
Educational Furniture				
Fineline Furniture	WBE			
Fluid Libraries				
Indoff Office Interiors				
Kentwood Office Furniture				
Library Bureau Steel				
Office 360		Estey-Tennsco	\$63,379.81 (1)	X
Officeworks	MBE			
RJE Business Interiors				
RDS Office Furniture				
RH Contract				
Tiger Solutions International	MBE			

(1) The quote from Office 360 was determined to be Not Responsive as they did not include the end panels in their quote.



Board Resolution

8b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 29-2019

APPROVAL TO AWARD AN EQUIPMENT PURCHASE ORDER FOR THE SHELVING AND END PANELS FOR THE BRIGHTWOOD BRANCH PROJECT

SEPTEMBER 23, 2019

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

WHEREAS, IndyPL and the architect, Axis Architecture + Interiors, have prepared plans and specifications for the shelving and end panels required for the Brightwood Branch Project; and

WHEREAS, IndyPL and the architect, have solicited open, public, and competitive quotes for the shelving and end panels equipment required for the Brightwood Branch Project; and

WHEREAS, IndyPL received responsive and responsible quotes pursuant to IC § 5-22-8 from two (2) Vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **DECO Associates, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter and recommends IndyPL award the purchase order to **DECO Associates** for a total cost of One Hundred Twenty-five Thousand Dollars (\$125,000.00).

IT IS THEREFORE RESOLVED the Shelving and End Panels for the Brightwood Branch Project, as quoted, is approved and authorizes the Chief Executive Officer (“CEO”) to execute a purchase order with the selected Vendor and to acquire the specified equipment. The purchase order will be based upon such terms described in the Invitation to Quote dated August 1, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such purchase orders execution and delivery effected be, and hereby is, confirmed and approved.



Board Briefing Report

8c

To: IndyPL Board
Facilities Committee

Meeting Date: September 23, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Wayne Branch Project Update for August 2019

The Wayne Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. R and B Architects with Four Point Design lead the design team and we are moving forward to have the Project ready to begin construction in December 2019. Patrons are excited at the plans to renovate the 1983 facility to meet current library service needs.

The team has been working to complete the renovation bidding documents, and working on the furniture selections. From August 26 to 29, 2019 potential furniture vendors provided loaner seating, tables, and accessories for staff and patrons to test in place.



KI Sway
Swivel seat
Poly shell
Upholstered seat & back



Krug Faeron
Open arm
Urethane arm cap
Wood frame
Clean out
Field replaceable covers
Fully upholstered available



Spec Tailor
Fully upholstered
Metal leg base
Clean out



KI Sela
Fully upholstered
Leg or sled base
Arm cap option

Lounge Seating Options.

Facilities Briefing Report

To: Facilities Committee, Item 8c
From: Sharon Smith, Facilities Director
Re: Wayne Branch Project Update for August 2019
Date: September 23, 2019



Eko Panal Ottoman
Integrated power



KI Isle Power Tower
Moveable power element

Power at Seating Group Options.

The total project budget is \$1,600,000 and will be funded by the Series 2019 Bond (Fund TBD) and the Rainy Day Fund (Fund 245).

Project Schedule

Construction Project Out to Bid	September 10, 2019
Pre-Bid Conference and Site tour	September 17, 2019 7:30 am
Bid Date	October 8, 2019 2:00 pm
Post Bid Information Due Date	October 11, 2019 2:00 pm
Present Bid Results at Facilities Committee	October 15, 2019
Request Board Approval to Award Construction Contract	October 28, 2019
Furniture and Equipment Out for Quotes	October 11, 2019
Furniture and Equipment Quotes Due	November 5, 2019
Present Quote Results at Facilities Committee	November 12, 2019
Request Board Approval to Award Furniture Contracts	November 25, 2019
Last Day of Public Service in the Branch	November 30, 2019
Construction Starts	December 2019
Project Complete	May 2020

Facilities Briefing Report

To: Facilities Committee, Item 8c

From: Sharon Smith, Facilities Director

Re: Wayne Branch Project Update for August 2019

Date: September 23, 2019



Adult Chairs



Study Tables



Children's Chairs



Teen Stools



Adult Stools



Table Finishes



Computer Stations



Lounge Furniture



Adult Upholstery



Lounge Furniture



Adult Upholstery

Children's Upholstery



Children's play area



Children's Upholstery



Marketplace and Quiet Reading Lounge Furniture



Power Towers

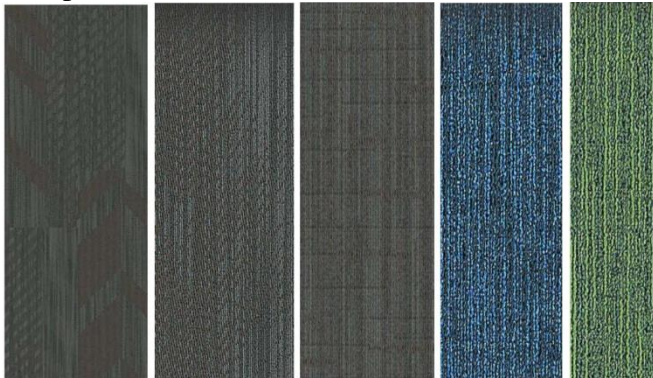
Facilities Briefing Report

To: Facilities Committee, Item 8c

From: Sharon Smith, Facilities Director

Re: Wayne Branch Project Update for August 2019

Date: September 23, 2019



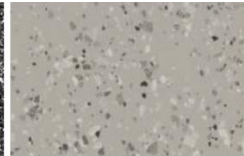
Carpet



Restroom Tile



Walk Off Carpet



Staff Lounge Flooring



Program Room Flooring



Circulation Desk



children's reference



Children's Interactive Wall



Marketplace Entry

Facilities Briefing Report

To: Facilities Committee, Item 8c

From: Sharon Smith, Facilities Director

Re: Wayne Branch Project Update for August 2019

Date: September 23, 2019

Briefing Report for Future Action Item in October 2019:

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

In July 2019 with Resolution 20-2019 the Board authorized IndyPL and R and B Architects to prepare bidding documents and to solicit open, competitive, and public bids for the Wayne Branch Renovation Project. The Project will be bid and completed using the requirements of the Public Works Statute IC § 36-1-12. Bidding will also use the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017. The Bid Documents will be available to contractors on September 9, 2019.

Public Notice to prospective bidders will be advertised per the Public Notice Statute IC § 5-3 on September 11 and 18, 2019. 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. A copy of the Notice will be e-mailed to local business development contacts.

Bids are scheduled to be received on October 8, 2019 to allow for evaluation prior to presentation at the October 15, 2019 Board Facilities Committee Meeting. The Library shall award the Contract to the lowest, responsive, and responsible bidder pursuant to IC § 36-1-12.

The budget for the remodel construction work is \$900,000 excluding remediation, fixtures, furniture and equipment. This work is within the total project budget of \$1,600,000, and will be funded by the Series 2019 Bond Fund (Fund number to be determined) and the Rainy Day Fund (Fund 245).



Board Action Request

8d

To: IndyPL Board **Meeting Date:** September 23, 2019
From: Facilities Committee **Approved by**
The Library Board:
Effective Date:
Subject: **Resolution 30-2019**
Approval to Award a Construction Services Contract for the Wayne Branch Roof Replacement Project

Recommendation:

The IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 30-2019) to award a construction services contract for the Wayne Branch Roof Replacement Project to **Amos Exteriors, Inc., Indianapolis, IN** for the total cost of \$48,800.00.

Background:

The Invitation to Quote (“ITQ”) package was quoted using the Public Purchasing Statute IC § 5-22, with the expectation that the purchase would not be more than \$150,000. The specifications were developed by the architect, R and B Architects, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on August 14, 2019. Sealed Quotes were received on September 5, 2019, allowing time for evaluation prior to presentation at the September 10, 2019 IndyPL Board Facilities Committee Meeting.

Notice of the ITQ was emailed directly to nineteen (19) vendors who are known to be capable of providing the services, vendors who had expressed interest in providing equipment for IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing. Nine of the 19 vendors are certified with the City.

IndyPL Diversity and Inclusion Officer reached out via telephone calls to all 9 XBE vendors to confirm receipt of the ITQ and to gauge interest in submitting a quote.

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 30-2019 Approval to Award a Construction Services Contract for the Wayne Branch Roof Replacement Project

Date: September 23, 2019

To further expand the list of possible Vendors, the notice of the ITQ was also emailed to these business development entities:

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

Four (4) sealed quotes were received at the Library Services Center by the deadline. The quotes were opened and read aloud publically.

The budget for the Project is \$100,000. The full tabulation sheet is attached.

The apparent low quoter, Amos Exteriors, is significantly lower than the other 3 quotes. IndyPL staff requested the vendor review their quote for errors or omissions. Following further evaluation of their quote the vendor declared their quote complete and valid, and they are excited about the opportunity to provide services for IndyPL.

Amos Exteriors is registered as a business in the State of Indiana and has a current General Contractor license with the City of Indianapolis.

Strategic/Fiscal Impact:

IndyPL shall award the contract to the lowest, responsible, and responsive quoter pursuant to IC § 5-22-8. The purchase of the services will be funded by the Series 2018 Bond Fund (Fund 479.)

Board Action Request

RE: Facilities Committee, Item 8d

Resolution 30-2019 Approval to Award a Construction Services Contract for the Wayne Branch Roof Replacement Project

Date: September 23, 2019

Vendor	Certifications	Lump-Sum Quote	Unit Price for Roof Sheathing Replacement per 4' x 8' sheet	Unit Price for Roof Insulation Replacement per 4' x 8' sheet	Manufacturer of the Asphalt Shingles	E-Verify Affidavit
Act Development	WMBE					
Amos Exteriors		\$48,800.00	\$75.00	\$40.00	GAF Timberline	✓
Blackmore and Buckner Roofing		\$78,500.00	\$145.00	\$110.00	GAF Timberline	✓
Cliff's Construction	MBE	\$79,961.06	\$50.00	\$100.00	Atlas Prolam	✓
Commercial Construction Solutions Inc	M/WBE					
Complete Construction Solutions LLC	VBE					
Danco Roofing Services		\$77,000.00	\$134.88	\$120.00	IKO Cambridge	✓
H&H Construction and Services LLC	MBE					
Heldman Exteriors						
Horning Roofing and Sheet Metal						
Indy Commercial Roofing Company						
J.A. Bonilla, Inc.	MBE					
JMH Roofing Co, Inc	M/WBE					
O&D Bonilla Framing LLC	MBE					
Smither Roofing						
Superior Roofing Services						
Supreme Remodeling Services, Inc	MBE					
The Carpenter's Son	MBE					
Vanzzini Roofing						



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 30-2019

APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE WAYNE BRANCH ROOF REPLACEMENT PROJECT

SEPTEMBER 23, 2019

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

WHEREAS, IndyPL and the architect, R and B Architects, have prepared plans and specifications for the Wayne Branch Roof Replacement Project; and

WHEREAS, IndyPL and the architect, have solicited open, public, and competitive quotes for the Wayne Branch Roof Replacement Project; and

WHEREAS, IndyPL received responsive and responsible quotes pursuant to IC § 5-22-8 from four (4) Vendors; and

WHEREAS, based on the review of the quotes, IndyPL and the architect have determined **Amos Exteriors, Inc., Indianapolis, Indiana** is the lowest, responsible, and responsive quoter and recommends IndyPL award the purchase order to **Amos Exteriors, Inc.** for a total cost of Forty-eight Thousand Eight Hundred Dollars (\$48,800.00); and

IT IS THEREFORE RESOLVED the Wayne Branch Roof Replacement Project, as quoted, is approved and authorizes the Chief Executive Officer (“CEO”) to execute a contract with the selected Vendor for the services. The purchase orders will be based upon such terms described in the Invitation to Quote dated August 14, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such contract execution and delivery effected be, and hereby is, confirmed and approved.

To: IndyPL Board
Facilities Committee

Meeting Date: September 23, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Lawrence Branch Project Update for August 2019

The Lawrence Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. Rowland Design leads the design team with Tappe' Architects and we are moving forward to have the Project ready to begin construction early in 2020.

To accommodate the new drive up return, the plan is to switch the locations of the existing meeting room and staff workroom/support spaces. This will put the return and delivery access on the south side of the building along the entrance drive. The plan is to add a new entrance vestibule and a new walk to provide direct access to the Branch.



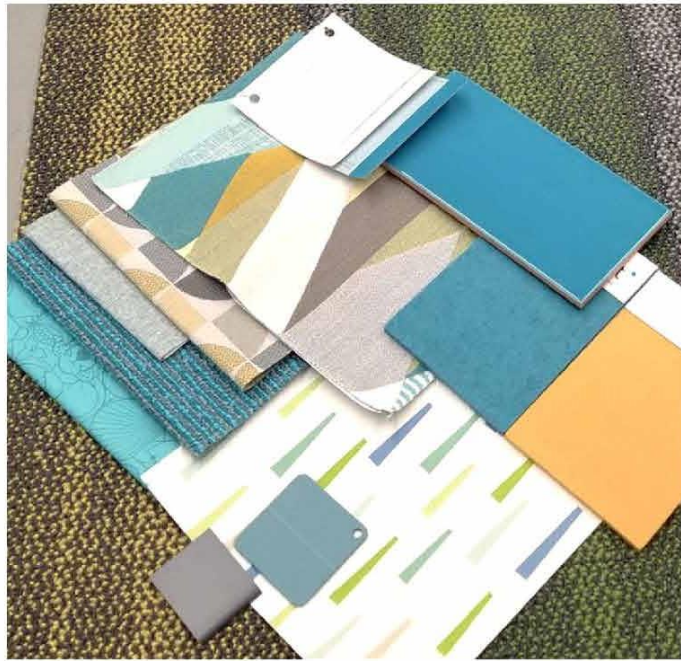
Facilities Briefing Report

To: Facilities Committee, Item 8e

From: Sharon Smith, Facilities Director

Re: Lawrence Branch Project Update for August 2019

Date: September 23, 2019



Proposed Interior Finishes dated August 19, 2019.

The total project budget is \$1,600,000 and will be funded by the Series 2019 Bond (Fund TBD) and the Rainy Day Fund (Fund 245)

Project Schedule

Project Out to Bid	November 2019
Present Bid Results at Facilities Committee	December 3, 2019
Request Approval to Award Contract	December 16, 2019
Construction Starts	January 2020
Project Complete	May 2020

Briefing Report for Future Action Item in October 2019:

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

The re-roof project scope of work is being developed by Rowland Design and will be quoted by local vendors. The Project will include the removal and replacement of the existing 20 year-old asphalt shingles. The work is budgeted at \$100,000 and will be funded by the Miscellaneous Projects 2018 Bond (Fund 479.)

To: IndyPL Board
Facilities Committee

Meeting Date: September 23, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: West Perry Branch Project Update for August 2019

IndyPL completed the closing on the property on August 30, 2019. Our geotechnical engineers are working on the soils investigations for structural bearing capacity and water infiltration rates.

Schmidt Associates with HBM presented the schematic design at the July 18, 2019 Community Meeting. One particular item from the meeting IndyPL requested additional study by the architects was the inclusion of a room for nursing mothers while at the Library.



Design Development Plan, August 23, 2019.

Facilities Briefing Report

To: Facilities Committee, Item 8f

From: Sharon Smith, Facilities Director

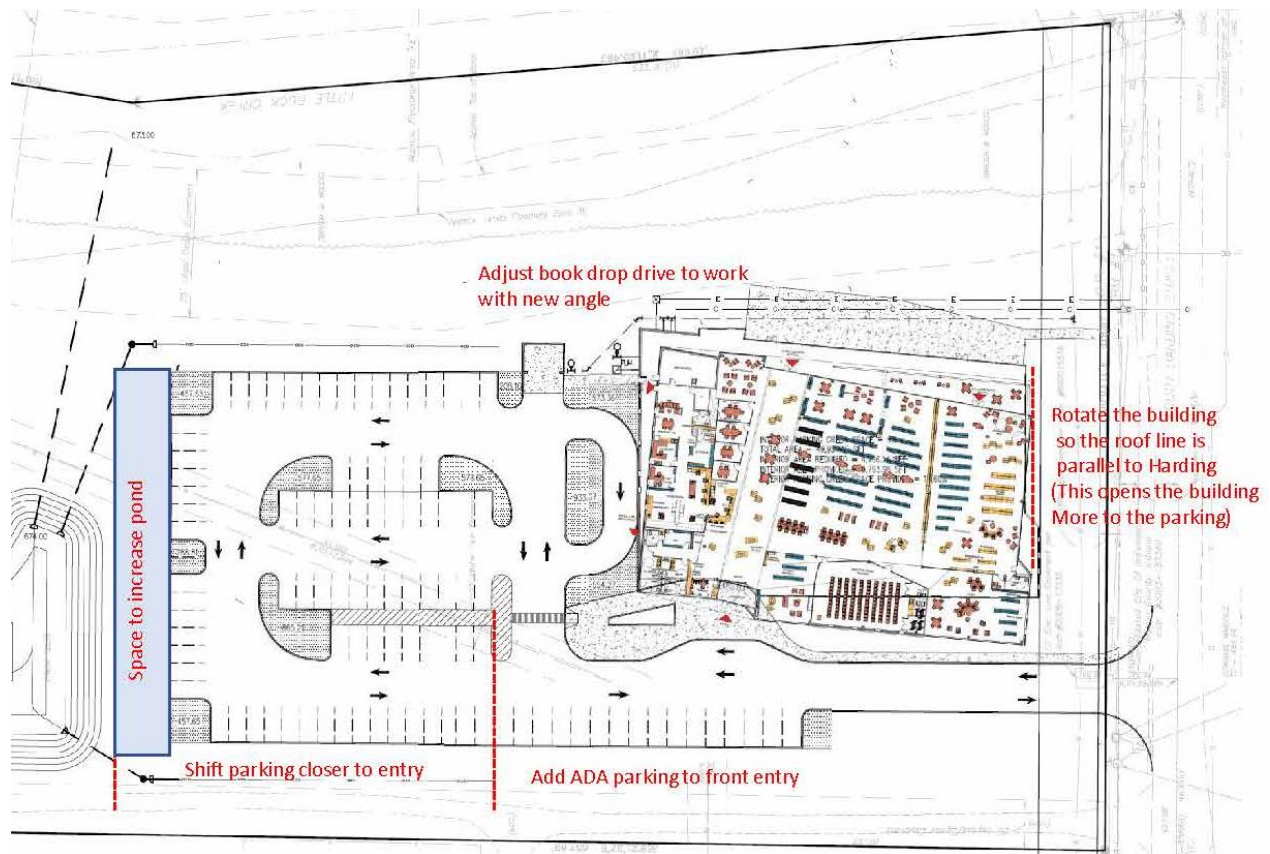
Re: West Perry Branch Project Update for August 2019

Date: September 23, 2019

Another item from the meeting IndyPL requested additional study by the architects was the travel distance for patrons from the parking lot to the front door. The front entrance will have a zone for vehicles to pull over and drop off patrons, it is along the main vehicle route, and there are traffic conflicts with the drive-up return location.

The architects provided 3 options to reconfigure the entrance to address this concern.

After careful review and consideration of the options, the entrance and parking lot was modified to bring the entire lot closer to the building, add accessible spaces adjacent to the entrance, and to rotate the structure to face the lot. The south side entrance will allow law enforcement the opportunity to see activities at the front door from Harding Street.



Revised Site Plan, August 23, 2019.

The new configuration has the parking wrap around the building to improve access. The plan is to install a speed table along the entrance drive to improve safety for patrons using the Branch.

Facilities Briefing Report

To: Facilities Committee, Item 8f

From: Sharon Smith, Facilities Director

Re: West Perry Branch Project Update for August 2019

Date: September 23, 2019



Main Entrance, August 23, 2019.



Building Façade Facing Harding Street, August 23, 2019.

Facilities Briefing Report

To: Facilities Committee, Item 8f

From: Sharon Smith, Facilities Director

Re: West Perry Branch Project Update for August 2019

Date: September 23, 2019



Interior Rendering of the Marketplace

Facilities Briefing Report

To: Facilities Committee, Item 8f

From: Sharon Smith, Facilities Director

Re: West Perry Branch Project Update for August 2019

Date: September 23, 2019



Interior Rendering of the Reading Area with the Fireplace.

Facilities Briefing Report

To: Facilities Committee, Item 8f

From: Sharon Smith, Facilities Director

Re: West Perry Branch Project Update for August 2019

Date: September 23, 2019



Interior Rendering of the View Towards the Children's Area

Facilities Briefing Report

To: Facilities Committee, Item 8f

From: Sharon Smith, Facilities Director

Re: West Perry Branch Project Update for August 2019

Date: September 23, 2019

Project Schedule

Present Design to Facilities Committee September 10, 2019

Project Out to Bid January 2020

Present Bid Results at Facilities Committee February 11, 2020

Request Approval to Award Contract February 24, 2020

Construction Starts March 2020

Project Complete May 2021



Board Action Request

899

To: IndyPL Board
Facilities Committee

Meeting Date: September 23, 2019

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Resolution 31-2019
Authorization to Prepare Bidding Documents and to Solicit Open, Public, and Competitive Bids for Construction Services for the West Perry Branch Project

Recommendation:

The IndyPL Board Facilities Committee presents for Board approval the attached action (Resolution 31-2019) to authorize IndyPL staff, the architects, Schmidt Associates with HBM, and the construction manager to prepare bidding documents to solicit open, competitive, and sealed public bids for the West Perry Branch Project.

Background:

Schmidt Associates with HBM lead the design team for the West Perry Branch Project. We are moving forward to have the Project ready to begin construction in the spring of 2020.

The architects have prepared a construction estimate based on the design and the proposed work and the Project will be on budget. A Construction Manager as Constructor (“CMc”) delivery method will be used for the project.

Per Statute IC § 5-32 the CMc must publicly bid all first tier subcontracts per the Public Works Statute IC § 36-1-12, including requirements for public notice, contractor self-performance of work, liability insurance, qualifications, E-Verify, employee training, records retention, insurance, and bonding. The Project also requires compliance with Requirements for Contactors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees.

The project will also be bid per IndyPL’s Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017.

For a project of this size, complexity, and timing, we anticipate approximately be 10 first tier subcontract bid. The bid packages and specific scopes of work will be determined by the CMc. Examples of the first tier subcontractors are site work, concrete, exterior enclosure, roofing, mechanical, plumbing, electrical, interior construction, and general trades.

Board Action Request

RE: Facilities Committee, Item 8g
Resolution 31-2019

Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Bids for Construction Services for the West Perry Branch Project

Date: September 23, 2019

The documents are scheduled to be available to bidders in January 2020. Public Notice to prospective bidders will be advertised per the Public Notice Statute IC § 5-3. Notice of the Project will also be posted on the IndyPL website and copies of the Notice will be emailed to these business development entities:

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

The Project schedule targets starting the work in the spring of 2020 with the work completed in May 2021.

Fiscal Impact:

IndyPL shall award the contracts to the lowest, responsible, and responsive first tier bidders pursuant to IC § 36-1-12.

The budget for the construction work is \$6,800,000 excluding fixtures, furniture and equipment. This work is within the total project budget of \$9,470,956, and will be funded by the Series 2018 Bond Fund (Fund 480).



Board Resolution

8g

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 31-2019

AUTHORIZATION TO PREPARE BIDDING DOCUMENTS AND SOLICIT OPEN, PUBLIC, AND COMPETITIVE BIDS FOR CONSTRUCTION SERVICES FOR THE WEST PERRY BRANCH PROJECT

SEPTEMBER 23, 2019

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

WHEREAS, IndyPL plans to use the Construction Manager as Constructor (“CMc”) delivery method for the Project; and

WHEREAS, IndyPL is requesting authorization from the Board of Trustees to work with the architect, Schmidt Associates with HBM, and the CMc to prepare and issue bidding documents for first tier subcontracts for the Project; and

WHEREAS, upon receipt of the public, open, competitive and sealed bids, IndyPL, the architect, and the CMc will evaluate and prepare documentation on the bids received from qualified bidders and present the evaluation to the Facilities Committee and the Board of Trustees; and

WHEREAS, the received bids will be used by IndyPL and the CMc to reached an agreed upon guaranteed maximum price consistent with the project budget; and

IT IS THEREFORE RESOLVED that IndyPL, the architect, and the CMc are authorized to prepare and issue bidding documents for the West Perry Branch Project meeting the requirements of the Public Works Statutes IC § 5-32 and § 36-1-12 and with IndyPL’s submission requirements for Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017; and

IT IS FURTHER RESOLVED the results of the bidding process are to be reported to the Facilities Committee and the Board of Trustees for evaluation and award to the lowest, responsive, and responsible first tier subcontract bidders pursuant to IC § 5-32 and § 36-1-12.



Board Action Request

8h

To: IMCPL Board

Meeting Date: September 23, 2019

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: **Resolution 32-2019**
Approval to Award a Construction Manager as Constructor Services
Contract for the West Perry Branch Project

Recommendation:

The IndyPL Board Facilities Committee recommends Board approval of the attached action (Resolution 32 – 2019) Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project to **Powers and Sons Construction Company, Inc.**, Indianapolis, Indiana.

Background:

The IndyPL Board of Trustees adopted the Library’s Strategic Plan which defines the Library’s role and scope of services in the community for the years 2015-2020. Goal Number 2 of the Strategic Plan is to strengthen Indianapolis neighborhoods and businesses. The use of the Construction Manager as Constructor (“CMc”) delivery method allows for enhanced bidding and contracting efforts for local business development.

IndyPL staff used the Request for Proposals (“RFP”) process pursuant to IC § 5-32 to solicit Proposals from Offerors for the Services. Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the Board of Trustees.

Indy PL sought Offerors whose combination of experience, processes, and personnel will provide timely, cost-effective and exemplary professional services to IndyPL for the Project. The selected Offeror shall have the following qualifications:

- A sound business reputation and registered as a business in the State of Indiana.
- All required licenses with the City of Indianapolis necessary to provide the Services.
- Proven capabilities in delivering Services on time and on budget.
- Appropriate resources to satisfy the requirements for the Services requested by the RFP.

Board Action Request

RE: Facilities Committee, Item 8h

Resolution 32 – 2019 Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project

Date: September 23, 2019

- Demonstrated track record in planning, coordination, implementation, and support for similar service relationships.
- Demonstrated track record in overall client satisfaction.

In accordance with Section 123.3 of the IndyPL Policy Manual, selection of an Offeror will be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured.

To secure the Services, an RFP was prepared and issued on July 24, 2019. IndyPL staff utilized the City's Department of Minority & Women Business Development website to identify certified Offerors capable of providing the Services.

Thirty-two (32) known Offerors were contacted, nineteen (19) business development organizations were contacted, public notices were placed in the newspapers on July 25 and August 1, 2019, and the RFP was posted to the IndyPL website. A pre-proposal conference was held for all prospective Offerors on August 2, 2019, with ten (10) Offerors in attendance.

The Library received Proposals from five (5) Offerors by the deadline of August 14, 2019. On the next page is a tabulation sheet of the invited Offerors and the received Proposals.

Board Action Request

RE: Facilities Committee, Item 8h

Resolution 32 – 2019 Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project

Date: September 23, 2019

Offeror	Certifications	Attended Pre-Proposal	CMc Fee as Percent of GMP	Staff Billing Rate Multiplier	CMc General Conditions Percent of GMP	CMc Mark-up Percent of Subcontracts	Pre-construction Services T&M	Post-Occupancy Services T&M	Any other Expenses
Apogee Construction	MBE	X							
B&E Contracting	WBE								
BAF Corporation	WBE								
Black & White Investments	M/WBE								
Boyle CM		X	8.0%	\$125/hr	7.50%	10.00%	\$25,000	\$1,000	-
Brandt Construction									
CMID	MBE								
CORE & C. Garcia		X	2.2%	1.40	4.95%	0	\$35,500	\$11,500	-
Cornerstone Construction	MBE								
Davis & Associates	MBE	X	3.5%	1.80	3.90%	0	\$25,000	\$10,000	-
Hagerman Group		X							
Hunt Construction									
J. Beard Management	MBE								
Keystone Construction	MBE								
LP Planning & Development	WBE								
MacDougall Pierce									
Marten Construction									
Mattcon Contractors									
Messer Construction									
Meyer Najem with SHK			3.4%	1.6	6.8%	0	\$50,000	\$15,000	\$62,000
Pepper Construction		X							
Powers & Sons	MBE	X	3.0%	1.8	4.61%	0	\$38,959	\$12,200	-
Revive Construction	MBE								
SHK	MBE	X							
Skillman Corporation									
Smoot Construction	MBE								
Stenz Construction		X							
Summit Construction		X							
The Carpenter's Son	MBE								
Turner Construction									
Wilhelm Construction									
Zurbach Development	WBE								

Board Action Request

RE: Facilities Committee, Item 8h

Resolution 32 – 2019 Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project

Date: September 23, 2019

The IndyPL Evaluation Committee, consisting of the CEO, the Diversity and Inclusion Officer, and the Director of Facilities, reviewed all Proposals received, had discussions with one (1) selected Offeror on September 4, 2019, and reported the results to the Facilities Committee at its September 10, 2019 meeting.

The selection of the Offeror was based upon the criteria established in the RFP. The criteria includes:

- The satisfaction level of current and former clients, architects/engineers, and first tier subcontractors of the Offeror under contracts similar to the requirements of IndyPL.
- Proposed fees.
- XBE participation history.
- Perceived Effectiveness of the Work Plan.
- Qualifications of the proposed project team.
- Any other criteria deemed relevant by IndyPL.

After completing their review, the Evaluation Committee proposes the Facilities Committee recommends **Powers and Sons Construction Company, Inc.** be awarded the contract as the Offeror that best meets the criteria as defined in the Request for Proposal.

Fiscal Impact:

Powers and Sons Construction Company, Inc. will complete these Services on a negotiated lump-sum basis consistent with the RFP and the Proposal. The expense for the Services will be charged to the Series 2018 Bond (Fund 480.)



Board Resolution

8h

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 32 – 2019

APPROVAL TO AWARD A CONSTRUCTION MANAGER AS CONSTRUCTOR SERVICES CONTRACT FOR THE WEST PERRY BRANCH PROJECT

SEPTEMBER 23, 2019

WHEREAS, in support of the Strategic Plan, Construction Management as Constructor Services are desired by the Indianapolis-Marion County Public Library (“IndyPL”) during the bidding, construction, and post-occupancy phases of the West Perry Branch Project; and

WHEREAS, IndyPL issued a Request for Proposal (RFP) on July 24, 2019, seeking Offerors whose combination of experience, processes, and personnel will provide timely, cost-effective, and exemplary professional construction management services for the West Perry Branch Project; and

WHEREAS, IndyPL received five (5) Proposals by the submission deadline of August 14, 2019 from qualified Offerors; and

WHEREAS, the IndyPL Evaluation Committee, consisting of the Chief Executive Officer, the Diversity and Inclusion Officer, and the Director of Facilities, reviewed all Proposals received and had discussions with one (1) selected Offeror; and

WHEREAS, IndyPL has determined that **Powers and Sons Construction Company, Inc.**, Indianapolis, Indiana is the Offeror that best meets the criteria as outlined in the RFP, and recommends IndyPL award the contract to **Powers and Sons Construction Company, Inc.**

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a contract with **Powers and Sons Construction Company, Inc.** for Construction Manager as Constructor Services for the West Perry Branch Library, substantially in the form of the terms and conditions included in the RFP and the received Proposal and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 9/23/19
From: The Indianapolis Public Library Foundation
Subject: September 2019 Update

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

News

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



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

Donors

The Library Foundation thanks 69 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, the Library Foundation would be grateful.

Christel DeHaan Family Foundation

Program Support

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

Children's Program

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

Cultural Programs

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

Collections/IT

- Grow with Google grant
- Lilly City Digitization

Lifelong Learning

- Nonprofit Workshops (CEN)
- Plant Based Cooking (CEN)
- USB Technology

Capital Projects



10b

August 2019 Media Report

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

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

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

- **Summer Readers Select Indy's Favorite Book from Last 100 Years**
Westside Community News, Urban Times, Weekly View, Southside Times, Franklin Township Informer
- **Lawrence Branch Manager Named**
The Towne Poste, Weekly View
- **New IndyPL Digital Collection Preserves IMPD & IFD Histories**
Indianapolis Star, Southside Times, Weekly View, Urban Times, CBS4.com, WRTV6.com (special media event attended by all local TV stations)
- **IndyPL Summer Readers Get a Head Start on College**
Southsider Voice, Southside Times, Weekly View, Broad Ripple Gazette

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

Other media outreach in July occurred on such Library activities as the Library's Book Bike (feature story appeared in Indianapolis Star), the upcoming Lucha Libro Festival, the upcoming Reparations 101 program, upcoming Indy Jazz Fest at Central Library, and upcoming Elizabeth Acevedo author event.

2 YouTube videos posted to website:

- IndyPL summer readers get a head start on college
- IndyPL's Digital Indy announces two new collections

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

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

Digital Signage:

- Posted 4 new slides and 2 new videos to all 24 digital signage displays promoting upcoming events and featuring current programs.

Social Media:

43 posts published on the official IndyPL Facebook Page. Top performing posts:

- Currently Reading Weekly Book Discussions - Reach of 2.7k, 3.6k, 2.9k
- Anatomy Cross Sections Made from Books - Reach of 3.8k
- Currently Watching Discussion - Reach of 2.1k
- Book Bike Article in Indy Star - Reach of 2.6k
- IMPD/IFD Digital Collections - Reach of 1.4k
- If You Were Transported to the Setting of Your Current Read - Reach of 4.4k
- Metropolitan Museum of Art Free Image Resource - Reach of 4.2k
- Topics/Events covered on Facebook: Library events and programs, Mango Languages, Gen Con Partnership, death of Toni Morrison, back to school, National Book Lovers Day, Indy's Favorite Kids Book, Call a Fever, Homeschool Fair, and more.

74 tweets published on the official IndyPL Twitter Page:

- 71.7K Twitter impressions occurred in June
- 649 profile visits
- 219 mentions by outside organizations, individuals, and the media

We also used Instagram (posts and stories) and Pinterest consistently in August. On Pinterest, we had a total of 117,140 impressions.

Pinterest highlights:

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

August Blog Posts:

- Homeschool Fair September 14th
- Call-a-Super Story
- Lucha Libro Festival
- NEW! Digital Collections for Indianapolis Police Officers (IMPD) and Firefighters (IFD)
- Indy Library Store Book Sale Begins September 6th
- Helping Children Cope with Tragic Events

Top 5 Performing Blog Posts (Page Views) in August:

1. 100+ Free Video Read Alouds
2. Read Right Now! Dr. Seuss
3. Science Experiment: Newton's Second Law of Motion
4. Blog Kids Home
5. Science Experiment: Melting Point DIY Slushie

Print Activity:

- Fall 2019 Preschool Brochures – 3,375 pieces
- Homeschool Info Fair Bookmarks & Posters – 1,272 pieces
- Elizabeth Acevedo Author Visit Bookmarks & Posters – 927 pieces
- Using Your Public Library Brochures – ENGLISH – 10,000 pieces
- Stationary Pocket Folders – 2,000 pieces
- Lucho Libro Brochures & Posters – 2,059 pieces
- Lucho Libro Envelope Stamp
- September Call-a-Story Bookmarks & Posters – 880 pieces
- Oral Histories of Latino Migration in Indiana Posters and Fliers – 100 pieces
- Outreach Posters – 12 pieces
- Lawrence Branch – Travel Program Series-Historic Bridges Fliers – 50 pieces
- Garfield Park Branch – Barrington Free Little Library Posters – 2 pieces
- CBLC – Reparations 101 Posters and Fliers – 486 pieces
- Franklin Road Branch - Introduction to Knitting with Kathy Page – 37 pieces



Board Action Request

10c1

To: IMCPL Board **Meeting Date:** September 23, 2019

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

Effective Date: September 23, 2019

Subject: Finances, Personnel and Travel Resolution 33-2019

Recommendation: Approve Finances, Personnel and Travel Resolution 33-2019

Background: The Finances, Personnel and Travel Resolution 33- 2019 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

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

RESOLUTION 33 - 2019

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

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

Warrant numbers **71493** through **71701** for a total of
\$1,211,924.42 were issued from the operating bank accounts.

EFT numbers **301758** through **301787** and
301794 through **301820** and
301824 through **301864** and
301867 through **301905** and
301911 through **301941** and
1235 through **1244** for a total of

\$2,233,274.31 were issued from the operating bank accounts.

Warrant number **790** through **791** for a total of

\$88.64 was issued from the fines bank account.

Warrant numbers **7343** through **7393** for a total of

\$50,196.75 were issued from the gift bank account.

EFT numbers **301788** through **301793** and
301821 through **301823** and
301865 through **301866** and
301906 through **301910** and
301942 through **301946** for a total of

\$60,350.59 were issued from the gift bank account.

Warrant numbers **268608** through **268667** for a total of

\$20,664.26 were issued for employee payroll

Direct deposits numbers **320001** through **320634** and
340001 through **340607** for a total of

\$978,469.45 were issued for employee payroll

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

\$362,357.58 were issued for employee payroll

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

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

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

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

John Andrews

Rev. T.D. Robinson

Crista L. Carlino

Judge Jose D. Salinas

Dr. Terri Jett

Joanne Sanders

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

Patricia A. Payne

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1235	EFT	08/12/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	93,179.16
1236	EFT	08/12/2019	FIDELITY INVESTMENTS	5,245.28
1237	EFT	08/14/2019	AMERICAN UNITED LIFE INSURANCE CO	3,991.69
1238	EFT	08/16/2019	ADP, INC.	6,947.47
1239	EFT	08/16/2019	ADP, INC.	1,050.00
1240	EFT	08/20/2019	INDIANA DEPARTMENT OF REVENUE	952.44
1241	EFT	08/23/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	93,573.18
1242	EFT	08/26/2019	FIDELITY INVESTMENTS	5,879.15
1243	EFT	08/26/2019	AMERICAN UNITED LIFE INSURANCE CO	4,041.69
1244	EFT	08/30/2019	FIRST AMERICAN TITLE INSURANCE CO	365,784.82
71493	CHECK	08/01/2019	ARTS WITH A PURPOSE INC.	150.00
71494	CHECK	08/01/2019	ASI SIGNAGE INNOVATIONS	50.00
71495	CHECK	08/01/2019	BETH MENG	50.00
71496	CHECK	08/01/2019	CAPITOL CITY FENCE	665.00
71497	CHECK	08/01/2019	CAREY INTERNATIONAL, INC.	87.44
71498	CHECK	08/01/2019	CATHERINE BOWIE	100.00
71499	CHECK	08/01/2019	CENTRAL SECURITY & COMMUNICATIONS	306.34
71500	CHECK	08/01/2019	CITIZENS ENERGY GROUP	1,899.15
71501	CHECK	08/01/2019	CITY OF INDIANAPOLIS	150.00
71502	CHECK	08/01/2019	CONNOR FINE PAINTING	530.00
71503	CHECK	08/01/2019	COURT & COMMERCIAL RECORD	66.11
71504	CHECK	08/01/2019	DACO GLASS & GLAZING INC	2,588.38
71505	CHECK	08/01/2019	DERIUS MOORE	165.00
71506	CHECK	08/01/2019	DUNHAM RUBBER & BELTING CORP	99.46
71507	CHECK	08/01/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	45.00
71508	CHECK	08/01/2019	FINELINE LAMINATES, INC.	29,095.00
71509	CHECK	08/01/2019	FULLER ENGINEERING CO., LLC	540.00
71510	CHECK	08/01/2019	GALE GROUP THE	303.97
71511	CHECK	08/01/2019	GORDON PLUMBING, INC.	130.50
71512	CHECK	08/01/2019	GREY HOUSE PUBLISHING	144.00
71513	CHECK	08/01/2019	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	1,404.00
71514	CHECK	08/01/2019	INDIANA NEWSPAPERS, INC.	177.90
71515	CHECK	08/01/2019	INDIANAPOLIS FLEET SERVICES	1,932.79
71516	CHECK	08/01/2019	JA BERG INC.	2,275.00
71517	CHECK	08/01/2019	JACKSON SYSTEMS, LLC	214.50
71518	CHECK	08/01/2019	JEANNETTE HUESCA	50.00
71519	CHECK	08/01/2019	JEREMY SOUTH	200.00
71520	CHECK	08/01/2019	KELSEY ELAINE SIMPSON	600.00
71521	CHECK	08/01/2019	LDV, INC	140.39
71522	CHECK	08/01/2019	LEE COMPANY, INC	1,115.00
71523	CHECK	08/01/2019	LIBRARY IDEAS	10,236.25
71524	CHECK	08/01/2019	LUSK ENTERTAINMENT GROUP, INC	975.00
71525	CHECK	08/01/2019	TAKE FLIGHT WILDLIFE EDUCATION	1,400.00
71526	CHECK	08/01/2019	E.SOLUTIONS, INC.	1,577.50
71527	CHECK	08/01/2019	REPROGRAPHIX, INC	36.45
71528	CHECK	08/01/2019	RYAN JAMES DOWD	719.00
71529	CHECK	08/01/2019	SAKURA FUQUA	200.00
71530	CHECK	08/01/2019	SCHMIDT ASSOCIATES, INC	41,982.94
71531	CHECK	08/01/2019	SENSORY TECHNOLOGIES	44,506.12
71532	CHECK	08/01/2019	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	2,750.47
71533	CHECK	08/01/2019	STEWART SPEAKERS, INC	250.00
71534	CHECK	08/01/2019	TROY JULIAN GIPSON	3,125.00
71535	CHECK	08/01/2019	UNIFORM HOUSE INC. THE	440.66
71536	CHECK	08/01/2019	UNITED PARCEL SERVICE	334.04
71537	CHECK	08/01/2019	WILDLIFE EDUCATION LLC	968.00
71538	CHECK	08/08/2019	1-800MD, LLC	910.00
71539	CHECK	08/08/2019	AT&T	1,482.22
71540	CHECK	08/08/2019	AT&T	876.84
71541	CHECK	08/08/2019	AT&T MOBILITY	704.21

No.	Type	Date	Reference	Amount
71542	CHECK	08/08/2019	ATC GROUP SERVICES, LLC	878.20
71543	CHECK	08/08/2019	AXIS ARCHITECTURE & INT., LLC	4,022.88
71544	CHECK	08/08/2019	BEAM, LONGEST & NEFF, LLC	697.50
71545	CHECK	08/08/2019	CHARITABLE ADVISORS	225.00
71546	CHECK	08/08/2019	BRIGHT HOUSE NETWORKS	59.99
71547	CHECK	08/08/2019	CITIZENS ENERGY GROUP	911.25
71548	CHECK	08/08/2019	CRISTINA GOMEZ	1,840.00
71549	CHECK	08/08/2019	DELL MARKETING L.P.	1,403.90
71550	CHECK	08/08/2019	DLZ INDIANA, LLC	1,800.00
71551	CHECK	08/08/2019	INDIANA NEWSPAPERS, INC.	4,245.48
71552	CHECK	08/08/2019	INDIANA NEWSPAPERS	128.38
71553	CHECK	08/08/2019	INDY CHAMBER OF COMMERCE	4,200.00
71554	CHECK	08/08/2019	INDY CURB APPEAL ASPHALT, INC	7,200.00
71555	CHECK	08/08/2019	JA BERG INC.	2,800.00
71556	CHECK	08/08/2019	JACKSON MANUFACTURERS CO., INC.	736.23
71557	CHECK	08/08/2019	MIDWEST COLLABORATIVE FOR LIBRARY SRVCS	43,781.29
71558	CHECK	08/08/2019	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A.	42.87
71559	CHECK	08/08/2019	RAHMBERG, STOVER & ASSOCIATES, LLC	4,810.00
71560	CHECK	08/08/2019	SAGE PUBLICATIONS INC.	8,820.00
71561	CHECK	08/08/2019	SONDHI SOLUTIONS	356.61
71562	CHECK	08/08/2019	TUMBLEWEED PRESS, INC.	16,683.33
71563	CHECK	08/15/2019	3'D TROPHY ENGRAVING CO., INC.	72.00
71564	CHECK	08/15/2019	ACTION PEST CONTROL, INC	250.00
71565	CHECK	08/15/2019	ADTEC	1,270.00
71566	CHECK	08/15/2019	AMERICAN UNITED LIFE INSURANCE CO	3,230.85
71567	CHECK	08/15/2019	BETH MENG	50.00
71568	CHECK	08/15/2019	BLACKMORE & BUCKNER ROOFING	458.68
71569	CHECK	08/15/2019	BRANDI WINSTON	26.00
71570	CHECK	08/15/2019	BRIGHTWOOD INVESTORS, LLC	4,074.00
71571	CHECK	08/15/2019	BROAD RIPPLE VILLAGE ASSOCIATION (BRVA)	100.00
71572	CHECK	08/15/2019	CATHERINE BOWIE	100.00
71573	CHECK	08/15/2019	CENTRAL LIBRARY (PETTY CASH)	14.00
71574	CHECK	08/15/2019	CITIZENS ENERGY GROUP	11,170.97
71575	CHECK	08/15/2019	COLLEGE AVENUE BRANCH (PETTY CASH)	21.38
71576	CHECK	08/15/2019	CONNOR FINE PAINTING	6,085.00
71577	CHECK	08/15/2019	CULLIGAN	17.97
71578	CHECK	08/15/2019	DYNAMARK GRAPHICS GROUP	569.26
71579	CHECK	08/15/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	9,255.00
71580	CHECK	08/15/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	286.01
71581	CHECK	08/15/2019	GUARDIAN	16,133.05
71582	CHECK	08/15/2019	INDIANAPOLIS POWER & LIGHT COMPANY	79,729.47
71583	CHECK	08/15/2019	JEANNETTE HUESCA	50.00
71584	CHECK	08/15/2019	JP MORGAN CHASE BANK	3,848.21
71585	CHECK	08/15/2019	LUNA LANGUAGE SERVICES	2,638.78
71586	CHECK	08/15/2019	LUSK ENTERTAINMENT GROUP, INC	325.00
71587	CHECK	08/15/2019	MICHAEL R. TWYMAN	3,333.33
71588	CHECK	08/15/2019	MIDWEST COLLABORATIVE FOR LIBRARY SRVCS	74,591.06
71589	CHECK	08/15/2019	MINNETRISTA CULTURAL FOUNDATION, INC.	1,800.00
71590	CHECK	08/15/2019	NRP DIRECT	395.55
71591	CHECK	08/15/2019	CONDUENT STATE & LOCAL SOLUTIONS, INC.	50.00
71592	CHECK	08/15/2019	PCM-G	2,353.97
71593	CHECK	08/15/2019	RADWAY PIANO SERVICE	95.00
71594	CHECK	08/15/2019	RAYLENE JORDAN	34.00
71595	CHECK	08/15/2019	REBECCA THILL	400.00
71596	CHECK	08/15/2019	REED DRAPERY SERVICE	81.00
71597	CHECK	08/15/2019	REPUBLIC WASTE SERVICES	7,854.29
71598	CHECK	08/15/2019	SAKURA FUQUA	200.00
71599	CHECK	08/15/2019	SALTIRE GAMES, INC	200.00
71600	CHECK	08/15/2019	SARAH KANE	150.00
71601	CHECK	08/15/2019	SHOWCASES	682.56
71602	CHECK	08/15/2019	SILLY SAFARI SHOWS, INC	1,030.00
71603	CHECK	08/15/2019	SONDHI SOLUTIONS	356.21
71604	CHECK	08/15/2019	TECH-LOGIC CORPORATION	17,740.00

No.	Type	Date	Reference	Amount
71605	CHECK	08/15/2019	THE FRANKLIN TOWNSHIP INFORMER	33.00
71606	CHECK	08/15/2019	THE HARMON HOUSE L.L.C.	385.00
71607	CHECK	08/15/2019	THE HF GROUP, LLC	1,446.27
71608	CHECK	08/15/2019	TRENDYMINDS, INC.	2,437.50
71609	CHECK	08/15/2019	UNIFORM HOUSE INC. THE	120.60
71610	CHECK	08/15/2019	UNITED NATIONS PUBLICATIONS	161.24
71611	CHECK	08/21/2019	AFSCME COUNCIL IKOC 962	1,630.18
71612	CHECK	08/21/2019	AIR WORX	1,625.00
71613	CHECK	08/21/2019	AMERICAN UNITED LIFE INSURANCE CO	1,565.76
71614	CHECK	08/21/2019	AMERICAN UNITED LIFE INSURANCE CO	3,271.81
71615	CHECK	08/21/2019	ANTHEM INSURANCE COMPANIES, INC	343,200.00
71616	CHECK	08/21/2019	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	62,608.00
71617	CHECK	08/21/2019	ASI SIGNAGE INNOVATIONS	9,215.00
71618	CHECK	08/21/2019	AT&T	1,898.00
71619	CHECK	08/21/2019	AT&T	29.74
71620	CHECK	08/21/2019	AT&T	72.07
71621	CHECK	08/21/2019	BETH MENG	100.00
71622	CHECK	08/21/2019	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	46,189.59
71623	CHECK	08/21/2019	BUSINESS FURNITURE CORPORATION	3,602.79
71624	CHECK	08/21/2019	CALVIN SMALL	100.00
71625	CHECK	08/21/2019	CATHERINE BOWIE	50.00
71626	CHECK	08/21/2019	CHADWICK J. OFFUTT- GILLENWATER	300.00
71627	CHECK	08/21/2019	CHC WELLNESS	65.00
71628	CHECK	08/21/2019	CITIZENS ENERGY GROUP	1,055.62
71629	CHECK	08/21/2019	CITYOGA SCHOOL OF YOGA & HEALTH	75.00
71630	CHECK	08/21/2019	COMMERCIAL OFFICE ENVIRONMENTS INC	450.00
71631	CHECK	08/21/2019	COMMUNITY OCCUPATIONAL HEALTH SERVICES	3,200.00
71632	CHECK	08/21/2019	COURT & COMMERCIAL RECORD	155.63
71633	CHECK	08/21/2019	CULLIGAN	43.75
71634	CHECK	08/21/2019	DACO GLASS & GLAZING INC	3,045.50
71635	CHECK	08/21/2019	EDC EDUCATIONAL SERVICES	3,128.46
71636	CHECK	08/21/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	449.00
71637	CHECK	08/21/2019	FOUNTAIN BLOCK DEVELOPMENT L.P.	4,963.00
71638	CHECK	08/21/2019	GLENDALE MALL	25,375.00
71639	CHECK	08/21/2019	GUIDON DESIGN, INC.	7,680.00
71640	CHECK	08/21/2019	HOGAN TRANSFER & STORAGE CORP	299.00
71641	CHECK	08/21/2019	IBJ MEDIA	850.00
71642	CHECK	08/21/2019	INDIANA HISTORICAL SOCIETY	23.71
71643	CHECK	08/21/2019	INDIANA NEWSPAPERS	198.08
71644	CHECK	08/21/2019	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	550.00
71645	CHECK	08/21/2019	INDY CURB APPEAL ASPHALT, INC	19,500.00
71646	CHECK	08/21/2019	INTERACTIVE SCIENCES, INC	1,885.05
71647	CHECK	08/21/2019	JEANNETTE HUESCA	100.00
71648	CHECK	08/21/2019	JEREMY SOUTH	250.00
71649	CHECK	08/21/2019	JP MORGAN CHASE BANK	5,399.15
71650	CHECK	08/21/2019	LAKESHORE EQUIPMENT COMPANY	169.90
71651	CHECK	08/21/2019	LANDSCAPE FORMS INC.	3,545.00
71652	CHECK	08/21/2019	LEGALSHIELD	287.55
71653	CHECK	08/21/2019	LEHMAN'S INC. OF ANDERSON	3,125.00
71654	CHECK	08/21/2019	METRIC ENVIRONMENTAL, LLC	931.93
71655	CHECK	08/21/2019	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
71656	CHECK	08/21/2019	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A.	42.87
71657	CHECK	08/21/2019	OCLC INC	9,405.68
71658	CHECK	08/21/2019	RAHMBERG, STOVER & ASSOCIATES, LLC	15,865.00
71659	CHECK	08/21/2019	RARE SPORTS FILMS NET	835.00
71660	CHECK	08/21/2019	ROWLAND DESIGN, INC.	17,113.87
71661	CHECK	08/21/2019	SAKURA FUQUA	100.00
71662	CHECK	08/21/2019	SARAH KANE	50.00
71663	CHECK	08/21/2019	SCHOLASTIC	43.95
71664	CHECK	08/21/2019	SPRINT PCS	3,749.74
71665	CHECK	08/21/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,083.72
71666	CHECK	08/21/2019	TISHA GALARCE	35.00
71667	CHECK	08/21/2019	UNITED PARCEL SERVICE	244.19

No.	Type	Date	Reference	Amount
71668	CHECK	08/29/2019	APEX BENEFITS GROUP	12,500.00
71669	CHECK	08/29/2019	ARAB TERMITE AND PEST CONTROL INC	1,964.00
71670	CHECK	08/29/2019	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	5,000.00
71671	CHECK	08/29/2019	AUGUST MACK ENVIRONMENTAL, INC	850.00
71672	CHECK	08/29/2019	BETH MENG	50.00
71673	CHECK	08/29/2019	BRADFORD SYSTEMS	8,360.00
71674	CHECK	08/29/2019	CATHERINE BOWIE	50.00
71675	CHECK	08/29/2019	CHADWICK J. OFFUTT- GILLENWATER	500.00
71676	CHECK	08/29/2019	CITIZENS ENERGY GROUP	4,328.14
71677	CHECK	08/29/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	8,708.25
71678	CHECK	08/29/2019	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	861.69
71679	CHECK	08/29/2019	DACO GLASS & GLAZING INC	465.00
71680	CHECK	08/29/2019	EDWARD GEORGE & ASSOCIATES, LLC	665.00
71681	CHECK	08/29/2019	GALE GROUP THE	751.77
71682	CHECK	08/29/2019	GORDON PLUMBING, INC.	85.00
71683	CHECK	08/29/2019	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	2,565.00
71684	CHECK	08/29/2019	ICC FLOORS	2,550.00
71685	CHECK	08/29/2019	INDIANA CHAMBER OF COMMERCE	1,016.00
71686	CHECK	08/29/2019	INDIANAPOLIS FLEET SERVICES	2,433.42
71687	CHECK	08/29/2019	JEREMY SOUTH	500.00
71688	CHECK	08/29/2019	JP MORGAN CHASE BANK	1,006.05
71689	CHECK	08/29/2019	LEADERSHIP DIRECTORIES INC	1,510.00
71690	CHECK	08/29/2019	MACALLISTER MACHINERY CO., INC	899.00
71691	CHECK	08/29/2019	MIDWEST REMEDIATION, INC.	4,341.41
71692	CHECK	08/29/2019	PCM-G	4,122.84
71693	CHECK	08/29/2019	REGIONS BANK PURCHASING CARD	9,308.53
71694	CHECK	08/29/2019	SAINT SERAPHIM BOOKSTORE	176.75
71695	CHECK	08/29/2019	SAKURA FUQUA	100.00
71696	CHECK	08/29/2019	SARAH KANE	50.00
71697	CHECK	08/29/2019	THE HARMON HOUSE L.L.C.	402.50
71698	CHECK	08/29/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,081.32
71699	CHECK	08/29/2019	VERNON LIBRARY SUPPLIES	1,323.75
71700	CHECK	08/29/2019	WEDDING DAY MAGAZINE	500.00
71701	CHECK	08/29/2019	WW NORTH AMERICA HOLDINGS, INC.	1,272.96
301758	EFT	08/01/2019	ABELL ELEVATOR SERVICE CO	1,575.00
301759	EFT	08/01/2019	ALSCO	409.63
301760	EFT	08/01/2019	ART WITH A HEART	1,029.00
301761	EFT	08/01/2019	BACKGROUND BUREAU INC.	170.00
301762	EFT	08/01/2019	BAKER & TAYLOR	85,907.07
301763	EFT	08/01/2019	BAKER & TAYLOR	11,819.98
301764	EFT	08/01/2019	BRODART COMPANY CONTINUATIONS	287.00
301765	EFT	08/01/2019	DENISON PARKING	282.57
301766	EFT	08/01/2019	FLEET CARE, INC.	829.75
301767	EFT	08/01/2019	G4S SECURE SOLUTIONS (USA) INC.	741.30
301768	EFT	08/01/2019	INDIANA PLUMBING AND DRAIN LLC	1,867.75
301769	EFT	08/01/2019	INDIANAPOLIS RECORDER	44.34
301770	EFT	08/01/2019	INGRAM LIBRARY SERVICES	82.53
301771	EFT	08/01/2019	J&G CARPET PLUS	925.00
301772	EFT	08/01/2019	KLINES QUALITY WATER, INC	169.65
301773	EFT	08/01/2019	LUNA MUSIC	684.96
301774	EFT	08/01/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	3,653.55
301775	EFT	08/01/2019	MIDWEST TAPE - PROCESSED DVDS	5,768.61
301776	EFT	08/01/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	45.08
301777	EFT	08/01/2019	MIDWEST TAPE NON PROCESSED	307.77
301778	EFT	08/01/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	5,980.64
301779	EFT	08/01/2019	MIDWEST TAPE, LLC	34,162.02
301780	EFT	08/01/2019	OVERDRIVE INC	8,690.77
301781	EFT	08/01/2019	PERFECTION GROUP, INC.	3,505.95
301782	EFT	08/01/2019	RECORD AUTOMATIC DOORS, INC	1,128.32
301783	EFT	08/01/2019	RECORDED BOOKS	575.64
301784	EFT	08/01/2019	RYAN FIRE PROTECTION, INC	3,805.00
301785	EFT	08/01/2019	STENZ CONSTRUCTION CORPORATION	52,259.02
301786	EFT	08/01/2019	STENZ MANAGEMENT COMPANY, INC	3,201.26

No.	Type	Date	Reference	Amount
301787	EFT	08/01/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	3,904.64
301794	EFT	08/01/2019	RECORDED BOOKS	0.28
301795	EFT	08/08/2019	AUSTIN BOOK SALES	4,362.90
301796	EFT	08/08/2019	BACKGROUND BUREAU INC.	145.00
301797	EFT	08/08/2019	BAKER & TAYLOR	22,172.50
301798	EFT	08/08/2019	BAKER & TAYLOR	770.51
301799	EFT	08/08/2019	BAKER & TAYLOR	13,763.47
301800	EFT	08/08/2019	BAKER & TAYLOR	24,789.27
301801	EFT	08/08/2019	BAKER & TAYLOR	11.91
301802	EFT	08/08/2019	CDW GOVERNMENT, INC.	141.73
301803	EFT	08/08/2019	DENISON PARKING	6,984.07
301804	EFT	08/08/2019	G4S SECURE SOLUTIONS (USA) INC.	28,251.43
301805	EFT	08/08/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	377.11
301806	EFT	08/08/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	3,113.84
301807	EFT	08/08/2019	MIDWEST TAPE - PROCESSED DVDS	6,562.30
301808	EFT	08/08/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	5,559.93
301809	EFT	08/08/2019	MIDWEST TAPE NON PROCESSED	562.99
301810	EFT	08/08/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	6,447.42
301811	EFT	08/08/2019	MIDWEST TAPE, LLC	5,781.60
301812	EFT	08/08/2019	MOORE INFORMATION SERVICES, INC	731.30
301813	EFT	08/08/2019	OVERDRIVE INC	65,724.47
301814	EFT	08/08/2019	R AND B ARCHITECTS LLC	8,274.05
301815	EFT	08/08/2019	RECORDED BOOKS	85.25
301816	EFT	08/08/2019	RICHARD LOPEZ ELECTRICAL, LLC	6,944.18
301817	EFT	08/08/2019	STENZ MANAGEMENT COMPANY, INC	6,590.07
301818	EFT	08/08/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	691.50
301819	EFT	08/08/2019	TITAN ASSOCIATES	65,234.91
301820	EFT	08/08/2019	UNIQUE MANAGEMENT SERVICES, INC	4,333.61
301824	EFT	08/15/2019	ABELL ELEVATOR SERVICE CO	10,464.50
301825	EFT	08/15/2019	ACORN DISTRIBUTORS, INC	1,877.21
301826	EFT	08/15/2019	ACORN DISTRIBUTORS, INC	1,716.10
301827	EFT	08/15/2019	ALSCO	392.30
301828	EFT	08/15/2019	AUSTIN BOOK SALES	25.29
301829	EFT	08/15/2019	BAKER & TAYLOR	1,351.58
301830	EFT	08/15/2019	BAKER & TAYLOR	11,488.43
301831	EFT	08/15/2019	BAKER & TAYLOR	17,351.43
301832	EFT	08/15/2019	BRODART COMPANY	91.31
301833	EFT	08/15/2019	BRODART COMPANY CONTINUATIONS	238.42
301834	EFT	08/15/2019	DANCORP INC. DBA DANCO	700.00
301835	EFT	08/15/2019	DEMCO, INC.	1,245.84
301836	EFT	08/15/2019	FINELINE PRINTING GROUP	8,162.00
301837	EFT	08/15/2019	FLEET CARE, INC.	318.20
301838	EFT	08/15/2019	G4S SECURE SOLUTIONS (USA) INC.	6,832.09
301839	EFT	08/15/2019	GRAINGER	159.60
301840	EFT	08/15/2019	INDIANA PLUMBING AND DRAIN LLC	1,134.25
301841	EFT	08/15/2019	INDIANAPOLIS ARMORED CAR, INC	3,231.00
301842	EFT	08/15/2019	INGRAM LIBRARY SERVICES	805.46
301843	EFT	08/15/2019	J&G CARPET PLUS	200.00
301844	EFT	08/15/2019	KLINES QUALITY WATER, INC	51.55
301845	EFT	08/15/2019	LEVEL (3) COMMUNICATIONS, LLC	3,145.34
301846	EFT	08/15/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	1,295.00
301847	EFT	08/15/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	623.44
301848	EFT	08/15/2019	MIDWEST TAPE - PROCESSED DVDS	1,752.62
301849	EFT	08/15/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	3,951.91
301850	EFT	08/15/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	2,775.99
301851	EFT	08/15/2019	MIDWEST TAPE, LLC	1,147.48
301852	EFT	08/15/2019	OFFICE360	372.00
301853	EFT	08/15/2019	OVERDRIVE INC	63,065.09
301854	EFT	08/15/2019	P.V. SUPA INC.	31,067.04
301855	EFT	08/15/2019	PERFECTION GROUP, INC.	12,153.10
301856	EFT	08/15/2019	RECORDED BOOKS	2,122.72
301857	EFT	08/15/2019	RICHARD LOPEZ ELECTRICAL, LLC	31,865.04
301858	EFT	08/15/2019	RIICOH USA, INC. - 12882	10,132.17

No.	Type	Date	Reference	Amount
301859	EFT	08/15/2019	ROBERT HALF INTERNATIONAL, INC	2,298.40
301860	EFT	08/15/2019	RYAN FIRE PROTECTION, INC	697.74
301861	EFT	08/15/2019	STENZ MANAGEMENT COMPANY, INC	5,495.50
301862	EFT	08/15/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,411.50
301863	EFT	08/15/2019	ULINE	942.63
301864	EFT	08/15/2019	VOCERA COMMUNICATIONS, INC.	14,445.00
301867	EFT	08/21/2019	ABELL ELEVATOR SERVICE CO	1,240.00
301868	EFT	08/21/2019	AUSTIN BOOK SALES	6,152.44
301869	EFT	08/21/2019	BACKGROUND BUREAU INC.	135.00
301870	EFT	08/21/2019	BAKER & TAYLOR	104.03
301871	EFT	08/21/2019	BAKER & TAYLOR	562.06
301872	EFT	08/21/2019	BAKER & TAYLOR	17,298.55
301873	EFT	08/21/2019	BAKER & TAYLOR	20,169.92
301874	EFT	08/21/2019	BOYLE CONSTRUCTION MANAGEMENT, INC.	415,706.16
301875	EFT	08/21/2019	BRODART COMPANY CONTINUATIONS	647.64
301876	EFT	08/21/2019	CDW GOVERNMENT, INC.	2,693.60
301877	EFT	08/21/2019	CITIZENS THERMAL ENRGY.	83,948.40
301878	EFT	08/21/2019	DELTA DENTAL	120.20
301879	EFT	08/21/2019	DELTA DENTAL	157.17
301880	EFT	08/21/2019	DELTA DENTAL	10,863.74
301881	EFT	08/21/2019	FINELINE PRINTING GROUP	1,772.00
301882	EFT	08/21/2019	FLEET CARE, INC.	461.98
301883	EFT	08/21/2019	G4S SECURE SOLUTIONS (USA) INC.	23,315.91
301884	EFT	08/21/2019	INDIANA PLUMBING AND DRAIN LLC	1,832.00
301885	EFT	08/21/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	3,208.97
301886	EFT	08/21/2019	INGRAM LIBRARY SERVICES	11,000.00
301887	EFT	08/21/2019	IRVINGTON PRESBYTERIAN CHURCH	937.50
301888	EFT	08/21/2019	JCOS, INC.	31,443.75
301889	EFT	08/21/2019	KLINES QUALITY WATER, INC	8.00
301890	EFT	08/21/2019	LUNA MUSIC	3,466.15
301891	EFT	08/21/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	1,227.70
301892	EFT	08/21/2019	MIDWEST TAPE - PROCESSED DVDS	2,825.07
301893	EFT	08/21/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	391.48
301894	EFT	08/21/2019	MIDWEST TAPE NON PROCESSED	511.33
301895	EFT	08/21/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	13,664.93
301896	EFT	08/21/2019	MIDWEST TAPE, LLC	22,305.44
301897	EFT	08/21/2019	OVERDRIVE INC	10,998.62
301898	EFT	08/21/2019	R AND B ARCHITECTS LLC	10,667.36
301899	EFT	08/21/2019	RECORD AUTOMATIC DOORS, INC	1,937.89
301900	EFT	08/21/2019	RECORDED BOOKS	1,381.87
301901	EFT	08/21/2019	RICHARD LOPEZ ELECTRICAL, LLC	3,219.00
301902	EFT	08/21/2019	RICOH USA, INC. - 12882	4,699.42
301903	EFT	08/21/2019	RYAN FIRE PROTECTION, INC	866.00
301904	EFT	08/21/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	805.75
301905	EFT	08/21/2019	TITAN ASSOCIATES	3,274.67
301911	EFT	08/29/2019	ABELL ELEVATOR SERVICE CO	1,400.00
301912	EFT	08/29/2019	ALSCO	784.60
301913	EFT	08/29/2019	AUSTIN BOOK SALES	1,971.81
301914	EFT	08/29/2019	BAKER & TAYLOR	284.63
301915	EFT	08/29/2019	BAKER & TAYLOR	6,401.48
301916	EFT	08/29/2019	BAKER & TAYLOR	20,328.37
301917	EFT	08/29/2019	BRODART COMPANY CONTINUATIONS	197.40
301918	EFT	08/29/2019	CDW GOVERNMENT, INC.	171.26
301919	EFT	08/29/2019	DEMCO, INC.	5,832.96
301920	EFT	08/29/2019	FINELINE PRINTING GROUP	5,922.00
301921	EFT	08/29/2019	FLEET CARE, INC.	475.25
301922	EFT	08/29/2019	G4S SECURE SOLUTIONS (USA) INC.	1,747.00
301923	EFT	08/29/2019	INDIANA PLUMBING AND DRAIN LLC	749.95
301924	EFT	08/29/2019	INGRAM LIBRARY SERVICES	2,749.35
301925	EFT	08/29/2019	J&G CARPET PLUS	600.00
301926	EFT	08/29/2019	KLINES QUALITY WATER, INC	44.55
301927	EFT	08/29/2019	LUNA MUSIC	308.01
301928	EFT	08/29/2019	MIDWEST TAPE - PROCESSED DVDS	7,755.04

No.	Type	Date	Reference	Amount
301929	EFT	08/29/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	2,407.24
301930	EFT	08/29/2019	MIDWEST TAPE NON PROCESSED	125.91
301931	EFT	08/29/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	12,371.83
301932	EFT	08/29/2019	MIDWEST TAPE, LLC	4,312.44
301933	EFT	08/29/2019	OVERDRIVE INC	61,423.94
301934	EFT	08/29/2019	PERFECTION GROUP, INC.	2,056.60
301935	EFT	08/29/2019	RECORD AUTOMATIC DOORS, INC	315.00
301936	EFT	08/29/2019	RECORDED BOOKS	2,353.04
301937	EFT	08/29/2019	DANIEL HOFMANN	3,584.00
301938	EFT	08/29/2019	ROBERT HALF INTERNATIONAL, INC	707.20
301939	EFT	08/29/2019	STAPLES	1,358.90
301940	EFT	08/29/2019	STENZ MANAGEMENT COMPANY, INC	6,691.92
301941	EFT	08/29/2019	ULINE	358.38
				3,445,198.73

Summary by Transaction Type:

Computer Check	\$ 1,211,924.42
EFT Check	\$ 2,233,274.31
Total Payments	\$ 3,445,198.73
Total Voided Items	\$ -

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

No.	Type	Date	Reference	Amount
790	CHECK	08/01/2019	DORATHY CLAIRE WINKLER	76.39
791	CHECK	08/01/2019	REBECCA BERRY	12.25
			Total	<u>\$ 88.64</u>

Summary by Transaction Type:

Computer Check	\$88.64
EFT Check	\$0.00
Total Payments	\$88.64
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7343	CHECK	08/01/2019	ANNE C. FATOUT	25.00
7344	CHECK	08/01/2019	CHANTEL MASSEY	150.00
7345	CHECK	08/01/2019	GIRLS INC. OF GREATER INDIANAPOLIS	1,500.00
7346	CHECK	08/01/2019	INDIANA WRITER'S CENTER	600.00
7347	CHECK	08/01/2019	INDY VEGFEST	182.00
7348	CHECK	08/01/2019	JEREMY SOUTH	400.00
7349	CHECK	08/01/2019	MARION COUNTY PUBLIC HEALTH DEPARTMENT	800.00
7350	CHECK	08/01/2019	MAYRA OSEGUERA	200.00
7351	CHECK	08/01/2019	WFYI TV FYI PRODUCTIONS	3,000.00
7352	CHECK	08/01/2019	SILLY SAFARI SHOWS, INC	18,750.00
7353	CHECK	08/01/2019	WONDERLAB MUSEUM OF SCIENCE, HEALTH & TECHNOLOGY	425.00
7354	CHECK	08/08/2019	ALISON GRANUCCI	2,400.00
7355	CHECK	08/08/2019	ANNE C. FATOUT	50.00
7356	CHECK	08/08/2019	INDIA KELVONIA HUI	168.87
7357	CHECK	08/08/2019	INDIANA WRITER'S CENTER	200.00
7358	CHECK	08/08/2019	LINDSAY HADDIX	30.47
7359	CHECK	08/08/2019	LUNA LANGUAGE SERVICES	60.00
7360	CHECK	08/08/2019	MAYRA OSEGUERA	100.00
7361	CHECK	08/08/2019	RACHELLE COLYER	218.80
7362	CHECK	08/08/2019	SILLY SAFARI SHOWS, INC	1,470.00
7363	VOID	08/14/2019	VOID UNUSED CHECK	0.00
7364	CHECK	08/14/2019	CAROL L. WROBLEWSKI	150.00
7365	CHECK	08/15/2019	I-MCPL STAFF ASSOCIATION	120.00
7366	CHECK	08/15/2019	KELLY J. FREEMAN	150.00
7367	CHECK	08/15/2019	KEVIN SUMMERS	24.20
7368	CHECK	08/15/2019	KIDS INK CHILDREN'S BOOKSTORE	3,637.98
7369	CHECK	08/15/2019	NICOLE NORTON	27.82
7370	CHECK	08/15/2019	PATTY WALLACE	44.85
7371	CHECK	08/15/2019	SARA BOLLINGER	38.51
7372	CHECK	08/15/2019	SUE KENNEDY	570.50
7373	CHECK	08/15/2019	THE ANTOINE COMPANY	1,500.00
7374	CHECK	08/15/2019	THE INDY CONVERGENCE	480.00
7375	CHECK	08/21/2019	ANNE C. FATOUT	50.00
7376	CHECK	08/21/2019	ARTS FOR LEARNING INDIANA	622.00
7377	CHECK	08/21/2019	CAREY INTERNATIONAL, INC.	91.55
7378	CHECK	08/21/2019	CHADWICK J. OFFUTT- GILLENWATER	150.00
7379	CHECK	08/21/2019	CREATIVE AQUATIC SOLUTIONS, LLC	265.00
7380	CHECK	08/21/2019	DOUBLE CUPPED	229.40
7381	CHECK	08/21/2019	EMBARQUE	57.60
7382	CHECK	08/21/2019	HISTORIC LANDMARKS FOUNDATION OF INDIANA, INC	50.00
7383	CHECK	08/21/2019	INDIANAPOLIS SYMPHONY ORCHESTRA	300.00
7384	CHECK	08/21/2019	IRVINGTON BRANCH (PETTY CASH)	62.13
7385	CHECK	08/21/2019	JEREMY SOUTH	300.00
7386	CHECK	08/21/2019	JONI METCALF-KEMP	200.00
7387	CHECK	08/21/2019	RACHELLE COLYER	200.00
7388	CHECK	08/21/2019	THE INDY LEARNING TEAM	250.00
7389	CHECK	08/29/2019	DOUBLE CUPPED	2,030.51
7390	CHECK	08/29/2019	NICOLE R. KEITH	100.00
7391	CHECK	08/29/2019	REGIONS BANK PURCHASING CARD	681.62
7392	CHECK	08/29/2019	SHANNON O'DONNELL	77.48
7393	CHECK	08/29/2019	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	7,005.46

No.	Type	Date	Reference	Amount
301788	EFT	08/01/2019	BAKER & TAYLOR	22.99
301789	EFT	08/01/2019	BAKER & TAYLOR	19.09
301790	EFT	08/01/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	4,369.19
301791	EFT	08/01/2019	INGRAM LIBRARY SERVICES	10,592.17
301792	EFT	08/01/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	430.72
301793	EFT	08/01/2019	MIDWEST TAPE, LLC	85.74
301821	EFT	08/08/2019	BAKER & TAYLOR	333.51
301822	EFT	08/08/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	68.40
301823	EFT	08/08/2019	MIDWEST TAPE, LLC	154.56
301865	EFT	08/15/2019	DEMCO, INC.	1,049.51
301866	EFT	08/15/2019	MIDWEST TAPE, LLC	540.22
301906	EFT	08/21/2019	BAKER & TAYLOR	1,433.73
301907	EFT	08/21/2019	BAKER & TAYLOR	186.57
301908	EFT	08/21/2019	BAKER & TAYLOR	702.78
301909	EFT	08/21/2019	INGRAM LIBRARY SERVICES	38,476.58
301910	EFT	08/21/2019	MIDWEST TAPE, LLC	98.53
301942	EFT	08/29/2019	BAKER & TAYLOR	835.66
301943	EFT	08/29/2019	CDW GOVERNMENT, INC.	151.19
301944	EFT	08/29/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	761.72
301945	EFT	08/29/2019	MIDWEST TAPE, LLC	21.08
301946	EFT	08/29/2019	STAPLES	16.65
Total				110,547.34

Summary by Transaction Type:

Computer Check	\$ 50,196.75
EFT Check	\$ 60,350.59
Total Payments	\$ 110,547.34
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
September 23, 2019
PERSONNEL ACTIONS
RESOLUTION 33 -2019

NEW HIRES:

- Derris Ross, Public Services Associate II, Part-Time, Warren, \$15.34 per hour, Effective: 08/27/2019
- Yolanda Morales, Team Member, Facilities Shipping/Receiving, \$13.00 per hour, Effective: 08/27/2019
- Elexis Smith, Page, Pike Branch, \$9.15 per hour, Effective: 09/24/2019
- David Cohen, Page, Pike, \$9.15 per hour, Effective: 09/24/2019
- Ryan Garrigus, Page, Lawrence, \$9.15 per hour, Effective: 09/24/2019
- Francesca Hurley, Page, Lawrence, \$9.15 per hour, Effective: 09/24/2019
- Jennifer Wakolbinger, Public Services Associate II, Part-Time, Wayne, \$15.34 per hour, Effective: 09/24/2019
- Tasha Lee, Hourly Job Center Assistant, East 38th, \$10.20 per hour, Effective: 09/24/2019

INTERNAL CHANGES:

- Kyla Decker from Public Services Associate II-Outreach, Outreach to Public Services Associate II, Outreach, No Change in Pay, Effective 08/18/2019
- Azucena Itzel Guerro-Ruiz from Page, Haughville, \$10.50 per hour to Library Assistant II, Part-Time, Haughville, \$13.00 per hour, Effective: 09/01/2019
- Dawn Hawkins from Hourly Library Assistant II (FTE), Lawrence to Hourly Library Assistant II (SUB), Lawrence, No Change in Pay, Effective: 09/15/2019
- Lauren Freeman from Circulation Supervisor I, Outreach, \$19.95 per hour to Public Services Librarian, Warren, \$20.55 per hour, Effective: 09/29/2019
- Imani Wills-Henderson from Hourly Computer Lab Assistant II, College, \$13.13 per hour to Public Services Associate II, Part-Time, College, \$15.34 per hour, Effective: 09/15/2019
- Victoria Duncan from Digital Projects Specialist, Collection Management, \$25.02 per hour to Manager, Digital Projects, Collection Management, \$26.79 per hour, Effective: 09/15/2019

RE-HIRES:

- Kimberly Brown-Harden, Manager, East 38th St., \$24.03 per hour, Effective: 09/23/2019

SEPARATIONS:

- Ciera Smith, Hourly Summer Reading Clerk, Fountain Square, 1 year and 3 months, Effective: 08/22/2019
- Maya Tapplar, Hourly Job Center Assistant, Warren, 11 years and 1 month, Effective: 08/18/2019
- Andrew Mattingly, Computer Lab Assistant I, Learning Curve, 4 years and 1 month, Effective: 08/16/2019
- Meaghan Fukunaga, Mgr., Digital Projects, Collection Management, 4 years and 9 months, Effective: 09/06/2019
- Kendra Brown, Page, Pike, 1 month, Effective: 08/26/2019

- MacKenzie Walker, Hourly Events Assistant, Events, 1 year and 3 months, Effective: 08/29/2019
- Dagny Villegas, Public Services Librarian, Central, 9 years and 5 months, Effective: 09/10/2019
- Josh Aughe, Page, Central, 2 years and 6 months, Effective: 08/30/2019
- Andrew Finnell, Hourly Summer Reading Clerk, College, 4 years and 2 months, Effective: 08/25/2019

INACTIVE:

- Meghan Baker, Hourly Summer Reading Clerk, Garfield Park, Effective: 08/15/2019
- Abigail Yohler, Hourly Summer Reading Clerk, Beech Grove, Effective: 08/05/2019
- John Grady, Hourly Library Assistant, Wayne, Effective: 12/01/2019
- Calvin Rasmussen, Page, Wayne, Effective: 08/17/2019
- Renee Kohlmeier, Page, Wayne, Effective: 08/17/2019
- Sue Thompson, Hourly Public Services Associate I, Wayne, Effective: 12/01/2019
- Bronwyn Woodsworth, Page, Learning Curve, Effective: 08/21/2019
- Fiona Dwyer, Page, Learning Curve, Effective: 08/21/2019
- Grant Schoening, Page, Franklin Road, Effective: 08/24/2019
- Evan Brandenburg, Page, Southport, Effective: 08/30/2019

RE-ACTIVATE: (None Reported)

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
SEPTEMBER 10, 2019

The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana, on Tuesday, September 10, 2019 at 5:10 p.m., pursuant to notice given.

1. **Call To Order**

Ms. Sanders called the meeting to order.

2. **Roll Call**

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

Members absent: Mr. Andrews and Ms. Carlino

COMMITTEE REPORTS

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

Briefing Report – Brightwood Branch Project Update for August 2019

Major milestone work completed in August was the completion of the major earthwork, installation of the perimeter concrete curbs, and the sidewalks are 70% complete. Overhead ductwork is complete, interior metal stud framing is 95% complete, and exterior sheathing is 90% complete. Electrical and plumbing rough-ins are in progress with the completion of the metal stud framing.

Major milestone work to be completed in September includes continuation of the site concrete work, completion of the exterior sheathing, installation of the roofing, and paving. Brick masonry is scheduled to begin in September. Electrical and plumbing rough-ins will continue.

Project Schedule

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

Resolution XX-2019

Approval to Award an Equipment Purchase Order for the Shelving and End Panels for the Brightwood Branch Project

IndyPL Facilities staff recommends Board approval to award an equipment purchase order for the Brightwood Branch Shelving and End Panels Project to **DECO Associates** for the total cost of \$125,000.00.

Background:

The Invitation to Quote (“ITQ”) specified shelving and end panels for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ.

The equipment plans and specifications were developed by the architect, Axis Architecture + Interiors, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on August 1, 2019. Sealed Quotes were received on August 29, 2019, allowing time for evaluation prior to presentation at the September 10, 2019 IndyPL Board Facilities Committee Meeting.

Notice of the ITQ was emailed directly to twenty (20) vendors who are known to be capable of providing the equipment, vendors who had expressed interest in providing equipment for IndyPL projects, or were identified by using the Indianapolis Office of Minority and Women Business Development vendor listing.

Three (3) sealed quotes were received at the Library Services Center by the deadline of 11:00 am local time on August 29, 2019. The quotes were opened and read aloud publically. The budget for the equipment is \$140,000. The purchase of the equipment will be funded by the Series 2017A Bond Fund (Fund 477).

The Facilities Committee moved the Resolution forward to the regular September 2019 Board Meeting with the recommendation for approval.

Briefing Report – Wayne Branch Project Update for August 2019

The Wayne Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. R and B Architects leads the design team and we are moving forward to have the Project ready to begin construction in December 2019. Patrons are excited at the plans to renovate the 1983 facility to meet current library service needs.

The team has been working to complete the renovation bidding documents, and working on the furniture selections. From August 26 to 29, 2019 potential furniture vendors provided loaner seating, tables, and accessories for staff and patrons to test in place.

The total project budget is \$1,600,000 and will be funded by the Series 2019 Bond (Fund TBD) and the Rainy Day Fund (Fund 245).

Project Schedule

Construction Project Out to Bid	September 10, 2019
Pre-Bid Conference and Site tour	September 17, 2019 7:30 am
Bid Date	October 8, 2019 2:00 pm
Post Bid Information Due Date	October 11, 2019 2:00 pm
Present Bid Results at Facilities Committee	October 15, 2019
Request Board Approval to Award Construction Contract	October 28, 2019
Furniture and Equipment Out for Quotes	October 2019
Present Quote Results at Facilities Committee	November 11, 2019
Request Board Approval to Award Furniture Contracts	November 23, 2019
Last Day of Public Service in the Branch	November 30, 2019
Construction Starts	December 2019
Project Complete	May 2020

Briefing Report for Future Action Item in October 2019

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

In July 2019 the Board authorized IndyPL and R and B Architects to prepare bidding documents and to solicit open, competitive, and public bids for the Wayne Branch Renovation Projects. The Bid Documents will be available to contractors on September 9, 2019.

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. A copy of the Notice will be emailed to local business development contacts.

Bids are scheduled to be received on October 8, 2019 to allow for evaluation prior to presentation at the October 15, 2019 Board Facilities Committee Meeting.

The budget for the remodel construction work is \$900,000 excluding remediation, fixtures, furniture and equipment. This work is within the total project budget of \$1,600,000, and will be funded by the Series 2019 Bond Fund. Current expenses for the Project are being charged to the Rainy Day Fund (Fund 245) during the planning and design phases. Once the 2019 Bond Fund sale is completed, the Rainy Day Fund will be replenished and all the expenses for the Project will be charged to the Series 2019 Bond Fund (Fund number to be determined).

Resolution XX-2019

Approval to Award a Construction Services Contract for the Wayne Branch Roof Replacement Project

IndyPL Facilities staff recommends Board approval to award a construction services contract for the Wayne Branch Roof Replacement Project to **Amos Exteriors, Inc., Indianapolis, IN** for the total cost of \$48,800.00.

Background:

The specifications were developed by the architect, R and B Architects, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on August 14, 2019. Sealed Quotes were received on September 5, 2019, allowing time for evaluation prior to presentation at the September 10, 2019 IndyPL Board Facilities Committee Meeting.

Notice of the ITQ was emailed directly to nineteen (19) vendors who are known to be capable of providing the services, vendors who had expressed interest in providing equipment for IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing. Nine of the 19 vendors are certified with the City.

IndyPL Diversity and Inclusion Officer reached out via telephone calls to all 9 XBE vendors to confirm receipt of the ITQ and to gauge interest in submitting a quote.

Four (4) sealed quotes were received at the Library Services Center by the deadline. The quotes were opened and read aloud publically. The budget for the Project is \$100,000.

The apparent low quoter, Amos Exteriors, is significantly lower than the 3 other quotes. IndyPL staff requested the vendor review their quote for errors or omissions. Following further evaluation of their quote the vendor declared their quote complete and valid, and they are excited about the opportunity to provide services for IndyPL.

Amos Exteriors is registered as a business in the State of Indiana and has a current General Contractor license with the City of Indianapolis. The purchase of the services will be funded by the Series 2018 Bond Fund (Fund 479).

The Facilities Committee moved the Resolution forward to the regular September 2019 Board Meeting with the recommendation for approval.

Briefing Report – Lawrence Branch Project Update for August 2019

The Lawrence Branch Renovation Project is part of the capital projects outlined in the Strategic Plan. Rowland Design leads the design team with Tappe' Architects and we are moving forward to have the Project ready to begin construction early in 2020.

To accommodate the new drive-up return, the plan is to switch the locations of the existing meeting room and staff workroom/support spaces. This will put the return and delivery access on the south side of the building along the entrance drive. The plan is to add a new entrance vestibule and a new walk to provide direct access to the Branch.

The total project budget is \$1,600,000 and will be funded by the Series 2019 Bond (Fund TBD) and the Rainy Day Fund (Fund 245)

Project Schedule

Project Out to Bid	November 2019
Present Bid Results at Facilities Committee	December 3, 2019
Request Approval to Award Contract	December 16, 2019
Construction Starts	January 2020
Project Complete	May 2020

**Briefing Report for Future Action Item in October 2019:
Approval to Award a Construction Services Contract for the Lawrence Branch Roof Replacement Project**

The re-roof project scope of work is being developed Roland Design and will be quoted by local vendors. The Project will include the removal and replacement of the existing 20 year old asphalt shingles. The work is budgeted at \$100,000 and will be funded by the Miscellaneous Projects 2018 Bond (Fund 479).

Briefing Report – West Perry Branch Project Update for August 2019

IndyPL completed the closing on the property on August 30, 2019. Our geotechnical engineers are working on the soils investigations for structural bearing capacity and water infiltration rates.

Schmidt Associates with HBM presented the schematic design at the July 18, 2019 Community Meeting. One particular item from the meeting IndyPL requested additional study by the architects was the inclusion of a room for nursing mothers while at the Library.

Another item from the meeting IndyPL requested additional study by the architects was the travel distance for patrons from the parking lot to the front door. The front entrance will have a zone for vehicles to pull over and drop off patrons, it is along the main vehicle route, and there are traffic conflicts with the drive-up return location.

The architects provided 3 options to reconfigure the entrance to address this concern.

After careful review and consideration of the options, the entrance and parking lot was modified to bring the entire lot closer to the building, add accessible spaces adjacent to the entrance, and to rotate the structure to face the lot. The south side entrance will allow law enforcement the opportunity to see activities at the front door from Harding Street.

Project Schedule

Present Design to Facilities Committee	September 10, 2019
Project Out to Bid	January 2020
Present Bid Results at Facilities Committee	February 11, 2020
Request Approval to Award Contract	February 24, 2020
Construction Starts	March 2020
Project Complete	May 2021

Resolution XX-2019

Authorization to Prepare Bidding Documents and to Solicit Open, Public, and Competitive Bids for Construction Services for the West Perry Branch Project

IndyPL Facilities Staff requests Board Approval to authorize IndyPL staff, the architects, Schmidt Associates with HBM, and the construction manager to prepare bidding documents to solicit open, competitive, and sealed public bids for the West Perry Branch Project.

Background:

Schmidt Associates with HBM lead the design team for the West Perry Branch Project. We are moving forward to have the Project ready to begin construction in the spring of 2020.

The architects have prepared a construction estimate based on the design and proposed work and the Project will be on budget. A Construction Manager as Constructor (“CMc”) delivery method will be used for the project.

For a project of this size, complexity, and timing, we anticipate approximately be 10 first tier subcontract bid. The bid packages and specific scopes of work will be determined by the CMc.

The documents are scheduled to be available to bidders in January 2020. Notice to prospective bidders will be advertised as per established protocol. Notice of the Project will also be posted on the IndyPL website and copies of the Notice will be emailed to specified business development entities.

The Project schedule targets starting the work in the spring of 2020 with the work completed in May 2021. The budget for the construction work is \$6,800,000 excluding

fixtures, furniture and equipment. The work is within the total project budget of \$9,470,956, and will be funded by the Series 2018 Bond Fund (Fund 480).

The Facilities Committee moved the Resolution forward to the regular September 2019 Board Meeting with the recommendation for approval.

Resolution XX-2019

Approval to Award a Construction Manager as Constructor Services Contract for the West Perry Branch Project.

IndyPL Facilities Staff recommends Board approval to award a Construction Manager as Constructor Services Contract for the West Perry Branch Project to **Powers and Sons Construction Company, Inc.**, Indianapolis, IN.

Background:

The use of the Construction Manager as Constructor (“CMc”) delivery method allows for enhanced bidding and contracting efforts for local business development. IndyPL staff used the Request for Proposal (“RFP”) process to solicit Proposals from Offerors for the Services.

IndyPL sought Offerors whose combination of experience, processes, and personnel will provide timely, cost-effective and exemplary professional services to IndyPL for the Project.

To secure the Services, an RFP was prepared and issued on July 24, 2019. IndyPL staff utilized the City’s Department of Minority & Women Business Development website to identify certified Offerors capable of providing the Services.

Thirty-two (32) known Offerors were contacted, nineteen (19) business development organizations were contacted, public notices were placed in the newspapers on July 25 and August 1, 2019, and the RFP was posted to the IndyPL website. A pre-proposal conference was held for all prospective Offerors on August 2, 2019, with ten (10) Offerors in attendance.

The Library received Proposals from five (5) Offerors by the deadline of August 14, 2019. The IndyPL Evaluation Committee, consisting of the CEO, the Diversity and Inclusion Officer, and the Director of Facilities, reviewed all Proposals received, had discussions with one (1) selected Offeror on September 4, 2019, and reported the results to the Facilities Committee at its September 10, 2019 meeting.

After completing their review, the Evaluation Committee proposes the Facilities Committee recommend **Powers and Sons Construction Company, Inc.** be awarded the contract as the Offeror that best meets the criteria as defined in the Request for Proposal.

Powers and Sons Construction Company, Inc. will complete these Services on a negotiated lump-sum basis consistent with the RFP and the Proposal. The expense for the Services will be charged to the Series 2018 Bond (Fund 480).

The Facilities Committee moved the Resolution forward to the regular September 2019 Board Meeting with the recommendation for approval.

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

4 a. Board Briefing - Policy Revisions

Katherine goes through the Board Briefing Report on Policy Revisions explaining the history and new items that are being suggested for addition. Several items are listed to remove old wording no longer needed and to clarify wording in existing policies. Katherine explains the addition of a Personal Holiday being added under Section 250. This personal holiday can be used by employees any time during the calendar year with approval by their manager/supervisor. Personal holidays will not carryover and must be used during the calendar year it is given or it will be forfeited. Katherine speaks of the addition of policy 401.5 Study Room Access and asks John Helling, to speak as to the policy's intention. Policy will be clarified at the suggestion of Robert Scott, Esq. to "Meetings in study rooms are not open to the public." There is a discussion that Jackie will share to the board members what conferences are being offered each year that they might be interested in and would like to attend. Ije explains that the 4 months advance notice requirement applies to employees that have been asked to give lecture or presentation and would be traveling for that conference. Jackie believes that there could be occasional exceptions to the four months' timeframe depending on the circumstances. Dr. Jett advises that at Butler, employees that are asked to speak at a conference are given more reimbursement than employees that are simply attending. Several examples are given as to why this would occur such as, extra day of travel to prepare, time or supplies that might be needed while preparing presentation.

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

a. Board Briefing on Diversification of Investment Options to Include a U.S. Bank Money Market Deposit Account (MMDA). Ms. Dike-Young discussed the Library's intention to add a new money market deposit account with US Bank to our investment options. This will allow the library to diversify its investment at a good return. The rate is tied to the Federal funds rate and is currently 2.2%. Informational packets were handed out to Board Members to review.

6. Other Business

Dr. Jett mentioned that she will be heading up Part Two of a three-part series entitled “King at 90” that will be held at the College Branch tomorrow evening beginning at 6:00 p.m. There will be a community conversation about Dr. King’s “I Have A Dream” speech and its relevance today.

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

- a. **Regular Board Meeting** – Monday, September 23, 2019, at the Eagle Branch Library, 3905 Moller Road, at 6:30 p.m.
- b. **Library Board Committees Meeting** – October 15, 2019, at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:00 p.m.

8. Adjournment

Ms. Sanders declared the meeting adjourned at 7:05 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

Continuing through October 2 – “Preserving the Histories of IMPD & IFD.” Visit the Nina Mason Pulliam Indianapolis Special Collections Room on Central Library’s 6th floor to view artifacts that reflect the rich histories of the Indianapolis Metropolitan Police Department and Indianapolis Fire Department and celebrate their roles in community life. These are part of a wider online collection of historic items found on the Library’s Digital Indy website. The exhibit is available for viewing during regular Central Library hours.

September 24 at 10:15 a.m. – “Landmarks of Justice: Indiana Courthouses.” Join Suzanne Stanis, Director of Heritage Education for Indiana Landmarks, as she discusses the legacy of Indiana’s county courthouses and their aesthetic, architectural and historical significance. This program is part of the Lawrence Travel and Popular Culture series. Held at the Lawrence Branch.

September 28 from 10 a.m. - 4 p.m. – “Lucha Libre Festival.” Experience a family-friendly day of Luche Libre (Mexican wrestling)! Enjoy exciting Lucha Libre performances, a Lucha Libre-themed art exhibition, games, film screening, a community market with local artists and vendors, and art activities for all. This event is presented by La Sardina Gallery. Held at Central Library.

October 3 from 6:30 - 8:30 p.m. – “Suds & Cinema: Ken Burns’ Country Music.” You’re invited to explore a true American art form at a special preview of Ken Burns’ new documentary, “Country Music.” Following the film, join WFYI and the Library for a discussion of the film’s examination of music history and enjoy a frosty beverage from Sun King Brewery. Held at Central Library.

October 8 from 12 noon - 4 p.m. – “Ask-a-Lawyer.” You can receive free legal advice through one-on-one consultations with qualified, licensed attorneys who are members of the Indianapolis Bar Association. For those unable to attend, call 317-269-2000 between 12 noon - 8 p.m. to speak with an attorney at no cost. Held at various IndyPL locations.

October 16 from 6 - 7:30 p.m. – “Be an Author with Myra Levine: The Only Bad Story Is the One You Don’t Write.” Discover how to share your true self by learning to write down your stories. Author Myra Levine will provide quick and easy writing prompts to get you started. This program is presented in coordination with the Meet an Author, Be an Author event at Central Library. Held at the Glendale Branch.

October 19 from 1 - 4 p.m. – “2nd Anniversary of the Center for Black Literature & Culture.” Celebrate the CBLC’s second anniversary, featuring a keynote by Oscar Robertson, the former Crispus Attucks High School and NBA star who will discuss the importance of the Attucks state championships in 1955 and 1956 to the school and the black community. “The Big O” will be joined by high school teammates John Gipson, Bill Hampton and brother Henry Robertson. Held at Central Library.

October 26 from 2 - 4:30 p.m. – “Natural Healing with Native Plants.” You’re invited for a demonstration and hands-on presentation for uses of local plants by Dr. Candace Carson, an integrative medicine practitioner who will assist participants in making their own jar of healing cream to take home. Held at the Nora Branch.

We hope to see you at these exciting events!