



Executive Session Agenda

Indianapolis-Marion County Public Library

**Notice Of An Executive Session
September 24, 2018**

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

**Wayne Branch Library
198 South Girls School Road
At 6:00 P.M.**

**For the Purpose Of Considering The Following Agenda Items
Dated This 19th Day of September, 2018**

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

-- Executive Session Agenda--

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

3. Discussion

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

4. Adjournment





Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
September 24, 2018**

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

**Wayne Branch Library
198 South Girls School Road
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 19th Day Of September, 2018**

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

-- Regular Meeting Agenda --

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

3. **Branch Manager's Report** – Melinda Mullican, Wayne Branch Manager, will provide an update on their services to the community. (enclosed)

4. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

5. Approval of Minutes

a. Regular Meeting, August 27, 2018 (enclosed)

COMMITTEE REPORTS

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

a. Report of the Treasurer – August 2018 (enclosed)

b. Resolution 32 – 2018 (Resolution to Set Maximum Tax Rate for Combined Debt Service Funds for 2019 Budget Year) (enclosed)

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

d. President Sanders will Convene a Public Hearing

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

- 2) Invite Public Comment from the Audience

President Sanders will Consider a Motion to Close the Public Hearing

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

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

- a. **Annual Policy Revisions** (enclosed)
- b. **Resolution 35– 2018** (Approving Staff Association Compensation Committee Agreement) (enclosed)

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

- a. **Briefing Report** – Update on the Michigan Road Branch Project (enclosed)
- b. **Briefing Report** – Update on the Eagle Branch Project (enclosed)
- c. **Briefing Report** – October 2018 Action Item – Approval to Award a Construction Services Contract for the Brightwood Branch Project (enclosed)
- d. **Resolution 36 – 2018** (Approval to Award a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project) (enclosed)
- e. **Resolution 37 – 2018** (Approval to Award a Construction Services Contract for the Nora Franklin Road Branch Siding Replacement Project) (enclosed)

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

10. Report of the Chief Executive Officer

- a. **Public Services Update and Statistics**
 - 1) **Public Services Update – August 2018** – John Helling, Director, Public Services, will discuss the Update. (enclosed)

- b. **August Media Report** (enclosed) and **“Bringing a Book to Your Branch” Video** (at meeting)
- c. **Presentation from the IndyPL Staff Wellness Committee** (at meeting)
- d. **Report on the 2018 Summer Reading Program** – Melanie Wissel, Program Development Area, will give the Report. (at meeting)
- e. **Report on IndyPL Staff Day 2018** (at meeting)
- f. **Confirming Resolutions:**
 - 1) **Resolution Regarding Finances, Personnel and Travel (38 – 2018)**

Enclosed.
- g. **Presentation of the “Sons: Seeing the Modern African American Male” Video** – Nicholas Calvert, Circulation Supervisor, will present the video. (at meeting)

UNFINISHED BUSINESS

11.

NEW BUSINESS

12.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

October, 2018 - Briefing from the IndyPL GLBTQ Committee

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committees Notes – September 11, 2018** (enclosed)

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

- a. **Board Meetings for 2018** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through October 21, 2018** (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 9, 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

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

18. Other Business

19. Adjournment



Wayne Branch Library
 198 South Girls School Road
 Indianapolis, IN 46231
 (317) 275-4530



Who we are:

- | | |
|--|-----------------------------------|
| 1 Branch Manager | 2 PT Public Services Associates |
| 1 FTE Adult Librarian | 1 FTE Library Services Supervisor |
| 2 PT Supervising Librarians | 4 FTE Library Assistants |
| 1 PT Computer Lab Assistant | 5 Library Pages |
| 1 FTE Juvenile Librarian | |
| 3 Volunteers (2 PAWs to Read & and 1 BDHS student) | |

Who we serve:

By Age:

- Age 18-64 46,828 62.45%
- Under 18 19,762 26.35%
- Age 65 and older 8,394 11.19%

Of the 28,512 households in the service area, 83.25% speak English, 9.7% speak Spanish, and 6.94% speak another language.

By Race:

- Caucasian 65.49%
- African American 21.01%
- Other Races 8.48%
- Multiple Races 2.64%
- Asian 1.76%
- American Indian .45%
- Hawaiian/Pacific Islander .17%

- Of the 28,512 households in the service area, 91.04% are employed and 8.96% are unemployed.
- Of the employed, 53.67% are in white collar occupations and 46.33% are in blue collar occupations.



Kindercare children reading together

By Education of those age 25 and older

- With High School Diploma Only 30.69%
- With Some College, No Degree 23.76%
- With Bachelor's Degree or higher 21.49%
- Without High School Diploma 15.53%
- With Associate's Degree Only 8.53%

- The total base population of the Wayne Branch service area is 74, 9841, of which 12% are foreign-born. Of that 12%, 50% came from Mexico, 13% from Nigeria, 8% from Ethiopia, 4% from El Salvador, India, Honduras, and Saudi Arabia, 3% from China, Sudan, and Cameroon, and 2% from Africa n.e.c. and Western Africa.
- Wayne's service area is 36 square miles.
- Eight Senior Living Facilities in Wayne's area include: Crestwood Assisted Living, Eagle Valley Meadows, The Harrison Retirement Community, Home Instead Senior Care,

Lakeview Manor Health Care, Summit Place West Assisted Living, Washington Health Care Center, and Westside Garden Plaza.

- MSD of Wayne Township is made up of: eleven elementary schools, two middle schools, one Freshman Center, one University High School, one traditional High School, and one non-traditional Wayne Preparatory Academy, one Adult Career and Technical Center, and one Adult Basic Education Center. Wayne Township Schools' Preschool average 400 students, and includes special needs students and children from the community. Wayne Township Schools' Achieve Virtual Education Academy is an online-only high school.
- There are 80 different languages represented in Wayne Township Schools, from Afrikaans to Zulu.
- Private schools in Wayne's service area include: Covenant Christian High School (a shared-system partner), Chapel Hill Christian School/Hope Baptist Church, Crosspointe Christian Academy, Tawheed Islamic School, and Westside Christian Preschool and School. In 2017, the Principal of Tawheed Islamic School, Sana Al-Jazarah, contacted us to set up a date and time for them to visit us and a time for one of our librarians, Jess Neeb-Smith, to visit them for storytimes. We hope to continue the partnership in coming years.
- As noted above, most of our community members are 18-63 (almost 63%), over 26% are under 18, and over 11% are seniors. As of last spring, most were employed. However, after many adults were let go from Carrier and Rexnord closed, that demographic has changed. Both companies are within a mile of Wayne. We talked with the HR people at both locations and offered assistance to their employees who needed help with applications and resumes.
- Twenty-eight licensed daycares and 9 ministry daycares are located in Wayne's service area, as well as 47 churches of various denominations, including newer arrivals: The Blended Church, Ethiopian Evangelical Church of Indianapolis, Gurdwara Gur Shabd Parkash of Indianapolis (Sikh temple), Indianapolis Grace Ethiopian Church, and Masjid As-Sahaba (mosque) (Sahaba Foundation). The latter mosque is located in the same building as the Tawheed Islamic School.
- Housing in Wayne's service area is a mixture of owner occupied (51.35%) and renter-occupied units (37.6%). 11.04% homes are currently vacant.

How we serve:

- We have 20,003 registered borrowers (65.7% of the total population in the service area)³
- We registered 1,944 new Library cards in 2017
- Door count was 138,289 in 2017
- Checkouts in 2017, including self-check, was 236,401
- We checked in 237,320 items in 2017
- As of October 2017, Wayne holds 71,369 items in the collection
- Reference assists - 18,232 in 2017⁴
- We have 15 sit-down public computers and two 15-minute express PCs; totaling 35,111 computer uses in 2017

Our Story:

The Wayne Branch Library is the closest branch to the airport, just off Rockville Road on the county's far west side and just over a mile from I-465. Our 13,500 square foot building houses just over 71,000 items in separate adult and children's wings connected by a centrally-located circulation desk.

The Wayne Library opened to the public on March 21st, 1983 and has had a few renovations over the years: most recently, new carpet in front of the circulation desk and behind the juvenile desk. Our community room, which has seating for 69 people, is booked often for library programs for all ages. It is also booked by the community for scout meetings, neighborhood meetings, club meetings, town hall meetings, and many others. The building is set back from Rockville Road and can be accessed either by the main entrance off of Girls School Road or through the Rockville Plaza Shopping Center.

We continue to offer basic computer programs to assist adults to refresh their computer skills and job search workshops to assist adults to create resumes, complete job applications, and/or apply for jobs online. With the addition of a computer lab assistant, we are able to offer one-on-one tutoring sessions each week, assisting adults to learn or refresh their skills with Word, Excel, the Internet, etc. We also have an eTinker Station program twice a month to both introduce eDevices to patrons and help those who need assistance with their own device.

Wayne's First Monday Book Club brings in adults to discuss a variety of books. Wayne's Yarn Club, begun by a knitting enthusiast more than ten years ago, continues to bring in people of all ages to practice their crafts and to socialize. We also offer adults a chance to relax, socialize, and color twice a month with our Adult Coloring Program.

Begun in 2000 as a way to bring more teens into the branch, Wayne staff members present an annual Teen Mystery Program in the spring. In April 2018, the mystery will be: Pharaoh's Curse and will allow teens and tweens to use their reading, writing, listening, problem solving, and social skills to solve a mystery. Library staff members and others portray suspects and try to stump the participants, and all have a great time in the process.

We offer programming for our younger patrons as well. We have weekly preschool and baby programs, bi-monthly family programs, bi-monthly craft programs, and our monthly PAWs to Read program. With funding from the Foundation, we began regular Sensory Story times for children in the fall of 2017, and will begin regular Browsing Hours for adults soon. Both programs are for patrons who need a quieter and a less bright atmosphere to successfully use the library. Meanwhile, from January through May, and August through December, our weekly Trivia questions bring children of all ages to the juvenile reference desk to read and answer a variety of questions, learning how to look up information in the process.

Wayne staff members keep in close touch with patrons in the area through email, staff visits to various locations, and group visits from to and from community partners such as senior living homes, daycares, preschools, churches, schools, and area businesses. We enjoyed great partnerships with our community for the past several years and will do the same in 2018, from memberships with the 40 West Business Club, the Westside Chamber of Commerce, and the STEM Advisory Committee, to visiting two new daycares (Victory Academy and Discovery Corner), and including ongoing partnerships with Wayne Township Schools, the Wayne Township Trustees Office, City Councilors, State Representatives, the Indianapolis Metropolitan Police Department South West District, and the Wayne Township Fire Department, among many others.

Our partnership with Wayne Township Schools has allowed staff to join in school literacy and back-to-school events at elementary schools, for librarians to proctor Ben Davis High School and Achieve Virtual Education students' tests, for a librarian to show-and-tell the library's eResources for teenage homeschool students, and for juvenile librarians to promote reading by presenting a skit in several of the elementary schools in May. Every year, we are asked to participate in community events like Chapel Hill United Methodist Church's Fall Festival and Wayne Township's Giant Health Fair. We go to elementary schools on PTO nights, parent-teacher conference nights, and literacy events. Wayne Township's Adult Basic Education Department invites us back every year to talk with their adult students about library programs and services, sign students up for library cards, basically bring awareness of the library to many of their students who have not been in the United States very long and are learning English. In September 2017, we joined in their Citizenship Event as well.

This partnership also paved the way for Wayne Branch to become a summer lunch bus location. Every summer, the bus visits Wayne Branch for 45 minutes Monday through Friday and one of our juvenile librarians reads to children and their families both on and off the bus. The juvenile librarian rides the bus to the two other locations, reading to children at those stops as well. At the branch, families are encouraged to join in a variety of branch and Foundation-funded summer events, including listening to an A-list of adult community readers.

In the past four years, adults from the community have been invited to read to children during the Summer Reading Program. Adult readers have included our library CEO, Jackie Nytes, our former mayor, several city councilors, the Wayne Township Trustee, State Representatives, representatives from the Wayne Township Fire Department, Commanders of the South West District of the Indianapolis Metropolitan Police Department, the Chief of Police, teachers, administrators, media specialists, and Superintendent Jeff Butts from the Wayne Township School system. This past summer, three IndyPL Board members read to children.

We send out monthly emails to a growing list of community and school partners and continue to make as many connections as we can with the growing diverse population in Wayne's community.

1 U.S. Census Bureau SAVI DATA/ Indpls. Marion Co. Public Library

2 Polis Center: SAVI DATA /Indpls. Marion Co. Public Library

3 Total registered borrowers at Wayne as of 2017

4 Based on daily DeskTracker report.

Updated May 2018 by:
Melinda K. Mullican, Manager
Wayne Branch Library



Cathy reading to children during lunch outside The Wayne Township Summer Lunch bus



Sarah Wareham, Wayne Township District Autism Consultant, reads to children during SRP

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 27, 2018**

The Indianapolis-Marion County Public Library Board met at the Pike Branch Library, 6525 Zionsville Road, Indianapolis, Indiana on Monday, August 27, 2018 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

At this time, Ms. Sanders welcomed the newest member of the Library Board, Crista L. Carlino. Ms. Carlino was appointed to the Board by the County Commissioners. She is a media specialist and teacher librarian in the M.S.D. of Wayne Township at Ben Davis University High School.

Ms. Sanders commented that the Board looks forward to the input Ms. Carlino can bring to all discussions especially as they relate to our schools.

Ms. Carlino noted that she appreciated the warm welcome and looks forward to working with everyone.

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

Members absent: None.

3. Branch Manager’s Report

Amber Sabo, Circulation Supervisor, Pike Branch Library, welcomed everyone and then provided an update on their services to the community.

Included in the Report prepared by Tia Jah Wynne Ayres, Pike Branch Manager, there was a history of the branch, info on staff composition and the demographic breakdown of their service population.

Ms. Sanders asked Ms. Sabo how things were going at the branch.

Ms. Sabo responded that she was very happy with how things are going. The branch is hosting Teen Game Day twice a week and there is a teen area at this location. If a

situation arises where the teens might get a little rowdy, the branch offers a space for them to come.

Ms. Sanders commented that she was pleased to hear this given some of the issues over the past year. Everyone seems to have worked together to arrive at a resolution to the situation.

Ms. Payne expressed her concern about the police car in the branch parking lot when she arrived for the meeting this evening. She announced that she had spoken with the officer and he explained why it was necessary. Ms. Payne advised that she would like to see some aggregated data about the incidents at the branch.

In response to Ms. Payne's inquiry, Ms. Sabo distributed some data to the Board members.

Ms. Payne asked if the information had also been broken down by race. If not, can she obtain that if those kinds of records are kept?

Ms. Sabo noted that in the incident reports there is a place for description of people but she was unsure that we can search the reports based on that description.

Ms. Payne stated that she needs that information.

Dr. Jett asked Ms. Sabo what community organizations partner with the branch.

Ms. Sabo replied they partner with the YMCA, Immigrant Welcome Center, Job Centers and host high school equivalency classes.

Ms. Sanders commented that comparing the incident reports from 2016 until now illustrates a dramatic improvement which is attributable in part to an added security presence.

M. Jacqueline Nytes, the Library's Chief Executive Officer, mentioned that one of the results of not having to file as many incident reports, is that the staff can focus their energy on interacting with the students in the branch and they are appreciative of having the extra help because it has allowed them to do the work that they were here to do in the first place.

4. Public Comment and Communications

a. Public Comment

Todd Delay, a principal at Washington Township Schools who oversees the adult education in the district, addressed the Board. He thanked this branch for hosting high school equivalency classes. He cited the increased success among students whose average age is in the 18-34 range.

Ed Korte, a Library patron, commented on the benefits of children's programming at this branch noting that the Library is "the best thing we've got in Indianapolis."

He praised the Library for its variety of storytimes and reading programs and described how they've helped his family.

Mary McDonald, coordinator of the Pike Book Club, discussed the value of having book discussions at the Library. Roughly 10-15 members attend each month's program where they've learned to value others' opinions while giving them an opportunity to connect with people.

Dr. Jett asked if they utilize hard copies of the books or the electronic versions.

Ms. McDonald mentioned that they use both.

Amanda Shaffer, a parent, expressed how grateful she is for the Library's children's programs. She thanked the Summer Reading Program sponsors for allowing her family to attend games for both the Indianapolis Colts and the Indianapolis Indians.

- 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 23, 2018**

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

COMMITTEE REPORTS

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

a. **Report of the Treasurer – July 2018**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board.

She mentioned that year-to-date revenues of over \$24 million and expenditures of over \$23 million are slightly higher than in 2017 and are as expected. It was also reported that a new accounting Fund 479 has been established to hold \$5 million in recent bond proceeds for facilities improvements, the internal library system ("ILS"), sorters and other projects.

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

Motion carried.

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

b. **Resolution 27 – 2018** (Authorization to Initiate Lease Renewal Process for Fountain Square)

Ms. Dike-Young noted that the Committee was recommending the Board's approval for the Library's CEO and CFO to negotiate a lease agreement for the Fountain Square Branch. The current lease expires this year. A new lease is required to continue Fountain Square services until the new Perry Branch opens in late 2020. Rental fees for the lease are included in the Operating Fund. A public hearing on the lease agreement will occur at the September 24, 2018 Board Meeting.

After full discussion and careful consideration of Resolution 27 – 2018, the resolution was adopted on the motion of Ms. Payne, and the "yes" votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

c. **Resolution 28 – 2018** (Resolution for Appropriation and Tax Rates)

Ms. Dike-Young pointed out that the Library was seeking Board approval for the appropriation and tax rates for the 2019 budget. The budget includes a \$46.3 million Operating Fund, with the budget for debt services, the Library Improvement Reserve Fund and the Rainy Day Fund totaling \$62.7 million. The budget includes funding for merit increases, bringing salaries up for employees (excluding page and hourly summer clerks) to \$13.00 per hour, and staffing new branches. It also assumes a 7% increase in health care and provides for increases in supplies, utilities and maintenance. There is a planned additional contribution to the employees' HSA accounts. Expenditures for collection materials would remain at \$5.5 million. The budget will include a \$70,000 compensation study, which was determined to be important in gauging the market for salaries. It was noted that the Library's employee union, AFSCME, had initially requested that the money instead go to salaries but it was explained that the last compensation study was done in 2012 and that this is needed to keep the Library current in the market. The proposed budget now goes to the City-County Council for review and approval.

After full discussion and careful consideration of Resolution 28 – 2018, the resolution was adopted on the motion of Ms. Payne, and the "yes" votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

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

Ms. Crenshaw advised that the Committee had nothing to present this month.

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

a. Briefing Report – Michigan Road Branch Construction Progress

Sharon Smith, Facilities Director, reviewed the ongoing progress on the Michigan Road Branch construction. She noted that installation of the glass has begun. Installation of drywall and the asphalt base has also started. Substantial completion is projected by October 24, 2018.

b. Briefing Report – Eagle Branch Construction Progress

Ms. Smith noted that work continues on the Eagle Branch. Concrete footings and foundation walls are complete and installation of steel in in progress. Floor slab installation is scheduled for this week. Substantial completion of the project is estimated by March 15, 2019.

c. Resolution 29 – 2018 (Approval to Award a Construction Services Contract for the Beech Grove Branch Update Project)

Ms. Smith advised that the Library was recommending awarding a construction services contract for the Beech Grove Branch update project to Boyle Construction Management, Inc. of Indianapolis for a total cost of \$151,000. This project will involve moving the interior entrance closer to the one most used by patrons, opening the information and circulation desk into the Gallery Hall, adding space to the children's area, reorganizing and shortening shelving heights to increase the openness of the Library, increasing patron seating, adding power to patron study tables, and providing accommodations for digital signage. Substantial completion is scheduled for December 14, 2018.

After full discussion and careful consideration of Resolution 29 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

d. Resolution 30 – 2018 (Approval to Award a Construction Services Contract for the Nora Branch Façade Replacement Project)

Ms. Smith advised that the Library is recommending awarding a construction services contract for the Nora Branch façade replacement to Impact Construction Management, LLC, of Indianapolis for a total cost of \$241,998. The existing soffit

and fascia panels were installed in 1971 and are past their useful life. They also contain asbestos which requires removal. Substantial completion is scheduled by November 16, 2018.

After full discussion and careful consideration of Resolution 30 – 2018, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

9. Library Foundation Update

August 2018 Library Foundation Update

Dr. Jett provided the Update for August 2018.

News:

A big thank you to the many Library staff members, including Bethany Allison, Stephanie Armour, Stefany Boleyn, Emily Cordes, Deb Ehret, Alyssa Ley, Mary Luzader, Jessica Mattox, Jim Myers, Linda Nieves, Sindhu Pathak, Michael Starks and Mike Williams, who played a role in front of the camera or behind the scenes in the creation of our 10th anniversary video for the Eugene & Marilyn Glick Indiana Authors Award. We look forward to the premiere of the video at this year’s Award Dinner and to sharing the completed project with all of you.

Congratulations to all Library staff who participated in the development and launch of the IPS digital collection.

The Library Foundation thanks 91 donors who made gifts last month. The following are our top corporate and foundation contributors:

Fifth Third Bank
 Bose McKinney & Evans LLP
 RJE Business Interiors
 St. Vincent Health
 Cardinal Publishers Group
 Arthur Jordan Foundation
 Old National Bank
 Managed Health Services

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

Children’s Programs
 On the Road to Reading
 Early Literacy Specialist
 Packaged Programs

ALA Great Stories Club (CEN)
 Curveside Ride
 Pop-Up Literacy Center (E38)
 Storytime Creations (E38)

Cultural Programs

“Sons, Seeing the Modern African American Male” Exhibit w/Kevin Powell
 Bookin’ in the Beats
 Fall Fest 2018/Slammin’ Rhymes Challenge XIII “Beyond the Limit”
 Mini Mural Community Art Project
 Young Adult Author Visits 2018

Collections and Technology

General Digitization
 Lilly City Digitization

Lifelong Learning

The Job Centers
 Tinker Stations 3.0

Capital

E38th’s STEAM Storytime and Programming: Aquarium Maintenance
 Pike Aquarium

10. Report Of The Chief Executive Officer

a. Public Services Update and Statistics

1) Public Services Update – July 2018

John Helling, Public Services Director, reviewed the Public Services Update.

He mentioned that the year-to-date walk-in visits are unchanged from 2017. Web branch visits are down 10%. Circulation of electronic materials is up 4%, while that for physical materials is down 7%. Public PC use is down 10%. Total program attendance is down 34%, but it was noted that this is a misleading statistic since staff visits to schools are no longer counted as programs.

b. Briefing Report – Report on the Return on Investment Study

Mr. Helling provided a report on the Return on Investment Study prepared by Thomas P. Miller and Associates consultants. He also distributed samples of two one-page information sheets that include facts about how people use the Library.

The Study determined that every \$1.00 invested in the Library generates \$2.99 in community benefit, resulting in a total ROI of \$1.99. Key takeaways include a finding that more than half of the Library’s users say they visit the Library for reasons other than checking out materials or attending programs. Compared to

peer libraries, we have a relatively high service district population and relatively low operating budget. Mr. Helling noted that this illustrates that we are doing more for less. Adult patrons who identify as Black are most likely to have used the Library in the past year (52%) compared to White (48%) and Hispanic (41%). Those who identify as Black or Hispanic are more likely to say the Library should expand its activities beyond traditional services.

Ms. Carlino commented on teens and their use of the Library. She would like to see changes in the definition of library programs. She often hears that kids cannot get to the Library. So, sometimes it's transportation and access and sometimes it's because kids are working after school. Often the Library's hours can become a hinderance for those folks who aren't at home with children during the day or are retired. She is curious to know how we can merge those two together in the future. She feels school librarians are doing a wonderful job at the secondary level but we stop talking to them at 4:10 pm each day and the children need a resource after hours and she feels the Library could fill that gap in some way.

Mr. Helling shared that IndyPL had hired a Teen Programming Specialist a few years ago. Everyone endeavors to better engage with teens so that we don't have the traditional drop off where you go to story hour but then you go to high school and you stop coming to the Library and then you come back when you have a child. We want to bridge that gap so they're Library users for life.

Ms. Crenshaw asked if the Library had any aggregated data that would help everyone understand what might be going on around sites close to IPS locations. There is a lack of service in terms of library service in the IPS boundary. She wanted to know if Mr. Helling could talk about that population and how that works on the return on investment. Is this reflected in the report?

Mr. Helling responded that this is a complicated question. No, it is not addressed in the report. IndyPL has been discussing how we can support the kids in schools without libraries.

Ms. Nytes advised that we should have statistics in a month or two on participation in the Summer Reading Program by school. Our Programming Department sends that information to the principals of the schools so they can see what their children were doing over the Summer and then we could pair it to the school enrollment numbers and determine if we can see some patterns. She noted that this information could possibly be available in October or November.

Dr. Jett wanted to know what should be done with this information.

Mr. Helling offered that it's good information for when you're at a gathering and you can share details about the Library's impact. We want people to know that what we do has monetary value in the community beyond just teaching kids to read and if the Library went away it would take all this value with it.

Dr. Jett asked if this gave the Library some different strategies that should be used internally.

Mr. Helling believes it will provide us with an increased understanding and maybe lead us to some different ways of thinking.

Ms. Sanders commented that she would like to see this information shared with the City-County Councillors to help educate them about what's going on and the return on investment.

Mr. Helling confirmed that he would be happy to share the information with the Councillors.

c. **July Media Report**

The July Media Report was presented to the Board. It highlighted coverage of IndyPL services and programs in all media formats.

d. **Update on the Website Redesign**

Kimberly Crowder, Communications Director, shared an update on the IndyPL Website Redesign project. She noted that the last time the website was redesigned was almost 13 years ago. Approximately 400 patrons responded to the Library's inquiry about what they wanted on the new website. There are ten projects phases. Ms. Crowder described the time requirements for planning and implementing the new site. She also provided a sneak peek of a few of its sections. The site is projected to be up and running in early 2019.

e. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (31– 2018)**

After full discussion and careful consideration of Resolution 31 – 2018, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Carlino, and the "yes" votes of Mr. Andrews, Ms. Carlino, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson and Ms. Sanders.

Motion carried.

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

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. None.

AGENDA BUILDING

13. **Future Agenda Items** – This time was made available for discussion of items not on the Agenda which were of interest to Library Board members and the opportunity was given

to suggest items that should be included on future Library Board Meeting Agendas.

Items suggested for upcoming Board Agendas are as follows:

September 2018 – *Briefing from the IndyPL Staff Wellness Committee per Ms. Nytes.*

INFORMATION

14. Materials

- a. **Joint Meeting of Library Board Committee Notes – August 14, 2018** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2018** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through September 23, 2018.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 11, 2018, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, September 24, 2018 at the Wayne Branch Library, 198 South Girls School 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 8:05 p.m.

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

Dr. Terri Jett, Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for August 2018
Prepared by Accounting for September 24, 2018 Board Meeting

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

Revenue		Annual			% Budget Received
		2018 Revised Budget	Actual MTD 8/31/2018	Actual YTD 8/31/2018	
Property Taxes	31	33,405,356	-	18,585,970	56%
Intergovernmental	33	7,536,265	373,484	4,404,837	58%
Fines & Fees	35	788,340	55,796	468,115	59%
Charges for Services	34	536,140	50,041	458,412	86%
Miscellaneous	36	671,000	29,191	1,336,300	199%
Total		42,937,101	508,511	25,253,634	59%

Expenditures		Annual			% Budget Spent
		2018 Revised Budget	Actual MTD 8/31/2018	Actual YTD 8/31/2018	
Personal Services & Benefits	41	25,813,463	1,924,023	15,989,566	62%
Supplies	42	1,484,608	30,472	460,443	31%
Other Services and Charges	43	15,314,840	1,056,163	8,548,118	56%
Capital Outlay	44	3,953,972	466,742	2,187,551	55%
Total		46,566,883	3,477,400	27,185,678	58%

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	40,974,356	40,974,356	-	18,585,970	-	22,388,386
311300 PROPERTY TAX CAPS	(7,569,000)	(7,569,000)	-	-	-	(7,569,000)
TAXES Total	33,405,356	33,405,356	-	18,585,970	-	14,819,386
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	250,000	250,000	45,255	182,716	-	67,284
335100 FINANCIAL INSTITUTION TAX REV	299,868	299,868	-	125,277	-	174,591
335200 LICENSE EXCISE TAX REVENUE	2,766,458	2,766,458	-	1,337,738	-	1,428,720
335400 LOCAL OPTION INCOME TAX	3,733,649	3,733,649	311,137	2,489,099	-	1,244,550
335500 COUNTY OPTION INCOME TAX	205,100	205,100	17,092	136,733	-	68,367
335700 COMMERCIAL VEHICLE TAX REVENUE	255,818	255,818	-	123,186	-	132,632
339000 IN LIEU OF PROP. TAX	25,372	25,372	-	10,087	-	15,285
INTERGOVERNMENTAL Total	7,536,265	7,536,265	373,484	4,404,837	-	3,131,428
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	155	948	-	(948)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	32,884	240,205	-	34,795
347602 FAX TRANSMISSION REVENUE	32,000	32,000	6,173	44,478	-	(12,478)
347603 PROCTORING EXAMS	3,500	3,500	340	4,660	-	(1,160)
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	77,837	-	5,163
347605 USAGE FEE REVENUE	14,000	14,000	1,800	9,250	-	4,750
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	2,150	13,168	-	(1,168)
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	1,825	11,454	-	3,546
347608 SECURITY SERVICES REVENUE	18,000	18,000	3,005	16,860	-	1,140
347609 EVENT SECURITY	-	-	780	5,016	-	(5,016)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	930	4,238	-	1,762
347621 CATERING REVENUE	75,000	75,000	-	30,299	-	44,701
CHARGES FOR SERVICES Total	536,140	536,140	50,041	458,412	-	77,728
FINES						
351200 FINES	761,840	761,840	54,250	456,383	-	305,457
351201 OTHER CARD REVENUE	12,000	12,000	65	1,101	-	10,899
351202 HEADSET REVENUE	6,000	6,000	732	4,853	-	1,147
351203 USB REVENUE	6,000	6,000	570	4,252	-	1,748
351204 LIBRARY TOTES	2,500	2,500	179	1,526	-	974
FINES Total	788,340	788,340	55,796	468,115	-	320,225
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	6,000	6,000	203	1,488	-	4,512
360001 REVENUE ADJUSTMENT	-	-	(171)	(735)	-	735
361000 INTEREST INCOME	35,000	35,000	12,390	56,122	-	(21,122)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	6,350	69,698	-	55,302
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	7,070	48,793	-	23,708
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	2,000	9,783	-	(9,783)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	796	3,051	-	(551)
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	466,000	466,000	28,638	413,199	-	52,801
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	40	160	-	4,840
396000 REFUNDS	5,000	5,000	-	35,611	-	(30,611)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	513	183,815	-	(8,815)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	703,514	-	(683,514)
OTHER FINANCING SRCS Total	205,000	205,000	553	923,101	-	(718,101)
REVENUE Total	42,937,101	42,937,101	508,511	25,253,634	-	17,683,467
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	16,106,437	16,160,731	1,202,371	10,089,793	-	6,070,938
412000 SALARIES HOURLY STAFF	1,770,890	1,770,890	158,690	1,134,615	-	636,275
413000 WELLNESS	30,000	30,000	210	17,390	2,930	9,680
413001 LONG TERM DISABILITY INSURANCE	35,000	35,000	3,623	28,323	-	6,677
413002 EMPLOYEE ASSISTANCE PROGRAM	22,020	22,020	-	-	-	22,020

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

413003 TUITION ASSISTANCE	8,000	18,930	2,306	18,930	-	-
413100 FICA AND MEDICARE	1,367,616	1,360,839	98,129	805,986	-	554,854
413300 PERF/INPRS	2,272,649	2,274,053	166,313	1,411,328	-	862,725
413400 UNEMPLOYMENT COMPENSATION	7,000	7,000	-	307	-	6,693
413500 MEDICAL & DENTAL INSURANCE	4,100,000	4,100,000	289,134	2,457,700	-	1,642,300
413600 GROUP LIFE INSURANCE	34,000	34,000	3,247	25,193	-	8,807
PERSONAL SERVICES Total	25,753,612	25,813,463	1,924,023	15,989,566	2,930	9,820,967
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	477,599	368,738	(5,337)	134,291	16,116	218,331
421501 PUBLIC DEVICES	149,000	256	(184)	-	256	-
421502 STAFF DEVICES	27,000	3,865	-	3,865	-	-
421600 LIBRARY SUPPLIES	219,210	224,968	10,030	48,209	15,944	160,815
421700 DEPARTMENT OFFICE SUPPLIES	190,350	587,392	6,395	168,317	37,936	381,138
422210 GASOLINE	40,000	42,498	567	14,366	9,054	19,078
422250 UNIFORMS	8,000	8,000	-	56	-	7,944
422310 CLEANING & SANITATION	165,000	171,239	12,201	69,295	9,506	92,437
429001 NON CAPITAL FURNITURE & EQUIP	76,500	77,652	6,801	22,044	-	55,609
SUPPLIES Total	1,352,659	1,484,608	30,472	460,443	88,812	935,353
CHARGES FOR SERVICES						
431100 LEGAL SERVICES	219,000	256,488	43,233	200,619	-	55,869
431500 CONSULTING SERVICES	299,150	653,267	44,278	408,975	190,759	53,533
432100 FREIGHT & EXPRESS	5,500	5,716	232	3,594	1,739	383
432200 POSTAGE	68,150	68,331	166	3,454	1,723	63,154
432300 TRAVEL	38,830	38,830	1,269	10,284	-	28,546
432400 DATA COMMUNICATIONS	303,300	303,300	24,378	181,112	-	122,188
432401 CELLULAR PHONE	11,610	11,610	585	8,105	-	3,505
432500 CONFERENCES	100,000	100,000	13,063	49,168	-	50,832
432501 IN HOUSE CONFERENCE	45,000	45,180	12,518	16,407	9,010	19,763
433100 OUTSIDE PRINTING	259,789	257,919	8,378	103,955	13,037	140,927
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	219	1,161	-	389
434100 WORKER'S COMPENSATION	157,000	157,000	-	52,144	87,702	17,154
434200 PACKAGE	236,485	236,485	-	95,551	113,477	27,458
434201 EXCESS LIABILITY	10,001	10,001	-	3,558	4,845	1,598
434202 AUTOMOBILE	18,750	18,750	-	7,508	10,662	580
434500 OFFICIAL BONDS	1,000	1,000	-	-	-	1,000
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,266	-	734
434502 BROKERAGE FEE	17,000	17,000	(241)	8,259	8,500	241
435100 ELECTRICITY	997,500	1,067,493	83,875	598,180	-	469,313
435200 NATURAL GAS	118,450	131,116	13,702	76,122	46,544	8,450
435300 HEAT/STEAM	382,200	419,596	16,191	220,354	199,243	-
435400 WATER	68,250	77,673	6,515	45,228	32,445	-
435401 COOLING/CHILLED WATER	475,860	499,128	70,158	331,272	144,719	23,137
435500 STORMWATER	20,330	20,330	-	8,783	11,548	-
435900 SEWAGE	77,040	90,535	10,294	63,869	25,195	1,471
436100 REP & MAINT-STRUCTURE	1,900,000	2,067,827	84,057	1,000,135	345,023	722,670
436110 CLEANING SERVICES	1,064,228	1,148,257	1,175	601,180	427,224	119,853
436200 REP & MAINT-EQUIPMENT	196,500	198,187	1,734	35,042	23,052	140,093
436201 REP & MAINT-HEATING & AIR	455,000	851,173	5,111	553,006	168,562	129,605
436202 REP & MAINT -AUTO	59,475	60,682	3,271	22,263	1,139	37,280
436203 REP & MAINT-COMPUTERS	439,620	438,295	111,740	340,124	4,413	93,758
437200 EQUIPMENT RENTAL	68,070	68,070	4,699	44,568	9,399	14,103
437300 REAL ESTATE RENTAL	470,271	470,271	(36,075)	235,264	-	235,007
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	56,372	61,782	6,239	50,238	22,881	(11,337)
439601 SNOW REMOVAL	354,080	407,570	-	329,533	32,425	45,611
439602 LAWN & LANDSCAPING	283,365	284,656	25,166	145,827	72,540	66,289
439800 DUES & MEMBERSHIPS	55,875	55,875	449	33,858	-	22,017
439901 COMPUTER SERVICES	91,790	328,066	94,521	129,029	111,258	87,780
439902 PAYROLL SERVICES	120,000	158,681	12,709	84,547	35,000	39,134
439903 SECURITY SERVICES	1,004,721	1,040,265	63,576	582,341	361,598	96,325
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	4,011	26,660	-	38,340
439905 OTHER CONTRACTUAL SERVICES	544,237	580,746	36,401	318,509	180,705	81,532
439906 RECRUITMENT EXPENSES	20,500	20,500	435	3,731	-	16,769
439907 EVENTS & PR	34,200	35,200	2,225	11,663	5,373	18,164
439910 PROGRAMMING	75,500	75,700	2,374	28,009	38,921	8,770
439911 PROGRAMMING-JUV.	145,000	145,000	4,088	77,527	10,482	56,991

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

439912 PROGRAMMING ADULT - CENTRAL	25,000	35,935	75	26,390	-	9,545
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,756	-	775	-	4,981
439920 PROPERTY TAXES	-	320	-	320	-	-
439930 MATERIALS CONTRACTUAL	2,000,000	-	-	-	-	-
439931 E-BOOKS	-	845,281	127,359	504,881	-	340,399
439932 E-AUDIO	-	501,222	91,629	290,396	-	210,826
439934 DATABASES	-	670,000	55,325	529,682	-	140,318
CHARGES FOR SERVICES Total	13,506,549	15,149,614	1,051,106	8,518,427	2,751,139	3,880,048
CAPITAL						
445200 VEHICLES	50,000	50,000	(15)	19,947	1,957	28,097
445300 CAPITAL - EQUIPMENT	55,000	63,972	105	13,315	1,709	48,948
445301 COMPUTER EQUIPMENT	290,000	290,000	-	-	261,046	28,954
449000 BOOKS & MATERIALS	2,165,000	2,165,000	297,455	1,508,531	1,273	655,195
449001 PERIODICALS & NEWSPAPERS	120,000	120,000	3,402	8,611	-	111,389
449002 NON-PRINT	115,000	115,000	-	-	-	115,000
449003 CD'S	210,000	210,000	39,118	165,923	-	44,077
449004 DVD'S	940,000	940,000	126,678	471,224	-	468,776
449100 UNPROCESSED PAPERBACK BOOKS	137,000	150,227	5,057	29,691	78,896	41,640
CAPITAL Total	4,082,000	4,104,199	471,799	2,217,242	344,881	1,542,075
OTHER FINANCING SRCS						
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
452002 TRANSFER OUT	-	-	-	-	-	-
OTHER FINANCING SRCS Total	15,000	15,000	-	-	-	15,000
EXPENSE Total	44,709,820	46,566,883	3,477,400	27,185,678	3,187,762	16,193,443

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
Beginning Balance	\$ 18,921,220	\$ 16,466,412	\$ 13,136,608	\$ 11,005,957	\$ 9,913,129	\$ 12,629,221	\$ 22,407,676	\$ 20,175,559	\$ 16,952,152	\$ 13,590,563	\$ 11,186,242	\$ 11,309,200	\$ 18,921,220	\$ 18,921,220	
Receipts:															
Property Tax	-	-	-	1,550,000	5,500,000	11,535,970	-	-	-	1,275,000	4,825,000	9,143,260	33,829,230	33,405,356	423,874
Excise Tax	-	-	-	-	-	1,337,738	-	-	-	-	-	1,337,738	2,675,477	2,766,458	(90,981)
Financial Institution Tax	-	-	-	-	-	125,277	-	-	-	-	-	125,277	250,554	299,868	(49,314)
Commercial Vehicle Tax	-	-	-	-	-	123,186	-	-	-	-	-	123,186	246,372	255,818	(9,446)
In-Lieu-of Taxes	-	-	-	-	-	10,087	-	-	-	-	-	10,087	20,174	25,372	(5,198)
Local Option Income Tax (LOIT)	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	311,137	3,733,648	3,733,649	(1)
County Option Income Tax (COIT)	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	17,092	205,100	205,100	0
Fines	64,155	55,488	63,168	52,354	48,419	61,541	57,008	54,250	63,487	63,487	63,487	63,487	710,330	761,840	(51,510)
Photocopier	58	55	147	173	157	87	116	155	-	-	-	-	948	-	948
Printers	25,763	29,877	34,818	31,928	27,692	28,421	28,821	32,884	17,846	17,846	17,846	17,846	311,588	275,000	36,588
Fax Transmissions	5,035	5,423	6,344	5,702	5,153	5,108	5,541	6,173	2,667	2,667	2,667	2,667	55,144	32,000	23,144
Headsets	617	589	665	568	533	535	615	732	500	500	500	500	6,854	6,000	854
USB	537	502	610	593	505	459	475	570	500	500	500	500	6,252	6,000	252
PLAC Dist.	-	-	-	-	-	77,837	-	-	-	-	-	-	77,837	83,000	(5,163)
Interest income	4,977	4,754	5,498	5,845	7,030	6,968	8,659	12,390	2,917	2,917	2,917	2,917	67,788	35,000	32,788
Library totes	149	155	140	178	182	320	222	179	150	150	120	100	2,045	2,500	(455)
Other Card Revenue	285	266	197	7	136	75	70	65	900	1,000	900	500	4,401	12,000	(7,599)
Miscellaneous	194	369	181	246	(357)	35	53	32	500	500	500	500	2,753	6,000	(3,247)
Proctoring Exams	435	345	630	500	815	520	1,075	340	100	300	300	300	5,660	3,500	2,160
Facility Rental	17,456	17,563	19,947	21,416	20,929	26,582	37,401	25,776	25,000	30,000	15,000	26,640	283,711	261,640	22,071
Catering Commission	-	9,894	-	1,446	2,460	10,665	5,833	-	10,000	14,000	17,000	5,500	76,799	75,000	1,799
Café Revenue	-	-	-	1,656	-	1,142	510	930	500	500	500	500	6,238	6,000	238
Reimbursement for Services	-	20,117	-	-	64,613	87,456	11,116	513	9,000	-	-	54,000	246,815	175,000	71,815
Insurance Reimbursement	-	-	686,389	-	17,126	-	-	-	-	-	-	-	703,515	20,000	683,515
Refunds	4,487	-	3,175	-	27,949	-	-	-	-	-	-	-	35,611	5,000	30,611
Erate Revenue	25,618	25,605	12,803	47,830	12,803	12,803	-	45,255	30,000	12,803	31,000	12,803	269,322	250,000	19,322
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	20	40	-	20	40	-	40	2,000	-	2,000	-	4,160	5,000	(840)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Receipts	477,996	499,251	1,162,981	2,048,672	6,064,394	13,781,082	710,746	508,511	494,295	1,750,398	5,308,465	11,256,536	44,063,327	42,937,101	1,126,226
Expenditures:															
Personal Services & Benefits	2,045,240	1,846,976	1,829,080	1,828,056	1,863,028	2,718,351	1,934,812	1,924,023	1,977,479	1,977,479	1,977,479	3,066,756	24,988,760	25,820,562	831,802
Supplies	72,458	79,779	46,498	62,405	63,772	61,012	44,047	30,472	119,415	403,779	344,244	194,611	1,522,491	1,522,491	-
Other Services and Charges	1,422,247	1,074,162	1,238,563	885,726	973,109	877,705	1,006,326	1,056,163	1,499,816	1,499,570	2,080,327	1,845,202	15,458,917	15,458,917	-
Library Materials Capital Outlay	179,926	338,967	252,058	229,033	309,557	249,992	175,393	466,742	259,173	273,891	783,457	603,010	4,121,199	4,121,199	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,719,871	3,339,884	3,366,199	3,005,220	3,209,466	3,907,060	3,160,578	3,477,400	3,855,883	4,154,719	5,185,507	5,709,580	46,091,367	46,923,169	831,802
Change in AP/Petty Cash	787,067	(489,170)	72,567	(136,281)	(138,836)	(95,567)	217,715	(254,518)	-	-	-	-	-	-	-
Ending Balance	\$ 16,466,412	\$ 13,136,608	\$ 11,005,957	\$ 9,913,129	\$ 12,629,221	\$ 22,407,676	\$ 20,175,559	\$ 16,952,152	\$ 13,590,563	\$ 11,186,242	\$ 11,309,200	\$ 16,856,157	\$ 16,893,180	\$ 14,935,152	

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

Fund	Fund Name	Beg. Balance	Current Month Debits	Current Month Credits	END BALANCE	INVESTMENTS**	TOTAL
101	GENERAL (OPERATING) FUND	* \$ 13,802,943	\$ 36,934,588	\$ (38,952,213)	\$ 11,785,318	\$ 5,166,834	\$ 16,952,152
102	EXCESS LEVY	-	-	-	-	-	-
103	UNUSED	-	-	-	-	-	-
104	FINES	-	791,105	(791,100)	6	-	6
190	BEECH GROVE	-	-	-	-	-	-
226	PARKING GARAGE	* 416,228	114,081	(76,361)	453,949	203,739	657,687
230	GRANT	538,938	1,698,874	(978,912)	1,258,900	-	1,258,900
245	RAINY DAY FUND	251,287	2,713,956	(2,073,283)	891,960	4,557,218	5,449,179
270	SHARED SYSTEM	145,330	32,009	(124,174)	53,165	311,375	364,540
290	CAFÉ & CATERING	-	-	-	-	-	-
301	B&I REDEMPTION FUND	3,935,133	5,785,584	(8,681,649)	1,039,068	1,479,424	2,518,492
321	B&I REDEMPTION FUND II	59,515	1,265,534	(1,162,273)	162,776	-	162,776
471	LIBRARY IMPROV RESERVE FUND	264,322	62,219	(176,106)	150,435	2,652,736	2,803,171
472	CONSTRUCTION	11,966	120,685	(70,645)	62,006	-	62,006
473	CAPITAL PROJECTS FUND	-	-	-	-	-	-
474	2014 MULTI-BRANCH FAC IMPROV	13,591	-	(11,100)	2,491	-	2,491
475	2015 BOND - RFID BOOKS AND MAT	4,418	750,000	(601,051)	153,366	750,000	903,366
476	2016 BOND - MICHIGAN ROAD	126,149	4,246,835	(4,833,392)	(460,408)	4,578,607	4,118,198
477	2017 BOND - BRIGHTWOOD	280,997	250,708	(336,561)	195,144	5,343,164	5,538,308
478	2017 BOND - EAGLE	7,632,922	6,213,371	(14,184,201)	(337,908)	6,049,733	5,711,824
479	2018A BOND - ILS/AHS/FACIM	-	4,982,837	(111,206)	4,871,631	-	4,871,631
800	GIFT	143,561	831,008	(635,835)	338,735	518,959	857,694
806	PAYROLL LIABILITIES	113,730	1,092,589	(1,129,999)	76,321	-	76,321
812	FOUNDATION AGENCY FUND	509	14,522	(13,809)	1,222	-	1,222
813	STAFF ASSOCIATION	2	4	-	6	-	6
814	SALES TAX	1,337	9,210	(9,583)	964	-	964
815	PLAC CARD REVENUE	25,501	34,060	(24,375)	35,186	-	35,186
Totals		\$ 27,768,379	\$ 67,943,780	\$ (74,977,828)	\$ 20,734,331	\$ 31,611,788	\$ 52,346,119

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

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

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

Chase Savings Account			Previous Month's Chase Savings Account Activity		
	Balance August 31, 2018	Interest Earned August 31, 2018		Balance July 31, 2018	Interest Earned July 31, 2018
Operating Fund	\$ 11,057,179	\$ 5,241	Operating Fund	\$ 11,051,938	\$ 1,476
Library Improvement Reserve Fd	622	0	Library Improvement Reserve Fd	622	0
Shared System Fund	46,259	22	Shared System Fund	46,237	19
Grant Fund	438,543	208	Grant Fund	438,335	178
Parking Garage	305,176	145	Parking Garage	305,031	124
Bond & Interest Redemption Fd	539,006	255	Bond & Interest Redemption Fd	538,750	219
Total Chase Savings Account	\$ 12,386,784	\$ 5,871	Total Chase Savings Account	\$ 12,380,914	\$ 2,016
<i>The average savings account rate for August was 0.56%</i>			<i>The average savings account rate for July was 0.48%</i>		
Fifth Third Bank Investment Account			Previous Month's Fifth Third Bank Investment Account		
	Balance August 31, 2018	Interest Earned August 31, 2018		Balance July 31, 2018	Interest Earned July 31, 2018
Operating Fund	\$ 3,608,062	\$ 4,768	Operating Fund	\$ 3,603,294	\$ 4,806
Library Improvement Reserve Fd	2,652,736	3,506	Library Improvement Reserve Fd	2,649,231	3,541
Shared System Fund	311,375	411	Shared System Fund	310,964	415
Gift Fund	518,959	686	Gift Fund	518,273	691
Parking Garage	203,739	269	Parking Garage	203,469	271
Rainy Day Fund	4,384,279	5,794	Rainy Day Fund	4,378,485	5,839
Bond & Interest Redemption Fd	1,037,917	1,372	Bond & Interest Redemption Fd	1,036,546	1,382
Total Fifth Third Bank	\$ 12,717,067	\$ 16,805	Total Fifth Third Bank	\$ 12,700,262	\$ 16,946
<i>The average investment account rate for August was 1.59%</i>			<i>The average investment account rate for July was 1.60%</i>		
Hoosier Fund Account Income			Previous Month's Hoosier Fund Account Income		
	Balance August 31, 2018	Interest Earned August 31, 2018		Balance July 31, 2018	Interest Earned July 31, 2018
Operating Fund	\$ 1,546,813	\$ 2,361	Operating Fund	\$ 1,544,452	\$ 2,358
Rainy Day Fund	172,940	264	Rainy Day Fund	172,676	264
2017A Brightwood Project Fund	5,343,164	8,156	2017A Brightwood Project Fund	5,335,008	8,513
Total Hoosier Fund Account	\$ 7,062,916	\$ 10,781	Total Hoosier Fund Account	\$ 7,052,135	\$ 11,135
<i>The average Hoosier Fund account rate for August was 1.80%</i>			<i>The average Hoosier Fund account rate for July was 1.73%</i>		
TrustIndiana			Previous Month's TrustIndiana		
	Balance August 31, 2018	Interest Earned August 31, 2018		Balance July 31, 2018	Interest Earned July 31, 2018
Operating Fund	\$ 11,959	\$ 20	Operating Fund	\$ 11,939	\$ 20
2015 RFID Project Fund	750,000	-	2015 RFID Project Fund	750,000	-
2016 Michigan Road Project Fund	4,578,607	7,737	2016 Michigan Road Project Fund	4,570,870	8,622
2017B Eagle Project Fund	6,049,733	10,223	2017B Eagle Project Fund	6,039,510	10,053
Bond & Interest Redemption Fd	441,506	2,014	Bond & Interest Redemption Fd	439,492	2,187
Total TrustIndiana Account	\$ 11,831,805	\$ 19,994	Total TrustIndiana Account	\$ 11,811,811	\$ 20,882
<i>The average TrustIndiana account rate for August was 1.99%</i>			<i>The average TrustIndiana account rate for July was 1.97%</i>		

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	\$12,168,828	\$12,168,828	\$-	\$6,614,252	\$-	\$5,554,576
Property Taxes Total	12,168,828	12,168,828	-	6,614,252	-	5,554,576
Intergovernmental						
335100 FINANCIAL INSTITUTION T	89,605	89,605	-	34,176	-	55,429
335200 LICENSE EXCISE TAX REVE	732,478	732,478	-	364,783	-	367,695
335700 COMMERCIAL VEHICLE TA:	76,445	76,445	-	33,606	-	42,839
339000 IN LIEU OF PROP. TAX	7,556	7,556	-	2,769	-	4,787
Intergovernmental Total	906,084	906,084	-	435,334	-	470,750
Miscellaneous						
361000 INTEREST INCOME	5,000	5,000	3,641	27,382	-	(22,382)
Miscellaneous Total	5,000	5,000	3,641	27,382	-	(22,382)
REVENUES Total	13,079,912	13,079,912	3,641	7,076,968	-	6,002,944
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	4,750	4,750	-	2,250	-	2,500
438100 PRINCIPAL	10,450,000	10,450,000	-	8,220,000	-	2,230,000
438200 INTEREST	2,357,485	2,357,485	-	1,621,671	-	735,814
Other Services and Charges Total	12,812,235	12,812,235	-	9,843,921	-	2,968,314
EXPENSES Total	12,812,235	12,812,235	-	9,843,921	-	2,968,314

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	6,058	44,948	-	(14,948)
MISCELLANEOUS Total	30,000	30,000	6,058	44,948	-	(14,948)
REVENUE Total	30,000	30,000	6,058	44,948	-	(14,948)
EXPENSE						
CHARGES FOR SERVICES						
431100 LEGAL SERVICES	75,000	75,000	2,903	10,544	-	64,456
431200 ENGINEERING & ARCHITECTURAL	500,000	763,591	5,229	15,685	201,815	546,091
431500 CONSULTING SERVICES	203,000	232,675	(300)	1,000	28,375	203,300
433100 OUTSIDE PRINTING	-	-	-	2,100	-	(2,100)
439905 OTHER CONTRACTUAL SERVICES	250,000	256,300	(6,300)	-	-	256,300
CHARGES FOR SERVICES Total	1,028,000	1,327,566	1,531	29,328	230,190	1,068,048
CAPITAL						
441000 LAND	480,000	487,500	-	1,036,885	7,500	(556,885)
443500 BUILDING	1,040,000	1,040,000	-	-	-	1,040,000
CAPITAL Total	1,520,000	1,527,500	-	1,036,885	7,500	483,115
OTHER FINANCING SRCS						
452002 TRANSFER OUT	-	-	(706,887)	(706,887)	-	706,887
OTHER FINANCING SRCS Total	-	-	(706,887)	(706,887)	-	706,887
EXPENSE Total	2,548,000	2,855,066	(705,356)	359,327	237,690	2,258,049

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	26,000	26,000	3,506	24,722	-	1,278
MISCELLANEOUS Total	26,000	26,000	3,506	24,722	-	1,278
REVENUE Total	26,000	26,000	3,506	24,722	-	1,278
EXPENSE						
CHARGES FOR SERVICES						
431100 LEGAL SERVICES	-	-	-	2,678	-	(2,678)
431200 ENGINEERING & ARCHITECTURAL	-	-	-	29,720	4,000	(33,720)
431500 CONSULTING SERVICES	-	-	2,986	2,986	5,014	(8,000)
436100 REP & MAINT-STRUCTURE	250,000	250,000	-	-	-	250,000
438400 ISSUANCE COSTS	-	-	(2,903)	-	-	-
CHARGES FOR SERVICES Total	250,000	250,000	84	35,384	9,014	205,603
CAPITAL						
444500 BUILDING IMPRVMENTS & UPGRADES	150,000	150,000	-	-	-	150,000
444501 COMPUTER SOFTWARE	-	357,531	-	59,904	299,891	(2,264)
445300 CAPITAL - EQUIPMENT	-	415,871	-	77,916	479,858	(141,903)
CAPITAL Total	150,000	923,402	-	137,820	779,749	5,833
OTHER FINANCING SRCS						
452002 TRANSFER OUT	-	-	-	-	-	-
OTHER FINANCING SRCS Total	-	-	-	-	-	-
EXPENSE Total	400,000	1,173,402	84	173,204	788,763	211,436

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	360,000	360,000	12,933	105,690	-	254,310
347611 EVENTS PARKING	11,000	11,000	885	7,320	-	3,680
CHARGES FOR SERVICES Total	371,000	371,000	13,818	113,010	-	257,990
MISCELLANEOUS						
361000 INTEREST INCOME	2,000	2,000	414	2,737	-	(737)
MISCELLANEOUS Total	2,000	2,000	414	2,737	-	(737)
REVENUE Total	373,000	373,000	14,232	115,747	-	257,253
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,500	2,500	-	1,741	-	759
421500 OFFICE SUPPLIES - FAC/PURCH	3,384	3,384	465	2,744	-	640
422310 CLEANING & SANITATION	-	-	-	21	-	(21)
SUPPLIES Total	5,884	5,884	465	4,506	-	1,378
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	-	-	1,350	1,553	-	(1,553)
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	8,000	-	4,000
432400 DATA COMMUNICATIONS	4,320	4,320	438	2,864	-	1,456
434201 EXCESS LIABILITY	5,280	5,280	440	3,520	-	1,760
436100 REP & MAINT-STRUCTURE	5,525	5,525	-	5,525	31,101	(31,101)
436110 CLEANING SERVICES	-	-	-	10,156	-	(10,156)
436200 REP & MAINT-EQUIPMENT	10,000	10,000	1,204	2,659	-	7,341
439904 BANK FEES/CREDIT CARD FEES	8,000	8,000	620	5,375	-	2,625
439905 OTHER CONTRACTUAL SERVICES	50,760	50,760	2,539	31,999	-	18,761
OTHER SERVICES AND CHARGES Total	95,885	95,885	7,590	71,650	31,101	(6,866)
EXPENSE Total	101,769	101,769	8,055	76,157	31,101	(5,489)

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of August 31, 2018

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	903,366.45
Fund 476 - Restricted - Michigan Road Project	3,829,764.10
Fund 477 - Restricted - Brightwood Project	5,538,307.51
Fund 478 - Restricted - Eagle Project	5,613,877.14
Fund 479 - Restricted - Multiple Projects	4,871,630.78
Foundation	62,006.01
Total Construction Fund Cash Balances	<u>20,821,443.44</u>

Construction Fund Classification Breakdown

Fund 474 - Restricted - E. Washington, Southport, Warren	2,491.45
Fund 475 - Restricted - RFID Project	903,366.45
Fund 476 - Restricted - Michigan Road Project	3,829,764.10
Fund 477 - Restricted - Brightwood Project	5,538,307.51
Fund 478 - Restricted - Eagle Project	5,613,877.14
Fund 479 - Restricted - Multiple Projects	4,871,630.78
Foundation - Assigned - Central	62,006.01
Total Construction Fund Breakdown	<u>20,821,443.44</u>

Summary of Classifications

Total Restricted	20,759,437.43
Total Assigned	62,006.01
Total of All Classifications	<u>20,821,443.44</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 474 - Restricted - E. Washington, Southport, Warren	5,053,406.80	0.00	11,100.00	5,050,915.35	2,491.45	0.00
Fund 475 - Restricted - RFID Project	2,000,000.00	3,967.54	351,051.10	1,096,633.55	398,190.01	505,176.44
Fund 476 - Restricted - Michigan Road Project	7,693,606.62	1,087,918.05	3,114,391.44	3,863,842.52	3,282,440.22	547,323.88
Fund 477 - Restricted - Brightwood Project	6,038,163.73	43,126.54	335,853.47	499,856.22	364,500.97	5,173,806.54
Fund 478 - Restricted - Eagle Project	7,766,360.17	756,876.84	2,068,777.44	2,152,483.03	4,169,192.94	1,444,684.20
Fund 479 - Restricted - Multiple Projects	5,030,000.00	81,001.59	128,369.22	128,369.22	483,605.35	4,418,025.43
Major Repairs & Maintenance	3,454,070.94	0.00	54,677.00	3,392,064.93	0.00	62,006.01
Central Technology	6,851,898.93	0.00	15,967.76	6,851,898.93	0.00	0.00
Total Expenditures	<u>43,887,507.19</u>	<u>1,972,890.56</u>	<u>6,080,187.43</u>	<u>23,036,063.75</u>	<u>8,700,420.94</u>	<u>12,151,022.50</u>

	<u>*** BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	15,270.69	0.00	774.21	15,270.69	0.00
** Estimated Future Interest Earnings - Fund 474	24,106.15	0.00	0.00	24,106.15	0.00
** Estimated Future Interest Earnings - Fund 476	128,606.62	7,736.74	62,923.22	128,606.62	0.00
** Estimated Future Interest Earnings - Fund 477	93,163.73	8,156.04	54,996.10	93,163.73	0.00
** Estimated Future Interest Earnings - Fund 478	49,732.62	10,222.65	49,732.62	49,732.62	0.00
** Estimated Future Interest Earnings - Fund 479	30,000.00	0.00	0.00	0.00	30,000.00

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

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

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



Board Action Request

6b

To: IMCPL Board

Meeting Date: September 24, 2018

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: September 24th, 2018

Subject: Authorization to Set the Maximum Combined Debt Service Tax Rate for Calendar Year 2019 at \$0.0318 per \$100 of Assessed Valuation - Resolution 32-2018

Recommendation: The Board Finance Committee recommends Board approval for the attached action (Resolution 32-2018) to authorize the Library CEO and/or CFO to adjust the Library combined debt service fund tax rate to accomplish a total debt service rate that will not exceed \$0.0318 per \$100 of assessed valuation (AV) payable in 2019.

Background: Indianapolis Public Library (the Library) adopted the 2019 budget at the August 27th board meeting. The budget is not finalized until it has been approved by the City Council and then the Department of Local Government Finance (DLGF). The DLGF works the budget to check the final numbers to ensure that all the numbers meet the statutorily required amounts.

The combined debt service tax rate adopted by the Library was \$0.0363 per \$100 of assessed value. As explained at the budget hearing, this is higher than our expected tax rate of \$0.0318 per \$100 of AV. The Library advertised higher, as is typical, to protect the Library levy and tax rate against unexpected changes to the average growth quotient or to the certified net assessed value (CNAV). For the debt service fund, in particular, the Library included an estimated amount for the 2019 debt service for the West Perry bond issue which will be issued later this year. Once that is issued, we will have the final debt service amount needed for the Debt Service Fund and we will send the final debt service schedule to the DLGF.

Once the DLGF works the budgets and makes necessary adjustments based on the final debt service and allowable cash balances. The DLGF then sends out the 1782 notice with the levies and tax rates, typically in January of the budget year. The Library then has an opportunity to make adjustments or corrections before the final budget order is released.

The Library seeks to have a resolution passed to give the DLGF and the City County Council notice that we intend to have a combined debt service tax rate for calendar year 2019 that does not exceed \$0.0318 per \$100 of AV.

Fiscal Impact: There is no expected fiscal impact.



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 32-2018
AUTHORIZATION TO SET THE MAXIMUM COMBINED DEBT SERVICE TAX RATE FOR CALENDAR
YEAR 2019 AT \$0.0318 PER \$100 OF ASSESSED VALUATION
September 24, 2018**

WHEREAS, the Indianapolis-Marion County Public Library Board ("Library Board") , on August 27th, 2018 adopted a total tax rate for the debt service funds for calendar year 2019 of \$0.0363 which cannot be exceeded, and;

WHEREAS, the Indianapolis- Marion County Public Library (the "Library") seeks to set the combined Debt Service Fund tax rate for calendar year 2019 at an amount not to exceed \$0.0318 per \$100 of assessed valuation payable in 2019.

WHEREAS, the Library is requesting Board of Trustees authorization for the Chief Executive Officer and/or the Chief Financial Officer to adjust the Debt Service Fund to accomplish a total combined Debt Service Fund tax rate not to exceed \$0.0318 per \$100 of assessed valuation payable in 2019.

IT IS THEREFORE RESOLVED, by the Library Board, that for the calendar year 2019, the total debt service fund tax rate will not exceed an amount of \$0.0318 per \$100 of assessed valuation.

IT IS THEREFORE FURTHER RESOLVED, by the Library Board that the authority is hereby given to the Chief Executive Officer and/or Chief Financial Officer to adjust the Debt Service Fund to accomplish a total rate that will not exceed an amount of \$0.0318 per \$100 of assessed valuation payable in 2019.

DATED this 24th day of September, 2018.



Board Action Request

6c

To: IMCPL Board

Meeting Date: September 24, 2018

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: September 24, 2018

Subject: Resolution 33-2018 – Transfer Between Accounts and Classifications

Recommendation: Library staff recommends Board approval of Resolution 33-2018.

Background: The transfer in the Operating Fund is to cover the purchase of five computer servers meeting the threshold for capital – computer equipment.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2018 as the funds are moving from one account to another.



Board Resolution

6c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 33-2018
TRANSFER BETWEEN ACCOUNTS AND CLASSIFICATIONS
September 24, 2018**

WHEREAS, certain conditions have developed since the Adoption of the 2018 Annual Budget,

WHEREAS, it is necessary to transfer funds between Budget Accounts and Classifications,
therefore

BE IT RESOLVED that the following transfers and reappropriations be made via:

OPERATING FUND			
Decrease			
FROM:			
2. SUPPLIES	10126110-421700	OFFICE SUPPLIES	\$ (25,000.00)
2. SUPPLIES	10126110-429001	NON-CAPITAL FURN & EQUIPMENT	\$ (32,000.00)
			<u>\$ (57,000.00)</u>
Increase			
TO:			
4. Capital	10126110-445301	COMPUTER EQUIPMENT	<u>\$ 57,000.00</u>



DRAFT Board Action Request

6e

To: IMCPL Board Meeting Date: September 24, 2018

From: Finance Committee Approved by
The Library Board:
Effective Date:

Subject: Resolution 34-2018
Authorization for the Chief Executive Officer to Execute Lease Extension
for the Fountain Square Branch

Recommendation: The Finance Committee requests Board approval for the attached action (Resolution 34-2018) to authorize the Library's Chief Executive Officer to execute the lease extension amendment for the Fountain Square Branch Library facility.

Background: The Fountain Square Branch Library facility lease was extended for an additional five (5) years in 2013 with an expiration date of November 2, 2018. The Library staff has concluded that the Library should maintain a branch location at or near the existing Fountain Square Library Branch and for an extended term. Accordingly, Staff is recommending that the lease be extended for an additional two (2) year term at the current location.

In light of this input, the Board of Trustees completed the process of proceeding to lease the Branch facility pursuant to Indiana Code § 36-1-10, et seq.

Strategic/Fiscal Impact: The rental fees for the lease are included in the Operating Fund.



Board Resolution

6e

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 34-2018
AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO EXECUTE LEASE EXTENSION
FOR FOUNTAIN SQUARE BRANCH LIBRARY
SEPTEMBER 24, 2018**

WHEREAS, the Indianapolis-Marion County Public Library ("Library") occupies and operates the Fountain Square Branch Library facility under a certain Retail Lease dated as of November 2, 1993 as amended by the first Amendment to Lease dated as of March 23, 2004, as amended by the Second Amendment to Lease dated as of October 22, 2008, as amended by the Third Amendment to Lease dated May 4, 2010, as amended by the Fourth Amendment to Lease dated September 20, 2011, and as amended by the Fifth Amendment to Lease dated November 25, 2013 (collectively, the "Lease"), pursuant to which the Fountain Block Development, L.P. ("Landlord") leased to Library, and Library leased from Landlord, certain premises consisting of approximately 5,143 square feet (the "Premises") in the Fountain Square Block Building, 1062-1068 Virginia Avenue in Indianapolis, Indiana; and

WHEREAS, the Lease is scheduled to expire in November of 2018 unless renewed; and

WHEREAS, the Board of Trustees is desirous of extending the Lease for the Fountain Square Branch Library facility, and deems it in the best interest of the Library to extend the Lease for the Premises pursuant to the terms of the Sixth Amendment to Retail Lease in the form attached hereto as Exhibit A; and

WHEREAS, the Board of Trustees published notice of and held a public hearing on September 24, 2018, and complied with all other procedural actions necessary for approval of the Sixth Amendment to Retail Lease in accordance with Indiana Code § 36-1-10, et seq.

IT IS THEREFORE RESOLVED that the Chief Executive Officer, on behalf of the Library, be, and hereby is, authorized to execute the Sixth Amendment to Retail Lease in substantially the form attached hereto as Exhibit A, to, among other matters, extend the term of the Lease of the Premises for a period of two (2) years with a maximum annual rental to be paid by the Library under the Lease Amendment of \$60,550.52 during the initial two (2) year lease term; and

IT IS RESOLVED FURTHER, that the Chief Executive Officer of the Library be, and hereby is, authorized to take any and all steps necessary or desirable to carry out the terms and conditions of the Sixth Amendment to Retail Lease and to take any and all actions required of the Library under the Sixth Amendment to Retail Lease.

EXHIBIT A

SIXTH AMENDMENT TO RETAIL LEASE

This **SIXTH AMENDMENT TO RETAIL LEASE (“Amendment”)** is made as of this ____ day of _____, 2018, by and between Fountain Block Development, L.P. (the “Landlord”), having a business address in c/o Southeast Neighborhood Development, Inc., 1035 Sanders Street, Indianapolis, Indiana 46203 and the Indianapolis-Marion County Public Library (the “Tenant”) having a business address of 2450 North Meridian Street, Indianapolis, Indiana 46206-0211

WITNESSETH THAT:

WHEREAS, Landlord and Tenant are parties to that certain Retail Lease dated November 2, 1993, as previously amended March 23, 2004, October 22, 2008, May 4, 2010, September 20, 2011 and November 25, 2013 (together with amendments the “Lease”),

WHEREAS, Landlord and Tenant desire to further amend and renew the Lease upon the terms and conditions more particularly set forth herein:

NOW THEREFORE, for and in consideration of the mutual covenants and agreements set forth herein and, in the Lease, the sufficiency of which is hereby acknowledged, Landlord and Tenant agree as follows:

1. **Incorporation of Recital and Defined Terms.** The foregoing recitals are hereby incorporated into this Amendment and made a part of hereof as though set forth herein verbatim. Any term used herein which is not specifically defined herein shall have the meaning ascribed thereto in the Lease.
2. **Term.** The Term of the Lease is hereby extended for a period of two (2) years commencing as of November 3, 2018 and expiring on November 2, 2020 (the “Extended Lease Term”). All terms, covenants and conditions applicable to the Lease Term will be equally applicable to the Extended Lease Term.
3. **Rent During the Extended Term.** The Annual Rent and Monthly Rent for the Extended Lease Term shall be as follows:

Extended Lease Term	PSF	Annual Rent	Monthly Rent
11/3/2018 - 11/2/2019	\$11.58	\$59,555.94	\$4,963.00
11/3/2019 - 11/2/2020	\$11.77	\$60,550.52	\$5,045.88

- 4. **Option to Renew.** Prior to the expiration of the Extended Term, Tenant shall have the option to renew the Lease for an additional one (1) year term ("Optional Extension Term") with a right to terminate the Lease during the Optional Extension Term upon one hundred twenty (120) day prior written notice to Landlord. The Monthly Rent during the Optional Extension Term shall be \$5,130.14.

- 5. **Ratification of Amended Lease.** Except as otherwise modified or amended by this Amendment, all other terms and conditions of the Lease shall remain unmodified, unamended, and in full force and effect and, except as otherwise modified or amended by this Amendment, the Lease shall continue to be and remain in full force and effect in accordance with its terms, covenants, conditions and provisions. In the Lease, or any instrument, document or other consideration executed or delivered in connection therewith, including prior amendments to the Lease, any reference to the "Lease" shall be deemed and construed to be a reference to the Lease as previously amended and as further amended hereby.

IN WITNESS WHEREOF, the parties hereto have executed this Sixth Amendment to Retail Lease as of the day and year first above written.

Fountain Block Development, L.P.

Indianapolis-Marion County Public Library

By: _____
President
Fountain Block Development, L.P.
"LANDLORD"

By: _____
Chief Executive Officer, IMCPL
"TENANT"



Board Briefing Report

7a

To: IMCPL Board **Meeting Date:** September 24, 2018

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:

- Tuition Assistance
 - Adding our Fixed Hourly staff to eligibility for IN State Library Certification assistance
 - Offering assistance for job-required certification
 - Increasing assistance for required job-related certifications from maximum \$500 to \$750
- Adding a probationary period for current employees changing to a new position
- Clarifying 10 renewals limit
- 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 2019 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.

111 ORGANIZATION AND STAFFING – POLICY BEGINS ON PAGE 3

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

121 TREASURER

- Revision located on Page 3 - 121.13 Interest Earnings

132 EXTERNAL COMMUNICATION – POLICY BEGINS ON PAGE 4

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

223 TUITION ASSISTANCE – POLICY BEGINS ON PAGE 4

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

232 UNSCHEDULED ABSENCES AND TARDINESS – POLICY BEGINS ON PAGE 5

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

233 EMERGENCY CLOSURE – POLICY BEGINS ON PAGE 7

- Revision located on Page 8 – 233.1 Emergency Scheduling (under letter f)

235 BEREAVEMENT LEAVE – POLICY BEGINS ON PAGE 8

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

250 HOLIDAY PAY – POLICY BEGINS ON PAGE 9

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

262 NEW HIRE PROBATIONARY PERIOD – POLICY BEGINS ON PAGE 10

- Revision located on Page 10 – 262.1 Employees Moving into a Different Position
- Revision located on Page 11 – 262.2 Feedback and Counseling Procedure (Re-numbering only)

- Revision located on Page 11 – 262.3 Library Card in Good Standing (RE-numbering only)

274 PROGRESSIVE DISCIPLINE – POLICY BEGINS ON PAGE 11

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

500 LIBRARY ACCESS – POLICY BEGINS ON PAGE 13

- Revision located on Page 13 – 500.1 Free Access

507 LOAN OF LIBRARY MATERIAL – POLICY BEGINS ON PAGE 13

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

510 RENEWAL – POLICY BEGINS ON PAGE 15

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

600 INTELLECTUAL FREEDOM – POLICY BEGINS ON PAGE 15

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

601 MATERIALS COLLECTION SELECTION – POLICY BEGINS ON PAGE 15

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

602 SELECTION CRITERIA FOR MATERIALS – POLICY BEGINS ON PAGE 16

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

605 MANAGING THE COLLECTION – POLICY BEGINS ON PAGE 17

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

Proposed Policy Updates 2018

111 ORGANIZATION AND STAFFING

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

111.1 Employment Authority

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

111.2 Temporary and Hourly Employees

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

111.3 Executive Committee

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

111.4 Management Staff

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

111.5 Library Records Retention

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

121 TREASURER

121.13 Interest Earnings

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

132 EXTERNAL COMMUNICATION

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

132.1 Director of Communications Responsibility

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

132.2 Publications

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

132.3 Internet

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

132.4 Signs

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

132.5 Displays

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

132.6 Controversial Subjects

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

223 TUITION ASSISTANCE

223.1 Tuition Assistance Available for Degree Program

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

223.2 Financial Assistance for Positions Requiring ~~State Library Professional~~ Certification

The Library offers financial assistance to employees who are in a position requiring a ~~Non-Degree State Library Professional~~ Certification. The assistance is limited to a maximum total of ~~\$500~~ \$750.00 for course work completed toward achieving the ~~State Library initial~~ Certification requirement. Allocation of funds will be prioritized on successful course completion, (passing a pass/fail course or achieving a grade point of 3.0 or higher on a 4.0 scale), institutional goals and available funding. Employees not meeting required criteria for financial assistance will not receive assistance from IndyPL and be solely responsible for all costs owed to the course provider.

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

223.3 Eligibility for Tuition Assistance

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

223.4 Repayment of Tuition Reimbursement

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

232 UNSCHEDULED ABSENCES AND TARDINESS

The following policies apply to unscheduled absences:

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

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

232.1 Credited Time

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

232.2 Deducted Time

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

232.3 – No Call / No Show

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

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

232.4 Step Discipline for Unscheduled Absence and Tardiness

STEP DISCIPLINE FOR UNSCHEDULED ABSENCE AND TARDINESS

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

233 EMERGENCY CLOSURE

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

233.1 Emergency Scheduling

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

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

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

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

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

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

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

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

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

235 BEREAVEMENT LEAVE

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

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

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

235.1 Immediate Family

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

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

235.2 Domestic Partners

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

235.3 Other Relatives

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

235.4 Professional Associates

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

235.5 Personal Friends

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

235.6 Restrictions

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

235.7 Death in Immediate Family During PTO

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

250 HOLIDAY PAY

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

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

Should a designated holiday fall on a Saturday or Sunday, with the exception of Easter, the Library will be closed on either the Friday before or Monday after according to local custom. A holiday (except Easter), that occurs on a Saturday or Sunday shall be designated as a floating holiday on an employee's timecard during the work week in which the holiday falls. The Library will close at 5 p.m. on the Wednesday before

Thanksgiving Day and on December 31st. All employees scheduled to work these days will work a standard day. The workweek will not be further reduced because of the early closing. The Library will be closed on both Saturday and Sunday before the Monday Memorial Day holiday. All employees will work their standard workweek Monday through Friday the week before Memorial Day. All Benefit Eligible, non-exempt staff will have their holiday hours calculations based on the employee's designated FTE status.

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

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

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

262 NEW HIRE PROBATIONARY PERIOD

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

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

262.1 Employees Moving into a Different Position

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

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

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

262.12 Feedback and Counseling Procedure

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

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

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

262.13 Library Card in Good Standing

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

274 PROGRESSIVE DISCIPLINE

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

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

274.1 Progressive Discipline ~~for Same or Related Issues~~

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

STEP 1: Occurrence of Unacceptable Performance and/or Behavior	First Written Warning: <ul style="list-style-type: none"> • Signed Original – to HR for Employee Personnel File • cc: - to Manager • cc: - to Employee
STEP 2: Next Occurrence of Unacceptable Performance and/or Behavior	Second Written Warning: <ul style="list-style-type: none"> • Signed Original - to HR for Employee Personnel File • cc: - to Manager • cc: - to Employee. May Include Performance Improvement Plan.
STEP 3: Next Occurrence of Unacceptable Performance and/or Behavior	Third Written Warning: May Include Suspension <ul style="list-style-type: none"> • Signed Original – to HR for Employee Personnel File • cc: - to Manager • cc: - to Employee.
STEP 4: Next Occurrence of Unacceptable Performance and/or Behavior	Termination of Employment

IMPLEMENTATION OF STEP 4:

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

274.2 Performance Improvement Plan

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

500 LIBRARY ACCESS

500.1 Free Access

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

500.2 Library Service Fees

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

500.3 Non-discrimination

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

500.4 Access for Those Physically or Mentally Disabled

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

500.5 Response to Public Needs

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

500.6 Service Hours

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

507 LOAN OF LIBRARY MATERIAL

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

507.1 Lending Regulations

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

507.2 Library Card

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

507.2a Minors

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

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

507.2b Residents – Free Cards

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

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

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

507.2c Non- Residents – Fee Cards

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

507.2d Non-resident Students and Educators – Free Cards

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

507.2e Public Library Access Card

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

507.2f Corporate Card

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

510 RENEWAL

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

600 INTELLECTUAL FREEDOM

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

601 MATERIALS COLLECTION SELECTION

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

601.1 Selection of Materials for Adults

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

601.2 Selection of Materials for Minors

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

601.2a Responsibility of Use of the Collection by Minors

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

601.3 Selection of Materials for Students

The Library supports student learning at all academic levels with supplementary materials for reading or reference use by individuals. Materials for curriculum support are provided according to selection criteria and are intended to be secondary materials for classroom curriculum. Multiples of a single title for classroom use is not guaranteed.

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

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

601.5 Collaborative Collection Development for the Shared System

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

601.6 Selection of Materials for those with Special Needs

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

601.7 Selection of Diverse and Inclusive Materials

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

602 SELECTION CRITERIA FOR MATERIALS

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

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

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

602.2 CRITERIA: Review Media Evaluations

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

602.3 CRITERIA: Accuracy and timeliness of content

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

602.4 CRITERIA: Author/Publisher credibility

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

602.5 CRITERIA: Contribution to diversity or breadth of collections

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

602.6 CRITERIA: Presentation of unique or controversial point of view

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

602.7 CRITERIA: Nominations for awards or prizes

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

602.8 CRITERIA: Quality and packaging of production

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

602.9 CRITERIA: Price

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

605 MANAGING THE COLLECTION

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

605.1 Organizing the Collection

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

605.2 Distribution of the Collection

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

605.3 Display of the collection

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

605.3605.4 Evaluation of the Collection

The library maintains a high quality, fresh and current collection through selection, as well as aggressive and judicious weeding. Therefore, the library discards items that are outdated, no longer in demand, physically worn out, or whose purpose is better served by online resources. Weeding is an ongoing process at all library locations.

605.4 605.5 Maintenance of the Collection

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

605.5605.6 Discards from the Collection

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

2018 Policy Revisions



Board Action Request

7b

To: IMCPL Board **Meeting Date:** September 11, 2018

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

Effective Date: September 11, 2018

Subject: Resolution – 35-2018

Recommendation: Approval of Resolution 35-2018 – Approving Staff Association Compensation Committee Agreement

Background: Attached is the Joint Written Recommendations from Staff Association and IndyPL Management for a new agreement.

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



Board Resolution

7b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 35-2018**

**STAFF ASSOCIATION COMPENSATION COMMITTEE (SACC)
and
INDYPL ADMINISTRATION AGREEMENT
CURRENT AGREEMENT EXTENSION EFFECTIVE: 1/1/2016 – 1/31/2018
PROPOSED EXTENSION DATES OF: 9/24/18 – 12/31/2020**

WHEREAS, pursuant to the Employee Organization Resolution, Library management (“Management”) and Indianapolis Public Library Staff Association Compensation Committee (SACC) have come together in good faith negotiations and have made and submitted joint written recommendations (“Joint Recommendations”) to the Board of Trustees for employees in the Unit; and

WHEREAS, the Board has reviewed and considered the Joint Recommendations of Management and SACC, a copy of which is attached to this Resolution, and deems it in the interest of the Library to accept the Joint Recommendations to be implemented and made effective in accordance with the terms thereof as of September 24, 2018, and to remain in effect through December 31, 2020.

IT IS THEREFORE RESOLVED that the attached Joint Recommendations submitted to the Board for consideration and considered by the Board, be and hereby are, approved, and such Joint Recommendations shall be implemented and effective in accordance with and as may be limited by the terms thereof as of September 24, 2018, and shall remain in effect through December 31, 2020; and

IT IS THEREFORE RESOLVED that the Board of Trustees does hereby approve the attached Joint Recommendations Agreement for a period beginning September 24, 2018 and ending December 31, 2020.

Adopted this 24 day of September, 2018.

**JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF
ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for
the Proposed Effective Dates of 09/24/2018 to 12/31/2020**

The Staff Association Compensation Committee ("SACC") and the Library's administrative representatives ("Administration") have come together in good faith negotiations and make the following joint written recommendations to the Indianapolis-Marion County Public Library Board of Trustees ("Board") for employees in the IMCPL Staff Association ("Unit") who are represented by the Unit on matters concerning Grievances or Personnel Practices (as such matters are defined in Resolution 89-2006).

Article 1 – Formal Discussion of Joint Recommendations

- Formal discussion of the Joint Recommendations by the Library Board of Trustees prior to ratification, approval or rejection of the Joint Recommendations will take place in closed executive sessions of the Board. Any ratification or approval of the Joint Recommendations shall take place at a regularly scheduled Library Board Meeting.

Article 2 – SACC Point of Contact

- The SACC and the Chairperson of the SACC shall be the appropriate point of contact on issues related to Grievances or Personnel Practices involving Unit employees.
- The Chairperson of the SACC shall inform the Human Resources office of any change of personnel on the SACC no less frequently than once per quarter.
- At least once per quarter the SACC will be permitted to address the System Manager's Meeting.

Article 3- Staff Association Compensation Committee Employees

- The SACC represents all Management Employees, all Supervisory employees, all confidential employees and all hourly employees. The SACC does not represent union employees in any matters.

Article 4 – Scope of Recognition

- While the Library Administration negotiates for the good of the library system the SACC negotiates for the good of the employees it represents.
- The SACC employees have the right to ask for representation from the SACC members during a formal discipline or grievance.

Article 5 – Bonus Days for Sunday's Worked

- All benefit eligible staff in the Unit who work on Sunday's will receive 1 paid bonus day (pro-rated based on Sunday hours worked) for each 6 Sundays worked during the same calendar year. In other words, SACC employees shall earn 1 bonus day after working 6, 12, and / or 18 full Sunday shifts. Any accrued bonus days shall be scheduled in the then current calendar year or

**JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF
ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for
the Proposed Effective Dates of 09/24/2018 to 12/31/2020**

in the calendar year immediately following the calendar year in which the bonus day is accrued, and all such scheduling is subject to the approval of the appropriate supervisor.

- All Management Level staff who are required to work on Sunday will be scheduled a minimum of 6 Sunday's each year but may be scheduled to work in excess of 6 Sundays in a calendar year as needed.

Article 6– Sunday Work Pool

- The Library Administration will review the Sunday work pool assignments for any adjustments that would help mitigate the number of Sundays management staff are required to work excluding the InfoZone.

Article 7 – Contributions to Health Savings Accounts

- The SACC and the Library Administration agree to a health savings account deposit in plan year 2018 of a maximum of \$900 for individual or \$1800 for employee/spouse, employee/child, or employee/family for SACC Unit benefit eligible employees. Any health savings account deposit in plan year 2018 for any newly-hired SACC Unit benefit eligible employee will be prorated based on the employment commencement date. After 2018, the Library will annually evaluate an HSA contribution based on available funding.

Article 8 – Overall Wage Increases

- The SACC has agreed to remain on the Pay-for-Performance merit system. Employees who receive an overall 3 on their annual Performance Review will receive a 2% raise. Employees who receive an overall 4 or above on their annual Performance Review will receive an additional increase based on available funding.

Article 9- Listing Unit Employees

- Upon request by SACC but not more than once per calendar quarter, the Human Resources Department of the Library will provide the SACC Chairperson with an updated list of all non-union eligible Unit employees they represent. The Human Resource Department will supply the SACC with Name, Department and job title.
- The Human Resources Department of the Library will notify the SACC of any new or rehired non-union eligible Unit employees or any job reclassifications or promotions to non-union eligible Unit employees within 5 workdays of being hired.

Article 10 – Hourly Attendance at Staff Day

- Any hourly employee who attends the Annual Staff day program shall be paid their regular wages for all hours in attendance that day.

**JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF
ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for
the Proposed Effective Dates of 09/24/2018 to 12/31/2020**

Article 11 – Split Work Day

- When the schedule requires a split work day, a non-exempt staff member who works 7 hours will be given 1 hour of credited time resulting in 8 hours of compensated time for the day assuming a standard 8 hour work day. Hourly staff members who work a split shift at 1 branch or 2 shifts at different branches will also be entitled to the hour of credited time. Staff members working a split day will not be entitled to the 30 minute supper period on scheduled work time.

Article 12 – Evening Shifts

- Except for those employees who are regularly scheduled for evening shifts, evening shifts will be generally limited to no more than 2 per week, but employees recognize that exceptions may need to be made on a temporary basis. An evening shift shall be defined as a shift that ends later than 6:15 pm.

Article 13 – Staff Association Dues

- Nothing in this agreement or any other agreement shall require a Unit employee to become a member of the Staff Association or to pay money to the Staff Association for them to be represented by the organization.

Article 14 – Health and Wellness

- SACC promotes health and wellness of employees by supporting the Library's wellness and enrichment activities.

Article 15 – Library Policies and Procedures

- To the extent that the library has established or hereafter establishes written rules, regulations, policies and procedures applicable to Library staff, including SACC Unit employees, and to the extent that those rules, regulations, policies and procedures have not been specifically modified by the terms of these Joint Recommendations, such rules, regulations, policies and procedures shall control and will remain in full force and effect subject to the retained rights of the Indianapolis-Marion County Public Library.

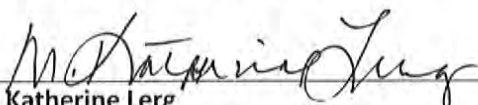
Article 16 – Term of the agreement

- If approved, these Joint Recommendations shall be effective as of March 26, 2018 and shall remain in effect through December 31, 2020.

JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for the Proposed Effective Dates of 09/24/2018 to 12/31/2020

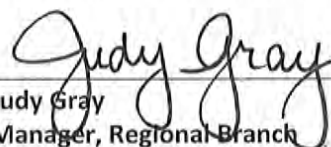
Recommended to the Library Board of Trustees:

For the Library Administration:


M. Katherine Lerg
Director, Human Resources

9/11/18
Date

For the Staff Association Compensation Committee (SACC):


Judy Gray
Manager, Regional Branch

9/11/2018
Date

To: IndyPL Board Meeting Date: September 24, 2018
Facilities Committee

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Michigan Road Branch Construction Progress

Construction Progress for August 2018

The Project has reached a milestone with the installation of the final interior concrete floor slab.



Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: September 24, 2018



Project Site on August 28, 2018

View of the Concourse looking south with Stenz Construction staff superintendent Rodney Deem, project manager Donna Tarr, and owner Leo Stenz reviewing the progress of the work.



Project Site on August 28, 2018
Curtain wall above zig zag seating area.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: September 24, 2018



Project Site on August 28, 2018

View of the limestone bench with the inscribed date. The bench will be placed in the entry area.



Project Site on August 28, 2018
Panorama view from the southeast.

Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Michigan Road Branch Construction Progress

Date: September 24, 2018



Project Site on August 28, 2018
View of the entry canopy and the concourse roof.

Construction Schedule Update

Install base course of asphalt	September 26, 2018
Preview event	October 4, 2018
Start ceiling grid	October 15, 2018
Install library shelving	October 29, 2018
Substantial Completion	November 7, 2018

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)	
Construction Contingency	\$549,000
<u>Expenses to Contingency</u>	<u>\$196,901</u>
Remaining Contingency	\$352,099
Percent Remaining Contingency	64%

To: IndyPL Board
Facilities Committee

Meeting Date: September 24, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Eagle Branch Construction Progress

Construction Progress for August 2018

The concrete footings and foundation walls are complete. The installation of steel is complete. Work in Moller Road for utilities competed on schedule.



Project Site on September 4, 2018
View looking southwest.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: September 24, 2018



Project Site on August 22, 2018
View looking northeast showing the windows in the Teen's Area.



Project Site on August 22, 2018
View looking north from the entrance showing the windows in the Marketplace.

Facilities Briefing Report

To: Facilities Committee, Item 8b

From: Sharon Smith, Facilities Director

Re: Eagle Branch Construction Progress

Date: September 24, 2018



Project Site on August 22, 2018
View looking east showing the windows into the study rooms and Adult's Area.

Construction Schedule Update

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

Summary Construction Budget Update

Project funded by the 2017B Construction Bond (Fund 478)	
Construction Contingency	\$619,472
<u>Expenses to Contingency</u>	<u>\$82,164</u>
Remaining Contingency	\$537,308
Percent Remaining Contingency	87.5%



Board Briefing Report

8c

To: IndyPL Board
Facilities Committee

Meeting Date: September 24, 2018

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Briefing Report for October 2018 Action Item
Approval to Award a Construction Services Contract for the
Brightwood Branch Project

The Brightwood Branch Project is being bid using the responsible bidding practices established by the IndyPL Board and as required by the Public Works Statute IC § 36-1-12. Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on September 5 and 12, 2018. The Notice was posted on the IndyPL website and copies of the Notice were emailed to the following business development contacts:

- Center for Empowerment and Economic Development.
- Conexus Indiana.
- Martindale Brightwood Community Development Corporation.
- Hispanic Business Council, Indianapolis Chamber of Commerce.
- Indiana Minority Supplier Development Council.
- Indiana Chamber of Commerce.
- 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 requires compliance with Requirements for Contactors on Public Works Projects IC § 5-16-13 including contractor self-performance of work, liability insurance, qualification, E-Verify, employee training, and records retention. The Project also requires compliance with Requirements for Contactors on Public Works Projects IC § 4-13-18 including Contractor's Drug Testing of Employees.

Facilities Briefing Report

To: Facilities Committee, Item 8c

From: Sharon Smith, Facilities Director

Re: October 2018 Action Item - Approval to Award a Construction Services Contract for the Brightwood Branch Project

Date: September 24, 2018

Sealed bids will be received by IndyPL on October 2, 2018, and each bid shall be accompanied by a bid security for 5% of the total bid. The Library shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12.

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

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

The building and site construction budget is \$4,356,000, and will be funded by the Series 2017A Bond Fund (Fund 477.)



Board Action Request

8d

To: IndyPL Board
Facilities Committee

Meeting Date: September 24, 2018

From: Facilities Committee

Approved by: The Library Board:
Effective Date:

Subject: Resolution 36-2018
Award of a Construction Services Contract for the Nora Branch Soffit and Fascia Panel Replacement Project

Recommendation:

IndyPL Facilities Committee recommends board approval for the attached (Resolution 36-2018) to award a construction services contract for the Nora Branch Façade Replacement Project to Marten Construction Management, Indianapolis, Indiana, for the total cost of \$242,000.

Background:

The IndyPL Board, at the August 27, 2018 Library Board Meeting, approved awarding this contract to Impact Construction Management as the lowest bidder at \$241,998. While the IndyPL Facilities Staff were securing a contract with Impact Construction, the staff was informed in a letter dated August 31, 2018, from Impact Construction Management, that they were withdrawing their bid. Due to the withdrawal by Impact Construction, Library staff recommends selection of Marten Construction Management, Inc. as the next lowest bidder for the Project.

As reported last month and as part of the 2018 Facilities Plan, funds were allocated for replacement of the Nora Branch exterior soffit and fascia panels. The existing panels were installed in 1971 are past their useful life. The existing panels contain asbestos which will require removal and disposal under a separate contract with a certified abatement contractor.

The preliminary project schedule targets a starting date of early October, 2018, with substantial completion by the end of the year.

The Scope of Work was developed by the design team at Architects Forum, Indianapolis, IN, working with IndyPL Facilities Staff. The work includes removal of the façade panels and

soffits by an abatement contractor, and replacement with a stucco-like exterior insulation and finish system. The color of the new finish will be similar to the existing color, with a finer texture to the surface. New metal parapet wall coping material and the roof flashing will be required.

Architects Forum prepared documents to solicit open, competitive, and sealed bids for the work. The bidding documents were issued on July 3, 2018 following the Public Works Statute IC § 36-1-12 and the Responsible Bidding Practice and Submission Requirements established as Policy by the Board in Resolution 18-2017.

Public notices per IC § 5-3-1 were published on July 5 and 12, 2018.

A Pre-Bid Conference and Site tour was held on July 11, 2018.

Notice of the Project was emailed to these 15 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.

Two (2) sealed bids were received by the deadline of 2:00 pm local time on July 24, 2018. The bids were opened and read aloud publically. All of the received sealed bids were accompanied by a bid security for 10% of the total bid per IC § 36-1-12-4.5.

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

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

The tabulation sheet is included on the following page. As indicated, Impact Construction subsequently withdrew its bid. Accordingly, Marten Construction is the sole remaining responsible and responsive bidder for the project and is recommended for selection.

Contractor – Plan Holders	Attended Pre-Bid	Certifications	Quote on Required Form	Lump-Sum Quote	Unit Price 1 Replace Sheathing	Receipt of Add 1	Drug Testing Program Plan	Non Collusion Affidavit	E-Verify Affidavit
Impact Construction	X		X	\$ 241,998	\$58/ Sheet	X	X	X	X
Marten Construction	X		X	\$ 242,000	\$60/ Sheet	X	X	X	X
Alderson									
Alt Construction									
BCMI									
Catalyst									
Compass									
Hoffacker- Birnbaum	X								
Kort Builders									
K.P. Meiring	X								
Stenz									
White Oak	X								

Strategic/Fiscal Impact:

IndyPL shall award the Project to the lowest, responsible, and responsive bidder pursuant to IC § 36-1-12. The Project is funded by the Library Improvement Reserve Fund (LIRF 471.)



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 36-2018

APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE NORA BRANCH FAÇADE REPLACEMENT PROJECT

SEPTEMBER 24, 2018

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility maintenance projects for the long-term use of IndyPL facilities; and

WHEREAS, IndyPL staff and the architect, Architects Forum, prepared bidding documents to solicit open, competitive, and sealed public bids for Nora Branch Façade Replacement Project; and

WHEREAS, IndyPL received sealed bids from two (2) general contractors, and based on the review of the bids, IndyPL and the architect previously determined Impact Construction Management, LLC, Indianapolis, Indiana to be the lowest, responsive, and responsible bidder, recommend the contract for the project be awarded to Impact Construction Management, LLC, and the Library Board at its regular meeting held August 27, 2018 approved awarding the contract to Impact Construction Management, LLC; and

WHEREAS, subsequent to Board approval of issuance of the contract for the project to Impact Construction Management, LLC, Impact Construction Management withdrew its bid, and based on staff recommendation to proceed with selection of the remaining lowest responsive and responsible bidder and based further on review of the remaining bid, IndyPL and the architect have determined **Marten Construction Management, Inc., Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder, and recommend IndyPL award the contract to **Marten Construction Management, Inc..**

IT IS THEREFORE RESOLVED the Nora Branch Façade Replacement Project contract, as bid, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Marten Construction Management, Inc..** The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated July 3, 2018,

and as the CEO deems necessary or advisable based on the recommendations of IndyPL's legal counsel. The agreement with **Marten Construction Management, Inc.** will be for the total cost of Two Hundred Forty-Two Thousand Dollars (\$242,000), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Action Request

8e

To: IndyPL Board **Meeting Date:** September 24, 2018

From: Facilities Committee **Approved by**
The Library Board:

Effective Date:

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

Recommendation:

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 37-2018) to award a construction services contract for the Franklin Road Branch Siding Replacement Project to **The Carpenter's Son, LLC, Indianapolis, IN**. The total cost of the work is \$38,067.00.

Background:

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

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

Two (2) quotes were received at the Library Services Center by the deadline of September 6, 2018.

Board Action Request

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

Date: September 24, 2018

VENDOR	Addendum 1 Received	E-Verify Affidavit	Certifications	Base Quote
3D Professional Contracting	Yes	Yes		\$78,195.00
Act Development			WMBE	No bid
Amos Exteriors				No bid
H&H Construction Services			MBE	No bid
Heldman Exteriors				No bid
The Carpenter's Son	Yes	Yes	MBE	\$38,067.00

The preliminary project schedule targets beginning of work on site of October 22, 2018 and a completion date of November 9, 2018.

Strategic/Fiscal Impact:

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

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



Board Resolution

8e

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 37-2018

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

SEPTEMBER 24, 2018

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

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

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

WHEREAS, based on the review of the quotes, IndyPL has determined **The Carpenter’s Son, LLC, Indianapolis, IN** is the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12 and recommends IndyPL award the contract to **The Carpenter’s Son, LLC, Indianapolis, IN**.

IT IS THEREFORE RESOLVED the Franklin Road Branch Siding Replacement Project is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **The Carpenter’s Son, LLC, Indianapolis, IN**. The agreement will be based upon the draft agreement included in the Invitation to Quote dated August 17, 2018, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **The Carpenter’s Son, LLC, Indianapolis, IN** will be for the total cost of Thirty-eight Thousand and Sixty-seven Dollars (\$38,067.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



Board Briefing Report

9

To: IndyPL Board

Meeting Date: 9/24/18

From: The Indianapolis Public Library Foundation

Subject: September 2018 Update

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

News:

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

Thank you to all staff that helped with the Early Childhood Provider conference on September 8. Thank you in particular to Abby Brown, the Library’s Early Childhood Specialist, and staff in the Programming Department. It was attended by 237 childhood providers. The Foundation is proud to have funded this essential program.



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



The Library Foundation thanks 76 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank them, the Library Foundation would be grateful.

- Eli Lilly and Company Foundation, Inc.
- PNC Foundation
- Woodley Farra Manion Portfolio Management
- Lewis Wagner, LLP
- Ritz Charles
- Umbaugh
- MacAllister Machinery Company
- Teachers Credit Union

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

Children’s Programs

- Curveside Ride
- Read to Me, Please (InfoZone)

Cultural Programs

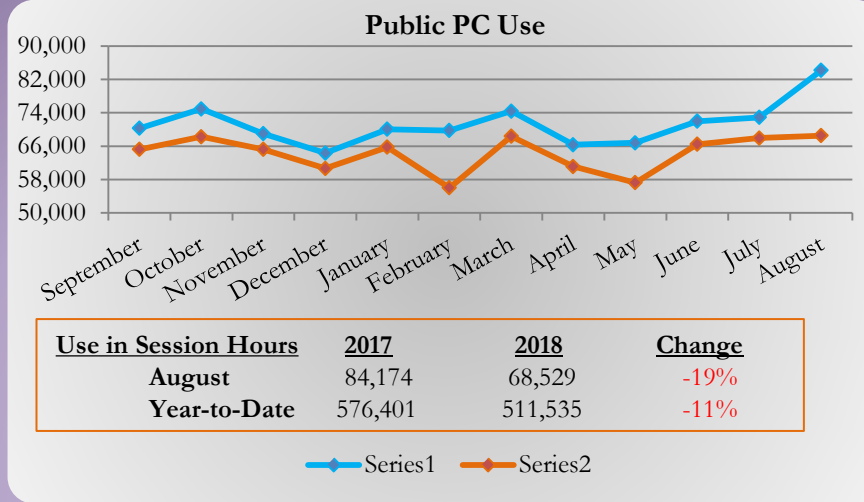
- Lunch and Learn
- Program Food
- Safe Trunk or Treat at Indiana State Fairground
- Scare in the Square (FSQ)
- Snack Chats (WRN)
- Then and Now: the Portfolio Club & Printing in Indy

Lifelong Learning

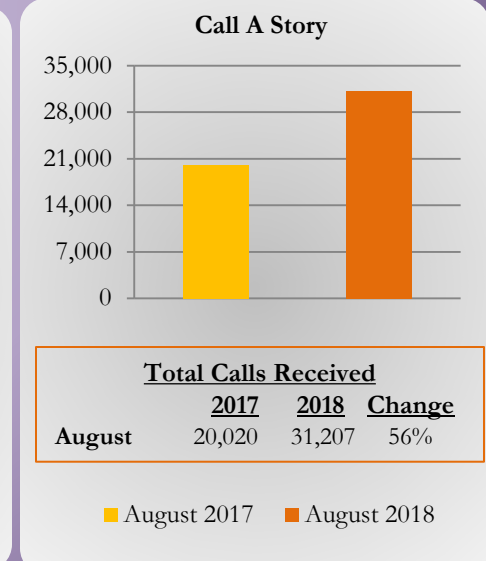
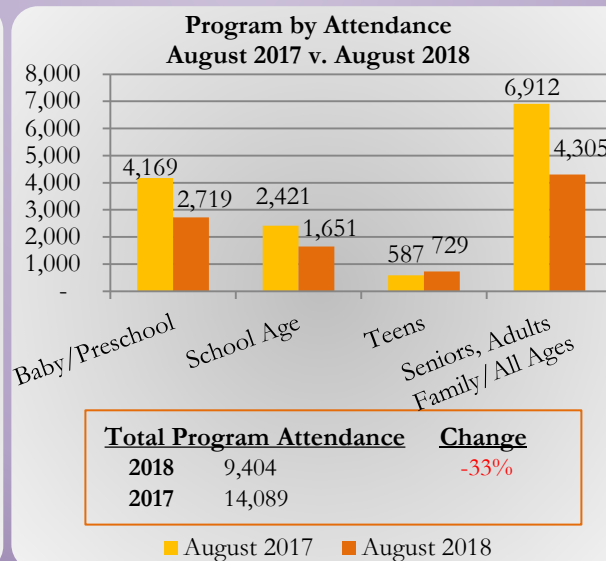
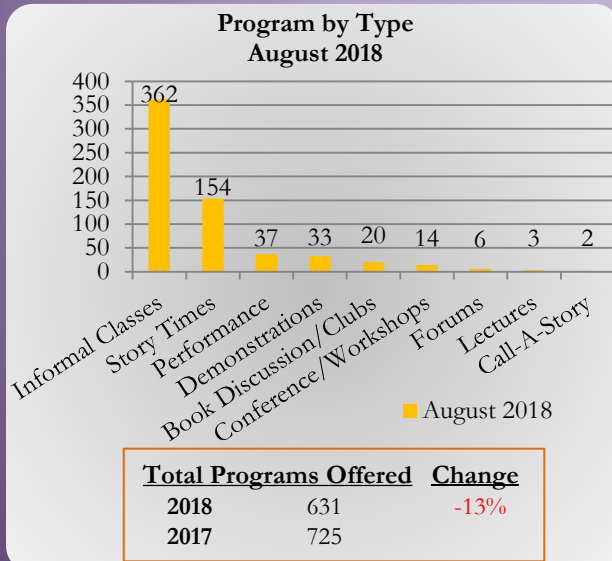
- USB Technology
- Workshops for Nonprofits (CEN)

Public Services Update

Computer Use

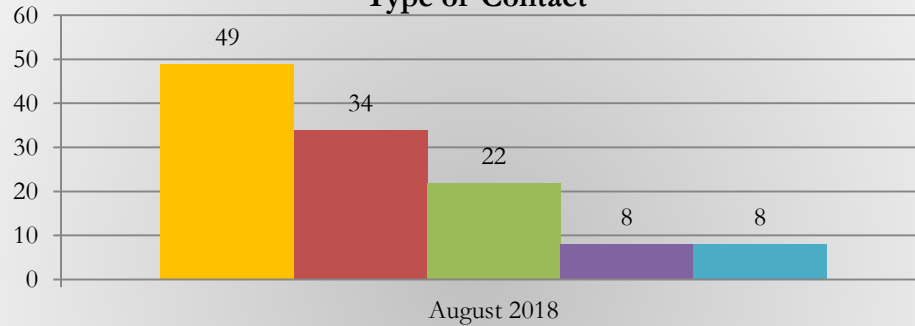


Programs



Community Contacts

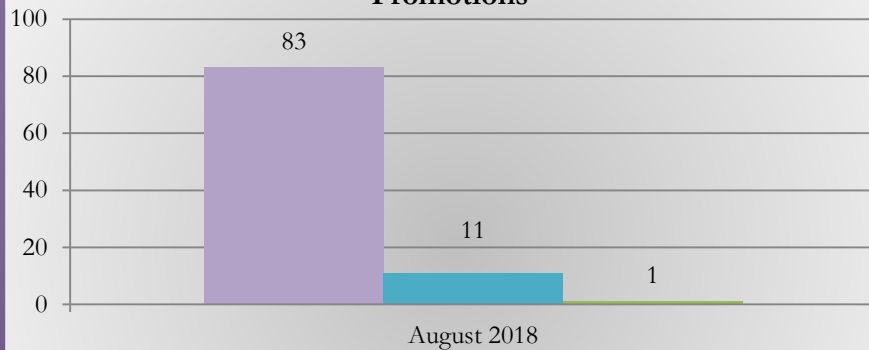
Type of Contact



Total Contacts Made	2017	2018	Change
August	211	121	-43%

- Plan a visit
- Community Partner
- Drop off materials
- Attend community function
- Serve on a Board/Team

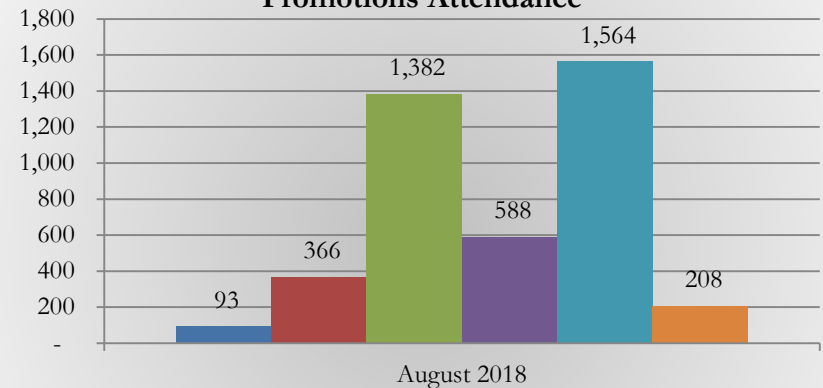
Promotions



Total Promotions	95
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- Promotional Events
- Presentations
- Exhibits

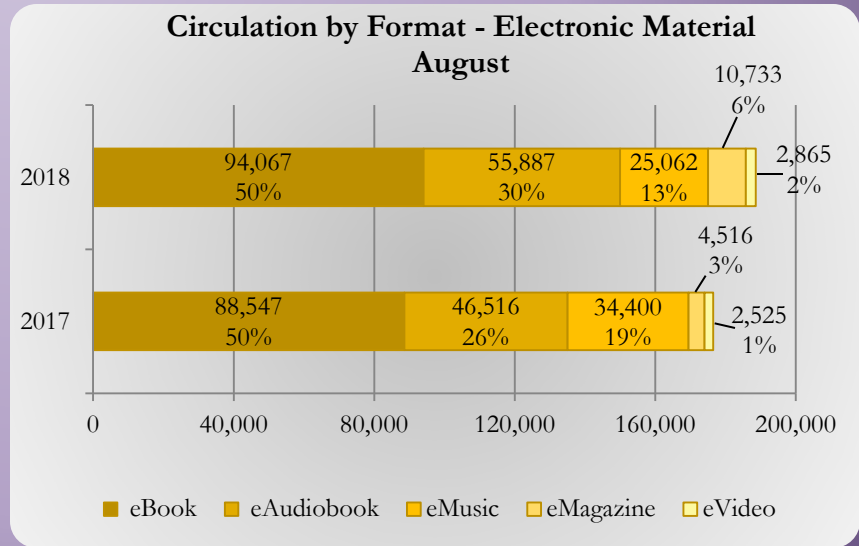
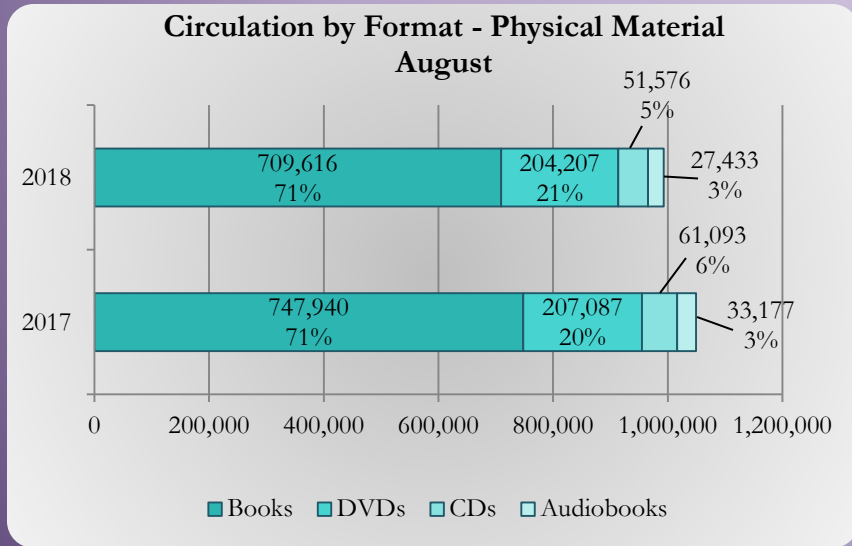
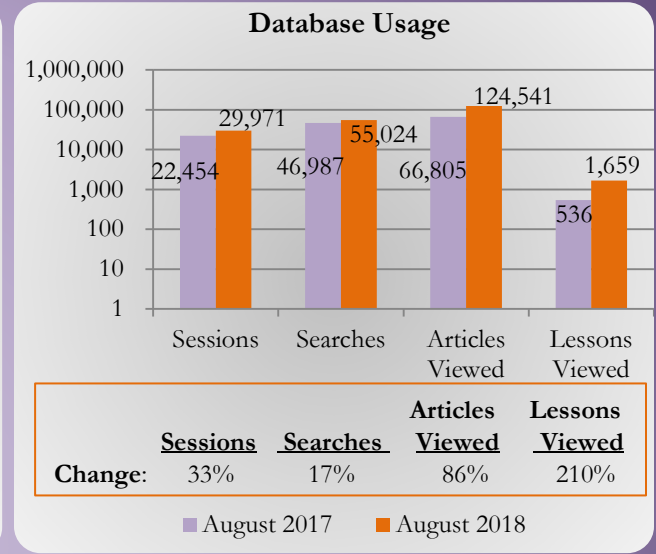
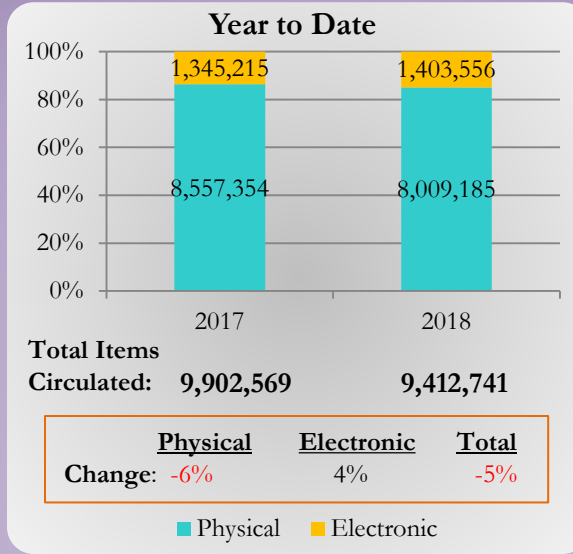
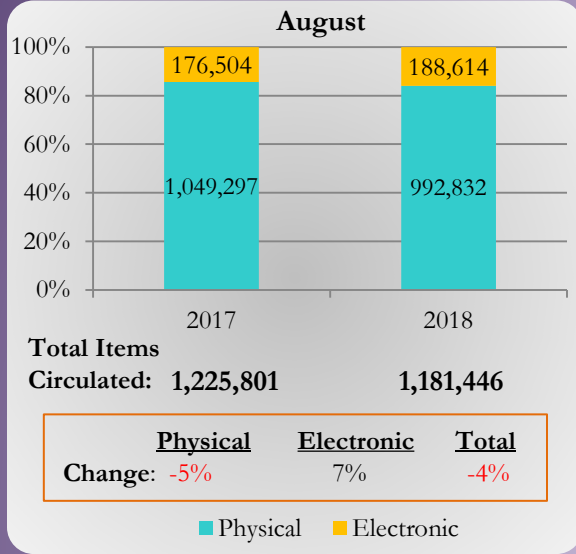
Promotions Attendance



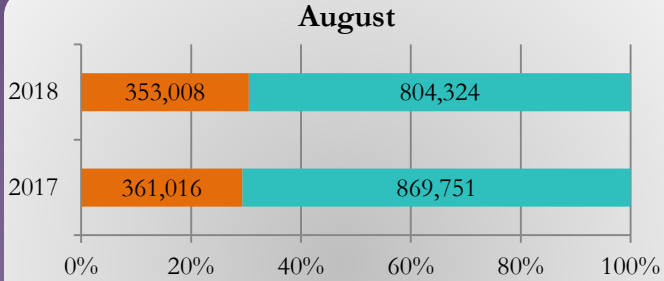
Total Promotions Attendance	4,201
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- Infant
- Preschool
- SchoolAge
- Teen
- Adult
- Senior

Circulation



Patron Visits

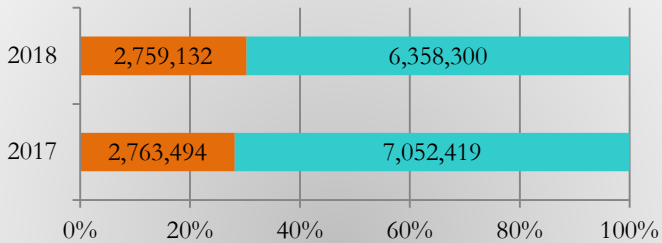


Total Visits		August	
2018	1,157,332	2018	1,157,332
2017	1,230,767	2017	1,230,767

	Walk-in	Web Branch	Total
Change	-2%	-8%	-6%

■ Walk-in ■ Web Branch

Year to Date



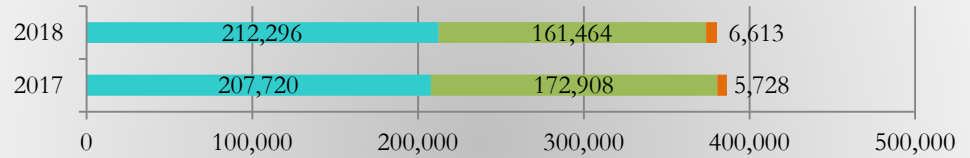
Total Visits		Year-to-Date	
2018	9,117,432	2018	9,117,432
2017	9,815,913	2017	9,815,913

	Walk-in	Web Branch	Total
Change	0%	-10%	-7%

■ Walk-in ■ Web Branch

Library Card Use

Total Borrowers



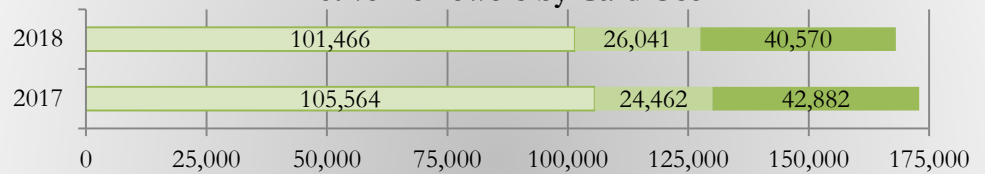
Total Borrowers

2018	380,373
2017	386,356

	All Others	Active	New
Change	2%	-7%	15%

■ All Others ■ Active ■ New

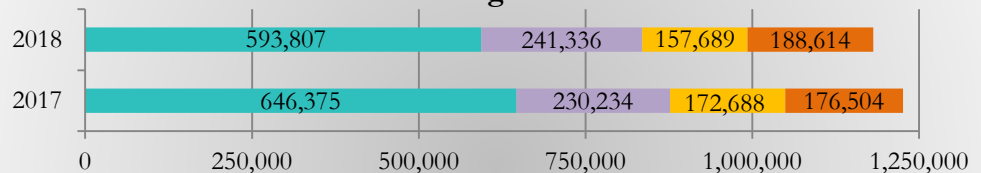
Active Borrowers by Card Use



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

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

Borrowing Methods



	Self-Renewal	Circ Check	Circ Desk	Electronic
Change	-8%	5%	-9%	7%

■ Renewal ■ Self-Check ■ Circ Desk ■ Electronic



10c

August 2018 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: (print placements listed below topic)

- **IndyPL Summer Reading Program Records Increased Participation**
Weekly View, Franklin Township Informer, Westside Community News, Southside Times, Southsider Voice, Urban Times
- **IndyPL Summer Reading Program CollegeChoice Award Winners Announced**
Indianapolis Recorder, Westside Community News, Hendricks County Flyer
- **"Women Behind the Badge" - 100 Years of Policewomen in Indianapolis Exhibit Opening**
Indianapolis Star, WIBC.com (in addition to coverage on all 4 local TV stations)

Other media outreach in July occurred on such Library activities as the upcoming Frankenstein initiative, the upcoming "Sons" exhibit, "Meet an Author, Be an Author," Call for Action event at Haughville, and new Library manager appointed at the Nora Branch.

2 YouTube videos posted to website:

- "Women Behind the Badge" exhibit opening at Central Library
- Winners of CollegeChoice CD 529 Savings Plan Announced

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

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

Social Media

51 posts published on the official IndyPL Facebook Page:

Top Performing Posts –

- Currently Reading Weekly Book Discussions- Reach of 2.6k, 2.7k, 1.7k, 2.6k
- IndyPL Job Openings- Reach of 5.4k

- Paddington Bear Dog Post- Reach of 5.3k
- Reading Game- Reach of 3k
- The Guernsey Literary and Potato Peel Society Booklist- Reach of 4.1k
- Backyard Reading Nooks- Reach of 4.4k
- Save the Date for the Indy Library Store Sale- Reach of 3.1k

Topics/Events covered on Facebook: Interactive reading games, NYPL Instagram books, Partnership with Child Care Answers, Digital Indy, IPS Digital Collection, WYFI's Great American Read, Tiffany Jackson visit, lefthanders day, the beginning of the school year, 100 Books Before Kindergarten, "The History of Women Behind the Badge," Frankenstein programs and partnerships

75 tweets published on the official IndyPL Twitter Page:

- 72k Twitter impressions occurred in August
- 1,839 profile visits
- 188 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

We also posted content on IndyPL's Instagram, which highlighted the Center for Black Literature & Culture, Tiffany Jackson's visit, children's literature, Digital Indy, behind the scenes looks at the Michigan and Eagle Branches, interactive questions.

Print Activity

- One State/One Story Frankenstein Booklets – 2,125 printed pieces

Sons: Seeing the Modern African American Male

- Bookmarks and Posters – 1565 printed pieces
- Banners – 2 printed pieces

AAHC Fall Fest 2018

- Bookmarks and Posters – 997 printed pieces
- Slammin' Rhymes Entry Forms and Posters – 431 printed pieces

Other

- Lunch And Learn – 827 printed pieces
- Skloot & Lacks Author Talk Bookmarks and Posters – 1,505 printed pieces
- IndyPL Logo Tablecloth – College Branch
- IndyPL Logo Sign – College Branch
- Book Club in A Bag Bookmarks – 5,000 printed pieces
- Call-A-Story WRTV Bookmarks – 831 printed pieces
- The Color of Medicine Poster (print ready pdf)
- Library Card Application Reprints – 30,300 printed pieces
- Frankenstein Flier/Poster Template
- Frankenstein Envelope Stamp

August Blog Posts

Kids' Blog:

- Andrew Luck August Book Club Pick – A Long Way from Chicago
- The Last Day to Turn in SRP Points for Prizes is Saturday, August 4th!
- 50+ Online Games for a Rainy Day
- Homework Help: Meteor Showers
- Favorite Teachers in Chapter Books
- Homework Help: Countries of the World
- Homework Help: Explorers

Ready to Read:

- 100+ Free Video Read Alouds - featuring “Llama Llama Loves to Read”
- Read Right Now! Missing Mommy
- Introducing Kids to a Second Language
- 20 Books for Surviving Bullies
- Don't Sit Still! Interactive Books for Active Little Readers

Top 5 Performing August Blog Posts (Page Views):

Kids' Blog:

- Science Experiment: Newton's Second Law of Motion – Comet Cratering
- Science Experiment: Chemical Reaction – Plastic Bottle Geyser
- Science Experiment: Density & Buoyancy
- Science Experiment: Newton's Third Law of Motion
- Science Experiment: Surface Tension – Pepper Scatter

Ready to Read:

- 100+ Free Video Read Alouds
- Read Right Now! Dr. Seuss
- 500+ eBooks & Video Read Alouds for Kids with an iPad
- Read Right Now! Pete the Cat
- Don't Sit Still! Interactive Books for Active Little Readers



Board Action Request

10f1

To: IMCPL Board **Meeting Date:** September 24, 2018

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

Effective Date: September 24, 2018

Subject: Finances, Personnel and Travel Resolution 38-2018

Recommendation: Approve Finances, Personnel and Travel Resolution 38- 2018

Background: The Finances, Personnel and Travel Resolution 38- 2018 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 38 - 2018

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

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

Warrant numbers **63025** through **63324** for a total of
\$2,318,450.23 were issued from the operating bank accounts.

EFT numbers **300000** through **300031** and
300033 through **300068** and
300075 through **300113** and
300115 through **300153** and
300156 through **300189** and
1088 through **1102** for a total of
\$1,496,796.08 were issued from the operating bank accounts.

Warrant numbers **741** through **751** for a total of
\$315.02 were issued from the fines bank account.

Warrant numbers **6679** through **6769** for a total of
\$40,325.27 were issued from the gift bank account.

300032 and
300069 through **300074** and
300085 and
300114 and
300154 through **300155** and
EFT numbers **300190** through **300192** for a total of
\$42,710.39 were issued from the gift bank account.

Warrant numbers **267917** through **267988** and
1357 through **1358** for a total of
\$18,671.99 were issued for employee payroll

Direct deposits numbers **320001** through **320635** and
Direct deposits numbers **340001** through **340597** for a total of
\$982,782.21 were issued for employee payroll

Electronic transfers for payment of taxes and garnishments for a total of
\$370,689.76 were issued for employee payroll

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

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

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

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

John Andrews

Patricia A. Payne

Crista L. Carlino

Rev. T.D. Robinson

Dorothy R. Crenshaw

Joanne Sanders

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

Dr. Terri Jett

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1088	EFT	07/30/2018	FIDELITY INVESTMENTS	5,071.78
1089	EFT	07/31/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1090	EFT	08/03/2018	ADP, INC.	3,937.50
1091	EFT	08/09/2018	DANIELLE CHATMAN	85.60
1092	EFT	08/10/2018	AMERICAN UNITED LIFE INSURANCE CO	3,579.00
1093	EFT	08/10/2018	FIDELITY INVESTMENTS	5,121.78
1094	EFT	08/13/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	92,735.21
1095	EFT	08/17/2018	ADP, INC.	3,981.34
1096	EFT	08/20/2018	INDIANA DEPARTMENT OF REVENUE	1,582.18
1097	EFT	08/24/2018	ADP, INC.	20.00
1098	EFT	08/24/2018	ADP, INC.	1,074.00
1099	EFT	08/24/2018	AMERICAN UNITED LIFE INSURANCE CO	3,329.00
1100	EFT	08/24/2018	FIDELITY INVESTMENTS	5,121.78
1101	EFT	08/27/2018	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	91,347.94
1102	EFT	08/31/2018	ADP, INC.	3,696.38
63025	VOID	08/02/2018	ADP, INC.	0.00
63026	VOID	08/02/2018	ARAB TERMITE AND PEST CONTROL INC	0.00
63027	VOID	08/02/2018	AT&T	0.00
63028	VOID	08/02/2018	AT&T	0.00
63029	VOID	08/02/2018	AT&T MOBILITY	0.00
63030	VOID	08/02/2018	BARDACH AWARDS	0.00
63031	VOID	08/02/2018	BEECH GROVE SEWAGE WORKS	0.00
63032	VOID	08/02/2018	BETH MENG	0.00
63033	VOID	08/02/2018	BLACKMORE & BUCKNER ROOFING	0.00
63034	VOID	08/02/2018	BRENDA J. TRUAX	0.00
63035	VOID	08/02/2018	BRENNA LORRAINE SHEPHERD	0.00
63036	VOID	08/02/2018	BUSINESS FURNITURE CORPORATION	0.00
63037	VOID	08/02/2018	CATHERINE BOWIE	0.00
63038	VOID	08/02/2018	CENTER POINT PRESS	0.00
63039	VOID	08/02/2018	CENTRAL INDIANA HARDWARE	0.00
63040	VOID	08/02/2018	CHAIN STORE GUIDES, LLC	0.00
63041	VOID	08/02/2018	CHARLES L TERRY	0.00
63042	VOID	08/02/2018	CHILDREN'S PLUS INC.	0.00
63043	VOID	08/02/2018	CITIZENS ENERGY GROUP	0.00
63044	VOID	08/02/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	0.00
63045	VOID	08/02/2018	COURT & COMMERCIAL RECORD	0.00
63046	VOID	08/02/2018	DACO GLASS & GLAZING INC	0.00
63047	VOID	08/02/2018	DERIUS MOORE	0.00
63048	VOID	08/02/2018	EBONY MARIE CHAPPEL	0.00
63049	VOID	08/02/2018	EDWARD GEORGE & ASSOCIATES, LLC	0.00
63050	VOID	08/02/2018	EMILIE LYNN	0.00
63051	VOID	08/02/2018	EMSL ANALYTICAL, INC	0.00
63052	VOID	08/02/2018	FEDEX	0.00
63053	VOID	08/02/2018	FINANCIAL INFORMATION INCORPORATED	0.00
63054	VOID	08/02/2018	GALE GROUP THE	0.00
63055	VOID	08/02/2018	H.W. WILSON COMPANY	0.00
63056	VOID	08/02/2018	IBJ BOOK PUBLISHING	0.00
63057	VOID	08/02/2018	IMMIGRANT WELCOME CENTER	0.00
63058	VOID	08/02/2018	INDIANA NEWSPAPERS, INC.	0.00
63059	VOID	08/02/2018	INDIANA NEWSPAPERS	0.00
63060	VOID	08/02/2018	INDIANA NEWSPAPERS	0.00
63061	VOID	08/02/2018	INFORMATION TODAY, INC.	0.00
63062	VOID	08/02/2018	JEANNETTE HUESCA	0.00
63063	VOID	08/02/2018	KOKOMO TRIBUNE, THE	0.00
63064	VOID	08/02/2018	LUSK ENTERTAINMENT GROUP, INC	0.00
63065	VOID	08/02/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	0.00
63066	VOID	08/02/2018	MARK L. BOOTH	0.00
63067	VOID	08/02/2018	MAYRA OSEGUERA	0.00
63068	VOID	08/02/2018	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	0.00
63069	VOID	08/02/2018	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	0.00
63070	VOID	08/02/2018	NEXT GREAT ARCHITECTS	0.00
63071	VOID	08/02/2018	OCLC INC	0.00
63072	VOID	08/02/2018	PAYPAL	0.00
63073	VOID	08/02/2018	PRICE CONSTRUCTION GROUP, LLC	0.00
63074	VOID	08/02/2018	REPROGRAPHIX, INC	0.00
63075	VOID	08/02/2018	SAGE PUBLISHING	0.00
63076	VOID	08/02/2018	SAKURA FUQUA	0.00

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

OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
63077	VOID	08/02/2018	SILLY SAFARI SHOWS, INC	0.00
63078	VOID	08/02/2018	AMERICAN SOCIETY OF COMPOSERS, AUTHORS, PUBLISHER'	0.00
63079	VOID	08/02/2018	STEWART SPEAKERS, INC	0.00
63080	VOID	08/02/2018	TACTIC	0.00
63081	VOID	08/02/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	0.00
63082	VOID	08/02/2018	WE COUNT PEOPLE LLC	0.00
63083	CHECK	08/02/2018	ADP, INC.	636.12
63084	CHECK	08/02/2018	ARAB TERMITE AND PEST CONTROL INC	1,545.00
63085	CHECK	08/02/2018	AT&T	1,432.50
63086	CHECK	08/02/2018	AT&T	878.31
63087	CHECK	08/02/2018	AT&T MOBILITY	766.80
63088	CHECK	08/02/2018	BARDACH AWARDS	15.00
63089	CHECK	08/02/2018	BEECH GROVE SEWAGE WORKS	140.61
63090	CHECK	08/02/2018	BETH MENG	50.00
63091	CHECK	08/02/2018	BLACKMORE & BUCKNER ROOFING	1,273.46
63092	CHECK	08/02/2018	BRENDA J. TRUAX	100.00
63093	CHECK	08/02/2018	BRENNA LORRAINE SHEPHERD	50.00
63094	CHECK	08/02/2018	BUSINESS FURNITURE CORPORATION	125.00
63095	CHECK	08/02/2018	CATHERINE BOWIE	50.00
63096	CHECK	08/02/2018	CENTER POINT PRESS	474.58
63097	CHECK	08/02/2018	CENTRAL INDIANA HARDWARE	45.00
63098	CHECK	08/02/2018	CHAIN STORE GUIDES, LLC	355.00
63099	CHECK	08/02/2018	CHARLES L TERRY	60.00
63100	CHECK	08/02/2018	CHILDREN'S PLUS INC.	5,813.10
63101	CHECK	08/02/2018	CITIZENS ENERGY GROUP	2,660.66
63102	CHECK	08/02/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	12,892.40
63103	CHECK	08/02/2018	COURT & COMMERCIAL RECORD	71.05
63104	CHECK	08/02/2018	DACO GLASS & GLAZING INC	1,800.00
63105	CHECK	08/02/2018	DERIUS MOORE	200.00
63106	CHECK	08/02/2018	EBONY MARIE CHAPPEL	100.00
63107	CHECK	08/02/2018	EDWARD GEORGE & ASSOCIATES, LLC	6,160.00
63108	CHECK	08/02/2018	EMILIE LYNN	57.98
63109	CHECK	08/02/2018	EMSL ANALYTICAL, INC	114.00
63110	CHECK	08/02/2018	FEDEX	70.41
63111	CHECK	08/02/2018	FINANCIAL INFORMATION INCORPORATED	1,095.00
63112	CHECK	08/02/2018	GALE GROUP THE	1,022.94
63113	CHECK	08/02/2018	H.W. WILSON COMPANY	895.50
63114	CHECK	08/02/2018	IBJ BOOK PUBLISHING	39.94
63115	CHECK	08/02/2018	IMMIGRANT WELCOME CENTER	1,950.00
63116	CHECK	08/02/2018	INDIANA NEWSPAPERS, INC.	936.98
63117	CHECK	08/02/2018	INDIANA NEWSPAPERS	124.96
63118	CHECK	08/02/2018	INDIANA NEWSPAPERS	162.46
63119	CHECK	08/02/2018	INFORMATION TODAY, INC.	301.53
63120	CHECK	08/02/2018	JEANNETTE HUESCA	50.00
63121	CHECK	08/02/2018	KOKOMO TRIBUNE, THE	296.29
63122	CHECK	08/02/2018	LUSK ENTERTAINMENT GROUP, INC	2,450.00
63123	CHECK	08/02/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	200.00
63124	CHECK	08/02/2018	MARK L. BOOTH	200.00
63125	CHECK	08/02/2018	MAYRA OSEGUERA	100.00
63126	CHECK	08/02/2018	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	660.00
63127	CHECK	08/02/2018	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	250.00
63128	CHECK	08/02/2018	NEXT GREAT ARCHITECTS	525.00
63129	CHECK	08/02/2018	OCLC INC	2,554.80
63130	CHECK	08/02/2018	PAYPAL	57.10
63131	CHECK	08/02/2018	PRICE CONSTRUCTION GROUP, LLC	21,649.00
63132	CHECK	08/02/2018	REPROGRAPHIX, INC	48.00
63133	CHECK	08/02/2018	SAGE PUBLISHING	127.29
63134	CHECK	08/02/2018	SAKURA FUGUA	50.00
63135	CHECK	08/02/2018	SILLY SAFARI SHOWS, INC	2,645.00
63136	CHECK	08/02/2018	AMERICAN SOCIETY OF COMPOSERS, AUTHORS, PUBLISHER'	40.00
63137	CHECK	08/02/2018	STEWART SPEAKERS, INC	175.00
63138	CHECK	08/02/2018	TACTIC	23,025.00
63139	CHECK	08/02/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	554.30
63140	CHECK	08/02/2018	WE COUNT PEOPLE LLC	1,420.00
63141	CHECK	08/09/2018	AT&T	3,815.49
63142	CHECK	08/09/2018	BETH MENG	50.00
63143	CHECK	08/09/2018	BRENNA LORRAINE SHEPHERD	50.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
63144	CHECK	08/09/2018	CATHERINE BOWIE	50.00
63145	CHECK	08/09/2018	CENTRAL LIBRARY (PETTY CASH)	42.36
63146	CHECK	08/09/2018	CENTRAL SECURITY & COMMUNICATIONS	1,759.50
63147	CHECK	08/09/2018	CHRISTIAN BOOK DISTRIBUTORS	155.61
63148	CHECK	08/09/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	20,987.50
63149	CHECK	08/09/2018	DACO GLASS & GLAZING INC	4,864.67
63150	CHECK	08/09/2018	E. 38TH ST (PETTY CASH)	20.00
63151	CHECK	08/09/2018	GALE GROUP THE	1,637.23
63152	CHECK	08/09/2018	GREATER LAWRENCE CHAMBER OF COMMERCE	99.00
63153	CHECK	08/09/2018	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	293.25
63154	CHECK	08/09/2018	ICC FLOORS	3,680.00
63155	CHECK	08/09/2018	YOUNG ACTOR'S THEATRE	500.00
63156	CHECK	08/09/2018	JEANNETTE HUESCA	50.00
63157	CHECK	08/09/2018	JACKSON MANUFACTURERS CO., INC.	1,029.00
63158	CHECK	08/09/2018	KRESS CONSULTING	2,000.00
63159	CHECK	08/09/2018	LACY OGLES, INDY FUN LABS, LLC	180.00
63160	CHECK	08/09/2018	LUSK ENTERTAINMENT GROUP, INC	350.00
63161	CHECK	08/09/2018	MARION COUNTY PUBLIC HEALTH DEPARTMENT	200.00
63162	CHECK	08/09/2018	MOVIETyme VIDEO PRODUCTIONS	1,930.25
63163	CHECK	08/09/2018	PFM TRUCK CARE CENTER	388.64
63164	CHECK	08/09/2018	PURDUE UNIVERSITY	3,200.00
63165	CHECK	08/09/2018	RADWAY PIANO SERVICE	95.00
63166	CHECK	08/09/2018	SAKURA FUQUA	50.00
63167	CHECK	08/09/2018	SHARON BERNHARDT	45.95
63168	CHECK	08/09/2018	SILLY SAFARI SHOWS, INC	2,250.00
63169	CHECK	08/09/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	3,900.01
63170	CHECK	08/09/2018	THOMAS P. MILLER AND ASSOCIATES, LLC	14,583.34
63171	CHECK	08/10/2018	ADTEC	3,280.00
63172	CHECK	08/10/2018	ATC GROUP SERVICES, LLC	2,316.91
63173	CHECK	08/10/2018	AXIS ARCHITECTURE & INT., LLC	36,733.85
63174	CHECK	08/10/2018	BUSINESS FURNITURE CORPORATION	1,250.00
63175	CHECK	08/10/2018	CITIZENS ENERGY GROUP	1,232.43
63176	CHECK	08/10/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	9,382.50
63177	CHECK	08/10/2018	COURT & COMMERCIAL RECORD	48.26
63178	CHECK	08/10/2018	EXHIBIT HOUSE, INC.	9,810.25
63179	CHECK	08/10/2018	GREATER LAWRENCE CHAMBER OF COMMERCE	100.00
63180	CHECK	08/10/2018	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	413.99
63181	CHECK	08/10/2018	HALSTEAD ARCHITECTS, INC.	4,615.00
63182	CHECK	08/10/2018	INDIANA NEWSPAPERS, INC.	149.96
63183	CHECK	08/10/2018	INDIANAPOLIS POWER & LIGHT COMPANY	72,542.97
63184	CHECK	08/10/2018	JACKSON SYSTEMS, LLC	2,335.00
63185	CHECK	08/10/2018	KEITH C. MCCLAIN	1,175.30
63186	CHECK	08/10/2018	RATIO ARCHITECTS, INC	5,228.60
63187	CHECK	08/10/2018	STENZ CONSTRUCTION CORPORATION	1,054,682.10
63188	CHECK	08/10/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	88,434.30
63189	CHECK	08/10/2018	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	28,752.60
63190	CHECK	08/10/2018	THE HARMON HOUSE L.L.C.	210.00
63191	CHECK	08/10/2018	U.S. BANK	2,000.00
63192	CHECK	08/15/2018	AFSCME COUNCIL IKOC 962	2,126.73
63193	CHECK	08/15/2018	AIR WORX	1,023.60
63194	CHECK	08/15/2018	AMERICAN UNITED LIFE INSURANCE CO	1,769.80
63195	CHECK	08/15/2018	AMERICAN UNITED LIFE INSURANCE CO	3,440.86
63196	CHECK	08/15/2018	ANTHEM INSURANCE COMPANIES, INC	337,500.00
63197	CHECK	08/15/2018	BRENNA LORRAINE SHEPHERD	50.00
63198	CHECK	08/15/2018	CATHERINE BOWIE	50.00
63199	CHECK	08/15/2018	CITIZENS ENERGY GROUP	8,860.26
63200	CHECK	08/15/2018	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,835.00
63201	CHECK	08/15/2018	CROSSROADS DOCUMENT SERVICES	4,350.00
63202	CHECK	08/15/2018	DACO GLASS & GLAZING INC	635.00
63203	CHECK	08/15/2018	DANIEL AXLER	862.50
63204	CHECK	08/15/2018	EDWARD GEORGE & ASSOCIATES, LLC	1,732.50
63205	CHECK	08/15/2018	ELIZABETH FRANKLIN	950.00
63206	CHECK	08/15/2018	FOUNTAIN SQUARE (PETTY CASH)	11.71
63207	CHECK	08/15/2018	GUARDIAN	15,510.51
63208	CHECK	08/15/2018	HAINES & COMPANY INC	1,123.00
63209	CHECK	08/15/2018	IBJ BOOK PUBLISHING	7.00
63210	CHECK	08/15/2018	IBJ MEDIA	850.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
63211	CHECK	08/15/2018	INTERACTIVE SCIENCES, INC	1,865.83
63212	CHECK	08/15/2018	JEANNETTE HUESCA	50.00
63213	CHECK	08/15/2018	KRESS CONSULTING	1,250.00
63214	CHECK	08/15/2018	LACY OGLES, INDY FUN LABS, LLC	180.00
63215	CHECK	08/15/2018	LAKESHORE LEARNING MATERIALS	243.92
63216	CHECK	08/15/2018	LEGALSHIELD	276.00
63217	CHECK	08/15/2018	MICHELLE JANETTE MARTI	100.00
63218	CHECK	08/15/2018	MOMETRIX MEDIA LLC	87.96
63219	CHECK	08/15/2018	NA ILAH ALI	85.60
63220	CHECK	08/15/2018	PROVIDENCE CRISTO REY HIGH SCHOOL	2,067.00
63221	CHECK	08/15/2018	REPUBLIC WASTE SERVICES	6,239.19
63222	CHECK	08/15/2018	SAKURA FUQUA	50.00
63223	CHECK	08/15/2018	SONDHI SOLUTIONS	280.33
63224	CHECK	08/15/2018	SPRINT PCS	139.96
63225	CHECK	08/15/2018	TACTIC	14,100.00
63226	CHECK	08/15/2018	THE HARMON HOUSE L.L.C.	420.00
63227	CHECK	08/15/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	556.30
63228	CHECK	08/15/2018	INDIANA UNIVERSITY	400.00
63229	CHECK	08/23/2018	ACTION PEST CONTROL, INC	500.00
63230	CHECK	08/23/2018	APEX BENEFITS GROUP	12,500.00
63231	CHECK	08/23/2018	AT&T	2,401.24
63232	CHECK	08/23/2018	AT&T	23.85
63233	CHECK	08/23/2018	BETH MENG	50.00
63234	CHECK	08/23/2018	BLACKMORE & BUCKNER ROOFING	891.94
63235	CHECK	08/23/2018	BRENNA LORRAINE SHEPHERD	50.00
63236	CHECK	08/23/2018	BROWNING DAY MULLINS DIERDORF	9,472.00
63237	CHECK	08/23/2018	CHADWICK J. OFFUTT- GILLENWATER	150.00
63238	CHECK	08/23/2018	CHC WELLNESS	130.00
63239	CHECK	08/23/2018	CHILDREN'S PLUS INC.	4,832.50
63240	CHECK	08/23/2018	CITIZENS ENERGY GROUP	6,101.07
63241	CHECK	08/23/2018	CITYOGA SCHOOL OF YOGA & HEALTH	75.00
63242	CHECK	08/23/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	23,662.50
63243	CHECK	08/23/2018	COURT & COMMERCIAL RECORD	69.04
63244	CHECK	08/23/2018	DACO GLASS & GLAZING INC	1,710.56
63245	CHECK	08/23/2018	FOUNTAIN SQUARE (PETTY CASH)	31.89
63246	CHECK	08/23/2018	GALE GROUP THE	24,770.00
63247	CHECK	08/23/2018	GENUINE PARTS COMPANY-INDIANAPOLIS	34.25
63248	CHECK	08/23/2018	GLOBAL EQUIPMENT CO., INC.	125.50
63249	CHECK	08/23/2018	IBJ BOOK PUBLISHING	245.12
63250	CHECK	08/23/2018	INDIANA DEPARTMENT OF HOMELAND SECURITY	600.00
63251	CHECK	08/23/2018	IMPACT SIGN & GRAPHICS	402.00
63252	CHECK	08/23/2018	INDIANA BUREAU OF MOTOR VEHICLES	45.00
63253	CHECK	08/23/2018	INDIANA NEWSPAPERS, INC.	2,592.94
63254	CHECK	08/23/2018	INDIANAPOLIS POWER & LIGHT COMPANY	11,332.23
63255	CHECK	08/23/2018	GREATER INDIANAPOLIS PROGRESS COMMITTEE	250.00
63256	CHECK	08/23/2018	JEANNETTE HUESCA	50.00
63257	CHECK	08/23/2018	JP MORGAN CHASE BANK	8,848.31
63258	CHECK	08/23/2018	JP MORGAN CHASE BANK	326.16
63259	CHECK	08/23/2018	JP MORGAN CHASE BANK	4,752.00
63260	CHECK	08/23/2018	KOORSEN FIRE & SECURITY	190.00
63261	CHECK	08/23/2018	LABEL SOLUTIONS, LLC	976.25
63262	CHECK	08/23/2018	LACY OGLES, INDY FUN LABS, LLC	540.00
63263	CHECK	08/23/2018	LULU PRESS INC	2,079.30
63264	CHECK	08/23/2018	MACALLISTER MACHINERY CO., INC	899.00
63265	CHECK	08/23/2018	METRIC ENVIRONMENTAL	4,370.56
63266	CHECK	08/23/2018	MIDWEST ASSOCIATES OF INDIANAPOLIS, LLC	3,265.50
63267	CHECK	08/23/2018	MORNINGSTAR	11,025.00
63268	CHECK	08/23/2018	OCLC INC	9,092.53
63269	CHECK	08/23/2018	PAYPAL	54.10
63270	CHECK	08/23/2018	PCM-G	4,300.50
63271	CHECK	08/23/2018	PFM TRUCK CARE CENTER	2,523.25
63272	CHECK	08/23/2018	PIONEER WOMAN MAGAZINE	15.00
63273	CHECK	08/23/2018	PITNEY BOWES, INC.	63.00
63274	CHECK	08/23/2018	PRESIDIO	97,246.33
63275	CHECK	08/23/2018	REPROGRAPHIX, INC	10.00
63276	CHECK	08/23/2018	SAGE PUBLISHING	121.59
63277	CHECK	08/23/2018	SAKURA FUQUA	300.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
63278	CHECK	08/23/2018	SPORTS COLLECTORS DIGEST	44.98
63279	CHECK	08/23/2018	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	508.07
63280	CHECK	08/23/2018	UNITED PARCEL SERVICE	232.02
63281	CHECK	08/30/2018	ACTION PEST CONTROL, INC	250.00
63282	CHECK	08/30/2018	ALLEN IRRIGATION COMPANY, INC.	1,022.00
63283	CHECK	08/30/2018	ASI SIGNAGE INNOVATIONS	133.00
63284	CHECK	08/30/2018	AT&T	878.31
63285	CHECK	08/30/2018	AWE DIGITAL LEARNING SOLUTIONS	380.00
63286	CHECK	08/30/2018	BARDACH AWARDS	243.84
63287	CHECK	08/30/2018	BEECH GROVE SEWAGE WORKS	140.61
63288	CHECK	08/30/2018	BETH MENG	50.00
63289	CHECK	08/30/2018	BIBLIOCOMMONS, INC.	89,593.95
63290	CHECK	08/30/2018	BLACKMORE & BUCKNER ROOFING	384.34
63291	CHECK	08/30/2018	BRENNA LORRAINE SHEPHERD	50.00
63292	CHECK	08/30/2018	BUSINESS FURNITURE CORPORATION	75.00
63293	CHECK	08/30/2018	CATHERINE BOWIE	50.00
63294	CHECK	08/30/2018	CENTER POINT PRESS	24.02
63295	CHECK	08/30/2018	CENTRAL TECHNOLOGY INC	2,016.00
63296	CHECK	08/30/2018	CHADWICK J. OFFUTT- GILLENWATER	150.00
63297	CHECK	08/30/2018	CITIZENS ENERGY GROUP	1,284.02
63298	CHECK	08/30/2018	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	652.50
63299	CHECK	08/30/2018	CXTEC	1,190.00
63300	CHECK	08/30/2018	DACO GLASS & GLAZING INC	1,710.00
63301	CHECK	08/30/2018	DELL MARKETING L.P.	20,264.05
63302	CHECK	08/30/2018	EDIBLE INDY	64.00
63303	CHECK	08/30/2018	EDUCATIONAL DIRECTORIES, INC	2,326.96
63304	CHECK	08/30/2018	FRITZ AND SANDY GORDNER	6,500.00
63305	CHECK	08/30/2018	GALE GROUP THE	6,057.92
63306	CHECK	08/30/2018	H.W. WILSON COMPANY	265.50
63307	CHECK	08/30/2018	HORNER INDUSTRIAL SERVICES, INC.	485.00
63308	CHECK	08/30/2018	INDIANA DEPARTMENT OF HOMELAND SECURITY	600.00
63309	CHECK	08/30/2018	JACKSON OIL & SOLVENTS, INC	566.52
63310	CHECK	08/30/2018	JEANNETTE HUESCA	50.00
63311	CHECK	08/30/2018	KRM ARCHITECTURE+	7,562.50
63312	CHECK	08/30/2018	LEADERSHIP DIRECTORIES INC	661.00
63313	CHECK	08/30/2018	LINDSAY HADDIX	20.00
63314	CHECK	08/30/2018	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
63315	CHECK	08/30/2018	MICHELLE JANETTE MARTI	200.00
63316	CHECK	08/30/2018	MOLLIE BEAUMONT	10.00
63317	CHECK	08/30/2018	MOODY'S INVESTORS SERVICE, INC	15,000.00
63318	CHECK	08/30/2018	OCLC INC	745.42
63319	CHECK	08/30/2018	PRESIDIO	2,793.78
63320	CHECK	08/30/2018	RADWAY PIANO SERVICE	95.00
63321	CHECK	08/30/2018	SAGE PUBLISHING	250.00
63322	CHECK	08/30/2018	SAKURA FUQUA	100.00
63323	CHECK	08/30/2018	SHOWCASES	489.24
63324	CHECK	08/30/2018	THE HARMON HOUSE L.L.C.	560.00
300000	EFT	08/02/2018	ART WITH A HEART	436.00
300001	EFT	08/02/2018	BAKER & TAYLOR	18,088.20
300002	EFT	08/02/2018	BAKER & TAYLOR	27,523.09
300003	EFT	08/02/2018	BAKER & TAYLOR	22,326.09
300004	EFT	08/02/2018	BAKER & TAYLOR	3,830.13
300005	EFT	08/02/2018	BRODART COMPANY	237.84
300006	EFT	08/02/2018	BRODART COMPANY CONTINUATIONS	5,885.92
300007	EFT	08/02/2018	CDW GOVERNMENT, INC.	26.04
300008	EFT	08/02/2018	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	12,892.40
300009	EFT	08/02/2018	DENISON PARKING	6,537.32
300010	EFT	08/02/2018	FINELINE PRINTING GROUP	9,349.00
300011	EFT	08/02/2018	FLEET CARE, INC.	456.65
300012	EFT	08/02/2018	G4S SECURE SOLUTIONS (USA) INC.	222.68
300013	EFT	08/02/2018	INDIANA PLUMBING AND DRAIN LLC	452.00
300014	EFT	08/02/2018	INGRAM LIBRARY SERVICES	1,444.36
300015	EFT	08/02/2018	J&G CARPET PLUS	1,810.00
300016	EFT	08/02/2018	KLINES QUALITY WATER, INC	51.50
300017	EFT	08/02/2018	LUNA MUSIC	9,225.78
300018	EFT	08/02/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	1,885.32
300019	EFT	08/02/2018	MIDWEST TAPE - PROCESSED DVDS	11,814.28

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
300020	EFT	08/02/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	12,763.70
300021	EFT	08/02/2018	MIDWEST TAPE NON PROCESSED	1,581.09
300022	EFT	08/02/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	23,820.02
300023	EFT	08/02/2018	MIDWEST TAPE, LLC	10,140.98
300024	EFT	08/02/2018	OVERDRIVE INC	73,896.59
300025	EFT	08/02/2018	PERFECTION GROUP, INC.	640.00
300026	EFT	08/02/2018	RECORDED BOOKS	4,266.50
300027	EFT	08/02/2018	RICHARD LOPEZ ELECTRICAL, LLC	27,410.98
300028	EFT	08/02/2018	ROBERT HALF INTERNATIONAL, INC	2,400.00
300029	EFT	08/02/2018	RYAN FIRE PROTECTION, INC	1,895.00
300030	EFT	08/02/2018	TITAN ASSOCIATES	83,215.58
300031	EFT	08/02/2018	VALUE LINE PUBLISHING INC.	1,520.00
300033	EFT	08/03/2018	IRVINGTON PRESBYTERIAN CHURCH	937.50
300034	EFT	08/03/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	1,871.00
300035	EFT	08/09/2018	ACORN DISTRIBUTORS, INC	6,397.18
300036	EFT	08/09/2018	ALSCO	335.01
300037	EFT	08/09/2018	BAKER & TAYLOR	6,981.29
300038	EFT	08/09/2018	BAKER & TAYLOR	22,332.15
300039	EFT	08/09/2018	BAKER & TAYLOR	16,119.62
300040	EFT	08/09/2018	BRODART - CENTER FOR BLACK LITERATURE & CULTURE	27.11
300041	EFT	08/09/2018	BRODART COMPANY	103.58
300042	EFT	08/09/2018	BRODART COMPANY CONTINUATIONS	541.80
300043	EFT	08/09/2018	DANCORP INC. DBA DANCO	500.00
300044	EFT	08/09/2018	G4S SECURE SOLUTIONS (USA) INC.	380.90
300045	EFT	08/09/2018	G4S SECURE SOLUTIONS (USA) INC.	31,603.37
300046	EFT	08/09/2018	GRAINGER	240.61
300047	EFT	08/09/2018	INDIANA PLUMBING AND DRAIN LLC	2,107.00
300048	EFT	08/09/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,252.00
300049	EFT	08/09/2018	INGRAM LIBRARY SERVICES	2,521.02
300050	EFT	08/09/2018	IRISH MECHANICAL SERVICES, INC.	469.00
300051	EFT	08/09/2018	J&G CARPET PLUS	1,340.00
300052	EFT	08/09/2018	MARK'S VACUUM & JANITORIAL SUPPLIES	2,098.00
300053	EFT	08/09/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	81.18
300054	EFT	08/09/2018	MIDWEST TAPE - PROCESSED DVDS	4,520.98
300055	EFT	08/09/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,143.25
300056	EFT	08/09/2018	MIDWEST TAPE NON PROCESSED	209.96
300057	EFT	08/09/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	7,190.57
300058	EFT	08/09/2018	MIDWEST TAPE, LLC	11,110.85
300059	EFT	08/09/2018	OFFICEWORKS	1,596.20
300060	EFT	08/09/2018	OVERDRIVE INC	44,761.18
300061	EFT	08/09/2018	PERFECTION GROUP, INC.	105.00
300062	EFT	08/09/2018	RECORD AUTOMATIC DOORS, INC	2,149.20
300063	EFT	08/09/2018	RECORDED BOOKS	1,849.77
300064	EFT	08/09/2018	ROBERT HALF INTERNATIONAL, INC	2,400.00
300065	EFT	08/09/2018	RUPRECHT AND HOKE CONSULTING LLC	1,700.00
300066	EFT	08/09/2018	STAPLES	9,630.82
300067	EFT	08/09/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,605.30
300068	EFT	08/09/2018	THOMSON REUTERS-WEST PUBLISHING CORPORATION	4,801.35
300075	EFT	08/10/2018	CDW GOVERNMENT, INC.	571.23
300076	EFT	08/10/2018	DEMCO, INC.	623.64
300077	EFT	08/10/2018	FINELINE PRINTING GROUP	69.00
300078	EFT	08/10/2018	GRAINGER	153.84
300079	EFT	08/10/2018	INGRAM LIBRARY SERVICES	87.03
300080	EFT	08/10/2018	LEVEL (3) COMMUNICATIONS, LLC	2,797.52
300081	EFT	08/10/2018	PROQUEST INFORMATION AND LEARNING	20,000.00
300082	EFT	08/10/2018	RICHARD LOPEZ ELECTRICAL, LLC	18,927.29
300083	EFT	08/10/2018	VERITIV OPERATING COMPANY	1,286.00
300084	EFT	08/10/2018	VOCERA COMMUNICATIONS, INC.	14,114.00
300085	EFT	08/15/2018	AUSTIN BOOK SALES	5,887.63
300086	EFT	08/15/2018	BAKER & TAYLOR	1,124.11
300087	EFT	08/15/2018	BAKER & TAYLOR	12,559.48
300088	EFT	08/15/2018	BAKER & TAYLOR	10,739.19
300089	EFT	08/15/2018	CDW GOVERNMENT, INC.	13.19
300090	EFT	08/15/2018	CITIZENS THERMAL ENERGY	16,190.58
300091	EFT	08/15/2018	CITIZENS THERMAL ENRGY.	70,157.91
300092	EFT	08/15/2018	DELTA DENTAL	11,516.39
300093	EFT	08/15/2018	DEMCO, INC.	1,752.13

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

OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
300094	EFT	08/15/2018	FINELINE PRINTING GROUP	3,832.00
300095	EFT	08/15/2018	G4S SECURE SOLUTIONS (USA) INC.	338.42
300096	EFT	08/15/2018	INDIANA PLUMBING AND DRAIN LLC	284.75
300097	EFT	08/15/2018	INDIANAPOLIS ARMORED CAR, INC	662.00
300098	EFT	08/15/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	3,681.72
300099	EFT	08/15/2018	INGRAM LIBRARY SERVICES	293.50
300100	EFT	08/15/2018	JCOS, INC.	25,166.25
300101	EFT	08/15/2018	LUNA MUSIC	186.32
300102	EFT	08/15/2018	MATTHEW BENDER & CO., INC	4,559.46
300103	EFT	08/15/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	39.18
300104	EFT	08/15/2018	MIDWEST TAPE - PROCESSED DVDS	4,329.12
300105	EFT	08/15/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	2,198.18
300106	EFT	08/15/2018	MIDWEST TAPE NON PROCESSED	852.98
300107	EFT	08/15/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	9,895.77
300108	EFT	08/15/2018	MIDWEST TAPE, LLC	1,289.05
300109	EFT	08/15/2018	MOORE INFORMATION SERVICES, INC	1,375.40
300110	EFT	08/15/2018	OFFICE360	436.00
300111	EFT	08/15/2018	OVERDRIVE INC	33,299.77
300112	EFT	08/15/2018	PERFECTION GROUP, INC.	170.00
300113	EFT	08/15/2018	RECORDED BOOKS	917.16
300115	EFT	08/23/2018	A.M. BEST COMPANY, INC	2,064.00
300116	EFT	08/23/2018	ABELL ELEVATOR SERVICE CO	525.00
300117	EFT	08/23/2018	ACORN DISTRIBUTORS, INC	326.85
300118	EFT	08/23/2018	ALSCO	335.01
300119	EFT	08/23/2018	AUSTIN BOOK SALES	17,083.11
300120	EFT	08/23/2018	BAKER & TAYLOR	22,276.53
300121	EFT	08/23/2018	BAKER & TAYLOR	4,820.50
300122	EFT	08/23/2018	BAKER & TAYLOR	5,884.24
300123	EFT	08/23/2018	BAKER & TAYLOR	13,119.90
300124	EFT	08/23/2018	BRODART COMPANY	43.28
300125	EFT	08/23/2018	BRODART COMPANY CONTINUATIONS	1,306.69
300126	EFT	08/23/2018	CDW GOVERNMENT, INC.	1,806.19
300127	EFT	08/23/2018	DANCORP INC. DBA DANCO	911.00
300128	EFT	08/23/2018	DEMCO, INC.	5,470.78
300129	EFT	08/23/2018	EBSCO INFORMATION SERVICES	20.89
300130	EFT	08/23/2018	G4S SECURE SOLUTIONS (USA) INC.	6,393.27
300131	EFT	08/23/2018	INDIANA PLUMBING AND DRAIN LLC	394.90
300132	EFT	08/23/2018	INDIANAPOLIS ARMORED CAR, INC	2,816.00
300133	EFT	08/23/2018	INDIANAPOLIS RECORDER	78.00
300134	EFT	08/23/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	415.65
300135	EFT	08/23/2018	INGRAM LIBRARY SERVICES	212.09
300136	EFT	08/23/2018	J&G CARPET PLUS	200.00
300137	EFT	08/23/2018	KLINES QUALITY WATER, INC	67.50
300138	EFT	08/23/2018	LUNA MUSIC	4,750.98
300139	EFT	08/23/2018	MATTHEW BENDER & CO., INC	87.08
300140	EFT	08/23/2018	MIDWEST TAPE - PROCESSED DVDS	479.10
300141	EFT	08/23/2018	MIDWEST TAPE NON PROCESSED	27.98
300142	EFT	08/23/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	7,180.54
300143	EFT	08/23/2018	MIDWEST TAPE, LLC	3,635.35
300144	EFT	08/23/2018	OVERDRIVE INC	10,476.90
300145	EFT	08/23/2018	RECORD AUTOMATIC DOORS, INC	592.00
300146	EFT	08/23/2018	RECORDED BOOKS	15,764.35
300147	EFT	08/23/2018	RICHARD LOPEZ ELECTRICAL, LLC	21,255.09
300148	EFT	08/23/2018	RICOH USA, INC. - 12882	14,536.62
300149	EFT	08/23/2018	STENZ MANAGEMENT COMPANY, INC	9,239.39
300150	EFT	08/23/2018	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	2,290.00
300151	EFT	08/23/2018	THOMSON REUTERS-WEST PUBLISHING CORPORATION	4,801.35
300152	EFT	08/23/2018	ULINE	710.04
300153	EFT	08/23/2018	UNIQUE MANAGEMENT SERVICES, INC	5,119.40
300156	EFT	08/30/2018	ABELL ELEVATOR SERVICE CO	2,633.70
300157	EFT	08/30/2018	ALSCO	335.01
300158	EFT	08/30/2018	AUSTIN BOOK SALES	14,684.73
300159	EFT	08/30/2018	BAKER & TAYLOR	5,032.81
300160	EFT	08/30/2018	BAKER & TAYLOR	6,713.69
300161	EFT	08/30/2018	BAKER & TAYLOR	15,302.53
300162	EFT	08/30/2018	BAKER & TAYLOR	17,989.97
300163	EFT	08/30/2018	BARNES & THORNBURG	28,000.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
300164	EFT	08/30/2018	CDW GOVERNMENT, INC.	925.27
300165	EFT	08/30/2018	DEMCO, INC.	295.52
300166	EFT	08/30/2018	DENISON PARKING	5,962.05
300167	EFT	08/30/2018	FINELINE PRINTING GROUP	6,334.00
300168	EFT	08/30/2018	G4S SECURE SOLUTIONS (USA) INC.	24,860.22
300169	EFT	08/30/2018	INDIANA PLUMBING AND DRAIN LLC	100.00
300170	EFT	08/30/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	215.00
300171	EFT	08/30/2018	INGRAM LIBRARY SERVICES	2,200.45
300172	EFT	08/30/2018	J&G CARPET PLUS	725.00
300173	EFT	08/30/2018	KLINES QUALITY WATER, INC	51.55
300174	EFT	08/30/2018	LUNA MUSIC	1,491.14
300175	EFT	08/30/2018	MIDWEST TAPE - AUDIOBOOKS ONLY	417.27
300176	EFT	08/30/2018	MIDWEST TAPE - PROCESSED DVDS	3,250.53
300177	EFT	08/30/2018	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	10,140.92
300178	EFT	08/30/2018	MIDWEST TAPE NON PROCESSED	570.51
300179	EFT	08/30/2018	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	13,842.99
300180	EFT	08/30/2018	MIDWEST TAPE, LLC	4,861.70
300181	EFT	08/30/2018	OVERDRIVE INC	50,327.77
300182	EFT	08/30/2018	PERFECTION GROUP, INC.	605.00
300183	EFT	08/30/2018	RECORD AUTOMATIC DOORS, INC	296.00
300184	EFT	08/30/2018	RECORDED BOOKS	541.48
300185	EFT	08/30/2018	RYAN FIRE PROTECTION, INC	1,335.00
300186	EFT	08/30/2018	STAPLES	7,529.58
300187	EFT	08/30/2018	STENZ MANAGEMENT COMPANY, INC	3,199.21
300188	EFT	08/30/2018	ULINE	598.41
300189	EFT	08/30/2018	UNIQUE MANAGEMENT SERVICES, INC	211.05
Total				<u>\$ 3,815,246.31</u>

Summary by Transaction Type:

Computer Check	\$ 2,318,450.23
EFT Check	\$ 1,496,796.08
Total Payments	\$ 3,815,246.31
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Amount
741	VOID	08/02/2018	INDIANA UNIV ACCTS RECEIVABLE	0.00
742	VOID	08/02/2018	MARION PUBLIC LIBRARY	0.00
743	VOID	08/02/2018	RACHEL ELAINE HOFFMEYER	0.00
744	CHECK	08/02/2018	INDIANA UNIV ACCTS RECEIVABLE	137.50
745	CHECK	08/02/2018	MARION PUBLIC LIBRARY	7.99
746	CHECK	08/02/2018	RACHEL ELAINE HOFFMEYER	36.25
747	CHECK	08/30/2018	CELESTE NICOLE NAPOLI	22.65
748	CHECK	08/30/2018	DANIEL TODD	35.01
749	CHECK	08/30/2018	HEATHER BULLOCK	42.65
750	CHECK	08/30/2018	MARION PUBLIC LIBRARY	19.99
751	CHECK	08/30/2018	SARAH JUNG	12.98
Total				\$ 315.02

Summary by Transaction Type:

Computer Check	\$315.02
EFT Check	\$0.00
Total Payments	\$315.02
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
6679	VOID	08/02/2018	ADAM TODD	0.00
6680	VOID	08/02/2018	ANDERSON & BECK	0.00
6681	VOID	08/02/2018	ANDREA BAUGHMAN	0.00
6682	VOID	08/02/2018	BROAD RIPPLE VILLAGE ASSOCIATION (BRVA)	0.00
6683	VOID	08/02/2018	CHARLOTTE L. JENKINS	0.00
6684	VOID	08/02/2018	CYBERIA, LTD.	0.00
6685	VOID	08/02/2018	ED FERRER	0.00
6686	VOID	08/02/2018	FALICIA BREWER, MA PRESIDENT	0.00
6687	VOID	08/02/2018	GREGORY ZIESEMER	0.00
6688	VOID	08/02/2018	I-MCPL STAFF ASSOCIATION	0.00
6689	VOID	08/02/2018	INDIANA JIM'S REPTILE EXPERIENCE	0.00
6690	VOID	08/02/2018	INDIANA WRITER'S CENTER	0.00
6691	VOID	08/02/2018	JEREMY SOUTH	0.00
6692	VOID	08/02/2018	MYRENE'S GARDEN	0.00
6693	VOID	08/02/2018	NICOLE JOSEPHSEN	0.00
6694	VOID	08/02/2018	ROBIN RIGGS	0.00
6695	VOID	08/02/2018	RUTH HANS	0.00
6696	VOID	08/02/2018	RUTH L. LAMBERT	0.00
6697	VOID	08/02/2018	SHANIKA HEYWARD	0.00
6698	VOID	08/02/2018	SILLY SAFARI SHOWS, INC	0.00
6699	VOID	08/02/2018	SUSAN DAVIS	0.00
6700	VOID	08/02/2018	TIFFANI N. CARTER	0.00
6701	VOID	08/02/2018	METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, I	0.00
6702	CHECK	08/03/2018	ADAM TODD	109.84
6703	CHECK	08/03/2018	ANDERSON & BECK	1,000.00
6704	CHECK	08/03/2018	ANDREA BAUGHMAN	70.90
6705	CHECK	08/03/2018	BROAD RIPPLE VILLAGE ASSOCIATION (BRVA)	100.00
6706	CHECK	08/03/2018	CHARLOTTE L. JENKINS	625.00
6707	CHECK	08/03/2018	CYBERIA, LTD.	2,600.00
6708	CHECK	08/03/2018	ED FERRER	405.00
6709	CHECK	08/03/2018	FALICIA BREWER, MA PRESIDENT	600.00
6710	CHECK	08/03/2018	GREGORY ZIESEMER	1,000.00
6711	CHECK	08/03/2018	I-MCPL STAFF ASSOCIATION	30.00
6712	CHECK	08/03/2018	INDIANA JIM'S REPTILE EXPERIENCE	600.00
6713	CHECK	08/03/2018	INDIANA WRITER'S CENTER	200.00
6714	CHECK	08/03/2018	JEREMY SOUTH	560.00
6715	CHECK	08/03/2018	MYRENE'S GARDEN	100.00
6716	CHECK	08/03/2018	NICOLE JOSEPHSEN	18.00
6717	CHECK	08/03/2018	ROBIN RIGGS	200.00
6718	CHECK	08/03/2018	RUTH HANS	800.00
6719	CHECK	08/03/2018	RUTH L. LAMBERT	800.00
6720	CHECK	08/03/2018	SHANIKA HEYWARD	51.61
6721	CHECK	08/03/2018	SILLY SAFARI SHOWS, INC	11,605.00
6722	CHECK	08/03/2018	SUSAN DAVIS	79.95
6723	CHECK	08/03/2018	TIFFANI N. CARTER	126.92
6724	CHECK	08/03/2018	METROPOLITAN INDIANAPOLIS PUBLIC MEDIA, I	226.58
6725	CHECK	08/10/2018	MADER DESIGN LLC	532.34
6726	CHECK	08/10/2018	ALVIN IRBY LLC	4,059.50
6727	CHECK	08/10/2018	CENTRAL LIBRARY (PETTY CASH)	63.56
6728	CHECK	08/10/2018	INDIANA JIM'S REPTILE EXPERIENCE	300.00
6729	CHECK	08/10/2018	INDIANA WRITER'S CENTER	200.00
6730	CHECK	08/10/2018	JACKIE NYTES	161.54
6731	CHECK	08/10/2018	MARK CAMERON HARPER	175.00
6732	CHECK	08/10/2018	MARY BRIDGET STARK, BRICK BUILDERS INDY, LL	192.00
6733	CHECK	08/10/2018	PATTY WALLACE	29.00
6734	CHECK	08/10/2018	PRECISION AUDIO RESTORATION	236.87
6735	CHECK	08/10/2018	SHANIKA HEYWARD	58.18
6736	CHECK	08/10/2018	TIFFANI N. CARTER	564.82
6737	CHECK	08/10/2018	WAYNE (PETTY CASH)	39.30
6738	CHECK	08/15/2018	ALLISON D. VICKERY	250.00
6739	CHECK	08/15/2018	BUTLER UNIVERSITY	100.00
6740	CHECK	08/15/2018	COLLEGE AVENUE BRANCH (PETTY CASH)	12.24

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

No.	Type	Date	Reference	Amount
6741	CHECK	08/15/2018	CREATIVE AQUATIC SOLUTIONS, LLC	420.00
6742	CHECK	08/15/2018	CROSSROADS DOCUMENT SERVICES	800.00
6743	CHECK	08/15/2018	INDIANA ON TAP, LLC	400.00
6744	CHECK	08/15/2018	LAWRENCE (PETTY CASH)	54.00
6745	CHECK	08/15/2018	TIMOTHY VOLLMER	10.70
6746	CHECK	08/23/2018	ANTHONY RADFORD	481.32
6747	CHECK	08/23/2018	BETHANY ALLISON	216.03
6748	CHECK	08/23/2018	CREATIVE AQUATIC SOLUTIONS, LLC	421.55
6749	CHECK	08/23/2018	CYBERIA, LTD.	1,815.00
6750	CHECK	08/23/2018	ELIZABETH SCHOETTLE	108.83
6751	CHECK	08/23/2018	JEANINE M. FOX	39.02
6752	CHECK	08/23/2018	JEREMY SOUTH	250.00
6753	CHECK	08/23/2018	JESSICA TRINOSKEY	251.35
6754	CHECK	08/23/2018	JP MORGAN CHASE BANK	2,734.54
6755	CHECK	08/23/2018	MARIANNE MCKENZIE	88.42
6756	CHECK	08/23/2018	MARY BRIDGET STARK, BRICK BUILDERS INDY, LL	96.00
6757	CHECK	08/23/2018	TIFFANI N. CARTER	46.43
6758	CHECK	08/23/2018	YALONDA J. BROWN	50.00
6759	CHECK	08/23/2018	YARDART	85.00
6760	CHECK	08/30/2018	A CLASSIC PARTY RENTAL CO	180.13
6761	CHECK	08/30/2018	CENTRAL LIBRARY (PETTY CASH)	136.65
6762	CHECK	08/30/2018	COOKIE DOUGH BOOKS	1,000.00
6763	CHECK	08/30/2018	E. 38TH ST (PETTY CASH)	18.18
6764	CHECK	08/30/2018	FOURTH WALL, LLC	1,000.00
6765	CHECK	08/30/2018	INDY CONVERGENCE	400.00
6766	CHECK	08/30/2018	KRIS GOULD	46.09
6767	CHECK	08/30/2018	MARIANNE MCKENZIE	20.88
6768	CHECK	08/30/2018	MARY BRIDGET STARK, BRICK BUILDERS INDY, LL	192.00
6769	CHECK	08/30/2018	TIFFANI N. CARTER	80.00
300032	EFT	08/02/2018	MIDWEST TAPE, LLC	534.64
300069	EFT	08/09/2018	BAKER & TAYLOR	50.45
300070	EFT	08/09/2018	DEMCO, INC.	5,161.56
300071	EFT	08/09/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	25,113.90
300072	EFT	08/09/2018	INGRAM LIBRARY SERVICES	642.04
300073	EFT	08/09/2018	MIDWEST TAPE, LLC	371.46
300074	EFT	08/09/2018	STAPLES	209.65
300085	EFT	08/10/2018	INGRAM LIBRARY SERVICES	5,051.50
300114	EFT	08/15/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	2,528.00
300154	EFT	08/23/2018	INDPLS-MARION COUNTY PUBLIC LIBRARY	2,020.38
300155	EFT	08/23/2018	MIDWEST TAPE, LLC	156.40
300190	EFT	08/30/2018	BAKER & TAYLOR	384.16
300191	EFT	08/30/2018	BAKER & TAYLOR	261.76
300192	EFT	08/30/2018	STAPLES	224.49
			Total	<u>\$ 83,035.66</u>

Summary by Transaction Type:

Computer Check	\$ 40,325.27
EFT Check	\$ 42,710.39
Total Payments	\$ 83,035.66
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
September 24, 2018
PERSONNEL ACTIONS
RESOLUTION 38-2018

NEW HIRES:

- Brittany Shatley, Hourly Public Services Associate I (SUB), Nora, \$14.07 per hour, Effective: 08/28/2018
- Lydia Spence, Hourly Library Assistant II (SUB), Glendale, \$12.40 per hour, Effective: 08/28/2018
- Van Khun, Hourly Library Assistant II (FTE), Southport, \$12.40 per hour, Effective: 08/28/2018
- Kathryn Warrener, Public Services Librarian, Irvington, \$18.75 per hour, Effective: 08/28/2018
- Eliza Lufcy, Page, Irvington, \$9.50 per hour, Effective: 08/28/2018
- Jackson Howell, Page, Irvington, \$9.50 per hour, Effective: 08/28/2018
- Walt Click, Page, Franklin Road, \$9.15 per hour, Effective: 09/12/2018
- Kayla Eaton, Page, Franklin Road, \$9.15 per hour, Effective: 09/12/2018
- Lillie Anez, Page, Wayne, \$9.15 per hour, Effective: 09/12/2018
- Claire Taylor, Page, Central, \$9.15 per hour, Effective: 09/12/2018

INTERNAL CHANGES:

- Anthony Rucker from Hourly Summer Reading Clerk, Learning Curve, \$10.50 per hour to Computer Lab Assistant II, Part-Time, Flanner House, \$13.00 per hour, Effective: 08/19/2018
- Carrie Voliva from Supervisor Librarian, Pike, \$21.46 per hour to Serials Specialist, Collection Management, \$22.10 per hour, Effective: 09/16/2018
- Alexandria Moore from Hourly Library Assistant II, Lawrence to Library Assistant II, Lawrence, No Change in Pay, Effective: 09/02/2018
- Kristi Schneider from Public Services Librarian, Part-Time, Central to Public Services Librarian, Full Time, No Change in Pay, Effective: 09/02/2018
- Tamara Baumgartner Moore from Public Services Librarian, Part-Time, Eagle, \$21.42 per hour to Public Services Associate II, Part-Time, Outreach, \$19.50 per hour, Effective: 09/16/2018
- Amy Griffin from Special Collections Librarian, Central, \$24.38 per hour to Manager, College, \$25.00 per hour, Effective: 09/16/2018
- Sandra Loeffler from Hourly Library Assistant II, Southport to Library Assistant II, Southport, No Change in Pay, Effective: 09/16/2018
- Vanessa Jamerson from Public Services Librarian, East 38th, \$19.10 per hour to Supervisor Librarian, Glendale, \$20.22 per hour, Effective: 09/30/2018
- Deandra Williams from Computer Lab Assistant I, Learning Curve, \$12.57 per hour to Public Services Associate II, Learning Curve, \$15.34 per hour, Effective: 09/16/2018

RE-HIRES: (None Reported)

SEPARATIONS:

- Regina Simmons, Hourly Public Services Associate I, Warren, 5 years and 10 months, Effective: 08/06/2018
- Kamara Shonhai, Public Services Librarian, Warren, 18 years and 2 months, Effective: 08/14/2018
- Nicole Maki, Page, Lawrence, 2 months, Effective: 08/11/2018
- Patricia Ramirez, Page, Franklin Road, 2 months, Effective: 08/17/2018

- Jessica Trinoskey, Manager, College, 10 years and 6 months, Effective: 08/17/2018
- Will Haeberle, Page, Franklin Road, 1 year and 3 months, Effective: 07/22/2018
- Kadiesha Ricks, Hourly Computer Lab Assistant II, College, 3 years and 3 months, Effective: 08/24/2018
- Karen Lampert, Library Assistant II, College, 3 years and 4 months, Effective: 09/07/2018
- Kelly Buckhalter, Hourly Library Assistant I, Flanner House, 10 years and 9 months, Effective: 09/08/2018
- Danielle Frank, Library Assistant II, Central, 11 years and 8 months, Effective: 09/01/2018
- Jonathan McWhorter, Page, Franklin Road, 4 months, Effective: 08/01/2018
- Danielle Scott, Page, Haughville, 11 years and 9 months, Effective: 08/29/2018
- Dan'yae Peele, Page, Haughville, 4 years and 2 months, Effective: 08/28/2018
- Gerardo Ruiz Tovar, Computer Lab Assistant II, Haughville, 5 years, Effective: 08/28/2018
- Patricia Matkovic, Hourly Public Services Associate I, Pike, 15 years, Effective: 05/13/2018
- Sarah Lasher, Team Member, Shipping/Receiving, 1 year and 5 months, Effective: 09/07/2018

INACTIVE:

- Alexander McGrath, Hourly Summer Reading Clerk, Program Development, Effective: 08/16/2018
- Pamela Fleck, Page, College, Effective: 08/13/2018
- Brigid Maguire, Hourly Summer Reading Clerk, Irvington, Effective: 08/05/2018
- Renee Stout, Page, Haughville, Effective: 08/03/2018
- Greta Herbertz, Page, Irvington, Effective: 08/11/2018
- Grant Schoening, Page, Franklin Road, Effective: 08/04/2018
- Azucena Guerrero Ruiz, Hourly Summer Reading Clerk, Haughville, Effective: 08/18/2018
- Dan'yae Peele, Page, Haughville, Effective: 08/18/2018
- Abigail Edminster, Hourly Summer Reading Clerk, Learning Curve, Effective: 08/04/2018

RE-ACTIVATE:

- Cedric Georges, Page, Irvington, Effective: 08/20/2018

RECLASSIFICATION: (None Reported)

ADJUSTMENTS: (None Reported)

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
SEPTEMBER 11, 2018**

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 11, 2018, at 5:05 p.m., pursuant to notice given.

1. Call To Order

Ms. Sanders called the meeting to order.

At this time, she asked everyone to take a moment of silence to remember the tragedy that occurred 17 years ago today.

She also asked everyone to remember Mary Moriarty Adams, a long-time City-County Councillor and community leader, who just passed away.

2. Roll Call

Members present: Ms. Carlino, Ms. Crenshaw, Ms. Payne and Ms. Sanders

Members absent: Mr. Andrews and Dr. Jett

COMMITTEE REPORTS

At the request of Ms. Sanders, the presentation of the items from the Diversity, Policy and Human Resources Committee and the Finance Committee were moved up on the Agenda.

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

4 a. Annual Policy Revisions

- Katherine explains that the Library completed a major reorganization and revision of all policies which was completed in January, 2015. At that time it was decided that updates to the policies would be reviewed and revisions made annually. Katherine explains the key revisions prior to talking through the entire document and the clean-up of general terminology. Katherine explains the reasoning for revisions to the Tuition Assistance policy due to Fixed Hourly staff having new eligibility for IN State Library Certification, offering assistance for job-required certification in other areas and increasing job-required certification assistance from \$500.00 to \$750.00. She also advised that a probationary period is being added for current employees changing to a new position. She explains clarification to the Library’s renewal policy

regarding the 10 renewal limit and the process for renewing items once that limit has been reached.

It was noted that Rev. Robinson arrived at approximately 5:10 p.m.

4 b. Approval of Resolution XX -2018 – Approving Staff Association Compensation Committee Agreement

- Katherine explains that this is an agreement between the Staff Association Compensation Committee and the Library, which was negotiated and is ready for approval. The Staff Association Compensation Committee represents all non-union eligible Library employees. The Library's Staff Association is open for any and all Library employees to become a member. The Board Action Request for approval of the Resolution approving Staff Association Compensation Committee Agreement is moved on to the Library Board Meeting to be held on September 24, 2018.

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

a. **Resolution – Authorization to Set the Maximum Combined Debt Service Tax Rate for Calendar Year 2019 at \$0.0318 per \$100 of Assessed Valuation.** The Library would like to pass this resolution in order to notify the DLGF and the City-County Council that they intend to keep the Library's Debt Service tax rate at \$0.0318 per \$100 of Assessed Valuation for 2019. Although the Library advertised a higher tax rate in their budget advertisement, when the Library issues the West Perry Bonds, the budget will be fixed and once the DLGF works the budget, the rate will be set at \$0.0318. Ms. Nytes informed the Board that, in 2014, the Library first promised not to exceed this rate and although the Library has the capacity to take on more debt, they have kept their promise not to exceed the agreed upon rate.

b. **Resolution - Transfer Between Accounts and Classifications.** Ms. Dike-Young advised that transfers in the Operating Fund are necessary for the Library to purchase two new servers. Funds in the amount of \$57,000 will be transferred from Supplies and Non-Capital Furniture to Capital-Computer Equipment. This transfer has no impact on the Library's total 2018 budget.

c. **Resolution - Authorization for the Chief Executive Officer to Execute Lease Extension for the Fountain Square Branch.** The Library will hold a public hearing for the Fountain Square lease at their meeting on September 24, 2018. After the public hearing, the Board will be asked to approve the resolution to execute the lease. The Library has advertised the hearing in *The Indianapolis Star* and the *Court & Commercial*. The lease will be for a two year term and the amount of rent the Library will pay will not exceed \$60,550.52 per year. Ms. Nytes reminded the Board that the extension of this lease is due to the fact that the branch that will replace Fountain Square will not be available when the current lease expires. Once the new branch is built and ready for business, the Fountain Square branch will close.

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

Briefing Report – Update on the Michigan Road Branch Project

- Sharon Smith reported that the Project has reached a milestone with the installation of the final interior concrete floor slab.

Construction Schedule Update

- | | |
|----------------------------------|--------------------|
| • Install base course of asphalt | September 26, 2018 |
| • Preview event | October 4, 2018 |
| • Start ceiling grid | October 15, 2018 |
| • Install library shelving | October 29, 2018 |
| • Substantial completion | November 7, 2018 |

Summary Construction Budget Update

Project funded by the 2016 Construction Bond (Fund 476)

- | | |
|---------------------------------|-----------|
| • Construction Contingency | \$549,000 |
| • Expenses to Contingency | \$196,901 |
| • Remaining Contingency | \$352,099 |
| • Percent Remaining Contingency | 64% |

Briefing Report – Update on the Eagle Branch Project

- The concrete footings and foundation walls are complete. The installation of steel is complete. Work on Moller Road for utilities completed on schedule.

Construction Schedule Update

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

Summary Construction Budget Update

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

- | | |
|---------------------------------|-----------|
| • Construction Contingency | \$619,472 |
| • Expenses to Contingency | \$82,164 |
| • Remaining Contingency | \$537,308 |
| • Percent Remaining Contingency | 87.5% |

Briefing Report – Update on the Nora Branch Façade Replacement Project

Sharon Smith reported that the IndyPL Board, at the August 27, 2018 Library Board Meeting, approved awarding this contract to Impact Construction Management as the lowest bidder at \$241,998. While the IndyPL Facilities Staff were securing a contract with Impact Construction, the staff was informed in a letter dated August 31, 2018, from Impact Construction Management, that they were withdrawing their bid. Due to the withdrawal by Impact Construction, Library staff recommends selection of Marten Construction Management, Inc. as the next lowest bidder for the Project. Facilities staff will work with Library counsel to prepare Board Action Request and Resolution documents to be presented for approval at the regular September 24, 2018 Library Board Meeting.

Briefing Report – New Brightwood Branch Naming Discussion

John Helling reported that several neighborhood representatives had approached the Library expressing interest in changing the name of the Brightwood Branch Library. He indicated that discussions are ongoing but no decisions have yet been made.

Briefing Report – October 2018 Action item – Approval to Award a Construction Services Contract for the Brightwood Branch Project

- Public Notice to prospective bidders was advertised on September 5 and 12, 2018. The Notice was posted on the IndyPL website and copies of the Notice were emailed to the established business development contacts list.
- Sealed bids will be received by IndyPL on October 2, 2018.
- The Library shall award the Project to the lowest, responsible, and responsive bidder.
- The preliminary Project schedule targets a starting date of November 2018, with substantial completion in the fourth quarter of 2019.
- The building and site construction budget is \$4,356,000, and will be funded by the Series 2017A Bond Fund (Fund 477).

Resolution ??-2018 – Approval to Award a Construction Services Contract for the Franklin Road Branch Siding Replacement Project

- IndyPL Board Facilities Committee recommends Board approval to award a construction services contract for the Franklin Road Branch Siding Replacement Project to **The Carpenter’s Son, LLC, Indianapolis, IN**, for the total cost of \$38,067.00.
- In support of the long term maintenance of IndyPL facilities, replacement of the wood siding on the Branch with composite cement siding was budgeted in the operating fund for 2018.
- The Invitation to Quote was issued on August 17, 2018 to six (6) Vendors known to be capable of successfully completing the Project.

- The Scope of Work was developed by IndyPL Facilities Staff.
- All construction work will be scheduled for continuing operation of Branch activities.
- Two (2) quotes were received at the Library Services Center by the deadline of September 6, 2018.
- The preliminary project schedule targets beginning of work on site of October 22, 2018 and a completion date of November 9, 2018.
- The Project is funded from the Operating Fund (Fund 101).

6. Other Business

It was noted that an Executive Session will be scheduled prior to the September Regular Board Meeting.

Ms. Sanders announced that, going forward, Ms. Carlino will serve as a member of the Facilities Committee.

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

- a. **Regular Board Meeting** – Monday, September 24, 2018, at the Wayne Branch Library, 198 South Girls School Road, at 6:30 p.m.
- b. **Library Board Committees Meeting** – October 9, 2018, 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 6:10 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

September 25 at 10:15 a.m. – “Notorious Indiana.” Learn about some of Indiana’s most notorious real-life crime destinations during this program as part of the Lawrence Travelogue Series. We’ll recount the stories of the crimes and share the history and travel information for locations where they were committed. Coffee will be served. Held at the Lawrence Branch.

September 25 - October 31 – “SONS: Seeing the Modern African American Male.” View a powerful photographic exhibit that challenges the perceptions and prejudgments of Black males. Thirty local African American men from all walks of life were selected for this exhibit that reveals how they see themselves while encouraging a thought-provoking examination of how they are perceived. A free public reception with Kevin Powell, author of *The Education of Kevin Powell: A Boy’s Journey Into Manhood* and leading cultural voice in America, will be held on October 5 from 6 - 9 p.m. Held at Central Library.

Continuing through November – “One State/One Story: Frankenstein.” Celebrate the 200th anniversary of Mary Shelley’s classic novel, *Frankenstein*, during this initiative presented in partnership with Indiana Humanities. Intended not only to encourage Hoosiers to read *Frankenstein*, *One State/One Story* will examine questions raised by the book about the practice of science and its role in society. Programs will explore the complexities of scientific discovery through book discussions, lectures, theater and more. Held at various Library locations.

September 30 from 2 - 4 p.m. – “International Taste of Nora: Celebrate Hispanic Heritage.” Celebrate Hispanic Heritage Month with a variety of activities for families and those of all ages. Highlighting this event will be a performance of traditional Hispanic dances by Ballet Folklorico Mosaicos. There will also be Hispanic-themed crafts and refreshments. Held at the Nora Branch.

October 4 at 6 p.m. and October 16 at 5 p.m. – “Conversations About Education.” Join the dialogue during this series that looks at important decisions made in November that impact Indianapolis Public Schools. On October 4, learn why IPS is asking voters to approve two property tax increases totaling \$272 million. On October 16, hear from IPS School Board candidates who will offer their views on education. Presented by WFYI, Chalkbeat Indiana, the Indianapolis Recorder and the Library. Held at Central Library.

October 13 from 10:15 a.m. - 4:30 p.m. – “Meet an Author, Be an Author.” Aspiring writers and book lovers of all ages are invited for a day of free workshops and author appearances to acquaint them with the writing craft. Meet Hoosier authors, including those to be honored with the Eugene & Marilyn Glick Indiana Authors Award. Learn about self-publishing, writing your life story, and understanding the writer’s life. Workshops will be presented by the Indiana Writers Center. Held at Central Library.

October 26 from 5 - 9 p.m. – “The Color of Medicine: The Story of Homer G. Phillips Hospital.” View this documentary that captures the history of medical training for African Americans at this St. Louis hospital. Dr. Earle U. Robinson, Jr., whose father was one of the first 27 interns to graduate from the hospital and is featured in the film, will be in attendance. Presented by the Library’s African American History Committee in support of the Center for Black Literature & Culture. Held at Central Library.

We hope to see you at these exciting events!