



## Library Board Meeting Agenda

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

**Notice Of The Regular Meeting  
September 25, 2017**

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

**Eagle Branch Library  
3325 Lowry Road  
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items  
Dated This 20<sup>th</sup> Day Of September, 2017**

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

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

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

### 3. Branch Manager's Report

Mary Agnes Hylton, Manager, Eagle Branch Library, will provide an update on their services to the community. (enclosed)

### 4. Public Comment and Communications

#### a. Public Comment

The Public has been invited to the Board Meeting.

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

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

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

### 5. Approval of Minutes

#### a. Regular Meeting, August 28, 2017 (enclosed)

## COMMITTEE REPORTS

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

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

#### b. Resolution 30 – 2017 (Appropriation of Gift and Grant Proceeds and Transfer Between Accounts and Classifications) (enclosed)

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

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

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

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

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

- a. **Resolution 33 – 2017** (Approval to Award a Construction Services Contract for the Michigan Road Branch Project) (enclosed)
- b. **Resolution 34 – 2017** (Approval to Award a Construction Services Contract for the Lawrence Branch Mechanical Upgrade Project) (enclosed)
- c. **Resolution 35 – 2017** (Approval to Award a Construction Services Contract for the Wayne Branch Mechanical Upgrade Project) (enclosed)
- d. **Resolution 36 – 2017** (Approval to Award a Construction Services Contract for the West Indianapolis Branch Mechanical Upgrade Project) (enclosed)
- e. **Resolution 37 – 2017** (Approval to Award a Construction Services Contract for the Irvington Branch Parking Lot Paving Project) (at meeting)

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

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

- a. **Dashboards and Statistics**

- 1) **Monthly Performance Dashboard – August 2017** (enclosed)

# Library Board Meeting Agenda

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- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, will give the Report. (enclosed)
- c. **August Media Report** (enclosed)
- d. **Confirming Resolutions:**
  - 1) **Resolution Regarding Finances, Personnel and Travel (38 – 2017)**

Enclosed.

## UNFINISHED BUSINESS

11.

## NEW BUSINESS

12.

## DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

**October, 2017** - To Be Determined

## INFORMATION

14. **Materials**

- a. **Joint Meeting of Library Board Committees Notes – September 12, 2017** (enclosed)

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

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

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

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

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

## **18. Other Business**

## **19. Adjournment**



**Eagle Branch Library  
Board Report  
September 25, 2017**



**Who We Are:**

**3 Full Time Public Services Librarians:** *Ellen Flexman, Mary Luzader, and Mary Agnes Hylton* (Manager)

**2 Part Time Public Services Librarians:** *Debbie Overshiner, Tamara Baumgartner Moore*

**1 Full Time Circulation Supervisor:** *LaShonda El*

**1 Full Time T Library Assistant III:** *Hope McKune*

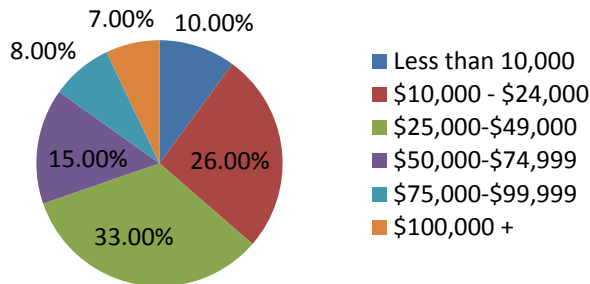
**4 Part Time Library Assistant IIs:** *Aleta Griffin, Annie English, Paulette Korobov and Cierra Smith*

**4 Pages:** *Norma Black, Barbara Miller, Barbara Young, Christina Strong*

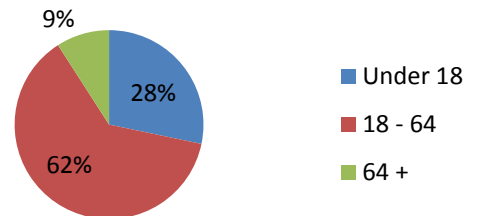
**3 Volunteers:** *Collection Support-Mary Bell, Nancy Lawrence; Paws to Read—Lauren Nirschl*

**Who We Serve:**

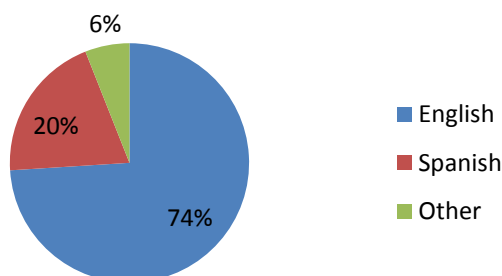
**Household Income Distribution**



**Service Area Population Distribution By Age**



**Household Language Proficiency**



**Total base population is 54,958**  
(SAVI profile May 2017)

**Race composition:**

- **41% African American**
- **2% -- Asian**
- **36% -- Caucasian**
- **3% Multiple Race**
- **18% -- Other**

**\*According to the U.S. Census, 17% of the population in the Eagle Library Service is foreign-born –highest of all IndyPL service areas at time of report (2010)**

**Ethnicity:**

- **Hispanic – 25%; Non-Hispanic --75%**

**Employment:**

- **Employment Status: 88% Employed (includes Armed Forces); 12% unemployed; Blue Collar (58%); White Collar: (42%)**
- **Educational Attainment: 32% of population has earned only a High School diploma. 21% with some college but no degree, 22% have an Associate Degree or Higher, 25 %- no High School Diploma**

**Housing:** 34% of all occupied units are **owner** occupied; 49% are **renter** occupied

**Schools:** 15 public and private schools—3 secondary and 12 elementary-- includes IPS, Charter, Wayne Township & Catholic archdiocesan.  
**Excel Center West:** Adult Basic Education for High School Diploma attainment

**How We Serve:****2016 service summary:**

- **150,191 visitors**
- **127,987 items circulated**
- **1,156 new borrowers**
- **33,973 items in the collection**
- **23 Computers: 20 Full-Service (1 hour sessions) & 3 Express (15-minute session)**
- **51,278 Computer Uses**
- **7,668 Reference Assists**

### Outreach Services:

- **Monthly Outreach to Daycares:** *Excel Center West Drop-In Center, Little Scholars Academy, Kindercare, Splashes & Spills, and Sunshine House .*
- **Monthly Book talk programs** -- to two seniors groups --*The Golden Eagles and Crestwood Village West*
- **Pop-up Libraries:** In January 2017, Public Services Librarian, **Ellen Flexman**, initiated a *“pop-up” library at Eskenazi Health Center West* where she staffs an information table providing information about library programs and services. She also refreshes a small collection of books for visitors to read while waiting for service. She visits with patients who are waiting for their appointments and reads aloud to any children who are present. Identical service provided at *Shalom Health Care Center*.
- Ellen was also invited to attend monthly meetings of an **ADHD family support group at Eskenazi** to share information about library programs and services.

### In-House Services:

- **Work One Job Center** – provides Job search assistance to those seeking employment – served **227 individuals in 2016**
- **Public Computers** – used to full capacity majority of operating hours. Eagle’s usage mirrors the System wide downward trend but clearly there are still many patrons in our community who cannot afford computers, Internet access or a printer in their home. Daily demand for a variety of technology related services – i.e., photocopying, printing, scanning and faxing—remains high. The branch serves as a technology life line for these patrons.
- **Four Open Help Computer sessions per month** provide patrons with individual assistance for their basic technology related questions from downloading e-books to a device to downloading an app to their smart phone or tablet to attaching documents to e-mail and more. Sessions are open to all but older patrons primarily take advantage of the assistance and greatly appreciate the program.

**Connecting to Community-** The Eagle Library staff works with a variety of community organizations and schools throughout the year some of which include:

- **Egledale Neighborhood Association** – monthly meetings
- **Eskenazi Health –West** -- *pop-up library/Information table; annual Health Fair*



- **Indiana Math and Science Academy** – school visits
- **IPS Schools 61, 79, 107 and 109 in particular** – classroom *visits* and school *literacy events*
- **Newcomer Program** – Introduced parents and students to Library Summer programs; school media specialist connection
- **Enlace Academy – charter school**—hosted *Community forums* for the new Eagle design/ *Back-to School Night*
- **IMPD Northwest District** – *monthly Task Force* meetings; *Read with the Chief* Summer read aloud program featuring **District Commander, Michael Jefferson**, and the annual *IMPD Northwest District/Pike Township Fire Department Community Day*
- **The International Marketplace Coalition** – quarterly meetings; staff participation in “Welcome to Indy International Marketplace,” *Day of Service* to *paint 50 wooden light poles* in the colors of those flags of the countries represented by those who live and work in the IM; *Taste the Difference Festival and Sister Cities Fest*
- **Northwest Community High School** – *Parents in Touch* event
- **C.A.U.S.E. Councils** -- Enlace Academy and IPS School 109 (Jonathan Jennings)
- **Shalom Health Care Center** –*Annual Back to School and Health Fair* and monthly “*pop-up*” library.
- **Mayor’s Neighborhood Advocate, RaCia Poston**, holds office hours from **3:30-5:30 every Monday** and regularly communicates news about library programs to her constituents.

### Our Story:

Library service in the Eagledale area on the northwest side of Indianapolis began in the **1950s** with visits from the bookmobile. In **1960**, after residents of the community petitioned for a permanent branch library, the first facility was opened in a storefront in the Safeway Shopping Center (now Eagledale Plaza) at 30<sup>th</sup> and Lafayette Road. This library had the distinction of being the first branch in the Indianapolis Public Library System to be placed in a shopping center. The current facility, 3325 Lowry Road, was opened to the public as the **system’s first regional branch** on March 16, **1970** with 12,000 sq. feet of space and a collection of 26,000 items which later increased to over 70,000. The branch has served the Eagle Community well over the past 47 years providing a wide variety of programs for all ages. Patrons and staff are eagerly looking forward to 2019 when we will be re-locating to a new and larger facility at 3939 Moller Road. Design plans for the new 20,100 square foot facility are underway with groundbreaking scheduled for early 2018 with completion targeted for February 2019. To say we are excited is an understatement! The new facility will feature increased parking, larger ADA accessible public restrooms, improved visibility and enhanced program/service space—a place where we can finally offer the members of our community the quality of programming they deserve. We look forward serving as **the** Community Connection for long-time residents and newcomers as we strive to connect them to vital resources that will enhance their quality of life within the community.

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

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
AUGUST 28, 2017**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at the Lawrence Branch Library, 7898 North Hague Road, Indianapolis, Indiana on Monday, August 28, 2017 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

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

**2. Roll Call**

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

At this time, Dr. Wantz introduced three-year-old Jasmine Reynolds and her mother, Whitney, who are both patrons of the East 38<sup>th</sup> Street Branch. Jasmine was recognized for becoming the first preschooler to fulfill the goal of the “1,000 Books by Kindergarten” initiative. Ms. Reynolds proudly announced that Jasmine had accomplished this task in just five months.

Dr. Wantz also took a moment to recognize Steve Talley, who was in the audience. Mr. Talley is a former Councillor for the City of Indianapolis and Marion County. Currently, he serves as a Lawrence Township Trustee. On behalf of the Board, Dr. Wantz thanked Mr. Talley for all his years of service to our community.

**3. Branch Manager’s Report**

Gregory Hill, Interim Area Resource Manager, discussed his Report. He noted that the branch continues to be a busy and vital part of the community. Also, the racial and population distribution in the branch service area has stayed consistent over the past several years. It was mentioned that branch staff attend numerous community fairs and festivals and they also partner with several schools and organizations. The branch saw 2,936 participants in the Summer Reading Program and 1,925 new borrowers so far in 2017. Highlighted program activities have included story times, outreach to local daycares, a community pop-up library, a new travelogue series and the Mini Job Center.

#### 4. Public Comment and Communications

##### a. Public Comment

Michael Torres, a Library staff member and President of the Library's Union, AFSCME #3395, addressed the Board. He provided the following statement:

*Good evening Board members.*

*Last Monday, Vermont Senator Bernie Sanders was in Indianapolis to kick off the Good Jobs Nation tour.*

*One of the tour's missions is acknowledging corporate and employer decisions that affect local economies.*

*He asked communities to show up for working people \* and we're taking to heart that plea\* as we share in this victory for our Sisters and Brothers of IMCPL for Resolution 27-2017 \* in particular the policy that raises the salaries of the four bottom job classifications which are mostly Public Service and Support Staff.*

*It's a start \* one that our Council president, Maggie Lewis and numerous council persons brought to the council and passed earlier this month **WITH** a caveat \* and the caveat was to address the compression issue raising these bottoms will cause.*

*We ask that this board continue its good work in addressing wage disparities at IMCPL and look into the compression issues brought on by previous boosts of wages.*

*Thank you for the salary bumps to those four bottoms in this Resolution and I hope it passes unanimously.*

*Thank you.*

Florrie Binford Cooper, President of the Board of Directors of the Indianapolis-Marion County Public Library Foundation, came before the Board.

She expressed her ongoing love and support of IndyPL and commented that the Library offers everyone in Indianapolis an opportunity to learn and explore by providing a safe and a resource rich environment that encourages us to strengthen our knowledge of the world beyond our physical and cultural borders. She thanked the Library Board, Jackie Nytes, Library Chief Executive Officer, and the Library staff for their time, energy and dedication to ensuring that the Library's valuable impact on individuals and the community as a whole continues to grow.

Jay Langhorst, another member of the Indianapolis-Marion County Public Library Foundation Board, was in the audience and noted that he wanted to attend the meeting this evening to observe the "Library" side of things.

- 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 24, 2017**
- The minutes were approved on the motion of Rev. Robinson, seconded by Ms. Charleston, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

## COMMITTEE REPORTS

6. **Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders)**
- a. **Report of the Treasurer – July 2017**
- Becky Dixon, Chief Financial Officer, reviewed the Report of the Treasurer as follows:
- Revenues – Total revenues for July came in higher than projected and were more than 2016 due to the timing of grant funds from the Foundation.
- Expenditures – We spent 4% less than projected and 12% less than July 2016 – we had two payrolls in July of 2017 compared to three payrolls in July 2016.
- Software Conversion Update: Finance/Accounting has reached the half-way point in the implementation/conversion from our current software to the new software. The Library is on schedule to go live January, 2018 with the financials. HR/Payroll has started the analysis process and will go live in July, 2018.
- Reminder – The Library's meeting with the Municipal Corporation's Committee on our 2018 Budget is September 20, 2017 at 5:30 p.m. at the City-County Building.
- Dr. Jett made the motion, which was seconded by Ms. Sanders, 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. **Briefing Report – Report Regarding a RFP on Internet Services**
- Debra Champ, IT Director, advised that the Library will be seeking approval to issue a Request for Purchase during the 4<sup>th</sup> quarter of 2017 for internet services. To

meet the goal of redundant internet services for disaster recovery purposes, the Library currently contracts with two different internet providers, one installed at the Library Services Center (“LSC”) and the other at Central Library. Both contracts for existing managed internet services expire in June 2018. The Library will seek another 36-month term with two separate internet providers. It is anticipated that USF eRate funds will reimburse the Library for 90% of the cost of all services.

c. **Briefing Report** – Report Regarding a RFP on Firewalls

Ms. Champ explained that the Library will be seeking approval to issue a Request for Purchase to update the Library’s network security system, or firewall. Additionally, the RFP would include the purchase of two new voice routers, one at Central Library and the other at LSC, to replace current equipment that no longer has maintenance services available. eRate funds will reimburse the Library for 90% of the costs of all services except voice equipment.

d. **Briefing Report** – Report Regarding Primary Rate Interfaces

Ms. Champ mentioned that the Library will seek approval to issue a Request for Purchase during the 4<sup>th</sup> quarter of 2017 for Primary Rate Interface (“PRI”) services for VoIP (“Voice Over Internet Protocol”) traffic, to and from the Library. The Library has utilized PRI services since 2004. The current 36-month contract ends on June 30, 2018. eRate funds would reimburse the Library 10% of the cost of all services.

e. **Resolution 26 – 2017** (Authorization to Purchase Surplus Property from the Johnson County Library)

Ms. Dixon noted that the Library seeks authorization to purchase some surplus property from the Johnson County Public Library. Specifically, the Library will purchase 6,801 DVD cases and five magnet detachers at a cost of \$7,000. The Library will save approximately \$25,000 over the next two years by purchasing these items from the Johnson County Public Library.

After full discussion and careful consideration of Resolution 26 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

f. **Resolution 27 – 2017** (Appropriation and Tax Rates)

Ms. Dixon detailed the 2018 Budget information contained in this resolution as follows:

The \$60.4 million budget includes a \$44.7 Operating Fund, \$2.5 million Rainy Day Fund, \$10.4 million Debt Service Fund, \$2.3 million Bond Fund, and \$400,000 Library Improvement Reserve Fund. The adopted tax levy is \$53.1 million with a tax rate of 0.1440. When factoring the reduction in taxes due to property tax caps,

the increase in taxes for 2018 is 1.88%. Highlights in the Operating Fund, which increases 2.78% over 2017, include \$435,048 for merit increases. Also, increases to bring salaries up to \$13 per hour over the next three years for full and part-time employees in pay grades 101-103, an increase of 7% in health care costs, maintenance of current employer and employee contributions to PERF, and maintenance in current expenditures for collection materials of \$5.5 million. Following tonight's approval by the Board, Ms. Dixon stated that the budget will go to the City-County Council for its approval process.

After full discussion and careful consideration of Resolution 27 – 2017, the resolution was adopted on the motion of Dr. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

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

Ms. Crenshaw advised that the Committee did have any items this month.

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

**a. Resolution 28 – 2017 (Authorize Issuing of the Michigan Road Branch Project Bidding Documents)**

Sharon Smith, Facilities Director, noted that the Library recommends the issuance of bidding documents for the Michigan Road Branch project. Selection of a contractor and awarding of a construction contract is scheduled for the September Library Board Meeting. The project schedule targets a starting date of October 2017, with substantial completion in the fourth quarter of 2018.

After full discussion and careful consideration of Resolution 28 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

**b. Resolution 22 – 2017 (Approval to Award a Services Contract for Security Officer and Alarm Response Services) – *Note: This item was previously tabled at the July Board Meeting.***

Ms. Smith advised that the Library is recommending the awarding of a services contract for security and alarm response services at nine branches, Central Library

and LSC to GS4 Secure Solutions (USA) Inc. of Indianapolis for an estimated annual contract of \$822,650. This is a three-year contract with the option for up to a three-year renewal. The goal is to get the contract completed and have GS4 begin service on October 2, 2017.

After full discussion and careful consideration of Resolution 22 – 2017, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report** – Action Item Scheduled for the September 2017 Meeting – Approval to Award a Construction Services Contract for the Michigan Road Branch Project

Ms. Smith noted that the Facilities Committee will be bringing an action item to the September Board Meeting recommending the awarding of a construction services contract for the Michigan Road Branch Project. The successful bidder for the Project will be required to furnish Performance and Labor and Materials Bonds for 100% of their contract amount. The preliminary Project schedule targets a starting date of October 2017, with substantial completion in the fourth quarter of 2018. The construction budget of \$5.62 million will be funded by the Series 2016 Bond Fund.

- d. **Briefing Report** – Action Item Scheduled for the September 2017 Meeting – Approval to Award Construction Services Contracts for the Lawrence, Wayne, and West Indianapolis Branches Mechanical Upgrade Projects

Ms. Smith explained that at the September Board Meeting, the Facilities Committee will bring recommendations to award construction services contracts for mechanical upgrades at the Lawrence, Wayne and West Indianapolis branches. There will be separate contracts awarded for each location. The Project schedule has work commencing on October 9, 2017, with substantial completion on November 17, 2017. The budgets for each Project are as follows:

Lawrence	-	More than \$50,000 and less than \$150,000
West Indy	-	More than \$50,000 and less than \$75,000
Wayne	-	More than \$50,000 and less than \$150,000

The Projects will be funded by the Operating Fund.

## 9. **Library Foundation Update**

### **August 2017 Library Foundation Update**

At this time, Ms. Jett acknowledged the recent donors and programs funded by the Foundation in August 2017.



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

- Alerding CPA Group
- Lewis Wagner, LLP
- MacAllister Machinery Co., Inc.
- The National Bank of Indianapolis
- PNC Foundation
- Regions Bank

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

#### Children's

- Ready to Read – On the Road to Reading
- Ready to Read – Early Literacy Specialist
- Ready to Read – Packaged Programs
- YAT Performances

#### Cultural

- Scare in the Square at Fountain Square
- Safe Trunk or Treat at Glendale
- Eat What You Grow! at Pike
- Fall Fest
- Classical Concerts at Central
- Central Centennial Celebration
- Celebrating our New Neighbors at Eagle
- Photographic Celebration of Central
- Center for African-American Literature and Culture

#### Collections

- Digitization

#### Lifelong

- Nonprofit Seminars at Central
- Writing Workshops at Nora

#### Capital

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

Roberta Jaggars, President of the Indianapolis-Marion County Public Library Foundation, addressed the Board.

She announced that the Eugene & Marilyn Glick Indiana Authors Award Dinner will be held on Saturday, October 14, 2017 at Central Library. Tickets are \$75 each. If you, your company or your book club is interested in tickets or a table, please call the Library

Foundation at (317) 275-4868 for more information. She also reminded everyone that there will be free public programs during the day.

At this time, Ms. Jagers introduced Glendale Branch librarian, Tracy Hilton, who presented an overview of the Pack Horse Librarian Project, which was selected for implementation in the Foundation's recent "Imagine It" project competition. Ms. Hilton was joined by Indianapolis Mounted Police Officer Ivey to explain how mounted police will assist in delivering books, story time experiences and library cards to school children in the Glendale neighborhood as part of this pilot project.

Ms. Jagers announced that the 2018 Imagine It event will take place in June. She is hopeful that projects such as this will help the Foundation engage with younger donors.

John Helling, the Library's Public Services Director, spoke and emphasized how this Project fits into the Library's plans for innovative and impactful programming and it also rewards staff creativity.

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

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

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

Ms. Nytes noted that Door Count numbers are up for the month, as well as year-to-date. We continue to see increases in our electronic circulation which is up 15%. The Library is seeing increased use of newly issued library cards. Also, the circulation of children's materials during the Summer is up over last year.

- b. Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. She advised that with the Library's Strategic Plan now halfway through its period of implantation, she wanted to provide an assessment of progress toward achieving the Plan's four goals. By using such tools as staff-driven metrics, outcome-based planning and the development of effective service plans, the assessment shows the Library is making progress in executing most strategies toward meeting the Plan's goals, with only a few having not yet been addressed.

### **c. Communications Update: July Media Report and Report on Preparations for Central Library 100<sup>th</sup> Anniversary Celebration and the Opening of the Center for Black Literature and Culture ("CBLC")**

Ms. Nytes advised that the July Media Report was available in the packet for the Board's review.

Kim Crowder, Communications Director, explained the preparations for the Central Library 100<sup>th</sup> Anniversary Celebration and opening of the Center for Black Literature and Culture. She then noted that the Library is in the process of creating buttons, t-shirts, posters, videos and advertising for the two referenced events. Invitations to the events are going out. The Library is also researching ways to cross-promote the two events. IndyPL has been working closely with RLR

Associates on the creation of the CBLC as well as some historical panels that will be installed at Central Library.

Ms. Crowder also distributed a document entitled “Upcoming Fall Events at Central Library” for the Board’s review and information.

d. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (29 – 2017)**

After full discussion and careful consideration of Resolution 29 – 2017, the resolution was adopted on the motion of Ms. Payne, seconded by Ms. Crenshaw, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Jett, Ms. Payne, Rev. Robinson, Ms. Sanders and Dr. Wantz.

Motion carried.

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

e. **Presentation on Teen Services**

Kirsten Weaver, Program Specialist and Michelle Sharp, Supervisor Librarian, gave a presentation on the Library’s teen services. Their presentation described such past successful programs as the teen summer workshops. Future programs will include author Angie Thomas in March 2018 and plans for Central Library’s Teen Scene featuring new furniture and interactive areas.

f. **Update on the Enterprise Upgrade Launch over Labor Day Weekend**

Ms. Champ provided information on the launch of the new Enterprise online catalog system over Labor Day weekend. Enterprise will replace the 10-year-old Sherloc catalog, which has problems with newer browsers. Enterprise will allow patrons to keep all holds and checkouts in one place in their account, place holds on groups of items, perform multi-hold requests at once, and download without leaving a page. The standard, classic catalog will remain, and a telephone helpline will be established for users who have trouble with the new system.

**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, 2017** – Dr. Jett requested investigation of the salary compression issue mentioned earlier in the meeting by Mr. Torres.

## **INFORMATION**

### **14. Materials**

- a. **Joint Meeting of Library Board Committee Notes – August 15, 2017** were distributed to the Board members for their general information.

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

- a. **Board Meetings for 2017** – *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events updated through September 24, 2017.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 12, 2017, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

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

None.

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

Monday, September 25, 2017, at the Eagle Branch Library, 3325 Lowry 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 8:30 p.m.

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

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Lillian L. Charleston, Secretary to the Board



**Indianapolis-Marion County Public Library  
Report of the Treasurer for August 2017  
Prepared by Accounting for September 25, 2017 Board Meeting**

**Contents**

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

**2017 August Highlights****REVENUE:**

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

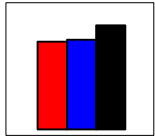
**EXPENDITURES:**

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

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

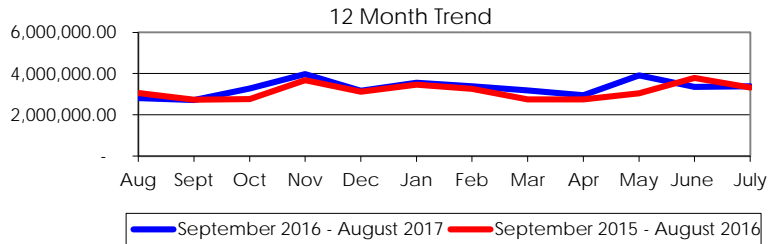
## Finances - August 2017

### Financial Comparisons - Operating Fund

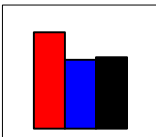


#### Expenses

3,322,544 August 16  
 3,385,661 August 17  
 3,936,656 Projected  
 -14.0%

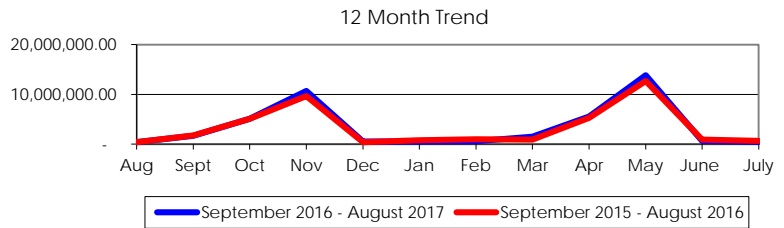


Other services and charges and capital outlay - less than projected.



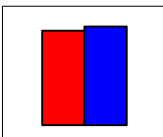
#### Revenue

672,644 August 16  
 480,653 August 17  
 498,421 Projected  
 -3.6%



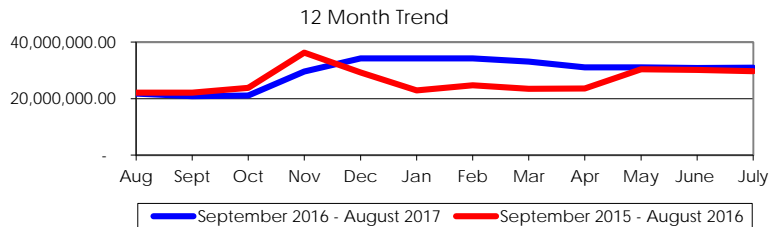
Miscellaneous revenue- less than projected.

### Investment Activity



#### Investments

29,681,113 August 16  
 30,941,387 August 17



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
OPERATING FUND REVENUES AND EXPENDITURES  
MONTH ENDED August 31, 2017**

<b>Revenue</b>	<b>Annual</b>			
	<b>2018 Adjusted Budget</b>	<b>Projected MTD 8/31/2017</b>	<b>Actual MTD 8/31/2017</b>	<b>Variance % MTD</b>
2016 - Property Taxes	32,646,240	-	-	0%
2016 - Intergovernmental	6,410,498	323,572	323,572	0%
Fines & Fees	780,840	65,525	60,762	-7%
Charges for Services	222,500	18,520	37,654	103%
Miscellaneous	1,331,640	90,804	58,665	-35%
<b>Total</b>	<b>41,391,718</b>	<b>498,421</b>	<b>480,653</b>	<b>-4%</b>

<b>Expenditures</b>	<b>Annual</b>			
	<b>2018 Adjusted Budget</b>	<b>Projected MTD 8/31/2017</b>	<b>Actual MTD 8/31/2017</b>	<b>Variance % MTD</b>
Personal Services & Benefits	24,896,242	1,850,000	1,839,323	-1%
Supplies	1,848,173	170,000	174,638	3%
Other Services and Charges	15,200,361	1,500,000	1,057,024	-30%
Capital Outlay	3,964,938	416,656	314,676	-24%
<b>Total</b>	<b>45,909,714</b>	<b>3,936,656</b>	<b>3,385,661</b>	<b>-14%</b>



# Indianapolis Marion County Public Library Operating Fund

For the Month Ended August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 67 %	P.O.	Balance 33 %	% Remaining
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	15,542,822.15	(35,000.00)	15,507,822.15	1,169,041.46	9,812,016.20	0.00	5,695,805.95	37%
SALARIES HOURLY STAFF	1,859,091.00	0.00	1,859,091.00	125,532.59	1,072,243.87	0.00	786,847.13	42%
<b>Total Salaries &amp; Wages</b>	<b>17,401,913.15</b>	<b>(35,000.00)</b>	<b>17,366,913.15</b>	<b>1,294,574.05</b>	<b>10,884,260.07</b>	<b>0.00</b>	<b>6,482,653.08</b>	<b>37%</b>
<b>Employee Benefits</b>								
HEALTH INSURANCE	3,827,725.00	10,808.91	3,838,533.91	276,730.47	2,328,204.26	0.00	1,510,329.65	39%
WELLNESS	25,000.00	0.00	25,000.00	50.00	14,950.00	0.00	10,050.00	40%
GROUP LIFE INSURANCE	30,000.00	0.00	30,000.00	3,376.95	23,968.10	0.00	6,031.90	20%
LONG TERM DISABILITY INSURANCE	27,000.00	3,000.00	30,000.00	3,388.36	26,412.73	0.00	3,587.27	12%
UNEMPLOYMENT COMPENSATION	5,000.00	0.00	5,000.00	645.15	645.15	0.00	4,354.85	87%
FICA AND MEDICARE	1,333,159.00	0.00	1,333,159.00	93,196.29	782,507.11	0.00	550,651.89	41%
PERF	2,215,616.00	0.00	2,215,616.00	164,008.06	1,306,438.20	0.00	909,177.80	41%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	0.00	12,845.00	9,175.00	0.00	0%
TUITION ASSISTANCE	8,000.00	500.00	8,500.00	3,353.99	10,089.37	0.00	(1,589.37)	-19%
SALARY ADJUSTMENT	25,000.00	(3,500.00)	21,500.00	0.00	0.00	0.00	21,500.00	100%
<b>Total Employee Benefits</b>	<b>7,518,520.00</b>	<b>10,808.91</b>	<b>7,529,328.91</b>	<b>544,749.27</b>	<b>4,506,059.92</b>	<b>9,175.00</b>	<b>3,014,093.99</b>	<b>40%</b>
<b>Total Services Personal</b>	<b>24,920,433.15</b>	<b>(24,191.09)</b>	<b>24,896,242.06</b>	<b>1,839,323.32</b>	<b>15,390,319.99</b>	<b>9,175.00</b>	<b>9,496,747.07</b>	<b>38%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	975,709.00	301,144.80	1,276,853.80	117,805.79	468,085.24	277,203.95	531,564.61	42%
UNIFORMS	7,000.00	3,212.00	10,212.00	0.00	3,491.46	0.00	6,720.54	66%
<b>Total Office Supplies</b>	<b>982,709.00</b>	<b>304,356.80</b>	<b>1,287,065.80</b>	<b>117,805.79</b>	<b>471,576.70</b>	<b>277,203.95</b>	<b>538,285.15</b>	<b>42%</b>
<b>Operating Supplies</b>								
CLEANING & SANITATION	165,000.00	8,035.11	173,035.11	13,512.50	68,582.79	37,332.14	67,120.18	39%
GASOLINE	40,000.00	1,391.82	41,391.82	1,694.77	13,736.30	5,842.73	21,812.79	53%
<b>Total Operating Supplies</b>	<b>205,000.00</b>	<b>9,426.93</b>	<b>214,426.93</b>	<b>15,207.27</b>	<b>82,319.09</b>	<b>43,174.87</b>	<b>88,932.97</b>	<b>41%</b>
<b>Other Supplies</b>								
LIBRARY SUPPLIES	180,000.00	25,460.69	205,460.69	11,200.36	141,804.34	47,540.70	16,115.65	8%

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 67 %	P.O.	Balance 33 %	% Remaining
NON-CAPITAL FURNITURE & EQUIPMENT	91,900.00	49,319.78	141,219.78	30,424.33	64,969.66	22,455.05	53,795.07	38%
Total Other Supplies	<b>271,900.00</b>	<b>74,780.47</b>	<b>346,680.47</b>	<b>41,624.69</b>	<b>206,774.00</b>	<b>69,995.75</b>	<b>69,910.72</b>	<b>20%</b>
Total Supplies	<b>1,459,609.00</b>	<b>388,564.20</b>	<b>1,848,173.20</b>	<b>174,637.75</b>	<b>760,669.79</b>	<b>390,374.57</b>	<b>697,128.84</b>	<b>38%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	353,650.00	258,240.35	611,890.35	50,930.00	174,469.95	262,113.92	175,306.48	29%
LEGAL SERVICES	219,000.00	19,636.00	238,636.00	22,398.75	176,763.50	0.00	61,872.50	26%
Total Professional Services	<b>572,650.00</b>	<b>277,876.35</b>	<b>850,526.35</b>	<b>73,328.75</b>	<b>351,233.45</b>	<b>262,113.92</b>	<b>237,178.98</b>	<b>28%</b>
<b>Communication &amp; Transportation</b>								
POSTAGE	68,800.00	688.57	69,488.57	518.27	30,365.57	1,616.56	37,506.44	54%
TRAVEL	40,280.00	0.00	40,280.00	1,382.56	14,076.33	0.00	26,203.67	65%
CONFERENCES	100,000.00	0.00	100,000.00	6,567.92	60,809.67	580.00	38,610.33	39%
IN HOUSE CONFERENCE	50,000.00	395.00	50,395.00	947.90	12,391.80	0.00	38,003.20	75%
FREIGHT & EXPRESS	5,500.00	1,000.00	6,500.00	187.91	4,293.11	2,197.57	9.32	0%
DATA COMMUNICATIONS	308,000.00	20,304.34	328,304.34	10,789.38	157,048.58	1,900.00	169,355.76	52%
CELLULAR PHONE	10,600.00	0.00	10,600.00	1,862.12	8,796.45	0.00	1,803.55	17%
Total Communication & Transportation	<b>583,180.00</b>	<b>22,387.91</b>	<b>605,567.91</b>	<b>22,256.06</b>	<b>287,781.51</b>	<b>6,294.13</b>	<b>311,492.27</b>	<b>51%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	0.00	2,250.00	350.21	905.87	0.00	1,344.13	60%
PRINTING	238,550.00	15,632.00	254,182.00	(7,144.00)	86,203.32	10,793.00	157,185.68	62%
Total Printing & Advertising	<b>240,800.00</b>	<b>15,632.00</b>	<b>256,432.00</b>	<b>(6,793.79)</b>	<b>87,109.19</b>	<b>10,793.00</b>	<b>158,529.81</b>	<b>62%</b>
<b>Insurance</b>								
OFFICIAL BONDS	1,000.00	0.00	1,000.00	0.00	975.00	0.00	25.00	3%
AUTOMOBILE	15,004.00	0.00	15,004.00	35.00	7,064.74	0.00	7,939.26	53%
PACKAGE	189,148.00	0.00	189,148.00	10,078.00	91,580.26	0.00	97,567.74	52%
WORKER'S COMPENSATION	160,167.00	23,922.00	184,089.00	0.00	77,314.00	0.00	106,775.00	58%
EXCESS LIABILITY	8,001.00	122.00	8,123.00	0.00	3,468.00	0.00	4,655.00	57%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	(122.00)	15,878.00	0.00	15,306.00	0.00	572.00	4%
CLAIMS, AWARDS, AND INDEMNITIES	25,000.00	0.00	25,000.00	0.00	2,500.00	0.00	22,500.00	90%
BROKERAGE FEE	17,000.00	0.00	17,000.00	0.00	8,500.00	0.00	8,500.00	50%
Total Insurance	<b>431,320.00</b>	<b>23,922.00</b>	<b>455,242.00</b>	<b>10,113.00</b>	<b>206,708.00</b>	<b>0.00</b>	<b>248,534.00</b>	<b>55%</b>

# Indianapolis Marion County Public Library Operating Fund

For the Month Ended August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 67 %	P.O.	Balance 33 %	% Remaining
<b>Utilities</b>								
GAS	115,000.00	11,898.87	126,898.87	1,464.69	52,315.00	74,583.87	0.00	0%
ELECTRICITY	950,000.00	69,710.78	1,019,710.78	79,862.88	587,080.96	432,571.96	57.86	0%
HEAT/STEAM	364,000.00	13,535.04	377,535.04	19,598.80	204,994.72	172,540.32	0.00	0%
COOLING/CHILLED WATER	453,200.00	20,867.93	474,067.93	66,456.95	321,794.96	152,194.47	78.50	0%
WATER	65,000.00	3,579.99	68,579.99	8,063.49	38,397.93	30,182.06	0.00	0%
STORMWATER	13,750.00	0.00	13,750.00	258.72	9,874.42	3,918.80	(43.22)	0%
SEWAGE	72,000.00	4,462.12	76,462.12	10,490.92	43,919.40	32,542.72	0.00	0%
<b>Total Utilities</b>	<b>2,032,950.00</b>	<b>124,054.73</b>	<b>2,157,004.73</b>	<b>186,196.45</b>	<b>1,258,377.39</b>	<b>898,534.20</b>	<b>93.14</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	1,799,900.00	480,371.91	2,280,271.91	125,644.55	1,086,823.36	631,457.17	561,991.38	25%
REP & MAINT-HEATING & AIR	613,000.00	58,439.30	671,439.30	31,913.53	165,320.54	112,866.71	393,252.05	59%
REP & MAINT -AUTO	49,475.00	2,519.93	51,994.93	1,982.30	24,722.44	7,667.79	19,604.70	38%
REP & MAINT-EQUIPMENT	124,500.00	6,039.35	130,539.35	5,239.92	21,779.21	16,655.48	92,104.66	71%
REP & MAINT-COMPUTERS	528,460.00	(1,545.90)	526,914.10	111,589.58	406,986.96	86,337.58	33,589.56	6%
CLEANING	990,751.00	79,729.00	1,070,480.00	69,722.00	593,694.07	425,318.52	51,467.41	5%
<b>Total Repairs &amp; Maintenance</b>	<b>4,106,086.00</b>	<b>625,553.59</b>	<b>4,731,639.59</b>	<b>346,091.88</b>	<b>2,299,326.58</b>	<b>1,280,303.25</b>	<b>1,152,009.76</b>	<b>24%</b>
<b>Rentals</b>								
REAL ESTATE	463,580.00	0.00	463,580.00	12,507.56	287,966.69	0.00	175,613.31	38%
EQUIPMENT RENTAL	66,982.00	4,501.78	71,483.78	9,067.10	43,534.64	14,528.26	13,420.88	19%
<b>Total Rentals</b>	<b>530,562.00</b>	<b>4,501.78</b>	<b>535,063.78</b>	<b>21,574.66</b>	<b>331,501.33</b>	<b>14,528.26</b>	<b>189,034.19</b>	<b>35%</b>
<b>Other Services &amp; Charges</b>								
AUDIT FEES	15,000.00	0.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
DUES & MEMBERSHIPS	57,332.00	1,995.00	59,327.00	499.00	20,831.00	0.00	38,496.00	65%
COMPUTER SERVICES	28,000.00	16,857.98	44,857.98	1,979.95	35,696.92	1,649.00	7,512.06	17%
PAYROLL SERVICES	160,000.00	4,651.22	164,651.22	10,028.03	81,714.27	35,000.00	47,936.95	29%
SECURITY SERVICES	945,069.00	106,356.09	1,051,425.09	71,481.20	512,722.07	382,894.02	155,809.00	15%
TRASH REMOVAL	54,428.00	4,415.22	58,843.22	5,417.62	38,559.81	16,328.41	3,955.00	7%
SNOW REMOVAL	355,000.00	26,574.32	381,574.32	0.00	194,559.24	61,842.91	125,172.17	33%
PROGRAMMING	85,000.00	4,750.00	89,750.00	14,733.24	55,830.32	17,965.80	15,953.88	18%
PROGRAMMING-JUV.	173,500.00	270.00	173,770.00	20,190.00	105,417.61	11,374.00	56,978.39	33%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	1,945.50	8,070.92	2,000.00	19,929.08	66%

**Indianapolis Marion County Public Library**  
**Operating Fund**  
For the Month Ended August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	YTD 67 %	P.O.	Balance 33 %	% Remaining
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	2,250.00	3,000.00	0.00	6,000.00	67%
EVENTS & PR	39,700.00	5,998.00	45,698.00	1,320.00	16,552.81	7,422.00	21,723.19	48%
LAWN & LANDSCAPING	273,312.00	10,075.00	283,387.00	29,092.50	174,236.57	67,042.60	42,107.83	15%
OTHER CONTRACTUAL SERVICES	502,455.00	358,445.89	860,900.89	27,629.57	499,014.57	247,054.17	114,832.15	13%
MATERIALS CONTRACTUAL	2,250,000.00	0.00	2,250,000.00	177,255.91	1,326,386.77	0.00	923,613.23	41%
PROPERTY TAXES	0.00	0.00	0.00	0.00	424.02	0.00	(424.02)	0%
BANK FEES/CREDIT CARD FEES	65,000.00	(4,300.00)	60,700.00	3,657.24	26,636.22	0.00	34,063.78	56%
RECRUITMENT EXPENSES	30,000.00	0.00	30,000.00	752.31	9,177.42	0.00	20,822.58	69%
<b>Total Other Services &amp; Charges</b>	<b>5,072,796.00</b>	<b>536,088.72</b>	<b>5,608,884.72</b>	<b>368,232.07</b>	<b>3,108,830.54</b>	<b>850,572.91</b>	<b>1,649,481.27</b>	<b>29%</b>
<b>Total Other Services &amp; Charges</b>	<b>13,570,344.00</b>	<b>1,630,017.08</b>	<b>15,200,361.08</b>	<b>1,020,999.08</b>	<b>7,930,867.99</b>	<b>3,323,139.67</b>	<b>3,946,353.42</b>	<b>26%</b>
<b>Capital Outlay</b>								
CAPITAL - FURNITURE	0.00	45,264.00	45,264.00	0.00	51,552.26	50,510.84	(56,799.10)	-125%
CAPITAL - EQUIPMENT	85,000.00	105,272.63	190,272.63	0.00	106,819.75	22,632.29	60,820.59	32%
COMPUTER EQUIPMENT	40,000.00	179,672.00	219,672.00	0.00	179,672.00	0.00	40,000.00	18%
BOOKS & MATERIALS	3,300,000.00	1,486.97	3,301,486.97	300,732.56	2,352,662.86	3,486.97	945,337.14	29%
UNPROCESSED PAPERBACK BOOKS	126,000.00	21,546.81	147,546.81	13,976.34	50,178.55	67,663.95	29,704.31	20%
VEHICLES	0.00	60,695.00	60,695.00	0.00	22,627.35	0.00	38,067.65	63%
<b>Total Capital Outlay</b>	<b>3,551,000.00</b>	<b>413,937.41</b>	<b>3,964,937.41</b>	<b>314,708.90</b>	<b>2,763,512.77</b>	<b>144,294.05</b>	<b>1,057,130.59</b>	<b>27%</b>
<b>Total Expenses</b>	<b>43,501,386.15</b>	<b>2,408,327.60</b>	<b>45,909,713.75</b>	<b>3,349,669.05</b>	<b>26,845,370.54</b>	<b>3,866,983.29</b>	<b>15,197,359.92</b>	<b>33%</b>

# Indianapolis Marion County Public Library Bond and Interest Redemption Fund

For the Month Ended August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Other Services &amp; Charges</b>								
BOND EXPENSES	9,140,000.00	0.00	9,140,000.00	0.00	7,410,000.00	0.00	1,730,000.00	19%
INTEREST EXPENSE	2,180,496.00	0.00	2,180,496.00	0.00	1,650,603.76	0.00	529,892.24	24%
BANK FEES/CREDIT CARD FEES	4,750.00	0.00	4,750.00	0.00	1,500.00	0.00	3,250.00	68%
<b>Total Other Services &amp; Charges</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>9,062,103.76</b>	<b>0.00</b>	<b>2,263,142.24</b>	<b>20%</b>
<b>Total Other Services &amp; Charges</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>9,062,103.76</b>	<b>0.00</b>	<b>2,263,142.24</b>	<b>20%</b>
<b>Total Expenses</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>11,325,246.00</b>	<b>0.00</b>	<b>9,062,103.76</b>	<b>0.00</b>	<b>2,263,142.24</b>	<b>20%</b>

# Indianapolis Marion County Public Library Bond and Interest Redemption Fund II

For the Month Ended August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Other Services &amp; Charges</b>								
BOND REDEMPTION EXPENSES	30,000.00	0.00	30,000.00	0.00	10,000.00	0.00	20,000.00	67%
INTEREST EXPENSE	360,393.00	0.00	360,393.00	0.00	180,708.94	0.00	179,684.06	50%
<b>Total Other Services &amp; Charges</b>	<b>390,393.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>0.00</b>	<b>190,708.94</b>	<b>0.00</b>	<b>199,684.06</b>	<b>51%</b>
<b>Total Other Services &amp; Charges</b>	<b>390,393.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>0.00</b>	<b>190,708.94</b>	<b>0.00</b>	<b>199,684.06</b>	<b>51%</b>
<b>Total Expenses</b>	<b>390,393.00</b>	<b>0.00</b>	<b>390,393.00</b>	<b>0.00</b>	<b>190,708.94</b>	<b>0.00</b>	<b>199,684.06</b>	<b>51%</b>

**Indianapolis Marion County Public Library**  
**Capital Projects Fund**  
For the Month August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	0.00	121,239.16	121,239.16	0.00	78,669.16	42,570.00	0.00	0%
<b>Total Office Supplies</b>	<b>0.00</b>	<b>121,239.16</b>	<b>121,239.16</b>	<b>0.00</b>	<b>78,669.16</b>	<b>42,570.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	0.00	3,041.63	3,041.63	0.00	3,041.63	0.00	0.00	0%
<b>Total Other Supplies</b>	<b>0.00</b>	<b>3,041.63</b>	<b>3,041.63</b>	<b>0.00</b>	<b>3,041.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Supplies</b>	<b>0.00</b>	<b>124,280.79</b>	<b>124,280.79</b>	<b>0.00</b>	<b>81,710.79</b>	<b>42,570.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	0.00	23,000.00	23,000.00	4,100.00	23,000.00	0.00	0.00	0%
<b>Total Professional Services</b>	<b>0.00</b>	<b>23,000.00</b>	<b>23,000.00</b>	<b>4,100.00</b>	<b>23,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	0.00	91,727.00	91,727.00	0.00	76,027.00	15,700.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>0.00</b>	<b>91,727.00</b>	<b>91,727.00</b>	<b>0.00</b>	<b>76,027.00</b>	<b>15,700.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
OTHER CONTRACTUAL SERVICES	0.00	5,600.00	5,600.00	0.00	5,600.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>5,600.00</b>	<b>5,600.00</b>	<b>0.00</b>	<b>5,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>120,327.00</b>	<b>120,327.00</b>	<b>4,100.00</b>	<b>104,627.00</b>	<b>15,700.00</b>	<b>0.00</b>	<b>0%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	0.00	64,467.00	64,467.00	0.00	64,467.00	0.00	0.00	0%
COMPUTER EQUIPMENT	0.00	30,493.96	30,493.96	0.00	30,493.96	0.00	0.00	0%
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>94,960.96</b>	<b>94,960.96</b>	<b>0.00</b>	<b>94,960.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

**Indianapolis Marion County Public Library**  
**Capital Projects Fund**  
For the Month August 31, 2017

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
Total Expenses	0.00	339,568.75	339,568.75	4,100.00	281,298.75	58,270.00	0.00	0%



**Indianapolis Marion County Public Library**  
**Income Statement - Rainy Day Fund**  
For the Month Ended August 31, 2017

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	26,000.00	0.00	26,000.00	4,472.35	35,852.85	0.00	9,852.85	37.90%
<b>Total Other Revenue</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>4,472.35</b>	<b>35,852.85</b>	<b>0.00</b>	<b>9,852.85</b>	<b>37.90%</b>
<b>Total Revenues</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>4,472.35</b>	<b>35,852.85</b>	<b>0.00</b>	<b>9,852.85</b>	<b>37.90%</b>
<b>Expenses</b>								
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	150,000.00	679,125.36	829,125.36	30,620.60	251,556.04	577,569.32	0.00	0.00%
ENGINEERING & ARCHITECTURAL	0.00	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00	0.00%
LEGAL SERVICES	150,000.00	(57,417.36)	92,582.64	9,623.00	37,087.61	8,720.00	46,775.03	50.52%
<b>Total Professional Services</b>	<b>300,000.00</b>	<b>625,208.00</b>	<b>925,208.00</b>	<b>40,243.60</b>	<b>288,643.65</b>	<b>589,789.32</b>	<b>46,775.03</b>	<b>5.06%</b>
<b>Printing &amp; Advertising</b>								
OUTSIDE PRINTING	0.00	215.00	215.00	0.00	215.00	0.00	0.00	0.00%
<b>Total Printing &amp; Advertising</b>	<b>0.00</b>	<b>215.00</b>	<b>215.00</b>	<b>0.00</b>	<b>215.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Other Services &amp; Charges</b>								
OTHER CONTRACTUAL SERVICES	0.00	35,000.00	35,000.00	500.00	3,000.00	32,000.00	0.00	0.00%
PROPERTY TAXES	0.00	2,277.36	2,277.36	0.00	2,277.36	0.00	0.00	0.00%
<b>Total Other Services &amp; Charges</b>	<b>0.00</b>	<b>37,277.36</b>	<b>37,277.36</b>	<b>500.00</b>	<b>5,277.36</b>	<b>32,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Other Services &amp; Charges</b>	<b>300,000.00</b>	<b>662,700.36</b>	<b>962,700.36</b>	<b>40,743.60</b>	<b>294,136.01</b>	<b>621,789.32</b>	<b>46,775.03</b>	<b>4.86%</b>
<b>Capital Outlay</b>								
LAND	700,000.00	(6,974.00)	693,026.00	0.00	344,342.45	227,500.00	121,183.55	17.49%
<b>Total Capital Outlay</b>	<b>700,000.00</b>	<b>(6,974.00)</b>	<b>693,026.00</b>	<b>0.00</b>	<b>344,342.45</b>	<b>227,500.00</b>	<b>121,183.55</b>	<b>17.49%</b>
<b>Total Expenses</b>	<b>1,000,000.00</b>	<b>655,726.36</b>	<b>1,655,726.36</b>	<b>40,743.60</b>	<b>638,478.46</b>	<b>849,289.32</b>	<b>167,958.58</b>	<b>10.14%</b>

# Indianapolis Marion County Public Library

## Income Statement - Library Improvement Reserve Fund

For the Month Ended August 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	Actual MTD	Actual YTD	Open P.O.	Balance	% Remaining
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	18,000.00	0.00	18,000.00	2,268.01	17,649.07	0.00	350.93	1.95%
<b>Total Other Revenue</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>2,268.01</b>	<b>17,649.07</b>	<b>0.00</b>	<b>350.93</b>	<b>1.95%</b>
<b>Total Revenues</b>	<b>18,000.00</b>	<b>0.00</b>	<b>18,000.00</b>	<b>2,268.01</b>	<b>17,649.07</b>	<b>0.00</b>	<b>350.93</b>	<b>1.95%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	3,080.96	(3,080.96)	0.00%
<b>Total Other Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,080.96</b>	<b>(3,080.96)</b>	<b>0.00%</b>
<b>Total Supplies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,080.96</b>	<b>(3,080.96)</b>	<b>0.00%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	600,000.00	0.00	600,000.00	0.00	0.00	0.00	600,000.00	100.00%
COMPUTER SOFTWARE	0.00	594,331.25	594,331.25	45,986.60	287,100.80	307,230.45	0.00	0.00%
<b>Total Capital Outlay</b>	<b>600,000.00</b>	<b>594,331.25</b>	<b>1,194,331.25</b>	<b>45,986.60</b>	<b>287,100.80</b>	<b>307,230.45</b>	<b>600,000.00</b>	<b>50.24%</b>
<b>Total Expenses</b>	<b>600,000.00</b>	<b>594,331.25</b>	<b>1,194,331.25</b>	<b>45,986.60</b>	<b>287,100.80</b>	<b>310,311.41</b>	<b>596,919.04</b>	<b>49.98%</b>

**Indianapolis Marion County Public Library  
Status of the Treasury  
Investment Report  
August 31, 2017**

**Chase Savings Account**

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

The average savings account rate for August was 0.28%

**Fifth Third Bank Investment Account**

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

The average investment account rate for August was 0.91%

**Hoosier Fund Account Income**

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

The average Hoosier Fund account rate for August was 0.79%

**TrustIndiana**

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

The average TrustIndiana account rate for August was 1.09%

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

	Balance July 31, 2017	Interest Earned July 31, 2017
Operating Fund	\$ 362,800	\$ 86
Library Improvement Reserve Fd	\$ 619	0
Shared System Fund	\$ 46,073	11
Grant Fund	\$ 36,814	9
Parking Garage	\$ 4,039	1
Capital Projects Fund	\$ -	-
Bond & Interest Redemption Fd	\$ -	-
<b>Total Chase Savings Account</b>	<b>\$ 450,346</b>	<b>\$ 107</b>

The average savings account rate for July was 0.28%

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

	Balance July 31, 2017	Interest Earned July 31, 2017
Operating Fund	\$ 3,560,984	\$ 2,763
Library Improvement Reserve Fd	\$ 2,975,875	2,309
Shared System Fund	\$ 307,313	238
Gift Fund	\$ 512,188	397
Construction Fund	\$ 239,231	186
Capital Projects Fund	\$ 286	0
Parking Garage	\$ 201,080	156
Rainy Day Fund	\$ 5,718,728	4,437
Bond & Interest Redemption Fd	\$ 1,024,375	795
<b>Total Fifth Third Bank</b>	<b>\$ 14,540,059</b>	<b>\$ 11,280</b>

The average investment account rate for July was .93%

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

	Balance July 31, 2017	Interest Earned July 31, 2017
Operating Fund	\$ 1,526,036	\$ 1,023
Capital Projects	\$ 70	70
Rainy Day Fund	\$ 170,547	114
2017 Brightwood	\$ 5,518,424	3,700
<b>Total Hoosier Fund Account</b>	<b>\$ 7,215,076</b>	<b>\$ 4,908</b>

The average Hoosier Fund account rate for July was 0.79%

**Previous Month's TrustIndiana**

	Balance July 31, 2017	Interest Earned July 31, 2017
Operating Fund	\$ 11,769	\$ 11
2015 RFID Project Fund	\$ 1,250,000	-
2016 Michigan Road Project Fund	\$ 7,032,869	6,294
Bond & Interest Redemption Fd	\$ 417,211	1,492
<b>Total TrustIndiana Account</b>	<b>\$ 8,711,849</b>	<b>\$ 7,796</b>

The average TrustIndiana account rate for July was 1.06%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
STATUS OF THE TREASURY  
CASH BALANCES  
August 31, 2017

	----- Checking and Savings Account Activity - Chase -----						Total All Balances 8/31/2017
	Prior Year All Balances 8/31/2016	Beginning Balance 7/31/2017	Current Month Receipts	Current Month Disbursements	Ending Balance 8/31/2017	Investments 8/31/2017	
<b>TOTAL ALL FUNDS</b>	29,915,337.35	14,177,446.74	1,224,099.68	4,692,083.25	10,709,463.17	30,490,933.89	41,200,397.06
<b>OPERATING FUND</b>	13,582,927.36	10,872,869.89	540,467.22	3,449,222.11	7,964,115.00	5,102,534.76	13,066,649.76
Current Year			540,467.22	3,449,222.11			
Investments					-		
<b>CAPITAL PROJECTS FUND</b>	938,806.12	189,821.52	-	4,100.00	185,721.52	356.40	186,077.92
Current Year			-	4,100.00			
Investments			-		-		
<b>BOND &amp; INTEREST REDEMPTION FUND</b>	2,261,085.63	537,884.02	-	-	537,884.02	1,443,904.64	1,981,788.66
Current Year			-	-			
Investments			-	-			
<b>BOND &amp; INTEREST REDEMPTION FUND II</b>	-	44,834.57	-	-	44,834.57		44,834.57
Current Year			-	-			
Investments			-	-			
<b>CONSTRUCTION FUND</b>	351,693.54	22,248.34	-	-	22,248.34	239,413.22	261,661.56
Current Year			-	-			
Investments			-	-			
<b>RAINY DAY FUND</b>	4,057,909.55	58,100.39	-	40,743.60	17,356.79	5,893,747.38	5,911,104.17
Current Year			-	40,743.60			
Investments					-		
<b>LIBRARY IMPROVEMENT RESERVE FUND</b>	3,114,062.79	115,038.51	0.15	45,986.60	69,052.06	2,978,143.35	3,047,195.41
Current Year			0.15	45,986.60			
Investments							
<b>2014 MULTI-BRANCH IMPROVEMENT</b>	2,170,452.96	19,987.52	-	1,975.00	18,012.52	-	18,012.52
Current Year			-	1,975.00			
Investments			-		-		
<b>2015 RFID BOOKS &amp; MATERIALS PROJECT</b>	1,706,980.89	26,220.89	-	2,410.95	23,809.94	1,250,000.00	1,273,809.94
Current Year			-	2,410.95			
Investments			-		-		
<b>2016 MICHIGAN ROAD</b>	-	174,678.91	-	109,905.00	64,773.91	7,039,356.92	7,104,130.83
Current Year			-	109,905.00			
<b>2017 BRIGHTWOOD</b>	-	342,343.50	-	6,387.53	335,955.97	5,522,119.31	5,858,075.28
Current Year			-	6,387.53			
Investments			-		-		
<b>PARKING GARAGE FUND</b>	177,633.71	377,404.57	19,594.56	6,345.09	390,654.04	201,233.37	591,887.41
Current Year			19,594.56	6,345.09			
<b>GIFT FUND</b>	680,619.44	222,534.92	105,754.47	128,179.09	200,110.30	512,577.83	712,688.13
Current Year			105,754.47	128,179.09			
<b>GRANT FUND</b>	295,213.13	940,062.88	140,990.75	476,393.23	604,660.40		604,660.40
Current Year			140,990.75	476,393.23			
<b>OTHER FUNDS &amp; ACTIVITY:</b>							
<b>PAYROLL DEDUCTIONS</b>	77,526.22	79,126.18	408,794.87	411,452.31	76,468.74		76,468.74
<b>FOUNDATION AGENCY FUND</b>	3,223.46	8,431.12	837.80	-	9,268.92		9,268.92
<b>STAFF ASSOCIATION AGENCY FUND</b>	2.00	18.00	3.50	-	21.50		21.50
<b>SALES TAX AGENCY FUND</b>	1,223.88	1,691.33	1,036.47	1,691.33	1,036.47		1,036.47
<b>PLAC CARD AGENCY FUND</b>	9,643.80	18,415.55	3,835.00		22,250.55		22,250.55
<b>SHARED SYSTEM</b>	486,332.87	125,734.13	2,784.89	7,291.41	121,227.61	307,546.71	428,774.32

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended August 31, 2017

	<b>Original Budget</b>	<b>Budget Adjust.</b>	<b>Adjust. Budget</b>	<b>Actual MTD</b>	<b>Actual YTD</b>	<b>Open P.O.</b>	<b>Balance</b>	<b>%</b>
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	100.00	0.00	100.00	154.20	1,216.37	0.00	1,116.37	1,116.37%
PARKING GARAGE REVENUE	300,000.00	0.00	300,000.00	7,858.60	317,067.10	0.00	17,067.10	5.69%
Events Parking	10,000.00	0.00	10,000.00	1,185.00	7,130.00	0.00	(2,870.00)	(28.70)%
<b>Total Other Revenue</b>	<b>310,100.00</b>	<b>0.00</b>	<b>310,100.00</b>	<b>9,197.80</b>	<b>325,413.47</b>	<b>0.00</b>	<b>15,313.47</b>	<b>4.94%</b>
<b>Total Revenues</b>	<b>310,100.00</b>	<b>0.00</b>	<b>310,100.00</b>	<b>9,197.80</b>	<b>325,413.47</b>	<b>0.00</b>	<b>15,313.47</b>	<b>4.94%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
PRINTING SUPPLIES	3,000.00	0.00	3,000.00	0.00	234.00	0.00	2,766.00	92.20%
OTHER OFFICE SUPPLIES	5,000.00	371.74	5,371.74	282.00	3,205.34	371.74	1,794.66	33.41%
UNIFORMS	100.00	0.00	100.00	0.00	99.60	0.00	0.40	0.40%
<b>Total Office Supplies</b>	<b>8,100.00</b>	<b>371.74</b>	<b>8,471.74</b>	<b>282.00</b>	<b>3,538.94</b>	<b>371.74</b>	<b>4,561.06</b>	<b>53.84%</b>
<b>Total Supplies</b>	<b>8,100.00</b>	<b>371.74</b>	<b>8,471.74</b>	<b>282.00</b>	<b>3,538.94</b>	<b>371.74</b>	<b>4,561.06</b>	<b>53.84%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	0.00	26,770.00	26,770.00	0.00	24,252.68	2,517.32	0.00	0.00%
LEGAL SERVICES	0.00	495.00	495.00	0.00	495.00	0.00	0.00	0.00%
<b>Total Professional Services</b>	<b>0.00</b>	<b>27,265.00</b>	<b>27,265.00</b>	<b>0.00</b>	<b>24,747.68</b>	<b>2,517.32</b>	<b>0.00</b>	<b>0.00%</b>
<b>Communication &amp; Transportation</b>								
TELEPHONE	4,000.00	0.00	4,000.00	625.83	2,500.17	0.00	1,499.83	37.50%
DATA COMMUNICATIONS	700.00	0.00	700.00	53.01	291.32	0.00	408.68	58.38%
<b>Total Communication &amp; Transportation</b>	<b>4,700.00</b>	<b>0.00</b>	<b>4,700.00</b>	<b>678.84</b>	<b>2,791.49</b>	<b>0.00</b>	<b>1,908.51</b>	<b>40.61%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - Parking Garage**  
For the Month Ended August 31, 2017

	<b>Original Budget</b>	<b>Budget Adjust.</b>	<b>Adjust. Budget</b>	<b>Actual MTD</b>	<b>Actual YTD</b>	<b>Open P.O.</b>	<b>Balance</b>	<b>%</b>
<b>Insurance</b>								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	440.00	3,511.00	0.00	2,489.00	41.48%
<b>Total Insurance</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>440.00</b>	<b>3,511.00</b>	<b>0.00</b>	<b>2,489.00</b>	<b>41.48%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	20,000.00	(495.00)	19,505.00	0.00	0.00	0.00	19,505.00	100.00%
REP & MAINT-HEATING & AIR	22,315.00	14,585.00	36,900.00	0.00	14,585.00	0.00	22,315.00	60.47%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	0.00	6,928.18	0.00	13,071.82	65.36%
<b>Total Repairs &amp; Maintenance</b>	<b>62,315.00</b>	<b>14,090.00</b>	<b>76,405.00</b>	<b>0.00</b>	<b>21,513.18</b>	<b>0.00</b>	<b>54,891.82</b>	<b>71.84%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	300.00	0.00	300.00	0.00	0.00	0.00	300.00	100.00%
<b>Total Rentals</b>	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>100.00%</b>
<b>Other Services &amp; Charges</b>								
PARKING GARAGE CONTRACTUAL	12,000.00	0.00	12,000.00	1,000.00	8,000.00	0.00	4,000.00	33.33%
CLEANING SERVICES	6,000.00	0.00	6,000.00	0.00	5,114.34	0.00	885.66	14.76%
OTHER CONTRACTUAL SERVICES	70,000.00	4,800.00	74,800.00	3,327.32	31,307.06	4,800.00	38,692.94	51.73%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	616.93	5,038.62	0.00	2,461.38	32.82%
<b>Total Other Services &amp; Charges</b>	<b>95,500.00</b>	<b>4,800.00</b>	<b>100,300.00</b>	<b>4,944.25</b>	<b>49,460.02</b>	<b>4,800.00</b>	<b>46,039.98</b>	<b>45.90%</b>
<b>Total Other Services &amp; Charges</b>	<b>168,815.00</b>	<b>46,155.00</b>	<b>214,970.00</b>	<b>6,063.09</b>	<b>102,023.37</b>	<b>7,317.32</b>	<b>105,629.31</b>	<b>49.14%</b>
<b>Total Expenses</b>	<b>176,915.00</b>	<b>46,526.74</b>	<b>223,441.74</b>	<b>6,345.09</b>	<b>105,562.31</b>	<b>7,689.06</b>	<b>110,190.37</b>	<b>49.32%</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>133,185.00</b>	<b>(46,526.74)</b>	<b>86,658.26</b>	<b>2,852.71</b>	<b>219,851.16</b>	<b>(7,689.06)</b>	<b>125,503.84</b>	<b>144.83%</b>

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

	<u>ACTUAL</u> <u>JANUARY</u>	<u>ACTUAL</u> <u>FEBRUARY</u>	<u>ACTUAL</u> <u>MARCH</u>	<u>ACTUAL</u> <u>APRIL</u>	<u>ACTUAL</u> <u>MAY</u>	<u>ACTUAL</u> <u>JUNE</u>	<u>ACTUAL</u> <u>JULY</u>	<u>ACTUAL</u> <u>AUGUST</u>	<u>PROJECTED</u> <u>SEPTEMBER</u>	<u>PROJECTED</u> <u>OCTOBER</u>	<u>PROJECTED</u> <u>NOVEMBER</u>	<u>PROJECTED</u> <u>DECEMBER</u>	<u>PROJECTED</u> <u>Y-T-D</u>	<u>ORIGINAL</u> <u>BUDGET</u>	<u>Variance</u>
<b>Beginning Balance</b>	<b>\$ 16,235,848</b>	<b>\$ 13,600,375</b>	<b>\$ 10,558,264</b>	<b>\$ 7,764,924</b>	<b>\$ 6,080,353</b>	<b>\$ 8,688,133</b>	<b>\$ 18,658,365</b>	<b>\$ 15,971,658</b>	<b>\$ 13,066,650</b>	<b>\$ 10,006,692</b>	<b>\$ 8,231,898</b>	<b>\$ 10,103,051</b>	<b>\$ 16,235,848</b>	<b>\$ 16,235,848</b>	
<b>Receipts:</b>															
Property Tax	-	-	31,231	1,000,000	5,100,000	11,623,828	-	-	-	1,218,000	4,910,000	8,903,637	32,786,696	32,677,471	109,225
Excise Tax	-	-	-	-	-	1,383,229	-	-	-	-	-	1,383,229	2,766,458	2,766,458	-
Financial Institution Tax	-	-	-	-	-	149,934	-	-	-	-	-	149,934	299,868	299,868	-
Commercial Vehicle Tax	-	-	-	-	-	127,909	-	-	-	-	-	127,909	255,818	255,818	-
In-Lieu-of Taxes	-	-	-	-	-	12,686	-	-	-	-	-	12,686	25,372	25,372	-
Local Option Income Tax (LOIT)	306,448	306,448	306,448	306,448	306,721	306,721	306,721	306,721	306,721	306,721	306,721	306,721	3,679,559	3,592,319	87,240
County Option Income Tax (COIT)	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	16,851	202,211	202,211	0
Fines	66,541	63,917	72,572	53,684	62,030	69,312	62,448	58,179	62,362	62,362	62,362	62,362	758,131	748,340	9,791
Photocopier	-	124	-	-	-	-	-	87	-	-	-	-	211	-	211
Printers	15,993	32,747	35,912	26,794	27,177	30,470	24,466	31,700	16,875	16,875	16,875	16,875	292,759	202,500	90,259
Fax Transmissions	3,646	4,202	4,466	4,054	4,776	5,023	4,942	5,538	1,250	1,250	1,250	1,250	41,647	15,000	26,647
Headsets	589	551	643	505	667	641	693	682	500	500	500	500	6,971	6,000	971
USB	467	446	537	570	465	458	439	561	449	425	439	571	5,827	6,000	(173)
PLAC Dist.	-	-	-	-	-	85,820	-	-	-	-	-	-	85,820	79,000	6,820
Interest income	3,077	3,821	4,453	4,496	3,641	3,685	3,883	3,833	2,266	2,486	2,511	1,667	39,819	26,000	13,819
Library totes	135	153	196	101	172	467	238	155	193	168	129	167	2,274	2,500	(226)
Other Card Revenue	1,232	-	1,432	959	1,167	690	335	901	884	1,006	1,015	3,000	12,621	12,000	621
Miscellaneous	81	1,307	112	1,047	(247)	1,907	153	284	350	300	665	400	6,359	6,000	359
Proctoring Exams	125	75	335	400	495	745	1,150	329	200	275	260	200	4,589	5,000	(411)
Facility Rental	31,654	23,574	16,540	18,066	28,823	25,776	32,546	16,168	25,000	30,000	29,130	2,500	279,776	195,000	84,776
Catering Commission	11,190	-	2,143	236	4,035	5,585	6,150	-	7,500	6,800	13,000	3,500	60,139	85,000	(24,861)
Café Revenue	516	1,006	-	758	764	507	562	-	468	548	554	684	6,367	5,000	1,367
Shared System Projects	-	-	70,382	-	-	-	-	-	-	-	-	-	70,382	60,000	10,382
Reimbursement for Services	3,459	44,370	13,145	44,170	-	2,688	-	939	233	744	5,000	30,203	144,951	206,640	(61,689)
Insurance Reimbursement	2,046	40	1,460	3,849	2,692	-	-	-	-	-	-	-	10,087	250,000	(239,913)
Refunds	-	24	79	24	-	-	-	36,051	-	-	3	-	36,181	5,000	31,181
Erate Revenue	67,635	12,234	12,234	12,234	-	24,467	-	-	-	24,350	40,000	42,000	235,154	215,000	20,154
Grants/Contributions	-	-	-	-	-	-	200,000	-	-	-	-	-	200,000	200,000	-
Sale of surplus property	-	-	2,018	-	-	-	150	1,675	2,000	-	2,000	-	7,843	5,000	2,843
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>531,685</b>	<b>511,889</b>	<b>593,188</b>	<b>1,495,245</b>	<b>5,560,229</b>	<b>13,879,399</b>	<b>661,726</b>	<b>480,653</b>	<b>444,102</b>	<b>1,689,661</b>	<b>5,409,265</b>	<b>11,066,846</b>	<b>42,323,890</b>	<b>42,154,497</b>	<b>169,393</b>
<b>Expenditures:</b>															
Personal Services & Benefits	1,862,896	1,774,754	1,791,785	1,820,783	1,809,855	2,636,137	1,854,787	1,839,323	1,850,000	1,850,000	1,775,000	2,604,538	23,469,858	24,933,242	1,463,384
Supplies	63,939	46,510	59,227	116,471	49,963	73,450	177,779	174,638	190,000	175,000	174,390	190,000	1,491,367	1,883,329	391,962
Other Services and Charges	891,742	1,185,841	1,151,441	974,402	777,798	970,593	958,053	1,057,024	1,200,000	1,200,000	1,200,000	1,300,000	12,866,894	15,463,498	2,596,604
Library Materials Capital Outlay	348,581	546,895	384,076	268,160	314,833	228,987	357,814	314,676	264,060	239,455	388,722	337,122	3,993,382	3,905,187	(88,195)
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,167,158</b>	<b>3,554,000</b>	<b>3,386,529</b>	<b>3,179,816</b>	<b>2,952,449</b>	<b>3,909,167</b>	<b>3,348,433</b>	<b>3,385,661</b>	<b>3,504,060</b>	<b>3,464,455</b>	<b>3,538,112</b>	<b>4,431,660</b>	<b>41,821,501</b>	<b>46,185,256</b>	<b>4,363,755</b>
<b>Ending Balance</b>	<b>\$ 13,600,375</b>	<b>\$ 10,558,264</b>	<b>\$ 7,764,924</b>	<b>\$ 6,080,353</b>	<b>\$ 8,688,133</b>	<b>\$ 18,658,365</b>	<b>\$ 15,971,658</b>	<b>\$ 13,066,650</b>	<b>\$ 10,006,692</b>	<b>\$ 8,231,898</b>	<b>\$ 10,103,051</b>	<b>\$ 16,738,237</b>	<b>\$ 16,738,237</b>	<b>\$ 12,205,089</b>	

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	PROJECTED SEPTEMBER	PROJECTED OCTOBER	PROJECTED NOVEMBER	PROJECTED DECEMBER	TOTAL	BUDGET	VARIANCE
<b>Total Beginning Funds</b>	\$ 4,813,972	\$ 1,460,905	\$ 1,462,556	\$ 1,464,431	\$ 1,466,231	\$ 1,467,459	\$ 5,431,120	\$ 1,979,470	\$ 1,981,789	\$ 1,983,382	\$ 1,985,130	\$ 2,386,279	\$ 4,813,972	\$ 4,813,972	

**Sources of Funds**

<b>Receipts:</b>															
Property Tax	-	-	-	-	-	5,790,670	-	-	-	-	400,000	5,017,479	11,208,149	10,834,957	373,192
Excise Tax	-	-	-	-	-	348,558	-	-	-	-	-	304,656	653,214	609,311	43,903
Financial Institution Tax	-	-	-	-	-	38,127	-	-	-	-	-	40,364	78,491	80,727	(2,236)
Commercial Vehicle Tax	-	-	-	-	-	32,527	-	-	-	-	-	39,055	71,582	78,110	(6,528)
In Lieu. Of Prop. Tax	-	-	-	-	-	3,988	-	-	-	-	-	3,076	7,064	6,152	912
Interest income	2,082	1,651	1,875	1,800	1,978	2,059	2,287	2,319	1,593	1,748	1,899	400	21,691	7,000	14,691
Refunds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>2,082</b>	<b>1,651</b>	<b>1,875</b>	<b>1,800</b>	<b>1,978</b>	<b>6,215,929</b>	<b>2,287</b>	<b>2,319</b>	<b>1,593</b>	<b>1,748</b>	<b>401,899</b>	<b>5,405,030</b>	<b>12,040,191</b>	<b>11,616,257</b>	423,934

**Uses of Funds**

<b>Expenditures:</b>															
2009 Bond Principal Payment	215,000	-	-	-	-	-	1,445,000	-	-	-	-	-	1,660,000	1,660,000	-
2010 Bond Principal Payment	1,110,000	-	-	-	-	-	1,105,000	-	-	-	-	-	2,215,000	2,215,000	-
2011 Bond Principal Payment	385,000	-	-	-	-	-	385,000	-	-	-	-	-	770,000	770,000	-
2012 Bond Principal Payment	1,075,000	-	-	-	-	-	-	-	-	-	-	-	1,075,000	1,075,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,165,000	-	-	-	-	-	1,200,000	2,365,000	2,365,000	-
2014 Bond Principal Payment	-	-	-	-	-	25,000	-	-	-	-	-	25,000	50,000	50,000	-
2015 Bond Principal Payment	-	-	-	-	-	500,000	-	-	-	-	-	505,000	1,005,000	1,005,000	-
2016 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2017 Bond Principal Payment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bond Interest Payment	569,399	-	-	-	-	562,268	518,937	-	-	-	-	529,893	2,180,497	2,180,496	(1)
Bank Fees & Other Expenses	750	-	-	-	750	-	-	-	-	-	750	400	2,650	4,750	2,100
<b>Total Expenditures</b>	<b>3,355,149</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,252,268</b>	<b>3,453,937</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>750</b>	<b>2,260,293</b>	<b>11,323,147</b>	<b>11,325,246</b>	2,099
<b>Total Ending Funds</b>	<b>\$ 1,460,905</b>	<b>\$ 1,462,556</b>	<b>\$ 1,464,431</b>	<b>\$ 1,466,231</b>	<b>\$ 1,467,459</b>	<b>\$ 5,431,120</b>	<b>\$ 1,979,470</b>	<b>\$ 1,981,789</b>	<b>\$ 1,983,382</b>	<b>\$ 1,985,130</b>	<b>\$ 2,386,279</b>	<b>\$ 5,531,016</b>	<b>\$ 5,531,016</b>	<b>\$ 5,104,983</b>	



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

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

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended August 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>43 - 2014 Multi-Branch Facility Improvements - Series One</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	6,123.50	0.00	6,123.50	0.00	229.65	0.00	5,893.85	96%
<b>Total Other Revenue</b>	<b>6,123.50</b>	<b>0.00</b>	<b>6,123.50</b>	<b>0.00</b>	<b>229.65</b>	<b>0.00</b>	<b>5,893.85</b>	<b>96%</b>
<b>Total Revenues</b>	<b>6,123.50</b>	<b>0.00</b>	<b>6,123.50</b>	<b>0.00</b>	<b>229.65</b>	<b>0.00</b>	<b>5,893.85</b>	<b>96%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	6,427.21	28,215.83	34,643.04	0.00	27,392.40	650.00	6,600.64	19%
<b>Total Office Supplies</b>	<b>6,427.21</b>	<b>28,215.83</b>	<b>34,643.04</b>	<b>0.00</b>	<b>27,392.40</b>	<b>650.00</b>	<b>6,600.64</b>	<b>19%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	26,921.01	(26,719.69)	201.32	0.00	0.00	201.32	0.00	0%
<b>Total Other Supplies</b>	<b>26,921.01</b>	<b>(26,719.69)</b>	<b>201.32</b>	<b>0.00</b>	<b>0.00</b>	<b>201.32</b>	<b>0.00</b>	<b>0%</b>
<b>Total Supplies</b>	<b>33,348.22</b>	<b>1,496.14</b>	<b>34,844.36</b>	<b>0.00</b>	<b>27,392.40</b>	<b>851.32</b>	<b>6,600.64</b>	<b>19%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	20,551.27	743.73	21,295.00	0.00	18,795.00	0.00	2,500.00	12%
ENGINEERING & ARCHITECTURAL	4,107.48	22,536.29	26,643.77	0.00	23,008.21	3,635.56	0.00	0%
LEGAL SERVICES	6,820.00	7,850.50	14,670.50	0.00	14,670.50	0.00	0.00	0%
<b>Total Professional Services</b>	<b>31,478.75</b>	<b>31,130.52</b>	<b>62,609.27</b>	<b>0.00</b>	<b>56,473.71</b>	<b>3,635.56</b>	<b>2,500.00</b>	<b>4%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	41.86	(41.86)	0.00	0.00	0.00	0.00	0.00	0%
OUTSIDE PRINTING	732.63	(732.63)	0.00	0.00	0.00	0.00	0.00	0%

**Indianapolis Marion County Public Library**  
**Income Statement - 2014 Bond**  
For the Month Ended August 31, 2017

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>Total Printing &amp; Advertising</b>	<b>774.49</b>	<b>(774.49)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Repairs &amp; Maintenance</b>								
REP & MAINT-STRUCTURE	12,847.35	367.65	13,215.00	1,975.00	13,215.00	0.00	0.00	0%
<b>Total Repairs &amp; Maintenance</b>	<b>12,847.35</b>	<b>367.65</b>	<b>13,215.00</b>	<b>1,975.00</b>	<b>13,215.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Rentals</b>								
REAL ESTATE	0.00	600.00	600.00	0.00	600.00	0.00	0.00	0%
EQUIPMENT RENTAL	0.00	5,210.00	5,210.00	0.00	5,210.00	0.00	0.00	0%
<b>Total Rentals</b>	<b>0.00</b>	<b>5,810.00</b>	<b>5,810.00</b>	<b>0.00</b>	<b>5,810.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	318.93	(318.93)	0.00	0.00	0.00	0.00	0.00	0%
EVENTS & PR	3,448.70	(3,448.70)	0.00	0.00	0.00	0.00	0.00	0%
LAWN & LANDSCAPING	0.00	10,247.50	10,247.50	0.00	9,622.50	625.00	0.00	0%
OTHER CONTRACTUAL SERVICES	1,580.56	8,379.94	9,960.50	0.00	9,960.50	0.00	0.00	0%
BANK FEES/CREDIT CARD FEES	0.00	84.00	84.00	0.00	84.00	0.00	0.00	0%
<b>Total Other Services &amp; Charges</b>	<b>5,348.19</b>	<b>14,943.81</b>	<b>20,292.00</b>	<b>0.00</b>	<b>19,667.00</b>	<b>625.00</b>	<b>0.00</b>	<b>0%</b>
<b>Total Other Services &amp; Charges</b>	<b>50,448.78</b>	<b>51,477.49</b>	<b>101,926.27</b>	<b>1,975.00</b>	<b>95,165.71</b>	<b>4,260.56</b>	<b>2,500.00</b>	<b>2%</b>
<b>Capital Outlay</b>								
BUILDING IMPROVEMENTS & UPGRADES	35,113.52	546,706.86	581,820.38	0.00	572,126.53	0.00	9,693.85	2%
CAPITAL - FURNITURE	33,869.40	(33,869.40)	0.00	0.00	0.00	0.00	0.00	0%
CAPITAL - EQUIPMENT	866.72	25,465.60	26,332.32	0.00	26,332.32	0.00	0.00	0%
<b>Total Capital Outlay</b>	<b>69,849.64</b>	<b>538,303.06</b>	<b>608,152.70</b>	<b>0.00</b>	<b>598,458.85</b>	<b>0.00</b>	<b>9,693.85</b>	<b>2%</b>
<b>Total Expenses</b>	<b>153,646.64</b>	<b>591,276.69</b>	<b>744,923.33</b>	<b>1,975.00</b>	<b>721,016.96</b>	<b>5,111.88</b>	<b>18,794.49</b>	<b>3%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 RFID Bond**  
For the Month Ended August 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>44 - 2015 Bond - RFID Books &amp; Materials Project</b>								
<b>Expenses</b>								
<b>Services Personal</b>								
<b>Salaries &amp; Wages</b>								
SALARIES APPOINTED STAFF	11,297.00	4,660.00	15,957.00	1,836.00	15,957.00	0.00	0.00	0%
<b>Total Salaries &amp; Wages</b>	<b>11,297.00</b>	<b>4,660.00</b>	<b>15,957.00</b>	<b>1,836.00</b>	<b>15,957.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Employee Benefits</b>								
MEDICAL & DENTAL INSURANCE	15,000.00	(5,657.74)	9,342.26	0.00	0.00	0.00	9,342.26	100%
GROUP LIFE INSURANCE	43.75	0.00	43.75	0.00	6.00	0.00	37.75	86%
LONG TERM DISABILITY	26.32	0.00	26.32	0.00	5.38	0.00	20.94	80%
FICA AND MEDICARE	883.94	336.77	1,220.71	140.45	1,220.71	0.00	0.00	0%
PERF	1,604.96	660.97	2,265.93	260.72	2,265.93	0.00	0.00	0%
EMPLOYEE ASSISTANCE PROGRAM	28.00	0.00	28.00	0.00	0.00	0.00	28.00	100%
<b>Total Employee Benefits</b>	<b>17,586.97</b>	<b>(4,660.00)</b>	<b>12,926.97</b>	<b>401.17</b>	<b>3,498.02</b>	<b>0.00</b>	<b>9,428.95</b>	<b>73%</b>
<b>Total Services Personal</b>	<b>28,883.97</b>	<b>0.00</b>	<b>28,883.97</b>	<b>2,237.17</b>	<b>19,455.02</b>	<b>0.00</b>	<b>9,428.95</b>	<b>33%</b>
<b>Supplies</b>								
<b>Office Supplies</b>								
LIBRARY SUPPLIES	31,283.00	1,350.00	32,633.00	0.00	0.00	1,350.00	31,283.00	96%
<b>Total Office Supplies</b>	<b>31,283.00</b>	<b>1,350.00</b>	<b>32,633.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350.00</b>	<b>31,283.00</b>	<b>96%</b>
<b>Total Supplies</b>	<b>31,283.00</b>	<b>1,350.00</b>	<b>32,633.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,350.00</b>	<b>31,283.00</b>	<b>96%</b>
<b>Other Services &amp; Charges</b>								
<b>Communication &amp; Transportation</b>								
TRAVEL	0.00	655.80	655.80	0.00	655.80	0.00	0.00	0%
CELLULAR PHONE	0.00	120.00	120.00	15.00	120.00	0.00	0.00	0%
<b>Total Communication &amp; Transportation</b>	<b>0.00</b>	<b>775.80</b>	<b>775.80</b>	<b>15.00</b>	<b>775.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2015 RFID Bond**  
For the Month Ended August 31, 2017

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	0.00	158.78	158.78	158.78	158.78	0.00	0.00	0%
<b>Total Printing &amp; Advertising</b>	<b>0.00</b>	<b>158.78</b>	<b>158.78</b>	<b>158.78</b>	<b>158.78</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>
<b>Rentals</b>								
EQUIPMENT RENTAL	53,750.25	(934.16)	52,816.09	0.00	0.00	0.00	52,816.09	100%
<b>Total Rentals</b>	<b>53,750.25</b>	<b>(934.16)</b>	<b>52,816.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>52,816.09</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	0.42	(0.42)	0.00	0.00	0.00	0.00	0.00	0%
COMPUTER SERVICES	0.00	7,040.00	7,040.00	0.00	5,500.00	1,540.00	0.00	0%
OTHER CONTRACTUAL SERVICES	51,785.62	253,697.31	305,482.93	0.00	203,562.03	51,675.28	50,245.62	16%
<b>Total Other Services &amp; Charges</b>	<b>51,786.04</b>	<b>260,736.89</b>	<b>312,522.93</b>	<b>0.00</b>	<b>209,062.03</b>	<b>53,215.28</b>	<b>50,245.62</b>	<b>16%</b>
<b>Total Other Services &amp; Charges</b>	<b>105,536.29</b>	<b>260,737.31</b>	<b>366,273.60</b>	<b>173.78</b>	<b>209,996.61</b>	<b>53,215.28</b>	<b>103,061.71</b>	<b>28%</b>
<b>Capital Outlay</b>								
CAPITAL - EQUIPMENT	1,074,471.00	128,925.00	1,203,396.00	0.00	127,925.00	56,965.00	1,018,506.00	85%
<b>Total Capital Outlay</b>	<b>1,074,471.00</b>	<b>128,925.00</b>	<b>1,203,396.00</b>	<b>0.00</b>	<b>127,925.00</b>	<b>56,965.00</b>	<b>1,018,506.00</b>	<b>85%</b>
<b>Total Expenses</b>	<b>1,240,174.26</b>	<b>391,012.31</b>	<b>1,631,186.57</b>	<b>2,410.95</b>	<b>357,376.63</b>	<b>111,530.28</b>	<b>1,162,279.66</b>	<b>71%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2016 Bond**  
For the Month Ended August 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>46 - 2016 Bond - Michigan Road</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
INTEREST INCOME	29,660.88	0.00	29,660.88	6,488.32	39,017.80	0.00	(9,356.92)	(32)%
<b>Total Other Revenue</b>	<b>29,660.88</b>	<b>0.00</b>	<b>29,660.88</b>	<b>6,488.32</b>	<b>39,017.80</b>	<b>0.00</b>	<b>(9,356.92)</b>	<b>(32)%</b>
<b>Total Revenues</b>	<b>29,660.88</b>	<b>0.00</b>	<b>29,660.88</b>	<b>6,488.32</b>	<b>39,017.80</b>	<b>0.00</b>	<b>(9,356.92)</b>	<b>(32)%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	140,000.00	0.00	140,000.00	0.00	0.00	0.00	140,000.00	100%
<b>Total Office Supplies</b>	<b>140,000.00</b>	<b>0.00</b>	<b>140,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>140,000.00</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	80,000.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00	100%
<b>Total Other Supplies</b>	<b>80,000.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>220,000.00</b>	<b>0.00</b>	<b>220,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>220,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	204,025.00	6,475.00	210,500.00	1,750.00	14,450.00	32,500.00	163,550.00	78%
ENGINEERING & ARCHITECTURAL	40,000.00	557,944.74	597,944.74	108,155.00	318,737.35	248,532.39	30,675.00	5%
LEGAL SERVICES	27,442.00	0.00	27,442.00	0.00	20,033.48	0.00	7,408.52	27%
<b>Total Professional Services</b>	<b>271,467.00</b>	<b>564,419.74</b>	<b>835,886.74</b>	<b>109,905.00</b>	<b>353,220.83</b>	<b>281,032.39</b>	<b>201,633.52</b>	<b>24%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%

**Indianapolis Marion County Public Library**  
**Income Statement - 2016 Bond**  
For the Month Ended August 31, 2017

	<u>Original Budget</u>	<u>Budget Adj.</u>	<u>Adjusted Budget</u>	<u>MTD</u>	<u>YTD</u>	<u>Encumbrances</u>	<u>Balance</u>	<u>% Remaining</u>
<b>Total Communication &amp; Transportation</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	750.00	0.00	750.00	0.00	0.00	0.00	750.00	100%
OUTSIDE PRINTING	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Printing &amp; Advertising</b>	<b>5,750.00</b>	<b>0.00</b>	<b>5,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,750.00</b>	<b>100%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Insurance</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	27,100.00	0.00	27,100.00	0.00	14,000.00	0.00	13,100.00	48%
OTHER CONTRACTUAL SERVICES	30,000.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>57,100.00</b>	<b>0.00</b>	<b>57,100.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>0.00</b>	<b>43,100.00</b>	<b>75%</b>
<b>Total Other Services &amp; Charges</b>	<b>340,317.00</b>	<b>564,419.74</b>	<b>904,736.74</b>	<b>109,905.00</b>	<b>367,220.83</b>	<b>281,032.39</b>	<b>256,483.52</b>	<b>28%</b>
<b>Capital Outlay</b>								
LAND	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
BUILDING	5,839,758.00	0.00	5,839,758.00	0.00	0.00	0.00	5,839,758.00	100%
CAPITAL - FURNITURE	160,000.00	0.00	160,000.00	0.00	0.00	0.00	160,000.00	100%
CAPITAL - EQUIPMENT	137,500.00	0.00	137,500.00	0.00	0.00	0.00	137,500.00	100%
COMPUTER EQUIPMENT	100,000.00	0.00	100,000.00	0.00	0.00	0.00	100,000.00	100%
<b>Total Capital Outlay</b>	<b>6,337,258.00</b>	<b>0.00</b>	<b>6,337,258.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,337,258.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>6,897,575.00</b>	<b>564,419.74</b>	<b>7,461,994.74</b>	<b>109,905.00</b>	<b>367,220.83</b>	<b>281,032.39</b>	<b>6,813,741.52</b>	<b>91%</b>

**Indianapolis Marion County Public Library**  
**Income Statement - 2017 Bond**  
For the Month Ended August 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
<b>47 - 2017 Bond - Brightwood</b>								
<b>Revenues</b>								
<b>Other Revenue</b>								
PROCEEDS FROM BOND SALE	5,945,000.00	0.00	5,945,000.00	0.00	5,945,000.00	0.00	0.00	0%
INTEREST INCOME	30,000.00	0.00	30,000.00	3,695.65	22,119.31	0.00	7,880.69	26%
<b>Total Other Revenue</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>3,695.65</b>	<b>5,967,119.31</b>	<b>0.00</b>	<b>7,880.69</b>	<b>0%</b>
<b>Total Revenues</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>3,695.65</b>	<b>5,967,119.31</b>	<b>0.00</b>	<b>7,880.69</b>	<b>0%</b>
<b>Expenses</b>								
<b>Supplies</b>								
<b>Office Supplies</b>								
OTHER OFFICE SUPPLIES	225,000.00	0.00	225,000.00	0.00	0.00	0.00	225,000.00	100%
<b>Total Office Supplies</b>	<b>225,000.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>225,000.00</b>	<b>100%</b>
<b>Other Supplies</b>								
NON-CAPITAL FURNITURE & EQUIPMENT	40,000.00	0.00	40,000.00	0.00	0.00	0.00	40,000.00	100%
<b>Total Other Supplies</b>	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>100%</b>
<b>Total Supplies</b>	<b>265,000.00</b>	<b>0.00</b>	<b>265,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>265,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
<b>Professional Services</b>								
CONSULTING SERVICES	192,000.00	(10,000.00)	182,000.00	6,387.53	14,138.53	2,561.47	165,300.00	91%
ENGINEERING & ARCHITECTURAL	407,000.00	10,000.00	417,000.00	0.00	5,000.00	412,000.00	0.00	0%
LEGAL SERVICES	30,000.00	0.00	30,000.00	0.00	11,680.50	0.00	18,319.50	61%
<b>Total Professional Services</b>	<b>629,000.00</b>	<b>0.00</b>	<b>629,000.00</b>	<b>6,387.53</b>	<b>30,819.03</b>	<b>414,561.47</b>	<b>183,619.50</b>	<b>29%</b>
<b>Communication &amp; Transportation</b>								
TRAVEL	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%



**Indianapolis Marion County Public Library**  
**Income Statement - 2017 Bond**  
For the Month Ended August 31, 2017

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
FREIGHT & EXPRESS	500.00	0.00	500.00	0.00	0.00	0.00	500.00	100%
<b>Total Communication &amp; Transportation</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100%</b>
<b>Printing &amp; Advertising</b>								
PUBLICATION OF LEGAL NOTICES & HR	1,250.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	100%
OUTSIDE PRINTING	1,000.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	100%
<b>Total Printing &amp; Advertising</b>	<b>2,250.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,250.00</b>	<b>100%</b>
<b>Insurance</b>								
BUILDER'S RISK INSURANCE	5,000.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	100%
<b>Total Insurance</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>100%</b>
<b>Other Services &amp; Charges</b>								
ISSUANCE COSTS	89,725.00	0.00	89,725.00	0.00	78,225.00	0.00	11,500.00	13%
OTHER CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
<b>Total Other Services &amp; Charges</b>	<b>114,725.00</b>	<b>0.00</b>	<b>114,725.00</b>	<b>0.00</b>	<b>78,225.00</b>	<b>0.00</b>	<b>36,500.00</b>	<b>32%</b>
<b>Total Other Services &amp; Charges</b>	<b>751,975.00</b>	<b>0.00</b>	<b>751,975.00</b>	<b>6,387.53</b>	<b>109,044.03</b>	<b>414,561.47</b>	<b>228,369.50</b>	<b>30%</b>
<b>Capital Outlay</b>								
LAND	250,000.00	0.00	250,000.00	0.00	0.00	0.00	250,000.00	100%
BUILDING	4,310,775.00	0.00	4,310,775.00	0.00	0.00	0.00	4,310,775.00	100%
CAPITAL - FURNITURE	257,500.00	0.00	257,500.00	0.00	0.00	0.00	257,500.00	100%
CAPITAL - EQUIPMENT	64,750.00	0.00	64,750.00	0.00	0.00	0.00	64,750.00	100%
COMPUTER EQUIPMENT	75,000.00	0.00	75,000.00	0.00	0.00	0.00	75,000.00	100%
<b>Total Capital Outlay</b>	<b>4,958,025.00</b>	<b>0.00</b>	<b>4,958,025.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,958,025.00</b>	<b>100%</b>
<b>Total Expenses</b>	<b>5,975,000.00</b>	<b>0.00</b>	<b>5,975,000.00</b>	<b>6,387.53</b>	<b>109,044.03</b>	<b>414,561.47</b>	<b>5,451,394.50</b>	<b>91%</b>

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**Summary of Construction Fund Cash Balances**  
**As of August 31, 2017**

**Construction Fund Cash Balances**

Fund 43 - Restricted - E. Washington, Southport, Warren	18,012.52
Fund 44 - Restricted - RFID Project	1,273,809.94
Fund 46 - Restricted - Michigan Road Project	7,104,130.83
Fund 47 - Restricted - Brightwood Project	5,858,075.28
Foundation	<u>261,661.56</u>
<b>Total Construction Fund Cash Balances</b>	<b><u><u>14,515,690.13</u></u></b>

**Construction Fund Classification Breakdown**

Fund 43 - Restricted - E. Washington, Southport, Warren	18,012.52
Fund 44 - Restricted - RFID Project	1,273,809.94
Fund 46 - Restricted - Michigan Road Project	7,104,130.83
Fund 47 - Restricted - Brightwood Project	5,858,075.28
Foundation - Assigned - Central	<u>261,661.56</u>
<b>Total Construction Fund Breakdown</b>	<b><u><u>14,515,690.13</u></u></b>

**Summary of Classifications**

Total Restricted	14,254,028.57
Total Assigned	<u>261,661.56</u>
<b>Total of All Classifications</b>	<b><u><u>14,515,690.13</u></u></b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
Fund 43 - Restricted - E. Washington, Southport, Warren	5,059,300.65	1,975.00	721,016.96	5,035,394.28	5,111.88	18,794.49
Fund 44 - Restricted - RFID Project	2,000,000.00	2,410.95	357,376.63	726,190.06	111,530.28	1,162,279.66
Fund 46 - Restricted - Michigan Road Project	7,595,000.00	109,905.00	367,220.83	500,226.09	281,032.39	6,813,741.52
Fund 47 - Restricted - Brightwood Project	5,975,000.00	6,387.53	109,044.03	109,044.03	414,561.47	5,451,394.50
Central Project	102,385,895.19	0.00	0.00	102,261,164.89	0.00	124,730.30
Major Repairs & Maintenance	3,322,618.93	0.00	45,515.00	3,207,105.43	115,513.50	0.00
Central Technology	6,852,536.01	0.00	0.00	6,835,931.17	15,969.12	635.72
<b>Total Expenditures</b>	<b><u><u>133,190,350.78</u></u></b>	<b><u><u>120,678.48</u></u></b>	<b><u><u>1,600,173.45</u></u></b>	<b><u><u>118,675,055.95</u></u></b>	<b><u><u>943,718.64</u></u></b>	<b><u><u>13,571,576.19</u></u></b>

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings - Foundation	9,186.06	182.30	1,416.18	13,998.98	(4,812.92)
** Estimated Future Interest Earnings - Fund 43	30,000.00	0.00	229.65	24,106.15	5,893.85
** Estimated Future Interest Earnings - Fund 46	30,000.00	6,488.32	39,017.80	39,356.92	(9,356.92)
** Estimated Future Interest Earnings - Fund 47	30,000.00	3,695.65	22,119.31	22,119.31	7,880.69

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

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



# Board Action Request

6b

**To:** IMCPL Board

**Meeting Date:** Sept. 25, 2017

**From:** Finance Committee

**Approved by the  
Library Board:**

**Effective Date:** Sept. 25, 2017

**Subject:** Resolution 30-2017 – Appropriation of Gift & Grant Proceeds and Transfer Between Accounts and Classifications.

**Recommendation:** Library staff recommends Board approval of Resolution 30-2017.

**Background:** The Indianapolis Public Library Foundation and the following donors are providing gift funds to support the following programs:

Foundation – Adult Summer Reading Program	\$ 9,225
Indiana Humanities Grant– Adult SRP	2,000
Foundation – ALA Great Story Club at Central	790
Mary Frances Rubly – Animal Programs	32,000
Foundation – Book Bike	1,500
Foundation – Branded Giveaways	16,600
Foundation – Brightwood SRP Kick-off	774
Foundation – College Ave Aquarium	850
Foundation – E38th street Aquarium	4,000
CD-COM Systems Midwest – Pike Aquarium	3,448
Anonymous Donor – East Washington SRP	817
Foundation – Fall Fest	15,000
Indianapolis Garden Club – Glendale Seed Program	700
Foundation – Garfield Park SRP Kick-off	1,045
Foundation – Irvington SRP Kick-off	1,030
Foundation – Pocket Parks Story Walks Year 3	1,786
Foundation – Safe Trunk or Treat – Glendale	3,000
Foundation – Scare in the Square – Fountain Square	2,000

Life-Long Learning – USB Technology	10,000
Foundation – YA Author Visits	7,016
Foundation – YAT Performers	2,790
Robert & Toni Bader Foundation – YAT Performers	810
Foundation – YAT Workshops	3,000
The Allen Whitehill Clowes Foundation – Digitization	72,000
Indianapolis Garden Club – Eat What You Grow	<u>805</u>
Total	\$192,986

### Transfers in the Operating Fund

The first request is from IT and the transfer is to cover the Visibility Project and other computer services for 2017. The second request is from Facilities to cover capital expenses related to the reimagine project at Central and capital needs at the East Washington Street Branch.

**Strategic/Fiscal Impact:** The fiscal impact of the gift/grant funds is the opportunity for the Library to provide various programs without the use of tax dollars. The Transfers have no impact on the 2017 budget as the funds are being moved from one account to another.



# Board Resolution

# 6b

## INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 30-2017 APPROPRIATION OF GIFT AND GRANT PROCEEDS September 25, 2017

**WHEREAS**, the Library has been awarded gift and grant funds from the Library Foundation and various donors; and

**WHEREAS**, it is necessary to appropriate the gift and grant funds

**BE IT RESOLVED** that the following appropriations be made via:

<b>APPROPRIATION OF GIFT – Fund 30</b>		
FROM:	GIFT PROCEEDS – ADULT SRP – PC 15117	<u>\$9,225</u>
TO:	30-540700-2022 UNPROCESSED PAPERBACKS	\$1,000
	30-530940-1501 PRIZES, PRESENTER FEES	2,225
	30-530320-1501 PROMOTIONAL PRINTING	<u>6,000</u>
		<u>\$ 9,225</u>
FROM:	GIFT PROCEEDS – ALA GREAT STORIES CLUB AT CENTRAL- PC 35517	<u>\$790</u>
TO:	30-540700-1401 BOOKS	\$275
	30-520120-1401 SUPPLIES	15
	30-530940-1401 FOOD	500
		<u>\$790</u>
FROM:	GIFT PROCEEDS – ANIMAL PROGRAMS – PC SR7AP	<u>\$ 32,000</u>
TO:	30-530940-1501 PRESENTER’S FEES	\$ 30,450
	30-530320-1501 PROMOTIONAL MATERIALS	1,550
		<u>\$ 32,000</u>
FROM:	GIFT PROCEEDS – BOOK BIKE - PC 38217	<u>\$ 1,500</u>
TO:	30-520120-1501 HYBRID BIKE & BASE BIKE TRAILER	\$ 680
	30-530955-1501 LABOR/MATERIALS	671
	30-530320-1501 PROMOTIONAL PRINTING	149
		<u>\$ 1,500</u>
FROM:	GIFT PROCEEDS – BRANDED GIVEAWAYS – PC 26217	<u>\$ 16,600</u>
TO:	30-530940-1501 VARIOUS BRANDED GIVEAWAYS	<u>\$ 16,600</u>
FROM:	GIFT PROCEEDS – BRIGHTWOOD SRP KICK-OFF – PC 31917	<u>\$ 774</u>
TO:	30-530940-2005 PRESENTERS FEES, PRIZES, FOOD	<u>\$ 774</u>

FROM:	GIFT PROCEEDS – COLLEGE AVENUE AQUARIUM – PC 210	<u>\$ 850</u>
TO:	30-520120-2011 SUPPLIES	<u>\$ 850</u>
FROM:	GIFT PROCEEDS – E38 AQUARIUM - PC 268	<u>\$ 4,000</u>
TO:	30-520120-2008 SUPPLIES	<u>\$ 3,500</u>
	30-530940-2008 PROGRAMMING	<u>500</u>
		<u>\$ 4,000</u>
FROM:	GIFT PROCEEDS – PIKE AQUARIUM – PC 230	<u>\$ 3,448</u>
TO:	30-520120-2015 SUPPLIES	<u>\$ 3,448</u>
FROM:	GIFT PROCEEDS – EWA SRP KICK-OFF – PC 37317	<u>\$ 817</u>
TO:	30-530940-2009 PROGAMMING	<u>\$ 700</u>
	30-520120-2009 SUPPLIES	<u>50</u>
	30-530320-2009 PRINTING	<u>67</u>
		<u>\$ 817</u>
FROM:	GIFT PROCEEDS – FALL FEST – PC 13117	<u>\$ 15,000</u>
TO:	30-520120-1501 SUPPLIES	<u>\$ 1,000</u>
	30-530940-1501 PROGAMMING	<u>11,600</u>
	30-530320-1501 PRINTING	<u>2,400</u>
		<u>\$ 15,000</u>
FROM:	GIFT PROCEEDS – GLENDALE SEED LIBRARY – PC 28117	<u>\$ 700</u>
TO:	30-520120-2003 SEEDS, SUPPLIES	<u>\$ 700</u>
FROM:	GIFT PROCEEDS – SRP KICK-OFF GARFIELD PARK – PC 26317	<u>\$ 1,045</u>
TO:	30-530940-2016 PROGRAMMING	<u>\$ 1,045</u>
FROM:	GIFT PROCEEDS – IRVINGTON SRP KICK-OFF – PC 37217	<u>\$ 1,030</u>
TO:	30-540700-2004 BOOKS	<u>\$ 500</u>
	30-530940-2004 PROGRAMMING	<u>530</u>
		<u>\$ 1,030</u>
FROM:	GIFT PROCEEDS – POCKET PARKS STORYWALK YEAR 3 – PC 28917	<u>\$ 1,786</u>
TO:	30-540700-1501 BOOKS	<u>\$ 1,210</u>
	30-520120-1501 SUPPLIES	<u>576</u>
		<u>\$ 1,786</u>
FROM:	GIFT PROCEEDS – SAFE TRUNK OR TREAT GLENDALE PC 30317	<u>\$ 3,000</u>
TO:	30-540700-2003 BOOKS	<u>\$ 3,000</u>
FROM:	GIFT PROCEEDS – SCARE IN THE SQUARE – PC 25517	<u>\$ 2,000</u>
TO:	30-540700-2011 BOOKS	<u>\$ 2,000</u>
FROM:	GIFT PROCEEDS – USB TECHNOLOGY – PC 32317	<u>\$ 10,000</u>
TO:	30-520120-1501 SUPPLIES	<u>\$ 10,000</u>

FROM:	GIFT PROCEEDS – YA AUTHOR VISITS – PC 370	<u>\$ 7,016</u>
TO:	30-530940-1501 PROGRAMMING	<u>\$ 6,016</u>
	30-530320-1501 PRINTING	<u>1,000</u>
		<u>\$ 7,016</u>
FROM:	GIFT PROCEEDS – YAT PERFORMANCES – PC 34817	<u>\$ 2,790</u>
TO:	30-530940-1501 PROGRAMMING	<u>\$ 2,790</u>
<b>APPROPRIATION OF GRANT – Fund 35</b>		
FROM:	GRANT PROCEEDS – ADULT SRP – PC15117	<u>\$ 2,000</u>
TO:	35-530940-1501 PRIZES, PRESENTER FEES	<u>\$ 2,000</u>
FROM:	GRANT PROCEEDS – CLOWES ARTS DIGITIZATION – PC 270.2	<u>\$ 72,000</u>
TO:	35-510110-1201 SALARIES & WAGES	<u>\$23,100</u>
	35-530955-1201 CONSULTANTS FEES	<u>48,425</u>
	35-530940-1201 PROGRAMMING	<u>475</u>
		<u>\$ 72,000</u>
FROM:	GRANT PROCEEDS – EAT WHAT YOU GROW! – PC 35817	<u>\$ 805</u>
TO:	35-530940-2015 PROGRAMMING	<u>\$ 400</u>
	35-520120-2015 SUPPLIES	<u>405</u>
		<u>\$ 805</u>
FROM:	GRANT PROCEEDS – YAT PERFORMANCES – PC 34817	<u>\$ 810</u>
TO:	35-530940-1501 PROGRAMMING	<u>\$ 810</u>
FROM:	GRANT PROCEEDS – YAT WORKSHOPS – PC 34917	<u>\$ 3,000</u>
TO:	35-530940-1501 PROGRAMMING	<u>\$ 1,500</u>
	35-520120-1501 SUPPLIES	<u>1,500</u>
		<u>\$ 3,000</u>

**TRANSFERS – OPERATING FUND**

**WHEREAS**, certain conditions have developed since the Adoption of the 2017 Annual Budget,

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

**BE IT RESOLVED** that the following transfers and re-appropriations be made via:

From:	10-520120-1101	SUPPLIES	<u>\$ 46,000</u>
TO:	10-530915-1101	COMPUTER SERVICES	<u>\$ 46,000</u>
From:	10-530925-1801	SECURITY	<u>\$ 80,000</u>
TO:	10-540300-1801	CAPITAL FURNITURE	<u>\$ 80,000</u>



# Board Action Request

6c

To: IMCPL Board

Meeting Date: September 25, 2017

From: Finance Committee

Approved by the  
Library Board:

Effective Date: September 25, 2017

**Subject:** Resolution 31-2017 Authorization for the CEO to negotiate and execute a contract with P.V. Supa, Inc. for RFID readers and gates

**Recommendation:** IndyPL Board Finance Committee recommends Board approval for the attached action (Resolution 31-2017) to award a contract for the RFID Readers and Gates for all IndyPL locations to P.V. Supa Inc., Plano, Texas.

**Background:** IndyPL has made the determination that the use of sealed competitive bidding is neither practicable nor advantageous to IndyPL in regards to the selection, installation, and maintenance of RFID Equipment. A vendor for the RFID gates and readers will be selected using the Request for Proposal method outlined in IC § 5-22-9. Accordingly, IndyPL solicited competitive proposals from prospective Vendors in accordance with IC § 5-22-9, for the award of a contract. IndyPL prepared performance technical specifications for the RFID equipment to allow for a thorough evaluation of the Proposals. The RFP included options for additional and separate ongoing maintenance agreements.

Public notices were issued, the RFP was posted on our website and copies of the Notice were emailed to these business development entities:

- Bibliotheca + 3M
- Cen-Tec
- Center for Empowerment and Economic Development
- Conexus Indiana
- Envisionware
- FE Technologies
- 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
- Lyngsoe
- MK Solutions
- Murphy Security Solutions
- National Association of Women Business Owners – Indy
- Mid-States Minority Supplier Development Council
- P.V. Supa, Inc.
- Small Business Administration
- State of Indiana Minority & Women's Business Enterprise Division
- Sentry Custom Security
- Tech Logic Corporation
- Women's Business Enterprise Council, Indianapolis Chamber of Commerce
- Women's Business Enterprise Council – Great Lakes Indiana

An optional pre-proposal Conference was held, and site visits were open for all prospective Vendors. Six (6) Vendors submitted Proposals for RFID Readers and Gates by the August 23, 2017 deadline.

The IndyPL Evaluation Committee consists of the Director of Collection Management, Director of IT, Director of Public Services, Director of Facilities, four (4) Circulation staff representatives, and the RFID Project Coordinator.

The Evaluation Committee reviewed the proposals and invited 5 vendors to make on-site presentations. The each presentation was attended by a range of 27 to 39 staff members, including circulation staff, branch managers and the evaluation committee.

Vendor	Vendor proposal sheet and Non-collusion affidavit	Vendor Technical Specifications	Vendor Profile, Experience, and References	Vendor Work Plan	Vendor Financial Documentation	Proposed price	5-year Investment including annual fee for extended support
Bibliotheca	X	X	X	X	X	\$260,864	\$461,815
Envisionware	X	X	X	X	X	\$353,616	\$481,262
FE Technologies	X						
Murphy Security Sol.	X	X	X	X	X	\$361,340	\$457,540
PV Supa	X	X	X	X	X	\$302,260	\$389,516
Tech Logic	X	X	X	X	X	\$370,048	\$673,888

The IndyPL Evaluation Committee reviewed the proposals against the criteria established in the RFP, attended the presentations, reviewed all staff evaluations of the presentations, and offers these comments:

- All the Vendors demonstrated compatibility with our existing Integrated Library System (“ILS”) and that their equipment will provide Circulation desktop alerts showing title and/or item for gate alarms.
- In follow-up discussions, P.V. Supa confirmed the accuracy of their proposed price and the capacity to meet the schedule.
- Review of the staff presentation evaluations revealed that staff overwhelmingly preferred P.V. Supa’s solution for all functions, across all staff groups (circ staff, branch managers and the evaluation committee)
- The P.V. Supa solution offered the lowest 5 year investment costs
- P.V. Supa’s relationship with Cen Tec, a long-time IndyPL technology partner, added confidence in working with P.V. Supa

P.V. Supa received excellent references for their local service, training, and warranty performance.

**Strategic/Fiscal Impact:** After the presentations, P.V. Supa supplied a “Best and Final Offer” for a total project cost of \$291,640, which falls well within the initial purchase budget of \$360,800 for RFID gates and readers. This project will be funded from the 2015 Bond 44. The preliminary project schedule targets a substantial completion date of December 15, 2017.



## Board Resolution

6c

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

#### RESOLUTION 31-2017

#### AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT WITH P.V SUPA, INC. FOR RFID READERS AND GATES

September 25, 2017

**WHEREAS**, the Indianapolis-Marion County Public Library ("Library") continues to implement RFID technology in support of the Strategic Plan of IndyPL; and

**WHEREAS**, IndyPL solicited competitive sealed proposals using the Request for Proposal ("RFP") method outlined in IC § 5-22-9; selection, installation, and maintenance of RFID Readers and Gates for all Library locations; and

**WHEREAS**, based on the review of all received Proposals against the criteria in the RFP, IndyPL has determined P.V. Supa Inc., Plano, Texas to be the Vendor that best meets the criteria, and recommends IndyPL award the contract to P.V. Supa.

**IT IS THEREFORE RESOLVED** that the Chief Executive Officer be, and hereby is, authorized to negotiate with P.V. Supa Inc., for the installation and maintenance of RFID Readers and Gates upon such terms as the Chief Executive Officer deems necessary or advisable, and any resulting agreement shall be substantially in the form acceptable to the Chief Executive Officer with such changes to the form thereof as the Chief Executive Officer deems necessary or advisable (based on the recommendations of the Library's legal counsel), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



# Board Action Request

6d

To: IMCPL Board

Meeting Date: September 25, 2017

From: Finance Committee

Approved by the  
Library Board:

Effective Date: September 25, 2017

**Subject:** Authorization for the CEO to negotiate and execute a contract with Tech Logic Corporation for Kwik Case Unlockers – Resolution 32-2017

**Recommendation:** IndyPL Board Finance Committee recommends Board approval for the attached action (Resolution 32-2017) to award a contract for the Kwik Case Unlockers for IndyPL locations to Tech Logic Corporation.

**Background:** IndyPL has made the determination that the use of sealed competitive bidding is neither practicable nor advantageous to IndyPL in regards to the selection, installation, and maintenance of RFID Equipment. A vendor for the RFID Kwik Case Unlockers will be selected using the Request for Proposal method outlined in IC § 5-22-9.

Accordingly, IndyPL solicited competitive proposals from prospective Vendors in accordance with IC § 5-22-9, for the award of a contract. IndyPL prepared performance technical specifications for the RFID equipment to allow for a thorough evaluation of the Proposals. The RFP included options for additional and separate ongoing maintenance agreements.

Public notices were issued, the RFP was posted on our website and copies of the Notice were emailed to these business development entities:

- Bibliotheca + 3M
- Cen-Tec
- Center for Empowerment and Economic Development
- Conexus Indiana
- Envisionware
- FE Technologies
- 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
- Lyngsoe
- MK Solutions
- Murphy Security Solutions
- National Association of Women Business Owners – Indy
- Mid-States Minority Supplier Development Council
- P.V. Supa, Inc.
- Small Business Administration
- State of Indiana Minority & Women's Business Enterprise Division
- Sentry Custom Security
- Tech Logic Corporation
- Women's Business Enterprise Council, Indianapolis Chamber of Commerce
- Women's Business Enterprise Council – Great Lakes Indiana

An optional pre-proposal Conference was held, and site visits were open for all prospective Vendors. Proposals were received from five (5) Vendors for Kwik Case Unlockers by the August 23, 2017 RFP deadline, including:

- Bibliotheca
- Envisionware
- F.E. Technologies
- Murphy Security Solutions
- Tech Logic Corporation

Note: P.V. Supa Inc., the selected vendor for the RFID readers and gates did not bid on this piece of equipment.

The IndyPL Evaluation Committee consists of the Director of Collection Management, Director of IT, Director of Public Services, Director of Facilities, four (4) Circulation staff representatives, and the RFID Project Coordinator.

The Evaluation Committee reviewed the proposals and found that only one vendor, Tech Logic Corporation, met the criteria of working with our self-check equipment and software, and its manufacturer (Cen Tec).

**Strategic/Fiscal Impact:** The preliminary Project schedule targets a substantial completion date of December 15, 2017, to run concurrent with the RFID readers and gates project. The total cost of the system is \$125,420. The RFID Kwik Case Unlockers will be funded from 2015 Bond 44.



## Board Resolution

6d

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

#### RESOLUTION 32-2017

#### AUTHORIZATION FOR THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE A CONTRACT WITH TECH LOGIC CORPORATION FOR DVD KWIK CASE UNLOCKERS

September 25, 2017

**WHEREAS**, the Indianapolis-Marion County Public Library ("Library") continues to implement RFID technology in support of the Strategic Plan of IndyPL; and

**WHEREAS**, IndyPL solicited competitive sealed proposals using the Request for Proposal ("RFP") method outlined in IC § 5-22-9; selection, installation, and maintenance of Kwik Case Unlockers for all Library locations; and

**WHEREAS**, based on the review of all received Proposals against the criteria in the RFP, IndyPL has determined Tech Logic Corporation, Oakdale, MN, to be the Vendor that best meets the criteria, and recommends IndyPL award the contract to Tech Logic Corporation.

**IT IS THEREFORE RESOLVED** that the Chief Executive Officer be, and hereby is, authorized to negotiate with Tech Logic Corporation, for the installation and maintenance of RFID Readers and Gates upon such terms as the Chief Executive Officer deems necessary or advisable, and any resulting agreement shall be substantially in the form acceptable to the Chief Executive Officer with such changes to the form thereof as the Chief Executive Officer deems necessary or advisable (based on the recommendations of the Library's legal counsel), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



## Board Briefing Report

7a

**To:** IMCPL Board **Meeting Date:** September 25, 2017

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

**Subject:** Annual Policy Revisions

**Recommendation:**

**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.

New Policies:

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

Current Policy - Key Updates:

- Capital Assets
- CAT hours access modification for employees on PTO plan
- Clarification on use of Library email
- Library may install video surveillance cameras in Library-owned vehicles to monitor safe operation
- Procedural clarification of post-accident drug/alcohol screen
- Procedural clarification of reasonable suspicion of substance abuse

General Updates:

- Minor wording terminology and clarification of policy language

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 2018 budget.

# **Indianapolis-Marion County Public Library**

## **Capital Asset Policy**

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

Approved by Library Board by Resolution 107-2005

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



## **1.1 General Information**

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

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

The purpose of establishing a Capital Policy is fivefold:

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

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

## 1.2 Definition of Capital Assets

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

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

Exceptions are:

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

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

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

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

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

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

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

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

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

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

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

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

### **Land**

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

### **Improvements Other Than Buildings**

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

### **Buildings**

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

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

### **Equipment/Furniture**

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

### **Library Materials**

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

## **1.5 Depreciation Methods**

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

### **Composite/Group**

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

### **Straight-line Depreciation**

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

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

## **1.6 Capital Asset Acquisitions**

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

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

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

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

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

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

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

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

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

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

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

### **1.8 Periodic Inventories**

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

### **1.9 Responsibilities of Accounting**

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

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

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

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

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

## **NEW PROPOSED POLICY:**

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

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



## INTRODUCTION TO HUMAN RESOURCES

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

## 201 EQUAL EMPLOYMENT OPPORTUNITY

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

## 202 HARASSMENT

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

### 204.6 Harassment

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

*Approved February 22, 2016*

### 212.1 DRIVING RECORD AND INSURANCE

#### 212.1 Driving Positions

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

record or insurance coverage must be reported to Human Resources immediately.

*Approved August 25, 2014*

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

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

### **212.4 Driving Record Review**

#### Annual Driving Records

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

## **213 COMMUNICATION**

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

*Approved August 25, 2014*

## **215 STAFF ORGANIZATIONS**

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

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

~~The Board authorizes the use of a reasonable amount of duty time when the needs of the library permits,~~

~~by those staff who are members of the Staff Association for attendance at official meetings of the association. In addition, time may be allowed for those officers and committee members who are elected or appointed by the membership to carry out the official functions of the association as outlined in its constitution and bylaws.~~

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

*Approved August 25, 2014*

## 220 PROFESSIONAL APPEARANCE

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

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

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

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

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

*Approved August 25, 2014*

## 224 GRIEVANCE

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

*Approved August 25, 2014*

### 231.1 Telecommuting

Telecommuting is working at home or other off-site locations that are linked through computers, fax machines and other equipment to one of the Library's locations. Subject to the requirements of the Americans with Disabilities Act, ~~the~~ the library maintains complete discretion over which employees and which positions may be eligible to telecommute and the duration of such arrangement. Any employee working pursuant to a telecommuting arrangement is subject to the same terms and conditions of

employment and will be expected to maintain the same level of professionalism, work quality, work quantity, and customer service than would be expected under a traditional work arrangement. Working hours will be mutually agreed upon by the supervisor and the employee and will be dictated by the needs of the Library.

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

*Approved August 25, 2014*

**232.3 No Call / No Show**

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

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

*Approved August 25, 2014*

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

**STEP DISCIPLINE FOR UNSCHEDULED ABSENCE AND TARDINESS**

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

*Approved October 24, 2016*

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

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

*Approved August 25, 2014*

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

~~Library policy is that every n~~Non-union eligible employees taking FMLA leave for ~~a personal illness is any~~

~~reason are~~ required to concurrently use ~~all~~ accrued CAT Account time and PTO while absent. The employee may first use all of their CAT Account time before using any accrued PTO. PTO and after exhausting PTO, use available CAT hours to the extent available while absent. Also, every non-union eligible employee taking FMLA leave to care for a parent, child, or for the birth, adoption or placement of a foster child, shall be required to use all accrued PTO and after exhausting PTO, use available CAT hours to the extent available while absent.

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

*Approved October 24, 2016*

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

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

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

*Approved October 24, 2016*

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

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

*Approved October 24, 2016*

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

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

*Approved October 24, 2016*

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

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

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

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

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

*Approved October 24, 2016*

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

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

*Approved October 24, 2016*

**236A.6 Employee Management of PTO**

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

*Approved October 24, 2016*

**236A.7 Separation of Employment**

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

*Approved October 24, 2016*

**236A.8 Accrual Rates**

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

**PTO Accrual Table**

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

10 – 14	216 Hours/Year (27 Days/Year)	480 Hours	240 Hours
15 +	240 Hours/Year (30 Days/Year)	480 Hours	240 Hours

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

Approved October 24, 2016

### **236A.9 Rollover of Annual Leave Time**

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

Approved October 24, 2016

### **236A.10 Rollover of Sick Time into Individual Catastrophic Account (CAT Account)**

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

Approved October 24, 2016

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

To use CAT Account time:

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

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

Approved October 24, 2016

**236B.1 Annual Leave Accrual**

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

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

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



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

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

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

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

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

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

*Approved October 24, 2016*

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

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

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

*Approved October 24, 2016*

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

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

*Approved October 24, 2016*

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

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

*Approved October 24, 2016*

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

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

*Approved October 24, 2016*

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

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

*Approved October 24, 2016*

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

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

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

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

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

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

*Approved October 24, 2016*

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

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

If a union-eligible employee is unable to return to work after 3 consecutive days because of a serious health

condition as defined by the Family and Medical Leave Act, he or she may be eligible for Family Medical Leave and must contact Human Resources Services Area. In addition, when eligible, a union-eligible employee may be required to apply other uses of leave in conjunction with Family Medical Leave.

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

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

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

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

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

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

*Approved October 24, 2016*

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

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

Approved October 24, 2016

### 243.3 Substitute Employees and Pages

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

Approved August 25, 2014

### 247.3 Work Breaks

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

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

Approved August 25, 2014

## 261 RECRUITMENT

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

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

An offer of employment with the Library is conditional until the background check ~~and drug screen~~ is passed. In addition, for employees being hired for "safety sensitive" positions, including without limitation safety sensitive driving positions, an offer of employment with the Library is conditional until the drug screen is passed. Safety sensitive driving positions are positions that require the employee to: (i) drive a Library vehicle as regular part of the employee's job duties; and (ii) drive either a Library vehicle while

carrying passengers or a Library vehicle other than a passenger car. A conditional offer of employment is rescinded if the candidate refuses to comply or does not pass the background check or a required drug screen.

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

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

Approved August 25, 2014

**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.

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

**292.1 Computer Use and Network Security**

Except as allowed by Policy 292.4, Employees may not use library computer systems for non-job-related purposes, including solicitations, organizational campaigns, political ~~or religious~~-causes or campaigns, or other non-business purposes.

Employees must not defeat, attempt to defeat, or assist anyone else in defeating network security controls. Network connection standards must be strictly observed – no devices or software may be added to the network without authorization from Information Technology.

- Computer equipment and passwords must always be safeguarded. Employees must treat passwords as highly confidential.
- Employees leaving their computers unattended should lock access to their workstation or log off. Computer workstation login procedures must be strictly observed.

- Laptops or any other mobile equipment, used on or off Library premises, must never be left unattended or unsecured.

Library systems may not be used to transmit, retrieve or store any communications of a defamatory, discriminatory or legally harassing nature, or materials that are abusive, profane or offensive, obscene or X-rated including, but not limited to, messages with derogatory or inflammatory remarks about an individual's race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation, gender identity, pregnancy (including childbirth, lactation and related medical conditions), veteran status, uniformed service member status and genetic information (including testing and characteristics) ~~face, age, disability, religion, national origin, physical attributes, or sexual preference~~. Harassment of any kind is absolutely prohibited.

*Approved August 25, 2014*

### **292.3 Use of Library Email Accounts**

Except as allowed by Policy 292.4, ~~T~~he Library email system is for business purposes only and employees may not use their work email address as ~~their a sole~~ personal email address.

Staff should not, at any time, send non-job-related or frivolous information to any Library email group. Email groups are intended for pertinent information only, not for sale items, personal items, personal opinions, notices or jokes.

*Approved August 25, 2014*

### **292.4 Personal Use of Information and Communications Systems**

The Library's systems are to be used for Library business and not for personal use except that ~~E~~mployees are permitted to use the Library's Internet access, email, fax and telephone systems for incidental or occasional personal use, as long as the use:

- Does not affect any employee's job performance.
- Does not interfere with the ability of others to perform their work.
- Is truly occasional in nature.
- Does not interfere with Library's business use of such Systems in any way.
- Does not result in any additional cost to Library.
- Does not access or transmit material that is discriminatory based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, pregnancy or veteran status, that contains pornography, or that containing derogatory racial, gender or religious comments, sexual content, offensive language, material that would negatively reflect upon the Library or be likely to offend co-workers, or content ~~is~~ prohibited by law.
- Is not used to solicit funds, collect signatures, conduct membership drives, distribute literature or gifts, sell merchandise or services, or carry on any other form of non-Library business without approval.

Library Systems may not be used for any purpose that is illegal, in violation of Library policy, or contrary to the organization's best interest. Illegal activity may be referred to law enforcement as appropriate.

An employee's decision to use the Library's internet access, email, fax and telephone systems for personal use does NOT give the employee a legitimate expectation of privacy under the Fourth Amendment to the U.S. Constitution with respect to such use and any such personal use by an employee is subject to the Library's Work Place Monitoring Policy.

Employees will be required to verify in writing that they have read, understand and will comply with the Library's Communication Systems Policy Agreement. The Library also reserves the right to advise appropriate legal officials of any illegal violations. Failure to comply with this policy may result in disciplinary action, up to and including termination.

*Approved August 25, 2014*

## 293 WORKPLACE MONITORING POLICY

Workplace monitoring may be conducted by the Library to ensure quality control, employee safety, conformity with Library policies, and customer satisfaction. Any electronic monitoring shall be confined to the legitimate needs of the Library.

Library communications and computer systems are the Library's property and are not private. Staff should not consider any message sent, received or stored via these systems as private property. ~~Employees and~~ do not have a ~~personal privacy right to~~ legitimate expectation of privacy under the Fourth Amendment to the U.S. Constitution with respect to any material created, stored, received or sent through Library Systems including through a Library personal computer. All messages created, sent or retrieved over the systems and any information of any type in any Systems component, including but not limited to, all information stored on servers, personal computers and removable media (diskettes, zip disks, CD-ROMs, flash drives, etc.) are the property of the Library and may be saved, accessed and reviewed by management.

With the authorization of the CEO, the Library has the right to retrieve and read any messages sent or received via the Library's communication systems. Deleted information may be retrieved and subject to review by management. The Library reserves the right to monitor, or download and read any electronic or telephone communication sent, received, or stored during the ordinary course of business. By using the Library's communications and computer Systems, employees consent to the Library's monitoring of these Systems and acknowledge and agree to Library's right to conduct such monitoring.

*Approved August 25, 2014*

### 301.2 Use of Library Equipment and Vehicles

When using any Library property, equipment or vehicles, employees are expected to exercise reasonable care and follow all operating instructions, safety standards and guidelines. If any property, equipment or vehicles appear to be damaged, defective or in need of repair or maintenance, employees must notify their immediate supervisor.

The Library may install video surveillance cameras in Library vehicles to monitor safe operation of the vehicles. When video surveillance cameras are installed in Library vehicles, signs indicating that the area is subject to surveillance by video camera shall be conspicuously posted. While driving, using or travelling as a passenger in a Library vehicle, employees do not have a reasonable expectation of privacy with regard to video surveillance.

All employees must be 18 years or older in order to operate Library vehicles or equipment. Employees driving Library vehicles must also be legally licensed and insured which will be verified on an annual basis. Employees are responsible for any parking fines or tickets received while using a Library vehicle. If an employee is involved in an accident while on duty for the Library and using a Library vehicle, it must be reported immediately to their immediate supervisor. Additionally the employee ~~must immediately report to the nearest occupational health facility or if after hours, a hospital ER for a drug and alcohol test~~ shall be

subject to immediate drug and alcohol testing if any of the following apply:

- The employee is in a designated “safety sensitive” position, including without limitation a safety sensitive driving position. A driving position is safety sensitive when it requires the employee to: (i) drive a Library vehicle as regular part of the employee’s job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car.
- There is reason to believe the employee may be in whole or in part at fault for causing the accident as determined by the employee’s immediate supervisor.
- There is reason to believe the accident has resulted in property damage of \$100.00 or more as determined by the employee’s immediate supervisor or one or more persons involved in the accident required immediate medical attention.

~~If the vehicle is not drivable, the employee’s supervisor or library security will go to the scene of the accident and transport the employee for the drug screen~~If drug and alcohol testing is required pursuant to this policy, the employee being tested shall be transported by the employee’s supervisor or supervisor’s designee to the testing location. Upon completion of the drug and alcohol tests, the supervisor or supervisor’s designee shall transport the employee to their regular work location at the Library.

*Approved August 25, 2014*

## **302 WORKING ALONE**

Except for shipping and receiving, Sstaff will not be scheduled to work alone in any library building whether or not the facility is open to the public.

*Approved August 25, 2014*

## **307 SUBSTANCE ABUSE**

### 2. Testing and Treatment

- a. All prospective new employees being hired for “safety sensitive” positions, including without limitation safety sensitive driving positions, will be tested for the use of illegal drugs. Safety sensitive driving positions are positions that require the employee to: (i) drive a Library vehicle as regular part of the employee’s job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car. A pending conditional offer of employment will be made to the candidate until the necessary testing consent forms are complete and the candidate passes the pre-employment drug screen. Any candidate who refuses to complete the necessary paperwork and test or who tests positive on the drug screen will have their conditional offer of employment rescinded.
- b. ~~Any employee returning from a leave of absence or involved in a~~An employee involved in an on-the-job accident or any other incident in which the employee or others were or could have been injured will be is required to take a drug/alcohol test before returning to or resuming work for the Library if any of the following apply:
  - The employee is in a designated “safety sensitive” position, including without limitation a safety sensitive driving position. A safety sensitive driving position is a position that requires the employee to: (i) drive a Library vehicle as regular part of the employee’s



job duties; and (ii) drive either a Library vehicle while carrying passengers or a Library vehicle other than a passenger car.

- There is reason to believe the employee may be in whole or in part at fault for causing the accident as determined by the employee's immediate supervisor.
- There is reason to believe the accident has resulted in property damage of \_\_\_\_\_ or more as determined by the employee's immediate supervisor or one or more persons involved in the accident required immediate medical attention.

-The employee must complete the necessary consent forms prior to testing. If drug and alcohol testing is required pursuant to this policy, the employee being tested shall be transported by the employee's supervisor or supervisor's designee to the testing location. Upon completion of the drug and alcohol tests, the supervisor or supervisor's designee shall transport the employee to their regular work location at the Library.

- c. Whenever ~~an employee's supervisor the Library~~ has a reasonable ~~suspicion cause~~ that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, ~~or that an employee has otherwise violated the Substance Abuse Policy,~~ the Library may require a drug/alcohol test. An employee must complete the necessary consent forms prior to the testing. A reasonable suspicion of on-the-job drug or alcohol use may be based upon the following:

- Direct observation of the employee using or possessing unlawful drugs or alcohol.
- Direct observation of the employee exhibiting physical symptoms of being under the influence of a drug or alcohol, such as impairment of motor functions or speech.
- A pattern of abnormal conduct or erratic behavior by the employee.
- The employee being arrested or convicted of a drug or alcohol related offense.

~~d. Any employee who has voluntarily or mandatorily completed a treatment program will be required to consent in writing to and undergo periodic testing for a period of one year after release from the treatment program.~~

~~ed.~~ An employee who tests positive for drugs or alcohol in violation of the Substance Abuse Policy during the employee's initial probationary period of employment will have their employment immediately terminated.

~~f. After an employee tests positive for drugs or alcohol in violation of the Substance Abuse Policy, the employee may be subject to the following rehabilitative procedure:~~

- ~~First Positive: the employee will be placed on an immediate leave of absence and referred to the Employee Assistance Program for mandatory participation. The employee cannot return to work until a Library approved counselor or physician releases the employee to return to regular and complete job duties and responsibilities.~~
- ~~Second Positive: if within 1 year of release from the treatment program an employee again tests positive either for drugs or alcohol, the employee will be discharged for the positive test result.~~

~~g. The leave that must be taken after a positive test result will be unpaid. However, the employee will be required to use any accrued, unused vacation and/or sick time during the leave. Current~~

~~benefits coverage will continue during the leave and the employee will be required to pay their employee share of the cost.~~

he. All test results, assistance requests, and treatment records will be maintained in a separate confidential file, disclosed only to those having a legitimate need to know such information.

3. Disciplinary Action

- a. Depending upon the seriousness of the offense, any violation of the requirements of the Substance Abuse Policy will result in discipline up to and including termination, even for a first offense.
- b. The failure or refusal to complete the necessary paperwork, submit to a drug or alcohol test, or to undergo treatment pursuant to the requirements of the Substance Abuse Policy will be grounds for immediate termination.
- c. All performance shortcomings, prohibited conduct, or attendance problems resulting from any drug or alcohol use will result in discipline pursuant to the Library's normal policies.

## **PROPOSED NEW POLICY: 288 LEAVE DONATION PROGRAM**

The Library's Leave Donation Program is intended as a "bona fide leave-sharing arrangements" for "medical emergencies" that complies with the applicable regulations of the Internal Revenue Service ("IRS"). Under such an arrangement, paid leave time that is donated to an employee is taxed to the receiving employee instead of the donating employee. Employees wishing to participate in the Library's Leave Donation Program should consult their own tax, legal and accounting advisors to determine their specific tax ramifications of participating in the program.

### **288.1 Employees Eligible to Donate Leave**

Any benefit eligible employee who has been benefit eligible for at least 6 consecutive months may donate leave to the Leave Donation Program subject to the following conditions:

- Non-union eligible employees may donate any of their accrued but unused CAT time. Additionally, non-union eligible employees may donate accrued but unused PTO, but only in an amount that does not reduce the employee's accrued but unused PTO to less than 40 hours (or an appropriate prorated amount for part-time employees).
- Union eligible employees may donate accrued but unused sick leave, but only in an amount that does not reduce the employee's accrued but unused sick leave to less than 40 hours (or an appropriate prorated amount for part-time employees).
- Once an employee donates leave time to the Leave Donation Program, the employee may not request or be approved for a return of the donated leave under any circumstances.

### **288.2 Employees Qualified to Receive Leave**

Any benefit eligible employee who: (i) has been benefit eligible for at least 6 consecutive months, (ii) has a "medical emergency" as defined by this policy is qualified to request and receive donated time, and (iii) has available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation ("Qualified Employee").

### **288.3 Medical Emergency**

A "medical emergency" is defined under IRS regulations as "a medical condition" that will require the "prolonged absence of the employee from duty" and will result in a "substantial loss of income to the employee because the employee will have exhausted all paid leave available apart from the leave-sharing plan." The following requirements apply for purposes of determining whether a Qualified Employee has a medical emergency under the Library's Leave Donation Program ("Qualified Medical Emergency"):

- The Qualified Employee must be suffering from a "serious health condition" as defined by the Family Medical Leave Act ("FMLA") and/or a "disability" as defined by the Americans with Disabilities Act ("ADA").
- The Qualified Employee must have missed at least ten consecutive regularly scheduled work days that are not otherwise covered by available annual leave, sick leave, PTO, CAT time, short term

disability payments, long term disability payments, worker's compensation benefits or any other wage replacement benefits because of the FMLA serious health condition and/or ADA disability ("Qualified Absence").

#### **288.4 Requirements for Leave**

A Qualified Employee with a Qualified Medical Emergency may receive donated leave time in accordance with the following requirements:

- Donated leave time is only available to cover consecutive, regularly scheduled work days (non-regularly scheduled work days and paid holidays are not included) that are missed due to a FMLA serious health condition and/or ADA disability that are not otherwise covered by available annual leave, sick leave, PTO, CAT time, short term disability payments, long term disability payments, worker's compensation benefits or any other wage replacement benefits ("Qualified Leave Days").
- Donated leave time is only available to cover Qualified Leave Days for which the Qualified Employee has available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation.
- The amount of donated leave time is subject to the amount of donated leave available in the Leave Donation Program at the time a Qualified Employee submits to H.R. the required application for donated leave. Donated leave is awarded on a first come first serve basis.
- Donated leave time is compensated at 100% of an exempt employee's salary and is prorated for any partial weeks of leave. Donated leave time is compensated at 100% of a non-exempt employee's hourly wage based on the employee's regularly work schedule for the period of time during which donated leave is paid.
- A Qualified Employee may only receive up to a total maximum of 160 hours of donated leave per calendar year or an appropriate prorated amount for part-time employees ("Calendar Year Cap"). Whether a Qualified Employee has exhausted the Calendar Year Cap applicable to the Qualified Employee is determined at the time the Qualified Employee applies for donated leave.
- A Qualified Employee may only receive up to a maximum of 480 hours if donated leave during their lifetime or an appropriate prorated amount for part-time employees ("Lifetime Cap"). Whether a Qualified Employee has exhausted the Lifetime Cap applicable to the Qualified Employee is determined at the time the Qualified Employee applies for donated leave.

#### **288.5 Procedure**

Eligible employees must comply with the following procedures to receive donated leave:

- The Qualified Employee must provide to H.R. a completed application for donated leave and an FMLA medical questionnaire and/or other required documentation from their health care provider documenting the FMLA serious health condition and/or ADA disability.

- The H.R. Department will review the application and accompanying documentation to determine whether the applicant is a Qualified Employee with a Qualified Medical Emergency. This determination will not be made until after the Qualified Employee has had a Qualified Absence.
- If a determination is made by H.R. that the applicant is a Qualified Employee with a Qualified Medical Emergency, H.R. will approve the Qualified Employee for donated leave time to cover the Qualified Absence and any additional Qualified Leave Days subject to the employee having available unused FMLA leave time and/or ADA leave time as an approved reasonable accommodation, and subject to the Calendar Year Cap and Lifetime Cap.
- After using approved donated time for Qualified Medical Emergency, the employee shall provide to HR a written certification in a form prescribed by the Library that the donated time was in fact used in connection with the Qualified Medical Emergency for which it was approved.



# Board Action Request

8a

**To:** IndyPL Board **Meeting Date:** September 25, 2017  
**From:** Facilities Committee **Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 33-2017**  
**Approval to Award a Construction Services Contract for the Michigan Road Branch Project**

**Recommendation:**

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 33-2017) to award a contract for construction services for the Michigan Road Branch Project to **Stenz Construction Corporation, Indianapolis, Indiana**, for the total cost of \$5,700,000.00.

**Background:**

As part of the Strategic and Long Range Financial Plan, funds were allocated for the construction, equipping and operation of the new Michigan Road Branch Library. IndyPL staff and krM Architecture+ prepared bidding documents to solicit open, competitive, and sealed public bids for the Michigan Road Branch Project. Unified construction contract bids were solicited, with the contractor responsible for all general, mechanical, electrical, plumbing, library shelving, and miscellaneous construction activities

The Michigan Road Branch Project was bid using the Public Works Statute IC § 36-1-12 and with IndyPL’s submission requirements for Responsible Bidding Practices. Public Notice to prospective bidders was advertised per the Public Notice Statute IC § 5-3 on August 18 and 25, 2017. Notice of the Project was also posted on the IndyPL website and copies of the Notice will be emailed to these business development entities:

- Center for Empowerment and Economic Development.
- Conexus Indiana.
- Hispanic Business Council, Indianapolis Chamber of Commerce.
- Indiana Minority Supplier Development Council.
- Indiana Chamber of Commerce.
- Indianapolis Black Chamber of Commerce.
- Indianapolis Chamber of Commerce.

## **Board Action Request**

RE: Facilities Committee, Item 8a  
Resolution 33-2017 Approval to Award a Construction Services Contract for the  
Michigan Road Branch Project

Date: September 25, 2017

- 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.

A subcontractor and material suppliers outreach meeting was held at the HUB of the Crooked Creek CDC on August 16, 2017 in an effort to inform local construction related businesses about the Project and upcoming opportunities.

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

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

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

All of the sealed bids were accompanied by a bid security for 10% of the total bid.

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

The preliminary project schedule targets a starting October 1, 2017, with substantial completion in the fourth quarter of 2018.

Five (5) sealed bids were received at the Library Services Center by the deadline of 11:30 am local time on September 8, 2017. The five (5) bids were opened and read aloud publically.

A sixth bid from S&B Construction was received twelve (12) minutes after the deadline and was not opened publically. After further consideration, it was determined to be in IndyPL's best interest to open the S&B Construction bid, and the results are included in the tabulation below.

**Board Action Request**

RE: Facilities Committee, Item 8a

Resolution 33-2017 Approval to Award a Construction Services Contract for the Michigan Road Branch Project

Date: September 25, 2017

Bidder	MacDougall Pierce	Gibraltar	Weddle Brothers	Stenz	RL Turner	S&B Construction	Budget
Base Bid	\$5,950,000	\$6,395,000	\$6,464,000	\$5,700,000	\$5,866,000	\$6,320,000	\$5,666,000
Alternate #1 Change Stone to Brick	-\$40,000	-\$94,000	-\$103,000	-\$110,000	-\$60,000	-\$40,000	-\$50,000
Alternate #2 Add Landscape Features	\$115,000	\$80,000	\$80,400	\$78,000	\$120,000	\$97,000	\$75,000
Alternate #3 Delete Sun Control	-\$120,000	-\$99,000	-\$124,000	-\$115,000	-\$125,000	-\$140,000	-\$100,000
Alternate #4 Change Zinc to Steel	-\$39,000	-\$32,000	-\$39,000	-\$38,526	-\$40,000	-\$39,000	-\$50,000
Alternate #5 Change Some Stone to Steel	-\$30,000	-\$11,000	-\$31,000	-\$14,000	-\$15,000	-\$180,000	-\$25,000
Alternate #6 Delete Interior Stone	-\$9,000	-\$10,000	-\$28,000	-\$47,000	-\$50,000	-\$58,000	-\$25,000
Alternate #7 Owner Pendant Lights	-\$41,000	-\$30,000	-\$40,000	-\$43,500	-\$40,000	-\$44,000	-\$40,000

**Strategic/Fiscal Impact:**

The construction budget for this work is \$5,666,000. Thus the low bid is \$34,000 over budget. Deduct alternates were included in the bidding documents to allow opportunities to adjust the contract amount.

It is the recommendation of IndyPL staff to accept the base bid in total, and allocate \$34,000 from the \$550,000 construction contingency account. The Project is funded by the Series 2016 Bond Fund (Fund 46).





## Board Resolution

8a

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 33-2017

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE MICHIGAN ROAD BRANCH PROJECT

SEPTEMBER 25, 2017

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

**WHEREAS**, IndyPL Staff and the architect, krM Architecture+ prepared bidding documents to solicit open, competitive, and sealed public bids for the Michigan Road Branch Project. Unified construction contract bids were solicited, with the contractor responsible for all general, mechanical, electrical, plumbing, library shelving, and miscellaneous construction activities; and

**WHEREAS**, IndyPL received sealed bids from six (6) contractors; and

**WHEREAS**, based on the review of the bids, IndyPL and the architect have determined **Stenz Construction Corporation, Indianapolis, Indiana** to be the lowest, responsive, and responsible bidder, and recommend IndyPL award the contract to **Stenz Construction Corporation**.

**IT IS THEREFORE RESOLVED** the Michigan Road Branch 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 **Stenz Construction Corporation**. The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated August 14, 2017, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Stenz Construction Corporation** will be for the total cost of Five-Million Seven-Hundred-Thousand Dollars (\$5,700,000.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



# Board Action Request

8b

**To:** IndyPL Board **Meeting Date:** September 25, 2017  
**From:** Facilities Committee **Approved by**  
**The Library Board:**  
**Effective Date:**  
**Subject:** **Resolution 34-2017**  
**Approval to Award a Construction Services Contract for the**  
**Lawrence, Branch Mechanical Upgrade Project**

**Recommendation:**

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 34-2017) to award a contract for construction services for the Lawrence Branch mechanical upgrade project to **Irish Mechanical Services, Inc., Indianapolis, Indiana**, for the total cost of \$134,000.00.

**Background:**

As part of the 2017 Facilities Plan, funds were allocated for Mechanical upgrades for the Lawrence Branch Library. The existing mechanical systems at the Lawrence Branch was installed in 1983. The upgrade work will improve energy performance and indoor comfort for patrons and staff.

The work will be completed using the Public Works Statute IC § 36-1-12. The Scope of Work was developed by the IndyPL Facilities Staff working with mechanical engineer R.E. Dimond Associates.

Notice to prospective Vendors was issued on August 17, 2017. The Notice was emailed to four (4) Vendors known to be capable of successfully completing the Project and to the following business development contacts:

- 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.

**Board Action Request**

RE: Facilities Committee, Item 8b  
 Resolution 34-2017 Approval to Award a Construction Services Contract for the  
 Lawrence Branch Mechanical Upgrade Project

Date: September 25, 2017

- 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 Council, Indianapolis Chamber of Commerce.
- Women's Business Enterprise Council – Great Lakes Indiana.

Two (2) vendors submitted quotes at the Library Services Center by the deadline of September 6, 2017.

VENDOR	Lump-sum Quote	Certifications	Non-Collusion Affidavit	Acknowledge Addendum #1	E-Verify Affidavit
Ellis Mechanical	No Quote				
Irish Mechanical	\$134,000	-	X	X	X
Perfection Services	No Quote				
Sexson Mechanical	\$148,400	WBE	X	X	X

The preliminary Project schedule targets starting October 9, 2017, with substantial completion dates on November 17, 2017.

**Strategic/Fiscal Impact:**

The Projects will be funded by the Operating Fund – Fund 10. IndyPL shall award the Project to the lowest, responsible, and responsive Quoter pursuant to IC § 36-1-12-4.7 (b) (3).



## Board Resolution

8b

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 34-2017

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE LAWRENCE BRANCH MECHANICAL UPGRADE PROJECT

SEPTEMBER 25, 2017

**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 and the mechanical engineer, R.E. Dimond Associates, Indianapolis, IN, 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 four (4) invited Vendors, and no quotes from vendors notified via our business development contacts list; and

**WHEREAS**, based on the review of the quotes, IndyPL and the engineer have determined **Irish Mechanical Services, Inc., Indianapolis, Indiana** is the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12 and recommends IndyPL award the contract to **Irish Mechanical Services**.

**IT IS THEREFORE RESOLVED** the Lawrence Branch Mechanical Upgrade Project is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Irish Mechanical Services**. The agreement will be based upon the draft agreement included in the Invitation to Quote dated August 17, 2017, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Irish Mechanical Services** will be for the total cost of One-Hundred Thirty-Four-Thousand Dollars (\$134,000.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



# Board Action Request - Revised

8c

**To:** IndyPL Board **Meeting Date:** September 25, 2017

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

**Subject:** **Resolution 35-2017**  
**Approval to Award a Construction Services Contract for the**  
**Wayne Branch Mechanical Upgrade Project**

**Recommendation:**

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 35-2017) to award a contract for construction services for the Wayne Branch mechanical upgrade project to **Irish Mechanical Services, Inc., Indianapolis, Indiana**, for the total cost of \$134,000.00.

**Background:**

As part of the 2017 Facilities Plan, funds were allocated for Mechanical upgrades for the **Wayne** Branch Library. The existing mechanical systems at the Wayne Branch was installed in 1983. The upgrade work will improve energy performance and indoor comfort for patrons and staff.

The work will be completed using the Public Works Statute IC § 36-1-12. The Scope of Work was developed by the IndyPL Facilities Staff working with mechanical engineer R.E. Dimond Associates.

Notice to prospective Vendors was issued on August 17, 2017. The Notice was emailed to four (4) Vendors known to be capable of successfully completing the Project and to the following business development contacts:

- 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.

**Board Action Request - Revised**

RE: Facilities Committee, Item 8c  
Resolution 35-2017 Approval to Award a Construction Services Contract for the Wayne Branch Mechanical Upgrade Project

Date: September 25, 2017

- 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 Council, Indianapolis Chamber of Commerce.
- Women's Business Enterprise Council – Great Lakes Indiana.

Two (2) vendors submitted quotes at the Library Services Center by the deadline of September 6, 2017.

VENDOR	Lump-sum Quote	Certifications	Non-Collusion Affidavit	Acknowledge Addendum #1	E-Verify Affidavit
Ellis Mechanical	No Quote				
Irish Mechanical	\$134,000	-	X	X	X
Perfection Services	No Quote				
Sexson Mechanical	\$148,400	WBE	X	X	X

The preliminary Project schedule targets starting October 9, 2017, with substantial completion dates on November 17, 2017.

**Strategic/Fiscal Impact:**

The Projects will be funded by the Operating Fund – Fund 10. IndyPL shall award the Project to the lowest, responsible, and responsive Quoter pursuant to IC § 36-1-12-4.7 (b) (3).



# Board Resolution - Revised

8c

## INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 35-2017

### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE WAYNE BRANCH MECHANICAL UPGRADE PROJECT

SEPTEMBER 25, 2017

**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 and the mechanical engineer, R.E. Dimond Associates, Indianapolis, IN, 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 four (4) invited Vendors, and no quotes from vendors notified via our business development contacts list; and

**WHEREAS**, based on the review of the quotes, IndyPL and the engineer have determined **Irish Mechanical Services, Inc., Indianapolis, Indiana** is the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12 and recommends IndyPL award the contract to **Irish Mechanical Services**.

**IT IS THEREFORE RESOLVED** the Wayne Branch Mechanical Upgrade Project are approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Irish Mechanical Services**. The agreement will be based upon the draft agreement included in the Invitation to Quote dated August 17, 2017, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Irish Mechanical Services** will be for the total cost of One-Hundred Thirty-Four-Thousand Dollars (\$134,000.00), and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



## Board Action Request

8d

**To:** IndyPL Board

**Meeting Date:** September 25, 2017

**From:** Facilities Committee

**Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 36-2017**  
**Approval to Award a Construction Services Contract for the**  
**West Indianapolis Branch Mechanical Upgrade Project**

### **Recommendation:**

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 36-2017) to award a contract for construction services for the West Indianapolis Branch mechanical upgrade project to **Irish Mechanical Services, Inc., Indianapolis, Indiana**, for the total cost of \$76,000.00.

### **Background:**

As part of the 2017 Facilities Plan, funds were allocated for Mechanical upgrades for the West Indianapolis Branch Library. The existing mechanical systems were installed in 1986. The upgrade work will improve energy performance and indoor comfort for patrons and staff.

The work will be completed using the Public Works Statute IC § 36-1-12. The Scope of Work was developed by the IndyPL Facilities Staff working with mechanical engineer R.E. Dimond Associates.

Notice to prospective Vendors was issued on August 17, 2017. The Notice was emailed to four (4) Vendors known to be capable of successfully completing the Projects and to the following business development contacts:

- 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.



**Board Action Request**

RE: Facilities Committee, Item 8d  
 Resolution 36-2017 Approval to Award a Construction Services Contract for the  
 West Indianapolis Branch Mechanical Upgrade Project

Date: September 25, 2017

- 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 Council, Indianapolis Chamber of Commerce.
- Women's Business Enterprise Council – Great Lakes Indiana.

Two (2) vendors submitted quotes at the Library Services Center by the deadline of September 6, 2017.

VENDOR	Lump-sum Quote	Certifications	Non-Collusion Affidavit	Acknowledge Addendum #1	E-Verify Affidavit
Ellis Mechanical	No Quote				
Irish Mechanical	\$76,000	-	X	X	X
Perfection Services	No Quote				
Sexson Mechanical	\$79,400	WBE	X	X	X

The preliminary Project schedule targets starting October 9, 2017, with substantial completion dates on November 17, 2017.

**Strategic/Fiscal Impact:**

The Projects will be funded by the Operating Fund – Fund 10. IndyPL shall award the Projects to the lowest, responsible, and responsive Quoter pursuant to IC § 36-1-12-4.7 (b) (3).



## Board Resolution

8d

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 36-2017

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE WEST INDIANAPOLIS BRANCH MECHANICAL UPGRADE PROJECT

SEPTEMBER 25, 2017

**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 and the mechanical engineer, R.E. Dimond Associates, Indianapolis, IN, 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 four (4) invited Vendors, and no quotes from vendors notified via our business development contacts list; and

**WHEREAS**, based on the review of the quotes, IndyPL and the engineer have determined **Irish Mechanical Services, Inc., Indianapolis, Indiana** is the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12 and recommends IndyPL award the contract to **Irish Mechanical Services**.

**IT IS THEREFORE RESOLVED** the West Indianapolis Branch Mechanical Upgrade Project is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Irish Mechanical Services**. The agreement will be based upon the draft agreement included in the Invitation to Quote dated August 17, 2017, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Irish Mechanical Services** will be for the total cost of Seventy-Six-Thousand Dollars (\$76,000.00), 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 25, 2017

**From:** Facilities Committee

**Approved by**  
**The Library Board:**  
**Effective Date:**

**Subject:** **Resolution 37-2017**  
**Approval to Award a Construction Services Contract for the**  
**Irvington Branch Parking Lot Paving Project**

**Recommendation:**

IndyPL Facilities Staff recommends Board approval for the attached action (Resolution 37-2017) to award a contract for construction services for the Irvington Branch Parking Lot Paving Project to **Asphalt Maintenance, Indianapolis, Indiana**, for the total cost of \$74,500.00, inclusive of Alternate #1- Remove and Replace Concrete Entry Apron.

**Background:**

As part of the 2017 Facilities Plan, funds were allocated for system-wide parking lot repairs. The repair and maintenance work will increase the effective service life of the parking lot.

The work will be completed using the Public Works Statute IC § 36-1-12. The Scope of Work was developed by the IndyPL Facilities Staff.

Notice to prospective Vendors was issued on September 11, 2017. The Notice was emailed to four (4) Vendors known to deal in the class of work required and capable of successfully completing the Project.

One (1) vendor submitted a quote at the Library Services Center by the deadline of September 21, 2017.

**Board Action Request**

RE: Facilities Committee, Item 8e

Resolution 37-2017 Approval to Award a Construction Services Contract for the Irvington Branch Parking Lot Paving Project

Date: September 25, 2017

Vendor	Base Quote: – Asphalt Milling, Asphalt Overlay, Pavement Marking, Concrete Curb Repair, and full-depth Pavement Repairs	Alternate #1 – Remove and Replace Concrete Entry Apron	Total Quote	Certifications	Non-Collusion Affidavit	E-Verify Affidavit
Asphalt Maintenance	\$67,500	\$7,000	\$74,500		X	X
Dorsey Paving	No Quote			WBE		
Harding Asphalt	No Quote					
Midwest Paving	No Quote					

The preliminary Project schedule targets starting October 9, 2017, with substantial completion date on October 31, 2017.

All efforts will be made to complete the Project for the Irvington Halloween Festival on October 28, 2017.

**Strategic/Fiscal Impact:**

The Projects will be funded by the Operating Fund – Fund 10. IndyPL shall award the Project to the lowest, responsible, and responsive Quoter pursuant to IC § 36-1-12-4.7 (b) (3).



## Board Resolution

8e

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 37-2017

#### APPROVAL TO AWARD A CONSTRUCTION SERVICES CONTRACT FOR THE IRVINGTON BRANCH PARKING LOT PAVING PROJECT

SEPTEMBER 25, 2017

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

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

**WHEREAS**, IndyPL received quotes from one (1) of the four (4) invited Vendors; and

**WHEREAS**, based on the review of the quotes, IndyPL has determined **Asphalt Maintenance, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12 and recommends IndyPL award the contract to **Asphalt Maintenance**.

**IT IS THEREFORE RESOLVED** the Irvington Branch Parking Lot Paving Project is approved and the Chief Executive Officer (“CEO”) is authorized to negotiate and execute an agreement with **Asphalt Maintenance**. The agreement will be based upon the draft agreement included in the Invitation to Quote dated September 11, 2017, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Asphalt Maintenance** will be for the total cost of Seventy-Four-Thousand Five-Hundred Dollars (\$74,500.00), inclusive of Alternate #1 - Remove and Replace Concrete Entry Apron, and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.



## Board Briefing Report

9

**To:** IndyPL Board **Meeting Date:** 9/25/2017  
**From:** The Indianapolis Public Library Foundation  
**Subject:** September 2017 Update

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

**News:**

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

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

**Strategic/Fiscal Impact:**

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

Arthur Jordan Foundation  
BMO Harris Bank  
Butler University Libraries  
Citizens Energy Group  
Community Covenant Foundation  
Eli Lilly and Company Foundation, Inc.  
FlashPoint  
Graywolf Press  
HarperCollins

Indianapolis Power & Light Company  
Katz, Sapper & Miller  
Krieg DeVault LLP  
Kurt Vonnegut Memorial Library  
Managed Health Services  
Ritz Charles Inc.  
RJE Business Interiors  
Teachers Credit Union  
The Mind Trust  
Umbaugh  
Woodley Farra Manion Portfolio Management

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

**Children's Programs**

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

**Cultural Programs**

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

**Collections and Technology**

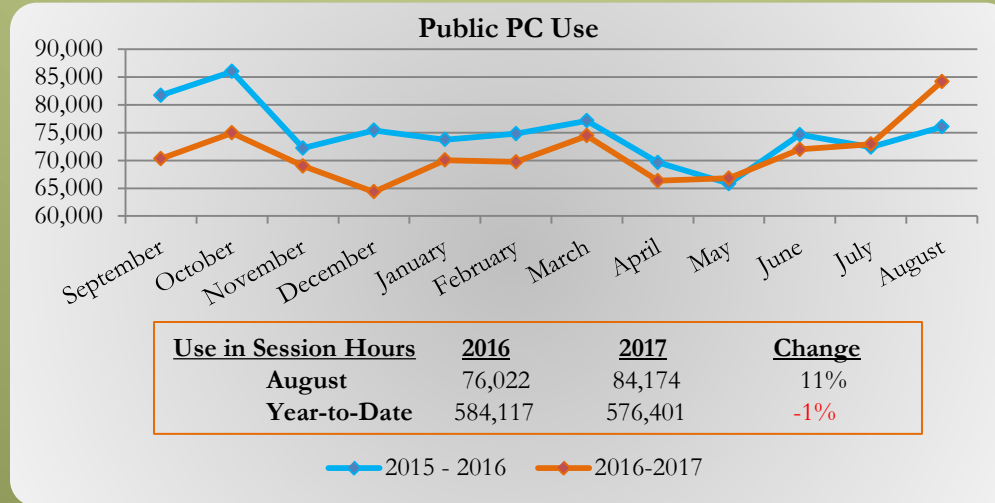
Lilly Digitization

**Capital Projects**

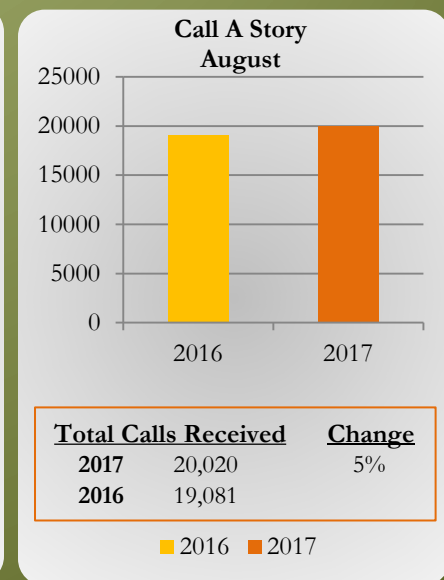
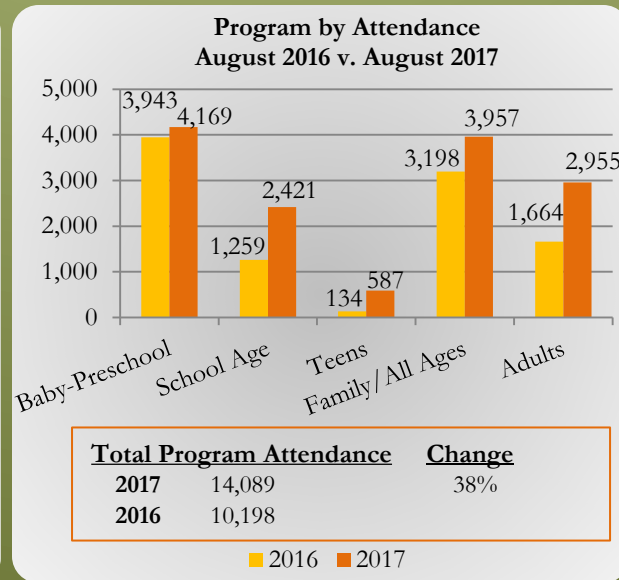
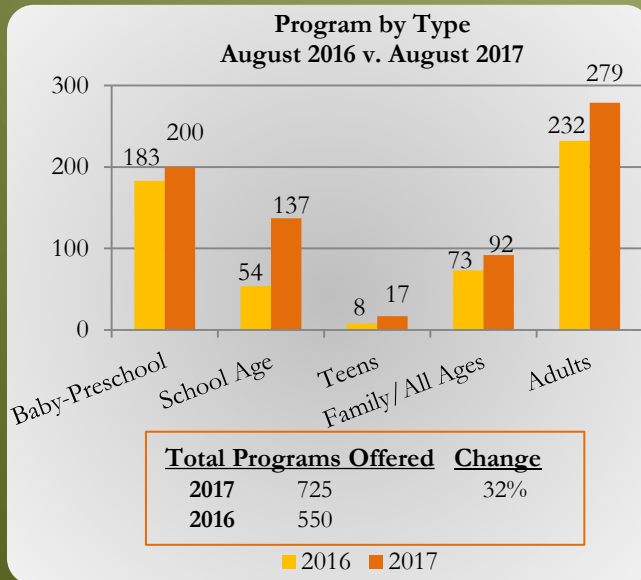
Pike Aquarium  
East 38<sup>th</sup> Street Aquarium

# Performance Dashboard

## Computer Use



## Programs

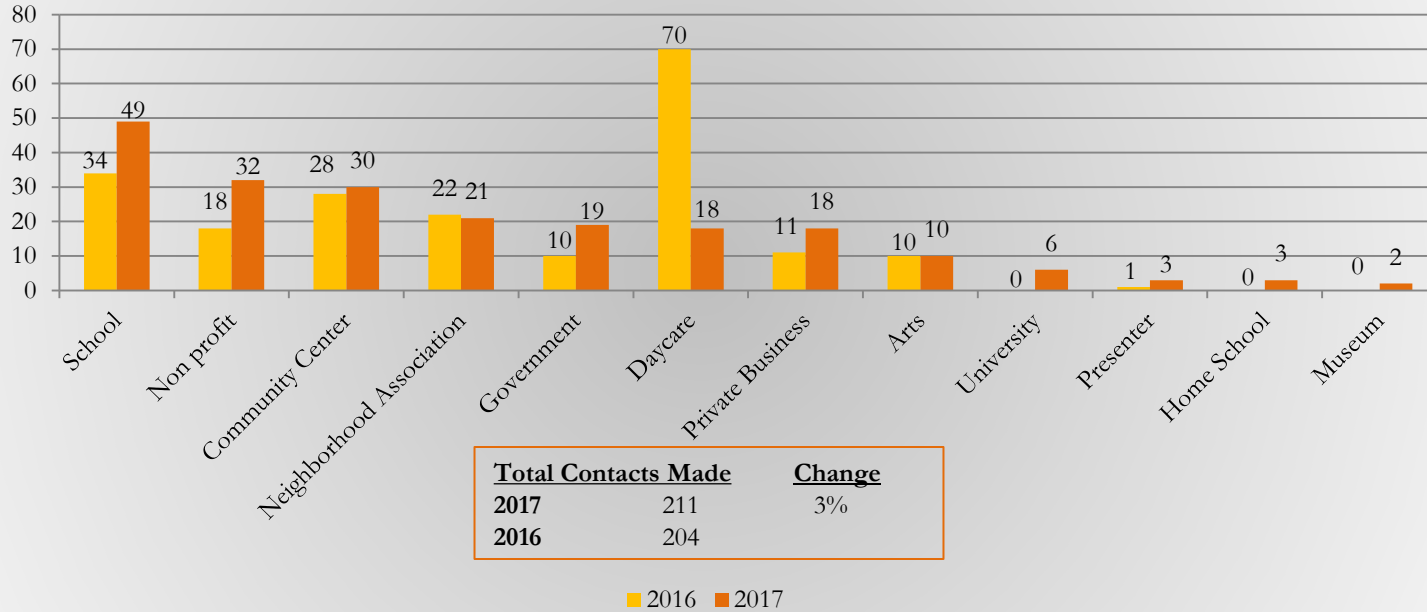




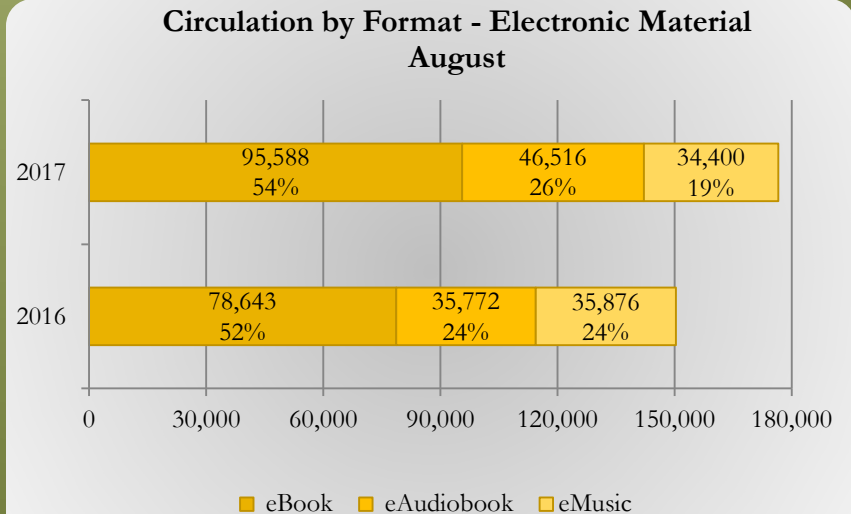
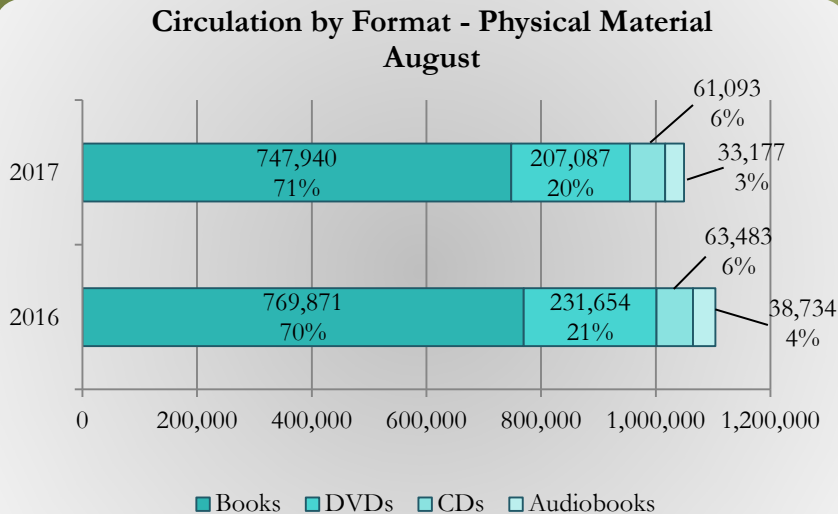
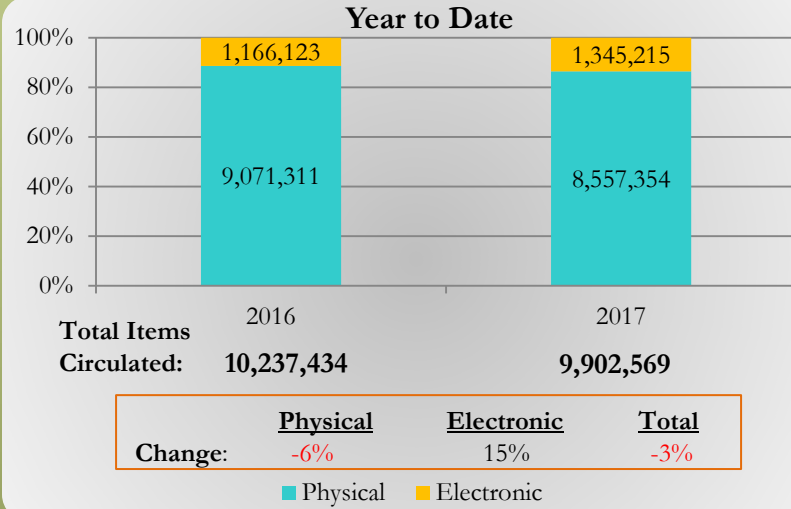
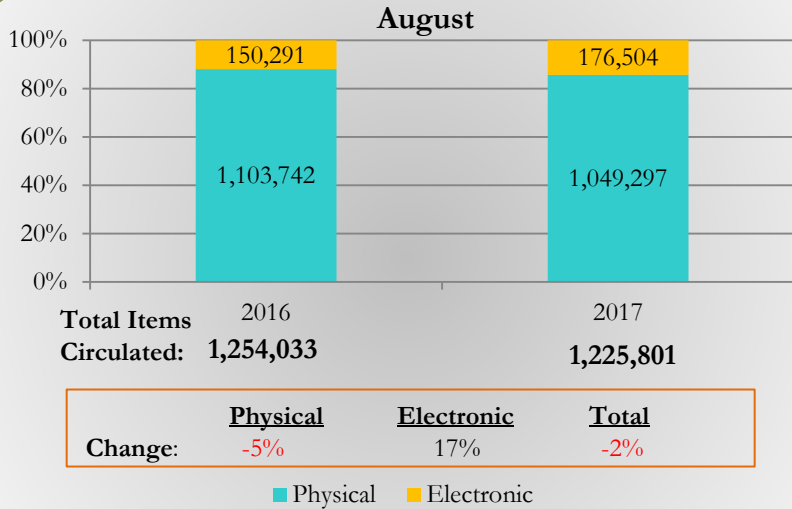
# Performance Dashboard

## Community Contacts

Community Contacts  
August 2016 v. August 2017

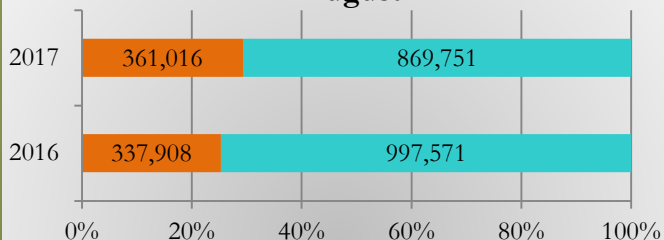


## Circulation



## Patron Visits

### August



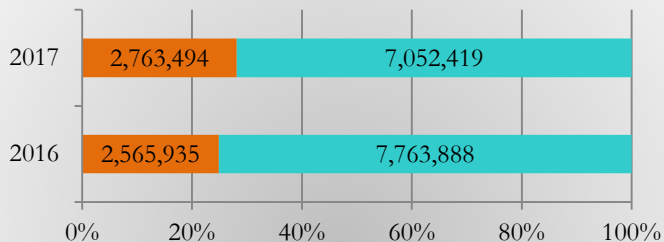
### Total Visits August

2017	1,230,767
2016	1,335,479

Change	Walk-in	Web Branch	Total
	7%	-13%	-8%

Walk-in Web Branch

### Year to Date



### Total Visits Year-to-Date

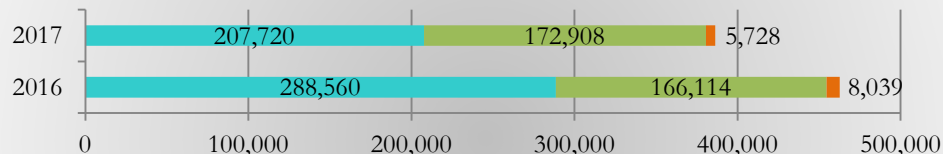
2017	9,815,913
2016	10,329,823

Change	Walk-in	Web Branch	Total
	8%	-9%	-5%

Walk-in Web Branch

## Library Card Use

### Total Borrowers



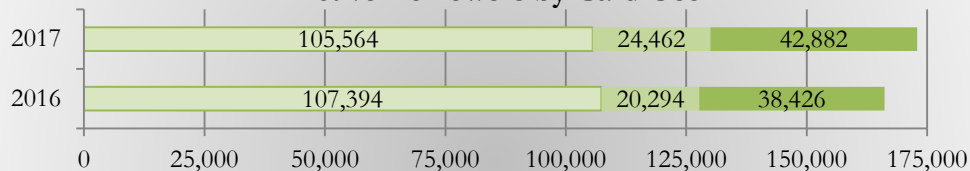
### Total Borrowers

2017	386,356
2016	462,713

Change	All Others	Active	New
	-28%	4%	-29%

All Others Active New

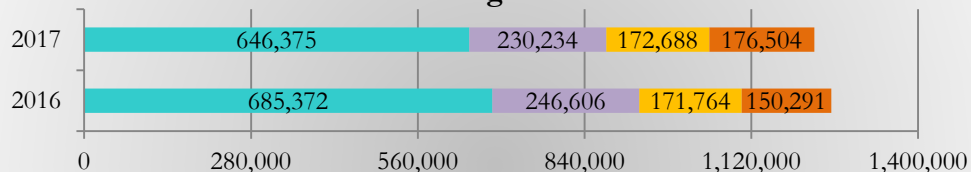
### Active Borrowers by Card Use



Change	Both	Only	PC & Remote Access Only
	-2%	21%	12%

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

### Borrowing Methods




Change	Renewal	Self-Check	Circ Desk	Electronic
	-6%	-7%	1%	17%

Renewal Self-Check Circ Desk Electronic

Strategic Plan Review #24 September 2017

## Goal 2: Strengthen Indianapolis neighborhoods and businesses

Strategy: **Develop an increased audio-visual capacity in Library locations to highlight community activities**



Background

During the development of the Strategic Plan in 2014, the Library dreamt of providing real-time information to patrons. We were determined to increase our audio-visual capacity in all Library locations with technology designed to focus on Library services, community activities and national news.

Library messaging in 2014 was limited to the use of paper signs which required labor intensive printing, individual replacement and delivery to branch sites. Paper signage is also limited in its content, incurs significant printing expenses, and is not environmentally friendly. Plus, the information becomes dated as the ink dries. There is no uniformity in messaging and the result is often a messy disorganized look in Library facilities.

The other drawback to print is its static nature. Human brains are programmed for motion. Our eyes are automatically drawn to moving objects. Digital signs displaying full-of-motion video are dynamic. They tap into something innately human, demanding our attention and holding it.

Digital signage replaces paper with modern display panels, digital content and internet technology to deploy a network of rich-media signs. The result is a dynamic screen-based communication network created to deliver a visual experience. They are used to display content such as digital images, video, streaming media, web pages, weather data or text.

Digital signage is used for a variety of purposes including public information about the weather, news, and traffic. Internal information about events, services and wayfinding directions are practical uses for the Library. Brand building, advertising and Library promotion can be achieved through monitors placed strategically in our facilities. In addition, we can influence user behavior by directing our patrons to programs and services offered by the Library and enhance the user experience in our facilities.

In light of the recent tragedy experienced by cities in Florida and Texas, digital signage systems have the ability to display local alerts instantly by sourcing third-party Emergency Alert Software information to give up-to-the-second information. In times of emergency, an existing digital signage network can be a lifesaver, providing critically important messages alerting staff and patrons to exit locations, storm shelters and other vital information.

## 2-9 Use digital signage to display community and Library information in branches to enhance the user experience

There is a hardware and software component to digital signage. The Library Facilities Department oversees the purchase/lease and installation of the hardware. Our Communication Department provides digital content for all digital signage with the exception of The Learning Curve, Infozone, and the monitors in the Central atrium. The remaining monitors at Southport, Warren, West Indianapolis, East Washington, Wayne, Central P1 lobby, The Library Services Center and Franklin Road (scheduled addition) are run on cloud based media management software. We have the ability to customize per monitor.

Almost all content on our digital monitors is currently Library focused and promotes library activities. Announcing Library closures is the exception. We emphasize new initiatives and highlight programs having a broad public appeal. Announcing the new **Center for Literature and Black Culture**, the **100<sup>th</sup> Birthday for Central Library** and the **annual CEO tour of branches** are examples. Programs with high appeal like **Call- A-Story** and **1000 books by Kindergarten** are featured on our digital display as well.

Digital signage provides general information about the activity or event and directs the viewer to seek additional information from Library staff. The goal is to enrich the library experience by introducing the user to Library initiatives outside their branch and encouraging participation. If the branch is hosting the event, it is promoted at that branch with digital signage.

The Library plans to purchase (4 or 5) additional equipment in 2017, but install and add content in 2018. We currently have no way to measure how many people view the digital display or whether it changes user behavior, however, it is an interesting challenge for the Library to think about outcome measures for such a dynamic promotional tool.

## 2-10 Be responsive to community changes and update information quickly

We run a REUTERS ticker tape across the bottom of all digital signage. It provides real-time news and weather. We do not promote community activities outside the library on our digital monitors. Instead, we promote these events through social media. The Library is in the infant stage of using digital signage and keeping content on the screen is our priority. Perhaps community based content could be a future feature, but currently design and production of content is slow and labor intensive.

The Communications Department is formulating a needs assessment for digital signage to determine the best use of this tool for Library purposes. Then we can turn that assessment into a long term plan for the future of digital signage. This plan will address the level of branch involvement and their ability to publicize individual programs and community events.

## 2-11 Provide public access to conferencing and production equipment

In 2017, smartphones have the capacity to connect any number of people together with real time face-to-face imaging. This technology fulfills the 2014 era need for conferencing and production equipment by the community. In three short years, most of the demand has been satisfied through personal devices and is no longer a Library strategy. However, our investment to outfit meeting rooms with Wi-Fi, projectors, screens and laptops for community use makes it significantly easier for neighborhood groups as well as staff to use technology for meetings. The auditorium at Central has had all its AV equipment upgraded in 2017 to improve quality and facilitate linking to WFYI and other media outlets for live broadcasts. The Library also offers learning opportunities through The Curve and Makerspace at Central Library with a sound booth and production software, cameras to create film, music etc.



10c

## August 2017 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)**

- **Central Library's 100<sup>th</sup> Anniversary**  
*Urban Times, Weekly View, Hendricks County Flyer, Westside Community News, Wednesday Word (IN State Library)*
- **2017 Summer Reading Program Wrap-Up**  
*Weekly View, Southside Times, Indianapolis Recorder*
- **Center for Black Literature & Culture Opening**  
*Urban Times (late-August media release...widespread coverage anticipated in Sept. & Oct.)*
- **White KIVA II System Installed at Central Library**  
*NUVO.com, Indy Arts Council*

Other media outreach in August occurred on such Library activities as the Pack Horse Librarian Project, Indiana Authors Award Dinner, Indy Jazz Fest at Central Library, Haughville Job Fair, and Solar Eclipse programming.

### **1 YouTube videos posted to website:**

- Welcome to the Bookmobile!

### **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**

#### **54 posts published on the official IndyPL Facebook Page:**

#### **Top Performing Posts-**

- Let's Play a Game: Which Children's Book would you live in for a month? - Reach of 21.3k

- Bookmobile Video- Reach of 11k
- #CurrentlyReading-Weekly Interactive Book discussion- Reach of 7.6k, 5.8k, and 5.4k
- Center for Black Literature and Culture- Reach of 7.5k (Paid Advertisement)
- #CurrentlyListening- Interactive discussion of Music and Podcasts- Reach of 4.5k
- Storywalk Video- Reach of 7.8k
- 1000 Books Before Kindergarten-38<sup>th</sup> Branch- Reach of 6.2k
- What does the library mean to you- Reach of 4.3k

**148 tweets published on the official IndyPL Twitter Page:**

- 129,000 Twitter impressions occurred in June
- 4,045 profile visits
- 215 outside mentions of IndyPL by patrons, community partners, and Indianapolis media

**21 Instagram Posts on the official IndyPL Instagram Page, visually highlighting:**

- Gen Con Ticket giveaway, a giveaway designed by Kirsten Weaver, Teen Librarian, and the IndyPL Foundation that was our first social media based program.
- Naturalization Ceremony at Central Library, celebrating over 100 new citizens.
- IndyPL's partnership with WFYI to bring The Cat and the Hat to the bookmobile and several branches, photos of the new Public Collection piece at Cityway, and photographs of bookshelves in the Indianapolis Special Collections Room, the Indiana State Archives, and the Indiana State Fair.
- Highlights of IndyPL programs and collections, including the seed library, volunteers in the booksale, and the new Booker mascot at Library Night at Victory Field/
- Throwback Thursday highlights from the Digital Indy collection and archives



## Board Action Request

10d1

**To:** IMCPL Board **Meeting Date:** September 25, 2017

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

**Effective Date:** September 25, 2017

**Subject:** Finances, Personnel and Travel Resolution 38-2017

**Recommendation:** Approve Finances, Personnel and Travel Resolution 38- 2017

**Background:** The Finances, Personnel and Travel Resolution 38- 2017 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL**  
**RESOLUTION 38 - 2017**

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WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of August 2017 pursuant to the Annual Resolution.

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

Warrant numbers **60780** through **60986** for a total of  
**\$1,510,624.17** were issued from the Operating Fund.  
EFT numbers **14092** through **14150** and  
**14152** through **14258** and for a total of  
**\$1,341,965.85** were issued from the Operating Fund.  
Warrant numbers **3087** through **3105** for a total of  
**\$73,795.83** were issued from the Payroll Fund.  
EFT numbers **563** and **569** for a total of  
**\$35,899.59** were issued from the Payroll Fund.  
Warrant number **659** through **670** for a total of  
**\$460.86** were issued from the Fines Fund.  
Warrant numbers **6007** through **6067** for a total of  
**\$68,622.08** were issued from the Gift Fund.  
EFT numbers **1443** through **1461** for a total of  
**\$59,677.53** were issued from the Gift Fund.  
Warrant numbers **267389** through **267421** and  
**1349** through **1350** for a total of  
**\$8,447.55** were issued for Employee Payroll  
Direct deposits numbers **320001** through **320636** and  
Direct deposits numbers **340001** through **340604** for a total of  
**\$958,974.23** were issued for Employee Payroll  
Electronic transfers for payment of taxes and garnishments for a total of  
**\$375,429.05** were issued for Employee Payroll

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

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

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

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

\_\_\_\_\_  
Lillian L. Charleston

\_\_\_\_\_  
Rev. T.D. Robinson

\_\_\_\_\_  
Dorothy R. Crenshaw

\_\_\_\_\_  
Joanne Sanders

\_\_\_\_\_  
Dr. Terri Jett

\_\_\_\_\_  
Dr. David W. Wantz

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

\_\_\_\_\_  
Patricia A. Payne

\_\_\_\_\_  
Rebecca L. Dixon  
Treasurer of the Library Board

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
14092	EFT Check	8/4/2017	ADP, INC.	\$3,876.34	Cleared
14093	EFT Check	8/3/2017	AUSTIN BOOK SALES	\$11,848.46	Cleared
14094	EFT Check	8/3/2017	BACKGROUND BUREAU INC.	\$75.00	Cleared
14095	EFT Check	8/3/2017	Baker & Taylor	\$6,795.36	Cleared
14096	EFT Check	8/3/2017	Baker & Taylor Pre-Cat	\$13,036.82	Cleared
14097	EFT Check	8/3/2017	Baker & Taylor	\$3,930.17	Cleared
14098	EFT Check	8/3/2017	BAKER & TAYLOR	\$1,865.45	Cleared
14099	EFT Check	8/3/2017	BRODART CO.	\$215.68	Cleared
14100	EFT Check	8/3/2017	EBSCO ACCOUNTS RECEIVABLE	\$0.00	Cleared
14101	EFT Check	8/3/2017	INDIANA PLUMBING AND DRAIN LLC	\$888.75	Cleared
14102	EFT Check	8/3/2017	INGRAM LIBRARY SERVICES	\$5,256.95	Cleared
14103	EFT Check	8/3/2017	INGRAM LIBRARY SERVICES	\$1,319.82	Cleared
14104	EFT Check	8/3/2017	J&G CARPET PLUS	\$525.00	Cleared
14105	EFT Check	8/3/2017	KEVIN J. COCQUYT	\$1,800.00	Cleared
14106	EFT Check	8/3/2017	LUNA MUSIC	\$11,465.96	Cleared
14107	EFT Check	8/3/2017	MARTEN CONSTRUCTION MANAGEMENT INC	\$4,800.00	Cleared
14108	EFT Check	8/3/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$751.81	Cleared
14109	EFT Check	8/3/2017	MIDWEST TAPE - PROCESSED DVDS	\$1,369.01	Cleared
14110	EFT Check	8/3/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$3,811.91	Cleared
14111	EFT Check	8/3/2017	MIDWEST TAPE, LLC	\$2,862.08	Cleared
14112	EFT Check	8/3/2017	OVERDRIVE INC	\$13,946.27	Cleared
14113	EFT Check	8/3/2017	PERFECTION SERVICE OF INDIANA	\$2,972.97	Cleared
14114	EFT Check	8/3/2017	RECORDED BOOKS	\$271.27	Cleared
14115	EFT Check	8/3/2017	TYLER TECHNOLOGIES, INC.	\$42,461.60	Cleared
14116	EFT Check	8/3/2017	ULINE	\$478.33	Cleared
14117	EFT Check	8/3/2017	VALUE LINE PUBLISHING INC.	\$1,425.00	Cleared
14118	EFT Check	8/4/2017	MacDougall Pierce Construction	\$191,447.69	Cleared
14119	EFT Check	8/10/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$612.50	Cleared
14120	EFT Check	8/10/2017	ACORN DISTRIBUTORS INC	\$2,040.70	Cleared
14121	EFT Check	8/10/2017	ALSCO	\$304.92	Cleared
14122	EFT Check	8/10/2017	AUSTIN BOOK SALES	\$7,060.50	Cleared
14123	EFT Check	8/10/2017	Baker & Taylor	\$4,390.09	Cleared
14124	EFT Check	8/10/2017	Baker & Taylor Pre-Cat	\$5,661.26	Cleared
14125	EFT Check	8/10/2017	Baker & Taylor	\$4,506.64	Cleared
14126	EFT Check	8/10/2017	BRODART CO.	\$5,280.50	Cleared
14127	EFT Check	8/10/2017	CDW GOVERNMENT, INC.	\$71.00	Cleared
14128	EFT Check	8/10/2017	CITIZENS THERMAL ENERGY	\$19,598.80	Cleared
14129	EFT Check	8/10/2017	CITIZENS THERMAL ENRGY.	\$66,456.95	Cleared
14130	EFT Check	8/10/2017	DANCORP INC. dba DANCO	\$650.00	Cleared
14131	EFT Check	8/10/2017	DELTA DENTAL	\$9,048.15	Cleared
14132	EFT Check	8/10/2017	INDIANA PLUMBING AND DRAIN LLC	\$527.25	Cleared
14133	EFT Check	8/10/2017	INGRAM LIBRARY SERVICES	\$8,979.26	Cleared
14134	EFT Check	8/10/2017	J&G CARPET PLUS	\$200.00	Cleared
14135	EFT Check	8/10/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$547.86	Cleared
14136	EFT Check	8/10/2017	MIDWEST TAPE - PROCESSED DVDS	\$1,447.84	Cleared
14137	EFT Check	8/10/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$12,241.53	Cleared
14138	EFT Check	8/10/2017	MIDWEST TAPE, LLC	\$7,256.85	Cleared
14139	EFT Check	8/10/2017	PFM AUTOMOTIVE.COM	\$695.47	Cleared
14140	EFT Check	8/10/2017	OVERDRIVE INC	\$53,021.25	Cleared
14141	EFT Check	8/10/2017	PERFECTION SERVICE OF INDIANA	\$457.50	Cleared
14142	EFT Check	8/10/2017	RECORDED BOOKS	\$495.88	Cleared
14143	EFT Check	8/10/2017	ALLIED RECEIVABLES FUNDING, INC.	\$4,944.62	Cleared
14144	EFT Check	8/10/2017	STAPLES	\$5,937.02	Cleared
14145	EFT Check	8/10/2017	Staples Business Advantage	\$851.14	Cleared
14146	EFT Check	8/10/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$2,590.75	Cleared
14147	EFT Check	8/10/2017	TITAN ASSOCIATES	\$66,169.50	Cleared
14148	EFT Check	8/10/2017	ULINE	\$599.91	Cleared
14149	EFT Check	8/10/2017	UNIQUE MANAGEMENT SERVICES, INC.	\$5,284.10	Cleared
14150	EFT Check	8/10/2017	VOCERA COMMUNICATIONS, INC.	\$13,491.62	Cleared
14152	EFT Check	8/21/2017	INDIANA DEPARTMENT OF REVENUE	\$1,678.98	Cleared
14153	EFT Check	8/17/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$875.00	Cleared
14154	EFT Check	8/17/2017	AUSTIN BOOK SALES	\$2,646.32	Cleared
14155	EFT Check	8/17/2017	Baker & Taylor	\$15,408.65	Cleared
14156	EFT Check	8/17/2017	Baker & Taylor	\$2,468.33	Cleared
14157	EFT Check	8/17/2017	Baker & Taylor Pre-Cat	\$10,671.49	Cleared
14158	EFT Check	8/17/2017	BAKER & TAYLOR	\$9,396.52	Cleared
14159	EFT Check	8/17/2017	DANCORP INC. dba DANCO	\$199.17	Cleared

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
14160	EFT Check	8/17/2017	FINELINE PRINTING GROUP	\$20,470.00	Cleared
14161	EFT Check	8/17/2017	FLEET CARE, INC.	\$179.45	Cleared
14162	EFT Check	8/17/2017	FULLER ENGINEERING CO., LLC	\$402.00	Cleared
14163	EFT Check	8/17/2017	H.J. UмбаUGH & ASSOCIATES	\$3,525.00	Cleared
14164	EFT Check	8/17/2017	INDIANA PLUMBING AND DRAIN LLC	\$3,972.25	Cleared
14165	EFT Check	8/17/2017	INGRAM LIBRARY SERVICES	\$1,596.23	Cleared
14166	EFT Check	8/17/2017	KEVIN J. COCQUYT	\$1,800.00	Cleared
14167	EFT Check	8/17/2017	KONE, INC.	\$580.23	Cleared
14168	EFT Check	8/17/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$974.65	Cleared
14169	EFT Check	8/17/2017	MIDWEST TAPE - PROCESSED DVDS	\$1,678.14	Cleared
14170	EFT Check	8/17/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$9,711.64	Cleared
14171	EFT Check	8/17/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$5,685.42	Cleared
14172	EFT Check	8/17/2017	MIDWEST TAPE, LLC	\$1,360.94	Cleared
14173	EFT Check	8/17/2017	OVERDRIVE INC	\$52,378.98	Cleared
14174	EFT Check	8/17/2017	PERFECTION SERVICE OF INDIANA	\$18,772.06	Cleared
14175	EFT Check	8/17/2017	RECORDED BOOKS	\$16,498.24	Cleared
14176	EFT Check	8/17/2017	ALLIED RECEIVABLES FUNDING, INC.	\$473.00	Cleared
14177	EFT Check	8/17/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$22,411.73	Cleared
14178	EFT Check	8/17/2017	STENZ MANAGEMENT COMPANY, INC.	\$9,486.52	Cleared
14179	EFT Check	8/17/2017	TITAN ASSOCIATES	\$2,147.00	Cleared
14180	EFT Check	8/17/2017	UNIQUE MANAGEMENT SERVICES, INC.	\$4,956.93	Cleared
14181	EFT Check	8/18/2017	ADP, INC.	\$1,057.50	Cleared
14182	EFT Check	8/18/2017	ADP, INC.	\$3,909.83	Cleared
14183	EFT Check	8/25/2017	ADP, INC.	\$20.00	Cleared
14184	EFT Check	8/24/2017	ALSCO	\$304.92	Cleared
14185	EFT Check	8/24/2017	AUSTIN BOOK SALES	\$6,140.28	Cleared
14186	EFT Check	8/24/2017	Baker & Taylor Pre-Cat	\$11,546.82	Cleared
14187	EFT Check	8/24/2017	Baker & Taylor	\$1,716.72	Cleared
14188	EFT Check	8/24/2017	Baker & Taylor	\$4,033.72	Cleared
14189	EFT Check	8/24/2017	BAKER & TAYLOR	\$1,009.71	Cleared
14190	EFT Check	8/24/2017	BRODART CO.	\$1,620.36	Cleared
14191	EFT Check	8/24/2017	BROWNING DAY MULLINS DIERDORF	\$30,000.00	Cleared
14192	EFT Check	8/24/2017	COMMERCIAL OFFICE ENVIRONMENTS INC.	\$1,975.00	Cleared
14193	EFT Check	8/24/2017	DENISON PARKING	\$5,675.15	Cleared
14194	EFT Check	8/24/2017	FLEET CARE, INC.	\$105.30	Cleared
14195	EFT Check	8/24/2017	H.J. UмбаUGH & ASSOCIATES	\$1,825.00	Cleared
14196	EFT Check	8/24/2017	INDIANAPOLIS RECORDER	\$78.00	Cleared
14197	EFT Check	8/24/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$3,350.00	Cleared
14198	EFT Check	8/24/2017	INGRAM LIBRARY SERVICES	\$1,709.83	Cleared
14199	EFT Check	8/24/2017	INGRAM LIBRARY SERVICES	\$47.20	Cleared
14200	EFT Check	8/24/2017	J&G CARPET PLUS	\$200.00	Cleared
14201	EFT Check	8/24/2017	LUNA MUSIC	\$6,548.69	Cleared
14202	EFT Check	8/24/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$137.96	Cleared
14203	EFT Check	8/24/2017	MIDWEST TAPE - PROCESSED DVDS	\$1,546.92	Cleared
14204	EFT Check	8/24/2017	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$10,200.66	Cleared
14205	EFT Check	8/24/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$5,969.10	Cleared
14206	EFT Check	8/24/2017	MIDWEST TAPE, LLC	\$196.68	Cleared
14207	EFT Check	8/24/2017	OFFICWORKS	\$2,904.00	Cleared
14208	EFT Check	8/24/2017	OVERDRIVE INC	\$17,761.80	Cleared
14209	EFT Check	8/24/2017	PERFECTION SERVICE OF INDIANA	\$738.83	Cleared
14210	EFT Check	8/24/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$8,033.00	Cleared
14211	EFT Check	8/24/2017	STAPLES	\$8,469.72	Cleared
14212	EFT Check	8/24/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$2,250.00	Cleared
14213	EFT Check	8/24/2017	TECH-LOGIC CORPORATION	\$173.00	Cleared
14214	EFT Check	8/24/2017	TITAN ASSOCIATES	\$478.50	Cleared
14215	EFT Check	8/24/2017	UNIQUE MANAGEMENT SERVICES, INC.	\$5,592.79	Cleared
14216	EFT Check	8/11/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$83,203.35	Cleared
14217	EFT Check	8/25/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$82,704.49	Cleared
14218	EFT Check	8/31/2017	A.M. BEST COMPANY, INC	\$3,401.00	Outstanding
14219	EFT Check	8/31/2017	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$350.00	Outstanding
14220	EFT Check	8/31/2017	ACORN DISTRIBUTORS INC	\$5,404.53	Outstanding
14221	EFT Check	8/31/2017	BACKGROUND BUREAU INC.	\$120.00	Outstanding
14222	EFT Check	8/31/2017	Baker & Taylor	\$11,288.99	Outstanding
14223	EFT Check	8/31/2017	Baker & Taylor	\$370.15	Outstanding
14224	EFT Check	8/31/2017	Baker & Taylor Pre-Cat	\$13,400.76	Outstanding
14225	EFT Check	8/31/2017	BAKER & TAYLOR	\$4,477.17	Outstanding
14226	EFT Check	8/31/2017	BRODART CO.	\$18.71	Outstanding

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
14227	EFT Check	8/31/2017	BRODART CO.	\$2,539.53	Outstanding
14228	EFT Check	8/31/2017	CDW GOVERNMENT, INC.	\$1,461.21	Outstanding
14229	EFT Check	8/31/2017	DEMCO INC.	\$3,642.19	Outstanding
14230	EFT Check	8/31/2017	FINELINE PRINTING GROUP	\$3,315.00	Outstanding
14231	EFT Check	8/31/2017	HP PRODUCTS CORPORATION	\$497.21	Outstanding
14232	EFT Check	8/31/2017	IHS GLOBAL INC.	\$1,305.00	Outstanding
14233	EFT Check	8/31/2017	INDIANA PLUMBING AND DRAIN LLC	\$1,585.00	Outstanding
14234	EFT Check	8/31/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$7,500.00	Outstanding
14235	EFT Check	8/31/2017	INGRAM LIBRARY SERVICES	\$990.55	Outstanding
14236	EFT Check	8/31/2017	IRVINGTON PRESBYTERIAN CHURCH	\$933.33	Outstanding
14237	EFT Check	8/31/2017	J&G CARPET PLUS	\$525.00	Outstanding
14238	EFT Check	8/31/2017	JCOS, INC.	\$29,092.50	Outstanding
14239	EFT Check	8/31/2017	KRATOS PUBLIC SAFETY & SECURITY SOLUTIONS, INC.	\$282.10	Outstanding
14240	EFT Check	8/31/2017	LUNA MUSIC	\$2,092.56	Outstanding
14241	EFT Check	8/31/2017	MARK'S VACUUM & JANITORIAL SUPPLIES	\$2,175.00	Outstanding
14242	EFT Check	8/31/2017	MIDWEST TAPE - AUDIOBOOKS ONLY	\$116.97	Outstanding
14243	EFT Check	8/31/2017	MIDWEST TAPE - PROCESSED DVDS	\$2,142.77	Outstanding
14244	EFT Check	8/31/2017	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$13,789.86	Outstanding
14245	EFT Check	8/31/2017	MIDWEST TAPE, LLC	\$6,553.80	Outstanding
14246	EFT Check	8/31/2017	MOORE INFORMATION SERVICES, INC.	\$715.95	Outstanding
14247	EFT Check	8/31/2017	PFM AUTOMOTIVE.COM	\$317.00	Outstanding
14248	EFT Check	8/31/2017	OFFICE 360	\$436.00	Outstanding
14249	EFT Check	8/31/2017	OFFICWORKS	\$776.00	Outstanding
14250	EFT Check	8/31/2017	PERFECTION SERVICE OF INDIANA	\$405.00	Outstanding
14251	EFT Check	8/31/2017	RECORD AUTOMATIC DOORS, INC.	\$337.32	Outstanding
14252	EFT Check	8/31/2017	RECORDED BOOKS	\$280.56	Outstanding
14253	EFT Check	8/31/2017	RICHARD LOPEZ ELECTRICAL, LLC	\$35,871.13	Outstanding
14254	EFT Check	8/31/2017	RYAN FIRE PROTECTION, INC.	\$318.50	Outstanding
14255	EFT Check	8/31/2017	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$926.00	Outstanding
14256	EFT Check	8/31/2017	THOMAS REUTERS - WEST	\$4,487.24	Outstanding
14257	EFT Check	8/31/2017	ULINE	\$718.50	Outstanding
14258	EFT Check	8/31/2017	VALUE LINE PUBLISHING INC.	\$447.00	Outstanding
60780	Computer Check	8/3/2017	ACTION PEST CONTROL, INC.	\$250.00	Cleared
60781	Computer Check	8/3/2017	ADP. LLC	\$572.88	Cleared
60782	Computer Check	8/3/2017	ALLEN IRRIGATION COMPANY, INC.	\$1,350.00	Cleared
60783	Computer Check	8/3/2017	AMERICAN BANKERS INSURANCE COMPANY OF FLORIDA	\$10,078.00	Cleared
60784	Computer Check	8/3/2017	Arab Termite and Pest Control, Inc.	\$1,683.00	Cleared
60785	Computer Check	8/3/2017	BEECH GROVE SEWAGE WORKS	\$129.36	Cleared
60786	Computer Check	8/3/2017	BETH ANN BROADHURST	\$2,400.00	Cleared
60787	Computer Check	8/3/2017	BLACKMORE & BUCKNER ROOFING	\$1,359.40	Cleared
60788	Computer Check	8/3/2017	BOOKS IN COMMON	\$3,575.00	Cleared
60789	Computer Check	8/3/2017	BUSINESS FURNITURE, LLC	\$2,675.00	Cleared
60790	Computer Check	8/3/2017	CHILDREN'S PLUS INC.	\$5,903.05	Cleared
60791	Computer Check	8/3/2017	CITIZENS ENERGY GROUP	\$5,736.88	Cleared
60792	Computer Check	8/3/2017	CLINT JIVOIN	\$1,200.00	Cleared
60793	Computer Check	8/3/2017	CUSTOM FLOORS	\$525.00	Cleared
60794	Computer Check	8/3/2017	CYBERIA, LTD.	\$500.00	Cleared
60795	Computer Check	8/3/2017	DACO GLASS & GLAZING INC.	\$2,258.83	Cleared
60796	Computer Check	8/3/2017	DEERING CLEANERS	\$50.00	Cleared
60797	Computer Check	8/3/2017	EF MARBURGER	\$19,400.00	Cleared
60798	Computer Check	8/3/2017	GALE GROUP THE	\$60.78	Cleared
60799	Computer Check	8/3/2017	GAYLORD ARCHIVAL	\$166.36	Cleared
60800	Computer Check	8/3/2017	GREY HOUSE PUBLISHING	\$144.00	Cleared
60801	Computer Check	8/3/2017	GUARDIAN	\$3,388.36	Cleared
60802	Computer Check	8/3/2017	INDIANA ALCOHOL AND TOBACCO COMMISSION	\$50.00	Cleared
60803	Computer Check	8/3/2017	INDIANA CHAMBER OF COMMERCE	\$153.45	Cleared
60804	Computer Check	8/3/2017	INFORMATION TODAY, INC.	\$301.05	Cleared
60805	Computer Check	8/3/2017	JEREMY SOUTH	\$840.00	Cleared
60806	Computer Check	8/3/2017	KELSEY HELEN-KOTNIK	\$825.00	Cleared
60807	Computer Check	8/3/2017	krM Architecture+	\$52,485.00	Cleared
60808	Computer Check	8/3/2017	KST SECURITY, INC.	\$241.25	Cleared
60809	Computer Check	8/3/2017	LUNA LANGUAGE SERVICES	\$70.00	Cleared
60810	Computer Check	8/3/2017	MARION COUNTY PUBLIC HEALTH DEPARTMENT	\$1,600.00	Cleared
60811	Computer Check	8/3/2017	METRIC ENVIRONMENTAL	\$120.60	Cleared
60812	Computer Check	8/3/2017	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	\$57,996.92	Cleared
60813	Computer Check	8/3/2017	MILA & ME	\$135.00	Cleared
60814	Computer Check	8/3/2017	NUVISION MEDIA INC.	\$3,125.00	Cleared

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
60815	Computer Check	8/3/2017	POPCON LLC	\$520.00	Cleared
60816	Computer Check	8/3/2017	TASHA JONES	\$63.80	Outstanding
60817	Computer Check	8/3/2017	REPROGRAPHIX, INC.	\$39.00	Cleared
60818	Computer Check	8/3/2017	SILLY SAFARI SHOWS, INC.	\$250.00	Cleared
60819	Computer Check	8/3/2017	SKILLPATH	\$156.90	Cleared
60820	Computer Check	8/3/2017	TACTIC, LLC	\$26,530.00	Cleared
60821	Computer Check	8/3/2017	THE CLASSIC CENTER	\$180.00	Cleared
60822	Computer Check	8/3/2017	THE HARMON HOUSE L.L.C.	\$175.00	Cleared
60823	Computer Check	8/3/2017	TIFFANI N. CARTER	\$136.29	Cleared
60824	Computer Check	8/3/2017	UNITED PARCEL SERVICE	\$187.91	Cleared
60825	Computer Check	8/3/2017	WENDELL R. FOWLER	\$200.00	Cleared
60826	Computer Check	8/3/2017	Paypal	\$54.10	Voided
60827	Computer Check	8/3/2017	Paypal	\$108.20	Cleared
60828	Computer Check	8/10/2017	ADTEC	\$630.00	Cleared
60829	Computer Check	8/10/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,376.95	Cleared
60830	Computer Check	8/10/2017	ANTHEM INSURANCE COMPANIES, INC.	\$267,682.32	Cleared
60831	Computer Check	8/10/2017	APRIL PULLEY SAYRE	\$955.56	Cleared
60832	Computer Check	8/10/2017	ART WITH A HEART	\$135.00	Cleared
60833	Computer Check	8/10/2017	AT&T	\$1,880.42	Cleared
60834	Computer Check	8/10/2017	AT&T	\$2,915.28	Cleared
60835	Computer Check	8/10/2017	AT&T MOBILITY	\$1,892.62	Cleared
60836	Computer Check	8/10/2017	BROAD RIPPLE VILLAGE ASSOCIATION (BRVA)	\$150.00	Outstanding
60837	Computer Check	8/10/2017	BROOKLYN JERSEY BOY, INC. (KEVIN POWELL)	\$3,875.00	Cleared
60838	Computer Check	8/10/2017	BUSINESS FURNITURE, LLC	\$250.00	Cleared
60839	Computer Check	8/10/2017	CITIZENS ENERGY GROUP	\$2,684.90	Cleared
60840	Computer Check	8/10/2017	CLARISSA RHINEHART	\$60.00	Cleared
60841	Computer Check	8/10/2017	ELIZABETH FRANKLIN	\$1,575.00	Cleared
60842	Computer Check	8/10/2017	ESSENTIAL ARCHITECTURAL SIGNS, INC.	\$96.00	Cleared
60843	Computer Check	8/10/2017	EXHIBIT ENVOY	\$2,250.00	Cleared
60844	Computer Check	8/10/2017	GAYLORD ARCHIVAL	\$15.69	Cleared
60845	Computer Check	8/10/2017	IMMIGRANT WELCOME CENTER	\$668.75	Cleared
60846	Computer Check	8/10/2017	INDIANA WRITER'S CENTER	\$200.00	Cleared
60847	Computer Check	8/10/2017	INDIANAPOLIS POWER & LIGHT COMPANY	\$79,862.88	Cleared
60848	Computer Check	8/10/2017	JEREMY SOUTH	\$840.00	Cleared
60849	Computer Check	8/10/2017	LA PLAZA, INC.	\$300.00	Cleared
60850	Computer Check	8/10/2017	LEVEL (3) COMMUNICATIONS, LLC	\$4,316.18	Cleared
60851	Computer Check	8/10/2017	LINK OBSERVATORY SPACE SCIENCE INSTITUTE	\$325.00	Cleared
60852	Computer Check	8/10/2017	MCGINTY CONVEYORS INC.	\$1,650.60	Cleared
60853	Computer Check	8/10/2017	PRESIDIO INFRASTRUCTURE SOLUTIONS LLC	\$106,827.50	Cleared
60854	Computer Check	8/10/2017	SAMUEL FRENCH INC	\$10.63	Cleared
60855	Computer Check	8/10/2017	SECURITAS SECURITY SERVICES USA, INC.	\$25,944.30	Cleared
60856	Computer Check	8/10/2017	SIGNARAMA DOWNTOWN INDIANAPOLIS	\$1,055.91	Cleared
60857	Computer Check	8/10/2017	SILLY SAFARI SHOWS, INC.	\$6,250.00	Cleared
60858	Computer Check	8/10/2017	TANGIBLE PLAY, INC.	\$2,760.00	Cleared
60859	Computer Check	8/10/2017	WENDELL R. FOWLER	\$100.00	Cleared
60860	Computer Check	8/10/2017	ACUITY SPECIALTY PRODUCTS, INC.	\$984.20	Cleared
60861	Computer Check	8/17/2017	ADTEC	\$3,470.00	Cleared
60862	Computer Check	8/17/2017	ALLEN BURKE	\$1,000.00	Cleared
60863	Computer Check	8/17/2017	AMIGOS LIBRARY SERVICES	\$330.00	Cleared
60864	Computer Check	8/17/2017	ART WITH A HEART	\$540.00	Cleared
60865	Computer Check	8/17/2017	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.	\$35.00	Cleared
60866	Computer Check	8/17/2017	AT & T LONG DISTANCE	\$45.72	Cleared
60867	Computer Check	8/17/2017	AT&T MOBILITY	\$766.45	Cleared
60868	Computer Check	8/17/2017	CENTRAL LIBRARY (PETTY CASH)	\$81.43	Cleared
60869	Computer Check	8/17/2017	CENTRAL SECURITY & COMMUNICATIONS	\$6,279.12	Cleared
60870	Computer Check	8/17/2017	CHILDREN'S PLUS INC.	\$438.40	Cleared
60871	Computer Check	8/17/2017	CITIZENS ENERGY GROUP	\$224.61	Cleared
60872	Computer Check	8/17/2017	CJ FITNESS INDY LLC	\$500.00	Cleared
60873	Computer Check	8/17/2017	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$27,701.75	Cleared
60874	Computer Check	8/17/2017	COMPUTYPE, INC.	\$279.71	Cleared
60875	Computer Check	8/17/2017	Constellation NewEnergy Gas Division, LLC	\$606.78	Cleared
60876	Computer Check	8/17/2017	CROSSROADS DOCUMENT SERVICES	\$1,203.73	Cleared
60877	Computer Check	8/17/2017	CULLIGAN OF INDIANAPOLIS	\$64.92	Cleared
60878	Computer Check	8/17/2017	DACO GLASS & GLAZING INC.	\$1,001.00	Cleared
60879	Computer Check	8/17/2017	DELL MARKETING L.P.	\$58,279.80	Cleared
60880	Computer Check	8/17/2017	DRAMATISTS PLAY SERVICE INC	\$19.79	Cleared
60881	Computer Check	8/17/2017	GALE GROUP THE	\$24,770.00	Cleared

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
60882	Computer Check	8/17/2017	GENUINE PARTS COMPANY-INDIANAPOLIS	\$41.22	Cleared
60883	Computer Check	8/17/2017	Hall, Render, Killian, Heath & Lyman, P.C.	\$4,320.00	Cleared
60884	Computer Check	8/17/2017	INDIANA NEWSPAPERS, INC.	\$102.50	Cleared
60885	Computer Check	8/17/2017	INDIANA WRITER'S CENTER	\$200.00	Cleared
60886	Computer Check	8/17/2017	INDIANAPOLIS FLEET SERVICES	\$1,694.77	Cleared
60887	Computer Check	8/17/2017	ILEA HEADQUARTERS	\$349.00	Cleared
60888	Computer Check	8/17/2017	JEREMY SOUTH	\$720.00	Cleared
60889	Computer Check	8/17/2017	MACALLISTER MACHINERY CO., INC.	\$4,659.00	Cleared
60890	Computer Check	8/17/2017	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	\$250.00	Cleared
60891	Computer Check	8/17/2017	RADWAY PIANO SERVICE	\$95.00	Cleared
60892	Computer Check	8/17/2017	RICOH USA, INC.	\$4,533.55	Cleared
60893	Computer Check	8/17/2017	SECURITAS SECURITY SERVICES USA, INC.	\$15,997.49	Cleared
60894	Computer Check	8/17/2017	U.S. HealthWorks Medical Group IN, PC	\$342.96	Cleared
60895	Computer Check	8/23/2017	JP MORGAN CHASE BANK	\$2,161.48	Cleared
60896	Computer Check	8/23/2017	JP MORGAN CHASE BANK	\$5,576.25	Cleared
60897	Computer Check	8/24/2017	ADP, INC.	\$591.48	Cleared
60898	Computer Check	8/24/2017	APPLIED ENGINEERING SERVICES	\$2,250.00	Cleared
60899	Computer Check	8/24/2017	Arab Termite and Pest Control, Inc.	\$2,354.00	Cleared
60900	Computer Check	8/24/2017	ART WITH A HEART	\$945.00	Cleared
60901	Computer Check	8/24/2017	BARDACH AWARDS	\$15.00	Cleared
60902	Computer Check	8/24/2017	BOOKS IN COMMON	\$4,250.00	Cleared
60903	Computer Check	8/24/2017	BRYNN NIGHTENHELSER	\$75.00	Outstanding
60904	Computer Check	8/24/2017	CATHERINE BOWIE	\$75.00	Outstanding
60905	Computer Check	8/24/2017	CHC WELLBEING INC	\$50.00	Outstanding
60906	Computer Check	8/24/2017	CHI BLACKBURN	\$200.00	Cleared
60907	Computer Check	8/24/2017	CHILDREN'S PLUS INC.	\$706.35	Cleared
60908	Computer Check	8/24/2017	CITIZENS ENERGY GROUP	\$3,864.74	Cleared
60909	Computer Check	8/24/2017	CITYOGA SCHOOL OF YOGA & HEALTH	\$75.00	Cleared
60910	Computer Check	8/24/2017	COURT & COMMERCIAL RECORD	\$56.28	Cleared
60911	Computer Check	8/24/2017	CUSTOM FLOORS	\$13,780.00	Cleared
60912	Computer Check	8/24/2017	GALE GROUP THE	\$788.72	Cleared
60913	Computer Check	8/24/2017	Gale/CENGAGE Learning	\$372,450.00	Cleared
60914	Computer Check	8/24/2017	GLOBAL INDUSTRIAL	\$868.00	Cleared
60915	Computer Check	8/24/2017	GODBY HEATING, PLUMBING & ELECTRICAL	\$7,718.00	Cleared
60916	Computer Check	8/24/2017	HEINEMANN	\$3,269.44	Cleared
60917	Computer Check	8/24/2017	INDIANA DEPARTMENT WORKFORCE DEV	\$645.15	Cleared
60918	Computer Check	8/24/2017	INDIANA NEWSPAPERS, INC.	\$1,624.96	Cleared
60919	Computer Check	8/24/2017	INDIANA WRITER'S CENTER	\$200.00	Cleared
60920	Computer Check	8/24/2017	INFORMATION TODAY, INC.	\$684.53	Cleared
60921	Computer Check	8/24/2017	Interactive Sciences, Inc	\$1,849.76	Outstanding
60922	Computer Check	8/24/2017	JEREMY SOUTH	\$480.00	Cleared
60923	Computer Check	8/24/2017	KATHERINE HINKLE	\$75.00	Cleared
60924	Computer Check	8/24/2017	LABEL SOLUTIONS, LLC	\$750.08	Cleared
60925	Computer Check	8/24/2017	MayRealtors, LLC	\$500.00	Cleared
60926	Computer Check	8/24/2017	METRIC ENVIRONMENTAL	\$6,387.53	Cleared
60927	Computer Check	8/24/2017	RICOH USA, INC.	\$4,533.55	Cleared
60928	Computer Check	8/24/2017	RITZ CHARLES CARMEL	\$2,997.00	Cleared
60929	Computer Check	8/24/2017	SAKURA FUQUA	\$150.00	Cleared
60930	Computer Check	8/24/2017	SECURITAS SECURITY SERVICES USA, INC.	\$29,101.91	Cleared
60931	Computer Check	8/24/2017	SIGNARAMA DOWNTOWN INDIANAPOLIS	\$199.20	Voided
60932	Computer Check	8/24/2017	SONDHI SOLUTIONS	\$130.19	Cleared
60933	Computer Check	8/24/2017	SOUTHPORT (PETTY CASH)	\$36.39	Cleared
60934	Computer Check	8/24/2017	TODAY'S BUSINESS SOLUTIONS, INC.	\$4,520.83	Cleared
60935	Computer Check	8/24/2017	U.S. HealthWorks Medical Group IN, PC	\$42.87	Cleared
60936	Computer Check	8/31/2017	AMERICAN LIBRARY ASSOCIATION	\$210.00	Outstanding
60937	Computer Check	8/31/2017	APEX BENEFITS GROUP	\$12,500.00	Outstanding
60938	Computer Check	8/31/2017	ART WITH A HEART	\$135.00	Outstanding
60939	Computer Check	8/31/2017	BEECH GROVE SEWAGE WORKS	\$129.36	Outstanding
60940	Computer Check	8/31/2017	BOOKS IN COMMON	\$2,500.00	Outstanding
60941	Computer Check	8/31/2017	BRENNA SHEPHERD	\$75.00	Outstanding
60942	Computer Check	8/31/2017	BRIGHTWOOD INVESTORS, LLC	\$3,976.00	Outstanding
60943	Computer Check	8/31/2017	BRYNN NIGHTENHELSER	\$75.00	Outstanding
60944	Computer Check	8/31/2017	CATHERINE BOWIE	\$75.00	Outstanding
60945	Computer Check	8/31/2017	CENTRAL INDIANA SECURITY CORP., LTD	\$109.95	Outstanding
60946	Computer Check	8/31/2017	CENTRAL SECURITY & COMMUNICATIONS	\$23,310.36	Outstanding
60947	Computer Check	8/31/2017	CHILDREN'S PLUS INC.	\$2,960.40	Outstanding
60948	Computer Check	8/31/2017	CINTAS CORPORATION #018	\$485.89	Outstanding

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**BANK REGISTER**

**OPERATING ACCOUNT**

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
60949	Computer Check	8/31/2017	CITIZENS ENERGY GROUP	\$6,901.19	Outstanding
60950	Computer Check	8/31/2017	City of Indianapolis Parks & Recreation	\$60.00	Outstanding
60951	Computer Check	8/31/2017	COUNCIL OF STATE GOVERNMENTS	\$175.50	Outstanding
60952	Computer Check	8/31/2017	COURT & COMMERCIAL RECORD	\$88.55	Outstanding
60953	Computer Check	8/31/2017	CROSSROADS DOCUMENT SERVICES	\$1,617.01	Outstanding
60954	Computer Check	8/31/2017	DACO GLASS & GLAZING INC.	\$308.04	Outstanding
60955	Computer Check	8/31/2017	DYNAMARK	\$535.02	Outstanding
60956	Computer Check	8/31/2017	Shanika Heyward	\$26.65	Outstanding
60957	Computer Check	8/31/2017	ELEASE WOMACK	\$300.00	Outstanding
60958	Computer Check	8/31/2017	ELLIS MECHANICAL & ELECTRICAL	\$300.00	Outstanding
60959	Computer Check	8/31/2017	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
60960	Computer Check	8/31/2017	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,881.56	Outstanding
60961	Computer Check	8/31/2017	GAYLORD ARCHIVAL	\$169.77	Outstanding
60962	Computer Check	8/31/2017	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$207.09	Outstanding
60963	Computer Check	8/31/2017	IBJ BOOK PUBLISHING	\$21.49	Outstanding
60964	Computer Check	8/31/2017	INDIANA DEPARTMENT OF HOMELAND SECURITY	\$1,200.00	Outstanding
60965	Computer Check	8/31/2017	INDIANA HISTORICAL SOCIETY	\$134.66	Outstanding
60966	Computer Check	8/31/2017	INDIANA NEWSPAPERS, INC.	\$261.66	Outstanding
60967	Computer Check	8/31/2017	JEREMY SOUTH	\$480.00	Outstanding
60968	Computer Check	8/31/2017	JOSEFA S. BEYER	\$371.50	Outstanding
60969	Computer Check	8/31/2017	KATHERINE HINKLE	\$75.00	Outstanding
60970	Computer Check	8/31/2017	krM Architecture+	\$55,670.00	Outstanding
60971	Computer Check	8/31/2017	MARSHALL & SWIFT/BOECKH, LLC	\$349.95	Outstanding
60972	Computer Check	8/31/2017	MATTHEW BENDER & COMPANY, INC.	\$154.43	Outstanding
60973	Computer Check	8/31/2017	MIKE COGHLAN	\$210.00	Outstanding
60974	Computer Check	8/31/2017	OTAKU USA	\$18.95	Outstanding
60975	Computer Check	8/31/2017	PLYMOUTH ROCKET, INC.	\$650.00	Outstanding
60976	Computer Check	8/31/2017	R.E. DIMOND AND ASSOCIATES, INC.	\$10,075.00	Outstanding
60977	Computer Check	8/31/2017	SAGE PUBLICATIONS INC.	\$845.96	Outstanding
60978	Computer Check	8/31/2017	SAKURA FUQUA	\$150.00	Outstanding
60979	Computer Check	8/31/2017	SARAH JANE BATT	\$59.00	Outstanding
60980	Computer Check	8/31/2017	SECURITAS SECURITY SERVICES USA, INC.	\$725.00	Outstanding
60981	Computer Check	8/31/2017	SHOWCASES	\$673.92	Outstanding
60982	Computer Check	8/31/2017	SIGNARAMA DOWNTOWN INDIANAPOLIS	\$138.20	Outstanding
60983	Computer Check	8/31/2017	STAC MATERIAL HANDLING, INC.	\$2,382.51	Outstanding
60984	Computer Check	8/31/2017	THE FRANKLIN TOWNSHIP CIVIC LEAGUE	\$33.00	Outstanding
60985	Computer Check	8/31/2017	U.S. HealthWorks Medical Group IN, PC	\$171.48	Outstanding
60986	Computer Check	8/31/2017	WEDDING DAY MAGAZINE	\$500.00	Outstanding
			<b>Total</b>	<u>\$2,852,590.02</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$1,510,624.17
<b>EFT Check</b>	\$1,341,965.85
<b>Total Payments</b>	\$2,852,336.72
<b>Total Voided Items</b>	\$253.30

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
563	EFT Check	8/10/2017	DELTA DENTAL	\$2,719.95	Cleared
564	EFT Check	8/11/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,839.00	Cleared
565	EFT Check	8/11/2017	FIDELITY INVESTMENTS	\$5,366.61	Cleared
566	EFT Check	8/11/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,410.56	Cleared
567	EFT Check	8/25/2017	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$7,417.86	Cleared
568	EFT Check	8/25/2017	AMERICAN UNITED LIFE INSURANCE CO	\$3,839.00	Cleared
569	EFT Check	8/28/2017	FIDELITY INVESTMENTS	\$5,306.61	Cleared
3087	Computer Check	8/3/2017	GUARDIAN	\$11,679.53	Cleared
3088	Computer Check	8/3/2017	The Indianapolis Public Library Foundation	\$559.33	Cleared
3089	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3090	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3091	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3092	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3093	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3094	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3095	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3096	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3097	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3098	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3099	Computer Check	8/10/2017	Voided Unused payment	\$0.00	Voided
3100	Computer Check	8/10/2017	AFSCME COUNCIL IKOC 962	\$2,225.26	Cleared
3101	Computer Check	8/10/2017	AMERICAN UNITED LIFE INSURANCE CO	\$206.92	Cleared
3102	Computer Check	8/10/2017	AMERICAN UNITED LIFE	\$2,203.80	Cleared
3103	Computer Check	8/10/2017	ANTHEM INSURANCE COMPANIES, INC.	\$56,017.68	Cleared
3104	Computer Check	8/10/2017	LegalShield	\$345.95	Cleared
3105	Computer Check	8/31/2017	The Indianapolis Public Library Foundation	\$557.36	Outstanding
<b>Total</b>				<u>\$109,695.42</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$73,795.83
<b>EFT Check</b>	\$35,899.59
<b>Total Payments</b>	\$109,695.42
<b>Total Voided Items</b>	\$0.00



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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
659	Computer Check	8/3/2017	ANGELA SEAL	\$44.98	Cleared
660	Computer Check	8/3/2017	BALL STATE UNIVERSITY	\$16.00	Outstanding
661	Computer Check	8/3/2017	ELIZABETH BONCOSKY	\$27.20	Cleared
662	Computer Check	8/3/2017	ISRAEL SHEPHERD	\$34.99	Cleared
663	Computer Check	8/3/2017	NEVAEH RAYANN SMITH	\$19.60	Outstanding
664	Computer Check	8/3/2017	THIASUI TIUANGNEH	\$31.79	Cleared
665	Computer Check	8/17/2017	BALL STATE UNIVERSITY	\$50.15	Voided
666	Computer Check	8/17/2017	ROY GERARD JR	\$23.00	Voided
667	Computer Check	8/17/2017	UNIVERSITY OF INDIANAPOLIS	\$70.00	Voided
668	Computer Check	8/17/2017	BALL STATE UNIVERSITY	\$50.15	Cleared
669	Computer Check	8/17/2017	ROY GERARD JR	\$23.00	Cleared
670	Computer Check	8/17/2017	UNIVERSITY OF INDIANAPOLIS	\$70.00	Outstanding
<b>Total</b>				<u>\$460.86</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$460.86
<b>EFT Check</b>	\$0.00
<b>Total Payments</b>	\$317.71
<b>Total Voided Items</b>	\$143.15

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
1443	EFT Check	8/3/2017	Baker & Taylor	\$37.98	Cleared
1444	EFT Check	8/3/2017	BAKER & TAYLOR	\$758.93	Cleared
1445	EFT Check	8/3/2017	INGRAM LIBRARY SERVICES	\$8,929.91	Cleared
1446	EFT Check	8/3/2017	KLINES QUALITY WATER, INC.	\$44.95	Cleared
1447	EFT Check	8/3/2017	LUNA MUSIC	\$601.57	Cleared
1448	EFT Check	8/10/2017	INGRAM LIBRARY SERVICES	\$171.92	Cleared
1449	EFT Check	8/17/2017	FAMILYTIMEENTERTAINMENT,INC.	\$445.00	Cleared
1450	EFT Check	8/17/2017	FINELINE PRINTING GROUP	\$2,990.00	Cleared
1451	EFT Check	8/24/2017	Voided Unused payment	\$0.00	Voided
1452	EFT Check	8/24/2017	Voided Unused payment	\$0.00	Voided
1453	EFT Check	8/24/2017	Voided Unused payment	\$0.00	Voided
1454	EFT Check	8/24/2017	Voided Unused payment	\$0.00	Voided
1455	EFT Check	8/24/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$21,693.39	Cleared
1456	EFT Check	8/24/2017	KLINES QUALITY WATER, INC.	\$87.90	Cleared
1457	EFT Check	8/24/2017	LUNA MUSIC	\$19.38	Cleared
1458	EFT Check	8/24/2017	STAPLES	\$60.60	Cleared
1459	EFT Check	8/31/2017	FAMILYTIMEENTERTAINMENT,INC.	\$250.00	Outstanding
1460	EFT Check	8/31/2017	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$23,578.00	Outstanding
1461	EFT Check	8/31/2017	KLINES QUALITY WATER, INC.	\$8.00	Outstanding
6007	Computer Check	8/3/2017	ANTHONY RADFORD	\$76.33	Cleared
6008	Computer Check	8/3/2017	BRIGHT IDEAS IN BROAD RIPPLE	\$1,449.76	Cleared
6009	Computer Check	8/3/2017	CHEF ELLE GREEN & CO.	\$100.00	Cleared
6010	Computer Check	8/3/2017	CROSSROADS DOCUMENT SERVICES	\$2,750.00	Cleared
6011	Computer Check	8/3/2017	Shanika Heyward	\$29.76	Cleared
6012	Computer Check	8/3/2017	ERIN MURPHY	\$102.29	Cleared
6013	Computer Check	8/3/2017	JILL WETNIGHT	\$39.89	Outstanding
6014	Computer Check	8/3/2017	JACKIE NYTES	\$40.50	Outstanding
6015	Computer Check	8/3/2017	JEANINE M. FOX	\$120.52	Voided
6016	Computer Check	8/3/2017	MAYRA OSEGUERA	\$400.00	Cleared
6017	Computer Check	8/3/2017	RAD DREW PHOTOGRAPHY	\$400.00	Cleared
6018	Computer Check	8/3/2017	SHANIKA HEYWARD	\$247.62	Cleared
6019	Computer Check	8/3/2017	THE HARMON HOUSE L.L.C.	\$275.00	Cleared
6020	Computer Check	8/3/2017	LITTLE CAESARS PIZZA	\$92.67	Cleared
6021	Computer Check	8/3/2017	JEANINE M. FOX	\$120.32	Cleared
6022	Computer Check	8/4/2017	MAC BELLNER	\$1,000.00	Cleared
6023	Computer Check	8/10/2017	3 TO 1 MUSIC	\$1,500.00	Cleared
6024	Computer Check	8/10/2017	ABBY BROWN	\$72.00	Cleared
6025	Computer Check	8/10/2017	APRIL PULLEY SAYRE	\$44.44	Cleared
6026	Computer Check	8/10/2017	CORNERSTONE BREAD CO., INC. DBA REFRESH	\$658.09	Cleared
6027	Computer Check	8/10/2017	Mikayla Knight Kinley	\$44.07	Cleared
6028	Computer Check	8/10/2017	ROBERT G. LEHNEN, PHD.	\$3,575.00	Cleared
6029	Computer Check	8/10/2017	SCHOLASTIC LIBRARY PUBLISHING	\$1,844.24	Cleared
6030	Computer Check	8/10/2017	SILLY SAFARI SHOWS, INC.	\$13,250.00	Cleared
6031	Computer Check	8/10/2017	SUE KENNEDY	\$50.30	Cleared
6032	Computer Check	8/10/2017	TAMI EDMINSTER	\$14.97	Cleared
6033	Computer Check	8/17/2017	APRIL PULLEY SAYRE	\$2,750.00	Cleared
6034	Computer Check	8/17/2017	BLOOD HOUND, INC.	\$437.50	Cleared
6035	Computer Check	8/17/2017	CREATIVE AQUATIC SOLUTIONS, LLC	\$210.00	Cleared
6036	Computer Check	8/17/2017	ENVIRO-TOTE INC.	\$6,244.66	Cleared
6037	Computer Check	8/17/2017	EXPRESS KIDS	\$360.00	Cleared
6038	Computer Check	8/17/2017	I-MCPL STAFF ASSOCIATION	\$150.00	Outstanding
6039	Computer Check	8/17/2017	INDY CONVERGENCE	\$400.00	Cleared
6040	Computer Check	8/17/2017	KIDS INK CHILDREN'S BOOKSTORE	\$4,428.83	Cleared
6041	Computer Check	8/17/2017	MEGHAN SISSOM	\$100.00	Cleared
6042	Computer Check	8/17/2017	MORNINGSTAR	\$10,500.00	Outstanding
6043	Computer Check	8/17/2017	PATTY JENKINS	\$5.35	Outstanding
6044	Computer Check	8/23/2017	JP MORGAN CHASE BANK	\$4,003.87	Cleared
6045	Computer Check	8/24/2017	Voided Unused payment	\$0.00	Voided
6046	Computer Check	8/24/2017	Voided Unused payment	\$0.00	Voided
6047	Computer Check	8/24/2017	Voided Unused payment	\$0.00	Voided
6048	Computer Check	8/24/2017	Voided Unused payment	\$0.00	Voided
6049	Computer Check	8/24/2017	Voided Unused payment	\$0.00	Voided

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Checks</b>	<b>Status</b>
6050	Computer Check	8/24/2017	ADAM TODD	\$106.67	Outstanding
6051	Computer Check	8/24/2017	ANTHONY RADFORD	\$63.22	Outstanding
6052	Computer Check	8/24/2017	CULLIGAN OF INDIANAPOLIS	\$23.12	Cleared
6053	Computer Check	8/24/2017	LAWRENCE (PETTY CASH)	\$57.79	Outstanding
6054	Computer Check	8/24/2017	MARGARET WARD	\$532.60	Outstanding
6055	Computer Check	8/31/2017	ARTS FOR LEARNING INDIANA	\$416.00	Outstanding
6056	Computer Check	8/31/2017	BOOTH TARKINGTON CIVIC THEATRE	\$200.00	Outstanding
6057	Computer Check	8/31/2017	CROSSROADS DOCUMENT SERVICES	\$4,886.60	Outstanding
6058	Computer Check	8/31/2017	Shanika Heyward	\$59.35	Outstanding
6059	Computer Check	8/31/2017	EXPRESS KIDS	\$360.00	Outstanding
6060	Computer Check	8/31/2017	HOOSIER BADGE	\$12.75	Outstanding
6061	Computer Check	8/31/2017	INDIANA LATINO INSTITUTE, INC.	\$1,000.00	Outstanding
6062	Computer Check	8/31/2017	INDIANAPOLIS SYMPHONY ORCHESTRA	\$200.00	Outstanding
6063	Computer Check	8/31/2017	PRECISE PRINTING PLUS SIGNS	\$115.00	Outstanding
6064	Computer Check	8/31/2017	SIGNARAMA DOWNTOWN INDIANAPOLIS	\$61.00	Outstanding
6065	Computer Check	8/31/2017	SUE KENNEDY	\$55.00	Outstanding
6066	Computer Check	8/31/2017	THE INTERNATIONAL CENTER OF INDIANAPOLIS	\$2,500.00	Outstanding
6067	Computer Check	8/31/2017	YARDART	\$85.00	Outstanding
<b>Total</b>				<u>\$128,299.61</u>	

**Summary by Transaction Type:**

<b>Computer Check</b>	\$68,622.08
<b>EFT Check</b>	\$59,677.53
<b>Total Payments</b>	\$128,179.09
<b>Total Voided Items</b>	\$120.52

<b>INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY - SEPTEMBER 25, 2017 - PERSONNEL ACTIONS - RESOLUTION 38-2017</b>							
<b>NEW HIRES:</b>							
<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>LOCATION NAME</b>	<b>HOURLY RATE</b>	<b>HIRE DATE</b>			
Darlene Fox	Electronic Resources Librarian	Collection Management	\$23.56	8/28/2017			
Kristen Foland	Hourly Public Services Associate I	Wayne	\$14.08	9/12/2017			
Melanie Stano	Manager, Acquisitions	Collection Management	\$26.02	10/23/2017			
Jeremy Radway	Hourly Auditorium Technician	Events	\$16.73	9/12/2017			
<b>INTERNAL CHANGES</b>							
<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>LOCATION NAME</b>	<b>HOURLY RATE</b>	<b>OLD JOB TITLE</b>	<b>OLD LOCATION</b>	<b>OLD HOURLY RATE</b>	<b>EFFECTIVE DATE</b>
Tony Van Pelt	Page	Garfield Park	\$9.33	Hourly Summer Reading Clerk	Garfield Park	\$11.85	8/6/2017
Mikaela Smith	Library Assistant II Part-Time (20 hours)	Garfield Park	\$12.33	Library Assistant II	Garfield Park	\$12.33	8/6/2017
Debbie Ratz	Library Assistant II Part-Time (20 hours)	Garfield Park	\$12.65	Library Assistant II	Garfield Park	\$12.65	8/6/2017
Andrew Cope	Library Assistant II	Nora	\$11.85	Library Assistant II Part-Time (20 Hours)	Nora	\$11.85	9/3/2017
Madison Woodward	Page	Wayne	\$9.91	Hourly Summer Reading Clerk	Wayne	\$11.85	8/6/2017
Kera Rice	Library Assistant II Part-Time (24 hours)	Southport	\$11.85	Hourly Library Assistant II	Southport	\$11.85	8/20/2017
Gentry Dulin	Computer Lab Assistant I	Central	\$12.92	Hourly Computer Lab Assistant II	Central	\$12.92	8/20/2017
Janna Vancza	Computer Lab Assistant I	Central	\$12.92	Hourly Library Assistant II	Franklin Road	\$12.65	8/20/2017
Meliah Harris	Page	Lawrence	\$9.15	Hourly Summer Reading Clerk	Lawrence	\$11.85	9/3/2017
Orsolya Munkacsi	Library Assistant II Part-Time (20 hours)	Nora	\$11.85	Hourly Library Assistant II	Nora	\$11.85	9/17/2017
Sindu Pathak	Library Assistant II Part-Time (20 hours)	Nora	\$11.85	Hourly Summer Reading Clerk	Nora	\$11.85	9/17/2017

Sarah Tadsen	Computer Lab Assistant II	Lawrence	\$12.92	Hourly Library Assistant II	Lawrence	\$11.85	9/17/2017	
Jennifer Pierpont	Page	Wayne	\$9.52	Library Assistant II Part-Time (20 hours)	Wayne	\$11.85	9/3/2017	
Mikaela Smith	Library Assistant II Full Time (Temporary)	Garfield Park	\$12.33	Library Assistant II Part-Time (20 hours)	Garfield Park	\$12.33	9/3/2017	
Katherine Hejazi	Computer Lab Assistant II Part-Time (24 Hours) Temporary	Garfield Park	\$13.53	Computer Lab Assistant II Full Time	Garfield Park	\$13.53	9/3/2017	
<b>SEPARATIONS:</b>								
<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>LOCATION NAME</b>	<b>HOURLY RATE</b>	<b>YEARS OF SERVICE</b>	<b>EFFECTIVE DATE</b>			
Miriam Geib	Collectible Bookseller	Support Programs and Volunteer Resources	\$19.76	31 years and 4 months	8/16/2016			
Elaine Oglesby	Hourly Public Services Associate I	Wayne	\$14.08	26 days	8/26/2017			
Shauna Walters	Page	Lawrence	\$9.15	4 months	8/28/2017			
Keith Harrison	Computer Lab Assistant II	Central	\$13.44	9 years and 7 months	8/20/2017			
Jennifer Moore	Hourly Job Center Assistant	East 38th	\$10.61	2 years and 4 months	8/1/2017			
<b>INACTIVE:</b>								
<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>LOCATION NAME</b>	<b>HOURLY RATE</b>	<b>EFFECTIVE DATE</b>				
Anna Salinas	Hourly Library Assistant I	East Washington	\$11.85	8/5/2017				
Wendi Swann	Hourly Library Assistant II	Wayne	\$12.33	8/15/2017				
Hannah Kraus	Page	Warren	\$9.15	7/27/2017				
Anna Diatlovich	Hourly Summer Reading Clerk	Wayne	\$11.85	8/6/2017				
Robyn McKinney	Page	East 38th	\$9.15	8/5/2017				
Isaiah Stevenson	Hourly Summer Reading Clerk	East 38th	\$11.85	8/5/2017				
Alexandria Edminster	Hourly Summer Reading Clerk	Learning Curve	\$10.50	8/12/2017				

Bess Yeager	Hourly Summer Reading Clerk	Learning Curve	\$11.85	8/12/2017				
Bronwynn Woodsworth	Hourly Summer Reading Clerk	Learning Curve	\$11.85	8/12/2017				
Kestrel Jones	Hourly Summer Reading Clerk	Pike	\$11.85	7/30/2017				
Megan Matthews	Hourly Summer Reading Clerk	Pike	\$11.85	7/30/2017				
Keyara Warren	Hourly Summer Reading Clerk	Pike	\$11.85	7/30/2017				
Azucena Guerrero Ruiz	Hourly Summer Reading Clerk	Haughville	\$11.85	8/5/2017				
Emily Rasmussen	Hourly Summer Reading Clerk	West Indianapolis	\$11.85	8/19/2017				
Dan'yaee Peele	Page	Haughville	\$9.52	8/19/2017				
Rachael Redmond	Hourly Library Assistant II	Southport	\$12.09	8/28/2017				
<b>RE-ACTIVATE:</b>								
<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>LOCATION NAME</b>	<b>HOURLY RATE</b>	<b>EFFECTIVE DATE</b>				
Danielle Scott	Page	Haughville	\$9.84	8/22/2017				
<b>RECLASSIFICATION:</b>								
<b>EMPLOYEE NAME</b>	<b>JOB TITLE</b>	<b>LOCATION NAME</b>	<b>HOURLY RATE</b>	<b>OLD JOB TITLE</b>	<b>OLD LOCATION</b>	<b>OLD HOURLY RATE</b>	<b>EFFECTIVE DATE</b>	<b>PG Change</b>
Richard Swan	Indy Library Store Coordinator	Support Programs and Volunteer Resources	\$22.83	Booksale Coordinator	Support Programs and Volunteer Resources	\$21.19	9/3/2017	From PG 0111 to 0300
Neva Adele Hoskin	Hourly Indy Library Store Online Bookseller	Support Programs and Volunteer Resources	\$16.29	Hourly Collectible Bookseller	Support Programs and Volunteer Resources	\$16.29	9/3/2017	From 0105 to 0104

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**TRAVEL AND TRAINING ACTION**

RESOLUTION 38 - 2017

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

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

Name	Branch/Department	Cost Center	City/State	Conference Name	Dates	Fund	Registration	Lodging	Travel/Milage	Per Diem	Total
Jayne Walters	BTW	2005	Indianapolis, IN	Because kids count	11/28-29/17	10	\$ 175.00		\$ 50.00		\$ 225.00
Bridget Kenney	HVL	2012	Indianapolis, IN	Because kids count	11/28-29/17	10	\$ 175.00		\$ 50.00		\$ 225.00
Nichelle Hayes	CBLC	1412	Indianapolis, IN	ILF	11/13-15/17	35	\$ 365.00		\$ 50.00		\$ 415.00
John Helling	DIR	2001	Indianapolis, IN	ILF	11/13-15/17	10	\$ 275.00				\$ 275.00
Kathryn Bacone	CMSA	1201	Indianapolis, IN	ILF	11/14-15/17	10	\$ 300.00				\$ 300.00
Mary Alice Durchholz	CMSA	1201	Indianapolis, IN	ILF	11/14-15/17	10	\$ 300.00				\$ 300.00
Nichelle Hayes	CBLC	1412	Anderson, IN	IN Black Librarian Con.	9/15/2017	35			\$ 50.00		\$ 50.00
Darlene Fox	CMSA	1201	Indianapolis, IN	ILF	11/13-15/17	10	\$ 300.00				\$ 300.00
Rebecca Dixon	CFO	1301	Indianapolis, IN	Transparency, Past,Present	9/21/2017	10	\$ 107.00		\$ 20.00		\$ 127.00
Carolyn Adams	ACC	1301	Indianapolis, IN	Transparency, Past,Present	9/21/2017	10	\$ 107.00		\$ 20.00		\$ 127.00
Andrew Schemm	HR	1701	Indianapolis, IN	Diversity Round Table	10/4/2017	10	\$ 100.00				\$ 100.00
Callie Fillenwarth	HR	1701	Indianapolis, IN	Diversity Round Table	10/4/2017	10	\$ 100.00				\$ 100.00
Jessica Moore	PDA	1501	Indianapolis, IN	Navigating Difference Cultral training	11/6-8/17	10	\$ 300.00				\$ 300.00
Cheryl Wright	HR	1701	Indianapolis, IN	Navigating Difference Cultral training	11/6-8/17	10	\$ 300.00				\$ 300.00
Montoya Barker	LAW	2013	Senoia, GA	The History of Senoia	10/7/2017	10	\$ -	\$ 110.00	\$ 21.40	\$ 15.00	\$ 146.40
Deb Champ	IT	1101	Minneapolis, MN	ULC Forum	10/11-10/13/17	10	\$ 445.00		\$ 650.00	\$ 60.00	\$ 1,155.00
Chris Cairo	SPA	1901	Minneapolis, MN	ULC Forum	10/11-10/13/17	10	\$ 400.00	\$ 200.00	\$ 550.00	\$ 100.00	\$ 1,250.00
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**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
SEPTEMBER 12, 2017**

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The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, September 12, 2017 at 4:15 p.m. pursuant to notice given.

**1. Call To Order**

Dr. Wantz called the meeting to order.

**2. Roll Call**

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

Members absent: None

**COMMITTEE REPORTS**

**3. Facilities Committee (Lillian L. Charleston, Chair; Rev. T. D. Robinson, Joanne M. Sanders) – Staff Liaison: Sharon Smith**

Prior to the Facilities Committee report, Mary Agnes Hylton, the Eagle Branch Manager, and Jonathan Hess, of Browning Day Mullins Dierdorf, gave a presentation regarding community response to the Eagle Project and key design features of the new Eagle Branch Library.

**Resolution – Approval to Award a Construction Services Contract for the Michigan Road Branch Project**

- Sharon Smith presented the Board Action Request seeking approval to award the Construction Services Contract for the Michigan Road Branch project to Stenz Construction Corporation, Indianapolis, IN, for the total cost of \$5,700,000.
- The preliminary project schedule targets a starting date of October 1, 2017, with substantial completion in the fourth quarter of 2018.
- Six (6) bids were received for the Project.
- The construction budget for the work is \$5,666,000 so the low bid is \$34,000 over budget. Deduct alternates were included in the bidding documents to allow opportunities to adjust the contract amount.

- It was the recommendation of IndyPL staff to accept the base bid in total, and allocate \$34,000 from the \$550,000 construction contingency account leaving \$516,000 in the account.
- The Project is funded by the Series 2016 Bond Fund (Fund 46).
- The Facilities Committee asked for additional information to be made available before the action item is forwarded to the Board of Trustees.
- The Facilities Committee will present the Resolution to the full Board for action contingent on receipt of the additional information at the regular meeting in September.

**Resolution – Approval to Award a Construction Services Contract for the Lawrence, Wayne, and West Indianapolis Branches Mechanical Upgrade Projects**

- Sharon Smith presented the Board Action Request seeking Approval to Award three separate Contracts for Construction Services for the Lawrence, Wayne and West Indianapolis Branches Mechanical Upgrade Projects to Irish Mechanical Services, Inc., Indianapolis, IN.
- The three projects were quoted separately to provide an opportunity for as many vendors as possible to submit quotes.
- It was noted that two (2) vendors submitted quotes at the Library Services Center by the deadline of September 6, 2017.
- The preliminary Project schedule targets starting October 9, 2017, with substantial completion dates on November 17, 2017.
- The Project will be funded from the Operating Fund (Fund 10).
- After discussion, The Facilities Committee moved to forward the vote on the Resolutions to the full Board at the regular meeting in September.

**Update on Current Projects**

Sharon Smith introduced Tia Jah Wynne Ayers, the Pike Branch Manager, who gave a report on security concerns at the Pike Branch regarding young patrons congregating at the Library after school. There have been efforts to add an additional security presence at Pike including placement of an off-duty police officer to supplement contract security officers at the Branch. There have also been discussions with Pike High School officials and the Superintendent of Schools. Tia Jah Wynne Ayers reported that the increased security and additional support has allowed Library staff to now better focus on conducting normal Library business and assisting Library patrons.

**Approval to Award a Construction Services Contract for the Irvington Branch Parking Lot Paving Project**

- The Board Action Request to seek Board approval to award a Construction Services Contract for the Irvington Branch Parking Lot Paving Project will be presented to the Board at the regular meeting in September.

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

**4a. Board Briefing – Policy Revisions**

Katherine explains the Responsible Bidding Practice and Submission Requirements on Public Works Projects and Leave Donation Program, which are new policies that will be brought to the board in October as a Board Action.

Katherine also goes through the key updates as to policy revisions of the current policy manual as well as general updates of terminology and clarification of policy language. She encourages the board to email or call her with any questions they have as they go through the documents provided.

**4b. Presentation on 2017 Staff Day**

Cheryl Wright gives presentation of learning and activity sessions being offered at Staff Day and other items on the agenda for that day.

**5. Finance Committee (Dr. Terri Jett, Chair; Lillian L. Charleston, Joanne M. Sanders) – Staff Liaison: Becky Dixon**

- a. **Resolution – Appropriation of Gift & Grant Proceeds and Transfer Between Accounts & Classifications.** The Library is receiving gifts from The Indianapolis Public Library Foundation, Indiana Humanities Grant, Mary Frances Rubly, CD-COM Systems Midwest, Indianapolis Garden Club, Robert & Toni Bader Foundation, and the Allen Whitehill Clowes Foundation which total \$192,986. These gifts will help fund a variety of programs such as the Adult Summer Reading Program, ALA Great Story Club at Central, Animal Programs, the Book Bike, Fall Fest, Glendale Seed Program, Pocket Parks Story Walks, Safe Trunk or Treat, Scare in the Square at Fountain Square, Author Visits, and Digitization.

The transfers in the Operating Fund are for IT and Facilities. The request from IT will cover the Visibility Project and other computer services for 2017. The request from Facilities will cover capital expenses related to the reimagine project at Central and capital needs at the East Washington Street Branch.

- b. **Resolution – Authorization for CEO to negotiate and execute a contract with PV Supa for RFID readers and gates.** The Library issued an RFP for a vendor for RFID readers and gates. Proposals from six vendors were received by the August 23<sup>rd</sup>, 2017 deadline. An evaluation committee consisting of the Director of Collection Management, Director of IT, Director of Public Services, Director of Facilities, four (4) Circulation staff representatives, and the RFID Project Coordinator reviewed the proposals. Five vendors were invited by the evaluation committee to make on-site presentations. Each presentation was attended by 27-39 staff members, including circulation staff, branch managers, and the evaluation committee. After reviewing staff

feedback from the on-site presentations, vendor proposals, and checking references, the evaluation committee has selected PV Supa as the Library's vendor for RFID readers and gates. The total cost of the system will be \$291,640 and be funded from the 2015 Bond 44 and targets a substantial completion date of December 15, 2017.

- c. Resolution – Authorization for CEO to negotiate and execute a contract with Tech Logic Corporation for Kwik Case Unlockers.** The Library issued an RFP for a vendor for RFID Kwik Case Unlockers. Proposals from five vendors were received by the August 23<sup>rd</sup>, 2017 deadline. An evaluation committee consisting of the Director of Collection Management, Director of IT, Director of Public Services, Director of Facilities, four (4) Circulation staff representatives, and the RFID Project Coordinator reviewed the proposals. Tech Logic Corporation was the only vendor whose proposal met the criteria of working with the Library's self-check equipment, software, and manufacturer (Cen Tec). The total cost of the system will be \$125,420 and be funded from the 2015 Bond 44.

## 6. Other Business

### a. Update on Central Library 100<sup>th</sup> Anniversary

John Helling, Public Services Director, reminded everyone that the Central Library 100<sup>th</sup> Anniversary celebration will take place on Saturday, October 7, 2017. The festivities begin at 11:00 a.m. He noted that the program for the day will be similar to Central's opening day on October 7, 1917. Additionally, the contents of the time capsule that was set in the cornerstone of Central during initial construction will be revealed and a new time capsule will be created.

Mr. Helling displayed several panels from the reading rail that are being installed at Central. These panels depict the history of Central Library. The panels were designed by RLR Associates with assistance from staff member Amy Griffin. It was pointed out that RLR is also helping design the new Center for Black Literature and Culture at Central.

### b. Integrated Library System Replacement

Debra Champ, IT Director, gave a presentation on the proposed replacement of the Library's current Integrated Library System ("ILS"). She provided background information and explained the need to upgrade our current ILS system that was initially installed in 1999. The timeline for this project is 84 weeks. The project is slated to begin in October 2017 and will be completed in July 2019 when the new system goes live. The budget for the project will be approximately \$1.5 million and the funding will come from a 2018 small bond.

On another matter, Ms. Payne expressed her thanks to the Library's Chief Executive Officer, Jackie Nytes, for attending the recent meeting held with Dr. LeGrand from the Indianapolis Public Schools ("IPS"). Ms. Payne advised that she plans to schedule another meeting with IPS in the near future.

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

- a. **Regular Board Meeting** – Monday, September 25, 2017, at the Eagle Branch Library, 3325 Lowry Road, at 6:30 p.m.
- b. **Library Board Committees Meeting** – October 10, 2017, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

**8. Adjournment**

Dr. Wantz declared the meeting adjourned at 6:50 p.m.





*You Are Invited!*

15b

The Indianapolis Public Library  
**Free Upcoming Events**

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

**September 30 at 11 a.m. & 2 p.m. – “Celebrating 100 Years of Central Library: Building Architectural Tours.”** Be a part of the celebration of Central Library’s 100th anniversary and experience the many renowned architectural features of the Cret building that opened in 1917, as well as those that comprise the modern glass and steel framed addition designed by Evans Woollen in 2007. Those wishing to participate are asked to meet at the Information Desk in the Atrium. Held at Central Library.

**October 4, 11, 18 & 25 – “ABCs of Diabetes.”** Those with diabetes and their family members are invited to this four-part series to receive instruction about medications, nutrition, exercise, monitoring and available community resources. Included will be individual consultations with a registered dietician and nurse. Register by calling 317-221-2094. Held at the Franklin Road Branch.

**October 7 from 11 a.m. - 2 p.m. – “Celebrating 100 Years of Central Library!”** Join us for a variety of activities to celebrate this milestone event in the Library’s history. There will be performances by a quintet from the Philharmonic Orchestra of Indianapolis and the Indianapolis Children’s Choir, a special presentation by the Mayor’s Office, the unveiling of a 100-year time capsule, period characters, souvenirs and birthday cake! Held throughout Central Library.

**October 10 from 1 - 5 p.m. – “Ask-a-Lawyer.”** You can receive free legal advice through one-on-one consultations with qualified, licensed attorneys who are members of the Indianapolis Bar Association. Those unable to attend can call 317-269-2000 to speak with an attorney. This community service event is sponsored by the Indianapolis Bar Association and the Indianapolis Bar Foundation, in cooperation with the Library. Held at various Library locations.

**October 14 from 10:15 a.m. - 4:30 p.m. – “Meet an Author, Be an Author.”** Celebrate Indiana’s rich literary tradition with activities for writers and book lovers of all ages. This day of free workshops and presentations is sponsored by The Eugene & Marilyn Glick Indiana Authors Award and the Library Foundation. It is held prior to the 2017 Indiana Authors Award Dinner that evening when winning authors are honored for their contributions to the literary landscape of Indiana and the nation. Held at Central Library.

**October 16 from 6 - 7:30 p.m. – “Community Conversations at East 38th Street.”** You’re invited to this next program in a series of engagement conversations and forums designed to solicit citizens’ visions for the growth, safety and well-being of the community and to improve the quality of life for those who work and live within the neighborhood. This series is made possible by Tracy L. Haddad through a gift to the Library Foundation. Held at the E. 38th St. Branch.

**October 21 from 12 noon - 3 p.m. – “Center for Black Literature & Culture Grand Opening.”** The entire community is invited to celebrate the rich heritage of those with African roots during this event that features a keynote address by acclaimed journalist Roland Martin (12:30 p.m.). Made possible by a grant from Lilly Endowment Inc., the 3,900-square-foot CBLC will be a focal point for exploring the black experience in Indianapolis and beyond. Held at Central Library.

*We hope to see you at these exciting events!*