



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
September 26, 2016**

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

**Nora Branch Public Library
8625 Guilford Avenue
At 6:30 P.M.**

**For The Purpose Of Considering The Following Agenda Items
Dated This 21st Day Of September, 2016**

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

-- Regular Meeting Agenda --

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

3. Branch Manager's Report

Delia Blanchard, Manager, Nora Branch, 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 22, 2016 (enclosed)

COMMITTEE REPORTS

6. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett)

a. Report of the Treasurer – August 2016 (enclosed)

b. Resolution 41 – 2016 (Appropriation of Gift/Grant Proceeds and Transfer Between Accounts and Classifications (enclosed)

c. Resolution 42 – 2016 (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Brightwood Branch Facility Improvement Project and Expenses Related Thereto) (enclosed)

- d. **Resolution 43 – 2016** (Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Michigan Road Branch Facility Improvement Project and Expenses Related Thereto) (enclosed)
7. **Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)**
 - a. **Briefing Report – Policy Revisions** (enclosed)
 - b. **Briefing Report – Internal Control Standards, Materiality, Confidential Reporting and Notice of Misappropriation** (enclosed)
 - c. **Briefing Report – FLSA New Ruling** (enclosed)
8. **Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse)**
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 2016** (enclosed)
 - 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 (44 – 2016)

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, 2016 - To Be Determined

INFORMATION

14. Materials

a. **Joint Meeting of Library Board Committees Notes – September 13, 2016** (enclosed)

15. Board Meeting Schedule for 2016 (Notice of Date and Place of Meeting) and Upcoming Events

a. **Board Meetings for 2016** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*

- b. **Library Programs/Free Upcoming Events updated through October 23, 2016.**
(enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, October 11, 2016, 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 24, 2016, at the Pike Branch Library, 6525 Zionsville Road,
at 6:30 p.m.

18. Other Business

19. Adjournment



NORA BRANCH LIBRARY

Who we are:

1 Area Resource Manager

1 Regional Branch Manager

4 FT Librarians

1 PT Public Service Associate II

1 Circulation Supervisor II

1 FT Library Assistant III

2 FT Library Assistant II

2 PT Library Assistants II

1 hourly Library Assistant II

1 PT Library Assistant I

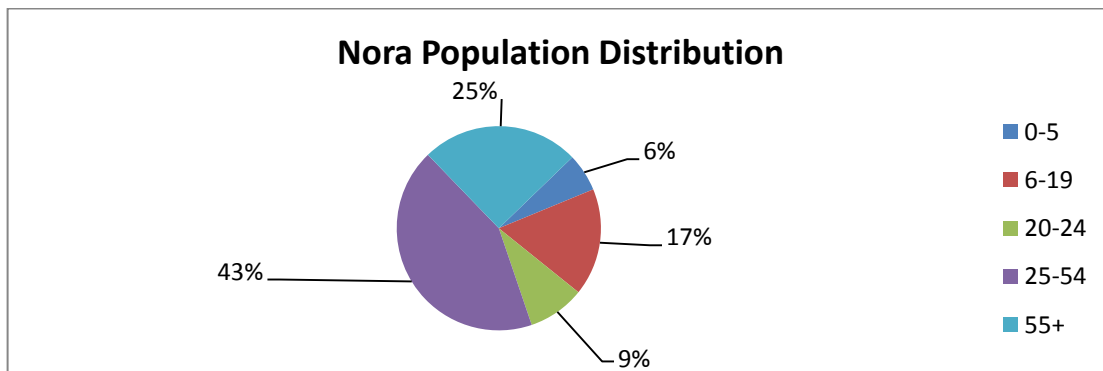
5 Pages

3 Adult Volunteers

2 Teen Volunteers

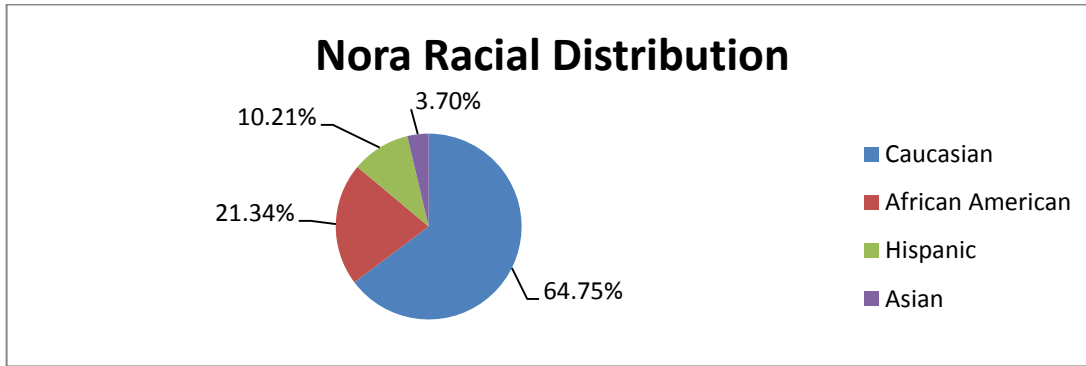


Who we serve:



The total base population is 47,750

Total number of households is 21,530



How we serve:

- 2,052 new borrowers registered in 2015.
- 236,622 door count in 2015.
- 433,626 items circulated in 2015
- 91,330 items in the collection.
- 48,570 computer users in 2015.
- 36,739 reference questions in 2015.

OUR STORY

By the late 1960's it became apparent that there was a need for a new branch library to serve the rapidly expanding area of suburban Washington Township. In September 1968, Mr. and Mrs. Harrison Eiteljorg generously donated a 2.56 acre lot on the corner of 86th Street and Guilford Avenue for that purpose. The Nora library opened on July 1, 1971. An expansion was completed in 1990 which enlarged the original 15,000 square feet to approximately 17,500 square feet.

Collection

The Nora Branch Library serves an ethnically diverse community with a wide variety of interests and needs. Our collection is comprised of both print and non-print materials. We have a strong Russian, Chinese and Spanish language collection. Other languages include German, Japanese, Karen, Karenni, Burmese, Hindi, Arab and French, to name a few. Our senior population enjoys the large print collection and audio books.

Community

We work with the Washington Township schools and other community organizations to provide information and services to residents in our service area. We continue to be a part of and host the Refugee Immigrant Collaboration Committee which was created to assist the Burmese Refugee population and other refugees/immigrants who have moved to the Nora community. We also host the Nora Community Council meetings at Nora and present library updates at their monthly gatherings. Partnering with area businesses such as Global Gifts, Barnes and Noble, Lakeshore Learning has been beneficial to all. We presently assist 5 Senior Centers with their book discussions and visit 7 preschools on a monthly basis for programs.

Prepared by:

Delia Blanchard

Nora Regional Branch Manager

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
AUGUST 22, 2016**

The Indianapolis-Marion County Public Library Board met at the Haughville Branch Library, 2121 West Michigan Street, Indianapolis, Indiana, on Monday, August 22, 2016 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Members absent: Mr. Gutierrez.

3. Branch Manager’s Report

Nancy Mobley, Manager, Haughville Branch, reviewed her Report that had been presented to the Board. She advised that the Haughville service area includes the neighborhoods of Haughville, Hawthorne, Stringtown and We Care. The branch enjoys several active partnerships with various community organizations such as the Hawthorne Community Center, IUPUI, the Near Westside Collaborative and Goodwill Industries. Ms. Mobley noted that the branch is located within a neighborhood area that has been named as a Great Place 2020, resulting in new initiatives that will include The River West Art Park and The Source, a center for entrepreneurship for which the branch will act as a satellite location to connect individuals with business resources and computer work spaces. In December, the branch, which is the second oldest branch in the Library system, will celebrate its 120th birthday and its history of being located at various sites throughout the Haughville area.

Ms. Charleston commented on the various pictures of the Haugh family displayed at the branch regarding the founding of Haughville and the invention of the circular jail cell. She inquired about the availability of additional information on the family. Ms. Mobley responded that there is currently a little background contained in the posted newspaper article at the branch.

4. Public Comment and Communications

a. Public Comment

There were no petitions to come before the Board.

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 25, 2016

The minutes were approved on the motion of Ms. Crenshaw, seconded by Ms. Payne, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

COMMITTEE REPORTS

6. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett)

a. Report of the Treasurer – July 2016

Becky Dixon, Chief Financial Officer, discussed the Report of the Treasurer as follows:

Revenue Projections – Actual revenue minus the transfer of cash from Beech Grove was 35% less than projected due to the timing of a grant – received in August. When you include the transfer the revenue is 32% over the Library's projection.

Expenditure Projections – Actual expenditures were less than projected by 2.5%.

Compared to July, 2015 the Library's revenue minus the transfer was 35% less due to the grant and expenditures were .34% higher than last year.

Fines/Fees – The Library's fines and fees are approximately 8% less than last year.

Future items – The Library's 2017 Budget will be presented at the Municipal Corporations Committee Meeting on September 15, 2016 at 5:30 p.m. at the City-County Building, Room 260.

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

Motion carried.

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

b. **Resolution 34 – 2016** (Transfer from Operating Fund to Rainy Day Fund)

Ms. Dixon advised that the Library wished to transfer \$2.5 million from the Operating Fund to the Rainy Day Fund. She noted that this transfer will allow the Library to meet its long-term capital project planning goals and reduce the need for future borrowing and issuing of debt.

After full discussion and careful consideration of Resolution 34 – 2016, the resolution was adopted on the motion of Ms. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

c. **Resolution 35 – 2016** (Appropriation of Gift and Grant Proceeds and Transfer Between Accounts and Classifications)

After full discussion and careful consideration of Resolution 35 – 2016, the resolution was adopted on the motion of Ms. Jett, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

d. **Resolution 36 – 2016** (Resolution for Appropriations and Tax Rates) – 2017 Budget

Ms. Dixon explained that the Library’s proposed 2017 Budget, which includes the Operating, Debt Service, Rainy Day and Library Improvement Funds, is \$57.1 million. The Operating Fund budget is \$43.5 million, compared to \$42.8 million in 2016. The increase results from the inclusion of the Beech Grove Library budget and the merging of the Capital Projects Fund into the Operating Fund. The net property tax levy of \$31.9 million reflects a loss of \$7.3 million due to the property tax caps. With overall Operating Fund revenues projected at \$41.2 million, the Library will make up the shortfall from cash reserves and other sources. Operating Fund expenditures include \$335,340 for merit increases, a projected increase of 1% in health care costs, and an increase of \$50,000 in the materials budget. The Library’s share for PERF would remain at 11.2%, and the employee share would

remain at 3%. The Library will receive increases from the Local Option and County Option Income Tax distributions. The proposed tax rate, based on current assessed property value, would increase by 0.0093 to 0.1411. The Library's proposed Budget now goes to the City-County Council for review and approval.

Sister Mary Luke Jones inquired how the Library might handle a Budget shortfall.

Ms. Dixon replied that we would utilize reserve funds or look at ways to increase revenue. She mentioned that the Library doesn't always spend its entire Budget. For example, we had a surplus of \$1.2 million that was unspent.

After full discussion and careful consideration of Resolution 36 – 2016, the resolution was adopted on the motion of Ms. Jett, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

On another matter, Ms. Dixon distributed copies of the Library's CAFR to the Board members for their information.

Also, Dr. Wantz reminded the Board members to complete their Internal Controls training and return the form to Ms. Dixon.

7. Diversity, Policy and Human Resources Committee (Dorothy R. Crenshaw, Chair; Dr. William Fennema, Sister Mary Luke Jones, Patricia A. Payne, Rev. T. D. Robinson)

a. Resolution 37 – 2016 (Approval of Amendment of By-Laws)

Ms. Crenshaw commented that it was being proposed that the Board By-Laws be amended to eliminate the External Affairs and Strategic Planning Committee as a standing Board committee.

Robert Scott, the Library's attorney, mentioned that it is the Board's intent that all members, rather than just a specific committee, fully participate in all matters regarding external affairs and strategic planning.

After full discussion and careful consideration of Resolution 37 – 2016, the resolution was adopted on the motion of Ms. Crenshaw, and the "yes" votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

8. Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse)

- a. **Resolution 38 – 2016** (Approval to Award a Construction Services Contract for the Southport Branch Roof Recover Project)

Sharon Smith, Facilities Director, advised that the Library recommends awarding a construction services contract for the Southport Branch Roof Recover Project to Blackmore & Buckner Roofing, LLC for a total cost of \$67,950 which will be funded by the Capital Projects Fund. The project should begin on October 3, 2016 and be completed on October 14, 2016.

After full discussion and careful consideration of Resolution 38 – 2016, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- b. **Resolution 39 – 2016** (Approval to Award a Construction Services Contract for the Warren Branch Roof Recover Project)

Ms. Smith noted that the Library recommends awarding a construction services contract for the Warren Branch Roof Recover Project to Blackmore & Buckner Roofing, LLC for a total cost of \$67,590 which will be funded by the Capital Projects Fund. The project will begin on October 3, 2016 and conclude on October 14, 2016.

After full discussion and careful consideration of Resolution 39 – 2016, the resolution was adopted on the motion of Ms. Charleston, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

- c. **Briefing Report** – East Washington and Spades Park Branches Listed on the National Register of Historic Places

Ms. Smith explained that the East Washington Branch and the Spades Park Branch were recently listed on the National Register of Historic Places. A ceremony was held on August 11, 2016 during which certificates were presented to Library representatives by the Department of Natural Resources to commemorate the designation of these two existing Carnegie libraries.

9. External Affairs and Strategic Planning Committee (Oscar A. Gutierrez, Chair; Patricia A. Payne)

Ms. Payne advised that the Committee did not have a report this month.

10. Library Foundation Update

August 2016 Library Foundation Update

Dr. Jett provided the Foundation Update as follows:

Please join the Foundation for the Eugene & Marilyn Glick Indiana Authors Award Dinner on Saturday, October 29, 2016 at Central Library. Tickets are \$75.00 each. If you, your company or your book club is interested in tickets or a table, please call the Foundation at 317-275-4868 for more information. We expect the Award Dinner to sell out in mid-September, so reserve your seat early.

The Library Foundation thanks all donors who made gifts last month. The Foundation wishes to acknowledge its top Foundation and corporate contributors:

- Eli Lilly & Company
- Indiana Oxygen
- Indianapolis Foundation Library Fund
- The National Bank of Indianapolis
- PNC Foundation
- Regions Bank
- Ricoh USA
- St. Paul's Episcopal Church
- SUEZ
- Tonn and Blank Construction
- United Way of Central Indiana, Inc.
- Woodley Farra Manion Portfolio Management, Inc.

This month, the Foundation provided funding for the following Library programs. All programs are system-wide unless otherwise noted:

Children's

- Teen Read Week

Cultural

- Art Squared – Fountain Square

Lifelong

- The Job Center

Capital

- Friends/Donor Branch Designated Gifts

11. Report Of The Chief Executive Officer

a. Dashboards and Statistics

1) Monthly Performance Dashboard – July 2016

Jackie Nytes, Chief Executive Officer, reviewed the information. She noted that there is an impact on our services from the construction that is underway at Southport, Warren and East Washington. We have made it hard for our patrons to visit those branches.

Many people from the south side are utilizing the Beech Grove Branch while Southport is undergoing renovation.

East Washington is in their temporary location and meeting patrons' basic need for internet access and high demand materials.

- b. **Progress Report on the Library's Strategic Plan** – Chris Cairo, Director, Strategic Planning and Assessment, reviewed her Report. The Report described Library activities that provide early learning experiences for children. In addition to traditional services such as story times at branch locations, the Library's non-traditional approach has focused on such initiatives as AWE computer stations, My First Library Card, Bunny Book Bags, Call-A-Story, On the Road to Reading visits to home day cares, the Early Readers Club, and 1,000 Books by Kindergarten. Ms. Cairo pointed out impressive statistics for each activity indicating the Library's effectiveness in exposing children to books and helping them gain crucial language skills.

Ms. Jett inquired about possible See-A-Story installations at the Library.

Ms. Cairo responded that she was unsure about this. There is more involved in See-A-Story. We can't do the taping remotely. We actually have to videotape the individual telling the story. There's also more maintenance on the equipment. We did have one installed at a branch and it was "loved so thoroughly" that it had to be removed.

Dr. Wantz commented on the "astounding" number, 367,000 times, that children used the Library's Call-A-Story. He asked Ms. Cairo about the number of stories provided.

Ms. Cairo replied that the stories are changed every week.

Rev. Robinson asked if most patrons know about all the services that the Library provides.

Ms. Cairo responded that they don't know about everything but the numbers indicate that many take advantage of the services we offer.

Ms. Charleston stated that Library staff deserves to be commended for the excellent work that's being done. It's critical for raising the levels of literacy in our city.

Ms. Payne inquired if there was a way to know the diversity of the students that are receiving these services.

Ms. Cairo replied that we don't capture that particular data. We capture data by age, zip code, and areas where the children reside. She offered to put together some information for Ms. Payne's review.

- c. **July Media Report** was provided to the Board for their information. The Report listed major news and social media coverage.

Ms. Nytes pointed out two banners that were on display tonight. The banners, done in Spanish, help to promote the Library. She advised that these banners have been developed for use throughout the Library system.

- d. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (40 – 2016)**

After full discussion and careful consideration of Resolution 40 – 2016, the resolution was adopted on the motion of Rev. Robinson, seconded by Ms. Payne, and the “yes” votes of Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Dr. Jett, Sr. Mary Luke Jones, Ms. Payne, Rev. Robinson, Mr. Vorderstrasse and Dr. Wantz.

Motion carried.

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

OLD BUSINESS

- 12. None.

NEW BUSINESS

- 13. None.

AGENDA BUILDING

- 14. **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, 2016 – *No items were suggested.*

INFORMATION

15. Materials

- a. **Joint Meeting of Library Board Committee Notes – August 9, 2016** were distributed to the Board members for their general information.

16. Board Meeting Schedule for 2016 and Upcoming Events/Information

- a. **Board Meetings for 2016** – *It is noted that the December Board Meeting which is scheduled for December 19, 2016 has been moved to the Beech Grove Branch Library which is located at 1102 Main Street, Beech Grove, Indiana 46107.*
- b. **Library Programs/Free Upcoming Events updated through September 25, 2016.**
- c. **Joint Meeting of Library Board Committees** – Tuesday, September 13, 2016, at the Library Services Center, 2450 North Meridian Street, at 4:00 p.m.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Monday, September 26, 2016, at the Nora Branch Library, 8625 Guilford Avenue, at 6:30 p.m.

19. Other Business

None.

20. Adjournment

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

The Chairman then declared the meeting adjourned at 7:35 p.m.

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

Lillian L. Charleston, Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for August 2016
Prepared by Accounting for September 26, 2016 Board Meeting**

Contents

- **Monthly Highlights**
- **Financial Charts**
- **Operating Fund Revenues and Expenditures**
- **Expenditures for Operating, Debt, Capital Projects, and Rainy Day**
- **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 Bond Expenditures**
- **Capital Projects Summary**

Monthly Highlights

Revenue Projections – actual revenue was 52% more than projected due to the timing of a grant – expected in July and E-rate funds were up this month.

Expenditure Projections – actual expenditures were 10% more than projected. The increase was in collection materials.

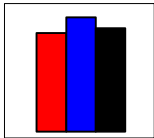
Compared to August, 2015 the Library’s revenue is 57% more due to the timing of the grant and expenditures were 16% higher than last year due to the increase in collection material expenditures.

Fines/Fees – the Library’s fines and fees are approximately 7% less than last year.

Future Items: the Library’s 2017 budget will be adopted at the City-County Council Meeting on October 10th at 7:00 p.m. at the City-County Building, Room 260.

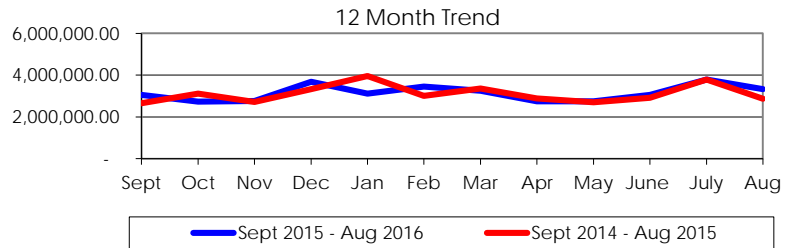
Finances - August 2016

Financial Comparisons - Operating Fund

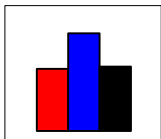


Expenses

2,866,473 August 15
 3,322,544 August 16
 3,006,007 Projected
 10.5%

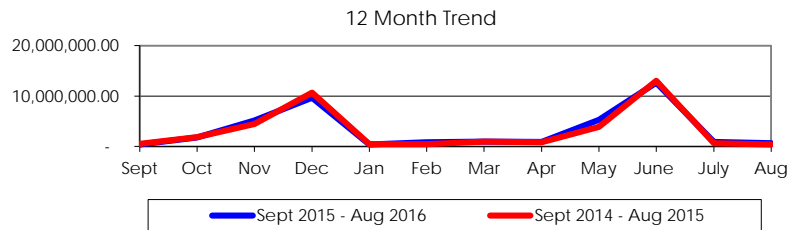


Spent more than projected - other services and charges and capital outlay



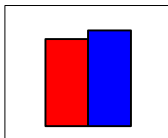
Revenue

428,407 August 15
 672,644 August 16
 442,136 Projected
 52.1%



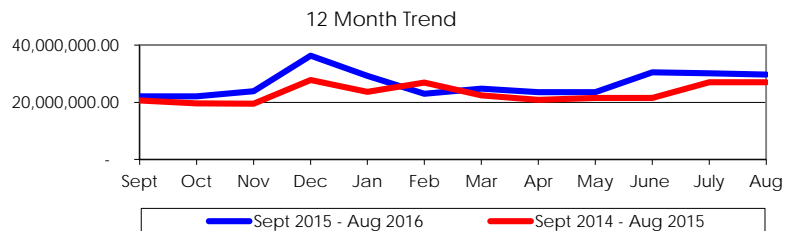
Miscellaneous revenue - higher than projected

Investment Activity



Investments

26,992,842 August 15
 29,681,113 August 16



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
OPERATING FUND REVENUES AND EXPENDITURES
MONTH ENDED AUGUST 31, 2016**

Revenue	Annual			Variance % MTD
	2016 Adjusted Budget	Projected MTD 8/31/2016	Actual MTD 8/31/2016	
2015 - Property Taxes	29,685,021	-	-	0%
2015 - Intergovernmental	5,839,422	299,285	299,285	0%
Fines & Fees	873,551	72,848	76,818	5%
Charges for Services	185,500	12,596	18,991	51%
Miscellaneous	1,307,200	57,407	277,550	383%
Total	37,890,694	442,136	672,644	52%

Expenditures	Annual			Variance % MTD
	2016 Adjusted Budget	Projected MTD 8/31/2016	Actual MTD 8/31/2016	
Personal Services & Benefits	24,397,830	1,857,638	1,743,620	-6%
Supplies	1,022,633	55,000	34,920	-37%
Other Services and Charges	12,340,439	850,000	1,027,348	21%
Capital Outlay	4,476,919	243,369	516,656	112%
Total	42,237,821	3,006,007	3,322,544	11%

Indianapolis Marion County Public Library
Operating Fund
For the Month Ended August 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
Expenses								
Services Personal								
Salaries & Wages								
SALARIES APPOINTED STAFF	15,011,602.98	97,289.56	15,108,892.54	1,118,506.73	9,487,145.88	0.00	5,621,746.66	37%
SALARIES HOURLY STAFF	1,755,115.02	52,614.99	1,807,730.01	138,229.87	1,010,787.69	0.00	796,942.32	44%
Total Salaries & Wages	16,766,718.00	149,904.55	16,916,622.55	1,256,736.60	10,497,933.57	0.00	6,418,688.98	38%
Employee Benefits								
HEALTH INSURANCE	3,786,089.00	80,902.13	3,866,991.13	228,138.89	2,144,727.56	0.00	1,722,263.57	45%
WELLNESS	25,000.00	0.00	25,000.00	450.00	15,020.00	0.00	9,980.00	40%
GROUP LIFE INSURANCE	30,000.00	0.00	30,000.00	2,856.20	22,105.79	0.00	7,894.21	26%
LONG TERM DISABILITY INSURANCE	27,000.00	0.00	27,000.00	2,937.85	22,246.40	0.00	4,753.60	18%
UNEMPLOYMENT COMPENSATION	5,000.00	0.00	5,000.00	935.00	2,868.32	0.00	2,131.68	43%
FICA AND MEDICARE	1,284,567.00	23,346.19	1,307,913.19	91,195.65	749,001.33	0.00	558,911.86	43%
PERF	2,140,085.00	19,487.93	2,159,572.93	159,157.17	1,340,889.95	0.00	818,682.98	38%
EMPLOYEE ASSISTANCE PROGRAM	22,020.00	0.00	22,020.00	1,835.00	14,680.00	7,340.00	0.00	0%
TUITION ASSISTANCE	8,000.00	3,458.00	11,458.00	0.00	11,148.54	0.00	309.46	3%
SALARY ADJUSTMENT	25,000.00	1,252.00	26,252.00	0.00	0.00	0.00	26,252.00	100%
Total Employee Benefits	7,352,761.00	128,446.25	7,481,207.25	487,505.76	4,322,687.89	7,340.00	3,151,179.36	42%
Total Services Personal	24,119,479.00	278,350.80	24,397,829.80	1,744,242.36	14,820,621.46	7,340.00	9,569,868.34	39%
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	432,381.00	179,020.31	611,401.31	22,501.69	373,534.93	58,015.24	179,851.14	29%
UNIFORMS	7,000.00	0.00	7,000.00	0.00	540.55	478.54	5,980.91	85%
Total Office Supplies	439,381.00	179,020.31	618,401.31	22,501.69	374,075.48	58,493.78	185,832.05	30%
Operating Supplies								
CLEANING & SANITATION	159,850.00	8,027.10	167,877.10	5,856.80	65,247.84	75,129.08	27,500.18	16%
GASOLINE	40,000.00	2,191.09	42,191.09	1,601.88	12,013.18	15,177.91	15,000.00	36%
Total Operating Supplies	199,850.00	10,218.19	210,068.19	7,458.68	77,261.02	90,306.99	42,500.18	20%
Other Supplies								
LIBRARY SUPPLIES	175,500.00	737.12	176,237.12	4,765.96	99,214.25	73,689.20	3,333.67	2%

Indianapolis Marion County Public Library Operating Fund

For the Month Ended August 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
NON-CAPITAL FURNITURE & EQUIPMENT	15,000.00	2,926.27	17,926.27	0.00	3,841.41	0.00	14,084.86	79%
Total Other Supplies	190,500.00	3,663.39	194,163.39	4,765.96	103,055.66	73,689.20	17,418.53	9%
Total Supplies	829,731.00	192,901.89	1,022,632.89	34,726.33	554,392.16	222,489.97	245,750.76	24%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	190,000.00	(8,830.00)	181,170.00	12,840.00	68,660.70	15,126.35	97,382.95	54%
LEGAL SERVICES	195,000.00	53,358.00	248,358.00	12,491.50	114,763.00	0.00	133,595.00	54%
Total Professional Services	385,000.00	44,528.00	429,528.00	25,331.50	183,423.70	15,126.35	230,977.95	54%
Communication & Transportation								
POSTAGE	64,000.00	(64.55)	63,935.45	245.00	29,385.69	2,718.39	31,831.37	50%
TRAVEL	36,520.00	4,000.00	40,520.00	1,252.01	17,201.99	0.00	23,318.01	58%
CONFERENCES	86,380.00	3,000.00	89,380.00	8,485.95	73,426.41	800.00	15,153.59	17%
IN HOUSE CONFERENCE	40,000.00	157.50	40,157.50	1,788.00	24,230.90	3,010.00	12,916.60	32%
FREIGHT & EXPRESS	6,000.00	0.00	6,000.00	0.00	2,573.19	0.00	3,426.81	57%
DATA COMMUNICATIONS	298,000.00	34,404.74	332,404.74	43,225.26	227,433.45	0.00	104,971.29	32%
CELLULAR PHONE	9,810.00	1,000.00	10,810.00	1,607.78	8,939.91	0.00	1,870.09	17%
Total Communication & Transport	540,710.00	42,497.69	583,207.69	56,604.00	383,191.54	6,528.39	193,487.76	33%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	2,250.00	1,000.00	3,250.00	388.17	623.24	0.00	2,626.76	81%
Printing	238,550.00	(625.00)	237,925.00	16,316.12	149,290.70	36,912.00	51,722.30	22%
Total Printing & Advertising	240,800.00	375.00	241,175.00	16,704.29	149,913.94	36,912.00	54,349.06	23%
Insurance								
OFFICIAL BONDS	1,000.00	500.00	1,500.00	0.00	975.00	0.00	525.00	35%
AUTOMOBILE	11,500.00	0.00	11,500.00	0.00	5,637.60	0.00	5,862.40	51%
PACKAGE	186,000.00	20,017.80	206,017.80	81,607.00	162,014.40	44,003.00	0.40	0%
WORKER'S COMPENSATION	165,050.00	25,000.00	190,050.00	80,079.00	162,814.00	26,696.00	540.00	0%
EXCESS LIABILITY	7,400.00	0.00	7,400.00	2,799.00	5,983.00	1,734.00	(317.00)	-4%
PUBLIC OFFICIALS & EMPLOYEE LIAB	16,000.00	0.00	16,000.00	0.00	15,839.00	0.00	161.00	1%
BROKERAGE FEE	17,000.00	0.00	17,000.00	4,250.00	12,750.00	4,250.00	0.00	0%
Total Insurance	403,950.00	45,517.80	449,467.80	168,735.00	366,013.00	76,683.00	6,771.80	2%

Indianapolis Marion County Public Library
Operating Fund
For the Month Ended August 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
Utilities								
Gas	103,850.00	33,626.49	137,476.49	1,684.38	53,145.25	63,631.24	20,700.00	15%
ELECTRICITY	876,875.00	96,098.76	972,973.76	80,824.55	561,626.47	378,788.78	32,558.51	3%
HEAT/STEAM	364,000.00	23,896.51	387,896.51	16,666.27	172,429.89	215,466.62	0.00	0%
COOLING/CHILLED WATER	453,200.00	26,774.94	479,974.94	60,376.69	289,566.87	190,408.07	0.00	0%
WATER	58,750.00	5,592.48	64,342.48	5,362.06	30,679.77	30,769.89	2,892.82	4%
STORMWATER	13,750.00	2,177.20	15,927.20	143.11	8,459.23	7,728.60	(260.63)	-2%
SEWAGE	65,356.00	3,718.62	69,074.62	6,114.02	37,096.25	31,879.70	98.67	0%
Total Utilities	1,935,781.00	191,885.00	2,127,666.00	171,171.08	1,153,003.73	918,672.90	55,989.37	3%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	804,800.00	151,134.84	955,934.84	75,173.99	687,727.48	272,117.77	(3,910.41)	0%
REP & MAINT-HEATING & AIR	155,000.00	61,098.58	216,098.58	19,742.59	145,957.64	61,704.59	8,436.35	4%
REP & MAINT -AUTO	40,000.00	1,233.38	41,233.38	(619.28)	23,361.92	150.29	17,721.17	43%
REP & MAINT-EQUIPMENT	101,000.00	8,328.32	109,328.32	1,600.60	22,835.49	11,595.30	74,897.53	69%
REP & MAINT-COMPUTERS	393,960.00	13,889.50	407,849.50	88,253.22	313,415.30	56,034.60	38,399.60	9%
CLEANING	944,349.00	72,569.00	1,016,918.00	72,172.34	577,357.32	438,200.40	1,360.28	0%
Total Repairs & Maintenance	2,439,109.00	308,253.62	2,747,362.62	256,323.46	1,770,655.15	839,802.95	136,904.52	5%
Rentals								
REAL ESTATE	452,412.00	0.00	452,412.00	36,028.44	314,477.52	0.00	137,934.48	30%
EQUIPMENT RENTAL	63,210.00	0.00	63,210.00	4,308.39	39,062.01	645.00	23,502.99	37%
Total Rentals	515,622.00	0.00	515,622.00	40,336.83	353,539.53	645.00	161,437.47	31%
Other Services & Charges								
AUDIT FEES	12,000.00	0.00	12,000.00	0.00	0.00	0.00	12,000.00	100%
TRANSFR TO LIBRARY IMPROVMT FND	200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	100%
DUES & MEMBERSHIPS	51,455.00	1,734.90	53,189.90	127.00	48,214.96	0.00	4,974.94	9%
COMPUTER SERVICES	38,000.00	5,170.65	43,170.65	4,693.88	29,706.06	0.00	13,464.59	31%
PAYROLL SERVICES	137,000.00	4,153.78	141,153.78	9,869.99	81,527.40	0.00	59,626.38	42%
SECURITY SERVICES	914,325.00	57,148.52	971,473.52	58,828.07	487,276.21	357,798.86	126,398.45	13%
TRASH REMOVAL	52,928.00	9,690.14	62,618.14	3,954.39	39,368.32	18,799.04	4,450.78	7%
SNOW REMOVAL	325,000.00	1,193.78	326,193.78	0.00	183,957.82	125,841.25	16,394.71	5%
PROGRAMMING	85,000.00	(14,000.00)	71,000.00	3,544.62	13,467.98	10,100.00	47,432.02	67%
PROGRAMMING-JUV.	166,000.00	(6,790.25)	159,209.75	4,195.00	100,074.93	3,525.00	55,609.82	35%
PROGRAMMING ADULT - CENTRAL	30,000.00	0.00	30,000.00	345.00	13,566.00	1,050.00	15,384.00	51%

Indianapolis Marion County Public Library
Operating Fund
For the Month Ended August 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
PROGRAMMING EXHIBITS - CENTRAL	9,000.00	0.00	9,000.00	873.95	873.95	0.00	8,126.05	90%
EVENTS & PR	39,700.00	(1,865.00)	37,835.00	790.05	11,591.41	4,384.25	21,859.34	58%
LAWN & LANDSCAPING	268,312.00	21,822.88	290,134.88	18,318.75	150,187.85	72,665.59	67,281.44	23%
OTHER CONTRACTUAL SERVICES	444,720.00	87,454.87	532,174.87	19,791.05	228,010.51	182,681.21	121,483.15	23%
MATERIALS CONTRACTUAL	2,000,000.00	236,961.99	2,236,961.99	162,064.84	1,506,000.51	0.00	730,961.48	33%
LIBRARY MEDIA STATION	5,000.00	0.00	5,000.00	0.00	1,368.00	0.00	3,632.00	73%
BANK FEES/CREDIT CARD FEES	50,000.00	400.00	50,400.00	4,328.37	33,194.64	0.00	17,205.36	34%
RECRUITMENT EXPENSES	14,290.00	603.95	14,893.95	417.22	10,530.78	0.00	4,363.17	29%
Total Other Services & Charges	4,842,730.00	403,680.21	5,246,410.21	292,142.18	2,938,917.33	776,845.20	1,530,647.68	29%
Total Other Services & Charges	11,303,702.00	1,036,737.32	12,340,439.32	1,027,348.34	7,298,657.92	2,671,215.79	2,370,565.61	19%
Capital Outlay								
IMPROVEMENTS OTHER THAN BUILDINGS	0.00	750.00	750.00	0.00	0.00	0.00	750.00	100%
CAPITAL - EQUIPMENT	0.00	200,174.36	200,174.36	568.38	92,599.87	23,467.54	84,106.95	42%
ART & EXHIBITS	0.00	4,250.00	4,250.00	1,339.50	5,589.50	1,339.49	(2,678.99)	-63%
COMPUTER EQUIPMENT	10,000.00	304,824.81	314,824.81	0.00	307,544.27	0.00	7,280.54	2%
BOOKS & MATERIALS	3,500,000.00	319,164.25	3,819,164.25	353,166.89	2,346,054.99	2,000.00	1,471,109.26	39%
UNPROCESSED PAPERBACK BOOKS	126,000.00	11,755.50	137,755.50	12,469.90	75,884.50	54,152.07	7,718.93	6%
Total Capital Outlay	3,636,000.00	840,918.92	4,476,918.92	367,544.67	2,827,673.13	80,959.10	1,568,286.69	35%
Total Expenses	39,888,912.00	2,348,908.93	42,237,820.93	3,173,861.70	25,501,344.67	2,982,004.86	13,754,471.40	33%

Indianapolis Marion County Public Library Bond Interest and Redemption Fund

For the Month Ended August 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
Expenses								
Other Services & Charges								
Other Services & Charges								
BOND EXPENSES	9,550,000.00	10,000.00	9,560,000.00	0.00	7,295,000.00	0.00	2,265,000.00	24%
Lease Payments	0.00	178,000.00	178,000.00	0.00	148,196.26	0.00	29,803.74	17%
INTEREST EXPENSE	2,554,480.00	(24,992.00)	2,529,488.00	0.00	1,928,119.18	0.00	601,368.82	24%
BANK FEES/CREDIT CARD FEES	4,000.00	0.00	4,000.00	0.00	2,750.00	0.00	1,250.00	31%
Total Other Services & Charges	12,108,480.00	163,008.00	12,271,488.00	0.00	9,374,065.44	0.00	2,897,422.56	24%
Total Other Services & Charges	12,108,480.00	163,008.00	12,271,488.00	0.00	9,374,065.44	0.00	2,897,422.56	24%
Total Expenses	12,108,480.00	163,008.00	12,271,488.00	0.00	9,374,065.44	0.00	2,897,422.56	24%

Indianapolis Marion County Public Library Capital Projects Fund

For the Month Ended August 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	489,800.00	69,180.60	558,980.60	15,650.98	115,380.87	88,181.86	355,417.87	64%
Total Office Supplies	489,800.00	69,180.60	558,980.60	15,650.98	115,380.87	88,181.86	355,417.87	64%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	167,000.00	7,598.52	174,598.52	0.00	86,667.89	0.00	87,930.63	50%
Total Other Supplies	167,000.00	7,598.52	174,598.52	0.00	86,667.89	0.00	87,930.63	50%
Total Supplies	656,800.00	76,779.12	733,579.12	15,650.98	202,048.76	88,181.86	443,348.50	60%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	25,000.00	84,141.00	109,141.00	3,470.00	48,863.10	60,277.90	0.00	0%
ENGINEERING & ARCHITECTURAL	0.00	22,250.00	22,250.00	703.13	20,515.63	1,734.37	0.00	0%
Total Professional Services	25,000.00	106,391.00	131,391.00	4,173.13	69,378.73	62,012.27	0.00	0%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	440,000.00	288,628.03	728,628.03	4,360.00	382,008.57	51,658.20	294,961.26	40%
REP & MAINT-HEATING & AIR	450,000.00	30,328.00	480,328.00	0.00	44,128.00	309,000.00	127,200.00	26%
REP & MAINT-EQUIPMENT	0.00	9,565.00	9,565.00	0.00	9,565.00	0.00	0.00	0%
Total Repairs & Maintenance	890,000.00	328,521.03	1,218,521.03	4,360.00	435,701.57	360,658.20	422,161.26	35%
Other Services & Charges								
OTHER CONTRACTUAL SERVICES	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
Total Other Services & Charges	25,000.00	0.00	25,000.00	0.00	0.00	0.00	25,000.00	100%
Total Other Services & Charges	940,000.00	434,912.03	1,374,912.03	8,533.13	505,080.30	422,670.47	447,161.26	33%
Capital Outlay								

Indianapolis Marion County Public Library Capital Projects Fund

For the Month Ended August 31, 2016

Account Description	Original Budget	Budget Adj.	Adjusted Budget	M-T-D	Y-T-D 67 %	P.O.	Balance 33 %	% Remaining
LAND	0.00	26,800.00	26,800.00	0.00	26,800.00	0.00	0.00	0%
BUILDING	0.00	21,911.00	21,911.00	0.00	21,910.32	0.00	0.68	0%
CAPITAL - FURNITURE	0.00	40,107.89	40,107.89	0.00	21,143.89	3,706.00	15,258.00	38%
CAPITAL - EQUIPMENT	0.00	270,994.00	270,994.00	35,649.00	145,221.00	133,343.05	(7,570.05)	(3)%
COMPUTER EQUIPMENT	236,000.00	316,633.48	552,633.48	12,108.52	369,910.48	12,108.52	170,614.48	31%
Total Capital Outlay	236,000.00	676,446.37	912,446.37	47,757.52	584,985.69	149,157.57	178,303.11	20%
Total Expenses	1,832,800.00	1,188,137.52	3,020,937.52	71,941.63	1,292,114.75	660,009.90	1,068,812.87	35%

Indianapolis Marion County Public Library
Income Statement - Rainy Day Fund
For the Month Ended August 31, 2016

39 - Rainy Day Fund

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Revenues								
Other Revenue								
TRANSFER IN	0.00	0.00	0.00	0.00	5,000.00	0.00	(5,000.00)	0%
INTEREST INCOME	45,000.00	0.00	45,000.00	2,136.10	17,811.01	0.00	27,188.99	60%
Total Other Revenue	45,000.00	0.00	45,000.00	2,136.10	22,811.01	0.00	22,188.99	49%
Total Revenues	45,000.00	0.00	45,000.00	2,136.10	22,811.01	0.00	22,188.99	49%
Expenses								
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	544,630.00	14,053.12	558,683.12	1,705.00	15,024.15	67,725.85	475,933.12	85%
LEGAL SERVICES	400,000.00	17,432.00	417,432.00	14,833.00	44,430.00	0.00	373,002.00	89%
Total Professional Services	944,630.00	31,485.12	976,115.12	16,538.00	59,454.15	67,725.85	848,935.12	87%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	0.00	207.68	207.68	0.00	207.68	0.00	0.00	0%
OUTSIDE PRINTING	0.00	234.00	234.00	156.00	234.00	0.00	0.00	0%
Total Printing & Advertising	0.00	441.68	441.68	156.00	441.68	0.00	0.00	0%
Repairs & Maintenance								
REP & MAINT -AUTO	0.00	4,823.20	4,823.20	(4,823.20)	0.00	0.00	4,823.20	100%
Total Repairs & Maintenance	0.00	4,823.20	4,823.20	(4,823.20)	0.00	0.00	4,823.20	100%
Total Other Services & Charges	944,630.00	36,750.00	981,380.00	11,870.80	59,895.83	67,725.85	853,758.32	87%
Capital Outlay								
LAND	1,555,370.00	(4,135.20)	1,551,234.80	5,000.00	12,000.00	0.00	1,539,234.80	99%
VEHICLES	0.00	411,981.20	411,981.20	4,823.20	411,981.20	0.00	0.00	0%
Total Capital Outlay	1,555,370.00	407,846.00	1,963,216.00	9,823.20	423,981.20	0.00	1,539,234.80	78%
Total Expenses	2,500,000.00	444,596.00	2,944,596.00	21,694.00	483,877.03	67,725.85	2,392,993.12	81%

**Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
August 31, 2016**

Chase Savings Account

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 9,773,549	\$ 706
Library Improvement Reserve Fd	\$ 75,567	5
Shared System Fund	\$ 145,944	11
Grant Fund	\$ 136,698	10
Parking Garage	\$ 54,000	4
Capital Projects Fund	\$ 60,287	4
Bond & Interest Redemption Fd	\$ 32,820	2
Total Chase Savings Account	\$ 10,278,866	\$ 743

The average savings account rate for August was 0.08%

Fifth Third Bank Investment Account

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 1,540,074	\$ 845
Library Improvement Reserve Fd	\$ 2,953,293	1,621
Shared System Fund	\$ 304,980	167
Gift Fund	\$ 508,301	279
Construction Fund	\$ 337,333	185
Capital Projects Fund	\$ 509,189	279
Rainy Day Fund	\$ 3,778,036	2,074
Bond & Interest Redemption Fd	\$ 1,016,601	558
Total Fifth Third Bank	\$ 10,947,807	\$ 6,009

The average investment account rate for August was .66%

Hoosier Fund Account Income

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 3,511,232	\$ 1,290
Capital Projects	\$ 200,642	74
Rainy Day Fund	\$ 169,654	62
Total Hoosier Fund Account	\$ 3,881,528	\$ 1,427

The average Hoosier Fund account rate for August was 0.44%

Huntington Bank Money Market Account Income

	Balance August 31, 2016	Interest Earned August 31, 2016
2014 Multi-Branch Facility Improvmts	\$ 2,057,131	\$ 696
Total Huntington Bank Account	\$ 2,057,131	\$ 696

The average Huntington Bank account rate for August was 0.35%

TrustIndiana

	Balance August 31, 2016	Interest Earned August 31, 2016
Operating Fund	\$ 11,693	\$ 5
2015 RFID Project Fund	\$ 1,500,000	-
Bond & Interest Redemption Fd	\$ 1,004,087	1,022
Total TrustIndiana Account	\$ 2,515,780	\$ 1,027

The average TrustIndiana account rate for August was 0.48%

Previous Month's Chase Savings Account Activity

	Balance July 31, 2016	Interest Earned July 31, 2016
Operating Fund	\$ 9,772,843	\$ 621
Library Improvement Reserve Fd	\$ 75,562	5
Shared System Fund	\$ 145,934	9
Grant Fund	\$ 136,688	9
Parking Garage	\$ 53,996	3
Capital Projects Fund	\$ 60,283	4
Bond & Interest Redemption Fd	\$ 32,818	2
Total Chase Savings Account	\$ 10,278,123	\$ 653

The average savings account rate for July was 0.08%

Previous Month's Fifth Third Bank Investment Account

	Balance July 31, 2016	Interest Earned July 31, 2016
Operating Fund	\$ 1,539,228	\$ 841
Library Improvement Reserve Fd	\$ 2,951,672	1,613
Shared System Fund	\$ 304,813	167
Gift Fund	\$ 508,022	278
Construction Fund	\$ 337,148	184
Capital Projects Fund	\$ 508,909	278
Rainy Day Fund	\$ 3,775,962	2,063
Bond & Interest Redemption Fd	\$ 1,016,043	555
Total Fifth Third Bank	\$ 10,941,798	\$ 5,979

The average investment account rate for July was .66%

Previous Month's Hoosier Fund Account Income

	Balance July 31, 2016	Interest Earned July 31, 2016
Operating Fund	\$ 3,509,942	\$ 1,281
Capital Projects	\$ 200,568	73
Rainy Day Fund	\$ 169,592	62
Total Hoosier Fund Account	\$ 3,880,102	\$ 1,416

The average Hoosier Fund account rate for July was 0.43%

Previous Month's Huntington Bank Money Market Account Income

	Balance July 31, 2016	Interest Earned July 31, 2016
2014 Multi-Branch Facility Improvmt:	\$ 2,556,475	\$ 911
Total Huntington Bank Account	\$ 2,556,475	\$ 911

The average Huntington Bank account rate for July was 0.35%

Previous Month's TrustIndiana

	Balance July 31, 2016	Interest Earned July 31, 2016
Operating Fund	\$ 11,688	\$ 5
2015 RFID Project Fund	\$ 1,500,000	-
Bond & Interest Redemption Fd	\$ 1,003,065	747
Total TrustIndiana Account	\$ 2,514,753	\$ 752

The average TrustIndiana account rate for July was 0.46%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
STATUS OF THE TREASURY
CASH BALANCES
August 31, 2016

	Prior Year All Balances 8/31/2015	----- Beginning Balance 7/31/2016	----- Checking and Savings Account Activity - Chase -----		Ending Balance 8/31/2016	Investments 8/31/2016	Total All Balances 8/31/2016
			Current Month Receipts	Current Month Disbursements			
TOTAL ALL FUNDS	30,547,789.16	14,149,540.40	1,702,990.05	5,334,305.86	10,513,090.37	19,402,246.98	29,915,337.35
OPERATING FUND	11,603,856.27	11,172,243.64	699,512.39	3,351,827.38	8,519,928.65	5,062,998.71	13,582,927.36
Current Year			699,512.39	3,351,827.38			
Investments			-	-			
CAPITAL PROJECTS FUND	1,317,218.89	300,912.92	4.36	71,941.63	228,975.65	709,830.47	938,806.12
Current Year			4.36	71,941.63			
Investments			-	-			
BOND & INTEREST REDEMPTION FUND	2,765,453.16	240,394.75	2.37	-	240,397.12	2,020,688.51	2,261,085.63
Current Year			2.37	-			
Investments			-	-			
CONSTRUCTION FUND	620,614.96	24,070.34	-	9,710.00	14,360.34	337,333.20	351,693.54
Current Year			-	9,710.00			
Investments			-	-			
RAINY DAY FUND	4,527,254.63	131,913.39	-	21,694.00	110,219.39	3,947,690.16	4,057,909.55
Current Year			-	21,694.00			
Investments			-	-			
LIBRARY IMPROVEMENT RESERVE FUND	3,012,313.11	160,764.04	5.46	-	160,769.50	2,953,293.29	3,114,062.79
Current Year			5.46	-			
Investments			-	-			
2014 MULTI-BRANCH IMPROVEMENT	4,825,762.37	299,994.80	562,115.45	748,788.65	113,321.60	2,057,131.36	2,170,452.96
Current Year			62,115.45	748,788.65			
Investments			500,000.00	-			
2015 RFID BOOKS & MATERIALS PROJECT	-	212,115.11	-	5,134.22	206,980.89	1,500,000.00	1,706,980.89
Current Year			-	5,134.22			
Investments			-	-			
PARKING GARAGE FUND	57,744.39	173,207.66	10,972.15	6,546.10	177,633.71		177,633.71
Current Year			10,972.15	6,546.10			
GIFT FUND	681,156.34	232,390.60	24,475.78	84,547.73	172,318.65	508,300.79	680,619.44
Current Year			24,475.78	84,547.73			
GRANT FUND	480,646.11	901,001.72	3,345.11	609,133.70	295,213.13		295,213.13
Current Year			3,345.11	609,133.70			
OTHER FUNDS & ACTIVITY:							
PAYROLL DEDUCTIONS	87,858.79	105,057.50	394,805.37	422,336.65	77,526.22		77,526.22
FOUNDATION AGENCY FUND	7,496.41	2,321.78	901.68	-	3,223.46		3,223.46
STAFF ASSOCIATION AGENCY FUND	6.00	2.00	-	-	2.00		2.00
SALES TAX AGENCY FUND	1,209.86	857.38	1,223.88	857.38	1,223.88		1,223.88
PLAC CARD AGENCY FUND	9,448.00	5,548.80	4,095.00	-	9,643.80		9,643.80
SHARED SYSTEM	549,749.87	186,743.97	1,531.05	6,922.64	181,352.38	304,980.49	486,332.87

Indianapolis Marion County Public Library
Income Statement - Parking Garage
For the Month Ended August 31, 2016

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
Revenues								
Other Revenue								
INTEREST INCOME	50.00	0.00	50.00	3.90	27.74	0.00	(22.26)	(44.52)%
PARKING GARAGE REVENUE	182,000.00	0.00	182,000.00	20,249.50	172,652.97	0.00	(9,347.03)	(5.14)%
Events Parking	10,000.00	0.00	10,000.00	1,368.75	7,493.75	0.00	(2,506.25)	(25.06)%
Total Other Revenue	192,050.00	0.00	192,050.00	21,622.15	180,174.46	0.00	(11,875.54)	(6.18)%
Total Revenues	192,050.00	0.00	192,050.00	21,622.15	180,174.46	0.00	(11,875.54)	(6.18)%
Expenses								
Supplies								
Office Supplies								
PRINTING SUPPLIES	3,000.00	0.00	3,000.00	0.00	2,014.36	0.00	985.64	32.85%
OTHER OFFICE SUPPLIES	4,000.00	371.74	4,371.74	282.00	2,684.98	371.74	1,315.02	30.08%
UNIFORMS	100.00	0.00	100.00	0.00	44.60	0.00	55.40	55.40%
Total Office Supplies	7,100.00	371.74	7,471.74	282.00	4,743.94	371.74	2,356.06	31.53%
Total Supplies	7,100.00	371.74	7,471.74	282.00	4,743.94	371.74	2,356.06	31.53%
Other Services & Charges								
Communication & Transportation								
TELEPHONE	4,000.00	0.00	4,000.00	314.65	2,516.44	0.00	1,483.56	37.09%
DATA COMMUNICATIONS	500.00	0.00	500.00	42.59	406.36	0.00	93.64	18.73%
Total Communication & Transportation	4,500.00	0.00	4,500.00	357.24	2,922.80	0.00	1,577.20	35.05%
Insurance								
EXCESS LIABILITY	6,000.00	0.00	6,000.00	431.00	3,448.00	0.00	2,552.00	42.53%
Total Insurance	6,000.00	0.00	6,000.00	431.00	3,448.00	0.00	2,552.00	42.53%
Repairs & Maintenance								

Indianapolis Marion County Public Library Income Statement - Parking Garage

For the Month Ended August 31, 2016

	Original Budget	Budget Adjust.	Adjust. Budget	Actual MTD	Actual YTD	Open P.O.	Balance	%
REP & MAINT-STRUCTURE	5,000.00	0.00	5,000.00	0.00	260.00	0.00	4,740.00	94.80%
REP & MAINT-HEATING & AIR	15,000.00	7,315.00	22,315.00	0.00	7,315.00	0.00	15,000.00	67.22%
REP & MAINT-EQUIPMENT	20,000.00	0.00	20,000.00	0.00	19,216.58	0.00	783.42	3.92%
Total Repairs & Maintenance	40,000.00	7,315.00	47,315.00	0.00	26,791.58	0.00	20,523.42	43.38%
Rentals								
EQUIPMENT RENTAL	150.00	0.00	150.00	0.00	0.00	0.00	150.00	100.00%
Total Rentals	150.00	0.00	150.00	0.00	0.00	0.00	150.00	100.00%
Other Services & Charges								
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	5,312.42	0.00	687.58	11.46%
OTHER CONTRACTUAL SERVICES	70,000.00	0.00	70,000.00	3,721.35	36,138.57	4,800.00	29,061.43	41.52%
BANK FEES/CREDIT CARD FEES	7,500.00	0.00	7,500.00	754.51	5,279.32	0.00	2,220.68	29.61%
Total Other Services & Charges	95,500.00	0.00	95,500.00	5,475.86	54,730.31	4,800.00	35,969.69	37.66%
Total Other Services & Charges	146,150.00	7,315.00	153,465.00	6,264.10	87,892.69	4,800.00	60,772.31	39.60%
Total Expenses	153,250.00	7,686.74	160,936.74	6,546.10	92,636.63	5,171.74	63,128.37	39.23%
NET SURPLUS/(DEFICIT)	38,800.00	(7,686.74)	31,113.26	15,076.05	87,537.83	(5,171.74)	51,252.83	164.73%

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASHFLOW PROJECTIONS - OPERATING FUND
 January 1 - December 31, 2016

	<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>ACTUAL</u> <u>Y-T-D</u>	<u>ORIGINAL</u> <u>BUDGET</u>	Variance
Beginning Balance	\$ 16,414,587	\$ 13,692,803	\$ 11,049,747	\$ 8,785,882	\$ 6,953,837	\$ 9,518,290	\$ 19,135,908	\$ 16,233,102	\$ 13,583,202	\$ 10,829,821	\$ 9,552,408	\$ 11,600,803	\$ 16,414,587	\$ 13,271,164	
Receipts:															
Property Tax	-	-	-	400,000	4,900,000	10,552,937	-	-	-	1,300,000	4,600,000	7,863,447	29,616,384	29,616,384	-
Excise Tax	-	-	-	-	-	1,284,030	-	-	-	-	-	1,284,030	2,568,060	2,568,060	-
Financial Institution Tax	-	-	-	-	-	153,845	-	-	-	-	-	153,845	307,690	307,690	-
Commercial Vehicle Tax	-	-	-	-	-	128,399	-	-	-	-	-	128,399	256,798	256,798	-
In-Lieu-of Taxes	-	-	-	-	-	11,463	-	-	-	-	-	11,463	22,926	20,812	2,114
Local Option Income Tax (LOIT)	276,308	276,308	276,308	276,308	276,308	282,850	282,850	282,850	282,850	282,850	282,850	282,850	3,361,490	3,361,490	(1)
County Option Income Tax (COIT)	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	16,435	197,216	197,216	0
Fines	71,339	86,160	79,403	67,612	63,140	81,532	61,613	69,048	68,004	68,004	68,004	68,004	851,863	816,051	35,812
Photocopier	2,325	3,024	2,760	121	3,684	6,880	4,410	3,047	3,260	3,552	2,983	2,250	38,296	37,000	1,296
Printers	9,794	10,834	15,022	4,426	14,004	22,449	11,402	15,944	13,618	13,945	10,941	9,917	152,296	147,000	5,296
Fax Transmissions	1,391	2,520	2,985	3,058	2,697	3,015	2,984	3,970	1,500	1,500	1,500	1,500	28,620	240	28,380
Headsets	516	636	669	603	484	649	561	742	749	767	594	833	7,803	8,000	(197)
USB	430	575	665	513	491	542	472	673	630	664	519	571	6,745	8,000	(1,255)
PLAC Dist.	-	-	-	-	-	83,834	-	-	-	-	-	-	83,834	79,000	4,834
Interest income	2,205	2,309	2,181	2,243	2,276	2,409	2,748	2,847	1,553	1,555	3,384	1,667	27,377	20,000	7,377
Library totes	169	224	241	286	169	361	274	180	198	269	148	167	2,686	2,500	186
Other Card Revenue	1,142	1,468	1,392	956	1,132	957	648	781	1,258	1,285	1,051	3,000	15,070	20,000	(4,930)
Miscellaneous	564	534	356	382	329	(1)	646	1,029	800	2,000	1,000	400	8,039	8,000	39
Proctoring Exams	75	410	400	538	675	400	870	395	100	400	300	100	4,663	2,000	2,663
Facility Rental	14,625	24,157	19,900	18,964	14,717	11,289	19,599	19,769	24,442	21,955	20,016	2,500	211,933	246,000	(34,067)
Catering Commission	-	12,105	108	2,305	2,701	5,400	15,154	2,076	10,000	8,000	15,000	2,000	74,849	35,000	39,849
Café Revenue	-	496	912	-	1,083	84	479	1,028	407	-	1,020	684	6,193	5,000	1,193
Shared System Projects	-	-	-	58,388	-	-	-	-	-	-	-	-	58,388	60,000	(1,612)
Reimbursement for Services	671	23,573	55,134	14	-	879	2,123	8,500	-	3,526	9,774	30,203	134,397	431,760	(297,363)
Insurance Reimbursement	-	1,203	466,753	-	-	-	-	-	-	-	-	-	467,956	-	467,956
Refunds	402	435	-	3,300	-	5,676	-	5,539	-	-	-	-	15,352	-	15,352
Erate Revenue	-	350,451	47,300	63,842	11,825	11,825	-	65,399	9,870	60,915	-	43,127	664,554	200,000	464,554
Grants/Contributions	-	-	-	-	-	-	-	170,000	-	-	-	-	170,000	225,000	(55,000)
Sale of surplus property	-	-	1,827	-	-	-	-	2,392	-	-	-	1,000	5,219	5,000	219
Transfer in	-	-	-	-	-	-	469,838	-	-	-	-	-	469,838	-	469,838
Total Receipts	398,391	813,857	990,751	920,294	5,312,150	12,668,139	893,106	672,644	435,674	1,787,622	5,035,519	9,908,392	39,836,535	38,684,001	1,152,534
Expenditures:															
Personal Services & Benefits	1,884,450	1,698,604	1,684,760	1,742,860	1,721,335	1,791,522	2,553,469	1,743,620	1,800,515	1,829,648	1,829,648	2,597,405	22,877,836	24,140,087	1,262,251
Supplies	48,500	126,792	105,771	32,611	47,096	60,313	98,710	34,920	90,000	50,000	60,000	90,000	844,713	1,044,937	200,224
Other Services and Charges	1,088,034	1,072,646	984,248	774,294	670,804	814,733	866,549	1,027,348	1,100,000	800,000	850,000	1,100,000	11,148,656	12,434,263	1,285,607
Library Materials Capital Outlay	99,190	558,870	479,837	202,574	308,461	383,953	277,184	516,656	198,539	385,387	247,476	259,311	3,917,438	4,057,539	140,101
Debt Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,120,175	3,456,912	3,254,616	2,752,339	2,747,696	3,050,521	3,795,912	3,322,544	3,189,054	3,065,035	2,987,124	4,046,716	38,788,643	41,676,826	2,888,183
Ending Balance	\$ 13,692,803	\$ 11,049,747	\$ 8,785,882	\$ 6,953,837	\$ 9,518,290	\$ 19,135,908	\$ 16,233,102	\$ 13,583,202	\$ 10,829,821	\$ 9,552,408	\$ 11,600,803	\$ 17,462,478	\$ 17,462,478	\$ 10,278,339	

INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
 CASH FLOW PROJECTIONS - BOND AND INTEREST REDEMPTION FUND (BIRF)
 January through December 2016
 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
Total Beginning Funds	\$ 5,551,620	\$ 2,551,412	\$ 2,551,275	\$ 2,552,181	\$ 2,553,399	\$ 2,553,871	\$ 5,441,040	\$ 2,259,503	\$ 2,261,086	\$ 2,261,695	\$ 2,362,283	\$ 3,062,133	\$ 5,551,620	\$ 4,709,543	

Sources of Funds

Receipts:															
Property Tax	-	-	-	-	-	5,505,044	-	-	-	100,000	700,000	4,179,812	10,484,856	10,484,856	-
Excise Tax	-	-	-	-	-	336,845	-	-	-	-	-	336,845	673,690	480,449	193,241
Financial Institution Tax	-	-	-	-	-	39,353	-	-	-	-	-	39,353	78,706	80,727	(2,021)
Commercial Vehicle Tax	-	-	-	-	-	33,920	-	-	-	-	-	33,920	67,840	78,110	(10,270)
In Lieu. Of Prop. Tax	-	-	-	-	-	3,076	-	-	-	-	-	3,076	6,152	6,324	(172)
Interest income	615	613	906	1,218	1,222	1,257	1,305	1,583	609	588	600	400	10,916	2,000	8,916
Investment Maturities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer In	-	-	-	-	-	-	156,575	-	-	-	-	-	156,575	-	156,575
Total Receipts	615	613	906	1,218	1,222	5,919,495	157,880	1,583	609	100,588	700,600	4,593,406	11,478,735	11,132,466	346,269

Uses of Funds

Expenditures:															
2009 Bond Principal Payment	205,000	-	-	-	-	-	210,000	-	-	-	-	-	415,000	415,000	-
2010 Bond Principal Payment	1,055,000	-	-	-	-	-	1,075,000	-	-	-	-	-	2,130,000	2,130,000	-
2011 Bond Principal Payment	25,000	-	-	-	-	-	370,000	-	-	-	-	-	395,000	395,000	-
2012 Bond Principal Payment	1,040,000	-	-	-	-	-	1,060,000	-	-	-	-	-	2,100,000	2,100,000	-
2013 Bond Principal Payment	-	-	-	-	-	1,225,000	-	-	-	-	-	1,230,000	2,455,000	2,455,000	-
2014 Bond Principal Payment	-	-	-	-	-	535,000	-	-	-	-	-	535,000	1,070,000	1,070,000	-
2015 Bond Principal Payment	-	-	-	-	-	495,000	-	-	-	-	-	500,000	995,000	995,000	-
Lease Payments	-	-	-	-	-	148,196	-	-	-	-	-	-	-	-	-
Bond Interest Payment	674,973	-	-	-	-	629,130	624,017	-	-	-	-	601,368	2,529,488	2,529,488	0
Bank Fees & Other Expenses	850	750	-	-	750	-	400	-	-	-	750	400	3,900	4,000	100
Total Expenditures	3,000,823	750	-	-	750	3,032,326	3,339,417	-	-	-	750	2,866,768	12,093,388	12,093,488	100
Total Ending Funds	\$ 2,551,412	\$ 2,551,275	\$ 2,552,181	\$ 2,553,399	\$ 2,553,871	\$ 5,441,040	\$ 2,259,503	\$ 2,261,086	\$ 2,261,695	\$ 2,362,283	\$ 3,062,133	\$ 4,788,771	\$ 4,936,967	\$ 3,748,521	

Indianapolis Marion County Public Library
Income Statement - 2014 Bond
For the Month Ended August 31, 2016

	<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>
43 - 2014 Multi-Branch Facility Improvements - Series One								
Revenues								
Other Revenue								
INTEREST INCOME	16,198.46	0.00	16,198.46	695.70	8,534.82	0.00	7,663.64	47%
Total Other Revenue	16,198.46	0.00	16,198.46	695.70	8,534.82	0.00	7,663.64	47%
Total Revenues	16,198.46	0.00	16,198.46	695.70	8,534.82	0.00	7,663.64	47%
Expenses								
Supplies								
Office Supplies								
OTHER OFFICE SUPPLIES	171,900.40	31,000.00	202,900.40	1,540.04	1,540.04	160,155.24	41,205.12	20%
Total Office Supplies	171,900.40	31,000.00	202,900.40	1,540.04	1,540.04	160,155.24	41,205.12	20%
Other Supplies								
NON-CAPITAL FURNITURE & EQUIPMENT	81,400.00	25,269.19	106,669.19	1,395.21	1,395.21	72,862.47	32,411.51	30%
Total Other Supplies	81,400.00	25,269.19	106,669.19	1,395.21	1,395.21	72,862.47	32,411.51	30%
Total Supplies	253,300.40	56,269.19	309,569.59	2,935.25	2,935.25	233,017.71	73,616.63	24%
Other Services & Charges								
Professional Services								
CONSULTING SERVICES	160,769.50	(63,766.70)	97,002.80	2,852.45	51,482.98	45,528.55	(8.73)	0%
ENGINEERING & ARCHITECTURAL	0.00	295,736.79	295,736.79	8,480.66	245,917.69	49,885.74	(66.64)	0%
LEGAL SERVICES	1,506.00	17,879.70	19,385.70	0.00	18,475.70	0.00	910.00	5%
Total Professional Services	162,275.50	249,849.79	412,125.29	11,333.11	315,876.37	95,414.29	834.63	0%
Communication & Transportation								
TRAVEL	1,500.00	(1,498.75)	1.25	0.00	1.25	0.00	0.00	0%
FREIGHT & EXPRESS	1,500.00	(1,500.00)	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, 2016

	<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>
Total Communication & Transportation	3,000.00	(2,998.75)	1.25	0.00	1.25	0.00	0.00	0%
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	1,498.29	(854.29)	644.00	0.00	602.14	0.00	41.86	7%
OUTSIDE PRINTING	2,823.50	(1,633.15)	1,190.35	0.00	457.72	0.00	732.63	62%
Total Printing & Advertising	4,321.79	(2,487.44)	1,834.35	0.00	1,059.86	0.00	774.49	42%
Insurance								
BUILDER'S RISK INSURANCE	6,000.00	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0%
Total Insurance	6,000.00	(6,000.00)	0.00	0.00	0.00	0.00	0.00	0%
Repairs & Maintenance								
REP & MAINT-STRUCTURE	0.00	114,319.30	114,319.30	1,633.50	82,992.35	22,590.95	8,736.00	8%
Total Repairs & Maintenance	0.00	114,319.30	114,319.30	1,633.50	82,992.35	22,590.95	8,736.00	8%
Rentals								
REAL ESTATE	0.00	3,600.00	3,600.00	600.00	4,200.00	0.00	(600.00)	(17)%
EQUIPMENT RENTAL	0.00	12,195.00	12,195.00	0.00	0.00	12,195.00	0.00	0%
Total Rentals	0.00	15,795.00	15,795.00	600.00	4,200.00	12,195.00	(600.00)	(4)%
Other Services & Charges								
ISSUANCE COSTS	27,993.68	(14,539.75)	13,453.93	0.00	0.00	0.00	13,453.93	100%
EVENTS & PR	15,000.00	(9,551.30)	5,448.70	0.00	0.00	0.00	5,448.70	100%
OTHER CONTRACTUAL SERVICES	74,430.00	72,659.75	147,089.75	39,858.00	52,669.75	90,754.00	3,666.00	2%
BANK FEES/CREDIT CARD FEES	0.00	166.00	166.00	39.00	205.00	0.00	(39.00)	(23)%
Total Other Services & Charges	117,423.68	48,734.70	166,158.38	39,897.00	52,874.75	90,754.00	22,529.63	14%
Total Other Services & Charges	293,020.97	417,212.60	710,233.57	53,463.61	457,004.58	220,954.24	32,274.75	5%
Capital Outlay								
BUILDING IMPROVEMENTS & UPGRADES	3,542,221.00	(122,904.58)	3,419,316.42	621,776.53	2,004,012.92	1,402,888.33	12,415.17	0%
CAPITAL - FURNITURE	276,760.00	(98,452.23)	178,307.77	0.00	1,933.00	87,616.37	88,758.40	50%

Indianapolis Marion County Public Library
Income Statement - 2014 Bond
For the Month Ended August 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
CAPITAL - EQUIPMENT	0.00	35,111.81	35,111.81	8,536.81	8,536.81	20,912.74	5,662.26	16%
Total Capital Outlay	3,818,981.00	(186,245.00)	3,632,736.00	630,313.34	2,014,482.73	1,511,417.44	106,835.83	3%
Total Expenses	4,365,302.37	287,236.79	4,652,539.16	686,712.20	2,474,422.56	1,965,389.39	212,727.21	5%

Indianapolis Marion County Public Library
Income Statement - 2015 Bond
For the Month Ended August 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
44 - 2015 Bond - RFID Books & Materials Project								
Revenues								
Other Revenue								
REFUNDS	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
Total Other Revenue	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
Total Revenues	0.00	0.00	0.00	0.00	20,000.00	0.00	(20,000.00)	0%
Expenses								
Services Personal								
Salaries & Wages								
SALARIES APPOINTED STAFF	0.00	21,600.00	21,600.00	1,822.50	1,822.50	0.00	19,777.50	92%
Total Salaries & Wages	0.00	21,600.00	21,600.00	1,822.50	1,822.50	0.00	19,777.50	92%
Employee Benefits								
MEDICAL & DENTAL INSURANCE	0.00	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100%
GROUP LIFE INSURANCE	0.00	53.00	53.00	0.00	0.00	0.00	53.00	100%
LONG TERM DISABILITY	0.00	40.00	40.00	0.00	0.00	0.00	40.00	100%
FICA AND MEDICARE	0.00	1,653.00	1,653.00	139.42	139.42	0.00	1,513.58	92%
PERF	0.00	3,068.00	3,068.00	258.80	258.80	0.00	2,809.20	92%
EMPLOYEE ASSISTANCE PROGRAM	0.00	28.00	28.00	0.00	0.00	0.00	28.00	100%
Total Employee Benefits	0.00	19,842.00	19,842.00	398.22	398.22	0.00	19,443.78	98%
Total Services Personal	0.00	41,442.00	41,442.00	2,220.72	2,220.72	0.00	39,221.28	95%
Supplies								
Office Supplies								
LIBRARY SUPPLIES	200,000.00	71,022.00	271,022.00	3,296.00	237,565.00	31,753.00	1,704.00	1%
Total Office Supplies	200,000.00	71,022.00	271,022.00	3,296.00	237,565.00	31,753.00	1,704.00	1%

Indianapolis Marion County Public Library
Income Statement - 2015 Bond
For the Month Ended August 31, 2016

	Original Budget	Budget Adj.	Adjusted Budget	MTD	YTD	Encumbrances	Balance	% Remaining
Total Supplies	200,000.00	71,022.00	271,022.00	3,296.00	237,565.00	31,753.00	1,704.00	1%
Other Services & Charges								
Printing & Advertising								
PUBLICATION OF LEGAL NOTICES & HR	0.00	93.91	93.91	0.00	93.91	0.00	0.00	0%
Total Printing & Advertising	0.00	93.91	93.91	0.00	93.91	0.00	0.00	0%
Rentals								
EQUIPMENT RENTAL	54,000.00	(93.91)	53,906.09	0.00	0.00	0.00	53,906.09	100%
Total Rentals	54,000.00	(93.91)	53,906.09	0.00	0.00	0.00	53,906.09	100%
Other Services & Charges								
ISSUANCE COSTS	16,369.52	(11,860.00)	4,509.52	0.00	4,509.00	0.00	0.52	0%
OTHER CONTRACTUAL SERVICES	40,000.00	337,000.00	377,000.00	0.00	0.00	0.00	377,000.00	100%
Total Other Services & Charges	56,369.52	325,140.00	381,509.52	0.00	4,509.00	0.00	377,000.52	99%
Total Other Services & Charges	110,369.52	325,140.00	435,509.52	0.00	4,602.91	0.00	430,906.61	99%
Capital Outlay								
CAPITAL - EQUIPMENT	1,641,000.00	(437,604.00)	1,203,396.00	0.00	0.00	0.00	1,203,396.00	100%
Total Capital Outlay	1,641,000.00	(437,604.00)	1,203,396.00	0.00	0.00	0.00	1,203,396.00	100%
Total Expenses	1,951,369.52	0.00	1,951,369.52	5,516.72	244,388.63	31,753.00	1,675,227.89	86%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of August 31, 2016

Construction Fund Cash Balances

Fund 43 - E. Washington, Southport, Warren	2,170,452.96
Fund 44 - Restricted - RFID Project	1,706,980.89
Foundation	351,693.54
Total Construction Fund Cash Balances	<u>4,229,127.39</u>

Construction Fund Classification Breakdown

Fund 43 - Restricted - E. Washington, Southport, Warren	2,170,452.96
Fund 44 - Restricted - RFID Project	1,706,980.89
Foundation - Assigned - Central	351,693.54
Total Construction Fund Breakdown	<u>4,229,127.39</u>

Summary of Classifications

Total Restricted	3,877,433.85
Total Assigned	351,693.54
Total of All Classifications	<u>4,229,127.39</u>

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 - E. Washington, Southport, Warren	5,059,300.65	686,712.20	2,474,422.56	2,881,184.05	1,965,389.39	212,727.21
*** Fund 44 - RFID Project	2,000,000.00	5,516.72	224,388.63	293,019.11	31,753.00	1,675,227.89
Central Project	102,412,625.02	0.00	15,879.88	102,261,164.89	0.00	151,460.13
Major Repairs & Maintenance	3,295,889.10	9,710.00	157,285.31	3,114,993.43	81,526.63	99,369.04
Central Technology	6,852,536.01	0.00	3,180.68	6,835,931.17	0.00	16,604.84
Total Expenditures	<u>119,620,350.78</u>	<u>701,938.92</u>	<u>2,875,157.06</u>	<u>115,386,292.65</u>	<u>2,078,669.02</u>	<u>2,155,389.11</u>

	<u>BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
* Estimated Future Interest Earnings	9,186.06	185.16	1,748.27	11,918.96	(2,732.90)
** Estimated Future Interest Earnings - Fund 43	30,000.00	695.70	8,534.82	22,336.36	7,663.64

* 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.

*** The Current Month includes a Prior Period Adjustment of \$383.00 that was made after the printing of last month's Board Packet.



Board Action Request

6b

To: IMCPL Board

Meeting Date: Sept. 26, 2016

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: Sept. 26, 2016

Subject: Resolution 41-2016 – Appropriation of Gift/Grant Proceeds and Transfer between Accounts and Classifications

Recommendation: Library staff recommends Board approval of Resolution 41-2016.

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

Amica Insurance – Art Squared Program	\$ 1,000
Ricoh – Safe Trunk or Treat	1,000
Comcast – Teen Read Week	1,250
Foundation’s Cultural & Community Fund	
Art Squared	637
Foundation’s Humanities endowment	
Safe Trunk or Treat	8,067
Grant from Library Fund – Teen Read Week	<u>9,000</u>
Total	\$ 20,954

The transfers in the Operating Fund are to cover cost related to the bicentennial project at Central, to reallocate Beech Grove’s budget, and provide funding for repair/maintenance projects – parking lot repairs and additional maintenance needs. The transfers in the Capital Project Fund and Bond Fund 43 are to reallocate between non-capital and capital based on the Library’s Capital Asset Policy.

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 total budget for these projects as we are simply moving from one account to another.



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 41-2016
APPROPRIATION OF GIFT/GRANT PROCEEDS AND TRANSFER
BETWEEN ACCOUNTS & CLASSIFICATIONS
SEPTEMBER 26, 2016**

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

WHEREAS, it is necessary to appropriate the gift/grant funds

BE IT RESOLVED that the following appropriations be made via:

APPROPRIATION OF GIFT - Fund 30		
FROM:	GIFT PROCEEDS - ART SQUARED	<u>\$ 1,637</u>
TO:	30-520120-2011-285-16 SUPPLIES	\$ 337
	30-530940-2011-285-16 PROGRAMMING	300
	30-540700-2011-285-16 UNPROCESSED PAPERBACKS	<u>1,000</u>
		<u>\$ 1,637</u>
FROM:	GIFT PROCEEDS - SAFE TRUNK & TREAT	<u>\$ 9,067</u>
TO:	30-530940-2016-303-16 PROGRAMMING	\$ 617
	30-540700-2016-303-16 UNPROCESSED PAPERBACKS	8,450
		<u>\$ 9,067</u>
FROM:	GIFT PROCEEDS - TEEN READ WEEK	<u>\$ 1,250</u>
TO:	30-520120-1501-221-16 SUPPLIES	\$ 1,200
	30-530940-1501-221-16 PROGRAMMING	50
		<u>\$ 1,250</u>
APPROPRIATION OF GRANT - FUND 35		
FROM:	GRANT FUND - TEEN READ WEEK	<u>\$ 9,000</u>
TO:	35-530320-1501-221-16 PRINTING	\$ 650
	35-530940-1501-221-16 PROGRAMMING	7,246
	35-540700-1501-221-16 UNPROCESSED PAPERBACKS	<u>1,104</u>
		<u>\$ 9,000</u>

WHEREAS, certain conditions have developed since the Adoption of the 2016 Annual Budget,
 WHEREAS, it is necessary to transfer funds between Budget Classifications and Accounts,
 therefore

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

OPERATING FUND 10			
DECREASE			
3. OTHER CHARGES	10-530940-1501	PROGRAMMING	<u>\$ (2,679)</u>
INCREASE			
4. CAPITAL	10-540375-1501	ARTS & EXHIBITS	<u>\$ 2,679</u>
DECREASE			
4. CAPITAL	10-540600-2028	BOOKS & MATERIALS	<u>\$(250,000)</u>
INCREASE			
2. SUPPLIES	10-520410-2028	LIBRARY SUPPLIES	\$ 60,000
3. OTHER CHARGES	10-530605-2028	REPAIRS & MAINTENANCE - STRUCTURAL	125,000
	10-530605-1801	REPAIRS & MAINTENANCE - STRUCTURAL	43,500
	10-530950-2028	LAWN & LANDSCAPING	1,500
	10-530955-2028	OTHER CONTRACTUAL SERVICES	15,000
	10-530915-2028	COMPUTER SERVICES	4,000
	10-530720-2028	EQUIPMENT RENTAL	1,000
			<u>\$ 250,000</u>
DECREASE			
1. PERSONAL SERVICES	10-510110-2027	SALARIES APPOINTED STAFF	<u>\$(100,000)</u>
INCREASE			
3. OTHER CHARGES	10-530605-1801	REPAIRS & MAINTENANCE - STRUCTURAL	<u>\$ 100,000</u>
CAPTIAL PROJECTS FUND 45			
DECREASE			
3. OTHER CHARGES	45-530605-1801	REPAIRS & MAINTENANCE - STRUCTURAL	<u>\$ (20,000)</u>
INCREASE			
4. CAPITAL	45-540350-1801	CAPITAL EQUIPMENT	<u>\$ 20,000</u>
BOND FUND 43			
DECREASE			
3. OTHER CHARGES	43-540250-1001	ISSUANCE COST	\$ (11,800)
4. CAPITAL	43-540300-2009	CAPITAL FURNITURE	(10,200)
			<u>\$ (22,000)</u>
INCREASE			
2. SUPPLIES	43-520120-2017	OTHER SUPPLIES	\$ 9,000
	43-520430-2017	NON-CAPITAL FURNITURE & EQUIPMENT	1,200
4. CAPITAL	43-540250-2017	BUILDING IMPROVEMENTS	11,800
			<u>\$ 22,000</u>



Board Action Request

6c

To: IMCPL Board

Meeting Date: September 26, 2016

From: Finance Committee

Approved by the

Library Board: September 26, 2016

Effective Date: September 26, 2016

Subject: RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS TO PAY FOR THE BRIGHTWOOD BRANCH FACILITY IMPROVEMENT PROJECT AND EXPENSES RELATED THERETO – RESOLUTION 42-2016

Recommendation: Authorize the adoption of Resolution 42-2016

Background: The Library Board adopted Resolution 32-2014 on August 25, 2014 a "Preliminary Bond Resolution" to approve the Brightwood Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$5,945,000. Upon this approval, the Library published notice of the preliminary determination in two local newspapers and at the conclusion of thirty (30) days after such notices were published; the Marion County Voter Registration Office had not received any petitions under Indiana Code 6-1.1-20-3.1, as amended, that were signed by any registered voters or owners of real property in the Public Library requesting the application of the petition-remonstrance process to the Brightwood Branch Facility Improvement Project or the financing of the project as set forth in the Preliminary Bond Resolution. At this time, we are moving forward with the issuance of the bonds and appropriation of the proceeds to begin the Brightwood Branch Facility Improvement Project.

Strategic/Fiscal Impact: The bond payment for this debt was included in the 2017 budget approved by the Board on August 22, 2016.



Board Resolution

6c

**RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS
TO PAY FOR THE BRIGHTWOOD BRANCH FACILITY IMPROVEMENT PROJECT
AND EXPENSES RELATED THERETO**

RESOLUTION 42-2016

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

WHEREAS, the Library Board (the “Board”) of the Public Library, has given consideration to the construction and equipping of a new facility that will replace the existing Brightwood Branch Library to maximize the public’s access to Library services, collections, and technology, which facility as currently anticipated will be near the existing Brightwood Branch Library, north of Massachusetts Avenue, will consist of a facility containing approximately 15,000 square feet and sited on approximately four (4) acres with on-site parking (collectively, the “Brightwood Branch Facility Improvement Project”); and

WHEREAS, on August 25, 2014, subsequent to a public hearing on the Brightwood Branch Facility Improvement Project and the financing of the Brightwood Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library, the Board adopted Resolution 32-2014 (the “Preliminary Bond Resolution”), which preliminarily determined to approve the Brightwood Branch Facility Improvement Project and the financing of the Brightwood Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$5,945,000, with a maximum term not to exceed fifteen (15) years from the date of issuance and other terms and conditions set forth in the Preliminary Bond Resolution; and

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

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

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

WHEREAS, based on the foregoing the Board now deems it advisable to issue, pursuant to Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, the “Indianapolis-Marion County Public Library General Obligation Bonds, Series 2016A” (the “2016A Bonds”) in an original aggregate principal amount not to exceed Five Million Nine Hundred Forty-Five Thousand Dollars (\$5,945,000) (the “Authorized Amount”) for the purpose of providing for the payment of (i) all or a portion of the costs of the Brightwood Branch Facility Improvement Project, (ii) the reimbursement of preliminary expenses related thereto and all incidental expenses incurred in connection therewith, including necessary engineering, design, and related activities (all of which are deemed to be a part of the Brightwood Branch Facility Improvement Project), and (iii) the costs of selling and issuing the 2016A Bonds; and

WHEREAS, the original principal amount of the 2016A Bonds, together with the outstanding principal amount of previously issued bonds which constitute a debt of the Public Library, is no more than two percent (2%) of the total net assessed valuation of the Public Library; and

WHEREAS, the amount of proceeds of the 2016A Bonds allocated to pay costs of the Brightwood Branch Facility Improvement Project, together with estimated investment earnings thereon, does not exceed the cost of the Brightwood Branch Facility Improvement Project as estimated by the Board; and

WHEREAS, all conditions precedent to the adoption of a resolution authorizing the issuance of the 2016A Bonds have been complied with in accordance with the applicable provisions of the Indiana Code 36-12-3, as amended (the “Act”).

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

Section 1. Authorization for Bonds and Appropriation of Proceeds. In order to provide financing for a portion of the Brightwood Branch Facility Improvement Project as described above and the costs of selling and issuing the 2016A Bonds, the Public Library shall borrow money, and shall issue the 2016A Bonds as herein authorized. An appropriation in the amount not to exceed the Authorized Amount, together with all investment earnings thereon, has been previously made in a separate resolution to pay for the governmental purposes to be financed by the 2016A Bonds, and the funds to meet said appropriation shall be provided out of the proceeds of the 2016A Bonds in the original principal amount not to exceed the Authorized Amount and such investment earnings. Said appropriation is in addition to all other appropriations provided for in the existing budget and tax levy. The Public Library covenants

that the proceeds of the 2016A Bonds will not be used for any purpose except as described in this Resolution.

Section 2. General Terms of Bonds.

(a) **Issuance of 2016A Bonds.** In order to procure said loan for such purposes, the Public Library hereby authorizes the issuance of the 2016A Bonds as described herein. The President of the Board (the “President”) is hereby authorized and directed to have prepared and to issue and sell the 2016A Bonds as negotiable, fully registered bonds of the Public Library in an amount not to exceed the Authorized Amount. Total debt service payments (principal and interest) to final maturity on the 2016A Bonds shall not exceed \$8,461,658.

The 2016A Bonds shall be executed in the name of the Public Library by the manual or facsimile signature of the President and attested by the manual or facsimile signature of the Secretary of the Board (the “Secretary”). In case any officer whose signature appears on the 2016A Bonds shall cease to be such officer before the delivery of 2016A Bonds, such signature shall nevertheless be valid and sufficient for all purposes as if such officer had remained in office until delivery thereof. The 2016A Bonds also shall be, and will not be valid or become obligatory for any purpose or entitled to any benefit under this resolution unless and until, authenticated by the manual signature of the Registrar (as defined in Section 4 hereof). Subject to the provisions of this Resolution regarding the registration of the 2016A Bonds, the 2016A Bonds shall be fully negotiable instruments under the laws of the State of Indiana.

The 2016A Bonds shall be numbered consecutively from 2016AR-1 upward, shall be issued in denominations of Five Thousand Dollars (\$5,000) or any integral multiple thereof, shall be originally dated as of the first day or the fifteenth day of the month in which the 2016A Bonds are sold or delivered or the date of issuance, as determined by the President, based upon the recommendation of the Public Library’s financial advisor, and shall bear interest payable semi-annually on each January 1 and July 1, commencing not earlier than July 1, 2017, at a rate or rates not exceeding five and four tenths percent (5.40%) per annum (the exact rate or rates to be determined by bidding pursuant to Section 6 of the Resolution), calculated on the basis of a 360-day year comprised of twelve 30-day months.

The 2016A Bonds shall mature on the dates and shall be issued in the principal amounts as set forth on Exhibit A attached hereto; provided, however, that such maturity schedule may be modified by the President, the Chief Executive Officer of the Public Library (the “Chief Executive Officer”) or the Chief Financial Officer of the Public Library (the “Chief Financial Officer”), based upon the recommendation of the Public Library’s financial advisor, at the time of sale or issuance of the 2016A Bonds in order to achieve approximate level debt service on all of the Public Library’s indebtedness and contemplated indebtedness subsequent to the issuance of the 2016A Bonds.

(b) **Source of Payment.** The 2016A Bonds are as to all the principal thereof, and as to all interest due thereon, general obligations of the Public Library, payable from ad valorem property taxes on all taxable property within the Public Library, to be levied beginning in 2016 for collection beginning in 2017.

(c) **Payments.** All payments of interest on the 2016A Bonds shall be paid by wire transfer on, or by check or draft mailed one business day prior to, the interest payment date, to the registered owners thereof as of the fifteenth (15th) day of the month preceding the month in which interest is payable (the "Record Date") at the addresses as they appear on the registration and transfer books of the Public Library kept for that purpose by the Registrar (the "Registration Record") or at such other address as is provided to the Paying Agent (as defined in Section 4 hereof) in writing by such registered owner. All principal payments on the 2016A Bonds shall be made upon surrender thereof at the principal office of the Paying Agent in any coin or currency of the United States of America which on the date of such payment shall be legal tender for the payment of public and private debts.

Interest on 2016A Bonds shall be payable from the interest payment date to which interest has been paid next preceding the authentication date thereof unless such 2016A Bonds are authenticated after the Record Date for an interest payment date and on or before such interest payment date in which case they shall bear interest from such interest payment date, or unless authenticated on or before the Record Date for the first interest payment date, in which case they shall bear interest from the original date, until the principal shall be fully paid.

(d) **Transfer and Exchange.** Each 2016A Bond shall be transferable or exchangeable only upon the Registration Record, by the registered owner thereof in writing, or by the registered owner's attorney duly authorized in writing, upon surrender of such 2016A Bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the registered owner or such attorney, and thereupon a new fully registered bond or bonds in the same aggregate principal amount, and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or the registered owner, as the case may be, in exchange therefor. The costs of such transfer or exchange shall be borne by the Public Library. The Public Library, Registrar and Paying Agent may treat and consider the persons in whose name such 2016A Bonds are registered as the absolute owners thereof for all purposes including for the purpose of receiving payment of, or on account of, the principal thereof and interest due thereon.

(e) **Mutilated, Lost, Stolen or Destroyed Bonds.** In the event any 2016A Bond is mutilated, lost, stolen or destroyed, the Public Library may execute, and the Registrar may authenticate a new bond of like date, maturity and denomination as that mutilated, lost, stolen or destroyed, which new bond shall be marked in a manner to distinguish it from the bond for which it was

issued, provided that, in the case of any mutilated bond, such mutilated bond shall first be surrendered to the Registrar, and in the case of any lost, stolen or destroyed bond there shall be first furnished to the Registrar evidence of such loss, theft or destruction satisfactory to the Chief Financial Officer and the Registrar, together with indemnity satisfactory to them. In the event any such bond shall have matured, instead of issuing a duplicate bond, the Public Library and the Registrar may, upon receiving indemnity satisfactory to them, pay the same without surrender thereof. The Public Library and the Registrar may charge the owner of such 2016A Bond with their reasonable fees and expenses in this connection. Any 2016A Bond issued pursuant to this paragraph shall be deemed an original, substitute contractual obligation of the Public Library, whether or not the lost, stolen or destroyed 2016A Bond shall be found at any time, and shall be entitled to all the benefits of this Resolution, equally and proportionately with any and all other 2016A Bonds issued hereunder.

(f) **Book-Entry-Only Requirements.** The 2016A Bonds will initially be issued and held in book-entry form on the books of the central depository system, The Depository Trust Company, its successors, or any successor central depository system appointed by the Public Library from time to time (the "Clearing Agency"), without physical distribution of 2016A Bonds to the public. The following provisions of this Section apply in such event.

One definitive 2016A Bond of each maturity shall be delivered to the Clearing Agency and held in its custody. The Public Library, the Registrar and the Paying Agent may, in connection therewith, do or perform or cause to be done or performed any acts or things not adverse to the rights of the holders of the 2016A Bonds as are necessary or appropriate to accomplish or recognize such book-entry form bonds.

So long as the 2016A Bonds remain and are held in book-entry form on the books of a Clearing Agency, then (1) any such 2016A Bond may be registered upon the registration record in the name of such Clearing Agency, or any nominee thereof, including Cede & Co.; (2) the Clearing Agency in whose name such 2016A Bond is so registered shall be, and the Public Library, the Registrar and the Paying Agent may deem and treat such Clearing Agency as, the absolute owner and holder of such 2016A Bond for all purposes of this resolution, including, without limitation, receiving payment of the principal of and interest and premium, if any, on such 2016A Bond, the receiving of notice and the giving of consent; (3) neither the Public Library, the Registrar nor the Paying Agent shall have any responsibility or obligation hereunder to any direct or indirect participant, within the meaning of Section 17A of the Securities Exchange Act of 1934, as amended, of such Clearing Agency, or any person on behalf of which, or otherwise in respect of which, any such participant holds any interest in any 2016A Bond, including, without limitation, any responsibility or obligation hereunder to maintain accurate records of any interest in any 2016A Bond or any responsibility or obligation hereunder with respect to the receiving of payment of principal of or interest or premium, if any, on any 2016A Bond, the receiving of

notice or the giving of consent; and (4) the Clearing Agency is not required to present any 2016A Bond called for partial redemption, if any, prior to receiving payment so long as the Paying Agent and the Clearing Agency have agreed to the method for noting such partial redemption.

If the Public Library receives notice from the Clearing Agency which is currently the registered owner of the 2016A Bonds to the effect that such Clearing Agency is unable or unwilling to discharge its responsibility as a Clearing Agency for the 2016A Bonds or the Public Library elects to discontinue its use of such Clearing Agency as a Clearing Agency for the 2016A Bonds, then the Public Library, the Registrar and the Paying Agent each shall do or perform or cause to be done or performed all acts or things, not adverse to the rights of the holders of the 2016A Bonds, as are necessary or appropriate to discontinue use of such Clearing Agency as a Clearing Agency for the 2016A Bonds and to transfer the ownership of each of the 2016A Bonds to such person or persons, including any other Clearing Agency, as the holders of the 2016A Bonds may direct in accordance with this Resolution. Any expenses of such discontinuance and transfer, including expenses of printing new certificates to evidence the 2016A Bonds, shall be paid by the Public Library.

So long as the 2016A Bonds remain and are held in book-entry form on the books of a Clearing Agency, the Registrar and the Paying Agent shall be entitled to request and rely upon a certificate or other written representation from the Clearing Agency or any participant or indirect participant with respect to the identity of any beneficial owner of 2016A Bonds as of a record date selected by the Registrar or Paying Agent. For purposes of determining whether the consent, advice, direction or demand of a registered owner of a 2016A Bonds has been obtained, the Registrar shall be entitled to treat the beneficial owners of the 2016A Bonds as the bondholders and any consent, request, direction, approval, objection or other instrument of such beneficial owner may be obtained in the fashion described in this Resolution.

So long as the 2016A Bonds remain and are held in book-entry form on the books of the Clearing Agency, the provisions of its standard form of Letter of Representations, if executed in connection with the issuance of such 2016A Bonds, as amended and supplemented, or any successor agreement shall control on the matters set forth therein. Each of the Registrar and the Paying Agent agrees that it will (i) undertake the duties of agent set forth therein and that those duties to be undertaken by either the agent or the issuer shall be the responsibility of the Registrar and the Paying Agent, and (ii) comply with all requirements of the Clearing Agency, including without limitation same day funds settlement payment procedures. Further, so long as the 2016A Bonds remain and are held in book-entry form, the provisions of Section 2(f) of this Resolution shall control over conflicting provisions in any other section of this Resolution.

Section 3. Terms of Redemption. The 2016A Bonds shall not be subject to redemption at the option of the Public Library prior to final maturity unless it is determined by the Chief

Executive Officer or the Chief Financial Officer, based on the advice of the Public Library's financial advisor, prior to the sale of the 2016A Bonds to be advantageous to the Public Library to allow the 2016A Bonds subject to redemption at the option of the Public Library on terms and conditions determined by the Chief Executive Officer or the Chief Financial Officer, based on the advice of the Public Library's financial advisor, to be favorable to the Public Library.

Upon the election of the successful bidder at the time of sale of the 2016A Bonds, any of the 2016A Bonds may be issued as term bonds subject to mandatory sinking fund redemption on January 1 and July 1 at 100% of the face value in accordance with the schedules set forth above. If any 2016A Bonds are subject to mandatory sinking fund redemption, the Paying Agent shall credit against the mandatory sinking fund requirement for any term bonds and corresponding mandatory redemption obligation, in the order determined by the Public Library, any term bonds maturing on the same date which have previously been redeemed (otherwise than as a result of a previous mandatory redemption requirement) or delivered to the Registrar or Paying Agent for cancellation or purchased for cancellation by the Registrar and not theretofore applied as a credit against any redemption obligation. Each term bond so delivered or canceled shall be credited by the Registrar or Paying Agent at 100% of the principal amount thereof against the mandatory sinking fund obligation on such mandatory obligations and the principal amount of that term bond to be redeemed by operation of the mandatory sinking fund requirement shall be accordingly reduced; provided, however, the Registrar and Paying Agent shall only credit such term bonds to the extent received on or before forty-five days preceding the applicable mandatory redemption date.

Notice of redemption shall be mailed by first-class mail or by registered or certified mail to the address of each registered owner of a 2016A Bond to be redeemed as shown on the Registration Record not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption except to the extent such redemption notice is waived by owners of 2016A Bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any 2016A Bond shall not affect the validity of any proceedings for the redemption of any other 2016A Bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers of the 2016A Bonds called for redemption. The place of redemption may be determined by the President. Interest on the 2016A Bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such 2016A Bonds shall no longer be protected by this Resolution and shall not be deemed to be outstanding hereunder, and the holders thereof shall have the right only to receive the redemption price.

All 2016A Bonds which have been redeemed shall be canceled and shall not be reissued; provided, however, that one or more new registered bonds shall be issued for the unredeemed portion of any 2016A Bond without charge to the holder thereof.

With respect to any optional redemption of the 2016A Bonds pursuant to this Section 3, unless moneys sufficient to pay the principal of, and premium, if any, and interest on the 2016A Bonds to be redeemed shall have been received by the Registrar and Paying Agent prior to the giving of such notice of redemption, such notice shall state that said redemption shall be conditional upon the receipt of such moneys by the Registrar and Paying Agent on or prior to the

date fixed for redemption. If such moneys are not received by the redemption date, such notice shall be of no force and effect, the Registrar and Paying Agent shall not redeem such 2016A Bonds, the redemption price shall not be due and payable and the Registrar and Paying Agent shall give notice, in the same manner in which the notice of redemption was given, that such moneys were not so received and that such 2016A Bonds will not be redeemed and that the failure to redeem such 2016A Bonds shall not constitute an Event of Default under this resolution. Moneys need not be on deposit with the Registrar and Paying Agent prior to the mailing of the notice of redemption of the 2016A Bonds pursuant to the provisions of this Section.

No later than the date fixed for redemption, funds shall be deposited with the Paying Agent or another paying agent to pay, and such agent is hereby authorized and directed to apply such funds to the payment of, the 2016A Bonds or portions thereof called for redemption, including accrued interest thereon to the redemption date. No payment shall be made upon any 2016A Bond or portion thereof called for redemption until such bond shall have been delivered for payment or cancellation or the Registrar shall have received the items required by this Resolution with respect to any mutilated, lost, stolen or destroyed bond.

Section 4. Appointment of Registrar and Paying Agent. Each of the President, the Chief Executive Officer and the Chief Financial Officer is hereby authorized to select the financial institution, entity or person to be appointed to serve as registrar and paying agent for the 2016A Bonds, and each of the President, the Chief Executive Officer and the Chief Financial Officer shall have the option of appointing a successor registrar and paying agent at any time (together with any successor, the “Registrar” or “Paying Agent”). The Registrar is hereby charged with the responsibility of authenticating the 2016A Bonds, and shall keep and maintain the Registration Record at its office. The President is hereby authorized to enter into such agreements or understandings with any institution hereafter serving in such capacities as will enable the institution to perform the services required of the Registrar and Paying Agent. The President is authorized to pay such fees as the institution may charge for the services it provides as Registrar and Paying Agent.

The Registrar and Paying Agent may at any time resign as Registrar and Paying Agent by giving thirty (30) days written notice by first-class mail to the President, the Chief Executive Officer or the Chief Financial Officer and to each registered owner of the 2016A Bonds then outstanding, and such resignation will take effect at the end of such thirty (30) days or upon the earlier appointment of a successor Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer. Such notice to the President, the Chief Executive Officer or the Chief Financial Officer may be served personally or be sent by registered mail. The Registrar and Paying Agent may be removed at any time as Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer, in which event the President, the Chief Executive Officer or the Chief Financial Officer may appoint a successor Registrar and Paying Agent. The President, Chief Executive Officer or the Chief Financial Officer shall notify each registered owner of the 2016A Bonds then outstanding by first-class mail of the removal of the Registrar and Paying Agent. Notices to registered owners of the 2016A Bonds shall be deemed to be given when mailed by first-class mail to the addresses of such registered owners as they appear on the Registration Record. Any predecessor Registrar and Paying Agent shall deliver all the 2016A Bonds, cash related thereto in its

possession and the Registration Record to the successor Registrar and Paying Agent. At all times, the same entity shall serve as Registrar and as Paying Agent.

Section 5. Form of Bonds. The form and tenor of the 2016A Bonds shall be substantially as follows, all blanks to be filled in properly prior to delivery thereof:

(Form of Bond)

No. 2016AR-____

UNITED STATES OF AMERICA

STATE OF INDIANA

COUNTY OF MARION

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BOND, SERIES 2016A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Original Date</u>	<u>Authentication Date</u>	<u>CUSIP</u>
--------------------------	--------------------------	--------------------------	--------------------------------	--------------

Registered Owner:

Principal Sum:

The Indianapolis-Marion County Public Library (the "Public Library"), for value received, hereby promises to pay to the Registered Owner set forth above, the Principal Sum set forth above on the Maturity Date set forth above (unless this bond is called for redemption prior to maturity as hereafter provided), and to pay interest thereon until the Principal Sum shall be fully paid at the Interest Rate per annum specified above from the interest payment date to which interest has been paid next preceding the Authentication Date of this bond unless this bond is authenticated after the fifteenth day of the month immediately preceding the month in which interest is payable (the "Record Date") and on or before such interest payment date in which case interest shall be paid from such interest payment date, or unless this bond is authenticated on or before June 15, 2017, in which case it shall bear interest from the Original Date, which interest is payable semi-annually on January 1 and July 1 of each year, beginning on July 1, 2017. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

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

America which on the date of such payment shall be legal tender for the payment of public and private debts.

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

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

This bond is one of an authorized issue of bonds of the Public Library of like original date, tenor and effect, except as to denominations, numbering, interest rates, and dates of maturity, in the total amount of _____ Dollars (\$_____), numbered from 2016AR-1 up, issued for the purpose of providing funds for the construction and equipping of a new facility that will replace the existing Brightwood Branch Library to maximize the public's access to Library services, collections, and technology, which facility as currently anticipated will be near the existing Brightwood Branch Library, north of Massachusetts Avenue, will consist of a facility containing approximately 15,000 square feet and sited on approximately four (4) acres with on-site parking and for the purpose of paying incidental expenses to be incurred in connection therewith and on account of the sale and issuance of bonds therefor, as authorized by a resolution adopted by the Board of Trustees of the Public Library on the 26th day of September, 2016, entitled "Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Brightwood Branch Facility Improvement Project and Expenses Related Thereto" (the "Resolution"), and in strict compliance with Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, as amended (collectively, the "Act"), all as more particularly described in the Resolution. The owner of this bond, by the acceptance hereof, agrees to all the terms and provisions contained in the Resolution and the Act.

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

[The bonds of this issue maturing on or after _____ 1, 20__, may be redeemed at the option of the Public Library on any date or after _____ 1, 20__, at a redemption price equal to the principal amount of the bonds of this issue being redeemed plus accrued interest, and without any redemption premium./The bonds of this issue may not be redeemed at the option of the Public Library prior to final maturity.]

[Insert applicable mandatory sinking fund redemption paragraphs.]

Notice of such redemption shall be mailed by first-class mail or by registered or certified mail not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption to the address of the registered owner of each bond to be redeemed as shown on the registration record of the Public Library except to the extent such redemption notice is waived by

owners of the bond or bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any bond shall not affect the validity of any proceedings for the redemption of any other bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers, if any, of the bonds called for redemption. The place of redemption may be determined by the President of the Board of Trustees of the Public Library. Interest on the bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such bonds shall no longer be protected by the Resolution and shall not be deemed to be outstanding thereunder.

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

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

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

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

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

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

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

By: _____
President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

(Form of Registrar's Certificate of Authentication)

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

_____, as Registrar

By: _____
Authorized Representative

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

- | | |
|-----------|--|
| TEN. COM. | as tenants in common |
| TEN. ENT. | as tenants by the entireties |
| JT. TEN. | as joint tenants with right of survivorship and not as tenants in common |

UNIF. TRANS.
MIN. ACT

_____ Custodian _____
(Cust.) (Minor)

under Uniform Transfers to Minors Act of

(State)

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

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

(please print or typewrite name and address of transferee)

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

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

Signature Guaranteed:

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

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

(End of Bond Form)

Section 6. Sale of Bonds. The Chief Financial Officer shall cause to be published a notice of sale once each week for two consecutive weeks in accordance with Indiana Code § 5-3-1-2. The date fixed for the sale shall not be earlier than fifteen (15) days after the first of such publications and not earlier than three (3) days after the second of such publications. Said bond sale notice shall state the time and place of sale, the purpose for which the 2016A Bonds are being issued, the total amount thereof, the amount and date of each maturity, the maximum rate or rates of interest thereon, their denominations, the time and place of payment, the terms and conditions upon which bids will be received and the sale made and such other information as is required by law or as the President, the Chief Executive Officer or the Chief Financial Officer shall deem necessary.

As an alternative to the publication of a notice of sale, the Chief Financial Officer may sell the 2016A Bonds through the publication of a notice of intent to sell the 2016A Bonds and compliance with related procedures, pursuant to Indiana Code § 5-1-11-2(b).

All bids for the 2016A Bonds shall be sealed and shall be presented to the Chief Financial Officer or the Public Library's financial advisor in accord with the terms set forth in the bond sale notice. Bidders for the 2016A Bonds shall be required to name the rate or rates of interest which the 2016A Bonds are to bear, which shall be the same for all 2016A Bonds maturing on the same date and the interest rate bid on any maturity of 2016A Bonds must be no less than the interest rate bid on any and all prior maturities, not exceeding five and four tenths percent (5.40%) per annum, and such interest rate or rates shall be in multiples of one eighth or one hundredth of one percent. The President, the Chief Executive Officer or the Chief Financial Officer shall award the 2016A Bonds to the bidder who offers the lowest net interest cost, to be determined by computing the total interest on all the 2016A Bonds to their maturities and deducting therefrom the premium bid, if any, or adding thereto the amount of the discount, if any. No bid for less than ninety-nine and one-half percent (99.50%) of the par value of the 2016A Bonds, plus accrued interest, shall be considered. The President, the Chief Executive Officer or the Chief Financial Officer may require that all bids be accompanied by certified or cashier's checks payable to the order of the Public Library, or a surety bond, in an amount not to exceed one percent of the aggregate principal amount of the 2016A Bonds as a guaranty of the performance of said bid, should it be accepted. In the event no satisfactory bids are received on the day named in the sale notice, the sale may be continued from day to day thereafter for a period of thirty (30) days without readvertisement; provided, however, that if said sale is continued, no bid shall be accepted which offers an interest cost which is equal to or higher than the best bid received at the time fixed for sale in the bond sale notice. The President, the Chief Executive Officer and the Chief Financial Officer shall have full right to reject any and all bids.

The President is hereby authorized and directed to have the 2016A Bonds prepared, the President and Secretary are hereby authorized and directed to execute the 2016A Bonds in substantially the form and the manner herein provided. The President is hereby authorized and directed to deliver the 2016A Bonds to the purchaser; thereupon, the President shall be authorized to receive from the purchaser the purchase price and take the purchaser's receipt for the 2016A Bonds. The amount to be collected by the President shall be the full amount which the purchaser has agreed to pay therefor, which shall be not less than ninety-nine and one-half percent (99.50%) of the face value of the 2016A Bonds plus accrued interest to the date of delivery.

The proceeds from the sale of the 2016A Bonds shall be deposited in an account or accounts of the Public Library established by the Chief Financial Officer and held or invested as permitted by law.

The President is hereby authorized and directed to obtain a legal opinion as to the validity of the 2016A Bonds from Barnes & Thornburg LLP, and to furnish such opinion to the purchasers of the 2016A Bonds. The cost of such opinion shall be paid out of the proceeds of the 2016A Bonds.

Section 7. Defeasance. If, when the 2016A Bonds or any portion thereof shall have become due and payable in accordance with their terms or shall have been duly called for redemption or irrevocable instructions to call the 2016A Bonds or any portion thereof for redemption have been given, and the whole amount of the principal and the interest so due and payable upon such 2016A Bonds or any portion thereof then outstanding shall be paid, or (i) cash,

or (ii) direct non-callable obligations of (including obligations issued or held in book entry form on the books of) the Department of the Treasury of the United States of America, and securities fully and unconditionally guaranteed as to the timely payment of principal and interest by the United States of America, the principal of and the interest on which when due without reinvestment will provide sufficient money, or (iii) any combination of the foregoing, shall be held irrevocably in trust for such purpose, and provision shall also be made for paying all fees and expenses for the payment, then and in that case the 2016A Bonds or such designated portion thereof shall no longer be deemed outstanding or secured by this Resolution.

Section 8. Tax Matters. In order to preserve the exclusion of interest on the 2016A Bonds from gross income for federal income tax purposes and as an inducement to purchasers of the 2016A Bonds, the Public Library represents, covenants and agrees that:

(a) No person or entity, other than the Public Library or another state or local governmental unit, will use proceeds of the 2016A Bonds or property financed by the 2016A Bond proceeds other than as a member of the general public. No person or entity other than the Public Library or another state or local governmental unit will own property financed by 2016A Bond proceeds or will have actual or beneficial use of such property pursuant to a lease, a management or incentive payment contract, an arrangement such as a take-or-pay or output contract, or any other type of arrangement that differentiates that person's or entity's use of such property from the use by the public at large.

With respect to any management or service contracts with respect to the Brightwood Branch Facility Improvement Project or any portion thereof, the Public Library will comply with Revenue Procedure 97-13, as the same may be amended or superseded from time to time.

(b) No 2016A Bond proceeds will be loaned to any entity or person other than a state or local governmental unit. No 2016A Bond proceeds will be transferred, directly or indirectly, or deemed transferred to a non-governmental person in any manner that would in substance constitute a loan of the 2016A Bond proceeds.

(c) The Public Library will not take any action or fail to take any action with respect to the 2016A Bonds that would result in the loss of the exclusion from gross income for federal income tax purposes of interest on the 2016A Bonds pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations thereunder as applicable to the 2016A Bonds, including, without limitation, the taking of such action as is necessary to rebate or cause to be rebated arbitrage profits on 2016A Bond proceeds or other monies treated as 2016A Bond proceeds to the federal government as provided in Section 148 of the Code, and will set aside such monies, which may be paid from investment income on funds and accounts notwithstanding anything else to the contrary herein, in trust for such purposes.

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

(e) The Public Library will not make any investment or do any other act or thing during the period that any 2016A Bond is outstanding hereunder which would cause any 2016A Bond to be an “arbitrage bond” within the meaning of Section 148 of the Code and the regulations thereunder as applicable to the 2016A Bonds.

Notwithstanding any other provisions of this Resolution, the foregoing covenants and authorizations (the “Tax Sections”) which are designed to preserve the exclusion of interest on the 2016A Bonds from gross income under federal income tax law (the “Tax Exemption”) need not be complied with if the Public Library receives an opinion of nationally recognized bond counsel that any Tax Section is unnecessary to preserve the Tax Exemption.

Section 9. Amendments. Subject to the terms and provisions contained in this section, and not otherwise, the owners of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2016A Bonds then outstanding shall have the right, from time to time, anything contained in this Resolution to the contrary notwithstanding, to consent to and approve the adoption by the Public Library of such resolution or resolutions supplemental hereto as shall be deemed necessary or desirable by the Public Library for the purpose of amending in any particular any of the terms or provisions contained in this Resolution, or in any supplemental resolution; provided, however, that nothing herein contained shall permit or be construed as permitting without the consent of all affected owners of the 2016A Bonds:

(a) An extension of the maturity of the principal of or interest on any 2016A Bond without the consent of the holder of each 2016A Bond so affected; or

(b) A reduction in the principal amount of any 2016A Bond or the rate of interest thereon or a change in the monetary medium in which such amounts are payable, without the consent of the holder of each 2016A Bond so affected; or

(c) A preference or priority of any 2016A Bond over any other 2016A Bond, without the consent of the holders of all 2016A Bonds then outstanding; or

(d) A reduction in the aggregate principal amount of the 2016A Bonds required for consent to such supplemental resolution, without the consent of the holders of all 2016A Bonds then outstanding.

If the Public Library shall desire to obtain any such consent, it shall cause the Registrar to mail a notice, postage prepaid, to the addresses appearing on the Registration Record. Such notice shall briefly set forth the nature of the proposed supplemental resolution and shall state that a copy thereof is on file at the office of the Registrar for inspection by all owners of the 2016A Bonds. The Registrar shall not, however, be subject to any liability to any owners of the 2016A Bonds by reason of its failure to mail such notice, and any such failure shall not affect the validity of such supplemental resolution when consented to and approved as herein provided.

Whenever at any time within one year after the date of the mailing of such notice, the Public Library shall receive any instrument or instruments purporting to be executed by the owners of the 2016A Bonds of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2016A Bonds then outstanding, which instrument or instruments shall refer to the proposed supplemental resolution described in such notice, and shall specifically consent to and approve the adoption thereof in substantially the form of the copy thereof referred to in such notice as on file with the Registrar, thereupon, but not otherwise, the Public Library may adopt such supplemental resolution in substantially such form, without liability or responsibility to any owners of the 2016A Bonds, whether or not such owners shall have consented thereto.

No owner of any 2016A Bond shall have any right to object to the adoption of such supplemental resolution or to object to any of the terms and provisions contained therein or the operation thereof, or in any manner to question the propriety of the adoption thereof, or to enjoin or restrain the Public Library or its officers from adopting the same, or from taking any action pursuant to the provisions thereof. Upon the adoption of any supplemental resolution pursuant to the provisions of this section, this Resolution shall be, and shall be deemed, modified and amended in accordance therewith, and the respective rights, duties and obligations under this Resolution of the Public Library and all owners of 2016A Bonds then outstanding shall thereafter be determined, exercised and enforced in accordance with this Resolution, subject in all respects to such modifications and amendments.

Notwithstanding anything contained in the foregoing provisions of this Resolution, the rights, duties and obligations of the Public Library and of the owners of the 2016A Bonds, and the terms and provisions of the 2016A Bonds and this Resolution, or any supplemental resolution, may be modified or amended in any respect with the consent of the Public Library and the consent of the owners of all the 2016A Bonds then outstanding.

Without notice to or consent of the owners of the 2016A Bonds, the Public Library may, from time to time and at any time, adopt such resolutions supplemental hereto as shall not be inconsistent with the terms and provisions hereof (which supplemental resolutions shall thereafter form a part hereof),

- (a) to cure any ambiguity or formal defect or omission in this Resolution or in any supplemental resolution; or
- (b) to grant to or confer upon the owners of the 2016A Bonds any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the owners of the 2016A Bonds; or
- (c) to procure a rating on the 2016A Bonds from a nationally recognized securities rating agency designated in such supplemental resolution, if such supplemental resolution will not adversely affect the owners of the 2016A Bonds; or
- (d) to provide for the refunding or advance refunding of the 2016A Bonds; or

(e) to make any other change which, in the determination of the Board in its sole discretion, is not to the prejudice of the owners of the 2016A Bonds.

Section 10. Continuing Disclosure Contract. The Continuing Disclosure Contract, dated as of the date the 2016A Bonds are issued (the “Undertaking”), executed by the Public Library, substantially in the form satisfactory to the President, and hereby is, ratified and approved.

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

Section 11. Official Statement. The President is hereby authorized and directed to approve the Preliminary Official Statement for the purposes of selling the 2016A Bonds, and the President is further authorized to deem and determine the Preliminary Official Statement as the near final Official Statement with respect to the Series 2016A Bonds for purposes of SEC Rule 15c2-12, subject to completion in accordance with such rule and in a manner acceptable to the President, and to place the Preliminary Official Statement into final form as the Final Official Statement of the Public Library. The President is authorized to sign the Final Official Statement and by such signature approve its distribution.

Section 12. Multiple Series of Bonds. Notwithstanding the foregoing authorizations and approvals, the President is hereby authorized to issue the 2016A Bonds in multiple series at any particular time, if, in the judgment of the President, based on the recommendation of the Public Library’s financial advisor, such actions would be advantageous for the Public Library. In the event that the President makes this determination, (a) the aggregate principal amount of the 2016A Bonds to be issued at any one time shall be reduced accordingly provided that in no event shall the aggregate principal amount of all of the 2016A Bonds be issued in an amount exceeding the Authorized Amount, (b) all of the documents approved herein shall be modified accordingly, (c) the officers of the Public Library identified in this Resolution, as appropriate, are authorized to execute, attest and deliver such documents as so modified, and (d) the Board hereby authorizes the issuance of each such series of the 2016A Bonds with such series or issue notations as appropriate.

Section 13. Other Actions and Documents. The officers of the Board, the Chief Executive Officer and the Chief Financial Officer are hereby authorized and directed, for and on behalf of the Public Library, to execute, attest and seal all such documents, instruments, certificates, closing papers and other papers and do all such acts and things as may be necessary or desirable to carry out the intent of this Resolution. In addition, any and all actions previously taken by any officers of the Board, the Chief Executive Officer or the Chief Financial Officer, in connection with this Resolution, be, and hereby are, ratified and approved. In addition to the foregoing, the President and the Secretary, based on the advice of the Public Library’s financial advisor or at the request of the purchaser of the 2016A Bonds, may modify the dates of the semi-annual interest payment dates to be such other dates which are at least six (6) months apart, and if

such interest payment dates are changed, the President and the Secretary may modify the Record Date to such other date that is at least fourteen (14) days prior to each such interest payment date.

Section 14. No Conflict. All resolutions and orders or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed. After the issuance of the 2016A Bonds authorized by this Resolution and so long as any of the 2016A Bonds or interest thereon remains unpaid, except as expressly provided herein, this Resolution shall not be repealed or amended in any respect which will adversely affect the rights of the holders of the 2016A Bonds, nor shall the Public Library adopt any law which in any way adversely affects the rights of such holders.

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

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

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

Section 18. Effectiveness. This Resolution shall be in full force and effect from and after its passage. Upon payment in full of the principal and interest respecting the 2016A Bonds authorized hereby or upon deposit of an amount sufficient to pay when due such amounts in accord with the defeasance provisions herein, all pledges, covenants and other rights granted by this Resolution shall cease.

ADOPTED this 26th day of September, 2016.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

MATURITY SCHEDULE

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Maturity Date</u>	<u>Principal Amount</u>
July 15, 2017	\$10,000	July 15, 2023	\$450,000
January 15, 2018	10,000	January 15, 2024	450,000
July 15, 2018	10,000	July 15, 2024	460,000
January 15, 2019	10,000	January 15, 2025	465,000
July 15, 2019	10,000	July 15, 2025	475,000
January 15, 2020	10,000	January 15, 2026	480,000
July 15, 2020	10,000	July 15, 2026	490,000
January 15, 2021	10,000	January 15, 2027	495,000
July 15, 2021	10,000	July 15, 2027	505,000
January 15, 2022	10,000	January 15, 2028	510,000
July 15, 2022	10,000	July 15, 2028	520,000
January 15, 2023	10,000	January 15, 2029	525,000



Board Action Request

6d

To: IMCPL Board

Meeting Date: September 26, 2016

From: Finance Committee

Approved by the

Library Board: September 26, 2016

Effective Date: September 26, 2016

Subject: RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS TO PAY FOR THE MICHIGAN ROAD BRANCH FACILITY IMPROVEMENT PROJECT AND EXPENSES RELATED THERETO – RESOLUTION 43-2016

Recommendation: Authorize the adoption of Resolution 43-2016

Background: The Library Board adopted Resolution 35-2014 on August 25, 2014 a “Preliminary Bond Resolution” to approve the Michigan Road Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$7,565,000. Upon this approval, the Library published notice of the preliminary determination in two local newspapers and at the conclusion of thirty (30) days after such notices were published; the Marion County Voter Registration Office had not received any petitions under Indiana Code 6-1.1-20-3.1, as amended, that were signed by any registered voters or owners of real property in the Public Library requesting the application of the petition-remonstrance process to the Michigan Road Branch Facility Improvement Project or the financing of the project as set forth in the Preliminary Bond Resolution. At this time, we are moving forward with the issuance of the bonds and appropriation of the proceeds to begin the Michigan Road Branch Facility Improvement Project.

Strategic/Fiscal Impact: The bond payment for this debt was included in the 2017 budget approved by the Board on August 22, 2016.



Board Resolution

6d

**RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AUTHORIZING ISSUANCE OF BONDS FOR THE PURPOSE OF PROVIDING FUNDS
TO PAY FOR THE MICHIGAN ROAD BRANCH FACILITY IMPROVEMENT
PROJECT AND EXPENSES RELATED THERETO**

RESOLUTION 43-2016

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

WHEREAS, the Library Board (the “Board”) of the Public Library, has given consideration to the construction and equipping of a new facility that will reduce a service area gap in Pike Township and maximize the public’s access to Library services, collections, and technology, which facility as currently anticipated will be located on, or in the vicinity of, Michigan Road, will consist of a facility containing approximately 20,000 square feet and sited on approximately four (4) acres with on-site parking (collectively, the “Michigan Road Branch Facility Improvement Project”); and

WHEREAS, on August 25, 2014, subsequent to a public hearing on the Michigan Road Branch Facility Improvement Project and the financing of the Michigan Road Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library, the Board adopted Resolution 35-2014 (the “Preliminary Bond Resolution”), which preliminarily determined to approve the Michigan Road Branch Facility Improvement Project and the financing of the Michigan Road Branch Facility Improvement Project through the issuance of one or more series of general obligation bonds of the Public Library in an original aggregate principal amount not to exceed \$7,565,000, with a maximum term not to exceed fifteen (15) years from the date of issuance and other terms and conditions set forth in the Preliminary Bond Resolution; and

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

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

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

WHEREAS, based on the foregoing the Board now deems it advisable to issue, pursuant to Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, the “Indianapolis-Marion County Public Library General Obligation Bonds, Series 2016B” (the “2016B Bonds”) in an original aggregate principal amount not to exceed Seven Million Five Hundred Sixty-Five Thousand Dollars (\$7,565,000) (the “Authorized Amount”) for the purpose of providing for the payment of (i) all or a portion of the costs of the Michigan Road Branch Facility Improvement Project, (ii) the reimbursement of preliminary expenses related thereto and all incidental expenses incurred in connection therewith, including necessary engineering, design, and related activities (all of which are deemed to be a part of the Michigan Road Branch Facility Improvement Project), and (iii) the costs of selling and issuing the 2016B Bonds; and

WHEREAS, the original principal amount of the 2016B Bonds, together with the outstanding principal amount of previously issued bonds which constitute a debt of the Public Library, is no more than two percent (2%) of the total net assessed valuation of the Public Library; and

WHEREAS, the amount of proceeds of the 2016B Bonds allocated to pay costs of the Michigan Road Branch Facility Improvement Project, together with estimated investment earnings thereon, does not exceed the cost of the Michigan Road Branch Facility Improvement Project as estimated by the Board; and

WHEREAS, all conditions precedent to the adoption of a resolution authorizing the issuance of the 2016B Bonds have been complied with in accordance with the applicable provisions of the Indiana Code 36-12-3, as amended (the “Act”).

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

Section 1. Authorization for Bonds and Appropriation of Proceeds. In order to provide financing for a portion of the Michigan Road Branch Facility Improvement Project as described above and the costs of selling and issuing the 2016B Bonds, the Public Library shall borrow money, and shall issue the 2016B Bonds as herein authorized. An appropriation in the amount not to exceed the Authorized Amount, together with all investment earnings thereon, has been previously made in a separate resolution to pay for the governmental purposes to be financed by the 2016B Bonds, and the funds to meet said appropriation shall be provided out of the proceeds of the 2016B Bonds in the original principal amount not to exceed the Authorized Amount and such investment earnings. Said appropriation is in addition to all other appropriations provided for in the existing budget and tax levy. The Public Library covenants

that the proceeds of the 2016B Bonds will not be used for any purpose except as described in this Resolution.

Section 2. General Terms of Bonds.

(a) **Issuance of 2016B Bonds.** In order to procure said loan for such purposes, the Public Library hereby authorizes the issuance of the 2016B Bonds as described herein. The President of the Board (the "President") is hereby authorized and directed to have prepared and to issue and sell the 2016B Bonds as negotiable, fully registered bonds of the Public Library in an amount not to exceed the Authorized Amount. Total debt service payments (principal and interest) to final maturity on the 2016B Bonds shall not exceed \$10,728,081.

The 2016B Bonds shall be executed in the name of the Public Library by the manual or facsimile signature of the President and attested by the manual or facsimile signature of the Secretary of the Board (the "Secretary"). In case any officer whose signature appears on the 2016B Bonds shall cease to be such officer before the delivery of 2016B Bonds, such signature shall nevertheless be valid and sufficient for all purposes as if such officer had remained in office until delivery thereof. The 2016B Bonds also shall be, and will not be valid or become obligatory for any purpose or entitled to any benefit under this resolution unless and until, authenticated by the manual signature of the Registrar (as defined in Section 4 hereof). Subject to the provisions of this Resolution regarding the registration of the 2016B Bonds, the 2016B Bonds shall be fully negotiable instruments under the laws of the State of Indiana.

The 2016B Bonds shall be numbered consecutively from 2016BR-1 upward, shall be issued in denominations of Five Thousand Dollars (\$5,000) or any integral multiple thereof, shall be originally dated as of the first day or the fifteenth day of the month in which the 2016B Bonds are sold or delivered or the date of issuance, as determined by the President, based upon the recommendation of the Public Library's financial advisor, and shall bear interest payable semi-annually on each January 1 and July 1, commencing not earlier than July 1, 2017, at a rate or rates not exceeding five and four tenths percent (5.40%) per annum (the exact rate or rates to be determined by bidding pursuant to Section 6 of the Resolution), calculated on the basis of a 360-day year comprised of twelve 30-day months.

The 2016B Bonds shall mature on the dates and shall be issued in the principal amounts as set forth on Exhibit A attached hereto; provided, however, that such maturity schedule may be modified by the President, the Chief Executive Officer of the Public Library (the "Chief Executive Officer") or the Chief Financial Officer of the Public Library (the "Chief Financial Officer"), based upon the recommendation of the Public Library's financial advisor, at the time of sale or issuance of the 2016B Bonds in order to achieve approximate level debt service on all of the Public Library's indebtedness and contemplated indebtedness subsequent to the issuance of the 2016B Bonds.

(b) **Source of Payment.** The 2016B Bonds are as to all the principal thereof, and as to all interest due thereon, general obligations of the Public Library, payable from ad valorem property taxes on all taxable property within the Public Library, to be levied beginning in 2016 for collection beginning in 2017.

(c) **Payments.** All payments of interest on the 2016B Bonds shall be paid by wire transfer on, or by check or draft mailed one business day prior to, the interest payment date, to the registered owners thereof as of the fifteenth (15th) day of the month preceding the month in which interest is payable (the "Record Date") at the addresses as they appear on the registration and transfer books of the Public Library kept for that purpose by the Registrar (the "Registration Record") or at such other address as is provided to the Paying Agent (as defined in Section 4 hereof) in writing by such registered owner. All principal payments on the 2016B Bonds shall be made upon surrender thereof at the principal office of the Paying Agent in any coin or currency of the United States of America which on the date of such payment shall be legal tender for the payment of public and private debts.

Interest on 2016B Bonds shall be payable from the interest payment date to which interest has been paid next preceding the authentication date thereof unless such 2016B Bonds are authenticated after the Record Date for an interest payment date and on or before such interest payment date in which case they shall bear interest from such interest payment date, or unless authenticated on or before the Record Date for the first interest payment date, in which case they shall bear interest from the original date, until the principal shall be fully paid.

(d) **Transfer and Exchange.** Each 2016B Bond shall be transferable or exchangeable only upon the Registration Record, by the registered owner thereof in writing, or by the registered owner's attorney duly authorized in writing, upon surrender of such 2016B Bond together with a written instrument of transfer or exchange satisfactory to the Registrar duly executed by the registered owner or such attorney, and thereupon a new fully registered bond or bonds in the same aggregate principal amount, and of the same maturity, shall be executed and delivered in the name of the transferee or transferees or the registered owner, as the case may be, in exchange therefor. The costs of such transfer or exchange shall be borne by the Public Library. The Public Library, Registrar and Paying Agent may treat and consider the persons in whose name such 2016B Bonds are registered as the absolute owners thereof for all purposes including for the purpose of receiving payment of, or on account of, the principal thereof and interest due thereon.

(e) **Mutilated, Lost, Stolen or Destroyed Bonds.** In the event any 2016B Bond is mutilated, lost, stolen or destroyed, the Public Library may execute, and the Registrar may authenticate a new bond of like date, maturity and denomination as that mutilated, lost, stolen or destroyed, which new bond shall be marked in a manner to distinguish it from the bond for which it was

issued, provided that, in the case of any mutilated bond, such mutilated bond shall first be surrendered to the Registrar, and in the case of any lost, stolen or destroyed bond there shall be first furnished to the Registrar evidence of such loss, theft or destruction satisfactory to the Chief Financial Officer and the Registrar, together with indemnity satisfactory to them. In the event any such bond shall have matured, instead of issuing a duplicate bond, the Public Library and the Registrar may, upon receiving indemnity satisfactory to them, pay the same without surrender thereof. The Public Library and the Registrar may charge the owner of such 2016B Bond with their reasonable fees and expenses in this connection. Any 2016B Bond issued pursuant to this paragraph shall be deemed an original, substitute contractual obligation of the Public Library, whether or not the lost, stolen or destroyed 2016B Bond shall be found at any time, and shall be entitled to all the benefits of this Resolution, equally and proportionately with any and all other 2016B Bonds issued hereunder.

(f) **Book-Entry-Only Requirements.** The 2016B Bonds will initially be issued and held in book-entry form on the books of the central depository system, The Depository Trust Company, its successors, or any successor central depository system appointed by the Public Library from time to time (the "Clearing Agency"), without physical distribution of 2016B Bonds to the public. The following provisions of this Section apply in such event.

One definitive 2016B Bond of each maturity shall be delivered to the Clearing Agency and held in its custody. The Public Library, the Registrar and the Paying Agent may, in connection therewith, do or perform or cause to be done or performed any acts or things not adverse to the rights of the holders of the 2016B Bonds as are necessary or appropriate to accomplish or recognize such book-entry form bonds.

So long as the 2016B Bonds remain and are held in book-entry form on the books of a Clearing Agency, then (1) any such 2016B Bond may be registered upon the registration record in the name of such Clearing Agency, or any nominee thereof, including Cede & Co.; (2) the Clearing Agency in whose name such 2016B Bond is so registered shall be, and the Public Library, the Registrar and the Paying Agent may deem and treat such Clearing Agency as, the absolute owner and holder of such 2016B Bond for all purposes of this resolution, including, without limitation, receiving payment of the principal of and interest and premium, if any, on such 2016B Bond, the receiving of notice and the giving of consent; (3) neither the Public Library, the Registrar nor the Paying Agent shall have any responsibility or obligation hereunder to any direct or indirect participant, within the meaning of Section 17A of the Securities Exchange Act of 1934, as amended, of such Clearing Agency, or any person on behalf of which, or otherwise in respect of which, any such participant holds any interest in any 2016B Bond, including, without limitation, any responsibility or obligation hereunder to maintain accurate records of any interest in any 2016B Bond or any responsibility or obligation hereunder with respect to the receiving of payment of principal of or interest or premium, if any, on any 2016B Bond, the receiving of

notice or the giving of consent; and (4) the Clearing Agency is not required to present any 2016B Bond called for partial redemption, if any, prior to receiving payment so long as the Paying Agent and the Clearing Agency have agreed to the method for noting such partial redemption.

If the Public Library receives notice from the Clearing Agency which is currently the registered owner of the 2016B Bonds to the effect that such Clearing Agency is unable or unwilling to discharge its responsibility as a Clearing Agency for the 2016B Bonds or the Public Library elects to discontinue its use of such Clearing Agency as a Clearing Agency for the 2016B Bonds, then the Public Library, the Registrar and the Paying Agent each shall do or perform or cause to be done or performed all acts or things, not adverse to the rights of the holders of the 2016B Bonds, as are necessary or appropriate to discontinue use of such Clearing Agency as a Clearing Agency for the 2016B Bonds and to transfer the ownership of each of the 2016B Bonds to such person or persons, including any other Clearing Agency, as the holders of the 2016B Bonds may direct in accordance with this Resolution. Any expenses of such discontinuance and transfer, including expenses of printing new certificates to evidence the 2016B Bonds, shall be paid by the Public Library.

So long as the 2016B Bonds remain and are held in book-entry form on the books of a Clearing Agency, the Registrar and the Paying Agent shall be entitled to request and rely upon a certificate or other written representation from the Clearing Agency or any participant or indirect participant with respect to the identity of any beneficial owner of 2016B Bonds as of a record date selected by the Registrar or Paying Agent. For purposes of determining whether the consent, advice, direction or demand of a registered owner of a 2016B Bonds has been obtained, the Registrar shall be entitled to treat the beneficial owners of the 2016B Bonds as the bondholders and any consent, request, direction, approval, objection or other instrument of such beneficial owner may be obtained in the fashion described in this Resolution.

So long as the 2016B Bonds remain and are held in book-entry form on the books of the Clearing Agency, the provisions of its standard form of Letter of Representations, if executed in connection with the issuance of such 2016B Bonds, as amended and supplemented, or any successor agreement shall control on the matters set forth therein. Each of the Registrar and the Paying Agent agrees that it will (i) undertake the duties of agent set forth therein and that those duties to be undertaken by either the agent or the issuer shall be the responsibility of the Registrar and the Paying Agent, and (ii) comply with all requirements of the Clearing Agency, including without limitation same day funds settlement payment procedures. Further, so long as the 2016B Bonds remain and are held in book-entry form, the provisions of Section 2(f) of this Resolution shall control over conflicting provisions in any other section of this Resolution.

Section 3. Terms of Redemption. The 2016B Bonds shall not be subject to redemption at the option of the Public Library prior to final maturity unless it is determined by the Chief

Executive Officer or the Chief Financial Officer, based on the advice of the Public Library's financial advisor, prior to the sale of the 2016B Bonds to be advantageous to the Public Library to allow the 2016B Bonds subject to redemption at the option of the Public Library on terms and conditions determined by the Chief Executive Officer or the Chief Financial Officer, based on the advice of the Public Library's financial advisor, to be favorable to the Public Library.

Upon the election of the successful bidder at the time of sale of the 2016B Bonds, any of the 2016B Bonds may be issued as term bonds subject to mandatory sinking fund redemption on January 1 and July 1 at 100% of the face value in accordance with the schedules set forth above. If any 2016B Bonds are subject to mandatory sinking fund redemption, the Paying Agent shall credit against the mandatory sinking fund requirement for any term bonds and corresponding mandatory redemption obligation, in the order determined by the Public Library, any term bonds maturing on the same date which have previously been redeemed (otherwise than as a result of a previous mandatory redemption requirement) or delivered to the Registrar or Paying Agent for cancellation or purchased for cancellation by the Registrar and not theretofore applied as a credit against any redemption obligation. Each term bond so delivered or canceled shall be credited by the Registrar or Paying Agent at 100% of the principal amount thereof against the mandatory sinking fund obligation on such mandatory obligations and the principal amount of that term bond to be redeemed by operation of the mandatory sinking fund requirement shall be accordingly reduced; provided, however, the Registrar and Paying Agent shall only credit such term bonds to the extent received on or before forty-five days preceding the applicable mandatory redemption date.

Notice of redemption shall be mailed by first-class mail or by registered or certified mail to the address of each registered owner of a 2016B Bond to be redeemed as shown on the Registration Record not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption except to the extent such redemption notice is waived by owners of 2016B Bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any 2016B Bond shall not affect the validity of any proceedings for the redemption of any other 2016B Bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers of the 2016B Bonds called for redemption. The place of redemption may be determined by the President. Interest on the 2016B Bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such 2016B Bonds shall no longer be protected by this Resolution and shall not be deemed to be outstanding hereunder, and the holders thereof shall have the right only to receive the redemption price.

All 2016B Bonds which have been redeemed shall be canceled and shall not be reissued; provided, however, that one or more new registered bonds shall be issued for the unredeemed portion of any 2016B Bond without charge to the holder thereof.

With respect to any optional redemption of the 2016B Bonds pursuant to this Section 3, unless moneys sufficient to pay the principal of, and premium, if any, and interest on the 2016B Bonds to be redeemed shall have been received by the Registrar and Paying Agent prior to the giving of such notice of redemption, such notice shall state that said redemption shall be conditional upon the receipt of such moneys by the Registrar and Paying Agent on or prior to the

date fixed for redemption. If such moneys are not received by the redemption date, such notice shall be of no force and effect, the Registrar and Paying Agent shall not redeem such 2016B Bonds, the redemption price shall not be due and payable and the Registrar and Paying Agent shall give notice, in the same manner in which the notice of redemption was given, that such moneys were not so received and that such 2016B Bonds will not be redeemed and that the failure to redeem such 2016B Bonds shall not constitute an Event of Default under this resolution. Moneys need not be on deposit with the Registrar and Paying Agent prior to the mailing of the notice of redemption of the 2016B Bonds pursuant to the provisions of this Section.

No later than the date fixed for redemption, funds shall be deposited with the Paying Agent or another paying agent to pay, and such agent is hereby authorized and directed to apply such funds to the payment of, the 2016B Bonds or portions thereof called for redemption, including accrued interest thereon to the redemption date. No payment shall be made upon any 2016B Bond or portion thereof called for redemption until such bond shall have been delivered for payment or cancellation or the Registrar shall have received the items required by this Resolution with respect to any mutilated, lost, stolen or destroyed bond.

Section 4. Appointment of Registrar and Paying Agent. Each of the President, the Chief Executive Officer and the Chief Financial Officer is hereby authorized to select the financial institution, entity or person to be appointed to serve as registrar and paying agent for the 2016B Bonds, and each of the President, the Chief Executive Officer and the Chief Financial Officer shall have the option of appointing a successor registrar and paying agent at any time (together with any successor, the “Registrar” or “Paying Agent”). The Registrar is hereby charged with the responsibility of authenticating the 2016B Bonds, and shall keep and maintain the Registration Record at its office. The President is hereby authorized to enter into such agreements or understandings with any institution hereafter serving in such capacities as will enable the institution to perform the services required of the Registrar and Paying Agent. The President is authorized to pay such fees as the institution may charge for the services it provides as Registrar and Paying Agent.

The Registrar and Paying Agent may at any time resign as Registrar and Paying Agent by giving thirty (30) days written notice by first-class mail to the President, the Chief Executive Officer or the Chief Financial Officer and to each registered owner of the 2016B Bonds then outstanding, and such resignation will take effect at the end of such thirty (30) days or upon the earlier appointment of a successor Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer. Such notice to the President, the Chief Executive Officer or the Chief Financial Officer may be served personally or be sent by registered mail. The Registrar and Paying Agent may be removed at any time as Registrar and Paying Agent by the President, the Chief Executive Officer or the Chief Financial Officer, in which event the President, the Chief Executive Officer or the Chief Financial Officer may appoint a successor Registrar and Paying Agent. The President, Chief Executive Officer or the Chief Financial Officer shall notify each registered owner of the 2016B Bonds then outstanding by first-class mail of the removal of the Registrar and Paying Agent. Notices to registered owners of the 2016B Bonds shall be deemed to be given when mailed by first-class mail to the addresses of such registered owners as they appear on the Registration Record. Any predecessor Registrar and Paying Agent shall deliver all the 2016B Bonds, cash related thereto in its

possession and the Registration Record to the successor Registrar and Paying Agent. At all times, the same entity shall serve as Registrar and as Paying Agent.

Section 5. Form of Bonds. The form and tenor of the 2016B Bonds shall be substantially as follows, all blanks to be filled in properly prior to delivery thereof:

(Form of Bond)

No. 2016BR-____

UNITED STATES OF AMERICA

STATE OF INDIANA

COUNTY OF MARION

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
GENERAL OBLIGATION BOND, SERIES 2016B

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Original Date</u>	<u>Authentication Date</u>	<u>CUSIP</u>
--------------------------	--------------------------	--------------------------	--------------------------------	--------------

Registered Owner:

Principal Sum:

The Indianapolis-Marion County Public Library (the "Public Library"), for value received, hereby promises to pay to the Registered Owner set forth above, the Principal Sum set forth above on the Maturity Date set forth above (unless this bond is called for redemption prior to maturity as hereafter provided), and to pay interest thereon until the Principal Sum shall be fully paid at the Interest Rate per annum specified above from the interest payment date to which interest has been paid next preceding the Authentication Date of this bond unless this bond is authenticated after the fifteenth day of the month immediately preceding the month in which interest is payable (the "Record Date") and on or before such interest payment date in which case interest shall be paid from such interest payment date, or unless this bond is authenticated on or before June 15, 2017, in which case it shall bear interest from the Original Date, which interest is payable semi-annually on January 1 and July 1 of each year, beginning on July 1, 2017. Interest shall be calculated on the basis of a 360-day year comprised of twelve 30-day months.

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

the Paying Agent in any coin or currency of the United States of America which on the date of such payment shall be legal tender for the payment of public and private debts.

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

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

This bond is one of an authorized issue of bonds of the Public Library of like original date, tenor and effect, except as to denominations, numbering, interest rates, and dates of maturity, in the total amount of _____ Dollars (\$_____), numbered from 2016BR-1 up, issued for the purpose of providing funds for the construction and equipping of a new facility that will in part replace the existing Flanner House Branch Library to reduce a service area gap in Pike Township and maximize the public's access to Library services, collections, and technology, which facility as currently anticipated will be located on the Martin Luther King, Jr. Drive/Michigan Road corridor, will consist of a facility containing approximately 20,000 square feet and sited on approximately four (4) acres with on-site parking and for the purpose of paying incidental expenses to be incurred in connection therewith and on account of the sale and issuance of bonds therefor, as authorized by a resolution adopted by the Board of Trustees of the Public Library on the 26th day of September, 2016, entitled "Resolution of the Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the Michigan Road Branch Facility Improvement Project and Expenses Related Thereto" (the "Resolution"), and in strict compliance with Indiana Code § 36-12-3-9 and other applicable provisions of the Indiana Code, as amended (collectively, the "Act"), all as more particularly described in the Resolution. The owner of this bond, by the acceptance hereof, agrees to all the terms and provisions contained in the Resolution and the Act.

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

[The bonds of this issue maturing on or after _____ 1, 20__, may be redeemed at the option of the Public Library on any date or after _____ 1, 20__, at a redemption price equal to the principal amount of the bonds of this issue being redeemed plus accrued interest, and without any redemption premium./The bonds of this issue may not be redeemed at the option of the Public Library prior to final maturity.]

[Insert applicable mandatory sinking fund redemption paragraphs.]

Notice of such redemption shall be mailed by first-class mail or by registered or certified mail not more than sixty (60) days and not less than thirty (30) days prior to the date fixed for redemption to the address of the registered owner of each bond to be redeemed as shown on the registration record of the Public Library except to the extent such redemption notice is waived by

owners of the bond or bonds redeemed, provided, however, that failure to give such notice by mailing, or any defect therein, with respect to any bond shall not affect the validity of any proceedings for the redemption of any other bonds. The notice shall specify the date and place of redemption, the redemption price and the CUSIP numbers, if any, of the bonds called for redemption. The place of redemption may be determined by the President of the Board of Trustees of the Public Library. Interest on the bonds so called for redemption shall cease on the redemption date fixed in such notice if sufficient funds are available at the place of redemption to pay the redemption price on the date so named, and thereafter, such bonds shall no longer be protected by the Resolution and shall not be deemed to be outstanding thereunder.

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

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

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

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

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

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

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

By: _____
President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

(Form of Registrar's Certificate of Authentication)

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

_____, as Registrar

By: _____
Authorized Representative

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

- | | |
|-----------|--|
| TEN. COM. | as tenants in common |
| TEN. ENT. | as tenants by the entireties |
| JT. TEN. | as joint tenants with right of survivorship and not as tenants in common |

UNIF. TRANS.
MIN. ACT

_____ Custodian _____
(Cust.) (Minor)

under Uniform Transfers to Minors Act of

(State)

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

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

(please print or typewrite name and address of transferee)

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

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

Signature Guaranteed:

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

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

(End of Bond Form)

Section 6. Sale of Bonds. The Chief Financial Officer shall cause to be published a notice of sale once each week for two consecutive weeks in accordance with Indiana Code § 5-3-1-2. The date fixed for the sale shall not be earlier than fifteen (15) days after the first of such publications and not earlier than three (3) days after the second of such publications. Said bond sale notice shall state the time and place of sale, the purpose for which the 2016B Bonds are being issued, the total amount thereof, the amount and date of each maturity, the maximum rate or rates of interest thereon, their denominations, the time and place of payment, the terms and conditions upon which bids will be received and the sale made and such other information as is required by law or as the President, the Chief Executive Officer or the Chief Financial Officer shall deem necessary.

As an alternative to the publication of a notice of sale, the Chief Financial Officer may sell the 2016B Bonds through the publication of a notice of intent to sell the 2016B Bonds and compliance with related procedures, pursuant to Indiana Code § 5-1-11-2(b).

All bids for the 2016B Bonds shall be sealed and shall be presented to the Chief Financial Officer or the Public Library's financial advisor in accord with the terms set forth in the bond sale notice. Bidders for the 2016B Bonds shall be required to name the rate or rates of interest which the 2016B Bonds are to bear, which shall be the same for all 2016B Bonds maturing on the same date and the interest rate bid on any maturity of 2016B Bonds must be no less than the interest rate bid on any and all prior maturities, not exceeding five and four tenths percent (5.40%) per annum, and such interest rate or rates shall be in multiples of one eighth or one hundredth of one percent. The President, the Chief Executive Officer or the Chief Financial Officer shall award the 2016B Bonds to the bidder who offers the lowest net interest cost, to be determined by computing the total interest on all the 2016B Bonds to their maturities and deducting therefrom the premium bid, if any, or adding thereto the amount of the discount, if any. No bid for less than ninety-nine and one-half percent (99.50%) of the par value of the 2016B Bonds, plus accrued interest, shall be considered. The President, the Chief Executive Officer or the Chief Financial Officer may require that all bids be accompanied by certified or cashier's checks payable to the order of the Public Library, or a surety bond, in an amount not to exceed one percent of the aggregate principal amount of the 2016B Bonds as a guaranty of the performance of said bid, should it be accepted. In the event no satisfactory bids are received on the day named in the sale notice, the sale may be continued from day to day thereafter for a period of thirty (30) days without readvertisement; provided, however, that if said sale is continued, no bid shall be accepted which offers an interest cost which is equal to or higher than the best bid received at the time fixed for sale in the bond sale notice. The President, the Chief Executive Officer and the Chief Financial Officer shall have full right to reject any and all bids.

The President is hereby authorized and directed to have the 2016B Bonds prepared, the President and Secretary are hereby authorized and directed to execute the 2016B Bonds in substantially the form and the manner herein provided. The President is hereby authorized and directed to deliver the 2016B Bonds to the purchaser; thereupon, the President shall be authorized to receive from the purchaser the purchase price and take the purchaser's receipt for the 2016B Bonds. The amount to be collected by the President shall be the full amount which the purchaser has agreed to pay therefor, which shall be not less than ninety-nine and one-half percent (99.50%) of the face value of the 2016B Bonds plus accrued interest to the date of delivery.

The proceeds from the sale of the 2016B Bonds shall be deposited in an account or accounts of the Public Library established by the Chief Financial Officer and held or invested as permitted by law.

The President is hereby authorized and directed to obtain a legal opinion as to the validity of the 2016B Bonds from Barnes & Thornburg LLP, and to furnish such opinion to the purchasers of the 2016B Bonds. The cost of such opinion shall be paid out of the proceeds of the 2016B Bonds.

Section 7. Defeasance. If, when the 2016B Bonds or any portion thereof shall have become due and payable in accordance with their terms or shall have been duly called for redemption or irrevocable instructions to call the 2016B Bonds or any portion thereof for redemption have been given, and the whole amount of the principal and the interest so due and payable upon such 2016B Bonds or any portion thereof then outstanding shall be paid, or (i) cash,

or (ii) direct non-callable obligations of (including obligations issued or held in book entry form on the books of) the Department of the Treasury of the United States of America, and securities fully and unconditionally guaranteed as to the timely payment of principal and interest by the United States of America, the principal of and the interest on which when due without reinvestment will provide sufficient money, or (iii) any combination of the foregoing, shall be held irrevocably in trust for such purpose, and provision shall also be made for paying all fees and expenses for the payment, then and in that case the 2016B Bonds or such designated portion thereof shall no longer be deemed outstanding or secured by this Resolution.

Section 8. Tax Matters. In order to preserve the exclusion of interest on the 2016B Bonds from gross income for federal income tax purposes and as an inducement to purchasers of the 2016B Bonds, the Public Library represents, covenants and agrees that:

(a) No person or entity, other than the Public Library or another state or local governmental unit, will use proceeds of the 2016B Bonds or property financed by the 2016B Bond proceeds other than as a member of the general public. No person or entity other than the Public Library or another state or local governmental unit will own property financed by 2016B Bond proceeds or will have actual or beneficial use of such property pursuant to a lease, a management or incentive payment contract, an arrangement such as a take-or-pay or output contract, or any other type of arrangement that differentiates that person's or entity's use of such property from the use by the public at large.

With respect to any management or service contracts with respect to the Michigan Road Branch Facility Improvement Project or any portion thereof, the Public Library will comply with Revenue Procedure 97-13, as the same may be amended or superseded from time to time.

(b) No 2016B Bond proceeds will be loaned to any entity or person other than a state or local governmental unit. No 2016B Bond proceeds will be transferred, directly or indirectly, or deemed transferred to a non-governmental person in any manner that would in substance constitute a loan of the 2016B Bond proceeds.

(c) The Public Library will not take any action or fail to take any action with respect to the 2016B Bonds that would result in the loss of the exclusion from gross income for federal income tax purposes of interest on the 2016B Bonds pursuant to Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), and the regulations thereunder as applicable to the 2016B Bonds, including, without limitation, the taking of such action as is necessary to rebate or cause to be rebated arbitrage profits on 2016B Bond proceeds or other monies treated as 2016B Bond proceeds to the federal government as provided in Section 148 of the Code, and will set aside such monies, which may be paid from investment income on funds and accounts notwithstanding anything else to the contrary herein, in trust for such purposes.

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

(e) The Public Library will not make any investment or do any other act or thing during the period that any 2016B Bond is outstanding hereunder which would cause any 2016B Bond to be an “arbitrage bond” within the meaning of Section 148 of the Code and the regulations thereunder as applicable to the 2016B Bonds.

Notwithstanding any other provisions of this Resolution, the foregoing covenants and authorizations (the “Tax Sections”) which are designed to preserve the exclusion of interest on the 2016B Bonds from gross income under federal income tax law (the “Tax Exemption”) need not be complied with if the Public Library receives an opinion of nationally recognized bond counsel that any Tax Section is unnecessary to preserve the Tax Exemption.

Section 9. Amendments. Subject to the terms and provisions contained in this section, and not otherwise, the owners of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2016B Bonds then outstanding shall have the right, from time to time, anything contained in this Resolution to the contrary notwithstanding, to consent to and approve the adoption by the Public Library of such resolution or resolutions supplemental hereto as shall be deemed necessary or desirable by the Public Library for the purpose of amending in any particular any of the terms or provisions contained in this Resolution, or in any supplemental resolution; provided, however, that nothing herein contained shall permit or be construed as permitting without the consent of all affected owners of the 2016B Bonds:

(a) An extension of the maturity of the principal of or interest on any 2016B Bond without the consent of the holder of each 2016B Bond so affected; or

(b) A reduction in the principal amount of any 2016B Bond or the rate of interest thereon or a change in the monetary medium in which such amounts are payable, without the consent of the holder of each 2016B Bond so affected; or

(c) A preference or priority of any 2016B Bond over any other 2016B Bond, without the consent of the holders of all 2016B Bonds then outstanding; or

(d) A reduction in the aggregate principal amount of the 2016B Bonds required for consent to such supplemental resolution, without the consent of the holders of all 2016B Bonds then outstanding.

If the Public Library shall desire to obtain any such consent, it shall cause the Registrar to mail a notice, postage prepaid, to the addresses appearing on the Registration Record. Such notice shall briefly set forth the nature of the proposed supplemental resolution and shall state that a copy thereof is on file at the office of the Registrar for inspection by all owners of the 2016B Bonds. The Registrar shall not, however, be subject to any liability to any owners of the 2016B Bonds by reason of its failure to mail such notice, and any such failure shall not affect the validity of such supplemental resolution when consented to and approved as herein provided.

Whenever at any time within one year after the date of the mailing of such notice, the Public Library shall receive any instrument or instruments purporting to be executed by the owners of the 2016B Bonds of not less than sixty-six and two-thirds percent (66-2/3%) in aggregate principal amount of the 2016B Bonds then outstanding, which instrument or instruments shall refer to the proposed supplemental resolution described in such notice, and shall specifically consent to and approve the adoption thereof in substantially the form of the copy thereof referred to in such notice as on file with the Registrar, thereupon, but not otherwise, the Public Library may adopt such supplemental resolution in substantially such form, without liability or responsibility to any owners of the 2016B Bonds, whether or not such owners shall have consented thereto.

No owner of any 2016B Bond shall have any right to object to the adoption of such supplemental resolution or to object to any of the terms and provisions contained therein or the operation thereof, or in any manner to question the propriety of the adoption thereof, or to enjoin or restrain the Public Library or its officers from adopting the same, or from taking any action pursuant to the provisions thereof. Upon the adoption of any supplemental resolution pursuant to the provisions of this section, this Resolution shall be, and shall be deemed, modified and amended in accordance therewith, and the respective rights, duties and obligations under this Resolution of the Public Library and all owners of 2016B Bonds then outstanding shall thereafter be determined, exercised and enforced in accordance with this Resolution, subject in all respects to such modifications and amendments.

Notwithstanding anything contained in the foregoing provisions of this Resolution, the rights, duties and obligations of the Public Library and of the owners of the 2016B Bonds, and the terms and provisions of the 2016B Bonds and this Resolution, or any supplemental resolution, may be modified or amended in any respect with the consent of the Public Library and the consent of the owners of all the 2016B Bonds then outstanding.

Without notice to or consent of the owners of the 2016B Bonds, the Public Library may, from time to time and at any time, adopt such resolutions supplemental hereto as shall not be inconsistent with the terms and provisions hereof (which supplemental resolutions shall thereafter form a part hereof),

- (a) to cure any ambiguity or formal defect or omission in this Resolution or in any supplemental resolution; or
- (b) to grant to or confer upon the owners of the 2016B Bonds any additional rights, remedies, powers, authority or security that may lawfully be granted to or conferred upon the owners of the 2016B Bonds; or
- (c) to procure a rating on the 2016B Bonds from a nationally recognized securities rating agency designated in such supplemental resolution, if such supplemental resolution will not adversely affect the owners of the 2016B Bonds; or
- (d) to provide for the refunding or advance refunding of the 2016B Bonds; or

(e) to make any other change which, in the determination of the Board in its sole discretion, is not to the prejudice of the owners of the 2016B Bonds.

Section 10. Continuing Disclosure Contract. The Continuing Disclosure Contract, dated as of the date the 2016B Bonds are issued (the “Undertaking”), executed by the Public Library, substantially in the form satisfactory to the President, and hereby is, ratified and approved.

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

Section 11. Official Statement. The President is hereby authorized and directed to approve the Preliminary Official Statement for the purposes of selling the 2016B Bonds, and the President is further authorized to deem and determine the Preliminary Official Statement as the near final Official Statement with respect to the Series 2016B Bonds for purposes of SEC Rule 15c2-12, subject to completion in accordance with such rule and in a manner acceptable to the President, and to place the Preliminary Official Statement into final form as the Final Official Statement of the Public Library. The President is authorized to sign the Final Official Statement and by such signature approve its distribution.

Section 12. Multiple Series of Bonds. Notwithstanding the foregoing authorizations and approvals, the President is hereby authorized to issue the 2016B Bonds in multiple series at any particular time, if, in the judgment of the President, based on the recommendation of the Public Library’s financial advisor, such actions would be advantageous for the Public Library. In the event that the President makes this determination, (a) the aggregate principal amount of the 2016B Bonds to be issued at any one time shall be reduced accordingly provided that in no event shall the aggregate principal amount of all of the 2016B Bonds be issued in an amount exceeding the Authorized Amount, (b) all of the documents approved herein shall be modified accordingly, (c) the officers of the Public Library identified in this Resolution, as appropriate, are authorized to execute, attest and deliver such documents as so modified, and (d) the Board hereby authorizes the issuance of each such series of the 2016B Bonds with such series or issue notations as appropriate.

Section 13. Other Actions and Documents. The officers of the Board, the Chief Executive Officer and the Chief Financial Officer are hereby authorized and directed, for and on behalf of the Public Library, to execute, attest and seal all such documents, instruments, certificates, closing papers and other papers and do all such acts and things as may be necessary or desirable to carry out the intent of this Resolution. In addition, any and all actions previously taken by any officers of the Board, the Chief Executive Officer or the Chief Financial Officer, in connection with this Resolution, be, and hereby are, ratified and approved. In addition to the foregoing, the President and the Secretary, based on the advice of the Public Library’s financial advisor or at the request of the purchaser of the 2016B Bonds, may modify the dates of the semi-annual interest payment dates to be such other dates which are at least six (6) months apart, and if

such interest payment dates are changed, the President and the Secretary may modify the Record Date to such other date that is at least fourteen (14) days prior to each such interest payment date.

Section 14. No Conflict. All resolutions and orders or parts thereof in conflict with the provisions of this Resolution are to the extent of such conflict hereby repealed. After the issuance of the 2016B Bonds authorized by this Resolution and so long as any of the 2016B Bonds or interest thereon remains unpaid, except as expressly provided herein, this Resolution shall not be repealed or amended in any respect which will adversely affect the rights of the holders of the 2016B Bonds, nor shall the Public Library adopt any law which in any way adversely affects the rights of such holders.

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

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

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

Section 18. Effectiveness. This Resolution shall be in full force and effect from and after its passage. Upon payment in full of the principal and interest respecting the 2016B Bonds authorized hereby or upon deposit of an amount sufficient to pay when due such amounts in accord with the defeasance provisions herein, all pledges, covenants and other rights granted by this Resolution shall cease.

ADOPTED this 26th day of September, 2016.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

MATURITY SCHEDULE

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Maturity Date</u>	<u>Principal Amount</u>
July 15, 2017	\$10,000	July 15, 2023	\$575,000
January 15, 2018	10,000	January 15, 2024	580,000
July 15, 2018	10,000	July 15, 2024	590,000
January 15, 2019	10,000	January 15, 2025	595,000
July 15, 2019	10,000	July 15, 2025	605,000
January 15, 2020	10,000	January 15, 2026	615,000
July 15, 2020	10,000	July 15, 2026	625,000
January 15, 2021	10,000	January 15, 2027	630,000
July 15, 2021	10,000	July 15, 2027	645,000
January 15, 2022	10,000	January 15, 2028	650,000
July 15, 2022	10,000	July 15, 2028	665,000
January 15, 2023	10,000	January 15, 2029	670,000



Board Briefing Report

7a

To: IMCPL Board **Meeting Date:** September 26, 2016

From: Diversity, Policy and Human Resources Committee

Subject: 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.

The attached policy revisions vary but the major changes are for the Library's conversion to a Paid Time Off policy, and if necessary, retention and clarification of current policy language for union-eligible staff if the current Collective Bargaining Agreement is not amended to provide union eligible staff the benefits of PTO; and to revise our Attendance policy to address and clarify procedure to manage unscheduled absences not covered by an approved leave of absence. Other policy revisions are to add tuition assistance for employees hired into positions requiring State Library certification, and clean-up of some general terminology.

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

Strategic/Fiscal Impact: Accounted for in the 2017 budget.

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 state and federal regulations regarding employment.

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

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

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

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

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

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

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

Approved August 25, 2014

201 EQUAL EMPLOYMENT OPPORTUNITY

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

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

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

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

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

Approved August 25, 2014

202 HARASSMENT

Harassment occurs when a supervisor treats an applicant or employee differently in regard to hiring, firing, promotion or any terms or conditions of employment because of the applicant’s or employee’s race, color, sex, religion, national origin, age (40 or older) disability, sexual orientation or gender identity. Harassment exists when submission to such conduct is made explicitly or implicitly a term or condition of the applicant’s or employee’s employment with the Library or submission to or rejection of such conduct is used as a basis for employment decisions affecting the applicant or employee.

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

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

Approved August 25, 2014

202.1 Reporting Harassment

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

Approved August 25, 2014

202.2 Retaliation

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

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

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

Approved August 25, 2014

203 DISABILITY ACCOMMODATIONS

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

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

Approved August 25, 2014

204 TRANSGENDER POLICY

204.1 Definitions

The following definitions apply for purposes of this policy:

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

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

Approved February 22, 2016

204.2 Official Records and Confidentiality

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

Approved February 22, 2016

204.3 Workplace

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

Approved February 22, 2016

204.4 Restrooms

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

Approved February 22, 2016

204.5 Confidentiality and Non-Disclosure

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

Approved February 22, 2016

204.6 Harassment

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

Approved February 22, 2016

SECTIONS 210 – 220: BASIC EMPLOYMENT POLICIES

211 STEWARDSHIP OF ASSETS

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

Approved August 25, 2014

211.1 Loan of Library Materials

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

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

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

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

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

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

Approved August 25, 2014

211.2 Exceptions to Employee Loan of Library Materials

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

Approved August 25, 2014

211.3 Reserves

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

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

Approved August 25, 2014

211.4 Fines

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

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

Approved August 25, 2014

211.5 Lost and Damaged Materials

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

Approved August 25, 2014

211.6 Outstanding Accounts

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

Approved August 25, 2014

211.7 Abuse of Privileges

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

Approved August 25, 2014

212 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. Employees in Driving Positions, as well as 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, are required to possess a current, valid driver’s license, including any specific state-required permits or licenses such as a chauffeur’s license, 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 in Driving Positions or who may drive an employee-owned vehicle on Library business regardless of whether such is a part of his/her regular, essential job assignment. In the event that the license status or driving record of any employee becomes unacceptable to the Library or the Library’s insurance carrier, that employee may be restricted from driving, reassigned, suspended or terminated.

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

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

Approved August 25, 2014

212.3 Commission of Driving Violation

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

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

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

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

Approved August 25, 2014

212.4 Driving Record Review

Annual Driving Records

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

Applicants for Driving Positions

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

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

Approved August 25, 2014

213 COMMUNICATION

Employees shall not publically express an official position as a representative of the Library, or express positions about policies or procedures of the Library unless specifically authorized to do so by the CEO.

Approved August 25, 2014

213.1 External Communications

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

Approved August 25, 2014

213.2 Appearance on Commercially Sponsored Programs

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

Approved August 25, 2014

214 EMPLOYEE RECOGNITION

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

Approved August 25, 2014

214.1 Criteria

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

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

Additional factors to be considered will be:

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

Approved August 25, 2014

214.2 Method of Selection – Committee

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

Approved August 25, 2014

214.3 Nominations

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

Approved August 25, 2014

214.4 Frequency of Award

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

Approved August 25, 2014

214.5 Presentation of the Award

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

Approved August 25, 2014

214.6 Award Amount

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

Approved August 25, 2014

215 STAFF ORGANIZATIONS

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

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

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

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

Approved August 25, 2014

216 NO SOLICITATION

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

Approved August 25, 2014

217 OUTSIDE EMPLOYMENT

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

Approved August 25, 2014

218 PERSONAL CONDUCT

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

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

Approved August 25, 2014

219 NURSING MOTHERS

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

Approved August 25, 2014

220 PROFESSIONAL APPEARANCE

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

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

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

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

Approved August 25, 2014

220.1 Employee ID Badges

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

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

Approved August 25, 2014

220.2 Uniforms

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

Approved August 25, 2014

221 PROFESSIONAL ASSOCIATION DUTIES

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

Approved August 25, 2014

221.1 Nomination Process

Prior to accepting a nomination, office or committee appointment that will involve staff time or program/meeting attendance; the staff member should submit a Professional Activities Form (Form 27) to request approval. The application should state the purpose of the organization, committee or board on which the staff member will serve, and the benefit to the Library served by the employee's participation.

Generally, priority for commitment of Library time and expense will be given to committees or divisions of state and national professional associations whose activities contribute to or benefit public library service. Form 27 should be submitted to the manager for approval and signature, and submitted to the appropriate Executive Committee member and the CEO. Requests are to be submitted in sufficient time prior to the anticipated activity to the Board for their consideration and approval.

Approved August 25, 2014

221.2 Conferences

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

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

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

within sixty (60) days of date of travel to accounting or end of the calendar year, whichever is sooner, of date of travel.

Approved August 25, 2014

221.3 Lectures and Talks

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

Approved August 25, 2014

222 TRAINING AND DEVELOPMENT

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

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

Approved August 25, 2014

223 TUITION ASSISTANCE

223.1 Tuition Assistance Available [for Degree Program](#)

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

223.2 ~~Eligibility for~~ Tuition Assistance [for Positions Requiring State Library Certification](#)

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

Approved August 25, 2014

223.2 Eligibility for Tuition Assistance

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

Approved August 25, 2014

223.3 Repayment of Tuition Reimbursement

Any employee receiving tuition assistance who leaves employment with the Library within 3 years of receiving tuition assistance is required to repay the tuition assistance to the Library unless repayment is

waived by the CEO. The Library may use legal recourse to recoup any repayment of tuition assistance required under this policy.

Approved 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

224.1 Eligibility

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

Approved August 25, 2014

224.2 Grievance Process

Step 1 - Formal Presentation

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

When submitting the grievance in writing, the grievant must state in the Grievance Form the following: (1) the specific date(s) on which the event occurred; (2) the nature and circumstances of the event, including the identity of all persons involved; (3) the specific policy or procedure that the grievant believes was violated; and (4) the outcome desired by the grievant as a result of the grievance. A copy of the Grievance Form will be sent to the Area Resource Manager and Service Area Director. The immediate supervisor of the grievant shall within a reasonable period of time discuss the grievance with the grievant in an attempt to resolve the grievance immediately. The supervisor must provide a written response within 5 business days (Monday through Friday except for Board designated holidays) from the date of the discussion of the grievance with the grievant, which response shall include a description of any resolution of the grievance as may have been agreed upon. If a resolution of the grievance is reached, the written response shall include the signature of both the grievant and the supervisor. A copy of the supervisor's response will be sent to the Director, Human Resources, and the grievant. Each party will retain a signed copy for their records.

STEP 2 – Director, Human Resources

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

the written response shall include the signature of both the grievant and the Director Human Resources. Each party will retain a signed copy for their records.

STEP 3 - Chief Executive Officer

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

Approved August 25, 2014

225 APPEAL TO THE LIBRARY BOARD

225.1 Right to Appeal

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

Approved August 25, 2014

225.2 Procedure before the Board

STEP 1 - Procedure for Setting the Hearing Date

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

STEP 2 - Nature of Hearing

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

STEP 3 - Order of Proceedings

The order of proceedings will be as follows:

- a. The employee may have 30 minutes in which to present any information either oral or written concerning the matter at hearing.

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

Approved August 25, 2014

226 Miscellaneous Policies

226.1 Signage

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

Approved August 25, 2014

226.2 Staff Areas

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

Approved August 25, 2014

226.3 After Hours

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

Approved August 25, 2014

226.4 Staff Parking

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

Approved August 25, 2014

SECTION 230: ATTENDANCE AND TIME AWAY FROM WORK POLICIES

231 ATTENDANCE

Punctual and regular attendance is an essential function of each employee's job at the Library. ~~Any tardiness or absence causes problems for fellow employees and management. When an employee is absent, his/her work must be performed by others. The Library awards its employees with vacation and sick days. Vacation must be scheduled and pre-approved by one's supervisor. Unapproved time off is charged to accrued vacation or sick days unless covered by an approved leave of absence.~~ Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized Library business. The Library uses progressive discipline to address employee attendance issues.

The following policies apply to attendance:

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

~~If an emergency or unusual situation occurs, the supervisor has the discretion to approve unscheduled vacation when the employee calls and speaks to their immediate supervisor. If the immediate supervisor is unavailable, the employee must notify the next level of management or the person-in-charge.~~

~~Absences due to reasons that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.~~

~~Each day an employee is unable to report to work on time or is ill, the manager must be notified at least one hour before their scheduled start time or, at the earliest opportunity in case of unusual circumstance, so that the necessary schedule adjustments can be made.~~

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. The library maintains complete discretion over which employees and which positions may be eligible to telecommute and the duration of such arrangement. Any employee working pursuant to a telecommuting arrangement is subject to the same terms and conditions of employment and will be expected to maintain the same level of professionalism, work quality, work quantity, and customer service than would be expected under a traditional work arrangement. Working hours will be mutually agreed upon by the supervisor and the employee and will be dictated by the needs of the Library.

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

Approved August 25, 2014

232 UNSCHEDULED ABSENCES AND TARDINESS

~~Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized Library business. Occurrences of late arrival, early departure, or other absences from scheduled work hours are disruptive and must be avoided. Pre-approved scheduled times away from work using accrued vacation are not considered occurrences for the purpose of this policy.~~

~~An "occurrence" results when an employee is absent during scheduled work time without excuse, as determined within the reasonable discretion of the applicable manager or supervisor, and includes being more than 7 minutes late for the start of their work schedule (per the Library's computer system time used to designate opening and/or closing times) or leaves before the end of their work schedule without manager approval.~~

~~An unexcused absence of consecutive multiple days due to the same cause will be counted as one occurrence for the purpose of this policy. An absence due to illness of 5 or more consecutive days will require the employee to bring a doctor's note upon returning to work. 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.~~

~~A tardy arrival, early departure or other shift interruption is considered an occurrence. On certain instances and with prior approval by the supervisor, an employee who is tardy may be allowed to adjust that day's schedule to work an equivalent amount of time at the end of the shift, and an occurrence will not be counted.~~

~~Actual arrival and departure times will be noted on employee's timecard. An employee is considered "tardy" and counted as an occurrence if the employee arrives to work 7 or more minutes after their scheduled start time. An early departure is one in which the employee leaves before the scheduled end of his or her shift. All times are based upon the Library's computer time.~~

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

Approved August 25, 2014

The following policies apply to unscheduled absences:

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

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

232.1 Credited Time

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

Approved August 25, 2014

232.2 Deducted Time

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

Approved August 25, 2014

232.3 No Call / No Show

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

232.4 Step Discipline for ~~Attendance and Punctuality~~ Unscheduled Absence and Tardiness

~~Unexcused absence, including tardiness or early departure, is each considered one occurrence.~~

Occurrences are counted in a rolling six-month period. Occurrences expire 6 months from the date of the incident. Managers are responsible for tracking and verifying their employee's attendance.

Step One

Three occurrences in any six-month period will be the basis for a coaching session between the employee and direct supervisor. The purpose of the coaching session is to make the employee aware that he/she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented and placed in the department manager's file.

Step Two

The next occurrence in the same six-month period is cause for a first written warning with documentation placed in the employee's personnel file in Human Resources. The written warning, delivered by the employee's direct supervisor, serves to notify the employee that he/she is in violation of this Library policy and that additional occurrences will result in further disciplinary action.

Step Three

An additional occurrence in the same six-month period will result in a written warning and a written performance improvement plan.

Step Four (Final)

Any additional occurrence in the same six-month period may result in immediate termination of employment.

Step Discipline for Attendance and Punctuality

<i>3rd Occurrence Total (Step 1)</i>	Documented Coaching Session Original: Manager's Department File Cc: Employee
<i>Next Absence or Tardy (Step 2)</i>	1st Written Warning Original: Manager's Department File Cc: Employee Cc: Human Resources Personnel File
<i>Next Absence or Tardy (Step 3)</i>	2nd Written Warning (Contact Human Resources) Original: Manager's Department File Cc: Employee Cc: Human Resources Personnel File
<i>Next Absence or Tardy (Step 4 - Final)</i>	Termination of Employment (Contact Human Resources)

No disciplinary actions past Step 2 will be taken without the direct involvement of the Human Resources Department. All warnings will be delivered by the direct supervisor, manager or Human Resources as circumstances require.

The Library CEO and Service Area Directors reserve the right to use discretion in applying this policy under any or all special or unique circumstances.

Approved August 25, 2014

232.5 Habitual Absences and/or Tardies

Although occurrences will roll off an employee's record after six months, habitual offenders (those who have established a pattern of absences, such as consistently having three or more occurrences in any given six-month period or routinely calling off before or after scheduled days off work) may trigger step discipline even though six-month-old infractions have fallen off.

Approved August 25, 2014

STEP DISCIPLINE FOR UNSCHEDULED ABSENCE AND TARDINESS

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

233 EMERGENCY CLOSURE

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

Approved August 25, 2014

233.1 Emergency Scheduling

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved August 25, 2014

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 of service and worked at least 1,250 hours over the previous 12 months (“eligible employees”) may under certain conditions be entitled to *unpaid* leave.

Approved August 25, 2014

234.1 Eligibility

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

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

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

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

Approved August 25, 2014

234.2 Intermittent Leave

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

- If FMLA leave is for Parenting Leave or Military Family Exigency Leave, use of intermittent leave is subject to the Library’s approval by the Service Area Director and Director, Human Resources, based on a case-by-case determination relative to the needs of the Library.
- FMLA leave may be taken intermittently whenever medically necessary in connection with Family Medical Leave, Employee Medical Leave or Service Member Leave.

- The Library may temporarily transfer an employee needing foreseeable intermittent leave to an available alternative position, with equivalent pay and benefits (though not necessarily equivalent duties) if the employee is qualified for the alternative job and the job better accommodates recurring absences.

Approved August 25, 2014

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

Library policy is that every non-union eligible employee taking FMLA leave for a personal illness is required to concurrently use all accrued ~~vacation time, sick time and/or personal time~~ 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 ~~vacation time, sick time and/or personal time~~ PTO and after exhausting PTO, use available CAT hours to the extent available while absent.

Library policy is that every union-eligible employee taking FMLA leave for a personal illness is required to use all accrued vacation time, 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 August 25, 2014

234.4 12-Month Period

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

Approved August 25, 2014

234.5 Serious Health Condition

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

- a. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
- b. Continuing treatment by a health care provider which includes any period of incapacity (*i.e.*, inability to work or perform other regular daily activities) due to:
 - i. A health condition (including treatment thereof, or recovery therefrom) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes treatment two or more times by or under the supervision of a health care provider or one treatment by a health care provider with a continuing regimen of treatment; or

- ii. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; or
- iii. A chronic serious health condition that continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; or
- iv. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; or
- v. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

Approved August 25, 2014

234.6 Maintenance of Health Benefits

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

Approved August 25, 2014

234.7 Job Restoration

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

Approved August 25, 2014

234.8 Notice and Certification

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

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member, including information sufficient for the Library to determine the anticipated timing and duration of the leave;
- Second or third medical opinions (at the Library's expense) and periodic recertification;

- Periodic reports during FMLA leave regarding the employee's status and intent to return to work; and
- A fitness for duty report issued by the healthcare provider for employees taking leave for a personal health condition.

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

Approved August 25, 2014

235 BEREAVEMENT LEAVE

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

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

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

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

Approved August 25, 2014

235.1 Immediate Family

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

Approved September 28, 2015

235.2 Domestic Partners

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

Approved August 25, 2014

235.3 Other Relatives

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

Approved August 25, 2014

235.4 Professional Associates

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

Approved August 25, 2014

235.5 Personal Friends

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

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

Approved August 25, 2014

235.6 Restrictions

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

Approved August 25, 2014

235.7 Death in Immediate Family During Annual Leave While Taking PTO

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

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

Approved August 25, 2014

~~236A ANNUAL LEAVE (VACATION)-PAID TIME OFF (PTO) POLICY~~

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

236.1 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.

236.2 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.

236.3 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.

236.4 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.

236.5 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 on or after the effective **date** of the PTO policy.

236.6 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.

236.7 Separation of Employment

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

236.8 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.

PTO Accrual Table

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

- * 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.

236.9 Rollover of Annual Leave Time

On the effective date of the PTO policy, each non-union eligible employee's accrued but unused annual leave time will be transferred into the non-union eligible employee's PTO bank.

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

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).

236.11 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).
- Non-union eligible employees on approved FMLA leave may 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 PTO time has been exhausted.

CAT Account time is not counted for purposed of accruing PTO time.

236B ANNUAL LEAVE (VACATION)

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

Approved August 25, 2014

236.1 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 August 25, 2014

236.2 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 ~~an~~ 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 August 25, 2014

236.3 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 August 25, 2014

236.4 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 ~~an~~ union-eligible employee, payment of accumulated annual leave will be made to the survivors or to the estate.

Approved August 25, 2014

236.5 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 August 25, 2014

236.6 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 August 25, 2014

237A ILLNESS (NON-UNION ELIGIBLE EMPLOYEES)

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

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

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

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

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

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

237B SICK LEAVE FOR UNION ELIGIBLE EMPLOYEES

237.1 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 August 25, 2014

237.2 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 an 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 August 25, 2014

237.3 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 August 25, 2014

237.4 Sick Leave Pool Policy

The Library has established a Sick Leave Pool to provide additional sick leave to staff members experiencing catastrophic, chronic, and/or terminal illness and have exhausted their own sick and/or annual leave accumulation.

a. Full or part-time staff who have been on staff for at least 2 years, and have accumulated a minimum of 80 hours of sick time or a pro-rated amount for part-time staff, may contribute to the sick leave pool during the first pay period in July of each year. Donation forms are required to donate hours to the pool.

b. Initial membership in the pool requires a donation of a minimum of 2 days, and continuing membership each year requires an annual donation of the equivalent of 1 day. In order to build the accumulation of hours, staff members may voluntarily donate a maximum of 1 day for each year of service initially. Once donated, time cannot be taken back.

c. ~~A staff member wishing to request time from the pool must be a member of the pool demonstrated by making an annual donation and must have been a member for at least 30 days prior to making a claim.~~

d. ~~The staff member may request up to a maximum of 160 hours.~~

e. ~~If the recovery for the illness or injury is continuous and the initial time requested has expired, the staff member may re-apply by completing the claim form and providing additional medical documentation to Human Resources for consideration for an additional donation.~~

f. ~~Lifetime Maximum. There is a 480 hour, or the equivalent to part-time staff, lifetime limit.~~

Approved August 25, 2014

238 PERSONAL LEAVE OF ABSENCE

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

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

Approved August 25, 2014

239 CIVIC DUTIES POLICY

239.1 Voting

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

Approved August 25, 2014

239.2 Running for Elected Office

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

Approved August 25, 2014

239.3 Political Activity

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

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

Approved August 25, 2014

239.4 Legal Witness

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

Approved August 25, 2014

239.5 Jury Duty

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

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

Approved August 25, 2014

239.6 Selective Service

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

Approved August 25, 2014

239.7 Uniformed Services Employment and Reemployment Rights Act

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

Approved August 25, 2014

239.8 Armed Forces Reserve

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

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

Approved August 25, 2014

SECTION 240 – 250: COMPENSATION POLICIES

241 IMCPL COMPENSATION PHILOSOPHY

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

Approved August 25, 2014

242 COMPENSATION

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

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

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

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

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

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

Approved August 25, 2014

243 EMPLOYMENT STATUS

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

243.1 Full-time

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

Approved August 25, 2014

243.2 Part-time

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

Approved August 25, 2014

243.3 Substitute Employees

These are staff members who are hired to work where and when necessary. Substitute staff members may be scheduled to work from 1 to 40 hours per week not to exceed 1000 hours per year and are not eligible for fringe benefits.

Approved August 25, 2014

243.4 Temporary Employees

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

Approved August 25, 2014

243.5 Retired Staff Members

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

Approved August 25, 2014

243.6 Exempt and Non-Exempt Employees

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

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

Approved August 25, 2014

243.7 Benefit Eligibility

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

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

Approved August 25, 2014

243.8 Job Classifications

All positions shall be classified on the basis of a point factor job analysis. The positions which are equivalent in complexity, responsibility, and qualifications required, will be grouped together. These positions will be established by the Annual Salary Resolution which is recommended by the CEO and approved by the Board annually. Salary structures will be posted on the HR Portal. The Director, Human Resources, is responsible for the job classification process.

Approved August 25, 2014

244 POSITION RECLASSIFICATION

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

Approved August 25, 2014

244.1 Salary Adjustment

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

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

Approved August 25, 2014

244.2 Position Qualifications

Staff members must meet all qualifications for positions to which employed. If a qualified person is not

available, an acting appointment may be made until the position is permanently filled.

Approved August 25, 2014

245 WORKWEEK

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

Approved August 25, 2014

246 WORK SCHEDULES

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

Approved August 25, 2014

246.1 Full-Time Equivalency

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

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

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

Approved August 25, 2014

247 LUNCH AND BREAKS

247.1 Evening Schedule

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

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

Approved August 25, 2014

247.2 Lunch Period

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

Approved August 25, 2014

247.3 Work Breaks

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

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

Approved August 25, 2014

248 TIMEKEEPING REQUIREMENTS

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

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

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

Approved August 25, 2014

248.1 Alternate Clock-In

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

It is the responsibility of the non-exempt employee to make certain the alternate time clock-in procedure as defined by his/her manager is an accurate reflection of actual hours worked as well as any variations in the daily schedule. Hours entered on the alternate clock-in system should match entries in the timecard system used for in the calculation of the payroll check. The employee will verify that all entries in the alternate clock-in method are correct by manually signing it just as he/she verifies the timecard to indicate he/she made the entries and is in agreement with them.

Approved August 25, 2014

249 WORKING OFF THE CLOCK

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

Approved August 25, 2014

250 HOLIDAY PAY

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

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

Should a designated holiday fall on a Saturday or Sunday, with the exception of Easter, the Library will be closed on either the Friday before or Monday after according to local custom. The Library will close at 5 p.m. on the Wednesday before Thanksgiving Day and on December 31st. All employees scheduled to work these days will work a standard day. The workweek will not be further reduced because of the early closing. The Library will be closed on both Saturday and Sunday before the Monday Memorial Day holiday. All employees will work their standard workweek Monday through Friday the week before Memorial Day. All Benefit Eligible, non-exempt staff will have their holiday hours calculations based on the employee's designated FTE status.

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

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

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

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

Approved August 25, 2014

251 PREMIUM PAY

251.1 Overtime

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

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

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

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

Approved August 25, 2014

251.2 Holiday Time

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

Approved August 25, 2014

251.3 Limitation on Overtime Pay

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

Approved August 25, 2014

251.4 Shift Differential

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

Approved November 16, 2015

251.5 Person-in-Charge Pay

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

This time period shall be entered on the employee's timecard by the employee using pay code "Person-in-Charge" to the closest quarter hour. An employee shall only be assigned to the role of Person-in-Charge under the following criteria: (1) Person-in-Charge designation is limited to Public Services staff and may only be assigned to a Public Services staff member by a Public Services manager or member of the Executive

Committee; and (2) a Person-in-Charge may be assigned only when the Public Services manager/supervisor will be off-site for a period of one (1) or more hours.

Approved November 16, 2015

251.6 Split Work Day

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

Approved November 16, 2015

252 ON-CALL

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

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

Approved August 25, 2014

253 PAYDAY

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

The Library offers a variety of voluntary payroll deductions available to qualifying staff members such as retirement annuities, medical and dependent care reimbursement programs, short-term disability, United Way contributions, vision, Staff Association or other employee organization dues. These are administered by Human Resources.

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

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

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

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

Approved August 25, 2014

254 RED-CIRCLING

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

Approved August 25, 2014

SECTION 260: HIRING, PROMOTION, DEMOTION AND TRANSFER POLICIES

261 RECRUITMENT

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

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

An offer of employment with the Library is conditional until the background check and drug screen is passed. A conditional offer of employment is rescinded if the candidate refuses to comply or does not pass the background check or drug screen.

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

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

Approved August 25, 2014

261.1 New Hire Orientation

All newly hired employees will begin employment with the library by attending New Hire Orientation on their first scheduled day of work. New hires will be welcomed as an important part of the Library team and be given the information and tools to help them succeed in the job. They will receive an introduction and information related to Library's mission, vision and culture, organizational structure and contacts, policies and

benefits geared to help them quickly get up to speed. Employees will also receive an orientation from their Manager/Supervisor specific to their department or agency.

Approved August 25, 2014

262 NEW HIRE PROBATIONARY PERIOD

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

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

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

Approved August 25, 2014

262.1 Feedback and Counseling Procedure

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

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

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

Approved August 25, 2014

262.1 Library Card in Good Standing

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

Approved August 25, 2014

263 HIRING AND SCHEDULING WORK HOURS OF MINORS

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

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

a. Fourteen and Fifteen-Year-Olds are limited to working the following hours:

- Outside school hours on a school day (school hours are between 7:30 a.m. and 3:30 p.m. and a school day is a day containing more than 4 hours of classroom instruction).
- No more than 3 hours on a school day.
- No more than 8 hours on a non-school day.
- No more than 18 hours during a school week (a week containing 3 or more school days).
- No more than 40 hours during a non-school week (a week containing 2 or fewer school days).
- Between 7 a.m. and 7 p.m. – except between June 1 and Labor Day when the evening hour is extended to 9 p.m.

b. Sixteen-Year-Olds are limited to working the following hours:

- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
- No more than 8 hours on a school day (9 hours when not followed by a school day with parental permission).

- No more than 30 hours a week (40 hours during a non-school week and 48 hours during a non-school week with parental permission).
- No more the six days during a week (school or non-school week).
- Not before 6 a.m. and not after 10 p.m. on nights followed by a school day.
- Until 12:00 a.m. on nights not followed by a school day with parental permission.

c. Seventeen-Year-Old are limited to working the following hours:

- Outside school hours on a school day unless the employer has on file a written exception issued by the school the minor attends.
- No more than 8 hours a day (9 hours when not followed by a school day with parental permission).
- No more than 30 hours a week (40 hours during a non-school week and 48 hours during a non-school week with parental permission).
- No more the six days during a week (school or non-school week).
- Not before 6 a.m. on a school day and not after 10 p.m. on nights followed by a school day (until 11:30 p.m. on nights followed by a school day with parental permission and until 1:00 a.m. on nights followed by a school day, but not on consecutive nights and not more than 2 school nights a week, with parental permission).

Approved August 25, 2014

264 VACANT (OPEN) POSITIONS

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

Approved August 25, 2014

265 TRANSFER/PROMOTION/DEMOTION

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

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

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

Approved August 25, 2014

265.1 Temporary/Interim Assignments

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

Approved August 25, 2014

266 INTERVIEW AND MOVING EXPENSES

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

Approved August 25, 2014

267 NEPOTISM

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

Approved August 25, 2014

268 PERSONNEL RECORDS

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

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

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

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

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

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

Approved August 25, 2014

268.1 Furnishing Information to Third Parties

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

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

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

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

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

Approved August 25, 2014

268.2 Credit or Employment Verification

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

Approved August 25, 2014

268.3 Personal Reference

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

Approved August 25, 2014

269 REAPPOINTMENT

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

Approved August 25, 2014

SECTION 270: PERFORMANCE MANAGEMENT AND TERMINATION OF EMPLOYMENT POLICIES

271 PERFORMANCE MANAGEMENT

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

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

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

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

Approved August 25, 2014

271.1 Pay For Performance

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

Approved August 25, 2014

271.2 Employee Acknowledgment

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

Approved August 25, 2014

271.3 Employee Response

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

Approved August 25, 2014

272 VOLUNTARY AND INVOLUNTARY TERMINATION OF EMPLOYMENT POLICY

272.1 Voluntary Termination

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

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

Approved August 25, 2014

272.2 Involuntary Termination

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

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

- Illegal harassment
- Poor work performance or other unsatisfactory conduct
- Incompetence
- Insubordination
- Unexcused absence
- Excessive tardiness or absences
- Abuse of sick leave by union-eligible employees
- Abuse of sick leave
- Working under the influence of alcohol, illegal or controlled substances
- Inability to perform essential functions of work
- Falsification of job application form
- Falsification of time records
- Theft or embezzlement
- Possession of weapons or explosives
- Inappropriate treatment of a patron
- Violation of a non-discrimination policy
- Immoral or indecent conduct
- Violation of Ethics Policy
- Abuse of circulation privileges
- Abuse of circulation procedures
- Unsafe work practices

- Willful violation of Safety Policy
- Conviction of a crime as a result of acts inside or outside of his or her employment

Approved August 25, 2014

272.3 Retirement

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

- Non-union eligible ~~Fe~~employees will receive a payout of all accrued, unused ~~vacation time up to a maximum of 480 hours~~ PTO.
- A As a career service benefit, non-union eligible staff member members who have a CAT Account and were eligible under PERF to retire on or before the effective date of the PTO policy, will be paid an amount equal to ~~all accumulated sick leave (Career Service Benefit) in excess of 160 hours at a rate of the equivalent of one hour of pay for each two hours sick leave in their CAT Account in excess of 160 hours up to a maximum of 160 hours of sick time. (total number of CAT hours minus 160; divide the difference by 2; multiply the quotient by the hourly rate of pay up to a maximum of 160 hours).~~

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

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

Approved August 25, 2014

272.4 Return of Library Property

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

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

Approved August 25, 2014

272.5 Exit Interview

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

Approved August 25, 2014

272.6 The Consolidated Omnibus Budget Reconciliation Act (“COBRA”)

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

Approved August 25, 2014

273 EMPLOYMENT REFERENCE REQUEST

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

Approved August 25, 2014

274 PROGRESSIVE DISCIPLINE

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

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

Approved 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.

STEP 1: Occurrence of Unacceptable Performance and/or Behavior	Documented Employee Coaching: <ul style="list-style-type: none">• Signed Original – to Department Manager’sHR for <u>Employee Personnel</u> File• <u>Cc: - to Manager</u>• Cc: - to Employee
STEP 2: Next Occurrence of Unacceptable Performance and/or Behavior	1st Written Warning: <ul style="list-style-type: none">• Signed Original - to HR for Employee Personnel File• Cc: - to Manager• Cc: - to Employee.

	Includes mandatory Performance Improvement Plan.
STEP 3: Next Occurrence of Unacceptable Performance and/or Behavior	2rd Written Warning: <ul style="list-style-type: none"> • Signed Original – to HR for Employee Personnel File • Cc: - to Manager • Cc: - to Employee.
STEP 4: Next Occurrence of Unacceptable Performance and/or Behavior	Termination of Employment

IMPLEMENTATION OF STEP 4:

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

Approved August 25, 2014

275 REDUCTION-IN-FORCE

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

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

Approved August 25, 2014

SECTION 280: EMPLOYEE BENEFITS POLICIES

The Library offers benefits to all full-time and qualifying part-time employees on an appropriate pro-rated amount through payroll deduction. All benefits are strictly governed by the official Plan Documents which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook.

Changes to benefits may be made each year during annual enrollment or at the time a qualifying event occurs.

The Library offers a variety of voluntary payroll deductions available to qualifying staff members.

Approved August 25, 2014

281 HEALTH INSURANCE

The Library provides group health and dental insurance for Benefit Eligible staff members. The plans, as may be amended from time to time, currently include coverages for hospital services, medical and surgical expenses, basic dental coverage and prescription drugs. The Library pays a portion of the premium cost for full time employees and a lesser portion of the premium cost for added dependents. The Library pays an appropriate prorated amount for part-time, Benefit Eligible staff.

Approved November 16, 2015

282 GROUP LIFE INSURANCE

The Library provides a group life insurance policy for Benefit Eligible staff members. Benefit Eligible staff may enroll in the group life insurance plan within 30 days of employment without providing evidence of insurability. The enrollment form must be sent to the Human Resources Office. The cost of the insurance is shared by the employee and the Library. The amounts are prorated for part-time employees. The Library will make payroll deductions for this plan.

Approved August 25, 2014

283 EMPLOYEE ASSISTANCE PROGRAM

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

The program provides employees access to confidential, short-term counseling for:

- Family, marital, and significant other relationships
- Child, adolescent and parenting issues
- Grief and loss
- Managing thoughts and feelings
- Alcohol and drug abuse issues
- Communication and problem solving skills

- Coping with change
- Improving well-being and life satisfaction
- Referrals for legal and financial assistance within Indiana

Approved August 25, 2014

284 INJURY LEAVE

284.1 Injury on the Job (Worker’s Compensation)

Any employee injured on the job must immediately report the injury to their immediate supervisor. Any employee absent from work because of a job-incurred injury is required to obtain a physician’s signed statement permitting the employee/patient to return to work. This statement shall indicate whether the employee may return on an unrestricted or restricted basis and shall state, if the latter condition applies, those activities in which the employee/patient is not to participate. It shall be the decision of the Library as to whether or not the injured employee shall return to work if there are any restrictions. Eligible employee’s receiving Worker’s Compensation will have those hours designated as unpaid FMLA.

Approved August 25, 2014

284.2 Injury Off the Job

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

Approved August 25, 2014

285 DISABILITY INSURANCE

285.1 Short Term Disability

Group short-term disability insurance is available on a voluntary basis if elected and paid for by the employee.

The plan begins paying benefits beginning with the ~~31st~~ 15th day of disability ~~or the expiration of all accumulated benefits (both sick and vacation).~~ The Current benefit maximum is 22 weeks.

Approved August 25, 2014

285.2 Long Term Disability

Long term disability is available to employees at no cost. The Library pays 100% of the premium. The plan pays benefits after 6 months of disability.

Approved August 25, 2014

286 PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

Benefit eligible employees will be automatically enrolled in PERF. ~~Annually~~ The Library pays the required employer share of the Employee Pension Fund premium. Each year the Library evaluates and makes a

determination based on available funding to additionally pay the employee's required share of the ~~Employee Pension Fund premium~~ Annuity Savings Account.

Employees may elect to have additional annuity account contributions up to the allowable maximum deducted from their paychecks.

Approved August 25, 2014

287 DOMESTIC PARTNERS POLICY

The Library offers equitable benefits to all Benefit Eligible employees considered legally married by Indiana and all unmarried employees who are in a Domestic Partnership, irrespective of whether they are same-sex couples or different-sex couples who qualify based on the following criteria; provided however, all benefits are strictly governed by the official Plan Documents which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook.

As used in this policy, the following terms shall have the meanings ascribed to them:

Approved August 25, 2014

287.1 Basic Living Expenses

Basic living expenses are the cost of basic food and shelter. The individuals need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the costs.

Approved August 25, 2014

287.2 Declaration of Domestic Partnership

Declaration of a domestic partnership is a form provided by the Human Resources Service Area that evidences and acknowledges a domestic partnership when signed by domestic partners. By signing it, two persons attest, under penalty of perjury, that they both meet all of the requirements of domestic partnership.

1. Domestic Partners

Two adults who meet the following requirements:

- i. Both adults have chosen to share one another's lives in an intimate and committed relationship of mutual caring.
- ii. Both adults share a primary residence.
- iii. Both adults have shared a primary residence for the preceding 365 days.
- iv. Both adults are jointly responsible for basic living expenses, as demonstrated by a signed declaration of financial interdependence and by providing three (3) proofs of the following criteria to the satisfaction of the Human Resources Office if and when requested.
 - Joint ownership of a primary residence or joint tenancy of a residential lease.
 - Copy of utility (water, gas, electric) invoice listing both domestic partners.
 - Joint ownership of an automobile.
 - Joint bank or credit account.
 - Joint liabilities (e.g., credit cards or loans, etc.).

- A will or trust designating the domestic partner as beneficiary.
- A retirement plan or life insurance policy beneficiary designation form designating the domestic partner as beneficiary.
- A signed durable power of attorney to the effect that the employee and the domestic partner have granted powers to one another.
- Copies of each domestic partner's driver's license that indicates the same address.
- Both adults have been jointly responsible for living expenses during the preceding 365 days.
- Neither adult is currently married.

2. Domestic Partnership

A relationship conferring benefits described above between domestic partners who have signed a declaration of domestic partnership as provided herein.

3. Share a Primary Residence

Two persons share the same primary living quarters; however, it is not necessary that the legal right to possess the living quarters be in both of their names. Two persons may live together even if one or both have additional living quarters.

4. Establishing a Domestic Partnership

- i. Two persons may establish a domestic partnership by submitting a signed declaration of domestic partnership to the Human Resources Service Area, which shall maintain such declaration on file and give the two persons a copy showing that such declaration was filed.
- ii. Anyone barred from marrying in Indiana under I.C. 31-11-1-2 through 31-11-1-4 (I.C. 31-11-1-2 through I.C. 31-11-1-4 prohibits marriage to close relatives, bigamy and defines minimum age.) is likewise barred from entering into a domestic partnership under this article.

5. Benefits

To the extent permitted by the official Plan Documents governing each benefit (which control in all cases and supersede the general summary of benefits contained in this policy manual or any handbook), benefits that are available to domestic partners shall be identical to those available to spouses. Such benefits may include, but are not limited to, insurance coverage, pension benefits, and family/medical leave. Benefits for the children of an employee's domestic partner shall be equal to those of the children of the spouse of an employee. The submission of a domestic partnership declaration is understood to be a qualifying event for purposes of enrolling a domestic partner in an insurance plan.

6. Termination of a Domestic Partnership

- i. A domestic partnership is terminated when at least one of the domestic partners no longer qualifies as a domestic partner as that term is defined in this policy.
- ii. If a domestic partnership ends, the Library employee must submit written notice to the Human Resources Service Area within 31 days after the termination of the domestic partnership. The notice must be dated and signed under penalty of perjury. The employee must also send a copy of the notice to his or her former domestic partner.

- iii. An employee's former domestic partner shall have the same rights to purchase continuing insurance as the former spouse of an employee. Submission of the notice shall be considered a qualifying event for purposes of the non-employee partner's right to continue coverage for himself or herself and/or his or her eligible dependent(s).

7. Tax Liability

The employee should consult with his or her tax advisor regarding whether the employee will be taxed on benefits provided to his or her domestic partner.

Approved August 25, 2014

SECTION 290: MONITORING AND THE USE OF TECHNOLOGY IN THE WORKPLACE

290 CELL PHONES

This policy establishes guidelines for procurement, possession, and appropriate use of Library-owned and issued cellular devices as well as for the partial reimbursement of cellular services to employees.

Subject to manager or Director recommendation, employees who by the nature of their work are required to be accessible regardless of the time of day, day of the week, or geographical location, may receive cellular service through a Library-provided cellular device for business use, or be provided partial reimbursement for using personal cell service in lieu of a Library-provided device. Business use is defined as any use in the course of performing specific job-related duties on behalf and for the benefit of the Library.

Approved August 25, 2014

290.1 Criteria

Following is the basic criteria for establishing the need for a Library-issued cellular device or reimbursed cellular service:

- A cellular device is necessary for the employee to perform the essential functions of his/her job.
- The employee's job requires the employee to be mobile and out of the office for large amounts of time on a daily basis.
- The employee conducts Library business that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone.
- The employee's position requires that the employee be mobile and immediately accessible or that other Library employees be in constant communication with the employee.
- The job requires the employee to receive and/or make frequent business calls outside of working hours.
- Personal safety concerns exist for the employee (for example, while working evening hours, working in isolated areas or working in high crime areas).

- The employee's job requires the employee to be regularly contacted by other employees or third parties on Library business after normal business hours.

An employee meeting more than one of the above criteria may be considered a viable candidate under this policy. A recommendation to issue a cellular device to or reimburse a Library employee shall be made at the discretion of the manager or Director, and subject to approval by the Chief Financial Officer of the Library.

Approved August 25, 2014

290.2 Care and Use of Library-Owned Cellular Devices

Library-issued cellular devices provided to employees will be purchased and owned by the Library. Baseline cellular equipment and the most economical usage plan that meets the Library's and the employee's business needs will be provided.

Employees are responsible for the safekeeping and care of the Library-issued cellular device assigned. Cell phones that are damaged in the course of business should be brought to IT, which will contact the vendor for replacement or repair. Employees may be held responsible for the cost of repeated repair or replacement of cellular devices. An employee to whom a Library cellular device is issued can be held responsible for the loss and must pay for replacement of the cellular device unless sufficient proof can be supplied that the phone was stolen. Exceptions, on a case-by-case basis, may be made by the library's Chief Financial Officer.

Library-issued cellular devices are to be used for Library business only. Employees may be allowed a minimal amount of personal use of Library-issued cellular devices. When personal calls are kept to an absolute minimum, employees are not responsible for any portion of the basic, routine monthly charge for service and plan-allotted minutes. Each employee's usage counts toward the overall time limits established under the Library's service plan and therefore excessive use may result in additional charges if the minutes exceed the plan specifications. If regular personal usage of the cellular devices results in additional charges of any kind, the employee shall be required to reimburse the Library for such charges.

Invoices for every device are audited monthly. Identified misuse of cellular devices will result in termination of cellular services for the employee.

Once approved to receive a cellular device, the employee will sign a cellular device agreement (the "Cellular Terms of Use Agreement") indicating acceptance of the terms of the use for a Library-issued cell phone. Upon completion of the Cellular Terms of Use Agreement, the employee will be issued a cellular device by the IT Department.

Cellular device invoices shall be examined monthly for appropriate use and continued confirmation that employees have available the most efficient and cost-effective cellular device plan. Cellular plans may be routinely modified to better meet the needs of the Library and employee users.

Cellular devices shall be returned to the Library upon resignation, termination or re-assignment to a position not meeting the criteria establishing need for a cellular device.

Approved August 25, 2014

290.3 Cell Phone Reimbursement Amount

Employees whose job requires them to use a cell phone for Library business, as outlined in this policy, may elect to receive partial reimbursement for using a personal cell phone in lieu of a Library-provided device.

Managers whose job requires them to use a cell phone for Library business, as outlined in this policy, will be provided partial reimbursement for using a personal cell phone in lieu of a Library-provided device.

Employees receiving reimbursement must maintain the type of cell phone coverage that is reasonably related to the needs of the library and the reimbursement is reasonably calculated so as not to exceed expenses the employee actually incurs in maintaining the cell service.

Monthly reimbursements based on service levels are as follows:

Service Level	Monthly Reimbursement
Voice	\$10
Voice & text	\$15
Voice, text & email / data	\$20

The service level of the cell phone reimbursement will be set at the time of approval. The reimbursement is intended to partially cover the employee's cost for the average business use of the cell phone, not to pay the entire phone bill. Cell phone reimbursements will be consistently administered regardless of an employee's personal plan cost.

Eligibility for the reimbursement or the level of the reimbursement provided is subject to change or cancellation as determined by the employee's manager.

The monthly reimbursement is considered non-compensatory and therefore not considered part of base pay used for calculating percentage salary increases nor considered wages for the purposes of retirement plan contributions.

Managers may periodically request documentation of business use to determine the appropriateness of eligibility and level of the reimbursement amount. Managers may also periodically request a copy of the first page of the phone bill in order to verify an active cell phone plan. If the service level of the reimbursement needs to be altered because of business purposes, individuals will ask their manager to adjust the cell phone reimbursement and submit a new approved form.

Approved August 25, 2014

291 CELL PHONE USE WHILE DRIVING

Employees with Library issued cellular devices acknowledge that the use of cellular devices while operating a motor vehicle is dangerous. Employees with Library issued cellular devices are prohibited from using and shall not use the cellular device while operating a motor vehicle except in the case of an emergency situation. By signing the Cellular Terms of Use Agreement, Employees with Library issued cellular devices agree not to use the Library issued cellular device while operating a motor vehicle except in the case of an emergency situation. An "emergency situation" for purposes of this policy means a situation threatening the safety or security of persons or property. The prohibition on use of Library issued cellular devices while operating a motor vehicle does not apply if the cellular device is used in an emergency situation to: (i) transmit an emergency call in which the caller or sender reasonably believes that a human being or property is in jeopardy and that prompt summoning of aid is essential; (ii) contact a health care provider; (iii) contact a police and law enforcement system; or (iv) contact a firefighting and fire prevention system.

Employees are also prohibited from using and shall not use their personal cellular devices for Library related business while operating a motor vehicle except in the case of an emergency situation (as defined above).

Approved August 25, 2014

292 TELECOMMUNICATIONS

The Library maintains email, telephone and voice mail systems, computers, Internet access and other business equipment (collectively called the "Systems") in order to conduct the business of the Library. The devices and the data stored on these Systems, as well as the specialized software programs and applications developed for Library use, are valuable Library assets, the sole property of the Library and must be appropriately protected from unauthorized or inappropriate access, use, alteration, destruction or disclosure.

Approved August 25, 2014

292.1 Computer Use and Network Security

Employees may not use library computer systems for non-job-related solicitations, organizational campaigns, political or religious causes 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, age, disability, religion, national origin, physical attributes, or sexual preference. Harassment of any kind is absolutely prohibited.

Approved August 25, 2014

292.2 Copyright Materials

Employees shall not transmit over the Systems any copyrighted materials belonging to any individual or entity other than the Library. When obtaining access to another organization's or individual's materials, staff must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with the permission of the holder of the copyright, or as a single reference copy. Staff may not violate any software licenses, including without limitation making illegal copies of software, or share any proprietary information of Library vendors.

Approved August 25, 2014

292.3 Use of Library Email Accounts

The Library email system is for business purposes only and employees may not use their work email address as their 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. Employees are permitted to use the Library's Internet access, 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 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 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.

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, and do not have a personal privacy right 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

507.2.d Non-resident Students and Educators – Free Cards

Students and teachers who are not residents of the Library district are eligible for a free library card valid for one year if they are enrolled or teaching in a preschool through grade 12 school, and students enrolled in a college or university that is located at least in part in the Library District. ~~located in the district.~~

Approved January 26, 2015

REVISED:

507.2.d Non-resident Students and Educators – Free Cards

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

Approved January 26, 2015



Board Briefing Report

7b

To: IMCPL Board **Meeting Date:** Sept. 26, 2016
From: Policy Committee
Subject: Internal Control Standards, Materiality, Confidential Reporting, and Notice of Misappropriation

Indiana Code 5-11-1-27(e) provides that through the compliance guidelines authorized under IC 5-11-1-24 the State Board of Accounts (SBOA) shall define the acceptable minimum level of internal control standards for internal control systems of political subdivisions, including the following: (1) Control Environments, (2) Risk Assessment, (3) Control Activities, (4) Information and Communication, (5) Monitoring. In response the SBOA developed the Uniform Internal Control Standards for Indiana Political Subdivisions manual, which contains the acceptable minimum level of internal control standards.

Under these guidelines, each political subdivision is required to adopt a resolution/ordinance stating they have adopted the internal control standards as defined by the SBOA. In addition, personnel training, including Board members, are required to be completed by the end of the year and certified to the SBOA with the Annual Financial Report beginning in 2017.

The library trained all Managers at the August system-wide managers meeting. Beginning in September all other staff will be trained via the Library's intranet training site. Staff will be required to complete the training by the end of September. The training will be required of all new staff during orientation.

In addition, the Library must develop a policy on materiality regarding erroneous or irregular material variances, losses, shortages, or thefts of funds or property to be reported immediately to the SBOA. Failure to adopt a policy will require the Library to notify the SBOA for all losses as they will assume zero as the threshold.

Under the control environment it recommends a reporting system be in place for individuals to report suspected fraud or abuse of local policies – whistleblower policy. The Library currently does not have a formal policy in place for the confidential reporting of dishonest activity so we will be moving forward with a policy in order to comply with this requirement.

Per Indiana Code 5-11-1-27 (I) library officials who have knowledge of or reasonable cause to believe that there has been a misappropriation of public funds are required to send notice to the SBOA and the Prosecuting Attorney. The Library does not currently have this policy in place, so we will be adding this to our policy manual.

MINIMUM LEVEL INTERNAL CONTROL STANDARDS
Finance Policy 121.33

October XX, 2016

121.33 Minimum Level of Internal Control Standards

The Library shall comply with the minimum level of internal control standards as required by I.C. 5-11-1-27 and as described in the *Uniform Internal Control Standards for Indiana Political Subdivisions* guidance document from the State Board of Accounts, dated September 2015, which includes five standards and seventeen explanatory principles to promote government accountability and transparency. The five standards and seventeen principles are:

(1) Control Environment:

- The oversight body and management demonstrate a commitment to integrity and ethical values.
- The oversight body oversees the entity's internal control system.
- Management establishes an organizational structure, assigns responsibility, and delegates authority to achieve the political subdivision's objectives.
- Management demonstrates a commitment to attract, develop and retain competent individuals.
- Management evaluates performance and holds individuals accountable for their internal control responsibilities.

(2) Risk Assessment:

- Management defines objectives clearly to enable the identification of risks and defines risk tolerances.
- Management identifies, analyzes, and responds to risk related to achieving the defined objectives.
- Management considers the potential for fraud when identifying, analyzing, and responding to risks.
- Management identifies, analyzes, and responds to significant changes that could impact the internal control system.

(3) Control Activities:

- Management designs control activities to achieve objectives and respond to risks.
- Management designs the political subdivision's information system and related control activities to achieve objectives and respond to risks.
- Management implements control activities through policies.

(4) Information and Communication:

- Management uses quality information to achieve the political subdivision's objectives.

- Management internally communicates the necessary quality information to achieve the political subdivision's objectives.
- Management externally communicates the necessary quality information to achieve the entity's objectives.

(5) Monitoring:

- Management establishes and operates monitoring activities to monitor the internal control system and evaluate the results.
- Management remediates identified internal control deficiencies on a timely basis.

The CFO has primary responsibility for ongoing assessment of the Library's internal controls and procedures and recommending any additional policies, procedures and protocols for purposes of further implementing and maintaining the internal controls based on the five standards and seventeen principles.

The CFO shall ensure that all officers and employees of the Library whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity receive training concerning the internal controls standards and procedures of the Library as required by I.C. 5-11-1-27. The CFO shall prepare a certification documenting this training for each officer and employee, which shall be kept on file in the Human Resource Department.

The CFO shall file with the State Board of Accounts a written certification that minimum internal control standards and procedures have been adopted by the Library and that personal required to receive training concerning the internal controls standards and procedures that are not otherwise on leave have received this training. The CFO shall file the required written certification with the State Board of Accounts at the same time as the annual financial report required by I.C. 5-11-1-4(a).

REPORTING AND MATERIALITY THRESHOLD
Finance Policy 121.34

October XX, 2016

121.34 Reporting and Materiality Threshold

All erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, or funds or property the Library holds in trust, shall be reported as follows:

- Complete the Library's incident form and submit it to the Library's Safety/Security Manager and the CFO. The form must be submitted within 12 hours of knowing an incident has occurred.
- When appropriate, contact local law enforcement and file a report.

Documentation of all erroneous or irregular variances, losses, shortages, or thefts not satisfying the materiality threshold shall be kept in the Finance Department.

As required by I.C. 5-11-1-27(j), the CFO shall immediately report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, or funds or property the Library holds in trust, that satisfy the following materiality thresholds:

- Cash in excess of \$500 per occurrence, except for inadvertent clerical errors that are promptly identified and corrected with no loss to the Library.
- Non-cash items in excess of \$2,000 per occurrence based on estimated market value, except for inadvertent clerical errors that are promptly identified and corrected with no loss to the Library or for losses that are the result of genuine accidents.

REPORTING OBLIGATION OF LIBRARY OFFICIALS
Finance Policy 121.35

October XX, 2016

121.35 Reporting Obligation of Library Officials

As required by I.C. 5-11-1-27(l), any Library official who has actual knowledge or reasonable cause to believe that there has been a misappropriation of public funds shall immediately send written notice of the misappropriation to the State Board of Accounts and the Prosecuting Attorney.

CONFIDENTIAL REPORTING OF ILLEGAL OR DISHONEST ACTS
Finance Policy 121.36

October XX, 2016

121.36 Confidential Reporting of Illegal or Dishonest Acts

The Library is committed to promoting and ensuring accountability and transparency. To this end, the Library has established a confidential reporting system for persons to report suspected fraudulent, illegal or dishonest conduct, including conduct that abuses or violates the Library's internal control policies and procedures enacted pursuant to I.C. 5-11-1-27 ("Confidential Reporting System"). Two main goals of the Confidential Reporting System are to protect the confidentiality of any person making a good faith report and to ensure there is no retaliation or discrimination against any person making a good a faith report.

- **Persons Covered:** The Confidential Reporting System applies to all Library employees, whether full-time, part-time, temporary, substitute or page, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection ("Covered Persons").
- **Violation Defined:** Conduct that should be reported are: (i) violations of any federal, state or local law; (ii) fraudulent, inappropriate or questionable financial record keeping or reporting; and (iii) abuses or violations of the Library's internal control policies and procedures ("Violation").

- **Good Faith Requirement:** Covered Persons making a report must exercise sound judgment to avoid baseless allegations. Any reports must be made in good faith, having reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred or is occurring. If the Covered Person is an employee, making an intentionally false report of a Violation will result in discipline up to and including termination.
- **Reporting a Violation:** If a Covered Person believes in good faith that a Violation has occurred or is occurring, the Covered Person should report the Violation to the CEO or, if the Violation relates to the CEO, to the CFO or H.R. Director as appropriate.
- **Confidentiality:** The identity of the Covered Person will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Library or law enforcement to conduct an adequate investigation.
- **Protection from Retaliation:** No Covered Person making a good faith report of a Violation will be subjected to retaliation, intimidation, harassment, or other adverse employment action for reporting information in accordance with this Policy. Any Covered Person entitled to protection who believes that he or she is the subject of any form of retaliation for making a report should immediately report such in the same manner as a Violation.



Board Briefing Report

7c

To: IMCPL Board **Meeting Date:** September 26, 2016

From: Diversity, Policy and Human Resources Committee

Subject: FLSA New Ruling

Recommendation:

Background: The Federal Department of Labor published a new ruling on May 18, 2016 which increased the salary test minimum threshold used to determine a job's exemption status. This new ruling will significantly increase the number of white collar workers in jobs, currently exempt from overtime eligibility, who after the effective date of December 1, 2016 will become non-exempt and thus eligible for overtime pay for any hours worked over 40 in a work week.

There are a number of positions at the Library affected by this new ruling and those changes will be reflected in the updated salary structure accompanying the Annual Salary Resolution.

Strategic/Fiscal Impact: Accounted for in the 2017 budget.

FLSA NEW RULING

Determining Exempt / Non-Exempt
Joint Committee Meeting September 13, 2016



Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act of 1938 (*FLSA; also referred to as the Wages and Hours Bill*) is a federal statute originally setting out various labor regulations regarding interstate commerce employment including minimum wage, requirements for overtime pay and limitations on child labor.

Over the last several years a dialog at the Federal level has been occurring regarding a revision of the salary threshold for white collar workers to be considered “exempt,” or in other words, not eligible for overtime pay.



Previous Ruling

- Dept. of Labor last updated these regulations in 2004
- Salary threshold for exemption was \$455 per week (\$23,660 per year)
- Goal of latest revision dialog was to:
 - Significantly increase the number of “white collar” workers eligible for overtime pay
 - Ensure employees are paid for all hours actually worked

New Ruling

- » • New Ruling released
May 18, 2016
- Effective date is
December 1, 2016

Defining Points of New Ruling

- “White collar” employees paid less than \$47,476 (or \$913 per week) are entitled to overtime pay for hours worked beyond 40 hours in a work week, defined as 7 consecutive 24 hour time periods.
- Even if an employee’s job duties otherwise qualify the employee for exempt status (managers, supervisors and professionals), they must be treated as non-exempt if they are paid below the salary threshold.
- The Dept. of Labor will automatically increase the salary threshold every three years beginning January 1, 2020.

Updated Ruling

Accomplished DOL's

Goals of:



- Enlarging the numbers of white collar workers eligible for overtime pay
- Simplifying the identification of non-exempt employees.

Jobs Changing to Non-Exempt

- ▶ Book Sale Coordinator
- ▶ Member Access Coordinator
- ▶ Supervisor, Learning Curve
- ▶ Supervisor Librarian
- ▶ Supervisor–Computer Instruction
- ▶ Web Content Specialist
- ▶ Cataloger
- ▶ Circulation Supervisor II
- ▶ Digital Projects Coordinator
- ▶ Executive Assistant
- ▶ Circulation Supervisor I
- ▶ Public Services Librarian
- ▶ Purchasing Agent
- ▶ Supervisor, Building Systems
- ▶ Supervisor, Shipping & Receiving

Jobs Remaining Exempt

- ▶ Electronic Resources Librarian
- ▶ LAN Administrator
- ▶ Mgr., Central Adult Svs.
- ▶ Mgr., Community Br.
- ▶ Mgr., Learning Curve
- ▶ Mgr., Neighborhood Br.
- ▶ Mgr., Processing
- ▶ Network Systems Analyst
- ▶ Program Specialist
- ▶ Web Developer
- ▶ Collection Development Librarian
- ▶ PC/LAN Specialist
- ▶ Business Analyst
- ▶ Mgr., Central Services
- ▶ Safety & Security Officer
- ▶ Venue Coordinator
- ▶ Accountant
- ▶ Communications Specialist
- ▶ Human Resources Generalist
- ▶ Media Specialist
- ▶ Volunteer Resources Specialist



QUESTIONS



Board Briefing Report

9

To: The Indianapolis Public Library Board **Meeting Date:** September 26, 2016

From: The Indianapolis Public Library Foundation

Subject: September 2016 Library Foundation Update

Recommendation: NA

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

News:

- The Indy Author Fair will take place from 10 a.m. to 5 p.m. on Saturday, October 29 at Central Library. Book lovers of all ages can attend free workshops on writing, publishing and marketing, including a special illustration workshop for children and teens and a panel on writing for young people. There will also be a chance to meet the winners and finalists of the 2016 Eugene & Marilyn Glick Indiana Authors Award. For more information, visit www.indianaauthorsaward.org.
- The Indianapolis Library Foundation would like to recognize Charles Lazzara for making a personal 3 year pledge, and a 3 year pledge from his company, Ritz Charles. As you may know Ritz Charles is one of the Library's preferred caterers.

Strategic/Fiscal Impact:

The Library Foundation thanks all donors who made gifts last month. The Foundation wishes to acknowledge its top foundation and corporate contributors:

- Eli Lilly & Company – Matching gifts
- Teachers Credit Union Foundation
- Arthur Jordan Foundation
- Salesforce.org
- Finish Line Youth Foundation
- Charles Lazara
- Ritz Charles Inc.
- RJE Business Interiors
- CSX Transportation
- The Eugene and Marilyn Glick family Foundation
- PricewaterhouseCoopers LLP
- Semler Financial Group, Inc.
- United Way of Central Indiana, Inc.
- Ricoh USA

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

Children's

- R2R – Packaged Programs
- R2R – Outreach to Hispanic/Latino Community
- R2R – Early Childhood Conference

Cultural

- Classical Concerts at Central

Collections

- General Digitization

Lifelong

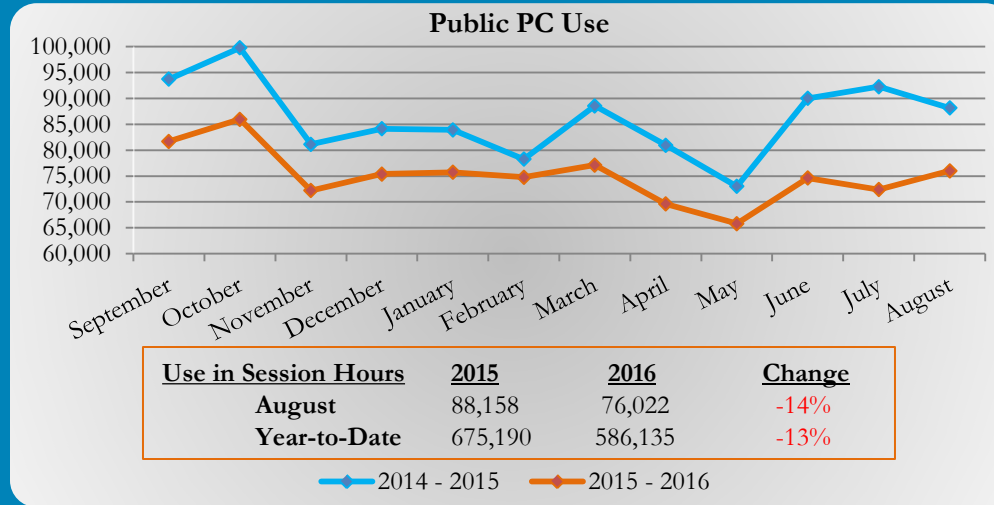
- The Job Center
- USB Technology

Capital

- Pike Aquarium
- E38 Aquarium
- Ceramic Book Tile Cases
- Southport Community Room

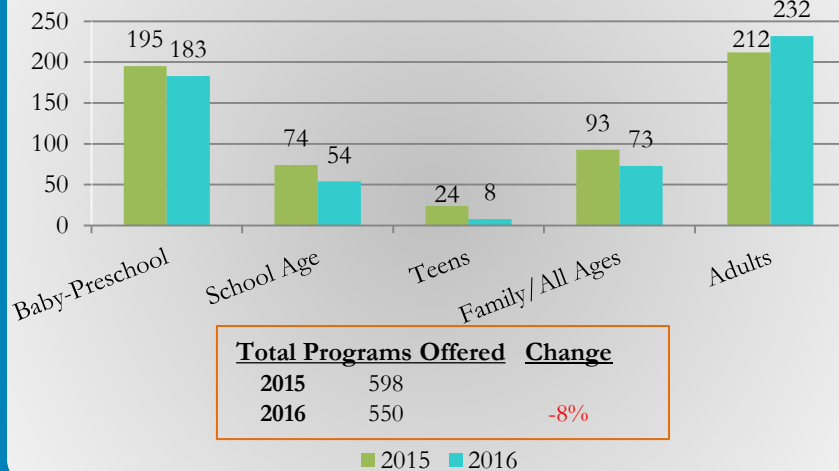
Performance Dashboard

Computer / Wireless Use

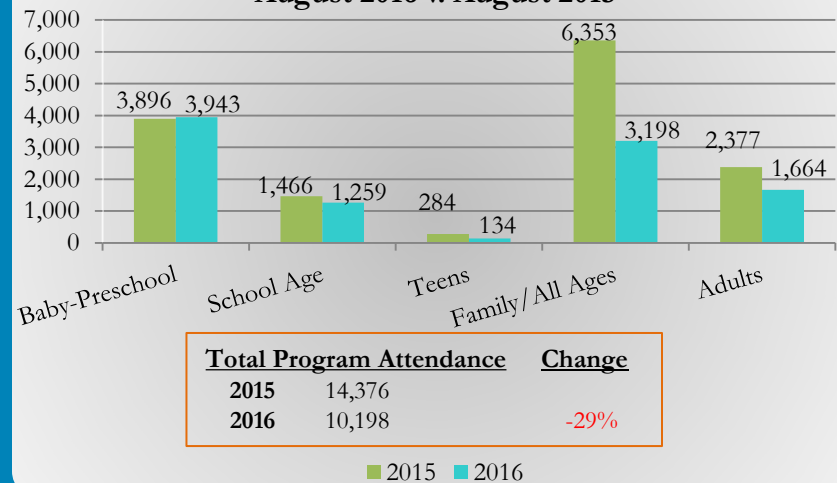


Programs

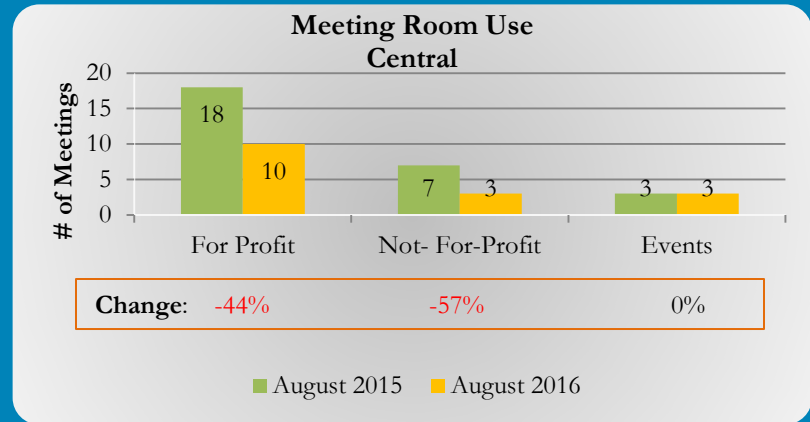
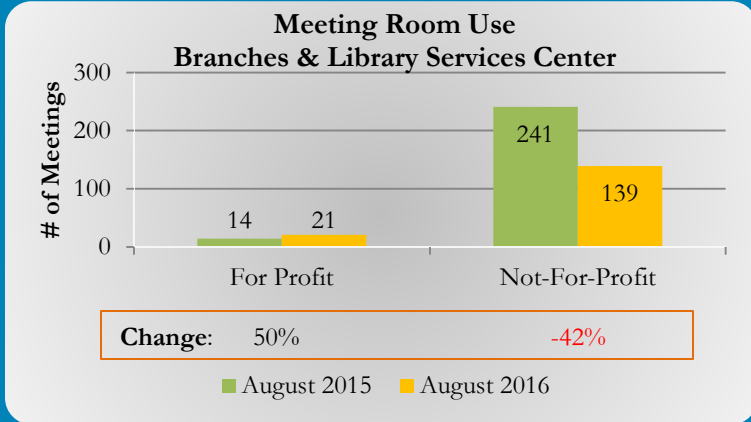
Program by Type
August 2016 v. August 2015



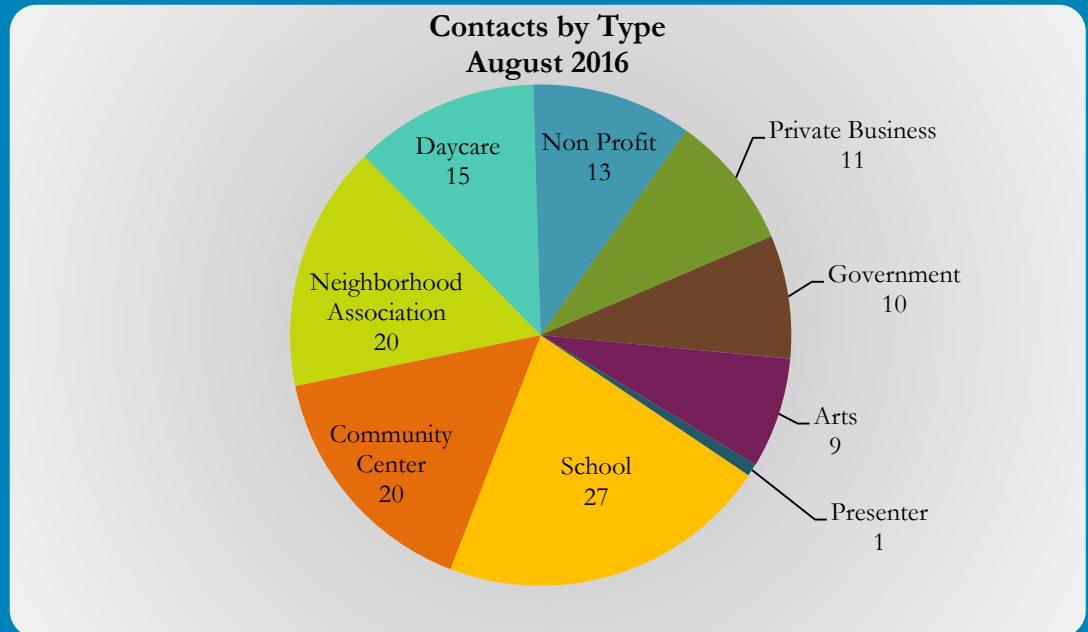
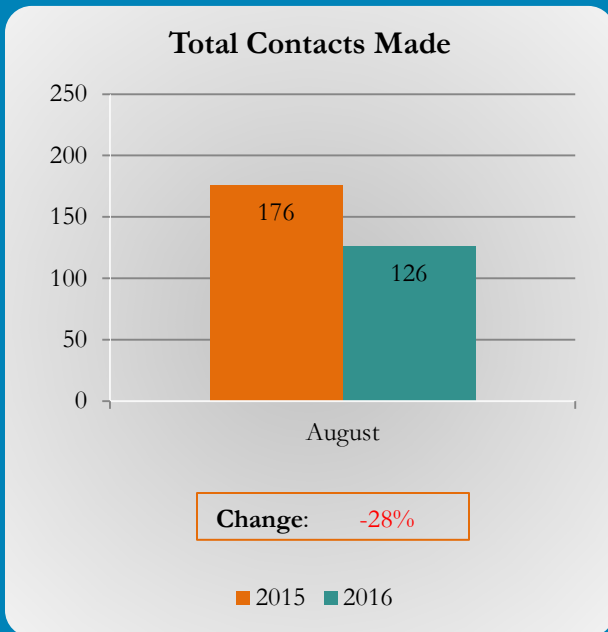
Program by Attendance
August 2016 v. August 2015



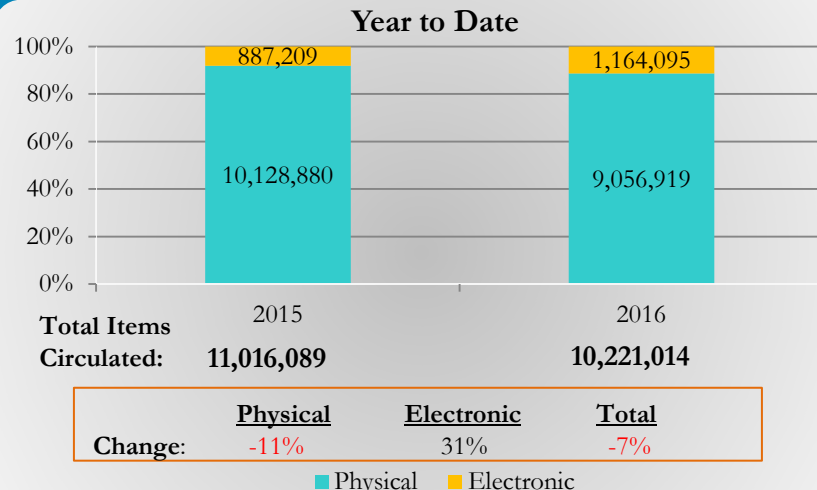
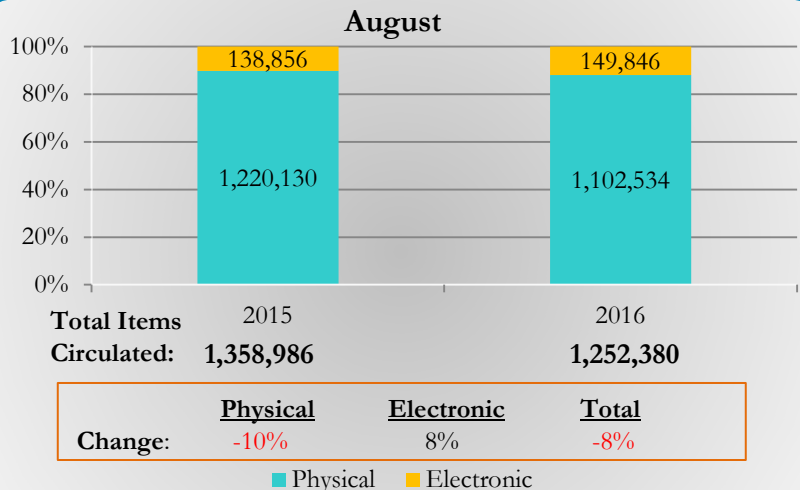
Community Room Usage



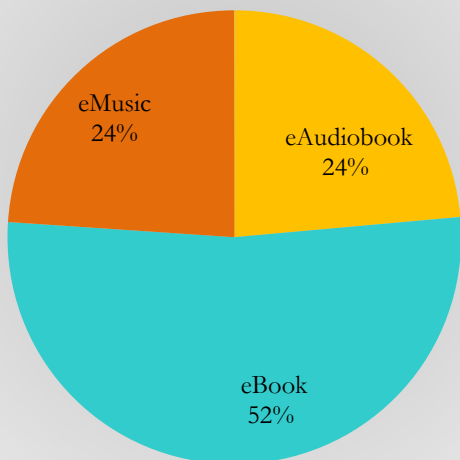
Community Contacts



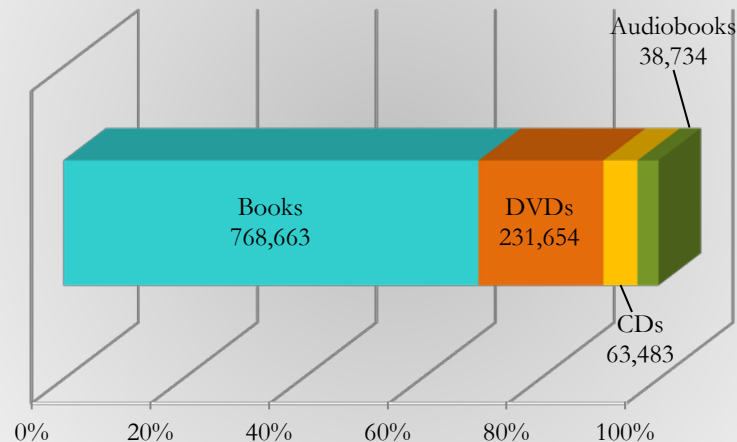
Circulation



Electronic Circulation August 2016

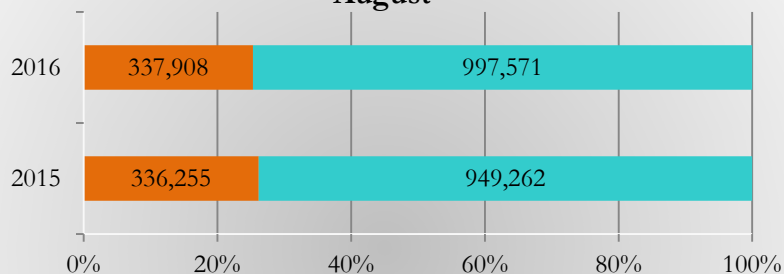


Physical Material Circulation August 2016



Patron Visits

August



Total Visits

2015
2016

August

1,285,517
1,335,479

Change

Walk-in

Web Branch

Total

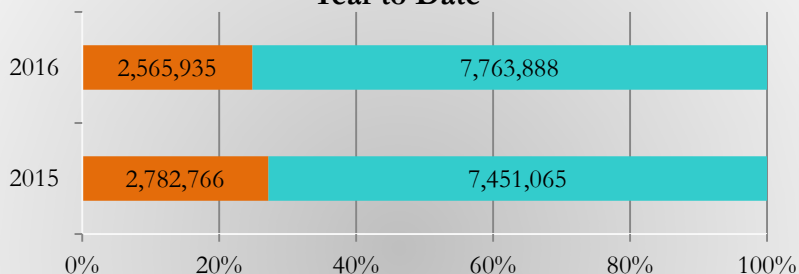
0%

5%

4%

Walk-in Web Branch

Year to Date



Total Visits

2015
2016

Year-to-Date

10,233,831
10,329,823

Change

Walk-in

Web Branch

Total

-8%

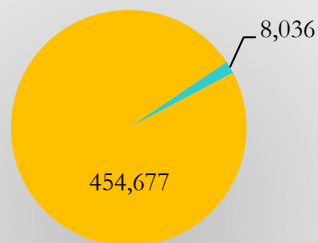
4%

1%

Walk-in Web Branch

Library Card Use

Total Borrowers



New Borrowers

August

Y-T-D

2015
2016

4,044
8,036

25,623
32,836

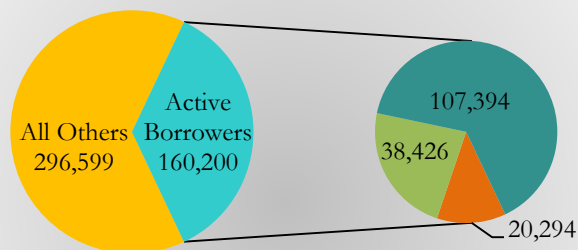
Change

99%

28%

New All Others

Active Borrowers by Card Use

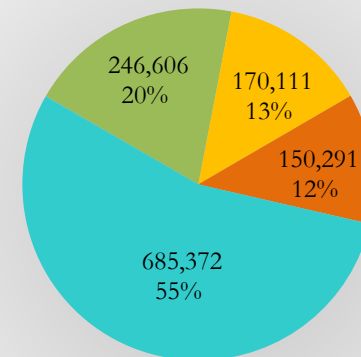


Checking-out material

Using public PCs and remote online service

Both

Borrowing Methods



Self-Check Circ Desk

Electronic Renewal

Strategic Plan Review #12 September 2016

Goal 1: Enrich Indianapolis' desire for personal growth and learning

Strategy: **Be a welcoming, one-stop source for access to online government resources'**



Background

E-government refers to the use of technology, predominantly the Internet, as a means to deliver government service to citizens, businesses, and other entities. Public Libraries are a vital link between the government and people, and they serve as the neighborhood-based extension of government agencies for over **26 million** library patrons nationally.

Libraries have traditionally served as community access points to tax information, citizenship and immigrations resources, social services, health information, and more. Today, as government agencies increase their online services, **the public library becomes an even more essential service point for E-government in the community.**

Staff serves as critical liaisons between government agencies and the community residents. They provide the **basic computer instruction** patrons require to access E-government services and complete web forms. Public libraries are **open evening and weekends**, when many government agency offices are closed. Library staff also assists people to **apply for government services** online during times of personal crisis or natural disasters. During difficult economic times, staff helps individuals **apply for unemployment** and other social service benefits.

Public Libraries around the country have responded to the needs of their communities without hesitation. A willingness to provide E-government services, however, does not mean that public libraries can easily meet all these new service demands.

Moreover, public libraries are being asked to help people solve a range of E-government challenges that go well beyond simply finding government information. Library staff helps people understand government agency programs, comprehend and use government websites, and cut through federal, state, and local government bureaucracies. **In short, people expect library staff to be experts in government in general and E-government in particular.**

1-26 Provide staff training on new online government sites to be responsive to patron needs

In order to adequately serve the Indianapolis community's E-government needs, **staff requires additional training** in the shifting digital government information landscape. For example, shelves of government documents at Central have become obsolete because more government agencies are going digital. Online government information and services are constantly updated as well, and staff needs support for continuing education about these growing E-government resources. We realize the importance for staff skill building, but the Library is just beginning to respond.

We now offer several webinars and training through Census.gov. Some links are available on the Library training page for Indiana Government Resource classes offered by the Indiana State Library. In 2015, we hosted a four week **Crash Course** in E-government and **HIP2.0**.

Reference staff at IndyPL routinely provides legal reference, especially since the Marion County Law Library closed in December 2009. A training session was offered last month to instruct **31 staff** in efficient research methods and what constitutes legal advice.

WorkOne, the largest employment resource in Indianapolis, trains Library Job Center lab assistants to use E-government resources. These neighborhood-level job centers provide patrons technological train, specialized resources, and educational opportunities for those seeking to enhance their employment skills. Over **20,000 people** have profited since 2011 from these centers located in nine library branches.

1-27 Staff is required to become current and competent on government issues

Although the Library continues to increase the number of classes offered to our staff on e-Government resource training, they are **poorly attended**. Beginning in 2017, staff assisting patrons on the public computers will be required to participate in E-Government training sessions. Better training will lead to improved institutional accountability and measurement to optimize a service that is highly valued by the public.

1-28 Improve communication to the public about government resources with the provider

Whenever a government agency asks the Library to serve as application sites, pick-up points or information centers, the Library responds. Currently, we are serving as an application site for the Section 8 low-income housing lottery. In the past, the Library has been an access point for Obamacare, and other Federal initiatives. However we often do not have adequate information or lead time to prepare. A quick reaction to these requests can be a challenge. To combat this problem, we will formulate a preparedness plan for faster and better response.

During tax season, the computer instruction team at Central teaches classes about using online resources to file income tax returns. Staff at all Library locations assist individual patrons to locate online tax-filing tools – such as TurboTax—always careful not to fill in the forms or provide any tax or legal advice.

E-government's reliance on public libraries leads to greater needs within our Library. We have robust broadband, Wi-Fi, printing facilities and work stations. We need collaboration with government agencies. We need institutional accountability and methods to measure effectiveness and patron satisfaction. Above all, we need skilled staff with adequate time to help people meet their E-government needs.



10c

August 2016 Media Report

Below is a summary of highlighted media activity in August for electronic and print media. This is a limited view, but a few 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)

- **2016 Summer Reading Program Participation Wrap-Up**
Westside Community News, Weekly View, Indianapolis Recorder, Southside Times
- **IndyPL Carnegie Libraries Receive Historic Designation**
Urban Times, Weekly View, Westside Flyer
- **Warren Branch Closing for Renovations**
Weekly View
- **"Jazz on Indiana Avenue" & "Who Was Madam C.J. Walker?" Bicentennial Programs**
NUVO, Indianapolis Recorder, Urban Times
- **Adult Summer Reading Program Special Events**
Southside Times, Urban Times, Broad Ripple Gazette, NUVO

3 newscasts sent to all staff:

- Links to coverage of Brightwood Branch eminent domain issue by WRTV and WCTY Channel 16

YouTube videos posted to website:

- Vickie Daniel to present two programs in September
- Call-the-Fever throughout August on 24-hour Call-a-Story line
- Hangzhou, China staff exchange continues with two visiting librarians
- "Ordinary Hangzhou" exhibit to open at Central Library on August 10
- Slammin' Rhymes XI Poetry Challenge call-for-entries
- Carnegie Libraries (Spades Park and East Washington branches) receive National Historic designation
- Bookmobile visits Day Early Learning Center

Above featured on August and September editions of BETWEEN THE LINES broadcast by Govt. Channel Two on Comcast 28 and Bright House 17.

Branches/Services that have merged with indypl social media . . .



InfoZone Public Library - Indianapolis



Beech Grove Branch Library



Outreach Service Section 2



Glendale Branch Library



West Indianapolis Branch Library



Board Action Request

10d1

To: IMCPL Board **Meeting Date:** September 26, 2016

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

Effective Date: September 26, 2016

Subject: Finances, Personnel and Travel Resolution 44-2016

Recommendation: Approve Finances, Personnel and Travel Resolution 44- 2016

Background: The Finances, Personnel and Travel Resolution 44- 2016 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 2016.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 44 - 2016

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 2016 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 **58599** through **58804** for a total of
\$1,809,560.37 were issued from the Operating Fund.
EFT numbers **12425** through **12590** for a total of
\$1,584,958.72 were issued from the Operating Fund.
Warrant numbers **2989** through **2995** for a total of
\$95,521.96 were issued from the Payroll Fund.
EFT numbers **466** through **473** for a total of
\$38,958.20 were issued from the Payroll Fund.
Warrant number **583** through **586** for a total of
\$242.55 were issued from the Fines Fund.
Warrant numbers **5376** through **5444** for a total of
\$34,830.73 were issued from the Gift Fund.
EFT numbers **1233** through **1265** for a total of
\$51,284.74 were issued from the Gift Fund.
Warrant numbers **267000** through **267025** and
1339 for a total of
\$8,721.01 were issued for Employee Payroll
Direct deposits numbers **320001** through **320633** and
Direct deposits numbers **340001** through **340598** for a total of
\$904,120.73 were issued for Employee Payroll
Electronic transfers for payment of taxes and garnishments for a total of
\$358,047.78 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

Patricia A. Payne

Dorothy R. Crenshaw

Rev. T.D. Robinson

William Fennema

Adam Vorderstrasse

Oscar A. Gutierrez

Dr. David W. Wantz

Dr. Terri Jett

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

Sr. Mary Luke Jones

Rebecca L. Dixon
Treasurer of the Library Board

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

No.	Type	Date	Reference	Checks	Status
12425	EFT Check	8/3/2016	A.M. BEST COMPANY, INC	\$1,314.00	Cleared
12426	EFT Check	8/3/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$175.00	Cleared
12427	EFT Check	8/3/2016	ALSCO	\$287.17	Cleared
12428	EFT Check	8/3/2016	AUSTIN BOOK SALES	\$8,654.48	Cleared
12429	EFT Check	8/3/2016	BACKGROUND BUREAU INC.	\$85.00	Cleared
12430	EFT Check	8/3/2016	Baker & Taylor	\$15,416.39	Cleared
12431	EFT Check	8/3/2016	Baker & Taylor Pre-Cat	\$11,463.00	Cleared
12432	EFT Check	8/3/2016	Baker & Taylor	\$7,005.75	Cleared
12433	EFT Check	8/3/2016	BAKER & TAYLOR	\$2,789.02	Cleared
12434	EFT Check	8/3/2016	BRODART CO.	\$2,563.51	Cleared
12435	EFT Check	8/3/2016	FINELINE PRINTING GROUP	\$410.00	Cleared
12436	EFT Check	8/3/2016	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	\$1,234.66	Cleared
12437	EFT Check	8/3/2016	INGRAM LIBRARY SERVICES	\$553.34	Cleared
12438	EFT Check	8/3/2016	J&G CARPET PLUS	\$2,725.00	Cleared
12439	EFT Check	8/3/2016	JCOS, INC.	\$864.41	Cleared
12440	EFT Check	8/3/2016	LUNA MUSIC	\$439.13	Cleared
12441	EFT Check	8/3/2016	MICHELLE L. CARTER	\$400.00	Cleared
12442	EFT Check	8/3/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$317.92	Cleared
12443	EFT Check	8/3/2016	MIDWEST TAPE - PROCESSED DVDS	\$4,885.53	Cleared
12444	EFT Check	8/3/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$3,357.95	Cleared
12445	EFT Check	8/3/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$9,555.73	Cleared
12446	EFT Check	8/3/2016	MIDWEST TAPE, LLC	\$2,302.76	Cleared
12447	EFT Check	8/3/2016	MOHLER ARCHITECTS	\$6,048.52	Cleared
12448	EFT Check	8/3/2016	OFFICE 360	\$1,741.18	Cleared
12449	EFT Check	8/3/2016	OVERDRIVE INC	\$90,365.32	Cleared
12450	EFT Check	8/3/2016	RECORDED BOOKS	\$607.79	Cleared
12451	EFT Check	8/3/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$1,843.00	Cleared
12452	EFT Check	8/3/2016	RUSSIAN PUBLISHING HOUSE	\$24.52	Cleared
12453	EFT Check	8/3/2016	STENZ MANAGEMENT COMPANY, INC.	\$5,347.32	Cleared
12454	EFT Check	8/3/2016	THOMAS REUTERS - WEST	\$4,273.58	Cleared
12455	EFT Check	8/5/2016	ADP, INC.	\$3,815.99	Cleared
12456	EFT Check	8/4/2016	FIRST AMERICAN TITLE INSURANCE CO.	\$5,000.00	Cleared
12457	EFT Check	8/10/2016	ACORN DISTRIBUTORS INC	\$3,567.85	Cleared
12458	EFT Check	8/10/2016	ALSCO	\$287.17	Cleared
12459	EFT Check	8/10/2016	Baker & Taylor	\$5,468.87	Cleared
12460	EFT Check	8/10/2016	Baker & Taylor Pre-Cat	\$5,138.59	Cleared
12461	EFT Check	8/10/2016	Baker & Taylor	\$1,860.10	Cleared
12462	EFT Check	8/10/2016	BAKER & TAYLOR	\$149,851.80	Cleared
12463	EFT Check	8/10/2016	BRODART CO.	\$225.94	Cleared
12464	EFT Check	8/10/2016	CITIZENS THERMAL ENERGY	\$16,666.27	Cleared
12465	EFT Check	8/10/2016	DELTA DENTAL	\$7,778.62	Cleared
12466	EFT Check	8/10/2016	DEMCO INC.	\$2,654.33	Cleared
12467	EFT Check	8/10/2016	FacilityDude.com	\$1,801.75	Cleared
12468	EFT Check	8/10/2016	EDUCATIONAL FURNITURE, LTD.	\$36,747.00	Cleared
12469	EFT Check	8/10/2016	FINELINE PRINTING GROUP	\$850.00	Cleared
12470	EFT Check	8/10/2016	FLEET CARE, INC.	\$174.75	Cleared
12471	EFT Check	8/10/2016	HP PRODUCTS CORPORATION	\$104.40	Cleared
12472	EFT Check	8/10/2016	INDIANA PLUMBING AND DRAIN LLC	\$443.75	Cleared
12473	EFT Check	8/10/2016	INDIANAPOLIS RECORDER	\$117.00	Cleared
12474	EFT Check	8/10/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$11,381.15	Cleared
12475	EFT Check	8/10/2016	INGRAM LIBRARY SERVICES	\$67.32	Cleared
12476	EFT Check	8/10/2016	INGRAM LIBRARY SERVICES	\$66.40	Cleared
12477	EFT Check	8/10/2016	INGRAM LIBRARY SERVICES	\$1,462.40	Cleared
12478	EFT Check	8/10/2016	INGRAM LIBRARY SERVICES	\$35,399.77	Cleared
12479	EFT Check	8/10/2016	J&G CARPET PLUS	\$575.00	Cleared
12480	EFT Check	8/10/2016	LUNA MUSIC	\$551.34	Cleared
12481	EFT Check	8/10/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$234.95	Cleared
12482	EFT Check	8/10/2016	MIDWEST TAPE - PROCESSED DVDS	\$2,457.29	Cleared
12483	EFT Check	8/10/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$6,094.34	Cleared
12484	EFT Check	8/10/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$5,034.49	Cleared
12485	EFT Check	8/10/2016	MIDWEST TAPE, LLC	\$1,734.85	Cleared
12486	EFT Check	8/10/2016	MOORE INFORMATION SERVICES, INC.	\$49.50	Cleared
12487	EFT Check	8/10/2016	OVERDRIVE INC	\$42,021.28	Cleared
12488	EFT Check	8/10/2016	PERFECTION SERVICE OF INDIANA	\$2,787.83	Cleared
12489	EFT Check	8/10/2016	RECORDED BOOKS	\$559.68	Cleared
12490	EFT Check	8/10/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$11,924.00	Cleared
12491	EFT Check	8/10/2016	RYAN FIRE PROTECTION, INC.	\$353.16	Cleared

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

No.	Type	Date	Reference	Checks	Status
12492	EFT Check	8/10/2016	STAPLES	\$10,894.04	Cleared
12493	EFT Check	8/10/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$1,519.00	Cleared
12494	EFT Check	8/10/2016	TITAN ASSOCIATES	\$63,177.18	Cleared
12495	EFT Check	8/10/2016	ULINE	\$156.26	Cleared
12496	EFT Check	8/10/2016	UNISOURCE WORLDWIDE, INC.	\$1,180.00	Cleared
12497	EFT Check	8/10/2016	Voided Unused payment	\$0.00	Voided
12498	EFT Check	8/22/2016	INDIANA DEPARTMENT OF REVENUE	\$851.12	Cleared
12499	EFT Check	8/11/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$80,444.20	Cleared
12500	EFT Check	8/17/2016	A-1 EXPEDITORS, INC.	\$553.00	Cleared
12501	EFT Check	8/17/2016	ARCDESIGN, PC	\$2,432.14	Cleared
12502	EFT Check	8/17/2016	ASI SIGNAGE INNOVATIONS	\$322.00	Cleared
12503	EFT Check	8/17/2016	BACKGROUND BUREAU INC.	\$25.00	Cleared
12504	EFT Check	8/17/2016	Baker & Taylor Pre-Cat	\$13,201.78	Cleared
12505	EFT Check	8/17/2016	Baker & Taylor	\$28,941.48	Cleared
12506	EFT Check	8/17/2016	Baker & Taylor Unprocessed	\$53.81	Cleared
12507	EFT Check	8/17/2016	BAKER & TAYLOR	\$12,383.92	Cleared
12508	EFT Check	8/17/2016	BRODART CO.	\$2,556.21	Cleared
12509	EFT Check	8/17/2016	CITIZENS THERMAL ENRGY.	\$60,376.69	Cleared
12510	EFT Check	8/17/2016	DANCORP INC. dba DANCO	\$450.00	Cleared
12511	EFT Check	8/17/2016	EBSCO ACCOUNTS RECEIVABLE	\$44.00	Cleared
12512	EFT Check	8/17/2016	FINELINE PRINTING GROUP	\$13,425.00	Cleared
12513	EFT Check	8/17/2016	INDIANAPOLIS RECORDER	\$117.00	Cleared
12514	EFT Check	8/17/2016	INGRAM LIBRARY SERVICES	\$5,577.87	Cleared
12515	EFT Check	8/17/2016	INGRAM LIBRARY SERVICES	\$43.50	Cleared
12516	EFT Check	8/17/2016	JCOS, INC.	\$18,318.75	Cleared
12517	EFT Check	8/17/2016	LUNA MUSIC	\$5,216.13	Cleared
12518	EFT Check	8/17/2016	MEZZETTA, INC.	\$310,106.22	Cleared
12519	EFT Check	8/17/2016	MIDWEST TAPE - PROCESSED DVDS	\$6,236.81	Cleared
12520	EFT Check	8/17/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$4,198.08	Cleared
12521	EFT Check	8/17/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$13,897.57	Cleared
12522	EFT Check	8/17/2016	MIDWEST TAPE, LLC	\$8,567.64	Cleared
12523	EFT Check	8/17/2016	OFFICEWORKS	\$5,644.08	Cleared
12524	EFT Check	8/17/2016	PERFECTION SERVICE OF INDIANA	\$3,100.00	Cleared
12525	EFT Check	8/17/2016	RECORDED BOOKS	\$79.98	Cleared
12526	EFT Check	8/17/2016	ALLIED RECEIVABLES FUNDING, INC.	\$3,954.39	Cleared
12527	EFT Check	8/17/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$9,115.00	Cleared
12528	EFT Check	8/17/2016	RYAN FIRE PROTECTION, INC.	\$364.00	Cleared
12529	EFT Check	8/17/2016	SENSORY TECHNOLOGIES	\$26,656.00	Cleared
12530	EFT Check	8/17/2016	TITAN ASSOCIATES	\$1,928.50	Cleared
12531	EFT Check	8/17/2016	UNIQUE MANAGEMENT SERVICES, INC.	\$6,593.95	Cleared
12532	EFT Check	8/19/2016	ADP, INC.	\$1,053.00	Cleared
12533	EFT Check	8/19/2016	ADP, INC.	\$3,852.45	Cleared
12534	EFT Check	8/25/2016	Baker & Taylor Pre-Cat	\$9,146.82	Cleared
12535	EFT Check	8/25/2016	Baker & Taylor	\$7,790.47	Cleared
12536	EFT Check	8/25/2016	BRODART CO.	\$444.34	Cleared
12537	EFT Check	8/25/2016	CALIFORNIA NEWSREEL	\$155.85	Cleared
12538	EFT Check	8/25/2016	CDW GOVERNMENT, INC.	\$4,503.46	Cleared
12539	EFT Check	8/25/2016	DEMCO INC.	\$1,226.35	Cleared
12540	EFT Check	8/25/2016	DENISON PARKING	\$5,749.00	Cleared
12541	EFT Check	8/25/2016	EXPODESIGN, INC.	\$1,339.50	Cleared
12542	EFT Check	8/25/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$740.00	Cleared
12543	EFT Check	8/25/2016	J&G CARPET PLUS	\$525.00	Cleared
12544	EFT Check	8/25/2016	LUNA MUSIC	\$2,486.05	Cleared
12545	EFT Check	8/25/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$1,087.77	Cleared
12546	EFT Check	8/25/2016	MIDWEST TAPE - PROCESSED DVDS	\$1,727.88	Cleared
12547	EFT Check	8/25/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$1,884.11	Cleared
12548	EFT Check	8/25/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$11,944.39	Cleared
12549	EFT Check	8/25/2016	MIDWEST TAPE, LLC	\$6,453.64	Cleared
12550	EFT Check	8/25/2016	OMATIC SOFTWARE, LLC	\$700.00	Cleared
12551	EFT Check	8/25/2016	PERFECTION SERVICE OF INDIANA	\$5,173.12	Cleared
12552	EFT Check	8/25/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$14,421.01	Cleared
12553	EFT Check	8/25/2016	SENSORY TECHNOLOGIES	\$8,993.00	Cleared
12554	EFT Check	8/24/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$80,066.67	Cleared
12555	EFT Check	8/31/2016	Abell Elevator Service Co., d/b/a Oracle Elevator Co.	\$1,662.50	Outstanding
12556	EFT Check	8/31/2016	ACORN DISTRIBUTORS INC	\$695.35	Outstanding
12557	EFT Check	8/31/2016	AUSTIN BOOK SALES	\$1,388.98	Outstanding
12558	EFT Check	8/31/2016	BACKGROUND BUREAU INC.	\$50.00	Outstanding

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

No.	Type	Date	Reference	Checks	Status
12559	EFT Check	8/31/2016	Baker & Taylor	\$10,073.30	Outstanding
12560	EFT Check	8/31/2016	Baker & Taylor Pre-Cat	\$13,322.60	Outstanding
12561	EFT Check	8/31/2016	Baker & Taylor	\$1,626.19	Outstanding
12562	EFT Check	8/31/2016	Baker & Taylor Unprocessed	\$19.06	Outstanding
12563	EFT Check	8/31/2016	BAKER & TAYLOR	\$10.39	Outstanding
12564	EFT Check	8/31/2016	CDW GOVERNMENT, INC.	\$121.87	Outstanding
12565	EFT Check	8/31/2016	DANCORP INC. dba DANCO	\$450.00	Outstanding
12566	EFT Check	8/31/2016	DEMCO INC.	\$1,739.50	Outstanding
12567	EFT Check	8/31/2016	FINELINE PRINTING GROUP	\$1,050.00	Outstanding
12568	EFT Check	8/31/2016	GRAINGER	\$176.57	Outstanding
12569	EFT Check	8/31/2016	HP PRODUCTS CORPORATION	\$317.70	Outstanding
12570	EFT Check	8/31/2016	INDIANA PLUMBING AND DRAIN LLC	\$853.00	Outstanding
12571	EFT Check	8/31/2016	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	\$4,975.98	Outstanding
12572	EFT Check	8/31/2016	INGRAM LIBRARY SERVICES	\$5,040.76	Outstanding
12573	EFT Check	8/31/2016	IRVINGTON PRESBYTERIAN CHURCH	\$929.17	Outstanding
12574	EFT Check	8/31/2016	LUNA MUSIC	\$331.05	Outstanding
12575	EFT Check	8/31/2016	MIDWEST TAPE - AUDIOBOOKS ONLY	\$6,326.37	Outstanding
12576	EFT Check	8/31/2016	MIDWEST TAPE - PROCESSED DVDS	\$6,421.68	Outstanding
12577	EFT Check	8/31/2016	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	\$4,403.52	Outstanding
12578	EFT Check	8/31/2016	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	\$25,099.15	Outstanding
12579	EFT Check	8/31/2016	MIDWEST TAPE, LLC	\$1,980.66	Outstanding
12580	EFT Check	8/31/2016	OFFICE 360	\$418.25	Outstanding
12581	EFT Check	8/31/2016	OFFICEWORKS	\$775.84	Outstanding
12582	EFT Check	8/31/2016	OVERDRIVE INC	\$219.11	Outstanding
12583	EFT Check	8/31/2016	PERFECTION SERVICE OF INDIANA	\$6,907.39	Outstanding
12584	EFT Check	8/31/2016	RECORDED BOOKS	\$5,247.17	Outstanding
12585	EFT Check	8/31/2016	RICHARD LOPEZ ELECTRICAL, LLC	\$10,550.00	Outstanding
12586	EFT Check	8/31/2016	STENZ MANAGEMENT COMPANY, INC.	\$5,478.57	Outstanding
12587	EFT Check	8/31/2016	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	\$517.33	Outstanding
12588	EFT Check	8/31/2016	THOMAS REUTERS - WEST	\$4,273.58	Outstanding
12589	EFT Check	8/31/2016	TRAF-SYS, INC.	\$1,520.00	Outstanding
12590	EFT Check	8/31/2016	VOCERA COMMUNICATIONS, INC.	\$13,460.04	Outstanding
58599	Computer Check	8/3/2016	ACTION PEST CONTROL, INC.	\$250.00	Cleared
58600	Computer Check	8/3/2016	ADP, INC.	\$565.44	Cleared
58601	Computer Check	8/3/2016	ADTEC	\$3,810.00	Cleared
58602	Computer Check	8/3/2016	AIC IRRIGATION	\$1,700.00	Cleared
58603	Computer Check	8/3/2016	LONG PRINTING SERVICES, INC.	\$652.61	Cleared
58604	Computer Check	8/3/2016	AMERICAN LIBRARY ASSOCIATION	\$360.00	Cleared
58605	Computer Check	8/3/2016	ASCAP	\$94.62	Cleared
58606	Computer Check	8/3/2016	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	\$318.00	Cleared
58607	Computer Check	8/3/2016	AT&T	\$1,925.00	Cleared
58608	Computer Check	8/3/2016	AT&T MOBILITY	\$1,047.20	Cleared
58609	Computer Check	8/3/2016	BEECH GROVE SEWAGE WORKS	\$143.11	Cleared
58610	Computer Check	8/3/2016	BETH ANN BROADHURST	\$100.00	Cleared
58611	Computer Check	8/3/2016	CENTRAL SECURITY & COMMUNICATIONS	\$10,274.52	Cleared
58612	Computer Check	8/3/2016	CINTAS CORPORATION #018	\$46.51	Cleared
58613	Computer Check	8/3/2016	CITIZENS ENERGY GROUP	\$3,906.64	Cleared
58614	Computer Check	8/3/2016	DANA L. FORD	\$350.00	Cleared
58615	Computer Check	8/3/2016	GALE GROUP THE	\$79.18	Cleared
58616	Computer Check	8/3/2016	GERALD W. ZIMMERMAN	\$1,200.00	Cleared
58617	Computer Check	8/3/2016	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$196.53	Cleared
58618	Computer Check	8/3/2016	INDIANA LIBRARY FEDERATION	\$50.00	Cleared
58619	Computer Check	8/3/2016	INDIANA NEWSPAPERS, INC.	\$356.02	Cleared
58620	Computer Check	8/3/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$68,831.38	Cleared
58621	Computer Check	8/3/2016	INDY TRANSLATIONS, LLC	\$75.00	Cleared
58622	Computer Check	8/3/2016	JACKSON SYSTEMS	\$293.00	Cleared
58623	Computer Check	8/3/2016	Kiwanis Club of Indy-It's 5o'clock Somewhere	\$127.00	Outstanding
58624	Computer Check	8/3/2016	LEADERSHIP INDIANAPOLIS	\$650.00	Cleared
58625	Computer Check	8/3/2016	LIGHTNING TWO WAY RADIO, INC.	\$490.00	Cleared
58626	Computer Check	8/3/2016	LSC PETTY CASH	\$34.00	Cleared
58627	Computer Check	8/3/2016	MAKER NAVIGATOR, INC.	\$2,000.00	Cleared
58628	Computer Check	8/3/2016	METRIC ENVIRONMENTAL	\$4,004.45	Cleared
58629	Computer Check	8/3/2016	Movietyme Video Productions	\$3,443.95	Cleared
58630	Computer Check	8/3/2016	NATIONAL REGISTER PUBLISHING	\$373.70	Cleared
58631	Computer Check	8/3/2016	ORACLE ELEVATOR COMPANY	\$4,600.00	Cleared
58632	Computer Check	8/3/2016	Paypal	\$54.10	Cleared
58633	Computer Check	8/3/2016	PITNEY BOWES, INC.	\$86.25	Cleared

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

No.	Type	Date	Reference	Checks	Status
58634	Computer Check	8/3/2016	PRESIDIO INFRASTRUCTURE SOLUTIONS LLC	\$63,019.81	Cleared
58635	Computer Check	8/3/2016	PRICE DIGESTS	\$1,055.40	Cleared
58636	Computer Check	8/3/2016	PRSA 2016 INTERNATIONAL CONFERENCE	\$3,190.00	Cleared
58637	Computer Check	8/3/2016	REPROGRAPHIX, INC.	\$118.00	Cleared
58638	Computer Check	8/3/2016	SECURITAS SECURITY SERVICES USA, INC.	\$393.75	Cleared
58639	Computer Check	8/3/2016	Shelby Upholstering & Interiors	\$1,925.00	Cleared
58640	Computer Check	8/3/2016	SONDHI SOLUTIONS	\$120.00	Cleared
58641	Computer Check	8/3/2016	SPORTS COLLECTORS DIGEST	\$39.98	Cleared
58642	Computer Check	8/3/2016	THE TUESDAY AGENCY	\$2,750.00	Cleared
58643	Computer Check	8/3/2016	WINNING EXPERIENCES	\$480.00	Cleared
58644	Computer Check	8/10/2016	ALLEN IRRIGATION COMPANY, INC.	\$517.00	Cleared
58645	Computer Check	8/10/2016	AMERICAN UNITED LIFE INSURANCE CO	\$2,856.20	Cleared
58646	Computer Check	8/10/2016	ANTHEM INSURANCE COMPANIES, INC.	\$220,360.27	Cleared
58647	Computer Check	8/10/2016	B & R SERVICES	\$1,633.50	Cleared
58648	Computer Check	8/10/2016	BLACKMORE & BUCKNER ROOFING	\$2,100.00	Cleared
58649	Computer Check	8/10/2016	BOWEN TECHNOVATION	\$314.00	Cleared
58650	Computer Check	8/10/2016	C.E. REEVE ROOFING, LLC	\$400.00	Cleared
58651	Computer Check	8/10/2016	CENTRAL LIBRARY (PETTY CASH)	\$109.94	Cleared
58652	Computer Check	8/10/2016	CHILDREN'S PLUS INC.	\$4,351.75	Cleared
58653	Computer Check	8/10/2016	CINTAS CORPORATION #018	\$130.76	Cleared
58654	Computer Check	8/10/2016	CITIZENS ENERGY GROUP	\$2,361.32	Cleared
58655	Computer Check	8/10/2016	EF MARBURGER	\$2,780.00	Cleared
58656	Computer Check	8/10/2016	GALE GROUP THE	\$24,770.00	Cleared
58657	Computer Check	8/10/2016	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	\$336.34	Cleared
58658	Computer Check	8/10/2016	GUARDIAN	\$2,937.85	Cleared
58659	Computer Check	8/10/2016	IMPACT SIGN & GRAPHICS	\$873.95	Cleared
58660	Computer Check	8/10/2016	INDIANA LIBRARY FEDERATION	\$25.00	Cleared
58661	Computer Check	8/10/2016	INDIANA NEWSPAPERS, INC.	\$241.90	Outstanding
58662	Computer Check	8/10/2016	INFORMATION TODAY, INC.	\$684.53	Cleared
58663	Computer Check	8/10/2016	J. W. PEPPER & SON, INC.	\$469.93	Outstanding
58664	Computer Check	8/10/2016	JP MORGAN CHASE BANK	\$7,629.76	Cleared
58665	Computer Check	8/10/2016	LeEta White	\$150.00	Cleared
58666	Computer Check	8/10/2016	LIGHTNING TWO WAY RADIO, INC.	\$286.75	Cleared
58667	Computer Check	8/10/2016	M.C.A.F.	\$75.00	Cleared
58668	Computer Check	8/10/2016	MAGAZINE LINE	\$29.00	Cleared
58669	Computer Check	8/10/2016	MELISSA & DOUG, INC.	\$90.60	Cleared
58670	Computer Check	8/10/2016	MUHAMMAD SIDDEEQ	\$63.96	Cleared
58671	Computer Check	8/10/2016	PROVIDENCE CRISTO REY HIGH SCHOOL	\$1,170.00	Cleared
58672	Computer Check	8/10/2016	REPROGRAPHIX, INC.	\$48.00	Cleared
58673	Computer Check	8/10/2016	RJE BUSINESS INTERIORS	\$1,372.07	Cleared
58674	Computer Check	8/10/2016	SECURITAS SECURITY SERVICES USA, INC.	\$14,291.47	Cleared
58675	Computer Check	8/10/2016	TRUCK PAINTING SPECIALISTS	\$675.00	Cleared
58676	Computer Check	8/10/2016	U.S. HealthWorks Medical Group IN, PC	\$85.74	Cleared
58677	Computer Check	8/17/2016	BEECH GROVE BRANCH LIBRARY	\$66.14	Cleared
58678	Computer Check	8/17/2016	AIRCON ENGINEERING, INC.	\$581.25	Cleared
58679	Computer Check	8/17/2016	AMERICAN BANKERS INSURANCE COMPANY OF FLORIDA	\$9,143.00	Cleared
58680	Computer Check	8/17/2016	BACKSTAGE LIBRARY WORKS	\$1,411.98	Outstanding
58681	Computer Check	8/17/2016	CENTER POINT PRESS	\$203.13	Cleared
58682	Computer Check	8/17/2016	CENTRAL INDIANA HARDWARE-SCHRICKER DIVISION	\$3,382.22	Cleared
58683	Computer Check	8/17/2016	CENTRAL SECURITY & COMMUNICATIONS	\$107.10	Cleared
58684	Computer Check	8/17/2016	CHILDREN'S PLUS INC.	\$10,592.95	Cleared
58685	Computer Check	8/17/2016	CINTAS CORPORATION #018	\$84.25	Cleared
58686	Computer Check	8/17/2016	CITIZENS ENERGY GROUP	\$888.75	Cleared
58687	Computer Check	8/17/2016	CITYOGA SCHOOL OF YOGA & HEALTH	\$75.00	Cleared
58688	Computer Check	8/17/2016	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	\$27,168.50	Cleared
58689	Computer Check	8/17/2016	COMMUNITY OCCUPATIONAL HEALTH SERVICES	\$1,835.00	Cleared
58690	Computer Check	8/17/2016	CORNERSTONE BREAD CO., INC. DBA REFRESH CAFE	\$2,655.00	Cleared
58691	Computer Check	8/17/2016	COURT & COMMERCIAL RECORD	\$146.27	Cleared
58692	Computer Check	8/17/2016	CROSSROADS DOCUMENT SERVICES	\$3,810.00	Outstanding
58693	Computer Check	8/17/2016	CULLIGAN OF INDIANAPOLIS	\$135.85	Cleared
58694	Computer Check	8/17/2016	DACO GLASS & GLAZING INC.	\$865.00	Cleared
58695	Computer Check	8/17/2016	GALE GROUP THE	\$2,220.16	Cleared
58696	Computer Check	8/17/2016	GRAND VALLEY STATE UNIVERSITY	\$360.00	Voided
58697	Computer Check	8/17/2016	HOGAN TRANSFER & STORAGE CORP.	\$1,592.00	Cleared
58698	Computer Check	8/17/2016	INDIANA ALCOHOL AND TOBACCO COMMISSION	\$50.00	Outstanding
58699	Computer Check	8/17/2016	INDIANA DEPARTMENT WORKFORCE DEV	\$935.00	Cleared
58700	Computer Check	8/17/2016	INDIANAPOLIS FLEET SERVICES	\$1,601.88	Cleared

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

No.	Type	Date	Reference	Checks	Status
58701	Computer Check	8/17/2016	INDIANAPOLIS POWER & LIGHT COMPANY	\$11,993.17	Cleared
58702	Computer Check	8/17/2016	INTERNATIONAL MARKETPLACE COALITION	\$75.00	Cleared
58703	Computer Check	8/17/2016	J. W. PEPPER & SON, INC.	\$48.00	Cleared
58704	Computer Check	8/17/2016	JIM GILL, INC.	\$5,000.00	Cleared
58705	Computer Check	8/17/2016	KOORSEN SECURITY TECHNOLOGY	\$241.25	Cleared
58706	Computer Check	8/17/2016	LAKESHORE LEARNING MATERIALS	\$112.42	Cleared
58707	Computer Check	8/17/2016	MACALLISTER MACHINERY CO., INC.	\$881.00	Cleared
58708	Computer Check	8/17/2016	MACDOUGALL PIERCE CONSTRUCTION, INC.	\$248,932.80	Cleared
58709	Computer Check	8/17/2016	I-MCPL - MACDOUGALL RETAINAGE	\$27,659.20	Cleared
58710	Computer Check	8/17/2016	MATT SMITH	\$360.00	Cleared
58711	Computer Check	8/17/2016	MELISSA & DOUG, INC.	\$1,716.81	Cleared
58712	Computer Check	8/17/2016	MEZZETTA, INC.	\$34,456.25	Voided
58713	Computer Check	8/17/2016	SECURITAS SECURITY SERVICES USA, INC.	\$28,888.73	Cleared
58714	Computer Check	8/17/2016	THE FRANKLIN TOWNSHIP CIVIC LEAGUE	\$33.00	Cleared
58715	Computer Check	8/17/2016	TBS - INDIANA	\$574.88	Voided
58716	Computer Check	8/17/2016	U.S. HealthWorks Medical Group IN, PC	\$85.74	Cleared
58717	Computer Check	8/17/2016	URBAN LIBRARIES COUNCIL	\$150.00	Outstanding
58718	Computer Check	8/17/2016	YOUNG ACTOR'S THEATER	\$2,000.00	Outstanding
58719	Computer Check	8/18/2016	IMCPL - Mezzetta Retainage - WARREN	\$25,776.36	Cleared
58720	Computer Check	8/18/2016	IMCPL - Mezzetta Retainage - Southport	\$8,679.89	Cleared
58721	Computer Check	8/18/2016	TOSHIBA FINANCIAL SERVICES	\$574.88	Cleared
58722	Computer Check	8/22/2016	JP MORGAN CHASE BANK	\$5,664.52	Cleared
58723	Computer Check	8/22/2016	SAMANTHA MINNIS	\$360.00	Outstanding
58724	Computer Check	8/25/2016	A CLASSIC PARTY RENTAL CO.	\$141.25	Cleared
58725	Computer Check	8/25/2016	ADP, INC.	\$583.11	Outstanding
58726	Computer Check	8/25/2016	AMERICAN LIBRARY ASSOCIATION	\$108.00	Outstanding
58727	Computer Check	8/25/2016	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	\$159,274.00	Outstanding
58728	Computer Check	8/25/2016	AT&T	\$85.70	Cleared
58729	Computer Check	8/25/2016	AT&T	\$2,009.23	Outstanding
58730	Computer Check	8/25/2016	AT&T	\$3,333.99	Outstanding
58731	Computer Check	8/25/2016	AT&T	\$212.79	Outstanding
58732	Computer Check	8/25/2016	BARDACH AWARDS	\$20.92	Outstanding
58733	Computer Check	8/25/2016	Beech Grove (Petty Cash)	\$50.00	Cleared
58734	Computer Check	8/25/2016	BIBLIOTHECA	\$3,296.00	Outstanding
58735	Computer Check	8/25/2016	CENTER POINT PRESS	\$666.90	Outstanding
58736	Computer Check	8/25/2016	CENTRAL TECHNOLOGY INC.	\$974.00	Outstanding
58737	Computer Check	8/25/2016	CHILDREN'S PLUS INC.	\$2,212.55	Outstanding
58738	Computer Check	8/25/2016	CHRISTIAN BOOK DISTRIBUTORS	\$403.51	Outstanding
58739	Computer Check	8/25/2016	CITIZENS ENERGY GROUP	\$1,246.48	Cleared
58740	Computer Check	8/25/2016	GALE GROUP THE	\$1,881.11	Outstanding
58741	Computer Check	8/25/2016	Gale/CENGAGE Learning	\$372,450.00	Outstanding
58742	Computer Check	8/25/2016	Hall, Render, Killian, Heath & Lyman, P.C.	\$216.00	Outstanding
58743	Computer Check	8/25/2016	HEWLETT PACKARD ENTERPRISE COMPANY	\$12,108.52	Cleared
58744	Computer Check	8/25/2016	INDIANA NEWSPAPERS, INC.	\$473.01	Outstanding
58745	Computer Check	8/25/2016	Interactive Sciences, Inc	\$1,871.04	Outstanding
58746	Computer Check	8/25/2016	INTERNATIONAL LIVE EVENTS ASSOCIATION	\$80.00	Outstanding
58747	Computer Check	8/25/2016	J. W. PEPPER & SON, INC.	\$214.88	Outstanding
58748	Computer Check	8/25/2016	LSC PETTY CASH	\$202.50	Cleared
58749	Computer Check	8/25/2016	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	\$126,258.47	Cleared
58750	Computer Check	8/25/2016	MOODY NOLAN, INC.	\$703.13	Outstanding
58751	Computer Check	8/25/2016	Movietyme Video Productions	\$3,724.20	Outstanding
58752	Computer Check	8/25/2016	PCM-G	\$411.48	Outstanding
58753	Computer Check	8/25/2016	RICOH USA, INC.	\$4,222.14	Outstanding
58754	Computer Check	8/25/2016	SACRED HEART BOOKS AND GIFTS	\$2,152.45	Outstanding
58755	Computer Check	8/25/2016	SECURITAS SECURITY SERVICES USA, INC.	\$81.25	Outstanding
58756	Computer Check	8/25/2016	SONDHI SOLUTIONS	\$60.00	Outstanding
58757	Computer Check	8/25/2016	VERNON LIBRARY SUPPLIES	\$956.66	Outstanding
58758	Computer Check	8/25/2016	KATHLEEN UNDERWOOD	\$106.92	Cleared
58759	Computer Check	8/25/2016	Maureen Beasley	\$93.96	Cleared
58760	Computer Check	8/31/2016	APEX BENEFITS GROUP	\$12,500.00	Outstanding
58761	Computer Check	8/31/2016	Arab Termite and Pest Control, Inc.	\$1,990.00	Outstanding
58762	Computer Check	8/31/2016	Association of Bookmobile & Outreach Services	\$700.00	Outstanding
58763	Computer Check	8/31/2016	AT&T	\$1,870.12	Voided
58764	Computer Check	8/31/2016	AT&T	\$17.55	Outstanding
58765	Computer Check	8/31/2016	AT&T MOBILITY	\$1,079.57	Outstanding
58766	Computer Check	8/31/2016	BARDACH AWARDS	\$235.00	Outstanding
58767	Computer Check	8/31/2016	BLACKMORE & BUCKNER ROOFING	\$339.50	Outstanding

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNT

No.	Type	Date	Reference	Checks	Status
58768	Computer Check	8/31/2016	BRIGHTWOOD INVESTORS, LLC	\$3,765.68	Outstanding
58769	Computer Check	8/31/2016	CENTRAL LIBRARY (PETTY CASH)	\$103.94	Outstanding
58770	Computer Check	8/31/2016	CHC WELLNESS	\$450.00	Outstanding
58771	Computer Check	8/31/2016	CINTAS CORPORATION #018	\$84.25	Outstanding
58772	Computer Check	8/31/2016	CITIZENS ENERGY GROUP	\$4,066.20	Outstanding
58773	Computer Check	8/31/2016	Constellation NewEnergy Gas Division, LLC	\$691.07	Outstanding
58774	Computer Check	8/31/2016	CONVENIENT TAPE & SUPPLIES	\$1,663.75	Outstanding
58775	Computer Check	8/31/2016	DACO GLASS & GLAZING INC.	\$676.00	Outstanding
58776	Computer Check	8/31/2016	DYNAMARK GRAPHICS GROUP	\$328.51	Outstanding
58777	Computer Check	8/31/2016	FLANNER HOUSE OF INDIANAPOLIS, INC.	\$2,716.67	Outstanding
58778	Computer Check	8/31/2016	FOUNTAIN BLOCK DEVELOPMENT L.P.	\$4,804.42	Outstanding
58779	Computer Check	8/31/2016	GALE GROUP THE	\$446.13	Outstanding
58780	Computer Check	8/31/2016	GLENDALE TOWN CENTER	\$23,812.50	Outstanding
58781	Computer Check	8/31/2016	IBJ BOOK PUBLISHING	\$320.20	Outstanding
58782	Computer Check	8/31/2016	IDI, LLC	\$415.00	Outstanding
58783	Computer Check	8/31/2016	IMPERIAL RESTORATIONS	\$1,580.00	Outstanding
58784	Computer Check	8/31/2016	INDIANA CHAMBER OF COMMERCE	\$1,167.84	Outstanding
58785	Computer Check	8/31/2016	INDIANA CONNECTED EDUCATORS	\$400.00	Outstanding
58786	Computer Check	8/31/2016	INDIANA DEPARTMENT OF HOMELAND SECURITY	\$600.00	Outstanding
58787	Computer Check	8/31/2016	INDIANA LIBRARY FEDERATION	\$595.00	Outstanding
58788	Computer Check	8/31/2016	JERALD M. GILPIN	\$300.00	Outstanding
58789	Computer Check	8/31/2016	LAKESHORE LEARNING MATERIALS	\$2,088.56	Outstanding
58790	Computer Check	8/31/2016	LEVEL (3) COMMUNICATIONS, LLC	\$8,341.12	Outstanding
58791	Computer Check	8/31/2016	LIGHTNING TWO WAY RADIO, INC.	\$173.00	Outstanding
58792	Computer Check	8/31/2016	OCLC, INC.	\$8,471.65	Outstanding
58793	Computer Check	8/31/2016	ORACLE ELEVATOR COMPANY	\$1,810.00	Outstanding
58794	Computer Check	8/31/2016	PROFESSIONAL GARAGE DOOR SYSTEMS	\$283.00	Outstanding
58795	Computer Check	8/31/2016	RADWAY PIANO SERVICE	\$95.00	Outstanding
58796	Computer Check	8/31/2016	RAYMOND E. BOOMHOWER	\$200.00	Outstanding
58797	Computer Check	8/31/2016	SAGE PUBLICATIONS INC.	\$34,000.00	Outstanding
58798	Computer Check	8/31/2016	SECURITAS SECURITY SERVICES USA, INC.	\$15,297.87	Outstanding
58799	Computer Check	8/31/2016	SIGNS BY TOMORROW - INDY NW	\$50.00	Outstanding
58800	Computer Check	8/31/2016	SIRSIDYNIX	\$2,500.00	Outstanding
58801	Computer Check	8/31/2016	SPRINT PCS	\$209.94	Outstanding
58802	Computer Check	8/31/2016	TERESA BRUCE & JOSEPH BRUCE	\$300.00	Outstanding
58803	Computer Check	8/31/2016	U.S. HealthWorks Medical Group IN, PC	\$85.74	Outstanding
58804	Computer Check	8/31/2016	VERITAS TECHNOLOGIES, LLC	\$11,073.37	Outstanding
			Total	<u>\$3,394,519.09</u>	

Summary by Transaction Type:

Computer Check	\$1,809,560.37
EFT Check	\$1,584,958.72
Total Payments	\$3,357,257.84
Total Voided Items	\$37,261.25

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

No.	Type	Date	Reference	Checks	Status
466	EFT Check	8/10/2016	DELTA DENTAL	\$4,234.31	Cleared
467	EFT Check	8/10/2016	UNITED WAY OF CENTRAL INDIANA INC.	\$412.80	Cleared
468	EFT Check	8/11/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$6,641.57	Cleared
469	EFT Check	8/12/2016	FIDELITY INVESTMENTS	\$6,051.33	Cleared
470	EFT Check	8/12/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,467.00	Cleared
471	EFT Check	8/26/2016	AMERICAN UNITED LIFE INSURANCE CO	\$4,467.00	Cleared
472	EFT Check	8/25/2016	FIDELITY INVESTMENTS	\$6,051.33	Cleared
473	EFT Check	8/24/2016	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	\$6,632.86	Cleared
2989	Computer Check	8/3/2016	The Indianapolis Public Library Foundation	\$1,051.58	Cleared
2990	Computer Check	8/10/2016	AFSCME COUNCIL 962	\$3,012.12	Cleared
2991	Computer Check	8/10/2016	AMERICAN UNITED LIFE INSURANCE CO	\$338.49	Cleared
2992	Computer Check	8/10/2016	AMERICAN UNITED LIFE	\$3,649.08	Cleared
2993	Computer Check	8/10/2016	ANTHEM INSURANCE COMPANIES, INC.	\$76,639.73	Cleared
2994	Computer Check	8/10/2016	GUARDIAN	\$10,510.71	Cleared
2995	Computer Check	8/10/2016	LegalShield	\$320.25	Cleared
			Total	<u>\$134,480.16</u>	

Summary by Transaction Type:

Computer Check	\$95,521.96
EFT Check	\$38,958.20
Total Payments	\$134,480.16
Total Voided Items	\$0.00

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Checks	Status
583	Computer Check	8/3/2016	TWANNETTE S. HARRINGTON	\$12.74	Cleared
584	Computer Check	8/17/2016	WHITING PUBLIC LIBRARY	\$35.00	Voided
585	Computer Check	8/25/2016	SHIV O'NEILL	\$119.90	Outstanding
586	Computer Check	8/31/2016	MARY JANE EVERS	\$74.91	Voided
			Total	<u>\$242.55</u>	

Summary by Transaction Type:

Computer Check	\$242.55
EFT Check	\$0.00
Total Payments	\$132.64
Total Voided Items	\$109.91

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

No.	Type	Date	Reference	Checks	Status
1233	EFT Check	8/3/2016	Baker & Taylor	\$127.35	Cleared
1234	EFT Check	8/3/2016	Baker & Taylor	\$95.91	Cleared
1235	EFT Check	8/3/2016	BAKER & TAYLOR	\$145.32	Cleared
1236	EFT Check	8/3/2016	DEMCO INC.	\$635.19	Cleared
1237	EFT Check	8/3/2016	GISELLE M. ANDOLZ-DURON	\$200.00	Cleared
1238	EFT Check	8/3/2016	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	\$1,000.00	Cleared
1239	EFT Check	8/3/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$1,600.00	Cleared
1240	EFT Check	8/3/2016	IMCPL	\$60.23	Cleared
1241	EFT Check	8/3/2016	RUSSIAN PUBLISHING HOUSE	\$2,409.69	Cleared
1242	EFT Check	8/10/2016	Baker & Taylor Pre-Cat	\$10.70	Cleared
1243	EFT Check	8/10/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$23,106.92	Cleared
1244	EFT Check	8/10/2016	INGRAM LIBRARY SERVICES	\$3,313.58	Cleared
1245	EFT Check	8/10/2016	KLINES QUALITY WATER, INC.	\$43.50	Cleared
1246	EFT Check	8/10/2016	STAPLES	\$125.90	Cleared
1247	EFT Check	8/10/2016	TOY INVESTMENTS, INC.	\$423.73	Cleared
1248	EFT Check	8/17/2016	Baker & Taylor Pre-Cat	\$59.94	Cleared
1249	EFT Check	8/17/2016	Baker & Taylor	\$28.26	Cleared
1250	EFT Check	8/17/2016	BAKER & TAYLOR	\$5.99	Cleared
1251	EFT Check	8/17/2016	BRODART CO.	\$982.10	Cleared
1252	EFT Check	8/17/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$2,000.00	Cleared
1253	EFT Check	8/17/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$700.00	Cleared
1254	EFT Check	8/17/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$3,260.00	Cleared
1255	EFT Check	8/17/2016	KLINES QUALITY WATER, INC.	\$59.00	Cleared
1256	EFT Check	8/17/2016	TSAI FONG BOOKS INC	\$504.85	Cleared
1257	EFT Check	8/25/2016	CDW GOVERNMENT, INC.	\$21.44	Cleared
1258	EFT Check	8/25/2016	INDPLS-MARION COUNTY PUBLIC LIBRARY	\$8,500.00	Cleared
1259	EFT Check	8/25/2016	TSAI FONG BOOKS INC	\$1,078.27	Cleared
1260	EFT Check	8/31/2016	Baker & Taylor Pre-Cat	\$184.55	Outstanding
1261	EFT Check	8/31/2016	Baker & Taylor	\$45.52	Outstanding
1262	EFT Check	8/31/2016	Baker & Taylor	\$106.96	Outstanding
1263	EFT Check	8/31/2016	BRODART CO.	\$42.62	Outstanding
1264	EFT Check	8/31/2016	INGRAM LIBRARY SERVICES	\$377.72	Voided
1265	EFT Check	8/31/2016	KLINES QUALITY WATER, INC.	\$29.50	Outstanding
5376	Computer Check	8/3/2016	CANDY DYNAMICS	\$522.72	Cleared
5377	Computer Check	8/3/2016	CORNERSTONE BREAD CO., INC. DBA REFRESH	\$255.60	Cleared
5378	Computer Check	8/3/2016	FALICIA BREWER, MA PRESIDENT	\$250.00	Cleared
5379	Computer Check	8/3/2016	IMMIGRANT WELCOME CENTER	\$100.00	Cleared
5380	Computer Check	8/3/2016	INDIANA LIBRARY FEDERATION	\$2,895.00	Cleared
5381	Computer Check	8/3/2016	INDIANA WRITER'S CENTER	\$800.00	Cleared
5382	Computer Check	8/3/2016	INDIANAPOLIS BUSINESS JOURNAL	\$70.00	Cleared
5383	Computer Check	8/3/2016	JEREMY SOUTH	\$200.00	Cleared
5384	Computer Check	8/3/2016	LAWRENCE (PETTY CASH)	\$12.50	Cleared
5385	Computer Check	8/3/2016	LITTLE CAESARS PIZZA	\$109.00	Cleared
5386	Computer Check	8/3/2016	SARAH TIREY- McKINNEY	\$1,125.00	Cleared
5387	Computer Check	8/3/2016	VANESSA JAMERSON	\$409.36	Cleared
5388	Computer Check	8/10/2016	ADAM TODD	\$33.12	Cleared
5389	Computer Check	8/10/2016	ARTS FOR LEARNING INDIANA	\$379.00	Cleared
5390	Computer Check	8/10/2016	BRIGHT IDEAS IN BROAD RIPPLE	\$2,504.85	Cleared
5391	Computer Check	8/10/2016	C & J PROMOTIONS	\$1,379.63	Cleared
5392	Computer Check	8/10/2016	CATHY GAGE	\$50.00	Outstanding
5393	Computer Check	8/10/2016	CREATIVE AQUATIC SOLUTIONS, LLC	\$809.80	Cleared
5394	Computer Check	8/10/2016	DELIA BLANCHARD	\$50.00	Cleared
5395	Computer Check	8/10/2016	DISCOUNT SCHOOL SUPPLY	\$143.80	Cleared
5396	Computer Check	8/10/2016	JASON WALTERS	\$20.00	Cleared
5397	Computer Check	8/10/2016	KATHLEEN LARATTA	\$65.00	Cleared
5398	Computer Check	8/10/2016	KIRSTEN WEAVER	\$119.05	Outstanding
5399	Computer Check	8/10/2016	MARY AGNES HYLTON	\$30.00	Outstanding
5400	Computer Check	8/10/2016	MELINDA MULLICAN	\$50.00	Cleared
5401	Computer Check	8/10/2016	NANCY MOBLEY	\$20.00	Cleared
5402	Computer Check	8/10/2016	RAYLENE JORDAN	\$50.00	Cleared
5403	Computer Check	8/10/2016	REALLY BIG COLORING BOOKS, INC.	\$3,848.00	Cleared
5404	Computer Check	8/10/2016	RJE BUSINESS INTERIORS	\$1,671.83	Cleared

5405	Computer Check	8/10/2016	RUTH HANS	\$50.00	Outstanding
5406	Computer Check	8/17/2016	ANDERSON & BECK	\$1,200.00	Cleared
5407	Computer Check	8/17/2016	ARTS FOR LEARNING INDIANA	\$399.00	Cleared
5408	Computer Check	8/17/2016	CROSSROADS DOCUMENT SERVICES	\$50.00	Outstanding
5409	Computer Check	8/17/2016	CULLIGAN OF INDIANAPOLIS	\$22.00	Cleared
5410	Computer Check	8/17/2016	DEBORAH EHRET	\$60.00	Cleared
5411	Computer Check	8/17/2016	DORIENE SMITHER	\$20.00	Cleared
5412	Computer Check	8/17/2016	INDIANA WRITER'S CENTER	\$400.00	Cleared
5413	Computer Check	8/17/2016	JESUS MOYA	\$65.98	Cleared
5414	Computer Check	8/17/2016	JIM GILL, INC.	\$1,250.00	Cleared
5415	Computer Check	8/17/2016	LUNA Language Services	\$375.00	Cleared
5416	Computer Check	8/17/2016	MELANIE WISSEL	\$110.00	Cleared
5417	Computer Check	8/17/2016	PEGGY WEHR	\$20.00	Outstanding
5418	Computer Check	8/17/2016	RITZ CHARLES CARMEL	\$251.00	Outstanding
5419	Computer Check	8/17/2016	SHANIKA HEYWARD	\$150.00	Cleared
5420	Computer Check	8/17/2016	TAMMY COOLMAN	\$20.00	Cleared
5421	Computer Check	8/19/2016	JEREMY SOUTH	\$400.00	Cleared
5422	Computer Check	8/19/2016	STORYTELL'N TIME	\$1,867.00	Cleared
5423	Computer Check	8/19/2016	WONDERLAB MUSEUM of Science, Health & Te	\$310.00	Voided
5424	Computer Check	8/19/2016	WONDERLAB MUSEUM of Science, Health & Te	\$310.00	Cleared
5425	Computer Check	8/22/2016	JP MORGAN CHASE BANK	\$3.00	Cleared
5426	Computer Check	8/25/2016	ARTS FOR LEARNING INDIANA	\$144.00	Outstanding
5427	Computer Check	8/25/2016	CORNERSTONE BREAD CO., INC. DBA REFRESH	\$1,488.00	Cleared
5428	Computer Check	8/25/2016	ELIZABETH SCHOETTLE	\$20.00	Outstanding
5429	Computer Check	8/25/2016	ERIN MURPHY	\$30.00	Outstanding
5430	Computer Check	8/25/2016	I-MCPL STAFF ASSOCIATION	\$1,020.00	Outstanding
5431	Computer Check	8/25/2016	INDIANA WRITER'S CENTER	\$400.00	Cleared
5432	Computer Check	8/25/2016	LSC PETTY CASH	\$68.67	Cleared
5433	Computer Check	8/25/2016	LuAnn Leitz	\$600.00	Cleared
5434	Computer Check	8/25/2016	MULTI CULTURAL BOOKS AND VIDEO	\$20.95	Outstanding
5435	Computer Check	8/25/2016	RITZ CHARLES CARMEL	\$1,908.24	Outstanding
5436	Computer Check	8/25/2016	SHARON BERNHARDT	\$27.25	Cleared
5437	Computer Check	8/25/2016	UNSEENPRESS.COM, INC.	\$486.00	Outstanding
5438	Computer Check	8/25/2016	WILLIAM PRICE	\$800.00	Cleared
5439	Computer Check	8/31/2016	GLENDALE (PETTY CASH)	\$19.30	Outstanding
5440	Computer Check	8/31/2016	INDIANA LATINO INSTITUTE, INC.	\$240.00	Outstanding
5441	Computer Check	8/31/2016	INDIANA WRITER'S CENTER	\$200.00	Outstanding
5442	Computer Check	8/31/2016	JACKIE NYTES	\$28.74	Outstanding
5443	Computer Check	8/31/2016	MARY AGNES HYLTON	\$810.00	Voided
5444	Computer Check	8/31/2016	TRILITERAL, LLC	\$1,213.34	Outstanding
Total				<u>\$86,115.47</u>	

Summary by Transaction Type:

Computer Check	\$34,830.73
EFT Check	\$51,284.74
Total Payments	\$84,617.75
Total Voided Items	\$1,497.72

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY - SEPTEMBER 26, 2016 - PERSONNEL ACTIONS - RESOLUTION 44 -2016

NEW HIRES:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	HIRE DATE					
Jasmine Jones	Page	Pike	\$9.15	8/30/2016					
Kristina Higgins	Public Services Associate II	InfoZone	\$15.34	8/30/2016					
Katie Resener	Page	Pike	\$9.15	8/30/2016					
Jean Hurley	Page	Glendale	\$9.15	8/25/2016					

INTERNAL CHANGE

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	OLD JOB TITLE	OLD LOCATION	OLD HOURLY RATE	EFFECTIVE DATE		
Sarah Tadsen	Page	Lawrence	\$9.15	Hourly Summer Reading Clerk	Lawrence	\$11.85	8/7/2016		
Stefany Boleyn	Public Services Associate II	Outreach	\$15.34	Library Assistant II	Haughville	\$12.08	9/4/2016		
Tracy Hilton	Library Assistant II	Glendale	\$12.08	Library Assistant II	Fountain Square	\$12.08	9/4/2016		
Ladeja McGee	Page	East 38th	\$9.64	Hourly Summer Reading Clerk	East 38th	\$11.85	8/7/2016		
Catrina Barnett	Hourly Library Assistant II	Warren	\$12.08	Hourly Summer Reading Clerk	East 38th	\$12.08	8/7/2016		
Sherry Griffin	Page	East 38th	\$9.15	Hourly Summer Reading Clerk	East 38th	\$11.85	8/7/2016		
Anna Diatlovich	Page	Wayne	\$9.33	Hourly Summer Reading Clerk	Wayne	\$11.85	8/7/2016		
Madison Woodward	Page	Wayne	\$9.64	Hourly Summer Reading Clerk	Wayne	\$11.85	8/7/2016		
Kevin Summers	Public Services Librarian	Southport	\$18.00	Public Services Associate II	Wayne	\$15.65	9/4/2016		
Vicki Tillotson	Hourly Library Assistant II	Pike	\$12.39	Hourly Computer Lab Assistant II	Central	\$12.91	8/21/2016		

RE-HIRES:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE					
Gwynellyn Dimick	Library Assistant II	Glendale	\$11.85	8/15/2016					

SEPARATIONS:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	YEARS OF SERVICE	EFFECTIVE DATE				
Bryanna Barnes	Hourly Library Assistant II	Lawrence	\$12.08	2 years and 3 months	8/3/2016				

Claudette Lewis	Hourly Summer Reading Clerk	Outreach	\$14.67	12 years and 11 months	8/15/2016				
Roziya Tursunova	Hourly Job Center Assistant	Central	\$10.20	8 months	8/14/2016				
Melissa Dombrowski	Hourly Job Center Assistant	Warren	\$10.40	1 year and 4 months	8/22/2016				
Aaron Wallace	Page	Pike	\$9.15	1 year and 3 months	8/22/2016				
Beth Anne Darr	Library Assistant II	Spades Park	\$11.85	6 months	9/2/2016				
Jalynn Carter	Page	Pike	\$9.15	11 months	8/31/2016				

INACTIVE:

EMPLOYEE NAME	JOB TITLE	LOCATION NAME	HOURLY RATE	EFFECTIVE DATE					
Laura Miller	Hourly Summer Reading Clerk	Lawrence	\$11.85	8/6/2016					
Meliyah Harris	Hourly Summer Reading Clerk	Lawrence	\$11.85	8/6/2016					
Sydney Brown	Hourly Summer Reading Clerk	Lawrence	\$11.85	8/6/2016					
Peter T. Pauly	Page	Learning Curve	\$9.45	8/6/2016					
Princess Kimbrough	Hourly Summer Reading Clerk	Learning Curve	\$11.85	8/6/2016					
Bronwynn Woodsworth	Page	Learning Curve	\$9.15	8/6/2016					
Psalms Duncan	Hourly Summer Reading Clerk	Fountain Square	\$11.85	8/6/2016					
Bess Yeager	Hourly Summer Reading Clerk	Learning Curve	\$9.15	8/6/2016					
Isaiah Stevenson	Page	East 38th	\$9.15	8/20/2016					
Anna McCasland	Hourly Summer Reading Clerk	Warren	\$12.15	7/30/2016					
Anna Salinas	Hourly Summer Reading Clerk	East Washington	\$11.85	8/6/2016					
Emily Rasmussen	Page	Wayne	\$9.33	8/6/2016					
Andreis Brown	Page	Spades Park	\$9.15	8/6/2016					
Edwin Girton	Page	East 38th	\$9.15	8/6/2016					
Dawn Hawkins	Hourly Summer Reading Clerk	East 38th	\$11.85	8/6/2016					
Hera Siddiqui	Hourly Summer Reading Clerk	Decatur	\$12.15	8/6/2016					
Wonda McIntosh	Hourly Summer Reading Clerk	Decatur	\$11.85	8/6/2016					
Alexis Finnell	Hourly Summer Reading Clerk	Pike	\$11.85	8/6/2016					
Tyler Clemons	Page	Pike	\$9.15	8/6/2016					
Kestrel Jones	Hourly Summer Reading Clerk	Pike	\$11.85	8/6/2016					
Crystal Harves	Hourly Summer Reading Clerk	Franklin Road	\$11.85	8/6/2016					

Gloria Janes	Hourly Summer Reading Clerk	Franklin Road	\$12.15	8/6/2016					
Katherine Sparks	Hourly Summer Reading Clerk	Franklin Road	\$11.85	8/6/2016					
Natalie Covert	Hourly Summer Reading Clerk	Spades Park	\$11.85	8/6/2016					
Berkeley Lile	Page	Wayne	\$9.15	8/6/2016					
Patricia Gray	Hourly Summer Reading Clerk	Wayne	\$12.15	8/6/2016					
Andrew Finnell	Hourly Summer Reading Clerk	College	\$11.85	8/8/2016					
Kera Rice	Hourly Summer Reading Clerk	College	\$11.85	8/8/2016					
Kadiesha Ricks	Hourly Summer Reading Clerk	College	\$11.85	8/8/2016					
Arriel Vinson	Page	Glendale	\$9.64	8/20/2016					
Anna Diatlovich	Page	Wayne	\$9.33	8/7/2016					
Brianna Gibbs	Hourly Summer Reading Clerk	Haughville	\$11.85	8/6/2016					
Allison Siegel	Page	Lawrence	\$9.64	8/6/2016					
Olivia Oeff	Hourly Activity Guide	Lawrence	\$9.15	8/27/2016					
Faith Girton	Page	East 38th	\$9.15	8/6/2016					
Azucena Guerrero-Ruiz	Page	Haughville	\$9.15	8/6/2016					

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

TRAVEL AND TRAINING ACTION

RESOLUTION 44 - 2016

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
Mollie Beaumont	LAW	2015	Milwaukee, WI	WLA	10/29-30/16	10	\$ 265.00		\$ 150.00	\$ 45.00	\$ 460.00
Brelyn Gerard	TLC	1403	Cleveland, OH	Hip Hop Coding Summit	10/21-22/16	10	\$ 30.00	\$ 387.00	\$ 100.00	\$ 90.00	\$ 607.00
Sarah Batt	CMSA	1201	Indianapolis, IN	ILF	11/8-10/16	10	\$ 170.00				\$ 170.00
Stephen Lane	TLC	1403	Cleveland, OH	Hip Hop Coding Summit	10/20-22/16	10	\$ 30.00				\$ 30.00
Pam Swaidner	CMSA	1201	Indianapolis, IN	ILF	11/8-10/16	10	\$ 170.00				\$ 170.00
Emily Chandler	CMSA	1201	Kokomo, IN	Recharge your book club	12/8/2016	10	\$ 35.00		\$ 50.00		\$ 85.00
Jessica Moore	PDA	1501	Minneapolis, MN	2016 IDI Learning Con	10/21-24/16	10		\$ 220.55			\$ 220.55
Jackie Kelly	CAS	1401	Indianapolis, IN	Civic Leadership Summit	9/26/2016	10	\$ 129.00				\$ 129.00
Rebecca Dixon	CFO	1301	Indianapolis, IN	Professional Devel. Conf	9/15/2016	10	\$ 105.00		\$ 20.00		\$ 125.00
Carolyn Adams	ACC	1301	Indianapolis, IN	Professional Devel. Conf	9/15/2016	10	\$ 105.00				\$ 105.00
Miguel Ruiz	ACC	1301	Chicago, IL	GFOA	11/14-15/16	10	\$ 580.00	\$ 280.00	\$ 325.00	\$ 45.00	\$ 1,230.00
Erin Murphy	IRV	2004	Indianapolis, IN	Because kids count	11/29/2016	10	\$ 100.00				\$ 100.00
Jessica Neeb	WAY	2019	Indianapolis, IN	Because kids count	11/29-30/16	10	\$ 175.00		\$ 50.00		\$ 225.00
Nichelle Hayes	CEN	1401	Indianapolis, IN	ILF	11/9-16/16	10	\$ 245.00				\$ 245.00
Susan Barhan	SOU	2018	Indianapolis, IN	Because kids count	11/28-29/16	10	\$ 175.00				\$ 175.00
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -
											\$ -

\$ 4,076.55

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES
SEPTEMBER 13, 2016**

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 13, 2016 at 4:05 p.m. pursuant to notice given.

1. Call To Order

In the absence of Dr. Wantz, Ms. Crenshaw called the meeting to order.

2. Roll Call

Members present: Ms. Charleston, Ms. Crenshaw, Dr. Fennema, Mr. Gutierrez, Sister Mary Luke Jones, Rev. Robinson and Mr. Vorderstrasse

Members absent: Dr. Jett, Ms. Payne and Dr. Wantz

COMMITTEE REPORTS

3. Facilities Committee (Lillian L. Charleston, Chair; Oscar A. Gutierrez, Rev. T. D. Robinson, Adam Vorderstrasse) – Staff Liaison: Sharon Smith

Update on Current Projects

- Sharon Smith provided an update to the Committee on several current projects.
- The Southport Branch is currently closed while staff and contractors are moving into the renovated space. The Southport Branch will reopen on Friday September 16, 2016. Sharon noted construction will continue to complete the community room. There will be a celebration party at the Southport Branch on Saturday October 15, 2016.
- The Warren Branch renovations continue and patrons are able to use the new entrance and restrooms. Phase 2 of construction has begun.
- The interior drywall and plaster repair work is ongoing at the East Washington Branch. The furniture selection process is ongoing. The interior stairs are to be installed the week of September 12.
- The negotiations for land acquisition for the new Brightwood location are continuing. Sharon noted that she met earlier in the day with one of the landowners.
- The Library is working with the architect selected for the new Michigan Road Branch Library on site planning efforts. The first Community focus

group meeting has taken place and there are two (2) upcoming Public Meetings scheduled for October 5, 2016 and November 16, 2016.

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

4a Board Briefing Report-Policy Revisions

- Katherine informs the board that she is committed to bringing policy revisions to the board on an annual basis in order to keep the policy manual current and up to date.
- Katherine explains that all text highlighted in yellow is how the current policy which would remain in effect for all union eligible employees if the CBA is not amended.
- Katherine provides more detailed explanation of Policy 232 Unscheduled Absences and Tardiness.
- Katherine explains that some of the policy revisions are being made for clarification of the current policy and are not PTO related.
- There is discussion regarding wording in policy 272.2 Involuntary Termination.
- There is discussion as to Union's position on amending the CBA. They are meeting on issue in October.
- Katherine advises she has been attending staff meetings to discuss PTO and answer employee questions. She feels overall the response is positive.

4b Board Briefing Report - Internal Control Standards, Materiality, Confidential Reporting, and Notice of Misappropriation

- Becky Dixon explains the (4) new policies that would be put in place as required by law.

4c Board Briefing Report – FLSA New Ruling

- Katherine begins by updating the board on status of Voluntary Leave Policy.
- Katherine goes through the new ruling and premise behind the change.
- Katherine advises how change is being communicated to employees. Email will be sent after committee meeting to all employees, letters will be sent 9/15/16 to those employees affected by the change, Katherine put article about changes in the HR Newsletter that will be sent out this week or beginning of next week. Employee meetings will be held on the subject for those that have questions October 4-6.
- In December she will be informing non-exempt employees of new timekeeping procedures that will be going into effect to FLSA ruling.
- January 2017 is when the new timekeeping procedures will go into effect.
- She will be presenting information at the Manager's meeting in September, the Circ Supervisor's meeting in October and again the Manager's meeting in December.

- Board asks the estimated cost to reclassify some jobs to remain exempt and Katherine informs the estimated cost is \$50,000.
- Jackie and Katherine explain the process that was taken in deciding what jobs were going to be reclassified and remain exempt.
- Jackie offers and Katherine agrees that Katherine will be available to any board members that would like to meet with her one on one for further discussion.

5. Finance Committee (Oscar A. Gutierrez, Chair; Lillian L. Charleston, Dr. Terri Jett, Kimberly White) – Staff Liaison: Becky Dixon

- a. **Resolution: Appropriation of Gift/Grant Proceeds and Transfer between Accounts and Classifications.** The Library is receiving gifts from the Library Foundation and various donors which total \$20,954. These gifts will help fund a variety of programs such as the Art Squared Program, Safe Trunk or Treat, and Teen Read Week.

The transfers in the Operating Fund are to cover costs related to the bicentennial project at Central, to reallocate Beech Grove’s budget, and to provide funding for facilities repair/maintenance projects. Transfers in the Capital Project Fund and Bond Fund 43 are to reallocate funds between non-capital and capital based on the Library’s Capital Asset Policy.

- b. **Resolution: Authorizing the issuance of bonds to fund the Brightwood Branch Facility Improvement Project.** In 2014, the Board adopted a “Preliminary Bond Resolution” Resolution 32-2014. This resolution approved the issuance of one or more series of general obligation bonds in an original aggregate principal amount not to exceed \$5,945,000. The Library would like to proceed with the issuance of the bonds (totaling \$5,945,000) and appropriation of the proceeds to begin the Brightwood Branch Facility Project. These bonds are included in the Library’s proposed 2017 debt service fund budget and are designed to fit in existing tax rates. The sale of these bonds will be facilitated by H.J. Umbaugh and Associates in November, 2016.
- c. **Resolution: Authorizing the issuance of bonds to fund the Michigan Road Branch Facility Improvement Project.** In 2014, the Board adopted a “Preliminary Bond Resolution” Resolution 35-2014. This resolution approved the issuance of one or more series of general obligation bonds in an original aggregate principal amount not to exceed \$7,565,000. The Library would like to proceed with the issuance of the bonds (totaling \$7,565,000) and appropriation of the proceeds to begin the Michigan Road Branch Facility Project. These bonds are included in the Library’s proposed 2017 debt service fund budget and are designed to fit in existing tax rates. The sale of these bonds will be facilitated by H.J. Umbaugh and Associates in November, 2016.

Other items: Copies of the Library’s proposed 2017 Budget were distributed to the Board. Ms. Dixon invited the Board to the Library’s budget hearing at the Municipal Corporations Meeting on September 15, 2016 at 5:30pm in Room 260 at the City-County Building.

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

- a. **Regular Board Meeting** – Monday, September 26, 2016, at the Nora Branch Library, 8625 Guilford Avenue, at 6:30 p.m.
- b. **Library Board Committees Meeting** – October 11, 2016, at the Library Services Center, 2450 North Meridian Street, Room 226, at 4:00 p.m.

7. Other Business

- a. **Report from Ad Hoc Committee on Board Evaluation** – Dr. Fennema distributed a document to the Board entitled “Board Member Evaluation” which listed five (5) types of work/activities conducted by Board members. They were: Committee Work, Development Activities, Work for the Library System and the Branches, Advocacy Work and Other Activities. He mentioned that Dr. Jett has suggested combining some of the categories. Further discussion will take place on this proposal. What constitutes Board member engagement? He commented that each Board member brings different strengths to the position. What’s done with the information gathered on the form? It lays the groundwork for appointing authorities and will help to address the questions surrounding the time commitment aspect of being on the Library Board.

Discussion took place regarding the selection of a new seven member Board by December 31, 2016. Appointing authorities need to be advised of the need for timely selection of new members. The process needs to start in November so that new members are approved by the end of the year.

- b. **Report from Ad Hoc Committee on CEO Evaluation** – Ms. Crenshaw noted that a document had been received from Dr. Wantz and shared with the rest of the Board. Feedback was received. It has been suggested that the Board take input from staff and other partners as part of the evaluation. A 360 degree evaluation has also been discussed. Ms. Crenshaw mentioned that Dr. Wantz will be advising the Board members of the next steps in the evaluation process.

8. Adjournment

Ms. Crenshaw declared the meeting adjourned at 5:55 p.m.





You Are Invited!

15b

The Indianapolis Public Library
Free Upcoming Events

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

Continuing through September 30 during Library hours – “Ordinary Hangzhou: An Exhibit.”

Don't miss your chance to view a special exhibit of images that depict the daily lives of citizens in Hangzhou, China, one of Indianapolis' Sister Cities. See what residents eat and wear and how they commute while gaining an understanding of their traditional identity and philosophy. This exhibit is one of ten being presented worldwide that commemorates Hangzhou's hosting of the international G-20 Summit. Held at Central Library.

October 2 at 2 p.m. – “The Best of Indiana Hauntings.”

Hear about some of the most exciting and perplexing paranormal investigations at some of Indiana's most haunted locations! Learn what paranormal investigation is really like and why there are unabashed, true believers. This program is presented by Unseenpress.com. Held at the Nora Branch.

October 5 from 5 - 7:45 p.m. – “Conversations About Education: IPS School Board Candidates Forum.”

Join WFYI, the Indianapolis Recorder and Chalkbeat Indiana to hear from the ten candidates running for a seat on the Indianapolis Public Schools Board. They will respond to reporters' questions as well as those submitted through #AmGradIndy and eweddle@wfyi.org. Held at Central Library.

October 11 from 2 - 6 p.m. – “Ask-a-Lawyer.”

You can receive free one-on-one legal advice from qualified, licensed attorneys with the Indianapolis Bar Association during this community service event. Those who can't attend in person can call 317-269-2000 between 2 - 8 p.m. to speak with an attorney at no cost. Held at the Brightwood, College Avenue, Eagle, East 38th Street, Glendale, Haughville, Pike and Southport branches, as well as Central Library.

October 12 from 6 - 8 p.m. – “German Heritage Poetry Night.”

This Indiana Bicentennial Legacy Project program will feature former Indiana Poet Laureates Norbert Krapf and Joyce Brinkman who will share the German literary heritage of Indiana. They will be joined by visiting German poets Gabriele Glang and Helmut Haberkamm. Held at Central Library.

October 16 at 3 p.m. – “Pavel & Direct Contact: Música de las Américas.”

Celebrate Hispanic Heritage Month at the Library with a high energy performance by Pavel and Direct Contact. Experience the rhythms of North, Central and South America during this family-friendly concert. Held at Central Library.

October 17 from 6 - 8 p.m. – “The Legacy of Indiana Basketball.”

Another of the Library's many programs celebrating Indiana's Bicentennial will feature a screening of the classic film, “Hoosiers,” the inspiring story of small town Hickory and its high school team making an unlikely run to the state championship held at historic Hinkle Fieldhouse. A discussion of Indiana basketball presented by historian Chandler Lighty will follow. Held at Central Library.

October 24 from 6 - 7:30 p.m. – “The History of Jazz and Indiana Avenue.”

Listen to the jazz stylings of the Rob Dixon Band as it brings to life the history of jazz in Indiana and its jazz legends, many of whom were prominent during the heyday of jazz on Indiana Avenue. This is an Indiana Bicentennial Legacy Project program. Held at Central Library.

We hope to see you at these exciting events!