Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
December 13, 2021

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

Library Services Center
2450 North Meridian Street, Room 226
At 6:30 P.M.

For The Purpose of Considering The Following Agenda Items
Dated This 9th Day Of December, 2021

The public is invited to attend the Regular Meeting in-person or they may view/listen
to the Regular Meeting via a YouTube
live stream link which will be
available on the Library’s website prior to the start of the Meeting.

Public comment can be made in-person at the Library Services Center or submitted
in writing in advance at indypL.org/contact.

JUDGE JOSE D. SALINAS
President of the Library Board

-- Regular Meeting Agenda --

1. Call to Order

2. Roll Call
3. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

At every Library Board meeting we open with a time for public comment. We welcome feedback from the public about our Indianapolis Libraries, and this is a time when the public may address the Library Board. If there are several of you representing the same group, please select a spokesperson. Please do not repeat the same comments someone else has offered. Please note also that this public comment time is not the appropriate forum for commenting on matters related to alleged employee misconduct. Any such matters should be brought promptly to the attention of the Library CEO or the Human Resources Department where matters can be properly addressed in compliance with established Library policies and procedures. **A FIVE-MINUTE LIMIT WILL BE ALLOWED FOR EACH SPEAKER. EACH SPEAKER SHOULD GIVE THEIR NAME AND THEIR ADDRESS.**

b. Dear CEO Letters and Responses (at meeting)

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

4. Approval of Minutes

a. Regular Meeting, November 22, 2021 (enclosed)

b. Annual Meeting, November 22, 2021 (enclosed)

c. Special Meeting, August 10, 2021 (enclosed)

COMMITTEE REPORTS

5. Finance Committee (Patricia A. Payne, Chair; Raymond J. Biederman, Hope C. Tribble)

a. Report of the Treasurer – November 2021 (enclosed)
b. **Resolution 66 – 2021** (Transfer from Operating Fund to Rainy Day Fund) (enclosed)

6. **Diversity, Policy and Human Resources Committee** (Hope C. Tribble, Chair; Curtis W. Bigsbee, Patricia A. Payne)
   a. **Resolution 67 – 2021** (Appointment List) (enclosed)
   b. **Resolution 68 – 2021** (Approval of IMCPL Acceptable Use Policy) (enclosed)

7. **Facilities Committee** (Curtis W. Bigsbee, Chair; Dr. Khaula Murtadha, Rev. T. D. Robinson)
   a. **Resolution 69 – 2021** (Approval to Establish the Guaranteed Maximum Price with The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project) (enclosed)
   b. **Resolution 70 – 2021** (Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project) (enclosed)

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

9. **Report of the Interim Chief Executive Officer**
   a. **Confirming Resolutions:**
      1) **Resolution Regarding Finances, Personnel and Travel (71 – 2021)**
         Enclosed.
   b. **Interim CEO Roadmap – December 2021** (enclosed)
   c. **Demonstration of the Digital Encyclopedia of Indianapolis (“DEOI”)** – Matt Nowlin from The Polis Center will give the demonstration. (at meeting)
   d. **My First 159 Days at Indianapolis Public Library and Counting...** – Yanna McGraw, IndyPL Social Worker, will make the presentation. (enclosed)
UNFINISHED BUSINESS

10.

NEW BUSINESS

11.

DISCUSSION AND AGENDA BUILDING

12. 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:

January 2022 –

INFORMATION

13. Materials

a. Facilities Committee Meeting Notes – December 6, 2021 (enclosed)

14. Board Meeting Schedule for 2022 (Notice of Date and Place of Meeting) and Upcoming Events

a. Board Meetings for 2022 (enclosed)

b. Library Programs/Free Upcoming Events may be found at attend.indypl.org.

15. Notice of Special Meetings
16. Notice of Next Regular Meeting

Monday, January 24, 2022, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

17. Other Business

18. Adjournment
The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street and via Zoom on Monday, on November 22, 2021 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Judge Salinas called the meeting to order. Mr. Biederman acted as Secretary.

2. Roll Call

Members present in person and electronically: Mr. Biederman (Virtual), Mr. Bigsbee, Dr. Murtadha, Ms. Payne (Virtual), Rev. Robinson (Virtual), Judge Salinas and Ms. Tribble.

Members absent: None.

3. Public Comment and Communications

a. Public Comment

The Public was invited to the Board Meeting.

Judge Salinas shared that at every Library Board meeting we open with a time for public comment. We welcome feedback from the public about our Indianapolis Libraries, and this is a time when the public may address the Library Board. If there are several of you representing the same group, please select a spokesperson. Please do not repeat the same comments someone else has offered. Please note also that this public comment time is not the appropriate forum for commenting on matters related to alleged employee misconduct. Any such matters should be brought promptly to the attention of the Library’s Interim CEO or the Human Resources Department where matters can be properly addressed in compliance with established Library policies and procedures. **A FIVE-MINUTE LIMIT WILL BE ALLOWED FOR EACH SPEAKER. EACH SPEAKER SHOULD GIVE THEIR NAME AND THEIR ADDRESS.**
There were no petitions to come before the Board.

b. **Dear CEO Letters and Responses**

Judge Salinas then asked for any comments received from patrons via the Library’s website to be read at tonight’s meeting.

There was one comment which was read to the Board as follows:

Thomas Scott

*I would like to see the library revisit their mask requirement. In visiting multiple branches throughout the system over the past few months, I have seen that the mask requirement only serves to place library employees in the situation of being “mask police.” It seems as some branches and employees have decided that being “mask police” is not in their job description, while other employees and branches spend their entire time on the hunt for a mask that may have drooped below the nose a few centimeters. I have personally observed staff watching unmasked patrons enter and move about a building without a care. On the other end of the spectrum, I have witnessed staff yelling at patrons from across a room to put on a mask, calling security and even police on patrons not wearing a mask. As the vast majority of businesses in Marion County have moved to a simple recommendation, even those venues where individuals are in much closer proximity to each other (Lucas Oil Stadium) and I would ask that the library move to join these entities by removing the mask requirement for individuals at the library.*

Judge Salinas confirmed with John Helling, the Interim Chief Executive Officer, that the Library is following CDC Guidelines for mask usage. The CDC recommends that individuals, regardless of vaccinated status, wear masks in areas of possible high community spread. Mr. Helling will ask Gregory Hill, the Interim Chief Public Services Officer, to look into this matter.

Mr. Helling confirmed that the Library won’t be walking away from the mask requirement anytime soon.

c. **Correspondence** for the Board’s general information was distributed.

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

a. **Regular Meeting, October 25, 2021**

The minutes from the Regular Meeting held October 25, 2021 had been distributed to the Board.
The minutes were approved on the motion of Dr. Murtadha, seconded by Mr. Bigsbee, and the following roll call vote:

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<td>Mr. Biederman</td>
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COMMITTEE REPORTS

5. **Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Hope C. Tribble)**

   a. **Report of the Treasurer – October 2021**

   Carolyn Adams, Interim Chief Financial Officer, reviewed the Report of the Treasurer that had been distributed to the Board. The year-to-date Revenues are $28.8 million. This is in line where we usually are since the Library receives a large influx of property taxes in December. Our Expenditures, year-to-date, are $34.5 million, which is approximately 67% of our Budget.

   Ms. Adams noted that the Library sold the old Eagle Branch property on Lowry Road and net proceeds from that sale totaled $187,000.

   She announced that there are no Budget anomalies at this point.

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

   The Report of the Treasurer was approved for filing for audit on the following roll call vote:

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<td>Mr. Biederman</td>
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   b. **Resolution 59 – 2021 (Establishment of American Rescue Plan Act (ARPA) Grant Fund)**

   Ms. Adams advised that this resolution establishes the American Rescue Plan Act Grant Fund.

   In September 2021, the Library was notified that it would receive a sub-grant disbursed from the Indiana State Library as part of the ARPA which are federal funds. To comply with the State Board of Accounts directives to receive the grant money from the Indiana State Library, a separate grant fund titled “ARPA Grant Fund” must be established at the Library.
After full discussion and careful consideration of Resolution 59 – 2021, the resolution was adopted on the motion of Mr. Biederman and seconded by Dr. Murtadha, to approve Resolution 59 – 2021, the Establishment of American Rescue Plan Act (ARPA) Grant Fund.

Resolution 59 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye   Rev. Robinson – Aye
Mr. Bigsbee – Aye   Judge Salinas – Aye
Dr. Murtadha – Aye   Ms. Tribble – Aye
Ms. Payne – Aye

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

c. Resolution 60 – 2021 ( Appropriation of American Rescue Plan Act (ARPA) Funds)

Ms. Adams noted that the Library will receive funding in the amount of $26,050 as part of the American Rescue Plan Act (ARPA) via a sub-grant from the Indiana State Library. The fiscal impact of the grant funds is the opportunity for the Library to expand its technology programming with the use of tax dollars.

After full discussion and careful consideration of Resolution 60 – 2021, the resolution was adopted on the motion of Dr. Murtadha, and seconded by Mr. Bigsbee, to approve Resolution 60 – 2021, the Appropriation of American Rescue Plan Act (ARPA) Funds.

It was necessary for Ms. Payne to leave the meeting at this time.

Resolution 60 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye   Rev. Robinson – Aye
Mr. Bigsbee – Aye   Judge Salinas – Aye
Dr. Murtadha – Aye   Ms. Tribble – Aye
Ms. Payne – Aye

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

6. Diversity, Policy and Human Resources Committee (Hope C. Tribble, Chair; Curtis W. Bigsbee, Patricia A. Payne)

Ms. Tribble shared information about the ongoing Climate Improvement Process being administered by Ice Miller LLC. She then introduced Myra Selby, a partner from Ice Miller, who is working with the Library on the Process.

Justice Selby addressed the Board via Zoom at this time. She said it was a pleasure to provide an update on Ice Miller’s racial equity solutions work on the Climate Study for the Library. Justice Selby confirmed that the work is moving along. They’ve had cooperation across the board, both in their document request fulfillment, as well as the items they’re working on now, which is the formation of the team of employees and others that begin as an internal team helping to inform us in the Climate Study and then
they will build capacity during this period to then become a lead team going forward on
the Library’s racial equity work after the Ice Miller report is submitted and the racial
equity work continues thereafter.

The team has named themselves the “Go Team.” It consists of 16 individuals from
across branches, miscellaneous departments, the Library’s Union and Staff Association,
as well as two seats for community stakeholders, namely, CICF and Wheeler Mission,
and a representative from the Library Foundation. The Go Team has held two meetings,
both were very productive. They are enthusiastic about helping Ice Miller to understand
what they view as the challenges from a racial equity perspective and seem to be very
engaged and excited about starting on this journey. They are now working with Ice
Miller on an employee survey. Approximately a week has been lost in the timeline just
because it took a while to form the Team and get the first meeting on the books. Ice
Miller believes they can make that time up. They plan to submit their written report to
the Board in early 2022.

a. Resolution 61 – 2021 (Annual Salary Resolution)

Tisha Galarce, Interim Human Resources Director, shared information about pay
grades, staff positions and benefits. A new pay structure schedule will become
effective during the first pay period of 2022. Pay Grades 3 and 4 have an increased
minimum and maximum salary. Also, Pages have been moved to Pay Grade 3.
All the proposed changes have been accounted for in the 2022 Budget.

After full discussion and careful consideration of Resolution 61 – 2021, the
resolution was adopted on the motion of Mr. Bigsbee, and seconded by Mr.
Biederman, to approve Resolution 61 – 2021, the Annual Salary Resolution.

Resolution 61 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye    Rev. Robinson – Aye
Mr. Bigsbee – Aye    Judge Salinas – Aye
Dr. Murtadha – Aye    Ms. Tribble – Aye

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

b. Resolution 62 – 2021 (Approval for Additional Payments at the End of the Year)

Ms. Galarce mentioned that due to a 2021 Budget surplus, Board-appointed and
hourly employees in active status will be provided a one-time, extra compensation
payment. Hourly employees and Pages will receive a $300 payment, part-time
employees will receive a $500 payment and full-time employees will receive a
$1,000 payment on December 10, 2021.

Dr. Murtadha suggested that, in the future, we speak to the Library’s Union before
distributing funds.

After full discussion and careful consideration of Resolution 62 – 2021, the
resolution was adopted on the motion of Ms. Tribble, and seconded by Dr.
Murtadha, to approve Resolution 62 – 2021, the Approval for Additional Payments
at the End of the Year.
Resolution 62 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye   Rev. Robinson – Aye
Mr. Bigsbee – Aye   Judge Salinas – Aye
Dr. Murtadha – Aye   Ms. Tribble – Aye

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

7. Facilities Committee (Curtis W. Bigsbee, Chair; Dr. Khaul Murtadha, Rev. T. D. Robinson)

a. Resolution 63 – 2021 (Approval to Amend the Services Contract for Security and Alarm Response Services)

Mr. Helling discussed Resolution 63 – 2021.

He pointed out that the Library is currently under contract with Universal Protection Service, LLC, d/b/a Allied Universal Security Services ("Allied Universal"), successor by acquisition to G4S Secure Solutions (USA), Inc. Management recommends that the Library remain with Allied Universal through the end of our amended contract with the 90-day extension and accept the 2021-2022 Proposed Rate Schedule. The additional cost of this service will be funded from the Operating Fund and is within the approved appropriation for 2021.

He went on to advise that the Library has been working diligently to establish an in-house security team. We will continue to replace contracted security with Library Security Assistants at all of our locations, as is feasibly possible.

After full discussion and careful consideration of Resolution 63 – 2021, the resolution was adopted on the motion of Mr. Bigsbee, and seconded by Dr. Murtadha, to approve Resolution 63 – 2021, the Approval to Amend the Services Contract for Security and Alarm Response Services.

Resolution 63 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye   Rev. Robinson – Aye
Mr. Bigsbee – Aye   Judge Salinas – Aye
Dr. Murtadha – Aye   Ms. Tribble – Aye

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

8. Library Foundation Update

Rev. Robinson reviewed the information contained in the November 2021 Update.

News
The Library Foundation wrapped up the 2021 Staff Campaign, “Going for Gold.” The preliminary total of $22,486.45 was contributed by 132 Library and Foundation staff members. Thank you to all staff who participated. We would also like to thank the
following Library staff for serving on the staff campaign committee this year: Katie Bulloff, Mike Coghlan, Mike Ehret, Joan Emmert, Christopher Hogsett, Emilie Lynn, Olanike Olaniyi, Staci Terrell and Michelle Sharp. Included in your packet are testimonial emails the staff campaign members sent to all Library staff to encourage participation.

**Donors**
The Foundation thanks 251 donors who made gifts last month. The following are our top corporate and foundation contributors:

- College Savings Bank
- Ritz Charles, Inc.
- Woodley Farra Manion Portfolio Management, Inc.

**Program Support**
This month, the Library Foundation is proud to provide more than $52,000 for Library programs and initiatives. Examples of major initiatives supported include:

- High School eBook Collection
- 100 Books Before Graduation
- Simple and Affordable Plant Based Cooking

9. **Report of the Interim Chief Executive Officer**

Mr. Helling requested that the Board approve the Resolution Regarding Finances, Personnel and Travel that was included in their packet. He advised that there was nothing out of the ordinary this month.

1) **Resolution Regarding Finances, Personnel and Travel (64 – 2021)**

Rev. Robinson made the motion, which was seconded by Dr. Murtadha, to approve Resolution 64 – 2021, the Resolution Regarding Finances, Personnel and Travel.

Resolution 64 – 2021 was approved on the following roll call vote:

- Mr. Biederman – Aye
- Rev. Robinson – Aye
- Mr. Bigsbee – Aye
- Judge Salinas – Aye
- Dr. Murtadha – Aye
- Ms. Tribble – Aye

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

Mr. Helling went on to introduce and welcome the Library’s new Diversity, Equity and Inclusion Officer, Keesha Hughes.

He then briefly discussed some information received from Melinda Mullican of the Library’s Staff Association Scholarship Committee. He mentioned that staff member, Sylvia Robertson, a Technology Learning Specialist at Central Library, was being awarded the $1,000 Spring Scholarship from the Committee. The recipient of the Committee’s Fall Scholarship will be announced in January.
He then mentioned that last Saturday’s Fall Fest was a great success. It featured the winners of the Slammin’ Rhymes Poetry Contest. He acknowledged all the hard work done by the Library’s African American History Committee to put on that program and he thanked the Steve Talley Family, as supporters of the Foundation through the Donna Talley Story Theater Fund. That Family made the event possible.

Mr. Helling was pleased to announce that the launch of the Digital Encyclopedia of Indianapolis (“DEOI”) held at Central Library was an exciting and well-attended event. The Library partnered with The Polis Center at IUPUI on the DEOI and he hopes to be able to share more information and a demonstration about the DEOI at the next Board Meeting.

b. **Interim CEO Roadmap – November 2021**

The November 2021 Roadmap was provided to the Board. Mr. Helling pointed out that the red text is this month’s updates to the Roadmap.

He then discussed some of the items in the CEO/Executive Committee section that included the following topics:

- Listening Efforts
- Office Hours in Branches
- Advisory Panel
- Q & A Form
- Directors Working in Branches
- Improving Communication Between the Union and Administration
- Servant Leadership Training
- Focusing on Strategic Plan
- EC Matrix
- Quarterly Reports
- Café Contract

**UNFINISHED BUSINESS**

10. None.

**NEW BUSINESS**

11. None.

**AGENDA BUILDING**

12. **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:

**December, 2021** - Dr. Murtadha wanted more information relating to community engagement. As we were thinking about the facilities and how much data was brought back from surveys and discussions, etc., how do we do that work in ways that continue to grow and develop that footprint? For instance, in the newer branches, how do we determine, not just the headcount, but how do we pay attention to the kinds of things that are tied to the interest of the community, the collections, etc. Should we establish a short-term committee for the study of community engagement at some point?

Judge Salinas advised he had no problem with that suggestion. Dr. Murtadha should submit a proposal.

**INFORMATION**

13. Materials
None.

14. Board Meeting Schedule for 2021 (Notice and Place of Meeting) and Upcoming Events/Information

   a. **Board Meetings for 2021**—Current calendar will be updated, *as necessary*, and additional information highlighted.

   b. **Library Programs/Free Upcoming Events** may be found at attend.indypl.org.

15. Notice of Special Meetings
None.

16. Notice of Next Regular Meeting
Monday, December 13, 2021, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

17. Other Business
None.

18. Adjournment
The Secretary announced that there was no further business to come before the Board.
The Chairman then declared the meeting adjourned at 7:25 p.m.

__________________________________________
Raymond Biederman, Secretary to the Board

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The Indianapolis-Marion County Public Library Board met in person at 2450 North Meridian Street, Indianapolis, Indiana and via Zoom on Monday, November 22, 2021 at 7:20 p.m., pursuant to notice given in accordance with the rules of the Board.

1. **Call To Order**

   President Salinas presided as Chairman. Mr. Biederman acted as Secretary.

2. **Roll Call**

   Board Members present: Mr. Biederman (Virtual), Mr. Bigsbee, Dr. Murtadha, Rev. Robinson (Virtual), Judge Salinas and Ms. Tribble.

   Members absent: Ms. Payne.

   The Chairman announced that a quorum was present and that the meeting was duly constituted.

3. **Election Of Officers**

   President Salinas noted that the first matter on the Agenda for the Annual Meeting is the election of Officers. Pursuant to the By-Laws, our Officers are elected for one (1) year terms and the term of office for each of our current Officers ends December 31, 2021. The term for these Officer elections will be from January 1, 2022 to December 31, 2022. Election of Officers is to be accomplished by nomination and roll call. He announced that we would now commence that process.

   a. **President**

      Dr. Murtadha nominated Mr. Bigsbee for President.

      Mr. Bigsbee declined the nomination for President.

      At this time, Ms. Tribble nominated Judge Salinas for President.

      There were no other nominations from the floor and the nominations were closed.

      At this time, a roll call vote was taken on the nomination of Judge Salinas for President. On the “yes” votes of Mr. Biederman, Mr. Bigsbee, Rev. Robinson, Judge Salinas and Ms. Tribble, Judge Salinas was approved as President for the coming year.

      It was noted that Dr. Murtadha abstained from the vote.
b. **Vice President**

Dr. Murtadha nominated Mr. Bigsbee for Vice President.

There were no other nominations from the floor and the nominations were closed.

At this time, a roll call vote was taken on the nomination of Mr. Bigsbee for Vice President. On the “yes” votes of Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Rev. Robinson, Judge Salinas and Ms. Tribble, Mr. Bigsbee was unanimously approved as Vice President for the coming year.

c. **Secretary**

Mr. Bigsbee nominated Mr. Biederman for Secretary.

There were no other nominations from the floor and the nominations were closed.

At this time, a roll call vote was taken on the nomination of Mr. Biederman for Secretary. On the “yes” votes of Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Rev. Robinson, and Judge Salinas and Ms. Tribble, Mr. Biederman was approved as Secretary for the coming year.

d. **Treasurer**

Mr. Bigsbee nominated Carolyn Adams, the Library’s Interim Chief Financial Officer, for Treasurer.

There were no other nominations from the floor and the nominations were closed.

At this time, a roll call vote was taken on the nomination of Ms. Carolyn Adams for Treasurer. On the “yes” votes of Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Rev. Robinson, Judge Salinas and Ms. Tribble, Ms. Adams was unanimously approved as Treasurer for the coming year.

4. **Annual Resolution 65 – 2021 with By-Laws**

President Salinas commented that annually the Board approves its Annual Resolution to approve, confirm or reauthorize those matters that are addressed annually. A copy of the current By-Laws is also attached. There are no proposed changes to the current form of the By-Laws, and as part of the Annual Resolution, the By-Laws are being reaffirmed and approved in their current form.

After full discussion and careful consideration, Annual Resolution 65 – 2021 with By-Laws, was adopted on the motion of Mr. Bigsbee, seconded by Mr. Biederman, and the “yes” votes of Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Rev. Robinson, Judge Salinas and Ms. Tribble.

Motion carried.

The Annual Resolution with By-Laws is appended to, and made a part of, these minutes.
5. **Adjournment**

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

The Chairman declared the Annual Meeting adjourned at 7:30 p.m.

________________________________________
Raymond Biederman, Secretary to the Board
The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Tuesday, August 10, 2021, at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. **Call To Order**

   President Salinas presided as Chairman. Secretary Biederman was present.

2. **Roll Call**

   Members present: Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Ms. Payne, Rev. Robinson, Judge Salinas and Ms. Tribble.

   The Chairman announced that a quorum was present and that the meeting was duly constituted.

3. **Finance Committee**

   a. **President Salinas will Convene a Public Hearing:**

      Judge Salinas announced that this Public Hearing was being held to consider the Library’s 2022 Budget.

      1) **To consider the 2022 Library Budget as advertised on July 30 and August 6, 2021 in the Indianapolis Star and July 30 and August 6, 2021 in the Court and Commercial Record.**

         a) 2022 Budget Materials and Presentation

         The Library’s Chief Financial Officer, Ije Dike-Young, provided a 2022 Budget Book to the Board members.

         She then went on to present and review the Library’s 2022 Budget PowerPoint presentation.

         Ms. Dike-Young read the Library’s Mission and Vision as follows:

         Mission – The Indianapolis Public Library enriches everyone and strengthens communities by inspiring lifelong learning.

         Vision – To be a center of knowledge, community life and innovation for Indianapolis.
Then, she shared information on the topics listed below:

1) Organizational Structure
2) 2022 Key Budget Dates
3) Library Funds
4) 2021-2023 Strategic Plan
5) Proposed 2022 Budget Summary Annually Appropriated Funds
6) 2022 Budget Priorities
7) Budget Challenges
8) How Do We Serve? The Library At A Glance, 2020
9) 2022 Budget Operating Fund
10) Budget vs. Actual
11) Revenues - $48,996,348
12) Salaries and Benefits – 60% of Budget - $31,208,200
13) Supplies – 2% of Budget - $1,258,678
14) Other Services and Charges – 26% of Budget - $13,326,902
15) Collection Materials/Other Capital Outlay – 12% of Budget - $6,512,296
16) Capital and Debt Funds Debt Service - $16,571,721
17) Updates on Branch Projects
18) Long Term Debt Service Plan
19) 2022 Budget – Other Funds: Rainy Day - $3,000,000/LIRF - $250,000
20) 2022 Advertised Information Based on Estimated AV
21) 2022 Anticipated Tax Rate Based on Certified NAV
22) Rat History
23) Proposed 2022 Budget, Tax Levy, and Tax Rate
24) Property Tax Distribution

2) Invite Public Comment from the Audience

President Salinas invited public comment at this time.

There were no comments.

President Salinas Will Consider a Motion to Close the Public Hearing

Dr. Murtadha made a motion to close the Public Hearing. Ms. Payne seconded the motion.

Motion carried.

The Public Hearing was closed at this time.

b. President Salinas will Convene a Public Hearing:

Judge Salinas announced that this Public Hearing was being held to discuss the amended and restated preliminary determination and additional appropriations for the Glendale and Fort Ben Projects.

1) First consolidated public hearings on the amended and restated preliminary determination and additional appropriation for the Glendale and Fort Ben Projects.

Ms. Dike-Young announced that due to the delays in construction and the increase in costs, the budgets for both projects have risen and the Library needs to allocate
additional funds for both the Glendale and Fort Ben Projects.

At this time, Ms. Dike-Young introduced Belvia Gray, Principal and Jason Tanselle, Director, from Baker Tilly who gave a presentation about the 2021-2022 Energy Conservation & District-Wide Long-Term Capital Maintenance & Equipping Project Bonds and the 2022-2023 Energy Conservation & District-Wide Long-Term Capital Maintenance & Equipping Project Bonds.

From the Baker Tilly presentation, Ms. Gray reviewed the Library’s “Total Outstanding Annual Debt Service Payments.” She then explained the “Summary of Bond Issues” which set out information for the 2021-2022 Energy Conservation and District-Wide Long-Term Capital Maintenance and Equipping Project Bonds and the 2022-2023 Energy Conservation and District-Wide Long-Term Capital Maintenance and Equipping Project Bonds which set out the Estimated Maximum Borrowing Amount as $5,575,000, the Estimated Repayment Term of two (2) years and the Estimated Maximum Interest Expense of $216,894. She then explained the $14,850,000 2021 Bonds – Glendale and the $13,660,000 2021 Bonds – Fort Ben.

Jeffery Qualkinbush of Barnes & Thornburg, the Library’s Bond Counsel, addressed the Board.

Mr. Qualkinbush explained the legal process surrounding the bonds for Glendale and Fort Ben. He noted that due to COVID and other reasons, the projects had been pushed back. When the bond funding was done initially, the interest rates were approximately 4.2%. The interest rates have dropped and the rates will now be approximately 1.3% on the bonds. He anticipates those low rates staying where they are. They are the lowest he’s seen in 30 years.

After some inquiries from Board members, he advised that he does not recommend changing the scope of the projects at this time. If the Library finds it necessary, he would suggest going out for another small bond issue after the projects are completed.

The closing on these bonds would be done in December.

2) **Invite Public Comment from the Audience**

President Salinas invited public comment at this time.

There were no comments.

**President Salinas Will Consider a Motion to Close the Public Hearing**

Mr. Bigsbee made a motion to close the Public Hearing. Rev. Robinson seconded the motion.

Motion carried.

4. **Other Business**

None.
5. **Adjournment**

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

The Chairman declared the Special Meeting adjourned at 7:30 p.m.

______________________________________

Raymond Biederman, Secretary to the Board

**CERTIFICATION**

I, Raymond J. Biederman, Secretary to the Board, of the Indianapolis-Marion County Public Library, hereby certify that the foregoing minutes are true and correct.

______________________________________

Raymond Biederman, Secretary to the Board

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦
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### Annual Revenue

<table>
<thead>
<tr>
<th>Revenue</th>
<th>2021 Revised Budget</th>
<th>Actual MTD 11/30/2021</th>
<th>Actual YTD 11/30/2021</th>
<th>% Budget Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>31 37,083,732</td>
<td>2,196,000</td>
<td>24,131,648</td>
<td>65%</td>
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<tr>
<td>Intergovernmental</td>
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<td>412,373</td>
<td>6,132,494</td>
<td>82%</td>
</tr>
<tr>
<td>Fines &amp; Fees</td>
<td>35 165,918</td>
<td>8,527</td>
<td>108,476</td>
<td>65%</td>
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<tr>
<td>Charges for Services</td>
<td>34 555,491</td>
<td>32,422</td>
<td>435,722</td>
<td>78%</td>
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<tr>
<td>Miscellaneous</td>
<td>36 882,878</td>
<td>15,346</td>
<td>731,485</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>46,124,738</strong></td>
<td><strong>2,664,667</strong></td>
<td><strong>31,539,825</strong></td>
<td><strong>68%</strong></td>
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### Annual Expenditures

<table>
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<tr>
<th>Expenditures</th>
<th>2021 Revised Budget</th>
<th>Actual MTD 11/30/2021</th>
<th>Actual YTD 11/30/2021</th>
<th>% Budget Spent</th>
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</thead>
<tbody>
<tr>
<td>Personal Services &amp; Benefits</td>
<td>41 29,499,872</td>
<td>2,060,572</td>
<td>23,970,342</td>
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<td>Supplies</td>
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<td>685,617</td>
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<td>Other Services and Charges</td>
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<td>11,046,053</td>
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<td>Capital Outlay</td>
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<td><strong>51,626,462</strong></td>
<td><strong>4,019,909</strong></td>
<td><strong>38,511,558</strong></td>
<td><strong>75%</strong></td>
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<tr>
<td>---------------------------------------</td>
<td>-----------------</td>
<td>----------------</td>
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<td><strong>REVENUE</strong></td>
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<tr>
<td><strong>TAXES</strong></td>
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<td>335200 LICENSE EXCISE TAX REVENUE</td>
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<td>335500 COUNTY OPTION INCOME TAX</td>
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<td>335700 COMMERCIAL VEHICLE TAX REVENUE</td>
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<td>347601 PUBLIC PRINTING REVENUE</td>
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<td>22,552</td>
<td>264,911</td>
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<td>347602 FAX TRANSMISSION REVENUE</td>
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<td>8,648</td>
<td>103,075</td>
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<td>347603 PROCTORING EXAMS</td>
<td>3,469</td>
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<td>347605 USAGE FEE REVENUE</td>
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<td>(300)</td>
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<td>347620 CAFE REVENUE</td>
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<td>347621 CATERING REVENUE</td>
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<td>351200 FINES</td>
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<td>165,918</td>
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<tr>
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<td>10,777</td>
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<td>820</td>
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<td>367004 OTHER GRANTS</td>
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<td>-</td>
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<td>502,878</td>
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<td>392100 SALE OF SURPLUS PROPERTY</td>
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<td>-</td>
<td>-</td>
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</tr>
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<td>Original Budget</td>
<td>Revised Budget</td>
<td>MTD</td>
<td>YTD</td>
<td>P.O.</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
<td>-----</td>
<td>-----</td>
<td>------</td>
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<tr>
<td>396000 REFUNDS</td>
<td>5,000</td>
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<td>-</td>
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<td>399000 REIMBURSEMENT FOR SERVICES</td>
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<td>175,000</td>
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<td>399010 INSURANCE REIMBURSEMENTS</td>
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<td>200,000</td>
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<td>24,052</td>
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<tr>
<td><strong>PERSONAL SERVICES</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>411000 SALARIES APPOINTED STAFF</td>
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<td>904,111</td>
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<td>55,157</td>
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<td>413100 FICA AND MEDICARE</td>
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<td>4,728,044</td>
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<td>413600 GROUP LIFE INSURANCE</td>
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<td><strong>SUPPLIES</strong></td>
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<tr>
<td>421500 OFFICE SUPPLIES - FAC/PURCH</td>
<td>710,120</td>
<td>608,615</td>
<td>25,015</td>
<td>294,155</td>
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<td>233</td>
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<tr>
<td>422310 CLEANING &amp; SANITATION</td>
<td>169,950</td>
<td>179,244</td>
<td>18,982</td>
<td>82,662</td>
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<td><strong>OTHER SERVICES AND CHARGES</strong></td>
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<td>431100 LEGAL SERVICES</td>
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<td>279,000</td>
<td>39,646</td>
<td>234,300</td>
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<td>431500 CONSULTING SERVICES</td>
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<td>432100 FREIGHT &amp; EXPRESS</td>
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<td>433100 OUTSIDE PRINTING</td>
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<tr>
<td>Description</td>
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<td>Revised Budget</td>
<td>MTD</td>
<td>YTD</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>----------</td>
<td>---------</td>
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<tr>
<td>436100 REP &amp; MAINT-STRUCTURE</td>
<td>746,361</td>
<td>732,541</td>
<td>86,564</td>
<td>504,051</td>
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<td>487,437</td>
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<td>244,396</td>
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**OTHER SERVICES AND CHARGES TOTAL**

15,483,708 16,915,175 1,327,282 11,046,053 2,790,500 3,078,621

**CAPITAL**

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**CAPITAL Total**

3,430,796 3,688,122 545,888 2,809,546 195,200 683,377

**EXPENSE Total**

49,968,376 51,626,462 4,019,909 38,511,558 3,407,294 9,707,611
## Variance

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### Receipts

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<tr>
<td>277 Total ARP Grant</td>
<td>-</td>
<td>-</td>
<td>6,409</td>
<td>(6,409)</td>
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<tr>
<td>301 Total BIRF 1</td>
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<tr>
<td>321 Total BIRF 2</td>
<td>752,957</td>
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<td>752,957</td>
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<tr>
<td>471 Total Library Improvement Reserve Fund</td>
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<tr>
<td>472 Total Construction</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>474 Total 2014 Multi-Branch Fac Improv</td>
<td>-</td>
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<tr>
<td>475 Total 2015 Bond RFID Books &amp; Materials</td>
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<tr>
<td>476 Total 2016 Bond - Michigan Rd</td>
<td>3,986</td>
<td>-</td>
<td>3,986</td>
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<tr>
<td>477 Total 2017A Bond - Brightwood</td>
<td>17,401</td>
<td>-</td>
<td>17,401</td>
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<tr>
<td>478 Total 2017B Bond - Eagle</td>
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<tr>
<td>479 Total 2018A Bond - AHS/ILS/Fac Improvmts</td>
<td>1,149,037</td>
<td>-</td>
<td>2,298</td>
<td>1,146,739</td>
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<tr>
<td>480 Total 2018 BBond - West Perry Branch</td>
<td>1,245,011</td>
<td>-</td>
<td>679,313</td>
<td>565,698</td>
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<tr>
<td>481 Total 2019 Bond - LAW WAY Renovation</td>
<td>11,457</td>
<td>-</td>
<td>-</td>
<td>11,457</td>
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<tr>
<td>482 Total 2020 Bond - Fac Renov Equip Acq</td>
<td>3,569,277</td>
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<td>96,666</td>
<td>3,472,611</td>
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<tr>
<td>483 Total 2021A Bond Glendale BR</td>
<td>-</td>
<td>144,250</td>
<td>-</td>
<td>144,250</td>
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<tr>
<td>484 Total 2021B Bond FT Harrison BR</td>
<td>-</td>
<td>133,150</td>
<td>-</td>
<td>133,150</td>
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<tr>
<td>485 Total 2021C Bond Energy Cons</td>
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<td>-</td>
<td>54,000</td>
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<tr>
<td>800 Total Gift</td>
<td>2,315,669</td>
<td>63,090</td>
<td>245,732</td>
<td>2,133,027</td>
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<tr>
<td>806 Total Payroll Liabilities</td>
<td>106,491</td>
<td>103,913</td>
<td>141,786</td>
<td>68,617</td>
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<tr>
<td>812 Total Foundation Agency Fund</td>
<td>2,031</td>
<td>389</td>
<td>705</td>
<td>1,715</td>
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<td></td>
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<tr>
<td>813 Total Staff Association Agency Fund</td>
<td>31</td>
<td>-</td>
<td>-</td>
<td>31</td>
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<tr>
<td>814 Total Sales Tax Agency Fund</td>
<td>1,814</td>
<td>778</td>
<td>1,887</td>
<td>705</td>
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<tr>
<td>815 Total PLAC Card Revenue Agency Fund</td>
<td>21,682</td>
<td>3,445</td>
<td>12,480</td>
<td>12,647</td>
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Grand Total | 44,407,823 | 3,279,410 | 5,328,293 | 42,358,940 |
### Chase Savings Account

<table>
<thead>
<tr>
<th></th>
<th>Balance November 30, 2021</th>
<th>Interest Earned November 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$2,002,956</td>
<td>$16</td>
</tr>
<tr>
<td>Grant Fund</td>
<td>$193,395</td>
<td>-</td>
</tr>
<tr>
<td>Parking Garage</td>
<td>$409,265</td>
<td>$3</td>
</tr>
<tr>
<td>Bond &amp; Interest Redemption Fd</td>
<td>$13,386</td>
<td>-</td>
</tr>
<tr>
<td>Rainy Day Fund</td>
<td>$404,784</td>
<td>$3</td>
</tr>
<tr>
<td>Gift Fund</td>
<td>$86</td>
<td>$2</td>
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<tr>
<td><strong>Total Chase Savings Account</strong></td>
<td><strong>$3,023,871</strong></td>
<td><strong>$24</strong></td>
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</table>

### Previous Month's Chase Savings Account Activity

<table>
<thead>
<tr>
<th></th>
<th>Balance October 31, 2021</th>
<th>Interest Earned October 31, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$2,002,939</td>
<td>$17</td>
</tr>
<tr>
<td>Grant Fund</td>
<td>$193,395</td>
<td>-</td>
</tr>
<tr>
<td>Parking Garage</td>
<td>$409,265</td>
<td>$3</td>
</tr>
<tr>
<td>Bond &amp; Interest Redemption Fd</td>
<td>$13,386</td>
<td>-</td>
</tr>
<tr>
<td>Rainy Day Fund</td>
<td>$404,780</td>
<td>$3</td>
</tr>
<tr>
<td>Gift Fund</td>
<td>$85</td>
<td>$2</td>
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<tr>
<td><strong>Total Chase Savings Account</strong></td>
<td><strong>$3,023,847</strong></td>
<td><strong>$25</strong></td>
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</table>

### Fifth Third Bank Investment Account

<table>
<thead>
<tr>
<th></th>
<th>Balance November 30, 2021</th>
<th>Interest Earned November 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Improvement Reserve Fd</td>
<td>$2,230,576</td>
<td>$302</td>
</tr>
<tr>
<td>Rainy Day Fund</td>
<td>$3,461,448</td>
<td>$46</td>
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<tr>
<td><strong>Total Fifth Third Bank</strong></td>
<td><strong>$5,692,024</strong></td>
<td><strong>$771</strong></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Balance October 31, 2021</th>
<th>Interest Earned October 31, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Improvement Reserve Fd</td>
<td>$2,230,273</td>
<td>$160</td>
</tr>
<tr>
<td>Rainy Day Fund</td>
<td>$3,460,979</td>
<td>$248</td>
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<tr>
<td><strong>Total Fifth Third Bank</strong></td>
<td><strong>$5,691,253</strong></td>
<td><strong>$409</strong></td>
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### Hoosier Fund Account Income

<table>
<thead>
<tr>
<th></th>
<th>Balance November 30, 2021</th>
<th>Interest Earned November 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$8,685,736</td>
<td>$2,237</td>
</tr>
<tr>
<td>Rainy Day Fund</td>
<td>$179,906</td>
<td>$44</td>
</tr>
<tr>
<td>2017A Brightwood Project Fund</td>
<td>$162,846</td>
<td>-</td>
</tr>
<tr>
<td>2018B West Perry Project Fund</td>
<td>$751,796</td>
<td>-</td>
</tr>
<tr>
<td>Bond &amp; Interest Redemption Fd</td>
<td>$28,108</td>
<td>$185</td>
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<tr>
<td>2019 Lawrence/Wayne Project Fund</td>
<td>$2,230,273</td>
<td>$160</td>
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<tr>
<td><strong>Total Hoosier Fund Account</strong></td>
<td><strong>$9,808,392</strong></td>
<td><strong>$2,467</strong></td>
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</table>

### Previous Month's Hoosier Fund Account Income

<table>
<thead>
<tr>
<th></th>
<th>Balance October 31, 2021</th>
<th>Interest Earned October 31, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$8,683,498</td>
<td>$2,362</td>
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<tr>
<td>Rainy Day Fund</td>
<td>$179,862</td>
<td>$46</td>
</tr>
<tr>
<td>2017A Brightwood Project Fund</td>
<td>$562,846</td>
<td>-</td>
</tr>
<tr>
<td>2018B West Perry Project Fund</td>
<td>$751,796</td>
<td>-</td>
</tr>
<tr>
<td>Bond &amp; Interest Redemption Fd</td>
<td>$27,923</td>
<td>$192</td>
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<tr>
<td>2019 Lawrence/Wayne Project Fund</td>
<td>$-</td>
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<tr>
<td><strong>Total Hoosier Fund Account</strong></td>
<td><strong>$10,205,925</strong></td>
<td><strong>$2,600</strong></td>
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### TrustINdiana

<table>
<thead>
<tr>
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<th>Balance November 30, 2021</th>
<th>Interest Earned November 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$6,428,501</td>
<td>$361</td>
</tr>
<tr>
<td>2015 RFID Project Fund</td>
<td>$370,223</td>
<td>-</td>
</tr>
<tr>
<td>2017A Brightwood Project Fund</td>
<td>$90,897</td>
<td>-</td>
</tr>
<tr>
<td>2018B West Perry Project Fund</td>
<td>$450,251</td>
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</tr>
<tr>
<td><strong>Total TrustINdiana Account</strong></td>
<td><strong>$7,339,872</strong></td>
<td><strong>$361</strong></td>
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### Previous Month's TrustINdiana

<table>
<thead>
<tr>
<th></th>
<th>Balance October 31, 2021</th>
<th>Interest Earned October 31, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$6,428,139</td>
<td>$335</td>
</tr>
<tr>
<td>2015 RFID Project Fund</td>
<td>$370,223</td>
<td>-</td>
</tr>
<tr>
<td>2017A Brightwood Project Fund</td>
<td>$90,897</td>
<td>-</td>
</tr>
<tr>
<td>2018B West Perry Project Fund</td>
<td>$450,251</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total TrustINdiana Account</strong></td>
<td><strong>$7,339,511</strong></td>
<td><strong>$335</strong></td>
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### U. S. Bank

<table>
<thead>
<tr>
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<th>Balance November 30, 2021</th>
<th>Interest Earned November 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>$1,053,364</td>
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<td><strong>Total U. S. Bank</strong></td>
<td><strong>$1,053,364</strong></td>
<td><strong>$5</strong></td>
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</table>

The average savings account rate for November was 0.01%.

The average savings account rate for October was 0.01%.

The average investment account rate for November was 0.16%.

The average investment account rate for October was 0.09%.

The average Hoosier Fund account rate for November was 0.30%.

The average Hoosier Fund account rate for October was 0.30%.

The average TrustIndiana account rate for November was 0.06%.

The average TrustIndiana account rate for October was 0.05%.

The average U. S. Bank account rate for November was 0.005%.

The average U. S. Bank account rate for October was 0.005%.
# Indianapolis-Marion County Public Library
## Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
### Month Ended November 30, 2021

<table>
<thead>
<tr>
<th>ORIGIAL BUDGET</th>
<th>REVISED BUDG.</th>
<th>MTD</th>
<th>YTD</th>
<th>P.O.</th>
<th>AVAILABLE BUDG.</th>
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<tbody>
<tr>
<td><strong>REVENUES</strong></td>
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<tr>
<td>Property Taxes</td>
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<tr>
<td>311000 PROPERTY TAX</td>
<td>14,136,876</td>
<td>14,136,876</td>
<td>-</td>
<td>7,761,507</td>
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<tr>
<td><strong>Property Taxes Total</strong></td>
<td>14,136,876</td>
<td>14,136,876</td>
<td>-</td>
<td>7,761,507</td>
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<tr>
<td>Intergovernmental</td>
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<tr>
<td>335100 FINANCIAL INSTITUTION TAX</td>
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<tr>
<td>335200 LICENSE EXCISE TAX REVENUE</td>
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<td>437,751</td>
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<tr>
<td>335700 COMMERCIAL VEHICLE TAX</td>
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<td>41,598</td>
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<td>339000 IN LIEU OF PROP. TAX</td>
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<tr>
<td>361000 INTEREST INCOME</td>
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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Other Services and Charges</td>
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</tr>
<tr>
<td>439904 BANK FEES/CREDIT CARD FEE</td>
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<td>15,385,000</td>
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<td>10,250,000</td>
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<td>438200 INTEREST</td>
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<td>889,806</td>
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<td><strong>Other Services and Charges Total</strong></td>
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<td>11,142,056</td>
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<tr>
<td><strong>EXPENSES Total</strong></td>
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<td>11,142,056</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Original Budget</td>
<td>Revised Budget</td>
<td>MTD</td>
<td>YTD</td>
<td>P.O.</td>
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<td>----------------------</td>
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</tr>
<tr>
<td><strong>REVENUE</strong></td>
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</tr>
<tr>
<td>MISCELLANEOUS</td>
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<td></td>
</tr>
<tr>
<td>361000 INTEREST INCOME</td>
<td>30,000</td>
<td>30,000</td>
<td>517</td>
<td>3,711</td>
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<tr>
<td>MISCELLANEOUS Total</td>
<td>30,000</td>
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<td>517</td>
<td>3,711</td>
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<tr>
<td>OTHER FINANCING SRCS</td>
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## Indianapolis-Marion County Public Library
### Fund 800 & 230 - Gift and Grant - Detailed Income Statement
#### Month Ended November 30, 2021

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| REVENUE Total | 107,204 | 2,784,560 |

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# Indianapolis-Marion County Public Library

## Fund 800 & 230 - Gift and Grant - Detailed Income Statement

Month Ended November 30, 2021

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**EXPENSE Total**  
274,135 1,941,797
## Summary of Construction Fund Cash Balances

Month Ended November 30, 2021

### Construction Fund Cash Balances - Does Not Include Retainage Withheld

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**Total Construction Fund Cash Balances**: 5,749,007.10

### Construction Fund Classification Breakdown

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**Total Construction Fund Breakdown**: 5,749,007.10

### Summary of Classifications

| Total Restricted | 5,749,007.10 |
| Total Assigned   | 0.00         |

**Total of All Classifications**: 5,749,007.10

### Summary of Project Activity

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To:       IMCPL Board  
From:   Finance Committee  
Meeting Date: December 13, 2021  
Approved by the  
Library Board: December 13, 2021  
Effective Date: December 13, 2021

Subject: Resolution 66-2021 – Transfer from Operating to Rainy Day Fund

Recommendation: Library staff recommends Board approval of the transfer.

Background: The Library previously established a rainy day fund in accordance with Indiana code 36-1-8-5.1, as amended (the “Rainy Day Fund”) pursuant to Resolution 24-2008, which was subsequently amended by Resolution 25-2013 and Resolution 25-2014 to allow the funds to be used for long-term planning and capital. Pursuant to Indiana Code 36-1-8-5 and 5.1, as amended, the Library may transfer the unencumbered unrestricted balance up to 15% of the original budget of any fund of the Public Library, except for Debt Service funds, to the Rainy Day fund. The Library proposes setting aside funds from one time savings in 2021 to assist in meeting the long-term capital goals of the Library.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2021 as the funds are moving from one account to another.
WHEREAS, the Indianapolis-Marion County Public Library desires to transfer funds from the Operating Fund to the Rainy Day Fund and;

WHEREAS, to meet the goals of the Library’s long-term capital plan, it is crucial to set aside funds for long-term capital planning and mitigate financial risks that can occur from unforeseen revenue fluctuations and unanticipated expenditures, and

WHEREAS, Indiana Code 36-1-8-5 and 5.1 allows for the transfer of the unused and unencumbered balance of any fund of the Public Library to the Rainy Day fund, as described herein.

BE IT RESOLVED that the Indianapolis-Marion County Public Library Board of Trustees hereby authorizes the Treasurer to transfer $1,000,000 from the Operating Fund to the Rainy Day Fund.

ADOPTED THIS 13TH DAY OF DECEMBER, 2021

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

AYE

NAY

ATTEST:

Secretary of the Board
To: IMCPL Board

Meeting Date: December 13, 2021

From: Diversity, Policy and Human Resources Committee

Approved by the Library Board:

Effective Date: December 13, 2021

Subject: 2022 Appointment List

Recommendation: Approval of Resolution 67-2021 Appointment List

Background: Resolution 67-2021 Appointment List is a routine annual resolution in which the Chief Executive Officer lists the full-time and part-time benefit eligible staff (historically referred to as Board Appointed) and the non-benefit eligible staff (historically referred to as Hourly staff) of the Indianapolis-Marion County Public Library per individual job title at this point in time. It also authorizes the adjustment of individual bi-weekly salaries and hourly rates in line with the Schedule of Pay Grades and Staff Positions as outlined in Resolution 61-2021, and any other adjustments that may be recommended, and rescinds Resolution 61-2020.

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2022.
WHEREAS, the Interim Chief Executive Officer has presented to the Board and the Board has reviewed the attached Appointment List which makes appointments to the staff of the Indianapolis-Marion County Public Library ("Library") and adjustments of staff salaries and rates of compensation;

THEREFORE, BE IT RESOLVED, that the Board approves the attached Appointment List which sets forth the Interim Chief Executive Officer’s appointments to the Library staff and makes adjustments of individual salaries and rates of compensation for staff in line with the Schedule of Pay Grades and Staff Positions previously approved.

BE IT RESOLVED FURTHER, that the approval and passage of this resolution updates, modifies and amends the Appointment List previously approved in Resolution 61-2020.

Adopted this 13th day of December, 2021.

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

AYE

NAY
ATTEST:

Secretary of the Board
# 2022 Appointment List

**December 19, 2021 - December 17, 2022**

## HOURLY POSITIONS

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# 2022 Appointment List

December 19, 2021 - December 17, 2022

## NON-EXEMPT POSITIONS

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# 2022 Appointment List

## December 19, 2021 - December 17, 2022

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To: IMCPL Board  
From: Shanika Heyward

Meeting Date: December 13, 2021
Approved by the Library Board:
Effective Date: December 13, 2021

Subject: Annual Review of IMCPL Acceptable Use Policy

Recommendation: Approval of Resolution for Annual Review of IMCPL Acceptable Use Policy

Background:

Indiana Code IC 36-12-1-12, which covers the policy for Internet or other computer network use for libraries, requires that the board of a public library annually review the policy concerning the appropriate use of the Internet or other computer networks by library patrons in all areas of the library.

IMCPL’s Acceptable Use Policy is attached for the Board’s approval. No changes are recommended for 2022.

The Acceptable Use Policy is in place to communicate acceptable computer user behavior to patrons, to provide IMCPL disclaimers of liability for potential misuse and to provide the staff tools to aid in patron behavior modification when needed.

The Children’s Internet Protection Act, or CIPA, requires that libraries have an Internet Safety Policy adopted by the board to be eligible for eRate funds. In addition, the policy must include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to use of the computers by minors, harmful to minors.
WHEREAS, the Library has conducted an annual review of the Acceptable Use Policy for internet access and usage, electronic access and use of Library on-line resources, and Library computer usage; and

WHEREAS, the Board of Trustees of the Indianapolis-Marion County Public Library has reviewed the Acceptable Use Policy, and determines that the policy is prudent and in the interest of the Library and its patrons.

THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby ratify, confirm and approve the Acceptable Use Policy in the form attached to this Resolution.
Acceptable Use Standards for Internet and Indianapolis Public Library (IndyPL) Computers

All electronic traffic originating from the Indianapolis Public Library connection shall be in accordance with these Acceptable Use Standards. *Failure to abide by these standards may result in the loss of internet, computer and Library privileges.*

Cooperative Use

IndyPL has installed a PC Management system that governs the use of computers in the Library. PC users must facilitate the fair use of the Library's limited resources by observing time limits on PC use and surrendering use of the terminal when allotted time has elapsed. IndyPL reserves the right to terminate a PC session that disrupts Library services or that involves user behavior that violates the Library's policies. Tampering with or defeating time limits will result in the loss of some or all Library privileges consistent with the Library's policy on inappropriate behavior.

Acceptable Use

Use of the Library's computers shall be guided by the following principles:

- Respect for the privacy of others.
- Adherence to the legal protection provided by copyright and license to programs and data.
- Consideration for the security and functioning of computers, computer networks, and systems.
- Adherence to IndyPL policies governing the security and functioning of computers, computer networks, and systems.

Unacceptable Use

It is not acceptable to use the Indianapolis Public Library computers for:

- Any purposes which violate U.S., state, or local laws.
- Transmitting threatening, obscene, or harassing materials, including the use of profanity or offensive language.
- Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems, including excessive bandwidth utilization.
- Distribution of unsolicited advertising.
- Tampering with computer or network security.
- Disconnecting library equipment, including monitors, network cables, and electrical cords.
- Making unauthorized entry into any systems accessible via Library computers.
- Representing oneself as another person.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems (e.g. computer "viruses" and "worms").

- Copying, file sharing, downloading, or distributing commercial software or other works or material (e.g. music, movies, or other audio or digital material) in violation of state, federal, or international copyright laws.

- Accessing or loading pornographic, obscene, or sexually explicit material.

- Other uses deemed inappropriate at the discretion of IndyPL management.

Illegal acts involving the IndyPL's computers may be subject to prosecution by local, state, or federal authorities.

**Internet Safety Policy**

In addition to the useful and educational information available on the internet, a great deal of content exists that is not appropriate for children. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. IndyPL enforces a policy of internet safety that includes measures to block or filter internet access for both minors and adults to certain visual depictions. IndyPL's technology protection measure is a specific system that blocks or filters specific internet sites. It protects against access by adults and minors to visual depictions that are obscene, child pornography or harmful to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. IndyPL staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children's Internet Protection Act, no one under the age of 18 is permitted to access computer sites, chat rooms or email that contain obscene or sexually explicit material or other material harmful to minors.

IndyPL does not condition a child's use of our public use internet terminals on the collection of any personally identifiable information from the child. Please see the full text of IndyPL's e-privacy statement.

**Disclaimer**

IndyPL provides access to the internet as a service of convenience to the public. The internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the internet provide accurate, complete, or current information. Users may encounter material that could be considered inappropriate.

Parents of minor children assume responsibility for their children's use of the internet through the Library's connection. Parents and children are encouraged to read Netsmartz Safety Tips and to explore the additional resources at Netsmartz, a resource for parents and children of all ages.
IndyPL expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. Conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc., or accessing systems where such personal or business data are stored is not recommended. The Library's computing environment does not maintain sufficient safeguards to protect such activities.

Users of Library computing resources should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user's own personal or business computers via email, or via media such as floppy, CDROM, or USB Flash Drives. Users are therefore warned that it is not possible to provide a 100% virus free environment and that the user accepts such risks while using the Library's computing resources.

Review of IndyPL Policy

*Reviewed by the Library Board of Trustees, December 13, 2021*
To: IndyPL Board  
From: Facilities Committee

Meeting Date: December 13, 2021

Approved by The Library Board:

Effective Date:

Subject: Resolution 69-2021  
Approval to Establish the Guaranteed Maximum Price with The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project

Recommendation:

The IndyPL Board Facilities Committee recommends Board approval of the attached action (Resolution 69–2021) to accept the Guaranteed Maximum Price Proposal for the Fort Ben Branch Project from The Skillman Corporation, Indianapolis, Indiana, in coordination with Davis & Associates, Indianapolis, Indiana (“The Skillman Davis Team”).

Background:

Following the requirements of I.C. 5-32 and pursuant to Resolution 63-2020 the IndyPL Board awarded a Construction Manager as Constructor Services (“CMc”) Contract to The Skillman Corporation. The use of the CMc delivery method allows for enhanced bidding and contracting efforts for local business development.

To promote awareness of the opportunity for businesses to participate in the Fort Ben Branch Project, The Skillman Davis Team, working with IndyPL Facilities, Purchasing and Diversity/Inclusion staff engaged in these outreach and engagement activities:

- An early in-person and virtual sub-contractor partnering session was held on June 16, 2021.
- An in-person and virtual sub-contractor outreach and information session was held on October 9, 2021.
- An in-person and virtual pre-bid meeting was held on October 14, 2021.
- The Notice to Bidders was sent to hundreds of vendors in the Skillman Davis Team database and to vendors known to IndyPL to be interested in providing services to IndyPL.
- Public Notices of the Project were advertised in the Indianapolis Star, Court & Commercial Record, and the Indianapolis Recorder.
Board Action Request

RE: Facilities Committee, Item 7a
Resolution 69-2021 Approval to Establish the Guaranteed Maximum Price with The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project

Date: December 13, 2021

Working with Ratio Architects, the Skillman Davis Team prepared and issued bidding documents on September 24, 2021, containing 10 separate contract packages. Bids from 38 bidders were received on November 4, 2021.

There was MBE/WBE/VBE/DOBE participation in 7 of the 10 bid contract packages. There were 7 bidders with 15% MBE participation, 4 bidders with 8% WBE participation, and 5 bidders with 3% VBE participation. The bid tabulation sheet is included in the GMP Submission Document.

The work as bid by the apparent low bidders for all the alternates totals $9,387,720. The Skillman Davis Team evaluated the bids and conducted pre-award meetings with the apparent low bidders and the architect to confirm scope and values.

<table>
<thead>
<tr>
<th>Subcontractor Base Bid Utilizations</th>
<th>Construction Management Utilizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification</td>
<td>Percentage</td>
</tr>
<tr>
<td>MBE</td>
<td>8.28%</td>
</tr>
<tr>
<td>WBE</td>
<td>13.89%</td>
</tr>
<tr>
<td>VBE</td>
<td>0.09%</td>
</tr>
<tr>
<td>DOBE</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>22.26%</td>
</tr>
</tbody>
</table>

Following the requirements of the Agreement, The Skillman Davis Team has submitted a Guaranteed Maximum Price Proposal including:
- The work as bid including the alternates.
- Clarifications and assumptions based on the Bidding Documents.
- Allowances, contingencies, and expenses.
- Project staffing and general conditions.
- Pre-construction and post-construction services.
- Construction management services.
- Proposed schedule and anticipated substantial completion date.

The Guaranteed Maximum Price Proposal for the work is $11,161,503 which is consistent with the Project budget. The Guaranteed Maximum Price Proposal Submission Document is attached.

The substantial completion date is June 1, 2023, subject to receipt of all required permits.

Fiscal Impact:

The Skillman Davis Team will complete these Services on a not-to-exceed basis consistent with the Agreement authorized by Resolution 63-2020. The expense for the Services will be charged to the Series 2021B Bond (Fund 484.)
Board Action Request
RE: Facilities Committee, Item 7a
Resolution 69-2021 Approval to Establish the Guaranteed Maximum Price with
The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project
Date: December 13, 2021

Subcontractor Base Bid Utilizations

<table>
<thead>
<tr>
<th>Certification</th>
<th>Goal</th>
<th>Utilization</th>
<th>Value</th>
<th>Tier 1 Contractors</th>
<th>Tier 2 and 3 Contractors</th>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>S.C. Case Excavating</td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Chisholm Architectural Millwork</td>
<td></td>
</tr>
<tr>
<td>WBE</td>
<td>8%</td>
<td>13.89%</td>
<td>$1,241,847</td>
<td>R&amp;M Electric</td>
<td>Safety Resources</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Indiana Cut Stone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Laura Kopetsky</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Circle City Rebar</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Essential Architectural Signs</td>
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<tr>
<td>VBE</td>
<td>3%</td>
<td>0.09%</td>
<td>$7,900</td>
<td></td>
<td>Thermal Supply</td>
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<tr>
<td>DOBE</td>
<td>1%</td>
<td>0%</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>27%</td>
<td>22.26%</td>
<td>$1,990,267</td>
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Board Action Request
RE: Facilities Committee, Item 7a
Resolution 69-2021 Approval to Establish the Guaranteed Maximum Price with
The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project
Date: December 13, 2021
Board Action Request
RE: Facilities Committee, Item 7a
Resolution 69-2021 Approval to Establish the Guaranteed Maximum Price with The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project
Date: December 13, 2021
## Indianapolis Public Library
### Fort Benjamin Harrison Library Branch
#### November 24, 2021

<table>
<thead>
<tr>
<th>Direct Construction Costs</th>
<th>Cost of Work 11/4/21</th>
<th>Subcontractor</th>
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<tbody>
<tr>
<td>BC 01 General Trades</td>
<td>$2,761,000</td>
<td>Gilliatte Construction</td>
</tr>
<tr>
<td>BC 02 Structural Steel</td>
<td>$1,015,000</td>
<td>Structural Steel Services, Inc.</td>
</tr>
<tr>
<td>BC 03 Masonry</td>
<td>$454,840</td>
<td>Broady-Campbell</td>
</tr>
<tr>
<td>BC 04 Roofing</td>
<td>$812,470</td>
<td>Skyline Roofing &amp; Sheetmetal Company, Inc.</td>
</tr>
<tr>
<td>BC 05 Windows/Storefronts/Curtainwall</td>
<td>$477,500</td>
<td>Hoosier Glass</td>
</tr>
<tr>
<td>BC 06 Metal Framing/Drywall/Ceilings</td>
<td>$716,500</td>
<td>Performance Contracting, Inc.</td>
</tr>
<tr>
<td>BC 07 Flooring</td>
<td>$138,860</td>
<td>Blakley's</td>
</tr>
<tr>
<td>BC 08 Plumbing</td>
<td>$-</td>
<td>Commercial Air (Combo BC8 &amp; BC9)</td>
</tr>
<tr>
<td>BC 09 Mechanical</td>
<td>$1,369,700</td>
<td>Commercial Air (Combo BC8 &amp; BC9)</td>
</tr>
<tr>
<td>BC 10 Electrical &amp; Technology</td>
<td>$1,194,750</td>
<td>R&amp;M Electric</td>
</tr>
<tr>
<td>Alterate 1: Undercut Paved Areas</td>
<td>$219,000</td>
<td></td>
</tr>
<tr>
<td>Alterate 2: Porcelain Tile at Fireplace</td>
<td>$5,980</td>
<td></td>
</tr>
<tr>
<td>Alterate 3: Porcelain Tile at Public Restrooms</td>
<td>$18,640</td>
<td></td>
</tr>
<tr>
<td>Alterate 4: Wood Ceilings</td>
<td>$251,075</td>
<td></td>
</tr>
<tr>
<td>Alterate 5: TPO Roofing</td>
<td>$(47,595)</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal Direct Construction Costs:** $9,387,720

<table>
<thead>
<tr>
<th>CM Staffing (15 Months)</th>
<th>$635,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Conditions (15 Months)</td>
<td>$315,000</td>
</tr>
<tr>
<td>CM Construction Contingency</td>
<td>3.83%</td>
</tr>
</tbody>
</table>

**Subtotal:** $10,697,597

| CMc Fee | 2.85% | $304,882 |
| Bonds & Insurance | 1.0% | $110,025 |
| Pre-Construction/Post-Construction Fee | | $49,000 |

**Total Contract Sum:** $11,161,503

### Exclusions
1. Desks & other FF&E in Offices, Staff Workrooms, Study Rooms, Conference Rooms, and Public Areas
2. Library shelving
3. Hazardous material abatement and removal
4. Telephone System
5. Wireless Access Points are Owner Furnished & Contractor Installed
6. Digital Signage/Monitors (Rough-ins by contractor)
7. Access Control (Rough-ins by contractor)
8. IP Based Security Camera System (Rough-ins by contractor)
9. Additional signage not identified on contract documents
10. Additional work required due to unsuitable soils beyond Alternate No. 1
## TSC BID RESULTS (LOW BASE BID + Alternates 1, 2, 3, 4, 5)

**PROJECT NAME:** Fort Benjamin Harris Library  
**TSC PROJECT #:** 220710  
**BID DATE:** November 04, 2021

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<thead>
<tr>
<th>BID</th>
<th>BID CATEGORY</th>
<th>CONTRACTOR</th>
<th>MBE</th>
<th>WBE</th>
<th>VBE</th>
<th>DBE</th>
<th>BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Trades</td>
<td>Gilliatte Construction</td>
<td>20.00%</td>
<td>1.00%</td>
<td></td>
<td></td>
<td>$2,761,000</td>
</tr>
<tr>
<td>2</td>
<td>Structural Steel</td>
<td>Structural Steel Services, Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,015,000</td>
</tr>
<tr>
<td>3</td>
<td>Masonry</td>
<td>Broady-Campbell</td>
<td>23.00%</td>
<td>4.00%</td>
<td></td>
<td></td>
<td>$454,840</td>
</tr>
<tr>
<td>4</td>
<td>Roofing</td>
<td>Skyline Roofing &amp; Sheetmetal Company, Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$812,470</td>
</tr>
<tr>
<td>5</td>
<td>Windows/Storefronts/Curtainwall</td>
<td>Hoosier Glass</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$477,500</td>
</tr>
<tr>
<td>6</td>
<td>Metal Framing/Drywall/Ceilings</td>
<td>Performance Contracting, Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$716,500</td>
</tr>
<tr>
<td>7</td>
<td>Flooring</td>
<td>Blakley's</td>
<td>2.00%</td>
<td></td>
<td></td>
<td></td>
<td>$138,860</td>
</tr>
<tr>
<td>8</td>
<td>Plumbing</td>
<td>Commercial Air (Combo BC8 &amp; BC9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0</td>
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<tr>
<td>9</td>
<td>Mechanical</td>
<td>Commercial Air (Combo BC8 &amp; BC9)</td>
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<td></td>
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<td>$1,369,700</td>
</tr>
<tr>
<td>10</td>
<td>Electrical &amp; Technology</td>
<td>R&amp;M Electric</td>
<td>100.00%</td>
<td></td>
<td></td>
<td></td>
<td>$1,194,750</td>
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</table>

<p>| | | | | | | | | | | |</p>
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<thead>
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</thead>
<tbody>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>8.28%</strong></td>
<td><strong>13.89%</strong></td>
<td><strong>0.00%</strong></td>
<td><strong>0.00%</strong></td>
<td><strong>$8,940,820</strong></td>
<td><strong>$219,000</strong></td>
<td><strong>$5,360</strong></td>
<td><strong>$16,640</strong></td>
<td><strong>$251,075</strong></td>
<td><strong>($47,595)</strong></td>
</tr>
</tbody>
</table>

MBE, WBE, VBE, & DBE percentages are based on Base Bid only
## General Trades

<table>
<thead>
<tr>
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<th>CONTRACTOR</th>
<th>MBE</th>
<th>WBE</th>
<th>VBE</th>
<th>DBE</th>
<th>BASE</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Gilliatte Constr</td>
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<td>1.00</td>
<td></td>
<td></td>
<td>$2,761,000</td>
<td>$219,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,980,000</td>
</tr>
<tr>
<td>N</td>
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<td>$3,201,000</td>
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## Structural Steel

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<th>CONTRACTOR</th>
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<th>WBE</th>
<th>VBE</th>
<th>DBE</th>
<th>BASE</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Structural Steel Services, Inc.</td>
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<td></td>
<td></td>
<td>$1,015,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,015,000</td>
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<tr>
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<td>$1,026,700</td>
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## Masonry

<table>
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<tr>
<th>BID</th>
<th>CONTRACTOR</th>
<th>MBE</th>
<th>WBE</th>
<th>VBE</th>
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<th>4</th>
<th>5</th>
<th>SUMMARY</th>
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</thead>
<tbody>
<tr>
<td>N</td>
<td>Broady-Campbell</td>
<td>23.00</td>
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<td></td>
<td></td>
<td>$454,840</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$454,840</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Biancofiori Masonry</td>
<td>4.00</td>
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<td></td>
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## Roofing

<table>
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<tr>
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<th>WBE</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Skyline Roofing &amp; Sheetmetal Company, Inc.</td>
<td></td>
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<td>$812,470</td>
<td></td>
<td></td>
<td></td>
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<td>$764,875</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>Insley</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$732,000</td>
<td></td>
<td></td>
<td></td>
<td>($103,000)</td>
<td>$629,000</td>
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### Windows/Storefronts/Curtainwall

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<th>TYPE</th>
<th>CONTRACTOR</th>
<th>MBE</th>
<th>WBE</th>
<th>VBE</th>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td></td>
<td>Hoosier Glass</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$477,500</td>
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<td></td>
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<td>$477,500</td>
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<tr>
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<td>$560,700</td>
</tr>
<tr>
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<td></td>
<td>Roberts Glass</td>
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</table>

### Metal Framing/Drywall/Ceilings

<table>
<thead>
<tr>
<th>BID</th>
<th>TYPE</th>
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<th>WBE</th>
<th>VBE</th>
<th>DBE</th>
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<th>3</th>
<th>4</th>
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<th>TPO ROOFING</th>
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<tr>
<td>XC</td>
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## Electrical & Technology

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<th>WOOD CEILING</th>
<th>TPO ROOFING</th>
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## GUIDELINE SCHEDULE

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<td>Drainage/Storm, Water, Sanitary Approval</td>
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<td>State Plan Release</td>
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<td>Mt Harrison Reuse Authority Architectural Review Commission</td>
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<td>Marion Co Driveway Access (60th Street)</td>
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<tr>
<td>City of Lawrence (Storm Water)</td>
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<td>Board Approve Notice to Bidders</td>
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<td>Assemble Bid Packages / Bid Docs</td>
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<td>Construction</td>
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### The Skillman Corporation

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<td>8</td>
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<td>Davis Safety Engineer</td>
<td>Rick Basey</td>
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**TOTAL EXPENSES** $ 315,000.00

**TOTAL EXPENSES - DAVIS & ASSOCIATES, INC** $ 133,500.00

**TOTAL EXPENSES - SKILLMAN** $ 160,500.00

**TOTAL EXPENSES - SHARED** $ 21,000.00
November 24, 2021 (Revised December 8, 2021)

VIA EMAIL

Mr. Mike Coghlan
Director of Facilities (Interim)
The Indianapolis Public Library
P.O. Box 211
Indianapolis, IN 46206-0211

RE: The Indianapolis Public Library Fort Ben Branch Project – Guaranteed Maximum Price Proposal

Dear Mr. Coghlan:

The Skillman Corporation and Davis & Associates, Inc. are pleased to provide you the following Guaranteed Maximum Price Proposal for The Indianapolis Public Library Fort Ben Branch Project (“Project”). On November 4, 2021, Skillman publicly opened bids for the Project. During the months prior to opening bids, the Skillman/Davis Team promoted the Project to the construction industry and specifically promoted the Library’s XBE goals through multiple communication channels, including public notices, Skillman’s planroom, the City of Indianapolis Office of Minority & Women Business Development, the Library’s vendor opportunities, Skillman’s XBE vendor list, and Davis’ XBE vendor list. In addition, the Skillman/Davis Team held two separate in-person and virtual XBE Partnering Sessions on June 16, 2021 and October 9, 2021 as well as an separate pre-bid meeting on October 14, 2021.

There were a total of 38 bids for 10 bid categories received on November 4, 2021. There was XBE participation in 7 of the 10 bid categories. There were 7 bidders with 15% or greater MBE participation, 4 bidders with 8% or greater WBE participation, and 5 bidders with 3% or greater VBE participation. See enclosed bid tabulation.

The Skillman/Davis Team has identified the following as the lowest, responsible, and responsive bidders (also see enclosed Low Base Bid Tabulation) and have met with each of these bidders to confirm their respective bids during pre-award meetings:

[Table of bid tabulation]

The SKILLMAN Corporation | 3834 S. Emerson Ave., Bldg. A, Indianapolis, IN 46203
The Skillman/Davis Team is not recommending two apparent low bids as the lowest, responsive, and responsible bidders because the respective bidders failed to prequalify as required by the bid documents:

<table>
<thead>
<tr>
<th>Bid Category 04 – Roofing</th>
<th>Insley Systems, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Category 10 – Electrical Technology</td>
<td>Banta Electrical Contractors, Inc.</td>
</tr>
</tbody>
</table>

During the pre-award meetings, the Skillman/Davis team confirmed the XBE participation from the lowest, responsible and responsive bidders total 8.3% MBE, 13.9% WBE, 0.00% DOBE, and 0.1% VBE. The recommended bidders have substantiated their XBE participation and/or have completed the Library’s Application for MBE/WBE/VBE/DOBE Program Waiver.

In addition to the recommended bidders’ XBE participation, the Skillman/Davis Team are including as part of the GMP proposal additional XBE participation in the form of construction staffing and general conditions costs. Specifically, Davis & Associates (a MBE certified by the City of Indianapolis) will be providing up to 34.7% of the construction staffing and general conditions services budgeted for the Skillman/Davis Team for construction management services during the construction phase.

The Skillman/Davis Team is enclosing the following GMP worksheet, bid tabulation with XBE participation, Guideline Schedule, Effort Schedule for Construction Staffing, and General Conditions Budget in support of its GMP proposal. The Skillman/Davis Team is seeking IndyPL’s approval of the above bidders and approval of a Guaranteed Maximum Price in the amount of $11,161,503 in order for contracts to be awarded to the bidders and to commence the Project.

THE SKILLMAN CORPORATION

/s/ Daniel P. King

Dan King
Senior Vice President

Encls.

CC: Scott Hunt, Ratio
Antone Sgro, Ratio
Gary Davis, Davis & Associates
Victor Landfair, Skillman
Kevin Gujral, Skillman
David Yancey, Skillman
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 69–2021

APPROVAL TO ESTABLISH THE GUARANTEED MAXIMUM PRICE WITH THE SKILLMAN CORPORATION SERVING AS THE CONSTRUCTION MANAGER AS CONSTRUCTOR FOR THE FORT BEN BRANCH PROJECT

DECEMBER 13, 2021

WHEREAS, following the requirements of I.C. 5-32 and pursuant to Resolution 63-2020 the IndyPL Board awarded a Construction Manager as Constructor Services (“CMc”) Contract to The Skillman Corporation, Indianapolis, Indiana; and

WHEREAS, The Skillman Corporation, in coordination with Davis & Associates, Indianapolis, Indiana is providing the services as The Skillman Davis Team; and

WHEREAS, working with Ratio Architects, The Skillman Davis Team prepared and issued bidding documents on September 24, 2021, containing ten (10) separate contract bid packages. Bids were received on November 4, 2021; and

WHEREAS, The Skillman Davis Team received a total of thirty-eight (38) bids for the ten (10) separate contract bid packages; and

WHEREAS, the Guaranteed Maximum Price Proposal from The Skillman Corporation, for the Project is Eleven Million One Hundred Sixty-One Thousand Five Hundred Three Dollars ($11,161,503) which is consistent with the Project budget.

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to execute the Guaranteed Maximum Price Exhibit for the Construction Manager as Constructor Services for the Fort Ben Branch Project on a not-to-exceed basis of Eleven Million One Hundred Sixty-One Thousand Five Hundred Three Dollars ($11,161,503) consistent with the Agreement authorized by Resolution 63-2020 with The Skillman Corporation and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.
LIBRARY BOARD OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY, INDIANA
RESOLUTION 69–2021

Adopted this ____ day of __________, 2021.

AYE

__________________________  NAY

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ATTEST: ______________________
Secretary of the Board
**Board Action Request**

To: IndyPL Board  
From: Facilities Committee  
Meeting Date: December 13, 2021  
Approved by The Library Board: 

**Subject:** Resolution 70-2021  
Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project

**Recommendation:**

The IndyPL Board Facilities Committee recommends Board approval of the attached action (Resolution 70–2021) to accept the Guaranteed Maximum Price Proposal for the Glendale Branch Replacement Project from **Powers & Sons Construction Company, Inc.**, Indianapolis, Indiana.

**Background:**

Following the requirements of I.C. 5-32 and pursuant to Resolution 62-2020 the IndyPL Board awarded a Construction Manager as Constructor Services (“CMc”) Contract to Powers & Sons. The use of the CMc delivery method allows for enhanced bidding and contracting efforts for local business development.

To promote awareness of the opportunity for businesses to participate in the Project, Powers & Sons, working with IndyPL Facilities, Purchasing and Diversity/Inclusion staff engaged in these outreach and engagement activities:

- A virtual sub-contractors outreach and information session was held on October 21, 2021.
- A virtual pre-bid meeting was held on October 26, 2021.
- The Notice to Bidders was sent to hundreds of vendors in the Powers & Sons database and to vendors known to IndyPL to be interested in providing services to IndyPL.
- Public Notices of the Project were advertised in the Indianapolis Star, Court & Commercial Record, and the Indianapolis Recorder.

Working with krM Architecture+, Powers & Sons prepared and issued bidding documents on October 19, 2021 containing 9 separate contract packages. Bids from 34 bidders were received on November 18, 2021.
Board Action Request
RE: Facilities Committee, Item 7b
Resolution 70-2021 Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project
Date: December 13, 2021

The work as bid by the apparent low bidders, exclusive of the alternates, totals $9,380,753.00. Powers & Sons evaluated the bids and conducted pre-award meetings with the apparent low bidders and the architect to confirm scope and values.

Tier-1 MBE utilization is 100% as Powers & Sons is a certified MBE vendor.

Tier-2 and Tier-3 M/W/V/DBE utilization is $4,863,217 which is 51.84% of the subcontract value.

<table>
<thead>
<tr>
<th>Subcontractor Base Bid Utilizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>MBE</td>
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<tr>
<td>WBE</td>
</tr>
<tr>
<td>VBE</td>
</tr>
<tr>
<td>DOBE</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Following the requirements of the Agreement, Powers & Sons has submitted a Guaranteed Maximum Price Proposal including:

- The work as bid.
- Clarifications and assumptions based on the Documents.
- Allowances, contingencies, and expenses.
- Project staffing and general conditions.
- Pre-construction and post-construction services.
- Construction management services.
- Anticipated substantial completion date.

The Guaranteed Maximum Price Proposal for the work is $11,412,448 which is consistent with the Project budget. The Submission Document is attached.

The substantial completion date is April 1, 2023, subject to receipt of all required permits.

Fiscal Impact:

**Powers & Sons Construction Company, Inc.** will complete these Services on a not-to-exceed basis consistent with the Agreement authorized by Resolution 62-2020. The expense for the Services will be charged to the Series 2021A Bond (Fund 483.)
Board Action Request
RE: Facilities Committee, Item 7b
Resolution 70–2021 Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project
Date: December 13, 2021

Subcontractor Base Bid Utilizations

<table>
<thead>
<tr>
<th>Certification</th>
<th>Goal</th>
<th>Utilization</th>
<th>Value</th>
<th>Tier 2 and 3 Contractors</th>
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<td>MBE</td>
<td>15%</td>
<td>41.36%</td>
<td>$3,880,030.00</td>
<td>Morningside Group, Powers &amp; Sons, First Electric Supply</td>
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<tr>
<td>WBE</td>
<td>8%</td>
<td>1.81%</td>
<td>$170,187.00</td>
<td>Prefab solutions, Bill Lawrence Painting, Essential Signs</td>
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<tr>
<td>VBE</td>
<td>3%</td>
<td>8.67%</td>
<td>$813,000.00</td>
<td>J.C. Ripberger</td>
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<tr>
<td>DOBE</td>
<td>1%</td>
<td>0%</td>
<td>$</td>
<td>-</td>
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<tr>
<td>Total</td>
<td>27%</td>
<td>51.84%</td>
<td>$4,863,217.00</td>
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Board Action Request
RE: Facilities Committee, Item 7b
Resolution 70–2021 Approval to Establish the Guaranteed Maximum Price with
Powers & Sons Serving as the Construction Manager as Constructor for the
Glendale Branch Replacement Project
Date: December 13, 2021
Board Action Request
RE: Facilities Committee, Item 7b
Resolution 70–2021 Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project
Date: December 13, 2021
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<th>Scope</th>
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<td>BC 02 Concrete</td>
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<td>BC 03 Masonry</td>
<td>Building Blocks</td>
<td>$395,037</td>
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<tr>
<td>BC 04 General Trades</td>
<td>Powers &amp; Sons</td>
<td>$2,829,621</td>
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<td>BC 05 Roofing</td>
<td>Skyline Roofing</td>
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<tr>
<td>BC 06 Storefront and Curtain Wall</td>
<td>Delaware Glass</td>
<td>$612,900</td>
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<td>BC 07 Metal Framing, Drywall and Ceilings</td>
<td>Morningside</td>
<td>$974,300</td>
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<td>BC 08 Flooring</td>
<td>Master Carpet</td>
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<td>BC 09 Mechanical</td>
<td>Lehmans</td>
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<tr>
<td>BC 10 Electrical</td>
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</table>

Subtotal Bid Categories $9,380,753

General Conditions $494,316
General Requirements $359,294
Permitting/Tap Fees $30,000
Post Occupancy Services $12,200
Pre-Construction Services $39,794
Steel Cancellation $5,970
Insurance Percentage & Costs (1%) $114,124
Performance and Payment Bond (1%) $114,124
Construction Contingency $468,143
Fee Percentage & Amount (3.45%) $393,729
Total Construction Cost $11,412,448

Owners Costs (Not in GMP)
FFE $625,000.00
Owner Hard Costs $2,534,305.00
Total Project Value $14,571,753

Subject to attached GMP Clarifications and Assumptions dated 12/1/21, 2 pages

1st Tier M/W/D/V BE Participation
100 % MBE (Powers & Sons)

2nd/3rd Tier M/W/D/V BE Participation
Powers & Sons (MBE) $2,707,329
Morningside (MBE) $974,300
JC Ripberger (VBE) $813,000
First Electric Supply (MBE) $198,401
Prefab Solutions (WBE) $47,895
Bill Lawrence Painting (WBE) $85,700
Essential Signs (WBE) $36,592

Total MBE - $3,880,030 (41.36% of subcontracted amount)
Total WBE - $170,187 (1.81% of subcontracted amount)
Total VBE - $813,000 (8.67% of subcontracted amount)
Total DBE - $0 (0.00% of subcontracted amount)
The following items denote assumptions and clarifications in defining the cost of the scope of work contained within the GMP.

1. Scope of work as defined by issued 100% Re-Bid Documents developed by krM Architecture + dated 9/27/21 along with addenda 1, 2 and 3.

2. A construction contingency has been included. In the event that more funds are needed due Owner’s use of the contingency, the Owner shall appropriate additional funds to cover any additional expenditures.

3. Furniture, architect fees, engineering fees, FFE are by Owner.

4. Construction Materials Testing is paid by Owner. Testing will be scheduled by Powers & Sons.

5. Powers and Sons has included a LEED consultant to assist our submittal process. It is the designer’s responsibility to ensure the drawings and specifications specify items that meet LEED requirements.

6. Envelope testing and commissioning is by Owner.

7. Undercutting of foundations is excluded. Any required undercuts will be paid for from the contingency.

8. Powers and Sons has included an Allowance of $30,000 for all permitting including city, water, sanitary, ILP, etc.

9. Powers & Sons will achieve substantial completion in 365 days from the Date of Commencement. Powers & Sons Date of Commencement will be April 1, 2022, subject to the receipt of all required permits. Our Substantial Completion Date will be April 1, 2023, subject to a Date of Commencement of April 1, 2022.
10. Unit price to excavate soil, haul off and replace with lean concrete is $250.00 per cubic yard.

11. The substantial completion date is subject to material availability.

12. Unusual or unforeseen cost escalations are not included in the GMP.

13. GMP is based on reusing existing foundations per plan. To remove and replace the foundations shown to remain will be additional costs paid by the contingency.

14. Powers and Sons has included an allowance of $75,000 for unsuitable subgrade work for the building pad and parking area. Working with unsuitable soils beyond the allowance is excluded. Undercutting footings are to be paid out of the contingency.

15. Powers & Sons shall choose the subcontractors to be used on the Project in accordance with Indiana’s CMc statute. Powers reserves the right to waive abnormalities and informalities during bidding.

16. Architectural steel in the amount of $189,000 was transferred from Bid Category 4-General Trades to Bid Category 1-Structural Steel. Temporary facilities/controls in the amount of $359,294 was transferred from Bid Category 4-General Trades to the Construction Manager. The transfers were necessary so that the Construction Manager does not self perform more than 20% of the project value.
<table>
<thead>
<tr>
<th>Contractor</th>
<th>JC Ripberger</th>
<th>Gibraltar</th>
<th>Jerkler</th>
<th>Building Blocks Masonry</th>
<th>Moiseau 4 Masonry</th>
<th>Purdy, LLC</th>
<th>Artisan</th>
<th>JC Ripberger</th>
<th>Towers &amp; Sons</th>
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<tr>
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<th>DELAWARE GLASS</th>
<th>BIBLE B</th>
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<th>QUALITY INTERIOR</th>
<th>MORNING SIDE GROUP</th>
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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 70-2021

APPROVAL TO ESTABLISH THE GUARANTEED MAXIMUM PRICE WITH POWERS & SONS SERVING AS THE CONSTRUCTION MANAGER AS CONSTRUCTOR FOR THE GLENDALE BRANCH REPLACEMENT PROJECT

DECEMBER 13, 2021

WHEREAS, following the requirements of I.C. 5-32 and pursuant to Resolution 62-2020 the IndyPL Board awarded a Construction Manager as Constructor Services (“CMc”) Contract to Powers & Sons Construction Company, Inc.; and

WHEREAS, working with krM Architecture+, Powers & Sons prepared and issued bidding documents on October 19, 2021, containing nine (9) separate contract packages. Bids were received on November 18, 2021; and

WHEREAS, Powers & Sons received a total of thirty-four (34) bids representing thirty-four (34) different bidders; and

WHEREAS, the Guaranteed Maximum Price Proposal from Powers & Sons Construction Company, Inc., for the Project is Eleven Million Four Hundred Twelve Thousand Four Hundred Forty-Eight Dollars ($11,412,448) which is consistent with the Project budget.

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to execute the Guaranteed Maximum Price Exhibit for the Construction Manager as Constructor Services for the Glendale Branch Replacement Project on a not-to-exceed basis of Eleven Million Four Hundred Twelve Thousand Four Hundred Forty-Eight Dollars ($11,412,448) consistent with the Agreement authorized by Resolution 62-2020 with Powers & Sons Construction Company, Inc., and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.
LIBRARY BOARD OF THE  
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY, INDIANA  
RESOLUTION 70–2021

Adopted this ___ day of __________, 2021.

AYE

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ATTEST: _______________________
Secretary of the Board
To: IndyPL Board  
Meeting Date: 12/13/2021

From: The Indianapolis Public Library Foundation

Subject: December 2021 Update

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

News

The Library Foundation’s Board of Directors approved our 2022 budget. Next year, we will invest more than $2.6 million in 77 Community Action Plans.

Congratulations to the Library and the Polis Center for launching the Encyclopedia of Indianapolis (indyencyclopedia.org) on November 18. We are within $50,000 of completing our initial fundraising goal of $2.17 million. So far, we have received major support from Lilly Endowment Inc.; Allen Whitehill Clowes Charitable Foundation; R.B. Annis Educational Foundation; The Indianapolis Foundation Library Fund; Nicholas H. Noyes, Jr. Memorial Foundation; Jackie Nytes; and an anonymous donor. We have also received generous gifts from the Encyclopedia’s Civic Advisory Committee and the community. If you would like to support this project, text EOI to 317-967-9287 or contact us at 317-275-4700.

Congratulations to the African American History Committee on a successful Fall Fest and Slammin’ Rhymes Challenge XV held at Central Library on November 20. The Foundation was proud to support this event, which featured several poets and performers, as well as a moving keynote address by Sybrina Fulton, the mother of Trayvon Martin.

Donors

The Foundation thanks 217 donors who made gifts last month. Our top contributors were 92.3 WTTS/Live Nation Worldwide and Comcast. If you should have an opportunity to thank these donors, we would be grateful.

Program Support

This month, the Library Foundation is proud to provide more than $108,000 to the Library. Examples of major initiatives supported are the Career Center and the Herbert Simon Early Literacy Specialist position.
To: IMCPL Board

Meeting Date: December 13, 2021

From: John Helling, Interim CEO

Approved by the Library Board:

Effective Date: December 13, 2021

Subject: Finances, Personnel and Travel Resolution 71-2021

Recommendation: Approve Finances, Personnel and Travel Resolution 71-2021

Background: The Finances, Personnel and Travel Resolution 71-2021 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 2021.
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 November 2021 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 75209 through 75350 for a total of $1,059,723.18 were issued from the operating bank accounts.

EFT numbers 1549 through 1560
304883 through 304895 and
304900 through 304956 and
304959 through 304992 and
304997 through 305011 for a total of

$2,452,810.75 were issued from the operating bank accounts.

Warrant number 879 through 890 for a total of
$355.67 was issued from the fines bank account.

Warrant numbers 8129 through 8183 for a total of

$171,700.98 were issued from the gift bank account.

EFT numbers 304896 through 304899 and
304957 through 304958 and
304993 through 304996 and
305012 through 305014 for a total of

$76,353.85 were issued from the gift bank account.

Warrant numbers 269255 through 269275 and
1390 for a total of

$4,188.32 were issued for employee payroll

Direct deposits numbers 450001 through 450548 and
470001 through 470550 for a total of

$1,072,647.77 were issued for employee payroll

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

$405,630.29 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.

Raymond J. Biederman
Rev. T.D. Robinson

Curtis W. Bigsbee
Hope C. Tribble

Dr. Khaula Murtadha
Judge Jose D. Salinas
I have examined the within claims and certify they are accurate:

Patricia A. Payne
Carolyn J. Adams
Treasurer of the Library Board
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- Total Payments: $355.67
- Total Voided Items: $-
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Summary by Transaction Type:

- **Computer Check**: $171,700.98
- **EFT Check**: $76,353.85
- **Total Payments**: $248,054.83
- **Total Voided Items**: -
NEW HIRES:
- Angelina Sickes, Page, Warren, $10.00 per hour, Effective: December 1, 2021
- Dennis Lewandowski, Library Security Assistant, Public Services, $15.02 per hour, Effective: December 1, 2021
- Gipson Schabel, Public Services Librarian, Lawrence, $21.56 per hour, Effective: December 1, 2021
- Shylo Scott, Page, West Indianapolis, $10.00 per hour, Effective: December 1, 2021
- Rachel Erpelding, Public Services Associate II, Haughville, $17.36 per hour, Effective: December 1, 2021
- Grace Evans, Indy Library Store Assistant Coordinator, Outreach Services & Volunteer Resources, $17.36 per hour, Effective: November 19, 2021
- Jack Koning, Library Assistant II, Wayne, $15.02 per hour, Effective: November 19, 2021

INTERNAL CHANGES:
- Shelby Peak from Supervisor Librarian, Franklin Road, $23.64 per hour to Interim Manager, Warren, $28.80 per hour, Effective: November 22, 2021
- Reginald Laratte from Circulation Supervisor I, Haughville, $20.46 per hour to Human Resources Assistant, Human Resources, $21.48 per hour, Effective: December 6, 2021
- Joseph Lutholtz from Public Services Associate II, Irvington, $18.23 per hour to Public Services Librarian, East Washington, $21.56 per hour, Effective: November 7, 2021

RE-HIRES: (None Reported)

SEPARATIONS:
- Stephen Lane, Special Collections Librarian, Central, 7 years and 1 months, Effective: November 13, 2021
- Miranda Wessel, Page, Lawrence, 4 years and 9 months, Effective: November 23, 2021
- Jeanne McRoy, Page, Central, 2 days Effective: November 14, 2021

INACTIVE: (None Reported)

RE-ACTIVATE: (None Reported)

RECLASSIFICATION: (None Reported)
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:

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January 2022

Page 1
Interim CEO Roadmap

Summary
This document intends to lay out things that can be either set in motion or accomplished in a period of several months while IndyPL carries out its search for a new CEO. It puts forward several guiding themes, followed by practical initiatives that are intended to build on those themes.

The items below are largely the result of direct feedback from staff. They were identified over a period of several weeks as the CEO visited branch meetings, held office hours, and solicited town hall questions, among other feedback mechanisms. Some are “big picture” items and some are simply outstanding/longstanding issues that staff members do not feel that EC has effectively “heard.” They range in size from large systemic changes to smaller “mechanical” issues that may not be as urgent but are still important and affect overall staff engagement and morale. In some cases progress has already been made toward these goals.

Themes
• Relationship building
• Internal customer service/employee support
• Effective communication with a focus on listening
• Transparency
• Servant Leadership
• Focus on strategic plan/Shared Goal/Re-energize staff

Initiatives

CEO/Executive Committee

• Listening efforts
  o Context: A recurring theme that has come up over the last few months is that staff do not feel that the members of the Executive Committee are truly listening to their concerns. The bullet points below attempt to provide several new pathways for staff to communicate to EC.

  ▪ Ongoing town halls – regular opportunities for the CEO and other EC members to answer questions verbally
    • 11/22/21 – We have held three all staff town halls where staff can pose questions to the interim CEO and other EC members. The response to these opportunities has been positive and we plan to continue them into the future.
- **Office hours in branches** – *regular opportunities for staff to have face-to-face interaction with the CEO and/or EC members, intended for less formal communication and relationship building*
  - **11/22/21** – The CEO and several members of EC have held office hours for themselves in the branches, with the goal of building relationships with staff.
  - **12/13/21** - CMSA Director visits are resulting in great feedback from branches. Locations visited so far include: EAG, PIK, E38, WAY, CEN

- **Advisory Panel** – *this tool is modeled after Columbus Public Library, where a heterogeneous group of staff brings issues to EC in a semi-formal way. The panel meets by themselves one month, then together with EC the following month.*
  - **11/22/21** – This suggestion arrived before we understood that the central group of the Climate Improvement Process (“The Go Team”) would continue to come together and work even after our engagement with Ice Miller comes to an end. It’s important that we are not creating groups with overlapping responsibilities, thereby making communication more challenging than it needs to be, and for that reason this suggestion will be on hold until we have a better picture of what role The Go Team will continue to play at IndyPL.

- **Q&A form** – *note: this is another tool taken from Columbus Public Library. It is a more formal mechanism for staff to put questions to EC in writing, and will receive responses in writing. At Columbus, the Advisory Panel also provides a written response.*
  - **11/22/21** – This need may be met by ongoing town hall meetings

- **Directors working in branches** – *similar to the “office hours” tool, members of EC will find opportunities to spend time outside of their offices and simply work from a branch location.*
  - **11/22/21** – The interim CEO and several members of EC have held gone into the branches to do work, with the goal of building relationships with staff and seeing work carried out on the ground level.
  - **12/13/21** – Greg Hill has begun holding meetings of the ARMs group (public services leadership team) in a different branch each week

- **Improve Union relationship/communication** – *staff have observed that the relationship between the union and library administration has been strained or confrontational. We need to reset this relationship and show a commitment to being open to new ideas and to long term change.*
  - **11/22/21** – The interim CEO, Director of HR, and CFO have met with the union both formally and informally to continue to build trust and improve communication. We received positive feedback about the tone of our most recent negotiation session regarding Sunday work.
• **Servant leadership readings/training** – to improve the ability of EC to effectively communicate with the organization and to generate trust, EC will commit to the idea of service leadership, including group readings and trainings.

• **Get the organization focused on the strategic plan** – an observation that has been made often in the last few weeks is that the organization does not yet feel as connected to its current strategic plan as it did to its former plan. We need to provide more opportunities for staff to communicate how they are “living” the strategic plan and how we as an organization are progressing toward our goals. This could include a “friendly competition” where branches are rewarded for coming up with creative ways to pursue our strategic plan goals.
  
  o **11/22/21** – Further feedback indicates that a “competition”, however friendly, is not what staff want right now. We will explore other ways to motivate staff to work on the strategic plan. The interim Chief Public Services Officer (Greg Hill) has created some tracking and management reporting resources highlighting areas of the strategic plan. Greg and Strategic Planning and Assessment Officer (Garrett Mason) are working together to revisit the Branch Manager Quarterly reports to incorporate or be replaced by the newly created resources.

• **EC matrix** – EC keeps a list of organizational projects and initiatives that we call “the matrix.” It is intended to serve as a sort of dashboard to show overlapping project schedules and overall “busy-ness” levels at the library. It can also be a valuable communication tool for staff who want a birds-eye view of the organization. At points in the past we have committed to sharing this tool with staff more often but we need to recommit to that.
  
  o **11/22/21** – Strategic Planning has been working on updating the Matrix and deploying it as a more collaborative document via M365. We previously were sharing a summarized version of the Matrix for all staff but it did not seem staff was accessing or utilizing this resource. We need to determine if the Matrix is of value to staff and, if so, the best manner to convey the Matrix.

• **Quarterly reports** – it has been a longstanding practice for branch managers to produce quarterly reports, and it is not always clear to them who uses the reports and for what purpose. Being asked to complete this task so regularly without a clear goal in mind reduces morale. We need to identify the stakeholders of these reports and make sure the reports are filling their needs, adjust them if necessary, or drop them as a requirement if appropriate.
  
  o **11/22/21** – The interim Chief Public Services Officer and Strategic Planning and Assessment Officer are developing a new reporting tool that has a clearer purpose.

• **Café contract** – Our café vendor at Central Library has indicated a desire to revisit their contract document and add some significant dimensions to their relationship with the library. We need to explore the potential benefit and liability in these changes.

**Human Resources**

• **Appraisal format** – our system of performance appraisals has been a source of frustration for a variety of reasons. Ideally, the appraisal tool should provide valuable feedback to both staff and managers, and we should adjust our process to meet that goal.
360 for managers – A 360 review, in which a person receives feedback not only from their supervisor but from their colleagues and/or direct reports (anonymously) as well, can add valuable context to the appraisal process. This is standard practice in some organizations.

Self-appraisal – A self-appraisal component of performance reviews can often highlight specific areas where a staff person’s self-perception does not align with the manager’s perception, and can be useful in guiding an appraisal conversation to the points where it can be most helpful. Self-appraisals also provide staff members the opportunity to reflect on their own performance and “speak to” things they think are obstacles or hindrances to them.

- 11/22/21- This will be an item that will be discussed early next year to prepare for the review on Sept 2022.

Incident of bias flowchart – A big part of the reason why incidents of bias may have gone unaddressed (or under-addressed) in the past is because our procedure for addressing such incidents was not specific enough. We would also benefit from a “third party” pathway for feedback/complaints (this has been referred to as a “whistleblower” or “ombudsperson” pathway).

- 11/22/21 – The interim Director of HR has created a third party pathway for reporting incidents that is currently under review. Strategic Planning and Assessment Officer recently gained access to the data reporting aspect of the reporting process and is currently reviewing.

Formalizing interview panel guidelines – We do not, as an organization, have formal/written guidelines for how interview panels should be created, resulting in missed opportunities to provide representation on crucial decision making bodies. These guidelines need to be created immediately.

Student Assistant page position – The nature of the page position has come up in several discussions, including equitable pay but also how we might use these positions to give opportunities to students, specifically those from the communities surrounding our branch locations and how we might use these positions to highlight librarianship as a potential career path. We will explore the creation of a certain number of page positions that could specifically be reserved for students/youth.

- 11/22/21- The CFO and Interim Director of HR had a meeting with the Supervisor Librarians and the idea of creating this position was not well received. Here is the new suggestion: The Supervisor, Volunteer Resources and Interim Director of HR are working on creating guidelines for students’ opportunities. They idea is to create a collaboration with schools and students in the library with opportunities to help and serve as Page, LA II and PSLs. We have identified local schools that provide funds for these opportunities and we are currently creating the guideline, procedures and job descriptions to share with the schools for consideration. This will bring more diversity and exposure to students to our library.
• **Diversity Fellow** – Our Diversity Fellow positions, which have been year-long, project-based positions that we reserve specifically for demographics that are underrepresented in our larger staff, have been very valuable. We will continue to use these positions both to address project needs but to increase representation on our staff.

• **Training/onboarding** – Our training/onboarding process needs to be more robust and needs to also serve as a process that helps to set and reinforce our organizational culture, in addition to the nuts and bolts of working at IndyPL.
  - **11/22/21**- The Diversity Fellow- HR, Interim Director of HR and Diversity, Equity and Inclusion Officer are working to create a new onboarding program to highlight the library culture and goals. This will be the foundation for all new employees when they first start. The goal is to have this training ready and available for new employees by January 2022. Additionally, Interim Director of HR is revising the structure and the needs of the training division. The goal is to create more in-house training to help employees succeed in IndyPL. The revisions will be completed by the end of November.

• **Mentorship** – We need a formal mentorship structure to ensure that staff are able to take advantage of the opportunity to learn from more experienced staff and help them set and follow their career paths.
  - **11/22/21**- The Interim of Chief of Public Services and Interim of Director of HR are creating the procedure for a Mentorship Program. The pilot group will start in Public Services and roll out to other departments next year. Currently, looking at software to make the process more effective and able to gather the information and track the progress of the participants.

• **Health care costs** – Our health care costs are expensive for our employees, especially those on our family health insurance plan. We need to explore creative ways of reducing these costs to the extent that we can.
  - **11/22/21**- For 2022, we were unable to reduce the health costs for employees due to the increase of overall cost nationwide. However, we were able to keep the employees’ premium the same and add new benefits at no cost to the employees. We added benefits for transgender, nutrition consulting and mental counseling for medically necessary conditions.
  - **11/22/21**- HR Dept is creating a new in-house Short Term Disability Program that will include Paternal Leave for birth, adopting and /or fostering mothers and fathers. This will be at no cost to employees.

**Public Services**

• **CAP process** – The process for seeking program funding, called a Community Action Plan or CAP, can be cumbersome and confusing, especially for programs seeking only small financial support. We need to continue to improve this process so that it is easy for staff to create, track, and complete a CAP. Additionally, we need to explore ways to support programming efforts in branches that do not have large Foundation gift fund balances with which to fund programming.
- **11/22/21** – The 2022 CAP process will allow for smaller programs to be funded with operational dollars that have been budgeted to the Programming Department. Process continues to be improved with the collaboration of PDA, CPSO, and Strategic Planning and Assessment Officer. To date, 169 CAPs have been approved for execution in 2022 with secured funding of almost $900k.

- **Patron Incident reporting tool** – *Our current tool for logging patron behavior incidents was built in-house many years ago and did not foresee our current need to be able to create reports on things like patron demographics. We need a more robust tool to ensure we are able to ask questions of our data and how our patrons are interacting with our security procedures/staff.*

  - **11/22/21** – Strategic Planning and Assessment Officer has been reviewing data structure and tool development. Contract for one year should be signed soon followed by beta testing and final revisions prior to deployment.

- **Teen Services** – *We need to be more intentional in the way we provide services to our teen patrons. We need to create some teen-specific librarian positions, whose job is specifically to serve teen patrons. Currently, it tends to fall to whichever staff are naturally inclined to work with teens, and our teen patrons deserve more intentionality.*

  - **11/22/21** – We have created a teen-specific job description that branches can deploy as needed.

- **Security transition** – *We will continue our efforts to bring our security function in-house so that we are able to work with our security staff in a more engaged way and so that all staff that a patron might encounter in a branch are library staff.*

  - **11/22/21** – We continue to add in-house security positions at a steady rate. We will renew our relationship with G4S for 2022 and at the end of 2022 we will evaluate our needs at that point.

  - **12/13/21** – We have renewed our G4S relationship for 90 days.

- **Reorganize Central library management to match current strategic plan** – *Currently, the organization of Central Library is set up to match the previous strategic plan. We need to make sure that our structure matches our current goals, and that areas like the CBLC and the ISCR, which are projected to grow in impact, are supported with adequate resources.*

  - **11/22/21** – Two positions will be added to the CBLC to increase the capacity of that area of the library.

- **Digital Encyclopedia of Indianapolis** – *Before the end of 2021 the library has agreed to take ownership of the Digital Encyclopedia of Indianapolis. We need to create a departmental structure (within the Indianapolis Special Collections Room) that matches this need and incorporate this initiative into ongoing business.*

  - **11/22/21** – The departure of our Special Collections Librarian from the ISCR has thrown a wrinkle into this conversation. However we are still committed to housing the DEOI and launched on November 18, 2021.

  - **12/13/21** – The DEOI began being managed by Mike Williams, under Collection Management. DEOI Leadership meetings have been taking place to facilitate the transition of staff, technology and leadership to IndyPL.
Facilities

- **Addressing branch-level facilities issues** – *many staff are unaware of how facilities issues are addressed.* We need to improve the transparency of this process and help people understand how their requests are processed and completed, and what they should do if they need a progress update.
  - Facility Dude tool – needs to be placed on intranet
  - Response time goals – we need to set a target for response times and track our progress
  - Staff permissions – we need to survey staff to make sure the appropriate individuals have permissions

CMSA

- **Representation into the collection** – *We need to continue to make progress on our ability to increase representation in the collection, which has a significant impact for our patrons.* It has been suggested that this become a focus of an Equity Council subcommittee.
  - 12/13/21 - The CMSA team has developed a strategy and process for noting e-resource and upprocessed selections in 2022.
    - Collection Guidelines for book purchases for LGBTQ+ and African American audiences are in the queue for discussion with the equity council and affinity groups.
    - Collection Guidelines for book purchases hispanic/LatinX equity and representation are on deck.
    - Collection Guidelines for identifying video selections for all three areas will begin in 2022.
    - Deb and Garrett began discussion of development of a dashboard for racial equity/representation purchases that will make it easier for staff to monitor equity purchase levels.
    - CMSA staff presented on building equity into library collections at the annual ILF conference.
    - Ownership of Baker & Taylor, the major supplier of physical materials for the library collection, is transitioning to an XBE company, increasing the supplier diversity of library materials significantly.

- **Collection HQ implementation timeline** – *Staff are eager to resume use as we work to re- implement after the transition to Polaris from Horizon, utilizing new DEI functionality and a different account structure.* We need to build a transparent project structure around CollectionHQ, which is a significant tool that many staff rely on to do their jobs.
  - 11/22/21 – CMSA has been working with the vendor on the data sheets for mapping data from Polaris. When we get those completed, we are meeting with them to discuss the possibility of including Shared System data, and to develop the timeline. We’re working on the training aspects for staff, as well as new training for the selection team on the new diversity reporting options.
o 12/13/21 – Standing data sheets are complete. Training is complete but we have
discovered that the data set is too large for the Simply Reports module of Polaris. This
should be addressed by a dashboard created by Garrett Mason.

• **Collection Diversity Audit** (co-owned by Public Services) – *We will continue to build measurable
data for how representative our collection is.*
  o 11/22/21 – CMSA is finishing up the analysis of the Pike audit, and will be releasing it
  soon. Then we’ll be able to talk about the next step of rolling the process out to the
  branches.
  o 12/13/21 - CMSA staff presented on building equity into library collections at the annual
  ILF conference. This included discussion of the diversity audit.

• **Axis360** – *We will explore how we can pursue our goal of providing a shared e-resource platform
with our school partners, while at the same time ensuring that the tool we use to build this
platform is robust and can do all of the things we need it to do.*
  o 12/13/21 - CMSA and shared system staff presented on IndyPL’s Axis 360 Community
  Share platform at ILF.
    ▪ Ownership of Baker & Taylor, the Axis 360 platform company is transitioning to
  an XBE company, increasing the supplier diversity of e-books significantly.

**Comms**

• **Website transition timeline/plan** – *Based on staff and patron feedback, we need to begin
considering what our next website might look like. There is frustration from both staff and
patrons with the way our search function works and how it presents results. The website could
also be more smoothly integrated with our catalog, and other tools like our calendar of events.*
  o 11/22/21 - We are close to launching an improvement to our existing website (adding
  drop-down navigation, re-org of several pages for clarity, and revamped homepage),
  which has been delayed by vendor issues but should go live soon.

• **Intranet revamp project (co-owned with IT)** – *Our intranet is currently an underutilized tool for
internal communication, which makes it a missed opportunity. Staff have identified several ways
they would like to see this tool improved, such as a clearinghouse for standard procedures as
well as forums for staff discussions that are not best suited to email exchanges.*
  o 11/22/21 – Part of this conversation will be had during our deployment of Microsoft
  365, which comes with a range of communication tools. The role of the intranet may or
  may not change as those tools are deployed.

**IT**

• **Support for public-facing technology initiatives** – *Staff have asked for the IT department to play
an increased role in certain public facing technology projects, like the circulation of laptops and
hotspots for patrons. Historically the IT department has focused on more structural systems.
This shift may require additional or refocused resources for IT.*
12/13/21 – IT is leading the rollout of Microsoft 365 to the library system. This is an immense project. All locations should be up and running in the next few weeks. Training is underway.

Finance

- **Procedures/FAQ document** – *Staff are not always sure how to complete foundational accounting processes, or how to check on things like the status of a reimbursement or a check made in payment to a program presenter. We need to develop a simple FAQ document/site where staff can go for answers.*
  - **12/13/21** – Current target is for this document to be available on the intranet by 12/31

DEI Officer

- **Equity Council** – *The Equity Council was in its infancy when our previous DEI Officer left the organization. The new DEI Officer will need to take ownership of this group, ensure an effective culture of communication and collaboration on the group, and help determine whether the group is structured well (whether the subcommittee system needs to be adjusted, for example).*
  - **11/22/21** – Our DEI Officer is now hired and has started work. She is creating relationships and gaining organizational knowledge, which are prerequisites to implementing any changes.
My First 159 Days at Indianapolis Public Library and Counting....

**SOCIAL WORKER (SW)**

Yanna D. McGraw, LMSW
OVERVIEW

- SW Background
- Social Work Vision
- Job Description
- Micro, Macro, Mezzo
- Successes
- Challenges
- Next Steps
- Questions
SW BACKGROUND

- LMSW – Licensed Master Social Worker
- Work Experience
  - Behavioral Health
  - Home-Based Therapist
  - Case Manger – Department Child Service
  - Primary Care Social Worker - Geriatrics
  - Veterans experiencing homelessness
  - Non Veterans experiencing homelessness
SOCIAL WORK VISION

- provide advice, support and resources to individuals and families to help them solve their problems. (Micro)
- prepare library staff to better handle crisis situations and convert the library's existing patchwork of partnerships and programs to a consistent array of services. (Macro)
- leverage partnerships to ensure that people have access to services such as mental health support, housing, and employment. (Mezzo)
JOB DESCRIPTION

- Identify library patrons who may benefit from social service support through outreach, direct observation, or referral by library staff.
- Meet individually with library patrons in order to provide referral services or address issues in ways that are consistent with the mission, services, and constraints of the Indianapolis Public Library.
- Assess patron’s identified needs including those related to housing, mental health, primary care, substance abuse, case management, etc.
- Provide current and relevant information, support, referrals, and assistance to patrons experiencing mental health issues, substance abuse, unstable housing, or other needs as identified.
- Provide short-term case management for library patrons who need assistance connecting with other community resources for ongoing services.
- Coach, model, and serve as a resource for staff in best practices related to working with vulnerable populations and customers.
- Provide crisis assistance and intervention in the library as needed.
- Develop partnerships with area agencies and stakeholders in order to provide services within the library or make referrals to off-site services available to library patrons. Participates in community engagement and outreach, and assists in community-based initiatives.
- Provide expert information as part of library planning processes, leads projects that intersect with services to vulnerable or at-risk populations, identifies and advocates for vulnerable populations, and helps guide efforts to evaluate and assess service delivery to at-risk customers.
- Partner with security and other staff in order to help address underlying issues related to conduct that disrupts.
- Represent the library in networking with other agency representatives and at community meetings, as related to the essential duties.
- Serve as a resource for library administration and policy-makers on issues relevant to patrons experiencing mental health issues, substance abuse, unstable housing, or exclusion issues.
- Track trends among library-based social workers and other relevant service providers, exchange knowledge with peer libraries and agencies, and implements promising new practices.
- Supervise social work practicum students
- Design and implement systems and processes necessary as the first full time social worker in this library.
- Able to work the normally scheduled work time for this position.
- Able to cope with daily job-related stress.
- Collaborate with community members and agencies to address the systemic issues and needs faced by at-risk library patrons who spend time in and around the library.
- Participate in funding initiatives related to public library-based social work.
- May attend management team meeting as requested.
- Initiate, participate, and collaborate with Library staff on projects, committees, and trainings.
- Other duties relevant to position as assigned by supervisor.
MICRO

- Identify library patrons who may benefit from social service support through outreach, direct observation, or referral by library staff.
- Meet individually with library patrons in order to provide referral services or address issues in ways that are consistent with the mission, services, and constraints of the Indianapolis Public Library.
- Assess patron’s identified needs including those related to housing, mental health, primary care, substance abuse, case management, etc.
- Provide current and relevant information, support, referrals, and assistance to patrons experiencing mental health issues, substance abuse, unstable housing, or other needs as identified.
- Provide short-term case management for library patrons who need assistance connecting with other community resources for ongoing services.
- Supervise social work practicum students
MACRO

- Coach, model, and serve as a resource for staff in best practices related to working with vulnerable populations and customers.
- Provide crisis assistance and intervention in the library as needed.
- Develop partnerships with area agencies and stakeholders in order to provide services within the library or make referrals to off-site services available to library patrons. Participates in community engagement and outreach, and assists in community-based initiatives.
- Provide expert information as part of library planning processes, leads projects that intersect with services to vulnerable or at-risk populations, identifies and advocates for vulnerable populations, and helps guide efforts to evaluate and assess service delivery to at-risk customers.
- Partner with security and other staff in order to help address underlying issues related to conduct that disrupts.
- Represent the library in networking with other agency representatives and at community meetings, as related to the essential duties.
- Collaborate with community members and agencies to address the systemic issues and needs faced by at-risk library patrons who spend time in and around the library.
- May attend management team meeting as requested.
- Initiate, participate, and collaborate with Library staff on projects, committees, and trainings.
Track trends among library-based social workers and other relevant service providers, exchange knowledge with peer libraries and agencies, and implements promising new practices.

Participate in funding initiatives related to public library-based social work.
SUCCESS

- Set Hours for Office and Atrium
- Branch Support GFP & WIN
- Homeless Resource Committee
- SW Volunteer
- Weekly Community Meetings
- Media Exposure
  - WYFI
  - Indianapolis Monthly
- Students
  - MSW/BSW (January 2022)
- Community Resources in the Building
  - Damien Center
  - Phones – Private Vendor
  - Covid Vaccinations
  - Youth Links
CHALLENGES

- Security
- Staff Trainings
- Communication
- Entering into a work climate with issues and concerns and employees who are not challenged and appreciated
- Working in a system that works in silo’s and not solution focused
- Various meetings and programming that does not meet the needs of the demographic that comes into the library
- Lack of team working environment (competitive and I approaches)
- Unofficial Day Shelter that lacks supports
- Connecting patrons to resources in the community
- Not being able to service all branches
- Need more support and assistances
What is needed

- Programming that assist the demographic that’s in the library
- Transportation solutions for patrons
- Phone for patrons usage
- Cell Phone SW
- Panic Buttons
- Badged access to SW office
- Printer SW
- Resource Fairs
- Access to HMIS (Homeless Management Information System)
- Substance Abuse Groups
- Groups for SMI population
- Reentry Programming
- Training for Contracted Security that aligns with library standards and customer service
- TeleHealth
  - Mental Health
  - Substance Abuse
NEXT STEPS

- Support from staff, community and board
- Allowed time to build a systematic SW Program
- Provide resources and programming in the Library for the patron demographic that is represented in the library
- Stronger SW presence in meetings that will allow for systematic discussions and changes
- Stronger presence in community meetings that impact the demographic that is represented in the library
QUESTIONS

- Yanna D. McGraw, LMSW
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  317-275-4476
The Indianapolis-Marion County Public Library Board Facilities Committee met electronically via Zoom on Wednesday, December 6 at 11:00 a.m. pursuant to notice given.

Committee Members Present: Chairman Bigsbee, Dr. Murtadha and Rev. Robinson

Other Attendees: Judge Salinas, John Helling, Gregory Hill, Joe Backe, Dana Imel, Angie Gilbert, Robert Scott, Gary Davis, Dan King, Victor Landfair, David Yancy, Russell Lewis, Chris Kerns, Katie Grajewski, Mike Coghlan, and Robert Morrison

COMMITTEE REPORT

1. Resolution – Approval to Establish the Guaranteed Maximum Price with The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project

Mike Coghlan, Director of Facilities (Interim), with Dan King, Victor Landfair, David Yancy and Gary Davis, with the Skillman Davis Team discussed the proposed Resolution with the Committee.

To promote awareness of the opportunity for businesses to participate in the Project, The Skillman Davis Team, working with IndyPL Facilities, Purchasing and Diversity/Inclusion staff, engaged in several outreach and engagement activities.

Working with Ratio Architects, The Skillman Davis Team prepared and issued bidding documents on September 24, 2021, containing 10 separate contract packages. Bids from 38 bidders were received on November 4, 2021.

The work as bid by the apparent low bidders for all the alternates totals $9,387,720. The Skillman Davis Team evaluated the bids and conducted pre-award meetings with the apparent low bidders and the architect to confirm scope and values.

There was MBE/WBE/VBE/DOBE utilization in 7 of the 10 bid contract packages. For the lowest, responsive, responsible bidders there is 7.4% MBE utilization, 13.9% WBE utilization, and 1% VBE utilization.

As part of the construction management services, Davis Associates will be providing a significant portion of the staffing and general conditions required for the project. Examples of general conditions include construction fencing, temporary facilities, access roads/parking areas, and control signage.

The construction is scheduled begin in early March 2022. The substantial completion date is June 1, 2023, subject to receipt of all required permits.
The Guaranteed Maximum Price Proposal for the work is $11,161,503 which is consistent with the Project budget. The Skillman Davis Team proposes to complete these Services on a not-to-exceed basis consistent with the Agreement authorized by Resolution 63-2020. The expense for the Services will be charged to the Series 2021B Bond (Fund 484).

Following the discussion, Dr. Murtadha made the motion, seconded by Rev. Robinson that the Resolution be sent to the full Board for approval with a Do Pass Recommendation. The motion passed unanimously.

2. Resolution – Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project

Mike Coghlan, Director of Facilities (Interim), Russell Lewis, and Chris Kerns, with Powers & Sons discussed the proposed Resolution with the Committee.

To promote awareness of the opportunity for businesses to participate in the Project, Powers & Sons, working with IndyPL Facilities, Purchasing and Diversity/Inclusion staff, engaged in several outreach and engagement activities.

Working with krM Architecture+, Powers & Sons prepared and issued bidding documents on October 19, 2021, containing 9 separate contract packages. Bids from 34 bidders were received on November 18, 2021.

The work as bid by the apparent low bidders, exclusive of the alternates, totals $9,380,753.00. Powers & Sons evaluated the bids and conducted pre-award meetings with the apparent low bidders and the architect to confirm scope and values.

Tier 1 MBE utilization is 100% as Powers & Sons is a certified MBE vendor.

Tier 2 and Tier 3 MBE/WBE/VBE/DOBE utilization is $4,863,217. For the lowest, responsive, responsible bidders there is 41.4% MBE utilization, 1.8% WBE utilization, and 8.7% VBE utilization. This is 51.8% of the total subcontractor contract value. Powers & Sons will continue efforts to find a DOBE vendor to utilize on the Project.

The substantial completion date is April 1, 2023, subject to receipt of all required permits.

The Guaranteed Maximum Price Proposal for the work is $11,412,448 which is consistent with the Project budget. Powers & Sons proposes to complete these Services on a not-to-exceed basis consistent with the Agreement authorized by Resolution 62-2020. The expense for the Services will be charged to the Series 2021A Bond (Fund 483).

Following the discussion, Dr. Murtadha made the motion, seconded by Rev. Robinson that the Resolution be sent to the full Board for approval with a Do Pass Recommendation. The motion passed unanimously.

3. Parameters for the Security and Alarm Response Services Contract

John Helling, CEO (Interim), and Dana Imel, Safety and Security Manager discussed the issue with the Committee.
In the Fall of 2020, the Safety and Security function of IndyPL moved from the Facilities Department to the Public Services Department. The first goal of the move was to provide safety and security using in-house Security staff as opposed to a contracted service. Patrons of IndyPL experience interactions with our contracted Security guards daily. This has resulted in IndyPL policies being enforced inconsistently. The frequency of these “misalignments” was such IndyPL decided to control these interactions more directly by having in-house Security Staff.

Central Library poses a challenge for staffing. Currently the contract has 15 guards and 2 supervisors to handle the 24/365 needs of the facility. The current contract with Allied provides IndyPL with great flexibility on the locations, quantity, and services to be provided by Allied. Alternatives and possible timelines for the continued transition from contracted to in-house services will be prepared for consideration by the Committee at a future meeting.

The second goal was to hire specialized security assistants to address location specific issues, such as after-school specialists at Pike and Warren, and a full-time social worker at Central. An update on the impact of these specialized services will be provided at a future Committee Meeting.

The third goal was to improve our ability to understand who is being impacted by security incidents at IndyPL through better data gathering, reporting, and analysis.

Our current incident database is unable to produce the type of detailed reports to meet our needs. IndyPL has identified a reasonably priced product that will meet our needs after some customization of the product and adjustments to our incident report creation process. We are currently working through the customizations and understanding of the applications data structure. If our requirements for these items can be met, we will move to testing and updating our practices to confirm the product meets our needs. An update on the proposed product will be provided at a future Committee Meeting.

4. Next Meeting

The Committee will be polled to determine the most convenient time for the Committee to have a standing meeting date and time for 2022.

5. Adjournment

The meeting adjourned at 11:43 a.m.
2022 Board Meeting Calendar

January 24

February 28

March 28

April 25

May 23

June 27

July 25

August 22

September 26

October 24

November 28

December 19*

All meetings will take place at the Library Services Center, located at 2450 North Meridian Street, Room 226, Indianapolis, Indiana 46208

* Meetings are held at 6:30 pm on the fourth Monday of each month except for December. That meeting will be held on the third Monday.

As of 12/03/21