



## Library Board Meeting Agenda

# Indianapolis-Marion County Public Library

Notice of the Regular Meeting  
January 27, 2020

Library Board Members are hereby notified that the Regular Meeting  
of the Board will be held at the

College Avenue Branch  
4180 North College Avenue  
at 6:30 P.M.

for the purpose of considering the following agenda items  
dated this 17th day of January, 2020

Rev. T.D. Robinson  
Vice President of the Library Board

### -- Regular Meeting Agenda --

1. Call to Order
2. Roll Call

3. **Report** – Joan Emmert, Area Resource Manager for the College Branch will provide an update on their services to the Community. (enclosed)

## 4. **Public Comment and Communications**

- a. Public Comment

The Public has been invited to the Board Meeting.

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

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

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

## 5. **Approval of Minutes**

- a. Regular Meeting, December 16, 2019 (enclosed)

## COMMITTEE REPORTS

### 6. **Finance Committee (Dr. Terri Jett, Chair; Rev. T.D. Robinson)**

- a. Report of the Treasurer – December 2019 (enclosed)
- b. Resolution 01-2020 – Disclosure of Waived Fines and Fees (enclosed)
- c. Resolution 02-2020 – Outstanding Purchase Orders 2019 (enclosed)
- d. Resolution 03-2020 – Confirming Marion County Board of Finance (enclosed)

e. Investment Report 2019 (at meeting)

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

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

a. Resolution 04-2020 (Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Lawrence Branch Project) (enclosed)

b. Resolution 05-2020 (Approval to Amend the Services Contract for Security and Alarm Response Services) (enclosed)

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

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

a. Public Services Update and Statistics

1) Public Services Update – January 2020 – John Helling, Public Services Director, will provide update on the POLARIS migration. (at meeting)

b. December Media Report (enclosed)

c. CEO Love Your Library Tour reminder (at meeting)

d. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (06-2020) (enclosed)

**UNFINISHED BUSINESS**

**11.**

## NEW BUSINESS

12. Election of New Board President

## DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

**February, 2020** –

## INFORMATION

### 14. Materials

- a. Joint Meeting of Library Board Committees Notes – January 14, 2020 (enclosed)

### 15. Board Meeting Schedule for 2020 (Notice of Date and Place of Meeting) and Upcoming Events

- a. Board Meetings for 2020 – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. Library Programs/Free Upcoming Events updated through February 22, 2020 (enclosed)
- c. **Joint Meeting of Library Board Committees** – Tuesday, February 11, 2020, at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.

### 16. Notice of Special Meetings

### 17. Notice of Next Regular Meeting:

Monday, February 24, 2020, at the East 38<sup>th</sup> Street Branch, 5420 East 38<sup>th</sup> Street, at 6:30 p.m.

# Library Board Meeting Agenda

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**18. Other Business**

**19. Adjournment**



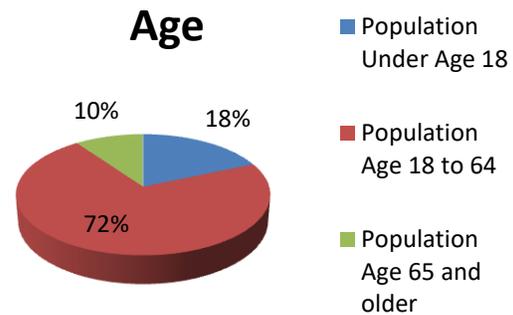
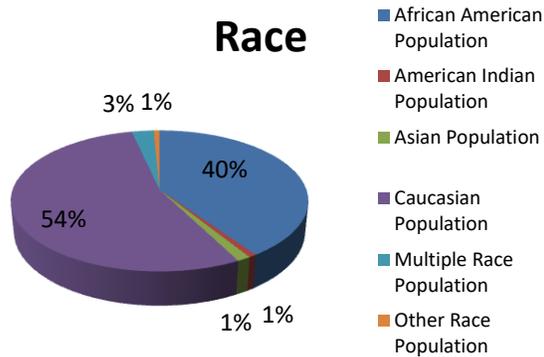
# College Avenue Library



## Who We Are:

Branch Manager  
 Circulation Supervisor  
 2 FT Librarians  
 1 PT Public Services Associate II  
 1 FT Library Assistant II  
 3 PT Library Assistant II  
 1 Hourly Library Assistant II  
 2 Hourly Computer Lab Assistant II  
 3 Pages  
 18 Volunteers

## Who We Serve:



## Who We Serve:

- **Total base population:** 34,369
- **Land Area** in square miles: 6.52
- **Schools:** 7 Elementary, 2 High Schools
- **Daycares:** 21

Source: *The Polis Center at IUPUI. SAVI Community Assessment Planning Tool – Community Assets February 2018.*

## How We Serve:

- 946 new registered borrowers in 2019.
- 126,221 door count in 2019.
- 207,348 1<sup>st</sup> time checkouts in 2019.
- 1,474 Summer Reading Program participants in 2019.

**History:**

A library has been in the Broadway area since 1924. In 2000, this 16,000 sq. ft. building opened at the intersection of 42<sup>nd</sup> Street and College Avenue. It was planned as part of a redevelopment of the corridor, along with the new IFD and IMPD buildings across the street.

Our service area encompasses the Mid-North region of Indianapolis, stretching from Westfield Boulevard on the west, to 56<sup>th</sup> Street on the north, Fall Creek Parkway and Keystone on the east and 38<sup>th</sup> Street on the south. Though the College Avenue Library serves a racially and economically diverse clientele, our patrons are predominately English speakers, with 93% of our service area population reporting English as the household language.

The library contains approximately 40,000 items including books, movies, music and magazines, as well as 21 internet computers and one catalog computer. Programs are offered for patrons of all ages.

**Highlights:**

**Children's programming** remains very popular at College Avenue. Early childhood literacy programs include the popular Mother Goose on the Loose which averaged 25+ toddlers and babies on a consistent basis. Preschool story times are offered every Tuesday in the morning for ages 3-6. In addition, a Saturday story time for Preschoolers, Babies and Toddlers is offered once a month. A monthly evening Pajama story time was added to reach families who are unable to attend a morning session. College Avenue branch was a mobile site for the Summer Servings meal program. School age children enjoyed the programs offered through our Programming Department and Paws to Read with a therapy dog visiting the branch.

**Adult programming** offerings rely on community groups and individuals to present a variety of programs of interest to our community. In 2019, program offerings included King at 90, Indiana African-American Genealogy Group, The Madam Walker Story and several Book Discussion groups. Our Career Center is offered every Thursday to provide more personalized assistance to adults needing help with creating a resume, searching for a job, or help with job applications

The College Avenue Library continues to remain a busy branch and maintains an active presence in our community. The Flava Fresh Art Exhibit and Juneteenth Celebration featuring local artists continue to be popular annual events. In 2019, College Avenue staff had library information tables at many school and community events. We continue to seek opportunities to work with schools and organizations, and to connect our neighbors with library programs and services!

Prepared by:

Joan Emmert, Area Resource Manager  
College Avenue Library  
4180 N. College Avenue  
jemmert@indypl.org

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
DECEMBER 16, 2019**

\*\*\*\*\*

The Indianapolis-Marion County Public Library Board met at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana on Monday, December 16, 2019 at 6:32 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

Ms. Sanders presided as Chairman. Judge Jose D. Salinas acted as Secretary.

**2. Roll Call**

Members present: Mr. Andrews, Rev. Robinson, Judge Salinas and Ms. Sanders.

Members absent: Ms. Carlino, Dr. Jett and Ms. Payne

**3. Report**

Due to the inclement weather, Bradley Johnson, Supervisor of Shipping & Receiving, was not able to attend the meeting, therefore will present this report at a later date.

**4. Public Comment and Communications**

**a. Public Comment**

Outgoing Staff Association President Shelby Peak reviewed the Association's highlighted activities from 2019. In addition to its efforts of funding staff scholarships, the Association sponsored the May Breakfast, the 4<sup>th</sup> of July celebration, Fall Fling Trivia Night, and the special Build-a-Bear project in which staff created and donated 43 teddy bears to Peyton Manning Children's Hospital. She introduced Mollie Beaumont as the incoming President for 2020.

The Chairman commended the association and all their philanthropic endeavors.

**b. Dear CEO Letters and Responses** – were circulated for the Board's general information.

**c. Correspondence** was circulated for the Board's general information.

**5. Approval Of Minutes:****a. Regular Meeting, November 25, 2019**

The minutes from the Regular Meeting held November 25, 2019 were distributed to the Board.

Rev. Robinson made the motion, which was seconded by Judge Salinas, that the minutes be approved.

There was no discussion.

Motion carried.

**b. Annual Meeting, November 15, 2019**

The minutes from the Annual Meeting held November 25, 2019 were distributed to the Board.

Judge Salinas made the motion, which was seconded by Mr. Andrews, that the minutes be approved.

There was no discussion.

Motion carried.

**COMMITTEE REPORTS****6. Finance Committee (Patricia Payne, Chair; John Andrews, Joanne Sanders)****a. Report of the Treasurer – November 2019**

Ijeoma Dike-Young, Chief Financial Officer, provided the Treasurer's report and highlighted that the Library's year-to-date revenues of \$32.7 million and expenditures of \$39.8 million are in line with 2018 and on target for this year's projections. Judge Salinas inquired regarding property tax dollars, which Ije informed the board the Library is on par with the number of dollars collected, just not the projected percentages for this time of year. The shortfall is planned to be made up in the remaining tax distribution.

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

Motion carried.

**b. Resolution 45 – 2019 (D&O Liability Insurance Renewal)**

The Directors and Officers (D&O) Liability and Employment Practices Liability Insurance (EPLI) was up for renewal. Staff presented the total annual premium of \$15,504, up slightly from 2019. The D&O coverage protects the personal assets of the Library's Directors and Officers for losses arising out of lawsuits in conjunction with performing their duties and responsibilities in managing the Library. EPLI provides coverage against claims such as wrongful termination, discrimination, sexual harassment and retaliation.

Rev. Robinson made the motion, which was seconded by Mr. Andrews, that the resolution for D&O Liability Insurance be approved.

The motion carried.

**c. Resolution 46 – 2019 (Cyber Insurance)**

Staff recommended the purchase of Cyber Liability Insurance coverage for 2020 with BCS in the amount of \$6,785. The coverage is necessary due to the increased and evolving risk of cyber-attacks. It protects the Library from a range of threats and incidents relating to a breach event.

Judge Salinas made the motion to approve the Resolution of purchasing Cyber Liability Insurance. Ms. Sanders noted that since the Resolution came out of the Finance Committee a second was not needed but opened for discussion.

There was no discussion.

Motion carried.

**d. Resolution 47 – 2019 (Transfers between Accounts and Classifications)**

In order for the library to transfer funds between major classifications approval is needed. CFO Dike-Young stated that this resolution is for the transfer of \$239,269 in the Operating Fund from Personal Services to Capital to accommodate additional building costs for the West Perry and Brightwood construction projects. The delay in adding staff for those locations made the funds available.

Judge Salinas made the motion, which was seconded by Rev. Robinson, that the resolution for transfer between classifications be approved.

Motion carried.

**e. Resolution 48 – 2019 (Waiving of Faxing Fees During ILS Implementation)**

Staff proposed waiving the \$1.00 per page fee for faxing during the four days in January (19-22) when the new Polaris ILS is being implemented. The Integrated Library System

will be down during this implementation process resulting in an estimated loss of \$650.

Judge Salinas made a motion to approve the Resolution of waiving faxing fees during ILS implementation. Ms. Sanders noted that since the Resolution came out of the Finance Committee a second was not required but opened for discussion.

There was no discussion.

Motion carried.

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

**a. Resolution 49- 2019 (2020 Appointment List)**

Katherine Lerg, Director of HR, presented the board action request for authorizing the appointments of a full-time and part-time benefit-eligible staff and non-benefit-eligible (hourly) staff for 2020. She explained that the adjustment of individual bi-weekly salaries and hourly rates as per the previously-approved Schedule of Pay Grades and Staff Positions are based on the recent Compensation Study. The additional investment in staff of \$1.3 million for 2020 includes funding for merit increases, adjustments to new pay grade minimums and to address compressions.

Resolution 49 was slightly amended from what was reviewed by the committee; therefore Rev. Robinson made the motion, which was seconded by Mr. Andrews, that the Resolution be approved.

Motion carried.

**b. Resolution 50 – 2019 (Annual Review of IndyPL Acceptable Use Policy)**

Indiana Code IC 36-12-1-12 requires that a 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. Staff shared an Internet Safety Policy, as required by the Children’s Internet Protection Act, which was adopted in order for the Library to be eligible for eRate funds.

Judge Salinas made the motion to approve Resolution 50 approving the annual review of IndyPL Acceptable Use Policy. Ms. Sanders noted that since the Resolution came out of the Committee a second was not required, but opened up for discussion.

There was no discussion.

Motion carried.

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

**a. Briefing Report – Brightwood Branch Project Update**

Sharon Smith, Facilities Director, provided the Board members with an update on the progress of the Brightwood Branch. She was happy to report everything is on schedule.

**b. Resolution 51 – 2019 (Approval to Award a Purchase Order for the Brightwood Branch Interior and Exterior Signage Project)**

Ms. Smith advised the Board with the Facilities Committee's recommendation of awarding a purchase order for the Brightwood Branch interior and exterior signage project to Aarvee Associates LLC, d.b.a. Image 360 Indianapolis Northwest, in the amount of \$56,058.

Judge Salinas made a motion to approve Resolution 51 as presented. Ms. Sanders noted that since the Resolution came out of the Committee a second was not required, therefore opened up for discussion.

There was no discussion.

Motion carried.

**c. Resolution 52 – 2019 (Approval to Award a Construction Services Contract for the Lawrence Branch Renovation Project)**

Ms. Smith submitted approval to the board a construction services contract for the Lawrence Branch renovation project to MacDougall Pierce Construction, Inc. of Fishers for the total cost of \$1.2 million, inclusive, of an alternative plan for the new windows at the east and west ends of the building. The last day of service at the branch is scheduled for January 4, 2020 with construction starting on January 13. Substantial completion scheduled for June 12, 2020.

Rev. Robinson made a motion to approve Resolution 52 as presented. Ms. Sanders noted that since the Resolution came out of the Committee a second was not required, therefore opened up for discussion.

Judge Salinas advised the need for follow-up to ensure the vendor is adhering to minority sub-contracting agreements.

Motion carried.

**d. Resolution 53 – 2019** (Approval to Award Services Contracts for Snow and Ice Removal Services)

Ms. Smith wrapped up this section of business with one more request to the board. It is asked to approve awarding a contract for snow and ice removal services for the 21 Library-owned facilities to Phil's Lawn Service of Indianapolis (contract amount of \$9,008 – responsible for the Northwest service area), Providence Outdoor Services of Carmel (\$82,945 – Northeast, Central, Southwest and Southeast service areas), and Hurm Snow Removal of Greenwood (\$2,500 – Southport Branch only). Contracts are for three years with an option for three additional one-year renewals.

Rev. Robinson made the motion to approve Resolution 53 as presented and Mr. Andrews seconded.

There was no discussion.

Motion carried.

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

**News**

The Library Foundation's new fundraiser, "Circulate: Night at the Library", will be on Saturday, April 18, 2020. Please let the Foundation know about corporate donors who would be interested in sponsorships, underwriting staff discounted tickets, or silent auction items. Foundation staff attended the Indy Library Story's holiday luncheon and thanked book sale volunteers for their efforts. Since its inception, the book sale has raised over \$7.5 million for the foundation.

**Donors**

The Library Foundation thanked 229 donors who made gifts last month. The following is our top corporate and foundation contributors:

- Eli Lilly & Company
- Lilly Endowment Inc.

**Program Support**

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

On the Road to Reading  
 Early Literacy Specialists  
 Downey Collection Digitization  
 Job Centers  
 Narcan Supplies

**10. Report Of The Chief Executive Officer****a. Public Services Update and Statistics**

- 1) Jackie Nytes, CEO, shared that library card distributions will occur Wednesday, December 18, 2019 to more than 10,000 students in Wayne Township who don't already have one. They will join more than 74,000 other Marion county students who have received cards as part of the Library's campaign to provide cards to all Marion County students.
- 2) John Helling, Director of Public Services, discussed work being done to prepare for the implementation of Polaris, the Library's new ILS. The catalog system will be down from January 19-22, during which time there will be no items due or late fees assess. Summary sheets have been prepared for patrons notifying them of the service disruption with explanation in order to help staff respond to various questions. Staff will resolve issues as they occur during the transition by erring on the side of provide the best customer experience.

**b. November Media Report**

The November Media Report was presented, highlighting the promotion of Library programs and services in traditional channels and social media, video, blogging and print.

**c. Confirming Resolutions:****1) Resolution Regarding Finances, Personnel and Travel (54 – 2019)**

Ms. Nytes explained that this is a routine resolution that includes bills that have been paid as well as staff training and travel that have been authorized. It also includes a recap for the board of various staffing changes over the last months. She also noted the new Manager of the Brightwood Branch is Elizabeth Johnson.

Rev. Robinson made the motion to approve Resolution 54, which was seconded by Mr. Andrews.

There was no discussion.

Motion carried.

**UNFINISHED BUSINESS**

11. None.

**NEW BUSINESS****12. Recommendations from the Board Retreat****a. Redesign of Board Meeting Agenda/Committee Structure Realignment**

Jackie Nytes presented a briefing report with an unofficial proposal to revamp the structure of Library Board agendas and meetings in order to reduce the repetition of resolutions presented to Board members, allowing more time for discussion of services to patrons. The report also focused on the value of the joint committee meetings held monthly prior to the regular Board meeting. It was suggested that each committee meet quarterly, with extra meetings scheduled as needed, in order to keep the number of meetings Board members need to attend to a minimum.

Finally, Jackie shared the thought of changing the name of the Diversity, Policy and Human Resources Committee to the Personnel Policy Committee. Adding an ad-hoc Strategic Planning Committee was suggested. Jackie explained that all items are just being shared at this time and no action is required until a formal presentation of changing the by-laws is made with a vote.

**AGENDA BUILDING**

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

Items suggested for upcoming Board Agendas are as follows:

**January 2020** – There were no items suggested.

**INFORMATION****14. Materials**

- a. **Joint Meeting of Library Board Committees Notes – December 3, 2019**  
(enclosed)

**15. Board Meeting Schedule for 2020 (Notice and Place of Meeting) and Upcoming Events/Information**

- a. **Board Meetings for 2020** – *Current calendar will be updated, as necessary, and*

*additional information highlighted.*

- b. Library Programs/Free Upcoming Events updated through January 15, 2020.**
- c. Joint Meeting of Library Board Committees – Tuesday, January 14, 2020 at the Library Services Center, 2450 North Meridian Street, at 5:00 p.m.**

**16. Notice of Special Meetings**

None.

**17. Notice of Next Regular Meeting**

Monday, January 27, 2020, at the College Branch, 4180 North College Avenue, at 6:30 p.m.

**18. Other Business**

No other business was discussed.

**19. Adjournment**

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

The Chairman declared the meeting adjourned at 7:20 p.m.

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

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Judge Jose D. Salinas, Acting Secretary to the Board

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**Indianapolis-Marion County Public Library  
Report of the Treasurer for December 2019  
Prepared by Accounting for January 27, 2020 Board Meeting**

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

<b>Revenue</b>		<b>Annual</b>			<b>% Budget Received</b>
		<b>2019 Revised Budget</b>	<b>Actual MTD 12/31/2019</b>	<b>Actual YTD 12/31/2019</b>	
Property Taxes	31	34,529,871	11,124,563	35,241,287	102%
Intergovernmental	33	7,723,633	2,053,276	8,034,031	104%
Fines & Fees	35	788,340	44,201	650,159	82%
Charges for Services	34	536,140	53,406	704,684	131%
Miscellaneous	36	682,163	157,372	1,516,639	222%
<b>Total</b>		<b>44,260,147</b>	<b>13,432,817</b>	<b>46,146,800</b>	<b>104%</b>

<b>Expenditures</b>		<b>Annual</b>			<b>% Budget Spent</b>
		<b>2019 Revised Budget</b>	<b>Actual MTD 12/31/2019</b>	<b>Actual YTD 12/31/2019</b>	
Personal Services & Benefits	41	26,767,679	1,818,338	24,823,476	93%
Supplies	42	1,547,957	201,893	897,500	58%
Other Services and Charges	43	15,226,843	1,186,147	13,211,138	87%
Capital Outlay	44	5,488,736	994,796	5,107,760	93%
<b>Total</b>		<b>49,031,215</b>	<b>4,201,173</b>	<b>44,039,874</b>	<b>90%</b>

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>TAXES</b>						
311000 PROPERTY TAX	42,109,199	42,109,199	11,124,563	35,241,287	-	6,867,912
311300 PROPERTY TAX CAPS	(7,205,286)	(7,579,328)	-	-	-	(7,579,328)
<b>TAXES Total</b>	<b>34,903,913</b>	<b>34,529,871</b>	<b>11,124,563</b>	<b>35,241,287</b>	<b>-</b>	<b>(711,416)</b>
<b>INTERGOVERNMENTAL</b>						
332200 E-RATE REVENUE	240,000	240,000	13,050	378,942	-	(138,942)
335100 FINANCIAL INSTITUTION TAX REV	268,077	268,077	203,323	336,411	-	(68,334)
335200 LICENSE EXCISE TAX REVENUE	2,854,816	2,854,816	1,414,771	2,740,197	-	114,619
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	242,714	4,022,623	-	(168,039)
335500 COUNTY OPTION INCOME TAX	216,474	216,474	18,277	233,093	-	(16,619)
335700 COMMERCIAL VEHICLE TAX REVENUE	264,311	264,311	149,121	298,245	-	(33,934)
339000 IN LIEU OF PROP. TAX	25,371	25,371	12,019	24,521	-	850
<b>INTERGOVERNMENTAL Total</b>	<b>7,723,633</b>	<b>7,723,633</b>	<b>2,053,276</b>	<b>8,034,031</b>	<b>-</b>	<b>(310,398)</b>
<b>CHARGES FOR SERVICES</b>						
347600 COPY MACHINE REVENUE	-	-	195	2,257	-	(2,257)
347601 PUBLIC PRINTING REVENUE	275,000	275,000	25,123	361,466	-	(86,466)
347602 FAX TRANSMISSION REVENUE	32,000	32,000	6,684	74,468	-	(42,468)
347603 PROCTORING EXAMS	3,500	3,500	480	4,130	-	(630)
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	83,509	-	(509)
347605 USAGE FEE REVENUE	14,000	14,000	2,245	12,044	-	1,956
347606 SET-UP & SERVICE - TAXABLE	12,000	12,000	1,410	21,295	-	(9,295)
347607 SET-UP & SERVICE - NON-TAXABLE	15,000	15,000	1,838	17,167	-	(2,167)
347608 SECURITY SERVICES REVENUE	18,000	18,000	2,490	23,553	-	(5,553)
347609 EVENT SECURITY	-	-	672	9,630	-	(9,630)
347610 PARKING REVENUE	2,640	2,640	-	-	-	2,640
347620 CAFE REVENUE	6,000	6,000	616	16,325	-	(10,325)
347621 CATERING REVENUE	75,000	75,000	11,653	78,840	-	(3,840)
<b>CHARGES FOR SERVICES Total</b>	<b>536,140</b>	<b>536,140</b>	<b>53,406</b>	<b>704,684</b>	<b>-</b>	<b>(168,544)</b>
<b>FINES</b>						
351200 FINES	761,840	761,840	43,267	634,780	-	127,060
351201 OTHER CARD REVENUE	12,000	12,000	66	1,385	-	10,615
351202 HEADSET REVENUE	6,000	6,000	441	6,795	-	(795)
351203 USB REVENUE	6,000	6,000	325	5,332	-	668
351204 LIBRARY TOTES	2,500	2,500	101	1,867	-	633
<b>FINES Total</b>	<b>788,340</b>	<b>788,340</b>	<b>44,201</b>	<b>650,159</b>	<b>-</b>	<b>138,181</b>
<b>MISCELLANEOUS</b>						
360000 MISCELLANEOUS REVENUE	6,000	6,000	438	5,320	-	680
360001 REVENUE ADJUSTMENT	-	-	(11)	115	-	(115)
361000 INTEREST INCOME	46,163	46,163	147,648	386,888	-	(340,725)
362000 FACILITY RTL REV - TAXABLE	125,000	125,000	5,771	152,884	-	(27,884)
362001 FACILITY RENTAL REV - NONTAX	72,500	72,500	2,055	43,499	-	29,001
362002 EQUIPMENT RENTAL REV - TAXABLE	-	-	1,110	21,505	-	(21,505)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	300	2,801	-	(301)
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
<b>MISCELLANEOUS Total</b>	<b>477,163</b>	<b>477,163</b>	<b>157,311</b>	<b>838,012</b>	<b>-</b>	<b>(360,849)</b>
<b>OTHER FINANCING SRCS</b>						
392100 SALE OF SURPLUS PROPERTY	5,000	5,000	-	3,787	-	1,213
396000 REFUNDS	5,000	5,000	61	21,437	-	(16,437)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	229,203	-	(54,203)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	424,201	-	(404,201)
<b>OTHER FINANCING SRCS Total</b>	<b>205,000</b>	<b>205,000</b>	<b>61</b>	<b>678,628</b>	<b>-</b>	<b>(473,628)</b>
<b>REVENUE Total</b>	<b>44,634,189</b>	<b>44,260,147</b>	<b>13,432,817</b>	<b>46,146,800</b>	<b>-</b>	<b>(1,886,653)</b>
<b>EXPENSE</b>						
<b>PERSONAL SERVICES</b>						
411000 SALARIES APPOINTED STAFF	16,611,566	16,369,101	1,149,918	15,519,814	-	849,287
412000 SALARIES HOURLY STAFF	1,806,308	1,809,504	108,802	1,765,332	-	44,172
413000 WELLNESS	35,000	35,000	(2,934)	28,144	-	6,856
413001 LONG TERM DISABILITY INSURANCE	43,000	47,100	4,825	47,038	-	62
413002 EMPLOYEE ASSISTANCE PROGRAM	22,571	22,571	1,600	19,200	-	3,371
413003 TUITION ASSISTANCE	25,000	25,000	-	10,085	-	14,915
413004 SALARY ADJUSTMENT	90,000	90,000	-	-	-	90,000
413100 FICA AND MEDICARE	1,415,852	1,411,752	98,483	1,265,748	-	146,004
413300 PERF/INPRS	2,376,651	2,376,651	173,680	2,212,257	-	164,394
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	1,112	5,185	-	3,815
413500 MEDICAL & DENTAL INSURANCE	4,387,000	4,534,000	280,487	3,914,771	1,197	618,032
413600 GROUP LIFE INSURANCE	38,000	38,000	2,364	35,901	-	2,099
<b>PERSONAL SERVICES Total</b>	<b>26,859,948</b>	<b>26,767,679</b>	<b>1,818,338</b>	<b>24,823,476</b>	<b>1,197</b>	<b>1,943,006</b>
<b>SUPPLIES</b>						
421500 OFFICE SUPPLIES - FAC/PURCH	640,249	305,660	15,536	146,964	28,692	130,003
421600 LIBRARY SUPPLIES	210,000	230,983	4,374	80,661	9,879	140,444

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
421700 DEPARTMENT OFFICE SUPPLIES	248,600	666,194	171,069	485,549	59,268	121,377
422210 GASOLINE	40,000	40,502	4,401	26,244	2,321	11,937
422250 UNIFORMS	8,000	11,188	(80)	4,474	2,800	3,915
422310 CLEANING & SANITATION	165,000	168,724	6,593	93,095	3,405	72,225
429001 NON CAPITAL FURNITURE & EQUIP	68,000	124,706	-	60,513	11,298	52,895
<b>SUPPLIES Total</b>	<b>1,379,849</b>	<b>1,547,958</b>	<b>201,893</b>	<b>897,500</b>	<b>117,663</b>	<b>532,795</b>
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	219,000	217,028	12,974	165,396	32,500	19,132
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	216,450	468,916	13,451	304,295	158,687	5,933
432100 FREIGHT & EXPRESS	5,500	5,860	239	5,138	514	208
432200 POSTAGE	69,650	44,614	80	19,229	981	24,404
432300 TRAVEL	37,830	37,516	2,773	17,419	-	20,097
432400 DATA COMMUNICATIONS	290,300	290,300	24,038	283,387	2,350	4,563
432401 CELLULAR PHONE	13,550	17,114	865	11,145	-	5,970
432500 CONFERENCES	105,115	100,240	2,405	63,410	-	36,830
432501 IN HOUSE CONFERENCE	62,000	66,475	10,758	59,219	875	6,381
433100 OUTSIDE PRINTING	226,500	229,866	2,163	170,493	13,272	46,101
433200 PUBLICATION OF LEGAL NOTICES	1,550	1,550	30	1,255	-	295
434100 WORKER'S COMPENSATION	159,826	106,826	-	81,569	1,082	24,176
434200 PACKAGE	241,688	164,688	-	93,894	-	70,794
434201 EXCESS LIABILITY	10,351	85,451	-	85,434	-	18
434202 AUTOMOBILE	19,594	19,594	-	18,555	-	1,039
434500 OFFICIAL BONDS	1,000	1,000	-	975	-	25
434501 PUBLIC OFFICIALS & EE LIAB	16,000	16,000	-	15,259	-	741
434502 BROKERAGE FEE	17,000	18,900	-	18,500	-	400
435100 ELECTRICITY	1,067,500	1,137,917	71,248	885,733	226,683	25,500
435200 NATURAL GAS	118,450	133,041	8,898	87,596	37,525	7,921
435300 HEAT/STEAM	382,200	360,923	22,422	268,254	92,468	200
435400 WATER	75,000	79,901	7,194	68,378	11,378	145
435401 COOLING/CHILLED WATER	525,000	537,538	35,793	526,360	-	11,178
435500 STORMWATER	23,800	23,800	-	20,776	-	3,024
435900 SEWAGE	85,200	107,680	14,680	105,532	1,625	524
436100 REP & MAINT-STRUCTURE	1,484,600	1,996,456	127,402	1,761,608	230,856	3,992
436110 CLEANING SERVICES	1,079,239	1,040,971	72,272	888,544	115,903	36,523
436200 REP & MAINT-EQUIPMENT	185,360	188,800	38,555	137,428	14,710	36,663
436201 REP & MAINT-HEATING & AIR	900,950	366,533	14,900	281,413	79,347	5,772
436202 REP & MAINT -AUTO	65,000	65,000	8,415	32,446	3,533	29,020
436203 REP & MAINT-COMPUTERS	463,100	329,347	-	300,093	8,724	20,530
437200 EQUIPMENT RENTAL	87,829	90,263	116	67,044	-	23,219
437300 REAL ESTATE RENTAL	470,271	486,354	44,748	438,008	-	48,346
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	-	-	-	-	-
439600 TRASH REMOVAL	75,000	111,530	8,371	97,155	7,960	6,415
439601 SNOW REMOVAL	370,000	431,778	28,612	348,410	72,905	10,463
439602 LAWN & LANDSCAPING	319,271	323,972	13,564	259,011	10,250	54,710
439800 DUES & MEMBERSHIPS	57,400	58,961	-	56,314	2,160	487
439901 COMPUTER SERVICES	204,790	377,207	1,045	333,844	5,049	38,314
439902 PAYROLL SERVICES	170,000	145,000	10,881	129,579	-	15,421
439903 SECURITY SERVICES	964,721	1,021,866	90,079	978,283	42,233	1,349
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	2,932	47,966	-	17,034
439905 OTHER CONTRACTUAL SERVICES	707,915	747,854	40,179	650,090	62,303	35,461
439906 RECRUITMENT EXPENSES	24,500	14,500	530	12,866	-	1,634
439907 EVENTS & PR	34,200	37,840	1,171	22,520	3,384	11,936
439910 PROGRAMMING	75,500	81,403	18,242	75,124	100	6,178
439911 PROGRAMMING-JUV.	145,000	148,055	9,040	123,263	2,960	21,832
439912 PROGRAMMING ADULT - CENTRAL	25,000	23,297	-	23,297	-	-
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	1,000	-	960	-	40
439930 MATERIALS CONTRACTUAL	2,000,000	2,152,289	416,545	2,149,955	-	2,334
439931 E-BOOKS	-	-	-	-	-	-
439932 E-AUDIO	-	-	-	-	-	-
439934 DATABASES	-	-	-	-	-	-
451100 AUDIT FEES	15,000	28,829	8,536	23,715	-	5,114
452002 TRANSFERS IN/OUT	-	590,000	-	590,000	-	-
459000 REFUNDS	-	5,000	-	5,000	-	-
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>14,034,700</b>	<b>15,226,843</b>	<b>1,186,147</b>	<b>13,211,138</b>	<b>1,242,318</b>	<b>773,386</b>
<b>CAPITAL</b>						
443500 BUILDING	-	915,665	239,269	915,665	-	-
445100 CAPITAL - FURNITURE	20,000	20,000	-	8,658	5,654	5,688
445200 VEHICLES	80,000	107,718	-	47,440	41,745	18,534
445300 CAPITAL - EQUIPMENT	55,000	75,740	-	20,740	-	55,000
445301 COMPUTER EQUIPMENT	240,000	447,568	-	292,618	-	154,950
449000 BOOKS & MATERIALS	3,550,000	3,779,853	755,527	3,776,606	-	3,247
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449003 CD'S	-	-	-	-	-	-
449004 DVD'S	-	-	-	-	-	-
449100 UNPROCESSED PAPERBACK BOOKS	137,000	142,192	-	46,034	95,667	492

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
CAPITAL Total	4,082,000	5,488,736	994,796	5,107,760	143,065	237,911
EXPENSE Total	46,356,497	49,031,216	4,201,173	44,039,874	1,504,244	3,487,099

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

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	ACTUAL MAY	ACTUAL JUNE	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	PROJECTED Y-T-D	REVISED BUDGET	Variance
<b>Beginning Balance</b>	\$ 22,972,161	\$ 19,920,733	\$ 16,168,586	\$ 13,140,791	\$ 11,903,724	\$ 14,704,520	\$ 24,880,825	\$ 22,240,877	\$ 19,372,234	\$ 16,943,914	\$ 15,716,053	\$ 15,914,959	\$ 22,972,161	\$ 22,972,161	
<b>Receipts:</b>															
Property Tax	-	-	-	1,300,000	6,257,000	11,128,724	-	-	-	1,653,000	3,778,000	11,124,563	35,241,287	34,903,913	337,374
Excise Tax	-	-	-	-	-	1,325,426	-	-	-	-	-	1,414,771	2,740,197	2,854,816	(114,619)
Financial Institution Tax	-	-	-	-	-	133,088	-	-	-	-	-	203,323	336,411	268,077	68,334
Commercial Vehicle Tax	-	-	-	-	-	149,123	-	-	-	-	-	149,121	298,245	264,311	33,934
In-Lieu-of Taxes	-	-	-	-	-	12,502	-	-	-	-	-	12,019	24,521	25,371	(850)
Local Option Income Tax (LOIT)	321,215	321,215	392,727	321,215	321,215	321,215	321,215	321,215	321,215	321,215	496,244	242,714	4,022,623	3,854,584	168,039
County Option Income Tax (COIT)	18,277	18,277	22,096	18,277	18,277	28,228	18,277	18,277	18,277	18,277	18,277	18,277	233,093	216,474	16,619
Fines	72,730	56,115	62,072	53,368	48,800	55,524	55,667	47,645	48,331	48,695	42,566	43,267	634,780	761,840	(127,060)
Photocopier	113	201	132	223	214	161	238	116	335	203	128	195	2,257	-	2,257
Printers	24,533	32,843	34,585	34,752	28,578	29,000	31,513	32,626	29,825	31,582	26,506	25,123	361,466	275,000	86,466
Fax Transmissions	5,041	5,118	6,945	6,649	5,876	5,594	6,454	6,632	6,112	7,089	6,273	6,684	74,468	32,000	42,468
Headsets	618	583	606	583	468	596	624	650	585	594	447	441	6,795	6,000	795
USB	449	407	500	463	434	455	486	491	519	393	411	325	5,332	6,000	(668)
PLAC Dist.	-	-	-	-	83,509	-	-	-	-	-	-	-	83,509	83,000	509
Interest income	10,323	11,226	10,960	8,774	15,964	28,772	47,591	33,422	31,008	28,415	12,783	147,648	386,888	46,163	340,725
Library totes	153	142	196	175	108	279	191	176	138	119	89	101	1,867	2,500	(633)
Other Card Revenue	136	263	134	130	65	131	2	130	198	65	65	66	1,385	12,000	(10,615)
Miscellaneous	104	302	486	124	177	1,635	(1,170)	716	2,234	113	287	427	5,435	6,000	(665)
Proctoring Exams	160	225	280	275	505	500	885	310	75	225	210	480	4,130	3,500	630
Facility Rental	46,445	13,210	30,179	26,531	29,172	17,014	13,545	30,006	25,759	30,943	23,681	17,891	304,377	261,640	42,737
Catering Commission	8,082	2,631	2,999	977	601	13,494	7,115	1,490	-	21,074	8,724	11,653	78,840	75,000	3,840
Café Revenue	8,506	1,416	-	-	921	1,517	640	661	650	695	703	616	16,325	6,000	10,325
Reimbursement for Services	-	22,962	25,992	30,132	73,561	53,114	18,642	300	4,500	-	-	-	229,203	175,000	54,203
Insurance Reimbursement	-	-	-	407,576	-	-	-	-	16,625	-	-	-	424,201	20,000	404,201
Refunds	-	18,634	-	-	-	2,743	-	-	-	-	61	21,437	5,000	16,437	5,000
Erate Revenue	30,287	13,803	33,689	12,971	123,408	13,494	12,954	63,228	35,958	13,050	13,050	13,050	378,942	240,000	138,942
Grants/Contributions	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
Sale of surplus property	-	-	-	-	-	-	3,787	-	-	-	-	-	3,787	5,000	(1,213)
Transfer in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>	<b>547,171</b>	<b>519,572</b>	<b>624,578</b>	<b>2,223,194</b>	<b>7,008,852</b>	<b>13,322,329</b>	<b>763,657</b>	<b>558,093</b>	<b>542,345</b>	<b>2,175,747</b>	<b>4,428,445</b>	<b>13,432,817</b>	<b>46,146,800</b>	<b>44,634,189</b>	<b>1,512,612</b>
<b>Expenditures:</b>															
Personal Services & Benefits	1,959,606	2,221,696	1,927,031	1,916,883	2,699,071	1,948,964	1,955,332	1,913,573	1,844,626	1,897,941	2,720,415	1,818,338	24,823,476	27,009,948	2,186,472
Supplies	105,846	74,369	34,466	49,784	91,369	62,732	70,920	38,578	51,188	64,965	51,390	201,893	897,500	1,618,039	720,539
Other Services and Charges	1,204,425	1,700,287	1,203,809	975,930	987,943	956,647	1,100,720	1,093,470	747,735	1,168,946	885,080	1,186,147	13,211,138	15,723,079	2,511,941
Library Materials Capital Outlay	328,521	277,065	682,072	353,658	458,060	173,264	379,066	334,992	282,083	270,790	573,391	994,796	5,107,760	5,271,539	163,779
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>3,598,399</b>	<b>4,273,416</b>	<b>3,847,379</b>	<b>3,296,256</b>	<b>4,236,443</b>	<b>3,141,606</b>	<b>3,506,039</b>	<b>3,380,613</b>	<b>2,925,632</b>	<b>3,402,642</b>	<b>4,230,276</b>	<b>4,201,173</b>	<b>44,039,874</b>	<b>49,622,605</b>	<b>5,582,731</b>
Change in Payables/Petty Cash/Correction*	(201)	1,698	195,005	(164,006)	28,387	(4,417)	102,433	(46,122)	(45,032)	(968)	738	5,121	72,636	-	
<b>Ending Balance</b>	<b>\$ 19,920,733</b>	<b>\$ 16,168,586</b>	<b>\$ 13,140,791</b>	<b>\$ 11,903,724</b>	<b>\$ 14,704,520</b>	<b>\$ 24,880,825</b>	<b>\$ 22,240,877</b>	<b>\$ 19,372,234</b>	<b>\$ 16,943,914</b>	<b>\$ 15,716,053</b>	<b>\$ 15,914,959</b>	<b>\$ 25,151,724</b>	<b>\$ 25,151,724</b>	<b>\$ 17,983,745</b>	



Receipts and Disbursements - December 2019

FUND	CASH AND INVESTMENTS 11/30/19	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 12/31/19
101 Total Operating	15,914,959	13,432,817	4,196,052	25,151,724
104 Total Fines	6	82,133	82,133	6
226 Total Parking Garage	737,710	18,751	1,469	754,992
230 Total Grant	461,046	25,163	57,276	428,933
245 Total Rainy Day	5,312,306	7,380	16,508	5,303,179
270 Total Shared System	363,180	6,515	6,031	363,664
301 Total BIRF 1	3,291,165	5,516,145	3,327,288	5,480,022
321 Total BIRF 2	460,855	1,101,326	814,641	747,540
471 Total Library Improvement Reserve Fund	2,723,362	3,428	120	2,726,670
472 Total Construction	13,242	-	-	13,242
475 Total 2015 Bond RFID Books & Materials	264,321	-	-	264,321
476 Total 2016 Bond - Michigan Rd	222,242	-	2,811	219,431
477 Total 2017A Bond - Brightwood	3,368,116	(65,848)	653,003	2,649,266
478 Total 2017B Bond - Eagle	1,126,992	(43,565)	137,751	945,676
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	3,019,595	(63,922)	(3,986)	2,959,658
480 Total 2018 BBond - West Perry Branch	8,721,707	4,001	687	8,725,021
481 Total 2019 Bond - LAW WAY Renovation	30,400	3,150,155	48,843	3,131,711
800 Total Gift	940,954	105,566	133,678	912,841
806 Total Payroll Liabilities (1)	100,303	106,241	128,321	78,223
812 Total Foundation Agency Fund	581	611	-	1,192
813 Total Staff Association Agency Fund	29	2	-	31
814 Total Sales Tax Agency Fund	1,140	869	1,140	869
815 Total PLAC Card Revenue Agency Fund	12,890	3,965	-	16,855
<b>Grand Total</b>	<b>47,087,100</b>	<b>23,391,732</b>	<b>9,603,766</b>	<b>60,875,066</b>

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance December 31, 2019	Interest Earned December 31, 2019		Balance November 30, 2019	Interest Earned November 30, 2019
Operating Fund	\$ 12,287	\$ 850	Operating Fund	\$ 11,437	\$ 822
Shared System Fund	\$ 1	\$ -	Shared System Fund	\$ 1	\$ -
Grant Fund	\$ 393,109	\$ 163	Grant Fund	\$ 392,946	\$ 158
Parking Garage	\$ 408,689	\$ 170	Parking Garage	\$ 408,519	\$ 164
Bond & Interest Redemption Fd	\$ 1,671,672	\$ -	Bond & Interest Redemption Fd	\$ 1,671,672	\$ -
Bond & Interest Redemption Fd 2	\$ 360,386	\$ -	Bond & Interest Redemption Fd 2	\$ 360,386	\$ -
Rainy Day Fund	\$ 604,114	\$ 251	Rainy Day Fund	\$ 603,863	\$ 243
<b>Total Chase Savings Account</b>	<b>\$ 3,450,258</b>	<b>\$ 1,435</b>	<b>Total Chase Savings Account</b>	<b>\$ 3,448,823</b>	<b>\$ 1,388</b>
<i>The average savings account rate for December was 0.49%</i>			<i>The average savings account rate for November was 0.49%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance December 31, 2019	Interest Earned December 31, 2019		Balance November 30, 2019	Interest Earned November 30, 2019
Library Improvement Reserve Fd	\$ 2,206,163	\$ 3,428	Library Improvement Reserve Fd	\$ 2,202,735	\$ 3,516
Rainy Day Fund	\$ 4,412,911	\$ 6,857	Rainy Day Fund	\$ 4,406,054	\$ 7,033
<b>Total Fifth Third Bank</b>	<b>\$ 6,619,074</b>	<b>\$ 10,285</b>	<b>Total Fifth Third Bank</b>	<b>\$ 6,608,789</b>	<b>\$ 10,549</b>
<i>The average investment account rate for December was 1.87%</i>			<i>The average investment account rate for November was 1.92%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance December 31, 2019	Interest Earned December 31, 2019		Balance November 30, 2019	Interest Earned November 30, 2019
Operating Fund	\$ 1,600,442	\$ 11,154	Operating Fund	\$ 1,589,288	\$ 2,348
Rainy Day Fund	\$ 177,960	\$ 272	Rainy Day Fund	\$ 177,688	\$ 262
2017A Brightwood Project Fund	\$ 1,918,314	\$ -	2017A Brightwood Project Fund	\$ 2,668,314	\$ 3,942
2018B West Perry Project Fund	\$ 3,062,846	\$ -	2018B West Perry Project Fund	\$ 3,062,846	\$ 4,525
2018A Multi-Project Fund	\$ 2,823,565	\$ -	2018A Multi-Project Fund	\$ 2,923,565	\$ 4,319
Bond & Interest Redemption Fd	\$ 4,464	\$ 4,464			
<b>Total Hoosier Fund Account</b>	<b>\$ 9,587,591</b>	<b>\$ 15,890</b>	<b>Total Hoosier Fund Account</b>	<b>\$ 10,421,702</b>	<b>\$ 15,396</b>
<i>The average Hoosier Fund account rate for December was 1.80%</i>			<i>The average Hoosier Fund account rate for November was 1.80%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance December 31, 2019	Interest Earned December 31, 2019		Balance November 30, 2019	Interest Earned November 30, 2019
Operating Fund	\$ 14,331,479	\$ 14,897	Operating Fund	\$ 5,316,582	\$ 8,802
2015 RFID Project Fund	\$ 150,000	\$ -	2015 RFID Project Fund	\$ 250,000	\$ -
2016 Michigan Road Project Fund	\$ 0	\$ -	2016 Michigan Road Project Fund	\$ 164,554	\$ 227
2017A Brightwood Project Fund	\$ 352,534	\$ -	2017A Brightwood Project Fund	\$ 352,534	\$ 487
2017B Eagle Project Fund	\$ 626,937	\$ -	2017B Eagle Project Fund	\$ 626,937	\$ 866
2018B West Perry Project Fund	\$ 5,390,752	\$ 4,001	2018B West Perry Project Fund	\$ 5,522,196	\$ 7,625
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -	Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 967,484	\$ 354	Bond & Interest Redemption Fd	\$ 967,130	\$ 346
<b>Total TrustIndiana Account</b>	<b>\$ 21,910,084</b>	<b>\$ 19,253</b>	<b>Total TrustIndiana Account</b>	<b>\$ 13,290,831</b>	<b>\$ 18,353</b>
<i>The average TrustIndiana account rate for December was 1.67%</i>			<i>The average TrustIndiana account rate for November was 1.68%</i>		
<u>U. S. Bank</u>			<u>Previous Month's U.S. Bank</u>		
	Balance December 31, 2019	Interest Earned October 31, 2019		Balance November 30, 2019	Interest Earned October 31, 2019
Operating Fund	\$ 8,012,146	\$ 11,334	Operating Fund	\$ 8,000,811	\$ 811
<b>Total U. S. Bank</b>	<b>\$ 8,012,146</b>	<b>\$ 11,334</b>	<b>Total U. S. Bank</b>	<b>\$ 8,000,811</b>	<b>\$ 811</b>
<i>The average U. S. Bank account rate for December was 1.70%</i>			<i>The average U. S. Bank account rate for November was 1.70%</i>		

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
<b>REVENUES</b>						
<b>Property Taxes</b>						
311000 PROPERTY TAX	12,727,045	12,727,045	6,053,147	12,890,636	-	(163,591)
<b>Property Taxes Total</b>	<b>12,727,045</b>	<b>12,727,045</b>	<b>6,053,147</b>	<b>12,890,636</b>	<b>-</b>	<b>(163,591)</b>
<b>Intergovernmental</b>						
335100 FINANCIAL INSTITUTION T	70,827	70,827	56,916	94,171	-	(23,344)
335200 LICENSE EXCISE TAX REVE	781,741	781,741	392,743	760,600	-	21,141
335700 COMMERCIAL VEHICLE TAX	69,472	69,472	41,744	83,487	-	(14,016)
339000 IN LIEU OF PROP. TAX	8,081	8,081	4,179	8,530	-	(449)
<b>Intergovernmental Total</b>	<b>930,121</b>	<b>930,121</b>	<b>495,581</b>	<b>946,788</b>	<b>-</b>	<b>(16,668)</b>
<b>Miscellaneous</b>						
361000 INTEREST INCOME	-	-	68,741	103,094	-	(103,094)
<b>Miscellaneous Total</b>	<b>-</b>	<b>-</b>	<b>68,741</b>	<b>103,094</b>	<b>-</b>	<b>(103,094)</b>
<b>REVENUES Total</b>	<b>13,657,166</b>	<b>13,657,166</b>	<b>6,617,470</b>	<b>13,940,518</b>	<b>-</b>	<b>(283,353)</b>
<b>EXPENSES</b>						
<b>Other Services and Charges</b>						
439904 BANK FEES/CREDIT CARD F	5,500	5,500	400	2,650	-	2,850
438100 PRINCIPAL	11,230,000	11,230,000	3,300,000	11,230,000	-	-
438200 INTEREST	2,394,631	2,394,631	841,528	2,394,630	-	1
<b>Other Services and Charges Total</b>	<b>13,630,131</b>	<b>13,630,131</b>	<b>4,141,928</b>	<b>13,627,280</b>	<b>-</b>	<b>2,851</b>
<b>EXPENSES Total</b>	<b>13,630,131</b>	<b>13,630,131</b>	<b>4,141,928</b>	<b>13,627,280</b>	<b>-</b>	<b>2,851</b>

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

	Original Budaet	Revised Budaet	MTD	YTD	P.O.	Available Budaet
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	24,306	24,306	7,380	94,105	-	(69,799)
<b>MISCELLANEOUS Total</b>	<b>24,306</b>	<b>24,306</b>	<b>7,380</b>	<b>94,105</b>	<b>-</b>	<b>(69,799)</b>
<b>REVENUE Total</b>	<b>24,306</b>	<b>24,306</b>	<b>7,380</b>	<b>94,105</b>	<b>-</b>	<b>(69,799)</b>
<b>EXPENSE</b>						
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	5,000	26,328	1,238	21,328	-	5,000
431200 ENGINEERING &	795,000	926,438	14,790	235,891	228,700	461,847
431500 CONSULTING SERVICES	-	19,257	-	15,557	3,700	-
433100 OUTSIDE PRINTING	-	-	-	-	-	-
433200 PUBLICATION OF LEGAL	-	509	255	509	-	-
438400 ISSUANCE COSTS	-	1,328	225	1,328	-	-
452002 TRANSFERS IN/OUT	-	-	-	(30,142)	-	30,142
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>800,000</b>	<b>973,859</b>	<b>16,508</b>	<b>244,470</b>	<b>232,400</b>	<b>496,988</b>
<b>CAPITAL</b>						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	760,000	760,000	-	-	-	760,000
<b>CAPITAL Total</b>	<b>1,260,000</b>	<b>1,260,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,260,000</b>
<b>EXPENSE Total</b>	<b>2,060,000</b>	<b>2,233,859</b>	<b>16,508</b>	<b>244,470</b>	<b>232,400</b>	<b>1,756,988</b>

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	14,582	14,582	3,428	42,543	-	(27,961)
<b>MISCELLANEOUS Total</b>	<b>14,582</b>	<b>14,582</b>	<b>3,428</b>	<b>42,543</b>	<b>-</b>	<b>(27,961)</b>
<b>OTHER FINANCING SRCS</b>						
391000 TRANSFER IN	590,000	590,000	-	590,000	-	-
<b>OTHER FINANCING SRCS Total</b>	<b>590,000</b>	<b>590,000</b>	<b>-</b>	<b>590,000</b>	<b>-</b>	<b>-</b>
<b>REVENUE Total</b>	<b>604,582</b>	<b>604,582</b>	<b>3,428</b>	<b>632,543</b>	<b>-</b>	<b>(27,961)</b>
<b>EXPENSE</b>						
<b>OTHER SERVICES AND CHARGES</b>						
431200 ENGINEERING & ARCHITECTURAL	-	-	-	-	-	-
431500 CONSULTING SERVICES	-	4,418	-	4,414	-	3
436100 REP & MAINT-STRUCTURE	600,000	696,800	120	98,690	310,795	287,315
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>600,000</b>	<b>701,218</b>	<b>120</b>	<b>103,104</b>	<b>310,795</b>	<b>287,318</b>
<b>CAPITAL</b>						
444501 COMPUTER SOFTWARE	-	272,772	-	9,613	259,563	3,596
445300 CAPITAL - EQUIPMENT	-	54,083	-	54,083	-	-
<b>CAPITAL Total</b>	<b>-</b>	<b>326,855</b>	<b>-</b>	<b>63,696</b>	<b>259,563</b>	<b>3,596</b>
<b>EXPENSE Total</b>	<b>600,000</b>	<b>1,028,072</b>	<b>120</b>	<b>166,800</b>	<b>570,358</b>	<b>290,915</b>

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>CHARGES FOR SERVICES</b>						
347610 PARKING REVENUE	180,000	180,000	17,636	174,062	-	5,938
347611 EVENTS PARKING	12,000	12,000	945	12,645	-	(645)
<b>CHARGES FOR SERVICES Total</b>	<b>192,000</b>	<b>192,000</b>	<b>18,581</b>	<b>186,707</b>	<b>-</b>	<b>5,293</b>
<b>MISCELLANEOUS</b>						
360001 REVENUE ADJUSTMENT	-	-	-	2	-	(2)
361000 INTEREST INCOME	5,000	5,000	170	5,090	-	(90)
<b>MISCELLANEOUS Total</b>	<b>5,000</b>	<b>5,000</b>	<b>170</b>	<b>5,092</b>	<b>-</b>	<b>(92)</b>
<b>REVENUE Total</b>	<b>197,000</b>	<b>197,000</b>	<b>18,751</b>	<b>191,799</b>	<b>-</b>	<b>5,201</b>
<b>EXPENSE</b>						
<b>SUPPLIES</b>						
421200 PRINTER SUPPLIES	2,500	2,648	-	2,648	-	-
421500 OFFICE SUPPLIES - FAC/PURCH	4,000	5,782	-	5,782	-	-
422310 CLEANING & SANITATION	100	100	-	80	-	20
<b>SUPPLIES Total</b>	<b>6,600</b>	<b>8,529</b>	<b>-</b>	<b>8,510</b>	<b>-</b>	<b>20</b>
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	1,750	609	-	383	-	226
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	-	11,000	-	1,000
432200 POSTAGE	1,000	-	-	-	-	-
432400 DATA COMMUNICATIONS	4,320	4,320	-	3,932	25	363
434201 EXCESS LIABILITY	5,280	5,280	-	4,840	-	440
436100 REP & MAINT-STRUCTURE	10,000	40,818	818	11,179	-	29,640
436110 CLEANING SERVICES	10,000	6,478	-	4,812	-	1,666
436200 REP & MAINT-EQUIPMENT	10,000	10,000	-	6,689	-	3,311
436201 REP & MAINT-HEATING & AIR	-	123,062	-	-	23,062	100,000
439904 BANK FEES/CREDIT CARD FEES	8,000	8,212	651	8,212	-	-
439905 OTHER CONTRACTUAL SERVICES	50,760	49,282	-	49,282	-	-
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>113,110</b>	<b>260,061</b>	<b>1,469</b>	<b>100,327</b>	<b>23,087</b>	<b>136,647</b>
<b>EXPENSE Total</b>	<b>119,710</b>	<b>268,590</b>	<b>1,469</b>	<b>108,837</b>	<b>23,087</b>	<b>136,667</b>

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

	MTD	YTD
<b>REVENUE</b>		
<b>MISCELLANEOUS</b>		
360000 - MISCELLANEOUS REVENUE	-	(677)
360001 - REVENUE ADJUSTMENT	-	-
361000 - INTEREST INCOME	(163)	(10,403)
367000 - FOUNDATION CONTRIBUTION	(105,566)	(1,086,887)
367002 - FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 - OTHER GRANTS	(25,000)	(1,140,654)
<b>MISCELLANEOUS Total</b>	<b>(130,729)</b>	<b>(2,238,621)</b>
<b>REVENUE Total</b>	<b>(130,729)</b>	<b>(2,238,621)</b>
<b>EXPENSE</b>		
<b>PERSONAL SERVICES</b>		
411000 SALARIES APPOINTED STAFF	43,113	250,297
412000 SALARIES HOURLY STAFF	13,203	85,946
413001 LONG TERM DISABILITY INSURANCE	-	-
413100 FICA AND MEDICARE	292	26,195
413300 PERF/INPRS	545	7,083
413500 MEDICAL & DENTAL INSURANCE	3,391	53,408
413600 GROUP LIFE INSURANCE	-	-
<b>PERSONAL SERVICES Total</b>	<b>60,543</b>	<b>422,929</b>
<b>SUPPLIES</b>		
421500 OFFICE SUPPLIES - FAC/PURCH	20	19,495
421600 LIBRARY SUPPLIES	-	557
421700 DEPARTMENT OFFICE SUPPLIES	16,510	178,023
<b>SUPPLIES Total</b>	<b>16,530</b>	<b>198,075</b>
<b>OTHER SERVICES AND CHARGES</b>		
431500 CONSULTING SERVICES	2,485	98,702
432100 FREIGHT & EXPRESS	-	3,265
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	4,066	42,206
432500 CONFERENCES	276	5,069
432501 IN HOUSE CONFERENCE	-	778
433100 OUTSIDE PRINTING	8,919	31,538
436100 REP & MAINT-STRUCTURE	6,523	6,523
439901 COMPUTER SERVICES	-	534
439903 SECURITY SERVICES	-	220

	MTD	YTD
439905 OTHER CONTRACTUAL SERVICES	3,575	51,596
439907 EVENTS & PR	3,600	16,061
439910 PROGRAMMING	4,713	187,969
439911 PROGRAMMING-JUV.	27,520	155,630
439912 PROGRAMMING ADULT - CENTRAL	375	6,083
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	-	909,870
439934 DATABASES	-	-
<b>OTHER SERVICES AND CHARGES Total</b>	<b>62,052</b>	<b>1,516,042</b>
<b>CAPITAL</b>		
445100 CAPITAL - FURNITURE	-	1,837
445200 VEHICLES	-	19,748
445300 CAPITAL - EQUIPMENT	-	7,342
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	44,497	232,336
449100 UNPROCESSED PAPERBACK BOOKS	5,953	264,622
449200 - ART & EXHIBITS	-	20,000
<b>CAPITAL Total</b>	<b>50,450</b>	<b>545,884</b>
<b>OTHER FINANCING SRCS</b>		
459000 REFUNDS	-	17,453
459001 UNRESTRICTED EXPENSES	-	252
<b>OTHER FINANCING SRCS Total</b>	<b>-</b>	<b>17,704</b>
<b>EXPENSE Total</b>	<b>189,574</b>	<b>2,700,634</b>

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

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

Fund 475 - Restricted - RFID Project	264,320.86
Fund 476 - Restricted - Michigan Road Project	159,782.25
Fund 477 - Restricted - Brightwood Project	2,358,411.41
Fund 478 - Restricted - Eagle Project	918,880.83
Fund 479 - Restricted - Multiple Projects	2,959,657.96
Fund 480 - Restricted - West Perry Project	8,725,020.50
Fund 481 - Restricted - Lawrence/ Wayne Projects	3,131,711.34
Fund 472 - Construction/Foundation	13,241.56
<b>Total Construction Fund Cash Balances</b>	<b><u>18,531,026.71</u></b>

**Construction Fund Classification Breakdown**

Fund 475 - Restricted - RFID Project	264,320.86
Fund 476 - Restricted - Michigan Road Project	159,782.25
Fund 477 - Restricted - Brightwood Project	2,358,411.41
Fund 478 - Restricted - Eagle Project	918,880.83
Fund 479 - Restricted - Multiple Projects	2,959,657.96
Fund 480 - Restricted - West Perry Project	8,725,020.50
Fund 481 - Restricted - Lawrence/ Wayne Projects	3,131,711.34
Fund 472 - Construction/Foundation - Assigned - Central	13,241.56
<b>Total Construction Fund Breakdown</b>	<b><u>18,531,026.71</u></b>

**Summary of Classifications**

Total Restricted	18,517,785.15
Total Assigned	13,241.56
<b>Total of All Classifications</b>	<b><u>18,531,026.71</u></b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>TOTAL PROCEEDS + INTEREST</u>	<u>* ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
* Fund 475 - Restricted - RFID Project	2,000,000.00	2,000,000.00	0.00	206,167.89	1,735,679.14	11,234.95	253,085.91
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	7,719,554.17	2,811.29	726,743.65	7,559,771.92	158,003.25	1,779.00
* Fund 477 - Restricted - Brightwood Project	6,170,396.01	6,100,000.00	732,055.70	3,039,196.00	3,741,588.59	2,256,040.34	102,371.07
* Fund 478 - Restricted - Eagle Project	7,844,465.11	7,800,000.00	137,750.77	3,929,442.64	6,881,119.17	118,118.77	800,762.06
* Fund 479 - Restricted - Multiple Projects	5,068,386.81	5,000,000.00	(3,985.73)	1,530,700.49	2,040,342.04	316,411.17	2,643,246.79
* Fund 480 - Restricted - West Perry Project	9,608,603.58	9,600,000.00	687.14	788,119.69	874,979.50	254,125.30	8,470,895.20
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,173,711.34	3,173,711.34	42,000.00	42,000.00	42,000.00	109,883.41	3,021,827.93
Fund 472 - Major Repairs & Maintenance	3,454,070.94	3,454,070.94	0.00	29,905.55	3,440,829.38	13,241.56	0.00
<b>Total Expenditures</b>	<b><u>45,039,187.96</u></b>	<b><u>44,847,336.45</u></b>	<b><u>911,319.17</u></b>	<b><u>10,292,275.91</u></b>	<b><u>26,316,309.74</u></b>	<b><u>3,237,058.75</u></b>	<b><u>15,293,967.96</u></b>

<u>BUDGET</u>	<u>ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>	
Interest Earnings - Foundation - Fund 472	15,270.69	15,270.69	0.00	0.00	15,270.69	0.00
Appropriated Interest Earnings - Fund 476	154,554.17	154,554.17	0.00	7,560.90	154,554.17	0.00
Appropriated Interest Earnings - Fund 477	225,396.01	155,000.00	0.00	26,670.56	155,000.00	0.00
Appropriated Interest Earnings - Fund 478	127,837.56	83,372.45	0.00	(2,777.14)	83,372.45	0.00
Appropriated Interest Earnings - Fund 479	68,386.81	0.00	0.00	0.00	0.00	0.00
Appropriated Interest Earnings - Fund 480	197,647.04	189,043.46	4,001.14	188,505.90	189,043.46	0.00
Appropriated Interest Earnings - Fund 481	0.00	0.00	0.00	0.00	0.00	0.00

\* This is the original maximum budget for the Bond including interest that was originally approved for use.



# Board Action Request

\*V

**To:** IMCPL Board

**Meeting Date:** January 27, 2020

**From:** Finance Committee

**Approved by the Board:** January 27, 2020

**Effective Date:** January 27, 2020

**Subject:** Disclosure of Waived Fines and Fees - Resolution \$%2020

**Recommendation:** Authorize the approval of Resolution \$%2020

**Background:**

Annually the State guidelines require the Board to disclose the amount of fines and fees waived on patron accounts. These are fines, fees and miscellaneous charges that the Library has deemed uncollectible during the year. For the year ended December 31, 2019 the total amount of uncollectible fines, fees and miscellaneous charges totaled **\$272,417**.

The amount waived at the branches during the year was \$138,573. Amount waived due to borrower purges of expired borrower accounts was \$123,978. In addition, the amount of miscellaneous debt written off related to the shared system totals \$9,866.

As mentioned above, the amount of write-off due to borrower account purges totaled \$123,978. The Library generally performs routine clean-up of borrower accounts during which uncollectible debt is deleted. Typically, borrower accounts that have been expired for 2 years or more, with less than \$25 in debt, are purged from the system. This year, due to the clean-up in preparation for data migration to the new Integrated Library System, the Library deleted accounts that were expired for more than 18 months. The Library's debt collection procedure was followed on all accounts.

**Strategic/Fiscal Impact:**

The fiscal impact is a reduction in the accounts receivables reported on the Library's financial statements.



## Board Resolution

\*V

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION \$%2020  
DISCLOSURE OF WAIVED FINES AND FEES  
January 27, 2020**

**WHEREAS**, the Indianapolis-Marion County Public Library determined during 2019 that certain accounts were uncollectible under the library's waiving guidelines.

**RESOLVED**, that pursuant to the Accounting and Uniform Compliance Guidelines Manual issued by the Indiana State Board of Accounts, the Library Board acknowledges, confirms and ratifies the write-off of \$272,417 in uncollectible accounts.



## Board Action Request

6c

**To:** IMCPL Board

**Meeting Date:** January 27, 2020

**From:** Finance Committee

**Approved by the  
Library Board:** January 27, 2020

**Effective Date:** January 27, 2020

**Subject:** Outstanding Purchase Orders 2019 - Resolution 02-2020

**Recommendation:** Authorize the approval of Resolution 02-2020

**Background:**

The State guidelines require the Board to authorize the outstanding purchase orders at year-end. These outstanding purchase orders were not paid prior to December 31, 2019 therefore it will be necessary to carry them forward into the next fiscal year (2020). The appropriation to cover the purchase orders, once expensed, will come from the 2019 budget.

**Strategic/Fiscal Impact:**

There is no fiscal impact on the 2020 budget as appropriations were provided for the purchases orders in the 2019 budget.



## Board Resolution

6c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION 02-2020  
OUTSTANDING PURCHASE ORDERS 2019  
January 27, 2020**

**WHEREAS**, the accounting guidelines established by the State of Indiana include the approval of outstanding purchase orders at year-end, and

**WHEREAS**, the attached listing includes all purchase orders from budgeted funds unpaid at year-end 2019.

**THEREFORE BE IT RESOLVED**, that the Library Board of Trustees hereby approve the attached list of purchase orders from 2019 be carried forward to the next budget year (2020) and be paid from 2019 appropriations.

## 2019 Open Purchase Orders Operating Fund

ORGANIZATI ON CODE	ORGANIZATION DESC	OBJECT CODE	OBJECT DESC	VENDOR NAME	PO NUMBER	YEAR	PERIOD	LINE OPEN AMOUNT	COMMENT/DESC
10126170	OPERATING HR	413500	MEDICAL & DENTAL INSURANCE	1-800MD, LLC	<a href="#">19000341</a>	2019	3	\$ 1,197.00	Access Fee-Fam (Monthly)
<b>413500 Total</b>								<b>1,197.00</b>	
10101180	OPERATING CENTRAL FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	ASI SIGNAGE INNOVATIONS	<a href="#">19001344</a>	2019	10	635.00	FURNISH/INSTALL FIRE MARSHALL
10108180	OPERATING E38 FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	KRUEGER INTERNATIONAL, INC	<a href="#">19001585</a>	2019	12	2,136.00	E38 ISLE POWER UNIT INSTALLATI
10114180	OPERATING NORA FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	THE HOME DEPOT	<a href="#">19001626</a>	2019	12	692.26	FRIGIDAIRE REFRIGERATOR FOR NO
10126120	OPERATING COLLECTION MGMT	421500	OFFICE SUPPLIES - FAC/PURCH	REGIONS BANK PURCHASING CARD	<a href="#">19001563</a>	2019	12	395.00	AMAZON - VARIDESK FOR NIKE
10126120	OPERATING COLLECTION MGMT	421500	OFFICE SUPPLIES - FAC/PURCH	REGIONS BANK PURCHASING CARD	<a href="#">19001577</a>	2019	12	17.84	AMAZON - VACUUM BAGS
10126120	OPERATING COLLECTION MGMT	421500	OFFICE SUPPLIES - FAC/PURCH	REGIONS BANK PURCHASING CARD	<a href="#">19001608</a>	2019	12	56.99	CUBESHIELD.COM - CUBESHIELD BL
10126135	OPERATING LSC PURCHASING	421500	OFFICE SUPPLIES - FAC/PURCH	REGIONS BANK PURCHASING CARD	<a href="#">19001380</a>	2019	10	81.26	US FLAGS
10126135	OPERATING LSC PURCHASING	421500	OFFICE SUPPLIES - FAC/PURCH	STAPLES	<a href="#">19001448</a>	2019	11	43.06	OFFICE SUPPLIES
10126135	OPERATING LSC PURCHASING	421500	OFFICE SUPPLIES - FAC/PURCH	STAPLES	<a href="#">19001477</a>	2019	11	104.56	OFFICE SUPPLIES
10126135	OPERATING LSC PURCHASING	421500	OFFICE SUPPLIES - FAC/PURCH	STAPLES	<a href="#">19001578</a>	2019	12	52.79	OFFICE SUPPLIES
10126135	OPERATING LSC PURCHASING	421500	OFFICE SUPPLIES - FAC/PURCH	STAPLES	<a href="#">19001645</a>	2019	12	8,135.41	DEC 2019 OFFICE SUPPLIES
10126135	OPERATING LSC PURCHASING	421500	OFFICE SUPPLIES - FAC/PURCH	STAPLES	<a href="#">19001651</a>	2019	12	27.70	11' X 17' COPIER PAPER
10126180	OPERATING LSC FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	REGIONS BANK PURCHASING CARD	<a href="#">19001605</a>	2019	12	47.92	PNEUMATIC QUICK-DISCONNECT AND
10126180	OPERATING LSC FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	CARDIO PARTNERS INC.	<a href="#">19001499</a>	2019	11	3,905.50	SMART PADS CARTRIDGES PER DANA
10126180	OPERATING LSC FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	ULINE	<a href="#">19001523</a>	2019	12	82.61	Orange safety cones
10126180	OPERATING LSC FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	STAPLES	<a href="#">19001448</a>	2019	11	4.30	OFFICE SUPPLIES
10126180	OPERATING LSC FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	GLOBAL INDUSTRIAL	<a href="#">19001210</a>	2019	9	2,153.54	WASTE RECEPTACLES AND SMOKER R
10126180	OPERATING LSC FACILITIES	421500	OFFICE SUPPLIES - FAC/PURCH	P.V. SUPA INC.	<a href="#">19001489</a>	2019	11	10,120.64	THERMAL LABELS AND PRINTER RIB
<b>421500 Total</b>								<b>28,692.38</b>	
10102024	OPERATING INFOZONE BRANCH	421600	LIBRARY SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001533</a>	2019	12	449.00	AMAZON ORDER
10102024	OPERATING INFOZONE BRANCH	421600	LIBRARY SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001537</a>	2019	12	769.88	TECH WILL SAVE US ELECTRO MACH
10126120	OPERATING COLLECTION MGMT	421600	LIBRARY SUPPLIES	ORBIS	<a href="#">19001479</a>	2019	11	7,199.00	GREEN TOTES FOR HOLIDAY COLLEC
10126120	OPERATING COLLECTION MGMT	421600	LIBRARY SUPPLIES	LABEL SOLUTIONS, LLC	<a href="#">19001562</a>	2019	12	1,461.00	INDYPL LOGO STICKERS FOR NEW M
<b>421600 Total</b>								<b>9,878.88</b>	
10101150	OPERATING PROGRAM DEVELOPMT	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001524</a>	2019	12	129.80	LEDNICEKER Kids Case for ipad
10101401	OPERATING CENTRAL SUPPORT	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001551</a>	2019	12	362.20	CENTRAL ISCR - Gaylord
10101401	OPERATING CENTRAL SUPPORT	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001587</a>	2019	12	152.00	Building Systems access printe
10101401	OPERATING CENTRAL SUPPORT	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001603</a>	2019	12	190.59	Parcon.Apple.
10101401	OPERATING CENTRAL SUPPORT	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001654</a>	2019	12	1,078.50	Pi Hut
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001588</a>	2019	12	7,924.42	iPads - classroom set for the
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001589</a>	2019	12	413.77	iPad cases - teal - for iPads
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001607</a>	2019	12	244.00	Osmo & Duplo items for Media W
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001609</a>	2019	12	389.00	Square Off Chess Set for the C
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001627</a>	2019	12	389.97	Cozmo robots for the Curve
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001648</a>	2019	12	189.00	Blipbox synthesizer for kids
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001652</a>	2019	12	20.99	Search & Destroy Database Card
10101403	OPERATING CENTRAL LEARNG CURV	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001653</a>	2019	12	69.95	Turing Tumble for the Curve
10102013	OPERATING LAWRENCE BRANCH	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001604</a>	2019	12	154.67	PROGRAMMING- CHILDREN'S
10102013	OPERATING LAWRENCE BRANCH	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001624</a>	2019	12	49.67	PROGRAMMING- CHILDREN'S
10102017	OPERATING SOUTHPORT BRANCH	421700	DEPARTMENT OFFICE SUPPLIES	STAPLES	<a href="#">19001636</a>	2019	12	448.12	OFFICE SUPPLIES DECEMBER 2019
10102026	OPERATING VOLUNTEER RESOURCES	421700	DEPARTMENT OFFICE SUPPLIES	REGIONS BANK PURCHASING CARD	<a href="#">19001520</a>	2019	12	299.00	SCANNER FROM STAPLES.COM ITEM
10102026	OPERATING VOLUNTEER RESOURCES	421700	DEPARTMENT OFFICE SUPPLIES	STAPLES	<a href="#">19001517</a>	2019	12	258.14	Office supplies
10126110	OPERATING LSC INFO TECH	421700	DEPARTMENT OFFICE SUPPLIES	DELL MARKETING L.P.	<a href="#">19001407</a>	2019	11	903.82	OPTIPLEX 7470 AIO MLK FOR PUBL
10126110	OPERATING LSC INFO TECH	421700	DEPARTMENT OFFICE SUPPLIES	DELL MARKETING L.P.	<a href="#">19001466</a>	2019	11	27,112.50	OPTIPLEX 7470 AIO MLK FOR PUBL
10126110	OPERATING LSC INFO TECH	421700	DEPARTMENT OFFICE SUPPLIES	DELL MARKETING L.P.	<a href="#">19001490</a>	2019	11	18,007.50	DESKTOP PCS AND LAPTOPS FOR RE
10126130	OPERATING CFO	421700	DEPARTMENT OFFICE SUPPLIES	STAPLES	<a href="#">19001647</a>	2019	12	463.68	BINDERS & DIVIDERS FOR STRATEG
10126160	OPERATING COMMUNICATIONS	421700	DEPARTMENT OFFICE SUPPLIES	STAPLES	<a href="#">19001651</a>	2019	12	16.99	11' X 17' COPIER PAPER
<b>421700 Total</b>								<b>59,268.28</b>	
10126180	OPERATING LSC FACILITIES	422210	GASOLINE	INDIANAPOLIS FLEET SERVICES	<a href="#">19000150</a>	2019	1	2,320.75	2019 VEHICLE FUEL CHARGES
<b>422210 Total</b>								<b>2,320.75</b>	
10126180	OPERATING LSC FACILITIES	422250	UNIFORMS	GRAINGER	<a href="#">19001579</a>	2019	12	2,800.00	SAFETY SHOES FOR FACILITIES ST

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<b>422250 Total</b>									<b>2,800.00</b>
10126135	OPERATING LSC PURCHASING	422310	CLEANING & SANITATION	REGIONS BANK PURCHASING CARD	<a href="#">19001368</a>	2019	10	109.85	MICROBURST 9000
10126135	OPERATING LSC PURCHASING	422310	CLEANING & SANITATION	ACORN DISTRIBUTORS, INC	<a href="#">19001178</a>	2019	9	744.96	CLEANING SUPPLIES
10126135	OPERATING LSC PURCHASING	422310	CLEANING & SANITATION	GRAINGER	<a href="#">19001649</a>	2019	12	159.60	SIMPLE GREEN
10126135	OPERATING LSC PURCHASING	422310	CLEANING & SANITATION	STAPLES	<a href="#">19001503</a>	2019	12	848.64	CLEANING SUPPLIES
10126135	OPERATING LSC PURCHASING	422310	CLEANING & SANITATION	STAPLES	<a href="#">19001546</a>	2019	12	846.74	CLEANING SUPPLIES
10126135	OPERATING LSC PURCHASING	422310	CLEANING & SANITATION	STAPLES	<a href="#">19001650</a>	2019	12	694.93	CLEANING SUPPLIES
<b>422310 Total</b>									<b>3,404.72</b>
10101180	OPERATING CENTRAL FACILITIES	429001	NON CAPITAL FURNITURE & EQUIP KI		<a href="#">19001616</a>	2019	12	8,790.48	FOUR (4) MODIFIED BARRON FLIP-
10127180	OPERATING MICHIGAN FACILITIES	429001	NON CAPITAL FURNITURE & EQUIP	CENTRAL SECURITY & COMMUNICATION	<a href="#">19001376</a>	2019	10	2,507.43	MIC ADD EXTERIOR POLE MOUNTED
<b>429001 Total</b>									<b>11,297.91</b>
10126100	OPERATING CEO	431100	LEGAL SERVICES	HALL, RENDER, KILLIAN, HEATH & LYMAN,	<a href="#">19001618</a>	2019	12	2,500.00	NOVEMBER, DECEMBER LEGAL SERVI
10126100	OPERATING CEO	431100	LEGAL SERVICES	CLARK, QUINN, MOSES, SCOTT & GRAHN	<a href="#">19001646</a>	2019	12	30,000.00	LEGAL NOVEMBER DECEMBER 2019
<b>431100 Total</b>									<b>32,500.00</b>
10101180	OPERATING CENTRAL FACILITIES	431500	CONSULTING SERVICES	IGNITION ARTS, LLC	<a href="#">19001630</a>	2019	12	25,000.00	Monument at Central Library
10126100	OPERATING CEO	431500	CONSULTING SERVICES	MICHAEL R. TWYMAN	<a href="#">19000822</a>	2019	6	3,333.33	DIVERSITY & INCLUSIVE STRATEGY
10126100	OPERATING CEO	431500	CONSULTING SERVICES	AJILON FINANCE	<a href="#">19001621</a>	2019	12	6,926.76	Temporary Executive Assistant
10126110	OPERATING LSC INFO TECH	431500	CONSULTING SERVICES	ADTEC	<a href="#">18000944</a>	2018	7	3,190.00	ERATE CATEGORY 1 SERVICES PY22
10126110	OPERATING LSC INFO TECH	431500	CONSULTING SERVICES	ADTEC	<a href="#">18001716</a>	2018	12	630.00	PY22 FY19 CATEGORY 2 BMIC
10126110	OPERATING LSC INFO TECH	431500	CONSULTING SERVICES	ADTEC	<a href="#">19000837</a>	2019	6	6,500.00	PY 23 FY 20 CATEGORY 1 ERATE S
10126110	OPERATING LSC INFO TECH	431500	CONSULTING SERVICES	ADTEC	<a href="#">19001385</a>	2019	11	4,785.00	PY23 FY20 CATEGORY 2 BMIC ERAT
10126110	OPERATING LSC INFO TECH	431500	CONSULTING SERVICES	PRESIDIO	<a href="#">19000066</a>	2019	1	1,850.00	VOICE ROUTER CONSULTING
10126110	OPERATING LSC INFO TECH	431500	CONSULTING SERVICES	PRESIDIO	<a href="#">19001177</a>	2019	9	12,112.50	UNIFIED COMMUNICATIONS TELEPHO
10126120	OPERATING COLLECTION MGMT	431500	CONSULTING SERVICES	CROSSROADS DOCUMENT SERVICES	<a href="#">19001504</a>	2019	12	14,952.00	Administrative Summaries Digit
10126120	OPERATING COLLECTION MGMT	431500	CONSULTING SERVICES	CROSSROADS DOCUMENT SERVICES	<a href="#">19001519</a>	2019	12	400.00	Community Heights Neighborhood
10126130	OPERATING CFO	431500	CONSULTING SERVICES	BAKER TILLY VIRCHOW KRAUSE, LLP	<a href="#">17016619</a>	2017	12	43,606.91	PROFESSIONAL SERVICES
10126130	OPERATING CFO	431500	CONSULTING SERVICES	BAKER TILLY VIRCHOW KRAUSE, LLP	<a href="#">19001442</a>	2019	11	3,000.00	GASB 84 Implementation Guidanc
10126160	OPERATING COMMUNICATIONS	431500	CONSULTING SERVICES	TRENDYMINDS, INC.	<a href="#">19000663</a>	2019	5	525.00	WEBSITE UPDATES AND SUPPORT IN
10126170	OPERATING HR	431500	CONSULTING SERVICES	MOORE INFORMATION SERVICES, INC	<a href="#">19000223</a>	2019	2	6,315.65	Pre-Employment Background Chec
10126180	OPERATING LSC FACILITIES	431500	CONSULTING SERVICES	EDWARD GEORGE & ASSOCIATES, LLC	<a href="#">19000928</a>	2019	7	19,720.00	CONSULTING SERVICES IPALCO INC
10126180	OPERATING LSC FACILITIES	431500	CONSULTING SERVICES	RTM CONSULTANTS, INC	<a href="#">19000912</a>	2019	7	3,200.00	CONSULTING SERVICES-ALLOWABLE
10126190	OPERATING STRATEGIC MGMT	431500	CONSULTING SERVICES	SONDHI SOLUTIONS	<a href="#">18000153</a>	2018	2	2,640.00	ACTIVITIES DATABASE ENHANCEMEN
<b>431500 Total</b>									<b>158,687.15</b>
10126180	OPERATING LSC FACILITIES	432100	FREIGHT & EXPRESS	UNITED PARCEL SERVICE	<a href="#">19000140</a>	2019	1	513.92	2019 FREIGHT AND SHIPPING CHAR
<b>432100 Total</b>									<b>513.92</b>
10126130	OPERATING CFO	432200	POSTAGE	UNIQUE MANAGEMENT SERVICES, INC	<a href="#">19000259</a>	2019	2	980.90	UNIQUE MANAGEMENT INC
<b>432200 Total</b>									<b>980.90</b>
10126110	OPERATING LSC INFO TECH	432400	DATA COMMUNICATIONS	AT&T	<a href="#">19001572</a>	2019	12	2,350.00	AT&T CENTREX SERVICE DECEMBER
<b>432400 Total</b>									<b>2,350.00</b>
10126180	OPERATING LSC FACILITIES	432501	IN HOUSE CONFERENCE	WIESE	<a href="#">19001539</a>	2019	12	875.00	FORKLIFT OPERATOR SAFETY TRAIN
<b>432501 Total</b>									<b>875.00</b>
10101401	OPERATING CENTRAL SUPPORT	433100	OUTSIDE PRINTING	FINELINE PRINTING GROUP	<a href="#">19001584</a>	2019	12	543.74	CHRIS GONZALEZ UNVEILING INVOI
10126160	OPERATING COMMUNICATIONS	433100	OUTSIDE PRINTING	FINELINE PRINTING GROUP	<a href="#">19001429</a>	2019	11	1,571.00	MEET THE ARTISTS 2020 BOOKMARK
10126160	OPERATING COMMUNICATIONS	433100	OUTSIDE PRINTING	FINELINE PRINTING GROUP	<a href="#">19001443</a>	2019	11	1,749.00	HOT JAZZ FOR COOL KIDS BOOKMAR
10126160	OPERATING COMMUNICATIONS	433100	OUTSIDE PRINTING	FINELINE PRINTING GROUP	<a href="#">19001472</a>	2019	11	1,503.00	ADULT COOKING CLASS BOOKMARKS
10126160	OPERATING COMMUNICATIONS	433100	OUTSIDE PRINTING	FINELINE PRINTING GROUP	<a href="#">19001476</a>	2019	11	5,445.00	SPRING 2020 PRESCHOOL PROGRAM
10126160	OPERATING COMMUNICATIONS	433100	OUTSIDE PRINTING	FINELINE PRINTING GROUP	<a href="#">19001613</a>	2019	12	550.00	Plastic Logo Signs for Branche
10126160	OPERATING COMMUNICATIONS	433100	OUTSIDE PRINTING	FINELINE PRINTING GROUP	<a href="#">19001614</a>	2019	12	1,910.00	Love Your Library CEO Tour Sur
<b>433100 Total</b>									<b>13,271.74</b>
10126130	OPERATING CFO	434100	WORKER'S COMPENSATION	ARTHUR J. GALLAGHER RISK MANAGEME	<a href="#">19001633</a>	2019	12	1,082.00	18-19 WORKER'S COMPENSATION AU
<b>434100 Total</b>									<b>1,082.00</b>
10126180	OPERATING LSC FACILITIES	435100	ELECTRICITY	INDIANAPOLIS POWER & LIGHT COMPAN	<a href="#">19000166</a>	2019	2	226,683.41	2019 SYSTEM WIDE ELECTRICITY F
<b>435100 Total</b>									<b>226,683.41</b>
10126180	OPERATING LSC FACILITIES	435200	NATURAL GAS	CONSTELLATION NEWENERGY - GAS DIV	<a href="#">19000164</a>	2019	2	24,263.85	2019 CGCU POOL NATURAL GAS FEE
10126180	OPERATING LSC FACILITIES	435200	NATURAL GAS	CITIZENS ENERGY GROUP	<a href="#">19000156</a>	2019	1	13,261.28	2019 SYSTEM WIDE NATURAL GAS D

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			<b>435200 Total</b>					<b>37,525.13</b>	
10101180	OPERATING CENTRAL FACILITIES	435300	HEAT/STEAM	CITIZENS THERMAL ENRGY.	<a href="#">19000167</a>	2019	2	92,468.28	2019 CENTRAL LIBRARY STEAM FEE
			<b>435300 Total</b>					<b>92,468.28</b>	
10126180	OPERATING LSC FACILITIES	435400	WATER	CITIZENS ENERGY GROUP	<a href="#">19000169</a>	2019	2	11,378.22	2019 SYSTEM WIDE WATER, SEWER,
			<b>435400 Total</b>					<b>11,378.22</b>	
10126180	OPERATING LSC FACILITIES	435900	SEWAGE	CITIZENS ENERGY GROUP	<a href="#">19000169</a>	2019	2	1,171.63	2019 SYSTEM WIDE WATER, SEWER,
10128180	OPERATING BEECH GR FACILITIES	435900	SEWAGE	BEECH GROVE SEWAGE WORKS	<a href="#">19000238</a>	2019	2	453.29	2019 WASTEWATER/STORM WATER FE
			<b>435900 Total</b>					<b>1,624.92</b>	
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	ARCHITECTURAL GLASS & METAL CO. INC	<a href="#">19001354</a>	2019	10	3,985.44	CEN REPLACE GLASS PANEL 4TH FL
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	CONNOR FINE PAINTING	<a href="#">19001343</a>	2019	10	1,590.00	PAINT GARAGE GENERATOR FUEL TA
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	PROFESSIONAL GARAGE DOOR SYSTEMS	<a href="#">19001181</a>	2019	9	19,363.00	REPLACE OVERHEAD COILING GRILL
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	MACALLISTER MACHINERY CO., INC	<a href="#">19000500</a>	2019	4	3,853.00	CEN_Macallister_2019 Generator
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19001248</a>	2019	9	4,938.00	FIRE PROTECTION SYSTEM INSPECT
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19001595</a>	2019	12	3,415.00	FIRE EXTINGUISHER DEFICIENCIES
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19001598</a>	2019	12	1,140.00	DUCT DETECTOR REPAIR AT CEN
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	PERRY ACOUSTICS, INC.	<a href="#">19001160</a>	2019	9	15,060.00	ADD 4 10"W x 12"T ACOUSTIC DRA
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	B & H PHOTO-VIDEO-PRO AUDIO	<a href="#">19000380</a>	2019	3	2,697.90	CEN_B & H Photo_Cameras for St
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	LOCKERBIE SQUARE CABINET CO	<a href="#">19001602</a>	2019	12	1,560.00	CEN PODIUM REPAIRS
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	JACKSON SYSTEMS, LLC	<a href="#">19000965</a>	2019	7	24,480.00	NEW INSTALL DISTECH/TRIDIUM CO
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	ABELL ELEVATOR SERVICE CO	<a href="#">19001382</a>	2019	11	1,580.00	REPLACE TDC BOARD FOR ELEVATOR
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	ABELL ELEVATOR SERVICE CO	<a href="#">19001623</a>	2019	12	12,487.00	REPLACE TRASH LIFT GATE, BOX T
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	RECORD AUTOMATIC DOORS, INC	<a href="#">19001119</a>	2019	8	2,985.96	ROOM 140 AUTOMATIC DOOR REPAIR
10101180	OPERATING CENTRAL FACILITIES	436100	REP & MAINT-STRUCTURE	BBC PUMP AND EQUIPMENT CO., INC	<a href="#">19000851</a>	2019	6	2,761.00	REPACK FIRE PUMP AT CEN
10103180	OPERATING GLENDALE FACILITIES	436100	REP & MAINT-STRUCTURE	AUGUST MACK ENVIRONMENTAL, INC	<a href="#">19001227</a>	2019	9	3,400.00	PRE-MEDIATION INSPECTION/WATER
10103180	OPERATING GLENDALE FACILITIES	436100	REP & MAINT-STRUCTURE	CONNOR FINE PAINTING	<a href="#">19001338</a>	2019	10	3,170.00	CHECK-OUT DESK AREA WATER DAMA
10104180	OPERATING IRVINGTON FACILITIES	436100	REP & MAINT-STRUCTURE	CONNOR FINE PAINTING	<a href="#">19001547</a>	2019	12	2,310.00	FRONT LOBBY WALL COVERING PROJ
10104180	OPERATING IRVINGTON FACILITIES	436100	REP & MAINT-STRUCTURE	RECORD AUTOMATIC DOORS, INC	<a href="#">19000315</a>	2019	2	1,331.70	AUTOMATIC DOOR REPAIRS AT IRV
10112180	OPERATING HAUGHVILLE FACILITIE	436100	REP & MAINT-STRUCTURE	INDY CURB APPEAL ASPHALT, INC	<a href="#">19001352</a>	2019	10	4,800.00	PARKING LOT ASPHALT AND CONCRE
10114180	OPERATING NORA FACILITIES	436100	REP & MAINT-STRUCTURE	INDY CURB APPEAL ASPHALT, INC	<a href="#">19001351</a>	2019	10	2,500.00	ASPHALT MILL AND FILL/CUT OUT/
10119180	OPERATING WAYNE FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19000600</a>	2019	4	1,465.00	WAY_Ryan Fire_Replace 2 smoke
10122180	OPERATING WARREN FACILITIES	436100	REP & MAINT-STRUCTURE	INDY CURB APPEAL ASPHALT, INC	<a href="#">19001350</a>	2019	10	1,000.00	CUT OUT AND ASPHALT PATCH AT W
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	RICHARD LOPEZ ELECTRICAL, LLC	<a href="#">19000160</a>	2019	2	41,627.34	2019 SYSTEM WIDE ELECTRICAL SE
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	EDGE SYSTEMS GROUP	<a href="#">19000340</a>	2019	3	8,261.25	LSC_Edge Lighting_LED Fixture
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	BLACKMORE & BUCKNER ROOFING	<a href="#">19000148</a>	2019	1	457.49	2019 SYSTEM WIDE ROOF REPAIRS
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19000132</a>	2019	1	3,205.30	2019 FIRE PROTECTION SYSTEMS T
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19000852</a>	2019	6	19,295.00	REMOVE/REPLACE SPRINKLER HEADS
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19001237</a>	2019	9	1,955.00	SPRINKLER DEFICIENCY CORRECTIO
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19001597</a>	2019	12	1,386.00	FIRE EXTINGUISHER DEFICIENCIES
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	PERRY ACOUSTICS, INC.	<a href="#">19001529</a>	2019	12	3,071.86	LSC INSTALL SOUND BARRIERS AT
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	INDIANA PLUMBING AND DRAIN LLC	<a href="#">19001408</a>	2019	11	4,673.50	\$ NEEDED FOR NOV & DEC 2019 PL
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	ARAB TERMITES AND PEST CONTROL INC	<a href="#">19000139</a>	2019	1	6,235.00	2019 SYSTEM WIDE PEST CONTROL
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	CENTRAL INDIANA SECURITY CORP., LTD	<a href="#">19001625</a>	2019	12	4,774.90	REPLACE PANIC BAR AND LOCK HAR
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	ABELL ELEVATOR SERVICE CO	<a href="#">19000147</a>	2019	1	4,917.50	2019 QUARTERLY MAINTENANCE FEE
10126180	OPERATING LSC FACILITIES	436100	REP & MAINT-STRUCTURE	INDY FLOOR RESTORE, LLC	<a href="#">19001558</a>	2019	12	3,360.00	LSC BACK BAY AREA FLOOR REPAIR
10127180	OPERATING MICHIGAN FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19001631</a>	2019	12	1,199.00	SPRINKLER, ALARM, EXTINGUISHER
10128180	OPERATING BEECH GR FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19000648</a>	2019	5	647.00	ALARM INSPECTION DEFICIENCIES
10128180	OPERATING BEECH GR FACILITIES	436100	REP & MAINT-STRUCTURE	RYAN FIRE PROTECTION, INC	<a href="#">19001596</a>	2019	12	557.00	FIRE EXTINGUISHER DEFICIENCIES
10128180	OPERATING BEECH GR FACILITIES	436100	REP & MAINT-STRUCTURE	YOUR AUTOMATIC DOOR COMPANY	<a href="#">19000317</a>	2019	2	3,360.00	INSTALL ADA DOOR OPERATORS AT
			<b>436100 Total</b>					<b>230,856.14</b>	
10103800	OPERATING CENTRAL EVENTS	436110	CLEANING SERVICES	TITAN ASSOCIATES	<a href="#">19000153</a>	2019	1	3,457.00	MOVING/CLEANING SERVICES FOR 2
10126180	OPERATING LSC FACILITIES	436110	CLEANING SERVICES	TITAN ASSOCIATES	<a href="#">19000159</a>	2019	2	112,446.20	2019 SYSTEM WIDE JANITORIAL &
			<b>436110 Total</b>					<b>115,903.20</b>	
10101180	OPERATING CENTRAL FACILITIES	436200	REP & MAINT-EQUIPMENT	HP PRODUCTS CORPORATION	<a href="#">19001470</a>	2019	11	4,057.62	SIX (6) AGM BATTERIES FOR WIND
10101180	OPERATING CENTRAL FACILITIES	436200	REP & MAINT-EQUIPMENT	MACALLISTER MACHINERY CO., INC	<a href="#">19001286</a>	2019	10	3,700.00	COMPLETE NFPA 4 HR LBT ON GENE
10101180	OPERATING CENTRAL FACILITIES	436200	REP & MAINT-EQUIPMENT	MACALLISTER MACHINERY CO., INC	<a href="#">19001287</a>	2019	10	4,202.13	FUEL LINES/RADIATOR CLEANING/J

**2019 Open Purchase Orders  
Operating Fund**

10101180	OPERATING CENTRAL FACILITIES	436200	REP & MAINT-EQUIPMENT	GENERAL PARTS GROUP LLC	<a href="#">19000850</a>	2019	6	861.70	REPAIRS TO THE OVEN AT CEN
10126180	OPERATING LSC FACILITIES	436200	REP & MAINT-EQUIPMENT	CENTRAL SECURITY & COMMUNICATION	<a href="#">19000149</a>	2019	1	1,888.58	2019 ALARM & ACCESS CONTROL MA
<b>436200 Total</b>								<b>14,710.03</b>	
10101180	OPERATING CENTRAL FACILITIES	436201	REP & MAINT-HEATING & AIR	FULLER ENGINEERING CO., LLC	<a href="#">19001091</a>	2019	8	946.18	1ST FLOOR LIEBERT UNIT REPAIRS
10101180	OPERATING CENTRAL FACILITIES	436201	REP & MAINT-HEATING & AIR	FULLER ENGINEERING CO., LLC	<a href="#">19001092</a>	2019	8	1,890.47	REPLACE REHEAT ASSY IN 6TH FL
10101180	OPERATING CENTRAL FACILITIES	436201	REP & MAINT-HEATING & AIR	PERFECTION GROUP, INC.	<a href="#">19001610</a>	2019	12	4,270.00	EMERGENCY SNOW MELT RAMP PUMP
10107180	OPERATING EAGLE FACILITIES	436201	REP & MAINT-HEATING & AIR	DANCORP INC. DBA DANCO	<a href="#">19001592</a>	2019	12	1,200.00	QUARTERLY WATER TESTING AT MIC
10126180	OPERATING LSC FACILITIES	436201	REP & MAINT-HEATING & AIR	PERFECTION GROUP, INC.	<a href="#">19000165</a>	2019	2	67,030.63	2019 PERFECTION HVAC CONTRACT
10126180	OPERATING LSC FACILITIES	436201	REP & MAINT-HEATING & AIR	CARRIER CORPORATION	<a href="#">19000598</a>	2019	4	1,610.00	LSC_Carrier_Chiller Troublesho
10127180	OPERATING MICHIGAN FACILITIES	436201	REP & MAINT-HEATING & AIR	DANCORP INC. DBA DANCO	<a href="#">19001592</a>	2019	12	1,200.00	QUARTERLY WATER TESTING AT MIC
10128180	OPERATING BEECH GR FACILITIES	436201	REP & MAINT-HEATING & AIR	DANCORP INC. DBA DANCO	<a href="#">19000326</a>	2019	3	1,200.00	REMAINING 2019 WATER TESTING A
<b>436201 Total</b>								<b>79,347.28</b>	
10126180	OPERATING LSC FACILITIES	436202	REP & MAINT -AUTO	FLEET CARE, INC.	<a href="#">19001566</a>	2019	12	662.56	FOUR (4) TIRE REPLACEMENT ON #
10126180	OPERATING LSC FACILITIES	436202	REP & MAINT -AUTO	READING MIDWEST DISTRIBUTION, LLC	<a href="#">19000228</a>	2019	2	2,870.64	REPAIR LIFTGATE ON LIBRARY DEL
<b>436202 Total</b>								<b>3,533.20</b>	
10126110	OPERATING LSC INFO TECH	436203	REP & MAINT-COMPUTERS	TECHNOLOGY INTEGRATION GROUP	<a href="#">19001469</a>	2019	11	8,723.65	VMWARE RENEWAL
<b>436203 Total</b>								<b>8,723.65</b>	
10126180	OPERATING LSC FACILITIES	439600	TRASH REMOVAL	REPUBLIC WASTE SERVICES	<a href="#">19001297</a>	2019	10	7,959.95	4TH QUARTER 2019 TRASH REMOVAL
<b>439600 Total</b>								<b>7,959.95</b>	
10117180	OPERATING SOUTHPORT FACILITIES	439601	SNOW REMOVAL	EDDIE HURM (PAINTING & SNOW REMOV	<a href="#">19000120</a>	2019	1	5,500.00	2019 SNOW REMOVAL SERVICES AT
10126180	OPERATING LSC FACILITIES	439601	SNOW REMOVAL	JCOS, INC.	<a href="#">19001632</a>	2019	12	64,000.00	ESTIMATED 2019 END-OF-YEAR SNO
10128180	OPERATING BEECH GR FACILITIES	439601	SNOW REMOVAL	GRANT KEY	<a href="#">19000118</a>	2019	1	3,405.00	2019 SNOW REMOVAL SERVICES AT
<b>439601 Total</b>								<b>72,905.00</b>	
10122180	OPERATING WARREN FACILITIES	439602	LAWN & LANDSCAPING	JCOS, INC.	<a href="#">19001395</a>	2019	11	1,410.00	GRADE AND PLANT GRASS AT WRN
10126180	OPERATING LSC FACILITIES	439602	LAWN & LANDSCAPING	JCOS, INC.	<a href="#">19001538</a>	2019	12	1,290.00	NOVEMBER 2019 LAWN & LANDSCAPI
10126180	OPERATING LSC FACILITIES	439602	LAWN & LANDSCAPING	PROVIDENCE OUTDOOR	<a href="#">19001582</a>	2019	12	4,650.00	TRIM AND CLEAR TREES AND OVERG
10126180	OPERATING LSC FACILITIES	439602	LAWN & LANDSCAPING	PROVIDENCE OUTDOOR	<a href="#">19001599</a>	2019	12	2,900.00	REMOVE/DISPOSE OF LANDSCAPE MA
<b>439602 Total</b>								<b>10,250.00</b>	
10126170	OPERATING HR	439800	DUES & MEMBERSHIPS	SURVEYMONKEY.COM	<a href="#">19001552</a>	2019	12	2,160.00	Annual Subscription for Traini
<b>439800 Total</b>								<b>2,160.00</b>	
10126100	OPERATING CEO	439901	COMPUTER SERVICES	PCM-G	<a href="#">19001485</a>	2019	11	500.49	ADOBE SOFTWARE SUBSCRIPTIONS
10126110	OPERATING LSC INFO TECH	439901	COMPUTER SERVICES	PCM-G	<a href="#">19001485</a>	2019	11	1,930.43	ADOBE SOFTWARE SUBSCRIPTIONS
10126120	OPERATING COLLECTION MGMT	439901	COMPUTER SERVICES	PCM-G	<a href="#">19001485</a>	2019	11	1,225.98	ADOBE SOFTWARE SUBSCRIPTIONS
10126160	OPERATING COMMUNICATIONS	439901	COMPUTER SERVICES	PCM-G	<a href="#">19001485</a>	2019	11	1,058.16	ADOBE SOFTWARE SUBSCRIPTIONS
10126180	OPERATING LSC FACILITIES	439901	COMPUTER SERVICES	PCM-G	<a href="#">19001485</a>	2019	11	333.66	ADOBE SOFTWARE SUBSCRIPTIONS
<b>439901 Total</b>								<b>5,048.72</b>	
10103800	OPERATING CENTRAL EVENTS	439903	SECURITY SERVICES	G4S SECURE SOLUTIONS (USA) INC.	<a href="#">19000154</a>	2019	1	17,881.61	EVENTS SECURITY - 2019
10126180	OPERATING LSC FACILITIES	439903	SECURITY SERVICES	G4S SECURE SOLUTIONS (USA) INC.	<a href="#">19000963</a>	2019	7	328.43	REMAINING 2019 BRANCH SECURITY
10126180	OPERATING LSC FACILITIES	439903	SECURITY SERVICES	G4S SECURE SOLUTIONS (USA) INC.	<a href="#">19001629</a>	2019	12	24,023.43	ADDITIONAL 12/2/19-12/15/19 BR
<b>439903 Total</b>								<b>42,233.47</b>	
10126120	OPERATING COLLECTION MGMT	439905	OTHER CONTRACTUAL SERVICES	OCLC INC	<a href="#">19000311</a>	2019	2	20,000.00	2019 BLANKET PO - OCLC
10126130	OPERATING CFO	439905	OTHER CONTRACTUAL SERVICES	UNIQUE MANAGEMENT SERVICES, INC	<a href="#">19000259</a>	2019	2	1,548.95	UNIQUE MANAGEMENT INC
10126130	OPERATING CFO	439905	OTHER CONTRACTUAL SERVICES	UNIQUE MANAGEMENT SERVICES, INC	<a href="#">19000261</a>	2019	2	9,527.39	UNIQUE MANAGEMENT INC - PLACEM
10126130	OPERATING CFO	439905	OTHER CONTRACTUAL SERVICES	RICOH USA, INC. - 12882	<a href="#">19000163</a>	2019	2	23,033.34	RICOH MONTHLY SERVICE PAYMENTS
10126130	OPERATING CFO	439905	OTHER CONTRACTUAL SERVICES	INDIANAPOLIS ARMORED CAR, INC	<a href="#">19000203</a>	2019	2	6,104.00	CASH COLLECTION SERVICE FEES -
10126180	OPERATING LSC FACILITIES	439905	OTHER CONTRACTUAL SERVICES	DUDE SOLUTIONS INC	<a href="#">19000143</a>	2019	1	2,089.34	2019 QUARTERLY MAINTENANCE EDG
<b>439905 Total</b>								<b>62,303.02</b>	
10103800	OPERATING CENTRAL EVENTS	439907	EVENTS & PR	IBJ MEDIA	<a href="#">19001087</a>	2019	8	2,384.00	1/4 PAGE AD IN IBJ
10103800	OPERATING CENTRAL EVENTS	439907	EVENTS & PR	WEDDING DAY MAGAZINE	<a href="#">19001057</a>	2019	8	1,000.00	1/2 PAGE ADS
<b>439907 Total</b>								<b>3,384.00</b>	
10101150	OPERATING PROGRAM DEVELOPMT	439910	PROGRAMMING	SARAH KANE	<a href="#">19001036</a>	2019	8	50.00	English Conversation Circles
10101150	OPERATING PROGRAM DEVELOPMT	439910	PROGRAMMING	CATHERINE BOWIE	<a href="#">19000453</a>	2019	3	50.00	English Conversation Circle at
<b>439910 Total</b>								<b>100.00</b>	
10101150	OPERATING PROGRAM DEVELOPMT	439911	PROGRAMMING-JUV.	ART WITH A HEART	<a href="#">19001107</a>	2019	8	460.00	Finger Knitting Scarf Classes
10101403	OPERATING CENTRAL LEARNNG CURV	439911	PROGRAMMING-JUV.	YOUNG ACTOR'S THEATRE	<a href="#">19001561</a>	2019	12	2,500.00	YAT performances *Fairest of T

## 2019 Open Purchase Orders Operating Fund

		<b>439911 Total</b>					<b>2,960.00</b>	
10101180	OPERATING CENTRAL FACILITIES	445100 CAPITAL - FURNITURE	EXHIBIT HOUSE, INC.	<a href="#">19001628</a>	2019	12	5,653.78	Display Cabinet - Central
		<b>445100 Total</b>					<b>5,653.78</b>	
10126180	OPERATING LSC FACILITIES	445200 VEHICLES	TOM WOOD FORD, INC	<a href="#">19001600</a>	2019	12	41,745.00	2021 FORD E-350 CUTAWAY CHASSI
		<b>445200 Total</b>					<b>41,745.00</b>	
10126120	OPERATING COLLECTION MGMT	449100 UNPROCESSED PAPERBACK BOOK	BAKER & TAYLOR	<a href="#">19000313</a>	2019	2	95,666.61	2019 BLANKET PO - UNPROCESSED
		<b>449100 Total</b>					<b>95,666.61</b>	
		<b>Grand Total</b>					<b><u>\$ 1,504,243.64</u></b>	

**2019 Open Purchase Orders  
Rainy Day Fund**

ORG. CODE	ORGANIZATION DESC	OBJECT CODE	OBJECT DESC	VENDOR NAME	PO NUMBER	YEAR	PERIOD	LINE OPEN AMOUNT	COMMENT/DESC
24502013	RAINY DAY LAWRENCE	431200	ENGINEERING & ARCHITECTURAL	ROWLAND DESIGN, INC.	<a href="#">19000471</a>	2019	4	\$ 44,036.27	LAW DESIGN SERVICES
24502019	RAINY DAY WAYNE	431200	ENGINEERING & ARCHITECTURAL	R AND B ARCHITECTS LLC	<a href="#">19000329</a>	2019	3	21,551.37	WAY DESIGN SERVICES
24502023	RAINY DAY FORT HARR	431200	ENGINEERING & ARCHITECTURAL	RATIO ARCHITECTS, INC	<a href="#">18000546</a>	2018	4	163,112.82	FBH DESIGN SERVICES
<b>431200 Total</b>								<b>228,700.46</b>	
24502019	RAINY DAY WAYNE	431500	CONSULTING SERVICES	METRIC ENVIRONMENTAL	<a href="#">19001570</a>	2019	12	3,700.00	WAY ASBESTOS ABATEMENT MONITOR
<b>431500 Total</b>								<b>3,700.00</b>	
<b>Grand Total</b>								<b>\$ 232,400.46</b>	

**2019 Open Purchase Orders  
LIRF Fund**

ORGANIZATION CODE	ORGANIZATION DESC	OBJECT CODE	OBJECT DESC	VENDOR NAME	PO NUMBER	YEAR	PERIOD	LINE OPEN AMOUNT	COMMENT/DESC
47101401	LIRF CENTRAL	436100	REP & MAINT-STRUCTURE	GRAYBAR ELECTRIC COMPANY INC.	<a href="#">19000998</a>	2019	7	\$ 62,780.00	CEN LIGHTING CONTROLS UPGRADE
47101401	LIRF CENTRAL	436100	REP & MAINT-STRUCTURE	JACKSON SYSTEMS, LLC	<a href="#">19001611</a>	2019	12	219,905.00	CEN KMC CONTROLS REPLACEMENT P
47101401	LIRF CENTRAL	436100	REP & MAINT-STRUCTURE	CMID	<a href="#">19001206</a>	2019	9	28,110.00	KMC CONTROLS REPLACEMENT AT CE
<b>436100 Total</b>								<b>310,795.00</b>	
47100000	LIRF	444501	COMPUTER SOFTWARE	H.J. UмбаUGH & ASSOCIATES	<a href="#">17015512</a>	2017	1	89,731.22	IMPLEMENTATION SERVICES FOR NE
47100000	LIRF	444501	COMPUTER SOFTWARE	TYLER TECHNOLOGIES, INC.	<a href="#">17015807</a>	2017	1	169,831.92	ACCOUNTING/HR SOFTWARE
<b>444501 Total</b>								<b>259,563.14</b>	
<b>Grand Total</b>								<b>\$ 570,358.14</b>	



## Board Action Request

\*X

**To:** IMCPL Board

**Meeting Date:** January 27, 2020

**From:** Finance Committee

**Approved by the  
Library Board:** January 27, 2020

**Effective Date:** January 27, 2020

**Subject:** Confirming Marion County Board of Finance – Resolution \$' -2020

**Recommendation:** Authorize the adoption of Resolution \$' -2020

**Background:**

Pursuant to IC 5-13-7-2(b), The Indianapolis Public Library's fiscal body may designate the Marion County Board of Finance to serve as the library's Local Board of Finance. It has been the practice of the Library to designate the Marion County Board of Finance to serve in this capacity in the past. The Finance Committee prefers to continue with this relationship for 2020.

**Strategic/Fiscal Impact:**

By designating the Marion County Board of Finance to serve in this capacity it allows the Library to benefit from the investment practices implemented by other government entities. The annual meeting of the Marion County Board of Finance has been scheduled for January 28, 2020 at 2:00 p.m. at the City-County Building, Room 260.



## Board Resolution

\*X

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
RESOLUTION \$' -2020  
CONFIRMING MARION COUNTY BOARD OF FINANCE  
January 27, 2020**

**WHEREAS**, the Indianapolis-Marion County Public Library designated the Marion County Board of Finance to serve as the library's Local Board of Finance for 2019 pursuant to IC 5-13-7-2(b), and

**WHEREAS**, the Indianapolis-Marion County Public Library wishes to continue to have the Marion County Board of Finance serve as the library's Local Board of Finance.

**THEREFORE, BE IT RESOLVED** that the Indianapolis-Marion County Public Library confirms that the Marion County Board of Finance will continue to serve as the library's Local Board of Finance.



# Board Action Request

8a

**To:** IndyPL Board **Meeting Date:** January 27, 2020

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

**Subject:** **Resolution 04-2020**  
**Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Lawrence Branch Project**

**Recommendation:**

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 4-2020) to award five (5) fixtures, furniture and equipment purchase orders to four (4) different vendors for the Lawrence Branch Project for the total cost of \$207,135.72.

**Background:**

The Invitation to Quote (“ITQ”) had five (5) separate groups with quote components for the individual fixtures, furniture and equipment (“FFE”) items.

- Quote Group #1: Seating.
- Quote Group #2: Tables.
- Quote Group #3: Displays and Accessories.
- Quote Group #4: Offices.
- Quote Group #5: Shelving.

The ITQ specified FFE for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ. Vendors requested a total of 13 substitutions, of which 9 were approved by the architect.

The ITQ packages were quoted using the Public Purchasing Statute IC § 5-22-8, with the expectation that the purchases for any of the groups would not be more than \$150,000. The FFE specifications were developed by the architect, Rowland Design, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on December 5, 2019.

**Board Action Request**

RE: Facilities Committee, Item 8a  
 Resolution 04-2020 Approval to Award Fixtures, Furniture, and Equipment Purchase  
 Orders for the Lawrence Branch Project

Date: January 27, 2020

Eight (8) sealed Quotes were received on January 9, 2020, allowing time for evaluation prior to presentation at the January 14, 2019 IndyPL Board Facilities Committee Meeting. The quotes were opened and read aloud publically.

Notice of the ITQ was emailed directly to fourteen (14) vendors who are known to be capable of providing the FFE, vendors who had expressed interest in providing FFE for IndyPL projects, or were identified by using the Indianapolis Office on Minority and Women Business Development vendor listing.

Binford Group KI	WBE
Business Furniture	
Commercial Office Environments	WBE
DECO Associates	
Fleming Furniture Group	
Fineline Furniture	WBE
Indoff	
Kentwood Office Furniture	
Office 360	
Office Works	MBE
PC & A Business Environments	
RJE	
RDS Office Furniture	
RH Contract	

Analysis and selection of the quotes to achieve the most advantageous pricing for IndyPL has been completed by IndyPL staff and the architect. The budget for the fixtures, furniture and equipment is \$220,000. The total amount for the five (5) purchase orders totals \$207,135.72. The quote tabulation sheet is attached below.

**Strategic/Fiscal Impact:**

IndyPL shall award the purchase orders to the lowest, responsible, and responsive quoters pursuant to IC § 5-22-8. The purchase of the fixtures, furniture and equipment will be funded by the Series 2019 Bond Fund (Fund 481.)

## Board Action Request

RE: Facilities Committee, Item 8a

Resolution 04-2020 Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Lawrence Branch Project

Date: January 27, 2020

Vendor	Certification	Quote Group 1 Seating	Quote Group 2 Tables	Quote Group 3 Displays and Accessories	Quote Group 4 Offices	Quote Group 5 Shelving
Binford Associates KI	WBE	No Quote				
Business Furniture		\$70,338.49	\$20,299.35	\$28,149.34	\$4,201.93	
Commercial Office Environments	WBE	\$64,196.09	\$18,288.19	\$25,615.27	\$4,505.00	
DECO Associates		No Quote				
Fleming Furniture Group		No Quote				
Fineline Furniture	WBE	\$69,371.24	\$19,087.91	No Quote	No Quote	
Indoff		No Quote				
Kentwood		\$71,392.30	\$21,513.57	\$29,234.83	\$4,298.23	
Office 360		\$69,610.49	\$23,167.74	\$24,635.67	\$3,821.83	
OfficeWorks	MBE	\$64,282.16	\$19,618.30	\$27,596.44	No Quote	\$96,383.81
PC&A Business Environments		\$75,887.09	\$18,958.76	\$24,998.88	\$4,533.70	
RJE Business Interiors		\$65,811.98	\$18,098.32	\$26,255.62	No Quote	
RDS Office Furniture		No Quote				
RH Contract		No Quote				



# Board Resolution

8a

## INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

### RESOLUTION 04-2020

#### APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT PURCHASE ORDERS FOR THE LAWRENCE BRANCH PROJECT

**JANUARY 27, 2020**

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

**WHEREAS**, IndyPL and the architect, Rowland Design, have prepared specifications for the fixtures, furniture and equipment required for the Lawrence Branch Project; and

**WHEREAS**, IndyPL and the architect, have solicited open, public, and competitive quotes for the fixtures, furniture, and equipment required for the Lawrence Branch Project; and

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

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined a combination of quotes results in the most advantageous pricing for IndyPL, and recommends awarding purchase orders to the following vendors; and

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined **Commercial Office Environments, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 1 Seating and recommends IndyPL award the purchase order to **Commercial Office Environments** for a total cost of Sixty-Four Thousand One Hundred Ninety-Six Dollars and Nine Cents (\$64,196.09); and

**RESOLUTION 04-2020**

(Continued)

**APPROVAL TO AWARD FIXTURES, FURNITURE, AND EQUIPMENT  
PURCHASE ORDERS FOR THE  
LAWRENCE BRANCH PROJECT**

**JANUARY 27, 2020**

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined **RJE Business Interiors, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 2 Tables and recommends IndyPL award the purchase order to **RJE** for a total cost of Eighteen Thousand Ninety-Eight Dollars and Thirty-Two Cents (\$18,098.32); and

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined **Office 360, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 3 Displays and Accessories and recommends IndyPL award the purchase order to **Office 360** for a total cost of Twenty-Four Thousand Six Hundred Thirty-Five Dollars and Sixty-Seven Cents (\$24,635.67); and

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined **Office 360, Indianapolis, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 4 Offices and recommends IndyPL award the purchase order to **Office 360** for a total cost of Three Thousand Eight Hundred Twenty-One Dollars and Eighty-Three Cents (\$3,821.83); and

**WHEREAS**, based on the review of the quotes, IndyPL and the architect have determined **OfficeWorks, Fishers, Indiana** is the lowest, responsible, and responsive quoter for Quote Group 5 Shelving and recommends IndyPL award the purchase order to **OfficeWorks** for a total cost of Ninety-Six Thousand Three Hundred Eighty-Three Dollars and Eighty-One Cents (\$96,383.81).

**IT IS THEREFORE RESOLVED** the Lawrence Branch Project Fixtures, Furniture and Equipment, as quoted, are approved and authorizes the Chief Executive Officer (“CEO”) to execute purchase orders with the selected Vendors and to acquire the specified fixtures, furniture, and equipment. The purchase orders will be based upon such terms described in the Invitation to Quote dated December 5, 2019, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel, and such purchase orders execution and delivery effected be, and hereby is, confirmed and approved.



## **Board Action Request**

RE: Facilities Committee, Item 8c

Resolution 05-2020 Approval to Amend the Services Contract for Security and Alarm Response Services

Date: January 27, 2020

(CPI). **G4S** self-funded and certified their Training Manager in CPI, specifically for the benefit of the Library. There is a class scheduled in January, 2020 to certify all new hires since September 1, 2019. This is not a contractual requirement, rather a benefit added so their employees are better equipped to assist in de-escalation.

The availability of guards at each requested library location has been accommodated by **G4S** and off-duty officers whom **G4S** has partnered with, to ensure our patrons and staff is safe. Each of the 9 library locations have been fully staffed since August 1, 2019, by a guard or by the account manager, who has provided additional coverage, when needed.

Per our request for further on the job training, **G4S** has implemented a 16 hour on the job training for all newly hired guards, in addition to the 24 hours of classroom training provided before placement. The security guard shadows an experienced security guard or account manager and is trained in Library rules and expectations. This training was implemented on August 1, 2019 and continues to be standard for all **G4S** new hires. The 24 hour classroom training curriculum provided by **G4S** includes the Dale Carnegie customer service training. The results have been a decrease in turnover, expectations met or exceeded and fewer staff and customer complaints.

During the last amendment, the Library defined what would be reviewed during the formal monthly reviews between **G4S** and the Safety and Security Manager for IndyPL, which included a decrease in police response to all branches and an approved approach to crisis intervention and de-escalation. As a result of CPI training and collaboration with their partnered off-duty officers, **G4S** has been able to de-escalate many situations, avoiding the need for additional police response.

When **G4S** proposed the rates in July, 2019, they provided information from the Economic Research Institute (ERI). At that time, the ERI data showed that the mean for Security Officers with at least one year of experience in the Marion and surrounding counties was \$13.77. It also showed the 25<sup>th</sup> and 75<sup>th</sup> percentiles at \$12.63 and \$14.70. Their current starting wage at the time was \$10.25, which was 27% below the suggested mean wage. In December of 2019, the ERI data showed the mean for Security Officers in and around Marion County at \$14.73, with the 25<sup>th</sup> and 75<sup>th</sup> percentiles at \$13.51 and \$15.72. At their current starting wage of \$11.50, this is now 28% below the suggested mean wage. The \$13.00 per hour wage is also consistent with the Library's recent adjustment of lower paid library positions. The increase in the base wage results in the upward adjustment of the applicable Services Billing Rates as set forth in the revised vendor price sheet included in the attached Second Addendum.

The Safety and Security Manager has seen the improved service **G4S** has provided, which reflects their understanding and willingness to respond and adapt to our concerns to serve both our public and our staff. It is my recommendation that we remain with **G4S** through the end of our contract and to accept the 2020 Proposed Rate Schedule.

**Strategic/Fiscal Impact:**

**Board Action Request**

RE: Facilities Committee, Item 8c

Resolution 05-2020 Approval to Amend the Services Contract for Security and Alarm  
Response Services

Date: January 27, 2020

The additional cost of this service will be funded from the Operating Fund (Fund 101) and is within the approval appropriation for 2020.



## Board Resolution

8b

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

#### RESOLUTION 05-2020

#### APPROVAL TO AMEND THE SERVICES CONTRACT FOR SECURITY AND ALARM RESPONSE SERVICES

**JANUARY 27, 2020**

**WHEREAS**, the Indianapolis-Marion County Public Library (“IndyPL”) contracted with **G4S Secure Solutions (USA) Inc., Indianapolis, Indiana** (“Vendor”) to provide security and alarm response services for IndyPL facilities commencing in August 2017, as approved by Resolution 22-2017; and

**WHEREAS** IndyPL and Vendor amended the original agreement to adjust billing rates pursuant to an Addendum to Contractual Agreement dated July 25, 2019 as authorized by Resolution 22-2019 (“First Addendum”); and

**WHEREAS**, since the First Addendum market conditions have further changed regarding employee recruiting and retention; and

**WHEREAS**, IndyPL has received an acceptable adjustment to the billing rate schedule for Vendor billing rates through the end of the current contract term as set forth in the Second Addendum to Contractual Agreement (“Second Addendum”) attached hereto as Exhibit A; and

**IT IS THEREFORE RESOLVED**, that the Second Addendum to Contractual Agreement for security and alarm response services in substantially the form attached hereto as Exhibit A, by and between IndyPL and Vendor, is approved and adopted, and that the Chief Executive Officer of IndyPL is hereby authorized to execute and deliver in the name and on behalf of IndyPL, the Second Addendum with such changes in form or substance as the Chief Executive Officer shall approve, such approval to be conclusively evidenced by the execution thereof.

EXHIBIT A

**Second Addendum to Contractual Agreement**

This Second Addendum to Contractual Agreement (the "Second Addendum"), dated this 28th day of January, 2020 ("Effective Date"), further amends the Contractual Agreement dated September 26, 2017 as amended by the Addendum to Contractual Agreement dated July 25, 2019 (together, the "Agreement"), between the Indianapolis-Marion County Public Library ("IndyPL") and G4S Secure Solutions (USA) Inc. ("Contractor") (collectively referred to as the "Parties") for Alarm Response Services and Security Officer Services ("Security Services").

Recitals

- A. The current term of the Agreement expires on August 31, 2020; and
- B. As provided in Section 4.1(B) of the Agreement, the Parties wish to modify the Agreement to amend certain of the rates payable to Contractor for Security Services rendered.

Agreement

In consideration of the mutual covenants, agreements and representations set forth in the Agreement and the Addendum, and other good and adequate consideration, the receipt and sufficiency of which is acknowledged, the Parties agree as follows:

- 1. Payments for Services. Section 2.1 of the Agreement provides that Contractor shall be compensated for Security Services rendered by Contractor and agreed to by IndyPL at the rates set forth in **Exhibit C**. **Exhibit C** to the Agreement is hereby amended and replaced in its entirety by the **Amended Exhibit C** attached hereto reflecting limited changes to certain of the rates as originally provided ("Amended Rates"). The Amended Rates shall be effective for Security Services rendered on and after January 28, 2020.
- 2. No Further Changes. Except as otherwise provided herein, all terms, conditions and obligations memorialized in the Agreement between the Parties shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Second Addendum effective as of the Effective Date.

Indianapolis-Marion County  
Public Library ("IndyPL")

G4S Secure Solutions  
(USA) Inc. ("Contractor")

By: \_\_\_\_\_

By: \_\_\_\_\_

M. Jacqueline Nytes, CEO

**AMENDED EXHIBIT C**  
**Library Security Services Vendor Price Sheet**

**Vendor: G4S Secure Solutions**

**Services Billing Rates:**

Standard Security Services Rate: **With 24 hour notice Hourly rate would apply for After Hours**

Hourly ~~\$16.45~~ \$18.53    After Hours ~~\$23.03~~ \$25.94    Holiday ~~\$23.03~~ \$25.94    Overtime ~~\$23.03~~ \$25.94

Supervisor Security Services Rate: **With 24 hour notice Hourly rate would apply for After Hours**

Hourly ~~17.85~~ 19.89    After Hours ~~\$24.99~~ 27.85    Holiday ~~24.99~~ 27.85    Overtime ~~\$24.99~~ 27.85

Book Sale Security Services Rate: **With 24 hour notice Standard Security Service Rate Will Apply**

Hourly ~~\$23.03~~ 25.94    After Hours ~~\$23.03~~ 25.94    Holiday ~~\$23.03~~ 25.94    Overtime ~~\$23.03~~ 25.94

Special Events Security Services Rate: **With 24 hour notice Standard Security Service Rate Will Apply**

Hourly ~~\$20.51~~ \$25.94    After Hours ~~\$20.51~~ 25.94    Holiday ~~\$20.51~~ 25.94    Overtime ~~\$20.51~~ 25.94

Plain-clothes Surveillance Rate: **With 24 hour notice Hourly rate would apply for After Hours**

Hourly ~~\$18.15~~ 19.89    After Hours ~~\$25.41~~ 27.85    Holiday ~~\$25.41~~ 27.85    Overtime ~~\$25.41~~ 27.85

Off-Duty Police Officer Rate:

Hourly ~~\$50.00~~ \$55.00    After Hours ~~\$50.00~~ \$55.00    Holiday ~~\$50.00~~ \$55.00  
Overtime ~~\$50.00~~ \$55.00

Account Manager Rate: **With 24 hour notice Hourly rate would apply for After Hours**

Hourly ~~\$24.65~~ 26.98    After Hours ~~\$34.51~~ 37.77    Holiday ~~\$34.51~~ 37.77    Overtime ~~\$34.51~~ 37.77

Alarm Response Security Services Rate: **Hourly rate only applies if Officer posted longer than 30 mins.**

Hourly ~~\$23.03~~ 25.94    After Hours ~~\$23.03~~ 25.94    Holiday ~~\$23.03~~ 25.94

or

Alarm Response Security Services Rate: \$30.00 Per Call

**PRICING NOTES**

**Background Investigation**

The rates quoted by Contractor include the following background investigation and screening elements for all personnel:

- Identity Verification
- Social Security Trace Report
- OFAC SDN Search (Terrorist Watch List)
- Criminal Searches (10 years)
- Statewide Criminal Search, where available
- Countrywide Criminal Search, when State not available
- Multi-jurisdictional and Sex Offender Search
- 10 Years of Activities (Employment, Unemployment, Education)
- Review, Investigation, and Resolution of all gaps 60 days or longer
- Drug Screen (10-panel) – initial and for cause
- Driver's License Check

**Training**

The rates quoted include the following training for new hire personnel:

- State-required Training
- Pre-Assignment Classroom: 40 hours, 20 hours (TSO)
- OJT: 16-32 hours
- AED/First Aid/CPR: 8 hours
- Annual In Service: 8 hours

#### Holidays

Holidays worked are paid to full-time and part-time personnel at time and one half for the hours on the following six (6) holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

#### Overtime

The rates quoted are based on a 40-hour workweek schedule. Overtime billing rates will apply when IndyPL places Contractor's personnel in an overtime posture for pay purposes as a result of IndyPL's schedule (over 40 hours per week) or if additional hours are required outside the regular schedule with less than 72 hour notice to Contractor. Contractor will endeavor to use part-time personnel whenever possible in order to avoid overtime rates. Contractor's personnel will be paid time and one half of their base pay rates for overtime and the corresponding bill rate is 1.4 times the straight-time billing rate.



## Board Briefing Report

9

**To:** IndyPL Board **Meeting Date:** 1/27/2020  
**From:** The Indianapolis Public Library Foundation  
**Subject:** January 2020 Update

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

### News

The 2019 Staff Campaign ended in November, with 175 staff donors contributing \$21,730. Thank you to everyone involved in making the 2019 campaign a success.

As some of you may know, the Foundation will debut a new fundraising event, Circulate: Night at the Library. Circulate will take place on Saturday, April 18. Tickets are on sale now at [www.indyplfoundation.org/circulate](http://www.indyplfoundation.org/circulate). As a token of appreciation, we are offering discounted tickets to Library staff members. In order to do this, we are raising funds to offset the cost of their tickets. We are currently able to offer 77 discounted tickets. In order to reach our goal of offering 120 tickets to staff, we still need to raise \$2,125. If you would like to contribute, please see the attached forms for more information. Thank you to those of you who have already given. If you have any questions, you can contact Library Foundation President Roberta Jagers at [rjagers@indyplfoundation.org](mailto:rjagers@indyplfoundation.org) or 317-275-4863.

### Donors

The Foundation thanks 369 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, the Library Foundation would be grateful.

Allen Whitehill Clowes Charitable Foundation, Inc.  
Ayres Foundation, Inc.  
BKD, LLP  
Dennison Parking, Inc.  
Gracia E. Johnson Foundation  
Griffith Family Foundation, Inc.  
Hulman & Company Foundation, Inc.  
Indiana Education Savings Authority  
Indiana Farm Bureau Insurance  
Lilly Endowment Inc.  
MacAllister Machinery Co., Inc.

PNC Bank  
R.B. Annis Educational Foundation  
Schmidt Associates  
The D.J. Angus/Sciencetech Education Foundation  
The Eugene and Marilyn Glick Family Foundation  
The Swisher Foundation, Inc.

### **Program Support**

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

### **Children's Program**

Teen Advisory Groups  
Pocket Park Storywalk  
STEAM Preschool Storytime  
Read to Me, Please  
Curveside Ride  
1,000 Books by Kindergarten

### **Collections/IT**

Coding and Tech for Adults  
Board Game and Tech Activity Collection

### **Lifelong Learning**

Simple and Affordable Plant-Based Cooking  
Nonprofit Workshops  
IndyPL Seed Library  
Early Childhood Educator Workshops

### **Cultural**

Warren Teen Anime Club  
Snacks and Stories  
Art for Families  
Program Food  
Conservation and Preservation of Your Historical Materials  
ISCR Lecture Series  
Teen Spaces  
Adult Book Discussions  
Salute to 'Black Men in White Coats'  
Meet the Artist XXXII "4<sup>th</sup> Friday" Celebration  
Concert Series  
Reach Out and Read Children's Day  
Preschool Packaged Programs  
McFadden Lecture  
Center for Black Literature & Culture



# Circulate: Night at the Library

**circulate, verb**

**definition – to pass from place to place such as: to flow without obstruction; to go from group to group at a social gathering; to come into the hands of readers**

**April 18, 2020**

**Circulate: Night at the Library**

Experience the many meanings of Circulate: Night at the Library, the signature event of The Indianapolis Public Library Foundation, as you circulate through the beautiful Central Library in downtown Indianapolis. Gather around to see live animals, sit in a circle for comedic story times, huddle up for art programs, and more. Circulate with your friends, clients and coworkers and meet new people.



**You never know who you might meet at Circulate.**

Circulate: Night at the Library is your chance to explore historic Central Library after hours. Join fellow lifelong learners to mingle, enjoy live music and interact in this exclusive adults-only evening at the Library. In addition to getting to experience popular Library programs, you can make the rounds to multiple food stations and sip on literary-themed libations. Now's your chance to feel like a kid again, except this time with an adult beverage or two in your hand!

Circulate is the premiere fundraising event of The Indianapolis Public Library Foundation. Tax dollars support basic Library expenses such as staff salaries, building upkeep and most of the Library's collection. However, the majority of Library programs patrons know and love are possible because of support from the Library Foundation. The Library Foundation raises more than \$2 million a year for the Library, thanks to the generosity of individuals, companies and foundations.

## **Encourage Library Employees While Supporting the Library Foundation**

Following a tradition we began with our 50th anniversary, we invite current and former Library Trustees to make gifts to underwrite discounted tickets for Library employees and their guests. Based on last year, we expect to sell 120 staff tickets. With your help, we would like to offer staff tickets at \$25, a discount of \$50 off the \$75 ticket price. This creates a fundraising goal of \$6,000. All proceeds from the event will advance the Library Foundation's mission of supporting the Library. Everyone who contributes to the discount will be recognized during a Library Trustee meeting and in emails to staff regarding tickets. The first email will go out on January 24, with follow-ups every 2-3 weeks depending on ticket availability. To make your gift, please complete and return the attached pledge card as soon as possible. You may pay now or later in 2020.

## **Questions?**

Please contact Library Foundation President Roberta Jagers at 317-275-4863 or [rjagers@indyplfoundation.org](mailto:rjagers@indyplfoundation.org). Thank you for your consideration!



# Circulate: Night at the Library Sponsorship Pledge From Staff Discount

Please complete this form and mail or e-mail to: *The Indianapolis Public Library Foundation  
ATTN: Circulate: Night at the Library  
P.O. Box 6134; Indianapolis, IN 46206-6134  
[foundation@indyplfoundation.org](mailto:foundation@indyplfoundation.org)*

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How do you wish your name to appear in printed materials (if different from above)?

\_\_\_\_ I wish this gift to remain anonymous.

### GIFT AMOUNT

Personal Tickets: \_\_\_\_\_ X \$75 = \$ \_\_\_\_\_  
# tickets

Contribution to Staff Discount: \$ \_\_\_\_\_

Total Contribution: \$ \_\_\_\_\_

### GIFT PAYMENT

\_\_\_\_ I will pay now. Amount Enclosed: \$ \_\_\_\_\_

\_\_\_\_ Check payable to: The Indianapolis Public Library Foundation

\_\_\_\_ Visa or MasterCard \_\_\_\_\_  
Number Expiration Date Security Code

\_\_\_\_ I will pay in \_\_\_\_\_ 2020. Please send me a reminder letter the first of that month.  
Month

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

*All proceeds from the event will be used to advance the Library Foundation's mission of supporting the Library.  
Contributions are tax deductible as provided by state and federal laws.*





10b

## December 2019 Media Report

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

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

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

- **Library Card Distribution to Wayne Township Schools**  
*Westside Community News, Speedway-Northwest Press*
- **Jingle Books Kickoff**  
*Weekly View, Southsider Voice, Westside Community News, Macaronikid.com, WRTV6.com, Fox59.com, WISHTV.com, WTHR.com*
- **Lawrence Branch Closing for Renovation**  
*The Towne Post, Weekly View, Insideindianabusiness.com*
- **Celebrating '19 Library Service Highlights and Future Direction**  
*WTTV4.com, Insideindianabusiness.com*
- **Kwanzaa Celebration at Central Library**  
*Indianapolis Star, Indianapolis Recorder*

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

Other media outreach in December occurred on such Library activities as holiday programs for children and families, the Beech Grove Branch's new 2020 genealogy series, December Call-a-Story, follow-up on new e-book circulation policies, and systemwide holiday closings.

### 1 YouTube videos posted to website:

- Jingle Books Kickoff at Central Library

### 3 Programs cablecast on Govt. Access Channel 16:

- Library Calendar of Featured Events
- Library Board Meeting
- Jingle Books Kickoff at Central Library

## Digital Signage Postings

- Posted 8 new slides and 1 new video to media content file for 26 digital signage displays promoting events and programs.

## Social Media

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

- Currently Reading Weekly Book Discussions- Reach of 3.2k, 3.4k, 2.7k, 1.9k
- What was your least favorite book in 2019 discussion- Reach of 7.9k
- Reading Challenge Participation- Reach of 9.2k
- Favorite book of 2019- Reach of 3.6k
- Cozy Reading Comic- Reach of 9.9k
- How many books do you plan to read in 2020 discussion- Reach of 3.3k
- Book giving comic- Reach of 7.1k

*Topics/Events covered on Facebook: Library events and programs, Kwanzaa celebration, Passover, closings and notices about renovations and holidays, Wayne Township Library card distribution, e-book changes, Jingle Books, Call-A-Story.*

57 tweets published on the official IndyPL Twitter Page:

- 63.1k Twitter impressions occurred in December
- 464 profile visits
- 196 mentions by outside organizations, individuals, and the media

We also used Instagram (posts and stories) and Pinterest consistently in December. On Pinterest, we had a total of 128,000 impressions. Pinterest highlights:

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

## **Blog Posts**

- Classical Concerts at Central Library
- 2020 CEO Love Your Library Tour
- Unique Stories About US Presidents
- 25 Kids' Books to Celebrate Martin Luther King Jr.
- Hot Jazz for Cool Kids
- IndyPL Winter Events
- Read Right Now: Winter
- Read Right Now: Christmas
- 8 Nights of Bedtime Stories for Hanukkah
- Kwanzaa and Nguzo Saba with Kids

## **Top 10 performing blog posts (page views) in December:**

1. 100+ Free Video Read Alouds
2. Science Experiment: Newton's Second Law of Motion
3. Read Right Now! Dr. Seuss
4. New e-Book and e-Audiobook Limits
5. Read Right Now Christmas
6. Science Experiment: Newton's First Law of Motion
7. Blog Home
8. Winter Events
9. Account Setup
10. Science Experiment: Newton's Third Law of Motion

-



## Board Action Request

10d1

**To:** IMCPL Board **Meeting Date:** January 27, 2020

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

**Effective Date:** January 27, 2020

**Subject:** Finances, Personnel and Travel Resolution 06-2020

**Recommendation:** Approve Finances, Personnel and Travel Resolution 06-2020

**Background:** The Finances, Personnel and Travel Resolution 06- 2020 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 2020.

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

**RESOLUTION 06- 2020**

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 December 2019 pursuant to the Annual Resolution.

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

Warrant numbers **72281** through **72452** for a total of  
**\$5,375,053.08** were issued from the operating bank accounts.

EFT numbers **302342** through **302360** and  
**302363** through **302402** and  
**302404** through **302449** and  
**302454** through **302469** and  
**1285** through **1293** for a total of  
**\$2,640,003.10** were issued from the operating bank accounts.

Warrant number **811** through **812** for a total of  
**\$26.98** was issued from the fines bank account.

Warrant numbers **7521** through **7566** for a total of  
**\$83,374.48** were issued from the gift bank account.

EFT numbers **302361** through **302362** and  
**302403** and  
**302450** through **302453** and  
**302470** for a total of  
**\$50,679.01** were issued from the gift bank account.

Warrant numbers **268847** through **368877** and  
**1372** through **1374** for a total of

**\$14,896.41** were issued for employee payroll

Direct deposits numbers **500001** through **500618** and  
**520001** through **520605** for a total of

**\$987,064.21** were issued for employee payroll

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

**\$377,071.10** 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

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

\_\_\_\_\_  
Curtis W. Bigsbee

\_\_\_\_\_  
Judge Jose D. Salinas

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

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

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

\_\_\_\_\_  
Dr. Khaula Murtadha

\_\_\_\_\_  
Ijeoma Dike-Young  
Treasurer of the Library Board

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
1285	EFT	12/16/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	98,513.06
1286	EFT	12/16/2019	FIDELITY INVESTMENTS	5,804.15
1287	EFT	12/16/2019	AMERICAN UNITED LIFE INSURANCE CO	3,391.69
1288	EFT	12/20/2019	ADP, INC.	9,849.48
1289	EFT	12/20/2019	INDIANA DEPARTMENT OF REVENUE	1,132.09
1290	EFT	12/20/2019	ADP, INC.	1,032.00
1291	EFT	12/27/2019	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	97,229.71
1292	EFT	12/30/2019	FIDELITY INVESTMENTS	5,804.15
1293	EFT	12/30/2019	AMERICAN UNITED LIFE INSURANCE CO	3,391.69
72281	CHECK	12/05/2019	A CLASSIC PARTY RENTAL CO	115.50
72282	CHECK	12/05/2019	AMOS GUTTERING, INC	1,170.00
72283	CHECK	12/05/2019	ARTS FOR LEARNING INDIANA	1,988.00
72284	CHECK	12/05/2019	AT&T	5,711.40
72285	CHECK	12/05/2019	AT&T MOBILITY	675.90
72286	CHECK	12/05/2019	AXIS ARCHITECTURE & INT., LLC	6,525.00
72287	CHECK	12/05/2019	BETH MENG	50.00
72288	CHECK	12/05/2019	BUSINESS FURNITURE CORPORATION	208.00
72289	CHECK	12/05/2019	CATHERINE BOWIE	50.00
72290	CHECK	12/05/2019	BRIGHT HOUSE NETWORKS	84.99
72291	CHECK	12/05/2019	CITIZENS ENERGY GROUP	16,963.44
72292	CHECK	12/05/2019	COURT & COMMERCIAL RECORD	68.17
72293	CHECK	12/05/2019	DACO GLASS & GLAZING INC	1,185.00
72294	CHECK	12/05/2019	ESSENTIAL ARCHITECTURAL SIGNS, INC	7,224.00
72295	CHECK	12/05/2019	GALE GROUP THE	279.92
72296	CHECK	12/05/2019	INDIANA NEWSPAPERS	187.06
72297	CHECK	12/05/2019	KRM ARCHITECTURE+	8,765.00
72298	CHECK	12/05/2019	MATTHEW B HUME	100.00
72299	CHECK	12/05/2019	MOVIETyme VIDEO PRODUCTIONS	1,203.96
72300	CHECK	12/05/2019	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A.	42.87
72301	CHECK	12/05/2019	SAKURA FUQUA	100.00
72302	CHECK	12/05/2019	SARAH KANE	50.00
72303	CHECK	12/05/2019	SCHMIDT ASSOCIATES, INC	108,457.55
72304	CHECK	12/05/2019	SHELBY UPHOLSTERING & INTERIORS	5,712.00
72305	CHECK	12/05/2019	THE BANK OF NEW YORK MELLON TRUST CO N.A	400.00
72306	CHECK	12/05/2019	THE BANK OF NEW YORK MELLON TRUST	3,326,887.50
72307	CHECK	12/05/2019	U.S. BANK ST. PAUL	814,640.63
72308	CHECK	12/05/2019	UNITED PARCEL SERVICE	239.30
72309	CHECK	12/05/2019	VOLGISTICS, INC.	2,148.00
72310	CHECK	12/12/2019	1-800MD, LLC	917.00
72311	CHECK	12/12/2019	ACTION PEST CONTROL, INC	300.00
72312	CHECK	12/12/2019	AMANDA ANNE SHAFFER	16.05
72313	CHECK	12/12/2019	AMERICAN UNITED LIFE INSURANCE CO	2,454.30
72314	CHECK	12/12/2019	AMERICAN UNITED LIFE INSURANCE CO	2,642.86
72315	CHECK	12/12/2019	ANTHEM INSURANCE COMPANIES, INC	343,200.00
72316	CHECK	12/12/2019	ARAB TERMITE AND PEST CONTROL INC	1,619.00
72317	CHECK	12/12/2019	AT&T	1,449.98
72318	CHECK	12/12/2019	BETH MENG	100.00
72319	CHECK	12/12/2019	BLACKMORE & BUCKNER ROOFING	2,276.04
72320	CHECK	12/12/2019	BOWEN TECHNOVATION	154.00
72321	CHECK	12/12/2019	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	79,053.09
72322	CHECK	12/12/2019	BRIDGEALL LIBRARIES LIMITED	27,476.00
72323	CHECK	12/12/2019	CATHERINE BOWIE	100.00
72324	CHECK	12/12/2019	CENTER POINT PRESS	339.75
72325	CHECK	12/12/2019	CIRCLE CITY RINGERS, INC.	400.00
72326	CHECK	12/12/2019	CITIZENS ENERGY GROUP	6,632.09
72327	CHECK	12/12/2019	CMID	120.00
72328	CHECK	12/12/2019	DACO GLASS & GLAZING INC	947.00
72329	CHECK	12/12/2019	DELL MARKETING L.P.	134,669.18
72330	CHECK	12/12/2019	EXHIBIT HOUSE, INC.	6,522.56

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
72331	CHECK	12/12/2019	FLASHBAY, INC.	4,919.00
72332	CHECK	12/12/2019	GALE GROUP THE	1,864.39
72333	CHECK	12/12/2019	GARFIELD PARK (PETTY CASH)	39.42
72334	CHECK	12/12/2019	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	286.01
72335	CHECK	12/12/2019	GUARDIAN	16,804.19
72336	CHECK	12/12/2019	HORNING ROOFING & SHEET METAL	239.23
72337	CHECK	12/12/2019	INDIANA DEPT OF WORKFORCE DEVELOP.	1,112.34
72338	CHECK	12/12/2019	INDIANA LIBRARY FEDERATION	4,770.00
72339	CHECK	12/12/2019	INDIANAPOLIS POWER & LIGHT COMPANY	71,247.76
72340	CHECK	12/12/2019	INDIANAPOLIS RECORDER	30.28
72341	CHECK	12/12/2019	INDY PRIDE, INC.	10.50
72342	CHECK	12/12/2019	JA BERG INC.	2,400.00
72343	CHECK	12/12/2019	JACKSON OIL & SOLVENTS, INC	461.72
72344	CHECK	12/12/2019	JACKSON SYSTEMS, LLC	195.00
72345	CHECK	12/12/2019	JESSICA NEEB-SMITH	160.94
72346	CHECK	12/12/2019	K & K FENCE CO., INC	2,580.00
72347	CHECK	12/12/2019	KIT MEDIA	989.00
72348	CHECK	12/12/2019	LEADERSHIP DIRECTORIES INC	1,890.00
72349	CHECK	12/12/2019	LEGALSHIELD	313.25
72350	CHECK	12/12/2019	MATTHEW B HUME	100.00
72351	CHECK	12/12/2019	MATTHEW BENDER & CO.	1,046.44
72352	CHECK	12/12/2019	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	2,098.95
72353	CHECK	12/12/2019	NRP DIRECT	709.05
72354	CHECK	12/12/2019	NEAR NORTH DEVELOPEMENT CORPORATION	50.00
72355	CHECK	12/12/2019	OMEGA RAIL MANAGEMENT	707.11
72356	CHECK	12/12/2019	OUTREACH (PETTY CASH)	7.49
72357	CHECK	12/12/2019	PETER VICKERY	2,400.00
72358	CHECK	12/12/2019	PFM TRUCK CARE CENTER	6,312.95
72359	CHECK	12/12/2019	PURDUE UNIVERSITY	4,114.05
72360	CHECK	12/12/2019	REPROGRAPHIX, INC	10.00
72361	CHECK	12/12/2019	REPUBLIC WASTE SERVICES	7,691.36
72362	CHECK	12/12/2019	RISK MANAGEMENT ASSOCIATION	817.20
72363	CHECK	12/12/2019	ROWLAND DESIGN, INC.	6,025.03
72364	CHECK	12/12/2019	SAGE PUBLISHING	369.54
72365	CHECK	12/12/2019	SAKURA FUQUA	200.00
72366	CHECK	12/12/2019	SARAH KANE	100.00
72367	CHECK	12/12/2019	SINDHU PATHAK	141.09
72368	CHECK	12/12/2019	SONDHI SOLUTIONS	14,863.31
72369	CHECK	12/12/2019	THE HARMON HOUSE L.L.C.	350.00
72370	CHECK	12/12/2019	VLADIMIR KRAKOVICH	4,800.00
72371	CHECK	12/12/2019	YEFIM PASTUKH	4,800.00
72372	CHECK	12/19/2019	ALLEN IRRIGATION COMPANY, INC.	465.00
72373	CHECK	12/19/2019	ANTHONY RADFORD	86.34
72374	CHECK	12/19/2019	BEAM, LONGEST & NEFF, LLC	1,410.29
72375	CHECK	12/19/2019	BEECH GROVE SEWAGE WORKS	140.61
72376	CHECK	12/19/2019	BLACKMORE & BUCKNER ROOFING	835.48
72377	CHECK	12/19/2019	BOOKPAGE	4,368.00
72378	CHECK	12/19/2019	CENTRAL LIBRARY (PETTY CASH)	49.41
72379	CHECK	12/19/2019	CENTRAL SECURITY & COMMUNICATIONS	11,194.00
72380	CHECK	12/19/2019	CHARITABLE ADVISORS	225.00
72381	CHECK	12/19/2019	CHILDREN'S PLUS INC.	19,980.65
72382	CHECK	12/19/2019	CITIZENS ENERGY GROUP	1,486.52
72383	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	2,496.50
72384	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	112.50
72385	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	157.50
72386	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	472.50
72387	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	630.00
72388	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	742.50
72389	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	4,455.00
72390	CHECK	12/19/2019	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	4,635.00
72391	CHECK	12/19/2019	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
72392	CHECK	12/19/2019	COMPENDIUM LIBRARY SERVICE, L L C.	1,990.00
72393	CHECK	12/19/2019	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	5,549.78

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
72394	CHECK	12/19/2019	CRISTINA GOMEZ	1,385.00
72395	CHECK	12/19/2019	DACO GLASS & GLAZING INC	1,306.32
72396	CHECK	12/19/2019	EDC EDUCATIONAL SERVICES	669.20
72397	CHECK	12/19/2019	ELIZABETH FRANKLIN	1,281.38
72398	CHECK	12/19/2019	GALE GROUP THE	131.96
72399	CHECK	12/19/2019	GREY HOUSE PUBLISHING	833.50
72400	CHECK	12/19/2019	GREY HOUSE PUBLISHING	537.30
72401	CHECK	12/19/2019	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	2,241.00
72402	CHECK	12/19/2019	IMPACT SIGN & GRAPHICS LLC	720.00
72403	CHECK	12/19/2019	INDIANAPOLIS FLEET SERVICES	2,059.39
72404	CHECK	12/19/2019	JOSEPH WALING	320.00
72405	CHECK	12/19/2019	JP MORGAN CHASE BANK	11,351.43
72406	CHECK	12/19/2019	MATTHEW B HUME	50.00
72407	CHECK	12/19/2019	MATTHEW BENDER & CO.	958.22
72408	CHECK	12/19/2019	MATTHEW DAUGHERTY	28.65
72409	CHECK	12/19/2019	PETER VICKERY	120.00
72410	CHECK	12/19/2019	PROVIDENCE CRISTO REY HIGH SCHOOL	2,067.00
72411	CHECK	12/19/2019	REGIONS BANK PURCHASING CARD	8,315.20
72412	CHECK	12/19/2019	SAGE PUBLISHING	554.54
72413	CHECK	12/19/2019	SAKURA FUQUA	100.00
72414	CHECK	12/19/2019	SARAH KANE	50.00
72415	CHECK	12/19/2019	SARAH TADSEN	48.50
72416	CHECK	12/19/2019	TAMI EDMINSTER	28.87
72417	CHECK	12/19/2019	THE CHILDREN'S MUSEUM OF INDIANAPOLIS	8,750.00
72418	CHECK	12/19/2019	TRENDYMINDS, INC.	412.50
72419	CHECK	12/19/2019	UNITED NATIONS PUBLICATIONS	161.24
72420	CHECK	12/19/2019	VLADIMIR KRAKOVICH	1,200.00
72421	CHECK	12/19/2019	WORLD BOOK EDUCATIONAL PRODUCTS	12,987.00
72422	CHECK	12/19/2019	YEFIM PASTUKH	1,200.00
72423	CHECK	12/19/2019	ZOOBEAN, INC.	9,995.00
72424	CHECK	12/30/2019	AJILON FINANCE	1,686.84
72425	CHECK	12/30/2019	ANTONIO SIMEONE	920.00
72426	CHECK	12/30/2019	BETH MENG	50.00
72427	CHECK	12/30/2019	BRIGHTWOOD INVESTORS, LLC	3,411.33
72428	CHECK	12/30/2019	CATHERINE BOWIE	50.00
72429	CHECK	12/30/2019	CENTRAL SECURITY & COMMUNICATIONS	3,825.00
72430	CHECK	12/30/2019	DRIESSEN WATER INC	156.31
72431	CHECK	12/30/2019	DACO GLASS & GLAZING INC	5,822.96
72432	CHECK	12/30/2019	EDWARD GEORGE & ASSOCIATES, LLC	3,630.00
72433	CHECK	12/30/2019	FITCH RATINGS, INC	10,000.00
72434	CHECK	12/30/2019	FOUNTAIN BLOCK DEVELOPMENT L.P.	5,045.88
72435	CHECK	12/30/2019	FULLER ENGINEERING CO., LLC	544.21
72436	CHECK	12/30/2019	GLENDALE TOWN CENTER	25,895.83
72437	CHECK	12/30/2019	GUIDON DESIGN, INC.	5,301.00
72438	CHECK	12/30/2019	ICC FLOORS	2,320.00
72439	CHECK	12/30/2019	INDIANA FILTER SUPPLY, INC.	150.75
72440	CHECK	12/30/2019	INDIANAPOLIS FLEET SERVICES	1,879.58
72441	CHECK	12/30/2019	KONE, INC	1,272.03
72442	CHECK	12/30/2019	LAKESHORE EQUIPMENT COMPANY	119.97
72443	CHECK	12/30/2019	LEHMAN'S INC. OF ANDERSON	6,002.15
72444	CHECK	12/30/2019	E.SOLUTIONS, INC.	1,677.00
72445	CHECK	12/30/2019	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
72446	CHECK	12/30/2019	POMP'S TIRE SERVICE	457.14
72447	CHECK	12/30/2019	REPROGRAPHIX, INC	58.60
72448	CHECK	12/30/2019	SCHMIDT ASSOCIATES, INC	64,992.09
72449	CHECK	12/30/2019	SPRINT PCS	4,066.19
72450	CHECK	12/30/2019	JOHNSON CONTROLS FIRE PROTECTION, LP	818.40
72451	CHECK	12/30/2019	WELLNESS COUNCIL OF INDIANA, INC.	600.00
72452	CHECK	12/30/2019	WEST INDIANAPOLIS (PETTY CASH)	5.35
302343	EFT	12/05/2019	ALSCO	965.67
302344	EFT	12/05/2019	BAKER & TAYLOR	4,604.74
302345	EFT	12/05/2019	BAKER & TAYLOR	21,961.96
302346	EFT	12/05/2019	BAKER & TAYLOR	28,437.39

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
302347	EFT	12/05/2019	CDW GOVERNMENT, INC.	1,576.47
302348	EFT	12/05/2019	DASHER PRINTING SERVICES, INC	7,973.85
302349	EFT	12/05/2019	FINELINE PRINTING GROUP	9,081.00
302350	EFT	12/05/2019	G4S SECURE SOLUTIONS (USA) INC.	39,992.54
302351	EFT	12/05/2019	INDIANA PLUMBING AND DRAIN LLC	1,579.25
302352	EFT	12/05/2019	INGRAM LIBRARY SERVICES	15,177.65
302353	EFT	12/05/2019	KLINES QUALITY WATER, INC	51.55
302354	EFT	12/05/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	2,204.58
302355	EFT	12/05/2019	MIDWEST TAPE - PROCESSED DVDS	1,157.28
302356	EFT	12/05/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,805.72
302357	EFT	12/05/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	3,676.12
302358	EFT	12/05/2019	PERFECTION GROUP, INC.	1,822.77
302359	EFT	12/05/2019	RECORDED BOOKS	95.98
302360	EFT	12/05/2019	RYAN FIRE PROTECTION, INC	58.00
302363	EFT	12/12/2019	ABELL ELEVATOR SERVICE CO	3,111.00
302364	EFT	12/12/2019	ART WITH A HEART	460.00
302365	EFT	12/12/2019	AUSTIN BOOK SALES	91,575.36
302366	EFT	12/12/2019	BAKER & TAYLOR	1,116.28
302367	EFT	12/12/2019	BAKER & TAYLOR	55,767.08
302368	EFT	12/12/2019	BAKER & TAYLOR	81,115.71
302369	EFT	12/12/2019	BOYLE CONSTRUCTION MANAGEMENT, INC.	711,477.61
302370	EFT	12/12/2019	BRODART COMPANY CONTINUATIONS	1,447.06
302371	EFT	12/12/2019	CDW GOVERNMENT, INC.	935.68
302372	EFT	12/12/2019	CITIZENS THERMAL ENRGY.	22,421.81
302373	EFT	12/12/2019	DANCORP INC. DBA DANCO	500.00
302374	EFT	12/12/2019	DELTA DENTAL	120.20
302375	EFT	12/12/2019	DELTA DENTAL	205.27
302376	EFT	12/12/2019	DELTA DENTAL	10,875.27
302377	EFT	12/12/2019	DEMCO, INC.	277.95
302378	EFT	12/12/2019	EMERY-PRATT COMPANY	2,185.00
302379	EFT	12/12/2019	G4S SECURE SOLUTIONS (USA) INC.	1,834.95
302380	EFT	12/12/2019	INDIANA PLUMBING AND DRAIN LLC	6,131.00
302381	EFT	12/12/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	9,651.87
302382	EFT	12/12/2019	INGRAM LIBRARY SERVICES	11,411.45
302383	EFT	12/12/2019	J&G CARPET PLUS	680.00
302384	EFT	12/12/2019	LEVEL (3) COMMUNICATIONS, LLC	3,162.86
302385	EFT	12/12/2019	LUNA MUSIC	3,208.87
302386	EFT	12/12/2019	MICHAEL R. TWYMAN	3,333.33
302387	EFT	12/12/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	11,874.95
302388	EFT	12/12/2019	MIDWEST TAPE - PROCESSED DVDS	2,386.20
302389	EFT	12/12/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	249.10
302390	EFT	12/12/2019	MIDWEST TAPE, LLC	9,905.24
302391	EFT	12/12/2019	MOORE INFORMATION SERVICES, INC	355.00
302392	EFT	12/12/2019	OVERDRIVE INC	24,793.98
302393	EFT	12/12/2019	PERFECTION GROUP, INC.	405.00
302394	EFT	12/12/2019	RECORDED BOOKS	5,437.58
302395	EFT	12/12/2019	RICHARD LOPEZ ELECTRICAL, LLC	20,457.42
302396	EFT	12/12/2019	RICOH USA, INC. - 12882	10,132.17
302397	EFT	12/12/2019	RUSSIAN PUBLISHING HOUSE	428.87
302398	EFT	12/12/2019	STENZ MANAGEMENT COMPANY, INC	6,267.69
302399	EFT	12/12/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,782.00
302400	EFT	12/12/2019	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,293.50
302401	EFT	12/12/2019	UNIQUE MANAGEMENT SERVICES, INC	13,077.92
302402	EFT	12/12/2019	VALUE LINE PUBLISHING INC.	494.00
302404	EFT	12/19/2019	ABELL ELEVATOR SERVICE CO	2,640.50
302405	EFT	12/19/2019	ACORN DISTRIBUTORS, INC	2,447.31
302406	EFT	12/19/2019	ART WITH A HEART	460.00
302407	EFT	12/19/2019	AUSTIN BOOK SALES	39,351.54
302408	EFT	12/19/2019	BAKER & TAYLOR	272.53
302409	EFT	12/19/2019	BAKER & TAYLOR	2,390.36
302410	EFT	12/19/2019	BAKER & TAYLOR	150,693.88
302411	EFT	12/19/2019	BAKER & TAYLOR	107,061.84
302412	EFT	12/19/2019	BAKER & TAYLOR	9.81

No.	Type	Date	Reference	Amount
302413	EFT	12/19/2019	BAKER & TAYLOR AXIS 360 E-BOOKS	27,911.85
302414	EFT	12/19/2019	BRODART COMPANY CONTINUATIONS	3,347.33
302415	EFT	12/19/2019	CDW GOVERNMENT, INC.	1,964.10
302416	EFT	12/19/2019	CITIZENS THERMAL ENRGY.	35,793.00
302417	EFT	12/19/2019	CROSSROADS REHABILITATION CENTER	120.00
302418	EFT	12/19/2019	DEMCO, INC.	3,644.16
302419	EFT	12/19/2019	FLEET CARE, INC.	92.76
302420	EFT	12/19/2019	G4S SECURE SOLUTIONS (USA) INC.	33,746.77
302421	EFT	12/19/2019	GRAINGER	253.44
302422	EFT	12/19/2019	INDIANAPOLIS ARMORED CAR, INC	2,591.00
302423	EFT	12/19/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	5,046.60
302424	EFT	12/19/2019	INGRAM LIBRARY SERVICES	12,954.03
302425	EFT	12/19/2019	J&G CARPET PLUS	525.00
302426	EFT	12/19/2019	JCOS, INC.	574.45
302427	EFT	12/19/2019	JCOS, INC.	41,601.01
302428	EFT	12/19/2019	KLINES QUALITY WATER, INC	63.75
302429	EFT	12/19/2019	LUNA MUSIC	918.55
302430	EFT	12/19/2019	MARK'S VACUUM & JANITORIAL SUPPLIES	2,153.80
302431	EFT	12/19/2019	MICHAEL R. TWYMAN	3,333.33
302432	EFT	12/19/2019	MIDWEST TAPE - AUDIOBOOKS ONLY	2,043.58
302433	EFT	12/19/2019	MIDWEST TAPE - PROCESSED DVDS	10,858.03
302434	EFT	12/19/2019	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	14,435.04
302435	EFT	12/19/2019	MIDWEST TAPE NON PROCESSED	684.25
302436	EFT	12/19/2019	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	18,246.96
302437	EFT	12/19/2019	MIDWEST TAPE, LLC	5,950.71
302438	EFT	12/19/2019	OVERDRIVE INC	326,450.59
302439	EFT	12/19/2019	P.V. SUPA INC.	34,741.20
302440	EFT	12/19/2019	PERFECTION GROUP, INC.	30,585.00
302441	EFT	12/19/2019	RECORDED BOOKS	1,076.84
302442	EFT	12/19/2019	RICHARD LOPEZ ELECTRICAL, LLC	14,060.74
302443	EFT	12/19/2019	RYAN FIRE PROTECTION, INC	2,036.00
302444	EFT	12/19/2019	STAPLES	15,217.63
302445	EFT	12/19/2019	STENZ MANAGEMENT COMPANY, INC	2,846.52
302446	EFT	12/19/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	190.25
302447	EFT	12/19/2019	TAPED EDITIONS	805.00
302448	EFT	12/19/2019	TITAN ASSOCIATES	70,847.93
302449	EFT	12/19/2019	ULINE	1,556.59
302454	EFT	12/30/2019	ABELL ELEVATOR SERVICE CO	2,153.50
302455	EFT	12/30/2019	BACKGROUND BUREAU INC.	305.00
302456	EFT	12/30/2019	BARNES & THORNBURG	32,000.00
302457	EFT	12/30/2019	FLEET CARE, INC.	1,226.83
302458	EFT	12/30/2019	FULLER ENGINEERING CO., LLC	3,410.00
302459	EFT	12/30/2019	G4S SECURE SOLUTIONS (USA) INC.	14,896.49
302460	EFT	12/30/2019	INDIANA PLUMBING AND DRAIN LLC	1,418.75
302461	EFT	12/30/2019	IRVINGTON PRESBYTERIAN CHURCH	937.50
302462	EFT	12/30/2019	J&G CARPET PLUS	1,020.00
302463	EFT	12/30/2019	PERFECTION GROUP, INC.	193.20
302464	EFT	12/30/2019	RECORD AUTOMATIC DOORS, INC	1,300.78
302465	EFT	12/30/2019	RICHARD LOPEZ ELECTRICAL, LLC	21,399.86
302466	EFT	12/30/2019	RYAN FIRE PROTECTION, INC	9,714.61
302467	EFT	12/30/2019	STENZ MANAGEMENT COMPANY, INC	9,257.75
302468	EFT	12/30/2019	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	232.50
302469	EFT	12/30/2019	TITAN ASSOCIATES	1,224.00
				8,015,056.18

**Summary by Transaction Type:**

<b>Computer Check</b>	\$ 5,375,053.08
<b>EFT Check</b>	\$ 2,640,003.10
<b>Total Payments</b>	\$ 8,015,056.18
<b>Total Voided Items</b>	\$ -

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
811	CHECK	12/19/2019	HRANG HLEI	16.99
812	CHECK	12/19/2019	KAREN DAVIS	9.99
			Total	<u>\$ 26.98</u>

Summary by Transaction Type:

Computer Check	\$26.98
EFT Check	\$0.00
Total Payments	\$26.98
Total Voided Items	\$0.00

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
7521	CHECK	12/05/2019	BETH PINTAL	43.77
7522	CHECK	12/05/2019	BRIGHT IDEAS IN BROAD RIPPLE	1,380.00
7523	CHECK	12/05/2019	PLAY IT 4WARD SPORTS & ENTERTAINMENT CO.	84.00
7524	CHECK	12/05/2019	WILLIAM J. PRIDE	275.00
7525	CHECK	12/12/2019	ARTS FOR LEARNING INDIANA	1,797.00
7526	CHECK	12/12/2019	BRIGHT IDEAS IN BROAD RIPPLE	199.50
7527	CHECK	12/12/2019	DENYCE MALONE	81.52
7528	CHECK	12/12/2019	FRANKLIN ROAD (PETTY CASH)	87.75
7529	CHECK	12/12/2019	INDIANA MATH AND SCIENCE ACADEMY NORTH	100.00
7530	CHECK	12/12/2019	INDY PARKS & RECREATION	3,015.00
7531	CHECK	12/12/2019	JA BERG INC.	600.00
7532	CHECK	12/12/2019	JEREMY SOUTH	250.00
7533	CHECK	12/12/2019	JOAN EMMERT	185.28
7534	CHECK	12/12/2019	JOANNA CONRAD	89.40
7535	CHECK	12/12/2019	JOHNATHAN VAZQUEZ	375.00
7536	CHECK	12/12/2019	JUDY GRAY	103.71
7537	CHECK	12/12/2019	KATIE SATTLER	75.00
7538	CHECK	12/12/2019	MELINDA MULLICAN	88.45
7539	CHECK	12/12/2019	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	39,061.61
7540	CHECK	12/12/2019	ROBERT G. LEHNEN, PHD.	3,575.00
7541	CHECK	12/12/2019	SHERRY HONG	2,400.00
7542	CHECK	12/12/2019	SOUTHPORT (PETTY CASH)	29.26
7543	CHECK	12/12/2019	ST. PHILLIP NERI CATHOLIC SCHOOL	100.00
7544	CHECK	12/12/2019	THE POLIS CENTER	375.00
7545	CHECK	12/19/2019	AHLIAH BRATZLER	100.43
7546	CHECK	12/19/2019	CREATIVE AQUATIC SOLUTIONS, LLC	579.96
7547	CHECK	12/19/2019	ELIZABETH SLAWSON	42.12
7548	CHECK	12/19/2019	YOUNG ACTOR'S THEATRE	2,500.00
7549	CHECK	12/19/2019	INDIANA LATINO EXPO	150.00
7550	CHECK	12/19/2019	INDIANA LATINO INSTITUTE, INC	1,500.00
7551	CHECK	12/19/2019	INDIANAPOLIS RECORDER	1,000.00
7552	CHECK	12/19/2019	JAMES M LARNER	40.00
7553	CHECK	12/19/2019	KADIR NELSON	17,500.00
7554	CHECK	12/19/2019	KASEY PANIGHETTI	106.44
7555	CHECK	12/19/2019	KI	2,620.23
7556	CHECK	12/19/2019	MONTOYA BARKER	11.00
7557	CHECK	12/19/2019	PETER VICKERY	480.00
7558	CHECK	12/19/2019	PRISCILLA BELL	19.99
7559	CHECK	12/19/2019	REGIONS BANK PURCHASING CARD	450.86
7560	CHECK	12/19/2019	RITZ CHARLES CARMEL	276.00
7561	CHECK	12/19/2019	SHELBY PEAK	19.22
7562	CHECK	12/19/2019	SHERRY HONG	600.00
7563	CHECK	12/19/2019	SUSAN L. HALL	25.00
7564	CHECK	12/30/2019	CENTER FOR LEADERSHIP DEVELOPMENT	750.00
7565	CHECK	12/30/2019	CENTRAL LIBRARY (PETTY CASH)	82.20
7566	CHECK	12/30/2019	INFOZONE (PETTY CASH)	149.78
302361	EFT	12/05/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	22,116.68
302362	EFT	12/05/2019	INGRAM LIBRARY SERVICES	3,995.11
302403	EFT	12/12/2019	FINELINE PRINTING GROUP	862.00
302450	EFT	12/19/2019	BAKER & TAYLOR	115.80
302451	EFT	12/19/2019	BAKER & TAYLOR	4,422.65

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
302452	EFT	12/19/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	585.03
302453	EFT	12/19/2019	STAPLES	112.24
302470	EFT	12/30/2019	INDPLS-MARION COUNTY PUBLIC LIBRARY	18,469.50
			<b>Total</b>	<u>134,053.49</u>

**Summary by Transaction Type:**

<b>Computer Check</b>	\$ 83,374.48
<b>EFT Check</b>	\$ 50,679.01
<b>Total Payments</b>	\$ 134,053.49
<b>Total Voided Items</b>	\$ -

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**January 27, 2020**  
**PERSONNEL ACTIONS**  
**RESOLUTION 06-2020**

**NEW HIRES:**

- Elizabeth Koroleski, Public Services Associate II, Part-Time, \$15.34 per hour, Effective: 12/03/2019
- Charles Cain, Page, Learning Curve, \$9.15 per hour, Effective: 12/03/2019
- Madison Fleetwood, Page, Learning Curve, \$9.15 per hour, Effective: 12/03/2019
- Victor Dominguez, Page, East 38<sup>th</sup>, \$9.15 per hour, Effective: 12/16/2019
- Jullian Patino, Page, Learning Curve, \$9.15 per hour, Effective: 01/13/2020
- Azul Lerma, Page, Central, \$9.15 per hour, Effective: 01/13/2020
- Cynthia Taylor, Page, East 38<sup>th</sup>, \$10.00 per hour, Effective: 01/13/2020
- Amy Mallory-Kani, Page, Franklin Road, \$10.00 per hour, Effective: 01/13/2020
- ElShadai Aberra, Page, Wayne, \$10.00 per hour, Effective: 01/13/2020

**INTERNAL CHANGES:**

- Maureen Kesterson-Yates from Library Assistant II, Part-Time, Central, \$13.00 per hour to Library Assistant II, Full-Time, Nora, \$13.97 per hour, Effective: 12/22/2019
- Cale Erwin from Hourly Public Services Associate I, Franklin Road, \$14.07 per hour to Computer Lab Assistant II, Central, \$15.02 per hour, Effective: 12/22/2019
- Elizabeth Schoettle from Acting Manager, Central Adult Services, \$31.41 per hour to Supervisor Librarian, Central, \$28.56 per hour, Effective: 12/08/2019
- Jerome Bingham from Hourly Library Assistant II, Central, \$13.00 per hour to Page, Learning Curve, \$10.00 per hour, Effective: 01/05/2020
- Elizabeth Hosty from Hourly Summer Reading Clerk, Southport, \$10.50 per hour to Page, Southport, \$10.00 per hour, Effective: 12/29/2019
- Eustace Lampkins from Page, Warren to Page, Franklin Road, Effective: 01/07/2020
- Renee Poudrier, Library Assistant II, Part-Time, Franklin Road to Library Assistant II, Full-Time, No Change in Pay, Effective: 01/19/2020
- Migna Jones from Hourly Library Assistant II, Southport to Library Assistant II, Decatur, Part-Time, No Change in Pay, Effective: 01/05/2020
- Colin Turley, Hourly Library Assistant II, Warren, \$13.00 per hour to Team Member, Facilities, Shipping/Receiving, \$15.02 per hour, Effective: 01/05/2020
- Reginald Laratte from Interim Circulation Supervisor I, Decatur, \$20.06 per hour to Computer Assistant II, East 38<sup>th</sup>, \$15.02 per hour, Effective: 01/05/2020

**RE-HIRES: (None Reported)**

**SEPARATIONS:**

- Patricia Gray, Hourly Summer Reading Clerk, Wayne, 13 years and 6 months, Effective: 11/27/2019
- Latonya Carson, Hourly Summer Reading Clerk, West Indianapolis, 1 year and 6 months, Effective: 12/02/2019

- Emily Rasmussen, Hourly Summer Reading Clerk, West Indianapolis, 4 years and 8 months, Effective: 12/02/2019
- Calvin Rasmussen, Hourly Summer Reading Clerk, Wayne, 1 year and 8 months, Effective: 11/27/2019
- Sara Wright, Processing Assistant, Collection Management, 14 years and 6 months, Effective: 12/04/2019
- Adrienne Gordon, Hourly Summer Reading Clerk, Michigan Road, 25 years and 1 month, Effective: 07/31/2019
- Grace Lee, Hourly Summer Reading Clerk, Michigan Road, 2 months, Effective: 07/31/2019
- Cathy Bridge, Public Services Librarian, Learning Curve, 44 years, Effective: 12/03/2019
- Abigail Hendon, Hourly Summer Reading Clerk, Eagle, 6 months, Effective: 12/10/2019
- Maxwell Pugh, Hourly Summer Reading Clerk, Eagle, 4 years and 2 months, Effective: 12/10/2019
- Jordon Mills, Hourly Summer Reading Clerk, Eagle, 6 months, Effective: 12/10/2019
- Karen Brooking, Hourly Summer Reading Clerk, Decatur, 4 months, Effective: 08/02/2019
- Sharon Baumgartner, Hourly Public Services Associate I, Southport, 26 years and 11 months, Effective: 12/09/2019
- Masada Sparrow, Page, Southport, 1 year and 6 months, Effective: 05/22/2019
- Zoe Young, Hourly Summer Reading Clerk, Decatur, 2 months, Effective: 07/27/2019
- Siana Fox, Hourly Summer Reading Clerk, Decatur, 2 months, Effective: 08/02/2019
- Sarah Jones, Hourly Summer Reading Clerk, Pike, 3 years and 2 months, Effective: 12/17/2019
- Carleigh Grupe, Hourly Summer Reading Clerk, Pike, 1 year and 7 months, Effective: 12/17/2019
- Kestrel Jones, Hourly Summer Reading Clerk, Pike, 4 years and 7 months, Effective: 12/17/2019
- Katina Clark, Hourly Library Assistant II, East 38<sup>th</sup>, 4 months, Effective: 11/25/2019
- Tasha Lee, Hourly Job Center Assistant, East 38<sup>th</sup>, 3 months, Effective: 12/19/2019
- Tamara Baumgartner Moore, Public Services Associate II – Outreach, 23 years and 6 months, Effective: 01/04/2020
- Amy Griffin, Manager, College, 10 years and 5 months, Effective: 12/28/2019
- Cale Erwin, Computer Assistant II, Central, 6 months, Effective: 01/04/2020
- Isaiah Stevenson, Public Services Associate II, East 38<sup>th</sup>, 5 years and 6 months, Effective: 01/06/2020
- Katherine Spanke, Hourly Library Assistant II, Nora, 4 years, Effective: 12/28/2019
- Owen Stackhouse-Kaeble, Hourly Library Assistant II, Warren, 7 years and 7 months, Effective: 01/04/2020
- Leon Gomez, Page, Central Library, 3 months, Effective: 11/30/2019
- Angelia Bradley, Library Assistant III, Lawrence, 39 years and 7 months, Effective: 12/31/2019
- Jeff Kirkpatrick, Library Assistant II, Franklin Road, 7 years and 2 months, Effective: 01/10/2020
- Penny Francis, Processing Assistant I, Collection Management, 29 years and 3 months, Effective: 01/13/2020
- Emily Gulley, Page, East 38<sup>th</sup>, 1 year, Effective: 12/06/2019

**INACTIVE:**

- Patricia Wood, Page, Southport, Inactive: 11/11/2019
- Wilma Hohn, Hourly Library Assistant II, Wayne, Inactive: 12/01/2019

**RE-ACTIVATE:**

- Selena Perez, Page, Franklin Road, Re-activate: 12/08/2019
- Brigid Maguire, Page, Irvington, Re-activate: 12/13/2019

**RECLASSIFICATION: (None Reported)**

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**TRAVEL AND TRAINING ACTION**  
 RESOLUTION 06 - 2020

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

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

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Travel/Mileage	Lodging	Per Diem	Total
Naomi Allensworth	BTW	2005	Indianapolis, IN	Racial Equity Training	10	\$ 350.00				\$350.00
Gregory Hill	FRA	2021	Indianapolis, IN	Racial Equity Training	10	\$ 350.00				\$350.00
Maggie Ward	OUT	1506	Indianapolis, IN	Racial Equity Training	10	\$ 350.00				\$350.00
Jennifer Carter	FIN	1301	Orlando, FL	Tyler Connect 2020	10	\$ 975.00	\$ 500.00	\$ 1,000.00	\$160.00	\$2,635.00
Zoe Dollar	FSQ	2011	Indianapolis, IN	Joseph Taylor	10	\$ 60.00				\$60.00
Shelby Graam	FSQ	2011	Indianapolis, IN	Indiana Home Educators	10	\$ 80.00				\$80.00
Shelby Graam	FSQ	2011	Chicago, IL	ALA exhibits	10	\$200.00				\$200.00
Shelby Graam	FSQ	2011	Indianapolis, IN	RosieCon	10	\$50.00				\$50.00
Shanika Heyward	PIK	2015	Cincinnati, OH	Midwest Homeschool Conv.	10	\$45.00	\$375.00	\$828.00	\$90.00	\$1,338.00
Shanika Heyward	PIK	2015	Greenwood, IN	Motivating Employees	10	\$99.00	\$30.71			\$129.71
Shanika Heyward	PIK	2015	Westfield, IN	MCLS - Super Manager	10	\$99.00	\$22.89			\$121.89
Garrett Mason	CEO	1001	San Antonio, TX	Indy Chamber Leadership	10	\$4,200.00	\$574.00		\$60.00	\$4,834.00
Alicia Mitchell	EWA	2009	Indianapolis, IN	IAEYC	10	\$175.00	\$20.00			\$195.00
Jessica Moore	CEO	1001	Indianapolis, IN	Indiana Construction Table	10	\$75.00				\$75.00
Shannon O'Donnell	WRN	2002	Indianapolis, IN	RosieCon	10	\$50.00	\$22.33			\$72.33
Miguel Ruiz	FIN	1302	Orlando, FL	Tyler Connect 2020	10	\$1,250.00	\$500.00	\$1,200.00	\$105.00	\$3,055.00
Janet Spaulding	CMSA	1201	Carmel, IN	Mock Caldecott	10	\$25.00				\$25.00
Janet Spaulding	CMSA	1201	Indianapolis, IN	RosieCon	10	\$30.00	\$20.00			\$50.00
Janet Spaulding	CMSA	1201	Indianapolis, IN	Indiana Home Educators	10	\$50.00	\$20.00			\$70.00
Joanna Wos	CAS	1401	Indianapolis, IN	Hoosier Women At Work	10	\$29.79				\$29.79
Deb Ehret	SPK	2018	Greenwood, IN	Motivating Employees	10	\$99.00				\$99.00
Deb Ehret	SPK	2018	Westfield, IN	MCLS - Super Manager	10	\$79.00	\$20.00			\$99.00
Mollie Beaumont	CEN	1403	Nashville, TN	PLA 2020	10	\$440.00	\$350.00	\$549.70	\$90.00	\$1,429.70
Emily Chandler	CMSA	1201	Nashville, TN	PLA 2020	10	\$350.00			\$120.00	\$470.00
Darlene Fox	CMSA	1201	Nashville, TN	PLA 2020	10	\$585.00	\$600.00	\$800.00	\$120.00	\$2,105.00



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
NOTES OF THE JOINT MEETING OF LIBRARY BOARD COMMITTEES  
January 14, 2020

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The Indianapolis-Marion County Public Library Board Committees met in a Joint Meeting at the Library Services Center, 2450 North Meridian Street, on Tuesday, January 14, 2020 at 5:32 p.m. pursuant to notice given.

**1. Call to Order**

Rev. Robinson called the meeting to order.

**2. Roll Call**

Members present: Dr. Murtadha, Judge Salinas, Mr. Bigsbee and Rev. Robinson

Members absent: Dr. Jett, Mr. Biederman and Ms. Payne

**COMMITTEE REPORTS**

**3. Facilities Committee (Dr. Terri Jett, Chair; Rev. T.D. Robinson)**

**Staff Liaison: Sharon Smith**

**a. Briefing Report – Indy Reads Occupying Fountain Square Branch Space After Departure**

The Fountain Square Branch library is scheduled to close when West Perry Branch opens. The original timeline for this called for Fountain Square to remain open until summer 2021, but we are proposing to close the branch in May 2020 to facilitate Indy Reads occupying the space when the branch closes. This would move the timeline for closure significantly forward.

Indy Reads came into existence as a department of IndyPL more than 30 years ago before becoming a separate nonprofit, funded in part by a bookstore. Escalating operating costs at the Massachusetts Ave bookstore location make their continued occupancy there less profitable and ultimately untenable. The long range plan of Indy Reads calls for bringing together their bookstore and their office operations (for which they currently lease space at Central Library) so they can maximize staffing capacity and ultimately provide more programming for the community. Indy Reads is currently headed by CEO Ryan King and incoming Board President John Barth.

The Library and Indy Reads consider this a mutually beneficial outcome. At many community meetings and feedback sessions concerning the closure of Fountain Square Branch, we have heard from the community that they hope for the space to be occupied by a community-focused organization. Facilitating the occupancy of this

space by Indy Reads would fulfill that desire. Indy Reads hopes to locate both their bookstore operations as well as their literacy program offices in the space. Historically, their bookstore has also offered public programming that is similar to what a library branch might offer. In other words, IndyPL would be leaving behind the closest thing possible to a library branch.

In order to make this transition successful, the library would need to move out of the space in May of 2020 so that Indy Reads

- Move into the space before the end of their current lease (August 31, 2020), which would prevent having to temporarily close the store and avoid significant revenue loss.
- Address facilities issues to make the space suitable for their operations, such as
  - A major remodel of the community room and checkout area in the current space. This will become office/coworking space along with an area for events.
  - The main library space will need to be remodeled to recreate the look and feel of the current Indy Reads bookstore space.
  - This all requires coordination of contractors, construction, and a move which will be very aggressive on a 90-day timeline.

For context, here are some quick facts about the Fountain Square Branch:

- 5,145 square feet
- 4.3 FTE (eight total people)
- 36,495 first time circulation in 2019
- 375 new library cards added in 2019
- 49,042 door count in 2019

**Strategic/Fiscal Impact:** The Fountain Square branch will close in any circumstance. Facilitating the occupancy of Indy Reads will help ensure that we leave behind a literacy non-profit as well as a bookstore, which will meet the desire of the neighborhood to have a community-focused presence in the space.

The Library would save approximately \$60,540 by vacating our lease at Fountain Square a year early. The Library would also save an additional \$4,503 in operating costs (the vast majority of the operating costs of the branch are its staff, who will continue to be paid, and the lease). The Fountain Square branch staff would be dispersed to other branches throughout the system, increasing the capacity of those branches and also giving the Fountain Square staff an opportunity to work in branches that are more similar in size to what the West Perry Branch will be.

Indy Reads pays \$750 per month (\$9,000 per year) for their leased space at Central Library. Until we find a new tenant for that space, the Library would not realize this

income. The Library could also potentially elect to use the space for its own operations.

**b. Resolution XX-2020 – Approval to Award Fixtures, Furniture, and Equipment Purchase Orders for the Lawrence Branch Project**

IndyPL Facilities staff recommends Board approval to award five (5) fixtures, furniture, and equipment purchase orders to four (4) different vendors for the Lawrence Branch Project for a total cost of \$207,135.72.

**Background:**

The Invitation to Quote (“ITQ”) had five (5) separate groups with quote components for the individual fixtures, furniture and equipment (“FFE”) items.

- Quote Group #1: Seating
- Quote Group #2: Tables
- Quote Group #3: Displays and Accessories
- Quote Group #4: Offices
- Quote Group #5: Shelving

The ITQ specified FFE for the Project to establish a standard of quality required by IndyPL. Products, materials, and equipment from manufacturers other than listed in the ITQ may be used only if approved by the architect per the process established in the ITQ. Vendors requested a total of 13 substitutions, of which nine (9) were approved by the architect.

The FFE specifications were developed by the architect, Rowland Design, working closely with IndyPL Branch and Facilities Staff. The ITQ was issued on December 5, 2019.

Eight (8) sealed Quotes were received on January 9, 2020, allowing time for evaluation prior to presentation at the January 14, 2020 IndyPL Board Facilities Committee Meeting. The quotes were opened and read aloud publically.

Notice of the ITQ was emailed directly to fourteen (14) vendors who are known to be capable of providing the FFE, vendors who had expressed interest in providing FFE for IndyPL projects, or were identified by using the Indianapolis Office of Minority and Women Business Development vendor listing.

Analysis and selection of the quotes to achieve the most advantageous pricing for IndyPL has been completed by IndyPL staff and the architect. The budget for the fixtures, furniture and equipment is \$220,000. The total amount for the five (5) purchases orders totals \$207,135.72.

**Strategic/Fiscal Impact:**

The purchase of the fixtures, furniture and equipment will be funded by the Series 2019 Bond Fund (Fund 481).

Without a quorum, the Facilities Committee moved the Resolution forward to the regular January 2020 Board Meeting for discussion and action.

**c. Resolution XX-2019 – Approval to Amend the Services Contract for Security and Alarm Response Services**

IndyPL Facilities staff recommends Board approval to amend the services contract for security and alarm response services with **G4S Secure Solutions (USA) Inc., Indianapolis, Indiana.**

The Library is currently under contract with **G4S Secure Solutions (USA) Inc., Indianapolis, Indiana** to provide security services for IndyPL. The current contract was awarded in September of 2017 and approved and amended in July 2019 for the remainder of 2019. The 2020 proposed billing rate schedule for an increase in rate is based on the requirements set forth by IndyPL in July 2019.

Security Services are provided throughout the IndyPL System with assigned guards at 9 locations and available for other locations as needed for events, programs or other needs. G4S also has contracted off duty officers to provide services at two of the IndyPL branches. The turnover rate of guards from August 1, 2019 through December 31, 2019 dropped to 7 or 28%. There were two G4S guards who were hired as full time employees by IndyPL, which drops the number to 5 turnovers or 21%. This is a decrease in turnover from August 1, 2018-July 31, 2019 of 87% and January 1, 2019—July 31, 2019 of 43.64%. G4S has stated that implementation of the proposed 2020 rates will further this trend in decreased turnover. G4S Account Manager and the IndyPL Safety and Security Manager have a formal meeting the first Tuesday of every month to address and correct any issues and discuss evaluations from branch managers. This has resulted in guards being moved to other locations within the system to better serve the public and staff. It has also afforded us the opportunity to strengthen the relationship between the Library and G4S Secure Solutions (USA) Inc., by adapting and modifying the security needs of the organization.

Expectations of training and leadership were discussed with Vice President and the Account Manager for G4S, to increase the training necessary for the success of the guards at each location. As of September 1, 2019 all G4S staff assigned to IndyPL were trained in Crisis Prevention Intervention (CPI). G4S self-funded and certified their Training Manager in CPI, specifically for the benefit of the Library. There is a class scheduled in January, 2020 to certify all new hires since September 1, 2019. This is not a contractual requirement, rather a benefit added so their employees are better equipped to assist in de-escalation.

The availability of guards at each requested library location has been accommodated by G4S and off-duty officers whom G4S has partnered with, to ensure our patrons and staff is safe. Each of the 9 library locations have been fully staffed since August 1, 2019, by a guard or by the account manager, who has provided additional coverage, when needed.

Per our request for further on the job training, G4S has implemented a 16 hour on the job training for all newly hired guards, in addition to the 24 hours of classroom training provided before placement. The security guard shadows an experienced security guard or account manager and is trained in Library rules and expectations. This training was implemented on August 1, 2019 and continues to be standard for all G4S new hires. The 24 hour classroom training curriculum provided by G4S includes the Dale Carnegie customer service training. The results have been a decrease in turnover, expectations met or exceeded and fewer staff and customer complaints.

During the last amendment, the Library defined what would be reviewed during the formal monthly reviews between G4S and the Safety and Security Manager for IndyPL, which included a decrease in police response to all branches and an approved approach to crisis intervention and de-escalation. As a result of CPI training and collaboration with their partnered off-duty officers, G4S has been able to de-escalate many situations, avoiding the need for additional police response.

When G4S proposed the rates in July, 2019, they provided information from the Economic Research Institute (ERI). At that time, the ERI data showed that the mean for Security Officers with at least one year of experience in the Marion and surrounding counties was \$13.77. It also showed the 25th and 75th percentiles at \$12.63 and \$14.70. Their current starting wage at the time was \$10.25, which was 27% below the suggested mean wage. In December of 2019, the ERI data showed the mean for Security Officers in and around Marion County at \$14.73, with the 25th and 75th percentiles at \$13.51 and \$15.72. At their current starting wage of \$11.50, this is now 28% below the suggested mean wage. The request to move to a starting wage of \$13.00 will put them at the 4 percent of the 25th percentile suggested wage. The \$13.00 per hour wage is also consistent with the Library's recent adjustment of lower paid staff.

The Safety and Security Manager has seen the improved service G4S has provided, which reflects their understanding and willingness to respond and adapt to our concerns to serve both our public and our staff. It is my recommendation that we remain with G4S through the end of our contract and to accept the 2020 Proposed Rate Schedule.

**Strategic/Fiscal Impact:**

The additional cost of this service will be funded from the Operating Fund (Fund 101) and is within the approval appropriation for 2020.

Without a quorum, the Facilities Committee moved the Resolution forward to the regular January 2020 Board Meeting for further discussion and action.

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

**a. Supplier Diversity Policy Statement – Jessica Moore**

Ms. Moore introduced herself and explained to the board members what her position as Diversity & Inclusion Officer entails within the organization. Ms. Moore provided board members with a handout of the drafted Diversity Policy Statement. Ms. Moore advised there will be more website updates so more businesses will want to do business with IndyPL. Ms. Moore spoke about having a Professional Services Outreach Event to solicit new vendors and advise them on how they can bid on contracts. Ms. Moore will send out the event information to board members.

**b. Equity Council Charter – Jessica Moore**

Ms. Moore explains the Equity Council Charter and that it is staff driven and will meet monthly. Dr. Murtadha proposed new language on how the chair and co-chair will be selected. She wants to make sure that other employees will be heard and that council should also include individuals who may not always agree with the views represented to best provide good work.

**5. Finance Committee (Patricia A. Payne, Chair) – Staff Liaison: Ijeoma Dike-Young**

**a. Resolution XX-2020 – Disclosure of Waived Fines and Fees**

Ms. Dike-Young explained that annually, the State requires the Board to disclose the total amount of fines and fees waived on patron accounts. In 2019, the total amount waived on patron accounts was \$272,417. Of that total, \$138,573 consisted of waivers made in accordance with the Library's approved waiver schedule. Reasons that staff may waive fines from patrons' accounts include bankruptcy, hospitalization, and identity theft. Included in the total is \$123,978 that was waived from accounts that were purged. In addition, the amount of miscellaneous debt written off related to the shared system totals \$9,866. The Library's debt collection procedure was followed on all accounts..

**b. Resolution XX-2020 – Outstanding Purchase Orders 2019**

State guidelines require the Board to authorize outstanding purchase orders at year end. Ms. Dike-Young distributed the list of outstanding purchase orders for 2019.

These purchase orders encumber 2019 budget funds that will be used to pay invoices for goods and services ordered in 2019 and prior. There will be no fiscal impact to the 2020 budget.

**c. Resolution XX-2020 – Confirming Marion County Board of Finance**

The Library wishes to continue to designate the Marion County Board of Finance as their Local Board of Finance. Ms. Dike-Young stated that this allows the Library the opportunity to see how other municipal corporations are faring in the investment world. The Library’s investment report will be presented during the Board of Finance’s meeting on January 28, 2020.

**6. Strategic Planning**

**a. 2021-2023 Strategic Plan Steering Committee Charter**

Mr. Mason introduced himself and explained to the board members what his position as Strategic Planning & Assessment Officer entails within the organization. Mr. Mason went through his expectations for the steering committee during this strategic planning process. Dr. Murtahda wants to make sure we are connecting with all patrons and looking forward to see what instruments IndyPL uses to reach across all communities.

**b. Timeline, Charter – Garrett Mason**

Mr. Mason shared his timeline for the Steering Committee Charter with the Board.

**7. Other Business**

Rev. Robinson shared the process of selecting a new president at the next board meeting. There will be a roll call vote and it will take 4 out of 7 board members for the vote to carry.

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

- a. **Regular Board Meeting** – Monday, January 27, 2020, at the College Library Branch, 4180 North College Avenue at 6:30 p.m.
- b. **Library Board Committees Meeting** – Tuesday, February 11, 2020 at the Library Services Center, 2450 North Meridian Street, Room 226, at 5:30 p.m.

Jackie reminded board members of closing for MLK day and that the Polaris roll out is on Sunday, January 19, 2020. She provided board members with CEO tour handout.

**9. Adjournment**

Rev. Robinson declared the meeting adjourned at 6:46 p.m.





***You Are Invited!***

**The Indianapolis Public Library**

**15b**

## **Free Upcoming Events**

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

**Continuing through February 1 – “Indy Library Store Book Sale.”** Here's your first chance in 2020 to buy new and used books and other items at discount prices. Half-Price Day is Friday, January 31 from 12 noon - 7 p.m. \$7 Bag Day is Saturday, February 1 from 10 a.m. - 4 p.m. Proceeds support Library programs and services through the Library Foundation. Held at the Library Services Center.

**February 1 at 1 p.m. – “Recognizing Fraud.”** You're invited as representatives from the Financial Health Federal Credit Union will discuss how to recognize fraudulent offers and financial scams. Held at the East 38th Street Branch.

**February 2 at 2 p.m. – “Patient Life at Central State Hospital.”** Join IUPUI Medical Historian Elizabeth Nelson as she resurrects patient life inside Central State Hospital during its final years, revealing the vibrant community of patients with intellectual disabilities who resided there. This program will be held in the Nina Mason Pulliam Indianapolis Special Collections Room on the 6th Floor of Central Library.

**February 6, 13, 20 & 27 from 1:30 - 3:30 p.m. – “ABCs of Diabetes.”** Those with diabetes and their family members are invited to a free, four-part diabetes education series instructed by the Marion County Health Department. Topics include eating healthier, increasing activity, taking medications, and preventing complications. Attendees should plan to attend all four sessions. Held at the Beech Grove Branch.

**February 8 at 1:30 p.m. – “IndyPL Seed Library: Planning Your Garden.”** With spring right around the corner, now is the time to start thinking about your garden. Join Master Gardener Amy Zobroskey-Fralick to learn tips on planning your garden. Held at the Glendale Branch.

**February 8 from 5:30 - 10 p.m. – “Meet the Artists XXXII Gala Reception.”** Enjoy an evening of cultural entertainment and meet prominent African American artists whose works are on display through March 29. Special guest will be former WNBA star Tamika Catchings. There'll be music and spoken word performances, kids activities, and the always-popular fashion show. Held at Central Library.

**February 12 at 4 p.m. – “Learn About Legal Expungement.”** The Library offers a free session on legal expungement presented by representatives from the Southeast Community Services who will answer questions about this vital legal service and assist in starting the process. Held at the Garfield Park Branch.

**February 16 from 3 - 5 p.m. – “Hot Jazz for Cool Kids.”** Bring the family to this series of performances by Indy's leading jazz musicians. It's a way to share jazz music with children that will be fun for everyone. This program will feature Premium Blend, led by saxophonist Jared Thompson. Presented by the Learning Curve in partnership with The Indianapolis Jazz Foundation and Indy Jazz Fest. Held at Central Library.

**February 22 from 2 - 4 p.m. – “Community Scan-a-Thon.”** Bring your photos of family, home, street scenes, clubs, neighborhood events, businesses and prominent residents for scanning. Photos will be included on the Library's Digital Indy site at [www.digitalindy.org](http://www.digitalindy.org). Enjoy a brief talk on how to save your family photos. Held at the Michigan Road Branch.

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