



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
February 28, 2022

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

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

For The Purpose of Considering The Following Agenda Items
Dated This 23rd Day Of February, 2022

The Library Board Members may participate in this meeting virtually or in person.
The public is invited to view/listen
to the Regular Meeting via a YouTube live stream link which will be
available on the Library's website prior to the start of the Meeting as follows:

<https://www.indypl.org/about-the-library/board-meeting-times-committees>

Public comment can be made in-person at the Library Services Center or submitted
in writing in advance at [indypl.org/contact](https://www.indypl.org/contact).

JUDGE JOSE D. SALINAS
President of the Library Board

-- Regular Meeting Agenda --

1. Call to Order
2. Roll Call

3. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

4. Approval of Minutes

a. Regular Meeting, January 24, 2022 (enclosed)

COMMITTEE REPORTS

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

a. Report of the Treasurer – January 2022 (enclosed)

b. Briefing Report – 2021 Investment Report (enclosed)

c. Resolution 6 – 2022 (Approval of E-magazine Subscription Renewal Contract) (enclosed)

- d. **Resolution 7 – 2022** (Approval of Digital Encyclopedia of Indianapolis Development Contract) (enclosed)

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

- a. **Resolution 8 – 2022** (Approval of Resolution 8 – 2022 – Enact Policy 249.7 Sunday Credit and Policy 245.2 Sunday Schedule) (enclosed)
- b. **Resolution 12 – 2022** (Approval of Resolution 12 – 2022 – Amendment to Section 23.3 of the Currently Effective Joint CBA Recommendations) (enclosed)
- c. **Resolution 13 – 2022** (Approval of Resolution 13 – 2022 – Amendment to Article 5 of the Currently Effective Joint Association Recommendations) (enclosed)

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

- a. **Resolution 9 – 2022** (Approval of a Naming Opportunity for the East Thirty-Eighth Street Branch Community Room) (enclosed)
- b. **Resolution 10 – 2022** (Approval to Amend the Services Contract for Security and Alarm Response Services) (enclosed)
- c. **Briefing Report – Update on the New Security Incident Database** (enclosed)

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

9. Report of the Interim Chief Executive Officer

a. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (11 – 2022)**

Enclosed.

- b. **Interim CEO Roadmap Update – February 2022** (enclosed)

- c. **Presentation on E-Resources, Schools and Equitable Access** – Sarah Batt, Manager, Shared System, and Darlene Fox, Electronic Resources Librarian, will give the Presentation. (enclosed)
- d. **Strategic Plan Update** – Garrett Mason, Strategic Planning and Assessment Officer, will give the Update. (enclosed)
- e. **Legislative Update** – Deb Lambert, Director, Collection Management Services Area, will give the Update. (at meeting)

UNFINISHED BUSINESS

10.

NEW BUSINESS

11.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

March 2022 –

INFORMATION

13. Materials

- a. **Notes of January 19, 2022 and February 8, 2022 Diversity, Policy and Human Resources Committee Meetings** (enclosed)
- b. **Notes of February 8, 2022 Facilities Committee Meeting** (enclosed)
- c. **Notes of February 15, 2022 Finance Committee Meeting** (enclosed)

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

- a. **Board Meeting Schedule for 2022** will be updated as necessary.
- b. **Library Programs/Free Upcoming Events** may be found at attend.indypl.org.

15. Notice of Special Meetings

16. Notice of Next Regular Meeting

Monday, March 28, 2022, at the Library Services Center, 2450 North Meridian Street,
at 6:30 p.m.

17. Other Business

18. Adjournment



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JANUARY 24, 2022

The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana and via Zoom on Monday on January 24, 2022 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. **Call To Order**

Judge Salinas called the meeting to order. In the absence of Mr. Biederman, Dr. Murtadha acted as Secretary.

2. **Roll Call**

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

Members absent: Mr. Biederman and Ms. Payne.

3. **Public Comment and Communications**

a. **Public Comment**

The Public was invited to the Board Meeting.

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

There were no petitions to come before the Board.

b. Dear CEO Letters and Responses

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

There were no comments received via the Library's website this month.

c. Correspondence for the Board's general information was distributed.

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

a. Regular Meeting, December 13, 2021

The minutes from the Regular Meeting held December 13, 2021 had been distributed to the Board.

The minutes were approved on the motion of Mr. Bigsbee, seconded by Dr. Murtadha, and the following roll call vote:

Mr. Bigsbee – Aye
Dr. Murtadha – Aye

Rev. Robinson – Aye
Judge Salinas – Aye
Ms. Tribble – Aye

COMMITTEE REPORTS

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

a. Report of the Treasurer – December 2021

Carolyn Adams, Interim Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board. She noted there were no surprises this month. Ms. Adams shared that as of December 2021, the actual revenues were approximately \$48 million and the Library's year-to-date expenditures were \$43.3 million. Revenues were higher than budgeted due to receipt of overdue property taxes. Expenditures were 16% less than budgeted.

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

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

Mr. Bigsbee – Aye
Dr. Murtadha – Aye

Rev. Robinson – Aye
Judge Salinas – Aye
Ms. Tribble – Aye

b. **Resolution 1 – 2022** (Disclosure of Waived Fines and Fees for 2021)

Ms. Adams advised that for the year ended December 31, 2021, uncollectible fines and fees totaled \$68,846. This amount was due to fines and fees being waived at the branches.

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

Judge Salinas asked if the Library has information about how the waived fines and fees break down across the various zip codes in Marion County.

Ms. Adams responded that she will check on that.

After full discussion and careful consideration of Resolution 1 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Bigsbee, to approve Resolution 1 - 2022, the Disclosure of Waived Fines and Fees for 2021.

Resolution 1 – 2022 was approved on the following roll call vote:

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

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

c. **Resolution 2 – 2022** (Outstanding Purchase Orders 2022)

Ms. Adams provided the Board a list of outstanding Purchase Orders. She advised that guidelines require the Board to authorize these Purchase Orders at year-end. Since these Purchase Orders were not paid prior to December 31, 2021, it is necessary to carry them forward into the next fiscal year (2022).

After full discussion and careful consideration of Resolution 2 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Mr. Bigsbee, to approve Resolution 2 – 2022, the Outstanding Purchase Orders 2022.

Resolution 2 – 2022 was approved on the following roll call vote:

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

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

d. **Resolution 3 – 2022** (Confirming Marion County Board of Finance)

Ms. Adams noted that it had been the practice of the Library to have a meeting each year to designate the Marion County Board of Finance to serve as the

Library's Local Board of Finance. The 2022 Board of Finance meeting has been scheduled as a virtual meeting that will take place on January 28, 2022 at 1:30 p.m.

After full discussion and careful consideration of Resolution 3 – 2022, the resolution was adopted on the motion of Dr. Murtadha and seconded by Ms. Tribble, to approve Resolution 3 – 2022, Confirming Marion County Board of Finance.

Resolution 3 – 2022 was approved on the following roll call vote:

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

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

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

Diversity, Policy and Human Resources Committee Chair, Ms. Tribble, provided an update on the Climate Improvement Study which is being conducted for the Library by Ice Miller. She noted that the Ice Miller Racial Equity Solutions Group continues to run the Climate Study process. The process has involved document and process reviews, an all employee survey, focus groups and interviews (which are currently underway). She continues to be encouraged and grateful for the level of engagement from Library employees. The all employee survey participation was nearly 80%. There has also been a large number --- nearly 50 people --- who have requested to participate in focus groups or interviews. These early indicators say that our team cares and is taking advantage of this process as a way of being part of positive change. As we look to the roll-out, once we have a date, the plan is for the Committee to receive the report at a special meeting of the Diversity, Policy and Human Resources Committee. As is the case with all of our Committee meetings, this will be a public meeting. She would like to ask that all Board members plan to attend this meeting. We will make sure to give Board members, as well as the Go Team, which is our cross-functional group of employees who have helped us in this journey, and the entire employee population, enough “heads up” about the exact date to be in attendance. The Ice Miller Racial Equity Solutions Group will present its findings at that Committee meeting and then we'll have some time to process the information that's presented prior to a Board Meeting. Implementation will be the next big and long-term step after the Climate Study Report is received. The Racial Equity Solutions Group has pledged to continue to support us as we digest the information and make those recommendations actionable.

a. Resolution 4 – 2022 (Resolution for the CEO Search)

Tisha Galarce, Interim HR Director, advised that the Diversity, Policy and Human Resources Committee was recommending approval to award the service contract for the executive search service for the Library's new CEO to Bradbury Miller Associates. The total cost will be \$27,000. The Search Committee decided that this was one of the best firms because they focus exclusively on the libraries throughout the country and are cognizant of the diversity component. The firm is

based in Ohio and is a woman-owned business. They have conducted over 200 executive searches for libraries.

After full discussion and careful consideration of Resolution 4 – 2022, the resolution was adopted on the motion of Ms. Tribble and seconded by Dr. Murtadha, to approve Resolution 4 – 2022, the Resolution for the CEO Search.

Resolution 4 – 2022 was approved on the following roll call vote:

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

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

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

Mr. Bigsbee advised that the Committee had met on January 11, 2022. Adam Parsons has been selected as the new Facilities Director. He thanked Mike Coghlan who had stepped in as the Interim Facilities Director for the past several months. There will be an item at the February Board Meeting related to the security contract for the remainder of the year. Also, the new Incident Database is being worked on and should be presented in February for the Board’s review.

8. Library Foundation Update

Rev. Robinson reviewed the information contained in the January 2022 Update.

News

The Library Foundation is pleased to report the 2021 Staff Campaign raised \$22,913.70 from 134 donors, which represents a 4.5% increase in dollars and a 34% increase in donors in 2020. Thank you to all staff for your hard work and support.

The Foundation would also like to thank several Library staff members who presented at the Foundation Board of Directors’ January in-service meeting. They each shared presentations highlighting their work and top Foundation-funded programs.

Mike Williams, Manager, Communications and Advocacy
 Beth Van Allen, Managing Editor, Digital Encyclopedia of Indianapolis
 Melissa Wooton, Area Resource Manager, Adult Services
 Shael Weidenbach, Herbert Simon Early Literacy Specialist
 Kirsten Weaver, Teen Programming Specialist
 Claudia Montes Salinas, Immigrant and Refugee Program Specialist
 M. McKenzie, Supervisor, Digital Inclusion
 Elijah Yarde, Technology Learning Specialist

It was a joy to learn more about the impact we're making. One staff member shared how the Library's book club at IPS Impact Academy at the Resource Treatment Center is helping youth grow as readers, build positive relationships and heal emotionally. Thanks to our generous donors, teens get to keep a copy of each book they read. After they're done reading, then often share their copies with others on their unit. One young man sends his books home for his brother to read so they can later discuss them. Participating

in the book club also supports the teens' therapy sessions. It can take a long time for therapists to work up to certain topics. However, they find that teens who participate in the book club are more likely to bring up these topics on their own and sooner than they might otherwise be ready to discuss them. It is heartwarming to hear and share concrete examples of how the Library and Foundation are working together to encourage young people.

Donors

The Foundation thanks 324 donors who made gifts last month. The following are our top corporate and Foundation donors.

Ayres Foundation
 Citizens Energy Group
 Hulman & Company Foundation, Inc.
 Indiana Farm Bureau Insurance
 MacAllister Machinery Co., Inc.
 Pacers Foundation, Inc.
 R. B. Annis Educational Foundation
 Ritz Charles Inc.
 The Swisher Foundation, Inc.

Program Support

This month, the Library Foundation is proud to provide more than \$200,000 to the Library. Examples of major initiatives supported include 2022 Meet the Artist XXXIV #blkLivesMatter, Bilingual Financial Literacy Workshops, Family Author Visits, Nonprofit Workshops, CBLC Women's History Month, Indy Seed Library, Teen Community Book Clubs, Preschool Packaged Programs and Reading Ready Time.

9. Report of the Interim Chief Executive Officer

a. Confirming Resolutions

Mr. Helling shared that Yanna McGraw, the Library's Social Worker, who gave a presentation at the January Board Meeting, has received letters of support for her work from all over the country, including California and Georgia.

He then requested that the Board approve Resolution 5 - 2022 Regarding Finances, Personnel and Travel. He advised that it was a standard report this month.

1) Resolution Regarding Finances, Personnel and Travel (5 – 2022)

Rev. Robinson made the motion, which was seconded by Mr. Bigsbee, to

approve Resolution 5 – 2022, the Resolution Regarding Finances, Personnel and Travel.

Resolution 5 – 2022 was approved on the following roll call vote:

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

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

b. Interim CEO Roadmap – January 2022

Mr. Helling discussed the January 2022 Roadmap that was distributed to the Board. On one item, he commented that staff may not always feel comfortable taking concerns to managers or HR, so the Library is negotiating a contract with a third party vendor that staff can call when they have concerns. An ombudsman position will be established to oversee the administration of this project. The Library is also working on new guidelines for interview panels, a mentorship program and career development support. He also welcomed Kimberly Brown-Harden to the role of Manager of Organizational Learning and Development at the Library.

c. Update on IPS Library Card Distribution

Cordia Watkins, Manager, Circulation, gave the Update. She pointed out that the Library had been working on the IPS library card initiative. This initiative ensures that every IPS student will have a library card. IndyPL has worked with other school districts and this is our first partnership with IPS. Approximately 12,143 IPS students will receive a library card for the first time. Students who already have a library card will receive a reminder regarding their card number. All 18,518 IPS students will receive brochures and information about our programming and resources.

Ms. Watkins advised that the Library will plan a media day in February to share this initiative with the community.

Information on another topic was also shared by Ms. Watkins as follows:

She reminded everyone that IndyPL's annual Meet the Artists program which celebrates prominent African American artists in Indianapolis will return to Central Library from January 26, 2022 through April 2, 2022. It was noted that this year's gallery features the work of Eighteen, the creators of the #BlackLivesMatter mural on Indiana Avenue.

d. COVID Update

1) Vaccine Clinic Update

Melissa Wooton, Adult Services Manager, shared information about the COVID-19 vaccine clinics at our College Avenue and Martindale-Brightwood

locations. She shared that in partnership with the Marion County Health Department, all three vaccines – Pfizer-BioNTech, Moderna and Johnson & Johnson – are available for ages 12 and older at these branches. The vaccines are free and no appointment is necessary. Ms. Wooton mentioned that, because of this partnership, many patrons have been reintroduced to their community library branch.

Additionally, Jena Mattix, the Martindale-Brightwood Branch Manager, shared some of the experiences of the clinic from her perspective. She noted that several people coming in for vaccines were new to IndyPL and have often applied for a library card while they are there.

e. **Update on Proposed Legislation**

Deb Lambert, Director of Collection Management, shared information about the proposed legislation before the Indiana legislature.

She advised that there are House Bills 1040, 1097 and 1134 and Senate Bills 17 and 167 under consideration right now. These bills include language about “harmful materials to minors” with regard to teaching sensitive subjects such as sex, race and gender. They also include limitations for school and public libraries. IndyPL’s main focus is the bill that would allow people to sue libraries for distributing “harmful materials.” Ms. Lambert commented that the definition of “harmful to minors” is vague and that books that include obscenity or pornography could be defined differently by various people. She also noted that the Library is working with the Indiana Library Federation (“ILF”) to help fight against the referenced bills. It was pointed out that Mike Williams, the Library’s Manager of Special Projects, is also the President of the Board at ILF, at this time.

Everyone was encouraged to read the ILF statement that was distributed to the Board entitled “Freedom to Read in Defense of Democracy.”

UNFINISHED BUSINESS

10. None.

NEW BUSINESS

11. None.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

February 2022 - None

INFORMATION

13. Materials

- a. **Notes of January 11, 2022 Facilities Committee Meeting.**
- b. **Notes of January 11, 2022 Finance Committee Meeting**

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

- a. **Board Meetings for 2022 Schedule** will be updated throughout the year as necessary.
- b. **Library Programs/Free Upcoming Events** may be found at attend.indypl.org.

15. Notice of Special Meetings

None.

16. Notice of Next Regular Meeting

Monday, February 28, 2022, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m.

17. Other Business

None.

18. Adjournment

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

The Chairman then declared the meeting adjourned at 7:45 p.m.

Dr. Khaula Murtadha, Acting Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for January 2022
Prepared by Accounting for the February 28, 2022 Board Meeting

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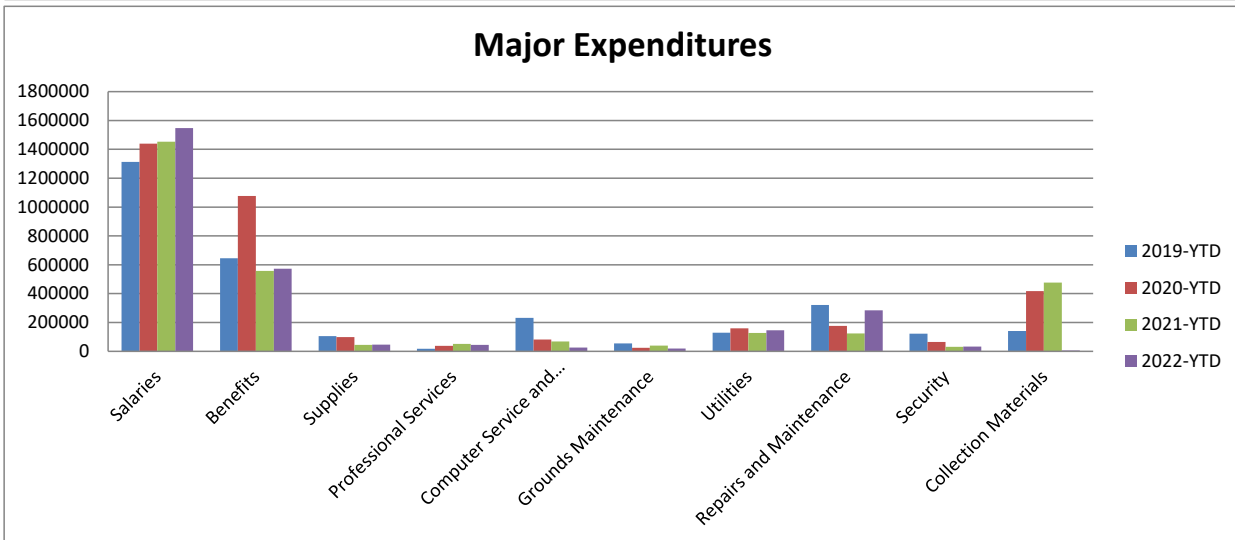
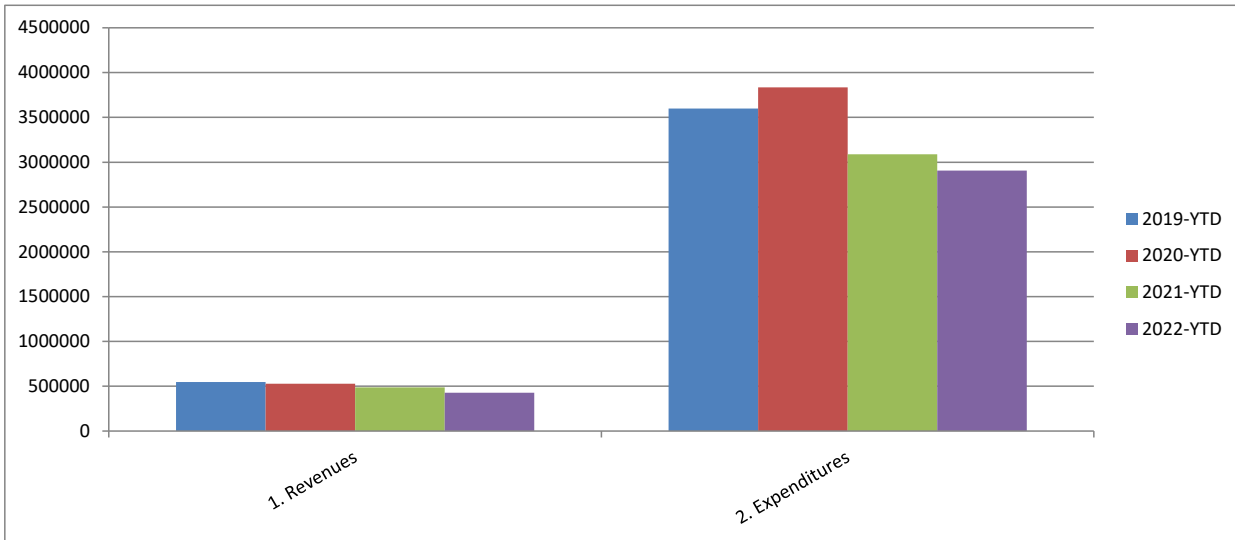
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**Indianapolis-Marion County Public Library
Operating Fund Revenues and Expenditures
Month Ended January 31, 2022**

Revenue		Annual			% Budget Received
		2021 Revised Budget	Actual MTD 1/31/2022	Actual YTD 1/31/2022	
Property Taxes	31	39,360,044	-	-	0%
Intergovernmental	33	8,217,875	375,902	375,902	5%
Fines & Fees	35	131,001	9,291	9,291	7%
Charges for Services	34	582,908	30,727	30,727	5%
Miscellaneous	36	704,520	12,198	12,198	2%
Total		48,996,348	428,118	428,118	1%

Expenditures		Annual			% Budget Spent
		2021 Revised Budget	Actual MTD 1/31/2022	Actual YTD 1/31/2022	
Personal Services & Benefits	41	31,284,690	2,120,679	2,120,679	7%
Supplies	42	1,411,503	46,464	46,464	3%
Other Services and Charges	43	18,772,454	732,822	732,822	4%
Capital Outlay	44	3,453,770	5,601	5,601	0%
Total		54,922,417	2,905,566	2,905,566	5%

**Indianapolis-Marion County Public Library
Chart Overview
Month Ended January 31, 2022**



Indianapolis-Marion County Public Library
Fund 101- Operating Fund - Detailed Income Statement
Month Ended January 31, 2022

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	47,890,298	47,890,298	-	-	-	47,890,298
311300 PROPERTY TAX CAPS	(8,530,254)	(8,530,254)	-	-	-	(8,530,254)
TAXES Total	39,360,044	39,360,044	-	-	-	39,360,044
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	240,000	240,000	13,151	13,151	-	226,849
335100 FINANCIAL INSTITUTION TAX REV	319,007	319,007	-	-	-	319,007
335200 LICENSE EXCISE TAX REVENUE	2,989,778	2,989,778	-	-	-	2,989,778
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	321,215	-	3,533,369
335500 COUNTY OPTION INCOME TAX	498,398	498,398	41,536	41,536	-	456,862
335700 COMMERCIAL VEHICLE TAX REVENUE	294,870	294,870	-	-	-	294,870
339000 IN LIEU OF PROP. TAX	21,238	21,238	-	-	-	21,238
INTERGOVERNMENTAL Total	8,217,875	8,217,875	375,902	375,902	-	7,841,973
CHARGES FOR SERVICES						
347601 PUBLIC PRINTING REVENUE	280,000	280,000	19,917	19,917	-	260,083
347602 FAX TRANSMISSION REVENUE	74,468	74,468	8,047	8,047	-	66,421
347603 PROCTORING EXAMS	4,130	4,130	28	28	-	4,102
347604 PLAC CARD DISTRIBUTION REVENUE	55,000	55,000	-	-	-	55,000
347605 USAGE FEE REVENUE	2,500	2,500	-	-	-	2,500
347606 SET-UP & SERVICE - TAXABLE	21,295	21,295	-	-	-	21,295
347607 SET-UP & SERVICE - NON-TAXABLE	17,167	17,167	-	-	-	17,167
347608 SECURITY SERVICES REVENUE	33,183	33,183	-	-	-	33,183
347620 CAFE REVENUE	16,325	16,325	611	611	-	15,714
347621 CATERING REVENUE	78,840	78,840	2,123	2,123	-	76,717
CHARGES FOR SERVICES Total	582,908	582,908	30,727	30,727	-	552,181
FINES						
351200 FINES	115,622	115,622	8,406	8,406	-	107,216
351201 OTHER CARD REVENUE	1,385	1,385	325	325	-	1,060
351202 HEADSET REVENUE	6,795	6,795	242	242	-	6,553
351203 USB REVENUE	5,332	5,332	231	231	-	5,101
351204 LIBRARY TOTES	1,867	1,867	87	87	-	1,780
FINES Total	131,001	131,001	9,291	9,291	-	121,710
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	5,434	5,434	126	126	-	5,308
360001 REVENUE ADJUSTMENT	-	-	-	-	-	-
361000 INTEREST INCOME	69,610	69,610	2,907	2,907	-	66,703
362000 FACILITY RTL REV - TAXABLE	152,884	152,884	8,964	8,964	-	143,920
362001 FACILITY RENTAL REV - NONTAX	43,499	43,499	1	1	-	43,498
362002 EQUIPMENT RENTAL REV - TAXABLE	21,505	21,505	-	-	-	21,505
362003 EQUIPMENT RENTAL REV - NONTAX	2,801	2,801	-	-	-	2,801
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
MISCELLANEOUS Total	520,733	520,733	11,998	11,998	-	508,735
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	3,787	3,787	-	-	-	3,787

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
396000 REFUNDS	5,000	5,000	-	-	-	5,000
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	200	200	-	174,800
OTHER FINANCING SRCS Total	183,787	183,787	200	200	-	183,587

REVENUE Total	48,996,348	48,996,348	428,118	428,118	-	48,568,230
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EXPENSE

PERSONAL SERVICES

411000 SALARIES APPOINTED STAFF	19,496,401	19,562,826	1,465,696	1,465,696	66,425	18,030,705
412000 SALARIES HOURLY STAFF	1,789,546	1,789,546	82,102	82,102	-	1,707,444
413000 WELLNESS	46,125	46,125	-	-	11,981	34,144
413001 LONG TERM DISABILITY INSURANCE	46,081	46,081	1,810	1,810	-	44,271
413002 EMPLOYEE ASSISTANCE PROGRAM	24,569	26,169	-	-	20,800	5,369
413003 TUITION ASSISTANCE	30,750	30,750	6,000	6,000	-	24,750
413004 SALARY ADJUSTMENT	203,287	203,287	-	-	-	203,287
413100 FICA AND MEDICARE	1,643,926	1,649,006	112,900	112,900	5,080	1,531,026
413300 PERF/INPRS	2,797,356	2,797,356	199,556	199,556	-	2,597,800
413400 UNEMPLOYMENT COMPENSATION	20,500	23,885	-	-	3,385	20,500
413500 MEDICAL & DENTAL INSURANCE	5,068,936	5,068,936	249,605	249,605	-	4,819,331
413600 GROUP LIFE INSURANCE	40,723	40,723	3,010	3,010	-	37,713
PERSONAL SERVICES Total	31,208,200	31,284,690	2,120,679	2,120,679	107,671	29,056,341

SUPPLIES

421500 OFFICE SUPPLIES - FAC/PURCH	537,048	602,690	7,379	7,379	65,964	529,348
421600 LIBRARY SUPPLIES	100,000	137,848	4,673	4,673	39,696	93,478
421700 DEPARTMENT OFFICE SUPPLIES	337,120	367,153	27,341	27,341	41,823	297,989
422210 GASOLINE	44,880	54,598	722	722	8,996	44,880
422250 UNIFORMS	16,320	18,249	1,496	1,496	433	16,320
422310 CLEANING & SANITATION	169,950	176,256	4,854	4,854	8,952	162,450
429001 NON CAPITAL FURNITURE & EQUIP	53,360	54,709	-	-	1,349	53,360
SUPPLIES Total	1,258,678	1,411,503	46,464	46,464	167,213	1,197,825

OTHER SERVICES AND CHARGES

431100 LEGAL SERVICES	219,000	341,500	22,201	22,201	100,407	218,892
431500 CONSULTING SERVICES	327,900	797,711	21,901	21,901	480,139	295,671
432100 FREIGHT & EXPRESS	12,070	12,605	491	491	535	11,579
432200 POSTAGE	65,265	65,265	-	-	-	65,265
432300 TRAVEL	34,380	34,380	-	-	-	34,380
432400 DATA COMMUNICATIONS	280,400	297,320	17,426	17,426	16,920	262,974
432401 CELLULAR PHONE	11,602	11,602	830	830	-	10,772
432500 CONFERENCES	94,000	94,000	-	-	3,050	90,950
432501 IN HOUSE CONFERENCE	124,560	145,719	4,755	4,755	23,679	117,285
433100 OUTSIDE PRINTING	103,000	116,915	9,431	9,431	7,432	100,053
433200 PUBLICATION OF LEGAL NOTICES	1,810	1,810	-	-	-	1,810
434100 WORKER'S COMPENSATION	176,927	176,927	20,129	20,129	20,129	136,669
434200 PACKAGE	275,575	275,575	40,089	40,089	40,089	195,397
434201 EXCESS LIABILITY	11,802	11,802	5,005	5,005	5,005	1,792
434202 AUTOMOBILE	22,342	22,342	5,149	5,149	5,599	11,594
434500 OFFICIAL BONDS	1,140	1,140	-	-	-	1,140
434501 PUBLIC OFFICIALS & EE LIAB	18,243	18,243	-	-	-	18,243
434502 BROKERAGE FEE	20,500	30,500	10,000	10,000	10,000	10,500
435100 ELECTRICITY	1,300,000	1,687,291	72,228	72,228	1,409,876	205,187
435200 NATURAL GAS	190,000	216,179	11,640	11,640	124,539	80,000
435300 HEAT/STEAM	408,194	559,515	23,780	23,780	477,541	58,194
435400 WATER	87,574	126,872	3,442	3,442	116,095	7,335
435401 COOLING/CHILLED WATER	564,737	637,124	21,327	21,327	581,060	34,737
435500 STORMWATER	28,512	28,568	-	-	731	27,837

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
435900 SEWAGE	100,725	156,754	3,137	3,137	149,294	4,323
436100 REP & MAINT-STRUCTURE	748,606	927,668	106,794	106,794	167,927	652,947
436101 ELECTRICAL	487,437	562,254	21,985	21,985	70,033	470,236
436102 PLUMBING	102,000	104,320	2,751	2,751	1,249	100,320
436103 PEST SERVICES	35,700	45,058	5,060	5,060	4,298	35,700
436104 ELEVATOR SERVICES	165,000	196,465	25,050	25,050	19,029	152,386
436110 CLEANING SERVICES	1,370,000	1,498,504	73,330	73,330	55,174	1,370,000
436200 REP & MAINT-EQUIPMENT	221,340	245,391	8,949	8,949	26,210	210,232
436201 REP & MAINT-HEATING & AIR	523,974	672,087	37,732	37,732	183,398	450,957
436202 REP & MAINT -AUTO	64,260	71,988	2,119	2,119	8,353	61,516
436203 REP & MAINT-COMPUTERS	401,420	401,420	16,729	16,729	54,305	330,386
437200 EQUIPMENT RENTAL	87,869	87,869	8,125	8,125	39,700	40,045
437300 REAL ESTATE RENTAL	343,575	343,575	2,500	2,500	17,500	323,575
439100 CLAIMS, AWARDS, INDEMNITIES	25,750	25,750	-	-	-	25,750
439600 TRASH REMOVAL	80,000	87,101	4,793	4,793	2,308	80,000
439601 SNOW REMOVAL	419,910	461,301	3,025	3,025	289,966	168,310
439602 LAWN & LANDSCAPING	343,082	355,637	12,473	12,473	8,910	334,254
439800 DUES & MEMBERSHIPS	58,880	58,880	200	200	2,800	55,880
439901 COMPUTER SERVICES	566,634	568,626	3,151	3,151	14,685	550,790
439902 PAYROLL SERVICES	145,000	145,000	6,847	6,847	-	138,153
439903 SECURITY SERVICES	1,255,543	1,545,944	32,906	32,906	257,495	1,255,543
439904 BANK FEES/CREDIT CARD FEES	68,289	68,289	4,692	4,692	-	63,597
439905 OTHER CONTRACTUAL SERVICES	687,476	743,821	47,844	47,844	49,273	646,705
439906 RECRUITMENT EXPENSES	44,000	44,000	3,076	3,076	-	40,924
439907 EVENTS & PR	77,200	97,515	8,548	8,548	18,690	70,277
439910 PROGRAMMING	77,950	77,950	-	-	1,465	76,485
439911 PROGRAMMING-JUV.	150,750	153,486	1,185	1,185	4,224	148,078
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	-	-	-	25,000
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	-	-	5,000
439930 MATERIALS CONTRACTUAL	3,260,296	3,284,896	-	-	24,600	3,260,296
451100 AUDIT FEES	15,000	30,000	-	-	15,000	15,000
452002 TRANSFERS IN/OUT	250,000	250,000	-	-	-	250,000
OTHER SERVICES AND CHARGES TOTAL	16,587,199	19,052,454	732,822	732,822	4,908,712	13,410,920
CAPITAL						
445100 CAPITAL - FURNITURE	50,000	61,762	-	-	11,762	50,000
445301 COMPUTER EQUIPMENT	200,000	363,938	-	-	163,938	200,000
449000 BOOKS & MATERIALS	3,002,000	3,008,571	5,601	5,601	6,571	2,996,399
449200 ART & EXHIBITS	-	19,500	-	-	19,500	-
CAPITAL Total	3,252,000	3,453,770	5,601	5,601	201,770	3,246,399
EXPENSE Total	52,306,077	55,202,417	2,905,566	2,905,566	5,385,366	46,911,485

**Indianapolis-Marion County Public Library
Cashflow Projections - Operating Fund
January 1 - December 31, 2022**

	Actual January	Projected February	Projected March	Projected April	Projected May	Projected June	Projected July	Projected August	Projected September	Projected October	Projected November	Projected December	Projected Y-T-D	Revised Budget	Variance	
Beginning Balance	\$ 36,055,821	\$ 33,774,506	\$ 30,036,477	\$ 26,308,635	\$ 22,562,974	\$ 21,693,482	\$ 36,982,437	\$ 33,388,178	\$ 29,938,459	\$ 25,065,656	\$ 22,998,788	\$ 21,704,912	\$ 36,055,821	\$ 36,055,821		
Receipts:																
PROPERTY TAX	311000	-	-	1,180,801	2,755,203	17,123,419	-	-	-	1,574,402	2,361,603	14,364,616	39,360,044	39,360,044	-	
E-RATE REVENUE	332200	13,151	12,014	12,014	12,014	50,163	12,014	29,958	15,707	10,960	40,640	10,958	239,709	240,000	(291)	
FINANCIAL INSTITUTION TAX REV	335100	-	-	-	-	114,497	-	-	-	-	-	204,510	319,007	319,007	-	
LICENSE EXCISE TAX REVENUE	335200	-	-	-	-	1,540,334	-	-	-	-	-	1,449,444	2,989,778	2,989,778	-	
LOCAL OPTION INCOME TAX	335400	321,215	321,087	321,087	321,087	321,087	321,087	321,087	321,087	321,087	321,087	321,087	3,853,171	3,854,584	(1,413)	
COUNTY OPTION INCOME TAX	335500	41,536	40,021	40,021	40,021	57,964	40,021	40,021	40,021	40,021	40,021	40,021	499,714	498,398	1,316	
COMMERCIAL VEHICLE TAX REVENUE	335700	-	-	-	-	147,435	-	-	-	-	-	147,435	294,870	294,870	-	
IN LIEU OF PROP. TAX	339000	-	-	-	-	8,992	-	-	-	-	-	12,246	21,238	21,238	-	
COPY MACHINE REVENUE	347600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PUBLIC PRINTING REVENUE	347601	19,917	18,615	26,296	26,113	24,398	23,328	25,523	25,845	26,517	23,048	22,048	21,013	282,662	280,000	2,662
FAX TRANSMISSION REVENUE	347602	8,047	5,259	7,285	6,386	5,723	7,066	6,845	7,494	6,645	5,666	5,721	77,904	74,468	3,436	
PROCTORING EXAMS	347603	28	201	32	1,051	209	619	802	118	481	203	190	225	4,130	3,238	
PLAC CARD DISTRIBUTION REVENUE	347604	-	-	-	-	55,000	-	-	-	-	-	-	55,000	55,000	-	
USAGE FEE REVENUE	347605	-	-	2	2	2	15	5	-	1,109	2	2	1,354	2,495	(5)	
SET-UP & SERVICE - TAXABLE	347606	-	-	-	456	-	2,235	6,044	570	4,789	5,148	342	1,710	21,295	21,295	
SET-UP & SERVICE - NON-TAXABLE	347607	-	-	-	1,027	-	1,198	2,567	856	3,047	3,080	3,311	17,165	17,167	(2)	
SECURITY SERVICES REVENUE	347608	-	-	-	666	-	3,329	8,490	2,644	4,162	5,161	3,329	5,383	33,183	33,183	
EVENT SECURITY	347609	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
PARKING REVENUE	347610	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
CAFE REVENUE	347620	611	556	554	989	867	935	1,464	2,009	2,011	1,957	2,203	2,027	16,084	16,325	(241)
CATERING REVENUE	347621	2,123	3,500	4,500	4,500	6,000	5,684	8,322	3,791	5,000	4,266	6,000	18,000	17,688	78,840	(7,152)
FINES	351200	8,406	6,066	11,242	10,662	10,053	12,867	10,763	11,724	11,293	8,850	8,101	8,319	118,345	115,622	2,723
OTHER CARD REVENUE	351201	325	-	35	243	69	139	85	85	174	139	243	139	1,675	1,385	290
HEADSET REVENUE	351202	242	296	390	400	483	716	855	660	721	779	597	623	6,762	6,795	(33)
USB REVENUE	351203	231	313	564	539	407	415	411	623	532	376	368	399	5,179	5,332	(153)
LIBRARY TOTES	351204	87	39	132	139	200	383	157	155	197	164	157	139	1,951	1,867	84
MISCELLANEOUS REVENUE	360000	126	15	32	11	1,473	6	15	3,269	44	462	129	-	5,584	5,434	150
REVENUE ADJUSTMENT	360001	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
INTEREST INCOME	361000	2,907	6,171	6,508	6,334	6,489	6,150	5,163	5,154	5,006	4,997	5,210	65,274	69,610	(4,336)	
FACILITY RTL REV - TAXABLE	362000	8,964	-	-	-	-	-	47,830	20,498	28,185	20,498	32,934	2,938	161,848	152,884	8,964
FACILITY RENTAL REV - NONTAX	362001	1	-	-	-	-	-	-	7,489	-	15,226	8,679	7,889	42,083	43,499	(1,416)
EQUIPMENT RENTAL REV - TAXABLE	362002	-	-	-	-	-	1,809	4,761	-	5,714	5,095	1,587	1,905	20,870	21,505	(635)
EQUIPMENT RENTAL REV - NONTAX	362003	-	-	-	-	-	-	-	-	-	-	-	-	-	2,801	(2,801)
FOUNDATION CONTRIBUTION	367000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
OTHER GRANTS	367004	-	-	-	-	-	-	-	225,000	-	-	-	-	225,000	225,000	
TRANSFER IN	391000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
SALE OF SURPLUS PROPERTY	392100	-	-	-	-	-	3,787	-	-	-	-	-	-	3,787	3,787	
REFUNDS	396000	-	-	-	-	-	5,000	-	-	-	-	-	-	5,000	5,000	
REIMBURSEMENT FOR SERVICES	399000	200	6,606	250	-	14,763	35,000	61,250	-	1,148	40,106	805	15,072	175,200	175,000	200
INSURANCE REIMBURSEMENTS	399001	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Receipts	428,118	420,758	430,945	1,613,442	3,289,296	19,447,742	564,528	709,068	486,300	2,091,919	2,864,911	16,650,696	48,997,723	48,996,348	1,375	
Expenditures:																
PERSONAL SERVICES & BENEFITS	41	2,120,679	2,400,631	2,400,631	3,600,946	2,400,631	2,400,631	2,400,631	3,600,946	2,400,631	2,400,631	2,400,631	30,928,248	31,208,200	279,952	
SUPPLIES	42	46,464	104,890	104,890	104,890	104,890	104,890	104,890	104,890	104,890	104,890	104,890	1,200,252	1,258,678	58,426	
OTHER SERVICES AND CHARGES (LIRF TRANSFER BELOW)	43	732,822	1,382,267	1,382,267	1,382,267	1,382,267	1,382,267	1,382,267	1,382,267	1,382,267	1,382,267	1,382,267	15,937,755	16,337,199	399,444	
LIBRARY MATERIALS CAPITAL OUTLAY	44	5,601	271,000	271,000	271,000	271,000	271,000	271,000	271,000	271,000	271,000	271,000	536,399	3,252,000	-	
Total Expenditures	2,905,566	4,158,787	4,158,787	5,359,103	4,158,787	4,158,787	4,158,787	4,158,787	5,359,103	4,158,787	4,158,787	4,424,186	51,318,255	52,056,077	737,822	
Change in Payables/Petty Cash/Correction* Transfer Out (LIRF FUND)	196,133											250,000	196,133	250,000	-	
Ending Balance	\$ 33,774,506	\$ 30,036,477	\$ 26,308,635	\$ 22,562,974	\$ 21,693,482	\$ 36,982,437	\$ 33,388,178	\$ 29,938,459	\$ 25,065,656	\$ 22,998,788	\$ 21,704,912	\$ 33,681,422	\$ 33,681,422	\$ 32,746,092		

Indianapolis-Marion County Public Library
Receipts & Disbursements
Month Ended January 31, 2022

FUND	CASH AND	RECEIPTS	DISBURSEMENTS	CASH AND
	INVESTMENTS			INVESTMENTS
	12/31/2021			1/31/2022
101 Total Operating	36,055,821	428,118	2,709,433	33,774,506
104 Total Fines	4	40,951	40,951	4
226 Total Parking Garage	647,261	9,180	336	656,105
230 Total Grant	632,408	2,448	13,652	621,204
245 Total Rainy Day	5,307,300	719	225	5,307,794
270 Total Shared System	199,494	3,203	6,044	196,653
276 Total Cares Grant Fund	-	-	-	-
277 Total ARP Grant	(6,409)	-	-	(6,409)
301 Total BIRF 1	2,380,893	192	3,594,103	(1,213,018)
321 Total BIRF 2	655,770	-	-	655,770
471 Total Library Improvement Reserve Fund	2,432,243	431	-	2,432,675
472 Total Construction	-	-	-	-
474 Total 2014 Multi-Branch Fac Improv	-	-	-	-
475 Total 2015 Bond RFID Books & Materials	-	-	-	-
476 Total 2016 Bond - Michigan Rd	-	-	-	-
477 Total 2017A Bond - Brightwood	-	-	-	-
478 Total 2017B Bond - Eagle	-	-	-	-
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	1,146,739	-	300	1,146,439
480 Total 2018 BBond - West Perry Branch	565,698	-	114,596	451,102
481 Total 2019 Bond - LAW WAY Renovation	11,457	-	-	11,457
482 Total 2020 Bond - Fac Renov Equip Acq	3,366,784	-	24,110	3,342,673
483 Total 2021A Bond Glendale BR	15,376,380	117	3,518	15,372,980
484 Total 2021B Bond FT Harrison BR	14,076,948	109	7,148	14,069,909
485 Total 2021C Bond Energy Cons	5,518,247	-	2,018	5,516,229
800 Total Gift	2,001,831	102,503	10,258	2,094,076
806 Total Payroll Liabilities	61,999	103,236	56,172	109,063
812 Total Foundation Agency Fund	528	333	-	860
813 Total Staff Association Agency Fund	31	-	-	31
814 Total Sales Tax Agency Fund	934	667	934	667
815 Total PLAC Card Revenue Agency Fund	16,742	3,250	-	19,992
Grand Total	90,449,102	695,456	6,583,797	84,560,760

**Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
Month Ended January 31, 2022**

Chase Savings Account

	Balance January 31, 2022	Interest Earned January 31, 2022
Operating Fund	\$ 7,003,035	\$ 59
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,272	\$ 3
Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,790	\$ 3
Giff Fund	\$ 90	\$ 2
2021A Bond (Glendale)	\$ 14,000,129	\$ 117
2021B Bond (Fort Harrison)	\$ 13,000,119	\$ 109
Total Chase Savings Account	\$ 35,024,215	\$ 293

The average savings account rate for January was 0.01%

Previous Month's Chase Savings Account Activity

	Balance December 31, 2021	Interest Earned December 31, 2021
Operating Fund	\$ 7,002,976	\$ 21
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,269	\$ 3
Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,787	\$ 3
Giff Fund	\$ 88	\$ 2
2021A Bond (Glendale)	\$ 14,000,011	\$ 11
2021B Bond (Fort Harrison)	\$ 13,000,011	\$ 11
Total Chase Savings Account	\$ 35,023,922	\$ 51

The average savings account rate for December was 0.01%

Fifth Third Bank Investment Account

	Balance January 31, 2022	Interest Earned January 31, 2022
Library Improvement Reserve Fd	\$ 2,231,250	\$ 431
Rainy Day Fund	\$ 3,462,495	\$ 670
Total Fifth Third Bank	\$ 5,693,745	\$ 1,101

The average investment account rate for January was 0.23%

Previous Month's Fifth Third Bank Investment Account

	Balance December 31, 2021	Interest Earned December 31, 2021
Library Improvement Reserve Fd	\$ 2,230,819	\$ 243
Rainy Day Fund	\$ 3,461,825	\$ 377
Total Fifth Third Bank	\$ 5,692,644	\$ 620

The average investment account rate for December was 0.13%

Hoosier Fund Account Income

	Balance January 31, 2022	Interest Earned January 31, 2022
Operating Fund	\$ 8,690,260	\$ 2,262
Rainy Day Fund	\$ 179,998	\$ 46
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 162,846	\$ -
2018A Multi-Project Fund	\$ 751,796	\$ -
Bond & Interest Redemption Fd	\$ 28,492	\$ 192
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 9,813,391	\$ 2,500

The average Hoosier Fund account rate for January was 0.30%

Previous Month's Hoosier Fund Account Income

	Balance December 31, 2021	Interest Earned December 31, 2021
Operating Fund	\$ 8,687,997	\$ 2,262
Rainy Day Fund	\$ 179,952	\$ 46
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 162,846	\$ -
2018A Multi-Project Fund	\$ 751,796	\$ -
Bond & Interest Redemption Fd	\$ 28,300	\$ 192
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 9,810,891	\$ 2,499

The average Hoosier Fund account rate for December was 0.30%

TrustIndiana

	Balance January 31, 2022	Interest Earned January 31, 2022
Operating Fund	\$ 6,799,749	\$ 581
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
Total TrustIndiana Account	\$ 7,340,897	\$ 581

The average TrustIndiana account rate for January was 0.09%

Previous Month's TrustIndiana

	Balance December 31, 2021	Interest Earned December 31, 2021
Operating Fund	\$ 6,799,168	\$ 444
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
Total TrustIndiana Account	\$ 7,340,316	\$ 444

The average TrustIndiana account rate for December was 0.07%

U. S. Bank

	Balance January 31, 2022	Interest Earned January 31, 2022
Operating Fund	\$ 1,053,373	\$ 5
Total U. S. Bank	\$ 1,053,373	\$ 5

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

Previous Month's U.S. Bank

	Balance December 31, 2021	Interest Earned December 31, 2021
Operating Fund	\$ 1,053,369	\$ 4
Total U. S. Bank	\$ 1,053,369	\$ 4

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

Indianapolis-Marion County Public Library
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
Month Ended January 31, 2022

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	14,757,882	14,757,882	-	-	-	14,757,882
Property Taxes Total	14,757,882	14,757,882	-	-	-	14,757,882
Intergovernmental						
335100 FINANCIAL INSTITUTION T	92,051	92,051	-	-	-	92,051
335200 LICENSE EXCISE TAX REVE	891,429	891,429	-	-	-	891,429
335700 COMMERCIAL VEHICLE TAX	85,087	85,087	-	-	-	85,087
339000 IN LIEU OF PROP. TAX	7,594	7,594	-	-	-	7,594
Intergovernmental Total	1,076,161	1,076,161	-	-	-	1,076,161
Miscellaneous						
361000 INTEREST INCOME	-	-	192	192	-	(192)
Miscellaneous Total	-	-	192	192	-	(192)
REVENUES Total	15,834,043	15,834,043	192	192	-	15,833,851
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	14,750	14,750	1,500	1,500	-	13,250
438100 PRINCIPAL	14,480,000	14,480,000	3,535,000	3,535,000	-	10,945,000
438200 INTEREST	2,037,991	2,037,991	57,603	57,603	-	1,980,388
Other Services and Charges Total	16,532,741	16,532,741	3,594,103	3,594,103	-	12,938,638
EXPENSES Total	16,532,741	16,532,741	3,594,103	3,594,103	-	12,938,638

Indianapolis-Marion County Public Library
Fund 245 - Rainy Day Fund - Detailed Income Statement
Month Ended January 31, 2022

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	-	-	719	719	-	(719)
MISCELLANEOUS Total	-	-	719	719	-	(719)
REVENUE Total	-	-	719	719	-	(719)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	100,000	100,000	-	-	-	100,000
431200 ENGINEERING & ARCHITECTURAL	400,000	441,568	-	-	41,568	400,000
431500 CONSULTING SERVICES	-	23,276	-	-	23,276	-
438400 ISSUANCE COSTS	-	-	225	225	-	(225)
OTHER SERVICES AND CHARGES TOTAL	500,000	564,844	225	225	64,844	499,775
CAPITAL						
441000 LAND	1,000,000	1,000,000	-	-	-	1,000,000
443500 BUILDING	1,500,000	1,500,000	-	-	-	1,500,000
CAPITAL Total	2,500,000	2,500,000	-	-	-	2,500,000
EXPENSE Total	3,000,000	3,064,844	225	225	64,844	2,999,775

Indianapolis-Marion County Public Library
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
Month Ended January 31, 2022

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	-	-	431	431	-	(431)
MISCELLANEOUS Total	-	-	431	431	-	(431)
REVENUE Total	-	-	431	431	-	(431)
EXPENSE						
CAPITAL						
444501 COMPUTER SOFTWARE	250,000	250,000	-	-	-	250,000
CAPITAL Total	250,000	250,000	-	-	-	250,000
EXPENSE Total	250,000	250,000	-	-	-	250,000

Indianapolis-Marion County Public Library
Fund 226 - Parking Garage - Detailed Income Statement
Month Ended January 31, 2022

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	120,000	120,000	9,180	9,180	-	110,820
347611 EVENTS PARKING	8,000	8,000	-	-	-	8,000
CHARGES FOR SERVICES Total	128,000	128,000	9,180	9,180	-	118,820
MISCELLANEOUS						
360001 REVENUE ADJUSTMENT	-	-	(3)	(3)	-	3
361000 INTEREST INCOME	100	100	3	3	-	97
MISCELLANEOUS Total	100	100	0	0	-	100
REVENUE Total	128,100	128,100	9,180	9,180	-	118,920
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	3,500	3,500	-	-	-	3,500
421500 OFFICE SUPPLIES - FAC/PURCH	3,000	3,000	-	-	-	3,000
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	6,600	6,600	-	-	-	6,600
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	2,500	2,500	-	-	-	2,500
431500 CONSULTING SERVICES	5,000	7,915	-	-	2,915	5,000
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	-	-	-	12,000
432200 POSTAGE	100	100	-	-	-	100
432400 DATA COMMUNICATIONS	5,000	5,000	20	20	-	4,980
434201 EXCESS LIABILITY	5,000	5,000	-	-	-	5,000
436100 REP & MAINT-STRUCTURE	457,500	457,500	-	-	-	457,500
436110 CLEANING SERVICES	5,000	5,000	-	-	-	5,000
436200 REP & MAINT-EQUIPMENT	4,000	4,000	-	-	-	4,000
436201 REP & MAINT-HEATING & AIR	12,500	12,500	-	-	-	12,500
439904 BANK FEES/CREDIT CARD FEES	3,500	3,500	317	317	-	3,183
439905 OTHER CONTRACTUAL SERVICES	10,000	10,000	-	-	-	10,000
OTHER SERVICES AND CHARGES TOTAL	522,100	525,015	336	336	2,915	521,764
CAPITAL						
445300 CAPITAL - EQUIPMENT	10,000	10,000	-	-	-	10,000
CAPITAL Total	10,000	10,000	-	-	-	10,000
EXPENSE Total	538,700	541,615	336	336	2,915	538,364

Indianapolis-Marion County Public Library
Fund 270 - Shared System - Detailed Income Statement
Month Ended January 31, 2022

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347640 SHARED SYSTEM REVENUE	-	-	3,203	3,203	-	(3,203)
CHARGES FOR SERVICES Total	-	-	3,203	3,203	-	(3,203)
REVENUE Total	-	-	3,203	3,203	-	(3,203)
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	64,200	64,200	4,987	4,987	-	59,213
413100 FICA AND MEDICARE	4,911	4,911	349	349	-	4,562
413300 PERF/INPRS	9,116	9,116	708	708	-	8,408
421600 LIBRARY SUPPLIES	5,000	5,000	-	-	-	5,000
431500 CONSULTING SERVICES	5,000	5,000	-	-	-	5,000
432300 TRAVEL	1,500	1,500	-	-	-	1,500
432501 IN HOUSE CONFERENCE	250	250	-	-	-	250
439901 COMPUTER SERVICES	916	916	-	-	-	916
439907 EVENTS & PR	500	500	-	-	-	500
439909 REIMBURSEMENT FOR SERVI	75,000	75,000	-	-	-	75,000
439930 MATERIALS CONTRACTUAL	14,000	14,000	-	-	-	14,000
PERSONAL SERVICES Total	180,394	180,394	6,044	6,044	-	174,350
EXPENSE Total	180,394	180,394	6,044	6,044	-	174,350

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended January 31, 2022

	MTD	YTD
REVENUE		
MISCELLANEOUS		
334700 GRANTS - LSTA	-	-
334720 GRANTS - STATE	2,446	2,446
360000 MISCELLANEOUS REVENUE	-	-
360001 REVENUE ADJUSTMENT	-	-
361000 INTEREST INCOME	2	2
367000 FOUNDATION CONTRIBUTION	102,503	102,503
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 OTHER GRANTS	-	-
396000 REFUNDS	-	-
399000 REIMBURSEMENT FOR SERVICES	-	-
MISCELLANEOUS Total	104,951	104,951

REVENUE Total	104,951	104,951
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EXPENSE

00005012 - AQUARIUM MAINTENANCE MULTI-BRANCH	665	665
00015007 - CBLC CENTER FOR BLACK LIT & CULTURE	1,099	1,099
00065001 - DECATUR UNRESTRICTED GIFT	155	155
00125001 - HAUGHVILLE UNRESTRICTED GIFT	-	-
00165001 - GARFIELD PARK UNRESTRICTED GIFTS	-	-
00195001 - WAYNE UNRESTRICTED GIFTS	-	-
00255001 - OUTREACH UNRESTRICTED GIFT FUND	65	65
00405001 - CEO UNRESTRICTED GIFTS	796	796
00425010 - LILLY CITY DIGITIZATION	6,039	6,039
18055010 - GROW WITH GOOGLE	3,544	3,544
20005030 - VOX BOOKS	40	40
20125011 - HVL DEVICE LENDING EXPANSION	2,216	2,216
21005013 - SUMMER READING PROGRAM 2021	-	-
21005016 - ADULT SUMMER READING PROGRAM	-	-
21005026 - TEEN ZONE WRN IRV PIK	224	224
21005035 - EARLY CHILDHOOD EDUCATORS WORKSHOP	-	-
21005036 - PRESCHOOL PACKAGED PROGRAMS	-	-
21005039 - ON THE ROAD TO READING R2R	128	128
21005040 - HOMESCHOOL CAP 2021 BIPOC COLLECTIO	200	200
21015016 - SIMPLE AND AFFORDABLE PLANT BASED C	243	243

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended January 31, 2022

	MTD	YTD
21085022 - GRAB AND GO CRAFTS E38	174	174
21305010 - IPS AND CHARTER SCHOOL LIBRARY CARD	78	78
21455028 - TEEN COMMUNITY BOOK CLUBS	3,052	3,052
21455038 - ANIMAL PROGRAMS	-	-
21455042 - CONVERSATION CIRCLES	1,100	1,100
21455043 - 1000 BOOKS BY KINDERGARTEN R2R	1,122	1,122
EXPENSE Total	20,940	20,940

Indianapolis-Marion County Public Library
Summary of Construction Fund Cash Balances
Month Ended January 31, 2022

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 479 - Restricted - Multiple Projects	1,140,878.60
Fund 480 - Restricted - West Perry Project	197,152.69
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects 2	3,342,673.08
Fund 483 - Restricted - Glendale Project	15,372,979.90
Fund 484 - Restricted - Fort Harrison Project	14,069,908.98
Fund 485 - Restricted - Multiple Projects 3	5,516,229.18
Total Construction Fund Cash Balances	<u><u>39,651,279.39</u></u>

Construction Fund Classification Breakdown

Fund 479 - Restricted - Multiple Projects	1,140,878.60
Fund 480 - Restricted - West Perry Project	197,152.69
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects 2	3,342,673.08
Fund 483 - Restricted - Glendale Project	15,372,979.90
Fund 484 - Restricted - Fort Harrison Project	14,069,908.98
Fund 485 - Restricted - Multiple Projects 3	5,516,229.18
Total Construction Fund Breakdown	<u><u>39,651,279.39</u></u>

Summary of Classifications

Total Restricted	39,651,279.39
Total Assigned	0.00
Total of All Classifications	<u><u>39,651,279.39</u></u>

Summary of Project Activity

<u>PROJECT</u>	* ADJUSTED ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	OPEN P.O.	UNEXPENDED
* Fund 479 - Restricted - Multiple Projects	5,000,000.00	300.27	300.27	3,859,121.40	17,468.16	1,123,410.44
* Fund 480 - Restricted - West Perry Project	9,600,000.00	114,595.78	114,595.78	9,402,847.31	131,392.49	65,760.20
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,183,628.84	0.00	0.00	3,172,171.88	543.39	10,913.57
* Fund 482 - Restricted - Multiple Projects II	5,349,512.62	24,110.49	24,110.49	2,006,839.54	267,282.58	3,075,390.50
Fund 483 - Restricted - Glendale Project	15,557,542.03	3,517.50	3,517.50	124,690.65	212,222.71	15,220,628.67
Fund 484 - Restricted - Fort Harrison Project	14,357,506.70	7,147.96	7,147.96	227,717.06	278,567.27	13,851,222.37
Fund 485 - Restricted - Multiple Projects 3	5,574,116.45	2,017.50	2,017.50	57,887.27	185,646.00	5,330,583.18
Total Expenditures	<u><u>58,622,306.64</u></u>	<u><u>151,689.50</u></u>	<u><u>151,689.50</u></u>	<u><u>18,851,275.11</u></u>	<u><u>1,093,122.60</u></u>	<u><u>38,677,908.93</u></u>

	ADJUSTED ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	BUDGET BALANCE
Appropriated Interest Earnings - Fund 480	189,043.46	0.00	0.00	189,043.46	0.00
Appropriated Interest Earnings - Fund 481	9,917.50	0.00	0.00	9,917.50	0.00
Appropriated Interest Earnings - Fund 483	60,000.00	117.18	117.18	128.52	59,871.48
Appropriated Interest Earnings - Fund 484	60,000.00	108.81	108.81	119.34	59,880.66

* This is the original maximum budget for the Bond including interest that was appropriated for use.



Briefing Report

5b

To: IMCPL Board

Meeting Date: February 28, 2022

From: Finance Committee

Subject: 2021 Investment Report

Background: Pursuant to IC 5-13-7-2(b), The Indianapolis Public Library's fiscal body designated the Marion County Board of Finance to serve as the Library's Local Board of Finance. The function of the Board of Finance is to review the investments and investment policies of the members. The 2021 Investment Report was presented to the Marion County Board of Finance on January 28, 2022.

The IMCPL 2021 Investment Report is attached.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY



INVESTMENT REPORT FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2021



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANKING/INVESTMENT RELATIONSHIPS
BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY
For calendar year ending December 31, 2021

JPMorgan Chase

The Library invested in Business High Yield Savings accounts with JPMorgan Chase Bank in 2021.

Fifth Third Bank

Fifth Third served as an Investment Manager for the Library during 2021 in a Liquidity Management Account consisting of various short term investment options.

Hoosier Fund

The Library invested in an Indiana Local Government Investment Pool with Hoosier Fund in 2021.

TrustIndiana

The Library invested in an Indiana Local Government Investment Pool with TrustIndiana in 2021.

U.S. Bank

The Library invested in a Money Market Deposit Account with U.S. Bank in 2021.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
REPORT OF 2021 AVERAGE MONTHLY BANK/INVESTMENT BALANCES
BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY
For calendar year ending December 31, 2021

Financial Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Average Monthly Balance
JPMorgan Chase	\$ 25,230,882	\$ 21,983,016	\$ 18,144,999	\$ 13,896,476	\$ 13,122,281	\$ 32,994,345	\$ 26,576,586	\$ 22,936,481	\$ 19,676,980	\$ 17,669,903	\$ 16,254,801	\$ 64,476,073	\$ 24,413,569
Total Bank Balances	25,230,882	21,983,016	18,144,999	13,896,476	13,122,281	32,994,345	26,576,586	22,936,481	19,676,980	17,669,903	16,254,801	64,476,073	24,413,569
Investments													
Fifth Third Bank	6,687,906	6,688,338	6,688,899	6,689,424	6,689,778	6,690,160	5,690,372	5,690,604	5,690,844	5,691,252	5,692,024	5,692,644	6,190,187
Hoosier Fund	13,179,432	13,182,465	13,185,824	13,189,075	13,192,436	10,195,614	10,198,212	10,200,810	10,203,326	10,205,925	9,808,392	9,810,891	11,379,367
TrustIndiana	7,336,281	7,336,667	7,337,061	7,337,462	7,337,847	7,338,212	7,338,537	7,338,857	7,339,175	7,339,510	7,339,872	7,340,316	7,338,316
U.S. Bank	1,053,313	1,053,322	1,053,328	1,053,333	1,053,337	1,053,342	1,053,346	1,053,351	1,053,355	1,053,360	1,053,364	1,053,369	1,053,343
Total Investments	28,256,932	28,260,792	28,265,112	28,269,294	28,273,398	25,277,328	24,280,467	24,283,622	24,286,700	24,290,047	23,893,652	23,897,220	25,961,214
Total Balances	\$ 53,487,814	\$50,243,808	\$46,410,111	\$42,165,770	\$41,395,679	\$58,271,673	\$50,857,053	\$47,220,103	\$43,963,680	\$41,959,950	\$ 40,148,453	\$ 88,373,293	\$ 50,374,782

* DRAFT, unaudited statement

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
 REPORT OF 2021 INTEREST INCOME
 BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY
 For calendar year ending December 31, 2021

Financial Institutions													Total	Average Monthly Income
	January	February	March	April	May	June	July	August	September	October	November	December		
JPMorgan Chase	\$ 330	\$ 158	\$ 25	\$ 24	\$ 25	\$ 24	\$ 25	\$ 25	\$ 24	\$ 24	\$ 24	\$ 51	\$ 759	\$ 63
Total Bank Balances	330	158	25	24	25	24	25	25	24	24	24	51	759	63
Investments														
Fifth Third Bank	782	432	561	524	354	383	212	232	240	408	771	620	5,519	460
Hoosier Fund	3,357	3,033	3,359	3,251	3,361	3,178	2,598	2,599	2,515	2,600	2,466	2,500	34,817	2,901
TrustIndiana	490	386	394	401	385	365	325	320	318	335	361	444	4,524	377
U.S. Bank	9	9	6	5	4	5	4	5	5	4	5	4	65	5
Total Investments	4,638	3,860	4,320	4,181	4,104	3,931	3,139	3,156	3,078	3,347	3,603	3,568	44,925	3,744
Total Balances	\$ 4,968	\$ 4,018	\$ 4,345	\$ 4,205	\$ 4,129	\$ 3,955	\$ 3,164	\$ 3,181	\$ 3,102	\$ 3,371	\$ 3,627	\$ 3,619	\$ 45,684	\$ 3,807

* DRAFT, unaudited statement

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
REPORT OF 2021 INTEREST INCOME
BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY
For calendar year ending December 31, 2021

Financial Institutions	Average Monthly Balance	YTD Interest Earnings	Average Interest Rate
JPMorgan Chase	\$ 24,413,569	\$ 759	0.0031%
Total Bank Balances	\$ 24,413,569	\$ 759	0.0031%

Investments	Average Monthly Balance	YTD Interest Earnings	Average Interest Rate
Fifth Third Bank	\$ 6,190,187	\$ 5,519	0.09%
Hoosier Fund	11,379,367	34,817	0.31%
TrustIndiana	7,338,316	4,524	0.06%
U.S. Bank	1,053,343	65	0.01%
Total Investments	\$ 25,961,214	\$ 44,925	0.17%

* DRAFT, unaudited statement

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
REPORT OF 2021 AVERAGE MONTHLY YIELDS
BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY
For calendar year ending December 31, 2021

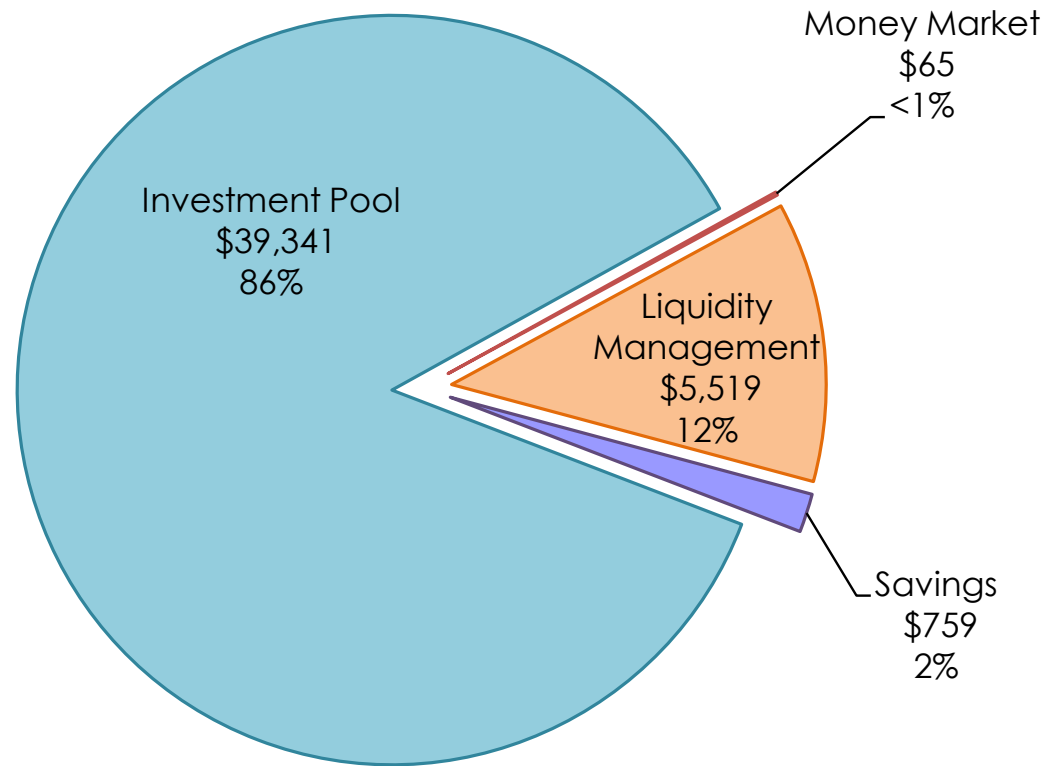
	January	February	March	April	May	June	July	August	September	October	November	December
JP Morgan Chase												
Interest from Cash on Deposit	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Interest from Savings	0.03%	0.03%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%
Fifth Third												
Interest from Liquidity Management	0.14%	0.08%	0.06%	0.09%	0.06%	0.07%	0.04%	0.05%	0.05%	0.09%	0.16%	0.13%
Hoosier Fund Investment Account												
Investment Interest	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%
TrustIndiana												
Investment Interest	0.08%	0.07%	0.06%	0.07%	0.06%	0.06%	0.05%	0.05%	0.05%	0.05%	0.06%	0.07%
U.S. Bank												
Investment Interest	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.005%	0.005%	0.005%	0.005%	0.005%

Annual Average Yield on Average Invested Balance 0.09%

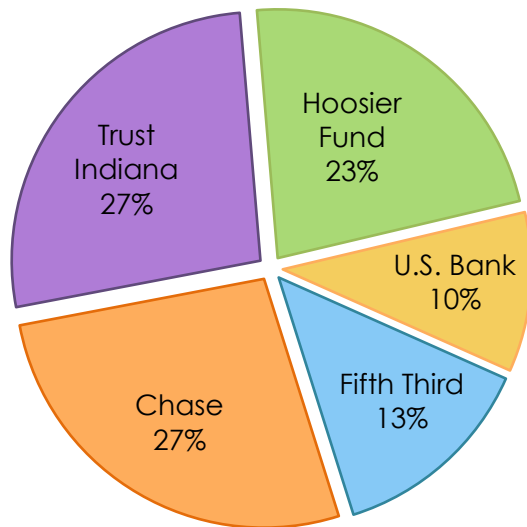
Current Rates:

JPMorgan Chase	0.01%
Fifth Third Investment	0.13%
Hoosier Fund	0.30%
Trust Indiana	0.10%
U.S. Bank	0.005%

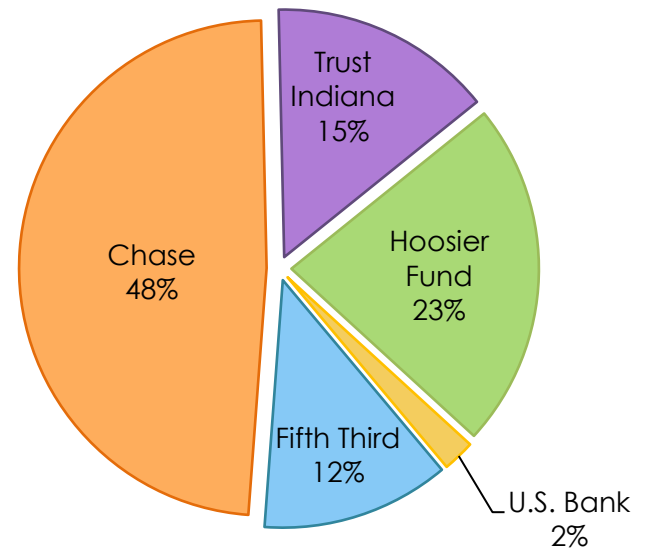
Indianapolis-Marion County Public Library Interest Earnings Investment Vehicles for 2021



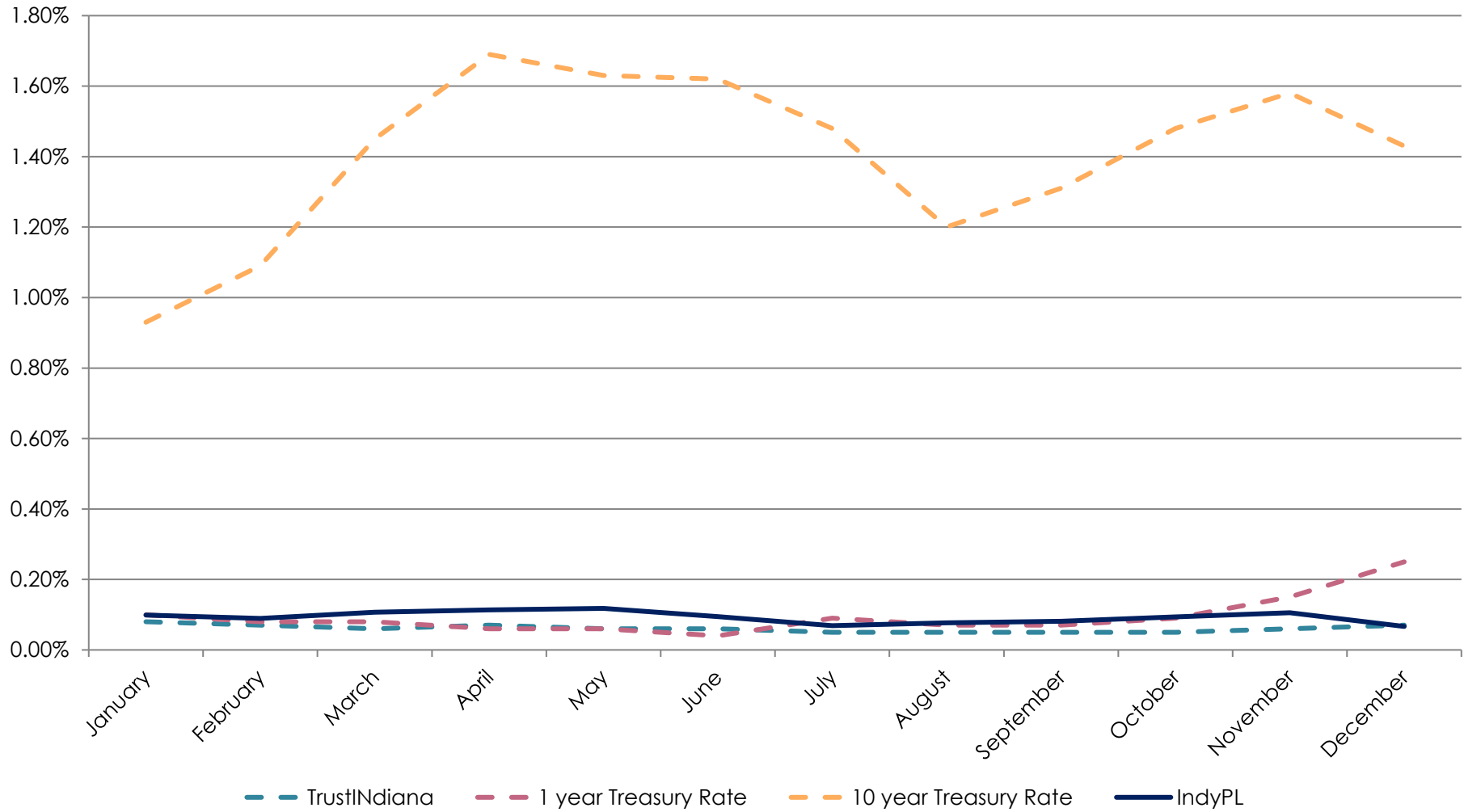
**Indianapolis-Marion County Public Library
Investment Banks 2020
(Average Invested Balance)**



**Indianapolis-Marion County Public Library
Investment Banks 2021
(Average Invested Balance)**



2021 Benchmark Yield Comparison





Board Resolution

5d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 56-2018
INVESTMENT POLICY AMENDMENT AND REAUTHORIZATION
(POLICIES 121.2 – 121.15)
December 17, 2018**

WHEREAS, the Indianapolis-Marion County Public Library current Investment Policies were originally adopted by the Board of Trustees in 2007 (Resolution 57-2007), and subsequently amended by the Board of Trustees in 2008 (Resolution 36-2008), 2012 (Resolution 48-2012) and 2014 (Resolution 46-2014), and by their terms made effective for a period of four (4) years from the date of approval, and the policies are due for review and reauthorization; and

WHEREAS, the Board of Trustees has been presented and reviewed proposed updates and modifications to the Investment Policies; and

WHEREAS, it is the desire of the Library to implement investment policies consistent with and as authorized by Indiana Code 5-13-9;

THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby approve and adopt the amended Investment Policies appended hereto and directs that the amended Investment Policies be added to and made a part of the Finance Policy 121.2 through 121.15.

121.2 Investments

The Board authorizes the Treasurer to invest funds according to the guidelines set forth in Section 121.2 through 121.15 which were originally established by the Board in Resolution 57-2007 approved April 19, 2007 and subsequently amended by Resolution 36-2008 on April 17, 2008, Resolution 48-2012 on December 17, 2012 and Resolution 46-2014 on August 25, 2014. The investment policies adopted by the Board shall comply with IC 5-13-9 et.seq. Unless renewed and adopted sooner, this policy shall expire December 17, 2022.

121.3 Investment Policy Statement and Scope

This document will govern the investment activities of the Indianapolis-Marion County Public Library. It is the policy of the Library to invest public funds in a manner that will provide the highest return with the maximum security while meeting cash-flow demands. All investments will conform to applicable laws and regulations governing the investment of public funds in accordance with Indiana Code 5-13-9.

121.4 Investment Objectives

The primary objectives of the Library's financial investments, in priority order, are:

- Legality – All investments shall conform to applicable federal, state, and other legal requirements.
- Safety of Principal – All investments shall be undertaken in a manner that seeks to preserve capital. The objective will be to mitigate credit risk and interest-rate risk.
- Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably anticipated.
- Return on Investments (Yield) – The Library's investments will generate the highest available return without sacrificing the first three objectives outlined above.
- Credit Risk – The Library will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:
 - Limiting investments to the types of securities listed in Section 121.10 of this Investment Policy;
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Library will do business in accordance with Section 121.9; and

- Diversifying the investment portfolio in accordance with Section 121.6.
- Interest Risk – The Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
 - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
 - Investing operating funds primarily in shorter-term securities, or money market mutual funds and limiting the average maturity of the portfolio in accordance with this policy (see section 121.10).

121.5 Delegation of Authority

Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's Chief Financial Officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.

121.6 Diversification of Investments

The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash-flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and length of maturity.

121.7 Internal Control Structure

The Treasurer is responsible for establishing and maintaining an internal control structure to insure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

121.8 Reporting

The Treasurer shall provide monthly investment reports to the Library Board that clearly provides the following information regarding the investment portfolio: the invested fund, depository institutions, principal balances, and rates of return. The Treasurer shall provide to the Board for its review and consideration an annual investment report that meets the requirements of the Marion County Board of Finance.

121.9 Designation of Depositories

All public funds of the Library Board shall be deposited in the designated depositories located in the territorial limits of the Library District. (IC 5-13-8-9)

121.10 Permitted investments

The Treasurer is authorized to invest Library funds in the following in accordance with IC 5-13-9:

1. Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by any of the following:
 1. The United States Treasury;
 2. A federal agency;
 3. A federal instrumentality; or
 4. A federal government-sponsored enterprise.
2. Securities fully guaranteed and issued by any of the following:
 1. A federal agency;
 2. A federal instrumentality; or
 3. A federal government-sponsored enterprise.
3. Repurchase Agreements (including standing repurchase agreements, commonly known as sweep accounts) as authorized by IC 5-13-9-3(b):
 1. With Depositories designated by the State Board of Finance as depositories for state investments under IC 5-13-9.5; and
 2. Involving the political subdivision's purchase and guaranteed resale of any interest-bearing obligations issued; or fully insured or guaranteed by the United States, a United States government agency, an instrumentality of the United States, or a federal government-sponsored enterprise.

The depository shall determine daily the amount of money in this type of agreement that must be fully collateralized by interest-bearing obligations as determined by their current market value. The collateral is not subject to the two-year maturity limitation.

Repurchase agreements may be entered into for a fixed term or arranged on an open or continuing basis as a continuing contract that:

1. Operates like a series of overnight repurchase agreements (may be referred to as overnight sweep products);
 2. Is renewed each day with the repurchase rate and the amount of funds invested determined daily; and
 3. For this purpose is considered to have a final maturity of one day.
4. Municipal securities issued by an Indiana local governmental entity, a quasi-governmental entity related to the state, or a unit of government, municipal corporation, or special taxing district in Indiana, if the issuer has not

defaulted on any of the issuer's obligations within the twenty (20) years preceding the date of purchase (IC 5-13-9-2(a)(3)).

5. Money market mutual funds that are in the form of securities of or interests in an open-end, no-load, management-type investment company or investment trust registered under the provisions of the federal Investment Company Act of 1940, as amended (15 U.S.C. 80a et.seq). The investments shall be made through depositories designated by the State Board of Finance as depositories for state deposits under IC 5-13-9.5. The portfolio of an investment company or investment trust must be limited to the following (IC 5-13-9-2.5):
 1. Direct obligations of the United States;
 2. Obligations issued by any of the following:
 - A federal agency;
 - A federal instrumentality; or
 - A federal government-sponsored enterprise; or
 3. Repurchase agreements fully collateralized by obligations described in both 1 and 2 above.

The money market mutual fund must be rated as one of the following (IC 5-13-9-2.5(d)):

1. AAAM, or its equivalent, by Standard and Poor's Corporation or its successor.
2. Aaa, or its equivalent by Moody's Investors Service Inc. or its successor.

The investment is considered to have a stated final maturity of one day.

6. Local Government Investment Pool – TrustINDiana. The purpose of TrustINDiana is to allow local units of government to invest in a common pool of investment assets that preserve the principal of the public's funds, remains highly liquid, and maximizes the return on the investment. TrustINDiana was authorized by the Indiana General Assembly passage of IC 5-13-9-11 during the 2007 Session and amended during the 2018 Session. The Indiana State Treasurer has been designated by statute as the administrator of TrustINDiana. TrustINDiana only invests in securities and investments that are permitted by Indiana law for investment of state funds by the Treasurer of the state.
7. Hoosier Trust Fund. The Hoosier Trust Fund is an interlocal cooperation agreement as approved by the Library Board of Trustees per Resolution 74-2008.

8. Deposit, investment, or reinvestment of funds in transaction accounts, certificates of deposit, and deposit accounts. The Treasurer may deposit, invest, or reinvest any funds that are held by the Treasurer and available for investment in transaction accounts (deposit accounts other than certificates of deposit) issued or offered by a designated depository of a political subdivision for the rates and terms agreed upon periodically by the Treasurer and the designated depository.

Subject to the following requirements, the Treasurer may deposit, invest or reinvest funds held by the Treasurer and available for investment in certificates of deposit offered by a designated depository of the political subdivision. If making a deposit in a certificate of deposit offered by a designated depository of the political subdivision, the Treasurer shall obtain quotes of the specific rates of interest for the term of that certificate of deposit that each designated depository will pay on the certificate of deposit. Quotes may be solicited and taken by telephone. A memorandum of all quotes solicited and taken shall be retained by the investing officer as public record of the Library under IC 5-14-3. If the deposit is not placed in the designated depository quoting the highest rate of interest, the Treasurer shall place the deposit in the depository quoting the second or third highest rate of interest and note the reason for placing the deposit on the memorandum of quotes (IC 5-13-9-4).

9. Interest Bearing Deposit Accounts (IC 5-13-9-5.3). In addition to the authority to invest in transaction accounts and certificates of deposit offered by designated depositories of the political subdivision, the Library Board of Trustees, by resolution, may authorize the Treasurer to invest public funds in interest bearing deposit accounts in accordance with IC 5-13-9-5.3 subject to the following conditions:
 1. The funds are initially invested through a depository that is selected by the investing officer;
 2. The selected depository arranges for the deposit of the funds in interest bearing deposit accounts in one or more federally insured banks or savings and loan associations, wherever located, for the account of the Library;
 3. The full amount of the principal and any accrued interest of each deposit are covered by insurance of any federal deposit insurance agency;
 4. The selected depository acts as a custodian for the Library with respect to the deposits; and
 5. On the same date that the Library's funds are deposited, the selected depository receives an amount of deposits covered by insurance of any federal deposit insurance agency from customers of other institutions, wherever located, as least equal to the amount

of the funds invested by the Library through the selected depository.

121.11 Final Maturity; Long-Term Investments

Except as otherwise provided in this section 121.11, permitted investments of Library funds must have a stated final maturity of not more than two (2) years after the date of purchase or entry into a repurchase agreement. Subject to the limitations herein provided, the Treasurer is authorized to invest Library funds in authorized investments for more than two (2) years and not more than five (5) years in accordance with IC 5-13-9-5.7 ("Long Term Investments"). The total of all Long Term Investments shall not be greater than twenty-five percent (25%) of the total portfolio of public funds invested by the Library, including balances in transaction accounts. However, a Long Term Investment that complies with IC 5-13-9-5.7 when the investment is made remains legal even if: (i) the investment policy has expired; or (ii) a subsequent decrease in the total portfolio of public funds invested by the Library, including balances in transaction accounts, causes the percentage of Long Term Investments outstanding to exceed twenty-five percent (25%) of the total portfolio of public funds invested by the Library.

The Treasurer may contract with a federally regulated investment advisor or other institutional money manager to make long term investments as authorized by this policy and IC 5-13-9-5.7.

121.12 Service Charge to Depository

If the Library is subject to payment of a service charge to a depository for deposits in any deposit or other account, and if the depository requires all customers to pay the charge for providing that service, the Treasurer is authorized to pay the charge; provided, however, the service charge imposed must be considered in the computation of the interest rate for determining which depositories are entitled to investments. If the total service charge cannot be computed before the investment, the Treasurer shall estimate the service charge and adjust the interest rate based on this estimate. The service charge may be paid: (i) by direct charge to the deposit or other account; or (ii) in a manner that subtracts the service charge from interest earned on the funds in the deposit or other account (IC 5-13-9-8). If the manner described in (ii) is used to pay the service charge, the Library shall report the net interest deposited in the Library's financial records, and the Library is not required to report the amount of the service charged subtracted in the Library's financial records.

121.13 Interest Earnings

All interest derived from an investment by the Library's fiscal officer shall be receipted in accordance with IC 5-13-9-6.

121.14 Prohibited Investments

The Library fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds (IC 5-13-9-9).

The Library fiscal officer may not purchase foreign investments.

121.15 Conclusion

This policy has been promulgated by the Indianapolis-Marion County Public Library to formalize prudent investment policies and procedures that will meet the investment objectives of the Library. Unless earlier amended or terminated, this policy is effective for four (4) years from the date of approval.

This policy is to be reviewed by the Treasurer as new investment legislation becomes law, as staff expertise changes, and/or as necessitated by other external and internal factors.

DATE OF APPROVAL: December 17, 2018

Revised December 2018.



Indianapolis-Marion County Public Library

Board Action Request

To: IMCPL Library Board

Meeting Date: August 21, 2008

From: Finance Committee

Approved by the Library Board:

Effective Date:

Subject: Authorizing and Approving the Entry into an Interlocal Agreement for the Investment of Public Funds - Resolution 74-2008

Recommendation: Authorize the adoption of Resolution 74-2008

Background: The Hoosier Fund is a Local Government Investment Pool (LGIP) structured according to IC 36-1-7-1 and is available only to government entities. It operates as a low cost money market fund for Indiana governments. A written opinion from Baker and Daniels has been obtained stating the fund meets the strict requirements of IC 5-13-9 and IC 36-1-7. This allows IMCPL an alternative source of investing our funds within the legal requirements under IC 5-13-9. CRF Financial Group, Inc. manages the fund and they presently run two LGIP's – one in Florida and one in Colorado and are in the process of creating one in Arizona along with the Indiana fund. The Colorado pool has approximately \$1.5 billion worth of client funds and the Florida pool started in February of 2008 has in excess of \$300 million under management. To date the following entities have committed to participate in the Indiana pool: Indianapolis Airport Authority, Marion County Treasurer, Citizens Gas, and Gary Sanitary District. The structure is similar to the Indiana Trust fund available through the State Treasurer's office.

Strategic/Fiscal Impact: To increase our investment income.

RESOLUTION NO. 74-2008

**A RESOLUTION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
AUTHORIZING AND APPROVING THE ENTRY INTO AN
INTERLOCAL AGREEMENT FOR THE INVESTMENT OF PUBLIC FUNDS**

WHEREAS, Indiana Code 36-1-7-1, et seq. (the "Interlocal Law") authorizes the State of Indiana, political subdivisions and state agencies to enter into interlocal cooperation agreements for the joint exercise of powers; and

WHEREAS, the Indianapolis-Marion County Public Library (the "Government Entity"), has public funds which are eligible for investment pursuant to the provisions of Indiana Code 5-13, and regularly exercises its power to invest such moneys pursuant to the provisions thereof; and

WHEREAS, the Government Entity has determined that the joint exercise of the power to invest its public funds will be of benefit to the Government Entity and its citizens by providing additional investment options; and

WHEREAS, the Interlocal Law requires that any interlocal cooperation agreement be approved and authorized by resolution or ordinance of a participating Government Entity; and

WHEREAS, the Indianapolis-Marion County Public Library Board of Trustees (the "Governing Body"), desires to authorize the entry into an interlocal agreement for the joint exercise of the power to invest public funds;

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

1. The Governing Body does hereby authorize and approve the entry by the Government Entity into the Interlocal Agreement dated as of October 1, 2006, constituting an interlocal cooperation agreement by and among the Indiana participants that are parties thereto (each, a "Participant"), and an agreement for services by and among the Participants, U.S. Bank, National Association, as Custodian, and CRF Financial Group, Inc., as Program Administrator (the "Program Administrator"), as amended from time to time, a copy of which has been presented to this Governing Body and is attached hereto (the "Agreement").

2. The Treasurer and Chief Executive Officer serve as the investing officers of the Government Entity (the "Investing Officer") and are hereby designated as the Government Entity's representatives to the Board of Representatives described and set forth in the Agreement.

3. The execution and delivery of the Participation Certificate, in the form attached as Exhibit D to the Agreement (as modified and completed for execution by the Government Entity), by the Chief Executive Officer of Government Entity is hereby

authorized and approved to evidence the entry into the Agreement by the Government Entity as a Participant.

4. The Investing Officer is authorized to return the executed Participation Certificate to the Program Administrator and to take any such other action as may be necessary to effectuate the participation by the Government Entity in the Agreement, and is further authorized to take such other actions as may be necessary or desirable for the investment of funds of the Government Entity pursuant to the Agreement.

5. This Resolution shall become effective upon passage and upon compliance with the procedures required by law.

* * * * *



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Board Action Request

5c

To: IMCPL Board

Meeting Date: February 28, 2022

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: February 28, 2022

Subject: Approval of E-magazine Subscription Renewal Contract - Resolution 6-2022

Recommendation: Authorize the approval of Resolution 6-2022

Background: As an important component of the libraries "virtual branch" collection, e-magazines are becoming even more important as more and more magazines go digital only. (Entertainment Weekly, InStyle and People en Español announced their transition to digital only just this month). The library's OverDrive e-magazine collection, available through the Libby app, is its largest, with the availability of 3,890+ titles. The annual subscription fee is \$80,000 and the subscription period runs January 1, 2022 – December 2022.

Strategic/Fiscal Impact:

The Services cost of \$80,000 will be funded from the Operating Fund (10126120-439930 Materials Contractual) annually. It is included in the 2022 budget for Materials Contractual.



Board Resolution

5c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 6-2022
APPROVAL OF E-MAGAZINE SUBSCRIPTION RENEWAL CONTRACT
February 28, 2022**

WHEREAS, the Indianapolis-Marion County Public Library ("IndyPL") provides online reference tools through its web site;

WHEREAS, the OverDrive e-magazine subscription service is embedded with the library's ebook and eaudio collection and is the largest subscription package that has been a successful tool for IndyPL in the past, therefore

IT IS THEREFORE RESOLVED that the Board of Trustees approves the selection of the Overdrive e-magazine collection and authorizes the Interim Chief Executive Officer of the Library to enter into an agreement with OverDrive, Inc. for the services for an annual cost not to exceed \$80,000 for the period January 1, 2022 to December 31, 2022, and upon such other terms as the Interim Chief Executive Officer deems necessary or advisable (based on the recommendations of Library legal counsel), and any such agreement execution and delivery effected, be, and hereby is, confirmed and approved.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

5d

To: IMCPL Board

Meeting Date: February 28, 2022

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: February 28, 2022

Subject: Approval of Digital Encyclopedia of Indianapolis Development Contract - Resolution 7-2022

Recommendation: Authorize the approval of Resolution 7-2022

Background: In partnership with the POLIS Center, the Indianapolis Public Library is committed to developing the Digital Encyclopedia of Indianapolis into an innovative web-based knowledge platform of Indianapolis, recognized as a legacy project of the Indianapolis Bicentennial Commission. The second Task Order under the Master Agreement between Indianapolis-Marion County Public Library (IndyPL) and Indiana University on behalf of the Polis Center at IUPUI (Polis), defines work to be accomplished under grants made to Indianapolis Library Foundation on behalf of the Digital Encyclopedia of Indianapolis by Allen Whitehill Clowes Charitable Foundation (AWCCF) and Indianapolis Foundation Special Library Fund (IF). Polis will develop the technical infrastructure while the library develops, maintains, and edits old and new content for the Digital Encyclopedia of Indianapolis. Under terms of the contract, the library will administer the grant funds and pay POLIS a total of \$312,614 over the project and grant time period of January 2022 – December 2023.

Strategic/Fiscal Impact:

The POLIS Center staffing work on the EOI cost of \$312,614 will be funded from the Grant Project Funds (80026100 – 439905 – 00405010-63).



Board Resolution

5d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 7-2022
APPROVAL OF DIGITAL ENCYCLOPEDIA OF INDIANAPOLIS
DEVELOPMENT CONTRACT
February 28, 2022**

WHEREAS, the Indianapolis-Marion County Public Library ("IndyPL") recognizes the POLIS Center as its partner in the continued development of the Digital Encyclopedia of Indianapolis; and

WHEREAS, the Digital Encyclopedia of Indianapolis is a legacy project of the Indianapolis Bicentennial Commission; and

WHEREAS, the Indianapolis Library Foundation has received grants on behalf of IndyPL and the POLIS Center for the continued development of the Digital Encyclopedia of Indianapolis by **Allen Whitehill Clowes Charitable Foundation (AWCCF)** and **Indianapolis Foundation Special Library Fund (IF)**;

IT IS THEREFORE RESOLVED that the Board of Trustees approves Task Order Two under the Master Agreement to guide the work to be accomplished by the POLIS Center and Indianapolis Public Library for the development of the Encyclopedia of Indianapolis. The Board authorizes the Interim Chief Executive Officer of the Library to enter into an agreement with the POLIS Center, for the task order two services at a total cost not to exceed \$312,614 for the period February 2022 to December 31, 2023, and upon such other terms as the Interim Chief Executive Officer deems necessary or advisable (based on the recommendations of Library legal counsel), and any such agreement execution and delivery effected, be, and hereby is, confirmed and approved.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

6a

To: IMCPL Board **Meeting Date:** February 28, 2022

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

Effective Date: February 28, 2022

Subject: Resolution – 8-2022

Recommendation: Approval of Resolution 8-2022 – Enact Policy 249.7 Sunday Credit and Policy 245.2 Sunday Schedule

Background:

Policy 249.7 Sunday Credit provides in substance that Library employees in Public Service or Collection Management positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay.

Policy 245.2 Sunday Schedule provides in substance that Library employees in Public Service or Collection Management positions should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library.

Contemporaneous with this resolution are resolutions that amend in conformity herewith Section 23.3 of the Joint Written Recommendations between the Library and AFSCME Local 3395 and Article 5 of the Joint Written Recommendations between the Library and the Staff Association.

Strategic/Fiscal Impact: Accounted for in the 2022 budget.



Board Resolution

6a

INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY RESOLUTION 8-2022

ENACTMENT OF POLICY 249.7, SUNDAY CREDIT AND ENACTMENT OF POLICY 245.2, SUNDAY SCHEDULE

FEBRUARY 28, 2022

WHEREAS, following discussions with American Federation of State, County, and Municipal Employees, AFL-CIO, on behalf of the Indianapolis-Marion County Public Library Employees Union, Local 3395 and with Indianapolis-Marion County Public Library Staff Association, management recommends the enactment of new policies in the Human Resources Section of the Policy Manual that provide for a new Sunday Credit to Library employees who work in Public Service or Collection Management positions (“Policy 249.7 Sunday Credit”) and to address Sunday scheduling of these same employees (“Policy 245.2 Sunday Schedule”);

WHEREAS, Policy 249.7 Sunday Credit provides in substance that Library employees in Public Service or Collection Management positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay;

WHEREAS, Policy 245.2 Sunday Schedule provides in substance that Library employees in Public Service or Collection Management positions should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library; and

WHEREAS, the Board has reviewed the proposed Policy 249.7 Sunday Credit and the proposed Policy 245.2 Sunday Schedule as recommended and deems them appropriate and consistent with the mission and operations of the Library as a taxpayer supported public entity.

THEREFORE, BE IT RESOLVED that the Board does hereby approve and adopt Policy 249.7 Sunday Credit and Policy 245.2 Sunday Schedule in the forms attached to t

his Resolution.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

Employment Policies Regarding Sunday Work

245 WORK SCHEDULES

245.2 Sunday Schedule

The scheduling of employees on Sundays is determined by the manager and subject to branch needs. Employees in Public Service and Collection Management positions should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library. After an employee has worked 6 full Sunday shifts in a calendar year, the employee may trade any additional scheduled Sunday shifts in accordance with the Library's normal policy regarding work schedules. Benefit eligible, exempt and non-exempt, employees in Public Service and Collection Management positions who work a Sunday shift will be eligible for the Sunday Credit as described in Policy 249.7.

249 PREMIUM PAY

249.7 Sunday Credit

Benefit eligible, exempt and non-exempt, employees in Public Service and Collection Management positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay. The Sunday Credit shall not be included in the calculation of whether a non-exempt employee has worked hours more than 40 hours in a 7-day workweek for purposes of determining eligibility for overtime pay.



Board Action Request

6b

To: IMCPL Board **Meeting Date:** February 28, 2022

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

Effective Date: February 28, 2022

Subject: Resolution – 12-2022

Recommendation: Approval of Resolution 12-2022 – Amendment to Section 23.3 of the currently effective Joint CBA Recommendations

Background:

The amendment related to the Sunday Credit provides in substance that Unit Employees in Public Service or Collection Management positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay.

The amendment related to Sunday scheduling provides in substance that Unit Employees in Public Service or Collection Management positions should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library.

Contemporaneous with this resolution are resolutions that amend in conformity herewith Article 5 of the Joint Written Recommendations between the Library and the Staff Association and that enact Policy 249.7 Sunday Credit and Policy 245.2 Sunday Schedule.

Strategic/Fiscal Impact: Accounted for in the 2022 budget.



Board Resolution

6b

INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY RESOLUTION 12-2022

AMENDMENT TO SECTION 23.3 OF THE CURRENTLY EFFECTIVE JOINT CBA RECOMMENDATIONS

FEBRUARY 28, 2022

WHEREAS, pursuant to Resolution 89-2006 the Board of Trustees (“Board”) of the Indianapolis-Marion County Public Library (“Library”), the Board established certain policies concerning employee organizations and concerning the collective representation of certain employee interests (“Employee Organization Resolution”);

WHEREAS, pursuant to the Employee Organization Resolution, Library management (“Management”) and the American Federation of State, County, and Municipal Employees, AFL-CIO, on behalf of the Indianapolis-Marion County Public Library Employees Union, Local 3395, (“Union”), made and submitted joint written recommendations to the Board for Unit Employees, which written recommendations were approved by the Board pursuant to Resolution 7-2021 and is the currently effective collective bargaining agreement between the Library and the Union (“Joint CBA Recommendations”);

WHEREAS, Management and the Union have agreed to amend Section 23.3 of the Joint CBA Recommendations to provide for a new Sunday Credit to Unit Employees who work in Public Service or Collection Management positions and to address Sunday scheduling of these same employees (“Section 23.3 Amendment”);

WHEREAS, the Section 23.3 Amendment related to the Sunday Credit provides in substance that Unit Employees in Public Service or Collection Management positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay;

WHEREAS, the Section 23.3 Amendment related to Sunday scheduling provides in substance that Unit Employees in Public Service or Collection Management positions should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library; and

WHEREAS, the Board has reviewed the Section 23.3 Amendment and deems it appropriate and consistent with the mission and operations of the Library as a taxpayer supported public entity.

THEREFORE, BE IT RESOLVED that the Board does hereby approve and adopt the Section 23.3 Amendment in the form attached to this Resolution and authorizes the Interim Chief Executive Officer of the Library to execute an amendment to Section 23.3 of the Joint CBA Recommendations as approved.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

Amendment to Section 23.3 of Joint CBA Recommendations

Unit Employees in Public Service or Collection Management (“CMSA”) positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay. The Sunday Credit will not be included in the calculation of whether a non-exempt Unit Employee has worked hours more than 40 hours in a 7-day workweek for purposes of determining eligibility for overtime pay. The scheduling of Unit Employees on Sundays is determined by the manager and subject to branch needs. Public Service and CMSA employees should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library. After a Unit Employee in a Public Service or a CMSA position has worked 6 full Sunday shifts in a calendar year, the Unit Employee may trade any additional scheduled Sunday shifts in accordance with the Library’s normal policy regarding work schedules.



Board Action Request

6c

To: IMCPL Board **Meeting Date:** February 28, 2022

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

Effective Date: February 28, 2022

Subject: Resolution – 13-2022

Recommendation: Approval of Resolution 13-2022 – Amendment to Article 5 of the currently effective Joint Association Recommendations

Background:

The amendment related to the Sunday Credit provides in substance that employees not represented by the Union in Public Service or Collection Management positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay.

The amendment related to Sunday scheduling provides in substance that employees not represented by the Union in Public Service or Collection Management positions should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library.

Contemporaneous with this resolution are resolutions that amend in conformity herewith Section 23.3 of the Joint Written Recommendations between the Library and AFSCME Local 3395 and that enact Policy 249.7 Sunday Credit and Policy 245.2 Sunday Schedule.

Strategic/Fiscal Impact: Accounted for in the 2022 budget.



Board Resolution

6c

INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY RESOLUTION 13-2022

AMENDMENT TO ARTICLE 5 OF THE CURRENTLY EFFECTIVE JOINT ASSOCIATION RECOMMENDATIONS

FEBRUARY 28, 2022

WHEREAS, pursuant to established policy of the Indianapolis-Marion County Public Library (“Library”), specifically Policy 215, the Board of Trustees (“Board”) recognizes the Indianapolis-Marion County Public Library Staff Association (“Staff Association”) as an official body of staff and employees established to advance the interest of the Library as an organization, to promote the professional and social relations of staff members and employees, and to promote the economic welfare of staff members and employees except with respect to matters pertaining to grievances and personnel practices (wages, hours, fringe benefits, and the voluntary payment of dues) for those staff members and employees who are represented by another certified employee organization pursuant to Board Resolution 89-2006;

WHEREAS, Library management (“Management”) and the Staff Association made and submitted joint written recommendations to the Board, which written recommendations were approved by the Board pursuant to Resolution 8-2021 (“Joint Association Recommendations”);

WHEREAS, Management and the Staff Association have agreed to amend Article 5 of the Joint Association Recommendations to provide for a new Sunday Credit to employees not represented by the Union who work in Public Service or Collection Management positions and to address Sunday scheduling of these same employees (“Article 5 Amendment”);

WHEREAS, the Article 5 Amendment related to the Sunday Credit provides in substance that employees not represented by the Union in Public Service or Collection Management positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay;

WHEREAS, the Article 5 Amendment related to Sunday scheduling provides in substance that employees not represented by the Union in Public Service or Collection Management positions should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library; and

WHEREAS, the Board has reviewed the Article 5 Amendment and deems it appropriate and consistent with the mission and operations of the Library as a taxpayer supported public entity.

THEREFORE, BE IT RESOLVED that the Board does hereby approve and adopt the Article 5 Amendment in the form attached to this Resolution and authorizes the Interim Chief Executive Officer of the Library to execute an amendment to Article 5 of the Joint Association Recommendations as approved.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

Amendment to Article 5 Joint Association Recommendations

Benefit Eligible employees in the Unit who work in Public Service or Collection Management (“CMSA”) positions will earn a Sunday Credit for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay. The Sunday Credit will not be included in the calculation of whether a non-exempt employee in the Unit has worked hours more than 40 hours in a 7-day workweek for purposes of determining eligibility for overtime pay. The scheduling of employees in the Unit on Sundays is determined by the manager and subject to branch needs. Public Service and CMSA employees in the Unit should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the Library. After an employee in the Unit working in a Public Service or CMSA position has worked 6 full Sunday shifts in a calendar year, the employee in the Unit may trade any additional scheduled Sunday shifts in accordance with the Library’s normal policy regarding work schedules.



Board Action Request

7a

To: IndyPL Board

Meeting Date: February 28, 2022

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: **Resolution 9-2022**
Approval of a Naming Opportunity for the
East Thirty-Eighth Street Branch Community Room

Recommendation:

The IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 9-2022) to approve naming the East Thirty-Eighth Street Branch Library's Community Room the J. Steve and Donna D. Talley Community Room.

Background:

Steve Talley and his late wife Donna shared a passion for unlocking children's potential through reading. Donna was the first champion in the couple – reading to neighborhood children at her home and volunteering at the East Thirty-Eighth Street Branch. When Donna passed away in 2006, Talley partnered with the IndyPL Foundation to continue her legacy. He raised funds for the East Thirty-Eighth Street Branch's children's area and made additional gifts to support early literacy throughout the Library system.

In 2011, the IndyPL Foundation opened the J. Steve and Donna D. Talley Fund with a generous gift Talley received from an anonymous couple. In 2012, Talley announced plans to build this permanent endowment for the Library's children's initiatives. He pledged a portion of his salary and 100% of his retirement fund from the City-County Council, drawing national media coverage and inspiring gifts from friends, family and 21 fellow councilors. In January 2022, after a decade of contributing to his fund, Talley pledged increased support with the desire to name the J. Steve and Donna D. Talley Community Room at the East Thirty-Eighth Street Branch.

Talley's longtime generosity meets the criteria of Library Policy "101.9 Naming of Facilities," which the Board approved on January 26, 2015.

About Steve Talley: Talley was elected Lawrence Township Trustee in November of 2014. Talley was a member of the Indianapolis City-County Council from 1996-2006 and from 2011-2014. For more information, visit: <http://www.lawtwp.org/trustee-2/about-steve-talley/>.



Board Resolution

7a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 9-2022

APPROVAL OF A NAMING OPPORTUNITY FOR THE EAST THIRTY-EIGHTH STREET BRANCH COMMUNITY ROOM

FEBRUARY 28, 2022

WHEREAS, The Indianapolis Public Library Board donor recognition program as described in Policy 101.9 Naming of Facilities was previously approved by the Board on January 26, 2015; and,

WHEREAS, the IndyPL Foundation has received significant support and would like to recognize donors in accordance with the IndyPL's Naming of Facilities Policy; and,

WHEREAS, appropriate signage will be installed for appropriate recognitions; and,

WHEREAS, the recognitions do not extend beyond the useful life of the building.

IT IS THEREFORE RESOLVED the donor will be recognized in accordance with the IndyPL's Policy 101.9 Naming of Facilities and appropriate recognition signage will be installed at the East Thirty-Eighth Street Branch; and,

IT IS FURTHER RESOLVED in recognition of generous donations, the East Thirty-Eighth Street Branch's Community Room shall be named the J. Steve and Donna D. Talley Community Room.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 9-2022
APPROVAL OF A NAMING OPPORTUNITY
FOR THE
EAST THIRTY-EIGHTH STREET BRANCH COMMUNITY ROOM**

ADOPTED this 28th day of February, 2022.

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

AYE

NAY

ATTEST:

Secretary of the Board

Board Action Request

Item **7b**

Date: February 28, 2022

RE: Resolution 10 – 2022

Approval to Amend the Services Contract for Security and Alarm Response Services

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 2022.



Board Resolution

7b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 10 - 2022

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

FEBRUARY 28, 2022

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

WHEREAS, IndyPL and G4S amended the original agreement to adjust billing rates and extend the contract term in 2019 and 2020;

WHEREAS, G4S was subsequently acquired by **Universal Protection Service, LLC**, d/b/a Allied Universal Security Services (“Allied”) and as consented to by IndyPL, Allied assumed all G4S obligations under the Contract for Security and Alarm Response Services with IndyPL, as amended;

WHEREAS, IndyPL and Allied further amended the original agreement to extend the contract term for an additional ninety (90) days, amend the Facilities at which the Services are to be performed, and to amend the rates at which Allied will be paid for the Services performed, pursuant to a Fourth Addendum to Security Services Agreement dated December 1, 2021 as authorized by Resolution 63-2021; and

WHEREAS, IndyPL is desirous of further extending the contract term to December 31, 2022, and has received, considered, and deems appropriate a Fifth Addendum to Security Services Agreement (“Fifth Addendum”), which Fifth Addendum is attached hereto as Exhibit A, extending the contract term to December 31, 2022.

IT IS THEREFORE RESOLVED, that the Fifth Addendum to Security Services Agreement in substantially the form attached hereto as Exhibit A, by and between IndyPL and Allied, successor by acquisition to G4S, is approved and adopted, and that the interim Chief Executive Officer of IndyPL is hereby authorized to execute and deliver in the name and on behalf of IndyPL, the Fifth Addendum with such changes in form or substance as the interim Chief Executive Officer shall approve, such approval to be conclusively evidenced by the execution thereof.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 10 - 2022

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

ADOPTED this 28th day of February, 2022.

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

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

Secretary of the Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 10 - 2022
APPROVAL TO AMEND THE SERVICES CONTRACT FOR SECURITY AND ALARM RESPONSE SERVICES
FEBRUARY 28, 2022

EXHIBIT A

Fifth Addendum to Security Services Agreement

This Fifth Addendum to Security Services Agreement (the "Fifth Addendum"), dated this ___ day of _____, 2022, further amends the Security Services Agreement dated September 26, 2017, as previously amended by the Addendum to Contractual Agreement dated July 25, 2019, by the Second Addendum to Contractual Agreement dated January 28, 2020, by the Third Addendum to Security Services Agreement, dated November 2020, and by the Fourth Addendum to Security Services Agreement, dated December 1, 2021 (together, the "Agreement") between the Indianapolis-Marion County Public Library ("IndyPL") and Universal Protection Service, LLC, d/b/a Allied Universal Security Services ("Contractor"), successor by acquisition to G4S Secure Solutions (USA) Inc., (IndyPL and Contractor are sometimes referred to herein collectively as the "Parties") for alarm response services and security officer services.

Recitals

- A. The current term of the Agreement expires March 1, 2022; and
- B. As provided in Section 4.1(B) of the Agreement, the Parties wish to extend the term of the Agreement through December 31, 2022.

Agreement

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

- 1. Extension of Term. The term of the Agreement is hereby extended for an additional term commencing March 2, 2022 and ending December 31, 2022.
- 2. No Further Changes. Except as expressly amended by this Fifth Addendum, 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 Fifth Addendum effective as of the date first above written.

Indianapolis-Marion County
Public Library ("IndyPL")

Universal Protection Service, LLC,
d/b/a Allied Universal Security
Services ("Contractor")

By: _____
John Helling, CEO (interim)

By: _____
Nathan Wolfe, Regional Vice
President

Date: _____

Date: _____

New Incident Reporting Tool Update

1) General Information Fields – Current Tool:

Staff Member Garrett Mason (gmason)	Date of Incident 2022-02-22
Where the Security Incident Occurred Select...	Time of Incident Select...
Incident Category Select...	Did you observe the incident? No
Summary of Incident: [Text Area]	Warning Notice Number: [Text Area]
Incident Details: (Before, During, & After) [Text Area]	
Witnesses: [Text Area]	
General Notes: [Text Area]	
IMCPL Action Taken: <small>Ctrl-Click to select multiple options</small> Verbal warning Written warning Privilege suspension Trespass issued Patron told to leave Called Police Called EMS	Responding Police Officer's Name & Unit Number: [Text Area] Computer Automated Dispatch (CAD) Number: [Text Area] Police Report (Case) Number: [Text Area]

2) Person Information Fields – Current Tool:

Patrons Involved

Name	[Text Area]	Patron 1
Address	[Text Area]	1
City, Stat, Zip	[Text Area] IN [Text Area]	
Phone Number	[Text Area]	
Library Card Number	[Text Area]	
Gender	Unknown	
Age Group	Unknown	
Ethnicity	Unknown	
Physical Description <i>(height, build, hair color, eye color, tattoos, clothing, etc.)</i>	[Text Area]	

[Add Patron](#)

Submit Incident Report

3) IndyPL Custom Incident Tracker – Person Information Fields

Patron/Staff/Witness/Other Involved

Please include as much information as possible for each involved individual. x

*** First Name:** *** Last Name:** **Alias:**

Estimated Age:

Address: **City:**

State: **Zip:** **Phone Number:** **Library Card Number:**

*** Sex:** *** Race/Ethnicity:**

Physical Description:

Approximate Height: **Build:**

Hair Style: **Hair Color:** **Eye Color:**

Tattoos:

*** Incident Category:**

*** Admin Actions Taken:**

*** External Actions Taken:**

Responding Police Officer's Name (Last, First): **Police Report (Case) Number:**

Unit Number: **Police Department:** **Other Police Department (write in):**

Suggested Suspension Terms:

Custom development of the tool will allow IndyPL to look at combinations of the following categories and values:

4) IndyPL Custom Incident Tracker – Analysis Fields

The screenshot displays a web-based interface for filtering incident data. It consists of several panels, each representing a different attribute:

- INCIDENT DATE (Y...)**: A dropdown menu with options for the years 2007, 2016, and 2021.
- INCIDENT DATE (...)**: A dropdown menu with options for the months Aug and Dec.
- external_actions_...**: A dropdown menu with options: EMS and Police called -..., EMS and Police called -..., EMS called, No external action taken, Police called - arrest m..., Police called - no arrest, and Police called - trespass...
- sex**: A dropdown menu with options: Female, Male, and Unknown.
- persontype**: A dropdown menu with options: (blank), Other, Patron, Staff, and Witness.
- actions_taken**: A dropdown menu with options: No admin action taken, Privilege suspension, Verbal warning, and Written warning.
- ethnicity**: A dropdown menu with options: American Indian/Nativ..., Asian, Black/African American, Latino/Hispanic, Multi-racial/Bi-racial, Other (Specify Race not...), and White.
- incident_category**: A grid of buttons representing various incident categories, including: Assault and Battery, Child Neglect/Abuse, Damage to Library Pr..., Damage to Personal ..., Disruptive Behavior, Eating/Drinking Exce..., Gambling, Has Suggested Suspe..., Illegal Drug Use/Poss..., Inappropriate Behavi..., Lost Library Card, Lost Personal Item(s), Medical Emergency, Public Indecency, Public Intoxication, Repetitive Policy Viol..., Sexual Misconduct/V..., Sleeping, Smoking, Theft of Library Prope..., Threats/Harassment ..., and Viewing Pornography.

At the bottom of the interface, there is a summary bar showing a total count of 30 incidents.

Target Deployment: March 2022

Summary: After significant customization, collaboration with IT, and the feedback from IndyPL staff beta testers, the tool should be ready for deployment after some final checks and administration setup.

Training: Safety and Security Manager, Dana Imel, has engaged Incident Tracker for further training on the administrative capabilities of the system and is in the process of setting up user accounts and administrative rights. A training document for staff is also being finalized and will be available on the intranet for reference.



Board Briefing Report

8

To: IndyPL Board **Meeting Date:** 2/28/2022
From: The Indianapolis Public Library Foundation
Subject: February 2022 Update

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

News

The Library Foundation received 1-day and 31-day bus passes from The Indianapolis Public Transportation Foundation. The bus passes will be used by the Library's new social worker, Yanna McGraw, in her work. Her constituents need transportation to jobs, employment interviews, medical appointments, social service and government agencies, pharmacies, grocery stores and food pantries. All 24 branches will receive a proportional number of the bus passes.

The Foundation's new fundraising event, Circulate: Night at the Library, is on Saturday, March 12. If you are interested in purchasing tickets or seeing more information please visit: <https://indyplfoundation.org/circulate>. We would like to thank our 31 sponsors of the event, including Ray Biederman's law firm, Mattingly Burke Cohen & Biederman LLP.

Donors

The Foundation thanks 146 donors who made gifts last month. The following are our top corporate and foundation donors. If you should have an opportunity to thank these donors, we would be grateful.

Blue & Co.
Christel DeHaan Family Foundation
Citizens Energy Group
Engaging Solutions, LLC
Indianapolis Colts
Indianapolis Indians
Indianapolis Public Transportation Foundation
Lacy Foundation
MacAllister Machinery Co., Inc.
Powers & Sons Construction
Ritz Charles Inc.

Program Support

This month, the Library Foundation is proud to provide more than \$165,000 the Library. Examples of major initiatives supported include Hotspot software, World Language Computer Classes, Summer Reading Program, Staff DEI and LGBTQ+ training, Concert Series, Growing Global Citizens and Family & YA Author Visits.



Board Action Request

9a1

To: IMCPL Board **Meeting Date:** February 28, 2022

From: John Helling, Interim CEO **Approved by the Library Board:**

Effective Date: February 28, 2022

Subject: Finances, Personnel and Travel Resolution 11-2022

Recommendation: Approve Finances, Personnel and Travel Resolution 11-2022

Background: The Finances, Personnel and Travel Resolution 11-2022 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 2022.

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

RESOLUTION 11 - 2022

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 January 2022 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 **75523** through **75617** for a total of
\$424,526.34 were issued from the operating bank accounts.

EFT numbers **1584** through **1596** and
305143 through **305147** and
305149 through **305182** and
305185 through **305196** for a total of

\$4,196,114.74 were issued from the operating bank accounts.

Warrant numbers **8235** through **8249** for a total of
\$4,790.24 were issued from the gift bank account.

EFT numbers **305148** and
305183 through **305184** and
305197 through **305198** for a total of

\$5,468.03 were issued from the gift bank account.

Warrant numbers **269311** through **269332** and
1392 through **1393** for a total of

\$7,156.26 were issued for employee payroll

Direct deposits numbers **10001** through **10549** and
30001 through **30545** for a total of

\$1,372,694.96 were issued for employee payroll

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

\$436,232.46 were issued for employee payroll

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

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

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

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

Raymond J. Biederman

Rev. T.D. Robinson

Curtis W. Bigsbee

Hope C. Tribble

Dr. Khaula Murtadha

Judge Jose D. Salinas

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

Patricia A. Payne

Carolyn J. Adams
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1584	EFT	01/03/2022	THE BANK OF NEW YORK MELLON TRUST	1,491,553.13
1585	EFT	01/03/2022	THE BANK OF NEW YORK MELLON TRUST	2,101,050.00
1586	EFT	01/07/2022	ADP, INC.	5,980.27
1587	EFT	01/07/2022	FIDELITY INVESTMENTS	4,952.71
1588	EFT	01/07/2022	ADP, INC.	867.00
1589	EFT	01/07/2022	AMERICAN UNITED LIFE INSURANCE CO	2,080.69
1590	EFT	01/21/2022	FIDELITY INVESTMENTS	4,952.71
1591	EFT	01/21/2022	AMERICAN UNITED LIFE INSURANCE CO	1,730.69
1592	EFT	01/03/2022	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	934.27
1593	EFT	01/07/2022	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	113,437.08
1594	EFT	01/18/2022	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	548.21
1595	EFT	01/21/2022	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	111,921.19
1596	EFT	01/20/2022	INDIANA DEPARTMENT OF REVENUE	926.74
75523	CHECK	01/07/2022	ASI SIGNAGE INNOVATIONS	185.00
75524	CHECK	01/07/2022	AT&T	17.40
75525	CHECK	01/07/2022	BARDACH AWARDS	28.84
75526	CHECK	01/07/2022	BLACK CAUCUS OF THE AMERICAN LIBRARY ASSOCIATION,	60.00
75527	CHECK	01/07/2022	BUSINESS FURNITURE CORPORATION	419.60
75528	CHECK	01/07/2022	CITIZENS ENERGY GROUP	675.79
75529	CHECK	01/07/2022	FREETOWN VILLAGE, INC.	300.00
75530	CHECK	01/07/2022	GEYER FIRE PROTECTION, LLC	502.40
75531	CHECK	01/07/2022	JEREMY NORRIS	2,185.00
75532	CHECK	01/07/2022	NICHELLE HAYES	108.00
75533	CHECK	01/07/2022	SECURITAS ELECTRONIC SECURITY, INC.	8,568.99
75534	CHECK	01/07/2022	GLENDALE (PETTY CASH)	26.17
75535	VOID	01/07/2022	PAYPAL	-
75536	CHECK	01/07/2022	PAYPAL	162.30
75537	CHECK	01/07/2022	PAYPAL	54.10
75538	CHECK	01/13/2022	ADTEC	5,000.00
75539	CHECK	01/13/2022	AT&T MOBILITY	1,757.45
75540	CHECK	01/13/2022	CIH	22.50
75541	CHECK	01/13/2022	CITIZENS ENERGY GROUP	7,118.42
75542	CHECK	01/13/2022	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	6,998.21
75543	CHECK	01/13/2022	ELLIS MECHANICAL & ELECTRICAL	4,266.21
75544	CHECK	01/13/2022	GENUINE PARTS COMPANY-INDIANAPOLIS	7.48
75545	CHECK	01/13/2022	GUARDIAN	13,041.21
75546	CHECK	01/13/2022	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	108.00
75547	CHECK	01/13/2022	HORNING ROOFING & SHEET METAL	26,262.82
75548	CHECK	01/13/2022	INDIANAPOLIS POWER & LIGHT COMPANY	72,228.48
75549	CHECK	01/13/2022	INDY SHADES, INC.	85.00
75550	CHECK	01/13/2022	K & K FENCE CO., INC	5,780.00
75551	CHECK	01/13/2022	LEGALSHIELD	261.85
75552	CHECK	01/13/2022	PFM TRUCK CARE CENTER	795.19
75553	CHECK	01/13/2022	PROVIDENCE OUTDOOR	9,895.00
75554	CHECK	01/13/2022	REPROGRAPHIX, INC	26.46
75555	CHECK	01/13/2022	THE BANK OF NEW YORK MELLON TRUST CO N.A	750.00
75556	CHECK	01/13/2022	THE DAVEY TREE EXPERT COMPANY	393.00
75557	CHECK	01/20/2022	AFSCME COUNCIL IKOC 962	2,064.60
75558	CHECK	01/20/2022	AMERICAN UNITED LIFE INSURANCE CO	3,167.43
75559	CHECK	01/20/2022	AT&T	1,755.50
75560	CHECK	01/20/2022	AT&T	1,461.18
75561	CHECK	01/20/2022	AT&T	1.04
75562	CHECK	01/20/2022	AT&T	362.37
75563	CHECK	01/20/2022	AT&T MOBILITY	715.85
75564	CHECK	01/20/2022	CITIZENS ENERGY GROUP	1,494.96
75565	CHECK	01/20/2022	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	6,907.50
75566	CHECK	01/20/2022	DRIESSEN WATER INC	54.97
75567	CHECK	01/20/2022	DACO GLASS & GLAZING INC	2,807.80
75568	CHECK	01/20/2022	DELL MARKETING L.P.	447.00

No.	Type	Date	Reference	Amount
75569	CHECK	01/20/2022	ELLIS MECHANICAL & ELECTRICAL	2,466.90
75570	CHECK	01/20/2022	FINDAWAY WORLD, LLC	998.82
75571	CHECK	01/20/2022	GEYER FIRE PROTECTION, LLC	3,025.00
75572	CHECK	01/20/2022	GLENDALE MALL	23,585.42
75573	CHECK	01/20/2022	GORDON PLUMBING, INC.	190.00
75574	CHECK	01/20/2022	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	406.00
75575	CHECK	01/20/2022	INDIANAPOLIS FLEET SERVICES	721.99
75576	CHECK	01/20/2022	INDY CURB APPEAL ASPHALT, INC	6,500.00
75577	CHECK	01/20/2022	INDY SHADES, INC.	85.00
75578	CHECK	01/20/2022	INSIGHT PUBLIC SECTOR, INC	1,395.60
75579	CHECK	01/20/2022	LIBRARY IDEAS	1,038.70
75580	CHECK	01/20/2022	LUNA LANGUAGE SERVICES	1,134.57
75581	CHECK	01/20/2022	MEIJER CORPORATE	2,500.00
75582	CHECK	01/20/2022	PROVIDENCE OUTDOOR	1,600.00
75583	CHECK	01/20/2022	RED OXYGEN INC	17.06
75584	CHECK	01/20/2022	SONDHI SOLUTIONS	683.10
75585	CHECK	01/20/2022	THE HARMON HOUSE L.L.C.	192.50
75586	CHECK	01/20/2022	TODAY'S BUSINESS SOLUTIONS, INC	16,729.00
75587	CHECK	01/20/2022	UNIFORM HOUSE INC. THE	458.33
75588	CHECK	01/20/2022	YOUR AUTOMATIC DOOR COMPANY	240.00
75589	CHECK	01/27/2022	ALLISON O'KEEFFE	410.00
75590	CHECK	01/27/2022	ARSEE ENGINEERS, INC	1,155.00
75591	CHECK	01/27/2022	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	80,822.00
75592	CHECK	01/27/2022	ASI SIGNAGE INNOVATIONS	131.00
75593	CHECK	01/27/2022	CITIZENS ENERGY GROUP	461.14
75594	CHECK	01/27/2022	CLASSIC CLEANERS	140.00
75595	CHECK	01/27/2022	CROSSROADS DOCUMENT SERVICES	3,682.00
75596	CHECK	01/27/2022	CUMMINS SALES AND SERVICES	379.99
75597	CHECK	01/27/2022	CVENT, INC.	3,000.00
75598	CHECK	01/27/2022	DYNAMARK GRAPHICS GROUP	2,400.50
75599	CHECK	01/27/2022	ELLIS MECHANICAL & ELECTRICAL	5,865.00
75600	CHECK	01/27/2022	GEYER FIRE PROTECTION, LLC	2,048.15
75601	CHECK	01/27/2022	GORDON PLUMBING, INC.	145.00
75602	CHECK	01/27/2022	JACKSON SYSTEMS, LLC	5,445.24
75603	CHECK	01/27/2022	MIDWEST PARENTING PUBLICATIONS, LLC	1,625.00
75604	CHECK	01/27/2022	OCCUPATIONAL HEALTH CENTERS OF THE SOUTHWEST, P.A.	48.00
75605	CHECK	01/27/2022	PATRON POINT, INC.	17,500.00
75606	CHECK	01/27/2022	PFM TRUCK CARE CENTER	137.12
75607	CHECK	01/27/2022	PLOW DIGITAL, LLC	22,100.00
75608	CHECK	01/27/2022	IMCPL - POWERS & SONS - RETAINAGE - WPR	942.34
75609	CHECK	01/27/2022	PROVIDENCE OUTDOOR	1,425.00
75610	CHECK	01/27/2022	STERLING INFOSYSTEMS INC	28.00
75611	CHECK	01/27/2022	THE BANK OF NEW YORK MELLON TRUST CO N.A	750.00
75612	CHECK	01/27/2022	THE INDIANA STATE LIBRARY FOUNDATION, INC.	1,947.00
75613	CHECK	01/27/2022	TOTAL PLASTICS RESOURCES, LLC	202.52
75614	CHECK	01/27/2022	U.S. BANK	7,500.00
75615	CHECK	01/27/2022	UNIFORM HOUSE INC. THE	1,037.28
75616	CHECK	01/27/2022	THE KNOT WORLDWIDE, INC	6,900.00
75617	CHECK	01/27/2022	YOURMEMBERSHIP.COM, INC.	3,000.00
305143	EFT	01/07/2022	FLEET CARE, INC.	605.78
305144	EFT	01/07/2022	KLINES QUALITY WATER, INC	116.25
305145	EFT	01/07/2022	ORACLE ELEVATOR HOLDCO, INC.	262.50
305146	EFT	01/07/2022	RICHARD LOPEZ ELECTRICAL, LLC	19,890.00
305147	EFT	01/07/2022	UNIVERSAL PROTECTION SERVICE, LP	29,242.85
305149	EFT	01/13/2022	ETI PERFORMANCE IMPROVEMENT	360.00
305150	EFT	01/13/2022	INGRAM LIBRARY SERVICES	179.16
305151	EFT	01/13/2022	MARKET STREET GROUP, INC	4,000.00
305152	EFT	01/13/2022	ORACLE ELEVATOR HOLDCO, INC.	481.25
305153	EFT	01/13/2022	PERFECTION GROUP, INC.	2,448.90
305154	EFT	01/13/2022	POWERS & SONS CONSTRUCTION	94,063.71
305155	EFT	01/13/2022	RATIO ARCHITECTS, LLC	3,495.46
305156	EFT	01/13/2022	RICOH USA, INC. - 12882	12,734.82
305157	EFT	01/13/2022	STENZ MANAGEMENT COMPANY, INC	5,087.76

No.	Type	Date	Reference	Amount
305158	EFT	01/13/2022	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	7,209.00
305159	EFT	01/13/2022	UNIVERSAL PROTECTION SERVICE, LP	2,755.71
305160	EFT	01/20/2022	ALSCO	801.99
305161	EFT	01/20/2022	BAKER & TAYLOR	1,334.23
305162	EFT	01/20/2022	BAKER TILLY VIRCHOW KRAUSE, LLP	1,411.25
305163	EFT	01/20/2022	BLACKSTONE AUDIO INC	668.25
305164	EFT	01/20/2022	CDW GOVERNMENT, INC.	2,048.21
305165	EFT	01/20/2022	CITIZENS THERMAL ENERGY	45,106.44
305166	EFT	01/20/2022	DANCORP INC. DBA DANCO	1,425.00
305167	EFT	01/20/2022	DELTA DENTAL	50.26
305168	EFT	01/20/2022	DELTA DENTAL	75.40
305169	EFT	01/20/2022	DELTA DENTAL	11,599.00
305170	EFT	01/20/2022	DEMCO, INC.	4,819.36
305171	EFT	01/20/2022	EBSCO INFORMATION SERVICES	7.34
305172	EFT	01/20/2022	FINELINE PRINTING GROUP	815.00
305173	EFT	01/20/2022	INDIANA PLUMBING AND DRAIN LLC	2,263.00
305174	EFT	01/20/2022	INDIANAPOLIS ARMORED CAR, INC	3,593.70
305175	EFT	01/20/2022	INGRAM LIBRARY SERVICES	1,011.67
305176	EFT	01/20/2022	J&G CARPET PLUS	325.00
305177	EFT	01/20/2022	ORACLE ELEVATOR HOLDCO, INC.	9,294.88
305178	EFT	01/20/2022	REGIONS BANK PURCHASING CARD	19,778.15
305179	EFT	01/20/2022	RICOH USA, INC. - 12882	3,970.00
305180	EFT	01/20/2022	STAPLES	14,186.29
305181	EFT	01/20/2022	TITAN ASSOCIATES	2,601.00
305182	EFT	01/20/2022	UNIVERSAL PROTECTION SERVICE, LP	856.83
305185	EFT	01/27/2022	ACORN DISTRIBUTORS, INC	3,515.20
305186	EFT	01/27/2022	FLEET CARE, INC.	248.40
305187	EFT	01/27/2022	INDIANA PLUMBING AND DRAIN LLC	153.00
305188	EFT	01/27/2022	INGRAM LIBRARY SERVICES	692.14
305189	EFT	01/27/2022	KLINES QUALITY WATER, INC	54.35
305190	EFT	01/27/2022	MARY RANKIN	10,937.50
305191	EFT	01/27/2022	ORACLE ELEVATOR HOLDCO, INC.	7,092.76
305192	EFT	01/27/2022	PERFECTION GROUP, INC.	11,945.00
305193	EFT	01/27/2022	RICOH USA, INC. - 12882	3,970.00
305194	EFT	01/27/2022	STENZ CONSTRUCTION CORPORATION	1,540.00
305195	EFT	01/27/2022	STENZ MANAGEMENT COMPANY, INC	4,006.05
305196	EFT	01/27/2022	UNIVERSAL PROTECTION SERVICE, LP	50.25
Total				\$ 4,620,641.08

Summary by Transaction Type:

Computer Check	\$ 424,526.34
EFT Check	\$ 4,196,114.74
Total Payments	\$ 4,620,641.08
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
8235	CHECK	01/07/2022	AT&T MOBILITY	2,216.25
8236	CHECK	01/07/2022	BETH MENG	250.00
8237	CHECK	01/07/2022	CATHERINE BOWIE	100.00
8238	CHECK	01/07/2022	ELIZABETH MARCELLO	100.00
8239	CHECK	01/07/2022	JULIA LOHLA	100.00
8240	CHECK	01/07/2022	LOGIKA INNOVATION, INC.	243.00
8241	CHECK	01/07/2022	SAKURA FUQUA	300.00
8242	CHECK	01/13/2022	DEBORAH EHRET	224.49
8243	CHECK	01/13/2022	LORALYNN E EADES	150.00
8244	CHECK	01/13/2022	ROBIN HANKS	63.64
8245	CHECK	01/13/2022	SAKURA FUQUA	100.00
8246	CHECK	01/20/2022	CREATIVE AQUATIC SOLUTIONS, LLC	665.00
8247	CHECK	01/20/2022	LIBRARY IDEAS	39.95
8248	CHECK	01/20/2022	ROBIN HANKS	109.93
8249	CHECK	01/27/2022	DISCOUNT SCHOOL SUPPLY	127.98
305148	EFT	01/07/2022	INGRAM LIBRARY SERVICES	10.92
305183	EFT	01/20/2022	INGRAM LIBRARY SERVICES	3,051.68
305184	EFT	01/20/2022	TOY INVESTMENTS, INC	1,111.32
305197	EFT	01/27/2022	INDPLS-MARION COUNTY PUBLIC LIBRARY	200.00
305198	EFT	01/27/2022	STAPLES	1,094.11
			Total	<u>\$ 10,258.27</u>

Summary by Transaction Type:

Computer Check	\$ 4,790.24
EFT Check	\$ 5,468.03
Total Payments	\$ 10,258.27
Total Voided Items	-

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

February 28, 2022

PERSONNEL ACTIONS

RESOLUTION 11-2022

NEW HIRES:

- Zoe Reuter, Page, Warren, \$12.50 per hour, Effective: January 26, 2022
- Patricia Sellman, Page, Glendale, \$12.50 per hour, Effective: January 26, 2022
- Debra Norman, Page, Lawrence, \$12.50 per hour, Effective: February 10, 2022
- Amber Garza, Page, Lawrence, \$12.50 per hour, Effective: March 10, 2022
- Ruth Rankin, Metadata Specialist, Collection Management, \$21.78 per hour, Effective: February 23, 2022
- Nick Terrio, Library Assistant II, Glendale, \$15.17 per hour, Effective: March 10, 2022

INTERNAL CHANGES:

- Boubacar Blade from Page, Franklin Road Branch to Page, Central Library, No Change in Pay, Effective: January 17, 2022
- Suzanne Bartholomew from Library Assistant II, College Avenue Branch to Library Assistant II, Garfield Park Branch, No Change in Pay, Effective: February 13, 2022
- Patty Wallace from Public Services Associate II, Glendale Branch, \$18.78 per hour to Public Services Librarian, Glendale Branch, \$21.78 per hour, Effective: January 30, 2022
- Elizabeth Schoettle from Supervisor Librarian, Central Adult Reference, \$30.60 per hour to Area Resources Manager, Branches, Public Services, \$33.67 per hour, Effective: February 13, 2022
- Ciera Hudson from Processing Assistant I, Processing Service to Library Assistant II-Outreach, Outreach Services & Volunteer Resources, No Change in Pay, Effective: January 30, 2022
- Sylvia Robertson from Technology Learning Specialist, Public Services to Public Services Associate II, Michigan Road Branch, No Change in Pay, Effective: January 30, 2022
- Charles Cain from Computer Assistant II, Decatur Branch to Library Assistant II, Central Borrowers Service, No Change in Pay, Effective: February 27, 2022
- Kristina Osborn from Public Services Librarian, Central Adult Reference to Public Services Librarian, College Avenue Branch, No Change in Pay, Effective: February 27, 2022
- Betsy Joyce from Page, Nora Branch, \$12.58 per hour to Hourly Library Assistant II, Nora Branch, \$15.17 per hour, Effective: February 27, 2022
- Denyce Malone from Interim Area Resource Manager, Branches, Public Services, \$31.35 per hour to Manager, Community Branch, Michigan Road Branch, \$29.86 per hour, Effective: February 13, 2022
- Kathy Roush from Page, Nora Branch, \$12.78 per hour to Hourly Public Services Associate I, Central Adult Reference, \$16.31 per hour, Effective: February 27, 2022
- Alvaro Gomez from Computer Assistant II, Part-Time, Haughville Branch to Computer Assistant II, Full-Time, Haughville Branch, No Change in Pay, Effective: February 27, 2022

RE-HIRES: (None Reported)

SEPARATIONS:

- Tracy Sullivan, Library Security Assistant, Pike, 2 weeks, Effective: January 18, 2022
- Dan Arndt, Computer Assistant II, West Perry, 1 year and 3 months, Effective: February 11, 2022
- Lior Segal, Hourly Computer Assistant II, Wayne, 2 months, Effective: January 21, 2022
- Paulette Korobov, Library Assistant II, Eagle, 8 years and 11 months, Effective: January 29, 2022
- Khaila King, Public Services Associate II, InfoZone, 5 months, Effective: February 1, 2022
- Holly Fitzpatrick, Hourly Special Collections Intern, Central, 3 months, Effective: December 18, 2021
- Elizabeth Slawson, Public Services Librarian-NE, Lawrence, 17 years and 7 months, Effective: January 28, 2022
- Maureen Duncan, Public Services Librarian, Central, 35 years and 9 months, Effective: February 28, 2022
- Tonya Franklin, Manager, Central Services, Central, 27 years and 8 months, Effective: January 31, 2022
- Lucy Wortham, Youth Multimedia Learning Specialist, Learning Curve, 3 years and 7 months, Effective: February 4, 2022
- Riya Shrestha, Computer Assistant II, Southport, 3 months, Effective: February 5, 2022
- Claudia Montes Salinas, Program Specialist, Program Development Area, 2 years and 3 months, Effective: February 26, 2022
- Tariq Robinson, Program Specialist, Program Development Area, 2 years, Effective: February 26, 2022

INACTIVE: (None Reported)

RE-ACTIVATE:

- Thelma Hunt, Hourly Library Assistant II, InfoZone, Re-activated: January 30, 2022

RECLASSIFICATION:

- Nichelle Hayes from Special Collections Librarian, Central, \$27.78 per hour to Manager, Center for Black Literature & Culture, Central, \$29.16 per hour, Effective: January 17, 2022

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

TRAVEL AND TRAINING ACTION

RESOLUTION 11 - FEBRUARY 2022

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
Kathryn Bacone	CMSA	1200	Virtual	MOUG 2022 virtual conferen	101	\$ 90.00				\$ 90.00
Mary Alice Durchholz	CMSA	1200	Virtual	Changing Standards, Local Choices: Navig	101	\$ 149.00				\$ 149.00
Kirsten Weaver	PDA	1500	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Riley Hawkins	CEN	1400	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Mary Luzader	SPK	1500	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Andrew Davis	SOU	2017	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Jordan Hunt	CEN	1400	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Shannon O'Donnell	CEN	1400	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Theresa Crawford-Cottonham	MIC	2027	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Cory O'Dell	HR	1700	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Sailan Lang	GLD	2003	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Adam Parsons	FAC	1800	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Rachel Jamieson	LAW	2013	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Natalie Burriss	FRA	2021	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Carolyn Adams	FIN	1300	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Darlene Fox	CMSA	1200	Virtual	Camp ER&L	101	\$ 359.00				\$ 359.00
Lauren Thorne	OUT	2025	Virtual	Social Emotional Librarianship	101	\$ 199.00				\$ 199.00
TIA JAH WYNNE AYERS	SPK	2018	Virtual	Social Emotional Librarianship	101	\$ 199.00				\$ 199.00
Kris Gould	COL	2002	Virtual	Social Emotional Librarianship	101	\$ 199.00				\$ 199.00
Maggie Ward	OUT	2025	Virtual	Social Emotional Librarianship	101	\$ 269.00				\$ 269.00
Staci Terrell	TCM	2024	Virtual	Social Emotional Librarianship	101	\$ 209.94				\$ 209.94
Bambi Pea	WRN	2022	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00
Ellen Flexman	OUT	2025	Virtual	Racial Equity Training	101	\$ 350.00				\$ 350.00

\$ 6,923.94

Summary

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

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

Themes

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

Initiatives

CEO/Executive Committee

- **Listening efforts**
 - *Context: A recurring theme that has come up over the last few months is that staff do not feel that the members of the Executive Committee are truly listening to their concerns. The bullet points below attempt to provide several new pathways for staff to communicate to EC.*
 - **Ongoing town halls** – *regular opportunities for the CEO and other EC members to answer questions verbally*
 - **11/22/21** – We have held three all staff town halls where staff can pose questions to the interim CEO and other EC members. The response to these opportunities has been positive and we plan to continue them into the future.

- **1/24/22** – The fourth all-staff town hall was held on Friday, December 17.
- **Office hours in branches** – *regular opportunities for staff to have face-to-face interaction with the CEO and/or EC members, intended for less formal communication and relationship building*
 - **11/22/21** – The CEO and several members of EC have held office hours for themselves in the branches, with the goal of building relationships with staff.
 - **12/13/21** - CMSA Director visits are resulting in great feedback from branches. Locations visited so far include: EAG, PIK, E38, WAY, CEN
 - **1/24/22** – The first round of office hour visits by the CEO is complete. A second round will be scheduled soon.
- **Advisory Panel** – *this tool is modeled after Columbus Public Library, where a heterogeneous group of staff brings issues to EC in a semi-formal way. The panel meets by themselves one month, then together with EC the following month.*
 - **11/22/21** – This suggestion arrived before we understood that the central group of the Climate Improvement Process (“The Go Team”) would continue to come together and work even after our engagement with Ice Miller comes to an end. It’s important that we are not creating groups with overlapping responsibilities, thereby making communication more challenging than it needs to be, and for that reason this suggestion will be on hold until we have a better picture of what role The Go Team will continue to play at IndyPL.
- **Q&A form** – *note: this is another tool taken from Columbus Public Library. It is a more formal mechanism for staff to put questions to EC in writing, and will receive responses in writing. At Columbus, the Advisory Panel also provides a written response.*
 - **11/22/21** – This need may be met by ongoing town hall meetings
- **Directors working in branches** – *similar to the “office hours” tool, members of EC will find opportunities to spend time outside of their offices and simply work from a branch location.*
 - **11/22/21** – The interim CEO and several members of EC have held gone into the branches to do work, with the goal of building relationships with staff and seeing work carried out on the ground level.
 - **12/13/21** – Greg Hill has begun holding meetings of the ARMs group (public services leadership team) in a different branch each week
 - **1/24/22** – Keesha Hughes has been spending time in branches getting to know the system. Adam Parsons, our incoming Director of Facilities, will do the same.

- **Improve Union relationship/communication** – *staff have observed that the relationship between the union and library administration has been strained or confrontational. We need to reset this relationship and show a commitment to being open to new ideas and to long term change.*
 - **11/22/21** – The interim CEO, Director of HR, and CFO have met with the union both formally and informally to continue to build trust and improve communication. We received positive feedback about the tone of our most recent negotiation session regarding Sunday work.
 - **1/24/22** – The union was invited to participate in the most recent town hall meeting and speak to questions that were directed to them. We have also continued to work on opening lines of communication and keeping formal negotiations constructive and solution-oriented.
 - **2/28/22** - We continue to work with the union on issues like improving the occurrence/attendance policy and how staff are compensated for Sunday work.
- **Servant leadership readings/training** – *to improve the ability of EC to effectively communicate with the organization and to generate trust, EC will commit to the idea of service leadership, including group readings and trainings.*
 - **1/24/22** – We have not successfully identified an appropriate training in this realm yet. This is partially because EC still has several interims and has given over its regular meeting time to coordination of the M365 rollout in recent weeks.
 - **2/28/22** - While not specifically on the topic of “servant leadership,” training has been identified by Ice Miller for the EC group that they feel would be beneficial to EC’s ability to lead the organization through the Climate Improvement Process when it arrives. We are in the process of engaging with that vendor, which is called MPact.
- **Get the organization focused on the strategic plan** – *an observation that has been made often in the last few weeks is the organization does not yet feel as connected to its current strategic plan as it did to its former plan. We need to provide more opportunities for staff to communicate how they are “living” the strategic plan and how we as an organization are progressing toward our goals. This could include a “friendly competition” where branches are rewarded for coming up with creative ways to pursue our strategic plan goals.*
 - **11/22/21** – Further feedback indicates that a “competition”, however friendly, is not what staff want right now. We will explore other ways to motivate staff to work on the strategic plan. The interim Chief Public Services Officer (Greg Hill) has created some tracking and management reporting resources highlighting areas of the strategic plan. Greg and Strategic Planning and Assessment Officer (Garrett Mason) are working together to revisit the Branch Manager Quarterly reports to incorporate or be replaced by the newly created resources.
 - **2/28/22** - Greg and Garrett have engaged both IT and ETI in discussions for the best solution for the new quarterly reports. As the present time, it seems likely that Microsoft Teams will be leveraged as the solution. Greg and Garrett are still working through the workflow and determining implementation approach.

- **EC matrix** – *EC keeps a list of organizational projects and initiatives that we call “the matrix.” It is intended to serve as a sort of dashboard to show overlapping project schedules and overall “busy-ness” levels at the library. It can also be a valuable communication tool for staff who want a birds-eye view of the organization. At points in the past we have committed to sharing this tool with staff more often but we need to recommit to that.*
 - **11/22/21** – Strategic Planning has been working on updating the Matrix and deploying it as a more collaborative document via M365. We previously were sharing a summarized version of the Matrix for all staff but it did not seem staff was accessing or utilizing this resource. We need to determine if the Matrix is of value to staff and, if so, the best manner to convey the Matrix.
 - **2/28/22** - The EC Matrix was recently moved to the EC Team in the Microsoft Teams environment. No determination regarding the need for sharing or the conveyance method of the Matrix’s content has been made at this time.
- **Quarterly reports** – *it has been a longstanding practice for branch managers to produce quarterly reports, and it is not always clear to them who uses the reports and for what purpose. Being asked to complete this task so regularly without a clear goal in mind reduces morale. We need to identify the stakeholders of these reports and make sure the reports are filling their needs, adjust them if necessary, or drop them as a requirement if appropriate.*
 - **11/22/21** – The interim Chief Public Services Officer and Strategic Planning and Assessment Officer are developing a new reporting tool that has a clearer purpose
 - **2/28/22** - Greg and Garrett have engaged both IT and ETI in discussions for the best solution for the new quarterly reports. As the present time, it seems likely that Microsoft Teams will be leveraged as the solution. Greg and Garrett are still working through the workflow and determining implementation approach.
- **Café contract** – *Our café vendor at Central Library has indicated a desire to revisit their contract document and add some significant dimensions to their relationship with the library. We need to explore the potential benefit and liability in these changes.*
 - **1/24/22** – The interim CEO has talked with the café vendor to better understand their needs. We are in the process of quantifying the impact of any potential changes to the library’s budget or insurance liability.
 - **2/28/22** - We have received feedback from our insurance company on the proposed changes and there are no increases to the library’s liability. The contract is currently being reviewed by the library’s legal team.

Human Resources

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

can add valuable context to the appraisal process. This is standard practice in some organizations.

- **Self-appraisal** – *A self-appraisal component of performance reviews can often highlight specific areas where a staff person’s self-perception does not align with the manager’s perception, and can be useful in guiding an appraisal conversation to the points where it can be most helpful. Self-appraisals also provide staff members the opportunity to reflect on their own performance and “speak to” things they think are obstacles or hindrances to them.*
 - **11/22/21**- This will be an item that will be discussed early next year to prepare for the review on Sept 2022.
- **Incident of bias flowchart** – *A big part of the reason why incidents of bias may have gone unaddressed (or under-addressed) in the past is because our procedure for addressing such incidents was not specific enough. We would also benefit from a “third party” pathway for feedback/complaints (this has been referred to as a “whistleblower” or “ombudsperson” pathway).*
 - **11/22/21** – The interim Director of HR has created a third party pathway for reporting incidents that is currently under review. Strategic Planning and Assessment Officer recently gained access to the data reporting aspect of the reporting process and is currently reviewing.
 - **2/28/22** - The library has contracted with BKD to provide an anonymous reporting pathway as well as the tracking of reported incidents.
- **Formalizing interview panel guidelines** – *We do not, as an organization, have formal/written guidelines for how interview panels should be created, resulting in missed opportunities to provide representation on crucial decision making bodies. These guidelines need to be created immediately.*
- **Student Assistant page position** – *The nature of the page position has come up in several discussions, including equitable pay but also how we might use these positions to give opportunities to students, specifically those from the communities surrounding our branch locations and how we might use these positions to highlight librarianship as a potential career path. We will explore the creation of a certain number of page positions that could specifically be reserved for students/youth.*
 - **11/22/21**- The CFO and Interim Director of HR had a meeting with the Supervisor Librarians and the idea of creating this position was not well received. Here is the new suggestion: The Supervisor, Volunteer Resources and Interim Director of HR are working on creating guidelines for students’ opportunities. Their idea is to create a collaboration with schools and students in the library with opportunities to help and serve as Page, LA II and PSLs. We have identified local schools that provide funds for these opportunities and we are currently creating the guideline, procedures and job descriptions to share with the schools for consideration. This will bring more diversity and exposure to students to our library.

- **Diversity Fellow** – *Our Diversity Fellow positions, which have been year-long, project-based positions that we reserve specifically for demographics that are underrepresented in our larger staff, have been very valuable. We will continue to use these positions both to address project needs but to increase representation on our staff.*
- **Training/onboarding** – *Our training/onboarding process needs to be more robust and needs to also serve as a process that helps to set and reinforce our organizational culture, in addition to the nuts and bolts of working at IndyPL.*
 - **11/22/21**- The Diversity Fellow- HR, Interim Director of HR and Diversity, Equity and Inclusion Officer are working to create a new onboarding program to highlight the library culture and goals. This will be the foundation for all new employees when they first start. The goal is to have this training ready and available for new employees by January 2022. Additionally, Interim Director of HR is revising the structure and the needs of the training division. The goal is to create more in-house training to help employees succeed in IndyPL. The revisions will be completed by the end of November.
 - **1/24/22** – We have a new Manager of Organizational Learning and Development, replacing the incumbent who retired, and who will take over the implementation of this goal.
- **Mentorship** – *We need a formal mentorship structure to ensure that staff are able to take advantage of the opportunity to learn from more experienced staff and help them set and follow their career paths.*
 - **11/22/21**- The Interim of Chief of Public Services and Interim of Director of HR are creating the procedure for a Mentorship Program. The pilot group will start in Public Services and roll out to other departments next year. Currently, looking at software to make the process more effective and able to gather the information and track the progress of the participants.
 - **1/24/22** – Greg Hill and his team have identified a software product that will assist in the matching of mentor/mentees. Greg has also worked with Tisha and her team to create a Career Development Program draft plan, which we are currently reviewing.
 - **2/28/22** - **We have contracted with Mentor Services, Inc to provide a program that takes in prospective mentors and mentees and matches them based on interest and experience.**
- **Health care costs** – *Our health care costs are expensive for our employees, especially those on our family health insurance plan. We need to explore creative ways of reducing these costs to the extent that we can.*
 - **11/22/21**- For 2022, we were unable to reduce the health costs for employees due to the increase of overall cost nationwide. However, we were able to keep the employees' premium the same and add new benefits at no cost to the employees. We added benefits for transgender, nutrition consulting and mental counseling for medically necessary conditions.

- **11/22/21**- HR Dept is creating a new in-house Short Term Disability Program that will include Paternal Leave for birth, adopting and /or fostering mothers and fathers. This will be at no cost to employees.

Public Services

- **CAP process** – *The process for seeking program funding, called a Community Action Plan or CAP, can be cumbersome and confusing, especially for programs seeking only small financial support. We need to continue to improve this process so that it is easy for staff to create, track, and complete a CAP. Additionally, we need to explore ways to support programming efforts in branches that do not have large Foundation gift fund balances with which to fund programming.*
 - **11/22/21** – The 2022 CAP process will allow for smaller programs to be funded with operational dollars that have been budgeted to the Programming Department. Process continues to be improved with the collaboration of PDA, CPSO, and Strategic Planning and Assessment Officer. To date, 169 CAPs have been approved for execution in 2022 with secured funding of almost \$900k.
 - **2/28/22** - *Process is continually reviewed and Strategic Planning has regular discussions with PDA and the Foundation to inform possible adjustments to the process. Additional training resources are in the process of being developed for the next round of CAP submissions.*
- **Patron Incident reporting tool** – *Our current tool for logging patron behavior incidents was built in-house many years ago and did not foresee our current need to be able to create reports on things like patron demographics. We need a more robust tool to ensure we are able to ask questions of our data and how our patrons are interacting with our security procedures/staff.*
 - **11/22/21** – Strategic Planning and Assessment Officer has been reviewing data structure and tool development. Contract for one year should be signed soon followed by beta testing and final revisions prior to deployment.
 - **1/24/22** – We have signed a contract with Incident Tracker and Garrett Mason is currently testing the reporting feature of the tool. We plan to deploy this software to staff by the end of the first quarter of 2022.
 - **2/28/22** - *After discussion with BKD, the appropriate data is available for reporting. Determination of workflow for data reporting is still in progress.*
- **Teen Services** – *We need to be more intentional in the way we provide services to our teen patrons. We need to create some teen-specific librarian positions, whose job is specifically to serve teen patrons. Currently, it tends to fall to whichever staff are naturally inclined to work with teens, and our teen patrons deserve more intentionality.*
 - **11/22/21** – We have created a teen-specific job description that branches can deploy as needed.
- **Security transition** – *We will continue our efforts to bring our security function in-house so that we are able to work with our security staff in a more engaged way and so that all staff that a patron might encounter in a branch are library staff.*

- **11/22/21** – We continue to add in-house security positions at a steady rate. We will renew our relationship with G4S for 2022 and at the end of 2022 we will evaluate our needs at that point.
- **12/13/21** – We have renewed our G4S relationship for 90 days.
- **1/24/22** – We discussed the specific timeline for the continued security transition at the January meeting of the Facilities committee. We plan to renew our relationship with Allied/G4S until the end of 2022 as we complete this transition.
- **Reorganize Central library management to match current strategic plan** – *Currently, the organization of Central Library is set up to match the previous strategic plan. We need to make sure that our structure matches our current goals, and that areas like the CBLC and the ISCR, which are projected to grow in impact, are supported with adequate resources.*
 - **11/22/21** – Two positions will be added to the CBLC to increase the capacity of that area of the library.
 - **1/24/22** – These positions have been created and added to the CBLC.
- **Digital Encyclopedia of Indianapolis** – *Before the end of 2021 the library has agreed to take ownership of the Digital Encyclopedia of Indianapolis. We need to create a departmental structure (within the Indianapolis Special Collections Room) that matches this need and incorporate this initiative into ongoing business.*
 - **11/22/21** – The departure of our Special Collections Librarian from the ISCR has thrown a wrinkle into this conversation. However we are still committed to housing the DEOI and launched on November 18, 2021.
 - **12/13/21** - the DEOI began being managed by Mike Williams, under Collection Management. DEOI Leadership meetings have been taking place to facilitate the transition of staff, technology and leadership to IndyPL.

Facilities

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

CMSA

- **Representation into the collection** – *We need to continue to make progress on our ability to increase representation in the collection, which has a significant impact for our patrons. It has been suggested that this become a focus of an Equity Council subcommittee.*
 - **12/13/21** - The CMSA team has developed a strategy and process for noting e-resource and upprocessed selections in 2022.

- Collection Guidelines for book purchases for LGBTQ+ and African American audiences are in the queue for discussion with the equity council and affinity groups.
 - Collection Guidelines for book purchases hispanic/LatinX equity and representation are on deck.
 - Collection Guidelines for identifying video selections for all three areas will begin in 2022.
 - Deb and Garrett began discussion of development of a dashboard for racial equity/representation purchases that will make it easier for staff to monitor equity purchase levels.
 - CMSA staff presented on building equity into library collections at the annual ILF conference.
 - Ownership of Baker & Taylor, the major supplier of physical materials for the library collection, is transitioned to an XBE company, increasing the supplier diversity of library materials significantly.
- **Collection HQ implementation timeline** – *Staff are eager to resume use as we work to re-implement after the transition to Polaris from Horizon, utilizing new DEI functionality and a different account structure. We need to build a transparent project structure around CollectionHQ, which is a significant tool that many staff rely on to do their jobs.*
 - **11/22/21** – CMSA has been working with the vendor on the data sheets for mapping data from Polaris. When we get those completed, we are meeting with them to discuss the possibility of including Shared System data, and to develop the timeline. We’re working on the training aspects for staff, as well as new training for the selection team on the new diversity reporting options.
 - **12/13/21** – Standing data sheets are complete. Training is complete but we have discovered that the data set is too large for the Simply Reports module of Polaris. This should be addressed by a dashboard created by Garrett Mason.
- **Collection Diversity Audit** (co-owned by Public Services) – *We will continue to build measurable data for how representative our collection is.*
 - **11/22/21** – CMSA is finishing up the analysis of the Pike audit, and will be releasing it soon. Then we’ll be able to talk about the next step of rolling the process out to the branches.
 - **12/13/21** - CMSA staff presented on building equity into library collections at the annual ILF conference. This included discussion of the diversity audit.
- **Axis360** – *We will explore how we can pursue our goal of providing a shared e-resource platform with our school partners, while at the same time ensuring that the tool we use to build this platform is robust and can do all of the things we need it to do.*
 - **12/13/21** - CMSA and shared system staff presented on IndyPL’s Axis 360 Community Share platform at ILF.
 - Ownership of Baker & Taylor, the Axis 360 platform company is transitioning to an XBE company, increasing the supplier diversity of e-books significantly.

Comms

- **Website transition timeline/plan** – *Based on staff and patron feedback, we need to begin considering what our next website might look like. There is frustration from both staff and patrons with the way our search function works and how it presents results. The website could also be more smoothly integrated with our catalog, and other tools like our calendar of events.*
 - **11/22/21** - We are close to launching an improvement to our existing website (adding drop-down navigation, re-org of several pages for clarity, and revamped homepage), which has been delayed by vendor issues but should go live soon.
- **Intranet revamp project (co-owned with IT)** – *Our intranet is currently an underutilized tool for internal communication, which makes it a missed opportunity. Staff have identified several ways they would like to see this tool improved, such as a clearinghouse for standard procedures as well as forums for staff discussions that are not best suited to email exchanges.*
 - **11/22/21** – Part of this conversation will be had during our deployment of Microsoft 365, which comes with a range of communication tools. The role of the intranet may or may not change as those tools are deployed.

IT

- **Microsoft 365 software-** *We have migrated all staff to Microsoft 365, and once we finish decommissioning the old environment, we will begin upgrading Office Suite on Public PCs in Q2.*
 - *M365 Procedures- as a starting point, we are using Microsoft's recommended best practices for M365 Governance Procedures. To determine users' needs, assess business requirements, and identify business goals, we meet every week to discuss and plan Microsoft 365 applications, tools, and services. The best practices will be modified to reflect the library's needs.*
 - *SharePoint (intranet revamp project) co-owned with Comm*
- **Support for public-facing technology initiatives** – *Staff have asked for the IT department to play an increased role in certain public facing technology projects, like the circulation of laptops and hotspots for patrons. Historically the IT department has focused on more structural systems. This shift may require additional or refocused resources for IT.*
 - **12/13/21** – IT is leading the rollout of Microsoft 365 to the library system. This is an immense project. All locations should be up and running in the next few weeks. Training is underway.

Finance

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

DEI Officer

- **Equity Council** – *The Equity Council was in its infancy when our previous DEI Officer left the organization. The new DEI Officer will need to take ownership of this group, ensure an effective culture of communication and collaboration on the group, and help determine whether the group is structured well (whether the subcommittee system needs to be adjusted, for example).*
 - **11/22/21** – Our DEI Officer is now hired and has started work. She is creating relationships and gaining organizational knowledge, which are prerequisites to implementing any changes.
 - **2/28/22** - We will wait for the Climate Improvement Process report before moving ahead with any Equity Council changes to ensure consistency.

9c

eResources, Schools and Equitable Access.

The
INDIANAPOLIS PUBLIC
Library

Indianapolis Public Library Board Meeting

Monday, February 28, 2022

Sarah Batt, Manager Shared System, Indianapolis Public Library

Darlene Fox, Electronic Resources Librarian, Indianapolis Public
Library

Leverage ALL Your Resources

Equitable Access. How can public libraries and schools partner to provide equitable access to eBooks and other library resources?

- **Partnerships and Access**
What worked?
- **Where we stumbled**
What were the challenges?
- **How's it going?**
What results have you seen?

Partnerships

Shared System

Collaboration between the Indianapolis Public Library, 47 schools, and two museums.

Library Card Campaign

Indianapolis Public Library Cards provided to all school districts in Indianapolis

Marion County Internet Library

Grant funded access to databases for all of Marion County, but focused on High School and College level research.

Axis 360 Community Share

E-book sharing between the Indianapolis Public Library and 95+ schools in Marion County.

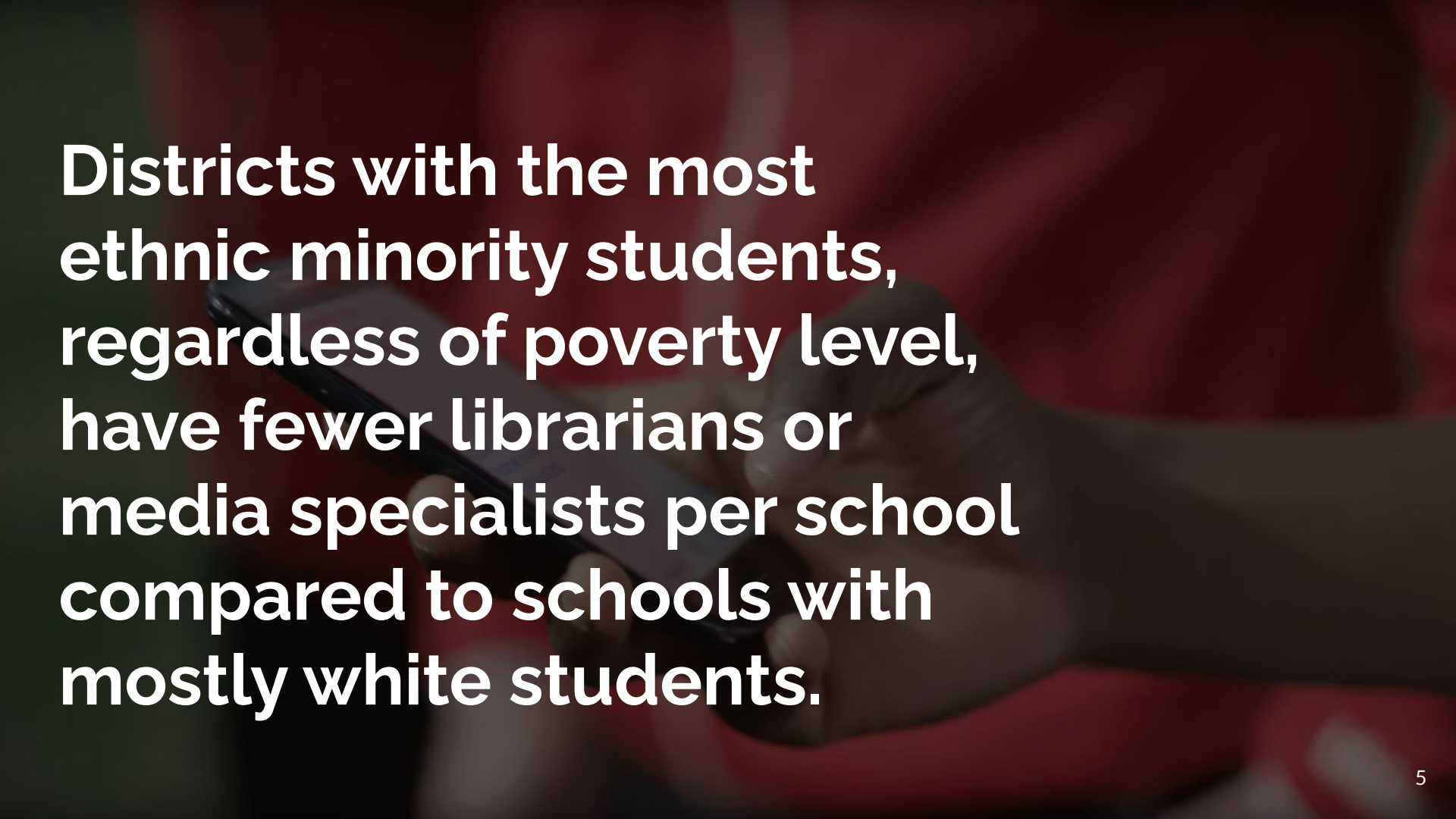


Equitable Access is at the core of partnerships.

Fewer schools with the highest level of **student poverty** have library/media centers compared to schools at other income levels.

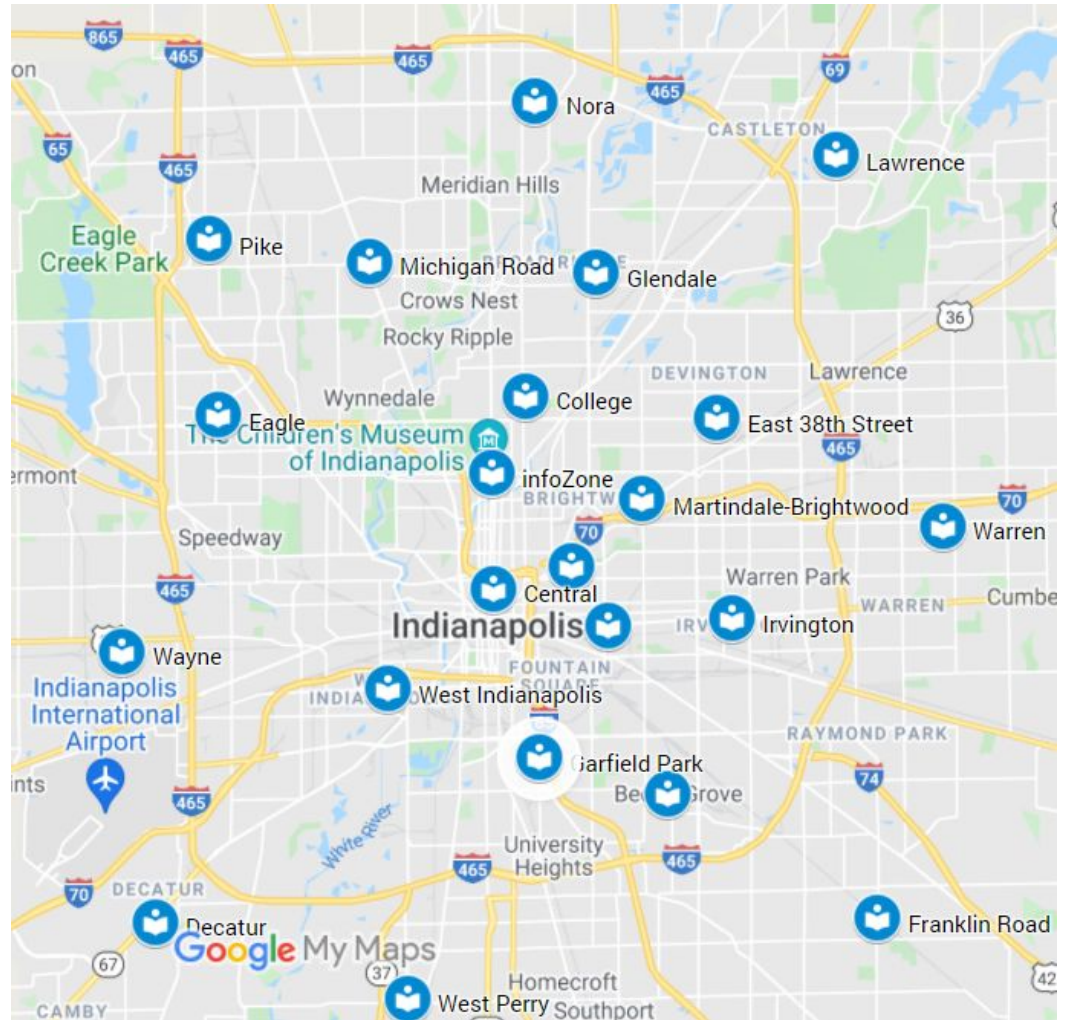
Schools with the highest levels of poverty were found in both urban and rural settings.



A close-up photograph of a hand holding a smartphone, set against a vibrant red background. The hand is positioned in the lower right quadrant, with the phone held horizontally. The lighting is soft, highlighting the contours of the hand and the texture of the phone. The overall composition is clean and modern.

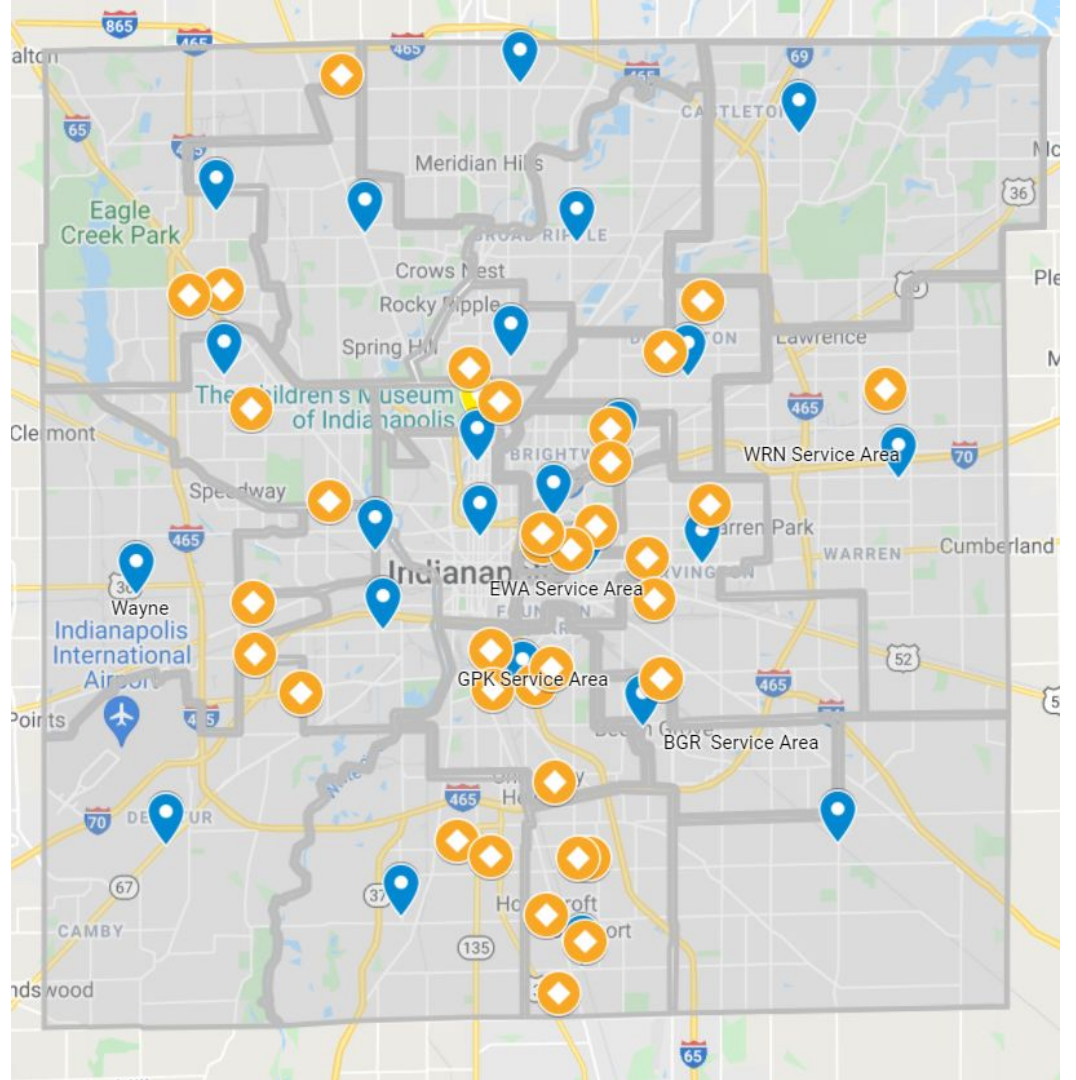
Districts with the most ethnic minority students, regardless of poverty level, have fewer librarians or media specialists per school compared to schools with mostly white students.

IndyPL's 24 branches



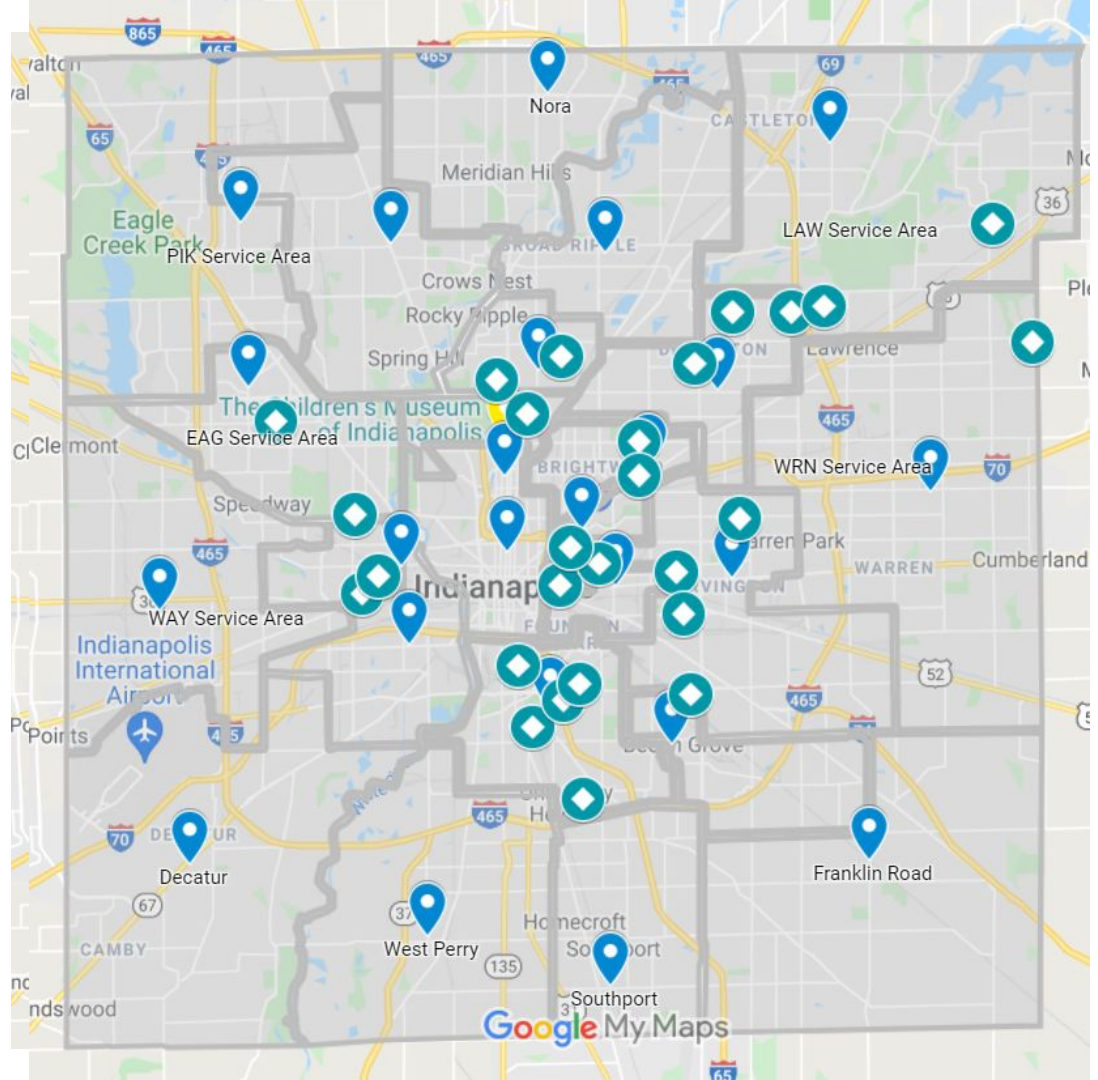
IndyPL Card Campaign:

High poverty schools ($\geq 75\%$) with high enrollment of ethnic minority students ($\geq 22\%$)



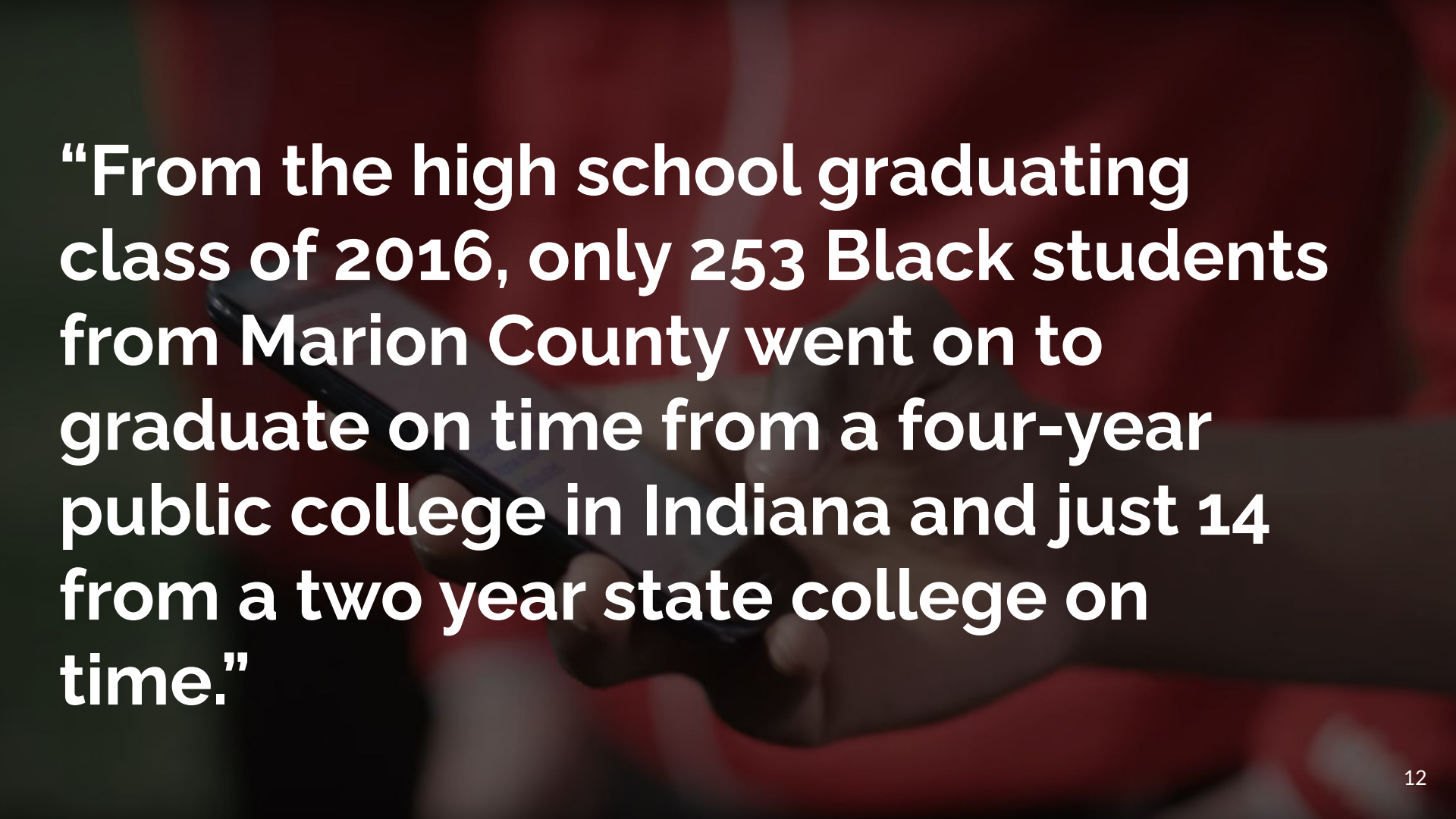
IndyPL Axis 360 Community Share:

High poverty
schools ($\geq 75\%$)
with high
enrollment of
ethnic minority
students ($\geq 22\%$)



Schools with Active IndyPL Connections

	Total Schools in Marion County - 313	Percent of Total Schools	High Poverty $\geq 75\%$	High enrollment of ethnic minority students	Both High Poverty & High ethnic minority enrollment
Card Campaign	149	48%	35	148	35
Shared System	47	15%	13	39	13
Axis 360	95	30%	27	78	27
Not connected	116	37%	46	83	43

A hand holding a smartphone against a dark red background. The text is overlaid on the image in white, bold font.

“From the high school graduating class of 2016, only 253 Black students from Marion County went on to graduate on time from a four-year public college in Indiana and just 14 from a two year state college on time.”

Partnerships

How it all started

Tumblebooks

- Teachers wanted students to have access to TumbleBooks
- IndyPL subscribed to Tumblebooks to meet demand
- Now Available County Wide
- Authenticated by geolocation so anyone in Marion County can use without a library card.

Shared System

- Schools function as mini-branches of the public library for students.
- World Book Online included as a bonus.
 - ◆ Students can access in school without a library card, but they do need to log-in with library from home.

Library Card Campaign

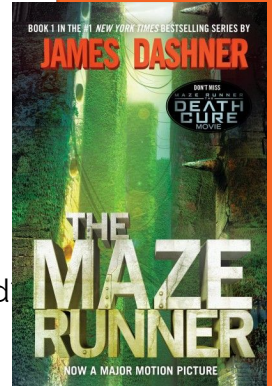
- Started with one school district.
- Began the year before President Obama's ConnectED initiative.
- Has been replicated in all other school districts since then.
- Coordinated by Cordia Watkins, Circulation Manager, Indianapolis Public Library with technical assistance from the IT Department.

—
Demand for multiple copies and formats again came from the school systems.

Sharing physical books led to wanting to share ebooks.

Demand for classroom sets increased.

There were 600 holds on 500 copies of *The Maze Runner*. How do you satisfy that demand?





If we had to do it again...

Don't fly the plane before it's out of the hangar.

AXIS 360 Community Share

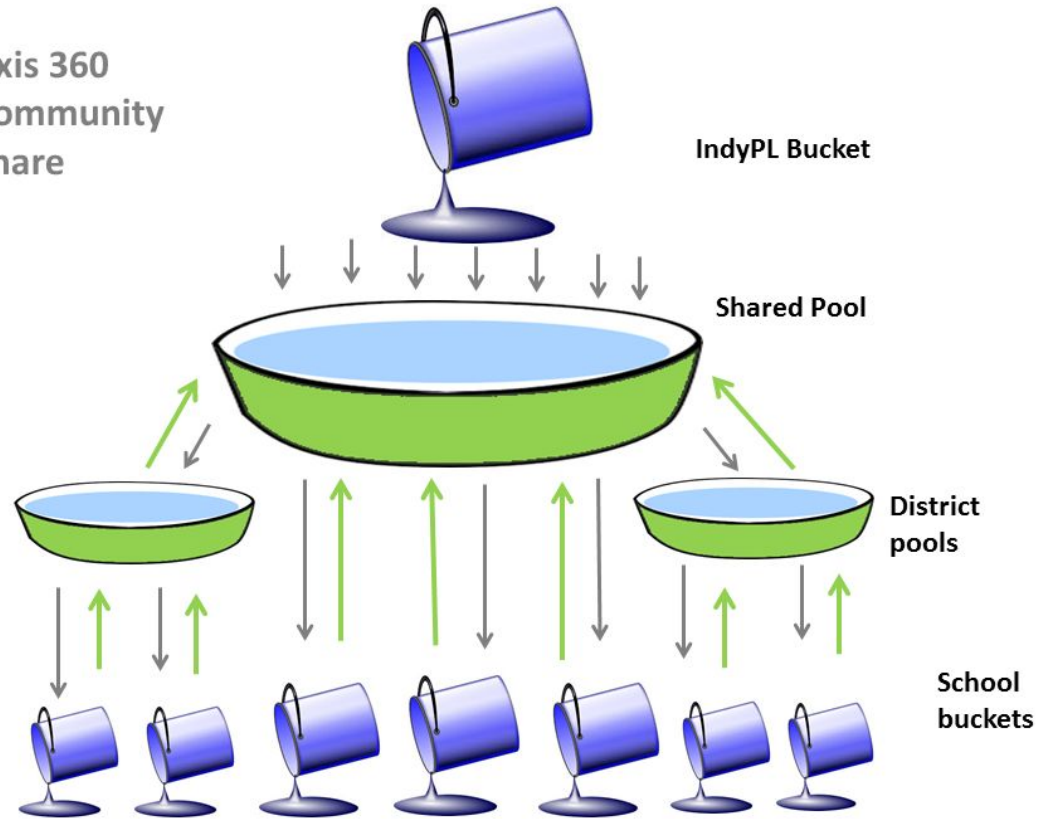
Axis 360 sent a team out to hear what we wanted. There was something in place, but it wasn't well-developed.

The good-We were able to build what we wanted from the ground up.

The bad-We were able to build what we wanted from the ground up.

Infrastructure

Axis 360
Community
Share



Axis 360 and Community Share

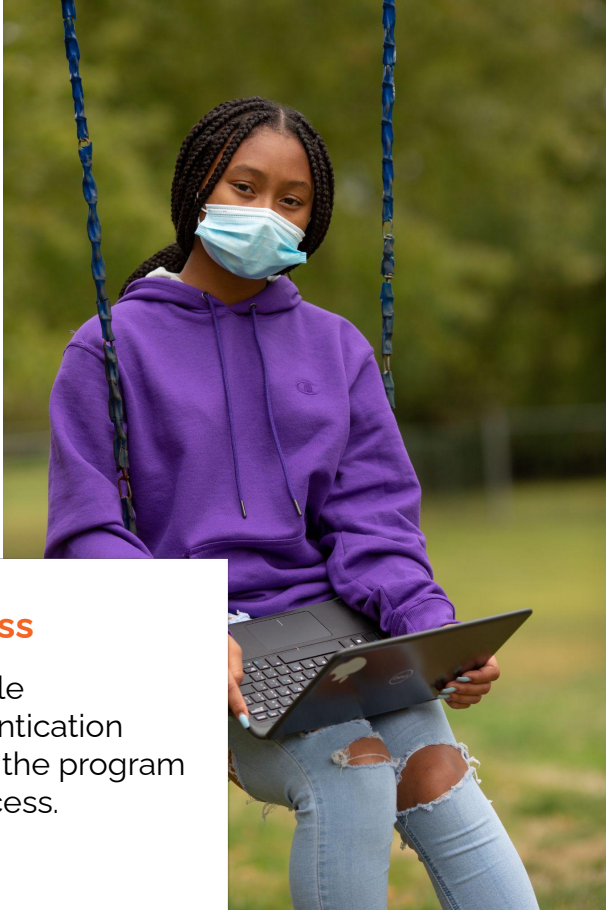
BORROWERS	2021	CIRCS
5,193	INDYPL	48,961
8,293	COMMUNITY SHARE	67,318

How is Community Share paid for?

- Books were transferred from existing collections.
- IndyPL purchases children's and teen books.
- Grants
- Covid Relief Fund



THE INDIANAPOLIS FOUNDATION | LIBRARY FUND
A CICF AFFILIATE



Access

Flexible Authentication made the program a success.

Summer Learning Lab

Collection used for independent reading time

Flexible authentication



Community Share Pain-points

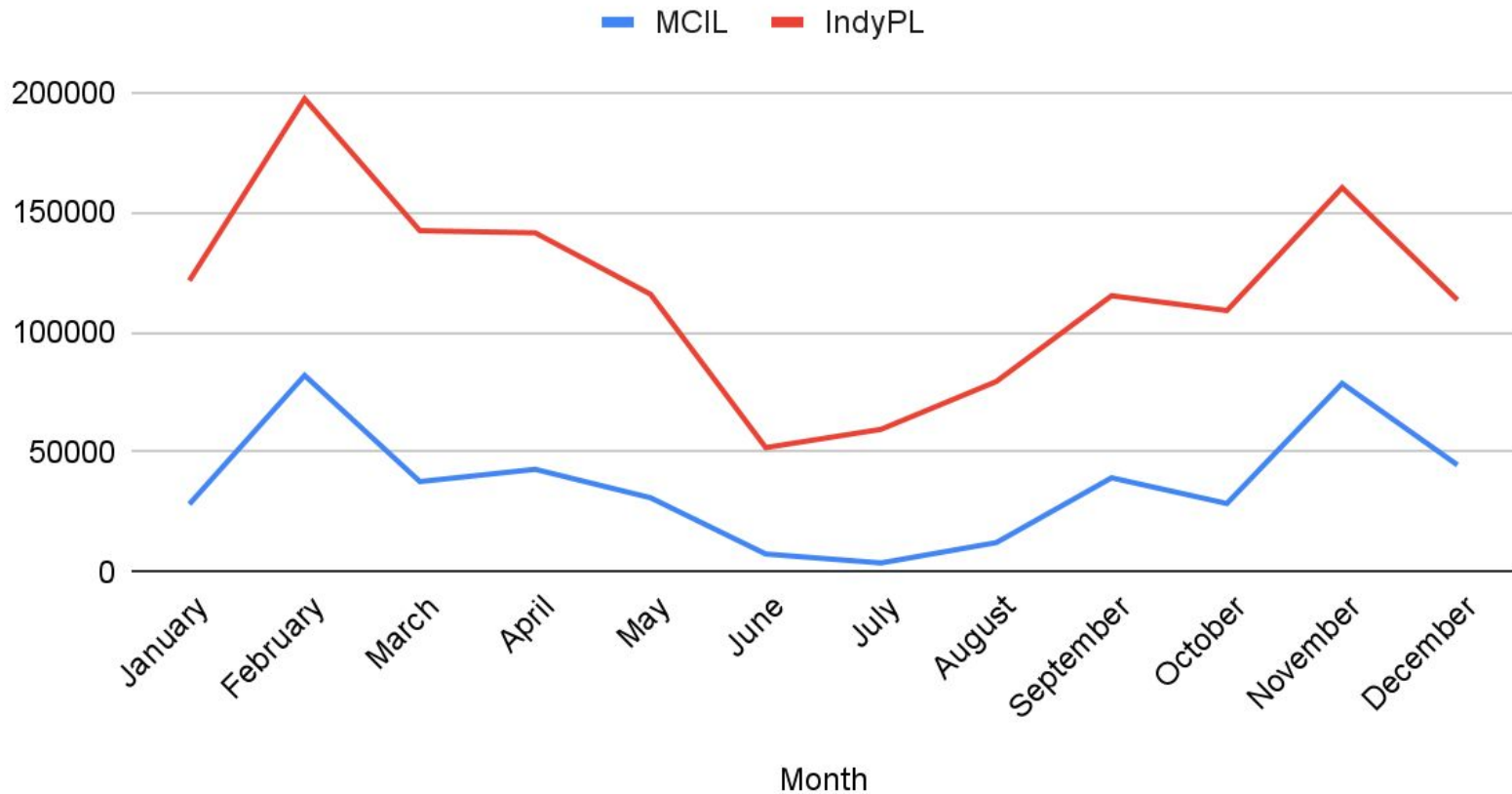
- eBook Pricing
- Authentication
- Having more than one holds environment
- Kindle Paperwhite

Marion County Internet Library



- Grant funded by CICF/Library Fund
- Indianapolis Public Library acts as the administrator of the grant.
 - ◆ Negotiation with vendors
 - ◆ Training & marketing
 - ◆ Authentication
 - ◆ Statistics
 - ◆ Troubleshooting

2021 Database Article Retrievals

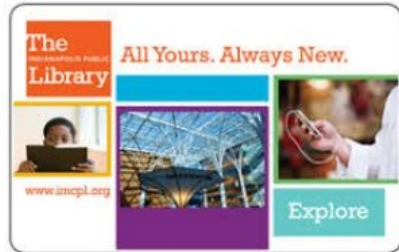


MCIL Benefits

- **Equitable Access**
- **Cost savings for schools and taxpayers**
- **Wider exposure to library resources in the community.**
 - ◆ **Resources available with and without a library card**
 - ◆ **Relationship Building**
 - ◆ **"I Didn't Know My Library Card Did That!"**

Student &
Teacher
Version

Wow! I didn't know my library card did that!



Teacher Tools

[*Click here for Indiana State Standards](#)

[*Click here for Webquests](#)

[*Click here for World Book Country Compare & Contrast](#)

[*Click here for common Graphic Organizers](#)

*Spanish & other language options available



*Contact your school media center for your IndyPL library card number

Streaming Resources

→ Kanopy

- ◆ Reading Rainbow
- ◆ Weston Woods
- ◆ Highlights
- ◆ Sesame Street

→ Hoopla

- ◆ Graphic Novels

Pitfalls and Challenges

→ **Communication, marketing, and Training**

◆ **Who are we targeting?**
Media Specialists?
Teachers? Students?
Principals?

→ **Authentication**

For further research

- [Education for All - An Audit of Racial Equity in Marion County](#) October 2021 Research, analysis & authorship by Ben Kleban, published by the Richard M. Fairbanks Foundation
- [Business Equity for Indiana: Education and Talent \(statistics\)](#)
- [Library/Media Centers in U.S. Public Schools: Growth, Staffing, and Resources](#) Kathy D. Tuck, Ph.D. Dwight R. Holmes, Ph.D. (available through ERIC)

Thanks for coming!

Questions?

Email us at:

Sarah Batt: sbatt@indypl.org


Darlene Fox: dfox@indypl.org

2021-2023 Strategic Plan Metrics Update

		Community/External Metrics			
		Operational/Internal Metrics			Year End Figures
Strategic Objectives		Metrics	Targets	Responsible Division	2021
1	Increase Collection Diversity	Collection Diversity	30% of Annual Collection Budget for African American Materials	CMSA	17%
2	Increase Collection Diversity	Collection Diversity	10% of Annual Collection Budget for Latinx Materials	CMSA	4%
3	Increase Collection Diversity	Collection Diversity	5% of Annual Collection Budget for LGBTQ+ Materials	CMSA	5%
4	Application of the Racial Equity Toolkit	Racial Equity Toolkit Training	100% of Programs Complete Racial Equity Toolkit	DEI, PS	100%
5	Increase Vendor Diversity	XBE Utilization	27% of Annual Vendor Dollars Paid to City Certified XBEs beginning 2021	Enterprise	51%
6	Diversify Staff	Recruiting Funding	50% of Recruitment Dollars	HR	80%
7	Racial Equity Culture	Racial Equity Culture Initiatives	100% Completion and Continued Monitoring of All Racial Equity Culture Initiatives In the Organizational Framework Section of Internal Metrics By the Specified Deadlines	Enterprise	Internal metrics lines 43, 45, 50, and 51

8	Increase Youth Awareness of Library	Youth-focused Marketing	Two (2) Targeted Marketed Efforts Annually	Communications, Public Services	Discussions with PDA and Shared System in 2022
9	Increase Partner Utilization	Partnerships	Engage/Create Partnerships with Culturally Diverse Community Members, Leaders, and Organizations on Design of at Least 75% of Community Action Plans (CAPs)	Public Services	54%
10	Expand Support for Digital Literacy and Skills Training	Technology and Computer Training Programs	600 Technology and Computer Training Sessions Annually	Public Services	697
11	Engage Community Regarding Technology and Digital Divide	Digital Inclusion Roadmap	Completion of Digital Inclusion Roadmap by End of 2021	CEO, Public Services, IT	In Progress
12	Create an Up-to-Date Space for Exploration of Contemporary Technology	The Curve Redesign	Completion of The Curve Redesign by End of 2022	CEO, Public Services, IT, Facilities	Projected for 2023 Completion
13	Continue High-Quality STEAM Programs System-wide	STEAM	100% of STEAM Designated Programs are Reviewed for Quality	Public Services	100%
14	Promote Resource Sharing Between Schools and Library	Shared System Utilization	Shared System Circulation Increase of 2% Annually	Public Services	-33%
15	Identify Educator Needs and Assets	Educator Survey	Adminster Educator Survey by End of 2021	Public Services	
16	Provide More Professional Development	Professional Development Sessions	15 Sessions Annually	Public Services	Scheduled to Begin in 2022
17	Increase Community Awareness and Accessibility	Active Cardholders	20% of Service Area Population by 2023	Communications, Public Services	15%
18	Increase Usage of Library Card Campaign Cards	Card Campaign Card Usage	25% of Cards Used Annually	Communications, Public Services	8%

19	Increase Community Awareness and Accessibility	Total Circulation	Increase to 10.5 Million in 2023	Communications, Public Services	7,174,689
20	Increase Health and Wellness Programming	Health and Wellness Classes	15+ Classes Available Annually	Public Services, HR	25
21	Increase Health and Wellness Resources	Health and Wellness Holdings	Grow Collection by 25% by end of 2023	CMSA	Planning phase complete
22	Increase Health and Wellness Awareness	Health and Wellness Events	One System-wide Event Focused on Disproportionate Health Issues of BIPOC Annually	CEO , Public Services	Efforts delayed until post-pandemic
23	Enhance Connections with Community Health Partners	Health and Wellness Partnerships	Connect with Community Health Partnerships Semi-annually	CEO , Public Services	Expected to Begin in 2022
24	Expand Online Financial Literacy Programming	Financial Literacy and Management Classes	15+ Classes (sessions) Available Annually	Public Services, HR	49
25	Expand Immigrant and Refugee Financial Literacy Programming	Diverse Financial Literacy and Management Classes	20+ Classes (sessions) Available Annually	Public Services	0
26	Expansion of Financial Literacy Collection	Financial Literacy Holdings	Grow Collection by 25% by end of 2023	CMSA	Planning phase complete
27	Increase Facility Use	Adjusted Door Count	4 Million by end of 2023	Enterprise	1.53 mil
28	Financial Sustainability for Digital Encyclopedia of Indianapolis (DEOI)	DEOI Funding	\$560,000 by End of 2023	CEO, Foundation	Foundation funded through 2023
29	Financial Sustainability for Center for Black Literature and Culture (CBLC)	CBLC Funding	Sustainable Model in Place by End of 2023	CEO, Foundation	Foundation funded through 2022
30	Diversity, Equity, and Inclusion (DEI) Staff Training	DEI Training Funding	\$30,000 Annually	CEO, Foundation	\$60,200 Received in April 2021
31	Increase Available Revenue	Total Revenue	Increase 1% Each Year	CEO, Finance, Foundation	3%

32	Increase Support of Capital Projects with Bond Issues	Bond Issues	\$5,000,000+ by End of 2022	Finance, CMSA	\$5.4 million
33	Update Purchasing Process	New Purchasing SOPs	Deployed by January 1, 2022	Finance	50% Complete
34	Identify Asset Costs and Efficiencies	Facility Efficiency	Updated to: MMBTUh/SqFt Previously: 3% Reduction of Utilities Expenditures by 2023	Facilities	Updated calculations in process.
35	Maintain Balanced Budget	Balanced Budget	5% of Annual Appropriation is Reverted	Enterprise	13.2%
36	Enhance Marketing of Programs and Resources	Consistent Patron Communication	Establish a Monthly Public Newsletter by January 1, 2022	Enterprise, Communications	
37	Enhance Marketing of Programs and Resources	Focused Patron Communication	Establish Targeted Public Newsletters by January 1, 2022	Communications, Public Services	Estimated Completion is End of 2022
38	Enhance Internal Communication	Staff-driven Bi-weekly Internal Newsletter	65% Open Rate by January 1, 2022	Communications	55%
39	Update Manager Training	New Manager Training	100% within 6 Months of Hire/Promotion	HR	90%
40	Leverage and Improve the Community Action Plan (CAP) Procss	Alignment of CAPs With the Strategic Plan	90% Annually	Strategic Planning, Public Services	99%
41	Enhance Data-Driven Decision Making Capabilities	Dynamic Data Resources	Deploy by End of 2021	Strategic Planning, IT	Power BI under review
42	Increase Racial Equity Training for Staff	Introductory Racial Equity Training	100% of All Staff Annually	DEI, HR, Finance	96%
43	Enhance Talent Management and Development	Applicant Pool	Align with Most Recent 5-year Census Race and Gender Figures	DEI, HR	Currently unable to determine due to system limitations.
44	Monitor Employee Satisfaction	Engagement Survey	Administration of the Survey by December 31, 2022	Enterprise	Tentative for 2022

45	Enhance Talent Management and Development	Service Area Staff Demographics	Align Staff Demographics with Most Recent 5-year Census Race and Gender Figures	DEI, HR	+23% Female -9% Black +12% White -5% Hispanic
46	Enhance Talent Management and Development	Mentoring Program	Launch of Mentoring Program by January 1, 2022	HR	Finalizing contract
47	Investigate Streamlining/Reorganization Options	Manager Survey	Analysis of Survey Results by April 1, 2022	Strategic Planning	On hold due to CIP
48	Investigate Streamlining/Reorganization Options	Streamlining	Research Models Utilized by Other Libraries by December 1, 2021	CEO, Public Services, HR	On hold due to CIP
50	Continuously Develop A Culture of Racial Equity	Racial Equity Culture (GARE Assessment)	We have been pushing GARE to allow us to do this but it is ahead of the City's schedule.	Enterprise	Waiting on the City
51	Increase Leadership Intercultural Awareness	Intercultural Developmental Inventory (IDI)	Deployment to Leadership Team by December 31, 2021	Enterprise	On hold due to CIP
52	Increase Standardization of Procedures	Documented Standard Operating Procedures	Create Standard Operating Procedures for 100% of Identified Processes		
53			COOP (Continuity of Operations)	Facilities	40% Complete
54			Procurement Manual	Finance	50% Complete
55			Mentorship Procedures	HR	80% Complete
56			Bias Incident Reporting Structure	Enterprise	Scheduled 2022 Q2 release
57			Evaluation and Refining of Internal Controls	Finance	10% Complete

58

Whistle-blower Reporting Structure

Enterprise

80% Complete

59

Circulation procedures and work flow

IT/PS

On hold due to M365

60

Newsletter/Marketing Requests

Communications



61

Internship Process

HR

75% Complete

62

Collection, Redistribution, and Weeding Procedures

CMSA

Collection HQ Training



**INDIANAPOLIS PUBLIC LIBRARY
DIVERSITY, POLICY AND HUMAN RESOURCES COMMITTEE MEETING
January 19, 2022**

Attendees:

Hope Tribble, IndyPL Board Member and Chair, Diversity, Policy and HR Committee
Judge Jose D. Salinas, IndyPL Board President
Patricia Payne, IndyPL Board Member
Curtis Bigsbee, IndyPL Board Member
John Helling, IndyPL Interim CEO
Tisha Galarce, IndyPL Interim Human Resources Director
Joe Backe, IndyPL Director of Communications
Keesha Hughes, IndyPL Diversity, Equity and Inclusion Officer
Robert Scott, Clark, Quinn, Moses, Scott & Grahn, IndyPL Legal Counsel
Reginald Laratte, IndyPL HR Assistant

Agenda:

- Introduction-Reginald Laratte and Keesha Hughes
- Covid-19 Update
- CEO Search Firm Process

JH – The library is not planning to move forward with a vaccine mandate because of potential pending legal obstacles. We did receive a supply of 14,000 KN95 masks that should last for about 2 months with staff members wearing masks every single working day, which hopefully will get us to the other side of the Omicron wave. The 200 rapid tests have not arrived yet. There are no new procedural updates, but we are still pausing in-person programming right now.

PP – What is the positivity rate?

JH – The positivity rate is north of 30% for Covid-19.

JS – Are masks part of the Mandate?

JH –Yes, we don't specify to the public what type of mask but there is a mask mandate for patrons and staff at the library.

JS – Public may get confused about the mandate and mask policy, thinking the mandate from the Supreme Court covered everything. Also, we should display signage to avoid any issues.

HT – The two firms that were highly rated. They were interviewed by a panel consisting of TG, Gwen Simmons, Manager of Purchasing and Supplier Diversity, and KH. Bradbury Miller Associates is conversant with libraries. They understood the market and operations of libraries.

TG – Bradbury Miller has contacts with some minority library associations. The owner is a librarian, and she was a director of libraries previously.

PP – Are they themselves diverse as in term of people of color and gender?

TG – It is a women-owned business. No, it is a small firm and there are only three people and all three are white.

CB – With their previous work of pulling candidates of diverse backgrounds, which ones did they offer a candidate for that reflected that? Did they share any examples?

HT – One was Baltimore Pratt Library.

KH – 50% of the candidates in that pool were people of color.

TG – They increased the population for LGBTQ and other diverse aspects

CB – Are libraries, their sole focus?

HT – They're doing about 27 to 30 library searches a year. They exclusively do library searches.

CB – Did they share any previous candidates that were high up on the list at some of the other libraries that they would reach out to?

HT – They didn't share names, but they are aware of the market of librarians. They can sort of cross reference and provide access to former candidates of other searches.

KH – They have several Indiana clients, and they are currently working with Saint Joseph.

TG – They are from Ohio and know the Midwest region.

PP – How will the process go after this and what is the outline?

HT – Estimated it would take about 120 days to complete the process. The first 30 days would include meeting with the search committee, board, staff, and stakeholders creating the position announcement. Day 30 through 60, the position posting would be closed. They would prepare candidate documents and screen qualified candidates. Then they would present candidates to the search committee and facilitate discussion of selection of semifinal candidates. They expect to see no more than 10 qualified candidates. It could take up to 60 to 90 days, that would involve preparing for and leading semifinal interviews. Also, facilitating discussion and assisting with the selection of finalists, conducting reference reports, and conducting final interview planning. As well, facilitating the final interviews and coordinating the presentation of offer to selected candidate and initiating a background investigation.

PP – Ice Miller, how will what they're doing inform this?

HT – Ice Miller should be finishing around mid to late February potentially, the beginning of March. They will give information about the climate and the culture of the library, reviewed our HR policies, and they'll have observations about the library structure. We did let Bradbury Miller know that we were expecting that information and they were interested to see how that would impact the search.

PP – Does the board vote on who the proposed candidate is?

HT – Yes

PP – Who recommends the CEO selection or choice to the board?

RS – Once you have a top few candidates identified, then the board would and can go into executive session for discussions about those candidate selections. The board should be very involved in the process along the way.

CB – What other work have they done with the Indianapolis Public Library?

TG – Bradbury was the firm that conducted Jackie Nytes's search 12 years ago, but it was not the same owner. Karen Miller is the new owner. She was not involved with Jackie Nytes's selection.

RS – It was a similar process. They brought several candidates to the to the library board. All of whom were vetted, and the library board decided.

PP – How is the union involved in the process?

TG – Once we put the search committee together, our hope is somebody from the Union is part of it.

CB – Do you have meeting notes of the three interviews that were conducted yesterday?

HT – Yes, we have the summary document from the four firms that submitted responses to the RFQ and the evaluations.

CB – Made a motion to approve Bradbury Miller Associates as the search firm for the Library's CEO search. Ms. Payne seconded, and the committee approved the motion unanimously.

HT – Established a regular meeting time of the second Tuesday of the month in the morning.



INDIANAPOLIS PUBLIC LIBRARY
DIVERSITY, POLICY AND HUMAN RESOURCES COMMITTEE MEETING
February 8, 2022

Attendees:

Hope Tribble, IndyPL Board Member and Chair, Diversity, Policy and HR Committee
Judge Jose D. Salinas, IndyPL Board President
Patricia Payne, IndyPL Board Member
Curtis Bigsbee, IndyPL Board Member
John Helling, IndyPL Interim CEO
Tisha Galarce, IndyPL Interim Human Resources Director
Joe Backe, IndyPL Director of Communications
Robert Scott, Clark, Quinn, Moses, Scott & Grahn, IndyPL Legal Counsel
Reginald Laratte, IndyPL HR Assistant

Agenda:

- Sunday Credit Policy Change (Implementation)
- Information about BKD reporting tool (Planning/ Presentation/ Timeline)

TG –We want to propose a change to every employee that works on a Sunday; public service and collection management will receive 1.5 hours of credit time on Sunday instead of receiving the bonus day. It will not have a financial impact because it is already accounted for the 40 or 20 hours that they're going to be working throughout the week. This proposal was in combination with the union and would be part of the union agreement. It's going to be an amendment for the union contract and is going to be added to the staff association agreement and it's going to be added to our policy manual and be offered to all employees in public service and CMSA.

CB – Is this a comp time scenario, where they earn time and half for the day worked?

JH – No, it's 1.5 hours of credit time per shift.

TG – If they worked 6.5 hours, they would get paid for eight hours.

JH – It's the same system instead of waiting for all that time to stack up to a bonus day; we're giving it to people as they work.

CB – Do you find it difficult to get people to work on Sunday or how does the schedule typically work on a Sunday?

JH –No because we share staff across the system. Also, it does come out of a person's normal 40 hours.

TG – Right now, they either work four or six hours at a Sunday branch and then they make up those other four or two hours later during the week. This has been a complaint that we have heard over time, and we finally come up with a solution with the union and administration.

HT- Does this policy change need to go before the board?

TG – Yes, it is a policy change and an amendment to the collective bargaining agreement.

RS – Are you wanting to take this to the board this month?

TG – Yes

RS – Has that change been negotiated in the collective bargaining agreement?

TG – Yes, we already have it signed. We just need to put it in place.

PP – What do you need us to do as a committee for the policy change?

RS – The committee can express its support for the policy change. We can vote to move this policy change along to the board.

PP- Made a motion to move the Sunday Credit policy change to the board. CB seconded, and the committee approved the motion unanimously

TG – BKD reporting tool, allows employees to feel free to communicate and bring something to the attention to HR or the administration throughout a website or they can call BKD and make a complaint. They don't need to use their names if they don't want to when reporting an incident, but we will have to have enough information for us to move forward with an investigation. Also, we can use the reporting system for later to review cases to answer questions like how long did it take to review the case? Who investigated? What was the questions asked to the employees? It is a comprehensive system for us to eventually be able to pull some data for reports about complaints that we received from employees.

PP – How will it address people feeling more confident in making a complaint since they don't have to use their names in the BKD reporting tool?

TG – We can still communicate with them so there will be a line of communication without knowing who is reporting. If they provide some information that is not enough to investigate, we can go back and ask for more information that would cause an investigation

PP – Has this been discussed with the union, in terms of how comfortable they are with it?

TG –They know about it. I'm going to use union members to do the setup for the system. We're in the early stage of negotiating the agreement and we finally came up with an agreement on the language. The next step is to present it to employees and see how they feel about it.

JS – Does all staff have input in the implementation and not just the union and is it open to the public? If it isn't open to the public, how do we ensure only our staff are the one using it?

TG – That will be part of the setup process. We can open it to the public if we choose to do so, but we don't know if that will be the case. We have not decided on that yet.

JH – The intent was to give staff the ability to report things anonymously about us as an employer not necessarily about us as a public service provider. The public has a variety of ways to contact us, and they don't have to put their names. This tool is targeted towards staff.

TG – The staff association will be part of setting up the system as well as the union. They would have to designate somebody to be part of that team that is going to design the website.

HT – When you say set up, what does that include?

TG – The setup is how people are going to see the website. What information is going to be on the front page and then what the categories are going to be? Also, it gives them the opportunity to see the system to know what the system is and to take it back to their co-workers.

PP – When we talk about the union and the staff association, does that cover every employee?

TG – Yes, the union represent the union eligible members and then the staff association represent everyone. Union members can be part of the staff association as well.

CB – When the complaints come in, who does it filtered through, who disseminates that out, and who answers back to them?

TG – That's part of the setup so we will determine two people that are going to always receive every single complaint. Based on the allegation, then it will be assigned to somebody to investigate. Normally, it will be somebody in HR if it's a HR related item, if it's something that accounting needs to be aware of, then it might be the CFO. There's always two people that are going to receive the initial complaint regardless of the allegation.

HT – Will it always be the same two people, and do you have a policy and procedure set up for this already?

TG – Yes, it will be the same two people. No, we do not have a policy and procedure in place. I would have to talk to Mike Maxwell about that after we have the setup and know the flow of the system. Then we would have to write a policy and the set up some guidelines on how we're going to use this tool.

HT – What is the expected timeline for implementation?

TG – We just agreed to the language of the contract. It will take about 30 days to set up. Then I will have to work with Mike and Robert to see if any changes must be made to the policy. It will probably be about 60 days before we see the final product.

HT – What is the cost?

TG – \$3,000 per year.

HT – We're looking at a response on the climate improvement process within probably the same time, should you still not wait?

TG – We keep hearing from employees, they do not feel comfortable talking to their managers or going up the ladder. It is a good tool to be able to give to the employees. Also, we don't have a good tool to keep track of investigations in the past. If we had this in place, it will be a consistent program moving forward and we can go back to it if somebody's new in HR. They don't know how things were handled five years ago and that is a problem for consistency purposes. This tool will help in creating a history of how HR has handled things.

CB – Can you send us some information on the BKD reporting tool and how it works to the committee?

TG – Yes

CB – How do you guys do internal employees of the month or rewards instead of an avenue for complaints to come through?

TG – We do have a star recognition team that submit employees throughout IndyPL by email and there is a committee that reviews them. Branches do their own system, but this is just to keep a record on how complaints are handled.

JH – We also have a couple different annual awards along with those monthly recognitions, they just use a different process.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
FACILITIES COMMITTEE MEETING
February 8, 2022

The Indianapolis-Marion County Public Library Board Facilities Committee met electronically via Zoom on Wednesday, February 8 at 12:00 p.m. pursuant to notice given.

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

Other Attendees: Roberta Jagers, John Helling, Adam Parsons, Gregory Hill, Dana Imel, Garrett Mason, Joe Backe, Mike Coghlan, and Robert Morrison

COMMITTEE REPORT

1. Resolution – Approval XX-2022 – Approval of a Naming Opportunity for the East Thirty-Eighth Street Branch Community Room

Adam Parsons introduced the Resolution to the Committee and then Roberta Jagers, President of the Library Foundation, provided a briefing on Foundation Donor support processes and a short bio of J. Steve Talley. Mr. Talley has been a vocal advocate for IndyPL and a longstanding financial supporter of the East Thirty-Eighth Street Branch Library.

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

2. Resolution – Approval XX-2022 – Approval to Amend the Services Contract for Security and Alarm Response Services

Adam Parsons introduced the Resolution seeking Board approval to amend the existing security and alarm response contract with Allied G4S. Each previous addendum to the contract with Allied has provided IndyPL with great flexibility on locations, quantity, and services. This fifth and final addendum allows for the continued transition from contracted security and alarm response to in-house services.

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

3. Update on the new security incident database

Garrett Mason and Dana Imel provided an update on the new Incident Tracker security incident database. Garrett reported that the new database is in the 2nd round of beta testing which includes stress testing of the system, evaluating feedback from test staff, and then making modifications to ensure the database will provide the demographic data the library is seeking. Overall, the process is

reported to be 95% complete. Roll-out and go live still subject to review by Library Counsel but goal is to go live no later than the 1st Quarter 2022.

Discussion on the system included issues around staff safety, profiling, training, dis-aggregation of data, reporting metrics, automated notification of specific incident types, and communication methods. The Committee requested a Briefing Report on the system be prepared for the February Board Meeting.

4. Discussion on establishing a standing meeting date and time.

The Committee was polled to determine the most convenient time for the Committee to have a standing meeting date and time for 2022. Result was to continue to have Zoom meeting second Tuesday of the month at 12.00pm, dependent upon renewal of the Governor's order allowing online meetings.

5. Adjournment

The meeting adjourned at 12:25 p.m.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
FINANCE COMMITTEE MEETING
FEBRUARY 15, 2022**

The Indianapolis-Marion County Public Library Board Finance Committee met virtually via Zoom on Tuesday February 15, 2022, at 10:30 pm pursuant to notice given.

Committee Members Present: Chairman Pat Payne, Raymond Biederman and Hope Tribble.

Other Attendees: Carolyn Adams, John Helling, Deb Lambert

Briefing – 2021 Operating Fund Financials. Ms. Adams reviewed the Budget to Actual Variance Report for 2021 which compares the 2021 Revised Budget to the 2021 Actual Expenditures which includes open purchase order amounts. Revenues came in 4% higher than budgeted because of property taxes and intergovernmental revenues coming in higher than budgeted. Expenditures came in 10% less than budgeted and can be attributed to the effect of the pandemic in 2021 and the fact we were still operating curbside in early 2021. A report reflecting historical amounts from 2018 to 2021 was presented along with graphs showing the revenue and expenditure trends for the past 4 years. The trends for both revenues and expenditures showed 2021 was in line with previous years' revenues and expenditures and there were no large fluctuations in the yearly comparisons. This was a Finance Committee briefing and will not go to the full Board Meeting.

Briefing – 2021 Investment Report. Ms. Adams reviewed the IMCPL 2021 Investment Report that was presented to the Marion County Board of Finance on January 28, 2022 via a virtual meeting. Ms. Adams reviewed page 2 of this report which lists the financial institutions the Library used to deposit funds for investment. \$45,684 in interest income was earned in 2021 and is reflected on page 3 of the report. Prior year's interest income was \$295,254. The average annual yield on the average invested balance for 2021 was .09% as listed on page 5. The prior year's average annual yield was .82%. The earnings rate in 2021 was substantially lower than the rate earned in 2020 and prior years. This reflects the earnings in the markets during 2021 and is in line with earnings reported by other municipal corporations at the Board of Finance meeting. A briefing report will be presented at the regular February 2022 Board Meeting.

Resolution – Overdrive E-magazine Subscription Renewal. Ms. Lambert presented the board action request for approval for the Library to enter into the e-magazine renewal agreement with Overdrive, Inc. E-magazines are an important component of the libraries "virtual branch" collection and becoming more important as more magazines go digital only. The Library's OverDrive e-magazine collection, available through the Libby app, is its largest, with the availability of 3,890+ titles. The annual subscription fee is \$80,000. The Finance Committee unanimously approved the

resolution to proceed out of committee forward to the regular February 2022 Board Meeting.

Resolution – Digital Encyclopedia of Indianapolis Task Order Two. Ms. Lambert presented the board action request for approval of Task Order Two under the Master Agreement to guide the work to be accomplished by the POLIS Center and the Library for the development of the Digital Encyclopedia of Indianapolis (DEOI). The second Task Order defines work to be accomplished under grants made to the Indianapolis Library Foundation on behalf of the DEOI by Allen Whitehill Clowes Charitable Foundation and Indianapolis Foundation Special Library Fund. The POLIS Center will develop the technical infrastructure while the Library develops, maintains, and edits old and new content for the DEOI. Under terms of the contract, the Library will administer the grant funds and pay POLIS a total of \$312,614 over the project and grant time period of January 2022 – December 2023. The Finance Committee unanimously approved the resolution to proceed out of committee forward to the regular February 2022 Board Meeting.

Adjournment

Ms. Payne declared the meeting adjourned at 11:05 a.m.

