



## Library Board Meeting Agenda

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

**Notice Of The Regular Meeting  
February 22, 2021**

**Library Board Members Are Hereby Notified That The Regular Meeting  
Of The Board Will Be Held As A Zoom Meeting  
At 6:30 P.M.**

**For The Purpose of Considering The Following Agenda Items  
Dated This 17th Day Of February, 2021**

**It is noted that the Meeting is closed to in-person public attendance, but 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.**

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

**JUDGE JOSE D. SALINAS  
President of the Library Board**

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

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

3. **Welcome and Overview of Program Development Area** – Melissa Wooton, Manager of Adult Programs, will provide the Welcome and Overview. (at meeting)

4. **Public Comment and Communications**

- a. **Public Comment**

In lieu of the extreme emergency facing our city and in keeping with the Executive Order issued by the Governor, the public will not be invited to physically attend this meeting but has the ability to view/listen/comment at the Regular Meeting via a live stream YouTube link which will be available on the Library's website prior to the start of the Meeting.

5. **Approval of Minutes**

- a. **Regular Meeting, January 25, 2021** (enclosed)

## COMMITTEE REPORTS

6. **Finance Committee (Patricia A. Payne, Chair; Raymond J. Biederman, Curtis Bigsbee)**

- a. **Report of the Treasurer – January 2021** (enclosed)
  - b. **Briefing Report – 2020 Investment Report** (enclosed)

7. **Diversity, Policy and Human Resources Committee (Curtis W. Bigsbee, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

8. **Facilities Committee (Dr. Terri Jett, Chair; Curtis W. Bigsbee, Dr. Khaula Murtadha)**

- a. **Glendale Branch Replacement Project** – Schematic Design Presentation by the Branch Manager, Architect, and Construction Manager (enclosed)

### **President Salinas Will Convene a Public Hearing**

- 1) To consider the disposal of Real Estate located at 3325 Lowry Road, Indianapolis, IN.

- 2) Invite Public Comment from the Audience.

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

- b. **Resolution 11 - 2021** (Authorization to Sell Real Estate Located at 3325 Lowry Road, Indianapolis, IN) (enclosed)

## **9. Strategic Planning Committee (Dr. Terri Jett, Chair; Dr. Khaula Murtadha, Judge Jose D. Salinas)**

- a. **Resolution 12 - 2021** (Approval of the Indianapolis Public Library 2021-2023 Strategic Plan) (enclosed)

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

## **11. Report of the Chief Executive Officer**

### **a. Confirming Resolutions:**

#### **1) Resolution Regarding Finances, Personnel and Travel (13 – 2021)**

Enclosed.

- b. **Update on the Name Engraving Project at Central Library** – Tariq Robinson, Adult Program Specialist and Dr. Michael Twyman, Library Foundation Donor, will provide the Update. (at meeting)
- c. **Information about Lillian Hall, first Black Librarian at IndyPL and in the State of Indiana, for Possible Naming of a Space at Central Library** – Stephen Lane, Special Collections Librarian, will provide information on Ms. Hall. (at meeting)
- d. **Indianapolis Public Library (IndyPL) Annual Inclusion Plan – January 2021–** Jessica Moore, Diversity, Equity and Inclusion Officer, will discuss the Plan. (enclosed)

## **UNFINISHED BUSINESS**

## **12.**

## NEW BUSINESS

13.

## DISCUSSION AND AGENDA BUILDING

**14. 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, 2021** –

## INFORMATION

### 15. Materials

There were no materials available to distribute to the Board.

### 16. Board Meeting Schedule for 2021 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Board Meetings for 2021** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events** – All Programs and Events are canceled until further notice.

### 17. Notice of Special Meetings

### 18. Notice of Next Regular Meeting

Monday, March 22, 2021, will be a virtual meeting via Zoom at 6:30 p.m. Further details will be provided at a later date.

## **19. Other Business**

## **20. Adjournment**



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY  
MINUTES OF THE REGULAR MEETING  
JANUARY 25, 2021**

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The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, January 25, 2021 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

**1. Call To Order**

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

**2. Roll Call**

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

Judge Salinas then announced that a special guest would be addressing the Board on COVID 19 and providing an Update on the issue. He noted that there have been ongoing concerns expressed about the issue of patrons and Library staff at our locations during this pandemic.

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

**b. COVID 19 Update – January 2021**

At this time, Jackie Nytes, the Library’s Chief Executive Officer, welcomed Dr. Virginia Caine, Director of the Marion County Public Health Department, who joined the meeting via Zoom to speak to the Board.

Dr. Caine shared information about the spread of COVID throughout our community. She reviewed the tools they use to determine guidelines. She said the gold standard would be to have a positivity rating of under or at 5%. If the rating rises to 10%, limited access should be considered. Right now, the schools, pre-kindergarten through middle school, are exhibiting less than 25% positivity. She mentioned that the holidays, such as Christmas and Thanksgiving, caused a rise in the diagnosis of COVID. Right now, because of population density in Indy, she said it is smart to continue with restricted access such as the currently authorized at 50% capacity. Dr. Caine went on to discuss vaccine allocation for Indiana, such as first responders and those individuals over 70 years of age. The Governor must okay the next group authorized to receive the vaccine. She is hoping for the 65-69 age group. Right now, we are dispensing 320,000 doses of vaccine per week. There are 7.6 million residents in the State of Indiana.

Ms. Nytes noted that the Library is considering returning to the June through November 2020 service levels, with capacity levels of 25% at Central and 37% at other branches.

At this time, Dr. Caine introduced Dr. Paul Halverson from the School of Public Health at Indiana University Purdue University. He noted that the likelihood of spreading the disease by touching a book is not very high. He stressed the importance of wearing masks, using sanitizer, and staying six feet apart for no more than 15 minutes. Perhaps the Library should consider instituting a time limit?

Ms. Payne mentioned that she has had two friends pass away from COVID and she is concerned for Library employees who have to tell patrons about the mask/time limit mandates. Shouldn't staff be allowed to be vaccinated?

Dr. Caine replied that we need to look at teachers first. She is also concerned about individuals with underlying conditions. Indiana needs to know how much vaccine they will receive before making decisions. She noted that the current vaccine does well with the new strain in the United Kingdom but not with the strains showing up from Brazil and South Africa.

Dr. Jett inquired if the Library should implement the same protocols used by the staff at Butler University where they are self-checking and taking temperatures.

Dr. Caine replied that she was not a big proponent of taking temperatures. You can request that everyone fill out a questionnaire. That might be more helpful

Information was then shared about the level of service being offered at other libraries such as Salt Lake City, Columbus, Charlotte-Mecklenburg, etc. Should IndyPL look at these libraries?

Following additional discussion, Dr. Caine said there is a lot of information to compare before a final decision is made. It is a balancing act. Need to compare the risks/benefits. Coming back to some degree of normalcy is good for people. She commented that libraries are needed in this community and computers are important to people of color.

A reopening date with expanded services needs be researched and finalized.

### **3. Preview of "Meet the Artists" Program**

Gregory Hill, Sponsor, IndyPL African American History Committee, ("AAHC"), discussed the report that had been distributed to Board about the upcoming 33<sup>rd</sup> annual "Meet the Artists" program that starts this month. He reminded everyone that this year's program will be virtual. Mr. Hill shared that the AAHC worked hard this year to increase awareness of the contributions made by African Americans to our society and to encourage more African American programming throughout the Library system.

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

In view of the extreme emergency facing our city, and in keeping with the Executive

Order issued by the Governor, the public was not invited to physically attend the meeting but had the ability to view/listen and/or submit a question/comment to the Regular Meeting via a live stream YouTube link.

At this time, Michael Torres, Public Services Associate II and President of the Library's Union, AFSCME, read the following statement:

*Good evening board members,*

*On tonight's agenda is our union contract. One item I would like to recognize and celebrate is our negotiations for Juneteenth as a holiday. I hope you all will see to approve it.*

*The union feels the current service plan should not be expanded. Every branch should have its own plan. I understand consistency is convenient, but we are not a one size fits all library system and we should not force our patrons or community to adhere to such an assumption. If each branch cannot have its own plan then perhaps a plan for Neighborhood, Community Regionals and Central would work.*

*The first time we reopened in June, access to the libraries' collection was a key reason for allowing people back in, we also had limited curbside hours. During the reopening, staff were assigned to greet the patrons while reminding them of the rules while inside. All the times I was assigned to the parking garage door I saw parents with kids come and get their books and leave. All the patrons who came to pick up their holds did so and left, they did not go anywhere else to browse and I can assume because they did not want to be around other people to risk their health. On top of these practices Central staff had the stress of weddings happening throughout last year, in the beginning one was over 100 guest and plenty of out-of-towners.*

*Union members met with CEO Nytes and Director of Public Services, John Helling, last Friday to hear the plan they came up with reopening our library on February 1, one week from today. The union's takeaway from the meeting is reopening is based on patron complaints that they are not able to browse at their leisure as if we are not in the midst of a global pandemic. If you were to see the many bags that lay on the tables for pick up you'd think patrons were inside picking their own books. If patrons are truly missing the ability to browse, much more could be made of our readers' advisory services, localized to home branches instead of centralized, to ensure our diverse community's diverse interests are accommodated.*

*We appreciate the emails announcing closures for cleaning due to a possible exposure. Having to ask patrons to adjust their mask is such a time-consuming chore that a box was added to Desktracker, our stats tabulator, to document the times we ask patrons to adjust their mask. Then we have patrons who do not think they should not have to wear a mask like the now infamous video a Nora patron posted on Facebook filming her exercising her right not to wear a mask in the library.*

*You might be asking what other libraries are doing. Well, to add what Dr. Jett mentioned*

*about comparative libraries we often compare ourselves to the three libraries AFSCME represents in Indiana are Gary, Hammond and Monroe County. Only one is allowing patrons a half hour of computer use, along with curbside but no browsing.*

*The branches chimed in with their concerns and here are a few submitted to the conversation.*

*-My (husband) works at Methodist. He doesn't talk about the Covid situation at the hospital very often, but he told me something that I think is worth sharing with leadership. Last weekend he said there were some corpses in the hallway because the morgue was full and they were waiting to be transported to a refrigerated truck in the back lot. Corpses in the hallway is the reality right now. It would be irresponsible to consider reopening any more than we currently are, especially if we are going to have to deal with a more infectious strain of covid.*

*-Branches in underprivileged areas currently meet their capacity limit several times a day just for computer use alone. Adding in-branch browsing services back to these areas will by necessity either deprive patrons of the opportunity to apply for unemployment, register for their covid vaccine, and file their taxes, OR require branches to increase their capacity limits.*

*-Perhaps stronger messaging is needed in more outlets, television, radio, to get ahead of patron complaints, to manage their expectations, and to impress on them that these are not normal times, and we cannot offer the services they're used to, exactly as they're used to receiving them.*

*-My version of Covid ended up being absolute hell, and I have a few issues that are still lingering. I am thankful that I did not have to be hospitalized or worse. I am also very lucky that my lingering issues are not as bad compared to other Covid survivors. I don't think it is worth it for us to reopen and risk any more staff members getting sick.*

*-Instead of focusing on the negatives of our situation, let's come up with solutions. I've heard that online library card sign up is sometimes problematic. Well, let's figure out how to make it better.*

*- I don't understand why at this point we want to increase our services to the public and open up to more people milling around the library. The news stories highlight how the pandemic is at a very serious stage. It is a race against time. This is race to get as many people as possible vaccinated as soon as possible. The longer you wait, the more the virus spreads, and the more mutations accumulate. This is a problem because mutations become increasingly resistant to the vaccines. Why at this junction would we want to introduce more patrons into the library when there are new virus strains showing up that are more contagious? Plus, it is winter and we are indoors which also increases the spread. Getting vaccinated is what needs to be done but our communities aren't set up yet to get this done fast.*

*-There are current concerns with vaccine distributions running out and scheduling being getting extended out even further. People are on edge, suffering, sacrificing and the focus should be on containing the spread right now and minimizing chances of catching the virus. In my opinion, adequate vaccination is key before increasing services.*

*Finally, if you feel we are essential to the community then treat us as essential workers and get us vaccinated.*

Additional comments received from patrons through the Library's website are attached to these Minutes as "Attachment A."

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

### **a. Executive Session, December 14, 2020**

The minutes from the Executive Session held December 14, 2020 had been distributed to the Board.

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

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

### **b. Regular Meeting, December 14, 2020**

The minutes from the Regular Meeting held December 14, 2020 had been distributed to the Board.

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

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

## **COMMITTEE REPORTS**

### **6. Finance Committee (Patricia A. Payne, Chair; Raymond Biederman, Curtis Bigsbee)**

#### **a. Report of the Treasurer – December 2020**

Ije Dike-Young, Chief Financial Officer, reviewed the Report of the Treasurer that was distributed at the meeting. She mentioned that the Library has received 104%

of its budgeted Revenue. With regard to Expenses, the Library didn't spend as much in 2020. There were savings in various areas including utilities, conferences, trainings, salaries and benefits. Collection expenses stayed about the same. She suggested that the Board review the other information contained in the Report.

Dr. Murtadha made the motion, which was seconded by Ms. Payne, 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. Biederman – Aye	Ms. Payne – Aye
Mr. Bigsbee – Aye	Rev. Robinson – Aye
Dr. Jett – Aye	Judge Salinas – Aye
Dr. Murtadha – Aye	

b. **Resolution 1 – 2021** (Disclosure of Waived Fines and Fees for 2020)

Ms. Dike-Young explained that the Library was seeking the Board's permission to write-off \$48,086 in uncollectible fines and fees for 2020.

After full discussion and careful consideration of Resolution 1 – 2021, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 1 – 2021, the Disclosure of Waived Fines and Fees for 2020.

Resolution 1 – 2021 was approved on the following roll call vote:

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

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

c. **Resolution 2 – 2021** (Disclosure of Waived Fines Associated with the Elimination of Late Fine Fees)

Ms. Dike-Young mentioned that on January 4, 2021, the Library wrote off historical debt associated with "per day" late fines on patrons' accounts totaling \$2,102,356.

After full discussion and careful consideration of Resolution 2 – 2021, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 2 – 2021, the Disclosure of Waived Fines Associated with the Elimination of Late Fine Fees.

Resolution 2 – 2021 was approved on the following roll call vote:

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

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

d. **Resolution 3 – 2021 (Outstanding Purchase Orders 2020)**

At this time, Ms. Dike-Young stated that the outstanding Purchase Orders set out in the resolution were not paid prior to December 31, 2020 and therefore it is necessary for the Library to carry them forward into the next fiscal year (2021) in the amount of \$2.6 million. She reminded everyone there is no fiscal impact on the 2021 Budget as appropriations were provided for the purchase orders in the 2020 Budget.

After full discussion and careful consideration of Resolution 3 – 2021, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 3 – 2021, the Outstanding Purchase Orders 2020.

Resolution 3 – 2021 was approved on the following roll call vote:

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

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

e. **Resolution 4 – 2021 (Confirming Marion County Board of Finance)**

Ms. Dike-Young pointed out that pursuant to IC 5-13-7-2(b), the Library's fiscal body may designate the Marion County Board of Finance to serve as the Library's Local Board of Finance. She explained that it has been the practice of the Library to designate the Marion County Board of Finance to serve in this capacity in the past.

After full discussion and careful consideration of Resolution 4 – 2021, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Biederman, to approve Resolution 4 – 2021, Confirming Marion County Board of Finance.

Resolution 4 – 2021 was approved on the following roll call vote:

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

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

f. **Resolution 5 – 2021 (Transfers Between Classifications)**

It was noted that transfers among accounts in the Operating Fund were needed to purchase additional e-resources for patrons to meet increased demand as a result of the pandemic.

After full discussion and careful consideration of Resolution 5 – 2021, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 5 – 2021, Transfers Between Classifications.

Resolution 5 – 2021 was approved on the following roll call vote:

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

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

- g. **Resolution 6 – 2021** (Approval for Project to Replace IndyPL’s Core Network Equipment)

Ms. Dike-Young explained that the Library equipment that interconnects various networks that provide the path for the exchange of information between the Library and its many locations is known as the “Core Network.” The Library needs to replace that equipment. The total cost of the Core Network Equipment License and Related Maintenance Services is in an amount not to exceed \$230,500. She pointed out that eRate dollars will fund the greatest share of this expense.

After full discussion and careful consideration of Resolution 6 – 2021, the resolution was adopted on the motion of Ms. Payne, seconded by Rev. Robinson, to approve Resolution 6 – 2021, Approval for Project to Replace IndyPL’s Core Network Equipment.

Resolution 6 – 2021 was approved on the following roll call vote:

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

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

7. **Diversity, Policy and Human Resources Committee (Curtis W. Bigsbee, Chair; Patricia A. Payne, Rev. T. D. Robinson)**

- a. **Resolution 7 – 2021** (Approval of Resolution 7 – 2021, Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395)

Katherine Lerg, HR Director, advised that the management at IndyPL and the representatives from the Library’s Union, AFSCME, Local 3395, have executed a new three-year contract, Included in the contract is a new paid holiday for staff. It is Juneteenth which is celebrated on June 19<sup>th</sup>. It will be added to the list of the Library’s annual paid holidays.

After full discussion and careful consideration of Resolution 7 – 2021, the resolution was adopted on the motion of Mr. Bigsbee, seconded by Mr. Biederman, to approve Resolution 7 – 2021, Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395.

Resolution 7 – 2021 was approved on the following roll call vote:

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

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

- b. **Resolution 8 – 2020** (Approval of Resolution 8 – 2021 Approving Staff Association Compensation Committee Agreement)

Ms. Lerg advised that an agreement had been reached between IndyPL management and the Staff Association Compensation Committee for a new contract. Included in the new contract was the addition of a new paid holiday, Juneteenth, to be celebrated annually on June 19<sup>th</sup>. The second point was that a portion of IndyPL’s Annual Staff Day will be set aside for staff participation in a volunteer activity as determined by the Library.

After further discussion and careful consideration of Resolution 8 – 2021 the resolution was adopted on the motion of Mr. Biederman, seconded by Mr. Bigsbee, to approve Resolution 8 – 2021, Approving Staff Association Compensation Committee Agreement.

Resolution 8 – 2021 was approved on the following roll call vote:

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

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

At this time, Board attorney, Robert Scott, recommended that the Board separately approve, by motion and roll call vote, the formal addition of Juneteenth as a new paid holiday for Library staff.

Upon the motion of Dr. Murtadha, which was seconded by Mr. Bigsbee, the addition of Juneteenth as a new paid holiday for the Library staff was approved on the following roll call vote:

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

**8. Facilities Committee (Dr. Terri Jett, Chair; Curtis Bigsbee, Dr. Khaula Murtadha)**

- a. **Resolution 9 – 2020** (Approval to Award a Project Services and Purchase Agreement for the Monument Public Art Project at Central Library)

Sharon Smith, Facilities Director, reminded everyone that the public sculpture “Monument,” by artist Brian McCutcheon, was completed in 2017 as part of the temporary city-wide public art installation called The Public Collection. That sculpture was recently removed from Monument Circle and IndyPL was seeking funding to have it relocated to Central Library.

Ms. Smith announced that the Library Foundation has now secured funding in the amount of \$60,000 for the restoration, acquisition and installation of Monument at Central Library.

After full discussion and careful consideration of Resolution 9 – 2021, the resolution was adopted on the motion of Dr. Jett, seconded by Ms. Payne, to approve Resolution 9 – 2021 for the Approval to Award a Project Services and Purchase Agreement for the Monument Public Art Project at Central Library.

Resolution 9 – 2021 was approved on the following roll call vote:

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

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

**9. Strategic Planning Committee (Dr. Terri Jett, Chair; Dr. Khaula Murtadha, Judge Jose D. Salinas)**

- a. **Draft of Strategic Plan**

Garrett Mason, the Library’s Strategic Planning Officer, began by mentioning that the Library’s Strategic Plan is approximately 95% complete and final recommendations for the Plan are due in the next two to three weeks.

At this time, Mr. Mason displayed and discussed the draft of the Strategic Plan. He noted that racial equity is central to what the Library hopes to achieve. We will focus on the digital divide, education, reading and writing, health and wellness, and financial literacy.

Dr. Murtadha stated that she wished to give credit to the other members of the Strategic Planning Committee, namely, Dr. Jett and Judge Salinas, for their work on the Plan.

Mr. Mason was acknowledged by Dr. Murtadha and Dr. Jett for leading the planning process.

Mr. Mason reminded everyone to forward any questions or comments to him.

## 10. Library Foundation Update

### January 2021 Library Foundation Update

At this time, Rev. Robinson introduced Roberta Jagers, the President of the Indianapolis Public Library Foundation, who provided the following Foundation Update:

#### News

The Harrison Center purchased ceramic book tiles at the Martindale-Brightwood Branch and Central Library to honor their Greatiarchs. A picture was on the Update showing Greatiarchs Miss Eleyes with her book tile at Central.

The Foundation would like to share a few words of appreciation form 2020 donors.

*“I am incredibly grateful to the staff of the Indy Public Library system – Irvington Branch in particular. The kids programs, and books and DVD’s we checked out this past 1.5 years helped us through a divorce, a move, medical treatments and a pandemic. Thank you for your thoughtfulness and hard work. We truly appreciate you.”*

*“We can’t thank the library enough for supporting us, especially during this pandemic. We’ve been able to homeschool our daughter who is at a high risk of getting COVID. Thank you for everything!”*

#### Donors

The Foundation thanks 316 donors who made gifts last month. The following are our top corporate and foundation contributors:

- Ayers Foundation, Inc.
- Buckingham Foundation, Inc.
- Citizens Energy Group
- Comcast
- Faegre Drinker Biddle & Reath LLP
- Griffith Family Foundation
- HPC International
- Hulman & Company Foundation, Inc.
- Indiana Education Savings Authority
- PNC Bank/PNC Foundation
- R. B, Annis Educational Foundation
- Samerian Foundation
- The Swisher Foundation

#### Program Support

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

- Snacks & Stories – Warren
- Express Yourself – Warren
- Teen Zone – Warren
- Teen Gaming and Art – Warren
- Fandom at the Library – Warren
- Grab & Go Kits – East 38<sup>th</sup> Street
- Concert Series
- Dungeons and Dragons Club
- Meet the Artist XXXIII All Star Event
- International Festivals and Celebrations
- YA Author Visits
- Walkability Road Salt Engagement – Martindale-Brightwood
- LGBTQ+ Competency – Warren

### **Children’s**

- Growing Global Citizens
- Teen Community Book Clubs

### **Collections/IT**

- Team Treehouse
- Zine Collection
- Digital Encyclopedia of Indianapolis

### **Lifelong Learning**

- Teen Tech Day - Warren
- IYG Rainbow Readers – Warren
- Culture, History and Society
- Fit Lit Book Discussion and Lectures
- Early Childhood Educator Workshops
- Mental Health and Well-Being – East 38<sup>th</sup> St.
- Simple and Affordable Plant-Based Cooking – Central
- Adulthood 101

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

### **a. Confirming Resolutions:**

#### **1) Resolution Regarding Finances, Personnel and Travel (10 – 2021)**

Ms. Nytes noted that the document this month was pretty routine. She mentioned that some staff will be attending the virtual ALA Midwinter Conference.

Ms. Payne made the motion, which was seconded by Mr. Bigsbee, to approve Resolution 10 – 2021, the Resolution Regarding Finances, Personnel and Travel.

Resolution 10 – 2021 was approved on the following roll call vote:

Mr. Biederman – Aye  
Mr. Bigsbee – Aye

Ms. Payne – Aye  
Rev. Robinson – Aye

Dr. Jett – Aye  
Dr. Murtadha – Aye

Judge Salinas – Aye

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

## **UNFINISHED BUSINESS**

12. None.

## **NEW BUSINESS**

13. Judge Salinas asked Ms. Nytes to hold on the proposed reopening plans until more input has been received from the Board.

Ms. Payne commented that she wishes the Library had its own security force. John Helling, Director of Public Services, is researching this possibility.

Dr. Jett asked for a copy of the Library's organizational charts. Ms. Nytes advised that she will present these at the next Diversity, Policy and Human Resources Committee and then to the full Board.

## **AGENDA BUILDING**

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

Items suggested for upcoming Board Agendas are as follows:

**February 2021** - Dr. Jett requested that the Board consider going back to Joint Board Committee Meetings.

## **INFORMATION**

15. **Materials**

There were no materials available to distribute to the Board

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

- a. **Board Meetings for 2021**– *Current calendar will be updated, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events** – All Programs and Events are canceled until further notice.

**17. Notice of Special Meetings**

None.

**18. Notice of Next Regular Meeting**

Monday, February 22, 2021, will be a virtual meeting via Zoom at 6:30 p.m. Further details will be provided at a later date.

**19. Other Business**

**20. Adjournment**

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

The Chairman then declared the meeting adjourned at 8:50 p.m.

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Raymond Biederman, Secretary to the Board



## Attachment A

Form Name: Contact Us  
Submission Time: January 24, 2021 8:27 pm

**Topic** Public Comment for Next IndyPL Board Meeting

**Contact Name** Sharon Rasheed

**Comment** Do not reopen to public, I have been able to get materials and send fax without issues keep us safe remain curbside no one is missing out. I'm still seeing far to many libraries close due to pandemic and it's just not safe

---

Form Name: Contact Us  
Submission Time: January 20, 2021 12:20 pm

**Topic** Public Comment for Next IndyPL Board Meeting

**Contact Name** AJ Rader

**Comment** I am disappointed and frustrated at the closure of local branches requiring additional hurdles to retrieve physical materials from the library. I understand a desire to reduce transmission and protect the safety of staff and patrons amid this COVID-19 crisis and assume this is the reasoning for the change to curbside only retrieval of physical materials. However, the actions taken: eliminating in person pick up of materials while maintaining in person usage of computers is inconsistent with the risks associated with the spread of this virus. Picking up holds places an individual inside the building for much less time than the 1/2 hour computer reservation

**Indianapolis-Marion County Public Library**  
**Report of the Treasurer for January 2021**  
**Prepared by Accounting for the February 22, 2021 Board Meeting**

6a

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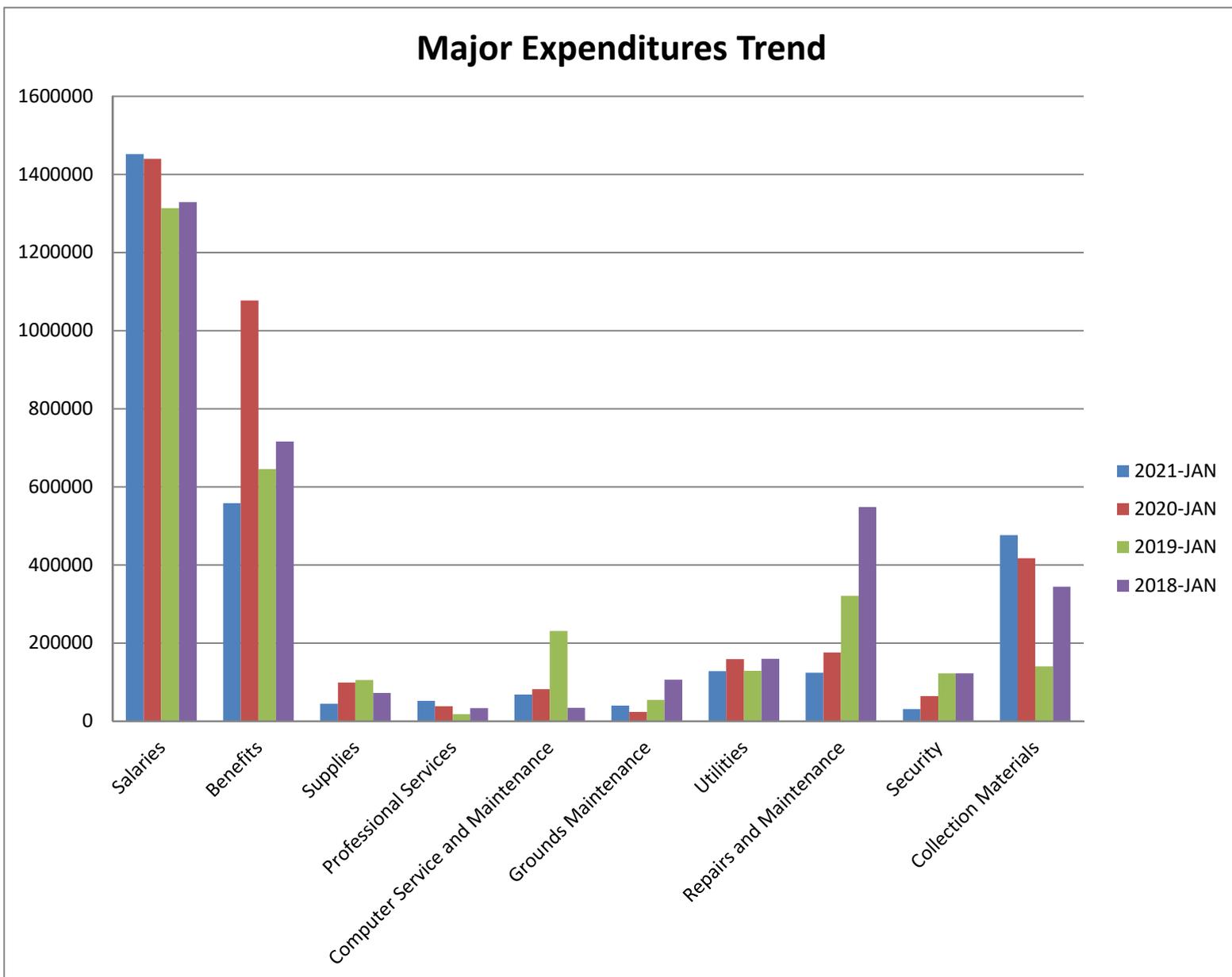
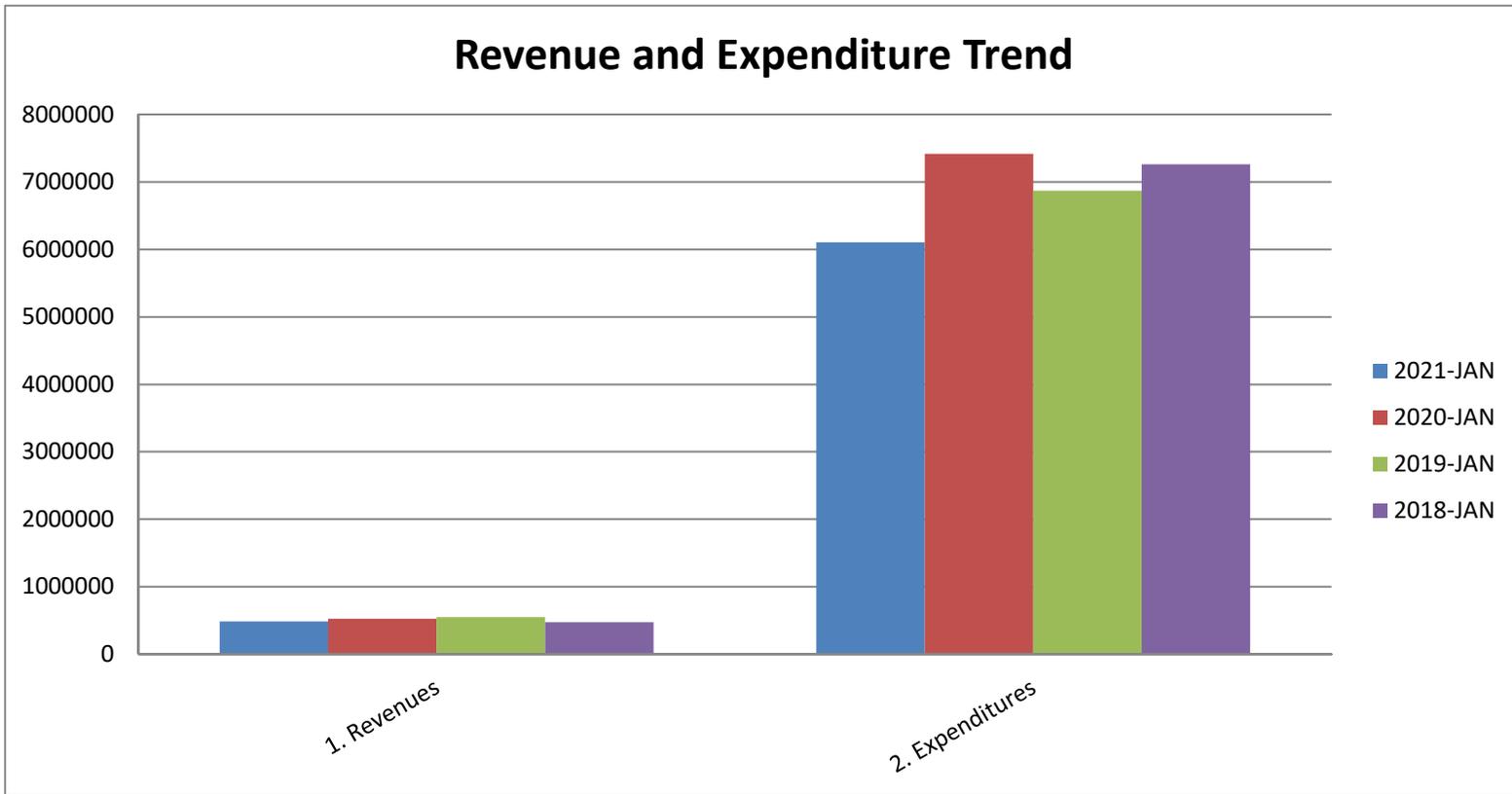
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**Indianapolis-Marion County Public Library**  
**Operating Fund Revenues and Expenditures**  
**Month Ended January 31, 2021**

<b>Revenue</b>		<b>Annual 2021 Revised Budget</b>	<b>Actual MTD 1/31/2021</b>	<b>Actual YTD 1/31/2021</b>	<b>% Budget Received</b>
Property Taxes	31	36,247,481	-	-	0%
Intergovernmental	33	7,436,719	379,739	379,739	5%
Fines & Fees	35	165,918	5,695	5,695	3%
Charges for Services	34	555,491	24,840	24,840	4%
Miscellaneous	36	882,878	76,757	76,757	9%
<b>Total</b>		<u>45,288,487</u>	<u>487,030</u>	<u>487,030</u>	1%

<b>Expenditures</b>		<b>Annual 2021 Revised Budget</b>	<b>Actual MTD 1/31/2021</b>	<b>Actual YTD 1/31/2021</b>	<b>% Budget Spent</b>
Personal Services & Benefits	41	29,499,876	2,010,731	2,010,731	7%
Supplies	42	1,703,909	45,318	45,318	3%
Other Services and Charges	43	17,777,968	958,955	958,955	5%
Capital Outlay	44	3,551,122	74,598	74,598	2%
<b>Total</b>		<u>52,532,875</u>	<u>3,089,602</u>	<u>3,089,602</u>	6%

**Indianapolis-Marion County Public Library  
Chart Overview  
Month Ended January 31, 2021**



**Indianapolis-Marion County Public Library**  
**Fund 101- Operating Fund - Detailed Income Statement**  
**Month Ended January 31, 2021**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>TAXES</b>						
311000 PROPERTY TAX	45,409,231	45,409,231	-	-	-	45,409,231
311300 PROPERTY TAX CAPS	(9,161,750)	(9,161,750)	-	-	-	(9,161,750)
<b>TAXES Total</b>	<b>36,247,481</b>	<b>36,247,481</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36,247,481</b>
<b>INTERGOVERNMENTAL</b>						
332200 E-RATE REVENUE	395,000	395,000	16,128	16,128	-	378,872
335100 FINANCIAL INSTITUTION TAX REV	298,260	298,260	-	-	-	298,260
335200 LICENSE EXCISE TAX REVENUE	2,585,701	2,585,701	-	-	-	2,585,701
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	321,215	-	3,533,369
335500 COUNTY OPTION INCOME TAX	-	-	42,395	42,395	-	(42,395)
335700 COMMERCIAL VEHICLE TAX REVENUE	273,734	273,734	-	-	-	273,734
339000 IN LIEU OF PROP. TAX	29,440	29,440	-	-	-	29,440
<b>INTERGOVERNMENTAL Total</b>	<b>7,436,719</b>	<b>7,436,719</b>	<b>379,739</b>	<b>379,739</b>	<b>-</b>	<b>7,056,980</b>
<b>CHARGES FOR SERVICES</b>						
347601 PUBLIC PRINTING REVENUE	303,631	303,631	17,650	17,650	-	285,981
347602 FAX TRANSMISSION REVENUE	62,553	62,553	6,914	6,914	-	55,639
347603 PROCTORING EXAMS	3,469	3,469	-	-	-	3,469
347604 PLAC CARD DISTRIBUTION REVENUE	55,000	55,000	-	-	-	55,000
347605 USAGE FEE REVENUE	2,520	2,520	40	40	-	2,480
347606 SET-UP & SERVICE - TAXABLE	17,888	17,888	-	-	-	17,888
347607 SET-UP & SERVICE - NON-TAXABLE	14,420	14,420	-	-	-	14,420
347608 SECURITY SERVICES REVENUE	19,784	19,784	-	-	-	19,784
347620 CAFE REVENUE	10,000	10,000	235	235	-	9,765
347621 CATERING REVENUE	66,226	66,226	-	-	-	66,226
<b>CHARGES FOR SERVICES Total</b>	<b>555,491</b>	<b>555,491</b>	<b>24,840</b>	<b>24,840</b>	<b>-</b>	<b>530,651</b>
<b>FINES</b>						
351200 FINES	153,000	153,000	5,300	5,300	-	147,700
351201 OTHER CARD REVENUE	1,163	1,163	65	65	-	1,098
351202 HEADSET REVENUE	5,708	5,708	99	99	-	5,609
351203 USB REVENUE	4,479	4,479	229	229	-	4,250
351204 LIBRARY TOTES	1,568	1,568	2	2	-	1,566
<b>FINES Total</b>	<b>165,918</b>	<b>165,918</b>	<b>5,695</b>	<b>5,695</b>	<b>-</b>	<b>160,223</b>
<b>MISCELLANEOUS</b>						
360000 MISCELLANEOUS REVENUE	2,500	2,500	20	20	-	2,480
361000 INTEREST INCOME	90,000	90,000	3,797	3,797	-	86,203
362000 FACILITY RTL REV - TAXABLE	128,422	128,422	1,119	1,119	-	127,303
362001 FACILITY RENTAL REV - NONTAX	36,539	36,539	-	-	-	36,539
362002 EQUIPMENT RENTAL REV - TAXABLE	18,064	18,064	200	200	-	17,864
362003 EQUIPMENT RENTAL REV - NONTAX	2,353	2,353	-	-	-	2,353
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
<b>MISCELLANEOUS Total</b>	<b>502,878</b>	<b>502,878</b>	<b>5,136</b>	<b>5,136</b>	<b>-</b>	<b>497,742</b>
<b>OTHER FINANCING SRCS</b>						
396000 REFUNDS	5,000	5,000	-	-	-	5,000
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	71,621	71,621	-	103,379
399001 INSURANCE REIMBURSEMENTS	200,000	200,000	-	-	-	200,000
<b>OTHER FINANCING SRCS Total</b>	<b>380,000</b>	<b>380,000</b>	<b>71,621</b>	<b>71,621</b>	<b>-</b>	<b>308,379</b>
<b>REVENUE Total</b>	<b>45,288,487</b>	<b>45,288,487</b>	<b>487,030</b>	<b>487,030</b>	<b>-</b>	<b>44,801,458</b>
<b>EXPENSE</b>						

	<b>Original Budget</b>	<b>Revised Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>P.O.</b>	<b>Available Budget</b>
<b>PERSONAL SERVICES</b>						
411000 SALARIES APPOINTED STAFF	18,522,517	18,560,703	1,379,949	1,379,949	38,186	17,142,568
412000 SALARIES HOURLY STAFF	1,805,589	1,805,589	72,547	72,547	-	1,733,042
413000 WELLNESS	45,000	45,000	-	-	-	45,000
413001 LONG TERM DISABILITY INSURANCE	44,957	44,957	4,290	4,290	-	40,667
413002 EMPLOYEE ASSISTANCE PROGRAM	23,970	23,970	1,600	1,600	17,600	4,770
413003 TUITION ASSISTANCE	30,000	30,000	6,449	6,449	-	23,551
413100 FICA AND MEDICARE	1,555,100	1,558,021	105,824	105,824	2,921	1,449,276
413300 PERF/INPRS	2,630,197	2,630,197	188,390	188,390	-	2,441,807
413400 UNEMPLOYMENT COMPENSATION	20,000	23,463	4,862	4,862	-	18,601
413500 MEDICAL & DENTAL INSURANCE	4,737,323	4,738,247	243,769	243,769	4	4,494,475
413600 GROUP LIFE INSURANCE	39,729	39,729	3,051	3,051	-	36,678
<b>PERSONAL SERVICES Total</b>	<b>29,454,382</b>	<b>29,499,876</b>	<b>2,010,731</b>	<b>2,010,731</b>	<b>58,711</b>	<b>27,430,434</b>
<b>SUPPLIES</b>						
421500 OFFICE SUPPLIES - FAC/PURCH	710,120	769,430	5,242	5,242	63,387	700,802
421600 LIBRARY SUPPLIES	106,000	118,910	1,238	1,238	14,966	102,706
421700 DEPARTMENT OFFICE SUPPLIES	320,020	324,985	26,057	26,057	5,067	293,862
422210 GASOLINE	44,880	57,721	903	903	35,439	21,380
422250 UNIFORMS	8,160	12,360	-	-	4,200	8,160
422310 CLEANING & SANITATION	169,950	180,142	11,879	11,879	11,836	156,427
429001 NON CAPITAL FURNITURE & EQUIP	240,360	240,360	-	-	-	240,360
<b>SUPPLIES Total</b>	<b>1,599,490</b>	<b>1,703,909</b>	<b>45,318</b>	<b>45,318</b>	<b>134,894</b>	<b>1,523,697</b>
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	219,000	279,000	39,250	39,250	27,600	212,150
431500 CONSULTING SERVICES	278,320	510,220	12,645	12,645	233,338	264,237
432100 FREIGHT & EXPRESS	7,070	9,034	268	268	5,196	3,570
432200 POSTAGE	65,265	73,448	-	-	8,183	65,265
432300 TRAVEL	33,280	33,280	241	241	-	33,039
432400 DATA COMMUNICATIONS	278,400	278,400	30,495	30,495	-	247,905
432401 CELLULAR PHONE	10,890	10,890	835	835	-	10,055
432500 CONFERENCES	132,000	135,900	1,725	1,725	2,500	131,675
432501 IN HOUSE CONFERENCE	78,000	78,000	700	700	-	77,300
433100 OUTSIDE PRINTING	154,000	161,698	2,329	2,329	10,890	148,479
433200 PUBLICATION OF LEGAL NOTICES	1,810	1,810	-	-	-	1,810
434100 WORKER'S COMPENSATION	172,612	172,612	-	-	43,819	128,793
434200 PACKAGE	268,854	268,854	-	-	79,699	189,156
434201 EXCESS LIABILITY	11,514	11,514	-	-	8,039	3,476
434202 AUTOMOBILE	21,797	21,797	-	-	10,769	11,029
434500 OFFICIAL BONDS	1,112	1,112	-	-	-	1,112
434501 PUBLIC OFFICIALS & EE LIAB	17,798	17,798	-	-	9,008	8,790
434502 BROKERAGE FEE	20,000	20,000	-	-	10,000	10,000
435100 ELECTRICITY	1,236,709	1,632,157	57,360	57,360	338,088	1,236,709
435200 NATURAL GAS	167,793	219,123	15,488	15,488	35,842	167,793
435300 HEAT/STEAM	408,194	558,254	26,224	26,224	123,836	408,194
435400 WATER	87,574	113,001	3,583	3,583	21,844	87,574
435401 COOLING/CHILLED WATER	564,737	615,363	22,453	22,453	28,174	564,737
435500 STORMWATER	28,512	28,918	-	-	406	28,512
435900 SEWAGE	100,725	123,793	3,112	3,112	19,956	100,725
436100 REP & MAINT-STRUCTURE	746,361	790,309	18,941	18,941	261,389	509,979
436101 ELECTRICAL	487,437	637,043	-	-	396,298	240,745
436102 PLUMBING	102,000	103,580	1,124	1,124	25,956	76,500
436103 PEST SERVICES	35,700	48,755	1,498	1,498	35,557	11,700
436104 ELEVATOR SERVICES	139,740	173,529	1,881	1,881	89,384	82,263
436110 CLEANING SERVICES	1,176,936	1,341,998	83,471	83,471	1,016,591	241,936
436200 REP & MAINT-EQUIPMENT	221,340	229,037	1,783	1,783	23,440	203,814
436201 REP & MAINT-HEATING & AIR	476,340	582,396	14,354	14,354	256,847	311,195
436202 REP & MAINT -AUTO	64,260	67,431	1,397	1,397	3,171	62,863
436203 REP & MAINT-COMPUTERS	355,100	355,100	59,356	59,356	989	294,755
437200 EQUIPMENT RENTAL	86,908	86,908	9,847	9,847	47,976	29,084

	<b>Original Budget</b>	<b>Revised Budget</b>	<b>MTD</b>	<b>YTD</b>	<b>P.O.</b>	<b>Available Budget</b>
437300 REAL ESTATE RENTAL	343,575	343,575	2,500	2,500	-	341,075
439100 CLAIMS, AWARDS, INDEMNITIES	25,750	25,750	-	-	-	25,750
439600 TRASH REMOVAL	71,404	77,871	9,273	9,273	70,432	(1,834)
439601 SNOW REMOVAL	419,910	458,096	30,680	30,680	213,611	213,805
439602 LAWN & LANDSCAPING	343,082	343,082	38	38	-	343,045
439800 DUES & MEMBERSHIPS	58,230	60,390	12,550	12,550	2,160	45,680
439901 COMPUTER SERVICES	366,100	366,100	448	448	3,965	361,687
439902 PAYROLL SERVICES	140,000	140,000	8,802	8,802	-	131,198
439903 SECURITY SERVICES	1,255,543	1,362,471	31,472	31,472	75,456	1,255,543
439904 BANK FEES/CREDIT CARD FEES	66,950	66,950	4,750	4,750	-	62,200
439905 OTHER CONTRACTUAL SERVICES	679,376	759,252	27,497	27,497	52,848	678,907
439906 RECRUITMENT EXPENSES	29,000	29,000	226	226	-	28,774
439907 EVENTS & PR	54,200	99,180	16,330	16,330	29,950	52,900
439910 PROGRAMMING	77,500	79,447	700	700	2,397	76,350
439911 PROGRAMMING-JUV.	150,000	151,963	1,000	1,000	8,978	141,985
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	-	-	-	25,000
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	-	-	5,000
439930 MATERIALS CONTRACTUAL	3,100,000	3,592,780	402,331	402,331	492,780	2,697,669
451100 AUDIT FEES	15,000	30,000	-	-	15,000	15,000
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>15,483,708</b>	<b>17,807,968</b>	<b>958,955</b>	<b>958,955</b>	<b>4,142,362</b>	<b>12,706,651</b>
<b>CAPITAL</b>						
443500 BUILDING	-	9,481	-	-	3,049	6,432
445200 VEHICLES	-	42,257	-	-	42,257	-
445301 COMPUTER EQUIPMENT	270,500	270,500	-	-	-	270,500
449000 BOOKS & MATERIALS	3,160,296	3,228,883	74,598	74,598	68,587	3,085,698
<b>CAPITAL Total</b>	<b>3,430,796</b>	<b>3,551,122</b>	<b>74,598</b>	<b>74,598</b>	<b>113,894</b>	<b>3,362,630</b>
<b>EXPENSE Total</b>	<b>49,968,376</b>	<b>52,562,875</b>	<b>3,089,602</b>	<b>3,089,602</b>	<b>4,449,860</b>	<b>45,023,413</b>

**Indianapolis-Marion County Public Library**  
**Cashflow Projections - Operating Fund**  
**January 1 - December 31, 2021**

	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
<b>Beginning Balance</b>	\$ 31,372,728	\$ 28,770,156	\$ 24,790,593	\$ 21,474,365	\$ 18,317,086	\$ 19,000,036	\$ 31,303,034	\$ 27,890,854	\$ 24,612,937	\$ 21,265,449	\$ 19,115,229	\$ 18,576,267	\$ 31,372,728	\$ 31,372,728	
<b>Receipts:</b>															
PROPERTY TAX	-	-	-	1,350,000	3,625,000	13,754,357	-	-	-	1,928,523	3,181,295	12,942,028	36,781,204	36,247,481	533,723
PROPERTY TAX CAPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-RATE REVENUE	16,128	13,050	13,720	13,720	13,720	185,000	14,642	14,642	14,642	14,642	14,842	14,642	343,390	395,000	(51,610)
FINANCIAL INSTITUTION TAX REV	-	-	-	-	-	166,430	-	-	-	-	-	166,430	332,860	298,260	34,600
LICENSE EXCISE TAX REVENUE	-	-	-	-	-	1,347,376	-	-	-	-	-	1,347,376	2,694,752	2,585,701	109,051
LOCAL OPTION INCOME TAX	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	3,854,584	3,854,584	-
COUNTY OPTION INCOME TAX	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	508,744	-	508,744
COMMERCIAL VEHICLE TAX REVENUE	-	-	-	-	-	144,824	-	-	-	-	-	144,824	289,648	273,734	15,914
IN LIEU OF PROP. TAX	-	-	-	-	-	13,165	-	-	-	-	-	13,768	26,933	29,440	(2,508)
COPY MACHINE REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC PRINTING REVENUE	17,650	20,000	20,000	20,000	25,000	25,000	25,000	32,000	32,000	32,000	32,000	22,981	303,631	303,631	-
FAX TRANSMISSION REVENUE	6,914	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,639	62,553	62,553	-
PROCTORING EXAMS	-	-	100	100	100	400	400	400	400	400	400	669	3,369	3,469	(100)
PLAC CARD DISTRIBUTION REVENUE	-	-	-	55,000	-	-	-	-	-	-	-	-	55,000	55,000	-
USAGE FEE REVENUE	40	-	-	-	-	-	-	500	500	500	500	520	2,560	2,520	40
SET-UP & SERVICE - TAXABLE	-	-	500	500	500	1,550	2,925	1,750	1,750	1,650	1,750	1,750	14,625	17,888	(3,263)
SET-UP & SERVICE - NON-TAXABLE	-	1,260	250	500	500	500	1,000	500	-	600	250	-	5,360	14,420	(9,060)
SECURITY SERVICES REVENUE	-	1,740	400	500	750	750	1,380	780	1,110	660	270	120	8,460	19,784	(11,324)
EVENT SECURITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PARKING REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAFE REVENUE	235	-	-	-	-	-	-	-	1,109	231	283	201	2,059	10,000	(7,941)
CATERING REVENUE	-	1,636	94	70	-	-	-	2,985	4,039	3,638	-	4,630	17,091	66,226	(49,135)
FINES	5,300	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	12,750	145,550	153,000	(7,450)
OTHER CARD REVENUE	65	65	195	-	-	65	65	65	195	195	-	-	910	1,163	(253)
HEADSET REVENUE	99	100	100	-	-	50	250	230	300	230	230	230	1,819	5,708	(3,889)
USB REVENUE	229	450	300	300	300	300	300	300	300	300	300	300	3,679	4,479	(800)
LIBRARY TOTES	2	20	20	20	20	20	20	70	70	70	70	70	472	1,568	(1,096)
MISCELLANEOUS REVENUE	20	200	200	200	200	200	200	200	200	200	200	200	2,220	2,500	(280)
REVENUE ADJUSTMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INTEREST INCOME	3,797	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	36,797	90,000	(53,203)
FACILITY RTL REV - TAXABLE	1,119	-	-	-	-	6,000	6,000	16,000	12,000	14,000	9,500	5,800	70,419	128,422	(58,003)
FACILITY RENTAL REV - NONTAX	-	-	-	-	-	540	540	540	2,510	2,725	5,510	2,055	14,420	36,539	(22,119)
EQUIPMENT RENTAL REV - TAXABLE	200	-	-	-	-	-	-	1,900	2,150	3,185	1,900	1,110	10,445	18,064	(7,619)
EQUIPMENT RENTAL REV - NONTAX	-	-	-	-	-	-	-	400	450	500	-	300	1,650	2,353	(703)
FOUNDATION CONTRIBUTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER GRANTS	-	-	-	-	-	-	-	225,000	-	-	-	-	225,000	225,000	-
TRANSFER IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALE OF SURPLUS PROPERTY	-	-	-	-	-	-	45,780	-	-	2,075	3,850	-	51,705	-	51,705
REFUNDS	-	420	420	420	420	420	420	420	420	420	420	800	5,000	5,000	-
REIMBURSEMENT FOR SERVICES	71,621	4,259	-	-	-	10,000	-	-	15,000	71,000	2,000	2,000	175,880	175,000	880
INSURANCE REIMBURSEMENTS	-	-	-	200,000	-	-	-	-	-	-	-	-	200,000	200,000	-
<b>Total Receipts</b>	<b>487,030</b>	<b>427,560</b>	<b>420,659</b>	<b>2,025,690</b>	<b>4,050,871</b>	<b>16,041,307</b>	<b>483,283</b>	<b>683,043</b>	<b>473,506</b>	<b>2,462,106</b>	<b>3,639,931</b>	<b>15,057,804</b>	<b>46,252,789</b>	<b>45,288,487</b>	<b>964,301</b>
<b>Expenditures:</b>															
PERSONAL SERVICES & BENEFITS	2,010,731	2,227,635	2,223,885	3,091,950	2,223,885	2,223,885	2,223,885	2,220,735	2,220,735	3,088,800	2,220,735	2,223,235	28,200,096	29,454,382	1,254,286
SUPPLIES	45,318	144,084	144,084	144,084	139,114	139,114	139,114	139,114	139,114	139,114	139,114	148,121	1,599,489	1,599,490	1
OTHER SERVICES AND CHARGES	958,955	1,771,369	1,337,442	1,631,149	991,623	1,314,062	1,171,044	1,089,804	1,144,751	1,257,211	1,326,353	1,812,948	15,806,711	15,483,708	(323,003)
LIBRARY MATERIALS CAPITAL OUTLAY	74,598	264,035	31,476	315,787	13,298	61,248	361,420	511,307	316,394	127,200	492,691	929,929	3,499,383	3,430,796	(68,587)
<b>Total Expenditures</b>	<b>3,089,602</b>	<b>4,407,123</b>	<b>3,736,887</b>	<b>5,182,970</b>	<b>3,367,920</b>	<b>3,738,309</b>	<b>3,895,463</b>	<b>3,960,960</b>	<b>3,820,994</b>	<b>4,612,325</b>	<b>4,178,893</b>	<b>5,114,233</b>	<b>49,105,679</b>	<b>49,968,376</b>	<b>862,697</b>
<b>Change in Payables/Petty Cash/Correction*</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Transfer Out</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Balance</b>	<b>\$ 28,770,156</b>	<b>\$ 24,790,593</b>	<b>\$ 21,474,365</b>	<b>\$ 18,317,086</b>	<b>\$ 19,000,036</b>	<b>\$ 31,303,034</b>	<b>\$ 27,890,854</b>	<b>\$ 24,612,937</b>	<b>\$ 21,265,449</b>	<b>\$ 19,115,229</b>	<b>\$ 18,576,267</b>	<b>\$ 28,519,838</b>	<b>\$ 28,519,838</b>	<b>\$ 26,692,839</b>	

**Indianapolis-Marion County Public Library**  
**Receipts & Disbursements**  
**Month Ended January 31, 2021**

<b>FUND</b>	<b>CASH AND INVESTMENTS 12/31/2020</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>CASH AND INVESTMENTS 1/31/2021</b>
101 Total Operating	31,372,728	487,030	3,089,602	28,770,155.78
104 Total Fines	71	30,786	30,786	70.63
226 Total Parking Garage	748,156	497	5,668	742,984.96
230 Total Grant	487,781	2,293	17,858	472,216.05
245 Total Rainy Day	6,502,287	577	15,011	6,487,852.88
270 Total Shared System	197,613	2,003	5,985	193,631.74
276 Total Cares Grant Fund	-	-	-	-
301 Total BIRF 1	3,997,201	319	1,842,837	2,154,683.30
321 Total BIRF 2	325,985	-	-	325,985.31
471 Total Library Improvement Reserve Fund	2,461,260	261	7,725	2,453,795.25
472 Total Construction	-	-	-	-
474 Total 2014 Multi-Branch Fac Improv	-	-	-	-
475 Total 2015 Bond RFID Books & Materials	155	-	-	155.33
476 Total 2016 Bond - Michigan Rd	6,821	-	-	6,820.97
477 Total 2017A Bond - Brightwood	37,772	-	10,000	27,772.43
478 Total 2017B Bond - Eagle	546,337	-	135	546,202.21
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	1,639,569	-	12,888	1,626,681.70
480 Total 2018 BBond - West Perry Branch	5,152,672	-	857,256	4,295,416.51
481 Total 2019 Bond - LAW WAY Renovation	151,500	-	895	150,604.57
482 Total 2020 Bond - Fac Renov Equip Acq	5,240,455	-	7,600	5,232,854.57
800 Total Gift	1,466,129	18,600	228,373	1,256,356.61
806 Total Payroll Liabilities (1)	69,481	121,693	77,331	113,842.40
812 Total Foundation Agency Fund	646	419	-	1,064.87
813 Total Staff Association Agency Fund	31	-	-	31.00
814 Total Sales Tax Agency Fund	24	115	24	115.40
815 Total PLAC Card Revenue Agency Fund	8,600	65	2,210	6,454.55
<b>Grand Total</b>	<b>60,413,275</b>	<b>664,658</b>	<b>6,212,183</b>	<b>54,865,749</b>

**Indianapolis Marion County Public Library**  
**Status of the Treasury**  
**Investment Report**  
**Month Ended January 31, 2021**

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance January 31, 2021	Interest Earned January 31, 2021		Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 12,002,669	\$ 305	Operating Fund	\$ 12,002,364	\$ 133
Grant Fund	\$ 193,395	\$ -	Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,225	\$ 10	Parking Garage	\$ 409,215	\$ 10
Bond & Interest Redemption Fd	\$ 0	\$ -	Bond & Interest Redemption Fd	\$ 0	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -	Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,744	\$ 10	Rainy Day Fund	\$ 404,734	\$ 10
Gift Fund	\$ 68	\$ 5	Gift Fund	\$ 63	\$ 5
<b>Total Chase Savings Account</b>	<b>\$ 13,023,487</b>	<b>\$ 331</b>	<b>Total Chase Savings Account</b>	<b>\$ 13,023,156</b>	<b>\$ 159</b>
<i>The average savings account rate for January was 0.03%</i>			<i>The average savings account rate for December was 0.03%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance January 31, 2021	Interest Earned January 31, 2021		Balance December 31, 2020	Interest Earned December 31, 2020
Library Improvement Reserve Fd	\$ 2,229,105	\$ 261	Library Improvement Reserve Fd	\$ 2,228,844	\$ 339
Rainy Day Fund	\$ 4,458,801	\$ 521	Rainy Day Fund	\$ 4,458,280	\$ 678
<b>Total Fifth Third Bank</b>	<b>\$ 6,687,906</b>	<b>\$ 782</b>	<b>Total Fifth Third Bank</b>	<b>\$ 6,687,124</b>	<b>\$ 1,018</b>
<i>The average investment account rate for January was 0.14%</i>			<i>The average investment account rate for December was 0.18%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance January 31, 2021	Interest Earned January 31, 2021		Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 8,659,699	\$ 2,992	Operating Fund	\$ 8,656,707	\$ 4,088
Rainy Day Fund	\$ 179,459	\$ 46	Rainy Day Fund	\$ 179,413	\$ 62
2017A Brightwood Project Fund	\$ -	\$ -	2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 3,062,846	\$ -	2018B West Perry Project Fund	\$ 3,062,846	\$ -
2018A Multi-Project Fund	\$ 1,251,796	\$ -	2018A Multi-Project Fund	\$ 1,251,796	\$ -
Bond & Interest Redemption Fd	\$ 25,632	\$ 319	Bond & Interest Redemption Fd	\$ 25,313	\$ 588
2019 Lawrence/Wayne Project Fund	\$ -	\$ -	2019 Lawrence/Wayne Project Fund	\$ -	\$ -
<b>Total Hoosier Fund Account</b>	<b>\$ 13,179,432</b>	<b>\$ 3,357</b>	<b>Total Hoosier Fund Account</b>	<b>\$ 13,176,075</b>	<b>\$ 4,738</b>
<i>The average Hoosier Fund account rate for January was 0.30%</i>			<i>The average Hoosier Fund account rate for December was 0.41%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance January 31, 2021	Interest Earned January 31, 2021		Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 6,424,910	\$ 490	Operating Fund	\$ 6,424,420	\$ 735
2015 RFID Project Fund	\$ -	\$ -	2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -	2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ 370,223	\$ -	2017B Eagle Project Fund	\$ 370,223	\$ -
2018B West Perry Project Fund	\$ -	\$ -	2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -	Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -	Bond & Interest Redemption Fd	\$ 450,251	\$ -
<b>Total TrustIndiana Account</b>	<b>\$ 7,336,281</b>	<b>\$ 490</b>	<b>Total TrustIndiana Account</b>	<b>\$ 7,335,791</b>	<b>\$ 735</b>
<i>The average TrustIndiana account rate for January was 0.08%</i>			<i>The average TrustIndiana account rate for December was 0.09%</i>		
<u>U. S. Bank</u>			<u>Previous Month's U.S. Bank</u>		
	Balance January 31, 2021	Interest Earned January 31, 2021		Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 1,053,313	\$ 9	Operating Fund	\$ 1,053,304	\$ 9
<b>Total U. S. Bank</b>	<b>\$ 1,053,313</b>	<b>\$ 9</b>	<b>Total U. S. Bank</b>	<b>\$ 1,053,304</b>	<b>\$ 9</b>
<i>The average U. S. Bank account rate for January was 0.01%</i>			<i>The average U. S. Bank account rate for December was 0.01%</i>		

**Indianapolis-Marion County Public Library**  
**Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement**  
**Month Ended January 31, 2021**

	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDG.</b>	<b>MTD</b>	<b>YTD</b>	<b>P.O.</b>	<b>AVAILABLE BUDG.</b>
<b>REVENUES</b>						
<b>Property Taxes</b>						
311000 PROPERTY TAX	14,136,876	14,136,876	-	-	-	14,136,876
311300 PROPERTY TAX CAPS	-	-	-	-	-	-
<b>Property Taxes Total</b>	<b>14,136,876</b>	<b>14,136,876</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,136,876</b>
<b>Intergovernmental</b>						
335100 FINANCIAL INSTITUTION T	97,302	97,302	-	-	-	97,302
335200 LICENSE EXCISE TAX REVE	425,440	425,440	-	-	-	425,440
335700 COMMERCIAL VEHICLE TAX	48,574	48,574	-	-	-	48,574
339000 IN LIEU OF PROP. TAX	6,737	6,737	-	-	-	6,737
<b>Intergovernmental Total</b>	<b>578,053</b>	<b>578,053</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>578,053</b>
<b>Miscellaneous</b>						
361000 INTEREST INCOME	-	-	319	319	-	(319)
391000 TRANSFER IN	-	-	-	-	-	-
396000 REFUNDS	-	-	-	-	-	-
<b>Miscellaneous Total</b>	<b>-</b>	<b>-</b>	<b>319</b>	<b>319</b>	<b>-</b>	<b>(319)</b>
<b>REVENUES Total</b>	<b>14,714,929</b>	<b>14,714,929</b>	<b>319</b>	<b>319</b>	<b>-</b>	<b>14,714,610</b>
<b>EXPENSES</b>						
<b>Other Services and Charges</b>						
439904 BANK FEES/CREDIT CARD F	4,750	4,750	1,500	1,500	-	3,250
438100 PRINCIPAL	8,515,000	8,515,000	1,700,000	1,700,000	-	6,815,000
438200 INTEREST	601,330	601,330	141,337	141,337	-	459,993
438500 LEASE PAYMENTS	-	-	-	-	-	-
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
<b>Other Services and Charges Total</b>	<b>9,121,080</b>	<b>9,121,080</b>	<b>1,842,837</b>	<b>1,842,837</b>	<b>-</b>	<b>7,278,243</b>
<b>EXPENSES Total</b>	<b>9,121,080</b>	<b>9,121,080</b>	<b>1,842,837</b>	<b>1,842,837</b>	<b>-</b>	<b>7,278,243</b>

**Indianapolis-Marion County Public Library**  
**Fund 245 - Rainy Day Fund - Detailed Income Statement**  
**Month Ended January 31, 2021**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	30,000	30,000	577	577	-	29,423
<b>MISCELLANEOUS Total</b>	<b>30,000</b>	<b>30,000</b>	<b>577</b>	<b>577</b>	<b>-</b>	<b>29,423</b>
<b>REVENUE Total</b>	<b>30,000</b>	<b>30,000</b>	<b>577</b>	<b>577</b>	<b>-</b>	<b>29,423</b>
<b>EXPENSE</b>						
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	100,000	100,000	13,511	13,511	-	86,489
431200 ENGINEERING & ARCHITECTURAL	400,000	567,313	500	500	214,018	352,795
431500 CONSULTING SERVICES	-	8,400	1,000	1,000	7,400	-
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>500,000</b>	<b>675,713</b>	<b>15,011</b>	<b>15,011</b>	<b>221,418</b>	<b>439,284</b>
<b>CAPITAL</b>						
441000 LAND	1,000,000	1,000,000	-	-	-	1,000,000
443500 BUILDING	1,500,000	1,500,000	-	-	-	1,500,000
<b>CAPITAL Total</b>	<b>2,500,000</b>	<b>2,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,500,000</b>
<b>EXPENSE Total</b>	<b>3,000,000</b>	<b>3,175,713</b>	<b>15,011</b>	<b>15,011</b>	<b>221,418</b>	<b>2,939,284</b>

**Indianapolis-Marion County Public Library**  
**Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement**  
**Month Ended January 31, 2021**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	20,000	20,000	261	261	-	19,739
<b>MISCELLANEOUS Total</b>	<b>20,000</b>	<b>20,000</b>	<b>261</b>	<b>261</b>	<b>-</b>	<b>19,739</b>
<b>REVENUE Total</b>	<b>20,000</b>	<b>20,000</b>	<b>261</b>	<b>261</b>	<b>-</b>	<b>19,739</b>
<b>EXPENSE</b>						
<b>OTHER SERVICES AND CHARGES</b>						
436100 REP & MAINT-STRUCTURE	-	28,441	6,450	6,450	26,251	(4,260)
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>-</b>	<b>28,441</b>	<b>6,450</b>	<b>6,450</b>	<b>26,251</b>	<b>(4,260)</b>
<b>CAPITAL</b>						
444501 COMPUTER SOFTWARE	-	133,362	1,275	1,275	132,087	-
<b>CAPITAL Total</b>	<b>-</b>	<b>133,362</b>	<b>1,275</b>	<b>1,275</b>	<b>132,087</b>	<b>-</b>
<b>EXPENSE Total</b>	<b>-</b>	<b>161,803</b>	<b>7,725</b>	<b>7,725</b>	<b>158,338</b>	<b>(4,260)</b>

**Indianapolis-Marion County Public Library**  
**Fund 226 - Parking Garage - Detailed Income Statement**  
**Month Ended January 31, 2021**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>CHARGES FOR SERVICES</b>						
347610 PARKING REVENUE	120,000	120,000	487	487	-	119,513
347611 EVENTS PARKING	8,000	8,000	-	-	-	8,000
<b>CHARGES FOR SERVICES Total</b>	<b>128,000</b>	<b>128,000</b>	<b>487</b>	<b>487</b>	<b>-</b>	<b>127,513</b>
<b>MISCELLANEOUS</b>						
361000 INTEREST INCOME	1,000	1,000	10	10	-	990
<b>MISCELLANEOUS Total</b>	<b>1,000</b>	<b>1,000</b>	<b>10</b>	<b>10</b>	<b>-</b>	<b>990</b>
<b>REVENUE Total</b>	<b>129,000</b>	<b>129,000</b>	<b>497</b>	<b>497</b>	<b>-</b>	<b>128,503</b>
<b>EXPENSE</b>						
<b>SUPPLIES</b>						
421200 PRINTER SUPPLIES	2,000	2,000	-	-	-	2,000
421500 OFFICE SUPPLIES - FAC/PURCH	6,000	6,000	46	46	-	5,954
422310 CLEANING & SANITATION	100	100	-	-	-	100
<b>SUPPLIES Total</b>	<b>8,100</b>	<b>8,100</b>	<b>46</b>	<b>46</b>	<b>-</b>	<b>8,054</b>
<b>OTHER SERVICES AND CHARGES</b>						
431100 LEGAL SERVICES	5,000	5,000	-	-	-	5,000
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	1,000	-	11,000
432200 POSTAGE	100	100	-	-	-	100
432400 DATA COMMUNICATIONS	6,000	6,000	380	380	-	5,620
434201 EXCESS LIABILITY	7,000	7,000	405	405	-	6,595
436100 REP & MAINT-STRUCTURE	15,000	15,000	-	-	3,600	11,400
436110 CLEANING SERVICES	8,000	8,000	-	-	-	8,000
436200 REP & MAINT-EQUIPMENT	8,000	8,000	49	49	-	7,951
436201 REP & MAINT-HEATING & AIR	123,062	146,124	-	-	23,062	123,062
439904 BANK FEES/CREDIT CARD FEES	7,000	7,000	112	112	-	6,888
439905 OTHER CONTRACTUAL SERVICES	52,000	52,000	3,677	3,677	-	48,323
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>243,162</b>	<b>266,224</b>	<b>5,622</b>	<b>5,622</b>	<b>26,662</b>	<b>233,940</b>
<b>CAPITAL</b>						
445300 CAPITAL - EQUIPMENT	184,446	322,781	-	-	138,335	184,446
<b>CAPITAL Total</b>	<b>184,446</b>	<b>322,781</b>	<b>-</b>	<b>-</b>	<b>138,335</b>	<b>184,446</b>
<b>EXPENSE Total</b>	<b>435,708</b>	<b>597,105</b>	<b>5,668</b>	<b>5,668</b>	<b>164,997</b>	<b>426,440</b>

**Indianapolis-Marion County Public Library**  
**Fund 270 - Shared System - Detailed Income Statement**  
**Month Ended January 31, 2021**

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
<b>REVENUE</b>						
<b>CHARGES FOR SERVICES</b>						
347640 SHARED SYSTEM REVENUE	-	-	2,003	2,003	-	(2,003)
<b>CHARGES FOR SERVICES Total</b>	<b>-</b>	<b>-</b>	<b>2,003</b>	<b>2,003</b>	<b>-</b>	<b>(2,003)</b>
<b>REVENUE Total</b>	<b>-</b>	<b>-</b>	<b>2,003</b>	<b>2,003</b>	<b>-</b>	<b>(2,003)</b>
<b>EXPENSE</b>						
<b>PERSONAL SERVICES</b>						
411000 SALARIES APPOINTED STAFF	62,942	62,942	4,842	4,842	-	58,100
413100 FICA AND MEDICARE	4,815	4,815	336	336	-	4,479
413300 PERF/INPRS	8,938	8,938	688	688	-	8,250
<b>PERSONAL SERVICES Total</b>	<b>76,695</b>	<b>76,695</b>	<b>5,865</b>	<b>5,865</b>	<b>-</b>	<b>70,830</b>
<b>SUPPLIES</b>						
421600 LIBRARY SUPPLIES	5,000	5,641	-	-	641	5,000
<b>SUPPLIES Total</b>	<b>5,000</b>	<b>5,641</b>	<b>-</b>	<b>-</b>	<b>641</b>	<b>5,000</b>
<b>OTHER SERVICES AND CHARGES</b>						
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	120	120	-	796
439907 EVENTS & PR	500	500	-	-	-	500
439909 REIMBURSEMENT FOR SERVICES EXP	75,000	75,000	-	-	-	75,000
439930 MATERIALS CONTRACTUAL	14,000	14,000	-	-	9,488	4,512
<b>OTHER SERVICES AND CHARGES TOTAL</b>	<b>97,166</b>	<b>97,166</b>	<b>120</b>	<b>120</b>	<b>9,488</b>	<b>87,558</b>
<b>EXPENSE Total</b>	<b>178,861</b>	<b>179,502</b>	<b>5,985</b>	<b>5,985</b>	<b>10,129</b>	<b>163,388</b>

**Indianapolis-Marion County Public Library**  
**Fund 800 & 230 - Gift and Grant - Detailed Income Statement**  
**Month Ended January 31, 2021**

	MTD	YTD
<b>REVENUE</b>		
<b>MISCELLANEOUS</b>		
334700 GRANTS - LSTA	-	-
334720 GRANTS - STATE	2,288	2,288
360000 MISCELLANEOUS REVENUE	-	-
360001 REVENUE ADJUSTMENT	-	-
361000 INTEREST INCOME	5	5
367000 FOUNDATION CONTRIBUTION	18,600	18,600
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 OTHER GRANTS	-	-
396000 REFUNDS	-	-
399000 REIMBURSEMENT FOR SERVICES	-	-
<b>MISCELLANEOUS Total</b>	<b>20,893</b>	<b>20,893</b>
<b>REVENUE Total</b>	<b>20,893</b>	<b>20,893</b>
<b>EXPENSE</b>		
00005012 - AQUARIUM MAINTENANCE MULTI-BRANCH	1,133	1,133
00015001 - CENTRAL UNRESTRICTED GIFT	75	75
00015007 - CBLC CENTER FOR BLACK LIT & CULTURE	6,287	6,287
00075001 - EAGLE UNRESTRICTED GIFT	61	61
00135001 - LAWRENCE UNRESTRICTED GIFTS	50	50
00145001 - NORA UNRESTRICTED GIFTS	53	53
00155005 - PIKE AQUARIUM	210	210
00195001 - WAYNE UNRESTRICTED GIFTS	37	37
00215001 - FRANKLIN RD UNRESTRICTED GIFTS	-	-
00405010 - DIGITAL ENCYCLOPEDIA OF INDPLS DEOI	152,920	152,920
00425003 - LIBRARY MATERIALS ESTATE GIFTS	20	20
00425010 - LILLY CITY DIGITIZATION	1,730	1,730
18055010 - GROW WITH GOOGLE	4,137	4,137
18465011 - SCHOOL LIBRARY CARDS	4,770	4,770
19420515 - COMMUNITY CORE COLLECTION CMSA	933	933
20005012 - READY TO READ 2020	5	5
20005013 - SUMMER READING PROGRAM 2020	2,300	2,300
20005026 - TEEN SPACES MULTI-BRANCH	68	68
20005027 - ADULT BOOK DISCUSSIONS MULTI-BRANCH	130	130
20015016 - SIMPLE AFFORDABLE PLANT BASED COOKI	182	182
20015033 - ISCR LECTURE SERIES CENTRAL	250	250
20125011 - HVL DEVICE LENDING EXPANSION	2,963	2,963
20275010 - MICHIGAN ROAD BRANCH ART	3,000	3,000
20425010 - GENERAL DIGITIZATION 2020	3,751	3,751
20425017 - AXIS 360 HIGH SCHOOL EBOOKS	49,167	49,167
20455028 - TEEN COMMUNITY BOOK CLUBS	-	-
20455030 - FOLKLORIC DANCE DEMOS	500	500
21455010 - MEET THE ARTIST XXXIII 2021 ALL STA	11,498	11,498
<b>EXPENSE Total</b>	<b>246,230</b>	<b>246,230</b>

**Indianapolis-Marion County Public Library  
Summary of Construction Fund Cash Balances  
Month Ended January 31, 2021**

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

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	6,820.97
Fund 477 - Restricted - Brightwood Project	27,772.43
Fund 478 - Restricted - Eagle Project	523,565.23
Fund 479 - Restricted - Multiple Projects	1,614,191.47
Fund 480 - Restricted - West Perry Project	3,824,107.83
Fund 481 - Restricted - Lawrence/ Wayne Projects	52,060.90
Fund 482 - Restricted - Multiple Projects II	5,232,854.57
<b>Total Construction Fund Cash Balances</b>	<b><u>11,281,528.73</u></b>

**Construction Fund Classification Breakdown**

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	6,820.97
Fund 477 - Restricted - Brightwood Project	27,772.43
Fund 478 - Restricted - Eagle Project	523,565.23
Fund 479 - Restricted - Multiple Projects	1,614,191.47
Fund 480 - Restricted - West Perry Project	3,824,107.83
Fund 481 - Restricted - Lawrence/ Wayne Projects	52,060.90
Fund 482 - Restricted - Multiple Projects II	5,232,854.57
<b>Total Construction Fund Breakdown</b>	<b><u>11,281,528.73</u></b>

**Summary of Classifications**

Total Restricted	11,281,528.73
Total Assigned	0.00
<b>Total of All Classifications</b>	<b><u>11,281,528.73</u></b>

**Summary of Project Activity**

<u>PROJECT</u>	<u>* ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
* Fund 475 - Restricted - RFID Project	2,000,000.00	0.00	0.00	1,999,844.67	0.00	155.33
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	0.00	0.00	7,712,733.20	0.00	6,820.97
* Fund 477 - Restricted - Brightwood Project	6,100,000.00	10,000.00	10,000.00	6,072,227.57	14,972.96	12,799.47
* Fund 478 - Restricted - Eagle Project	7,800,000.00	135.00	135.00	7,276,434.77	0.00	523,565.23
* Fund 479 - Restricted - Multiple Projects	5,000,000.00	13,552.83	13,552.83	3,385,808.53	239,115.81	1,375,075.66
* Fund 480 - Restricted - West Perry Project	9,600,000.00	952,364.17	952,364.17	5,775,892.17	3,552,141.42	271,966.41
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,183,628.84	895.00	895.00	3,131,567.94	41,213.26	10,847.64
* Fund 482 - Restricted - Multiple Projects II	5,349,512.62	7,600.00	7,600.00	116,658.05	805,820.50	4,427,034.07
<b>Total Expenditures</b>	<b><u>46,752,695.63</u></b>	<b><u>984,547.00</u></b>	<b><u>984,547.00</u></b>	<b><u>35,471,166.90</u></b>	<b><u>4,653,263.95</u></b>	<b><u>6,628,264.78</u></b>

	<u>ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
Appropriated Interest Earnings - Fund 476	154,554.17	0.00	0.00	154,554.17	0.00
Appropriated Interest Earnings - Fund 477	155,000.00	0.00	0.00	155,000.00	0.00
Appropriated Interest Earnings - Fund 478	83,372.45	0.00	0.00	83,372.45	0.00
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

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



## Board Briefing

6b

To: IMCPL Board

Meeting Date: February 22, 2021

From: IMCPL Finance Committee

**Subject:** 2020 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 2020 Investment Report was presented to the Board of Finance on January 29, 2021.

The Investment Report is attached.

# **INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**



## **INVESTMENT REPORT FOR THE CALENDAR YEAR ENDING DECEMBER 31, 2020**



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**BANKING/INVESTMENT RELATIONSHIPS**  
**BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY**  
*For calendar year ending December 31, 2020*

**JPMorgan Chase**

The Library invested in Business High Yield Savings accounts with JPMorgan Chase Bank in 2020.

**Fifth Third Bank**

Fifth Third served as an Investment Manager for the Library during 2020 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 2020.

**TrustIndiana**

The Library invested in an Indiana Local Government Investment Pool with TrustIndiana in 2020.

**U.S. Bank**

The Library invested in a Money Market Deposit Account with U.S. Bank in 2020.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**REPORT OF 2020 AVERAGE MONTHLY BANK/INVESTMENT BALANCES**  
**BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY**  
*For calendar year ending December 31, 2020*

Financial Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Average Monthly Balance
JPMorgan Chase	\$ 9,869,186	\$ 7,254,582	\$ 8,043,650	\$ 7,613,316	\$ 7,020,269	\$ 10,006,148	\$ 14,163,256	\$ 14,918,891	\$ 12,530,808	\$ 7,969,549	\$ 10,737,400	\$ 17,985,734	\$ 10,676,066
<b>Total Bank Balances</b>	<b>9,869,186</b>	<b>7,254,582</b>	<b>8,043,650</b>	<b>7,613,316</b>	<b>7,020,269</b>	<b>10,006,148</b>	<b>14,163,256</b>	<b>14,918,891</b>	<b>12,530,808</b>	<b>7,969,549</b>	<b>10,737,400</b>	<b>17,985,734</b>	<b>10,676,066</b>
<b>Investments</b>													
Fifth Third Bank	6,623,823	6,635,136	6,647,963	6,660,333	6,669,051	6,673,569	6,676,908	6,679,777	6,682,209	6,684,007	6,685,458	6,686,615	6,667,071
Hoosier Fund	10,594,920	11,610,840	11,499,704	10,883,302	10,389,714	9,020,317	7,650,005	7,653,899	11,158,450	14,663,978	14,169,007	13,423,706	11,059,820
TrustIndiana	21,925,499	19,454,181	15,474,798	13,985,037	13,990,090	13,284,664	12,578,399	12,080,761	11,582,472	11,583,690	10,959,645	8,835,423	13,811,221
U.S. Bank	8,018,010	8,029,748	8,041,034	8,048,743	8,051,543	8,052,499	8,053,057	4,553,197	1,053,254	1,053,282	1,053,291	1,053,299	5,421,746
<b>Total Investments</b>	<b>47,162,251</b>	<b>45,729,904</b>	<b>41,663,498</b>	<b>39,577,413</b>	<b>39,100,398</b>	<b>37,031,048</b>	<b>34,958,368</b>	<b>30,967,633</b>	<b>30,476,384</b>	<b>33,984,957</b>	<b>32,867,400</b>	<b>29,999,044</b>	<b>36,959,858</b>
<b>Total Balances</b>	<b>\$ 57,031,437</b>	<b>\$52,984,486</b>	<b>\$49,707,147</b>	<b>\$47,190,729</b>	<b>\$46,120,666</b>	<b>\$47,037,195</b>	<b>\$49,121,624</b>	<b>\$45,886,524</b>	<b>\$43,007,192</b>	<b>\$41,954,505</b>	<b>\$ 43,604,799</b>	<b>\$ 47,984,778</b>	<b>\$ 47,635,924</b>

\* DRAFT, unaudited statement

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**REPORT OF 2020 INTEREST INCOME**  
**BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY**  
*For calendar year ending December 31, 2020*

Financial Institutions	Average												Total	Average Monthly Income
	January	February	March	April	May	June	July	August	September	October	November	December		
JPMorgan Chase	\$ 1,436	\$ 725	\$ 228	\$ 60	\$ 61	\$ 135	\$ 253	\$ 253	\$ 247	\$ 152	\$ 148	\$ 159	\$ 3,857	\$ 321
<b>Total Bank Balances</b>	<b>1,436</b>	<b>725</b>	<b>228</b>	<b>60</b>	<b>61</b>	<b>135</b>	<b>253</b>	<b>253</b>	<b>247</b>	<b>152</b>	<b>148</b>	<b>159</b>	<b>3,857</b>	<b>321</b>
<b>Investments</b>														
Fifth Third Bank	9,498	13,127	12,526	12,213	5,224	3,811	2,866	2,874	1,990	1,607	1,296	1,018	68,050	5,671
Hoosier Fund	14,656	17,184	10,546	6,650	6,174	5,030	4,348	3,440	5,661	5,395	4,662	4,738	88,484	7,374
TrustIndiana	30,832	26,532	14,699	5,779	4,328	2,819	2,650	2,074	1,348	1,087	822	735	93,705	7,809
U.S. Bank	11,729	11,746	10,826	4,593	1,006	906	210	69	46	9	9	9	41,158	3,430
<b>Total Investments</b>	<b>66,715</b>	<b>68,589</b>	<b>48,597</b>	<b>29,235</b>	<b>16,732</b>	<b>12,566</b>	<b>10,074</b>	<b>8,457</b>	<b>9,045</b>	<b>8,098</b>	<b>6,789</b>	<b>6,500</b>	<b>291,397</b>	<b>24,283</b>
<b>Total Balances</b>	<b>\$ 68,151</b>	<b>\$ 69,314</b>	<b>\$ 48,825</b>	<b>\$ 29,295</b>	<b>\$ 16,793</b>	<b>\$ 12,701</b>	<b>\$ 10,327</b>	<b>\$ 8,710</b>	<b>\$ 9,292</b>	<b>\$ 8,250</b>	<b>\$ 6,937</b>	<b>\$ 6,659</b>	<b>\$ 295,254</b>	<b>\$ 24,604</b>

\* DRAFT, unaudited statement

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**REPORT OF 2020 INTEREST INCOME**  
**BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY**  
*For calendar year ending December 31, 2020*

<b>Financial Institutions</b>	<b>Average Monthly Balance</b>	<b>YTD Interest Earnings</b>	<b>Average Interest Rate</b>	<b>Investments</b>	<b>Average Monthly Balance</b>	<b>YTD Interest Earnings</b>	<b>Average Interest Rate</b>
JPMorgan Chase	\$10,676,066	\$3,857	0.04%	Fifth Third Bank	\$6,667,071	\$68,050	1.02%
				Hoosier Fund	\$11,059,820	\$88,484	0.80%
				TrustIndiana	\$13,811,221	\$93,705	0.68%
				U.S. Bank	\$5,421,746	\$41,158	0.76%
<b>Total Bank Balances</b>	<b>\$10,676,066</b>	<b>\$3,857</b>	<b>0.04%</b>	<b>Total Investments</b>	<b>\$36,959,858</b>	<b>\$291,397</b>	<b>0.79%</b>
<b>Combined Total</b>	<b>\$47,635,924</b>	<b>\$295,254</b>	<b>0.62%</b>				

\* *DRAFT, unaudited statement*

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**  
**REPORT OF 2019 AVERAGE MONTHLY YIELDS**  
**BOARD OF FINANCE CONSOLIDATED CITY OF INDIANAPOLIS AND MARION COUNTY**  
*For calendar year ending December 31, 2020*

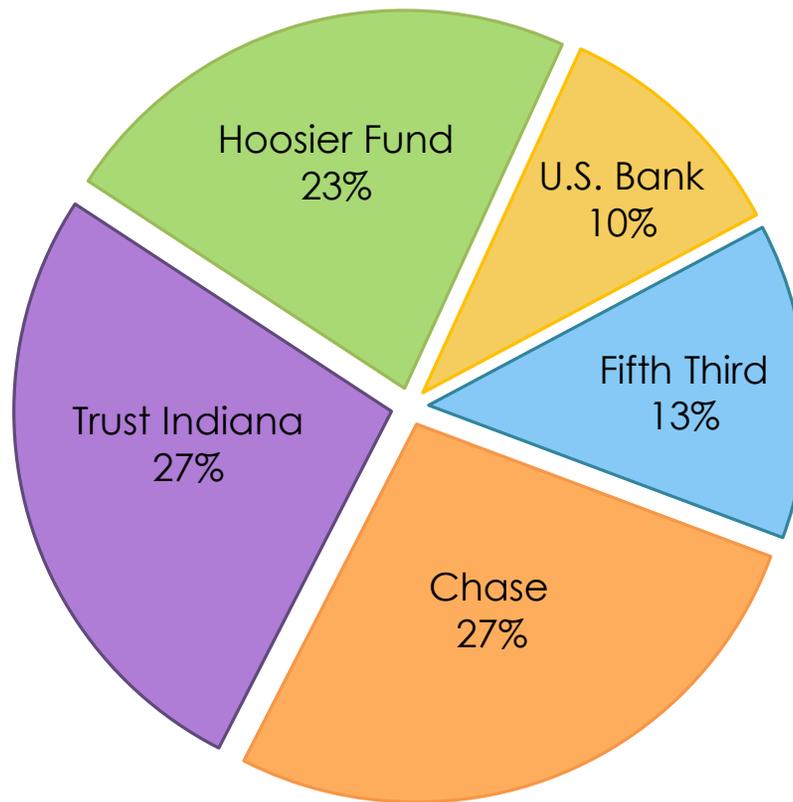
	January	February	March	April	May	June	July	August	September	October	November	December
<b>JP Morgan Chase</b>												
Interest from Cash on Deposit	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Interest from Savings	0.49%	0.49%	0.19%	0.05%	0.05%	0.05%	0.05%	0.05%	0.05%	0.03%	0.03%	0.03%
<b>Fifth Third</b>												
Interest from Liquidity Management	1.72%	2.37%	2.26%	2.20%	0.94%	0.69%	0.52%	0.52%	0.36%	0.29%	0.23%	0.18%
<b>Hoosier Fund Investment Account</b>												
Investment Interest	1.80%	1.80%	1.08%	0.70%	0.70%	0.70%	0.67%	0.53%	0.47%	0.43%	0.41%	0.41%
<b>TrustIndiana</b>												
Investment Interest	1.66%	1.64%	1.05%	0.50%	0.37%	0.26%	0.25%	0.20%	0.14%	0.11%	0.09%	0.09%
<b>U.S. Bank</b>												
Investment Interest	1.70%	1.70%	0.66%	0.15%	0.15%	0.05%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%

**Annual Average Yield on Average Invested Balance** 0.82%

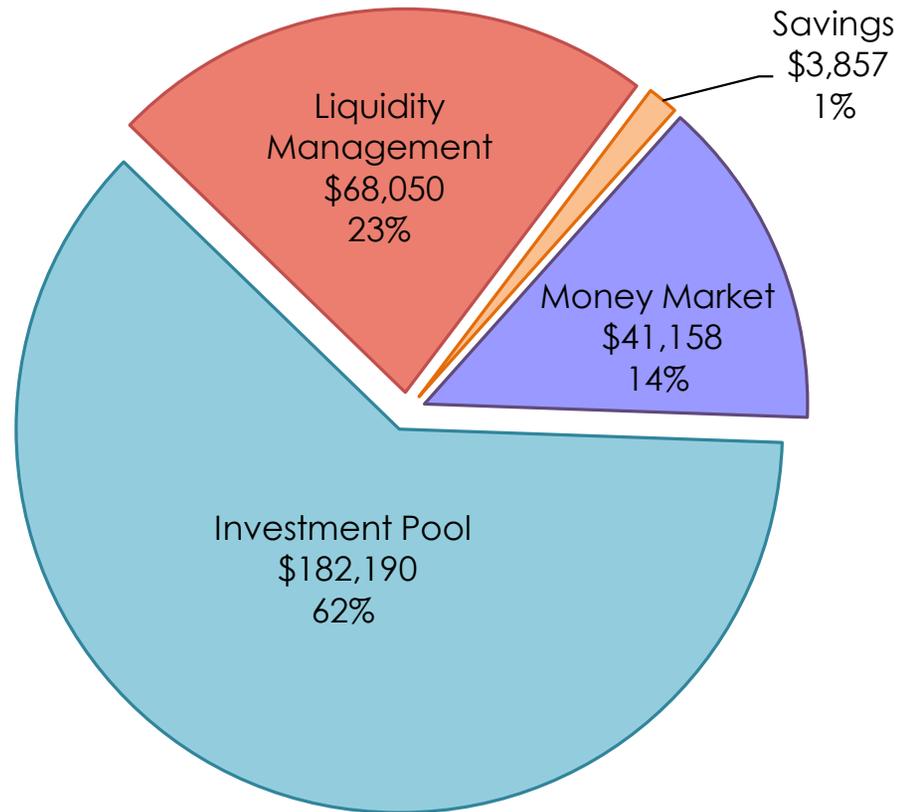
**Current Rates:**

JPMorgan Chase	0.03%
Fifth Third Investment	0.18%
Hoosier Fund	0.30%
Trust Indiana	0.08%
U.S. Bank	0.01%

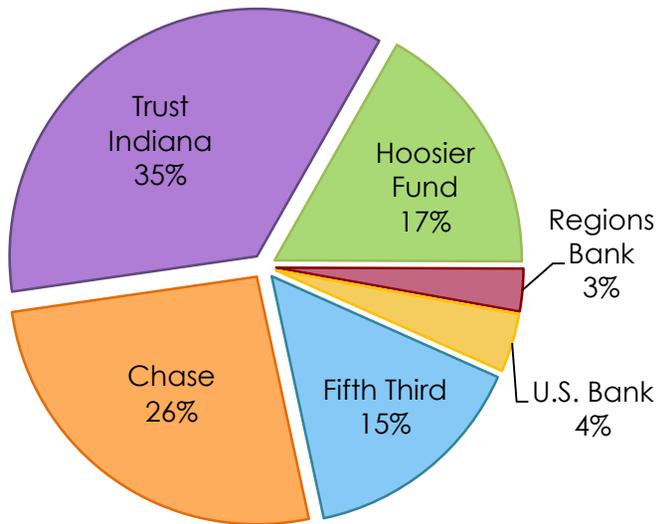
**Indianapolis-Marion County Public Library  
Investment Banks 2020  
(Average Invested Balance)**



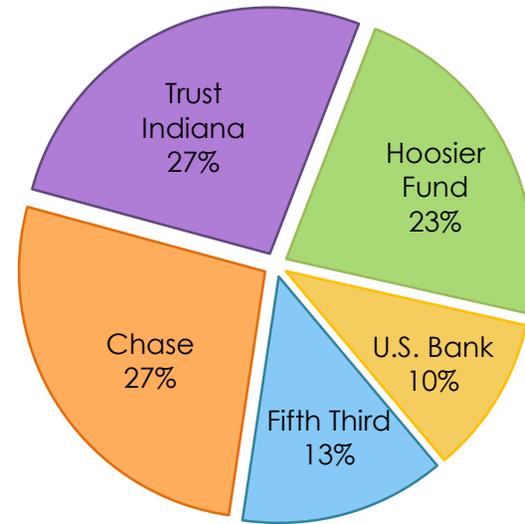
# Indianapolis-Marion County Public Library Interest Earnings Investment Vehicles for 2020



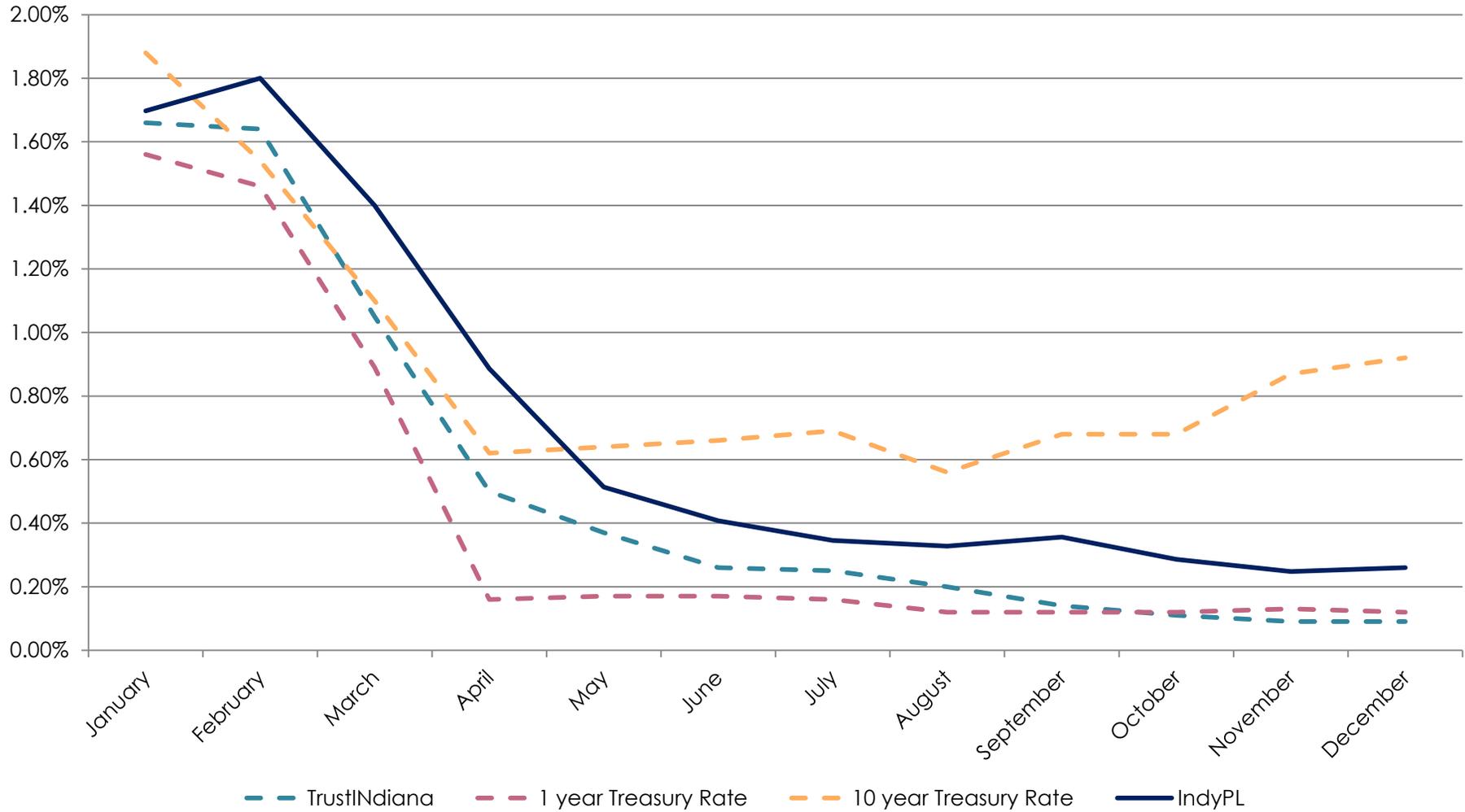
**Indianapolis-Marion County Public Library  
Investment Banks 2019  
(Average Invested Balance)**



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



# 2020 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.



## 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.

\* \* \* \* \*



[www.indypl.org](http://www.indypl.org)

**To:** IndyPL Board  
Facilities Committee

**Meeting Date:** February 22, 2021

**From:** Facilities Management Services Area  
Sharon Smith, Facilities Director

**Subject:** Glendale Branch Replacement Project Schematic Design Presentation

The Glendale Branch Replacement Project is part of the capital projects outlined in the Strategic Plan. krM Architecture+ leads the design team and Powers & Sons is providing construction management services.

krM facilitated 3 tools to provide community input during the and design process. The first was the posting of 3 interactive **Inspiration Boards** in the Branch. Patrons were invited the comment on the displayed images using Post-it Note tags. A blue tag was a “like” and a yellow tag was a “dis-like”. The Boards were at Glendale for 2 months. After the first month the Boards were photographed, the tags removed, and replaced. This tool identified the community’s aspirations for the overall feel of the new Branch. The most “liked” images were of well-lit interior spaces and interesting exterior spaces.



Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

GLENDALE INPUT BOARD RESULTS

BOARD A - MONTH 1

blue = like

yellow = dis-like



Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

GLENDALE INPUT BOARD RESULTS

BOARD B - MONTH 1

blue = like

yellow = dis-like



Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

GLENDALE INPUT BOARD RESULTS

BOARD C - MONTH 1

blue = like

yellow = dis-like



## Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

The second tool was an **on-line survey** with 13 questions, 4 of which were open-ended. We received 1,079 responses, with an additional 4 responses to the survey in Spanish.

The survey gathered basic demographic information (age, gender, race, zip code) as well as patron library use habits (how often visited, time spent in the Branch, transportation method, other locations used, and areas/programs/collections used at the Branch).

The question asking to identify the most important services the Branch provides the patron and/or the community generated 902 responses:

- Services for children and families.
- Access to computers.
- Access to resources and reference services.
- Community engagement with easy access.
- Community meeting space.

The question asking to identify 2 services or spaces currently not provided, but wished they were generated 641 responses:

- A place to work, study, and have small meetings.
- Additional space for adult research and focused work.
- Outdoor reading space.

The question asking for the most important aspect of the current Branch to be maintained at the new location generated 770 responses:

- Community access to the facility.
- Access to the Staff and the friendly services.
- Access to a wide range of resources and programs.

The question asking for 3 words you want to describe the new Branch generated 897 responses:

- Welcoming.
- Accessible.
- Comfortable.
- Open.
- Clean.
- Inviting.
- Bright.

## Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

The third tool was the use of interactive Zoom-enabled **Community Engagement Sessions**. The first Session on 9/17/20 had 15 community members in attendance. The second Session on 10/7/20 had 12 community members in attendance.

By using the Zoom Breakout Room function, these Sessions proved to be very fruitful as we had in-depth conversations with the attendees.

The key takeaways from the Engagement Sessions to be included the building are:

- Abundant natural light and views to the outside.
- Exterior gathering and program spaces.
- Enhance the neighborhood connection.
- Build a sustainable building.
- Address the stormwater situation on the property. The surrounding neighborhood is not served by a common sanitary sewer system and the properties rely on private septic systems.
- Maintain the large heritage trees on the site.
- Improve accessibility to the Branch and keep the drive-up return.
- Maintain safe access to the 62<sup>nd</sup> Street Multi-modal Trail at the Olney Street stoplight.
- Provide a space for local artists to exhibit their works.

## Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

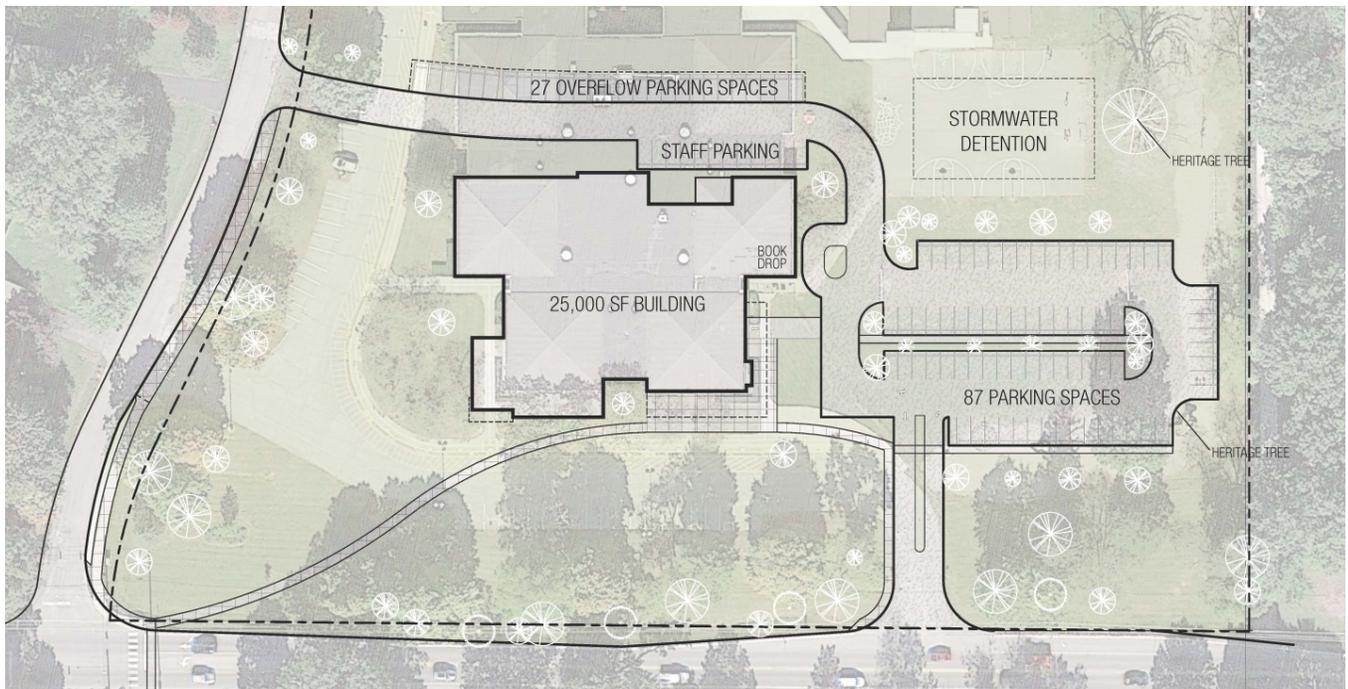
Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

### Project Site Plan

The site currently is the home of the John Strange Elementary School building, which will be removed by MSD-WT as part of the property purchase agreement. The plan is to place the new building on the footprint of the south portion of the existing school structure. This provides a number of real cost-saving advantages with an estimated savings of \$100,000. In addition, there are sustainability and public goodwill advantages by reusing existing construction.

- No need to relocate utilities.
- No need to construct a new building pad.
- Reuse the footings and foundation wall.



SITE PLAN



GLENDALE BRANCH  
REPLACEMENT PROJECT  
2/9/2021



## Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

### Project Floor Plan

The floor plan is organized by the central Concourse which connects the Main Entrance to the Check Out Desk, the Information Desk, the Marketplace, the Children Collection, the Adult Collection, the Teen Collection, the Study Rooms, and the Large Meeting Room.

Staff support functions are located near the Check Out Desk with access directly to the exterior for delivery of library materials.

An Outdoor Courtyard is located on the west end of the Concourse, and a large “front porch” is located near the Main Entrance.



FLOOR PLAN - OPTION A



GLENDALE BRANCH  
REPLACEMENT PROJECT  
2/9/2021



Facilities Briefing Report

To: Facilities Committee, Item 8a

From: Sharon Smith, Facilities Director

Re: Glendale Branch Replacement Project Schematic Design Presentation

Date: February 22, 2021

**Project Budget**

The total project budget is \$10,872,515 and will be funded by the Series 2021 Bond (Fund TBD). Powers & Sons has completed their Schematic Design estimate for the Building and Site Improvements. The estimate is 6% over the budget including contingencies. During the design development phase of the project the Project Team will work together to bring the Project in line with the budget.

**Project Schedule**

The Project continues to move forward to meet the Strategic Plan Schedule.

Present Design to Facilities Committee	April 26, 2021
Project Out to Bid	June 7, 2021
Subcontractor Outreach Meeting	June 14, 2021
Request Board Approval of GMP Contract	August 23, 2021
Groundbreaking Event	September 6, 2021
Substantial Completion	September 2022
Glendale Branch Lease Expires	October 31, 2022
Open for Public Services	December 2022



# Board Action Request

8b

**To:** IndyPL Board

**Meeting Date:** February 22, 2021

**From:** Facilities Committee

**Approved by**  
**The Library Board:**

**Effective Date:**

**Subject: Resolution 11-2021**  
**Authorization to Sell Real Estate Located at 3425 Lowry Road,**  
**Indianapolis, Indiana**

**Recommendation:**

The IndyPL Board Facilities Committee recommends Board approval for the attached action (Resolution 11-2021) to Sell Real Estate Located at 3425 Lowry Road to **Little Scholars Childcare LLC, Indianapolis, Indiana** consistent with the terms and conditions of the real estate purchase agreement.

**Background:**

At the direction of the Library Board by Resolution 35-2020, the CEO has negotiated and executed a purchase agreement for the sale of the old Eagle Branch Library property. IndyPL received an offer for the property at the asking price of \$400,000.00. A duly noticed Public Hearing to consider the sale of the Property will be held on February 22, 2021 during the Regular Library Board Meeting as advertised. Following the Public Hearing, the Board will consider the action to authorize the sale of the Property.

Little Scholars Childcare has been providing services since 2009, and is excited about the opportunity to expand services to the community.

**Strategic/Fiscal Impact:**

By selling the property to Little Scholars Childcare LLC, IndyPL divests itself of a non-library asset and receives the appraised market value for the property. In addition, IndyPL will no longer need to provide utilities, maintenance services, or insurance on the property, thereby eliminating these expenses.



## Board Resolution

8b

### INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 11-2021

#### AUTHORIZATION TO SELL REAL ESTATE LOCATED AT 3325 LOWRY ROAD INDIANANPOLIS, INDIANA

**FEBRUARY 22, 2021**

**WHEREAS**, pursuant to Indiana Code 36-1-11 et seq., the Indianapolis-Marion County Public Library Board of Trustees per Resolution 35-2020 authorized the Chief Executive Officer of the Library (“CEO”), to solicit competitive public bids for the property located at 3325 Lowry Road, Indianapolis, Indiana (“Property”) and to negotiate and execute the resulting purchase agreement from the public bidding process; and

**WHEREAS**, following a notice and request for bids after a period of at least sixty (60) days, no bids were received; and

**WHEREAS**, in accordance with the advertised notice and the provisions of Indiana Code 36-1-11-4(g), the CEO has entered into a brokerage agreement with a licensed broker; and

**WHEREAS**, the CEO has received an offer for the Property at the asking price of four-hundred thousand dollars (\$400,000.00); and

**WHEREAS**, the CEO negotiated and executed a purchase agreement for the sale of the property to Little Scholars Childcare LLC, which agreement is attached hereto as Exhibit A, and which agreement is recommended by the CEO and the Library Board Facilities Committee for approval by the Board; and

**WHEREAS**, the Library Board of Trustees held a duly noticed public hearing to consider the sale of the Property to Little Scholars Childcare LLC pursuant to the terms of the real estate purchase agreement executed by the CEO.

**IT IS THEREFORE RESOLVED** that based on a review of the agreement and the information from and recommendation of the CEO and the Library Board Facilities Committee, the Library Board of Trustees deems it in the best interest of the Library to authorize, and does

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 11-2021

AUTHORIZATION TO SELL REAL ESTATE  
LOCATED AT 3325 LOWRY ROAD  
INDIANANPOLIS, INDIANA

hereby authorize, the CEO to proceed with the sale of the Property at 3325 Lowry Road, Indianapolis, Indiana to Little Scholars Childcare LLC consistent with the terms and conditions of the real estate purchase agreement attached hereto as Exhibit A; and

**IT IS FURTHER RESOLVED** that the Library Board authorizes the CEO to have prepared and to execute all documents necessary for the sale and transfer of the Property to Little Scholars Childcare LLC, with the form of which and such modifications thereto as the CEO may approve, such approval to be conclusively evidenced by the CEO's execution thereof.

Adopted this 22<sup>th</sup> day of February, 2021.

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

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ATTEST:

\_\_\_\_\_  
Secretary of the Board

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**RESOLUTION 11-2021**

**AUTHORIZATION TO SELL REAL ESTATE  
LOCATED AT 3325 LOWRY ROAD  
INDIANANPOLIS, INDIANA**

**EXHIBIT A  
PURCHASE AGREEMENT FOR THE  
3325 LOWRY ROAD PROPERTY**

Listing Broker (Co.) CARPENTER REALTORS ( CARP30 ) By Jackie Deppe ( 35234 )  
office code individual code

Selling Broker (Co.) United Real Estate Indpls ( URE01 ) By Kristin Tomyn ( 30852 )  
office code individual code



**PURCHASE AGREEMENT**  
**COMMERCIAL-INDUSTRIAL REAL ESTATE**

For use only by members of the Indiana Association of REALTORS®

DATE: January 22, 2021

1 **A. PARTIES:** Indianapolis - Marion County Public Library  
 2 \_\_\_\_\_ ("Seller")  
 3 agrees to sell and convey to Little Scholars Childcare LLC  
 4 \_\_\_\_\_ ("Buyer")

5 and Buyer agrees to buy from Seller the following property for the consideration and subject to the following:

6 **B. PROPERTY:** The property is commonly known as \_\_\_\_\_  
 7 3325 Lowry Rd, Indianapolis, IN 46222-1240  
 8 in Wayne Township, Marion County, Indianapolis Indiana, 46222-1240  
 9 including all buildings and permanent improvements and fixtures attached owned by Seller; all privileges, easements and  
 10 appurtenances pertaining thereto including any right, title and interest of Seller in and to adjacent streets, alleys, rights-of-way,  
 11 leases, rents, security deposits, licenses and permits with respect to the property, trade name, and warranties or guaranties  
 12 relating to the property being sold, and any personal property specified herein; all of the above referred to as the "Property," the  
 13 legal description of which is  (attached as Exhibit "A")  (described as follows): 49-06-19-114-003.000-901.  
 14 49-06-19-114-002.000-901. Lafayette Highlands Lot 11, Lot 12 per tax records

15 \_\_\_\_\_; subject to exact determination by survey pursuant to Paragraph J.  
 16 **The following items of personal property are INCLUDED in the sale:** \_\_\_\_\_  
 17 \_\_\_\_\_

18 **All other personal property and the following additional items are EXCLUDED from the sale:** \_\_\_\_\_  
 19 \_\_\_\_\_

20 **C. PRICE:** The purchase price shall be Four Hundred Thousand Dollars  
 21 (\$ 400,000.00) U.S. Dollars, payable  (in cash at closing)  (in accordance with the terms and conditions in this  
 22 Agreement).

23 **D. EARNEST MONEY:** Buyer submits \$ 10,000.00 U.S. Dollars as Earnest Money to be held by Listing Broker  
 24 \_\_\_\_\_ as Escrow Agent within 3 days of execution and  
 25 receipt of this Agreement by both parties. **If Buyer fails for any reason to timely submit Earnest Money, Seller may**  
 26 **terminate this Agreement upon notice to Buyer prior to Escrow Agent's receipt of the Earnest Money.** The Earnest Money  
 27 shall be applied to the purchase price at closing unless returned to Buyer, released to Seller, or otherwise disbursed in  
 28 accordance with this Agreement. The Escrow Agent is not a party to this Agreement and does not assume or have any liability for  
 29 performance or non-performance of any party. Before the Escrow Agent has any obligation to disburse the Earnest Money in the  
 30 event of dispute, Escrow Agent has the right to require from all parties a written release of liability of the Escrow Agent,  
 31 termination of the Agreement and authorization or court order to disburse the Earnest Money. If the Escrow Agent is the Listing  
 32 Broker ("Broker") described above, Broker shall be absolved from any responsibility to make payment to the Seller or Buyer  
 33 unless the parties enter into a Mutual Release or a Court issues an Order for payment, except as permitted in 876 IAC 8-2-2  
 34 (release of earnest money). Upon notification that Buyer or Seller intends not to perform, Broker holding the earnest money may  
 35 release the Earnest Money as provided in this Agreement. If no provision is made in this Agreement, Broker may send to Buyer  
 36 and Seller notice of the disbursement by certified mail of the intended payee of the Earnest Money. If neither Buyer nor Seller  
 37 enters into a mutual release or initiates litigation within sixty (60) days of the mailing date of the certified letter, Broker may  
 38 release the Earnest Money to the party identified in the certified letter. Buyer and Seller agree to hold the Broker harmless from  
 39 any liability, including attorney's fees and costs, for good faith disbursement of Earnest Money in accordance with this Agreement  
 40 and licensing regulations.

41 **E. ADDITIONAL PROVISIONS:** Included in this Agreement are the following addenda: (Place an "X" on the appropriate line or  
 42 lines)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Financing Addendum                    | <input type="checkbox"/> Feasibility Study Addendum                                 |
| <input type="checkbox"/> Leased Property Addendum                         | <input type="checkbox"/> Exchange Addendum  |
| <input checked="" type="checkbox"/> Zoning/Governmental Approval Addendum | <input checked="" type="checkbox"/> Representations & Warranties of Seller Addendum |
| <input type="checkbox"/> Alternative Dispute Resolution Addendum          | <input checked="" type="checkbox"/> Lead-Based Paint Disclosure Addendum            |
| <input type="checkbox"/> Addendum to Purchase Agreement                   |   |

48 **F. CLOSING:** The closing of the sale shall take place at  (the Title Company)  ( \_\_\_\_\_ )  
 49 \_\_\_\_\_ ) on or before April 30, 2021 or within 5 days after  
 50 the end of both the Inspection Period and any of the periods described in any of the above referenced Addenda which are part of  
 51 this Agreement, whichever is later, (the "Closing Date") or this Agreement shall terminate unless the Closing Date is changed in  
 52 writing by Seller and Buyer, or otherwise extended pursuant to this Agreement.

53 **G. POSSESSION:** The possession of the Property shall be delivered to Buyer, subject to the rights of tenants in possession, if any, in  
 54 its present condition, ordinary wear and tear excepted, on the Closing Date. Seller shall maintain the Property, including

\_\_\_\_\_ (office use only)

55 fixtures, equipment and any included personal property in its present condition until possession is delivered to Buyer.

56 **H. REAL ESTATE TAXES: (Check paragraph 1, 2, or 3 below)**

- 57  1. **Current Year (Lien Basis in Arrears) Indiana Customary Proration:** The taxes assessed for the current year, due and  
58 payable in the year following closing, shall be prorated between Seller and Buyer on a calendar year basis as of the day  
59 immediately prior to the Closing Date. All taxes assessed for any prior calendar year and remaining unpaid shall also be paid  
60 by Seller.
- 61  2. **Prior Year (Cash Basis) Proration When Taxes Are Paid:** The taxes assessed for the year prior to closing, due and  
62 payable during the year of closing, shall be prorated between Seller and Buyer on a calendar year basis as of the day  
63 immediately prior to the Closing Date. Buyer shall be responsible for all taxes assessed for the current year due and payable  
64 in the year following closing.
- 65  3. **Installment Basis:** Buyer will assume and pay all taxes on the Property beginning with the tax installment due and  
66 payable on \_\_\_\_\_, \_\_\_\_\_, and all taxes due thereafter. Seller shall pay all taxes for the Property  
67 due and payable before such tax installment not assumed by Buyer.

68 **For Purposes of 1, 2, and 3 above:**

- 69 (A) If the tax rate or assessment for taxes assessed or payable in the year of closing has not been determined as of the  
70 Closing date, the assessment or rate shall be assumed to be the same as the most recent assessment or rate.
- 71 (B) Taxes which are Seller's responsibility and not yet due as of the Closing Date, shall be credited against the purchase  
72 price or cash portion thereof payable by Buyer at closing, and Seller shall have no further liability for such taxes.
- 73 (C) All taxes due and payable on or prior to the Closing Date and shall be paid at or before closing and charged at closing to  
74 the responsible party.
- 75 (D) Buyer shall have the right to assume control and responsibility of all real estate tax appeals, and any rebates, refunds or  
76 credits shall be prorated between Seller and Buyer as of the Closing Date.

77 **(NOTE: The succeeding year's tax bill for recently constructed buildings or following reassessment periods may  
78 greatly exceed the last tax bill available to the closing agent.)**

79 **I. INSURANCE AND RISK OF LOSS:** Seller shall maintain replacement cost (if available) or actual cash value "all risk"  
80 insurance on the Property through the Closing Date. Seller's insurance shall be canceled as of the Closing Date and Buyer  
81 shall provide its own insurance thereafter. Risk of loss by damage or destruction to the Property prior to the closing shall be  
82 borne by Seller. In the event any damage or destruction is not fully repaired prior to closing, Buyer, at its option, may either  
83 terminate this Agreement or elect to close the transaction, in which event Seller's right to all insurance proceeds not yet  
84 applied to repair of the damage or destruction shall be assigned in writing by Seller to Buyer at closing. Seller shall reimburse  
85 Buyer at closing for any insurance deductible.

86 **J. CONDITIONS TO CLOSING:** Buyer's obligations under this Agreement are conditioned upon satisfaction of each of the  
87 following items which are for the Buyer's benefit and may be waived by Buyer at Buyer's sole discretion within 5 days from  
88 the last date between Seller and Buyer of this Agreement or any counter-offers (the "Inspection Period").

89 1. **Title Commitment:** A commitment for title insurance (the "Commitment") issued by a reputable title insurance company  
90 selected or approved by Buyer (the "Title Company") showing marketable title in Seller's name shall be ordered by  
91  (Seller)  (Buyer) promptly upon acceptance of this Agreement and shall be delivered to Buyer within 30 days  
92 after Acceptance of Purchase Agreement. At Buyer's request, legible copies of all recorded instruments  
93 affecting the Property or recited as exceptions in the Commitment shall also be delivered.

94 2. **Survey:** A survey shall be ordered promptly upon acceptance of this Agreement and shall be furnished at  (Seller's)  
95  (Buyer's) expense within 30 days after Acceptance of Purchase Agreement. It shall be prepared by a  
96 licensed Indiana surveyor selected or approved by Buyer, shall comply with requirements for ALTA Surveys, including  
97 optional requirements from Table A, shall reflect whether the Property is located in a designated flood zone area and shall be  
98 certified to Buyer, the Title Company and Buyer's lender.

99 3. **Title and Survey Approval:** If Buyer has an objection to items disclosed in the Commitment or the survey, Buyer shall  
100 make written objections to Seller within 5 days after receipt of both the Commitment and survey. Upon the  
101 expiration of such period, any item not objected to by Buyer or subsequently approved by Buyer in writing shall be  
102 deemed a permitted exception ("Permitted Exception"). If Buyer makes objections, Seller shall have thirty (30) days from  
103 the date the objections are made to cure the same, and the Closing Date shall be extended, if necessary. Seller agrees  
104 to utilize its best efforts and reasonable diligence to cure any objections, but only to the extent necessary to convey  
105 marketable title. If the objections are not satisfied within the time period, Buyer may either terminate this Agreement and  
106 receive a refund of the Earnest Money or waive the unsatisfied objections and close the transaction.

107 4. **Inspections: (Check paragraph (A) and/or (B) or paragraph (C) below)** Unless Buyer waives inspections under  
108 paragraph (C), Buyer shall have determined that the Property has no unacceptable, adverse environmental or physical  
109 condition as provided below.

110  (A) **Environmental Assessment:** A Phase I environmental site assessment ("Phase I") on the Property shall be ordered  
111 by  (Seller)  (Buyer) promptly upon acceptance of this Agreement at  (Seller's)  (Buyer's) expense from a  
112 reputable, qualified engineer, acceptable to Buyer. The Phase I shall be conducted in accordance with current ASTM  
113 standards unless otherwise agreed and may also include at Buyer's option the following matters:

- 114 (1) an investigation for the presence of asbestos, radon, lead or polychlorinated biphenyls (PCBs) on the Property;  
115 and/or
- 116 (2) an investigation to determine if the Property is located in any regulated or protected area under the jurisdiction of  
117 the U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, the Indiana Department of  
118 Environmental Management, the Indiana Department of Natural Resources, the U.S. Fish and Wildlife Service or  
119 any other federal, state or local agency.

120 If Buyer does not make a written objection to any problem(s) revealed in the report within 7 days of

**Receipt of Phase 1 Results** \_\_\_\_\_ (office use only)

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the Property shall be deemed to be acceptable. If Buyer determines that the environmental condition is unsatisfactory, Seller shall have a reasonable period of time, not to exceed 30 days, to remediate the condition to Buyer's satisfaction and the Closing Date shall be extended, if necessary. If Seller fails or refuses to remediate, Buyer may either terminate this Agreement and receive a refund of the Earnest Money or waive its objection and close the transaction.

(B) **Physical Inspections:** Promptly upon acceptance of this Agreement, all physical inspections shall be ordered at  (Seller's)  (Buyer's) expense. Inspections shall be made by qualified inspectors or contractors, selected or approved by Buyer, with written reports delivered to Seller and Buyer. Inspections may include but are not limited to the following: heating, cooling, electrical, plumbing, roof, walls, ceilings, floors, foundation, basement, crawl space, mold, water, storm and waste sewer, well/septic, geotechnical, other: \_\_\_\_\_ . If Buyer, in its reasonable discretion, believes that an inspection report reveals a major defect in or with the Property, Buyer shall report such defect in writing to Seller within 7 days of Acceptance of Purchase Agreement . If Buyer does not make a written objection to any problem(s) revealed in the report(s) within such time period, the Property shall be deemed acceptable to Buyer. Seller shall have a reasonable period of time, not to exceed 5 days, to repair any such major defect to Buyer's reasonable satisfaction and the Closing Date shall be extended, if necessary. If Seller fails or refuses to repair, Buyer may either terminate this Agreement and receive a refund of the Earnest Money or waive its objection and close the transaction.

(C) **Waiver of Inspections:** BUYER HAS BEEN MADE AWARE THAT INDEPENDENT INSPECTION DISCLOSING THE CONDITION OF THE PROPERTY ARE AVAILABLE, AND BUYER HAS BEEN AFFORDED THE OPPORTUNITY TO REQUIRE SUCH INSPECTIONS AS A CONDITION OF THIS AGREEMENT. HOWEVER, BUYER WAIVES THE RIGHT TO OBTAIN INSPECTIONS AND RELIES UPON THE CONDION OF THE PROPERTY BASED UPON BUYER'S OWN EXAMINATION AND RELEASES SELLER AND LISTING AND SELLING BROKER(S) FROM ANY AND ALL LIABILITY RELATING TO ANY PROBLEM, DEFECT OR DEFICIENCY AFFECTING THE PROPERTY, WHICH RELEASE SHALL SURVIVE THE CLOSING.

Buyer and its agents shall have the right to enter upon the Property upon reasonable advance notice and make all inspections provided for herein. Buyer shall restore any damage to the Property resulting from the entry of Buyer or its agents and shall indemnify, defend and hold harmless Seller as to any injury to persons or damage to their property resulting from the negligence of Buyer or its agents in conducting their activities on the Property.

K. **PRORATIONS AND SPECIAL ASSESSMENTS:** Interest on any debt assumed or taken subject to, any rents, all other income and ordinary operating expenses of the Property, including but not limited to, public utility charges, shall be prorated as of the day prior to the Closing Date. Any special assessments applicable to the Property for municipal improvements made to benefit the Property prior to the date of acceptance of this Agreement shall be paid by Seller at or before closing. At closing, Buyer will assume and agree to pay all special assessments for municipal improvements which are completed after acceptance of this Agreement.

L. **SALES EXPENSES:** All sales expenses are to be paid in cash prior to or at the closing as follows in addition to the other items described in this Agreement.

		(Check the applicable party who pays)	
ITEM		Seller	Buyer
1.	Release of existing loans and recording releases	<u>  X  </u>	<u>          </u>
2.	Closing Fee <span style="float: right;">Shared Equally</span>	<u>  X  </u>	<u>  X  </u>
3.	Preparation of Deed and Vendor's Affidavit	<u>          </u>	<u>  X  </u>
4.	New or assumed loan fees	<u>          </u>	<u>  X  </u>
5.	Title search fee	<u>  X  </u>	<u>          </u>
6.	Title Policy Premium-Owner	<u>  X  </u>	<u>          </u>
7.	Title Policy Premium-Lender	<u>          </u>	<u>  X  </u>
8.	Other Title Company Costs <span style="float: right;">Shared Equally</span>	<u>  X  </u>	<u>  X  </u>

M. **DEFAULT:** If Buyer breaches this Agreement, Seller may seek any remedy provided by law or equity, or terminate this Agreement and receive the Earnest Money as liquidated damages. If Seller breaches this Agreement, Buyer may terminate this Agreement and receive a refund of the Earnest Money, or Buyer may seek specific performance or any other remedy provided by law or equity. In the event of Seller default, Seller shall immediately be obligated to pay all brokerage commissions that would have been paid had this transaction closed. In the event of Buyer default, commissions may also be due and payable pursuant to the terms of the applicable brokerage agreements.

N. **DUTIES OF BUYER AND SELLER AT CLOSING:**

1. At the closing, Seller shall deliver to Buyer, at Seller's sole cost and expense, except as otherwise provided in this Agreement, the following:

(A) A duly executed and acknowledged Warranty Deed conveying marketable title in fee simple to all of the Property, free and clear of any and all liens, encumbrances, conditions, easements, assessments, reservations and restrictions, except Permitted Exception(s);

(B) A pro-forma Owner's Policy of Title Insurance or marked up title commitment (the "Title Policy") issued by the Title Company in the amount of the purchase price, dated as of closing, insuring Buyer's fee simple title to the Property to be marketable subject only to the Permitted Exception(s), and deleting the standard printed exceptions contained in the usual form of the Title Policy;

(C) An executed Vendor's Affidavit in form acceptable to the Title Company;

(D) A Bill of Sale, duly executed by Seller, containing warranties of title, conveying title, free and clear of all liens, to any personal property specified in Paragraph B;

(E) An assignment, duly executed by Seller, of leases, prepaid rents, security deposits, and trade name, and to the extent

(office use only)

- 187 assignable, licenses and permits, warranties or guarantees, and to the extent agreed to be assumed by Buyer, all service,  
188 maintenance, management or other contracts relating to the ownership or operation of the Property. Such assignment  
189 shall include an indemnity from Seller in favor of Buyer with respect to all claims and obligations arising under such leases  
190 and contracts prior to the Closing Date. If Buyer does not agree to assume any such contract, then Seller shall deliver  
191 evidence of termination of such contract at closing and shall indemnify Buyer as to all claims and obligations thereunder;  
192 (F) A current rent roll duly certified by Seller and any security or tenant deposits, if applicable;  
193 (G) Evidence of its capacity and authority for the closing of this transaction;  
194 (H) Certification establishing that no federal income tax is required to be withheld under the Foreign Investment and Real  
195 Property Tax Act, or consent to withhold tax from the proceeds of sale as required, unless it is established that the  
196 transaction is exempt;  
197 (I) All other executed documents necessary to close this transaction.

198 **2. At the closing, Buyer shall perform, at Buyer's sole cost and expense, except as otherwise provided in this**  
199 **Agreement, the following:**

- 200 (A) Pay the cash portion of the purchase price in the form of a cashier's check (if the Purchase Price is under \$10,000) or other immediately  
201 available funds. If purchase price is \$10,000 or more, the funds shall be wired unconditionally to closing agent's escrow account;  
202 (B) Execute any note(s) and mortgage(s) and cause the funds to be made available to the closing agent for disbursement;  
203 (C) Provide evidence of its capacity and authority for the closing of this transaction;  
204 (D) Provide to Buyer's lender any title policy as required by the holder(s) of the mortgage(s);  
205 (E) An assumption agreement by Buyer (which may be included in Seller's assignment pursuant to Paragraph N.1(E) above) with respect to  
206 leases assigned to Buyer and contracts, if any, which Buyer has agreed to assume. Such assumption agreement shall include an indemnity from  
207 Buyer in favor of Seller as to claims and obligations arising under such leases and contracts assumed by Buyer from and after the Closing  
208 Date;  
209 (F) Execute all other documents necessary to close this transaction.

210 **O. CONDEMNATION:** Seller shall promptly notify Buyer in writing of the commencement of any condemnation proceedings against any portion of  
211 the Property. If such condemnation proceedings are commenced, Buyer, at its option, may (1) terminate this Agreement by written notice to Seller within  
212 seven (7) days after Buyer is advised of the commencement of condemnation proceedings, or (2) appear and defend in any condemnation  
213 proceedings, and any award shall, at Buyer's election, (a) become the property of Seller and reduce the purchase price by the same amount or (b) shall  
214 become the property of Buyer and the purchase price shall not be reduced.

215 **P. MISCELLANEOUS:**

- 216 1. Any notice required or permitted to be delivered shall be deemed received when personally delivered or when confirmed as received by  
217 facsimile (with a copy sent by United States mail), express courier or United States mail (postage prepaid, certified and return receipt requested)  
218 addressed to Seller or Buyer or their designee at the address set forth below the signature of each party.  
219 2. This Agreement shall be construed in accordance with the laws of the State of Indiana.  
220 3. Time is of the essence. Time periods specified in this Agreement and any addenda are calendar days and shall expire at 11:59 p.m. of the  
221 date stated unless the parties agree otherwise in writing.  
222 4. This Agreement is binding upon and for the benefit of the parties' respective heirs, administrators, executors, legal representatives,  
223 successors, and assigns. No assignment of this Agreement shall release a party from liability for its obligations hereunder.  
224 5. If any provision contained in this Agreement is held invalid, illegal, or unenforceable in any respect, the invalidity, illegality,  
225 or unenforceability shall not affect any other provision.  
226 6. This Agreement constitutes the entire agreement of the parties and cannot be changed except by their written consent.  
227 7. By signing below, the parties to this transaction acknowledge receipt of a copy of this Agreement and give their permission  
228 to a Multiple Listing Service or other advertising media, if any, to publish information regarding this transaction.  
229 8. Broker(s) may refer Buyer or Seller to other professionals, service providers or product vendors, including lenders, loan  
230 brokers, title insurers, escrow companies, inspectors, surveyors, engineers, consultants, environmental inspectors and  
231 contractors. Broker(s) has no responsibility for the performance of any service provider and/or inspector. Buyer and  
232 Seller are free to select providers/inspectors other than those referred or recommended to them by Broker(s).  
233 9. Buyer discloses to Seller that Buyer is licensed and holds License # \_\_\_\_\_ n/a \_\_\_\_\_. Seller discloses to  
234 Buyer that Seller is licensed and holds License # \_\_\_\_\_ n/a \_\_\_\_\_.  
235 10. Where the word "Broker" appears, it shall mean "Licensee" as provided in I.C. 25-34.1-10-6.8.  
236 11. Any party who is the prevailing party against any other party in any legal or equitable proceeding relating to  
237 this Agreement shall be entitled to recover court costs and reasonable attorney fees from the non-prevailing party.  
238 12. The parties agree that this Agreement may be transmitted between them electronically or digitally. The parties intend that  
239 electronically or digitally transmitted signatures constitute original signatures and are binding on the parties. The original  
240 document shall be promptly executed and/or delivered. This Agreement may be executed simultaneously or in two or  
241 more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same  
242 instrument.  
243 13. Each person executing this Agreement on behalf of a party represents and warrants that he or she has been authorized by all  
244 necessary action to execute and deliver this Agreement on behalf of such party.

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245 Q. FURTHER CONDITIONS (List any additional provisions): Seller to complete IAR #F45 LEAD-BASED PAINT  
 246 CERTIFICATION AND ACKNOWLEDGMENT and deliver to Buyer Agent prior to Purchase Agreement Acceptance.  
 247 \_\_\_\_\_  
 248 \_\_\_\_\_  
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 264 \_\_\_\_\_

265 R. CONSULT YOUR ADVISORS: Buyer and Seller acknowledge they have been advised that, prior to signing this document,  
 266 they should seek the advice of an attorney for the legal or tax consequences of this document and the transaction to which it  
 267 relates. In any real estate transaction, it is recommended that you consult with a professional, such as a civil engineer,  
 268 environmental engineer, or other person, with experience in evaluating the condition of the property, including the possible  
 269 presence of asbestos, hazardous and/or toxic materials and underground storage tanks.

270 S. CONFIRMATION OF AGENCY RELATIONSHIPS: Buyer and Seller acknowledge that each has received agency office policy  
 271 disclosures, had agency explained and now confirm their agency relationships. Buyer and Seller further acknowledge that  
 272 they understand and accept agency relationships involved in this transaction.

273 T. TERMINATION OF OFFER: Unless accepted by Seller and delivered to Buyer by \_\_\_\_\_ 4 \_\_\_\_\_  (A.M.)  (P.M.)  
 274  (Noon), the \_\_\_\_\_ 29th \_\_\_\_\_ day of \_\_\_\_\_ January \_\_\_\_\_, 2021 \_\_\_\_\_, this Purchase Agreement  
 275 shall be null and void and all parties shall be released of any and all liability or obligations.  
 276

277 Shantel Robinson  01/22/2021 10:47 PM GMT  
 278 BUYER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ BUYER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 279 \_\_\_\_\_  
 280 PRINTED \_\_\_\_\_ PRINTED \_\_\_\_\_  
 281 \_\_\_\_\_  
 282 (AREA CODE) TELEPHONE NUMBER/FAX NUMBER \_\_\_\_\_ (AREA CODE) TELEPHONE NUMBER/FAX NUMBER \_\_\_\_\_  
 283 \_\_\_\_\_  
 284 BUYER'S ADDRESS FOR NOTICE PURPOSES \_\_\_\_\_

**ACCEPTANCE OF PURCHASE AGREEMENT**

285 SELLER'S RESPONSE: (Check appropriate paragraph number):  
 286  
 287 On \_\_\_\_\_, at \_\_\_\_\_  A.M.  P.M.  Noon  
 288

- 289  1. The above offer is Accepted.  
 290  
 291  2. The above offer is Rejected.  
 292  
 293  3. The above offer is Countered. See Counter Offer. Seller should sign both the Purchase Agreement and the Counter Offer.  
 294

295 M. Jacqueline Nytes 1-28-21  
 296 SELLER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ SELLER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
 297 M. Jacqueline Nytes, CEO  
 298 PRINTED \_\_\_\_\_ PRINTED \_\_\_\_\_  
 299 317 - 275- 4001  
 300 (AREA CODE) TELEPHONE NUMBER/FAX NUMBER \_\_\_\_\_ (AREA CODE) TELEPHONE NUMBER/FAX NUMBER \_\_\_\_\_  
 301 P.O. Box 211 Indianapolis, IN 46206-0211  
 302 SELLER'S ADDRESS FOR NOTICE PURPOSES \_\_\_\_\_  
 303

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## ZONING/GOVERNMENTAL APPROVAL ADDENDUM COMMERCIAL - INDUSTRIAL REAL ESTATE

For use only by members of the Indiana Association of REALTORS®

1 Date: January 22, 2021

2  
3 This Addendum is attached to and made a part of the Purchase Agreement dated January 22, 2021, on the  
4 Property commonly known as 3325 Lowry Rd in  
5 Marion County, Indianapolis, Indiana 46222-1240.  
6

7 Buyer's performance under the Purchase Agreement is conditioned upon the following which are for the Buyer's benefit and may  
8 be waived by the Buyer, at Buyer's sole discretion: (Check the applicable paragraph letter below)  
9

10  A. ZONING: Buyer shall have 60 days from the date of acceptance of the Purchase Agreement to determine  
11 whether the Property is finally and unconditionally zoned for Buyer's intended uses and purposes as Early  
12 Learning/Child Care Center

13 with all necessary classifications, variances, permissions and exceptions required for such use. If the Property or any part  
14 thereof is not suitably zoned, or if variances from the existing zoning classifications are required by Buyer, and Buyer  
15 determines that such rezoning or variance(s) is feasible, Buyer shall have the right to have the zoning classification or  
16 requirements changed at Buyer's expense and to take such action, including the filing of petitions for rezoning or for  
17 variance of zoning requirements, as Buyer deems necessary. Buyer shall have 60 days from the  
18 date of Purchase Agreement to obtain such changes, and Buyer shall proceed diligently.

19  B. PERMITS: Buyer shall have \_\_\_\_\_ days from the date of acceptance of the Purchase Agreement to determine:  
20

- 21 (1) whether all permits, consents, permissions, and other approvals (including, without limitation, curb cuts and access  
22 permits, environmental and ecological approvals and permits from the Environmental Protection Agency and any similar  
23 state agency, subdivision plat approvals, site plan approvals and permits to connect all utilities which Buyer desires or  
24 requires to service the Property) required or desired by Buyer to be obtained from all federal, state or local governmental,  
25 municipal, public or other officials, authorities, bodies and agencies have been obtained; or  
26 (2) to Buyer's reasonable satisfaction that the same are readily obtainable, in order to permit Buyer's intended use and  
27 development of the Property.  
28

29 Seller shall cooperate with Buyer, and upon Buyer's request, shall furnish to Buyer all available information relevant to the above  
30 matters, shall execute whatever applications, petitions, plats, instruments or other documents that are necessary, and take  
31 whatever action is necessary, to assist Buyer in obtaining the rezoning, variances, permits, consents and approvals, all at no  
32 expense to Seller. If the conditions set forth above are not satisfied or waived in writing within the applicable time frame, or any  
33 written extension thereof, Buyer may either terminate the Purchase Agreement and a receive refund of the Earnest Money or waive  
34 the unsatisfied condition(s) and close the transaction.  
35

36 C. ADDITIONAL PROVISIONS: \_\_\_\_\_  
37 \_\_\_\_\_  
38 \_\_\_\_\_  
39 \_\_\_\_\_  
40 \_\_\_\_\_  
41 \_\_\_\_\_

43 Shuntel Robinson  01/22/2021 10:47 PM GMT  
44 BUYER'S SIGNATURE DATE

45  
46 \_\_\_\_\_  
47 PRINTED

50 BUYER'S SIGNATURE DATE

51  
52 \_\_\_\_\_  
53 PRINTED

M. Jacqueline Nytes 1-28-21  
SELLER'S SIGNATURE DATE

M. Jacqueline Nytes, CEO  
PRINTED

SELLER'S SIGNATURE DATE

PRINTED



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- 56  (b) The note or contract may be prepaid in whole or in part at any time without premium. Any prepayments are to be  
 57 applied toward the payment of the installments of principal last maturing, but interest shall immediately cease upon  
 58 amount of principal prepaid.
- 59 **10. Subordination:** The lien securing payment of the note or contract will be inferior to any lien securing any loan assumed,  
 60 taken subject to or given in connection with third party financing.
- 61 **11. Credit Approval:** Within \_\_\_\_\_ days of acceptance of the Purchase Agreement, Buyer shall furnish to Seller  
 62 financial information in detail reasonably satisfactory to Seller. Buyer authorizes Seller to engage the services of a  
 63 reputable credit reporting agency for this purpose at Buyer's expense, and Seller shall notify the Buyer within  
 64 \_\_\_\_\_ days of receipt of the financial information and the credit report of the approval or disapproval of Buyer's  
 65 credit.
- 66 **12. Documents:** All documents evidencing the Seller financing shall be prepared in commercially reasonable and customary  
 67 forms by  (Seller's)  (Buyer's) attorney at  (Seller's)  (Buyer's) expense. This Addendum is not intended to  
 68 include all terms and conditions that should be included in the form(s) of installment sale contract, promissory note,  
 69 mortgage, personal guaranty or other financing documents to be executed at closing.

70 **C. OTHER FINANCING TERMS:** \_\_\_\_\_

71 \* Note that loan is structured to include purchase price and renovation costs.  
 72 \_\_\_\_\_  
 73 \_\_\_\_\_  
 74 \_\_\_\_\_  
 75 \_\_\_\_\_  
 76 \_\_\_\_\_  
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 83 \_\_\_\_\_

84 Shuntel Robinson  01/22/2021 10:47 PM GMT  
 85 BUYER'S SIGNATURE DATE

M. Jacqueline Nytes  
 86 SELLER'S SIGNATURE DATE

87 \_\_\_\_\_  
 88 PRINTED

M. Jacqueline Nytes, CEO  
 89 PRINTED

90 \_\_\_\_\_  
 91 BUYER'S SIGNATURE DATE

92 \_\_\_\_\_  
 93 SELLER'S SIGNATURE DATE

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 95 PRINTED

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 97 PRINTED



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REPRESENTATIONS AND WARRANTIES OF SELLER ADDENDUM
COMMERCIAL - INDUSTRIAL REAL ESTATE

For use only by members of the Indiana Association of REALTORS®

1 Date: January 22, 2021

3 This Addendum is attached to and made a part of the Purchase Agreement dated January 22, 2021, on the
4 Property commonly known as 3325 Lowry Rd, Indianapolis, IN 46222-1240 in
5 Marion County, Indianapolis, Indiana, 46222-1240.

A. REPRESENTATIONS AND WARRANTIES OF SELLER: Seller represents and warrants to Buyer as follows:

- 1. There are no parties in possession of any portion of the Property as lessees, tenants at will, or otherwise except tenants under the written leases which shall be or have been delivered to Buyer (pursuant to the Leased Property Addendum) [X] (within 3 days of acceptance of the Purchase Agreement);
2. To the best of Seller's knowledge, there is no pending or threatened taking by way of condemnation, eminent domain or similar proceedings or assessments for new municipal improvements against the Property. To the best of Seller's knowledge, there is no action pending or threatened by any governmental body, adjacent landowners or other persons which would in any way limit the existing use of the Property or diminish its value;
3. Seller is the owner of fee simple title to the Property subject to exceptions set forth in the Commitment;
4. Seller is not in default under any mortgage encumbering the Property;
5. There will be no monetary liens, encumbrances or security interests against any of the Property which will not be satisfied at or prior to closing;
6. To the best of Seller's knowledge, there is no existing condition with respect to the Property or its operation which violates any order, code, rule, statute, ordinance or regulation of any court or governmental authority;
7. To the best of Seller's knowledge, no fact or condition exists which would result in the termination of the current access from the Property to any presently existing public highway or road adjoining or encumbering the Property or to any existing sewer, water or other utility facility serving the Property;
8. Seller shall not further encumber, or allow the encumbrance of, the title to the Property or modify the terms or conditions of any existing encumbrance without the written consent of Buyer;
9. Seller has not received and has no knowledge of any notice from any insurance company requiring performance of work or increasing the insurance premium due to an existing condition at the Property;
10. Seller has all licenses, permits and approvals required by any code, rule, statute, ordinance or regulation of any governmental authority for the existing use and operation of the Property;
11. There is no attachment, execution, assignment for the benefit of creditors, or voluntary or involuntary proceeding in bankruptcy or under any other debtor relief laws contemplated by, pending or threatened against Seller or the Property;
12. The Property [ ] (has) [X] (has not) been designated as a historic landmark and [ ] (is) [X] (is not) located in a Historic District.
13. Additional Representations and Warranties:

B. SURVIVAL: Unless waived, these representations and warranties shall be deemed affirmed as of the Closing Date and shall survive the closing [X] (indefinitely) [ ] (for a period of [ ] (days) [ ] (years)). If, at or before closing, any representation or warranty is discovered by Buyer to be untrue, and Buyer fails to object, the untrue representation or warranty shall be deemed waived and shall not survive the closing. If Buyer objects to the untrue representation or warranty, Buyer shall give written notice to Seller at or before closing, and Seller shall have a reasonable period of time, not to exceed 15 days, to take corrective action so as to make the representation or warranty true, and the Closing Date shall be extended, if necessary. If the Seller fails or refuses to so act, Buyer may either terminate this Agreement and receive a refund of the Earnest Money or waive the untrue representation or warranty and close the transaction.

01/22/2021 10:47 PM GMT

46 Shuntel Robinson BUYER'S SIGNATURE DATE

M. Jacqueline Nytes 1.28.21 SELLER'S SIGNATURE DATE

49 PRINTED

M. Jacqueline Nytes, CEO PRINTED

53 BUYER'S SIGNATURE DATE

SELLER'S SIGNATURE DATE

56 PRINTED

PRINTED



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COUNTER OFFER #     A      
COMMERCIAL-INDUSTRIAL REAL ESTATE



For use only by members of the Indiana Association of REALTORS®

1 Date: January 27, 2021  
2 The undersigned makes the following Counter Offer to the Purchase Agreement dated January 22, 2021,  
3 concerning property commonly known as 3325 Lowry Road, Indianapolis, IN 46222-1240  
4 \_\_\_\_\_ in Wayne Township, \_\_\_\_\_  
5 County, Indianapolis, Indiana between Indpls-Marion County Public  
6 \_\_\_\_\_ as Seller and Little Scholars Childcare LLC  
7 \_\_\_\_\_ as Buyer:

- 8 **1) Acceptance of this offer is conditioned upon final approval of the Library Board of Trustees, which would be required**  
9 **to be received prior to closing.**  
10 **2) The Library would convey title subsection to a Limited Warranty Deed.**  
11 **3) The representations and warranties provided by the Library shall survive closing for a period of six months.**  
12 **4) Parties acknowledge that the property is currently exempt from property taxes.**  
13 **5) Anyone entering onto the property on the Buyer's behalf to do inspections are required to provide evidence of**  
14 **insurance to the Library and name the Library as an additional insured.**  
15 **6) Title Work to be done by Abstract Title.**

21 Except as modified by this Counter Offer, all other terms and conditions of the Purchase Agreement and all previous  
22 Counter Offers remain the same.

24 This Counter Offer is void if not accepted in writing and delivered to Jackie Deppe, Carpenter Realtors on or before 4  
25  (A.M.)  (P.M.)  (Noon) on February 5, 2021.

27 M. Jacqueline Nytes 1-28-21  
28  (SELLER)  (BUYER) SIGNATURE DATE  (SELLER)  (BUYER) SIGNATURE DATE

30 M. Jacqueline Nytes, CEO  
31 PRINTED PRINTED

33 P.O. Box 211 Indianapolis, IN 46206-0211  
34 ADDRESS FOR NOTICE PURPOSES

ACCEPTANCE OF COUNTER OFFER

39 This Counter Offer is accepted at \_\_\_\_\_  (A.M.)  (P.M.)  (Noon) on \_\_\_\_\_  
40 \_\_\_\_\_ . Receipt of a signed copy of this Counter Offer is acknowledged.

44  (SELLER)  (BUYER) SIGNATURE DATE  (SELLER)  (BUYER) SIGNATURE DATE

47 PRINTED PRINTED

50 ADDRESS FOR NOTICE PURPOSES



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Form #F38A. Copyright IAR 2021





COUNTER OFFER # A  
COMMERCIAL-INDUSTRIAL REAL ESTATE

For use only by members of the Indiana Association of REALTORS®

1 Date: February 3, 2021  
2 The undersigned makes the following Counter Offer to the Purchase Agreement dated January 22, 2021,  
3 concerning property commonly known as 3325 Lowry Rd, Indianapolis 46222  
4 \_\_\_\_\_ in Wayne Township, Marion  
5 County, Indianapolis, Indiana between INDPLS-MARION COUNTY PUBLIC LI  
6 \_\_\_\_\_ as Seller and LITTLE SCHOLARS CHILDCARE LLC  
7 \_\_\_\_\_ as Buyer:

- 8 **1) Acceptance of this offer is conditioned upon final approval of the Library Board of Trustees, which would be required**
- 9 **to be received prior to closing.**
- 10 **2) The Library would convey title by a Limited Warranty Deed.**
- 11 **3) The representations and warranties provided by the Library shall survive closing for a period of 180 days.**
- 12 **4) Parties acknowledge that the property is currently exempt from property taxes.**
- 13 **5) Anyone entering onto the property on the Buyer's behalf for inspections will provide evidence of insurance to the**
- 14 **Listing Agent which names the Library as an additional insured.**
- 15 **6) Title by Abstract Title.**
- 16 **7) All time periods referred to in Purchase Agreement and all Addenda shall begin the day after receipt of written notice**
- 17 **that the Library Board of Trustees has Approved the Purchase Agreement, accompanying documents and addenda.**
- 18 **8) Buyer has the option to terminate the agreement if full approval is not received prior to March 1, 2021.**
- 19 **9) Line 11 on Financing Addendum shall read \$600,000\*.**

20  
21 Except as modified by this Counter Offer, all other terms and conditions of the Purchase Agreement and all previous  
22 Counter Offers remain the same.

23  
24 This Counter Offer is void if not accepted in writing and delivered to Buyer Broker/Listing Broker on or before 5  
25  (A.M.)  (P.M.)  (Noon) on February 5, 2021.

26  
27 Shuntel Robinson  02/03/2021 10:30 PM GMT  
28  (SELLER)  (BUYER) SIGNATURE DATE  (SELLER)  (BUYER) SIGNATURE DATE  
29  
30 LITTLE SCHOLARS CHILDCARE LLC  
31 PRINTED PRINTED

32  
33  
34 ADDRESS FOR NOTICE PURPOSES

35  
36 **ACCEPTANCE OF COUNTER OFFER**

37  
38  
39 This Counter Offer is accepted at \_\_\_\_\_  (A.M.)  (P.M.)  (Noon) on February 5, 2021,  
40 \_\_\_\_\_ . Receipt of a signed copy of this Counter Offer is acknowledged.

41  
42 M. Jacqueline Nytes 2.5.21  
43  (SELLER)  (BUYER) SIGNATURE DATE  (SELLER)  (BUYER) SIGNATURE DATE  
44  
45 M. Jacqueline Nytes, CEO  
46 PRINTED PRINTED

47  
48  
49 P.O. Box 211 Indpls., IN 46206  
50 ADDRESS FOR NOTICE PURPOSES



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**RESOLUTION 12 - 2021**

**RESOLUTION TO ADOPT THE  
INDIANAPOLIS PUBLIC LIBRARY'S  
2021 – 2023 STRATEGIC PLAN**

WHEREAS, the Indianapolis Public Library has promoted a culture of excellence throughout its long history and Marion County residents value and depend on the Library's resources for access to information and technology and see it as an essential public resource; and

WHEREAS, pursuant to rules promulgated by the Indiana Library and Historical Board, and in order to be eligible for state and federal funding, the Library is required to establish a long-range (strategic) plan; and

WHEREAS, community leaders, library users, library staff and members of the Strategic Planning Committee have provided the Library's Board of Trustees with a strategic plan recommendation that outlines the Library's resources, programs, and services; reflects the public's views of the Indianapolis Public Library and what is needed from it in the future; and describes a course of action and the means to achieve it; and

WHEREAS, the Library Board of Trustees has considered the Committee's report; and

IT IS THEREFORE RESOLVED that the Board adopts the core components of the attached Indianapolis Public Library 2021-2023 Strategic Plan and directs the Library administration and staff to begin implementation of this plan immediately on the adoption of this resolution.

# 2021-2023 IndyPL Strategic Plan (Cover page)

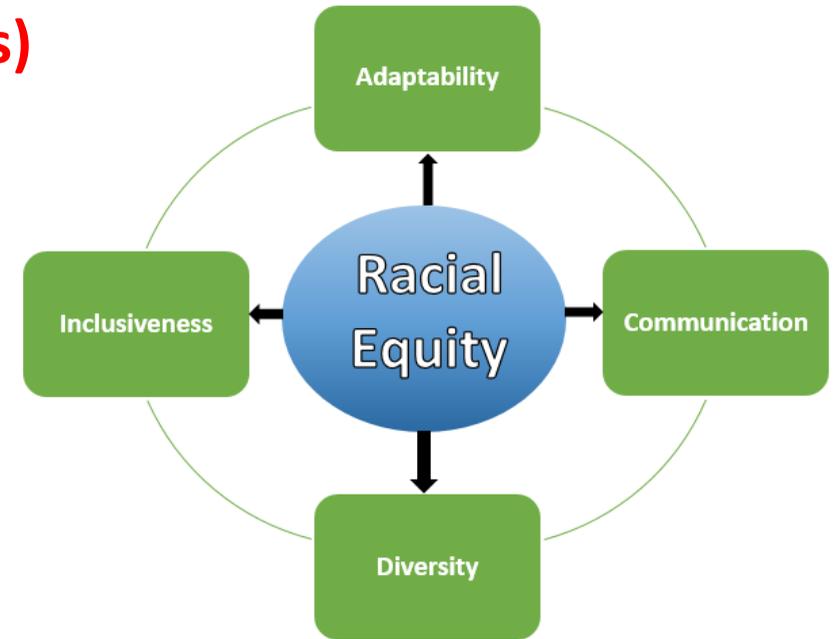
Photographs/Visuals  
(Inside Cover – Content forthcoming)

Letter from Board President and IndyPL  
CEO  
(Content forthcoming)



# The Indianapolis Public Library

## 2021-2023 Strategic Plan (Core Components)



### INDYPL VALUES

#### **Racial Equity – “Leading with Race by being Race Explicit, Not Race Exclusive”**

Prioritizing the impact of race and intersectional identities that impact the lived experiences of the community and staff and can no longer be used as a predictor of how one fares

#### **Adaptability – “Ready for Progress”**

Being proactive, nimble, and innovative, with the flexibility to anticipate and respond to change quickly and positively

#### **Communication – “Listening and Sharing”**

Listening actively and ensuring an equitable and timely flow of information to and from patrons and colleagues that is clear, consistent, honest, open, and respectful

#### **Diversity – “Embracing Uniqueness”**

Recognizing and valuing all the ways in which people differ, both seen and unseen, while embracing all the characteristics that make one individual or group different or the same from another

#### **Inclusiveness – “Acknowledging and Addressing Biases”**

Fostering an environment, collection, and services where everyone is treated fairly and where all are valued

# The Indianapolis Public Library Strategic Priorities

## **Racial Equity**

The importance of racial equity continues to be a central conversation in Indianapolis and communities around the U.S. The Indianapolis Public Library (IndyPL) acknowledges the work ahead needed to improve racial equity efforts within the organization and in the community by listening and providing a platform in the community to continue the conversation and improve opportunities and outcomes for everyone. We will utilize the Government Alliance on Race and Equity (GARE) framework prioritizing the importance of being “race explicit, not race exclusive” thereby emphasizing the importance of working through an intersectional lens. We will be mindful of areas of overlapping marginalization (race, gender, socioeconomic, language, ability, etc.) that impact the lived-experiences of our community and staff and contribute to disproportionate outcomes.

As part of our efforts around racial equity, IndyPL will utilize an adaptation of GARE's Racial Equity Toolkit. The Toolkit contains a series of questions to “integrate explicit consideration of racial equity in decisions, including policies, practices, programs, and budgets. It is both a product and a process. Use of a racial equity tool can help to develop strategies and actions that reduce racial inequities and improve success for all groups” (GARE, 2016).

### **Racial Equity Strategic Objectives**

- Creation of a more diverse collection by designating a specific amount of the annual collection budget for African American (30%), Latinx (10%), and LGBTQ+ (5%) materials
- Application of the IndyPL Racial Equity Toolkit in designing 100% of programs
- Increase vendor diversity to account for 27% of annual dollars paid to city certified XBEs by updating vendor processes and enhancing outreach
- Increase staff diversity by spending 50% of the annual recruitment budget on diverse recruitment efforts
- Continually and intentionally working toward an organization where racial equity is embedded in our culture

## **Partnerships**

Partnerships are central to effectively delivering resources and programs the Indianapolis community. The Indianapolis Public Library is committed to enriching our relationships with our current partners and developing new partnerships around the city to enhance and supplement the exceptional grassroots and educational work underway in the community.

### **Partnerships Strategic Objectives**

- Engage and collaborate with educators to create semi-annual youth-focused marketing aimed at increasing youth awareness of the Library and its resources
- Create partnerships with culturally diverse community members, leaders, and organizations on at least 75% of our Community Action Plans through outreach and engagement
- Intentionally seeking input, collaboration, and feedback from community leaders and leaders to ensure we are meeting the needs of the diverse Indianapolis community

## **Information and Literacies**

Providing access to all available Information and resources for multiple literacies is a central function of all public libraries. Through the continued development of our physical and electronic collections, programming, partnerships, and initiatives, The Indianapolis Public Library will provide access to information resources and intentionally develop resources to promote continued and improved literacy of all types with a focus on the following five (5) areas for 2021-2023:

### **Digital/Technology Inclusion**

The digital and technology divide disproportionately affects our community across income and education levels as well as age and race. The Coronavirus pandemic has highlighted and exacerbated this divide, especially for students and the adults who care for them. In addition to ensuring all possible resources are used to maximize access to technology, promote technology education, and create informed technology users, The Indianapolis Public Library pledges to become an active community partner and advocate for this basic need. These efforts include continuing to provide quality science, technology, engineering, art, and mathematics (STEAM) programming and resources.

### **Digital/Technology Strategic Objectives**

- Expand support for digital literacy and skills training by delivered at least 600 technology and computer training sessions annually across the system by providing additional technology training to staff and deployment of laptops to branches
- Complete the Digital Inclusion Roadmap by the end of 2021 through outreach and engagement with community leaders and organizations regarding digital/technology inclusion and the digital divide
- Create an up-to-date space for exploration of contemporary technology by redesigning The Curve at Central Library
- Continue providing high-quality STEAM programs system-wide

## **Education**

The Indianapolis Public Library continues to provide an array of programs and resources to promote lifelong learning of every kind. Education efforts will continue with a focus on these Strategic Priorities for everyone in the community by further enhancing our efforts to collaborate and connect with and support schools, other learning organizations, education partners, and all lifelong learners in Indianapolis.

### **Education Strategic Objectives**

- Promote resource sharing between schools and IndyPL through teach outreach efforts and enhance marketing and public relations efforts resulting in 2% annual growth in shared system circulation
- Identify the needs and assets of educators (Pre-K-16 and adult education) by administering a survey by the end of 2021
- Deliver at least 15 sessions of high-quality professional development for educators through engagement with various community partners

## **Reading and Writing**

Recreational and educational reading and access to information is foundational to any library. The Indianapolis Public Library will strive to create innovative reading programs, inform more community members of the reading resources available, and serve as a connector for the literacy needs of everyone.

### **Reading and Writing Strategic Objectives**

- Increase community awareness and accessibility to achieve 20% of service area population as active cardholders by continuing to remove barriers, enhancing marketing and public relations efforts, and providing excellent customer service
- Increase usage of cards created as a result of Library card campaigns to 25% annually through enhanced marketing
- Increase community awareness and accessibility, remove barriers, enhance marketing and public relations efforts, and provide excellent customer service to drive total circulation to 10.5 million in 2023

## **Health and Wellness**

Personal health and wellness are basic needs for all in the community. The Indianapolis Public Library commits to improve the sharing of important wellness information through innovative programs, resources, and collaboration with local health and wellness partners.

### **Health and Wellness Strategic Objectives**

- Expansion of Health and Wellness offerings to at least 15 class sessions annually by making internally available classes available to the public
- Expansion of health and wellness collection by 25% by the end of 2023 through targeted collection management
- Deliver one system-wide health and wellness event annually with a focus on the disproportionate impact of many health issues on Black, Indigenous, Asian, Latinx, and all people of color.
- Connect with community health partners semi-annually to identify the best ways to partner and promote healthy living and resources

## **Financial Literacy**

Basic financial literacy, such as an understanding of budgeting or ways to improve and maintain a good credit score, ensures individuals have the ability to make informed financial decisions, effectively manage household finances, and strive toward financial independence. The Indianapolis Public Library will collaborate with area partners and provide resources to the Indianapolis community and small businesses to promote financial literacy for everyone.

### **Financial Literacy Strategic Objectives**

- Expansion of online financial literacy and management classes to at least 15 class sessions annually
- Expansion of immigrant and refugee financial literacy programming to at least 20 class sessions annually
- Expansion of financial management collection by 25% by the end of 2023 through targeted collection management

## **Discussion of Other Initiatives (Pg 1) (Content forthcoming)**

### **Partnership with the Library Foundation**

- Digital Encyclopedia of Indianapolis
- Sustainability of the CBLC
- Racial Equity training for IndyPL staff

## **“Building” Our Capacity (Content forthcoming)**

- Fort Ben
- West Perry
- Glendale
- The Curve redesign

With the additions of the new locations and facility upgrades, the goal is to increase the adjusted door count figure to 4 million in 2023.

Summary of the Strategic Plan Process and Acknowledgements **(Content forthcoming)**

Abby Brown
Brandi Winston
Carrie Waterson
Chris Brozo
Christopher Murray
Claudia Montes Salinas
Cordia Watkins
Erin Fleming
Garrett Mason (Committee Lead)
Ije Dike-Young
Jackie Nytes
Jennifer Hendzlik
Jessica Moore
Joe Backe
John Helling
Kasey Panighetti
Kimberly Brown-Harden
Maggie Ward
Marianne McKenzie
Melissa Wooton
Mike Williams
Nancy Stephenson
Sarah Batt
Sharon Bernhardt
Sharon Smith
Stephen Lane
Carolyn Adams
Tisha Galarce
Veatrice Jones
Victoria Duncan

BOARD COMMITTEE: Dr. Terri Jett, Committee Chair; Dr. Khaula Murtadha, Judge Jose Salinas

(INSIDE BACK COVER)

(OUTSIDE BACK COVER)



# Board Briefing Report

10

**To:** IndyPL Board **Meeting Date:** 2/22/2021  
**From:** The Indianapolis Public Library Foundation  
**Subject:** February 2021 Update

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

### News

The Foundation's Board of Directors passed the 2021-2023 Strategic Plan. The full plan will be shared with the Library Board at a future meeting.

The Foundation is proud to support Meet the Artists, thanks to the generosity of Christel DeHaan Family Foundation and Friends of the Library. We applaud the African-American History Committee for successfully adapting this beloved program to a virtual format.

The signage for The Michael D. O'Brien Boardroom was installed this month. The Foundation appreciates the Library Board for approving the renaming of this space to honor Michael's legacy.



## **Donors**

The Foundation thanks 144 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, we would be grateful.

BKD, LLP

## **Program Support**

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

### **Cultural**

- Fall Fest 2021/Slammin Rhymes Challenge XV
- Concert Series
- International Festivals and Celebrations
- IWC Natural Helpers Pop-Up Branches
- Center for Black Literature & Culture

### **Children's**

- Pocket Park StoryWalk – INFO
- Growing Global Citizens – INFO
- Summer Reading Program

### **Collections/IT**

- General Digitization
- IndyPL Historic Document Digitization

### **Lifelong Learning**

- ISCR Lecture Series – CEN
- Business Automation with Code Black Indy – East 38<sup>th</sup> Street
- Fit Lit Book Discussion and Lectures – CEN
- Mental Health and Well-Being – East 38<sup>th</sup> Street
- Nonprofit Workshops – CEN
- Early Childhood Educators Workshops
- A Plethora of Computer Classes - GPK
- Lunch and Learn

### **Capital/Branch**

- Monument Circle Book Station to Central
- Author Engravings – Central

### **General Library Support**

- LGBTQ+ Competency Training with IYG



## Board Action Request

11a1

**To:** IMCPL Board **Meeting Date:** February 22, 2021

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

**Effective Date:** February 22, 2021

**Subject:** Finances, Personnel and Travel Resolution 13-2021

**Recommendation:** Approve Finances, Personnel and Travel Resolution 13-2021

**Background:** The Finances, Personnel and Travel Resolution 13-2021 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

\*There were no travel claims to be approved this month.

**Strategic/Fiscal Impact:** The financial impact has already been accounted for in the budget for 2021.

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

**RESOLUTION 13- 2021**

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of January 2021 pursuant to the Annual Resolution.

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

Warrant numbers **73966** through **74067** for a total of **\$478,285.13** were issued from the operating bank accounts.

EFT numbers **1442** through **1452** and **303774** through **303813** and **303815** through **303832** and **303834** through **303851** for a total of

**\$3,753,028.20** were issued from the operating bank accounts.

Warrant number **840** through **844** for a total of

**\$170.50** was issued from the fines bank account.

Warrant numbers **7824** through **7847** for a total of

**\$112,167.49** were issued from the gift bank account.

EFT numbers **303814** and **303833** and **303852** through **303855** for a total of

**\$116,205.39** were issued from the gift bank account.

Warrant numbers **1381** through **1382** and **269094** through **269100** for a total of

**\$4,628.14** were issued for employee payroll

Direct deposits numbers **10001** through **10543** and **30001** through **30537** for a total of

**\$1,282,988.92** were issued for employee payroll

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

**\$402,982.67** were issued for employee payroll

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

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

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

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

\_\_\_\_\_  
Raymond J. Biederman

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

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

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

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

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

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

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

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

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
1442	EFT	01/07/2021	FIDELITY INVESTMENTS	23,748.58
1443	EFT	01/07/2021	AMERICAN UNITED LIFE INSURANCE CO	3,640.69
1444	EFT	01/11/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	107,251.69
1445	EFT	01/15/2021	ADP, INC.	5,933.93
1446	EFT	01/15/2021	ADP, INC.	912.00
1447	EFT	01/21/2021	FIDELITY INVESTMENTS	4,248.58
1448	EFT	01/21/2021	AMERICAN UNITED LIFE INSURANCE CO	3,640.69
1449	EFT	01/21/2021	INDIANA DEPARTMENT OF REVENUE	23.83
1450	EFT	01/25/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	104,404.74
1451	EFT	01/04/2021	THE BANK OF NEW YORK MELLON TRUST	1,348,386.88
1452	EFT	01/04/2021	THE BANK OF NEW YORK MELLON TRUST	492,950.00
73966	CHECK	01/07/2021	AT&T	31.75
73967	CHECK	01/07/2021	BETH MENG	100.00
73968	CHECK	01/07/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	23,831.25
73969	CHECK	01/07/2021	DEB LAMBERT	14.83
73970	CHECK	01/07/2021	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	15.03
73971	CHECK	01/07/2021	GUARDIAN	16,571.08
73972	CHECK	01/07/2021	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	2,771.00
73973	CHECK	01/07/2021	INDIANA DEPT OF WORKFORCE DEVELOP.	4,861.54
73974	CHECK	01/07/2021	JA BERG INC.	250.00
73975	CHECK	01/07/2021	LYDIA M. JOHNSON	150.00
73976	CHECK	01/07/2021	MILA & ME	99.90
73977	CHECK	01/07/2021	PIKE (PETTY CASH)	7.99
73978	CHECK	01/07/2021	RFS GROUP LLC	3,090.40
73979	CHECK	01/07/2021	SAKURA FUQUA	100.00
73980	CHECK	01/07/2021	SILLY SAFARI SHOWS, INC	750.00
73981	CHECK	01/07/2021	ULINE	92.88
73982	CHECK	01/07/2021	WILLIAMS DISTRIBUTION, LLC.	1,810.00
73983	CHECK	01/14/2021	ADP, INC.	1,956.36
73984	CHECK	01/14/2021	AIR WORX	881.61
73985	CHECK	01/14/2021	AMERICAN UNITED LIFE INSURANCE CO	1,530.60
73986	CHECK	01/14/2021	AMERICAN UNITED LIFE INSURANCE CO	3,219.51
73987	CHECK	01/14/2021	ARAB TERMITE AND PEST CONTROL INC	85.00
73988	CHECK	01/14/2021	AT&T	1,995.66
73989	CHECK	01/14/2021	ATC GROUP SERVICES, LLC	327.00
73990	CHECK	01/14/2021	CITIZENS ENERGY GROUP	3,822.88
73991	CHECK	01/14/2021	DACO GLASS & GLAZING INC	960.00
73992	CHECK	01/14/2021	DELL MARKETING L.P.	1,214.64
73993	CHECK	01/14/2021	EDDIE HURM (PAINTING & SNOW REMOVAL)	595.00
73994	CHECK	01/14/2021	GLS, INC.	500.00
73995	CHECK	01/14/2021	INDIANAPOLIS FLEET SERVICES	902.86
73996	CHECK	01/14/2021	INDIANAPOLIS POWER & LIGHT COMPANY	57,359.78
73997	CHECK	01/14/2021	INFOUSA MARKETING INC	4,340.00
73998	CHECK	01/14/2021	INNOVATIVE INTERFACES INCORPORATED	1,000.00
73999	CHECK	01/14/2021	LYDIA M. JOHNSON	150.00
74000	CHECK	01/14/2021	MEIJER CORPORATE	2,500.00
74001	CHECK	01/14/2021	MIDWEST REMEDIATION, INC.	2,974.24
74002	CHECK	01/14/2021	OUTREACH (PETTY CASH)	10.00
74003	CHECK	01/14/2021	PITNEY BOWES, INC.	264.00
74004	CHECK	01/14/2021	PITNEY BOWES, INC.	184.50
74005	CHECK	01/14/2021	IMCPL - POWERS & SONS - RETAINAGE	95,773.50
74006	CHECK	01/14/2021	PROVIDENCE OUTDOOR	700.00
74007	CHECK	01/14/2021	REPUBLIC WASTE SERVICES	3,146.03
74008	CHECK	01/14/2021	SARAH JANE BATT	119.92
74009	CHECK	01/14/2021	SONDHI SOLUTIONS	448.07
74010	CHECK	01/14/2021	SPRINT PCS	4,137.47
74011	CHECK	01/14/2021	THE BANK OF NEW YORK MELLON TRUST CO N.A	1,500.00
74012	CHECK	01/14/2021	THE HARMON HOUSE L.L.C.	1,410.00
74013	CHECK	01/14/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,096.33

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
74014	CHECK	01/14/2021	THE KNOT WORLDWIDE INC	6,700.00
74015	CHECK	01/14/2021	TODAY'S BUSINESS SOLUTIONS, INC	16,729.00
74016	CHECK	01/14/2021	TRENDYMINDS, INC.	2,400.00
74017	CHECK	01/14/2021	WILLIAMS DISTRIBUTION, LLC.	1,650.00
74018	CHECK	01/21/2021	1-800MD, LLC	920.50
74019	CHECK	01/21/2021	ARAB TERMITE AND PEST CONTROL INC	1,413.00
74020	CHECK	01/21/2021	ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE	250.00
74021	CHECK	01/21/2021	AT&T	3,087.60
74022	CHECK	01/21/2021	AT&T	1,411.23
74023	CHECK	01/21/2021	AT&T	27.21
74024	CHECK	01/21/2021	AT&T	190.38
74025	CHECK	01/21/2021	AT&T	190.38
74026	CHECK	01/21/2021	AT&T MOBILITY	790.46
74027	CHECK	01/21/2021	BETH MENG	100.00
74028	CHECK	01/21/2021	CENTRAL TECHNOLOGY INC	42,626.88
74029	CHECK	01/21/2021	BRIGHT HOUSE NETWORKS	111.13
74030	CHECK	01/21/2021	CITIZENS ENERGY GROUP	9,533.28
74031	CHECK	01/21/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	11,317.50
74032	CHECK	01/21/2021	CMID	3,210.00
74033	CHECK	01/21/2021	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	8,571.73
74034	CHECK	01/21/2021	DEBORAH EHRET	181.10
74035	CHECK	01/21/2021	DYNAMARK GRAPHICS GROUP	40.47
74036	CHECK	01/21/2021	ELIZABETH FRANKLIN	1,729.67
74037	CHECK	01/21/2021	FMG INDIANAPOLIS LLC	9,630.00
74038	CHECK	01/21/2021	GOVERNMENT FINANCE OFFICERS ASSOCIATION	500.00
74039	CHECK	01/21/2021	LEGALSHIELD	287.55
74040	CHECK	01/21/2021	OFFICEWORKS	895.00
74041	CHECK	01/21/2021	PAYPAL	54.10
74042	CHECK	01/21/2021	PROVIDENCE OUTDOOR	20,030.00
74043	CHECK	01/21/2021	SAFEGUARD BUSINESS SYSTEMS	347.28
74044	CHECK	01/21/2021	SAKURA FUQUA	100.00
74045	CHECK	01/21/2021	THE HARMON HOUSE L.L.C.	1,520.00
74046	CHECK	01/21/2021	TIMOTHY P. BOWLING	90.00
74047	CHECK	01/21/2021	UNITED PARCEL SERVICE	267.67
74048	CHECK	01/21/2021	URBAN LIBRARIES COUNCIL	12,000.00
74049	CHECK	01/28/2021	AADCO, INC.	292.00
74050	CHECK	01/28/2021	AFSCME COUNCIL IKOC 962	1,765.90
74051	CHECK	01/28/2021	INDIANAPOLIS PUBLIC SCHOOLS	2,100.00
74052	CHECK	01/28/2021	CANDID	2,995.00
74053	CHECK	01/28/2021	CFRA	3,344.35
74054	CHECK	01/28/2021	CHRISTOPHER B. BURKE ENGINEERING, LLC	375.00
74055	CHECK	01/28/2021	CITIZENS ENERGY GROUP	254.98
74056	CHECK	01/28/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	19,077.50
74057	CHECK	01/28/2021	CMID	4,740.00
74058	CHECK	01/28/2021	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
74059	CHECK	01/28/2021	DACO GLASS & GLAZING INC	903.00
74060	CHECK	01/28/2021	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	4,079.00
74061	CHECK	01/28/2021	INDIANA STATE LIBRARY	2,210.00
74062	CHECK	01/28/2021	KENNETH N. GIFFIN	80.00
74063	CHECK	01/28/2021	MITINET/MARC SOFTWARE	990.00
74064	CHECK	01/28/2021	OCLC INC	9,430.93
74065	CHECK	01/28/2021	PROVIDENCE OUTDOOR	9,355.00
74066	CHECK	01/28/2021	REPUBLIC WASTE SERVICES	6,127.13
74067	CHECK	01/28/2021	WAYNE (PETTY CASH)	9.61
303774	EFT	01/07/2021	ACORN DISTRIBUTORS, INC	2,741.80
303775	EFT	01/07/2021	CDW GOVERNMENT, INC.	290.03
303776	EFT	01/07/2021	DEMCO, INC.	1,064.27
303777	EFT	01/07/2021	GRAINGER	77.28
303778	EFT	01/07/2021	INDIANAPOLIS ARMORED CAR, INC	2,501.00
303779	EFT	01/07/2021	LEVEL (3) COMMUNICATIONS, LLC	3,418.72
303780	EFT	01/07/2021	MARK'S VACUUM & JANITORIAL SUPPLIES	2,554.00
303781	EFT	01/07/2021	OFFICE360	469.00
303782	EFT	01/07/2021	Ricoh USA, INC. - 12882	10,435.94

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
303783	EFT	01/07/2021	ROBERT HALF INTERNATIONAL, INC	180.18
303784	EFT	01/07/2021	ULINE	684.01
303785	EFT	01/14/2021	BAKER & TAYLOR	933.32
303786	EFT	01/14/2021	BAKER & TAYLOR	8,954.12
303787	EFT	01/14/2021	BAKER & TAYLOR	8,008.16
303788	EFT	01/14/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	62,527.79
303789	EFT	01/14/2021	BOYLE CONSTRUCTION MANAGEMENT, INC.	10,000.00
303790	EFT	01/14/2021	CDW GOVERNMENT, INC.	569.16
303791	EFT	01/14/2021	CENTRAL SECURITY & COMMUNICATIONS	468.24
303792	EFT	01/14/2021	DANCORP INC. DBA DANCO	700.00
303793	EFT	01/14/2021	DELTA DENTAL	11,355.29
303794	EFT	01/14/2021	FLEET CARE, INC.	1,396.91
303795	EFT	01/14/2021	G4S SECURE SOLUTIONS (USA) INC.	31,472.30
303796	EFT	01/14/2021	INGRAM LIBRARY SERVICES	41.68
303797	EFT	01/14/2021	J&G CARPET PLUS	750.00
303798	EFT	01/14/2021	LEVEL (3) COMMUNICATIONS, LLC	3,422.00
303799	EFT	01/14/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	341.44
303800	EFT	01/14/2021	MIDWEST TAPE - PROCESSED DVDS	1,459.28
303801	EFT	01/14/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	22,546.15
303802	EFT	01/14/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	8,871.66
303803	EFT	01/14/2021	MIDWEST TAPE, LLC	961.62
303804	EFT	01/14/2021	OVERDRIVE INC	336,808.07
303805	EFT	01/14/2021	POWERS & SONS CONSTRUCTION	861,961.50
303806	EFT	01/14/2021	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	2,220.00
303807	EFT	01/14/2021	REGIONS BANK PURCHASING CARD	23,086.05
303808	EFT	01/14/2021	RICOH USA, INC. - 12882	9,398.84
303809	EFT	01/14/2021	ROBERT HALF INTERNATIONAL, INC	867.36
303810	EFT	01/14/2021	RYAN FIRE PROTECTION, INC	825.00
303811	EFT	01/14/2021	STENZ MANAGEMENT COMPANY, INC	5,150.94
303812	EFT	01/14/2021	TITAN ASSOCIATES	75,245.88
303813	EFT	01/14/2021	ULINE	105.88
303815	EFT	01/21/2021	BAKER & TAYLOR	3,231.40
303816	EFT	01/21/2021	BAKER & TAYLOR	1,027.01
303817	EFT	01/21/2021	CDW GOVERNMENT, INC.	63.24
303818	EFT	01/21/2021	CENTRAL SECURITY & COMMUNICATIONS	1,753.00
303819	EFT	01/21/2021	CITIZENS THERMAL ENERGY	22,452.56
303820	EFT	01/21/2021	FINELINE PRINTING GROUP	2,289.00
303821	EFT	01/21/2021	INDIANA PLUMBING AND DRAIN LLC	623.90
303822	EFT	01/21/2021	INDIANAPOLIS ARMORED CAR, INC	2,905.00
303823	EFT	01/21/2021	KLINES QUALITY WATER, INC	43.25
303824	EFT	01/21/2021	MICHAEL R. TWYMAN	3,333.33
303825	EFT	01/21/2021	MOORE INFORMATION SERVICES, INC	713.80
303826	EFT	01/21/2021	ORACLE ELEVATOR HOLDCO, INC.	1,881.25
303827	EFT	01/21/2021	P.V. SUPA INC.	5,900.00
303828	EFT	01/21/2021	PERFECTION GROUP, INC.	13,653.85
303829	EFT	01/21/2021	RYAN FIRE PROTECTION, INC	813.00
303830	EFT	01/21/2021	STENZ MANAGEMENT COMPANY, INC	1,595.98
303831	EFT	01/21/2021	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	283.75
303832	EFT	01/21/2021	TITAN ASSOCIATES	8,225.00
303834	EFT	01/28/2021	ACORN DISTRIBUTORS, INC	3,154.28
303835	EFT	01/28/2021	BACKGROUND BUREAU INC.	226.00
303836	EFT	01/28/2021	BAKER & TAYLOR	32.61
303837	EFT	01/28/2021	BAKER & TAYLOR	2,309.16
303838	EFT	01/28/2021	BAKER & TAYLOR	574.12
303839	EFT	01/28/2021	BRODART COMPANY CONTINUATIONS	3,649.07
303840	EFT	01/28/2021	CITIZENS THERMAL ENERGY	26,223.92
303841	EFT	01/28/2021	DENISON PARKING	5,516.08
303842	EFT	01/28/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	4,770.00
303843	EFT	01/28/2021	JCOS, INC.	37.50
303844	EFT	01/28/2021	MIDWEST TAPE - PROCESSED DVDS	456.44
303845	EFT	01/28/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	6,203.67
303846	EFT	01/28/2021	MIDWEST TAPE NON PROCESSED	195.90
303847	EFT	01/28/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	1,389.82

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
303848	EFT	01/28/2021	MIDWEST TAPE, LLC	64.70
303849	EFT	01/28/2021	RICOH USA, INC. - 12882	10,435.94
303850	EFT	01/28/2021	STENZ MANAGEMENT COMPANY, INC	5,719.19
303851	EFT	01/28/2021	TYLER TECHNOLOGIES, INC.	1,275.00
			<b>Total</b>	<b>\$ 4,231,313.33</b>

**Summary by Transaction Type:**

<b>Computer Check</b>	\$ 478,285.13
<b>EFT Check</b>	\$ 3,753,028.20
<b>Total Payments</b>	\$ 4,231,313.33
<b>Total Voided Items</b>	\$ -

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
840	CHECK	01/14/2021	FELICIA SMITH	16.99
841	CHECK	01/14/2021	LAURA DEWITT	29.94
842	CHECK	01/14/2021	RANJIT KAUR	8.99
843	CHECK	01/14/2021	SARAH HAAS	99.59
844	CHECK	01/21/2021	ANDERSON PUBLIC LIBRARY	14.99
			<b>Total</b>	<b>\$ 170.50</b>

**Summary by Transaction Type:**

Computer Check	\$	170.50
EFT Check	\$	-
Total Payments	\$	170.50
Total Voided Items	\$	-

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

<b>No.</b>	<b>Type</b>	<b>Date</b>	<b>Reference</b>	<b>Amount</b>
7824	CHECK	01/07/2021	INDY VEGFEST	182.00
7825	CHECK	01/07/2021	THOMAS CHILDRESS	20.64
7826	CHECK	01/14/2021	ANTHONY ARTIS	400.00
7827	CHECK	01/14/2021	AT&T MOBILITY	2,962.50
7828	CHECK	01/14/2021	CAROL HERNANDEZ	500.00
7829	CHECK	01/14/2021	CREATIVE AQUATIC SOLUTIONS, LLC	322.85
7830	CHECK	01/14/2021	DAVID LEANDER WILLIAMS	250.00
7831	CHECK	01/14/2021	MAIN EVENT SOUND & LIGHTING	7,997.50
7832	CHECK	01/21/2021	CREATIVE AQUATIC SOLUTIONS, LLC	810.44
7833	CHECK	01/21/2021	GOLDIE INGRAM	550.00
7834	CHECK	01/21/2021	HISTORIC LANDMARKS FOUNDATION OF INDIANA, INC	50.00
7835	CHECK	01/21/2021	INDIANA UNIVERSITY	86,111.11
7836	CHECK	01/21/2021	MARY AGNES HYLTON	40.42
7837	CHECK	01/21/2021	MELINDA MULLICAN	37.26
7838	CHECK	01/21/2021	WFYI TV FYI PRODUCTIONS	2,300.00
7839	CHECK	01/21/2021	SHANNON O'DONNELL	67.96
7840	VOID	01/21/2021	THE WILLIAMS SINGERS	0.00
7841	CHECK	01/21/2021	TIMOTHY VOLLMER	32.07
7842	CHECK	01/28/2021	CHRISTOPHER J. HUNGERMAN	3,000.00
7843	CHECK	01/28/2021	CREATIVE AQUATIC SOLUTIONS, LLC	210.00
7844	CHECK	01/28/2021	CROSSROADS REHABILITATION CENTER	3,751.35
7845	CHECK	01/28/2021	KOSSON TALENT, LLC	1,800.00
7846	CHECK	01/28/2021	NORA (PETTY CASH)	21.39
7847	CHECK	01/28/2021	THE WILLIAMS SINGERS	750.00
303814	EFT	01/14/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	49,166.54
303833	EFT	01/21/2021	INGRAM LIBRARY SERVICES	104.24
303852	EFT	01/28/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	66,808.65
303853	EFT	01/28/2021	INGRAM LIBRARY SERVICES	30.77
303854	EFT	01/28/2021	MIDWEST TAPE - PROCESSED DVDS	20.19
303855	EFT	01/28/2021	STAPLES	75.00
<b>Total</b>				<b>\$ 228,372.88</b>

**Summary by Transaction Type:**

<b>Computer Check</b>	\$ 112,167.49
<b>EFT Check</b>	\$ 116,205.39
<b>Total Payments</b>	\$ 228,372.88
<b>Total Voided Items</b>	-

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

**February 22, 2021**

**PERSONNEL ACTIONS**

**RESOLUTION 13-2021**

**NEW HIRES:**

- Clarissa Wilson, Public Services Associate II, East 38<sup>th</sup>, \$17.36 per hour, Effective: January 19, 2021
- Henry Herbst, Computer Assistant II, Central, \$15.02 per hour, Effective: February 3, 2021
- Boubacar Balde, Page, Franklin Road, \$10.00 per hour, Effective: February 1, 2021
- Alvaro Gomez, Computer Assistant II, Haughville, \$15.02 per hour, Effective: February 8, 2021
- Haley Abel, Page, Beech Grove, \$10.00 per hour, Effective: February 10, 2021

**INTERNAL CHANGES:**

- Reid Delehanty from Computer Assistant II, Central, \$15.32 per hour to Library Assistant II, Martindale Brightwood, \$14.25 per hour, Effective: January 17, 2021
- Robin Youngworth from Page, Southport, \$10.20 per hour to Computer Assistant II, Central, \$15.02 per hour, Effective: January 31, 2021
- Bryanna Barnes from Hourly Library Assistant II (SUB), Glendale, \$13.97 per hour to Computer Assistant II, Pike, \$15.02 per hour, Effective: January 17, 2021
- Megan Dunbar from Library Assistant II, Pike, \$14.39 per hour to Processing Assistant I, Collection Management, \$15.02 per hour, Effective: January 17, 2021
- Dawn Hawkins from Library Assistant II, Full-Time, Lawrence to Library Assistant II, Part-Time, Lawrence, No Change in Pay, Effective: January 31, 2021
- Briana Parker from Library Assistant II, Part-Time, Lawrence to Library Assistant II, Full-Time, Lawrence, No Change in Pay, Effective: January 31, 2021
- Jessica Mattox from Hourly Library Assistant II (FTE), East Washington to Library Assistant II, Part-Time, East Washington, No Change in Pay, Effective: February 14, 2021
- Veatrice Jones from Manager, PC & Communications, IT to Manager, Business Systems and Messaging, IT, No Change in Pay, Effective: February 14, 2021

**SEPARATIONS:**

- Nancy Mynatt, Page, Spades Park, 1 year and 5 months, Effective: December 26, 2020
- Paula Ware, Library Assistant III, Lawrence, 18 years and 8 months, Effective: December 31, 2020
- Julie Able, Public Services Librarian NE, Central, 25 years and 10 months, Effective: March 1, 2021
- Karen Page, Page, Southport, 20 years and 3 months, Effective: January 20, 2021
- Mar-Kesa Carson, Computer Assistant II, Central, 9 years and 1 month, Effective: January 27, 2021
- Sontyona Davis, Hourly Library Assistant II (FTE), East 38<sup>th</sup>, 1 month, Effective: January 21, 2021

- Fiona Dwyer, Page, Learning Curve, 1 year and 7 months, Effective: January 25, 2021
- Brelyn Gerard, Activity Guide, Learning Curve, 4 years and 7 months, Effective: January 26, 2021
- Cassandra Shea, Page, Warren, 2 months, Effective: January 30, 2021
- Ian Grube, Page, Glendale, 1 year and 8 months, Effective: February 2, 2021
- Ruth Hans, Manager, Warren, 40 years and 8 months, Effective: April 10, 2021

**INACTIVE:**

- Theresa Crawford-Cottonham, Public Services Associate II (SUB), Central, Inactive: January 19, 2021
- Saul Davison, Page, Garfield Park, Inactive: January 30, 2021

**RE-ACTIVATE:**

**JOB TITLE CHANGE:**

- Michelle Burke's job title change from Library Assistant III, Public Services to Circulation Coordinator, Public Services, No Change in Pay, Effective: January 31, 2021

**RECLASSIFICATION: (None Reported)**

# Indianapolis Public Library (IndyPL)

Office of Minority and Women Business Development (OMWBD)

## Annual Inclusion Plan - January 2021

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**Chief Executive Officer:** M. Jacqueline Nytes

### **GOALS/OBJECTIVE:**

We are committed to supporting and encouraging economic growth and business opportunities in Indianapolis/Marion County by strengthening our relationships with minority-owned (MBE), women-owned (WBE), disability-owned (DOBE), and veteran-owned (VBE) business enterprises (combined XBE) in the procurement of goods and services.

IndyPL is committed to providing equitable opportunities for participation of XBE firms in all Library business. The Library extends to each individual firm, vendor, supplier, contractor, and subcontractor an equitable opportunity to compete for Library business.

IndyPL has adopted the city of Indianapolis Office of Minority and Women Business Development (OMWBD) business utilization goals as follows:

- Minority-owned business enterprise (MBE) – 15%
- Women-owned business enterprise (WBE) – 8%
- Veteran-owned business enterprise (VBE) – 3%
- Disability-owned business enterprise (DOBE) – 1%

### **I. COMMITMENT:**

The IndyPL supplier diversity advisory committee meets on a quarterly basis. The advisory council includes members of key business units and members of the executive committee. The library's statement of commitment will be distributed to all committee members and included in organization-wide newsletters, systemwide managers' meetings, etc.

### **II. PLANNING:**

IndyPL will implement elements of the OMWBD business utilization into its procurement processes, as appropriate.

IndyPL will review all current and direct bids and awards to be made for the fiscal year. All IndyPL opportunities will be kept up-to-date and placed on the vendor opportunities webpage with upcoming RFPs/RFQs/ITQs listed by quarter to include prime and subcontracting opportunities.

When possible, IndyPL will divide large contracts to make them more accessible for local businesses. Additionally, IndyPL will encourage prime contractors to unbundle large subcontracting opportunities.

IndyPL will reach out to OMWBD for guidance on related XBE strategies and connections, assistance to build internal capacity, and identify appropriate resources for execution.

### **III. EXECUTION:**

IndyPL will manage its own bids. However, we will share upcoming bid opportunities with OMWBD for distribution on relevant listeservs to identify businesses/vendors capable of conducting the scopes of service.

IndyPL purchasing manager and IndyPL diversity and inclusion will partner with relevant library departments and assist by helping identify XBEs capable of conducting relevant scopes of service. Purchasing manager will share lists with the relevant department for inclusion in outreach efforts.

XBE utilizations goals will be included in all solicitations. In an effort to meet our overall goals, whenever possible and reasonable, IndyPL may seek to exceed goals considering there will be opportunities that will not allow for XBE participation.

IndyPL prioritizes our large (\$150,000 annual), term contracts of three years. The IndyPL selection committee will review the plans for said contracts.

The IndyPL contract selection committee will be expanded to invite relevant staff to participate including – finance, DEI officer, etc. Invitations will be sent for projects of \$50,000 or more.

IndyPL department directors to report their vendor utilization progress to Library CEO on a biannual or quarterly basis.

#### **IV. OUTREACH:**

It is our goal to ensure the inclusion of diverse suppliers as part of all procurement processes. We will do this by:

- Identifying certified diverse suppliers that can provide competitive, high-quality goods and services.
- Networking and participating in local conferences and associations in order to maintain awareness of resources and connecting with diverse suppliers.
- Communicating the value of supplier diversity both internally and externally to all stakeholders.
- Posting notices of procurement opportunities through transparent, public advertisement.
- Analyzing XBE utilization spend and reporting on a quarterly basis based on targets set by the City of Indianapolis – office of minority and women business development. This information will be reported to library diversity and inclusion officer, library CEO, library board of trustees, and city of Indianapolis – office of minority and women business development (OMWBD).

IndyPL will invite OMWBD to speak about XBE expectations at pre-bid, pre-proposal, and/or informational meetings.

IndyPL will promote upcoming procurement opportunities on a consistent basis through outreach events, online communication, and listservs. We will prioritize building relationships with local businesses and agencies that offer support to local businesses.

#### **V. COMPLIANCE:**

IndyPL current provides MSR reports to OMWBD on a monthly basis.

IndyPL is implementing good faith effort processes in accordance with the City of Indianapolis business utilization plan with modifications based on organizational capacity.

## VI. RECOGNITION:

- Agenda items in quarterly meetings to discuss organizational success with staff.
- Regular updates on progress and priorities in organizational newsletter.
- Communicate organizational successes to IndyPL Library Board Members and executive team.

### 2020 IndyPL Successes

- 2020 adoption of annual XBE business utilization goals and organizational supplier diversity policy.
- IndyPL facilities team implemented Construction Manager as Constructor (CMc) for first time in construction of new library branch locations that allowed for greater opportunities to engage XBEs.
- Hosted (in-person and virtual) business outreach meetings
- Jim Mladenovic, IndyPL business engagement team, partnered with OMWBD to offer business development resources to small businesses.



# City/County MBE/WBE/VBE/DOBE Annual Inclusion Plan

**Agency Name:** Indianapolis Public Library (IndyPL)

**CEO:** M. Jacqueline Nytes

**XBE Agency Liaison:** Jessica Moore – Diversity, Equity, and Inclusion Officer

**OMWBD Team Contact Person:** [Fahad Beg]

**Plan Date:** January 2021

Department Objective/Goal			
<p>We are committed to supporting and encouraging economic growth and business opportunities in Marion County by strengthening our relationships with minority-owned (MBE), women-owned (WBE), disability-owned (DOBE), and veteran-owned (VBE) business enterprises (combined XBE) in the procurement of goods and services.</p> <p>IndyPL is committed to providing equitable opportunities for participation of XBE firms in all Library business. The Library extends to each individual firm, vendor, supplier, contractor, and subcontractor an equitable opportunity to compete for Library business.</p> <p>IndyPL has adopted the city of Indianapolis Office of Minority and Women Business Development (OMWBD) business utilization goals as follows:</p> <ul style="list-style-type: none"> <li>• Minority-owned business enterprise (MBE) –15%</li> <li>• Women-owned business enterprise (WBE) – 8%</li> <li>• Veteran-owned business enterprise (VBE) – 3%</li> <li>• Disability-owned business enterprise (DOBE) – 1%</li> </ul>			
Action Items: COMMITMENT			
	Yes	No	Date/Comments
1. Distribute a Director’s statement of commitment to the XBE Program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IndyPL Supplier Diversity Advisory committee to receive the statement. It is also listed on the library vendor opportunities webpage.
2. Conduct a Senior Leadership Team meeting for the purpose of communicating the importance of the XBE Program as a City/County strategy.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IndyPL Supplier Diversity Advisory Council to meet on a quarterly basis. Include EC.
3. Communicate the Agency’s XBE Goal for fiscal year 2021 to all agency/department personnel.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicate through system managers meeting (quarterly updates on process, etc.)
Action Item: PLANNING			
XBE Spend Forecasting: Steps to take:	Yes	No	

<p>4. Review all current <u>direct</u> Bids and Awards to be made for the fiscal year. Identify description and dollars, for the fiscal year, for bids and awards that will have subcontracting opportunities. Identify the services to be subcontracted.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Revamp the IndyPL opportunities list to ensure that is up-to-date. Place it on the vendor opportunities webpage with upcoming RFPs/RFQs/ITQs listed by quarter to include prime and subcontracting opportunities.</p>
<p>5. Identify, for these bids and awards those that can be awarded directly to an XBE, through sole source purchasing policy and through the purchasing quote process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<p>6. Identify, for all competitively bids and awards, the percentage and dollars of XBE subcontracting that is possible and identify the services to be subcontracted. Make provision where you will seek to unbundle prime contracts, and where you will encourage unbundling of large subcontracts.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Prime contractors to let us know what percentage will be made available for subcontractors. Unbundling of large contracts.</p>
<p>7. Review your XBE Inclusion Plan with OMWBD, which will provide advice and guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Guidance, capacity, and appropriate resources</p>
<p><b>Action Item: EXECUTION</b></p>			
	<p><b>Yes</b></p>	<p><b>No</b></p>	
<p>8. Communicate all competitive bid or offer documents to OMWBD, for comment, for those valued at \$250,000 and greater. OMWBD will examine with the contracting department the opportunities for XBE contracting and subcontracting and advise on specific requirements placed in the bid or offer document.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>IndyPL will manage its own bids. However, we will send to OMWBD for distribution to vendors capable of conducting the scope of service.</p>
<p>9. Communicate all non-competitive offer documents to OMWBD prior to negotiations with the Offeror. OMWBD will examine with the contracting department the opportunities for XBE contracting and subcontracting and specific requirements that could be placed in the request for services and/or contract.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>IndyPL manages internal documents and negotiations.</p>
<p>10. Whenever possible and reasonable, determine an XBE goal for contracts and projects that are above the annual XBE goals. These are the total dollars spent with direct (prime) XBE contractors and XBE subcontractors for portions of work performed. Goals will be included in solicitations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Goals will be included in solicitations.</p> <p>IndyPL will go above and beyond to reach goals considering there will be opportunities that will not allow for XBE participation.</p>

11. Ensure that XBE language is included in all bid documents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Encourage that large, term contracts of four years or more require contractors to create a sub-contract inclusion plan for review by Agency and OMWBD.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IndyPL prioritizes large, term contracts of three years. IndyPL selection committee to review plan. Large contracts are \$150,000 annually.
13. Invite OMWBD representative to participate on project/contract selection committees for contract values of \$10,000,000 and greater.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Expand the IndyPL selection committee to invite relevant staff – finance, DEI officer, etc. to participate.  To include anything over \$50,000.
<b>Action Item: OUTREACH</b>			
	<b>Yes</b>	<b>No</b>	
14. Invite OMWBD to speak about XBE expectations at pre-bid or pre-proposal or information meetings. In cases where a bid, award, or contract is non-competitive, request OMWBD to meet directly with the contractor in a special meeting prior to when negotiations begin, chaired by contracting department	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Invite OMWBD to speak about XBE expectations at pre-bid or pre-proposal or information meetings.
15. Agency efforts will be made, based on supply chain needs, to connect XBEs to contracting department decision-makers in advance of a published solicitation to build relationships with and knowledge of the XBEs capabilities. Assign XBE Technical Advisor(s) to assist XBEs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Support networking at outreach events.
16. Promote early engagement of XBEs to ensure these firms are well-apprised of upcoming procurements and able to respond to the prime and subcontract opportunities associated with them.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17. To maintain or continuously improve community relationships, work with OMWBD to identify community group resources with whom to present and network.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Action Item: COMPLIANCE</b>			

	Yes	No	
18. Where there is an XBE goal for a contract/project, good faith efforts waiver to meet the goal will be reviewed by the Agency and OMWBD if a bidder/offeror does not commit to meet the goal at time of bid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IndyPL is working on implementation of new GFE processes.
19. Provide XBE monthly status reports (MSRs) to OMWBD.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Already part of process.
<b>Action Item: RECOGNITION</b>			
	Yes	No	
20. Communicate successes! Give recognition to individuals!	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**General Observations/Comments:**

**Actions**

ID	Action Item	Assigned To	Due By
1			[mm/dd/yyyy]
2			[mm/dd/yyyy]
3			[mm/dd/yyyy]
4			[mm/dd/yyyy]
5			[mm/dd/yyyy]
6			[mm/dd/yyyy]
7			[mm/dd/yyyy]
8			[mm/dd/yyyy]
9			[mm/dd/yyyy]
10			[mm/dd/yyyy]
11			[mm/dd/yyyy]
12			[mm/dd/yyyy]
13			[mm/dd/yyyy]
14			[mm/dd/yyyy]
15			[mm/dd/yyyy]
16			[mm/dd/yyyy]
			[mm/dd/yyyy]

## Comments

It is the goal of IndyPL to implement XBE best practices in accordance with OMWBD business utilization plan, as capacity allows.

## Approvals

Director:

Jackie Nytes

Date: 2 / 5 / 2021

Return this document to [OMWBD@indy.gov](mailto:OMWBD@indy.gov)

## **XBE Annual Inclusion Plan**

## **Instructions:**

### Purpose:

The Agency XBE Annual Inclusion Plan is an Agency planning and reporting documentation of its actions to maximize XBE participation in contracting opportunities within the Agency.

### Components:

The components of the XBE Annual Inclusion Plan are designed to provide steps that an Agency may follow. There may be additional items added by the Agency within each component area.

#### Agency Objectives/Goals:

The Agency identifies its overall aspirational numeric goal for MBEs, WBEs, VBEs, and DOBEs. It may also identify other related XBE objectives identified by the Director. Lastly, the overall vision for the inclusion of XBEs may be stated.

#### Commitment:

This is the Agency commitment to the XBE Utilization Plan and the Agency plans. It includes identification of the means of communicating its commitment from senior Agency leadership to levels throughout the organization. What will the Agency do to state its commitment Agency-wide?

#### Planning:

Forecasting and planning for XBE participation, within the bounds of procurement authorized by state of Indiana statutes and the Indianapolis Code, should be intentional. The Agency will recognize areas of opportunities for direct (prime) contracting with XBE participation, for overall subcontracting, for XBE subcontracting, strategies for unbundling bids, etc. There are no set-asides in City procurement for any type of business. However, developing strategies that create opportunities for XBE participation which are within the confines of City purchasing policy will enhance results. What will the Agency do to plan to create opportunities for inclusion of XBEs?

#### Execution:

This is the Agency execution plans based on its analysis of contract opportunities available during the year. These are steps that the Agency or contracting department will do to ensure that specific solicitations provide for maximum participation of XBEs, either in prime contracting or subcontracting. This may include ideas which will involve OMWBD as a resource and “inclusion partner”. Lastly, based on its overall Outreach plan, the Agency for specific solicitations would identify appropriate tactics it will use to understand fully the availability of XBEs and to encourage their participation. What will the Agency do to maximize participation of XBEs in bids and in subcontracting relationship?

Outreach:

The Agency should plan for methods and ways to reach XBEs directly in order to gain greater XBE knowledge and understanding about the Agency’s category purchasing needs, about performance expectations and requirements, and about current year solicitations to be bid. It should also consider usage of pre-conference meetings, connecting XBEs to contracting department decision-makers in advance of a published solicitation to build relationships with and knowledge of the XBEs capabilities, and assigning an XBE Technical Advisor(s) to assist XBEs with preparation to compete on Agency contracts. What actions or steps can the Agency take to improve understanding by XBEs of the Agency bid opportunities and how to successfully participate in the bid process?

Compliance:

The Agency should identify means to review tracking of its performance throughout the year. Planned meetings with senior leadership is a best practice and should include discussions about additional actions needed to improve contractors’ compliance with the XBE Utilization Plan, XBE assistance, and prime contractor utilization of XBE subcontractors. What will the Agency do to improve its compliance in using XBEs?

Recognition:

Consciously recognizing achievements with XBE utilization provides positive reinforcement to employees and contractors that their efforts are strategically important to the City. What will the Agency do to recognize contractors and employees for XBE utilization?

Responsibility for the XBE Inclusion Plan:

The XBE Inclusion Plan is the responsibility of the Agency and is approved by its board. OMWBD will provide assistance to the Agency in the development of the inclusion plan. The Agency will, prior to its adoption by its board, review their plan with OMWBD for comment and input. The final and approved plan will be copied to OMWBD for its file. The OMWBD recommends that the Agency director review twice a year the status of the annual plan versus results. Semi-annually, the Agency is to provide a status report to OMWBD.

Timeline:

Each year, OMWBD will communicate a timeline to all Agencies for the completion of the XBE Inclusion Plan. A planning template will be provided, along with any guidance from OMWBD, for completion of the plan. This should be distributed by OMWBD prior to the end of the budget process.

Following the City budget process, estimated to be around the beginning of November, the Agency director will direct that the upcoming year XBE Inclusion Plan be developed.

The Agency will be responsible for implementing its own process for completing the plan. OMWBD may be requested to meet with the director and other designated Agency personnel to assist in the inaugural meeting(s) that begin the Agency process.

By the end of January of the new fiscal year, the Agency will have completed its XBE Inclusion Plan, and will have provided a copy of their plan to OMWBD. Depending on the board meeting schedule, it may or may not have been approved at this time by the Agency board. If the board makes any amendments to the plan provided to OMWBD, the Agency will submit the adjusted plan to OMWBD.

The Agency should meet with OMWBD to review areas of the plan where OMWBD will be asked to participate, and to gain mutual agreement with any requests.

Final results of the Annual Inclusion Plan should be reviewed with the Agency's board, Agency personnel, and OMWBD.