



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
January 24, 2022

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

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

For The Purpose of Considering The Following Agenda Items
Dated This 20th Day Of January, 2022

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

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

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

JUDGE JOSE D. SALINAS
President of the Library Board

-- Regular Meeting Agenda --

1. Call to Order
2. Roll Call

3. Public Comment and Communications

a. Public Comment

The Public has been invited to the Board Meeting.

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

b. Dear CEO Letters and Responses (at meeting)

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

4. Approval of Minutes

a. Regular Meeting, December 13, 2021 (enclosed)

COMMITTEE REPORTS

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

a. Report of the Treasurer – December 2021 (enclosed)

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

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

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

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

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

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

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

9. Report of the Interim Chief Executive Officer

- a. **Confirming Resolutions:**

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

Enclosed.

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

- c. **Update on IPS Library Card Distribution** – Cordia Watkins, Manager, Circulation, will present the Update. (at meeting)

- d. **COVID Update** (at meeting)

1) **Vaccine Clinic Update** – Melissa Wooton and Jena Mattix will provide the Update.

- e. **Update on Proposed Legislation** – Deb Lambert, Director of Collection Development, will provide the Update. (at meeting)

UNFINISHED BUSINESS

10.

NEW BUSINESS

11.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

February 2022 –

INFORMATION

13. Materials

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

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

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

15. Notice of Special Meetings

16. Notice of Next Regular Meeting

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

17. Other Business

18. Adjournment

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 13, 2021

The Indianapolis-Marion County Public Library Board met in person at the Library Services Center, 2450 North Meridian Street, Indianapolis, Indiana and via Zoom on Monday on December 13, 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 in person and electronically: Mr. Biederman, Mr. Bigsbee, Dr. Murtadha, Ms. Payne (Virtual), Rev. Robinson, Judge Salinas and Ms. Tribble.

Members absent: None.

3. **Public Comment and Communications**

a. **Public Comment**

The Public was invited to the Board Meeting.

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

At this time, Connie Thompson, a Morgan County resident who lives in Morgan County but works in Marion County and uses the Library, addressed the Board.

She commented that Ice Miller has never conducted a climate study in the past and questioned why the climate study cost \$100,000. She wanted to know why the Library was spending this amount of money on a law firm to do a study. She reminded everyone that Board member, Dr. Khaula Muradha, had been an advocate for Library employees and initially offered to conduct a climate study for free. It was then determined that this would be a conflict of interest. After repeated requests, she questioned why Judge Salinas was re-elected to the Library Board.

Ken Rogers, an Indianapolis resident, noted that he has a partner that works for the Library and they feel that the Library should be in the hands of the workers.

Noah Lewinger, a Library patron, mentioned that he feels that the climate study is a handout of public money to a private firm. He said that it should not cost \$100,000 and that the public does not have faith in Library leadership. He also expressed his dissatisfaction with the Library Board.

Dr. Derek Ford advised that he feels that Judge Salinas should resign and that the survey could drag the climate study process out. Everyone needs to remember that surveys don't produce miracles. He noted that a union-run initiative should address the problem.

Stephen Lane, a Haughville resident and former IndyPL Special Collections Librarian, commented that staff has shared information concerning grievances at the Library, including those involving sexual harassment. He mentioned an incident when the former CEO had changed the thermostat so that it was colder in the Collection Development Area of the Library Services Center building. He stated that this was done so the staff working in that area would complain. He continues to stand in solidarity with IndyPL workers. It is his opinion that the Board needs new leadership. They need to listen to Library staff. The Board must do better.

Michael Torres, IndyPL employee and President of the Library's Union, AFSCME Local 3395-Indy Library Workers, spoke to the Board. His statement is set out below:

AFSCME Local 3395-Indy Library Workers Year-End Report and Things-to-Come

Conversations with Library leadership began quickly after Jackie was fired, early September. Our union leadership heard admin express the need for open conversation and eagerness to better the relationship with the union. Because the former CEO and HR Director often went unchecked when referencing the union our remedy was to include union leadership in the Executive Committee and Manager Committee meetings. If trust is to be rebuilt then union presence in these committees and discussions is an easy fix. No answer yet but...

We aim for union leadership to be included in these committees/conversations and we'd like to report at next month's board meeting that a resolution has been agreed upon.

Tonight's Appointment List of wages that's on your agenda is a standard procedure. Normally, the union is presented a wages proposals to sign off but has not happened and is mute after you sign off on it tonight. So...

We aim to bring this entire process back to the negotiations table before ANY wages are advertised.

Also, concerning benefits, when the union learned a bonus was being considered for 2021 we asked if that money could be used for an additional percentage added to our hourly rate instead. We were told no because if the hourly rate was increased, next year's salary budget would start off higher. Ok. Don't we have a year to work on the budget to present to CCC? I didn't see that as a problem.

When you consider that the December 12, 2021 article from the US Bureau of Labor Statistics stated: *"The all items index rose 6.8 percent for the 12 months ending November, the largest 12-month increase since the period ending June 1982."*

<https://www.bls.gov/cpi/notices/2021/news-release-correction-2021-12-10.htm>

And the November 11, 2021 Bloomberg article states: *Average hourly earnings rose 4.9% in October from the prior year, higher than the pre-pandemic rate. But the pay boost was still not enough to keep up with inflation running at 6.2% last month.*

<https://www.bloomberg.com/news/articles/2021-11-19/inflation-gives-u-s-workers-ammunition-in-year-end-pay-reviews>

With the exception of the city shutting down last March, our members have not stopped working since this pandemic began almost two years ago. Service interruptions were minimal but system wide. Even with the very publicly debated disagreements between the Library leadership and the union on the subject of weddings continuing we showed up to serve our community. We know that extra percentage would've helped.

Budgets have been planned way in advance before the union is consulted and that has to change. We aim to be there at the beginning.

Quite a few people at the top are doing phenomenally well when it comes to salaries. For example, I've been here 24 years and I've not even hit midpoint in my salary. In comparison, a few who have been here way less time, some a few months, are closer to their midpoint than I am. I'm not making it about me, this is happening system wide.

Climate Study

Last month, Ice Miller facilitator, Myra Selby gave an update on the Climate Improvement Study and as a Go-Team member I'd like to say, our group is taking on a lot of work and a huge responsibility. I strongly suggested in our last Go Team meeting that the entire process be spelled out to staff; from beginning to end, as many ways as needed if they wanted healthy participation because once Ice Miller collects and analyzes the data we are on our own to make any changes. It's not clear who will be responsible for deciding what changes to make. Maybe that's coming but I'm concerned any unknowns could hinder participation and if this fails will we be blamed? It feels like a Catch-22 situation.

Our community deserves to know that their library workers who are providing the services and resources they ask for are in positive work environment. That's our commitment.

Thank you,

Michael Torres, president
AFSCME Local 3395-Indy Library Workers

Dr. Murtadha commented that she had no idea that AFSCME was going to speak this evening. She then thanked all those that spoke and acknowledged the importance of what they said.

b. Dear CEO Letters and Responses

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

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

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

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

a. Regular Meeting, November 22, 2021

The minutes from the Regular Meeting held November 22, 2021 had been distributed to the Board.

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

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

b. **Annual Meeting, November 22, 2021**

The minutes from the Annual Meeting held November 22, 2021 had been distributed to the Board.

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

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

c. **Special Meeting, August 10, 2021**

The minutes from the Special Meeting held August 10, 2021 had been distributed to the Board.

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

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

COMMITTEE REPORTS

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

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

Carolyn Adams, Interim Chief Financial Officer, discussed the Report of the Treasurer that had been presented to the Board. She advised that as of November 2021, our YTD revenue is \$31.5 million and our YTD expenditures are approximately \$38.5 million. Fines revenue is down approximately 95%. She advised that we are on track from where we have been historically and where we expected to be for this year.

John Helling, Interim CEO, mentioned that as part of the long term plan to keep up with the cost of living, the Library hoped to get additional tax revenue from the City of Indianapolis. That conversation is ongoing. He noted that it is anticipated that the new permanent CFO will implement plans regarding additional forms of revenue. It was also mentioned that there was not an opportunity to use Covid funds for salaries.

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

b. **Resolution 66 – 2021** (Transfer from Operating Fund to Rainy Day Fund)

Ms. Adams noted that it is being recommended that \$1 million be transferred from the Operating Fund to the Rainy Day Fund. There is no impact on the total Budget.

After full discussion and careful consideration of Resolution 66 – 2021, the resolution was adopted on the motion of Ms. Payne and seconded by Dr. Murtadha, to approve Resolution 66 – 2021, the Transfer from Operating Fund to Rainy Day Fund.

Resolution 66 – 2021 was approved on the following roll call vote:

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

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

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

Ms. Tribble requested that Ms. Payne discuss the Racial Equity Training that had been offered to the Library Board and staff.

Ms. Payne explained that the training is hosted by IPS. She was pleased to note that every Board member has now taken the training.

Ms. Tribble mentioned that the anticipated Climate Study Survey was sent to all staff and will be open for two weeks for staff to complete. Upon receipt of the completed surveys, Ice Miller will analyze the information and then deliver a report to the Library with actionable items.

Ms. Payne inquired if Ice Miller will conduct training for staff.

Ms. Tribble replied that they would not be conducting the training. The Go Team, made up of Library staff and other stakeholders, will be responsible for initially reviewing the items suggested by Ice Miller.

Dr. Murtadha felt that the Board should have been informed throughout the process conducted by Ice Miller and not have been made to wait until the process was complete.

Judge Salinas stated that it's better for the Board to know when the work is ongoing.

Ms. Payne asked if the final report would go to the Diversity, Policy and HR Committee first and then to the Board.

Per Ms. Tribble, it is anticipated that the report will go directly to the Board.

Ms. Tribble reminded everyone again that when the work has been completed, then Ice Miller will issue a report.

Dr. Murtadha commented that Ice Miller should have updated the Board in more detail throughout the process rather than wait until the end of the process to report findings.

On another matter, Ms. Tribble noted that the Library will be issuing a RFP to select a firm that will conduct a national search for a new CEO. They hope to have a new CEO in place by the third quarter of 2022.

a. **Resolution 67 – 2021** (Appointment List)

Tisha Galarce, Interim Human Resources Director, explained to the Board that the Appointment List lists the full-time and part-time benefit-eligible staff and the non-benefit eligible staff of the Library per job title and authorizes the adjustment of individual bi-weekly salaries and hourly rates.

After full discussion and careful consideration of Resolution 67 – 2021, the resolution was adopted on the motion of Ms. Tribble and seconded by Mr. Bigsbee, to approve Resolution 67 – 2021, the Appointment List.

Resolution 67 – 2021 was approved on the following roll call vote:

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

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

b. **Resolution 68 – 2021** (Approval of IMCPL Acceptable Use Policy)

Shanika Heyward, IT Director, explained that each year the Library Board must conduct an annual review of the Library's Acceptable Use Policy. The Policy pertains to internet access and usage, electronic access and use of the Library's online resources and computer usage.

The Board is requested to determine that the Policy is prudent and in the interest of the Library and its patrons.

Ms. Heyward confirmed that there were no changes to the Policy from last year.

After full discussion and careful consideration of Resolution 68 – 2021, the resolution was adopted on the motion of Mr. Bigsbee, and seconded by Mr.

Robinson, to approve Resolution 68 – 2021, the Approval of IMCPL Acceptable Use Policy.

Resolution 68 – 2021 was approved on the following roll call vote:

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

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

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

- a. **Resolution 69 – 2021** (Approval to Establish the Guaranteed Maximum Price with The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project)

Mike Coghlan, Interim Facilities Director, discussed Resolution 69 – 2021.

He advised that the Guaranteed Maximum Price Proposal from The Skillman Corporation for the Project is \$11,161,503. This amount is consistent with the Project's budget. It was noted that the subcontractor base bids utilize 22.26% of funds with XBE vendors.

After full discussion and careful consideration of Resolution 69 – 2021, the resolution was adopted on the motion of Mr. Bigsbee, and seconded by Dr. Murtadha, to approve Resolution 69 – 2021, the Approval to Establish the Guaranteed Maximum Price with The Skillman Corporation Serving as the Construction Manager as Constructor for the Fort Ben Branch Project.

Resolution 69 – 2021 was approved on the following roll call vote:

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

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

- b. **Resolution 70 – 2021** (Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project)

Mr. Coghlan then reviewed Resolution 70 – 2021.

He mentioned that the Guaranteed Maximum Price Proposal from Powers & Sons Construction Company, Inc. for the Project is \$11,412,448. This amount is

consistent with the Project's budget. It was pointed out that the subcontractor base bids utilize 51.84% of funds with XBE vendors.

After full discussion and careful consideration of Resolution 70 – 2021, the resolution was adopted on the motion of Mr. Bigsbee and seconded by Rev. Robinson, to approve Resolution 70 – 2021, the Approval to Establish the Guaranteed Maximum Price with Powers & Sons Serving as the Construction Manager as Constructor for the Glendale Branch Replacement Project.

Resolution 70 – 2021 was approved on the following roll call vote:

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

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

8. Library Foundation Update

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

News

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

Congratulations to the Library and the Polis Center for launching the Encyclopedia of Indianapolis (indyencyclopedia.org) on November 18, 2021. We are within \$50,000 of completing our initial fundraising goal of \$2.17 million. So far, we have received major support from Lilly Endowment, Inc., Allen Whitehall Clowes Charitable Foundation; R. B. Annis Educational Foundation; The Indianapolis Foundation Library Fund; Nicholas H. Noyes, Jr. Memorial Foundation; Jackie Nytes; and an anonymous donor. We have also received generous gifts from the Encyclopedia's Civic Advisory Committee and the community. If you would like to support this project, text EOI to 317-967-9287 or contact us at 317-275-4700.

Congratulations to the African American History Committee on a successful Fall Fest and Slammin' Rhymes Challenge XV held at Central Library on November 20, 2021. The Foundation was proud to support his event, which featured several poets and performers, as well as a moving keynote address by Sybrina Fulton, the mother of Trayvon Martin.

Donors

The Foundation thanks 217 donors who made gifts last month. Our top contributors were 92.3 ATTS/Live Nation Worldwide and Comcast.

Program Support

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

Both Ms. Payne and Judge Salinas expressed their deep appreciation to the Foundation for providing the funding necessary for the Racial Equity Training that has been attended by Library Board members and staff.

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

Mr. Helling requested that the Board approve Resolution 71 – 2021 Regarding Finances, Personnel and Travel. He mentioned that it was a routine report this month.

1) **Resolution Regarding Finances, Personnel and Travel (71 – 2021)**

Rev. Robinson made the motion, which was seconded by Mr. Bigsbee, to approve Resolution 71 – 2021, the Resolution Regarding Finances, Personnel and Travel.

Resolution 71 – 2021 was approved on the following roll call vote:

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

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

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

Mr. Helling reviewed the December 2021 Roadmap that he had provided to the Board. He shared info about the initiatives that the Interim CEO, Executive Committee, Public Services staff, Facilities staff, Collection Management Services Area (“CMSA”) staff, Communications staff, IT department, and the Finance team can focus on moving forward. He commented that the items are the result of direct feedback from staff as the Interim CEO visited branches, held office hours and solicited Town Hall questions.

He pointed out that CMSA is looking for new ways to track representation in our collection so that we can know how our books are representing diverse populations. CMSA is working with Garrett Mason, Strategic Planning and Assessment Officer, to create a dashboard to help staff keep track of this information.

c. **Demonstration of the Digital Encyclopedia of Indianapolis (“DEOI”)**

Mr. Helling introduced Matt Nowlin from the Polis Center at IUPUI.

Mr. Nowlin then proceeded to give his demonstration on how to access information in the new DEOI on line.

d. **My First 159 Days at Indianapolis Public Library and Counting...**

Mr. Helling then introduced Yanna McGraw, IndyPL’s first in-house Social Worker, who gave her PowerPoint presentation about her first 159 days at the Library.

She shared information about her work that involves identifying and meeting patron needs in terms of housing, mental health challenges, seeking primary care, substance abuse, and case management. Ms. McGraw commented that she hopes to learn more ways to support staff internally.

Dr. Murtadha and Judge Salinas thanked Ms. McGraw for her presentation.

UNFINISHED BUSINESS

10. None.

NEW BUSINESS

11. None.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

January, 2022 - None

INFORMATION

13. **Materials**

None.

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

- a. **Board Meetings for 2022 Schedule** was distributed.
- b. **Library Programs/Free Upcoming Events** may be found at attend.indypl.org.

15. **Notice of Special Meetings**

None.

16. Notice of Next Regular Meeting

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

17. Other Business

None.

18. Adjournment

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

The Chairman then declared the meeting adjourned at 8:15 p.m.

Raymond Biederman, Secretary to the Board



**Indianapolis-Marion County Public Library
Report of the Treasurer for December 2021
Prepared by Accounting for the January 24, 2022 Board Meeting**

5a

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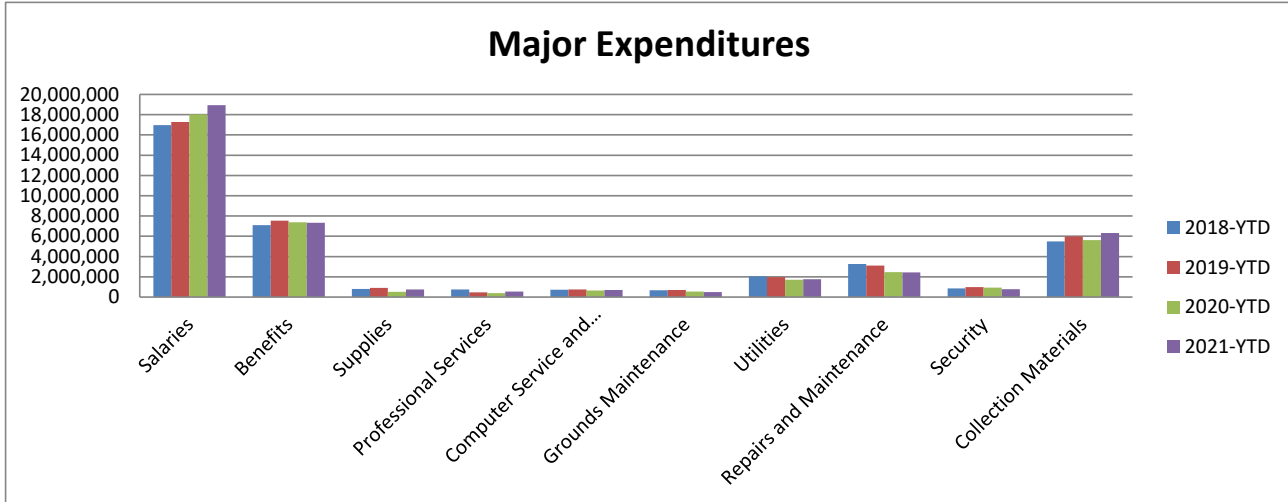
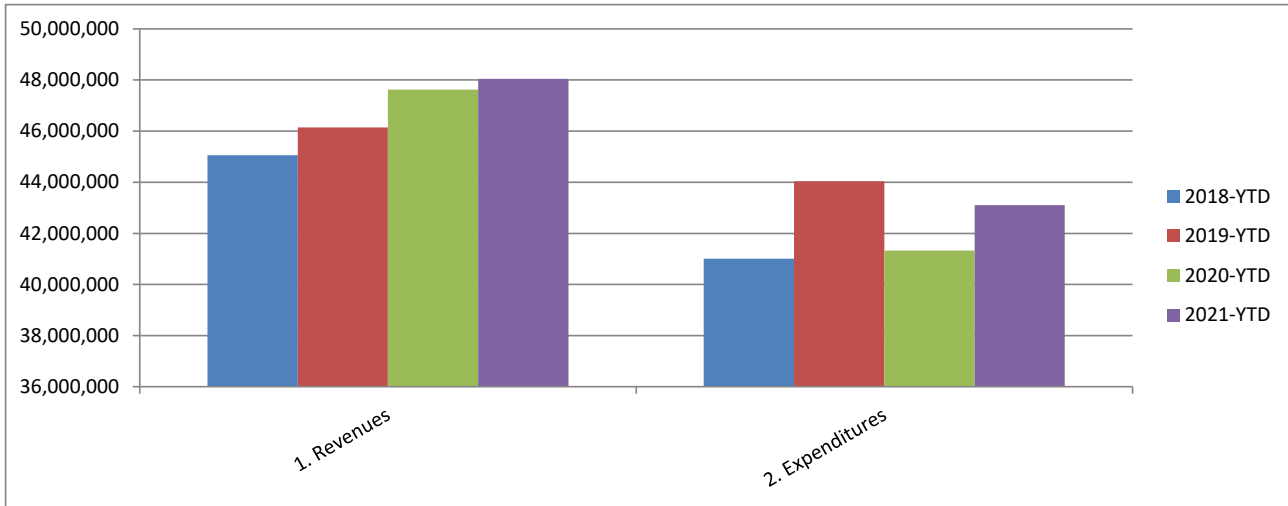
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**Indianapolis-Marion County Public Library
Operating Fund Revenues and Expenditures
Month Ended December 31, 2021**

Revenue		Annual			% Budget Received
		2021 Revised Budget	Actual MTD 12/31/2021	Actual YTD 12/31/2021	
Property Taxes	31	37,083,732	14,164,351	38,295,999	103%
Intergovernmental	33	7,436,719	2,256,109	8,388,603	113%
Fines & Fees	35	165,918	8,554	117,029	71%
Charges for Services	34	555,491	54,715	490,437	88%
Miscellaneous	36	882,878	25,004	756,489	86%
Total		46,124,738	16,508,733	48,048,558	104%

Expenditures		Annual			% Budget Spent
		2021 Revised Budget	Actual MTD 12/31/2021	Actual YTD 12/31/2021	
Personal Services & Benefits	41	29,499,872	2,566,495	26,536,837	90%
Supplies	42	1,517,659	75,324	760,940	50%
Other Services and Charges	43	16,859,316	2,066,626	13,112,679	78%
Capital Outlay	44	3,688,122	148,828	2,958,373	80%
Total		51,564,969	4,857,272	43,368,830	84%

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



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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	45,409,231	45,409,231	14,164,351	38,295,999	-	7,113,232
311300 PROPERTY TAX CAPS	(9,161,750)	(8,325,499)	-	-	-	(8,325,499)
TAXES Total	36,247,481	37,083,732	14,164,351	38,295,999	-	(1,212,267)
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	395,000	395,000	13,148	287,965	-	107,035
335100 FINANCIAL INSTITUTION TAX REV	298,260	298,260	287,359	448,239	-	(149,979)
335200 LICENSE EXCISE TAX REVENUE	2,585,701	2,585,701	1,433,377	2,956,723	-	(371,022)
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	3,854,584	-	-
335500 COUNTY OPTION INCOME TAX	-	-	42,395	527,705	-	(527,705)
335700 COMMERCIAL VEHICLE TAX REVENUE	273,734	273,734	144,155	288,310	-	(14,576)
339000 IN LIEU OF PROP. TAX	29,440	29,440	14,459	25,078	-	4,362
INTERGOVERNMENTAL Total	7,436,719	7,436,719	2,256,109	8,388,603	-	(951,884)
CHARGES FOR SERVICES						
347601 PUBLIC PRINTING REVENUE	303,631	303,631	21,494	286,405	-	17,226
347602 FAX TRANSMISSION REVENUE	62,553	62,553	8,578	111,653	-	(49,100)
347603 PROCTORING EXAMS	3,469	3,469	28	515	-	2,954
347604 PLAC CARD DISTRIBUTION REVENUE	55,000	55,000	-	20,257	-	34,743
347605 USAGE FEE REVENUE	2,520	2,520	10,950	20,213	-	(17,693)
347606 SET-UP & SERVICE - TAXABLE	17,888	17,888	750	9,338	-	8,551
347607 SET-UP & SERVICE - NON-TAXABLE	14,420	14,420	675	5,015	-	9,405
347608 SECURITY SERVICES REVENUE	19,784	19,784	1,170	5,980	-	13,804
347609 EVENT SECURITY	-	-	360	3,576	-	(3,576)
347620 CAFE REVENUE	10,000	10,000	559	4,505	-	5,495
347621 CATERING REVENUE	66,226	66,226	10,151	22,982	-	43,244
CHARGES FOR SERVICES Total	555,491	555,491	54,715	490,437	-	65,054
FINES						
351200 FINES	153,000	153,000	7,758	107,833	-	45,167
351201 OTHER CARD REVENUE	1,163	1,163	260	2,592	-	(1,429)
351202 HEADSET REVENUE	5,708	5,708	224	2,447	-	3,261
351203 USB REVENUE	4,479	4,479	238	3,182	-	1,297
351204 LIBRARY TOTES	1,568	1,568	73	976	-	592
FINES Total	165,918	165,918	8,554	117,029	-	48,889
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	2,500	2,500	(109)	20,877	-	(18,377)
360001 REVENUE ADJUSTMENT	-	-	1	1	-	(1)
361000 INTEREST INCOME	90,000	90,000	2,731	36,493	-	53,507
362000 FACILITY RTL REV - TAXABLE	128,422	128,422	9,405	95,132	-	33,290
362001 FACILITY RENTAL REV - NONTAX	36,539	36,539	1,220	3,340	-	33,199
362002 EQUIPMENT RENTAL REV - TAXABLE	18,064	18,064	600	6,775	-	11,289
362003 EQUIPMENT RENTAL REV - NONTAX	2,353	2,353	-	-	-	2,353
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	502,878	502,878	13,848	387,617	-	115,261
OTHER FINANCING SRCS						

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
392100 SALE OF SURPLUS PROPERTY	-	-	-	193,274	-	(193,274)
396000 REFUNDS	5,000	5,000	-	22,012	-	(17,012)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	11,157	129,534	-	45,466
399001 INSURANCE REIMBURSEMENTS	200,000	200,000	-	24,052	-	175,948
OTHER FINANCING SRCS Total	380,000	380,000	11,157	368,872	-	11,128

REVENUE Total	45,288,487	46,124,738	16,508,733	48,048,558	-	(1,923,820)
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EXPENSE

PERSONAL SERVICES

411000 SALARIES APPOINTED STAFF	18,522,517	18,581,795	1,770,581	17,929,196	66,425	586,174
412000 SALARIES HOURLY STAFF	1,805,589	1,784,497	114,129	1,018,241	-	766,256
413000 WELLNESS	45,000	45,000	-	25,391	-	19,609
413001 LONG TERM DISABILITY INSURANCE	44,957	55,157	2,019	52,642	-	2,515
413002 EMPLOYEE ASSISTANCE PROGRAM	23,970	23,970	3,200	17,600	1,600	4,770
413003 TUITION ASSISTANCE	30,000	30,000	-	8,449	-	21,551
413100 FICA AND MEDICARE	1,555,100	1,558,021	139,567	1,383,232	5,080	169,709
413300 PERF/INPRS	2,630,197	2,630,197	249,544	2,497,502	-	132,695
413400 UNEMPLOYMENT COMPENSATION	20,000	23,463	-	16,477	3,385	3,601
413500 MEDICAL & DENTAL INSURANCE	4,737,323	4,728,044	284,255	3,554,888	-	1,173,155
413600 GROUP LIFE INSURANCE	39,729	39,729	3,200	33,221	-	6,508
PERSONAL SERVICES Total	29,454,382	29,499,872	2,566,495	26,536,837	76,490	2,886,544

SUPPLIES

421500 OFFICE SUPPLIES - FAC/PURCH	710,120	603,577	68,672	362,827	66,294	174,456
421600 LIBRARY SUPPLIES	106,000	113,148	2,594	71,584	37,848	3,715
421700 DEPARTMENT OFFICE SUPPLIES	320,020	325,823	(1,233)	199,433	30,033	96,357
422210 GASOLINE	44,880	46,197	1,021	15,532	9,718	20,948
422250 UNIFORMS	8,160	9,311	1,084	4,491	1,984	2,836
422310 CLEANING & SANITATION	169,950	179,244	3,185	85,846	6,306	87,092
429001 NON CAPITAL FURNITURE & EQUIP	240,360	240,360	-	21,227	1,349	217,784
SUPPLIES Total	1,599,490	1,517,659	75,324	760,940	153,531	603,188

OTHER SERVICES AND CHARGES

431100 LEGAL SERVICES	219,000	357,160	135	234,435	122,500	225
431500 CONSULTING SERVICES	278,320	880,389	4,896	317,016	469,811	93,561
432100 FREIGHT & EXPRESS	7,070	7,530	574	5,334	535	1,660
432200 POSTAGE	65,265	71,322	2,030	37,742	-	33,580
432300 TRAVEL	33,280	32,890	550	2,646	-	30,244
432400 DATA COMMUNICATIONS	278,400	282,190	17,446	265,269	16,920	1
432401 CELLULAR PHONE	10,890	10,890	832	10,037	-	853
432500 CONFERENCES	132,000	53,400	1,192	6,979	-	46,421
432501 IN HOUSE CONFERENCE	78,000	158,000	(19,766)	68,931	21,159	67,910
433100 OUTSIDE PRINTING	154,000	99,206	(11,564)	58,779	13,915	26,511
433200 PUBLICATION OF LEGAL NOTICES	1,810	1,810	193	1,589	-	221
434100 WORKER'S COMPENSATION	172,612	109,762	-	79,309	-	30,453
434200 PACKAGE	268,854	187,812	-	170,912	-	16,901
434201 EXCESS LIABILITY	11,514	18,049	-	18,049	-	-
434202 AUTOMOBILE	21,797	21,967	-	21,967	-	-
434500 OFFICIAL BONDS	1,112	1,112	-	975	-	137
434501 PUBLIC OFFICIALS & EE LIAB	17,798	22,136	-	22,136	-	-
434502 BROKERAGE FEE	20,000	20,000	-	10,000	10,000	-
435100 ELECTRICITY	1,236,709	1,359,751	67,263	830,564	387,291	141,896
435200 NATURAL GAS	167,793	189,305	8,289	105,320	26,179	57,805
435300 HEAT/STEAM	408,194	424,418	21,360	222,922	151,321	50,175
435400 WATER	87,574	94,034	3,447	47,162	39,298	7,574
435401 COOLING/CHILLED WATER	564,737	587,190	22,310	479,394	72,387	35,408

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
435500 STORMWATER	28,512	28,512	56	23,666	56	4,790
435900 SEWAGE	100,725	106,497	3,469	45,923	56,029	4,545
436100 REP & MAINT-STRUCTURE	746,361	824,074	66,821	570,872	179,062	74,141
436101 ELECTRICAL	487,437	475,371	38,310	282,706	74,817	117,849
436102 PLUMBING	102,000	88,025	4,020	56,692	2,320	29,013
436103 PEST SERVICES	35,700	38,646	4,674	17,588	9,358	11,700
436104 ELEVATOR SERVICES	139,740	215,931	11,900	162,057	31,465	22,409
436110 CLEANING SERVICES	1,176,936	1,252,182	146,655	933,285	128,504	190,393
436200 REP & MAINT-EQUIPMENT	221,340	174,166	5,766	126,335	24,051	23,781
436201 REP & MAINT-HEATING & AIR	476,340	507,452	18,831	245,349	151,097	111,006
436202 REP & MAINT -AUTO	64,260	67,431	10,540	45,622	7,728	14,081
436203 REP & MAINT-COMPUTERS	355,100	355,750	22,807	320,249	-	35,501
437200 EQUIPMENT RENTAL	86,908	86,908	369	56,321	-	30,587
437300 REAL ESTATE RENTAL	343,575	343,575	25,283	287,648	-	55,927
439100 CLAIMS, AWARDS, INDEMNITIES	25,750	25,750	-	-	-	25,750
439600 TRASH REMOVAL	71,404	84,293	14,243	77,026	7,101	166
439601 SNOW REMOVAL	419,910	374,284	-	235,600	41,391	97,293
439602 LAWN & LANDSCAPING	343,082	254,082	24,692	190,520	12,555	51,007
439800 DUES & MEMBERSHIPS	58,230	60,912	292	48,842	-	12,070
439901 COMPUTER SERVICES	366,100	441,900	46,129	265,628	1,992	174,280
439902 PAYROLL SERVICES	140,000	140,000	16,689	117,274	-	22,726
439903 SECURITY SERVICES	1,255,543	1,266,937	27,384	768,253	290,401	208,283
439904 BANK FEES/CREDIT CARD FEES	66,950	67,151	5,448	67,151	-	-
439905 OTHER CONTRACTUAL SERVICES	679,376	675,564	39,057	517,982	56,345	101,237
439906 RECRUITMENT EXPENSES	29,000	29,000	273	22,045	-	6,955
439907 EVENTS & PR	54,200	97,980	57	52,416	20,315	25,250
439910 PROGRAMMING	77,500	78,837	5,009	25,305	-	53,533
439911 PROGRAMMING-JUV.	150,000	151,201	7,215	45,874	3,736	101,590
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	3,497,780	387,644	3,473,180	24,600	-
451100 AUDIT FEES	15,000	28,803	13,803	13,803	15,000	-
452002 TRANSFERS IN/OUT	-	-	1,000,000	1,000,000	-	(1,000,000)
OTHER SERVICES AND CHARGES TOTAL	15,483,708	16,859,316	2,066,626	13,112,679	2,469,239	1,277,398
CAPITAL						
443500 BUILDING	-	9,481	-	-	-	9,481
445100 CAPITAL - FURNITURE	-	30,200	-	8,113	11,762	10,325
445200 VEHICLES	-	42,257	-	42,257	-	-
445301 COMPUTER EQUIPMENT	270,500	262,300	-	66,475	163,938	31,888
449000 BOOKS & MATERIALS	3,160,296	3,323,883	148,828	2,841,529	6,571	475,784
449001 PERIODICALS & NEWSPAPERS	-	-	-	-	-	-
449200 ART & EXHIBITS	-	20,000	-	-	19,500	500
CAPITAL Total	3,430,796	3,688,122	148,828	2,958,373	201,770	527,978
EXPENSE Total	49,968,376	51,564,969	4,857,272	43,368,830	2,901,031	5,295,108

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

	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Projected Y-T-D	Revised Budget	Variance
Beginning Balance	\$ 31,372,728	\$ 28,770,156	\$ 26,116,172	\$ 23,403,072	\$ 20,269,203	\$ 20,417,636	\$ 36,363,428	\$ 33,434,513	\$ 30,785,937	\$ 27,626,071	\$ 25,759,641	\$ 24,404,359	\$ 31,372,728	\$ 31,372,728	
Receipts:															
PROPERTY TAX	311000	-	-	1,011,209	2,765,965	16,731,874	-	-	-	1,426,600	2,196,000	14,164,351	38,295,999	37,083,732	1,212,267
PROPERTY TAX CAPS	311300	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-RATE REVENUE	332200	16,128	14,414	14,414	24,139	60,188	14,414	35,945	18,846	13,151	48,762	13,148	287,965	395,000	(107,035)
FINANCIAL INSTITUTION TAX REV	335100	-	-	-	-	160,880	-	-	-	-	-	-	287,359	448,239	298,260
LICENSE EXCISE TAX REVENUE	335200	-	-	-	-	1,523,346	-	-	-	-	-	-	1,433,377	2,956,723	2,585,701
LOCAL OPTION INCOME TAX	335500	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	335500	42,395	42,395	42,395	42,395	61,356	42,395	42,395	42,395	42,395	42,395	42,395	527,705	527,705	527,705
COMMERCIAL VEHICLE TAX REVENUE	335700	-	-	-	-	144,155	-	-	-	-	-	-	144,155	288,310	14,576
IN LIEU OF PROP TAX	339000	-	-	-	-	10,619	-	-	-	-	-	-	14,459	25,078	(4,362)
COPY MACHINE REVENUE	347600	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC PRINTING REVENUE	347601	17,650	19,041	26,898	26,710	24,956	23,862	26,436	27,124	23,575	22,552	21,494	286,405	303,631	(17,226)
FAX TRANSMISSION REVENUE	347602	6,914	7,884	10,922	9,575	8,580	10,594	10,263	11,236	9,963	8,648	8,578	111,653	62,553	49,100
PROCTORING EXAMS	347603	-	25	4	131	26	77	100	15	60	24	28	515	3,469	(2,954)
PLAC CARD DISTRIBUTION REVENUE	347604	-	-	-	-	20,257	-	-	-	-	-	-	-	55,000	(34,743)
USAGE FEE REVENUE	347605	40	-	20	20	120	40	-	8,963	20	20	10,950	20,213	2,520	17,693
SET-UP & SERVICE - TAXABLE	347606	-	-	-	200	980	2,650	250	2,100	2,258	150	750	9,338	17,888	(8,551)
SET-UP & SERVICE - NON-TAXABLE	347607	-	-	-	300	350	750	250	890	2,100	(300)	675	5,015	14,420	(9,405)
SECURITY SERVICES REVENUE	347608	-	(200)	-	120	600	1,530	480	750	930	600	1,170	5,980	19,784	(13,804)
EVENT SECURITY	347609	-	-	-	-	240	840	-	1,080	936	120	360	3,576	-	3,576
PARKING REVENUE	347610	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAFE REVENUE	347620	235	154	153	273	239	404	554	555	540	608	559	4,505	10,000	(5,495)
CATERING REVENUE	347621	-	-	-	-	199	2,426	1,105	6,108	2,993	10,151	22,982	62,226	66,226	(43,244)
FINES	351200	5,300	5,657	10,485	9,943	9,376	12,000	10,038	10,934	10,532	8,254	7,555	107,833	153,000	(45,167)
OTHER CARD REVENUE	351201	65	-	65	455	130	260	585	260	325	455	260	2,592	1,163	1,429
HEADSET REVENUE	351202	99	107	141	144	174	258	308	238	260	215	224	2,447	5,708	(3,261)
USB REVENUE	351203	229	187	336	322	243	248	246	372	318	224	238	3,182	4,479	(1,297)
LIBRARY TOYS	351204	2	21	69	73	105	200	82	81	103	86	82	976	1,568	(592)
MISCELLANEOUS REVENUE	360000	20	59	123	44	5,659	23	59	12,558	168	1,776	497	(109)	20,877	2,500
REVENUE ADJUSTMENT	360001	-	-	-	-	-	-	-	-	-	86	(86)	1	-	1
INTEREST INCOME	361000	3,797	3,235	3,412	3,320	3,402	3,224	2,707	2,702	2,624	2,719	2,620	2,731	36,493	90,000
FACILITY Rtl REV - TAXABLE	362000	1,119	7,510	4,395	9,017	2,903	5,743	14,254	8,954	2,078	18,977	10,777	9,405	95,132	128,422
FACILITY RENTAL REV - NONTAX	362001	-	(1,575)	(1,925)	-	-	-	-	575	1,751	2,474	820	1,220	3,340	36,539
EQUIPMENT RENTAL REV - TAXABLE	362002	200	-	-	-	-	570	1,500	-	1,800	1,605	500	600	6,775	18,064
EQUIPMENT RENTAL REV - NONTAX	362003	-	-	-	-	-	-	-	-	-	-	-	-	-	2,353
FOUNDATION CONTRIBUTION	367000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER GRANTS	367004	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRANSFER-IN	391000	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000
SALE OF SURPLUS PROPERTY	392100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REFUNDS	396000	-	-	-	-	6,004	-	-	-	-	-	-	193,274	-	193,274
REIMBURSEMENT FOR SERVICES	399000	71,621	4,890	185	-	27,390	18,675	-	-	-	-	-	22,012	5,000	17,012
INSURANCE REIMBURSEMENTS	399001	-	-	-	-	10,927	-	-	-	850	29,686	218	11,157	129,534	175,000
										24,052	-	-	24,052	200,000	(175,948)
Total Receipts	487,030	425,019	433,308	1,449,882	3,293,067	19,073,125	452,588	701,880	460,264	2,098,996	2,664,667	16,508,733	48,048,558	46,124,738	1,923,823
Expenditures:															
PERSONAL SERVICES & BENEFITS	41	2,010,731	2,240,418	1,985,043	2,824,513	1,967,224	1,940,637	1,997,192	2,033,152	2,146,855	2,764,005	2,060,572	2,566,495	26,536,837	29,499,872
SUPPLIES	42	45,318	48,724	51,912	38,991	52,233	87,684	67,185	46,764	103,515	57,124	86,167	75,324	760,940	1,517,659
OTHER SERVICES AND CHARGES	43	958,955	792,243	1,071,506	1,351,239	814,447	833,782	1,089,092	815,335	1,031,482	960,691	1,327,282	1,066,625	12,112,678	16,859,316
LIBRARY MATERIALS CAPITAL OUTLAY	44	74,598	1,325	105,787	301,013	311,900	264,682	227,362	447,936	345,447	183,607	545,888	148,828	2,958,373	3,688,122
Total Expenditures	3,089,602	3,082,709	3,214,249	4,515,757	3,145,804	3,126,785	3,380,830	3,343,187	3,627,299	3,965,426	4,019,909	3,857,271	42,368,829	51,564,969	9,196,141
Change in Payables/Petty Cash/Correction* Transfer Out	-	3,707	67,842	(67,994)	1,170	(548)	(672)	(7,270)	7,170	-	(40)	(1,000,000)	(1,000,000)	-	1,000,000
Ending Balance	\$ 28,770,156	\$ 26,116,172	\$ 23,403,072	\$ 20,269,203	\$ 20,417,636	\$ 36,363,428	\$ 33,434,513	\$ 30,785,937	\$ 27,626,071	\$ 25,759,641	\$ 24,404,359	\$ 36,055,821	\$ 36,055,821	\$ 25,932,497	

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

FUND	CASH AND	RECEIPTS	DISBURSEMENTS	CASH AND
	INVESTMENTS			INVESTMENTS
	11/30/2021			12/31/2021
101 Total Operating	24,404,360	16,508,814	4,857,353	36,055,821
104 Total Fines	4	43,295	43,295	4
226 Total Parking Garage	645,138	9,942	7,820	647,261
230 Total Grant	665,129	2	32,723	632,408
245 Total Rainy Day	4,306,874	1,000,426	-	5,307,300
270 Total Shared System	211,580	7,695	19,780	199,494
276 Total Cares Grant Fund	-	-	-	-
277 Total ARP Grant	(6,409)	-	-	(6,409)
301 Total BIRF 1	722,048	3,505,345	1,846,500	2,380,893
321 Total BIRF 2	752,957	3,769,573	3,866,759	655,770
471 Total Library Improvement Reserve Fund	2,432,000	243	-	2,432,243
472 Total Construction	-	-	-	-
474 Total 2014 Multi-Branch Fac Improv	-	-	-	-
475 Total 2015 Bond RFID Books & Materials	-	-	-	-
476 Total 2016 Bond - Michigan Rd	-	-	-	-
477 Total 2017A Bond - Brightwood	-	-	-	-
478 Total 2017B Bond - Eagle	480,612	-	480,612	-
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	1,146,739	-	-	1,146,739
480 Total 2018 BBond - West Perry Branch	565,698	-	-	565,698
481 Total 2019 Bond - LAW WAY Renovation	11,457	-	-	11,457
482 Total 2020 Bond - Fac Renov Equip Acq	3,472,611	-	105,827	3,366,784
483 Total 2021A Bond Glendale BR	144,250	15,353,303	121,173	15,376,380
484 Total 2021B Bond FT Harrison BR	133,150	14,164,367	220,569	14,076,948
485 Total 2021C Bond Energy Cons	54,000	5,520,116	55,870	5,518,247
800 Total Gift	2,133,027	31,188	162,384	2,001,831
806 Total Payroll Liabilities	68,617	101,499	108,117	61,999
812 Total Foundation Agency Fund	1,715	528	1,715	528
813 Total Staff Association Agency Fund	31	-	-	31
814 Total Sales Tax Agency Fund	705	939	711	934
815 Total PLAC Card Revenue Agency Fund	12,647	4,095	-	16,742
Grand Total	42,358,940	60,021,371	11,931,209	90,449,102

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance December 31, 2021	Interest Earned December 31, 2021		Balance November 30, 2021	Interest Earned November 30, 2021
Operating Fund	\$ 7,002,976	\$ 21	Operating Fund	\$ 2,002,956	\$ 16
Grant Fund	\$ 193,395	\$ -	Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,269	\$ 3	Parking Garage	\$ 409,265	\$ 3
Bond & Interest Redemption Fd	\$ -	\$ -	Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -	Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,787	\$ 3	Rainy Day Fund	\$ 404,784	\$ 3
Gift Fund	\$ 88	\$ 2	Gift Fund	\$ 86	\$ 2
2021A Bond (Glendale)	\$ 14,000,011	\$ 11	2021A Bond (Glendale)	\$ -	\$ -
2021B Bond (Fort Harrison)	\$ 13,000,011	\$ 11	2021B Bond (Fort Harrison)	\$ -	\$ -
Total Chase Savings Account	\$ 35,023,922	\$ 51	Total Chase Savings Account	\$ 3,023,871	\$ 24
<i>The average savings account rate for December was 0.01%</i>			<i>The average savings account rate for November was 0.01%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance December 31, 2021	Interest Earned December 31, 2021		Balance November 30, 2021	Interest Earned November 30, 2021
Library Improvement Reserve Fd	\$ 2,230,819	\$ 243	Library Improvement Reserve Fd	\$ 2,230,576	\$ 302
Rainy Day Fund	\$ 3,461,825	\$ 377	Rainy Day Fund	\$ 3,461,448	\$ 469
Total Fifth Third Bank	\$ 5,692,644	\$ 620	Total Fifth Third Bank	\$ 5,692,024	\$ 771
<i>The average investment account rate for December was 0.13%</i>			<i>The average investment account rate for November was 0.16%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance December 31, 2021	Interest Earned December 31, 2021		Balance November 30, 2021	Interest Earned November 30, 2021
Operating Fund	\$ 8,687,997	\$ 2,262	Operating Fund	\$ 8,685,736	\$ 2,237
Rainy Day Fund	\$ 179,952	\$ 46	Rainy Day Fund	\$ 179,906	\$ 44
2017A Brightwood Project Fund	\$ -	\$ -	2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 162,846	\$ -	2018B West Perry Project Fund	\$ 162,846	\$ -
2018A Multi-Project Fund	\$ 751,796	\$ -	2018A Multi-Project Fund	\$ 751,796	\$ -
Bond & Interest Redemption Fd	\$ 28,300	\$ 192	Bond & Interest Redemption Fd	\$ 28,108	\$ 185
2019 Lawrence/Wayne Project Fund	\$ -	\$ -	2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 9,810,891	\$ 2,499	Total Hoosier Fund Account	\$ 9,808,392	\$ 2,467
<i>The average Hoosier Fund account rate for December was 0.30%</i>			<i>The average Hoosier Fund account rate for November was 0.30%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance December 31, 2021	Interest Earned December 31, 2021		Balance November 30, 2021	Interest Earned November 30, 2021
Operating Fund	\$ 6,799,168	\$ 444	Operating Fund	\$ 6,428,501	\$ 361
2015 RFID Project Fund	\$ -	\$ -	2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -	2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ -	\$ -	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	\$ -
Total TrustIndiana Account	\$ 7,340,316	\$ 444	Total TrustIndiana Account	\$ 7,339,872	\$ 361
<i>The average TrustIndiana account rate for December was 0.07%</i>			<i>The average TrustIndiana account rate for November was 0.06%</i>		
<u>U. S. Bank</u>			<u>Previous Month's U.S. Bank</u>		
	Balance December 31, 2021	Interest Earned December 31, 2021		Balance November 30, 2021	Interest Earned November 30, 2021
Operating Fund	\$ 1,053,369	\$ 4	Operating Fund	\$ 1,053,364	\$ 5
Total U. S. Bank	\$ 1,053,369	\$ 4	Total U. S. Bank	\$ 1,053,364	\$ 5
<i>The average U. S. Bank account rate for December was 0.005%</i>			<i>The average U. S. Bank account rate for November was 0.005%</i>		

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

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	14,136,876	14,136,876	6,733,081	14,494,588	-	(357,712)
Property Taxes Total	14,136,876	14,136,876	6,733,081	14,494,588	-	(357,712)
Intergovernmental						
335100 FINANCIAL INSTITUTION T	97,302	97,302	82,922	129,347	-	(32,045)
335200 LICENSE EXCISE TAX REVE	810,160	810,160	411,897	849,649	-	(39,489)
335700 COMMERCIAL VEHICLE TAX	89,302	89,302	41,598	83,196	-	6,106
339000 IN LIEU OF PROP. TAX	8,521	8,521	5,228	9,026	-	(505)
Intergovernmental Total	1,005,285	1,005,285	541,646	1,071,217	-	(65,932)
Miscellaneous						
361000 INTEREST INCOME	-	-	192	2,987	-	(2,987)
Miscellaneous Total	-	-	192	2,987	-	(2,987)
REVENUES Total	15,142,161	15,142,161	7,274,918	15,568,792	-	(426,631)
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	14,750	14,750	400	2,650	-	12,100
438100 PRINCIPAL	15,385,000	15,385,000	5,135,000	15,385,000	-	-
438200 INTEREST	1,467,665	1,467,665	577,859	1,467,665	-	-
Other Services and Charges Total	16,867,415	16,867,415	5,713,259	16,855,315	-	12,100
EXPENSES Total	16,867,415	16,867,415	5,713,259	16,855,315	-	12,100

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	426	4,138	-	25,862
MISCELLANEOUS Total	30,000	30,000	426	4,138	-	25,862
OTHER FINANCING SRCS						
391000 TRANSFER IN	-	-	1,000,000	1,000,000	-	(1,000,000)
399000 REIMBURSEMENT FOR SERVICES	-	-	-	18,339	-	(18,339)
OTHER FINANCING SRCS Total	-	-	1,000,000	1,018,339	-	(1,018,339)
REVENUE Total	30,000	30,000	1,000,426	1,022,476	-	(992,476)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	100,000	48,369	-	48,369	-	-
431200 ENGINEERING & ARCHITECTURAL	400,000	1,650,024	-	1,120,226	41,568	488,230
431500 CONSULTING SERVICES	-	94,140	-	70,864	23,276	-
433200 PUBLICATION OF LEGAL NOTICES	-	1,626	-	1,626	-	-
438400 ISSUANCE COSTS	-	5,858	-	5,858	-	-
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	500,000	1,800,016	-	1,246,942	64,844	488,230
CAPITAL						
441000 LAND	1,000,000	1,000,000	-	934,968	-	65,032
443500 BUILDING	1,500,000	212,164	-	35,553	-	176,611
CAPITAL Total	2,500,000	1,212,164	-	970,521	-	241,643
EXPENSE Total	3,000,000	3,012,180	-	2,217,463	64,844	729,873

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	20,000	20,000	243	1,974	-	18,026
MISCELLANEOUS Total	20,000	20,000	243	1,974	-	18,026
REVENUE Total	20,000	20,000	243	1,974	-	18,026
EXPENSE						
OTHER SERVICES AND CHARGES						
436100 REP & MAINT-STRUCTURE	-	28,441	-	28,441	-	-
OTHER SERVICES AND CHARGES TOTAL	-	28,441	-	28,441	-	-
CAPITAL						
444501 COMPUTER SOFTWARE	-	2,550	-	2,550	-	-
CAPITAL Total	-	2,550	-	2,550	-	-
EXPENSE Total	-	30,991	-	30,991	-	-

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	120,000	120,000	9,429	100,432	-	19,568
347611 EVENTS PARKING	8,000	8,000	500	5,608	-	2,393
CHARGES FOR SERVICES Total	128,000	128,000	9,929	106,039	-	21,961
MISCELLANEOUS						
360001 REVENUE ADJUSTMENT	-	-	10	(39)	-	39
361000 INTEREST INCOME	1,000	1,000	3	54	-	946
MISCELLANEOUS Total	1,000	1,000	13	15	-	985
REVENUE Total	129,000	129,000	9,942	106,054	-	22,946
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,000	2,352	-	2,352	-	-
421500 OFFICE SUPPLIES - FAC/PURCH	6,000	5,648	-	1,222	-	4,426
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	8,100	8,100	-	3,574	-	4,526
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	5,000	-	4,033	-	968
431500 CONSULTING SERVICES	-	10,280	7,365	7,365	2,915	-
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	-	11,000	-	1,000
432200 POSTAGE	100	100	-	-	-	100
432400 DATA COMMUNICATIONS	6,000	6,000	20	3,945	-	2,055
434201 EXCESS LIABILITY	7,000	7,000	-	4,293	-	2,707
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	-	684	-	7,316
436201 REP & MAINT-HEATING & AIR	123,062	112,782	-	-	-	112,782
439904 BANK FEES/CREDIT CARD FEES	7,000	7,000	435	3,272	-	3,728
439905 OTHER CONTRACTUAL SERVICES	52,000	52,000	-	36,437	-	15,563
OTHER SERVICES AND CHARGES TOTAL	243,162	243,162	7,820	74,629	2,915	165,619
CAPITAL						
445300 CAPITAL - EQUIPMENT	184,446	309,732	-	128,746	-	180,985
CAPITAL Total	184,446	309,732	-	128,746	-	180,985
EXPENSE Total	435,708	560,994	7,820	206,949	2,915	351,130

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347640 SHARED SYSTEM REVENUE	-	-	7,695	106,897	-	(106,897)
CHARGES FOR SERVICES Total	-	-	7,695	106,897	-	(106,897)
REVENUE Total	-	-	7,695	106,897	-	(106,897)
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	62,942	62,942	5,842	63,941	-	(999)
413100 FICA AND MEDICARE	4,815	4,815	415	4,477	-	338
413300 PERF/INPRS	8,938	8,938	830	9,080	-	(142)
PERSONAL SERVICES Total	76,695	76,695	7,087	77,498	-	(804)
SUPPLIES						
421600 LIBRARY SUPPLIES	5,000	4,310	-	4,226	-	84
SUPPLIES Total	5,000	4,310	-	4,226	-	84
OTHER SERVICES AND CHARGES						
431500 CONSULTING SERVICES	5,000	3,088	-	-	-	3,088
432300 TRAVEL	1,500	1,500	-	-	-	1,500
432501 IN HOUSE CONFERENCE	250	250	-	-	-	250
439901 COMPUTER SERVICES	916	1,916	1,537	1,657	-	259
439905 OTHER CONTRACTUAL SERVICES	-	1,913	-	990	-	923
439907 EVENTS & PR	500	500	-	-	-	500
439909 REIMBURSEMENT FOR SERVICES EXP	75,000	75,000	11,157	11,157	-	63,844
439930 MATERIALS CONTRACTUAL	14,000	14,000	-	9,488	-	4,512
OTHER SERVICES AND CHARGES TOTAL	97,166	98,166	12,694	23,292	-	74,874
EXPENSE Total	178,861	179,171	19,780	105,016	-	74,155

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

	MTD	YTD
REVENUE		
MISCELLANEOUS		
334700 GRANTS - LSTA	-	12,680
334720 GRANTS - STATE	-	2,288
360000 MISCELLANEOUS REVENUE	-	179
360001 REVENUE ADJUSTMENT	-	-
361000 INTEREST INCOME	2	26
367000 FOUNDATION CONTRIBUTION	31,188	2,376,922
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 OTHER GRANTS	-	428,450
396000 REFUNDS	-	-
399000 REIMBURSEMENT FOR SERVICES	-	(4,795)
MISCELLANEOUS Total	31,190	2,815,750

REVENUE Total	31,190	2,815,750
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EXPENSE		
00005011 - PROGRAM FOOD PDSA	-	75
00005012 - AQUARIUM MAINTENANCE MULTI-BRANCH	-	4,933
00015001 - CENTRAL UNRESTRICTED GIFT	4,189	4,189
00015007 - CBLC CENTER FOR BLACK LIT & CULTURE	11,165	127,346
00025001 - COLLEGE UNRESTRICTED GIFT	-	-
00045001 - IRVINGTON UNRESTRICTED GIFT	-	316
00055001 - BRIGHTWOOD UNRESTRICTED GIFT	-	137
00065001 - DECATUR UNRESTRICTED GIFT	-	54
00075001 - EAGLE UNRESTRICTED GIFT	-	61
00095001 - E. WASHINGTON UNRESTRICTED GIFT	150	464
00125001 - HAUGHVILLE UNRESTRICTED GIFT	-	36
00135001 - LAWRENCE UNRESTRICTED GIFTS	1,150	2,283
00145001 - NORA UNRESTRICTED GIFTS	1,966	5,141
00155001 - PIKE UNRESTRICTED GIFTS	-	62
00155005 - PIKE AQUARIUM	-	930
00165001 - GARFIELD PARK UNRESTRICTED GIFTS	-	483
00185001 - SPADES PRK UNRESTRICTED GIFTS	-	592
00195001 - WAYNE UNRESTRICTED GIFTS	-	656
00215001 - FRANKLIN RD UNRESTRICTED GIFTS	-	1,316
00225001 - WARREN UNRESTRICTED GIFTS	31	31
00285001 - BEECH GROVE UNRESTRICTED GIFTS	-	600

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

	MTD	YTD
00405001 - CEO UNRESTRICTED GIFTS	(2,231)	9,219
00405010 - DIGITAL ENCYCLOPEDIA OF INDPLS DEOI	1,488	507,656
00425002 - LIBRARY MATERIALS MEMORIAL FUND	22	(2,302)
00425003 - LIBRARY MATERIALS ESTATE GIFTS	-	26,664
00425010 - LILLY CITY DIGITIZATION	11,180	88,225
00425015 - LSTA DIGITIZING LA VOZ DE INDIANA	-	10,680
17005012 - READY TO READ 2017	-	-
18005012 - READY TO READ	-	-
18015015 - CURVESIDE RIDE - LEARNING CURVE	-	-
18015018 - #CODECAFE AT CENTRAL MAKERSPACE	-	-
18015025 - IMAGINE IT! WINNER-QUIET CAVE	-	-
18055010 - GROW WITH GOOGLE	3,445	36,117
18085010 - NE CORRIDOR COMMUNITY READERS E38	-	-
18245013 - POCKET PARK STORYWALK TCM	-	278
18455012 - SONS MODERN AFRICAN AMERICAN MALE	-	-
18455014 - WORLD LANGUAGE BOOK GIVEAWAYS 2018	-	-
18465011 - SCHOOL LIBRARY CARDS	-	10,901
19155001 - LAUNDROMAT PROGRAMMING PIKE	-	169
19420515 - COMMUNITY CORE COLLECTION CMSA	-	1,434
19425012 - HI-LO BOOKS COLLECTION	1,213	8,942
19425022 - SIMON LOVE OF READING	-	180
20005010 - TEEN ADVISORY GRP MULTI-BRANCH	-	327
20005012 - READY TO READ 2020	-	5
20005013 - SUMMER READING PROGRAM 2020	-	2,300
20005014 - CAREER CENTER 2020	-	185
20005026 - TEEN SPACES MULTI-BRANCH	-	1,102
20005027 - ADULT BOOK DISCUSSIONS MULTI-BRANCH	-	138
20005028 - CODING & TECH FOR ADULTS MULTI BRAN	-	2,185
20015016 - SIMPLE AFFORDABLE PLANT BASED COOKI	-	182
20015032 - CONSERVATION PRESERVATION CENTRAL	-	500
20015033 - ISCR LECTURE SERIES CENTRAL	-	500
20015035 - LGBTQ+ ORAL HISTORY PROJECT	-	6,000
20065010 - ART FOR FAMILIES DECATUR	-	332
20065011 - STEAM PRESCHOOL STORYTIME DECATUR	-	56
20125011 - HVL DEVICE LENDING EXPANSION	1,916	56,336
20225010 - SNACKS & STORIES WARREN	-	324
20245010 - READ TO ME PLEASE INFOZONE	-	3,182

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

	MTD	YTD
20245014 - ASPIRE FELLOWSHIP INFOZONE	-	399
20275010 - MICHIGAN ROAD BRANCH ART	90	3,090
20425010 - GENERAL DIGITIZATION 2020	-	7,764
20425011 - MARION CTY INTERNET LIBRARY 20-21	-	500
20425012 - CATALOGING & PROCESSING EITELJORG	-	392
20425015 - ANTI-RACISM BOOKS	314	18,045
20425017 - AXIS 360 HIGH SCHOOL EBOOKS	-	51,361
20425018 - AXIS 360 COVID EXPANSION EBOOKS	-	39,085
20455011 - LUNCH AND LEARN PDA	-	1,000
20455014 - WORLD LANGUAGE BOOK GIVEAWAYS	-	3,000
20455020 - ARTS & CRAFTS TAKE HOME KITS	-	85
20455023 - 100 BOOKS BEFORE GRADUATION	-	7,440
20455024 - CIVIC SWITCHBOARD	-	8,450
20455028 - TEEN COMMUNITY BOOK CLUBS	-	2,650
20455030 - FOLKLORIC DANCE DEMOS	-	1,000
20465011 - BRANDED GIVEAWAYS	-	6,076
21002041 - TEEN ADVISORY GROUP	-	-
21005010 - FREE COMIC BOOK DAY 2021	200	1,000
21005013 - SUMMER READING PROGRAM 2021	49,090	218,509
21005015 - FALL FEST 2021 SLAMMIN RHYMES CHALL	1,985	19,018
21005016 - ADULT SUMMER READING PROGRAM	1,750	11,719
21005017 - IWC NATURAL HELPERS POP UP BRANCHES	-	2,800
21005026 - TEEN ZONE WRN IRV PIK	111	138
21005027 - TEAM TREEHOUSE CEN E38TH	-	9,405
21005029 - INDYPL SEED LIBRARY	-	3,268
21005031 - INDIANA YOUTH GROUP RAINBOW READERS	-	423
21005033 - MENTAL HEALTH AND WELL BEING	-	683
21005035 - EARLY CHILDHOOD EDUCATORS WORKSHOP	1,000	7,063
21005036 - PRESCHOOL PACKAGED PROGRAMS	1,245	11,704
21005037 - CONCERT SERIES	12,600	26,650
21005038 - MONUMENT CIRCLE BOOK STATION TO CEN	12,000	32,000
21005039 - ON THE ROAD TO READING R2R	6,519	16,701
21005040 - HOMESCHOOL CAP 2021 BIPOC COLLECTIO	5,537	5,537
21005041 - INCENTIVES FOR STAFF PARTICIPATION	(2,500)	(2,500)
21015011 - NONPROFIT WORKSHOPS AT CENTRAL	30	3,030
21015016 - SIMPLE AND AFFORDABLE PLANT BASED C	-	849
21015037 - CENTRAL LIBRARY BOOK CLUB	-	2,021

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

	MTD	YTD
21015038 - POP UP COMPUTER LAB CEN/E38	-	(2,147)
21015039 - CODING AND TECHNOLOGY FOR ADULTS CE	150	567
21015040 - ISCR LECTURE SERIES CEN	250	500
21085010 - BUSINESS AUTOMATION WITH CODE BLACK	-	2,400
21085018 - ZINE COLLECTION	-	1,240
21085022 - GRAB AND GO CRAFTS E38	185	703
21085024 - E38TH STREET YOUTH ART SERIES	-	1,575
21135010 - ADULT BOOK DISCUSSIONS - LAW	515	1,173
21135011 - CULTURE HISTORY AND SOCIETY LAW	200	1,550
21165010 - A PLETHORA OF COMPUTER CLASSES GPK	1,560	1,560
21225010 - SNACKS AND STORIES	-	436
21225013 - EXPRESS YOURSELF	18	28
21225015 - TEEN GAMING AND ART	-	158
21225016 - FANDOM AT THE LIBRARY	-	116
21245011 - GROWING GLOBAL CITIZENS	-	2,525
21245013 - POCKET PARK STORYWALK TCM	-	-
21295010 - WEST PERRY GRAND OPENING	-	963
21305010 - IPS AND CHARTER SCHOOL LIBRARY CARD	2,618	4,901
21415015 - THE PUBLIC COLLECTION ART STRATEGIE	-	1,909
21425011 - INDYPL HISTORIC DOCUMENT DIGITIZATI	8,050	8,679
21425012 - MARION COUNTY INTERNET LIBRARY MCIL	250	537,446
21425014 - GENERAL DIGITIZATION 2021	-	3,392
21425019 - BOOK CLUB IN A BAG CMSA	3,087	4,100
21425021 - BRANCHES MAGAZINE DIGITIZATION PROJ	-	4,252
21425022 - LSTA HERRON MORTON NEIGHBORH'D ASOC	-	1,001
21425023 - MINDTRUST HIGH SCHOOL EBOOKS	-	1,739
21455010 - MEET THE ARTIST XXXIII 2021 ALL STA	-	15,504
21455014 - CAREER CENTER	-	2,283
21455018 - FIT LIT BOOK DISCUSSION AND LECTURE	-	813
21455028 - TEEN COMMUNITY BOOK CLUBS	-	58
21455032 - DUNGEONS AND DRAGONS CLUB	-	853
21455034 - INTERNATIONAL FESTIVALS AND CELEBRA	-	3,024
21455035 - YA AUTHOR VISITS	2,415	3,915
21455036 - WORLD LANGUAGE BOOK GIVEAWAYS	-	329
21455038 - ANIMAL PROGRAMS	-	18,750
21455039 - SUMMER WORKSHOPS	(200)	14,283
21455042 - CONVERSATION CIRCLES	2,000	7,150

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

	MTD	YTD
21455043 - 1000 BOOKS BY KINDERGARTEN R2R	3,741	3,741
21455044 - LSTA POP UP TECH LABS	-	-
21475014 - IPS RACIAL EQUITY INSTITUTE TRAININ	31,500	30,450
EXPENSE Total	181,995	2,123,792

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

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	0.00
Fund 476 - Restricted - Michigan Road Project	0.00
Fund 477 - Restricted - Brightwood Project	0.00
Fund 478 - Restricted - Eagle Project	0.00
Fund 479 - Restricted - Multiple Projects	1,141,178.87
Fund 480 - Restricted - West Perry Project	311,748.47
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects 2	3,366,783.57
Fund 483 - Restricted - Glendale Project	15,376,380.22
Fund 484 - Restricted - Fort Harrison Project	14,076,948.13
Fund 485 - Restricted - Multiple Projects 3	5,518,246.68
Total Construction Fund Cash Balances	<u>39,802,742.90</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	0.00
Fund 476 - Restricted - Michigan Road Project	0.00
Fund 477 - Restricted - Brightwood Project	0.00
Fund 478 - Restricted - Eagle Project	0.00
Fund 479 - Restricted - Multiple Projects	1,141,178.87
Fund 480 - Restricted - West Perry Project	311,748.47
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects II	3,366,783.57
Fund 483 - Restricted - Glendale Project	15,376,380.22
Fund 484 - Restricted - Fort Harrison Project	14,076,948.13
Fund 485 - Restricted - Multiple Projects 3	5,518,246.68
Total Construction Fund Breakdown	<u>39,802,742.90</u>

Summary of Classifications

Total Restricted	39,802,742.90
Total Assigned	0.00
Total of All Classifications	<u>39,802,742.90</u>

Summary of Project Activity

<u>PROJECT</u>	<u>* ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
* Fund 475 - Restricted - RFID Project	2,000,000.00	0.00	155.33	2,000,000.00	0.00	0.00
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	0.00	6,820.97	7,719,554.17	0.00	0.00
* Fund 477 - Restricted - Brightwood Project	6,100,000.00	0.00	37,772.43	6,100,000.00	0.00	0.00
* Fund 478 - Restricted - Eagle Project	7,800,000.00	480,612.05	523,700.23	7,800,000.00	0.00	0.00
* Fund 479 - Restricted - Multiple Projects	5,000,000.00	0.00	486,565.43	3,858,821.13	17,768.43	1,123,410.44
* Fund 480 - Restricted - West Perry Project	9,600,000.00	0.00	4,464,723.53	9,288,251.53	243,521.27	68,227.20
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,183,628.84	0.00	41,498.94	3,172,171.88	543.39	10,913.57
* Fund 482 - Restricted - Multiple Projects II	5,349,512.62	105,827.18	1,873,671.00	1,982,729.05	266,291.93	3,100,491.64
** Fund 483 - Restricted - Glendale Project	15,046,753.00	121,173.15	121,173.15	121,173.15	221,682.71	14,703,897.14
** Fund 484 - Restricted - Fort Harrison Project	13,958,330.78	220,569.10	220,569.10	220,569.10	277,820.87	13,459,940.81
Fund 485 - Restricted - Multiple Projects 3	5,574,116.45	55,869.77	55,869.77	55,869.77	185,646.00	5,332,600.68
Total Expenditures	<u>81,331,895.86</u>	<u>984,051.25</u>	<u>7,434,907.86</u>	<u>41,921,527.76</u>	<u>1,213,274.60</u>	<u>4,303,042.85</u>



Board Action Request

5b

To: IMCPL Board

Meeting Date: January 24, 2022

From: Finance Committee

Approved by the
Library Board:

Effective Date: January 24, 2022

Subject: Disclosure of Waived Fines and Fees – Resolution 1-2022

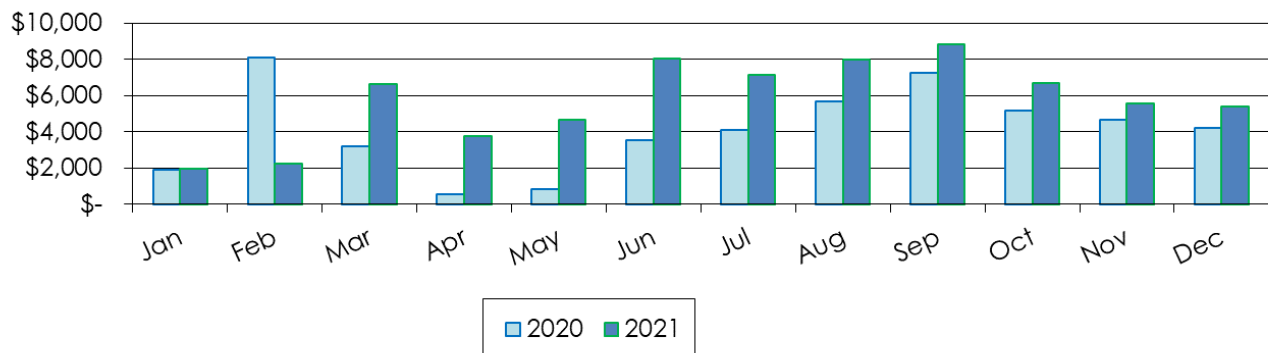
Recommendation: Authorize the adoption of Resolution 1-2022

Background: Annually, State guidelines require the Board to disclose the amount of fines and fees waived on patron accounts. These are fines, fees, and miscellaneous charges that the Library has deemed uncollectible during the year. For the year ended December 31, 2021, uncollectible fines and fees totaled **\$68,846**. This amount was due to fines and fees waived at branches.

The Library's debt collection procedure was followed on all accounts. The chart below shows the fines and fees waived at branches in 2021 compared to 2020.

Strategic/Fiscal Impact: The fiscal impact is a reduction in the accounts receivables reported on the Library's financial statements.

Comparison of 2020 and 2021 Waivers





Board Resolution

5b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 1-2022
DISCLOSURE OF WAIVED FINES AND FEES
January 24, 2022**

WHEREAS, the Indianapolis-Marion County Public Library determined during 2021 that certain accounts were uncollectible under the Library's waiving guidelines.

RESOLVED, that pursuant to the Accounting and Uniform Compliance Guidelines Manual issued by the Indiana State Board of Accounts, the Library Board acknowledges, confirms, and ratifies the write-off of \$68,846 in uncollectible accounts.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

5c

To: IMCPL Board

Meeting Date: January 24, 2022

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: January 24, 2022

Subject: Outstanding Purchase Orders 2021 – Resolution 2-2022

Recommendation: Authorize the adoption of Resolution 2-2022

Background: State guidelines require the Board to authorize the outstanding purchase orders at year-end. These outstanding purchase orders were not paid prior to December 31, 2021; therefore, it will be necessary to carry them forward into the next fiscal year (2022). The appropriation to cover the purchase orders, once expensed, will come from the 2021 budget.

Strategic/Fiscal Impact: There is no fiscal impact on the 2022 budget as appropriations were provided for the purchase orders in the 2021 budget.



Board Resolution

5c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 2-2022
OUTSTANDING PURCHASE ORDERS 2021
January 24, 2022**

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

WHEREAS, the attached listing includes all purchase orders from budgeted funds unpaid at year-end 2021.

THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the attached list of purchase orders from 2021 be carried forward to the next budget year (2022) and be paid from 2021 appropriations.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

**2021 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
411000	SALARIES APPOINTED STAFF	4765	ADP, INC.	21001351	24,715.07	ACCRUED PTO/CAT PAYOUT 2021 RETIREES
411000	SALARIES APPOINTED STAFF	4765	ADP, INC.	21001351	12,309.68	ACCRUED PTO/CAT PAYOUT 2021 RETIREES
411000	SALARIES APPOINTED STAFF	4765	ADP, INC.	21001351	34,480.73	ACCRUED PTO/CAT PAYOUT 2021 RETIREES
411000 Total					71,505.48	
413002	EMPLOYEE ASSISTANCE PROGRAM	1492	COMMUNITY HEALTH NETWORK, INC	21001214	1,600.00	EAP Monthly Contract for remai
413002 Total					1,600.00	
413400	UNEMPLOYMENT COMPENSATION	1398	INDIANA DEPT OF WORKFORCE DEVELOP.	21000134	1,080.90	Unemployment Benefit Charges
413400	UNEMPLOYMENT COMPENSATION	1398	INDIANA DEPT OF WORKFORCE DEVELOP.	21000671	2,304.00	Unemployment Benefit Charges
413400 Total					3,384.90	
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	21000573	754.69	LEARNITURE DOUBLE PEDESTAL STE
421500	OFFICE SUPPLIES - FAC/PURCH	1294	B&H FOTO & ELECTRONICS CORP	21000769	1,286.00	REPLACEMENT SECURITY CAMERAS F
421500	OFFICE SUPPLIES - FAC/PURCH	1615	OFFICEWORKS	21001089	2,673.00	EIGHTEEN (18) CAPER STACKING C
421500	OFFICE SUPPLIES - FAC/PURCH	5198	B & H PHOTO-VIDEO-PRO AUDIO	21001275	799.00	AXIS COMMUNICATION P8815-2 3D
421500	OFFICE SUPPLIES - FAC/PURCH	7262	GLOBAL INDUSTRIAL	21000920	548.30	BIKE RACK AND MOUNTING HARDWAR
421500	OFFICE SUPPLIES - FAC/PURCH	1615	OFFICEWORKS	21001242	1,805.44	SOU REPLACEMENT STAFF TASK SEA
421500	OFFICE SUPPLIES - FAC/PURCH	1093	BRODART CO	21000889	651.05	WAY STORYTELLING CARPET
421500	OFFICE SUPPLIES - FAC/PURCH	938	LOGICALIS, INC	21001142	43,087.00	EMERGENCY CONNECTIVITY FUND CH
421500	OFFICE SUPPLIES - FAC/PURCH	4037	CDW GOVERNMENT, INC.	21001290	571.41	UPS FOR GLD
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	21001258	759.96	DISPENSER BAGS AND CHILDREN PR
421500	OFFICE SUPPLIES - FAC/PURCH	1057	WILLIAMS DISTRIBUTION, LLC.	21001247	1,690.00	DISPOSABLE FACE MASK - ADULT
421500	OFFICE SUPPLIES - FAC/PURCH	2630	STAPLES	21001285	324.04	OFFICE SUPPLIES
421500	OFFICE SUPPLIES - FAC/PURCH	1294	B&H FOTO & ELECTRONICS CORP	21000769	75.00	REPLACEMENT SECURITY CAMERAS F
421500	OFFICE SUPPLIES - FAC/PURCH	1294	B&H FOTO & ELECTRONICS CORP	21001012	807.00	AXIS M3065-V, 1080P NETWORK MI
421500	OFFICE SUPPLIES - FAC/PURCH	1615	OFFICEWORKS	21000710	900.12	HERMAN MILLER AERON CHAIR FOR
421500	OFFICE SUPPLIES - FAC/PURCH	1700	RJE BUSINESS INTERIORS	21001343	1,782.00	LSC HR TRAINER (GREG BOLDEN) D
421500	OFFICE SUPPLIES - FAC/PURCH	2630	STAPLES	21001332	437.98	DRY-ERASE WHITEBOARD 3.5' x 6'
421500	OFFICE SUPPLIES - FAC/PURCH	4535	OFFICE360	21001313	7,341.52	DESKS FOR DIGITAL ENCYCLOPEDIA
421500 Total					66,293.51	
421600	LIBRARY SUPPLIES	1213	DEMCO, INC.	21001282	4,818.25	4-SLOT CD; LABEL PROTECTORS; 1
421600	LIBRARY SUPPLIES	1213	DEMCO, INC.	21001315	395.34	12XL JACKETS, 4-SLOT DVD
421600	LIBRARY SUPPLIES	1383	LYNGSOE SYSTEMS INC.	21001172	27,898.00	RFID TAGS
421600	LIBRARY SUPPLIES	5191	BRODART COMPANY	21000544	502.50	MEDIUM AUDIOBOOK CASES (ITEM 8
421600	LIBRARY SUPPLIES	5191	BRODART COMPANY	21001283	1,290.00	BRODART SMALL AUDIOBOOK CASES
421600	LIBRARY SUPPLIES	5551	FINELINE PRINTING GROUP	21001169	1,632.00	LOGO LABELS
421600	LIBRARY SUPPLIES	7262	GLOBAL INDUSTRIAL	21001068	1,311.79	BOOK BINS FOR S/R
421600 Total					37,847.88	
421700	DEPARTMENT OFFICE SUPPLIES	3536	VOCERA COMMUNICATIONS, INC.	21000739	1,188.00	VOCERA BATTERIES
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	21001235	325.00	AQUARIUM DIGITAL ENVIRONMENT
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	21001236	1,679.98	CIRCUIT SCRIBE
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	21001263	1,248.00	Intel Network adapters for CEN
421700	DEPARTMENT OFFICE SUPPLIES	4037	CDW GOVERNMENT, INC.	21001260	1,476.80	DELL TWINAX CABLES FOR LSC & C
421700	DEPARTMENT OFFICE SUPPLIES	1211	DELL MARKETING L.P.	21001069	1,612.28	Laptop-Dell Latitude 5520
421700	DEPARTMENT OFFICE SUPPLIES	2630	STAPLES	21001345	15,125.00	NOVEMBER 2021 OFFICE/CLEANING

**2021 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
421700	DEPARTMENT OFFICE SUPPLIES	2630	STAPLES	21001349	7,378.21	DECEMBER 2021 STAPLES INVOICE
421700 Total					30,033.27	
422210	GASOLINE	2952	INDIANAPOLIS FLEET SERVICES	21000030	9,717.95	2021 VEHICLE FUEL CHARGES
422210 Total					9,717.95	
422250	UNIFORMS	1852	UNIFORM HOUSE INC. THE	21000845	458.65	UNIFORMS FOR LIBRARY SECURITY
422250	UNIFORMS	1852	UNIFORM HOUSE INC. THE	21001129	207.00	ELIZABETH MOHLER UNIFORM ORDER
422250	UNIFORMS	1852	UNIFORM HOUSE INC. THE	21001202	1,318.60	Uniforms for CEN Staff
422250 Total					1,984.25	
422310	CLEANING & SANITATION	586	REGIONS BANK PURCHASING CARD	21001258	109.84	DISPENSER BAGS AND CHILDREN PR
422310	CLEANING & SANITATION	977	ACORN DISTRIBUTORS, INC	21001284	2,946.45	CLEANING SUPPLY
422310	CLEANING & SANITATION	1521	MARK'S VACUUM & JANITORIAL SUPPLIES	21001291	1,522.00	CLEANING SUPPLY
422310	CLEANING & SANITATION	2340	GRAINGER	21001181	228.72	GRANULAR ICE MELT AND WALL POW
422310	CLEANING & SANITATION	7079	RFS GROUP LLC	21001047	1,498.50	CLEANING SUPPLY
422310 Total					6,305.51	
429001	NON CAPITAL FURNITURE & EQUIP	1294	B&H FOTO & ELECTRONICS CORP	21000769	1,349.00	REPLACEMENT SECURITY CAMERAS F
429001 Total					1,349.00	
431100	LEGAL SERVICES	1977	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	21001346	2,500.00	2021 LEGAL SERVICES ESTIMATE
431100	LEGAL SERVICES	5130	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	21001338	120,000.00	Legal Fees - Sept to Dec 2021
431100 Total					122,500.00	
431500	CONSULTING SERVICES	498	ICE MILLER	21001219	100,000.00	CLIMATE ASSESSMENT SERVICES
431500	CONSULTING SERVICES	960	THRESETTE K. BRIGGS	21000792	800.00	2021 Vitual Leadership Learnin
431500	CONSULTING SERVICES	960	THRESETTE K. BRIGGS	21000794	500.00	2021 Executive Committee Retre
431500	CONSULTING SERVICES	1441	MARKET STREET GROUP, INC	21001057	40,000.00	FINANCIAL CONSULTING SERVICES
431500	CONSULTING SERVICES	558	DAMIEN SOLODOW	21000947	16,127.05	Microsoft 365 Consulting
431500	CONSULTING SERVICES	1442	ETI PERFORMANCE IMPROVEMENT	21001014	46,123.80	CONSULTING FOR S. HEYWARD
431500	CONSULTING SERVICES	1442	ETI PERFORMANCE IMPROVEMENT	21001118	9,500.00	ETI M365 CONSULTING
431500	CONSULTING SERVICES	1442	ETI PERFORMANCE IMPROVEMENT	21001327	4,775.00	ETI DISC TRAINING
431500	CONSULTING SERVICES	3368	ADTEC	20000601	3,260.00	PY 24 FY 21 CATEGORY 1 ERATE S
431500	CONSULTING SERVICES	3368	ADTEC	20001117	630.00	ERATE CONSULTING CATEGORY TWO
431500	CONSULTING SERVICES	3368	ADTEC	21000800	10,000.00	ADTEC ERATE CONSULTING FOR CAT
431500	CONSULTING SERVICES	3368	ADTEC	21000812	1,550.00	EMERGENCY CONNECTIVITY FUND CO
431500	CONSULTING SERVICES	6782	SONDHI SOLUTIONS	21000923	11,017.50	Multiple Language Library Card
431500	CONSULTING SERVICES	6849	PRESIDIO	21000254	3,330.00	VPN CONSULTING WITH PRESIDIO
431500	CONSULTING SERVICES	6849	PRESIDIO	21001100	9,234.60	Two Factor VPN Authentication
431500	CONSULTING SERVICES	6849	PRESIDIO	21001144	6,480.00	MULTIFACTOR AUTHENTICATION LIC
431500	CONSULTING SERVICES	695	BAKER TILLY VIRCHOW KRAUSE, LLP	21001347	20,000.00	GASB 87 AND AUDIT SUPPORT
431500	CONSULTING SERVICES	695	BAKER TILLY VIRCHOW KRAUSE, LLP	21000788	1,411.25	ASSISTANCE WITH ACFR PREPARATION
431500	CONSULTING SERVICES	695	BAKER TILLY VIRCHOW KRAUSE, LLP	21001348	49,000.00	2021 ACFR PREPARATION
431500	CONSULTING SERVICES	1177	PROCUREMENT RESOURCES INC.	20001073	12,000.00	Services
431500	CONSULTING SERVICES	1379	BONDRY MANAGEMENT CONSULTANTS LLC	21000771	6,000.00	CONTRACT CFO SERVICES
431500	CONSULTING SERVICES	1479	MARY RANKIN	21001138	29,067.50	Contract Controller - Mary Ran
431500	CONSULTING SERVICES	1499	HIRON & COMPANY COMMUNICATINS, INC	21001337	36,000.00	PUBLIC RELATIONS CONSULTING
431500	CONSULTING SERVICES	1442	ETI PERFORMANCE IMPROVEMENT	21001149	6,000.00	Microsoft 365 Training

**2021 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
431500	CONSULTING SERVICES	1442	ETI PERFORMANCE IMPROVEMENT	21001241	19,500.00	Application Training-Quick Sta
431500	CONSULTING SERVICES	4188	MOORE INFORMATION SERVICES, INC	21001115	3,021.00	Pre-Employment Background Check
431500	CONSULTING SERVICES	7206	GUIDON DESIGN, INC.	20001233	24,483.67	RFP PREPARATION SERVICES - 202
431500 Total					469,811.37	
432100	FREIGHT & EXPRESS	1859	UNITED PARCEL SERVICE	21000034	535.42	2021 FREIGHT AND SHIPPING CHAR
432100 Total					535.42	
432400	DATA COMMUNICATIONS	6733	LEVEL (3) COMMUNICATIONS, LLC	21001223	16,920.00	LUMEN/LEVEL 3 INTERNET SERVICE
432400 Total					16,920.00	
432501	IN HOUSE CONFERENCE	960	THRESETTE K. BRIGGS	21000793	3,500.00	Lectures: 5/5, 5/27, 7/21, 7/2
432501	IN HOUSE CONFERENCE	1517	PLURALSIGHT, LLC	21001335	3,474.00	IT (6) subscriptions for vario
432501	IN HOUSE CONFERENCE	623	INDIANA LATINO INSTITUTE, INC	21001333	5,000.00	ILI LEADERSHIP CIRCLE FOR CLAU
432501	IN HOUSE CONFERENCE	979	BOARD OF SCHOOL COMMISSIONERS OF THE CITY OF	21000973	4,900.00	Racial Equity Training
432501	IN HOUSE CONFERENCE	1400	INDIANA LIBRARY FEDERATION	21001102	2,090.00	ILF Annual Conference
432501	IN HOUSE CONFERENCE	3806	PURDUE UNIVERSITY	21001265	2,195.00	Six Sigma Training for Garrett
432501 Total					21,159.00	
433100	OUTSIDE PRINTING	1022	ASI SIGNAGE INNOVATIONS	20001219	7,432.00	SIGNAGE FOR WORLD LANGUAGE COL
433100	OUTSIDE PRINTING	1089	BRIGHT IDEAS IN BROAD RIPPLE	21001317	1,453.53	LIBRARY BRANDED ITEMS - FACE M
433100	OUTSIDE PRINTING	1238	DYNAMARK GRAPHICS GROUP	21001297	718.78	EARN AND LEARN CARDS AND FLYER
433100	OUTSIDE PRINTING	1473	PRIORITY PRESS INC	21001316	4,311.00	BRAND LIBRARY ITEMS
433100 Total					13,915.31	
434502	BROKERAGE FEE	5469	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	21000929	10,000.00	PROPERTY & CASUALTY INSURANCE
434502 Total					10,000.00	
435100	ELECTRICITY	1409	INDIANAPOLIS POWER & LIGHT COMPANY	21000179	387,291.33	2021 SYSTEM WIDE ELECTRICITY F
435100 Total					387,291.33	
435200	NATURAL GAS	4927	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	21000175	7,598.17	2021 CGCU POOL NATURAL GAS FEE
435200	NATURAL GAS	5768	CITIZENS ENERGY GROUP	21000174	18,581.13	2021 SYSTEM WIDE NATURAL GAS D
435200 Total					26,179.30	
435300	HEAT/STEAM	1137	CITIZENS THERMAL ENERGY	21000177	151,320.74	2021 CENTRAL LIBRARY STEAM FEE
435300 Total					151,320.74	
435400	WATER	5768	CITIZENS ENERGY GROUP	21000178	39,297.64	2021 WATER, FIRE SERVICE, SEWE
435400 Total					39,297.64	
435401	COOLING/CHILLED WATER	1137	CITIZENS THERMAL ENERGY	21000176	72,387.00	2021 CENTRAL LIBRARY CHILLED W
435401 Total					72,387.00	
435500	STORMWATER	6830	BEECH GROVE SEWAGE WORKS	21000239	56.25	2021 BGR STORM WATER/WASTEWATE
435500 Total					56.25	
435900	SEWAGE	5768	CITIZENS ENERGY GROUP	21000178	55,460.16	2021 WATER, FIRE SERVICE, SEWE
435900	SEWAGE	6830	BEECH GROVE SEWAGE WORKS	21000239	568.57	2021 BGR STORM WATER/WASTEWATE
435900 Total					56,028.73	
436100	REP & MAINT-STRUCTURE	17	STENZ CONSTRUCTION CORPORATION	21000550	3,773.00	PROVIDE & INSTALL DOOR FROM RM
436100	REP & MAINT-STRUCTURE	1727	SANTAROSSA MOSAIC & TILE CO. INC	21000825	3,600.00	GRANITE REPAIRS, THRESHOLD COR
436100	REP & MAINT-STRUCTURE	3234	INDIANA WINDOW COVERINGS, LLC.	21000748	3,875.00	VARIOUS MOTORIZED WINDOW SHADE
436100	REP & MAINT-STRUCTURE	4306	HORNING ROOFING & SHEET METAL	21000982	7,223.00	CEN STRIP IN 14 GUTTER SEAMS A
436100	REP & MAINT-STRUCTURE	4306	HORNING ROOFING & SHEET METAL	21001188	18,741.00	CEN STRIP SEAL 57 BUILT-IN GUT

**2021 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
436100	REP & MAINT-STRUCTURE	7146	YOUR AUTOMATIC DOOR COMPANY	21000893	3,128.74	AUTOMATIC DOOR (145-1) REPAIR
436100	REP & MAINT-STRUCTURE	7359	INDY FLOOR RESTORE, LLC	21001185	2,500.00	CEN EAST GARDEN ENTRY FLOOR EP
436100	REP & MAINT-STRUCTURE	7392	PRICE CONSTRUCTION GROUP, LLC	21001196	36,000.00	CEN MONUMENT SCULPTURE SIDEWAL
436100	REP & MAINT-STRUCTURE	6662	ALPINE MAINTENANCE GROUP INC	21001274	18,150.00	GLD CEILING TILE REMOVAL AND D
436100	REP & MAINT-STRUCTURE	17	STENZ CONSTRUCTION CORPORATION	21000662	825.00	INFILL WALLS WHERE DRINKING FO
436100	REP & MAINT-STRUCTURE	150	ICC FLOORS	21000913	2,630.00	INSTALL NEW WALK-OFF CARPET @
436100	REP & MAINT-STRUCTURE	1195	DACO GLASS & GLAZING INC	21000663	2,945.00	REPLACE STAFF ENTRY DOOR AT DE
436100	REP & MAINT-STRUCTURE	6372	INDY CURB APPEAL ASPHALT, INC	21000129	3,200.00	E38 CONCRETE REPAIR @ DUMPSTER
436100	REP & MAINT-STRUCTURE	947	ARSEE ENGINEERS, INC	21001192	6,000.00	EWA
436100	REP & MAINT-STRUCTURE	6646	RECORD AUTOMATIC DOORS, INC	21001060	1,366.00	AUTOMATIC DOOR REPAIRS AT HVL
436100	REP & MAINT-STRUCTURE	1071	BLACKMORE & BUCKNER ROOFING	21000489	1,650.00	ROOF LEAK REPAIRS AT LAW
436100	REP & MAINT-STRUCTURE	1071	BLACKMORE & BUCKNER ROOFING	21001229	15,375.00	LAW BLACKMORE BUCKNER QUOTE FO
436100	REP & MAINT-STRUCTURE	1119	CENTRAL SECURITY & COMMUNICATIONS	21000333	502.64	PIK ADD PANIC BUTTON
436100	REP & MAINT-STRUCTURE	1071	BLACKMORE & BUCKNER ROOFING	21001228	3,000.00	GPK BLACKMORE BUCKNER QUOTE FO
436100	REP & MAINT-STRUCTURE	2458	K & K FENCE CO., INC	21000993	5,780.00	INSTALL BLACK VINYL COATED CHA
436100	REP & MAINT-STRUCTURE	1161	CONNOR FINE PAINTING	21000464	1,355.00	SPK REFINISH FRONT OF CHECKOUT
436100	REP & MAINT-STRUCTURE	1786	STENZ MANAGEMENT COMPANY, INC	21000624	1,336.00	SPK REPLACEMENT CEILING PANELS
436100	REP & MAINT-STRUCTURE	17	STENZ CONSTRUCTION CORPORATION	21000662	715.00	INFILL WALLS WHERE DRINKING FO
436100	REP & MAINT-STRUCTURE	1071	BLACKMORE & BUCKNER ROOFING	21000036	644.61	2021 SYSTEM WIDE ROOF REPAIRS
436100	REP & MAINT-STRUCTURE	1195	DACO GLASS & GLAZING INC	21001121	655.80	LSC ADD INDICATOR LOCKS TO LOB
436100	REP & MAINT-STRUCTURE	1669	PROFESSIONAL GARAGE DOOR SYSTEMS	21000554	8,903.75	LSC OVERHEAD GARAGE DOOR REPAI
436100	REP & MAINT-STRUCTURE	1786	STENZ MANAGEMENT COMPANY, INC	21001161	7,439.75	ADDITIONAL 2021 GENERAL MAINTE
436100	REP & MAINT-STRUCTURE	3759	CAPITOL CITY FENCE	21001054	2,500.00	ILLINOIS STREET MOTORIZED GATE
436100	REP & MAINT-STRUCTURE	6372	INDY CURB APPEAL ASPHALT, INC	21001294	6,500.00	LSC REPAIR PAVING TO ADDRESS P
436100	REP & MAINT-STRUCTURE	6592	AMBIUS	21000122	4,035.22	LSC INTERIOR LANDSCAPING
436100	REP & MAINT-STRUCTURE	1071	BLACKMORE & BUCKNER ROOFING	21000228	1,725.00	PERMANENT REPAIRS TO DAMAGED E
436100	REP & MAINT-STRUCTURE	1071	BLACKMORE & BUCKNER ROOFING	21000992	2,987.00	BGR SEAL ALL GUTTER SEAMS
436100 Total					179,061.51	
436101	ELECTRICAL	272	RICHARD LOPEZ ELECTRICAL, LLC	21000052	74,816.76	2021 SYSTEM WIDE ELECTRICAL SE
436101 Total					74,816.76	
436102	PLUMBING	5027	INDIANA PLUMBING AND DRAIN LLC	21001098	2,320.00	ADDITIONAL 2021 PLUMBING REPAI
436102 Total					2,320.00	
436103	PEST SERVICES	6255	ARAB TERMITE AND PEST CONTROL INC	21000037	9,358.00	2021 SYSTEM WIDE PEST CONTROL
436103 Total					9,358.00	
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21000505	4,887.50	5/4/21 ESCALATOR 2-1 REPAIRS A
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21000974	7,550.00	CEN REPLACE HANDRAIL, DRIVE BE
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21001033	1,373.00	CEN REPLACE SELECTOR SENSOR ON
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21001107	4,424.00	CEN REPLACE ESCALATOR 5-6 FRIC
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21001324	3,500.00	CEN ELEVATOR #6 PACKING REPLAC
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21001326	1,766.00	CEN TROUBLESHOOT ALARM ISSUES
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21001325	476.00	SPK JAMB MARKERS
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	21000035	4,588.10	2021 ELEVATOR & ESCALATOR MAIN
436104	ELEVATOR SERVICES	1477	KONE, INC	21001193	2,900.00	BGR ACCESS SHAFTS FOR FIREPROO

**2021 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
436104 Total					31,464.60	
436110	CLEANING SERVICES	4572	TITAN ASSOCIATES	21000170	11,245.00	EVENTS CLEANING 2021
436110	CLEANING SERVICES	4572	TITAN ASSOCIATES	21000053	117,258.98	2021 SYSTEM WIDE JANITORIAL/HO
436110 Total					128,503.98	
436200	REP & MAINT-EQUIPMENT	385	SECURITAS ELECTRONIC SECURITY, INC.	21000899	8,569.00	PROPOSAL 318837-18 DATED 8/27/
436200	REP & MAINT-EQUIPMENT	1119	CENTRAL SECURITY & COMMUNICATIONS	21000707	1,408.00	EIGHT (8) CEN EXACQ CAMERA LIC
436200	REP & MAINT-EQUIPMENT	1615	OFFICEWORKS	21001341	698.39	CEN MISCELLANEOUS PARTS TO FIX
436200	REP & MAINT-EQUIPMENT	2266	MACALLISTER MACHINERY CO., INC	21000555	3,885.00	COMPLETE NFPA 4 HOUR LOAD BANK
436200	REP & MAINT-EQUIPMENT	2546	VANCO	21000877	865.15	CLEAN ICE MACHINE IN ROOM 242
436200	REP & MAINT-EQUIPMENT	1119	CENTRAL SECURITY & COMMUNICATIONS	21000040	8,625.04	2021 ALARM & ACCESS CONTROL MA
436200 Total					24,050.58	
436201	REP & MAINT-HEATING & AIR	1307	FULLER ENGINEERING CO., LLC	21000981	795.71	CEN REPLACE PULLEY & MOTOR SHE
436201	REP & MAINT-HEATING & AIR	4327	DANCORP INC. DBA DANCO	21000128	1,000.00	2021 MONTHLY WATER TESTING AT
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	21000846	2,805.00	CEN TEA ROOM FCU VALVE BODIES
436201	REP & MAINT-HEATING & AIR	1233	WATT MECHANICAL LLC	21000349	5,600.00	MAR FILTER CHANGE AND SERVICE
436201	REP & MAINT-HEATING & AIR	6070	JACKSON SYSTEMS, LLC	21000730	8,429.00	MAR DRAFT BARRIER CONTROLS (VE
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	21000900	775.00	MECHANICAL EQUIPMENT PM AT MIC
436201	REP & MAINT-HEATING & AIR	1307	FULLER ENGINEERING CO., LLC	21001182	483.75	LSC CRAC PULLY SHEAVE VAPURE K
436201	REP & MAINT-HEATING & AIR	4327	DANCORP INC. DBA DANCO	21001226	7,200.00	CEN LSC MONTHLY HEATING COOLIN
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	21000041	23,890.00	2021 PERFECTION QUARTERLY MAIN
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	21000051	44,978.56	2021 HVAC MAINTENANCE AND REPA
436201	REP & MAINT-HEATING & AIR	6070	JACKSON SYSTEMS, LLC	21000553	2,282.00	LSC BOILER REPLACEMENT CONTROL
436201	REP & MAINT-HEATING & AIR	6774	ELLIS MECHANICAL & ELECTRICAL	21001197	49,591.00	SYSTEM WIDE HVAC MAINTENANCE S
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	21000900	1,375.00	MECHANICAL EQUIPMENT PM AT MIC
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	21000900	1,892.00	MECHANICAL EQUIPMENT PM AT MIC
436201 Total					151,097.02	
436202	REP & MAINT -AUTO	1648	PFM TRUCK CARE CENTER	21000876	7,727.62	REPLACE GENERATOR ON BOOKMOBIL
436202 Total					7,727.62	
439600	TRASH REMOVAL	946	REPUBLIC WASTE SERVICES	21000017	1,896.30	2021 SYSTEM WIDE TRASH REMOVAL
439600	TRASH REMOVAL	946	REPUBLIC WASTE SERVICES	21001276	5,205.16	ADDITIONAL 2021 TRASH REMOVAL
439600 Total					7,101.46	
439601	SNOW REMOVAL	6618	PROVIDENCE OUTDOOR	21000018	41,391.25	2021 SYSTEM WIDE SNOW REMOVAL
439601 Total					41,391.25	
439602	LAWN & LANDSCAPING	1287	JEREMY NORRIS	21001339	2,185.00	FINAL 2021 SCHOOLBOY LAWN/LAND
439602	LAWN & LANDSCAPING	6618	PROVIDENCE OUTDOOR	21000377	475.00	2021 LAWN & LANDSCAPING FEES
439602	LAWN & LANDSCAPING	6618	PROVIDENCE OUTDOOR	21001342	9,895.00	FINAL 2021 PROVIDENCE LAWN & L
439602 Total					12,555.00	
439901	COMPUTER SERVICES	586	REGIONS BANK PURCHASING CARD	21001225	596.00	WILDCARD CERTIFICATE FOR INDYP
439901	COMPUTER SERVICES	1030	INSIGHT PUBLIC SECTOR, INC	21001194	1,395.60	MICROSOFT VISIO AND PROJECT SO
439901 Total					1,991.60	
439903	SECURITY SERVICES	1415	UNIVERSAL PROTECTION SERVICE, LP	21001336	2,000.00	2021 EVENT SECURITY 11/1 THROU
439903	SECURITY SERVICES	7294	G4S SECURE SOLUTIONS (USA) INC.	21000144	11,683.12	Security for Events for 2021
439903	SECURITY SERVICES	1415	UNIVERSAL PROTECTION SERVICE, LP	21001087	260,380.97	SECURITY SERVICES 4Q 2021

**2021 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
439903	SECURITY SERVICES	7294	G4S SECURE SOLUTIONS (USA) INC.	21000638	6,695.67	2ND QUARTER 2021 BRANCH SECURI
439903	SECURITY SERVICES	7294	G4S SECURE SOLUTIONS (USA) INC.	21001082	9,641.24	2021 BRANCH SECURITY FEES
439903 Total					290,401.00	
439905	OTHER CONTRACTUAL SERVICES	1501	MCKULA INC	21001256	1,900.00	INCIDENT REPORTING SOFTWARE
439905	OTHER CONTRACTUAL SERVICES	1062	CVENT, INC.	21000589	3,000.00	DIAGRAMMING SOFTWARE 7/1/21 -
439905	OTHER CONTRACTUAL SERVICES	5703	RICOH USA, INC. - 12882	21000147	27,978.70	RICOH MONTHLY SERVICE PAYMENTS
439905	OTHER CONTRACTUAL SERVICES	7116	INDIANAPOLIS ARMORED CAR, INC	21000146	5,024.57	CASH COLLECTION SERVICE FEES -
439905	OTHER CONTRACTUAL SERVICES	6782	SONDHI SOLUTIONS	21000923	10,000.00	Multiple Language Library Card
439905	OTHER CONTRACTUAL SERVICES	6068	PROVIDENCE CRISTO REY HIGH SCHOOL	21001314	6,200.00	Corporate Work Study Program f
439905	OTHER CONTRACTUAL SERVICES	1099	BUSINESS FURNITURE CORPORATION	21001340	419.60	LABOR TO RECONFIGURE HR RECEPT
439905	OTHER CONTRACTUAL SERVICES	1288	ONE DIVERSIFIED, LLC	21001173	1,822.00	LSC RM 226 AV EQUIP TROUBLESHO
439905 Total					56,344.87	
439907	EVENTS & PR	6597	VISIT INDY	21000714	2,440.00	AD IN CONVENTION PLANNERS GUID
439907	EVENTS & PR	1510	MIDWEST PARENTING PUBLICATIONS, LLC	21001299	17,875.00	LIBRARY ADVERTISING
439907 Total					20,315.00	
439911	PROGRAMMING-JUV.	512	OOEY GOOEY, INC.	21001293	1,000.00	DEPOSIT FOR EARLY EDUCATORS WO
439911	PROGRAMMING-JUV.	1291	AMAZON CAPITAL SERVICES, INC	21001081	1,496.47	STORYTIME REFRESH SETS PART 3
439911	PROGRAMMING-JUV.	2525	LAKESHORE EQUIPMENT COMPANY	21001201	1,239.97	EARLY LITERACY SUPPLIES
439911 Total					3,736.44	
439930	MATERIALS CONTRACTUAL	3774	I-MCPL POLARIS BOOK VENDORS	21001344	24,600.08	2021 POLARIS ENCUMBRANCES
439930 Total					24,600.08	
445100	CAPITAL - FURNITURE	1353	SHARP SCHOOL SERVICES INC	21000740	11,762.00	IRV REPLACEMENT INFORMATION DE
445100 Total					11,762.00	
445301	COMPUTER EQUIPMENT	943	NETWORK SOLUTIONS, INC.	21000132	163,937.57	CORE NETWORK EQUIPMENT
445301 Total					163,937.57	
449000	BOOKS & MATERIALS	3774	I-MCPL POLARIS BOOK VENDORS	21001344	6,570.84	2021 POLARIS ENCUMBRANCES
449000 Total					6,570.84	
449200	ART & EXHIBITS	894	IGNITION ARTS, LLC	21000681	19,500.00	CEN REPAIR AND INSTALL MONUMEN
449200 Total					19,500.00	
451100	AUDIT FEES	1203	INDIANA STATE BOARD OF ACCOUNTS	21001350	15,000.00	2021 AUDIT FEES
451100 Total					15,000.00	
Grand Total					2,901,031.02	

2021 Open Purchase Orders
Rainy Day Fund

OBJECT CODE	OBJECT DESC	VENDOR NUMBER	VENDOR NAME	PO NUMBER	LINE	OPEN AMOUNT	COMMENT/DESC
431200	ENGINEERING & ARCHITECTURAL	611	FACILITY COMMISSIONING GROUP, INC	21000075		40,917.50	GLD FUNDAMENTAL AND ENHANCED C
431200	ENGINEERING & ARCHITECTURAL	6496	CMID	21000837		650.00	GLD STORMWATER EASEMENT LEGAL
431200 Total						41,567.50	
431500	CONSULTING SERVICES	1220	SMITH SECKMAN REID, INC	21000166		23,276.00	FBH COMMISSIONING SERVICES
431500 Total						23,276.00	
Grand Total						64,843.50	



Board Action Request

5d

To: IMCPL Board

Meeting Date: January 24, 2022

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: January 24, 2022

Subject: Confirming Marion County Board of Finance – Resolution 3-2022

Recommendation: Authorize the adoption of Resolution 3-2022

Background: Pursuant to IC 5-13-7-2(b), The Indianapolis Public Library's fiscal body may designate the Marion County Board of Finance to serve as the Library's Local Board of Finance. It has been the practice of the Library to designate the Marion County Board of Finance to serve in this capacity in the past. Library management recommends the Library continue with this relationship for 2022.

Strategic/Fiscal Impact: By designating the Marion County Board of Finance to serve in this capacity, it allows the Library to benefit from the investment practices implemented by other government entities.

The 2022 Board of Finance meeting has been scheduled for January 28, 2022 at 1:30p.m. via virtual meeting.



Board Resolution

5d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 3-2022
CONFIRMING MARION COUNTY BOARD OF FINANCE
January 24, 2022**

WHEREAS, the Indianapolis-Marion County Public Library designated the Marion County Board of Finance to serve as the Library’s Local Board of Finance for 2021 pursuant to IC 5-13-7-2(b), and

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

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

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

AYE

NAY

ATTEST:

Secretary of the Board



Board Action Request

6a

To: IMCPL Board

Meeting Date: January 24, 2022

From: Diversity, Policy and Human Resources Committee

Approved by the Library Board:

Effective Date:

Subject: **Resolution 4-2022**

Approval to award the service contract for Executive Search Services for Chief Executive Officer Position.

Recommendation:

The Indianapolis-Marion County Public Library (“Library”) Diversity, Policy and Human Resources Committee (“HR Committee”) recommends Board approval for the attached action (Resolution 4-2022) to award a services contract for executive search services for the position of Chief Executive Officer for the Library to **Bradbury Miller Associates**, for the total cost of \$27,000.

Background:

The Library office of Chief Executive Officer is vacant and needs to be filled. The Library issued an Request for Qualifications (RFQ) on December 22, 2021, seeking qualified vendors with sound business reputation, proven capabilities in performing and delivering the executive search services, appropriate resources to perform the services, and a demonstrated track record in similar service relationships, including work with library, government, and non-profit clients.

The RQF was posted on the IndyPL website and sent to the following firms by email:

XBE Classification	Company Name
MBE	BUCHER & CHRISTIAN CONSULTING, INC. DBA BCFORWARD
MBE	EJ NORRIS HOLDINGS LLC DBA NORRICO
MBE	GO COMPANY USA, INC.
MBE	PROFESSIONAL MANAGEMENT ENTERPRISE, INC.

MBE	RELIABLE STAFFING, INC.
MBE	SKILL DEMAND CORP FKA SKILL DEMAND LLC AND SKILL DEMAND ENERGY CORP
MBE; WBE	EMINENT ADVISING SOLUTIONS LLC DBA EMINENT ADVISING SOLUTIONS
MBE; WBE	HR CIRCLE CONSULTING
MBE; WBE	O.R.R. ORGANIZE REAL RESULTS DBA ORR PERSONNEL LLC
MBE; WBE; VBE	MANGAS GLOBAL SOLUTIONS
WBE	CHRYSLIS CONSULTING, LLC
WBE	LUCIDCORPS, LLC DBA LUCID SERVICES GROUP
WBE	RESOLUTION GROUP, INC.
WBE	TOTAL REWARD SOLUTIONS, LLC
	Alpha Rae Personnel, Inc.
WBE	Bradbury Miller Associates
	John Keister & Associates
	Kingsley Rose Executive Search
	Kinsley Sarn Executive Search
	Morales Group
	Robert Half
	ROI Search Group
	Skill Demand Corp
	Susan Kent Consulting
	Bose Public Affairs Group
	Charitable Advisors

By January 7, 2022, The Library received four (4) statements of qualifications and proposals (“SOQs”) from vendors, including the following:

XBE Classification	Company Name
WBE; MBE	Tellis Executive Search
	Alder Bowman, Inc
MBE	David Gomez Partners, Inc
WBE	Bradbury Miller Associate

The RFQ review committee comprised of the Diversity, Policy and Human Resources Committee Chair, the Interim Director of Human Resources, the Diversity Equity and Inclusion Officer, and the Manager of Purchasing and Supplier Diversity, reviewed the responses received and considered references, and held interviews with two (2) vendors determined to best meet the RFQ criteria. The RFQ review committee then met to determine a recommended vendor and presented to the HR Committee on January 19, 2022, its recommendation for the selection of Bradbury Miller Associates to perform the requested executive search services for the CEO position.

Bradbury Miller is an executive search firm focused exclusively on libraries throughout the country. The firm is based in Ohio and is a Woman-owned Business Enterprise (WBE). Bradbury has conducted more than 200 executive searches for libraries. The search committee rated Bradbury Miller the highest based on the criteria needed for this search and listed in the RFQ. The criteria included business reputation, delivering capabilities (time and budget), previous experience including with libraries, diversity efforts, and overall RFQ content. During the interview, Bradbury Miller provided examples of their diversity efforts and addressed their extensive knowledge and understanding of the overall library market both locally and nationally. Bradbury Miller was also the vendor that best understood the processes of working with library boards and engaging other library stakeholders in the process. Their references spoke highly of them and their interactions during the process. The firm's process includes: (i) gathering an understanding of the position description, candidate profile and the Library's distinctive organizational culture, mission and concerns through information gathering and meetings with the determined search committee, the Board, staff and stakeholders; (ii) development of a recruitment and marketing strategy; (iii) development of a recruitment timeline (with the standard full search taking 3-4 months to complete); promoting, outreach and identifying potential candidates; (iv) on-going and regular communication with the search committee/Board; (v) candidate screening; (vi) candidate assessment and semifinal and final interviews; (vii) checking references; and (viii) management of the processes including document and materials management, communications, scheduling and all related detail work. Bradbury Miller has extensive experience and connections with the library associations including minority library associations or branches of library associations. In addition to having the most knowledge of and experience with library executive searches and working with library organizations, the Bradbury Miller fee proposal of \$27,000 (inclusive of consultant travel expenses) was the lowest of the four (4) proposals received.

The HR Committee considered the recommendation and qualifications presented and recommends the Library Board approval for the attached action (Resolution 4-2022) to award a services contract for executive search services for the position of Chief Executive Officer for the Library to **Bradbury Miller Associates**.

Strategic/Fiscal Impact: the services cost of \$27,000 is accounted for in the 2022 budget.

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



Board Resolution

6a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 4-2022

APPROVAL TO AWARD A SERVICE CONTRACT FOR EXECUTIVE SEARCH SERVICES FOR CHIEF EXECUTIVE OFFICER POSITION

WHEREAS, it is the desire of the Indianapolis-Marion County Public Library (“Library”) to engage a service provider to provide comprehensive nationwide executive search services for the position of Chief Executive Officer for the Library; and

WHEREAS, the Library issued a Request for Qualifications (“RFQ”) on December 22, 2021, seeking qualified vendors with sound business reputation, proven capabilities in performing and delivering the executive search services, appropriate resources to perform the services, and a demonstrated track record in similar service relationships including work with library, government and non-profit clients; and

WHEREAS, the Library received four (4) statements of qualifications and proposals from qualified vendors, and the RFQ review committee comprised of the Diversity, Policy and Human Resources Committee Chair, the Interim Director of Human Resources, the Diversity Equity and Inclusion officer, and the Manager of Purchasing and Supplier Diversity, reviewed the responses, considered references, held discussions with the vendors, and met to determine a recommended vendor; and

WHEREAS, the review committee presented its vendor recommendation of Bradbury Miller Associates to the Diversity, Policy and Human Resources Committee (“HR Committee”) and the HR Committee has determined that Bradbury Miller Associates is the vendor that best meets the criteria provided in the RFQ, and recommends the Library award the contract for executive search services to Bradbury Miller Associates; and

WHEREAS, the Board of Trustees has reviewed and considered the vendor selection recommendation of the HR Committee and deems it in the interest of the Library to approve the award the services contract to Bradbury Miller Associates.

IT IS THEREFORE RESOLVED that the Board of Trustees approves the selection of Bradbury Miller Associates to perform the executive search for Chief Executive Officer position of the Library and provide the scope of services as outlined in the SOQ Proposal of Bradbury

Miller Associates received January 5, 2022, and authorizes the Interim Chief Executive Officer to negotiate and execute a contract with Bradbury Miller Associates upon the terms and conditions the Interim Chief Executive Officer deems necessary or advisable based on the recommendations of Library legal counsel, and any such execution and delivery be, and hereby is, ratified and approved.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Chief Executive Officer



Executive Search Proposal

Bradbury Miller
Associates

bradburymiller.com

BradburyMiller Associates

3513 E. Harvard Blvd., Canton, OH, 44709
330.224.9177

January 5, 2022

Tisha Galarce, Interim, HR Director
Indianapolis-Marion Co Public Library
2450 North Meridian Street
Indianapolis, IN 46208

Proposal: CEO Search – Indianapolis-Marion County Public Library (IN)

Thank you for contacting us about the possibility of Bradbury Miller Associates assisting the Indianapolis-Marion County Public Library in its search for your new CEO. We look forward to the possibility of working with you and we are pleased to submit the attached proposal for your consideration.

We think you will find us a great match for your search. To help you quickly evaluate our services and the services you are seeking, we have addressed key search components below. Our full proposal outlines our services much more completely.

Market your position, the Library, & the region

- Tailor the search to your library and its community
- Consultants meet with staff, the Search Committee/Board, external stakeholders
- Design announcement and post position in 55+ professional sites
- Create a website on our page devoted to the Library and the Indianapolis region
- Recruit and develop a pool of 15-20 qualified candidates meeting your criteria

Evaluate & Recommend the List of Qualified Candidates

- Candidates must submit a cover letter, resume and complete a questionnaire
- Phone conversations with each qualified candidate
- Share all candidate documents on Dropbox with the Search Committee/Board
- Meet with Search Committee/Board to discuss candidates/select 6-9 semifinalists for first round of interviews

Coordinate & Assist with Interview Process

- Bradbury Miller Associates is your staff team
- Facilitate logistics of semifinal interviews & final interviews
- Schedule interviews, prepare draft questions, evaluation tools
- Notify candidates of where they are in the process
- Media contact if needed

Reference Checks & Background Check

- Three reference checks/finalist
- Phone conversations with each reference; full report to the Search Committee/Board
- Electronic/Internet searching and reconnaissance
- Offer is contingent on successful background investigation

Coordinate & Assist with Offer & Negotiation

- Consultant fee is a flat fee; no conflict of interest
- Assist with establishing a hiring range at the beginning of the search
- Offer letter, background waivers, final acceptance

Coordinate & Assist with Post-Hire Support

Our proposal is intended as a starting point only. It summarizes our experience and qualifications, describes our typical services and methodology for a standard search, explains our fee structure, and includes recent references. We have outlined our full-service search, but we can usually tailor our services and fees to meet the needs and budget of most libraries. The search schedule outlined is an example to give you a sense of the time frame required to complete a successful search.

This proposal includes the quoted fee for the outlined scope of service including advertising costs and a single background check and is valid for a period of one hundred twenty (120) days from the date of this letter.

Thank you again for the opportunity to submit the attached proposal for your consideration. Please feel free to contact us at your convenience to discuss how our firm can best serve your needs.

Sincerely,

Karen E. Miller

Karen E. Miller
Owner and President, Bradbury Miller Associates



CEO SEARCH

FIRM BACKGROUND AND QUALIFICATIONS:

Bradbury Miller Associates is owned and operated by Karen Miller as of January 2020. Brian Hare serves as Managing Consultant. The firm was originally established as Gossage Regan Associates in 1983 and became Gossage Sager Associates under Don Sager. In 2006, Dan and Jobeth Bradbury assumed ownership of the firm and reorganized it as a Missouri LLC operating it as Bradbury Associates-Gossage Sager Associates. In 2016, the name changed to Bradbury Miller Associates to reflect Karen Miller joining the firm. The firm legally qualifies as a WBE (Woman-owned Business Enterprise).

Over the past ten years, the firm has successfully completed more than 200+ national executive searches for public, academic, and special libraries. Current clients include Buffalo & Erie County Public Library (NY), Ann Arbor District Library (MI), Irving Public Library (TX), Pierce County Library System (WA) and Wilton Library (CT).

In each of these engagements, we have performed a scope of work like that which is proposed for the Indianapolis-Marion County Public Library.

Partial List of Past Clients

Mid-Hudson Library System (NY)
Onondaga County Public Library (NY)
Broward County Public Library (FL)
Enoch Pratt Free Library (MD)
Carlsbad City Library (CA)
Alameda County Library (CA)
Baltimore County Public Library (MD)
Charleston County Public Library (SC)
Denver Public Library (CO)
Kansas City Public Library (MO)
Richmond Public Library (CA)
High Plains Library District (CO)
Jefferson County Libraries (CO)
Arapahoe Libraries (CO)
Allen County Public Library (IN)
Brown County Library (WI)
Waukesha Public Library (WI)
Howard County Public Library System (MD)
Westerville Public Library (OH)
Barberton Public Library (OH)
Akron-Summit County Public Library (OH)
Toledo Lucas County Public Library (OH)
Charles County Public Library (KY)
St. Mary's County Library (MD)
Ridgefield Library (CT)
New Jersey State Library
Providence Public Library (RI)
Kalamazoo Public Library (MI)
Hartford Public Library (CT)

SCOPE OF SERVICES & METHODOLOGY

If Bradbury Miller Associates is selected to assist you in your search for a new CEO, our first step is to understand your needs as thoroughly as possible.

- Position Description - Review, recommend and otherwise assist with updates/revisions to existing position description or the creation of a new position description, as desired
- Candidate Profile – Use surveys collect feedback from Board/Search Committee members, staff and stakeholders
- Initial virtual meeting with the Search Committee, Board, and key staff to understand the Library's distinctive organizational culture, mission, and concerns

RECRUITMENT STRATEGY

More important than attracting candidates through electronic advertising, we will carry out a regional and national networking effort to identify outstanding candidates who do not normally respond to ads or announcements. Many excellent people in the library and non-profit professions ARE interested in challenging jobs when approached by a respected recruitment firm. We start with a network of outstanding members of the library profession whom we know and, based on their suggestions and nominations, we broaden our search.

If a prospective candidate declines our invitation to apply, we will ask them to identify other individuals who have the required qualifications. We have found this process is important regardless of the size or type of library organization—and it is particularly important for identifying and attracting culturally diverse candidates.

Announcements in the library media start the process, but the best candidates usually must be asked. In our previous searches, we have personally contacted 350+ potential applicants for positions resulting in 15-20 qualified candidates for each position.

RECRUITMENT TIMELINE

Our second step is to review our process with you to determine whether any changes to our initial proposal may be needed to satisfy your specific requirements.

- Review and finalize a search schedule listing key tasks and completion dates
- Standard full search takes 3-4 months to complete

We can generally customize the search schedule to have your new leader “on board” at the appropriate time. A timeline illustrating the major steps conducted over the proposed time frame is attached.

PROMOTION, OUTREACH AND IDENTIFYING POTENTIAL CANDIDATES

Once the search schedule is determined, we will finalize an advertising/marketing plan to stimulate greater awareness of the opening. Our goal is to work with existing marketing teams or help you craft something unique in-house. We begin each search as a blank canvas and generate a fresh list of prospective candidates by including:

- Preparation of a detailed position announcement
- Strategies for using electronic media, social media and networking
- Advertising on 55+ professional library and non-profit sites
- A dedicated page for the position on Bradbury Miller Associates website with a supplemental page of links to library documents and information about the Library's service area
- Distribution to 1700+ library colleagues through our professional newsletter
- Direct communication with potential and prospective candid

Diversifying the Applicant Pool

Bradbury Miller Associates consultants know that both female and BIPOC candidates are under-represented in senior management positions. Consequently, we make strenuous efforts to assure that both female and BIPOC candidates are represented in our candidate pools. We place announcements in a number of diverse library-related websites and/or Listservs—BCALA (Black Caucus of the American Library Association), REFORMA, CALA-ALA (Chinese American Librarians Association), etc. and actively seek leads and recruit diverse candidates.

For each engagement, we work very closely with the Affirmative Action Officer (or equivalent), participate in discussion of the importance of the EEO compliance requirements with the Library and cooperate with the Library's Equal Employment Opportunity/Affirmative Action Office as needed and distribute candidate intake forms for statistical reporting, if this is part of the typical process.

COMMUNICATION

Throughout the search—and especially during the candidate identification phase—we will send regular, complete updates on our progress to the Search Committee/Board. We will share candidate feedback, adjust our search strategies as needed, convey challenges, and share any additional information gleaned during the process

CANDIDATE SCREENING

- Bradbury Miller Associates conducts initial screenings on qualified candidates via phone or videoconference and shares the results of these interviews with the Search Committee/Board as part of the process.
- All candidate documents (cover letter, resume, and questionnaire) are uploaded to Dropbox.

- Other documents include a complete candidate list and a qualifications comparison matrix for review.
- Bradbury Miller Associates meets virtually with the Search Committee/Board and presents a list of recommended candidates and a discussion of each individual.
- Six to nine semi-finalists are selected and invited to interview via videoconference for the preliminary round of interviews.
- We advise our clients to see as many candidates as feasible so that they have a sense of the scope and diversity of candidates actively interested in their position.

CANDIDATE ASSESSMENT - SEMIFINAL AND FINAL INTERVIEWS

We recommend a two-step interviewing process; the first round consists of the Search Committee/Board interviewing semifinalist candidates (we recommend six to nine) via videoconferencing and then selecting three to four finalist candidates for final interviews. The final interviews occur approximately two to three weeks following the semifinal interviews. We believe that it is important to move quickly through the process once the applications close, so no strong candidates withdraw for other opportunities and we do not lose our momentum.

Bradbury Miller Associates provides customized support during the final interview process:

- Draft of interview questions for all interviews.
- Types of questions to avoid for legal or quasi-legal reasons, and hints regarding interview approaches, techniques and possible pitfalls.
- We serve as technical search experts during interviews, contributing to discussion of candidate strengths and weaknesses relative to the client's perceived needs and making suggestions from experience in respect to negotiating salary, benefits, and relocation expenses with the chosen finalist.

In short, we interact with you in whatever way you find helpful during the critical time when key decisions need to be made. Selecting your new CEO is a crucial decision that could well affect the Indianapolis-Marion County Public Library and its constituents for many years to come.

CHECKING REFERENCES

Once the finalists are selected to be interviewed by the final decision-making body, we conduct reference checks for the finalist candidates.

- We interview up to three references by phone for up to four finalist candidates. We believe that oral interviews with a candidate's references are far superior to letters of reference.
- We prepare brief reports paraphrasing reference-derived information. Nuances and "reading between the lines" gives our clients more realistic impressions of the strengths and possible weaknesses of finalist candidates.
- Because we maintain active contacts within the profession, we are often able to provide less formal assessments of a candidate's strengths and weaknesses and any areas still in need of development. Such informal reports are often vital to the decision-making process.

Background Checks

If you wish to have a pre-employment background check conducted on a finalist, we will engage an experienced investigative firm to verify academic credentials, review driving records, and research county and federal district court records for prior or current criminal or civil cases. This will require a release by the candidate(s). Typically, background checks cost \$350-\$900 per person, depending upon the time period and the number of jurisdictions to be researched. We will work with the agency and provide a written report of the research findings for the Library. Our flat fee includes a single background investigation.

HANDLING THE DETAIL WORK

Throughout the recruitment and selection process, Bradbury Miller Associates handles all the detail work—and there is a substantial amount, considering that there are commonly 20 to 30 or more potential candidates for an attractive position.

- We are your staff team throughout the process.
- We recommend that all application materials be addressed to Bradbury Miller Associates so that consistency and comparability can be established and any omissions can be identified—we assume the responsibility to see that everything is done completely and correctly.
- We will acknowledge receipt of all applications and provide copies of all the documents to you at a scheduled time.
- As noted above, we will schedule and conduct calls with all candidates who meet the requirements determined by the Search Committee/Board.
- We coordinate with Library staff to make arrangements for semifinal and final interviews and are a part of that process.

- We are also frequently asked to conduct final negotiations on behalf of the Library – and we are pleased to do so.

We notify candidates not selected at the appropriate time(s) during the process and we keep in touch periodically with your designated contact person so that you know where we are in the process. We also submit written progress reports throughout the process and at the end of major stages in the search—after the intake closing date; after the interviewing/screening work has been accomplished, and after a list of the most viable candidates is determined.

Our Guarantee

Once the new CEO is selected and appointed, if he or she leaves the position— either voluntarily or non-voluntarily—within the first year after appointment, Bradbury Miller Associates will, on a one-time basis, reactivate the search if you request it, and will screen at least three well-qualified finalist candidates. You will assume all expenses for a reactivated search, but we will expect no additional fee. Such a reactivation of the search must assume that the search firm will be allowed to pursue its own methodology to achieve the reasonable results that you want.

ABOUT THE CONSULTANTS AND OFFICE LOCATIONS

One of the major advantages in engaging Bradbury Miller Associates is that we bring a team of library professionals with search firm expertise to the process. If selected to assist the Indianapolis-Marion County Public Library in its search for a new CEO, the following consultants would be engaged in the project. Their roles and a summary of their qualifications follow:

Karen E. Miller, President/Owner, serves as project co-director and primary contact for the engagement, developing the search proposal, identifying qualified candidates and conducting pre-screening interviews and participating in site visits. Karen most recently worked as Associate Director at Stark County (Ohio) District Library and served as Interim Executive Director for SCDL in 2012. Karen has over 20 years of wide-ranging public library experience, from rural library directorships to branch management to administrative responsibilities in a county district library and in an urban metro library. Karen has demonstrated excellence in strategic planning, staff management and development, successful levy campaigns, event planning, fundraising, and public speaking. She is an active member of the Ohio Library Council, serving on the Library Education Committee and as an annual presenter for the OLC's New Library Directors Workshop, serves on the American Library Association Committee on Membership Meetings, as well as being a member of the Public Library Association. Karen also serves as Mentor and Steering Committee member for the ILEAD USA-Ohio leadership program for Ohio librarians and serves as a Director on the Board of the Bluecoats Drum and Bugle Corps, a world-class competitive marching band and performing arts education non-

profit.

Brian Hare, Managing Consultant, Brian most recently served as the Director of Reed Memorial Public Library (Ravenna, Ohio) and has worked in a variety of settings during his 15+ years of library experience. He came to public library service through the AmeriCorps Network and obtained his Master of Library and Information Science degree from the University of Pittsburgh. Brian has also served as director for a small rural public library and manager for a metro suburb library. One of his most fond positions was Archive Intern at the Andy Warhol Museum in Pittsburgh where he got to rifle through Warhol's Time Capsules. Specializing in strategic planning facilitation, marketing/branding, project management, levy campaigns, and public speaking, Brian stays active with the Ohio Library Council, American Library Association, and Public Library Association serving on various committees and presenting on library topics. Brian is also an active board member of Main Street Ravenna and Ravenna School District Equity Task Force. He believes that libraries are the most important part of any community.

Beth Barker, Director of Finance & Communication, serves as support for the engagement. Beth Barker has over 20 years of experience overseeing business practices and human resources for several offices in Northeast Ohio, most recently, having served as operations manager for The Chrysalis Center in New Philadelphia. Beth's experience includes overseeing all finances, including payroll and benefits, as well as human resources for the firm. Beth holds a Bachelor's degree in Business Management from Kent State University.

Thomas Dillie, Associate Consultant, serves assisting with identifying qualified candidates and conducting pre-screening interviews and, depending on scheduling, may assist during site visits. Tom is currently Director of the Minerva Public Library (Ohio). Tom's earlier experience as a bookstore employee in Urbana, IL led to the completion of a Master's in Library Science at the University of Illinois at Urbana-Champaign. His first professional library position was as Adult Services Librarian, Wadsworth Public Library in Ohio. He was subsequently hired as a branch manager for the Greene County Public Library, Xenia, Ohio and became Assistant Director in 2006. Tom joined the Minerva Public Library in 2008 as Director. Tom is Board member for the Ohio Library Council, a professional association for librarians. He brings a variety of experience in both single and multi-branch libraries in rural and urban settings.

OFFICE LOCATIONS AND CONTACT DETAILS

Bradbury Miller Associates
3513 E. Harvard Blvd.
Canton, OH 44709

FEE PROPOSAL AND OPTIONAL BILLABLE EXPENSES

Bradbury Miller Associates' total fee for executive search services (including all consultant expenses in traveling) is a flat fee of \$27,000. A retainer of \$6000 will be paid to the firm upon approval of the agreement and subtracted from the final invoice at the end of the search. This amount will be invoiced upon completion of the search, payable within 30 days of the selected candidate's acceptance of the client's offer.

- **Expenses included within our fee:** (1) All virtual meetings with the Library; (2) all consultant pre-screening interview expenses; (3) videoconferencing charges; (4) all standard office expenses; (5) advertising costs based upon our marketing plan which provides excellent exposure to the library community; (6) a single background check (\$350-\$900) on the chosen candidate; (7) consultant in-person attendance for the final interviews.
- **Adjustments/Discounts:** The proposed fee covers the outlined scope of services and deliverables contained in this proposal. Other modifications to the scope of services are possible and negotiable with fee adjustments being made accordingly.
- **Candidate expenses:** It shall be the client's responsibility to reimburse candidates they have selected for onsite final interviews for the candidates' travel expenses. Candidate expenses will vary considerably depending on point of origin, length of stay and the amount of lead time allowed for booking airfare—a reasonable estimate might be \$1,200 - 1,500 per candidate inclusive of airfare, meals, hotel expenses, and rental car.
- **Additional reference reports:** our proposal allows for a maximum of four candidates with three references each- should it be desired to increase the number of candidates beyond four and/or increase the number of references per individual, the cost per reference is \$400.
- **HoganLead Hogan Personality Assessment:** Hogan Assessments provides organizations with valid and reliable assessment tools and professional consulting expertise. Hogan's personality, values, and cognitive-based assessment tools are the result of over 54 cumulative years of research and refinement and are used by over half of the Fortune 100 companies for employee selection and/or development purposes. Information gathered from the assessment tools will be used to develop reports that gauge a candidate's leadership potential and leadership style; how a candidate may react to challenges and stress; what a candidate's core values and goals appear to be; and a measure of a candidate's emotional intelligence. A summary report will allow direct comparison of one candidate to another across these assessments. A consultant from Bradbury Miller Associates who is trained and certified in Hogan Assessments will produce the reports and will work directly with the Library's Search Committee to interpret and understand the assessments and resulting reports. HoganLead inventory assessment is a fee of \$700 per finalist candidate and includes a written report per candidate which is deliverable prior to final interviews.



Additional Information

Bradbury Miller Associates is devoted exclusively to executive searches in the library field and utilizes library professionals with strong backgrounds in library administration and human resources. Five consultants are regularly engaged in the executive search work of the firm and special consultants are utilized to respond to the requirements of a specific engagement.

In all engagements, Bradbury Miller Associates works exclusively for the client library/system, never on behalf of a candidate. No known conflicts of interest exist with respect to the firm, management, agents of the firm, or other persons relative to the services to be provided. If any such actual, apparent, or potential conflicts arise, they will be immediately disclosed.

Bradbury Miller Associates carries Recruiters Professional Liability insurance, Business Liability (including Hired/Non-Owned Auto Liability) and Workers Compensation coverage sufficient to satisfy most municipal and state vendor requirements for executive search services.

We believe learning about the community and the institution and working closely with the key stakeholders brings value to the search process and achieves a very high success rate. Our consultants remain active in the American Library Association and the Public Library Association and routinely work with ALA, PLA, and ACRL (American College and Research Libraries) leadership. Because our firm is known and respected—as are our consultants—our library colleagues respond and return our calls and emails when we start prospecting on behalf of a client. We have a specialized knowledge of libraries and an entrée to library leaders that generalist firms simply cannot provide.

FORM OF FINAL AGREEMENT

When we receive word that an engagement has been awarded, we allow our proposal to stand as the basis of our agreement, and then amend any of the details that need to be changed with the simple agreement addendum (see Attachment III).

In addition to specifying any changes in scope or approach a client may desire, our professional liability insurance carrier requires us to include paragraphs 4, 5, and 6 in any agreements or contracts we execute—and paragraph 7 should give ample assurance to the client that the Library is in the driver's seat. (As a point of information, paragraphs 4-7 have never been invoked on any prior engagement.) Our client's satisfaction is our bottom line—and we are willing to stake our reputation and our fee on ensuring that level of satisfaction.

CONCLUSION:

We look forward to the possibility of working with the Indianapolis-Marion County Public Library to help you find your next CEO. If you have questions or need clarification on any aspect of the proposal, please let us know.

BRADBURY MILLER ASSOCIATES

Karen E. Miller

Karen E. Miller
Owner/President

We hereby accept the foregoing proposal (pages 1 – 12).

By _____

Title _____

Date _____

**The final schedule and specific details of this engagement may be modified
by an addendum to this agreement.**

ATTACHMENT I:
SEARCH SCHEDULE OUTLINE
INDIANAPOLIS-MARION COUNTY PUBLIC
LIBRARY (IN)

Please see below our estimated schedule of key dates for your CEO search process. If we are selected, we will establish a firm search schedule during our first meeting with the Library. It is our intent to conduct the search within an appropriate timeframe to allow us to find high-quality candidates for you. Our standard search takes approximately 120 days once we begin the process.

The following is an illustrative timeline and the actual target dates will be determined and approved by the Search Committee/Board.

Timeframe	Tasks
First 30 Days	<ul style="list-style-type: none"> • Initial meeting with Search Committee/Board, staff, and stakeholders • Create position announcement and post/advertise nationally • Initiate recruitment strategy
30-60 Days	<ul style="list-style-type: none"> • Close position posting • Prepare candidate documents and screen qualified candidates • Present candidates to Search Committee/Board and facilitate discussion of selection of semifinal candidates
60-90 Days	<ul style="list-style-type: none"> • Prepare for and lead semi-final interviews • Facilitate discussion and assist with selection of finalists • Conduct reference reports and coordinate final interview planning • Facilitate final interviews • Coordinate presentation of offer to selected candidate and initiate background investigation

ATTACHMENT II-REPRESENTATIVE REFERENCES



ELYRIA PUBLIC
LIBRARY SYSTEM

Elyria Public Library System
211 2nd St
Elyria, OH 44035

Kaleena Whitfield, Board Chair
kaleena.whitfield@gmail.com
Jennifer Starkey, Director
jenniferstarkey@gmail.com



Fairfield Public Library
1080 Old Post Road
Fairfield, CT 06824

David Gray, Board Chair
david.gray@epsilon.com
Scott Jarzombek, Director
sjarzombek@gmail.com



Hoboken Public Library
500 Park Ave
Hoboken, NJ 07030

Susan Murcko, Search Chair
susan.murcko@gmail.com
Jennie Pu, Director
jenniepu@gmail.com



Reed Memorial Library
167 E Main St.
Ravenna, OH 44266

Frank Cimino, Board/Search Chair
officeF3@sbcglobal.net
Amy Young, Director
aeyoung@reedlibrary.org



Marion Public Library
1064 7th Ave.
Marion, IA 52302

Sally Reck, Board/Search Chair
sallysreck@gmail.com
Bill Carroll, Director
wjcarroll70@yahoo.com



Broward County Libraries
100 S Andrews Avenue,
Fort Lauderdale, FL 33301

Kim Butler, Search Committee
kbutler@broward.org
Alison Grubbs, Executive Director
allisongrubbs09@gmail.com

ATTACHMENT III:

**SAMPLE ADDENDUM AGREEMENT BETWEEN BRADBURY MILLER
ASSOCIATES AND THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
(IN)**

By signed proposal dated _____ and acceptance by the Indianapolis-Marion County Public Library (IN) (hereinafter called Library), the Library has entered into an agreement with Bradbury Miller Associates (hereinafter called Consultant) to perform an executive search for a new CEO . That agreement is hereby amended to contain the following provisions, which shall, to the extent they are inconsistent with the terms of the _____ proposal, supersede the prior provisions:

1. All work performed under this contract shall be performed by or under the direct supervision and control of Karen Miller as project director.
2. The search schedule as outlined in the original proposal dated _____ will be superseded by a final schedule to be developed after the initial meeting with the Library and mutually agreed to by both the Library and the Consultant.
3. (Add other relevant elements you wish to specify or change and adjust numbers accordingly.)
4. Regardless of which party hereto retains responsibility for conducting criminal and financial background checks on prospective candidates under the agreement, the Library and Consultant will defend and indemnify each other from all claims, lawsuits, administrative actions, and other causes of action arising from the negligence or misconduct of a party hereto in conducting such background checks and/or from the misuse of information obtained from such background checks by either party, its officers, directors, agents, servants, or employees.
5. The Library and Consultant each agree and warrant to each other that (1) any such background checks will be conducted solely for the purposes of evaluating prospective candidates' suitability for employment; (2) before a background check is conducted, the prospective candidate will be provided with and sign a clear and conspicuous written disclosure informing him/her that a criminal report may be obtained for employment purposes; and (3) information obtained as a result of such background checks will not be used in a manner that violates any state or federal employment laws or regulations.
6. If a dispute arises between the parties relating to this Agreement, the parties agree to participate in good faith negotiations to resolve the dispute for a period of up to thirty (30) days. If the dispute is not settled during such period, the parties agree that the matter shall be settled by non-binding arbitration held in accordance with the commercial rules of the American Arbitration Association, by a panel of three (3) arbitrators. The parties shall each choose an arbitrator who will then agree on a neutral arbitrator.
7. The Library may terminate this contract at any time with 30 days of notice. If the Library terminates the contract because of being dissatisfied with the quality or amount of services provided by the Consultant, the Consultant will rely on the collective good judgment of the Library to determine what represents a fair and appropriate level of refund/rebate/discount for the work performed under the agreement.

WHEREFORE, the parties have set their hand this day of _____, 2022.

BRADBURY MILLER ASSOCIATES

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (IN)

By _____

By _____

ATTACHMENT C
RFQ for Executive Search for Position of Chief Executive Officer
E-VERIFY AFFIDAVIT

Vendor: _____

Pursuant to Indiana Code 22-5-1.7-11, the Vendor entering into a contract with the Indianapolis-Marion County Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify Program. The Vendor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify Program if the E-Verify program no longer exists.

The undersigned, on behalf of the Vendor, being first duly sworn, deposes and states that the Vendor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the Indianapolis-Marion County Public Library, the undersigned Vendor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Vendor or Contractor: Bradbury Miller Associates

By (Signature): [Handwritten Signature]

(Printed Name and Title): Karen E Miller President of OM

(Important – Notary Signature and Seal Required in the Space Below)

STATE OF Ohio
COUNTY OF Stark

Subscribed and sworn to before me this 5th day of January

My commission expires: 04/15/2023 (Signed) Debra J Mars

Residing in Stark County, State of Ohio



ATTACHMENT B
RFQ for Executive Search for Position of Chief Executive Officer
NON-COLLUSION AFFIDAVIT

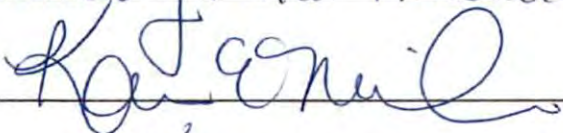
Vendor: _____

The undersigned, on behalf of the Vendor, being first duly sworn, deposes and states that Vendor has not, nor has any other member, representative, employee or agent of the Vendor, entered into any combination, collusion or agreement with any person relative to the SOQ by anyone at such letting, to prevent any person from submitting a quote, or to induce anyone to refrain from submitting a quote.

The undersigned further deposes and states that this SOQ is made without reference to any other quote and without any agreement, understanding or combination with any other person referring to such quote.

The undersigned further deposes and states that no person, firm or entity has or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such quote.

Vendor: Bradbury Miller Associates

By (Signature): 

(Printed Name and Title): Karen E Miller, President & Owner

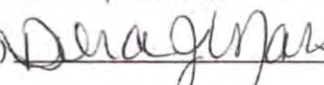
(Important – Notary Signature and Seal Required in the Space Below)

STATE OF Ohio

Seal:
COUNTY OF Stark



Subscribed and sworn to before me this 5th day of January

My commission expires: 04/15/2023 (Signed) 

Residing in Stark County, State of Ohio

ATTACHMENT E

**RFQ for Executive Search for Position of Chief Executive Officer
MBE/WBE/VBE/DOBE PARTICIPATION GOALS FOR CONSTRUCTION, GOODS/SUPPLIES,
AND SERVICES**

Submittal Due Date: Jan 7 2022
 Project: Executive Search for Chief Executive Officer Position
 Vendor: BRADBURY MILLER ASSOCIATES Vendor Phone: 330 204 9177
 Contact Name: Beth Barker, Director of Finance + Communication Vendor E-mail Address: beth.barker@bradbury-miller.com

Vendor is is not a City-certified MBE/WBE/VBE/DOBE and will self-perform 100 % of the total contract amount.

Does an exclusive agreement exist between the Vendor and any subcontractor/supplier listed?

Yes No If yes, please explain): N/A

Provide names of MBE/WBE/VBE/DOBE sub-contractors/suppliers with which Vendor has not previously worked (if any): N/A

If Vendor is awarded this contract, the MBE/WBE/VBE/DOBE City certified firms listed below will be utilized in the performance of the contract as a subcontractor/supplier:

Full Legal Name of Firm	MBE, WBE, VBE, or DOBE	Contact Person	Phone #	Description of Work	\$ Dollar Amount	% of Total Contract Amount
<u>BRADBURY MILLER ASSOCIATES</u>	<u>women owned business IN GHID</u>	<u>Beth Barker</u>	<u>330 340 7115</u>	<u>consulting - HR</u>	<u>27,000</u>	<u>100%</u>

Vendor must submit an Application for MBE/WBE/VBE/DOBE Program Waiver if it fails to meet the required utilization goals for the contract. Failure to provide the application for waiver at the time of submission will result in the disqualification and rejection of the quote/bid/proposal.

Vendor's Signature: [Signature]
 Vendor's Name: BRADBURY MILLER ASSOCIATES
 Date: Jan 6 2022

ATTACHMENT F

**RFQ for Executive Search for Position of Chief Executive Officer
APPLICATION FOR MBE/WBE/VBE/DOBE PROGRAM WAIVER**

APPLICATION FOR MBE/WBE/VBE/DOBE PROGRAM WAIVER

Pursuant to the IndyPL Invitation, this application for a (check each of the following which apply)
 MBE WBE VBE DOBE Program Waiver is hereby submitted for the Project listed below by Vendor.

Submittal Due Date: 9/17/2022

Project: Executive Search for Chief Executive Officer Position

Vendor: BRADBURY MILLER ASSOCIATES Vendor Phone: 330 224 9177

Contact Name: Beth Barker Vendor E-mail Address: bethbarker@bradbury-miller.com

In attempting to meet the Project Goals the vendor made the following good faith efforts for the purpose of fulfilling those Goals (Check all that apply). The minimum score required to establish "good faith" effort is 70 points.

Item:	Weighting	Score
<input checked="" type="checkbox"/> 1. Vendor (check one of the following) <input type="checkbox"/> did <input checked="" type="checkbox"/> did not attend all pre-bid or pre-solicitation meetings held by the City to inform MBEs, WBEs, VBEs, and DOBEs of contracting opportunities.	10	___
<input type="checkbox"/> 2. Vendor placed advertisements in search of prospective MBEs/WBEs/VBE and DOBEs for the contract. Provide all such advertisements, including e-mail "send-to" section, if used.	10	___
<input type="checkbox"/> 3. Vendor provided written notifications to MBEs/WBEs/VBEs/DOBEs notifying them of contracting opportunities in sufficient time to allow them to participate and to minority business assistance agencies for the purpose of locating prospective MBEs, WBEs, VBEs, and DOBEs for the contract. Vendor's written notification to the Office of the Mayor's Business Development Program for assistance in locating MBEs, WBEs, VBEs, and DOBEs must also be documented. Provide all such documents.	20	___
<input type="checkbox"/> 4. Vendor made the following efforts to select portions of the work to be performed by MBE/WBE/VBEs/DOBEs in order to increase the likelihood of achieving the stated goals, including the division of contracts into economically feasible units/parcels to facilitate participation:	10	___
<input type="checkbox"/> 5. Vendor contacted and/or negotiated with	15	___



Board Briefing Report

8

To: IndyPL Board **Meeting Date:** 1/24/2022
From: The Indianapolis Public Library Foundation
Subject: January 2022 Update

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

News

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

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

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

It was a joy to learn more about the impact we're making. One staff member shared how the Library's book club at IPS Impact Academy at the Resource Treatment Center is helping youth grow as readers, build positive relationships and heal emotionally. Thanks to our generous donors, teens get to keep a copy of each book they read. After they're done reading, they often share their copies with others on their unit. One young man sends his books home for his brother to read so they can later discuss them. Participating in the book club also supports the teens' therapy sessions. It can take a long time for therapists to work up to certain topics. However, they find that teens who participate in the book club are more likely to bring up these topics on their own and sooner than they might otherwise be ready to discuss them. It is heartwarming to hear and share concrete examples of how the Library and Foundation are working together to encourage young people.

Donors

The Foundation thanks 324 donors who made gifts last month. The following are our top corporate and foundation donors. If you should have an opportunity to thank these donors, we would be grateful.

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

Program Support

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



Board Action Request

9a1

To: IMCPL Board **Meeting Date:** January 24, 2022

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

Effective Date: January 24, 2022

Subject: Finances, Personnel and Travel Resolution 5-2022

Recommendation: Approve Finances, Personnel and Travel Resolution 5-2022

Background: The Finances, Personnel and Travel Resolution 5-2022 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2022.

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

RESOLUTION 5 - 2022

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of December 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 **75351** through **75522** for a total of
\$6,767,566.40 were issued from the operating bank accounts.

EFT numbers **1561** through **1583** and
305015 through **305077** and
305082 through **305114** and
305120 through **305139** for a total of
\$1,957,680.02 were issued from the operating bank accounts.

Warrant number **891** through **900** for a total of
\$399.73 was issued from the fines bank account.

Warrant numbers **8184** through **8234** for a total of
\$57,152.91 were issued from the gift bank account.

EFT numbers **305078** through **305081** and
305115 through **305119** and
305140 through **305142** for a total of
\$104,851.75 were issued from the gift bank account.

Warrant numbers **269276** through **269310** and
1391 for a total of
\$6,237.10 were issued for employee payroll

Direct deposits numbers **490001** through **490550** and
494001 through **494547** and
510001 through **510552** for a total of
\$1,413,113.94 were issued for employee payroll

Electronic transfers for payment of taxes and garnishments for a total of
\$521,818.42 were issued for employee payroll

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

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

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

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

Raymond J. Biederman

Rev. T.D. Robinson

Curtis W. Bigsbee

Hope C. Tribble

Dr. Khaula Murtadha

Judge Jose D. Salinas

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

Patricia A. Payne

Carolyn J. Adams
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1561	EFT	11/29/2021	AMERICAN UNITED LIFE INSURANCE CO	2,090.69
1562	EFT	11/29/2021	FIDELITY INVESTMENTS	4,435.13
1563	EFT	12/17/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	2,189.00
1564	EFT	12/20/2021	INDIANA DEPARTMENT OF REVENUE	699.68
1565	EFT	12/06/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	(1,137.60)
1566	EFT	12/06/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	467.13
1567	EFT	12/07/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	934.27
1568	EFT	12/10/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	109,282.60
1569	EFT	12/06/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	933.30
1570	EFT	12/07/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	934.27
1571	EFT	12/07/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	934.27
1572	EFT	12/07/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	934.27
1573	EFT	12/06/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	935.24
1574	EFT	12/10/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	54,386.00
1575	EFT	12/28/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	934.27
1576	EFT	12/24/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	108,717.32
1577	EFT	12/15/2021	JEWEL LOFTON	85.60
1578	EFT	12/17/2021	ADP, INC.	867.00
1579	EFT	12/17/2021	ADP, INC.	11,716.74
1580	EFT	12/10/2021	AMERICAN UNITED LIFE INSURANCE CO	2,080.69
1581	EFT	12/23/2021	AMERICAN UNITED LIFE INSURANCE CO	2,080.69
1582	EFT	12/10/2021	FIDELITY INVESTMENTS	4,875.17
1583	EFT	12/23/2021	FIDELITY INVESTMENTS	4,563.17
75351	CHECK	12/09/2021	ADP, INC.	2,047.42
75352	CHECK	12/09/2021	AMAZON CAPITAL SERVICES, INC	1,350.92
75353	CHECK	12/09/2021	ARAB TERMITE AND PEST CONTROL INC	2,218.00
75354	CHECK	12/09/2021	ASI SIGNAGE INNOVATIONS	201.00
75355	CHECK	12/09/2021	AT&T MOBILITY	626.48
75356	CHECK	12/09/2021	BLACKMORE & BUCKNER ROOFING	1,260.10
75357	CHECK	12/09/2021	CITIZENS ENERGY GROUP	5,993.18
75358	CHECK	12/09/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	135.00
75359	CHECK	12/09/2021	DRIESSEN WATER INC	69.93
75360	CHECK	12/09/2021	DACO GLASS & GLAZING INC	6,528.07
75361	CHECK	12/09/2021	DELL MARKETING L.P.	31,099.50
75362	CHECK	12/09/2021	DUNHAM RUBBER & BELTING CORP	45.00
75363	CHECK	12/09/2021	DYNAMARK GRAPHICS GROUP	223.64
75364	CHECK	12/09/2021	ELLIS MECHANICAL & ELECTRICAL	272.50
75365	CHECK	12/09/2021	ESSENTIAL ARCHITECTURAL SIGNS, INC	515.00
75366	CHECK	12/09/2021	FINDAWAY WORLD, LLC	8,206.22
75367	CHECK	12/09/2021	FREDERICK DIXIE JR	350.00
75368	CHECK	12/09/2021	FULLER ENGINEERING CO., LLC	3,768.74
75369	CHECK	12/09/2021	GALE GROUP THE	426.87
75370	CHECK	12/09/2021	GEYER FIRE PROTECTION, LLC	372.53
75371	CHECK	12/09/2021	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	323.09
75372	CHECK	12/09/2021	HEAPY ENGINEERING INC	7,365.24
75373	CHECK	12/09/2021	HORNING ROOFING & SHEET METAL	420.44
75374	CHECK	12/09/2021	ICC FLOORS	23,530.00
75375	CHECK	12/09/2021	INFOUSA MARKTING INC	4,995.00
75376	CHECK	12/09/2021	KI	831.89
75377	CHECK	12/09/2021	LUNA LANGUAGE SERVICES	143.76
75378	CHECK	12/09/2021	MORNINGSTAR	11,697.00
75379	CHECK	12/09/2021	NICHE ACADEMY	7,400.00
75380	CHECK	12/09/2021	OCLC INC	10,163.42
75381	CHECK	12/09/2021	CONDUENT STATE & LOCAL SOLUTIONS, INC.	50.00
75382	VOID	12/09/2021	PAYPAL	216.40
75383	CHECK	12/09/2021	PFM TRUCK CARE CENTER	137.12
75384	CHECK	12/09/2021	PUBLICATION POINT LLC	81.14
75385	CHECK	12/09/2021	REPROGRAPHIX, INC	102.60
75386	CHECK	12/09/2021	REPUBLIC WASTE SERVICES	9,447.96

No.	Type	Date	Reference	Amount
75387	CHECK	12/09/2021	SHELBY GRAAM	33.16
75388	CHECK	12/09/2021	THE BANK OF NEW YORK MELLON TRUST CO N.A	400.00
75389	CHECK	12/09/2021	THE BANK OF NEW YORK MELLON TRUST	1,846,100.00
75390	CHECK	12/09/2021	THE DAVEY TREE EXPERT COMPANY	1,572.00
75391	CHECK	12/09/2021	THE HARMON HOUSE L.L.C.	1,650.00
75392	CHECK	12/09/2021	THE HF GROUP, LLC	1,796.37
75393	CHECK	12/09/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,165.25
75394	CHECK	12/09/2021	THRESETTE K. BRIGGS	2,100.00
75395	CHECK	12/09/2021	TINT KING L.L.C.	2,120.00
75396	CHECK	12/09/2021	TIPTON SOUND & LIGHTING	105.00
75397	CHECK	12/09/2021	TITAN ASSOCIATES	3,479.37
75398	CHECK	12/09/2021	TRANSACTION NETWORK SERVICES INC.	146.00
75399	CHECK	12/09/2021	TUMBLEWEED PRESS, INC.	11,900.00
75400	CHECK	12/09/2021	U.S. BANK ST. PAUL	3,866,759.38
75401	CHECK	12/09/2021	UNITED PARCEL SERVICE	573.50
75402	CHECK	12/09/2021	YOURMEMBERSHIP.COM, INC.	259.00
75403	CHECK	12/15/2021	ANTHEM INSURANCE COMPANIES, INC	310,500.00
75404	CHECK	12/15/2021	BARNES & THORNBURG	25,000.00
75405	CHECK	12/15/2021	BARNES & THORNBURG	37,000.00
75406	CHECK	12/15/2021	BARNES & THORNBURG	37,000.00
75407	CHECK	12/17/2021	A CLASSIC PARTY RENTAL CO	438.00
75408	CHECK	12/17/2021	AFSCME COUNCIL IKOC 962	2,136.54
75409	CHECK	12/17/2021	ALESSANDRA GENEVIEVE HOLMES	75.00
75410	CHECK	12/17/2021	ALLISON O'KEEFFE	300.00
75411	CHECK	12/17/2021	AMERICAN UNITED LIFE INSURANCE CO	3,357.06
75412	CHECK	12/17/2021	APEX BENEFITS GROUP	12,500.00
75413	CHECK	12/17/2021	ASI SIGNAGE INNOVATIONS	102.00
75414	CHECK	12/17/2021	AT&T	1,741.47
75415	CHECK	12/17/2021	AT&T	1,460.92
75416	CHECK	12/17/2021	AT&T	368.54
75417	CHECK	12/17/2021	AT&T MOBILITY	1,754.76
75418	CHECK	12/17/2021	BACKSTAGE LIBRARY WORKS	1,537.30
75419	CHECK	12/17/2021	INDIANAPOLIS PUBLIC SCHOOLS	2,800.00
75420	CHECK	12/17/2021	BRIGHT IDEAS IN BROAD RIPPLE	2,771.74
75421	CHECK	12/17/2021	CHI BLACKBURN	400.00
75422	CHECK	12/17/2021	CITIZENS ENERGY GROUP	1,142.46
75423	CHECK	12/17/2021	DACO GLASS & GLAZING INC	260.00
75424	CHECK	12/17/2021	DELL MARKETING L.P.	30,882.90
75425	CHECK	12/17/2021	DUDE SOLUTIONS INC	2,328.94
75426	CHECK	12/17/2021	ELIZABETH FRANKLIN	1,392.83
75427	CHECK	12/17/2021	ELLIS MECHANICAL & ELECTRICAL	409.00
75428	CHECK	12/17/2021	ERIC MCELVENNY	2,000.00
75429	CHECK	12/17/2021	FULLER ENGINEERING CO., LLC	1,983.75
75430	CHECK	12/17/2021	GEYER FIRE PROTECTION, LLC	7,922.20
75431	CHECK	12/17/2021	GUARDIAN	14,215.12
75432	CHECK	12/17/2021	HEALTH & HOSPITALS CORP. OF MARION CNTY.	600.00
75433	CHECK	12/17/2021	IBJ MEDIA	111.96
75434	CHECK	12/17/2021	INDIANA WRITER'S CENTER	2,700.00
75435	CHECK	12/17/2021	INDIANAPOLIS POWER & LIGHT COMPANY	67,263.05
75436	CHECK	12/17/2021	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	1,690.28
75437	CHECK	12/17/2021	INDY SHADES, INC.	85.00
75438	CHECK	12/17/2021	JEREMY NORRIS	600.00
75439	CHECK	12/17/2021	LEHMAN'S INC. OF ANDERSON	1,629.60
75440	CHECK	12/17/2021	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
75441	CHECK	12/17/2021	MIKE COGHLAN	1,067.03
75442	CHECK	12/17/2021	MOODY'S INVESTORS SERVICE, INC	36,000.00
75443	CHECK	12/17/2021	OFFICEWORKS	1,805.44
75444	CHECK	12/17/2021	OPTIMOROUTE INC	1,026.00
75445	CHECK	12/17/2021	PERFORMANCE MECHANICAL CONTRACTING	440.00
75446	CHECK	12/17/2021	PLOW DIGITAL, LLC	25,000.00
75447	CHECK	12/17/2021	PLYMOUTH ROCKET, INC	650.00
75448	CHECK	12/17/2021	PRICE CONSTRUCTION GROUP, LLC	14,000.00
75449	CHECK	12/17/2021	PRIORITY PRESS INC	5,757.00

No.	Type	Date	Reference	Amount
75450	CHECK	12/17/2021	RED OXYGEN INC	15.36
75451	CHECK	12/17/2021	REPROGRAPHIX, INC	26.60
75452	CHECK	12/17/2021	REVELATIONS IN EDUCATION	700.00
75453	CHECK	12/17/2021	RJE BUSINESS INTERIORS	1,788.34
75454	CHECK	12/17/2021	ROBIN HANKS	24.42
75455	CHECK	12/17/2021	SECURITAS ELECTRONIC SECURITY, INC.	4,182.00
75456	CHECK	12/17/2021	SHAEL WEIDENBACH	82.98
75457	CHECK	12/17/2021	SHUMIN FANG	100.00
75458	CHECK	12/17/2021	SILLY SAFARI SHOWS, INC	600.00
75459	CHECK	12/17/2021	SONDHI SOLUTIONS	687.19
75460	CHECK	12/17/2021	TECHNOLOGY INTEGRATION GROUP	22,807.34
75461	CHECK	12/17/2021	THE DAVEY TREE EXPERT COMPANY	2,092.00
75462	CHECK	12/17/2021	THE HARMON HOUSE L.L.C.	125.00
75463	CHECK	12/17/2021	TRUCK PAINTING SPECIALISTS	1,515.62
75464	CHECK	12/17/2021	UNIFORM HOUSE INC. THE	200.44
75465	CHECK	12/17/2021	HEARTLAND PRINTWORKS	1,250.00
75466	CHECK	12/17/2021	WILLIAMS DISTRIBUTION, LLC.	775.00
75467	CHECK	12/23/2021	ARAB TERMITE AND PEST CONTROL INC	255.00
75468	CHECK	12/23/2021	BRIGHTWOOD (PETTY CASH)	14.59
75469	CHECK	12/23/2021	BUSINESS FURNITURE CORPORATION	582.25
75470	CHECK	12/23/2021	CARACCIOLA MORALES	1,275.00
75471	CHECK	12/23/2021	CHILDREN'S PLUS INC.	89.68
75472	CHECK	12/23/2021	CITIZENS ENERGY GROUP	1,668.15
75473	CHECK	12/23/2021	COLE INFORMATION SERVICES	6,834.00
75474	CHECK	12/23/2021	COLLEGE AVENUE BRANCH (PETTY CASH)	17.79
75475	CHECK	12/23/2021	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	5,038.44
75476	CHECK	12/23/2021	CYPRESS INFORMATION SERVICES LLC	950.00
75477	CHECK	12/23/2021	DACO GLASS & GLAZING INC	303.50
75478	CHECK	12/23/2021	GALE GROUP THE	3,133.12
75479	CHECK	12/23/2021	GARFIELD PARK (PETTY CASH)	3.00
75480	CHECK	12/23/2021	GEYER FIRE PROTECTION, LLC	1,481.65
75481	CHECK	12/23/2021	GLENDALE MALL	23,585.42
75482	CHECK	12/23/2021	INDIANAPOLIS FLEET SERVICES	1,021.49
75483	CHECK	12/23/2021	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	275.00
75484	CHECK	12/23/2021	LAWRENCE (PETTY CASH)	42.18
75485	CHECK	12/23/2021	LEGALSHIELD	261.85
75486	CHECK	12/23/2021	LSC (PETTY CASH)	52.56
75487	CHECK	12/23/2021	MALLORY MCCLENDON	85.60
75488	CHECK	12/23/2021	MATTHEW BENDER & CO.	1,732.97
75489	CHECK	12/23/2021	NRP DIRECT	709.05
75490	CHECK	12/23/2021	OMEGA RAIL MANAGEMENT	760.33
75491	CHECK	12/23/2021	OPTIMOROUTE INC	480.80
75492	CHECK	12/23/2021	PFM TRUCK CARE CENTER	6,337.38
75493	CHECK	12/23/2021	PITNEY BOWES, INC.	264.00
75494	CHECK	12/23/2021	PROVIDENCE OUTDOOR	20,202.50
75495	CHECK	12/23/2021	REPUBLIC WASTE SERVICES	4,794.84
75496	CHECK	12/23/2021	RIVERS RESOURCES	266.85
75497	CHECK	12/23/2021	SILLY SAFARI SHOWS, INC	300.00
75498	CHECK	12/23/2021	STERLING INFOSYSTEMS INC	14.00
75499	CHECK	12/23/2021	STEWART SPEAKERS, INC	200.00
75500	CHECK	12/23/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	389.23
75501	CHECK	12/23/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,325.40
75502	CHECK	12/23/2021	UNIFORM HOUSE INC. THE	883.76
75503	CHECK	12/23/2021	WORLD BOOK EDUCATIONAL PRODUCTS	11,988.00
75504	CHECK	12/30/2021	ADP, INC.	2,058.13
75505	CHECK	12/30/2021	AMERICAN UNITED LIFE INSURANCE CO	1,363.48
75506	CHECK	12/30/2021	ARAB TERMITE AND PEST CONTROL INC	2,201.00
75507	CHECK	12/30/2021	BEECH GROVE SEWAGE WORKS	194.04
75508	CHECK	12/30/2021	CITIZENS ENERGY GROUP	1,225.67
75509	CHECK	12/30/2021	EDC EDUCATIONAL SERVICES	534.57
75510	CHECK	12/30/2021	GALE GROUP THE	7,804.73
75511	CHECK	12/30/2021	GEYER FIRE PROTECTION, LLC	1,429.65
75512	CHECK	12/30/2021	INDIANA NEWSPAPERS, INC.	1,614.12

No.	Type	Date	Reference	Amount
75513	CHECK	12/30/2021	J. W. PEPPER & SON, INC	172.49
75514	CHECK	12/30/2021	JO-ANN STORES, LLC	20,000.00
75515	CHECK	12/30/2021	LAWRENCE (PETTY CASH)	30.13
75516	CHECK	12/30/2021	LSC (PETTY CASH)	15.00
75517	CHECK	12/30/2021	MATTHEW BENDER & CO.	591.61
75518	CHECK	12/30/2021	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	39,842.83
75519	CHECK	12/30/2021	MITINET/MARC SOFTWARE	1,040.00
75520	CHECK	12/30/2021	PROVIDENCE OUTDOOR	225.00
75521	CHECK	12/30/2021	RISK MANAGEMENT ASSOCIATION	824.70
75522	CHECK	12/30/2021	ROWMAN & LITTLEFIELD PUBLISHING GROUP	4,343.90
305015	EFT	12/09/2021	ALSCO	796.56
305016	EFT	12/09/2021	BAKER & TAYLOR	3,083.45
305017	EFT	12/09/2021	BAKER & TAYLOR	1,607.99
305018	EFT	12/09/2021	BAKER & TAYLOR	26,484.92
305019	EFT	12/09/2021	BAKER & TAYLOR	43,580.77
305020	EFT	12/09/2021	BAKER & TAYLOR	178.78
305021	EFT	12/09/2021	BLACKSTONE AUDIO INC	1,703.71
305022	EFT	12/09/2021	CDW GOVERNMENT, INC.	1,392.25
305023	EFT	12/09/2021	CENTRAL SECURITY & COMMUNICATIONS	1,286.83
305024	EFT	12/09/2021	COMMUNITY HEALTH NETWORK, INC	3,200.00
305025	EFT	12/09/2021	DANCORP INC. DBA DANCO	500.00
305026	EFT	12/09/2021	DEMCO, INC.	3,615.30
305027	EFT	12/09/2021	EBSCO INFORMATION SERVICES	10,200.00
305028	EFT	12/09/2021	FINELINE PRINTING GROUP	203.00
305029	EFT	12/09/2021	FLEET CARE, INC.	2,109.98
305030	EFT	12/09/2021	GRAINGER	90.70
305031	EFT	12/09/2021	INDIANA PLUMBING AND DRAIN LLC	2,940.00
305032	EFT	12/09/2021	INGRAM LIBRARY SERVICES	1,289.09
305033	EFT	12/09/2021	J&G CARPET PLUS	1,965.50
305034	EFT	12/09/2021	KLINES QUALITY WATER, INC	122.45
305035	EFT	12/09/2021	KRM ARCHITECTURE+ INC	24,496.50
305036	EFT	12/09/2021	MARKET STREET GROUP, INC	4,000.00
305037	EFT	12/09/2021	MARY RANKIN	2,975.00
305038	EFT	12/09/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	6,754.27
305039	EFT	12/09/2021	MIDWEST TAPE - PROCESSED DVDS	1,445.47
305040	EFT	12/09/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	2,890.22
305041	EFT	12/09/2021	MIDWEST TAPE NON PROCESSED	577.02
305042	EFT	12/09/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	7,021.03
305043	EFT	12/09/2021	MIDWEST TAPE, LLC	1,005.86
305044	EFT	12/09/2021	MOORE INFORMATION SERVICES, INC	1,745.55
305045	EFT	12/09/2021	ORACLE ELEVATOR HOLDCO, INC.	9,800.00
305046	EFT	12/09/2021	OVERDRIVE INC	18,017.72
305047	EFT	12/09/2021	PERFECTION GROUP, INC.	984.66
305048	EFT	12/09/2021	RATIO ARCHITECTS, LLC	85,909.45
305049	EFT	12/09/2021	REGIONS BANK PURCHASING CARD	21,999.37
305050	EFT	12/09/2021	RICHARD LOPEZ ELECTRICAL, LLC	21,513.54
305051	EFT	12/09/2021	RYAN FIRE PROTECTION, INC	7,580.00
305052	EFT	12/09/2021	STENZ MANAGEMENT COMPANY, INC	18,063.79
305053	EFT	12/09/2021	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	1,792.00
305054	EFT	12/09/2021	TITAN ASSOCIATES	137,815.39
305055	EFT	12/09/2021	UNIVERSAL PROTECTION SERVICE, LP	27,384.43
305056	EFT	12/17/2021	CENTRAL SECURITY & COMMUNICATIONS	3,891.00
305057	EFT	12/17/2021	CITIZENS THERMAL ENERGY	43,670.31
305058	EFT	12/17/2021	DELTA DENTAL	10,999.74
305059	EFT	12/17/2021	DELTA DENTAL	49.28
305060	EFT	12/17/2021	DELTA DENTAL	73.94
305061	EFT	12/17/2021	ETI PERFORMANCE IMPROVEMENT	540.00
305062	EFT	12/17/2021	FINELINE PRINTING GROUP	1,963.00
305063	EFT	12/17/2021	FLEET CARE, INC.	275.31
305064	EFT	12/17/2021	GRAINGER	90.70
305065	EFT	12/17/2021	INDIANA PLUMBING AND DRAIN LLC	1,080.00
305066	EFT	12/17/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	19,393.42
305067	EFT	12/17/2021	INSIGHT PUBLIC SECTOR, INC	45,963.23

No.	Type	Date	Reference	Amount
305068	EFT	12/17/2021	J&G CARPET PLUS	2,881.50
305069	EFT	12/17/2021	KLINES QUALITY WATER, INC	43.60
305070	EFT	12/17/2021	ORACLE ELEVATOR HOLDCO, INC.	2,100.00
305071	EFT	12/17/2021	PERFECTION GROUP, INC.	8,843.00
305072	EFT	12/17/2021	RICHARD LOPEZ ELECTRICAL, LLC	192.00
305073	EFT	12/17/2021	RICHARD LOPEZ ELECTRICAL, LLC	16,176.53
305074	EFT	12/17/2021	STENZ MANAGEMENT COMPANY, INC	2,879.84
305075	EFT	12/17/2021	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	2,799.40
305076	EFT	12/17/2021	THE SKILLMAN CORPORATION	37,000.00
305077	EFT	12/17/2021	TITAN ASSOCIATES	5,411.50
305082	EFT	12/23/2021	ACORN DISTRIBUTORS, INC	103.50
305083	EFT	12/23/2021	ALSCO	362.06
305084	EFT	12/23/2021	BAKER & TAYLOR	10,733.30
305085	EFT	12/23/2021	BAKER & TAYLOR	4,791.70
305086	EFT	12/23/2021	BAKER & TAYLOR	109,011.68
305087	EFT	12/23/2021	BAKER & TAYLOR	101,794.09
305088	EFT	12/23/2021	BAKER & TAYLOR	8,963.82
305089	EFT	12/23/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	30,275.50
305090	EFT	12/23/2021	BAKER TILLY VIRCHOW KRAUSE, LLP	113,017.07
305091	EFT	12/23/2021	BLACKSTONE AUDIO INC	1,155.21
305092	EFT	12/23/2021	BRODART COMPANY CONTINUATIONS	1,375.80
305093	EFT	12/23/2021	CENTRAL SECURITY & COMMUNICATIONS	543.49
305094	EFT	12/23/2021	FLEET CARE, INC.	164.95
305095	EFT	12/23/2021	INDIANAPOLIS ARMORED CAR, INC	3,277.25
305096	EFT	12/23/2021	INDIANAPOLIS RECORDER	975.00
305097	EFT	12/23/2021	INGRAM LIBRARY SERVICES	5,927.61
305098	EFT	12/23/2021	IRVINGTON PRESBYTERIAN CHURCH	937.50
305099	EFT	12/23/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	5,224.42
305100	EFT	12/23/2021	MIDWEST TAPE - PROCESSED DVDS	1,216.77
305101	EFT	12/23/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	5,344.27
305102	EFT	12/23/2021	MIDWEST TAPE NON PROCESSED	163.68
305103	EFT	12/23/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	11,433.20
305104	EFT	12/23/2021	MIDWEST TAPE, LLC	1,179.59
305105	EFT	12/23/2021	MIDWEST TAPE, LLC	25,808.41
305106	EFT	12/23/2021	MIDWEST TAPE, LLC	244.28
305107	EFT	12/23/2021	OVERDRIVE INC	111,293.32
305108	EFT	12/23/2021	RICHARD LOPEZ ELECTRICAL, LLC	5,255.56
305109	EFT	12/23/2021	RICOH USA, INC. - 12882	10,749.11
305110	EFT	12/23/2021	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	346.25
305111	EFT	12/23/2021	TITAN ASSOCIATES	221.00
305112	EFT	12/23/2021	TSAI FONG BOOKS INC	127.60
305113	EFT	12/23/2021	ULINE	575.41
305114	EFT	12/23/2021	UNIVERSAL PROTECTION SERVICE, LP	444.72
305120	EFT	12/30/2021	BAKER & TAYLOR	156,673.44
305121	EFT	12/30/2021	BAKER & TAYLOR	2,499.20
305122	EFT	12/30/2021	BAKER & TAYLOR	0.22
305123	EFT	12/30/2021	BAKER & TAYLOR	33,039.20
305124	EFT	12/30/2021	BAKER & TAYLOR	38,855.36
305125	EFT	12/30/2021	BAKER & TAYLOR	552.46
305126	EFT	12/30/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	4,576.25
305127	EFT	12/30/2021	BLACKSTONE AUDIO INC	2,074.79
305128	EFT	12/30/2021	BRODART COMPANY CONTINUATIONS	2,273.51
305129	EFT	12/30/2021	EBSCO INFORMATION SERVICES	16,840.26
305130	EFT	12/30/2021	INDIANAPOLIS RECORDER	39.00
305131	EFT	12/30/2021	INGRAM LIBRARY SERVICES	516.87
305132	EFT	12/30/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	389.99
305133	EFT	12/30/2021	MIDWEST TAPE - PROCESSED DVDS	890.93
305134	EFT	12/30/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,518.62
305135	EFT	12/30/2021	MIDWEST TAPE NON PROCESSED	94.47
305136	EFT	12/30/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	4,657.10
305137	EFT	12/30/2021	MIDWEST TAPE, LLC	442.50
305138	EFT	12/30/2021	OVERDRIVE INC	82,382.74
305139	EFT	12/30/2021	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,947.24

No.	Type	Date	Reference	Amount
			Total	\$ 8,725,462.82

Summary by Transaction Type:

Computer Check	\$ 6,767,566.40
EFT Check	\$ 1,957,680.02
Total Payments	\$ 8,725,246.42
Total Voided Items	\$ 216.40

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

No.	Type	Date	Reference	Amount
891	CHECK	12/23/2021	ALICIA BERNASCONI	19.99
892	CHECK	12/23/2021	BALL STATE UNIVERSITY	32.00
893	CHECK	12/23/2021	CHELSEA BRACKMAN	23.93
894	CHECK	12/23/2021	DIANE RAYNOR	50.00
895	CHECK	12/23/2021	ERICA BROWN	28.00
896	CHECK	12/23/2021	GREGORY MULLIGAN	49.95
897	CHECK	12/23/2021	HEATHER STOVER	11.95
898	CHECK	12/23/2021	JANET MCKINNON SIMPSON SCHMIDT	65.00
899	CHECK	12/23/2021	KRISTY LYNN MURPHY	25.96
900	CHECK	12/23/2021	SARAH ELIZABETH BLASKIEWICZ	92.95
Total				\$ 399.73

Summary by Transaction Type:

Computer Check	\$ 399.73
EFT Check	\$ -
Total Payments	\$ 399.73
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount	
8184	CHECK	12/09/2021	BAMBI PEA	49.14	8184
8185	CHECK	12/09/2021	CERAMIC GRAPHICS	768.70	8185
8186	CHECK	12/09/2021	COMIC BOOK UNIVERSITY	200.00	8186
8187	CHECK	12/09/2021	CROSSROADS DOCUMENT SERVICES	8,050.05	8187
8188	CHECK	12/09/2021	IGNITION ARTS, LLC	12,000.00	8188
8189	CHECK	12/09/2021	ROBIN HANKS	184.98	8189
8190	CHECK	12/09/2021	SAGE PUBLISHING	250.00	8190
8191	CHECK	12/17/2021	3'D TROPHY ENGRAVING CO., INC.	124.00	8191
8192	CHECK	12/17/2021	AT&T MOBILITY	3,606.25	8192
8193	CHECK	12/17/2021	BETH MENG	500.00	8193
8194	CHECK	12/17/2021	BOUNCE BACK INDIANA FITNESS LLC	300.00	8194
8195	CHECK	12/17/2021	CAMPGRLL LLC	70.00	8195
8196	CHECK	12/17/2021	CAREY INTERNATIONAL, INC.	100.80	8196
8197	CHECK	12/17/2021	CASH & CARRY PAPER COMPANY, INC.	63.50	8197
8198	CHECK	12/17/2021	CATHERINE BOWIE	200.00	8198
8199	CHECK	12/17/2021	CHANTEIL BRADLEY	100.00	8199
8200	CHECK	12/17/2021	ELIZABETH MARCELLO	200.00	8200
8201	CHECK	12/17/2021	EMMA ISABELLA KRUTULIS	150.00	8201
8202	CHECK	12/17/2021	ENVIRO-TOTE INC.	105.91	8202
8203	CHECK	12/17/2021	FINE PROMOTIONS, INC	309.36	8203
8204	CHECK	12/17/2021	JULIA LOHLA	200.00	8204
8205	CHECK	12/17/2021	KEEGAN LOYE	500.00	8205
8206	CHECK	12/17/2021	KONSTANTIN UMANSKY	2,100.00	8206
8207	CHECK	12/17/2021	LORALYNN E EADES	200.00	8207
8208	CHECK	12/17/2021	MARGARET WARD	101.85	8208
8209	CHECK	12/17/2021	WFYI TV FYI PRODUCTIONS	1,125.00	8209
8210	CHECK	12/17/2021	MICHAEL PATTON	500.00	8210
8211	CHECK	12/17/2021	MICHELLE M. NICHOLS-YEHLING	125.00	8211
8212	CHECK	12/17/2021	MONTOYA MEGERLE BARKER	252.82	8212
8213	CHECK	12/17/2021	MONTOYA MEGERLE BARKER	260.18	8213
8214	CHECK	12/17/2021	NINJA ZONE GEIST ACADEMY	200.00	8214
8215	CHECK	12/17/2021	PETER VICKERY	2,100.00	8215
8216	CHECK	12/17/2021	SAKURA FUQUA	700.00	8216
8217	CHECK	12/17/2021	SHAHLO SEIDMEDOVA	150.00	8217
8218	CHECK	12/17/2021	SHARON BERNHARDT	160.00	8218
8219	CHECK	12/17/2021	MOSIMBA R. TAYLOR	200.00	8219
8220	CHECK	12/17/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	3,975.00	8220
8221	CHECK	12/17/2021	VLADIMIR KRAKOVICH	4,200.00	8221
8222	CHECK	12/17/2021	YEFIM PASTUKH	4,200.00	8222
8223	CHECK	12/23/2021	ADAM TODD	110.78	8223
8224	CHECK	12/23/2021	DENYCE MALONE	89.66	8224
8225	CHECK	12/23/2021	EDWARD J. FUJAWA	250.00	8225
8226	CHECK	12/23/2021	ELIZABETH SLAWSON	68.46	8226
8227	CHECK	12/23/2021	GAIL THOMAS STRONG	30.00	8227
8228	CHECK	12/23/2021	GLOBAL EQUIPMENT CO., INC.	4,188.99	8228
8229	CHECK	12/23/2021	LSC (PETTY CASH)	7.48	8229
8230	CHECK	12/23/2021	MONTOYA MEGERLE BARKER	180.00	8230
8231	CHECK	12/23/2021	OOEY GOOEY, INC.	1,000.00	8231
8232	CHECK	12/23/2021	SILLY SAFARI SHOWS, INC	1,050.00	8232
8233	CHECK	12/23/2021	THE HARMON HOUSE L.L.C.	350.00	8233
8234	CHECK	12/30/2021	MIDWEST PARENTING PUBLICATIONS, LLC	1,245.00	8234
305078	EFT	12/17/2021	DASHER PRINTING SERVICES, INC	2,618.25	305078
305079	EFT	12/17/2021	DEMCO, INC.	2,176.76	305079
305080	EFT	12/17/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	24,411.00	305080
305081	EFT	12/17/2021	INGRAM LIBRARY SERVICES	27,239.31	305081
305115	EFT	12/23/2021	BAKER & TAYLOR	3,401.67	305082

No.	Type	Date	Reference	Amount	
305116	EFT	12/23/2021	BAKER & TAYLOR	1,939.42	305083
305117	EFT	12/23/2021	FINELINE PRINTING GROUP	1,138.00	305084
305118	EFT	12/23/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	5,541.55	305085
305119	EFT	12/23/2021	INGRAM LIBRARY SERVICES	1,266.12	305086
305140	EFT	12/30/2021	BAKER & TAYLOR	21.60	305087
305141	EFT	12/30/2021	BAKER & TAYLOR	3,598.07	305088
305142	EFT	12/30/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	31,500.00	305089
Total				<u>\$ 162,004.66</u>	

Summary by Transaction Type:

Computer Check	\$ 57,152.91
EFT Check	\$ 104,851.75
Total Payments	\$ 162,004.66
Total Voided Items	-

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

January 24, 2022

PERSONNEL ACTIONS

RESOLUTION XX-2022

NEW HIRES:

- Zhenjie Lu, Hourly Library Assistant II, Pike, \$13.97 per hour, Effective: December 16, 2021
- Jonathan Muzzall, Public Services Librarian NE, Irvington, \$22.20 per hour, Effective: December 16, 2021
- Taylor Modory, Hourly Library Assistant II, East Washington, \$13.97 per hour, Effective: December 16, 2021
- Barbara Baker, Library Security Assistant, Haughville, \$15.02 per hour, Effective: December 16, 2021
- Willie Biles, Library Security Assistant, Martindale Brightwood, \$15.02 per hour, Effective: December 16, 2021
- Shayla Cabalan, Page, Central, \$12.50 per hour, Effective: January 5, 2022
- Tracy Sullivan, Library Security Assistant, Pike, \$15.17 per hour, Effective: January 5, 2022
- Adam Parsons, Director, Facilities, Chief Executive Office, \$49.03 per hour, Effective: January 10, 2022
- Nicholas Arzola, Hourly Digital Projects Intern, Collection Management, \$15.17 per hour, Effective: January 11, 2022
- Gay Nell German, Public Services Librarian, Spades Park, \$21.78 per hour, Effective: January 13, 2022
- Cameron Roberts, Team Member, Shipping & Receiving, Collection Management Shipping & Receiving, \$15.17 per hour, Effective: January 26, 2022

INTERNAL CHANGES:

- Anika Williams from Public Services Librarian, Pike Branch, \$21.99 per hour to Interim Supervisor Librarian, Franklin Road, \$23.18 per hour, Effective: December 5, 2021
- Julia Frick from Page, Irvington Branch, \$10.20 per hour to Library Assistant II, Nora Branch, \$15.17 per hour, Effective: January 2, 2022
- Stephanie Armour from Interim Circulation Supervisor II, Lawrence Branch to Circulation Supervisor II, Lawrence Branch, No Change in Pay, Effective: December 19, 2021
- Alysha Zemanek from Library Assistant II, Central Branch, \$14.25 per hour to Library Assistant III, Central Branch, \$16.31 per hour, Effective: December 19, 2021
- Theresa Crawford-Cottonham from Public Services Associate II-Floater, Pike Branch to Public Services Associate II-Floater, Michigan Road Branch, No Change in Pay, Effective: January 2, 2022
- Stephen McKenzie from Computer Assistant II, Haughville Branch, \$15.81 per hour to Circulation Supervisor I, Haughville Branch, \$20.66 per hour, Effective: December 19, 2021

- Shelby Peak from Interim Manager Regional Branch, Warren Branch, \$28.80 per hour to Supervisor Librarian, Franklin Road Branch, \$23.64 per hour, Effective: January 2, 2022
- Kim Brown-Harden from Area Resource Manager Branches, Public Services, \$32.69 per hour to Manager Organizational Learning and Development, Human Resources, \$36.05 per hour, Effective: January 2, 2022
- Greg Bolden from PC/Lan Specialist, Information Technology, \$26.18 per hour to Technical Training Specialist, Human Resources, \$26.18 per hour, Effective: January 2, 2022
- Mike Williams from Manager, Communications and Advocacy, Communications to Manager, Special Projects, Collection Management, No Change in Pay, Effective: January 2, 2022
- Elizabeth Van Allen from Manager, Digital Encyclopedia, Chief Executive Office to Managing Editor, Collection Management, No Change in Pay, Effective: January 2, 2022
- Anna Koriath from Library Assistant II, Glendale Branch, \$15.17 per hour to Library Assistant II, Central Branch, \$15.17 per hour, Effective: January 16, 2022
- Adrian Barreno-Quintanar from Network PC Technician, Information Technology, \$21.07 per hour to PC/Lan Specialist, Information Technology, \$25.17 per hour, Effective: January 2, 2022
- Mike Coghlan from Interim Director, Facilities, Facilities Management, \$49.73 per hour to Manager, Facilities Projects, Facilities Management, \$46.57 per hour, Effective: January 10, 2022
- Anika Williams from Interim Supervisor Librarian, Franklin Road Branch, \$23.41 per hour to Public Services Librarian, Pike Branch, \$22.65 per hour, Effective: January 2, 2022
- Denyce Malone from Manager, Community Branch, Michigan Road Branch, \$29.86 per hour to Interim Area Resource Manager, Branches, Public Services, \$31.35 per hour, Effective: January 2, 2022
- Shael Weidenbach from Program Specialist, Public Services, \$26.24 per hour to Area Resource Manager, Youth Services, Public Services, \$31.73 per hour, Effective: January 16, 2022

RE-HIRES:

- Rashida Greene, Hourly Library Assistant II, Public Services, \$15.12 per hour, Effective: December 8, 2021

SEPARATIONS:

- Kimeral Bush, Lead Office Assistant, Central, 38 years and 10 months, Effective: November 30, 2021
- Linda Tegmeyer, Hourly Library Assistant II, Lawrence, 6 years and 10 months, Effective: November 19, 2021
- Sharon Bernhardt, Area Resource Manager, Youth Services, Program Development, 52 years and 2 months, Effective: December 1, 2021
- Debra Young, Library Assistant I, Central, 15 years, Effective: November 30, 2021
- Kaitlyn Norman, Page, Lawrence, 5 years and 5 months, Effective: December 3, 2021

- Ashley Maxwell, Public Services Associate II, Michigan, 1 year and 4 months, Effective: December 31, 2021
- JaChaun Parker, Team Member, Shipping & Receiving, 7 months, Effective: December 31, 2021
- Joshua Rojas, Library Assistant II, Garfield Park, 3 months, Effective: December 17, 2021
- Cheryl Wright, Manager, Organizational Learning and Development, Human Resources, 32 years and 8 months, Effective: January 1, 2022
- Linda Smith, Public Services Librarian, Glendale, 35 years and 1month, Effective: December 31, 2021
- Anthony Rucker, Computer Assistant II, Michigan Road, 3 years and 7 months, Effective: January 11, 2022
- Madeline Klein, Hourly Library Assistant II, Nora, 4 months, Effective: January 8, 2022
- Claire Taylor, Page, Central, 2 years and 10 months, Effective: August 11, 2021
- Leslie Medina, Page, Haughville, 5 months, Effective: January 10, 2022

INACTIVE:

- Thelma Hunt, Library Assistant II, InfoZone, Effective: December 5, 2021

RE-ACTIVATE: (None Reported)

- Alicia Kingsberry, Page, Warren, Re-activated: December 18, 2021
- Kenedy Manuel, Page, Glendale, Re-activated: December 9, 2021

RECLASSIFICATION:

- Jyoti Verderame from Hourly Editorial Assistant, Chief Executive Office, \$15.39 per hour to Assistant Managing Editor, Collection Management, \$20.26 per hour, Effective: January 2, 2022
- Jessica Fischer from Hourly Editorial Assistant, Chief Executive Office, \$15.39 per hour to Editorial Associate, Collection Management, \$17.53 per hour, Effective: January 2, 2022

PAY ADJUSTMENT:

- Ashley Luna from Circulation Supervisor I, Decatur Branch, \$20.26 per hour to \$20.66 per hour, Effective: January 2, 2022

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
TRAVEL AND TRAINING ACTION
 RESOLUTION 5-2022

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

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

Name	Dept	C/C	City/State	Conference Name	Fund	Registration	Travel/Mileage	Lodging	Per Diem	Total
Masada Sparrow	MAR	2005	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Elizabeth Tarr	TCM	2024	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Marina Zimmermann	HR	1700	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Valerie Cobb	WIN	2020	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Marie Haddox	SOU	2017	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Deandra Williams	CEN-TLC	1403	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Raven Smith	MAR	2005	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Alexandra Loewen	CEN- CAS	1401	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Adrian Barreno-Quintanar	IT	1100	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Rachel Erpelding	HVL	2012	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Zoe Battaglia	E38	2008	Virtual	Racial Equity Training	101	\$350.00				\$350.00
Emily Chandler	CMSA	1200	Portland, Oregon	PLA - Conference	101	\$610.00	\$1,000.00	\$1,000.00	\$120.00	\$2,730.00
Claudia Montes-Salinas	CEN-PDA	1500	VIRTUAL - INDY	Indiana Latino Institute	101	\$5,000.00				\$5,000.00
										\$11,580.00

Interim CEO Roadmap

Summary

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

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

Themes

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

Initiatives

CEO/Executive Committee

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

these opportunities has been positive and we plan to continue them into the future.

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

- **1/24/22** – Keesha Hughes has been spending time in branches getting to know the system. Adam Parsons, our incoming Director of Facilities, will do the same.
- **Improve Union relationship/communication** – *staff have observed that the relationship between the union and library administration has been strained or confrontational. We need to reset this relationship and show a commitment to being open to new ideas and to long term change.*
 - **11/22/21** – The interim CEO, Director of HR, and CFO have met with the union both formally and informally to continue to build trust and improve communication. We received positive feedback about the tone of our most recent negotiation session regarding Sunday work.
 - **1/24/22** – The union was invited to participate in the most recent town hall meeting and speak to questions that were directed to them. We have also continued to work on opening lines of communication and keeping formal negotiations constructive and solution-oriented.
- **Servant leadership readings/training** – *to improve the ability of EC to effectively communicate with the organization and to generate trust, EC will commit to the idea of service leadership, including group readings and trainings.*
 - **1/24/22** – We have not successfully identified an appropriate training in this realm yet. This is partially because EC still has several interims and has given over its regular meeting time to coordination of the M365 rollout in recent ~~weeks~~ months.
- **Get the organization focused on the strategic plan** – *an observation that has been made often in the last few weeks is the organization does not yet feel as connected to its current strategic plan as it did to its former plan. We need to provide more opportunities for staff to communicate how they are “living” the strategic plan and how we as an organization are progressing toward our goals. This could include a “friendly competition” where branches are rewarded for coming up with creative ways to pursue our strategic plan goals.*
 - **11/22/21** – Further feedback indicates that a “competition”, however friendly, is not what staff want right now. We will explore other ways to motivate staff to work on the strategic plan. The interim Chief Public Services Officer (Greg Hill) has created some tracking and management reporting resources highlighting areas of the strategic plan. Greg and Strategic Planning and Assessment Officer (Garrett Mason) are working together to revisit the Branch Manager Quarterly reports to incorporate or be replaced by the newly created resources.
- **EC matrix** – *EC keeps a list of organizational projects and initiatives that we call “the matrix.” It is intended to serve as a sort of dashboard to show overlapping project schedules and overall “busy-ness” levels at the library. It can also be a valuable communication tool for staff who want a birds-eye view of the organization. At points in the past we have committed to sharing this tool with staff more often but we need to recommit to that.*

- **11/22/21** – Strategic Planning has been working on updating the Matrix and deploying it as a more collaborative document via M365. We previously were sharing a summarized version of the Matrix for all staff but it did not seem staff was accessing or utilizing this resource. We need to determine if the Matrix is of value to staff and, if so, the best manner to convey the Matrix.
- **1/24/2022** - EC Matrix is now a dynamic, collaborative file being shared via the EC Team in M365. The Matrix had been revised to allow for leadership to more effectively identify and track estimated delivery dates. The revisions will also allow EC to more easily identify months when multiple initiatives/projects are compacting.
- **Quarterly reports** – *it has been a longstanding practice for branch managers to produce quarterly reports, and it is not always clear to them who uses the reports and for what purpose. Being asked to complete this task so regularly without a clear goal in mind reduces morale. We need to identify the stakeholders of these reports and make sure the reports are filling their needs, adjust them if necessary, or drop them as a requirement if appropriate.*
 - **11/22/21** – The interim Chief Public Services Officer and Strategic Planning and Assessment Officer are developing a new reporting tool that has a clearer purpose
 - **1/24/22** - Discussions have continued between interim Chief Public Services Officer, Strategic Planning and Assessment Officer, and Manager of Data and Web Development. Determination of the best tool (i.e. IT-developed tool, M365 productivity application, or one of the more specialized M365 applications) for the desired aspects and capabilities of the new report.
- **Café contract** – *Our café vendor at Central Library has indicated a desire to revisit their contract document and add some significant dimensions to their relationship with the library. We need to explore the potential benefit and liability in these changes.*
 - **1/24/22** – The interim CEO has talked with the café vendor to better understand their needs. We are in the process of quantifying the impact of any potential changes to the library's budget or insurance liability.

Human Resources

- **Appraisal format** – *our system of performance appraisals has been a source of frustration for a variety of reasons. Ideally, the appraisal tool should provide valuable feedback to both staff and managers, and we should adjust our process to meet that goal.*
 - **360 for managers** – *A 360 review, in which a person receives feedback not only from their supervisor but from their colleagues and/or direct reports (anonymously) as well, can add valuable context to the appraisal process. This is standard practice in some organizations.*
 - **Self-appraisal** – *A self-appraisal component of performance reviews can often highlight specific areas where a staff person's self-perception does not align with the manager's perception, and can be useful in guiding an appraisal conversation to the points where it can be most helpful. Self-appraisals also provide staff members the opportunity to*

reflect on their own performance and “speak to” things they think are obstacles or hindrances to them.

- **11/22/21**- This will be an item that will be discussed early next year to prepare for the review on Sept 2022.
- **Incident of bias flowchart** – *A big part of the reason why incidents of bias may have gone unaddressed (or under-addressed) in the past is because our procedure for addressing such incidents was not specific enough. We would also benefit from a “third party” pathway for feedback/complaints (this has been referred to as a “whistleblower” or “ombudsperson” pathway).*
 - **11/22/21** – The interim Director of HR has created a third party pathway for reporting incidents that is currently under review. Strategic Planning and Assessment Officer recently gained access to the data reporting aspect of the reporting process and is currently reviewing.
 - **01/19/2021**- received the final review for the contract. The contract will have to be reviewed by the company’s attorney for final approval. The selected company for this product was BKD.
- **Formalizing interview panel guidelines** – *We do not, as an organization, have formal/written guidelines for how interview panels should be created, resulting in missed opportunities to provide representation on crucial decision making bodies. **These guidelines need to be created immediately.***
 - **The team met early this year to start working on the guideline.**
- **Student Assistant page position** – *The nature of the page position has come up in several discussions, including equitable pay but also how we might use these positions to give opportunities to students, specifically those from the communities surrounding our branch locations and how we might use these positions to highlight librarianship as a potential career path. We will explore the creation of a certain number of page positions that could specifically be reserved for students/youth.*
 - **11/22/21**- The CFO and Interim Director of HR had a meeting with the Supervisor Librarians and the idea of creating this position was not well received. Here is the new suggestion: The Supervisor, Volunteer Resources and Interim Director of HR are working on creating guidelines for students’ opportunities. Their idea is to create a collaboration with schools and students in the library with opportunities to help and serve as Page, LA II and PSLs. We have identified local schools that provide funds for these opportunities and we are currently creating the guideline, procedures and job descriptions to share with the schools for consideration. This will bring more diversity and exposure to students to our library.
- **Diversity Fellow** – *Our Diversity Fellow positions, which have been year-long, project-based positions that we reserve specifically for demographics that are underrepresented in our larger staff, have been very valuable. We will continue to use these positions both to address project needs but to increase representation on our staff.*

- **Training/onboarding** – *Our training/onboarding process needs to be more robust and needs to also serve as a process that helps to set and reinforce our organizational culture, in addition to the nuts and bolts of working at IndyPL.*
 - **11/22/21**- The Diversity Fellow- HR, Interim Director of HR and Diversity, Equity and Inclusion Officer are working to create a new onboarding program to highlight the library culture and goals. This will be the foundation for all new employees when they first start. The goal is to have this training ready and available for new employees by January 2022. Additionally, Interim Director of HR is revising the structure and the needs of the training division. The goal is to create more in-house training to help employees succeed in IndyPL. The revisions will be completed by the end of November.
 - **1/24/22** – We have a new Manager of Organizational Learning and Development, replacing the incumbent who retired, and who will take over the implementation of this goal. Greg Bolden, previously in IT, is now part of the HR team and will lead our efforts on staff technology training. Strategic Planning and Assessment Officer has engaged the new Manager of Organization Learning and Development to discuss our approach regarding the onboarding process and onboarding checklists, annual competencies, project management tools and training, etc.
- **Mentorship** – *We need a formal mentorship structure to ensure that staff are able to take advantage of the opportunity to learn from more experienced staff and help them set and follow their career paths.*
 - **11/22/21**- The Interim of Chief of Public Services and Interim of Director of HR are creating the procedure for a Mentorship Program. The pilot group will start in Public Services and roll out to other departments next year. Currently, looking at software to make the process more effective and able to gather the information and track the progress of the participants.
 - **1/24/22** – Greg Hill and his team have identified a software product that will assist in the matching of mentor/mentees. Greg has also worked with Tisha and her team to create a Career Development Program draft plan, which we are currently reviewing. The contract was sent to the company for the review.
- **Health care costs** – *Our health care costs are expensive for our employees, especially those on our family health insurance plan. We need to explore creative ways of reducing these costs to the extent that we can.*
 - **11/22/21**- For 2022, we were unable to reduce the health costs for employees due to the increase of overall cost nationwide. However, we were able to keep the employees' premium the same and add new benefits at no cost to the employees. We added benefits for transgender, nutrition consulting and mental counseling for medically necessary conditions.
 - **11/22/21**- HR Dept is creating a new in-house Short Term Disability Program that will include Paternal Leave for birth, adopting and /or fostering mothers and fathers. This will be at no cost to employees.

- **01/19/2022**- Working on final details of the proposed policy.

Public Services

- **CAP process** – *The process for seeking program funding, called a Community Action Plan or CAP, can be cumbersome and confusing, especially for programs seeking only small financial support. We need to continue to improve this process so that it is easy for staff to create, track, and complete a CAP. Additionally, we need to explore ways to support programming efforts in branches that do not have large Foundation gift fund balances with which to fund programming.*
 - **11/22/21** – The 2022 CAP process will allow for smaller programs to be funded with operational dollars that have been budgeted to the Programming Department. Process continues to be improved with the collaboration of PDA, CPSO, and Strategic Planning and Assessment Officer. To date, 169 CAPs have been approved for execution in 2022 with secured funding of almost \$900k.
- **Patron Incident reporting tool** – *Our current tool for logging patron behavior incidents was built in-house many years ago and did not foresee our current need to be able to create reports on things like patron demographics. We need a more robust tool to ensure we are able to ask questions of our data and how our patrons are interacting with our security procedures/staff.*
 - **11/22/21** – Strategic Planning and Assessment Officer has been reviewing data structure and tool development. Contract for one year should be signed soon followed by beta testing and final revisions prior to deployment.
 - **1/24/22** – We have signed a contract with Incident Tracker and Garrett Mason is currently testing the reporting feature of the tool. The first round of beta testing has been completed. Feedback from beta test resulted in additional changes to the application. A second round of beta testing will commence once the development of these changes are complete. We plan to deploy this software to staff by the end of the first quarter of 2022.
- **Teen Services** – *We need to be more intentional in the way we provide services to our teen patrons. We need to create some teen-specific librarian positions, whose job is specifically to serve teen patrons. Currently, it tends to fall to whichever staff are naturally inclined to work with teens, and our teen patrons deserve more intentionality.*
 - **11/22/21** – We have created a teen-specific job description that branches can deploy as needed.
- **Security transition** – *We will continue our efforts to bring our security function in-house so that we are able to work with our security staff in a more engaged way and so that all staff that a patron might encounter in a branch are library staff.*
 - **11/22/21** – We continue to add in-house security positions at a steady rate. We will renew our relationship with G4S for 2022 and at the end of 2022 we will evaluate our needs at that point.
 - **12/13/21** – We have renewed our G4S relationship for 90 days.

- **1/24/22** – We discussed the specific timeline for the continued security transition at the January meeting of the Facilities committee. We plan to renew our relationship with Allied/G4S until the end of 2022 as we complete this transition.
- **Reorganize Central library management to match current strategic plan** – *Currently, the organization of Central Library is set up to match the previous strategic plan. We need to make sure that our structure matches our current goals, and that areas like the CBLC and the ISCR, which are projected to grow in impact, are supported with adequate resources.*
 - **11/22/21** – Two positions will be added to the CBLC to increase the capacity of that area of the library.
 - **1/24/22** – These positions have been created and added to the CBLC. DL: The ISCR is moving to Collection Management for a closer working relationship with Digital Projects and the Encyclopedia of Indianapolis. The ISCR Librarian position will continue with a strong focus on Indianapolis history but will also be revamped to support the library's digital and historical initiatives.
- **Encyclopedia of Indianapolis** – *Before the end of 2021 the library has agreed to take ownership of the Encyclopedia of Indianapolis. We need to create a departmental structure (within the Indianapolis Special Collections Room) that matches this need and incorporate this initiative into ongoing business.*
 - **11/22/21** – The departure of our Special Collections Librarian from the ISCR has thrown a wrinkle into this conversation. However we are still committed to housing the EOI and launched on November 18, 2021.
 - **12/13/21** - the EOI began being managed by Mike Williams, under Collection Management. EOI Leadership meetings have been taking place to facilitate the transition of staff, technology and leadership to IndyPL.
 - **1/24/22** - The transition of the EOI staff to the IndyPL payroll has been completed. Budgets and fundraising goals have been reviewed and planning documents are under legal review. Technology ownership by IndyPL is moving forward. All the pieces are coming together. One remaining issue that must be addressed before the end of phase 2 at the end of 2023, is staffing sustainability after the end of the grant.

Facilities

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

CMSA

- **Representation into the collection** – *We need to continue to make progress on our ability to increase representation in the collection, which has a significant impact for our patrons. It has been suggested that this become a focus of an Equity Council subcommittee.*
 - **12/13/21** - The CMSA team has developed a strategy and process for noting e-resource and upprocessed selections in 2022.
 - Collection Guidelines for book purchases for LGBTQ+ and African American audiences are in the queue for discussion with the equity council and affinity groups.
 - Training is complete but we have discovered that the data set is too large for the Simply Reports module of Polaris. This should be addressed by a dashboard created by Garrett Mason.
 - Collection Guidelines for book purchases hispanic/LatinX equity and representation are on deck.
 - Collection Guidelines for identifying video selections for all three areas will begin in 2022.
 - Deb and Garrett began discussion of development of a dashboard for racial equity/representation purchases that will make it easier for staff to monitor equity purchase levels.
 - CMSA staff presented on building equity into library collections at the annual ILF conference.
 - Ownership of Baker & Taylor, the major supplier of physical materials for the library collection, is transitioned to an XBE company, increasing the supplier diversity of library materials significantly.
 - **1/24/2021** - The early estimates for equity/representation spending for the physical book collection in 2021 are 16.7% Black/African American, 3% Hispanic/LatinX and 4.4% LGBTQ+. The 2022 goal will be to reach 24%, 6.5%, and 5% with the the plan to reach 30%, 10% and 5.6% in 2023.
- **Collection HQ implementation timeline** – *Staff are eager to resume use as we work to re-implement after the transition to Polaris from Horizon, utilizing new DEI functionality and a different account structure. We need to build a transparent project structure around CollectionHQ, which is a significant tool that many staff rely on to do their jobs.*
 - **11/22/21** – CMSA has been working with the vendor on the data sheets for mapping data from Polaris. When we get those completed, we are meeting with them to discuss the possibility of including Shared System data, and to develop the timeline. We're working on the training aspects for staff, as well as new training for the selection team on the new diversity reporting options.
 - **12/13/21** – Standing data sheets are complete.

- **1/24/2021** -- The IndyPL implementation is now in the CollectionHQ engineering workflow, where CHQ is analyzing and testing our data. This process will take 6 to 8 weeks before the next stage.
- **Collection Diversity Audit** (co-owned by Public Services) – *We will continue to build measurable data for how representative our collection is.*
 - **11/22/21** –CMSA is finishing up the analysis of the Pike audit, and will be releasing it soon. Then we'll be able to talk about the next step of rolling the process out to the branches.
 - **12/13/21** - CMSA staff presented on building equity into library collections at the annual ILF conference. This included discussion of the diversity audit.
- **Axis360** – *We will explore how we can pursue our goal of providing a shared e-resource platform with our school partners, while at the same time ensuring that the tool we use to build this platform is robust and can do all of the things we need it to do.*
 - **12/13/21** - CMSA and shared system staff presented on IndyPL's Axis 360 Community Share platform at ILF.
 - Ownership of Baker & Taylor, the Axis 360 platform company is transitioning to an XBE company, increasing the supplier diversity of e-books significantly.

Comms

- **Website transition timeline/plan** – *Based on staff and patron feedback, we need to begin considering what our next website might look like. There is frustration from both staff and patrons with the way our search function works and how it presents results. The website could also be more smoothly integrated with our catalog, and other tools like our calendar of events.*
 - **11/22/21** - We are close to launching an improvement to our existing website (adding drop-down navigation, re-org of several pages for clarity, and revamped homepage), which has been delayed by vendor issues but should go live soon.
- **Intranet revamp project (co-owned with IT)** – *Our intranet is currently an underutilized tool for internal communication, which makes it a missed opportunity. Staff have identified several ways they would like to see this tool improved, such as a clearinghouse for standard procedures as well as forums for staff discussions that are not best suited to email exchanges.*
 - **11/22/21** – Part of this conversation will be had during our deployment of Microsoft 365, which comes with a range of communication tools. The role of the intranet may or may not change as those tools are deployed.
- **1/24/22: Continued Improvement and Use of Email Marketing** – *The last few months have seen the best open rates of our e-newsletters since starting them a year ago. As we refine our larger monthly newsletter to lean into this success, we also intend to launch other email marketing in the coming months, including: “welcome” campaign for new cardholders, birthday and “librariansary” emails, and utilizing marketing in our hold and due date notices.*

IT

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

Finance

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

DEI Officer

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

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
LIBRARY BOARD OF TRUSTEES FACILITIES COMMITTEE MEETING
JANUARY 11, 2022

The Indianapolis-Marion County Public Library Board Facilities Committee met electronically via Zoom on Tuesday January 11, 2022, at 12:00 p.m. pursuant to notice given.

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

Other Attendees: John Helling, Dana Imel, Garrett Mason, Adam Parsons, Robert Scott, Mike Coghlan, Robert Morrison, and Katie Bulloff

Introduction of the New Director of Facilities, Adam Parsons

Mike Coghlan, Manager, Facilities Projects introduced the new Director of Facilities, Adam Parsons to the Facilities Committee. Adam then gave a brief overview to the committee of his work background, personal history, and excitement to be a part of IndyPL. Adam will attend the January 24, 2022, Library Board Meeting to be introduced to the rest of the Library Board.

Update on the Transition from Contracted to In-House Security Services

John Helling, CEO (Interim) and Dana Imel, Manager, Safety and Security provided an update on the transition from contracted to in-house security services. To facilitate the transition IndyPL will issue an RFP in Quarter 3 of 2022 for security services at selected IndyPL facilities and for after-hours alarm response services. The existing agreement with Allied/G4S expires on March 2, 2022. IndyPL intends to extend the existing contract for security services with Allied/G4S until the end of 2022. A Board action item will be presented for consideration at the February Facilities Committee Meeting.

Proposed Timeline for the 2022 Transition:

- January - Discuss strategy at Facilities Committee and at Board meetings.
February - Board resolution to extend Allied/G4S contract to end of 2022.
June - RFP drafted by IndyPL staff.
July - RFP reviewed by IndyPL board.
August - RFP issued.
September - RFP responses due.
October - Review of RFP responses and recommendation of a vendor to the Board.
November - Board approves vendor selection for security services.
December - Transition from Allied/G4S to new security services vendor.

Update on a New Security Incident Database

John Helling, CEO (Interim), Dana Imel, Safety and Security Manager, and Garrett Mason, Strategic Planning & Assessment Officer provided an update on the proposed new Incident Tracker security incident database system.

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

Our current incident database was developed in house and is unable to produce the type of detailed reports to meet our needs. IndyPL has identified a reasonably priced product that will meet our needs after some customization of the product and adjustments to our incident report creation process. By having 20 staff members participate in a beta test, we are currently working through the customizations and understanding of the applications data structure with usable data. It appears we will be able to cross reference demographic, location, and incident information to meet our requirements. We will continue testing and updating our practices to confirm the product meets our needs. Garrett Mason thanked the IT Department who have been very helpful in the review, testing, and planning for the new system.

Questions and concerns raised by the Committee Members:

- Adequate staff training and clear definitions of incident types are required to have useful data in the system.
- The “Disruptive Behavior” incident type is one when staff judgement is critical to minimize bias.
- What process is used for review and approval of the information entered into the database? Our current system has no approval process. Additional information can be added, and edits can be made to the incident report after it is in the database.
- Is there another unique identifier for the patron besides their name and physical description? The proposed system does not have this field.
- What is the process for staff to get the patron’s name? We know this can lead to an escalation of the incident. Staff have been trained to understand the situation and to not place themselves in danger by pressing for identification.
- Why is there such high resolution on the physical description of the patron? This information is part of the proposed system and will be further reviewed.

The Committee wants to continue to review the proposed system and requests Keesha Hughes, DEI Officer and Kimberly Brown-Hardin, Manager, Organization Learning & Development attend the February Committee Meeting.

Next Meeting

The next virtual Committee Meeting is to be held on Tuesday February 8, 2022, at Noon. The virtual meeting will be held contingent on the Governors Renewal of the Public Health Emergency Declaration by Executive Order.

Adjournment

The meeting adjourned at 12:45 pm

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
FINANCE COMMITTEE MEETING
JANUARY 11, 2022

The Indianapolis-Marion County Public Library Board Finance Committee met virtually via Zoom on Tuesday January 11, 2022, at 10:30 pm pursuant to notice given.

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

Other Attendees: Carolyn Adams

Resolution – Disclosure of Waived Fines and Fees. Ms. Adams explained this is an annual resolution required by the State Board of Accounts to request Board approval on the total amount of fines and fees waived on patron accounts. In 2021, the total amount waived on patron accounts was \$68,846. For comparison, in 2020 the amount waived was \$48,046. The increase was primarily due to the increased activity in 2021 compared to 2020 when branches were closed for several months due to the Covid-19 Pandemic. The Library has an approved waiver schedule listing the reasons fines and fees may be waived from patrons’ accounts. The reasons fines and fees were waived in 2021 include the Earn & Learn program, health, hardship, and theft. The Finance Committee unanimously approved the resolution to proceed out of committee forward to the regular January 2022 Board Meeting.

Resolution – Outstanding Purchase Orders 2021. State Board of Accounts guidelines require the Board to approve Purchase Orders that remain open at the end of December 31, 2021. Ms. Adams distributed the 2021 list of outstanding purchase orders for approval. These Purchase Orders represent purchases and commitments made in 2021 that will not get paid until 2022. The total amount of these Purchase Orders, which is \$2,901,031.02 for the Operating Fund and \$64,843.50 for the Rainy Day Fund, will encumber against the 2021 budget, so that these purchases will not be paid from the 2022 budget. There will be no fiscal impact to the 2022 budget. The Operating Fund 2021 open purchase orders are approximately \$300,000 more than the prior year, which is due to increased purchasing after the pandemic shut down in 2020. The Finance Committee unanimously approved the resolution to proceed out of committee forward to the regular January 2022 Board Meeting.

Resolution – Confirming Marion County Board of Finance. The Library wishes to continue to designate the Marion County Board of Finance as their Local Board of Finance. Ms. Adams stated this Board will oversee and review the investments policies and investments of various Municipal Corporations in Marion County along with IPS at their annual meeting. These units benefit from sharing of investment practices implemented at each unit. The Library’s investment report will be presented virtually

during the Board of Finance's meeting on January 28, 2022. The Finance Committee unanimously approved the resolution to proceed out of committee forward to the regular January 2022 Board Meeting.

Adjournment

Ms. Payne declared the meeting adjourned at 10:45 a.m.

