



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
January 25, 2021**

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

**For The Purpose of Considering The Following Agenda Items
Dated This 20th Day Of January, 2021**

It is noted that the Meeting is closed to in-person public attendance, but the public is invited to view/listen to the Regular Meeting via a YouTube live stream link which will be available on the Library's website prior to the start of the Meeting.

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

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

-- Regular Meeting Agenda --

1. Call to Order

2. Roll Call

3. **Preview of “Meet the Artists” Program** – Gregory Hill, Sponsor, IndyPL African American History Committee, will provide a preview of the Program. (enclosed)

4. **Public Comment and Communications**

a. **Public Comment**

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

5. **Approval of Minutes**

- a. **Executive Session, December 14, 2020** (enclosed)
- b. **Regular Meeting, December 14, 2020** (enclosed)

COMMITTEE REPORTS

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

- a. **Report of the Treasurer – December 2020** (enclosed)
- b. **Resolution 1 – 2021** (Disclosure of Waived Fines and Fees for 2020) (enclosed)
- c. **Resolution 2 – 2021** (Disclosure of Waived Fines Associated with the Elimination of Late Fine Fees) (enclosed)
- d. **Resolution 3 – 2021** (Outstanding Purchase Orders 2020) (enclosed)
- e. **Resolution 4 – 2021** (Confirming Marion County Board of Finance) (enclosed)
- f. **Resolution 5 – 2021** (Transfers Between Classifications) (enclosed)
- g. **Resolution 6 – 2021** (Approval for Project to Replace IndyPL’s Core Network Equipment) (enclosed)

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

- a. **Resolution 7 – 2021** (Approval of Resolution 7 – 2021 Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395) (enclosed)
- b. **Resolution 8 – 2021** (Approval of Resolution 8 – 2021 Approving Staff Association Compensation Committee Agreement) (enclosed)

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

- a. **Resolution 9 – 2021** (Approval to Award a Project Services and Purchase Agreement for the *Monument* Public Art Project at Central Library) (enclosed)

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

- a. **Draft of Strategic Plan** (at meeting)

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

11. Report of the Chief Executive Officer

a. **Confirming Resolutions:**

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

Enclosed.

- b. **COVID 19 Update** (at meeting)

UNFINISHED BUSINESS

12.

NEW BUSINESS

13.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

February, 2021 –

INFORMATION

15. Materials

There were no materials available to distribute to the Board.

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

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

17. Notice of Special Meetings

18. Notice of Next Regular Meeting

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

19. Other Business

20. Adjournment



African American History Committee

The Indianapolis Public Library's African American History Committee was formed in 1979 by eight staff members: Elizabeth Levy, Janice Williams, Catherine Gage, Gwen Harden, Alice Greenberg, Millicent Jackson, Wilma Miller and Larry Whitmore. The Committee's goals were to increase awareness of the contributions made by African-Americans to our society and to encourage more African American programming throughout the Library System. Original committee members accomplished this goal through:

- special events for children centered around African-American folklore
- Showcasing the contributions of African-Americans to modern living (inventions, discoveries), etc.

Meet the Artist

This is one of the most popular events that began its history in 1988. The opening gala reception has consisted of youth exhibits, live musical entertainment, a fashion and hair show, theatrical performances and poetry readings. The attendance has grown tremendously from 600 people in attendance in 1999. In 1999, the committee was awarded the NUVO Cultural Vision Award. This award is given to organizations that have demonstrated a commitment to community services that have made a dramatic impact on the quality of life in Indianapolis.

Goals of Meet the Artist:

To showcase local African-American artists of all mediums including authors, to provide a much needed avenue to display and expose their work to the general public

To provide an opportunity to advance their artistic expressions

To provide the local African-American art community a venue to celebrate art forms that reflect African-American traditions, cultures and views; to provide an opportunity for the general community to be educated by the artistic offerings from local and regional African-American artists and performers.

The artists' work displays for two months at the Central Library.

This year's meet the artist:

Youth/Family Activities: VIRTUAL

- Quick Draw Characters Art - Virtual Workshop with Artist Gary Gee, Feb. 23 @7pm
- Face Anatomy Painting - Virtual Workshop with Artist Terry Wilson, Feb. 23 @7pm

Featured Film: VIRTUAL

- Black Men in White Coats - Documentary Film, Runs: Feb. 18 - Feb. 20.

Featured Performing Artists: VIRTUAL

- African dance and drumming - Amoahs Drum Troupe, Jan .28 @7pm
- Jazz/R&B Concert - Goldie Ingram & Friends, Feb. 5 @7pm
- “All-Star” Fashion Show – Coordinated by Nicole Rene’, Feb. 26 @7pm
- Gospel Concert - Williams Singers, Feb. 8 @7pm
- Reggae/Pop Violinist Duo – Sons of Mystro, Feb. 15 @7pm

Art Exhibits

- 2-D Artists – Central Library - Yellow Gallery, Rolling Cases & CBLC
- Large Sculpture Artists – Central Library - Floors 3-5
- Textiles Upright Cases – Central Library- Floors 3-5
- Youth Artist – Central Library- Simon Room Cases
- Authors – Central Library

MTA Branch Display cases

- Beech Grove Library
- Garfield Library
- Pike Library
- Pike Library
- Decatur Library
- West Indianapolis Library

East 38th Street Library will host 2-D artists

Submitted by:

Gregory A. Hill, Sr.
Area Resource Manager
East Region

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE EXECUTIVE SESSION
DECEMBER 14, 2020

The Indianapolis-Marion County Public Library Board met in Executive Session via Zoom on Monday, December 14, 2020 at 6:00 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Judge Salinas presided as Chairman. Secretary Biederman was present.

2. Roll Call

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

Members absent: None.

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

3. Discussion

Pursuant to IC 5-14-1.5-6.1(b)(9) to discuss a job performance evaluation of individual employees.

4. Other Business

No subject matter was discussed in the Executive Session other than the subject matter specified in the public notice.

5. Adjournment

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

The Chairman declared the Executive Session adjourned at 6:30 p.m.

Raymond J. Biederman, Secretary of the Board

CERTIFICATION

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

Raymond J. Biederman, Secretary of the Board



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
DECEMBER 14, 2020**

The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, December 14, 2020 at 6:30 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

2. Roll Call

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

3. Manager’s Report

Maggie Ward, Manager, Outreach Services, gave a PowerPoint presentation on their services to the community. She mentioned that Outreach has eight full time staff, four part time staff and one hourly staff person. Outreach serves the public through various programs such as: Bookmobile Services, On the Road to Reading, Bunny Bags, Juvenile Collection Delivery Routes and Library Express Homebound Patrons. Outreach currently visits over 200 sites per month.

Ms. Ward then shared how Outreach has adapted their services for the pandemic. She mentioned that they are utilizing contactless delivery. Hold items and requests are checked out in advance, items are dropped off at designated spots and returns are collected. There is no staff/patron contact. Also, there is now modified bookmobile service. Masks are required, one patron at a time, pickup table outside the bookmobile for hold pickup and return. And, we have Homebound Delivery. There is contactless delivery to homebound patrons with Library Express and delivery for patrons temporarily isolated for Covid-related reasons. Additionally, there is contactless delivery of On the Road to Reading Story Time Kits once a month. Staff also provides virtual story times.

Dr. Murtadha commended Ms. Ward for her department’s adaptation during the pandemic.

There was a question about the juvenile collection. Ms. Ward noted that they take a new tote of materials to the day care centers each month.

Dr. Murtadha also inquired about the number of volunteers in Outreach.

Ms. Ward responded that they have just a few.

4. Public Comment and Communications

In view of the extreme emergency facing our city, and in keeping with the Executive Order issued by the Governor, the public was not invited to physically attend the meeting but had the ability to view/listen and/or submit a question/comment to the Regular Meeting via a live stream YouTube link.

At this time, Mollie Beaumont, the current President of the IndyPL Staff Association, addressed the Board. She introduced Bethany Allison who is the incoming Staff Association President for 2021.

On behalf of the Board, Judge Salinas welcomed Ms. Allison as the new Staff Association President.

Ms. Beaumont noted that this year's pandemic changed the goals for the Staff Association. They did the t-shirts sales and pet calendar sales as fundraisers but social events normally held had to be cancelled.

Judge Salinas thanked them both for attending the meeting this evening.

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

a. Regular Meeting, November 23, 2020

The minutes from the Regular Meeting held November 23, 2020 had been distributed to the Board.

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

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

b. Annual Meeting, November 23, 2020

The minutes from the Annual Meeting held November 23, 2020 had been distributed to the Board.

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

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

c. **Executive Session, December 1, 2020**

The minutes from the Executive Session held December 1, 2020 had been distributed to the Board.

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

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

d. **Executive Session, December 7, 2020**

The minutes from the Executive Session held December 7, 2020 had been distributed to the Board.

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

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

COMMITTEE REPORTS

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

a. **Report of the Treasurer – November 2020**

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer. She noted that the month of November was typical. The Library has collected 96.5% of property taxes to date. We have spent 73% of the 2020 Budget. The Library has received reimbursement for its COVID-related expenses. Savings have been realized from the shutdown due to the pandemic and Ms. Dike-Young is predicting that we will end the year with a Budget surplus.

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

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

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

b. **Resolution 57 – 2020 (D & O Liability Insurance Renewal)**

Ms. Dike-Young introduced Martin Dezelan, the Library’s insurance broker, who provided background information and discussed the renewal of the Library’s Directors and Officers (D & O) liability policy with the Employment Practices liability (EPLI). It is being proposed that Continental Casualty Company (CNA) provide the mentioned coverage for the Library. He also explained that CNA has offered to extend the current policy, which is set to renew on January 1, 2021, to August 1, 2021 so that the renewal date will coincide with the rest of the Library’s insurance program. The anticipated cost for this insurance coverage is \$9,133, which is a 1% increase from 2020.

After full discussion and careful consideration of Resolution 57 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Murtadha, to approve Resolution 57 – 2020, the D & O Liability Insurance Renewal.

Resolution 57 – 2020 was approved on the following roll call vote:

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

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

c. **Resolution 58 – 2020 (Transfers Between Classifications and Accounts)**

Ms. Dike-Young explained that the Library needs to transfer funds from the Other Services and Charges account to the Supplies account to cover additional supplies such as personal protective equipment, digital and repair items, as well as social media.

After full discussion and careful consideration of Resolution 58 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Murtadha, to approve Resolution 58 – 2020, the Transfers Between Classifications and Accounts.

Resolution 58 – 2020 was approved on the following roll call vote:

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

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

d. **Resolution 59 – 2020** (Transfer from Operating Fund to Rainy Day Fund)

Ms. Dike-Young noted that the Library was seeking Board approval to transfer \$1 million from the Operating Fund to the Rainy Day Fund. There will be a \$2 million surplus in the Operating Fund and the Library wants to transfer \$1million of those funds to the Rainy Day Fund.

After full discussion and careful consideration of Resolution 59 – 2020, the resolution was adopted on the motion of Ms. Payne, seconded by Mr. Bigsbee, to approve Resolution 59 – 2020, the Transfer from Operating Fund to Rainy Fund.

Resolution 59 – 2020 was approved on the following roll call vote:

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

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

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

a. **Resolution 60 – 2020** (Annual Review of IMCPL Acceptable Use Policy)

Debra Champ, IT Director, discussed the Acceptable Use Policy. She advised that the Board must review and approve the Acceptable Use Policy annually. Ms. Champ noted that there were no major changes to the Policy from last year.

After full discussion and careful consideration of Resolution 60 – 2020, the resolution was adopted on the motion of Rev. Robinson, seconded by Dr. Murtadha, to approve Resolution 60 – 2020, the Annual Review of IMCPL Acceptable Use Policy.

Resolution 60 – 2020 was approved on the following roll call vote:

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

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

b. **Resolution 61 – 2020** (Annual Appointment List)

Katherine Lerg, HR Director, discussed the Annual Appointment List presented to the Board. She noted that the List contained the new pay rates for staff for 2021.

After further discussion and careful consideration of Resolution 61– 2020, the resolution was adopted on the motion of Mr. Bigsbee, seconded by Ms. Payne, to approve the Annual Appointment List.

Resolution 61 – 2020 was approved on the following roll call vote:

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

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

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

- a. **Resolution 62 – 2020** (Approval to Award a Construction Manager as Constructor Services Contract for the new Glendale Branch Replacement Project)

Mike Coghlan, Manager, Facilities Projects, mentioned that the Facilities Committee was recommending that the Board approve a contract with Powers and Sons for the construction manager as constructor for the new Glendale Branch Replacement Project.

After full discussion and careful consideration of Resolution 62 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 62 – 2020 for the Approval to Award a Construction Manager as Constructor Contract for the new Glendale Branch Replacement Project.

Resolution 62– 2020 was approved on the following roll call vote:

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

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

- b. **Resolution 63 – 2020** (Approval to Award a Construction Manager as Constructor Services Contract for the Fort Benjamin Harrison Branch Project)

Mr. Coghlan advised that the Facilities Committee was recommending that the Board approve a contract with Skillman Corporation, in a Joint Venture with Davis & Associates, for the construction manager as constructor for the Fort Harrison Branch Project.

After full discussion and careful consideration of Resolution 63 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 63 – 2020 for the Approval to Award a Construction Manager as Constructor Services Contract for the Fort Benjamin Harrison Branch Project.

Resolution 63 – 2020 was approved on the following roll call vote:

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

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

- c. **Resolution 64 – 2020** (Approval to Award an Equipment Purchase Order for an Automated Material Handling for the West Perry Branch Project)

Mr. Coghlan commented that the Facilities Committee was recommending that the Board award a purchase order to P. V. Supa, Inc. at a total cost of \$168,460 for automated material handling equipment to be installed at the West Perry Branch.

After full discussion and careful consideration of Resolution 64 – 2020, the resolution was adopted on the motion of Dr. Jett, to approve Resolution 64 – 2020 for the Approval to Award an Equipment Purchase Order for Automated Material Handling equipment for the West Perry Branch Project.

Resolution 64 – 2020 was approved on the following roll call vote:

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

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

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

Garrett Mason, the Library’s Strategic Planning Officer, provided a presentation on the Library’s new 2021 – 2023 Strategic Plan. He noted that the Plan will establish organizational principles as follows: Intellectual Freedom, Service, Privacy, Information and Literacy. The organizational values will be: Racial Equity, Diversity, Inclusion, Communication and Adaptability. And, the Strategic Priorities will be: Racial Equity, Partnership, Information and Literacy.

Mr. Mason advised that Dr. Jett and Dr. Murtadha had provided input on the Plan and Dr. Jett feels it is a solid document.

The goal is to have the Strategic Plan ready for approval by the Board at their January 2021 meeting.

10. Library Foundation Update

December 2020 Library Foundation Update

News

The Foundation would like to thank all Library Board Trustees for your commitment to the Library and support of the Library Foundation over the past year. We hope you have a happy and healthy holiday season!

The Library Foundation wrapped up the 2020 Staff Campaign – Back to the Future. This year’s campaign raised \$20,834 from 150 donors. Thank you to all staff who participated! We would also like to thank the following Library staff for serving on the staff campaign committee this year: Katie Bulloff, Nicholas Calvert, Mike Coghlan, Emma Williams, Cordia Watkins, Joan Emmert, Staci Terrell, Emilie Lynn and Mike Ehret.

Donors

The Foundation thanks 200 donors who made gifts last month. The following are our top corporate and foundation contributors:

- Buckingham Foundation
- Clark, Quinn, Moses, Scott & Grahn, LLP
- Corteva
- PNC Foundation
- Powers & Sons Construction
- Ritz Charles Inc.
- Salesforce
- Wurster Construction Company, Inc.

Program Support

This month, we are proud to provide funding to restore the Monument Circle Public Collection book sharing station and install it on the West Lawn of Central Library. Supporters include the Herbert Simon Family Foundation and the Buckingham Foundation.

11. Report Of The Chief Executive Officer

a. **Confirming Resolutions:**

1) **Resolution Regarding Finances, Personnel and Travel (65 – 2020)**

Jackie Nytes, Chief Executive Officer, mentioned that the document this month was pretty routine and requested the Board’s approval.

Mr. Bigsbee made the motion, which was seconded by Dr. Murtadha, to approve Resolution 65 – 2020, the Resolution Regarding Finances, Personnel and Travel.

Resolution 65 – 2020 was approved on the following roll call vote:

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

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

b. COVID 19 Update – December 2020

Ms. Nytes then provided an Update on the Library’s plans for COVID 19 conditions going forward. She explained about the anticipated changes in services at our branch locations. It is being proposed that we implement curbside service and only allow patrons in the buildings to access our computers. We will see how that goes. It is believed it will be a safe environment for patrons and staff. The Library will provide laser pointers to staff when they must provide computer instruction to patrons. The Library will be posting information each week containing our COVID 19 statistics related to building closures, etc.

Judge Salinas noted that the Library will monitor how the pandemic is affecting our patron services, etc. on an ongoing basis.

UNFINISHED BUSINESS

12. None.

NEW BUSINESS

13. None.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

January 2021 - None were offered at this time but Board members may notify Judge Salinas or Ms. Nytes if they wish to add any items to the Agenda.

INFORMATION

15. Materials

There were no materials available to distribute to the Board

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

a. **Board Meetings for 2021**

b. **Library Programs/Free Upcoming Events** – All Programs and Events are canceled until further notice.

17. Notice of Special Meetings

None.

18. Notice of Next Regular Meeting

Monday, January 25, 2021, will be a virtual meeting via Zoom at 6:30 p.m. Further details will be provided at a later date.

19. Other Business

20. Adjournment

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

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

Raymond Biederman, Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for December 2020
Prepared by Accounting for the January 25, 2021 Board Meeting

6a

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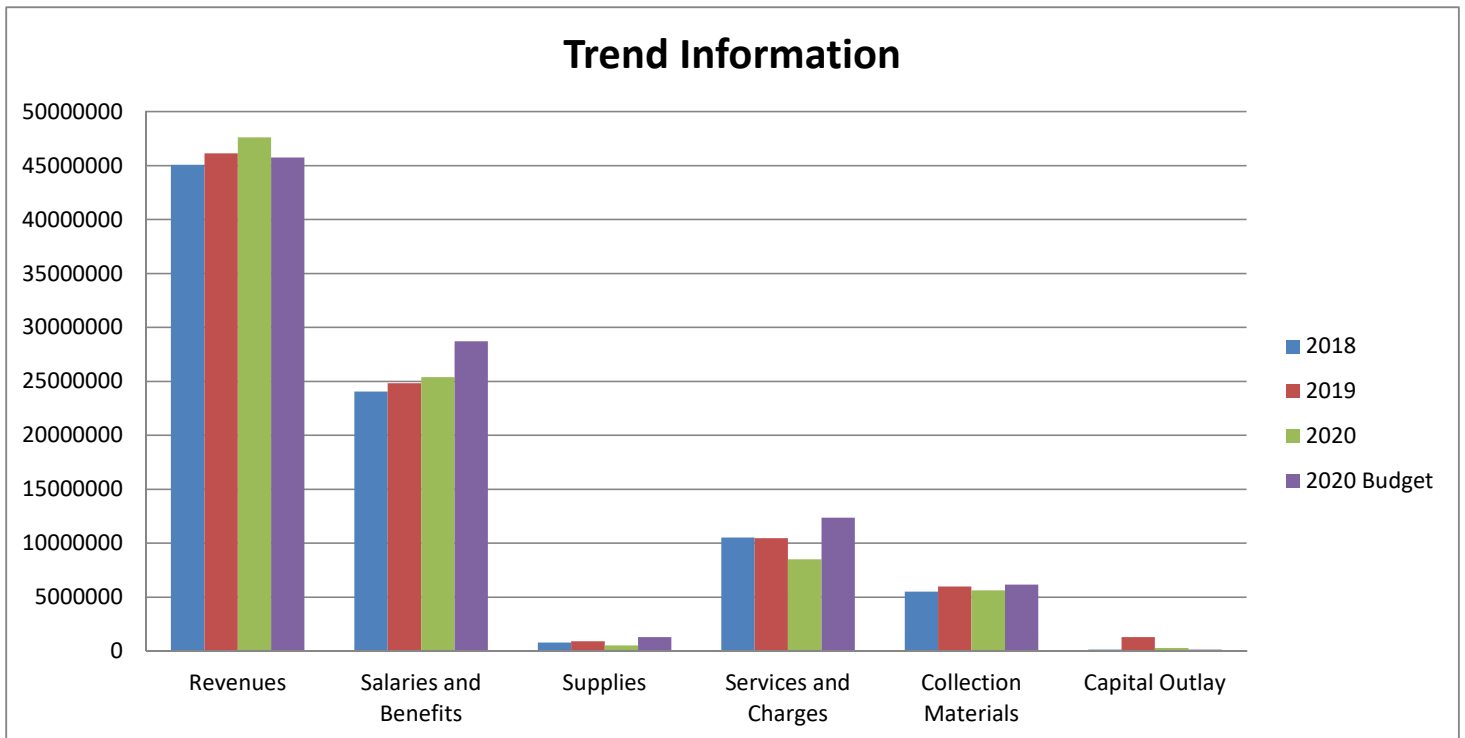
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**Indianapolis-Marion County Public Library
Operating Fund Revenues and Expenditures
Month Ended December 31, 2020**

Revenue		Annual			
		2020 Revised Budget	Actual MTD 12/31/2020	Actual YTD 12/31/2020	% Budget Received
Property Taxes	31	35,756,871	12,942,028	36,669,421	103%
Intergovernmental	33	7,938,539	2,136,465	8,280,894	104%
Fines & Fees	35	667,500	8,268	206,281	31%
Charges for Services	34	627,100	32,888	378,929	60%
Miscellaneous	36	765,000	5,981	2,085,721	273%
Total		45,755,010	15,125,630	47,621,245	104%

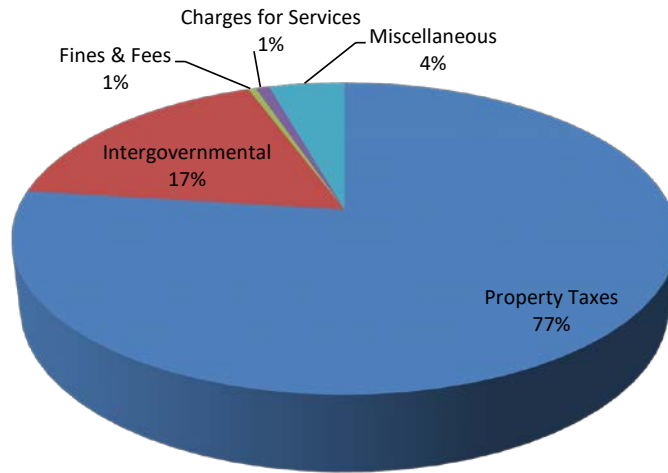
Expenditures		Annual			
		2020 Revised Budget	Actual MTD 12/31/2020	Actual YTD 12/31/2020	% Budget Spent
Personal Services & Benefits	41	28,533,984	1,949,096	25,397,833	89%
Supplies	42	1,428,399	21,916	524,713	37%
Other Services and Charges	43	16,485,294	1,277,892	11,553,817	70%
Capital Outlay	44	3,068,440	937,088	2,848,355	93%
Total		49,516,117	4,185,992	40,324,718	81%

* There was a transfer to the Rainy Day Fund of \$1,000,000 from the Operating Fund

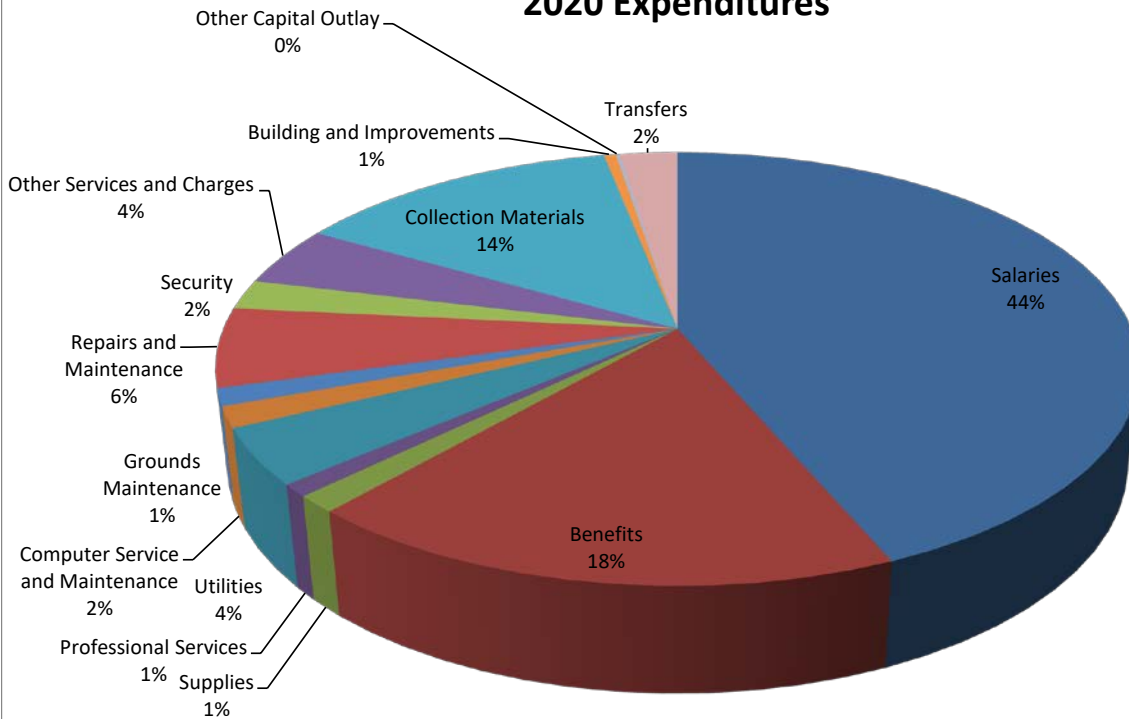


**Indianapolis-Marion County Public Library
2020 Overview
Year Ended December 31, 2020**

2020 Revenues



2020 Expenditures



Indianapolis-Marion County Public Library
Fund 101- Operating Fund - Detailed Income Statement
Month Ended December 31, 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	43,605,112	43,605,112	12,942,028	36,669,421	-	6,935,691
311300 PROPERTY TAX CAPS	(7,848,241)	(7,848,241)	-	-	-	(7,848,241)
TAXES Total	35,756,871	35,756,871	12,942,028	36,669,421	-	(912,550)
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	248,400	248,400	-	192,706	-	55,694
335100 FINANCIAL INSTITUTION TAX REV	261,850	261,850	161,366	363,935	-	(102,085)
335200 LICENSE EXCISE TAX REVENUE	2,774,272	2,774,272	1,459,881	2,954,427	-	(180,155)
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	3,975,893	-	(121,309)
335500 COUNTY OPTION INCOME TAX	467,329	467,329	38,943	484,414	-	(17,085)
335700 COMMERCIAL VEHICLE TAX REVENUE	302,664	302,664	141,292	282,585	-	20,079
339000 IN LIEU OF PROP. TAX	29,440	29,440	13,768	26,933	-	2,508
INTERGOVERNMENTAL Total	7,938,539	7,938,539	2,136,465	8,280,894	-	(342,355)
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	-	126	-	(126)
347601 PUBLIC PRINTING REVENUE	351,300	351,300	19,255	202,931	-	148,369
347602 FAX TRANSMISSION REVENUE	60,000	60,000	7,137	59,542	-	458
347603 PROCTORING EXAMS	3,800	3,800	25	1,142	-	2,658
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	53,719	-	29,281
347605 USAGE FEE REVENUE	12,000	12,000	1,520	10,975	-	1,025
347606 SET-UP & SERVICE - TAXABLE	15,000	15,000	-	9,775	-	5,225
347607 SET-UP & SERVICE - NON-TAXABLE	12,000	12,000	-	3,815	-	8,185
347608 SECURITY SERVICES REVENUE	18,000	18,000	120	7,237	-	10,763
347609 EVENT SECURITY	-	-	-	3,960	-	(3,960)
347620 CAFE REVENUE	12,000	12,000	201	2,439	-	9,561
347621 CATERING REVENUE	60,000	60,000	4,630	23,268	-	36,732
CHARGES FOR SERVICES Total	627,100	627,100	32,888	378,929	-	248,171
FINES						
351200 FINES	650,000	650,000	7,925	198,654	-	451,346
351201 OTHER CARD REVENUE	2,000	2,000	-	1,560	-	440
351202 HEADSET REVENUE	7,000	7,000	164	2,538	-	4,462
351203 USB REVENUE	6,000	6,000	151	2,723	-	3,277
351204 LIBRARY TOTES	2,500	2,500	28	807	-	1,693
FINES Total	667,500	667,500	8,268	206,281	-	461,219
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	2,500	2,500	79	10,122	-	(7,622)
360001 REVENUE ADJUSTMENT	-	-	-	1,086	-	(1,086)
361000 INTEREST INCOME	170,000	170,000	4,966	192,728	-	(22,728)
362000 FACILITY RTL REV - TAXABLE	100,000	100,000	(120)	28,749	-	71,251
362001 FACILITY RENTAL REV - NONTAX	64,000	64,000	-	1,839	-	62,161
362002 EQUIPMENT RENTAL REV - TAXABLE	1,000	1,000	-	7,100	-	(6,100)
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	-	300	-	2,200
367004 OTHER GRANTS	225,000	225,000	-	225,000	-	-
MISCELLANEOUS Total	565,000	565,000	4,924	466,923	-	98,077
OTHER FINANCING SRCS						
392100 SALE OF SURPLUS PROPERTY	-	-	-	51,705	-	(51,705)
396000 REFUNDS	5,000	5,000	603	342,084	-	(337,084)

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	454	203,188	-	(28,188)
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	1,021,821	-	(1,001,821)
OTHER FINANCING SRCS Total	200,000	200,000	1,057	1,618,798	-	(1,418,798)

REVENUE Total	45,755,010	45,755,010	15,125,630	47,621,245	-	(1,866,235)
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EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	18,059,744	17,878,748	1,308,078	16,904,011	38,186	936,551
412000 SALARIES HOURLY STAFF	1,820,444	1,805,589	71,665	1,116,559	-	689,030
413000 WELLNESS	35,000	35,000	-	19,986	-	15,014
413001 LONG TERM DISABILITY INSURANCE	44,075	50,575	3,913	50,337	-	238
413002 EMPLOYEE ASSISTANCE PROGRAM	23,500	23,500	1,600	19,200	-	4,300
413003 TUITION ASSISTANCE	25,000	25,000	-	14,647	-	10,353
413100 FICA AND MEDICARE	1,513,443	1,513,443	99,571	1,320,135	2,921	190,387
413300 PERF/INPRS	2,546,358	2,546,358	183,442	2,384,193	-	162,165
413400 UNEMPLOYMENT COMPENSATION	9,000	35,500	3,537	31,596	3,463	442
413500 MEDICAL & DENTAL INSURANCE	4,610,470	4,581,321	274,250	3,501,244	924	1,079,153
413600 GROUP LIFE INSURANCE	38,950	38,950	3,042	35,926	-	3,024
PERSONAL SERVICES Total	28,725,984	28,533,984	1,949,096	25,397,833	45,494	3,090,658

SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	385,096	481,218	2,430	134,132	59,310	287,776
421600 LIBRARY SUPPLIES	186,000	195,352	2,900	72,710	13,055	109,587
421700 DEPARTMENT OFFICE SUPPLIES	373,800	442,839	12,636	222,205	4,978	215,656
422210 GASOLINE	44,000	45,730	-	12,576	12,841	20,312
422250 UNIFORMS	8,000	9,804	-	5,416	4,200	187
422310 CLEANING & SANITATION	165,000	115,160	3,950	63,340	12,872	38,947
429001 NON CAPITAL FURNITURE & EQUIP	128,000	138,298	-	14,334	-	123,964
SUPPLIES Total	1,289,896	1,428,399	21,916	524,713	107,257	796,429

OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	244,652	12,818	164,545	60,000	20,107
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	285,900	533,808	12,116	211,227	231,900	90,681
432100 FREIGHT & EXPRESS	7,000	7,485	482	3,827	1,964	1,694
432200 POSTAGE	64,650	72,850	2,000	39,603	8,183	25,064
432300 TRAVEL	36,400	30,636	696	6,431	-	24,204
432400 DATA COMMUNICATIONS	281,800	288,529	4,563	255,033	-	33,496
432401 CELLULAR PHONE	10,080	13,315	841	10,348	-	2,967
432500 CONFERENCES	143,100	133,385	6,363	37,179	3,900	92,306
432501 IN HOUSE CONFERENCE	96,530	102,098	(4,403)	22,806	-	79,292
433100 OUTSIDE PRINTING	177,116	108,243	783	64,518	7,698	36,027
433200 PUBLICATION OF LEGAL NOTICES	1,800	1,800	57	1,276	-	524
434100 WORKER'S COMPENSATION	172,612	173,694	-	75,670	-	98,025
434200 PACKAGE	261,023	253,383	-	161,319	-	92,064
434201 EXCESS LIABILITY	11,179	17,179	-	17,051	-	129
434202 AUTOMOBILE	21,162	21,162	-	20,025	-	1,138
434500 OFFICIAL BONDS	1,080	1,080	-	975	-	105
434501 PUBLIC OFFICIALS & EE LIAB	17,280	17,280	-	15,504	-	1,776
434502 BROKERAGE FEE	18,360	20,000	-	20,000	-	-
435100 ELECTRICITY	1,194,813	1,258,289	59,928	765,841	395,448	97,000
435200 NATURAL GAS	146,856	161,852	5,164	73,484	51,330	37,038
435300 HEAT/STEAM	400,190	422,766	4,459	222,516	150,060	50,190
435400 WATER	83,896	84,507	4,062	56,659	25,427	2,421
435401 COOLING/CHILLED WATER	553,664	553,664	30,525	485,196	50,626	17,842
435500 STORMWATER	24,990	24,990	-	22,547	406	2,037
435900 SEWAGE	96,789	98,072	3,692	74,188	23,068	815
436100 REP & MAINT-STRUCTURE	573,500	757,213	94,672	696,171	43,952	17,089
436101 ELECTRICAL	672,000	672,000	41,234	216,930	149,606	305,464

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
436102 PLUMBING	100,000	100,000	3,603	45,603	1,580	52,817
436103 PEST SERVICES	35,000	35,000	3,511	12,445	13,055	9,500
436104 ELEVATOR SERVICES	101,000	137,000	4,502	99,571	34,584	2,846
436110 CLEANING SERVICES	1,125,311	1,217,272	104,824	907,387	162,462	147,423
436200 REP & MAINT-EQUIPMENT	217,000	221,370	4,579	109,335	7,697	104,339
436201 REP & MAINT-HEATING & AIR	467,000	490,001	23,314	333,933	106,056	50,012
436202 REP & MAINT -AUTO	63,000	66,533	3,147	35,926	3,171	27,436
436203 REP & MAINT-COMPUTERS	361,600	380,974	1,084	371,112	-	9,861
437200 EQUIPMENT RENTAL	83,800	81,157	-	58,618	-	22,539
437300 REAL ESTATE RENTAL	448,458	450,958	50,198	353,533	-	97,425
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	9,000	-	-	-	9,000
439600 TRASH REMOVAL	68,563	105,523	9,363	96,343	6,467	2,713
439601 SNOW REMOVAL	382,500	317,420	6,105	147,105	38,186	132,129
439602 LAWN & LANDSCAPING	325,121	307,961	44,550	288,923	-	19,038
439800 DUES & MEMBERSHIPS	55,390	58,627	2,269	51,411	2,160	5,056
439901 COMPUTER SERVICES	297,500	176,017	6,020	151,516	-	24,501
439902 PAYROLL SERVICES	140,000	140,000	13,234	121,659	-	18,341
439903 SECURITY SERVICES	1,349,637	1,341,876	112,882	921,160	106,928	313,788
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	5,068	57,921	-	7,079
439905 OTHER CONTRACTUAL SERVICES	699,423	771,721	32,418	517,529	79,876	174,317
439906 RECRUITMENT EXPENSES	24,300	24,300	110	8,592	-	15,708
439907 EVENTS & PR	56,700	76,689	1,955	21,578	44,980	10,131
439910 PROGRAMMING	77,500	77,721	3,051	11,205	2,097	64,419
439911 PROGRAMMING-JUV.	150,000	150,000	10,314	41,433	1,963	106,604
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	-	2,650	-	22,350
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	-	-	5,000
439930 MATERIALS CONTRACTUAL	2,129,795	3,539,243	551,742	3,046,463	492,780	0
451100 AUDIT FEES	15,000	15,000	-	-	15,000	-
OTHER SERVICES AND CHARGES TOTAL	14,491,368	16,485,294	1,277,892	11,553,817	2,322,609	2,608,868
CAPITAL						
443500 BUILDING	-	232,000	192,000	204,761	26,569	669
445100 CAPITAL - FURNITURE	-	7,154	-	7,154	-	-
445200 VEHICLES	80,000	104,663	-	41,745	42,257	20,661
445300 CAPITAL - EQUIPMENT	-	15,582	-	15,582	-	-
445301 COMPUTER EQUIPMENT	50,000	50,000	-	-	-	50,000
449000 BOOKS & MATERIALS	3,884,250	2,600,755	745,088	2,532,127	68,587	40
449100 UNPROCESSED PAPERBACK BOOKS	137,000	58,286	-	46,986	-	11,301
CAPITAL Total	4,151,250	3,068,440	937,088	2,848,355	137,414	82,671
EXPENSE Total	48,658,498	49,516,117	4,185,992	40,324,718	2,612,774	6,578,625
OTHER						
452002 TRANSFERS IN/OUT	-	-	1,000,000	1,000,000	-	(1,000,000)
OTHER Total	-	-	1,000,000	1,000,000	-	(1,000,000)
Total disbursements including Transfer	48,658,498	49,516,117	5,185,992	41,324,718	2,612,774	5,578,625

**Indianapolis-Marion County Public Library
Cashflow Projections - Operating Fund
January 1 - December 31, 2020**

	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	\$ 25,151,724	\$ 21,844,102	\$ 19,749,084	\$ 16,839,377	\$ 16,600,297	\$ 16,900,076	\$ 28,817,878	\$ 25,854,919	\$ 23,325,839	\$ 21,097,506	\$ 21,469,319	\$ 21,487,645	\$ 25,151,724	\$ 25,151,724	
Receipts:															
PROPERTY TAX	-	-	-	1,350,000	2,825,000	12,754,357	-	-	-	3,928,523	2,869,512	12,942,028	36,669,421	35,756,871	912,550
PROPERTY TAX CAPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-RATE REVENUE	16,060	13,050	13,720	-	-	-	54,215	52,628	13,549	14,642	14,842	-	192,706	248,400	(55,694)
FINANCIAL INSTITUTION TAX REV	-	-	-	-	-	202,569	-	-	-	-	-	-	161,366	363,935	261,850
LICENSE EXCISE TAX REVENUE	-	-	-	-	-	1,494,547	-	-	-	-	-	-	1,459,881	2,954,427	2,774,272
LOCAL OPTION INCOME TAX	321,215	321,215	321,215	321,215	642,431	121,309	321,215	321,215	321,215	321,215	321,215	321,215	3,975,893	3,854,584	121,309
COUNTY OPTION INCOME TAX	38,943	38,943	38,943	38,943	56,047	38,943	38,943	38,943	38,943	38,943	38,943	38,943	484,414	467,329	17,085
COMMERCIAL VEHICLE TAX REVENUE	-	-	-	-	-	141,293	-	-	-	-	-	141,292	282,585	302,664	(20,079)
IN LIEU OF PROP. TAX	-	-	-	-	-	13,165	-	-	-	-	-	13,768	26,933	29,440	(2,508)
COPY MACHINE REVENUE	126	-	-	-	-	-	-	-	-	-	-	-	126	-	126
PUBLIC PRINTING REVENUE	26,742	30,311	18,784	-	16	4,166	20,397	18,448	22,995	23,271	18,546	19,255	202,931	351,300	(148,369)
FAX TRANSMISSION REVENUE	5,514	6,375	4,785	-	21	1,559	5,461	6,885	7,744	7,600	6,463	7,137	59,542	60,000	(458)
PROCTORING EXAMS	250	227	285	-	35	29	28	86	86	125	52	25	1,142	3,800	(2,658)
PLAC. CARD DISTRIBUTION REVENUE	-	-	-	53,719	-	-	-	-	-	-	-	-	53,719	83,000	(29,281)
USAGE FEE REVENUE	1,870	1,120	970	770	20	1,570	840	820	750	725	-	1,520	10,975	12,000	(1,025)
SET-UP & SERVICE - TAXABLE	-	-	750	-	-	1,550	2,925	1,750	400	1,650	750	-	9,775	15,000	(5,225)
SET-UP & SERVICE - NON-TAXABLE	80	1,260	250	(625)	-	500	1,000	500	600	600	250	-	3,815	12,000	(8,185)
SECURITY SERVICES REVENUE	567	1,740	400	(540)	-	750	1,380	780	1,110	660	270	120	7,237	18,000	(10,763)
EVENT SECURITY	-	-	360	-	-	600	1,320	480	-	840	360	-	3,960	-	3,960
PARKING REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAFE REVENUE	615	-	-	-	-	-	-	-	1,109	231	283	201	2,439	12,000	(9,561)
CATERING REVENUE	6,177	1,636	94	70	-	-	-	2,985	4,039	3,638	-	4,630	23,268	60,000	(36,732)
FINES	40,476	39,316	28,522	2,635	5,251	11,344	15,260	13,491	12,151	12,109	10,174	7,925	198,654	650,000	(451,346)
OTHER CARD REVENUE	195	585	195	-	-	65	65	195	195	195	-	-	1,560	2,000	(440)
HEADSET REVENUE	407	435	258	-	4	54	219	230	307	231	230	164	2,538	7,000	(4,462)
USB REVENUE	390	472	327	-	-	131	260	286	315	218	173	151	2,723	6,000	(3,277)
LIBRARY TOTES	127	172	115	-	19	28	60	67	70	70	50	28	807	2,500	(1,693)
MISCELLANEOUS REVENUE	256	335	191	-	47	47	18	41	5,241	3,612	92	79	10,122	2,500	7,622
REVENUE ADJUSTMENT	(16)	1	1,761	(661)	-	(0)	-	-	-	-	-	-	1,086	-	1,086
INTEREST INCOME	53,268	47,272	31,085	13,927	8,950	6,604	5,675	4,415	6,111	5,526	4,929	4,966	192,728	170,000	22,728
FACILITY RIL REV - TAXABLE	6,116	8,430	4,478	(1,420)	(60)	220	2,127	4,666	871	4,617	(1,176)	(120)	28,749	100,000	(71,251)
FACILITY RENTAL REV - NONTAX	2,299	2,560	(80)	(560)	-	-	-	(2,380)	-	-	-	-	1,839	64,000	(62,161)
EQUIPMENT RENTAL REV - TAXABLE	-	-	600	-	-	900	2,250	850	200	1,700	600	-	7,100	1,000	6,100
EQUIPMENT RENTAL REV - NONTAX	-	300	-	-	-	-	-	-	-	-	-	-	300	2,500	(2,200)
FOUNDATION CONTRIBUTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER GRANTS	-	-	-	-	-	-	-	225,000	-	-	-	-	225,000	225,000	-
TRANSFER IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALE OF SURPLUS PROPERTY	-	-	-	-	-	-	45,780	-	-	-	2,075	3,850	51,705	-	51,705
REFUNDS	954	2,577	244	337,660	16	-	-	31	-	-	-	603	342,084	5,000	337,084
REIMBURSEMENT FOR SERVICES	5,741	5,113	-	-	66,550	159,899	(225,683)	54,623	321,089	(392,569)	435	(54,555)	(75,522)	-	1,000,000
INSURANCE REIMBURSEMENTS	-	-	-	1,021,821	-	-	-	-	-	-	-	-	1,021,821	20,000	1,001,821
Total Receipts	528,372	523,444	468,252	3,137,166	3,537,748	14,898,991	519,436	692,223	453,528	4,444,047	3,292,408	15,125,630	47,621,245	45,755,010	1,866,236
Expenditures:															
PERSONAL SERVICES & BENEFITS	2,517,344	1,811,832	2,278,595	1,976,501	2,504,573	2,007,025	1,915,971	1,964,663	1,878,521	2,592,597	2,001,116	1,949,096	25,397,833	28,533,984	3,136,151
SUPPLIES	99,329	44,442	34,784	26,109	25,100	118,457	73,670	42,628	66,206	70,831	(98,759)	21,916	524,714	1,405,276	880,562
OTHER SERVICES AND CHARGES	960,473	754,046	1,038,665	1,337,350	748,610	958,398	935,745	858,960	792,106	914,321	977,250	1,277,892	11,553,817	16,716,181	5,162,364
LIBRARY MATERIALS CAPITAL OUTLAY	259,304	3,070	25,220	36,285	26,236	57,208	331,326	409,675	266,116	101,917	394,909	937,088	2,848,355	3,486,315	637,960
Total Expenditures	3,836,450	2,613,391	3,377,264	3,376,245	3,304,519	3,141,088	3,256,712	3,275,925	3,002,950	3,679,665	3,274,516	4,185,992	40,324,718	50,141,755	9,817,037
Change in Payables/Petty Cash/Correction*	455	(5,071)	(695)	-	66,550	159,899	(225,683)	54,623	321,089	(392,569)	435	(54,555)	(75,522)	-	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	(1,000,000)	(1,000,000)	-	1,000,000
Ending Balance	\$ 21,844,102	\$ 19,749,084	\$ 16,839,377	\$ 16,600,297	\$ 16,900,076	\$ 28,817,878	\$ 25,854,919	\$ 23,325,839	\$ 21,097,506	\$ 21,469,319	\$ 21,487,645	\$ 31,372,728	\$ 31,372,728	\$ 20,764,978	

Indianapolis-Marion County Public Library
Receipts & Disbursements
Month Ended December 31, 2020

FUND	CASH AND	RECEIPTS	DISBURSEMENTS	CASH AND
	INVESTMENTS			INVESTMENTS
	11/30/2020			12/31/2020
101 Total Operating	21,487,645	15,125,630	5,240,547	31,372,728.38
104 Total Fines	71	36,084	36,084	70.63
226 Total Parking Garage	777,571	22,480	51,896	748,155.69
230 Total Grant	489,510	36,155	37,884	487,780.82
245 Total Rainy Day	5,505,515	1,000,751	3,979	6,502,287.05
270 Total Shared System	204,786	2,924	10,097	197,613.17
276 Total Cares Grant Fund	-	15,000	15,000	-
301 Total BIRF 1	2,597,811	4,731,991	3,332,600	3,997,201.26
321 Total BIRF 2	337,488	3,133,283	3,144,786	325,985.31
471 Total Library Improvement Reserve Fund	2,460,921	339	-	2,461,259.74
472 Total Construction	-	-	-	-
474 Total 2014 Multi-Branch Fac Improv	-	-	-	-
475 Total 2015 Bond RFID Books & Materials	1,405	-	1,250	155.33
476 Total 2016 Bond - Michigan Rd	6,821	-	-	6,820.97
477 Total 2017A Bond - Brightwood	249,584	-	211,811	37,772.43
478 Total 2017B Bond - Eagle	553,572	-	7,235	546,337.21
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	1,975,077	-	335,507	1,639,569.25
480 Total 2018 BBond - West Perry Branch	5,474,848	-	322,176	5,152,672.46
481 Total 2019 Bond - LAW WAY Renovation	231,425	-	79,925	151,499.57
482 Total 2020 Bond - Fac Renov Equip Acq	5,283,166	-	42,711	5,240,454.57
800 Total Gift	1,499,886	93,300	127,056	1,466,129.49
806 Total Payroll Liabilities (1)	74,656	101,138	106,314	69,480.60
812 Total Foundation Agency Fund	1,361	288	1,003	646.07
813 Total Staff Association Agency Fund	31	-	-	31.00
814 Total Sales Tax Agency Fund	89	24	89	24.01
815 Total PLAC Card Revenue Agency Fund	7,560	1,040	-	8,599.55
Grand Total	49,220,797	24,300,428	13,107,950	60,413,274.56

**Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
Month Ended December 31, 2020**

Chase Savings Account

	Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 12,002,364	\$ 133
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,215	\$ 10
Bond & Interest Redemption Fd	\$ 0	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,734	\$ 10
Gift Fund	\$ 63	\$ 5
Total Chase Savings Account	\$ 13,023,156	\$ 159

The average savings account rate for December was 0.03%

Previous Month's Chase Savings Account Activity

	Balance November 30, 2020	Interest Earned November 30, 2020
Operating Fund	\$ 5,002,231	\$ 123
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,205	\$ 10
Bond & Interest Redemption Fd	\$ 0	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,724	\$ 10
Gift Fund	\$ 58	\$ 5
Total Chase Savings Account	\$ 6,022,997	\$ 148

The average savings account rate for November was 0.03%

Fifth Third Bank Investment Account

	Balance December 31, 2020	Interest Earned December 31, 2020
Library Improvement Reserve Fd	\$ 2,228,844	\$ 339
Rainy Day Fund	\$ 4,458,280	\$ 678
Total Fifth Third Bank	\$ 6,687,124	\$ 1,018

The average investment account rate for December was 0.18%

Previous Month's Fifth Third Bank Investment Account

	Balance November 30, 2020	Interest Earned November 30, 2020
Library Improvement Reserve Fd	\$ 2,228,505	\$ 432
Rainy Day Fund	\$ 4,457,601	\$ 864
Total Fifth Third Bank	\$ 6,686,107	\$ 1,296

The average investment account rate for November was 0.23%

Hoosier Fund Account Income

	Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 8,656,707	\$ 4,088
Rainy Day Fund	\$ 179,413	\$ 62
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 3,062,846	\$ -
2018A Multi-Project Fund	\$ 1,251,796	\$ -
Bond & Interest Redemption Fd	\$ 25,313	\$ 588
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 13,176,075	\$ 4,738

The average Hoosier Fund account rate for December was 0.41%

Previous Month's Hoosier Fund Account Income

	Balance November 30, 2020	Interest Earned November 30, 2020
Operating Fund	\$ 8,652,619	\$ 3,975
Rainy Day Fund	\$ 179,351	\$ 61
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 3,062,846	\$ -
2018A Multi-Project Fund	\$ 1,751,796	\$ -
Bond & Interest Redemption Fd	\$ 24,726	\$ 626
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 13,671,337	\$ 4,662

The average Hoosier Fund account rate for November was 0.41%

TrustIndiana

	Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 6,424,420	\$ 735
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ 370,223	\$ -
2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
Total TrustIndiana Account	\$ 7,335,791	\$ 735

The average TrustIndiana account rate for December was 0.09%

Previous Month's TrustIndiana

	Balance November 30, 2020	Interest Earned November 30, 2020
Operating Fund	\$ 6,423,684	\$ 822
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ 479,471	\$ -
2018B West Perry Project Fund	\$ 2,890,752	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
Total TrustIndiana Account	\$ 10,335,056	\$ 822

The average TrustIndiana account rate for November was 0.09%

U. S. Bank

	Balance December 31, 2020	Interest Earned December 31, 2020
Operating Fund	\$ 1,053,304	\$ 9
Total U. S. Bank	\$ 1,053,304	\$ 9

The average U. S. Bank account rate for December was 0.01%

Previous Month's U.S. Bank

	Balance November 30, 2020	Interest Earned November 30, 2020
Operating Fund	\$ 1,053,295	\$ 9
Total U. S. Bank	\$ 1,053,295	\$ 9

The average U. S. Bank account rate for November was 0.01%

Indianapolis-Marion County Public Library
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
Month Ended December 31, 2020

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	12,882,655	12,882,655	7,361,346	13,689,560	-	(806,905)
Property Taxes Total	12,882,655	12,882,655	7,361,346	13,689,560	-	(806,905)
Intergovernmental						
335100 FINANCIAL INSTITUTION T	71,439	71,439	45,939	103,609	-	(32,170)
335200 LICENSE EXCISE TAX REVE	751,196	751,196	413,256	836,475	-	(85,279)
335700 COMMERCIAL VEHICLE TAX	59,660	59,660	40,225	80,450	-	(20,790)
339000 IN LIEU OF PROP. TAX	8,441	8,441	3,920	7,667	-	774
Intergovernmental Total	890,736	890,736	503,340	1,028,201	-	(137,465)
Miscellaneous						
361000 INTEREST INCOME	-	-	588	21,616	-	(21,616)
Miscellaneous Total	-	-	588	21,616	-	(21,616)
REVENUES Total	13,773,391	13,773,391	7,865,274	14,739,376	-	(965,985)
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	6,750	6,750	-	3,900	-	2,850
438100 PRINCIPAL	14,795,000	14,795,000	5,735,000	14,655,000	-	140,000
438200 INTEREST	1,848,161	1,848,161	742,386	1,984,852	-	(136,691)
Other Services and Charges Total	16,649,911	16,649,911	6,477,386	16,643,752	-	6,159
EXPENSES Total	16,649,911	16,649,911	6,477,386	16,643,752	-	6,159

Indianapolis-Marion County Public Library
Fund 245 - Rainy Day Fund - Detailed Income Statement
Month Ended December 31, 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	751	47,441	-	(17,441)
MISCELLANEOUS Total	30,000	30,000	751	47,441	-	(17,441)
OTHER FINANCING SRCS						
391000 TRANSFER IN	-	-	1,000,000	1,000,000	-	(1,000,000)
OTHER FINANCING SRCS Total	-	-	1,000,000	1,000,000	-	(1,000,000)
REVENUE Total	30,000	30,000	1,000,751	1,047,441	-	(1,017,441)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	100,000	94,788	1,811	17,403	-	77,385
431200 ENGINEERING & ARCHITECTURAL	400,000	544,713	-	16,800	167,313	360,600
431500 CONSULTING SERVICES	-	25,921	4,650	14,200	8,400	3,321
438400 ISSUANCE COSTS	-	1,013	(2,483)	-	-	1,013
452002 TRANSFERS IN/OUT	-	-	-	(205,070)	-	205,070
OTHER SERVICES AND CHARGES TOTAL	500,000	666,433	3,979	(156,667)	175,713	647,388
CAPITAL						
441000 LAND	500,000	500,000	-	5,000	-	495,000
443500 BUILDING	1,000,000	1,000,000	-	-	-	1,000,000
CAPITAL Total	1,500,000	1,500,000	-	5,000	-	1,495,000
EXPENSE Total	2,000,000	2,166,433	3,979	(151,667)	175,713	2,142,388

Indianapolis-Marion County Public Library
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
Month Ended December 31, 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	40,000	40,000	339	22,681	-	17,319
MISCELLANEOUS Total	40,000	40,000	339	22,681	-	17,319
REVENUE Total	40,000	40,000	339	22,681	-	17,319
EXPENSE						
OTHER SERVICES AND CHARGES						
436100 REP & MAINT-STRUCTURE	600,000	910,795	-	282,355	28,441	600,000
OTHER SERVICES AND CHARGES TOTAL	600,000	910,795	-	282,355	28,441	600,000
CAPITAL						
444501 COMPUTER SOFTWARE	-	169,832	-	5,738	133,362	30,732
CAPITAL Total	-	169,832	-	5,738	133,362	30,732
EXPENSE Total	600,000	1,080,627	-	288,092	161,803	630,732

Indianapolis-Marion County Public Library
Fund 226 - Parking Garage - Detailed Income Statement
Month Ended December 31, 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	120,000	120,000	22,470	122,768	-	(2,768)
347611 EVENTS PARKING	8,000	8,000	-	5,538	-	2,463
CHARGES FOR SERVICES Total	128,000	128,000	22,470	128,306	-	(306)
MISCELLANEOUS						
361000 INTEREST INCOME	5,000	5,000	10	526	-	4,474
MISCELLANEOUS Total	5,000	5,000	10	526	-	4,474
REVENUE Total	133,000	133,000	22,480	128,832	-	4,168
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,000	2,000	-	870	-	1,131
421500 OFFICE SUPPLIES - FAC/PURCH	6,000	6,000	46	1,429	-	4,571
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	8,100	8,100	46	2,299	-	5,801
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,000	-	-	-	-	-
431501 PARKING GARAGE CONTRACTUAL	12,000	13,000	1,000	13,000	-	-
432200 POSTAGE	500	151	-	-	-	151
432400 DATA COMMUNICATIONS	4,000	5,374	439	5,374	-	-
434201 EXCESS LIABILITY	5,000	7,000	405	6,773	-	227
436100 REP & MAINT-STRUCTURE	15,000	10,000	-	-	-	10,000
436110 CLEANING SERVICES	8,000	8,000	-	4,405	-	3,595
436200 REP & MAINT-EQUIPMENT	8,000	1,562	131	540	-	1,021
436201 REP & MAINT-HEATING & AIR	123,062	146,124	-	-	23,062	123,062
439904 BANK FEES/CREDIT CARD FEES	7,000	7,000	153	3,727	-	3,273
439905 OTHER CONTRACTUAL SERVICES	45,000	53,438	3,611	53,438	-	-
OTHER SERVICES AND CHARGES TOTAL	228,562	251,649	5,738	87,257	23,062	141,330
CAPITAL						
445300 CAPITAL - EQUIPMENT	242,000	242,000	46,112	46,112	138,335	57,554
CAPITAL Total	242,000	242,000	46,112	46,112	138,335	57,554
EXPENSE Total	478,662	501,749	51,896	135,668	161,397	204,685

Indianapolis-Marion County Public Library
Fund 270 - Shared System - Detailed Income Statement
Month Ended December 31, 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347640 SHARED SYSTEM REVENUE	-	-	2,924	14,757	-	(14,757)
CHARGES FOR SERVICES Total	-	-	2,924	14,757	-	(14,757)
REVENUE Total	-	-	2,924	14,757	-	(14,757)
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	56,824	56,824	4,747	61,876	-	(5,052)
413100 FICA AND MEDICARE	4,347	4,347	337	4,050	-	297
413300 PERF/INPRS	8,069	8,069	674	8,763	-	(693)
PERSONAL SERVICES Total	69,240	69,240	5,758	74,688	-	(5,448)
SUPPLIES						
421600 LIBRARY SUPPLIES	2,060	6,724	4,159	4,966	641	1,117
SUPPLIES Total	2,060	6,724	4,159	4,966	641	1,117
OTHER SERVICES AND CHARGES						
431500 CONSULTING SERVICES	5,000	5,000	-	-	-	5,000
432300 TRAVEL	1,836	1,836	-	-	-	1,836
432501 IN HOUSE CONFERENCE	250	250	180	180	-	70
439901 COMPUTER SERVICES	-	916	-	916	-	0
439907 EVENTS & PR	510	510	-	-	-	510
439909 REIMBURSEMENT FOR SERVICES EXP	77,250	102,450	-	97,402	-	5,048
439930 MATERIALS CONTRACTUAL	-	2,700	-	2,656	-	44
439931 E-BOOKS	12,100	12,100	-	-	-	12,100
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	96,946	125,762	180	101,153	-	24,609
EXPENSE Total	168,246	201,726	10,097	180,807	641	20,278

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended December 31, 2020

	MTD	YTD
REVENUE		
MISCELLANEOUS		
334700 GRANTS - LSTA	-	7,998
360000 MISCELLANEOUS REVENUE	-	540
360001 REVENUE ADJUSTMENT	-	-
361000 INTEREST INCOME	5	348
367000 FOUNDATION CONTRIBUTION	92,550	2,254,743
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 OTHER GRANTS	36,150	391,172
396000 REFUNDS	750	750
399000 REIMBURSEMENT FOR SERVICES	-	7,255
MISCELLANEOUS Total	129,455	2,662,807
REVENUE Total	129,455	2,662,807
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	(10,769)	278,847
412000 SALARIES HOURLY STAFF	728	31,001
413001 LONG TERM DISABILITY INSURANCE	-	-
413100 FICA AND MEDICARE	321	4,186
413300 PERF/INPRS	601	7,810
413500 MEDICAL & DENTAL INSURANCE	-	28,109
413600 GROUP LIFE INSURANCE	-	-
PERSONAL SERVICES Total	(9,120)	349,954
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	-	282
421600 LIBRARY SUPPLIES	-	2,112
421700 DEPARTMENT OFFICE SUPPLIES	8,219	158,194
429001 NON CAPITAL FURNITURE & EQUIP	-	-
SUPPLIES Total	8,219	160,587
OTHER SERVICES AND CHARGES		
431100 LEGAL SERVICES	-	-
431500 CONSULTING SERVICES	5,733	45,691
432100 FREIGHT & EXPRESS	-	-
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	-	48,798
432500 CONFERENCES	-	4,946
432501 IN HOUSE CONFERENCE	7,000	7,000
433100 OUTSIDE PRINTING	2,974	12,916
436100 REP & MAINT-STRUCTURE	-	-
436110 CLEANING SERVICES	-	-
436200 REP & MAINT-EQUIPMENT	-	-
437200 EQUIPMENT RENTAL	-	-
439602 LAWN & LANDSCAPING	-	-
439800 DUES & MEMBERSHIPS	-	250

	MTD	YTD
439901 COMPUTER SERVICES	-	-
439903 SECURITY SERVICES	-	-
439905 OTHER CONTRACTUAL SERVICES	-	346,969
439907 EVENTS & PR	-	532
439909 REIMBURSEMENT FOR SERVICES EXP	-	-
439910 PROGRAMMING	28,299	72,768
439911 PROGRAMMING-JUV.	28,444	61,385
439912 PROGRAMMING ADULT - CENTRAL	599	27,102
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	13,442	13,442
439931 E-BOOKS	-	-
439934 DATABASES	-	-
OTHER SERVICES AND CHARGES Total	86,490	641,798
CAPITAL		
443500 BUILDING	-	-
444500 BUILDING IMPRVMENTS & UPGRADES	-	-
445100 CAPITAL - FURNITURE	-	-
445200 VEHICLES	-	-
445300 CAPITAL - EQUIPMENT	-	-
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	69,302	744,929
449100 UNPROCESSED PAPERBACK BOOKS	5,128	121,829
449200 ART & EXHIBITS	3,000	9,000
449300 RARE BOOKS/SPECIAL COLLECTIONS	-	-
CAPITAL Total	77,430	875,759
OTHER FINANCING SRCS		
452002 TRANSFERS IN/OUT	-	-
459000 REFUNDS	1,871	22,524
459001 UNRESTRICTED EXPENSES	50	50
459002 RESTRICTED EXPENSES	-	-
OTHER FINANCING SRCS Total	1,921	22,574
EXPENSE Total	164,940	2,050,671

**Indianapolis-Marion County Public Library
Summary of Construction Fund Cash Balances
Month Ended December 31, 2020**

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	6,820.97
Fund 477 - Restricted - Brightwood Project	37,772.43
Fund 478 - Restricted - Eagle Project	523,700.23
Fund 479 - Restricted - Multiple Projects	1,627,744.30
Fund 480 - Restricted - West Perry Project	4,776,472.00
Fund 481 - Restricted - Lawrence/ Wayne Projects	52,955.90
Fund 482 - Restricted - Multiple Projects II	5,240,454.57
Fund 472 - Construction/Foundation	0.00
Total Construction Fund Cash Balances	<u>12,266,075.73</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	6,820.97
Fund 477 - Restricted - Brightwood Project	37,772.43
Fund 478 - Restricted - Eagle Project	523,700.23
Fund 479 - Restricted - Multiple Projects	1,627,744.30
Fund 480 - Restricted - West Perry Project	4,776,472.00
Fund 481 - Restricted - Lawrence/ Wayne Projects	52,955.90
Fund 482 - Restricted - Multiple Projects II	5,240,454.57
Fund 472 - Construction/Foundation - Assigned - Central	0.00
Total Construction Fund Breakdown	<u>12,266,075.73</u>

Summary of Classifications

Total Restricted	12,266,075.73
Total Assigned	0.00
Total of All Classifications	<u>12,266,075.73</u>

Summary of Project Activity

PROJECT	* ADJUSTED ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	OPEN P.O.	UNEXPENDED
* Fund 475 - Restricted - RFID Project	2,000,000.00	1,250.00	264,165.53	1,999,844.67	0.00	155.33
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	0.00	152,961.28	7,712,733.20	0.00	6,820.97
* Fund 477 - Restricted - Brightwood Project	6,100,000.00	24,438.11	2,320,638.98	6,062,227.57	28,020.76	9,751.67
* Fund 478 - Restricted - Eagle Project	7,800,000.00	7,235.23	395,180.60	7,276,299.77	0.00	523,700.23
* Fund 479 - Restricted - Multiple Projects	5,000,000.00	335,777.03	1,331,913.66	3,372,255.70	251,668.64	1,376,075.66
* Fund 480 - Restricted - West Perry Project	9,600,000.00	360,726.78	3,948,548.50	4,823,528.00	4,502,457.40	274,014.60
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,183,628.84	67,663.79	3,088,672.94	3,130,672.94	38,752.40	14,203.50
* Fund 482 - Restricted - Multiple Projects II	5,349,512.62	42,711.25	109,058.05	109,058.05	725,076.36	4,515,378.21
Fund 472 - Major Repairs & Maintenance	3,454,070.94	0.00	13,241.56	3,454,070.94	0.00	0.00
Total Expenditures	<u>50,206,766.57</u>	<u>839,802.19</u>	<u>11,624,381.10</u>	<u>37,940,690.84</u>	<u>5,545,975.56</u>	<u>6,720,100.17</u>

	ADJUSTED ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	BUDGET BALANCE
Interest Earnings - Foundation - Fund 472	15,270.69	0.00	0.00	15,270.69	0.00
Appropriated Interest Earnings - Fund 476	154,554.17	0.00	0.00	154,554.17	0.00
Appropriated Interest Earnings - Fund 477	155,000.00	0.00	0.00	155,000.00	0.00
Appropriated Interest Earnings - Fund 478	83,372.45	0.00	0.00	83,372.45	0.00
Appropriated Interest Earnings - Fund 480	189,043.46	0.00	0.00	189,043.46	0.00



Board Action Request

6b

To: IMCPL Board **Meeting Date:** January 25, 2021
From: Ijeoma Dike-Young, CFO **Approved by the Board:** January 25, 2021
Effective Date: January 25, 2021

Subject: Disclosure of Waived Fines and Fees - Resolution 01-2021

Recommendation: Authorize the approval of Resolution 01-2021

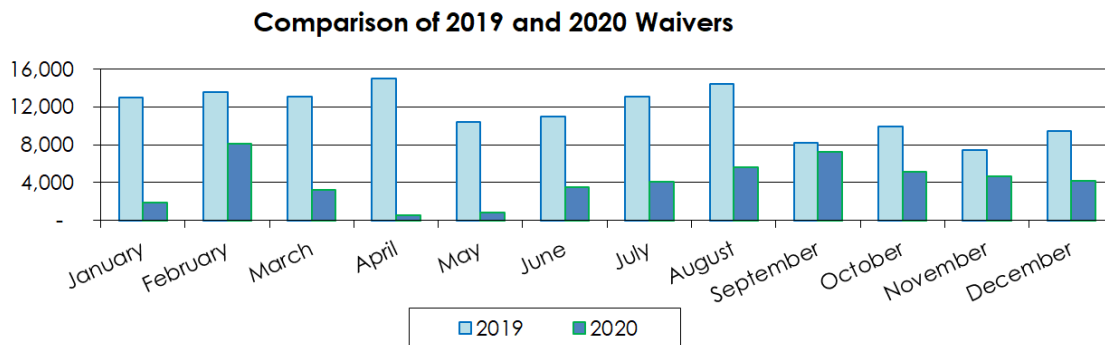
Background:

Annually the State guidelines require the Board to disclose the amount of fines and fees waived on patron accounts. These are fines, fees and miscellaneous charges that the Library has deemed uncollectible during the year. For the year ended December 31, 2020 the total amount of uncollectible fines and fees totaled **\$48,086**. This amount was due to fines and fees waived at branches.

The Library generally performs routine clean-up of borrower accounts during which uncollectible debt is deleted. Typically, borrower accounts that have been expired for 2 years or more, with less than \$25 in debt, are purged from the system. Due to purges done at the end of 2019 to clean-up data in preparation for data migration to the new Integrated Library System, the Library did not have any purges in 2020.

The Library’s debt collection procedure was followed on all accounts.

The chart below shows the fines and fees waived at branches in 2020 compared to 2019.



Strategic/Fiscal Impact:

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



Board Resolution

6b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 01-2021
DISCLOSURE OF DEBT WRITE-OFF
January 25, 2021**

WHEREAS, the Indianapolis-Marion County Public Library determined during 2020 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 \$49,086 in uncollectible accounts.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

6c

To: IMCPL Board **Meeting Date:** January 25, 2021
From: Ijeoma Dike-Young, CFO **Approved by the Board:** January 25, 2021
Effective Date: January 25, 2021

Subject: Disclosure of Fines Waived as part of Fine Free Initiative - Resolution 02-2021

Recommendation: Authorize the approval of Resolution 01-2021

Background: The Library Board of Trustees has determined that the elimination of “per day” fines and the forgiveness of historical “per day” fines will assist the Library in more completely fulfilling its mission of providing equitable access to the Library’s offerings to all patrons. To this end, the Library Board of Trustees, in Resolution 32-2020, approved the Library Leadership to eliminate “per day” late fines and the forgiveness and waiver of patron’s historical debt associated with “per day” late fines; and in Resolution 47-2020, approved minor revisions to the Policy Manual for purposes of revising and eliminating “per day” late fines and waiving historical fines.

On January 4, 2021, the Library wrote off the historical debt associated with “per day” late fines on patrons accounts totaling the amount of **\$2,102,356**.

The State guidelines require the Board of Trustees to disclose the amount of fines and fees waived on patron accounts. This resolution is to disclose the fine and fees that the Library has deemed uncollectible and has eliminated as part of the initiative to go “Fine free,” eliminating “per day” late fines.

The following three pages show a summary of the amounts waived by zip code and the number of patron accounts affected.

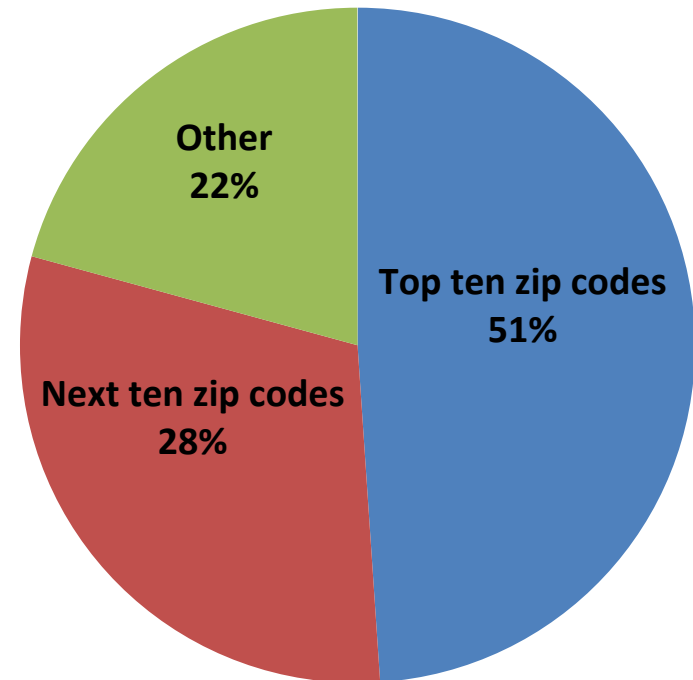
The final page shows the fines waived by home branch.

Strategic/Fiscal Impact:

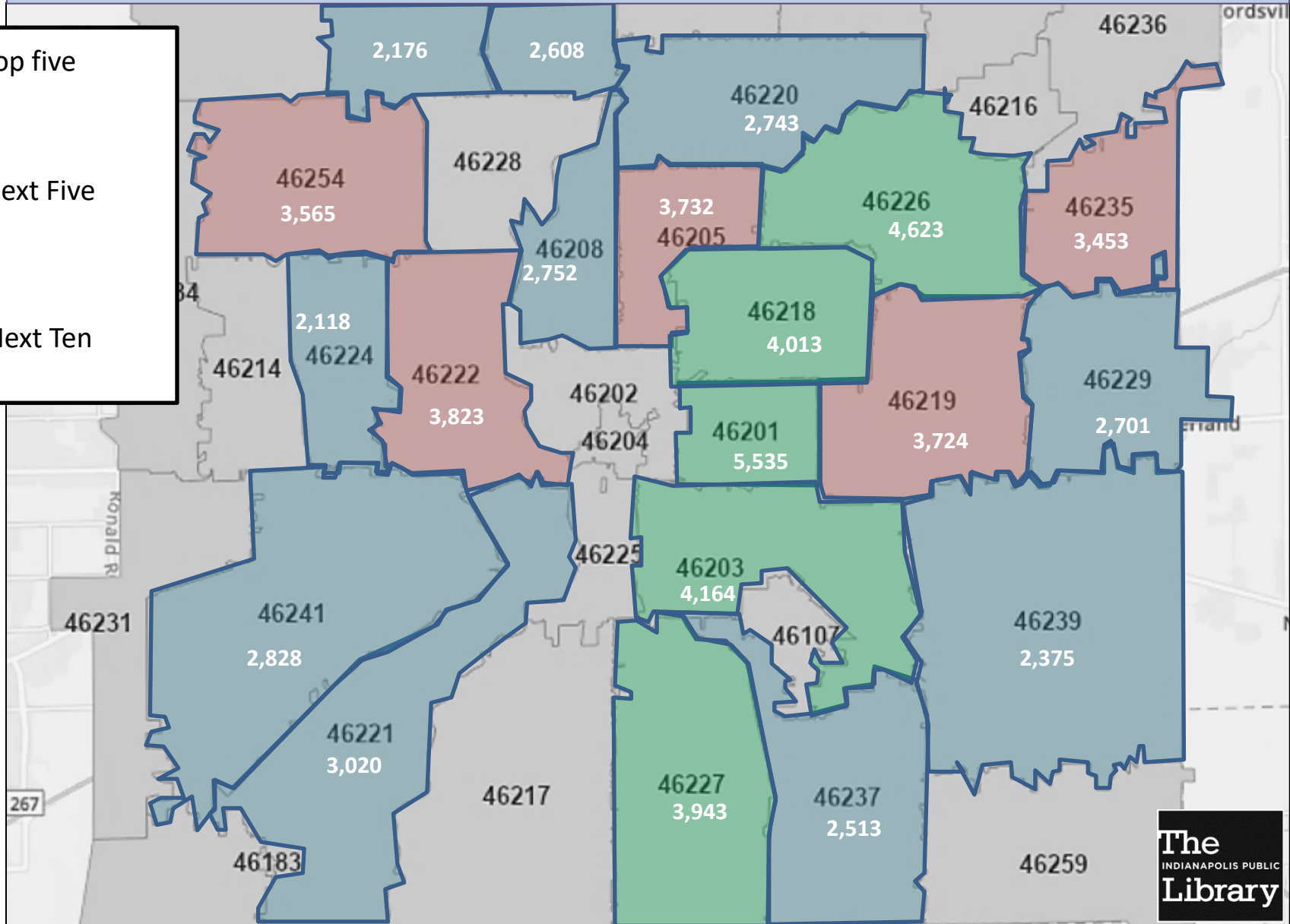
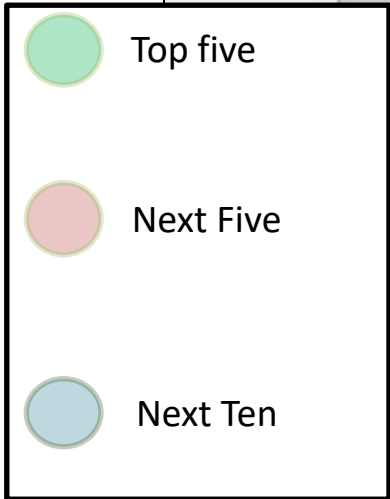
The fiscal impact is a reduction in the accounts receivables reported on the Library’s financial statements.

Amount of Fines Waived - Top Twenty Zip codes

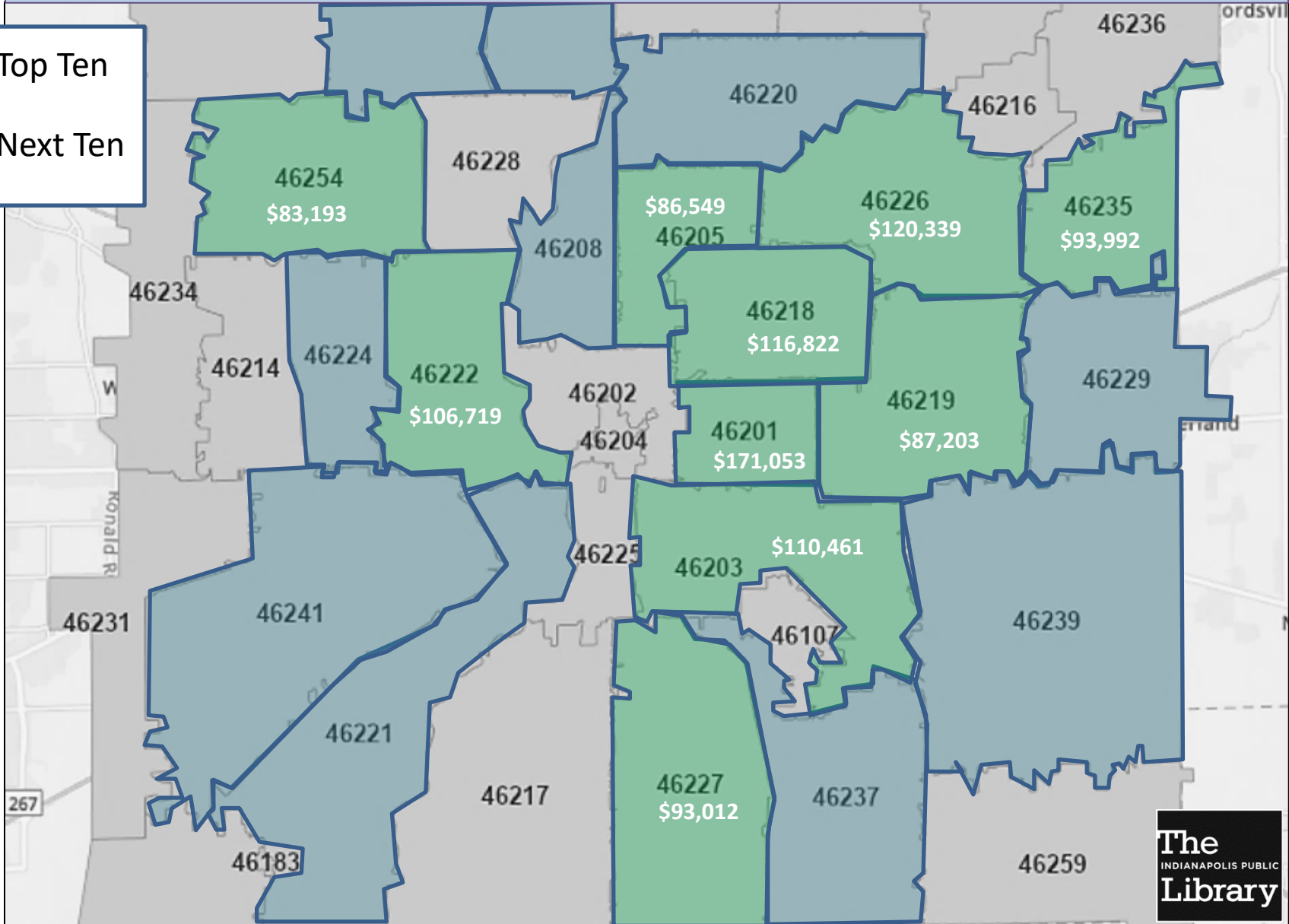
	Zipcode	Patrons	Waived Fines
1	46201	5,535	171,053
2	46226	4,623	120,339
3	46218	4,013	116,822
4	46203	4,164	110,461
5	46222	3,823	106,719
6	46235	3,453	93,992
7	46227	3,943	93,012
8	46219	3,724	87,203
9	46205	3,732	86,549
10	46254	3,565	83,193
11	46241	2,828	73,853
12	46208	2,752	73,061
13	46229	2,701	69,368
14	46221	3,020	68,490
15	46260	2,608	55,145
16	46224	2,118	54,144
17	46239	2,375	48,732
18	46237	2,513	47,243
19	46268	2,176	45,808
20	46202	1,945	43,655
	Other	22,135	453,514
	Total	87,746	2,102,356



Fines Waived – Number of Patrons Top Twenty Zip codes



Fines Waived – Amount Waived Top Ten Zip Codes



Indianapolis Public Library
Disclosure of Fines Waived as part of Fine Free Initiative
Waived January 4, 2021

Location	Total Waived
Beech Grove Branch	\$ 24,897
Bookmobile Frog	1,040
Bookmobile Toad	2,549
Central Library	265,760
College Ave Branch	62,287
Decatur Branch	67,422
Eagle Branch	90,125
East 38th St Branch	118,037
East Washington Branch	57,561
Franklin Road Branch	70,477
Garfield Park Branch	127,593
Glendale Branch	79,239
Haughville Branch	72,998
InfoZone Branch	21,873
Irvington Branch	109,795
Lawrence Branch	103,929
Library Services Center	9
Martindale-Brightwood Branch	54,372
Michigan Road Branch	32,622
Nora Branch	72,386
Outreach	2,184
Pike Branch	110,525
Southport Branch	110,873
Spades Park Branch	34,278
Warren Branch	167,753
Wayne Branch	108,412
West Indianapolis Branch	41,918
Shared System Locations	91,443
Total Waived	\$ 2,102,356



Board Resolution

6c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 02-2021
DISCLOSURE OF DEBT WRITE-OFF
ASSOCIATED WITH ELIMINATION OF "PER DAY" LATE FINES
January 25, 2021**

WHEREAS, the Library Board of Trustees, in Resolution 32-2020, approved the Library Leadership to eliminate "per day" late fines and the forgiveness and waiver of patron's historical debt associated with "per day" late fines; and

WHEREAS, the Library Board of Trustees, in Resolution 47-2020, approved minor revisions to the Policy Manual for purposes of revising and eliminating "per day" late fines and waiving historical fines.

THEREFORE BE IT RESOLVED, that pursuant to the Accounting and Uniform Compliance Guidelines Manual issued by the Indiana State Board of Accounts, the Library Board of Trustees acknowledges, confirms and ratifies the write-off of \$2,102,356 of patron's historical debt associated with "per day" late fines.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

6d

To: IMCPL Board

Meeting Date: January 25, 2021

From: Ijeoma Dike-Young, CFO

**Approved by the
Library Board:** January 25, 2021

Effective Date: January 25, 2021

Subject: Outstanding Purchase Orders 2020 - Resolution 03-2021

Recommendation: Authorize the approval of Resolution 03-2021

Background:

The State guidelines require the Board to authorize the outstanding purchase orders at year-end. These outstanding purchase orders were not paid prior to December 31, 2020 therefore it will be necessary to carry them forward into the next fiscal year (2021). The appropriation to cover the purchase orders, once expensed, will come from the 2020 budget.

Strategic/Fiscal Impact:

There is no fiscal impact on the 2021 budget as appropriations were provided for the purchases orders in the 2020 budget.



Board Resolution

6d

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 03-2021
OUTSTANDING PURCHASE ORDERS 2020
January 25, 2021**

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 2020.

THEREFORE BE IT RESOLVED, that the Library Board of Trustees hereby approve the attached list of purchase orders from 2020 be carried forward to the next budget year (2021) and be paid from 2020 appropriations.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

**2020 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.	20001239	24,500.87	ACCRUED WAGES FOR RETIREES
411000	SALARIES APPOINTED STAFF	4765	ADP, INC.	20001239	13,684.95	ACCRUED WAGES FOR RETIREES
411000 Total					38,185.82	
413100	FICA AND MEDICARE	4765	ADP, INC.	20001239	1,874.32	ACCRUED WAGES FOR RETIREES
413100	FICA AND MEDICARE	4765	ADP, INC.	20001239	1,046.90	ACCRUED WAGES FOR RETIREES
413100 Total					2,921.22	
413400	UNEMPLOYMENT COMPENSATION	1398	INDIANA DEPT OF WORKFORCE DEVELOP.	20001009	3,462.59	Unemployment Benefit Charges
413400 Total					3,462.59	
413500	MEDICAL & DENTAL INSURANCE	530	1-800MD, LLC	20000027	924.00	Family Member Access to 1-800M
413500 Total					924.00	
421500	OFFICE SUPPLIES - FAC/PURCH	5198	B & H PHOTO-VIDEO-PRO AUDIO	20001226	1,584.00	AXIS P3807-PVE 8.3MP CAMERA FO
421500	OFFICE SUPPLIES - FAC/PURCH	2340	GRAINGER	20000746	650.00	Grainger - 30" Floor Fans
421500	OFFICE SUPPLIES - FAC/PURCH	1148	COMMERCIAL OFFICE ENVIRONMENTS INC	20000429	2,756.00	MAR BOARD AND PICTURE BOOK BIN
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001044	15.75	1 ROLL FLOURESCENT GREEN GAFFE
421500	OFFICE SUPPLIES - FAC/PURCH	2630	STAPLES	20000772	689.97	LAW STUDY ROOM WHITE BOARDS 4
421500	OFFICE SUPPLIES - FAC/PURCH	1213	DEMCO, INC.	20000949	6,985.00	LAWRENCE BRANCH BOOK CARTS
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20000998	989.98	HP SWITCHES FOR E38 & BACKUP
421500	OFFICE SUPPLIES - FAC/PURCH	1211	DELL MARKETING L.P.	20001118	18,288.90	LAPTOPS FOR STAFF
421500	OFFICE SUPPLIES - FAC/PURCH	1211	DELL MARKETING L.P.	20001119	1,214.64	REPLACEMENT LAPTOP FOR G. BOLD
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20000996	659.12	OFFICE SUPPLIES
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001003	249.95	THERMAL RECEIPT ROLLS
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001004	149.97	THERMAL RECEIPT PPER 3-1/8" X
421500	OFFICE SUPPLIES - FAC/PURCH	1057	WILLIAMS DISTRIBUTION, LLC.	20001099	1,735.00	SANITIZER
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001120	457.40	THERMAL RECEIPT ROLLS
421500	OFFICE SUPPLIES - FAC/PURCH	1850	ULINE	20001134	684.01	CABLE TIES
421500	OFFICE SUPPLIES - FAC/PURCH	1057	WILLIAMS DISTRIBUTION, LLC.	20001153	1,625.00	DISPOSABLE MASKS
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001156	823.90	CHILDREN'S DISPOSABLE MASKS
421500	OFFICE SUPPLIES - FAC/PURCH	2630	STAPLES	20001193	88.36	OFFICE SUPPLIES
421500	OFFICE SUPPLIES - FAC/PURCH	1850	ULINE	20001207	105.96	ISOPROPYL ALCOHOL 99%
421500	OFFICE SUPPLIES - FAC/PURCH	2340	GRAINGER	20000783	567.90	30" LIGHT DUTY INDUSTRIAL FAN,
421500	OFFICE SUPPLIES - FAC/PURCH	7022	WE COUNT PEOPLE LLC	20000797	1,315.00	THREE (3) TOTALCOUNTERRF DOOR
421500	OFFICE SUPPLIES - FAC/PURCH	6936	PK SAFETY	20000839	2,869.50	PURCHASE OF THIRTY-NINE (39) F
421500	OFFICE SUPPLIES - FAC/PURCH	1009	TOTAL PLASTICS RESOURCES, LLC	20000977	730.50	FIVE (5) SHEETS .220 x 48" x 9
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001032	149.32	FDC SIGN AND POST FOR MARTINDA
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001050	418.73	SOCIAL DISTANCING STICKERS, WR
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001052	345.84	E38 - STANCHIONS FOR SOCIAL DI
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001060	89.99	BACKUP CAMERA & MONITOR VIDEO
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001061	109.99	PITNEY BOWES 787-1 POSTAGE MET
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001070	885.00	THREE (3) VARI-DESK PRO PLUS 3
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001071	139.99	CRAFTSMAN 6.5 PEAK HP WET/DRY
421500	OFFICE SUPPLIES - FAC/PURCH	7358	P.V. SUPA INC.	20001107	10,120.64	THERMAL LABELS AND PRINTER RIB

**2020 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
421500	OFFICE SUPPLIES - FAC/PURCH	1119	CENTRAL SECURITY & COMMUNICATIONS	20001100	1,612.00	QUANTITY 200 CSC ACCESS CARDS
421500	OFFICE SUPPLIES - FAC/PURCH	7262	GLOBAL INDUSTRIAL	20001137	73.95	GLOBAL PORTABLE ELECTRIC SPAC
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001195	77.50	NFPA 25 STANDARDS BOOK FOR DAN
421500	OFFICE SUPPLIES - FAC/PURCH	586	REGIONS BANK PURCHASING CARD	20001214	51.40	OFFICE FURNITURE KEYS
421500 Total					59,310.16	
421600	LIBRARY SUPPLIES	586	REGIONS BANK PURCHASING CARD	20000987	550.90	ROLI LIGHTPAD BLOCK
421600	LIBRARY SUPPLIES	586	REGIONS BANK PURCHASING CARD	20000988	300.00	LIGHTPAD BLOCK STUDIO EDITION-
421600	LIBRARY SUPPLIES	586	REGIONS BANK PURCHASING CARD	20000989	1,349.98	SPECDRUMS EDUCATOR SET
421600	LIBRARY SUPPLIES	586	REGIONS BANK PURCHASING CARD	20000990	99.00	GEOGUSSR EDUCATION ACCOUNT
421600	LIBRARY SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001196	398.52	PRINKER S COLOR LIMITED EDITIO
421600	LIBRARY SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001197	883.95	AMAZON
421600	LIBRARY SUPPLIES	1622	ORBIS	20000936	7,546.50	GREEN TOTES AND EXTRA DOLLIES
421600	LIBRARY SUPPLIES	4223	SHOWCASES	20001067	402.57	SHOWCASES 14-SLOT DVD
421600	LIBRARY SUPPLIES	1874	VERNON LIBRARY SUPPLIES	20001076	372.95	CART FOR JEN
421600	LIBRARY SUPPLIES	1213	DEMCO, INC.	20001138	3.41	LAWRENCE OFFICE SUPPLIES
421600	LIBRARY SUPPLIES	1213	DEMCO, INC.	20001151	1,147.21	JACKETS, DEMCO SMALL, CHRISTMA
421600 Total					13,054.99	
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001168	818.21	ITEMS FOR SOCIAL DISTANCE COMP
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001169	23.39	DESKPAD FOR MELISSA'S STANDING
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001209	118.92	ITEMS FOR SOCIALLY DISTANT COM
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001072	234.08	central display
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001000	39.98	LAWRENCE OFFICE SUPPLIES
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001114	73.47	LAWRENCE CHILDREN'S SUPPLIES
421700	DEPARTMENT OFFICE SUPPLIES	1213	DEMCO, INC.	20001138	51.93	LAWRENCE OFFICE SUPPLIES
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001059	320.27	MONACO HANGUP BAGS
421700	DEPARTMENT OFFICE SUPPLIES	1213	DEMCO, INC.	20001180	74.66	Demco Alpha Labels On Rolls
421700	DEPARTMENT OFFICE SUPPLIES	2630	STAPLES	20001102	224.35	TRU RED™ 9.25" x 11" Self-Seal
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20000995	543.03	AMAZON - VARIDESK & PRESENTATI
421700	DEPARTMENT OFFICE SUPPLIES	4037	CDW GOVERNMENT, INC.	20001139	569.16	WEB CCAMS FOR CMSA
421700	DEPARTMENT OFFICE SUPPLIES	586	REGIONS BANK PURCHASING CARD	20001201	687.00	VIDEO ACCESSORIES
421700	DEPARTMENT OFFICE SUPPLIES	384	REGIONS BANK	20001202	1,200.00	CAMERA ACCESSORIES
421700 Total					4,978.45	
422210	GASOLINE	2952	INDIANAPOLIS FLEET SERVICES	20000122	12,841.43	2020 VEHICLE FUEL CHARGES
422210 Total					12,841.43	
422250	UNIFORMS	1852	UNIFORM HOUSE INC. THE	20001216	4,200.00	UNIFORMS-CONTROL ROOM AND SHIP
422250 Total					4,200.00	
422310	CLEANING & SANITATION	2630	STAPLES	20001111	638.23	CLEANING SUPPLIES
422310	CLEANING & SANITATION	977	ACORN DISTRIBUTORS, INC	20001135	3,026.40	CLEANING SUPPLIES
422310	CLEANING & SANITATION	586	REGIONS BANK PURCHASING CARD	20001136	113.95	MICROBURST 9000
422310	CLEANING & SANITATION	1521	MARK'S VACUUM & JANITORIAL SUPPLIES	20001141	2,634.00	CLEANING SUPPLIES
422310	CLEANING & SANITATION	4535	OFFICE360	20001152	469.00	13 GALLON TRASH BAGS

**2020 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
422310	CLEANING & SANITATION	7079	RFS GROUP LLC	20001155	3,075.40	CLEANING SUPPLIES
422310	CLEANING & SANITATION	2630	STAPLES	20001194	144.85	CLEANING SUPPLIES
422310	CLEANING & SANITATION	2340	GRAINGER	20001200	77.28	SIMPLE GREEN LIME AND SCALE RE
422310	CLEANING & SANITATION	1850	ULINE	20001208	92.88	HAND SANITIZER
422310	CLEANING SERVICES	4572	TITAN ASSOCIATES	20001082	2,600.00	ADDITIONAL 2020 TITAN COVID-19
422310 Total					12,871.99	
431100	LEGAL SERVICES	5130	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	20001232	60,000.00	LEGAL SERVICES 4TH QUARTER
431100 Total					60,000.00	
431500	CONSULTING SERVICES	894	IGNITION ARTS, LLC	20001240	25,000.00	MONUMENT AT CENTRAL LIBRARY
431500	CONSULTING SERVICES	395	MICHAEL R. TWYMAN	20000191	3,333.33	Diversity & Inclusive Strategy
431500	CONSULTING SERVICES	395	MICHAEL R. TWYMAN	20001237	36,000.00	2021 DIVERSITY & INCLUSIVE STR
431500	CONSULTING SERVICES	6782	SONDHI SOLUTIONS	20001238	30,000.00	IT ASSESSMENT
431500	CONSULTING SERVICES	3368	ADTEC	19000837	3,250.00	PY 23 FY 20 CATEGORY 1 ERATE S
431500	CONSULTING SERVICES	3368	ADTEC	19001385	1,595.00	PY23 FY20 CATEGORY 2 BMIC ERAT
431500	CONSULTING SERVICES	3368	ADTEC	20000601	6,520.00	PY 24 FY 21 CATEGORY 1 ERATE S
431500	CONSULTING SERVICES	3368	ADTEC	20001117	1,890.00	ERATE CONSULTING CATEGORY TWO
431500	CONSULTING SERVICES	695	BAKER TILLY VIRCHOW KRAUSE, LLP	19001442	3,000.00	GASB 84 Implementation Guidanc
431500	CONSULTING SERVICES	695	BAKER TILLY VIRCHOW KRAUSE, LLP	20000364	680.70	2020 CAFR ASSISTANCE
431500	CONSULTING SERVICES	1177	PROCUREMENT RESOURCES INC.	20001073	36,000.00	Services
431500	CONSULTING SERVICES	2484	ROBERT HALF INTERNATIONAL, INC	20001225	6,652.80	Temporary Accounts Payable Cle
431500	CONSULTING SERVICES	90	TRENDYMINDS, INC.	20000957	9,112.50	REDESIGN OF THE INDYPL WEBSITE
431500	CONSULTING SERVICES	6906	THE HARMON HOUSE L.L.C.	20001213	500.00	DESIGN OF THE MID/HS HOMEWORK
431500	CONSULTING SERVICES	6906	THE HARMON HOUSE L.L.C.	20001215	1,515.00	LATE FINE FREE SUPPORT MATERIA
431500	CONSULTING SERVICES	6906	THE HARMON HOUSE L.L.C.	20001218	910.00	DESIGN OF THE SPECIAL COLLECTI
431500	CONSULTING SERVICES	4188	MOORE INFORMATION SERVICES, INC	20000162	4,758.40	Pre-Employment Background Chec
431500	CONSULTING SERVICES	6216	APEX BENEFITS GROUP	20000267	12,500.00	Benefits Consulting Services 2
431500	CONSULTING SERVICES	124	EDWARD GEORGE & ASSOCIATES, LLC	20000930	14,275.00	CONSULTING SERVICES LSC BOILER
431500	CONSULTING SERVICES	7206	GUIDON DESIGN, INC.	20001233	34,407.00	RFP PREPARATION SERVICES - 202
431500 Total					231,899.73	
432100	FREIGHT & EXPRESS	1859	UNITED PARCEL SERVICE	20000120	1,819.09	2020 FREIGHT AND SHIPPING CHAR
432100	FREIGHT & EXPRESS	586	REGIONS BANK PURCHASING CARD	20000986	144.90	745-0 PITNEY BOWES THERMAL LAB
432100 Total					1,963.99	
432200	POSTAGE	5551	FINELINE PRINTING GROUP	20001217	8,182.50	FINE FREE POSTCARD - POSTAGE
432200 Total					8,182.50	
432500	CONFERENCES	1400	INDIANA LIBRARY FEDERATION	20000734	2,500.00	Youth Services Conferences - V
432500	CONFERENCES	979	BOARD OF SCHOOL COMMISSONERS OF THE CITY C	20000735	1,400.00	Racial Equity Training
432500 Total					3,900.00	
433100	OUTSIDE PRINTING	5551	FINELINE PRINTING GROUP	20001199	1,626.00	FINE FREE POSTCARD - PRINT/MAI
433100	OUTSIDE PRINTING	1022	ASI SIGNAGE INNOVATIONS	20001219	6,072.00	SIGNAGE FOR WORLD LANGUAGE COL
433100 Total					7,698.00	
435100	ELECTRICITY	1409	INDIANAPOLIS POWER & LIGHT COMPANY	20000146	395,447.85	2020 SYSTEM WIDE ELECTRICITY F

**2020 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
435100 Total					395,447.85	
435200	NATURAL GAS	5768	CITIZENS ENERGY GROUP	20000130	16,805.40	2020 SYSTEM WIDE NATURAL GAS D
435200	NATURAL GAS	4927	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	20000147	34,524.22	2020 CGCU POOL NATURAL GAS FEE
435200 Total					51,329.62	
435300	HEAT/STEAM	1137	CITIZENS THERMAL ENERGY	20000145	150,060.31	2020 CENTRAL LIBRARY HEAT/STEA
435300 Total					150,060.31	
435400	WATER	5768	CITIZENS ENERGY GROUP	20000054	25,427.45	2020 WATER, FIRE SERVICE AND S
435400 Total					25,427.45	
435401	COOLING/CHILLED WATER	1137	CITIZENS THERMAL ENERGY	20000144	50,626.20	2020 CENTRAL LIBRARY CHILLED W
435401 Total					50,626.20	
435500	STORMWATER	6830	BEECH GROVE SEWAGE WORKS	20000129	406.25	2020 BEECH GROVE STORM WATER/W
435500 Total					406.25	
435900	SEWAGE	5768	CITIZENS ENERGY GROUP	20000054	22,592.15	2020 WATER, FIRE SERVICE AND S
435900	SEWAGE	6830	BEECH GROVE SEWAGE WORKS	20000129	476.13	2020 BEECH GROVE STORM WATER/W
435900 Total					23,068.28	
436100	REP & MAINT-STRUCTURE	2497	RYAN FIRE PROTECTION, INC	20000239	2,185.00	FIRE PROTECTION SYSTEM REPAIRS
436100	REP & MAINT-STRUCTURE	6372	INDY CURB APPEAL ASPHALT, INC	20000896	2,000.00	ASPHALT PATCHING/OVERLAY WORK
436100	REP & MAINT-STRUCTURE	2497	RYAN FIRE PROTECTION, INC	20000017	946.00	SPRINKLER, ALARM, EXTINGUISHER
436100	REP & MAINT-STRUCTURE	6964	TINT KING L.L.C.	20001160	600.00	WINDOW FILM INSTALLATION AT E3
436100	REP & MAINT-STRUCTURE	2497	RYAN FIRE PROTECTION, INC	20000016	1,208.00	SPRINKLER, ALARM, EXTINGUISHER
436100	REP & MAINT-STRUCTURE	1195	DACO GLASS & GLAZING INC	20000610	3,525.00	WINDOW CAULKING AT HVL PER QUO
436100	REP & MAINT-STRUCTURE	1022	ASI SIGNAGE INNOVATIONS	20000816	9,180.00	REPLACE DAMAGED MONUMENT SIGN
436100	REP & MAINT-STRUCTURE	5861	LOCKERBIE SQUARE CABINET CO	20000709	715.00	FABRICATION SERVICES AT BGR AN
436100	REP & MAINT-STRUCTURE	1119	CENTRAL SECURITY & COMMUNICATIONS	20000971	4,299.27	WAY AND LSC SECURITY SYSTEMS
436100	REP & MAINT-STRUCTURE	6646	RECORD AUTOMATIC DOORS, INC	20000577	1,549.65	AUTOMATIC DOOR REPAIRS AT FRA
436100	REP & MAINT-STRUCTURE	2497	RYAN FIRE PROTECTION, INC	20001166	925.00	INTERNAL SPRINKLER INSPECTION
436100	REP & MAINT-STRUCTURE	1786	STENZ MANAGEMENT COMPANY, INC	20000093	30.16	2020 SYSTEM WIDE GENERAL MAINT
436100	REP & MAINT-STRUCTURE	2497	RYAN FIRE PROTECTION, INC	20000121	705.94	2020 FIRE PROTECTION SYSTEMS T
436100	REP & MAINT-STRUCTURE	1071	BLACKMORE & BUCKNER ROOFING	20000126	1,645.58	2020 SYSTEM WIDE ROOF REPAIRS
436100	REP & MAINT-STRUCTURE	6646	RECORD AUTOMATIC DOORS, INC	20000761	2,098.00	LSC REPLACE FRONT DOOR OPERATO
436100	REP & MAINT-STRUCTURE	6964	TINT KING L.L.C.	20000967	850.00	INSTALL WINDOW TINT FILM 2ND F
436100	REP & MAINT-STRUCTURE	1119	CENTRAL SECURITY & COMMUNICATIONS	20000971	4,415.86	WAY AND LSC SECURITY SYSTEMS
436100	REP & MAINT-STRUCTURE	1786	STENZ MANAGEMENT COMPANY, INC	20001083	118.30	ADDITIONAL 2020 GENERAL MAINT
436100	REP & MAINT-STRUCTURE	6564	MIDWEST REMEDIATION, INC.	20001098	2,974.24	REMOVE MOLDY MULCH AT LSC LOBB
436100	REP & MAINT-STRUCTURE	6964	TINT KING L.L.C.	20001167	1,700.00	WINDOW FILM INSTALLATION AT LS
436100	REP & MAINT-STRUCTURE	1786	STENZ MANAGEMENT COMPANY, INC	20001187	1,521.15	11/16/20-11/30/20 GENERAL MAIN
436100	REP & MAINT-STRUCTURE	5861	LOCKERBIE SQUARE CABINET CO	20000709	760.00	FABRICATION SERVICES AT BGR AN
436100 Total					43,952.15	
436101	ELECTRICAL	272	RICHARD LOPEZ ELECTRICAL, LLC	20000150	122,574.85	2020 SYSTEM WIDE ELECTRICAL SE
436101	ELECTRICAL	272	RICHARD LOPEZ ELECTRICAL, LLC	20000939	27,031.00	INSTALL AUTOMATICALLY CONTROLL
436101 Total					149,605.85	

**2020 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
436102	PLUMBING	5027	INDIANA PLUMBING AND DRAIN LLC	20001182	1,580.00	END OF YEAR 2020 SYSTEM WIDE P
436102 Total					1,580.00	
436103	PEST SERVICES	6255	ARAB TERMITE AND PEST CONTROL INC	20000127	13,055.00	2020 PEST CONTROL SERVICES
436103 Total					13,055.00	
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20000795	5,600.00	ASTRIGAL REPLACEMENT/CLEAN CON
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20000931	795.00	REPLACE TWO (2) ELEVATOR BUTTO
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20001034	4,945.00	REPLACE DRIVE CHAIN #8 ESCALAT
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20001046	4,945.00	REPLACE DRIVE CHAIN ON #2 ESCA
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20001108	6,506.00	REPLACE ESCALATOR DRIVE CHAIN/
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20001165	2,360.00	REPLACE DUPLEX BOARD ON ELEVAT
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20000128	5,255.00	2020 ORACLE QUARTERLY MAINTENA
436104	ELEVATOR SERVICES	1103	ORACLE ELEVATOR HOLDCO, INC.	20000810	4,177.50	ADDITIONAL 2020 ELEVATOR & ESC
436104 Total					34,583.50	
436110	CLEANING SERVICES	4572	TITAN ASSOCIATES	20000290	3,885.00	2020 EVENTS MOVING/CLEANING SE
436110	CLEANING SERVICES	4572	TITAN ASSOCIATES	20000149	155,114.85	2020 SYSTEM WIDE JANITORIAL &
436110	CLEANING SERVICES	4572	TITAN ASSOCIATES	20001082	3,462.50	ADDITIONAL 2020 TITAN COVID-19
436110 Total					162,462.35	
436200	REP & MAINT-EQUIPMENT	2546	VANCO	20000270	2,160.00	SEMI-ANNUAL PM FOR TWO (2) ICE
436200	REP & MAINT-EQUIPMENT	2266	MACALLISTER MACHINERY CO., INC	20000685	1,230.00	2020 EMERGENCY GENERATOR PM AT
436200	REP & MAINT-EQUIPMENT	5309	AIR WORX	20001198	881.61	REPAIRS TO DENKA LIFT AT CEN
436200	REP & MAINT-EQUIPMENT	1119	CENTRAL SECURITY & COMMUNICATIONS	20000742	480.45	NETWORK ALARM COMMUNICATOR AT
436200	REP & MAINT-EQUIPMENT	1119	CENTRAL SECURITY & COMMUNICATIONS	20000125	607.70	2020 ALARM & ACCESS CONTROL MA
436200	REP & MAINT-EQUIPMENT	6651	WIESE	20001092	1,537.00	REPLACE BATTERIES IN ELECTRIC
436200	REP & MAINT-EQUIPMENT	1112	LINEL, LLC	20000864	800.00	TROUBLESHOOT SUN SHADE OPERATO
436200 Total					7,696.76	
436201	REP & MAINT-HEATING & AIR	4327	DANCORP INC. DBA DANCO	20000174	1,050.00	2020 WATER AND LEGIONELLA TEST
436201	REP & MAINT-HEATING & AIR	4327	DANCORP INC. DBA DANCO	20001163	360.00	WATER FILTERS FOR CEN PER QUOT
436201	REP & MAINT-HEATING & AIR	4327	DANCORP INC. DBA DANCO	20001164	2,840.43	CLEAN HOT WATER LOOP AT CEN PE
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	20001097	1,782.07	MAR SAMSUNG VRF SERVICE CHECKE
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	20000476	2,615.46	WAY EXTERIOR HVAC UNIT ALARMS
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	20001149	18,935.00	REPLACE RTU#2 AT FRA
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	20000148	62,189.92	2020 HVAC MAINTENANCE AND REPA
436201	REP & MAINT-HEATING & AIR	4327	DANCORP INC. DBA DANCO	20000174	550.00	2020 WATER AND LEGIONELLA TEST
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	20000188	11,945.00	2020 PERFECTION QUARTERLY MAIN
436201	REP & MAINT-HEATING & AIR	1307	FULLER ENGINEERING CO., LLC	20000802	1,038.38	LSC_CRAC WATER UNDER FLOOR DET
436201	REP & MAINT-HEATING & AIR	4725	PERFECTION GROUP, INC.	20000953	1,000.00	REPLACE GAS VALVE ON BOILER #2
436201	REP & MAINT-HEATING & AIR	4327	DANCORP INC. DBA DANCO	20000173	1,750.00	2020 WATER AND LEGIONELLA TEST
436201 Total					106,056.26	
436202	REP & MAINT -AUTO	1648	PFM TRUCK CARE CENTER	20000952	3,171.30	ESTIMATED BOOKMOBILE (FROG) RE
436202 Total					3,171.30	
439600	TRASH REMOVAL	946	REPUBLIC WASTE SERVICES	20000151	3,237.71	2020 SYSTEM WIDE TRASH REMOVAL

**2020 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
439600	TRASH REMOVAL	946	REPUBLIC WASTE SERVICES	20000927	3,229.24	REMAINING 2020 TRASH REMOVAL S
439600 Total					6,466.95	
439601	SNOW REMOVAL	61	EDDIE HURM (PAINTING & SNOW REMOVAL)	20000124	5,800.00	2020 SNOW REMOVAL SERVICES AT
439601	SNOW REMOVAL	966	PHILLIP D LIVERS	20000348	18,936.00	ESTIMATED REMAINING 2020 SNOW
439601	SNOW REMOVAL	6618	PROVIDENCE OUTDOOR	20001222	13,450.00	ESTIMATED REMAINING 2020 SNOW
439601 Total					38,186.00	
439800	DUES & MEMBERSHIPS	802	SURVEYMONKEY.COM	19001552	2,160.00	Annual Subscription for Traini
439800 Total					2,160.00	
439903	SECURITY SERVICES	7294	G4S SECURE SOLUTIONS (USA) INC.	20000291	14,643.61	2020 SECURITY FOR EVENTS
439903	SECURITY SERVICES	7294	G4S SECURE SOLUTIONS (USA) INC.	20000852	92,284.21	4TH QUARTER 2020 SYSTEM-WIDE S
439903 Total					106,927.82	
439905	OTHER CONTRACTUAL SERVICES	1004	INDY VISUALS, INC.	20000444	810.00	VIRTUAL TOUR
439905	OTHER CONTRACTUAL SERVICES	1612	OCLC INC	20000532	5,801.36	2020 BLANKET PO - OCLC
439905	OTHER CONTRACTUAL SERVICES	5703	RICOH USA, INC. - 12882	20000185	42,751.74	RICOH MONTHLY SERVICE PAYMENTS
439905	OTHER CONTRACTUAL SERVICES	7116	INDIANAPOLIS ARMORED CAR, INC	20000195	19,207.00	CASH COLLECTION SERVICE FEES -
439905	OTHER CONTRACTUAL SERVICES	378	COMMUNICO, LLC	20001080	8,250.00	APPOINTMENT BOOKING MODULE
439905	OTHER CONTRACTUAL SERVICES	5064	J&G CARPET PLUS	20001157	3,055.50	12/20 EMERGENCY BOOK DELIVERIE
439905 Total					79,875.60	
439907	EVENTS & PR	7045	THE KNOT	20001150	6,700.00	YEARLY ONLINE AD
439907	EVENTS & PR	1201	FMG INDIANAPOLIS LLC	20001220	38,280.00	TRANSIT ADVERTISING
439907 Total					44,980.00	
439910	PROGRAMMING	586	REGIONS BANK PURCHASING CARD	20001007	117.50	books for program
439910	PROGRAMMING	586	REGIONS BANK PURCHASING CARD	20001028	491.70	books for program
439910	PROGRAMMING	586	REGIONS BANK PURCHASING CARD	20001158	35.98	MEET THE ARTIST SUPPLIES
439910	PROGRAMMING	586	REGIONS BANK PURCHASING CARD	20001186	432.00	THREE SEPARATE AIRTABLE PRO AC
439910	PROGRAMMING	7083	BETH MENG	20001203	100.00	ENGLISH LANGUAGE CIRCLE ON 12/
439910	PROGRAMMING	7252	SAKURA FUQUA	20001205	100.00	ENGLISH LANGUAGE CIRCLE ON 12/
439910	PROGRAMMING	1193	LYDIA M. JOHNSON	20001212	300.00	NEIGHBOR TO NEIGHBOR BOOK CLUB
439910	PROGRAMMING	586	REGIONS BANK PURCHASING CARD	20001230	519.48	POSTERS FOR BRANCH DISPLAYS
439910 Total					2,096.66	
439911	PROGRAMMING-JUV.	1427	INGRAM LIBRARY SERVICES	20001109	648.95	BOOKS FOR OTR
439911	PROGRAMMING-JUV.	586	REGIONS BANK PURCHASING CARD	20001122	65.87	SUPPLIES FOR JUV. TAKE HOME KI
439911	PROGRAMMING-JUV.	3149	SILLY SAFARI SHOWS, INC	20001204	750.00	VIRTUAL ANIMAL SHOW 12/16/20
439911	PROGRAMMING-JUV.	1427	INGRAM LIBRARY SERVICES	20001228	135.15	JASON REYNOLDS BOOKS FOR CLASS
439911	PROGRAMMING-JUV.	391	JA BERG INC.	20001229	250.00	ONLINE POKEMON ESCAPE ROOMS YE
439911	PROGRAMMING-JUV.	586	REGIONS BANK PURCHASING CARD	20001045	72.00	Premium Annual Membership for
439911	PROGRAMMING-JUV.	586	REGIONS BANK PURCHASING CARD	20001093	41.00	Button-making Supplies for Act
439911 Total					1,962.97	
439930	MATERIALS CONTRACTUAL	3774	I-MCPL POLARIS BOOK VENDORS	20001234	284,082.21	2020 POLARIS MATERIALS CONTRAC
439930	MATERIALS CONTRACTUAL	3774	I-MCPL POLARIS BOOK VENDORS	20001235	125,365.70	2020 POLARIS MATERIALS CONTRAC
439930	MATERIALS CONTRACTUAL	3774	I-MCPL POLARIS BOOK VENDORS	20001236	83,332.12	2020 POLARIS MATERIALS CONTRAC

**2020 Open Purchase Orders
Operating Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
439930 Total					492,780.03	
443500	BUILDING	317	BOYLE CONSTRUCTION MANAGEMENT, INC.	19000168	23,520.06	BTW CONSTRUCTION SERVICES 2019
443500	BUILDING	1615	OFFICEWORKS	20000940	3,049.29	THREE (3) AERON STOOLS FOR MAR
443500 Total					26,569.35	
445200	VEHICLES	237	TOM WOOD FORD, INC	20001224	42,257.15	2022 FORD E-350 CUTAWAY CHASSI
445200 Total					42,257.15	
449000	BOOKS & MATERIALS	3774	I-MCPL POLARIS BOOK VENDORS	20001234	68,587.41	2020 POLARIS MATERIALS CONTRAC
449000 Total					68,587.41	
451100	AUDIT FEES	1203	INDIANA STATE BOARD OF ACCOUNTS	20001241	15,000.00	2020 AUDIT FEE FOR 2019 CAFR
451100 Total					15,000.00	
Grand Total					2,612,773.94	

**2020 Open Purchase Orders
Rainy Day Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
431200	ENGINEERING & ARCHITECTURAL	6496	CMID	20000762	4,200.00	GLD SURVEYING SERVICES INCLUDI
431200	ENGINEERING & ARCHITECTURAL	6094	RATIO ARCHITECTS, INC	18000546	163,112.82	FBH DESIGN SERVICES
431200 Total					167,312.82	
431500	CONSULTING SERVICES	6496	CMID	20001055	8,400.00	FBH SURVEY SERVICES PER QUOTE
431500 Total					8,400.00	
Grand Total					175,712.82	

**2020 Open Purchase Orders
Library Improvement Reserve Fund**

OBJECT CODE	OBJECT DESC	VENDOR #	VENDOR NAME	PO #	LINE OPEN AMOUNT	COMMENT/DESC
436100	REP & MAINT-STRUCTURE	6070	JACKSON SYSTEMS, LLC	19001611	21,990.50	CEN KMC CONTROLS REPLACEMENT P
436100	REP & MAINT-STRUCTURE	6496	CMID	19001206	6,450.00	KMC CONTROLS REPLACEMENT AT CE
436100 Total					28,440.50	
444501	COMPUTER SOFTWARE	6972	TYLER TECHNOLOGIES, INC.	17015807	133,362.17	ACCOUNTING/HR SOFTWARE
444501 Total					133,362.17	
Grand Total					161,802.67	



Board Action Request

6e

To: IMCPL Board **Meeting Date:** January 25, 2021
From: Ijeoma Dike-Young, CFO **Approved by the Library Board:** January 25, 2021
Effective Date: January 25, 2021

Subject: Confirming Marion County Board of Finance – Resolution 04 -2021

Recommendation: Authorize the adoption of Resolution 04-2021

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 2021.

Strategic/Fiscal Impact:

By designating the Marion County Board of Finance to serve in this capacity, it allows the Library to benefit from the investment practices implemented by other government entities. The annual meeting of the Marion County Board of Finance has been scheduled for January 29, 2021 at 1:30 p.m. either at the City-County Building, Room 260 or via virtual meeting (This has not yet been determined yet).



Board Resolution

6e

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 04-2021
CONFIRMING MARION COUNTY BOARD OF FINANCE
January 25, 2021**

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 2020 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

6f

To: IMCPL Board

Meeting Date: January 25, 2021

From: Ijeoma Dike-Young, CFO

**Approved by the
Library Board:** January 25, 2021

Effective Date: January 25, 2021

Subject: Resolution 05-2021 – Transfer Between Classifications and Accounts

Recommendation: Library staff recommends Board approval of the transfer.

Background: The transfers in the Operating Fund are to cover the purchase of additional e-resources for patrons to meet increased demand as a result of the pandemic.

Strategic/Fiscal Impact: These changes have no impact on the total budget for 2020 as the funds are moving from one account to another.



Board Resolution

6f

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 05-2021 TRANSFERS BETWEEN CLASSIFICATIONS AND ACCOUNTS JANUARY 25, 2021

WHEREAS, certain conditions have developed since the Adoption of the 2020 Annual Budget,

WHEREAS, it is necessary to transfer funds between Budget Classifications and Accounts, therefore

BE IT RESOLVED that the following transfers and re-appropriations be made via:

OPERATING FUND			
Decrease From:			
4. CAPITAL OUTLAY	10126120-449000	BOOKS AND MATERIALS	<u>(\$284,082.00)</u>
4. CAPITAL OUTLAY	10126120-449100	UNPROCESSED PAPERBACK BOOKS	<u>(\$125,366.00)</u>
Increase To:			
3. OTHER SERVICES & CHARGES	10126120-439930	MATERIALS CONTRACTUAL	<u>\$409,448.00</u>

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

6g

To: IMCPL Board

Meeting Date: January 25, 2021

From: Finance Committee

Subject: Resolution 06-2021 - Approval for Project to Replace IndyPL's Core Network Equipment

Background: The Core Network (or in information technology terminology, the 'backbone') is equipment that interconnects various networks, providing a path for the exchange of information between different locations. A backbone can tie together diverse networks in the same building, in different buildings in a campus environment, or over wide areas, such as the library and its 26 locations. For IndyPL, this encompasses over 10 pieces of equipment.

A Request for Proposals for Core Network Equipment to be installed at the Library Services Center and Central Library was published on October 23, 2019 with submittals received December 13, 2019. In addition, the Description of Services Requested form was published nationally on the Universal Services Agency (USF) eRate website, as is required for funding eligibility. Our plan was to gain approval for eRate funding of this equipment for the 2020-2021 eRate Plan Year (7/1/20 to 6/30/21). Our existing equipment will be over 8 years old by 2021.

Since its inception in 1996, the program commonly known as eRate has helped ensure that eligible schools and libraries have affordable access to the internet. In July, 2014 the Federal Government adopted the eRate Modernization Order which focuses on expanding funding for Wi-Fi networks and equipment schools and libraries across America.

IndyPL has taken advantage of the eRate Modernization Order in past years, having received over \$350,000 for network equipment and completely replacing all our wireless access points during 2015-2016. Continuing this opportunity, the Library received \$58,000 reimbursement in 2019 for the purchase of firewalls installed in 2018.

IndyPL received 3 responses to our RFP, with pricing for equipment and installation spanning \$284,300 to \$230,400. Network Solutions, Inc. was the lowest and most responsive quote at \$230,412.72. Erate funding approval in the amount of \$173,000 for this project was received in August, 2020.

Financial Impact: The total cost of the replacement of the core network equipment, including consulting and installation services (\$230,500), was budgeted in the 2021 Operating Budget.

IndyPL RFP for Network Equipment Issued 10/23/19

Vendor Pricing Comparison FRN #20002196

			Logicalis	NSI	Presidio
Description	Part Number	Quantity			
<u>Hardware</u>					
Cisco Catalyst 9500 48-port Switch Bundle	C9500-48Y4C-A-BUN or equivalent	2	56,598.34	42,264.62	51,524.00
Cisco Catalyst 9500 24-port Switch	C9500-24Y4C-A or equivalent	8	82,800.00	77,960.32	95,040.00
Redundant power supplies	C9K-PWR-650WAC-R/2 or equivalent	12	15,225.00	11,369.16	13,860.00
Cisco Passive Twinax cables, 30AWG cable assembly,	SFP-H10GB-CU3M or equivalent	30	1,581.30	1,488.90	3,132.80
Transceiver	QSFP-40G-SR-BD	16	9,230.72	8,691.20	10,595.20
Shipping & Handling			0.01	2,027.00	
			<u>165,435.37</u>	<u>143,801.20</u>	<u>174,152.00</u>
<u>Annual Subscriptions/Licensing</u>					
Cisco Catalyst 9500 DNA Advantage 3 Year License	C9500-DNA-A-3Y or equivalent	4	23,191.68	21,836.12	26,620.00
Cisco Catalyst 9500 DNA Advantage 3 Year License	C9500-DNA-L-A-3Y	8	27,216.64	25,625.84	31,240.00
SmartNet	SNTC-24X7X4 C9500-48Y4C 8X	2	7,305.72	7,358.62	6,069.60
SmartNet	SNTC-24X7X4 C9500 24-PORT 25/100G only; Adva	8	13,476.64	13,574.24	11,196.00
			<u>71,190.68</u>	<u>68,394.82</u>	<u>75,125.60</u>
<u>Installation/Configuration</u>			<u>6,900.00</u>	<u>18,216.25</u>	<u>35,014.63</u>
TOTAL QUOTE			243,526.05	230,412.27	284,292.23



Board Resolution

6g

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 06-2021

APPROVAL TO PURCHASE CORE NETWORK EQUIPMENT, INSTALLATION, MAINTENANCE AND LICENSING SERVICES (NETWORK SOLUTIONS, INC.)

January 25, 2021

WHEREAS, the Indianapolis-Marion County Public Library (“Library”) issued a Request for Proposals for equipment and related services necessary for replacing the Library equipment that interconnects various networks, providing a path for the exchange of information between the Library and its 26 locations, commonly known as the “Core Network,” due to the age of the existing Core Network equipment; and

WHEREAS, the Library received proposals from three vendors; and

WHEREAS, based on a review of the proposals, Library staff has determined Network Solutions, Inc. to be the lowest, responsive and responsible proponents, and recommends the Library authorize the purchase from Network Solutions, Inc. of the core network equipment consisting of 12 individual pieces of network equipment and all cables and connectors, along with shipping, the installation services for the equipment, one-year of maintenance for the hardware and software, and a three-year license, all as more particularly identified on the attached proposal quote (“Core Network Equipment, License, and Related Maintenance Services”).

IT IS THEREFORE RESOLVED that the Board approves the purchase of the Core Network Equipment, License, and Related Maintenance Services from Network Solutions, Inc. and authorizes the Chief Executive Officer of the Library to complete the necessary purchasing documents with Network Solutions, Inc. for the Core Network Equipment, License, and Related Maintenance Services for a total cost not to exceed \$230,500, and on terms the Chief Executive Officer deems necessary or advisable based on the recommendations of Library legal counsel.

Adopted this 25th day of January, 2021.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



CORE NETWORK EQUIPMENT, LICENSE, AND RELATED MAINTENANCE SERVICES QUOTE/DESCRIPTIONS

E-Rate Eligible

Part #	Description	Price	Qty	Ext. Price
C9500-48Y4C-A-BUN	Cisco Catalyst 9500 - Network Advantage - switch - L3 - managed - 48 x 25 Gigabit SFP28 - rack-mountable - with 8 x Cisco QSFP-40G-SR-BD modules (pack of 2)	\$21,132.31	2	\$42,264.62
C9500-DNA-A-3Y	Cisco Network and Digital Network Architecture Advantage - Term License (3 years) - 1 switch *65% E-Rate Eligible*	\$5,459.03	2	\$10,918.06
C9K-PWR-650WAC-R/2	Cisco - Power supply - redundant - 650 Watt - for Catalyst 9500	\$947.43	2	\$1,894.86
QSFP-40G-SR-BD	Cisco - QSFP+ transceiver module - 40 Gigabit LAN - 40GBASE-BiDi - LC multi-mode - up to 492 ft - 850 nm - for ASR 9001, 9006, 9010; Nexus 93108TC-EX, 93180YC-FX, 9336C-FX2, 9372PX-E	\$543.20	8	\$4,345.60
C9500-DNA-A-3Y	Cisco Network and Digital Network Architecture Advantage - Term License (3 years) - 1 switch	\$5,459.03	2	\$10,918.06
C9K-PWR-650WAC-R/2	Cisco - Power supply - redundant - 650 Watt - for Catalyst 9500	\$947.43	2	\$1,894.86
QSFP-40G-SR-BD	Cisco - QSFP+ transceiver module - 40 Gigabit LAN - 40GBASE-BiDi - LC multi-mode - up to 492 ft - 850 nm - for ASR 9001, 9006, 9010; Nexus 93108TC-EX, 93180YC-FX, 9336C-FX2, 9372PX-E	\$543.20	8	\$4,345.60
C9500-24Y4C-A	Cisco Catalyst 9500 - Network Advantage - switch - L3 - managed - 24 x 25 Gigabit SFP28 - rack-mountable	\$9,745.04	8	\$77,960.32
C9K-PWR-650WAC-R/2	Cisco - Power supply - redundant - 650 Watt - for Catalyst 9500	\$947.43	8	\$7,579.44
C9500-DNA-L-A-3Y	Cisco Network and Digital Network Architecture Advantage - Term License (3 years) - 1 switch - low port density *65% E-Rate Eligible*	\$3,203.23	8	\$25,625.84
SFP-H10GB-CU3M=	Cisco SFP+ Copper Twinax Cable - Direct attach cable - SFP+ to SFP+ - 10 ft - twinaxial - SFF-8436/IEEE 802.3ae - for Catalyst 2960, 2960G, 2960S; Nexus 93180, 9336, 9372; UCS 6140	\$49.63	30	\$1,488.90
Subtotal				\$189,236.16



E-Rate Eligible SMARTnet

Part #	Description	Price	Qty	Ext. Price
CON-SNTP-C95YN84C	Cisco Smart Net Total Care - Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: C9500-48Y4C-A-BUN *51% E-Rate Eligible*	\$3,679.31	2	\$7,358.62
CON-SNTP-C95024YA	Cisco SMARTnet - Extended service agreement - replacement - 24x7 - response time: 4 h - for P/N: C9500-24Y4C-A, C9500-24Y4C-A= *51% E-Rate Eligible*	\$1,696.78	8	\$13,574.24
Subtotal				\$20,932.86

Professional Services

Part #	Description	Price	Qty	Ext. Price
NSI Route and Switch Professional Services	Installation and Configuration as Described in SOW	\$18,216.25	1	\$18,216.25
Subtotal				\$18,216.25

Shipping

Part #	Description	Price	Qty	Ext. Price
Shipping & Handling	Shipping and Handling Shipping and Handling	\$2,027.00	1	\$2,027.00
Subtotal				\$2,027.00



Acceptance

The acceptance of this bid, **NSI Quote #075673**, requires the signature of both Indianapolis Marion County Public Library and Network Solutions, Inc.

The issuance of the purchase order for this response may be contingent upon Indianapolis Marion County Public Library E-Rate Funding approval.

Manufacturer bundle pricing may have been used in order to achieve the lowest possible prices for hardware and software for your organization. If your organization chooses to purchase part of the hardware and software quoted bundled, pricing may not be available. Additional fees may apply. Please contact Paul Drook for additional details.

All labor quoted with this bid response is expected to be performed during normal business hours (Monday through Friday, from 8 AM to 5 PM). If labor is required outside of normal business hours, additional fees may apply.

Per USAC requirements, customer agrees to provide Network Solutions, Inc. a signed document authorizing Network Solutions, Inc. to proceed with this project prior to filing the FORM 471. Customer also agrees to promptly submit Form 471 along with the authorization document to USAC.

Below is a breakdown of the Base Bid, if Indianapolis Marion County Public Library is only accepting portions of the base bid, please indicate which sites Indianapolis Marion County Public Library is accepting:

Accepted	Base Bid Locations	Dollar Amount
	E-Rate Eligible	\$189,236.16
	E-Rate Eligible SMARTnet	\$20,932.86
	Professional Services	\$18,216.25
	Shipping	\$2,027.00
Base Bid Total:		\$230,412.27



Board Action Request

7a

To: IMCPL Board **Meeting Date:** January 25, 2021

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

Effective Date: January 25, 2021

Subject: Resolution – 7-2021

Recommendation: Approval of Resolution 7-2021 – Approving Joint Written Recommendations of IMCPL Management and AFSCME Local 3395

Background: The Library and AFSCME Local 3395 have reached an agreement on a new joint proposal. We are requesting the Board approve this contract to from January 1, 2021 through December 31, 2023. A new joint recommendation from AFSCME Local 3395, Staff Association Compensation Committee, and Management is for a new holiday, Juneteenth, celebrated annually on June 19th, be added to the Library’s annual paid holidays.

Strategic/Fiscal Impact: N/A



Board Resolution

7a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 7-2021 APPROVING JOINT WRITTEN RECOMMENDATIONS OF IMCPL MANAGEMENT AND AFSCME LOCAL 3395

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

WHEREAS, pursuant to the Employee Organization Resolution, Library management (“Management”) and American Federation of State, County, and Municipal Employees, AFL-CIO, on behalf of the Indianapolis-Marion County Public Library Employees Union, Local 3395, (“Union”), through the equal representation committee, have come together in good faith negotiations and have made and submitted joint written recommendations (“Joint Recommendations”) to the Board of Trustees for employees in the Unit; and

WHEREAS, the Board has reviewed and considered the Joint Recommendations of Management and Union, a copy of which is attached to this Resolution, and deems it in the interest of the Library to accept the Joint Recommendations to be implemented and made effective in accordance with the terms thereof as of January 1, 2021, and to remain in effect through December 31, 2023.

IT IS THEREFORE RESOLVED that the attached Joint Recommendations submitted to the Board for consideration and considered by the Board, be and hereby are, approved, and such Joint Recommendations shall be implemented and effective in accordance with and as may be limited by the terms thereof as of January 1, 2021, and shall remain in effect through December 31, 2023; and

IT IS RESOLVED FURTHER that the President of the Board be and hereby is authorized to execute the Joint Recommendations on behalf of the Library, and the Chief Executive Officer be and hereby is authorized to implement the terms of the Joint Recommendations as of the effective date of January 1, 2021.

Adopted this 25th day of January, 2021.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

Indianapolis Public Library/AFSCME 2020 Collective Bargaining Negotiations

JOINT WRITTEN RECOMMENDATION

SUBMITTED BY

INDIANAPOLIS PUBLIC LIBRARY

AND

AFSCME LOCAL 3395

TO

THE LIBRARY BOARD OF TRUSTEES

January 25, 2021

In accordance with the Certification of Bargaining Agent issued by the Indiana Commissioner of Labor on December 7, 2007 and consistent with Indianapolis-Marion County Public Library Resolution 89-2006, ("Resolution") the Certified Bargaining Agent, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO, for and on behalf of the INDIANAPOLIS PUBLIC LIBRARY EMPLOYEES UNION, LOCAL 3395, ("Union") through its equal representation committee, and the Library's administrative officials have come together in good faith negotiations and make the following joint written recommendations to the INDIANAPOLIS PUBLIC LIBRARY BOARD OF TRUSTEES, INDIANAPOLIS, INDIANA ("Board") on matters within the scope of the Resolution, for employees in the Unit.

INDIANAPOLIS PUBLIC LIBRARY

PREAMBLE

In order to advance the interests of the Indianapolis Public Library by promoting orderly and constructive relationships between the Library and its employees, subject, however, to the rights of the taxpayers and citizens of Marion County served by the Library to have high quality library and information services and public access to information provided through cost effective and economical Library operations it is in the public interest to require high standards of employee performance and the continual development and implementation of modern and progressive work practices to facilitate improved employee performance and efficiency, the parties agree as follows:

Goal

The Library and the Union agree that effective, efficient and uninterrupted Library service to the community is their common goal.

Agreement

In accordance with the Certification of Bargaining Agent issued by the Indiana Commissioner of Labor on December 7, 2007 and consistent with Indianapolis-Marion County Public Library Resolution 89-2006, ("Resolution") the Certified Bargaining Agent, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO, for and on behalf of the INDIANAPOLIS PUBLIC LIBRARY EMPLOYEES UNION, LOCAL 3395, ("Union") through its equal representation committee, and the Library's administrative officials have come together in good faith negotiations and have made joint written recommendations to the INDIANAPOLIS PUBLIC LIBRARY BOARD OF TRUSTEES, INDIANAPOLIS, INDIANA ("Board") on matters within the scope of the Resolution, for employees in the Unit. The Board, upon careful consideration, has accepted the joint recommendations submitted to it and agrees to all matters set forth herein, this **25th day of January, 2021**.

ARTICLE 1 – RECOGNITION

Section 1.1 – Recognition

In accordance with the Certificate of Collective Bargaining Agent issue by the Indiana Commissioner of Labor on December 7, 2007, the Board recognizes AFSCME Local 3395 as the Bargaining Agent of Unit Employees of the Library for the purpose of collective bargaining for those Unit employees in a manner consistent with Indianapolis-Marion County Public Library Resolution 89-2006.

Section 1.2 – Unit Employees

The Union represents, for purposes of collective bargaining in accordance with the Resolution, the employees of the Library with the exception of the following: confidential employees; managerial employees; supervisory employees; student employees; Library page employees; hourly employees and members of the Board, as those terms are defined by the Resolution. The employees represented by the Employee Organization shall be known as "Unit Employees."

Section 1.3 – New Unit Employees

The Library shall notify the Union of any new or rehired Unit Employee within five (5) working days of hire.

Section 1.4 – Orientation

The Union president or designee shall have an opportunity to meet with new Unit Employees during new staff orientation for an amount of time not to exceed 15 minutes. The Union shall receive notice of any changes to the orientation schedule.

Section 1.5 – Scope of Recognition

A. Recognition shall not preclude any Unit Employee or group of Unit Employees, regardless of Union membership, from bringing matters of personal concern to the attention of appropriate administrative officials in accordance with applicable rules, regulations or established policy, or from choosing his, her or their representative in a grievance or appellate action.

B. Recognition of the Union continues as long as the organization continues to meet the requirements of the Resolution. In the event recognition is withdrawn by the Library, all rights and privileges granted to the Union shall terminate.

C. Recognition shall not be granted to any Union which the Board considers to be subject to corrupt influences opposed to basic democratic principles or which, in the judgment of the Board, has

engaged in any conduct inconsistent with the provisions of the Resolution.

ARTICLE 2 – RIGHTS OF UNIT EMPLOYEES

Section 2.1 – Freedom of Association

Unit Employees of the Library shall have the right freely and without fear of penalty or reprisal to form, join and assist any lawful employee organization, or to refrain from any such activity. Nothing in this or any other agreement shall require a Unit Employee to become or to remain a member of the Union or an employee organization or to pay money to the Union or any employee organization.

Section 2.2 – Notice of Rights

The Library shall take appropriate action to advise all Unit Employees of the rights referred to in this Article and to assure them that they may exercise such rights without fear of penalty or reprisal and free of interference, restraint, coercion, or discrimination by the Library, or its officers or employees, or by any employee organization, or its officers or members.

ARTICLE 3 – RIGHTS OF THE UNION

Section 3.1 – Scope of Rights

The Union shall be entitled:

- A.** To act on behalf of all Unit Employees and shall be responsible for representing the interests of all Unit Employees in a manner consistent with the Resolution, without discrimination and without regard to membership in the Union.
- B.** To represent any Unit employee(s), upon request, in discussions with library administrative officials regarding grievances or personnel practices.
- C.** To use the facilities of the Library for meeting places subject to scheduling and availability and all regular policies, rules and regulations relating thereto.
- D.** To negotiate joint written recommendations to the Board on matters concerning grievances or personnel practices for Unit Employees. Where such joint recommendations are agreed upon they may be reduced to writing and submitted to the Board for approval or

rejection. Separate recommendations may be submitted in the event of disagreement.

E. To be sent a complete Library Board packet on the same day Library Board packets are sent to Board members

F. For purposes of this Agreement, consistent with the Resolution, the phrase "personnel practices" means wages, hours, fringe benefits, and the voluntary payment of dues through payroll deductions.

G. To be included in the monthly Library Board of Trustee's official agenda for purposes of presenting a Union report, as deemed necessary and appropriate by the Board.

ARTICLE 4 – RETAINED RIGHTS OF THE LIBRARY

Section 4.1 – Rights and Responsibilities.

The Library retains the right and responsibility: (A) to direct employees of the Library, (B) to hire, promote, transfer, assign and retain employees in positions, and to suspend, demote, discharge, or take other disciplinary action against employees, (C) to relieve employees from duties because of lack of work, financial exigency, discontinuance or curtailment of an activity or for other legitimate reasons, (D) to maintain the efficiency of the operations entrusted to them, (E) to determine the methods, means and personnel by which such operations are to be conducted, (F) to determine its budget, (G) to determine the organization and assignment of Library Employees, (H) to determine the technology of performing work at the Library, and (I) to take whatever actions may be necessary to carry out the mission of the Library.

Section 4.2 – Rights Conferred by Law

Nothing in this Agreement shall be construed in any way as a relinquishment or diminishment by the Board of its obligations, responsibilities and authorities conferred on it by the people of the State of Indiana and the County of Marion through legislative statutes or local regulations to govern, set policy and act in final judgment on the management of institutional affairs in the public interest.

ARTICLE 5 – NON-DISCRIMINATION AND HARASSMENT

Section 5.1 – Non-Discrimination

To the full extent required by applicable law, there shall be no discrimination by the Library, the Union or the Unit Employees against

any person because of race, color, religion, political affiliation, national origin, sex, age, sexual preference, disability or marital status.

Section 5.2 – Harassment

Harassment is defined as unwelcome or offensive physical and/or verbal conduct directed toward one employee by another, or by a patron, and will not be tolerated. Harassment exists when: (A) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (B) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that individual; or (C) Such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment. A Unit Employee who believes he/she has been subjected to harassment, sexual or otherwise, should report the situation to their manager, or if impractical or impossible in the circumstances, the Area Resources Manager, Services Area Director, or Director, Human Resources. Unit Employees may be assisted and accompanied by their Union representative, if requested. Reports of this nature will be handled promptly, impartially and with due regard for confidentiality. No one making a good faith report or participating in an investigation will be subject to retaliation of any kind. Immediate and appropriate corrective action, including discipline, will be taken whenever it is determined that harassment has occurred in violation of this policy.

ARTICLE 6 – NO STRIKES/NO LOCKOUTS

Section 6.1 – Conduct Prohibited.

No Unit Employee and no employee organization, including the Union shall have the right to participate in, conduct, threaten, or to induce or encourage others to participate in, conduct or threaten any strike, slowdown, work stoppage or other type of job action or interruption or interference with the activities of the Library, or act in concert with other employees to abstain in whole or in part from the full, faithful and proper performance of their duties for the Library.

Section 6.2 – Consequences of Prohibited Conduct

The Library reserves the right to deal with any such activity by any lawful means, including immediate discharge or suspension without pay of any participating Unit Employee. An employee organization, including the Union which the Board determines has violated Section 6.1 shall cease to be accorded recognition and shall cease to receive any dues or fees collected by paycheck withholding and shall not be accorded recognition or receive any dues or fees collected by pay check withholding for a period of one (1) year.

Section 6.3 – Lockouts Prohibited

The Library shall not participate in, threaten, conduct or induce a lockout of Unit Employees during the term of this agreement.

ARTICLE 7 – UNION REPRESENTATION

Section 7.1 – Union Information

In connection with its initial request for recognition in accordance with Section 3 B of the Resolution, the Union has submitted to the Library a roster of its current officers and representatives, a copy of its current constitution and bylaws, and a statement of its objectives and shall periodically update that information when changes are made.

Section 7.2 – Union Stewards and other Union Representatives

The Union shall notify the Library of the names of all stewards, the Chief Steward and the Local Union President, as they are chosen by the Union. Where no steward is available, the Union shall temporarily designate another Unit Employee to act as steward and shall notify the Library of such designation.

Section 7.3 – Participation in Grievances and Other Activities

The Union steward, Chief Steward, Local Union President, or AFSCME Representative as the case may be, are authorized to speak on behalf of any Unit Employee who may request assistance in processing a grievance or other activities arising under this Agreement. If a Unit Employee requests representation at a meeting by a Union representative who is unavailable, the Unit Employee may request that the meeting be rescheduled.

Section 7.4 – Union Time Cap

Union Time will be considered credited time without loss of pay until a maximum *aggregate* total of 600 credited hours has been accumulated in a single calendar year. In the event the term of this Agreement begins after the start of a new calendar year, the number of credited hours of Union Time available to the Union for the remainder of that calendar year will be the difference between 600 and the number of credited hours of Union Time already used in that calendar year as of the date this Agreement becomes effective. After an aggregate total of 600 credited hours has been accumulated by Union representatives, defined as Union stewards and officers, in a single calendar year, any additional Union Time in that calendar year will be counted as deducted time and unpaid. Such deducted time may be made up with the manager's prior approval. In limited circumstances and only when specifically authorized in advance and in writing by the Library, Unit Employees who are training

to become a union steward or officer may be eligible to use Union Time in order to attend training sessions or meetings directly related to their Union leadership training. Union Time shall only be used for purposes necessary to carry out the functions of the Union and shall be taken so as not to disrupt Library operations or the work of other Library Unit Employees and with the scheduling approval of affected supervisors, which approval will not be unreasonably withheld. The Union agrees to provide as much advance notice as reasonably possible when making requests for the use of Union Time. The Library agrees to approve or deny such requests as soon as reasonably possible. The parties mutually agree that this will facilitate a consistent application of the approval process and allow the parties to discuss the matter if there is disagreement about the Library's initial decision.

Section 7.5 – Entry to Library Premises

When entering a work site on Library premises for activities covered by this Agreement, the Union representative shall, whenever practicable, give at least one (1) hour's advance notice, by informing the supervisor in charge of the location or the Library's Human Resources Office.

Section 7.6 – Union Bulletin Boards

The Library shall provide the Union reasonable space in non-public areas for a bulletin board in each building operated by the Library where Unit Employees work. The Union shall bear the cost of the bulletin boards. The bulletin board shall be for the sole and exclusive use of the Union to communicate with Unit Employees about Union business and activities, and the materials posted shall be limited to those purposes. The items posted shall not be partisan or defamatory in nature. It is further agreed that there will be no posting of election campaign preferences.

Section 7.7 – Notices

The Library, or its designee, will continue to provide the Local Union President or his/her designee proposed Resolutions, Briefing Reports and changes to Policy and Procedure Manual within one (1) day after being presented at the Joint Committee meeting.

Section 7.8 – Copy of Agreement

The Library agrees to make at its cost a maximum of one (1) copy of this Agreement for each current and future Unit Employee who requests one of the Library. The Union shall provide at its cost copies of this Agreement to Unit Employees as it determines is necessary.

Section 7.9 – Information Provided to the Union

On a quarterly basis, the Library agrees to provide the Union with an electronic report listing the following information for each bargaining unit employee who has signed a written authorization:

1. Name
2. Street address, city, state, zip code
3. Employment date
4. Gender
5. Employee number
6. Hourly rate
7. Base salary
8. Work location
9. Work address
10. Union dues
11. Position

On an annual basis, the Library agrees to provide the Union with a list of Union-eligible employee names, work locations and job titles.

Section 7.10 – Equitable Recognition at Staff Day

Both the Staff Association and the Union will be permitted to set up an unmanned information table during the Library's annual Staff Day. A currently employed Unit Employee, Library retiree or AFSCME Council Organizer / Staff Representative may staff the information table during the lunch period.

Section 7.11 – Communication

Union Representatives will be permitted limited use of the Library e-mail system on a one time per month basis solely for purposes of announcing upcoming Union meetings and/or membership campaigns that are directly related to the Library. The Library reserves the right to revoke this authorization at any time upon its determination, after reasonable investigation, that such e-mail use is interfering with any Unit Employee's job duties or otherwise violating Library policy. Use of e-mail for either of the above described purposes will not be deemed to violate Library policy.

Union Representatives may request secure locations to conduct confidential or sensitive Union business and such request will not be unreasonably denied.

ARTICLE 8 – VOLUNTEERS AND NON-PAID WORKERS

A. The Union and the Library agree that volunteers and non-paid Library workers are often beneficial to the Library and the community it serves. Volunteers and non-paid Library workers may be used to supplement work for specific tasks that are limited in scope.

B. The parties agree that volunteers and non-paid Library workers will not be utilized in a manner to replace Unit Employees, their hours, or positions.

ARTICLE 9 – RESIGNATION AND RE-EMPLOYMENT

A minimum of two (2) weeks' notice will be given when leaving employment. Unit Employees who resign in good standing and are re-employed shall be rehired as a new employee. A salary differential may be given relating to the experience of the former Unit Employee who is rehired.

ARTICLE 10 – LIBRARY PERSONNEL FILE

Section 10.1 – The File

The personnel file is the property of the Library. All Library personnel files shall be made available for the employees' inspection, upon request, during normal Human Resources office hours. A copy of any written disciplinary action shall be given to the Unit Employee and a copy shall also be placed in the Unit Employee's personnel file. One copy of any material in a Unit Employee's personnel file shall be provided to the Unit Employee free of charge upon request. If more than one copy is requested, additional copies will be provided at a standardized charge for duplication. The review of the file shall take place in an appropriate area of Human Resources at the Library Services Center and in the presence of a Human Resources staff member. A Union representative shall have the same rights to the file as a Unit Employee, but only with the employee's written consent. The personnel file of each Unit Employee shall be held in strict confidence, and its contents shall not be divulged except as required by law.

Section 10.2 – Additional Documents

Unit Employees may submit documents for placement in their personnel file to the Human Resources Director if the documents relate to their job performance. All such items will be initialed by the Unit Employee.

Section 10.3 – Employment References

References to prospective employers regarding a current or former Unit Employee will contain dates of employment, position held and whether the person is currently employed with the Library. Upon written request by the Unit Employee, the Director of HR or the employee's immediate manager may supply a reference letter of the Unit Employee's job performance to the prospective employer with a copy also sent to the employee.

Section 10.4 – Non-employment Inquiries

The Library will keep personnel file information confidential and its contents will not be divulged except: (A) as required by Indiana's Access to Public Records Law, IC 5-14-3-4(b)(8); (B) to the extent necessary for purposes of litigation in which the Library is a party; (C) to the extent needed to provide information which is not particularized by employee name for general, statistical, or record keeping purposes and/or is required by any authorized local, state or federal agency, administrative body or court.

Section 10.5 – Credit Inquiries

Inquiries regarding credit and employment verification shall be forwarded to the Human Resources Office. Information given regarding such inquiries shall contain only employment verification, dates of hire, salary and position held.

Section 10.6 – Notation of Duties Performed

Employees who have been assigned to temporary duties outside their job classification shall have that fact noted in their personnel file, if they so choose, as evidence of their abilities, and this information may be used to demonstrate such ability in question of promotion.

ARTICLE 11 – PERFORMANCE EVALUATION

Section 11.1 – Written Evaluation

Written (electronic) evaluations of a Unit Employee's job performance shall be prepared annually. The evaluation, accompanied by a meeting, shall be performed by the designated manager/supervisor. Upon request, a written copy of the completed evaluation shall be distributed to the Unit Employee three (3) workdays in advance of the meeting. During the evaluation meeting, the manager/supervisor will review the employee's performance.

Section 11.2 – Signature and Hard Copy of Written Evaluation

An employee's electronic acknowledgement shall signify only that he or she has been given their performance evaluation. A Unit Employee shall have seven (7) calendar days following his/her performance evaluation meeting to input a response on their electronic appraisal form. The performance evaluation may not be altered subsequently without the Unit Employee's review.

Section 11.3 – Performance Review Meeting

Human Resources will remind **and train** managers that all performance review meetings are to be completed within the required timeframe.

ARTICLE 12 – INTRODUCTORY PERIOD

Section 12.1 – Introductory Period

All newly hired Unit Employees in all classifications shall be subject to a Probationary Period of ninety (90) days, which may be extended a maximum of an additional thirty (30) days at the Library's discretion.

Section 12.2 – Evaluation

The appropriate Personnel Service Rating Report will be prepared for each newly hired Unit Employee prior to the completion of the Probationary Period.

Section 12.3 – Application

A. Newly Hired Unit Employees who are in their Probationary Period shall not be eligible to access the Grievance Procedure, Article 17.

B. Unit Employees who are in their Probationary Period are not eligible to apply for advertised positions until satisfactory completion of their Probationary Period, or upon the recommendation of their current manager.

ARTICLE 13 – SENIORITY

Seniority is defined as the length of time a Unit Employee has been continuously employed by the Library with no break in service. Approved leaves of absence will not create a break in service for purposes of this Article. Ties will be determined by coin flip. Nothing herein shall affect the calculation of a Unit Employee's creditable service for purposes of PERF.

ARTICLE 14 – TRANSFER / PROMOTION / VACANCY

Section 14.1 – Vacancy Announcements

Announcements will be posted on the ADP portal at least seven (7) working days prior to filling a vacancy. A vacant position may be filled on a temporary basis until a final selection is made.

Section 14.2 – Promotions

Promotions may be made when vacancies occur. Qualified Unit Employees are encouraged to apply for vacant positions. Selection will be based upon evidence of satisfactory performance shown by service ratings, ability, education and technical and personal qualifications.

Seniority will be a determining factor only when two or more candidates have equal qualifications and experience.

Section 14.3 – Transfers

Transfers are changes in assignments in which the salary rate, job level and classification status remain the same. A position must be vacant and posted before a transfer application may be submitted for it. Except in cases of emergency or administrative necessity, selections for transfers shall be made based on a Unit Employee's seniority, qualifications and skills for the position as determined by the Library.

Section 14.4 – Demotions

When a Unit Employee fails to fulfill the duties and responsibilities of the position to which they have been appointed, they may be demoted to a lower grade and transferred to another assignment. Appropriate warning and opportunity to improve will be given before any demotion.

Section 14.5 – Salary Adjustments

A promotion will be accompanied by an increase to the minimum salary of the grade to which the Unit Employee is promoted or they will receive a salary adjustment of five percent (5%), whichever is greater. A transfer from one assignment to another will not warrant a change in salary rate. A demotion will be accompanied by a reduction in salary rate to one not exceeding the maximum for the pay range to which the Unit Employee is demoted.

Section 14.6 – Reduction in Force/Layoffs and Recall

For purposes of this Section, a "workforce reduction" is defined as an involuntary layoff involving any Unit Employee positions arising out of a Board decision.

In the event of a "workforce reduction," the Library will endeavor in good faith to provide the Union and the affected employees with at least thirty (30) days advance notice.

In the event of a "workforce reduction," probationary employees shall be laid off first. Poor performing employees will be laid off next. "Poor performers" are those whose last three annual performance reviews are less than satisfactory based on current Library policy (i.e. those with less than a "3" in the administrative section of the evaluation and/or those with less than a "3" in either of the other two sections of the evaluation). If an employee has been employed for less than three years, his/her last three sub-annual reviews will be used. Thereafter, any additional layoffs will be ordered by system-wide seniority within job titles chosen by the Library. Notwithstanding Article 13's definition of "seniority," if an employee resigned/retired and was then rehired by the Library, the

employees' total Library service will be calculated to determine system-wide seniority.

Former Unit Employees within a pay grade who were laid off in accordance with this Article may be recalled in the reverse order in which they were laid off, provided no more than one year has elapsed since their layoff.

Section 14.7 – Reclassification

The Local Union President will be notified by email when an employee has been reclassified in or out of the Union when the official HR records are updated.

ARTICLE 15 – HEALTH AND SAFETY

Section 15.1 – General

The Library shall provide a workplace that is free from recognized hazards that are causing or are likely to cause death or serious physical harm. The Library and each Unit Employee shall comply with all applicable federal, state and local occupational safety and health standards.

Section 15.2 – Equipment and Machinery

Unit Employees who are required to operate dangerous equipment or machinery will receive proper training on the equipment or machinery that will be used as a normal part of the employee's job. Training will also be provided to any Unit Employee who is required to operate such equipment or machinery on a temporary or emergency basis. This training will consist of demonstration of the use of this equipment or machinery by someone already familiar with its operation. Unit Employees will practice using said equipment or machinery in the presence of the trainer and demonstrate proficiency before being asked to operate it independently. When operating such equipment or machinery, Unit Employees will be within eyesight or hearing of at least one other employee, or a means will be provided by which to summon immediate help in case of an accident.

ARTICLE 16 – DISCIPLINE

Section 16.1 – Scope

The Library has the right to establish reasonable written rules, regulations, policies and procedures consistent with the terms and conditions of this agreement. The Library also has the right to discipline and discharge Unit Employees for just cause.

Section 16.2 – Notice

Written notice of any disciplinary action shall be given to the Unit employee and the Union. Before any Unit Employee is deprived of pay, benefits or employment, the Unit Employee shall be provided with the reason for the discipline and given an opportunity to state his or her side of the story with Union representation if desired.

Section 16.3 - Limitations

Disciplinary action, when invoked, shall be administered within a reasonable period of time after the occurrence of the incident, or when the Library reasonably became aware of the incident.

ARTICLE 17 – GRIEVANCE PROCEDURE

Section 17.1 – Scope

Unit Employees who feel that they have been treated in a manner inconsistent with Library Policy or the terms of this Agreement may utilize this Grievance Procedure; provided, however, that grievances related to performance evaluations may not proceed past the CEO’s written decision as described in Section 17.5 of this Article. This procedure and any mediation occurring under it shall extend only to the interpretation or application of Library Policy or the terms of this Agreement and not to changes in or proposed changes in Library Policy or the terms of this Agreement.

Section 17.2 - Eligibility. Only Unit Employees who have successfully completed the initial ninety (90) day Probationary Period for new hires will be eligible to file a grievance. The aggrieved Unit Employee or Employees shall have the right to have a representative of their own choosing, including a Union Representative, speak for his, her or their interests.

Section 17.3 – STEP 1 - Formal Presentation. Formal presentation of any grievance must be made in writing, on a completed Grievance Form, and submitted to the Library no later than fifteen (15) weekdays following the event that gave rise to the grievance or fifteen (15) weekdays following when the employee reasonably became aware of the event that gave rise to the grievance or it may be denied as untimely. When submitting the grievance in writing, the Unit Employee must state the specific dates and nature of the grievance and its personal effect, the specific policy, procedure or term of this Agreement which was violated (citing the Article and Section number), and the desired outcome. A copy of the grievance will be sent to the HR Director, Area Resource Manager and Service Area Director. The grievance will be discussed with the manager. The

manager will make every effort to resolve the grievance immediately but must provide a written answer within five (5) weekdays from the date of the grievance discussion. A copy of the manager's response will be sent to the HR Director and the grievant. If a settlement is reached, the manager will present a copy of the agreement to be signed by the grievant and manager. Each party will retain a signed copy for their records. The Library will provide a copy of the signed agreement to the local Union President upon written request to HR.

Section 17.4 – STEP 2 - Director of Human Resources. If the grievance is not satisfactorily resolved, it may be presented to the HR Director in writing, within five (5) weekdays of the Unit Employee's receipt of the manager's written decision. The HR Director shall thoroughly investigate the grievance. The HR Director may interview all involved parties, including the grievant, to render a fair decision. The HR Director shall answer the grievance in writing within five (5) weekdays of completing all such interviews. If a settlement is reached, the HR Director (or designee) will present a copy of the agreement to be signed by the grievant and HR Director. Each party will retain a signed copy for their records. The Library will provide a copy of the signed agreement to the local Union President upon written request to HR.

Section 17.5 – STEP 3 - Chief Executive Officer. If the grievance is not resolved by the HR Director to the satisfaction of the Unit Employee, the grievance may be presented to the CEO, in writing, within five (5) weekdays of receipt of the HR Director's written decision. The CEO shall review the grievance, consult with the Director, HR, the immediate manager, and the grievant (with a Union representative, if so requested by the grievant) and issue a written decision within ten (10) weekdays of the date the CEO concludes all relevant meetings. If a settlement is reached, the CEO (or his/her designee) will present a copy of the agreement to be signed by the grievant and CEO. Each party will retain a signed copy for their records. The Library will provide a copy of the signed agreement to the local Union President upon written request to HR.

Section 17.6 – Mediation Option

After the decision of the CEO is rendered and before the time for filing an appeal to the Board has elapsed, either the Library or the Unit Employee or his or her representative may request mediation of the grievance. Mediation will be invoked only with the approval of the individual Unit Employee or the Unit Employees involved and shall be advisory in nature. If the parties to the grievance are not able to resolve the grievance through mediation, the mediator may create an advisory report for submission the Library Board with any recommendations subject to

the approval of the Board. The cost of any mediation shall be shared equally by the parties to the mediation.

Section 17.7 – STEP 4 - Appeal to the Library Board. Any Unit Employee; (i) who has gone through the grievance procedure and has not had the grievance resolved by the CEO or through Mediation to the Unit Employee's satisfaction, or (ii) against whom a recommendation for termination, demotion or suspension has been made to the Board may within ten (10) weekdays of the Unit Employee's receipt of the applicable written notice from the CEO or within ten (10) weekdays after the conclusion of mediation if that option is chosen, advance the grievance to a hearing before the Board by notifying the Director, HR.

Section 17.8 - Hearings Before the Board. Whenever a Unit Employee advances a grievance before the Board because of an appeal, such grievance is entitled to a hearing and shall be conducted in the following manner.

A. Procedure for Setting the Hearing Date. Upon receipt of an appeal or a request for a hearing, the Board will within ten (10) days after receipt of such notice set a time and place for such hearing. Notice of the setting of the hearing will be given to the aggrieved party in person or by mail. The time for the hearing shall not be sooner than ten (10) days after notice has been given to the aggrieved person.

B. Nature of Hearing. The hearing will be in an Executive Session of the Board or a committee of the Board but the Board or Board committee may order otherwise upon request of the Unit Employee and agreement of the CEO. The aggrieved party may attend such hearing and may be represented by an attorney or a Union representative.

C. Order of Proceedings. The order of proceedings will be as follows:

1. The Unit Employee may have a period of forty-five (45) minutes in which to present any information either oral or written concerning the matter at hearing.
2. The CEO or CEO designee may have forty-five (45) minutes in which to present information either oral or written concerning the matter at hearing.
3. The Unit Employee may reserve part of his/her forty-five (45) minute period for the purpose of presenting rebuttal information. The time to be reserved for rebuttal will be specified by the Unit Employee at the end of the employee's presentation, and shall be subtracted from the presentation period. The CEO or CEO designee may reserve part of his/her forty-five (45) minute period for the purpose of responding to the

Unit Employee's rebuttal, and such time shall be subtracted from the presentation period. The Board may, in its discretion, grant additional time to any party making a request at the hearing.

4. At the conclusion of the Board hearing under this procedure, the Union, if it has not acted as the Unit Employee's representative, shall have the right, to make a statement to the Board regarding compliance with this Agreement in the collective interests of all Unit Employees.

D. Decision. The Board will then take the matter under advisement. The decision of the Board will be made at the next regular Board meeting after the hearing provided herein. However, if the findings of the Board are not completed at the end of that period, the Board may table its decision until the next regular Board meeting. The decision of the Board shall be rendered in writing and shall be final and conclusive.

Section 17.9 – Grievance Settlements

Any grievance settlements shall be consistent with the terms and conditions of this Agreement unless specifically agreed to between the Library and the Union.

Section 17.10 – Union Rights and Obligations

The Union has the right, responsibility and obligation for representing and to act on behalf of all Unit Employees and shall be responsible for representing the interests of all Unit Employees in a manner consistent with the Resolution, without discrimination and without regard to membership in the Union. A Union steward, Chief Steward, Local Union President, or AFSCME Representative, as the case may be, is authorized to speak on behalf of any Unit Employee who may request assistance in processing a grievance at any of the Steps of this procedure. The Union representative has no right or obligation to speak on behalf of the individual Unit Employee(s) unless specifically requested by the Unit Employee(s) in advance.

Section 17.11 – Time Limits

- 1.** Failure of the Unit Employee or Union to comply with the time limits under this Article shall render the grievance void and terminated.
- 2.** Failure of the Library to comply with the time limits constitutes a waiver of that response, and the Unit Employee or Union may appeal to the next step.

ARTICLE 18 – DUES CHECK-OFF

Section 18.1 – Voluntary Association

Nothing in this Agreement or any agreement shall require a Unit Employee to become or to remain a member of the Union or an employee organization or to pay money to the Union or employee organization.

Section 18.2 – Valid Authorization Required

In accordance with IC 22-2-6, upon receipt within ten (10) days of the date of execution of a written authorization personally signed by a Unit Employee that is, by its terms revocable at any time by the Unit Employee, the Library agrees to deduct from the Unit Employee's wages the amount of dues to become owing by the Unit Employee to the Union of which the Unit Employee is a member.

Section 18.3 – Remittance to the Union

As a condition of making any wage deduction under this Article the Union shall certify to the Library the amount of its dues that is to be deducted from an authorizing Unit Employee's wages. The certified amount will then be remitted, so long as a valid deduction authorization exists, to AFSCME, 1422 N. Pennsylvania St. Indianapolis, IN 46202, along with an electronic format listing of the Unit Employees, the Unit Employees' employee numbers and the amount of the individual employee deduction.

Section 18.4 – Indemnification

The Union agrees to indemnify, defend and hold harmless the Library against any liability which may arise by reason of any action taken by the Library in complying with the provisions of this Article.

Section 18.5 – P.E.O.P.L.E. Deductions

The Library agrees to consider implementing a process for automatically deducting a P.E.O.P.L.E. donation from the wages of any Unit Employee who so wishes; provided, however, that written authorization for such a deduction must be received from at least 10% of Unit Employees before the Library will consider such taking such a measure, and the deductions must be consistent with Indiana law. Any Unit Employee who wishes to make such a deduction must execute a deduction authorization form that may be revoked by the Unit Employee at any time by giving written notice to both the Library and the Union. If the Library chooses to implement a P.E.O.P.L.E. deduction process, it will remit all deductions promptly to the Union, together with an itemized statement showing the name of each Unit Employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Union shall indemnify, defend and hold harmless the Library against any liability which may arise by reason

of any action taken by the Library in complying with the provisions of this Article.

ARTICLE 19 – TRAVEL REIMBURSEMENT

Section 19.1 – Driving Reimbursement & Fees

Unit Employees driving in their own cars to approved workshops, conference, etc shall be reimbursed for mileage at the Federal mileage rate. Payment for registration fees may be paid directly by the Library to the vendor after approval has been granted by the Board and the Unit Employee provides the appropriate paperwork in compliance with the Library's then current travel policy.

Section 19.2 – Non-driving Reimbursement & Fees

Transportation (when not driving a personal car) and conference registration when needed for job enhancement or required by management may be paid directly by the Library to the vendor when possible after approval has been granted by the Board and the Unit Employee provides the appropriate paperwork in compliance with the Library's then current travel policy. Unit Employees are responsible for making all travel arrangements. Any out of pocket expenses including but not limited to lodging, per diem, and transportation will be reimbursed within one pay period after receipt in accounting of the appropriate paperwork in compliance with the Library's then current travel policy. Any expenses that fall outside of the Library's then current travel policy will not be reimbursed.

ARTICLE 20 – VOLUNTARY EMPLOYEE ASSISTANCE PROGRAM

Library staff members, including Unit Employees, and members of their immediate families have access to the services of the Employee Assistance Program (EAP) through the Library's current provider. An EAP is a counseling and referral service designed to assist staff and their families in overcoming personal problems. Services provided by the EAP staff are free of charge and completely confidential. Staff may schedule appointments by calling 621-7742.

ARTICLE 21 – HOLIDAYS

Section 21.1 – Designated Days

With the exception of the "InfoZone" at the Indianapolis Children's Museum, all Library locations shall be closed and Unit Employees at those locations shall have time off with pay on the following holidays: New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, December 24, Christmas Day and such other days as the Board may designate. The InfoZone closes on Christmas Day, Thanksgiving Day and Easter, but InfoZone employees shall receive time off with pay for Christmas Day and Thanksgiving Day only. Unit Employees who work at InfoZone on holidays other than Thanksgiving Day, Christmas Day and Easter shall receive holiday pay in accordance with section 21.6 below. The parties agree to jointly recommend that the Library Board of Trustees adds Juneteenth (June 19th) to the list of paid holidays in its Annual Salary Resolution.

Section 21.2 – Memorial Day Weekend

With the exception of the InfoZone, the Library will be closed on the Saturday and Sunday before the Monday Memorial Day holiday. All Unit Employees will work their standard work week Monday through Friday the week before Memorial Day and, if employed at the InfoZone, shall be expected to work on Memorial Day or during the Memorial Day weekend as scheduled.

Section 21.3 – Early Closing

The Library will close at 5:00 p.m. on the Wednesday before Thanksgiving and December 31. All Unit Employees scheduled to work on these days will work a standard day. The work week will not be further reduced because of the early closing.

Section 21.4 – Holiday Occurring on Sunday

If one of the designated holidays occurs on Sunday, except Easter, the Library will be closed on Sunday and Monday.

Section 21.5 – Religious Observance

When specifically requested by a Unit Employee, the Library shall grant time off to an employee for the observance of a religious holiday, provided such time off is made up within the same work week. The Unit Employee also has the option of using annual leave/vacation time for the day off.

Section 21.6 – Holiday Pay

Any Unit Employee required to work any designated holiday shall be paid double the employee's rate of pay.

Section 21.7 – Part-time Staff

All part-time Unit Employees will be allowed an appropriate number of hours for each designated holiday regardless of whether they are scheduled to work the day on which the holiday falls. The allowance will be prorated according to the particular schedule worked. The work week, which includes one or more designated holidays, will be reduced by the appropriate number of holiday hours.

ARTICLE 22 – SPECIAL LEAVES

Section 22.1 – Family and Medical Leave Act (FMLA)

The Library and Union jointly recognize the Library's legal obligations under the FMLA. The Library agrees to comply with those obligations, including any and all changes and/or amendments to the FMLA that occur during the term of this Agreement, for FMLA-eligible Unit Employees.

Section 22.2 – Bereavement

Bereavement leave will be granted to full-time employees and prorated for part-time benefits eligible employees in the event of the absence necessitated by the death of an immediate family member. Limited bereavement leave may be allowed as set forth in this policy.

Accrued, unused vacation time must be taken if additional time off is needed. Employees wishing to attend the funeral of other relatives not defined in the policy or friends must charge the time to any accrued, unused vacation time.

All requests for bereavement leave must be made to the employee's immediate supervisor. The Director, Human Resources, may, under certain circumstances, require proof of death from the employee seeking bereavement leave.

Immediate Family

Immediate family is defined as spouse, child, parent, sibling, grandchild, grandparent, or each similar relationship established by marriage (such as step-families and in-laws), and of a legal dependent residing in the employee's household. A maximum of 5 paid work days or appropriate pro-rata work hours for part-time, benefit eligible employees will be allowed in the event of the death of an immediate family member. The paid time off may be taken all at one time or in no more than two separate blocks of time, each in connection with either the date of death or the memorial service.

Domestic Partners

Staff members will be allowed the same amount of bereavement leave for a domestic partner, and for members of the domestic partner's immediate family. It is the responsibility of the staff member to have provided Human Resources the appropriate information as defined in the domestic partner policy.

Other Relatives

One working day, or appropriate prorated amount for part-time staff, will be granted to attend the funeral of an aunt, uncle, nephew, niece, or first cousin.

Professional Associates

With the approval of the manager, the necessary time will be granted to call at a funeral home or attend the funeral of a professional associate.

Personal Friends

Pre-approved time granted to call at a funeral home or attend the funeral of a personal friend will be charged to accrued annual leave and will be arranged with the manager.

Restrictions

Bereavement leave will not be granted to an employee who is on a leave of absence.

Death in Immediate Family During Annual Leave

If a death in the immediate family occurs during the staff member's annual leave and the staff member terminates or interrupts the vacation to attend the funeral, the time to attend the funeral and attendant responsibilities may be charged to bereavement leave rather than annual leave.

Section 22.3 – Jury Duty

A Unit Employee called for jury duty is excused from work without any deduction from salary, sick leave or vacation allowance. The Unit Employee called for jury duty is paid for the time the person would have worked on his or her regular schedule less the amount of per diem allowance paid for the jury duty not including mileage reimbursement.

Section 22.4 – Absence for Professional Meetings and Conferences

Unit Employees who receive written approval from the Board for attending library-related conferences, professional meetings, workshops, seminars, or conventions shall have travel, meals, registration, and other direct expenses paid by the Library in accordance with the travel reimbursement policy. Official travel allowance will be the current rate

for personal automobile used. Travel time shall be considered as time worked to the extent required by the Fair Labor Standards Act.

Section 22.5 – Military Leave

Annual service in the Reserves of the U.S. Armed Forces by a Unit Employee is allowed not to exceed 15 calendar days in any calendar year without any deduction from his/her sick leave or vacation allowance. The Library will pay the difference between the Unit Employee's salary and his/her salary as a Reserve, provided the Library salary is greater. All military leave will be in compliance with state and federal law.

Section 22.6 – Personal Leave

Benefit eligible staff members may be eligible for a personal leave of absence without pay up to a maximum of 90 days. Personal leave may be granted for any justifiable reason (the leave reason will ultimately benefit the Library or is an emergency situation) and will be granted on a case-by-case basis at the sole discretion of the CEO, a member of the Library's Executive Committee and Director, Human Resources.

Employees wishing to maintain their group insurance benefits while on unpaid personal leave will be required to pay the entire premium. An employee on an approved personal leave of absence who returns within the maximum allowable time will normally be reinstated in their current position or a similar position with no reduction in pay or benefits. An employee not returning from an approved personal leave of absence on or before the approved end date of the leave will normally be separated from employment.

A personal leave must be requested by completing and submitting to Human Resources a "Personal Leave of Absence Request Form" at least 30 days in advance, unless necessitated by an emergency, in which case oral notification should be followed by prompt written application for the leave.

ARTICLE 23 – HOURS OF WORK AND OVERTIME

Section 23.1 – Work Week

The standard work week for full-time Unit Employees will commence on Sunday and will consist of 40 working hours. Flexibility of scheduling is encouraged to provide good public service and staff accommodation. Part-time Unit Employees will work the appropriate hours under which they were hired.

Section 23.2 – Work Schedules

Long range work schedules will normally be planned in advance so Unit Employees will have ample notice of weekend days of work (Sundays,

Saturdays) and days off when working weekends. The Library will attempt to prepare the long range schedule a minimum of 1 month in advance. Management and employees are aware that emergencies do occur which warrant immediate changes.

Section 23.3 – Sunday Work

Aside from those Unit Employees who are regularly scheduled for Sunday work, Unit Employees will earn one (1) bonus day with pay (to be scheduled in the next calendar year with the approval of his or her supervisor) for every six (6) full Sunday shifts they work in a calendar year. In other words, Unit Employees will earn bonus days after working 6, 12, 18, etc. full Sunday shifts. The value of the "bonus day" shall be based on the individual's usual schedule. For example, if the Unit Employee typically works 20 hours/week, then the bonus day will be equal to 4 hours; if 30 hours/week, then 6 hours; if 40 hours/week, then 8 hours; and so on. The Library and the Union agree that Unit Employees should be scheduled and required to work six (6) full Sunday shifts in each calendar year. Nothing in this section, however, is intended to limit the Library's right to schedule Unit Employees for more than six (6) full Sunday shifts in a calendar year if deemed necessary by the Library, nor is this section intended to preclude Unit Employees from volunteering for more than six (6) Sunday shifts if they so desire. After a Unit Employee has already worked at least six (6) full Sunday shifts in a calendar year, he/she may trade any additional scheduled Sunday shifts in accordance with IMCPL's normal policy regarding work schedules.

Section 23.4 – Breaks

Unit Employees working a minimum of four (4) hours will be entitled to one (1) 15-minute break. Unit Employees working 7.5 hours or more will be entitled to two (2), non-consecutive 15-minute breaks. Unit Employees working 7.5 hours or more on a day time schedule will be allowed a minimum of a 30-minute or up to a 60-minute unpaid lunch break, depending on where they work. Unit Employees, both full-time and part-time, working an evening shift of at least 7.5 hours, two (2) hours of which are beyond 5:30 p.m., are entitled to a thirty-minute paid supper period. No break periods can be added to arrival or departure time.

Section 23.5 – Overtime

All non-exempt Unit Employees who work more than 40 hours in any work week shall be compensated at one and one-half times their regular rate of pay.

Section 23.6 – On Call

Non-exempt Unit Employees may be assigned by their managers to be "on call" during hours outside their normal work schedule. Being "on

call" does not prohibit employees from using that time for personal business. Rather, employees who are "on call" are merely required to be available and answer phone calls and respond when necessary, which may include traveling to locations and performing work. Unit Employees who are assigned to be "on call" by their managers will be paid .25 hours (15 minutes) per call or the actual time of the call, whichever is greater. Further, all applicable pay policies will apply to compensable time for those employees who are "on call," including premium and holiday pay policies.

Section 23.7 – Travel Time

Traveling to and from any location within the system shall be considered part of the workday. The Unit Employee shall be compensated at the standard Federal gas/mileage rate.

Section 23.8 – Split Shifts

When a Unit Employee is required by his or her Supervisor to work a split shift totaling 7 hours, he or she will be given 1 hour of credited time resulting in 8 hours of compensated time for the day assuming a standard 8 hour work day. Unit Employees who work a split shift will not be entitled to the 30 minute supper period on duty time.

Section 23.9 – Shift Differential

Benefit-eligible Unit Employees who are regularly scheduled to work the third shift will be paid a 10 percent "shift differential" for any third shift actually worked. A third shift shall be defined as a shift in which at least 6 hours are worked between 10:00 p.m. and 6:00 a.m. The "shift differential" will not be applied if the Unit Employee uses any form of leave or credited time instead of actually working the shift.

Section 23.10 – Evening Shifts

Except those Unit Employees who are regularly scheduled for evening shifts, evening shifts will be generally limited to no more than 2 per work week, but parties recognize that exceptions may need to be made on a temporary basis. An evening shift shall be defined as a shift that ends later than 6 p.m.

ARTICLE 24 – OUT OF GRADE PAY

When a Unit Employee is either voluntarily or involuntarily assigned by the Library to fill a position in a higher classification for at least one full workweek, the Unit Employee shall be paid a wage no less than the bottom of the pay grade of the position they are filling for the time assigned to the temporary role.

When, due to the absence of a manager/supervisor, a non-supervisory Public Services Unit Employee is temporarily assigned by the manager/supervisor to the role of manager/supervisor (i.e., "Person in Charge"), he/she shall receive a ten percent (10%) increase in pay for the time assigned to the temporary role. This time period shall be entered on the Unit Employee's timecard by the Unit Employee using pay code "Person-In-Charge" to the closest quarter hour. A Unit Employee shall only be assigned to the role of Person-In-Charge under the following criteria: (1) a Person-In-Charge designation is limited to Public Services staff and may only be assigned to a Public Services staff member by a Public Services manager or member of the Executive Committee; and (2) a Person-In-Charge may be assigned only when the Public Services manager/supervisor will be off-site for a period of one (1) or more hours.

ARTICLE 25 – TIME OFF

Section 25.1 – Paid Time Off

Effective no later than the pay period starting on March 4, 2018, all then current Unit Employees will transition to the Library's new Paid Time Off (PTO) policy as such policy is defined in the Library Policy Manual as of that date.

Section 25.2 – Voting Time

Necessary time, not to exceed 2 hours of credited time, will be granted for non-exempt staff to vote unless he or she has at least three consecutive nonworking hours in which to vote while the polls are open.

ARTICLE 26 – BENEFITS

Section 26.1 – Retirement and Insurance

An official retirement, disability, and insurance program is authorized by the Library Board for all benefited employees of IMCPL, including Unit Employees. This program consists of participation in the Indiana Workers' Compensation Act, the Public Employees' Retirement Fund of Indiana, the United States Department of Health and Human Services Social Security plan, a group life insurance policy, a group health insurance plan and a disability insurance plan.

The Union shall be afforded the opportunity to participate in the selection process of insurance carriers and plans when RFPs are issued by the Library.

Section 26.2 – Payments

Both Unit Employees and the Library Board shall pay jointly for the group life insurance, group health insurance, any of its supplemental

offerings, and a disability insurance plan. Although there is no present intention to do so, the Library reserves the right to reduce its percentage contribution toward these premiums. Should the Library reduce its percentage contribution below 80 percent, the Union reserves the right to reopen negotiations with the Library concerning Article 27-Wages, and the Library and Union agree to meet and bargain in good faith. The Library further agrees to notify the Union during Joint Labor/Management Committee meetings if and when it is reasonably certain that a specific reduction in its percentage contribution toward these premiums will occur.

Section 26.3 – Payment for Workers' Compensation

Payment for Workers' Compensation insurance will be paid entirely by the Library.

Section 26.4 – Payments for Public Employees' Retirement Fund (PERF)

The Library shall continue to participate in the Public Employees' Retirement Fund (PERF) and pay both the employer's and the employees' contribution to the fund for current Unit Employees. The Library reserves the right to make available an alternative retirement plan for newly hired Unit Employees so long as: (1) the newly hired Unit Employee retains the option to choose PERF; and (2) the newly hired Unit Employee is provided at least thirty (30) days to make this choice.

Section 26.5 – Payroll Deductions

Deductions will be made from the Unit Employee's paycheck to pay for the benefits established under these plans.

Section 26.6 – Withdrawal of Employee Annuity Account

Upon termination of employment, Unit Employees may withdraw their annuity savings account, plus interest, provided they are not eligible to retirement benefit per PERF rules.

Section 26.7 – Death Benefit

Upon the death of a benefited Unit Employee not yet vested in the retirement program, the amount in the Employee Annuity Account will be paid to the designated beneficiary. The beneficiary must submit an application and proof of death to PERF.

Section 26.8 – Wellness Committee

The Union agrees to nominate a Unit Employee representative to serve on the Library's Wellness Committee for the purposes of (i) participating in discussions about wellness initiatives; and (ii) helping to encourage participation in wellness initiatives by Unit Employees.

ARTICLE 27 – WAGES

For calendar year 2021, no less than 2 percent of the aggregate total Unit Employees' salaries will be set aside as available funding for Unit Employee pay increases. The Library and Union agree to negotiate in good faith pay increases in subsequent years.

ARTICLE 28 – LIBRARY POLICIES AND PROCEDURES

To the extent that the Library has established written rules, regulations, policies and procedures and has issued them to Unit Employees, and to the extent that those rules, regulations, policies and procedures have not been specifically modified by the terms of this Agreement, such rules, regulations, policies and procedures will remain in full force and effect subject to the retained rights of the Library.

ARTICLE 29 – JOINT LABOR/MANAGEMENT COMMITTEE

As a measure of good faith and in order to build trust between the parties, the joint Labor/Management committee shall meet regularly on a quarterly basis. Each party shall select their own representatives. Each party shall submit their agenda items to the other party at least seven (7) days in advance of the scheduled meeting. During these meetings, the Union shall have the opportunity to provide input on matters that significantly impact the working conditions affecting Unit Employees. The Union agrees to use its best efforts to use the committee meetings to raise any issues the Union may have concerning Library operations prior to addressing them during Library Board of Trustees meetings. This will promote a sharing of ideas and afford the Library the opportunity to respond to the Union's concerns in a way that might eliminate the need to involve the Library Board of Trustees.

ARTICLE 30 – BUDGET READJUSTMENTS

The parties recognize that the Library's source of funding is limited, unpredictable and subject to numerous factors outside of its control. If, during the term of this Agreement, the Library learns that its funding has or will become significantly diminished, Article 27 (Wages) of this Agreement shall be reopened for negotiation and the Library and Union agree to meet and bargain about them in good faith. Moreover, if the Library learns that its funding has or will become significantly diminished during the term of this Agreement, Article 26 (Benefits) may

be amended, subject to approval by the Library Board, upon at least thirty (30) days' advance notice to the Union. The Union shall have the right to request a meeting with management to discuss such amendments.

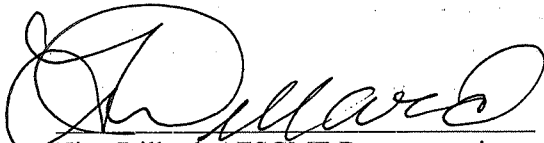
ARTICLE 31 – SAVINGS

Nothing in this Agreement is intended to violate any federal, state or local law, rule, regulation or ordinance. If any provision is found to be in violation, the remaining provisions shall remain in full force and effect for the duration of this Agreement. Any such Article, Section or clause found to be illegal by a court of competent jurisdiction shall be renegotiated upon written request of either party.

ARTICLE 32 – TERM OF AGREEMENT

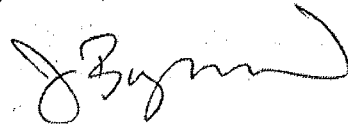
This Agreement shall become effective on January 25, 2021 and shall remain in effect through December 31, 2023.

This Joint Written Recommendation was agreed to by the parties on December 28, 2020, as reflected by the signatures below.



Tina Dillard, AFSCME Representative

Date: 12/28/2020



Jon Bumgarner, Indy PL Representative

Date: 12/28/2020

HOLIDAY CLOSINGS 2021-2025

2021	New Year's Day	Friday, January 1, 2021
	MLK Day	Monday, January 18, 2021
	Easter (Unpaid)	Sunday, April 4, 2021
	Memorial Day	Saturday, May 29, 2021, Sunday, May 30, 2021, Monday, May 31, 2021
	Independence Day	Sunday, July 4, 2021
	Labor Day	Monday, September 6, 2021
	Staff Day	Monday, October 11, 2021
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 24, 2021
	Thanksgiving	Thursday, November 25, 2021
	Christmas Eve	Friday, December 24, 2021
	Christmas	Saturday, December 25, 2021
	New Year's Eve	Close at 5:00 p.m. on Friday, December 31, 2021
2022	New Year's Day	Saturday, January 1, 2022
	MLK Day	Monday, January 17, 2022
	Easter (Unpaid)	Sunday, April 17, 2022
	Memorial Day	Saturday, May 28, 2022, Sunday, May 29, 2022, Monday, May 30, 2022
	Independence Day	Monday, July 4, 2022
	Labor Day	Monday, September 5, 2022
	Staff Day	Monday, October 10, 2022
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 23, 2022
	Thanksgiving	Thursday, November 24, 2022
	Christmas Eve	Saturday, December 24, 2022
	Christmas	Sunday, December 25, 2022
	New Year's Eve	Close at 5:00 p.m. on Saturday, December 31, 2022
2023	New Year's Day	Sunday, January 1, 2023
	MLK Day	Monday, January 16, 2023
	Easter (Unpaid)	Sunday, April 9, 2023
	Memorial Day	Saturday, May 27, 2023, Sunday, May 28, 2023, Monday, May 29, 2023
	Independence Day	Tuesday, July 4, 2023
	Labor Day	Monday, September 4, 2023
	Staff Day	Monday, October 9, 2023
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 22, 2023
	Thanksgiving	Thursday, November 23, 2023
	Christmas Eve	Sunday, December 24, 2023
	Christmas	Monday, December 25, 2023
	New Year's Eve	Close at 5:00 p.m. on Sunday, December 31, 2023
2024	New Year's Day	Monday, January 1, 2024
	MLK Day	Monday, January 15, 2024
	Easter (Unpaid)	Sunday, March 31, 2024
	Memorial Day	Saturday, May 25, 2024, Sunday, May 26, 2024, Monday, May 27, 2024
	Independence Day	Thursday, July 4, 2024
	Labor Day	Monday, September 2, 2024
	Staff Day	Monday, October 14, 2024
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 27, 2024
	Thanksgiving	Thursday, November 28, 2024
	Christmas Eve	Tuesday, December 24, 2024
	Christmas	Wednesday, December 25, 2024
	New Year's Eve	Close at 5:00 p.m. on Tuesday, December 31, 2024
2025	New Year's Day	Wednesday, January 1, 2025
	MLK Day	Monday, January 20, 2025
	Easter (Unpaid)	Sunday, April 20, 2025
	Memorial Day	Saturday, May 24, 2025, Sunday, May 25, 2025, Monday, May 26, 2025
	Independence Day	Friday, July 4, 2025
	Labor Day	Monday, September 1, 2025
	Staff Day	Monday, October 13, 2025
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 26, 2025
	Thanksgiving	Thursday, November 27, 2025
	Christmas Eve	Wednesday, December 24, 2025
	Christmas	Thursday, December 25, 2025
	New Year's Eve	Close at 5:00 p.m. on Wednesday, December 31, 2025



Board Action Request

7b

To: IMCPL Board **Meeting Date:** January 25, 2021

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

Effective Date: January 25, 2021

Subject: Resolution 8-2021

Recommendation: Approval of Resolution 8-2021 – Approving Staff Association Compensation Committee Agreement

Background: Attached is the Joint Written Recommendations from Staff Association and IndyPL Management for a new agreement. Included are two new joint recommendations. The first new joint recommendation is to add a new paid holiday, Juneteenth, to be celebrated annually on June 19th. This recommendation is also a part of the joint recommendations included in the Collective Bargaining Agreement. The second new joint recommendation is that a portion of IndyPL's annual staff day will be set aside for participation in a volunteer activity as determined by the Library.

Strategic/Fiscal Impact: Accounted for in the 2021 budget.



Board Resolution

7b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 8 - 2021

RESOLUTION APPROVING JOINT RECOMMENDATIONS OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY ADMINISTRATION AND THE STAFF ASSOCIATION COMPENSATION COMMITTEE (SACC) CONCERNING PERSONNEL PRACTICES OR GREIVANCES FOR STAFF MEMBERS REPRESENTED BY THE SACC (MANAGERS, SUPERVISORS, CONFIDENTIAL EMPLOYEES, HOURLY EMPLOYEES, STUDENT EMPLOYEES AND PAGES)

January 25, 2021

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

WHEREAS, consistent with the Policy, the Staff Association through the SACC, and the Library's administrative officials have come together in good faith negotiations and have made joint written recommendations to the Board ("Joint Recommendations") on matters within the scope of the Policy and Board Resolution 89-2006 and only with respect to those staff members and employees who are not represented by another certified employee organization respecting wages, hours, fringe benefits, and the voluntary payment of dues pursuant to Board Resolution 89-2006; and

WHEREAS, the Board has reviewed and considered the Joint Recommendations of Management and SACC, a copy of which is attached to this Resolution, and deems it in the interest of the Library to accept the Joint Recommendations to be implemented and made effective in accordance with the terms thereof as of January 1, 2021, and to remain in effect through December 31, 2023.

IT IS THEREFORE RESOLVED that the attached Joint Recommendations submitted to the Board for consideration and considered by the Board, be and hereby are, approved, and such Joint Recommendations shall be implemented and effective in accordance with and as may be limited by the terms thereof as of January 1, 2021, and shall remain in effect through December 31, 2023; and

IT IS RESOLVED FURTHER that the President of the Board be and hereby is authorized to execute the Joint Recommendations on behalf of the Library, and the Chief Executive Officer be and hereby is authorized to implement the terms of the Joint Recommendations as of the effective date of January 1, 2021.

Adopted this 25th day of January, 2021

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

AYE

NAY

ATTEST: _____
Secretary of the Board

**JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF
ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for
the Proposed Effective Dates Of 1-1-21 through 12-31-23**

The Staff Association Compensation Committee ("SACC") and the Library's administrative representatives ("Administration") have come together in good faith negotiations and make the following joint written recommendations to the Indianapolis-Marion County Public Library Board of Trustees ("Board") for employees in the IMCPL Staff Association ("Unit") who are represented by the Unit on matters concerning Grievances or Personnel Practices (as such matters are defined in Resolution 89-2006).

Article 1 – Formal Discussion of Joint Recommendations

- Formal discussion of the Joint Recommendations by the Library Board of Trustees prior to ratification, approval or rejection of the Joint Recommendations will take place in closed executive sessions of the Board. Any ratification or approval of the Joint Recommendations shall take place at a regularly scheduled Library Board Meeting.

Article 2 – SACC Point of Contact

- The SACC and the Chairperson of the SACC shall be the appropriate point of contact on issues related to Grievances or Personnel Practices involving Unit employees.
- The Chairperson of the SACC shall inform the Human Resources office of any change of personnel on the SACC no less frequently than once per quarter.
- At least once per quarter the SACC will be permitted to address the System Manager's Meeting.

Article 3- Staff Association Compensation Committee Employees

- The SACC represents all Management Employees, all Supervisory employees, all confidential employees and all hourly employees. The SACC does not represent union employees in any matters.

Article 4 – Scope of Recognition

- While the Library Administration negotiates for the good of the library system the SACC negotiates for the good of the employees it represents.
- The SACC employees have the right to ask for representation from the SACC members during Grievance or Personnel Issues.

Article 5 – Bonus Days for Sunday's worked

- All benefit eligible staff in the Unit who work on Sunday's will receive 1 paid bonus day (pro-rated based on Sunday hours worked) for each 6 Sundays worked during the same calendar year. In other words, SACC employees shall earn 1 bonus day after working 6, 12, or 18 full Sunday shifts. Any accrued bonus days shall be scheduled in the then current calendar year or

**JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF
ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for
the Proposed Effective Dates Of 1-1-21 through 12-31-23**

in the calendar year immediately following the calendar year in which the bonus day is accrued, and all such scheduling is subject to the approval of the appropriate supervisor.

- All Management Level staff who are required to work on Sunday will be scheduled a minimum of 6 Sunday's each year but may be scheduled to work in excess of 6 Sundays in a calendar year as needed.

Article 6 – Sunday work pool

- The Library Administration will review the Sunday work pool assignments for any adjustments that would help mitigate the number of Sundays management staff are required to work excluding the InfoZone.

Article 7 - Overall wage increases --

- Management Counter-Proposal (12-1-20) For calendar year 2021, no less than 2 percent of the aggregate total Unit Employees' salaries will be set aside as available funding for Unit Employee pay increases. Half of this amount will be distributed as an increase in base pay. The other half will be distributed either as an increase in base pay or as a one-time bonus payment equivalent to 1 percent of base pay. The Library and SACC agree to negotiate in good faith for pay increases in subsequent years.

Article 8- Listing Unit Employees

- Upon request by SACC but not more than once per calendar quarter, the Human Resources Department of the Library will provide the SACC Chairperson with an updated list of all non-union eligible Unit employees they represent. The Human Resource Department will supply the SACC with Name, Department and job titles.
- The Human Resources Department of the Library will notify the SACC of any new or rehired nonunion eligible Unit employees or any job reclassifications or promotions to non-union eligible Unit employees within 5 workdays of being hired.

Article 9 – Hourly Attendance at Staff Day

- Any hourly employee who attends the Annual Staff day program shall be paid their regular wages for all hours in attendance that day.

Article 10 – Split Work Day

- When the schedule requires a split work day, a non-exempt staff member who works 7 hours will be given 1 hour of credited time resulting in 8 hours of compensated time for the day assuming a standard 8 hour work day. Hourly staff members who work a split shift at 1 branch

**JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF
ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for
the Proposed Effective Dates Of 1-1-21 through 12-31-23**

or 2 shifts and different branches will also be entitled to the hour of credited time. Staff members working a split day will not be entitled to the 30 minute supper period on scheduled work time.

Article 11 – Evening Shifts

- Except for those employees who are regularly scheduled for evening shifts, evening shifts will be generally limited to no more than 2 per week, but employees recognize that exceptions may need to be made on a temporary basis. An evening shift shall be defined as a shift that ends later than 6:15 pm.

Article 12 – Volunteer Day

- Each year on Staff Day, a portion of the day will be set aside for participation in a volunteer activity as determined by the Library. This volunteer activity time will be paid. Members of SACC who choose not to participate in the volunteer activity will be required to use PTO or make up the hours during the work week.

Article 13 – Juneteeth as a Paid Holiday

- The SACC requests that annually June 19 otherwise known as Juneteeth or Emancipation Day to become a paid holiday for the unit employees. This holiday reflects the diversity of our staff and commemorates a very important part of African American History.

Article 14 – Staff Association Dues

- Nothing in this agreement or any other agreement shall require a Unit employee to become a member of the Staff Association or to pay money to the Staff Association for them to be represented by the organization.

Article 15 – Health and Wellness

- The Indianapolis Marion County Public Library is stressing the importance of Health and Wellness for all of its employees.

Article 16 – Library Policies and Procedures

- To the extent that the library has established or hereafter establishes written rules, regulations, policies and procedures applicable to Library staff, including SACC Unit employees, and to the extent that those rules, regulations, policies and procedures have not been specifically modified by the terms of these Joint Recommendations, such rules, regulations, policies and procedures

JOINT WRITTEN RECOMMENDATIONS SUBMITTED BY THE ADMINISTRATION OF THE INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY (ADMINISTRATION) AND THE IMCPL STAFF ASSOCIATION COMPENSATION COMMITTEE (SACC) TO THE IMCPL BOARD OF TRUSTEES for the Proposed Effective Dates Of 1-1-21 through 12-31-23

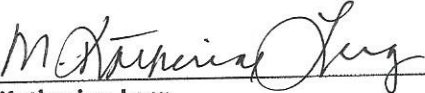
shall control and will remain in full force and effect subject to the retained rights of the Indianapolis-Marion County Public Library.

Article 17 – Terms of the agreement

- If approved, these Joint Recommendations shall be effective as of January 1, 2021 and shall remain in effect through December 31, 2023.

Recommended to the Library Board of Trustees:

For the Library Administration:


M. Katherine Lerg
Director, Human Resources

1/19/21
Date

For the Staff Association Compensation Committee (SACC):


Judy Gray
Manager, Regional Branch

1/19/21
Date

HOLIDAY CLOSINGS 2021-2025

2021	New Year's Day	Friday, January 1, 2021
	MLK Day	Monday, January 18, 2021
	Easter (Unpaid)	Sunday, April 4, 2021
	Memorial Day	Saturday, May 29, 2021, Sunday, May 30, 2021, Monday, May 31, 2021
	Independence Day	Sunday, July 4, 2021
	Labor Day	Monday, September 6, 2021
	Staff Day	Monday, October 11, 2021
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 24, 2021
	Thanksgiving	Thursday, November 25, 2021
	Christmas Eve	Friday, December 24, 2021
	Christmas	Saturday, December 25, 2021
	New Year's Eve	Close at 5:00 p.m. on Friday, December 31, 2021
2022	New Year's Day	Saturday, January 1, 2022
	MLK Day	Monday, January 17, 2022
	Easter (Unpaid)	Sunday, April 17, 2022
	Memorial Day	Saturday, May 28, 2022, Sunday, May 29, 2022, Monday, May 30, 2022
	Independence Day	Monday, July 4, 2022
	Labor Day	Monday, September 5, 2022
	Staff Day	Monday, October 10, 2022
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 23, 2022
	Thanksgiving	Thursday, November 24, 2022
	Christmas Eve	Saturday, December 24, 2022
	Christmas	Sunday, December 25, 2022
	New Year's Eve	Close at 5:00 p.m. on Saturday, December 31, 2022
2023	New Year's Day	Sunday, January 1, 2023
	MLK Day	Monday, January 16, 2023
	Easter (Unpaid)	Sunday, April 9, 2023
	Memorial Day	Saturday, May 27, 2023, Sunday, May 28, 2023, Monday, May 29, 2023
	Independence Day	Tuesday, July 4, 2023
	Labor Day	Monday, September 4, 2023
	Staff Day	Monday, October 9, 2023
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 22, 2023
	Thanksgiving	Thursday, November 23, 2023
	Christmas Eve	Sunday, December 24, 2023
	Christmas	Monday, December 25, 2023
	New Year's Eve	Close at 5:00 p.m. on Sunday, December 31, 2023
2024	New Year's Day	Monday, January 1, 2024
	MLK Day	Monday, January 15, 2024
	Easter (Unpaid)	Sunday, March 31, 2024
	Memorial Day	Saturday, May 25, 2024, Sunday, May 26, 2024, Monday, May 27, 2024
	Independence Day	Thursday, July 4, 2024
	Labor Day	Monday, September 2, 2024
	Staff Day	Monday, October 14, 2024
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 27, 2024
	Thanksgiving	Thursday, November 28, 2024
	Christmas Eve	Tuesday, December 24, 2024
	Christmas	Wednesday, December 25, 2024
	New Year's Eve	Close at 5:00 p.m. on Tuesday, December 31, 2024
2025	New Year's Day	Wednesday, January 1, 2025
	MLK Day	Monday, January 20, 2025
	Easter (Unpaid)	Sunday, April 20, 2025
	Memorial Day	Saturday, May 24, 2025, Sunday, May 25, 2025, Monday, May 26, 2025
	Independence Day	Friday, July 4, 2025
	Labor Day	Monday, September 1, 2025
	Staff Day	Monday, October 13, 2025
	Thanksgiving Eve	Close at 5:00 p.m. on Wednesday, November 26, 2025
	Thanksgiving	Thursday, November 27, 2025
	Christmas Eve	Wednesday, December 24, 2025
	Christmas	Thursday, December 25, 2025
	New Year's Eve	Close at 5:00 p.m. on Wednesday, December 31, 2025



Board Action Request

8a

To: IndyPL Board

Meeting Date: January 25, 2021

From: Facilities Committee

Approved by
The Library Board:

Effective Date:

Subject: **Resolution 9-2021**
Approval to Award a Project Services and Purchase Agreement for the
***Monument* Public Art Project at Central Library**

Recommendation:

The IndyPL Facilities staff recommends Board approval for the attached action (Resolution XX-2021) to award a Project Services and Purchase Agreement for the *Monument* Public Art Project at Central Library to **Ignition Arts, LLC, Indianapolis, Indiana.**

Background:

The public sculpture *Monument*, by artist Brian McCutcheon, was completed in 2017 as part of the temporary city-wide public art installation called *The Public Collection*. *The Public Collection* was developed by Rachel M. Simon to improve literacy, foster a deeper appreciation of the arts (and artists), and promote social and educational justice in our community. Through a curated process, Indiana-based artists were commissioned to design unique book share stations that were installed in public spaces around Indianapolis. Each book share station held a varied selection of books for diverse audiences and age groups, which were free to everyone. The books were selected, supplied, and stocked by IndyPL staff from discarded materials.

The *Monument* sculpture was installed on the northwest quadrant of Monument Circle, and currently is being stored by the artist and his company **Ignition Arts, LLC**. The Project will permanently install the sculpture in the Central Library West Garden along Meridian Street. **Ignition Arts** was founded by Brian McCutcheon and Tasker Day to design, fabricate, and install unique and creative projects.

The Library Foundation has secured funding in the amount of \$60,000.00 for the restoration, acquisition and installation of the e *Monument* at Central Library from the following sources:

- Herbert Simon Family Foundation (\$30,000).
- McFadden endowment (\$20,000).
- Buckingham Foundation (\$10,000).

Board Action Request

Item 8a

Date: January 25, 2021

RE: Resolution 9-2021 Approval to Award a Project Services and Purchase Agreement for the *Monument* Public Art Project at Central Library



The quote supported by the columns of the sculpture lintel is from Mark Twain:

“A public library is the most enduring of memorials, the trustiest monument for the preservation of an event or a name or an affection; for it, and it only, is respected by wars and revolutions, and survives them.”

In accordance with Section 123.3 Services of the IndyPL Policy Manual, selection of a Vendor will be on the basis of provisions of the required services, experience, cost, and any other factors deemed appropriate to the services being secured. IndyPL staff used Section 123.6 Special Purchases of the IndyPL Policy Manual pursuant to IC § 5-22-10 to solicit a proposal for the Services from the Artist. Per the Board Bylaws, Article IX Expenditures, all service agreements over \$50,000 in value are to be approved by the Board.

The preliminary Project schedule targets a substantial completion date of May 14, 2021.

Strategic/Fiscal Impact:

The budget for the work is \$79,500, and will be funded from the Gift Fund (Fund 30) and the Operating Fund (Fund 10).



Board Resolution

8a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 9–2021

APPROVAL TO AWARD A PROJECT SERVICES AND PURCHASE AGREEMENT FOR THE *MONUMENT* PUBLIC ART PROJECT AT CENTRAL LIBRARY

JANUARY 25, 2021

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility projects in support of the IndyPL Strategic Plan to act as agents of innovation and creativity in the Indianapolis community; and

WHEREAS, IndyPL recognizes the inherent ability of quality art and buildings to reinforce a sense of pride in safe and enriching communities; and

WHEREAS, IndyPL is desirous of acquiring and having installed on the grounds of Central Library the *Monument* sculpture which was originally commissioned as part of “The Public Collection” art installation, a public art and literacy project developed by Rachel M. Simon to improve literacy, foster a deeper appreciation for arts (and artist), and promote social and educational justice in our community, and which sculpture was created by Brian McCutcheon as part of that temporary city-wide public art installation; and

WHEREAS, the Monument sculpture has been de-commissioned and removed from the Monument Circle in downtown Indianapolis, and is owned by **Ignition Arts, LLC, Indianapolis, Indiana**; and

WHEREAS, as the owner of the *Monument* sculpture **Ignition Arts, LLC** is desirous of restoring and transferring the sculpture to Indy PL, and **Brian McCutcheon** as the original creator of the sculpture is desirous of licensing to or obtaining the necessary third-party license for IndyPL to allow IndyPL the right to graphically depict, reproduce and display the *Monument* sculpture photographically, digitally, electronically or in other media now or hereafter available; and

WHEREAS, IndyPL has determined **Ignition Arts, LLC** and the artist **Brian McCutcheon**, a principal owner of **Ignition Arts, LLC**, have the experience and skill necessary to successfully restore and install to the *Monument* sculpture at Central Library, and IndyPL staff recommends IndyPL proceed with a contract with **Ignition Arts, LLC** and **Brian McCutcheon** for the restoration and installation of, and the sale and transfer to IndyPL of the *Monument* sculpture, subject to **Ignition Arts, LLC** and **Brian McCutcheon** providing or obtaining for IndyPL licensing rights allowing IndyPL to graphically depict, reproduce and display the *Monument* sculpture photographically, digitally, electronically or in other media now or hereafter available, for a total cost not-to-exceed Seventy Nine-Thousand Five-Hundred Dollars (\$79,500.00).

IT IS THEREFORE RESOLVED that subject to obtaining the necessary license rights for IndyPL and making conforming changes to the Project Services and Purchase Agreement therefor, the Project Services and Purchase Agreement for the *Monument* Public Art Project at Central Library, substantially in the form attached as **Exhibit A**, by and between IndyPL and **Ignition Arts, LLC** and **Brian McCutcheon**, for a total cost not to exceed Seventy Nine-Thousand Five-Hundred Dollars (\$79,500.00), is approved and adopted, and the Chief Executive Officer (“CEO”) is authorized to execute and deliver in the name and on behalf of IndyPL, the Project Services and Purchase Agreement with such further changes in form or substance as the CEO shall approve, such approval to be conclusively evidenced by the execution thereof.

Adopted this 25th day of January, 2021.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

EXHIBIT A
PROJECT SERVICES AND
PURCHASE AGREEMENT FOR THE
***MONUMENT* PUBLIC ART PROJECT**
AT CENTRAL LIBRARY



IGNITION ARTS
Innovative Fabrication for Arts and Industry

DRAFT 12/31/2020

**PROJECT SERVICES AND PURCHASE AGREEMENT
BETWEEN
IGNITION ARTS, LLC
AND
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY**

This Project Services and Purchase Agreement (“Agreement”) is entered into on this ___ day of December, 2020 (“Effective Date”), by and between Indianapolis-Marion County Public Library, 2450 North Meridian Street, , Indianapolis, IN 46206 (“Client”) and Ignition Arts, LLC, an Indiana limited liability company, located at 5868 East 71st Street, Suite E-220, Indianapolis, Indiana 46220 (“IA”) (collectively, the “Parties”).

1. Project Scope: Ignition Arts (IA) owns and holds title to and will restore the work known as the “Monument”, designed by Brian McCutcheon, previously installed on the northwest quadrant of Monument Circle, Indianapolis, Indiana, and more particularly depicted in **Exhibit A** attached hereto and made a part hereof (the “Monument”) . The Monument is currently safely stored at IA owned facilities, and once the Monument restoration work has been completed by IA in accordance with this Agreement, it will be transported to and installed by IA in the West Garden at Central Library, 40 East St, Clair Street, Indianapolis, IN 46204, which installation location site is more particularly identified in the Proposed Site Plan of Public Collection Installation dated August 6, 2020 attached hereto as **Exhibit B** and incorporated herein by reference (the “Site”), and upon installation and acceptance title and ownership of the Monument shall be assigned and transferred by IA to Client free and clear of title defects, objections, liens, pledges, claims, rights of first refusal, options, licenses, charges, security interests, mortgages, settlements, orders, judgments, and other encumbrances of any nature whatsoever (“Liens”). The project (“Project”) will include the following tasks and deliverables (“Deliverables”) to be provided by IA:

- a. Design development, shop drawings, coordination with Client contracted structural engineer, logistics, and assistance with required permitting and approvals;
- b. Metal fabrication, including damage assessment, repairs to columns and lintels;
- c. Carousel restoration, including damage assessment, repairs and hardware upgrades;
- d. Surface preparation and painting using industrial urethane;
- e. Installation, including anchor bolt templates, packing, shipping, equipment and labor; and
- f. Transfer of title and ownership of the Monument to Client.

Excluded work includes and Client shall be responsible for the following tasks:

- a. Filing for Regional Center Plan Approval;
- b. Structure and right-of-way permits;
- c. Use of metered parking spaces during installation;
- d. Site survey and underground utilities location services;

- e. Engineering of the concrete foundations; and
- f. Installation of the concrete foundations and cleanup of the Site necessary by the installation of the concrete foundations, including but not limited to the removal of materials and equipment and the repair of any damage to any portion of the Site or the area surrounding the Site resulting from the installation of the concrete foundations.

2. Project Schedule: The Project schedule shall be as follows:

January 7, 2021	File for Regional Center Approval (by others.)
February 11, 2021	Regional Center Hearing.
March 3, 2021	Issue Invitation to Quote for concrete footings work (by others.)
March 11, 2021	Receive quotes and award purchase order for concrete footings work (by others.)
March 29, 2021	Begin footing installation (by others.)
April 9, 2021	Complete concrete footing installation (by others.)
April 26, 2021	Begin installation.
May 7, 2021	Installation complete.
May 14, 2021	Final completion and acceptance.

3. Project Phasing: IA will complete the Project in three (3) phases corresponding to the Project Scope.

Phase One:

- Design development, shop drawings, logistics, and permitting.
- Metal fabrication including damage assessment and repairs to the columns and lintels display carousels.
- Carousel restoration including damage assessment, repairs and hardware upgrades.

Phase Two:

- Surface preparation and painting using industrial urethane.

Phase Three:

- Installation of the Monument including packing, shipping, equipment and labor.
- Preparation and delivery of a maintenance manual for Monument cleaning requirements, inspection schedules and protocols, repair or material replacement scheduling and protocols, and replacement parts and sources lists.

4. Project Compensation: For the Project services and Deliverables to be performed by IA, the Works (hereafter defined) prepared or created by IA for Client, and the transfer and assignment of title and ownership of the Monument to Client free and clear of all Liens as herein provided, Client will pay IA an amount not to exceed Seventy-Nine Thousand Five Hundred Dollars (\$79,500). IA will be paid in accordance with payment procedures as stipulated in this Agreement. To facilitate prompt payment of approved invoices IA shall be required to participate in the Client Electronic Fund Transfer (“EFT”) invoice payment program for the electronic transfer of funds directly to IA’s designated banking account. IA shall submit invoices to the addressee designated in the Agreement. Submission of electronic invoices in .pdf format is acceptable. IA invoices shall include a detailed itemization and description of all charges. All approved invoices will be paid within thirty (30) days of receipt by Client unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. IA shall provide complete cooperation during any such investigation, and IA shall continue to provide the Project services pending resolution of the dispute.

Payments for approved invoices which are not received by IA when due shall bear interest at no greater than one percent (1.0%) per month commencing with the date payment was due.

This Agreement is conditioned on the approval by the Board of Trustees of Client. Until authorized by a Resolution of the Client Board of Trustees, Client is not permitted to pay for any materials or services not yet on site or provided, nor is IA permitted to invoice for materials or services not yet on site or provided. If Client Board of Trustees has not approved this Agreement by January 26, 2021, either party may terminate this Agreement without penalty upon delivery of three (3) days' prior written notice to the other.

5. Project Payment Schedule: IA will invoice Client for the Project corresponding to IA progress on the Project in the following three (3) Phases:

Phase One \$42,000.00:

- Twenty-five percent (25%) (\$10,500) following commencement of Phase One.
- Twenty-five percent (25%) (\$10,500) at the mid-point of Phase One.
- Fifty percent (50%) (\$21,000) at completion and acceptance of Phase One.

Phase Two \$18,750.00:

- Twenty-five percent (25%) (\$4,687.50) following commencement of Phase Two.
- Seventy-five percent (75%) (\$14,062.50) at completion and acceptance of Phase Two.

Phase Three \$18,750.00:

- Twenty-five percent (25%) (\$4,687.50) following commencement of Phase Three.
- Sixty percent (60%) (\$12,187.50) at completion of installation.
- Ten percent (10%) (\$1,875) at final completion and acceptance of Phase Three.

6. Monument Installation:

- a. The Monument shall be installed at the Site as identified on **Exhibit B** ("Installation"). Client will prepare, or cause to be prepared, the Site for IA Installation in accordance with the Project Schedule. IA shall follow all applicable policies, rules, and regulations pertaining to work on the Site, including but not limited to, Site access, parking, waste disposal, safety and security, and permitting.
- b. Client shall be responsible for obtaining all permits and approvals required placement and installation of the concrete foundation upon which the Monument will be installed, and for obtaining Regional Center Plan approval, or if necessary, Indiana War Memorial Plaza Historic District approval, for placement of the concrete foundation and IA Installation of the Monument at the Site; provided, however, it shall be the responsibility of IA to apply for, secure, and comply with the conditions and requirements of any other permits or approvals that may be required for Installation of the Monument by IA.
- c. IA shall be responsible for any cleanup of the Site made necessary by the Installation of the Monument by IA, including but not limited to the removal of materials and equipment and the repair of any damage to any portion of the Site or the area surrounding the Site resulting from the Installation.

7. Reasonable and Timely Cooperation: The Project Deliverables assume reasonable and timely cooperation from the Client. A Force Majeure event (hereafter defined) that arises or occurs during this Project could affect timeline and Project Schedule. If any of the Client's specifications materially change from the original plan, IA may request modification of this Agreement upon advance written notice to Client. Fees for services or projects outside the original scope of this Agreement must be pre-approved by Client in writing and will be billed based upon IA's rates negotiated with the Client.

8. Acceptance and Transfer of Title:

- a. Upon presentation of the Deliverables, the Parties shall reasonably cooperate in good faith to perform the agreed-upon review and approval. If the specifications require the project to have multiple phases and each phase comprises less than the fully-completed project, i.e., a "Phase Deliverable," after completing each phase IA shall present the results of its work to Client for approval. Once the Client has approved a Phase Deliverable, the Client cannot later reject the final Deliverable (the "Final Deliverable") for the project, or the entire project as the case may be, if the alleged defect in the Final Deliverable could have been detected by the Client with diligent inspection of a specific Phase Deliverable.
- b. In no event shall the approval process last more than seven (7) business days after Phase Deliverable delivery. Following the completion of each Phase Deliverable approval process, Client shall, acting in good faith, give written notice via e-mail or postal letter of approval or rejection of the Phase Deliverable. In the event a Phase Deliverable is rejected, Client shall detail the reasons for such rejection in the written notice. Additionally, Client shall identify with reasonable specificity the portions of the approval that form the basis for the rejection. In the event that such written notice is not provided within seven (7) business days following delivery, Client shall be deemed to have approved the Phase Deliverable. Following receipt of notice of rejection, IA shall use reasonable and diligent efforts to correct any deficiencies cited in good faith by the Client and to resolve any Client concerns regarding the respective Phase Deliverable.
- c. When the Client is satisfied with IA installation of the Monument at the Site, the Client shall provide written notice to IA of its final acceptance of the Project, which notice shall state that the Project has been completed and installed as agreed to by the Parties and to the satisfaction of the Client (the "Final Acceptance"). Final Acceptance shall not be unreasonably withheld or delayed. At the time of Final Acceptance, IA shall certify to the Client's satisfaction that all claims, liens or encumbrances regarding the Project have been satisfied, and that all subcontractors have been paid. Final Acceptance may be withheld in the Client's sole discretion until IA has provided such certification.
- d. Upon Final Acceptance, title to the Monument and any Works shall pass from IA to, and vest in, Client. At the time of Final Acceptance, IA shall certify and warrant to the Client's satisfaction that IA has good and marketable title and all legal rights to the Monument and any Works, free and clear of any and all title defects, objections, liens, pledges, claims, rights of first refusal, options, licenses, charges, security interests, mortgages, settlements, orders, judgments, and other encumbrances of any nature whatsoever.

9. Warranty Support Services: IA represents and warrants that all Deliverables and the Monument as installed shall be free of defects in material or workmanship, including but not limited to any defects that cause or accelerate deterioration of the Monument, for a period of one (1) year ("Warranty Period") following the delivery of all Deliverables and Final Acceptance. During the Warranty Period, at no additional cost, IA shall correct any defects in the Deliverables and the Monument by repair or replacement of the defective component or feature. After the conclusion of the Warranty Period, Client shall compensate IA at IA's standard rates for providing further services that are necessary or requested.

IA shall not have any obligation to correct defects in the Deliverables if the Deliverables have been modified by the Client or by any other party, or if the Deliverables have been improperly used, damaged, shipped or stored by the Client or another party. The Client shall use the Deliverables only for its intended purpose and only in the manner intended. In the event that the client violates any of the requirements of this section, IA shall have no responsibility to provide warranty services.

10. Termination of Agreement: Either party may terminate this Agreement for material breach, provided that the terminating party has given the other party written notice of the breach and thirty (30) days to cure the breach. Termination for breach will not alter or affect the terminating party's right to exercise any other remedy for breach. Client reserves the right to terminate this Agreement for convenience or in the event Regional Center Plan approval is not obtained or may not be obtained by the date provided in the Project Schedule, upon thirty (30) days written notice to IA (any amounts paid in advance shall be pro-rated based upon the term to which the charges were to be applied as of the termination date and, if applicable, refunded to Client within thirty (30) days of the date of termination). In the event of termination, Client shall pay IA for all of IA's services provided to the date of termination, and IA agrees to deliver to Client any work or Deliverables produced until the date of termination.

11. Independent Contractor: Nothing in this Agreement will be interpreted or construed as creating or establishing the relationship of employer and employee between Client and IA, or any co-worker or contractor of either party, nor will this Agreement be construed to make the Parties partners, joint ventures, representatives or agents of each other, nor shall either party so represent to any third person. The Parties hereunder are acting in performance of this Agreement as independent contractors engaged in the operation of their respective businesses.

IA shall be free to dispose of such portions of its time, energy and skill as it is not obligated to devote hereunder to the Client in such manner as it deems advisable. Client acknowledges that IA may be performing similar services for clients or customers other than Client. This Agreement does not prohibit IA from performing those services so long as it does not delay, hinder, or otherwise interfere with IA's satisfactory and timely performance under this Agreement.

12. Intellectual Property:

- a. Ownership of Intellectual Property: Subject only to Client's full performance of its obligations under this Agreement, including but not limited to payment of all undisputed fees and amounts due under any applicable invoices, all inventions, discoveries, concepts, and ideas, whether patentable or not, including, but not limited to, apparatus, processes, methods, compositions of matter, techniques, and formulae, as well as improvements thereto or know-how related thereto which are made, conceived, created, or acquired by IA, or IA's officers, employees, agents, and the like in the course of performing services pursuant to this Agreement ("Inventions") shall become and remain the exclusive property of Client.

Subject only to Client's full performance of its obligations under this Agreement, including but not limited to payment of all undisputed fees and amounts due under any applicable invoices, all works of authorship fixed in any tangible medium of expression by IA or its officers, employees, agents, and the like in the course of performing the services pursuant to this Agreement, including, but not limited to, notes, specifications, drawings, blueprints, flow charts, memoranda, correspondence, records, notebooks, computer programs, data bases and charts, regardless of the medium in which they are fixed, and all copies, in whole or in part, thereof ("Works") shall be and remain exclusively the property of Client.

- b. Copyright: Subject only to Client's full performance of its obligations under this Agreement, including but not limited to payment of all undisputed fees and amounts due under any applicable invoices, each such Work created by IA is a "work made for hire" under the copyright law and Client may file applications to register copyright in such Works as author and copyright owner thereof. If, for any reason, a Work created by IA is excluded from the definition of a "work made for hire" under the copyright law, then subject only to Client's full performance of its obligations under this Agreement, including but not limited to payment of all fees and amounts under applicable invoices, IA shall and does hereby assign, sell, and convey to Client the entire rights, title, and interests in and to such Work, including the copyright therein. Client shall be responsible

for any and all prosecution costs for applications, and any taxes, annuities, working fees, maintenance fees or other payments due with respect to the Inventions.

- c. IA Intellectual Property: The Parties hereby acknowledge and understand that:
- i. all rights specifically related to this Project and existing in any discoveries, concepts, and ideas, whether patentable or not, including, but not limited to, apparatus, processes, methods, compositions of matter, techniques, and formulae, as well as improvements thereto or know-how related thereto, works of authorship fixed in any tangible medium of expression including, but not limited to, notes, specifications, drawings, blueprints, flow charts, memoranda, correspondence, records, notebooks, computer programs, data bases and charts, regardless of the medium in which they are fixed, and all copies, in whole or in part, thereof, which are made, conceived, created, or acquired by IA or its officers, employees, or agents ("IA Intellectual Property") prior to the Effective Date will belong to the Client;
 - ii. neither party will gain by virtue of this Agreement any rights of ownership of copyrights, patents, trade secrets, trademarks or any other intellectual property rights owned by the other; and
 - iii. The Client shall own all Intellectual Property documented and related specifically to this Project, and as having been made solely by IA prior to the Effective Date of this Agreement, or created, acquired, or developed outside the scope of this Agreement.
 - iv. Provided that Client does not alter, or misrepresent in any material way the Monument (image or otherwise), IA [as the owner of the copyright in the Monument,] hereby grants Client a perpetual, irrevocable, non-exclusive, worldwide, transferrable, royalty-free license to graphically depict, display in any manner or publicly perform in any manner the Monument by photographic, electronic, digital, mechanical or any other method(s) or in any media that may become available following Final Acceptance, and to create, display, and distribute photographic or digital or filmic reproductions and any versions of these reproductions appearing in print, filmic or digital media of the Monument without restrictions or royalties paid to IA by Client, for archival, promotional, marketing, commemorative, web-site, educational, and such other purposes or uses as Client shall determine in perpetuity. IA further agrees to permit visitors to Client to photograph or otherwise capture an image of the Monument for their personal use. IA hereby grants to Client an exclusive, irrevocable, worldwide, royalty-free, non-terminable, fully paid-up license in perpetuity to use the IA's name in identifying the creator of the Monument and Installation.

13. Insurance:

- a. IA shall insure the Monument while in the care, custody and control of IA for an amount not less than the amount invested by Client until the Project is fully completed. IA shall purchase from and maintain insurance coverage(s) in a company or companies lawfully authorized to do business in the state of Indiana. A Certificate of Insurance (COI) shall be provided upon written request from the Client.
- b. IA shall procure and maintain during the period of time that IA is installing the Monument on the Site such comprehensive general liability insurance as will protect the Client and IA, and each of their respective officers, agents, employees and subcontractors in connection with the work, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations or work under this Agreement, whether such operations or work be by the Client, IA or any of their respective officers, agents,

employees and subcontractors performing. The amounts of insurance shall be not less than One Million Dollars (\$1,000,000) combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. The insurance policy addressed in this Section 12.b. shall be endorsed on the policy to name the following as additional insured's:

Indianapolis-Marion County Public IndyPL and its trustees, directors, officers, employees, representatives, volunteers, agents, contractors, licensees, and successors.

- c. All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to Client; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Indiana, and (4) shall provide for no less than thirty (30) days advance written notice to Client prior to cancellation, non-renewal or material modification. IA shall deliver to Client, prior to commencement of services under this Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder.

14. Professional Responsibility and Representations: IA shall perform the services for the Project described herein substantially in accordance with best practices and principles of its trade in a diligent, continuous and expeditious manner, and the Monument shall be restored, fabricated, and installed in a manner this is structurally sound. If IA employs or engages a third party to perform or complete any part of the Project, IA shall ensure that each such third party shall agree to perform such part of the Project in a satisfactory, diligent, and competent manner, consistent with the best standards in such person's or firm's field. Notwithstanding IA's employment of a third party to perform a part of the Project as permitted under this Agreement, IA shall remain responsible to the Client for the faithful performance, when due, of the Project, and no delegation or subcontracting of a part of the Project shall relieve IA of its duties under this Agreement.. Time is of the essence with respect to all aspects of this Agreement.

IA covenants, represents and warrants to the Client that:

- i. IA has complied with all local, state, and federal laws regarding business permits and licenses to perform the services specified in this Agreement;
- ii. all services performed under this Agreement shall comply with the descriptions and representations, including performance capabilities, completeness, specifications, configurations and function;
- iii. all Works and inventions, to the extent created by IA, do not violate or infringe upon the rights of third parties, including property, contractual, trade secrets, proprietary information, or any trademark, copyright or patent rights;
- iv. IA has good and marketable title to the Monument free and clear of any Liens; and
- v. the copyright in and to the Monument is vested in [_____], and [_____] [as the original creator of the Monument] has all requisite right and authority to grant to Client the copyright license rights for the Monument as provided in this Agreement.

Upon request by the Client, IA shall provide the Client with copies of all documents reasonably requested by the Client to verify IA's established business and the representations set forth herein. All representations and warranties of IA shall survive the completion of the Project and expiration or termination of this Agreement.

15. Relocation and Removal of the Monument:

- a. Upon Final Acceptance and transfer of title to the Monument, when it becomes necessary or desirable in the sole discretion of the Client, the Client shall have the authority to remove and store indefinitely, or remove temporarily and replace in the same location, or remove and relocate, or remove and destroy, or remove and sell, or otherwise dispose of the Monument from the original Site, or to alter the Site or its surroundings.
- b. IA waives any rights it may have under the Visual Artists Rights Act (17 U.S.C. § 106A) or other statute, law, or regulation, to the extent such rights would prevent the Client from exercising the Client's rights under this Section 15. IA affirms its understanding that the installation of the Monument may subject the Monument to destruction, distortion, mutilation, or other modification, by reason of its removal and agrees not to pursue a legal cause of action against such modification. IA retains any rights it may have under the Visual Artists Rights Act (17 U.S.C. § 106A) other than those rights waived by IA hereunder.

16. Indemnity: IA shall defend, indemnify and hold harmless the Client, its trustees, officers, agents and employees from and against all losses, claims, liabilities or damages and any related costs and expenses, including court costs and reasonable attorneys' fees arising out of, or in any way related to any claim or action against Client for (i) any inaccuracy in any of the representations or warranties of IA in this Agreement, (ii) the failure of IA to perform any of its obligations under this Agreement, (iii) actual or alleged infringement of any patent, copyright, trade secret, or other intellectual property right based on services performed or materials provided by IA under this Agreement and (iv) to the proportional extent of IA's involvement, any negligent act or willful misconduct of IA or IA's officers, agents, employees or subcontractors under or in relation to this Agreement.

17. Limitation of Liability: IA's aggregate liability to Client and Client's aggregate liability to IA for any reason whatsoever, will not exceed the sum of the payment received by IA or paid by Client under this agreement and neither party shall be liable to the other party for lost profits or for any special, incidental, or consequential damages whatsoever, even if such party knows about the possibility of such damages.

18. Force Majeure Event: Whenever a party is required to perform an act under this Agreement by a certain time, such time shall be deemed extended so as to take into account events of "Force Majeure," so long as notice of the specific event creating the Force Majeure and the estimated delay resulting from such event is provided to the other party within ten (10) business days of such party having become aware of such event. For purposes of this Agreement, "Force Majeure" means any act of God, fire, earthquake, flood, explosion, police action, invasion, insurrection, riot, mob violence, sabotage, strike, terrorism, condemnation, inclement weather, material shortages or inability to obtain materials, any court order, judgment or decree or other judicial action, finding or adjudging the absence of the ability, right, power of a party to carry out the terms of this Agreement, or otherwise preventing or enjoining a party from proceeding with its obligations under this Agreement (provided no such court order, judgment or decree resulting from a petition, initiative or judicial action filed by Client shall be an event of Force Majeure for Client, and no such court order, judgment or decree resulting from a petition, initiative or judicial action filed by IA shall be an event of Force Majeure for IA), restraint by or of governmental, civil or military authorities, including inability to obtain permits or approvals as a result of delays caused by governmental authorities, but specifically excluding from such definition of Force Majeure any delay in the issuance of permits or approvals caused by the action or omission of the party (not acting in good faith) claiming Force Majeure, epidemics, pandemics (including circumstances related to the COVID-19 pandemic) or wide-spread disease outbreak recognized by the World Health Organization, the Centers for Disease Control and Prevention or similar agencies, acts of civil or military authorities, riots, enemy action, civil commotion, insurrections, and acts of government (including any quarantine, shelter-in-place orders, stay-at-home orders, travel restrictions, prohibitions/limitations on gatherings, or similar measures taken in relation thereto by any government agency or authority to prevent the spread of

COVID-19). Notwithstanding anything in this Agreement to the contrary, a party's lack of, or inability to procure, monies to fulfill its commitments and obligations under this Agreement shall not constitute Force Majeure.

19. Governing Law and Venue: This Agreement shall be construed in accordance with and governed by the laws of the State of Indiana. Any litigation arising under this Agreement shall be commenced and maintained only in the state or federal courts situated in Marion County, Indiana. The Parties consent to the personal jurisdiction of, and venue in, such courts, and waive any right to object to this designation of jurisdiction and venue in the future.

20. Headings: Section headings contained in this Agreement are inserted for convenience or reference only, shall not be deemed to be a part of this Agreement for any other purpose, and shall not in any way define or affect the meaning, construction or scope of any of the provisions hereof.

21. Assignment: Neither party shall have the right to assign this Agreement, in whole or in part, without the prior written consent of the other party. This Agreement will inure to the benefit of and be binding upon the Parties hereto, together with their respective permitted legal representatives, successors and assigns.

22. Notices: All notices, requests, demands or other communications made in connection with or pursuant to this Agreement (collectively, "Notices") shall be in writing and shall be personally delivered or mailed in the U.S. mail by certified or registered mail, postage prepaid, return receipt requested, or delivered by an overnight courier to the designated party. Notices shall be deemed to have been duly given three days after mailing in the U.S. mail if mailed by certified or registered mail, postage prepaid, return receipt requested, addressed as follows, or one (1) business day after mailing by overnight courier, addressed as follows:

IA:

Ignition Arts, LLC
5868 East 71st Street, Suite E-220
Indianapolis, IN 46220
Attn: Tasker Day, COO

Client:

Indianapolis-Marion County Public Library
2450 North Meridian Street
Indianapolis, Indiana 46208
Attn: M. Jacqueline Nytes, CEO

23. Entire Agreement; Amendment: This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, written or verbal, between client and IA. No statements, promises, or agreements whatsoever, in writing or verbal, in conflict with the terms of this Agreement have been made by Client or IA which in any way modify, vary, alter, enlarge, or invalidate any of the provisions hereof and/or obligations herein stated. This Agreement may be amended and modified only in writing signed by both Client and IA.

24. Records; Audit: IA shall maintain books, records, documents, and other evidence directly pertinent to performance of services under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. IA shall also maintain the financial information and data used by IA in the submission or preparation of any cost submission, statement or summary submitted to Client. Client, its designee, or the Indiana State Board of Accounts shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine, inspect, audit, and copy directly pertinent books, documents, papers and records of IA involving any transaction related to this Agreement. The periods of access and examination as described herein shall continue until any disputes, claims, or litigation arising out of the performance of this Agreement has been resolved.

25. Non-Discrimination: IA shall not discriminate against any employees or applicants for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms,

conditions, or privileges of employment, because of race, religion, color, age, gender, gender identity, creed, disability, national origin, ancestry or disabled veteran status.

26. Waiver: No waiver by either party of any default will be deemed as a waiver of prior or subsequent default of the same or other provisions of this Agreement.

27. Severability: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such invalidity will not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be deemed to be severed from the Agreement.

28. Counterparts: This Agreement may be executed in several counterparts, each of which will be deemed to be an original, and all of which, when taken together, shall constitute one and the same instrument. The Parties agree that facsimile signatures will be as effective as if originals.

IN WITNESS WHEREOF, the undersigned Parties have executed this Project Services Agreement as of the day and year first written above.

**INDIANAPOLIS-MARION COUNTY
PUBLIC LIBRARY**

IGNITION ARTS, LLC:

By: _____

By: _____

Print: M. Jacqueline Nytes

Print: Tasker Day

Title: Chief Executive Officer

Title: Chief Operating Officer

Date: _____

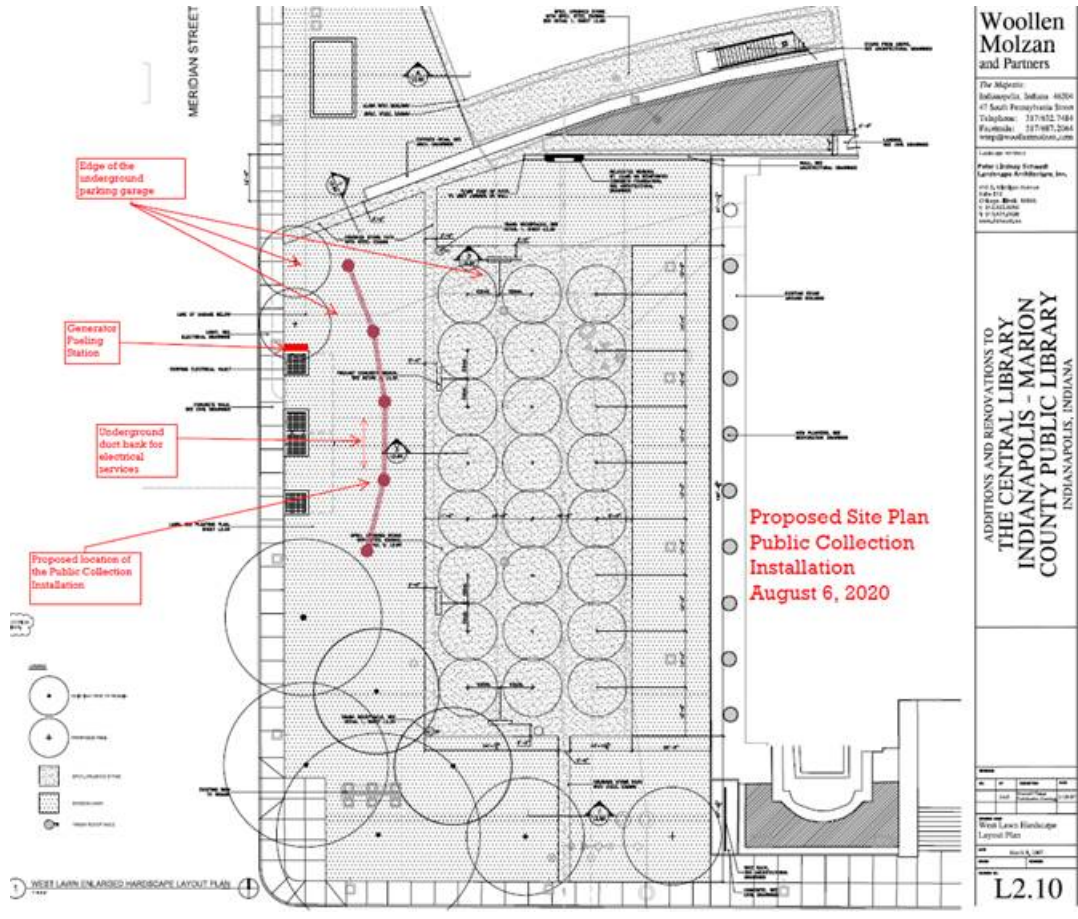
Date: _____

EXHIBIT A
Photograph Depicting the Monument as Previously Installed
on the Northwest Quadrant of Monument Circle, Indianapolis, Indiana

BRIAN MCCUTCHEON *Monument* 2017



EXHIBIT B Proposed Site Plan



Proposed Site Plan, dated August 6, 2020

To: IndyPL Board **Meeting Date:** 1/25/2021

From: The Indianapolis Public Library Foundation

Subject: January 2021 Update

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

News

The Harrison Center purchased ceramic book tiles at the Martindale-Brightwood Branch and Central Library to honor their Greatriarchs. Pictured right: Library patron and Greatriarch Miss Eleyes with her book tile at Central.



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

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

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

Donors

The Foundation thanks 326 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, we would be grateful.

- Ayers Foundation, Inc.
- Buckingham Foundation, Inc.
- Citizens Energy Group
- Comcast
- Faegre Drinker Biddle & Reath LLP
- Griffith Family Foundation
- HPC International

Hulman & Company Foundation, Inc.
Indiana Education Savings Authority
PNC Bank/PNC Foundation
R.B. Annis Educational Foundation
Samerian Foundation
The Swisher Foundation

Program Support

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

Cultural

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

Children's

Growing Global Citizens
Teen Community Book Clubs

Collections/IT

Team Treehouse
Zine Collection
Digital Encyclopedia of Indianapolis

Lifelong Learning

Teen Tech Day – Warren
IYG Rainbow Readers – Warren
Culture, History and Society
Fit Lit Book Discussion and Lectures
Early Childhood Educator Workshops
Mental Health and Well-being – East 38th Street
Simple and Affordable Plant-Based Cooking – Central
Adulting 101 - Pike



Board Action Request

11a1

To: IMCPL Board **Meeting Date:** January 25, 2021

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

Effective Date: January 25, 2021

Subject: Finances, Personnel and Travel Resolution 10-2021

Recommendation: Approve Finances, Personnel and Travel Resolution 10-2021

Background: The Finances, Personnel and Travel Resolution 10-2021 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

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

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

RESOLUTION 10 - 2021

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of December 2020 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 **73832** through **73965** for a total of
\$7,563,255.98 were issued from the operating bank accounts.

EFT numbers **1432** through **1441** and
303597 through **303627** and
303630 through **303663** and
303668 through **303714** and
303723 through **303746** and
303751 through **303770** for a total of
\$2,910,549.23 were issued from the operating bank accounts.

Warrant number **839** for a total of
\$37.20 was issued from the fines bank account.

Warrant numbers **7793** through **7823** for a total of
\$67,120.11 were issued from the gift bank account.

EFT numbers **303628** through **303629** and
303664 through **303667** and
303715 through **303722** and
303747 through **303750** and
303771 through **303773** for a total of
\$75,338.88 were issued from the gift bank account.

Warrant numbers **269083** through **269093** for a total of
\$7,039.76 were issued for employee payroll

Direct deposits numbers **500001** through **500538** and
520001 through **520536** for a total of

\$1,018,810.02 were issued for employee payroll
Electronic transfers for payment of taxes and garnishments for a total of
\$385,780.68 were issued for employee payroll

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

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

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

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

Raymond J. Biederman

Patricia A. Payne

Curtis W. Bigsbee

Rev. T.D. Robinson

Dr. Terri Jett

Judge Jose D. Salinas

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

Dr. Khaula Murtadha

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1432	EFT	12/10/2020	AMERICAN UNITED LIFE INSURANCE CO	3,640.69
1433	EFT	12/10/2020	FIDELITY INVESTMENTS	4,548.58
1434	EFT	12/11/2020	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	104,182.42
1435	EFT	12/17/2020	U.S. POSTAL SERVICE	2,000.00
1436	EFT	12/18/2020	ADP, INC.	909.00
1437	EFT	12/18/2020	ADP, INC.	8,483.18
1438	EFT	12/22/2020	INDIANA DEPARTMENT OF REVENUE	88.04
1439	EFT	12/23/2020	AMERICAN UNITED LIFE INSURANCE CO	3,640.69
1440	EFT	12/23/2020	FIDELITY INVESTMENTS	4,236.58
1441	EFT	12/28/2020	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	103,687.16
73832	CHECK	12/03/2020	ALFRED A. CATANIA	15,941.89
73833	CHECK	12/03/2020	ARAB TERMITE AND PEST CONTROL INC	1,713.00
73834	CHECK	12/03/2020	BETH MENG	200.00
73835	CHECK	12/03/2020	CITIZENS ENERGY GROUP	2,385.21
73836	CHECK	12/03/2020	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	12,712.50
73837	CHECK	12/03/2020	DACO GLASS & GLAZING INC	725.00
73838	CHECK	12/03/2020	EBONY MARIE CHAPPEL	200.00
73839	CHECK	12/03/2020	GUARDIAN	16,023.37
73840	CHECK	12/03/2020	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	2,052.00
73841	CHECK	12/03/2020	JOE CLEMONS	500.00
73842	CHECK	12/03/2020	JP MORGAN CHASE BANK	223.83
73843	CHECK	12/03/2020	KONE, INC	789.41
73844	CHECK	12/03/2020	LEHMAN'S INC. OF ANDERSON	299.00
73845	CHECK	12/03/2020	LIGHTNING TWO WAY RADIO, INC	159.00
73846	CHECK	12/03/2020	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
73847	CHECK	12/03/2020	MURPHYS LANDING, LLC	15,000.00
73848	CHECK	12/03/2020	OCLC INC	9,971.18
73849	CHECK	12/03/2020	BUTTON UP GRAPHIC DESIGNS, INC.	720.00
73850	CHECK	12/03/2020	SAKURA FUQUA	300.00
73851	CHECK	12/03/2020	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,002.82
73852	CHECK	12/03/2020	TIMOTHY P. BOWLING	90.00
73853	CHECK	12/03/2020	VOLGISTICS, INC.	2,148.00
73854	CHECK	12/03/2020	ZOOBEAN, INC.	9,995.00
73855	CHECK	12/10/2020	1-800MD, LLC	920.50
73856	CHECK	12/10/2020	ADAM D. HENZE	100.00
73857	CHECK	12/10/2020	ADP, INC.	1,895.67
73858	CHECK	12/10/2020	AFSCME COUNCIL IKOC 962	1,783.64
73859	CHECK	12/10/2020	ALLDATA	2,500.00
73860	CHECK	12/10/2020	AMERICAN UNITED LIFE INSURANCE CO	1,530.60
73861	CHECK	12/10/2020	AMERICAN UNITED LIFE INSURANCE CO	3,209.74
73862	CHECK	12/10/2020	ANTHEM INSURANCE COMPANIES, INC	310,500.00
73863	CHECK	12/10/2020	AT&T	1,995.66
73864	CHECK	12/10/2020	AT&T	36.57
73865	CHECK	12/10/2020	AT&T MOBILITY	633.57
73866	CHECK	12/10/2020	BETH MENG	100.00
73867	CHECK	12/10/2020	INDIANAPOLIS PUBLIC SCHOOLS	4,550.00
73868	CHECK	12/10/2020	CITIZENS ENERGY GROUP	2,865.22
73869	CHECK	12/10/2020	ELIZABETH FRANKLIN	1,508.58
73870	CHECK	12/10/2020	ERTEL ROOFING	68,620.00
73871	CHECK	12/10/2020	GALE GROUP THE	1,200.00
73872	CHECK	12/10/2020	GREEN BUSINESS CERTIFICATION, INC.	3,420.00
73873	CHECK	12/10/2020	INDIANA DEPT OF WORKFORCE DEVELOP.	3,537.41
73874	CHECK	12/10/2020	INDIANAPOLIS POWER & LIGHT COMPANY	59,928.19
73875	CHECK	12/10/2020	INSIGHT PUBLIC SECTOR, INC	5,563.69
73876	CHECK	12/10/2020	KENNETH N. GIFFIN	3,300.00
73877	CHECK	12/10/2020	KIT MEDIA	1,320.00
73878	CHECK	12/10/2020	LEGALSHIELD	313.25
73879	CHECK	12/10/2020	LEXISNEXIS MATTHEW BENDER	2,502.41
73880	CHECK	12/10/2020	OCLC INC	9,957.93

No.	Type	Date	Reference	Amount
73881	CHECK	12/10/2020	OMEGA RAIL MANAGEMENT	717.11
73882	CHECK	12/10/2020	IMCPL - POWERS & SONS - RETAINAGE	38,820.80
73883	CHECK	12/10/2020	REPROGRAPHIX, INC	27.00
73884	CHECK	12/10/2020	SAKURA FUQUA	100.00
73885	CHECK	12/10/2020	SCHMIDT ASSOCIATES, INC	133,335.04
73886	CHECK	12/10/2020	SIERRA CLUB	12.00
73887	CHECK	12/10/2020	SONDHI SOLUTIONS	496.22
73888	CHECK	12/10/2020	THE BANK OF NEW YORK MELLON TRUST	3,332,600.00
73889	CHECK	12/10/2020	THE HARMON HOUSE L.L.C.	105.00
73890	CHECK	12/10/2020	THE INDIANA STATE LIBRARY FOUNDATION, INC.	700.00
73891	CHECK	12/10/2020	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	2,889.67
73892	CHECK	12/10/2020	TRENDYMINDS, INC.	3,337.50
73893	CHECK	12/10/2020	U.S. BANK ST. PAUL	3,144,785.63
73894	CHECK	12/18/2020	AMAIRANI BELTRAN	450.00
73895	CHECK	12/18/2020	ARAB TERMITE AND PEST CONTROL INC	1,734.00
73896	CHECK	12/18/2020	ARTE MEXICANO EN INDIANA, INC.	100.00
73897	CHECK	12/18/2020	AT&T	1,301.98
73898	CHECK	12/18/2020	ATC GROUP SERVICES, LLC	1,162.50
73899	CHECK	12/18/2020	AXIS ARCHITECTURE & INT., LLC	3,000.00
73900	CHECK	12/18/2020	BARDACH AWARDS	35.75
73901	CHECK	12/18/2020	BETH MENG	200.00
73902	CHECK	12/18/2020	BLACKMORE & BUCKNER ROOFING	1,043.56
73903	CHECK	12/18/2020	BUSINESS FURNITURE CORPORATION	6,916.63
73904	CHECK	12/18/2020	BRIGHT HOUSE NETWORKS	89.99
73905	CHECK	12/18/2020	CHRISTIAN BOOK DISTRIBUTORS	76.14
73906	CHECK	12/18/2020	CHRISTOPHER B. BURKE ENGINEERING, LLC	393.75
73907	CHECK	12/18/2020	CITIZENS ENERGY GROUP	3,445.41
73908	CHECK	12/18/2020	CMID	8,400.00
73909	CHECK	12/18/2020	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
73910	CHECK	12/18/2020	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	2,494.72
73911	CHECK	12/18/2020	DRIESSEN WATER INC	11.98
73912	CHECK	12/18/2020	DACO GLASS & GLAZING INC	7,115.74
73913	CHECK	12/18/2020	DEAF COMMUNITY SERVICES	225.00
73914	CHECK	12/18/2020	DUDE SOLUTIONS INC	1,981.31
73915	CHECK	12/18/2020	DYNAMARK GRAPHICS GROUP	2,724.94
73916	CHECK	12/18/2020	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	296.42
73917	CHECK	12/18/2020	INFOGROUP	4,340.00
73918	CHECK	12/18/2020	JACKSON SYSTEMS, LLC	146.00
73919	CHECK	12/18/2020	JP MORGAN CHASE BANK	256.31
73920	CHECK	12/18/2020	LIGHT & BREUNING, INC	46,111.50
73921	CHECK	12/18/2020	MAGNOLIA JOURNAL	20.00
73922	CHECK	12/18/2020	MATTHEW BENDER & CO.	1,018.36
73923	CHECK	12/18/2020	MEETING PROFESSIONALS INTERNATIONAL	420.00
73924	CHECK	12/18/2020	MIDWEST LANGUAGE SERVICES LLC	40.20
73925	CHECK	12/18/2020	NRP DIRECT	1,104.60
73926	CHECK	12/18/2020	OFFICEWORKS	79,707.62
73927	CHECK	12/18/2020	ORBIS	1,384.00
73928	CHECK	12/18/2020	PAYPAL	54.10
73929	CHECK	12/18/2020	PROVIDENCE OUTDOOR	195.00
73930	CHECK	12/18/2020	REPUBLIC WASTE SERVICES	9,362.66
73931	CHECK	12/18/2020	SAKURA FUQUA	200.00
73932	CHECK	12/18/2020	SCHMIDT ASSOCIATES, INC	17,256.65
73933	CHECK	12/18/2020	SECURITAS ELECTRONIC SECURITY, INC.	2,091.25
73934	CHECK	12/18/2020	SHOWCASES	402.57
73935	CHECK	12/18/2020	AMERICAN SOCIETY OF COMPOSERS, AUTHORS, PUBLISHERS	117.25
73936	CHECK	12/18/2020	SOUTHPORT (PETTY CASH)	32.00
73937	CHECK	12/18/2020	THE HARMON HOUSE L.L.C.	3,915.00
73938	CHECK	12/18/2020	UNITED PARCEL SERVICE	349.00
73939	CHECK	12/18/2020	DIRECTOR OF US PATENT & TRADEMARKS	50.00
73940	CHECK	12/18/2020	YOUR AUTOMATIC DOOR COMPANY	153.00
73941	CHECK	12/23/2020	ALLEN IRRIGATION COMPANY, INC.	1,050.00
73942	CHECK	12/23/2020	ARAB TERMITE AND PEST CONTROL INC	64.00
73943	CHECK	12/23/2020	BLACKMORE & BUCKNER ROOFING	1,504.29

No.	Type	Date	Reference	Amount
73944	CHECK	12/23/2020	CENTRAL INDIANA HARDWARE	48.00
73945	CHECK	12/23/2020	CHILDREN'S PLUS INC.	293.83
73946	CHECK	12/23/2020	CITIZENS ENERGY GROUP	991.18
73947	CHECK	12/23/2020	CONTINENTAL BOOK COMPANY	147.67
73948	CHECK	12/23/2020	DACO GLASS & GLAZING INC	10,008.76
73949	CHECK	12/23/2020	EDWARD GEORGE & ASSOCIATES, LLC	725.00
73950	CHECK	12/23/2020	GREY HOUSE PUBLISHING	169.15
73951	CHECK	12/23/2020	IBJ MEDIA	57.31
73952	CHECK	12/23/2020	ICC FLOORS	4,310.00
73953	CHECK	12/23/2020	JACKSON SYSTEMS, LLC	244.00
73954	CHECK	12/23/2020	MICHAEL FIRSICH	300.00
73955	CHECK	12/23/2020	PROVIDENCE OUTDOOR	10,955.00
73956	CHECK	12/23/2020	SAGE PUBLISHING	852.84
73957	CHECK	12/23/2020	YOUR AUTOMATIC DOOR COMPANY	112.50
73958	CHECK	12/30/2020	ADP, INC.	1,945.65
73959	CHECK	12/30/2020	CHRISTIAN BOOK DISTRIBUTORS	10.84
73960	CHECK	12/30/2020	CITIZENS ENERGY GROUP	735.57
73961	CHECK	12/30/2020	ELIZABETH FRANKLIN	1,801.19
73962	CHECK	12/30/2020	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	66,532.00
73963	CHECK	12/30/2020	PIKE (PETTY CASH)	14.00
73964	CHECK	12/30/2020	RICHARD H. TAYLOR	36.50
73965	CHECK	12/30/2020	U.S. BANK	1,250.00
303597	EFT	12/03/2020	A.M. BEST COMPANY, INC	3,740.00
303598	EFT	12/03/2020	ACORN DISTRIBUTORS, INC	2,084.80
303599	EFT	12/03/2020	BACKGROUND BUREAU INC.	110.00
303600	EFT	12/03/2020	BAKER & TAYLOR	858.27
303601	EFT	12/03/2020	BAKER & TAYLOR	10,336.18
303602	EFT	12/03/2020	BAKER & TAYLOR	10,029.03
303603	EFT	12/03/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	25,023.94
303604	EFT	12/03/2020	BARNES & THORNBURG	33,500.00
303605	EFT	12/03/2020	BOYLE CONSTRUCTION MANAGEMENT, INC.	271,972.79
303606	EFT	12/03/2020	CENTRAL SECURITY & COMMUNICATIONS	480.55
303607	EFT	12/03/2020	DASHER PRINTING SERVICES, INC	5,545.80
303608	EFT	12/03/2020	FLEET CARE, INC.	168.57
303609	EFT	12/03/2020	G4S SECURE SOLUTIONS (USA) INC.	40,938.13
303610	EFT	12/03/2020	GRAINGER	131.04
303611	EFT	12/03/2020	INDIANA PLUMBING AND DRAIN LLC	1,610.00
303612	EFT	12/03/2020	INGRAM LIBRARY SERVICES	178.49
303613	EFT	12/03/2020	JCOS, INC.	21,573.75
303614	EFT	12/03/2020	KLINES QUALITY WATER, INC	8.00
303615	EFT	12/03/2020	MARK'S VACUUM & JANITORIAL SUPPLIES	1,008.00
303616	EFT	12/03/2020	MIDWEST TAPE - AUDIOBOOKS ONLY	4,485.96
303617	EFT	12/03/2020	MIDWEST TAPE - PROCESSED DVDS	1,092.33
303618	EFT	12/03/2020	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	2,987.39
303619	EFT	12/03/2020	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	4,852.88
303620	EFT	12/03/2020	MIDWEST TAPE, LLC	202.94
303621	EFT	12/03/2020	ORACLE ELEVATOR HOLDCO, INC.	2,837.50
303622	EFT	12/03/2020	OVERDRIVE INC	83,891.39
303623	EFT	12/03/2020	RECORD AUTOMATIC DOORS, INC	227.50
303624	EFT	12/03/2020	RICHARD LOPEZ ELECTRICAL, LLC	10,426.23
303625	EFT	12/03/2020	RYAN FIRE PROTECTION, INC	330.00
303626	EFT	12/03/2020	STENZ MANAGEMENT COMPANY, INC	3,402.73
303627	EFT	12/03/2020	TITAN ASSOCIATES	21,642.24
303630	EFT	12/10/2020	AUSTIN BOOK SALES	21,750.92
303631	EFT	12/10/2020	BAKER & TAYLOR	17,165.85
303632	EFT	12/10/2020	BAKER & TAYLOR	10,396.57
303633	EFT	12/10/2020	BAKER & TAYLOR	19,767.72
303634	EFT	12/10/2020	BAKER & TAYLOR	3,650.88
303635	EFT	12/10/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	24,290.60
303636	EFT	12/10/2020	CALIFORNIA NEWSREEL	511.50
303637	EFT	12/10/2020	CDW GOVERNMENT, INC.	1,560.04
303638	EFT	12/10/2020	DELTA DENTAL	75.72
303639	EFT	12/10/2020	DELTA DENTAL	11,581.75

No.	Type	Date	Reference	Amount
303640	EFT	12/10/2020	DEMCO, INC.	2,774.85
303641	EFT	12/10/2020	EBSCO INFORMATION SERVICES	72,554.38
303642	EFT	12/10/2020	FLEET CARE, INC.	2,994.56
303643	EFT	12/10/2020	G4S SECURE SOLUTIONS (USA) INC.	36,179.71
303644	EFT	12/10/2020	GLENDALE MALL	23,585.42
303645	EFT	12/10/2020	INDIANAPOLIS RECORDER	310.38
303646	EFT	12/10/2020	KLINES QUALITY WATER, INC	42.15
303647	EFT	12/10/2020	MIDWEST TAPE - AUDIOBOOKS ONLY	68.18
303648	EFT	12/10/2020	MIDWEST TAPE - PROCESSED DVDS	336.71
303649	EFT	12/10/2020	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,226.55
303650	EFT	12/10/2020	MIDWEST TAPE NON PROCESSED	419.70
303651	EFT	12/10/2020	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	4,443.64
303652	EFT	12/10/2020	MIDWEST TAPE, LLC	136.11
303653	EFT	12/10/2020	MOORE INFORMATION SERVICES, INC	270.90
303654	EFT	12/10/2020	OVERDRIVE INC	64,000.76
303655	EFT	12/10/2020	PERFECTION GROUP, INC.	1,380.09
303656	EFT	12/10/2020	RECORDED BOOKS	435.94
303657	EFT	12/10/2020	REGIONS BANK PURCHASING CARD	23,995.00
303658	EFT	12/10/2020	RLR ASSOCIATES, INC	1,661.25
303659	EFT	12/10/2020	STAPLES	8,250.85
303660	EFT	12/10/2020	STENZ MANAGEMENT COMPANY, INC	13,761.43
303661	EFT	12/10/2020	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,558.17
303662	EFT	12/10/2020	TYLER TECHNOLOGIES, INC.	1,083.75
303663	EFT	12/10/2020	ULINE	683.96
303668	EFT	12/18/2020	ALSCO	379.55
303669	EFT	12/18/2020	AUSTIN BOOK SALES	28,534.47
303670	EFT	12/18/2020	BAKER & TAYLOR	15.27
303671	EFT	12/18/2020	BAKER & TAYLOR	524.63
303672	EFT	12/18/2020	BAKER & TAYLOR	8,368.50
303673	EFT	12/18/2020	BAKER & TAYLOR	49,119.36
303674	EFT	12/18/2020	BAKER & TAYLOR	60,441.93
303675	EFT	12/18/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	816.58
303676	EFT	12/18/2020	BRODART COMPANY	95.78
303677	EFT	12/18/2020	BRODART COMPANY CONTINUATIONS	409.69
303678	EFT	12/18/2020	CDW GOVERNMENT, INC.	1,131.10
303679	EFT	12/18/2020	CENTRAL SECURITY & COMMUNICATIONS	3,939.00
303680	EFT	12/18/2020	CITIZENS THERMAL ENERGY	34,983.74
303681	EFT	12/18/2020	DANCORP INC. DBA DANCO	500.00
303682	EFT	12/18/2020	DEMCO, INC.	393.13
303683	EFT	12/18/2020	EBSCO INFORMATION SERVICES	3,786.69
303684	EFT	12/18/2020	FINELINE PRINTING GROUP	3,669.00
303685	EFT	12/18/2020	FLEET CARE, INC.	91.30
303686	EFT	12/18/2020	G4S SECURE SOLUTIONS (USA) INC.	29,868.98
303687	EFT	12/18/2020	GRAINGER	201.20
303688	EFT	12/18/2020	INDIANA PLUMBING AND DRAIN LLC	599.50
303689	EFT	12/18/2020	INDPLS-MARION COUNTY PUBLIC LIBRARY	1,528.48
303690	EFT	12/18/2020	INGRAM LIBRARY SERVICES	1,265.35
303691	EFT	12/18/2020	J&G CARPET PLUS	5,697.00
303692	EFT	12/18/2020	MICHAEL R. TWYMAN	3,333.33
303693	EFT	12/18/2020	MIDWEST TAPE - AUDIOBOOKS ONLY	12,421.43
303694	EFT	12/18/2020	MIDWEST TAPE - PROCESSED DVDS	17,570.79
303695	EFT	12/18/2020	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	29,440.02
303696	EFT	12/18/2020	MIDWEST TAPE NON PROCESSED	830.58
303697	EFT	12/18/2020	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	60,868.52
303698	EFT	12/18/2020	MIDWEST TAPE, LLC	3,718.07
303699	EFT	12/18/2020	OFFICE360	1,625.64
303700	EFT	12/18/2020	ORACLE ELEVATOR HOLDCO, INC.	875.00
303701	EFT	12/18/2020	OVERDRIVE INC	160,092.67
303702	EFT	12/18/2020	P.V. SUPA INC.	246,663.00
303703	EFT	12/18/2020	PERFECTION GROUP, INC.	625.00
303704	EFT	12/18/2020	POWERS & SONS CONSTRUCTION	349,387.20
303705	EFT	12/18/2020	RECORD AUTOMATIC DOORS, INC	143.86
303706	EFT	12/18/2020	RECORDED BOOKS	2,201.63

No.	Type	Date	Reference	Amount
303707	EFT	12/18/2020	RICHARD LOPEZ ELECTRICAL, LLC	15,877.14
303708	EFT	12/18/2020	RUSSIAN PUBLISHING HOUSE	4,463.43
303709	EFT	12/18/2020	RYAN FIRE PROTECTION, INC	16,520.52
303710	EFT	12/18/2020	STENZ MANAGEMENT COMPANY, INC	7,492.38
303711	EFT	12/18/2020	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	3,169.75
303712	EFT	12/18/2020	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,558.17
303713	EFT	12/18/2020	TITAN ASSOCIATES	73,376.38
303714	EFT	12/18/2020	ULINE	830.82
303723	EFT	12/23/2020	AUSTIN BOOK SALES	24,211.31
303724	EFT	12/23/2020	BAKER & TAYLOR	3,339.95
303725	EFT	12/23/2020	BAKER & TAYLOR	68.02
303726	EFT	12/23/2020	BAKER & TAYLOR	93,312.16
303727	EFT	12/23/2020	BAKER & TAYLOR	48,775.07
303728	EFT	12/23/2020	BRODART COMPANY CONTINUATIONS	6,693.71
303729	EFT	12/23/2020	G4S SECURE SOLUTIONS (USA) INC.	5,264.15
303730	EFT	12/23/2020	INDIANA PLUMBING AND DRAIN LLC	1,393.95
303731	EFT	12/23/2020	INGRAM LIBRARY SERVICES	763.61
303732	EFT	12/23/2020	J&G CARPET PLUS	4,717.50
303733	EFT	12/23/2020	JCOS, INC.	17,931.25
303734	EFT	12/23/2020	KLINES QUALITY WATER, INC	35.50
303735	EFT	12/23/2020	MIDWEST TAPE - AUDIOBOOKS ONLY	302.72
303736	EFT	12/23/2020	MIDWEST TAPE - PROCESSED DVDS	141.33
303737	EFT	12/23/2020	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	327.76
303738	EFT	12/23/2020	MIDWEST TAPE, LLC	407.36
303739	EFT	12/23/2020	OVERDRIVE INC	6,991.72
303740	EFT	12/23/2020	P.V. SUPA INC.	2,827.00
303741	EFT	12/23/2020	PERFECTION GROUP, INC.	20,119.91
303742	EFT	12/23/2020	RECORD AUTOMATIC DOORS, INC	1,115.00
303743	EFT	12/23/2020	RICHARD LOPEZ ELECTRICAL, LLC	14,930.62
303744	EFT	12/23/2020	RYAN FIRE PROTECTION, INC	2,316.00
303745	EFT	12/23/2020	STENZ MANAGEMENT COMPANY, INC	7,397.75
303746	EFT	12/23/2020	TITAN ASSOCIATES	7,627.00
303751	EFT	12/30/2020	ALSCO	1,138.65
303752	EFT	12/30/2020	AUSTIN BOOK SALES	6,905.88
303753	EFT	12/30/2020	BAKER & TAYLOR	440.25
303754	EFT	12/30/2020	BAKER & TAYLOR	2,415.93
303755	EFT	12/30/2020	BAKER & TAYLOR	39,241.67
303756	EFT	12/30/2020	BAKER & TAYLOR	13,415.68
303757	EFT	12/30/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	3,242.65
303758	EFT	12/30/2020	BRODART COMPANY CONTINUATIONS	226.64
303759	EFT	12/30/2020	DENISON PARKING	5,610.45
303760	EFT	12/30/2020	EBSCO INFORMATION SERVICES	20,389.62
303761	EFT	12/30/2020	G4S SECURE SOLUTIONS (USA) INC.	631.12
303762	EFT	12/30/2020	INGRAM LIBRARY SERVICES	72.23
303763	EFT	12/30/2020	MIDWEST TAPE - AUDIOBOOKS ONLY	877.98
303764	EFT	12/30/2020	MIDWEST TAPE - PROCESSED DVDS	1,245.40
303765	EFT	12/30/2020	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	31,316.50
303766	EFT	12/30/2020	MIDWEST TAPE NON PROCESSED	1,315.47
303767	EFT	12/30/2020	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	12,098.48
303768	EFT	12/30/2020	MIDWEST TAPE, LLC	17,937.34
303769	EFT	12/30/2020	OVERDRIVE INC	48,729.44
303770	EFT	12/30/2020	RECORDED BOOKS	843.18
			Total	\$ 10,473,805.21

Summary by Transaction Type:

Computer Check	\$ 7,563,255.98
EFT Check	\$ 2,910,549.23
Total Payments	\$ 10,473,805.21
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
FINES ACCOUNT

No.	Type	Date	Reference	Amount
839	CHECK	12/03/2020	CUNGZA LIAN	37.20
			Total	<u>\$ 37.20</u>

Summary by Transaction Type:

Computer Check	\$ 37.20
EFT Check	\$ -
Total Payments	\$ 37.20
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7793	CHECK	12/03/2020	ALEXANDRA HATTON SOLOMON	200.00
7794	CHECK	12/03/2020	ANTHONY MURDOCK	100.00
7795	CHECK	12/03/2020	CASH & CARRY PAPER COMPANY, INC.	409.10
7796	CHECK	12/03/2020	DISCOUNT SCHOOL SUPPLY	11,006.32
7797	CHECK	12/03/2020	GAIL THOMAS STRONG	750.00
7798	CHECK	12/03/2020	INDY VEGFEST	546.00
7799	CHECK	12/03/2020	ISABEL V. HULL	75.00
7800	CHECK	12/03/2020	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,650.36
7801	CHECK	12/03/2020	WAYNE (PETTY CASH)	20.92
7802	CHECK	12/10/2020	CHRISTOPHER J. HUNGERMAN	3,000.00
7803	CHECK	12/10/2020	CREATIVE AQUATIC SOLUTIONS, LLC	428.99
7804	CHECK	12/10/2020	DELL MARKETING L.P.	1,887.42
7805	CHECK	12/10/2020	KONSTANTIN UMANSKY	300.00
7806	VOID	12/10/2020	RUCHI R SHAH	0.00
7807	CHECK	12/10/2020	SEEKING FREEDOM	100.00
7808	CHECK	12/10/2020	VLADIMIR KRAKOVICH	600.00
7809	CHECK	12/10/2020	YEFIM PASTUKH	1,200.00
7810	CHECK	12/18/2020	CASH & CARRY PAPER COMPANY, INC.	10.65
7811	CHECK	12/18/2020	CREATIVE AQUATIC SOLUTIONS, LLC	284.95
7812	CHECK	12/18/2020	GREGORY STOWERS JR.	200.00
7813	CHECK	12/18/2020	HECTOR MORALES HERNANDEZ	400.00
7814	CHECK	12/18/2020	HISTORIC LANDMARKS FOUNDATION OF INDIANA, INC	50.00
7815	CHECK	12/18/2020	INDIANA WRITER'S CENTER	450.00
7816	CHECK	12/18/2020	PERRY A. SCOTT	300.00
7817	CHECK	12/18/2020	PETER VICKERY	300.00
7818	CHECK	12/18/2020	RUCHI R SHAH	800.00
7819	CHECK	12/18/2020	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	220.90
7820	CHECK	12/23/2020	SHANNON O'DONNELL	157.42
7821	CHECK	12/30/2020	COMIC BOOK UNIVERSITY	231.00
7822	CHECK	12/30/2020	CROSSROADS DOCUMENT SERVICES	2,423.47
7823	CHECK	12/30/2020	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	39,017.61
303628	EFT	12/03/2020	BAKER & TAYLOR	142.97
303629	EFT	12/03/2020	MIDWEST TAPE - PROCESSED DVDS	16.69
303664	EFT	12/10/2020	BAKER & TAYLOR	5,000.16
303665	EFT	12/10/2020	INGRAM LIBRARY SERVICES	111.39
303666	EFT	12/10/2020	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	378.84
303667	EFT	12/10/2020	PROQUEST INFORMATION AND LEARNING	375.00
303715	EFT	12/18/2020	BAKER & TAYLOR	685.87
303716	EFT	12/18/2020	BAKER & TAYLOR	197.85
303717	EFT	12/18/2020	BAKER & TAYLOR	183.52
303718	EFT	12/18/2020	BAKER & TAYLOR	255.92
303719	EFT	12/18/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	13,442.29
303720	EFT	12/18/2020	INGRAM LIBRARY SERVICES	24,542.17
303721	EFT	12/18/2020	MIDWEST TAPE - PROCESSED DVDS	118.45
303722	EFT	12/18/2020	OVERDRIVE INC	4,137.87
303747	EFT	12/23/2020	BAKER & TAYLOR	631.01
303748	EFT	12/23/2020	BAKER & TAYLOR	1,715.38
303749	EFT	12/23/2020	BAKER & TAYLOR	556.11
303750	EFT	12/23/2020	INGRAM LIBRARY SERVICES	127.49
303771	EFT	12/30/2020	BAKER & TAYLOR	430.39
303772	EFT	12/30/2020	BAKER & TAYLOR	156.78
303773	EFT	12/30/2020	INDPLS-MARION COUNTY PUBLIC LIBRARY	22,132.73
Total				\$ 142,458.99

Summary by Transaction Type:

No.	Type	Date	Reference	Amount
			Computer Check	\$ 67,120.11
			EFT Check	\$ 75,338.88
			Total Payments	\$ 142,458.99
			Total Voided Items	-

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

January 25, 2021

PERSONNEL ACTIONS

RESOLUTION 10-2021

NEW HIRES:

- Sontyona Davis, Hourly Library Assistant II, East 38th, \$13.97 per hour, Effective: December 16, 2020
- Katherine Hill, Activity Guide, InfoZone, \$17.36 per hour, Effective: December 23, 2020
- Sarah Masson-Randall, Library Assistant II, Part-Time, College, \$13.97 per hour, Effective: January 31, 2021
- Amira Malcom, Diversity Fellowship-CBLC Multi-Media Project Manager, Center for Black Literature and Culture, \$21.56 per hour, Effective: January 13, 2021

INTERNAL CHANGES:

- Makiya Winkle from Page, Beech Grove, \$10.00 per hour to Library Assistant II, Part-Time, Beech Grove, \$13.97 per hour, Effective: December 6, 2020
- Kimberly Brown-Harden from Manager, East 38th Street, \$26.79 per hour to Manager, Fort Benjamin Harrison, \$28.80 per hour, Effective: December 20, 2020
- Naomi Allensworth from Circulation Supervisor I, Martindale Brightwood to Circulation Supervisor I, East 38th Street, No Change in Pay, Effective: December 20, 2020
- Janelle George from Venue Coordinator, Events, \$26.79 per hour to Manager, Events, \$28.84 per hour, Effective: December 20, 2020
- Shirley Smith from Building Steward, Facilities to Building Steward, Public Services, No Change in Pay, Effective: December 20, 2020
- Kristen Foland from Public Services Librarian NE, Central to Public Services Librarian, Central, No Change in Pay, Effective: December 20, 2020
- Bryanna Barnes from Temporary Circulation Supervisor I, Haughville, \$20.06 per hour to Temporary Circulation Supervisor II, Pike, \$21.56 per hour, Effective: December 20, 2020
- Erin Fleming from Temporary Circulation Supervisor II, Southport, \$21.56 per hour to Library Assistant III, Central Services, \$17.13 per hour, Effective: January 3, 2021
- Isaiah Stevenson from Computer Assistant II, Haughville, \$15.02 per hour to Public Services Associate II, Pike, \$17.36 per hour, Effective: January 31, 2021
- Mollie Beaumont from Supervisor Librarian, Learning Curve, \$23.18 per hour to Public Services Librarian, East Washington, \$22.21 per hour, Effective: January 17, 2021
- Nicole Owen, Computer Assistant II, West Indianapolis position moved to Computer Assistant II, Wayne, No Change in Pay, Effective: January 3, 2021
- Brinley Baker from Page, Central, \$10.00 per hour to Library Assistant II, Central Services, \$13.97 per hour, Effective: January 3, 2021
- Sarah Walker from Library Assistant II, Glendale, \$14.39 per hour to Temporary Public Services Librarian, College, \$21.56 per hour, Effective: December 22, 2020
- Rachel Priesman Marquez from Public Services Associate II, Part-Time, Wayne to Public Services Associate II, Full-Time, Wayne, No Change in Pay, Effective: January 3, 2021

- Sharon Lewis from Hourly Public Services Associate I (SUB), Warren to Public Services Associate II (FTE), Learning Curve, No Change in Pay, Effective: January 3, 2021
- Denyce Malone from Manager, Michigan Road, \$28.42 per hour to Interim Area Resource Manager, Branches, \$31.26 per hour, Effective: 01/03/2021
- Shanika Heyward from Area Resource Manager, Branches, \$30.96 per hour to Interim Director, Information Technology, \$34.74 per hour, Effective: January 3, 2021
- Maggie Ward in addition to Manager, Outreach is also Interim Manager at Glendale and Michigan Road, \$30.07 per hour, Effective: December 20, 2020
- Alexandria Moore from Public Services Associate II, Martindale Brightwood, \$17.36 per hour to Circulation Supervisor I, Martindale Brightwood, \$20.06 per hour, Effective: January 3, 2021
- Megan Dunbar from Library Assistant II, Pike, \$14.39 per hour to Processing Assistant I, Processing, \$15.02 per hour, Effective: January 17, 2021
- Sarah Walker from Temporary Public Services Librarian, College, \$21.56 per hour to Library Assistant II, Glendale, \$14.68 per hour, Effective: January 17, 2021

RE-HIRES: (None Reported)

SEPARATIONS:

- Joni Metcalf-Kemp, Public Services Associate II, East 38th, 7 years and 3 months, Effective: December 1, 2020
- Nancy Mynatt, Page, Spades Park, 1 year and 5 months, Effective: December 27, 2020
- Rebekah Cho, Public Services Associate II, Learning Curve, 1 year and 4 months, Effective: August 21, 2020
- Holly Litfin, Administrative Assistant I, Learning Curve, 12 years and 3 months, Effective: January 2, 2021
- Imani Wills-Henderson, Public Services Associate II, College, 2 year and 7 months, Effective: December 14, 2020
- Ashabul Alam, Page, Learning Curve, 2 years and 6 months, Effective: December 23, 2020
- Andrea Allen, Accounts Payable Assistant, Accounting and Chief Financial Office, 1 year and 10 months, Effective: January 3, 2021
- Debra Champ, Director, Information Technology, 18 years and 1 month, Effective: December 31, 2020
- Ron Seats, Purchasing Agent, Accounting and Chief Financial Office, 19 years and 5 months, Effective: December 31, 2020
- Derris Ross, Hourly Public Services Associate I, Warren, 11 months, Effective: August 11, 2020

INACTIVE:

- Thelma Jean Hunt, Hourly Library Assistant II, InfoZone, Inactive: November 30, 2020
- Fibi Kim, Hourly Library Assistant II, Southport, Inactive: January 3, 2021
- Alicia Kingsberry, Page, Warren, Inactive: December 29, 2020

RE-ACTIVATE:

- Linda Nieves, Page, Learning Curve, Re-activated: December 19, 2020
- Azul Lerma, Page, Learning Curve, Re-activated: December 22, 2020

RECLASSIFICATION:

- Olutimilehin Olaniyi from Order Fulfillment Assistant, PG 2, \$13.00 per hour to Order Fulfillment Assistant, PG 5, \$16.15 per hour, Effective: January 3, 2021
- John Helling from Director, Public Services, PG 17, \$46.34 per hour to Chief Public Services Officer, PG 18, \$49.37 per hour, Effective: January 17, 2021