



Regular Library Board Meeting Agenda

Jul 22nd 2024 6:30pm - 8:30pm

Glendale Branch Public Library, 3660 E 62nd St, Indianapolis, IN 46220

The public is invited to view/listen to the Regular Meeting via a You Tube live stream link which will be available on the Library's website prior to the start of the Meeting as follows:

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

Public comment can be made in-person at the Board Meeting.

1. Call to Order

6:30pm

2. Roll Call

3. Branch Manager's Report

- a. Glendale Branch Report - Mrs. Jena Mattix, Manager, will report on their community and services. (enclosed)



[3a Glendale Branch Manager Report July 2024.pdf](#)

- 4. Public Comment - The Public has been invited to the Board Meeting. We welcome feedback from the public about our Indianapolis libraries, and this is a time when the public may address the Library Board. If there are several individuals representing the same group, please select a spokesperson. Please do not repeat the same comments someone else has offered. Please note also that this public comment time is not the appropriate forum for commenting on matters related to employee charges, employee complaints, or alleged employee misconduct. Any such matters should be brought promptly to the

attention of the CEO or the Human Resources Department where matters can be properly addressed in compliance with established Library policies and procedures. A FIVE-MINUTE LIMIT WILL BE ALLOWED FOR EACH SPEAKER. EACH SPEAKER SHOULD GIVE THEIR NAME AND IF THEY ARE SPEAKING ON BEHALF OF A GROUP.

5. Approval of Minutes

a. Regular Meeting, June 24, 2024 (enclosed)

 [5a Minutes-RegularMtgJune,2024-NEW.1.pdf](#)

6. Finance Committee (Dr. Patricia A. Payne, Chair; Dr. Luis A. Palacio, Dr. Eugene G. White)

a. Report of the Treasurer (enclosed)

 [June 2024 Treasurer's Report.pdf](#)

b. Resolution 40-2024 (Approval of Liability Insurance for Policy Period 2024-2025) (enclosed)

 [resolution 40-2024 2024 Insurance renewal.pdf](#)

7. Diversity, Policy and Human Resources Committee (Mr. Raymond J. Biederman, Chair; Dr. Luis A. Palacio, Dr. Patricia A. Payne)

a. Resolution 41-2024 (Approving Amended Joint Recommendations of IMCPL Management And AFSCME Local 3395) (enclosed)

 [7a Bar and Resolution 41-2024.pdf](#)

b. Resolution 42-2024 (Amendment To 221 Professional Development Approval of Conference

Attendance/Travel Procedures) (enclosed)

 [7b Bar and Resolution 42-2024.pdf](#)

- c. **Resolution 43-2024 (Amendment to Article IX, Section 7, of the Library Board By-Laws) (enclosed)**

 [Resolution Amending Board By-Law Article IX, Section 7.pdf](#)

8. Facilities Committee (Dr. Eugene G. White, Chair; Dr. Khaula Murtahda)

- a. **Resolution 44-2024 (Approval to Award a Services Contract for Off-Duty Police Officer Services) (enclosed)**

 [8a BAR and Resolution 44-2024.pdf](#)

- b. **Resolution 45-2024 – (Approval to Award a Construction Services Contract for the East Thirty-Eighth Street Branch RTU-1 Replacement Project) (enclosed)**

 [8b BAR and Resolution 45-2024.pdf](#)

- c. **Resolution 46-2024 – (Approval to Award a Design Services Purchase Order for the Fort Ben Branch Acoustic Treatment Project) (enclosed)**

 [8c BAR and Resolution 46-2024.pdf](#)

- d. **Resolution 36-2024 Corrected* – (Approval to Correct Previously Approved Construction Services Contract for the Library Services Center Roof Replacement Project) (enclosed)**

 [8d BAR and Resolution 36-2024 Corrected v2.pdf](#)

9. Library Foundation Update

 [9 Foundation Update - July.pdf](#)

10. Report of the CEO

- a. **Confirming Resolution - Resolution Regarding Finances, Personnel and Travel (47- 2024) (enclosed)**

 [10a BAR Finances Personnel and Travel 47-2024.pdf](#)

- b. **CEO Report - July 2024 (enclosed)**

 [CEO July 2024_7.16.2024.pdf](#)

- c. **Quarter 2 Statistical Report on Library Operations (enclosed)**

 [10c - Quarterly Statistical Report on Library Operations.pdf](#)

11. Unfinished Business

12. New Business

- 13. **Future Agenda items - This time is made available for discussion items not on the Agenda which are of interest to Library Board Members and the opportunity to suggest items to be included on future Library Board Meeting Agendas. Items suggested for July 2024 are:**

14. Notice of Special Meetings

- 15. Notice of Next Regular Meeting - Monday, August 26, 2024, at the Fort Ben Branch Library, 9330 E. 56th Street, at 6:30p.m.**

16. Adjournment

17. Materials


- a. Notes of July 9, 2024 Finance Committee Meeting (enclosed)**

 [Finance Committee 7.9.24 minutes.pdf](#)

- b. Notes of July 9, 2024 Facilities Committee Meeting (enclosed)**

 [Notes - Facilities Committee Meeting - 2024.7.9.pdf](#)

- c. Notes of June 21, 2024 Diversity, Policy, and Human Resources Committee Meeting (enclosed)**

 [Notes - Diversity Policy and Human Resources Committee Meeting - June 21 2024.pdf](#)

18. Board Meeting Schedule for 2024 (Notice of Date and Place of Meetings) and Upcoming Events

- a. Library Programs/Free Upcoming Events may be found at attend.indypl.org.**
- b. Board Meeting Schedule for 2024 will be updated as needed.**

END
8:30pm

Glendale Library

3660 E. 62nd Street
Indianapolis, IN 46220

3a



Who we are:

- 1 Full Time Manager
- 1 Full Time Circulation Supervisor II
- 1 Full Time Supervisor Librarian (Adult Librarian)
- 2 Full Time Public Services Librarians
- 1 Part Time Public Services Librarian
- 1 Full Time Public Services Associate II
- 1 Hourly Public Service Associate I
- 1 Full Time Library Assistant III
- 3 Full Time Library Assistant II
- 3 Part Time Library Assistant II
- 1 Hourly Library Assistant II
- 7 Library Pages
- 20 Volunteers (including Paws to Read & Seed Library)

How we serve:

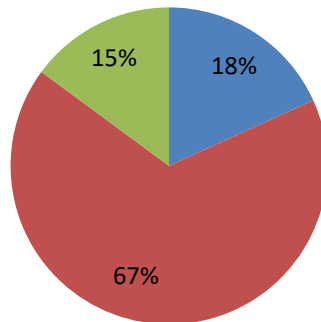
- 1,668 new registered borrowers in 2023.
- 125,423 door count in 2023.

- 371,193 physical checkouts in 2023.
- 19,656 computer uses in 2023.

Who we serve:

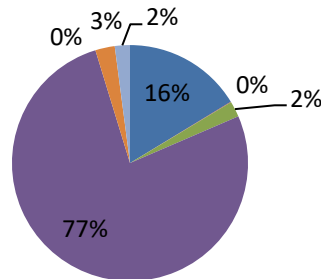
Age of Glendale Population

■ Under 18 ■ 18-64 ■ 65 and older



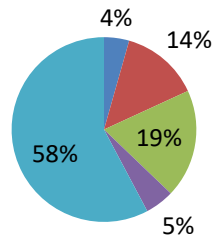
Population of Glendale by Race

■ African American ■ American Indian ■ Asian
■ Caucasian ■ Pacific Islander ■ Multiple Race
■ Other Race



Population of Glendale by Educational Attainment

- 25+ without High School Diploma
- 25+ High School Diploma Only
- 25+ Some college no Degree
- 25+ Associate Degree Only
- 25+ Bachelor's Degree or Higher



- Total base population served by Glendale is 41, 537 (2021 SAVI profile). ¹,
2Land area is sq. miles: 18.3¹
- 57.65% of the housing is owner-occupied with 34.55% renter occupied,
7.8% vacant.²
- Schools: 2 high schools, 2 junior high schools, 11 elementary schools.
- Preschools and Daycares: 23

Our Story:

The Broad Ripple community has enjoyed library service at various sites since 1930. The Glendale Branch had been located at the Glendale Town Center since 2000. At that time, it became the country's first full-service library located in a major shopping mall. In 2022, we broke ground on our new branch and on March 30, 2024, a new 24,800 square-foot building opened at the former site of John Strange Elementary School. The new Glendale Branch is Gold Leed certified and 71% of the building's energy is generated by solar panels on the roof. We also offer a comfort room, outdoor reading area, 4 study rooms, and an EV charging stations. We have materials available in Spanish, French, Korean, and Braille. We also offer a neurodiversity collection and a homeschool collection.

Early childhood literacy programs are very popular at the Glendale Branch. Programs include Baby Storytime on Tuesday mornings and Toddler Storytime on Wednesday mornings. School age children enjoy programs offered through our Programming Department and Paws to Read with therapy dogs twice per month. We also have a large Teen Dungeons & Dragons program once per month and hope to continue to grow our teen programming now that we have a dedicated teen area in our new building.

¹ 2021 SAVI Profile for Glendale Branch

² All numbers are based on branch area pre Michigan Road

Adult programs are also well attended. Since 2015, we have offered a very successful Seed Library with the help and expertise of Purdue Extension Master Gardeners. In 2023 we offered 5 seed library programs with a total attendance of 75. We have an Adult Book Discussion group and a Yarnslingers sewing and crafting group that both meet once per month.

Glendale staff engage with several partners in the community throughout the year, including:

- Broad Ripple Village Association
- Indianapolis Art Center
- Stepping Stones Behavioral Solutions
- Out of the Box, Inc.
- Sidener Academy
- Purdue Polytechnic High School North
- IPS School 55
- Clearwater Elementary School
- Eastwood Middle School
- Goddard School North
- Indiana Math and Science Academy North
- Maple Seeds Parent Co-Op

Prepared by:

Jena Mattix
Glendale Library
3660 E 62nd Street
Indianapolis, IN 46220
317-275-4415
(Revised 5/2024)

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
JUNE 24, 2024**

* * * * *

The Indianapolis-Marion County Public Library Board met in person at the Michigan Road Branch Library, 6201 North Michigan Road, on Monday, June 24, 2024 at 6:30 p.m. pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

President Tribble called the meeting to order. Dr. Payne acted as Secretary.

2. Roll Call

Members present: Mr. Biederman, Dr. Murtadha, Dr. Palacio, Dr. Payne and Ms. Tribble.

Members absent: Dr. White.

The Chair recognized a quorum.

Ms. Tribble thanked the Michigan Road staff for hosting tonight's meeting. She also mentioned her attendance at the recent kick-off of the Summer Reading Program at the College Avenue Branch. Ms. Tribble also shared that she attended College's 100th Anniversary Celebration on June 22, 2024. It was a milestone for the branch and everyone attending enjoyed themselves.

3. Branch Manager's Report

a. Michigan Road Branch Report

Ms. Denyce Malone, Manager, Michigan Road Branch, shared information on the branch noting that it had opened on December 15, 2018. She mentioned that some of furniture in the branch was manufactured using the wood from trees that had been on the building site of the branch. The branch currently serves a population of 60,511. Preschool story times are held twice a week and attendance averages 30 children and their caregivers. A total of 5,500 seed packets were distributed to patrons as of May 15, 2024.

4. **Public Comment**

a. **Public Comment** (Name and summary of comments follows)

Mr. Avi Maun, of the Teen Advisory Group (“TAG”) at the Michigan Road Branch, shared that this group creates events such as scavenger hunts, writing competitions and board game nights to get teens involved at the branch.

Several Board members complimented the Group’s leadership and the work being done to engage teens.

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

a. **Regular Meeting, May 20, 2024**

The minutes from the Regular Meeting held May 20, 2024 were approved on the motion of Dr. Palacio, seconded by Dr. Payne, and the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

COMMITTEE REPORTS

6. **Finance Committee (Dr. Patricia A. Payne, Chair; Dr. Luis A. Palacio, Dr. Eugene G. White)**

a. **Report of the Treasurer**

Ms. Lolita Campbell, Chief Financial Officer and Ms. Mary Rankin, Treasurer, presented the Report of the Treasurer which noted that the year-to-date revenue was \$6,464,181 and the year-to-date expenditures were \$21,698,922.

The Report of the Treasurer was approved for filing for audit on the motion of Dr. Payne, seconded by Dr. Palacio, and the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

b. President Tribble will Convene a Public Hearing.

- i. President Tribble convened a Public Hearing on the motion of Dr. Murtadha, seconded by Dr. Payne and the unanimous consent of the Board to consider the 2024 Long-Term Capital Maintenance and Equipment Update Project and the Appropriation of Proceeds of the 2024 Long-Term Capital Maintenance and Equipment Update Project Bonds.

Mr. Jason Tanselle with Baker Tilly spoke about the Long-Term Capital Maintenance and Equipment Update Project. He explained that the Library could issue a \$6,350,000 bond to pay for the long-term needs of the Library, such as facilities updates and equipment. The Library currently has nine outstanding bonds totaling \$18.5 million. The Library can replace bonds as they come to maturity with new bonds. For the new bond, the established maximum borrowing amount is \$6,350,000.

Ms. Hannah Clendening with Barnes and Thornburg noted that the \$6,350,000 general obligation bonds to be issued by the Library will be used for maintenance and facility upgrades at several Library locations including, but not limited to the following: Pike, Nora, Haughville, Irvington, Southport, Spades Park, Beech Grove, East 38th and Central.

- ii. Public Comment was invited from the Audience.

There was no public comment.

- c. President Tribble considered a motion to Close the Public Hearing.

Dr. Murtadha made a motion to close the Public Hearing. Dr. Palacio seconded the motion.

By unanimous vote of the Board, the Public Hearing was closed.

- d. **Resolution 25 – 2024** (Indianapolis-Marion County Public Library Authorizing Issuance of Bonds for the Purpose of Providing Funds to Pay for the 2024 Long-Term Capital Maintenance and Equipment Update and Project and Expenses Related)

After full discussion and careful consideration of Resolution 25 – 2024, it was noted that this resolution received a favorable recommendation from the Finance Committee. Dr. Payne seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

- e. **Resolution 26 – 2024** (Indianapolis-Marion County Public Library Appropriation Resolution – 2024 Long-Term Capital Maintenance and Equipment Update Project)

After full discussion and careful consideration of Resolution 26 – 2024, it was noted that this resolution received a favorable recommendation from the Finance Committee. Dr. Payne seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

- f. **Resolution 27 – 2024** (Approval for Purchase of Fifty-Seven (57) Patron Self-Checkout Machines, Model LS-600 i-circ)

Ms. Shanika Heyward, Chief Innovation and Technology Officer, advised that many of the Library's self-checkout machines are 16 – 20 years old. The cost to replace the machines is \$244,515.

After full discussion and careful consideration of Resolution 27 – 2024, it was noted that this resolution received a favorable recommendation from the Finance Committee. Dr. Payne seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

- g. **Resolution 28 – 2024** (Annual OCLC Cataloging, Metadata, and ILL Subscription Services)

Ms. Deb Lambert, Chief Collection Management Officer, advised that OCLC consists of a suite of cataloging management tools and services used for creating database records for all the Library's print and electronic resources. The OCLC renewal cost will be \$107,748.

After full discussion and careful consideration of Resolution 28 – 2024, it was noted that this resolution received a favorable recommendation from the Finance Committee. Dr. Payne seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

- h. **Resolution 29 – 2024** (Marion County Internet Library Grant Acceptance and Database Renewal)

Ms. Lambert shared that the Marion County Internet Library is a set of homework and research databases which is shared by eligible Marion County high schools, universities, and public libraries.

After full discussion and careful consideration of Resolution 29 – 2024, it was noted that this resolution received a favorable recommendation from the Finance Committee. Dr. Payne seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye
 Dr. Murtadha – Aye
 Dr. Palacio – Aye

Dr. Payne – Aye
 Ms. Tribble – Aye

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

7. Diversity, Policy and Human Resources Committee (Mr. Raymond J. Biederman, Chair; Dr. Khaula Murtadha, Dr. Luis A. Palacio, Dr. Patricia A. Payne)

At this time, President Tribble asked for the consent of the Board to simultaneously consider items a, b and c, namely Resolutions 30, 31 and 32 – 2024.

The Board members gave their consent.

- a. **Resolution 30 – 2024** (Approval to Amend and Rename Policy 249.7 – Sunday Premium)
- b. **Resolution 31 – 2024** (Amendment to Article 5 of the Currently Effective Joint Association Recommendations)
- c. **Resolution 32 – 2024** (Amendment to Section 23.3 of the Currently Effective Joint CBA Recommendations)

At this time, Ms. Tisha Galarce, Chief Talent and Development Officer, advised that the Library employees in Public Services and Collection Management positions will earn Sunday Premium Pay for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay for up to six hours worked. Those employees should expect to be scheduled to work at least six full Sunday shifts each calendar year but may be required to work more than six full Sunday shifts in a calendar year if deemed necessary by their manager. Staff members who work at InfoZone on Sunday will receive Premium Pay for up to eight hours.

After full discussion and careful consideration of Resolution 30 – 2024, Resolution 31 – 2024 and Resolution 32 – 2024 received favorable recommendations from the Diversity, Policy and Human Resources Committee. Dr. Payne seconded the recommendation. The resolutions were approved on the following roll call vote:

Mr. Biederman – Aye
 Dr. Murtadha – Aye
 Dr. Palacio – Aye

Dr. Payne – Aye
 Ms. Tribble – Aye

The resolutions are appended to, and made a part of, these minutes.

- d. **Resolution 33 – 2024** (Approval for Additional Policy 112 – Library Records, Deletion Policies 115, 150.3, 130.4 and 130.5)

Ms. Galarce noted that the Library is obligated to comply with the Indiana Archives and Records Administration Laws and the Indiana Access to Public Records Act and is required to retain, maintain, and preserve all documents (including electronically stored documents, emails and texts) that are created, received, or filed by the Library,

including any Library employee or official, related to the transaction of the Library's business or its government functions ("Library Records").

After full discussion and careful consideration of Resolution 33 – 2024, it was noted that this resolution received a favorable recommendation from the Diversity, Policy and Human Resources Committee. Dr. Payne seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

e. **Resolution 34 – 2024** (Approval to Amend Collective Bargaining Agreement)

This item was tabled until a later date.

8. **Facilities Committee (Dr. Eugene G. White, Chair; Dr. Khaula Murtadha)**

a. **Resolution 35 – 2024** (Approval to Award a Construction Services Contract for the Beech Grove Branch Chiller Replacement Project)

Mr. Adam Parsons, Chief Operational Services Officer, shared that the Committee recommends the approval to award a construction services contract for the Beech Grove Chiller Replacement Project to Ellis Mechanical, Inc. for the total cost of \$181,000.

After full discussion and careful consideration of Resolution 35 – 2024, it was noted that this resolution received a favorable recommendation from the Facilities Committee. Dr. Murtadha seconded the recommendation. The resolution was approved on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

b. **Resolution 36 – 2024** (Approval to Award a Construction Services Contract for the Library Services Center Roof Replacement Project)

Mr. Parsons noted that the Committee recommends the approval to award a construction services contract for the Library Services Center Roof Replacement Project to Skyline Roofing and Sheet Metal Company, Inc. for a total cost of \$607,170.

After full discussion and careful consideration of Resolution 36 – 2024, it was noted that this resolution received a favorable recommendation from the Facilities Committee. Dr. Palacio seconded the recommendation. The resolution was approved

on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

- c. President Tribble will Convene a Public Hearing
 - i. President Tribble convened a Public Hearing on the motion of Mr. Biederman, seconded by Dr. Murtadha and the unanimous consent of the Board to consider the offer for the granting of fee simple and temporary right of way to IndyGo for real property totaling 2,144 square feet at 2726 and 2810 East Washington Street, Indianapolis, Indiana (East Washington Street Branch) and the offer for the granting of fee simple and temporary right of way to IndyGo for real property totaling square 837 square feet at 5625 East Washington Street, Indianapolis, Indiana (Irvington Branch).

Mr. Adams explained that IndyGo is in the process of acquiring the necessary right of way to continue construction on the Blue Line which will run from the Indianapolis International Airport to Cumberland. For the property near the East Washington Branch, the Library will receive compensation in the amount of \$8,500 and for the property near the Irvington Branch, the Library will receive compensation in the amount of \$2,300.

- ii. Public Comment was invited from the Audience.

There was no public comment.

- d. President Tribble considered a motion to Close the Public Hearing.

Dr. Murtadha made a motion to close the Public Hearing. Dr. Payne seconded the motion.

By unanimous vote of the Board, the Public Hearing was closed.

At this time, President Tribble asked for consent of the Board to simultaneously consider items e and f, namely Resolutions 37 and 38 – 2024.

The Board members gave their consent.

- e. **Resolution 37 – 2024** (Authorization to Grant Temporary and Fee Simple Right of Way to Indianapolis Public Transportation Corporation (“Indy Go”) for 2726 and 2810 East Washington Street, Indianapolis, Indiana (East Washington Street Branch))
- f. **Resolution 38 – 2024** (Authorization to Grant Temporary and Fee Simple Right of Way to Indianapolis Public Transportation Corporation (“Indy Go”) for 5625 East Washington Street, Indianapolis, Indiana (Irvington Branch))

After full discussion and careful consideration of Resolution 37 and Resolution 38 – 2024, it was noted that these resolutions received a favorable recommendation from

the Facilities Committee. Dr. Payne seconded the recommendation. The resolutions were approved on the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

The resolutions are appended to, and made a part of, these minutes.

9. **Library Foundation Update**

Mr. Biederman reviewed the Foundation’s Update as follows:

News

The Foundation is proud to support the Summer Reading Program (“SRP”). Many thanks to all Library staff who make the SRP possible.

As a celebration of the culmination of SRP, Library Night at Victory Field will be held on July 30, 2024.

Donors and Program Support

Major Donors last month: Everwise Foundation, Indianapolis Indians, PNC Foundation, RJE Business Interiors, The Glick Family Foundation, and Woodley Farra Manion Portfolio Management.

Program Support in the amount of \$24,000 was provided to the Library this month for: Adult Art Programs. Concert Series, International Festivals and Celebrations, Preschool Packaged Programs and World Language Book Club.

10. **Report of the CEO**

a. **Confirming Resolutions**

1) **Resolution Regarding Finances, Personnel and Travel (39 – 2024)**

After full discussion and careful consideration of Resolution 39 – 2024, the resolution was approved on the motion of Mr. Biederman, which was seconded Dr. Palacio, and the following roll call vote:

Mr. Biederman – Aye
Dr. Murtadha – Aye
Dr. Palacio – Aye

Dr. Payne – Aye
Ms. Tribble – Aye

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

b. Report of the CEO – June 2024

Mr. Gregory Hill, the Library's CEO, discussed information contained in his Report which included:

- Various programs held at the branches
- The Summer Reading Program has registered 11,965 children and 4,789 adults
- The Library's ongoing Patron Engagement efforts were also highlighted with surveys conducted to enhance service quality

Some of Mr. Hill's goals for the second quarter were:

- Behavioral Policy Update
- Business Continuity Plan
- Sharepoint – Department Sites

Mr. Hill also mentioned that wellness days are offered to staff that experience a traumatic event.

UNFINISHED BUSINESS

- 11.** None.

NEW BUSINESS

- 12.** None.

DISCUSSION AND AGENDA BUILDING

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

Dr. Murtadha asked about receiving information on the Library's professional development program. What is the ROI impact on staff?

- 14. Notice of Special Meetings**

None.

- 15. Notice of Next Regular Meeting**

Monday, July 22, 2024, at the Glendale Branch Library, 3660 East 62nd Street, at 6:30 p.m.

16. Adjournment

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

The Chairman then declared the meeting adjourned at 8:25 p.m.

INFORMATION

17. Materials

- a. **Notes of June 7, 2024 Facilities Committee Meeting.**
- b. **Notes of June 7, 2024 Finance Committee Meeting.**

18. Board Meeting Schedule for 2024 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Board Meeting Schedule** for 2024 *will be updated as needed.*
- b. **Library Programs/Free Upcoming Events** may be found at [attend.indypl.org](https://www.indypl.org/attend).

The June 24, 2024 Indianapolis Public Library Board Meeting is available to view at:

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

Patricia A. Payne, Secretary to the Board

Indianapolis-Marion County Public Library
Operating Fund Revenues and Expenditures
Month Ended June 30, 2024

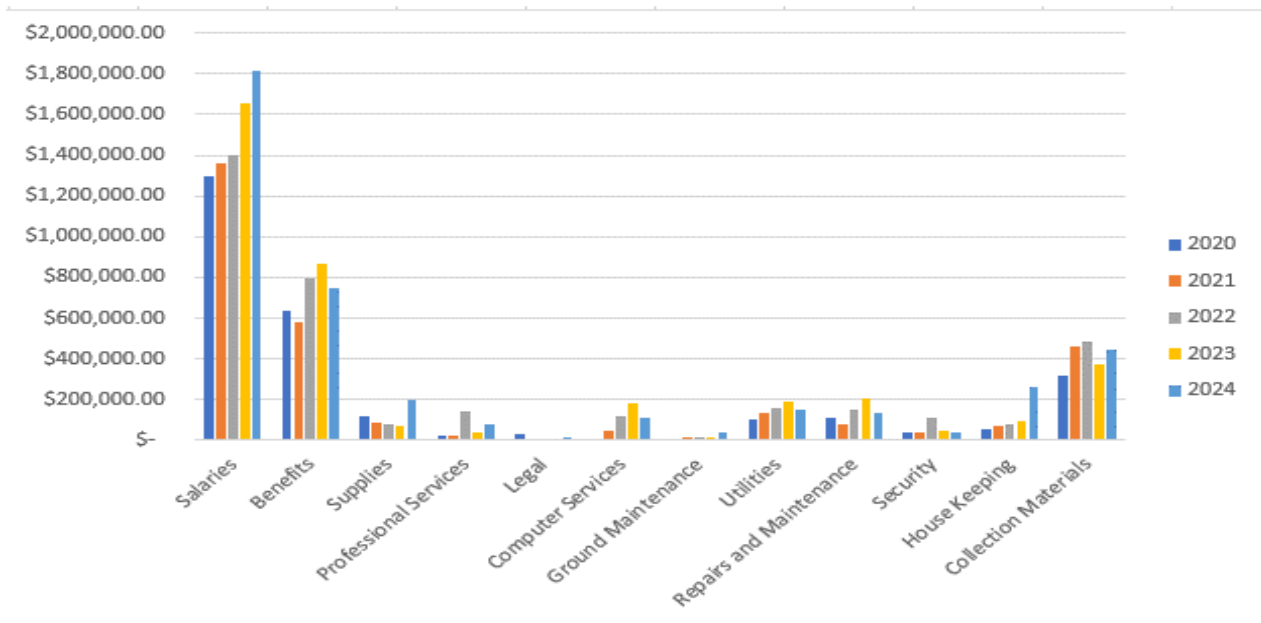
| Revenue | | Annual | Actual MTD | Actual YTD | % Budget |
|----------------------|----|----------------------------|-------------------|-------------------|-----------------|
| | | 2024 Revised Budget | 6/30/2024 | 6/30/2024 | Received |
| Property Taxes | 31 | 42,916,747 | 20,940,933 | 24,077,933 | 56% |
| Intergovernmental | 33 | 7,925,880 | 2,227,099 | 4,155,597 | 52% |
| Fines & Fees | 35 | 110,500 | 10,779 | 57,803 | 52% |
| Charges for Services | 34 | 557,500 | 40,049 | 279,697 | 50% |
| Miscellaneous | 36 | 1,655,000 | 191,165 | 1,303,175 | 79% |
| Total | | 53,165,627 | 23,410,024 | 29,874,205 | 56% |

| Expenditures | | Annual | Actual MTD | Actual YTD | % Budget |
|------------------------------|----|----------------------------|-------------------|-------------------|-----------------|
| | | 2024 Revised Budget | 6/30/2024 | 6/30/2024 | Spent |
| Personal Services & Benefits | 41 | 38,672,916 | 2,560,277 | 16,632,389 | 43% |
| Supplies | 42 | 1,698,919 | 196,270 | 730,434 | 43% |
| Other Services and Charges | 43 | 16,383,257 | 1,258,485 | 7,305,722 | 45% |
| Capital Outlay | 44 | 3,182,625 | 186,580 | 1,231,989 | 39% |
| Total | | 59,937,718 | 4,201,612 | 25,900,534 | 43% |

**Indianapolis-Marion County Public Library
Chart Overview
Month Ended June 30, 2024**



MAJOR EXPENDITURES



Indianapolis-Marion County Public Library
Fund 101- Operating Fund - Detailed Income Statement
Month Ended June 30, 2024

| | | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|--------------------------|--------------------------------|--------------------|-------------------|-------------------|-------------------|----------|---------------------|
| REVENUE | | | | | | | |
| TAXES | | | | | | | |
| 311000 | PROPERTY TAX | 51,734,982 | 51,734,982 | 20,940,933 | 24,077,933 | - | 27,657,049 |
| 311300 | PROPERTY TAX CAPS | (8,818,235) | (8,818,235) | - | - | - | (8,818,235) |
| TAXES Total | | 42,916,747 | 42,916,747 | 20,940,933 | 24,077,933 | - | 18,838,814 |
| INTERGOVERNMENTA | | | | | | | |
| 332200 | E-RATE REVENUE | 240,000 | 240,000 | 51,767 | 118,056 | - | 121,944 |
| 335100 | FINANCIAL INSTITUTION TAX REV | 399,531 | 399,531 | 210,265 | 210,265 | - | 189,266 |
| 335200 | LICENSE EXCISE TAX REVENUE | 2,556,584 | 2,556,584 | 1,356,009 | 1,356,009 | - | 1,200,575 |
| 335400 | LOCAL OPTION INCOME TAX | 3,854,584 | 3,854,584 | 321,215 | 1,927,292 | - | 1,927,292 |
| 335500 | COUNTY OPTION INCOME TAX | 557,152 | 557,152 | 127,981 | 384,114 | - | 173,038 |
| 335700 | COMMERCIAL VEHICLE TAX REVENUE | 300,779 | 300,779 | 148,252 | 148,252 | - | 152,527 |
| 339000 | IN LIEU OF PROP. TAX | 17,250 | 17,250 | 11,609 | 11,609 | - | 5,641 |
| INTERGOVERNMENTA | | 7,925,880 | 7,925,880 | 2,227,099 | 4,155,597 | - | 3,770,283 |
| CHARGES FOR | | | | | | | |
| 347601 | PUBLIC PRINTING REVENUE | 325,000 | 325,000 | 28,544 | 185,112 | - | 139,888 |
| 347602 | FAX TRANSMISSION REVENUE | 85,000 | 85,000 | 3,567 | 24,708 | - | 60,292 |
| 347603 | PROCTORING EXAMS | 1,500 | 1,500 | 300 | 835 | - | 665 |
| 347604 | PLAC CARD DISTRIBUTION REVENUE | 55,000 | - | - | - | - | - |
| 347605 | USAGE FEE REVENUE | 25,000 | 25,000 | 40 | 4,504 | - | 20,496 |
| 347606 | SET-UP & SERVICE - TAXABLE | 21,295 | 17,000 | 1,550 | 9,100 | - | 7,900 |
| 347607 | SET-UP & SERVICE - NON-TAXABLE | 17,167 | 22,000 | - | 3,894 | - | 18,106 |
| 347608 | SECURITY SERVICES REVENUE | 33,183 | 22,000 | 1,480 | 10,590 | - | 11,410 |
| 347609 | EVENT SECURITY | - | - | 4,568 | 40,954 | - | (40,954) |
| 347620 | CAFE REVENUE | 16,325 | - | - | - | - | - |
| 347621 | CATERING REVENUE | 78,840 | 60,000 | - | - | - | 60,000 |
| CHARGES FOR | | 658,310 | 557,500 | 40,049 | 279,697 | - | 277,803 |
| FINES | | | | | | | |
| 351200 | FINES | 117,934 | 100,000 | 10,122 | 53,320 | - | 46,680 |
| 351201 | OTHER CARD REVENUE | 1,385 | 2,200 | - | 650 | - | 1,550 |
| 351202 | HEADSET REVENUE | 6,795 | 3,500 | 371 | 2,037 | - | 1,463 |
| 351203 | USB REVENUE | 5,332 | 3,500 | 196 | 1,364 | - | 2,136 |
| 351204 | LIBRARY TOTES | 1,867 | 1,300 | 90 | 431 | - | 869 |
| FINES Total | | 133,313 | 110,500 | 10,779 | 57,803 | - | 52,697 |
| MISCELLANEOUS | | | | | | | |
| 360000 | MISCELLANEOUS REVENUE | 5,434 | 10,000 | 1,067 | 34,028 | - | (24,028) |
| 360001 | REVENUE ADJUSTMENT | - | - | - | (1,086) | - | 1,086 |
| 361000 | INTEREST INCOME | 69,610 | 1,100,000 | 157,895 | 803,297 | - | 296,703 |
| 362000 | FACILITY RTL REV - TAXABLE | 152,884 | 150,000 | 27,223 | 116,131 | - | 33,869 |
| 362001 | FACILITY RENTAL REV - NONTAX | 43,499 | 25,000 | 4,080 | 24,655 | - | 345 |
| 362002 | EQUIPMENT RENTAL REV - TAXABLE | 21,505 | 16,000 | 900 | 6,200 | - | 9,800 |
| 362003 | EQUIPMENT RENTAL REV - NONTAX | 2,801 | 1,500 | - | 1,900 | - | (400) |
| 367004 | OTHER GRANTS | 225,000 | 225,000 | - | - | - | 225,000 |
| MISCELLANEOUS | | 520,733 | 1,527,500 | 191,165 | 985,125 | - | 542,375 |
| OTHER FINANCING | | | | | | | |
| 392100 | SALE OF SURPLUS PROPERTY | 3,787 | 25,000 | - | - | - | 25,000 |
| 396000 | REFUNDS | 5,000 | 2,500 | - | 83 | - | 2,417 |
| 399000 | REIMBURSEMENT FOR SERVICES | 175,000 | 100,000 | - | 317,966 | - | (217,966) |
| 399001 | INSURANCE REIMBURSEMENTS | - | - | - | - | - | - |
| OTHER FINANCING | | 183,787 | 127,500 | - | 318,050 | - | (190,550) |
| REVENUE Total | | 52,338,770 | 53,165,627 | 23,410,024 | 29,874,205 | - | 23,291,422 |
| EXPENSE | | | | | | | |
| PERSONAL SERVICES | | | | | | | |
| 411000 | SALARIES APPOINTED STAFF | 24,332,674 | 24,337,674 | 1,711,481 | 11,174,087 | - | 13,163,587 |
| 412000 | SALARIES HOURLY STAFF | 2,072,905 | 2,072,905 | 99,486 | 652,554 | - | 1,420,351 |
| 413000 | WELLNESS | 60,000 | 60,000 | 4,030 | 18,659 | 8,542 | 32,799 |

| | | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|---------------------------|--------------------------------|--------------------|-------------------|------------------|-------------------|----------------|---------------------|
| 413001 | LONG TERM DISABILITY INSURANCE | 56,610 | 56,610 | 4,483 | 26,734 | - | 29,876 |
| 413002 | EMPLOYEE ASSISTANCE PROGRAM | 19,890 | 19,890 | - | 9,600 | 9,600 | 690 |
| 413003 | TUITION ASSISTANCE | 60,000 | 60,000 | 8,180 | 30,537 | - | 29,463 |
| 413004 | SALARY ADJUSTMENT | 519,800 | 519,800 | - | - | - | 519,800 |
| 413100 | FICA AND MEDICARE | 2,061,842 | 2,061,842 | 132,500 | 865,315 | - | 1,196,527 |
| 413300 | PERF/INPRS | 3,527,961 | 3,527,961 | 240,249 | 1,561,250 | - | 1,966,712 |
| 413400 | UNEMPLOYMENT COMPENSATION | 20,500 | 20,500 | - | - | - | 20,500 |
| 413500 | MEDICAL & DENTAL INSURANCE | 5,893,993 | 5,893,993 | 357,267 | 2,280,254 | 25,000 | 3,588,739 |
| 413600 | GROUP LIFE INSURANCE | 41,741 | 41,741 | 2,599 | 13,399 | - | 28,342 |
| PERSONAL SERVICES | | 38,667,916 | 38,672,916 | 2,560,277 | 16,632,389 | 43,142 | 21,997,385 |
| SUPPLIES | | | | | | | |
| 421500 | OFFICE SUPPLIES - FAC/PURCH | 758,626 | 976,606 | 145,351 | 476,847 | 38,676 | 461,084 |
| 421600 | LIBRARY SUPPLIES | 102,000 | 129,531 | 6,831 | 47,137 | 32,199 | 50,195 |
| 421700 | DEPARTMENT OFFICE SUPPLIES | 330,380 | 340,005 | 32,045 | 130,205 | 8,691 | 201,110 |
| 422210 | GASOLINE | 30,600 | 32,070 | - | 3,218 | 19,252 | 9,600 |
| 422250 | UNIFORMS | 10,000 | 16,841 | 275 | 3,630 | 6,916 | 6,295 |
| 422310 | CLEANING & SANITATION | 173,349 | 189,366 | 11,768 | 67,084 | 20,806 | 101,475 |
| 429001 | NON CAPITAL FURNITURE & EQUIF | 85,000 | 14,500 | - | 2,313 | - | 12,187 |
| SUPPLIES Total | | 1,489,955 | 1,698,919 | 196,270 | 730,434 | 126,540 | 841,945 |
| OTHER SERVICES AND | | | | | | | |
| 431100 | LEGAL SERVICES | 300,000 | 300,000 | 16,020 | 125,702 | - | 174,298 |
| 431500 | CONSULTING SERVICES | 431,553 | 463,359 | 76,928 | 184,787 | 91,861 | 186,711 |
| 432100 | FREIGHT & EXPRESS | 9,750 | 11,600 | 180 | 5,238 | - | 6,362 |
| 432200 | POSTAGE | 60,388 | 60,388 | 1,630 | 30,110 | - | 30,278 |
| 432300 | TRAVEL | 29,475 | 28,775 | 756 | 3,247 | - | 25,528 |
| 432400 | DATA COMMUNICATIONS | 306,172 | 319,783 | 15,651 | 110,370 | - | 209,414 |
| 432401 | CELLULAR PHONE | 16,893 | 16,893 | 1,084 | 6,050 | - | 10,843 |
| 432500 | CONFERENCES | 119,000 | 119,000 | 12,908 | 89,862 | - | 29,138 |
| 432501 | IN HOUSE CONFERENCE | 270,000 | 267,400 | 4,194 | 20,872 | 21,240 | 225,287 |
| 433100 | OUTSIDE PRINTING | 171,000 | 171,000 | 17,477 | 53,045 | 4,416 | 113,539 |
| 433200 | PUBLICATION OF LEGAL NOTICES | 2,810 | 2,810 | 491 | 2,023 | - | 787 |
| 434100 | WORKER'S COMPENSATION | 101,459 | 101,459 | - | 47,590 | - | 53,869 |
| 434200 | PACKAGE | 195,753 | 195,753 | (10,000) | 89,446 | - | 106,307 |
| 434201 | EXCESS LIABILITY | 24,578 | 24,578 | - | 11,930 | - | 12,648 |
| 434202 | AUTOMOBILE | 28,840 | 28,840 | - | 13,246 | - | 15,594 |
| 434500 | OFFICIAL BONDS | 2,400 | 2,400 | - | 3,600 | - | (1,200) |
| 434501 | PUBLIC OFFICIALS & EE LIAB | 15,529 | 15,529 | - | - | - | 15,529 |
| 434502 | BROKERAGE FEE | 23,000 | 23,000 | - | 11,850 | - | 11,150 |
| 435100 | ELECTRICITY | 1,080,000 | 1,146,738 | 68,429 | 348,826 | 635,455 | 162,457 |
| 435200 | NATURAL GAS | 150,000 | 156,039 | 3,736 | 71,397 | 37,269 | 47,373 |
| 435300 | HEAT/STEAM | 300,000 | 319,464 | 12,867 | 113,101 | 156,363 | 50,000 |
| 435400 | WATER | 69,080 | 77,679 | 5,061 | 33,550 | 32,301 | 11,828 |
| 435401 | COOLING/CHILLED WATER | 500,000 | 523,967 | 53,786 | 195,840 | 276,128 | 52,000 |
| 435500 | STORMWATER | 30,100 | 30,156 | - | 14,268 | 14,437 | 1,451 |
| 435900 | SEWAGE | 105,000 | 111,709 | 3,771 | 24,770 | 69,142 | 17,797 |
| 436100 | REP & MAINT-STRUCTURE | 1,000,000 | 930,737 | 68,586 | 361,762 | 244,861 | 324,113 |
| 436101 | ELECTRICAL | 250,000 | 281,382 | 38,448 | 134,550 | 143,336 | 3,496 |
| 436102 | PLUMBING | 75,000 | 131,400 | 6,595 | 83,047 | 18,494 | 29,859 |
| 436103 | PEST SERVICES | 40,000 | 42,579 | 3,442 | 10,952 | 15,028 | 16,599 |
| 436104 | ELEVATOR SERVICES | 125,000 | 152,516 | 12,716 | 83,644 | 66,224 | 2,648 |
| 436110 | CLEANING SERVICES | 1,520,000 | 1,548,441 | 262,632 | 830,421 | 509,341 | 208,679 |
| 436200 | REP & MAINT-EQUIPMENT | 150,000 | 262,450 | 6,295 | 127,963 | 34,815 | 99,671 |
| 436201 | REP & MAINT-HEATING & AIR | 425,000 | 514,972 | 30,587 | 177,617 | 220,498 | 116,857 |
| 436202 | REP & MAINT -AUTO | 50,000 | 51,827 | 3,330 | 21,785 | 6,724 | 23,318 |
| 436203 | REP & MAINT-COMPUTERS | 531,651 | 738,047 | 95,366 | 287,546 | 297,132 | 153,369 |
| 437200 | EQUIPMENT RENTAL | 75,500 | 75,500 | 4,519 | 29,989 | 20,352 | 25,159 |
| 437300 | REAL ESTATE RENTAL | 32,825 | 176,365 | 1,008 | 160,987 | 8,750 | 6,628 |
| 439100 | CLAIMS, AWARDS, INDEMNITIES | 25,000 | 25,000 | - | - | - | 25,000 |
| 439600 | TRASH REMOVAL | 85,000 | 85,000 | 7,717 | 47,054 | 35,753 | 2,194 |
| 439601 | SNOW REMOVAL | 275,000 | 287,055 | - | 223,072 | 879 | 63,105 |
| 439602 | LAWN & LANDSCAPING | 275,000 | 292,931 | 41,408 | 93,050 | 113,656 | 86,225 |
| 439800 | DUES & MEMBERSHIPS | 64,275 | 64,650 | - | 55,281 | 775 | 8,594 |
| 439901 | COMPUTER SERVICES | 544,554 | 554,860 | 13,343 | 280,327 | 47,401 | 227,131 |
| 439902 | PAYROLL SERVICES | 145,000 | 145,000 | 13,432 | 69,241 | - | 75,759 |
| 439903 | SECURITY SERVICES | 521,800 | 478,202 | 38,253 | 386,761 | 59,663 | 31,778 |
| 439904 | BANK FEES/CREDIT CARD FEES | 40,000 | 40,000 | 2,713 | 17,344 | - | 22,656 |
| 439905 | OTHER CONTRACTUAL SERVICES | 868,325 | 991,259 | 59,726 | 329,137 | 208,989 | 453,133 |

| | | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|---------------------------|--------------------------------|--------------------|-------------------|------------------|-------------------|------------------|---------------------|
| 439906 | RECRUITMENT EXPENSES | 30,000 | 22,150 | - | 2,193 | - | 19,957 |
| 439907 | EVENTS & PR | 74,150 | 79,153 | 1,237 | 11,281 | 24,903 | 42,969 |
| 439910 | PROGRAMMING | 137,735 | 155,016 | 2,110 | 31,891 | 20,755 | 102,370 |
| 439911 | PROGRAMMING-JUV. | 155,800 | 179,432 | 3,765 | 42,554 | 44,317 | 92,561 |
| 439913 | PROGRAMMING EXHIBITS - CENTRAL | 2,500 | 2,500 | - | - | - | 2,500 |
| 439930 | MATERIALS CONTRACTUAL | 3,425,267 | 3,541,512 | 256,289 | 1,795,556 | 116,245 | 1,629,711 |
| 451100 | AUDIT FEES | 15,000 | 15,000 | - | - | - | 15,000 |
| 452000 | TRANSFERS IN/OUT | - | - | - | - | - | - |
| 452002 | TRANSFERS IN/OUT | - | - | - | - | - | - |
| OTHER SERVICES AND | | 15,302,162 | 16,383,257 | 1,258,485 | 7,305,722 | 3,597,507 | 5,480,028 |
| CAPITAL | | | | | | | |
| 445100 | CAPITAL - FURNITURE | | 15000 | - | 13,909 | - | 1,091 |
| 445301 | COMPUTER EQUIPMENT | 15,000 | | - | - | - | - |
| 449000 | BOOKS & MATERIALS | 3,152,060 | 3,167,625 | 186,580 | 1,218,080 | 15,565 | 1,933,980 |
| 449200 | ART & EXHIBITS | - | | - | | - | - |
| CAPITAL Total | | 3,167,060 | 3,182,625 | 186,580 | 1,231,989 | 15,565 | 1,935,071 |
| EXPENSE Total | | 58,627,093 | 59,937,717 | 4,201,612 | 25,900,534 | 3,782,753 | 30,254,430 |

Indianapolis-Marion County Public Library
Cashflow Projections - Operating Fund
January 1 - December 31, 2024

| | | Actual January | Actual February | Actual March | Actual April | Actual May | Actual June | Projected July | Projected August | Projected September | Projected October | Projected November | Projected December | Projected Y-T-D | Revised Budget | Variance |
|--|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|----------------------|-----------------------|-----------------------|----------------------|----------------------|------------------|
| Beginning Balance | | \$ 41,090,615 | \$ 38,409,407 | \$ 34,726,674 | \$ 29,763,430 | \$ 27,891,103 | \$ 25,870,469 | \$ 45,081,982 | \$ 40,828,257 | \$ 34,663,149 | \$ 30,679,936 | \$ 29,615,594 | \$ 26,980,421 | \$ 41,090,615 | \$ 41,090,615 | |
| Receipts: | | | | | | | | | | | | | | | | |
| PROPERTY TAX | 311000 | - | - | - | 1,160,000 | 1,977,000 | 20,940,933 | - | - | - | 368,710 | 1,843,552 | 19,246,112 | 45,536,307 | 42,916,747 | 2,619,560 |
| PROPERTY TAX CAPS | 311300 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| E-RATE REVENUE | 332200 | 66,289 | - | - | - | - | 51,767 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 238,056 | 240,000 | (1,944) |
| FINANCIAL INSTITUTION TAX REV | 335100 | - | - | - | - | - | 210,265 | - | - | - | - | - | 221,647 | 431,912 | 399,531 | 32,381 |
| LICENSE EXCISE TAX REVENUE | 335200 | - | - | - | - | - | 1,356,009 | - | - | - | - | - | 1,440,249 | 2,796,258 | 2,556,584 | 239,674 |
| LOCAL OPTION INCOME TAX | 335400 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 321,215 | 3,854,584 | 3,854,584 | - |
| COUNTY OPTION INCOME TAX | 335500 | 51,227 | 51,227 | 51,227 | 51,227 | 51,227 | 127,981 | 43,628 | 43,628 | 43,628 | 43,628 | 43,628 | 43,628 | 645,884 | 557,152 | 88,732 |
| COMMERCIAL VEHICLE TAX REVENUE | 335700 | - | - | - | - | - | 148,252 | - | - | - | - | - | 151,711 | 299,963 | 300,779 | (816) |
| IN LIEU OF PROP. TAX | 339000 | - | - | - | - | - | 11,609 | - | - | - | - | - | 8,625 | 20,234 | 17,250 | 2,984 |
| COPY MACHINE REVENUE | 347600 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| PUBLIC PRINTING REVENUE | 347601 | 26,377 | 31,200 | 35,101 | 31,916 | 31,973 | 28,544 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 | 347,112 | 325,000 | 22,112 |
| FAX TRANSMISSION REVENUE | 347602 | 4,496 | 4,086 | 4,161 | 4,493 | 3,906 | 3,567 | 6,206 | 6,206 | 6,206 | 6,206 | 6,206 | 6,206 | 61,942 | 85,000 | (23,058) |
| PROCTORING EXAMS | 347603 | 75 | 125 | 100 | 50 | 185 | 300 | 125 | 125 | 125 | 125 | 125 | 125 | 1,585 | 1,500 | 85 |
| PLAC CARD DISTRIBUTION REVENUE | 347604 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| USAGE FEE REVENUE | 347605 | 20 | 2,202 | 2,202 | 20 | 20 | 40 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 16,504 | 25,000 | (8,496) |
| SET-UP & SERVICE - TAXABLE | 347606 | 1,500 | 750 | 2,200 | 1,550 | 1,550 | 1,550 | 1,417 | 1,417 | 1,417 | 1,417 | 1,417 | 1,417 | 17,602 | 17,000 | 602 |
| SET-UP & SERVICE - NON-TAXABLE | 347607 | 600 | 690 | 850 | 600 | 1,154 | - | 1,833 | 1,833 | 1,833 | 1,833 | 1,833 | 1,833 | 14,892 | 22,000 | (7,108) |
| SECURITY SERVICES REVENUE | 347608 | 1,500 | 1,500 | 2,250 | 1,620 | 2,240 | 1,480 | 1,833 | 1,833 | 1,833 | 1,833 | 1,833 | 1,833 | 21,588 | 22,000 | (412) |
| EVENT SECURITY | 347609 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| PARKING REVENUE | 347610 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| CAFE REVENUE | 347620 | 17,486 | - | 4,065 | 6,323 | 8,512 | 4,568 | - | - | - | - | - | - | 40,954 | - | 40,954 |
| CATERING REVENUE | 347621 | - | - | - | - | - | - | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 30,000 | 60,000 | (30,000) |
| FINES | 351200 | 8,922 | 8,815 | 8,138 | 8,570 | 8,754 | 10,122 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 103,318 | 100,000 | 3,318 |
| OTHER CARD REVENUE | 351201 | 390 | 65 | 65 | 65 | 65 | - | 183 | 183 | 183 | 183 | 183 | 183 | 1,748 | 2,200 | (452) |
| HEADSET REVENUE | 351202 | 343 | 336 | 337 | 340 | 310 | 371 | 292 | 292 | 292 | 292 | 292 | 292 | 3,789 | 3,500 | 289 |
| USB REVENUE | 351203 | 243 | 238 | 234 | 252 | 201 | 196 | 292 | 292 | 292 | 292 | 292 | 292 | 3,116 | 3,500 | (384) |
| LIBRARY TOTES | 351204 | 73 | 64 | 64 | 88 | 52 | 90 | 108 | 108 | 108 | 108 | 108 | 108 | 1,079 | 1,300 | (221) |
| MISCELLANEOUS REVENUE | 360000 | 49 | 1,044 | 5,000 | 7,858 | 19,011 | 1,067 | 833 | 833 | 833 | 833 | 833 | 833 | 39,026 | 10,000 | 29,026 |
| REVENUE ADJUSTMENT | 360001 | - | (1,086) | - | - | - | - | - | - | - | - | - | - | (1,086) | - | (1,086) |
| INTEREST INCOME | 361000 | 112,397 | 106,182 | 174,408 | 127,446 | 124,969 | 157,895 | 91,667 | 91,667 | 91,667 | 91,667 | 91,667 | 91,667 | 1,353,299 | 1,100,000 | 253,299 |
| FACILITY RTL REV - TAXABLE | 362000 | 21,961 | 29,011 | 11,710 | 8,427 | 17,798 | 27,223 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 191,131 | 150,000 | 41,131 |
| FACILITY RENTAL REV - NONTAX | 362001 | 6,950 | 8,320 | 2,225 | 1,010 | 2,070 | 4,080 | 2,083 | 2,083 | 2,083 | 2,083 | 2,083 | 2,083 | 37,153 | 25,000 | 12,153 |
| EQUIPMENT RENTAL REV - TAXABLE | 362002 | 1,200 | 600 | 1,700 | 900 | 900 | 900 | 1,333 | 1,333 | 1,333 | 1,333 | 1,333 | 1,333 | 14,198 | 16,000 | (1,802) |
| EQUIPMENT RENTAL REV - NONTAX | 362003 | 300 | 300 | 300 | 300 | 700 | - | 125 | 125 | 125 | 125 | 125 | 125 | 2,650 | 1,500 | 1,150 |
| FOUNDATION CONTRIBUTION | 367000 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| OTHER GRANTS | 367004 | - | - | - | - | - | - | 225,000 | - | - | - | - | - | 225,000 | 225,000 | - |
| TRANSFER IN | 391000 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SALE OF SURPLUS PROPERTY | 392100 | - | - | - | - | - | - | 2,083 | 2,083 | 2,083 | 2,083 | 2,083 | 2,083 | 12,500 | 25,000 | (12,500) |
| REFUNDS | 396000 | - | 83 | - | - | - | - | 208 | 208 | 208 | 208 | 208 | 208 | 1,333 | 2,500 | (1,167) |
| REIMBURSEMENT FOR SERVICES | 399000 | 226 | 15,279 | 5,518 | 296,943 | - | - | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 8,333 | 367,966 | 100,000 | 267,966 |
| INSURANCE REIMBURSEMENTS | 399001 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Receipts | | 643,838 | 582,246 | 633,069 | 2,031,214 | 2,573,813 | 23,410,024 | 783,631 | 558,631 | 687,414 | 2,364,589 | 2,402,183 | 21,626,975 | 56,731,599 | 53,165,627 | 3,565,970 |
| Expenditures: | | | | | | | | | | | | | | | | |
| PERSONAL SERVICES & BENEFITS | 41 | 2,494,627 | 2,558,203 | 3,537,551 | 2,956,837 | 2,524,894 | 2,560,277 | 3,237,743 | 3,237,743 | 3,237,743 | 3,237,743 | 3,237,743 | 3,237,743 | 36,058,847 | 38,672,916 | 2,614,069 |
| SUPPLIES | 42 | 214,576 | 68,440 | 146,479 | 59,703 | 49,101 | 196,270 | 147,406 | 147,406 | 147,406 | 147,406 | 147,406 | 147,406 | 1,619,003 | 1,698,919 | 79,916 |
| OTHER SERVICES AND CHARGES | 43 | 587,984 | 1,487,008 | 1,811,298 | 708,531 | 1,448,281 | 1,258,485 | 1,386,988 | 1,386,988 | 1,386,988 | 1,386,988 | 1,386,988 | 1,386,988 | 15,623,518 | 16,383,257 | 759,740 |
| CAPITAL OUTLAY (Including Books & Collection Materials) | 44 | 27,858 | 151,328 | 100,985 | 193,394 | 571,843 | 186,580 | 265,219 | 265,219 | 265,219 | 265,219 | 265,219 | 265,219 | 2,823,302 | 3,182,625 | 359,323 |
| Total Expenditures | | 3,325,046 | 4,264,979 | 5,596,313 | 3,918,465 | 4,594,119 | 4,201,612 | 5,037,356 | 5,037,356 | 4,409,500 | 3,428,180 | 5,037,356 | 5,037,356 | 56,124,670 | 59,937,718 | 3,813,048 |
| Change in Payables/Petty Cash/Correction* | | - | | | 14,923 | (328) | 3,102 | | | | | | | 17,697 | - | |
| Transfer Out (Rainy Day Fund/URF) | | | | | | | | | | | | | | - | - | - |
| Ending Balance | | \$ 38,409,407 | \$ 34,726,674 | \$ 29,763,430 | \$ 27,891,103 | \$ 25,870,469 | \$ 45,081,982 | \$ 40,828,257 | \$ 36,349,533 | \$ 30,679,936 | \$ 29,615,594 | \$ 26,980,421 | \$ 43,570,040 | \$ 41,715,241 | \$ 34,318,524 | |

Indianapolis-Marion County Public Library
Receipts & Disbursements
Month Ended June 30, 2024

| FUND | CASH AND INVESTMENTS | RECEIPTS | DISBURSEMENTS | CASH AND INVESTMENTS |
|--|-------------------------|-------------------|-------------------|-------------------------|
| | 05/31/2024 | | | 6/30/2024 |
| 101 Total Operating | 25,870,468 | 23,409,624 | 4,198,111 | 45,081,982 |
| 104 Total Fines | 11,280 | 48,000 | 48,000 | 11,281 |
| 226 Total Parking Garage | 691,138 | 6,512 | 9,328 | 688,322 |
| 230 Total Grant | 215,477 | 606 | - | 216,083 |
| 245 Total Rainy Day | 7,969,661 | 26,831 | - | 7,996,492 |
| 270 Total Shared System | 424,173 | 113 | 18,215 | 406,072 |
| 276 Total Cares Grant Fund | - | - | - | - |
| 277 Total ARP Grant | (999) | - | - | (999) |
| 301 Total BIRF 1 | 760,313 | - | - | 760,313 |
| 321 Total BIRF 2 | 1,712,525 | 10,376,336 | 9,323,472 | 2,765,389 |
| 471 Total Library Improvement Reserve Fund | 2,804,026 | 10,175 | - | 2,814,201 |
| 472 Total Construction | - | - | - | - |
| 479 Total 2018A Bond - AHS/ILS/Fac Improvmts | 307,760 | - | 54,906 | 252,854 |
| 480 Total 2018 BBond - West Perry Branch | - | - | - | - |
| 481 Total 2019 Bond - LAW WAY Renovation | - | - | - | - |
| 482 Total 2020 Bond - Fac Renov Equip Acq | 1,610,218 | - | 83,129 | 1,527,090 |
| 483 Total 2021A Bond Glendale BR | 1,056,169 | 3,102 | 13,321 | 1,045,950 |
| 484 Total 2021B Bond FT Harrison BR | 1,230,623 | 3,607 | 32,065 | 1,202,166 |
| 485 Total 2021C Bond Energy Cons | 4,020,073 | 11,918 | 39,257 | 3,992,734 |
| 486 Total 202c Bond Energy Cons LT MT | 3,973,920 | 11,807 | 7,257 | 3,978,470 |
| 487 Total 2023A Bond Curve Renovation | 5,877,529 | 17,479 | - | 5,895,007 |
| 488 Total 2023B Bond Nora & FAC Proj | 5,392,626 | 15,161 | 358,477 | 5,049,310 |
| 489 Total 2023C Bond Pike Renov | 5,633,280 | 16,716 | 165,237 | 5,484,759 |
| 701 Total Self-Insurance Fund | 1,261,986 | 375,500 | 375,500 | 1,261,986 |
| 800 Total Gift | 2,363,196 | 170,074 | 44,481 | 2,488,790 |
| 806 Total Payroll Liabilities | 81,226 | 114,751.98 | 116,535.32 | 79,443 |
| 812 Total Foundation Agency Fund | 3,285 | 547.13 | | 3,833 |
| 813 Total Staff Association Agency Fund | 31 | 0 | 0 | 31 |
| 814 Total Sales Tax Agency Fund | 1,522 | 2199.04 | 1,538.47 | 2,182 |
| 815 Total PLAC Card Revenue Agency Fund | 13,104 | 4161 | 0.00 | 17,265 |
| 99 Total CAFR GOVERNMENT - WIDE | - | - | - | - |
| Grand Total | 73,284,611 | 34,625,221 | 14,888,828 | 93,021,003 |

**Status of the Treasury
Investment Report
Month Ended June 30, 2024**

Chase Savings Account

| | Balance June 30, 2024 | Interest Earned June 30, 2024 |
|------------------------------------|--------------------------|----------------------------------|
| Operating Fund | \$ 7,433,037 | \$ 21,968 |
| Grant Fund | \$ 193,395 | \$ - |
| Parking Garage | \$ 434,354 | \$ 1,281 |
| Bond & Interest Redemption Fd 2 | \$ 13,386 | \$ - |
| Rainy Day Fund | \$ 429,598 | \$ 1,267 |
| Gift Fund | \$ 11,947 | \$ 606 |
| 2021A Bond (Glendale) | \$ 762,686 | \$ 2,250 |
| 2021B Bond (Fort Harrison) | \$ 924,504 | \$ 2,727 |
| Total Chase Savings Account | \$ 10,202,906 | \$ 30,100 |

The average savings account rate for June was 3.60%

Fifth Third Bank Investment Account

| | Balance June 30, 2024 | Interest Earned June 30, 2024 |
|--------------------------------|--------------------------|----------------------------------|
| Library Improvement Reserve Fd | \$ 2,355,816 | \$ 8,816 |
| Rainy Day Fund | \$ 3,655,798 | \$ 13,681 |
| Total Fifth Third Bank | \$ 6,011,614 | \$ 22,497 |

The average 5/3 investment account rate for June was 4.50%

Hoosier Fund Account Income

| | Balance June 30, 2024 | Interest Earned June 30, 2024 |
|-----------------------------------|--------------------------|----------------------------------|
| Operating Fund | \$ 9,654,995 | \$ 42,848 |
| Rainy Day Fund | \$ 197,270 | \$ 871 |
| Bond & Interest Redemption Fd | \$ 44,813 | \$ - |
| Total Hoosier Fund Account | \$ 9,897,078 | \$ 43,719 |

The average Hoosier Fund account rate for June was 5.40%

TrustIndiana

| | Balance June 30, 2024 | Interest Earned June 30, 2024 |
|-----------------------------------|--------------------------|----------------------------------|
| Operating Fund | \$ 7,506,625 | \$ 35,078 |
| Bond & Interest Redemption Fd 2 | \$ 90,897 | \$ - |
| Bond & Interest Redemption Fd | \$ 450,251 | \$ - |
| Total TrustIndiana Account | \$ 8,047,773 | \$ 35,078 |

The average Trust Indiana account rate for June was 5.33%

U. S. Bank

| | Balance June 30, 2024 | Interest Earned June 30, 2024 |
|-------------------------|--------------------------|----------------------------------|
| Operating Fund | \$ 5,264,941 | \$ 10,611 |
| Total U. S. Bank | \$ 5,264,941 | \$ 10,611 |

The average U. S. Bank account rate for June was 2.30%

Previous Month's Chase Savings Account Activity

| | Balance May 31, 2024 | Interest Earned May 31, 2024 |
|------------------------------------|-------------------------|---------------------------------|
| Operating Fund | \$ 7,411,069 | \$ 22,631 |
| Grant Fund | \$ 193,395 | \$ - |
| Parking Garage | \$ 433,073 | \$ 1,320 |
| Bond & Interest Redemption Fd 2 | \$ 13,386 | \$ - |
| Rainy Day Fund | \$ 428,331 | \$ 1,306 |
| Gift Fund | \$ 11,342 | \$ 624 |
| 2021A Bond (Glendale) | \$ 760,436 | \$ 2,318 |
| 2021B Bond (Fort Harrison) | \$ 921,776 | \$ 2,810 |
| Total Chase Savings Account | \$ 10,172,806 | \$ 31,009 |

The average savings account rate for May was 3.60%

Previous Month's Fifth Third Bank Investment Account

| | Balance May 31, 2024 | Interest Earned May 31, 2024 |
|--------------------------------|-------------------------|---------------------------------|
| Library Improvement Reserve Fd | \$ 2,347,000 | \$ 8,948 |
| Rainy Day Fund | \$ 3,642,117 | \$ 13,885 |
| Total Fifth Third Bank | \$ 5,989,117 | \$ 22,833 |

The average 5/3 investment account rate for May was 4.58%

Previous Month's Hoosier Fund Account Income

| | Balance May 31, 2024 | Interest Earned May 31, 2024 |
|-----------------------------------|-------------------------|---------------------------------|
| Operating Fund | \$ 9,612,147 | \$ 44,087 |
| Rainy Day Fund | \$ 196,398 | \$ 897 |
| Bond & Interest Redemption Fd | \$ 44,813 | \$ - |
| Total Hoosier Fund Account | \$ 9,853,359 | \$ 44,984 |

The average Hoosier Fund account rate for May was 5.40%

Previous Month's TrustIndiana

| | Balance May 31, 2024 | Interest Earned May 31, 2024 |
|-----------------------------------|-------------------------|---------------------------------|
| Operating Fund | \$ 7,471,547 | \$ 36,172 |
| Bond & Interest Redemption Fd 2 | \$ 90,897 | \$ - |
| Bond & Interest Redemption Fd | \$ 450,251 | \$ - |
| Total TrustIndiana Account | \$ 8,012,695 | \$ 36,172 |

The average TrustIndiana account rate for May was 5.34%

Previous Month's U.S. Bank

| | Balance May 31, 2024 | Interest Earned May 31, 2024 |
|-------------------------|-------------------------|---------------------------------|
| Operating Fund | \$ 5,254,330 | \$ 10,488 |
| Total U. S. Bank | \$ 5,254,330 | \$ 10,488 |

The average U. S. Bank account rate for May was 2.40%

Chase Sweep Account Interest

| | Balance June 30, 2024 | Interest Earned June 30, 2024 |
|-----------------------------------|--------------------------|----------------------------------|
| Operating Fund | \$ 163,905 | \$ 47,390 |
| Parking Garage | \$ 4,764 | \$ 768 |
| Rainy Day Fund | \$ 68,093 | \$ 11,012 |
| LIRF Fund | \$ 8,404 | \$ 1,359 |
| Bond & Interest Redemption Fd | \$ 6,778 | \$ - |
| Bond & Interest Redemption Fd 2 | \$ 791 | \$ 791 |
| 2021A Bond (Glendale) | \$ 3,232 | \$ 852 |
| 2021B Bond (Fort Harrison) | \$ 6,074 | \$ 879 |
| 2021C Bond (Multiple Projects) | \$ 74,748 | \$ 11,918 |
| 2022 Bond (Multiple Projects) | \$ 75,063 | \$ 11,807 |
| 2023A Bond (Curve & Others) | \$ 111,718 | \$ 17,479 |
| 2023B Bond (Nora & Others) | \$ 102,518 | \$ 15,161 |
| 2023C Bond (Pike & Others) | \$ 106,266 | \$ 16,716 |
| Total TrustIndiana Account | \$ 732,354 | \$ 136,132 |

Previous Month's Chase Sweep Account Interest

| | Balance May 31, 2024 | Interest Earned May 31, 2024 |
|-----------------------------------|-------------------------|---------------------------------|
| Operating Fund | \$ 116,514 | \$ 11,590 |
| Parking Garage | \$ 3,995 | \$ 815 |
| Rainy Day Fund | \$ 57,081 | \$ 11,738 |
| LIRF Fund | \$ 7,045 | \$ 1,449 |
| Bond & Interest Redemption Fd | \$ 6,778 | \$ 1,161 |
| Bond & Interest Redemption Fd 2 | \$ - | \$ - |
| 2021A Bond (Glendale) | \$ 2,380 | \$ 952 |
| 2021B Bond (Fort Harrison) | \$ 5,194 | \$ 983 |
| 2021C Bond (Multiple Projects) | \$ 62,829 | \$ 12,842 |
| 2022 Bond (Multiple Projects) | \$ 63,255 | \$ 12,739 |
| 2023A Bond (Curve & Others) | \$ 94,240 | \$ 19,289 |
| 2023B Bond (Nora & Others) | \$ 87,357 | \$ 17,143 |
| 2023C Bond (Pike & Others) | \$ 89,550 | \$ 18,284 |
| Total TrustIndiana Account | \$ 596,221 | \$ 108,986 |

Indianapolis-Marion County Public Library
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
Month Ended June 30, 2024

| | ORIGINAL BUDGET | REVISED BUDG. | MTD | YTD | P.O. | AVAILABLE BUDG. |
|---|----------------------------|--------------------------|------------|------------|-------------|----------------------------|
| REVENUES | | | | | | |
| Property Taxes | | | | | | |
| 311000 PROPERTY TAX | | 18,161,672 | 9,810,685 | 9,810,685 | - | 8,350,987 |
| Property Taxes Total | | 18,161,672 | 9,810,685 | 9,810,685 | - | 8,350,987 |
| Intergovernmental | | | | | | |
| 335100 FINANCIAL INSTITUTION T | | 130,531 | 68,715 | 68,715 | - | 61,816 |
| 335200 LICENSE EXCISE TAX REVE | | 835,262 | 443,149 | 443,149 | - | 392,113 |
| 335700 COMMERCIAL VEHICLE TAX | | 98,267 | 48,449 | 48,449 | - | 49,818 |
| 339000 IN LIEU OF PROP. TAX | | 4,000 | 4,546 | 4,546 | - | (546) |
| Intergovernmental Total | | 1,068,060 | 564,860 | 564,860 | - | 503,200 |
| Miscellaneous | | | | | | |
| 361000 INTEREST INCOME | - | - | 791 | 791 | - | (791) |
| Miscellaneous Total | - | - | 791 | 791 | - | (791) |
| REVENUES Total | - | 19,229,732 | 10,376,336 | 10,376,336 | - | 8,853,396 |
| EXPENSES | | | | | | |
| Other Services and Charges | | | | | | |
| 439904 BANK FEES/CREDIT CARD F | | 10,000 | 8,120,000 | 8,120,000 | - | (8,110,000) |
| 438100 PRINCIPAL | | 16,495,000 | 1,203,472 | 1,203,472 | - | 15,291,528 |
| 438200 INTEREST | | 2,149,074 | | | - | 2,149,074 |
| Other Services and Charges Total | | 18,654,074 | 9,323,472 | 9,323,472 | - | 9,330,602 |
| EXPENSES Total | - | 18,654,074 | 9,323,472 | 9,323,472 | - | 9,330,602 |

Indianapolis-Marion County Public Library
Fund 245 - Rainy Day Fund - Detailed Income Statement
Month Ended June 30, 2024

| | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|---|--------------------|------------------|---------------|----------------|------|---------------------|
| REVENUE | | | | | | |
| MISCELLANEOUS | | | | | | |
| 361000 INTEREST INCOME | - | - | 26,831 | 149,409 | - | (149,409) |
| MISCELLANEOUS Total | - | - | 26,831 | 149,409 | - | (149,409) |
| OTHER FINANCING SRCS | | | | | | |
| 399000 REIMBURSEMENT FOR SERVICES | - | - | - | - | - | - |
| OTHER FINANCING SRCS Total | - | - | - | - | - | - |
| REVENUE Total | - | - | 26,831 | 149,409 | - | (149,409) |
| EXPENSE | | | | | | |
| OTHER SERVICES AND CHARGES | | | | | | |
| 431100 LEGAL SERVICES | - | - | - | - | - | - |
| 431200 ENGINEERING & ARCHITECTURAL | - | 1,000,000 | - | - | - | 1,000,000 |
| 431500 CONSULTING SERVICES | - | - | - | - | - | - |
| 438400 ISSUANCE COSTS | - | - | - | - | - | - |
| OTHER SERVICES AND CHARGES TOTAL | - | 1,000,000 | - | - | - | 1,000,000 |
| CAPITAL | | | | | | |
| 441000 LAND | - | - | - | - | - | - |
| 443500 BUILDING | - | - | - | - | - | - |
| CAPITAL Total | - | - | - | - | - | - |
| EXPENSE Total | - | 1,000,000 | - | - | - | 1,000,000 |

Indianapolis-Marion County Public Library
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
Month Ended June 30, 2024

| | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|----------------------------|----------------------------|---------------------------|---------------|---------------|-------------|-----------------------------|
| REVENUE | | | | | | |
| MISCELLANEOUS | | | | | | |
| 361000 INTEREST INCOME | - | - | 10,175 | 58,613 | - | (58,613) |
| MISCELLANEOUS Total | - | - | 10,175 | 58,613 | - | (58,613) |
| REVENUE Total | - | - | 10,175 | 58,613 | - | (58,613) |
| EXPENSE | | | | | | |
| CAPITAL | | | | | | |
| 444501 COMPUTER SOFTWARE | | 250,000 | - | - | - | 250,000 |
| CAPITAL Total | - | 250,000 | - | - | - | 250,000 |
| EXPENSE Total | - | 250,000 | - | - | - | 250,000 |

Indianapolis-Marion County Public Library
Fund 230 & 800 - Grant and Gift - Detailed Income Statement
Month Ended June 30, 2024

| | MTD | YTD |
|--|----------------|----------------|
| REVENUE | | |
| MISCELLANEOUS | | |
| 332205 EMERGENCY CONNECTIVITY FUND | - | 13,337 |
| 334700 GRANTS - LSTA | - | - |
| 334720 GRANTS - STATE | - | 13,101 |
| 334752 GRANTS - IMLS FEDERAL FUNDED | - | - |
| 360000 MISCELLANEOUS REVENUE | - | 420 |
| 360001 REVENUE ADJUSTMENT | - | - |
| 361000 INTEREST INCOME | 606 | 3,648 |
| 367000 FOUNDATION CONTRIBUTION | 170,074 | 836,827 |
| 367002 FOUNDATIONS - DESIGNATED GIFTS | - | - |
| 367004 OTHER GRANTS | - | - |
| 396000 REFUNDS | - | - |
| 399000 REIMBURSEMENT FOR SERVICES | - | - |
| MISCELLANEOUS Total | 170,680 | 867,333 |
| REVENUE Total | 170,680 | 867,333 |
| EXPENSE | | |
| 00005012 - AQUARIUM MAINTENANCE MULTI-BRANCH | - | 651 |
| 00015001 - CENTRAL UNRESTRICTED GIFT | - | - |
| 00015007 - CBLC CENTER FOR BLACK LIT & CULTURE | - | - |
| 00025001 - COLLEGE UNRESTRICTED GIFT | 84 | 84 |
| 00035001 - GLENDALE UNRESTRICTED GIFT | 247 | 1,908 |
| 00045001 - IRVINGTON UNRESTRICTED GIFT | - | 190 |
| 00055001 - BRIGHTWOOD UNRESTRICTED GIFT | 215 | |
| 00065001 - DECATUR UNRESTRICTED GIFT | 97 | 191 |
| 00075001 - EAGLE UNRESTRICTED GIFT | - | 54 |
| 00085001 - E. 38TH STREET UNRESTRICTED GIFT | - | 723 |
| 00095001 - E. WASHINGTON UNRESTRICTED GIFT | - | 49 |
| 00125001 - HAUGHVILLE UNRESTRICTED GIFT | - | - |
| 00135001 - LAWRENCE UNRESTRICTED GIFTS | - | 1,524 |
| 00165001 - GARFIELD PARK UNRESTRICTED GIFTS | 96 | 149 |
| 00175001 - SOUTHPORT UNRESTRICTED GIFTS | 1,072 | 1,143 |
| 00185001 - SPADES PRK UNRESTRICTED GIFTS | 50 | 1,730 |
| 00195001 - WAYNE UNRESTRICTED GIFTS | 32 | 268 |
| 00205001 - W. INDIANAPOLIS UNRESTRICTED GIFTS | - | 136 |
| 00215001 - FRANKLIN RD UNRESTRICTED GIFTS | 252 | 507 |

Indianapolis-Marion County Public Library
Fund 230 & 800 - Grant and Gift - Detailed Income Statement
Month Ended June 30, 2024

| | MTD | YTD |
|---|-------|---------|
| 00235001 - FORT BEN HARRISON UNRESTRICTED GIFTS | 155 | 291 |
| 00245001 -INFOZONE UNRESTRICTED GIFTS | - | 246 |
| 00255001 - OUTREACH UNRESTRICTED GIFT FUND | 31 | |
| 00275001 - MICHIGAN RD UNRESTRICTED GIFTS | - | 45 |
| 00285001 - BEECH GROVE UNRESTRICTED GIFTS | - | 2,414 |
| 00295001 - W. PERRY UNRESTRICTED GIFTS | 48 | 3,454 |
| 00405001 - CEO UNRESTRICTED GIFTS | 852 | 8,117 |
| 00405010 - DIGITAL ENCYCLOPEDIA OF INDPLS DEOI | - | 157,295 |
| 00425002 - LIBRARY MATERIALS MEMORIAL FUND | (582) | (399) |
| 00425010 - LILLY CITY DIGITIZATION | - | - |
| 19015014 - MCFADDEN LECTURE | - | 2,034 |
| 19425023 - AXIS 360 - EBOOKS | - | 1,275 |
| 20005025 - LIBRARY STAFFING LIFELONG HUMANITIE | - | 40,000 |
| 20275010 - MICHIGAN ROAD BRANCH ART | - | 3,410 |
| 20425012 - CATALOGING & PROCESSING EITELJORG | - | - |
| 20455022 - SALUTE TO BLACK MEN IN WHITE COATS | - | 1,608 |
| 21005025 - STAFFING CULTURAL & LIFELONG LEARNI | - | 81,000 |
| 21305010 - IPS AND CHARTER SCHOOL LIBRARY CARD | - | - |
| 21445011 - EMERGENCY CONNECTIVITY FUNDING -ECF | - | 676 |
| 21455041 - A PLACE TO CALL HOME PODCAST | - | - |
| 22005015 - FALL FEST SLAMMIN RHYMES CHALLENGE | - | - |
| 22005025 - STAFFING CULTURAL & LIFELONG LEARNI | - | 83,000 |
| 22005029 - INDYPL SEED LIBRARY 2022 | - | - |
| 22005036 - PRESCHOOL PACKAGED PROGRAMS R2R | - | - |
| 22005037 - CONCERT SERIES | - | 463 |
| 22045010 - TEEN ZONE IRVINGTON | - | 399 |
| 22165013 - DISCOVERY ARTS SERIES GPK | - | - |
| 22225018 - TEEN AFTERNOONS AT WRN | - | - |
| 22245013 - POCKET PARK STORYWALK TCM | - | 101 |
| 22415014 - MCFADDEN LECTURE 2022 | - | 10,545 |
| 22445011 - EMERGENCY CONNECTIVITY FUNDING ECF | - | - |
| 22455014 - CAREER CENTER | - | - |
| 22455028 - TEEN COMMUNITY BOOK CLUBS | - | 38 |
| 22455036 - WORLD LANGUAGE BOOK GIVEAWAYS | - | - |
| 22455042 - CONVERSATION CIRCLES 2022 | - | - |
| 22455045 - PATHWAYS TO LITERACY | - | - |
| 22455058 - ADDRESSING THE DIGITAL DIVIDE CHROM | - | 4,267 |

Indianapolis-Marion County Public Library
Fund 230 & 800 - Grant and Gift - Detailed Income Statement
Month Ended June 30, 2024

| | MTD | YTD |
|--|-------|--------|
| 22475015 - STAFF DEI TRAINING | - | - |
| 23005013 - SUMMER READING PROGRAM | 178 | 8,669 |
| 23005015 - FALL FEST DLAMMIN RHYMES CHALLENGE | - | 470 |
| 23005025 - STAFFING CULTURAL & LIFELONG LEARNI | - | 85,000 |
| 23005029 - INDYPL SEED LIBRARY | - | 3,884 |
| 23005040 - JOHN HELLING URBAN LIBRARIES | - | 1,500 |
| 23015018 - MAKER CRAFTS AT CENTRAL | - | 1,285 |
| 23015020 - TREASURES OF THE ISCR | - | 100 |
| 23015021 - CBLC BOOK FEST & JUNETEEBTH CELEBRATION | - | 4,103 |
| 23015023 - CBLC POET LAUREATE | - | 7,000 |
| 23015024 - CBLC 6TH Anniversary | - | 562 |
| 23015026 - COMMUNITY RESOURCE FAIR | - | 735 |
| 23035012 - EXPLORE THE WORLD CULTURAL PROGRAMS | - | 28 |
| 23045010 - TEEN ZONE AT IRVINGTON | - | 598 |
| 23085012 - E38 STREET ZINE COLLECTION | - | 250 |
| 23085013 - E38 STREET CAREER CENTER | - | 1,955 |
| 23085014 - GARDENING WITHOUT A GARDEN | - | 1,065 |
| 23085022 - GRAB AND GO CRAFTS E38 | - | 1,000 |
| 23085023 - E38 STREET COMMUNITY PANTRY | - | 2,149 |
| 23135010- ADULR BOOK DISCUSSION LAW | - | 355 |
| 23135011 - CULTURE HISTORY & SOCIETY | - | 1,500 |
| 23155010- TEEN ZONE AT PIKE | - | 434 |
| 23235010 - FORT BEN HARRISON GRAND OPENING EVE | - | 385 |
| 23245011 - GROWING GLOBAL CITIZENS | - | 4,501 |
| 23245013 -POCKET PARK STORYWALK TOM | - | 966 |
| 23255015 -BUNNY BAG PROGRAMS BOOKS AND SUPPLIES | - | 4,528 |
| 23255043 - SRP SUMMER GROUP BOOK COLLECTION | 42 | 14,183 |
| 23295013 - TEEN ADVISORY GROUP AT WEST PERRY | - | 541 |
| 23425010 - VICARS ESTATE GIFT | - | 3,749 |
| 23425015 - RELIGION ORAL HISTORY PROJECT | 14 | 637 |
| 23425019 - BOOK CLUB IN A BAG | 1,945 | 1,945 |
| 23425020 - INDYPL BRANCHES HISTORY | - | 715 |
| 23425021 - 150th ANNIVERSARY | - | 2,183 |
| 23455010 - MEET THE ARTIST XXXV #MASTERSEXHIBI | - | 1,195 |
| 23455021 - MEET AN AUTHOR BE AN AUTHOR PDA | - | 479 |
| 23455028 - TEEN COMMUNITY BOOK CLUBS | - | 4,286 |
| 23455042 - CONVERSATION CIRCLES 2023 | - | 75 |
| 23455047 - INTERNATIONAL FESTIVALS & CELEBRATI | - | 1,777 |

Indianapolis-Marion County Public Library
Fund 230 & 800 - Grant and Gift - Detailed Income Statement
Month Ended June 30, 2024

| | MTD | YTD |
|--|--------|--------|
| 23455048 - READING READY TIME | - | 125 |
| 23455052 - ADULT SUMMER READING PROGRAM | - | 1,268 |
| 23455053 - EARLY CHILDHOOD EDUCATORS WORKSHOP | - | 1,226 |
| 23455057 - SUMMER READING KICK OFF EVENTS | - | 2,400 |
| 23455058 - ADDRESSING THE DIGITAL DIVIDE CHROM | - | 2,198 |
| 23455064 - HEALTHY BODY HEALTHY MIND | - | 910 |
| 23455065 - SEED LIBRARY SUPPORT | - | 592 |
| 23455066 - PROGRAM PRESENTATION LAPTOPS 2023 | - | 422 |
| 23465012 - MARKETING BUCKETS | - | 682 |
| 23465013 - SUMMER READING PROGRAM | - | 1,348 |
| 23475010 - IPS RACIAL EQUITY INSTITUTE TRAININ | - | 141 |
| 24005013 - SUMMER READING PROGRAM | 16,857 | 68,930 |

Indianapolis-Marion County Public Library
Fund 226 - Parking Garage - Detailed Income Statement
Month Ended June 30, 2024

| | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|---|--------------------|-------------------|--------------|---------------|--------------|---------------------|
| REVENUE | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 347610 PARKING REVENUE | | 127,000 | 3,570 | 67,434 | - | 59,566 |
| 347611 EVENTS PARKING | | 11,000 | 850 | 5,100 | - | 5,900 |
| CHARGES FOR SERVICES Total | - | 138,000 | 4,420 | 72,534 | - | 65,466 |
| MISCELLANEOUS | | | | | | |
| 360000 MISCELLANEOUS REVENUE | | | - | - | - | - |
| 360001 REVENUE ADJUSTMENT | - | - | 42 | 254 | - | (254) |
| 361000 INTEREST INCOME | - | 14,000 | 2,050 | 11,655 | - | 2,345 |
| MISCELLANEOUS Total | - | 14,000 | 2,092 | 11,909 | - | 2,091 |
| REVENUE Total | - | 152,000 | 6,512 | 84,443 | - | 67,557 |
| EXPENSE | | | | | | |
| SUPPLIES | | | | | | |
| 421200 PRINTER SUPPLIES | | 2,000 | - | 48 | - | 1,952 |
| 421500 OFFICE SUPPLIES - FAC/PURCH | | 2,200 | 163 | 1,374 | - | 826 |
| 422600 UNIFORMS | | 200 | - | - | - | 200 |
| 422310 CLEANING & SANITATION | | 500 | - | 129 | - | 371 |
| SUPPLIES Total | - | 4,900 | 163 | 1,551 | - | 3,349 |
| OTHER SERVICES AND CHARGES | | | | | | |
| 431100 LEGAL SERVICES | | 2,500 | - | - | - | 2,500 |
| 431200 ENGINEERING & ARCHITECHTURAL | | | 1,800 | 18,000 | - | (18,000) |
| 431500 CONSULTING SERVICES | | 7,915 | - | - | 2,915 | 5,000 |
| 431501 PARKING GARAGE CONTRACTUAL | | 12,000 | 1,000 | 7,000 | - | 5,000 |
| 432200 POSTAGE | | 100 | - | - | - | 100 |
| 432400 DATA COMMUNICATIONS | | 1,500 | 186 | 1,647 | - | (147) |
| 434201 EXCESS LIABILITY | | 5,400 | 426 | 2,945 | - | 2,455 |
| 436100 REP & MAINT-STRUCTURE | | 8,680 | - | 4,665 | 1,264 | 2,751 |
| 436110 CLEANING SERVICES | | 15,900 | 867 | 3,020 | - | 12,880 |
| 436200 REP & MAINT-EQUIPMENT | | 4,000 | - | 2,548 | - | 1,452 |
| 436201 REP & MAINT-HEATING & AIR | | 61,200 | - | - | 1,500 | 59,700 |
| 439904 BANK FEES/CREDIT CARD FEES | | 6,400 | 389 | 4,120 | - | 2,280 |
| 439905 OTHER CONTRACTUAL SERVICES | | 66,700 | 4,497 | 33,094 | - | 33,606 |
| OTHER SERVICES AND CHARGES TOTAL | - | 192,295 | 9,165 | 77,039 | 5,679 | 109,578 |
| CAPITAL | | | | | | |
| 445300 CAPITAL - EQUIPMENT | | 10,000 | - | - | - | 10,000 |
| CAPITAL Total | | 10,000 | - | - | - | 10,000 |
| EXPENSE Total | - | 207,195 | 9,328 | 78,590 | 5,679 | 122,926 |

Indianapolis-Marion County Public Library
Fund 270 - Shared System - Detailed Income Statement
Month Ended June 30, 2024

| | Original Budget | Revised Budget | MTD | YTD | P.O. | Available Budget |
|---|--------------------|-------------------|--------|---------|-------|---------------------|
| REVENUE | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 347640 SHARED SYSTEM REVENUE | - | - | 113 | 370,369 | - | (370,369) |
| CHARGES FOR SERVICES Total | - | - | 113 | 370,369 | - | (370,369) |
| REVENUE Total | - | - | 113 | 370,369 | - | (370,369) |
| EXPENSE | | | | | | |
| PERSONAL SERVICES | | | | | | |
| 411000 SALARIES APPOINTED STAFF | | 128,602 | 9,892 | 64,318 | | 64,284 |
| 413100 FICA AND MEDICARE | | 9,838 | 703 | 4,570 | | 5,268 |
| 413300 PERF/INPRS | | 18,261 | 885 | 5,752 | | 12,510 |
| PERSONAL SERVICES Total | - | 156,702 | 11,480 | 74,640 | - | 82,062 |
| SUPPLIES | | | | | | |
| 421600 LIBRARY SUPPLIES | | 5,000 | - | 2,473 | 98 | 2,429 |
| SUPPLIES Total | - | 5,000 | - | 2,473 | 98 | 2,429 |
| OTHER SERVICES AND CHARGES | | | | | | |
| 431500 CONSULTING SERVICES | | 500 | - | - | - | 500 |
| 432300 TRAVEL | | - | - | - | - | - |
| 432501 IN HOUSE CONFERENCE | | - | - | - | - | - |
| 439901 COMPUTER SERVICES | | 28,150 | 6,735 | 10,759 | 8,756 | 8,635 |
| 439907 EVENTS & PR | | 1,900 | - | 1,744 | - | 156 |
| 439909 REIMBURSEMENT FOR SERVI | | 30,000 | - | - | - | 30,000 |
| 439930 MATERIALS CONTRACTUAL | | 3,100 | - | - | - | 3,100 |
| OTHER SERVICES AND CHARGES TOTAL | - | 63,650 | 6,735 | 12,503 | 8,756 | 42,391 |
| EXPENSE Total | - | 225,352 | 18,215 | 89,616 | 8,854 | 126,882 |

Indianapolis-Marion County Public Library
Summary of Construction Fund Cash Balances
Month Ended June 30, 2024

Construction Fund Cash Balances - Does Not Include Retainage Withheld

| | |
|--|----------------------|
| Fund 479 - Restricted - Multiple Projects | 252,854.05 |
| Fund 482 - Restricted - Multiple Projects 2 | 1,527,089.83 |
| Fund 483 - Restricted - Glendale Project | 945,927.11 |
| Fund 484 - Restricted - Fort Harrison Project | 1,202,165.22 |
| Fund 485 - Restricted - Multiple Projects 3 | 3,992,734.75 |
| Fund 486 - Restricted - Multiple Projects 4 | 3,978,470.31 |
| Fund 487 - Restricted - Curve & Other Projects | 5,895,007.36 |
| Fund 488 - Restricted - Nora Reno & Other Projects | 4,987,197.99 |
| Fund 489 - Restricted - Pike Reno & Other Projects | 5,472,226.26 |
| Total Construction Fund Cash Balances | 28,253,672.88 |

Construction Fund Classification Breakdown

| | |
|--|----------------------|
| Fund 479 - Restricted - Multiple Projects | 252,854.05 |
| Fund 482 - Restricted - Multiple Projects 2 | 1,527,089.83 |
| Fund 483 - Restricted - Glendale Project | 945,927.11 |
| Fund 484 - Restricted - Fort Harrison Project | 1,202,165.22 |
| Fund 485 - Restricted - Multiple Projects 3 | 3,992,734.75 |
| Fund 486 - Restricted - Multiple Projects 4 | 3,978,470.31 |
| Fund 487 - Restricted - Curve & Other Projects | 5,895,007.36 |
| Fund 488 - Restricted - Nora Reno & Other Projects | 4,987,197.99 |
| Fund 489 - Restricted - Pike Reno & Other Projects | 5,472,226.26 |
| Total Construction Fund Breakdown | 28,253,672.88 |

Summary of Classifications

| | |
|------------------|---------------|
| Total Restricted | 28,253,672.88 |
|------------------|---------------|

| | * ADJUSTED | | | | | |
|--|------------------------|----------------------|---------------------|------------------------|---------------------|----------------------|
| PROJECT | ORIGINAL BUDGET | CURRENT MONTH | CURRENT YEAR | PROJECT TO DATE | OPEN POs | UNEXPENDED |
| * Fund 479 - Restricted - Multiple Projects | 5,000,000.00 | 54,906.15 | 427,416.52 | 4,747,145.95 | 15,042.38 | 237,811.67 |
| * Fund 482 - Restricted - Multiple Projects 2 | 5,349,512.62 | 83,128.61 | 604,682.12 | 3,822,422.79 | 239,740.46 | 1,287,349.37 |
| Fund 483 - Restricted - Glendale Project | 15,763,459.98 | 13,320.72 | 564,913.24 | 14,817,532.87 | 315,743.66 | 630,183.45 |
| Fund 484 - Restricted - Fort Harrison Project | 14,477,039.42 | 32,064.68 | 111,911.82 | 13,274,874.20 | 177,860.15 | 1,024,305.07 |
| Fund 485 - Restricted - Multiple Projects 3 | 5,635,963.14 | 39,256.89 | 109,646.23 | 1,643,228.39 | 77,249.41 | 3,915,485.34 |
| Fund 486 - Restricted - Multiple Projects 4 | 5,635,508.30 | 7,256.99 | 599,344.79 | 1,657,037.99 | 344,455.65 | 3,634,014.66 |
| Fund 487 - Restricted - Curve & Other Projects | 6,195,671.57 | 0.00 | 245,345.40 | 300,664.21 | 279,629.43 | 5,615,377.93 |
| Fund 488 - Restricted - Nora Reno & Other Projects | 6,187,722.50 | 396,693.63 | 908,488.63 | 1,200,524.51 | 2,529,392.03 | 2,457,805.96 |
| Fund 489 - Restricted - Pike Reno & Other Projects | 6,191,201.13 | 177,770.00 | 440,564.77 | 718,974.87 | 3,018,565.07 | 2,453,661.19 |
| Total Expenditures | 70,436,078.66 | 229,934.04 | 2,417,914.72 | 39,962,242.19 | 6,997,678.24 | 21,255,994.64 |

| | ADJUSTED | | | | |
|---|------------------------|----------------------|---------------------|------------------------|-----------------------|
| | ORIGINAL BUDGET | CURRENT MONTH | CURRENT YEAR | PROJECT TO DATE | BUDGET BALANCE |
| ** Appropriated Interest Earnings - Fund 483 | 265,917.95 | 3,101.67 | 22,021.10 | 265,917.95 | 0.00 |
| *** Appropriated Interest Earnings - Fund 484 | 179,532.72 | 3,606.94 | 21,452.00 | 179,532.72 | 0.00 |
| Appropriated Interest Earnings - Fund 485 | 61,846.69 | 11,918.24 | 61,846.69 | 61,846.69 | 0.00 |
| Appropriated Interest Earnings - Fund 486 | 62,051.70 | 11,807.45 | 62,051.70 | 62,051.70 | 0.00 |
| Appropriated Interest Earnings - Fund 487 | 92,379.71 | 17,478.76 | 92,379.71 | 92,379.71 | 0.00 |
| Appropriated Interest Earnings - Fund 488 | 84,430.64 | 15,160.93 | 84,430.64 | 84,430.64 | 0.00 |
| Appropriated Interest Earnings - Fund 489 | 87,909.27 | 16,715.98 | 87,909.27 | 87,909.27 | 0.00 |

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

** Total interest went \$205,917.95 above estimated \$60,000.00 so added it to budget.

*** Total interest went \$119,532.72 above estimated \$60,000.00 so added it to budget.



Board Action Request

6b

To: IMCPL Board

Meeting Date: July 22, 2024

From: Finance Committee

**Approved by the
Library Board:**

Effective Date: July 22, 2024

Subject: Resolution 40-2024 – Approval of Liability Insurance for Policy Period 2024-2025

Recommendation: Authorize the approval of Resolution 40-2024

Background: The Indianapolis Marion County Public Library (IMCPL) contracts for insurance coverage for its risks of various loss exposures related to torts, theft of, damage to, and destruction of assets; errors and omissions; job related illnesses or injuries to employees; natural disasters; and cybersecurity incidents. IMCPL contracts with an insurance broker, Gallagher who analyzes and recommends coverage. The goal of the coverage is to insure that settled claims from these risks do not exceed the commercial insurance coverage. The IMCPL risk management required disclosures for financial statement purposes include that "that most of the premium increase comes with the increase in building values, which is being driven by the new Glendale branch coming on line". Our insurance broker, Gallagher, recommends using Travelers (our current carrier) again for the 2024-2025 renewal period. The insurance was last bid for the 2019-2020 year and Travelers quote was significantly less than two other carriers. Another factor in staying with Travelers is the importance of building a relationship history with our insurance carriers. A small portion of the Library's overall insurance is provided through other carriers (AIG Company for AD&D coverage, BCS Insurance Company for Cyber Liability coverage and Continental Casualty Company (CNA) for the Directors and Officers Liability and Employment Practices Liability coverage) and we recommend staying with these carriers as well. The premium increased from last year due to property coverage value increases to reflect inflation, increase in square feet covered, and requesting more robust limits on crime policies.

Premium and Rate Analysis



Insurance | Risk Management | Consulting

Indianapolis Marion County Public Library
August 1, 2024



| Coverage | 23-24 Exposures @ 23-24 Rates | 24-25 Exposures @ 23-24 Rates | 24-25 Exposures @ 24-25 Rates | % Change | Notes |
|--|---------------------------------------|----------------------------------|--|---------------|--|
| Workers Compensation | Travelers | | Travelers | | |
| Exposure (Total Payroll) | \$ 20,959,789 | \$ 21,798,180 | \$ 21,798,180 | 4.00% | |
| Rate | \$ 0.45 | \$ 0.44 | \$ 0.47 | 7.73% | |
| Premium | \$ 95,181 | \$ 95,181 | \$ 102,536 | 7.73% | Exp Mod from 1.26 to 0.99 |
| Property | Travelers | | Travelers | | |
| Exposure (TIV) | \$ 294,247,656 | \$ 334,765,489 | \$ 334,765,489 | 13.77% | |
| Rate | \$ 0.0581 | \$ 0.0581 | \$ 0.0610 | 5.05% | |
| Premium | \$ 170,974 | \$ 194,517 | \$ 204,346 | 19.52% | Includes Crime |
| Inland Marine / Contractors Equipment | Travelers | | Travelers | | |
| Exposure (TIV) | \$ 225,850 | \$ 157,105 | \$ 157,105 | -30.44% | |
| Rate | \$ 0.22 | \$ 0.22 | \$ 0.32 | 43.76% | |
| Premium | \$ 500 | \$ 348 | \$ 500 | 0.00% | |
| General Liability | Travelers | | Travelers | | |
| Exposure (Area) | 724,915 | 741,571 | 741,571 | 2.30% | |
| Rate | \$ 37.82 | \$ 37.82 | \$ 38.85 | 2.70% | Includes EBL |
| Premium | \$ 27,419 | \$ 28,049 | \$ 28,807 | 5.06% | Includes SAM |
| Auto | Travelers | | Travelers | | |
| Exposure (Total Units) | 17 | 17 | 17 | 0.00% | |
| Rate | \$ 1,558.53 | \$ 1,558.53 | \$ 1,652.53 | 6.03% | |
| Premium | \$ 26,495 | \$ 26,495 | \$ 28,093 | 6.03% | |
| Umbrella | Travelers \$10M | | Travelers \$10M | | |
| Exposure (Area) | 724,915 | 741,571 | 741,571 | 2.30% | |
| Rate | \$ 32.92 | \$ 32.92 | \$ 34.23 | 4.00% | |
| Premium | \$ 23,862 | \$ 24,410 | \$ 25,386 | 6.39% | |
| Cyber | BCS \$1M Limit \$10K Retention | | Houston Cas. \$1M Limit \$30K Retention | | |
| Premium | \$ 16,234 | \$ 16,234 | \$ 13,627 | -16.06% | |
| D&O, EPL | CNA \$2M Each | | CNA \$2M Each | | |
| Premium | \$ 14,864 | \$ 14,864 | \$ 14,680 | -1.24% | D&O: \$25k Deductible EPL: \$35k Deductible |
| AD&D | AIG | | AIG | | |
| Premium | \$ 832 | \$ 832 | \$ 832 | 0.00% | Auto-Renewal |
| Risk Management Fee | \$ 23,700 | \$ 23,700 | \$ 24,420 | 3.04% | |
| Total Premium | \$ 400,061 | \$ 424,630 | \$ 443,227 | 10.79% | All Premiums Annualized |
| Total Rate | | | | 4.38% | |

Note - All listed rates reflect average rate calculation. Please refer to policy for specific ratings.

This form is intended as a summary of premiums and exposures. Please refer to actual quotes for detailed coverages, terms and conditions of policy.

Strategic/Fiscal Impact: The fiscal impact overall is an increase compared to the amount paid for the prior year coverage. Total cost for 2021/2022, including the brokers fee, was \$326,508 and the amount for 2022/2023 is \$365,145, the amount quoted for 2023/2024 is \$400,061, the amount quoted for 2024/2025 is \$443, 227 an increase of \$43,166, or about 10.79% higher. The insurance expense will be paid from the Operating Fund 101 for the period 2024-2025.



Board Resolution

6b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 40-2024

APPROVAL OF LIABILITY INSURANCE POLICIES AND CONTRACTED AGENCY FEES FOR THE INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY RISK MANAGEMENT STRATEGY FOR THE POLICY PERIOD OF AUGUST 1, 2024, TO AUGUST 1, 2025 July 22, 2024

WHEREAS the Indianapolis-Marion County Public Library ("IndyPL") recognizes the importance of insurance coverage to manage risks of loss exposures; and

WHEREAS, IndyPL has received and reviewed the analysis and recommendations from the Gallagher Insurance Agency for the insurance coverage history and cost for the IMCPL properties and related data for ten lines of insurance coverage; and

WHEREAS the insurance coverage periods have been aligned with the same dates of coverage expiration and the coverage include increased crime policy limits;

WHEREAS the insurance policy proposal from Travelers Insurance which includes the policy limits, deductibles and exclusions has been reviewed by the Finance department.

WHEREAS the insurance broker recommends continued insurance coverage with Travelers Indemnity Co for Property, Inland Marine, Crime, General Liability, Automobile, Umbrella, and Workers Compensation.

WHEREAS the insurance broker recommends continued insurance coverage with BCS Insurance Company for Cyber Liability coverage; the Continental Casualty Company for Executive package liability and the National Union Fire Insurance Company of Pittsburgh PA for Accidental Death and Disability.

BE IT RESOLVED that for the policy year 2024-2025, the Library Board of Trustees approves the selection of the Travelers Indemnity Co as the provider of the Library property, general liability, automobile, workers compensation, umbrella, inland marine, boiler and crime insurance at a combined cost as well as other broker fees and insurance providers cost for a grand total cost not to exceed \$450,000.

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

RESOLUTION 40-2024

**APPROVAL OF LIABILITY INSURANCE POLICIES AND CONTRACTED AGENCY FEES FOR THE
INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY RISK MANAGEMENT STRATEGY FOR THE
POLICY PERIOD OF AUGUST 1, 2024, TO AUGUST 1, 2025**

AYE

NAY

ATTEST:

Secretary of the Board



Board Action Request

7a

To: IMCPL Board

Meeting Date: July 22, 2024

From: Diversity, Policy and Human
Resources Committee

**Approved by the
Library Board:**

Effective Date: June 1, 2024

Subject: Resolution 41-2024

Recommendation: Approval of Resolution 41-2024– Approving Amended Joint Recommendations of IMCPL Management and AFSCME Local 3395

Background: The Library and AFSCME Local 3395 have reached an agreement on an amended Joint Recommendations. We are requesting the Board approve the amended Joint Recommendations, effective from June 1, 2024, through December 31, 2027. The following Articles and Section of the Joint Recommendations are amended as follows:

Article 1, Section 1.3a Opting Out – add to existing language at the end: Membership shall continue from calendar year to calendar year unless a member notifies Library Human Resources in writing, that such dues are not to be deducted. Upon request, HR will send a notification to the president of AFSCME local 3395 as soon as receive and they will submit a copy to AFSCME Council 962.

Article 1, Section 1.4 Orientation – add to existing language at the end: AFSCME shall receive any names and positions of eligible bargaining unit employees no less than five (5) business days prior to the day of orientation.

Article 7, Section 7.9 Information Provided to the Union – replace existing language with the following: 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: The list will include the following information for each bargaining unit employee. Home address, phone number, work location and date of hire.

Article 16, Section 16.1 Scope – add to existing language at the end of the second sentence: ... and follow progressive discipline from Library Policy.

Article 21, Section 21.1 Designated Days – add to existing language at the end: All Union eligible employees will receive two (2) personal holidays.

Article 27 Wages – replace existing language with following two paragraphs:

The Library and Union agree to negotiate pay increases in good faith in the subsequent years 2025 and 2026.

Union eligible employees may request a salary review following the library salary appeal process.

Strategic/Fiscal Impact: N/A

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 41-2024

APPROVING AMENDED JOINT RECOMMENDATIONS OF IMCPL MANAGEMENT
AND AFSCME LOCAL 3395

JULY 22, 2024

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”).

WHEREAS, pursuant to the Employee Organization Resolution, Library management (“Management”) and the American Federation of State, County, and Municipal Employees, AFL-CIO, on behalf of the Indianapolis-Marion County Public Library Employees Union, Local 3395, (“Union”), made and submitted joint written recommendations to the Board for Unit Employees, which written recommendations were most recently amended by the Board pursuant to Resolution 32-2024 which is the currently effective collective bargaining agreement between the Library and the Union (“Joint Recommendations”).

WHEREAS, pursuant to the Employee Organization Resolution, Library management (“Management”) and the Union, through the equal representation committee, have come together in good faith negotiations and have reached agreement on amendments to the Joint Recommendations (“Amended Joint Recommendations”).

WHEREAS, the Board has reviewed and considered the Amended Joint Recommendations, a copy of which is attached to this Resolution, and deems it in the interest of the Library to accept and approve the Amended Joint Recommendations to be implemented and made effective in accordance with the terms thereof as of June 1, 2024, and to remain in effect through December 31, 2027.

IT IS THEREFORE RESOLVED that the Board does hereby approve and adopt the Amended Joint Recommendations as attached to this Resolution; and

IT IS RESOLVED FURTHER that the Amended Joint Recommendations shall be implemented and effective from June 1, 2024, through December 31, 2027; and

IT IS RESOLVED FURTHER that the President of the Board be and hereby is authorized to execute the Amended Joint Recommendations on behalf of the Library, and the Chief Executive Officer be and hereby is authorized to implement the terms of the Amended Joint Recommendations as of the effective date of June 1, 2024.

Adopted this _____

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

**RESOLUTION 41-2024
APPROVING AMENDED JOINT RECOMMENDATIONS OF IMCPL MANAGEMENT
AND AFSCME LOCAL 3395**

JULY 22, 2024

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. Membership shall continue from calendar year to calendar year unless a member notifies Library Human Resources in writing, that such dues are not to be deducted. Upon request, HR will send a notification to the president of AFSCME local 3395 as soon as receive and they will submit a copy to AFSCME Council 962.

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. AFSCME shall receive any names and positions of eligible bargaining unit employees no less than five (5) business days prior to the day of orientation.

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: The list will include the following information for each bargaining unit employee.~~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. Home Address~~
- ~~3. Phone Number~~
- ~~4. Work Location~~
- ~~5. Date of Hire~~

- ~~6. Name~~
- ~~2. Street address, city, state, zip code~~
- ~~3. Employment date~~
- ~~4. Gender~~
- ~~5. Employee number~~
- ~~7. 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 and follow progressive discipline from Library Policy.

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. All Union eligible employees will receive two (2) personal holidays.

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

Benefit eligible staff who work in Public Service or Collection Management (“CMSA”) positions will earn Sunday Premium Pay for each Sunday shift worked that is equal to 1.5 times their calculated hourly rate of pay for up to 6 hours worked. Staff Members who work at InfoZone on Sunday will receive Premium Pay for up to 8 hours. The scheduling of employees Sundays is determined by the manager and subject to branch needs. Staff should expect to be scheduled to work at least 6 full Sunday shifts each calendar year but may be required to work more than 6 full Sunday shifts in a calendar year if deemed necessary by the manager. After a staff member working in a qualifying position has worked 6 full Sunday shifts in a calendar year, the staff member may trade any additional scheduled Sunday shifts in accordance with the Library’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.~~

The Library and Union agree to negotiate pay increases in good faith in the subsequent years 2025 and 2026.

Union eligible employees may request a salary review following the library salary appeal process.

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.

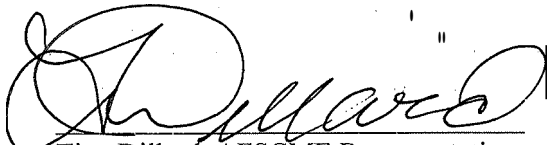
ARTICLE 31 - SAVINGS

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

• • • • • r;

Jon Bumgarner, Indy PL Representative

Date: 12/28/2020



Board Action Request

7b

To: IMCPL Board

Meeting Date: July 22, 2024

From: Finance Committee and
Diversity, Policy and Human
Resources Committee

Effective Date: October 1, 2024

Subject: Resolution – 42-2024

Recommendation: Approval of Resolution 42-2024 – Amendment to Policy 221 on Professional Development and Approval of Conference Attendance/Travel Procedures.

Background:

Policy 221 on Professional Development currently only provides for reimbursement of conference and travel expenses for Library employees and not direct payment of some of these expenses by the Library. Library leadership has determined that allowing the direct payment by the Library of certain professional conference and related travel expenses for Library employees (conference registration, lodging and airfare) will better assist Library employees to enhance their skills and abilities to further the Library’s mission. The proposed amendments to Policy 221 will allow for the direct payment by the Library of certain professional conference and related travel expenses for Library employees (conference registration, lodging and airfare).

Policy 221 on Professional Development requires Board approval of the procedures related to the Library’s payment/reimbursement of expenses related to employee travel to, and attendance at, professional conferences. The new Conference Attendance/Travel Procedures reflect the changes to Policy 221 regarding direct payment of travel and conference expenses.

Strategic/Fiscal Impact: Accounted for in the 2024 budget.

DEI Impact: Provides affordable and access to staff members to participate in professional development activities.



Board Resolution

7b

INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY

RESOLUTION 42-2024 AMENDMENT TO 221 PROFESSIONAL DEVELOPMENT APPROVAL OF CONFERENCE ATTENDANCE/TRAVEL PROCEDURES

July 22, 2024

WHEREAS, Library leadership has determined that allowing the direct payment by the Library of certain professional conference and related travel expenses for Library employees (conference registration, lodging and airfare) will better assist Library employees to enhance their skills and abilities to further the Library's mission.

WHEREAS, Policy 221 on Professional Development currently only provides for reimbursement of these expenses and not direct payment of some of these expenses by the Library. The proposed amendments to Policy 221 will allow for the direct payment by the Library of certain professional conference and related travel expenses when appropriate.

WHEREAS, Policy 221 on Professional Development requires Board approval of the procedures related to the Library's payment/reimbursement of expenses related to employee travel to, and attendance at, professional conferences.

WHEREAS, the Finance Committee and the Diversity, Policy and Human Resource Committee recommend that Policy 221 on Professional Development be amended in the form attached to this Resolution as Attachment A.

WHEREAS, the Finance Committee and the Diversity, Policy and Human Resource Committee recommend that the Conference Attendance/Travel Procedures be approved in the form attached to this Resolution as Attachment B.

WHEREAS, the Board has reviewed the proposed amendments to Policy 221 on Professional Development and the proposed Conference Attendance/Travel Procedures as recommended and deems them appropriate and consistent with the mission and operations of the Library as a taxpayer supported public entity.

THEREFORE, BE IT RESOLVED that the Board hereby approves effective October 1, 2024 the amendments to Policy 221 on Professional Development and approves the proposed Conference Attendance/Travel Procedures in the forms attached to this Resolution.

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

**RESOLUTION 42-2024
AMENDMENT TO 221 PROFESSIONAL DEVELOPMENT
APPROVAL OF CONFERENCE ATTENDANCE/TRAVEL PROCEEDURES**

July 22, 2024

AYE

NAY

ATTEST: _____
Secretary of the Board

ATTACHMENT A – AMENDED POLICY 221

221 PROFESSIONAL DEVELOPMENT

The Library believes the learning and development of staff is a priority and will support opportunities for all employees to enhance their skills and abilities to better meet the Library's mission. Any compensation for non-exempt employees related to travel or attendance at professional development activities shall be in accordance with applicable state and federal laws. ~~Travel Reimbursement procedures~~ Conference Attendance/Travel Procedures, as approved by the Library Board, provide for ~~the either direct payment by the Library (when applicable) or reimbursement to the employee for~~ expenses for auto mileage, travel by air, lodging, meals, and other expenses directly related to ~~the journey~~ travel (i.e. transportation, tolls, parking, car rental, registration, and business phone calls), plus the applicable per diem as established by the Library Board. Expenses must be submitted to accounting in a timely manner in accordance with the Conference Attendance/Travel Procedures ~~within sixty (60) days of date of travel or end of the calendar year, whichever is sooner.~~

ATTACHMENT B – CONFERENCE ATTENDANCE/TRAVEL PROCEDURES



Board Resolution

7c

INDIANAPOLIS MARION COUNTY PUBLIC LIBRARY

RESOLUTION 43-2024 AMENDMENT TO ARTICLE IX, SECTION 7, OF THE LIBRARY BOARD BY-LAWS

July 22, 2024

WHEREAS, Article IX, Section 7, of the Library Board By-Laws currently only provides for reimbursement of Library Board members for necessary registration, transportation, hotel, meals, and miscellaneous expenses while traveling on Library business.

WHEREAS, the Library Board has determined that allowing the direct payment by the Library of certain of these expenses (conference registration, lodging and airfare) will better assist Library Board members to further the Library's mission.

WHEREAS, Article XI, Section 1, of the Library Board By-Laws authorizes amendments to the By-Laws at any regular meeting of the Board, provided the Board members were notified fourteen (14) days prior to the meeting, or by unanimous vote of all seven (7) members of the Board present.

WHEREAS, the requirements to amend the Library Board By-Laws stated in Article XI, Section 1, of the Library Board By-Laws have been satisfied.

WHEREAS, the Board has reviewed the proposed amendments to Article IX, Section 7, of the Library Board By-Laws at attached hereto and deems them appropriate and consistent with the mission and operations of the Library as a taxpayer supported public entity.

THEREFORE, BE IT RESOLVED that the Board hereby approves the amendments to Article XI, Section 1, of the Library Board By-Laws in the form attached to this Resolution.

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

**RESOLUTION 43-2024
AMENDMENT TO ARTICLE IX, SECTION 7,
OF THE LIBRARY BOARD BY-LAWS**

July 22, 2024

AYE

NAY

ATTEST: _____
Secretary of the Board

AMENDED ARTICLE IX, SECTION 7, OF THE LIBRARY BOARD BY-LAWS

Section 7.

The Library will make direct payment (when appropriate) or reimburse Board Members ~~will be reimbursed~~ for all necessary registration, transportation, hotel, meals, and miscellaneous expenses while traveling on Library business upon the presentation of ~~it~~ invoices and/or receipts, as appropriate, so long as ~~said the direct payment or~~ reimbursement is consistent with and does not conflict with state statute, with accounting and compliance guidelines established or promulgated by the Indiana State Board of Accounts, or with written travel policy adopted by the Board.



Board Action Request

8a

To: IndyPL Board

Meeting Date: July 22, 2024

From: Facilities Director

Approved by
The Library Board:
Effective Date:

Subject: Resolution 44-2024
Approval to Award a Services Contract for Off Duty Officer Services

Recommendation:

The IndyPL Facilities Committee recommends Board approval of the attached action (Resolution 44–2024), Approval to Award Services Contract for Off Duty Officer Services to offdutycom, Inc., Indianapolis, Indiana.

Fiscal and Strategic Impact:

The estimated 6-month cost for these services is \$121,550, which provides for 55 hours of an off-duty police officer at Central Library. Ad hoc services are not part of this estimated amount and will be billed on an as-needed basis.

The cost of these services will be funded from the Operating Fund (Fund 101).

DEI Impact:

Offdutycom, Inc., is a not a city-certified XBE and will self-perform 100% of the contract.

Background:

Offdutycom, Inc., has provided off-duty police officers at Central Library for the past five years, in addition to providing ad hoc off-duty services at various locations.

Per IC 5-22-6-1, Purchasing has approved a 6-month extension with the existing vendor while Operational Services pursues the RFP process that will result in a standard 3-1-1 contract with an off-duty police officer provider. This RFP is scheduled to advertise in August 2024 and be awarded in October 2024.



Board Resolution

8a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 44-2024

APPROVAL TO AWARD A SECURITY SERVICES CONTRACT FOR OFF DUTY POLICE OFFICER SERVICES

JULY 22, 2024

WHEREAS, Off-Duty Police Officer Services (“Services”) for the Indianapolis-Marion County Public Library (“IndyPL”) are required to provide an environment of safety and security for patrons and staff; and

WHEREAS, the IndyPL Manager of Purchasing and Supplier Diversity has approved a 6-month contract through December 31, 2024; and

WHEREAS, IndyPL staff has determined that offdutyops.com, Inc., Indianapolis, Indiana is the vendor that best meets the immediate criteria of continuous off-duty police officer coverage and recommends IndyPL award the contract to offdutyops.com, Inc.

IT IS THEREFORE RESOLVED that the Board of Trustees authorizes the Chief Executive Officer to negotiate and sign a contract with **offdutyops.com, Inc.**, for Off-Duty Police Officer Services for all IndyPL facilities, substantially in the form of the terms and conditions included in the RFP and the Proposal and as the Chief Executive Officer deems necessary or advisable based on the recommendations of IndyPL’s legal counsel.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
INDIANAPOLIS, INDIANA

RESOLUTION 44-2024
(Continued)

APPROVAL TO AWARD A
SERVICES CONTRACT FOR
SECURITY SERVICES

JULY 22, 2024

AYE

NAY

Adopted this 22nd day of July 2024.

ATTEST: _____
Secretary of the Board



Board Action Request

8b

To: IndyPL Board

Meeting Date: July 22, 2024

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: Resolution 45-2024
Approval to Award a Construction Services Contract for the East Thirty-Eighth Street Branch RTU-1 Replacement Project

Recommendation:

The Facilities Committee recommends Board approval for the attached action (Resolution 45-2024) to award a construction services contract for the East Thirty-Eighth Street Branch RTU-1 Replacement Project to **Samsun Mechanical, Inc., Indianapolis, Indiana**, for the total cost of \$86,775.00.

Strategic/Fiscal Impact:

This work is within the total Project budget of \$100,000. The Project will be funded by the Facilities Improvements I Bond Fund (Fund 479).

DEI Impact:

Samsun Mechanical, Inc. is an eligible WBE vendor and will self-perform 98% of the work. The IndyPL Manager of Purchasing and Supplier Diversity reviewed the supporting documentation provided by **Samsun Mechanical, Inc.** and approved their efforts to achieve the IndyPL participation goals.

Background:

The rooftop mechanical unit is from the original installation in 2003 and is near the end of its useful service life. The compressor failed and the estimate for replacement is \$20,000. The value based decision was made to not invest in just this component, but to replace the entire rooftop unit. The new unit will use the same curb, flashing, and electrical connections. The work will be completed when we are not open for services for safety reasons and to not impact staff and patron services.

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 45-2024 Approval to Award a Construction Services Contract for the E38 Branch RTU-1 Replacement Project

Date: July 22, 2024

The Project was estimated to be less than \$150,000 and was quoted using the requirements of the Public Works Statute IC § 36-1-12-4.7. The Project seeks the Minority/Women/Veteran/Disability Owned Business Enterprise Utilization Goals established as Policy by the Board in Resolution 28-2020. The Documents were issued to invited vendors on June 5, 2024.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors who state they provide mechanical services.

IndyPL staff used the Indianapolis Office of Minority & Women Business Development website to identify vendors in the construction industry.

The Invitation to Quote for the Project was e-mailed directly to these vendors and business development contacts:

| City Certifications | Vendor |
|---------------------|------------------------------------|
| MBE | Eagle Mechanical |
| | Ellis Mechanical and Electrical |
| | Edwards Mechanical |
| | Irish Mechanical |
| | Perfection |
| | Performance Mechanical Contracting |
| MBE | Rogers Mechanical Inc. |
| WBE | Samsun Mechanical, Inc. |
| | Sexson Mechanical |
| | TP Mechanical |
| MBE WBE | Watt Mechanical |
| | ConstructConnect |

The preliminary Project schedule targets substantial completion by April 1, 2025. This will allow installation of the new RTU prior to the 2025 cooling season.

Board Action Request

RE: Facilities Committee, Item 8b

Resolution 45-2024 Approval to Award a Construction Services Contract for the E38 Branch RTU-1 Replacement Project

Date: July 22, 2024

Two (2) quotes were received via email at PurchasingRFP@indypl.org by the deadline of 2:00 PM EDT time on June 25, 2024. The quotes were opened and publicly read aloud in a virtual meeting with the two quoters present. A tabulation of the quotes is below:

| Vendor | Ellis Mechanical | Samsun Mechanical |
|-----------------------------|------------------|-------------------|
| Lump Sum Quote | \$ 97,675.00 | \$86,775.00 |
| Non-Collusion Affidavit | X | X |
| E-Verify Affidavit | X | X |
| XBE Goals Plan Submitted | X | X |
| Vendor XBE Status | - | WBE |
| Proposed MBE Utilization % | 0% | 0% |
| Proposed WBE Utilization % | 0% | 98% |
| Proposed VBE Utilization % | 0% | 0% |
| Proposed DOBE Utilization % | 0% | 0% |

IndyPL shall award the Project to the lowest, responsible, and responsive quoter pursuant to IC § 36-1-12-14. The lowest, responsive, and responsible quoter is **Samsun Mechanical, Inc.**

The Project requires compliance with Requirements for Contractors on Public Works Projects IC § 36-1-12-4.7 including contractor self-performance of work, liability insurance, E-Verify, and records retention.

The Project also requires compliance with Requirements for Contractors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees.

Samsun Mechanical, Inc. is an Indiana company with the knowledge, experience, and resources to satisfactorily complete the work as described in the quoting documents. **Samsun Mechanical, Inc.** will be a new vendor to IndyPL.



Board Resolution

8b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 45-2024

APPROVAL TO AWARD A CONTRUCTION SERVICES CONTRACT FOR THE EAST THIRTY-EIGHTH STREET BRANCH RTU-1 REPLACEMENT PROJECT

JULY 22, 2024

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) East 38th Street Branch rooftop mechanical unit number 1 (“RTU-1”), installed in 2003, has reached the end of the service life; and

WHEREAS, IndyPL staff prepared documents to solicit open, competitive, and sealed quotes for the RTU-1 project. Lump-sum quotes were solicited by direct email beginning on June 5, 2024 from eleven (11) vendors; and

WHEREAS, IndyPL received quotes from two (2) vendors by the June 25, 2024 deadline; and

WHEREAS, based on the review of the quotes and the post-quote submitted information, IndyPL has determined **Samsun Mechanical, Inc., Indianapolis, Indiana** to be the lowest, responsive, and responsible quoter and recommends award of the contract to **Samsun Mechanical, Inc.**

IT IS THEREFORE RESOLVED the East 38th Street Branch RTU-1 Replacement Project contract, as quoted, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with **Samsun Mechanical, Inc.** The agreement will be based upon such terms described in the Draft Standard Agreement included in the Invitation to Quote Documents dated June 5, 2024, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with **Samsun Mechanical, Inc.** will be for the total cost of Eighty-six Thousand Seven Hundred Seventy-five Dollars (\$86,775.00) and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.

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

RESOLUTION 45-2024

**APPROVAL TO AWARD A CONTRUCTION SERVICES CONTRACT
FOR THE EAST THIRTY-EIGHTH STREET BRANCH
RTU-1 REPLACEMENT PROJECT**

JULY 22, 2024

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

8c

To: IndyPL Board

Meeting Date: July 22, 2024

From: Facilities Director

Approved by
The Library Board:
Effective Date:

Subject: Resolution 46-2024
Approval to Award a Design Services Purchase Order for the Fort Ben Branch Acoustic Treatment Project

Recommendation:

The IndyPL Facilities Committee recommends Board approval of the attached action (Resolution 46-2024), Approval to award a design services purchase order for the Fort Ben Branch Acoustic Treatment Project to **RATIO Design**, Indianapolis, Indiana.

Fiscal and Strategic Impact:

The cost of these services will be funded from the Project Bond (Fund 484).

DEI Impact:

RATIO Design is not a City-certified XBE vendor but has included Loftus Engineering as a team member that is a City-certified WBE and will account for 20% of the total fee.

Background:

After the successful completion and opening of the new Branch we have received complaints from patrons on the overall noise level in the space coming from the Children Area. An acoustic consultant, Haverstick Designs, was engaged to complete an on-site study of the space and provide recommendations for improvements. After consideration, addressing these needs were identified as requiring design efforts:

1. Noise from Community Room 101 with acoustic treatments in Entry Hall C-1.
2. A separate space for children and families. This will address monitoring, safety, and acoustic concerns.

Board Action Request

RE: Facilities Committee, Item 8c

Resolution 46-2024 Approval to Award a Design Services Purchase Order for the Fort Ben Branch Acoustic Treatment Project

Date: July 22, 2024

The modifications needed for these issues will be disruptive, and we requested a design services proposal from the architect to address these concerns with a permanent solution. With the access floor, we have flexibility to facilitate the implementation of an accepted design solution. For construction services, we plan to engage Skillman to organize, negotiation, and manage the work.

RATIO Design proposes a lump-sum fee of Forty-Eight Thousand Five-Hundred Dollars (\$48,500.00) with an allowance of \$4,000.00 for reimbursable expenses.



Board Resolution

8c

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 46-2024

APPROVAL TO AWARD A DESIGN SERVICES PURCHASE ORDER FOR THE FORT BEN BRANCH ACOUSTIC TREATMENT PROJECT

JULY 22, 2024

WHEREAS, After the successful completion and opening of the new Branch we have received complaints from patrons on the overall noise level in the space coming from the Children Area; and

WHEREAS, An acoustic consultant was engaged to complete an on-site study of the space and provide recommendations for improvements; and

WHEREAS, After consideration, separate space for children and families will address acoustic, safety, and monitoring concerns requires design efforts; and

WHEREAS, After consideration, addressing the noise from Community Room 101 with acoustic treatments in Entry Hall C-1 requires design efforts; and

WHEREAS, a design services proposal was requested from the design architect, **RATIO Design**, Indianapolis, Indiana.

IT IS THEREFORE RESOLVED the design services for the Fort Ben Branch Acoustic Treatment Project, as proposed, describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer ("CEO") to issue a purchase order to **RATIO Design**. The purchase order will be for the total cost of Fifty-two Thousand Five Hundred Dollars (\$52,500.00) inclusive of reimbursable expenses.

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

RESOLUTION 46-2024

**APPROVAL TO AWARD A DESIGN SERVICES PURCHASE ORDER
FOR THE
FORT BEN BRANCH ACOUSTIC TREATMENT PROJECT**

JULY 22, 2024

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

8d

To: IndyPL Board

Meeting Date: July 22, 2024

From: Facilities Committee

Approved by
The Library Board:
Effective Date:

Subject: Resolution 36-2024 Corrected
Approval to Correct Previously Approved Construction Services Contract for
the Library Services Center Roof Replacement Project

Recommendation:

IndyPL Facilities Committee recommends Board approval for the attached action (Resolution 36-2024 Corrected) to correct the contract amount for the Project with **Skyline Roofing and Sheet Metal Company, Inc., Indianapolis, Indiana**, for the total cost of \$609,170.00, inclusive of Alternate 1 Replace Coping and Alternate 2 Penthouse Elastomeric Coating.

Strategic/Fiscal Impact:

This corrected amount is within the total Project budget of \$700,000. The Project will be funded by the 2022 Facilities Improvements Projects Bond Fund (Fund 486.)

Background:

During the preparation of the contract for the work it was discovered a dollar value error was made in the preparation of Resolution 36, 2024. The correct contract amount was given in the Board Action Request tabulation of \$609,170.00 but shown as \$607,170.00 in the text of Resolution 36-2024 for a \$2,000.00 difference.

After discussions with legal counsel, it was determined the best method to correct this error is to request Board approval of a corrected Resolution 36-2024.

This action will provide clear documentation of the approved contract amount for the accounting records.



Board Resolution

8d

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 36-2024 CORRECTED

APPROVAL TO CORRECT PREVIOUSLY APPROVED CONSTRUCTION SERVICES CONTRACT FOR THE LIBRARY SERVICES CENTER ROOF REPLACEMENT PROJECT

JULY 22, 2024

WHEREAS, Resolution 36-2024 was approved by the Indianapolis-Marion County Public Library Board at their June 24, 2024 meeting; and

WHEREAS, during the preparation of the contract it was discovered a dollar value error was made in the preparation of Resolution 36, 2024; and

WHEREAS, the correct contract amount was given in the Board Action Request tabulation of \$609,170.00, but shown as \$607,170.00 in the text of Resolution 36-2024 for a \$2,000.00 difference; and

WHEREAS, it was determined that a correction to the previously approved action is required to correct the approved contract amount and the accounting records.

IT IS THEREFORE RESOLVED that a corrected Resolution 36-2024 be approved to revise the amount to include the additional \$2,000.00; and

IT IS FURTHER RESOLVED the Library Services Center Roof Replacement Project contract, as bid describing the scope of work and compensation, is approved and authorizes the Chief Executive Officer (“CEO”) to negotiate and execute an agreement with to **Skyline Roofing and Sheet Metal Company, Inc.** The agreement will be based upon such terms described in the Draft Standard Agreement included in the Bidding Documents as Section 00 05 00 dated April 25, 2024, and as the CEO deems necessary or advisable based on the recommendations of IndyPL’s legal counsel. The agreement with to **Skyline Roofing and Sheet Metal Company, Inc** will be for the total cost of Six Hundred Nine Thousand One Hundred Seventy Dollars (\$609,170.00), inclusive of Alternate 1 Replace Metal Coping and Alternate 2 Penthouse Elastomeric Coating, and any such agreement execution and delivery effected be, and hereby is, confirmed and approved.

**LIBRARY BOARD OF THE
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
INDIANAPOLIS, INDIANA
RESOLUTION 36-2024 CORRECTED**

**APPROVAL TO CORRECT PREVIOUSLY APPROVED
CONSTRUCTION SERVICES CONTRACT FOR THE
LIBRARY SERVICES CENTER ROOF REPLACEMENT PROJECT**

JULY 22, 2024

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 7/22/24
From: The Indianapolis Public Library Foundation
Subject: July 2024 Update

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

News

Strategic Planning

The Foundation's 2025-2027 strategic planning process is underway. As in past years, we are coordinating with the Library to ensure our plan aligns with and responds to the Library's plan.

We began our process by inviting Foundation board and staff members to respond to a survey about our vision, mission, values, strengths, weaknesses, opportunities, threats, and priority areas. For the first time, we invited Library trustees, the executive leadership team, and others who oversee areas that receive significant Foundation funding to participate. In all, we received a 96% response rate. The Foundation's board and staff reviewed the survey results during our May 14 board meeting.

The Foundation's strategic planning committee met in May and June and will meet again in July, to develop vision, mission, values and outline potential objectives. Between August and October, the staff will refine objectives and develop tactics, assignments, timing, budget, and monitoring strategies. We anticipate the Foundation board will approve the final plan in November.

Our strategic planning committee includes Ray Biederman, Gregory Hill, Deb Brown, Sherri Lauver, Suzann Lupton, Angela Mager, Paul Peaper, Lizzie Schuerman, and Berthran Ugeh. McKenzie attends meetings to share updates about the Library's planning process. We value Ray, Gregory, and McKenzie's involvement to ensure continuity with the Library's plan.

DEI

During the meeting, we will share a presentation on the Library Foundation's DEI efforts.

Donors

We thank the 152 donors who made gifts last month. The following are our top corporate and foundation donors: Everwise Credit Union, First Merchants Bank and Nicholas H. Noyes, Jr. Memorial Foundation, Inc. Please join us in thanking them.

Program Support

This month, we are proud to provide more than \$225,000 to the Library. Examples of major initiatives supported include: Central Author Engravings, Bilingual Storytime and On the Road to Reading.



Board Action Request

10a

To: IMCPL Board

Meeting Date: July 22, 2024

From: Gregory Hill, CEO

**Approved by the
Library Board:**

Effective Date: July 22, 2024

Subject: Finances, Personnel and Travel Resolution 47-2024

Recommendation: Approve Finances, Personnel and Travel Resolution 47-2024

Background: The Finances, Personnel and Travel Resolution 47-2024 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

Strategic/Fiscal Impact: The financial impact has already been accounted for in the budget for 2024.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION REGARDING FINANCES, PERSONNEL AND TRAVEL
RESOLUTION 47-2024

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 June 2024 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.

| <u>Bank Account for:</u> | <u>Payment Type</u> | <u>Beginning Date Issued</u> | <u>Ending Date Issued</u> | <u>Count</u> | <u>Total Amount</u> |
|-----------------------------|---------------------|----------------------------------|-------------------------------|--------------|---------------------|
| Operating | Warrant | 6/6/2024 | 6/27/2024 | 109 | \$ 820,899.88 |
| Operating | EFT & Wires | 6/6/2024 | 6/24/2024 | 22 | \$ 9,627,277.55 |
| Operating | EFT | 6/6/2024 | 6/6/2024 | 31 | \$ 630,540.20 |
| | EFT VOID | 6/6/2024 | 6/6/2024 | 1 | \$ (3,910.97) |
| | EFT | 6/6/2024 | 6/6/2024 | 12 | \$ 149,421.87 |
| | EFT | 6/13/2024 | 6/13/2024 | 12 | \$ 76,970.59 |
| | EFT VOID | 6/13/2024 | 6/13/2024 | 1 | \$ (3,910.97) |
| | EFT | 6/13/2024 | 6/13/2024 | 4 | \$ 99,065.75 |
| | EFT | 6/20/2024 | 6/20/2024 | 43 | \$ 795,872.12 |
| | EFT | 6/27/2024 | 6/27/2024 | 37 | \$ 312,365.70 |
| Fines | Warrant | 6/6/2024 | 6/13/2024 | 3 | \$ 62.71 |
| Gift | Warrant | 6/6/2024 | 6/27/2024 | 38 | \$ 10,469.80 |
| Gift | EFT | 6/6/2024 | 6/6/2024 | 8 | \$ 4,026.23 |
| Gift | EFT | 6/13/2024 | 6/13/2024 | 1 | \$ 1,944.77 |
| | EFT | 6/20/2024 | 6/24/2024 | 10 | \$ 9,881.64 |
| | EFT | 6/27/2024 | 6/27/2024 | 8 | \$ 19,292.27 |
| Employee Payroll | Warrant | 6/7/2024 | 6/21/2024 | 18 | \$ 7,805.33 |
| | Direct Deposit | 6/7/2024 | 6/7/2024 | 589 | \$ 664,897.70 |
| | Direct Deposit | 6/21/2024 | 6/21/2024 | 587 | \$ 690,697.57 |
| Payroll Taxes, Garnishments | Electronic Transfer | | | | \$ 490,166.46 |

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 2024 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.

Mr. Raymond J. Biederman

Ms. Hope C. Tribble

Dr. Lisa Riolo

Dr. Patricia A. Payne

Dr. Khaula Murtadha

Dr. Eugene White

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

Dr. Luis A. Palacio

Mrs. Mary Rankin CPA
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

| ✓ Type | Date | Reference | Amount | Description | Fund |
|--------|------------|--|--------------|--------------------------------|-----------------|
| EFT | 06/06/2024 | FIDELITY INVESTMENTS | 4,694.99 | FIDELITY MUTUAL FUNDS W/H | 80600000 227208 |
| EFT | 06/07/2024 | AMERICAN UNITED LIFE INSURANCE CO | 2,458.00 | AUL ANNUITY WITHHELD | 80600000 227203 |
| EFT | 06/11/2024 | PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA | 135,911.61 | PERF | 10126170 413300 |
| EFT | 06/13/2024 | KATHRYN COFFMAN | 85.60 | SALES TAX PAYABLE | 81400000 227400 |
| EFT | 06/14/2024 | ADP, INC. | 10,067.43 | PAYROLL SERVICES | 10126170 439902 |
| EFT | 06/14/2024 | ADP, INC. | 2,383.70 | PAYROLL SERVICES | 10126170 439902 |
| EFT | 06/14/2024 | ADP, INC. | 980.80 | PAYROLL SERVICES | 10126170 439902 |
| EFT | 06/20/2024 | KIARAH PHILLIPS | 85.60 | FACILITY RENTAL REVENUE | 10102003 362000 |
| EFT | 06/20/2024 | LAURA BARTH | 85.60 | FACILITY RENTAL REVENUE | 10102028 362000 |
| EFT | 06/21/2024 | INDIANA DEPARTMENT OF REVENUE | 1,505.60 | SALES TAX PAYABLE | 81400000 227400 |
| EFT | 06/24/2024 | PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA | 138,393.75 | PERF | 10126170 413300 |
| EFT | 06/24/2024 | FIDELITY INVESTMENTS | 4,694.99 | FIDELITY MUTUAL FUNDS W/H | 80600000 227208 |
| EFT | 06/24/2024 | AMERICAN UNITED LIFE INSURANCE CO | 2,458.00 | AUL ANNUITY WITHHELD | 80600000 227203 |
| EFT | 06/24/2024 | U.S. BANK ST. PAUL | 1,902,675.00 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/24/2024 | U.S. BANK ST. PAUL | 1,765,975.00 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/24/2024 | U.S. BANK ST. PAUL | 462,515.63 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/24/2024 | U.S. BANK ST. PAUL | 194,825.00 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/24/2024 | U.S. BANK ST. PAUL | 615,875.00 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/25/2024 | U.S. BANK ST. PAUL | 1,122,187.50 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/25/2024 | U.S. BANK ST. PAUL | 1,122,187.50 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/25/2024 | U.S. BANK ST. PAUL | 1,122,187.50 | PRINCIPAL & INTEREST | 32100000 438100 |
| EFT | 06/24/2024 | U.S. BANK ST. PAUL | 1,015,043.75 | PRINCIPAL & INTEREST | 32100000 438100 |
| CHECK | 06/06/2024 | AMBIUS | 1,824.93 | REP & MAINT-STRUCTURE | 10126180 436100 |
| CHECK | 06/06/2024 | AMERICAN UNITED LIFE INSURANCE CO | 2,761.41 | GROUP LIFE INSURANCE | 10126170 413600 |
| CHECK | 06/06/2024 | ANDREW ADENIYI | 2,500.00 | CONFERENCES | 10126170 432500 |
| CHECK | 06/06/2024 | ARAB TERMITE AND PEST CONTROL INC | 3,378.00 | PEST SERVICES | 10129180 436103 |
| CHECK | 06/06/2024 | BACKSTAGE LIBRARY WORKS | 1,495.30 | COMPUTER SERVICES | 27026120 439901 |
| CHECK | 06/06/2024 | BLACKMORE & BUCKNER ROOFING | 306.30 | REP & MAINT-STRUCTURE | 10117180 436100 |
| CHECK | 06/06/2024 | CENTRAL INDIANA HARDWARE | 54.00 | FACILITIES OFFICE SUPPLIES | 10126180 421500 |
| CHECK | 06/06/2024 | CHADWICK J. OFFUTT- GILLENWATER | 100.00 | PROGRAMMING-JUV. | 10101150 439911 |
| CHECK | 06/06/2024 | CITIZENS ENERGY GROUP | 993.98 | WATER | 10102180 435400 |
| CHECK | 06/06/2024 | CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP | 16,258.50 | BUILDING IMPRVMENTS & UPGRADES | 48915180 444500 |
| CHECK | 06/06/2024 | DISCOUNT SCHOOL SUPPLY | 39.92 | PROGRAMMING-JUV. | 10101150 439911 |
| CHECK | 06/06/2024 | DIVERSITY PRESS LLC | 313.00 | OUTSIDE PRINTING | 10126160 433100 |
| CHECK | 06/06/2024 | INDIANAPOLIS STAR | 110.81 | PUBLICATION OF LEGAL NOTICES | 10126100 433200 |
| CHECK | 06/06/2024 | IMCPL - GILLIATTE - RETAINAGE - NOR | 38,216.63 | BUILDING IMPRVMENTS & UPGRADES | 48814180 444500 |
| CHECK | 06/06/2024 | GUARDIAN | 10,213.60 | LONG TERM DISABILITY INSURANCE | 10126170 413001 |
| CHECK | 06/06/2024 | INDIANAPOLIS RECORDER | 96.42 | PUBLICATION OF LEGAL NOTICES | 10126180 433200 |
| CHECK | 06/06/2024 | INDY SHADES, INC. | 365.00 | REP & MAINT-STRUCTURE | 10105180 436100 |
| CHECK | 06/06/2024 | INFORMATION TODAY, INC. | 435.55 | BOOKS & MATERIALS | 10126120 449000 |
| CHECK | 06/06/2024 | INFOUSA MARKTING INC | 4,020.00 | BOOKS & MATERIALS | 10126120 449000 |
| CHECK | 06/06/2024 | JAGER PALAD | 100.00 | PROGRAMMING-JUV. | 10101150 439911 |
| CHECK | 06/06/2024 | JOSH SMART | 100.00 | PROGRAMMING-JUV. | 10101150 439911 |
| CHECK | 06/06/2024 | LUNA LANGUAGE SERVICES | 344.40 | CONSULTING SERVICES | 10126160 431500 |
| CHECK | 06/06/2024 | MARSHALL SECURITY LLC | 19,164.92 | SECURITY SERVICES | 10101180 439903 |
| CHECK | 06/06/2024 | MATTHEW BENDER & CO. | 4,078.29 | BOOKS & MATERIALS | 10126120 449000 |
| CHECK | 06/06/2024 | PLAYAWAY PRODUCTS LLC | 5,116.97 | BOOKS & MATERIALS | 48226120 449000 |
| CHECK | 06/06/2024 | R.E. DIMOND AND ASSOCIATES, INC. | 1,393.00 | REP & MAINT-HEATING & AIR | 48528180 436201 |
| CHECK | 06/06/2024 | RFS GROUP LLC | 198.60 | CLEANING & SANITATION | 10126135 422310 |
| CHECK | 06/06/2024 | RIVERS RESOURCES | 795.60 | CLEANING & SANITATION | 10126135 422310 |
| CHECK | 06/06/2024 | SHELLEY FRANCO | 150.00 | PROGRAMMING-JUV. | 10101150 439911 |
| CHECK | 06/06/2024 | SPORT GRAPHICS, INC. | 7,032.97 | OFFICE SUPPLIES - FAC/PURCH | 48302003 421500 |
| CHECK | 06/06/2024 | STERICYCLE, INC. | 1,244.46 | OTHER CONTRACTUAL SERVICES | 10105180 439905 |
| CHECK | 06/06/2024 | STEVE KAELE | 360.00 | CONSULTING SERVICES | 10126160 431500 |
| CHECK | 06/06/2024 | TODAY'S BUSINESS SOLUTIONS, INC | 46,657.15 | CAPITAL - EQUIPMENT | 47926110 445300 |
| CHECK | 06/06/2024 | TRAF-SYS | 180.00 | REP & MAINT-STRUCTURE | 10104180 436100 |
| CHECK | 06/13/2024 | AT&T | 0.73 | DATA COMMUNICATIONS | 10126110 432400 |
| CHECK | 06/13/2024 | BACKSTAGE LIBRARY WORKS | 5,239.34 | COMPUTER SERVICES | 27026120 439901 |
| CHECK | 06/13/2024 | CHADWICK J. OFFUTT- GILLENWATER | 100.00 | PROGRAMMING-JUV. | 10101150 439911 |
| CHECK | 06/13/2024 | CHARGEPOINT, INC | 3,780.00 | OTHER CONTRACTUAL SERVICES | 10123180 439905 |
| CHECK | 06/13/2024 | CITIZENS ENERGY GROUP | 888.64 | WATER | 10117180 435400 |
| CHECK | 06/13/2024 | DOWNTOWN COMICS INC | 840.00 | PROGRAMMING-JUV. | 10101150 439911 |
| CHECK | 06/13/2024 | ILEA INDIANA | 700.00 | REPLACEMENT CHECK | |
| CHECK | 06/13/2024 | INDY CURB APPEAL ASPHALT, INC | 9,600.00 | BUILDING | 48402023 443500 |

| | | | | | | |
|-------|------------|--|------------|--------------------------------|----------|--------|
| CHECK | 06/13/2024 | JAGER PALAD | 100.00 | PROGRAMMING-JUV. | 10101150 | 439911 |
| CHECK | 06/13/2024 | JOSH SMART | 100.00 | PROGRAMMING-JUV. | 10101150 | 439911 |
| CHECK | 06/13/2024 | LAWRENCE UTILITIES | 121.29 | WATER | 10123180 | 435400 |
| CHECK | 06/13/2024 | LOLITA CAMPBELL | 80.00 | TRAVEL | 10126130 | 432300 |
| CHECK | 06/13/2024 | LUMINAUT, INC. | 597.60 | REP & MAINT-STRUCTURE | 48215180 | 436100 |
| CHECK | 06/13/2024 | NETX INFORMATION SYSTEMS, INC. | 11,457.36 | REP & MAINT-COMPUTERS | 10126110 | 436203 |
| CHECK | 06/13/2024 | SONDHI SOLUTIONS, LLC | 634.96 | COMPUTER SERVICES | 10126110 | 439901 |
| CHECK | 06/13/2024 | ZOOBEAN, INC. | 9,695.15 | COMPUTER SERVICES | 10126110 | 439901 |
| CHECK | 06/20/2024 | AFGHAN AMERICAN COMMUNITY CENTER, INC. | 200.00 | PROGRAMMING | 10101150 | 439910 |
| CHECK | 06/20/2024 | AMBIUS | 295.76 | REP & MAINT-STRUCTURE | 10103180 | 436100 |
| CHECK | 06/20/2024 | ANTIQUARIAN BOOK SCHOOL FOUNDATION | 3,600.00 | CONFERENCES | 10126170 | 432500 |
| CHECK | 06/20/2024 | ARCHITECTURAL GLASS & METAL CO. INC | 67,975.00 | REP & MAINT-STRUCTURE | 48201180 | 436100 |
| CHECK | 06/20/2024 | ASI SIGNAGE INNOVATIONS | 520.00 | FACILITIES OFFICE SUPPLIES | 10101180 | 421500 |
| CHECK | 06/20/2024 | ATC GROUP SERVICES, LLC DEPOSITORY | 3,630.00 | BUILDING IMPRVMENTS & UPGRADES | 48814180 | 444500 |
| CHECK | 06/20/2024 | CITIZENS ENERGY GROUP | 5,436.91 | NATURAL GAS | 10101180 | 435200 |
| CHECK | 06/20/2024 | CITIZENS ENERGY GROUP | 66,653.12 | COOLING/CHILLED WATER | 10101180 | 435401 |
| CHECK | 06/20/2024 | COHEAR PUBLIC BENEFIT, LLC | 19,650.00 | CONSULTING SERVICES | 10126100 | 431500 |
| CHECK | 06/20/2024 | COMMERCIAL OFFICE ENVIRONMENTS INC | 800.28 | OFFICE SUPPLIES - FAC/PURCH | 48402023 | 421500 |
| CHECK | 06/20/2024 | CONSTELLATION NEWENERGY - GAS DIVISION, LLC | 1,462.29 | NATURAL GAS | 10101180 | 435200 |
| CHECK | 06/20/2024 | DIVERSITY PRESS LLC | 1,743.00 | OUTSIDE PRINTING | 10126160 | 433100 |
| CHECK | 06/20/2024 | INDIANAPOLIS STAR | 216.60 | PUBLICATION OF LEGAL NOTICES | 10126180 | 433200 |
| CHECK | 06/20/2024 | HAVERSTICK DESIGNS, LLC. | 8,500.00 | BUILDING | 48402023 | 443500 |
| CHECK | 06/20/2024 | INDIANAPOLIS RECORDER | 1,237.19 | EVENTS & PR | 10126160 | 439907 |
| CHECK | 06/20/2024 | INDY SHADES, INC. | 9,420.00 | REP & MAINT-STRUCTURE | 10126180 | 436100 |
| CHECK | 06/20/2024 | JACKSON SYSTEMS, LLC | 4,574.68 | REP & MAINT-HEATING & AIR | 10101180 | 436201 |
| CHECK | 06/20/2024 | LEGALSHIELD | 210.45 | IDENTITY THEFT & LEGAL PROTECT | 80600000 | 227216 |
| CHECK | 06/20/2024 | LEVERUP FINANCIAL SOLUTIONS LLC | 450.00 | CONSULTING SERVICES | 10126130 | 431500 |
| CHECK | 06/20/2024 | LUNA LANGUAGE SERVICES | 1,539.00 | CONSULTING SERVICES | 10126160 | 431500 |
| CHECK | 06/20/2024 | MARSHALL SECURITY LLC | 18,997.73 | SECURITY SERVICES | 10101180 | 439903 |
| CHECK | 06/20/2024 | REPUBLIC WASTE SERVICES | 7,717.02 | TRASH REMOVAL | 10129180 | 439600 |
| CHECK | 06/20/2024 | B-IKE LLC | 3,000.00 | OTHER CONTRACTUAL SERVICES | 10126160 | 439905 |
| CHECK | 06/20/2024 | SONDHI SOLUTIONS, LLC | 8,930.52 | CONSULTING SERVICES | 10126110 | 431500 |
| CHECK | 06/20/2024 | SPG CONTRACT SERVICES, LLC | 8,249.00 | REP & MAINT-STRUCTURE | 47906180 | 436100 |
| CHECK | 06/20/2024 | THE INTERNATIONAL CENTER OF INDIANAPOLIS | 595.00 | CONFERENCES | 10126170 | 432500 |
| CHECK | 06/20/2024 | TODAY'S BUSINESS SOLUTIONS, INC | 15,471.40 | REP & MAINT-COMPUTERS | 10126110 | 436203 |
| CHECK | 06/20/2024 | U.S. POSTAL SERVICE | 1,630.00 | POSTAGE | 10126120 | 432200 |
| CHECK | 06/27/2024 | INDIANAPOLIS POWER & LIGHT COMPANY | 68,428.63 | ELECTRICITY | 10101180 | 435100 |
| CHECK | 06/27/2024 | APEX BENEFITS GROUP | 12,500.00 | MEDICAL & DENTAL INSURANCE | 10126170 | 413500 |
| CHECK | 06/27/2024 | ARAB TERMITE AND PEST CONTROL INC | 64.00 | PEST SERVICES | 10102180 | 436103 |
| CHECK | 06/27/2024 | ARCHITECTURAL GLASS & METAL CO. INC | 6,750.00 | REP & MAINT-STRUCTURE | 10101180 | 436100 |
| CHECK | 06/27/2024 | ARSEE ENGINEERS, INC | 9,500.00 | REP & MAINT-STRUCTURE | 48215180 | 436100 |
| CHECK | 06/27/2024 | ASI SIGNAGE INNOVATIONS | 210.00 | REP & MAINT-STRUCTURE | 10122180 | 436100 |
| CHECK | 06/27/2024 | AT&T | 590.70 | DATA COMMUNICATIONS | 10126110 | 432400 |
| CHECK | 06/27/2024 | AT&T | 11,065.28 | DATA COMMUNICATIONS | 10126110 | 432400 |
| CHECK | 06/27/2024 | AT&T MOBILITY | 760.85 | DATA COMMUNICATIONS | 10101401 | 432400 |
| CHECK | 06/27/2024 | BACKSTAGE LIBRARY WORKS | 2,259.99 | COMPUTER SERVICES | 10126110 | 439901 |
| CHECK | 06/27/2024 | BLACKMORE & BUCKNER ROOFING | 1,136.33 | REP & MAINT-STRUCTURE | 10128180 | 436100 |
| CHECK | 06/27/2024 | BROWN, BORTZ, & CODDINGTON, INC. | 1,183.00 | CONSULTING SERVICES | 10126100 | 431500 |
| CHECK | 06/27/2024 | CITIZENS ENERGY GROUP | 3,490.99 | SEWAGE | 10101180 | 435900 |
| CHECK | 06/27/2024 | HOLLADAY CONSTRUCTION GROUP | 147,743.27 | BUILDING IMPRVMENTS & UPGRADES | 48915180 | 444500 |
| CHECK | 06/27/2024 | IMCPL - HOLLADAY CONSTRUCTION - RETAINAGE - PIK | 16,415.92 | BUILDING IMPRVMENTS & UPGRADES | 48915180 | 444500 |
| CHECK | 06/27/2024 | LAKESHORE EQUIPMENT COMPANY | 579.57 | OFFICE SUPPLIES - FAC/PURCH | 48302003 | 421500 |
| CHECK | 06/27/2024 | LAWRENCE UTILITIES | 173.61 | WATER | 10123180 | 435400 |
| CHECK | 06/27/2024 | LUMINAUT, INC. | 22,350.66 | BUILDING IMPRVMENTS & UPGRADES | 48915180 | 444500 |
| CHECK | 06/27/2024 | MARSHALL SECURITY LLC | 90.60 | SECURITY SERVICES | 10103800 | 439903 |
| CHECK | 06/27/2024 | MICHAEL A. REUTER CONSULTING SERVICES, INC. | 728.00 | CONSULTING SERVICES | 10126130 | 431500 |
| CHECK | 06/27/2024 | MIDWEST COLLABORATIVE FOR LIBRARY DATABASE (EMCLS) | 250.00 | OTHER CONTRACTUAL SERVICES | 10126120 | 439905 |
| CHECK | 06/27/2024 | MIRIAM GARDNER-RYAN | 200.00 | PROGRAMMING-JUV. | 10101150 | 439911 |
| CHECK | 06/27/2024 | PITNEY BOWES, INC. | 448.50 | EQUIPMENT RENTAL | 10126120 | 437200 |
| CHECK | 06/27/2024 | PROVIDENCE CRISTO REY HIGH SCHOOL | 9,333.00 | OTHER CONTRACTUAL SERVICES | 10126170 | 439905 |
| CHECK | 06/27/2024 | REPROGRAPHIX, INC | 190.75 | OUTSIDE PRINTING | 10126180 | 433100 |
| CHECK | 06/27/2024 | RFS GROUP LLC | 7,234.40 | CLEANING & SANITATION | 10126135 | 422310 |
| CHECK | 06/27/2024 | SHAUNA WILLIAMS | 190.00 | PROGRAMMING-JUV. | 10101150 | 439911 |
| CHECK | 06/27/2024 | SMITH SECKMAN REID, INC | 2,833.00 | BUILDING | 48402023 | 443500 |
| CHECK | 06/27/2024 | TODAY'S BUSINESS SOLUTIONS, INC | 16,729.00 | REP & MAINT-COMPUTERS | 10126110 | 436203 |
| CHECK | 06/27/2024 | UNITED PARCEL SERVICE | 180.10 | FREIGHT & EXPRESS | 10126120 | 432100 |
| CHECK | 06/27/2024 | WEBSDER CORNEILLE | 250.00 | OTHER CONTRACTUAL SERVICES | 10126100 | 439905 |
| EFT | 06/06/2024 | ALSCO | 816.61 | CLEANING & SANITATION | 10101180 | 422310 |
| EFT | 06/06/2024 | BAKER & TAYLOR | 10,553.61 | BOOKS & MATERIALS | 10126120 | 449000 |
| EFT | 06/06/2024 | BAKER & TAYLOR | 24,677.82 | BOOKS & MATERIALS | 48626120 | 449000 |

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| EFT | 06/06/2024 BAKER & TAYLOR | 28,357.89 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/06/2024 BRIGHT IDEAS IN BROAD RIPPLE | 14,209.44 | OUTSIDE PRINTING | 10126160 433100 |
| EFT | 06/06/2024 BRIGHTLY SOFTWARE, INC. | 7,842.00 | OTHER CONTRACTUAL SERVICES | 10126180 439905 |
| EFT | 06/06/2024 CAMACHO JANITORIAL SUPPLY & SERVICES, INC. | 133,909.56 | CLEANING SERVICES | 10129180 436110 |
| EFT | 06/06/2024 CDW GOVERNMENT, INC. | 520.92 | FACILITIES OFFICE SUPPLIES | 10126180 421500 |
| EFT | 06/06/2024 CENTRAL SECURITY & COMMUNICATIONS | 2,169.92 | REP & MAINT-EQUIPMENT | 10121180 436200 |
| EFT | 06/06/2024 DACO GLASS & GLAZING INC | 3,370.93 | REP & MAINT-STRUCTURE | 10108180 436100 |
| EFT | 06/06/2024 DELL MARKETING L.P. | 9,761.10 | IT OFFICE SUPPLIES | 10126110 421500 |
| EFT | 06/06/2024 DELTA DENTAL | 12,735.98 | MEDICAL & DENTAL INSURANCE | 10126170 413500 |
| EFT | 06/06/2024 DEMCO, INC. | 2,298.39 | LIBRARY SUPPLIES | 10126120 421600 |
| EFT | 06/06/2024 DYNAMARK GRAPHICS GROUP | 966.74 | OUTSIDE PRINTING | 10126160 433100 |
| EFT | 06/06/2024 ESSENTIAL ARCHITECTURAL SIGNS, INC | 974.88 | FACILITIES OFFICE SUPPLIES | 10123180 421500 |
| EFT | 06/06/2024 ETI PERFORMANCE IMPROVEMENT | 4,590.00 | CONSULTING SERVICES | 10126110 431500 |
| EFT | 06/06/2024 GALE GROUP THE | 745.28 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/06/2024 GEYER FIRE PROTECTION, LLC | 667.00 | REP & MAINT-STRUCTURE | 10115180 436100 |
| EFT | 06/06/2024 GILLIATTE GENERAL CONTRACTORS, INC | 343,949.65 | BUILDING IMPRVMENTS & UPGRADES | 48814180 444500 |
| EFT | 06/06/2024 GLENDALE TOWN CENTER | 2,290.08 | PLUMBING | 10103180 436102 |
| EFT | 06/06/2024 GRAINGER | 275.25 | UNIFORMS | 10126120 422250 |
| EFT | 06/06/2024 MEGAN HOVIOUS | 3,000.00 | WELLNESS | 10126170 413000 |
| EFT | 06/06/2024 INDIANA PLUMBING AND DRAIN LLC | 1,223.00 | PLUMBING | 10101180 436102 |
| EFT | 06/06/2024 INGRAM LIBRARY SERVICES | 36.94 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/06/2024 KATHERYN BROOKE SALAZAR | 2,500.00 | CONFERENCES | 10126170 432500 |
| EFT | 06/06/2024 KENT HICKEY | 1,000.00 | PROGRAMMING-JUV. | 10101150 439911 |
| EFT | 06/06/2024 MAIN EVENT SOUND & LIGHTING | 5,160.15 | OTHER CONTRACTUAL SERVICES | 10126180 439905 |
| EFT | 06/06/2024 MIDWEST TAPE NON PROCESSED | 361.10 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/06/2024 MIDWEST TAPE, LLC | 10,166.20 | MATERIALS CONTRACTUAL | 10126120 439930 |
| EFT | 06/06/2024 MIDWEST TAPE, LLC | 1,259.90 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/06/2024 MOUNTAIN GLACIER, LL | 149.86 | FACILITIES OFFICE SUPPLIES | 10126180 421500 |
| VOID | 06/06/2024 OFFICEWORKS | 3,910.97 | COL RECLOCATE OFFICE SYSTEMS | |
| EFT | 06/06/2024 ORACLE ELEVATOR HOLDCO, INC. | 1,312.50 | ELEVATOR SERVICES | 10101180 436104 |
| EFT | 06/06/2024 OVERDRIVE INC | 76,956.31 | MATERIALS CONTRACTUAL | 10126120 439930 |
| EFT | 06/06/2024 PROVIDENCE OUTDOOR | 35,986.50 | LAWN & LANDSCAPING | 10129180 439602 |
| EFT | 06/06/2024 RICHARD LOPEZ ELECTRICAL, LLC | 288.00 | ELECTRICAL | 10120180 436101 |
| EFT | 06/06/2024 RICHARD LOPEZ ELECTRICAL, LLC | 20,212.33 | ELECTRICAL | 10101180 436101 |
| EFT | 06/06/2024 SAGE PUBLISHING | 416.17 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/06/2024 STENZ MANAGEMENT COMPANY, INC | 6,936.07 | REP & MAINT-STRUCTURE | 10101180 436100 |
| EFT | 06/06/2024 STUART'S ENTERPRISES LLC | 4,329.06 | OTHER CONTRACTUAL SERVICES | 10126180 439905 |
| EFT | 06/06/2024 THE HARMON HOUSE L.L.C. | 1,110.00 | CONSULTING SERVICES | 10126160 431500 |
| EFT | 06/06/2024 ULINE | 336.93 | DEPARTMENT OFFICE SUPPLIES | 10101401 421700 |
| EFT | 06/06/2024 VALUE LINE PUBLISHING INC. | 1,142.00 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/06/2024 YOUR AUTOMATIC DOOR COMPANY | 396.00 | REP & MAINT-STRUCTURE | 10103180 436100 |
| EFT | 06/13/2024 BAKER & TAYLOR | 2,157.15 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/13/2024 BAKER & TAYLOR | 5,792.67 | BOOKS & MATERIALS | 48626120 449000 |
| EFT | 06/13/2024 BAKER & TAYLOR | 12,329.80 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/13/2024 BAKER & TAYLOR | 265.10 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/13/2024 BAKER TILLY VIRCHOW KRAUSE, LLP | 20,946.40 | CONSULTING SERVICES | 10126130 431500 |
| EFT | 06/13/2024 BRODART COMPANY | 551.78 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/13/2024 DEMCO, INC. | 5,708.18 | OFFICE SUPPLIES - FAC/PURCH | 48302003 421500 |
| EFT | 06/13/2024 HEALTH & HOSPITALS CORP. OF MARION CNTY. | 600.00 | PROGRAMMING-JUV. | 10101150 439911 |
| EFT | 06/13/2024 INDIANAPOLIS ARMORED CAR, INC | 5,095.67 | OTHER CONTRACTUAL SERVICES | 10126130 439905 |
| EFT | 06/13/2024 INGRAM LIBRARY SERVICES | 12,435.46 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/13/2024 MIDWEST TAPE, LLC | 11,057.41 | MATERIALS CONTRACTUAL | 10126120 439930 |
| EFT | 06/13/2024 MOUNTAIN GLACIER, LL | 30.97 | FACILITIES OFFICE SUPPLIES | 10101180 421500 |
| VOID | 06/13/2024 OFFICEWORKS | 3,910.97 | COL RECLOCATE OFFICE SYSTEMS | |
| EFT | 06/13/2024 ORACLE ELEVATOR HOLDCO, INC. | 5,633.30 | ELEVATOR SERVICES | 10126180 436104 |
| EFT | 06/13/2024 OVERDRIVE INC | 93,005.50 | MATERIALS CONTRACTUAL | 10126120 439930 |
| EFT | 06/13/2024 STUART'S ENTERPRISES LLC | 356.95 | OTHER CONTRACTUAL SERVICES | 10126180 439905 |
| EFT | 06/13/2024 SAMANTHA PUREVICH | 70.00 | PROGRAMMING | 10101150 439910 |
| EFT | 06/20/2024 AFSCME COUNCIL IKOC 962 | 3,425.33 | BOOKS & MATERIALS | 80026120 449000 |
| EFT | 06/20/2024 ANTHEM INSURANCE COMPANIES, INC | 375,500.00 | UNION DUES | 80600000 227223 |
| EFT | 06/20/2024 AUSTIN BOOK SALES | 23,321.48 | MEDICAL & DENTAL INSURANCE | 70126170 413500 |
| EFT | 06/20/2024 BAKER & TAYLOR | 112.92 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 BAKER & TAYLOR | 3,193.82 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 BAKER & TAYLOR | 20,654.43 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 BAKER & TAYLOR | 8,166.73 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 BAKER TILLY VIRCHOW KRAUSE, LLP | 3,403.79 | CONSULTING SERVICES | 10126130 431500 |
| EFT | 06/20/2024 BRODART COMPANY | 1,294.89 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 CASH & CARRY PAPER COMPANY, INC. | 36.50 | DEPARTMENT OFFICE SUPPLIES | 10101150 421700 |
| EFT | 06/20/2024 CHILDREN'S PLUS INC. | 2,577.50 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 DACO GLASS & GLAZING INC | 1,865.00 | REP & MAINT-STRUCTURE | 10103180 436100 |

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| EFT | 06/20/2024 DELL MARKETING L.P. | 135,380.76 | IT OFFICE SUPPLIES | 10126110 421500 |
| EFT | 06/20/2024 DYNAMARK GRAPHICS GROUP | 53.63 | OUTSIDE PRINTING | 10126160 433100 |
| EFT | 06/20/2024 ELLIS MECHANICAL & ELECTRICAL | 9,279.78 | REP & MAINT-HEATING & AIR | 10101180 436201 |
| EFT | 06/20/2024 FINK ROBERTS & PETRIE, INC | 1,800.00 | ENGINEERING & ARCHITECTURAL | 22600000 431200 |
| EFT | 06/20/2024 FLEET CARE, INC. | 1,839.75 | REP & MAINT-AUTO | 10126180 436202 |
| EFT | 06/20/2024 FULLER ENGINEERING CO., LLC | 3,250.00 | REP & MAINT-HEATING & AIR | 10126180 436201 |
| EFT | 06/20/2024 GALE GROUP THE | 26,000.00 | MATERIALS CONTRACTUAL | 10126120 439930 |
| EFT | 06/20/2024 GEYER FIRE PROTECTION, LLC | 5,275.00 | REP & MAINT-STRUCTURE | 10101180 436100 |
| EFT | 06/20/2024 INDIANA PLUMBING AND DRAIN LLC | 3,081.50 | PLUMBING | 10101180 436102 |
| EFT | 06/20/2024 INDY COMMUNITY YOGA | 240.00 | PROGRAMMING | 10101150 439910 |
| EFT | 06/20/2024 INGRAM LIBRARY SERVICES | 9,185.72 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 J&G CARPET PLUS | 3,515.00 | CLEANING SERVICES | 10127180 436110 |
| EFT | 06/20/2024 LANGUAGE LINE SERVICES, INC. | 50.88 | COMPUTER SERVICES | 10126110 439901 |
| EFT | 06/20/2024 LOGICALIS, INC | 24,465.00 | REP & MAINT-COMPUTERS | 10126110 436203 |
| EFT | 06/20/2024 MIDWEST TAPE - PROCESSED DVDS | 1,512.93 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT | 4,048.55 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 MIDWEST TAPE NON PROCESSED | 1,710.94 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT | 6,702.80 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 MOORE INFORMATION SERVICES, INC | 1,040.03 | CONSULTING SERVICES | 10126170 431500 |
| EFT | 06/20/2024 OVERDRIVE INC | 39,103.62 | MATERIALS CONTRACTUAL | 10126120 439930 |
| EFT | 06/20/2024 PERFORMANCE VALIDATION, INC. | 325.00 | BUILDING IMPRVMENTS & UPGRADES | 48915180 444500 |
| EFT | 06/20/2024 REGIONS BANK PURCHASING CARD | 29,100.72 | IT OFFICE SUPPLIES | 10126110 421500 |
| EFT | 06/20/2024 RICHARD LOPEZ ELECTRICAL, LLC | 3,735.00 | ELECTRICAL | 10101180 436101 |
| EFT | 06/20/2024 RICOH USA, INC. - 12882 | 8,223.68 | OTHER CONTRACTUAL SERVICES | 10126110 439905 |
| EFT | 06/20/2024 AMERICAN UNITED LIFE INSURANCE CO | 795.68 | UNIVERSAL LIFE/VTL INSURANCE | 80600000 227212 |
| EFT | 06/20/2024 STAPLES | 12,277.86 | DEPARTMENT OFFICE SUPPLIES | 10126180 421700 |
| EFT | 06/20/2024 TECH-LOGIC CORPORATION | 8,970.00 | OTHER CONTRACTUAL SERVICES | 10126120 439905 |
| EFT | 06/20/2024 THE ETICA GROUP, INC | 2,725.81 | REP & MAINT-STRUCTURE | 48626180 436100 |
| EFT | 06/20/2024 THE HARMON HOUSE L.L.C. | 1,430.00 | CONSULTING SERVICES | 10126160 431500 |
| EFT | 06/20/2024 THOMSON REUTERS-WEST PUBLISHING CORPORATION | 7,001.09 | BOOKS & MATERIALS | 10126120 449000 |
| EFT | 06/20/2024 YOUR AUTOMATIC DOOR COMPANY | 199.00 | REP & MAINT-STRUCTURE | 10102180 436100 |
| EFT | 06/27/2024 ACORN DISTRIBUTORS, INC | 2,765.77 | CLEANING & SANITATION | 10126135 422310 |
| EFT | 06/27/2024 BAKER TILLY VIRCHOW KRAUSE, LLP | 11,893.79 | CONSULTING SERVICES | 10126130 431500 |
| EFT | 06/27/2024 CAMACHO JANITORIAL SUPPLY & SERVICES, INC. | 126,696.95 | CLEANING SERVICES | 10101180 436110 |
| EFT | 06/27/2024 CENTRAL SECURITY & COMMUNICATIONS | 4,125.00 | REP & MAINT-EQUIPMENT | 10129180 436200 |
| EFT | 06/27/2024 COMPLETE WELLNESS SOLUTIONS LLC | 1,030.25 | WELLNESS | 10126170 413000 |
| EFT | 06/27/2024 CREATIVE AQUATIC SOLUTIONS, LLC | 328.90 | OTHER CONTRACTUAL SERVICES | 10108180 439905 |
| EFT | 06/27/2024 DACO GLASS & GLAZING INC | 385.00 | REP & MAINT-STRUCTURE | 10104180 436100 |
| EFT | 06/27/2024 DANCORP INC. DBA DANCO | 1,240.00 | REP & MAINT-HEATING & AIR | 10101180 436201 |
| EFT | 06/27/2024 DELL MARKETING L.P. | 178.24 | DEPARTMENT OFFICE SUPPLIES | 10126110 421700 |
| EFT | 06/27/2024 DELTA DENTAL | 2,036.38 | VOLUNTARY VISION | 80600000 227214 |
| EFT | 06/27/2024 DELTA DENTAL | 5.70 | VOLUNTARY VISION | 80600000 227214 |
| EFT | 06/27/2024 DELTA DENTAL | 12,815.50 | MEDICAL & DENTAL INSURANCE | 10126170 413500 |
| EFT | 06/27/2024 DELTA DENTAL | 25.88 | DENTAL INSURANCE | 80600000 227218 |
| EFT | 06/27/2024 DELTA DENTAL | 77.64 | DENTAL INSURANCE | 80600000 227218 |
| EFT | 06/27/2024 DEMCO, INC. | 5,008.10 | LIBRARY SUPPLIES | 10126120 421600 |
| EFT | 06/27/2024 DENISON PARKING | 7,139.01 | OTHER OFFICE SUPPLIES | 22600000 421500 |
| EFT | 06/27/2024 ELLIS MECHANICAL & ELECTRICAL | 10,438.48 | REP & MAINT-HEATING & AIR | 10129180 436201 |
| EFT | 06/27/2024 FULLER ENGINEERING CO., LLC | 1,804.00 | REP & MAINT-HEATING & AIR | 10105180 436201 |
| EFT | 06/27/2024 GEYER FIRE PROTECTION, LLC | 6,041.00 | REP & MAINT-STRUCTURE | 10101180 436100 |
| EFT | 06/27/2024 IBJ CORPORATION | 67.06 | PUBLICATION OF LEGAL NOTICES | 10126180 433200 |
| EFT | 06/27/2024 INSIGHT PUBLIC SECTOR, INC | 36,878.90 | IT OFFICE SUPPLIES | 10126110 421500 |
| EFT | 06/27/2024 IRVINGTON PRESBYTERIAN CHURCH | 1,008.33 | REAL ESTATE RENTAL | 10102004 437300 |
| EFT | 06/27/2024 JEREMY NORRIS | 5,421.40 | LAWN & LANDSCAPING | 10102180 439602 |
| EFT | 06/27/2024 KRM ARCHITECTURE+ INC | 22,253.59 | REP & MAINT-STRUCTURE | 48501180 436100 |
| EFT | 06/27/2024 LEVEL (3) COMMUNICATIONS, LLC | 4,248.58 | DATA COMMUNICATIONS | 10126110 432400 |
| EFT | 06/27/2024 RELIANCE ENGINEERING, LLC | 1,594.00 | BUILDING IMPRVMENTS & UPGRADES | 48814180 444500 |
| EFT | 06/27/2024 MOUNTAIN GLACIER, LL | 149.86 | FACILITIES OFFICE SUPPLIES | 10126180 421500 |
| EFT | 06/27/2024 NAN LAKOU INDIANA | 200.00 | PROGRAMMING | 10101150 439910 |
| EFT | 06/27/2024 OFFCEWORKS | 2,205.32 | REP & MAINT-STRUCTURE | 10102180 436100 |
| EFT | 06/27/2024 ORACLE ELEVATOR HOLDCO, INC. | 5,770.63 | ELEVATOR SERVICES | 10101180 436104 |
| EFT | 06/27/2024 RED OXYGEN INC | 31.25 | COMPUTER SERVICES | 10126110 439901 |
| EFT | 06/27/2024 RICHARD LOPEZ ELECTRICAL, LLC | 14,212.57 | ELECTRICAL | 10101180 436101 |
| EFT | 06/27/2024 RICOH USA, INC. - 12882 | 4,070.46 | EQUIPMENT RENTAL | 10126110 437200 |
| EFT | 06/27/2024 STENZ MANAGEMENT COMPANY, INC | 16,656.76 | REP & MAINT-STRUCTURE | 10101180 436100 |
| EFT | 06/27/2024 STUART'S ENTERPRISES LLC | 1,971.40 | OTHER CONTRACTUAL SERVICES | 10126180 439905 |
| EFT | 06/27/2024 THE HARMON HOUSE L.L.C. | 1,400.00 | PROGRAMMING | 10101150 439910 |
| EFT | 06/27/2024 YOUR AUTOMATIC DOOR COMPANY | 190.00 | REP & MAINT-STRUCTURE | 10105180 436100 |
| Total | | 12,520,235.60 | | |

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| <u>Summary by Transaction Type:</u> | |
| Computer Check | 820,899.88 |
| EFT Check | <u>11,691,513.78</u> |
| Total Payments | 12,512,413.66 |
| Total Voided Items | <u>7,821.94</u> |
| Total listed | <u><u>\$ 12,520,235.60</u></u> |

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

| Nr | Type | Date | Reference | Amount | Description | Fund |
|-----------|-------------|-------------|---------------------------|-----------------|-----------------------|-----------------|
| | CHECK | 06/06/2024 | JASON CECIL | 11.79 | LOST ITEMS | 10402029 351205 |
| | CHECK | 06/06/2024 | KRISTEN PHAIR | 41.92 | LOST ITEMS | 10402002 351205 |
| | CHECK | 06/13/2024 | BETTENDORF PUBLIC LIBRARY | 9.00 | MISCELLANEOUS REVENUE | 10401401 360000 |
| | | | Total | <u>\$ 62.71</u> | | |

Summary by Transaction Type:

| | |
|--------------------|------------------------|
| Computer Check | <u>\$ 62.71</u> |
| EFT Check | <u>\$ -</u> |
| Total Payments | <u>\$ 62.71</u> |
| Total Voided Items | <u>\$ -</u> |
| Total listed | <u><u>\$ 62.71</u></u> |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

| N Type | Date | Reference | Amount | Description | Fund |
|---------------|-------------|--|---------------|-------------------------------|-----------------|
| CHECK | 06/06/2024 | ASHLEY LUNA | 97.24 | PROGRAMMING | 80002006 439910 |
| CHECK | 06/06/2024 | BWANA CLEMENTS | 200.00 | PROGRAMMING | 80001401 439910 |
| CHECK | 06/06/2024 | FORT BEN HARRISON (PETTY CASH) | 8.03 | PROGRAMMING-JUV. | 80002023 439911 |
| CHECK | 06/06/2024 | FRANKLIN TOWNSHIP LIONS CLUB | 100.00 | UNRESTRICTED EXPENSES | 80002021 459001 |
| CHECK | 06/06/2024 | INDIANA UNIV ACCTS RECEIVABLE IUPUI | 3,344.30 | PROGRAMMING-JUV. | 80001150 439911 |
| CHECK | 06/06/2024 | JESSICA NEEB-SMITH | 13.90 | PROGRAMMING-JUV. | 80001150 439911 |
| CHECK | 06/06/2024 | KIRSTEN WEAVER | 44.97 | PROGRAMMING-JUV. | 80001150 439911 |
| CHECK | 06/06/2024 | MARGARET WARD | 31.43 | EVENTS & PR | 80002025 439907 |
| CHECK | 06/06/2024 | MARY JO WYSS TREADWELL | 125.00 | PROGRAMMING-JUV. | 80001150 439911 |
| CHECK | 06/06/2024 | SHELBY PEAK | 146.50 | PROGRAMMING-JUV. | 80002023 439911 |
| CHECK | 06/06/2024 | WEST PERRY (PETTY CASH) | 21.44 | PROGRAMMING-JUV. | 80002029 439911 |
| CHECK | 06/13/2024 | AMY BUELL | 55.51 | REPLACEMENT CHECK | |
| CHECK | 06/13/2024 | GIFTED HANDS TUTORING LLC | 240.00 | REPLACEMENT CHECK | |
| CHECK | 06/13/2024 | GLENDALE (PETTY CASH) | 6.29 | REPLACEMENT CHECK | |
| CHECK | 06/13/2024 | MARY JO WYSS TREADWELL | 250.00 | REPLACEMENT CHECK | |
| CHECK | 06/13/2024 | MATTHEW BALL, LLC | 350.00 | PROGRAMMING | 80001150 439910 |
| CHECK | 06/20/2024 | CAROL THARP-PERRIN | 272.00 | PROGRAMMING | 80002020 439910 |
| CHECK | 06/20/2024 | FIONA DUKE | 532.12 | DEPARTMENT OFFICE SUPPLIES | 80002017 421700 |
| CHECK | 06/20/2024 | HILARI VARGO | 400.00 | PROGRAMMING-JUV. | 80001150 439911 |
| CHECK | 06/20/2024 | JENA MATTIX | 73.55 | PROGRAMMING | 80002003 439910 |
| CHECK | 06/20/2024 | SAKURA FUQUA | 150.59 | PROGRAMMING | 80001401 439910 |
| CHECK | 06/20/2024 | WAYNE (PETTY CASH) | 32.09 | DEPARTMENT OFFICE SUPPLIES | 80002019 421700 |
| CHECK | 06/27/2024 | BRANDON S. GLENN | 300.00 | PROGRAMMING | 80001401 439910 |
| CHECK | 06/27/2024 | CHADWICK J. OFFUTT- GILLENWATER | 375.00 | PROGRAMMING-JUV. | 80001150 439911 |
| CHECK | 06/27/2024 | CONSUELO ZAVALA | 96.18 | PROGRAMMING | 80002016 439910 |
| CHECK | 06/27/2024 | DAMON CLEVINGER | 300.00 | PROGRAMMING | 80001401 439910 |
| CHECK | 06/27/2024 | DEBORAH EHRET | 83.74 | PROGRAMMING-JUV. | 80002002 439911 |
| CHECK | 06/27/2024 | ERIN MURPHY | 104.82 | PROGRAMMING | 80002003 439910 |
| CHECK | 06/27/2024 | FABULOUSLY FUN COMPANY | 540.00 | PROGRAMMING | 80002017 439910 |
| CHECK | 06/27/2024 | GIFTED HANDS TUTORING LLC | 240.00 | PROGRAMMING | 80001401 439910 |
| CHECK | 06/27/2024 | JAMIE JOHNSON | 500.00 | PROGRAMMING ADULT - CENTRAL | 80001412 439912 |
| CHECK | 06/27/2024 | JENA MATTIX | 39.55 | PROGRAMMING-JUV. | 80002003 439911 |
| CHECK | 06/27/2024 | MARY JO WYSS TREADWELL | 125.00 | PROGRAMMING-JUV. | 80001150 439911 |
| CHECK | 06/27/2024 | MIRIAM GARDNER-RYAN | 50.00 | PROGRAMMING-JUV. | 80002018 439911 |
| CHECK | 06/27/2024 | REBECCA ELDER CULTURAL HERITAGE PRESERVATION | 125.00 | PROGRAMMING | 80001401 439910 |
| CHECK | 06/27/2024 | RITZ CHARLES CARMEL | 851.50 | IN HOUSE CONFERENCE | 80026100 432501 |
| CHECK | 06/27/2024 | STRESSCA NATHANIEL | 29.40 | PROGRAMMING-JUV. | 80002003 439911 |
| CHECK | 06/27/2024 | THERESA COLEMAN | 214.65 | PROGRAMMING | 80002005 439910 |
| EFT | 06/06/2024 | BAKER & TAYLOR | 193.60 | BOOKS FOR PROGRAMMING | 80002025 424100 |
| EFT | 06/06/2024 | BRAD THOMAS CONROY | 300.00 | PROGRAMMING | 80001150 439910 |
| EFT | 06/06/2024 | BRIGHT IDEAS IN BROAD RIPPLE | 1,801.43 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/06/2024 | CASH & CARRY PAPER COMPANY, INC. | 156.20 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/06/2024 | CYNTHIA REINHARD | 150.00 | PROGRAMMING | 80001150 439910 |
| EFT | 06/06/2024 | JULIA LOHLA | 150.00 | PROGRAMMING | 80001150 439910 |
| EFT | 06/06/2024 | LORALYNN E EADES | 75.00 | PROGRAMMING | 80001150 439910 |
| EFT | 06/06/2024 | SILLY SAFARI SHOWS, INC | 1,200.00 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/13/2024 | BAKER & TAYLOR | 1,944.77 | LIBRARY COLLECTIONS MATERIALS | 80026120 449000 |
| EFT | 06/20/2024 | ARTS FOR LEARNING INDIANA | 696.00 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/20/2024 | CROSSROADS REHABILITATION CENTER | 14.24 | OTHER CONTRACTUAL SERVICES | 80026120 439905 |
| EFT | 06/20/2024 | DEMCO, INC. | 48.14 | PROGRAMMING-JUV. | 80002029 439911 |
| EFT | 06/20/2024 | DYNAMARK GRAPHICS GROUP | 1,833.26 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/20/2024 | JEREMY SOUTH | 400.00 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/20/2024 | JULIA FISH THOMPSON | 800.00 | PROGRAMMING | 80001150 439910 |
| EFT | 06/20/2024 | LAURA ESTALA LOZA MARTINEZ | 100.00 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/20/2024 | MICHELLE DANIEL | 400.00 | PROGRAMMING ADULT - CENTRAL | 80001401 439912 |
| EFT | 06/20/2024 | THE HARMON HOUSE L.L.C. | 590.00 | CONSULTING SERVICES | 80026160 431500 |
| EFT | 06/24/2024 | JAKUAVIS COLEMAN | 5,000.00 | PROGRAMMING ADULT - CENTRAL | 80001412 439912 |
| EFT | 06/27/2024 | ARTS FOR LEARNING INDIANA | 450.00 | PROGRAMMING-JUV. | 80001150 439911 |

| | | | | |
|-----|---|-------------------------|-----------------------------|-----------------|
| EFT | 06/27/2024 CREATIVELY CHRISTINE, LLC | 925.00 | PROGRAMMING ADULT - CENTRAL | 80001412 439912 |
| EFT | 06/27/2024 CROSSROADS REHABILITATION CENTER | 1,324.34 | OTHER CONTRACTUAL SERVICES | 80026120 439905 |
| EFT | 06/27/2024 DARREN CHITTICK | 200.00 | PROGRAMMING-JUV. | 80002018 439911 |
| EFT | 06/27/2024 INGRAM LIBRARY SERVICES | 808.49 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/27/2024 INGRAM LIBRARY SERVICES | 13,500.45 | PROGRAMMING-JUV. | 80001150 439911 |
| EFT | 06/27/2024 STAPLES | 583.99 | DEPARTMENT OFFICE SUPPLIES | 80002025 421700 |
| EFT | 06/27/2024 TINA Y DAVIS-POWELL | 1,500.00 | PROGRAMMING ADULT - CENTRAL | 80001412 439912 |
| | Total | <u><u>45,614.71</u></u> | | |

Summary by Transaction Type:

| | |
|--------------------|----------------------------|
| Computer Check | 10,469.80 |
| EFT Check | <u>35,144.91</u> |
| Total Payments | 45,614.71 |
| Total Voided Items | - |
| Total Listed | <u><u>\$ 45,614.71</u></u> |

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
JULY 22, 2024
PERSONNEL ACTIONS
RESOLUTION 47-2024

NEW HIRES:

- Richard Schulte, Library Assistant II, Central Borrowers Service Section, \$17.50 per hour, Effective: July 17, 2024
- Grace Shelton, Hourly Youth Multimedia Specialist, The Learning Curve, \$18.90 per hour, Effective: July 11, 2024
- Cynthia Patel, Page, Haughville Branch, \$15.00 per hour, Effective: July 11, 2024
- Amna Haider, Youth Multimedia Learning Specialist, The Learning Curve, \$18.90 per hour, Effective: July 17, 2024
- Grant Shaw, Library Security Assistant, Central Library, \$18.00 per hour, Effective: July 11, 2024
- Hanna Salas, Hourly Public Services Associate I, The Learning Curve, \$16.47 per hour, Effective: July 11, 2024

INTERNAL CHANGES:

- Adam Bedoya from Library Security Assistant, Operational Services to Library Security Assistant, East 38th Street Branch, No Change in Pay, Effective: June 16, 2024
- Chase Martin from Manager, Community Branch, College Avenue Branch, \$29.12 per hour to Public Services Librarian, Central Adult Reference, \$25.08 per hour, Effective: July 28, 2024
- Christopher Hogsett from Manager, Regional Branch, Pike Branch to Manager, Learning Curve, The Learning Curve, No Change in Pay, Effective: July 14, 2024
- Danny Brandon from Library Security Assistant, Operational Services to Library Security Assistant, East Washington Branch, No Change in Pay, Effective: June 16, 2024
- Elisabeth Armour from Library Security Assistant, Operational Services to Library Security Assistant, College Avenue Branch, No Change in Pay, Effective: June 16, 2024
- Erin Muex from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- Jade Jones from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- James Brooks from Library Security Assistant, Operational Services to Library Security Assistant, Garfield Park Branch, No Change in Pay, Effective: June 16, 2024
- Jarrod Reid from Public Services Librarian, Pike Branch to Public Services Librarian, Central Adult Reference, No Change in Pay, Effective: July 28, 2024
- Jason Martin from Library Security Supervisor, Operational Services to Library Security Supervisor, Central Library, No Change in Pay, Effective: June 16, 2024
- John Hickman from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- Kojo Turner from Library Security Supervisor, Operational Services to Library Security Supervisor, Central Library, No Change in Pay, Effective: June 16, 2024
- Martin Hehman from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024

- Mikel Pointdexter, Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- Ross Unseld from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- Sarah Sauers from Interim Library Security Supervisor, Operational Services to Interim Library Security Supervisor, Central Library, No Change in Pay, Effective: June 16, 2024
- Sterling Brice from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- Tammy Burrus from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- William Cole from Library Security Assistant, Operational Services to Library Security Assistant, Central Library, No Change in Pay, Effective: June 16, 2024
- Dameika Newell from Library Security Assistant, Operational Services to Library Security Assistant, Haughville Branch, No Change in Pay, Effective: June 16, 2024
- Dennis Lewandowski from Library Security Assistant, Operational Services to Library Security Assistant, East 38th Street Branch, No Change in Pay, Effective: June 16, 2024
- Sarah Sauers from Interim Library Security Supervisor, Central Library, \$22.00 per hour to Library Security Assistant, Central Library, \$18.00 per hour, Effective: June 16, 2024
- Tammy Burrus from Library Security Assistant, Central Library to Library Security Assistant, LSC Front Desk, Public Services Area, No Change in Pay, Effective: June 30, 2024
- Thomas Stull from Library Security Assistant, Operational Services to Library Security Assistant, Warren Branch, No Change in Pay, Effective: June 16, 2024

RE-HIRES: (None Reported)

SEPARATION:

- Briana Miele, Page, College Avenue Branch, 2 years and 8 months, Effective: July 11, 2024
- Catarino Cummings Library Security Assistant, Irvington Branch, 6 months, Effective: July 6, 2024
- Kaparra Bowers, Library Assistant II, College Avenue Branch, 1 year and 1 month, Effective: July 11, 2024
- Lily Powell, Page, Wayne Branch, 2 years and 9 months, Effective: June 15, 2024
- Madison Blackwell, Page, Pike Branch, 6 years, Effective: June 15, 2024
- Margaret Lane, Library Assistant II, Irvington Branch, 14 years and 5 months, Effective: July 30, 2024
- Megan Beyers, Page, Martindale Brightwood Branch, 3 years and 9 months, Effective: July 5, 2024
- Rhonda Oliver, Manager, Regional Branch, Lawrence Branch, 28 years and 9 months, Effective: July 5, 2024
- Richard Joya DeTorre, Public Services Librarian, Central Adult Reference, 4 years and 10 months, Effective: July 5, 2024
- Riley Denslaw, Venue Coordinator, Central Library, 4 years and 7 months, Effective: July 18, 2024

INACTIVE: (None Reported)

RE-ACTIVATE: (None Reported)

PAY ADJUSTMENT: (None Reported)

RECLASSIFICATION: (None Reported)

CORRECTION:

- On June 24, 2024 Personnel Actions, Jeff Tatum's position was reported as Page. However, his position has been updated to Page Assistant and it is now corrected as the following: Jeff Tatum from Hourly Page, The Learning Curve to Page Assistant, The Learning Curve, No Change in Pay, Effective: June 2, 2024

RESOLUTION 47-2024 July 2024

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

July 2024



CEO REPORT

July 22, 2024

SUMMARY

The Indianapolis Public Library has showcased a range of exciting and impactful programs across its branches. Central Library started its Equity Speaker Series with the authors of "Who Would Believe a Prisoner? Indiana Women's Carceral Institutions, 1848-1920," who discussed their groundbreaking work and lived experiences. In celebration of Pride Month, the library also hosted a successful Wikipedia edit-a-thon, "Indy Wiki Loves Pride," to enhance LGBTQ+ representation on the platform. Glendale's Summer Reading Program (SRP) saw enthusiastic participation, with one family completing five hours of reading before the kickoff event, while Southport celebrated its 50th anniversary with a variety of community activities, including historical presentations, face painting, and cultural dances.

Branches also reported significant achievements and engaging activities. West Perry received an award from the International Interior Design Associates for public libraries under 30,000 square feet and had a successful Chair Aerobics series that improved participants' mobility. Wayne Branch partnered with Wayne Township Schools to host the Giants Cafe, providing children free lunches and reading sessions. The Summer Reading Program is also thriving, with over 14,600 kids and teens and 5,453 adults participating. Collectively, they have read 16 million minutes so far, aiming to reach an 18 million-minute goal.

The library's adult and juvenile programs continue to draw significant participation. In June, 510 children's programs served 14,700 patrons, focusing on pet-themed activities and community giveback projects like "Paws for a Cause" for the Indy Humane Society. The library collected over 1,000 books for the Boys & Girls Club of Indianapolis. For adults, 107 programs were held, including discussions for the One State, One Story campaign and a "Coffee Brewing 101" series with Scott Soltys-Curry. The library continues receiving positive media coverage and recognition, including nearly 20,000 youth participating in the Summer Reading Program and other community-driven initiatives.

Gregory A. Hill, Sr., CEO

Indianapolis Public Library

Branch Program Highlights

Central Library - On June 1, our 2024 Equity Speaker Series welcomed the authors of the book "Who Would Believe a Prisoner? Indiana Women's Carceral Institutions, 1848-1920." The book is "a groundbreaking collective work of history by a group of incarcerated scholars that resurrects the lost truth about the first women's prison." The authors discussed the book and their lived experiences.

In celebration of Pride Month, on June 17, Central Library held a Wikipedia edit-a-thon called "Indy Wiki Loves Pride." Guided by Wikimedians and using our Chris Gonzales collection and other resources, participants edited Wikipedia pages related to LGBTQ+ topics. **From Kristen Foland, Supervisor Librarian, Central Adult Services**

Glendale – A family in our community was so excited about SRP that they built a reading tent in their backyard the night before GLD's SRP kick off. They brought stopwatches into the tent to keep track of how much time they were reading. By the time they came to GLD's SRP kick off the next day, they had completed 5 hours of reading! **From Jena Mattix, Branch Manager**



A family enjoys books in their "Summer Reading Tent" in their backyard. Photo submitted by Jena Mattix

Southport - Southport celebrated its 50th year at the 2630 E. Stop 11 Rd location with the community on June 1. We had a little something for all ages. In the morning, we

enjoyed coffee and Long's Donuts while listening to the history of Southport, IN, presented by Barry Browning of the Perry Township Historical Society. In the afternoon, we had cookies, SRP signup, face painting, Silly Safaris, Paws to Read, family storytime, and a Burmese cultural dance presented by BACI. PDA's Bruce Bear visited that day and had a perfect time. **From Fiona Duke, Branch Manager**

West Perry – West Perry won an award from the International Interior Design Associates for public libraries under 30,000 square feet.

Our Chair Aerobics series was a success in June. We had an average of 15 people attend each session, and two participants said they had better mobility due to their participation in the program. **From Lindsay Haddix, Branch Manager**

Wayne – Wayne Branch is fortunate to have a great partner in Wayne Township Schools, including hosting the schools' Giants Cafe (lunch bus) from June 10 through July 12. While the children sit to eat their free lunches, adults from the community, including our own IndyPL staff and library board members, take time out to read to them, whether outside by the bus or inside the branch on inclement days. For example, please see the attached photos. **From Melinda Mullican, Branch Manager**



**West Region ARM Naomi Konja reads a book to families at Wayne Library's Giants Café.
Photo by Melinda Mullican.**

Program Development Area (PDA)

Feature: Summer Reading Program

Midpoint

Summer Reading is over halfway done! As of July 16, **14,611 kids and teens** are tracking their reading, and **5,453 adults** are participating in their challenge. The Library is also pleased to work with **12,497 readers** in local daycare and summer camp groups.

Across all program groups, the Library community has read an astounding **16 million minutes!** We still have several weeks to go in the program and look forward to meeting our Community Reading Goal of 18 million minutes.

Do you still want to join the Summer Reading fun? It's not too late! Visit indypl.beanstack.org to register, or visit your local library for support.

Juvenile Program Highlights

Across the entire Indianapolis Public Library, we offered 510 children's programs in June, serving 14,700 patrons. This year's Summer Reading theme is pets, leading many of our summer programs for kids to focus on the furry friends in our community! As just one example, Library locations have been participating in a "Paws for a Cause" giveback program for the Indy Humane Society. In June alone, library staff hosted **11 sessions** where guests created tie blankets and tug toys for pets waiting for their forever homes.

The community also gathers books in our donation drive for the Boys & Girls Club of Indianapolis. In June, we collected **over 1000 books** that will go directly toward building home libraries for our community girls and boys. We are still collecting gently used books through the end of the summer, so visit your favorite library



for details.

(Above right, Children create tug toys in our “Paws for a Cause” giveback program at Michigan Road.

Adult Program Highlights

In June, the Indianapolis Public Library hosted 107 programs for adults and seniors, serving **1,107 patrons**.

In partnership with Indiana Humanities, the Library participates in the 2024 One State, One Story campaign. Over the summer, we've hosted numerous book discussions about the featured title, *All That She Carried: The Journey of Ashley's Sack, A Black Family Keepsake* by Tiya Miles. The book explores the importance of physical family belongings in preserving family history over miles and years against the backdrop of family separation caused by slavery. We have hosted three discussions so far with **34 participants**.

We welcomed Scott Soltys-Curry of the popular Indianapolis Coffee Guide as our presenter for a special “Coffee Brewing 101” program. The program took place at four branches and welcomed **89 total patrons**. Attendees learned interesting new facts about the coffee they love to enjoy, including standard barista techniques and the science of coffee bean roasting.



Scott Soltys-Curry, founder of The Indianapolis Coffee Guide, demonstrates pour-over techniques at our Coffee Brewing 101 session with Irvington patrons. Photo by Jill Edwards.

Digital Inclusion Program Highlights

Northstar Digital Literacy saw 69 unique users in June 2024, who completed 103 hours of independent learning and 185 assessments. This is a very slight decline in unique users, but it is an increase in both hours of independent learning and total assessments taken!

Again, Michigan Road had the highest number of unique users other than Central. Basic Computer Skills was the most popular topic this month, followed by Windows.



IndyPL in the Media

Welcome to our uplifting journey through our library's latest and greatest highlights! In this media summary, we're thrilled to share a collection of upbeat stories that showcase our community hub's vibrant and dynamic spirit. From heartwarming events to remarkable achievements, each link within this report is a testament to the positive impact our library is making.

Join us in celebrating the inspiring moments, connecting with the community, and embracing the joy that resonates within our library's walls. Let's dive into a world of optimism and discover the countless reasons why our library stands as a beacon of positivity and enthusiasm!

Press Release:

[The Indianapolis Public Library Joins the Hoosier Well-Being Data Project to Enhance Workplace Mental Health](#)

[The Indianapolis Board of School Commissioners appoints Dr. Lisa Riolo to the Indianapolis Public Library Board of Trustees](#)

[Monument Makes the Top 100 Public Sculptures on CODAwards!](#)

[Nearly 20,000 Indianapolis Area Youth Participating in The Indianapolis Public Library's Summer Reading Program](#)

[Meet an Author, Be an Author Book Fair Coming to Indianapolis on October 19](#)

Selection of IndyPL news

News Coverage:

[Q&A: 8 questions with Indy Public Library board appointee Lisa Riolo](#) - Mirror Indy

[Quick Reads Collection on the Indy Now Book Club with Indianapolis Public Library](#) - Indy Now Book Club

[Library's summer reading program partners with pets of IndyHumane](#) - WishTV8

[Are you a writer? Apply to be an author for IndyPL's 2024 "Meet an Author, Be an Author."](#) - Mirror Indy

[Free phones help Indy's homeless get connected](#) - Indianapolis Recorder

[Nearly 20,000 kids in Indianapolis join the summer reading program](#) - Life.Style.Live on WISH TV 8

[This is what Indianapolis residents are reading this summer at the public library](#) - Indianapolis Star

[Ever wonder what the most popular books are at the Indianapolis Public Library? Here's a list, from a Brittany Spears biography to children's book "Twenty Thousand Fleas Under the Sea."](#) - Mirror Indy Newsletter (Shared IndyStar story)

[Monument Makes the Top 100 Public Sculptures on CODAwards](#) - Weekly View

[Downtown Indy sculpture earns international praise](#) - AXIOS Newsletter

[Downtown Indy sculpture earns international praise](#) - AXIOS Website

[Local cyclists and history buffs will soon unite to explore the rich history of Indy's Near Eastside on two wheels. \(mentions The 1912 Spades Park branch of The Indianapolis Public Library.\)](#) - AXIOS Newsletter

[Too hot? Here's where you can find a cooling center in Indianapolis](#) - Indianapolis Star

[College Library turns 100](#) - The Broad Ripple Gazette

[Recap: Coffee Brewing 101 Classes at the Library](#) - Indianapolis Coffee Guide

[Coffee Reads for Your TBR List: Check out our list of coffee book recommendations from the Library!](#) - Indianapolis Coffee Guide

STAR Award Recognition

June was an excellent month for nominations. We also had a terrific quarter for the Star Awards.

Star Award Receptions—On Monday, July 15, 2024, the Executive Leadership Team (ELT) hosted the quarterly reception for second-quarter winners in the Indiana Special Collections Room (ISCR). The reception included refreshments, photographs, a certificate, and a casual meet-and-greet with ELT, Star Award committee members, and Gregory Hill.



★ June Star Award Winners ★

★ **Patron Services** - Sylvia Robertson (FBH) - Sylvia is amazing at helping patrons. A woman came into the branch who needed help with the computers; she hadn't been in the library in a long time and had rarely used a computer. She came to talk to me after Sylvia helped her to tell me that Sylvia made her feel comfortable and helpful. She

appreciated Sylvia's patience and that she "didn't sigh or make her feel like she was being a burden.

Also nominated: No other nominations

★ **Peer Support** - Leya Rosewood (COL) - I contacted Leya to ask her questions about children's services in the library since I'm interested in pursuing a career in that field. Not only has she taken the time to answer all my questions, but she also included me in planning a story time and gave me hands-on experience. She's very good at what she does and has gone above and beyond to support me in the learning process.

Also nominated: Christy McCasland

★ **Community Involvement** - Montoya Barker (CMSA - SPEC) - When I saw the recent in-the-news email noting Montoya's presentation in Jeffersonville, my first thought was, "Look, Montoya's a star!" So, of course, she deserves a Star Award nomination. Montoya's knowledge base across multiple areas makes her a tremendous resource for our local system and library patrons beyond our county.

Her connections with NASA, contributions to Booklist, and expertise in National Parks complement her ever-expanding Indianapolis-focused skills as our Special Collections librarian. Her passion for her work shines through when she engages with members of our community and staff at special events or on tours of our Special Collections room. She is always seeking to expand her capabilities as a professional resource for the archival information housed at Central. We are lucky to have her represent IndyPL!

Also nominated: No other nominations

★ **Team Excellence** - Wayne - I'd like to nominate the following for the Group STAR Award because they were simply awesome during our annual Teen Mystery Program at Wayne on April 20th, 2024.

Also nominated: Beech Grove Staff, East 38th Street, Central Support, College Avenue.

★ **Page Excellence** - Sarah Vitello (FRA)—Sarah has shifted the adult nonfiction, including all the teen books, reference books, and report and test books. She has done a fantastic job, and the collection looks much better. She also helps the clerks find items on the pull list or anything else she is asked to do.

Also nominated: No other nominations

★ **Other Duties as Assigned** - Jim Meyers (Events) - Jim was essential when preparing the auditorium for Drag Story Time. In addition to setting up the stage, he even provided a laptop so we could project the stories from Libby onto the screen so everyone could enjoy the stories. On a day that started stressful, Jim went above and beyond to make sure the space was ready. I want to give a BIG kudos for all his work!

Also nominated: No other nominations

★ **Volunteers and Partnerships** - Beth Patton (HVL) - Beth has already been a fantastic help at HVL in the few weeks she has been volunteering with us. As the Administrative Support Volunteer, she has increased our capacity for displays, crafts, and other components that make our branch more engaging to patrons of all ages. She contributes both creative ideas and the know-how to execute her ideas. She has already accomplished so much; we are lucky to have her on our team!

Also nominated: Mike Davis & William Hoskins (Stenz)

★ **Summer Reading Excellence** - Maureen Kesterson-Yates & Charlie Hudson (OSVR) - Maureen & Charlie worked together to create an office scavenger hunt as a fun stress relief activity for the OSVR staff during summer reading. They hid photos of our resident office dogs (Pickles, Ollie, Opha, and Merlin) around the entire office and had prizes for anyone who found all the photos. They also decorated the entire office space for summer reading and helped create a fun atmosphere for the rest of the team.

★ **Committee's Choice** - LGBTQ+ Committee - The Star Committee nominates the IndyPL LGBTQ+ Committee for the Committee's Choice award for their accomplishments during the 2nd quarter of 2024. In addition to taking a visible role, yet again, in Indy Pride by organizing IndyPL's involvement and marching in the parade, this is also the first time that the Committee represented IndyPL, staffing three booths at the Indy Pride Festival.

At the Indy Pride Festival, IndyPL created a "reading area" filled with LGBTQ+-friendly books for kids and offered two crafts for Festivalgoers. June 29th is Irvington Pride, a newer community event and another that members of the Committee will attend.

It is through the ongoing commitment and effort of the LGBTQ+ Committee that in 2024, IndyPL has proved to be the ONLY public library in the State of Indiana continuing to host Drag Storytimes...and IndyPL is hosting three this year, showing our sincere dedication as a Library System to promote Equity in our City as well as support the lifelong learning and support of our citizens by always offering diverse collections and programs.



Community

Summary of Meetings with Council President and Councilor Dr. Perkins:

Recently, we held meetings with Council President Vop Osili and Councilor Perkins to discuss the library budget and advocate for an increase in local income tax (LIT). These productive discussions offered a valuable opportunity to update the council on the library's status and needs. The meeting with Councilor Perkins was fruitful; he strongly supports the library. We discussed the library's climate and the library budget in general. These meetings allowed us to convey our concerns and secure crucial support from the council.

Regarding the Library Foundation, I met with individual donors in meetings arranged by the foundation president, Roberta Jagers. The donors expressed their satisfaction with the library and the programs we offer.



Climate Improvement Progress

On July 17, 2024, the staff was presented with the 2024 CIP results by the Ice Miller Racial Equity Team. The Climate Improvement Process, spearheaded by the Executive Leadership Team (ELT), has achieved a significant milestone. On June 14, 2024, the ELT was presented with the results of this initiative, receiving praise from the Racial Equity Team from Ice Miller for their exceptional efforts and achievements.

A few notable results:

- **Improved DEIA Strategy Rating:** Participants' rating of the Library's strategies for improving equity, diversity, inclusion, and accessibility increased by 31% from 2021 to 2024, reflecting significant improvement.
- **Enhanced Reporting Confidence:** Belief that complaints will be investigated (+17%), satisfactory action will be taken (+16%), and knowledge of reporting procedures (+15%) all saw notable improvements.
- **Fairness in Promotion Decisions:** The perception of fairness in promotion decisions increased by 12%, indicating progress in this area.
- **Trust in Leadership:** Trust in the Executive Leadership team improved by 11%, showing a positive trend in confidence in the organization's leadership.
- **Balanced Focus on DEIA:** Most participants (71%) believe the Library is focusing the right amount on DEIA, despite some resistance (18%) and a smaller group (12%) wanting more focus.

The IndyPL has made marked improvements in its culture, as evidenced by a significant 31% increase in the rating of its DEIA strategies. Staff confidence in reporting inappropriate behavior and fair promotion decisions has also grown, reflecting a more supportive and equitable work environment. Trust in leadership has improved, and most participants feel that the focus on DEIA is appropriately balanced. While there are several areas for continued development, the overall progress indicates a positive shift towards a more inclusive and responsive organizational culture.



Key Performance Indicators (KPI)

Communications & Marketing Department

KPI-1 Objective: Increase Positive Media Sentiment. **Current media sentiment is 94.94% positive**

- **Target:** Boost positive media sentiment from 85% to 91% in 2024.
- **Strategy:** Focus on increasing investigative and editorial stories about our service and collection items rather than calendar events.

Takeaway: Emphasize more in-depth and engaging content to improve public perception.

Notable headlines:

- How Indy Public Library is trying to meet everyone's information needs
- New things to check out at local libraries this spring
- Beyond Books: 5 Perks of an Indianapolis Public Library Card

KPI-2 Objective: Increase positive earned media stories. **Current:** 150 positive media stories

- **Target:** Increase positive earned media stories from 150 to 170
- **Strategy:** To achieve this, we will focus on boosting the number of investigative and editorial stories about our services and collection items rather than solely promoting calendar events.

Takeaway: We have already matched the total number of positive earned media stories from 2023 halfway through the year.

Notable earned media:

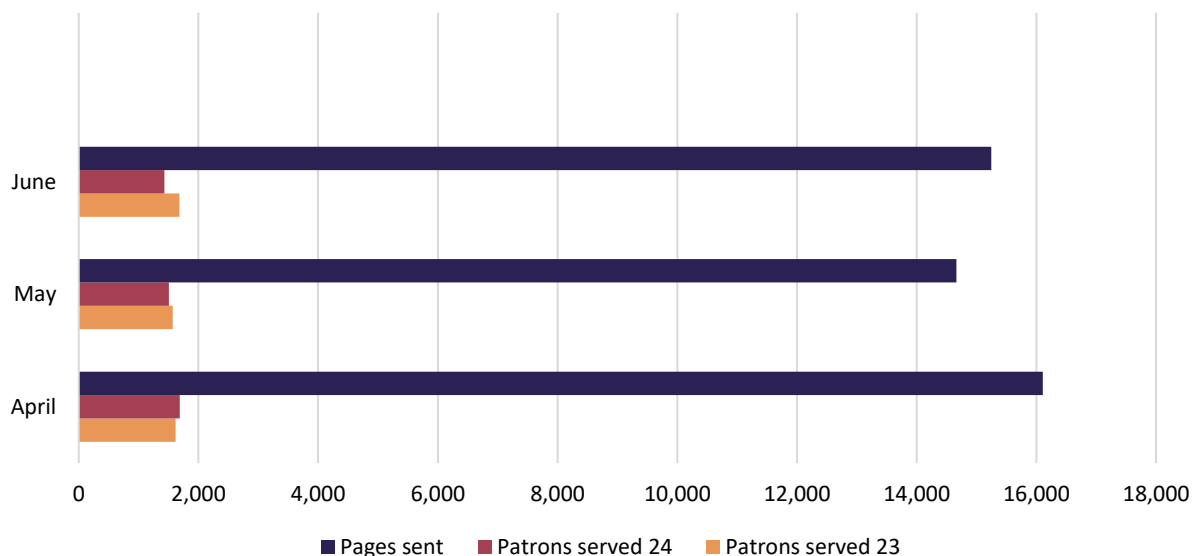
- Meet the Artist
- Total placement: 58
- Total AD Value Equivalency (AVE): \$112, 126.68

Fax services

Between April and June, the library served 4,869 patrons in 2023 and 4,621 patrons in 2024, marking a 5% decrease in patronage year-over-year. During this period, 46,026 pages were sent. The ratio of patrons served to pages sent in 2023 was approximately 1:9.5, whereas, in 2024, it was about 1:10, indicating a slight increase in the number of pages sent per patron.

| | April | May | June | Total |
|---------------------|--------|--------|--------|--------|
| Patrons served 2023 | 1619 | 1568 | 1682 | 4869 |
| Patrons served 2024 | 1685 | 1505 | 1431 | 4621 |
| Pages sent | 16,110 | 14,667 | 15,249 | 46,026 |

Fax by Month





BUSINESS PRIORITIES

- Good Wage Initiative
- Behavioral Policy



ADDED PRIORITIES

- Climate Improvement



Staff Opportunities

- ALA Conference-4 staff
- Minnesota Alliance for Volunteer Advancement -1staff
- GFOA Conference-1staff

Report Prepared By
Gregory A. Hill, Sr.
Indianapolis Public Library



GOALS FOR Q3

Library Policies Update

We are embarking on a comprehensive system-wide policy update to ensure that all our policies are current and effective. Our first step is developing a project timeline and prioritizing revising outdated policies to ensure our library operations remain efficient and responsive to the needs of our community. Tisha Galarce, Chief Talent and Development Officer, and Mary Barr, Chief Communications & Marketing Officer, will manage the project.

Business Continuity Plan

The Business Continuity Plan is a strategic playbook designed to assist the Indianapolis Public Library in sustaining or swiftly restore business operations. Adam Parsons, Chief Operational Services Officer, is managing the project.

SharePoint Department site

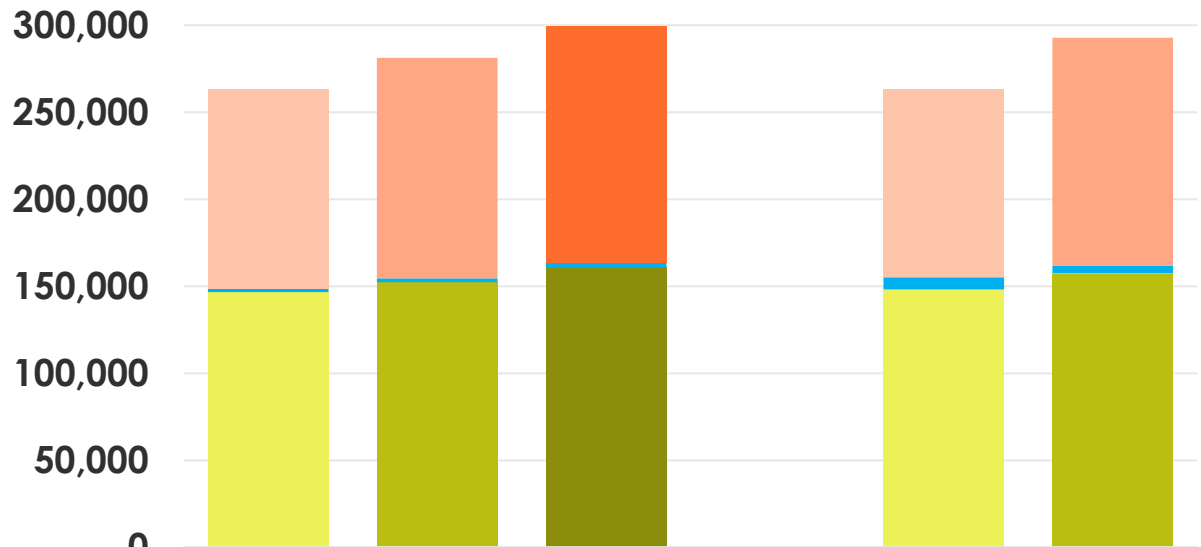
Work is continuing to implement SharePoint web pages for all departments. Five departments will be live by September 30. Shanika Heyward, Chief Innovation and Technology Officer, is managing this project.



Library Operations Statistics

Quarter 2 2024 - Highlights

Cardholder Statistics



54.6% of cardholders were active at end of May.

9,471 New Cardholders registered,
9.8% registered online,
6.8% were at Shared System Schools.

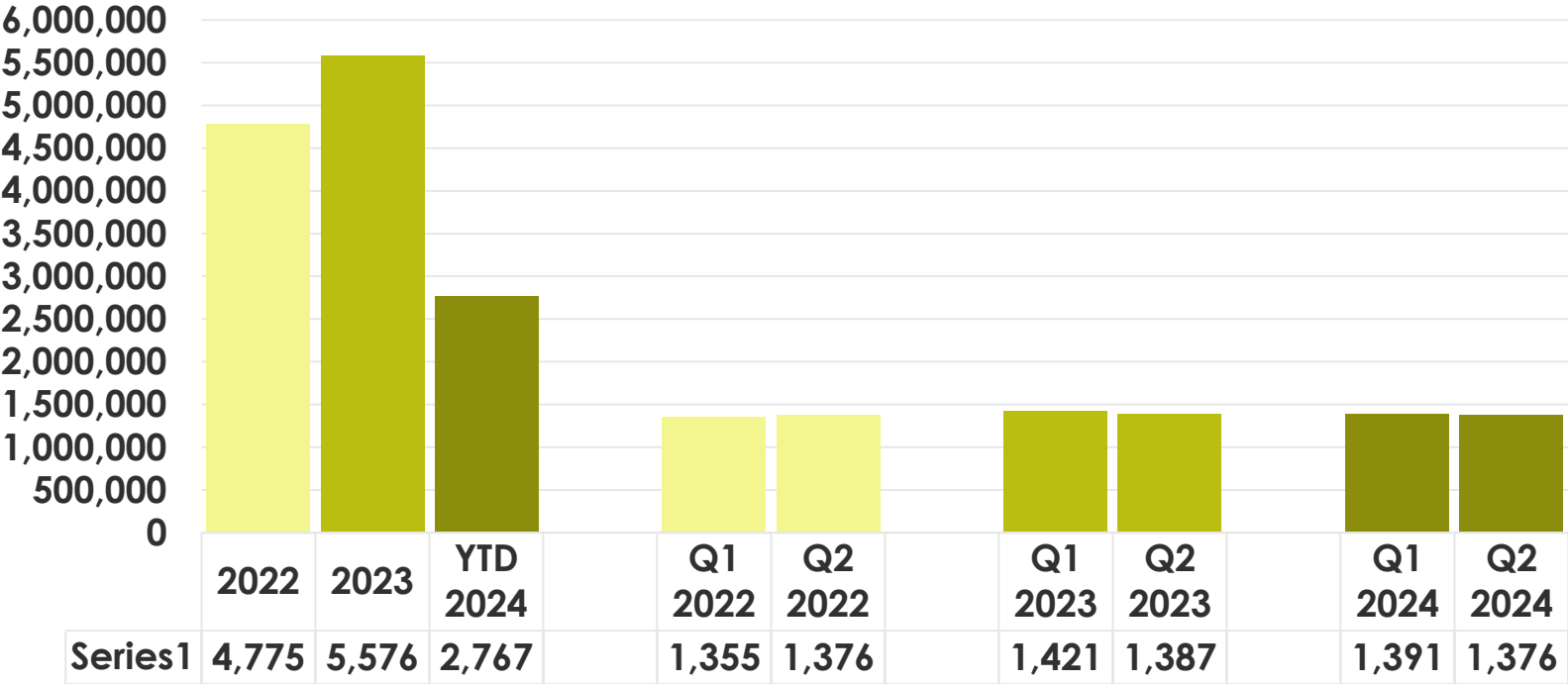
Top branches for card registration were:
Glendale (1,543)
Central (888)
Fort Ben (609)
Michigan Road (500)
Southport (389)

| | May 2022 | May 2023 | May 2024 | | EOY 2022 | EOY 2023 |
|----------|----------|----------|----------|--|----------|----------|
| TOTAL | 263,606 | 281,275 | 299,698 | | 263,074 | 292,864 |
| Inactive | 114,950 | 126,702 | 135,939 | | 107,840 | 131,101 |
| New | 2,057 | 2,212 | 2,998 | | 7,074 | 4,409 |
| Active | 146,599 | 152,361 | 160,761 | | 148,160 | 157,354 |

Physical Circulation

Circulation for IndyPL and Shared System Locations

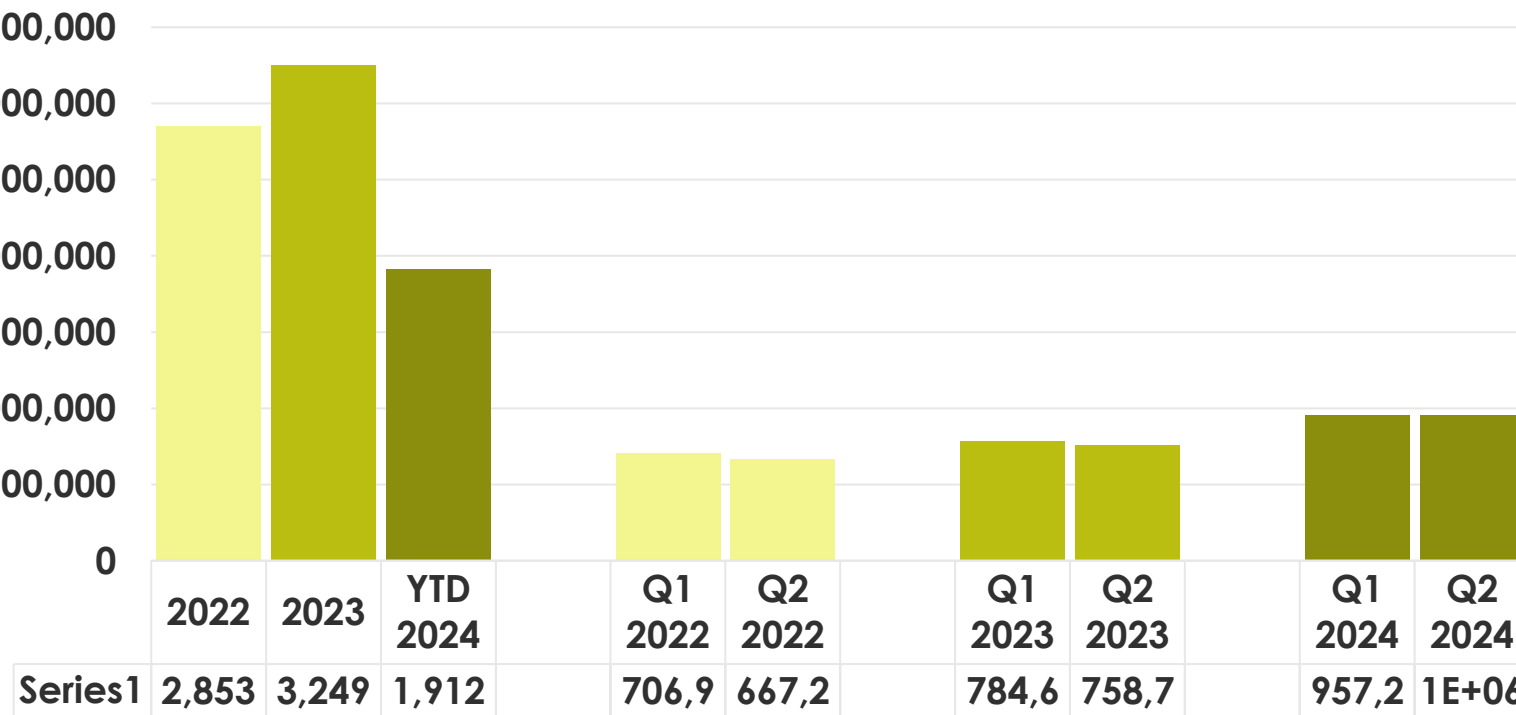
1% decrease in comparison Quarter 2 2023.
Due primarily to the impact of Pike and Nora closures during Quarter 2.



eCirc - Downloadable eBooks, eAudiobooks, and More

Circulation for IndyPL and Shared System Locations

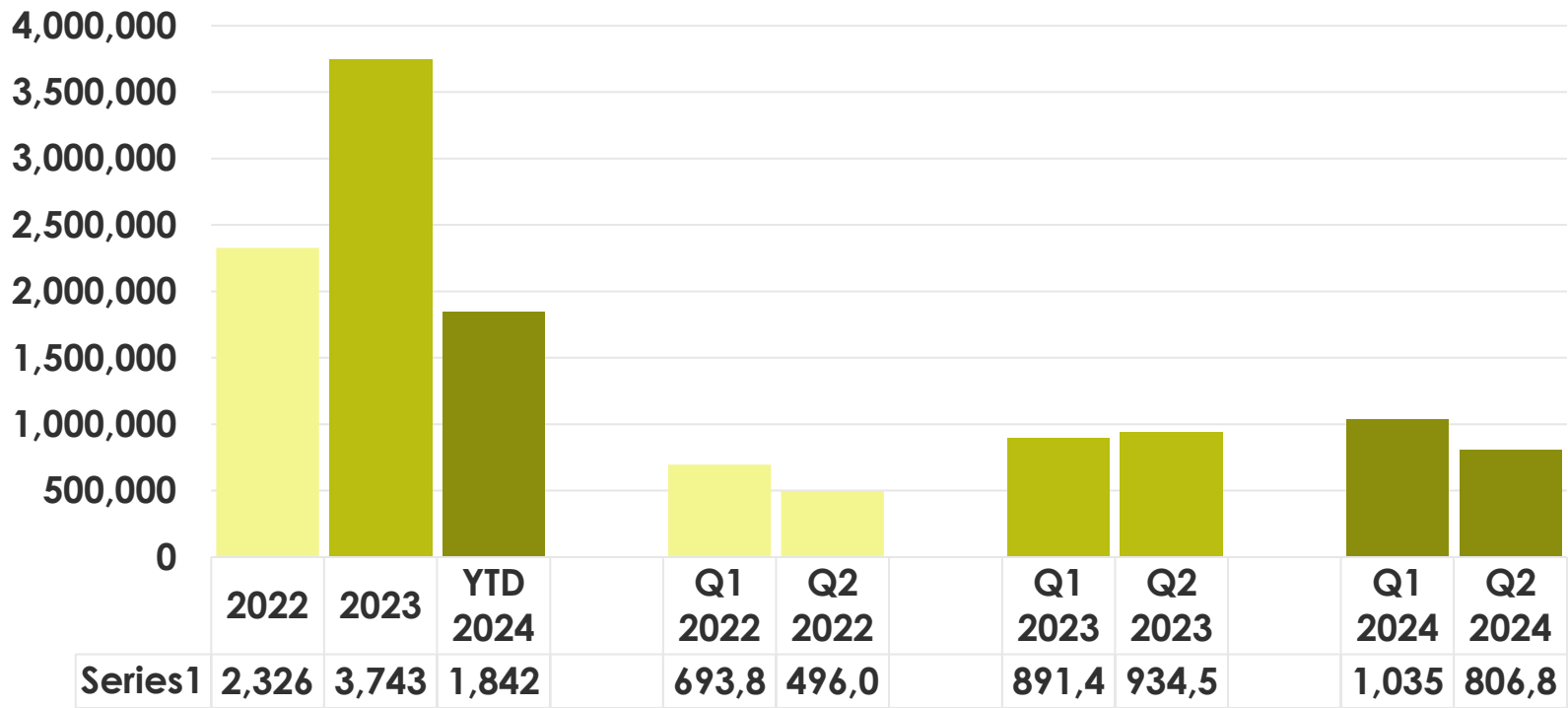
Digital collection checkout continue to show an upward trend with a **25.9%** increase over Quarter 2 2023



Database and Digital Materials Access

Including Digital Indy and Digital Encyclopedia of Indianapolis

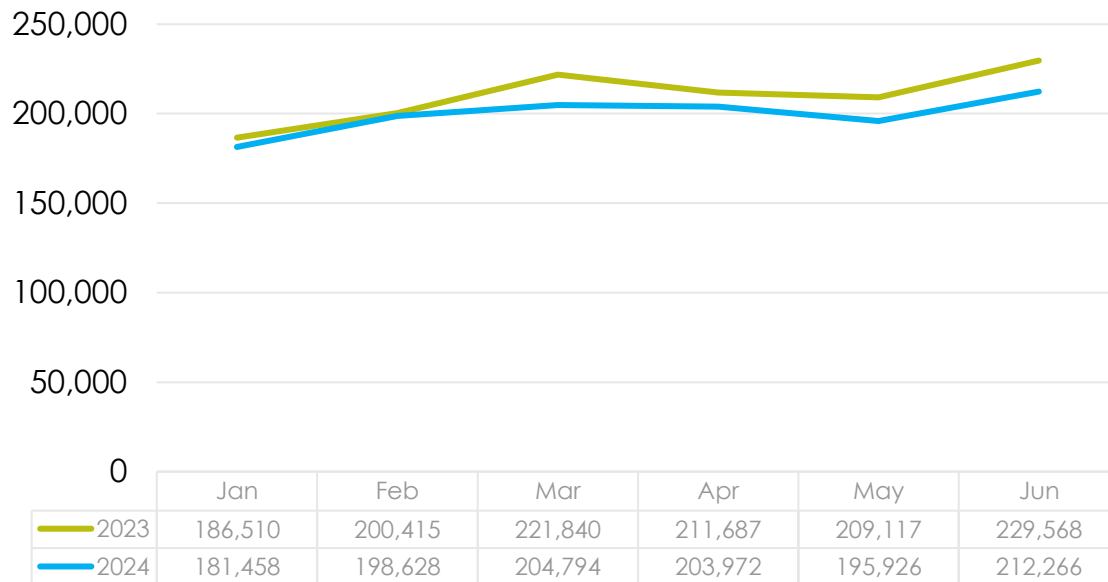
Accessing online materials continue to show an upward trend with a **14% decrease** over Quarter 2 2023 but still up YTD by **1%** in comparison to 2023.



People Count

Number of Patrons Visiting a Location

Adjusted Door Count by Year and Month



Beginning in Q4 2023, we began to transition to a new more accurate system utilizing an overhead camera to detect people entering.

June 2024 is the first month that all branches were transitioned

- March – 16 branches
- April – 18 branches
- May – 19 branches
- June – 23 branches

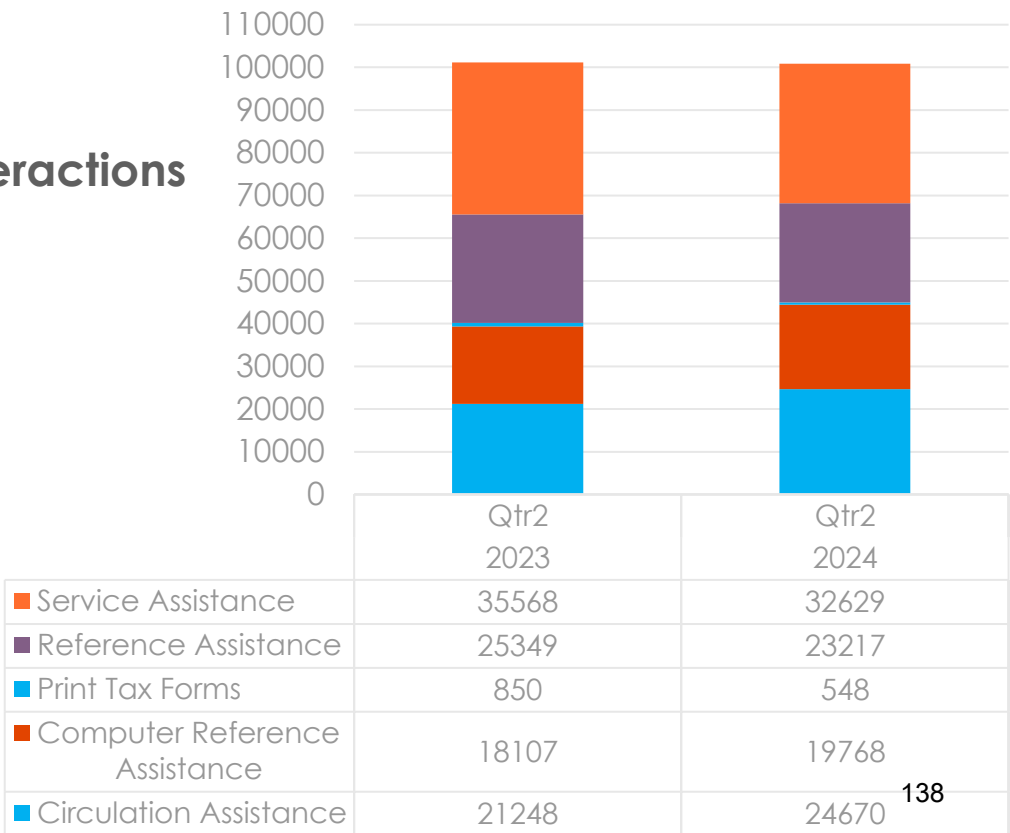
The decrease in visits in March onwards is believed to be due to a more accurate report, not a decrease in visits, as other branch statistical KPIs did not see a similar reduction.*

*excepting those accounted for by Nora or Pike's closures

Service Point Assistance*

*This is a lower bound for interactions during the quarter, not every interaction is captured here

100,832 patron service point interactions
10,559 by phone
621 by Ask-a-Librarian
(Text, E-mail, etc.)



Program Attendance

Program attendance is also showing and upward trend.

It is **16%** higher than the same period in 2023.

Attendance by Age Category

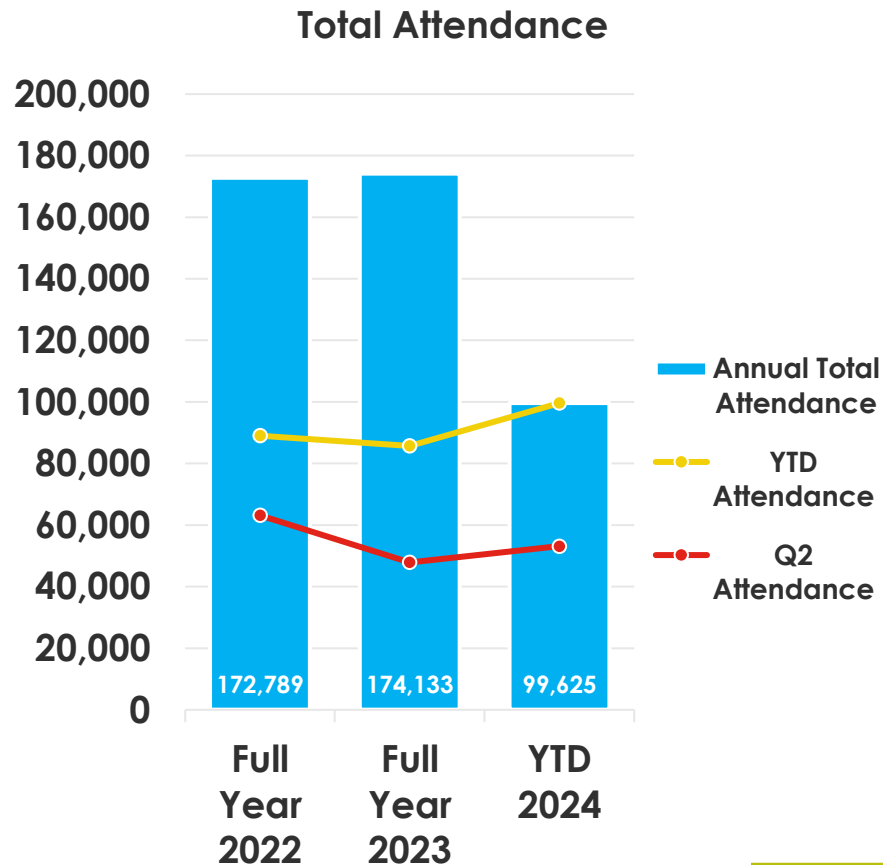
31% early childhood (0-5)

27% school age (6-11)

5% teen (12-18)

29% adults (19-55)

7% seniors (56+)



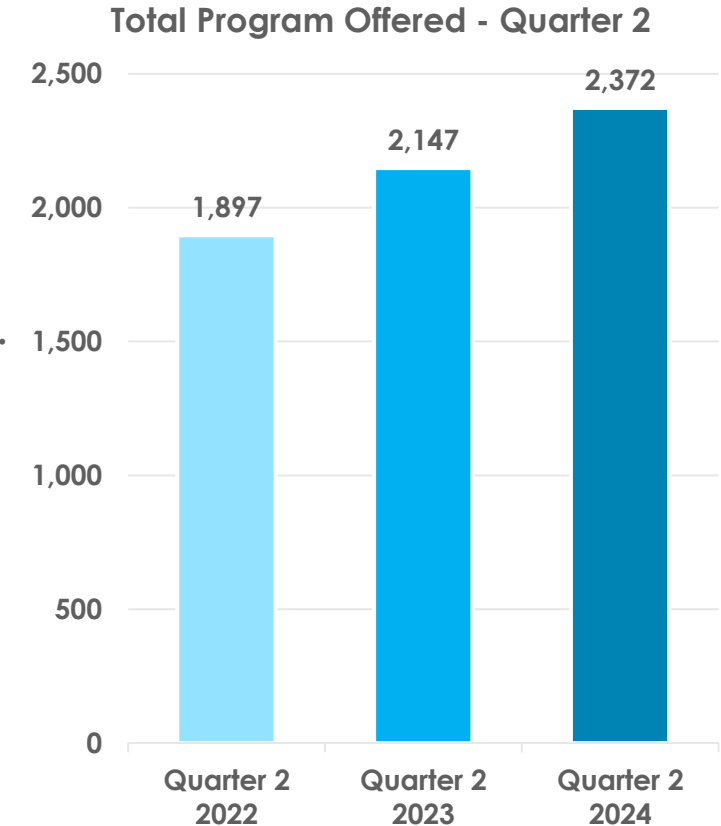
Programming Statistics

Programming was an area of growth in both quantity offered and total attendance.

10% more programs offered than the same period in 2023.

Some new and notable offerings to highlights from this quarter included

- Eclipse Programs
- Story Programs continue to be the most frequently offer program
- Creative Writing Workshops for school age children attracted 83 attendees over 9 programs
- Library Business Resources Center offer 68 appointments impacting 94 patrons
- 882 were impacted by our Free Tax Filing Assistance programs at East 38th Street (with Vita Tax) and Fort Ben (with AARP)



| Strategic Priorities for Programs | Key Quote from Strategic Plan | Example of Programs from Q2 |
|---|---|---|
| Racial Equity - General | <i>"...to improve racial equity efforts within the organization and in the community by listening and providing a platform to continue the conversation and improve opportunities and outcomes for everyone."</i> | One State, One Story Community Reads (All That She Carried); CBLC Book Fest & Juneteenth Celebration; Growing Global Citizens |
| Digital/Technology Inclusion - General | <i>"...ensuring all possible resources are used to maximize access to technology, promote technology education, and create informed technology users"</i> | World Language Computer Classes; Senior Tech Outreach; Career Center Open Labs |
| Digital/Technology Inclusion 1 | <i>"Expand support for digital literacy and skills training by delivering at least 600 technology and computer training sessions annually across the system..."</i> | Senior Tech Academy; Northstar Digital Literacy Classes; Career Center Classes |
| Digital/Technology Inclusion 4 | <i>"Continue to provide high-quality STEAM programs system-wide." Science, technology, engineering, art, and mathematics (STEAM)</i> | Block Party; Digital Creativity – Digital Design; Young Scientists; Build it! |
| Education - General | <i>"The Indianapolis Public Library continues to provide an array of programs and resources to promote lifelong learning of every kind"</i> | Animal Meet and Greets; Pet Rocks!; Family Game Nights; Conversation Circles - Spanish |
| Education 3 | <i>"...annually deliver at least 15 sessions of high-quality professional development for educators through engagement with various community partners."</i> | Chess Club; Teen Advisory Groups; |
| Reading and Writing - General | <i>"...strive to create innovative reading programs, inform more community members of the reading resources available, and serve as a connector for the literacy needs of everyone"</i> | Bilingual Storytime; Adult Book Discussions; Paws to Read; World Language Book Club |
| Health and Wellness – General | <i>"...improve the sharing of important wellness information through innovative programs, resources, and collaboration with local health and wellness partners."</i> | Coffee and Conversations; Chair Yoga and Mindfulness; Eat Smart, Live Strong with Purdue Extension; Teen Cooking Programs |
| Financial Literacy – General | <i>"The Indianapolis Public Library will collaborate with area partners and provide resources to the Indianapolis community and small businesses to promote financial literacy for all."</i> | Long Term Care Planning; Central Small Business Resource Center; Retirement Planning; AARP and VITA Tax Prep Assistance |

Programs Offered by Strategic Plan Goal – Year to Date

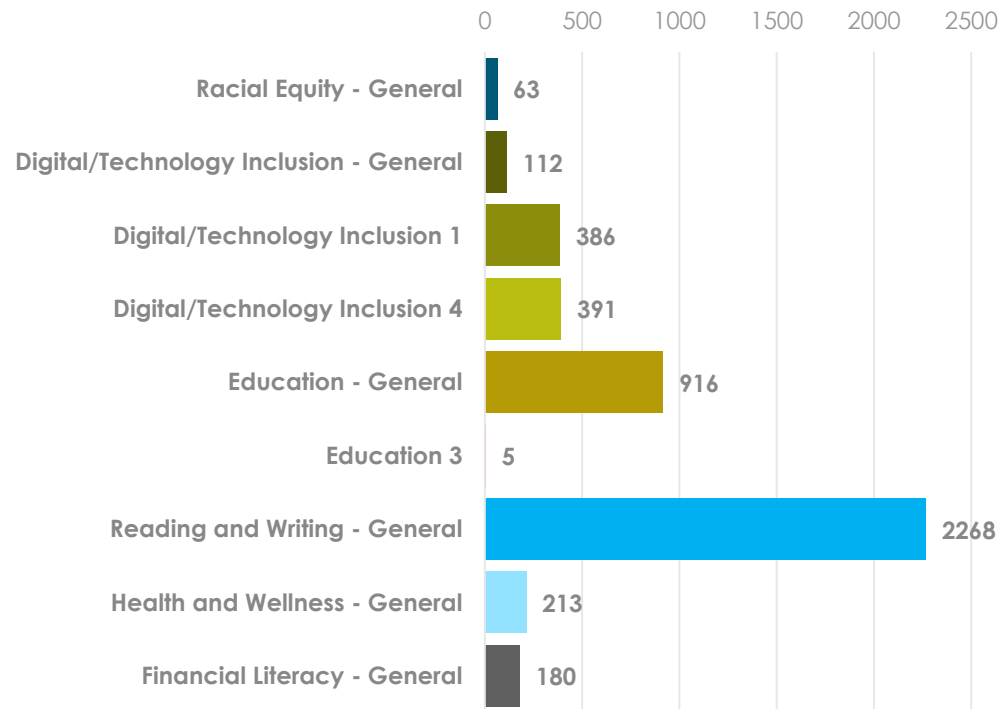
4534 programs in Q1 and Q2

(includes passive programs)

141 Online

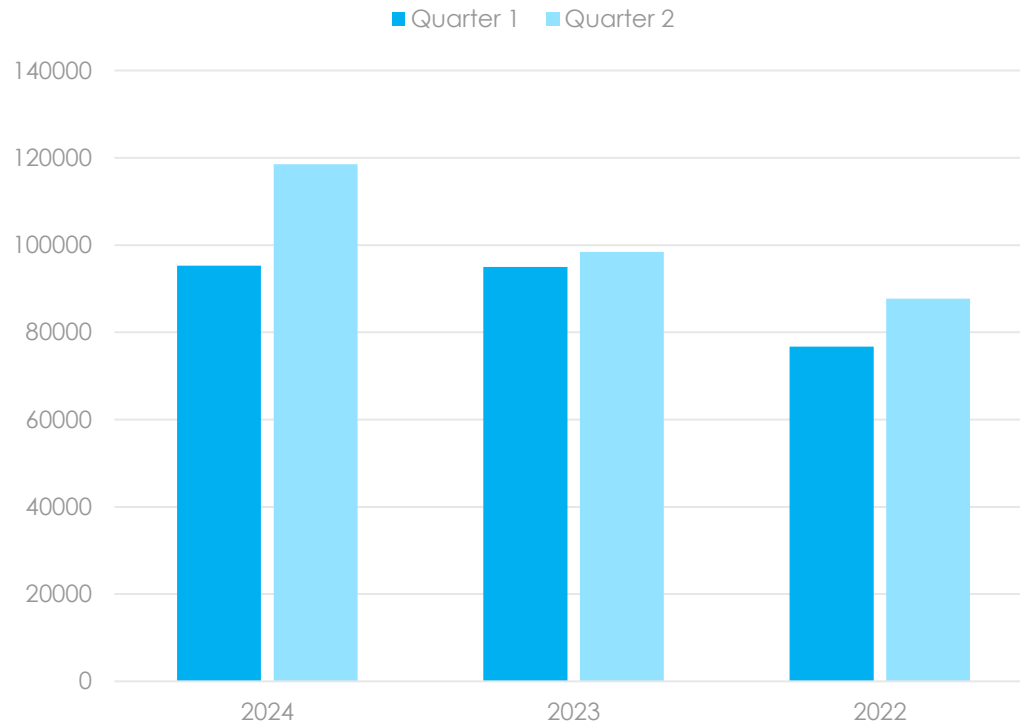
1030 at community sites

3363 in branches



Wi-Fi Utilization

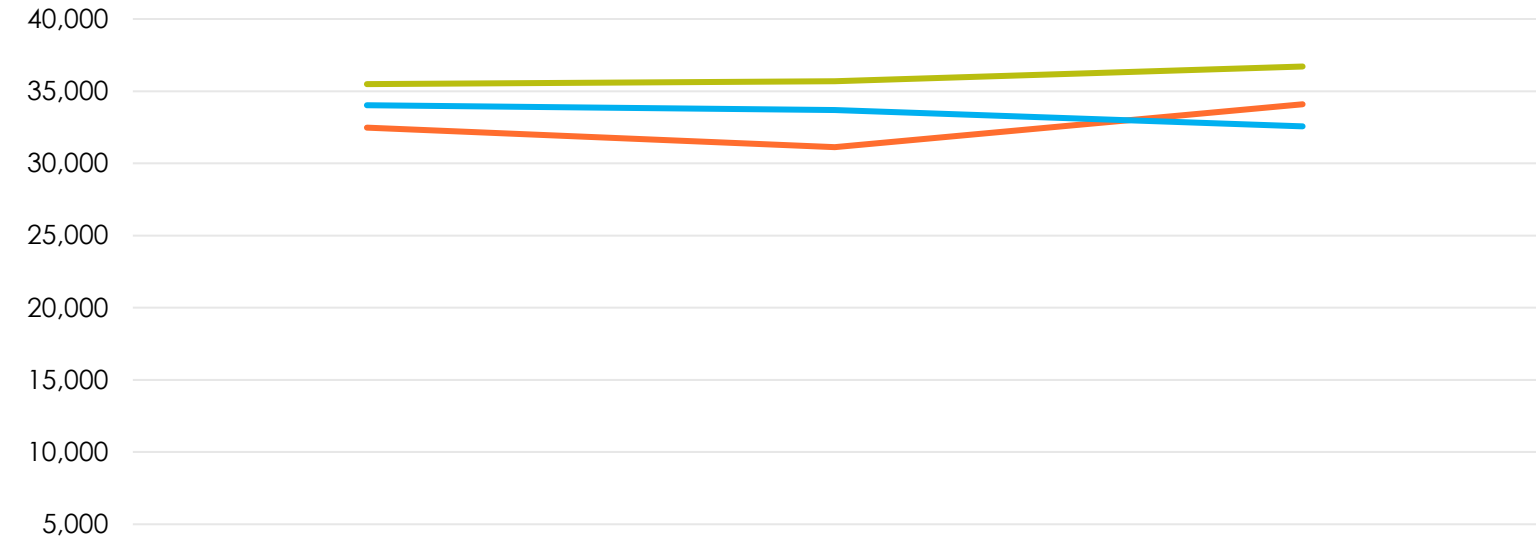
Unique Device - Wifi Connection



A single device may connect multiple times during a single visit or during repeat visits, so examining only unique devices connected each week is a more reliable measure of number of patron using Wi-Fi.

Public PC Utilization

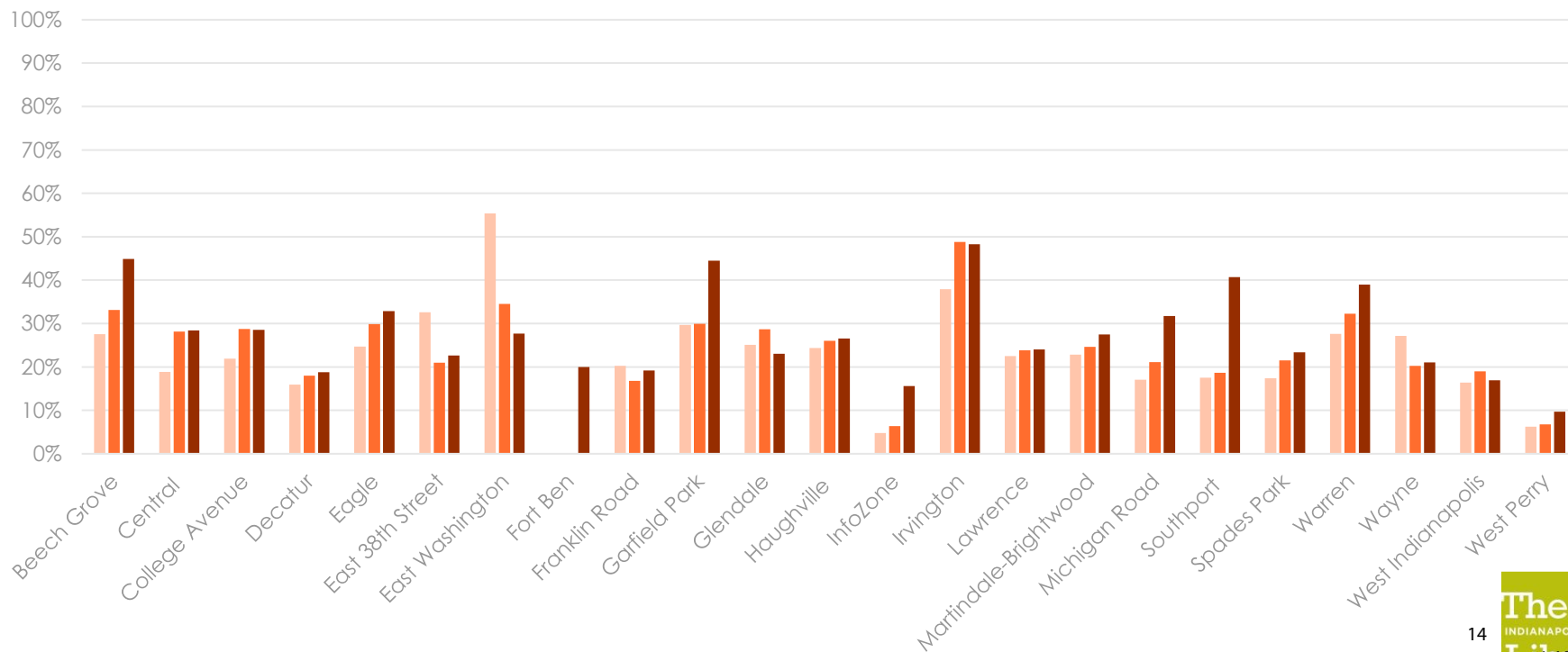
Total # of PC Uses by Month



| | Apr | May | Jun |
|------|--------|--------|--------|
| 2022 | 32,468 | 31,132 | 34,100 |
| 2023 | 35,484 | 35,699 | 36,719 |
| 2024 | 34,027 | 33,705 | 32,557 |

% of Total Public PC Hours Utilized

Quarter 2 2022 Quarter 2 2023 Quarter 2 2024



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
FINANCE COMMITTEE MEETING
July 9, 2024

The Indianapolis-Marion County Public Library Board Finance Committee met at Library Services Center on Tuesday, July 9, 2024, at 10:00 am pursuant to notice given.

Committee Members Present: Dr. Pat Payne and Dr. Eugene White, and Dr. Luis Palacio (attended in Teams platform).

Other Attendees: Mrs. Lolita Campbell, Mr. Gregory Hill, Mr. Russell Brown, Mrs. Mary Rankin, and Dr. Lisa Riola (newest Library Board member)

Resolution XX-2024 – Approval of Liability Insurance for Policy Period 2024-2025 - Lolita Campbell presented the resolution for the liability insurance for policy period August 1, 2024 to August 1, 2025. The total increase for the Liability Insurance for budget year 2024-2025 is 10.79%, the breakdown of increases to the policy are to follow. There was an increase of 7.73% for Workers Compensation, increase in property coverage of 19.52% because of the new Glendale branch, increase in general liability of 5.06%, increase in auto of 6.03%, and the umbrella will increase by 6.39%, the cyber coverage will decrease by 16.06%. The cyber insurance decrease due to change in insurance company and plus the increase in retention coverage from \$10K to \$20K. The risk management fee also increases by 3.04%. The fiscal impact overall is an increase compared to the amount paid for the prior year coverage. Total cost for 2021/2022, including the brokers fee, was \$326,508 and the amount for 2022/2023 is \$365,145, the amount for 2023/2024 is \$400,061, and the amount quoted for 2024/2025 is \$443,227 an increase of \$43,166, or about 10.79% higher. The insurance expense will be paid from the operating fund 101 for the period 2024-2025. Dr. Luis Palacio asked what the \$43K charge was for? Lolita informed the committee that the increase was due to the new Glendale branch was added. Dr Payne motioned to move to the board for approval, Dr. White motion to move for library board approval and Dr. Palacio second.

Summary of 2025 Budget – Lolita Campbell presented a summary of the proposed 2025 Budget. The proposed 2025 Budget and the difference from the 2024 Budget, there is an increase of \$4,976,241 from the 2024 budget. Lolita stated in the last finance committee meeting that the personal services was going to increase by almost 5%, Character 2 (supplies) would increase by 4.85%, Character 3 (other services & charges) would increase by \$9.68%, and Character (Capital Outlay) would increase by .49%. Dr. White had a question about the Library improvement reserve (LIRF) why is it lowered in 2025 from 2024? Lolita informed the committee that we have not utilize the majority of LIRF fund in 2024, therefore reduced the amount in 2025. This is just a briefing of the proposed 2025 Budget however we have a public hearing for approval next month on August 13, 2024.

Next meeting.

Tuesday, August 13, 2024, at the location Library Service Center (LSC) at 10am.

Adjournment.

Dr. Payne declared the meeting adjourned at 10:23 a.m. Dr. White seconded the motion.

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
FACILITIES COMMITTEE MEETING
July 9, 2024**

The Indianapolis-Marion County July 9, 2024, at 1:00 p.m. pursuant to notice given.

Committee Members Present: Chairman Dr. Eugene White, Dr. Lisa Riolo

Other Attendees Present: Gregory Hill, Lolita Campbell, Mary Barr, Marianne McKenzie

Attended Virtually: N/A

1. Resolution xx-2024 – Approval to Award a Services Contract for Off-Duty Police Officer Services

- The Facilities Committee recommends Board approval to Award a six (6) months Services Contract for Off-Duty Police Officers extension to offdutycops.com, Inc., Indianapolis, Indiana.
- Offdutycops.com, Inc. has provided off-duty police officers at Central Library for the past five years, in addition to providing ad hoc off-duty services at various locations.
- The cost of these services will be funded from the Operating Fund (Fund 101).
- The Chief Operational Services Officer advised there had been two (2) vendors who submitted proposals in response to the recent RFP but both proposals were rejected, and the RFP withdrawn.
- Operational Services will re-issue a revised RFP at a future date.

After a brief discussion, the Committee gave consent to move Resolution to full Board with do pass recommendation.

2. Resolution xx-2024 – Approval to Award a Construction Services Contract for the East Thirty-Eighth Street Branch RTU-1 Replacement Project

- The Facilities Committee recommends Board approval to award a construction services contract for the East Thirty-Eighth Street Branch RTU-1 Replacement Project to **Samsun Mechanical, Inc., Indianapolis, Indiana**, for the total cost of \$86,775.00.
- The work is within the total Project budget of \$100,000. The Project will be funded by the Facilities Improvement Bond Fund (Fund 479).
- **Samsun Mechanical, Inc.** is an eligible WBE vendor and will self-perform 98% of the work. The IndyPL Manager of Purchasing and Supplier Diversity reviewed the supporting documentation provided by **Samsun Mechanical, Inc.** and approved their efforts to achieve the IndyPL participation goals.
- The rooftop mechanical unit is from the original installation in 2003 and is near the end of its useful service life. The compressor failed and the estimate for replacement is \$20,000. The value-based decision was made to not invest in just the component, but to replace the entire rooftop unit. The new unit will use the same curb, flashing, and electrical connections. The

work will be completed when we are not open for services for safety reasons and to not impact staff and patron services.

- The preliminary Project schedule targets substantial completion by April 1, 2025. This will allow installation of the new RTU prior to the 2025 cooling season.
- Two (2) quotes were received by the deadline of 2:00 PM on June 25, 2024. The quotes were opened and publicly read aloud in a virtual meeting with the two quoters present.
- The lowest, responsive, and responsible quoter is **Samsun Mechanical, Inc.**
- **Samsun Mechanical, Inc.** will be a new vendor to IndyPL.

After a brief discussion, the Committee gave consent to move Resolution to full Board with do pass recommendation.

3. Resolution xx-2024 – Approval to Award a Design Services Purchase Order for the Fort Ben Branch Acoustic Treatment Project

- The Facilities Director recommends Board approval to award a design services purchase order for the Fort Ben Branch Acoustic Treatment Project to **RATIO Design**, Indianapolis, Indiana,
- The cost of these services will be funded from the Project Bond (Fund 484).
- RATIO Design is not a City-certified XBE vendor but has included Loftus Engineering as a team member that is a City-certified WBE and will account for 20% of the total fee.
- After the successful completion and opening of the new Branch, we have received complaints from patrons on the overall noise level in the space coming from the Children Area. An acoustic consultant, Haverstick Designs, was engaged to complete an on-site study of the space and provide recommendations for improvements. After consideration, addressing these needs were identified as requiring design efforts:
 1. Noise from Community Room 101 with acoustic treatments in Entry Hall C-1
 2. A separate space for children and families. This will address monitoring safety, and acoustic concerns.

After a brief discussion, the Committee gave consent to move Resolution to full Board with do pass recommendation.

4. Resolution 36-2024 Corrected – Approval to Correct Previously Approved Construction Services Contract for the Library Services Cener Roof Replacement Project

- IndyPL Facilities Committee recommends Board approval to correct the contract amount for the Project with Skyline Roofing and Sheet Metal Company, Inc., Indianapolis, Indiana, for the total cost of \$609,170.00, inclusive of Alternate 1 Replace Coping and Alternate 2 Penthouse Elastomeric Coating.
- This corrected amount is within the total Project budget of \$700,000. The Project will be funded by the 2022 Facilities Improvements Projects Bond Fund (Fund 486.)
- During the preparation of the contract for the work it was discovered a dollar value error was made in the preparation of Resolution 36, 2024. The correct contract amount was given in the Board Action Request tabulation of \$609,170.00 but shown as \$607,170.00 in the text of Resolution 36-2024 for a \$2,000.00 difference.
- After discussions with legal counsel, it was determined the best method to correct this error is to request Board approval of a corrected Resolution 36-2024.

- This action will provide clear documentation of the approved contract amount for the accounting records.

After a brief discussion, the Committee gave consent to move Resolution to full Board with do pass recommendation.

5. Updates on Facilities projects and upcoming Board items.

- a. **Nora Branch renovation** – The Project is on schedule and within budget. Project completion estimated for November-December 2024.
- b. **Pike Branch renovation** – The Project is also on schedule and within budget although running about one (1) month behind the Nora project schedule. Project completion estimated for December 2024
- c. **Upcoming Board Items**
 - Central Library Learning Curve Renovation Project – Re-bid General Trades and prepare Gross Maximum Price Resolution
- d. **Other Items**
 - The Bookmobile RFP is to be issued on 8/5/24.
 - Dr. White noted there have been concerns raised about parking at new Glendale Branch. Issues will be evaluated and addressed as needed.

6. Proposed Next Meeting – Tuesday August 13, 2024, at 1:00 PM at the Library Services Center

7. Adjournment – 1:21 PM

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE
DIVERSITY, POLICY, AND HUMAN RESOURCES COMMITTEE MEETING
June 21, 2024

The Indianapolis-Marion County Public Library Board Diversity, Policy and Human Resources Committee met in-person at LSC Room 226 and via Microsoft Teams on Friday, June 21, 2024 at 11:30 a.m. pursuant to notice given.

Committee Members Present: Chairman Raymond Biederman, Dr. Patricia Payne

Other Attendees Present: Gregory Hill, Tisha Galarce, Kimberly Brown, Russell Brown: IndyPL Legal Counsel, M. McKenzie, Kimberly Ewers, Mary Barr, Lolita Campbell, Michael Torres

Virtual Attendees: Hope Tribble, Dr. Luis Palacio

Chairman Biederman called the meeting to order at 11:38am.

1. Policy Sunday – Tisha Galarce

- Tisha presented the three resolutions for the Policy Manual, The Collect Bargaining Agreement, and Staff Association.
- Tisha states that these three resolutions change the current Sunday credit to new Sunday premium.
- Tisha explained that currently we pay 1.5 hours credit to staff members when working Sunday, we will move to pay staff members for Sundays worked at a time and if rate up to 6 hours for branch staff and up to 8 hours for Infozone branch staff members.
- Tisha stated that branches are open 4 hours on Sunday's, whereas Infozone is open 8 hours operating under the Children's Museum's operating hours.
- Favorably move all 3 resolutions and will go to the Board as do pass for June 2024 Board Meeting.

2. Retention Policy – Tisha Galarce

- Tisha states that the retention policy will be a new policy however it is deleting four policies to be more consistent with the Indiana Code.
- Tisha states that this who will retain the records, what will be retained, and what are the requirements from the Library and staff based on the retention policy.
- Tisha states that this is followed by Indiana Code and we are adopting to our policy manual.
- Raymond Biederman added that this is part of a policies that have not been reviewed in a while and will state how long we retain records, what types of records should be retained, and sets a schedule for retention. This update is to conform with current law.
- Tisha states that we are reviewing all the policies that have not been reviewed since 2012.
- Hope Tribble asked- What are the major changes from to the policy from what already exist?
- Tisha states that email retention was not spelled out. Who is responsible for providing those records and who is responsible for keeping them.
- Tisha also states that there is more detail of the responsibility based on the Indiana Code.
- Russell Brown stated that personal emails doe library matters are part of Public Record.
- Motion to move this to the Board with a do pass recommendation- Dr. Palacio 2nd the motion.
- Roll call- Motion passed for the policy to go before the Board on June 2024.

3. Behavior Policy update- Tisha Galarce

- Tisha presented 3 guideline document drafts- application guidelines regulations, process of the behavior process appeal, patron rights.
- Tisha stated that John Helling will ask for Board approval and will provide updates every month.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
NOTES OF THE DIVERSITY, POLICY, AND HUMAN RESOURCES COMMITTEE
MEETING – FEBRUARY 13, 2024

- Gregory Hill stated that this is only the suspension portion of the policy.
- Dr. Payne asked if Patrons will provide input?
- Gregory Hill stated yes, but only on the guidelines.
- Dr. Palacio added that rights and responsibilities include harassment on the 1st line.

4. Collective Bargaining Unit updates- Tisha Galarce

- Tisha stated that we have tentative agreements for all of the items but are waiting on more item.
- Tisha stated that once the contract is signed, we will present the resolution to change the Collective Bargaining Agreement at the July Board meeting.

5. Travel Policy- Tisha Galarce

- Tisha explained that the travel policy is a two-part process to change from reimbursement to staff to prepay direct payment to vendor.
- Tisha explained that there is a resolution to the bylaws to include the Board Members who will attend conferences or training representing the library.
- Russell Brown discussed the process for bylaw change.
- Dr. Payne asked if can the 14-day process start at Monday's Board Meeting?
- Russell Brown answered Dr. Payne's question by stating, yes.
- Dr. Payne expressed concern about \$30.00 per diem per meal.
- Russell suggested that this wait until 2025.
- Hope Tribble asked a question about looking at the Federal travel regulation guidelines.
- Lolita Campbell commented that the base per diem for Federal travel is \$59.00.
- Tisha commented that we will need to see what the impact will be on the budget for the approved conferences for the reaming of the year.
- Lolita Campbell asked what does the city currently do?
- Tisha commented that staff members would bring their receipts and be reimbursed.
- Tisha stated that she will check to see how many staff this will affect.
- Ray Biederman stated that for next meeting one item to discuss is vendor code of conduct.

6. Proposed Next Meeting

July 12, 2024 at 11:30 a.m. EDT at the Library Services Center.

7. Adjournment

Chairman Biederman adjourned meeting at 12:05pm.