



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
June 22, 2020

Library Board Members Are Hereby Notified That The Regular Meeting
Of The Board Will Be Held As A Zoom Meeting
At 12:00 P.M.

For The Purpose of Considering The Following Agenda Items
Dated This 18th Day Of June, 2020

It is noted that the Public Hearing portion of the Meeting will be open for limited in-person public attendance at Central Library, Clowes Auditorium, located at 40 East St. Clair Street, where they are invited to view/listen/comment via a YouTube live stream link.

Additionally, the public is invited to view/listen to the Regular Meeting via a YouTube live stream link which will be available on the Library's website prior to the start of the Meeting.

JUDGE JOSE D. SALINAS
President of the Library Board

-- Regular Meeting Agenda --

1. Call to Order
2. Roll Call

3. Public Comment and Communications

a. Public Comment

It is noted that the Public Hearing portion of the meeting will be open for limited in-person public attendance at Central Library, Clowes Auditorium, located at 40 East St. Clair Street, where they are invited to view/listen/comment via a YouTube live stream link.

Additionally, the public is invited to view/listen to the Regular Meeting via a YouTube live stream link which will be available on the Library's website prior to the start of the Meeting.

4. Approval of Minutes

a. Regular Meeting, May 18, 2020 (enclosed)

COMMITTEE REPORTS

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

a. Report of the Treasurer – May 2020 (enclosed)

b. Resolution 22 – 2020 (Approval of Preliminary Bond/Reimbursement Resolution – 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds) (enclosed)

c. President Salinas will Convene a Public Hearing

1) To consider the Library's Appropriation Resolution and Financing of the 2020 Multi-Facility Renovation and Equipment Acquisition Project as Advertised on June 12, 2020 in the Indianapolis Star and the Court and Commercial

2) Invite Public Comment from the Audience

President Salinas will Consider a Motion to Close the Public Hearing

d. Resolution 23 – 2020 (Appropriation Resolution – 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds) (enclosed)

e. High Level Overview – 2021 Budget (at meeting)

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

- a. **Resolution 24 – 2020** (Supplier Diversity Policy) (enclosed)
- b. **Briefing Report** – Disparity Study Results and Adoption of Annual Minority, Women, Veteran, and Disability-Owned Business Enterprise (XBE) Utilization Goals – Jessica Moore, IndyPL Diversity, Equity and Inclusion Officer, and Camille Blunt, Director of the Office of Minority and Women Business Development (OMWBD), will discuss the Utilization Goals and Disparity Study Results. (enclosed)

7. Facilities Committee (Dr. Terri Jett, Chair; Curtis W. Bigsbee, Dr. Khuala Murtadha)

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

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

10. Report of the Chief Executive Officer

a. **Confirming Resolutions:**

- 1) **Resolution Regarding Finances, Personnel and Travel (25 – 2020)**

Enclosed.

UNFINISHED BUSINESS

11.

NEW BUSINESS

12.

DISCUSSION AND AGENDA BUILDING

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 upcoming Board Agendas are as follows:

July, 2020 –

INFORMATION

14. Materials

- a. **Meeting of Finance Committee Notes – June 15, 2020** (enclosed)

15. Board Meeting Schedule for 2020 (Notice of Date and Place of Meeting) and Upcoming Events

- a. **Board Meetings for 2020** – *Current calendar will be updated each month, as necessary, and additional information highlighted.*
- b. **Library Programs/Free Upcoming Events** – All Programs and Events are canceled until further notice.

16. Notice of Special Meetings

17. Notice of Next Regular Meeting

Monday, July 27, 2020, at the Martindale-Brightwood Branch Library, 3434 North Sherman Drive, at 6:30 p.m.

18. Other Business

19. Adjournment

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
MAY 18, 2020**

The Indianapolis-Marion County Public Library Board met electronically via ZOOM and/or telephone on Monday, May 18, 2020 at 12:00 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

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

At this time, Judge Salinas announced that he was traveling and asked for the Board’s consent to have Rev. Robinson, the Board’s Vice President, run today’s meeting.

A roll call vote took place to approve Rev. Robinson running the meeting. The results were as follows:

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

The vote was unanimous. Rev. Robinson was approved to run the remainder of the meeting.

2. Roll Call

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

Members absent: None

3. Public Comment and Communications

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

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

a. Regular Meeting, April 27, 2020

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

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – April 2020

Ijeoma Dike-Young, Chief Financial Officer, revised the Report of the Treasurer. She commented that revenues are higher than normal; through April. The tax advances are normal right now. Certain revenues, however, such as Fines, Interest Income, Catering and Printing, are down due to the Library's reduction of services due to the current health emergency. Expenditures are also down in such areas as utilities, repairs and maintenance. It's projected that the Library will see a 10% reduction in property collections this year but that these will rebound in 2021.

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

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

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

b. Resolution 19 – 2020 (Transfer Between Classifications and Accounts)

Ms. Dike-Young advised that the Library was transferring \$192,000 in salaries for unfilled new staff positions for the West Perry Branch to that branch's construction fund. Additional funds are needed to complete construction for this project. Bond funds are insufficient due to increases in building costs since the bonds were approved in 2014. Ms. Dike-Young assured the Board that this action will not affect the salaries nor the future staffing at the new branch.

After full discussion and careful consideration, Ms. Payne made the motion, which was seconded by Dr. Murtadha, to approve Resolution 19 – 2020, Transfer Between Classifications and Accounts.

Resolution 19 – 2020 was approved on the following roll call vote:

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

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

c. **Projections 2020 Budget**

Discussion took place on the current 2020 Budget projections.

Ms. Dike-Young mentioned that these numbers were updated since last month. It is anticipated that there will be a 10% reduction in property tax funds. Fines revenue stands at \$110,000 but it might go down to \$-0-. The overall impact to the Budget will be similar to what occurred in 2008. Discussion was then held on the various accounts where we might see some Budget savings.

Following a question from Dr. Jett, Ms. Dike-Young advised that the variance in the Operating Fund is projected at \$472,000.

Ms. Payne thanked Ms. Dike-Young for the information provided.

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

a. **Resolution 20 – 2020 (Continuing Confirmation of Emergency Reduction in Hours and Authorization of Limited Curbside Pickup Service)**

Russell Brown, the Library's attorney, and Jackie Nytes, the Library's Chief Executive Officer, discussed the proposed resolution. It was pointed out that this resolution might look familiar because each month we bring an updated document to the Board for their approval.

Mr. Brown mentioned that the Library is functioning under three different sets of orders related to the pandemic – Governor, Mayor and Public Health.

It was noted that Dr. Caine, Director, Marion County Health Department, had approved the Library's proposal to offer limited curbside service. Ms. Nytes advised that this service began this morning. Also, it is planned that the Library's period of closure ends May 31, 2020 and we open to the public on June 1, 2020. If it is determined that June 1st is too early, a discussion will be held with the Board and a determination will be made on how to go forward.

Dr. Jett asked Mr. Brown about possible latitude on the decision to open. Mr. Brown responded that right now it is only for curbside service but is subject to the

Board's discretion. We are awaiting more information from Mayor Hogsett and Dr. Caine about the other round of openings anticipated for June 1, 2020.

Ms. Payne wanted to know who are considered "vulnerable patrons." Ms. Nytes referred Ms. Payne to Attachment A of the resolution

After full discussion and careful consideration, Mr. Bigsbee made the motion, which was seconded by Mr. Biederman, to approve Resolution 20 – 2020, Continuing Confirmation of Emergency Reduction in Hours and Authorization of Limited Curbside Service.

Resolution 20 – 2020 was approved on the following roll call vote:

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

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

b. **Briefing Report – Supplier Diversity Policy Statement**

Jessica Moore, Diversity, Equity and Inclusion Officer, commented that the Library is committed to supporting and encouraging economic growth and business opportunities by strengthening relationships with small business enterprises (SBE), minority-owned (MBE), women-owned (WBE), disability-owned (DOBE), and veteran-owned (VBE) business enterprises in the procurement of goods and services. She then described the various planned outreach procedures and involvement of staff to meet its objectives.

7. **Facilities Committee (Dr. Terri Jett, Chair; Curtis Bigsbee, Dr. Khuala Murtadha)**

Dr. Jett advised that the Committee did not have any items to report.

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

a. **Current Status of 2020 Strategic Planning Process**

Garrett Mason, Strategic Planning Assessment Officer, reviewed the status of the 2020 strategic planning process. Many activities, including a survey to assess staff views of the Library's mission and vision, have been completed. But other activities, such as the general patron survey and engagement of community partners and stakeholders, have been delayed due to COVID-19. As a result, it was suggested that a more narrowly-shaped plan showing future priorities could be developed and presented to the community for direction on important services, particularly involving local education.

b. **Assessment of 2015-2020 IndyPL Strategic Plan**

Mr. Mason also presented an assessment of progress on the 2015-2020 Strategic Plan. It identified where the Library had made good progress and what areas still need attention.

9. **Library Foundation Update**

May 2020 Library Foundation Update

Rev. Robinson provided the Update for May 2020.

News

The Foundation raised \$246,000 for this year's Summer Reading Program, "Imagine Your Story." The Foundation is proud to support this program each year. With children doing e-learning for the Spring, we believe reading this Summer will be more important than ever to help children keep their academic skills strong. We applaud the staff's ingenuity to ensure the Summer Reading Program can operate no matter what conditions we're living under come June. Our donors are also encouraged. Here are a few messages we have received in the last few weeks:

"Great to hear how the Library is keeping its summer programs and adapting them to our current new normal."

"It just seems to me that the Library is well positioned to be a leader (as usual!) in helping our communities continue to stay connected and engaged."

"We are glad, but not surprised, to hear how the Library is responding to the Coronavirus world in an imaginative way."

Donors

The Library Foundation thanks 54 donors who made gifts last month. The following are our top corporate and foundation contributors:

92.3 WTTS
Lilly Endowment
The Library Foundation

Program Sponsors

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

Children's Programs

Summer Reading Program
Summer Workshops – Animals
1,000 Books by Kindergarten
Early Literacy Specialist
On the Road to Reading
Teen Community Workshops

Cultural

Summer Workshop – Art & Music
 Adult Book Discussion
 Adult Summer Reading Program
 Branded Giveaways
 Center for Black Literature & Culture
 Conservation and Preservation of Your Historical Materials
 Youth Art Series – E38
 Fall Fest 2020
 ISCR Lecture Series – CEN
 IYG Pop Up Library – OUT
 Lunch and Learn
 Near West Community Day and Partnerships – HVL
 Salute to “Black Men in White Coats”
 World Language Book Giveaways

Collections/IT

Book Club in a Bag
 Google Lending
 Digital Encyclopedia of Indianapolis

Lifelong Learning

Adult Summer Reading Program
 Career Center
 Coding and Tech for Adults
 Early Childhood Educator Workshops
 Nonprofit Workshops – CEN
 World Language Computer Classes

Capital/Branch

Aquarium Maintenance – PIK, E38, COL
 Capital Improvements – WRN

10. Report Of The Chief Executive Officer**a. Confirming Resolutions:****1) Resolution Regarding Finances, Personnel and Travel (21 – 2020)**

After full discussion and careful consideration, Judge Salinas made the motion, which was seconded by Ms. Payne, to approve Resolution 21 – 2020, Resolution Regarding Finances, Personnel and Travel.

Resolution 21 – 2020 was approved on the following roll call vote:

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

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

b. Plans for Return to Work and Phased Resumption of Onsite Service

Ms. Nytes presented a report on plans for staff to return to work and for the resumption of on-site services. It described how the Library will provide services and protect patrons and staff while complying with the requirements of state and local authorities. Plans include requiring employees to wear masks at work, providing masks for patrons, altering patron visits by appointment while reserving slots for walk-up visits, limiting seating capacity, providing special hours for vulnerable individuals to visit, and spacing public computers no closer than six feet apart. She also thanked volunteer staff who made masks that will be available for all staff.

UNFINISHED BUSINESS

11. None.

NEW BUSINESS

12. **Martindale-Brightwood Branch Opening** – The branch, which is located at 2434 North Sherman Avenue, will open on June 19, 2020. There will be several “opening” ceremonies planned throughout the day. Additional details will be provided in the next few weeks. It was also announced that in order to limit the number of people in the building at one time, the Library will require patrons to acquire tickets for specific times to tour the building.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

June, 2020 – There were no items suggested.

INFORMATION

14. Any available materials will be distributed to the Board Members at the Meeting.
15. **Board Meeting Schedule for 2020 (Notice and Place of Meeting) and Upcoming Events/Information**
- a. **Board Meetings for 2020** – *Current calendar will be updated, as necessary, and additional information highlighted.*

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

16. Notice of Special Meetings

None.

17. Notice of Next Regular Meeting

Monday, June 22, 2020, at the Irvington Branch Library, 5625 East Washington Street, at 6:30 p.m.

It is noted that this meeting might be changed to a ZOOM meeting depending on circumstances at the time.

18. Other Business

None.

19. Adjournment

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

The Chairman then declared the meeting adjourned at 1:45 p.m.

Raymond Biederman, Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for May 2020
Prepared by Accounting for June 22, 2020 Board Meeting

5a

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

Revenue		Annual			% Budget Received
		2020 Revised Budget	Actual MTD 5/31/2020	Actual YTD 5/31/2020	
Property Taxes	31	35,756,871	2,825,000	4,175,000	12%
Intergovernmental	33	7,938,539	698,477	2,181,939	27%
Fines & Fees	35	667,500	5,274	119,901	18%
Charges for Services	34	627,100	92	164,773	26%
Miscellaneous	36	765,000	8,906	1,553,370	203%
Total		45,755,010	3,537,748	8,194,982	18%

Expenditures		Annual			% Budget Spent
		2020 Revised Budget	Actual MTD 5/31/2020	Actual YTD 5/31/2020	
Personal Services & Benefits	41	28,725,984	2,504,573	11,088,844	39%
Supplies	42	1,405,276	25,100	229,765	16%
Other Services and Charges	43	16,716,181	748,610	4,839,144	29%
Capital Outlay	44	3,294,315	26,236	350,116	11%
Total		50,141,756	3,304,519	16,507,869	33%

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	43,605,112	43,605,112	2,825,000	4,175,000	-	39,430,112
311300 PROPERTY TAX CAPS	(7,848,241)	(7,848,241)	-	-	-	(7,848,241)
TAXES Total	35,756,871	35,756,871	2,825,000	4,175,000	-	31,581,871
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	248,400	248,400	-	42,830	-	205,570
335100 FINANCIAL INSTITUTION TAX REV	261,850	261,850	-	-	-	261,850
335200 LICENSE EXCISE TAX REVENUE	2,774,272	2,774,272	-	-	-	2,774,272
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	642,431	1,927,292	-	1,927,292
335500 COUNTY OPTION INCOME TAX	467,329	467,329	56,047	211,817	-	255,512
335700 COMMERCIAL VEHICLE TAX REVENUE	302,664	302,664	-	-	-	302,664
339000 IN LIEU OF PROP. TAX	29,440	29,440	-	-	-	29,440
INTERGOVERNMENTAL Total	7,938,539	7,938,539	698,477	2,181,939	-	5,756,600
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	-	126	-	(126)
347601 PUBLIC PRINTING REVENUE	351,300	351,300	16	75,853	-	275,447
347602 FAX TRANSMISSION REVENUE	60,000	60,000	21	16,695	-	43,305
347603 PROCTORING EXAMS	3,800	3,800	35	797	-	3,003
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	-	53,719	-	29,281
347605 USAGE FEE REVENUE	12,000	12,000	20	4,750	-	7,250
347606 SET-UP & SERVICE - TAXABLE	15,000	15,000	-	750	-	14,250
347607 SET-UP & SERVICE - NON-TAXABLE	12,000	12,000	-	965	-	11,035
347608 SECURITY SERVICES REVENUE	18,000	18,000	-	2,167	-	15,833
347609 EVENT SECURITY	-	-	-	360	-	(360)
347620 CAFE REVENUE	12,000	12,000	-	615	-	11,385
347621 CATERING REVENUE	60,000	60,000	-	7,977	-	52,023
CHARGES FOR SERVICES Total	627,100	627,100	92	164,773	-	462,327
FINES						
351200 FINES	650,000	650,000	5,251	116,200	-	533,800
351201 OTHER CARD REVENUE	2,000	2,000	-	975	-	1,025
351202 HEADSET REVENUE	7,000	7,000	4	1,104	-	5,896
351203 USB REVENUE	6,000	6,000	-	1,189	-	4,811
351204 LIBRARY TOTES	2,500	2,500	19	433	-	2,067
FINES Total	667,500	667,500	5,274	119,901	-	547,599
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	2,500	2,500	-	993	-	1,507
360001 REVENUE ADJUSTMENT	-	-	-	1,086	-	(1,086)
361000 INTEREST INCOME	170,000	170,000	8,950	154,502	-	15,498
362000 FACILITY RTL REV - TAXABLE	100,000	100,000	(60)	17,544	-	82,456
362001 FACILITY RENTAL REV - NONTAX	64,000	64,000	-	4,219	-	59,781
362002 EQUIPMENT RENTAL REV - TAXABLE	1,000	1,000	-	600	-	400
362003 EQUIPMENT RENTAL REV - NONTAX	2,500	2,500	-	300	-	2,200
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
MISCELLANEOUS Total	565,000	565,000	8,890	179,244	-	385,756

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
OTHER FINANCING SRCS						
396000 REFUNDS	5,000	5,000	16	341,450	-	(336,450)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	10,854	-	164,146
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	-	1,021,821	-	(1,001,821)
OTHER FINANCING SRCS Total	200,000	200,000	16	1,374,126	-	(1,174,126)
REVENUE Total	45,755,010	45,755,010	3,537,748	8,194,982	-	37,560,028
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	18,059,744	18,070,748	2,004,659	7,279,949	-	10,790,799
412000 SALARIES HOURLY STAFF	1,820,444	1,805,589	133,553	575,103	-	1,230,486
413000 WELLNESS	35,000	35,000	-	7,146	5,000	22,854
413001 LONG TERM DISABILITY INSURANCE	44,075	44,075	4,467	21,694	-	22,381
413002 EMPLOYEE ASSISTANCE PROGRAM	23,500	23,500	3,200	8,000	11,200	4,300
413003 TUITION ASSISTANCE	25,000	25,000	2,000	8,397	-	16,603
413100 FICA AND MEDICARE	1,513,443	1,513,443	155,003	570,991	-	942,452
413300 PERF/INPRS	2,546,358	2,546,358	186,331	927,279	-	1,619,079
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	-	3,238	2,207	3,555
413500 MEDICAL & DENTAL INSURANCE	4,610,470	4,614,321	12,217	1,671,475	7,368	2,935,478
413600 GROUP LIFE INSURANCE	38,950	38,950	3,143	15,573	-	23,377
PERSONAL SERVICES Total	28,725,984	28,725,984	2,504,573	11,088,844	25,774	17,611,366
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	385,096	404,997	6,899	43,116	149,018	212,863
421600 LIBRARY SUPPLIES	186,000	195,879	-	12,740	21,817	161,321
421700 DEPARTMENT OFFICE SUPPLIES	373,800	440,576	4,052	117,385	17,772	305,419
422210 GASOLINE	44,000	46,321	815	6,336	19,673	20,312
422250 UNIFORMS	8,000	10,800	3,188	4,877	1,298	4,625
422310 CLEANING & SANITATION	165,000	168,405	7,639	32,569	21,970	113,866
429001 NON CAPITAL FURNITURE & EQUIP	128,000	138,298	2,507	12,742	-	125,556
SUPPLIES Total	1,289,896	1,405,276	25,100	229,765	231,548	943,963
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	251,500	28,233	73,886	10,304	167,311
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	285,900	533,763	21,081	118,018	172,532	243,212
432100 FREIGHT & EXPRESS	7,000	7,485	-	949	3,035	3,500
432200 POSTAGE	64,650	64,650	3,150	30,225	1,074	33,351
432300 TRAVEL	36,400	36,400	333	4,511	-	31,889
432400 DATA COMMUNICATIONS	281,800	284,150	7,988	83,446	392	200,312
432401 CELLULAR PHONE	10,080	10,080	885	4,380	-	5,700
432500 CONFERENCES	143,100	143,100	2,974	31,254	-	111,846
432501 IN HOUSE CONFERENCE	96,530	97,405	400	12,306	4,875	80,224
433100 OUTSIDE PRINTING	177,116	195,833	-	36,461	14,531	144,840
433200 PUBLICATION OF LEGAL NOTICES	1,800	1,800	-	289	-	1,511
434100 WORKER'S COMPENSATION	172,612	173,694	-	36,349	-	137,346
434200 PACKAGE	261,023	261,023	-	4,175	-	256,848
434201 EXCESS LIABILITY	11,179	11,179	-	79,214	-	(68,035)
434202 AUTOMOBILE	21,162	21,162	-	9,256	-	11,906
434500 OFFICIAL BONDS	1,080	1,080	-	975	-	105
434501 PUBLIC OFFICIALS & EE LIAB	17,280	17,280	-	15,504	-	1,776
434502 BROKERAGE FEE	18,360	18,360	-	10,000	-	8,360
435100 ELECTRICITY	1,194,813	1,421,496	56,408	325,870	995,627	100,000
435200 NATURAL GAS	146,856	184,381	3,914	54,393	93,132	36,856
435300 HEAT/STEAM	400,190	492,658	11,470	107,556	334,913	50,190
435400 WATER	83,896	95,274	3,943	25,727	67,144	2,403

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
435401 COOLING/CHILLED WATER	553,664	553,664	21,499	134,668	401,154	17,842
435500 STORMWATER	24,990	24,990	56	11,273	12,527	1,190
435900 SEWAGE	96,789	98,414	3,581	35,765	61,901	748
436100 REP & MAINT-STRUCTURE	573,500	801,486	62,642	316,390	196,642	288,454
436101 ELECTRICAL	672,000	672,000	17,760	77,928	200,616	393,457
436102 PLUMBING	100,000	100,000	2,945	16,834	13,145	70,021
436103 PEST SERVICES	35,000	35,000	-	5,051	20,449	9,500
436104 ELEVATOR SERVICES	101,000	101,000	17,307	50,749	34,387	15,865
436110 CLEANING SERVICES	1,125,311	1,241,214	78,435	382,635	674,532	184,047
436200 REP & MAINT-EQUIPMENT	217,000	231,710	1,289	61,731	35,215	134,764
436201 REP & MAINT-HEATING & AIR	467,000	543,947	11,296	116,599	257,918	169,430
436202 REP & MAINT -AUTO	63,000	66,533	1,191	15,430	-	51,103
436203 REP & MAINT-COMPUTERS	361,600	370,324	4,695	78,050	159,236	133,038
437200 EQUIPMENT RENTAL	83,800	83,800	9,484	29,366	28,197	26,237
437300 REAL ESTATE RENTAL	448,458	448,458	31,024	178,583	-	269,875
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	68,563	76,523	7,582	38,166	34,794	3,563
439601 SNOW REMOVAL	382,500	455,405	-	141,000	55,631	258,774
439602 LAWN & LANDSCAPING	325,121	335,371	22,476	100,808	1,410	233,153
439800 DUES & MEMBERSHIPS	55,390	57,550	860	42,437	2,160	12,953
439901 COMPUTER SERVICES	297,500	202,549	15,564	27,040	107,148	68,361
439902 PAYROLL SERVICES	140,000	140,000	6,978	51,192	-	88,808
439903 SECURITY SERVICES	1,349,637	1,391,870	45,096	381,168	313,132	697,571
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	3,602	23,211	-	41,789
439905 OTHER CONTRACTUAL SERVICES	699,423	755,880	21,459	116,752	263,410	375,718
439906 RECRUITMENT EXPENSES	24,300	24,300	-	1,415	249	22,636
439907 EVENTS & PR	56,700	60,084	1,775	6,345	6,100	47,639
439910 PROGRAMMING	77,500	77,600	-	6,220	2,521	68,859
439911 PROGRAMMING-JUV.	150,000	152,960	800	19,443	18,690	114,827
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	-	2,650	-	22,350
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	-	-	5,000
439930 MATERIALS CONTRACTUAL	2,129,795	3,129,795	218,435	1,305,503	-	1,824,292
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	14,491,368	16,716,181	748,610	4,839,144	4,598,721	7,278,316
CAPITAL						
445100 CAPITAL - FURNITURE	-	5,654	-	-	5,654	-
445200 VEHICLES	80,000	121,745	-	-	41,745	80,000
445300 CAPITAL - EQUIPMENT	-	-	15,582	15,582	-	(15,582)
445301 COMPUTER EQUIPMENT	50,000	50,000	-	-	-	50,000
449000 BOOKS & MATERIALS	3,884,250	2,884,250	10,654	288,529	-	2,595,721
449100 UNPROCESSED PAPERBACK BOOKS	137,000	232,667	-	46,005	49,408	137,254
CAPITAL Total	4,151,250	3,294,315	26,236	350,116	96,807	2,847,393
EXPENSE Total	48,658,498	50,141,756	3,304,519	16,507,869	4,952,850	28,681,037

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

	Actual January	Actual February	Actual March	Actual April	Actual May	Projected June	Projected July	Projected August	Projected September	Projected October	Projected November	Projected December	Projected Y-T-D	Revised Budget	Variance
Beginning Balance	\$ 25,151,724	\$ 21,844,102	\$ 19,749,084	\$ 16,839,377	\$ 16,600,297	\$ 16,900,076	\$ 21,962,226	\$ 21,452,590	\$ 20,075,191	\$ 16,805,161	\$ 14,080,305	\$ 15,579,860	\$ 25,151,724	\$ 25,151,724	
Receipts:															
PROPERTY TAX	-	-	-	1,350,000	2,825,000	7,334,000	2,538,738	2,059,133	-	1,676,997	4,816,244	9,608,586	32,208,698	35,756,871	(3,548,173)
PROPERTY TAX CAPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-RATE REVENUE	16,060	13,050	13,720	-	-	8,846	8,491	41,447	23,571	8,554	8,554	8,554	150,848	248,400	(97,552)
FINANCIAL INSTITUTION TAX REV	-	-	-	-	-	93,232	-	-	-	-	-	-	142,433	235,665	(26,185)
LICENSE EXCISE TAX REVENUE	-	-	-	-	-	1,207,717	-	-	-	-	-	-	1,289,128	2,496,845	(277,427)
LOCAL OPTION INCOME TAX	321,215	321,215	321,215	321,215	642,431	321,215	321,215	321,215	321,215	321,215	321,215	321,215	4,175,797	3,854,584	321,213
COUNTY OPTION INCOME TAX	38,943	38,943	38,943	38,943	56,047	38,943	38,943	38,943	38,943	38,943	38,943	38,943	38,943	484,414	17,085
COMMERCIAL VEHICLE TAX REVENUE	-	-	-	-	-	136,200	-	-	-	-	-	-	136,198	302,664	(30,266)
IN LIEU OF PROP. TAX	-	-	-	-	-	15,010	-	-	-	-	-	-	14,430	29,440	-
COPY MACHINE REVENUE	126	-	-	-	-	-	-	-	-	-	-	-	126	-	126
PUBLIC PRINTING REVENUE	26,742	30,311	18,784	-	16	-	15,313	15,854	28,986	30,694	25,761	24,416	216,878	351,300	(134,422)
FAX TRANSMISSION REVENUE	5,514	6,375	4,785	-	21	-	5,200	5,344	4,925	5,054	5,386	48,315	60,000	48,315	(11,685)
PROCTORING EXAMS	250	227	285	-	35	-	814	285	69	207	193	442	2,807	3,800	(993)
PLAC. CARD DISTRIBUTION REVENUE	-	-	-	53,719	-	-	-	-	-	-	-	-	53,719	83,000	(29,281)
USAGE FEE REVENUE	1,870	1,120	970	770	20	767	767	1,558	50	643	1,166	2,237	11,938	12,000	(62)
SET-UP & SERVICE - TAXABLE	-	-	750	-	-	-	1,004	1,902	1,610	2,307	1,479	993	10,044	15,000	(4,956)
SET-UP & SERVICE - NON-TAXABLE	80	1,260	250	(625)	-	-	350	1,908	1,555	1,464	1,020	1,285	8,547	12,000	(3,453)
SECURITY SERVICES REVENUE	567	1,740	400	(540)	-	-	573	1,720	2,316	1,628	1,123	1,903	11,429	18,000	(6,571)
EVENT SECURITY	-	-	360	-	-	-	-	-	-	-	-	-	360	-	360
PARKING REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAFE REVENUE	615	-	-	-	-	-	471	486	478	511	517	453	3,529	12,000	(8,471)
CATERING REVENUE	6,177	1,636	94	70	-	-	-	1,134	-	16,038	6,639	8,869	40,656	60,000	(19,344)
FINES	40,476	39,316	28,522	2,635	5,251	-	-	-	-	-	-	-	116,200	650,000	(533,800)
OTHER CARD REVENUE	195	585	195	-	-	-	3	188	286	94	94	96	1,735	2,000	(265)
HEADSET REVENUE	407	435	258	-	4	-	643	603	612	460	454	454	4,546	7,000	(2,454)
USB REVENUE	390	472	327	-	-	-	547	552	584	442	463	366	4,142	6,000	(1,858)
LIBRARY TOTES	127	172	115	-	19	-	255	235	185	160	120	135	1,524	2,500	(976)
MISCELLANEOUS REVENUE	256	335	191	211	-	-	107	125	1,005	93	105	206	2,634	2,500	134
REVENUE ADJUSTMENT	(16)	1	1,761	(661)	-	-	-	-	-	-	-	-	1,086	-	1,086
INTEREST INCOME	53,268	47,272	31,085	13,927	8,950	8,000	8,000	8,000	8,000	8,000	8,000	8,000	210,502	170,000	40,502
FACILITY Rtl REV - TAXABLE	6,116	8,430	4,478	(1,420)	(60)	-	-	10,915	7,914	9,722	6,039	3,775	55,908	100,000	(44,092)
FACILITY RENTAL REV - NONTAX	2,299	2,560	(80)	(560)	-	-	-	795	3,693	4,009	8,107	3,024	23,846	64,000	(40,154)
EQUIPMENT RENTAL REV - TAXABLE	-	-	600	-	-	-	-	88	100	148	88	52	1,076	1,000	76
EQUIPMENT RENTAL REV - NONTAX	-	300	-	-	-	-	-	389	402	446	-	268	1,804	2,500	(696)
FOUNDATION CONTRIBUTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER GRANTS	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	225,000	-
TRANSFER IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALE OF SURPLUS PROPERTY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REFUNDS	954	2,577	244	337,660	16	640	-	-	-	-	-	14	342,104	5,000	337,104
REIMBURSEMENT FOR SERVICES	5,741	5,113	-	-	-	40,554	14,233	229	3,436	-	-	-	69,306	175,000	(105,694)
INSURANCE REIMBURSEMENTS	-	-	-	1,021,821	-	-	-	-	784	-	-	-	1,022,605	20,000	1,002,605
Total Receipts	528,372	523,444	468,252	3,137,166	3,537,748	9,205,123	3,180,667	2,513,115	450,707	2,128,639	5,251,384	11,621,858	42,546,474	45,755,010	(3,208,539)
Expenditures:															
PERSONAL SERVICES & BENEFITS	2,517,344	1,811,832	2,278,595	1,976,501	2,504,573	2,456,828	2,051,187	2,051,223	2,056,250	2,934,623	2,056,285	2,050,440	26,745,680	28,725,984	1,980,304
SUPPLIES	99,329	44,442	34,784	26,109	25,100	65,000	84,000	66,000	133,000	74,000	101,000	101,000	840,765	1,405,276	564,510
OTHER SERVICES AND CHARGES	960,473	754,046	1,038,665	1,337,350	748,610	1,216,145	1,150,117	1,346,290	1,193,486	1,380,872	1,221,544	1,387,873	13,735,472	16,716,181	2,980,709
LIBRARY MATERIALS CAPITAL OUTLAY	259,304	3,070	25,220	36,285	26,236	405,000	405,000	405,000	405,000	405,000	400,000	400,000	3,175,116	3,294,315	119,199
TRANSFER OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,836,450	2,613,391	3,377,264	3,376,245	3,304,519	4,142,973	3,690,304	3,890,514	3,720,736	4,853,495	3,751,829	3,939,313	44,497,033	50,141,756	5,644,722
Change in Payables/Petty Cash/Correction*	455	(5,071)	(695)	-	66,550	-	-	-	-	-	-	-	61,239	-	-
Ending Balance	\$ 21,844,102	\$ 19,749,084	\$ 16,839,377	\$ 16,600,297	\$ 16,900,076	\$ 21,962,226	\$ 21,452,590	\$ 20,075,191	\$ 16,805,161	\$ 14,080,305	\$ 15,579,860	\$ 23,262,404	\$ 23,262,404	\$ 20,764,978	-

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

FUND	Cash and Investments 4/30/20	Receipts	Disbursements	Cash and Investments 5/31/20
101 Total Operating	16,600,297	3,537,748	3,237,969	16,900,076
104 Total Fines	6	5,429	5,429	6
226 Total Parking Garage	772,330	7,386	52	779,665
230 Total Grant	454,320	41,923	22,066	474,177
245 Total Rainy Day	5,532,996	3,606	8,103	5,528,499
270 Total Shared System	349,826	18	8,300	341,543
301 Total BIRF 1	3,644,023	1,576	750	3,644,849
321 Total BIRF 2	746,290	-	-	746,290
471 Total Library Improvement Reserve Fund	2,496,073	1,741	17,340	2,480,474
472 Total Construction	13,242	-	-	13,242
475 Total 2015 Bond RFID Books & Materials	202,414	-	-	202,414
476 Total 2016 Bond - Michigan Rd	97,812	-	60,900	36,912
477 Total 2017A Bond - Brightwood	1,657,828	-	550,120	1,107,707
478 Total 2017B Bond - Eagle	921,515	-	166,456	755,059
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	2,648,068	-	76,106	2,571,962
480 Total 2018 BBond - West Perry Branch	8,654,959	-	28,225	8,626,734
481 Total 2019 Bond - LAW WAY Renovation	2,020,286	896	653,750	1,367,432
800 Total Gift	1,106,943	338,629	59,415	1,386,158
806 Total Payroll Liabilities (1)	18,709	161,984	59,657	121,036
812 Total Foundation Agency Fund	1,867	17	-	1,884
813 Total Staff Association Agency Fund	31	-	-	31
814 Total Sales Tax Agency Fund	(99)	10	13	(102)
815 Total PLAC Card Revenue Agency Fund	15,425	65	-	15,490
Grand Total	47,955,160	4,101,029	4,954,650	47,101,539

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

<u>Chase Savings Account</u>			<u>Previous Month's Chase Savings Account Activity</u>		
	Balance May 31, 2020	Interest Earned May 31, 2020		Balance April 30, 2020	Interest Earned April 30, 2020
Operating Fund	\$ 1,260	\$ 19	Operating Fund	\$ 1,241	\$ 18
Grant Fund	\$ 193,395	\$ -	Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,116	\$ 17	Parking Garage	\$ 409,099	\$ 17
Bond & Interest Redemption Fd	\$ 83,960	\$ -	Bond & Interest Redemption Fd	\$ 83,960	\$ -
Bond & Interest Redemption Fd 2	\$ 360,386	\$ -	Bond & Interest Redemption Fd 2	\$ 360,386	\$ -
Rainy Day Fund	\$ 404,636	\$ 17	Rainy Day Fund	\$ 404,619	\$ 17
Giff Fund	\$ 16	\$ 8	Giff Fund	\$ 8	\$ 8
Total Chase Savings Account	\$ 1,452,768	\$ 61	Total Chase Savings Account	\$ 1,452,707	\$ 59
<i>The average savings account rate for May was 0.05%</i>			<i>The average savings account rate for April was 0.05%</i>		
<u>Fifth Third Bank Investment Account</u>			<u>Previous Month's Fifth Third Bank Investment Account</u>		
	Balance May 31, 2020	Interest Earned May 31, 2020		Balance April 30, 2020	Interest Earned April 30, 2020
Library Improvement Reserve Fd	\$ 2,223,691	\$ 1,741	Library Improvement Reserve Fd	\$ 2,221,950	\$ 4,071
Rainy Day Fund	\$ 4,447,972	\$ 3,483	Rainy Day Fund	\$ 4,444,489	\$ 8,142
Total Fifth Third Bank	\$ 6,671,662	\$ 5,224	Total Fifth Third Bank	\$ 6,666,438	\$ 12,213
<i>The average investment account rate for May was 0.94%</i>			<i>The average investment account rate for April was 2.20%</i>		
<u>Hoosier Fund Account Income</u>			<u>Previous Month's Hoosier Fund Account Income</u>		
	Balance May 31, 2020	Interest Earned May 31, 2020		Balance April 30, 2020	Interest Earned April 30, 2020
Operating Fund	\$ 1,632,259	\$ 3,642	Operating Fund	\$ 1,628,617	\$ 3,598
Rainy Day Fund	\$ 178,869	\$ 106	Rainy Day Fund	\$ 178,762	\$ 105
2017A Brightwood Project Fund	\$ 1,418,314	\$ -	2017A Brightwood Project Fund	\$ 1,418,314	\$ -
2018B West Perry Project Fund	\$ 3,062,846	\$ -	2018B West Perry Project Fund	\$ 3,062,846	\$ -
2018A Multi-Project Fund	\$ 2,573,565	\$ -	2018A Multi-Project Fund	\$ 2,573,565	\$ -
Bond & Interest Redemption Fd	\$ 18,407	\$ 1,530	Bond & Interest Redemption Fd	\$ 16,877	\$ 1,513
2019 Lawrence/Wayne Project Fund	\$ 1,508,542	\$ 896	2019 Lawrence/Wayne Project Fund	\$ 1,507,645	\$ 1,434
Total Hoosier Fund Account	\$ 10,392,801	\$ 6,175	Total Hoosier Fund Account	\$ 10,386,626	\$ 6,649
<i>The average Hoosier Fund account rate for May was .70%</i>			<i>The average Hoosier Fund account rate for April was .72%</i>		
<u>TrustIndiana</u>			<u>Previous Month's TrustIndiana</u>		
	Balance May 31, 2020	Interest Earned May 31, 2020		Balance April 30, 2020	Interest Earned April 30, 2020
Operating Fund	\$ 6,413,004	\$ 4,282	Operating Fund	\$ 6,408,722	\$ 5,717
2015 RFID Project Fund	\$ 150,000	\$ -	2015 RFID Project Fund	\$ 150,000	\$ -
2017A Brightwood Project Fund	\$ 352,534	\$ -	2017A Brightwood Project Fund	\$ 352,534	\$ -
2017B Eagle Project Fund	\$ 626,937	\$ -	2017B Eagle Project Fund	\$ 626,937	\$ -
2018B West Perry Project Fund	\$ 5,390,752	\$ -	2018B West Perry Project Fund	\$ 5,390,752	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -	Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 968,130	\$ 46	Bond & Interest Redemption Fd	\$ 968,084	\$ 62
Total TrustIndiana Account	\$ 13,992,255	\$ 4,329	Total TrustIndiana Account	\$ 13,987,926	\$ 5,779
<i>The average TrustIndiana account rate for May was .37%</i>			<i>The average TrustIndiana account rate for April was .50%</i>		
<u>U. S. Bank</u>			<u>Previous Month's U.S. Bank</u>		
	Balance May 31, 2020	Interest Earned May 31, 2020		Balance April 30, 2020	Interest Earned April 30, 2020
Operating Fund	\$ 8,052,046	\$ 1,006	Operating Fund	\$ 8,051,039	\$ 4,593
Total U. S. Bank	\$ 8,052,046	\$ 1,006	Total U. S. Bank	\$ 8,051,039	\$ 4,593
<i>The average U. S. Bank account rate for May was 0.15%</i>			<i>The average U. S. Bank account rate for April was 0.15%</i>		

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUES						
Property Taxes						
311000 PROPERTY TAX	12,882,655	12,882,655	-	-	-	12,882,655
Property Taxes Total	12,882,655	12,882,655	-	-	-	12,882,655
Intergovernmental						
335100 FINANCIAL INSTITUTION T	71,439	71,439	-	-	-	71,439
335200 LICENSE EXCISE TAX REVE	751,196	751,196	-	-	-	751,196
335700 COMMERCIAL VEHICLE TAX	59,660	59,660	-	-	-	59,660
339000 IN LIEU OF PROP. TAX	8,441	8,441	-	-	-	8,441
Intergovernmental Total	890,736	890,736	-	-	-	890,736
Miscellaneous						
361000 INTEREST INCOME	-	-	1,576	14,589	-	(14,589)
Miscellaneous Total	-	-	1,576	14,589	-	(14,589)
REVENUES Total	13,773,391	13,773,391	1,576	14,589	-	13,758,802
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	6,750	6,750	750	3,500	-	3,250
438100 PRINCIPAL	14,795,000	14,795,000	-	1,635,000	-	13,160,000
438200 INTEREST	1,848,161	1,848,161	-	212,512	-	1,635,649
Other Services and Charges Total	16,649,911	16,649,911	750	1,851,012	-	14,798,899
EXPENSES Total	16,649,911	16,649,911	750	1,851,012	-	14,798,899

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	3,606	36,491	-	(6,491)
MISCELLANEOUS Total	30,000	30,000	3,606	36,491	-	(6,491)
REVENUE Total	30,000	30,000	3,606	36,491	-	(6,491)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	100,000	100,000	7,135	11,028	-	88,973
431200 ENGINEERING & ARCHITECTURAL	400,000	563,113	-	-	163,113	400,000
431500 CONSULTING SERVICES	-	3,321	-	4,200	-	(879)
438400 ISSUANCE COSTS	-	-	968	1,013	-	(1,013)
452002 TRANSFERS IN/OUT	-	-	-	(205,070)	-	205,070
OTHER SERVICES AND CHARGES TOTAL	500,000	666,433	8,103	(188,830)	163,113	692,150
CAPITAL						
441000 LAND	500,000	500,000	-	-	-	500,000
443500 BUILDING	1,000,000	1,000,000	-	-	-	1,000,000
CAPITAL Total	1,500,000	1,500,000	-	-	-	1,500,000
EXPENSE Total	2,000,000	2,166,433	8,103	(188,830)	163,113	2,192,150

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	40,000	40,000	1,741	17,528	-	22,472
MISCELLANEOUS Total	40,000	40,000	1,741	17,528	-	22,472
REVENUE Total	40,000	40,000	1,741	17,528	-	22,472
EXPENSE						
OTHER SERVICES AND CHARGES						
436100 REP & MAINT-STRUCTURE	600,000	910,795	17,340	261,175	49,621	600,000
OTHER SERVICES AND CHARGES TOTAL	600,000	910,795	17,340	261,175	49,621	600,000
CAPITAL						
444501 COMPUTER SOFTWARE	-	259,563	-	2,550	257,013	-
CAPITAL Total	-	259,563	-	2,550	257,013	-
EXPENSE Total	600,000	1,170,358	17,340	263,725	306,634	600,000

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	120,000	120,000	7,369	56,312	-	63,688
347611 EVENTS PARKING	8,000	8,000	-	500	-	7,500
CHARGES FOR SERVICES Total	128,000	128,000	7,369	56,812	-	71,188
MISCELLANEOUS						
361000 INTEREST INCOME	5,000	5,000	17	427	-	4,573
MISCELLANEOUS Total	5,000	5,000	17	427	-	4,573
REVENUE Total	133,000	133,000	7,386	57,239	-	75,761
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,000	2,000	-	187	-	1,813
421500 OFFICE SUPPLIES - FAC/PURCH	6,000	6,000	-	953	-	5,047
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	8,100	8,100	-	1,140	-	6,960
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	1,000	1,000	-	-	-	1,000
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	-	5,000	-	7,000
432200 POSTAGE	500	500	-	-	-	500
432400 DATA COMMUNICATIONS	4,000	4,025	21	1,759	-	2,266
434201 EXCESS LIABILITY	5,000	5,000	-	2,130	-	2,870
436100 REP & MAINT-STRUCTURE	15,000	15,000	-	-	-	15,000
436110 CLEANING SERVICES	8,000	8,000	-	-	-	8,000
436200 REP & MAINT-EQUIPMENT	8,000	8,000	-	367	-	7,633
436201 REP & MAINT-HEATING & AIR	123,062	146,124	-	-	23,062	123,062
439904 BANK FEES/CREDIT CARD FEES	7,000	7,000	31	2,833	-	4,167
439905 OTHER CONTRACTUAL SERVICES	45,000	45,000	-	19,337	-	25,663
OTHER SERVICES AND CHARGES TOTAL	228,562	251,649	52	31,426	23,062	197,161
CAPITAL						
445300 CAPITAL - EQUIPMENT	242,000	242,000	-	-	-	242,000
CAPITAL Total	242,000	242,000	-	-	-	242,000
EXPENSE Total	478,662	501,749	52	32,566	23,062	446,121

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

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347640 SHARED SYSTEM REVENUE	-	-	18	9,213	-	(9,213)
CHARGES FOR SERVICES Total	-	-	18	9,213	-	(9,213)
REVENUE Total	-	-	18	9,213	-	(9,213)
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	56,824	56,824	7,120	26,107	-	30,717
413100 FICA AND MEDICARE	4,347	4,347	506	1,856	-	2,491
413300 PERF/INPRS	8,069	8,069	674	3,370	-	4,699
PERSONAL SERVICES Total	69,240	69,240	8,300	31,333	-	37,907
SUPPLIES						
421600 LIBRARY SUPPLIES	2,060	2,313	-	-	253	2,060
SUPPLIES Total	2,060	2,313	-	-	253	2,060
OTHER SERVICES AND CHARGES						
431500 CONSULTING SERVICES	5,000	5,000	-	-	-	5,000
432300 TRAVEL	1,836	1,836	-	-	-	1,836
432501 IN HOUSE CONFERENCE	250	250	-	-	-	250
439907 EVENTS & PR	510	510	-	-	-	510
439909 REIMBURSEMENT FOR SERVICES EXP	77,250	77,250	-	-	-	77,250
439931 E-BOOKS	12,100	12,100	-	-	-	12,100
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	96,946	96,946	-	-	-	96,946
EXPENSE Total	168,246	168,499	8,300	31,333	253	136,913

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

	MTD	YTD
REVENUE		
MISCELLANEOUS		
334700 GRANTS - LSTA	-	-
360000 MISCELLANEOUS REVENUE	-	-
360001 REVENUE ADJUSTMENT	-	-
361000 INTEREST INCOME	(8)	(301)
367000 FOUNDATION CONTRIBUTION	(338,629)	(791,996)
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 OTHER GRANTS	(41,915)	(151,118)
399000 REIMBURSEMENT FOR SERVICES	-	(7,255)
MISCELLANEOUS Total	(380,552)	(950,671)
REVENUE Total	(380,552)	(950,671)
EXPENSE		
PERSONAL SERVICES		
411000 SALARIES APPOINTED STAFF	6,769	42,091
412000 SALARIES HOURLY STAFF	-	8,933
413001 LONG TERM DISABILITY INSURANCE	-	-
413100 FICA AND MEDICARE	515	1,803
413300 PERF/INPRS	601	3,004
413500 MEDICAL & DENTAL INSURANCE	-	1,189
413600 GROUP LIFE INSURANCE	-	-
PERSONAL SERVICES Total	7,885	57,020
SUPPLIES		
421500 OFFICE SUPPLIES - FAC/PURCH	-	282
421600 LIBRARY SUPPLIES	-	2,112
421700 DEPARTMENT OFFICE SUPPLIES	20,038	42,082
429001 NON CAPITAL FURNITURE & EQUIP	-	-
SUPPLIES Total	20,038	44,476
OTHER SERVICES AND CHARGES		
431100 LEGAL SERVICES	-	-
431500 CONSULTING SERVICES	1,996	23,412
432100 FREIGHT & EXPRESS	-	-
432300 TRAVEL	-	-
432400 DATA COMMUNICATIONS	12,185	24,410
432500 CONFERENCES	-	2,946
432501 IN HOUSE CONFERENCE	-	-

	MTD	YTD
433100 OUTSIDE PRINTING	-	9,942
436100 REP & MAINT-STRUCTURE	-	-
436110 CLEANING SERVICES	-	-
436200 REP & MAINT-EQUIPMENT	-	-
437200 EQUIPMENT RENTAL	-	-
439602 LAWN & LANDSCAPING	-	-
439800 DUES & MEMBERSHIPS	-	250
439901 COMPUTER SERVICES	-	-
439903 SECURITY SERVICES	-	-
439905 OTHER CONTRACTUAL SERVICES	-	88,635
439907 EVENTS & PR	-	113
439909 REIMBURSEMENT FOR SERVICES EXP	-	-
439910 PROGRAMMING	519	14,045
439911 PROGRAMMING-JUV.	1,685	18,606
439912 PROGRAMMING ADULT - CENTRAL	-	26,254
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-
439930 MATERIALS CONTRACTUAL	-	-
439931 E-BOOKS	-	-
439934 DATABASES	-	-
OTHER SERVICES AND CHARGES Total	16,385	208,612
CAPITAL		
443500 BUILDING	-	-
444500 BUILDING IMPRVMENTS & UPGRADES	-	-
445100 CAPITAL - FURNITURE	-	-
445200 VEHICLES	-	-
445300 CAPITAL - EQUIPMENT	-	-
445301 COMPUTER EQUIPMENT	-	-
449000 BOOKS & MATERIALS	26,643	85,591
449100 UNPROCESSED PAPERBACK BOOKS	10,530	33,981
449200 ART & EXHIBITS	-	-
449300 RARE BOOKS/SPECIAL COLLECTIONS	-	-
CAPITAL Total	37,174	119,572
OTHER FINANCING SRCS		
452002 TRANSFERS IN/OUT	-	-
459000 REFUNDS	-	2,432
459001 UNRESTRICTED EXPENSES	-	-
459002 RESTRICTED EXPENSES	-	-
OTHER FINANCING SRCS Total	-	2,432
EXPENSE Total	81,481	432,111

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

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	202,414.33
Fund 476 - Restricted - Michigan Road Project	36,912.40
Fund 477 - Restricted - Brightwood Project	674,932.93
Fund 478 - Restricted - Eagle Project	723,658.22
Fund 479 - Restricted - Multiple Projects	2,569,100.20
Fund 480 - Restricted - West Perry Project	8,626,734.19
Fund 481 - Restricted - Lawrence/ Wayne Projects	1,264,091.88
Fund 472 - Construction/Foundation	13,241.56
Total Construction Fund Cash Balances	<u>14,111,085.71</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	202,414.33
Fund 476 - Restricted - Michigan Road Project	36,912.40
Fund 477 - Restricted - Brightwood Project	674,932.93
Fund 478 - Restricted - Eagle Project	723,658.22
Fund 479 - Restricted - Multiple Projects	2,569,100.20
Fund 480 - Restricted - West Perry Project	8,626,734.19
Fund 481 - Restricted - Lawrence/ Wayne Projects	1,264,091.88
Fund 472 - Construction/Foundation - Assigned - Central	13,241.56
Total Construction Fund Breakdown	<u>14,111,085.71</u>

Summary of Classifications

Total Restricted	14,097,844.15
Total Assigned	13,241.56
Total of All Classifications	<u>14,111,085.71</u>

Summary of Project Activity

<u>PROJECT</u>	<u>TOTAL PROCEEDS + INTEREST</u>	<u>* ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>OPEN P.O.</u>	<u>UNEXPENDED</u>
* Fund 475 - Restricted - RFID Project	2,000,000.00	2,000,000.00	0.00	61,906.53	1,797,585.67	202,259.00	155.33
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	7,719,554.17	650.00	122,869.85	7,682,641.77	33,684.66	3,227.74
* Fund 477 - Restricted - Brightwood Project	6,170,396.01	6,100,000.00	597,418.94	1,683,478.48	5,425,067.07	651,986.52	22,946.41
* Fund 478 - Restricted - Eagle Project	7,844,465.11	7,800,000.00	171,061.59	195,222.61	7,076,341.78	190,855.84	532,802.38
* Fund 479 - Restricted - Multiple Projects	5,068,386.81	5,000,000.00	77,501.37	390,557.76	2,430,899.80	338,677.74	2,230,422.46
* Fund 480 - Restricted - West Perry Project	9,608,603.58	9,600,000.00	28,225.03	98,286.31	973,265.81	8,503,617.45	123,116.74
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,173,711.34	3,182,252.95	666,000.32	1,876,161.07	1,918,161.07	1,134,985.67	129,106.21
Fund 472 - Major Repairs & Maintenance	3,454,070.94	3,454,070.94	0.00	0.00	3,440,829.38	13,241.56	0.00
Total Expenditures	<u>45,039,187.96</u>	<u>44,855,878.06</u>	<u>1,540,857.25</u>	<u>4,428,482.61</u>	<u>30,744,792.35</u>	<u>11,069,308.44</u>	<u>3,041,777.27</u>

	<u>*** BUDGET</u>	<u>ADJUSTED ORIGINAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>CURRENT YEAR</u>	<u>PROJECT TO DATE</u>	<u>BUDGET BALANCE</u>
Interest Earnings - Foundation - Fund 472	15,270.69	15,270.69	0.00	0.00	15,270.69	0.00
Appropriated Interest Earnings - Fund 476	154,554.17	154,554.17	0.00	0.00	154,554.17	0.00
Appropriated Interest Earnings - Fund 477	225,396.01	155,000.00	0.00	0.00	155,000.00	0.00
Appropriated Interest Earnings - Fund 478	127,837.56	83,372.45	0.00	0.00	83,372.45	0.00
Appropriated Interest Earnings - Fund 480	197,647.04	189,043.46	0.00	0.00	189,043.46	0.00
Appropriated Interest Earnings - Fund 481	0.00	8,541.61	896.31	8,541.61	8,541.61	0.00

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



Board Action Request

5b

To: IMCPL Board

Meeting Date: June 15, 2020

From: Ijeoma Dike-Young
Chief Financial Officer

Subject: RESOLUTIONS FOR 2020A MULTI-FACILITY RENOVATION AND EQUIPMENT ACQUISITION/OPENING DAY COLLECTION BONDS

Summary: The Indianapolis Public Library is requesting approval for the issuance of bonds in the estimated amount of \$5,350,000.

Overview: The proposed 2020 bond issue is planned for the financing of the following projects:

Project	Estimated Cost
Opening Day Collection for the West Perry Branch	\$1,000,000
Center for Black Literature and Culture Digital Project	500,000
Design of learning Curve technology – Central Library	500,000
Facilities Improvement Projects	2,100,000
-Boiler work at LSC – \$125,000	
-Parking Lot resurfacing \$505,000	
College	
East 38 th	
Franklin Road	
Nora	
Pike	
Warren, Lawrence	
Lawrence	
-Pike Upgrade work – 2020 – \$400,000	
-Nora upgrade work – 2021 - \$400,000	
-Lighting Upgrade (Central Atrium, Spades Park) – \$120,000	
-Replace Carpet (Central Tower and Atrium) - \$150,000	
-Furniture update - Lawrence - \$100,000	
West Perry Furniture and Equipment	485,000
West Perry Solar Panels	300,000
Collection Materials	650,000
Cost of Issuance	115,000
TOTAL	\$5,350,000

Financial Impact: This bond issue is incorporated into our long term debt plan which keeps the debt tax rate at or below \$0.0318.

Attachments:

- 1) Planning Calendar for 2020A Bonds
- 2) Long Term Debt Plan
- 3) Resolution 22-2020 - Preliminary Bond/Reimbursement Resolution
- 4) Agenda Item 5c - Resolution 23-2020 - Appropriation Resolution

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY, INDIANA
GENERAL OBLIGATION BONDS, SERIES 2020A
(2020 MULTI-FACILITY RENOVATION AND EQUIPMENT ACQUISITION PROJECT)**

DETAILED FINANCIAL PLANNING CALENDAR

(Italicized Target Dates and Actions indicate activities by the Library Administration, Library Board, City-County Council or Municipal Corporations Committee)

<u>TARGET DATE</u>	<u>ACTION</u>
<u>02/11/20</u>	Barnes & Thornburg circulates the initial draft of the Notice of Additional Appropriation Public Hearing of the Library Board, Preliminary Bond/Reimbursement Resolution, Additional Appropriation Resolution, Notice of Determination to Issue Bonds, Notice of Additional Appropriation Public Hearing of the City-County Council, City-County Council Ordinance Approving the Bond Issue and Project and City-County-Council Ordinance Approving the Additional Appropriation of the Proceeds of the Bond Issue and Interest Earnings
<u>03/13/20</u>	<i>Jackie Nytes and Ije Dike-Young confirm cost estimates (not including financing costs) for the project; Jackie Nytes and Ije Dike-Young begin coordinating sponsor of the City-County Council Ordinances regarding approval of the bond issue, the project and the additional appropriation of the proceeds of the bond issue and interest earnings</i>
<u>02/26/20</u>	Comments provided to Barnes & Thornburg from the working group on the initial draft of the documents circulated on 02/11/20
<u>03/03/20</u>	Barnes & Thornburg circulates the revised draft of the Notice of Additional Appropriation Public Hearing, Preliminary Bond/Reimbursement Resolution, Additional Appropriation Resolution, Notice of Determination to Issue Bonds, Notice of Additional Appropriation Public Hearing of the City-County Council, City-County Council Ordinance Approving the Bond Issue and Project and City-County-Council Ordinance Approving the Additional Appropriation of the Proceeds of the Bond Issue and Interest Earnings
<u>03/10/20</u>	Comments provided to Barnes & Thornburg from the working group regarding the draft of the documents circulated on 03/03/20
<u>06/03/12</u>	Barnes & Thornburg delivers proposed final draft of the Preliminary Bond/Reimbursement Resolution and Additional Appropriation Resolution to Ije Dike-Young for distribution to the Finance Committee; Barnes & Thornburg delivers the 06/12/20 notice to the Local Newspapers (Notice of Additional Appropriation Public Hearing at the Library Board Meeting)
<u>06/09/20</u>	<i>Finance Committee recommends approval of the Preliminary Bond/Reimbursement Resolution and Additional Appropriation Resolution</i>
<u>06/12/20</u>	Publish Notice of Additional Appropriation Public Hearing by the Library Board
<u>06/22/20</u>	<i>Library Board holds the public hearing on the additional appropriation of the project and financing and adopts the Additional Appropriation Resolution and the Preliminary Bond/Reimbursement Resolution</i>
<u>06/25/20</u>	<i>Jackie Nytes and Ije Dike-Young submit draft of proposal to the Counsel of the City-County Council</i>
<u>07/02/20</u>	<i>Jackie Nytes and Ije Dike-Young submit the City-County Council Ordinances regarding approval of the bond issue, the project and the additional appropriation of the proceeds of the bond issue and interest earnings to the Clerk's office</i>

<u>07/10/20</u>	Barnes & Thornburg delivers the 07/17/20 and 07/24/20 notices to the Local Newspapers (Notice of Determination to Issue Bonds); Barnes & Thornburg delivers the 07/17/20 notice to the Local Newspapers (Notice of Additional Appropriation Public Hearing at the City-County Council Meeting)
<u>07/13/20</u>	<i>City-County Council Ordinances regarding approval of the bond issue, the project and the additional appropriation of the proceeds of the bond issue and interest earnings introduced by the City-County Council and referred to Municipal Corporations Committee</i>
<u>07/17/20</u>	Publish first time and post in three public places the Notice of Determination to Issue Bonds; publish the Notice of Additional Appropriation Public Hearing by the City-County Council
<u>07/22/20</u>	<i>Municipal Corporations Committee provides a do pass recommendation to the full Council for the City-County Council Ordinances regarding approval of the bond issue, the project and the additional appropriation of the proceeds of the bond issue and interest earnings</i>
<u>07/24/20</u>	Publish second time the Notice of Determination to Issue Bonds
<u>08/10/20</u>	<i>City-County Council adopts the City-County Council Ordinances regarding approval of the bond issue, the project and the additional appropriation of the proceeds of the bond issue and interest earnings</i>
<u>08/14/20</u>	Barnes & Thornburg circulates the initial draft of the Final Bond Resolution, Continuing Disclosure Contract and Notice of Intent to Sell Bonds
<u>08/24/20</u>	Comments provided to Barnes & Thornburg from the working group regarding the initial draft of the documents circulated on 08/14/20
<u>09/09/20</u>	Barnes & Thornburg delivers proposed final draft of the Final Bond Resolution to Ije Dike-Young for distribution to the Finance Committee
<u>09/15/20</u>	<i>Finance Committee recommends approval of the Final Bond Resolution</i>
<u>09/22/20</u>	Barnes & Thornburg delivers the 10/02/20 and 10/09/20 notices to the Local Newspapers (Notice of Intent to Sell Bonds)
<u>09/28/20</u>	<i>Library Board approves the Final Bond Resolution</i>
<u>TBD</u>	Receive rating on bonds
<u>10/02/20</u>	Publish first time the Notice of Intent to Sell Bonds; print/post Preliminary Official Statement for bonds
<u>10/09/20</u>	Publish second time the Notice of Intent to Sell Bonds
<u>10/19/20</u>	Last day for potential bond purchasers to contact Baker Tilly of their interest in bidding on the bonds; Baker Tilly contacts all interested bond purchasers to submit bids on the bonds on 10/20/20
<u>10/20/20</u>	Price bonds
<u>10/27/20</u>	Print Official Statement for the bonds; Ije Dike-Young files the Report of Additional Appropriation with the Department of Local Government Finance
<u>11/19/20</u>	Closing on bonds

NOTES: 1. Depending on circumstances, the order in which the above steps are taken may change, and certain steps may be consolidated into other steps.

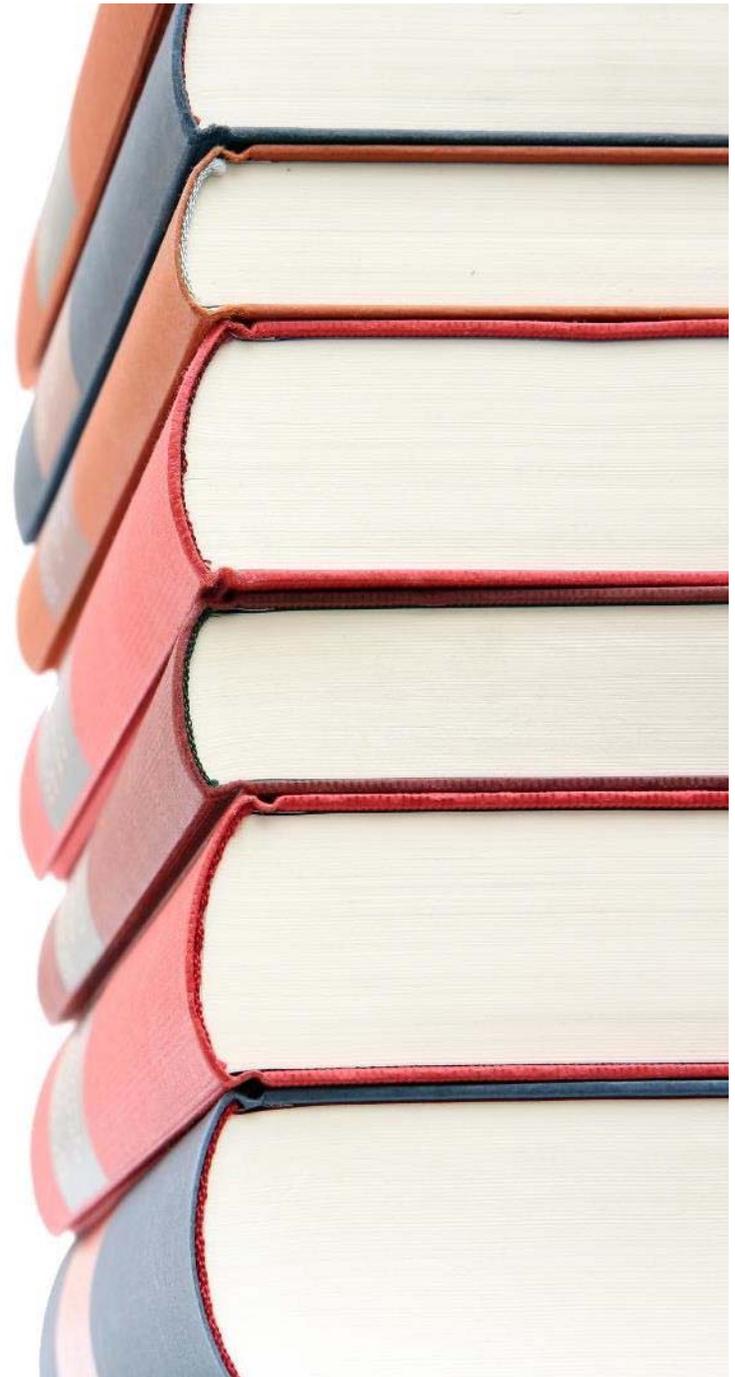
2. Jackie Nytes or Ije Dike-Young will have the responsibility to publish and provide notices of meetings of the Library Board of Trustees in accord with the Public Library's usual practice.
3. This planning calendar assumes the petition-remonstrance process does not apply because the total cost of the project paid by the Public Library is not greater than \$5,350,000. If the petition-remonstrance process were to apply to any or all of the project and requested by 500 community members, many actions on this planning calendar would be delayed by approximately four to five months.
4. The "Local Newspapers" means the *Indianapolis Star* and *The Court and Commercial Record*.



Presentation of The Indianapolis
Public Library to the Library
Board

2020 Multi-Facility Renovation &
Equipment Acquisition Project

June 15, 2020





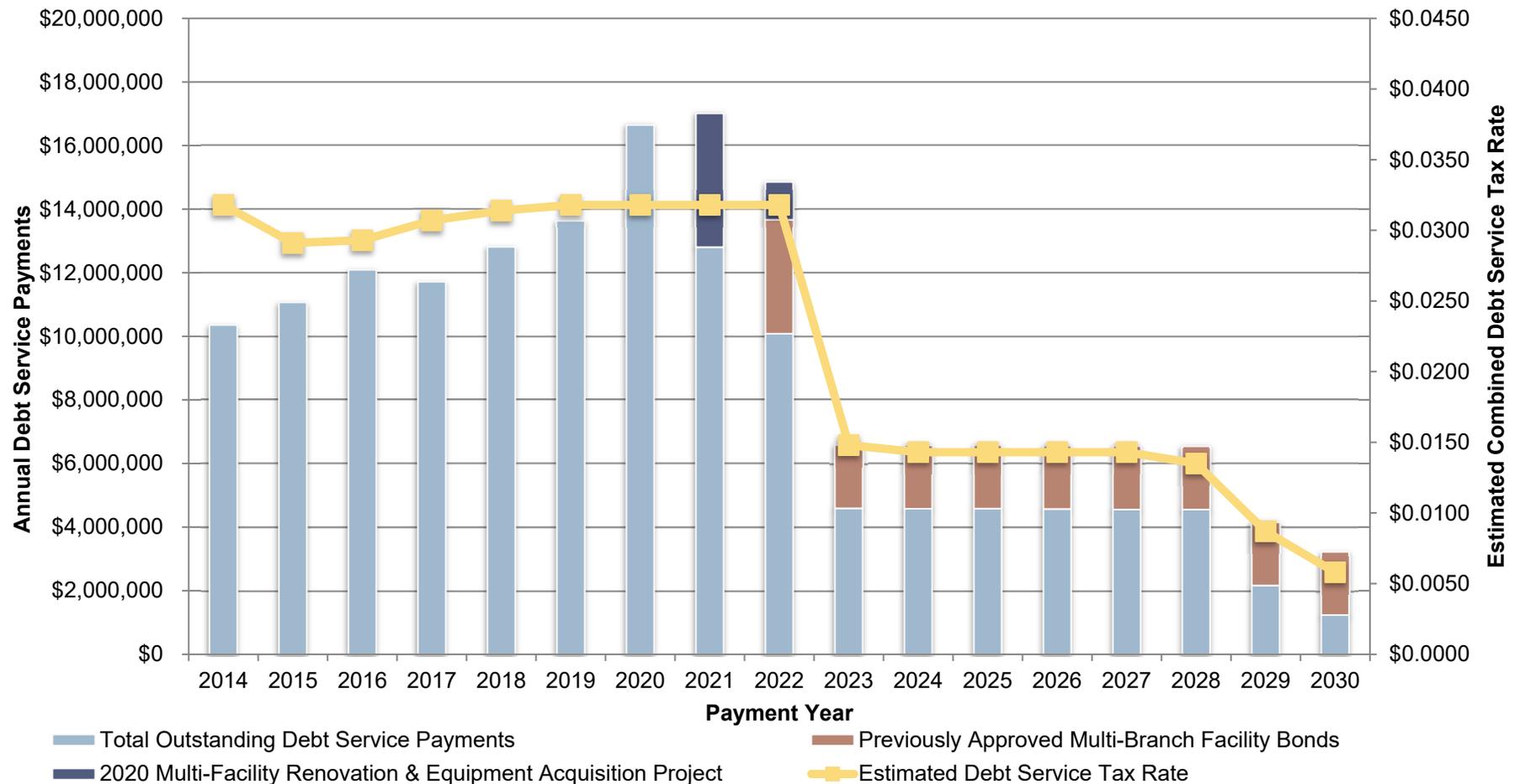
Indianapolis Public Library Summary of Bond Issuance

2020 Multi-Facility Renovation & Equipment Acquisition Project Bonds

Estimated Borrowing Amount	\$5,350,000
Estimated Repayment Term	2 years
Estimated Interest Expense	\$46,454
Estimated Maximum Annual Payment	\$4,208,341

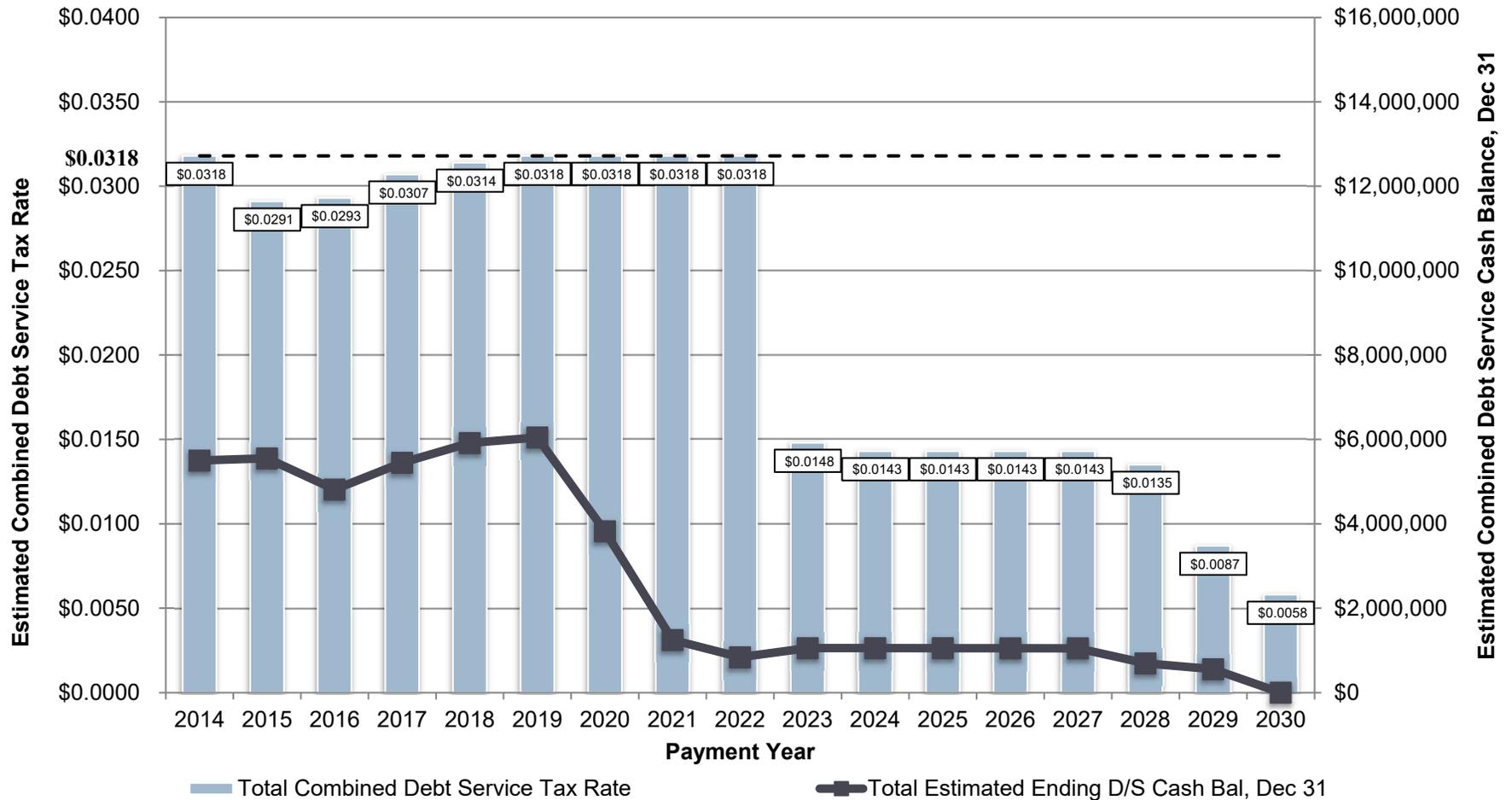
Note: The proposed 2020 Multi-Facility Renovation & Equipment Acquisition Project Bonds are not anticipated to increase the Library's debt service tax rate above \$0.0318.

**INDIANAPOLIS PUBLIC LIBRARY
EXISTING AND PROPOSED ANNUAL DEBT SERVICE PAYMENTS AND TAX RATES**



Note: The previously approved bonds include funding for the \$9,690,000 Fort Benjamin Harrison Project and the \$10,215,000 Glendale Project which have not yet been issued.

**INDIANAPOLIS PUBLIC LIBRARY
COMPARISON OF TOTAL ESTIMATED DEBT SERVICE CASH BALANCE AND TAX RATE**



Note: Payment schedules for future bond issues will be evaluated on an annual basis to assist with tax rate management.



THANK YOU

Contact Information

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Board Resolution

5b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
PRELIMINARY BOND/REIMBURSEMENT RESOLUTION
(2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds)**

RESOLUTION 22-2020

WHEREAS, the Library Board (the “Board”) of the Indianapolis-Marion County Public Library, Indiana (the “Public Library”), has given consideration to (i) the Center for Black Literature and Culture Digital Project, (ii) the renovation and update of all or a portion of the existing Learning Curve at the Central Library, (iii) facility renovations and updates at several facilities operated by the Public Library, including, but not limited to, all or any portion of updating of the boiler at the Library Services Center, parking lot resurfacing at all or any of the College Avenue Branch, the East 38th Street Branch, the Franklin Road Branch, the Nora Branch, the Pike Township Branch and the Warren Township Branch, other interior and exterior renovations and updates at the Pike Township Branch and the Nora Branch, updating all or a portion of the lighting at the Central Library and the Spades Park Branch, replacing all or any portion of the floor covering in all or any portion of the Central Library and other interior renovations at the Library Services Center, (iv) acquisition of equipment, furniture and collection materials for use in one or more of the facilities operated by the Public Library, (v) one or more projects related to any portion of the projects listed in clause (i) through and including (iv), and (vi) the payment of all of the costs related to any of the foregoing projects, including, but not limited to, the costs of issuance related to the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds (as hereinafter defined)(clauses (i) through and including (vi), collectively, the “2020 Multi-Facility Renovation and Equipment Acquisition Project”); and

WHEREAS, the Board, being duly advised, finds that it is in the best interests of the Public Library and its citizens for the purpose of financing all or any portion of the 2020 Multi-Facility Renovation and Equipment Acquisition Project to issue general obligation bonds (the “2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds”), which will not exceed an original aggregate principal amount of Five Million Three Hundred Fifty Thousand Dollars (\$5,350,000); and

WHEREAS, the Board expects to pay for certain costs of the 2020 Multi-Facility Renovation and Equipment Acquisition Project or costs related to the 2020 Multi-Facility Renovation and Equipment Acquisition Project (collectively, the “Expenditures”) prior to the issuance of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds, and to reimburse the Expenditures with proceeds of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds; and

WHEREAS, the Board desires to declare its intent to reimburse the Expenditures pursuant to Treas. Reg. § 1.150-2 and Indiana Code §5-1-14-6(c), each as amended.

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

Section 1. The Board hereby makes a preliminary determination that there exists a need for the 2020 Multi-Facility Renovation and Equipment Acquisition Project. Accordingly, the Board hereby makes a preliminary determination that to the extent permitted by law the Board will take all of the necessary steps to issue the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds in one or more series and pursuant to which the Public Library will finance all or any portion of the 2020 Multi-Facility Renovation and Equipment Acquisition Project. The Public Library will finance all or any portion of the 2020 Multi-Facility Renovation and Equipment Acquisition Project through the issuance of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds. The total maximum original aggregate principal amount of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds will not exceed \$5,350,000. The 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds will have a maximum term not to exceed three (3) years from the date such 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds are issued.

Based on an estimated maximum average interest rate that will be paid in connection with the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds of five percent (5.00%) per annum, the total interest cost associated therewith is estimated to not exceed \$565,354 (which amount is net of any funds received by the Public Library from the United States of America as a result of any or all of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds being issued under one or more federal tax credit programs) and not excluding from this amount any funds of the Public Library being available for capitalized interest.

The estimated total maximum debt service fund tax rate for the Public Library after the issuance of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds is not expected to increase above \$0.0318 per \$100 of assessed valuation as a result of the payment of the debt service on the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds.

Section 2. To the extent the Public Library receives any donations or gifts that may be used to pay for all or a portion of any of the costs of the 2020 Multi-Facility Renovation and Equipment Acquisition Project, the Board hereby pledges to use any such donations or gifts for such purpose except to the extent that the Board determines that such donations or gifts may, or are required to, be used for other purposes.

Section 3. The Board hereby declares its official intent that to the extent permitted by law, to issue the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds, which will not exceed an original aggregate principal amount of approximately Five Million Three Hundred Fifty Thousand Dollars (\$5,350,000), and to reimburse costs of the 2020 Multi-Facility Renovation and Equipment Acquisition Project consisting of the Expenditures from

proceeds of the sale of such 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds.

Section 4. Any and all actions previously taken by any member of the Board, the Chief Executive Officer of the Public Library or her designee, the Chief Financial Officer of the Public Library or her designee or the Director of Facilities of the Public Library or her designee in connection with the foregoing preliminary determinations, including, but not limited to, publication of the notice of the consolidated public hearing held in connection with such preliminary determinations, be, and hereby are, ratified and approved.

Section 5. The Chief Executive Officer of the Public Library or her designee, the Chief Financial Officer of the Public Library or her designee or the Director of Facilities of the Public Library or her designee are hereby authorized to take any and all actions to obtain the approval of the City-County Council of the City of Indianapolis and Marion County, Indiana, with respect to the issuance of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds.

ADOPTED this 22nd day of June, 2020.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Resolution

5c

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
APPROPRIATION RESOLUTION
(2020 Multi-Facility Renovation and Equipment Acquisition Project)**

RESOLUTION 23-2020

WHEREAS, the Library Board of the Indianapolis-Marion County Public Library (the “Board”), being the governing body of the Indianapolis-Marion County Public Library (the “Public Library”), has, on this date, adopted a resolution, the provisions of which are hereby included herein by this reference thereto, determining to issue general obligation bonds of the Public Library, in an original aggregate principal amount not to exceed Five Million Three Hundred Fifty Thousand Dollars (\$5,350,000) (the “2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds”), for the purpose of financing all or any portion of the 2020 Multi-Facility Renovation and Equipment Acquisition Project, as described in the resolution adopted by the Board on the date hereof (the “2020 Multi-Facility Renovation and Equipment Acquisition Project”); and

WHEREAS, the Board did not include the proceeds of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds in the regular budget for the year 2020; and

WHEREAS, (a) there are insufficient funds available or provided for in the Public Library’s existing budget and tax levy which may be applied to the cost of the 2020 Multi-Facility Renovation and Equipment Acquisition Project, (b) the issuance of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds has been authorized to procure the necessary funds and (c) a necessity exists for the making of the additional appropriation set out herein; and

WHEREAS, the Chief Executive Officer of the Public Library has caused notice of a hearing on said appropriation to be published as required by law; and

WHEREAS, such public hearing was held on June 22, 2020, at 12:00 p.m. (local time) as advertised in the notice of such public hearing published on June 12, 2020, in the two newspapers published or, of general circulation, in the geographical boundaries of the Public Library, on said appropriation at which all taxpayers and interested persons had an opportunity to appear and express their views regarding such additional appropriation.

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

Section 1. The Board shall appropriate a sum not to exceed Five Million Three Hundred Fifty Thousand Dollars (\$5,350,000), out of the proceeds of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds, together with all investment earnings thereon, all of which sum shall be for the use of the Board in paying the costs of the 2020 Multi-Facility Renovation and Equipment Acquisition Project and the costs associated with the issuance of the 2020 Multi-Facility Renovation and Equipment Acquisition Project Bonds.

Section 2. Such appropriation shall be in addition to all appropriations provided for in the existing budget and levy, and shall continue in effect until the completion of the 2020 Multi-Facility Renovation and Equipment Acquisition Project. Any surplus of such proceeds shall be credited to the proper fund as provided by law.

Section 3. A certified copy of this resolution, together with such other proceedings and actions as may be necessary, shall be filed by the Chief Financial Officer of the Public Library, along with a report of the appropriation, with the State Department of Local Government Finance.

Section 4. Any and all prior actions taken by any officer of the Public Library or member of the Board in connection and consistent with this resolution is hereby ratified and approved.

ADOPTED this 22nd day of June, 2020.

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

AYE

NAY

ATTEST: _____
Secretary of the Board



Board Action Request

6a

To: IMCPL Board **Meeting Date:** June 22, 2020
From: Diversity, Policy, and Human Resources Committee **Approved by the Library Board:** June 22, 2020
Effective Date: June 22, 2020

Subject: Resolution 24-2020 – Adoption of Supplier Diversity Policy

Recommendation: Passage of Resolution to Adopt Supplier Diversity Policy

Background:

The Library does not currently have a policy that supports equity of opportunity and access by diverse suppliers in the procurement of goods and supplies, professional services, or in the construction and renovation of facilities. As a public service organization, it is the desire of The Library to establish a baseline expectation related to providing and measuring equity of opportunity and access by diverse suppliers in all Library procurement efforts.

We will begin developing more inclusive procurement processes that affirm our commitment to supporting economic growth and equitable access to business opportunities for small, minority, women, veteran, and disability-owned business enterprises (XBE) in Indianapolis/Marion County.

As a municipal corporation and a steward of tax payer dollars, the passage of a policy begins to align us with the economic development strategy of the city of Indianapolis.

Strategic/Fiscal Impact:

The impact of not adopting a supplier diversity policy could result in staff not working intentionally to identify opportunities for XBE businesses, resulting in lower diverse business utilization.



Board Resolution

6a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 24 - 2020
SUPPLIER DIVERSITY POLICY ADDITIONS**

June 22, 2020

WHEREAS, Indianapolis-Marion County Public Library ("Library") currently has no supplier diversity policy;

WHEREAS, the Library recognizes the value of diverse suppliers in driving innovation, creativity, and project results;

WHEREAS, the Library is committed to supporting and encouraging economic growth and business opportunities in Marion County by strengthening the Library's relationships with small business enterprises, and minority-owned, women-owned, disability-owned, and veteran-owned (XBE) business enterprises in the procurement of goods and supplies, professional services, and in the construction and renovation of facilities.

WHEREAS, the Library's goal is to support equity of opportunity and access to procurement opportunities for certified XBE businesses; and

WHEREAS, the Library has pursued efforts to increase XBE firm participation in Library business over recent years and now desires to further its commitment to these efforts by making additions to the Library's Policy Manual;

WHEREAS, all Library departments are expected to explore diverse sourcing opportunities and to identify and be inclusive of XBE businesses in the procurement of goods and supplies, professional services, and in the construction and renovation of facilities;

WHEREAS, the Diversity, Policy and Human Resource Committee worked with the Library's Diversity, Equity, and Inclusion Officer to consider additions the Policy Manual; and

WHEREAS, the Library Board of Trustees has reviewed the proposed policy changes as recommended and deems the policy changes appropriate and consistent with the mission and operations of the Library.

THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby approve and adopt the policy additions and changes reflecting the IndyPL Supplier Diversity Policy as attached to this Resolution.



Board Resolution

6a

Supplier Diversity Policy Statement

123 PURCHASING AND CONTRACT AUTHORITY

The Library recognizes the value of diverse suppliers in driving innovation, creativity, and project results. The Library is committed to supporting and encouraging economic growth and business opportunities in Marion County by strengthening the Library's relationships with small business enterprises, and minority-owned, women-owned, disability-owned, and veteran-owned (XBE) business enterprises in the procurement of goods and supplies, professional services, and in the construction and renovation of facilities.

The Library's goal is to support equity of opportunity and access to procurement opportunities for certified XBE businesses. All Library departments are expected to explore diverse sourcing opportunities and to identify and be inclusive of XBE businesses in the procurement of goods and supplies, professional services, and in the construction and renovation of facilities.



Board Briefing Report

6b

To: IMCPL Board

Meeting Date: June 22, 2020

From: Diversity, Policy, and Human Resources Committee

Subject: Disparity Study Results and Adoption of Annual Minority, Women, Veteran, and Disability-Owned Business Enterprise (XBE) Utilization Goals

In 2019, the City of Indianapolis conducted a disparity study for the first time since 1995. For the first time in its history, the Library participated in the disparity study led by the Office of Minority and Women Business Development (OMWBD).

The full 628 page study assesses the utilization and availability of opportunities, which the study defines as follows:

- Utilization: the percentage of contract dollars spent with minority, women, veteran, and disability-owned businesses between January 1, 2014 and December 31, 2018.
- Availability: the percentage of contract dollars those businesses might be expected to receive based on their availability to perform specific types and sizes of contracts during the same time period.

The disparity index is calculated by dividing utilization by availability and multiplying by 100. An index of 80 or less indicates a significant disparity.

Study results indicate that there are disparities in access to business opportunities for XBEs across city departments and municipal corporations. Additional details can be found in the executive summary of the full report – included for your reference.

Disaggregated data corresponding to each city department and municipal corporation can be found in the appendix of the full study. The disparity indices for the Library can be found on page 627 (Figure F-18) – also below. The overall disparity

indices for Black-owned (40.2) and Native American-owned (80.2) businesses were significant.

Figure F-18.
 Time period: 01/01/2014 - 12/31/2018
 Contract area: All industries
 Contract role: Prime contracts and subcontracts
 Agency: Indianapolis Public Library

Business Group	(a) Number of contract elements	(b) Total dollars (thousands)	(c) Estimated total dollars (thousands)*	(d) Utilization percentage	(e) Availability percentage	(f) Utilization - Availability	(g) Disparity index
(1) All businesses	83	\$35,134	\$35,134				
(2) Minority and woman-owned businesses	32	\$8,708	\$8,708	24.8	14.9	9.9	166.7
(3) Non-Hispanic white woman-owned	14	\$3,448	\$3,448	9.8	5.5	4.3	177.8
(4) Minority-owned	18	\$5,260	\$5,260	15.0	9.3	5.6	160.1
(5) Asian Pacific American-owned	2	\$1,314	\$1,314	3.7	1.5	2.2	200+
(6) Black American-owned	7	\$850	\$850	2.4	6.0	-3.6	40.2
(7) Hispanic American-owned	6	\$2,934	\$2,934	8.4	0.2	8.2	200+
(8) Native American-owned	3	\$161	\$161	0.5	0.6	-0.1	80.2
(9) Subcontinent Asian American-owned	0	\$0	\$0	0.0	1.1	-1.1	0.0
(10) Unknown minority-owned	0	\$0					
(11) Minority-owned or woman-owned XBE	29	\$8,317	\$8,317	23.7			
(12) Non-Hispanic white woman-owned XBE	11	\$3,057	\$3,057	8.7			
(13) Minority-owned XBE	18	\$5,260	\$5,260	15.0			
(14) Asian Pacific American-owned XBE	2	\$1,314	\$1,314	3.7			
(15) Black American-owned XBE	7	\$850	\$850	2.4			
(16) Hispanic American-owned XBE	6	\$2,934	\$2,934	8.4			
(17) Native American-owned XBE	3	\$161	\$161	0.5			
(18) Subcontinent Asian American-owned XBE	0	\$0	\$0	0.0			
(19) Unknown minority-owned XBE	0	\$0					

Note: Numbers are rounded to the nearest thousand dollars or tenth of 1 percent. "Woman-owned" refers to non-Hispanic white woman-owned businesses.
 *Unknown minority-owned businesses and unknown minority-owned XBEs were allocated to minority and XBE subgroups proportional to the known total dollars of those groups. For example, if total dollars of Black American-owned businesses (column b, row 6) accounted for 25 percent of total minority-owned business dollars (column b, row 4), then 25 percent of column b, row 10 would be added to column b, row 6 and the sum would be shown in column c, row 6. In addition, column c was adjusted for the sampling weights for the contract elements that the City awarded.

As a public service organization, it is the desire of the Library to provide more equitable opportunities for all companies seeking opportunities to do business with us in the community. Adoption of the City of Indianapolis' Annual Minority, Women, Veteran, and Disability-Owned Business Enterprise (XBE) Utilization Goals is one step in this process. Annual goals are noted as follows:

- Minority-Owned Business Enterprise (MBE): fifteen percent (15%)
- Women-Owned Business Enterprise (WBE): eight percent (8%)
- Veteran-Owned Business Enterprise (VBE): three percent (3%)
- Disability-Owned Business Enterprise (DOBE): one percent (1%)

The Library will continue reporting monthly numbers to OMWBD and review recommendations offered through the updated business utilization plan.

CHAPTER ES.

Executive Summary

CHAPTER ES.

Executive Summary

The City of Indianapolis and Marion County (referred to together as *the City*) retained BBC Research & Consulting (BBC) to conduct a *disparity study* to help refine the organization's implementation of the Minority-owned Business Enterprise/Woman-owned Business Enterprise/Veteran-owned Business-Enterprise/Disabled-owned business enterprise (MBE/WBE/VBE/DOBE) Business Utilization Plan. The primary objective of the program is to help ensure that minority-, woman-, veteran-, and disabled-owned businesses have an equal opportunity to participate in City and municipal corporation (MC) contracts and procurements.¹

² To meet that objective, the City uses various *race- and gender-neutral* and *race- and gender-conscious measures*. In the context of contracting and procurement, *race- and gender-neutral measures* are measures that are designed to encourage the participation of small businesses in a government organization's contracting, regardless of the race/ethnicity or gender of the businesses' owners. In contrast, *race- and gender-conscious measures* are measures that are specifically designed to encourage the participation of minority- and woman-owned businesses in government contracting. As part of the disparity study, BBC assessed whether there were any disparities between:

- The percentage of contract dollars that the City and MCs spent with minority-, woman-, veteran-, and disabled-owned businesses between January 1, 2014 and December 31, 2018 (i.e., the *study period*) (i.e., *utilization*, or *participation*); and
- The percentage of contract dollars that minority-, woman-, veteran-, and disabled-owned businesses might be expected to receive based on their availability to perform specific types and sizes of City and MC prime contracts and subcontracts (i.e., *availability*).

The disparity study also examined other quantitative and qualitative information related to:

- The legal framework related to the City's implementation of the MBE/WBE/VBE/DOBE Business Utilization Plan;
- Conditions in the local marketplace for minority-, woman-, veteran-, and disabled-owned businesses; and

¹ "Woman-owned businesses" refers to non-Hispanic white woman-owned businesses. Information and results for minority woman-owned businesses are included along with their corresponding racial/ethnic groups.

² MCs are organizations that operate autonomously but are owned by Marion County. As recipients of City funding, MCs are also required to use MBE/WBE/VBE/DOBE goals in awarding individual City-funded contracts and report MBE/WBE/VBE/DOBE participation in City-funded contracts to the City. The MCs included in the disparity study were the Capital Improvement Board; Eskenazi Health; the Health & Hospital Corporation of Marion County; the Indianapolis Airport Authority; the Indianapolis Bond Bank; the Indianapolis-Marion County Building Authority; Indianapolis Public Library; and the Indianapolis Public Transportation Corporation.

- Contracting practices and business assistance programs that the City currently has in place or could consider implementing in the future.

The City could use information from the study to help refine its implementation of the MBE/WBE/VBE/DOBE Business Utilization Plan, including setting overall aspirational goals for the participation of minority-, woman-, veteran-, and disabled-owned businesses in City and MC contracting and determining which program measures to use to encourage the participation of those businesses in City and MC contracting. BBC summarizes key information from the 2019 City of Indianapolis Disparity Study in five parts:

- A. Analyses in the disparity study;
- B. Availability analysis results;
- C. Utilization analysis results;
- D. Disparity analysis results; and
- E. Program implementation.

A. Analyses in the Disparity Study

BBC examined extensive information related to outcomes for minority-, woman-, veteran-, and disabled-owned businesses and the City's implementation of the MBE/WBE/VBE/DOBE Business Utilization Plan:

- The study team conducted an analysis of federal regulations, case law, and other information to guide the methodology for the disparity study. The analysis included a review of legal requirements related to minority- and woman-owned business programs, including the MBE/WBE/VBE/DOBE Business Utilization Plan (see Chapter 2 and Appendix B).
- BBC conducted quantitative analyses of outcomes for minorities, women, veterans, people with disabilities, and the businesses that they own throughout the *relevant geographic market area*.³ In addition, the study team collected qualitative information about potential barriers that those individuals and businesses face in the local marketplace through in-depth interviews, telephone surveys, public meetings, and written testimony (see Chapter 3, Appendix C, and Appendix D).
- The study team analyzed the percentage of relevant City and MC contracting dollars that minority-, woman-, veteran-, and disabled-owned businesses are available to perform. That analysis was based on telephone surveys that the study team completed with businesses that work in industries related to the specific types of construction; architecture and engineering; other professional services; and goods and services contracts that the City and MCs award (see Chapter 5 and Appendix E).

³ BBC identified the relevant geographic market area as Boone, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, and Shelby counties in Indiana.

- BBC analyzed the dollars that minority-, woman-, veteran-, and disabled-owned businesses received on more than 95,000 construction; architecture and engineering; other professional services; and goods and services contracts that the City and MCs awarded during the study period (see Chapter 6).
- The study team examined whether there were any disparities between the participation and availability of minority-, woman-, veteran-, and disabled-owned businesses on construction; architecture and engineering; other professional services; and goods and services contracts that the City and MCs awarded during the study period (see Chapter 7).
- BBC reviewed the measures that the City uses to encourage the participation of minority-, woman-, veteran-, and disabled-owned businesses in its contracting as well as measures that other organizations in the region use (see Chapter 8).
- The study team provided guidance related to additional program options and potential changes to current contracting practices for the City's consideration (see Chapter 9).

B. Availability Analysis Results

BBC conducted a *custom census* approach to analyze the availability of minority-, woman-, veteran-, and disabled-owned businesses for City and MC prime contracts and subcontracts. BBC's approach relied on information from surveys that the study team conducted with potentially available businesses located in the relevant geographic market area that perform work within relevant subindustries. That approach allowed BBC to develop a representative, unbiased, and statistically-valid database of businesses to estimate the availability of minority-, woman-, veteran-, and disabled-owned businesses accurately.

Minority-and woman-owned businesses. BBC examined the availability of minority- and woman-owned businesses for various contract sets to assess the degree to which they are ready, willing, and able to perform different types of City and MC work.

City work. BBC assessed the availability of minority- and woman-owned businesses for contracts and procurements that the City awarded separately from those that MCs awarded.

Overall. Figure ES-1 presents dollar-weighted availability estimates by relevant business group for City contracts and procurements. Overall, the availability of minority- and woman-owned businesses for City contracts and procurements is 19.3 percent, indicating that minority- and woman-owned businesses might be expected to receive 19.3 percent of the dollars that the City awards in construction; architecture and engineering; other professional services; and goods and services.

Figure ES-1.
Overall availability estimates by racial/ethnic and gender group for City work

Note:
Numbers rounded to nearest tenth of 1 percent and thus may not sum exactly to totals.
For more detail and results by group, see Figure F-2 in Appendix F.

Source:
BBC Research & Consulting availability analysis.

Business group	Availability %
Non-Hispanic white woman-owned	8.5 %
Asian Pacific American-owned	1.2
Black American-owned	6.1
Hispanic American-owned	0.8
Native American-owned	0.3
Subcontinent Asian American-owned	2.3
Total Minority-owned	10.8
Total Minority- and Woman-owned	19.3 %

Contract role. Many minority- and woman-owned businesses are small businesses and thus often work as subcontractors. Because of that tendency, it is useful to examine availability estimates separately for City prime contracts and subcontracts. Figure ES-2 presents those results. As shown in Figure ES-2, the availability of minority- and woman-owned businesses considered together is lower for City prime contracts (17.2%) than for subcontracts (31.0%). Among other factors, that result could be due to the fact that subcontracts tend to be much smaller in size than prime contracts and are thus often more accessible to minority- and woman-owned businesses.

Figure ES-2.
Availability estimates by contract role for City work

Note:
Numbers rounded to nearest tenth of 1 percent and thus may not sum exactly to totals.
For more detail, see Figures F-9 and F-10 in Appendix F.

Source:
BBC Research & Consulting availability analysis.

Business group	Contract role	
	Prime contracts	Subcontracts
Non-Hispanic white woman-owned	7.7 %	13.2 %
Asian Pacific American-owned	1.2	1.6
Black American-owned	5.6	8.8
Hispanic American-owned	0.5	2.7
Native American-owned	0.3	0.3
Subcontinent Asian American-owned	2.0	4.4
Total Minority-owned	9.6	17.8
Total Minority- and Woman-owned	17.2 %	31.0 %

Industry. BBC examined availability analysis results separately for City construction; architecture and engineering; other professional services; and goods and services contracts. As shown in Figure ES-3, the availability of minority- and woman-owned businesses considered together is highest for the City's goods and services contracts (20.6%) and lowest for other professional services contracts (16.8%).

Figure ES-3.
Availability estimates by industry for City work

Business group	Industry			
	Construction	Architecture and engineering	Other professional services	Goods and services
Non-Hispanic white woman-owned	9.7 %	6.3 %	9.0 %	7.8 %
Asian Pacific American-owned	0.8	2.2	1.2	1.3
Black American-owned	5.3	2.9	4.1	10.2
Hispanic American-owned	1.1	0.0	0.2	1.3
Native American-owned	0.3	0.0	1.8	0.0
Subcontinent Asian American-owned	1.8	8.2	0.5	0.0
Total Minority-owned	9.2	13.4	7.8	12.8
Total Minority- and Woman-owned	19.0 %	19.7 %	16.8 %	20.6 %

Note: Numbers rounded to nearest tenth of 1 percent and thus may not sum exactly to totals.

For more detail and results by group, see Figure F-5, F-6, F-7, and F-8 in Appendix F.

Source: BBC Research & Consulting availability analysis.

MC work. Figure ES-4 presents dollar-weighted availability estimates by relevant business group for contracts and procurements that all MCs considered together awarded during the study period. Overall, the availability of minority- and woman-owned businesses for MC contracts and procurements is 27.1 percent, indicating that minority- and woman-owned businesses might be expected to receive 27.1 percent of the dollars that MCs award in construction; architecture and engineering; other professional services; and goods and services.

Figure ES-4.
Availability estimates for MC work

Business group	Availability %
Non-Hispanic white woman-owned	11.6 %
Asian Pacific American-owned	2.8
Black American-owned	10.2
Hispanic American-owned	0.4
Native American-owned	0.7
Subcontinent Asian American-owned	1.4
Total Minority-owned	15.5
Total Minority- and Woman-owned	27.1 %

Note:
Numbers rounded to nearest tenth of 1 percent and thus may not sum exactly to totals.

For more detail, see Figures F-15 in Appendix F.

Source:
BBC Research & Consulting availability analysis.

Veteran-owned businesses. BBC examined the overall availability of veteran-owned businesses for City and MC work. The availability analysis indicated that the availability of veteran-owned businesses is 5.3 percent for City contracts and procurements and 12.2 percent for MC contracts and procurements.

Disabled-owned businesses. BBC also examined the overall availability of disabled-owned businesses for City and MC work. The availability analysis indicated that the availability of disabled-owned businesses is 3.3 percent for City contracts and procurements and 9.1 percent for MC contracts and procurements.

C. Utilization Analysis Results

BBC measured the participation of minority-, woman-, veteran, and disabled-owned businesses in City and MC contracting in terms of *utilization*—the percentage of prime contract and subcontract dollars that those businesses received on City and MC prime contracts and subcontracts during the study period. BBC measured the participation of minority-, woman-, veteran, and disabled-owned businesses in City and MC contracts regardless of whether they were certified as such through the City.

Minority- and woman-owned businesses. BBC examined the participation of minority- and woman-owned businesses for various sets of contracts that the City and MCs awarded during the study period. The study team assessed the participation of all of those businesses considered together and separately for each relevant racial/ethnic and gender group.

City work. BBC assessed the participation of minority- and woman-owned businesses separately for contracts and procurements that the City awarded and those that MCs awarded.

Overall. Figure ES-5 presents the percentage of contracting dollars that minority- and woman-owned businesses received on construction; architecture and engineering; other professional services; and goods and services contracts and procurements that the City awarded during the study period (including both prime contracts and subcontracts). As shown in Figure ES-5, overall, minority- and woman-owned businesses considered together received 14.6 percent of the relevant contracting dollars that the City awarded during the study period.

Figure ES-5.
Overall utilization
results for City work

Note:

Numbers rounded to nearest tenth of 1 percent. Numbers may not add to totals.

For more detail, see Figure F-2 in Appendix F.

Source:

BBC Research & Consulting utilization analysis.

Business group	Utilization %
Non-Hispanic white woman-owned	6.6 %
Asian Pacific American-owned	0.3
Black American-owned	4.5
Hispanic American-owned	1.1
Native American-owned	0.5
Subcontinent Asian American-owned	1.7
Total Minority-owned	8.0
Total Minority- and Woman-owned	14.6 %

Contract role. Many minority- and woman-owned businesses are small businesses and thus often work as subcontractors. In addition, the City's use of MBE/WBE goals in awarding individual contracts and procurements is designed to encourage minority- and woman-owned business participation specifically as subcontractors. Thus, it is useful to examine participation separately for City prime contracts and subcontracts. As shown in Figure ES-6, the participation of minority- and woman-owned businesses considered together was much lower in City prime contracts (8.2%) than subcontracts (51.5%). Among other factors, that result could be due to the fact that subcontracts tend to be much smaller in size than prime contracts, and are thus often more accessible to minority- and woman-owned businesses, and because the City's use of MBE/WBE goals is focused on subcontracting opportunities.

Figure ES-6.
Utilization results by contract role for City work

Numbers rounded to nearest tenth of 1 percent. Numbers may not add to totals.
For more detail, see Figures F-9 and F-10 in Appendix F.

Source:
BBC Research & Consulting utilization analysis.

Business group	Contract role	
	Prime contracts	Subcontracts
Non-Hispanic white woman-owned	4.3 %	19.7 %
Asian Pacific American-owned	0.1	1.1
Black American-owned	2.2	17.7
Hispanic American-owned	0.4	5.4
Native American-owned	0.3	1.1
Subcontinent Asian American-owned	0.9	6.5
Total Minority-owned	3.9	31.8
Total Minority- and Woman-owned	8.2 %	51.5 %

Industry. BBC examined utilization analysis results separately for City construction; architecture and engineering; other professional services; and goods and services contracts. As shown in Figure ES-7, the participation of minority- and woman-owned businesses considered together was highest for architecture and engineering contracts (27.3%) and lowest for goods and services contracts (7.6%).

Figure ES-7.
Utilization results by industry for City work

Business group	Construction	Architecture and engineering	Other professional services	Goods and services
Non-Hispanic white woman-owned	7.2 %	9.2 %	5.3 %	4.6 %
Asian Pacific American-owned	0.1	0.0	1.3	0.2
Black American-owned	5.3	7.2	2.7	2.2
Hispanic American-owned	1.6	1.6	0.1	0.5
Native American-owned	0.9	0.3	0.2	0.0
Subcontinent Asian American-owned	0.2	8.9	0.1	0.0
Total Minority-owned	8.1	18.1	4.3	3.0
Total Minority- and Woman-owned	15.3 %	27.3 %	9.6 %	7.6 %

Note: Numbers rounded to nearest tenth of 1 percent. Numbers may not add to totals.

For more detail, see Figures F-5, F-6, F-7, and F-8 in Appendix F.

Source: BBC Research & Consulting utilization analysis.

MC work. Figure ES-8 presents the participation of minority- and woman-owned businesses in contracts and procurements that MCs awarded during the study period. Overall, the participation of minority- and woman-owned businesses for MC contracts and procurements was 20.9 percent.

Veteran-Owned Businesses

BBC examined the participation of veteran-owned businesses in the contracts and procurements that the City and MCs awarded during the study period. The utilization analysis indicated that the participation of veteran-owned businesses was 2.6 percent in City contracts and procurements and 2.1 percent in MC contracts and procurements.

Figure ES-8.
Utilization results for MC work

Note:

Numbers rounded to nearest tenth of 1 percent and thus may not sum exactly to totals.

For more detail, see Figure F-15 in Appendix F.

Source:

BBC Research & Consulting availability analysis.

Business group	Utilization %
Non-Hispanic white woman-owned	8.3 %
Asian Pacific American-owned	0.7
Black American-owned	7.5
Hispanic American-owned	3.6
Native American-owned	0.4
Subcontinent Asian American-owned	0.4
Total Minority-owned	12.6
Total Minority- and Woman-owned	20.9 %

Disabled-Owned Businesses

Similarly, BBC examined the participation of disabled-owned businesses in the contracts and procurements that the City and MCs awarded during the study period. The utilization analysis indicated that the participation of disabled-owned businesses was 0.5 percent in City contracts and procurements and 0.4 percent in MC contracts and procurements.

D. Disparity Analysis Results

Although information about the participation of minority-, woman-, veteran-, and disabled-owned businesses in City and MC contracts is useful on its own, it is even more useful when it is compared with the level of participation that might be expected based on their availability for City and MC work. As part of the disparity analysis, BBC compared the participation of minority-, woman-, veteran-, and disabled-owned businesses in City and MC prime contracts and subcontracts with the percentage of contract dollars that those businesses might be expected to receive based on their availability for that work. BBC calculated *disparity indices* for each relevant business group and for various contract sets by dividing percent utilization by percent availability and multiplying by 100. A disparity index of 100 indicates an exact match between participation and availability for a particular group for a particular contract set (referred to as *parity*). A disparity index of less than 100 indicates a disparity between participation and availability. A disparity index of less than 80 indicates a *substantial* disparity between participation and availability.

Minority-and woman-owned businesses. BBC examined the availability of minority- and woman-owned businesses for various contract sets to assess the degree to which they may have been underutilized on various types of City and MC work.

City work. BBC assessed disparities between the participation and availability of minority- and woman-owned businesses separately for City and MC contracts.

Overall. Figure ES-9 presents disparity indices for all relevant prime contracts and subcontracts that the City awarded during the study period. The line down the center of the graph shows a disparity index level of 100, which indicates parity between participation and availability. Disparity indices of less than 100 indicate disparities between participation and availability (i.e., *underutilization*). A line is also drawn at a disparity index level of 80, because some courts use 80 as the threshold for what indicates a substantial disparity. As shown in Figure ES-9,

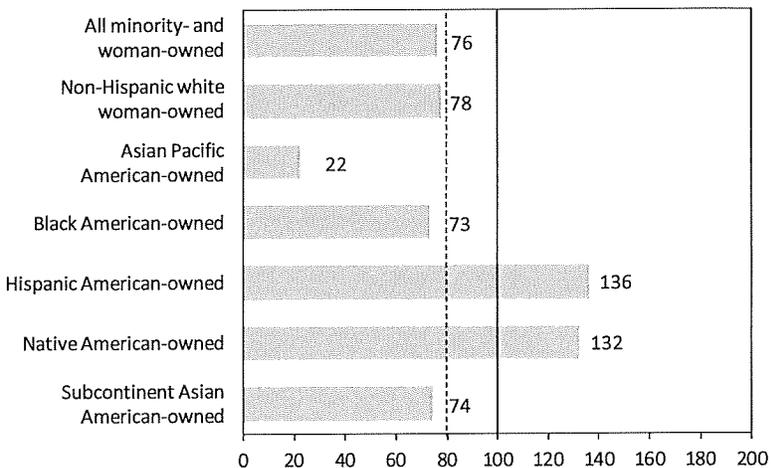
overall, the participation of minority- and woman-owned businesses in contracts that the City awarded during the study period was substantially lower than what one might expect based on the availability of those businesses for that work. The disparity index of 76 indicates that minority- and woman-owned businesses received approximately \$0.76 for every dollar that they might be expected to receive based on their availability for the relevant prime contracts and subcontracts that the City awarded during the study period. Disparity analysis results by individual racial/ethnic and gender group indicated that:

- Four groups exhibited disparity indices substantially below parity: non-Hispanic white woman-owned businesses (disparity index of 78), Asian Pacific American-owned businesses (disparity index of 22), Black American-owned businesses (disparity index of 73), and Subcontinent Asian American-owned businesses (disparity index of 74).
- Hispanic American-owned businesses (disparity index of 136) and Native American-owned businesses (disparity index of 132) did not exhibit a disparity for all City contracts considered together.

Figure ES-9.
Disparity indices by group for City work

Note:
For more detail, see Figure F-2 in Appendix F.

Source:
BBC Research & Consulting disparity analysis.



Contract role. Subcontracts tend to be much smaller in size than prime contracts. As a result, subcontracts are often more accessible than prime contracts to minority- and woman-owned businesses. In addition, the City’s use of MBE/WBE goals to award individual contracts is designed to encourage minority- and woman-owned business participation specifically as subcontractors. Thus, it might be reasonable to expect better outcomes for minority- and woman-owned businesses on City subcontracts than prime contracts. Figure ES-10 presents disparity indices for all relevant groups for prime contracts and subcontracts. As shown in Figure ES-10, whereas minority- and woman-owned businesses considered together showed a substantial disparity for prime contracts (disparity index of 48), they did not show a disparity for subcontracts (disparity index of 166). Results for individual groups indicated that:

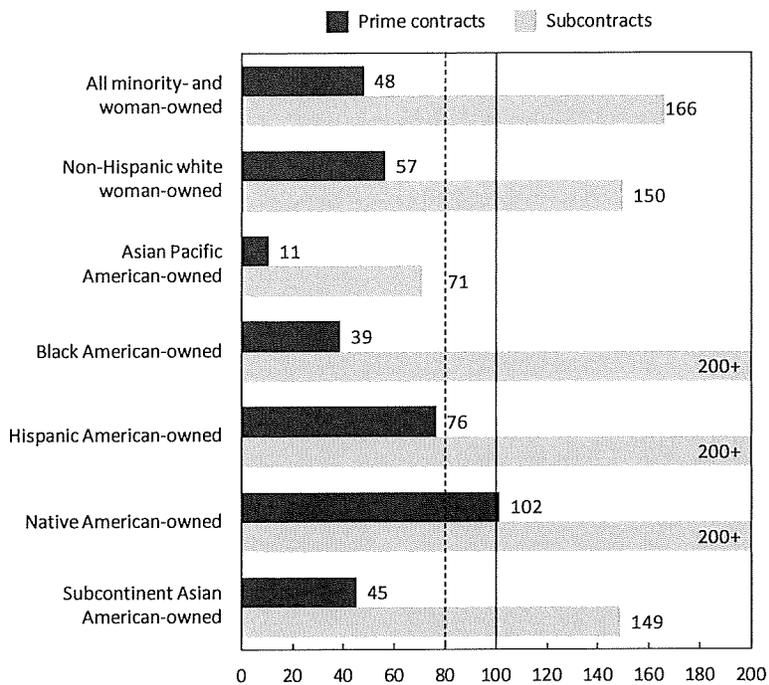
- All groups showed substantial disparities on prime contracts except for Native American-owned businesses (disparity index of 102).

- No groups showed substantial disparities on subcontracts except for Asian-Pacific American-owned businesses (disparity index of 71).

Figure ES-10.
Disparity indices by
contract role for City work

Note:
 For more detail, see Figures F-9 and F-10 in Appendix F.

Source:
 BBC Research & Consulting
 disparity analysis.



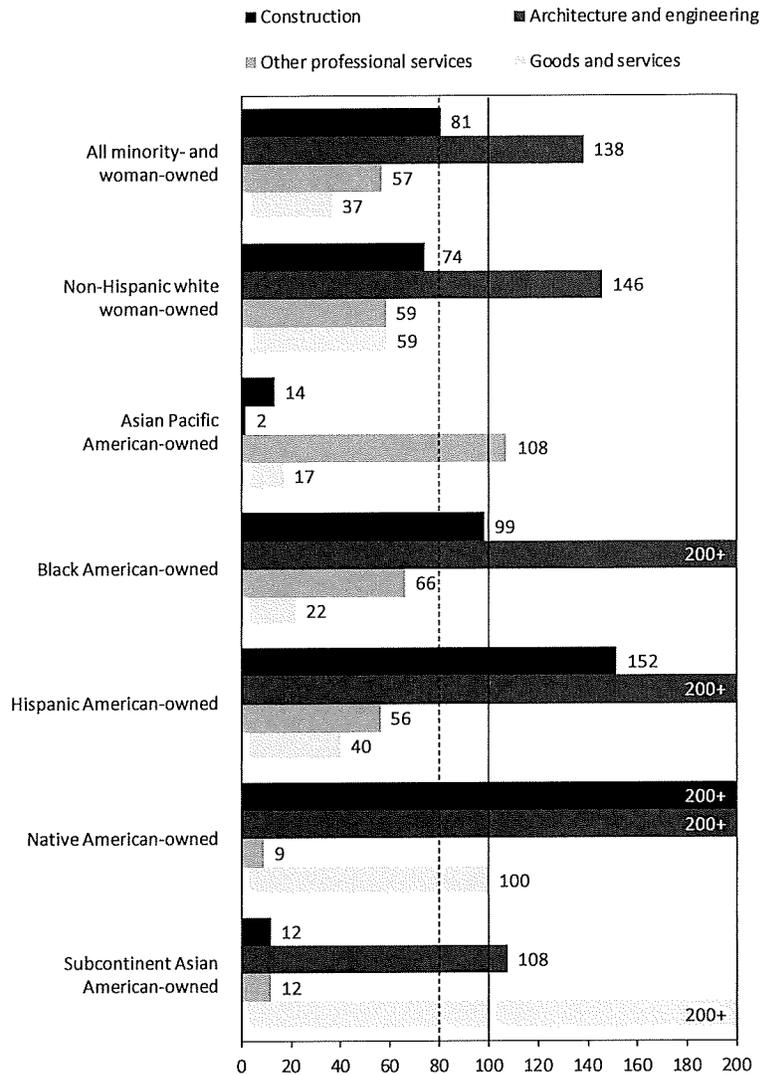
Industry. BBC examined disparity analysis results separately for the City’s construction; architecture and engineering; other professional services; and goods and services contracts. As shown in Figure ES-11, minority- and woman-owned businesses considered together showed substantial disparities for other professional services (disparity index of 57) and goods and services (disparity index of 37). Disparity analysis results differed by industry and group:

- Three individual groups showed substantial disparities on construction contracts: Non-Hispanic white woman-owned businesses (disparity index of 74), Asian Pacific American-owned businesses (disparity index of 14), and Subcontinent Asian American-owned businesses (disparity index of 12).
- No individual group showed disparities on architecture and engineering contracts except for Asian Pacific American-owned businesses (disparity index of 2).
- All individual groups showed substantial disparities on other professional services contracts except for Asian Pacific American-owned businesses (disparity index of 108).
- All individual groups showed substantial disparities on goods and services contracts except for Native American-owned businesses (disparity index of 100) and Subcontinent Asian American-owned businesses (disparity index of 200+).

Figure ES-11.
Disparity analysis results
by relevant industry for
City work

Note:
 For more detail, see Figures
 F-5, F-6, F-7, and F-8 in Appendix F.

Source:
 BBC Research & Consulting
 disparity analysis.



MCs. Figure ES-12 shows that, overall, the participation of minority- and woman-owned businesses in contracts that MCs awarded during the study period was substantially lower than what one might expect based on the availability of those businesses for that work (disparity index of 77).

Veteran-owned businesses. BBC compared participation to availability for veteran-owned businesses in City and MC work. The disparity analysis indicated that veteran-owned businesses exhibited a disparity index of 48 for City contracts and procurements and a disparity index of 17 for MC contracts and procurements, indicating that their actual participation in both City and MC contracting was substantially less than their availability.

Disabled-owned businesses. BBC also compared participation to availability for disabled-owned businesses in City and MC work. The disparity analysis indicated that disabled-owned businesses exhibited a disparity index of 14 for City contracts and procurements and a

disparity index of 4 for MC contracts and procurements, indicating that their actual participation in both City and MC contracting was substantially less than their availability.

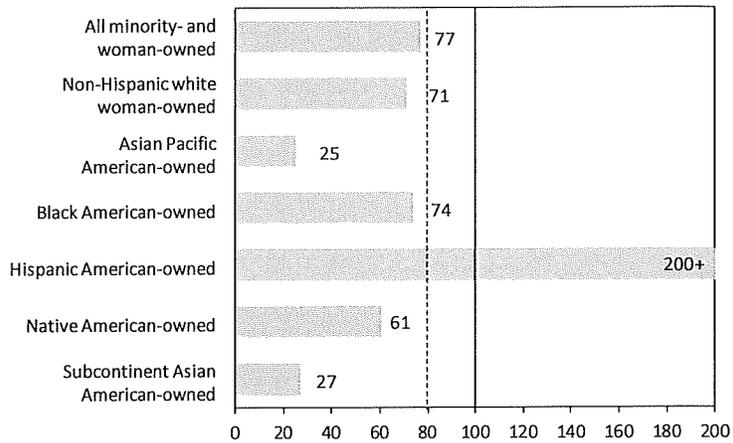
Figure ES-12.
Disparity indices for MC work

Note:

For more detail, see Figures F-15 in Appendix F.

Source:

BBC Research & Consulting disparity analysis.



E. Program Implementation

The City should review study results and other relevant information in connection with making decisions concerning its implementation of the MBE/WBE/VBE/DOBE Business Utilization Plan. Key considerations in making any refinements are discussed below. In making those considerations, the City should also assess whether additional resources, changes in internal policy, or changes in state law may be required. For additional details about program implementation, see Chapter 9.

Overall annual aspirational goal. Section 202-401 of the City’s revised code establishes aspirational participation goals of 15 percent for minority-owned businesses, 8 percent for woman-owned businesses, 3 percent for veteran-owned businesses, and 1 percent for disabled-owned businesses in City contracts. Results from the disparity study—particularly the availability analysis, analyses of marketplace conditions, and anecdotal evidence—can be helpful to the City in revising its overall goals for minority-, woman-, veteran-, and disabled-owned business participation in its contracting and procurement. The availability analysis indicated that minority-owned businesses might be expected to receive 10.8 percent of City contract dollars; woman-owned businesses might be expected to receive 8.5 percent of City contracting dollars; veteran-owned businesses might be expected to receive 5.3 percent of City contracting dollars; and disabled-owned businesses might be expected to receive 3.3 percent of City contract dollars based on their availability for that work. The City should consider adjusting its overall aspirational goals based on that information and information about local marketplace conditions presented in Chapter 3, Appendix C, and Appendix D.

Goal-setting process. The City should consider establishing and documenting a process for setting overall annual aspirational goals and determine how frequently it will revise those goals (e.g., every three years). The City could consider adopting the two-step goal-setting process presented in Chapter 9. The City should also regularly review its goal-setting process to ensure

that it provides adequate flexibility to respond to recent changes in marketplace conditions; anticipated City work; new statistical or anecdotal evidence; and other factors.

OMWBD office. The City employs dedicated staff members to implement the MBE/WBE/VBE/DOBE Business Utilization Plan and monitor the participation of certified businesses in its contracts. However, interviews with City staff and anecdotal evidence indicated that OMWBD does not have a large enough staff to fully implement monitoring and compliance activities; supportive services programs; and other program measures that could improve the effectiveness of its business programs. In addition, the City relies largely on partnerships and external organizations to provide technical assistance and business development services to small and disadvantaged businesses. Establishing internal programs could allow the City to tailor technical assistance and other business development services to the specific needs of minority-, woman-, veteran-, and disabled-owned businesses in the local market area, but doing so would require substantial staff time. The City should consider expanding OMWBD's staff to carry out essential program functions.

Capacity building. Results from the disparity study indicated that there are many minority-, woman-, veteran-, and disabled-owned businesses throughout the Indianapolis area but most of them have relatively low capacities for City and MC work. The City should consider various technical assistance, business development, mentor-protégé, and joint venture programs to help businesses build the capacity required to compete for City and MC contracts. Anecdotal evidence indicated that businesses find that such programs, when implemented effectively, are valuable in helping them grow and learn the necessary skills required to compete in their industries. Anecdotal evidence also indicated that businesses face various challenges—such as access to financing, bonding requirements, obtaining equipment, and back office accounting—that inhibit or slow their growth. In addition to considering programs that could be open to all minority-, woman-, veteran-, and disabled-owned businesses, the City could consider implementing a program to assist certain businesses with development and growth. As part of such a program, the City could have an application and interview process to select businesses with which it would then work closely to provide the specific support and resources they need to grow.

Growth monitoring. The City might consider collecting data on the impact that the MBE/WBE/VBE/DOBE Business Utilization Plan has on the growth of minority-, woman-, veteran-, and disabled-owned businesses over time. Doing so would require the City to collect baseline information on MBE/WBE/VBE/DOBE-certified businesses—such as revenue, number of locations, number of employees, and employee demographics—and then continue to collect that information from each business on an annual basis. The City could collect those data as part of preexisting certification and renewal forms. Such metrics would allow the City to assess whether the program is helping businesses grow and refine the measures that it uses as part of the MBE/WBE/VBE/DOBE Business Utilization Plan.

Data collection. The City maintains data on the prime contracts and procurements that it awards, and those data are generally well-organized and comprehensive. The City also maintains comprehensive subcontract information on contracts awarded by the Department of Public Works (DPW). However, DPW maintains subcontract information separately from the City's centralized procurement and contract system and appears to be the only City department that maintains comprehensive subcontract information. MCs maintain subcontract information to

varying degrees. The City should consider collecting comprehensive data on *all* subcontracts, regardless of the characteristics of business owners or whether the businesses are certified as MBE/WBE/VBE/DOBEs. Collecting data on all subcontracts will help ensure that the City monitors the participation of minority-, woman-, veteran-, and disabled-owned businesses as accurately as possible and help the City identify additional businesses that could become certified. The City should also consider working with MCs to help them collect comprehensive subcontract information on their contracts. The City should train relevant department and MC staff to collect and enter subcontract data accurately and consistently.

Contract-specific goals. The City currently sets the same MBE/WBE/VBE/DOBE goals on all applicable contracts, and those goals are typically met through good faith efforts in lieu of subcontractor participation. In addition, disparity analysis results indicated that nearly all relevant groups showed substantial disparities on key sets of contracts that the City awarded during the study period, indicating that they are facing barriers as part of the City's contracting processes. The City could consider setting *contract-specific* goals for relevant contracts. Rather than apply the same goal to each contract, the City would determine contract-specific goals based on information about market availability; project size; type of work or service required; and other factors. Doing so may bring contract goals closer in line with market realities and decrease the use of good faith efforts to meet City goals. The City could use information from the availability analysis as a starting point for establishing contract-specific goals based on work type. However, the goals that the City would use to award individual contracts would vary, and the City would not use goals to award certain contracts.

Professional services contracts. Although the City encourages the participation of MBE/WBE/VBE/DOBEs in all City contracts, it only actively reviews and enforces business participation in construction and goods and services contracts worth \$50,000 or more. Disparity study results indicated that most minority- and woman-owned business participation on construction; architecture and engineering; and goods and services contracts came from certified MBE/WBEs. In contrast, most of the minority- and woman-owned business participation on professional services contracts came from non-certified businesses. Disparity analysis results also indicated that nearly all relevant groups showed substantial disparities on the professional services contracts that the City awarded during the study period. The City should consider enforcing and monitoring goals on professional services contracts worth \$50,000 or more.

Exclusive teaming. Anecdotal evidence indicated that subcontractors are sometimes asked to enter into exclusive partnerships to be considered as part of potential project teams. As indicated by businesses during in-depth interviews, such teaming requirements ultimately limit the work available to small businesses. The City should consider prohibiting exclusive subcontracting or teaming requests by integrating such language into its bid, RFP, and contract language. For example, the Dallas/Fort Worth International Airport explicitly prohibits exclusive teaming requirements as part of its RFP language.

Using different subcontractors. The disparity study indicated that the vast majority of City contracting dollars that were awarded to minority- and woman-owned businesses were largely concentrated with a relatively small number of businesses. The City could consider using RFP and contract language to encourage prime contractors to use subcontractors and suppliers with

which they have never worked. For example, the City might ask primes to document and submit their efforts to identify and team with businesses with which they have not worked as part of their bids.

Prequalification. Per Indiana state code, vendors who are interested in proposing on public works building construction contracts worth \$150,000 or more or highway, street, road, or alley construction contracts worth \$300,000 or more must be prequalified through the Indiana Department of Administration (IDOA) or the Indiana Department of Transportation (INDOT), respectively. Prequalification through IDOA is valid for 27 months, and prequalification through INDOT is valid for one year. Vendors applying for prequalification through INDOT must also submit a certified financial audit with their initial applications and renewal documents. City staff indicated that the costs associated with conducting annual certified financial audits has been a barrier for many small businesses. The City should consider ways to offset such costs (e.g., working with local accountants to offer audits at a reduced cost) and consider other ways it can work with IDOA and INDOT to make the prequalification less cumbersome for small businesses.

Unbundling large contracts. In general, minority- and woman-owned businesses exhibited reduced availability for relatively large contracts that the City awarded during the study period. In addition, as part of in-depth interviews and public meetings, several businesses owners reported that the size of government contracts often serves as a barrier to their success. To further encourage the participation of minority-, woman-, veteran-, and disabled-owned businesses, the City should consider making efforts to unbundle relatively large prime contracts, and even subcontracts, into several smaller contract pieces. Doing so would result in that work being more accessible to small businesses, which in turn might increase opportunities for minority-, woman-, veteran-, and disabled-owned business participation.

Prime contract opportunities. Overall, disparity analysis results indicated substantial disparities for all racial/ethnic and gender groups—with the exception of Native American-owned businesses—on the prime contracts that the City awarded during the study period. The City might consider setting aside select small prime contracts for small business bidding to encourage the participation of minority-, woman-, veteran-, and disabled-owned businesses as prime contractors. Indiana state code already allows state agencies to set aside certain public works and goods and services contracts for small businesses and allows state agencies to use small business price preferences for those purchases. To implement small business contracting programs, the City would need to develop a small business certification program.

Prompt payment. As part of in-depth interviews, several businesses reported difficulties with receiving payment in a timely manner on City contracts, particularly when they work as subcontractors. Many businesses also commented that having capital on hand is crucial to business success and often a challenge for small businesses. City contracts include language to ensure payment to the prime contractor within 30 days of an accepted invoice but do not include language to ensure prompt payment of subcontractors. The City should consider including prompt payment requirements for subcontracting in all of its contracts. For example, IDOA requires prime contractors to pay their subcontractors within 10 days of receiving payment from IDOA. Doing so might help ensure that subcontractors receive payment in a timely manner. It may also help ensure that minority-, woman-, veteran-, and disabled-owned businesses have enough operating capital to remain successful.



Board Briefing Report

9

To: IndyPL Board **Meeting Date:** 06/22/2020
From: The Indianapolis Public Library Foundation
Subject: June 2020 Update

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

News

The Foundation's new annual fundraising event, Circulate: Night at the Library, has been postponed until next year. Please mark your calendars for April 17, 2021!

The Foundation congratulates all IndyPL staff who worked on the opening of the new Martindale-Brightwood Branch on June 19. Thank you to Curtis Bigsbee for commemorating the occasion with a ceramic book tile to be displayed at the branch.

The Foundation would also like to thank all IndyPL staff on adopting to a new format for this year's Summer Reading Program. The staff has turned a challenging situation into another successful year! One Summer Reading Program donor had this to say to us – "I'm just so amazed and encouraged at the extreme amount of planning and commitment that you and other Indianapolis organizations have accomplished to make sure that beloved programs such as the Summer Reading Program can go forth, not as normal, but in a new, special way. After such a challenging year, it's so good to hear that the kids will still be reaching new reading goals to help keep them on track educationally...and have fun doing it!"

Donors

The Foundation thanks 127 donors who made gifts last month. The following are our top corporate and foundation contributors. If you should have an opportunity to thank these donors, we would be grateful.

Eskenazi Health
Herbert Simon Family Foundation
Jewish Federation of Greater Indianapolis
Lewis Wagner, LLP
Office of the Lawrence Township Trustee Steve Talley
Riley Bennett & Egloff, LLP
Teachers Credit Union

Program Support

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

Children's Programs

Herbert Simon Early Literacy Specialist

Cultural

Center for Black Literature and Culture (CEN)
El Tendedero/The Clothesline Project
Humanities Staffing (via IN Humanities CARES Grant)

Collections/IT

General Digitization
Axis 360
Digital Encyclopedia of Indianapolis

Lifelong Learning

Simple and Affordable Plant-Based Cooking – CEN

Capital/Branch

Aquarium Maintenance – PIK, E38, COL
Capital Improvements – WRN



Board Action Request

10a1

To: IMCPL Board **Meeting Date:** June 22, 2020

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

Effective Date: June 22, 2020

Subject: Finances, Personnel and Travel Resolution 25-2020

Recommendation: Approve Finances, Personnel and Travel Resolution 25-2020

Background: The Finances, Personnel and Travel Resolution 25-2020 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 2020.

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

RESOLUTION 25 - 2020

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 May 2020 pursuant to the Annual Resolution.

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

Warrant numbers **72985** through **73078** for a total of **\$944,557.23** were issued from the operating bank accounts.

EFT numbers **1346** through **1354** and **302831** through **302894** for a total of

\$1,695,098.73 were issued from the operating bank accounts.

Warrant number through for a total of

\$0.00 was issued from the fines bank account.

Warrant numbers **7662** through **7669** for a total of

\$48,425.71 were issued from the gift bank account.

EFT numbers **302895** through **302896** for a total of

\$10,989.23 were issued from the gift bank account.

Warrant numbers **268984** through **268991** for a total of

\$5,348.56 were issued for employee payroll

Direct deposits numbers **180001** through **180558** and

200001 through **200560** and

220001 through **220575** for a total of

\$1,559,835.95 were issued for employee payroll

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

\$590,786.94 were issued for employee payroll

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

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

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

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

Raymond J. Biederman

Patricia A. Payne

Curtis W. Bigsbee

Rev. T.D. Robinson

Dr. Terri Jett

Judge Jose D. Salinas

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

Dr. Khaula Murtadha

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1346	EFT	05/04/2020	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	104,242.65
1347	EFT	05/13/2020	U.S. POSTAL SERVICE	2,000.00
1348	EFT	05/14/2020	AMERICAN UNITED LIFE INSURANCE CO	3,765.69
1349	EFT	05/14/2020	FIDELITY INVESTMENTS	5,608.58
1350	EFT	05/15/2020	ADP, INC.	6,007.07
1351	EFT	05/15/2020	ADP, INC.	970.50
1352	EFT	05/18/2020	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	104,722.48
1353	EFT	05/29/2020	FIDELITY INVESTMENTS	5,608.58
1354	EFT	05/29/2020	AMERICAN UNITED LIFE INSURANCE CO	3,765.69
72985	CHECK	05/07/2020	A CLASSIC PARTY RENTAL CO	85.19
72986	CHECK	05/07/2020	AFSCME COUNCIL IKOC 962	1,738.54
72987	CHECK	05/07/2020	AMERICAN UNITED LIFE INSURANCE CO	1,599.40
72988	CHECK	05/07/2020	AMERICAN UNITED LIFE INSURANCE CO	3,322.24
72989	CHECK	05/07/2020	ASSOCIATION OF GOVERNMENT ACCOUNTANTS	110.00
72990	CHECK	05/07/2020	AT&T	1,977.63
72991	CHECK	05/07/2020	AT&T	26.16
72992	CHECK	05/07/2020	AXIS ARCHITECTURE & INT., LLC	1,519.37
72993	CHECK	05/07/2020	BEECH GROVE SEWAGE WORKS	167.28
72994	CHECK	05/07/2020	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	47,298.49
72995	CHECK	05/07/2020	CITIZENS ENERGY GROUP	4,461.53
72996	CHECK	05/07/2020	DACO GLASS & GLAZING INC	4,350.00
72997	CHECK	05/07/2020	DELL MARKETING L.P.	2,041.79
72998	CHECK	05/07/2020	GRAYBAR ELECTRIC COMPANY INC.	17,340.00
72999	CHECK	05/07/2020	GUARDIAN	17,552.37
73000	CHECK	05/07/2020	INDIANAPOLIS POWER & LIGHT COMPANY	56,408.37
73001	CHECK	05/07/2020	J. W. PEPPER & SON, INC	149.99
73002	CHECK	05/07/2020	LEHMAN'S INC. OF ANDERSON	395.00
73003	CHECK	05/07/2020	REPUBLIC WASTE SERVICES	7,581.97
73004	CHECK	05/07/2020	ROWLAND DESIGN, INC.	3,987.98
73005	CHECK	05/07/2020	IMAGE 360 INDIANAPOLIS NORTHWEST	950.00
73006	CHECK	05/07/2020	SIRSIDYNIX	15,350.00
73007	CHECK	05/07/2020	STENZ CONSTRUCTION CORPORATION	90,311.34
73008	CHECK	05/07/2020	IMCPL - STENZ CONSTRUCTION CORP. -- RETAINAGE	517.73
73009	CHECK	05/07/2020	TECHNOLOGY INTEGRATION GROUP	1,285.36
73010	CHECK	05/07/2020	THE HARMON HOUSE L.L.C.	300.00
73011	CHECK	05/07/2020	THE KNOT WORLDWIDE INC	1,525.00
73012	CHECK	05/07/2020	UNIFORM HOUSE INC. THE	2,620.94
73013	CHECK	05/07/2020	VERTIV CORPORATION	11,955.00
73014	CHECK	05/14/2020	1-800MD, LLC	920.50
73015	CHECK	05/14/2020	AJILON FINANCE	2,769.63
73016	CHECK	05/14/2020	AT&T	1,506.23
73017	CHECK	05/14/2020	AT&T	1,903.80
73018	CHECK	05/14/2020	ATC GROUP SERVICES, LLC	408.40
73019	CHECK	05/14/2020	CITIZENS ENERGY GROUP	1,499.45
73020	CHECK	05/14/2020	COMMERCIAL OFFICE ENVIRONMENTS INC	29,894.13
73021	CHECK	05/14/2020	CONNOR FINE PAINTING	2,970.00
73022	CHECK	05/14/2020	DLZ INDIANA, LLC	712.50
73023	CHECK	05/14/2020	GRAYBAR ELECTRIC COMPANY INC.	609.47
73024	CHECK	05/14/2020	FMB ESCROW AGENT WAYNE BR RENO 00 9870.	42,939.29
73025	CHECK	05/14/2020	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	344.02
73026	CHECK	05/14/2020	INDY CHAMBER OF COMMERCE	2,000.00
73027	CHECK	05/14/2020	LEGALSHIELD	313.25
73028	CHECK	05/14/2020	LINDA HELSLEY	192.60
73029	CHECK	05/14/2020	MACDOUGALL PIERCE CONSTRUCTION	159,184.31
73030	CHECK	05/14/2020	I-MCPL - MACDOUGALL PIERCE - RETAINAGE	17,687.15
73031	CHECK	05/14/2020	MARION COUNTY PUBLIC HEALTH DEPARTMENT	800.00
73032	CHECK	05/14/2020	E.SOLUTIONS, INC.	483.00
73033	CHECK	05/14/2020	REPROGRAPHIX, INC	16.20
73034	CHECK	05/14/2020	SINGLEWIRE SOFTWARE, LLC	3,410.00

No.	Type	Date	Reference	Amount
73035	CHECK	05/14/2020	THE HARMON HOUSE L.L.C.	315.00
73036	CHECK	05/14/2020	U.S. POSTAL SERVICE	1,150.00
73037	CHECK	05/19/2020	AMERICAN EXPRESS	1,549.54
73038	CHECK	05/19/2020	AT&T MOBILITY	665.91
73039	CHECK	05/19/2020	REGIONS BANK PURCHASING CARD	4,495.69
73040	CHECK	05/19/2020	SPRINT PCS	8,118.52
73041	CHECK	05/21/2020	AT&T	1,505.16
73042	CHECK	05/21/2020	CENTRAL INDIANA HARDWARE	149.40
73043	CHECK	05/21/2020	BRIGHT HOUSE NETWORKS	89.99
73044	CHECK	05/21/2020	CHILDREN'S PLUS INC.	1,136.20
73045	CHECK	05/21/2020	CITIZENS ENERGY GROUP	2,302.36
73046	CHECK	05/21/2020	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	6,617.50
73047	CHECK	05/21/2020	COMMUNITY OCCUPATIONAL HEALTH SERVICES	3,200.00
73048	CHECK	05/21/2020	DRIESSEN WATER INC	24.82
73049	CHECK	05/21/2020	ELIZABETH FRANKLIN	1,996.27
73050	CHECK	05/21/2020	INDY VISUALS, INC.	810.00
73051	CHECK	05/21/2020	E.SOLUTIONS, INC.	383.50
73052	CHECK	05/21/2020	IMAGE 360 INDIANAPOLIS NORTHWEST	300.00
73053	CHECK	05/21/2020	SONDHI SOLUTIONS	1,614.95
73054	CHECK	05/21/2020	THE BANK OF NEW YORK MELLON TRUST CO N.A	750.00
73055	CHECK	05/21/2020	THE HARMON HOUSE L.L.C.	235.00
73056	CHECK	05/21/2020	UNIFORM HOUSE INC. THE	367.49
73057	CHECK	05/28/2020	BACKSTAGE LIBRARY WORKS	35,588.24
73058	CHECK	05/28/2020	BEAM, LONGEST & NEFF, LLC	150.00
73059	CHECK	05/28/2020	BRIGHTWOOD INVESTORS, LLC	4,190.66
73060	CHECK	05/28/2020	BUSINESS FURNITURE CORPORATION	12,627.00
73061	CHECK	05/28/2020	CITIZENS ENERGY GROUP	1,027.67
73062	CHECK	05/28/2020	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	33,147.50
73063	CHECK	05/28/2020	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	2,035.90
73064	CHECK	05/28/2020	DACO GLASS & GLAZING INC	1,305.00
73065	CHECK	05/28/2020	EDWARD GEORGE & ASSOCIATES, LLC	4,020.00
73066	CHECK	05/28/2020	EXPODESIGN, INC.	1,087.63
73067	CHECK	05/28/2020	GREEN BUSINESS CERTIFICATION, INC.	500.00
73068	CHECK	05/28/2020	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	648.00
73069	CHECK	05/28/2020	HOGAN TRANSFER & STORAGE CORP	7,071.00
73070	CHECK	05/28/2020	INDIANAPOLIS FLEET SERVICES	815.00
73071	CHECK	05/28/2020	MACDOUGALL PIERCE CONSTRUCTION	143,834.49
73072	CHECK	05/28/2020	I-MCPL - MACDOUGALL PIERCE - RETAINAGE	15,981.61
73073	CHECK	05/28/2020	MATTHEW BENDER & CO.	1,811.24
73074	CHECK	05/28/2020	OFFICEWORKS	9,998.67
73075	CHECK	05/28/2020	PROFESSIONAL GARAGE DOOR SYSTEMS	18,492.00
73076	CHECK	05/28/2020	SCHMIDT ASSOCIATES, INC	26,875.03
73077	CHECK	05/28/2020	IMAGE 360 INDIANAPOLIS NORTHWEST	14,014.50
73078	CHECK	05/28/2020	SPRINT PCS	4,066.19
302831	EFT	05/07/2020	ACORN DISTRIBUTORS, INC	842.37
302832	EFT	05/07/2020	AUSTIN BOOK SALES	16.80
302833	EFT	05/07/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	1,675.72
302834	EFT	05/07/2020	BOYLE CONSTRUCTION MANAGEMENT, INC.	425,686.16
302835	EFT	05/07/2020	CENTRAL SECURITY & COMMUNICATIONS	18,205.30
302836	EFT	05/07/2020	G4S SECURE SOLUTIONS (USA) INC.	435.46
302837	EFT	05/07/2020	GRAINGER	73.98
302838	EFT	05/07/2020	J&G CARPET PLUS	4,400.00
302839	EFT	05/07/2020	LUNA MUSIC	110.37
302840	EFT	05/07/2020	MARK'S VACUUM & JANITORIAL SUPPLIES	4,179.50
302841	EFT	05/07/2020	OVERDRIVE INC	19,925.78
302842	EFT	05/07/2020	PERFECTION GROUP, INC.	485.63
302843	EFT	05/07/2020	RECORDED BOOKS	459.88
302844	EFT	05/07/2020	RICOH USA, INC. - 12882	4,699.42
302845	EFT	05/07/2020	STAPLES	354.79
302846	EFT	05/07/2020	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	2,250.00
302847	EFT	05/07/2020	TITAN ASSOCIATES	30,863.84
302848	EFT	05/14/2020	ABELL ELEVATOR SERVICE CO	14,770.00
302849	EFT	05/14/2020	BAKER & TAYLOR	541.65

No.	Type	Date	Reference	Amount
302850	EFT	05/14/2020	BAKER & TAYLOR	406.63
302851	EFT	05/14/2020	CDW GOVERNMENT, INC.	499.99
302852	EFT	05/14/2020	CENTRAL SECURITY & COMMUNICATIONS	2,671.43
302853	EFT	05/14/2020	CITIZENS THERMAL ENERGY	11,469.93
302854	EFT	05/14/2020	FLEET CARE, INC.	380.90
302855	EFT	05/14/2020	G4S SECURE SOLUTIONS (USA) INC.	240.90
302856	EFT	05/14/2020	G4S SECURE SOLUTIONS (USA) INC.	22,119.24
302857	EFT	05/14/2020	GILLIATTE GENERAL CONTRACTORS, INC	386,453.64
302858	EFT	05/14/2020	J&G CARPET PLUS	3,275.00
302859	EFT	05/14/2020	MIDWEST TAPE - PROCESSED DVDS	4,858.50
302860	EFT	05/14/2020	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	1,163.20
302861	EFT	05/14/2020	OVERDRIVE INC	73,334.15
302862	EFT	05/14/2020	PRESIDIO NETWORKS SOLUTIONS GROUP, LLC	12,390.00
302863	EFT	05/14/2020	STENZ MANAGEMENT COMPANY, INC	2,951.69
302864	EFT	05/14/2020	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	10,022.90
302865	EFT	05/14/2020	TITAN ASSOCIATES	21,424.05
302866	EFT	05/21/2020	ACORN DISTRIBUTORS, INC	833.54
302867	EFT	05/21/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	2,179.00
302868	EFT	05/21/2020	DANCORP INC. DBA DANCO	500.00
302869	EFT	05/21/2020	DELTA DENTAL	12,054.02
302870	EFT	05/21/2020	J&G CARPET PLUS	2,925.00
302871	EFT	05/21/2020	JCOS, INC.	20,083.59
302872	EFT	05/21/2020	OVERDRIVE INC	50,029.72
302873	EFT	05/21/2020	PERFECTION GROUP, INC.	7,000.00
302874	EFT	05/21/2020	RICOH USA, INC. - 12882	4,699.42
302875	EFT	05/21/2020	STAPLES	218.10
302876	EFT	05/21/2020	STENZ MANAGEMENT COMPANY, INC	225.96
302877	EFT	05/21/2020	STENZ MANAGEMENT COMPANY, INC	10,667.34
302878	EFT	05/21/2020	TITAN ASSOCIATES	960.00
302879	EFT	05/28/2020	BAKER & TAYLOR AXIS 360 E-BOOKS	2,281.68
302880	EFT	05/28/2020	CENTRAL SECURITY & COMMUNICATIONS	4,335.00
302881	EFT	05/28/2020	CITIZENS THERMAL ENERGY	21,499.47
302882	EFT	05/28/2020	G4S SECURE SOLUTIONS (USA) INC.	3,071.35
302883	EFT	05/28/2020	GLENDALE MALL	25,895.83
302884	EFT	05/28/2020	INDIANA PLUMBING AND DRAIN LLC	1,100.50
302885	EFT	05/28/2020	IRVINGTON PRESBYTERIAN CHURCH	937.50
302886	EFT	05/28/2020	JCOS, INC.	2,392.50
302887	EFT	05/28/2020	KLINES QUALITY WATER, INC	8.00
302888	EFT	05/28/2020	KRUEGER INTERNATIONAL, INC	46,584.90
302889	EFT	05/28/2020	MARK'S VACUUM & JANITORIAL SUPPLIES	1,547.00
302890	EFT	05/28/2020	OVERDRIVE INC	84,009.07
302891	EFT	05/28/2020	PERFECTION GROUP, INC.	301.20
302892	EFT	05/28/2020	STENZ CONSTRUCTION CORPORATION	60,249.88
302893	EFT	05/28/2020	STENZ MANAGEMENT COMPANY, INC	406.22
302894	EFT	05/28/2020	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	7,772.90
				2,639,655.96

Summary by Transaction Type:

Computer Check	\$ 944,557.23
EFT Check	\$ 1,695,098.73
Total Payments	\$ 2,639,655.96
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7662	CHECK	05/07/2020	CREATIVE AQUATIC SOLUTIONS, LLC	284.90
7663	CHECK	05/14/2020	MARION COUNTY PUBLIC HEALTH DEPARTMENT	1,400.00
7664	CHECK	05/14/2020	MONTOYA BARKER	59.69
7665	CHECK	05/14/2020	RHODE ISLAND NOVELTY, INC	188.74
7666	CHECK	05/28/2020	CREATIVE AQUATIC SOLUTIONS, LLC	535.84
7667	CHECK	05/28/2020	MIDWEST COLLABORATIVE FOR LIBRARY SERVICES (MCLS)	26,643.34
7668	CHECK	05/28/2020	RHODE ISLAND NOVELTY, INC	19,259.20
7669	CHECK	05/28/2020	SHARON BERNHARDT	54.00
302895	EFT	05/28/2020	INGRAM LIBRARY SERVICES	10,530.23
302896	EFT	05/28/2020	TITAN ASSOCIATES	459.00
Total				59,414.94

Summary by Transaction Type:

Computer Check	\$ 48,425.71
EFT Check	\$ 10,989.23
Total Payments	\$ 59,414.94
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
June 22, 2020
PERSONNEL ACTIONS
RESOLUTION 25 -2020

NEW HIRES:

- Alicia Kingsbury, Page, Warren, \$10.00 per hour, Effective: June 8, 2020

INTERNAL CHANGES:

- Adam Todd from Manager, Nora to Manager, Irvington, No Change in Pay, Effective: May 24, 2020
- Cassandra Borley from Page, Nora to Page, College, No Change in Pay, Effective: May 10, 2020
- Peggy Wehr from Manager, Fountain Square, \$26.44 per hour to Manager, Nora, \$28.80 per hour, Effective: May 24, 2020
- Shellie Rich from Supervisor Librarian, Learning Curve, \$23.18 per hour to Manager, Learning Curve, \$25.44 per hour, Effective: April 26, 2020
- Daniel Cheap from Processing Unpacking Assistant, Processing, \$13.26 per hour to Processing Assistant I, Processing, \$15.02 per hour, Effective: May 24, 2020
- Sarah Lucas from Activity Guide, Learning Curve, \$17.36 per hour to Public Services Librarian, Learning Curve, \$21.56 per hour, Effective: June 7, 2020

RE-HIRES:

- LaShelle Bilal, Processing Assistant I, Part-Time, Processing, \$15.02 per hour, Effective: June 8, 2020

SEPARATIONS:

- Riley Feller, Hourly Events Assistant, Events, 11 months, Effective: May 18, 2020
- Jane Richert, Hourly Library Assistant II, Nora, 14 years and 1 month, Effective: May 15, 2020
- Amy Loy, Library Assistant II, College, 5 years and 9 months, Effective: May 15, 2020
- Sue Kennedy, Manager, Irvington, 20 years, Effective: May 30, 2020
- Donna Tressler, Hourly Public Services Associate I, Central, 10 months, Effective: May 15, 2020
- David Sye, Hourly Public Services Associate I, Irvington, 1 year and 4 months, Effective: May 22, 2020
- Mike Hylton, Public Services Associate II, Irvington, 21 years and 5 months, Effective: June 6, 2020
- David Cohen, Page, Pike, 8 months, Effective: June 6, 2020

INACTIVE:

- DeVonna Carlisle, Hourly Library Assistant II, Fountain Square, Inactive: May 11, 2020
- Abby Yohler, Page, Beech Grove, Inactive: May 19, 2020
- Neil McGrann, Hourly Library Assistant II (FTE), Franklin Road, Inactive: May 9, 2020
- Nancy Koehring, Page, College, Inactive: June 14, 2020

RE-ACTIVATE:

- Abby Yohler, Page, Beech Grove, Re-Activate: June 8, 2020

Indianapolis-Marion County Public Library
Finance Committee Meeting Notes
June 15, 2020 – 12:00 P.M.

Finance Committee Members: Patricia A. Payne, Chair; Raymond Biederman, Curtis Bigsbee

Staff Liaison: Ije Diké-Young

- a. **Board Action Report – 2020 Bonds.** Ms. Dike-Young explained that the Library is requesting approval for the issuance of bonds in the estimated amount of \$5,350,000. She went over the proposed projects being financed by the bond issue and reviewed the preliminary bond/reimbursement resolution as well as the appropriation resolution. Ms. Dike-Young explained that the Library's tax rate would stay at or below \$0.0318 per \$100 of assessed value. The estimated debt service for this bond issue will be included in the 2021 budget.
- b. **Briefing Report – 2021 Budget Overview.** Ms. Dike-Young presented a high level overview of the Library's 2021 Budget assumption and discussed the key budget dates. She noted that at the July Board Committee meeting, she will have a draft budget to review in detail. A public hearing on the budget will be conducted during the August Board Committee meeting and the budget will be up for adoption at the August Board Meeting. Once the Library Board has approved the 2021 budget, it will be presented to the City-County Council for approval.

Ms. Dike-Young presented the short, medium and long term challenges to revenue that the Library will face due to the Covid-19 recession.

Ms. Dike-Young stated that the Library is preparing two budget scenarios for 2021. One is the anticipated budget and the other is a contingency budget in case property tax collections are less than anticipated.

Ms. Dike-Young estimates that the Library's revenue will increase by 1% overall in 2020, although the Library estimates the growth quotient to be 4% for property taxes. Ms. Dike-Young noted that the Library management is bringing a proposal to the Board in July for going fine-free.

Ms. Dike-Young then reviewed general characteristics of the Library's 2021 budget:

1. Personal Services – Salary and Fringe Benefits: Planned overall increase of approximately 2.6%.
 - Salaries – Assumptions right now are that increases will be limited to 1% due to covid-19 recession. Ms. Dike-Young mentioned that the assumptions could change as we see what collections are for the first installment of property taxes.

- Health Insurance – The Library has a self-funded insurance program. We will assume a 2.7% increase to insurance costs in the 2021 budget.

- PERF – The Library pays the employer contribution to PERF at 11.2%. The budget assumes that the Library will continue to pay the employee required contribution of 3% which makes the total Library contribution 14.2% of salaries for benefit eligible employees.

2. Increase in the supply budget is due to a planned PC refresh.
3. The Other services and charges category is currently projected to increase by 1%. This includes, costs for insurance, printing, legal, consulting, training, utilities, repairs and maintenance, security, cleaning and other.
4. Collection Materials includes a proposed increase of 2% or \$109,251. Due to the increased demand in e-resources, we have moved \$1,000,000 from the physical books and materials budget to the e-resources budget. Due to the budget constraints, we cannot increase this overall category by much more.