



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

Notice Of The Regular Meeting
May 18, 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 14th Day Of May, 2020

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

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

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

4. Approval of Minutes

a. Regular Meeting, April 27, 2020 (enclosed)

COMMITTEE REPORTS

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

- a. Report of the Treasurer – April 2020 (enclosed)
- b. Resolution 19 – 2020 (Budget Transfer) (enclosed)
- c. Projections 2020 Budget (enclosed)

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) (enclosed)
- b. Briefing Report – Supplier Diversity Policy Statement (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)

- a. Current Status of 2020 Strategic Planning Process (enclosed)
- b. Updated Progress Report for 2015-2020 Strategic Plan (enclosed)

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 (21 – 2020)

Enclosed.

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

UNFINISHED BUSINESS

11.

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.

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:

June, 2020 –

INFORMATION

14. Materials

a. Any available materials will be distributed to the Board Members at the Meeting.

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

18. Other Business

19. Adjournment



**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 27, 2020**

The Indianapolis-Marion County Public Library Board met electronically via ZOOM and/or telephone on Monday, April 27, 2020 at 12:00 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Judge Salinas presided as Chairman. Mr. Biederman acted as Secretary.

2. Roll Call

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

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, March 23, 2020

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

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

COMMITTEE REPORTS

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

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

Jackie Nytes, Chief Executive Officer, discussed the Report of the Treasurer. She advised that property tax receipts will be slow in coming due to the extension of payment due dates. Other revenue such as fines, etc. is down due to the closure. Questions were asked about consulting contracts. Ms. Nytes advised that some of those have been reduced or paused during the closure including, for example, Twyman, Strategic Plan, GARE, etc. Dr. Murtadha asked about what grants the Library is pursuing. Ms. Nytes responded that we are working with the Foundation on this. For instance we won't need the grant funds for this year's Summer Reading Program. There are other grants for which we don't qualify. Close attention is being paid to the full year snapshot and adjustments will be made to reflect projections.

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

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

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

b. **Resolution 16 – 2020 (Transfer Between Classifications and Accounts)**

Ms. Nytes noted that due to the Library's ongoing closure due to COVID-19, the demand for electronic resources continues to increase. This is the second transfer of Budget funds from the Printed Materials line item to the Electronic Materials account. This is money well spent to meet the needs of our patrons.

Dr. Murtadha commended the Library for making this shift in the Budget. People will appreciate it.

Dr. Jett mentioned that we need to be diligent about transfers. We must make certain that this won't affect other funding that might be needed for safety and security.

After full discussion and careful consideration, Dr. Murtadha made the motion, which was seconded by Ms. Payne, to approve Resolution 16 – 2020, Transfer Between Classifications and Accounts.

Resolution 16 – 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. **2020 Projections as Compared to Budget**

Budget projections for 2020 were reviewed. Ms. Nytes noted that the Library expects a \$3.5 million reduction in revenue. She advised that the Library received an unexpected \$1 million insurance reimbursement. We anticipate a savings of \$1.6 million in salaries because the Library will not fill vacancies, there will be a reduction in Substitute hours and we anticipate some retirements. There will be some savings in Supplies but that will probably be used to purchase safety and protection equipment. There is also savings in Conferences. There are only a few virtual conferences and there is no travel. We are completing some necessary building repairs while the Library is closed. Additional savings will be realized in several areas including Utilities and Programming. The Library will not purchase any new vehicles. It is anticipated that we will have a Budget shortfall of \$86,662 which will be taken from the Library's Fund Balance.

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

a. **Resolution 17 – 2020 (Confirmation of Continued Emergency Hours, and Plans for Continued Staff Compensation and Changes after Stay at Home Order is Lifted)**

Ms. Nytes reviewed the proposed resolution and noted that the Library is currently scheduled to be closed through May 3, 2020 but the resolution allows for adjustments to extend the closure based on further directives from the City of Indianapolis and the State of Indiana.

At this time, a lengthy discussion took place about the resolution.

Dr. Jett commented that she understands the reference in the resolution about the CEO and Board President consulting but she feels everyone on the Board needs to be consulted before a decision is made. She cited language from *In The Public Trust*. Members need to be part of the conversation and this information should be reflected in the resolution. The full Board needs to be in agreement.

Judge Salinas spoke. He advised that he has had ongoing discussions with all the Board members to keep them updated. He would not move forward without approval of the Board.

Board members mentioned different dates for re-opening. Judge Salina advised that the Courts are closed until May 18, 2020. Ms. Payne mentioned that she felt the date should be June 1, 2020.

Robert Scott, Library Board attorney, spoke. He advised that the Board can grant authority to the CEO to extend the closure beyond May 3, 2020, if necessary. Or, in the alternative, they could wait and see and schedule another Board Meeting over the weekend to approve an action. The authorization to the CEO is temporary in nature.

Dr. Murtadha wanted to make certain that everyone knew it is not an issue of trust.

Further discussion was held on the item concerning pay for non-exempt staff. Ms. Nytes noted that non-exempt staff, if they come into the office, would be paid at one and one-half times their hourly rate, which is consistent with Library policy.

After full discussion and careful consideration, Rev. Robinson made the motion, which was seconded by Judge Salinas, to approve Resolution 17 – 2020, Confirmation of Continued Emergency Hours, and Plans for Continued Staff Compensation and Changes after Stay at Home Order is Lifted.

Resolution 17 – 2020 was approved on the following roll call vote:

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

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

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. Library Foundation Update

April 2020 Library Foundation Update

Rev. Robinson provided the Update for April 2020.

Supporting the Library

- The Library is a vital resource for Indy’s learning community during the COVID-19 outbreak. Our Board and staff are in awe of how quickly the Library is adapting services to our new reality.
- The Summer Reading Program is the focus of our fundraising. With children across the city missing so much school, it’s more important than ever to encourage reading and lifelong learning! We are grateful to the Library’s Public Services and Communications teams for finding a way forward!
- Knowing some programs we traditionally fund may not happen this year, we have asked the Library’s staff to keep us informed of new opportunities to serve our learning community. We will look for opportunities to redeploy our endowment funds and try to secure financial contributions to help the Library maximize its impact.

Engaging our Supporters

- Now, it is more important than ever to stay in touch with our donors, sharing the Library’s good work and thanking them for their support.

- We continue to request, and receive, contributions from foundations, individuals and companies.
- We appreciated the Library's invitation to send a special message to Indy Library Store volunteers during National Volunteer Week (April 19-25). Last year the Indy Library Store raised \$205,000 to help the Library Foundation support Library programs.
- The Foundation's Board is meeting virtually.

Attending to our Fiscal Health

- Worked with Blue & Company to complete our annual independent financial audit.
- Secured a forgivable Payroll Protection Program loan from the Small Business Association to assist with our operating costs.
- Began monitoring the pandemic's impact on our three main income sources: contributions, investment returns and Indy Library Store revenue. We have begun to identify ways to reduce the Foundation's own operating /fundraising costs as needed.

The Library Foundation thanks 166 donors who made gifts last month. The following are our top corporate and foundation contributors:

Baker Tilly
 Central Indiana Community Foundation
 Citizens Energy Group
 Indiana Oxygen
 Indianapolis Indians
 krM Architecture
 Lilly Endowment Inc.
 RJE Business Interiors
 Stifel Nicolaus & Company, Inc.
 Woodley Farra Manion Portfolio Management, Inc.

9. Report Of The Chief Executive Officer

Ms. Nytes is scheduling tours of the new Martindale Brightwood branch for Board members. Dr. Jett mentioned that she has already scheduled her tour.

a. Current Plans for the Resumption of Services to Patrons our Buildings

Ms. Nytes discussed the Memo that had been presented to the Board.

The Library is planning to offer Curbside Library Service where the community may request Library materials and pick them up at a designated library location in a manner which does not require any in-person contact with Library staff,

The plan is to pilot this service at Central Library and two-four branches on or around May 11, 2020.

The duration and extent of this level of service will be evaluated and adjusted based on the advice of local officials, the availability of staff and consultation with the Board President.

She went on to discuss the processes involved in the opening of all Library buildings to the public at a later date.

Dr. Jett discussed the curbside pick-up service. Will patrons be allowed to drop off materials?

Ms. Nytes responded that the drop boxes will be opened and all materials received will be quarantined according to set guidelines.

b. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (18 – 2020)

After full discussion and careful consideration, Rev. Robinson made the motion, which was seconded by Mr. Biederman, to approve Resolution 18 – 2020, Resolution Regarding Finances, Personnel and Travel.

Resolution 18 – 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.

UNFINISHED BUSINESS

10. None.

NEW BUSINESS

11. None.

AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

May, 2020 – There were no items suggested.

INFORMATION

13. Materials

- a. **Article from Publishers Weekly** - <https://www.publishersweekly.com/pw/by-topic/industry-news/libraries/article/83093-public-libraries-after-the-pandemic.html>

14. 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.

15. Notice of Special Meetings

None.

16. Notice of Next Regular Meeting

Monday, May 18, 2020, at the Haughville Branch Library, 2121 West Michigan 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.

17. Other Business

None.

18. Adjournment

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

The Chairman then declared the meeting adjourned at 1:20 p.m.

Raymond Biederman, Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for April 2020
Prepared by Accounting for May 18, 2020 Board Meeting

5a

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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
OPERATING FUND REVENUES AND EXPENDITURES
MONTH ENDED APRIL 2020

Revenue		Annual		Actual YTD 4/30/2020	% Budget Received
		2020 Revised Budget	Actual MTD 4/30/2020		
Property Taxes	31	35,756,871	1,350,000	1,350,000	4%
Intergovernmental	33	7,938,539	360,158	1,483,462	19%
Fines & Fees	35	667,500	2,635	114,627	17%
Charges for Services	34	627,100	53,394	164,681	26%
Miscellaneous	36	765,000	1,370,979	1,544,464	202%
Total		45,755,010	3,137,166	4,657,234	10%

Expenditures		Annual		Actual YTD 4/30/2020	% Budget Spent
		2020 Revised Budget	Actual MTD 4/30/2020		
Personal Services & Benefits	41	28,725,984	1,976,501	8,584,271	30%
Supplies	42	1,405,276	26,109	204,665	15%
Other Services and Charges	43	16,017,052	1,337,350	4,090,534	26%
Capital Outlay	44	3,994,315	36,285	323,879	8%
Total		50,142,627	3,376,245	13,203,350	26%

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 101- Operating Fund - Detailed Income Statement
MONTH ENDED APRIL 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	43,605,112	43,605,112	1,350,000	1,350,000	-	42,255,112
311300 PROPERTY TAX CAPS	(7,848,241)	(7,848,241)	-	-	-	(7,848,241)
TAXES Total	35,756,871	35,756,871	1,350,000	1,350,000	-	34,406,871
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	321,215	1,284,861	-	2,569,723
335500 COUNTY OPTION INCOME TAX	467,329	467,329	38,943	155,770	-	311,559
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	360,158	1,483,462	-	6,455,077
CHARGES FOR SERVICES						
347600 COPY MACHINE REVENUE	-	-	-	126	-	(126)
347601 PUBLIC PRINTING REVENUE	351,300	351,300	-	75,837	-	275,463
347602 FAX TRANSMISSION REVENUE	60,000	60,000	-	16,674	-	43,326
347603 PROCTORING EXAMS	3,800	3,800	-	762	-	3,038
347604 PLAC CARD DISTRIBUTION REVENUE	83,000	83,000	53,719	53,719	-	29,281
347605 USAGE FEE REVENUE	12,000	12,000	770	4,730	-	7,270
347606 SET-UP & SERVICE - TAXABLE	15,000	15,000	-	750	-	14,250
347607 SET-UP & SERVICE - NON-TAXABLE	12,000	12,000	(625)	965	-	11,035
347608 SECURITY SERVICES REVENUE	18,000	18,000	(540)	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	70	7,977	-	52,023
CHARGES FOR SERVICES Total	627,100	627,100	53,394	164,681	-	462,419
FINES						
351200 FINES	650,000	650,000	2,635	110,949	-	539,051
351201 OTHER CARD REVENUE	2,000	2,000	-	975	-	1,025
351202 HEADSET REVENUE	7,000	7,000	-	1,100	-	5,900
351203 USB REVENUE	6,000	6,000	-	1,189	-	4,811
351204 LIBRARY TOTES	2,500	2,500	-	414	-	2,086
FINES Total	667,500	667,500	2,635	114,627	-	552,873
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	2,500	2,500	211	993	-	1,507
360001 REVENUE ADJUSTMENT	-	-	(661)	1,086	-	(1,086)
361000 INTEREST INCOME	170,000	170,000	13,927	145,552	-	24,448
362000 FACILITY RTL REV - TAXABLE	100,000	100,000	(1,420)	17,604	-	82,396
362001 FACILITY RENTAL REV - NONTAX	64,000	64,000	(560)	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	11,498	170,354	-	394,646
OTHER FINANCING SRCS						
396000 REFUNDS	5,000	5,000	337,660	341,434	-	(336,434)
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	10,854	-	164,146
399001 INSURANCE REIMBURSEMENTS	20,000	20,000	1,021,821	1,021,821	-	(1,001,821)
OTHER FINANCING SRCS Total	200,000	200,000	1,359,481	1,374,110	-	(1,174,110)

REVENUE Total	45,755,010	45,755,010	3,137,166	4,657,234	-	41,097,776
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EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	18,059,744	18,070,748	1,319,851	5,275,289	-	12,795,459
412000 SALARIES HOURLY STAFF	1,820,444	1,805,589	108,997	441,549	-	1,364,040
413000 WELLNESS	35,000	35,000	-	7,146	-	27,854
413001 LONG TERM DISABILITY INSURANCE	44,075	44,075	-	17,227	-	26,848
413002 EMPLOYEE ASSISTANCE PROGRAM	23,500	23,500	-	4,800	14,400	4,300
413003 TUITION ASSISTANCE	25,000	25,000	-	6,397	-	18,603
413100 FICA AND MEDICARE	1,513,443	1,513,443	105,342	415,988	-	1,097,455
413300 PERF/INPRS	2,546,358	2,546,358	186,451	740,948	-	1,805,410
413400 UNEMPLOYMENT COMPENSATION	9,000	9,000	445	3,238	2,207	3,555
413500 MEDICAL & DENTAL INSURANCE	4,610,470	4,614,321	255,415	1,659,259	7,368	2,947,695
413600 GROUP LIFE INSURANCE	38,950	38,950	-	12,430	-	26,520
PERSONAL SERVICES Total	28,725,984	28,725,984	1,976,501	8,584,271	23,974	20,117,738

SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	385,096	404,997	8,020	36,217	45,474	323,307
421600 LIBRARY SUPPLIES	186,000	195,879	1,103	12,740	8,820	174,319
421700 DEPARTMENT OFFICE SUPPLIES	373,800	440,576	10,073	113,333	18,557	308,687
422210 GASOLINE	44,000	46,321	1,692	5,521	20,488	20,312
422250 UNIFORMS	8,000	10,800	-	1,689	4,486	4,625
422310 CLEANING & SANITATION	165,000	168,405	5,222	24,930	20,039	123,436
429001 NON CAPITAL FURNITURE & EQUIP	128,000	138,298	-	10,235	2,507	125,556
SUPPLIES Total	1,289,896	1,405,276	26,109	204,665	120,370	1,080,241

OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	251,500	-	45,653	10,304	195,544
431200 ENGINEERING & ARCHITECTURAL	25,000	25,000	-	-	-	25,000
431500 CONSULTING SERVICES	285,900	433,763	24,891	96,937	191,444	145,381
432100 FREIGHT & EXPRESS	7,000	7,485	46	949	3,035	3,500
432200 POSTAGE	64,650	64,650	-	27,075	1,074	36,501
432300 TRAVEL	36,400	36,400	52	4,177	-	32,223
432400 DATA COMMUNICATIONS	281,800	284,150	7,675	75,459	392	208,299
432401 CELLULAR PHONE	10,080	10,080	886	3,495	-	6,585
432500 CONFERENCES	143,100	143,100	5,707	28,280	-	114,820
432501 IN HOUSE CONFERENCE	96,530	97,405	518	11,906	4,875	80,624
433100 OUTSIDE PRINTING	177,116	195,833	8,731	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	17,633	36,349	-	137,346
434200 PACKAGE	261,023	261,023	-	4,175	-	256,848
434201 EXCESS LIABILITY	11,179	11,179	39,607	79,214	-	(68,035)
434202 AUTOMOBILE	21,162	21,162	4,628	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	5,000	10,000	-	8,360
435100 ELECTRICITY	1,194,813	1,421,496	63,332	269,461	1,052,035	100,000
435200 NATURAL GAS	146,856	184,381	8,076	50,479	97,046	36,856
435300 HEAT/STEAM	400,190	492,658	17,370	96,086	346,383	50,190
435400 WATER	83,896	95,274	5,260	21,784	71,087	2,403
435401 COOLING/CHILLED WATER	553,664	553,664	20,247	113,169	422,654	17,842
435500 STORMWATER	24,990	24,990	11,105	11,217	12,583	1,190
435900 SEWAGE	96,789	98,414	7,878	32,184	65,482	748
436100 REP & MAINT-STRUCTURE	573,500	802,357	33,310	253,747	254,323	294,287
436101 ELECTRICAL	672,000	672,000	44,581	60,168	194,719	417,114
436102 PLUMBING	100,000	100,000	1,371	13,890	16,089	70,021
436103 PEST SERVICES	35,000	35,000	3,031	5,051	20,449	9,500
436104 ELEVATOR SERVICES	101,000	101,000	22,548	33,442	45,482	22,076
436110 CLEANING SERVICES	1,125,311	1,241,214	71,073	304,200	746,417	190,597
436200 REP & MAINT-EQUIPMENT	217,000	231,710	552	60,442	24,626	146,642
436201 REP & MAINT-HEATING & AIR	467,000	543,947	45,838	105,303	226,984	211,660
436202 REP & MAINT-AUTO	63,000	66,533	-	14,239	-	52,295
436203 REP & MAINT-COMPUTERS	361,600	370,324	-	73,354	101,975	194,995
437200 EQUIPMENT RENTAL	83,800	83,800	264	19,882	37,595	26,322

437300 REAL ESTATE RENTAL	448,458	448,458	36,070	147,559	-	300,899
439100 CLAIMS, AWARDS, INDEMNITIES	25,000	25,000	-	-	-	25,000
439600 TRASH REMOVAL	68,563	76,523	7,684	30,584	42,376	3,563
439601 SNOW REMOVAL	382,500	455,405	67,860	141,000	55,631	258,774
439602 LAWN & LANDSCAPING	325,121	335,371	67,574	78,332	1,410	255,629
439800 DUES & MEMBERSHIPS	55,390	57,550	-	41,577	2,160	13,813
439901 COMPUTER SERVICES	297,500	302,549	1,024	11,476	-	291,073
439902 PAYROLL SERVICES	140,000	140,000	9,506	44,215	-	95,786
439903 SECURITY SERVICES	1,349,637	1,391,870	74,907	336,072	57,987	997,812
439904 BANK FEES/CREDIT CARD FEES	65,000	65,000	4,788	19,610	-	45,390
439905 OTHER CONTRACTUAL SERVICES	699,423	755,880	20,668	95,293	266,916	393,671
439906 RECRUITMENT EXPENSES	24,300	24,300	-	1,415	249	22,636
439907 EVENTS & PR	56,700	60,084	-	4,570	500	55,014
439910 PROGRAMMING	77,500	77,600	4,200	6,220	2,521	68,859
439911 PROGRAMMING-JUV.	150,000	152,960	-	18,643	19,490	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	2,429,795	571,862	1,087,067	-	1,342,728
451100 AUDIT FEES	15,000	15,000	-	-	-	15,000
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	14,491,368	16,017,052	1,337,350	4,090,534	4,410,824	7,515,694

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)
445301 COMPUTER EQUIPMENT	50,000	50,000	-	-	-	50,000
449000 BOOKS & MATERIALS	3,884,250	3,584,250	36,285	277,875	-	3,306,375
449100 UNPROCESSED PAPERBACK BOOKS	137,000	232,667	-	46,005	49,408	137,254
CAPITAL Total	4,151,250	3,994,315	36,285	323,879	112,389	3,558,047

EXPENSE Total	48,658,498	50,142,627	3,376,245	13,203,350	4,667,557	32,271,720
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INDIANAPOLIS - MARION COUNTY PUBLIC LIBRARY
CASHFLOW PROJECTIONS - OPERATING FUND
 January 1 - December 31, 2020

	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL MARCH	ACTUAL APRIL	PROJECTED 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	\$ 15,313,302	\$ 17,132,817	\$ 16,749,293	\$ 19,080,787	\$ 15,936,870	\$ 13,338,126	\$ 14,958,794	\$ 25,151,724	\$ 25,151,724	
Receipts:															
PROPERTY TAX	-	-	-	1,350,000	2,825,000	3,757,253	2,538,738	5,635,880	-	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	-	80,895	8,846	8,491	41,447	23,571	8,554	8,554	8,554	231,743	248,400	(16,657)
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	321,215	321,215	321,215	321,215	321,215	321,215	321,215	321,215	3,854,581	3,854,584	(3)
COUNTY OPTION INCOME TAX	38,943	38,943	38,943	38,943	38,943	38,943	38,943	38,943	38,943	38,943	38,943	38,943	38,943	467,310	(19)
COMMERCIAL VEHICLE TAX REVENUE	-	-	-	-	-	136,200	-	-	-	-	-	-	136,198	272,398	(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	-	-	-	15,313	15,854	28,986	30,694	25,761	24,416	216,862	351,300	(134,438)
FAX TRANSMISSION REVENUE	5,514	6,375	4,785	-	-	-	5,200	5,344	4,925	5,712	5,054	5,386	48,294	60,000	(11,706)
PROCTORING EXAMS	250	227	285	-	-	-	814	285	69	207	193	442	2,772	3,800	(1,028)
PLAC CARD DISTRIBUTION REVENUE	-	-	-	53,719	-	-	-	-	-	-	-	-	53,719	83,000	(29,281)
USAGE FEE REVENUE	1,870	1,120	970	770	867	767	767	1,558	50	643	1,166	2,237	12,784	12,000	784
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	-	-	-	-	-	-	-	-	110,949	650,000	(539,051)
OTHER CARD REVENUE	195	585	195	-	-	-	3	188	286	94	94	96	1,735	2,000	(265)
HEADSET REVENUE	407	435	258	-	-	-	643	670	603	612	460	454	4,543	7,000	(2,457)
USB REVENUE	390	472	327	-	-	-	547	552	584	442	463	366	4,142	6,000	(1,858)
LIBRARY TOTES	127	172	115	-	-	-	255	235	185	160	120	135	1,505	2,500	(995)
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	5,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	206,552	170,000	36,552
FACILITY RTL REV - TAXABLE	6,116	8,430	4,478	(1,420)	-	-	-	10,915	7,914	9,722	6,039	3,775	55,968	100,000	(44,032)
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	-	288	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	-	640	-	-	-	-	-	14	342,088	5,000	337,088
REIMBURSEMENT FOR SERVICES	5,741	5,113	-	-	56,165	40,554	14,233	229	3,436	-	-	-	125,471	175,000	(49,529)
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	3,328,084	5,628,376	3,180,667	6,089,862	450,707	2,128,639	5,251,384	11,621,858	42,336,810	45,755,010	(3,418,204)
Expenditures:															
PERSONAL SERVICES & BENEFITS	2,517,344	1,811,832	2,278,595	1,976,501	2,931,270	2,056,828	2,051,187	2,051,223	2,056,250	2,934,623	2,056,285	2,050,440	26,772,378	28,725,984	1,953,606
SUPPLIES	99,329	44,442	34,784	26,109	198,000	65,000	84,000	88,000	66,000	133,000	74,000	101,000	1,013,665	1,405,276	391,611
OTHER SERVICES AND CHARGES	960,473	754,046	1,038,665	1,337,350	1,109,922	1,119,145	1,053,117	1,243,256	1,096,486	1,283,872	1,124,544	1,290,873	13,411,750	15,717,652	2,305,902
LIBRARY MATERIALS CAPITAL OUTLAY	259,304	3,070	25,220	36,285	375,888	567,888	375,888	375,888	375,888	375,888	375,888	417,150	3,964,242	4,294,315	730,074
TRANSFER OUT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	3,836,450	2,613,391	3,377,264	3,376,245	4,615,079	3,808,861	3,564,191	3,758,367	3,594,624	4,727,383	3,630,716	3,859,463	44,762,035	50,143,227	5,381,193
Change in Payables/Petty Cash/Correction*	455	(5,071)	(695)	-	-	-	-	-	-	-	-	-	(5,311)	-	-
Ending Balance	\$ 21,844,102	\$ 19,749,084	\$ 16,839,377	\$ 16,600,297	\$ 15,313,302	\$ 17,132,817	\$ 16,749,293	\$ 19,080,787	\$ 15,936,870	\$ 13,338,126	\$ 14,958,794	\$ 22,721,188	\$ 22,721,188	\$ 20,763,507	



Receipts and Disbursements - April 2020

FUND	CASH AND INVESTMENTS 3/31/20	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS 4/30/20
101 Total Operating	16,839,377	3,137,166	3,376,245	16,600,297
104 Total Fines	6	2,665	2,665	6
226 Total Parking Garage	772,789	(104)	354	772,330
230 Total Grant	470,308	7,263	23,251	454,320
245 Total Rainy Day	5,524,732	8,264	-	5,532,996
270 Total Shared System	353,804	1,780	5,758	349,826
301 Total BIRF 1	3,642,448	1,575	-	3,644,023
321 Total BIRF 2	746,290	-	-	746,290
471 Total Library Improvement Reserve Fund	2,494,305	4,071	2,303	2,496,073
472 Total Construction	13,242	-	-	13,242
475 Total 2015 Bond RFID Books & Materials	203,364	-	950	202,414
476 Total 2016 Bond - Michigan Rd	123,837	-	26,025	97,812
477 Total 2017A Bond - Brightwood	2,147,764	-	489,936	1,657,828
478 Total 2017B Bond - Eagle	925,415	-	3,900	921,515
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	2,671,140	-	23,072	2,648,068
480 Total 2018 BBond - West Perry Branch	8,655,709	-	750	8,654,959
481 Total 2019 Bond - LAW WAY Renovation	2,132,591	1,434	113,740	2,020,286
800 Total Gift	1,137,834	992	31,883	1,106,943
806 Total Payroll Liabilities (1)	14,635	109,575	105,502	18,709
812 Total Foundation Agency Fund	1,867	-	-	1,867
813 Total Staff Association Agency Fund	31	-	-	31
814 Total Sales Tax Agency Fund	507	-	607	(99)
815 Total PLAC Card Revenue Agency Fund	15,425	-	-	15,425
Grand Total	48,887,421	3,274,679	4,206,940	47,955,160

Indianapolis Marion County Public Library
 Status of the Treasury
 Investment Report
 MONTH ENDED APRIL 2020

Chase Savings Account			Previous Month's Chase Savings Account Activity		
	Balance April 30, 2020	Interest Earned April 30, 2020		Balance March 31, 2020	Interest Earned March 31, 2020
Operating Fund	\$ 1,241	\$ 18	Operating Fund	\$ 1,223	\$ 70
Grant Fund	\$ 193,395	\$ -	Grant Fund	\$ 193,395	\$ 30
Parking Garage	\$ 409,099	\$ 17	Parking Garage	\$ 409,082	\$ 64
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	\$ 404,619	\$ 17	Rainy Day Fund	\$ 404,603	\$ 64
Gift Fund	\$ 8	\$ 8	Gift Fund	\$ -	\$ -
Total Chase Savings Account	\$ 1,452,707	\$ 59	Total Chase Savings Account	\$ 1,452,648	\$ 228
<i>The average savings account rate for April was 0.05%</i>			<i>The average savings account rate for March was 0.19%</i>		
Fifth Third Bank Investment Account			Previous Month's Fifth Third Bank Investment Account		
	Balance April 30, 2020	Interest Earned April 30, 2020		Balance March 31, 2020	Interest Earned March 31, 2020
Library Improvement Reserve Fd	\$ 2,221,950	\$ 4,071	Library Improvement Reserve Fd	\$ 2,217,879	\$ 4,175
Rainy Day Fund	\$ 4,444,489	\$ 8,142	Rainy Day Fund	\$ 4,436,347	\$ 8,351
Total Fifth Third Bank	\$ 6,666,438	\$ 12,213	Total Fifth Third Bank	\$ 6,654,226	\$ 12,527
<i>The average investment account rate for April was 2.20%</i>			<i>The average investment account rate for March was 2.26%</i>		
Hoosier Fund Account Income			Previous Month's Hoosier Fund Account Income		
	Balance April 30, 2020	Interest Earned April 30, 2020		Balance March 31, 2020	Interest Earned March 31, 2020
Operating Fund	\$ 1,628,617	\$ 3,598	Operating Fund	\$ 1,625,019	\$ 5,627
Rainy Day Fund	\$ 178,762	\$ 105	Rainy Day Fund	\$ 178,657	\$ 164
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	\$ 16,877	\$ 1,513	Bond & Interest Redemption Fd	\$ 15,365	\$ 2,450
2019 Lawrence/Wayne Project Fund	\$ 1,507,645	\$ 1,434	2019 Lawrence/Wayne Project Fund	\$ 2,506,211	\$ 2,305
Total Hoosier Fund Account	\$ 10,386,626	\$ 6,649	Total Hoosier Fund Account	\$ 11,379,977	\$ 10,546
<i>The average Hoosier Fund account rate for April was .70%</i>			<i>The average Hoosier Fund account rate for March was 1.08%</i>		
TrustIndiana			Previous Month's TrustIndiana		
	Balance April 30, 2020	Interest Earned April 30, 2020		Balance March 31, 2020	Interest Earned March 31, 2020
Operating Fund	\$ 6,408,722	\$ 5,717	Operating Fund	\$ 6,403,005	\$ 14,563
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	\$ 968,084	\$ 62	Bond & Interest Redemption Fd	\$ 968,022	\$ 136
Total TrustIndiana Account	\$ 13,987,926	\$ 5,779	Total TrustIndiana Account	\$ 13,982,147	\$ 14,699
<i>The average TrustIndiana account rate for April was .50%</i>			<i>The average TrustIndiana account rate for March was 1.05%</i>		
U. S. Bank			Previous Month's U.S. Bank		
	Balance April 30, 2020	Interest Earned April 30, 2020		Balance March 31, 2020	Interest Earned March 31, 2020
Operating Fund	\$ 8,051,039	\$ 4,593	Operating Fund	\$ 8,046,446	\$ 10,826
Total U. S. Bank	\$ 8,051,039	\$ 4,593	Total U. S. Bank	\$ 8,046,446	\$ 10,826
<i>The average U. S. Bank account rate for April was 0.15%</i>			<i>The average U. S. Bank account rate for March was 0.66%</i>		

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
MONTH ENDED APRIL 2020

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
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	-	-	1,575	13,013	-	(13,013)
Miscellaneous Total	-	-	1,575	13,013	-	(13,013)
REVENUES Total	13,773,391	13,773,391	1,575	13,013	-	13,760,378
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	6,750	6,750	-	2,750	-	4,000
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	-	1,850,262	-	14,799,649
EXPENSES Total	16,649,911	16,649,911	-	1,850,262	-	14,799,649

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 245 - Rainy Day Fund - Detailed Income Statement
MONTH ENDED APRIL 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	8,264	32,885	-	(2,885)
MISCELLANEOUS Total	30,000	30,000	8,264	32,885	-	(2,885)
REVENUE Total	30,000	30,000	8,264	32,885	-	(2,885)
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	100,000	100,000	-	3,893	-	96,108
431200 ENGINEERING & ARCHITECTURAL	400,000	563,113	-	-	163,113	400,000
431500 CONSULTING SERVICES	-	3,321	-	4,200	-	(879)
438400 ISSUANCE COSTS	-	-	-	45	-	(45)
452002 TRANSFERS IN/OUT	-	-	-	(205,070)	-	205,070
OTHER SERVICES AND CHARGES TOTAL	500,000	666,433	-	(196,932)	163,113	700,253
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	-	(196,932)	163,113	2,200,253

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
MONTH ENDED APRIL 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	40,000	40,000	4,071	15,787	-	24,213
MISCELLANEOUS Total	40,000	40,000	4,071	15,787	-	24,213
REVENUE Total	40,000	40,000	4,071	15,787	-	24,213
EXPENSE						
OTHER SERVICES AND CHARGES						
436100 REP & MAINT-STRUCTURE	600,000	910,795	390	243,835	66,961	600,000
OTHER SERVICES AND CHARGES TOTAL	600,000	910,795	390	243,835	66,961	600,000
CAPITAL						
444501 COMPUTER SOFTWARE	-	259,563	1,913	2,550	257,013	-
CAPITAL Total	-	259,563	1,913	2,550	257,013	-
EXPENSE Total	600,000	1,170,358	2,303	246,385	323,974	600,000

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 226 - Parking Garage - Detailed Income Statement
MONTH ENDED APRIL 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	120,000	120,000	(121)	48,943	-	71,057
347611 EVENTS PARKING	8,000	8,000	-	500	-	7,500
CHARGES FOR SERVICES Total	128,000	128,000	(121)	49,443	-	78,557
MISCELLANEOUS						
361000 INTEREST INCOME	5,000	5,000	17	410	-	4,590
MISCELLANEOUS Total	5,000	5,000	17	410	-	4,590
REVENUE Total	133,000	133,000	(104)	49,853	-	83,147
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	1,738	-	2,287
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	334	2,803	-	4,197
439905 OTHER CONTRACTUAL SERVICES	45,000	45,000	-	19,337	-	25,663
OTHER SERVICES AND CHARGES TOTAL	228,562	251,649	354	31,375	23,062	197,212
CAPITAL						
445300 CAPITAL - EQUIPMENT	242,000	242,000	-	-	-	242,000
CAPITAL Total	242,000	242,000	-	-	-	242,000
EXPENSE Total	478,662	501,749	354	32,515	23,062	446,172

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 270 - Shared System - Detailed Income Statement
MONTH ENDED APRIL 2020

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347640 SHARED SYSTEM REVENUE	-	-	1,780	9,195	-	(9,195)
CHARGES FOR SERVICES Total	-	-	1,780	9,195	-	(9,195)
REVENUE Total	-	-	1,780	9,195	-	(9,195)
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	56,824	56,824	4,747	18,987	-	37,837
413100 FICA AND MEDICARE	4,347	4,347	337	1,350	-	2,997
413300 PERF/INPRS	8,069	8,069	674	2,696	-	5,373
PERSONAL SERVICES Total	69,240	69,240	5,758	23,033	-	46,207
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	5,758	23,033	253	145,213

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
MONTH ENDED APRIL 2020

	3	MTD	YTD
REVENUE			
MISCELLANEOUS			
360000 MISCELLANEOUS REVENUE	-	-	-
360001 REVENUE ADJUSTMENT	-	-	-
361000 INTEREST INCOME	(30)	(8)	(293)
367000 FOUNDATION CONTRIBUTION	(196,247)	(992)	(453,367)
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-	-
367004 OTHER GRANTS	(80,000)	-	(109,203)
399000 REIMBURSEMENT FOR SERVICES	-	(7,255)	(7,255)
MISCELLANEOUS Total	(276,277)	(8,255)	(570,118)
REVENUE Total	(276,277)	(8,255)	(570,118)
EXPENSE			
PERSONAL SERVICES			
411000 SALARIES APPOINTED STAFF	4,231	19,231	35,321
412000 SALARIES HOURLY STAFF	-	8,081	8,933
413001 LONG TERM DISABILITY INSURANCE	-	-	-
413100 FICA AND MEDICARE	322	322	1,288
413300 PERF/INPRS	601	601	2,403
413500 MEDICAL & DENTAL INSURANCE	-	-	1,189
413600 GROUP LIFE INSURANCE	-	-	-
PERSONAL SERVICES Total	5,154	28,235	49,135
SUPPLIES			
421500 OFFICE SUPPLIES - FAC/PURCH	-	-	282
421600 LIBRARY SUPPLIES	-	-	2,112
421700 DEPARTMENT OFFICE SUPPLIES	780	8,181	22,044
SUPPLIES Total	780	8,181	24,438
OTHER SERVICES AND CHARGES			
431500 CONSULTING SERVICES	6,946	6,006	21,416
432100 FREIGHT & EXPRESS	-	-	-
432300 TRAVEL	-	-	-
432400 DATA COMMUNICATIONS	-	4,093	12,225
432500 CONFERENCES	-	-	2,946
432501 IN HOUSE CONFERENCE	-	-	-
433100 OUTSIDE PRINTING	2,707	-	9,942
436100 REP & MAINT-STRUCTURE	-	-	-
439800 DUES & MEMBERSHIPS	-	-	250
439901 COMPUTER SERVICES	-	-	-
439903 SECURITY SERVICES	-	-	-
439905 OTHER CONTRACTUAL SERVICES	88,635	-	88,635
439907 EVENTS & PR	-	-	113
439910 PROGRAMMING	4,325	-	13,526
439911 PROGRAMMING-JUV.	1,787	2,255	16,921
439912 PROGRAMMING ADULT - CENTRAL	2,872	-	26,254
439913 PROGRAMMING EXHIBITS - CENTRAL	-	-	-

	3	MTD	YTD
439930 MATERIALS CONTRACTUAL	-	-	-
439934 DATABASES	-	-	-
OTHER SERVICES AND CHARGES Total	107,271	12,354	192,227
CAPITAL			
445100 CAPITAL - FURNITURE	-	-	-
445200 VEHICLES	-	-	-
445300 CAPITAL - EQUIPMENT	-	-	-
445301 COMPUTER EQUIPMENT	-	-	-
449000 BOOKS & MATERIALS	640	-	58,948
449100 UNPROCESSED PAPERBACK BOOKS	2,332	5,372	23,451
449200 ART & EXHIBITS	-	-	-
449300 RARE BOOKS/SPECIAL COLLECTIONS	-	-	-
CAPITAL Total	2,971	5,372	82,398
OTHER FINANCING SRCS			
459000 REFUNDS	1,440	992	2,432
459001 UNRESTRICTED EXPENSES	-	-	-
OTHER FINANCING SRCS Total	1,440	992	2,432
EXPENSE Total	117,616	55,134	350,630

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
Summary of Construction Fund Cash Balances
As of April 30, 2020

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	202,414.33
Fund 476 - Restricted - Michigan Road Project	37,562.40
Fund 477 - Restricted - Brightwood Project	1,272,351.87
Fund 478 - Restricted - Eagle Project	894,719.81
Fund 479 - Restricted - Multiple Projects	2,646,601.57
Fund 480 - Restricted - West Perry Project	8,654,959.22
Fund 481 - Restricted - Lawrence/ Wayne Projects	1,929,195.89
Fund 472 - Construction/Foundation	13,241.56
Total Construction Fund Cash Balances	<u><u>15,651,046.65</u></u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	202,414.33
Fund 476 - Restricted - Michigan Road Project	37,562.40
Fund 477 - Restricted - Brightwood Project	1,272,351.87
Fund 478 - Restricted - Eagle Project	894,719.81
Fund 479 - Restricted - Multiple Projects	2,646,601.57
Fund 480 - Restricted - West Perry Project	8,654,959.22
Fund 481 - Restricted - Lawrence/ Wayne Projects	1,929,195.89
Fund 472 - Construction/Foundation - Assigned - Central	13,241.56
Total Construction Fund Breakdown	<u><u>15,651,046.65</u></u>

Summary of Classifications

Total Restricted	15,637,805.09
Total Assigned	13,241.56
Total of All Classifications	<u><u>15,651,046.65</u></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	950.00	61,906.53	1,797,585.67	172,373.95	30,040.38
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	7,719,554.17	26,024.97	122,219.85	7,681,991.77	35,345.97	2,216.43
* Fund 477 - Restricted - Brightwood Project	6,170,396.01	6,100,000.00	532,695.28	1,086,059.54	4,827,648.13	1,231,080.33	41,271.54
* Fund 478 - Restricted - Eagle Project	7,844,465.11	7,800,000.00	3,900.00	24,161.02	6,905,280.19	359,504.93	535,214.88
* Fund 479 - Restricted - Multiple Projects	5,068,386.81	5,000,000.00	24,538.18	313,056.39	2,353,398.43	366,751.78	2,279,849.79
* Fund 480 - Restricted - West Perry Project	9,608,603.58	9,600,000.00	750.00	70,061.28	945,040.78	463,502.08	8,191,457.14
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,173,711.34	3,181,356.64	125,299.04	1,210,160.75	1,252,160.75	1,800,670.99	128,524.90
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>44,854,981.75</u>	<u>714,157.47</u>	<u>2,887,625.36</u>	<u>29,203,935.10</u>	<u>4,442,471.59</u>	<u>11,208,575.06</u>

<u>PROJECT</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 479	68,386.81	0.00	0.00	0.00	0.00	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	7,645.30	1,433.84	7,645.30	7,645.30	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: May 18, 2020

From: Finance Committee

**Approved by the
Library Board:** May 18, 2020

Effective Date: May 18, 2020

Subject: Resolution 19-2020 – Transfer Between Classifications and Accounts

Recommendation: Library staff recommends Board approval of the transfer.

Background: The transfers in the Operating Fund are to allocate additional funds for the West Perry Branch building project. Bond Funds are insufficient for the project due to increases in building costs since the bonds were approved in 2014.

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



Board Resolution

5b

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 19-2020
TRANSFERS BETWEEN CLASSIFICATIONS AND ACCOUNTS
May 18, 2020**

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

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

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

OPERATING FUND

Decrease

FROM:

1. PERSONAL SERVICES	10102011-411000	SALARIES	\$ (6,000.00)
1. PERSONAL SERVICES	10102029-411000	SALARIES	<u>\$ (186,000.00)</u>
			<u>\$ (192,000.00)</u>

Increase

TO:

4. CAPITAL	10102029-443500	BUILDING	<u>\$ 192,000.00</u>
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Indianapolis Public Library

2020 Projections

Operating Fund

5.14.20

Object Code Description	2019 Actuals	2020		Variance
		Projection	2020 Budget	
Beginning Cash Balance	22,972,161	\$ 25,151,724	25,151,724	
Revenues				
311000 - PROPERTY TAX	35,241,287	32,208,699	35,756,871	3,548,172
311300 - PROPERTY TAX CAPS	-	-	-	-
332200 - E-RATE REVENUE	378,942	231,743	248,400	16,657
335100 - FINANCIAL INSTITUTION TAX REV	336,411	235,665	261,850	26,185
335200 - LICENSE EXCISE TAX REVENUE	2,740,197	2,496,845	2,774,272	277,427
335400 - LOCAL OPTION INCOME TAX	4,022,623	3,854,581	3,854,584	3
335500 - COUNTY OPTION INCOME TAX	233,093	467,310	467,329	19
335700 - COMMERCIAL VEHICLE TAX REVENUE	298,245	272,398	302,664	30,266
339000 - IN LIEU OF PROP. TAX	24,521	29,440	29,440	-
347600 - COPY MACHINE REVENUE	2,257	126	-	(126)
347601 - PUBLIC PRINTING REVENUE	361,466	216,861	351,300	134,439
347602 - FAX TRANSMISSION REVENUE	74,468	48,294	60,000	11,706
347603 - PROCTORING EXAMS	4,130	2,772	3,800	1,028
347604 - PLAC CARD DISTRIBUTION REVENUE	83,509	53,719	83,000	29,281
347605 - USAGE FEE REVENUE	12,044	12,784	12,000	(784)
347606 - SET-UP & SERVICE - TAXABLE	21,295	10,044	15,000	4,956
347607 - SET-UP & SERVICE - NON-TAXABLE	17,167	8,547	12,000	3,453
347608 - SECURITY SERVICES REVENUE	23,553	11,429	18,000	6,571
347609 - EVENT SECURITY	9,630	360	-	(360)
347610 - PARKING REVENUE	-	-	-	-
347620 - CAFE REVENUE	16,325	3,529	12,000	8,471
347621 - CATERING REVENUE	78,840	40,657	60,000	19,343
351200 - FINES	634,780	110,949	650,000	539,051
351201 - OTHER CARD REVENUE	1,385	1,735	2,000	265
351202 - HEADSET REVENUE	6,795	4,543	7,000	2,457
351203 - USB REVENUE	5,332	4,142	6,000	1,858
351204 - LIBRARY TOTES	1,867	1,505	2,500	995
360000 - MISCELLANEOUS REVENUE	5,320	2,634	2,500	(134)
360001 - REVENUE ADJUSTMENT	115	1,086	-	(1,086)
361000 - INTEREST INCOME	386,888	206,552	170,000	(36,552)
362000 - FACILITY RTL REV - TAXABLE	152,884	55,968	100,000	44,032
362001 - FACILITY RENTAL REV - NONTAX	43,499	23,846	64,000	40,154
362002 - EQUIPMENT RENTAL REV - TAXABLE	21,505	1,076	1,000	(76)
362003 - EQUIPMENT RENTAL REV - NONTAX	2,801	1,804	2,500	696
367000 - FOUNDATION CONTRIBUTION	-	-	-	-
367004 - OTHER GRANTS	225,000	225,000	225,000	-
391000 - TRANSFER IN	-	-	-	-
392100 - SALE OF SURPLUS PROPERTY	3,787	-	-	-
396000 - REFUNDS	21,437	342,090	5,000	(337,090)
399000 - REIMBURSEMENT FOR SERVICES	229,203	125,471	175,000	49,529
399001 - INSURANCE REIMBURSEMENTS	424,201	1,022,605	20,000	(1,002,605)
Total Revenues	46,146,800	42,336,809	45,755,010	3,418,201

Indianapolis Public Library

2020 Projections

Operating Fund

5.14.20

Object Code Description	2019 Actuals	2020 Projection	2020 Budget	Variance
Expenditures				
411000 - SALARIES APPOINTED STAFF	\$ 15,519,814	17,438,615	\$ 17,878,748	\$ 440,133
412000 - SALARIES HOURLY STAFF	1,765,332	1,161,549	1,805,589	644,040
413000 - WELLNESS	28,144	31,146	35,000	3,854
413001 - LONG TERM DISABILITY INSURANCE	47,038	46,027	44,075	(1,952)
413002 - EMPLOYEE ASSISTANCE PROGRAM	19,200	17,600	23,500	5,900
413003 - TUITION ASSISTANCE	10,085	25,397	25,000	(397)
413004 - SALARY ADJUSTMENT	-	-	-	-
413100 - FICA AND MEDICARE	1,265,748	1,401,563	1,513,443	111,880
413300 - PERF/INPRS	2,212,257	2,468,140	2,546,358	78,218
413400 - UNEMPLOYMENT COMPENSATION	5,185	84,734	9,000	(75,734)
413500 - MEDICAL & DENTAL INSURANCE	3,914,771	4,059,259	4,614,321	555,062
413600 - GROUP LIFE INSURANCE	35,901	38,348	38,950	602
Salaries and Benefits	24,823,476	26,772,378	28,533,984	1,761,606
421500 - OFFICE SUPPLIES - FAC/PURCH	146,964	278,217	385,096	106,879
421501 - DEVICES	-	-	-	-
421502 - STAFF DEVICES	-	-	-	-
421600 - LIBRARY SUPPLIES	80,661	92,740	186,000	93,260
421700 - DEPARTMENT OFFICE SUPPLIES	485,549	338,333	373,800	35,467
422210 - GASOLINE	26,244	29,521	44,000	14,479
422250 - UNIFORMS	4,474	6,689	8,000	1,311
422310 - CLEANING & SANITATION	93,095	144,930	165,000	20,070
429001 - NON CAPITAL FURNITURE & EQUIP	60,513	123,235	128,000	4,765
Total Supplies	897,500	1,013,665	1,289,896	276,231
431100 - LEGAL SERVICES	165,396	175,653	219,000	43,348
431200 - ENGINEERING & ARCHITECTURAL	-	-	25,000	25,000
431500 - CONSULTING SERVICES	304,295	376,937	385,900	8,963
432100 - FREIGHT & EXPRESS	5,138	6,244	7,000	756
432200 - POSTAGE	19,229	59,075	64,650	5,575
432300 - TRAVEL	17,419	28,877	36,400	7,523
432400 - DATA COMMUNICATIONS	283,387	267,936	281,800	13,864
432401 - CELLULAR PHONE	11,145	10,100	10,080	(20)
432500 - CONFERENCES	63,410	63,280	143,100	79,820
432501 - IN HOUSE CONFERENCE	59,219	51,906	96,530	44,624
433100 - OUTSIDE PRINTING	170,493	148,839	177,116	28,277
433200 - PUBLICATION OF LEGAL NOTICES	1,255	1,839	1,800	(39)
434100 - WORKER'S COMPENSATION	81,569	110,978	172,612	61,634
434200 - PACKAGE	93,894	74,175	261,023	186,848
434201 - EXCESS LIABILITY	85,434	89,905	11,179	(78,726)
434202 - AUTOMOBILE	18,555	19,812	21,162	1,350
434500 - OFFICIAL BONDS	975	975	1,080	105
434501 - PUBLIC OFFICIALS & EE LIAB	15,259	15,504	17,280	1,776
434502 - BROKERAGE FEE	18,500	19,924	18,360	(1,564)
435100 - ELECTRICITY	885,733	1,101,862	1,194,813	92,951
435200 - NATURAL GAS	87,596	105,416	146,856	41,440
435300 - HEAT/STEAM	268,254	316,853	400,190	83,337
435400 - WATER	68,378	80,581	83,896	3,315
435401 - COOLING/CHILLED WATER	526,360	558,169	553,664	(4,505)
435500 - STORMWATER	20,776	35,937	24,990	(10,947)

Indianapolis Public Library

2020 Projections

Operating Fund

5.14.20

Object Code Description	2019 Actuals	2020		Variance
		Projection	2020 Budget	
435900 - SEWAGE	105,532	102,365	96,789	(5,576)
436100 - REP & MAINT-STRUCTURE	1,761,608	573,747	573,500	(247)
436101 - ELECTRICAL	-	356,168	672,000	315,832
436102 - PLUMBING	-	68,673	100,000	31,327
436103 - PEST SERVICES	-	21,051	35,000	13,949
436104 - ELEVATOR SERVICES	-	153,442	101,000	(52,442)
436110 - CLEANING SERVICES	888,544	1,050,287	1,125,311	75,024
436200 - REP & MAINT-EQUIPMENT	137,428	248,256	217,000	(31,256)
436201 - REP & MAINT-HEATING & AIR	281,413	425,303	467,000	41,697
436202 - REP & MAINT -AUTO	32,446	59,421	63,000	3,579
436203 - REP & MAINT-COMPUTERS	300,093	353,354	361,600	8,246
437200 - EQUIPMENT RENTAL	67,044	71,926	83,800	11,874
437300 - REAL ESTATE RENTAL	438,008	428,601	448,458	19,857
438200 - INTEREST	-	-	-	-
439100 - CLAIMS-AWARDS-INDEMNITIES	-	-	25,000	25,000
439600 - TRASH REMOVAL	97,155	90,344	68,563	(21,781)
439601 - SNOW REMOVAL	348,410	391,000	382,500	(8,500)
439602 - LAWN & LANDSCAPING	259,011	331,189	325,121	(6,068)
439800 - DUES & MEMBERSHIPS	56,314	77,935	55,390	(22,545)
439901 - COMPUTER SERVICES	333,844	147,626	197,500	49,874
439902 - PAYROLL SERVICES	129,579	135,698	140,000	4,302
439903 - SECURITY SERVICES	978,283	1,120,348	1,349,637	229,289
439904 - BANK FEES/CREDIT CARD FEES	47,966	62,732	65,000	2,268
439905 - OTHER CONTRACTUAL SERVICES	650,090	567,293	699,423	132,130
439906 - RECRUITMENT EXPENSES	12,866	13,415	24,300	10,885
439907 - EVENTS & PR	22,520	28,219	56,700	28,481
439908 - LIBRARY MEDIA STATION	-	-	-	-
439910 - PROGRAMMING	75,124	58,129	77,500	19,371
439911 - PROGRAMMING-JUV.	123,263	73,643	150,000	76,357
439912 - PROGRAMMING ADULT - CENTRAL	23,297	20,150	25,000	4,850
439913 - PROGRAMMING EXHIBITS - CENTRAL	960	5,000	5,000	-
439920 - PROPERTY TAXES	-	-	-	-
439930 - MATERIALS CONTRACTUAL	2,149,955	2,640,656	2,429,795	(210,861)
439931 - E-BOOKS	-	-	-	-
439932 - E-AUDIO	-	-	-	-
439933 - E-MUSIC	-	-	-	-
439934 - DATABASES	-	-	-	-
459000 - REFUNDS	5,000	-	-	-
451100 - AUDIT FEES	23,715	15,000	15,000	-
Total Other Services & Charges	12,621,138	13,411,750	14,791,368	1,379,618
443500 - BUILDING	915,665	192,000	192,000	-
444490 - IMPROVEMTS OTH THAN BUILDING	-	-	-	-
445100 - CAPITAL - FURNITURE	8,658	-	-	-
445200 - VEHICLES	47,440	-	80,000	80,000
445300 - CAPITAL - EQUIPMENT	20,740	-	-	-
445301 - COMPUTER EQUIPMENT	292,618	-	50,000	50,000
449000 - BOOKS & MATERIALS	3,776,606	3,254,054	3,584,250	330,196
449001 - PERIODICALS & NEWSPAPERS	-	-	-	-
449002 - NON-PRINT	-	-	-	-

Indianapolis Public Library

2020 Projections

Operating Fund

5.14.20

Object Code Description	2019 Actuals	2020 Projection	2020 Budget	Variance
449003 - CD'S	-	-	-	-
449004 - DVD'S	-	-	-	-
449100 - UNPROCESSED PAPERBACK BOOKS	46,034	118,187	137,000	18,813
449200 - ART & EXHIBITS	-	-	-	-
449300 - RARE BOOKS/SPECIAL COLLECTIONS	-	-	-	-
Total Other Capital Outlay	5,107,760	3,564,241	4,043,250	479,009
GRAND TOTAL EXPENDITURES	43,449,874	44,762,034	48,658,498	3,896,464
ADJUSTMENTS FOR PAYABLES	72,636	(5,311)		
TRANSFERS	(590,000)			
ENDING CASH BALANCE	\$ 25,151,724	\$ 22,721,188	\$ 22,248,236	\$ (472,952)



Board Resolution

6a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 20 - 2020

CONTINUING CONFIRMATION OF EMERGENCY REDUCTION IN HOURS AND AUTHORIZATION OF LIMITED CURBSIDE PICKUP SERVICE MAY 18, 2020

WHEREAS, On March 6, 2020, the State of Indiana declared a public health emergency in the State of Indiana as a result of the novel (new) Coronavirus Disease 2019 (“COVID-19”) outbreak, and the State subsequently extended the declaration of public health emergency through May 1, 2020; in connection with the declaration of public health emergency, the State issued additional orders to stay at home or in place of residence (hereafter referred to as the “Stay at Home Order”) providing additional statewide directives for residents and businesses, which Stay at Home Order was subsequently amended and extended through May 1, 2020;

WHEREAS, on March 16, 2020, March 23, 2020 and April 1, 2020, the Mayor of the Consolidated City of Indianapolis and County of Marion issued Executive Order Nos. 1, 2, and 3, respectively, also declaring a local disaster emergency and implementing a warning-level travel emergency imposing restrictions on travel in the County except for specifically enumerated travel deemed necessary as provided in the orders, all of which were consented to by the City-County Council and ordered to remain in place through May 1, 2020 (hereafter referred to as the “Local Travel Order”); on May 1, 2020, the Mayor of Indianapolis issued Executive Order No. 4 modifying the Local Travel Order to, among other modifications, (i) reduce the Local Travel Order to a watch-level travel advisory, (ii) acknowledge the Marion County Public Health Department extension of its stay-at-home order for Marion County until May 15, 2020, and (iii) provide that travel necessary to support essential business and operations is allowed, but only to the extent those businesses and operations are permitted by operative Marion County Public Health Department orders. The Mayor’s Executive Order No. 5 was extended through June 8, 2020, by the City County Council’s adoption of Proposition 160-2020 on May 11, 2020. Effective May 15, 2020, The Marion County Public Health Department issued Public Health Order Number 9, which permits for the commencement of a phased re-opening of various

business and civic operations in Marion County, including limited operations of the Indianapolis-Marion County Public Library (“Library”).

WHEREAS, on March 23, 2020 the Board of Trustees (“Board”) of the Library approved Resolution 12-2020 confirming the Library commitment to protect the health, safety and welfare of Library patrons, staff, volunteers and the general public in connection with the continuing and evolving threat posed by COVID-19, and confirming authorization for emergency closure of Library facilities and continuation of staff compensation, and on April 27, 2020, the Board approved Resolution 12-2020 extending and reconfirming the closure of the Library facilities and branches to the public through May 3, 2020;

WHEREAS, On May 1, 2020, the Governor of the State of Indiana issued Executive Order 20-25 renewing the public health disaster emergency to June 4, 2020 unless further extended, and issued Executive Order 20-26 establishing a roadmap to reopen the State in stages and with specific timelines established for Stage 1 and Stage 2 of reopening, with Stage 2 extending through May 23, 2020. Pursuant to Executive Order 20-26 public libraries are authorized to reopen when allowed by their own policies but subject to social distancing and sanitation measures being employed; and

WHEREAS, as a result of the updated orders and directives from the Mayor of the Consolidated City of Indianapolis and County of Marion and the State of Indiana, the Library Board deems it appropriate to extend the closure of Library branch facilities through May 31, 2020, and in furtherance of making additional library services available to the public prior to the opening or phased opening of Library branches to the public, management recommends, as permitted by Public Health Order Number 9, providing and offering a curbside pickup service on a pilot basis at a limited number of Library branches, and the Board is desirous of implementing a limited pilot program for curbside library services.

NOW, THEREFORE BE IT RESOLVED BY THE LIBRARY BOARD OF THE LIBRARY AS FOLLOWS:

- 1. Continuing Closure of Library Facilities and Planning for Phased Reopening.** In furtherance of public health and safety, the Library closed all Library locations, including the Central Library, Library Services Center, Branch Libraries, and Bookmobile operations as of Saturday, March 14, 2020, at 5:00 P.M., and pursuant to Resolution 17-2020, the Library Board extended the closure period thorough May 3, 2020, and authorized the Chief Executive Officer in consultation with the Board President to make adjustments to or further extensions of the time frame within which all or some Library facilities should remain closed or operated at less than regular hours following May 3, 2020. Given the additional extension of the Local Travel Order and the extension by the Marion County Public Health Department of its stay-at-home order through May 15, 2020, the Chief Executive Officer further extended the period for closure of all Library facilities to the public through May 18, 2020. The continued closure of all Library locations for public use, including the Central Library, Library Services Center, Branch Libraries, and Bookmobile operations through May 18, 2020, is hereby ratified,

confirmed and approved. In furtherance of public health and safety and the Board does hereby further authorize and direct the continuing closure of all Library locations for public use, including the Central Library, Library Services Center, Branch Libraries, and Bookmobile operations through May 31, 2020.

Consistent with the authority granted by the Library Board in Resolution 17-2020, in planning for the elimination or lessening of the Local Travel Order and to the extent consistent with the directives of the State of Indiana and the City of Indianapolis, the Board further authorizes the Chief Executive Officer, in consultation with the Board President, to plan, establish procedures for and implement a phased-in approach to re-opening all or some of the Library facilities following the closure period currently scheduled to end at 11:59 p.m. May 31, 2020, and in a manner consistent with reasonable and appropriate health, safety, physical and social distancing, and sanitation measures.

- 2. Authorization of Limited Curbside Pickup Service.** Although Central Library and all Library Branch building facilities shall remain closed to the public through May 31, 2020, beginning Monday, May 18, 2020, the Library will offer a pilot program for curbside pickup and return of books (“Curbside Service”) at the following five (5) locations: Central Library, East 38th Street Branch, Glendale Branch, Southport Branch and Pike Branch (“Curbside Branch Locations”). The initial hours of operation for Curbside Service at the Curbside Branch Locations will be 10:00 a.m. to 6:00 p.m. Sunday through Friday. Until such time as the Library commences opening Library branch facilities after May 31, 2020, there shall be no public access to any of the building facilities at the Curbside Branch Locations. For the protection of Library staff and patrons the Curbside Service shall be operated consistent with all appropriate health, safety, physical or social distancing and sanitation protocols. Curbside Service may be expanded to other Library Branch facilities and continue to be offered until such time as the Library Branch facilities are open to the public and operational under normal hours or as otherwise determined by the Chief Executive Officer. If at any time during the period in which the Curbside Service is offered, the provision of the service at any Curbside Branch Location is not capable of being provided in a manner consistent with the health or safety of Library staff or patrons or consistent with orders and directives issued by the Mayor of the Consolidated City of Indianapolis and County of Marion and the Governor of the State of Indiana as may be amended or supplemented from time to time, the service may be terminated or suspended at that location.
- 3. Staffing for Curbside Service.** Although the offering of Curbside Service is currently limited to the Curbside Branch Locations, because the library collection resides at all locations throughout the Library system, staff will be needed at all Library locations for book/AV request fulfillment processing and related services (“Required Staff”. Commencing May 16, 2020 Required Staff will have access to and as needed will begin returning to the Library locations to begin preparing for Curbside Service. As of May 16, 2020, any non-exempt staff present and working at any of the physical locations shall be compensated at their regular (non-premium) rate of pay.

4. **Late Fees and Charges.** Recognizing the limited ability for patrons to access Library Branch facilities for the period commencing March 13, 2020 through the end of the phase-in of the Governor’s Reopen Indiana plan provided in Executive Order 20-26, the Chief Executive Officer is authorized to extend the due dates for all Library books and materials and waive late fees. Commencing May 18, 2020, the Chief Executive Officer is further authorized to increase the limit for suspension of library card accounts from \$25 to \$100 to improve patron access to library materials during the time public access to Library branches is limited.

5. **Employment Principles.** Pursuant to Resolution 17-2020 the Board approved the Principles Governing Employee Work and Compensation (as defined and included in Resolution 17-2020, the “COVID Employment Principles”). As a result of the lifting or easing of the Stay at Home and Local Travel Orders, the Board deems it necessary to amend the COVID Employment Principles and does hereby approve the amended COVID Employment Principles in the form attached hereto as Attachment A.

6. **Effectiveness.** This Resolution shall be in full force and effect from and after its passage and until modified or rescinded by the Board.

Adopted this 18th day of May, 2020.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

ATTACHMENT A

PRINCIPLES GOVERNING EMPLOYEE WORK AND COMPENSATION WITH THE LIFTING OR EASING OF STAY AT HOME AND LOCAL TRAVEL ORDERS (EFFECTIVE MAY 16, 2020)

1. Require employees to physically come into work or to continue working remotely to the extent feasible and in a manner as determined by management and consistent with applicable provisions of the Families First Care Relief Act (FFCRA), the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA).
2. No premium pay except as may be applicable under regular overtime policies.
3. FFCRA emergency paid sick leave and expanded FMLA coverage is available to eligible employees who qualify based on specific COVID-19 related reasons. Employees would need to notify HR of their request and receive approval. Managers will be notified of this.
4. Subject to applicable emergency paid sick leave and expanded FMLA benefits under the FFCRA, applicable regular benefits under the FMLA and the ADA, and subject to any other applicable COVID-19 exigency, employees for whom no appropriate work at home solution is feasible are expected to return to the worksite unless they are approved to use available PTO or CAT time consistent with Policy 236.4, Notice and Scheduling.

These principles may be changed or modified, and consistent with existing Library policy, nothing in these stated principles shall be interpreted to create a contract of employment or alter the at-will status of Library employees.



Board Briefing Report

6b

To: IMCPL Board **Meeting Date:** May 18, 2020

From: Jessica Moore
Diversity, Equity and Inclusion Officer

Subject: Supplier Diversity Policy Statement and
Supplier Diversity Commitment, Procedures and Definitions

Indianapolis Public Library Supplier Diversity Policy Statement:

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 equal 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.

Indianapolis Public Library Supplier Diversity Commitment, Procedures, & Definitions:

Commitment Statement

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

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

Procedures

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

- Identifying certified diverse suppliers that can provide competitive, high-quality goods and services.
- Networking and participating in local conferences and associations in order to maintain awareness of resources and connecting with diverse suppliers.
- Communicating the value of supplier diversity both internally and externally to all stakeholders.
- Posting notices of procurement opportunities through transparent, public advertisement.
- Analyzing XBE utilization spend and reporting on a quarterly basis based on targets set by the City of Indianapolis – office of minority and women business development. This information will be reported to library diversity and inclusion officer, library CEO, library board of trustees, and city of Indianapolis – office of minority and women business development (OMWBD).
- Connecting small businesses with education and business development resources through local groups and organizations, for example:
 - City of Indianapolis – Office of Minority and Women Business Development
 - Indiana State Department of Administration Supplier Diversity Division
 - Mid-States Minority Supplier Development Council
 - [Small Business Administration, Indiana](#)

Accepted Certifications

[City of Indianapolis – Office of Minority and Women Business Development](#)

[Mid-States Minority Supplier Development Council](#)

[Indiana State Department of Administration Supplier Diversity Division](#)

Other certifications may be accepted. Must provide copy of certification with certifying body contact information.

Definitions

MINORITY BUSINESS ENTERPRISE (MBE):

Minority group members are United States citizens who are Asian, Black, Hispanic and Native American. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals i.e. the management and daily operations are controlled by those minority group members.

WOMEN BUSINESS ENTERPRISE (WBE):

A Women's Business Enterprise, commonly referred to as a WBE, is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens; whose business formation and principal place of business are in the U.S. or its territories; and whose management and daily operation is controlled by a woman with industry expertise.

VETERAN BUSINESS ENTERPRISE (VBE):

A veteran-owned business is a for profit business that is 51% owned, operated and controlled by United States citizens or Lawful Permanent Residents that are US military veterans.

DISABILITY-OWNED BUSINESS ENTERPRISE (DOBE):

Disability-Owned Business Enterprise is a sole proprietorship, partnership, corporation, or joint venture of which is least 51 percent owned, operated, controlled, and managed by a person with a disability.

Current Status of 2020 Strategic Planning Process

5/14/2020

Action	Status	Notes
Needs Assessment of Service Area Population	Completed	Research and content are finalized. Document under final revisions.
Updated Assessment of First five (5) years of Current Strategic Plan	Completed	Included in Board Packet
Kick-off Meetings	Completed	
Meet with EC to Outline Process	Completed	
Present Process to the Board	Completed	
SWOT, Staff Survey, and Select Interviews	SWOT – See notes Staff Survey – Closed 5/12, Analysis underway Interviews – See Notes	SWOT - SWOT and thematic analysis was completed. However, additional cross-referencing and incorporation of the feedback Jessica Moore received in her 60 listening sessions needs to occur. These listening sessions will also serve as the Interviews. Staff Survey – survey captures staff feedback on Mission, Vision, and Values (N=421)
Formulation of Strategic Plan Steering Committee	Completed	Committee met once before system closure
CEO Tour and CEO Tour Survey Results	Preliminary analysis completed	Under review.
Discussion of SWOT Themes	In Process	Discussion has occurred at EC but not with the Strategic Plan Steering Committee
General Patron Survey	On Hold	Survey has been translated to eight different languages and is ready for distribution. Online version in English and Spanish available as well.
Partner, Stakeholder, and Community Focus Groups	On Hold	Unsure as to how these will proceed. Consultant proposals for focus groups have been reviewed. Ongoing discussions regarding focus groups.

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Action #	Action # Text	Good Progress	Some Progress	Needs Attention
1-1	Continue participation as a lead institution in the Marion County Internet Library program by providing online databases for use by Library patrons, faculty and students of Marion County schools	X		
1-2	Target promotional materials for programs and services to educators, parents and students	X		
1-3	Create opportunities to connect with homeschool educators by listening to and meeting their information needs	X		
1-4	Identify opportunities to support schools in their digital journey with student training and compatible digital tools	X		
1-5	Offer demo information for teachers and media specialists to introduce students to online Library services (databases, catalog)	X		
1-6	Create opportunities to introduce preschool children to technology and literacy	X		
1-7	Offer convenient, barrier-free access to Library materials for very young readers	X		
1-8	Support the quality improvement efforts of local childcare providers	X		
1-9	Target early learning resources to caregivers and parents	X		
1-10	Promote Library resources that support completion of high school equivalency certification	X		
1-11	Create curriculum-based content for visits by primary and secondary classes to the Library	X		
1-12	Target schools who are underperforming and have the most need and create program partnerships	X		
1-13	Be an active participant in educational enrichment activities at schools in every service area	X		
1-14	Establish partnerships with institutions of higher education with the most need to improve community access to information	X		
1-15	Provide Indianapolis teachers with the resource assistance they need	X		
1-16	Investigate the potential for online skill building and online universities through the Library website	X		
1-17	Work with organizations to direct adult students to formal learning opportunities		X	
1-18	Serve as a catalyst for coordinating cultural initiatives	X		
1-19	Focus on developing programs that address a variety of literacies			X
1-20	Offer learning opportunities for seniors	X		
1-21	Partner with churches and other local organizations for program or information services to meet congregation or community needs	X		
1-22	Offer reading programs that promote reading for pleasure	X		
1-23	Provide engaging content and new formats which promote reading	X		
1-24	Provide personal attention to users' individual reading interests		X	
1-25	Increase author visits to engage readers	X		
1-26	Provide staff training on new online government sites to be responsive to patron needs		X	
1-27	Require staff to be current and competent on government issues	X		
1-28	Improve communication to the public about government resources in partnership with providers		X	
1-29	Increase computer classes at branches		X	
1-30	Continue Tinker Station demonstration and assistance with eReader devices	X		
1-31	Collect and analyze available data on adoption rates of new technology			X
1-32	Build staff capacity to meet the needs of the diverse workforce		X	
1-33	Continue the Library's commitment to provide resources to support employment	X		
1-34	Provide a job and career database for occupational research and skill development	X		
1-35	Offer skill building tutorials that teach web development and other marketable technology skills	X		
1-36	Adopt Job Centers in branches to meet changing needs of the community	X		
1-37	Participate in community job fairs to market Library resources	X		

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2-1	Be the best one-stop source for people to find quality information about commonly shared life challenges	X		
2-2	Create online community conversations on important issues		X	
2-3	Host Library forums to engage the community in timely issues	X		
2-4	Stay current by using social media trends to ensure the Library is connecting to new audiences		X	
2-5	Gather and display collection materials on issues as news stories are released, including the celebration of the Indiana Bicentennial		X	
2-6	Develop multi-layered global programs on diversity issues and cultures	X		
2-7	Harness social media to create interactive dialogue about the Library and neighborhood services	X		
2-8	Train staff in techniques for social media content creation to strengthen community connections and build audiences	No longer applicable		
2-9	Use digital signage to display community and Library information in branches to enhance the user experience		X	
2-10	Be responsive to community changes and update information quickly	X		
2-11	Provide public access to conferencing and production equipment		X	
2-12	Use the Facilities Assessment Plan as a road map to plan spaces that are highly functional, convenient to use and have adequate Wi-Fi access	X		
2-13	Increase the available study and tutoring spaces available in branches	X		
2-14	Engage teens in planning services and spaces		X	
2-15	Create spaces to support teen activities		X	
2-16	Work with area shelters to provide support to the homeless	X		
2-17	Use the Diversity Plan to design initiatives that strengthen the Library's outreach in the community		X	
2-18	Partner with social service agencies, community leaders and organizations to understand and support the disadvantaged	X		
2-19	Invest in a website translated into the languages of area residents	X		
2-20	Keep current and responsive to the information needs of the immigrant community as it changes	X		
2-21	Use icon driven promotional materials about programs and services for universal understanding			X
2-22	Connect with adaptive technology audiences to meet their needs		X	
2-23	Evaluate and upgrade adaptive technology regularly and offer at all branches		X	
2-24	Provide quality collections and programs that focus on diverse populations	X		
2-25	Be centers for community gathering and celebration of cultural diversity	X		
2-26	Provide staffing in Library agencies that creates a connection to the population served		X	
2-27	Tailor world language collections and programs to meet reading and information needs	X		
2-28	Build relationships with local businesses and community organizations in each Library service area	X		
2-29	Seek opportunities to promote Library business resources with organizations where business people attend or belong	X		
2-30	Channel Library projects to small local businesses	X		
2-31	Investigate the development of a business incubator at Central Library	Decision to not pursue		
2-32	Create opportunities to help prepare individuals to open a small business	X		
2-33	Provide materials and programming to strengthen neighborhood not-for-profits	X		
2-34	Create "pop-up" activities in collaboration with neighborhood groups to encourage the use of the Library as a "third place"	X		
2-35	Increase neighborhood organizations hosting their meetings in Library branches	X		
2-36	Increase the number of elected officials who hold office hours or town hall meetings at Library branches	X		
2-37	Create awareness of health and wellness resources	X		
2-38	Branch staff will be engaged and support their neighborhood activities	X		
2-39	Increase efforts to hire staff who enjoy taking an active role in the neighborhood community		X	
2-40	Managers will strive to be recognized as leaders in their communities by being involved in community-based projects and serving on boards or other neighborhood organizations		X	

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2-41	Promote Library services and be part of the community life by participating in community events, such as fairs and festivals	X		
2-42	Increase deployment of mobile hotspots	X		
2-43	Maintain strong bandwidth by continually monitoring and assessing demand	X		
2-44	Provide optimum public accessibility to digital information by offering the right devices, in the right quantities, at the right locations		X	

3-1	Create a system for encouraging creative ideas and rewarding them	X		
3-2	Use a consistent cultural message embraced by all staff		X	
3-4	Develop programs worthy of national recognition		X	
3-5	Work to develop the language and opportunities to educate the community about the Library's vision of service		X	
3-6	Establish competency standards and training in technology skills for all staff		X	
3-7	Train staff to make effective presentations			X
3-8	Leverage opportunities for staff to share expertise		X	
3-9	Develop staff decision-making capabilities and versatility for using community data to shape services and manage agencies		X	
3-10	Seek best information dissemination practices within the information marketplace, not just libraries		X	
3-11	Develop ways to connect patrons with skilled staff at any time, in any place and with any technology		X	
3-12	Offer in-house opportunities for staff to hear speakers discuss issues and trends	X		
3-13	Continue to offer international staff exchanges focused on Indianapolis' Sister Cities		X	
3-14	Use consistent and rigorous analysis of all services and programs		X	
3-15	Bravely eliminate dated services and programs to make room for new initiatives		X	
3-16	Improve channels for staff and the public to communicate insights for service improvements		X	
3-17	Communicate and celebrate progress routinely with staff and the public through a Community Impact Dashboard and frequent media stories		X	
3-18	Ensure that the user has a reliable and beneficial digital experience, including equipment and staff support	X		
3-19	Seek community groups and individuals willing to share their knowledge	X		
3-20	Create a method for connecting innovators and target audiences	X		
3-21	Redefine spaces for community innovators to showcase their products for public experimentation and learning		X	
3-22	Create places to incubate new ideas and allow for creativity by the public		X	
3-23	Create dialogue in the community about the role of the Library as a location where everyone can experiment with new technologies for free	X		
3-23	Serve the homebound community with mobile services	X		
3-24	Use volunteers as Library advocates	X		
3-25	Use volunteers as technology tutors			X
3-26	Create learning opportunities for interns		X	
3-27	Deliver a targeted collection through strong analysis and evaluation of collection usage through the use of tools like the Collection HQ system	X		
3-28	Assess a Radio Frequency Identification/ Automated Materials Handling system for the access and retrieval of Library materials with measurable increased efficiency	X		
3-29	Develop in-house and community based "pop-up" collections	X		
3-30	Designate marketplace areas in every Library location to promote Library materials, programs and services	X		
3-31	Increase use of the database collection through a robust marketing action plan and staff expertise	X		
3-32	Increase access points to the collection through mobile vending machines	Decision to not pursue		

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3-33	Provide access enhancements which expand the ability for staff and the public to discover materials in the Library catalog	X		
3-34	Lead the formation of a community digitization partnership for preserving, storing and providing ready access to older format materials	X		
3-35	Increase our internal capacity to participate in digitization efforts	X		
3-36	Offer more digital content to engage young readers	X		
3-37	Offer streaming video to expand our popular movie offerings	X		
3-38	Explore additional platforms for E-content	X		
3-39	Offer a job and career database for developing skills and resumes	X		
3-40	Conduct community scans to assess impact on a regular basis		X	
3-41	Measure impact of Library service by using outcomes and community indicators			X
3-42	Provide an Impact Dashboard to Library stakeholders to measure success			X
3-43	Assess community technology needs		X	
3-44	Measure outcomes and impact of Library technology efforts			X
3-45	Evaluate effectiveness of workforce, e-Government, education and health and wellness technology			X

4-1	Realign branch locations with particular attention to improving geographic access in Pike, Perry and Lawrence Townships that are presently inadequately served by current locations and resources	X		
4-2	Relocate the Eagle Branch to a new location to provide ADA access and improve service in the West 38th/Lafayette Road redevelopment area	X		
4-3	Evaluate the current Southport location to fill a service gap in Perry Township, which will improve access and services	X		
4-4	Move the branch resources currently in the Flanner House Community Center to an expanded location farther north on Martin Luther King, Jr. Drive or Michigan Road to improve services in the large gap in southeastern Pike and southwestern Washington Townships along the Martin Luther King, Jr. Drive/ Michigan Road corridor	X		
4-5	Move the branch resources currently located in the Fountain Square Branch to an expanded location in Perry Township in the area north of I-465 to fill the large service gap between the Garfield Park and Southport branches		X	
4-6	Relocate Brightwood and Glendale branches to Library-owned facilities in current vicinities to improve access and services and to eliminate leased facilities		X	
4-7	Add a location in Lawrence Township to reduce a service gap		X	
4-8	Remodel and expand the East Washington Branch to provide ADA access and improve services	X		
4-9	Identify future locations for maximum access and visibility, including proximity to transit lines	X		
4-10	Strengthen collaboration with the Beech Grove Public Library and assess the benefits of a merger	X		
4-11	Evaluate hours of service to achieve maximum accessibility			X
4-12	Develop a long term plan for mobile services, including an evaluation of current outreach services		X	
4-13	Create a new model of service for the Flanner House Community Center, in collaboration with the Center as part of the Community Quality of Life Plan	X		
4-14	Identify opportunities for Library access and service in the Fountain Square area in collaboration with Southeast Neighborhood Development, Inc. and other community partners	X		
4-15	Identify additional community centers or social service agencies where the successful partnerships with the Forest Manor, Mary Rigg and Boner Centers could be replicated or expanded			X
4-16	Explore potential co-locations with schools, universities, city agencies or in other public buildings where Library access and visibility can be achieved		X	
4-17	Pursue Shared System expansion to increase access to public library resources by students, faculty, employees and visitors of partner institutions	X		
4-18	Develop the policies and staffing models required to facilitate entire school systems joining the Shared System		X	

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4-19	Coordinate collection development of physical and digital formats to support and complement the Shared System collections where possible	X		
4-20	Develop a pop-up Library presence at community events or activities with information and materials geared to audiences or to Gen-Xers, millennials and seniors	X		
4-21	Mobilize and introduce new technology at locations outside of Library buildings to provide a service to the community for free learning opportunities, such as Tinker Stations	X		
4-22	Expand day care outreach sites served with regular programs and delivery of material	X		
4-23	Maintain active involvement with the United Way Early Reader's Club or future similar initiatives to foster early language development and preschool reading	X		
4-24	Improve communication and offer assistance to adults on the Library payment plan			X
4-25	Explore opportunities to re-engage adult patrons who have Library debt			X
4-26	Continue the Earn and Learn program for children with aggressive marketing and evaluate success and consider additional debt reduction opportunities for youth		X	
4-27	Target new residents to Indianapolis, including new immigrants		X	
4-28	Conduct a market analysis of the branch Library service areas and use the information to target card campaigns to non-user groups			X
4-29	Target loyal cardholders to help spread the word through social media			X
4-30	Explore a partnership with cultural organizations to transform the Library card into a cultural pass to local events at discounted prices		X	
4-31	Investigate online Library card registration resolving address verification issues	X		
4-32	Create a positive ongoing relationship with Library cardholders with targeted communications			X
4-33	Develop methods of tracking cardholder data of program participants			X
4-34	Assess the feasibility of migration to a new Integrated Library System for improved user experience	X		
4-35	Integrate reviews and tags into the current online catalog	X		
4-36	Create a personalized, convenient and interactive experience for the catalog user	X		
4-37	Integrate database content as part of the user search to create a more complete and richer information experience	X		
4-38	Create web pages for targeted audiences to attract new users	X		
4-39	Evaluate Chat reference services			X
4-40	Offer email alerts about Library programs and services			X
4-41	Implement online registration for programs, allowing digital notification reminders of events	X		
4-42	Implement online registration for the Summer Reading Program		X	
4-43	Reduce reliance on property taxes for Library operations by increasing access to income tax revenue (Local Option Income Tax/County Option Income Tax)		X	
4-44	Assess current practices to save money and redirect those funds to strategic projects		X	
4-45	Reduce or eliminate leased facilities and redirect those funds to services		X	
4-46	Maintain or increase profit centers where income generating services are possible	X		
4-47	Support The Indianapolis Public Library Foundation in its mission to attract grants, gifts and donations for Library services	X		
TOTAL		100	51	19
PERCENTAGE (Rounded)		58%	29%	11%



Board Briefing Report

9

To: IndyPL Board

Meeting Date: 05/18/20

From: The Indianapolis Public Library Foundation

Subject: May 2020 Update

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

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 couple 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 Foundation thanks 54 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.

92.3 WTTS

Lilly Endowment

The Indianapolis Foundation

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

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

Cultural

- Summer Workshops – Art & Music
- Adult Book Discussions
- 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



Board Action Request

10a1

To: IMCPL Board **Meeting Date:** May 18, 2020

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

Effective Date: May 18, 2020

Subject: Finances, Personnel and Travel Resolution 21-2020

Recommendation: Approve Finances, Personnel and Travel Resolution 21-2020

Background: The Finances, Personnel and Travel Resolution 21-2020 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 21 - 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 April 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 **72909** through **72984** for a total of
\$1,013,460.74 were issued from the operating bank accounts.

EFT numbers **1325** through **1345** and
302762 through **302781** and
302783 through **302796** and
302798 through **302829** for a total of
\$1,658,825.25 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 **7659** through **7661** for a total of
\$18,652.03 were issued from the gift bank account.

EFT numbers **302782** and
302797 and
302830 for a total of
\$30,708.43 were issued from the gift bank account.

Warrant numbers **268965** through **268983** for a total of
\$8,913.90 were issued for employee payroll

Direct deposits numbers **140001** through **140591** and
160001 through **160581** for a total of

\$1,057,789.12 were issued for employee payroll
Electronic transfers for payment of taxes and garnishments for a total of

\$404,016.43 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
1325	EFT	04/23/2020	CONCEPT SCHOOLS - CHICAGO REGIONAL OFFICE	1,177.00
1326	EFT	04/23/2020	SERI	300.00
1327	EFT	04/23/2020	DORIS LAKE	85.60
1328	EFT	04/23/2020	KRISTIE PARKINSON	85.60
1329	EFT	04/23/2020	MELINDA LABITA	85.60
1330	EFT	04/23/2020	GENEVA MOORE	85.60
1331	EFT	04/23/2020	CHRISTIAN THEOLOGICAL SEMINARY	575.00
1332	EFT	04/23/2020	D J MAHLER	85.60
1333	EFT	04/23/2020	9MARKS	575.00
1334	EFT	04/23/2020	BOWEN TECHNOVATION	1,020.00
1335	EFT	04/02/2020	FIDELITY INVESTMENTS	5,658.58
1336	EFT	04/03/2020	AMERICAN UNITED LIFE INSURANCE CO	3,609.69
1337	EFT	04/06/2020	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	106,000.30
1338	EFT	04/16/2020	FIDELITY INVESTMENTS	5,658.58
1339	EFT	04/16/2020	AMERICAN UNITED LIFE INSURANCE CO	3,765.69
1340	EFT	04/17/2020	ADP, INC.	6,274.27
1341	EFT	04/17/2020	ADP, INC.	982.50
1342	EFT	04/20/2020	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	104,426.65
1343	EFT	04/20/2020	INDIANA DEPARTMENT OF REVENUE	503.68
1344	EFT	04/30/2020	FIDELITY INVESTMENTS	5,658.58
1345	EFT	04/30/2020	AMERICAN UNITED LIFE INSURANCE CO	3,765.69
72909	CHECK	04/09/2020	ADTEC	4,845.00
72910	CHECK	04/09/2020	ARAB TERMITE AND PEST CONTROL INC	1,541.00
72911	CHECK	04/09/2020	AT&T	51.80
72912	CHECK	04/09/2020	BEECH GROVE SEWAGE WORKS	167.28
72913	CHECK	04/09/2020	CENTRAL INDIANA HARDWARE	4,677.90
72914	CHECK	04/09/2020	CENTRAL INDIANA SECURITY CORP., LTD	5,007.30
72915	CHECK	04/09/2020	CITIZENS ENERGY GROUP	12,062.94
72916	CHECK	04/09/2020	CROSSROADS DOCUMENT SERVICES	4,065.75
72917	CHECK	04/09/2020	DRIESSEN WATER INC	7.89
72918	CHECK	04/09/2020	DACO GLASS & GLAZING INC	165.00
72919	CHECK	04/09/2020	DELL MARKETING L.P.	26,660.40
72920	CHECK	04/09/2020	EDDIE HURM (PAINTING & SNOW REMOVAL)	1,260.00
72921	CHECK	04/09/2020	ELIZABETH FRANKLIN	1,940.30
72922	CHECK	04/09/2020	INDIANAPOLIS POWER & LIGHT COMPANY	63,332.36
72923	CHECK	04/09/2020	JACKSON SYSTEMS, LLC	293.00
72924	CHECK	04/09/2020	KONE, INC	3,151.92
72925	CHECK	04/09/2020	LEHMAN'S INC. OF ANDERSON	942.20
72926	CHECK	04/09/2020	LUNA LANGUAGE SERVICES	60.00
72927	CHECK	04/09/2020	MACDOUGALL PIERCE CONSTRUCTION	117,232.70
72928	CHECK	04/09/2020	I-MCPL - MACDOUGALL PIERCE - RETAINAGE	13,025.85
72929	CHECK	04/09/2020	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
72930	CHECK	04/09/2020	MIDWEST COLLABORATIVE FOR LIBRARY DATABASE (EMCLS)	4,500.01
72931	CHECK	04/09/2020	MOELLER PRINTING CO. INC.	3,227.01
72932	CHECK	04/09/2020	PITNEY BOWES, INC.	264.00
72933	CHECK	04/09/2020	PROVIDENCE OUTDOOR	66,600.00
72934	CHECK	04/09/2020	REPUBLIC WASTE SERVICES	7,684.41
72935	CHECK	04/09/2020	ROWLAND DESIGN, INC.	5,667.30
72936	CHECK	04/09/2020	SPRINT PCS	4,092.92
72937	CHECK	04/09/2020	THE HARMON HOUSE L.L.C.	675.00
72938	CHECK	04/16/2020	ARAB TERMITE AND PEST CONTROL INC	64.00
72939	CHECK	04/16/2020	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	5,000.00
72940	CHECK	04/16/2020	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	61,868.00
72941	CHECK	04/16/2020	CITIZENS ENERGY GROUP	3,332.05
72942	CHECK	04/16/2020	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	4,070.48
72943	CHECK	04/16/2020	JACKSON SYSTEMS, LLC	16,940.00
72944	CHECK	04/16/2020	LEHMAN'S INC. OF ANDERSON	1,572.75
72945	CHECK	04/16/2020	LUNA LANGUAGE SERVICES	4,149.04
72946	CHECK	04/16/2020	MARION COUNTY PUBLIC HEALTH DEPARTMENT	4,200.00

No.	Type	Date	Reference	Amount
72947	CHECK	04/16/2020	PAYPAL	54.10
72948	CHECK	04/23/2020	1-800MD, LLC	924.00
72949	CHECK	04/23/2020	ACTION PEST CONTROL, INC	1,000.00
72950	CHECK	04/23/2020	AJILON FINANCE	5,742.40
72951	CHECK	04/23/2020	ARAB TERMITE AND PEST CONTROL INC	426.00
72952	CHECK	04/23/2020	AT&T	1,903.80
72953	CHECK	04/23/2020	AT&T MOBILITY	668.04
72954	CHECK	04/23/2020	ATC GROUP SERVICES, LLC	776.20
72955	CHECK	04/23/2020	AXIS ARCHITECTURE & INT., LLC	3,570.00
72956	CHECK	04/23/2020	IMCPL - BOYLE CONSTRUCTION MNGMNT.,INC.- RETAINAGE	42,758.87
72957	CHECK	04/23/2020	BRIGHTWOOD INVESTORS, LLC	4,190.66
72958	CHECK	04/23/2020	BRIGHT HOUSE NETWORKS	89.99
72959	CHECK	04/23/2020	CITIZENS ENERGY GROUP	1,429.72
72960	CHECK	04/23/2020	CMID	390.00
72961	CHECK	04/23/2020	COMMERCIAL OFFICE ENVIRONMENTS INC	12,168.94
72962	CHECK	04/23/2020	DRIESSEN WATER INC	341.92
72963	CHECK	04/23/2020	DACO GLASS & GLAZING INC	2,991.00
72964	CHECK	04/23/2020	EDUCATIONPLUS RESOURCES INC.	750.00
72965	CHECK	04/23/2020	EDWARD GEORGE & ASSOCIATES, LLC	6,145.00
72966	CHECK	04/23/2020	FOUNTAIN BLOCK DEVELOPMENT L.P.	5,045.88
72967	CHECK	04/23/2020	INDIANA DEPT OF WORKFORCE DEVELOP.	445.09
72968	CHECK	04/23/2020	INDIANAPOLIS FLEET SERVICES	1,691.86
72969	CHECK	04/23/2020	JACK ELLIS HOLLINGSWORTH ARCHITECT INC.	4,000.00
72970	CHECK	04/23/2020	LIBRARY IDEAS	359.55
72971	CHECK	04/23/2020	MIDWEST COLLABORATIVE FOR LIBRARY DATABASE (EMCLS)	58,534.44
72972	CHECK	04/23/2020	SONDHI SOLUTIONS	1,023.72
72973	CHECK	04/23/2020	UNITED PARCEL SERVICE	46.35
72974	CHECK	04/23/2020	WORLD BOOK, INC.	38,353.26
72975	CHECK	04/30/2020	ADP, INC.	2,249.10
72976	CHECK	04/30/2020	ANTHEM INSURANCE COMPANIES, INC	310,500.00
72977	CHECK	04/30/2020	AT&T	1,980.71
72978	CHECK	04/30/2020	CITIZENS ENERGY GROUP	206.96
72979	CHECK	04/30/2020	CMID	750.00
72980	CHECK	04/30/2020	CONNOR FINE PAINTING	2,970.00
72981	CHECK	04/30/2020	GILLIATTE GENERAL CONTRACTORS, INC	6,363.00
72982	CHECK	04/30/2020	MARION CTY STORMWATER MGMT DISTRICT	11,048.40
72983	CHECK	04/30/2020	REGIONS BANK PURCHASING CARD	5,752.84
72984	CHECK	04/30/2020	ONE DIVERSIFIED, LLC	20,721.38
302762	EFT	04/09/2020	ABELL ELEVATOR SERVICE CO	1,268.75
302763	EFT	04/09/2020	BAKER & TAYLOR	1,295.91
302764	EFT	04/09/2020	BAKER & TAYLOR	8,721.11
302765	EFT	04/09/2020	CDW GOVERNMENT, INC.	576.65
302766	EFT	04/09/2020	EBSCO INFORMATION SERVICES	3,522.00
302767	EFT	04/09/2020	FINELINE PRINTING GROUP	680.00
302768	EFT	04/09/2020	G4S SECURE SOLUTIONS (USA) INC.	32,667.07
302769	EFT	04/09/2020	INDIANA PLUMBING AND DRAIN LLC	1,371.00
302770	EFT	04/09/2020	INDIANAPOLIS ARMORED CAR, INC	1,562.00
302771	EFT	04/09/2020	J&G CARPET PLUS	1,475.00
302772	EFT	04/09/2020	OVERDRIVE INC	64,452.47
302773	EFT	04/09/2020	PERFECTION GROUP, INC.	13,140.00
302774	EFT	04/09/2020	RECORD AUTOMATIC DOORS, INC	215.00
302775	EFT	04/09/2020	RECORDED BOOKS	1,506.96
302776	EFT	04/09/2020	RICHARD LOPEZ ELECTRICAL, LLC	10,943.57
302777	EFT	04/09/2020	RICOH USA, INC. - 12882	13,932.34
302778	EFT	04/09/2020	RYAN FIRE PROTECTION, INC	3,716.00
302779	EFT	04/09/2020	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	352.13
302780	EFT	04/09/2020	TITAN ASSOCIATES	68,998.23
302781	EFT	04/09/2020	VOCERA COMMUNICATIONS, INC.	8,645.16
302783	EFT	04/16/2020	BAKER & TAYLOR	927.38
302784	EFT	04/16/2020	BAKER & TAYLOR	653.28
302785	EFT	04/16/2020	BAKER TILLY VIRCHOW KRAUSE, LLP	3,625.00
302786	EFT	04/16/2020	CENTRAL SECURITY & COMMUNICATIONS	210.00
302787	EFT	04/16/2020	CITIZENS THERMAL ENERGY	37,617.24

No.	Type	Date	Reference	Amount
302788	EFT	04/16/2020	DANCORP INC. DBA DANCO	700.00
302789	EFT	04/16/2020	G4S SECURE SOLUTIONS (USA) INC.	435.46
302790	EFT	04/16/2020	MICHAEL R. TWYMAN	3,333.33
302791	EFT	04/16/2020	MIDWEST TAPE - PROCESSED DVDS	17,624.33
302792	EFT	04/16/2020	MIDWEST TAPE, LLC	3,034.96
302793	EFT	04/16/2020	MIDWEST TAPE, LLC	11,835.75
302794	EFT	04/16/2020	OFFICEWORKS	17,323.43
302795	EFT	04/16/2020	OVERDRIVE INC	276,920.22
302796	EFT	04/16/2020	RICHARD LOPEZ ELECTRICAL, LLC	5,267.06
302798	EFT	04/23/2020	ABELL ELEVATOR SERVICE CO	16,290.00
302799	EFT	04/23/2020	ALSCO	1,034.79
302800	EFT	04/23/2020	BAKER TILLY VIRCHOW KRAUSE, LLP	950.00
302801	EFT	04/23/2020	BOYLE CONSTRUCTION MANAGEMENT, INC.	384,829.69
302802	EFT	04/23/2020	CDW GOVERNMENT, INC.	550.00
302803	EFT	04/23/2020	G4S SECURE SOLUTIONS (USA) INC.	41,804.55
302804	EFT	04/23/2020	GLENDALE MALL	25,895.83
302805	EFT	04/23/2020	IRVINGTON PRESBYTERIAN CHURCH	937.50
302806	EFT	04/23/2020	JCOS, INC.	67,573.53
302807	EFT	04/23/2020	LEVEL (3) COMMUNICATIONS, LLC	3,146.97
302808	EFT	04/23/2020	LOCKERBIE SQUARE CABINET CO	1,560.00
302809	EFT	04/23/2020	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	68.96
302810	EFT	04/23/2020	MIDWEST TAPE, LLC	1,264.27
302811	EFT	04/23/2020	OVERDRIVE INC	67,082.77
302812	EFT	04/23/2020	PERFECTION GROUP, INC.	12,250.00
302813	EFT	04/23/2020	RECORD AUTOMATIC DOORS, INC	1,558.95
302814	EFT	04/23/2020	RICHARD LOPEZ ELECTRICAL, LLC	29,300.01
302815	EFT	04/23/2020	RYAN FIRE PROTECTION, INC	285.00
302816	EFT	04/23/2020	STENZ CONSTRUCTION CORPORATION	33,390.27
302817	EFT	04/23/2020	STENZ MANAGEMENT COMPANY, INC	7,211.13
302818	EFT	04/23/2020	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	150.25
302819	EFT	04/30/2020	ABELL ELEVATOR SERVICE CO	1,837.50
302820	EFT	04/30/2020	ACORN DISTRIBUTORS, INC	3,611.46
302821	EFT	04/30/2020	BAKER TILLY VIRCHOW KRAUSE, LLP	500.00
302822	EFT	04/30/2020	CENTRAL SECURITY & COMMUNICATIONS	31,884.49
302823	EFT	04/30/2020	DEMCO, INC.	1,103.08
302824	EFT	04/30/2020	EBSCO INFORMATION SERVICES	584.31
302825	EFT	04/30/2020	GILLIATTE GENERAL CONTRACTORS, INC	4,534.00
302826	EFT	04/30/2020	GRAINGER	8.22
302827	EFT	04/30/2020	J&G CARPET PLUS	600.00
302828	EFT	04/30/2020	OVERDRIVE INC	46,187.22
302829	EFT	04/30/2020	TYLER TECHNOLOGIES, INC.	1,912.50
				2,672,285.99

Summary by Transaction Type:

Computer Check	\$ 1,013,460.74
EFT Check	\$ 1,658,825.25
Total Payments	\$ 2,672,285.99
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7659	CHECK	04/16/2020	LAKESHORE EQUIPMENT COMPANY	60.94
7660	CHECK	04/16/2020	TERESA D. BREACH	121.59
7661	CHECK	04/30/2020	INDPLS-MARION CO PUB LIBRARY - GIFT FUND	18,469.50
302782	EFT	04/09/2020	BAKER & TAYLOR	372.38
302797	EFT	04/16/2020	INDPLS-MARION COUNTY PUBLIC LIBRARY	7,255.00
302830	EFT	04/30/2020	INDPLS-MARION COUNTY PUBLIC LIBRARY	23,081.05
			Total	<u><u>49,360.46</u></u>

Summary by Transaction Type:

Computer Check	\$ 18,652.03
EFT Check	\$ 30,708.43
Total Payments	\$ 49,360.46
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
May 18, 2020
PERSONNEL ACTIONS
RESOLUTION 21-2020

NEW HIRES: (None Reported)

INTERNAL CHANGES: (None Reported)

RE-HIRES: (None Reported)

SEPARATIONS:

- Daljeet Bhatti, Page, Glendale, 10 months, Effective: 05/02/2020
- Deanna Long, Public Services Associate II, Central, 30 years and 9 months, Effective: 04/30/2020
- Emily Talbott, Public Services Librarian, Southport, 33 years and 6 months, Effective: 04/30/2020

INACTIVE: (None Reported)

RE-ACTIVATE: (None Reported)

RECLASSIFICATION: (None Reported)



INDIANAPOLIS PUBLIC LIBRARY

Plans for return to work and phased resumption of onsite service

While the Library has continued to offer a robust array of on line services during the COVID 19 pandemic, only essential staff have been in Library buildings and all others have been working from home.

This will change on May 16th when, respecting the limits still in place by the Mayor and the Governor, the library will begin a phased in return of staff and services. The following pages outline that plan and the Library's compliance with the requirements of state and local authorities.

May 12, 2020

The Library has provided all employees with information on the various leave options available to them and all approved leaves have been and will continue to be documented by HR.

The Library will comply with these guidelines.

GENERAL GUIDELINES FOR ALL BUSINESSES

All Indiana businesses should take measures and institute safeguards to ensure a safe environment for their employees, customers, and clients. This includes any business that has remained open during the Stay-at-Home order, as well as those opening to employees and customers in the coming days and weeks. The safeguards below are based on the recommendations of the CDC and OSHA guidelines should be followed. These are general safeguard protocols for businesses.

EMPLOYERS:

- **Vulnerable Employees and Customers** – Those 65 and over and individuals with identified high-risk conditions are particularly vulnerable to coronavirus. These individuals should continue remote work as much as possible and should refrain from visiting businesses as much as is possible
- **Employee Screening Procedures** – Conduct daily health assessments by utilizing a screening procedure for COVID-19 symptoms for employees who are reporting for work. Examples include self-assessments before arrival in the workplace, screening questions, or taking temperatures with a no-touch thermometer
- **Personal Protective Equipment** – Identify how personal equipment will be used in the workplace, including masks or face coverings or other protective gear
- **Social Distancing** – Mitigate exposure in the workplace by implementing social distancing guidelines. Ensure a minimum of 6 feet between people, which may be accomplished in a number of ways. Examples include physical barriers such as sneeze guards, limiting capacity, altering shifts, line markings, using appointments whenever possible, and limiting close interactions with customers
- **Workplace Cleaning and Disinfection** – Implement practices according to CDC guidelines, with regular cleaning of high-touch surfaces throughout the workday and at the close of business or between shifts
- **Personal Hygiene** – Ensure that employees, customers, and clients have ready access to hand sanitizer, handwashing stations, or other disinfectant products
- **Employees with Symptoms** – Have a plan in place if an employee presents symptoms. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure
- **Implement Plans for Positive COVID-19 Cases** – Be in touch with your local health department and follow CDC guidelines to monitor COVID-19 cases and deep clean your facility
- **Signage** – Post signage about health policies and practices in common areas for employees and customers to see
- **Remote Work** – Continue to encourage remote work as much as possible
- **Families First Coronavirus Response Act** – Employers and employees should be aware of the provisions of this act



Examples of compliance

An extensive list of employees have been identified as able to work from home and approved to do so. This will significantly reduce the number of employees in the buildings. Managers are responsible for ensuring appropriate accountability from these employees.

All employees have been provided with instructional videos on the proper use of gloves and masks and these have been designated as mandatory viewing by staff. Our annual competency on Hazardous Communications has been distributed to all staff, and the Health and Safety protocol has been sent out as well. The Library will provide masks and other PPE as required for employees working on site.

IndyPL Plan for Limited Patron Services

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1. Summary

The Indianapolis Public Library proposes the following modifications to its services and processes in order to safely provide the public of Marion County with access to its resources. In general, our goals are to:

- Ensure safe social distancing by patrons and staff,
- Ensure common surfaces such as public computers and staff workstations remain clean,
- Ensure that our collection of physical materials is safe to use by the public and staff

Each branch is required to submit a document that addresses how they will accomplish the changes below in their environment. Those documents will be included here as appendices. PPE training and procedures will also be provided in an appendix. Highlighted subject headings indicate sections that require specific branch responses.

2. Curbside services

Anticipated to begin May 18th at 5 sites

- a. Outline of procedures – Staff (minimal staffing to adhere to social distancing) will be in the branch, prepping holds for patrons, and checking materials out to patrons' cards
- b. Staff will call the patron to pick-up and/or cancel holds using their phone set. Once the patron confirm items to pick-up, items will be placed in a plastic library bag, with their checkout receipt and Hold ID clearly marked on receipt which will be stapled to bag.
- c. A spot will be designated for pickups outside near the entrance doors, or under the roofed entrance area, using a table or a book cart. Signage will be posted telling people to call 317-275-xxxx when they arrive to collect their holds. They will provide staff with their last name and the last four digits of their library card and a description of the vehicle they will be driving. Patrons who do not drive to a library location will be served via a designated walk-up waiting area.
- d. The designated staff member will locate the bag of items and watch for the patron's arrival from the foyer. When the patron pulls up, they remain in their vehicle while staff walks the bags out and places them on the table/cart. The patrons need to remain in their car or stay away from the tables (at least 6 feet away) until the employee places the bag(s) on the table and heads back inside the branch. At that time, the patron may exit their vehicle and take bags.

- e. When speaking with the patron, if the patron is unable to walk to the building or carry the items, we can also offer to place the item in their trunk, provided the patron remains inside the car. In this situation, staff will walk the bag to the car trunk, lift the top (if necessary), place the bag inside, then close the trunk using a paper towel to provide protection. Staff will immediately discard the paper towel, re-enter the building, then wash their hands.
- f. Tape markings will be placed on the ground to designate where patrons can wait (6 feet back from the tables).
- g. Staff will observe the collection of the materials from the foyer. Doors will remain locked, with a stopper placed when the staff member must go outside.
- h. Returned materials must be placed in the outside book drop; materials will not be handed to staff.
- i. Items returned will be collected from the book drop and quarantined for 72 hours. Areas labeled with the days of the week will be set up in the meeting room for 72 hours quarantine.
- j. Expansion to other sites is dependent on those sites opening for limited patron services.

3. Patron Services in branch

Anticipated to begin not before June 1st, dependent on government orders

- a. Limiting the number of people in branch spaces - all branches will have a maximum number of patrons that will be allowed into the building at any given time, which will be determined using guidance provided to us by the appropriate authorities. We will reserve half of our capacity in each branch for "walk ups" and half for appointments made in advance. This is intended for patron convenience but also to minimize the number of people standing in line outside the building. A specific staff person will be designated at all times to monitor patron count. The maximum amount of time a patron (or group of patrons) will be allowed to spend in the branch will initially be one hour. Patrons entering the branch will check in with a staff person where they will be issued a nametag that will clearly state their exit time.
- b. Hours for vulnerable populations - all branches will set aside hours (10am to noon, Monday/Wednesday/Saturday) for patrons in vulnerable populations to use the library apart from the general public.
- c. Public computer use - each branch will modify their public computers so that no two computers are close enough (six feet at minimum) to violate social distancing should they both be in use simultaneously. Diagrams of each branch's plan for public computers are attached to this document.

- d. Circulation of materials - Staff will wash or sanitize their hands before and after checking books out to each patron. Self-check machines will be wiped down after each patron uses them. Materials will be returned to the library via book drops only (external or internal), and they will be quarantined for 72 hours before being checked-in and reshelved. Gloves are available for staff when emptying the book drop in the event items have spilled over. If items are contained within the book drop container, gloves are not necessary and staff should follow handwashing guidance. Dropboxes will be open to patrons as of 5/18/20. Items pulled from the shelves by patrons but not checked out should be quarantined for 72 hours.
- e. Children's areas - Children's areas will be redesigned so that high-touch items (such as toys, puppets, Call-a-Story installations, and AWE early literacy computers) will be removed.
- f. Public restrooms - When IndyPL opens to Patrons, the public restrooms will adhere to the social distancing standards, by limiting the amount of stalls and sinks for use and be maintained during the day by staff at branches. The following procedure will be used to maintain those restrooms once an hour: the staff member will use Mark 11 disinfectant to finely mist the flush lever, the toilet seat, door handle to the stall (on each side), lever on the faucet and sink, soap dispenser and towel holder. If the stall or restroom has debris or has been used in an unconventional manner, the staff member will either close and lock the restroom or lock the stall and contact Ken Stanley with Sunshine for cleaning. At Central and LSC, Sunshine Janitorial will clean each common use restroom and staff restrooms once an hour. Signs will be posted in the bathrooms encouraging patrons to wash their hands and describing best hand washing practices. Drinking fountains will be turned off and not available for use.
- g. Face covering requirements - Patrons will be required to wear a cloth mask or face covering when inside the branches, unless there is a medical reason they cannot.

4. Contactless Delivery

- a. General Notes
 - i. Flyers will be distributed about service structure to all stops prior to reopening. Communication will remain open and constant between staff and their stop contacts.
 - ii. If a stop does not have their returns ready by the time staff arrive to deliver materials, staff should not wait around for items to be gathered. Staff will drop off materials and leave. Any stop with recurring issues of not having returns ready will be addressed separately by management.

- iii. All returned items will be quarantined and then backdated when checked in after the quarantine period.

b. Daycares

- i. These stops will be notified of delivery of new materials. They should have all returns ready at their front door/desk area prior to drop off of new materials.
- ii. Any teachers looking for particular books can place requests with their stop contact. All items will be checked out on the appropriate library card prior to delivery.

c. Community Stops

- i. Community Stops can be serviced in multiple ways. Patrons may place holds with their bookmobile librarian to have items delivered bi-weekly. Items will be checked out to the patron's card prior to delivery. Items dropped off will be secured in a bag with the patron's name as identification. All patrons will need to return items to the designated location prior to the next delivery date. A tote will be provided for returns at the designated location for each stop.
- ii. Bunny Bags and paperback totes can be made available for community stops for patrons to browse and borrow from. These items will be switched out bi-weekly.
- iii. Community stop contacts will be in charge of placing materials for return at the designated location. Bookmobile staff will be in contact about delivery dates and time.
- iv. All returned items will be placed in quarantine and backdated when checked in.

d. Senior Living Centers

- i. Patrons may place holds with their bookmobile librarian to have items delivered bi-weekly. Items will be checked out to the patron's card prior to delivery. Items dropped off will be secured in a bag with the patron's name as identification. All patrons will need to return items to the designated location prior to the next delivery date. A tote will be provided for returns at the designated location for each stop.
- ii. Community stop contacts will be in charge of placing materials for return at the designated location. Bookmobile staff will be in contact about delivery dates and time.
- iii. All returned items will be placed in quarantine and backdated when checked in.

e. Homebound Patrons

- i. Homebound patrons, including Library Express patrons, will be serviced by Outreach staff with contactless delivery on a monthly basis. Patrons may be assigned to staff based on their route schedule.
- ii. Each patron will be assigned a staff member who will be in contact with the patron about placing holds, scheduling deliveries and letting them know when the delivery has been made.
- iii. Items will be checked out to the patron's card prior to delivery. Staff and patron will identify the best location for item drop off. Items will be secured in a bag with a checkout receipt and the patron's name.
- iv. Any items for return will need to be placed outside in the designated location prior to staff delivery. All returned items will be placed in quarantine and backdated when checked in.

5. Staff Adjustments in public service locations

- a. Service points - Places in branches where staff interact with the public will be adjusted to maintain social distancing. This could include things like a plexiglass shield or other physical barriers.
- b. Backroom areas - Staff work and break areas will be adjusted to ensure that social distancing is maintained. This could include adding plexiglass barriers, removing or re-spacing staff workstations, or adjusting processes so that they do not require multiple staff to gather. The appropriate number of staff people allowed simultaneously in each backroom will be determined by the Safety and Security Officer and included in the branch-specific appendix to this document. This includes kitchen and lounge areas.
- c. Restrooms - Staff restrooms will have all common surfaces wiped down with disinfectant between usage by the previous user. Only one staff member will be allowed in the restroom at any given time. When possible, the bathroom door should be propped open to maximize ventilation when not in use.
- d. Face covering requirements - Staff will be required to use appropriate face covering when working. All staff will be trained on the proper and safe usage of face covering. Alternative arrangements will be made when necessary and appropriate.

6. Plans for the Collections Management Services Area

Prior to MAY 15th the following procedures have been in place:

The following departments and staff within CMSA will primarily do remote work, with weekly visits by some to pick up items from CMSA:

- Cataloging – post migration clean-up, authority work, digital cataloging and cataloging of physical materials
- Digital Projects -- ongoing work for Lilly grant
- Electronic Resources (Darlene) – ongoing support for staff, work with communications for blogs, license renewals, etc.
- Selection and Ordering – ongoing e-book and e-audio selection, building of carts for future orders of physical materials (to be carefully scheduled – see note in separate email). Working on-site at the Fountain Square branch to weed, box up and store materials for WPR.
- Diversity project (Nike) – evaluation of MAR collection, and overall collection

The team and staff members who need to do work on site, include:

- Processing – 6 team members are currently working full-time to process and prepare materials for processing for when all processing staff members, Wayne staff and Lawrence staff return to work May 18th.
- Serials (Carrie) – Carrie is on-site a few days a week to catch up with her backlog. She is checking in and barcoding the magazine backlog. Also, some of her work is being done remotely – annual renewals through EBSCO and updating of the master subscription list.

Effective starting MAY 15th - May 29th

The remote teams will be the same: cataloging, digital projects, eresources, selection and ordering, diversity project. The on-site teams will change as follows:

- Processing – this team will grow by 11 more people, with alternating schedules for two weeks. On their off-site days, they are taking courses through Universal Class.
- Wayne and Lawrence staff will be working in the community room to process materials and help with the CMSA backlog.
- Serials (Carrie) – continues as before – 3 days per week and some work from home.
- Admin Assistant Alyssa – onsite 3 days per week to order supplies, fill supply requests etc. 2 days per week at home for projects TBD and that can be done online.

AFTER JUNE 1st

Remote teams will start to come in for weekly meetings:

- Digital Projects
- E-resources
- Selection and ordering

On-site teams:

- Cataloging becomes an on-site team 2 days per week, because there will be much more to catalog on-site.
- Processing becomes full-time, 5 days per week.
- Serials – 5 days per week, may have days where she can work from home
- Admin Assistant – 5 days per week, may have days where she can work from home

Managers: Alternating days on-site Monday so there is always a manager on-site.

Work Schedule: We are scheduling to minimize the number of people that will be in the area and maintaining the social distancing order, by alternating work shifts.

Directional Map: The attached directional maps of the department and the community room show one-way traffic flow for moving about these two spaces, to reinforce social distancing practices.

Daily cleaning: All work surfaces will be cleaned daily by sunshine staff, so all desks should be kept clear. Staff are to wipe down their own keyboards and mice daily.

Communication with colleagues: To eliminate face-to-face interactions, communication should be done by phone and or email. There should be no visiting of co-workers. If you must interact, use the double row of conveyor to between you to reinforce social distancing.

Using PPE and quarantining materials

- Face masks are to be worn at all times
- Wipes will be placed next to the copier to use to wipe down after each use
- Use gloves to unpack shipments onto pallets and into crates, pushing in pallets into Processing for distribution.
- Place 1st copies on the cataloging shelves – cataloging staff will wait 3 days before pulling these items for cataloging.
- Returned 1st copies to processing staff book shelves will remain for 3 days before being pulled for processing.
- Carts prepared for processing for the LAW and WAY staff will be quarantined for 3 days before they are processed.

Restrooms: Staff restrooms will have all common surfaces wiped down with disinfectant between usage by the previous user. Only one staff member will be allowed in the restroom at any given time. When possible, the bathroom door should be propped open to maximize ventilation when not in use.

7. Procedure for if a staff member becomes ill

1. Manager becomes aware of a staff person that tested positive, was diagnosed, or is symptomatic per CDC guidelines.
 - a. If that staff person is present in the building, they should be placed in isolated in the pre-designated isolation room, set aside for this and only this purpose. Then, go get what they need to immediately go home. They should be sent home for 14 days. Co-workers if in close contact (defined as within six feet for 10 minutes or more at any point in the previous two days) should also be immediately sent home. If this brings the staffing level of a public service building below appropriate levels, that building should close. If the affected staff member had contact with surfaces or areas used by the public (circulation desks, children's areas, etc), that building should close.
2. Manager alerts Dana Dillard, Sharon Smith, Joe Backe, Katherine Lerg (and/or the appropriate HR generalist), and John Helling (or their departmental Director)
 - a. Departmental Director alerts CEO
3. Human Resources will contact employee and begin contact tracing everyone who had contact with that staff person for the previous 48 hours. Human Resources will contact staff who had potential contact with COVID-positive staff member and alert them to self-isolate for 14 days
4. Facilities initiates sanitization of spaces/surfaces and determines length of closure needed
5. Communications determines public messaging if appropriate.
 - a. CEO determines internal communication, with input from Communications.