



Library Board Meeting Agenda

Indianapolis-Marion County Public Library

**Notice Of The Regular Meeting
May 24, 2021**

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

**For The Purpose of Considering The Following Agenda Items
Dated This 19th Day Of May, 2021**

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

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

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

-- Regular Meeting Agenda --

1. Call to Order

2. Roll Call

3. Public Comment and Communications

a. Public Comment

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

4. Approval of Minutes

a. Regular Meeting, April 26, 2021 (enclosed)

COMMITTEE REPORTS

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

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

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

a. Resolution 19 – 2021 (IMCPL Board Electronic Communications Meetings Policy) (enclosed)

b. Resolution 20 – 2021 (Amendment of By-Laws) (enclosed)

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

a. Resolution 21 – 2021 (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Sealed Bids for General Construction Services for the Fort Ben Branch Project) (enclosed)

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

9. Report of the Chief Executive Officer

a. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (22 – 2021)

Enclosed.

b. Briefing Report – Update on Security at IndyPL – John Helling, Chief Public Services Officer, will provide the Update. (enclosed)

c. Briefing Report – Post-COVID Library Hours and Services – Mr. Helling will give the Report. (enclosed)

UNFINISHED BUSINESS

10.

NEW BUSINESS

11.

DISCUSSION AND AGENDA BUILDING

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

Items suggested for upcoming Board Agendas are as follows:

June, 2021 –

INFORMATION

13. Materials

There were no materials available to distribute to the Board.

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

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

15. Notice of Special Meetings

16. Notice of Next Regular Meeting

Monday, June 28, 2021, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m. Further details will be provided at a later date.

17. Other Business

18. Adjournment



INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
MINUTES OF THE REGULAR MEETING
APRIL 26, 2021

The Indianapolis-Marion County Public Library Board met electronically via Zoom and/or telephone on Monday, April 26, 2021 at 6:35 p.m., pursuant to notice given in accordance with the rules of the Board.

1. Call To Order

Judge Salinas called the meeting to order. In the absence of Mr. Biederman, Ms. Payne acted as Secretary.

2. Roll Call

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

Members absent: Mr. Biederman.

Judge Salinas then mentioned that he wished to express his gratitude to the Library’s staff members. As everything begins to come back to life, he thanked them for everything they continue to do on a daily basis for the Library and its patrons.

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 and/or submit a question/comment to the Regular Meeting via a live stream YouTube link.

At this time, a recent comment received from a patron via the Library’s website was read into the record as follows:

Comment Submitted By:

James Weinmann

When the library has an online event like to book discussion, it would be nice to have it recorded and available for access for maybe a week after the event. That way someone who was not able to participate live, or tried to register after registration was closed, could still benefit from the event.

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

a. Regular Meeting, March 22, 2021

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

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

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

COMMITTEE REPORTS

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

a. Report of the Treasurer – March 2021

Ije Dike-Young, Chief Financial Officer, discussed the Report of the Treasurer that had been distributed to the Board.

She mentioned that the Library had received its first property tax advance in April. Our revenues year-to-date are approximately the same percentage-wise as 2020. Our interest income is down. Due to the recent move to fine free, that income stream decreased. Expenditures so far are a little less. For example, we have fewer expenses for repairs and maintenance.

Ms. Dike-Young announced that IndyPL had received the Government Finance Officers Association’s Distinguished Budget Presentation Award. This is the first time the Library has won this Award.

The Board members congratulated Ms. Dike-Young and her staff for receiving the Award.

Ms. Payne made the motion, which was seconded by Dr. Murtadha, 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. Bigsbee – Aye	Ms. Payne – Aye
Dr. Murtadha – Aye	Rev. Robinson – Aye
	Judge Salinas – Aye

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

a. Presentation on Diversity, Equity, and Inclusion at IndyPL – Q1 Updates

Jessica Moore, Diversity, Equity and Inclusion Officer, gave the Presentation. Details were shared about the Library's efforts surrounding supplier diversity. She would like each individual department to track supplier diversity. A new tool called EXB Data Tracking Dashboard will be utilized to streamline the data collection process going forward. She said that it is important to look beyond the numbers and work with vendors that share our organizational values. Ms. Moore talked about the IndyPL Equity Council, community engagement and partnerships that can help us achieve our goals.

b. Briefing Report – IndyPL Diversity Overview

Katherine Lerg, Human Resources Director, provided details about the Library's 2020 Diversity Overview. The report included information about IndyPL's progress on its staffing diversity goals. Ms. Lerg pointed out that we are slowly increasing the number of male staff. Indeed, a new recruitment package being utilized by the Library, along with LinkedIn, will help identify and attract potential staff members from underrepresented groups. It was also noted that the demographics of people who are promoted tend to reflect current staff demographics so the Library will be proactive and thoughtful when recruiting and promoting.

There were several questions from the Board members in response to Ms. Lerg's presentation. In particular, Dr. Murtadha noted that she is familiar with the use of LinkedIn and Indeed as recruitment platforms but her concern is about the culture at the Library. Do we have a culture where people want to stay? She requested further discussion on the matter.

7. Facilities Committee (TBD, Chair; Curtis Bigsbee, Dr. Khaula Murtadha)

a. Glendale Branch Replacement Project

Mike Coghlan, Manager, Facilities Projects, provided information about the Glendale Branch Replacement Project. Additionally, Kevin Montgomery with krM Architecture and Russell Lewis of Powers and Sons shared community input and design plans of the new branch. It was noted that the Budget for the building and site work is \$8,347,500 excluding fixtures, furniture and equipment. This work will be funded by the Series 2021 Bond Fund. Construction will begin in the Fall of 2021.

b. Resolution 16 – 2021 (Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Sealed Bids for General Construction Services for the Glendale Branch Replacement Project)

After full discussion and careful consideration of Resolution 16 – 2021, the resolution was adopted on the motion of Dr. Murtadha, seconded by Mr. Bigsbee, to approve Resolution 16 – 2021, Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Sealed Bids for General Construction Services for the Glendale Branch Replacement Project.

Resolution 16 – 2021 was approved on the following roll call vote:

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

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

- b. **Resolution 17 – 2021** (Ratification of Facilities Committee Approval to Award Services Contracts for Lawn Care and Landscaping Services)

Mr. Coghlan advised that the RFP Evaluation Committee of the Facilities Committee has recommended the selection of the following vendors as noted below for lawn care and landscaping services for the Library:

Schoolboy Landscaping and More, LLC
Service Area: Northeast and Southeast
Estimated Annual Value: \$54,426.00

The Davey Tree Expert Company
Service Area: Central
Estimated Annual Value: \$24,984.00

Providence Outdoor, Inc.
Service Area: Northwest and Southwest
Estimated Annual Value: \$65,295.00

After full discussion and careful consideration of Resolution 17 – 2021, the resolution was adopted on the motion of Ms. Payne, seconded by Dr. Murtadha, to approve Resolution 17 – 2021, the Ratification of Facilities Committee Approval to Award Services Contracts for Lawn Care and Landscaping Services.

Resolution 17 – 2021 was approved on the following roll call vote:

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

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

8. Library Foundation Update

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

News

The Foundation thanks the Indy Library Store for their nimbleness and adaptability. In March, the store held its second in-person sale during the pandemic. The staff adapted procedures based on what they learned from the first in-person sale and saw great results. Even more innovations are on the horizon. We applaud the Indy Library Store for maintaining a strong presence in light of a challenging environment.

We are excited to see the 2021 CEO Love Your Library Tour this year. We are encouraging our directors to attend their adopted branch library's stop.

We are in the final push for completing our fundraising goal for the Summer Reading Program. If you are interested in supporting this effort, or know of someone who might be, please contact Library Foundation President Roberta Jagers at rjagers@indyplfoundation.org.

Donors

The Foundation thanks 184 donors who made gifts last month. The following are the top corporate and Foundation contributors.

Ascension St. Vincent
 Blue & Co.
 Cathedral Women of Christ Church Cathedral
 CD-COM Systems Midwest, Inc.
 Central Indiana Community Foundation
 Eli Lilly and Company Foundation, Inc.
 Indiana Education Savings Authority
 Indiana University School of Medicine
 Indy Eleven
 krM Architecture
 Lilly Endowment, Inc.
 Microsoft
 Nina Mason Pulliam Charitable Trust
 Office of the Lawrence Township Trustee Steve Talley
 SignCraft Industries
 Stifel Nicolas & Company
 Sycamore School
 Wallington Asset Management, LLC

Program Support

This month we are proud to provide over \$249,000 for Library programs and initiatives. Examples of major initiatives supported include:

On the Road to Reading
 McFadden
 Digital Encyclopedia of Indianapolis
 Center for Black Literature and Culture
 Concert Series

9. Report Of The Chief Executive Officer

a. Confirming Resolutions:

1) Resolution Regarding Finances, Personnel and Travel (18 – 2021)

M. Jacqueline Nytes, the Library's CEO, mentioned various personnel changes that had occurred this month.

Mr. Bigsbee made the motion, which was seconded by Rev. Robinson, to approve Resolution 18 – 2021, the Resolution Regarding Finances, Personnel and Travel.

Resolution 18 – 2021 was approved on the following roll call vote:

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

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

b. Presentation on Shared eBooks for IndyPL and Marion County Schools (Axis 360)

Deb Lambert, Director, Collection Management, and Sarah Batt, Manager, Shared Systems, made the Presentation.

They discussed the PowerPoint document that had been included in the Board's packet. It was noted that the Library is shifting from providing e-books for youth on Overdrive and moving to Axis 360 instead. A small high demand and popular collection of crossover teen titles will continue to be available in Overdrive. The goal is to separate youth eBooks from adult eBooks for an age-appropriate safe experience, to establish a common and robust eBook platform shared across Marion County schools, and to grow the public library youth eBook collection where it can be shared with schools.

At this time, Charles Swink, the Media Director of Arsenal Technical High School, addressed the Board. He explained how Axis 360 is being used at Arsenal. He commented that the IndyPL collections and school collections are shared, and schools share their materials with us and each other. He noted that his students appreciate having access to library cards.

c. Briefing Report – Post-COVID Hours and Services

John Helling, Chief Public Services Officer, discussed the Report. He pointed out that as COVID trends improve, so will the number of patrons we allow into our branch locations. In May, our door count went from 37% to 50% capacity. In June, we plan to restore evening services on Mondays and Tuesdays. In September, we will restore Sunday services at select locations.

d. **Dates for 2021 CEO Tour**

Ms. Nytes invited everyone to visit her during her upcoming CEO Tour. She is stopping by every branch location throughout the month of May and wants to hear from patrons and community members to see how the Library is doing, how we can better serve the community and to share our new Strategic Plan. There is an online session planned for those individuals who prefer to participate from home on Tuesday, May 25, 2021. The full schedule for this year's Tour is located on the Library's website.

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 2021 - None

INFORMATION

13. **Materials**

There were no materials available to distribute to the Board.

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

- a. **Board Meetings for 2021**– *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 24, 2021, at the Library Services Center, 2450 North Meridian Street, at 6:30 p.m. Further details will be provided at a later date.

17. Other Business

18. Adjournment

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

The Chairman then declared the meeting adjourned at 8:35 p.m.

Patricia Payne, Acting Secretary to the Board



Indianapolis-Marion County Public Library
Report of the Treasurer for April 2021
Prepared by Accounting for the May 24, 2021 Board Meeting

5a

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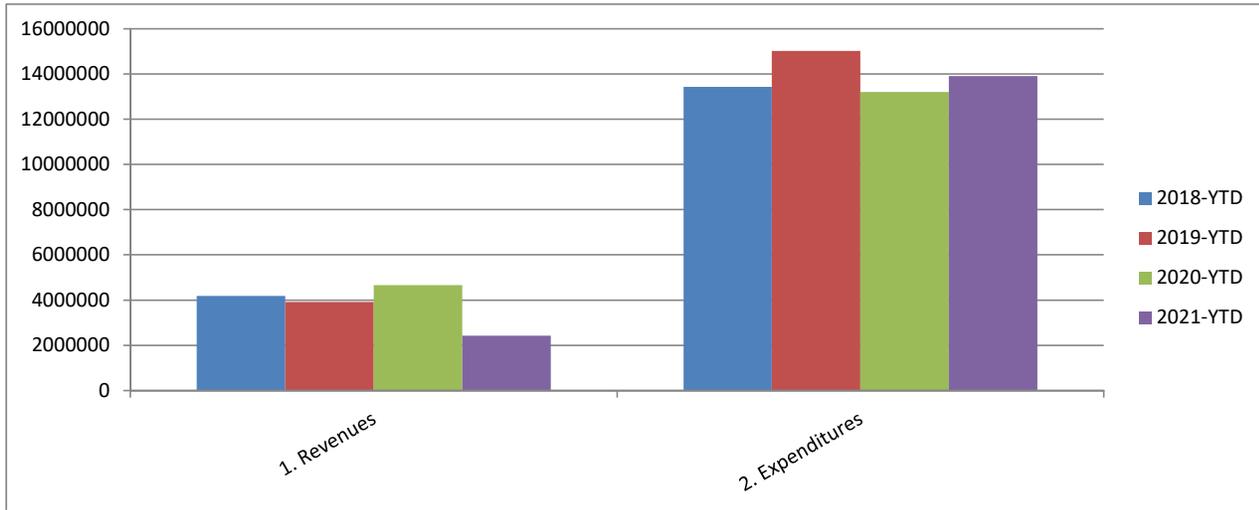
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**Indianapolis-Marion County Public Library
Operating Fund Revenues and Expenditures
Month Ended April 30, 2021**

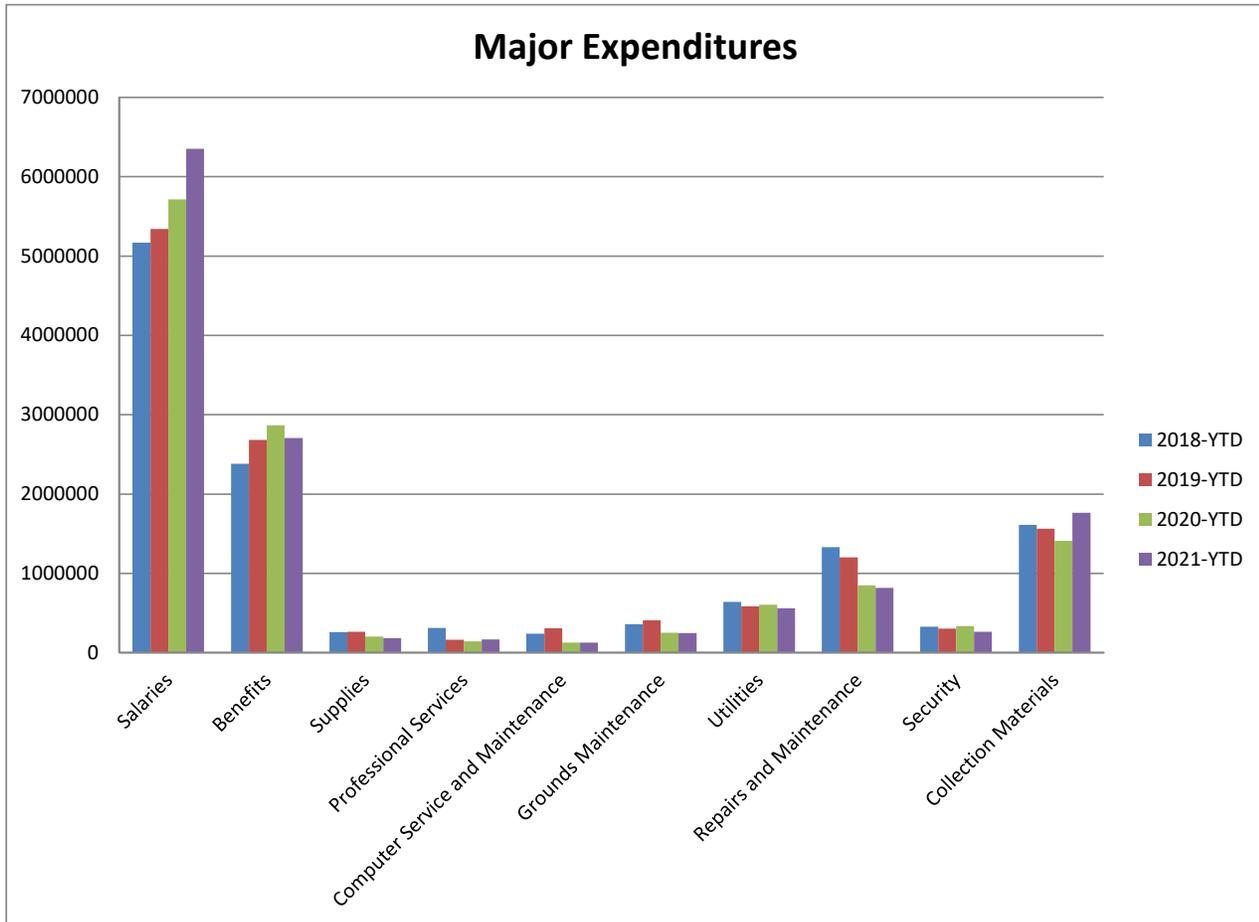
Revenue		Annual			% Budget Received
		2021 Revised Budget	Actual MTD 4/30/2021	Actual YTD 4/30/2021	
Property Taxes	31	36,247,481	1,011,209	1,011,209	3%
Intergovernmental	33	7,436,719	378,025	1,513,814	20%
Fines & Fees	35	165,918	10,937	33,699	20%
Charges for Services	34	555,491	37,330	127,070	23%
Miscellaneous	36	882,878	12,381	109,447	12%
Total		<u>45,288,487</u>	<u>1,449,882</u>	<u>2,795,238</u>	6%

Expenditures		Annual			% Budget Spent
		2021 Revised Budget	Actual MTD 4/30/2021	Actual YTD 4/30/2021	
Personal Services & Benefits	41	29,499,876	2,824,513	9,060,705	31%
Supplies	42	1,688,024	38,991	184,945	11%
Other Services and Charges	43	17,281,158	1,351,239	4,173,944	24%
Capital Outlay	44	3,551,122	301,013	482,723	14%
Total		<u>52,020,180</u>	<u>4,515,757</u>	<u>13,902,317</u>	27%

**Indianapolis-Marion County Public Library
Chart Overview
Month Ended April 30, 2021**



Major Expenditures



Indianapolis-Marion County Public Library
Fund 101- Operating Fund - Detailed Income Statement
Month Ended April 30, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
TAXES						
311000 PROPERTY TAX	45,409,231	45,409,231	1,011,209	1,011,209	-	44,398,022
311300 PROPERTY TAX CAPS	(9,161,750)	(9,161,750)	-	-	-	(9,161,750)
TAXES Total	36,247,481	36,247,481	1,011,209	1,011,209	-	35,236,272
INTERGOVERNMENTAL						
332200 E-RATE REVENUE	395,000	395,000	14,414	59,371	-	335,629
335100 FINANCIAL INSTITUTION TAX REV	298,260	298,260	-	-	-	298,260
335200 LICENSE EXCISE TAX REVENUE	2,585,701	2,585,701	-	-	-	2,585,701
335400 LOCAL OPTION INCOME TAX	3,854,584	3,854,584	321,215	1,284,861	-	2,569,723
335500 COUNTY OPTION INCOME TAX	-	-	42,395	169,581	-	(169,581)
335700 COMMERCIAL VEHICLE TAX REVENUE	273,734	273,734	-	-	-	273,734
339000 IN LIEU OF PROP. TAX	29,440	29,440	-	-	-	29,440
INTERGOVERNMENTAL Total	7,436,719	7,436,719	378,025	1,513,814	-	5,922,905
CHARGES FOR SERVICES						
347601 PUBLIC PRINTING REVENUE	303,631	303,631	26,710	90,299	-	213,332
347602 FAX TRANSMISSION REVENUE	62,553	62,553	9,575	35,296	-	27,257
347603 PROCTORING EXAMS	3,469	3,469	131	160	-	3,309
347604 PLAC CARD DISTRIBUTION REVENUE	55,000	55,000	-	-	-	55,000
347605 USAGE FEE REVENUE	2,520	2,520	20	80	-	2,440
347606 SET-UP & SERVICE - TAXABLE	17,888	17,888	200	200	-	17,688
347607 SET-UP & SERVICE - NON-TAXABLE	14,420	14,420	300	300	-	14,120
347608 SECURITY SERVICES REVENUE	19,784	19,784	120	(80)	-	19,864
347620 CAFE REVENUE	10,000	10,000	273	815	-	9,185
347621 CATERING REVENUE	66,226	66,226	-	-	-	66,226
CHARGES FOR SERVICES Total	555,491	555,491	37,330	127,070	-	428,421
FINES						
351200 FINES	153,000	153,000	9,943	31,385	-	121,615
351201 OTHER CARD REVENUE	1,163	1,163	455	585	-	578
351202 HEADSET REVENUE	5,708	5,708	144	490	-	5,218
351203 USB REVENUE	4,479	4,479	322	1,074	-	3,405
351204 LIBRARY TOTES	1,568	1,568	73	164	-	1,404
FINES Total	165,918	165,918	10,937	33,699	-	132,219
MISCELLANEOUS						
360000 MISCELLANEOUS REVENUE	2,500	2,500	44	246	-	2,254
361000 INTEREST INCOME	90,000	90,000	3,320	13,764	-	76,236
362000 FACILITY RTL REV - TAXABLE	128,422	128,422	9,017	22,041	-	106,381
362001 FACILITY RENTAL REV - NONTAX	36,539	36,539	-	(3,500)	-	40,039
362002 EQUIPMENT RENTAL REV - TAXABLE	18,064	18,064	-	200	-	17,864
362003 EQUIPMENT RENTAL REV - NONTAX	2,353	2,353	-	-	-	2,353
367004 OTHER GRANTS	225,000	225,000	-	-	-	225,000
MISCELLANEOUS Total	502,878	502,878	12,381	32,751	-	470,127
OTHER FINANCING SRCS						
396000 REFUNDS	5,000	5,000	-	-	-	5,000
399000 REIMBURSEMENT FOR SERVICES	175,000	175,000	-	76,696	-	98,304
399001 INSURANCE REIMBURSEMENTS	200,000	200,000	-	-	-	200,000
OTHER FINANCING SRCS Total	380,000	380,000	-	76,696	-	303,304
REVENUE Total	45,288,487	45,288,487	1,449,882	2,795,238	-	42,493,249
EXPENSE						

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	18,522,517	18,581,795	1,993,726	6,022,687	-	12,559,109
412000 SALARIES HOURLY STAFF	1,805,589	1,784,497	111,469	330,839	-	1,453,657
413000 WELLNESS	45,000	45,000	650	3,018	7,153	34,829
413001 LONG TERM DISABILITY INSURANCE	44,957	44,957	4,259	17,527	-	27,430
413002 EMPLOYEE ASSISTANCE PROGRAM	23,970	23,970	1,600	6,400	12,800	4,770
413003 TUITION ASSISTANCE	30,000	30,000	2,000	8,449	-	21,551
413100 FICA AND MEDICARE	1,555,100	1,558,021	152,840	461,781	-	1,096,240
413300 PERF/INPRS	2,630,197	2,630,197	276,942	837,326	-	1,792,871
413400 UNEMPLOYMENT COMPENSATION	20,000	23,463	341	8,200	6,661	8,601
413500 MEDICAL & DENTAL INSURANCE	4,737,323	4,738,247	279,549	1,354,102	37,504	3,346,641
413600 GROUP LIFE INSURANCE	39,729	39,729	1,137	10,376	-	29,353
PERSONAL SERVICES Total	29,454,382	29,499,876	2,824,513	9,060,705	64,118	20,375,053
SUPPLIES						
421500 OFFICE SUPPLIES - FAC/PURCH	710,120	766,078	48,929	97,112	92,276	576,690
421600 LIBRARY SUPPLIES	106,000	118,910	(41,225)	(35,897)	18,895	135,912
421700 DEPARTMENT OFFICE SUPPLIES	320,020	324,761	24,247	93,233	8,620	222,908
422210 GASOLINE	44,880	46,197	1,002	3,216	21,601	21,380
422250 UNIFORMS	8,160	12,360	(90)	1,741	3,110	7,510
422310 CLEANING & SANITATION	169,950	179,358	6,129	25,540	12,078	141,739
429001 NON CAPITAL FURNITURE & EQUIP	240,360	240,360	-	-	10,539	229,821
SUPPLIES Total	1,599,490	1,688,024	38,991	184,945	167,119	1,335,960
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	219,000	279,000	17,003	56,253	10,840	211,907
431500 CONSULTING SERVICES	278,320	480,732	34,001	110,807	163,179	206,747
432100 FREIGHT & EXPRESS	7,070	7,674	130	1,002	3,102	3,570
432200 POSTAGE	65,265	73,448	-	8,266	1,925	63,257
432300 TRAVEL	33,280	33,280	384	696	-	32,584
432400 DATA COMMUNICATIONS	278,400	278,400	21,850	95,926	-	182,474
432401 CELLULAR PHONE	10,890	10,890	769	3,347	-	7,543
432500 CONFERENCES	132,000	135,900	-	1,824	2,500	131,576
432501 IN HOUSE CONFERENCE	78,000	78,000	21,229	25,594	3,570	48,836
433100 OUTSIDE PRINTING	154,000	161,698	5,968	15,960	8,586	137,152
433200 PUBLICATION OF LEGAL NOTICES	1,810	1,810	-	-	-	1,810
434100 WORKER'S COMPENSATION	172,612	172,612	19,661	43,819	-	128,793
434200 PACKAGE	268,854	268,854	39,849	79,699	-	189,156
434201 EXCESS LIABILITY	11,514	11,514	4,019	8,039	-	3,476
434202 AUTOMOBILE	21,797	21,797	5,384	10,769	-	11,029
434500 OFFICIAL BONDS	1,112	1,112	-	-	-	1,112
434501 PUBLIC OFFICIALS & EE LIAB	17,798	17,798	-	9,008	-	8,790
434502 BROKERAGE FEE	20,000	20,000	5,000	10,000	-	10,000
435100 ELECTRICITY	1,236,709	1,632,157	66,963	254,728	1,235,533	141,896
435200 NATURAL GAS	167,793	219,123	11,307	62,228	99,102	57,793
435300 HEAT/STEAM	408,194	434,418	18,735	101,626	274,598	58,194
435400 WATER	87,574	113,001	3,451	15,565	89,863	7,574
435401 COOLING/CHILLED WATER	564,737	587,190	28,370	91,793	460,659	34,737
435500 STORMWATER	28,512	28,512	11,516	11,644	12,079	4,790
435900 SEWAGE	100,725	123,317	3,056	13,965	104,807	4,545
436100 REP & MAINT-STRUCTURE	746,361	786,406	56,111	147,258	275,641	363,508
436101 ELECTRICAL	487,437	550,371	5,791	69,375	254,938	226,059
436102 PLUMBING	102,000	103,025	6,390	11,342	22,142	69,541
436103 PEST SERVICES	35,700	38,646	1,448	5,778	21,168	11,700
436104 ELEVATOR SERVICES	139,740	165,931	13,202	48,447	94,879	22,606
436110 CLEANING SERVICES	1,176,936	1,256,067	77,981	327,993	727,738	200,336
436200 REP & MAINT-EQUIPMENT	221,340	227,807	82,763	91,325	23,939	112,543
436201 REP & MAINT-HEATING & AIR	476,340	521,068	51,118	109,393	148,330	263,345
436202 REP & MAINT -AUTO	64,260	67,431	1,320	7,565	3,015	56,851
436203 REP & MAINT-COMPUTERS	355,100	355,100	4,804	67,583	110,895	176,622
437200 EQUIPMENT RENTAL	86,908	86,908	5,298	24,545	33,878	28,486

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
437300 REAL ESTATE RENTAL	343,575	343,575	49,046	110,279	8,750	224,546
439100 CLAIMS, AWARDS, INDEMNITIES	25,750	25,750	-	-	-	25,750
439600 TRASH REMOVAL	71,404	74,293	9,303	37,056	37,071	166
439601 SNOW REMOVAL	419,910	443,284	80,199	208,971	50,508	183,805
439602 LAWN & LANDSCAPING	343,082	343,082	1,813	3,425	60,000	279,657
439800 DUES & MEMBERSHIPS	58,230	58,230	27,472	40,397	625	17,209
439901 COMPUTER SERVICES	366,100	366,100	1,237	21,106	18,423	326,571
439902 PAYROLL SERVICES	140,000	140,000	8,931	37,376	-	102,624
439903 SECURITY SERVICES	1,255,543	1,329,581	37,088	262,391	145,243	921,947
439904 BANK FEES/CREDIT CARD FEES	66,950	66,950	4,372	21,489	-	45,461
439905 OTHER CONTRACTUAL SERVICES	679,376	756,946	33,375	140,120	325,074	291,753
439906 RECRUITMENT EXPENSES	29,000	29,000	17,555	18,925	-	10,075
439907 EVENTS & PR	54,200	99,180	11,460	35,576	12,595	51,009
439910 PROGRAMMING	77,500	79,447	1,140	3,840	1,897	73,710
439911 PROGRAMMING-JUV.	150,000	151,963	905	6,547	5,142	140,273
439912 PROGRAMMING ADULT - CENTRAL	25,000	25,000	-	-	-	25,000
439913 PROGRAMMING EXHIBITS - CENTRAL	5,000	5,000	-	-	-	5,000
439930 MATERIALS CONTRACTUAL	3,100,000	3,592,780	442,470	1,283,287	492,780	1,816,713
451100 AUDIT FEES	15,000	30,000	-	-	15,000	15,000
452002 TRANSFERS IN/OUT	-	-	-	-	-	-
OTHER SERVICES AND CHARGES TOTAL	15,483,708	17,311,158	1,351,239	4,173,944	5,360,013	7,777,201
CAPITAL						
443500 BUILDING	-	9,481	-	-	3,049	6,432
445100 CAPITAL - FURNITURE	-	-	-	-	8,113	(8,113)
445200 VEHICLES	-	42,257	-	-	42,257	-
445301 COMPUTER EQUIPMENT	270,500	270,500	-	-	230,412	40,088
449000 BOOKS & MATERIALS	3,160,296	3,228,883	301,013	482,723	68,587	2,677,573
CAPITAL Total	3,430,796	3,551,122	301,013	482,723	352,419	2,715,979
EXPENSE Total	49,968,376	52,050,180	4,515,757	13,902,317	5,943,669	32,204,193

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

	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	\$ 31,372,728	\$ 28,770,156	\$ 26,116,172	\$ 23,403,072	\$ 20,269,203	\$ 21,288,195	\$ 33,588,443	\$ 30,173,513	\$ 26,892,845	\$ 23,542,607	\$ 21,389,638	\$ 20,847,926	\$ 31,372,728	\$ 31,372,728	
Receipts:															
PROPERTY TAX	-	-	-	1,011,209	3,963,791	13,754,357	-	-	-	1,928,523	3,181,295	12,942,028	36,781,204	36,247,481	533,723
PROPERTY TAX CAPS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E-RATE REVENUE	16,128	14,414	14,414	14,414	13,720	185,000	14,642	14,642	14,642	14,642	14,842	14,642	346,144	395,000	(48,856)
FINANCIAL INSTITUTION TAX REV	-	-	-	-	-	166,430	-	-	-	-	-	-	166,430	332,860	298,260
LICENSE EXCISE TAX REVENUE	-	-	-	-	-	1,347,376	-	-	-	-	-	-	1,347,376	2,694,752	2,585,701
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	3,854,584	3,854,584	-
COUNTY OPTION INCOME TAX	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	42,395	508,744	-	508,744
COMMERCIAL VEHICLE TAX REVENUE	-	-	-	-	-	144,824	-	-	-	-	-	-	144,824	289,648	273,734
IN LIEU OF PROP. TAX	-	-	-	-	-	13,165	-	-	-	-	-	-	13,768	26,933	29,440
COPY MACHINE REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC PRINTING REVENUE	17,650	19,041	26,898	26,710	25,000	25,000	25,000	32,000	32,000	32,000	32,000	22,981	316,280	303,631	12,649
FAX TRANSMISSION REVENUE	6,914	7,884	10,922	9,575	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,639	75,935	62,553	13,382
PROCTORING EXAMS	-	25	4	131	100	400	400	400	400	400	400	669	3,329	3,469	(140)
PLAC. CARD DISTRIBUTION REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	55,000	(55,000)
USAGE FEE REVENUE	40	-	20	20	-	-	-	500	500	500	500	520	2,600	2,520	80
SET-UP & SERVICE - TAXABLE	-	-	-	200	500	1,550	2,925	1,750	1,750	1,650	1,750	1,750	13,825	17,888	(4,063)
SET-UP & SERVICE - NON-TAXABLE	-	-	-	300	500	500	1,000	500	500	600	250	1,000	3,650	14,420	(10,770)
SECURITY SERVICES REVENUE	-	(200)	-	120	750	750	1,380	780	1,110	660	270	120	5,740	19,784	(14,044)
EVENT SECURITY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PARKING REVENUE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAFE REVENUE	235	154	153	273	-	-	-	-	1,109	231	283	201	2,639	10,000	(7,361)
CATERING REVENUE	-	-	-	-	-	-	-	2,985	4,039	3,638	-	4,630	15,292	66,226	(50,934)
FINES	5,300	5,657	10,485	9,943	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	111,385	153,000	(41,615)
OTHER CARD REVENUE	65	-	65	455	-	65	65	195	195	195	-	-	1,170	1,163	7
HEADSET REVENUE	99	107	141	144	-	50	250	230	300	230	230	230	2,010	5,708	(3,698)
USB REVENUE	229	187	336	322	300	300	300	300	300	300	300	300	3,474	4,479	(1,005)
LIBRARY NOTES	2	21	69	73	20	20	20	70	70	70	70	70	574	1,568	(994)
MISCELLANEOUS REVENUE	20	59	123	44	200	200	200	200	200	200	200	200	1,846	2,500	(654)
REVENUE ADJUSTMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
INTEREST INCOME	3,797	3,235	3,412	3,320	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	37,764	90,000	(52,236)
FACILITY RIL REV - TAXABLE	1,119	7,510	4,395	9,017	-	6,000	6,000	16,000	12,000	14,000	9,500	5,800	91,341	128,422	(37,081)
FACILITY RENTAL REV - NONTAX	-	(1,575)	(1,925)	-	-	540	540	540	2,510	2,725	5,510	2,055	10,920	36,539	(25,619)
EQUIPMENT RENTAL REV - TAXABLE	200	-	-	-	-	-	-	1,900	2,150	3,185	1,900	1,110	10,445	18,064	(7,619)
EQUIPMENT RENTAL REV - NONTAX	-	-	-	-	-	-	-	400	450	500	300	300	1,650	2,353	(703)
FOUNDATION CONTRIBUTION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER GRANTS	-	-	-	-	-	-	-	225,000	-	-	-	-	225,000	225,000	-
TRANSFER IN	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALE OF SURPLUS PROPERTY	-	-	-	-	-	-	45,780	-	-	2,075	3,850	-	51,705	-	51,705
REFUNDS	-	-	-	-	420	420	420	420	420	420	420	800	3,740	5,000	(1,260)
REIMBURSEMENT FOR SERVICES	71,621	4,890	185	-	-	10,000	-	-	15,000	71,000	2,000	2,000	176,696	175,000	1,696
INSURANCE REIMBURSEMENTS	-	-	-	-	-	-	-	-	-	-	-	-	200,000	200,000	-
Total Receipts	487,030	425,019	433,308	1,449,882	4,386,912	16,038,557	480,533	680,293	470,756	2,459,356	3,637,181	15,055,054	46,003,878	45,288,487	715,391
Expenditures:															
PERSONAL SERVICES & BENEFITS	2,010,731	2,240,418	1,985,043	2,824,513	2,223,885	2,223,885	2,223,885	2,220,735	2,220,735	3,088,800	2,220,735	2,223,235	27,706,600	29,454,382	1,747,782
SUPPLIES	45,318	48,724	51,912	38,991	139,114	139,114	139,114	139,114	139,114	139,114	139,114	148,121	1,306,864	1,599,490	292,626
OTHER SERVICES AND CHARGES	958,955	792,243	1,071,506	1,351,239	991,623	1,314,062	1,171,044	1,089,804	1,144,751	1,257,211	1,326,353	1,812,948	14,281,740	15,483,708	1,201,968
LIBRARY MATERIALS CAPITAL OUTLAY	74,598	1,325	105,787	301,013	13,298	61,248	361,420	511,307	316,394	127,200	492,691	1,064,515	3,430,796	3,430,796	-
Total Expenditures	3,089,602	3,082,709	3,214,249	4,515,757	3,367,920	3,738,309	3,895,463	3,960,960	3,820,994	4,612,325	4,178,893	5,248,819	46,726,000	49,968,376	3,242,376
Change in Payables/Petty Cash/Correction*	-	3,707	67,842	(67,994)	-	-	-	-	-	-	-	-	3,554	-	-
Transfer Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ending Balance	\$ 28,770,156	\$ 26,116,172	\$ 23,403,072	\$ 20,269,203	\$ 21,288,195	\$ 33,588,443	\$ 30,173,513	\$ 26,892,845	\$ 23,542,607	\$ 21,389,638	\$ 20,847,926	\$ 30,654,160	\$ 30,654,160	\$ 26,692,839	

**Indianapolis-Marion County Public Library
Receipts & Disbursements
Month Ended April 30, 2021**

FUND	CASH AND INVESTMENTS	RECEIPTS	DISBURSEMENTS	CASH AND INVESTMENTS
	2/28/2021			3/31/2021
101 Total Operating	23,403,072	1,449,882	4,583,751	20,269,203.60
104 Total Fines	125	48,745	48,799	70.63
226 Total Parking Garage	749,361	8,491	109,257	648,595.90
230 Total Grant	555,843	2	31,350	524,493.99
245 Total Rainy Day	6,478,675	397	505,077	5,973,994.78
270 Total Shared System	193,429	17,178	8,802	201,804.01
276 Total Cares Grant Fund	27,686	2,000	-	29,686.47
301 Total BIRF 1	2,155,290	309	-	2,155,598.98
321 Total BIRF 2	325,985	-	-	325,985.31
471 Total Library Improvement Reserve Fund	2,426,601	175	-	2,426,775.66
472 Total Construction	-	-	-	-
474 Total 2014 Multi-Branch Fac Improv	-	-	-	-
475 Total 2015 Bond RFID Books & Materials	155	-	-	155.33
476 Total 2016 Bond - Michigan Rd	3,986	-	-	3,986.47
477 Total 2017A Bond - Brightwood	26,689	-	6,936	19,753.23
478 Total 2017B Bond - Eagle	523,565	-	6,022	517,543.60
479 Total 2018A Bond - AHS/ILS/Fac Improvmts	1,559,433	-	49,144	1,510,288.80
480 Total 2018 BBond - West Perry Branch	3,009,819	-	372,468	2,637,350.62
481 Total 2019 Bond - LAW WAY Renovation	16,619	-	5,162	11,456.96
482 Total 2020 Bond - Fac Renov Equip Acq	4,981,588	-	42,806	4,938,781.91
800 Total Gift	1,625,172	132,531	52,504	1,705,199.34
806 Total Payroll Liabilities (1)	60,601	154,565	122,512	92,654.39
812 Total Foundation Agency Fund	1,518	143	-	1,660.34
813 Total Staff Association Agency Fund	31	-	-	31.00
814 Total Sales Tax Agency Fund	346	697	346	696.87
815 Total PLAC Card Revenue Agency Fund	7,690	1,170	-	8,859.55
Grand Total	48,133,280	1,816,284	5,944,936	44,004,628

Indianapolis Marion County Public Library
Status of the Treasury
Investment Report
Month Ended April 30, 2021

Chase Savings Account

	Balance April 30, 2021	Interest Earned April 30, 2021
Operating Fund	\$ 2,002,839	\$ 16
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,242	\$ 3
Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,760	\$ 3
Gift Fund	\$ 75	\$ 2
Total Chase Savings Account	\$ 3,023,696	\$ 24

The average savings account rate for April was 0.01%

Previous Month's Chase Savings Account Activity

	Balance March 31, 2021	Interest Earned March 31, 2021
Operating Fund	\$ 2,002,823	\$ 17
Grant Fund	\$ 193,395	\$ -
Parking Garage	\$ 409,238	\$ 3
Bond & Interest Redemption Fd	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 13,386	\$ -
Rainy Day Fund	\$ 404,757	\$ 3
Gift Fund	\$ 74	\$ 2
Total Chase Savings Account	\$ 3,023,672	\$ 25

The average savings account rate for March was 0.01%

Fifth Third Bank Investment Account

	Balance April 30, 2021	Interest Earned April 30, 2021
Library Improvement Reserve Fd	\$ 2,229,611	\$ 175
Rainy Day Fund	\$ 4,459,813	\$ 349
Total Fifth Third Bank	\$ 6,689,424	\$ 524

The average investment account rate for April was 0.09%

Previous Month's Fifth Third Bank Investment Account

	Balance March 31, 2021	Interest Earned March 31, 2021
Library Improvement Reserve Fd	\$ 2,229,436	\$ 187
Rainy Day Fund	\$ 4,459,463	\$ 374
Total Fifth Third Bank	\$ 6,688,899	\$ 561

The average investment account rate for March was 0.06%

Hoosier Fund Account Income

	Balance April 30, 2021	Interest Earned April 30, 2021
Operating Fund	\$ 8,668,295	\$ 2,898
Rainy Day Fund	\$ 179,590	\$ 44
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 3,062,846	\$ -
2018A Multi-Project Fund	\$ 1,251,796	\$ -
Bond & Interest Redemption Fd	\$ 26,548	\$ 309
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 13,189,075	\$ 3,251

The average Hoosier Fund account rate for April was 0.30%

Previous Month's Hoosier Fund Account Income

	Balance March 31, 2021	Interest Earned March 31, 2021
Operating Fund	\$ 8,665,397	\$ 2,994
Rainy Day Fund	\$ 179,546	\$ 46
2017A Brightwood Project Fund	\$ -	\$ -
2018B West Perry Project Fund	\$ 3,062,846	\$ -
2018A Multi-Project Fund	\$ 1,251,796	\$ -
Bond & Interest Redemption Fd	\$ 26,239	\$ 319
2019 Lawrence/Wayne Project Fund	\$ -	\$ -
Total Hoosier Fund Account	\$ 13,185,824	\$ 3,359

The average Hoosier Fund account rate for March was 0.30%

TrustIndiana

	Balance April 30, 2021	Interest Earned April 30, 2021
Operating Fund	\$ 6,426,091	\$ 401
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ 370,223	\$ -
2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
Total TrustIndiana Account	\$ 7,337,463	\$ 401

The average TrustIndiana account rate for April was 0.07%

Previous Month's TrustIndiana

	Balance March 31, 2021	Interest Earned March 31, 2021
Operating Fund	\$ 6,425,690	\$ 394
2015 RFID Project Fund	\$ -	\$ -
2017A Brightwood Project Fund	\$ -	\$ -
2017B Eagle Project Fund	\$ 370,223	\$ -
2018B West Perry Project Fund	\$ -	\$ -
Bond & Interest Redemption Fd 2	\$ 90,897	\$ -
Bond & Interest Redemption Fd	\$ 450,251	\$ -
Total TrustIndiana Account	\$ 7,337,061	\$ 394

The average TrustIndiana account rate for March was 0.06%

U. S. Bank

	Balance April 30, 2021	Interest Earned April 30, 2021
Operating Fund	\$ 1,053,333	\$ 5
Total U. S. Bank	\$ 1,053,333	\$ 5

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

Previous Month's U.S. Bank

	Balance March 31, 2021	Interest Earned March 31, 2021
Operating Fund	\$ 1,053,328	\$ 6
Total U. S. Bank	\$ 1,053,328	\$ 6

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

Indianapolis-Marion County Public Library
Fund 301 and 321 - Bond and Interest Funds - Detailed Income Statement
Month Ended April 30, 2021

	ORIGINAL BUDGET	REVISED BUDG.	MTD	YTD	P.O.	AVAILABLE BUDG.
REVENUES						
Property Taxes						
311000 PROPERTY TAX	14,136,876	14,136,876	-	-	-	14,136,876
Property Taxes Total	14,136,876	14,136,876	-	-	-	14,136,876
Intergovernmental						
335100 FINANCIAL INSTITUTION T	97,302	97,302	-	-	-	97,302
335200 LICENSE EXCISE TAX REVE	810,160	810,160	-	-	-	810,160
335700 COMMERCIAL VEHICLE TAX	89,302	89,302	-	-	-	89,302
339000 IN LIEU OF PROP. TAX	8,521	8,521	-	-	-	8,521
Intergovernmental Total	1,005,285	1,005,285	-	-	-	1,005,285
Miscellaneous						
361000 INTEREST INCOME	-	-	309	1,235	-	(1,235)
Miscellaneous Total	-	-	309	1,235	-	(1,235)
REVENUES Total	15,142,161	15,142,161	309	1,235	-	15,140,926
EXPENSES						
Other Services and Charges						
439904 BANK FEES/CREDIT CARD F	14,750	14,750	-	1,500	-	13,250
438100 PRINCIPAL	15,385,000	15,385,000	-	1,700,000	-	13,685,000
438200 INTEREST	1,467,665	1,467,665	-	141,337	-	1,326,328
Other Services and Charges Total	16,867,415	16,867,415	-	1,842,837	-	15,024,578
EXPENSES Total	16,867,415	16,867,415	-	1,842,837	-	15,024,578

Indianapolis-Marion County Public Library
Fund 245 - Rainy Day Fund - Detailed Income Statement
Month Ended April 30, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	30,000	30,000	397	1,736	-	28,264
MISCELLANEOUS Total	30,000	30,000	397	1,736	-	28,264
REVENUE Total	30,000	30,000	397	1,736	-	28,264
EXPENSE						
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	100,000	100,000	12,747	26,259	-	73,741
431200 ENGINEERING & ARCHITECTURAL	400,000	404,200	489,810	493,010	1,177,285	(1,266,095)
431500 CONSULTING SERVICES	-	8,400	2,520	10,760	83,800	(86,160)
OTHER SERVICES AND CHARGES TOTAL	500,000	512,600	505,077	530,029	1,261,085	(1,278,514)
CAPITAL						
441000 LAND	1,000,000	1,000,000	-	-	-	1,000,000
443500 BUILDING	1,500,000	1,500,000	-	-	-	1,500,000
CAPITAL Total	2,500,000	2,500,000	-	-	-	2,500,000
EXPENSE Total	3,000,000	3,012,600	505,077	530,029	1,261,085	1,221,486

Indianapolis-Marion County Public Library
Fund 471 - Library Improvement Reserve Fund - Detailed Income Statement
Month Ended April 30, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
MISCELLANEOUS						
361000 INTEREST INCOME	20,000	20,000	175	766	-	19,234
MISCELLANEOUS Total	20,000	20,000	175	766	-	19,234
REVENUE Total	20,000	20,000	175	766	-	19,234
EXPENSE						
OTHER SERVICES AND CHARGES						
436100 REP & MAINT-STRUCTURE	-	28,441	-	32,701	-	(4,260)
OTHER SERVICES AND CHARGES TOTAL	-	28,441	-	32,701	-	(4,260)
CAPITAL						
444501 COMPUTER SOFTWARE	-	133,362	-	2,550	130,812	-
CAPITAL Total	-	133,362	-	2,550	130,812	-
EXPENSE Total	-	161,803	-	35,251	130,812	(4,260)

Indianapolis-Marion County Public Library
Fund 226 - Parking Garage - Detailed Income Statement
Month Ended April 30, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347610 PARKING REVENUE	120,000	120,000	8,288	24,816	-	95,184
347611 EVENTS PARKING	8,000	8,000	200	200	-	7,800
CHARGES FOR SERVICES Total	128,000	128,000	8,488	25,016	-	102,984
MISCELLANEOUS						
361000 INTEREST INCOME	1,000	1,000	3	27	-	973
MISCELLANEOUS Total	1,000	1,000	3	27	-	973
REVENUE Total	129,000	129,000	8,491	25,043	-	103,957
EXPENSE						
SUPPLIES						
421200 PRINTER SUPPLIES	2,000	2,000	-	-	-	2,000
421500 OFFICE SUPPLIES - FAC/PURCH	6,000	6,000	118	281	-	5,719
422310 CLEANING & SANITATION	100	100	-	-	-	100
SUPPLIES Total	8,100	8,100	118	281	-	7,819
OTHER SERVICES AND CHARGES						
431100 LEGAL SERVICES	5,000	5,000	-	-	-	5,000
431501 PARKING GARAGE CONTRACTUAL	12,000	12,000	1,000	3,000	-	9,000
432200 POSTAGE	100	100	-	-	-	100
432400 DATA COMMUNICATIONS	6,000	6,000	450	1,378	-	4,622
434201 EXCESS LIABILITY	7,000	7,000	389	1,182	-	5,818
436100 REP & MAINT-STRUCTURE	15,000	15,000	-	3,600	-	11,400
436110 CLEANING SERVICES	8,000	8,000	-	-	-	8,000
436200 REP & MAINT-EQUIPMENT	8,000	8,000	-	49	-	7,951
436201 REP & MAINT-HEATING & AIR	123,062	146,124	-	-	23,062	123,062
439904 BANK FEES/CREDIT CARD FEES	7,000	7,000	122	327	-	6,673
439905 OTHER CONTRACTUAL SERVICES	52,000	52,000	1,991	9,598	-	42,402
OTHER SERVICES AND CHARGES TOTAL	243,162	266,224	3,952	19,134	23,062	224,028
CAPITAL						
445300 CAPITAL - EQUIPMENT	184,446	322,781	105,188	105,188	33,147	184,446
CAPITAL Total	184,446	322,781	105,188	105,188	33,147	184,446
EXPENSE Total	435,708	597,105	109,257	124,603	56,209	416,293

Indianapolis-Marion County Public Library
Fund 270 - Shared System - Detailed Income Statement
Month Ended April 30, 2021

	Original Budget	Revised Budget	MTD	YTD	P.O.	Available Budget
REVENUE						
CHARGES FOR SERVICES						
347640 SHARED SYSTEM REVENUE	-	-	17,178	40,510	-	(40,510)
CHARGES FOR SERVICES Total	-	-	17,178	40,510	-	(40,510)
REVENUE Total	-	-	17,178	40,510	-	(40,510)
EXPENSE						
PERSONAL SERVICES						
411000 SALARIES APPOINTED STAFF	62,942	62,942	7,262	21,787	-	41,155
413100 FICA AND MEDICARE	4,815	4,815	508	1,520	-	3,295
413300 PERF/INPRS	8,938	8,938	1,031	3,094	-	5,844
PERSONAL SERVICES Total	76,695	76,695	8,802	26,401	-	50,293
SUPPLIES						
421600 LIBRARY SUPPLIES	5,000	5,641	-	310	332	5,000
SUPPLIES Total	5,000	5,641	-	310	332	5,000
OTHER SERVICES AND CHARGES						
431500 CONSULTING SERVICES	5,000	5,000	-	-	-	5,000
432300 TRAVEL	1,500	1,500	-	-	-	1,500
432501 IN HOUSE CONFERENCE	250	250	-	-	-	250
439901 COMPUTER SERVICES	916	916	-	120	-	796
439907 EVENTS & PR	500	500	-	-	-	500
439909 REIMBURSEMENT FOR SERVICES EXP	75,000	75,000	-	-	-	75,000
439930 MATERIALS CONTRACTUAL	14,000	14,000	-	9,488	-	4,512
OTHER SERVICES AND CHARGES TOTAL	97,166	97,166	-	9,608	-	87,558
EXPENSE Total	178,861	179,502	8,802	36,319	332	142,851

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended April 30, 2021

	MTD	YTD
REVENUE		
MISCELLANEOUS		
334700 GRANTS - LSTA	-	-
334720 GRANTS - STATE	-	2,288
360000 MISCELLANEOUS REVENUE	-	-
360001 REVENUE ADJUSTMENT	-	-
361000 INTEREST INCOME	2	13
367000 FOUNDATION CONTRIBUTION	137,326	553,050
367002 FOUNDATIONS - DESIGNATED GIFTS	-	-
367004 OTHER GRANTS	-	122,113
396000 REFUNDS	-	-
399000 REIMBURSEMENT FOR SERVICES	(4,795)	(4,795)
MISCELLANEOUS Total	132,533	672,669

REVENUE Total	132,533	672,669
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EXPENSE

00005012 - AQUARIUM MAINTENANCE MULTI-BRANCH	589	2,024
00015001 - CENTRAL UNRESTRICTED GIFT	-	-
00015007 - CBLC CENTER FOR BLACK LIT & CULTURE	12,020	30,480
00045001 - IRVINGTON UNRESTRICTED GIFT	59	59
00055001 - BRIGHTWOOD UNRESTRICTED GIFT	-	34
00065001 - DECATUR UNRESTRICTED GIFT	54	54
00075001 - EAGLE UNRESTRICTED GIFT	-	61
00135001 - LAWRENCE UNRESTRICTED GIFTS	50	153
00145001 - NORA UNRESTRICTED GIFTS	14	67
00155005 - PIKE AQUARIUM	219	930
00185001 - SPADES PRK UNRESTRICTED GIFTS	592	592
00195001 - WAYNE UNRESTRICTED GIFTS	-	37
00215001 - FRANKLIN RD UNRESTRICTED GIFTS	-	-
00405001 - CEO UNRESTRICTED GIFTS	5	505
00405010 - DIGITAL ENCYCLOPEDIA OF INDPLS DEOI	-	152,920
00425002 - LIBRARY MATERIALS MEMORIAL FUND	297	(1,501)
00425003 - LIBRARY MATERIALS ESTATE GIFTS	-	20
00425010 - LILLY CITY DIGITIZATION	3,712	9,775
00425015 - LSTA DIGITIZING LA VOZ DE INDIANA	10,680	10,680
18055010 - GROW WITH GOOGLE	3,655	15,981
18245013 - POCKET PARK STORYWALK TCM	-	-
18465011 - SCHOOL LIBRARY CARDS	-	10,901
19420515 - COMMUNITY CORE COLLECTION CMSA	283	1,434
19425022 - SIMON LOVE OF READING	-	-
20005010 - TEEN ADVISORY GRP MULTI-BRANCH	327	327
20005012 - READY TO READ 2020	-	5

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended April 30, 2021

	MTD	YTD
20005013 - SUMMER READING PROGRAM 2020	-	2,300
20005014 - CAREER CENTER 2020	-	185
20005026 - TEEN SPACES MULTI-BRANCH	1,034	1,102
20005027 - ADULT BOOK DISCUSSIONS MULTI-BRANCH	-	130
20005028 - CODING & TECH FOR ADULTS MULTI BRAN	2,110	2,185
20015016 - SIMPLE AFFORDABLE PLANT BASED COOKI	-	182
20015032 - CONSERVATION PRESERVATION CENTRAL	-	-
20015033 - ISCR LECTURE SERIES CENTRAL	-	500
20065010 - ART FOR FAMILIES DECATUR	-	332
20065011 - STEAM PRESCHOOL STORYTIME DECATUR	-	56
20125011 - HVL DEVICE LENDING EXPANSION	4,180	14,453
20225010 - SNACKS & STORIES WARREN	324	324
20275010 - MICHIGAN ROAD BRANCH ART	-	3,000
20425010 - GENERAL DIGITIZATION 2020	-	3,751
20425011 - MARION CTY INTERNET LIBRARY 20-21	-	500
20425015 - ANTI-RACISM BOOKS	5,065	8,636
20425017 - AXIS 360 HIGH SCHOOL EBOOKS	-	49,727
20425018 - AXIS 360 COVID EXPANSION EBOOKS	5,138	5,138
20455011 - LUNCH AND LEARN PDA	1,000	1,000
20455023 - 100 BOOKS BEFORE GRADUATION	-	2,542
20455024 - CIVIC SWITCHBOARD	1,000	8,450
20455028 - TEEN COMMUNITY BOOK CLUBS	-	2,650
20455030 - FOLKLORIC DANCE DEMOS	500	1,000
20465011 - BRANDED GIVEAWAYS	6,076	6,076
21005013 - SUMMER READING PROGRAM 2021	20,201	20,465
21005033 - MENTAL HEALTH AND WELL BEING	266	266
21005036 - PRESCHOOL PACKAGED PROGRAMS	1,252	3,234
21005037 - CONCERT SERIES	2,350	4,750
21015011 - NONPROFIT WORKSHOPS AT CENTRAL	1,125	1,500
21015016 - SIMPLE AND AFFORDABLE PLANT BASED C	182	364
21015037 - CENTRAL LIBRARY BOOK CLUB	-	(1,860)
21085018 - ZINE COLLECTION	-	826
21085022 - GRAB AND GO CRAFTS E38	-	175
21135010 - ADULT BOOK DISCUSSIONS - LAW	-	135
21135011 - CULTURE HISTORY AND SOCIETY LAW	50	100
21225015 - TEEN GAMING AND ART	17	17
21225016 - FANDOM AT THE LIBRARY	37	37
21415015 - THE PUBLIC COLLECTION ART STRATEGIE	1,909	1,909
21455010 - MEET THE ARTIST XXXIII 2021 ALL STA	-	15,480
21455014 - CAREER CENTER	388	1,473
21455018 - FIT LIT BOOK DISCUSSION AND LECTURE	200	400
21455034 - INTERNATIONAL FESTIVALS AND CELEBRA	-	796

Indianapolis-Marion County Public Library
Fund 800 & 230 - Gift and Grant - Detailed Income Statement
Month Ended April 30, 2021

	MTD	YTD
EXPENSE Total	86,959	399,821

**Indianapolis-Marion County Public Library
Summary of Construction Fund Cash Balances
Month Ended April 30, 2021**

Construction Fund Cash Balances - Does Not Include Retainage Withheld

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	3,986.47
Fund 477 - Restricted - Brightwood Project	19,753.23
Fund 478 - Restricted - Eagle Project	517,543.60
Fund 479 - Restricted - Multiple Projects	1,505,736.51
Fund 480 - Restricted - West Perry Project	1,986,561.36
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects II	4,938,781.91
Total Construction Fund Cash Balances	<u>8,983,975.37</u>

Construction Fund Classification Breakdown

Fund 475 - Restricted - RFID Project	155.33
Fund 476 - Restricted - Michigan Road Project	3,986.47
Fund 477 - Restricted - Brightwood Project	19,753.23
Fund 478 - Restricted - Eagle Project	517,543.60
Fund 479 - Restricted - Multiple Projects	1,505,736.51
Fund 480 - Restricted - West Perry Project	1,986,561.36
Fund 481 - Restricted - Lawrence/ Wayne Projects	11,456.96
Fund 482 - Restricted - Multiple Projects II	4,938,781.91
Total Construction Fund Breakdown	<u>8,983,975.37</u>

Summary of Classifications

Total Restricted	8,983,975.37
Total Assigned	0.00
Total of All Classifications	<u>8,983,975.37</u>

Summary of Project Activity

<u>PROJECT</u>	* ADJUSTED ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	OPEN P.O.	UNEXPENDED
* Fund 475 - Restricted - RFID Project	2,000,000.00	0.00	0.00	1,999,844.67	0.00	155.33
* Fund 476 - Restricted - Michigan Road Project	7,719,554.17	0.00	2,834.50	7,715,567.70	0.00	3,986.47
* Fund 477 - Restricted - Brightwood Project	6,100,000.00	6,935.70	18,019.20	6,080,246.77	3,393.08	16,360.15
* Fund 478 - Restricted - Eagle Project	7,800,000.00	6,021.63	6,156.63	7,282,456.40	8,615.00	508,928.60
* Fund 479 - Restricted - Multiple Projects	5,000,000.00	49,427.75	122,007.79	3,494,263.49	369,421.27	1,136,315.24
* Fund 480 - Restricted - West Perry Project	9,600,000.00	412,989.30	2,789,910.64	7,613,438.64	1,718,639.95	267,921.41
* Fund 481 - Restricted - Lawrence/ Wayne Projects	3,183,628.84	5,161.88	41,498.94	3,172,171.88	1,083.20	10,373.76
* Fund 482 - Restricted - Multiple Projects II	5,349,512.62	42,805.79	301,672.66	410,730.71	620,940.95	4,317,840.96
Total Expenditures	<u>46,752,695.63</u>	<u>523,342.05</u>	<u>3,282,100.36</u>	<u>37,768,720.26</u>	<u>2,722,093.45</u>	<u>6,261,881.92</u>

	ADJUSTED ORIGINAL BUDGET	CURRENT MONTH	CURRENT YEAR	PROJECT TO DATE	BUDGET BALANCE
Appropriated Interest Earnings - Fund 476	154,554.17	0.00	0.00	154,554.17	0.00
Appropriated Interest Earnings - Fund 477	155,000.00	0.00	0.00	155,000.00	0.00
Appropriated Interest Earnings - Fund 478	83,372.45	0.00	0.00	83,372.45	0.00
Appropriated Interest Earnings - Fund 480	189,043.46	0.00	0.00	189,043.46	0.00
Appropriated Interest Earnings - Fund 481	9,917.50	0.00	0.00	9,917.50	0.00

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



Board Action Request

6a

To: IMCPL Board

Meeting Date: May 24, 2021

From: Diversity, Policy and Human Resources Committee

Approved by the Library Board:

Effective Date: May 24, 2021

Subject: Resolution 19-2021 - Adoption of Electronic Communications Meetings Policy

Recommendation: Passage of Resolution to Adopt Electronic Communications Meetings Policy

Background: The Indiana General Assembly recently passed legislation authorizing limited participation in public meetings by electronic means of communication by members of governing bodies of political subdivisions, including library boards. In order to implement or adopt the electronic meeting provisions authorized by the statute, the governing body of the political subdivision must adopt a written policy establishing the procedures governing participation in meetings of the governing body by electronic means of communication.

Strategic/Fiscal Impact: N/A



Board Resolution

6a

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
RESOLUTION 19-2021
ELECTRONIC COMMUNICATIONS MEETINGS POLICY**

MAY 24, 2021

WHEREAS, pursuant to recent legislation enacted by the Indiana General Assembly authorizing limited participation in public meetings of governing bodies of political subdivisions by electronic means of communications, the Indianapolis-Marion County Public Library (“Library”) Board of Trustees (“Board”) is authorized to adopt a policy to govern Board members’ participation in meetings thereof by electronic means of communication; and

WHEREAS, the Board has been presented with, reviewed and considered the Electronic Communications Meetings Policy in the form attached to this Resolution and deems the policy addition appropriate and conducive to operations of the Library and the Board.

THEREFORE, BE IT RESOLVED that the Board does hereby approve and adopt the Electronic Communications Meetings Policy in the form attached to this Resolution.

DATED this 24th day of May, 2021.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

**INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
ELECTRONIC COMMUNICATIONS MEETINGS POLICY**

Purpose

The 2021 Indiana General Assembly amended Indiana Code § 5-14-1.5-3.5, authorizing the members of the governing body of a public agency of a political subdivision, such as the Library Board of the Indianapolis-Marion County Public Library (the “Board”) or a Committee thereof, who are not physically present at a meeting of the governing body to participate in meetings of the governing body by electronic means of communication if all of the requirements under I.C. § 5-14-1.5-3.5 are met, including the requirement that the governing body adopt a policy to govern participation in the governing body’s meetings by electronic communication.

This Electronic Communications Meeting Policy (the “Policy”) is intended to comply with the aforementioned statutory requirements and will provide for the participation in and the conducting of meetings where electronic communication is utilized by Members of the Board or a Committee of the Board who are not physically present at the meeting of the Board or Committee.

Applicability

This Policy applies to all meetings of the Board or a Committee thereof, pursuant to Indiana’s Open Door Law, in which any Member of the Board or Committee participates electronically, subject, however, to the following exception: A Board Member or Committee Member may not participate in a meeting thereof by electronic means of communication *if* the Board or Committee is attempting to take final action to do any of the following:

- (1) Adopt a budget;
- (2) Make a reduction in personnel;
- (3) Initiate a referendum;
- (4) Establish or increase a fee;
- (5) Establish or increase a penalty;
- (6) Use the Board’s eminent domain authority; or
- (7) Establish, raise, or renew a tax.

Accordingly, if the Board or Committee is attempting to take final action to do any of the foregoing at a particular Board meeting or Committee meeting, the following Policy is *not* applicable and a Board Member or Committee Member may *not* participate in such a meeting by electronic means of communication under Indiana Code § 5-14-1.5-3.5.

Policy

While physical attendance of Board Member and Committee Members is always preferable to participation by electronic means of communication, this Policy will govern a Member’s participation by

electronic means at times in which physical attendance may not be possible or practical or is otherwise overly burdensome.

- A. Minimum Physical Participation.** At any meeting of the Board, at least four (4) Board Members must be physically present at the place where the meeting is conducted. Likewise, at any meeting of a Committee of the Board, at least fifty percent (50%) of the Committee Members must be physically present at the place where the meeting is conducted.
- B. Permitted Electronic Means of Communication.** A Board or Committee Member not physically present at a respective meeting thereof may participate in the meeting by any electronic means of communication so long as that electronic means of communication allows:
- (1) All Members participating in the meeting to simultaneously communicate with each other; and
 - (2) All members of the public to simultaneously attend and observe the meeting
- C. Treatment of Members Participating by Electronic Means.** A Board or Committee Member who participates in a respective meeting by a permitted electronic means of communication shall be considered present for purposes of establishing a quorum. However, a Board or Committee Member who participates in a respective meeting by a permitted electronic means of communication may participate in any final action (i.e., voting) taken at the meeting **only** if the Member can be heard **and** seen.
- **Example #1:** Board Member “A” participates in a meeting of the Board by a permitted electronic means of communication. The permitted electronic means of communication utilized by Board Member “A” is telephone. Board Member “A” is considered present for purposes of establishing a quorum at the Board meeting. However, because Board Member “A” can be heard but cannot **also** be seen, Board Member “A” cannot vote or otherwise participate in any final action taken at the meeting.
 - **Example #2:** Board Member “A” participates in a meeting of the Board by a permitted electronic means of communication. The permitted electronic means of communication utilized by Board Member “A” is Zoom. Board Member “A”’s microphone is turned on and functioning but she does not have her camera turned on while participating in the meeting via Zoom. Board Member “A” is considered present for purposes of establishing a quorum at the Board meeting. However, because Board Member “A” does not have her camera turned on while participating via Zoom and thus can be heard but cannot **also** be seen, Board Member “A” cannot vote or otherwise participate in any final action taken at the meeting.
 - **Example #3:** Board Member “A” participates in a meeting of the Board by a permitted electronic means of communication. The permitted electronic means of communication utilized by Board Member “A” is Zoom. Board Member “A”’s microphone and camera are both turned on and functioning while participating in the meeting via Zoom. Board Member “A” is considered present for purposes of establishing a quorum at the Board meeting. Additionally, because Board Member

“A” can both be heard **and** be seen, Board Member “A” may vote and otherwise participate in any final action taken at the meeting.

D. Quorum. The Board or Committee must still have a quorum of Board or Committee Members for the meeting in order to transact business of the Board or Committee. A Board or Committee Member who participates in a respective meeting by a permitted means of electronic communication shall be considered present and counted for purposes of establishing a quorum.

(2)

E. Roll Call Voting. All votes of the Board or Committee during a respective meeting where any Member participates by permitted electronic means of communication shall be taken by roll call vote, in which the name of each Member of the Board or Committee will be called individually and requested to cast their vote aloud.

F. Limitations. In addition to the foregoing, the following requirements are also applicable:

a. Annual Minimum Physical Participation. Each Board or Committee Member must physically attend at least fifty percent (50%) of the respective meetings of the Board or Committee held in a calendar year **unless** the Member’s absence is due to any of the following:

1. Military service;
2. Illness or other medical condition;
3. Death of a relative; or
4. An emergency involving actual or threatened injury to persons or property.

b. Maximum Electronic Participation. No more than three Board Members may participate by electronic means of communication at any one meeting of the Board.

c. Notice of Intent to Participate by Electronic Means. Except in the case of a meeting called to deal with an emergency under I.C. § 5-14-1.5-5(d), a Board Member or Committee Member who intends to participate in a meeting by electronic means of communication must provide notice of such intent, in writing (email is acceptable), to the President of the Board or the Chair of the Committee at least twenty four hours prior to the time of the Board meeting or Committee meeting, exclusive of weekends and holidays, to allow adequate arrangements to be made for the Member’s participation by electronic means.

d. Consecutive Meetings. A Board or Committee Member may attend two (2) consecutive meetings (a “set of meetings”) by electronic means of communication. However, a Board or Committee Member must physically attend at least one (1) meeting between sets of meetings that the Member attends by electronic means of communication **unless** the Member’s absence is due to any of the following:

1. Military service;
2. Illness or other medical condition;
3. Death of a relative; or
4. An emergency involving actual or threatened injury to persons or property.

G. Technological Failures.

- a. For purposes of this section, a “Technological Failure” means a technological failure in an electronic means of communication that disrupts or prevents either (i) the simultaneous communication between a Board Member or Committee Member who is not physically present at the respective meeting and the respective Board or Committee; or (ii) a member of the public who is not physically present at the meeting from attending or observing the meeting.
- b. A Technological Failure does not prevent the Board or Committee from conducting the meeting or affect the validity of an action taken by the Board or Committee at the meeting so long as the sum of:
 - (1) The Members of the Board or Committee physically present at the place where the meeting is conducted, and
 - (2) The Members of the Board or Committee participating by electronic means of communication without Technological Failureestablishes the requisite quorum of the Board meeting or Committee meeting and, if a final action is taken at the meeting, satisfies the requisite voting requirement of the Board or Committee.

H. Meeting Memoranda. For any meeting in which a Board or Committee Member participates by an electronic means of communication, the requisite memoranda of the meeting as required by I.C. § 5-14-1.5-4 must both:

- (1) State the name of each Member who:
 - 1. Was physically present at the place where the meeting was conducted;
 - 2. Participated in the meeting by using any electronic means of communication; and
 - 3. Was absent.
- (2) Identify the electronic means of communication by which:
 - 1. Members of the Board or Committee participated in the meeting; and
 - 2. The public attended and observed the meeting (if the meeting was not held in executive session).

I. Other Obligations Unaffected. Nothing in this Policy affects the Board/Committee’s right to exclude the public from an executive session in which a Member participates by electronic means of communication. Further, nothing in this Policy relieves the Board or Committee from its obligations under other provisions of the Indiana Open Door Law, Indiana Code § 5-14-1.5 *et seq.*

Approved _____



Board Action Request

6b

To: IMCPL Board

Meeting Date: May 24, 2021

From: Diversity, Policy and Human Resources Committee

Approved by the Library Board:

Effective Date: May 24, 2021

Subject: Board By-Laws Amendment

Recommendation: Approval of Amendment

Background:

The 2021 Indiana General Assembly passed legislation approving a degree of electronic participation in public meetings by members of governing bodies of political subdivisions, which includes the Library. For the Library Board to implement or adopt the statutorily authorized electronic meeting provisions, the Library Board must implement a policy consistent with the statute providing for electronic meeting participation by Board Members. In addition to adopting the proposed Electronic Communication Meetings Policy, in order to implement the policy, certain provisions of the Library Board By-Laws need to be amended to recognize the authorization of electronic meeting participation by Board Members. The attached By-Laws of the Indianapolis-Marion County Public Library include amendments to Article VII Sections 4 and 5 to reflect changes to update the By-Laws to recognize Board member electronic meeting participation.

Strategic/Fiscal Impact: N/A



Board Resolution

6b

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY RESOLUTION 20-2021

APPROVAL OF AMENDMENT TO BY-LAWS

May 24, 2021

WHEREAS, the Indianapolis-Marion County Board of Trustees (“Board”) has been presented with proposed amendments to the By-Laws of the Board to allow for implementation of the Board Electronic Communications Meetings Policy consistent with Indiana Code § 5-14-1.5-3.5 as authorized by House Enrolled Act 1437 adopted by the Indiana General Assembly;

WHEREAS, the Board has reviewed and considered the proposed changes to the By-Laws, and the Board deems it appropriate to amend the By-Laws.

IT IS THEREFORE RESOLVED that **Article VII, Section 4 and Section 5** of the By-Laws of the Board be, and hereby is, amended as follows:

ARTICLE VII MEETINGS

Section 4. Quorum

Four (4) members shall constitute a quorum at any regular, annual or special meeting. Only members who are physically present at the meeting location and, except in the case of “Excluded Meetings” as defined in Article VII, Section 5(b), a limited number of members who participate in a meeting by permitted electronic means of communication may be considered present for the purpose of establishing a quorum.

Section 5. Voting

- a. Except in the case of “Excluded Meetings,” as defined in herein, and subject to the limitations imposed the Board *Electronic Communications Meetings Policy*, participation by Board members in a regular or special meeting of the Board may be through the use of any means of electronic communication by which all directors participating may simultaneously communicate with each other during the meeting (i.e. telephone, computer, videoconferencing, or any other electronic means of communication) and by which members of the public may simultaneously attend and observe the meeting. However, a Board member participating by such permitted means of electronic communication may only participate in any final action taken at such meeting if the member can be both seen and heard.
- b. A Board member who participates in an Excluded Meeting by means of electronic communication may not (i) be considered present for purposes of establishing a quorum, or (ii)

participate in any final action taken at the Excluded Meeting. An “Excluded Meeting” means a meeting of the Board if the Board is attempting to take final action to:

- (1) Adopt a budget
- (2) Make a reduction in personnel
- (3) Initiate a referendum;
- (4) Establish or increase a fee;
- (5) Establish or increase a penalty;
- (6) Use the Board’s eminent domain authority; or
- (7) Establish, raise, or renew a tax.

c. Voting on all matters of business may be verbal ayes and nays or by show of hands, unless a record of votes is required. When a record is required or desired, the vote shall be by a roll call response. When a member of the Board participates in a regular, annual or special meeting by permitted means of electronic communication, all votes taken during the meeting must be taken by roll call vote.

IT IS FURTHER RESOLVED, that the By-Laws of the Indianapolis-Marion County Public Library Board, as revised pursuant to this Resolution, are hereby approved and confirmed.

DATED this 24th day of May, 2021.

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

AYE

NAY

ATTEST: _____
Secretary of the Board

Amended and Approved May 24, 2021 November 25, 2019
INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD
BY-LAWS

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INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY BOARD

BY-LAWS

ARTICLE I

IDENTIFICATION AND AUTHORITY

Section 1. Name

The name of the library district shall be known and designated as "Indianapolis-Marion County Public Library."

Section 2. Authority

The authority for the activities and business of the Indianapolis-Marion County Public Library is the Indiana Public Library Law of 1947 (IC 36-12-1), the Indiana Library and Historical Department (IC 4-23-7), the State Library law (IC 4-23-7,1), the state UNIGOV statute (IC 36-3, Government of Indianapolis and Marion County), and the Municipal Code of Indianapolis and Marion County as pertaining to municipal corporations, as each of the aforementioned may be amended from time to time.

ARTICLE II

PURPOSE AND DISTRICT LIMITS

Section 1. Purpose

The purpose of the library district shall be to promote the establishment, maintenance and development of public library service to individuals and groups, such library service to be provided by a library supported by public funds and operated for the benefit and use of individuals and groups of all ages in the community in the meeting of their educational, informational and recreational interests and needs.

Section 2. District Limits

The territory included in this library district shall consist of Marion County (excluding the Town of Speedway) State of Indiana.

ARTICLE III

POWERS AND GOVERNING BODY

Section 1. Public Corporation

The Indianapolis-Marion County Public Library shall be a public and municipal corporation for library purposes, separate and distinct from other civil or municipal corporations comprising said library district.

Section 2. Governing Body

- a. The official governing body of the Indianapolis-Marion County Public Library shall be the Library Board, who shall manage and control the affairs of the library district, in accordance with the Statutes of the State of Indiana, subject to the limitations of the Public Library Law of 1947, as amended, and subject to these By-Laws.

ARTICLE III Continued
POWERS AND GOVERNING BODY

- b. Individuals serving on the governing body shall be known as Library Board Members.

Section 3. Powers

The Indianapolis-Marion County Public Library acting by and through the Library Board shall have and enjoy all powers, rights and privileges granted to and shall perform all duties required of a library district and its Board under the Public Library Law of 1947, as amended. Generally, the Board shall govern and set policy for all of the affairs of the Indianapolis-Marion County Public Library. It may make rules for the discharge of its responsibilities and it may manage and insure all real and personal property belonging to the Indianapolis-Marion County Public Library.

ARTICLE IV
MEMBERS OF THE LIBRARY BOARD

Section 1. Qualifications Of Members

All members of the Library Board shall be resident citizens who have resided in the library district for at least two (2) years.

Section 2. Appointment Of Members

The Library Board shall consist of seven (7) members who shall be appointed as follows:

- a. Two (2) members shall be appointed by the City-County Council.
- b. Two (2) members shall be appointed by the Board of School Commissioners of the School City of Indianapolis.
- c. Three (3) members shall be appointed by the Auditor, Treasurer, and Assessor serving as the Board of County Commissioners.

Section 3. Vacancies

A vacancy shall occur by death, resignation, expiration of term, ineligibility due to residency outside the library district or when a member is absent from six consecutive regular Board meetings for any cause other than illness.

Whenever a vacancy in the membership of the Library Board shall occur, such vacancy shall be filled by the appointing authority that shall have appointed the member whose seat on the Library Board shall have become vacant; such appointing authority's appointment of a successor shall be for the unexpired term only.

Section 4. Limitation On Appointment; Limitation On Reappointment

The term of a Library Board member is four (4) years. Notwithstanding the foregoing, a Board member whose term has expired, and who has not been re-appointed, shall continue to serve until a successor is appointed.

Any member of the Library Board shall be eligible to be appointed for not more than four (4) consecutive terms.

ARTICLE IV Continued
MEMBERS OF THE LIBRARY BOARD

Section 5. Removal Of Board Members

A member of the Library Board may be removed at any time by the appointing authority, after public hearing, for any cause which interferes with the proper discharge of duties as a member of such Board or for cause which jeopardizes public confidence in the member. A vacancy shall occur whenever a member is absent from six (6) consecutive regular Board meetings for any cause, other than illness, and the appointing authority shall be notified by the Secretary of the Board of the occurrence of such vacancy.

Section 6. Compensation, Prohibition Of Employment And Nepotism

All members of the Library Board shall serve without compensation and no Board member shall serve as a paid employee of the library.

Except as otherwise may be allowed by Indiana statute or regulation specifically addressing nepotism, relatives (as defined below) of a Board member shall be excluded from consideration for employment by the Library. Employees shall not hold a position of employment with the Library while they or any of their relatives serve on the Board or any Committee of the Board.

“Relative” shall include any person related as grandfather, grandmother, father, mother, stepfather, stepmother, brother, sister, stepbrother, stepsister, uncle, aunt, husband, wife, son, daughter, stepchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, step grandchild, niece, nephew, or an individual who resides or shares a residence with a Board member for at least six (6) months of the calendar year.

Section 7. Certificate Of Appointment And Oath Of Office

The appointing authority shall issue to each appointee a signed certificate of appointment. Within ten (10) days after the receipt of the certificate of appointment, the appointee shall qualify for his office by taking an oath of office before any person authorized by law to administer the same to the effect that he will faithfully discharge his duties to the best of his ability, and shall file the certificate of appointment, with the oath endorsed thereon, with the records of the Library, which shall be preserved as a public record.

Section 8. Indemnification Of Members

The Board shall indemnify any member or former member made a party to any action, suit or proceeding in tort or contract, or for violation of any of the civil rights laws, State, Federal or local, under which the member or former member is or could be subject to personal civil liability for a loss occurring because of a non-criminal act or omission within the scope of their membership on the Board. This indemnification shall include any judgement, compromise, or settlement of the action, suit or proceeding; and reasonable expenses, including attorneys' fees actually and reasonably incurred by the member or former member in connection with the defense of such action, suit or proceeding, or in connection with any appeal therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that he or she is liable for gross negligence or willful misconduct in the performance of their duties. The rights of indemnification and reimbursement contained in the By-Laws shall not be deemed exclusive of any other rights to which a member or former member may be entitled by Statute or otherwise.

ARTICLE IV Continued
MEMBERS OF THE LIBRARY BOARD

Section 9. Representation On The Public Library Foundation

The President shall appoint one member of the Library Board to serve as the Board's representative on the Board of the Indianapolis-Marion County Public Library Foundation, Inc.

Section 10. Conflicts of Interest

Library Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Library Board members shall promote a high level of service while observing ethical standards.

Library Board members shall avoid situations in which personal interests are served or financial benefits gained at the expense of library users, colleagues, or the institution.

Library Board members will not use the Library or their position with the Library for personal advantage or the personal advantage of friends or relatives.

It is incumbent upon any Library Board member to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.

Library Board members shall conduct themselves in accordance with the conflicts of interest principles set forth in these By-Laws and with the established *Code of Ethics for IMCPL Board of Trustees and Employees*, as may be amended from time to time.

ARTICLE V
OFFICERS OF THE LIBRARY BOARD

Section 1. Officers

The officers shall be President, Vice-President, and Secretary, all of whom shall be elected from the members of the Library Board. The Treasurer may be a Board Member. The Chief Executive Officer is not eligible to be designated as Treasurer.

Section 2. Tenure Of Office

The current term of office for Board members, except for the Treasurer, will be one (1) year with a maximum of three (3) consecutive terms. Normally, the term of office shall be from January 1 thru December 31.

Section 3. Election Of Officers

All elections shall be by nomination and roll call. A majority of the entire Board shall be necessary to elect any officer of the Board (four votes).

Section 4. Removal Of Officers

Any officer may be removed from office before the expiration of term of office for cause, by affirmative vote of at least a majority of the members of the Board (four votes) at any regular meeting of the

ARTICLE V Continued
OFFICERS OF THE LIBRARY BOARD

Board or at any special meeting of the Board called for that purpose. Notwithstanding the foregoing, the Treasurer may be removed by the Board, with or without cause, at any regular or special meeting, by a majority vote of the entire membership of the Board.

Section 5. Vacancies

When a vacancy occurs during the term of any officer, the Board will elect a successor at the next regular meeting of the Board after the vacancy occurs to fill out the unexpired term of the office.

Section 6. President

The President shall:

- a. Preside at all meetings.
- b. Appoint members of committees, including Chairmen.
- c. Authorize calls for any special meeting.
- d. Generally perform the duties of a presiding officer.
- e. Serve as ex-officio member of all committees.

Section 7. Vice-President

The Vice-President shall:

- a. Perform the duties of the President in the latter's absence.
- b. In case of a vacancy in the Presidency through death, disability, absence from the country, or other cause, the Vice-President shall serve as acting President until a President shall be elected or the disability shall be removed.

Section 8. Secretary

The Secretary shall:

- a. See that a record of attendance at Board meetings is kept. The record of attendance shall reflect members who were physically present at the meeting, members who participated by a means allowed under Article VII, Section 5(a), and members absent.
- b. See that a true and accurate account of all proceedings of the Board meetings is maintained.
- c. When a Board vacancy occurs, the Secretary shall inform the officer or body that appointed said member of such vacancy.
- d. See that Board members are notified of all meetings, and of changes in the hour, and/or date, and/or place of the regular meeting.

Section 9. Treasurer

The Treasurer shall:

- a. Receive, have custody of, and see that a true and accurate record is kept of all money and securities of the Library.

ARTICLE V Continued
OFFICERS OF THE LIBRARY BOARD

- b. Disburse the funds of the Library as authorized by the Board upon a warrant signed by the Treasurer.
- c. See that a true and accurate financial report is made each month and presented to the Board.
- d. Be bonded in an amount determined by the Board, the cost of said bond shall be paid from the Library Operating Fund.

ARTICLE VI
COMMITTEES

Section 1. Standing Committees

The following Standing Committees shall be appointed by the President in January of each year. At least two (2) Library Board members will be appointed to each committee, and an appropriate Library staff member will be assigned by the Library's Chief Executive Officer to serve as a liaison for administrative support.

- a. Facilities
- b. Finance
- c. Diversity, Policy and Human Resources

Section 2. Special Committees; Tenure of Special Committees

- a. Special committees for the study and investigation of special problems may be appointed by the President.
- b. Such committees are to serve until the completion of the work for which they were appointed, or until the completion of the term of the Board Member, whichever shall first occur.

ARTICLE VII
MEETINGS

Section 1. Regular Meeting

- a. The regular meeting of the Public Library Board shall be held on the fourth Monday of each month at 6:30 p.m. at the various branch facilities within the I-MCPL system.
- b. The Board may, by resolution adopted at any regular or special meeting, change the date and/or hour and/or place, of any subsequent regular meeting of the Board.

Section 2. Annual Meeting

The annual meeting of the Board for the election of officers shall be held following the regular monthly meeting held in November of each year.

ARTICLE VII Continued

MEETINGS

Section 3. Special Meeting

- a. Special meetings may be called by the President, or upon the written request of two members to the President. Only such business may be transacted as shall be stated in the call of such special meeting, except that additional items of business may be acted upon if all members of the Board give their consent.
- b. Forty-eight (48) hours notice of a special meeting shall be given all Board members. Such notice may be given by telephone call, facsimile transmission or in writing, provided that if all members of the Board are present, or sign a waiver of notice and consent to hold such a special meeting, no notice shall be necessary.

Section 4. Quorum

Four (4) members shall constitute a quorum at any regular, annual or special meeting. Only members who are physically present at the meeting location and, except in the case of "Excluded Meetings" as defined in Article VII, Section 5(b), a limited number of members who participate in a meeting by permitted electronic means of communication may be considered present for the purpose of establishing a quorum.

Section 5. Voting

- a. Except in the case of "Excluded Meetings," as defined in herein, and subject to the limitations imposed the Board *Electronic Communications Meetings Policy*, ~~Participation participation~~ by Board members in a regular or special meeting of the Board may be through the use of any means of electronic communication by which all directors participating may simultaneously communicate with~~hear~~ each other during the meeting (i.e. telephone, computer, videoconferencing, or any other electronic means of communication) and by which members of the public may simultaneously attend and observe the meeting. However, a Board member participating by such permitted means of electronic communication may ~~not participate~~only participate in any final action taken at such meeting if the member can be both seen and heard.
- b. A Board member who participates in an Excluded Meeting by means of electronic communication may not (i) be considered present for purposes of establishing a quorum, or (ii) participate in any final action taken at the Excluded Meeting. An "Excluded Meeting" means a meeting of the Board if the Board is attempting to take final action to:
 - (1) Adopt a budget
 - (2) Make a reduction in personnel
 - (3) Initiate a referendum;
 - (4) Establish or increase a fee;
 - (5) Establish or increase a penalty;
 - (6) Use the Board's eminent domain authority; or
 - (7) Establish, raise, or renew a tax.
- c. Voting on all matters of business may be verbal ayes and nays or by show of hands, unless a record of votes is required. When a record is required or desired, the vote shall be by a roll call response. When a member of the Board participates in a regular, annual or special meeting by permitted means of electronic communication, all votes taken during the meeting must be taken by roll call vote.

ARTICLE VII Continued

MEETINGS

- ed.** -All resolutions eligible for vote in a regular meeting of the Board shall require the “yes” votes of a majority of those Board members present in order to pass. All resolutions eligible for vote in a Special Meeting of the Board shall require at least four “yes” votes in order to pass.
- de.** The order of voting of a recorded vote shall be by roll call in alphabetical order, except for the President who shall vote last.
- ef.** -The presiding officer shall announce the result of the vote.
- fg.** Proxy voting shall be prohibited.

ARTICLE VIII

PERSONNEL

Section 1. Chief Executive Officer

- a. The terms of employment for the Chief Executive Officer shall be set forth in a written agreement approved by the Board.
- b. The Chief Executive Officer shall be considered the Executive Officer of the Indianapolis-Marion County Public Library and shall be solely responsible for the management and operation of the Library under the direction and review of the Board.
- c. The Chief Executive Officer shall be responsible for the care of the buildings and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget.
- d. The Chief Executive Officer or a delegated representative shall attend all meetings of the Board and present a quarterly statistical report on the operation of the Library.
- e. The Chief Executive Officer shall make recommendations to the Board for the annual budget of the Library.
- f. The Chief Executive Officer shall present an annual report to the Board.
- g. The Chief Executive Officer is not a member of the Board of Trustees of the Library.

Section 2. Attorney

- a. The Board may retain an Attorney and establish a retainer rate for the attorney, but for litigated cases extra compensation shall be allowed to be determined by the reasonable worth of such service.
- b. The President of the Board or the Chief Executive Officer may at any time request the legal opinions of the Attorney upon any matter coming within the jurisdiction of the Board. In all cases, the matter as to which such opinion is asked shall be stated in writing, and a copy of such written statement shall be returned by the Attorney with his opinion to the Board.

ARTICLE IX

EXPENDITURES

Section 1.

The Chief Executive Officer is authorized to incur indebtedness, to the extent consistent with the approved budget, without prior approval of the Board as follows:

ARTICLE IX Continued

EXPENDITURES

- a. Up to \$1,000 for travel outside Marion County;
- b. Up to \$50,000 for any single contract for services;
- c. Up to \$50,000 for any single purchase of materials, goods, and/or supplies; or
- d. Up to \$50,000 for any single building alteration or repair.

Section 2.

No indebtedness in excess of the expenditure thresholds set forth in **Section 1** of this **Article IX** shall be incurred by the Chief Executive Officer for purchase of materials, goods, and/or supplies or for building alteration or repair without seeking requests for quotes, requests for proposals or advertising for bids and following the respective procedures for same as required by law.

Section 3.

The Chief Executive Officer of the Library and the Treasurer of the Library shall approve the issuance of warrants in payment of expenses lawfully incurred on behalf of the Library in the ordinary course of the Library's affairs; provided, however, that the respective goods and/or services to be paid have been delivered and/or rendered in advance of payment therefor, unless payment may otherwise be made in advance as permitted by I.C. 36-12-3-16 or other applicable law.

Section 4.

The Chief Executive Officer and Treasurer shall jointly approve the action to be taken pursuant to Section 5 in advance of the action to be so taken and they shall jointly certify to the Board on or before the next regular meeting of the Board the actions so taken by presenting a resolution showing each warrant number, name of claimant and amount allowed.

Section 5.

At each such regular meeting of the Board, the Board shall consider, and confirm, all acts lawfully taken by the Chief Executive Officer and Treasurer as lawful acts taken for and on behalf of the Library.

Section 6.

As to any action so jointly approved, the Chief Executive Officer and Treasurer are authorized, empowered and directed on behalf of the Library to execute any writings and to take any action necessary to effectuate the intent and purposes of the action so approved.

Section 7.

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

ARTICLE IX Continued

EXPENDITURES

Section 8.

Notwithstanding the provisions of Section 2. of this Article IX, when the Board has approved the construction or remodeling of a Library facility (a "Project") and has approved the total amount to be expended for such Project, the Chief Executive Officer need not procure the further approval of the Board for the purchase of the materials, goods and supplies in connection with the completion of the Project or in connection with changes in the scope of or the items utilized in the Project, so long as the total of all such purchases does not exceed the amount to be expended on the Project as previously approved by the Board and so long as any such changes have been reviewed and approved by the Committee of the Board responsible for overseeing such Projects.

ARTICLE X ORDER

OF BUSINESS

Section 1. Agenda

Board members are to submit to the President, items they want included on the Agenda at least seven (7) days prior to the meeting. Copies of the Agenda shall be in the hands of the Board Members at least forty-eight (48) hours before meeting time (except for special meetings).

Section 2. Order of Business

- a. Call to order and roll call.
- b. Hearing of petitions of individuals or delegations.
Only one member may speak for a delegation.
Five minute limit allowed for each speaker.
- c. Communications received, not requiring action.
- d. Verification and approval of minutes.
- e. Report of committees (including Report of the Treasurer).
- f. Report of the Chief Executive Officer.
- g. Approval of the resolution regarding finances, personnel and travel.
- h. Unfinished business.
- i. New business.
- j. Next meeting date, place, and time.
- k. Adjournment.

ARTICLE XI

AMENDMENT, SUSPENSION, REVIEW

Section 1.

These By-Laws may be amended at any regular meeting of the Board, provided the Board members were notified fourteen (14) days prior to the meeting, or by unanimous vote of all seven (7) members of the Board present.

ARTICLE XI Continued

AMENDMENT, SUSPENSION, REVIEW

Section 2.

Any provision of the By-Laws, including the provisions of this article, which does not embody the provisions of an applicable statute, may be suspended by a vote of at least five members of the Board, but not otherwise, and no action of the Board in conflict with the By-Laws shall be valid and effectual unless, as a part of said action, said rules have been suspended as above provided.

Section 3.

Any section of the By-Laws may be amended or repealed and any new and additional rules may be adopted by vote of at least five members of the Board, and not otherwise.

Section 4.

All new and additional By-Laws, and all amendments of the By-Laws shall be by written resolution, stating the full text and indicating specifically affected sections of the By-Laws. The resolution as originally presented, or as amended by majority vote, shall then be voted upon and adopted or refused.

ARTICLE XII

PARLIAMENTARY GUIDANCE

The rules of parliamentary practice as found in Robert's Rules Of Order, newly revised, shall govern the proceedings of this Board, subject to the By-Laws, Procedures, and Policies, which have been or may be adopted by the Board.



Board Action Request

7a

To: IndyPL Board
Facilities Committee

Meeting Date: May 24, 2021

From: Facilities Management Services Area
Sharon Smith, Facilities Director

Subject: Resolution 21-2021
Authorization to Prepare Bidding Documents and to Solicit Open, Public, and Competitive Sealed Bids for Construction Services for the Fort Ben Branch Project

Recommendation:

The IndyPL Board Facilities Committee presents for Board approval the attached action (Resolution 21-2021) to authorize IndyPL staff, architects, Ratio Design, and construction manager, The Skillman Corporation and Davis & Associates Team, to prepare bidding documents to solicit open, public, and competitive sealed public bids for the Fort Ben Branch Project per Statute IC § 5-32 and IC § 36-1-12.

Background:

Ratio leads the design team for the Fort Ben Branch Project. We are moving forward to have the Project ready to begin construction in the fall of 2021 per the schedule.

The Skillman/Davis Team, working closely with the architect, has prepared a construction estimate based on the design and are working together to ensure the Project will be on budget.

A Construction Manager as Constructor (“CMc”) delivery method will be used for the Project.

Per Statute IC § 5-32 the CMc must publicly bid all first tier subcontracts per the Public Works Statute IC § 36-1-12, including requirements for public notice, contractor self-performance of work, liability insurance, qualifications, E-Verify, employee training, records retention, insurance, and bonding. The Project also requires compliance with Requirements for Contactors on Public Works Projects IC § 4-13-18 including contractor's drug testing of employees.

Board Action Request

RE: Facilities Committee, Item 7a
Resolution 21-2021

Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Sealed Bids for Construction Services for the Fort Ben Branch Project

Date: May 24, 2021



COMMUNITY ENGAGEMENT SESSION #3 APRIL 8, 2021 RATIO ARCHITECTS, LLC

INDIANAPOLIS PUBLIC LIBRARY FORT BEN BRANCH



Site Plan



COMMUNITY ENGAGEMENT SESSION #3 APRIL 8, 2021 RATIO ARCHITECTS, LLC

INDIANAPOLIS PUBLIC LIBRARY FORT BEN BRANCH



Exterior View Looking Northeast from the Corner of 56th Street and Melner Road

Board Action Request

RE: Facilities Committee, Item 7a
Resolution 21-2021

Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Sealed Bids for Construction Services for the Fort Ben Branch Project

Date: May 24, 2021



COMMUNITY ENGAGEMENT SESSION #3 6 APRIL 6 2021 INFO ARCHITECTS, LLC

INDIANAPOLIS PUBLIC LIBRARY FORT BEN BRANCH



Exterior View with Rendered Exterior Surfaces Looking Northeast from the Corner of 56th Street and Melner Road

The Project will be bid with efforts directed to meet the utilization goals established by the IndyPL Board in Resolution 28-2020:

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

For a Project of this size, complexity, and timing, we anticipate approximately 14 first tier subcontract bid packages. The bid packages and specific scopes of work will be determined by The Skillman/Davis Team during the preparation of the bidding documents. Examples of the first tier subcontractors are site work, concrete, structural steel, exterior enclosure, roofing, mechanical, plumbing, electrical, interior construction, and general trades.

Because of the turbulent market for structural steel, The Skillman/Davis Team will be issuing an early bid package for secure the earthwork and utilities, building concrete and structural steel as early as possible.

Following the requirements of IC § 5-32 the use of the CMc delivery method allows for enhanced bidding and contracting efforts for local business development.

Board Action Request

RE: Facilities Committee, Item 7a
Resolution 21-2021

Authorization to Prepare Bidding Documents and Solicit Open, Public, and Competitive Sealed Bids for Construction Services for the Fort Ben Branch Project

Date: May 24, 2021

To promote awareness of the opportunity for businesses to participate in the Project, The Skillman/Davis Team, working with IndyPL Facilities and Diversity/Inclusion staff plan to participate in three (3) major activities:

- Organize a sub-contractors/material suppliers outreach and information session focused on local and XBE vendors.
- Prior to the bidding phase The Skillman/Davis Team will actively engage with vendors to ensure open, competitive, and public bidding of the Project with the target of exceeding IndyPL utilization goals.
- During the bidding phase of the Project the Notice to Bidders will be sent to hundreds of vendors in The Skillman/Davis Team database(s) and to vendors known to IndyPL to be interested in providing services to IndyPL.

The Project schedule targets starting the work in the fall of 2021 with the work completed in time for a Quarter 1 2023 opening.

Fiscal Impact:

The Skillman/Davis Team shall use the lowest, responsible, and responsive first tier bidders pursuant to IC § 5-32 and IC § 36-1-12 in the preparation of their Guaranteed Maximum Price.

The budget for the building and site construction work is \$7,371,000 excluding fixtures, furniture and equipment. This work will be funded by the Series 2021 Bond Fund (Fund number to be determined).



Board Resolution

7a

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

RESOLUTION 21-2021

AUTHORIZATION TO PREPARE BIDDING DOCUMENTS AND SOLICIT OPEN, PUBLIC, AND COMPETITIVE SEALED BIDS FOR CONSTRUCTION SERVICES FOR THE FORT BEN BRANCH PROJECT

MAY 24, 2021

WHEREAS, the Indianapolis-Marion County Public Library (“IndyPL”) continues to implement facility upgrades in support of the Strategic Plan; and

WHEREAS, the Strategic Plan called for the construction of the new Fort Ben Branch Library as a freestanding facility; and

WHEREAS, by Resolution 58-2017 the Board of Trustees selected Ratio Design to provide architectural design services for the Fort Ben Branch Project (“Project”); and

WHEREAS, IndyPL plans to use the Construction Manager as Constructor (“CMc”) delivery method for the Project; and

WHEREAS, by Resolution 63-2020 the Board of Trustees selected The Skillman Corporation and Davis & Associates Team (“The Skillman/Davis Team”) to provide CMc services for the Project; and

WHEREAS, IndyPL staff is requesting authorization from the Board to work with Ratio Design and The Skillman/Davis Team to prepare bidding documents to solicit open, public, and competitive sealed bids for the Fort Ben Branch Project per Statute IC § 5-32 and § 36-1-12; and

WHEREAS, upon receipt of the open, public, and competitive sealed bids, IndyPL, Ratio Design and The Skillman/Davis Team will evaluate and prepare documentation on the bids received from qualified bidders and present the evaluation to the Facilities Committee and the Board; and

WHEREAS, the received bids will be used by IndyPL and The Skillman/Davis Team to establish a guaranteed maximum price consistent with the Project budget.

IT IS THEREFORE RESOLVED IndyPL staff, Ratio Design and The Skillman/Davis Team are authorized to prepare and issue bidding documents for the Fort Ben Branch Project meeting the requirements of the Public Works Statutes IC § 5-32 and § 36-1-12; and

IT IS FURTHER RESOLVED the results of the bidding process are to be reported to the Board Facilities Committee and the full Board for evaluation; and

IT IS FURTHER RESOLVED The Skillman/Davis Team will use the lowest, responsive, and responsible first tier subcontract bidders pursuant to IC § 5-32 and § 36-1-12 in the preparation of their Guaranteed Maximum Price.



Board Briefing Report

8

To: IndyPL Board **Meeting Date:** 5/24/2021
From: The Indianapolis Public Library Foundation
Subject: May 2021 Update

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

News

The Foundation is grateful to participate in and proud to support a variety of DEI staff trainings. The Indianapolis Foundation Library Fund awarded a grant to send staff to “Foundations in Historical and Institutional Racism,” presented by the Racial Equity Institute in partnership with Indianapolis Public Schools, over the next two years. Additionally, Powers & Sons Construction is supporting a three-part series called “Assessing, Identifying, & Reducing Unconscious Bias,” which is offered to all Library and Foundation managers starting this month. Many thanks to Jessica Moore and Cheryl Wright for their vision, planning and organization.

Donors

The Foundation thanks 154 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.

- Eli Lilly and Company Foundation, Inc.
- Faegre Drinker Biddle & Reath LLP
- HPC International
- Lewis Wagner, LLP
- Ritz Charles Inc.
- The Indianapolis Foundation Library Fund
- Nina Mason Pulliam Charitable Trust
- Allen Whitehill Clowes Charitable Foundation, Inc.
- The Indianapolis Foundation Library Fund
- Lilly Endowment Inc.
- Woodley Farra Manion Portfolio Management, Inc.

Program Support

This month, the Library Foundation is proud to provide more than \$500,000 for Library programs and initiatives. Examples of major initiatives supported include:

- Summer Reading Program & Workshops
- On the Road to Reading
- 1,000 Books Before Kindergarten
- McFadden Lecture
- Digitization
- Center for Black Literature & Culture
- DEI staff training



Board Action Request

9a1

To: IMCPL Board

Meeting Date: May 24, 2021

From: M. Jacqueline Nytes, CEO

**Approved by the
Library Board:**

Effective Date: May 24, 2021

Subject: Finances, Personnel and Travel Resolution 22-2021

Recommendation: Approve Finances, Personnel and Travel Resolution 22-2021

Background: The Finances, Personnel and Travel Resolution 22-2021 is a routine procedural action that appoints new salaried hires, approves new hourly hires, compensation changes, resignations, and travel and financial-related claims and warrants.

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

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

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

RESOLUTION 22 - 2021

WHEREAS, the Chief Executive Officer of the Library and the Treasurer of the Library do hereby jointly certify to the Board that the following claims have been allowed and said warrants issued during the month of April 2021 pursuant to the Annual Resolution.

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

Warrant numbers **74304** through **74453** for a total of
\$1,141,143.91 were issued from the operating bank accounts.

EFT numbers **1473** through **1484** and
304056 through **304073** and
304077 through **304104** and
304106 through **304120** and
304124 through **304172** for a total of

\$2,446,680.95 were issued from the operating bank accounts.

Warrant number - for a total of
\$0.00 was issued from the fines bank account.

Warrant numbers **7881** through **7917** for a total of
\$39,633.56 were issued from the gift bank account.

EFT numbers **304074** through **304076** and
304105 and
304121 through **304123** and
304173 through **304177** for a total of

\$17,509.14 were issued from the gift bank account.

Warrant numbers **269129** through **269144** for a total of

\$5,693.07 were issued for employee payroll

Direct deposits numbers **130001** through **130532** and
150001 through **150538** and
170001 through **170533** for a total of

\$1,534,254.97 were issued for employee payroll

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

\$586,291.03 were issued for employee payroll

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

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

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

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

Raymond J. Biederman

Rev. T.D. Robinson

Curtis W. Bigsbee

Hope C. Tribble

Dr. Khaula Murtadha

Judge Jose D. Salinas

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

Patricia A. Payne

Ijeoma Dike-Young
Treasurer of the Library Board

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
OPERATING ACCOUNTS

No.	Type	Date	Reference	Amount
1473	EFT	04/01/2021	FIDELITY INVESTMENTS	4,635.13
1474	EFT	04/01/2021	AMERICAN UNITED LIFE INSURANCE CO	3,640.69
1475	EFT	04/05/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	104,074.65
1476	EFT	04/15/2021	FIDELITY INVESTMENTS	4,535.13
1477	EFT	04/16/2021	ADP, INC.	6,013.37
1478	EFT	04/16/2021	AMERICAN UNITED LIFE INSURANCE CO	3,640.69
1479	EFT	04/16/2021	ADP, INC.	895.50
1480	EFT	04/19/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	105,357.31
1481	EFT	04/21/2021	INDIANA DEPARTMENT OF REVENUE	343.35
1482	EFT	04/29/2021	FIDELITY INVESTMENTS	4,535.13
1483	EFT	04/29/2021	AMERICAN UNITED LIFE INSURANCE CO	3,340.69
1484	EFT	04/30/2021	PUBLIC EMPLOYEES' RETIREMENT FUND OF INDIANA	104,847.88
74304	CHECK	04/01/2021	AT&T	190.38
74305	CHECK	04/01/2021	AUBREY KEARNEY	75.00
74306	CHECK	04/01/2021	AYANA LAPLACE	54.00
74307	CHECK	04/01/2021	BEECH GROVE SEWAGE WORKS	194.04
74308	CHECK	04/01/2021	BETH MENG	100.00
74309	CHECK	04/01/2021	CAROL'S ADVENTURES, LLC	23.75
74310	CHECK	04/01/2021	CITIZENS ENERGY GROUP	1,082.98
74311	CHECK	04/01/2021	COMMUNICO, LLC	8,250.00
74312	CHECK	04/01/2021	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	12,593.51
74313	CHECK	04/01/2021	FMG INDIANAPOLIS LLC	5,730.00
74314	CHECK	04/01/2021	GALE GROUP THE	4,804.63
74315	CHECK	04/01/2021	GANNETT SATELLITE INFORMATION NETWORK, LLC	36.63
74316	CHECK	04/01/2021	GOVERNMENT FINANCE OFFICERS ASSOCIATION	384.00
74317	CHECK	04/01/2021	GOVERNMENT FINANCE OFFICERS ASSOCIATION	135.00
74318	CHECK	04/01/2021	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	296.42
74319	CHECK	04/01/2021	INDIANA LIBRARY FEDERATION	27,321.50
74320	CHECK	04/01/2021	JP MORGAN CHASE BANK	22.28
74321	CHECK	04/01/2021	MELINDA MULLICAN	125.00
74322	CHECK	04/01/2021	NICOLE COOKE	2,000.00
74323	CHECK	04/01/2021	LIST PARTNERS, LLC	3,425.25
74324	CHECK	04/01/2021	RISK MANAGEMENT ASSOCIATION	817.20
74325	CHECK	04/01/2021	SAKURA FUQUA	100.00
74326	CHECK	04/01/2021	THE HARMON HOUSE L.L.C.	3,200.00
74327	CHECK	04/01/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	1,221.05
74328	CHECK	04/01/2021	WORLD BOOK EDUCATIONAL PRODUCTS	999.00
74329	CHECK	04/08/2021	ADP, INC.	2,022.43
74330	CHECK	04/08/2021	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	73,913.25
74331	CHECK	04/08/2021	AT&T	1,411.23
74332	CHECK	04/08/2021	AT&T MOBILITY	4,330.77
74333	CHECK	04/08/2021	AWE DIGITAL LEARNING SOLUTIONS	11,381.00
74334	CHECK	04/08/2021	BETH MENG	100.00
74335	CHECK	04/08/2021	CENTRAL INDIANA SECURITY CORP., LTD	600.30
74336	CHECK	04/08/2021	CHANTEL MASSEY	300.00
74337	CHECK	04/08/2021	CHARITABLE ADVISORS	245.00
74338	CHECK	04/08/2021	CITIZENS ENERGY GROUP	6,422.95
74339	CHECK	04/08/2021	CLARE WILDHACK-NOLAN	200.00
74340	CHECK	04/08/2021	COMMERCIAL OFFICE ENVIRONMENTS INC	6,935.70
74341	CHECK	04/08/2021	EDDIE HURM (PAINTING & SNOW REMOVAL)	1,940.00
74342	CHECK	04/08/2021	ERIC SAUNDERS	200.00
74343	CHECK	04/08/2021	GUARDIAN	17,884.68
74344	CHECK	04/08/2021	JOE CLEMONS	500.00
74345	CHECK	04/08/2021	MICHAEL A. REUTER CONSULTING SERVICES, INC.	700.00
74346	CHECK	04/08/2021	MOVIETyme VIDEO PRODUCTIONS	1,188.15
74347	CHECK	04/08/2021	NORMAN AARON MOWATT	200.00
74348	CHECK	04/08/2021	OLON FREDERICK DOTSON	200.00
74349	CHECK	04/08/2021	PEACE LEARNING CENTER	300.00
74350	CHECK	04/08/2021	IMCPL - POWERS & SONS - RETAINAGE	40,804.25
74351	CHECK	04/08/2021	PROCUREMENT RESOURCES INC.	12,000.00

No.	Type	Date	Reference	Amount
74352	CHECK	04/08/2021	PROVIDENCE OUTDOOR	78,258.75
74353	CHECK	04/08/2021	RAHMBERG, STOVER & ASSOCIATES, LLC	3,145.00
74354	CHECK	04/08/2021	SAKURA FUQUA	100.00
74355	CHECK	04/08/2021	SONDHI SOLUTIONS	887.39
74356	CHECK	04/08/2021	BHE DESIGN LLC	325.00
74357	CHECK	04/08/2021	TECHNOLOGY INTEGRATION GROUP	1,289.00
74358	CHECK	04/08/2021	THE HARMON HOUSE L.L.C.	400.00
74359	CHECK	04/08/2021	TOTAL PLASTICS RESOURCES, LLC	730.50
74360	CHECK	04/08/2021	WAYNE (PETTY CASH)	42.37
74361	CHECK	04/15/2021	ALLISON O'KEEFFE	880.00
74362	CHECK	04/15/2021	AMERICAN UNITED LIFE INSURANCE CO	1,518.60
74363	CHECK	04/15/2021	AMERICAN UNITED LIFE INSURANCE CO	1,302.45
74364	CHECK	04/15/2021	ANTHEM INSURANCE COMPANIES, INC	310,500.00
74365	CHECK	04/15/2021	CHRISTOPHER B. BURKE ENGINEERING, LLC	243.75
74366	CHECK	04/15/2021	CITIZENS ENERGY GROUP	933.25
74367	CHECK	04/15/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	12,792.38
74368	CHECK	04/15/2021	FACILITY COMMISSIONING GROUP, INC	7,492.50
74369	CHECK	04/15/2021	GRM INFORMATION MANAGEMENT SERVICES OF INDIANA	300.90
74370	CHECK	04/15/2021	INDIANAPOLIS POWER & LIGHT COMPANY	66,963.17
74371	CHECK	04/15/2021	TANGRAM	3,000.00
74372	CHECK	04/15/2021	TRENDYMINDS, INC.	637.50
74373	CHECK	04/15/2021	WORLD BOOK, INC.	38,353.26
74374	CHECK	04/22/2021	AFSCME COUNCIL IKOC 962	1,997.05
74375	CHECK	04/22/2021	AMBIUS	980.64
74376	CHECK	04/22/2021	ARAB TERMITE AND PEST CONTROL INC	1,448.00
74377	CHECK	04/22/2021	AUBREY KEARNEY	75.00
74378	CHECK	04/22/2021	BETH MENG	200.00
74379	CHECK	04/22/2021	BLACKMORE & BUCKNER ROOFING	897.95
74380	CHECK	04/22/2021	CHARITABLE ADVISORS	245.00
74381	CHECK	04/22/2021	CITIZENS ENERGY GROUP	737.32
74382	CHECK	04/22/2021	CLARK, QUINN, MOSES, SCOTT & GRAHN, LLP	16,760.00
74383	CHECK	04/22/2021	CMID	120.00
74384	CHECK	04/22/2021	COMMUNITY OCCUPATIONAL HEALTH SERVICES	1,600.00
74385	CHECK	04/22/2021	CONNOR FINE PAINTING	6,880.00
74386	CHECK	04/22/2021	CONSTELLATION NEWENERGY - GAS DIVISION, LLC	7,422.23
74387	CHECK	04/22/2021	CROSSROADS REHABILITATION CENTER	10,680.00
74388	CHECK	04/22/2021	DACO GLASS & GLAZING INC	4,088.87
74389	CHECK	04/22/2021	DYNAMARK GRAPHICS GROUP	40.47
74390	CHECK	04/22/2021	ELIZABETH FRANKLIN	1,643.44
74391	CHECK	04/22/2021	GORDON PLUMBING, INC.	700.00
74392	CHECK	04/22/2021	ICC FLOORS	19,598.00
74393	CHECK	04/22/2021	INDIANA DEPT OF WORKFORCE DEVELOP.	340.99
74394	CHECK	04/22/2021	INDIANAPOLIS FLEET SERVICES	1,001.79
74395	CHECK	04/22/2021	INDIANAPOLIS URBAN LEAGUE, INC	250.00
74396	CHECK	04/22/2021	INDY SHADES, INC.	2,162.00
74397	CHECK	04/22/2021	KONE, INC	3,246.48
74398	CHECK	04/22/2021	LEGALSHIELD	313.25
74399	CHECK	04/22/2021	LEHMAN'S INC. OF ANDERSON	2,555.00
74400	CHECK	04/22/2021	LINKEDIN CORPORATION	16,420.00
74401	CHECK	04/22/2021	WFYI TV FYI PRODUCTIONS	1,000.00
74402	CHECK	04/22/2021	NETWORK SOLUTIONS, INC.	5,239.88
74403	CHECK	04/22/2021	OCLC INC	9,804.18
74404	CHECK	04/22/2021	OFFICEWORKS	14,373.18
74405	CHECK	04/22/2021	ORBIS	6,517.00
74406	CHECK	04/22/2021	PITNEY BOWES, INC.	598.92
74407	CHECK	04/22/2021	PROFESSIONAL GARAGE DOOR SYSTEMS	1,724.50
74408	CHECK	04/22/2021	READING EQUIPMENT & DISTRIBUTION, LLC	994.97
74409	CHECK	04/22/2021	REPROGRAPHIX, INC	253.52
74410	CHECK	04/22/2021	REPUBLIC WASTE SERVICES	9,302.93
74411	CHECK	04/22/2021	RIVERS RESOURCES	372.35
74412	CHECK	04/22/2021	SAKURA FUQUA	200.00
74413	CHECK	04/22/2021	SONDHI SOLUTIONS	3,760.00
74414	CHECK	04/22/2021	STERLING INFOSYSTEMS INC	150.00
74415	CHECK	04/22/2021	BHE DESIGN LLC	325.00

No.	Type	Date	Reference	Amount
74416	CHECK	04/22/2021	THE HARMON HOUSE L.L.C.	1,642.50
74417	CHECK	04/22/2021	TIMOTHY P. BOWLING	90.00
74418	CHECK	04/22/2021	UNITED PARCEL SERVICE	129.94
74419	CHECK	04/22/2021	VERNON LIBRARY SUPPLIES	287.28
74420	CHECK	04/22/2021	YOUR AUTOMATIC DOOR COMPANY	507.50
74421	CHECK	04/30/2021	ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC	700.00
74422	CHECK	04/30/2021	ARTS FOR LEARNING INDIANA	255.00
74423	CHECK	04/30/2021	AT&T	1,681.44
74424	CHECK	04/30/2021	AT&T	34.45
74425	CHECK	04/30/2021	AUBREY KEARNEY	75.00
74426	CHECK	04/30/2021	BETH MENG	100.00
74427	CHECK	04/30/2021	INDIANAPOLIS PUBLIC SCHOOLS	1,750.00
74428	CHECK	04/30/2021	BROAD RIPPLE VILLAGE ASSOCIATION (BRVA)	150.00
74429	CHECK	04/30/2021	BROWNING DAY MULLINS DIERDORF	5,985.00
74430	CHECK	04/30/2021	CIH	1,669.82
74431	CHECK	04/30/2021	CITIZENS ENERGY GROUP	2,298.24
74432	CHECK	04/30/2021	CMID	2,520.00
74433	CHECK	04/30/2021	CRISTINA GOMEZ	2,200.00
74434	CHECK	04/30/2021	DRIESSEN WATER INC	275.00
74435	CHECK	04/30/2021	DACO GLASS & GLAZING INC	671.60
74436	CHECK	04/30/2021	DARICE MAXIE	250.00
74437	CHECK	04/30/2021	DELL MARKETING L.P.	35,212.32
74438	CHECK	04/30/2021	FINANCIAL INFORMATION INCORPORATED	1,095.00
74439	CHECK	04/30/2021	FMG INDIANAPOLIS LLC	5,730.00
74440	CHECK	04/30/2021	HALL, RENDER, KILLIAN, HEATH & LYMAN, P.C.	243.00
74441	CHECK	04/30/2021	HOLLABACK INC	5,737.00
74442	CHECK	04/30/2021	INDIANA FORMS AND LABELS	380.00
74443	CHECK	04/30/2021	LIGHT & BREUNING, INC	105,187.50
74444	CHECK	04/30/2021	MARGARET WARD	60.98
74445	CHECK	04/30/2021	MARION CTY STORMWATER MGMT DISTRICT	11,516.40
74446	CHECK	04/30/2021	MATTHEW BENDER & CO.	591.61
74447	CHECK	04/30/2021	MIDWEST LANGUAGE SERVICES LLC	36.32
74448	CHECK	04/30/2021	MUNICIPAL CODE CORPORATION	390.00
74449	CHECK	04/30/2021	RYAN JAMES DOWD	3,249.00
74450	CHECK	04/30/2021	SAKURA FUQUA	100.00
74451	CHECK	04/30/2021	SINGLEWIRE SOFTWARE, LLC	3,515.00
74452	CHECK	04/30/2021	THE HARMON HOUSE L.L.C.	400.00
74453	CHECK	04/30/2021	TODAY'S BUSINESS SOLUTIONS, INC	350.00
304056	EFT	04/01/2021	BACKGROUND BUREAU INC.	25.00
304057	EFT	04/01/2021	BAKER & TAYLOR	906.02
304058	EFT	04/01/2021	BAKER & TAYLOR	9.57
304059	EFT	04/01/2021	BAKER & TAYLOR	6,911.57
304060	EFT	04/01/2021	BAKER & TAYLOR	4,472.80
304061	EFT	04/01/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	213.97
304062	EFT	04/01/2021	DEMCO, INC.	6,533.53
304063	EFT	04/01/2021	EBSCO INFORMATION SERVICES	134.62
304064	EFT	04/01/2021	FINELINE PRINTING GROUP	3,878.00
304065	EFT	04/01/2021	G4S SECURE SOLUTIONS (USA) INC.	33,916.31
304066	EFT	04/01/2021	INGRAM LIBRARY SERVICES	820.30
304067	EFT	04/01/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	94.18
304068	EFT	04/01/2021	MIDWEST TAPE - PROCESSED DVDS	9,971.77
304069	EFT	04/01/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,521.05
304070	EFT	04/01/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	10,294.44
304071	EFT	04/01/2021	MIDWEST TAPE, LLC	95.49
304072	EFT	04/01/2021	RICOH USA, INC. - 12882	10,435.94
304073	EFT	04/01/2021	VALUE LINE PUBLISHING INC.	1,544.00
304077	EFT	04/08/2021	ACORN DISTRIBUTORS, INC	283.40
304078	EFT	04/08/2021	ACORN DISTRIBUTORS, INC	3,610.82
304079	EFT	04/08/2021	BAKER & TAYLOR	1,936.32
304080	EFT	04/08/2021	BAKER & TAYLOR	1,303.98
304081	EFT	04/08/2021	BAKER & TAYLOR	1,173.13
304082	EFT	04/08/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	9,248.12
304083	EFT	04/08/2021	BRODART COMPANY CONTINUATIONS	884.70
304084	EFT	04/08/2021	CDW GOVERNMENT, INC.	1,191.25

No.	Type	Date	Reference	Amount
304085	EFT	04/08/2021	DEMCO, INC.	1,061.22
304086	EFT	04/08/2021	DENISON PARKING	3,927.10
304087	EFT	04/08/2021	FINELINE PRINTING GROUP	1,626.00
304088	EFT	04/08/2021	G4S SECURE SOLUTIONS (USA) INC.	2,223.60
304089	EFT	04/08/2021	GLENDALE MALL	23,585.42
304090	EFT	04/08/2021	GRAINGER	21.84
304091	EFT	04/08/2021	INDIANA PLUMBING AND DRAIN LLC	651.50
304092	EFT	04/08/2021	INDY URBAN HARDWOOD COMPANY, LLC	1,275.00
304093	EFT	04/08/2021	INGRAM LIBRARY SERVICES	307.23
304094	EFT	04/08/2021	IRVINGTON PRESBYTERIAN CHURCH	937.50
304095	EFT	04/08/2021	KRM ARCHITECTURE+ INC	214,696.05
304096	EFT	04/08/2021	MIDWEST TAPE - PROCESSED DVDS	7,685.01
304097	EFT	04/08/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	1,465.71
304098	EFT	04/08/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	6,162.31
304099	EFT	04/08/2021	MIDWEST TAPE, LLC	2,064.10
304100	EFT	04/08/2021	P.V. SUPA INC.	82,763.46
304101	EFT	04/08/2021	POWERS & SONS CONSTRUCTION	367,238.23
304102	EFT	04/08/2021	ROBERT HALF INTERNATIONAL, INC	889.26
304103	EFT	04/08/2021	TELAMON ENTERPRISE VENTURES, LLC.	5,267.79
304104	EFT	04/08/2021	ULINE	685.50
304106	EFT	04/15/2021	BAKER & TAYLOR	409.66
304107	EFT	04/15/2021	BAKER & TAYLOR	61.54
304108	EFT	04/15/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	2,059.54
304109	EFT	04/15/2021	CDW GOVERNMENT, INC.	14,967.85
304110	EFT	04/15/2021	CITIZENS THERMAL ENERGY	28,370.14
304111	EFT	04/15/2021	EBSCO INFORMATION SERVICES	80,099.79
304112	EFT	04/15/2021	INDIANA PLUMBING AND DRAIN LLC	684.00
304113	EFT	04/15/2021	MICHAEL R. TWYMAN	3,000.00
304114	EFT	04/15/2021	MIDWEST TAPE, LLC	17,410.60
304115	EFT	04/15/2021	OVERDRIVE INC	184,263.77
304116	EFT	04/15/2021	REGIONS BANK PURCHASING CARD	13,658.77
304117	EFT	04/15/2021	ROBERT HALF INTERNATIONAL, INC	2,066.25
304118	EFT	04/15/2021	RYAN FIRE PROTECTION, INC	900.00
304119	EFT	04/15/2021	STAPLES	9,556.39
304120	EFT	04/15/2021	THOMSON REUTERS-WEST PUBLISHING CORPORATION	5,558.17
304124	EFT	04/22/2021	ALSCO	759.10
304125	EFT	04/22/2021	CDW GOVERNMENT, INC.	1,921.30
304126	EFT	04/22/2021	CITIZENS THERMAL ENERGY	18,735.02
304127	EFT	04/22/2021	DANCORP INC. DBA DANCO	4,278.00
304128	EFT	04/22/2021	DELTA DENTAL	11,579.36
304129	EFT	04/22/2021	GLENDALE MALL	23,585.42
304130	EFT	04/22/2021	GRAINGER	620.32
304131	EFT	04/22/2021	INDIANA PLUMBING AND DRAIN LLC	4,354.00
304132	EFT	04/22/2021	INDIANAPOLIS ARMORED CAR, INC	5,552.87
304133	EFT	04/22/2021	IRVINGTON PRESBYTERIAN CHURCH	937.50
304134	EFT	04/22/2021	J&G CARPET PLUS	6,020.00
304135	EFT	04/22/2021	JCOS, INC.	1,812.50
304136	EFT	04/22/2021	KLINES QUALITY WATER, INC	51.35
304137	EFT	04/22/2021	LEVEL (3) COMMUNICATIONS, LLC	3,440.89
304138	EFT	04/22/2021	LOCKERBIE SQUARE CABINET CO	1,475.00
304139	EFT	04/22/2021	MARK'S VACUUM & JANITORIAL SUPPLIES	1,336.20
304140	EFT	04/22/2021	MOORE INFORMATION SERVICES, INC	931.25
304141	EFT	04/22/2021	ORACLE ELEVATOR HOLDCO, INC.	9,956.00
304142	EFT	04/22/2021	PERFECTION GROUP, INC.	13,558.81
304143	EFT	04/22/2021	RECORD AUTOMATIC DOORS, INC	215.00
304144	EFT	04/22/2021	RICHARD LOPEZ ELECTRICAL, LLC	5,790.55
304145	EFT	04/22/2021	RICOH USA, INC. - 12882	4,699.42
304146	EFT	04/22/2021	ROBERT HALF INTERNATIONAL, INC	1,108.80
304147	EFT	04/22/2021	STENZ MANAGEMENT COMPANY, INC	15,373.02
304148	EFT	04/22/2021	STUART'S HOUSEHOLD FURNITURE MOVING & STORAGE	3,736.00
304149	EFT	04/22/2021	TITAN ASSOCIATES	77,981.38
304150	EFT	04/22/2021	ULINE	110.16
304151	EFT	04/30/2021	BACKGROUND BUREAU INC.	220.00
304152	EFT	04/30/2021	BAKER & TAYLOR	152.61

No.	Type	Date	Reference	Amount
304153	EFT	04/30/2021	BAKER & TAYLOR	32,888.91
304154	EFT	04/30/2021	BAKER & TAYLOR	0.60
304155	EFT	04/30/2021	BAKER & TAYLOR	111,158.37
304156	EFT	04/30/2021	BAKER & TAYLOR	43,729.73
304157	EFT	04/30/2021	BLACKSTONE AUDIO INC	1,821.21
304158	EFT	04/30/2021	EBSCO INFORMATION SERVICES	64.19
304159	EFT	04/30/2021	G4S SECURE SOLUTIONS (USA) INC.	34,864.41
304160	EFT	04/30/2021	INGRAM LIBRARY SERVICES	2,926.60
304161	EFT	04/30/2021	KLINES QUALITY WATER, INC	29.65
304162	EFT	04/30/2021	KRM ARCHITECTURE+ INC	142,533.99
304163	EFT	04/30/2021	MIDWEST TAPE - AUDIOBOOKS ONLY	32.09
304164	EFT	04/30/2021	MIDWEST TAPE - PROCESSED DVDS	5,159.79
304165	EFT	04/30/2021	MIDWEST TAPE FICTION CAT/PROC REPL ACCOUNT	4,561.78
304166	EFT	04/30/2021	MIDWEST TAPE PROCESSED AND CATALOGED ACCOUNT	17,791.05
304167	EFT	04/30/2021	MIDWEST TAPE, LLC	2,869.40
304168	EFT	04/30/2021	OVERDRIVE INC	105,064.34
304169	EFT	04/30/2021	PERFECTION GROUP, INC.	30,726.11
304170	EFT	04/30/2021	PROQUEST INFORMATION AND LEARNING	1,600.56
304171	EFT	04/30/2021	RATIO ARCHITECTS, LLC	132,579.90
304172	EFT	04/30/2021	THOMSON REUTERS-WEST PUBLISHING CORPORATION	11,116.34
Total				<u>\$ 3,587,824.86</u>

Summary by Transaction Type:

Computer Check	\$ 1,141,143.91
EFT Check	\$ 2,446,680.95
Total Payments	\$ 3,587,824.86
Total Voided Items	\$ -

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY
BANK REGISTER
GIFT ACCOUNT

No.	Type	Date	Reference	Amount
7881	CHECK	04/01/2021	CASH & CARRY PAPER COMPANY, INC.	135.70
7882	CHECK	04/01/2021	CREATIVE AQUATIC SOLUTIONS, LLC	500.85
7883	CHECK	04/01/2021	HISTORIC LANDMARKS FOUNDATION OF INDIANA, INC	50.00
7884	CHECK	04/01/2021	JOANNA CONRAD	374.53
7885	CHECK	04/01/2021	NICOLE COOKE	500.00
7886	CHECK	04/08/2021	ARTS FOR LEARNING INDIANA	302.00
7887	CHECK	04/08/2021	AT&T MOBILITY	3,655.00
7888	CHECK	04/08/2021	CREATIVE AQUATIC SOLUTIONS, LLC	218.99
7889	CHECK	04/08/2021	GALEN ABDUR-RAZZAQ	850.00
7890	CHECK	04/08/2021	GAIL THOMAS STRONG	750.00
7891	CHECK	04/08/2021	JOSEPH LUTHOLTZ	59.06
7892	CHECK	04/08/2021	JOSHUA W. ESTES	150.00
7893	CHECK	04/08/2021	KIMBERLY DONAHUE	375.00
7894	CHECK	04/08/2021	LSC (PETTY CASH)	5.34
7895	CHECK	04/08/2021	MAHASIN S AMEEN	525.00
7896	CHECK	04/08/2021	BALLET MOSAICOS INC.	500.00
7897	CHECK	04/08/2021	SHANNON O'DONNELL	53.09
7898	CHECK	04/15/2021	BRIGHT IDEAS IN BROAD RIPPLE	5,878.58
7899	CHECK	04/15/2021	CYNECQUA GOODRIDGE	60.00
7900	VOID	04/15/2021	LUV TAYLOR	156.25
7901	CHECK	04/15/2021	OLISHA CALVETTE MAFU	50.00
7902	CHECK	04/15/2021	RAYMOND GEDDES & COMPANY, INC.	2,872.80
7903	CHECK	04/15/2021	REBECCA L. EDIE	300.00
7904	CHECK	04/15/2021	THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION	4,794.59
7905	CHECK	04/15/2021	TIMOTHY VOLLMER	13.70
7906	CHECK	04/15/2021	VLADIMIR KRAKOVICH	600.00
7907	CHECK	04/15/2021	YEFIM PASTUKH	600.00
7908	CHECK	04/22/2021	BRIGHT IDEAS IN BROAD RIPPLE	6,076.17
7909	CHECK	04/22/2021	DLW STORYTELLER, INC	800.00
7910	CHECK	04/22/2021	INDY VEGFEST INC	182.00
7911	CHECK	04/22/2021	STEPHANIE YOUNG MOSS	200.00
7912	CHECK	04/30/2021	CASH & CARRY PAPER COMPANY, INC.	197.57
7913	CHECK	04/30/2021	CREATIVE AQUATIC SOLUTIONS, LLC	588.85
7914	CHECK	04/30/2021	JENNIFER A NELSON	50.00
7915	CHECK	04/30/2021	JOSEPH LUTHOLTZ	54.46
7916	CHECK	04/30/2021	MELISSA & DOUG, INC.	7,260.00
7917	CHECK	04/30/2021	RACHEL JAMIESON	50.28
304074	EFT	04/01/2021	BAKER & TAYLOR	281.77
304075	EFT	04/01/2021	BAKER & TAYLOR	393.12
304076	EFT	04/01/2021	TOY INVESTMENTS, INC	129.00
304105	EFT	04/08/2021	DEMCO, INC.	592.20
304121	EFT	04/15/2021	BAKER & TAYLOR AXIS 360 E-BOOKS	5,137.75
304122	EFT	04/15/2021	INDPLS-MARION COUNTY PUBLIC LIBRARY	387.50
304123	EFT	04/15/2021	OVERDRIVE INC	657.83
304173	EFT	04/30/2021	BAKER & TAYLOR	378.00
304174	EFT	04/30/2021	BAKER & TAYLOR	15.12
304175	EFT	04/30/2021	INGRAM LIBRARY SERVICES	1,908.92
304176	EFT	04/30/2021	OVERDRIVE INC	3,636.25
304177	EFT	04/30/2021	TOY INVESTMENTS, INC	3,991.68
			Total	\$ 57,298.95

Summary by Transaction Type:

No.	Type	Date	Reference	Amount
			Computer Check	\$ 39,633.56
			EFT Check	\$ 17,509.14
			Total Payments	\$ 57,142.70
			Total Voided Items	156.25

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY

May 24, 2021

PERSONNEL ACTIONS

RESOLUTION 22-2021

NEW HIRES:

- Dori Davis, Page, Glendale, \$10.00 per hour, Effective: April 22, 2021
- Hannah Scott, Page, Haughville, \$10.00 per hour, Effective: April 29, 2021
- Miah McLaurin, Team Member, Shipping & Receiving, \$15.02 per hour, Effective: April 26, 2021
- Morgan Coder, Building Ambassador, Garfield Park, \$15.02 per hour, Effective: April 29, 2021
- Liana Meeker, Hourly Public Services Associate I, Franklin Road, \$16.05 per hour, Effective: May 10, 2021
- Neety Sahu, Hourly Computer Assistant I, Learning Curve, \$13.97 per hour, Effective: May 12, 2021

INTERNAL CHANGES:

- Donald Piper from Page, Learning Curve, \$10.00 per hour to Building Ambassador, Martindale Brightwood, \$15.02 per hour, Effective: May 9, 2021
- Erin Fleming from Library Assistant III, Central, \$17.13 per hour to Interim Circulation Supervisor II, Pike, \$21.56 per hour, Effective: April 25, 2021
- Kyle Reeser from Library Assistant III, Glendale, \$16.47 per hour to Interim Circulation Supervisor II, Glendale, \$18.12 per hour, Effective: April 25, 2021
- Brandi Winston from Circulation Supervisor II, Glendale, \$21.99 per hour to Interim Manager, Glendale, \$24.19 per hour, Effective: April 25, 2021
- Tami Edminster from Program Specialist, Public Services, \$29.70 per hour to Public Services Librarian, Learning Curve, \$25.48 per hour, Effective: May 23, 2021
- Bryce Wissel from Hourly Job Center Assistant, East 38th Street, \$10.00 per hour to Computer Assistant I, Learning Curve, \$13.97 per hour, Effective: May 23, 2021
- Robin Kelley from Manager, Central Adult Services, \$31.16 per hour to Interim Area Resource Manager, Central, \$34.28 per hour, Effective: April 25, 2021
- Marianne Kruppa from Interim Manager, Lawrence, \$28.80 per hour to Public Services Librarian, Central, \$21.99 per hour, Effective: April 25, 2021
- Sarah Masson Randall from Library Assistant II, College, \$13.97 per hour to Public Services Associate II, College, \$17.36 per hour, Effective: May 9, 2021
- Nicholas Calvert from Circulation Supervisor II, Pike, \$21.56 per hour to Computer Assistant II, Pike, \$15.32 per hour, Effective: May 2, 2021
- Sara Liebhaber from Administrative Assistant I, Support Programs & Volunteer Resources to Administrative Assistant I, Outreach Services & Volunteer Resources, No Change in Pay, Effective: May 9, 2021
- Michael Ehret from Indy Library Store Coordinator, Support Programs & Volunteer Resources to Indy Library Store Coordinator, Outreach Services & Volunteer Resources, No Change in Pay, Effective: May 9, 2021

- Richard Swan from Indy Library Store Assistant Coordinator, Support Programs & Volunteer Resources to Indy Library Store Assistant Coordinator, Outreach Services & Volunteer Resources, No Change in Pay, Effective: May 9, 2021
- Neva Hoskin from Hourly Library Store Online Bookseller FTE, Support Programs & Volunteer Resources to Hourly Library Store Online Bookseller FTE, Outreach Services & Volunteer Resources, No Change in Pay, Effective: May 9, 2021

RE-HIRES: (None Reported)

SEPARATIONS:

- Shahlo Seidmedova, Computer Assistant II, Central, 1 year and 2 months, Effective: May 12, 2021
- Denise Gimlich, Page, Haughville, 1 year and 11 months, Effective: April 27, 2021
- Margarette Webb, Public Services Associate II, Martindale Brightwood, 2 years and 3 months, Effective: May 22, 2021
- Anavrin Reeves-Woods, Page, Martindale Brightwood, 3 years and 11 months, Effective: May 1, 2021
- Nancy Stephenson, Manager, Support Programs & Volunteer Resources, 26 years and 2 months, Effective: April 30, 2021

INACTIVE: (None Reported)

RE-ACTIVATE:

- Nancy Koehring, Page, College, Re-activated: May 3, 2021

RECLASSIFICATION:

- Maggie Ward from Manager, Outreach, PG 12, \$26.79 per hour to Manager, Outreach Services & Volunteer Resources, PG 13, \$28.80 per hour, Effective: May 9, 2021
- Lauren Thorne from Circulation Supervisor I, PG 8, Outreach, \$20.46 per hour to Circulation Supervisor II, PG 9, Outreach Services & Volunteer Resources, \$21.56 per hour, Effective: May 9, 2021
- Wendy Johnson from Volunteer Engagement Specialist, PG 11, Support Programs & Volunteer Resources, \$25.43 per hour to Supervisor, Volunteer Resources, PG 12, Outreach Services & Volunteer Resources, \$26.79 per hour, Effective: May 9, 2021

CORRECTIONS:

- On the February 22, 2021 Personnel Actions, under Separations, Employee, Julie Able was not given the proper credit for her time worked at the library, therefore we are including it on this report as follows: Julie Able, Public Services Librarian NE, Central, 33 years and 3 months, Effective: March 1, 2021.



Board Briefing Report

9b

To: IMCPL Board

Meeting Date: May 24, 2021

From: John Helling
Chief Public Services Officer

Subject: Update on Security at IndyPL

Summary: In the Fall of 2020, the Safety and Security function of the library moved from the Facilities Department to the Public Services department. This report summarizes the goals of that move and the progress we have made and have yet to make.

Goals of Safety and Security move:

1. Provide safety and security using in-house guard staff as opposed to contract staff
2. Hire specialized positions to address location-specific issues, such as after-school specialists at Pike and Warren and a social worker at Central
3. Improve our ability to understand who is being impacted by security incidents at the library through better reporting and data gathering

Goal 1 Overview: The largest function of Safety and Security as experienced by the patrons of the library are their daily interactions with our security guards, which for several years have been provided by contracted security companies. This has occasionally resulted in the library's policies being enforced in a manner that might be too firm or too lax and would need to be calibrated. For example, we have had conversations in the past about how best to address sleeping patrons, and when to ask patrons to leave versus when to try to de-escalate a situation. The frequency of these "misalignments" was such that eventually the library became interested in controlling these interactions more directly.

We decided to address this by replacing contract guard staff with in-house guard staff. We hope that directly employing our own guard staff will generate a higher degree of buy-in and engagement with the library and its mission. In other words, we hope to achieve a culture change in the way we approach security interactions, and to employ guard staff who have an understanding of and a certain amount of empathy for the situations that some of our patrons might find themselves in. It was our hope to pilot these in-house guards at three locations in the first quarter of the year but we have not been successful in filling all those positions. To date we

have two positions filled, and West Indianapolis and Martindale-Brightwood. The feedback we have received suggests that our job description may not be accurately conveying the role we are asking these staff to play in branch operations. Because filling these positions has taken longer than we anticipated, we would expect to continue at least partially to employ contract security staff into 2022.

Goal 2 Overview: Historically, the library has experienced a high number of incident reports at Pike and Warren Branches. Both of these branches are in very close proximity to high schools and experience a high volume of after-school traffic. Teen patrons often use the library very different than patrons of other ages, which can create a variety of tensions. By hiring after school specialists to program specifically to these audiences, the library hopes to provide constructive activities for these teen patrons to engage in. Prior to the pandemic, both of these branches were starting to see successful programs take place and relationships were developing. In the post-COVID environment, these branches have not yet seen their after-school traffic recover to pre-pandemic levels.

At Central Library, we often see a high number of library patrons who are experiencing homelessness. We partnered with the IUPUI School of Social Work to conduct a needs assessment in this area, and to pilot providing social services directly to Central library patrons. This partnership was very successful and convinced us of the need to hire our own social worker full-time. I am happy to share that we successfully hired a social worker at Central library earlier this month.

Goal 3 Overview: Our current incident reporting system is unable to produce detailed reports using disaggregated data to show us (for example) if patrons of certain races are overrepresented in our security interactions. For example, incident and action data in multiple person incidents are not clearly assigned to the appropriate individuals in the current system. In short, the data structure limits our ability to obtain demographic data. For several months, we have been searching for an incident report product that could achieve this and we have identified a reasonably priced product that could produce data meeting our needs after some additional customization of the product and adjustments to our incident report creation process. We are currently working through the customizations and understanding of the applications data structure. If our requirements for these items can be met, we would move to testing and updating our practices.



Board Briefing Report

9c

To: IMCPL Board

Meeting Date: May 24, 2021

From: **John Helling**
Chief Public Services Officer

Subject: **Post-COVID Hours and Services**

Summary: As vaccinations continue to roll out and (we assume) COVID trends in Indianapolis continue to improve, library administration has begun to plan for the restoration of hours and services that were paused over the course of the pandemic. We are making plans with the intention of resuming something close to full service at the approximate point that any staff person over the age of 16 will have had the opportunity to be vaccinated and develop immunity, which we predict will be in early June. This document outlines the steps we will take to return to full service. **Note that we have consulted on all aspects of this plan with Dr. Caine and will continue to update the plan as new guidance emerges.**

Overview: During the month of May, branches began to restore things like comfy seating, early literacy computers, and other items that we put into storage to enforce social distancing. We raised our headcount limit to 50% of our total capacity (we have operated at 37% capacity for the duration of the pandemic). Speaking generally we did not see these headcount limits being met.

In June, we plan to restore two days per week of evening hours for patron service – Mondays and Tuesdays. This is based on an evaluation of pre-COVID door count measurements to identify the hours of service that our patrons found most valuable. Pre-COVID, the library offered three days of evening hours per week but these were the lowest usage hours in our weekly schedule.

Also in June, we plan to restore some of our in-person programming related to our Summer Reading Program – all programming will, of course, comply with guidance put forth by the CDC and the city's health department.

Also in June, we will no longer restrict the number of patrons allowed in our buildings, and patrons will regain the ability to book meeting rooms and study rooms. In late June, Central will resume holding weddings and other larger events.

As of June 7, the city will no longer be enforcing a mask mandate for vaccinated people. Because the library will not be able to distinguish between vaccinated and unvaccinated patrons, we will effectively cease enforcing our mask mandate at the same time.

In September, we plan to restore Sunday service to Nora, Glendale, Eagle, Southport, Warren, Central, and The InfoZone. This is fewer Sunday branches than were offered to patrons pre-COVID. As with evenings, we have identified branches with Sunday hours that were either not well utilized or were in reasonably close proximity to other branches with Sunday hours.

As has been the case for the duration of the pandemic, we continue to monitor the COVID statistics for Indianapolis and we are prepared to adjust this plan if it becomes necessary. We have also been in close communication with Dr. Caine and have sought her feedback on all of the above.

Key takeaways:

- Evening hours being restored on Mondays and Tuesdays
- Sunday hours being restored at the above listed branches

<i>Proposed schedule of service</i>		
<u>Day</u>	<u>Schedule</u>	<u>Hours of service</u>
MON	10AM-8PM	10
TUE	10AM-8PM	10
WED	10AM -6PM	8
THU	10AM -6PM	8
FRI*	10AM -6PM	8
SAT	10AM -5PM	7
SUN	1PM-5PM	4
		<i>55 total hours</i>
<i>*Central closes at 5pm to accommodate events</i>		

<i>Pre-COVID schedule of service</i>		
<u>Day</u>	<u>Schedule</u>	<u>Hours of service</u>
MON	10AM-8PM	10
TUE	10AM-8PM	10
WED	10AM -8PM	10
THU	10AM -6PM	8
FRI*	10AM -6PM	8
SAT	10AM -5PM	7
SUN	12PM-5PM	5
		<i>58 total hours</i>
<i>*CEN close at 5</i>		